

Instructions on How to Change Password for Financial Disclosure Statements

If you have filed a Financial Disclosure Statement in the past, but do not remember your password, please follow the instructions below to change your password.

Please Note: The Municipal Clerk does not have access to your password or the authority to change it.

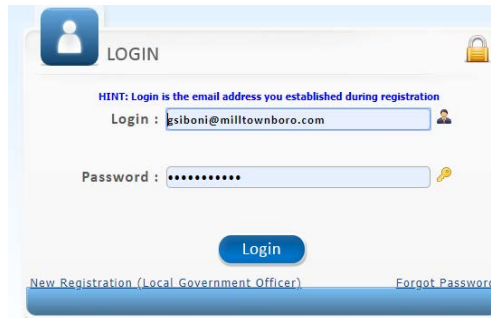
Go to www.fds.nj.gov

Click “File Financial Disclosure”



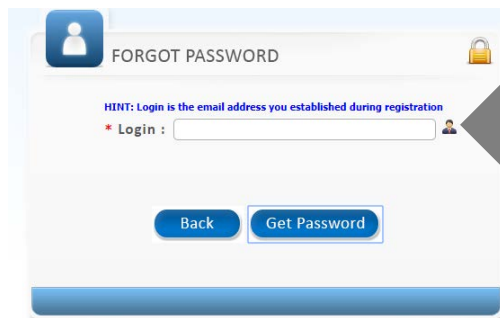
Under the login screen, there is an option for “Forgot Password”

Click the link



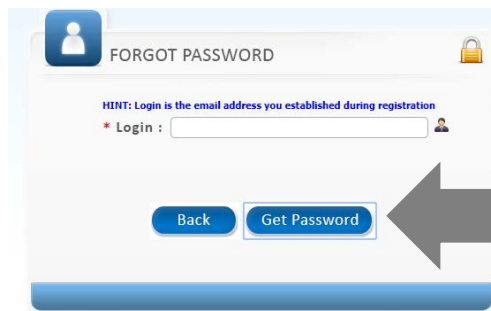
The link will bring you to another page.

On this page, it will ask you to enter your “Login”

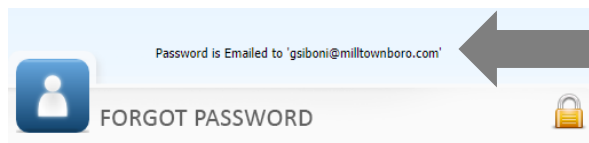


This login is listed on the letter provided by the Municipal Clerk under “Registered Login”

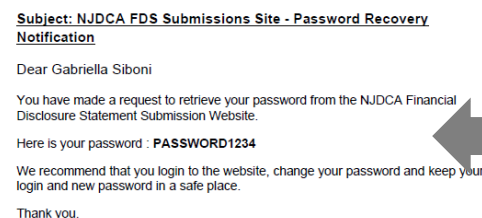
Once you enter your Login, Click “Get Password”



Once you click Get Password, A statement will appear above saying that an e-mail has been sent to _____



An e-mail will be sent to the e-mail on file from donotreply@njfds.net
Please check your Spam or Junk folder if it does not appear in your inbox.



The E-mail will include the password for the site.

It is best if you change the password upon logging in for security reasons.

DO NOT REPLY TO THIS EMAIL.

Please note: This email was automatically generated from an email box that is not monitored by Division of Local Government and Local Finance Board staff. Visit our website for appropriate staff contact information relative to your specific question or concern. www.nj.gov/dca/divisions/dlgs