

Appointment Reporting Online State Boards

On the main Appointment Reporting page, select the **Appointment Reporting Online State Boards** link. See **Figure 1**.



Figure 1. Arrow pointing to the Appointment Reporting Online – State Boards link

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

The image shows the login page of the NC SOS website. At the top left, there is a breadcrumb link "Home > Log in". Below this is the heading "Log in" in a large, bold, teal font. The main content area is a light gray box containing two input fields: "Username" and "Password". Below the "Password" field is a blue "Log in" button. At the bottom left of the gray box, there is a "Return to top" link.

Figure 2. Log in page

Once you log into your NC SOS website account, you find the State Boards Appointments page. This is the first of three screens/pages of the appointment reporting process for state boards.

Governor, General Assembly, and State Appointments

Account Information

Verify your information before you continue.

Filing for the Gender Equity Appointment Report is now closed for the 2022-20123 fiscal year.

First
sample

Middle

Last
order

Suffix

Title

Next

Page 1 of 3

Edit Account Start Filing

Figure 3. County and Municipality Appointments page

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

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 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 2022-20123 fiscal year.

Email
kearley@sosnc.gov

Phone
(919) 814-5454 x33333

Fax

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

Page 2 of 3

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

Figure 4. Screen #2 with email, phone, and fax entry fields

Enter the filer's **email, phone, and fax.**

Click **Next.**

Enter the filer's **address.**

Account Information

Verify your information before you continue.

Filing for the Gender Equity Appointment Report is now closed for the 2022-20123 fiscal year.

Address
232 S Salisbury

City
raleigh

State
NC

Zip
27601-2903

[Back](#)

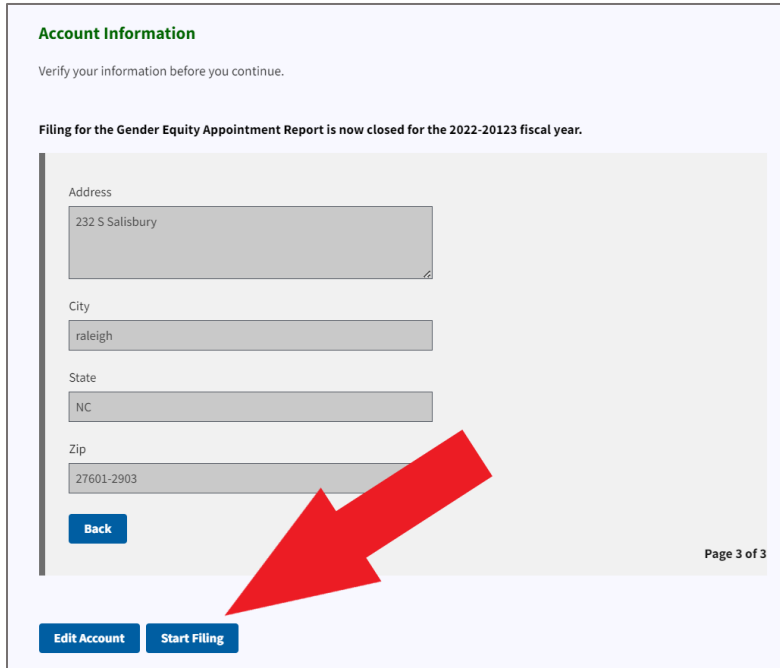
Page 3 of 3

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

Figure 5. Screen #3 with address entry fields

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

Click **Start Filing**.

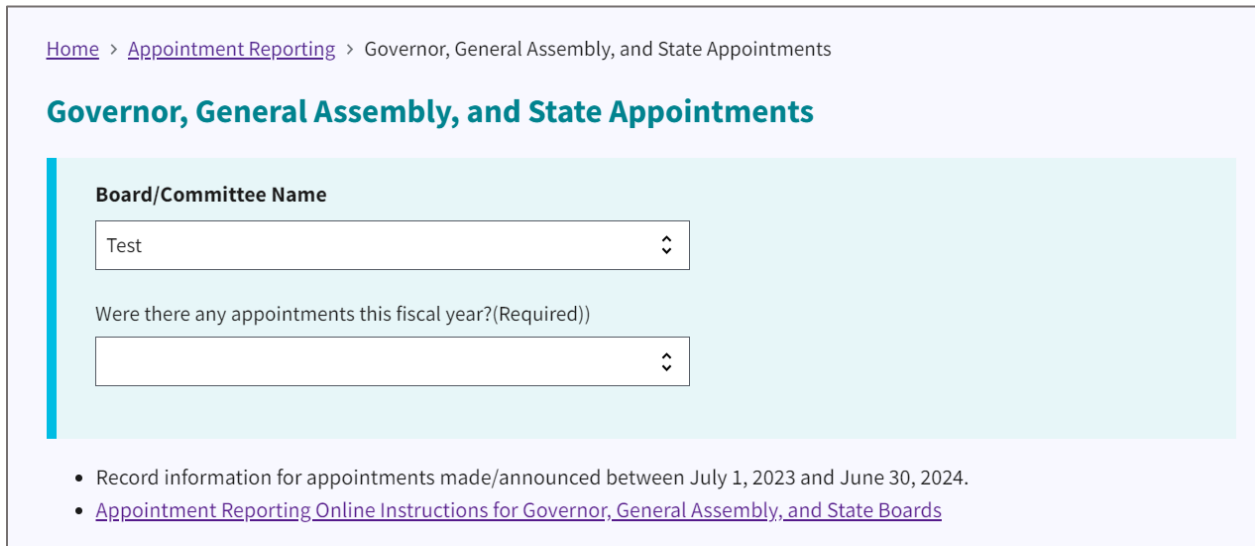


The screenshot shows a web form titled "Account Information" with the instruction "Verify your information before you continue." Below this, a message states: "Filing for the Gender Equity Appointment Report is now closed for the 2022-20123 fiscal year." The form contains several input fields: "Address" (232 S Salisbury), "City" (raleigh), "State" (NC), and "Zip" (27601-2903). A "Back" button is located below the zip field. At the bottom of the form, there are two buttons: "Edit Account" and "Start Filing". A large red arrow points from the "Start Filing" button towards the "Back" button area.

Figure 6. 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 a web page with a breadcrumb trail: "Home > Appointment Reporting > Governor, General Assembly, and State Appointments". The main heading is "Governor, General Assembly, and State Appointments". Below this, there is a form with a dropdown menu labeled "Board/Committee Name" with the value "Test". Below the dropdown is a question: "Were there any appointments this fiscal year?(Required)" with another dropdown menu. At the bottom of the form, there is a list of instructions: "Record information for appointments made/announced between July 1, 2023 and June 30, 2024." and a link to "Appointment Reporting Online Instructions for Governor, General Assembly, and State Boards".

Figure 7. 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.”

Home > Appointment Reporting > Governor, General Assembly, and State Appointments

Governor, General Assembly, and State Appointments

Board/Committee Name
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 Governor, General Assembly, and State Boards](#)

[Return to top](#)

Figure 8. Example with "No" selected

Click **Submit**.

If you selected “Yes,” you are given the option of adding more than one appointment before submitting. See **Figure 9**.

Home > Appointment Reporting > Governor, General Assembly, and State Appointments

Governor, General Assembly, and State Appointments

Board/Committee Name
Test

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	
------	--------------------------	-----------------------------------	-----------------	---------------	--

Add Appointment

Submit

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

Figure 9. Add Appointment button

For this example, we will click **Add Appointment**.

Select the **Appointing Authority**.

Enter the **total number of board members**. This is required.

Enter the **total number allocated for appointment**. This is required.

Enter the **number of women appointed**. This is required.

Enter the **number of men appointed**. This is required.

Governor, General Assembly, and State Appointments

Appointing Authority

Total # of board members(Required))

Total # allocated for appointment(Required))

Women appointed(Required))

Men Appointed(Required))

[Cancel Appointment](#) [Update Appointment](#)

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

Figure 10. Update Appointment button

Click **Update Appointment**.

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

Governor, General Assembly, and State Appointments

Appointing Authority
Governor's Office

Total # of board members(Required))
2

Total # allocated for appointment(Required))
2

Women appointed(Required))
1

Men Appointed(Required))
1

[Cancel Appointment](#) [Update Appointment](#)

[Submit](#)

Figure 11. Total number entry fields

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.

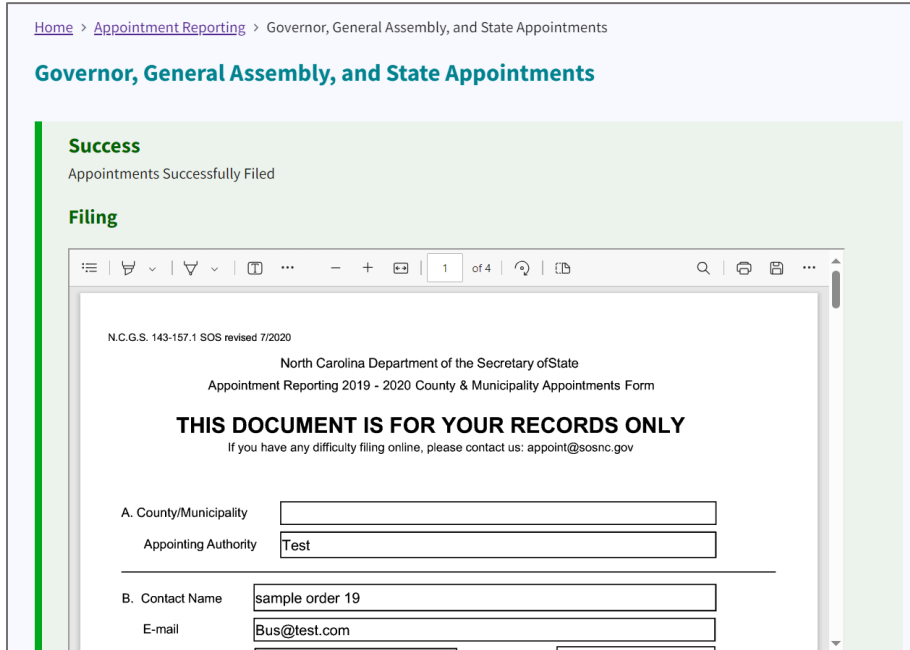


Figure 12. Success page

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

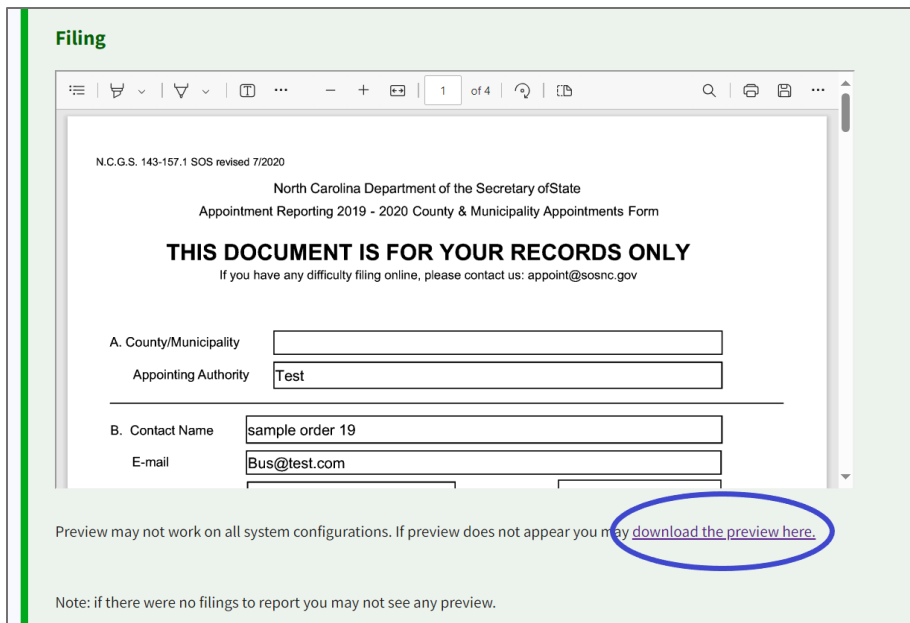


Figure 13. "Download the preview here" link

When you click on this link, a PDF of the filing displays as seen in **Figure 14**.

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	<input type="text"/>		
Appointing Authority	<input type="text" value="Test"/>		
<hr/>			
B. Contact Name	<input type="text" value="sample order 19"/>		
E-mail	<input type="text" value="Bus@test.com"/>		
Telephone	<input type="text" value="(919) 814-5454 x33333"/>	Facsimile	<input type="text"/>
Address	<input type="text" value="232 S Salisbury"/>		
City	<input type="text" value="raleigh"/>	Zip Code	<input type="text" value="27601-2903"/>
<hr/>			
C. (Report for any applicable Boards)	<input checked="" type="checkbox"/>	No Appointments	
<u>Adult Care Home Community Advisory Committee</u>			
Total # of Board Members	<input type="text"/>	Total # Allocated for Appointment by County or Municipality	<input type="text"/>

Figure 14. PDF of filing