SIGN UP FOR eCRIS ACCOUNT

Instruction Manual
Go to our website: https://portal.ct.gov/seec and select eCRIS online filing from the left menu click Sign Up for eCRIS Account
Please read Frequently Asked Questions before you fill out the form.
Note: On the top of the screen you will see which step of the process you are.

Enter your user name (4-50 characters in length)
Password (8-50 characters in length and must contain at least one special character (e.g. %, @, _, $, #). Valid email; Phone number; Security Question (You will need it in the event you forget your password)

Click “Create User” when complete. You will be sent an activation email right away.
Click on the following link to activate your SEEC account.

https://seec.ct.gov/SeecSSO2/PublicAccess/ActivateAccount.aspx?id=0716c1a3-2d3a-4dca-aef3-415a68de369a&AN=ECRIS

User Name: ccastles

* PROTECT YOUR PASSWORD. NEVER give your password to anyone, including SEEC employees.

CT State Elections Enforcement Commission
eCRIS Help Desk
(860) 256-2930
SEEC.eCris.info@ct.gov

The email will come from seec.ecriis.info@ct.gov with the subject of “SEEC New Account Activation”

If you didn't see it, look in your “junk/spam folder”

Please click on the provided link provided in the email to and activate your eCRIS account.
Enter your password and click “Activate Account” to activate your account.
Enter your first letter of your first name and your last name and click search. If you see yourself on the list click the option button next to your name.

If you don’t see yourself on the list click “I’m not on the list” on the option button located on the bottom of the search results.

Click continue.

**Details are on following pages**

*OPTION 1 Instructions follow

*OPTION 2 Instructions follow
You have two options:

OPTION 1  
You find yourself on the list. Select your name by clicking the option button next to your name. Next click “Continue”. For security purposes you will be directed through our PIN process in order to verify you are who you are claiming to be. Follow OPTION 1 instructions on the following pages.

OPTION 2  
You are not on the list. Select the “I’m not on the list” entry at the bottom of the search results by clicking the option next to it. Next click “Continue”. You will be directed to a page where you will enter your name and address.

Follow OPTION 2 instructions on the following pages.
If you selected yourself from search results, you will see this page. If we have any email addresses for you on any committee registrations you will be given the option to have your PIN emailed to you immediately. If no, or if not you do noting, your PIN will be mailed to your home address that is displayed on the page.
Once you receive your PIN (via email or USPS mail to your house), log on to eCRIS https://portal.ct.gov/seec
OPTION 1 - PIN was emailed

Enter your PIN and click “submit”. You will be redirected to the eCRIS Member Home page.

If you need PIN reset, you will be given that option by clicking “Resend PIN”
OPTION 1 - PIN was mailed

Enter Security PIN

Please enter your PIN and then click Submit.
Your PIN was mailed to your house on 9/1/16. Please allow 3-5 business days for it to arrive.

PIN: 
Submit

Enter your PIN and click "Submit". You will be redirected to the eCRIS Member Home page.
OPTION 1
OPTION 2

If you don’t find yourself on the list select “I’m not on the list.” button and click “Continue”
OPTION 2

Enter your information and click “Save”. You will be redirected to eCRIS Member Home page.
You choose OPTION 2 because you are brand new to our system. If you are a chairperson or candidate, you can register your committee from this screen. If you are a treasurer or deputy treasurer, you will be automatically assign to your committee when it is registered.