



County of Nevada
950 Maidu Avenue, Suite 200
Nevada City California 95959
(530) 265-1480 Phone (530) 265-9836 Fax

Donna Landi
Clerk of the Board

Dear [REDACTED],

You are a designated Conflict of Interest Filer and it is time to file your Annual Form 700. You are now eligible to prepare your Form 700 electronically in the privacy of your own personal secured filing area.

It is our vision that eDisclosure system will make it easier for you to comply with reporting requirements and save time and money for you and our organization. This program is secure and password-protected; and it assists you with filling out the form accurately and completely, performing an error-check prior to finalization. Once you complete your Form 700 in eDisclosure, the next time it is necessary to submit a form 700, the system allows information to be copied from a prior year's filing. You will have access to eDisclosure 24/7 and online help is available in a form of video tutorials and user guides under Help menu.

Upon login you will see a list of positions that you are required to file Form 700 for. Once you have completed your form you can file electronically.

To commence using eDisclosure for e-Filing of your Form 700, please take the following steps.

1. Watch a short "how to" video at this link:
<http://www.southtech-tutorials.com/eDisclosure/FilerDemo/tutorial.html>
2. Access eDisclosure system and complete your form 700 at this link:
<https://www.southtechhosting.com/NevadaCounty/eDisclosure>
3. If you would prefer to file by paper, please print, sign and mail your original Form 700 to our office by 4/1/2015 12:00:00 AM.

Nevada County Clerk of the Board
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If you have any questions please contact Donna Landi at (530)265-1480 or via email at COBResponse@co.nevada.ca.us.

We hope you enjoy your experience and find eDisclosure easy to use.