

DPS WORKSHOP



How To Complete an Online Economic Disclosure
Statement

Economic Disclosure Statement (EDS)

- 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 Disclosures

- 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

Login
Forgot your User ID
Forgot your Password

Home ♦ Vendor Registration ?

UserCompanySummary

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

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



City of Chicago

Online Economic Disclosure Statement

[Login](#)
[Forgot your User ID](#)
[Forgot your Password](#)

[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?](#)

© 2018 City of Chicago

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

Login

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

City of Chicago
Online Economic Disclosure Statement

[Login](#)
[Forgot your User ID](#)
[Forgot your Password](#)

[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?](#)

© 2018 City of Chicago

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



City of Chicago

Online Economic Disclosure Statement

EDS Reserved 001
EDS Reserved 001
[My Profile](#) | [Logout](#)

[Home](#)
[EDS Search](#)
[My EDS](#)

- ◆ Recently Submitted
- ◆ Returned From City
- ◆ Drafts
- ◆ **Create New**
- ◆ EDS In Process

[Vendor Admin](#)

- ◆ Site Administration
- ◆ User Administration
- ◆ EDS Captains

[Support](#)

- ◆ Announcements
- ◆ Online EDS Manuals
- ◆ Online EDS Videos
- ◆ FAQs
- ◆ Privacy Policy
- ◆ Contact Us

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.

Walk through of EDS Completion



TRAINING • OUTREACH • COMMUNICATIONS



www.facebook.com/ChicagoDPS



[@ChicagoDPS](https://twitter.com/ChicagoDPS)



www.youtube.com/ChicagoDPS



www.cityofchicago.org/dps



2019 WORKSHOP SCHEDULE
[WWW.CITYOFCHICAGO.ORG/D](https://www.cityofchicago.org/dps)

Note: All bid advertisements, addenda, upcoming workshops, events, new policies, and procedures that affect vendor community.



Questions?

Thank You for Attending...



FAIRNESS • TRANSPARENCY • DIVERSITY • INCLUSION



Department of Procurement Services
121 North LaSalle, City Hall Room 806, Chicago, IL
60602

City Hall Bid & Bond Room 103 • 11th Floor Room 1103

www.cityofchicago.org/dps •

dpsevents@cityofchicago.org

facebook.com/ChicagoDPS • @ChicagoDPS •

youtube.com/ChicagoDPS

