

UPDATING YOUR ELECTRONIC REGISTER OF INTERESTS

Following the local elections in May 2025, your Disclosable Pecuniary Interests (DPI) or 'Register of Interests' will now be processed and updated online via our [Extranet](#). Your electronic DPI form will be available to view on your individual Councillor page on the website.

[Shropshire Councillors](#)

[Town and Parish Councillors](#)

How to Enter/Update your online register of interests (DPI) form

1. For Shropshire Councillors, to make amendments to your register of interests you can access it through the tile in the members area on the Members' Gateway.



For Town and Parish Councillors, you can log in via the [Extranet](#)

2. This link will take you to the sign in page

Logon

Please enter username, or email address, and password to log in

Username

Password

Log in

[Forgotten your password?](#)

Your username will be your Shropshire, Parish or Town councillor email address (unless we have a different email address for you). When attempting to login for the first time, **please click the "Forgotten your password" link**, enter your email address and await an email with instructions as to how to reset your password. This password **must be at least 8 characters with at least one capital letter and one number**. Please store your password safely and securely as you will need this to access the Extranet.

- On the Councillors and Decision Making Home page, you need to select the 'Work to Do' link which is located under the links on the left hand of the page:

Councillors and Decision Making

- Your Councillors
- Committees
- Cabinet
- Forward plans
- Decisions
- Calendar
- Meetings
- Scrutiny
- Portfolio Holders
- What's new
- Parish councils
- Outside bodies
- ePetitions
- Your MPs
- Your MEPs
- Search documents
- Subscribe to updates
- Library
- Statistics
- Work to do
- Log off

Home » Councillors and Decision Making » Meetings, agenda, minutes

Councillors and Decision Making

Welcome to this section where you can access a wide range of information and documents relating to Shropshire Council's decision making processes. You can also find out about forthcoming Council meetings and decisions and obtain details of your local political representatives.

Decision making

Information about how we make decisions, how we scrutinise and review them can be found on our [decision making](#) page.

Committee meetings, agendas and minutes

Find out what is being discussed in our [agendas, minutes and reports](#) section as well as at previous meetings. You can also view our [current committee structure](#) (which details all of our committees, their membership and meeting dates) and a [calendar of meetings](#). Information is also provided on issues that will be discussed in future by both full Cabinet and individual Members in our [Forward Plan](#).

Councillors, MPs and MEPs

Councillors are elected to represent local people in the Council's decision making process. Find details about:

- Your [Shropshire councillors](#)
- Your local [MPs](#)
- Your [MEPs](#)

- On the Work to Do page, under the To do tab (highlighted blue below), click "Register of Interests Submission Due" to open the task (if this does not show here, then see next step):

Work to do

TEST Extranet Councillor

Date range: [◀Earlier - Later▶](#)

To do
Done
Options

Due date	Item type	Description
<input type="text" value="Enter date to match"/>	<input type="text" value="Select an item type"/>	<input type="text" value="Enter text to match"/>
08/04/2025	Register of interests form due	Register of Interests Submission Due

If nothing shows in your “To do” tab, you can select the Options tab (highlighted blue below) and select Edit my register of interests (please note you may not see all the options shown in the screen shot below). Please also follow this step if you are updating your interests throughout your term of office.

Work to do

TEST Extranet Councillor

- Circulate report
- Edit my details
- Update my password
- **Edit my register of interests**
- Share my work
- Submit agenda item
- Submit plan item
- Subscribe to updates
- View calendars

5. This will take you to an editable version of your electronic register of interest form. Where you have nothing to disclose, please enter “none”.

[Delete whole form](#) [Save and finish later](#) [Submit for signoff](#)

I, TEST Extranet Councillor a Member of the Parish Council give notice that I have the following financial interests

1. Employment, office, trade, profession or vocation - Any employment office, trade, profession or vocation carried on for profit or gain by you or your partner:

Hide entries for item 1 from web site

Description of your employment activity	Name of Employer or Body
<input type="text" value="Please enter information"/>	<input type="text" value="Please enter information"/>
<input type="text" value="Please enter information"/>	<input type="text" value="Please enter information"/>
<input type="text" value="Please enter information"/>	<input type="text" value="Please enter information"/>

[Add extra rows](#)

IMPORTANT NOTE – *There is the option to redact information contained in your register of interests forms by ticking “Hide entries for item x from website”; however, this must **NOT** be used without prior approval from the Monitoring Officer as per S32 of the Localism Act 2011. Any forms with redactions that have not been approved will be refused at the point of sign off.*

6. The form does not need to be completed in one go, if the form is to be completed at a later date, click one of the **Save and Finish later** buttons that appears either at the top or bottom of the form. This will save the form so that it can be edited later. To edit the saved form, follow steps 1 to 4 of this document then Click the **Edit Interests** link to display the editable version of the Register of interests page.
Please note – if this is the first time you are completing your form online, this must be done within 28 days of becoming a member.
7. Once you have made all of the amendments needed click on the **Submit for Signoff** button that appears at the top and the bottom of the form.
8. This will send an email to the Monitoring Officer (and Deputy Monitoring Officer) advising them that the Register of Interests form has been submitted for approval.
9. The Monitoring Officer (or Deputy) will check through the form and then publish the form to the website. (Please note until the Register of Interests form has been approved and published by the Monitoring Officer, it cannot be viewed by members of the public on the Internet).

Further guidance for completing the register of interest form can be found - [GuidanceNoteDisclosablePecuniaryandOtherRegistrableInterests.pdf](#)