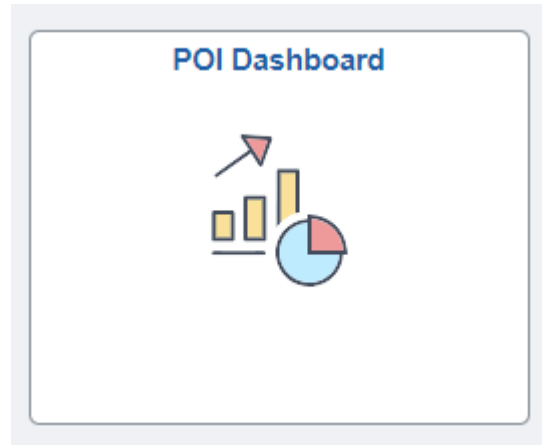


# 1 Affirmation of Exemption in CONNECT - POI

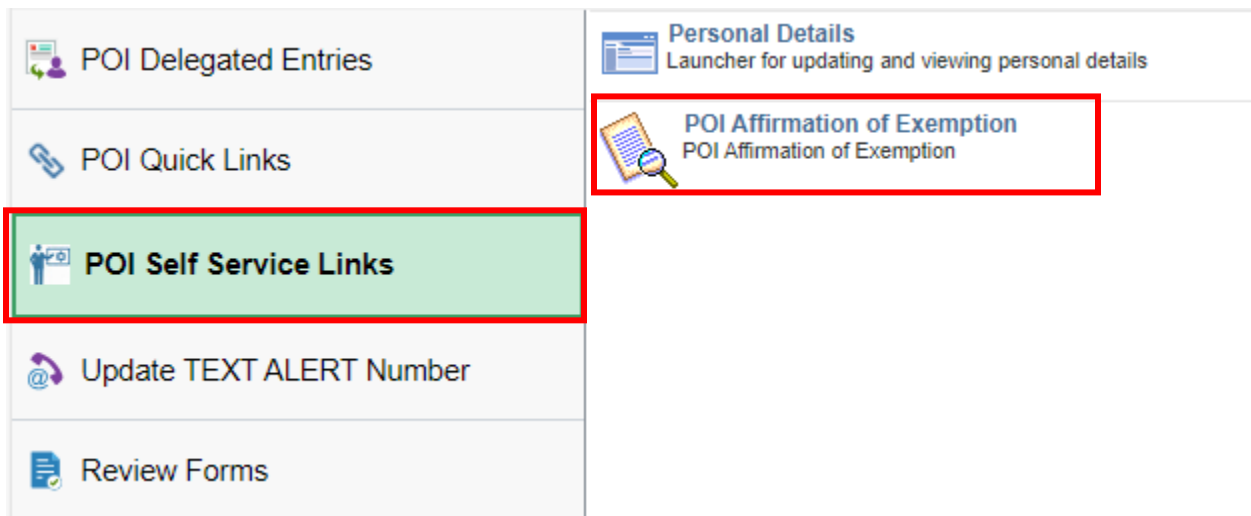
This Affirmation of Exemption form is for city or county paid employees who work for the Maryland Judiciary and are requesting to be exempt from filing a Financial Disclosure.

## Completing an Affirmation of Exemption - POI

1. Once logged into CONNECT, navigate to the **POI Dashboard** tile.



2. Click **POI Self Service Links** in the left margin. Once here, click on **POI Affirmation of Exemption**.



## 2 Affirmation of Exemption in CONNECT - POI

3. Click **Add a New Value**. The form will appear with your name and Court Administrator listed under Subject.
  - a. Verify your name, start date, and location.
  - b. In the text box next to **\*Reason for Exemption**, enter the reason you are requesting an exemption.
  - c. Review the policy: Affirmation for Exemption – POI.
  - d. Click the check box to verify that you have reviewed the qualifications for submitting an exemption.
  - e. Review the Instructions tab if more information is needed.
  - f. If your form requires other signatures beyond the Court Administrator and Administrative Judge, click on the tab **Attachments**. **Open and print the form #2, Affirmation\_for\_Exempt\_POI sig. Obtain all signatures that are needed and attach this to your form prior to submitting it.** Instructions for attaching the form are below in step 5.

Please enter the reason for exemption below.

<b>*Reason for Exemption</b>	
--------------------------------------	--

254 characters remaining

Please review the policy: [Affirmation for Exemption - POI](#)

I verify that I have reviewed the qualifications for submitting an exemption.

More Information

Save

4. Save the form. The **Preview Approval** and **Submit** options will appear at the top of the page. Preview Approval displays where the form will route for approval. **Submit the form.**

Seq Nbr

**Affirmation of Exemption**

\*Subject

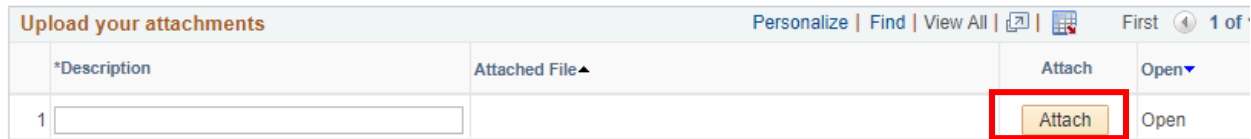
Status Initial

Preview Approval

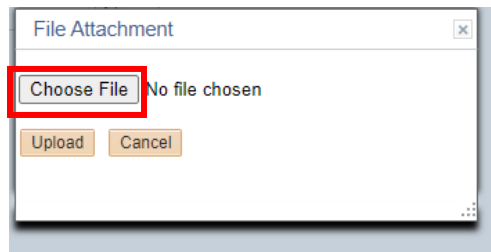
Submit

### 3 Affirmation of Exemption in CONNECT - POI

5. **Adding Attachments.** If you need to attach the **Affirmation\_for\_Exempt\_POI sig** form or other documentation, follow the steps below.
  - a. Click on the tab **Attachments**.
  - b. Under **Upload your attachments**, click on **Attach**.
  - c. Select Choose file and access the file from where it is saved on your desktop.
  - d. Click **Upload**.
  - e. Click the tab **Form** and save. Return to steps 3 and 4 above.



Form | Instructions | Attachments



**Searching the status of Existing Forms:** Follow the same navigation as stated in sections 1 and 2. In place of selecting Add a New Value, Select **Find an Existing Value**, click Search.

For questions, contact the CONNECT Service Desk at 410-260-6550