

Instructions on How to Add Additional Pins for Financial Disclosure Statements

If you have never filed a Financial Disclosure Statement and need to create a login for the system, please follow the instructions below.

Please Note: The Municipal Clerk does not have access to your password or the authority to change it. The Municipal Clerk cannot create your login.

Go to www.fds.nj.gov

Click “File Financial Disclosure”



Enter your registered login and password

The Municipal Clerk does not have access to your password or the authority to change it. The Municipal Clerk cannot create your login.

Click Login

LOGIN

HINT: Login is the email address you established during registration

Login :

Password :

Login

[New Registration \(Local Government Officer\)](#) [Forgot Password](#)

Once you are logged in, there will be three options.

Click “Manage Positions”



This will redirect you to a page that lists positions you already have included when you file.

Add New Position (Enter Name and PIN provided by Local Government Entity (LGE))

* First Name :

Middle Name:

List of Positions held

Entity	Category	Board/Agency
Milltown Borough - County of Middlesex	Managerial Executive Member/ Confidential Employee	Borough of Milltown
Milltown Borough - County of Middlesex	Independent Authority	Middlesex County Municipal Joint Insurance Fund

If you do not see a position listed, you can add it by validating the PIN provided to you.

On the top of the screen, enter the information related to the new position. *Please match the information that is on the letter provided by the municipality. If there is a typographical error in your name, please notify the Municipal Clerk.*

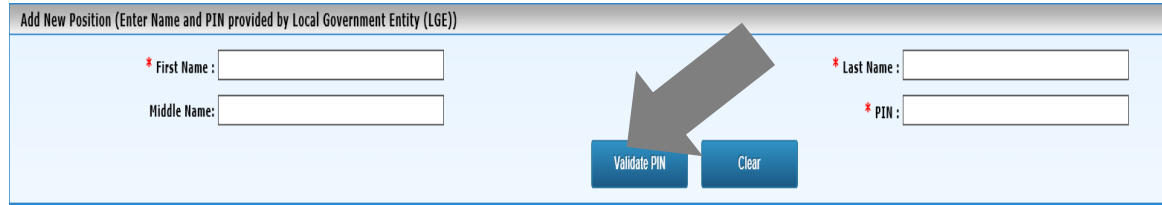
Your pin was provided on the letter sent to you from the municipality.

Once complete, please press “Validate Pin”

Once you have successfully validated the PIN, the new position will be added to the bottom “List of Positions Held”

Adding PINs to one Login allows you to file one Financial Disclosure for all positions listed.

If you have positions that are not listed or have a PIN validated on your account, the state will not recognize them as linked to the financial disclosure that you are filing under this registered login.



The screenshot shows a web form titled "Add New Position (Enter Name and PIN provided by Local Government Entity (LGE))". The form contains four input fields: "First Name" (marked with an asterisk), "Middle Name", "Last Name" (marked with an asterisk), and "PIN" (marked with an asterisk). Below the fields are two buttons: "Validate PIN" and "Clear". A large grey arrow points from the top right towards the "Validate PIN" button.