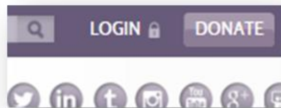
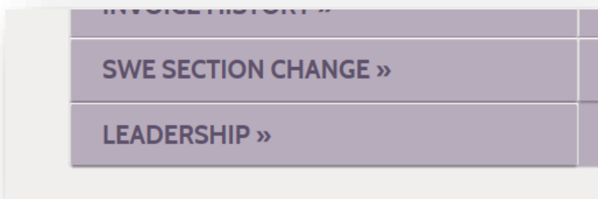
SUBMIT SECTION FINANCIAL REPORT

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

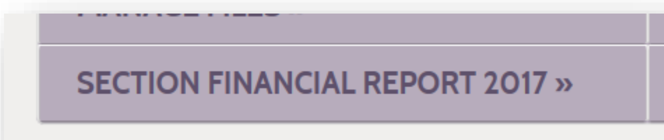
1. Navigate to **www.swe.org**.
2. Click the **Login** button at the top-right corner of your screen and enter your login information.



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

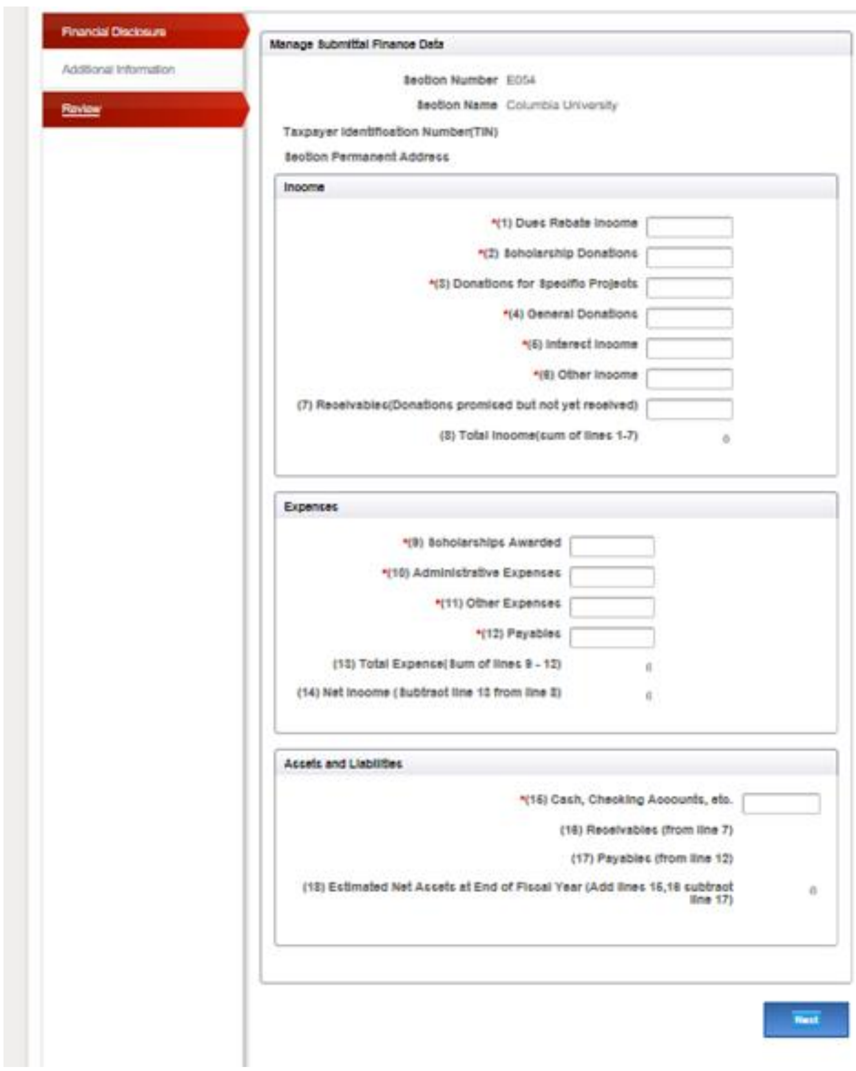


5. Select the **Create New Section Financial Report** button.

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

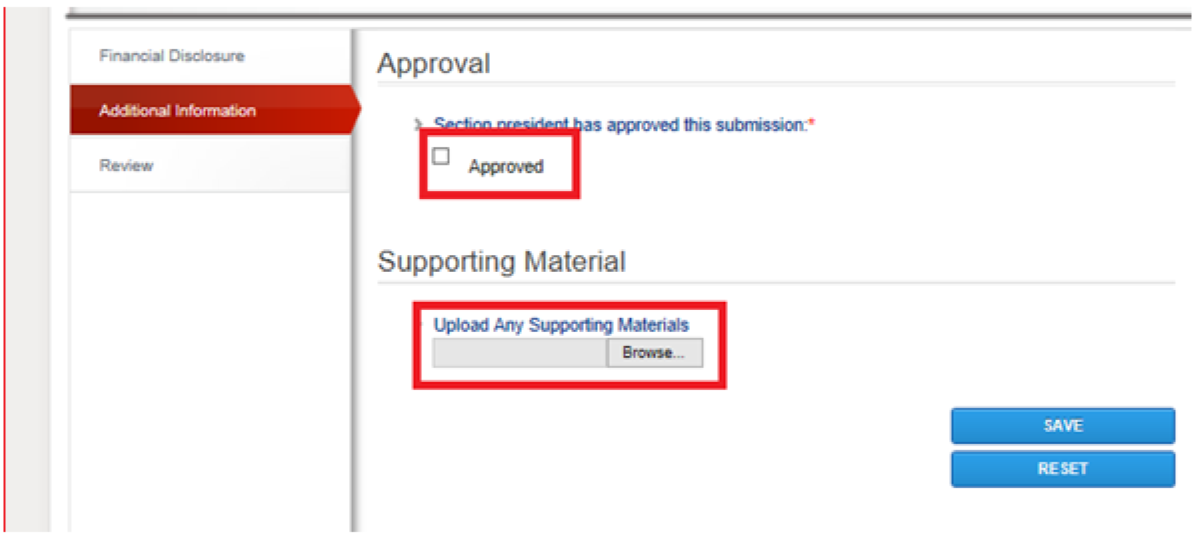
SUBMIT SECTION FINANCIAL REPORT

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



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 compete)