



## HOW TO ACCESS THE

## SPECIAL PURPOSE DISTRICT REPORTING FORM

## FOR PREVIOUS FILERS

- 1 Starting from:  
<https://comptroller.texas.gov/transparency/local/sb625/>

- 2 Select eSystems:

**Transparency**

## SPECIAL PURPOSE DISTRICT FINANCIAL AND TAX REPORTING

In 2017, the 85th Legislature passed a transparency bill requiring certain special purpose districts to annually provide records and other information concerning district finances and tax rates to the Comptroller of Public Accounts (See [Senate Bill 625 \(SB 625\)](#).) SB 625 also requires the Comptroller of Public Accounts to create the [Special Purpose District Public Information Database](#), where information submitted by the districts will be assembled, updated, and made available to the public free of charge. (See [Texas Local Government Code §203.062](#); [Texas Government Code §403.0241](#).)

Starting on September 1, 2019, [special purpose districts](#) that annually submit their Special Purpose District Financial and Tax Report to the Comptroller no longer have to submit the [Local Government](#)

[Access the Special Purpose District Public Information Database \(SPDPID\)](#)

[eSystems: Submit or Update Your Report](#)

[Reporting Resources](#)

- 3 Log on in the next screen using your existing user ID and password:

**Welcome to eSystems**

User ID:

Password:

LOG IN

[Forgot User ID?](#)  
[Forgot Password?](#)

**First time user?  
Create a profile now.**

Start managing your tax-related business more easily and all in one place.

[Create Profile](#)

If you have difficulty at any point in the login process, please call **Electronic Reporting and Webfile Technical Support** at **(800) 442-3453**.

**This user ID is NOT your 6-digit Special Purpose District ID or 11-digit Texas Taxpayer ID.** This is the alpha-numeric user ID used to log on for any report filings you do on eSystems/ WebFile. If you are new to filing reports with the Comptroller's office, please create a new user ID. This ID is unique to the person filing, not to the entity for which you are reporting.



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- 4 If you have an existing user ID and this is the first time you have logged on since Feb. 1, 2022, you may be prompted to set up three security questions for future user ID or password recovery:

02 Security Questions      03 Terms of Use      04 Email

**i** Security questions are for User ID/Password recovery

\* Question 1: Pick an option  
\* Answer 1: Answer is case sensitive

\* Question 2: Pick an option  
\* Answer 2: Answer is case sensitive

\* Question 3: Pick an option  
\* Answer 3: Answer is case sensitive

← Back      Continue

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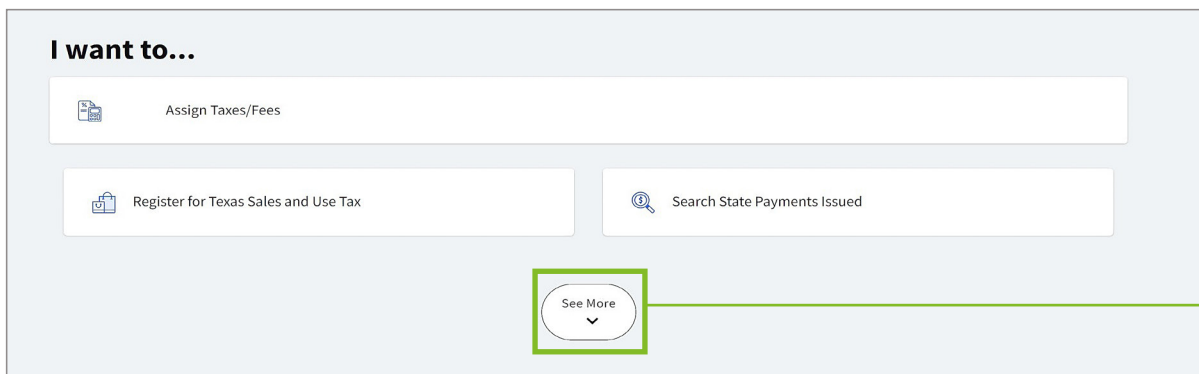


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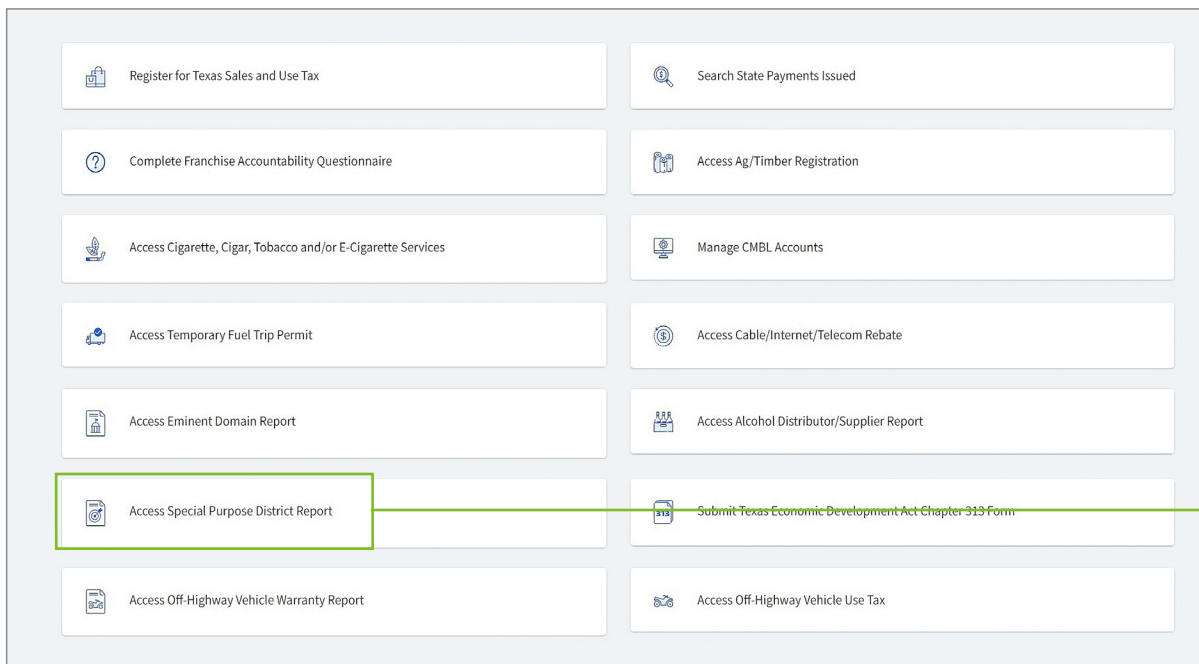
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- 5 After you have successfully logged in, you will see a dashboard screen that may look something like what is shown below. Look for and select the “See More” button:



- 6 That will reveal a list of more reports you can select. In that list, look for “Access Special Purpose District Report.”





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# SPECIAL PURPOSE DISTRICT REPORTING FORM

## FOR PREVIOUS FILERS

Even if this is your first time filing a Special Purpose District report for your entity, if your entity has previously filed a Special Purpose District report, please select continue.”

- 7 To update a previously filed report, click on “Continue.”

To update a previously filed report, click Continue  
To file the very first report for an entity, click File First Report

Continue File First Report Cancel

The screenshot shows a light blue rectangular box containing text and three buttons. The text is centered and reads: "To update a previously filed report, click Continue" and "To file the very first report for an entity, click File First Report". Below the text are three buttons: "Continue", "File First Report", and "Cancel". The "Continue" and "File First Report" buttons are highlighted with a green border. A green line from the text "To update a previously filed report, click on 'Continue.'" points to the "Continue" button. Another green line from the text "To file the very first report for an entity, click on 'File First Report.'" points to the "File First Report" button.

To file the very first report for an entity, click on “File First Report.”

- 8 When prompted, enter your Special Purpose District ID and Texas Taxpayer ID.

These ID numbers can be found in the email you received from the Comptroller’s office. After you enter your ID numbers, you will be taken into the report where you can edit and confirm the entity’s Special Purpose District information.

**Please contact us if you have any additional questions or are unable to access your report.**