

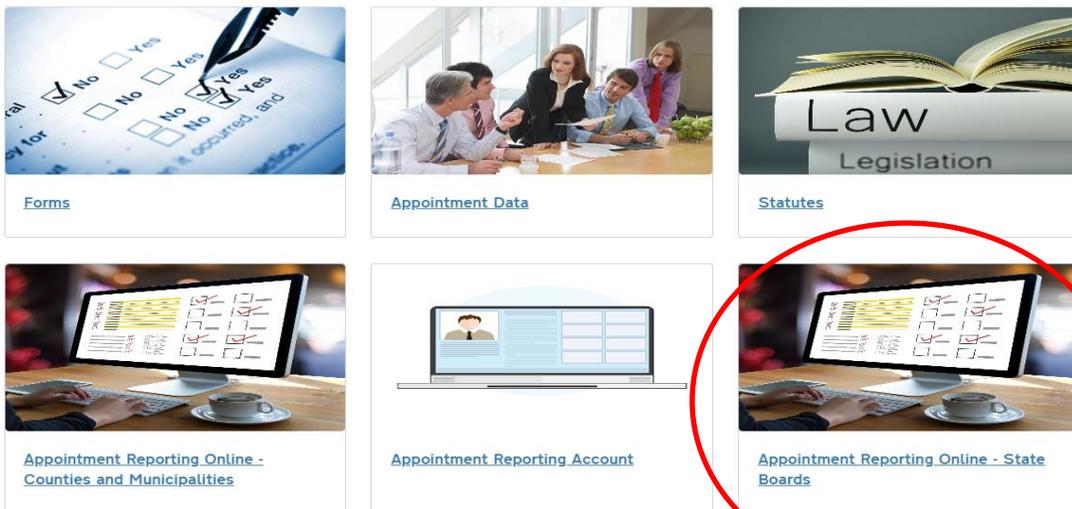


# Appointment Reporting Online Instructions

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 – State Boards” box.



## Browse Appointment Reporting



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:

The screenshot shows the top navigation bar of the Secretary of State website, featuring the logo and name of Blaine F. Marshall, along with menu items: Home, I Want To..., Divisions, Topics, and Online Services. Below the navigation bar, the breadcrumb trail reads: Secretary of State > Appointment Reporting > Governor, General Assembly, and State Appointments. The main heading is 'Governor, General Assembly, and State Appointments' in a large, bold, teal font. Below the heading is a sub-heading: 'Please record information for appointments made/announced between July 1, 2018 and June 30, 2019.' The form consists of two drop-down menus. The first is labeled 'Board/Committee Name' and the second is labeled 'Were there any appointments this fiscal year? \*'. Below the form is a feedback link: 'How can we make this page better for you?' and a circular icon with a plus sign.

- a. From the first drop down menu, select the board/committee name 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**)

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## and State Appointments

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

Board/Committee Name

Were there any appointments this fiscal year? \*

\*Please note that you are able to add more than one appointment before submitting\*

Board/Committee Name	Total # of Board Members	Total # Allocated for Appointment	Women Appointed	Men Appointed
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**Add Appointment →**

**Submit**

- From here, select the appointing authority name use the 1<sup>st</sup> drop down menu, then add the appropriate information to the corresponding box. When finished click “Update Appointment”

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between July 1, 2018 and June 30, 2019.

Appointing Authority  
House of Representatives

Total # of Board Members \*  
2

Total # Allocated for Appointment \*  
2

Women Appointed \*  
1

Men Appointed \*  
1

Cancel Appointment Update Appointment

[How can we make this page better for you?](#)

- 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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*between July 1, 2018 and June 30, 2019.*

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Board/Committee Name

Were there any appointments this fiscal year? \*

**\*Please note that you are able to add more than one appointment before submitting\***

Board/Committee Name	Total # of Board Members	Total # Allocated for Appointment	Women Appointed	Men Appointed	
Governor's Office	2	2	1	1	<a href="#">Edit</a> <a href="#">Delete Row</a>

[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](mailto:appoint@sosnc.gov)

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*between July 1, 2018 and June 30, 2019.*

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Board/Committee Name

Were there any appointments this fiscal year? \*

**\*Please note that you are able to add more than one appointment before submitting\***

Board/Committee Name	Total # of Board Members	Total # Allocated for Appointment	Women Appointed	Men Appointed	
Governor's Office	2	2	1	1	<input type="button" value="Edit"/> <input type="button" value="Delete Row"/>