

1. Open browser of choice (IE, Firefox, Chrome, Safari, etc.)
2. Enter: claytoncounty.gaeasyfile.com in address bar
3. Click on Officials/Candidates at top right
4. Click Register (there is a video to the left after you click Register – if you need further assistance)
 - a. Select your County/City from drop down menu
 - b. Enter your email address
 - c. Enter your first name
 - d. Enter your last name
 - e. Cell Phone is optional
 - f. Choose the office you are running for from the drop down menu under Office Occupying/Running for
 - g. Enter code in box
 - h. Click REGISTER
 - i. You will be sent an email thanking you for registering
 - ii. After the Filing Clerk has approved you – you will receive an e-mail with a link to click to complete your registration.
 - iii. After your registration is completed – you will be ready to login and begin submitting your documents.

To Submit Documents

1. Follow Steps 1-3 from above
2. Click on Login
 - a. Enter your email that you registered with
 - b. Enter the password (if you forgot your password – click the link “Forgot Password?”)
 - c. Click Login
 - d. Click on File Reports (Instruction Video is a 5 minute video to give you instructions on how to complete the forms.)
 - i. Click Wizard/Upload next to the form that you want to complete
 - ii. Click Start Wizard
 - iii. The forms are broken down in to small snippets (after you complete each page – click NEXT STEP
 - iv. You will always be able to view your document before submitting – if your document is complete on the review page – click E-Sign/Submit
 - v. Enter the code on the right
 - vi. Check the box next to “By checking this box you are certifying that statements on this form are complete, true and accurate.”
 - vii. Click Submit
 - viii. You will be defaulted back to the front page
 - ix. Click on My Submissions and look under STATUS and you will see that your form has been Submitted
 - x. When the Filing Clerk has accepted your form – the Submitted will be changed to Accepted
 - xi. When the Filing Clerk has faxed your form to Ethics – the Accepted will be changed to Faxed to Ethics
 - xii. When you look under STATUS and it says NEW – that means that you have not E-Signed/Submitted your form.