

# ***NEW JERSEY STATE FIREMEN'S ASSOCIATION***

## Relief Officers' Listing Form #103 – Online Entry

The Local Relief Association Corporate Officers should be elected at your December meeting per the compendium and take over January 1st. Prior year Representative's elect the new year Officers. Use the manual sheet sent to review all information with each Officer, even if the same person has been re-elected, and make sure their address, phone numbers and email address are current and up-to-date. Do **NOT** use firehouse addresses or phone numbers. The Officers' Listing report must be received in the State Office by February 1<sup>st</sup> or if mailed, postmarked by February 1<sup>st</sup>. If you file online and **finalize** the report, you do not have to send in a hard copy. Do this report ASAP! Do not wait.

### **Remember: Deadlines are closer than they appear!**

1. Go to our website [www.njsfa.com](http://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. The meeting date does not apply to the Department Chief.
6. Review the information listed for each of the current Officers. If there are no changes or no additional information that needs 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.
7. For each officer that is changing or has additional or corrected information, you must enter their Relief Association Line # and Company #. Their name should appear below. **ALL** the information for this officer must be re-entered – even if only one item is changing or being added. For example: they have a new email address and that is the only change, you will still need to re-enter their address and phone numbers along with the new or corrected email address. The four (4) corporate Officers **MUST** be current members of your Local Relief Association and have a line number. If you have any questions about this, call the State Office or your Executive Committeeperson.
8. If an Officer is just changing his/her position: Vice-President is now President. You will still need to enter all of the Vice-Presidents information in the President section and then enter the new information for the new Vice-President.
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 person or information listed, check the "No Change" box to the far right of that section. If the Chief has changed or corrected/additional information needs to be added, 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 Line # and Company # and add/correct all information. 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.

- a. Please note: The person you list as Department Chief will automatically be made the Chief Delegate for the State Convention. The Relief Officers' Listing Report is how the Chief's Delegate position is relayed to the State Office.
  - b. After submitting this form, changes to the Chief Delegate can only be made by notifying the State office of a new Chief assuming the position. You must notify us of a new Chief via mail, fax or email. The Delegate/Alternate selection Form #104 does not allow you to make changes to the Chief or the Chief Delegate position.
  - c. On Delegate/Alternate selection Form #104, you must still enter the Chief's Alternate to the Convention which should be the next highest-ranking officer after the Chief.
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 that 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/xxxx**". If you do not see this message, the report has not been finalized and the State Office did not receive it. Go back & 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 1<sup>st</sup> or must be postmarked on or before February 1<sup>st</sup>. 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 1<sup>st</sup> will meet the deadline requirement.**