

DEPARTMENT OF
**PROCUREMENT
SERVICES**

Department of Procurement Services

How to Complete an Online

Economic Disclosure Statement (EDS)

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EDS Overview

- Required for all applicants who contract with the City
 - all bidders and proposers on procurement bids, RFPs, and RFQs
 - delegate agency grantees
 - Awardees of City council approved agreements
- Required for all legal entity owners who own more than 7.5% of the applicant

Purpose of Disclosure

- Ownership and control
- Retained parties (subcontractors and others)
- Compliance with municipal, state, and federal laws and regulations

Online EDS Benefits

- EDS information is saved and used for future EDS documents - saves time for vendors
- Online error checking – increases accuracy of submitted EDSes
 - Inapplicable questions skipped
 - Required questions must be answered
 - Areas of concern flagged
- Electronic submittal, approval, and posting to the web
- Significantly Greater Transparency
 - EDSes for awarded contracts automatically posted to the web
 - Officers, directors, owners & retained parties are searchable by public.

Online EDS Features

- Self-Service Vendor Registration
- Electronic Signature (password & secret question)
- EDS information is automatically pre-filled for up to one year
- Vendors receive annual reminders of expiring EDSes

STEP 1: Vendor Registration

City of Chicago
Online Economic Disclosure Statement

Home **Vendor Registration** ?

User Company Summary

User Information ?

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.

Is this an existing City of Chicago user ID? Yes No

Salutation

First Name *

Middle Name

Last Name *

Suffix

Official Title *

Business Phone *

User ID *
(Must be between 8 and 64 characters)

Password *

Email Address *

Confirm Email Address *

Your secret question

Home
EDS Search
Vendor Registration
Support
◆ Announcements
◆ Online EDS Manuals
◆ Online EDS Videos
◆ FAQs
◆ Privacy Policy
◆ Contact Us

Login
Forgot your User ID
Forgot your Password

Vendor Registration

- Will need your company FEIN
- Use your company's full legal name
- First user becomes the EDS Captain
- EDS Captain can
 - Approve additional users
 - Change the company's name
 - Add additional company addresses
 - Change the company's addresses

STEP 2: Login



The image shows a screenshot of the City of Chicago Online Economic Disclosure Statement (EDS) login page. The page has a blue header with the City of Chicago logo on the left, the title "City of Chicago Online Economic Disclosure Statement" in the center, and login links on the right. A left sidebar contains navigation links. The main content area features a breadcrumb trail, a welcome message, and a login form with fields for User ID and Password, a "Login" button, and a link for "Not Registered yet?".

City of Chicago
Online Economic Disclosure Statement

Home ♦ Vendor & Employee Login

Welcome to the City of Chicago online EDS application. Members of the public may search and view EDSes by clicking "EDS Search" without logging in. Otherwise, please enter your User ID and password to access the application.

User ID ?

Password ?

[Login](#)

[Not Registered yet?](#)

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Navigation Links:

- Home
- EDS Search
- Vendor Registration
- Support
 - Announcements
 - Online EDS Manuals
 - Online EDS Videos
 - FAQs
 - Privacy Policy
 - Contact Us

Right Side Links:

- Login
- Forgot your User ID
- Forgot your Password

Login

- Use “Forgot Your Username” or “Forgot Your Password” in the upper right corner

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User ID ?

Password ?

[Login](#)

[Not Registered yet?](#)

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STEP 3: Complete an EDS – “Create New”

- Select “Contract” if you are bidding or responding to City request. This creates an EDS Certificate of Filing which you must submit with your bid or to your City contact.
- Select “Information Update” if you are updating general information upon system request or just want information on file to be ready for a future bid.

Create New EDS

City of Chicago
Online Economic Disclosure Statement

EDS Reserved 001
EDS Reserved 001
My Profile | Logout

My EDS ♦ Create New

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

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.

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♦ EDS In Process
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Walk through of EDS Completion

Demo

Need Help?

**For more information visit:
www.cityofchicago.org/procurement**

City of Chicago
Department of Procurement Services
121 North LaSalle Room 806
312-744-4900

Your Local Assist Agency

Questions?



How You Keep In Touch



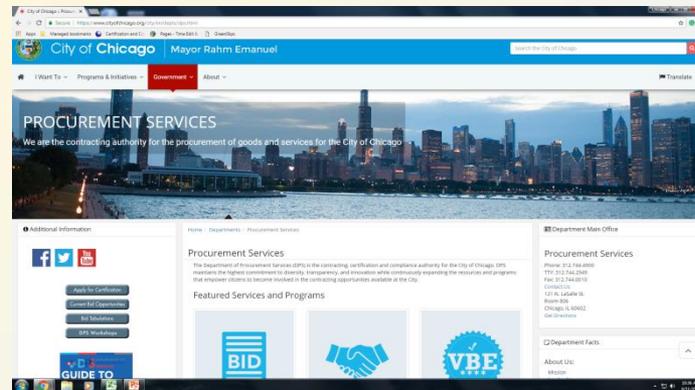
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<https://www.cityofchicago.org/city/en/depts/dps.html>

Note: Look for bid postings, addenda, upcoming workshops, events, and new policies and procedures that affect the vendor community.

**Thank you for visiting the
Department of Procurement Services
Bid and Bond Room**

