

NEW JERSEY STATE FIREMEN'S ASSOCIATION

Relief Officers' Listing Form #103 – Online Entry

The Local Relief Association Corporate Officers **MUST** be elected at your December meeting per the compendium and take over January 1st. Prior year Representatives elect the new year Officers. **Please review all information with each Officer - even if the same person has been re-elected.** Do **NOT** use firehouse addresses or phone numbers. Include an Email address for every single officer – no exceptions. The Officer's Listing report must be received in the State Office by February 1st. You must file online and **finalize** the report. **Paper, fax or email copies are no longer accepted.** Do this report ASAP! Do not wait.

Once you finalize/submit the report to the State office, and it is reviewed the next business day by our staff, any officer that has been replaced will no longer have password access to the screens. The newly elected officer will have access immediately.

Remember: Deadlines are closer than then appear!

1. Go to our website www.njsfa.com
2. Click on the **Secretary Reports** tab
3. Enter your: ISO number XXX
Association number XXX
Your password ***** (contact our office if you are having sign-in issues)
4. Select **Update Officer Listing**
5. At the top, enter the date of the Local Relief Association meeting that the Corporate Officers were elected.
6. Review the information listed for each of the current Officers. Check the information for each officer to make sure it is still accurate – Home Address, Phone Numbers including Cell, and **especially their EMAIL Address.** If there are no changes that need to be entered, check the “No change” box to the far right of that Officer's title. Do that for each Officer that has no changes or additions. **Also, please make sure that you include each officer's email address – no exceptions.**
7. If the Officer is the same as last year but information is not accurate then you click the edit box. The information on the left-hand side of the page will populate to the boxes in the center. Change the information that needs to be changed and then move down to the next Officer.

NEW JERSEY STATE FIREMEN'S ASSOCIATION

8. If you have a new Officer, then you should enter the member's "Line Number" in the Line Number Box and "Company Number" in the Company number box. The member's name will automatically populate. You should now enter the information required in the boxes below the name.
9. After you have finished with the four (4) corporate officers, the last position is the Department Chief. If there are no changes to the information for the person listed, check the "No Change" box to the far right of that section. If the Chief is the same as last year but information is not accurate then you click the edit box. The information on the left-hand side of the page will populate to the boxes in the center. Change the information that needs to be changed. If the Chief has changed, enter his/her line # and company #. This is the only position that might have an individual that is **NOT** a member of your Local Relief Association. If the Chief is a member of your Local Relief Association, simply put in his/her Line # and Company #. If the Chief is **NOT** a member of your Local Relief Association, you will need to enter 9999 for the line number and then fill in **ALL** information including his/her first and last name. The Chief's information will automatically be populated to the Relief Delegate Listing
10. After entering all of the new Officers or correcting and/or checking the "No Change" boxes for all of the repeat Officers, select the "Update" icon at the bottom of the screen. This should bring you to a screen so you can print out a copy and **RECHECK** all listed information before finalizing. After printing a copy, return to the Secretary Reports screen.
11. If you need to correct or add any additional information, select Update Officer Listing and make the correction/addition. After making any additional corrections or changes go back to **STEP 10.**
12. If you are sure everything is correct, select Finalize Officer Listing. On the next screen, select Submit Final Changes. You should see a message on the Secretary Reports screen that says **"Thank you for finalizing your Officer information on xx/xx/xxx."** If you do not see this message the report has not been finalized and the State Office did not receive it. Go back and see if you can correct whatever the issue is.
13. If you cannot figure out what is wrong or you had any problems logging in or any other type of computer issues, **CALL THE STATE OFFICE IMMEDIATELY** so that we can assist you.

The Officer Listing report must be received in the State Office by February 1st. Failure to meet the filing deadline will result in your Association not being seated at the Convention as well as other penalties. Finalizing the report online on or before February 1st meets the deadline requirement.