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. Fill out each field- note that under **administrator contact** you will put yourself
4. 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
5. Create a username and password for yourself. Make sure and keep this information somewhere for next year’s filing
6. Select continue
7. Return to <https://apps.tn.gov/conflict/> and this time select **Log in**
8. Log in with the username and password you have just created
9. Once logged in you should see a **file now** button
10. Select this and fill out the fields accordingly
11. If it does not apply to you, check the box beside **none** under each category
12. At the bottom of the page make sure to select **I certify** and have a witness type their name into the box
13. Click **Next**
14. Scroll to the bottom of the page and click **submit**
15. 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!**