

## Instructions for Accessing Fiscal Year 2021 Fee Submissions

1. Create a password with the hyperlink that was emailed to your staff contact.
2. Go to the Comptroller's website, [illinoiscomptroller.gov/](http://illinoiscomptroller.gov/)
3. Under the "Agencies" dropdown at the top of the page, click on "Submit A Report."
4. Select "Fee Imposition Report" from the dropdown box in the center of the web page, then click on "Search."
5. Fill in the Agency Number, User ID, and Password, then click on "Login."
6. Once on the welcome screen, select "Report Menu" from the banner located at the top of the page.
7. Select either "All Fees," or use the two drop down boxes to view "Select Fees" to limit the range of fees.
8. Select the desired report using the "HTML" or "SSRS" report options, then select "View The Report." The "First," "Next," "Previous," and "Last" buttons allow scrolling between pages in the report.
9. Individual pages can be printed in the HTML format using the print commands available through the internet browser. SSRS Reports will open and print as a PDF.
10. Once finished viewing and printing the desired fee information, close window.

**If you have forgotten your password, or are unable to access your account, please contact Jennifer Kovats at [Jennifer.Kovats@illinoiscomptroller.gov](mailto:Jennifer.Kovats@illinoiscomptroller.gov).**