



# User Guide for Campaign Finance Reporting

MAY 2019



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# 1. NEW USER ACCOUNT

## 1.1 Create a New User Account

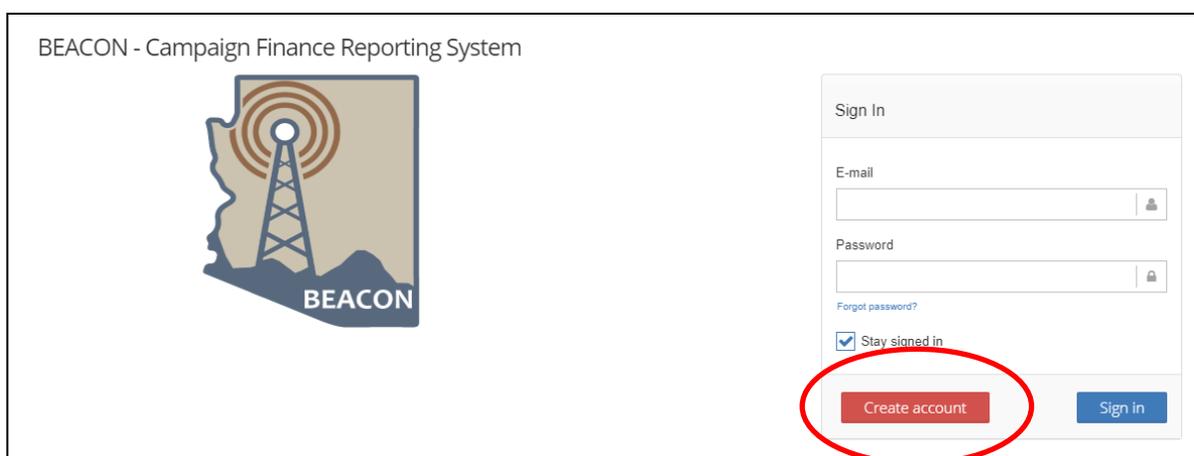
This user guide is intended to provide assistance with online filing. Arizona Revised Statutes, chapter 6, articles 1 and 2 (A.R.S. § 16-901 et seq.) set forth Arizona’s campaign finance laws and may be accessed online via the Arizona State Legislature’s website at [www.azleg.gov](http://www.azleg.gov) and the Secretary of State’s website at [www.azsos.gov](http://www.azsos.gov) .

The Secretary of State’s online campaign finance filing system utilizes user accounts to (i) create new filer accounts, and (ii) access existing filer accounts. A user may establish one set of log-in credentials for single sign-on to access all filer accounts to which the individual has user privilege access.

For example, an officeholder may have more than one filer account, such as a campaign account and an officeholder account, or an individual may be an officer for more than one committee. The user may create one user account and, upon log-in, will have the option to select (and switch between) all of their filer accounts.

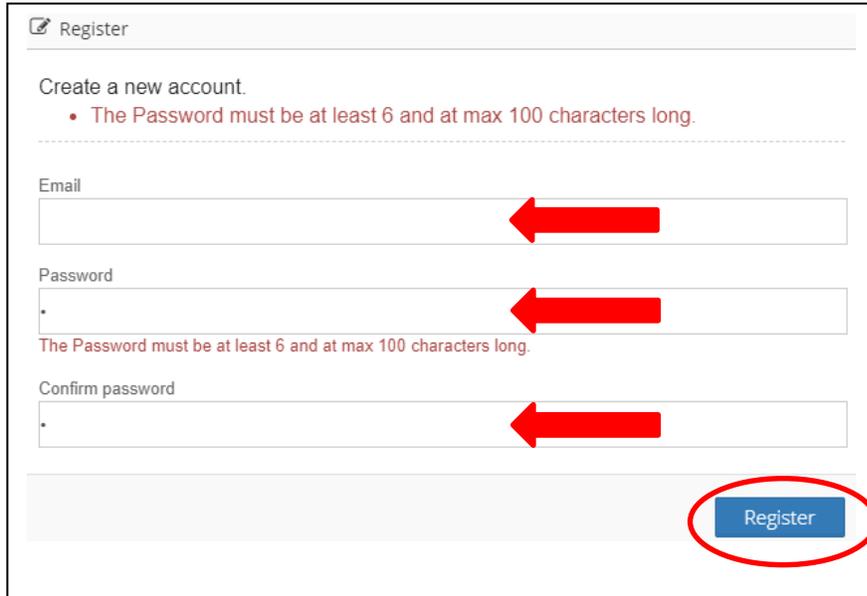
Of course, an individual may also opt to create separate (different) sets of user credentials specific to each filer account to which he or she may have access.

A new user must first create a user account. To begin, open the online campaign finance filing system homepage ( <https://azsos.gov/elections/campaign-finance-reporting> ) and click the button for “Create Account.”



## 1.2 Set Password

Input your email address and create a unique password that is at least 6 characters in length. Please note: This email address will be your user name for your filer account(s).

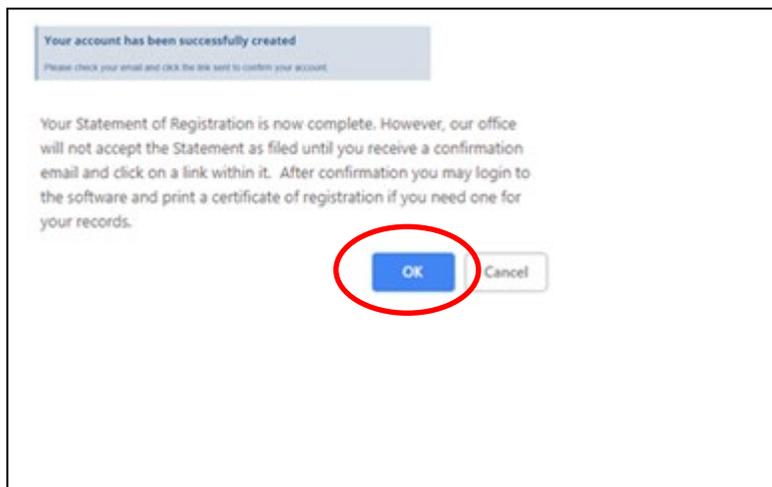


The screenshot shows a registration form titled "Register". It includes a sub-header "Create a new account." followed by a red bullet point: "The Password must be at least 6 and at max 100 characters long." Below this are three input fields: "Email", "Password", and "Confirm password". Each field has a red arrow pointing to its right side. The "Password" and "Confirm password" fields have a small red asterisk to their left. Below the input fields is a blue "Register" button, which is circled in red.

## 1.3 Register

Click "Register" to submit your credentials.

The following message will appear:



The screenshot shows a confirmation message dialog box. At the top, it says "Your account has been successfully created" in a blue box, followed by "Please check your email and click the link sent to confirm your account." Below this is a paragraph of text: "Your Statement of Registration is now complete. However, our office will not accept the Statement as filed until you receive a confirmation email and click on a link within it. After confirmation you may login to the software and print a certificate of registration if you need one for your records." At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

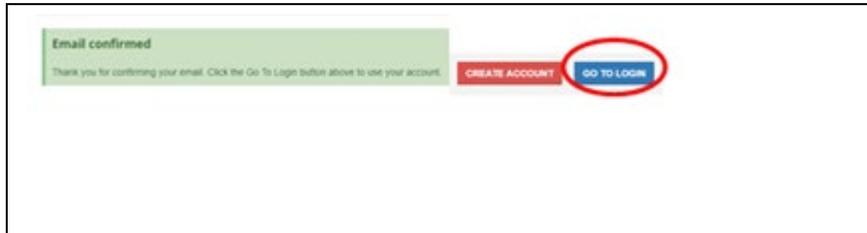


## 1.4 Confirmation Email and User Account Activation

You will receive an automatic email requiring you to click the link provided therein to activate your user account.



Once you click the link, a confirmation screen will appear; you may return to the log-in screen to access your account by clicking "GO TO LOGIN."

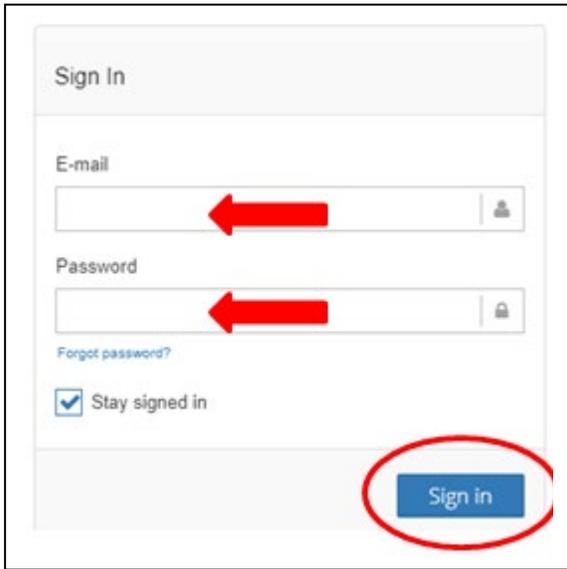


Your user credentials have now been established and may be used to access the online campaign finance filing system.



## 1.5 Log-In Screen

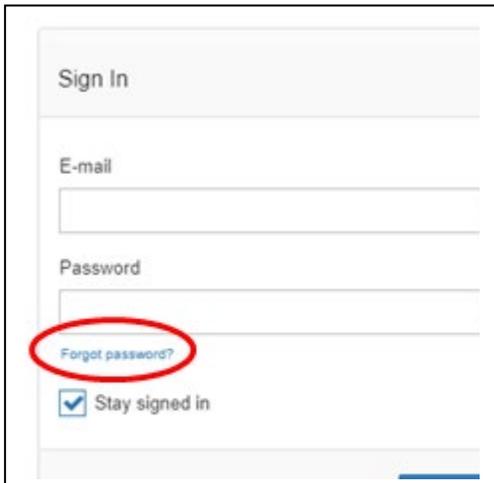
At the log-in screen ( <https://azsos.gov/elections/campaign-finance-reporting> ), enter your user name and password and click “Sign In.”



The screenshot shows the 'Sign In' form. It has two input fields: 'E-mail' and 'Password'. Red arrows point to the right side of each field, indicating where to click. Below the password field is a link for 'Forgot password?'. There is a checked checkbox for 'Stay signed in'. At the bottom right, a blue 'Sign in' button is circled in red.

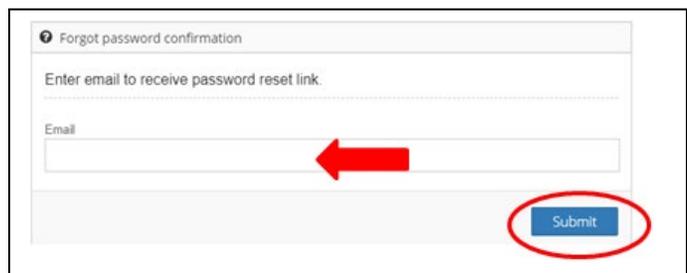
## 1.6 Forgot Password

If your password does not work, click the “Forgot Password?” link for a recovery email to be sent to you.



This screenshot is identical to the one in section 1.5, but the 'Forgot password?' link is circled in red to highlight it.

**NOTE:** You must enter the same email address that is your user name.



The screenshot shows the 'Forgot password confirmation' screen. It has a heading 'Enter email to receive password reset link.' and an 'Email' input field. A red arrow points to the right side of the input field. At the bottom right, a blue 'Submit' button is circled in red.

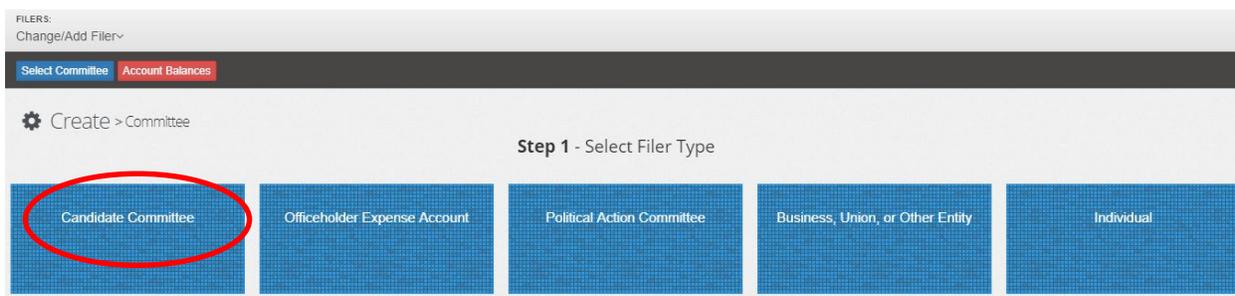


## 2. CREATE NEW FILER ACCOUNT

### 2.1 Candidate Committee

To create a new filer account, you must first select the filer type.

If you are a first-time user, after using your credentials to log in, you will see the “Create Committee” screen; select “Candidate Committee” to begin.



NOTE: If you already have access to several committees and wish to create a new committee, access the “Create Committee” screen by opening the drop-down menu for “Filers” and select “Create New Filer Account” that appears at the bottom of your active committee list.



The following information must be provided to create a new candidate committee.



## 2. CREATE NEW FILER ACCOUNT - 2.1 Candidate Committee *(continued)*

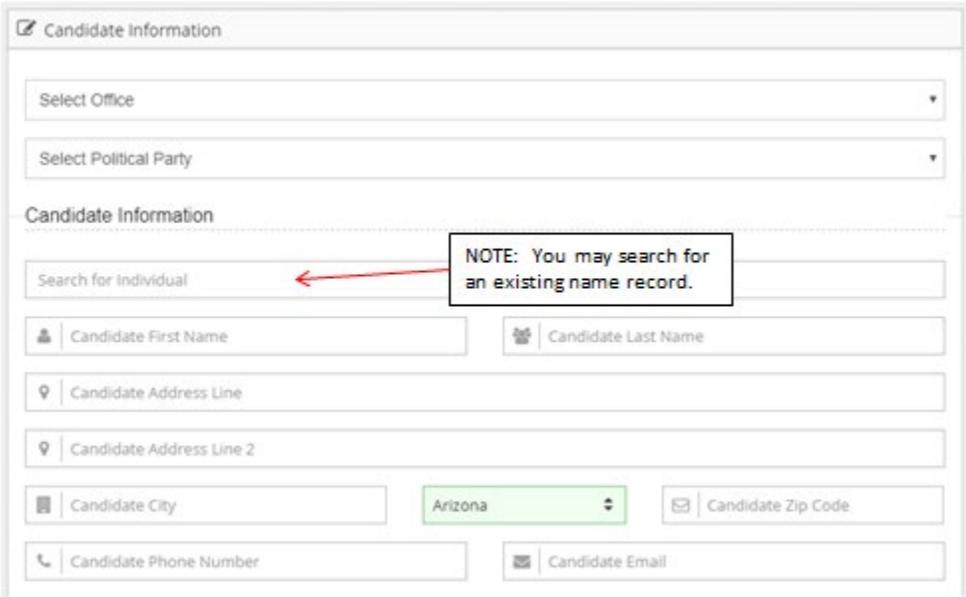
### Candidate Information

Select the office sought from the drop-down menu for “Select Office.”

Select political party affiliation from the drop-down menu for “Select Political Party.”

Complete the information fields for the candidate’s name, address, city, state, zip code, phone number, and email. NOTE: “Arizona” is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for “Search for Individual” and selecting the appropriate result.



The screenshot shows a web form titled "Candidate Information". At the top, there are two dropdown menus: "Select Office" and "Select Political Party". Below these is a section titled "Candidate Information" which contains several input fields: "Search for individual" (with a red arrow pointing to it from a callout box), "Candidate First Name", "Candidate Last Name", "Candidate Address Line", "Candidate Address Line 2", "Candidate City", "Candidate State" (a dropdown menu currently showing "Arizona"), "Candidate Zip Code", "Candidate Phone Number", and "Candidate Email".

Scroll the screen to the next section.



## 2. CREATE NEW FILER ACCOUNT - 2.1 Candidate Committee (continued)

### Committee Information

Complete the information fields for the candidate committee's name, address, city, state, zip code, phone number, website (if any), and email.

| Committee Information                       |                                      |                                       |
|---|--------------------------------------|---------------------------------------|
| <input type="text" value="Committee Name"/> |                                      |                                       |
| <input type="text" value="Address"/>        |                                      |                                       |
| <input type="text" value="Address Line 2"/> |                                      |                                       |
| <input type="text" value="City"/>           | <input type="text" value="Arizona"/> | <input type="text" value="Zip Code"/> |
| <input type="text" value="Phone Number"/>   | <input type="text" value="Website"/> | <input type="text" value="Email"/>    |

### Chairperson Information

Complete the information fields for the Chairperson's name, address, city, state, zip code, phone, email, occupation, and employer. NOTE: "Arizona" is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for "Search for Individual" and selecting the appropriate result.

| Chairperson Information                                 |  |   |
|---|--|---|
| <input type="text" value="Search for Individual"/>      |  |   |
| <input type="text" value="Chairperson First Name"/>     | <input type="text" value="Chairperson Last Name"/> |   |
| <input type="text" value="Chairperson Address"/>        |  |   |
| <input type="text" value="Chairperson Address Line 2"/> |  |   |
| <input type="text" value="Chairperson City"/>           | <input type="text" value="Arizona"/>               | <input type="text" value="Chairperson Zip Code"/> |
| <input type="text" value="Chairperson Phone Number"/>   | <input type="text" value="Chairperson Email"/>     |   |
| <input type="text" value="Chairperson Occupation"/>     | <input type="text" value="Chairperson Employer"/>  |   |

NOTE: You may search for an existing name record.



## 2. CREATE NEW FILER ACCOUNT - 2.1 Candidate Committee *(continued)*

### **Treasurer Information**

Complete the information fields for the Treasurer’s name, address, city, state, zip code, phone, email, occupation, and employer. NOTE: “Arizona” is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for “Search for Individual” and selecting the appropriate result.

Treasurer Information

Search for Individual NOTE: You may search for an existing name record.

 Treasurer First Name  Treasurer Last Name

 Treasurer Address

 Treasurer Address Line 2

 Treasurer City Arizona   Treasurer Zip Code

 Treasurer Phone Number  Treasurer Email

 Treasurer Occupation  Treasurer Employer

### **Bank Information**

Complete the information field(s) for the name(s) of the committee’s bank(s).

Bank Information

 Bank 1

 Bank 2

 Bank 3



## 2. CREATE NEW FILER ACCOUNT - 2.1 Candidate Committee (continued)

### Security (user) Information and Additional Users

The “Security Information” section will automatically populate with the user’s credentials.

To add additional new users, select the “Add User” button, input the new user’s email address, and select the privilege level for the user.

Security Information

noreply@email.com

Administrator

Remove User

Add User

Terms

Administrator

View Only

Enter Contributions

Enter All Transactions

Enter All Transactions & File Reports

Administrator

Remove User

NOTE: An auto email will be sent to a newly-created user. The individual must register as a user (See SECTION 1 for new user account set-up) before he or she may access the committee’s account.

### Acknowledgement of Terms

Click the box that precedes the “Terms” paragraph and select “Submit Information.”

Terms

By clicking on the link below, I acknowledge that the committee chairperson and committee treasurer have read the filing officer’s campaign finance and reporting guide, agree to comply with Arizona campaign finance law, and agree to accept all notifications and service of process via the committee e-mail address provided.

Submit Information

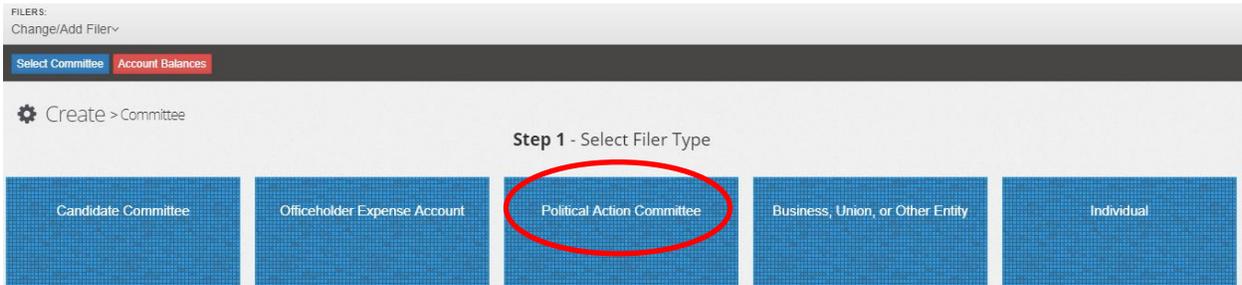
Once the button for “Submit Information” has been clicked, an auto email will be sent to the Treasurer’s email address. To activate the committee, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final committee activation step, is required in order to complete the committee creation process and electronically file the committee’s Statement of Organization.**



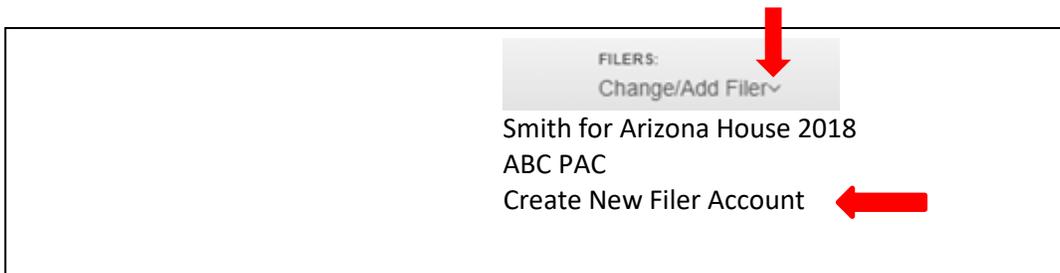
## 2.2 Political Action Committee

To create a new filer account, you must first select the filer type.

If you are a first-time user, upon log-in, the “Create Committee” screen is the default screen that you will see first; select “Political Action Committee” to begin.



NOTE: If you already have access to several committees and wish to create a new committee, to access the “Create Committee” screen, open the drop-down menu for “Filers” and select “Create New Filer Account” that appears at the bottom of your active committee list.



The following information must be provided to create a new political action committee.



## 2. CREATE NEW FILER ACCOUNT - 2.2 Political Action Committee (continued)

### Committee Information

Indicate whether or not the committee is a standing committee.

Indicate whether or not the committee is sponsored. If the committee has a sponsor, additional information must be disclosed.

 Political Action Committee Information

---

Committee Information

Is this Committee A Standing Committee? ▼

Is this Committee Sponsored? ▼

If applicable, complete the sponsor identifying information.

This is a Sponsored Committee ▼

 Committee Name (Must Include Sponsor's Name or Nickname in Committee Name)

 Address

 Address Line 2

 City    Zip Code

 Phone Number   Email

---

Sponsor Information

Search for Sponsor

 Sponsor Name

---

Sponsor Address

 Sponsor Address

 Sponsor Address Line 2

 Sponsor City    Sponsor Zip Code

 Sponsor Phone Number   Sponsor Email



## 2. CREATE NEW FILER ACCOUNT - 2.2 Political Action Committee (continued)

Complete the information fields for the political action committee's name, address, city, state, zip code, phone number, website (if any), and email.

Committee Information

|   |                                      |                                       |
|---|--------------------------------------|---------------------------------------|
| <input type="text" value="Committee Name"/> |                                      |                                       |
| <input type="text" value="Address"/>        |                                      |                                       |
| <input type="text" value="Address Line 2"/> |                                      |                                       |
| <input type="text" value="City"/>           | <input type="text" value="Arizona"/> | <input type="text" value="Zip Code"/> |
| <input type="text" value="Phone Number"/>   | <input type="text" value="Website"/> | <input type="text" value="Email"/>    |

### **Chairperson Information**

Complete the information fields for the Chairperson's name, address, city, state, zip code, phone, email, occupation, and employer. NOTE: "Arizona" is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for "Search for Individual" and selecting the appropriate result.

Chairperson Information

|   |  |   |
|---|--|---|
| <input type="text" value="Search for Individual"/>      |  |   |
| <input type="text" value="Chairperson First Name"/>     | <input type="text" value="Chairperson Last Name"/> |   |
| <input type="text" value="Chairperson Address"/>        |  |   |
| <input type="text" value="Chairperson Address Line 2"/> |  |   |
| <input type="text" value="Chairperson City"/>           | <input type="text" value="Arizona"/>               | <input type="text" value="Chairperson Zip Code"/> |
| <input type="text" value="Chairperson Phone Number"/>   | <input type="text" value="Chairperson Email"/>     |   |
| <input type="text" value="Chairperson Occupation"/>     | <input type="text" value="Chairperson Employer"/>  |   |

NOTE: You may search for an existing name record.



## 2. CREATE NEW FILER ACCOUNT - 2.2 Political Action Committee (continued)

### Treasurer Information

Complete the information fields for the Treasurer’s name, address, city, state, zip code, phone, email, occupation, and employer. NOTE: “Arizona” is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for “Search for Individual” and selecting the appropriate result.

Treasurer Information

Search for Individual NOTE: You may search for an existing name record.

Treasurer First Name Treasurer Last Name

Treasurer Address

Treasurer Address Line 2

Treasurer City Arizona Treasurer Zip Code

Treasurer Phone Number Treasurer Email

Treasurer Occupation Treasurer Employer

### Bank Information

Complete the information field(s) for the name(s) of the committee’s bank(s).

Bank Information

Bank 1

Bank 2

Bank 3



## 2. CREATE NEW FILER ACCOUNT - 2.2 Political Action Committee (continued)

### Security (user) Information and Additional Users

The “Security Information” section will automatically populate with the user’s credentials.

To add additional new users, select the “Add User” button, input the new user’s email address, and select the privilege level for the user.

The screenshot shows a form titled "Security Information". It contains two input fields for email addresses, one of which contains "noreply@email.com". To the right of these fields is a dropdown menu currently set to "Administrator". A red arrow points to this dropdown menu, which is open, showing options: "Administrator", "View Only", "Enter Contributions", "Enter All Transactions", "Enter All Transactions & File Reports", and "Administrator". To the right of the dropdown menu are two "Remove User" buttons. Below the input fields is a blue "Add User" button, which is circled in red. Below the "Add User" button is a "Terms" section.

NOTE: An auto email will be sent to a newly-created user. The individual must register as a user (See SECTION 1 for new user account set-up) before he or she may access the committee’s account.

### Acknowledgement of Terms

Click the box that precedes the “Terms” paragraph and select “Submit Information.”

The screenshot shows a "Terms" section with a checkbox that is checked. The text next to the checkbox reads: "By clicking on the link below, I acknowledge that the committee chairperson and committee treasurer have read the filing officer’s campaign finance and reporting guide, agree to comply with Arizona campaign finance law, and agree to accept all notifications and service of process via the committee e-mail address provided." Below this text is a blue "Submit Information" button, which is circled in red.

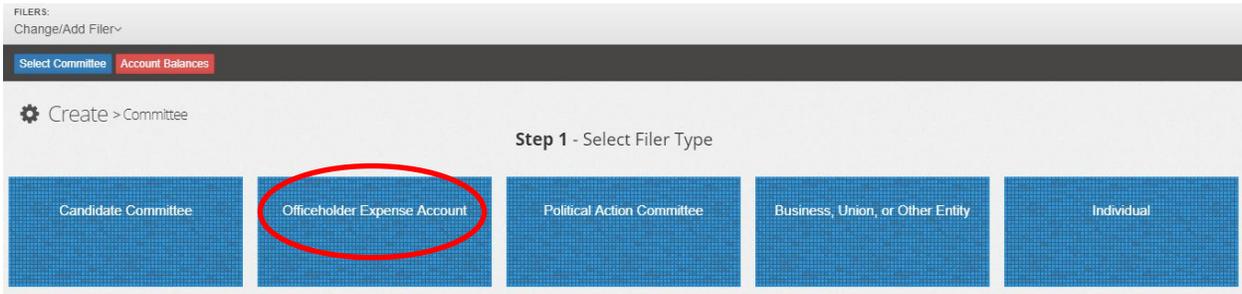
Once the button for “Submit Information” has been clicked, an auto email will be sent to the Treasurer’s email address. To activate the committee, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final committee activation step, is required in order to complete the committee creation process and electronically file the committee’s Statement of Organization.**



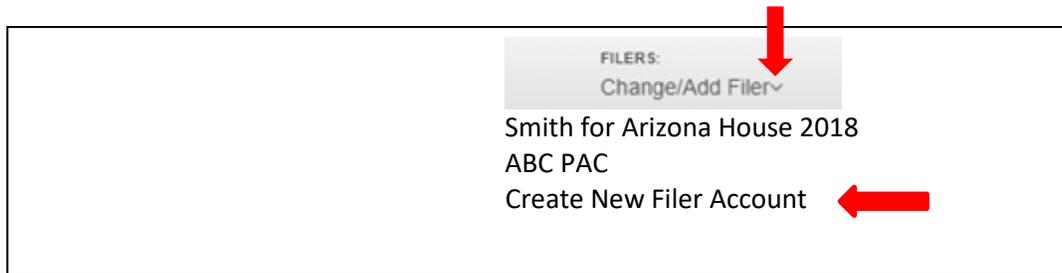
## 2.3 Officeholder Expense Account

To create a new filer account, you must first select the filer type.

If you are a first-time user, upon log-in, the “Create Committee” screen is the default screen that you will see first; select “Officeholder Expense Account” to begin.



NOTE: If you already have access to several committees and wish to create a new committee, to access the “Create Committee” screen, open the drop-down menu for “Filers” and select “Create New Filer Account” that appears at the bottom of your active committee list.



The following information must be provided to create a new officeholder expense account.



## 2. CREATE NEW FILER ACCOUNT - 2.3 Officeholder Expense Account *(continued)*

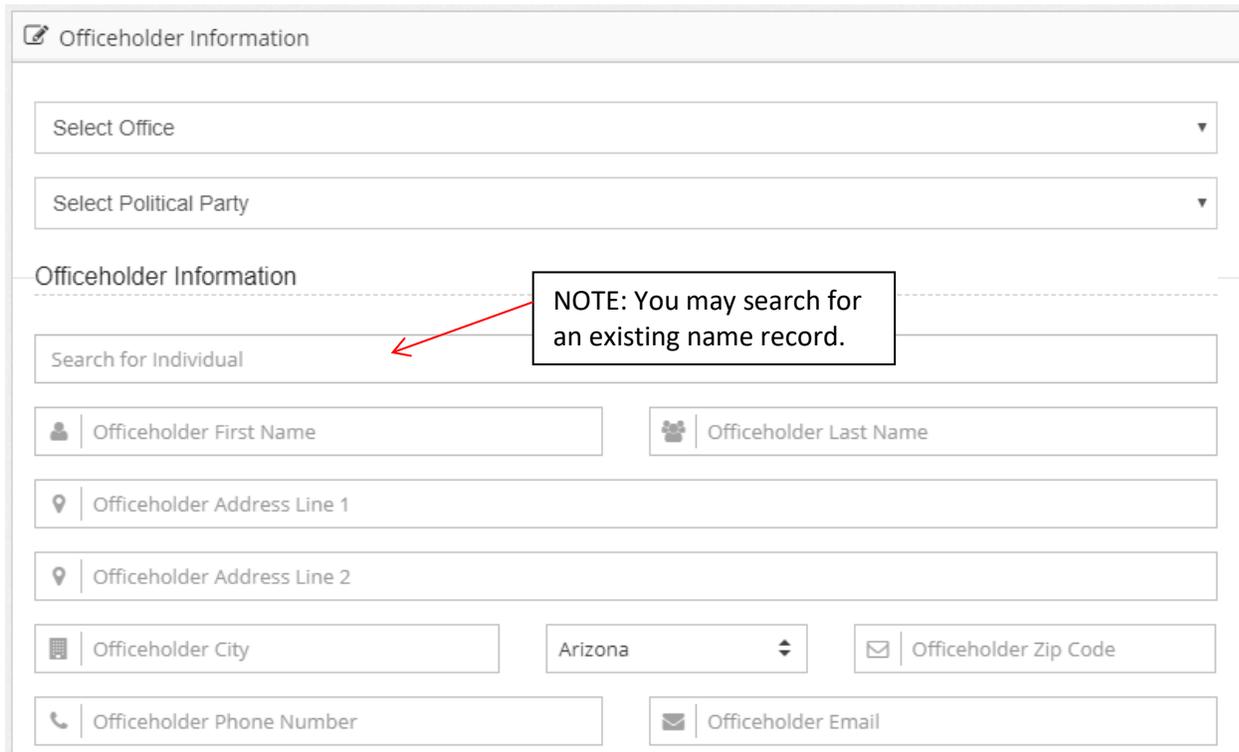
### Officeholder Information

Select the office held from the drop-down menu for “Select Office.”

Select political party affiliation from the drop-down menu for “Select Political Party.”

Complete the information fields for the officeholder’s name, address, city, state, zip code, phone number, and email. NOTE: “Arizona” is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for “Search for Individual” and selecting the appropriate result.



The screenshot shows a web form titled "Officeholder Information". At the top, there are two dropdown menus: "Select Office" and "Select Political Party". Below these is a section titled "Officeholder Information" which contains several input fields: "Search for Individual" (with a red arrow pointing to it from a callout box), "Officeholder First Name", "Officeholder Last Name", "Officeholder Address Line 1", "Officeholder Address Line 2", "Officeholder City", "Officeholder State" (a dropdown menu currently showing "Arizona"), "Officeholder Zip Code", "Officeholder Phone Number", and "Officeholder Email".

Scroll the screen to the next section.

## 2. CREATE NEW FILER ACCOUNT - 2.3 Officeholder Expense Account *(continued)*

### Account Information

Complete the information fields for the expense account name, address, city, state, zip code, phone number, website (if any), and email.

| Account Information                               |                                      |                                       |
|---|--------------------------------------|---------------------------------------|
| <input type="text" value="Expense Account Name"/> |                                      |                                       |
| <input type="text" value="Address"/>              |                                      |                                       |
| <input type="text" value="Address Line 2"/>       |                                      |                                       |
| <input type="text" value="City"/>                 | <input type="text" value="Arizona"/> | <input type="text" value="Zip Code"/> |
| <input type="text" value="Phone Number"/>         | <input type="text" value="Website"/> | <input type="text" value="Email"/>    |

### Chairperson Information

Complete the information fields for the Chairperson's name, address, city, state, zip code, phone, email, occupation, and employer. NOTE: "Arizona" is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for "Search for Individual" and selecting the appropriate result.

| Chairperson Information                                 |  |   |
|---|--|---|
| <input type="text" value="Search for Individual"/>      |  |   |
| <input type="text" value="Chairperson First Name"/>     | <input type="text" value="Chairperson Last Name"/> |   |
| <input type="text" value="Chairperson Address"/>        |  |   |
| <input type="text" value="Chairperson Address Line 2"/> |  |   |
| <input type="text" value="Chairperson City"/>           | <input type="text" value="Arizona"/>               | <input type="text" value="Chairperson Zip Code"/> |
| <input type="text" value="Chairperson Phone Number"/>   | <input type="text" value="Chairperson Email"/>     |   |
| <input type="text" value="Chairperson Occupation"/>     | <input type="text" value="Chairperson Employer"/>  |   |

NOTE: You may search for an existing name record.



## 2. CREATE NEW FILER ACCOUNT - 2.3 Officeholder Expense Account *(continued)*

### **Treasurer Information**

Complete the information fields for the Treasurer’s name, address, city, state, zip code, phone, email, occupation, and employer. NOTE: “Arizona” is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for “Search for Individual” and selecting the appropriate result.

Treasurer Information

Search for Individual NOTE: You may search for an existing name record.

Treasurer First Name Treasurer Last Name

Treasurer Address

Treasurer Address Line 2

Treasurer City Arizona Treasurer Zip Code

Treasurer Phone Number Treasurer Email

Treasurer Occupation Treasurer Employer

### **Bank Information**

Complete the information field(s) for the name(s) of the committee’s bank(s).

Bank Information

Bank 1

Bank 2

Bank 3



## 2. CREATE NEW FILER ACCOUNT - 2.3 Officeholder Expense Account (continued)

### Security (user) Information and Additional Users

The “Security Information” section will automatically populate with the user’s credentials.

To add additional new users, select the “Add User” button, input the new user’s email address, and select the privilege level for the user.

Security Information

|                   |                                       |             |
|-------------------|---------------------------------------|-------------|
| noreply@email.com | Administrator                         | Remove User |
|                   | Administrator                         | Remove User |
|                   | View Only                             |             |
|                   | Enter Contributions                   |             |
|                   | Enter All Transactions                |             |
|                   | Enter All Transactions & File Reports |             |
|                   | Administrator                         |             |

Add User

Terms

NOTE: An auto email will be sent to a newly-created user. The individual must register as a user (See SECTION 1 for new user account set-up) before he or she may access the committee’s account.

### Acknowledgement of Terms

Click the box that precedes the “Terms” paragraph and select “Submit Information.”

Terms

By clicking on the link below, I acknowledge that the committee chairperson and committee treasurer have read the filing officer's campaign finance and reporting guide, agree to comply with Arizona campaign finance law, and agree to accept all notifications and service of process via the committee e-mail address provided.

Submit Information

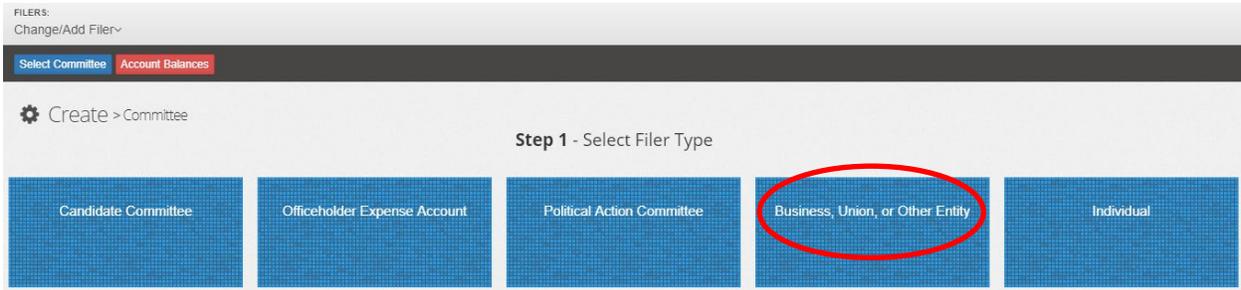
Once the button for “Submit Information” has been clicked, an auto email will be sent to the Treasurer’s email address. To activate the committee, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final committee activation step, is required in order to complete the committee creation process and electronically file the committee’s Statement of Organization.**



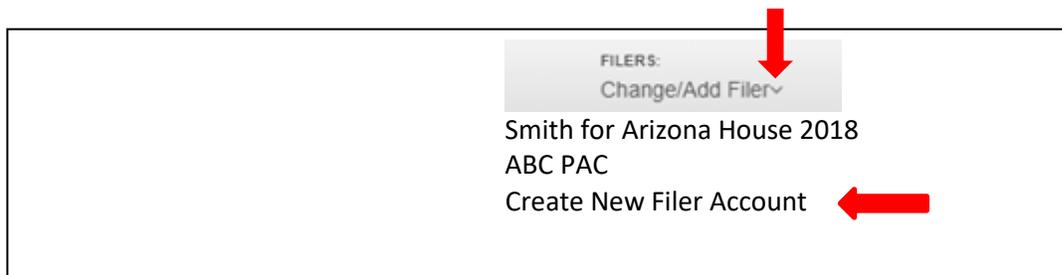
## 2.4 Business, Union, or Other Entity Reporting Account (for Reporting Ballot Measure Expenditures and/or Independent Expenditures only)

To create a new filer account, you must first select the filer type.

If you are a first-time user, upon log-in, the “Create Committee” screen is the default screen that you will see first; select “Business, Union or Other Entity” to begin.



NOTE: If you already have access to several committees and wish to create a new committee, to access the “Create Committee” screen, open the drop-down menu for “Filers” and select “Create New Filer Account” that appears at the bottom of your active committee list.



The following information must be provided to create a new business, union, or other entity account.



## 2. CREATE NEW FILER ACCOUNT - 2.4 Business, Union, or Other Entity (continued)

### **Business, Union, or Other Entity Information**

Complete the information fields for the entity's name, address, city, state, zip code, phone number, and email.

 Business, Unions, or Other Entity Information

 Entity Name

 Address

 Address Line 2

 City    Zip Code

 Phone Number   Email

### **Responsible Person**

Complete the information fields for the responsible person's name, address, city, state, zip code, phone number, and email. NOTE: "Arizona" is the default setting for the information field for state.

NOTE: You may search for an existing name record by populating the information field for "Search for Individual" and selecting the appropriate result.

Responsible Person



NOTE: You may search for an existing name record.

 Responsible Person First Name   Responsible Person Last Name

Responsible Person Address

 Responsible Person Address

 Responsible Person Address Line 2

 Responsible Person City    Zip Code

 Responsible Person Phone Number   Responsible Person Email



## 2. CREATE NEW FILER ACCOUNT - 2.4 Business, Union, or Other Entity (continued)

### Security (user) Information and Additional Users

The “Security Information” section will automatically populate with the user’s credentials.

To add additional new users, select the “Add User” button, input the new user’s email address, and select the privilege level for the user.

The screenshot shows the 'Security Information' section of a web form. It contains two input fields for email addresses, one of which is populated with 'noreply@email.com'. To the right of the email fields is a dropdown menu for selecting a privilege level, currently set to 'Administrator'. A red arrow points to the dropdown menu, which is open, showing options: 'Administrator', 'View Only', 'Enter Contributions', 'Enter All Transactions', 'Enter All Transactions & File Reports', and 'Administrator'. To the right of the dropdown menu are two 'Remove User' buttons. A blue 'Add User' button is circled in red.

NOTE: An auto email will be sent to a newly-created user. The individual must register as a user (See SECTION 1 for new user account set-up) before he or she may access the entity’s account.

### Acknowledgement of Terms

Click the box that precedes the “Terms” paragraph and select “Submit Information.”

The screenshot shows the 'Terms' section of a web form. It contains a checkbox that is checked, followed by the text: "By clicking on the link below, I acknowledge that I will report in compliance with Campaign Finance Law and agree to accept all notifications and service of process via the e-mail address provided." A blue 'Submit Information' button is circled in red.

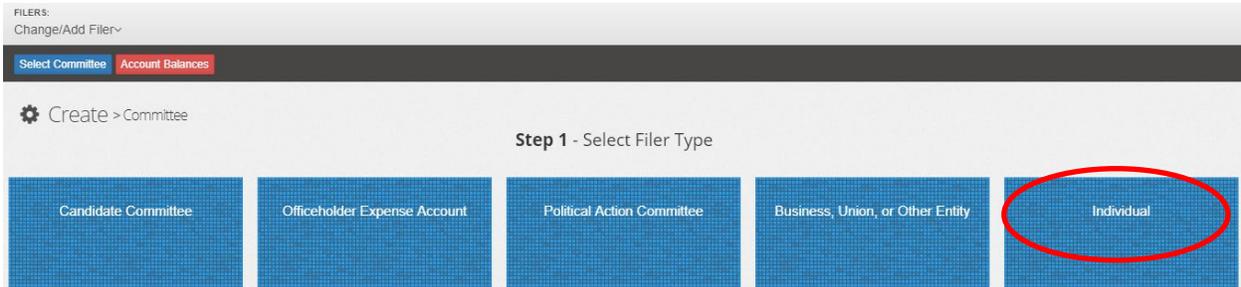
Once the button for “Submit Information” has been clicked, an auto email will be sent to the responsible person’s email address. To activate the account, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final account activation step, is required in order to complete the account creation process and electronically file the entity’s Statement of Registration.**



## 2.5 Individual Reporting Account (for Reporting Independent Expenditures Only)

To create a new filer account, you must first select the filer type.

If you are a first-time user, upon log-in, the “Create Committee” screen is the default screen that you will see first; select “Individual” to begin.



NOTE: If you already have access to several committees and wish to create a new committee, to access the “Create Committee” screen, open the drop-down menu for “Filers” and select “Create New Filer Account” that appears at the bottom of your active committee list.



The following information must be provided to create an individual account.



## 2. CREATE NEW FILER ACCOUNT 2.5 Individual Reporting Account (continued)

### Individual's Information

Complete the information fields for the individual's name, address, city, state, zip code, phone number, and email.

NOTE: You may search for an existing name record by populating the information field for "Search for Individual" and selecting the appropriate result.

 Individual Information

---

Name of Individual

NOTE: You may search for an existing name record.

---

Address Information

*[space intentionally blank]*



## 2. CREATE NEW FILER ACCOUNT - 2.5 Individual Reporting Account (continued)

### Security (user) Information and Additional Users

The “Security Information” section will automatically populate with the user’s credentials.

To add additional new users, select the “Add User” button, input the new user’s email address, and select the privilege level for the user.

The screenshot shows the "Security Information" section of a web interface. It contains two input fields for email addresses, one of which contains "noreply@email.com". To the right of these fields is a dropdown menu currently set to "Administrator". A red arrow points to the dropdown menu, which is open and shows options: "Administrator", "View Only", "Enter Contributions", "Enter All Transactions", "Enter All Transactions & File Reports", and "Administrator". The "View Only" option is highlighted in blue. To the right of the dropdown menu are two red "Remove User" buttons. A blue "Add User" button is circled in red in the bottom left corner of the section.

NOTE: An auto email will be sent to a newly-created user. The individual must register as a user (See SECTION 1 for new user account set-up) before he or she may access the entity’s account.

### Acknowledgement of Terms

Click the box that precedes the “Terms” paragraph and select “Submit Information.”

The screenshot shows the "Terms" section of a web interface. It contains a checkbox that is checked, followed by the text: "By clicking on the link below, I acknowledge that I will report in compliance with Campaign Finance Law and agree to accept all notifications and service of process via the e-mail address provided." The checkbox is circled in red. At the bottom right of the section is a blue "Submit Information" button, also circled in red.

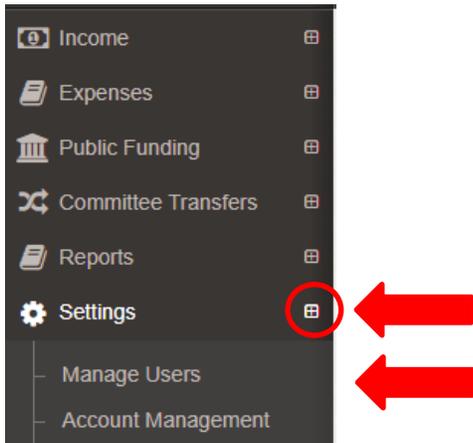
Once the button for “Submit Information” has been clicked, an auto email will be sent to the user’s email address. To activate the account, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final account activation step, is required in order to complete the account creation process and electronically file the individual’s Statement of Registration.**



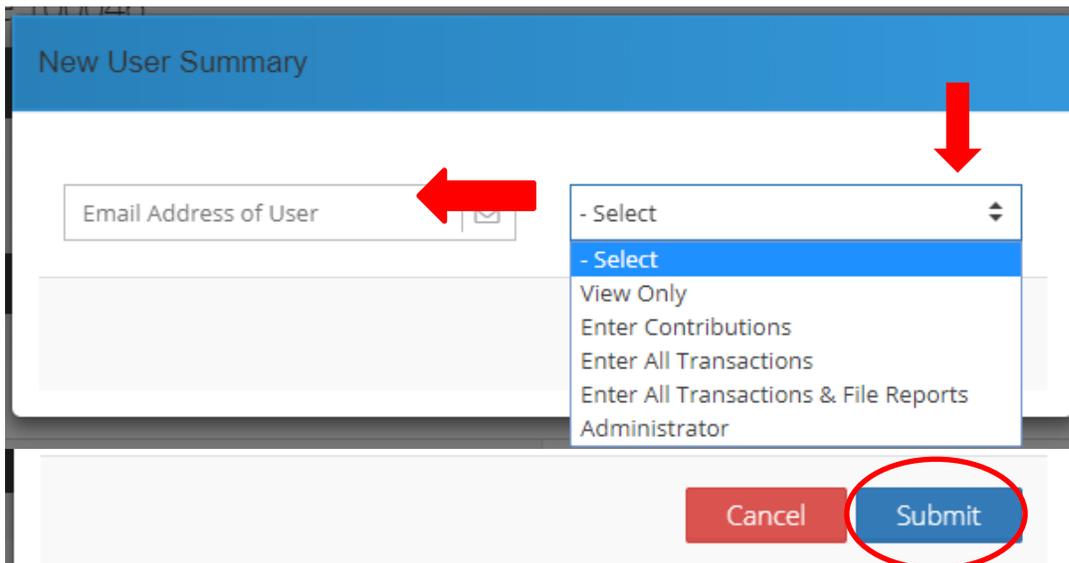
### 3. SETTINGS

#### 3.1 Manage Users

To manage user credentials, including adding new users, open the options for “Settings” and select “Manage Users”



A user listing will populate the screen and, for each user listed, buttons for “Update” and delete - indicated by “X” – will appear on the screen. In addition, a button for “Add User” will appear and may also be selected to open the following dialog box. Enter the email address of the new user, select the user privilege level, and click “Submit”:

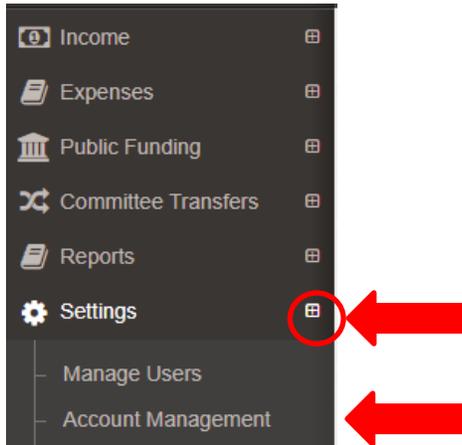


NOTE: An auto email will be sent to a newly-created user. The individual must register as a user (See SECTION 1 for new user account set-up) before he or she may access the filer account.



## 3.2 Account Management

To revise filer information (i.e., committee information, officer information), print a Statement of Organization/Registration, and/or terminate a filer account, open the options for “Settings” and select “Account Management”



### Revise Filer Information

The available screens from which to select and edit information will depend upon the filer type. For example, a committee may select from three screens: (i) General, (ii) Chairperson, and (iii) Treasurer. Revise the information as applicable and select “Update Information” to electronically file the amended Statement of Organization.

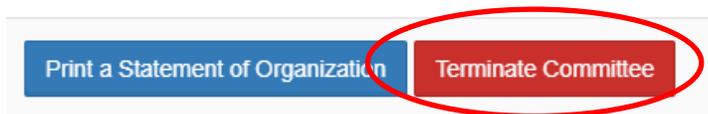
### Print a Statement of Organization

A filer’s most recently-filed Statement of Organization may be printed on demand. To do so, select the button at the bottom of the screen:



### Terminate Filer Account

If a committee has met all required criteria and is ready to file a Termination Statement, select the button at the bottom of the screen:



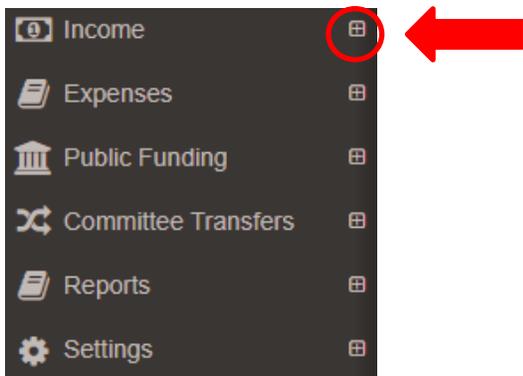
## 4. TRANSACTIONS AND REPORTING

### 4.1 Candidate Committee

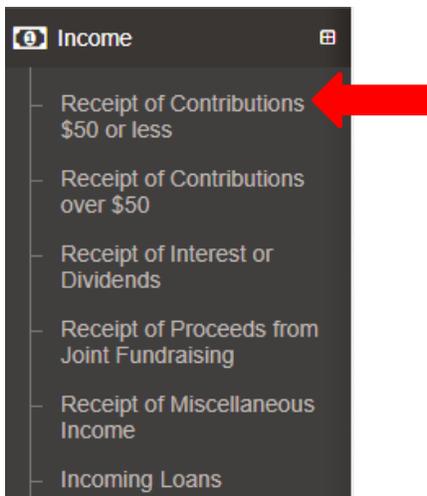
In general, a candidate committee will choose from 3 different categories to input data for transactions of receipts and disbursements: (i) Income, (ii) Expenses, and (ii) Committee Transfers.

#### INCOME

To open the options for the “Income” category, click  to the right of the category name



To open a transaction screen, click the desired transaction from the listing



#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - INCOME (continued)

If “**Receipt of Contributions \$50 or less**” is selected, the following transaction screen will open. Enter data in the required information fields for “Contribution Amount” and “Contribution Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Receipt of Contributions \$50 or less

Receipt of Contributions \$50 or less

\$ Contribution Amount      Contribution Date

Event Name      Event Date

Deposit Batch

Memo

Cancel      Submit Transaction

If “**Receipt of Contributions over \$50**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a contributor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Contribution Amount” and “Contribution Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Receipt of Contributions over \$50

Receipt of Contributions over \$50

Cash       Goods or Services (In Kind)

Name Search

Add New Name to Database

\$ Contribution Amount      Contribution Date

Deposit Batch      Check Number      Receipt Number

Memo

Cancel      Submit Transaction

#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - INCOME (continued)

If “**Receipt of Interest or Dividends**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Receipt of Interest or Dividends

Receipt of Interest or Dividends

Name Search

Add New Name to Database

\$ Amount

Date

Deposit Batch ?

Check Number ?

Memo ?

Cancel Submit Transaction

If “**Receipt of Proceeds from Joint Fundraising**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a contributor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Receipt of Proceeds from Joint Fundraising

Receipt of Proceeds from Joint Fundraising

Name Search

Add New Name to Database

\$ Amount

Date

Deposit Batch ?

Check Number ?

Memo ?

Cancel Submit Transaction



#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - INCOME (continued)

If “**Receipt of Miscellaneous Income**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Receipt of Miscellaneous Income

Receipt of Miscellaneous Income

Cash  Goods or Services (In Kind)

Search Name

**Add New Name to Database**

\$ Amount  Date Received

Receipt Number

Memo

Cancel

If “**Incoming Loans**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a lender, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Loan Amount” and “Date of Loan.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Incoming Loans

Incoming Loans

Name Search

**Add New Name to Database**

\$ Loan Amount  Date of Loan

Deposit Batch  Check Number  Receipt Number

Memo

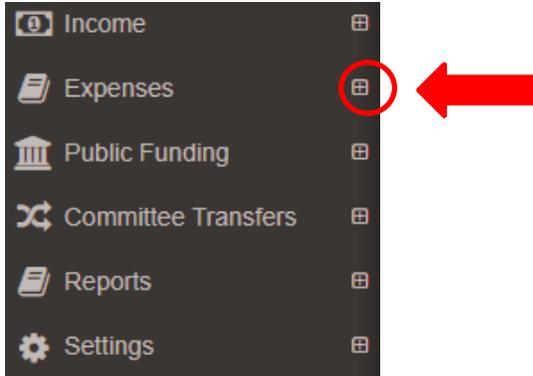
Cancel



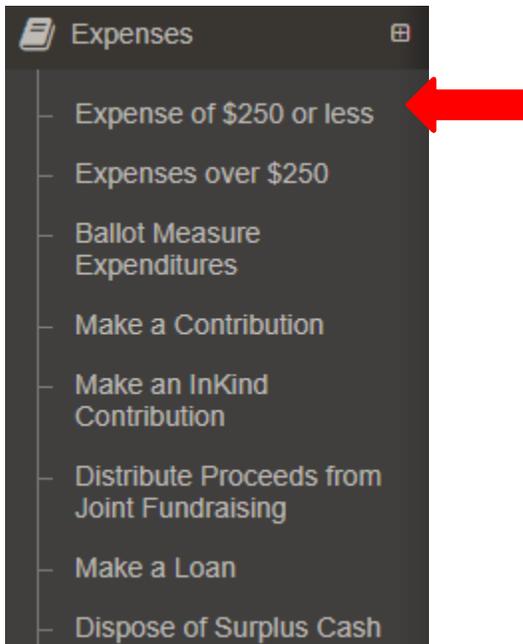
4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee (continued)

**EXPENSES**

To open the options for the “Expenses” category, click  to the right of the category name



To open a transaction screen, click the desired transaction from the listing



#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - EXPENSES (continued)

If “Expense of \$250 or less” is selected, the following transaction screen will open. Enter data in the required information fields for “Amount” and “Expense Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Expense of \$250 or less

Expense of \$250 or less

Cash or Check  Purchase on Credit/Terms

\$ Amount Expense Date

Memo

Cancel Submit Transaction

If “Expenses over \$250” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Purchase Date.” In addition, you must categorize the expenditure by using the drop-down menu for “Select a Category” and then subsequently use the drop-down menu for “Select a Sub Category.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Expenses over \$250

Expenses over \$250

Cash or Check  Purchase on Credit/Terms

Paid To ?

Add New Name to Database

\$ Amount Purchase Date

Select a Category

Memo

Cancel Submit Transaction

The drop-down menu for “Select a Sub Category” will appear once a category is selected.



#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - EXPENSES (continued)

If “Ballot Measure Expenditures” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Expenditure Date.” Indicate whether or not the expenditure supports or opposes the ballot measure by selecting the appropriate radial dial. Select and populate “Search Ballot Measures” to determine if an existing name record for the ballot measure is appropriate. If the search results do not reflect the correct identifying information for the ballot measure, select “Add Ballot Measure to Database” to create a new name record. In addition, you must categorize the expenditure by using the drop-down menu for “Select a Category” and then subsequently use the drop-down menu for “Select a Sub Category.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Ballot Measure Expenditures

Ballot Measure Expenditures

Cash or Check  Purchase on Credit/Terms

Paid To

**Add New Name to Database**

\$ Amount Expenditure Date

This expenditure supports the chosen ballot measure  This expenditure opposes the chosen ballot measure

Search Ballot Measures

**Add Ballot Measure to Database**

Publication Start Date Publication End Date

Select a Category

Check Number

Memo

Cancel **Submit Transaction**

The drop-down menu for “Select a Sub Category” will appear once a category is selected.



#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - EXPENSES (continued)

If “**Make a Contribution**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Contribution Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows the 'Expense > Make a Contribution' interface. At the top, there is a breadcrumb trail and a checked checkbox for 'Make a Contribution'. Below this, the 'Cash or Check' radio button is selected. The 'Paid To' field is empty, and the 'Add New Name to Database' button is circled in red. The 'Amount' field (with a dollar sign icon) and the 'Contribution Date' field (with a calendar icon) are both circled in red with red arrows pointing to them. Below these are optional fields for 'Check Number' and 'Memo'. At the bottom right, there are two buttons: 'Cancel' and 'Submit Transaction', with the latter being circled in red.

If “**Make an InKind Contribution**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Contribution Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows the 'Expense > Make an InKind Contribution' interface. At the top, there is a breadcrumb trail and a checked checkbox for 'Make an InKind Contribution'. Below this, the 'Goods or Services' radio button is selected. The 'Search Paid To' field is empty, and the 'Add New Name to Database' button is circled in red. The 'Amount' field (with a dollar sign icon) and the 'Contribution Date' field (with a calendar icon) are both circled in red with red arrows pointing to them. Below these are optional fields for 'Check Number' and 'Memo'. At the bottom right, there are two buttons: 'Cancel' and 'Submit Transaction', with the latter being circled in red.



#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - EXPENSES (continued)

If “**Distribute Proceeds from Joint Fundraising**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a recipient committee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Payment.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Distribute Proceeds from Joint Fundraising

Distribute Proceeds from Joint Fundraising

Paid To  
Add New Name to Database

\$ Amount Payment Date

Check Number

Memo

Cancel Submit Transaction

If “**Make a Loan**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a borrower, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Date Loaned.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Make a Loan

Make a Loan

Paid To  
Add New Name to Database

\$ Amount Date Loaned

Check Number

Memo

Cancel Submit Transaction



#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - **EXPENSES** (continued)

If “**Dispose of Surplus Cash**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Disposal Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Dispose of Surplus

Dispose of Surplus

Paid To  
**Add New Name to Database**

\$ Amount  Disposal Date 

Check Number

Memo

Cancel **Submit Transaction**

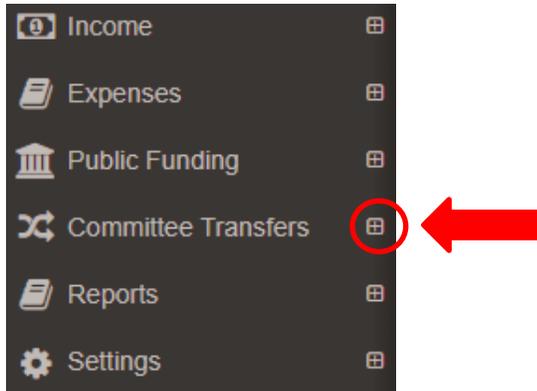
*[space intentionally blank]*



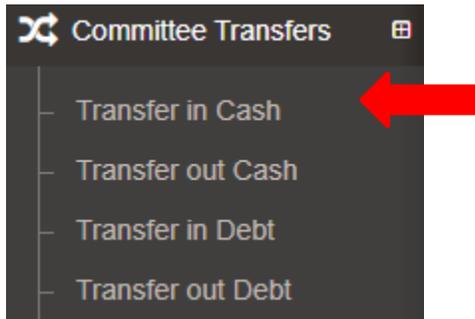
#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee (continued)

### COMMITTEE TRANSFERS

To open the options for the “Committee Transfers” category, click  to the right of the category name



To open a transaction screen, click the desired transaction from the listing



#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - COMMITTEE TRANSFERS (continued)

If “**Transfer in Cash**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a committee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Transfer Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows the 'Transfer in Cash' form. At the top, it says '\$ Transfer > Transfer in Cash'. Below that is a 'Transfer In Cash' header with a checkmark icon. The form contains several fields: 'Name Search' (with a dropdown arrow), 'Add New Name to Database' (a blue button circled in red), '\$ Amount' (a text field with a red arrow pointing to it), 'Transfer Date' (a date picker field with a red arrow pointing to it), 'Check Number' (a text field), 'Deposit Batch' (a text field), and 'Memo' (a large text area). At the bottom right, there are two buttons: 'Cancel' (a red button) and 'Submit Transaction' (a blue button circled in red).

If “**Transfer out Cash**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a committee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Transfer Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows the 'Transfer out Cash' form. At the top, it says '\$ Transfer > Transfer out Cash'. Below that is a 'Transfer out Cash' header with a checkmark icon. The form contains several fields: 'Name Search' (with a dropdown arrow), 'Add New Name to Database' (a blue button circled in red), '\$ Amount' (a text field with a red arrow pointing to it), 'Transfer Date' (a date picker field with a red arrow pointing to it), 'Check Number' (a text field), 'Deposit Batch' (a text field), and 'Memo' (a large text area). At the bottom right, there are two buttons: 'Cancel' (a red button) and 'Submit Transaction' (a blue button circled in red).

#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee - COMMITTEE TRANSFERS (continued)

If “**Transfer in Debt**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a committee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount of Debt” and “Transfer Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Transfer > Transfer in Debt

Transfer in Debt

Name Search

Add New Name to Database

\$ Amount of Debt

Transfer Date

Memo

Cancel Submit Transaction

If “**Transfer out Debt**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a committee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount of Debt” and “Transfer Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Transfer > Transfer out Debt

Transfer out Debt

Name Search

Add New Name to Database

\$ Amount of Debt

Transfer Date

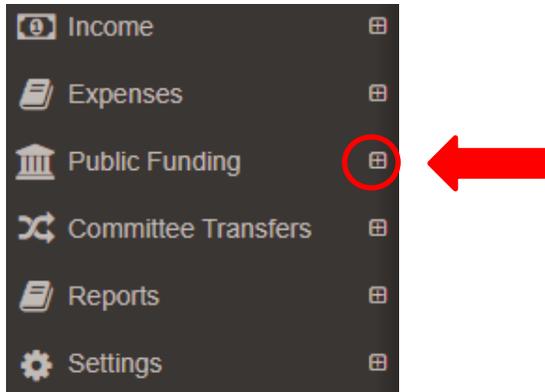
Memo

Cancel Submit Transaction

#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee (continued)

### PUBLIC FUNDING

To open the options for a candidate (i) to apply for certification as a Clean Elections participating candidate and (ii) thereafter apply for Clean Elections funding, click  to the right of the category name.

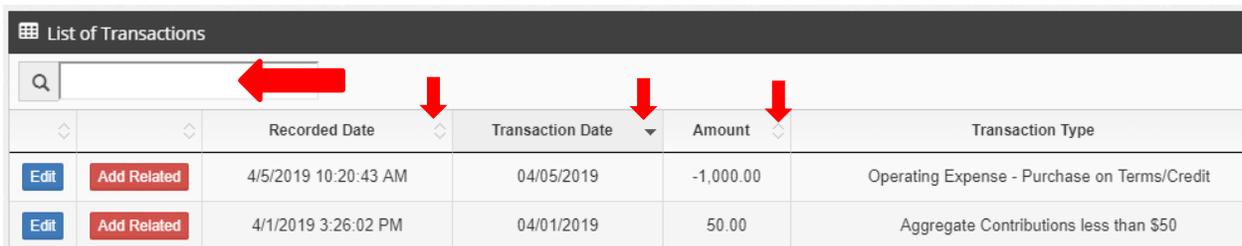


### TRANSACTION SEARCH

To search previously-entered transactions, start by selecting the transaction dashboard to display a listing of transactions.



Use the search field to enter part of a name or transaction date, or sort the transaction listing by column heading.



A screenshot of a 'List of Transactions' table. The table has a search bar at the top left and several columns: Recorded Date, Transaction Date, Amount, and Transaction Type. Red arrows point to the search bar and the sort icons (downward arrow) for the Recorded Date, Transaction Date, and Amount columns.

|                      |                             | Recorded Date        | Transaction Date | Amount    | Transaction Type                             |
|----------------------|-----------------------------|----------------------|------------------|-----------|--|
| <a href="#">Edit</a> | <a href="#">Add Related</a> | 4/5/2019 10:20:43 AM | 04/05/2019       | -1,000.00 | Operating Expense - Purchase on Terms/Credit |
| <a href="#">Edit</a> | <a href="#">Add Related</a> | 4/1/2019 3:26:02 PM  | 04/01/2019       | 50.00     | Aggregate Contributions less than \$50       |

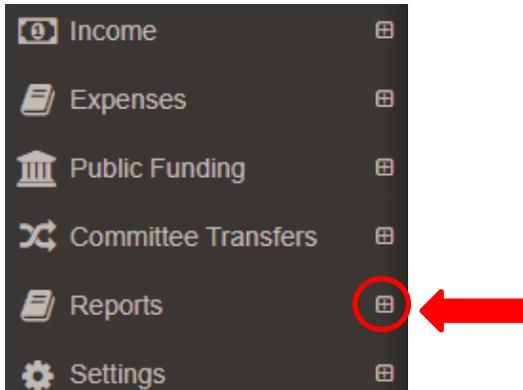
From the transaction dashboard, you may select previously-entered transactions (i) to edit or delete information, as well as (ii) add related transactions, such as refunds or payments on outstanding debt.



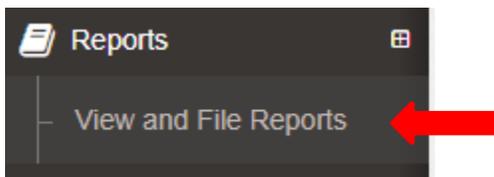
#### 4. TRANSACTIONS AND REPORTING - 4.1 Candidate Committee *(continued)*

### **REPORTING**

To open the options for reporting, click  to the right of the category name.



To open the report dashboard, click “View and File Reports.”



Once you have accessed the report dashboard, you may:

**PREVIEW AN UNFILED REPORT:** Select the “Preview” button that appears in the “Options” column to generate a pdf of the unfiled report.

**FILE A REPORT:** Select the “File” button that appears in the “Options” column and follow the on-screen instructions to file the report.

**VIEW A PREVIOUSLY-FILED REPORT:** Select the report icon to generate a pdf of the previously-filed report.

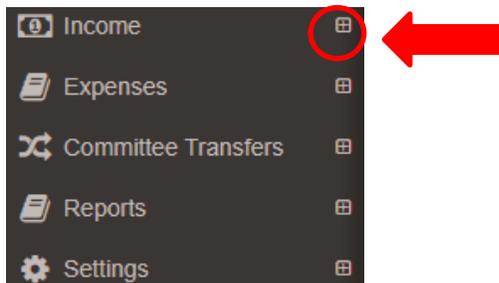


## 4.2 Non-Candidate Committee (PACs and Political Parties)

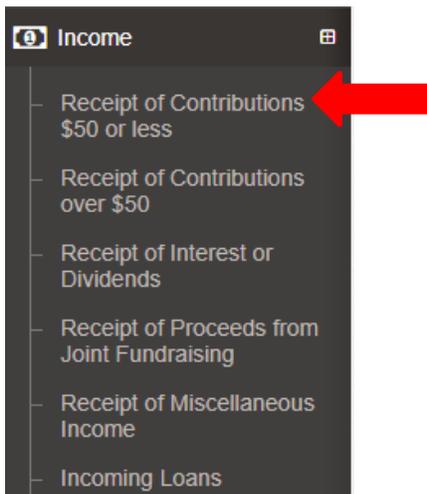
In general, a non-candidate committee will choose from 3 different categories to input data for transactions of receipts and disbursements: (i) Income, (ii) Expenses, and (ii) Committee Transfers.

### INCOME

To open the options for the “Income” category, click  to the right of the category name.



To open a transaction screen, click the desired transaction from the listing.



#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - INCOME (continued)

If “**Receipt of Contributions \$50 or less**” is selected, the following transaction screen will open. Enter data in the required information fields for “Contribution Amount” and “Contribution Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows a web form titled "Income > Receipt of Contributions \$50 or less". At the top, there is a checked checkbox labeled "Receipt of Contributions \$50 or less". Below this, there are several input fields: "Contribution Amount" (with a dollar sign icon), "Contribution Date" (with a calendar icon), "Event Name" (with a pencil icon and a red arrow pointing to it), "Event Date" (with a calendar icon and a red arrow pointing to it), "Deposit Batch" (with a question mark icon), and "Memo" (with a question mark icon). At the bottom right, there are two buttons: "Cancel" and "Submit Transaction", with the latter being circled in red.

If “**Receipt of Contributions over \$50**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a contributor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Contribution Amount” and “Contribution Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows a web form titled "Income > Receipt of Contributions over \$50". At the top, there is a checked checkbox labeled "Receipt of Contributions over \$50". Below this, there are radio buttons for "Cash" (selected) and "Goods or Services (In Kind)". There is a "Name Search" field with a blue button labeled "Add New Name to Database" circled in red. Below this are fields for "Contribution Amount" (with a dollar sign icon and a red arrow pointing to it) and "Contribution Date" (with a calendar icon and a red arrow pointing to it). There are also optional fields for "Deposit Batch", "Check Number", and "Receipt Number", each with a question mark icon. At the bottom, there is a "Memo" field with a question mark icon. At the bottom right, there are two buttons: "Cancel" and "Submit Transaction", with the latter being circled in red.



#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - INCOME (continued)

If “**Receipt of Interest or Dividends**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Receipt of Interest or Dividends

Receipt of Interest or Dividends

Name Search

Add New Name to Database

\$ Amount

Date

Deposit Batch

Check Number

Memo

Cancel Submit Transaction

If “**Receipt of Proceeds from Joint Fundraising**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a contributor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Receipt of Proceeds from Joint Fundraising

Receipt of Proceeds from Joint Fundraising

Name Search

Add New Name to Database

\$ Amount

Date

Deposit Batch

Check Number

Memo

Cancel Submit Transaction



#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - INCOME (continued)

If “**Receipt of Miscellaneous Income**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Receipt of Miscellaneous Income

Receipt of Miscellaneous Income

Cash  Goods or Services (In Kind)

Search Name

Add New Name to Database

\$ Amount Date Received

Receipt Number

Memo

Cancel Submit Transaction

If “**Incoming Loans**” is selected, the following transaction screen will open. You must first select and populate “Name Search” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a lender, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Loan Amount” and “Date of Loan.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Income > Incoming Loans

Incoming Loans

Name Search

Add New Name to Database

\$ Loan Amount Date of Loan

Deposit Batch Check Number Receipt Number

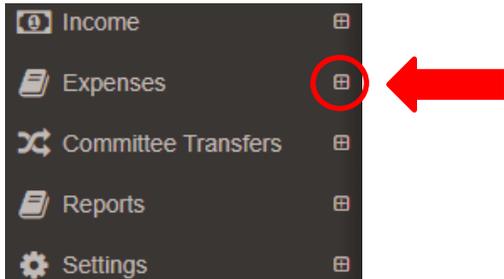
Memo

Cancel Submit Transaction

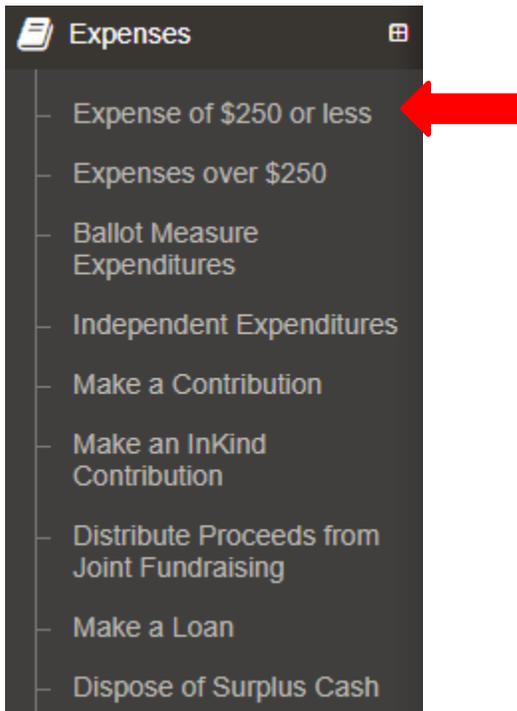
#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee (*continued*)

### EXPENSES

To open the options for the “Expenses” category, click  to the right of the category name.



To open a transaction screen, click the desired transaction from the listing.



#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - EXPENSES (continued)

If “Expense of \$250 or less” is selected, the following transaction screen will open. Enter data in the required information fields for “Amount” and “Expense Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Expense of \$250 or less

Expense of \$250 or less

Cash or Check  Purchase on Credit/Terms

\$ Amount Expense Date

Memo

Cancel Submit Transaction

If “Expenses over \$250” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Purchase Date.” In addition, you must categorize the expenditure by using the drop-down menu for “Select a Category” and then subsequently use the drop-down menu for “Select a Sub Category.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Expenses over \$250

Expenses over \$250

Cash or Check  Purchase on Credit/Terms

Paid To ?

Add New Name to Database

\$ Amount Purchase Date

Select a Category

Memo

Cancel Submit Transaction

The drop-down menu for “Select a Sub Category” will appear once a category is selected.

#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - EXPENSES (continued)

If “Ballot Measure Expenditures” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Expenditure Date.” Indicate whether or not the expenditure supports or opposes the ballot measure by selecting the appropriate radial dial. Select and populate “Search Ballot Measures” to determine if an existing name record for the ballot measure is appropriate. If the search results do not reflect the correct identifying information for the ballot measure, select “Add Ballot Measure to Database” to create a new name record. Populate the information fields for “Publication Start Date” and “Publication End Date.” In addition, you must categorize the expenditure by using the drop-down menu for “Select a Category” and then subsequently use the drop-down menu for “Select a Sub Category.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows the 'Ballot Measure Expenditures' form. At the top, it says '\$ Expense > Ballot Measure Expenditures'. Below that is a header 'Ballot Measure Expenditures' with a checkmark icon. There are two radio buttons: 'Cash or Check' (selected) and 'Purchase on Credit/Terms'. A 'Paid To' field has a blue button 'Add New Name to Database' circled in red. Below are fields for '\$ Amount' and 'Expenditure Date', both with red arrows pointing to them. There are two radio buttons for 'This expenditure supports the chosen ballot measure' (selected) and 'This expenditure opposes the chosen ballot measure', with a red arrow pointing to the second one. Below are 'Search Ballot Measures' and 'Add Ballot Measure to Database' (blue button). There are 'Publication Start Date' and 'Publication End Date' fields, both with red arrows. A 'Select a Category' dropdown has a red arrow pointing to it. Below are 'Check Number' and 'Memo' fields. At the bottom are 'Cancel' and 'Submit Transaction' (blue button) buttons, with 'Submit Transaction' circled in red. A red arrow points from a text box to the 'Select a Category' dropdown.

The drop-down menu for “Select a Sub Category” will appear once a category is selected.



#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - EXPENSES (continued)

If “**Independent Expenditures**” is selected, the following transaction screen will open. You must first select and populate “Search Vendors” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a vendor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Expenditure Date.” Open the drop-down menus for “Select and Jurisdiction” and “Select Election Date” to add data. Indicate whether or not the expenditure supports or opposes the candidate by selecting the appropriate radial dial. Indicate whether or not the expenditure concerns a recall election by selecting the appropriate radial dial. Select and populate “Search Affected Candidate Committees” to determine if an existing name record for the candidate is appropriate. If the search results do not reflect the correct identifying information for the candidate, select “Add Candidate Committee to Database” to create a new name record. Populate the information fields for “Publication Start Date” and “Publication End Date.” In addition, you must categorize the expenditure by using the drop-down menu for “Select a Category” and then subsequently use the drop-down menu for “Select a Sub Category.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

Expense > Independent Expenditures

Independent Expenditures

Cash or Check  Purchase on Credit/Terms

Search Vendors

**Add New Name to Database**

\$ Amount Expenditure Date

Select A Jurisdiction Select Election Date

This expenditure supports the chosen candidate  This expenditure opposes the chosen candidate

Is this officialholder subject to a recall election?  
 No  Yes

Search Affected Candidate Committees

**Add Candidate Committee to Database**

Publication Start Date Publication End Date

Select a Category

Check Number

Memo

Cancel **Submit Transaction**

The drop-down menu for “Select a Sub Category” will appear once a category is selected.



#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - EXPENSES (continued)

If “**Make a Contribution**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Contribution Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Make a Contribution

Make a Contribution

Cash or Check

Paid To

Add New Name to Database

\$ Amount

Contribution Date

Check Number

Memo

Cancel Submit Transaction

If “**Make an InKind Contribution**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Contribution Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Make an InKind Contribution

Make an InKind Contribution

Goods or Services

Search NAME

Add New Name to Database

\$ Amount

Contribution Date

Check Number

Memo

Cancel Submit Transaction



#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - EXPENSES (continued)

If “**Distribute Proceeds from Joint Fundraising**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a recipient committee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Payment.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows a web form titled "Expense > Distribute Proceeds from Joint Fundraising". At the top, there is a checked checkbox labeled "Distribute Proceeds from Joint Fundraising". Below this is a "Paid To" dropdown menu with "Add New Name to Database" selected and circled in red. To the right of the dropdown are two input fields: "\$ Amount" and "Payment Date", both with red arrows pointing to them. Below these are optional fields for "Check Number" and "Memo". At the bottom right, there are two buttons: "Cancel" and "Submit Transaction", with "Submit Transaction" circled in red.

If “**Make a Loan**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a borrower, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Date Loaned.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows a web form titled "Expense > Make a Loan". At the top, there is a checked checkbox labeled "Make a Loan". Below this is a "Paid To" dropdown menu with "Add New Name to Database" selected and circled in red. To the right of the dropdown are two input fields: "\$ Amount" and "Date Loaned", both with red arrows pointing to them. Below these are optional fields for "Check Number" and "Memo". At the bottom right, there are two buttons: "Cancel" and "Submit Transaction", with "Submit Transaction" circled in red.



#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee - EXPENSES (continued)

If “Dispose of Surplus Cash” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Disposal Date.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

\$ Expense > Dispose of Surplus

Dispose of Surplus

Paid To

**Add New Name to Database**

\$ Amount  Disposal Date 

Check Number

Memo

Cancel **Submit Transaction**

*[space intentionally blank]*



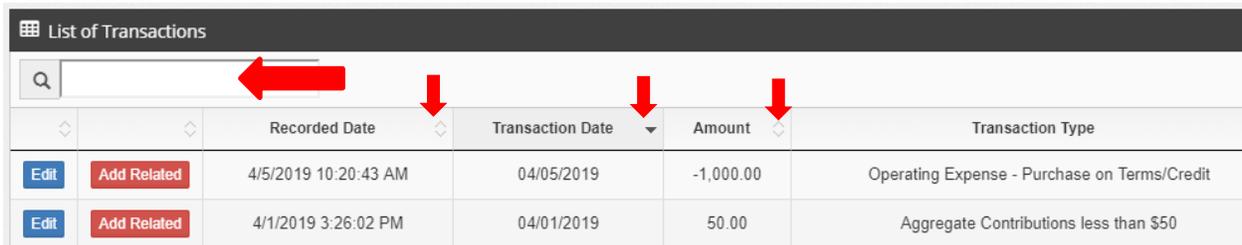
#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee *(continued)*

### **TRANSACTION SEARCH**

To search previously-entered transactions, start by selecting the transaction dashboard to display a listing of transactions.



Use the search field to enter part of a name or transaction date, or sort the transaction listing by column heading.



| List of Transactions |             |                      |                  |           |  |
|----------------------|-------------|----------------------|------------------|-----------|--|
| [Search Field]       |             |                      |                  |           |  |
|                      |             | Recorded Date        | Transaction Date | Amount    | Transaction Type                             |
| Edit                 | Add Related | 4/5/2019 10:20:43 AM | 04/05/2019       | -1,000.00 | Operating Expense - Purchase on Terms/Credit |
| Edit                 | Add Related | 4/1/2019 3:26:02 PM  | 04/01/2019       | 50.00     | Aggregate Contributions less than \$50       |

From the transaction dashboard, you may select previously-entered transactions (i) to edit or delete information, as well as (ii) add related transactions, such as refunds or payments on outstanding debt.

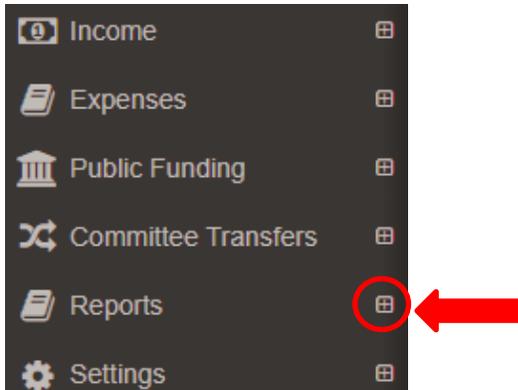
*[space intentionally blank]*



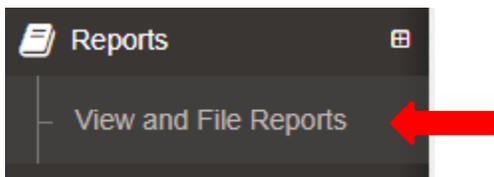
#### 4. TRANSACTIONS AND REPORTING - 4.2 Non-Candidate Committee (*continued*)

### **REPORTING**

To open the options for reporting, click  to the right of the category name.



To open the report dashboard, click “View and File Reports.”



Once you have accessed the report dashboard, you may:

**PREVIEW AN UNFILED REPORT:** Select the “Preview” button that appears in the “Options” column to generate a pdf of the unfiled report.

**FILE A REPORT:** Select the “File” button that appears in the “Options” column and follow the on-screen instructions to file the report.

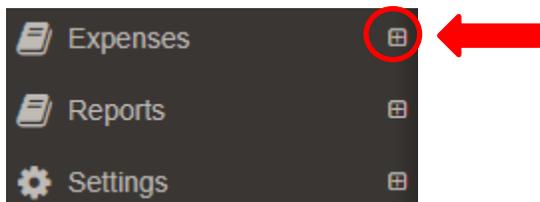
**VIEW A PREVIOUSLY-FILED REPORT:** Select the report icon to generate a pdf of the previously-filed report.



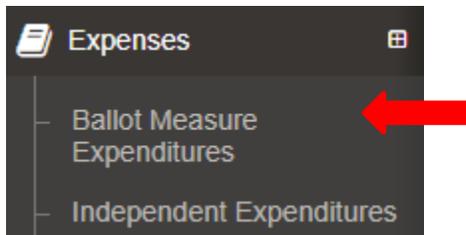
### 4.3 Business, Union, or Other Entity Reporting Account *(for reporting Ballot Measure Expenditures and/or Independent Expenditures only)*

An organization that is not a committee, such as a business, union, or other entity, will choose from 2 different categories to input data for expenditure transactions only: (i) Ballot Measure Expenditures, and (ii) Independent Expenditures.

To open the options for the “Expenses” category, click  to the right of the category name.



To open a transaction screen, click the desired transaction from the listing.



*[space intentionally blank]*



#### 4. TRANSACTIONS AND REPORTING - 4.3 Business, Union, or Other Entity (continued)

### EXPENSES

If “**Ballot Measure Expenditures**” is selected, the following transaction screen will open. You must first select and populate “Paid To” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Expenditure Date.” Indicate whether or not the expenditure supports or opposes the ballot measure by selecting the appropriate radial dial. Select and populate “Search Ballot Measures” to determine if an existing name record for the ballot measure is appropriate. If the search results do not reflect the correct identifying information for the ballot measure, select “Add Ballot Measure to Database” to create a new name record. Populate the information fields for “Publication Start Date” and “Publication End Date.” In addition, you must categorize the expenditure by using the drop-down menu for “Select a Category” and then subsequently use the drop-down menu for “Select a Sub Category.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

The screenshot shows the 'Expense > Ballot Measure Expenditures' screen. At the top, there is a breadcrumb trail and a checked box for 'Ballot Measure Expenditures'. Below this, there are two radio buttons: 'Cash or Check' (selected) and 'Purchase on Credit/Terms'. A 'Paid To' field is followed by a blue button 'Add New Name to Database', which is circled in red. Below this are fields for '\$ Amount' and 'Expenditure Date', both with red arrows pointing to them. Further down, there are two radio buttons: 'This expenditure supports the chosen ballot measure' (selected) and 'This expenditure opposes the chosen ballot measure', with a red arrow pointing to the second one. Below these are a 'Search Ballot Measures' field and a blue button 'Add Ballot Measure to Database', with a red arrow pointing to the button. This is followed by 'Publication Start Date' and 'Publication End Date' fields, both with red arrows. A 'Select a Category' dropdown menu has a red arrow pointing to it. Below it are fields for 'Check Number' and 'Memo'. At the bottom, there are 'Cancel' and 'Submit Transaction' buttons, with 'Submit Transaction' circled in red. A red arrow points from a text box on the right to the 'Select a Category' dropdown. The text box contains the text: 'The drop-down menu for “Select a Sub Category” will appear once a category is selected.'



#### 4. TRANSACTIONS AND REPORTING - 4.3 Business, Union, or Other Entity - EXPENSES (continued)

If “**Independent Expenditures**” is selected, the following transaction screen will open. You must first select and populate “Search Vendors” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a vendor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Expenditure Date.” Open the drop-down menus for “Select and Jurisdiction” and “Select Election Date” to add data. Indicate whether or not the expenditure supports or opposes the candidate by selecting the appropriate radial dial. Indicate whether or not the expenditure concerns a recall election by selecting the appropriate radial dial. Select and populate “Search Affected Candidate Committees” to determine if an existing name record for the candidate is appropriate. If the search results do not reflect the correct identifying information for the candidate, select “Add Candidate Committee to Database” to create a new name record. Populate the information fields for “Publication Start Date” and “Publication End Date.” In addition, you must categorize the expenditure by using the drop-down menu for “Select a Category” and then subsequently use the drop-down menu for “Select a Sub Category.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

Expense > Independent Expenditures

Independent Expenditures

Cash or Check  Purchase on Credit/Terms

Search Vendors

**Add New Name to Database**

\$ Amount Expenditure Date

Select A Jurisdiction Select Election Date

This expenditure supports the chosen candidate  This expenditure opposes the chosen candidate

Is this officialholder subject to a recall election?  
 No  Yes

Search Affected Candidate Committees

**Add Candidate Committee to Database**

Publication Start Date Publication End Date

Select a Category

Check Number

Memo

Cancel **Submit Transaction**

The drop-down menu for “Select a Sub Category” will appear once a category is selected.



#### 4. TRANSACTIONS AND REPORTING - 4.3 Business, Union, or Other Entity (continued)

### **TRANSACTION SEARCH**

To search previously-entered transactions, start by selecting the transaction dashboard to display a listing of transactions.



Use the search field to enter part of a name or transaction date, or sort the transaction listing by column heading.

List of Transactions

|      |             | Recorded Date       | Transaction Date | Amount  | Transaction Type                        |
|------|-------------|---------------------|------------------|---------|---|
| Edit | Add Related | 4/8/2019 9:11:28 AM | 04/08/2019       | -100.00 | Ballot Measure Expend. - Pay Cash/Check |
| Edit | Add Related | 4/8/2019 9:12:44 AM | 04/08/2019       | -500.00 | Ind. Expend. (Non-Recall) - cash        |

From the transaction dashboard, you may select previously-entered transactions (i) to edit or delete information, as well as (ii) add related transactions, such as payments on credit purchases.

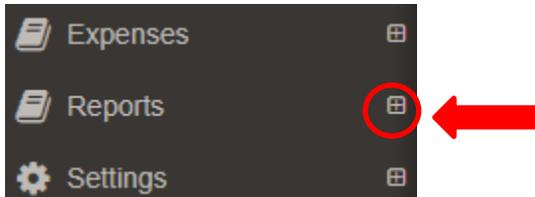
*[space intentionally blank]*



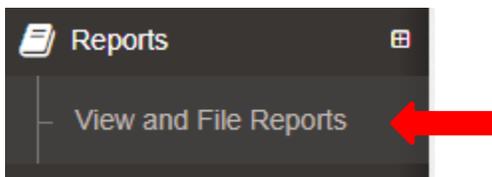
#### 4. TRANSACTIONS AND REPORTING - 4.3 Business, Union, or Other Entity *(continued)*

### **REPORTING**

To open the options for reporting, click  to the right of the category name.



To open the report dashboard, click “View and File Reports.”



Once you have accessed the report dashboard, you may:

**PREVIEW AN UNFILED REPORT:** Select the “Preview” button that appears in the “Options” column to generate a pdf of the unfiled report.

**FILE A REPORT:** Select the “File” button that appears in the “Options” column and follow the on-screen instructions to file the report.

**VIEW A PREVIOUSLY-FILED REPORT:** Select the report icon to generate a pdf of the previously-filed report.

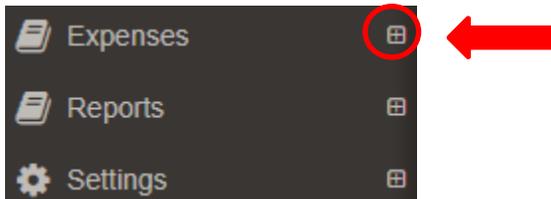


## 4.4 Individual Reporting Account (for reporting Independent Expenditures only)

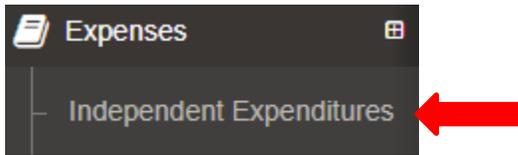
An individual will only report Independent Expenditures.

### EXPENSES

To open the option for the “Expenses” category, click  to the right of the category name.



To open the transaction screen, click “Independent Expenditures.”



*[space intentionally blank]*



#### 4. TRANSACTIONS AND REPORTING - 4.4 Individual Reporting Account - EXPENSES (continued)

If “**Independent Expenditures**” is selected, the following transaction screen will open. You must first select and populate “Search Vendors” to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a vendor, select “Add New Name to Database” and complete the new name record for the transaction. Enter data in the required information fields for “Amount” and “Expenditure Date.” Open the drop-down menus for “Select and Jurisdiction” and “Select Election Date” to add data. Indicate whether or not the expenditure supports or opposes the candidate by selecting the appropriate radial dial. Indicate whether or not the expenditure concerns a recall election by selecting the appropriate radial dial. Select and populate “Search Affected Candidate Committees” to determine if an existing name record for the candidate is appropriate. If the search results do not reflect the correct identifying information for the candidate, select “Add Candidate Committee to Database” to create a new name record. Populate the information fields for “Publication Start Date” and “Publication End Date.” In addition, you must categorize the expenditure by using the drop-down menu for “Select a Category” and then subsequently use the drop-down menu for “Select a Sub Category.” The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select “Submit Transaction” to record the transaction.

Expense > Independent Expenditures

Independent Expenditures

Cash or Check  Purchase on Credit/Terms

Search Vendors

**Add New Name to Database**

\$ Amount Expenditure Date

Select A Jurisdiction Select Election Date

This expenditure supports the chosen candidate  This expenditure opposes the chosen candidate

Is this officialholder subject to a recall election?  
 No  Yes

Search Affected Candidate Committees

**Add Candidate Committee to Database**

Publication Start Date Publication End Date

Select a Category

Check Number

Memo

Cancel **Submit Transaction**

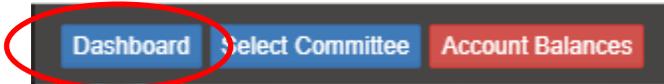
The drop-down menu for “Select a Sub Category” will appear once a category is selected.



#### 4. TRANSACTIONS AND REPORTING - 4.4 Individual Reporting Account *(continued)*

### **TRANSACTION SEARCH**

To search previously-entered transactions, start by selecting the transaction dashboard to display a listing of transactions.



Use the search field to enter part of a name or transaction date, or sort the transaction listing by column heading.

The screenshot shows a table titled 'List of Transactions'. At the top left is a search field with a magnifying glass icon. Below the search field is a table with columns: Recorded Date, Transaction Date, Amount, and Transaction Type. Each column has a dropdown arrow. Red arrows point to the search field and the first four columns. Each row has 'Edit' and 'Add Related' buttons.

|      |             | Recorded Date         | Transaction Date | Amount    | Transaction Type                 |
|------|-------------|-----------------------|------------------|-----------|----------------------------------|
| Edit | Add Related | 11/28/2018 3:19:08 PM | 11/05/2018       | -2,085.15 | Ind. Expend. (Non-Recall) - cash |
| Edit | Add Related | 11/2/2018 1:20:41 PM  | 11/01/2018       | -2,500.00 | Ind. Expend. (Non-Recall) - cash |
| Edit | Add Related | 11/2/2018 1:20:41 PM  | 11/01/2018       | -1,000.00 | Ind. Expend. (Non-Recall) - cash |
| Edit | Add Related | 11/2/2018 1:20:41 PM  | 11/01/2018       | -167.00   | Ind. Expend. (Non-Recall) - cash |
| Edit | Add Related | 11/2/2018 1:20:41 PM  | 11/01/2018       | -167.00   | Ind. Expend. (Non-Recall) - cash |
| Edit | Add Related | 11/2/2018 1:20:41 PM  | 11/01/2018       | -167.00   | Ind. Expend. (Non-Recall) - cash |
| Edit | Add Related | 11/2/2018 1:20:41 PM  | 11/01/2018       | -167.00   | Ind. Expend. (Non-Recall) - cash |

From the transaction dashboard, you may select previously-entered transactions (i) to edit or delete information, as well as (ii) add related transactions, such as payments on credit purchases.

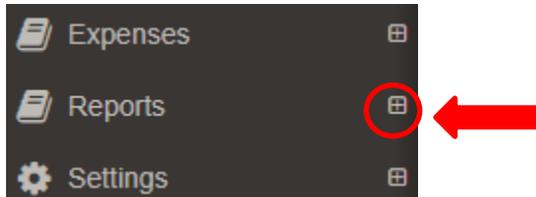
*[space intentionally blank]*



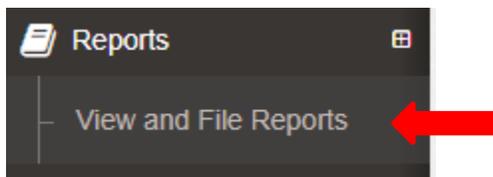
#### 4. TRANSACTIONS AND REPORTING - 4.4 Individual Reporting Account (*continued*)

### **REPORTING**

To open the options for reporting, click  to the right of the category name.



To open the report dashboard, click “View and File Reports.”



Once you have accessed the report dashboard, you may:

**PREVIEW AN UNFILED REPORT:** Select the “Preview” button that appears in the “Options” column to generate a pdf of the unfiled report.

**FILE A REPORT:** Select the “File” button that appears in the “Options” column and follow the on-screen instructions to file the report.

**VIEW A PREVIOUSLY-FILED REPORT:** Select the report icon to generate a pdf of the previously-filed report.

