

## INSTRUCTIONS FOR ONLINE FILING OF THE FINANCIAL STATEMENT (FORM D17)

NOTE: The Lodge President and Treasurer or Financial Secretary as well as the Audit Committee Chair must be able to sign the electronic form by signing in to the Sons of Norway website with their own member name and password. If it is not possible for all of these people to electronically sign the form, you will have to file the paper form.

To access the D17 Online Form:

- Log on to [www.sofn.com](http://www.sofn.com) with your user name and password.
- As a lodge officer, you will land on your Profile Page. If you are on another part of the site, click on the word 'profile' to the left of the Member Resources button at the top of the page to go back to your Profile Page.
- To the left of your name will be a column of options: click the Lodge D17 List link.
- A new D17 form has been created for your lodge. To start working on your D17, click the 'Edit' button at the beginning of the line for Period End 12/31/2020.

To fill out the D17 Online Form:

- Enter your numbers in the appropriate fields. When you are done with a section, click the red 'Calculate' button to add up the totals.
- Enter a short explanation if appropriate in the "If there is a major deviation in any of the numbers compared with the previous year, please explain" section at the bottom of the form. If there wasn't a major deviation, please just type 'No' in this field.
- Hit "Continue". This will bring you back to the list of your yearly D17s.

To approve your D17 Online Form:

- Click the word 'approve' near the end of the line for the Period End 12/31/2020.
- Enter your member number as the Financial Officer
- Click 'Submit my approval'.
- Enter your Lodge President's email address (it may already be there) so the system can send them an email about signing the document.
- Once all three necessary members have signed the form by typing in their member numbers, the form will be complete.

Creating a PDF for your records:

- On the page with the list of your yearly D17 submissions, click the PDF button at the end of the line for 12/31/2020.
- Your browser should download a PDF version of your form. NOTE: this PDF currently says 2019 at the top. Sons of Norway Headquarters is working to fix this soon. Even though it says 2019, this is your 2020 form.

Please contact Sherry Gorse at 612 821 4643 or [Fraternal@sofn.com](mailto:Fraternal@sofn.com), or David Crabb at 612 821 4605 or [dcrabb@sofn.com](mailto:dcrabb@sofn.com) with questions.