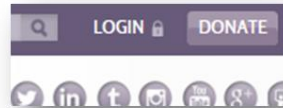


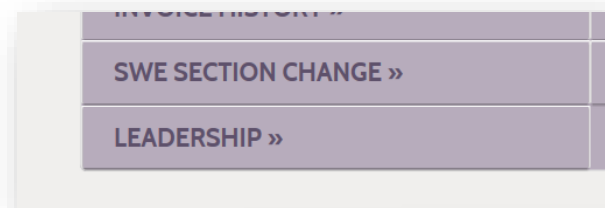
SUBMIT SECTION FINANCIAL REPORT

Use these instructions to upload your section's financial report for the current fiscal year via the online Leader Portal.

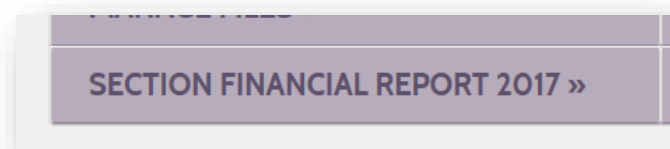
1. Navigate to www.swe.org.
2. Click the **Login** button at the top-right corner of your screen and enter your login information.



3. Click the **Leadership** button.
Note: This button will only be available to leaders who have submitted their Leadership Roster for the current Fiscal Year.



4. To submit the FY17 Financial Report, select **Section Financial Report 2017**.
Note: This button will only be available to the President and Treasurer of a Section



5. Select the **Create New Section Financial Report** button.



6. Select **Financial Disclosure** on the left hand side.

SUBMIT SECTION FINANCIAL REPORT

Financial Disclosure	<h2>SECTION FINANCIAL REPORT INFORMATION</h2> <h3>Section Leader Submitting</h3> <table border="1"> <thead> <tr> <th>Relationship</th> <th>Last Name</th> <th>First Name</th> <th>City</th> <th>State</th> <th>Country</th> <th>Company</th> </tr> </thead> <tbody> <tr> <td>Section Leader Submitting</td> <td>Griffin</td> <td>Alice</td> <td>Salt Lake City</td> <td>UT</td> <td>United States of America</td> <td></td> </tr> </tbody> </table>	Relationship	Last Name	First Name	City	State	Country	Company	Section Leader Submitting	Griffin	Alice	Salt Lake City	UT	United States of America	
Relationship		Last Name	First Name	City	State	Country	Company								
Section Leader Submitting		Griffin	Alice	Salt Lake City	UT	United States of America									
Additional Information															
Review															

7. Enter all the Sections Financial Information accordingly, then select **Next**.

Manage Submittal Finance Data

Section Number: E054
 Section Name: Columbia University
 Taxpayer Identification Number(TIN):
 Section Permanent Address:

Income

* (1) Dues Rebate Income
 * (2) Scholarship Donations
 * (3) Donations for Specific Projects
 * (4) General Donations
 * (5) Interest Income
 * (6) Other Income
 (7) Receivables(Donations promised but not yet received)
 (8) Total Income(sum of lines 1-7) 0

Expenses

* (9) Scholarships Awarded
 * (10) Administrative Expenses
 * (11) Other Expenses
 * (12) Payables
 (13) Total Expense(sum of lines 9 - 12) 0
 (14) Net Income (Subtract line 13 from line 8) 0

Assets and Liabilities

* (16) Cash, Checking Accounts, etc.
 (18) Receivables (from line 7)
 (17) Payables (from line 12)
 (18) Estimated Net Assets at End of Fiscal Year (Add lines 16,18 subtract line 17) 0

[Next](#)

SUBMIT SECTION FINANCIAL REPORT

8. **Select the box next to Approved** if the Section President has approved this Financial Submission
9. Upload any supporting materials saved on your computer by selecting **Browse...** under the Supporting Materials section
10. Once finished on this page, click the **SAVE** button

The screenshot shows a web interface with a sidebar on the left containing 'Financial Disclosure', 'Additional Information', and 'Review'. The main content area is titled 'Approval' and contains a message: 'Section president has approved this submission.*' Below this message is a checkbox labeled 'Approved', which is highlighted with a red box. Below the 'Approval' section is the 'Supporting Material' section, which includes a text input field labeled 'Upload Any Supporting Materials' and a 'Browse...' button, also highlighted with a red box. At the bottom right of the main content area are two blue buttons: 'SAVE' and 'RESET'.

11. If all the information has been entered correctly, you will have a check mark under the Status column next to Financial Information and Section President Approval. Select the **SUBMIT** button on the left-hand side to complete the Financial Report submission
12. If you have not completed the information correct or have missing information, you will have an X next to the Financial Information and/or Section President Approval. Use the side panel on the left to go back to the section you are missing information to complete it. (Repeat steps 5-9 until complete)

The screenshot shows a 'Summary' table with three columns: 'Item', 'Status', and 'Message'. The table contains two rows of data. The first row is 'Financial Information' with a green checkmark in the 'Status' column. The second row is 'Section President Approval' with a green checkmark in the 'Status' column. The 'Message' column is empty for both rows. On the left sidebar, the 'SUBMIT' button is highlighted with a red box.

Item	Status	Message
Financial Information	✓	
Section President Approval	✓	