

## UPDATING YOUR ELECTRONIC REGISTER OF INTERESTS ON MODERN.GOV

To enable you to update your register of interests while we are working remotely we have transferred your current paper register of interests form to an electronic form on Modern.gov.

Your electronic register of interests is available to view in the same place as the paper one, which is on your individual councillor page on the website.

[Babergh Councillors Web Page](#)

[Mid Suffolk Councillor Web Page](#)

1. To make amendments to your register of interests you can access it through the Modern.Gov tile in the members area on Connect



or by this link [Modern.Gov Intranet](#)

2. On the Democratic Services Home page you need to select the 'Work to Do' link which is located under Navigation: on the right hand of the page:

[Home](#) > [Democratic Services Home](#)

### Democratic Services Home

In this section you can access a wide range of information and documents relating to the council's decision making processes, find out about forthcoming Council meetings and decisions and obtain details for your local political representatives.

### Committee meeting information

Information regarding [Council and committee meetings](#). You can find the agendas, minutes of previous meetings, as well as officer reports discussed at previous meetings. Information is also provided on dates of future meetings, and issues that will be discussed in future.

### How to get involved

It is possible to [subscribe to updates](#) in order to receive information via e-mail regarding particular issues and committee meetings.

To view documents in pdf format you will require the free [Adobe Acrobat Reader](#) software.

#### Navigation:

- [Democratic Services Home](#)
- [Babergh District Councillors](#)
- [Mid Suffolk District Councillors](#)
- [Find Your Councillor](#)
- [Babergh District Council Calendar](#)
- [Mid Suffolk District Council Calendar](#)
- [Joint Meetings Calendar](#)
- [Babergh District Council Constitution](#)
- [Mid Suffolk District Council Constitution](#)
- [Committees](#)
- [Decisions](#)
- [Library](#)
- [Meetings](#)
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- [Parish Councils](#)
- [Search documents](#)
- [Subscribe to updates](#)
- [MPs](#)
- [What's New](#)
- [Statistics](#)
- [Work to do](#)
- [Logon](#)

3. This link will take you to the sign in page for Modern.gov

## Logon

Please enter username, or email address, and password to log in

- [Register as a new user](#)
- [Forgotten your password?](#)

Username

Password

LOG IN

Your username will be Firstname.Surname (for example mine would be Mandy.Smith)  
Your password will be the same password you use to access the Modern.gov App (if you need a reminder of your password, please contact me or a member of the Committees Team)

4. On the Work to Do page select the options tab, then select the 'Edit my register of interests' link (please note you will not see all the options shown in the screen shot below)

## Work to do

### Mandy Smith

To do

Done

Options

- Circulate report
- Edit my details
- Update my password
- **Edit my register of interests**
- Manage elections
- Share my work
- Sign off officer decision
- Sign off register of interests
- Submit agenda item
- Submit officer decision
- Submit new portfolio holder decision
- Submit plan item
- Subscribe to updates
- View calendars

- This will take you to an editable version of your electronic register of interest form

## Register of interests

### IT Strategic Support

- Draft register of interests
- [Attach a document to this register](#)
- [Printer friendly view](#)

I, IT Strategic Support a Member of the [Babergh] [Mid Suffolk] District Council, set out below under the appropriate headings my interests, which I am required to declare under the Localism Act 2011 and the Council's Code of Conduct. I have put "none" where I have no such interests under any heading.

**DISCLOSABLE PECUNIARY INTERESTS:** Members are required to register not only their own interests under this heading but also those of their husband, wife, civil partner or of any persons with whom they are living as if husband and wife or as civil partners when such interests are known by them.

- Your employment, office, trade, profession or vocation carried on by you or those persons referred to above for profit or gain (includes any payments or benefits in kind which are subject to Income Tax)

Member	Spouse/Partner
Please enter information	Please enter information
Please enter information	Please enter information
Please enter information	Please enter information

- The form does not need to be completed in one go, if the form is to be completed at a later date, click one of the **Save and Finish later** buttons that appears either at the top or bottom of the form. This will save the form so that it can be edited later. To edit the saved form follow steps 1 to 4 of this document then Click the **Edit Interests** link to display the editable version of the Register of interests page.
- Once you have made all of the amendments needed click on the **'Submit for Signoff'** button that appears at the top and the bottom of the form.
- This will send an email to the Monitoring Officer (and Deputy Monitoring Officers) advising them that the Register of Interests form has been submitted for approval.
- The Monitoring Officer (or Deputies) will check through the form and then publish the amended form to the website. (Please note until the Register of Interests form has been approved and published by the Monitoring Officer, it cannot be viewed by members of the public on the Internet