

CITY OF OAKLAND

PUBLIC ETHICS COMMISSION

HOW TO CREATE A NETFILE ID AND SIGNATURE VERIFICATION CARD

To Create a NetFile ID:

1. Go to: www.netfile.com/filer
2. Click: New NetFile User
3. Enter information (Name, email address, phone)
4. Click: Create File NetFile User
5. Check email for confirmation from NetFile
6. Once you confirm you will receive your password
7. Use password to access the NetFile system
8. Once logged in you may change your password

You are now ready to access the system!

To Create a Signature Verification Card

1. Go to www.netfile.com/filer
2. Log in with email address and password
3. Click: Signature Verification Link
4. Click: Request Document Signer
5. Click: Create New Signer
6. System presents you with signer ID and pin code. ***Print page for your records.***
7. Click: Oakland City Clerk Signature Card
8. Must sign in presence of Public Ethics Commission staff **OR** have signature verified by notary public and mail to Public Ethics Commission office. ***Signature is in pending status until received by the Public Ethics Commission.***

You are now able to submit your electronic filing!