

# LEVY BODY ADMIN

Log in at <https://sei.champaigncountyclerk.com/user> or go to [champaigncountyclerkil.gov](http://champaigncountyclerkil.gov) > Government Bodies > Statement of Economic Interest > Electronic Filing of SEI

If the browser gives you a warning about the site not being safe, it's because it hasn't been made public to the search engines yet. Click on ADVANCE and go to the site.



## Statement of Economic Interests

### Individuals Who Are Required To File:

Individuals who are elected to Office in a unit of local government and candidates for nomination or election to that Office.

Individuals appointed to the governing board of a unit of local government or of a special district; and persons appointed to a zoning board or zoning board of appeals or to a regional, county or municipal plan commissions or to a board of review of any county; and persons appointed to a board of commission of a unit of local government who have authority to authorize the expenditure of public funds.

Individuals employed by a school district who have been issued and hold an administrative certificate or a chief school business official endorsement.

[Homepage](#)

### GOVERNMENT BODIES SECTION LINKS

[Statement of Economic Interest Public Search](#)

[SEI Portal](#)

### SEI PORTAL

[Brown Townships SEI Form](#)

[Champaign Township SEI Form](#)

[City of Champaign SEI Form](#)

### Search by Individual

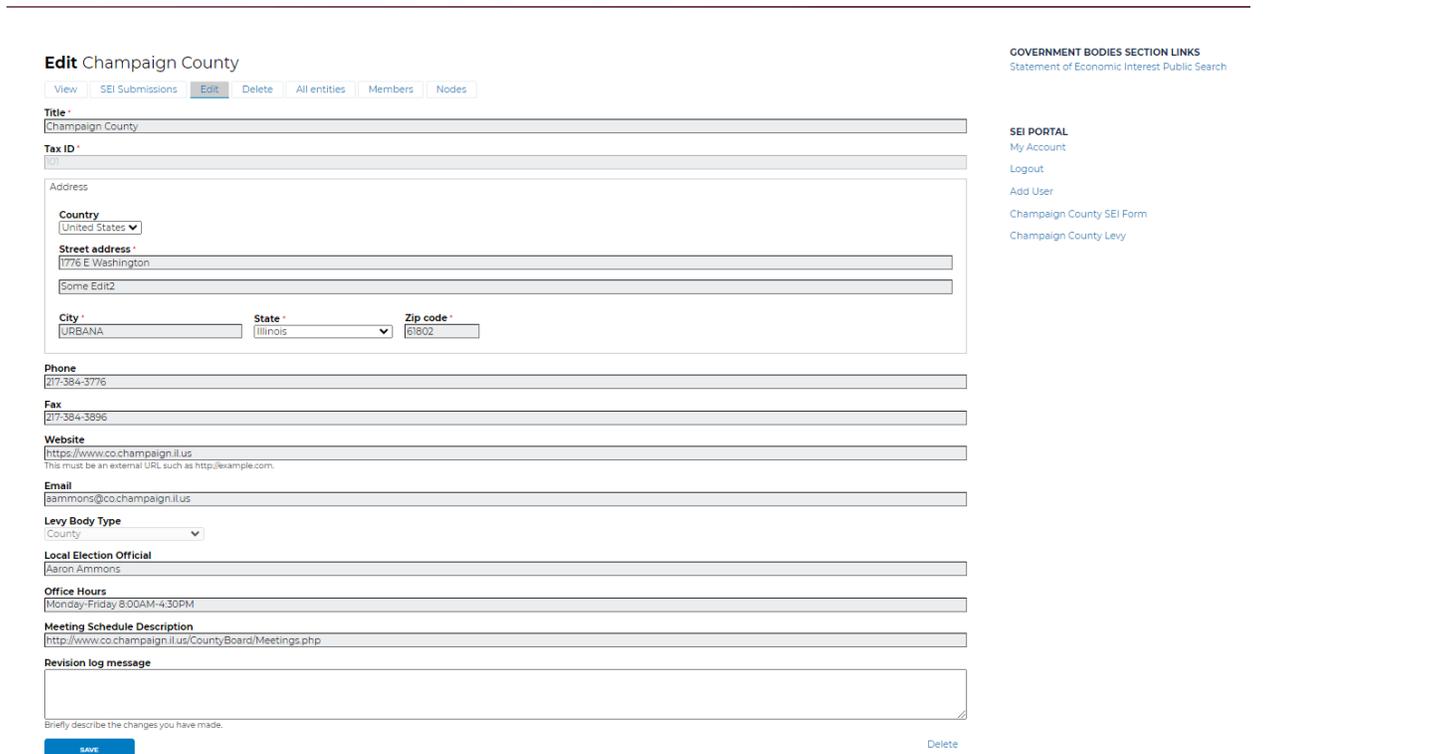
First Name

Last Name

Filing Year

- Any -

Once you log in the screen will look like this:



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## UPDATING YOUR LEVY BODY INFORMATION

Please keep your taxing body information up to date. This information is used by the Clerk's Office and by your members to contact you if they have any issues or concerns while completing their SEIs.

To update the info:

1. Make sure you are on EDIT screen of your levy body. This is the same screen you get when you first log into the portal.
2. Click in the box you want to update, remove the inaccurate info, and type in the correct info.
3. When you have made all your changes, click SAVE at the bottom.
4. You will get this screen where you can review your edit one more time.

### Champaign County

✓ Levy Body Champaign County has been updated.

View SEI Submissions Edit Delete All entities Members Nodes

**Tax ID**  
101

**Address**  
1776 E Washington  
Some Edit2  
URBANA, IL 61802  
United States

**Phone**  
217-384-3776

**Fax**  
217-384-3896

**Website**  
<https://www.co.champaign.il.us>

**Email**  
[aammons@co.champaign.il.us](mailto:aammons@co.champaign.il.us)

**Levy Body Type**  
County

**Office Hours**  
Monday-Friday 8:00AM-4:30PM

**Meeting Schedule Description**  
<http://www.co.champaign.il.us/CountyBoard/Meetings.php>

**Local Election Official**  
Darlene Kloeppe

**SEI**  
0

5. If you are done editing, you can move on to other screens. If not, click on EDIT again in the tabs at the top and made another edit. Be sure to click SAVE again.

## SEEING SEI SUBMISSIONS

You can see who in your levy body has submitted SEIs by click on SEI Submissions in the tabs at the top of the page.

1. Click on any Levy Member name to view their SEI submission.

## Champaign County

View **SEI Submissions** Edit Delete All entities Members Nodes

2. Click on the submitters name and you will move to a more detailed screen with their information and SEI. More detailed information about this is under USER INFORMATION.
  - a. If there is no submitted date in the far-right column, they have the SEI in draft form but have not formally submitted it.

## Levy-Body SEI Form Submissions

View SEI Submissions Edit Delete All entities Members Nodes

Click on any Levy Member name below to view the information submitted by that member.

Levy Member	Levy Name	Filing Date	Date Submitted
Tim Tester	Champaign County	2021/12/06	11/1/2021
Test testy	Champaign County	2021/12/06	
Test Testy	Champaign County	2021/12/06	11/02/2021
Test Testy	Champaign County	2021/12/06	11/27/2021

## MEMBER INFORMATION

If you click on a member's name from the SEI Submission screen, you will get a new menu of tab options.

### Webform submissions

<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submissions</a>	<a href="#">SEI Submissions</a>	<a href="#">Contact</a>		
<b>Group ID</b>	<b>Draft</b>	<b>Levy Member</b>	<b>Levy Name</b>	<b>Filing Year</b>	<b>Filing Date</b>	<a href="#">View</a>
2	No	Tim Tester	Champaign County	2021	2021/12/06	

1. VIEW – will show you the member's information that is on file.
2. EDIT – will allow you to edit this information
3. SUBMISSIONS – will show you all the member's submissions for your levy body. If they belong to another levy body and file SEIs for them as well, you would not be able to see those here.
  - a. Clicking on the linked title will allow you to view the submitted SEI.

<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submissions</a>	<a href="#">SEI Submissions</a>	<a href="#">Contact</a>	
1 submission				<b>Created</b>	<b>IP address</b>
<a href="#">Champaign County SEI Form: Submission for Filing Year 2021</a>				Mon, 11/01/2021 - 03:21	(unknown)

4. SEI SUBMISSIONS – also shows you all their SEI submissions to your levy body but would also include any draft versions that have not been submitted yet.
  - a. If you click on VIEW on the far right, you can view the SEI submission.

<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Submissions</a>	<a href="#">SEI Submissions</a>	<a href="#">Contact</a>		
<b>Group ID</b>	<b>Draft</b>	<b>Levy Member</b>	<b>Levy Name</b>	<b>Filing Year</b>	<b>Filing Date</b>	<a href="#">View</a>
2	No	Tim Tester	Champaign County	2021	2021/12/06	

5. CONTACT – allows you to directly email this specific member from within the SEI portal. Make sure to select SEND YOURSELF A COPY if you want to have a record of the email.

## ANOTHER WAY TO EDIT LEVY BODY MEMBERS

### GOVERNMENT BODIES SECTION

#### LINKS

[Statement of Economic Interest Public Search](#)

#### SEI PORTAL

[My Account](#)

[Logout](#)

[Add User](#)

[Champaign County SEI Form](#)

[Champaign County Levy](#)

## 2. Click on Members

# Champaign County **members**



The screen will look like this:

### Champaign County **members**



[+ ADD MEMBER](#)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Years Submitted

- Any -

Years Not Submitted

- Any -

[SUBMIT](#)

#### Group Admin(s)

<input type="checkbox"/>	Last Name	E-mail	Years Submitted	
<input type="checkbox"/>	Paul, Thornhill	development@paulthornhill.net		<a href="#">View Member</a>
<input type="checkbox"/>	Test, Testy	elections@co.champaign.il.us	2020, 2021	<a href="#">View Member</a>
<input type="checkbox"/>	Levy, Admin	test@email.com		<a href="#">View Member</a>

[NEXT](#)

#### Levy Members

<input type="checkbox"/>	Last Name	E-mail	Years Submitted	
<input type="checkbox"/>	Test, Testy	elections@co.champaign.il.us	2020, 2021	<a href="#">View Member</a>
<input type="checkbox"/>	Tim, Tester	propertytaxes@co.champaign.il.us	2021	<a href="#">View Member</a>

[NEXT](#)

## 3. To edit a member from this screen, click on the drop-down arrow to the right of their name and select EDIT MEMBER. You will be moved to a new window where you can edit the member's information.

a. Once you are done editing, make sure you click SAVE at the bottom of the edit screen.

<input type="checkbox"/>	Last Name ↕	E-mail ↕	Years Submitted	
<input type="checkbox"/>	Test , Testy	elections@co.champaign.il.us		<div style="border: 2px solid red; padding: 2px;"><a href="#">View Member</a> <a href="#">Edit Member</a> <a href="#">Remove Member</a></div>

[SEND E-MAIL](#)

## EMAILING REMINDERS TO MEMBERS

1. In the same screen under MEMBERS, select the member you want to email.
  - a. You can select all the members listed by clicking in the top box or you can select individual email addresses by clicking the box next to the name.



A screenshot of a web interface showing a list of members. The columns are 'Last Name', 'E-mail', and 'Years Submitted'. There are two rows of data: 'Test, Testy' with email 'elections@co.champaign.il.us' and 'Tim, Tester' with email 'propertytaxes@co.champaign.il.us'. Each row has a checkbox in the left margin. A red box highlights these checkboxes. Below the list is a blue button labeled 'SEND E-MAIL'. To the right of each row is a 'View Member' button.

2. Once you have selected who you want to send the reminder to, click SEND E-MAIL.
  - a. See the image below for explanation of various functions on the page.

### Champaign County members

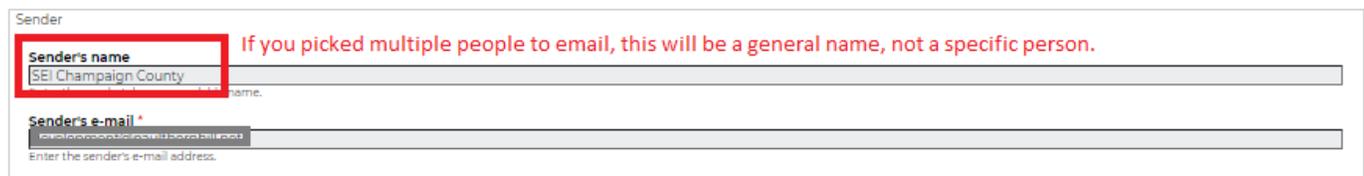
[SEI Submissions](#) [Levy Body](#) [Members](#)



This will show you the list of people you are sending the email to.



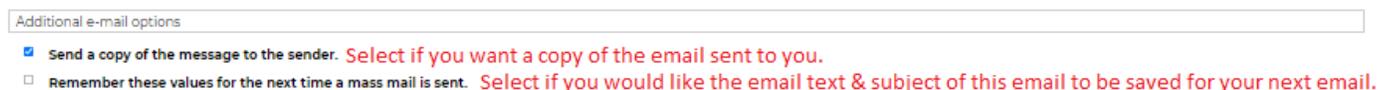
A screenshot of the 'Members' list with the first checkbox selected. The 'SEND E-MAIL' button is visible at the bottom left.



A screenshot of the 'Sender' form. The 'Sender's name' field contains 'SEI Champaign County' and is highlighted with a red box. The 'Sender's e-mail' field is empty. A red text annotation says: 'If you picked multiple people to email, this will be a general name, not a specific person.'



A screenshot of the 'E-mail content' form. It includes fields for 'Subject', 'Message', and 'Text format' (set to 'Plain text'). There are also instructions and a 'Replacements' field.



A screenshot of the 'Additional e-mail options' form. It has two checkboxes: 'Send a copy of the message to the sender.' (checked) and 'Remember these values for the next time a mass mail is sent.' (unchecked). Red text annotations explain the options.

[NEXT](#) [CANCEL ACTION](#)

3. Complete the email subject and message content and click NEXT. Make sure the email is finalized. If you click past this screen and then find an error, you will have to start over, and the email subject and message will have to be redone.
  - a. If you want a record of the email, make sure you select the box next to SEND A COPY OF THE MESSAGE TO THE SENDER
4. On the next screen you can see the email one more time. Listed at the top is everyone the email is going to.
  - a. If you find an error, you cannot edit in this screen. Click CANCEL ACTION and you will be taken back to the screen where you select who you want to send an email to. You will have to redo the email message and subject.
5. Click SEND and the email will be sent to everyone you selected.

## Champaign County **members**

SEI Submissions

Levy Body

**Members**

Last Name ↕

E-mail ↕

Years Submitted

Test , Testy

elections@co.champaign.il.us

View Member ▾

SEND E-MAIL

From

"SEI Champaign County" <mjett@co.champaign.il.us>

To

"Test" <elections@co.champaign.il.us>

Subject

test

Message

test akdfiakjsjfklsdjfklsdjfldskjfklsdjfsldjfldks

SEND

< CANCEL ACTION

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## ADDING A NEW USER TO THE SEI PORTAL

Before you can add a new member to your taxing (levy) body, you must add them as a USER. This is because there are numerous individuals who are required to complete SEIs for multiple taxing (levy) bodies. To organize this, the first step is to make them a user in the system and then add them to specific taxing (levy) bodies as members.

1. To add a USER, click on ADD USER in the right-hand menu. This menu should be available on all pages once you are logged in as the Levy Administrator.

### SEI PORTAL

[My Account](#)

[Logout](#)

[Levy Body](#)

[Add User](#)

2. On this screen you will enter the individuals first and last name, and their position with your taxing (levy) body. Enter their email address. The Clerk's Office strongly encourages you use individuals PERSONAL email addresses because if they belong to multiple levy bodies this is the only way they can have a single, unified account in the SEI portal.
  - a. Click NOTIFY USER OF NEW ACCOUNT
  - b. Click CREATE NEW ACCOUNT

### Add user

First Name *	Last Name *	Levy Member Position
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

- Notify user of new account**  
This is recommended when auto-generating the password; otherwise, neither you nor the new user will know the password.

**CREATE NEW ACCOUNT**

## User Created

✓ You have added a user to the system. Please continue by now making them a member of your Levy Body: [ [+Add Member](#) ]

Since you did not provide a password, it was generated automatically for this account.

The password is: **Y6sUxUqU5K**

Created a new user account for [sara](#). No email has been sent.

1. Click +ADD MEMBER to add the new user to your taxing (levy) body membership and begin to enter the user's email address. Options will pop up in the drop-down menu. Once you find the right name, select it, and click SAVE.

## Add Levy Body: Group membership

### User Email

- territest@email.com
- tylert@email.com
- tesst@email.com
- terrytest@email.com
- tessat@email.com
- thtester@email.com

- a. Don't worry about the numbers that pop up at the end of their username and email. It's a programming requirement of the software and will not be needed by you or the user.

## Add Levy Body: Group membership

### User \*

Please begin typing the email address or name of the the user you want to make a member

### User Email

SAVE

4. If they are already in the system, you will get this message.

## Add Levy Body: Group membership

✘ User: propertytaxes has reached the maximum amount of times it can be added to Champaign County

- a. You can abandon the process to add them as a user. They already are.
- b. Follow the steps under *Adding A New Member To Your Levy Body* instead.

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## TO ADD A NEW MEMBER TO YOUR LEVY BODY

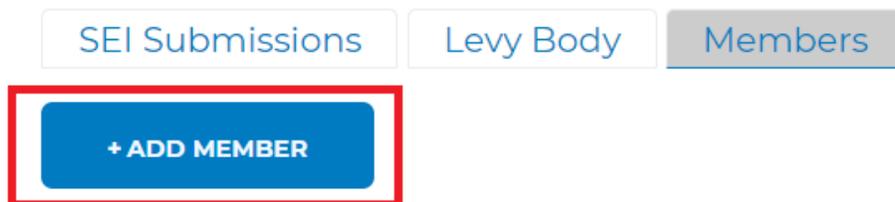
2. Click on Members

### Champaign County **members**



3. Click on +Add Member

### Champaign County **members**



4. Begin to enter the user's email address. Options will pop up in the drop-down menu. Once you find the right name, select it, and click SAVE.

## Add Levy Body: Group membership

### User Email

- territest@email.com
- tylert@email.com
- tesst@email.com
- terrytest@email.com
- tessat@email.com
- thtester@email.com

- a. If no options pop up, the person is not a user yet and need to be added as a user first. See *Adding A New User To The SEI Portal* for step by step instructions.
5. You can verify the individual was added to your members list by going back to the MEMBERS page and they will be listed under LEVY MEMBERS.

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## REMOVING A MEMBER

You never delete a user but if someone leaves your levy body and is not longer required to file an SEI with you, you will want to cancel their account in your levy body. Their previous SEIs will still be available for viewing and searching but they won't be in your list of active members you need to have complete an SEI that year.

1. Go to Members

### Champaign County **members**

[SEI Submissions](#)

[Levy Body](#)

[Members](#)

2. Find the member you want to remove in the listing, click on the drop-down arrow to the right of their name and select REMOVE MEMBER.

Tim , Tester

propertytaxes@co.champaign.il.us2021

[View Member](#)

[Edit Member](#)

[Remove Member](#)

3. Click REMOVE