

# Draft Submissions

- If you have started a registry submission, YOU DO NOT NEED TO START another one.
- Forms are saved as 'drafts' under the user account and will contain the information already entered.



# Draft Submissions

- Since you already have created an account, you can log in with your email address and password.
- Go to the [Registry Log in Page](#)

SCO State of Idaho

1. Click Login → Login Sign Up

**Login with your OpenGov ID**  
Use your **OpenGov ID** to login to State of Idaho

For your security, your sign up is performed on our Secure Portal

**Login using Secure Portal**

**New user?**  
Create an **OpenGov ID** to login to any OpenGov community

For your security, your sign up is performed on our Secure Portal

Sign up using Secure Portal

2. Login using Secure Portal

**Citizen Services**  
Welcome to **State of Idaho**

**LOG IN WITH OPENGOV**

or

yours@example.com

your password

Don't remember your password?

**Log In >**

# Draft Submissions

State of Idaho

My Account Jackie

State of Idaho

Search for something like "Local Government Registry"

Discover Online Services

Check out how to browse services by department

Local Government Registry

Local Government Registry

**\*Don't click here for drafts. This will take you to a brand new submission.\***

1. Select 'My Account'
2. Select the draft submission in your Dashboard

State of Idaho

My Account JM Jackie

Back Home

Dashboard

Messages

Profile

Your Records

Applications

Projects

Permits & Docs

Payments

Inspections

Applications

Local Government Registry	Draft
Local Government Registry	Draft
Local Government Registry	Draft

View All



# Draft Submissions

- You will be directed back to the first step of the submission, continue filling out the information until you are able to submit.

State of Idaho My Account RG Rachel

Have a project #? Step 1 of 11 · Save Draft and Exit

Local Government Registry Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name Rachel Last Name Grove

Email address rgrove@sco.idaho.gov Phone Number 2083343100

Address 1 700 W State St Address 2 (Optional)

City Boise State ID ZIP/Postal Code 83720

Next >

**\*TIP\*** If you need to save and return, remember to click 'Save Draft and Exit'

# How to view requested changes from SCO

When SCO requests a change on a submission, the entity will receive a notification via e-mail.

To view a requested change:

1. Select “Update Application.”


Action Required: Application for LGR-23-178 [EXTERNAL]

SO State of Idaho <noreply@viewpointcloud.com>  
To Rachel Grove

↩ Reply ↩ Reply All

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.

Phish Alert



State of Idaho

A reviewer is requesting updates to part of this application:

**Type:** Local Government Registry  
**Number:** LGR-23-178  
**Location:**

"See requested changes below. Please reach out if you have any questions, or for additional resources please check out our Help and Guidance page at <https://transparent.idaho.gov/transparentidaho/Pages/Help-and-Guidance---Local-Government-Registry.aspx>. Thank you!"

The following items need to be updated:

- Total actual revenues (Example - 75428)
- Approved Budget

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

**Update Application**



# How to view requested changes from SCO

- The 'Request from Reviewer' will show the list of fields that need to be updated.
  - Each field has a hyperlink to go directly to the requested change.

## Update LGR-23-178

### Local Government Registry

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

See requested changes below. Please reach out if you have any questions, or for additional resources please check out our Help and Guidance page at <https://transparent.idaho.gov/transparentidaho/Pages/Help-and-Guidance---Local-Government-Registry.aspx>. Thank you!

#### Please provide updates to the following fields.

- [Total actual revenues \(Example - 75428\)](#)
- [Approved Budget](#)

[Hide List of Fields](#) ^

#### Entity Information

Entity Name\*

Test Entity

Entity Type\*

County



# How to view requested changes from SCO

- Requested changes are highlighted in blue and notes are included to help with the correction.

**Financial Information - Prior Year Actuals/Audit**

Enter your actuals information or audited information (if completed) that was in effect as of January 1, 2022.

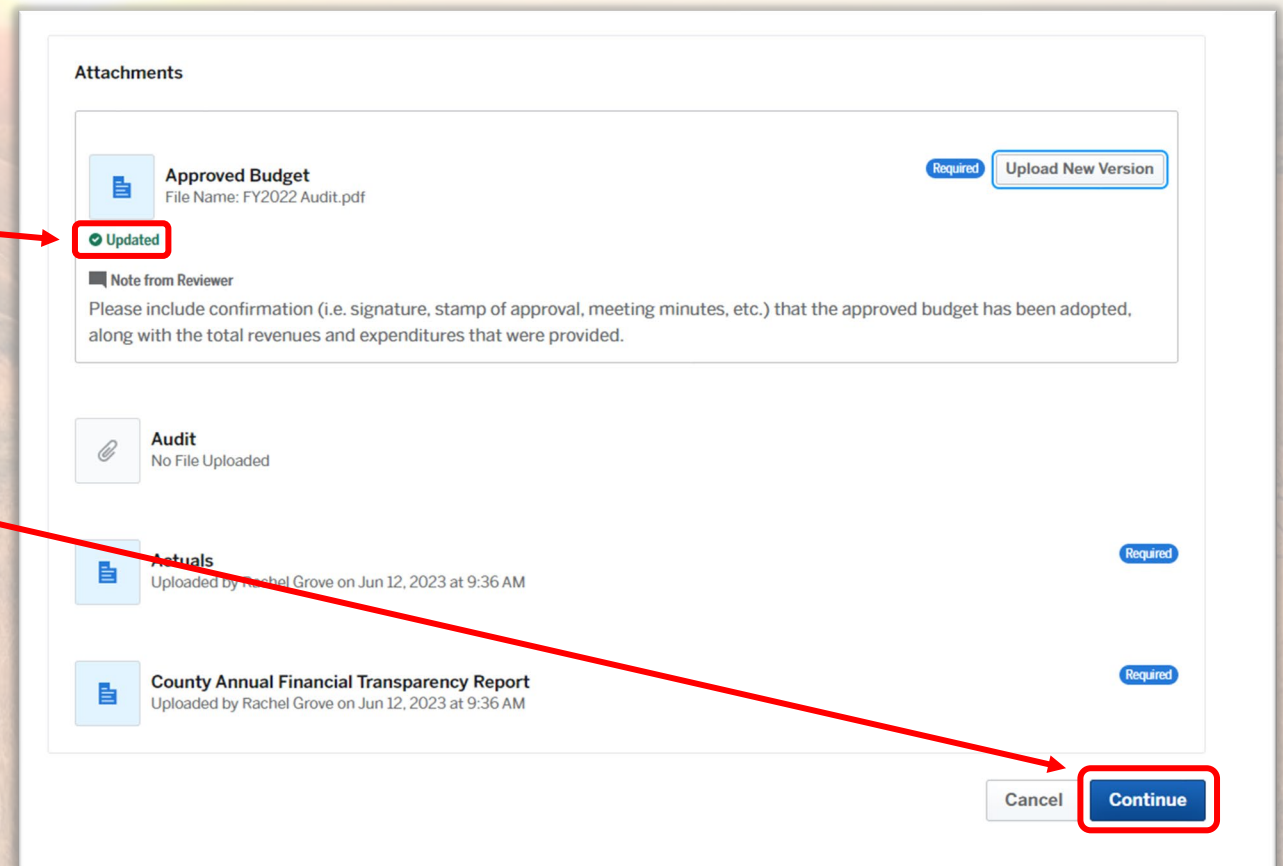
Total actual revenues (Example - 75428)*	Total actual expenditures (Example - 63458)*
<input type="text" value="24"/>	234
<b>Note from Reviewer</b> The total does not match what is reported in the documentation. Please confirm the total revenues is 2453 and update.	
Was an audit completed for your fiscal year ?*	Type of audit*
No	Not Applicable - Actual Expenditures under \$150,000
Do you have debt or bond obligations outstanding?*	
No	



# How to view requested changes from SCO

- Once changed, the box will show a green checkmark and the field will return to the normal color.

- Select “Continue.”



The screenshot displays a web interface with a section titled "Attachments". It lists three items:

- Approved Budget**: File Name: FY2022 Audit.pdf. It has a "Required" label and an "Upload New Version" button. A green checkmark icon with the word "Updated" is highlighted with a red box. A red arrow points from the text "the field will return to the normal color." in the first bullet point to this "Updated" status.
- Audit**: No File Uploaded.
- Actuals**: Uploaded by Rachel Grove on Jun 12, 2023 at 9:36 AM. It has a "Required" label.
- County Annual Financial Transparency Report**: Uploaded by Rachel Grove on Jun 12, 2023 at 9:36 AM. It has a "Required" label.

At the bottom right of the interface, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red box, and a red arrow points from the text "Select 'Continue.'" in the second bullet point to it.



# How to view requested changes from SCO

- Confirm and Submit changes.
  - The update is sent back to SCO for processing.

## Review and Confirm Changes to LGR-23-178

Local Government Registry

Please review your changes before submitting.


### Updated Form Fields

Financial Information - Prior Year Actuals/Audit [Edit](#)

Total actual revenues (Example - 75428) 2453	Note from Reviewer The total does not match what is reported in the documentation. Please confirm the total revenues is 2453 and update.
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### Updated Attachments

[Edit](#)

 Approved Budget FY2022 Audit.pdf	Note from Reviewer Please include confirmation (i.e. signature, stamp of approval, meeting minutes, etc.) that the approved budget has been adopted, along with the total revenues and expenditures that were provided.
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[Back](#) [Confirm and Submit](#)