

## Register of Interests – Updating Online – Guide for Councillors

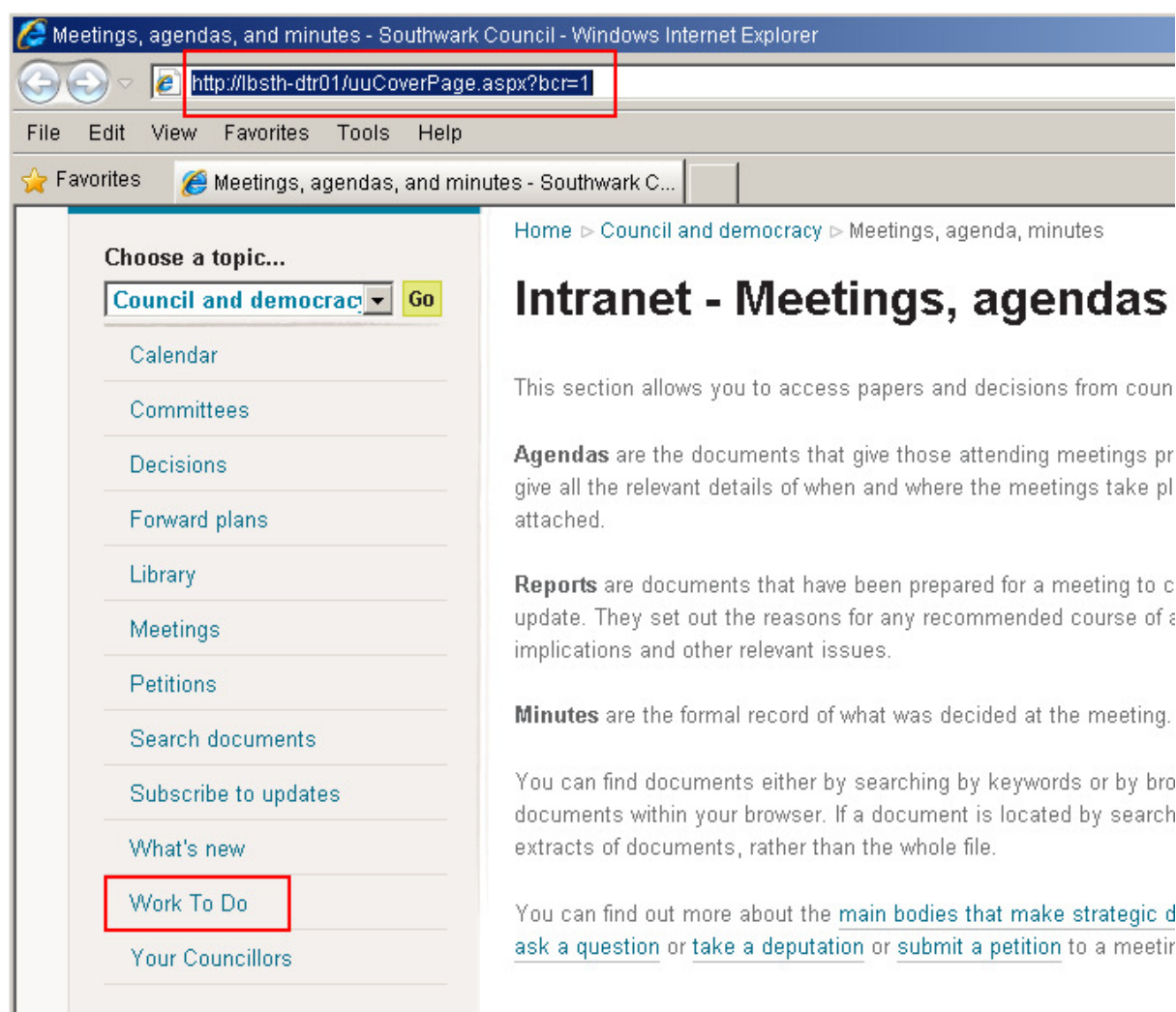
Below is a link that will take you to the intranet pages of the council's decision making system which will allow you to enter and updated your register of interests.

You need to be logged into the council's network before you use this link.

<http://lbsth-dtr01/uuCoverPage.aspx?bcr=1>

### How to register your interests

1. Click on the intranet link above.
2. Click on 'Work to Do'.



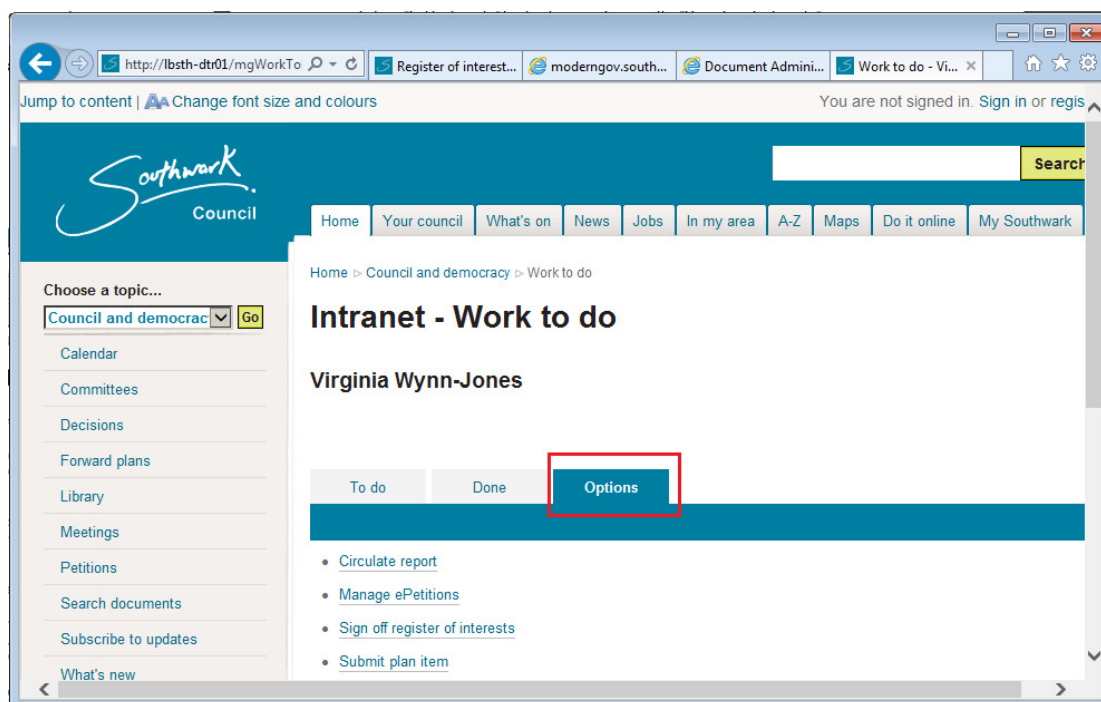
4. You will be invited to enter your Southwark network username and password. Log on as follows:

**Login:** LBS\username

**Password:** password

Please note the "LBS\" before your username; this directs you to log on to the correct server.

5. On the “Work to Do” page, click on “Options” tab in the middle of the page:



6. Then click on **“Edit interests”** to display your form on the Register of interests page. This opens up your register of interests. There are 13 questions and you can update them by deleting, amending or adding interests. If you have no relevant interests on a question please insert "None".

7. If you cannot finish your form and want to work on it later click the "Save and finish later" button. This will save the form so you can edit it later.

8. When you have finished completing your register, please click "Submit for sign off".

9. Click the "Continue" button to close the "Register of Interests" page and return to your own "Councillors" page.

The register of interests form will then be reviewed and published. We will redact any information such as home addresses and raise any queries we might have with you before we publish.

## Contacts

If you have any queries or questions you can contact:

- Ian Millichap, Constitutional Manager, Tel: 020 7525 7225  
Email: [ian.millichap@southwark.gov.uk](mailto:ian.millichap@southwark.gov.uk)

If you have a specific question on whether or not you should declare an issue you can get legal advice from:

- Norman Coombe, Head of Legal Governance Team, Tel: 020 7525 7678
- Tom Crisp, Senior Governance Lawyer, Tel: 020 7525 5113

Dated: 28/04/2016