User Guide for Campaign Finance Reporting

MAY 2019

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1. NEW USER ACCOUNT

1.1 Create a New User Account

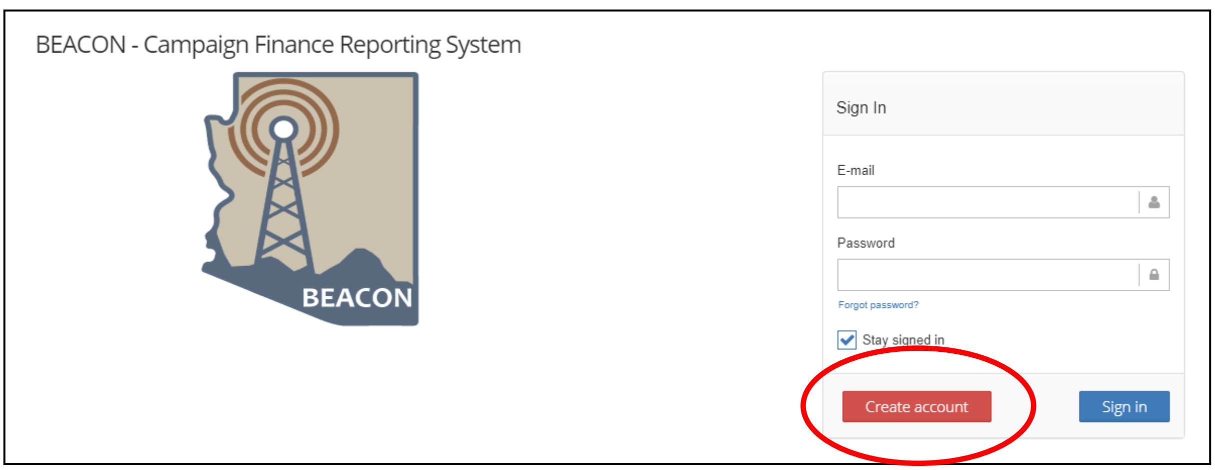
This user guide is intended to provide assistance with online filing. Arizona Revised Statutes, chapter 6, articles 1 and 2 (A.R.S. § 16-901 et seq.) set forth Arizona's campaign finance laws and may be accessed online via the Arizona State Legislature's website at www.azleg.gov and the Secretary of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

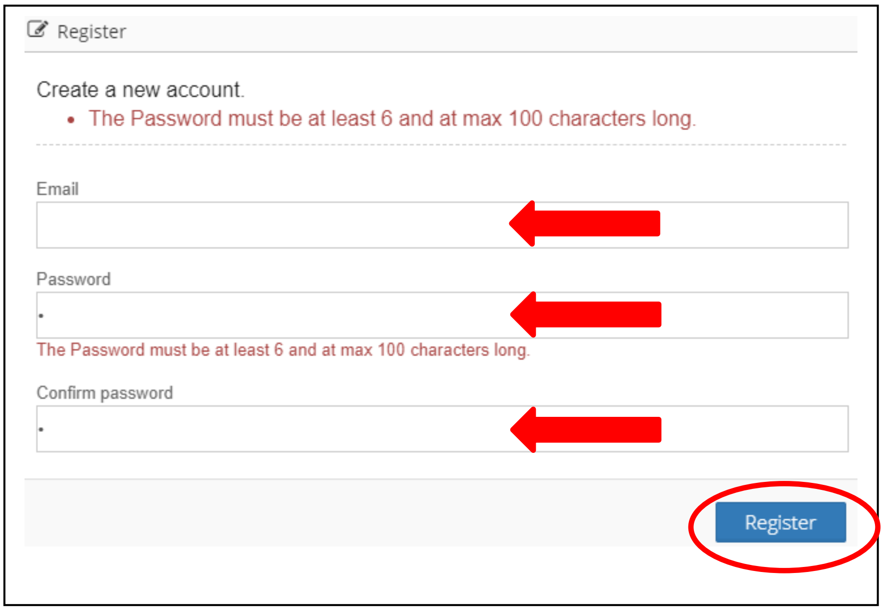
Of course, an individual may also opt to create separate (different) sets of user credentials specific to each filer account to which he or she may have access.

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

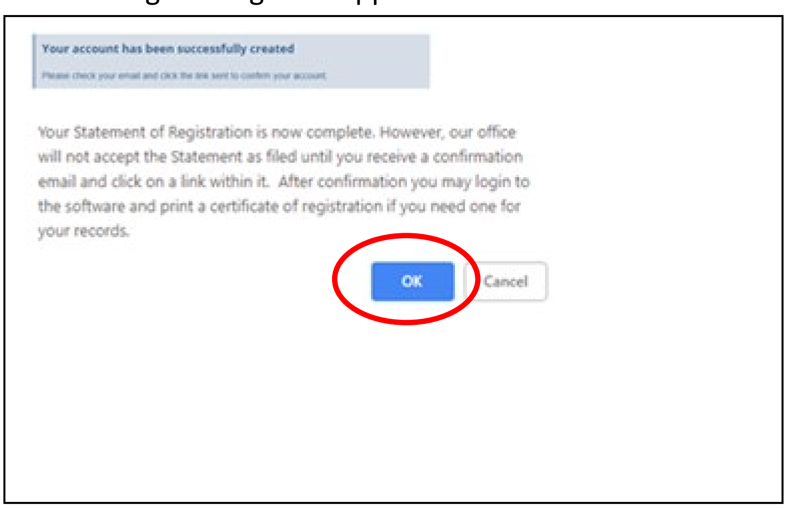
Input your email address and create a unique password that is at least 6 characters in length. Please note: This email address will be your user name for your filer account(s).



1.3 Register

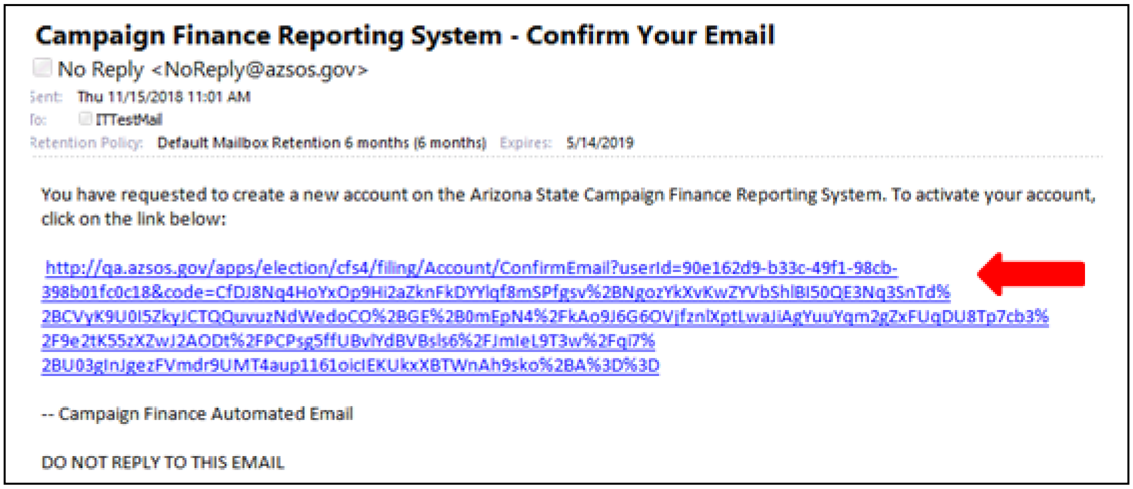
Click "Register" to submit your credentials.

The following message will appear:



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.



Campaign Finance Reporting System - Confirm Your Email

No Reply <NoReply@azsos.gov>

Sent: Thu 11/15/2018 11:01 AM

To: ITTestMail

Retention Policy: Default Mailbox Retention 6 months (6 months) Expires: 5/14/2019

You have requested to create a new account on the Arizona State Campaign Finance Reporting System. To activate your account, click on the link below:

http://qa.azsos.gov/apps/election/cfs4/filing/Account/ConfirmEmail?userId=90e162d9-b33c-49f1-98cb-398b01fc0c18&code=CfDJ8Nq4HoYxOp9Hi2aZknFkDYYlqf8mSPfgsv%2BNgozYkXvKwZYVbShlBI50QE3Nq3SnTd%2BCVyK9U0I5ZkyJCTQQuvuzNdWedoCO%2BGE%2B0mEpN4%2FkAo9J6G6OVjfznlXptLwaJiAgYuuYqm2gZxFUqDU8Tp7cb3%2F9e2tK55zXZwJ2AODt%2FPCPsg5ffUBvlYdBVBsls6%2FJmleL9T3w%2Fqi7%2BU03gInJgezFVmdr9UMT4aup1161oicIEKUkxXBTWnAh9sko%2BA%3D%3D

-- Campaign Finance Automated Email

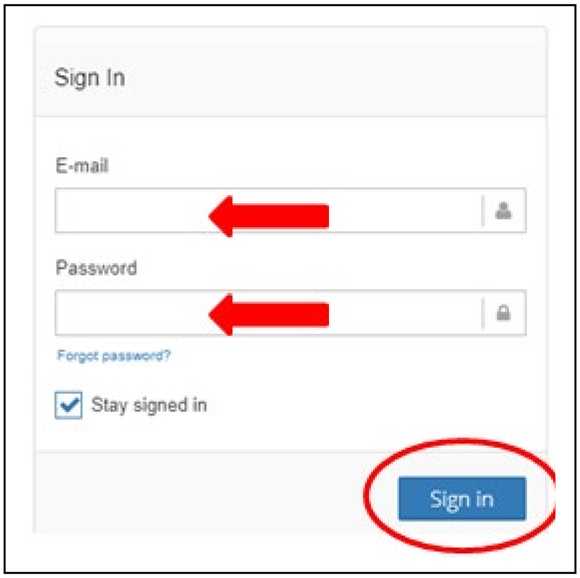
DO NOT REPLY TO THIS EMAIL

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.

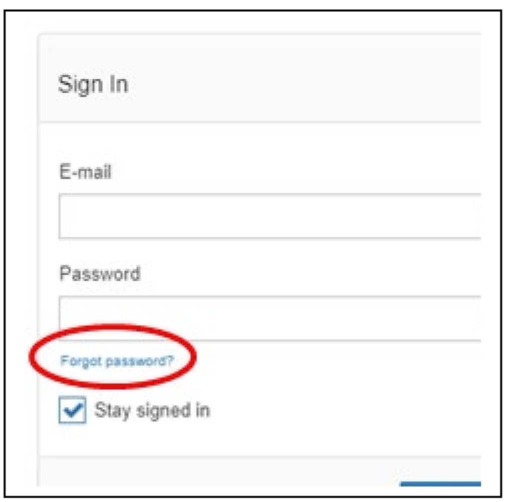
1.5 Log-In Screen

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

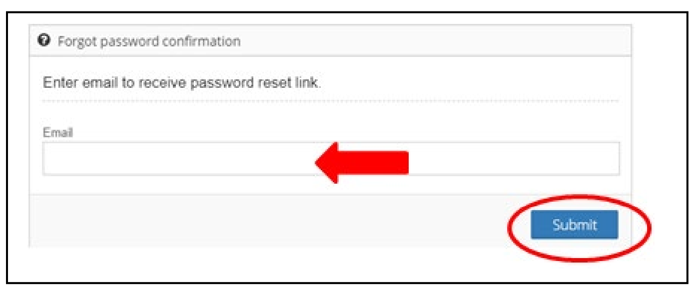


1.6 Forgot Password

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



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

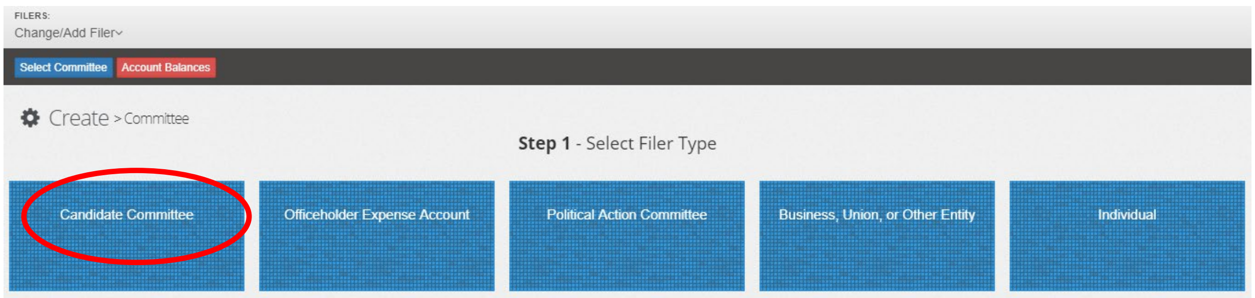


2. CREATE NEW FILER ACCOUNT

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.

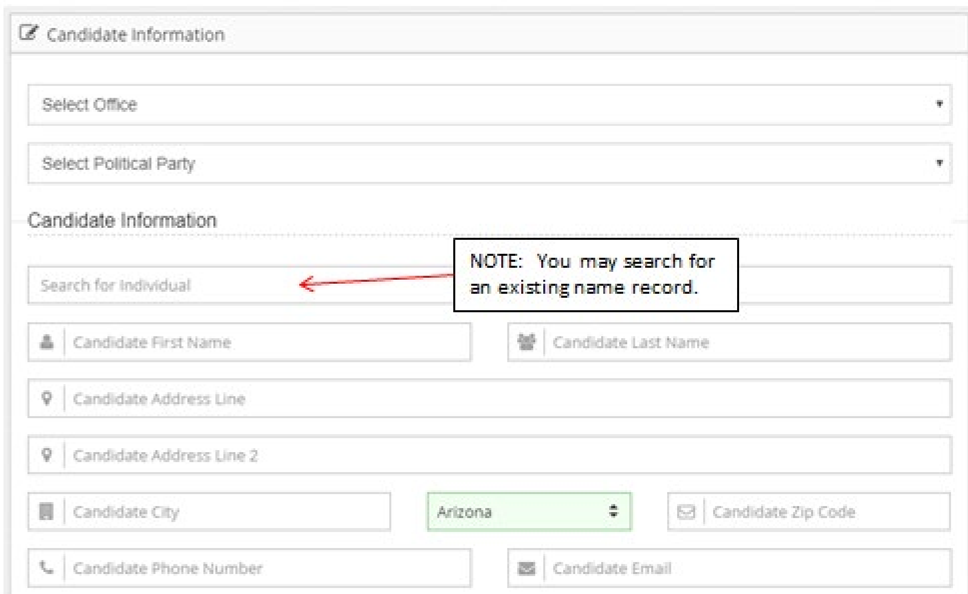
Candidate Information

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.

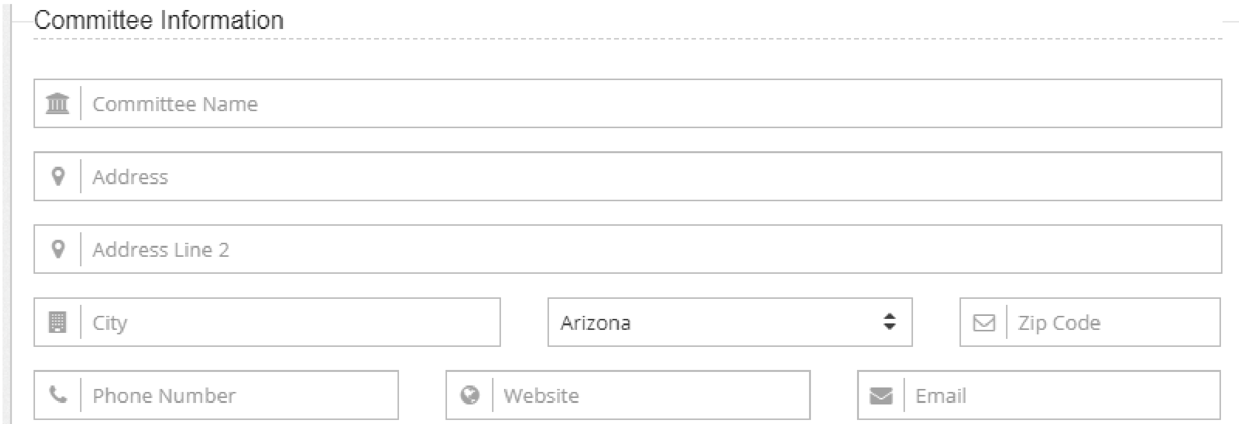


Scroll the screen to the next section.

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

Committee Information

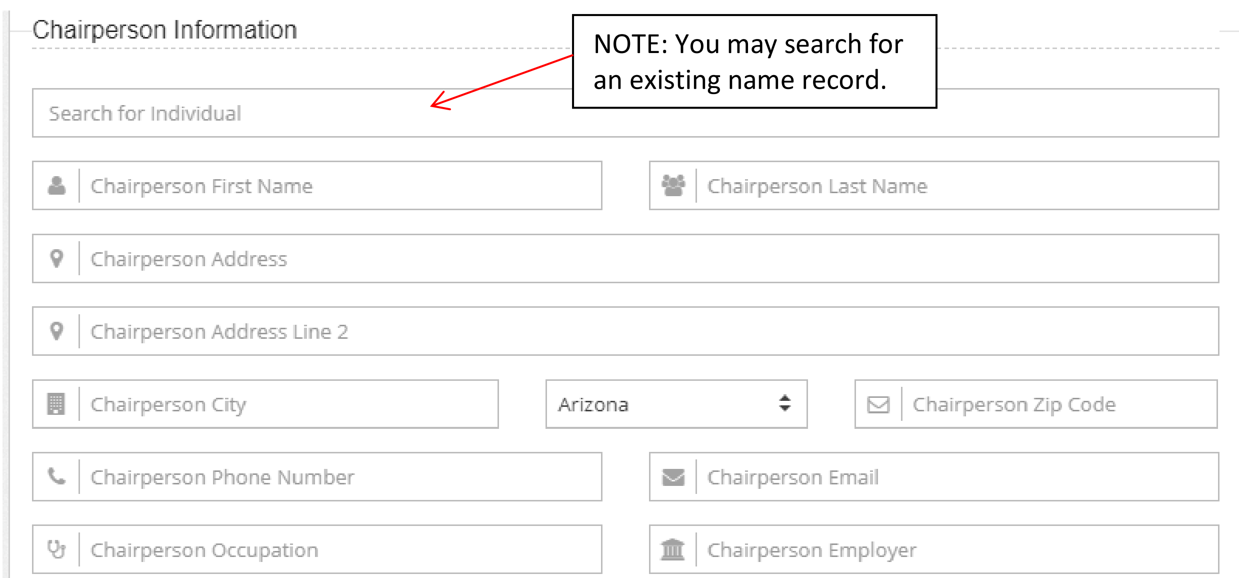
Complete the information fields for the candidate committee's name, address, city, state, zip code, phone number, website (if any), and email.



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.

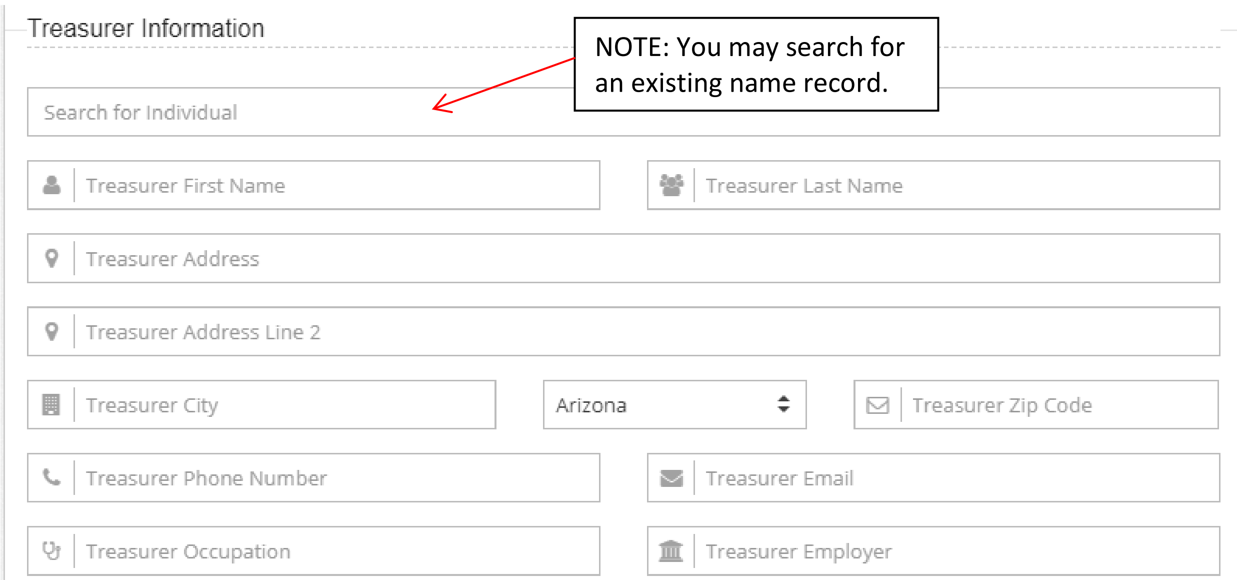
NOTE: You may search for an existing name record by populating the information field for "Search for Individual" and selecting the appropriate result.



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.



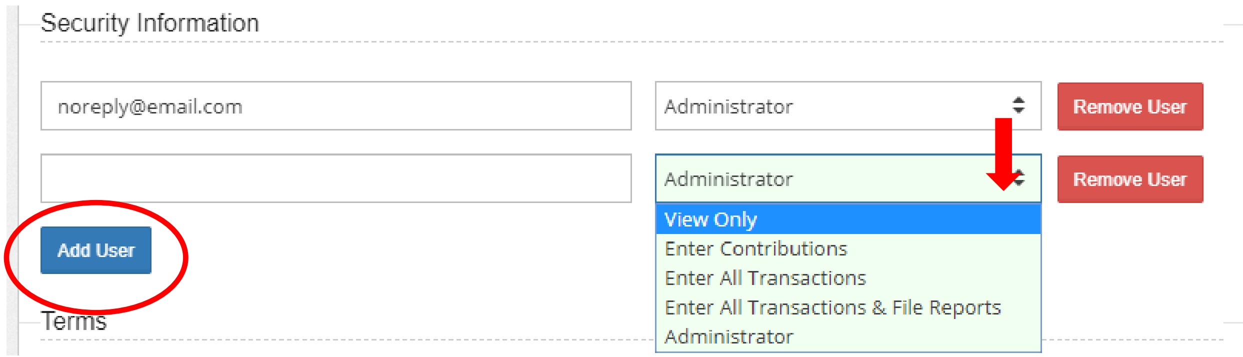
Bank Information

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

Security (user) Information and Additional Users

The "Security Information" section will automatically populate with the user's credentials.

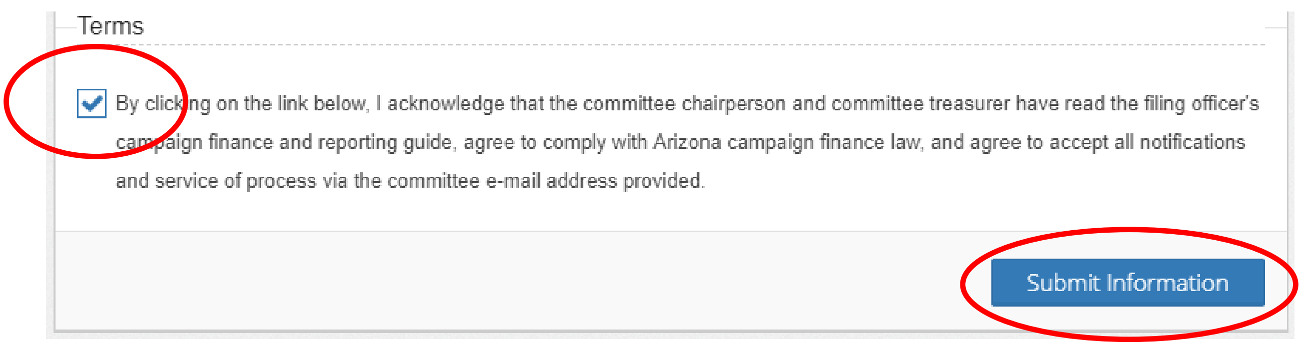
To add additional new users, select the "Add User" button, input the new user's email address, and select the privilege level for the user.



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."

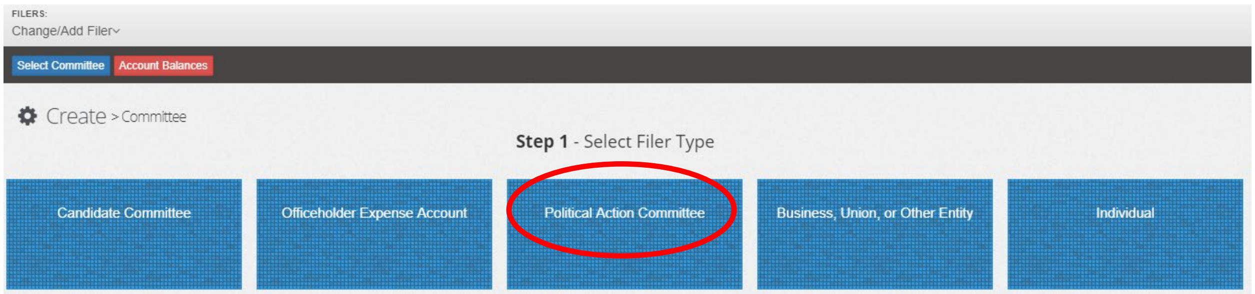


Once the button for "Submit Information" has been clicked, an auto email will be sent to the Treasurer's email address. To activate the committee, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final committee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

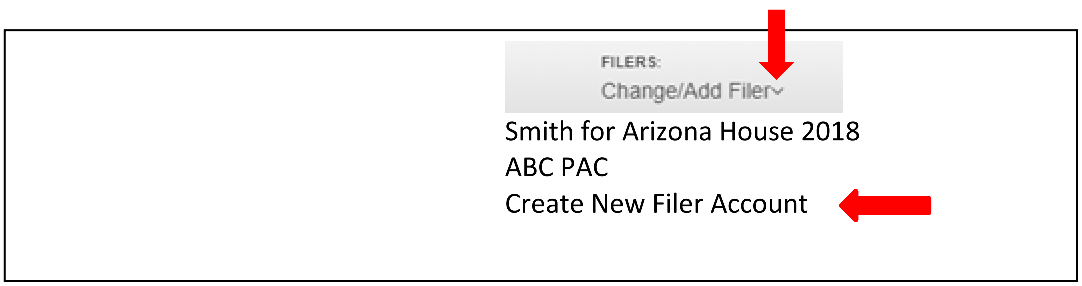
2.2 Political Action Committee

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.

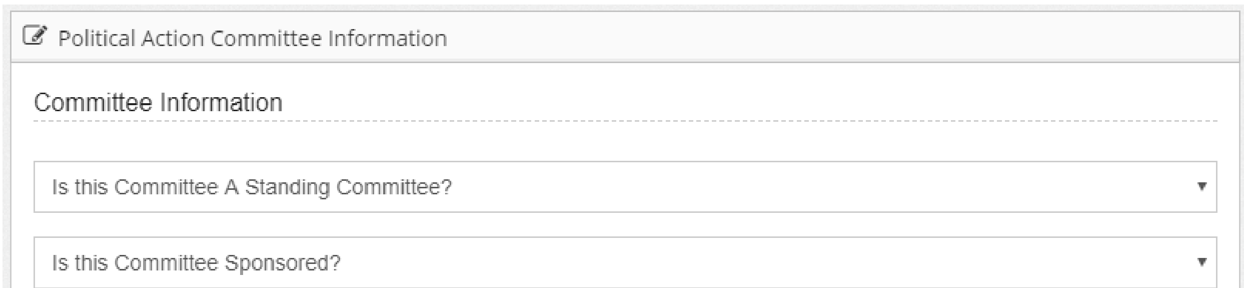


The following information must be provided to create a new political action committee.

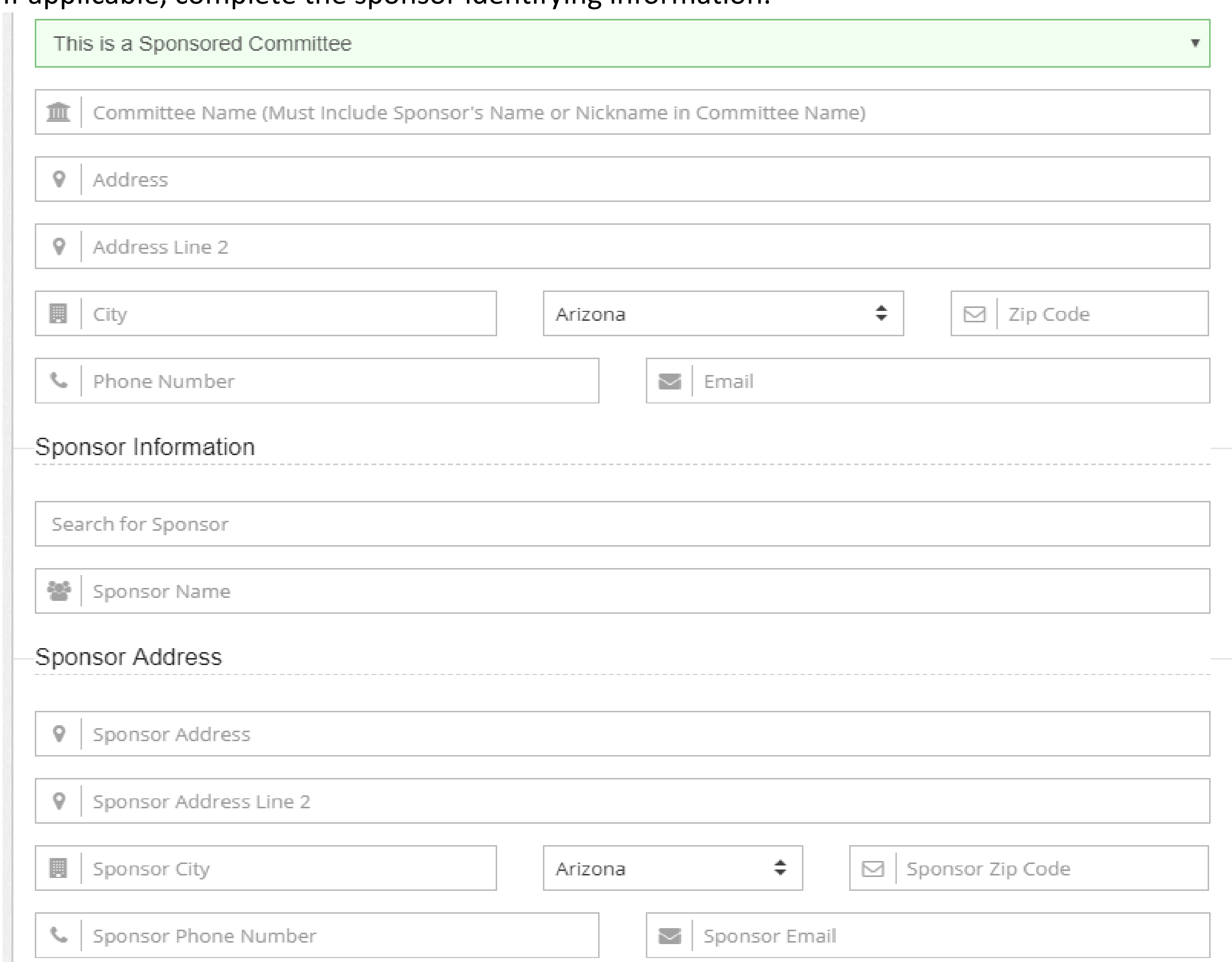
Committee Information

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.

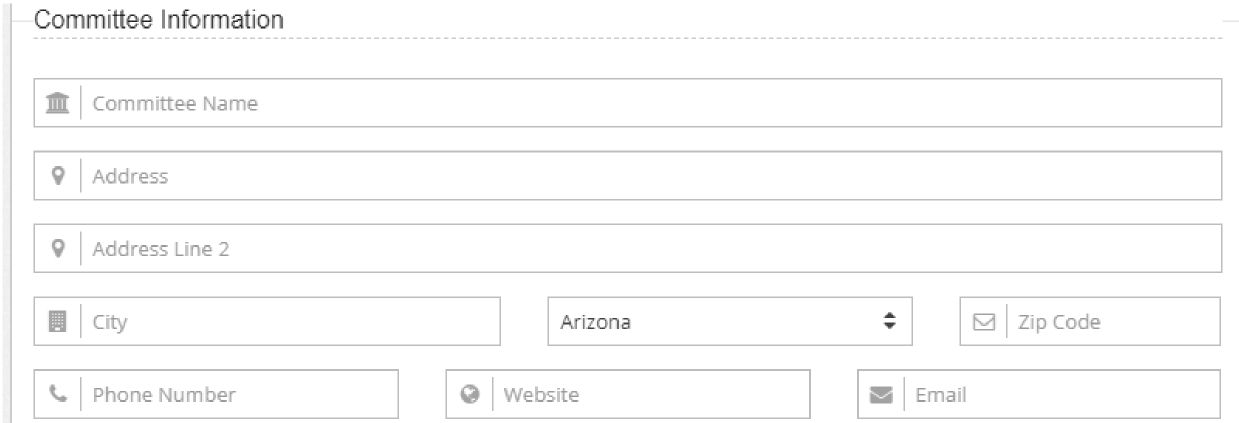


If applicable, complete the sponsor identifying information.



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

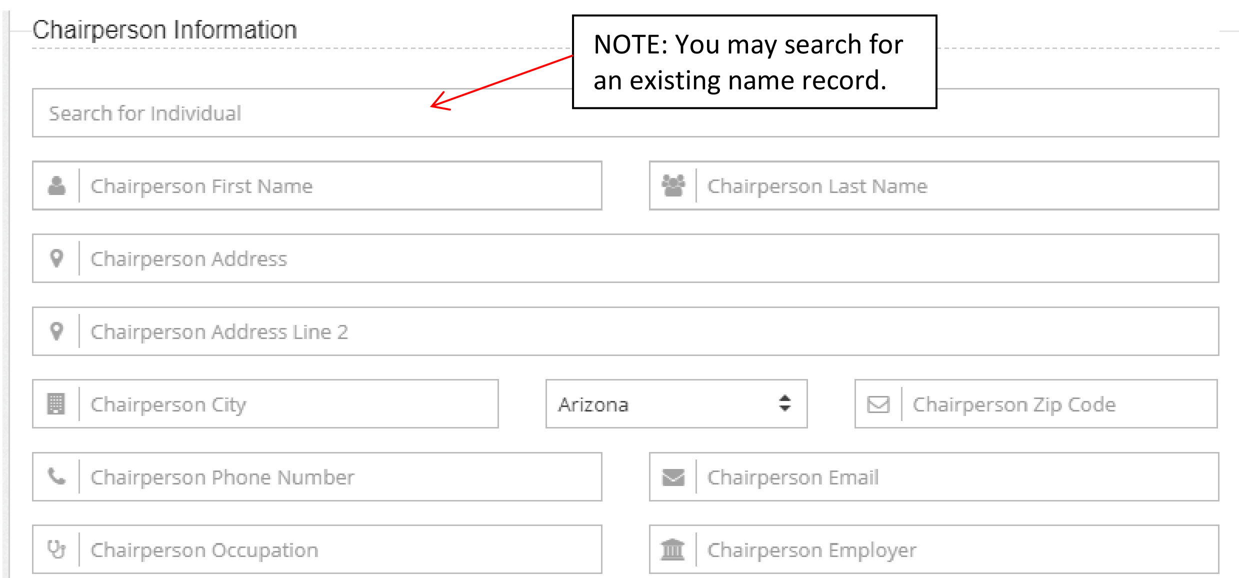
Complete the information fields for the political action committee's name, address, city, state, zip code, phone number, website (if any), and email.



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.

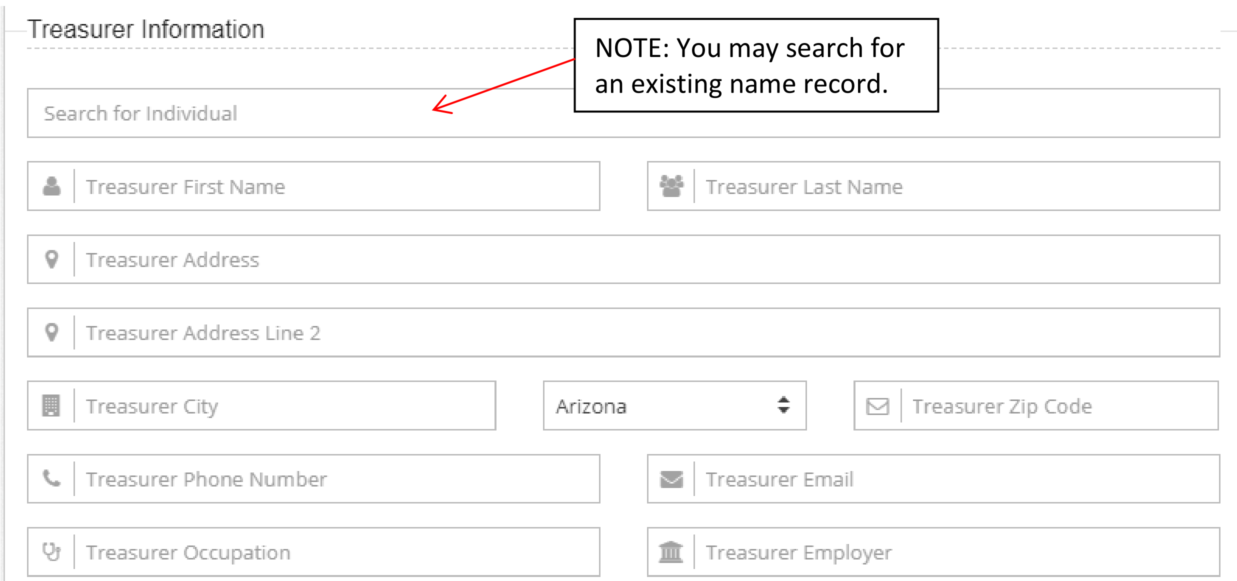


2. CREATE NEW FILER ACCOUNT - 2.2 Political Action Committee (*continued*)

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.



Bank Information

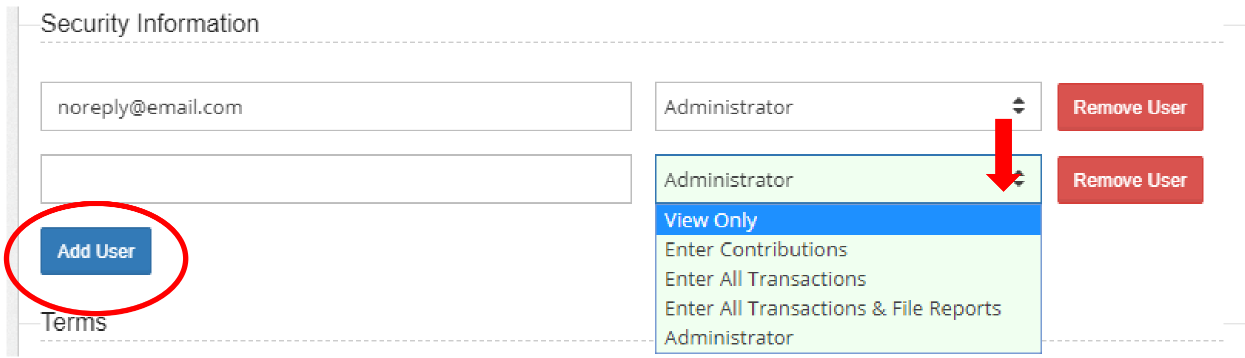
Complete the information field(s) for the name(s) of the committee's bank(s).

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.

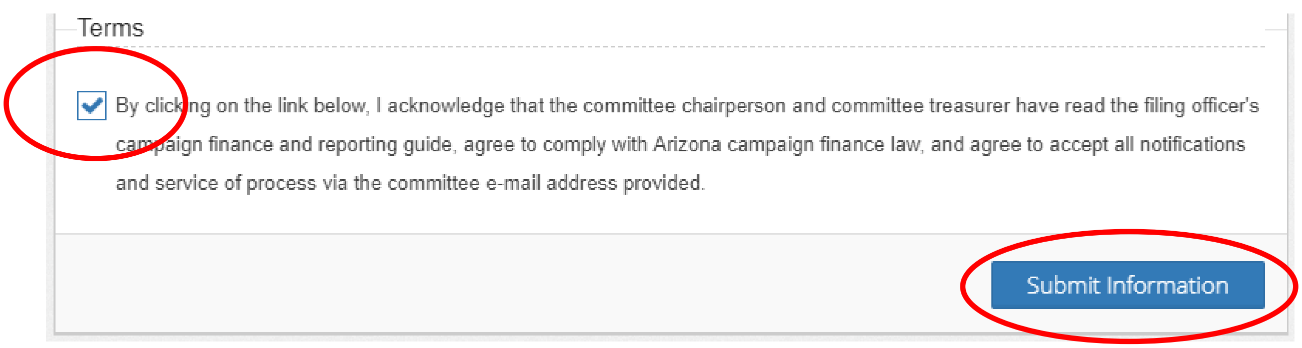
To add additional new users, select the “Add User” button, input the new user’s email address, and select the privilege level for the user.



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.”

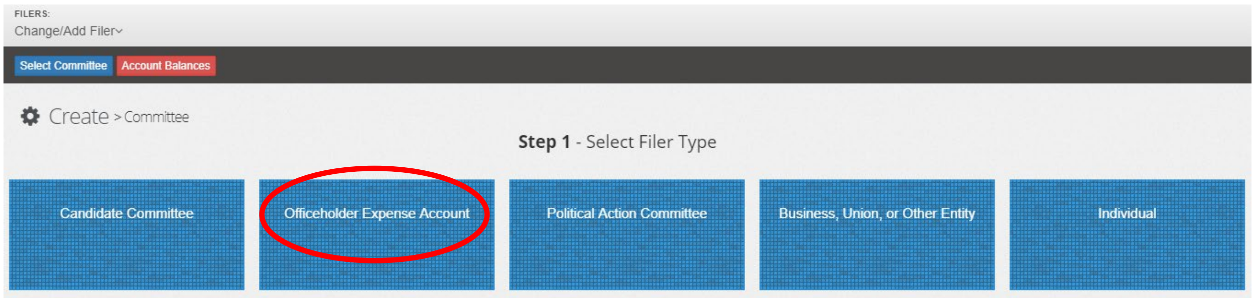


Once the button for “Submit Information” has been clicked, an auto email will be sent to the Treasurer’s email address. To activate the committee, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final committee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

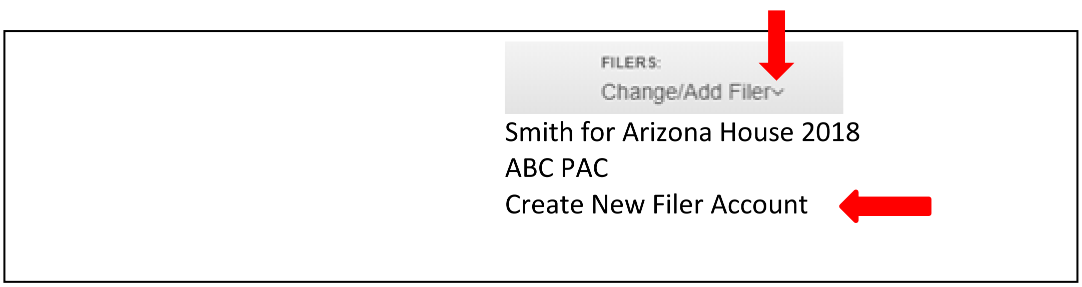
2.3 Officeholder Expense Account

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.

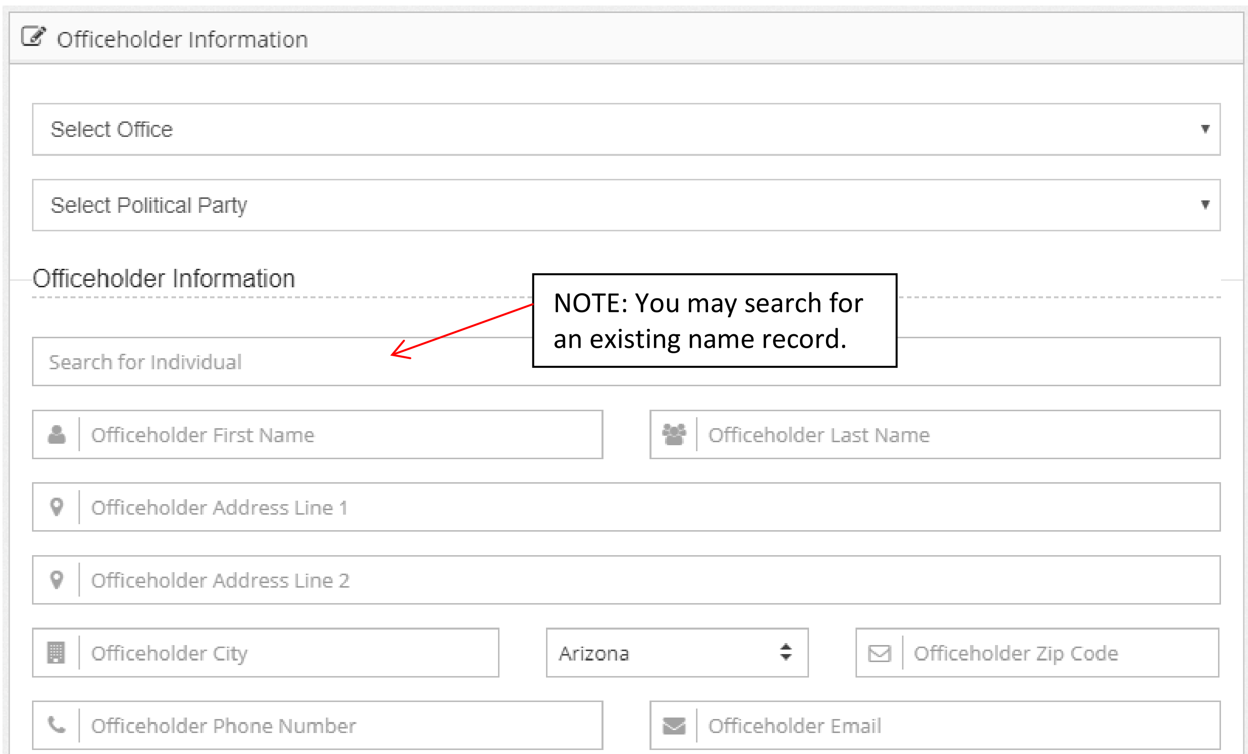
Officeholder Information

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.

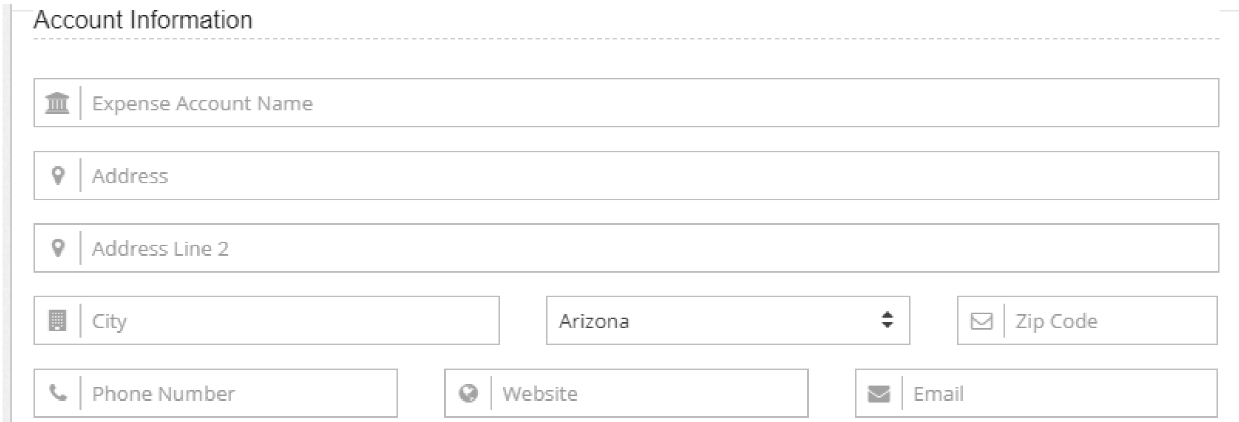
NOTE: You may search for an existing name record by populating the information field for “Search for Individual” and selecting the appropriate result.



Scroll the screen to the next section.

Account Information

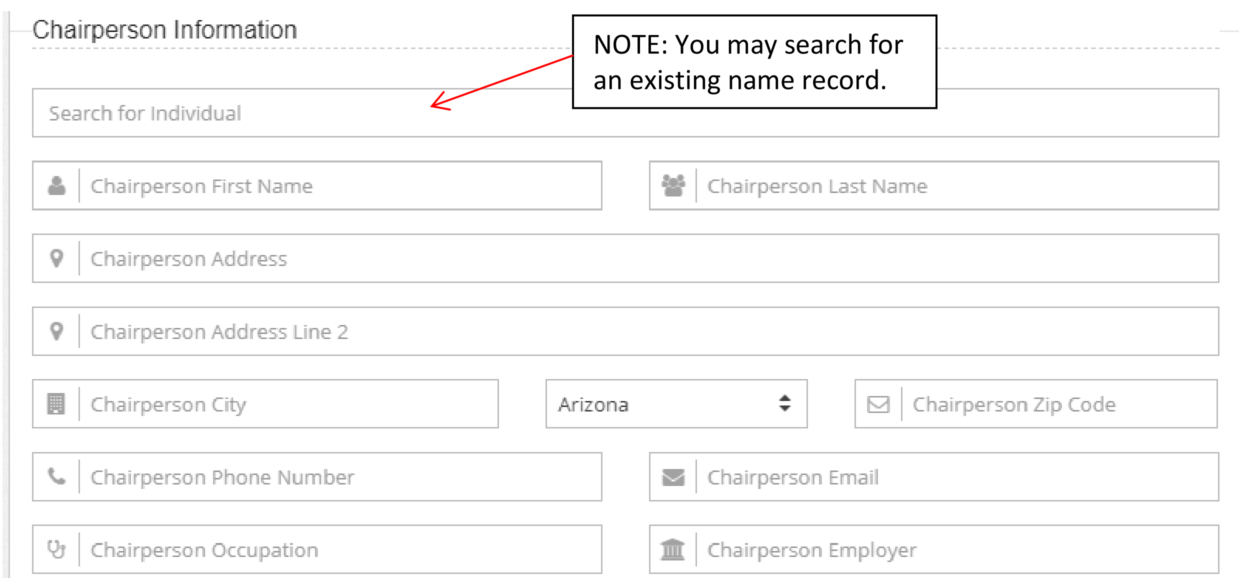
Complete the information fields for the expense account name, address, city, state, zip code, phone number, website (if any), and email.



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.

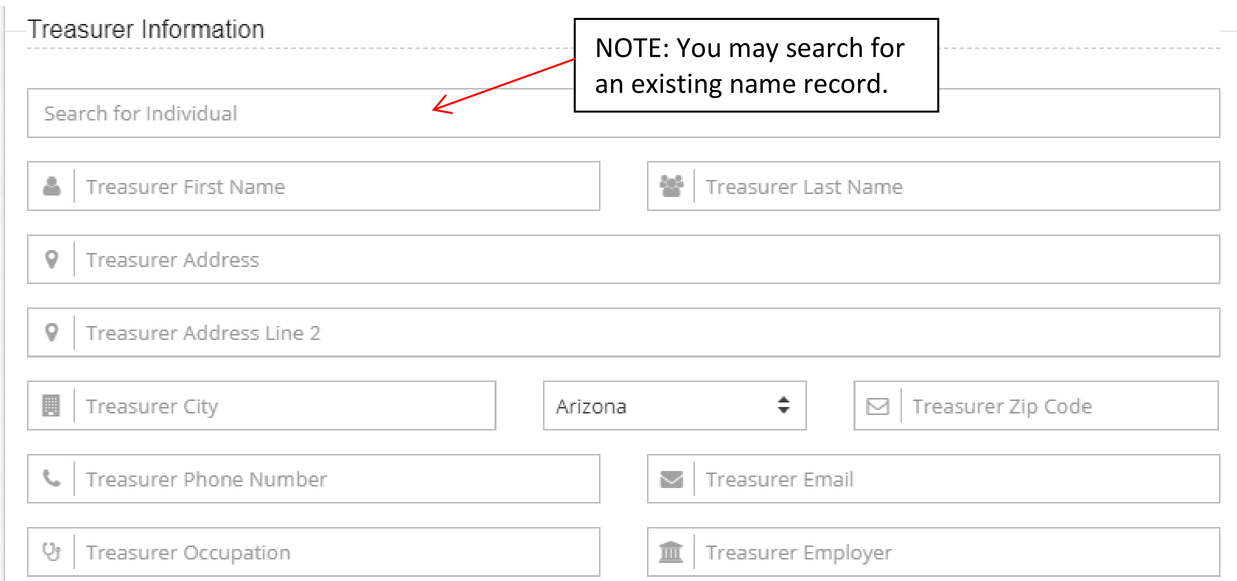


2. CREATE NEW FILER ACCOUNT - 2.3 Officeholder Expense Account (*continued*)

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.



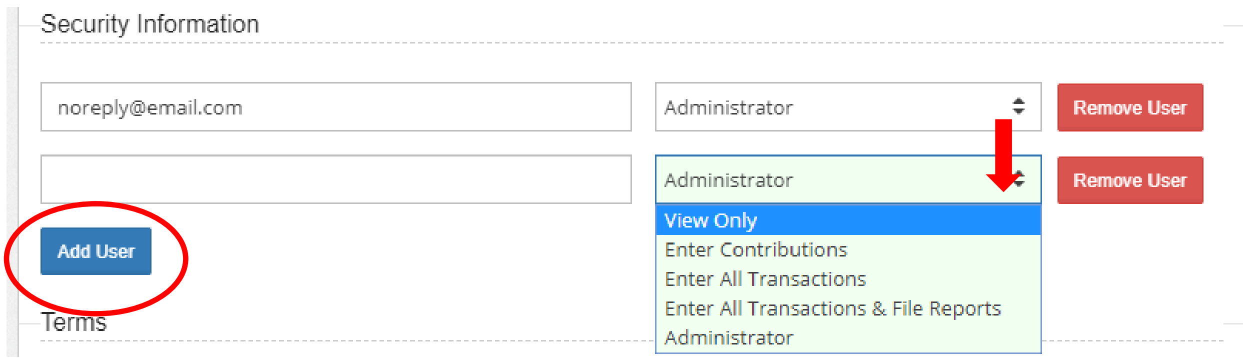
Bank Information

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

Security (user) Information and Additional Users

The "Security Information" section will automatically populate with the user's credentials.

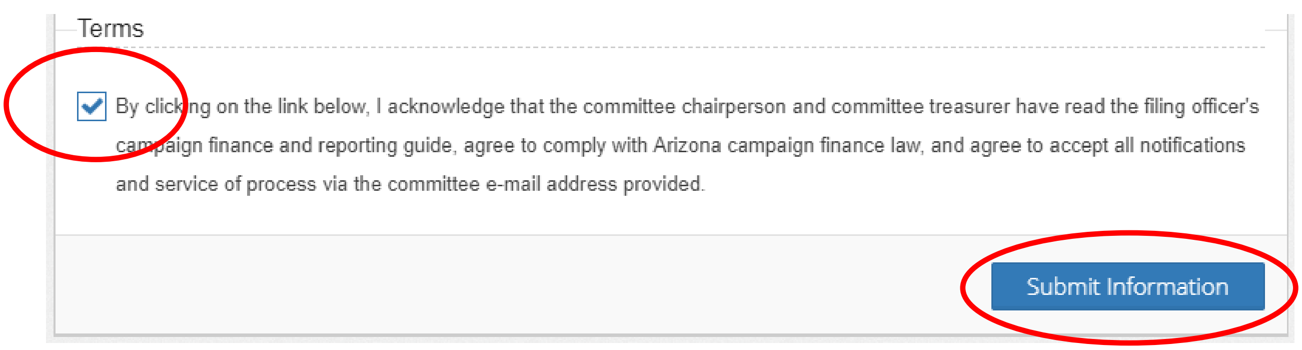
To add additional new users, select the "Add User" button, input the new user's email address, and select the privilege level for the user.



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."

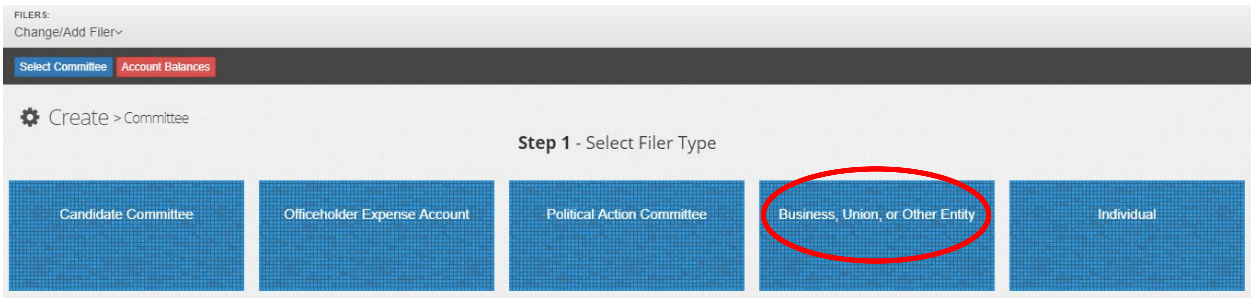


Once the button for "Submit Information" has been clicked, an auto email will be sent to the Treasurer's email address. To activate the committee, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final committee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

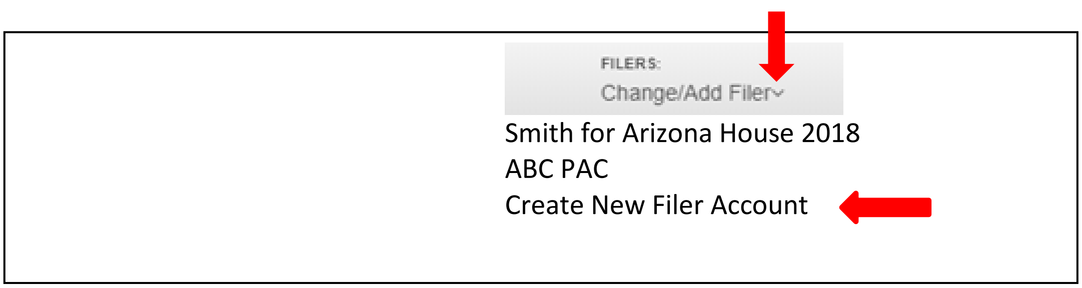
2.4 Business, Union, or Other Entity Reporting Account (*for Reporting Ballot Measure Expenditures and/or Independent Expenditures only*)

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.



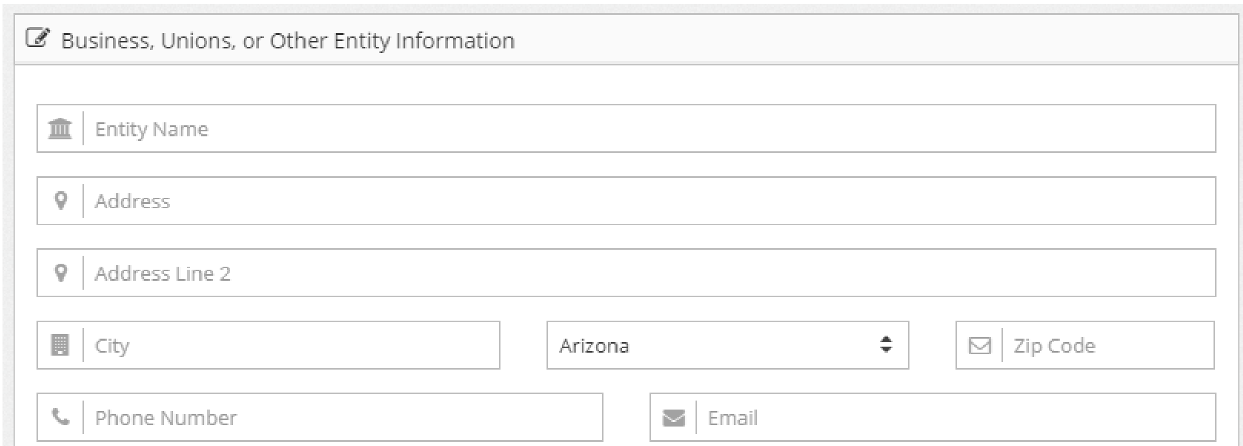
NOTE: If you already have access to several committees and wish to create a new committee, to access the “Create Committee” screen, open the drop-down menu for “Filers” and select “Create New Filer Account” that appears at the bottom of your active committee list.



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

Business, Union, or Other Entity Information

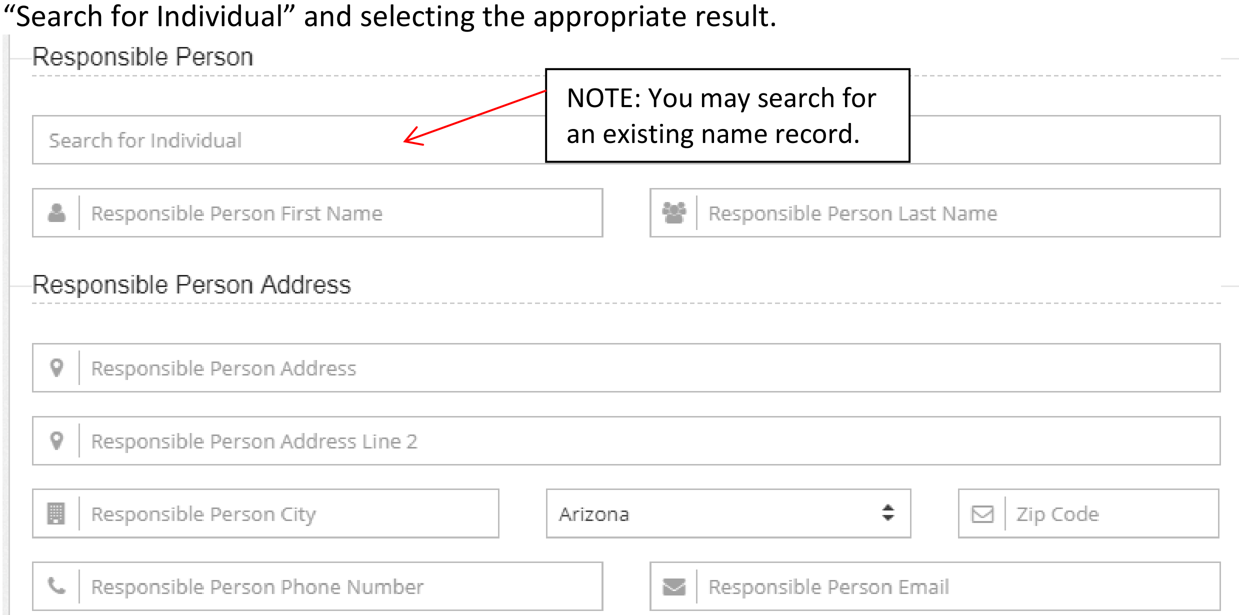
Complete the information fields for the entity's name, address, city, state, zip code, phone number, and email.



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.

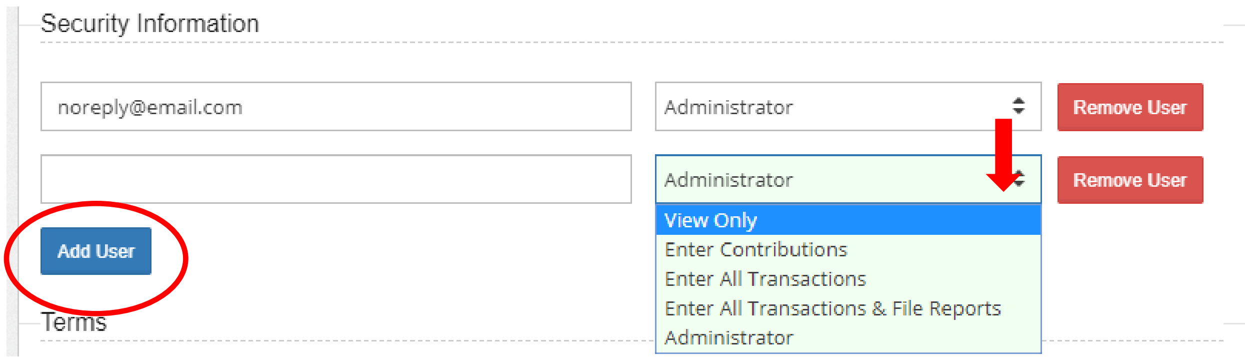


2. CREATE NEW FILER ACCOUNT - 2.4 Business, Union, or Other Entity (*continued*)

Security (user) Information and Additional Users

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

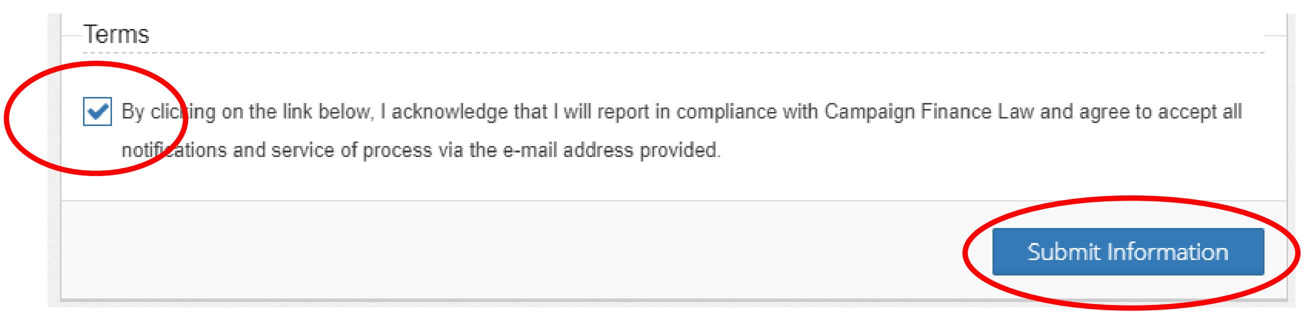
To add additional new users, select the “Add User” button, input the new user’s email address, and select the privilege level for the user.



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.”

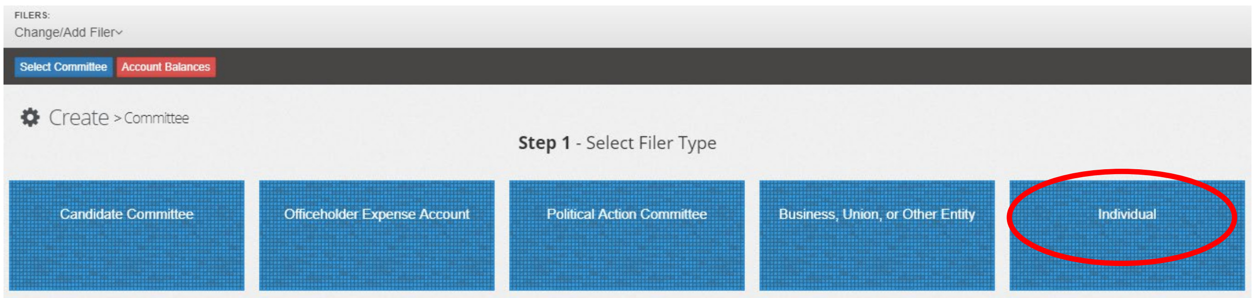


Once the button for “Submit Information” has been clicked, an auto email will be sent to the responsible person’s email address. To activate the account, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final account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

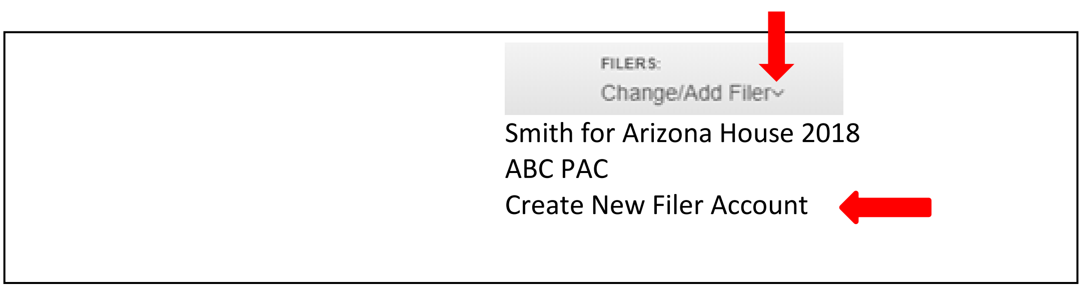
2.5 Individual Reporting Account (*for Reporting Independent Expenditures Only*)

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.

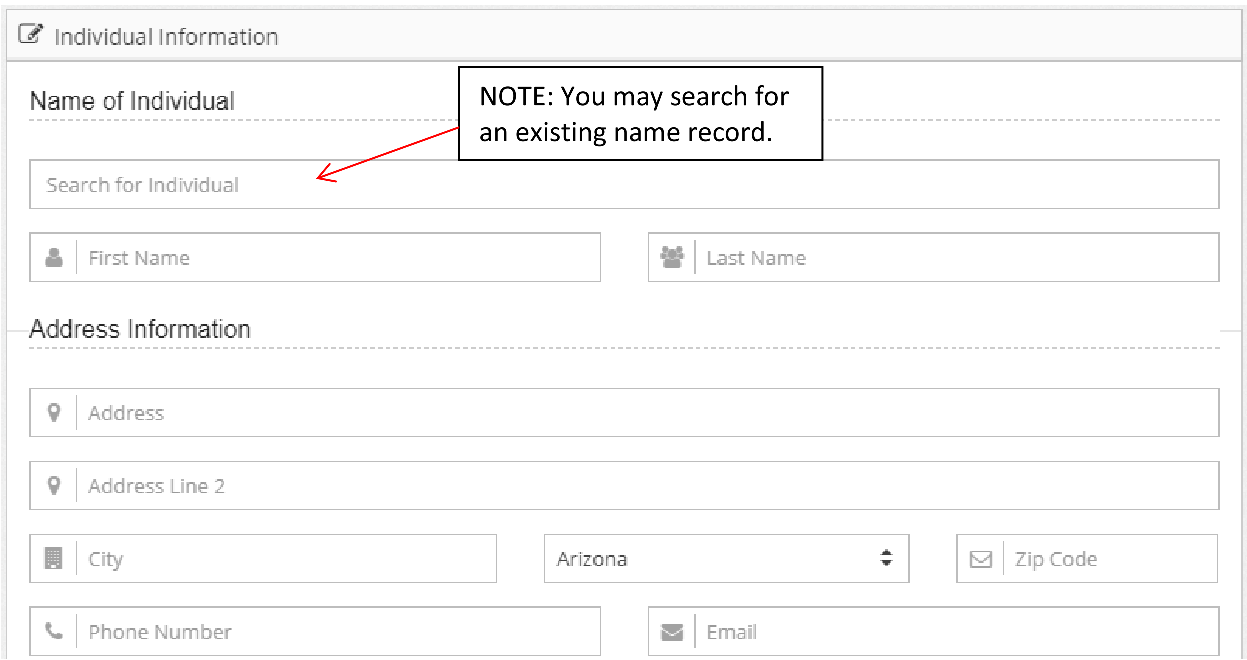


The following information must be provided to create an individual account.

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.

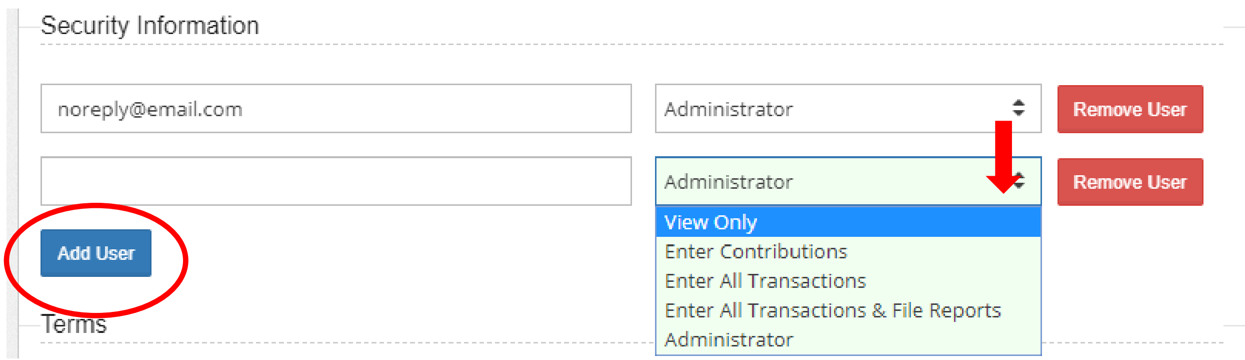


[space intentionally blank]

Security (user) Information and Additional Users

The "Security Information" section will automatically populate with the user's credentials.

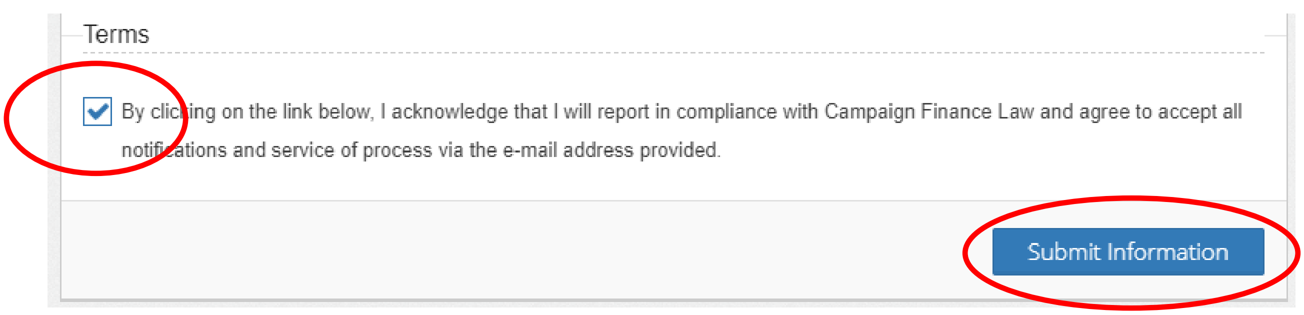
To add additional new users, select the "Add User" button, input the new user's email address, and select the privilege level for the user.



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."

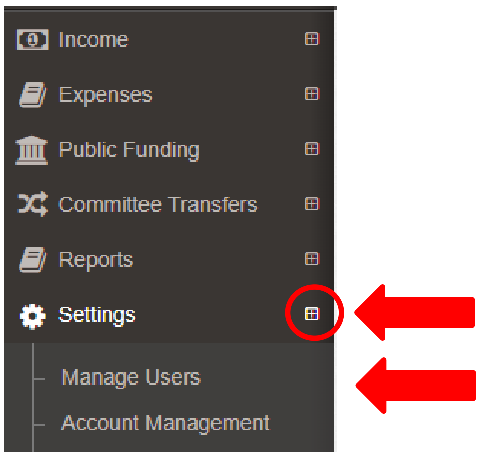


Once the button for "Submit Information" has been clicked, an auto email will be sent to the user's email address. To activate the account, the email must be opened and the link provided therein must be clicked. **NOTE: Opening the auto email and clicking the link, which is the final account activation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

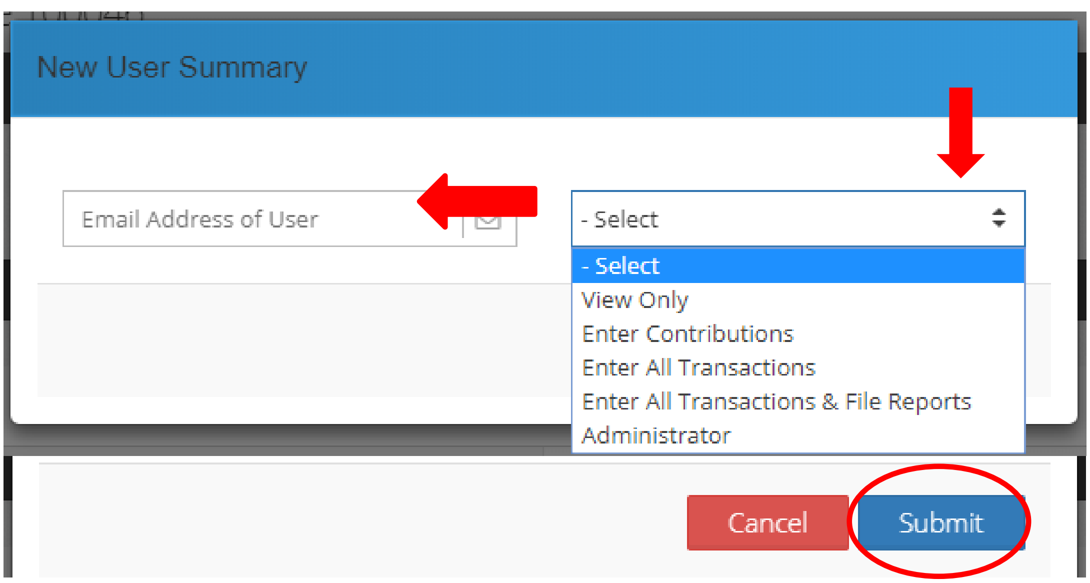
3. SETTINGS

3.1 Manage Users

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



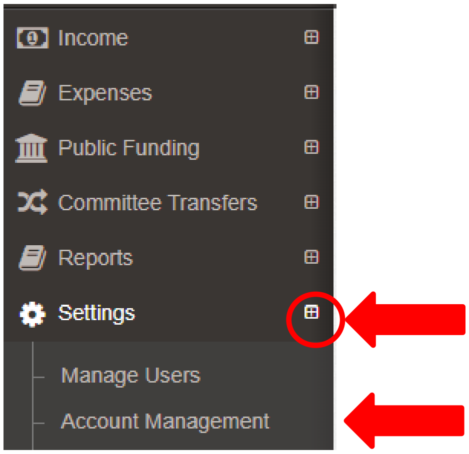
A user listing will populate the screen and, for each user listed, buttons for “Update” and delete - indicated by “X” – will appear on the screen. In addition, a button for “Add User” will appear and may also be selected to open the following dialog box. Enter the email address of the new user, select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

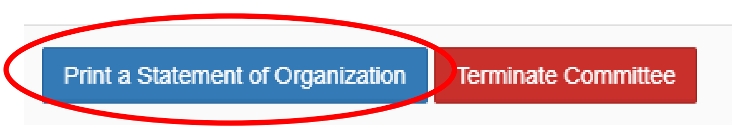


Revise Filer Information

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.

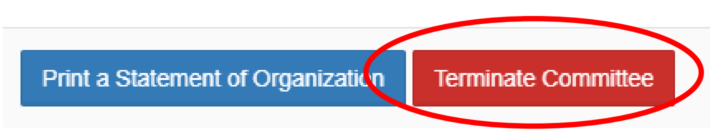
Print a Statement of Organization

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:



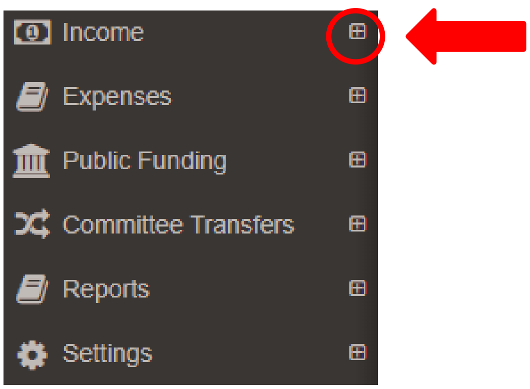
4. TRANSACTIONS AND REPORTING

4.1 Candidate Committee

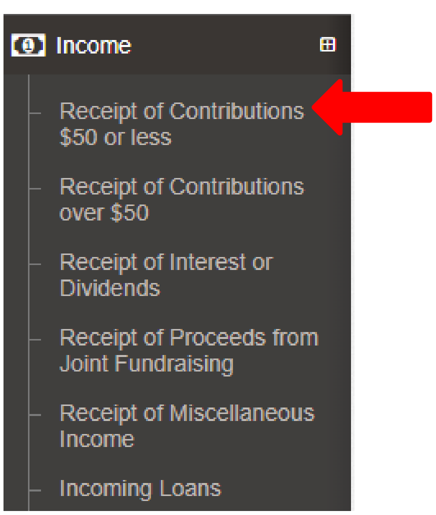
In general, a candidate committee will choose from 3 different categories to input data for transactions of receipts and disbursements: (i) Income, (ii) Expenses, and (ii) Committee Transfers.

INCOME

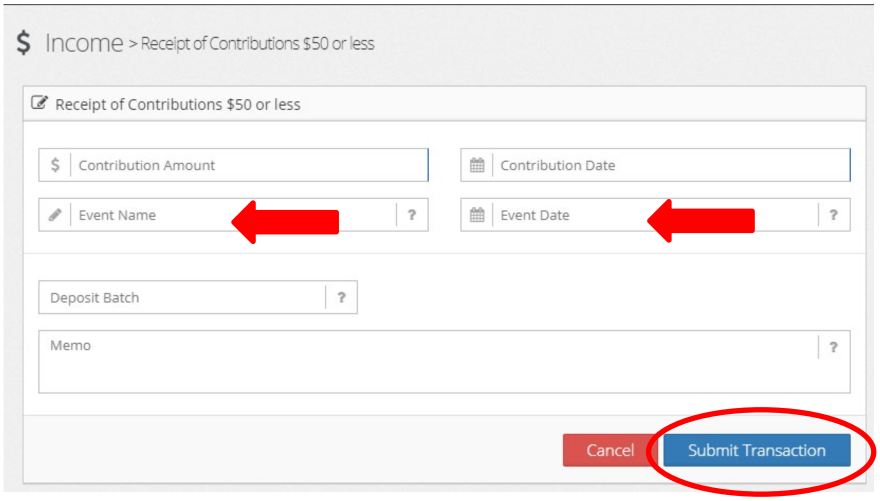
To open the options for the "Income" category, click ⊞ to the right of the category name



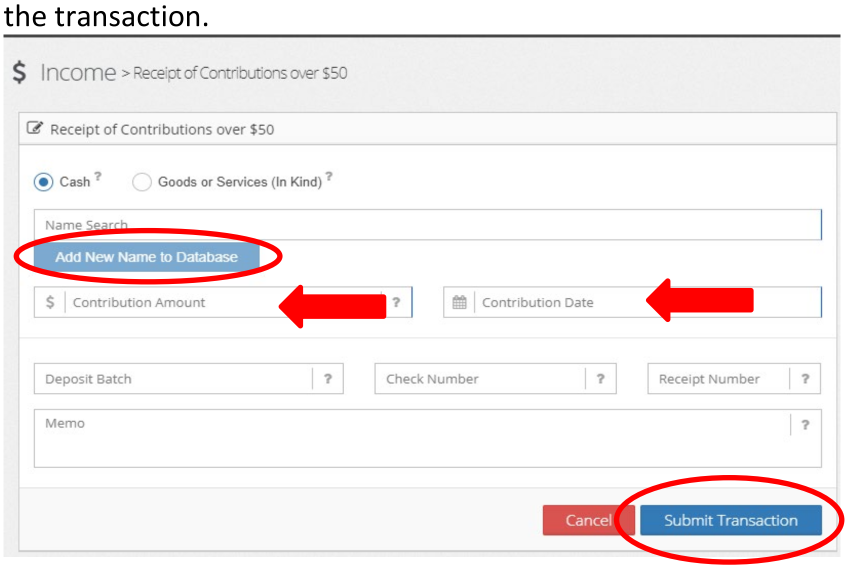
To open a transaction screen, click the desired transaction from the listing



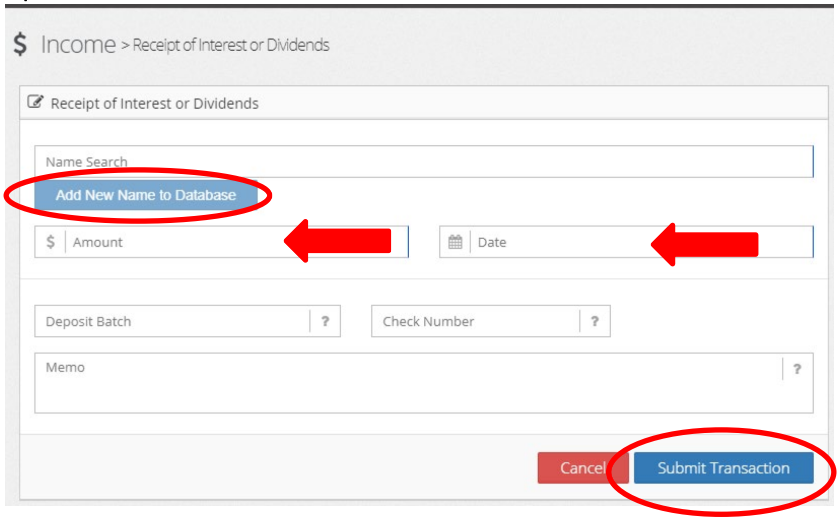
If "**Receipt of Contributions $50 or less**" is selected, the following transaction screen will open. Enter data in the required information fields for "Contribution Amount" and "Contribution Date." The transaction will not be recorded unless the required information is entered. The remaining information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



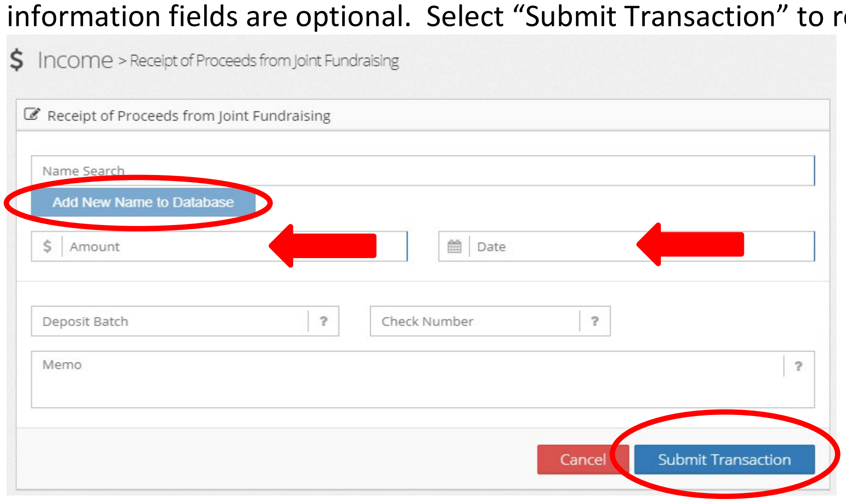
If "**Receipt of Contributions over $50**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a contributor, select "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.



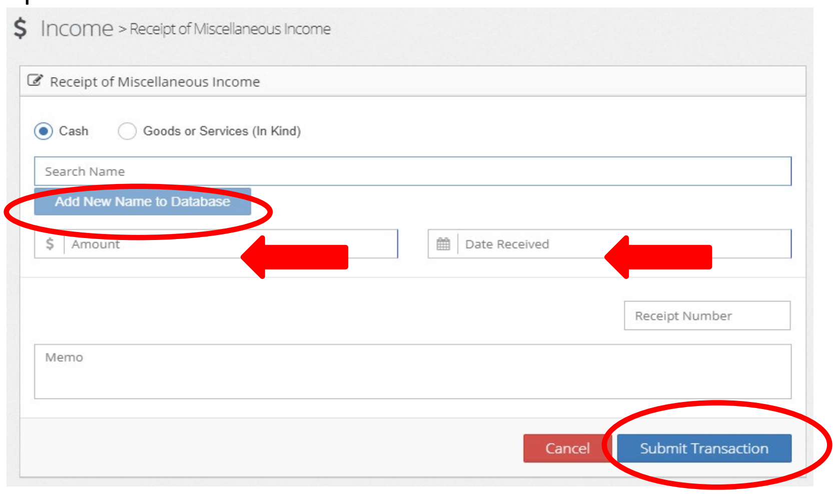
If "**Receipt of Interest or Dividends**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payor, select "Add 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.



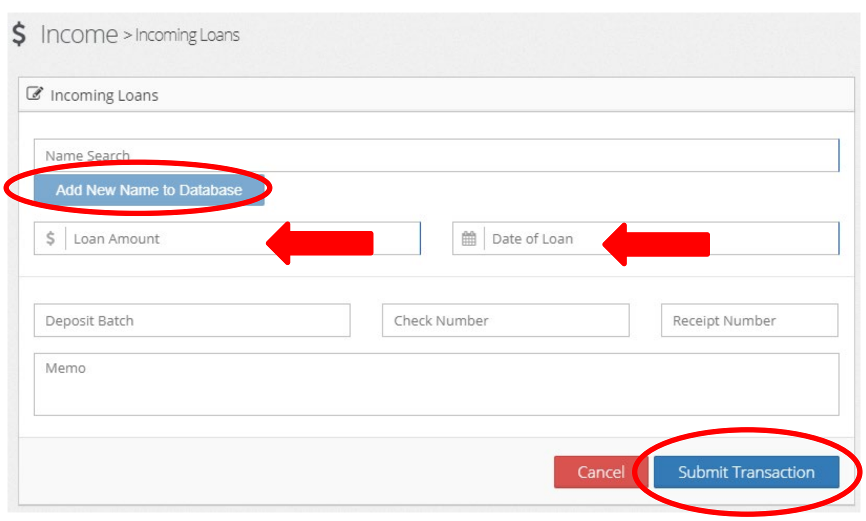
If "**Receipt of Proceeds from Joint Fundraising**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a contributor, 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.



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.

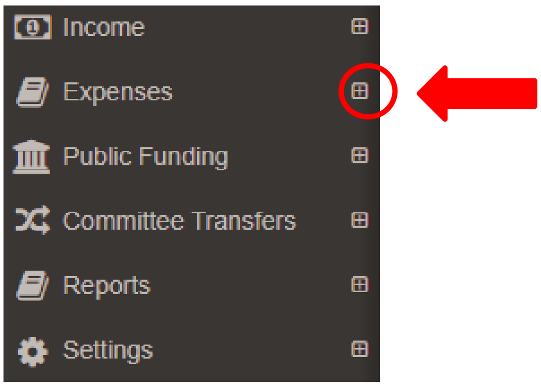


If "**Incoming Loans**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a lender, select "Add New Name to Database" 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.

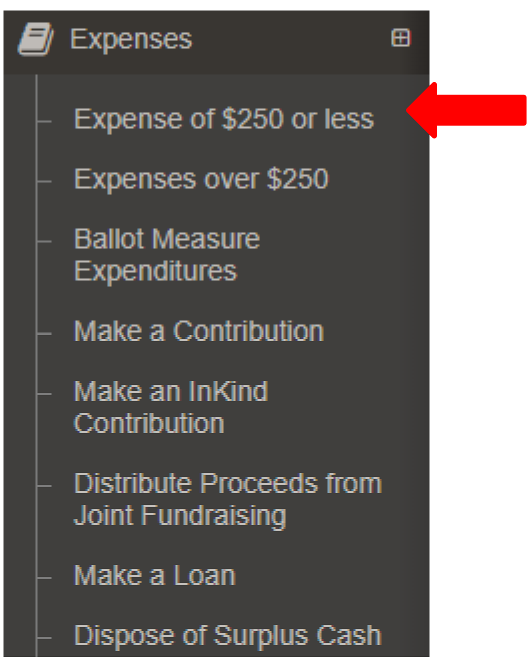


EXPENSES

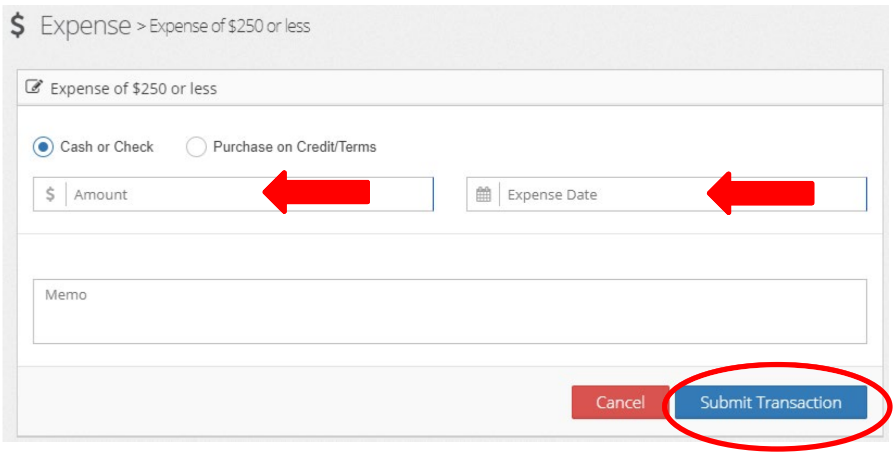
To open the options for the “Expenses” category, click to the right of the category name



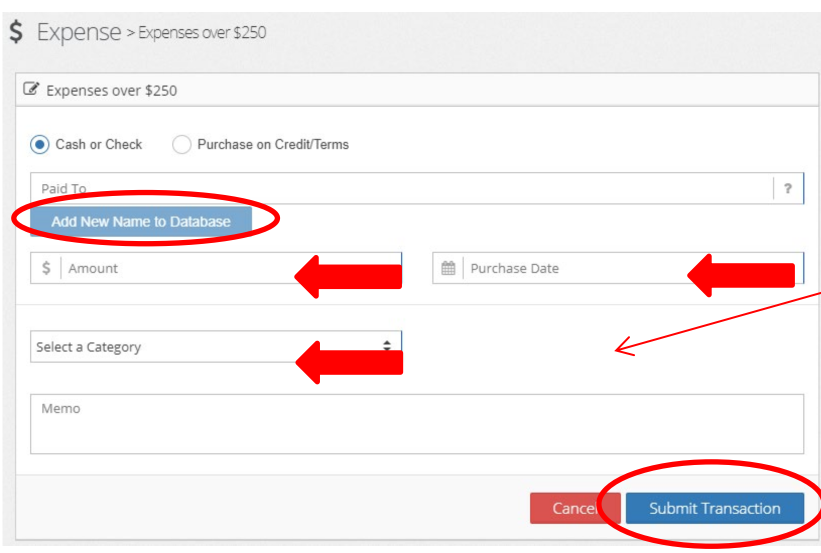
To open a transaction screen, click the desired transaction from the listing



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.

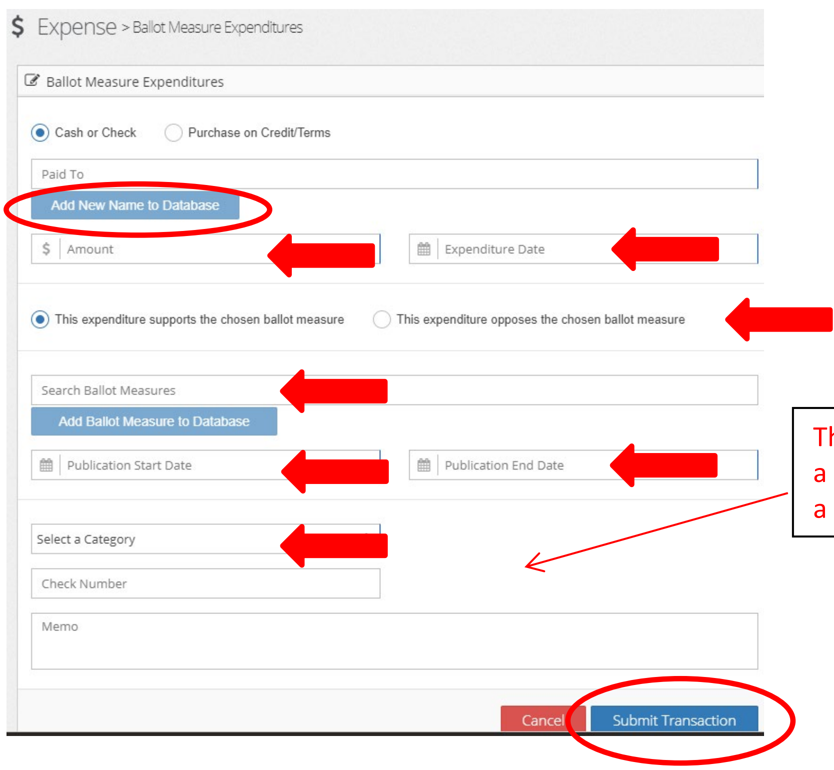


If "**Expenses over $250**" is selected, the following transaction screen will open. You must first select and populate "Paid To" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select "Add New Name to Database" 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.



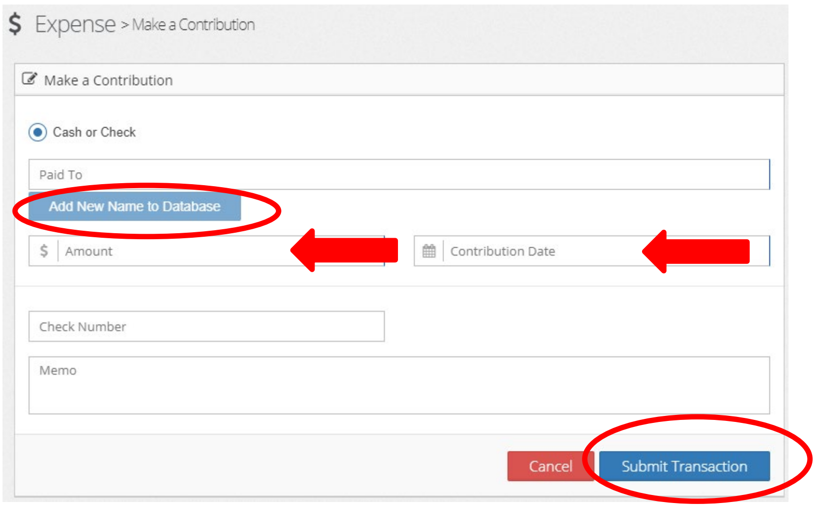
The drop-down menu for "Select a Sub Category" will appear once a category is selected.

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.

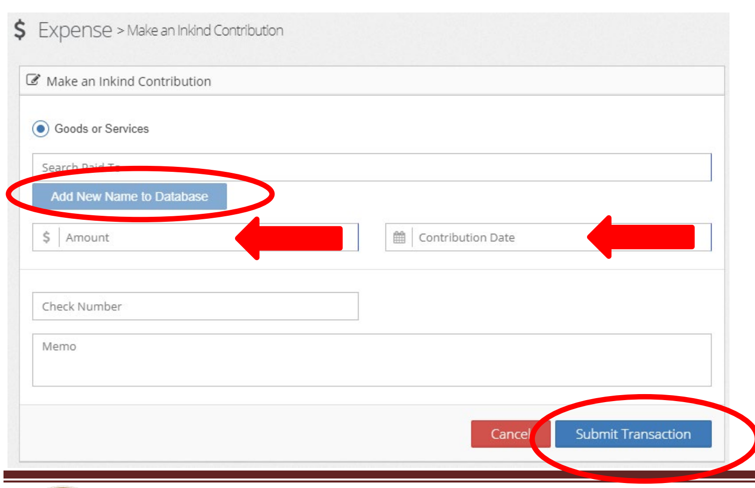


The drop-down menu for "Select a Sub Category" will appear once a category is selected.

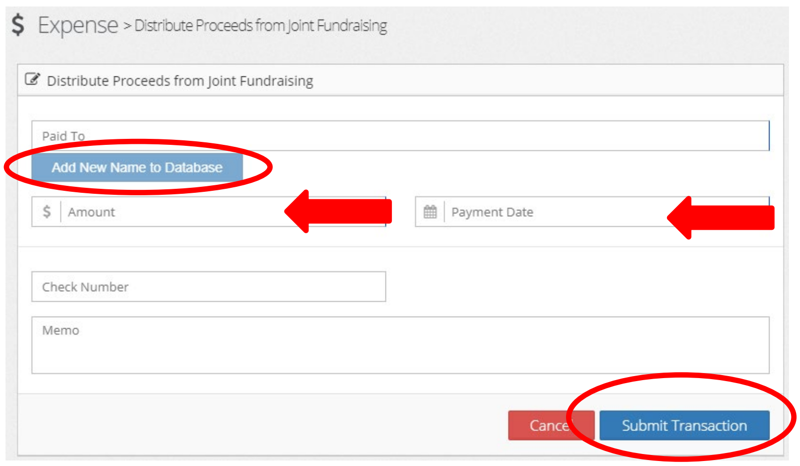
If "**Make a Contribution**" is selected, the following transaction screen will open. You must first select and populate "Paid To" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select "Add New Name to Database" 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.



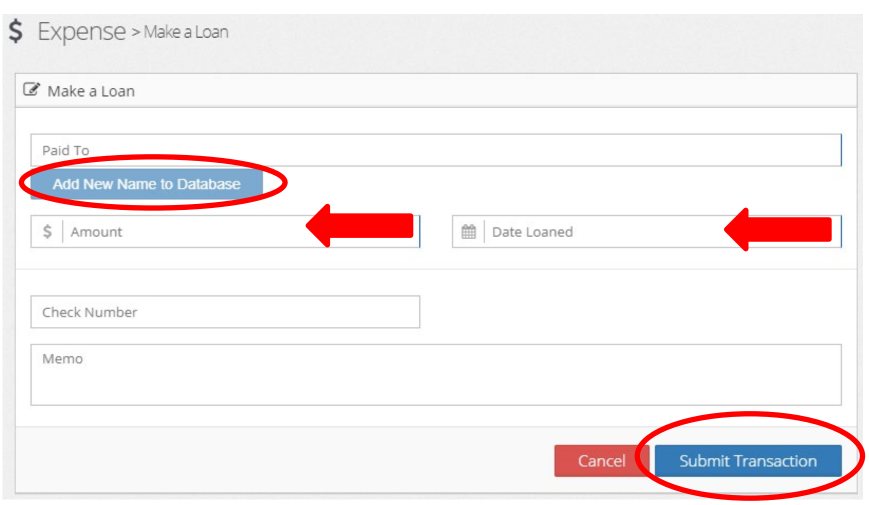
If "**Make an InKind Contribution**" is selected, the following transaction screen will open. You must first select and populate "Paid To" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select "Add New Name 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.



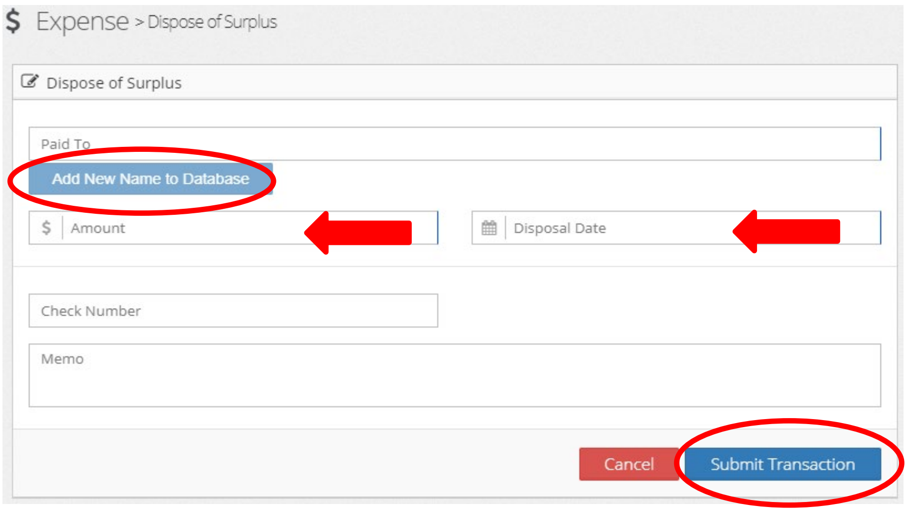
If "**Distribute Proceeds from Joint Fundraising**" is selected, the following transaction screen will open. You must first select and populate "Paid To" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a recipient committee, 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.



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.



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.



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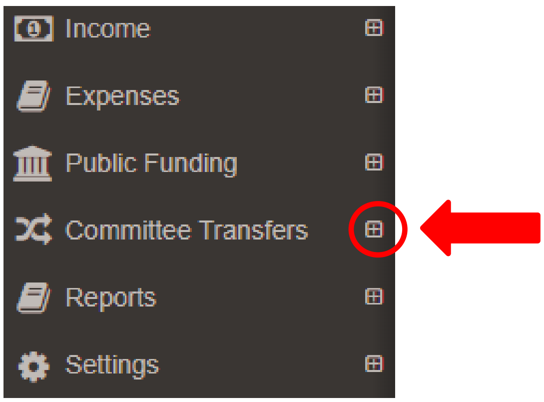
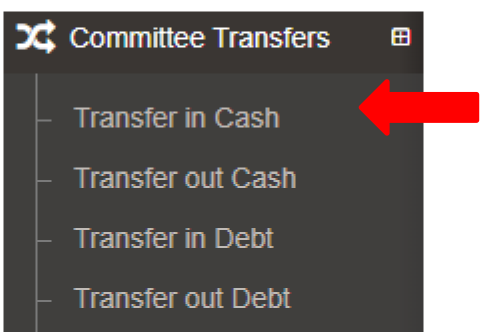
COMMITTEE TRANSFERS

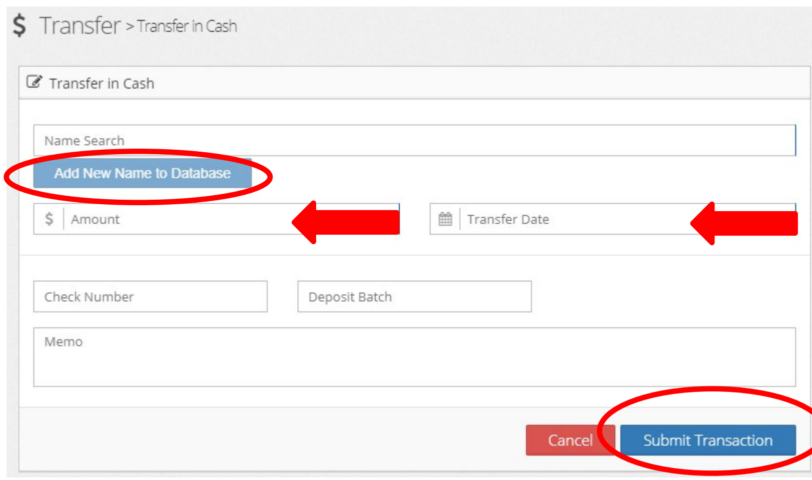
To open the options for the "Committee Transfers" category, click to the right of the category name



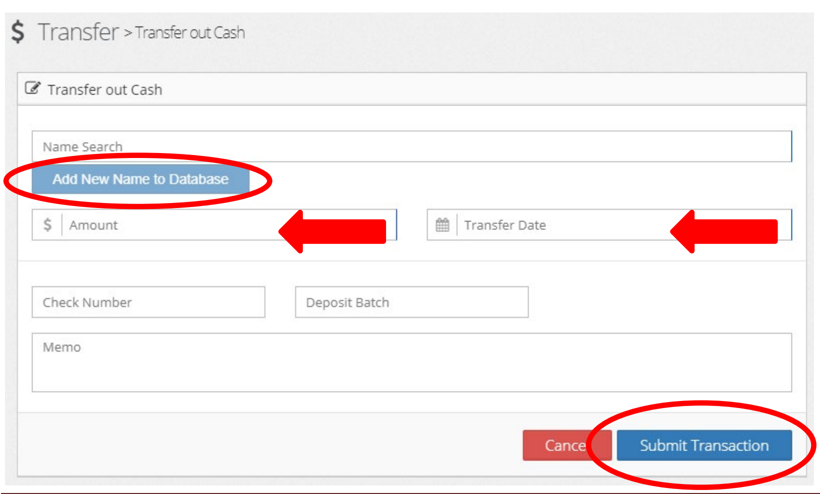
To open a transaction screen, click the desired transaction from the listing



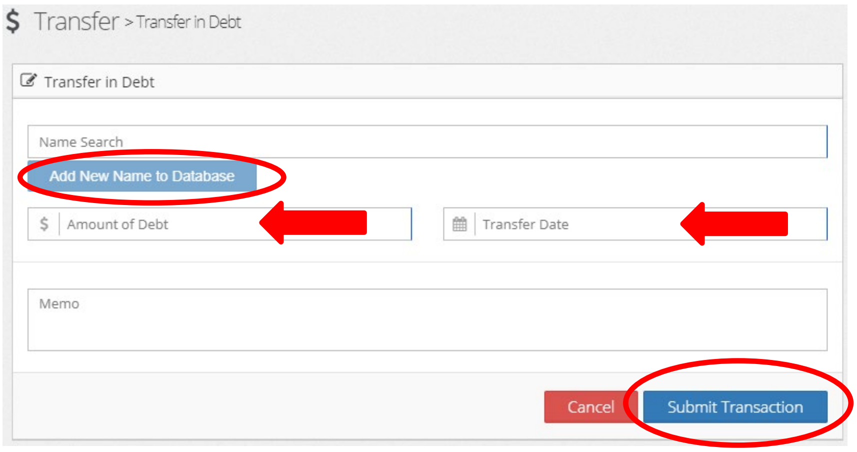
If "**Transfer in Cash**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a committee, select "Add New Name to 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.



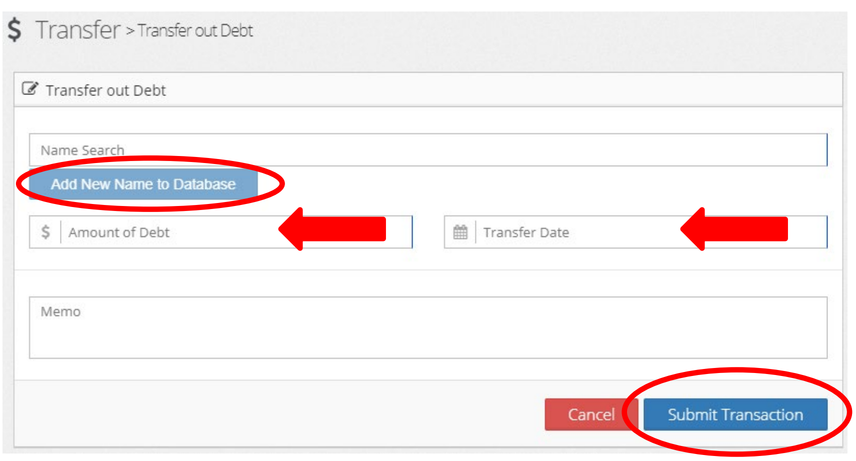
If "**Transfer out Cash**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a committee, select "Add New Name to 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.



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.

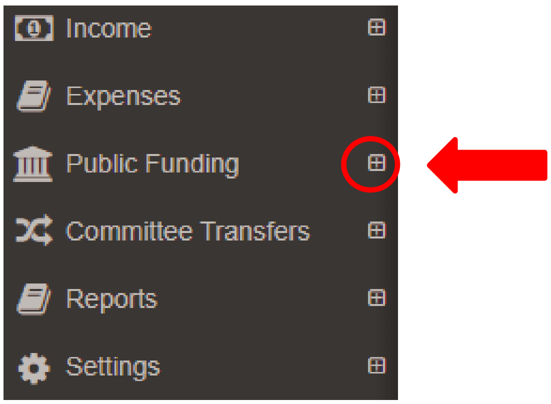


If "**Transfer out Debt**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a committee, select "Add New Name to 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.



PUBLIC FUNDING

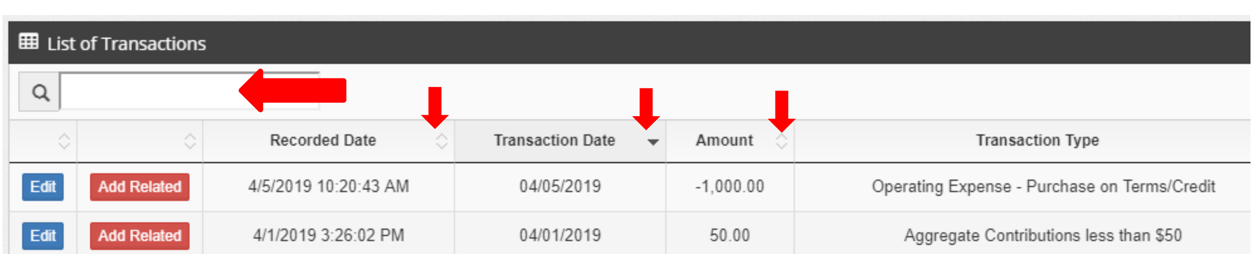
To open the options for a candidate (i) to apply for certification as a Clean Elections participating candidate and (ii) thereafter apply for Clean Elections funding, click ⊞ to the right of the category name.



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.

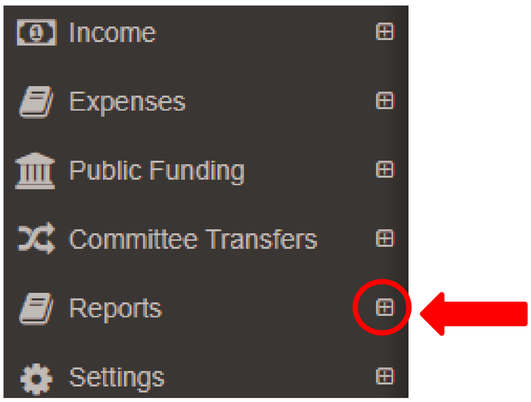

List of Transactions

		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

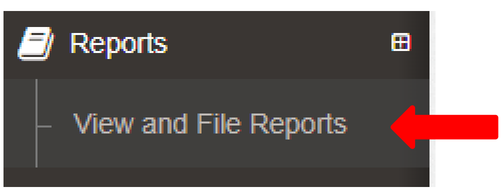
From the transaction dashboard, you may select previously-entered transactions (i) to edit or delete information, as well as (ii) add related transactions, such as refunds or payments on outstanding debt.

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:

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

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

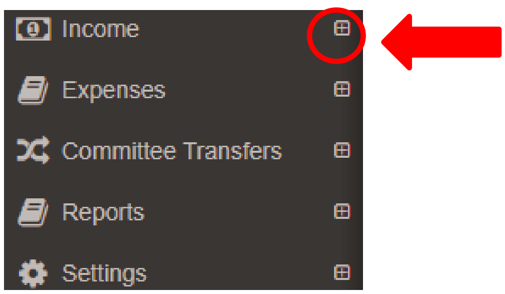
<u>VIEW A PREVIOUSLY-FILED REPORT</u>: Select the report icon to generate a pdf of the previously-filed report.

4.2 Non-Candidate Committee (PACs and Political Parties)

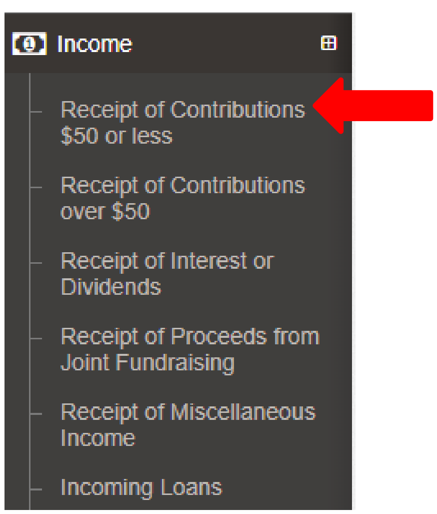
In general, a non-candidate committee will choose from 3 different categories to input data for transactions of receipts and disbursements: (i) Income, (ii) Expenses, and (ii) Committee Transfers.

INCOME

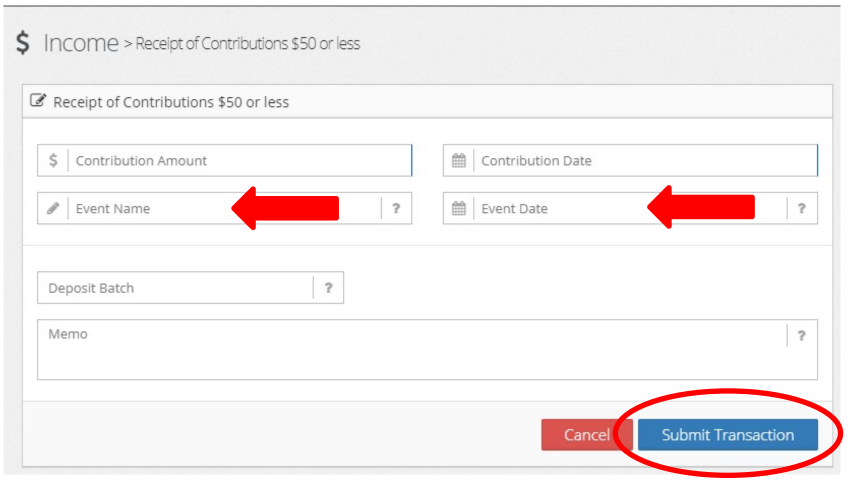
To open the options for the “Income” category, click ⊞ to the right of the category name.



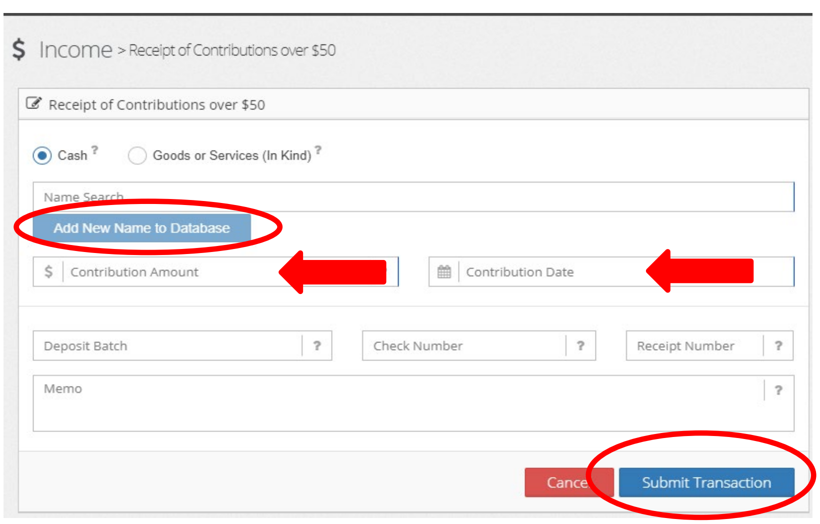
To open a transaction screen, click the desired transaction from the listing.



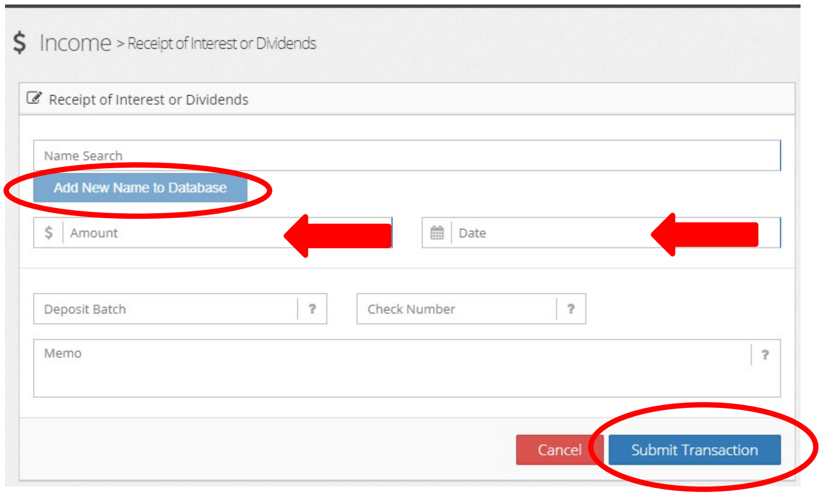
If "**Receipt of Contributions $50 or less**" is selected, the following transaction screen will open. Enter data in the required information fields for "Contribution Amount" and "Contribution Date." The transaction will not be recorded unless the required information is entered. The remaining information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



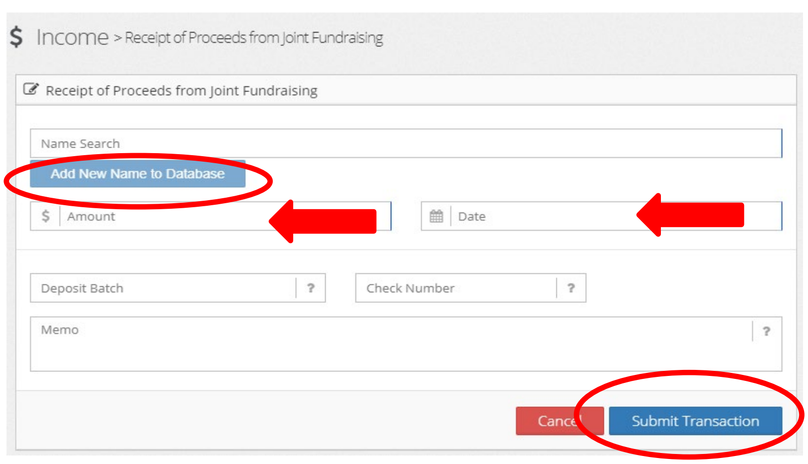
If "**Receipt of Contributions over $50**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a contributor, select "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.



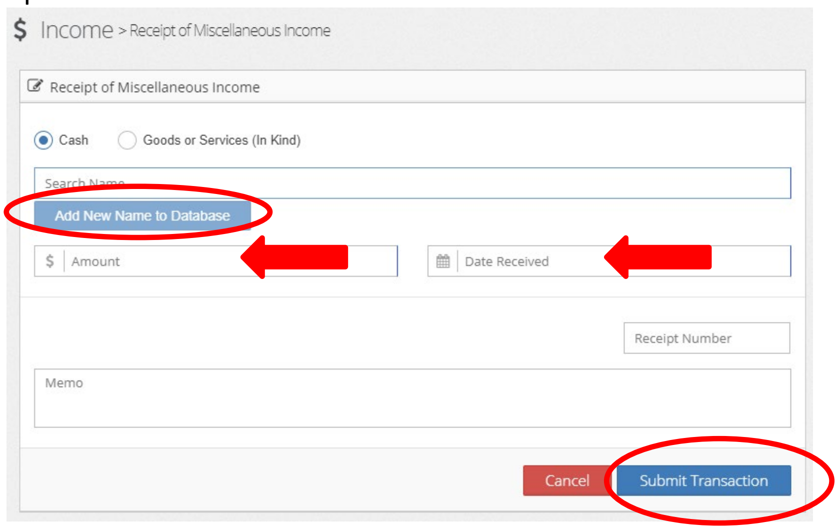
If "**Receipt of Interest or Dividends**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payor, select "Add 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.



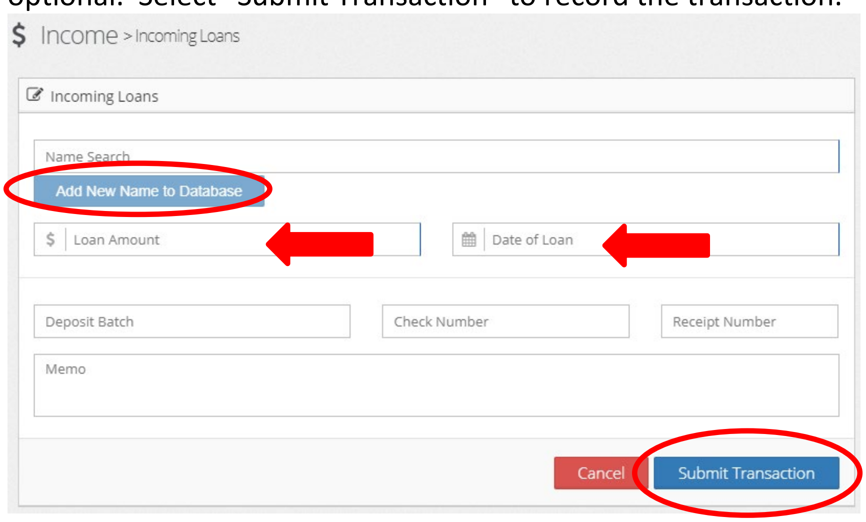
If "**Receipt of Proceeds from Joint Fundraising**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a contributor, 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.



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.

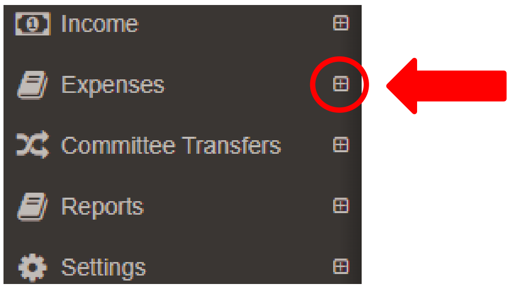


If "**Incoming Loans**" is selected, the following transaction screen will open. You must first select and populate "Name Search" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a lender, select "Add New Name to Database" 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.

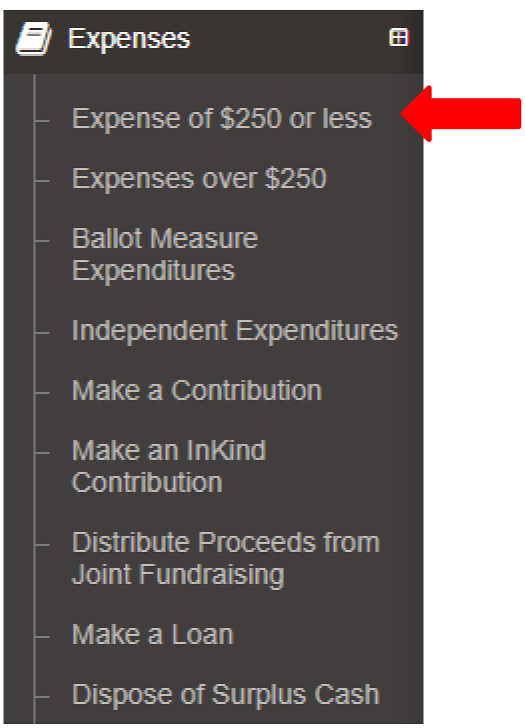


EXPENSES

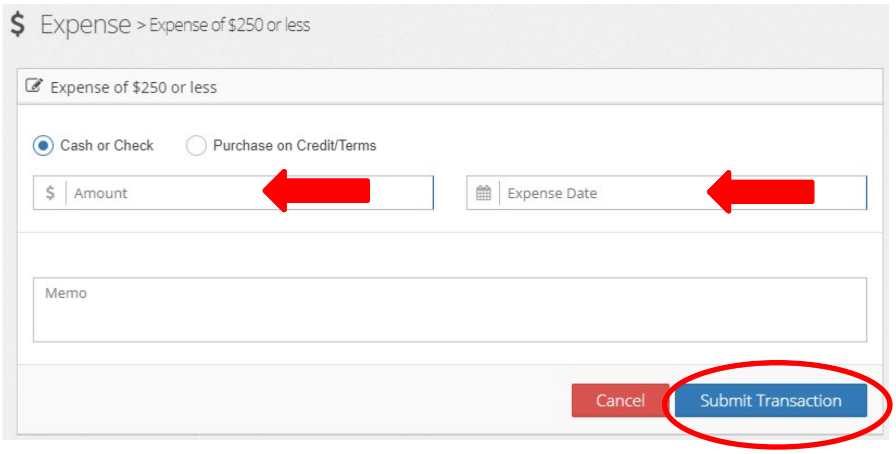
To open the options for the “Expenses” category, click ⊞ to the right of the category name.



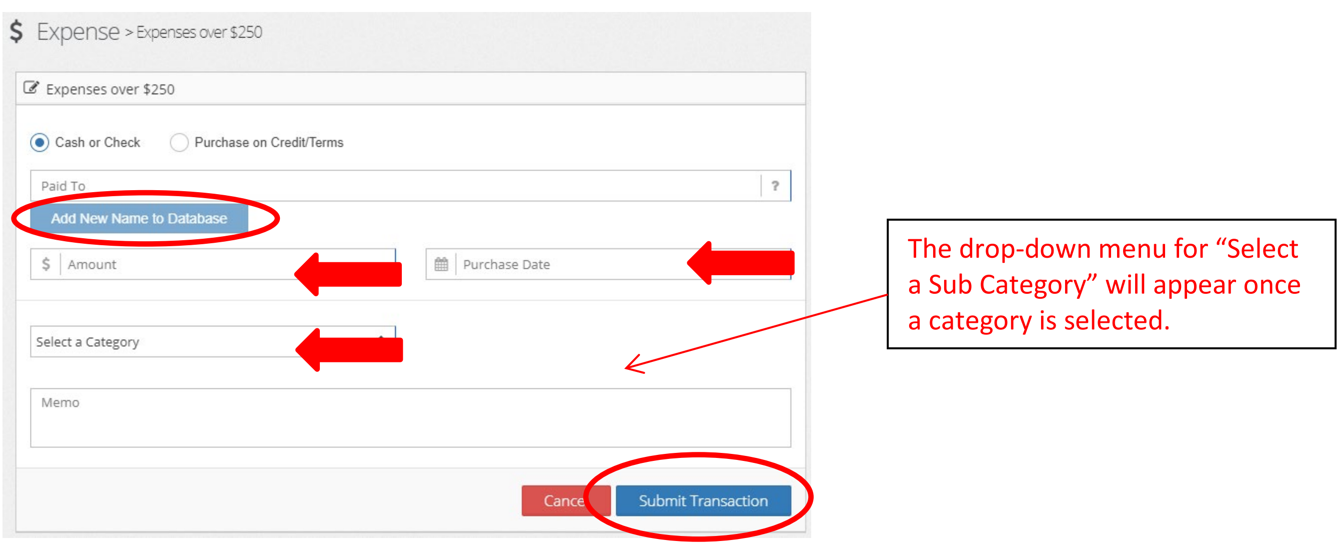
To open a transaction screen, click the desired transaction from the listing.



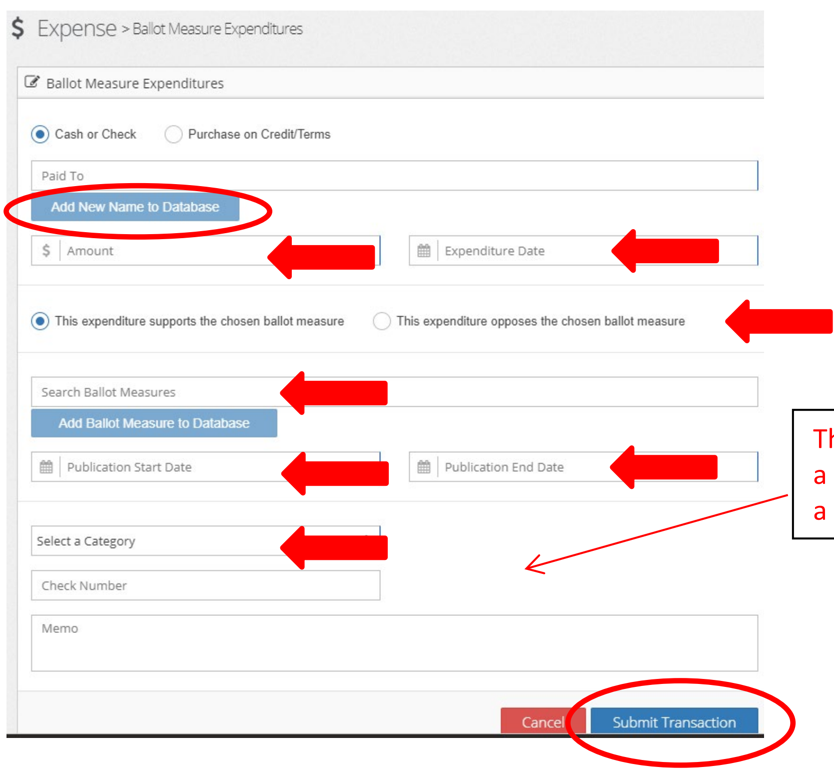
If "**Expense of $250 or less**" is selected, the following transaction screen will open. Enter data in the required information fields for "Amount" and "Expense Date." The transaction will not be recorded unless the required information is entered. The remaining information fields are optional. Select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



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.

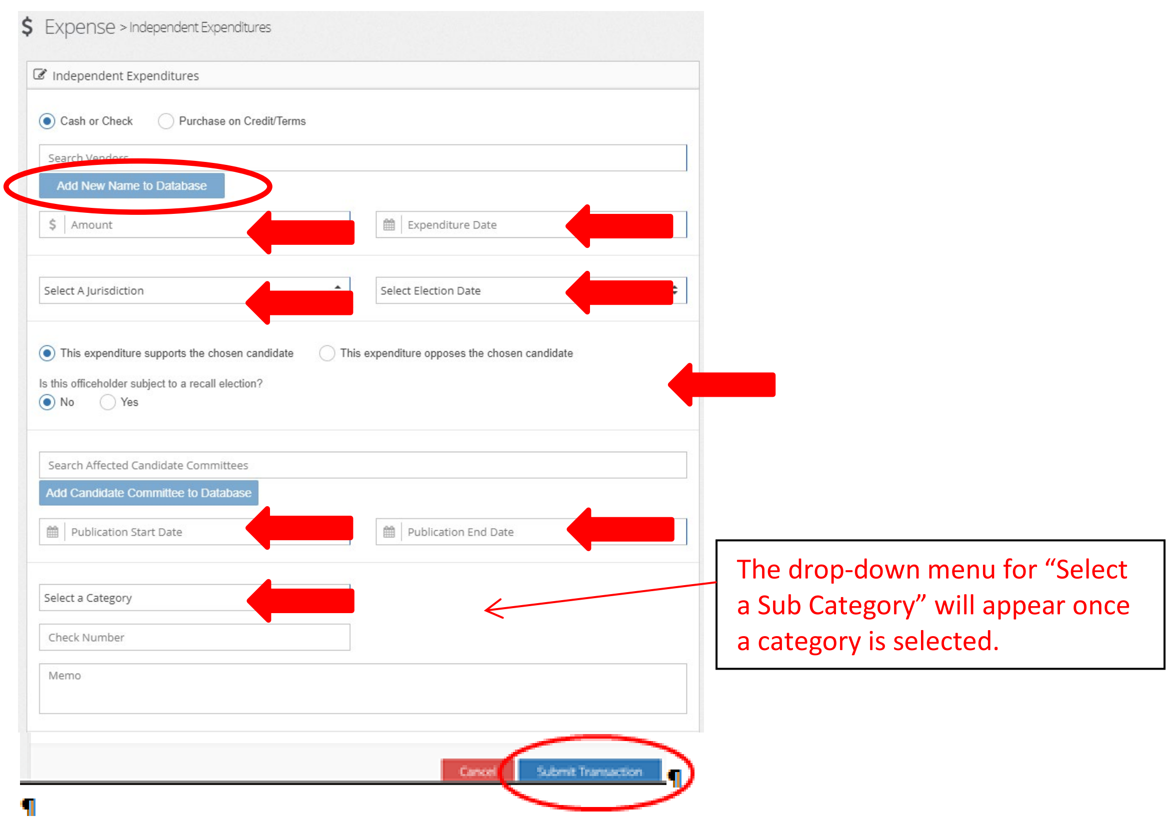


If "**Ballot Measure Expenditures**" is selected, the following transaction screen will open. You must first select and populate "Paid To" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select "Add New Name 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.

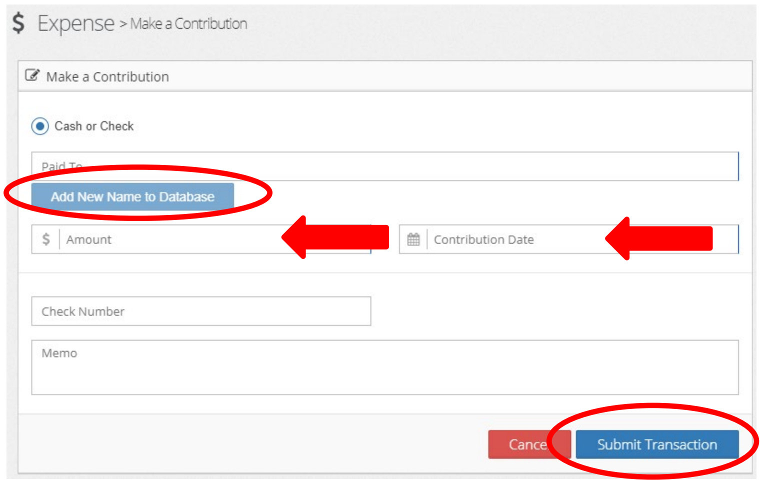


The drop-down menu for "Select a Sub Category" will appear once a category is selected.

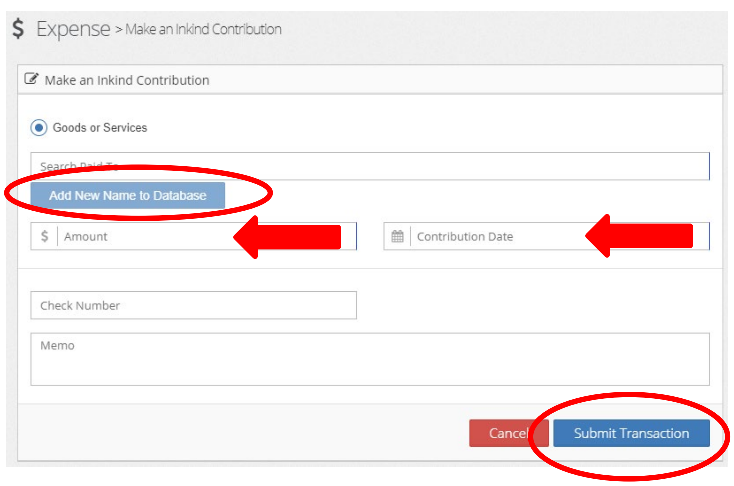
If "**Independent Expenditures**" is selected, the following transaction screen will open. You must first select and populate "Search Vendors" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a vendor, select "Add New 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.



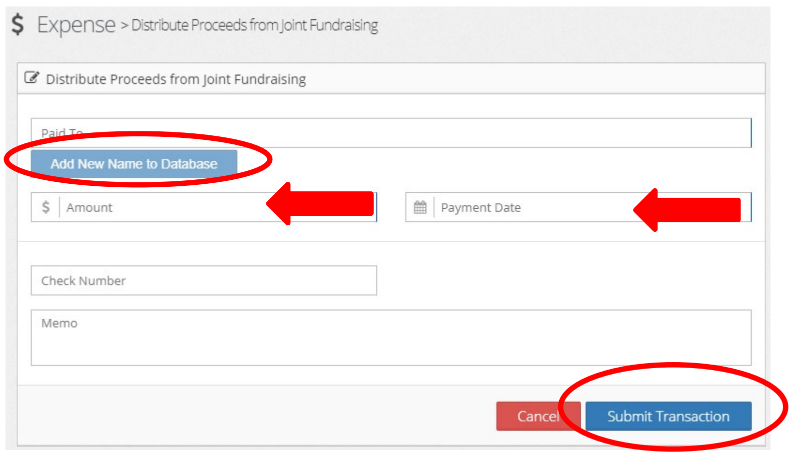
If "**Make a Contribution**" is selected, the following transaction screen will open. You must first select and populate "Paid To" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select "Add New Name to Database" 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.



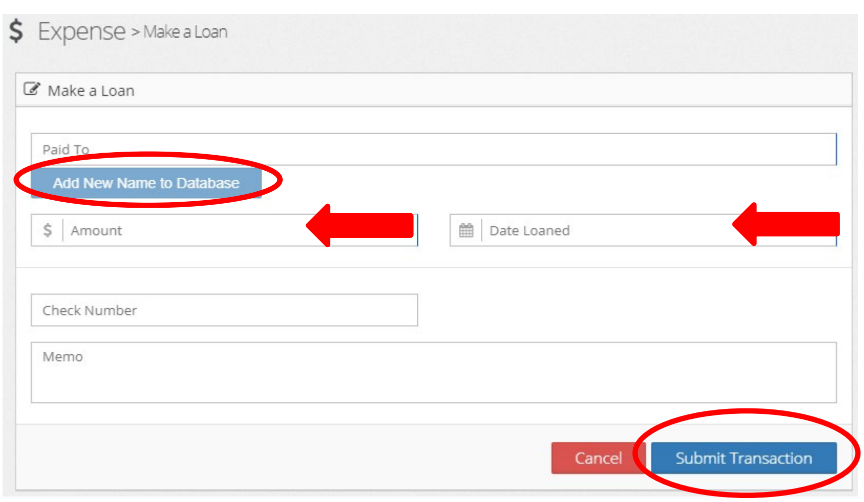
If "**Make an InKind Contribution**" is selected, the following transaction screen will open. You must first select and populate "Paid To" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a payee, select "Add New Name 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.



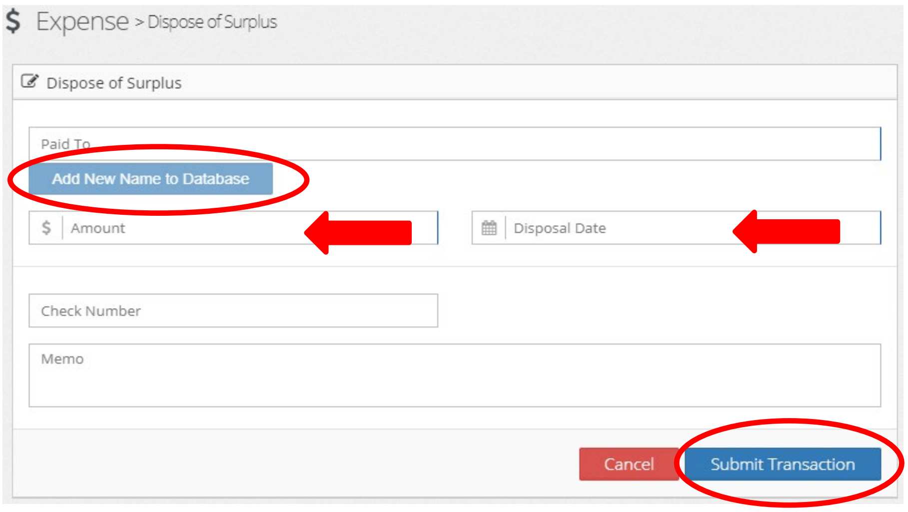
If "**Distribute Proceeds from Joint Fundraising**" is selected, the following transaction screen will open. You must first select and populate "Paid To" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a recipient committee, 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.



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.



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.



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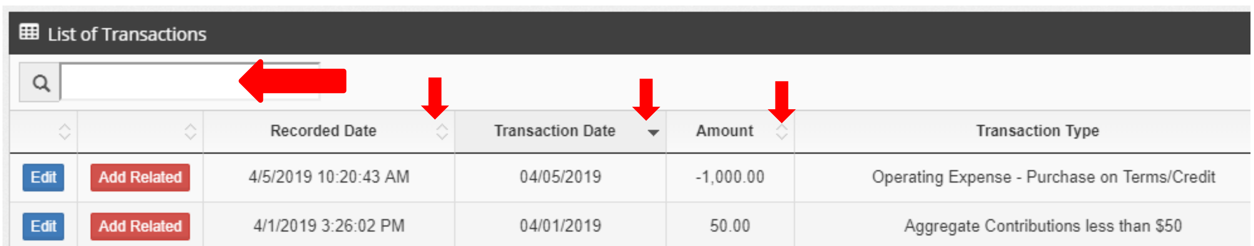
TRANSACTION SEARCH

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.



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.

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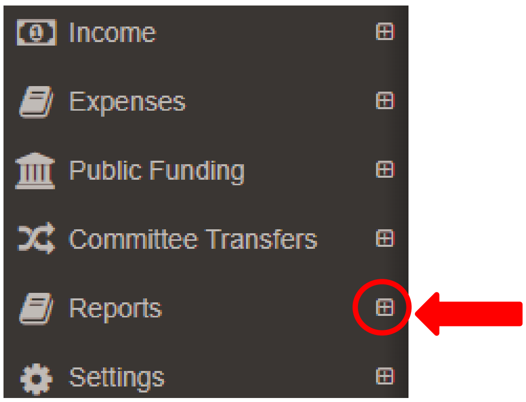
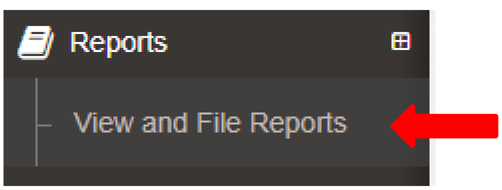
REPORTING

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.

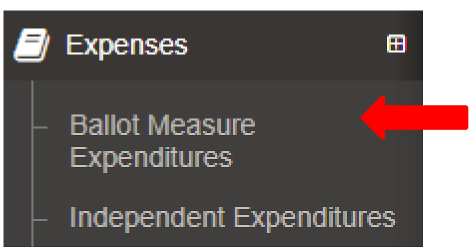
VIEW A PREVIOUSLY-FILED REPORT: Select the report icon to generate a pdf of the previously-filed report.

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.

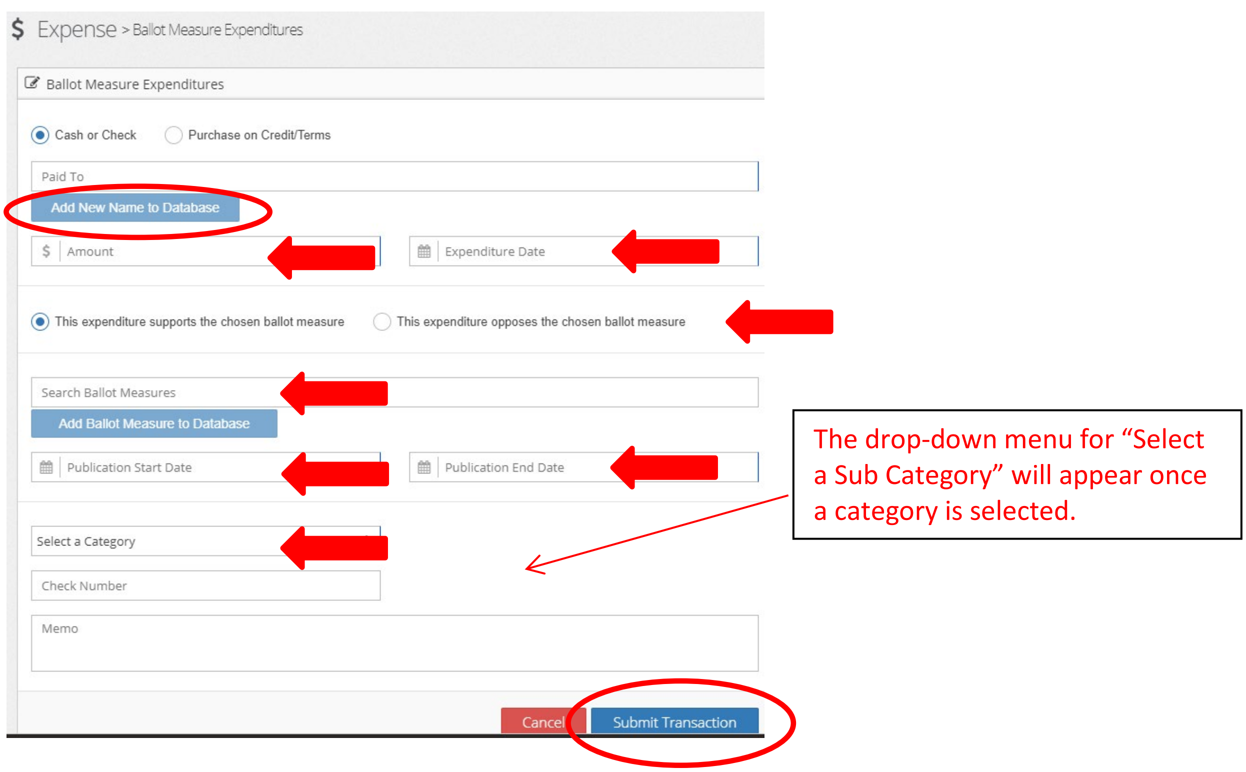
To open a transaction screen, click the desired transaction from the listing.



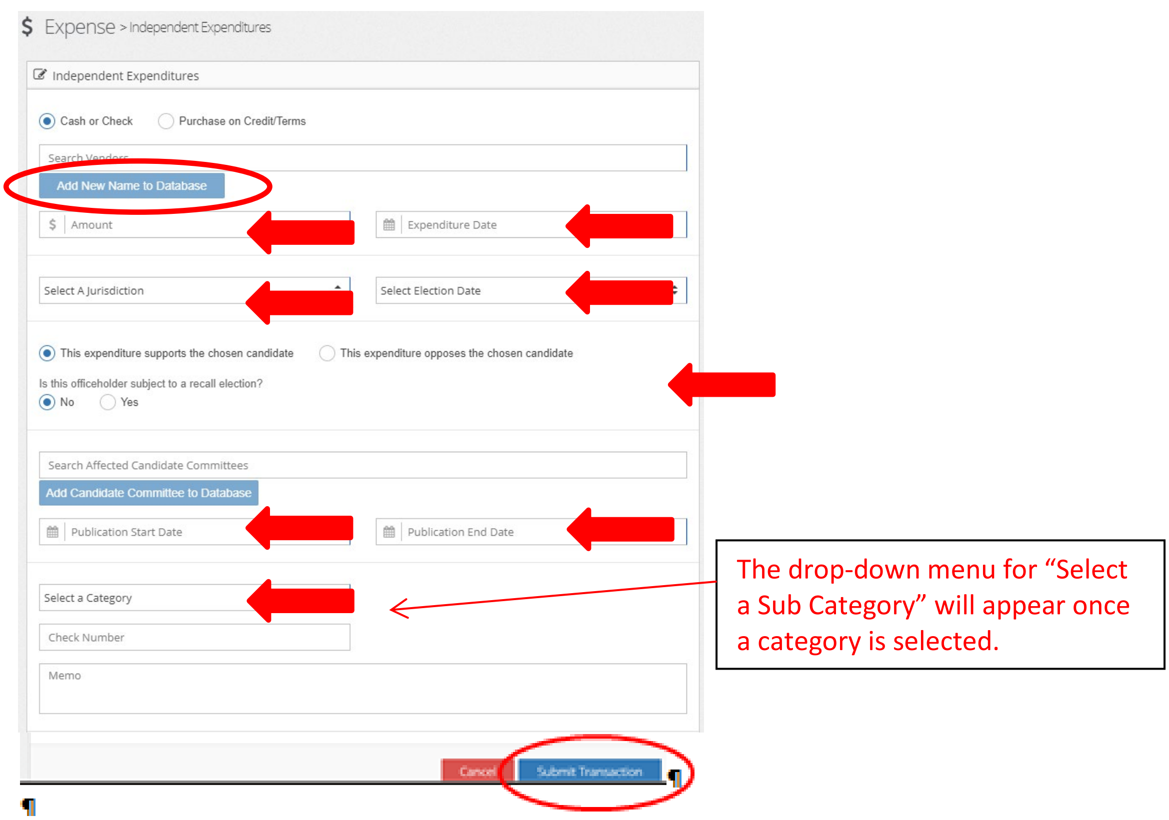
[space intentionally blank]

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.



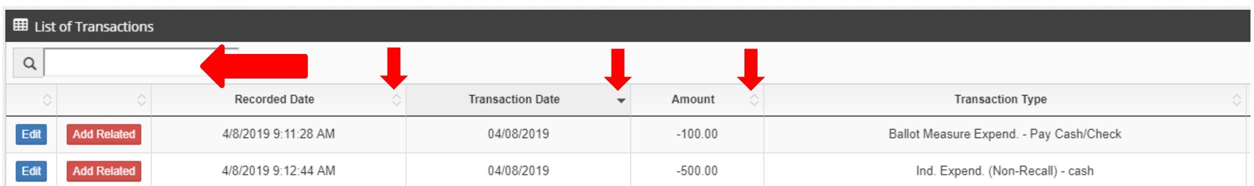
If "**Independent Expenditures**" is selected, the following transaction screen will open. You must first select and populate "Search Vendors" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a vendor, select "Add New 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.



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.



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.

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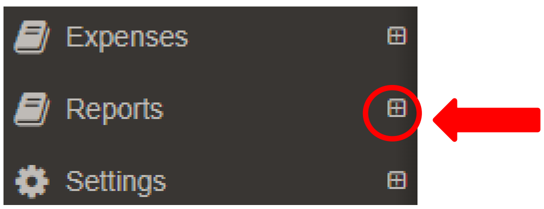
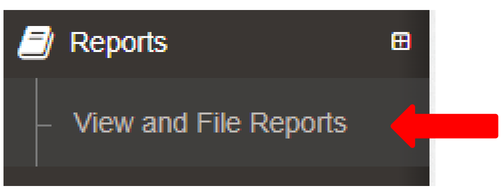
REPORTING

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:

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

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

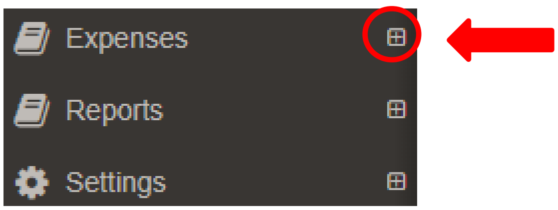
<u>VIEW A PREVIOUSLY-FILED REPORT</u>: Select the report icon to generate a pdf of the previously-filed report.

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

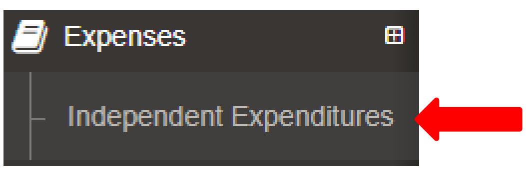
An individual will only report Independent Expenditures.

EXPENSES

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

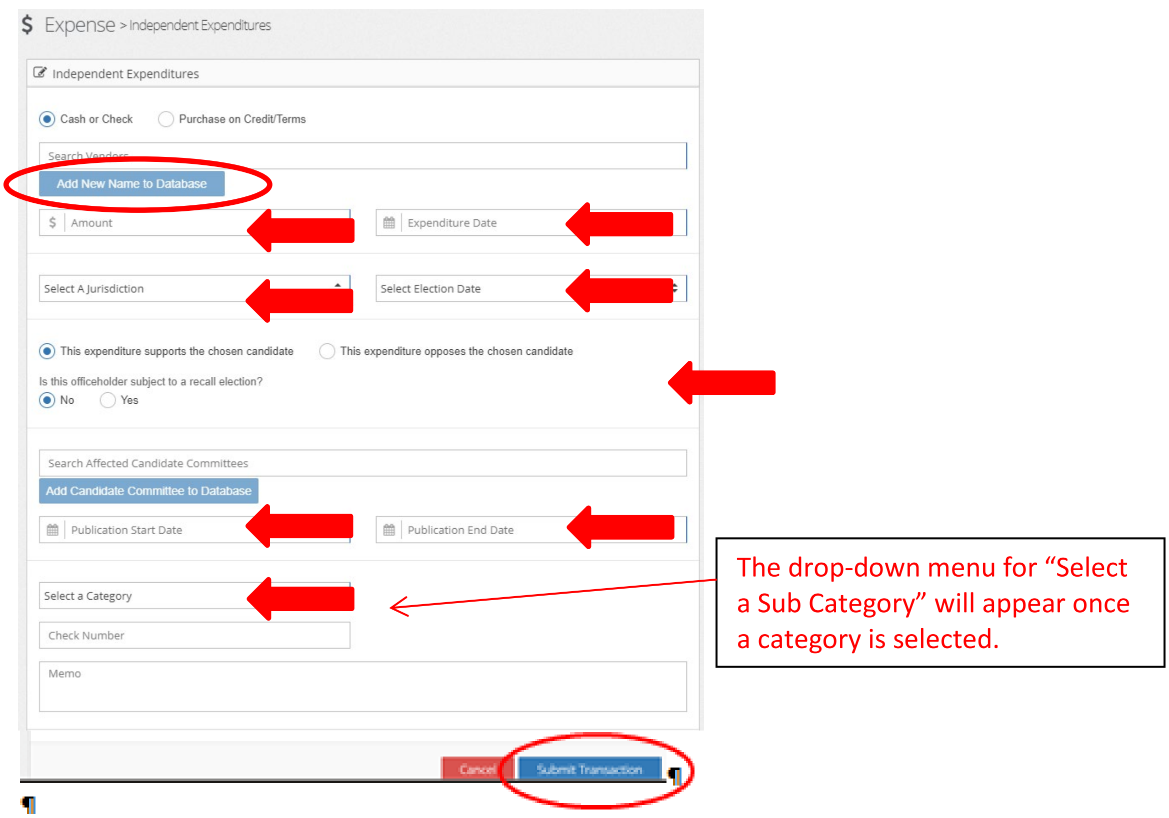


To open the transaction screen, click “Independent Expenditures.”



[space intentionally blank]

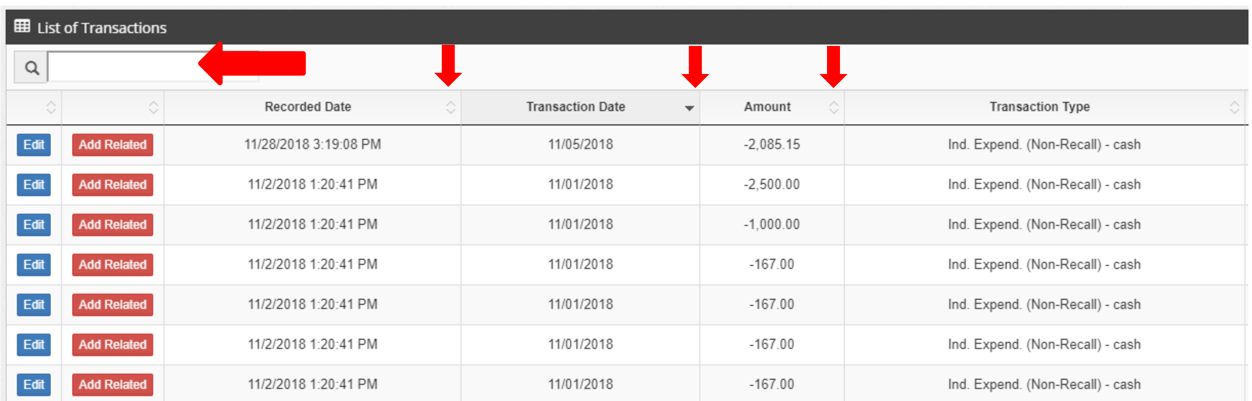
If "**Independent Expenditures**" is selected, the following transaction screen will open. You must first select and populate "Search Vendors" to determine if an existing name record is appropriate. If the search results do not reflect the correct identifying information for a vendor, select "Add New 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.



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

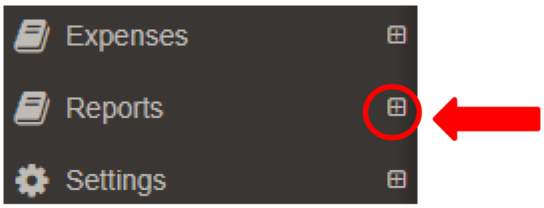
		Recorded Date	Transaction Date	Amount	Transaction Type
Edit	Add Related	11/28/2018 3:19:08 PM	11/05/2018	-2,085.15	Ind. Expend. (Non-Recall) - cash
Edit	Add Related	11/2/2018 1:20:41 PM	11/01/2018	-2,500.00	Ind. Expend. (Non-Recall) - cash
Edit	Add Related	11/2/2018 1:20:41 PM	11/01/2018	-1,000.00	Ind.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

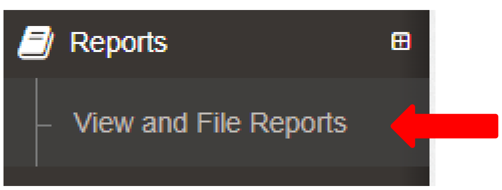
[space intentionally blank]

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:

<u>PREVIEW AN UNFILED REPORT</u>: Select the "Preview" button that appears in the "Options" column to generate a pdf of the unfiled report.

<u>FILE A REPORT</u>: Select the "File" button that appears in the "Options" column and follow the on-screen instructions to file the report.

<u>VIEW A PREVIOUSLY-FILED REPORT</u>: Select the report icon to generate a pdf of the previously-filed report.