

Statement of Interest Sign up Instructions for First Time Users

1. Go to <https://apps.tn.gov/conflict/> and select the **sign up** button on the right hand side of the page
2. Scroll to the bottom of the next page and select the **continue to sign up** button
3. Enter in your email address and click continue
4. You are opening the account on behalf of an individual
5. Fill out each field- note that under **administrator contact** you will put yourself
6. Your name needs to be entered exactly as we have it in our system and as it was listed on your letter
7. Your authorization code was sent to you in a letter from our office. If you need this code again or it is not working, please call our office at 615-741-7959
8. Create a username and password for yourself. Make sure and keep this information somewhere for next year's filing
9. Select continue
10. Return to <https://apps.tn.gov/conflict/> and this time select **Go to Log in**
11. Log in with the username and password you have just created
12. Once logged in you should see a **file now** button under your contact information.
13. Click on this and fill out the form
14. If it does not apply to you, check the box beside **none** under each category
15. At the bottom of the page make sure to select **I certify** and have a witness type their name into the box
16. Click **Next**
17. You should be taken to a page that says "your registration is not yet complete." If nothing happens when you click next, scroll to the top of the page and look for the error message in red. This will tell you what is wrong on the form. Once it is corrected, click next again
18. Scroll to the bottom of the page and click **submit**
19. A confirmation page should then come up which you should print for your records. It will also send a copy to the email address on file for you.

If you do not receive the confirmation page, you have not submitted your statement of interest!