

Appointment Reporting Online Counties and Municipalities

On the main Appointment Reporting page, select the **Appointment Reporting Online Counties and Municipalities** link. See **Figure 1**.

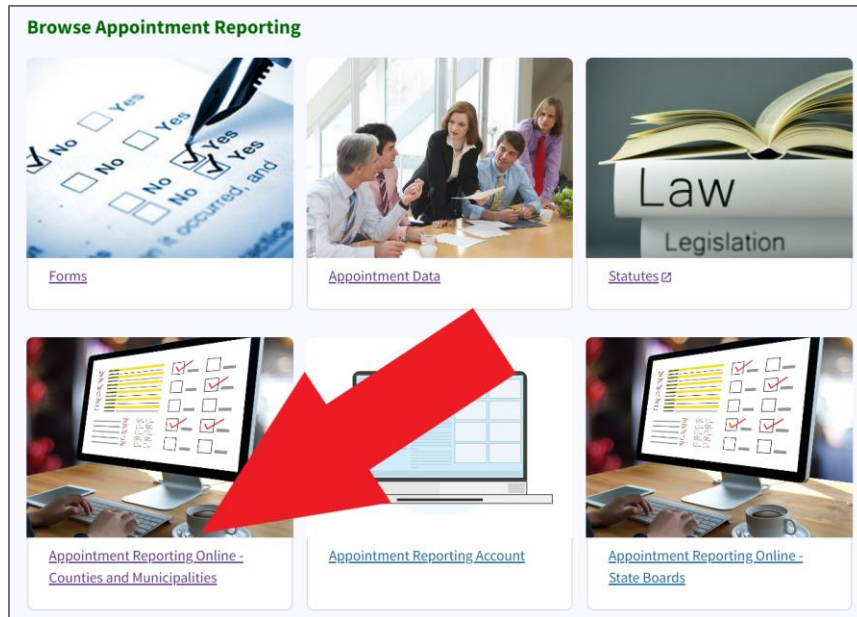


Figure 1. Select Appointment Reporting Online – Counties and Municipalities

Log into your NC SOS website account by entering your **Username** and **Password**.

The screenshot shows the login page with the following elements:

- Home > Log in
- Log in
- Username input field
- Password input field
- Log in button
- Return to top link

Figure 2. Log in page

Once you log into your NC SOS website account, you find the **County and Municipality Appointments** page. This is the first of three screens of the appointment reporting process for counties and municipalities.

Home > Appointment Reporting > County and Municipality Appointments

County and Municipality Appointments

Account Information

Verify your information before you continue.

Filing for the Gender Equity Appointment Report is now closed for the 2022-2023 fiscal year.

First
sample

Middle

Last
order

Figure 3. County and Municipality Appointments page

The screens are numbered in the bottom right corner to indicate which screen number you are on.

Last
order

Suffix

Title

Next

Page 1 of 3

Edit Account Start Filing

Figure 4. Start Filing button

Enter the filer's name and title in the provided entry fields.

Click **Next**.

Note: You will not click the **Start Filing** button until the end of the process on screen #3.

The second screen asks for the county/municipal contact's or filer's **email, phone, and fax number**.

Account Information

Verify your information before you continue.

Filing for the Gender Equity Appointment Report is now closed for the 2022-2023 fiscal year.

Email

Phone

Fax

[Back](#) [Next](#)

Page 2 of 3

[Edit Account](#) [Start Filing](#)

Figure 5. Screen #2 with email, phone, and fax entry fields

Enter the county/municipal contact or filer’s **email, phone, and fax.**

Click **Next.**

Account Information

Verify your information before you continue.

Filing for the Gender Equity Appointment Report is now closed for the 2022-2023 fiscal year.

Address

City

State

Zip

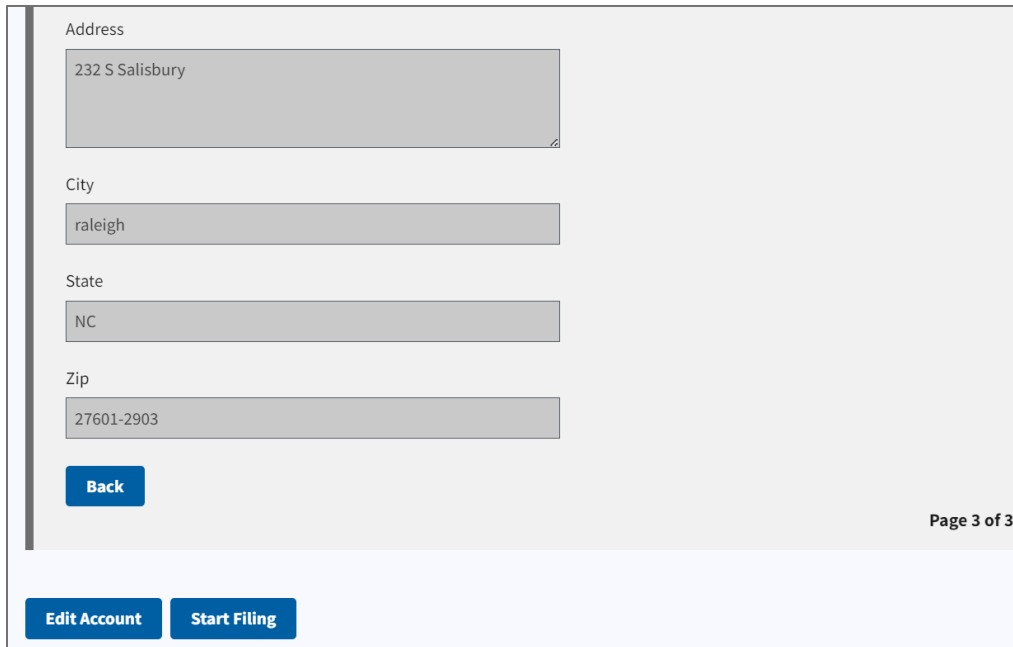
[Back](#)

Page 3 of 3

Figure 6. Screen #3 with address entry fields

At the bottom of Screen #3, you find the Start Filing button.

Click **Start Filing**.



The screenshot shows a form with the following fields and buttons:

- Address: 232 S Salisbury
- City: raleigh
- State: NC
- Zip: 27601-2903
- Buttons: Back, Edit Account, Start Filing
- Page indicator: Page 3 of 3

Figure 7. Start Filing button

After clicking **Start Filing**, you end up at a page that asks for you to select the appointing authority.

Using the dropdown, select the **Appointing Authority**.



The screenshot shows the 'County and Municipality Appointments' page with the following elements:

- Navigation: Home > Appointment Reporting > County and Municipality Appointments
- Section Header: County and Municipality Appointments
- Form Fields:
 - Appointing authority: Test
 - Were there any appointments this fiscal year?(Required):
- Footnote:
 - Record information for appointments made/announced between July 1, 2023 and June 30, 2024.
 - [Appointment Reporting Online Instructions for Counties and Municipalities Boards](#)

Figure 8. Appointing Authority dropdown

Using the dropdown, answer the question: **Were there any appointments this fiscal year?**

This is a required question, so make sure you select your answer.

For this example, we selected “No.”

For the “Yes” option, see [“Yes” Option for the “Were there any appointments this fiscal year?” Dropdown.](#)

Home > [Appointment Reporting](#) > County and Municipality Appointments

County and Municipality Appointments

Appointing authority
Test

Were there any appointments this fiscal year?(Required)
No

Submit

- Record information for appointments made/announced between July 1, 2023 and June 30, 2024.
- [Appointment Reporting Online Instructions for Counties and Municipalities Boards](#)

Figure 9. Example with "No" selected

Click **Submit**.

A **Success** page gives confirmation that your filing was submitted.

The filing displays in a preview window. You can print and save the document by clicking either the printer icon or the save (floppy disk) icon in the top right corner of the preview window.

Home > [Appointment Reporting](#) > Governor, General Assembly, and State Appointments

Governor, General Assembly, and State Appointments

Success
Appointments Successfully Filed

Filing

N.C.G.S. 143-157.1 SOS revised 7/2020
North Carolina Department of the Secretary of State
Appointment Reporting 2019 - 2020 County & Municipality Appointments Form

THIS DOCUMENT IS FOR YOUR RECORDS ONLY
If you have any difficulty filing online, please contact us: appoint@sosnc.gov

A. County/Municipality
Appointing Authority Test

B. Contact Name sample order 19
E-mail Bus@test.com

Figure 10. Success page

You can also use the “Download the Preview Here” link at the bottom of the page.

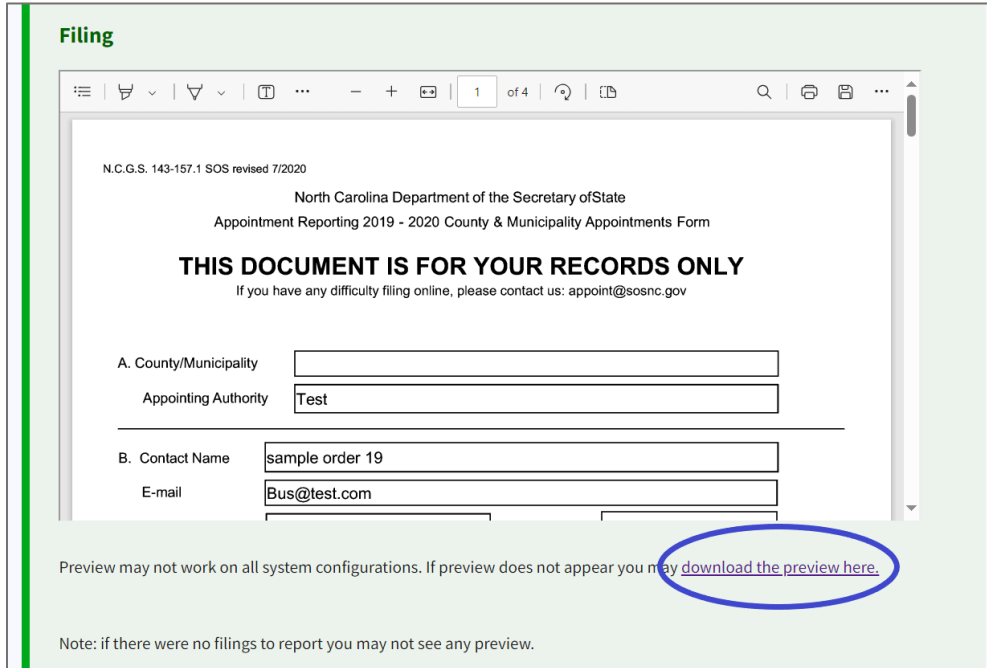


Figure 11. "Download the preview here" link

When you click on this link, a PDF of the filing displays as seen in **Figure 12**.

The PDF form displays the same header as Figure 11. The form fields are populated with the following information: "A. County/Municipality" (empty), "Appointing Authority" (Test), "B. Contact Name" (sample order 19), "E-mail" (Bus@test.com), "Telephone" ((919) 814-5454 x33333), "Facsimile" (empty), "Address" (232 S Salisbury), "City" (raleigh), and "Zip Code" (27601-2903). Below these fields, there is a section "C. (Report for any applicable Boards)" with a checked box next to "No Appointments". Underneath, the text "Adult Care Home Community Advisory Committee" is displayed. At the bottom, there are two input fields: "Total # of Board Members" (empty) and "Total # Allocated for Appointment by County or Municipality" (empty).

Figure 12. PDF of filing

“Yes” Option for the “Were there any appointments this fiscal year?” Dropdown

When you select “Yes” to the question in **Figure 13**, you will go through the following steps to add a new appointment.

Home > Appointment Reporting > County and Municipality Appointments

County and Municipality Appointments

Appointing authority

Were there any appointments this fiscal year?(Required)

- Record information for appointments made/announced between July 1, 2023 and June 30, 2024.
- [Appointment Reporting Online Instructions for Counties and Municipalities Boards](#)

Figure 13. The dropdown question “Were there any appointments this fiscal year?”

Select “Yes” from the dropdown. See **Figure 13**.

Home > Appointment Reporting > County and Municipality Appointments

County and Municipality Appointments

Appointing authority

Tester1

Were there any appointments this fiscal year?(Required)

Yes

You are able to add more than one appointment before submitting

Name	Total # of Board Members	Total # Allocated for Appointment	Women Appointed	Men Appointed	Actions
------	--------------------------	-----------------------------------	-----------------	---------------	---------

Add Appointment

Submit

- Record information for appointments made/announced between July 1, 2023 and June 30, 2024.
- [Appointment Reporting Online Instructions for Counties and Municipalities Boards](#)

Figure 14. “Yes” selected and Add Appointment button

Click **Add Appointment**.

Fill in the five required entry fields.

Enter the **Board/Committee Name**.

Enter the **Total Number of Board Members**.

Enter the **Total Number Allocated for Appointment**.

Enter the **Total Women Appointed**.

Enter the **Total Men Appointed**.

County and Municipality Appointments

You are able to add more than one appointment before submitting

Name	Total # of Board Members	Total # Allocated for Appointment	Women Appointed	Men Appointed	Actions
------	--------------------------	-----------------------------------	-----------------	---------------	---------

Add Appointment

Board/Committee name(Required)

Total # of board members(Required)

Total # allocated for appointment(Required)

Women appointed(Required)

Men Appointed(Required)

Cancel Appointment **Update Appointment**

Figure 15. Five required entry fields

Click **Update Appointment**.

For this example, we filled in the entry fields as seen in **Figure 16**.

County and Municipality Appointments

You are able to add more than one appointment before submitting

Name	Total # of Board Members	Total # Allocated for Appointment	Women Appointed	Men Appointed	Actions
------	--------------------------	-----------------------------------	-----------------	---------------	---------

Add Appointment

Board/Committee name(Required)

Total # of board members(Required)

Total # allocated for appointment(Required)

Women appointed(Required)

Men Appointed(Required)

Cancel Appointment **Update Appointment**

Figure 16. Example filled in

Click **Update Appointment**.

The newly added appointment appears in a small table. See **Figure 17**.

Home > Appointment Reporting > County and Municipality Appointments

County and Municipality Appointments

Appointing authority
Tester1

Were there any appointments this fiscal year?(Required)
Yes

You are able to add more than one appointment before submitting

Name	Total # of Board Members	Total # Allocated for Appointment	Women Appointed	Men Appointed	Actions
Board of Equalization & Review	2	2	1	1	<input type="button" value="Edit"/> <input type="button" value="Delete Row"/>

- Record information for appointments made/announced between July 1, 2023 and June 30, 2024.
- [Appointment Reporting Online Instructions for Counties and Municipalities Boards](#)

Figure 17. Newly added appointment information in small table

In the small table, you can see the following information:

- Name
- Total Number of Board Members
- Total Number Allocated for Appointment
- Women Appointed
- Men Appointed
- Actions

If you want to add another appointment, click **Add Appointment**.

If this is the only appointment you want to add, then click **Submit**.

Once you click Submit, you are taken to a “Success” page that says “Appointments Successfully Filed.”

The screenshot shows a web browser window displaying a success message. The browser's address bar shows the page is on page 1 of 4. The success message is titled "Success" and states "Appointments Successfully Filed". Below this, there is a "Filing" section. The filing information is displayed as follows:

N.C.G.S. 143-157.1 SOS revised 7/2020
North Carolina Department of the Secretary of State
Appointment Reporting 2019 - 2020 County & Municipality Appointments Form

THIS DOCUMENT IS FOR YOUR RECORDS ONLY
If you have any difficulty filing online, please contact us: appoint@sosnc.gov

A. County/Municipality
Appointing Authority

B. Contact Name
E-mail

Preview may not work on all system configurations. If preview does not appear you may [download the preview here](#).

Note: if there were no filings to report you may not see any preview.

Figure 18. Success page