New Mexico Campaign Finance System
Campaign Finance Module

User Guide

Document Version 1.0

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Contents

Revision History

Name	Date	Reason for Change	Version
Jennifer Zolikoff	06/15/2020	Base Document Update for NM Customizations	1.0

1   Introduction

1.1   Purpose

This training guide is to serve as an outline for trainers from the Bureau of Elections and Ethics Division of the state of New Mexico when training end users in the use of the Campaign Finance Module in the Declare Ethics & Disclosure Suite. It has also been designed to be used by end users (Candidates, political committees, and Individual Independent Expenditure Filers) as a quick reference to the application. Separate training guides have been developed for training of Administrative users of the Declare Ethics & Disclosure Suite, as well as, for use of the Financial Disclosure Statement Filer Module and the Lobbying Module.

2   System Overview

2.1.1   Common Screen Elements

Information Icon

- These appear in various places throughout the application.
- Move your mouse over the icon (no need to click) to see a small pop-up of text which contains information relevant to the function or screen you are on.

Datagrids and Lists

- In many places, you will see data that is displayed in rows contained within multi-paged, sortable datagrids or lists.
- The grids default to 10 rows per page. At the bottom is a small dropdown where you can choose to change the grid to show 25 or 50 rows per page.
- Rows can be sorted by any column by clicking on the column heading. Click again to toggle the sort between ascending and descending sequence.
- Most rows will have one or more actions that can be taken by the user. These will appear in an action menu on each row, which is shown an ellipse icon. Click the icon to view and select the available actions.

Dates

- When clicking into an editable date field, a calendar will pop open for you to select a date. It will default to showing the selection on the current date.
- You may scroll the calendar to get to past or future months. As an alternative, you may also click a specific month/year to get to a specific time frame immediately.
- Clicking a date will select that date, close the calendar, and display the date in the entry field.

Dropdown Lists

- Dropdown lists are used for data entry purposes when there are established standardized choices for the particular data needed. Examples include contribution type, election type, or occupation.

- In some cases, the list includes an "Other" option. If this is selected, a textbox will be shown for you to enter details or a short explanation.

Textboxes

- Textboxes are used for free-form entry of data (examples: names, addresses, city, explanations or descriptions)

Checkboxes

- Often checkboxes will be used to select options.

Action Menus

- In a list, action menus are shown as an ellipse ⋮ which can be clicked to show the list of options.
- Action menus may also show up as button. When clicked, it shows the options in a dropdown list.

2.1.2   Required Fields

Required fields are underlined in red. If the red is not present, the field is optional entry.

Occasionally a field may first be displayed as optional entry (no red underline), but during the data entry process it becomes required (red underline appears). This can occur as a result of other data values or dropdown selections that have been made which now require additional data to be provided.

If required fields do not contain data, dialogs cannot be saved. In most cases, the *Save* or *Update* buttons are disabled until all required data is present. In other cases, error messages will be shown to remind you of missing required data if you attempt to save before all required data is entered.

2.1.3   System Notifications

Toast messages

These provide simple feedback in a small panel at the bottom of the screen. They are visible for a short while, long enough to be read, then they disappear. There is no need to respond to toast messages. An example of a toast message would be "Your report has been successfully filed".

Pop-ups

When a message needs to be acknowledged, or you need to verify an action before it can continue, a pop-up message will be shown. You will not be able to proceed without clicking *OK* or *Cancel*. For example, if you enter an edit for a contribution and then close the dialog before saving the updates, a pop-up will be shown at the top of the screen which says, "Closing before saving will discard all progress." If you click *OK*, the dialog is closed as intended. If you click *Cancel*, you are returned to the dialog which remains open.

Emails

The system automatically sends email notifications which include requested information, reminders, or may be triggered by system events. For this reason, it is very important to be sure the system has your

up-to-date email address. For information on updating your email address, see [Amending Your Registration](#).

Notifications include:

- Automatically sent
    - Confirmation of registration submission
    - Registration accepted
    - Registration conditionally accepted
    - Registration rejected
    - User login credential information
    - Username and/or password reminders
- Batch sent
    - Upcoming statement due reminder
    - Notification of unfiled statements
    - Notification of fines imposed

3   Registration

In order to use the Campaign Finance Module of the Declare Product Suite to input data and file statements, you must register in the system and be assigned login credentials. If you already have login credentials for one of the other two modules, Lobbying or Financial Disclosure Statement Filer, registering with the same email will ensure that you do not get a new set of credentials.

> Note: Each user of the system needs their own unique set of credentials. Do not share credentials. One reporting entity may have multiple users, for example, a political committee with a treasurer, assistant treasurer, principal officer, and authorized agent. Each would be issued their own set of credentials; however, they would log into the same reporting entity dashboard.

3.1   Registering for Access to the Campaign Finance Module

To begin the registration process, navigate to the New Mexico Campaign Finance System site and click on the Register action link. Select the Campaign Finance registration option.
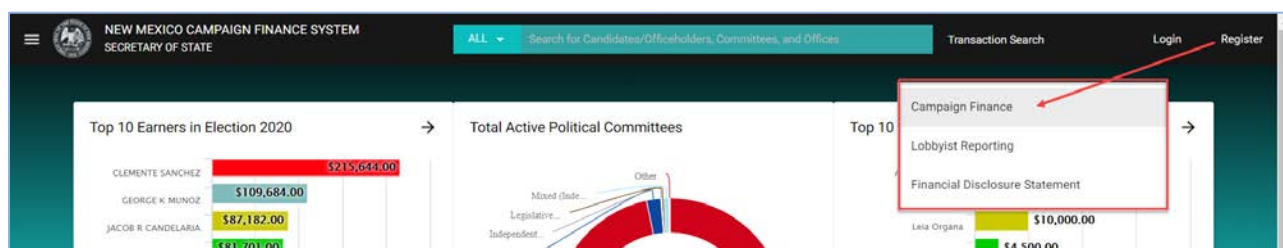

Figure 1: Homepage of the New Mexico Campaign Finance System with Register Link

An Add Registration dialog will be displayed. Select the appropriate registration type:

- o   Candidate will register a candidate campaign committee
- o   Political Committee
- o   Individual Independent Expenditure Filer
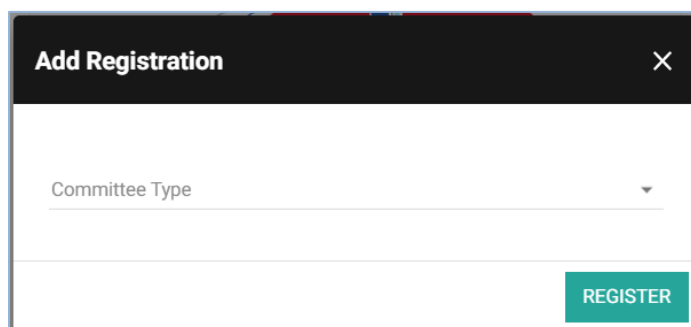
Click on the   REGISTER   button.

Figure 2: Add Registration Dialog
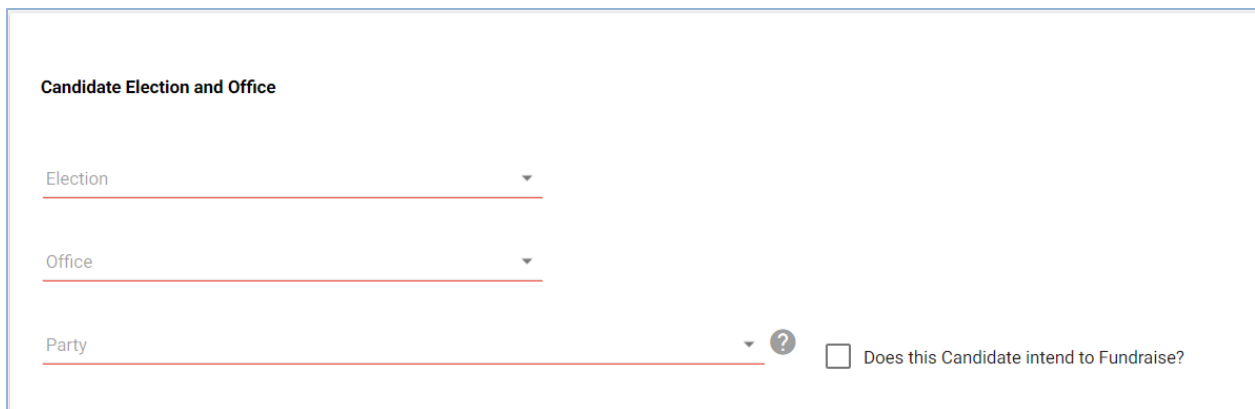
3.1.1 Enter Registration Information

Your registration type will determine what information is requested at the time of registration.

3.1.1.1 *Candidate Campaign Committee*

The Candidate Campaign Committee Registration screen captures the information required to register a candidate campaign committee.

- o Enter your candidacy information. Select the election, office sought, and affiliated political party. If an office is selected that requires the selection of a jurisdiction or a district, then those fields will be displayed. Check yes if you plan to fundraise.

> Note: Pay special attention when selecting the Election and Office, this information will determine what filing obligations are assigned to your campaign committee.

Candidate Election and Office

Election

Office

Party ⑦ ☐ Does this Candidate intend to Fundraise?

Figure 3: Candidate Campaign Committee Registration – Candidacy Information

- o Enter the candidate name and the candidate contact information. A second mailing address can be captured by checking the Mailing address is different checkbox. The second mailing address will not be visible on any generated forms or reports, it will be used by administrative staff if mail is returned as undeliverable. Checking yes will display another set of address fields. The **email address entered here will be your User ID** for logging into the Campaign Finance Module.

> Note: If a registrant uses the same email that was used for registration with the Financial Disclosure Statement Filer Module in the Declare Product Suite then the registrant will be able to use one set of credentials for accessing both modules, Campaign Finance and Financial Disclosure Statement Filer modules.

Candidate Name

| Prefix ▾ | First Name | Middle Name | Last Name | Suffix ▾ |

Candidate Address

Street Address   Apartment, Building, Suite, etc.

                                                              State
City   County   ▾   NM   Zip Code

☐ Mailing address if different

Candidate Contact Information

Primary Phone   Phone 2   Email Address

Figure 4. Candidate Campaign Committee Registration – Candidate Contact Information

o   Enter candidate campaign committee Information. Provide the full name of the Campaign
    Committee that fairly and accurately identifies the committee, candidate, and sponsoring
    organizations. Do not use acronyms.

Candidate Campaign Committee Information

Committee Name   ⓘ

Street Address   Apartment, Building, Suite, etc.

                                                              State
City   County   ▾   NM   Zip Code

Phone   Phone 2

Email

Figure 5. Candidate Campaign Committee Registration – Campaign Committee Information

Note: You may not have more than one candidate campaign committee active at one time.

o   To add one or more financial institutions, click on **+ ADD FINANCIAL INSTITUTION** and enter the financial institution information.

o   Click **SAVE** . The Add Financial dialog will be closed, and the financial institution information will be visible on the registration screen.

Note: It is required that a bank account be opened before any money is received or spent related to the campaign in the form of contributions or expenditures

Add Financial Institution   ⊗

Name of Bank or Financial Institution

Street Address   Apartment, Building, Suite, etc.

                                                        State
City   NM   Zip Code

Phone

Date Account Opened

📅   ▾

                                                                        SAVE

Figure 6. Candidate Campaign Committee Registration – Add Financial Institution

o   To add one or more officers, click **+ ADD OFFICER** . Select the type of officer you are adding. There are four available choices: Treasurer, Assistant Treasurer, Principal Officer, and Authorized Agent.

o   Clicking on **DESIGNATE CANDIDATE** will populate the Add Officer dialog with the candidate's information.

o   Clicking on **CONTACT INFORMATION SAME AS COMMITTEE** will populate the Add Officer dialog with the campaign committee contact information. Do not use the same email for two individuals.
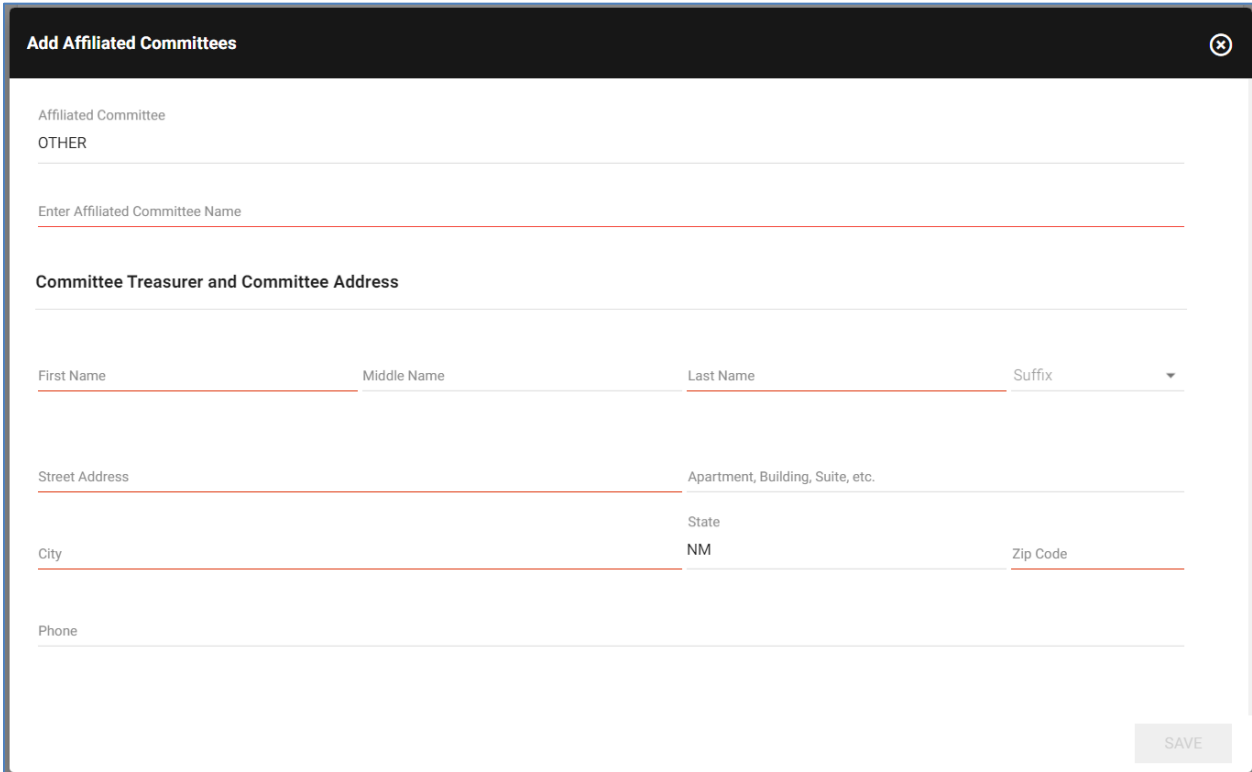
o Enter Officer's name, title, and address, if different than the campaign committee.

o Click ![SAVE] . The Add Officer dialog will be closed, and the officer information will be visible on the registration screen.

o Each officer added on the candidate campaign committee's registration will receive login credentials to access the campaign committee's dashboard within the Campaign Finance Module when the registration is accepted by the Secretary of State. Authorized Agents will have limited functionality. They are not able to file reports.

o The email provided for each officer will become their User ID. For an officer who works with multiple reporting entities, if the same email address is used, they will be able to access multiple committees with one set of login credentials.

> Note: All campaign committees must have a treasurer. The candidate can be designated as the treasurer for all offices except judicial offices. Adding any other officer is optional.

Figure 7. Candidate Campaign Committee Registration – Add Officer Dialog, Treasurer Selected

o To add one or more affiliated committees, click ![+ ADD AFFILIATED COMMITTEES] .

o The Add Affiliated Committee dialog is displayed. You can search for a registered committee by typing in the name of the committee. The system will narrow down search results based on your typing.

o If the affiliated committee has not yet registered with the New Mexico Campaign Finance System, you have the ability to enter a new committee. This will not create a registration for the affiliated committee, it will simply store the committee information as an affiliated committee for your candidate campaign committee.

o Click **SAVE** . The Add Affiliated Committee dialog will be closed and the affiliated committee will be visible on the registration screen.

Figure 8. Candidate Campaign Committee Registration – Affiliated Committee

o After reading the acknowledgement, check the acknowledgement box and type your name as the electronic signature. The date will default to the current date and cannot be edited.

o When you have entered all required registration information, the SUBMIT button will be enabled. Ensure all information is correct.

o Click **SUBMIT** to submit your registration. A confirmation message is displayed. Once you confirm, you and any officers listed will receive an email confirming the registration submission.

3.1.1.2   Political Committee

The Political Committee Registration screen captures the information required to register a political committee.

- o   Select the type of committee you are registering and enter the specific purpose for which the political committee was organized. If you select Other, you will need to enter the reason for selecting other.

Figure 10. Political Committee Registration – Type of Political Committee

- o   Enter the political committee name that fairly and accurately identifies the committee and any sponsoring organizations.

- o   Enter any acronyms that will be used to represent the political committee.

- o   Enter political committee information including address and contact information. A second mailing address can be captured by checking the secondary address is different checkbox. The secondary mailing address will not be visible on any generated forms or reports, it will be used by administrative staff if mail is returned as undeliverable. Checking yes will display another set of address fields.

Committee Information

Committee Name ❓

For Acronyms (spell out full committee name): ❓

Mailing Address (P.O. Box or street address):   Apartment, Building, Suite, etc.

City

State
NM

Zip Code

Phone   Phone 2

Email

☐ Secondary Address if different from Mailing Address

Figure 11. Political Committee Registration – Political Committee Information

o   To add one or more sponsoring organizations, click   **+ ADD SPONSORING ORGANIZATION**   .
   The Add Sponsoring Organization dialog will be displayed. Enter organization name, relationship
   to the political committee, and address.

o   Click   **ADD**   . The Add Sponsoring Organization dialog will be closed and the sponsoring
   organization will be visible on the registration screen.

o   To enter one or more associated organizations, click   **+ ADD ASSOCIATED ORGANIZATION**   . The
   Add Associated Organization dialog will be displayed. Follow the same process for adding a
   sponsoring organization.
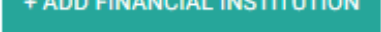
Figure 11. Political Committee Registration – Add Sponsoring Organization Dialog

o   To add one or more officers, click [+ ADD OFFICER] . Select the type of officer you are adding. There are four available choices: Treasurer, Assistant Treasurer, Principal Officer, and Authorized Agent.

o   Clicking on [CONTACT INFORMATION SAME AS COMMITTEE] will populate the Add Officer dialog with political committee contact information.

o   Enter Officer's name, title, and address, if different than the political committee.

o   Click [SAVE] . The Add Officer dialog will be closed, and the officer information will be visible on the registration screen.

o   Each officer added on the political committee's registration will receive login credentials to access the political committee's dashboard within the Campaign Finance Module when the registration is accepted by the Secretary of State. Authorized Agents will have limited functionality. They are not able to file reports.

o   The email provided for each officer will become their User ID. For an officer who works with multiple reporting entities, if the same email address is used, they will be able to access multiple committees with one set of login credentials

Note: All Political Committees must have a treasurer. Adding any other officer is optional.

Figure 12. Political Committee Registration – Add Officer Dialog, Treasurer Option Selected

- o To add one or more financial institutions, click on **+ ADD FINANCIAL INSTITUTION** and enter the financial institution information.

- o Click **SAVE** . The Add Financial dialog will be closed, and the financial institution information will be visible on the registration screen.

> Note: It is required that a bank account be opened before any money is received or spent related to the political committee in the form of contributions or expenditures.

Figure 13. Political Committee Registration – Add Financial Institution

- o After reading the acknowledgement, check the acknowledgement box and type your name as the electronic signature. The date will default to the current date and cannot be edited.

- o When you have entered all required registration information, the SUBMIT button will be enabled. Ensure all information is correct.

- o Click **SUBMIT** to submit your registration.

  - Political committee registration does require a $50 registration fee to be paid. You will have the choice of paying with a credit card or an e-check. For additional information on payment, see E-Check Payment or Credit Card Payment.

  - A confirmation message is displayed. Once you confirm, you and any officers listed will receive an email confirming the registration submission.

Figure 14. Political Committee Registration – Acknowledgement Panel

Note: You will not be able to file any reports in the New Mexico Campaign Finance System until the registration fee is paid.

3.1.2 When your Registration is Accepted

When your registration is submitted, the staff of the Bureau of Elections and Ethics Division will review your registration. Once they approve it, your filer account will be made active in the system and you and any officers listed will receive a confirmation email.

If your registration is rejected, you will receive an email with the rejection reason.

If your registration is conditionally accepted, you will receive an email with the reason for conditional acceptance. You will be able to log into the system, enter transactions, pay any fees, and amend your registration, however, you will not be able to file any campaign finance reports until the conditional acceptance is removed.

3.1.3 Receiving Login Credentials

Login credentials will automatically be assigned when the registration is accepted or conditionally accepted by the staff of the Bureau of Elections and Ethics Division. Login credentials will automatically be assigned to the following:

- All registered candidates

- Any officer entered on a registration.

The candidate and all officers will receive an email containing instructions. The credentials generated by following the instruction received will allow you to access the Campaign Finance module. If the same email was used with both the Financial Disclosure Statement Filer module and the Campaign Finance module, you do not need to authenticate the account again. You can proceed straight to signing in.

4 Your Campaign Finance Filer Dashboard

4.1 Signing In

To begin the sign in process, navigate to the New Mexico Campaign Finance System public site. Select the *Login* link in the page header. The Registered User Login dialog is displayed.
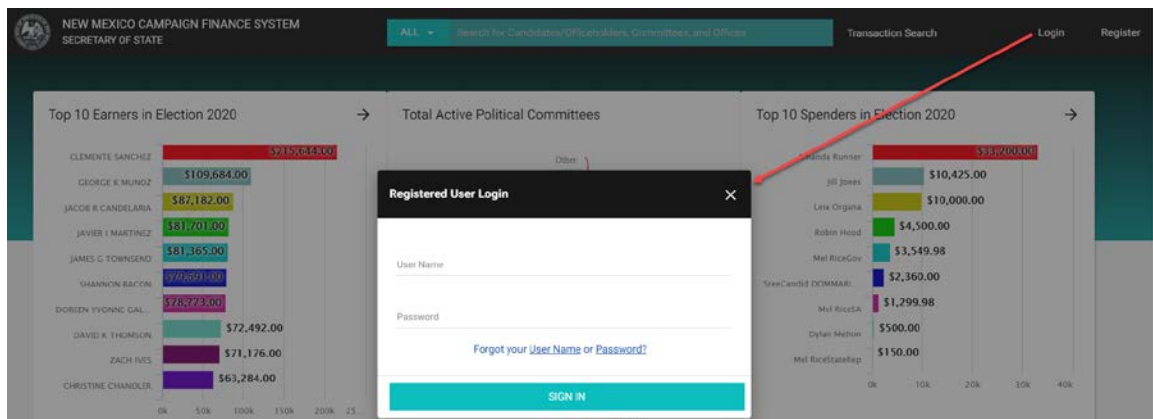
Figure 15. Login Dialog

> Note: If you have forgotten your User Name or Password, there are links to retrieve your User Name and reset your password on the Login dialog.

- o Enter your username and password. Click **SIGN IN** .

- o If you only have access to the Campaign Finance Module and your email is only associated to one committee, you will be taken directly to the Filer Dashboard.

- o If you have access to more than one Declare Module or access to more than one committee in the Campaign Finance Module, you will see a list of any committees you are associated to in the Campaign Finance module and/or your Finance Disclosure Statement Filer account. Select the desired reporting entity. You will then be directed to the Home page for your selected entity.
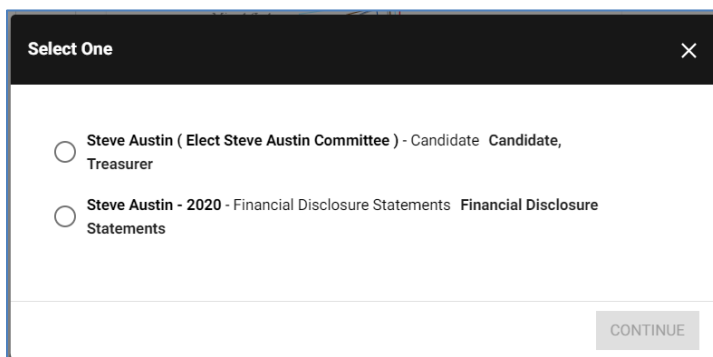
Figure 16: Select Committee Dialog

> Note: You can only work in one committee or module at a time. To switch to a different committee or module, you must log out and log back in.

4.2 Dashboard Overview

4.2.1 Candidate Campaign Committee / Political Committee

4.2.1.1 Home Page

Upon logging into the system, you will be on the home page for your dashboard. Both the candidate campaign committee and the political committee Dashboards are very similar. Both will be explained in this section. It will be called out when the functionality differs between the candidate campaign committee and the political committee.

When the home page is first opened, the center portion of the screen shows the Immediate To Do list, the Upcoming Reports list, and the Recently Filed Reports list. These areas will not be visible if there is no data to display.

If you navigate to another functional area from the Dashboard Navigational Menu on the left-hand side of the screen, the center portion of the screen will be overlaid with different functions as you select

navigational menu options. Clicking the *Home* menu option returns the screen to its initial format with the three lists.
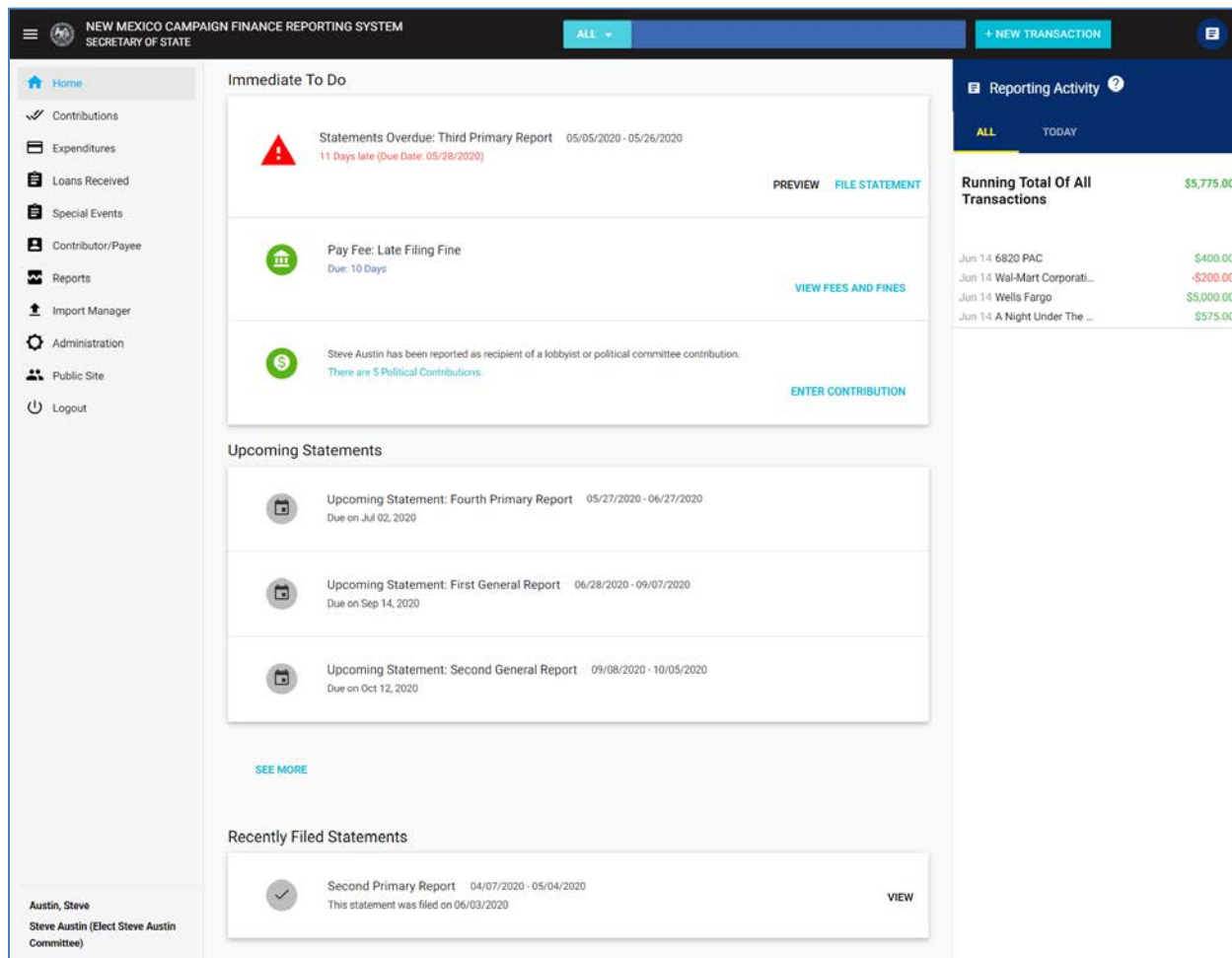
Figure 17: Candidate Campaign Committee / Political Committee Home Screen

4.2.1.2   Immediate To Do

The Immediate To Do list shows you items that you need to be aware of or that need to be completed. For example, when a report is due, an item would show up to remind you to file the report. Or an item will show up to remind you to file an amendment for a previously filed report because you have updated information about a contribution that was included on that report. On each of these, there is a link to preview the report without submitting it, and also a link to directly open the File Report screen where the selected report can be submitted.

4.2.1.3   Upcoming Reports

The Upcoming Reports List shows you which reports are going to be coming due.

4.2.1.4 Recently Filed Reports

The Recently Filed Reports list shows you all reports that were most recently filed. On each, there is a *View* action link which will show you a PDF of the filed report.

4.2.1.5 Dashboard Navigational Menu

The Dashboard Navigational Menu is on the left side of the screen. Each item in the menu, when clicked, will open up in the center part of the screen. Clicking the *Home* menu option returns the screen to its default view with the Immediate To Do list, the Upcoming Reports list, and the Recently Filed Reports list showing.

Clicking the [≡] icon in the header above the panel will hide/display the Dashboard Navigational Menu.

4.2.1.6 Reporting Activity

Along the right side of the screen is the Reporting Activity list. This is a running total of transactions that you have entered into the system. There are three tabs that can be clicked in order to view transactions entered today, all transactions, and transactions entered for the current report (only displayed when viewing a report).

Clicking the [≣] icon in the header above the panel will hide/display the Reporting Activity panel.

4.2.1.7 Searches

You can search for your transactions, contributors, payees, and reports by using the Search function on the candidate/committee dashboard header.
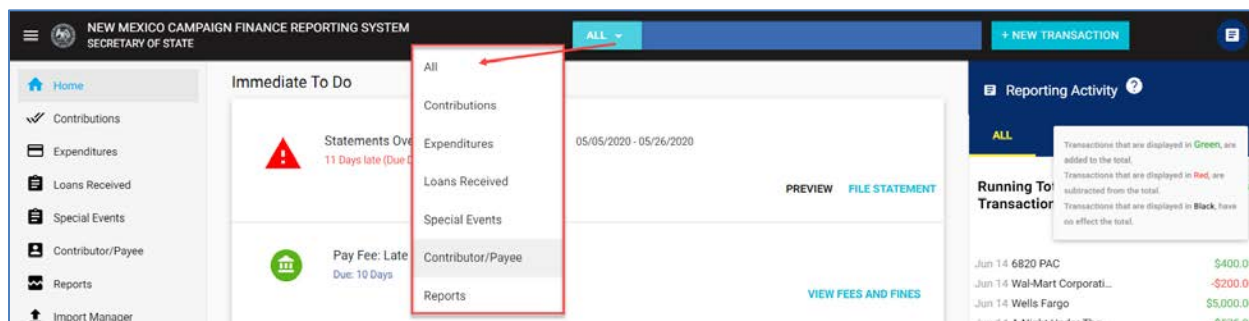
Figure 18. Search Function

- o Select the transaction or entity type you are searching for in the dropdown, or leave it as "All" to find all items.
- o Begin to type the name in the textbox. As you type, a scrollable results list is shown, and includes the first few items found that match or include the entered text. The list may change as you continue to type more of the name. Only a few items are shown immediately in the Quick Results List.

o   Click on the name in the Quick Results list to view details about that particular item.
  o   For transactions, the View screen for that transaction is shown.
  o   For a contributor or payee, the Edit screen for that individual or organization is shown.
  o   For a report, a PDF of the report is shown.

Figure 19. Quick Results for the Search

o   Click   **See All**   at the bottom of the Quick Results List to see the full list of results.

o   You can filter the full results list by clicking on the filter and entering filter criteria.
  o   Filter by Date
  o   Filter by Amount
  o   Filter by Filing Status

20 Results for "%%"

Date   Amount   Filing Status

Contributions

$400.00 - 6820 PAC (Committee)
Receipt Date: 06/14/2020   Type: Contributions   View

$400.00 - 6820 PAC (Political Committee)
Receipt Date: 06/14/2020   Type: Contributions   View

Expenditures

$200.00 - Wal-Mart Corporation (Other (e.g. business entity))
Receipt Date: 06/14/2020   Type: Expenditures   View

Loans Received

$5,000.00 - Wells Fargo (Other (e.g. business entity)) - Loans Received
Receipt Date: 06/14/2020   Type: Loans Received   View

Contributors/Payees

Figure 20. Full Search Results with Available Filters

4.3   Transaction Entry

As a registered user, you will have the ability to enter all of the transactions and information that is required to be included on your disclosure reports.

4.3.1   Adding Transactions

Depending on the reporting requirements of the type of candidate or committee you represent, you can enter various types of transactions such as contributions and expenditures. To add a new transaction, start from the New Transaction button on the header.

- o   Click   **+ NEW TRANSACTION**   to open a list of transaction types. The New Transaction dialog will be displayed.

    Transaction types are as follows:

    - Contributions
    - Expenditures
    - Independent Expenditures (only available to political committees)
    - Loans Received
    - Special Events

- o   Selecting the type of transaction will open a dialog specifically for adding that type of transaction.

4.3.1.1   Contributions

The Add Contribution dialog captures all information necessary to report a contribution.
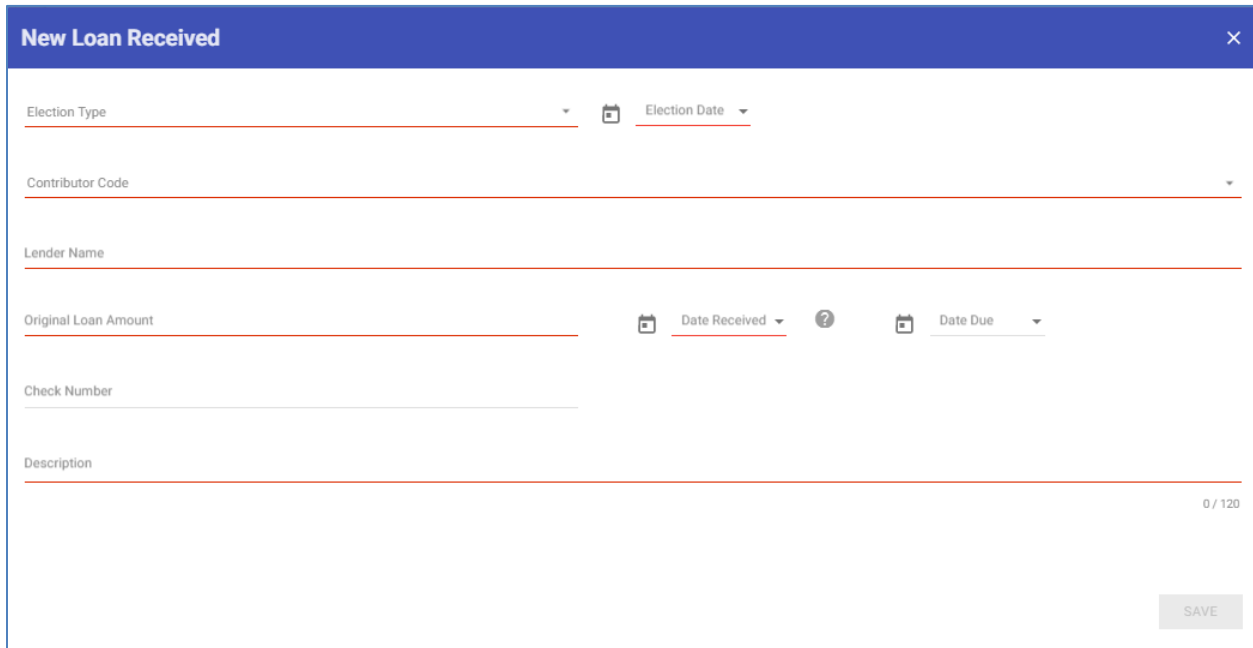

Figure 21. Add Contribution Dialog

- o Select the election type. Choices are as follows:
    - General
    - Primary
    - Special

- o Enter the election date of the election.

- o Select the contribution type. The selected contribution type will determine what fields needs to be captured for the transaction. Choices are as follows:
    - Monetary
    - Anonymous
    - In-Kind

> Note: Intra-Candidate Transfer is only used by candidate campaign committees. An intra-candidate transfer can be used to move funds from one candidate campaign committee to a new candidate campaign committee for a new election cycle. (ie: Moving funds from the 2018 election to the 2020 election for the same candidate. This is not used to move funds from a primary election to a general election.)

- o Enter contributor information. (See Contributor and Payee Information below.)

o Enter the contribution information including amount, date, check number, and description. Once all required information is entered, the Save button is enabled.

o Click [SAVE] to save the contribution. The contribution will be stored in the Contribution datagrid.

4.3.1.2   Contributor and Payee Information

All contributors, payees, and loan sources are entered as part of the process of entering a transaction. Once saved, these individuals or organizations can be re-used if needed for different roles in other transactions. For example, a contributor may also be a loan source or a payee on a separate transaction. The individual or organization only needs to be entered once and will thereafter be available for you to select and re-use as needed.

The process for entering these individuals or organizations is the same, no matter what the transaction type is. Each transaction entry dialog will include the same basic functionality.

To illustrate, this is the procedure for entering a contributor.

o Select the type of contributor, labeled as the contributor code. Choices are as follows:
* Self – Candidate
* IND – Individual
* COM – Campaign Committee/Political Committee
* OTH – Other (eg: business entity)
* LOB – Lobbying

o Once the type is selected, you may begin to type the contributor name. As you type, a scrollable list of existing contributors whose name matches or starts with the text you are typing will be shown for you to select.
* For the Individual type and the Business or Organization type, the list of existing contributors is drawn from all of the contributors and payees that you or your committee have previously entered.

* For any of the registered filer types, the list of existing contributors is drawn from all entities of that type who are registered in the system.

o If your contributor is in the list, click the name in order to select it. It will be shown on the screen as the contributor of the contribution you are entering.

o Alternatively, you may add a new contributor rather than select a pre-existing one.

* This will be the case when you enter an Individual or Other contributor type for the first time.

* If your contributor is a committee or a lobbying organization and you do not find your contributor's name in the list, this is probably because they have not yet registered with the New Mexico Campaign Finance System. You can enter these contributors, however,

they will not be considered registered in the New Mexico Campaign Finance System.

o   The dropdown list will have an Add a New Contributor option at the end. Scroll to the end of the list and click this option in order to open the Create New Contributor panel.

o   If you need to change information regarding a contributor, do not add a new one, rather edit the existing contributor (See Editing Contributor/Payee Information below.).

New Contribution   ✕

Election Type
General   ▼   📅 Election Date
                                                          11/03/2020   ▼

Contribution Type
Monetary   ▼

Contributor Code
COM - Political Committee   ▼

Contributor
Anni

ANNIE HOGLAND (Elect ANNIE HOGLAND for County Clerk)

Eli Manning (eliforLtGov2018)   📅   Date Received   ▼ ❓

GIOVANNI COPPOLA (Elect GIOVANNI COPPOLA for State Representative)

JEANNIE MYERS (Elect JEANNIE L MYERS for County Treasurer)

+ ADD NEW CONTRIBUTOR

Figure 22. Add Contributor Results List

o   Enter all the required information about the contributor. Contributor Code will determine what information will be needed. If occupation information has been provided, enter occupation information.

o   Once all required information about the contributor is entered, the Create button will be enabled.

o   Click   **CREATE**   to save the contributor and close the Create New Contributor panel. This will immediately be shown as the contributor of the contribution being added.

Note: If a contributor makes a contribution of $200 or more in aggregate, then the occupation or business type is required to be reported for that contributor.

Create New Contributor

First Name	Middle Name	Last Name	Treasurer Suffix

Address 1		Address 2	

City	State NM	Zip Code	

Employer (Name of business if Self-Employed)

Occupation

☑ Occupation Information Not Required at this time

CANCEL   CREATE

Figure 23. Create New Contributor

4.3.1.3   Expenditures

The Add Expenditure dialog captures all information necessary to report an expenditure.

New Expenditure   ✕

Election Type   📅   Election Date ▾

Payee Type ▾

Purpose ▾

Amount Paid   📅   Date Paid ▾   ❓

Check Number

Description of Payment

0/120

Reason for Expenditure ❓

CLEAR SUPPORT OR OPPOSE SELECTION

○ Support or oppose a candidate/committee
○ Support or oppose a ballot question

SAVE

Figure 24. Add Expenditure Dialog

- o Select the election type. Choices are as follows:
  - General
  - Primary

- Special
- No election applicable

o Enter the election date of the election.

o Select the payee type. The selected payee type will determine what fields needs to be captured for the transaction. Choices are as follows:
- CMT – Committee
- SELF – Candidate (only visible to candidate campaign committees)
- IND – Individual
- OTH – Other (e.g. business entity)

o Add a payee as described in [Contributor and Payee Information](#). Employer / Occupation information is not collected for individual payees.

o Select a purpose for the expenditure. Choices are as follows:
- CMP campaign paraphernalia/misc.
- CNS campaign consultants
- CTB contribution
- CVC civic donations
- DON donation
- FIL candidate filing/ballot fees
- FND fundraising events
- IND independent expenditure supporting/opposing others (explain)*
- LEG legal defense
- LIT campaign literature and mailings
- LMD loan made
- MBR member communications
- MTG meetings and appearances
- NCA 00-No Category Applies
- OFC office expenses
- OTH Other
- PET petition circulating
- PHO phone bank
- POL polling and survey research
- POS postage, delivery and messenger services
- PRO professional services (legal, accounting)
- PRT print ads
- RAD radio airtime and production costs
- RFD returned contributions
- SAL campaign workers' salaries
- TEL t.v. or cable airtime and production costs
- TRC candidate travel, lodging, and meals
- TRS staff/spouse travel, lodging, and meals
- TSF transfer between committees of the same candidate/sponsor
- VOT voter registration

- WEB information technology costs (internet, e-mail)

  o If you select a purpose of OTH – Other, then you will be asked to add a purpose description.

  o Enter remaining expenditure information such as amount paid, transaction date, check number, and description of payment. Once all required information is entered, the Save button is enabled.

  o Optionally, you have the ability to enter if this expenditure supported or opposed a candidate or ballot question. This information is not required for an expenditure.

  o Click **SAVE** to save the expenditure. The expenditure will be saved in the Expenditure datagrid.

4.3.1.4   Loans Received

The Add Loans Received dialog captures all information necessary to report a Loan Received.

New Loan Received

Election Type

Election Date

Contributor Code

Lender Name

Original Loan Amount   Date Received   Date Due

Check Number

Description

0 / 120

SAVE

Figure 25. Add Loans Received Dialog

  o Select the election type. Choices are as follows:
    - General
    - Primary
    - Special
    - No election applicable

  o Enter the election date of the election.

- o Select the contributor code. Contributor Code is the common name for the codes used for contributions and loans received. The selected contributor code will determine what fields needs to be captured for the transaction. Choices are as follows:
    - SELF – Candidate (only visible to candidate campaign committees)
    - IND – Individual
    - CMT – Campaign Committee / Political Committee
    - OTH – Other (e.g. business entity)

- o Add lender name as described in Contributor and Payee Information.

- o Enter the original loan amount, date received, and a brief description of the loan received. Once all required information is entered, the Save button is enabled.

- o Optionally, you can enter the date the loan received is due and if there is an associated check number.

- o Click **SAVE** to save the loan received. The expenditure will be saved in the Loans Received datagrid.

- o For information about entering loan payments, see Payments on Loans Received.

4.3.1.5   Special Events

The Add Special Event dialog captures all information necessary to report a special event.

Figure 26. Add Special Event Dialog

- o Enter special event information such as event name, event date, and event location and description.

- o Enter the admission price and the number of people in attendance. The Admission Fees Received field will be calculated and displayed based on the admission price and the number in attendance.

- o For each person or group that sponsored the special event,

    - o Enter the sponsor name.

    - o Click **ADD** . The sponsor will be displayed on the Special Event screen.

    - o Repeat for each sponsor.

    - o To remove a sponsor, click the X by their name.

- o Enter any unidentifiable / anonymous contribution amount. The Total Special Event Contributions field will be calculated and displayed.

o Enter the expenditure amount made in relation to this special event. The Total Amount Raised for this special event will be calculated and displayed. Once all required information is entered, the Save button is enabled.

o Click **SAVE** to save the special event. The special event will be stored in the Special Events datagrid.

4.3.1.6 Independent Expenditures

The Add Independent Expenditures dialog captures all information necessary to report an independent expenditure. This will only be visible to political committees and Individual Independent Expenditure Filers.
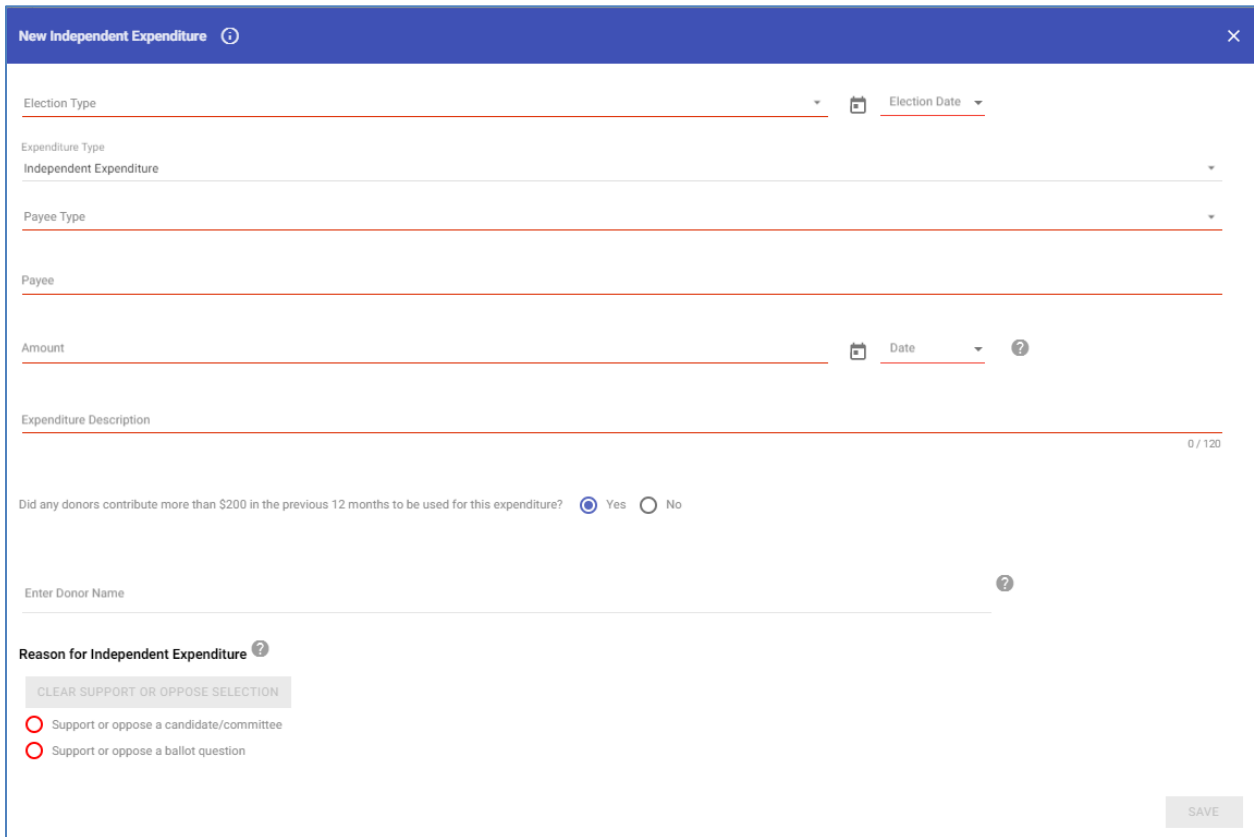
Figure 27. Add Independent Expenditure Dialog

o Select the election type. Choices are as follows:
- General
- Primary
- Special
- No election applicable

o Enter the election date of the election.

o Select the payee type. The selected payee type will determine what fields needs to be captured for the transaction. Choices are as follows:

- CMT – Committee
- IND – Individual
- OTH – Other (e.g. business entity)

o Add a payee as described in [Contributor and Payee Information](#).

o Enter the transaction amount, date, and description.

o If any donors contributed more than $200 in the previous 12 months to be used for this expenditure, select the Yes radio button.

o If applicable, type the donor name into the Donor field. As you type, the system will search your listed contributors to pull in the donor information.

- If there are multiple contributions from one contributor, that contributor will be listed multiple times in the donor search results.

- If you cannot find the contributor that means that you have not entered that specific contribution yet. Enter that contribution and then return to the Independent Expenditure Transaction Screen. All donors must be entered as contributors first.

o Select whether the independent expenditure is to support/oppose a candidate/committee or a ballot question.

- If a candidate/committee:

  - As you type the candidate's name, the system will display a list of candidates that match your typing. Select the candidate from the results list or select the + OTHER option to add a new candidate. If you enter a new candidate's name, you must also enter the office sought.
  - Indicate whether you support or oppose by clicking SUPPORT or OPPOSE .

- If a ballot question:

  - In the Jurisdiction Type field, select if the ballot question is County or Statewide.
  - If a jurisdiction type of County is selected, then select the county from the Jurisdiction dropdown.
  - Select the ballot question from the Ballot Question dropdown or select Other to add a new ballot question and ballot description.
  - Indicate whether you support or oppose by clicking SUPPORT or OPPOSE .

- You may switch between supporting/opposing a candidate or ballot question but doing so will result in losing the data entered for the candidate or ballot question.

Figure 28. Add Independent Expenditure Dialog – Reason for Independent Expenditure Panel

o Once all required information is entered, the SAVE button is enabled.

Click [SAVE] to save the independent expenditure. The independent expenditure will be stored in the Independent Expenditure datagrid.

4.3.2 Viewing / Editing / Returning / Deleting Transactions

The Navigational Dashboard Menu includes a link for a transaction summary grid for each transaction type that is relevant to the candidate campaign committee or political committee that you represent. Clicking on the transaction type from the Navigational Dashboard Menu will display a list of all entered transactions of that type.

Figure 29. Dashboard Navigational Menu with a Transaction Summary Grid, Action Menu is visible

Each transaction contains an action menu that allows you to view details and update each transaction.

To view and update a transaction, select the transaction and click on Edit in the action menu. The View screen for that transaction is displayed.

Figure 30. View Contribution Screen, Actions Dropdown Values

- o   The View Screens are read-only.

- o   If you wish to make updates to the transaction, use the action menu at the lower right to edit, amend, or delete the transaction. In each case a separate dialog or message is displayed once a selection is made.

- o   For edits or amends, the dialog looks and acts like the Add New dialog, with the exception that the current transaction information is pre-populated on the screen.

- o   For deletes, a pop-up message is displayed asking you to confirm that you want to delete the record.

4.3.2.1   Differences between Unfiled and Filed Transactions (Edit vs. Amend)

When a transaction is first entered and until it is filed on a report, it can be updated without the system saving any history of the prior version. This is referred to as an Edit.

Once a transaction is filed on a report, that version of the transaction is saved in history. This is preserved, and any updates will create a new version of the transaction. This is referred to as an Amend. Anytime a transaction is amended, you will be required to refile (amend) the report on which it was reported. A reminder for this will show up in your Immediate To Do list.

The Actions options on each transaction View screen will show the Edit or the Amend link according to the filed status of the transaction.

The same principal applies to deleting transactions. If an unfiled transaction is deleted, it is simply removed and no history is retained. Once a transaction is filed, the delete action will require that the report that originally included the transaction be amended to remove that transaction.

4.3.2.2 Payments on Loans

Payments made on a previously entered loan received are entered directly against the original loan received accessed through the Loans Received Summary grid.

Figure 31. Loans Received Summary Grid

- o As with other transaction summary grids, the Loans Received Summary grid displays basic information about each loan including the outstanding balance. This is an automatic calculation starting with the original loan received amount and subtracting all payments made and forgiven amounts.

- o All payments or forgiven amounts are shown in an expandable/collapsible list under the loan received.

  - The payment record is like any other transaction in that it can be updated or deleted.

  - Each payment record can be opened in a View screen.

  - The payment's View screen will have an action menu with Edit, Amend, and Delete options. See Viewing / Editing / Returning / Deleting Transactions for more description of these options.

To create a payment for a loan received:

- o Select Loans Received from the Navigational Dashboard Menu. The Loans Received Summary Grid will be displayed containing all entered loans received, both filed and unfiled.

o   Select a specific loan received. Select Edit from the action menu. The Loan Received View screen is displayed. If any amounts have been paid or forgiven previously on this loan received, they will be visible at the bottom of the screen in a read only format.

o   From the Loan Received View screen, select Payment from the Actions dropdown. The top of the Pay Loan Received screen will display read only information about the loan received.

Figure 32. View Loans Received Screen, Action Menu – Payment Option

o   Enter the payment amount in the Loan Amount Paid field and enter the payment date in the Date Paid field. Once all required information is entered, the Save button will be enabled.

o   Optionally, you can enter a reason for the Loan Received Payment.

o   Click **SAVE** to save the payment associated to the loan received. The outstanding balance will be recalculated for the loan received in the Loan Received Summary grid. This payment will be visible as a child record of the loan received.

Figure 33. Pay Loan Received Screen

4.3.2.3 Loan Received Forgiveness

Forgiveness of a Loan Received is handled in a similar manner to Loan Received Payment. Forgiveness of a Loan Received is entered directly against the original loan received accessed through the Loans Received Summary grid.

To create a forgiven amount for a loan received:

- o Select Loans Received from the Navigational Dashboard Menu. The Loans Received Summary Grid will be displayed containing all entered loans received, both filed and unfiled.

- o Select a specific loan received. Select Edit from the action menu. The Loan Received View screen is displayed. If any amounts have been paid or forgiven previously on this loan received, they will be visible at the bottom of the screen in a read only format.

- o From the Loan Received View screen, select Forgive from the Actions dropdown. The top of the Forgive Loan Received screen will display read only information about the loan received.

- o Enter the forgiven amount in the Loan Amount Forgiven field and enter the forgiven date in the Date Forgiven field. Once all required information is entered, the Save button will be enabled.

- o Optionally, you can enter a reason for the Forgiven Loan Received amount.

- o Click **SAVE** to save the forgiven amount associated to the loan received. The outstanding balance will be recalculated for the loan received in the Loan Received Summary grid. This forgiven amount will be visible as a child record of the loan received.

Loan Received ✕

Election Type
General

Election Date
11/03/2020

Contributor Code
OTH - Other (e.g. business entity)

Lender Name
Wells Fargo

Original Loan Amount
5,000.00

Date Received
06/14/2020

Check Number

Date Due

Description
to buy campaign supplies

Payments ⌃

Date	Amount	Reason
06/15/2020	$300.00	

Forgiveness ⌃

Date Forgiven	Amount	Reason
06/16/2020	$200.00	

Actions ▾

Figure 34. View Loan Received Screen with previously made payments and forgiven amounts

4.3.2.4   Returning a Transaction

There may be times when you need to return a transaction. This process works the same for each transaction type. A return is entered directly against the original transaction through the Transaction Summary grid.

To Return a Transaction:

- o   Select the transaction type from the Navigational Dashboard Menu. The Transaction Summary Grid will be displayed containing all entered transactions, both filed and unfiled.

- o   Select a specific transaction. Select Edit from the action menu. The Transaction View screen is displayed. If any amounts have been returned previously on this transaction, they will be visible at the bottom of the screen in a read only format.

- o   From the Transaction View screen, select Return from the Actions dropdown. The top of the transaction screen will display read only information about the transaction.

- o   Enter the return amount in the Return Amount field and enter the returned date in the Return Date field. Once all required information is entered, the Save button will be enabled.

o   Optionally, you can enter a reason for the return.

o   Click **SAVE** to save the returned amount associated to the transaction. This returned amount will be visible as a child record of the transaction.

> Note: A return must be within 30 days of the original transaction.

4.3.3   Editing Contributor / Payee Information

Contributors, payees, and loan sources are added to the system as a part of the transaction entry process. However, once they have been added, any modification to their name, address, or other information is entered through a separate function outside of that process.

The Edit function can be accessed from two places:

* The Search Bar on the page header; or

* The Contributor/Payee/Loan Source Summary Grid which is available on the Dashboard Navigational Menu.

Figure 35. Contributor/Payee/Lender Source Summary Grid, Action Menu Visible

o   Select the contributor/payee/lender source that needs editing from the Contributor / Payee / Lender Source Summary Grid. Select edit from the action menu. The Edit Contributor / Payee screen will be displayed.

o   Enter any updates needed and click **UPDATE**.

- o When new transactions are added and filed for this person or organization, the report will automatically show the information that is current at the time the transaction is filed.

- o If you update the individual's or organization's information after filing any transactions, those previously filed transactions by default will retain the information each had when it was filed.

- o If you want the updates to be applied to any or all previously filed transactions, you will need to individually amend each transaction, then amend the reports they were filed on.

  - To do this, you open the filed transaction for an amendment.

  - You will be given the options to update that individual's or committee's information in the transaction, or to keep the information as it was originally filed for that transaction.

  - Click either UPDATED CONTRIBUTOR or ORIGINAL CONTRIBUTOR .

Figure 36. Edit Contributor/Payee Screen

Figure 37. Amend Contribution Screen – Updated Contributor Information Visible

4.3.3.1   Linking a Contributor / Payee

Occasionally, you will need to link a contributor or payee. For example, a contributor was entered twice with a slightly different name. If you link the contributors, then their contributions will be added together to apply to any limits.

To link a contributor to another contributor:

- o The Edit Contributor / Payee Screen contains an action menu in the header. Click .

- o Select the action menu choice of *Link Contributor/Payees*. The Link panel is displayed at the bottom of the Edit Contributor / Payee Screen.

- o Enter the name of the contributor you wish to link and click . They system will search and return all contributors that match the search criteria.

- o Select the contributor that you wish to link to the current contributor. Once all required information is entered, the Link Contributor / Payees button is enabled.

o Click **Link Contributor/Payees** to link the two contributors. Once these contributors are linked, they will be treated as the same contributor.

o Click **UPDATE** to save the updated contributor.

Figure 38. Edit Contributor / Payee – Linking Functionality Visible

4.4 Importing Transaction Data Files

The Import process provides the ability to upload files containing multiple transactions and have them added all at once. This is a shortcut to the data entry process.

Two standard file formats are available - Excel or XML. You can download instruction documents and other files that will be helpful during the import process from the Import Manager page within the Filer Dashboard.

Note that the import process is for adding new unfiled transactions. It does not provide the ability to file statements. That must be done through the regular report filing functionality in the system.

4.4.1 Import Manager

The Import Manager screen shows all the files that have been uploaded into the system. All import functionality is located on this screen.

To access the Import Manager,

- o From the Dashboard Navigational Menu, click on the Import Manager option. The Import Manager Screen will be displayed.

- o To upload a new file, click on the **IMPORT FILE** action link from the Import Manager. The Import File dialog will be displayed.

- o Click the Select File field to browse and select the file you wish to upload. Acceptable formats are EXCEL and XML.

- o Enter a meaningful description. This is intended to help you distinguish between multiple upload files in your Import Manager list.

- o Click the **IMPORT** button to upload the file and start the import process.

- o The file will be uploaded and validated for correct format and data.
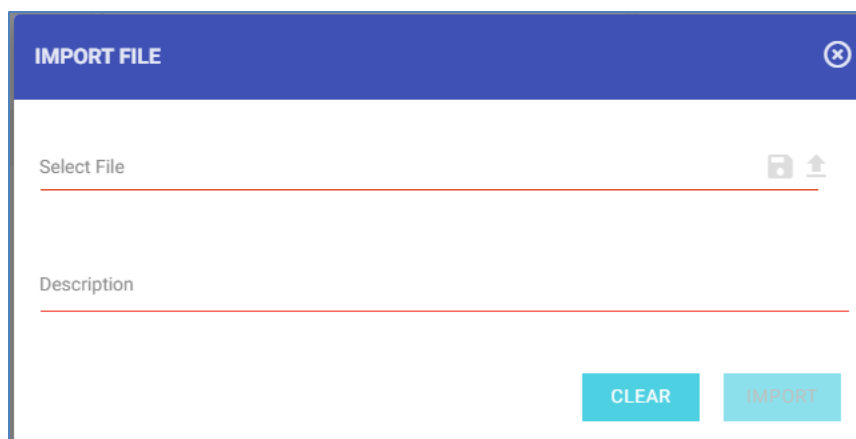
Figure 40. Import File Dialog

- While a file is being uploaded, the status is shown as Queued. The upload may take a few minutes to be completed. Click the *Refresh* link to have the status on the screen updated.

- Once the upload is complete, the status is set to Pending.

- Click the *Review* link in the action menu to see the results of the upload process. See [View Import Results](#) for more details on this.

- You have the choice to either accept or reject the upload.
  - To keep the uploaded transactions, click the *Accept* link. All transactions that passed the validation will be added to the system.
  - Click the *Reject* link to cancel the upload process. No transactions will be added.

- Once an upload has been accepted, it can still be reversed.
  - Click *Reverse* in the action menu.
  - This will remove any transactions that were added in that upload, *as long as they are not filed*. Any transaction that is filed will be bypassed by the *Reverse* action and left in place.

4.5   View Import Results

You can view the Import Results by clicking on the Review option in the action menu for an import file. A list of each transaction in the file is shown with a Success status or Error status with messages. There may also be a warning message that should be reviewed but will not prevent the transaction from being uploaded.

Errors in the upload file can be corrected and the file uploaded again. Subsequent uploads of the same file will only pick up transactions that were not processed the first time due to errors. Transactions that have already processed will be bypassed as duplicates. The system does not look at the transaction data to determine duplicates. It looks at the Transaction ID to match transactions in the upload file to existing transaction in the database. If you already have a transaction with the same Transaction ID in the database, that input record will be bypassed as a duplicate.

Figure 41. Import Results Page

4.6   Import Instructions and Templates

On the Import Manager screen, click the download icon ↧ to download instructions and templates to help you with the import process. There are multiple documents for your use.

- If you are importing Excel files, there is an instruction document and an Excel template file to get you started.
- If you are importing XML files, there is an instruction document and an XML file schema (xsd) to get you started.
- If you have registered candidates or committees as your contributors, payees, or loan sources, you will need to have their ID to identify them in the transaction files. Click *EXPORT ORGANIZATIONS* to download a reference list of registered candidate and committee names and their IDs.
- If you have contributors who are required to report their occupation or business type, you will need to have the occupation code or the business type code as part of the transaction record. Click *EXPORT BUSINESS TYPES* or *EXPORT OCCUPATION CODES* to download a reference list of business types and occupation codes.
- If you are reporting Independent Expenditures that support or oppose a ballot question, you will need to include the Ballot Question ID in the transaction record. Click *EXPORT BALLOT QUESTIONS* to download a reference list of ballot question IDs.

5   Filing Reports
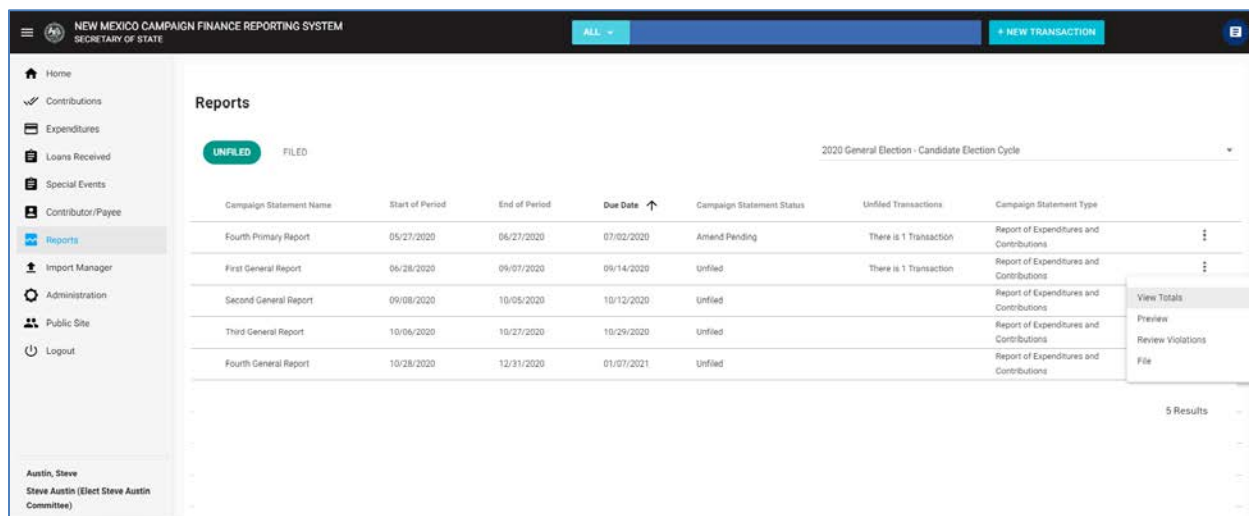
When the Bureau of Elections and Ethics Division accepts your registration, the candidate campaign committee or political committee will be assigned scheduled campaign reports based on the calendar year, election, and office specified in the registration. Additionally, when certain transactions are entered into the system, supplemental reports will be assigned, when necessary.   Transactions reported on supplemental reports will not affect the cash balance. Those same transactions will also be reported on regular scheduled reports, which does affect the cash balance.

5.1   Viewing Your Filing Schedule

The Reports Screen contains both the reporting entity's filing schedule and any filed reports. You will be able to preview, file, and amend reports. You can also check for violations both before and after filing.

To access the Reports Screen,

- o   From the Dashboard Navigational Menu, click on the Reports option. The Reports Screen will be displayed.

Figure 42: Reports Screen – Unfiled Reports

- o   The **Unfiled Reports** list shows each report that has been scheduled, but is not yet filed. This may include supplemental reports added to your schedule due to meeting a contribution or expenditure threshold. If the report has been started and saved, but not yet submitted, it still shows in the Unfiled list.

- •   Reports are listed in the order they are due, and the system requires that reports be filed in the order in which they are due.

- •   A report whose period end date is the current date or in the past will also appear in the Immediate To Do list on the Home page. You may also preview and file the report from there as well.

- o The **Filed Reports** list shows each filed report and any amendments that are associated with that report. Once a report is filed, it is shown in the Filed list, and is removed from the Unfiled list.
  - If the report has had an amendment, it also is shown. All versions of a report (original filing and amendments) are shown in the expandable/collapsible panel under the main report row. This panel is opened and closed by clicking the caret icon next to the report name.

- o In each list, the reports have an Action Menu which is obtained by clicking the ⋮ icon. It contains one or more options, depending on the status of the report.

  - Options that are only available on Unfiled Reports:
    - *Preview* – This link is only visible on the Unfiled Reports and allows you to review the contents of a report without filing it. A PDF of the report in a draft version will be displayed. This action does not file the report.
    - *File* – This link is visible only on the Unfiled Reports and opens the File Reports Screen. From here, you can file a campaign disclosure report.
    - Resume – This link is visible only to the Unfiled Reports and is used to continue working on your report. It will open the File Report screen.

  - Options that are only available on Filed Reports:
    - *View* – This link is only visible on the Filed Reports and displays a PDF of the filed report. For amended reports, each version can be viewed. This is also the version that is visible on the public site.
    - Refile – This link is only visible to the Filed Reports and opens the File Reports Screen. Your report information will show up as it was when you last filed the report. You can review modifications as needed, and, like the original filing process, you can either exit the amendment and it will be placed in the Unfiled Reports List in order to complete it later, or you can file it.

  - Options that are available to both Unfiled and Filed Reports:
    - *View Totals* – This link opens the File Reports Screen in a read only mode. It displays all information that was entered into the File Reports Screen.
    - *Review Violations* – This link reviews the report for potential violations of limits and other rules. Possible violations will be displayed.

5.2   Filing Your Report

When the File Report Screen is first opened, you will see the header located at the top of the File Report Screen. The header area includes the name of the report, the number of days until the report is due, and an arrow to return to the Reports screen. The *Review*, *Preview*, and *File* action links are also located in the header.

The File Report Screen will be pre-populated and summary totals calculated with all transactions that are within the date range of the reporting period. Summary totals are displayed, and each section can be expanded to view the list of transactions making up the total.

 The File Report Screen will look like this:

Figure 43. File Report Screen

o To file a report, click the File option in the action menu from the Reports Screen. The system will open the File Report Screen to allow you to submit the selected report.

o Click the ***Preview*** action link to review the contents of a report without filing it. A PDF of the report in a draft version will be displayed.

o Click the ***REVIEW*** action link to review the report for any possible filing violations.

o Click the ***FILE*** action link to submit the filing. The Electronic Signature Confirmation dialog will be displayed.

o Type your name into the Electronic Signature field. Enter your title. The date will be defaulted to the current date and cannot be edited.

o Click **AGREE** .

o After you file your report, the report is moved to the Filed Reports list on your Reports screen. You will receive an email confirming that the report was successfully filed. The report and all transactions included on it are now available for view on the public site.

- o **For an amendment**
  - There will be an *Amend* link instead of the *File* link.

  - The Previous Versions section located at the bottom of the File Reports Screen will list the dates of all prior versions of the statement that have been filed, and a link to view each one. This section will only be visible if there is data to display.

Inactivation – If this is your final report and you plan to close out your committee, set the Inactivation checkbox to true. This field will be disabled if you do not meet all the conditions required to inactivate.

Statement of No Activity – if the committee you are representing does not have any financial activity to report during the specified reporting period, set the Statement of No Activity checkbox to true. If the committee you are representing does not have any financial activity entered, the File action link will not be enabled until the Statement of No Activity is set to true.

Note: If the committee you are representing does not have any financial activity entered, the *File* action link will not be enabled until the Statement of No Activity is set to true.

Figure 44. File Report Dialog – Inactivation or Statement of No Activity Checkboxes

5.3 Amending Your Report

A report will need to be amended if a transaction has been entered, modified, or deleted that occurred during a previously filed reporting period. The filed report containing the transaction will be given a status of Amend Pending.

You will see an Immediate To Do item on your Home page as a reminder.

There are two ways to file the report amendment:

- o You will be able to file the amendment directly from that reminder, by clicking *Refile Report.*

- o You can also file the amendment from the Unfiled Reports list by clicking the *Refile* option in the action menu. The report will have a status of Amend Pending.

Either way you choose, the File Report Screen for the selected report will be opened.

- o The File Report Screen will be opened with all of the previously filed information pre-populated.
  - Pending Transactions and Filed Transactions are visible
  - Previously Filed Versions are displayed at the bottom of the screen

- o Enter an Amendment Explanation. This field will not be visible on the PDF of the report, however, it will be visible through the View Totals action menu item. The **AMEND** action link will be enabled once the required information is entered.

- o When you are ready to refile the amended report, click the **AMEND** action link at the top of the screen. The Electronic Signature Confirmation dialog will be displayed.

- o Type your name into the Electronic Signature field. Enter your title. The date will be defaulted to the current date and cannot be edited.

- o Click **AGREE** .

- o After you file the amendment, the report is moved back to the Filed Reports list on your Reports screen. You will receive an email confirming that the report was successfully filed. The report and all transactions included on it are now available for view on the public site.
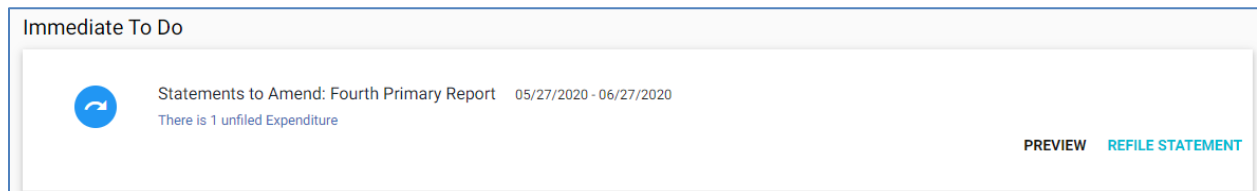
Figure 45. Immediate To Do – Reminder to Amend Report
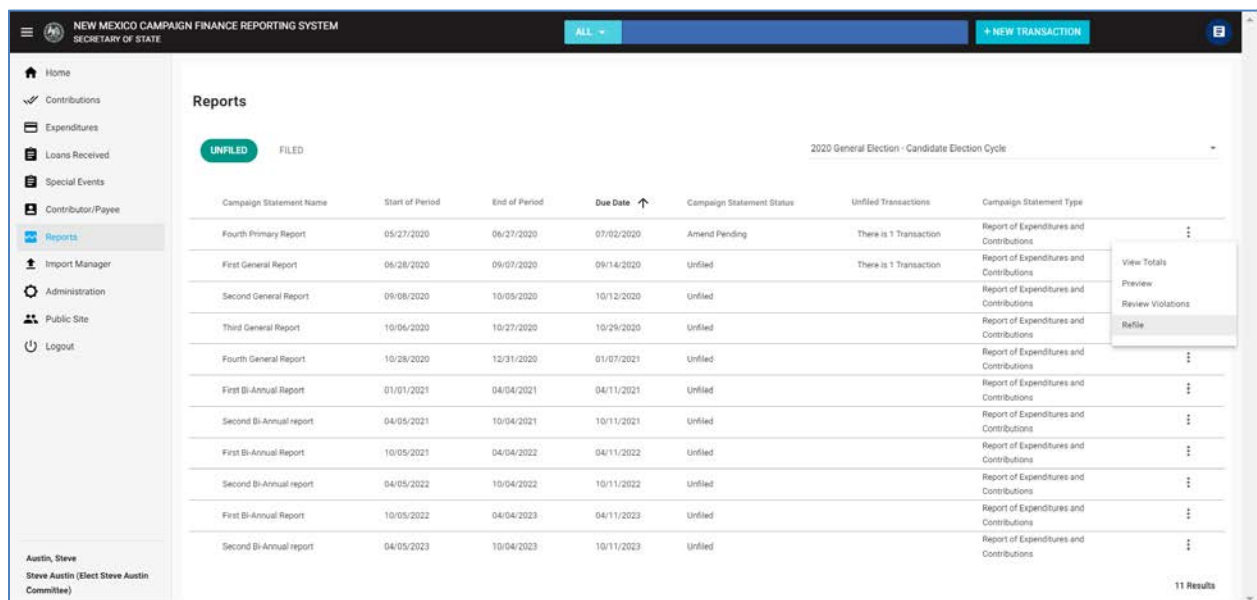
Figure 46. Reports Screen – Refile Action Menu Item

Figure 47. File Report Screen in Amend Mode – Partial View – Top of the Screen showing Explanation of Amendment

Figure 48. File Report Screen in Amend Mode – Partial View – Bottom of the Screen showing Pending versus Filed Transactions and Previous Versions

5.4 The "Auto-Amend" Process

When you file an amendment for a report, the system will automatically file an amendment for any other previously filed report that *follows* the amended report in the sequence, should one be required. This may happen if your funds balance or cumulative totals have changed due to the amendment, thus affecting the calculated totals on subsequent filed reports.

This process may take a few minutes to complete based on the quantity of reports that require amending. During the process, you can navigate to other areas of the application. The system will continue the auto-amend until all necessary reports are amended. Once complete, each affected report will show as amended with the original and amended version of the report.

5.5 Viewing Filed Reports

Figure 49. Reports Screen – Filed Reports List – View Action Menu Item

o   On the Reports screen, click the *Filed* tab.

o   A list of all your filed reports is displayed, filtered by the selected election or filing cycle shown in the dropdown.

o   To view reports from a different cycle, select the new cycle in the dropdown.

o   If there have been amendments, the statement will have an expandable/collapsible list of amendments below it.

o   All reports and amendments will have an action menu with a *View* link which can be used to display a PDF of the statement.

5.6 Review Report for Potential Violations

o   Reports can be reviewed for potential violations of limits and other rules either before, during or after the statement is filed.
   - At any time prior to starting the filing process, you can select the Review Violations choice on the action menu of a report.
   - While filing a report, you can click on the Review action link next to the Preview and File action link at the top right of the File Report Screen.
   - After a report has been filed, you can select the Review Violations choice on the action menu of a report.

o   All three methods will cause the system to review all the transactions on that report and list any potential violations in the Potential Violations dialog.

o   Each potential violation listed will have an action menu with a choice of View Transaction. Clicking on View Transaction will display the View Transaction dialog with access to editing actions.

o If the Contributor/Payee contains a hyperlink, clicking on the hyperlink will display a dialog of transactions that contribute to the potential violation.

o When you have addressed all the potential violations, click on REVIEW COMPLETE to close the Potential Violations and return focus to the Reports Screen.

Figure 50. Potential Violations Grid

Note: The system will look for the following potential violations:

- All campaign finance limits
- All blackout periods
- A Financial Transaction Date that is prior to the committee registration date
- Contributors missing occupation or business type information once the aggregate contribution amount is $200 or greater

5.7 If You File Late

If you file after the report due date as listed in the Reports Screen, the system will automatically assess the appropriate fine against the reporting entity. Fines will continue to accrue until the report is filed. You will receive a correspondence informing you of the missed reporting deadline and the resulting fine. Correspondence can be viewed in the Correspondence / Documents Images Tab on the Administration Page. The Fine can be viewed in the Fees and Fines Tab also on the Administration Page. A Not Compliant status will be visible on the public site.

To return to a compliant state, the reporting entity must:

- File the late report including a written explanation for the late report.

- Pay the assessed fine. (See Viewing Fees and Fines section for Payment Functionality.)

Figure 51. File Report Screen with Late Explanation

5.7.1 Requesting Arbitration

If you receive a Notice of Final Action letter through certified mail, you may be eligible to request arbitration.

o Click **REQUEST ARBITRATION** to begin the arbitration process. The Add Arbitration Request dialog is displayed. Any fine that is eligible for arbitration will be listed at the top of the dialog.

- The dates for the arbitration request window are displayed on the screen. The Request Arbitration button will only be visible during the listed time frame.

o After reading the acknowledgements, set the checkboxes to true.

o Enter the grounds for protest. You have 1,000 characters.

o Select the preferred arbitrator.

o Type your name as the electronic signature. The date is defaulted to the current date and cannot be edited.

o Click **SUBMIT REQUEST** to save and submit the arbitration request to the Bureau of Elections and Ethics Division. An Arbitration Request PDF will be generated and stored in the Correspondence / Document Images Tab. On the Fees and Fines Tab, the arbitration indicator will be set to true for the selected fine.

Figure 52. Fees and Fines Tab with Request Arbitration

Figure 53. Add Arbitration Request Dialog

6 Candidate/Committee Administration

The Administration page has a variety of administrative functions and general information about the candidate campaign committee or political committee.

Figure 54: Filer Administration Page

6.1 Viewing Summary Totals

The Summary tab shows your current funds balance (as of the last filed report), your current unfiled transaction totals and the filed transactions totals for the filing cycle. For a political committee, you can see totals from a different filing cycle by selecting a cycle in the dropdown.

If there are pending amendments that would affect filed totals, a help icon is visible next to that transaction type.

SUMMARY	FEES AND FINES	CORRESPONDENCE/DOCUMENT IMAGES	2020 General Election - Candidate Election Cycle ▾
Account Status		**Transaction History (2020 General Election - Candidate Election Cycle)**	
Beginning Balance (06/17/2020)	$12,325.00	Filed Contributions	$550.00
Unfiled Contributions	$1,400.00	Filed Loans ❓	$12,000.00
Unfiled Loans	$0.00	Filed Loan Forgiveness	$200.00
Unfiled Loan Forgiveness	$2,000.00	Filed Special Events	$575.00
Unfiled Special Events	$0.00	Filed Expenditures	$800.00
Unfiled Expenditures	$900.00	Ending Balance (06/17/2020)	$7,725.00
Current Balance	$12,825.00		

Figure 55: Administration Page – Summary Tab

6.2 Viewing Fees and Fines

The Fees and Fines tab shows a list of fees or fines that have been assessed against the committee. The Total Outstanding Balance is the sum of all outstanding fees and/or fines. A red dot will be visible adjacent to the Fees and Fines tab if there are outstanding fees or fines.

> Note: To be considered compliant, a reporting entity must have filed all current reports and have no outstanding fines. If a committee has a late report or an outstanding fine, they will show as Not Compliant on the public site of the New Mexico Campaign Finance System.

The system creates an Immediate To Do when a fee or fine is assessed. The Immediate To Do reminds the filer to pay the outstanding fee or fine. Clicking on the *VIEW FEES AND FINES* action link of the Immediate To Do will redirect you to the Fees and Fines Tab.

Figure 56. Immediate To Do Created for an Outstanding Fine

From this tab, you can make payments towards any fee or fine. You can combine multiple fees or fines or you can make partial payments. Any payments made towards fees or fines will be visible on the Fees and Fines Tab as a child record of the fee or fine.

Figure 57. Fees and Fines Tab

6.2.1 Making a Payment

To make a payment, click on the **PAY FEES OR FINES** button. The Payment dialog will be displayed. At the top of the screen, a list of all open fees and/or fines will be displayed. You have the option of selecting one fine to pay, multiple fines to pay, or a partial fine to pay.

- To pay for just one fine – select only one fine by clicking on one check box.

- To pay for more than one fine – select multiple fines by clicking on multiple check boxes.

- To pay for only a portion of a fine – select only one fine by clicking on one checkbox.
  - Click on the action menu next to that fine and select Update Amount. The partial payment panel will display containing information about the fine. Update the Amount to Pay field with a partial payment amount. The Balance After Payment will be calculated.

  - Click on **UPDATE** to save the partial payment. The payment has not been processed at this point. The Total field reflects the total amount of the payment to be made. If you have selected multiple fines, this amount will display the sum of fees and fines to be paid.

Figure 58: Payment Dialog with Partial Payment Panel Displayed

- Once a selection has been made, click on **PAY SELECTED FEES** button. You will be given the option of paying with an e-check or a credit card.

  - Selecting E-Check will display the E-Check processing dialog.

  - Selecting credit card will display the credit card payment processing site.

- Once you have completed the payment with the payment processor, you will be returned to the Payment dialog where the transaction will finish processing.

  - A receipt will be displayed and saved in your Correspondence / Document Images tab.

  - The Immediate To Do for the outstanding fee or fine will no longer be visible.

  - If all current reports have been filed and the Outstanding Balance is zero, then the public site will show the committee as Compliant.

6.2.2 Payment Plans

In certain situations, the Bureau of Elections and Ethics Division has set up a payment plan to assist in paying off a fine. If you have a payment plan, the payment must be made on or before the payment plan installment due date.

- Click on the **PAY FEES OR FINES** button. The Payment Dialog is displayed.

- Select the fine associated to a payment plan.
  - You will see a message stating that the fine is associated to a payment plan.
  - The payment plan payments will be displayed on the screen. Each installment lists a due date.
  - Previously made payments will have a date in the Paid Date field.

- Select one or more payment plan payments.
  - If you select more than one payment, the total will display the combined total.

- Click on the **PAY SELECTED FEES** button. You will be given the option of paying with an e-check or a credit card.

- Once you make the payment,
  - A receipt will be displayed and saved in your Correspondence / Document Images Tab.
  - A Payment Plan Balance Letter will be saved in your Correspondence / Document Images Tab.
  - A reporting entity is not considered compliant until the entire fine is paid off.

Figure 59. Payment Dialog with Payment Plan Information

Figure 60. Public Site View Details showing Compliance Status

6.2.3 E-Check Payments

o   To pay with an e-check, first select the payor type. Is an individual or an organization making the payment?

o   Enter payor information and billing information.

o   Specify if the e-check is coming from a checking or savings account.

o   Enter bank information including account number and routing number.

o   Click   **PAY USING E-CHECK**   .

o   A receipt will be generated and stored in your Correspondence / Document Images tab. You will be returned to the Payment dialog where the payment will finish processing.

Figure 61: E-Check Payment Dialog

6.2.4 Credit Card Payments

o To pay with a credit card, enter Billing Information. You will notice that the payment amount listed includes the convenience fee.

o Once you have verified the payment amount, click Next.

o Enter Payment Details. Clicking on Cancel Order will return you to the Declare Payment dialog.

o Click on Next. You will be given a final opportunity to review the payment information before submittal.

o Clicking on the Pay button to submit the payment.

o A receipt will be emailed from the credit card vendor. A receipt will also be generated and stored in the Correspondence / Document Images tab.

Figure 62: Credit Card Payment Dialog and Payment Details Panel

Note: There is a convenience fee that will be added to all credit card payments.

6.3 Viewing Correspondence and Document Images

The Correspondence / Document Images tab shows a list of any correspondence or documents that have been uploaded to your account by the administrators, including filings that were submitted on paper and scanned. Correspondence includes any auto-imaged generated letters (for example - the registration confirmation letter) and any correspondence sent to you through the Declare product.

If there are multiple officers associated to one committee, the correspondence may go to multiple people. Each recipient's version will be stored in the Correspondence / Document Images Tab.

For Paper Correspondence, if paper correspondence has been returned to the Bureau of Elections and Ethics Division as undeliverable, the administrative staff will mark the correspondence as undelivered. If you see an Undelivered tag, submit a registration amendment to update your address, so future

correspondence can be delivered. You can view the undelivered correspondence by clicking on the correspondence hyperlink.

- o Click the correspondence / document image hyperlink to view the correspondence or document image.

Figure 63: Correspondence / Document Images Tab

6.4   User Login Maintenance

You can change your password and security questions by clicking on and selecting one of the options listed.
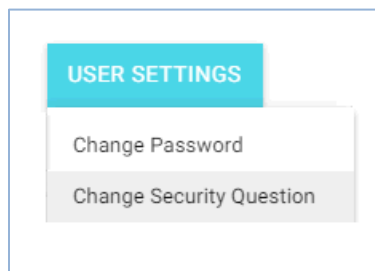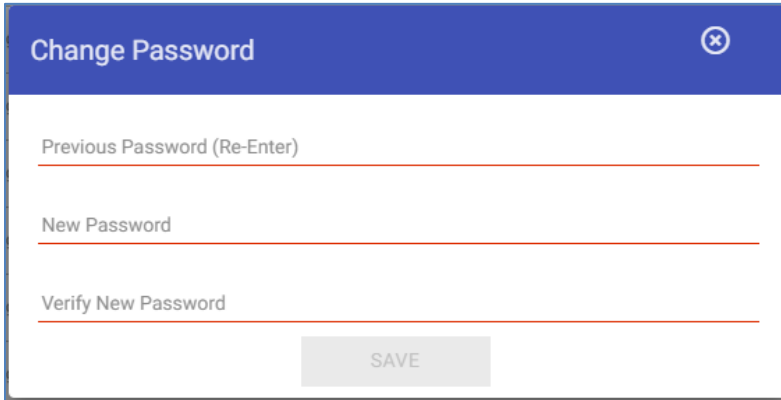
Figure 64: User Settings Menu

6.4.1   Changing Password

You have the ability to change your password by clicking on the Change Password option under User Settings on the Administration screen.

- o To change your password, start by entering the current password in the Previous Password field.

- Enter the new password.

- Verify the new password by entering it a second time.

- If the password is valid, the *Save* button will be enabled. Click SAVE to save the new password.
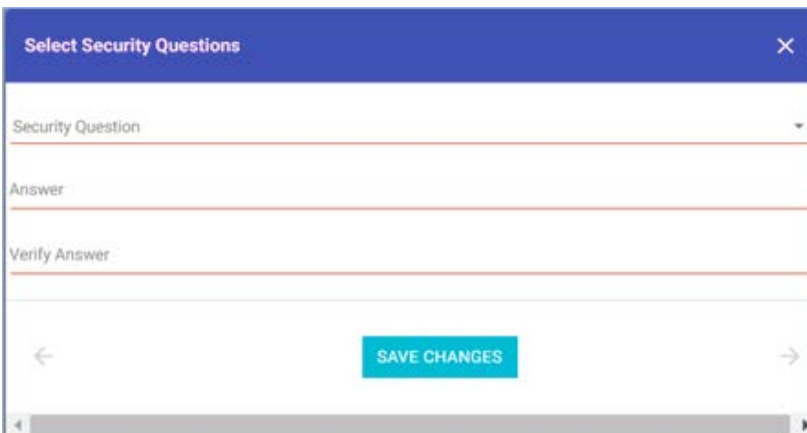
Figure 65: Change Password Dialog

6.4.2 Changing Security Question(s)

You have the ability to change your security question by clicking on the Change Security Question option under User Settings on the Administration screen.

- To change your questions or answers, select the question, enter the answer, and verify by entering the answer again.

- Click SAVE CHANGES to save the new question/answer.

- Click the arrows to toggle to any other questions/answers that have been set up.

Figure 66: Change Security Question Dialog

6.5   Maintain Candidate Campaign Committee / Political Committee Registration
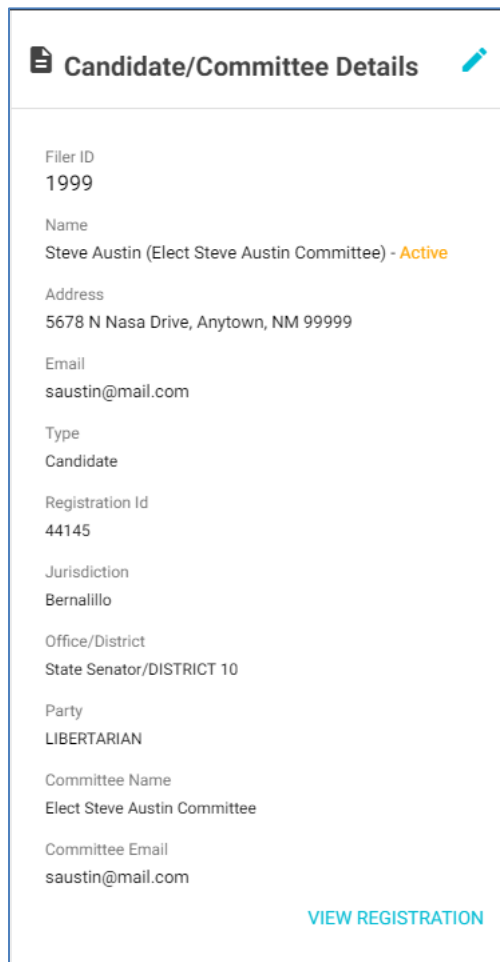
Basic information including some registration information is displayed on the right-hand side of the Filer Dashboard on the Administration page. You can customize your dashboard by displaying or hiding this basic information.

o   Click the [icon] icon located in the top right corner to hide/display the panels on the right side of the Filer Dashboard.

6.5.1   Candidate Campaign Committee / Political Committee Details

This section shows general information about the candidate / committee registration.

To view the PDF of the registration form, click the *View Registration* action link. If the registration has been amended, instead of View Registration you will see a *View Registrations* action link. This will list the registration date and any registration amendment dates. Click on any of the dates to view that version of the registration form
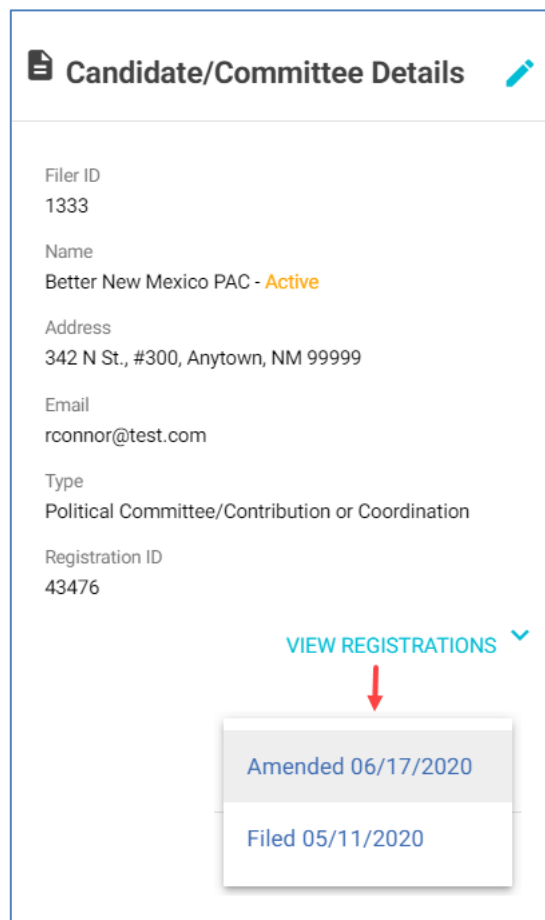
Figure 67: Filer Details for a Campaign Committee
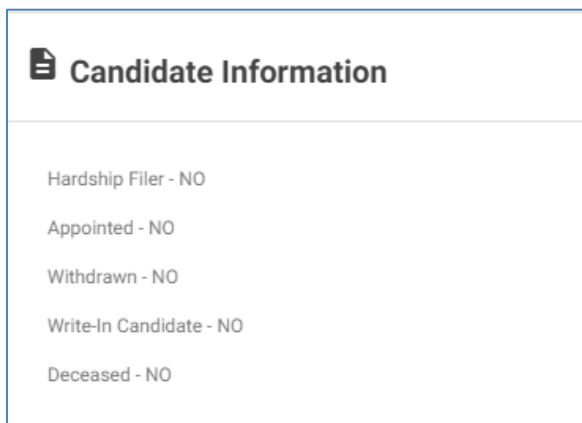
Figure 68. Filer Details for Political Committee

6.5.2   Amending Your Registration

- o   To amend your registration, click the icon at the top of the candidate / committee details panel. The Amend Registration screen will be displayed populated with registration information, not all information is editable. Make the necessary changes.

- o   Click   AMEND   to save the changes and amend the registration. These changes will be reflected on your Registration Form. Once submitted, the new registration form is visible in both your Filer Dashboard and on the public site.

6.5.3   Candidate Information

This panel is only visible to candidate campaign committees. It displays information about the candidate. It is not editable and not visible to the public site.

Figure 69. Candidate Information Panel

6.5.4   Viewing of Officers

Any individual who has access to the filer's dashboard will be listed in this section. Both officers and authorized agents will be displayed. Officer information must be updated through a registration amendment.

Note: Any changes to officer information must be submitted through a registration amendment.

Figure 70. Officers Information Panel

To update information about an Authorized Agent:

- o Click the icon next to the Authorized Agent's name. The Officer Detail dialog is displayed.

- o Update necessary information.
    - Edit contact information
    - Set status from active to inactive. Enter inactivation date. An inactive Authorized Agent will no longer have access to the Filer Dashboard or any functionality pertaining to this reporting entity.

- o Click SAVE to update the Authorized Agent's information.

Figure 71. Update Officers Dialog

6.5.5 Inactivating Your Registration

6.5.5.1 Do You Qualify for Inactivation?

When can a candidate campaign committee inactivate?

- During the period prior to a primary election if the candidate has withdrawn
- During the period prior to a general election if the candidate has withdrawn
- During the period prior to a general election if the candidate has lost the primary
- After the general election

When can a political committee inactivate?

- Anytime as long as all requirements are met

Requirements for a candidate campaign committee / political committee to inactivate:

- No unfiled activity
- No late unfiled reports
- Current report being filed is not late
- No unfiled reports covering the time period up to and including the day of inactivation
- No unpaid campaign debt
- No unpaid fees or fines
- No positive cash balance

An Immediate to Do is created for candidate campaign committees who are eligible to inactivate while filing their fourth general report but choose not to inactivate.
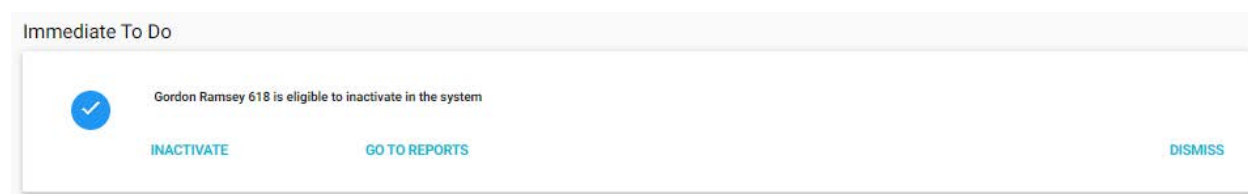
Figure 72. Immediate To Do – Eligible to Inactivate

6.5.5.2 Inactivate through Filing a Report

For candidate campaign committees and political committees, when filing a report, a checkbox is available for you to indicate you are closing out the candidate campaign committee or the political committee. Set the checkbox to true.

Figure 73. Inactivate Committee during Filing

6.5.5.3 Inactivate outside of Filing a Report

When you are eligible to inactive the committee, a button will be displayed on the Administration Page of your Filer Dashboard.

Figure 74. The INACTIVATE REGISTRATION button on the Administration Page of Filer Dashboard

o To close a committee, click the   INACTIVATE REGISTRATION   button to begin the inactivation process. The Inactivate Registration dialog is displayed.

o After reading the acknowledgement, check the box. Type your name in the Electronic Signature field. Enter your title. Date will default to current date and cannot be edited.

o Click   SUBMIT   to submit the inactivation.

Figure 75. Inactivate Registration Dialog

6.5.5.4 What Happens When I Inactivate?

After you have submitted an inactivation by either of the above methods, the following occurs:

- Your committee status will now be set to Inactivated.
- Any future reports (those that have a period begin date in the future) that might have been on your schedule will be removed. They will not need to be filed.
- You will still be able to log into your Filer Dashboard, however, you will not be able to file any reports.
- All officers attached to this account will be affected by a registration inactivation.
- There are no termination forms for candidates or other committee types.

7 Individual Independent Expenditure Filers

Individual Independent Expenditure Filers are individuals or organizations that make independent expenditures that are required to be reported. They are not considered to be candidate campaign committees nor political committees. In many ways, the functionality of an Individual Independent Expenditure Filer is similar to that of a committee, however, there are fundamental differences. This section will review functionality specific to the Individual Independent Expenditure Filers.

7.1 Registration

The Individual Independent Expenditure Filer Registration screen captures the information required to register as an individual independent expenditure filer.

- o Specify whether you are registering as an individual or for an organization. Enter individual or organization name and any affiliated entities. Enter address, phone number, and email.

Figure 76. Individual Independent Expenditure Filer Registration – Individual Independent Expenditure Filer Information

- o Enter Officer Information. The Individual Independent Expenditure Filer may also be the officer. This person will receive login credentials.

- o When you have entered all required registration information, the SUBMIT button will be enabled. Ensure all information is correct.

- o Click **SUBMIT** to submit your registration. A confirmation message is displayed. Once you confirm, you will receive an email confirming the registration submission.

Figure 77. Individual Independent Expenditure Filer Registration – Officer Information

When your registration is submitted, the staff of the Bureau of Elections and Ethics Division will review your registration. Once they approve it, your filer account will be made active in the system and you will receive a confirmation email.

Login credentials will automatically be assigned when the registration is accepted by the staff of the Bureau of Elections and Ethics Division. You will receive an email containing instructions.

7.2 Signing In

See Sec. 4.1 Signing In

7.3 Filer Dashboard

(See Sec. 4.2 Dashboard Overview)

Upon logging into the system, you will be on the home page for your filer dashboard. When the home page is first opened, the center portion will be intentionally blank. As you use the functionality in the Filer Dashboard, the center portion of the home page shows the Immediate To Do list, the Upcoming Reports list, and the Recently Filed Reports list. These areas will not be visible if there is no data to display.

If you navigate to another functional area from the Dashboard Navigational Menu on the left-hand side of the screen, the center portion of the screen will be overlaid with different functions as you select navigational menu options. Clicking the *Home* menu option returns the screen to its initial format with the three lists.

7.4 Transaction Entry

(See Sec. 4.3 Transaction Entry)

Individual Independent Expenditure Filers have access to only one type of transaction – the Independent Expenditure.

The Add Independent Expenditures dialog captures all information necessary to report an independent expenditure.

Figure 78. Add Independent Expenditure Dialog

- o Select the election type. Choices are as follows:
  - General
  - Primary
  - Special
  - No election applicable

- o Enter the election date of the election.

- o Select the payee type. The selected payee type will determine what fields needs to be captured for the transaction. Choices are as follows:
  - CMT – Committee
  - IND – Individual
  - OTH – Other (e.g. business entity)

- o Add a payee as described in Contributor and Payee Information.

o Enter the transaction amount, date, and description.

o If any donors contributed more than $200 in the previous 12 months to be used for this expenditure, select the Yes radio button.

o Enter donor information, if applicable. Click [CREATE] to create the donor. Donor will be listed on the Add Transaction dialog. You can enter as many donors as necessary.

o Select whether the independent expenditure is to support/oppose a candidate/committee or a ballot question.

- If a candidate/committee:

  - As you type the candidate's name, the system will display a list of candidates that match your typing. Select the candidate from the results list or select the + OTHER option to add a new candidate. If you enter a new candidate's name, you must also enter the office sought.
  - Indicate whether you support or oppose by clicking the [SUPPORT] or [OPPOSE] button.

- If a ballot question:

  - In the Jurisdiction Type field, select if the ballot question is County or Statewide.
  - If a jurisdiction type of County is selected, then select the county from the Jurisdiction dropdown.
  - Select the ballot question from the Ballot Question dropdown or select Other to add a new ballot question and ballot description.
  - Indicate whether you support or oppose by clicking the [SUPPORT] or [OPPOSE] button.

- You may switch between supporting/opposing a candidate or ballot question, but doing so will result in losing the data entered for the candidate or ballot question.

Figure 79. Add Independent Expenditure Dialog – Reason for Independent Expenditure Panel

Once all required information is entered, the SAVE button is enabled.

Click to save   the independent expenditure. The independent expenditure will be stored in the Independent Expenditure datagrid.

7.5 Importing Transaction Data Files

(See Sec. 4.4 Importing Transaction Data Files)

7.6 Filing Reports

(See Sec. 5 Filing Reports)

Report functionality follows the same process as candidate campaign committees and political committees. The only difference is that the individual independent expenditure filer's filing schedule is determined by the independent expenditures as opposed to being on a set schedule. When you first register as an Individual Independent Expenditure Filer, you will not have any assigned filing obligations. Reports are assigned based on certain thresholds as specified in the Campaign Finance Reporting Act. When you enter an independent expenditure that requires reporting, a report will be added to your filing schedule and an Immediate To Do will be created to remind you to file.
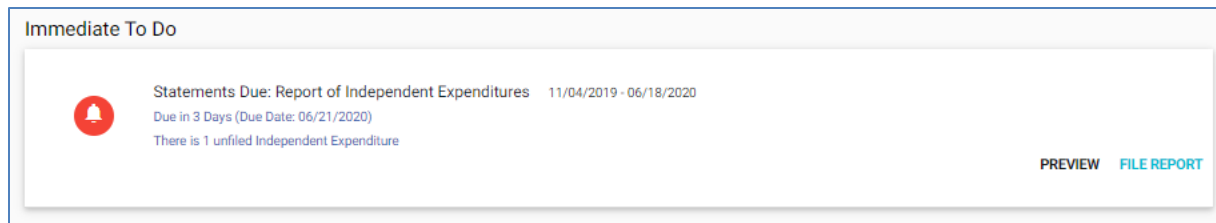
Figure 80. Immediate To Do – Reminder to File

Figure 81. Reports Screen – Individual Independent Expenditure Report Added to Filing Schedule

7.7   Amending Your Report

(See Sec. 5.3 Amending Your Report)

You will follow the same process to amend your report as listed in Sec. 5.4.

7.8   Maintain Registration Information

(See Sec.6.5.2 Amending Your Registration)

You will follow the same process to amend your registration as listed in Sec. 6.5.2.

8   Public Site for Campaign Finance

8.1   Overview

The public site is accessible to anyone; no login credentials are needed. On this site, the public user can search for and view information about all registered candidates, committees, individual independent expenditure filers, view all filed statements, view financial summary information, compare financial information filed by candidates running for the same office, and download transaction data.

8.1.1   Getting There and Back

If you have login credentials for the system, you may go into the public site and return to your Filer Dashboard, and go back and forth, without continually logging in and out.

o   If you are logged in, click *Public Site* on the Dashboard Navigational Menu.

o   You will be transferred to the public site.

o   In the public site, if you have gone there while being logged into your dashboard, you will see a *Home* link in the Public Site Action Menu. Click this link to be returned to your workspace.

o   As long as you stay logged in, you may use these two links to go back and forth.

o   Once you log out, you can access the public site anytime, but you cannot get back to your dashboard without logging in again.

8.1.2   Overview Page

The Overview is the public site home page. It contains various widgets which are charts or graphs of general information of interest to the public. Each widget has an arrow that when clicked will transfer the user to an Explore screen with detail about the data in the widget.

Widgets include:

- A bar chart showing the top 10 Earners in the current election
- A wheel graph showing the total active committees in the current year by committee type
- A bar chart showing the top 10 Spenders in the current election

Below the widgets are two sections:

- Exploring Committee Data / Exploring Candidate Data - these sections are shortcuts to the Explore screens for specific committee types or candidates for specific offices.
- Resource Links that will take you to different areas of the Secretary of State website.
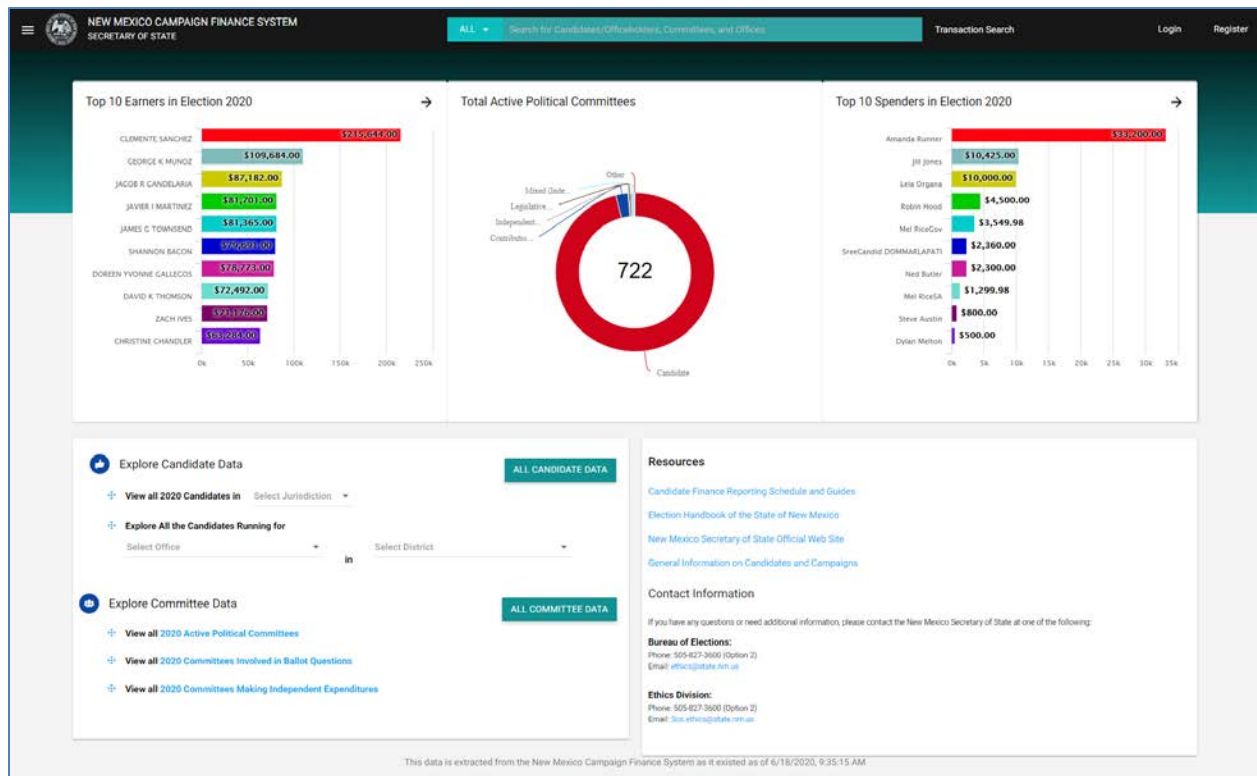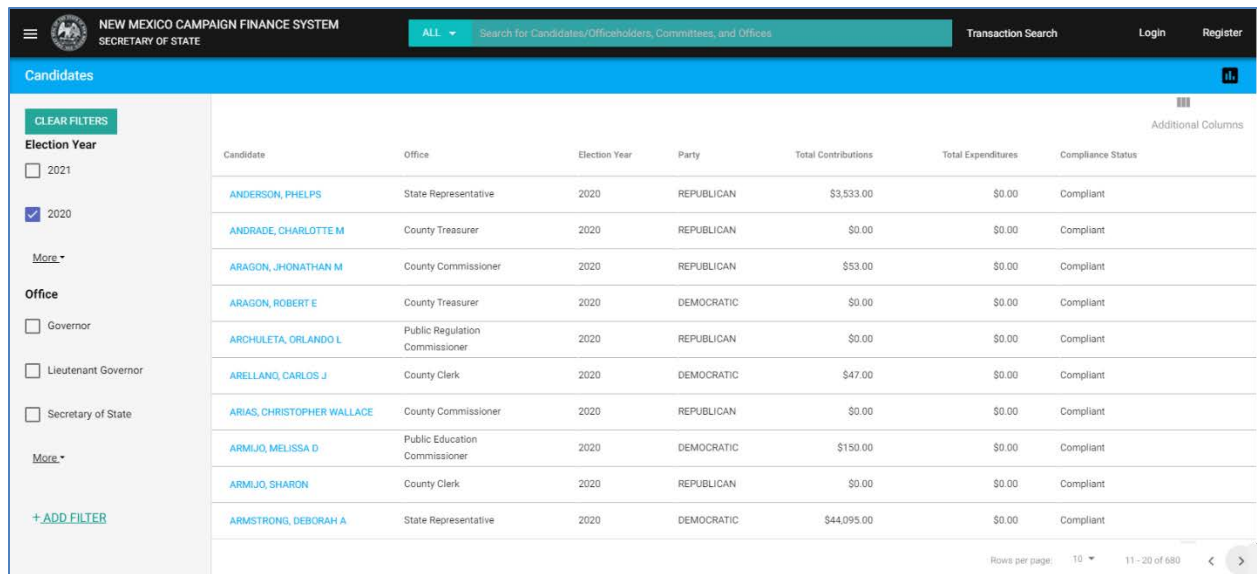
Figure 82. Public Site Home Page for the New Mexico Campaign Finance System

8.1.3   Explores and Searches

The public site provides two basic ways to find and obtain information.

Explores are a way to look at general lists of information such as candidates, committees, individual independent expenditure filers, offices, ballot questions, reports, and transactions. By using the available filters, the contents of the lists can be made more specific. Data columns can be added or removed from the lists.

Result sets can be downloaded by clicking on the [icon] Icon. will download the list of filers in the result set in a .csv format.

Figure 83. Example of a Candidate Campaign Committee Explore on the Public Site

Searches are intended to zero in on specific entities or transactions, more quickly than you may be able to get there using the Explores. For example, you may be looking for a specific candidate or committee, or you may be searching for all contributions given by a specific contributor, regardless of the recipient. It is faster to get to what you need by doing a specific search rather than using the Explores.

To search using the entity search bar:

- o You can search across all entities or you can select a specific type of reporting entity.

- o Enter the name of the candidate, committee, or officer. As you type in the entity's name, the search results will be narrowed down based on your typing. Quick Results will display the first three matches

- o Clicking **SEE ALL RESULTS** will display a list of entities who match the entered search criteria. Clicking on a specific entity will take you to the View Detail screen for that entity.
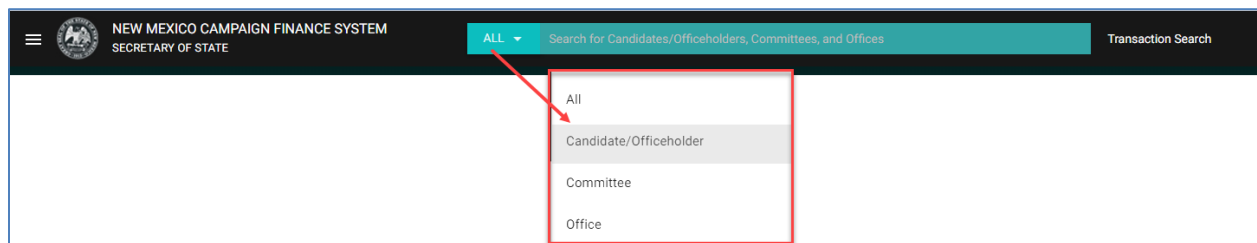
Figure 84. Public Site Home Page – Entity Search and Transaction Search

> Note: Entering a % into the search bar will bring back all results.
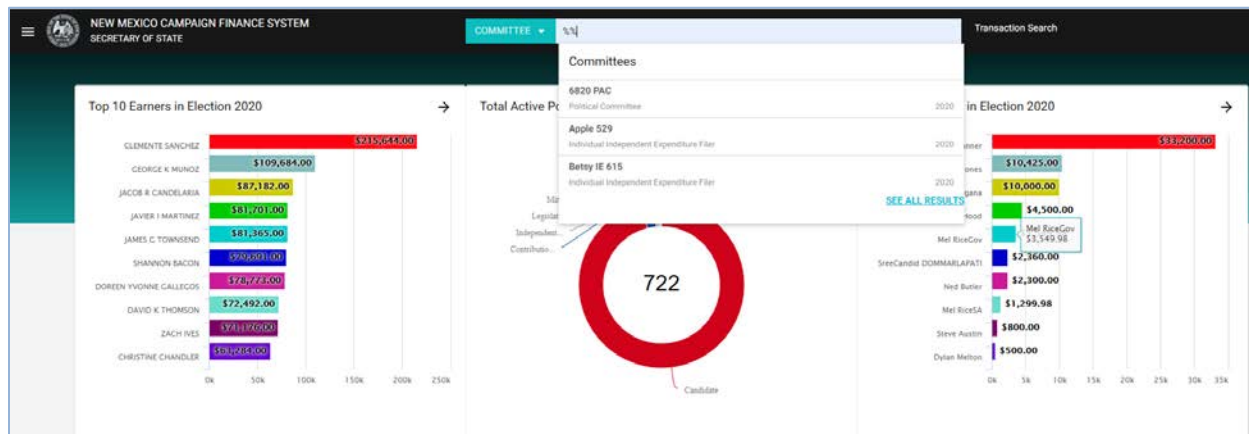
Figure 85. Entity Search Bar with Quick Results

To search using the Transaction Search:

- o Click on the **Transaction Search** action link. The Transaction Search dialog will display.

- o Enter search criteria and click on the [SEARCH] button.

  - Only filed transactions are searched.

- o Transaction Search Results will be displayed.

  - You can further refine the search from the Search Results screen by clicking on [Edit Search]

- o Click on the reporting entity name to display the View Details of the filer.

- o Click on the [View] action link to display the View Transaction details.

Figure 86. Transaction Search Dialog on the Public Site

Figure 87. Transaction Search Results on the Public Site

8.1.4 Viewing Details

In both the Explores and the Searches, each specific entity in the lists can be selected in order for you to view more details.

- Candidate and committee details include election or filing cycle summary totals for contributions and expenditures, a list of top contributors and payees, a list of all filed reports (each viewable), a list of any fines assessed and a compliance status, a list of uploaded documents including scanned filings submitted on paper (each viewable), and links to view registration information.

- Office details include a candidate financial comparison, summary totals for contributions and expenditures related to candidates or the office, and a list of all reports (each viewable) filed by candidates for the office.
- For transactions, you can view a pop-up which includes all data entered for that transaction, or you can view the details about the candidate or committee who made the transaction.
- For lists of reports, the report itself is viewable, or you can view the details about the candidate or committee who filed the statement.

Figure 88. Example of a Candidate Campaign Committee View Detail on the Public Site

8.1.5 Data Download

The system provides downloadable files which include all filed transactions for a selected year. These are in a CSV file format. These files can be downloaded and imported into other applications such as Microsoft Excel or Microsoft Access.

Two files are created each year, one for contributions and loans received and one for expenditures.

To help identify the information found in the download files, two keys have been provided. They can be downloaded from the public site on the Data Download page.
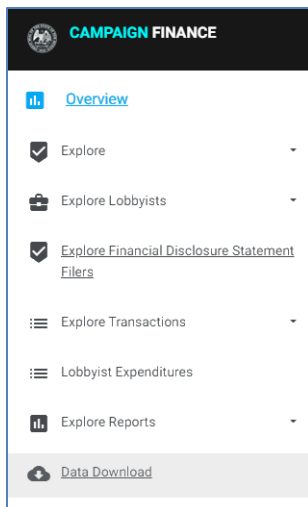
Figure 89. Public Site Navigational Menu

Figure 90. Public Site – Data Download

8.1.6   Viewing Filed Campaign Reports

Filed campaign finance reports can also be accessed by clicking on the Explore Reports option on the public site navigational menu. Like the other Explores' functionality, there are filters available so that the group of reports shown in the list can be made more specific.

> Note: Only filed Campaign Finance Reports will be visible.

Clicking on the report name will display the filed campaign finance report in a pdf format. Clicking on the filer name will allow you to drill down to the View Details screen for the filer where all previously filed campaign finance reports can be viewed.

Clicking on the [Additional Columns] will allow you to customize the information displayed in your result set. Certain columns can be hidden or displayed based on your data needs.

Figure 91: Explore Campaign Reports on the Public Site