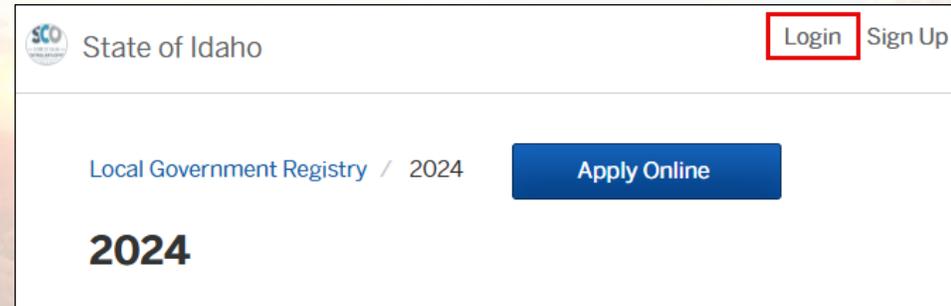


Locate and Submit a Draft Submission

If you have started a registry submission, locate the draft DO NOT start a new submission.

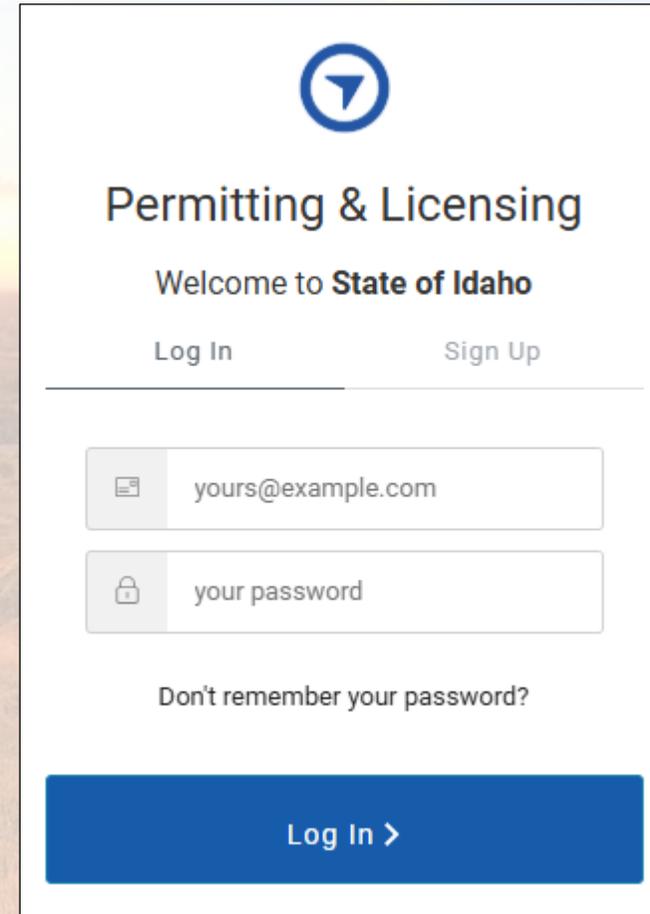
Locate a Draft Submissions

1. Navigate to the [Registry Log In Page](#).
2. Click the **Login** button in the upper right-hand corner.
3. Click the **Login using Secure Portal** button.



4. Enter your **Email** and **Password**.

5. Click the **Log In** button.



The screenshot shows a login interface for the State of Idaho's Permitting & Licensing system. At the top is a blue circular logo with a white arrow pointing down. Below the logo, the text reads "Permitting & Licensing" and "Welcome to **State of Idaho**". There are two links: "Log In" and "Sign Up". Below these are two input fields: the first contains "yours@example.com" and the second contains "your password". A link "Don't remember your password?" is positioned below the password field. At the bottom is a large blue button labeled "Log In >".

6. Click **My Account** in the upper right-hand corner.

The screenshot shows the top navigation bar of the State of Idaho website. On the left is the logo for the State of Idaho with the text "State of Idaho". On the right is a "My Account" button, which is highlighted with a red rectangular box. Below the navigation bar is a large blue banner with the text "State of Idaho" in white. Underneath the banner is a white search bar containing the placeholder text "Search for something like 'Annual Road & Street Financial Report' or '20...". Below the search bar is a section titled "Discover Online Services" with the subtext "Choose below to browse services by department". There are two service tiles. The first tile, titled "Local Government Registry 2024, 2023", features a landscape image of a river and trees, with a large red "X" overlaid on it. The second tile, titled "Annual Road & Street Financial Report", features the Idaho Transportation Department logo and the text "Your Safety • Your Mobility" and "Your Economic Opportunity", with a large red "X" overlaid on it.

Important: DO
NOT click these
tiles.

7. Locate the **Applications** section on the **Dashboard**.
8. Select the draft submission you would like to open.

The screenshot displays the State of Idaho dashboard interface. At the top left is the SCO logo and the text "State of Idaho". At the top right is a "My Account" link with a profile picture placeholder. A left sidebar contains navigation options: "Back Home", "Dashboard" (highlighted in blue), "Messages", "Profile", "Your Records" (with sub-items "Applications", "Projects", and "Permits & Docs"). The main content area features a "Applications" section header. Below it, a table lists application submissions. The first row is highlighted with a red border and contains a document icon, the year "2024", and the status "Draft". Below the table is a "View All" link.

Applications		
	2024	Draft

[View All](#)

Submit a Draft Submission

- You will be directed back to the first step of the submission.
- Use the **Next** and **Back** buttons to navigate through the submission.
- Enter and/or attach all missing information.

Step 3 of 12 · [Save Draft and Exit](#)

Entity Information

Entity Name *	Entity Type *
<input type="text"/>	<input type="text" value="Select your option"/>
EIN ⓘ	Registry Year *
<input type="text"/>	<input type="text" value="Select your option"/>
Fiscal Year End Date (mm/dd) - Example: 09/30 * ⓘ	
<input type="text"/>	
Entity Street Address *	Entity City *
<input type="text"/>	<input type="text" value="Select your option"/>
Entity Zip Code *	Are you a taxing or non-taxing district * ⓘ
<input type="text"/>	<input type="text" value="Select your option"/>

[< Back](#) [Next >](#)

TIP Click the **Save Draft and Exit** button if you are unable to complete the submission in one sitting.



Submit a Draft Submission

Important: After step 12, you will need to review the information entered, scroll to the bottom of the page, and click the **Confirm and Submit** button.

SCO State of Idaho My Account Paige

Please be sure the attachment includes the following:

- Entity name
- Fiscal year date
- Total revenues **AND** expenditures

Pest Control and Abatement Annual Financial Transparency Report

Required

Please use the Pest Control and Abatement Annual Financial Transparency Report excel template for this upload.

[\(UTC\)Completed-Approvals_stateofida...](#)
Uploaded on Jan 27, 2025 at 5:10 pm

Annual Financial Transparency Reports

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#) **Confirm and Submit** >

You have successfully submitted a draft submission!

Optional: Type a message for State Controller's Office Reviewer. Click the **Send Message** button.

TIP The LGR number is your unique submission number. Reference this number when seeking help.

The screenshot displays the 'SCO Review' page for the State of Idaho. At the top left, the 'SCO State of Idaho' logo is visible, and at the top right, there is a 'My Account' link. The main content area is divided into two columns. On the left, a sidebar contains a red-bordered box around the text '2024 LGR-25-33', with a red arrow pointing from the tip text to it. Below this are links for 'Your Submission', 'Attachments', and 'Guests (0)'. The 'SCO Review' section is active, indicated by a blue dot. The right column shows the 'SCO Review' title and a status indicator 'In progress'. Below this, a message states: 'Your 2024 registry submission has been sent to SCO for review. The team will reach back out shortly with an update of your compliance status or if there are updates needed.' At the bottom of the right column, there is a red-bordered box containing a 'Message the reviewer' section with a text input field containing 'Thank you!' and a blue 'Send Message' button.