

Forms

1. To access your department's forms, click on "Manage Forms" in the red category tab.

The screenshot shows the user interface for the South Carolina State Firefighters' Association. At the top, there is a navigation bar with the following items: SC FIREFIGHTERS HOME, DEPARTMENT DIRECTORY, MEMBER BENEFITS, and MY ACCOUNT. Below this is a red category bar with the following items: ABOUT ME, MY PARTICIPATION, PREFERENCES, MY DEPARTMENTS, and MANAGE FORMS. The 'MANAGE FORMS' tab is highlighted with a red circle. Below the category bar is a table with the following columns: Department Name, EDID, Form 206, Form 207, Form 101, and Form 201/202. The table contains one row for 'SC Fire Dept' with the following buttons: CREATE NEW 206, CREATE NEW 207, CREATE NEW 101, and MANAGE 201/202. A red arrow points to the 'MANAGE FORMS' tab.

2. Below you will see tabs for all forms. For Forms 206 & 207, the buttons will say "New" if the current year's forms have not been started, "View" once they have been submitted and past forms can be viewed, or "Action Need" if the form needs action. Form 201/202, the button will say "Manage." Click the button and you will be taken to a page where you can view all past submissions, form status, and/or create a new form.

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RETURN TO MANAGE REPORTS

FORM 207

Budget Year	Status	
2018	Association Approved	VIEW FORM

CONNECT WITH US



- To submit a new form, click "Create New" and a new form will appear. Fill out the information and select "Submit for Review" at the bottom of the page. The form will be submitted to the Chief of the Department to review. Once approved, it will then be sent to the SCSFA staff to review.

Funds on hand January 1, 2017

Funds Received

Firemen's Insurance & Inspection Fund (1%)	<input type="text"/>
Interest Income	<input type="text"/>
Other Funds	<input type="text"/>
Total Funds Received	0.00

Please describe the Other Funds received

Funds Disbursed

Retirement and Insurance	<input type="text"/>
Training	<input type="text"/>
Recruitment and Retention	<input type="text"/>
Other Funds	<input type="text"/>
Total Funds Disbursed	0.00

Please describe the Other Funds disbursed

Funds on hand on December 31, 2017

0.00

[SUBMIT FOR REVIEW](#) [CANCEL](#)

CONNECT WITH US



4. To submit the 201/202 Forms, click “Manage 201/202”.

The screenshot shows the user interface for a member account. At the top right, there is a "Sign out" link and the user's name "Hi, John Doe". The main navigation bar includes "SC FIREFIGHTERS HOME", "DEPARTMENT DIRECTORY", "MEMBER BENEFITS", and "MY ACCOUNT". The user profile section on the left displays "John Doe" and "SC Fire Dept" with a camera icon for profile picture. Below this, membership details are listed: Membership # 202, Member Type Regular Member, and Membership Status Active. The main content area is titled "MANAGE ROSTER & DELEGATES" and contains a table with columns for Department Name, EDID, Form 206, Form 207, Form 101, and Form 201/202. The "Form 201/202" column for "SC Fire Dept" has a "MANAGE 201/202" button circled in blue. At the bottom, there is a "CONNECT WITH US" section with social media icons for Facebook, Twitter, LinkedIn, and YouTube, and a red arrow icon pointing up.

5. Forms from previous years' will appear on this page. If you do not have any previous forms, “There are no records” will appear. To submit a new form, click the red “Add New 201/202 Form” button.

The screenshot shows the "FORM 201/202" section of the member account. At the top right, there is a "Sign out" link and the user's name "Hi, John Doe". The main navigation bar includes "SC FIREFIGHTERS HOME", "DEPARTMENT DIRECTORY", "MEMBER BENEFITS", and "MY ACCOUNT". Below the navigation bar, there are two buttons: "RETURN TO MANAGE FORMS" and "ADD NEW 201/202 FORM", with the latter circled in blue. Below the buttons, the text "FORM 201/202" is displayed. A table with columns for Year, Status, and Form Type is shown, containing the text "There are no records." At the bottom, there is a "CONNECT WITH US" section with social media icons for Facebook, Twitter, LinkedIn, and YouTube, and a red arrow icon pointing up.

6. In order to submit the form, you will need to complete the Signature Page which is found at the top under the form's instructions. Click on the link to download the PDF file and obtain your Department signatures before submitting the form.



FIREMEN'S INSURANCE AND INSPECTION FUND (1%)
EXPENDITURE APPROVAL FORM 201 & ANNUAL BUDGET FORM 202
SOUTH CAROLINA STATE FIREFIGHTERS' ASSOCIATION

Instructions:

Please be aware that once you submit the 201/202 form, it must be approved by your Department Chief. It will **not** be available for SCSFA review until it has been locally approved.

You will be required to upload the 1% signature page. Please click on the link below to download the PDF file and obtain your Department signatures before submitting the form.

[1% Signature Page](#)
(Adobe PDF File)

Status: New
Name of Fire: TEST SC Fire Dept
Department:
FDID#: 2504

Total Voting Members:
1

- 7. Complete the form. Before exiting the page, scroll to the bottom and click "Save and Upload Documents" to submit. Once you click "Save and Submit Documents", you will be taken to another page where you will be required to submit at least one document before it is routed to the Chief of the Department for approval.

Subscription 4: \$
Subscription 5: \$
Subscription 6: \$
Subscription 7: \$
Subscription 8: \$
Subscription 9: \$
Subscription 10: \$
Upload additional list with details on the next page. Enter additional list total here: \$
TOTAL RECRUITMENT AND RETENTION \$ 0.00

[SAVE AND UPLOAD DOCUMENTS](#) [CANCEL](#)

CONNECT WITH US

