



NYS Department of State

Division of Corporations, State Records, and
Uniform Commercial Code

NOT-FOR-PROFIT FINANCIAL REPORTING SYSTEM FILING GUIDE

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I. WHAT REPORTS MUST BE FILED?

PLEASE NOTE: THE DEPARTMENT OF STATE IS NO LONGER REQUIRED TO COLLECT DUPLICATE ANNUAL FINANCIAL REPORTS. UNLESS YOU ARE REQUIRED TO FILE ONE OF THE REPORTS OUTLINED BELOW, YOU DO NOT NEED TO FILE A COPY OF YOUR ANNUAL FINANCIAL REPORT WITH THE DEPARTMENT OF STATE

There are only **two types of financial reports** that must be filed:

1. **Executive Law 172-e – Funding Disclosure**

A 501(c)(3) that makes an “in-kind-donation” (defined as “donations of staff, staff time, personnel or any other human resources, offices or office supplies”) to a 501(c)(4) in excess of \$10k during a reporting period must file a Funding Disclosure Report.

The report must include:

- a. The name and address of the 501(c)(3);
- b. The identity of anyone with control over the 501(c)(3);
- c. The name and address of the recipient 501(c)(4);
- d. The date of the donation or donations;
- e. A description of the donation or donations, including the charitable purpose advanced;
- f. A copy of the 501(c)(3)'s annual financial report that includes the reported activity, including but not limited to an IRS Form 990; and
- g. IRS Form 990 Schedule B (NOTE: this is required by the not-for-profit reporting laws; recent guidance relating to filings with the New York State Attorney General's Charities Bureau does not apply to reports filed with the Department of State).

2. **Executive Law 172-f – Financial Disclosure**

A 501(c)(4) that makes covered expenditures (defined as “a communication” that “refers to and advocates for or against a clearly identified elected official, executive or administrative body or legislative body relating to the sponsorship, legislation, rule, regulation, hearing or decision, or advocates for or against action by any elected official, executive or administrative body or legislative body”) in an aggregate amount exceeding \$10k in a calendar year must file a Financial Disclosure Report.

The report must include:

- a. The name of the 501(c)(4) entity;

- b. The identity of anyone with control over the 501(c)(4);
- c. A detailed description of the communication;
- d. The amount paid for the communication;
- e. A description of any restricted donations received for the communication;
- f. A copy of the 501(c)(4)'s annual report that includes the reported activity, including but not limited to an IRS Form 990; and
- g. IRS Form 990 Schedule B (NOTE: this is required by the not-for-profit reporting laws; recent guidance relating to filings with the New York State Attorney General's Charities Bureau does not apply to reports file with the Department of State).

II. WHO CAN FILE?

Funding and financial disclosures must be certified by a primary contact identified in the report and who must certify the accuracy of the information contained in the report under penalty of perjury. A primary contact may, however, designate others who are able to access an organization's information and create or amend reports in progress.

The system must be accessed through NY.gov. Instructions on how to obtain a NY.gov ID may be found in this guide. **A dedicated NY.gov account linked to the user's business email is recommended.**

The NY.gov ID that is identified by or for you in connection with an organization created in the Not-for-Profit Financial Reporting System is the only ID that may be used to access the organization's records. Please ensure you keep track of the NY.gov ID on file with the system.

The primary contact and the individuals designated as users by the primary contact will be responsible for maintaining the confidentiality of their records in the system.

III. WHERE DO I FILE?

The Department of State's information page on the Not-for-Profit Financial Reporting System may be found here:

<https://dos.ny.gov/financial-reports-be-filed-certain-not-profit-organizations>

Reports may be filed through the following links on the information page:

Financial Disclosure Reports

To File Online

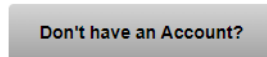
Frequently Asked Questions

To File Online

- Link to create a new ny.gov account: <https://my.ny.gov>
- [File a financial report](#) for a charitable organization with an existing NY.Gov ID

IV. HOW DO I CREATE A NY.GOV ACCOUNT?

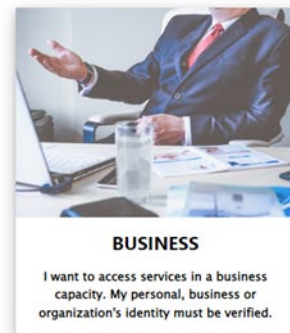
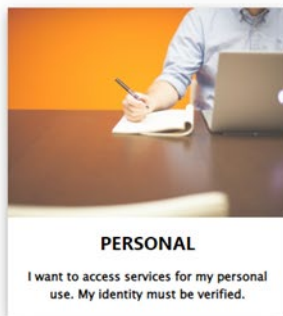
1. Once you have clicked the link to create a new ny.gov account, click on the button that says “Don’t have an Account?”



If you do not have an NY.gov ID Username and Password, click the above link to sign up.

2. Click on “Business”

Please select one of the following three account types:



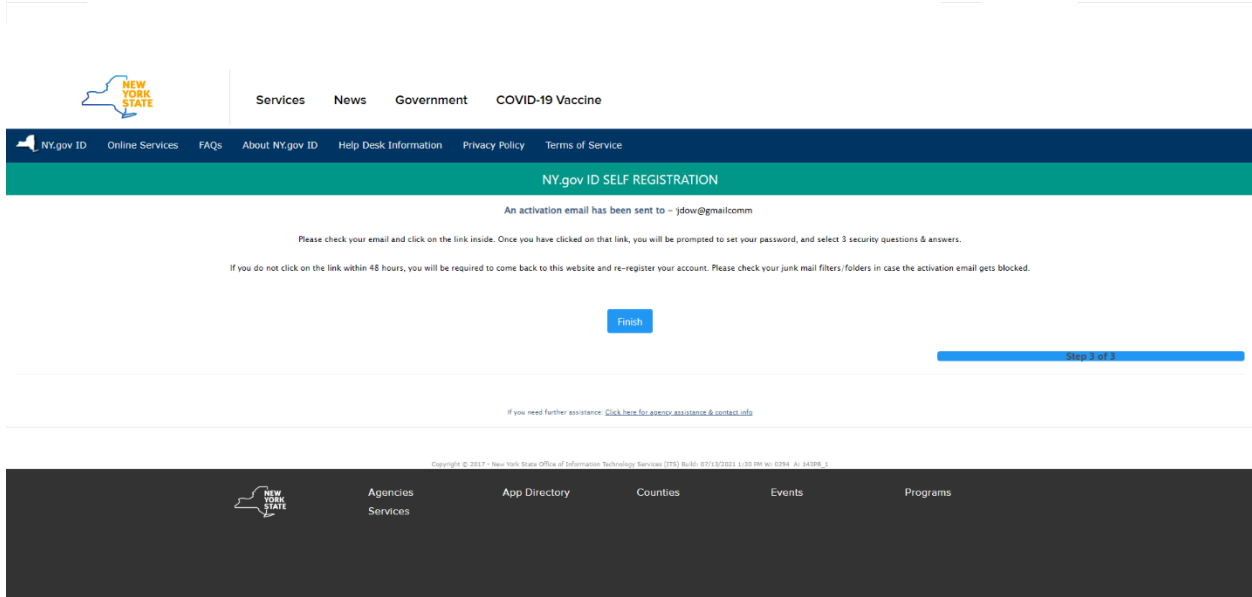
3. Click on the link for the NYS Department of State:

The screenshot shows the 'Obtain an NY.gov ID Business User Account' page. At the top, there is a navigation bar with the NYS logo and links for Services, News, Government, and COVID-19 Vaccine. Below this is a secondary navigation bar with links for NY.gov ID, Online Services, FAQs, About NY.gov ID, Help Desk Information, Privacy Policy, and Terms of Service. The main heading is 'Obtain an NY.gov ID Business User Account'. A paragraph explains that Business NY.gov ID allows access to online services requiring business verification. Below this, a section titled 'Create a Business Account for:' lists several departments with links to their respective account creation pages: NYS Department of Labor, NYS Department of Public Service, NYS Department of Taxation and Finance, NYS Office for the Aging, NYS Department of Motor Vehicles, NYS Workers Compensation Board, NYS Department of State, and NYS Department of Transportation. A footer contains copyright information and a navigation bar with links for Agencies, App Directory, Counties, Events, and Programs.

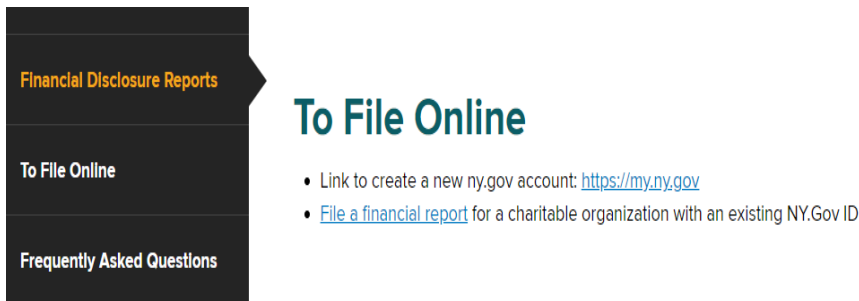
4. Fill out the NY.gov ID Business Account Self Registration page with your name and work email address. **Please note:** Any individual preparing or filing a report should have an account under their name. The report must be signed and certified under penalty of perjury by an individual who is an officer, director or person with operational or managerial control over the filing entity who is duly authorized to submit the report.

The screenshot shows the 'NY.gov ID Business Account Self Registration' form. The page has the same navigation as the previous screenshot. The main heading is 'NY.gov ID Business Account Self Registration'. A red asterisk indicates required fields. The form is divided into two sections: 'User Information' and 'Login Information'. In the 'User Information' section, there are input fields for First Name (John), Last Name (Doe), Email (jdoe@gmail.com), and Confirm Email (jdoe@gmail.com). In the 'Login Information' section, there is a 'Preferred Username' field with 'jdoe' entered and a 'Check' button. Below this is a CAPTCHA challenge with the text 'I'm not a robot' and a 'Create Account' button. A progress bar at the bottom right indicates 'Step 1 of 3'. A footer contains copyright information and a navigation bar with links for Agencies, App Directory, Counties, Events, and Programs.

5. Once you have created your account, the confirmation page will display and provide instructions to activate the account.



6. Access your email inbox to activate your account. You will be asked to create three secret questions and a password. Please do not share access to your account with anyone else from your organization. Once your business account has been activated, return to the Not-for-Profit Financial Reports Information Page and click on the “File a financial report” link in the section titled “To File Online.”



This will return you to the sign in page for the ny.gov site and, once signed in, to the NFP Financial Reporting System.

V. HOW DO I START?

When you first log in, this is what you will see on the introductory page:

NEW YORK
STATE OF
OPPORTUNITY

Division of Corporations, State Records
and Uniform Commercial Code

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Reporting Dashboard

Use this screen to:

- Create a new organization
- Access existing organization (you must be a primary contact or designated user to view and access existing organizations)
- Verify primary contact status (enter PIN to display created organization)

NOTE: Only organizations you have permission to access are displayed, including transactions in progress that you initiated and organizations for which you are primary contact or a designated user.

* Access PIN

If this is the first time you are signing on, you must create your organization. Click the button that says: “Create Covered Entity.” You will go through this initial process for any organization you are associated with that must file a report.

Once I have created an organization, how do I find it?

The introductory page will display the following organizations to a user:

1. Organizations the user has entered a partial report for but has not yet submitted;
2. Organizations the user has submitted a report for as a primary contact, **once the access PIN has been entered**. You must enter the access PIN sent to your email to link the created organization to your account; and
3. Organizations for which the primary contact has entered you as a “designated user.”

If you are associated with multiple organizations, click the search button on the left-hand side of the screen. If you have previously filed an Annual Financial Report only, your organization’s information will not be in the system.

You may search using organization name, covered entity ID, NYS registration ID, email address and organization type. Please use several different search methods if you believe you have already filed a report in the system.

After filing your first report in the system, please see Section IX for instructions on how to enter your access PIN.

VI. CREATING A COVERED ENTITY

Once you have clicked: "Create a Covered Entity," , this is what you will see:

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Use this screen to:

- Verify/enter organization information (active organization information is read only - please see filing guide for instructions on editing information for an active organization);
- Access primary contact administrative functions (click "Admin" button and enter PIN where indicated).

NOTE: "Admin" button will display only to primary contact for organization.

COVERED ENTITY INFORMATION

Please complete the following information relating to the exempt organization and its intended purpose or purposes. Please provide the street address or designation of "none" if no physical location exists for the exempt organization (covered entity). Organization Information may only be updated when Funding or Financial Disclosure reports are made.

* Organization Name

* Do You have a DOS ID? Yes
 No

* Organization eMail

* Organization Phone No
###-###-####

Phone Country Code
###

NYS Registration Number ?
###-##-##

FEIN
(no dashes)

* Purpose of Exempt Organization
A statement of the exempt organization's purpose that is consistent with what was or would be provided to the Internal Revenue Service of the United States Department of the Treasury with the organization's application for recognition of exemption as a 501(c)(3) or 501(c)(4), all exempt categories identified in such application, any narrative description of the organization's activities provided with such application, and any supporting details to the narrative description provided with such application.

* Fiscal Year Begin Date
MM/DD

* Fiscal Year End Date
MM/DD

* Organization Type - Select one ?

* Mailing Address1

Mailing Address2

* City

* State NEW YORK

* Mailing Postal Code

County

* Country UNITED STATES

[Back](#) [Continue](#)

NOTE: Once you have entered your organization information, reporting will be tailored to your specific organization type:

If you are a 501(c)(3): You may file only a Funding Disclosure Report

If you are a 501(c)(4): You may file only a Financial Disclosure Report

When you have finished entering your entity information, click continue. This will bring you to the page where individuals with operational or managerial control over the organization will be listed. You are required to enter the names of all individuals with operational or managerial control over your organization, along with one primary contact. Once you have entered this information, their names will appear on this page.

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Persons with Operational or Managerial Control (OMC) Over the Exempt Organization (Covered Entity)

List the names of all persons who exert operational or managerial control over the Exempt Organization (Covered Entity). **NOTE: You must designate one primary contact for the organization.**

Rows: 50

No data found.

Click “Add OMC Person”, and you will be taken to the OMC reporting page:

Persons with Operational or Managerial Control (OMC)

Use this screen to:

1. Verify/identify individuals with operational or managerial control over an organization (active organization information is read only - please see filing guide for information on editing information for an active organization);
2. Verify/identify one primary contact for the reporting organization. One primary contact is required and must:
 - Have operational or managerial control over the organization; and
 - Certify and sign the report before filing.

NOTE: The primary contact for the organization will receive communications relating to reports and has sole authorization to designate individuals who may access/enter reports into the system.

* Individual or Organization?

* First Name

Middle Initial

* Last Name

* Title

* Email Address

* Phone No Phone Country Code
###.###.####

Primary Contact

Please enter all information and click create. This will take you back to dashboard. When you are finished entering the names of all individuals with operational or managerial control over the organization, click “Finished” to move to the transaction dashboard.

Please note: A funding disclosure report or financial disclosure report must be filed to complete your organization’s record in the system. Once you have filed one of these reports, please review Section IX (“HOW DO I USE MY ACCESS PIN?”) for important information on how to access your organization and protect your confidentiality.

VII. FILING A FUNDING DISCLOSURE REPORT

The transactions dashboard is the first screen you will see and will list any reports already submitted by your organization or reports that have been saved but not submitted. This screen may be used to access reports in progress or create a new report.

The screenshot shows the 'EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM' Transactions Dashboard. It features a search bar with a magnifying glass icon, a 'Go' button, and dropdown menus for 'Rows' (set to 50) and 'Actions'. A 'Create New Transaction' button is located on the right. Below the search bar, a magnifying glass icon and the text 'No data found.' are centered. A 'Back' button is in the bottom right corner.

To create a new report, click “Create New Transaction.”

The screenshot shows the 'EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM' reporting period selection screen. It includes a text box with the following text: 'The Reporting Period for an entity’s Funding Disclosure Report is the six month period within a calendar year starting January 1st and ending June 30th, or the six month period within a calendar year starting July 1st and ending December 31st.' Below this, a heading reads 'Please identify the reporting period for this report'. There are two dropdown menus: 'Six-Month Reporting Period - Select a Period' and 'Reporting Year - Select a Year'. The 'Transaction Type' is set to 'Funding Disclosure Report'. 'Back' and 'Continue' buttons are at the bottom right.

Enter the reporting period and click “continue.”

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Funding Disclosure Report - Donations Listing

Use this button to report in-kind donations to a 501(c)(4).

[Add a Donation](#)

Rows: 50



No data found.

[Finished Adding All Donations for This Filing](#)

[Back To Start](#)

When you reach the “Donations Listing” page, donations that have been started for the reporting period will appear here. If you have not entered any donations or wish to add donations to a report, click “Add a Donation.”

Funding Disclosure Report - Donation Details

Please provide information on in-kind donations provided to a section 501(c)(4) entity during the reporting period.

* Description of Donation

* Donation Type

* Description of Valuation Methodology

* Value of In kind Donation \$

Enter amount #####

* Donation Begin Date

MM/DD/YYYY

* Has Donation Restriction

 Yes
 No

Donation End Date

MM/DD/YYYY

[Back](#)

[Continue](#)

The first page that will appear will collect information on donations made during the reporting period. Enter the required information and click “Continue.”

Funding Disclosure Report - Recipient Entity

Provide information on the organization that received or benefitted from the in-kind donation.

* Individual or Organization?

* Organization Name

* Does the Recipient have a DOS ID? Yes No

FEIN
(no dashes)

* Email Address

* Mailing Address 1

Mailing Address 2

* City

State

* Postal Code

County

* Country

[Back](#) [Continue](#)

You will be directed to the “Recipient Entity” information page, where you must provide information about the organization that received the in-kind donation. Once all required information is entered, click “Continue.”

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Recipient Primary Contact (PROVIDING THIS INFORMATION IS OPTIONAL)

Please provide the contact information for the entity that received or benefitted from the donation.

First Name

Middle Name

Last Name

Title

Email Address

[Skip Contact](#) [Save](#)

The next page permits entry of information for the primary contact associated with the recipient entity. This may be any individual to whom you would like inquiries directed. This page is optional. If you enter information on a primary contact, click “Save.” If you do not wish to enter a primary contact, click “Skip Contact.”

At this point, you will be returned to the “Donations Listing” dashboard. If you wish to hold off on submitting your report because there may be additional donations during the reporting

period, simply click “Back to Start” and the transaction will be saved until you are ready to complete submission. If you are finished with this report, click “Finished Adding All Donations for this Filing.”

UPLOAD REQUIRED DOCUMENTS

Please upload all documents associated with this filing.
NOTE: Submission of a copy of your annual financial report is required by Section 172-b(9) of the Executive Law.

* Document Type

* Document Category

* Select File No file chosen

Upload Document

Search: All Text Columns

User Document Name	Document Category	Document Size	Document ID
No data found			

When you have finished adding donations, you will be directed to the “Upload” page. You must file an annual financial report – either the report that covers the reporting period or, if that is not available, the most recent – before you can move on. Once you have uploaded a document, you will have the option to view that document or delete it. When you are finished uploading documents, click “Continue” to proceed.

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Funding Disclosure Report - Affirmations

* I certify, under penalties of perjury, that:

1. I am an officer, director or person with operational or managerial control over the filing entity who is duly authorized to submit this report, and I am the designated primary contact for the reporting organization;
2. I have reviewed all statements and submissions made with this report; and
3. All statements and items provided in connection with this report are, to the best of my knowledge, true, correct and complete in accordance with the Laws of the State of New York.

I understand that my signature typed below constitutes my signature and agree to remit the filing fee of \$25.00 in full to the Department of State.

* Digital Signature * Title

Once you have finished uploading documents, you must certify the information provided and sign the report. **NOTE: Only the designated primary contact for the organization, who must have operational or managerial control, is permitted to certify and sign the report.** After the

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Application Submission

The filing fee for this report is \$25.

Click on **Submit Using Credit Card** button to pay online and submit your report.

Click on **Submit and Send in Payment** button to submit your report, and then follow the instruction to send in payment.

[Back](#)[Submit Using Credit Card](#)[Submit and Send in Payment](#)

You will be directed to the payment page, which permits payment with a credit card or allows submission without payment for organizations that do not maintain a credit card. **Payment is required before the report is deemed to be filed in compliance with the statute.**

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Application Confirmation

Thank you for submitting your Funding Disclosure Report.

Your transaction ID = FUD-2022-00837

Please refer to this transaction ID for future inquiries.

The filing fee for this report is \$25. Please send payment, in the form of check or money order to:

**NYS Department of State
Division of Corporations
Attn: Revenue Unit
99 Washington Avenue
One Commerce Plaza
Albany, NY 12231**

Please include the above referenced transaction number on your check or money order.

[Go To Transaction Dashboard](#)

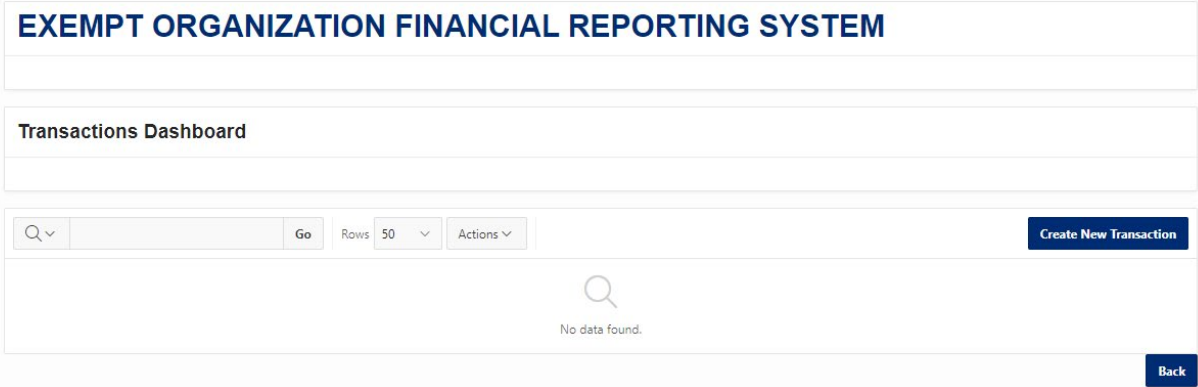
Special Note:

This is to confirm that the primary contact for this organization has been designated/updated. A message will be sent to the primary contact's email address containing the organization's PIN and important information about the primary contact role. If an email is not received within 24 hours, please reach out to the Department of State at NFPFinancialReports@dos.ny.gov for assistance.

Once you have submitted your report, you will be directed to a confirmation page. You may print this page for your records. At this point, you will receive an email with your Transaction ID provided. You will receive a separate email with your access PIN.

VIII. FILING A FINANCIAL DISCLOSURE REPORT

The transactions dashboard is the first screen you will see and will list any reports already submitted by your organization or reports that have been saved but not submitted. This screen may be used to access reports in progress or create a new report.



EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Transactions Dashboard

Search: Go Rows: 50 Actions:

No data found.

To create a new report, click “Create New Transaction.”



EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

The Reporting Period for an entity's Funding Disclosure Report is the six month period within a calendar year starting January 1st and ending June 30th, or the six month period within a calendar year starting July 1st and ending December 31st.

Please identify the reporting period for this report

* Six-Month Reporting Period:

* Reporting Year:

* Transaction Type: **Funding Disclosure Report**

Enter the reporting period and click “continue.”

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Financial Disclosure Report - Covered Communications Listing

Please enter all of your covered communications on this screen.

Rows 50

[Add a Covered Communication](#)



No data found.

[Back to Start](#)

When you reach the “Covered Communications Listing” page, communications that have been started for the reporting period will appear here. If you have not entered any covered communications or wish to add covered communications to a report, click “Add a Covered Communication.”

* Detailed Description of Communication (link to online/audio communication or upload of copy of communication may be substituted for description)	<input type="text"/>
* Type of Covered Communication	<input type="button" value="v"/>
* Format of Covered Communication	<input type="text"/> <input type="button" value="?"/>
* Nature And Content of Covered Communication	<input type="text"/> <input type="button" value="?"/>
* Distribution of Covered Communication	<input type="text"/> <input type="button" value="?"/>
* Covered Communication Begin Date	<input type="text"/> <input type="button" value="📅"/> MM/DD/YYYY
Covered Communication End Date (If applicable)	<input type="text"/> <input type="button" value="📅"/> MM/DD/YYYY
* Was covered communication funded with a restricted donation?	<input type="button" value="No"/> <input type="button" value="v"/>

[Enter Payment Recipient](#) [Enter Expenditure Information](#)

The first page that will appear will collect information on covered communications made during the reporting period. Note: there are two additional screens that must be accessed to complete the report through the buttons on the bottom right. If the covered communication was funded with a restricted donation, this will automatically open a third screen that must be completed.

* Was covered communication funded with a restricted donation?

Yes ▾

Enter Payment Recipient

Enter Restriction(s)

Enter Expenditure Information

If you indicate that the covered communication was funded with a restricted donation, you will see a third button at the bottom of the screen that says “Enter Restriction(s). You must enter information on all screens for which a button appears.

a. Restriction Information

Financial Disclosure Report - Covered Communication Donation Restrictions Dashboard

Please enter any restrictions for this covered communication item:

Rows 50 ▾

Add Restriction



No data found.

Finished Entering Restrictions

Once you have clicked “Enter Restriction(s),” the first page that will appear is the donation restrictions dashboard. The dashboard will display any restrictions entered for the current report, and more than one restriction may be entered. To begin, click “Add Restriction.”

Financial Disclosure Report - Donation Restriction

* Donation Restriction Description

* Description Of Valuation Methodology

* Covered Communication Donation Type

* Covered Communication Donation Begin Date MM/DD/YYYY

Covered Communication Donation End Date MM/DD/YYYY

* Donation Amount \$
enter a number #####.##

[Back](#) [Enter Donor Information](#)

Add all requested information on this page and then click “Enter Donor Information.”

Enter information for the Donor, which may be an entity or an individual.

* Individual or Organization?

* Organization Name

* Does the Donor have a DOS ID? Yes No

FEIN

Email Address

* Mailing Address 1

Mailing Address 2

* City State

* Postal Code

* Country

[Back](#) [Continue](#)

Please fill out all requested information. The donor may be an entity or an individual. When you have completed all the required fields, click “Continue.” If the donor information that was entered was for an organization, you will be directed to another optional screen.

Donor Primary Contact (PROVIDING THIS INFORMATION IS OPTIONAL)

Please provide information on the primary contact for the donor organization.

First Name

Middle Name

Last Name

Title

Email Addr

[Skip Contact](#)

[Save](#)

Provide all information for the donor organization’s primary contact and click “Save” or, if you do not wish to provide this information, click “Skip Contact.”

Once you have clicked “Continue” or “Save,” depending on which type of donor has been entered, you will be returned to the Covered Communications Restrictions Dashboard, where you may enter additional restrictions by clicking “Add Restriction” or move to the next screens by clicking “Finished Entering Restrictions.”

b. Enter Payment Recipient

From the covered communications information page, click “Enter Payment Recipient,” and you will be taken to the “Payment Recipient Entity” page.

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Financial Disclosure Report - Payment Recipient Entity

Enter information for the recipient of payment for the covered communication.

* Individual or Organization?

* Organization Name

* Does the Recipient have a DOS ID? Yes No

FEIN

#####

Email Address

* Mailing Address 1

Mailing Address 2

* City

* State NEW YORK

* Postal Code

County

* Country UNITED STATES

Enter all required information for the recipients of any payment made and click “Continue.” If you enter an organization as the payment recipient you will be transferred to another optional “Primary Contact” screen.

Payment Recipient Primary Contact (PROVIDING THIS INFORMATION IS OPTIONAL)

Enter the primary contact information for the recipient of payment for the covered communication.

First Name

Middle Name

Last Name

Title - Select One -

Email Addr

Click “Skip Contact” if you do not wish to enter this information. After you have clicked “Continue” or “Skip Contact,” depending on the screen, you will be returned to the covered communications information page.

c. Enter Expenditure Information

From the covered communications information page, click “Enter Expenditure Information,” and you will be taken to the “Expenditure Dashboard.”

The screenshot shows the 'Financial Disclosure Report - Expenditure Dashboard'. At the top, there is a search bar with a magnifying glass icon and a 'Go' button. To the right of the search bar, there are controls for 'Rows' (set to 50) and 'Actions'. A blue button labeled 'Add Expenditure' is located on the right side. Below the search bar, there is a large area with a magnifying glass icon and the text 'No data found.'. At the bottom right, there is a blue button labeled 'Finished With Expenditures'.

This page will list all expenditures entered relating to the current report, and more than one expenditure may be entered for each report. To begin entering expenditures, click “Add Expenditure.”

The screenshot shows the 'Financial Disclosure Report - Covered Communication Expenditure' form. It contains several fields: 'Expenditure for Covered Communication \$' with a text input field and a note 'Enter a no of amount #####.##'; 'Covered Communication Expenditure Type' with a dropdown menu; 'Description of Valuation Methodology' with a large text area; 'Expenditure Begin Date' with a date input field and a calendar icon, with the format 'MM/DD/YYYY' below it; and 'Expenditure End Date (If applicable)' with a date input field and a calendar icon, with the format 'MM/DD/YYYY' below it. At the bottom right, there are two blue buttons: 'Back' and 'Create'.

Add all information required for each expenditure, and then click “Create.” This will take you back to the expenditure dashboard where you can enter additional expenditures or click “Finished with Expenditures.” Once you have clicked “Finished with Expenditures,” you will be returned to the covered communication information page, where you can add additional information related to the covered communication or click “Finished with this Covered Communication.”

Finished Adding All Covered Communications for This Filing

Back to Start

When you have clicked that you are finished, you will be returned to the covered communication dashboard where you can add additional covered communications or complete your report. If you have entered all covered communications for your report, click “Finished Adding All Covered Communications for This Filing.”

UPLOAD REQUIRED DOCUMENTS


Please upload all documents associated with this filing.
NOTE: Submission of a copy of your annual financial report is required by Section 172-b(9) of the Executive Law.

* Document Type

* Document Category

* Select File No file chosen

Upload Document

User Document Name	Document Category	Document Size	Document ID
 No data found			

When you have finished adding covered communications, you will be directed to the “Upload” page. You must file an annual financial report – either the report that covers the reporting period or, if that is not available, the most recent – before you can move on. Once you have uploaded a document, you will have the option to view that document or delete it. When you are finished uploading documents, click “Continue” to proceed.

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Funding Disclosure Report - Affirmations

*

I certify, under penalties of perjury, that:

1. I am an officer, director or person with operational or managerial control over the filing entity who is duly authorized to submit this report, and I am the designated primary contact for the reporting organization;
2. I have reviewed all statements and submissions made with this report; and
3. All statements and items provided in connection with this report are, to the best of my knowledge, true, correct and complete in accordance with the Laws of the State of New York.

I understand that my signature typed below constitutes my signature and agree to remit the filing fee of \$25.00 in full to the Department of State.

* Digital Signature

* Title

Back

Save

Complete Application

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Application Submission

The filing fee for this report is \$25.

Click on **Submit Using Credit Card** button to pay online and submit your report.

Click on **Submit and Send in Payment** button to submit your report, and then follow the instruction to send in payment.

Back

Submit Using Credit Card

Submit and Send in Payment

You will be directed to the payment page, which permits payment with a credit card or allows submission without payment for organizations that do not maintain a credit card. **Payment is required before the report is deemed to be filed in compliance with the statute.**

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Application Confirmation

Thank you for submitting your Funding Disclosure Report.

Your transaction ID = FUD-2022-00837

Please refer to this transaction ID for future inquiries.

The filing fee for this report is \$25. Please send payment, in the form of check or money order to:

**NYS Department of State
Division of Corporations
Attn: Revenue Unit
99 Washington Avenue
One Commerce Plaza
Albany, NY 12231**

Please include the above referenced transaction number on your check or money order.

[Go To Transaction Dashboard](#)

Special Note:

This is to confirm that the primary contact for this organization has been designated/updated. A message will be sent to the primary contact's email address containing the organization's PIN and important information about the primary contact role. If an email is not received within 24 hours, please reach out to the Department of State at NFFFinancialReports@dos.ny.gov for assistance.

Once you have submitted your report, you will be directed to a confirmation page. You may print this page for your records. At this point, you will receive an email with your Transaction ID provided. You will receive a separate email with your access PIN.

IX. HOW DO I USE MY ACCESS PIN?

When a primary contact has been designated and your organization has filed its first report, the primary contact will be sent an email from noreply@dos.ny.gov with the heading "NYS Financial Reporting Program PIN information."

New York State Department of State Division of Corporations, State Records and Uniform Commercial Code

Thank you for accessing the Department of State's Exempt Organization Financial Reporting System. You have been designated as the primary contact for the organization referenced in this email. **Please retain this communication.** This is the only communication you will receive that contains your **PIN**.

This PIN, and the NYS.gov ID used to create the account, should be retained in a secure location to protect the confidentiality of your organization's records.

This email will provide you with a 14-digit access PIN, and instructions on how it should be used. The primary contact will be the only individual who will receive this PIN and is responsible

for keeping the PIN secure. This is an important security measure for your organization's records.

Once this PIN is received, log back into the NFP Financial Reporting System using your NY.gov log in used to create the organization using the instructions above.

NEW YORK
STATE OF
OPPORTUNITY.

**Division of Corporations, State Records
and Uniform Commercial Code**

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Reporting Dashboard

Use this screen to:

- Create a new organization
- Access existing organization (you must be a primary contact or designated user to view and access existing organizations)
- Verify primary contact status (enter PIN to display created organization)

NOTE: Only organizations you have permission to access are displayed, including transactions in progress that you initiated and organizations for which you are primary contact or a designated user.

* Access PIN

Submit

Create Covered Entity

You will be directed to the introductory page, where you first started to create your covered entity. Once you have submitted your first report through the system, you will not see your organization listed on this page until you have entered your Access PIN in the designated location.

Copy and paste your Access PIN where indicated, and then click "Submit."

You will remain on the Reporting Dashboard, but you should now see your organization's name listed on the dashboard. Click on the pencil next to your organization's name, and you will be directed to the "Covered Entity Information" page where you will be able to see your organization's information.

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

Use this screen to:

- Verify/enter organization information (active organization information is read only - please see filing guide for instructions on editing information for an active organization);
- Access primary contact administrative functions (click "Admin" button and enter PIN where indicated).

NOTE: "Admin" button will display only to primary contact for organization.

ADMIN

COVERED ENTITY INFORMATION

Because you are the primary contact, and because you have entered your Access PIN, you will now see an "ADMIN" button on this page. Click that button. **You will need to re-enter your Access PIN any time you are signing into the system to access the administrative functions.**

ORGANIZATION ADMINISTRATION

Use this screen to:

- Update or change a primary contact (click "New PIN");
- Generate a new PIN without updating or changing the primary contact (click "New PIN");
- Designate users who may access organization information and add or amend reports (click "New Designated User").

PIN Created Date: **11/14/2022**

Back

New Designated User

New PIN

Q

Go

Rows

50

▼

Actions ▼

As the primary contact you are the administrator for your organization and able to update the primary contact as needed, generate a new pin for security purposes, and designate users who are permitted to access your organization's information and add or amend reports.

Because of the confidentiality associated with reports filed in the NFP Financial Reporting System, no one (including individuals listed as those with operational or managerial control over the organization) will be able to see your organization or its reports unless you list them as a designated user.

a. New Designated User

Click “New Designated User” to begin.

Designation Of System Access

Use this screen to designate users who are permitted to:

- Access existing organization information;
- Add report information;

NOTE: Only a primary contact may certify a report entered into the system.

First Name

Last Name

* NYGOV ID

System Access Yes No

[Back](#) [Create](#)

You will be directed to the “Designation of System Access” page. Anyone you list here will be permitted to access your organization’s information and add or amend information on any pending (unsubmitted) report.

Enter the first and last name for the individual, as well as the NY.gov ID they will be using to enter the system. **NOTE: You must ensure you have input the correct NY.gov ID – any discrepancy between the NY.gov ID entered and the one used will prohibit your designated user from gaining entry into the system.**

Once you have entered the information, click “Create.”

ORGANIZATION ADMINISTRATION

Use this screen to:

- Update or change a primary contact (click “New PIN”);
- Generate a new PIN without updating or changing the primary contact (click “New PIN”);
- Designate users who may access organization information and add or amend reports (click “New Designated User”).

PIN Created Date: **11/14/2022**

[Back](#) [New Designated User](#) [New PIN](#)

Q Rows 50

	Delegate Id	Nygov Username	First Name	Last Name	Organization Id	Active / Disabled
	94	JDoe525	Jane	Doe	288	A

1 - 1

You will now see your designated user listed. To make changes to the information submitted for a user or to disable individual access, click on the pencil to the left of their name. You will be returned to the “Designation of System Access” page for that individual.

b. New PIN

A new PIN may need to be generated for security reasons, either because the primary contact has left the organization or been changed, or because of a concern that the confidentiality of the PIN has been breached in some way. To request a new PIN, click “New PIN.”

i. New PIN with no changes in primary contact

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

NEW PIN ADMINISTRATION

Use this screen to:

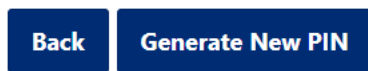
- Request a new PIN without user changes (click “Generate New PIN”);
- Change a primary contact (click “New Primary Contact”);
- Update information for an existing primary contact (click Yes to “Update” to amend last name, title, email address or phone number); and
- Disable all designated users (click “Yes” to “Update” and click “Yes” to “Disable Designated Users”)

NOTE: If a primary contact is changed or a NY.Gov ID is updated, the existing NY.Gov ID will be disabled and can not be used to access this system as a primary contact.

Update No Yes

[New Primary Contact](#)

You will be directed to the “New PIN Administration” page.



At the bottom of this page, you will see two buttons: “Back” and “Generate New PIN.” If you are not making any changes to the primary contact, simply click “Generate New PIN.” You will receive your new access PIN by email.

ii. New PIN with an update in the primary contact’s information

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

NEW PIN ADMINISTRATION

Use this screen to:

- Request a new PIN without user changes (click "Generate New PIN");
- Change a primary contact (click "New Primary Contact");
- Update information for an existing primary contact (click Yes to "Update" to amend last name, title, email address or phone number); and
- Disable all designated users (click "Yes" to "Update" and click "Yes" to "Disable Designated Users"

NOTE: If a primary contact is changed or a NY.Gov ID is updated, the existing NY.Gov ID will be disabled and can not be used to access this system as a primary contact.

Update No
 Yes

[New Primary Contact](#)

You will be directed to the New PIN Administration page. On this page, you will see a read-only outline of information relating to the current primary contact. If you wish to amend the information for the current primary contact, click “Yes” next to “Update.”

You will then be able to amend all Primary Contact information, except the primary contact’s first name. Please note that if you amend the NY.gov ID of the primary contact, the existing NY.gov ID will be disabled and no longer able to be used to access the organization as a primary contact.

Disable Designated Users Yes ?

[New Primary Contact](#)

In the upper right-hand corner of the screen, you will be able to click “Yes” next to “Disable Designated Users.” If you click “Yes” you will disable all designated users that were previously identified. If you don’t want to disable all users, do not use this function. Instead, amend the access for the user individually on the Designated Users page.

Make any changes to the primary contact information as needed and, when finished, click “Continue.” This will updated the system and generate a new PIN, which will be sent to the primary contact by email.

iii. New Primary Contact

EXEMPT ORGANIZATION FINANCIAL REPORTING SYSTEM

NEW PIN ADMINISTRATION

Use this screen to:

- Request a new PIN without user changes (click "Generate New PIN");
- Change a primary contact (click "New Primary Contact");
- Update information for an existing primary contact (click Yes to "Update" to amend last name, title, email address or phone number); and
- Disable all designated users (click "Yes" to "Update" and click "Yes" to "Disable Designated Users"

NOTE: If a primary contact is changed or a NY.Gov ID is updated, the existing NY.Gov ID will be disabled and can not be used to access this system as a primary contact.

Update No
 Yes

[New Primary Contact](#)

If you wish to designate an entirely new Primary Contact, click “New Primary Contact” on the New PIN Administration page.

Disable Designated Users Yes [?](#)

CHANGE TO NEW PRIMARY CONTACT

The information for the person or entity that exerts operational or managerial control over the exempt organization(covered entity) at least one must be a natural person.

* First Name

Middle Initial

* Last Name

* Title

* Email Address

* Phone No Phone Country Code

###-###-####

* NYGOV ID

[Back](#) [Continue](#)

You will be directed to the new primary contact entry page. Enter all required information and click “Continue.” The new primary contact will receive notification of the change and an access PIN by email.

X. WHAT HAPPENS AFTER I SUBMIT A REPORT?

Once you have submitted your report, you will receive an email confirming submission and providing a transaction ID for the submission. You may also receive other administrative emails as applicable.

The Department of State will review your submission to ensure that the report is complete and meets all statutory requirements. If any deficiencies in the report are found, you will receive an email referencing the transaction ID and alerting you that there were deficiencies found in the report.

Please note that submission of a report does not mean the report has been filed. The filing fee must be paid and all deficiencies corrected before your report will be considered filed.

If you have received notification of any deficiencies in your report, you must log back into the system and access your report using the transaction ID that was provided.

Once your report is complete and the fee is paid, you will receive an email confirming that the report has been filed.

XI. WHAT HAPPENS ONCE MY REPORT IS FILED?

Once you have received notification that your report is filed, you are not required to take any further steps. The Department of State will review the report and, if a determination is made that your organization has acted inconsistently with its exempt purposes, will send you notification of an intent to publish. Information relating to your rights and obligations will be forwarded to your organization with the notification of intent to publish.