

# View and Submit Requested Changes

*DO NOT submit a new registry submission when changes are requested.*



# View Requested Changes

Entities will receive an email notification when SCO requests a change to their submission.


*Note:* It is preferred that you access and update your submission from this email.

1. Click **Update Application** to be directed to your submission.

Action Required: Application for LGR-25-33 [EXTERNAL]

SO State of Idaho  
To [redacted]

☺ Reply Reply All

  
STATE OF IDAHO  
CONTROLLER'S OFFICE  
BRANDON D WOOLF

State of Idaho

A reviewer is requesting updates to part of this application:

**Type:** 2024  
**Number:** LGR-25-33

"See requested changes below. Select "Update Application" and sign into your account to find additional notes on the requested changes. Please reach out if you have any questions, you can email us at [registry@sco.idaho.gov](mailto:registry@sco.idaho.gov) and we will be happy to assist you! "

The following items need to be updated:

- Pest Control and Abatement Annual Financial Transparency Report

Note: **These changes must be submitted all at once**, so please be prepared to complete this in one sitting.

**Update Application**

⏴

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## Permitting & Licensing

Welcome to **State of Idaho**

[Log In](#)

[Sign Up](#)



yours@example.com



your password

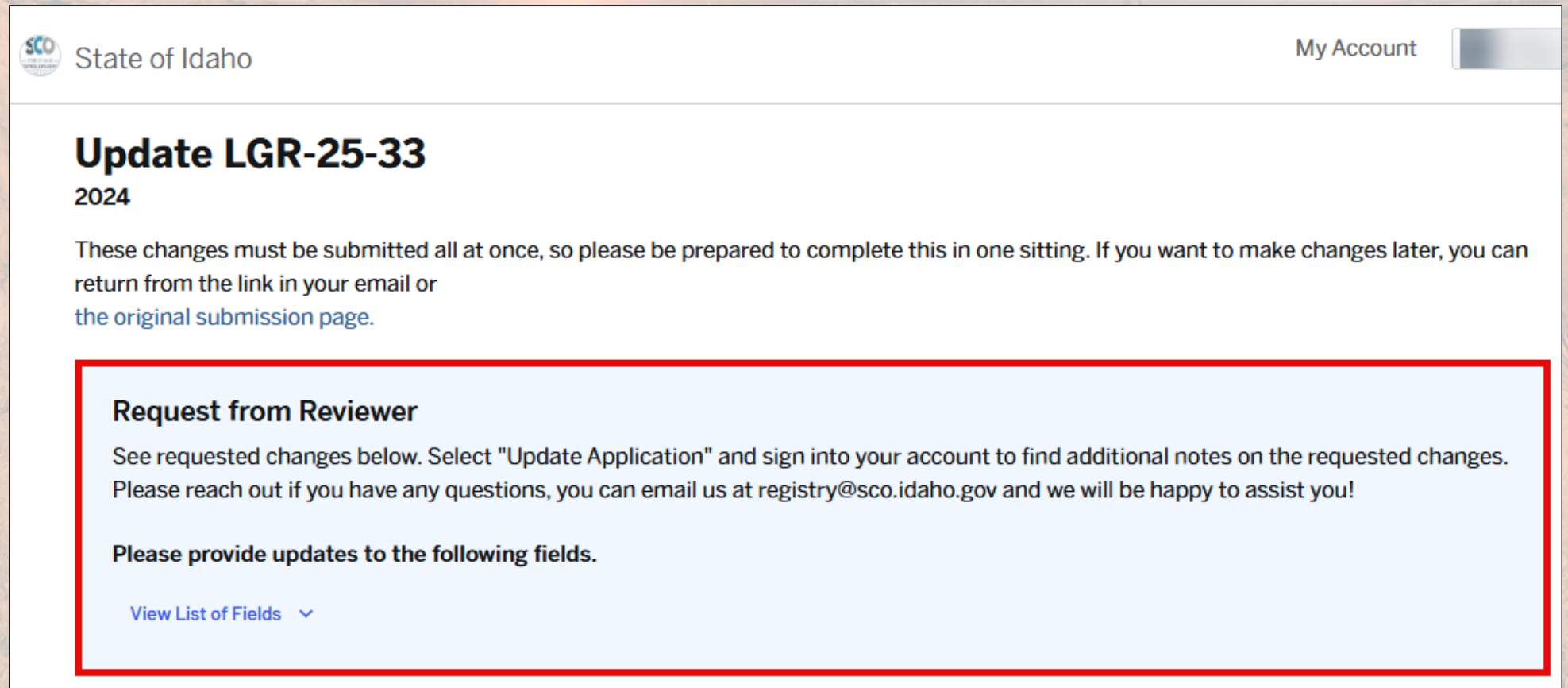
[Don't remember your password?](#)

[Log In >](#)

2. Enter your **Email** and **Password**.
3. Click the **Log In** button.

The **Request from Reviewer** section details what changes are needed for your submission to be compliant.

**Important:** You must complete all changes requested to submit. You will not be able to save and return later.



The screenshot shows the State of Idaho online portal. At the top left is the SCO logo and the text "State of Idaho". At the top right is a "My Account" link next to a grey profile icon. The main heading is "Update LGR-25-33" with the year "2024" below it. A paragraph of text states: "These changes must be submitted all at once, so please be prepared to complete this in one sitting. If you want to make changes later, you can return from the link in your email or [the original submission page.](#)" Below this is a light blue box with a red border containing the "Request from Reviewer" section. This section includes the text: "See requested changes below. Select 'Update Application' and sign into your account to find additional notes on the requested changes. Please reach out if you have any questions, you can email us at [registry@sco.idaho.gov](mailto:registry@sco.idaho.gov) and we will be happy to assist you!" Below this is the instruction "Please provide updates to the following fields." and a link "View List of Fields" with a dropdown arrow.

SCO State of Idaho

My Account

## Update LGR-25-33

2024

These changes must be submitted all at once, so please be prepared to complete this in one sitting. If you want to make changes later, you can return from the link in your email or [the original submission page.](#)

### Request from Reviewer

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Please provide updates to the following fields.

[View List of Fields](#) ▾





## Update LGR-25-33

2024

These changes must be submitted all at once, so please be prepared to complete this in one sitting. If you want to make changes later, you can return from the link in your email or [the original submission page](#).

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Please provide updates to the following fields.

[View List of Fields](#) ▾

**\*TIP\*** Each field is a hyperlink that will take you directly to that requested change. You may need to click **View List of Fields** to see all fields that need an update.

4. Edit fields to complete all requested changes. Once the field has been updated, it will say **Updated** with a green checkmark.

**Note:** Requested changes are highlighted in blue with a note from the reviewer to assist with the correction.



**Entity Foundations**

Name of governing board member head or chairperson

Tester One

Are they electors of a ...

District

Section of Idaho Code or ordinance that authorizes your entity establishment\*

22-303

Note from Reviewer  
Please include the correct Idaho Code.

Year of establishment

1993

**Entity Foundations**

Name of governing board member head or chairperson

Tester One

Are they electors of a ...

District

Section of Idaho Code or ordinance that authorizes your entity establishment\*

22-3034

Updated

Note from Reviewer  
Please include the correct Idaho Code.


Year of establishment

1993



5. Click the **Upload New Version** button to upload the updated document that has been requested. Once uploaded it will say **Updated** with a green checkmark.

**Attachments**

 **Pest Control and Abatement Annual Financial Transparency Report** Required [Upload New Version](#)


File Name: (UTC)Completed-Approvals\_stateofidaho\_2025-01-22\_22\_45\_20 UTC.csv

**Additional Information**


This question appeared based on your answer to: "Entity Type"

**Note from Reviewer**

Please upload the completed Annual Financial Transparency Report.


 **Approved Budget** Required

Uploaded by Paige James on Jan 27, 2025 at 3:10 PM

 **Actuals** Required

Uploaded by Paige James on Jan 27, 2025 at 3:10 PM

**Attachments**

 **Pest Control and Abatement Annual Financial Transparency Report** Required [Upload New Version](#)

File Name: Introducing DUO MFA for Workstation Signin\_V3.docx


**Updated**

**Additional Information**


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 **Approved Budget** Required


Uploaded by Paige James on Jan 27, 2025 at 3:10 PM

 **Actuals** Required

Uploaded by Paige James on Jan 27, 2025 at 3:10 PM

6. After you have made all corrections and/or uploaded updated documents, scroll to the bottom of the screen and click the **Continue** button.

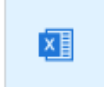
**Attachments**

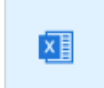
 **Pest Control and Abatement Annual Financial Transparency Report** Required Upload New Version  
File Name: Introducing DUO MFA for Workstation Signin\_V3.docx

✓ Updated

⚠ Additional Information  
This question appeared based on your answer to: "Entity Type"

🗨 Note from Reviewer  
Please upload the completed Annual Financial Transparency Report.

 **Approved Budget** Required  
Uploaded by Paige James on Jan 27, 2025 at 3:10 PM

 **Actuals** Required  
Uploaded by Paige James on Jan 27, 2025 at 3:10 PM

Cancel **Continue**



7. The **Review and Confirm Changes** page is your final opportunity to review the changes you have made to your submission.

*Optional* - Click **Edit** in any section if any information you entered needs to be edited.

State of Idaho My Account Paige

### Review and Confirm Changes to LGR-25-33

2024

Please review your changes before submitting.

#### Updated Form Fields

Entity Foundations [Edit](#)

Section of Idaho Code or ordinance that authorizes your entity establishment 22-3034	Note from Reviewer Please include the correct Idaho Code.
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#### Updated Attachments

Pest Control and Abatement Annual Financial Transparency Report Introducing DUO MFA for Workstation Signin_V3.docx	Additional Information This question appeared based on your answer to: "Entity Type"	Note from Reviewer Please upload the completed Annual Financial Transparency Report.
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8. You must click the **Confirm and Submit** button to send the changes to SCO.

SCO State of Idaho My Account

### Review and Confirm Changes to LGR-25-33

2024


Please review your changes before submitting.

#### Updated Form Fields

Entity Foundations [Edit](#)

Section of Idaho Code or ordinance that authorizes your entity establishment 22-3034	Note from Reviewer Please include the correct Idaho Code.
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#### Updated Attachments

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[Back](#) [Confirm and Submit](#)

You have successfully completed and submitted changes requested by SCO.