

CyberGrants x Home x +

webapps1.chicago.gov/eds/

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For assistance, email customersupport@cityofchicago.org or call 312-744-HELP, Monday - Friday, 8:30 am-4:30 pm.

★ ONLINE ECONOMIC DISCLOSURE STATEMENT

HOME EDS SEARCH **VENDOR REGISTRATION** SUPPORT v

LOG IN

Home

Can't print your certificate of filing? You submitted an "Information Update", which is not a complete EDS. Click "My EDS", "Create New" and select "**Contract**" EDS. Once you submit the "Contract EDS", you will receive a certificate.

Just getting started?
Check out this handy [Cheat Sheet](#) for the new and improved Online EDS portal. Register and file your EDS in no time using our [Quick Start Guide](#).

Need help with disclosing multiple layers of ownership?
Take a look at the pages 14-23 of the [How to file a new EDS document](#) manual or the ownership videos.

Can't log in?
Try "Login" in the upper right corner. Use "Forgot Your User ID?" and/or "Forgot Your Password?" if needed.

Announcements

2021-03-02: EDS Help Desk and New Manuals
The EDS Help Desk is live. Email customersupport@cityofchicago.org or call 312-744-HELP between 8:30 a.m. - 4:30 p.m., M-F (excluding City Holidays). Revised manuals for the updated portal are available under "Support, Online EDS Manuals"

2020-12-20: A revamped Online EDS portal is live!

- Improved user experience.
- The EDS form is staying the same, but Online EDS portal will be modernized with a contemporary look and feel consistent with the Chicago Design System.
- The updated portal supports EDS filing and review on tablets and mobile phones.
- Registered users will need to change their password in the updated portal

ONLINE ECONOMIC DISCLOSURE STATEMENT

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 [LOG IN](#)

Vendor Registration ?

1 User

2 Company

3 Summary

User Details ?

Each person who is involved in the preparation, review, or submission of an EDS must have their own log-in. For example, if a staff person will prepare an EDS for a supervisor's signature, both should have their own log-ins.

Note:

Each Company must have a unique ID!

You are the "Company"

* - Required Field

Note:

Is this an existing City of Chicago user ID?

☐ Yes ☒ No

Salutation

First Name *

Middle Name

Last Name *

Suffix

Title *

Business Phone * ?

User Id * ?

Vendor Registration ?

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Salutation

First Name *

Middle Name

Last Name *

Suffix

Title *

Business Phone * ?

User Id * ?

Password * ?

Confirm Password * ?

Email Address *

Confirm Email Address *

Your Secret Question *

Answer To Secret Question *

Cancel

Next


CyberGrants

Vendor Registration

webapps1.chicago.gov/eds/vendor/registration/companySearch

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 **ONLINE ECONOMIC DISCLOSURE STATEMENT**

HOME EDS SEARCH VENDOR REGISTRATION SUPPORT

LOG IN

Vendor Registration

1 User2 Company3 Summary

Company Information

The registration process will use the following information to find a match to an existing vendor record in our database.

Do you have an EDS invitation number?

☐ Yes ☒ No

Do you know your company's tax id number (FEIN or SSN)?

☒ Yes ☐ No

Do you know your company's vendor id? (Answer yes only when working with Online EDS support staff – this is not your FMPS/iSupplier vendor number).

☐ Yes ☒ No

Company Legal Name

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Invitation Number

FEIN/SSN

123-99-0987

(Must be formatted as 00-0000000 for FEIN or 000-00-0000 for SSN)


Vendor Id

Mildred Smith

Must be your SS number, NOT an FEIN (if you have a company)

Your LEGAL name, not a name you use professionally (if that differs)

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 City of Chicago Department of Procurement Services

Contact Info
121 N. LaSalle St.
Room 806

Vendor Registration ?

1 User

2 Company

3 Summary

Matching Vendors

* - Required Field

☒ Add my information as a new vendor.

FEIN/SSN *

123-99-0987

(Must be formatted as 00-0000000 for FEIN or 000-00-0000 for SSN)

Company Legal Name *

Mildred Smith

Business Address Line 1 *

1234 Ethel Drive

Business Address Line 2

Business Address Line 3

City *

Chicago

Country *

United States

State/Province *

IL

Zip Code/Postal Code *

60618

[Previous](#) [Next](#) [Cancel](#)

Address must match what is on your contract;
must be in Chicago city limits;
no P.O. boxes

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Vendor Registration

New Tab


← → ↺

webapps1.chicago.gov/eds/vendor/registration/summary

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Vendor Registration ?

1 User

2 Company

3 Summary


Summary


Here is the summary of the registration process

User Info:	Mildred Smith - Artist
Email:	Z1925489@students.niu.edu
User ID:	MillieS
Company Legal Name:	Mildred Smith 1234 Ethel Drive Chicago, IL 60618 United States
FEIN/SSN:	xxx-xx-0987

You have chosen to add "Mildred Smith" as a new vendor in the system. You will be designated as the EDS Captain and you may be contacted by other users as they try to do business with the City representing "Mildred Smith".

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

 Select "Confirm" to complete your registration.

Previous

Confirm

Cancel

Remember your password and
KEEP THIS INFORMATION FOR FUTURE USE

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Vendor Registration

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webapps1.chicago.gov/eds/vendor/registration/registrationComplete

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 **ONLINE ECONOMIC DISCLOSURE STATEMENT**

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LOG IN

Vendor Registration ?

Registration complete

Your registration as a vendor user is complete. Your verification link has been mailed to **Z1925489@students.niu.edu**. You should be receiving it within 10 minutes, although sometimes it may take longer. You must open the verification link email and click on the link before you can log in with your new account. After clicking the verification link, you may click the Log In button to be taken to the Log In screen. As the first user representative of **Mildred Smith**, you are the default EDS Captain for **Mildred Smith**. As EDS Captain, you will have several rights and responsibilities.


First, the Online EDS will send other account applications for **Mildred Smith** to you for approval.

Second, if you or another **Mildred Smith** representative wishes to file an EDS with a different office address for **Mildred Smith**, you will be responsible for updating online site/location information for the different offices of **Mildred Smith**.

Third, you will be able to designate other users as EDS Co-Captains with the same online rights and responsibilities once they have been registered as representatives of **Mildred Smith**.

Fourth, you may deactivate the accounts of other Online EDS users who have left **Mildred Smith** or no longer have responsibilities for filing EDSs. In addition, you will be able to file Online EDSs as a representative of **Mildred Smith**.

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 **City of Chicago Department of Procurement Services**


Contact Info
121 N. LaSalle St.
Room 806
Chicago, IL 60602

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 **ONLINE ECONOMIC DISCLOSURE STATEMENT**

Mildred Smith
Mildred Smith

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- Registered users will need to change their password in the updated portal.
- An video overview of the modernized EDS is available at <https://www.youtube.com/watch?v=UibnDCq-FyM>.

Previous announcements here.


<https://webapps1.chicago.gov/eds/application/new>

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webapps1.chicago.gov/eds/application/new

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 **ONLINE ECONOMIC DISCLOSURE STATEMENT**

Mildred Smith
Mildred Smith

HOME EDS SEARCH MY EDS COMPANY ADMIN SUPPORT MY PROFILE LOGOUT

Create New EDS

Fill out the initial information to create an EDS document, then click the "Fill out EDS" button.

If you are the applicant (prime contractor) you SHOULD NOT use an invitation number. If you are not the applicant (you represent an owner), you MUST use an invitation number. You may find the EDS invitation in the Drafts section of My EDS

Do you have an EDS invitation number? ☐ Yes ☒ No ("No" is fine; you don't need a number here)

Enter the EDS invitation number

Is this an EDS for a contract or an EDS information update? ☒ Contract (Select if certificate needed)
☐ EDS Information Update


Please select the business address for this EDS. If the address is not listed, please contact your EDS Captain who will make changes through the Site Administration link.

Please select the contact person for this EDS.

SELECT "CONTRACT"

[Cancel](#) [Fill out EDS](#)

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 City of Chicago Department of Procurement Services

Contact Info
121 N. LaSalle St.

General Information
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Additional Info

SECTION I -- GENERAL INFORMATION

A. Legal name of the Disclosing Party submitting the EDS: Changes to the legal name must be made by the EDS Captain in Site Administration and will affect all EDSes filed by the Disclosing Party. ?

Mildred Smith

A grey box means you can't change the info

Enter d/b/a if applicable: ?

Leave this blank, even if you use a "professional" name

The Disclosing Party submitting this EDS is: ?

- ☒ the Applicant
- ☐ a legal entity currently holding an interest in the Applicant
- ☐ a legal entity anticipated to hold an interest in the Applicant
- ☐ a legal entity with a right of control of the Applicant

You are the "Applicant"

B. Business address of the Disclosing Party:

Address Line 1

1234 Ethel Drive

Address Line 2

Address Line 3

City

Chicago

Country

United States

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Eds Form

webapps1.chicago.gov/eds/application/edsForm/161765/section/1

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Additional Info

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F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains: ?

2021 IAP GRANT

G. Which City agency or department is requesting this EDS? If you are selling goods and services to the City, select "DEPT OF PROCUREMENT SERVICES" even if you are working with one of the other departments. ?

DEPT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

Specification Number ?

Contract (PO) Number ?

Revision Number (leave blank if unsure) ?

Release Number (only for task orders) ?

User Department Project Number (leave blank if unsure) ?

CancelPreviousNextSaveValidate and Submit

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Leave all of these blank

ONLINE ECONOMIC DISCLOSURE STATEMENT

Mildred Smith
Mildred Smith

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SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF THE DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party: ?

- ☒ **Person or sole proprietor**
- ☐ Publicly registered business corporation
- ☐ Privately held business corporation
- ☐ General partnership or joint venture
- ☐ Limited partnership
- ☐ Trust
- ☐ Limited liability company
- ☐ Limited liability partnership
- ☐ Not-for-profit corporation
- ☐ ESOP (Employee Stock Ownership Plan)
- ☐ Estate
- ☐ Other