

RELIEF OFFICERS' LISTING – FORM #103

LOCAL SECRETARY QUICK REFERENCE

DEADLINE: FEBRUARY 1ST

The Officer Listing must be completed and **FINALIZED ONLINE** by February 1st.

Do not wait until the deadline! Failure to meet the deadline will result in your Association **not** being seated at Convention, along with other possible penalties.

BEFORE YOU BEGIN

Corporate Officers must be elected at the December meeting and take office January 1st.

Prior-year Representatives elect the new-year Officers.

Review **EVERY Officer's information**, even if the Officer was re-elected.

- ✓ Home address
- ✓ Phone number(s), including cell
- ✓ Email address – **REQUIRED FOR EVERY OFFICER**
- ✗ **DO NOT** use firehouse addresses or phone numbers

The **Department Chief** is also required to be reviewed.

ONLINE INSTRUCTIONS

1. GO TO

www.njsfa.com

Click **Secretary Reports**

2. LOG IN

Enter:

- **ISO Number:** _____
- **Association Number:** _____
- **Password:** _____

3. SELECT

Update Officer Listing

4. ENTER MEETING DATE

Enter the date of the **December Local Relief Association meeting** when the Corporate Officers were elected.

5. REVIEW EACH CORPORATE OFFICER

NO CHANGES:

☒ Check **“No Change”**

SAME OFFICER, BUT INFORMATION CHANGED:

☒ Click **Edit** → Correct information → Continue to next Officer

NEW OFFICER:

Enter the member's **Line Number** and **Company Number**.

The member's name will populate automatically. Enter all remaining information, including **email address**.

6. REVIEW THE DEPARTMENT CHIEF

No change: Check **“No Change.”**

Same Chief, information changed: Click **Edit** and correct the information.

New Chief who is NOT a Local Relief Association member:

Enter **9999** for Line Number and manually enter **ALL information**, including name, address, phone, and email.

7. UPDATE & RECHECK

After all four Corporate Officers and the Department Chief have been reviewed:

Click UPDATE

Print the report and **RECHECK EVERYTHING**.

Look carefully at:

- Names
- Positions

- Addresses
- Phone numbers
- **Email addresses**
- New Officers
- Department Chief

If anything is incorrect, return to **Update Officer Listing**, make the correction, and repeat the Update/review process.

8. FINALIZE – THIS STEP IS REQUIRED!

When everything is correct:

Select FINALIZE OFFICER LISTING

Then select:

SUBMIT FINAL CHANGES

If you do not see the confirmation message, the State Office **has not received your report**.

IMPORTANT PASSWORD REMINDER

After the report is finalized and reviewed by State Office staff on the next business day:

- Replaced Officers will **no longer have password access**.
- Newly elected Officers will have access **immediately**.

HAVING TROUBLE?

If you cannot log in, enter information, update the report, or finalize it:

CALL THE STATE OFFICE IMMEDIATELY.

Do not wait until February 1st to report a problem.