Welcome to EDS 2.0!

The Online Economic Disclosure Statement (EDS) system has been upgraded and modernized. In addition to technical infrastructure modernization, the upgraded system includes:

1) Improved look and feel
2) Upgraded user interface (UI) for greater intuitiveness and ease of use
3) Streamlined processes

Otherwise, the Online EDS system is the same system that you have been using for so many years, just better and easier to use!

Improved User Interface

- Menus will now appear at the top of the screen, rather than on the side
- EDS 2.0 uses the Chicago Design System, a new design approach for City of Chicago applications and services. The Chicago Design System includes:
  - Unique, easy-to-read fonts
  - Intuitive buttons/icons, messaging formats, and form elements
  - Chicago-themed color scheme that is pleasing to the eye
EDS Search (Public Users)

- The Basic EDS Search fields have been reduced to the “critical” fields:
  - EDS Number
  - Specification Number
  - Contract Number
  - Vendor Name
- Click on the dropdown labeled **Advanced Search Options** to reveal the Advanced EDS Search fields
Vendor Registration

- User ID and Password requirements have been updated and are now available in the "?” bubbles on the Vendor Registration – User page next to the following fields:
  - User ID
  - Password
  - Confirm Password

- User ID requirements will display as an overlay window
• Password requirements will also display as an overlay window

• EDS 2.0 allows the registrant to select their own password at the time of registration; there will not be any more temporary system-assigned passwords
• On the Vendor Registration – Company page, the questions have been re-organized and updated to reflect their importance

• EDS 2.0 will also make use of reCAPTCHA as a security measure to prevent fraud; registrants will be required to verify images from the Vendor Registration – Summary page
After the Vendor Registration process is complete, the user will receive an email confirming their registration, with a link to activate their account.

After the activation link has been clicked, the screen above will display, and they will be able to log in.

If they are not the first user (and default EDS Captain) for their company, then they will receive an email informing them that their registration must be approved by their EDS Captain. Once it is approved, they will receive an email informing them that they may log in to the system. They will not have to activate their account.
Login/Authentication

- The Login page follows a “card” design approach

- The Home page now appears after logging in
- Announcements and a link to the “Quick Start Guide” will be available on this page
EDS Search (Vendor)

- Prime indicator added to results table
- Contract/Information Update indicator added to results table
EDS Form, Ownership Tree, and Submission

• Vertical tabs for form sections
• Clickable steps for pages
• Ownership tree re-designed with collapsible sections
• Confirmation message when Cancel button is clicked from the EDS form
My EDS

**Recently Submitted**

EDSes submitted by your company in the last 12 months are available here. EDSes older than 12 months may be found by using "EDS Search". Enter your company name in "Vendor Name" and click "Search." Use the wildcard '%' or '*' when entering a portion of your company name. You may also use "Advanced Search Options" and other search criteria.

<table>
<thead>
<tr>
<th>EDS Number</th>
<th>Contract / Information Update</th>
<th>Specification Number</th>
<th>Status</th>
<th>Submitted</th>
<th>Submitted By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Contract</td>
<td>5</td>
<td>SUBMITTED</td>
<td>08/11/2020 10:23 AM</td>
<td>L...</td>
<td>Read only view</td>
</tr>
<tr>
<td>2</td>
<td>Contract</td>
<td>1</td>
<td>SUBMITTED</td>
<td>08/11/2020 11:02 AM</td>
<td>L...</td>
<td>Read only view</td>
</tr>
</tbody>
</table>

**Returned From City**

<table>
<thead>
<tr>
<th>Locked</th>
<th>EDS Number</th>
<th>Specification Number</th>
<th>Status</th>
<th>Returned</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>2</td>
<td>RETURNED</td>
<td>08/11/2020 11:06 AM</td>
<td>Read only view</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>RETURNED</td>
<td>09/02/2020 09:41 AM</td>
<td>Read only view</td>
</tr>
</tbody>
</table>

- Single action button exposed with the remainder in an ellipsis; if only two buttons are present, then both buttons will display
- Contract/Information Update indicator added to Drafts and Recently Submitted tables
- City Comments tab will now appear on the top of EDS forms that have been Returned From the City

**Company Admin**

- Vendor Admin has been re-named Company Admin
- Site Administration information now appears in tables
### User Administration

Your company or organization may have multiple EDS users. Registrations for new user accounts must be approved by you or another EDS Captain before the user account is created.

### Pending Registrations

Click "Approve" or "Deny". Upon approval, the user moves to the "Approved Users" list. You may check the box "EDS Captain" after the user moves to the "Approved Users" list to make the user an EDS Captain (company administrator). We recommend having more than one captain in case one leaves.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Registration Date</th>
<th>Title</th>
<th>Email</th>
<th>Telephone</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve</td>
</tr>
</tbody>
</table>

### Approved Users

Active approved users ("Active" box checked) may submit EDSes on behalf of your company or organization and view previously submitted EDSes. Deactivate a user who no longer needs access by unchecking the "Active" box. Check the "EDS Captain" box to make the user an EDS Captain (company administrator). EDS Captains can change site information and approve/deny new users.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Telephone</th>
<th>EDS Captain</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rejected Users

Users whose registration was rejected in error may be approved by clicking "Approve".

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Telephone</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve</td>
</tr>
</tbody>
</table>

- User Administration updates
  - EDS Captain flags have been added for all users
  - Users that have been rejected can now be approved
  - Email addresses are now present in all tables