1. Sign in to your account, using the username and password provided to you in your reminder email.

2. Go to the Appointment Reporting area of our website by:
   a. On the home screen, click “Online Services”
   b. Under the “Other Programs” section click “Appointment Reporting”

3. Under the Browse section towards the bottom of the screen, click on the “Appointment Reporting Online – Counties and Municipalities” box.

4. You will then be asked to verify your contact information:
   a. If correct, click the “Next” button and move on to step 5
   b. If changes are needed, click the “Edit Information” button. When you are finished, click “Update”, then click the “Next” button
5. You will then see a page like the one listed below:

   a. From the first drop down menu, select the appointing authority you wish to report for, if you are responsible for more than one.

   b. From the second drop down menu please select if there were any appointments this fiscal year:

      i. If yes, continue to step 6

      ii. If no, skip to step 9
6. Click the add Appointment Button (note you can add multiple appointments before you submit)
7. From here, select the board/committee name use the 1st drop down menu, then add the appropriate information to the corresponding box. When finished click “Update Appointment”

8. Repeat steps 6 and 7 until you have added all of the appointments for your appointing authority, then continue to step 9.
9. Click the Submit Button

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**Appointments**

*Please record information for appointments made/announced between July 1, 2018 and June 30, 2019.*

<table>
<thead>
<tr>
<th>Board/Committee Name</th>
<th>Total # of Board Members</th>
<th>Total # Allocated for Appointment by County or Municipality</th>
<th>Women Appointed</th>
<th>Men Appointed</th>
<th>Edit Delete Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Care Home Community Advisory Committee</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>[Edit Delete Row]</td>
</tr>
</tbody>
</table>

[Add Appointment] [Submit]
10. You should now see a screen that has “Appointments Successfully Filed” on it. You have now finished filing.

a. A pdf version of your filing will then be available to download on the website

b. A confirmation email will be sent to you with a copy of a pdf version of your filing as well.
Extra Information

- If you forget to add a board before submitting, you can always go back following the same steps above to add another appointment.
- Should you make a mistake while filing, you can delete or edit the appointment by clicking on the appropriate button on the right side of the chart.
- For additional information, please contact us at appoint@sosnc.gov