Campaign Finance Training Guide

Document Version 1.1

Initial Draft: July 5, 2017
Revised: January 29, 2019
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Arkansas Secretary of State

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Contents

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Revision History

Name	Date	Reason for Change	Version
Sally Smith	7/12/2017	Initial publication	1.0

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1   Introduction

1.1   Purpose

This training guide is to serve as an outline for trainers from the Office of the Secretary of State of the State of Arkansas when training end users in the use of the Online Filing System for Financial Disclosures. It has also been designed to be used by end users as a quick reference to the application.

1.1.1   Document Overview

The training guide starts with an introductory section providing an overview of system-wide concepts – standard controls and how they function, how required and optional data entry fields work, and the types of messages and notifications that are seen.

This is followed by functional descriptions, organized along the lines of a basic workflow.

- Registration from the public site
- Candidate/Committee workspace
- Transaction Entry
- Filing Reports
- Data Import
- Candidate/Committee Administration
- Public Site

1.1.2   Audience

The main audiences for this training guide are:

- Trainers who will be training end users on the use of the system.
- Registered candidate and committee users of the system.

1.2   System Overview

1.2.1   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.

1.2.2 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.

1.2.3 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 "The contribution has been successfully added".

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 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 Editing Officer Information.

Notification include:

- Confirmation of registration submission
- Registration accepted
- Registration conditionally accepted
- Registration rejected
- User login credential information
- Signature card reprints
- Confirmation of submitted filing
- Upcoming report due reminder
- Notification of unfiled report

2   Registration

In order to use the Financial Disclosure system to input data and file reports, each candidate and committee must register in the system and be assigned login credentials.

2.1   Select Registration Type

To begin the registration process, navigate to the Financial Disclosure site.
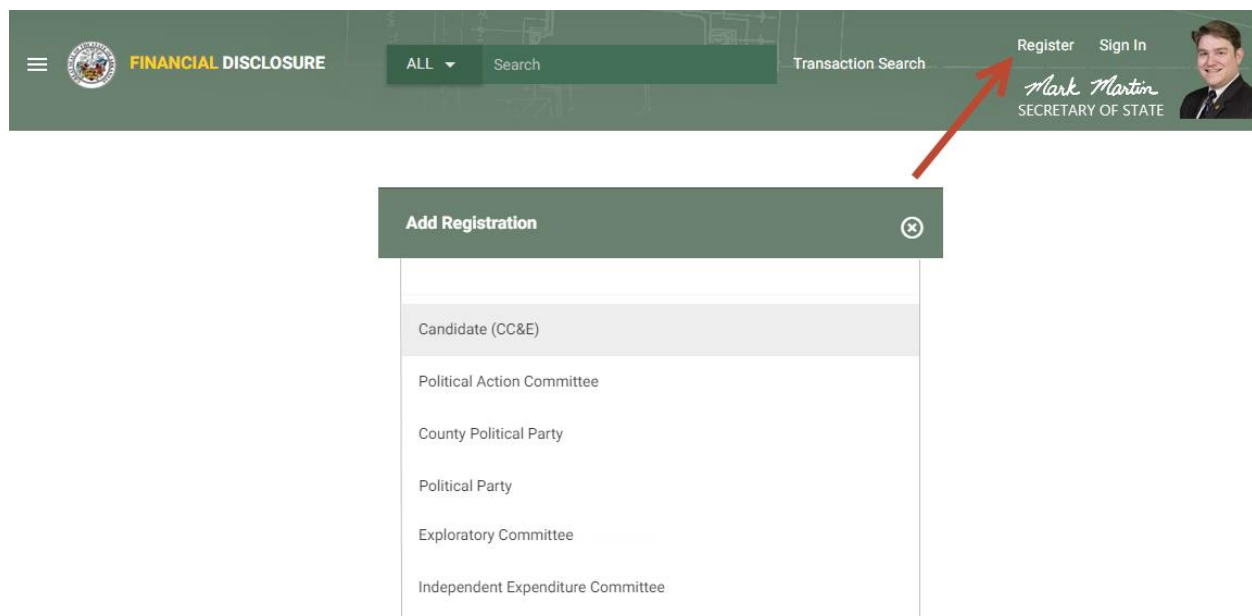
- Select the *Register* link in the page header.
- You will see a short list of registration types.
- Select *Financial Disclosure*.
- An *Add Registration* dialog will be shown, with a dropdown list showing all candidate and committee types.
- Select the appropriate option and click *Register*.
- A data entry screen for your selected registration type will be shown.

2.2   Enter Registration Information

2.2.1   Committee Information

This section is not shown for candidate registrations. This is used is you are registering a PAC, a County Party Committee, a Political Party, an Exploratory Committees, and an Independent Expenditure Committee.

This section is used to enter your committee's name, address, and contact information. For Independent Expenditure Committees, it is required that you first indicate if you are registering as a committee, an individual, or other entity. The screen layout will change once this has been selected, based on the information required to be entered for each type.

2.2.2   Candidate Information

This section is used only for candidate registrations.

You will see a section to enter the election and office you are running for, your name, your address, and your contact information. If you have a campaign committee you will need to enter the name and address of the committee.

2.2.3   Officers

This section is used for all registration types except Independent Expenditure Individual registrants, who register as a single entity with no other associated individuals.

Click the *Add Officer* button in order to add any persons associated to the candidate or committee being registered. This would be resident agent, chairperson, treasurer, committee officers, or (for candidates) authorized representative. The Information Icon ❓ indicates which officer types are required to be entered for your specific candidate or committee type.

- When you click on the *Add Officer* button, a list of officer types is shown.
- Click on the type, and the Add Officer dialog for that type will be displayed.

- Enter the name, address, and contact information.
- Once all required information is entered, the *Save* button is enabled and you may save the officer information.
- The dialog is closed and the information is added to the Officers list.
- Continue adding officers in this manner until all are added.
- If you are registering an Exploratory Committee, do not enter your associated candidate's information here. You will use a separate section below the Officer section for that.
- Login Credentials:
  - If you are a candidate –
    - You may have one person that is designated as the Candidate Representative. Check the Candidate Representative box if you wish to designate one of the officers as your representative.
    - This individual will be assigned login credentials when the registration is accepted by the administrators.
  - If you are registering as a committee –
    - Any of the officers of the committee may be given login credentials by clicking the *Login Credentials* box. In some cases, a specific officer type is required to have login credentials, and the box will be pre-checked.
    - These individuals will be assigned login credentials when the registration is accepted by the administrators.
  - It is required that the email address be provided for any individual that is to receive login credentials.

2.2.4   Candidate Information for Exploratory Committees

This section is only used for Exploratory Committee registrations.

Enter the public office sought and the name, address, and contact information of the candidate associated to your committee. If the candidate is to have login credentials, check the *Login Credentials* box. The candidate will be assigned login credentials when the registration is accepted by the administrator.

2.2.5   Interests Represented

This section is only used for PAC registrations.

This section is used to provide any professional, business, trade, or any other interests represented by the PAC.

- Click on the *Add Interest* button.
- The Add Interest Represented dialog is displayed.

- Enter the name and address.
- Once all required information is displayed, the *Save* button is enabled and you may save the Interest Represented information.
- The dialog is closed and the information is added to the Interests Represented list.
- Continue adding Interests Represented in this manner until all are added.

2.2.6   Financial Institution

This section is used for all registration types except Independent Expenditure Individual and Other Entity registrants.

This section is where you may enter the name and address of the financial institution that is designated as your official depository for purposes of receiving contributions and making expenditures.

2.3   Submit your Registration

When you have completed all required entry for your registration, the Save button will be enabled. Ensure all entries are correct, and click the *Save* button. You will see a screen which confirms your submission and contains instructions for the final step of the registration process.

2.4   Print and Return Signature Card

The confirmation screen you see after saving your registration information will contain general instructions about signature card requirements, and will have a link to print a signature card which will be pre-populated with the names of all individuals required to sign it.

It is required that the original notarized signature card be submitted before you may log into the system to electronically file reports. Using the "*Click here to print a signature card"* link provided on the screen, print the signature card so you may complete it, have it signed by all required individuals, have it notarized, and return it to the Secretary of State's Office.

You will be unable to complete the submission of the registration until you click the link to print the signature card.   Once you have done that, click the *Finished* button.   You will receive an email confirming that the registration has been submitted.

If you encounter printer problems, or for other reasons are unable to print the signature card, contact the Secretary of State's staff to have one emailed to you.

2.5   When your Registration is Accepted

When the signature card is received, the Secretary of State's staff will review your registration. Once they approve it, your candidate or committee account will be made active in the system, and you will receive a confirmation email.

2.5.1   Receiving Login Credentials

Login credentials will automatically be assigned to the following:

- All registered candidates
- Candidates listed on an Exploratory Committee registration
- Independent Expenditure Individual registrants
- Any officer entered on a candidate or committee registration with the *Login Credentials* option checked.

Emails are sent to all of these individuals with instructions for logging into the application.

3   Your Candidate/Committee Workspace

3.1   Signing In

- To begin the sign in process, navigate to the Financial Disclosure public site.
- Select the *Sign In* link in the page header.

- The Registered User Login dialog will be shown, with space for you to enter your username and password, as well as links which can be used if you have forgotten your username or your password.
- Enter your username and password and click *Sign In*.
- If you are associated with more than one candidate or committee, you will see a list of these and will be required to indicate which one you are logging into.
- You will then be directed to the Home page for your candidate or committee workspace.

3.2   Workspace Overview

3.2.1   Home Page

Upon logging into the system, you will be on the home page for your workspace. 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.

As you work, the center portion of the screen may be overlaid with various different functions as you select menu options. Clicking the *Home* link returns the screen to its initial format with the three lists.

3.2.2 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 would show up to remind you to file an amendment for a previously report because you have updated information about a contribution that was included on that report. On each of these, there is link to preview the report without submitting it, and also a link to directly open the File Report dialog where the selected report can be submitted.

3.2.3 Upcoming Reports

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

3.2.4 Recently Filed Reports

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

3.2.5   Workspace Action Menu

The Workspace Action 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* link 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 toggle the panel between being shown or hidden.

3.2.6   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, transactions entered for the current report, and all transactions.

Clicking the ▤ icon in the header above the panel will toggle the panel between being shown or hidden.

3.2.7   Searches

Your transactions, contributors, payees, and reports may be individually found by using the Search function on the candidate/committee workspace header.
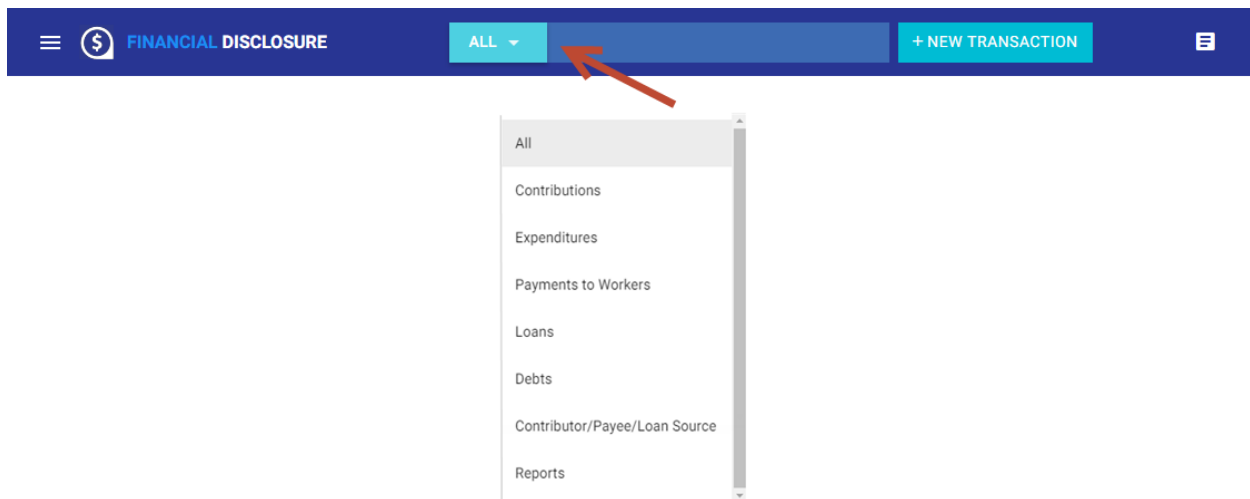
- Select the transaction or entity type you are searching for in the dropdown, or leave it as "All" to find all items.
- Begin to type the name in the textbox.
- As you type, a scrollable results list is shown, and includes the first few items found that match or include the entered text. The list may change as you continue to type more of the name. Only a few items are shown immediately. You may click *See All,* which is shown at the end of the list, to get a full list.
- Click on the name in the 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.

4 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.

4.1 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, expenditures, payments to workers, loans, and debts. To add a new transaction, start from the *New Transaction* button on the header. Click the button to open a list of transaction types.
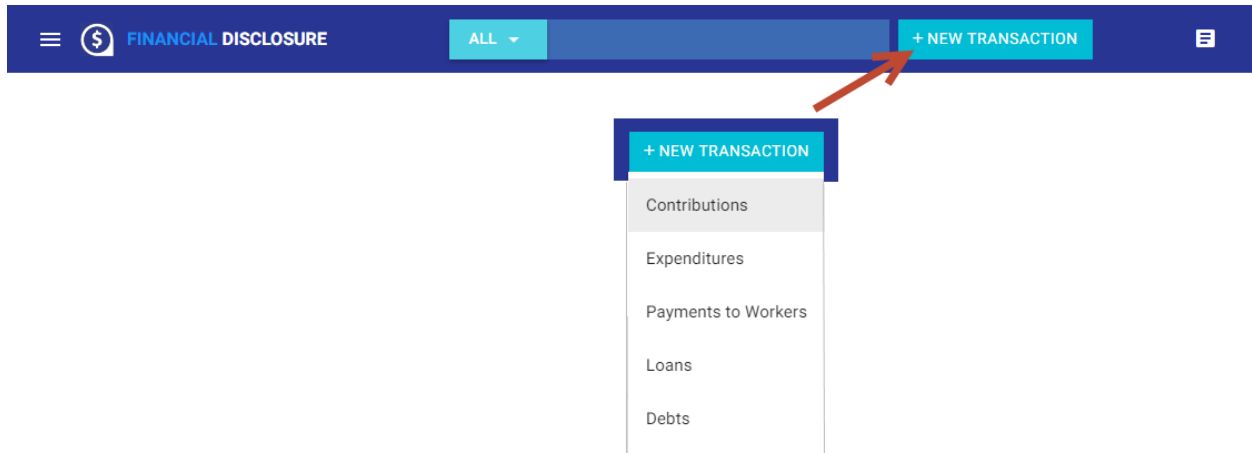
- Depending on the type of candidate or committee you represent, you will only see those transactions types that you need to enter for your specific reporting requirements.
- Selecting the type will open a dialog specifically for adding that type of transaction.

4.1.1 Contributions

- The first thing to be done when entering a contribution is to select the contribution type. This is a dropdown with a list of all contribution types:
    - o Itemized Monetary
    - o Non-Itemized Monetary
    - o Itemized Nonmoney
    - o Non-Itemized Nonmoney
    - o Interest

- Depending on the reporting requirements of the type of candidate or committee you represent, you will only see the contribution types you need to enter.
- Once the type is selected, the screen is re-configured to present the data needed for that specific type. For example, only itemized contributions will include a space to enter the contributor. If a contribution is non-itemized or interest, you do not need to enter a contributor, and no space for that will be shown.
- Proceed to enter the contribution information.
- Once all required information is entered, the *Save* button is enabled and you may save the contribution.

4.1.2 Contributor and Payee Information

All contributors, payees, loan sources, loan guarantors, debt creditors, and paid workers 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 transactions. 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.

- You may select any contributor, payee, or loan source that you have previously entered, or you may select a candidate or committee registered in the system, or you may enter a new contributor.
- First select the type of contributor. For different transaction types, this may have a different label, such a funding source, payee type, or loan source.
- The type may be Individual, Business or Organization, or a registered filer type (Candidate, PAC, County Party Committee, Political Party, Exploratory Committee, or Independent Expenditure Committee).
- Once the type is selected, you may begin to type the name. As you type, a scrollable list of existing contributors that whose name matches or starts with the text you are typing will be shown for you to select.
  - o 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.
  - o 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.

- 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.
- Alternatively, you may add a new contributor rather than select a pre-existing one.
  - This can only be done for the Individual type and the Business or Organization type.
  - The other types (registered filer types) can only be used if the entity is registered in the system. If you do not find your contributor's name in the list, this is probably because they have not yet registered. For an unregistered committee, change the selected type to Business or Organization. For an unregistered candidate, change the selected type Individual. You will now be able to add them in.
- 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 dialog.

- Enter all the required information about the contributor.
- Once all required information about the contributor is entered, the *Create* button will be enabled.
- Click the *Create* button to save the contributor and close the Create New Contributor dialog. This will immediately be shown as the contributor of the contribution being added.

4.1.3 Expenditures

- The first thing to be done when entering an expenditure is to select the expenditure type. This is a dropdown with a list of all expenditure types:
  - Itemized (those needing a payee to be provided)
    - Itemized Monetary
    - Itemized Nonmoney
    - Itemized Monetary Contributions Made to Candidates and Committees
    - Itemized Nonmoney Contributions Made to Candidates and Committees
    - Itemized Administrative Expenses
  - Non-Itemized (no payee is entered)
    - Non-Itemized Monetary
    - Non-Itemized Nonmoney
    - Non-Itemized Monetary Contributions Made to Candidates and Committees
    - Non-Itemized Nonmoney Contributions Made to Candidates and Committees
    - Non-Itemized Administrative Expenses
- Depending on the reporting requirements of the type of candidate or committee you represent, you will only see the expenditure types you need to enter.
- Once the type is selected, the screen is re-configured to present the data needed for that specific type. For example, only itemized expenditures will include a space to enter the payee. If an expenditure is non-itemized, you do not need to enter a payee, and no space for that will be shown.

- Proceed to enter the expenditure information. For an explanation of entering the payee, see Contributor and Payee Information.
- Once all required information is entered, the *Save* button is enabled and you may save the expenditure.

4.1.4   Loans

- Enter the loan source, loan amount, the date the loan was received, and a brief description.
- If the loan has one or more guarantors, check the loan guarantor box. Click the *Add Guarantor* button to provide the guarantor(s) information. As each is entered, it will be added to a list shown in the screen below the checkbox.
- For an explanation of entering the loan source and loan guarantors, see Contributor and Payee Information.
- Once all required information is entered, the *Save* button is enabled and you may save the loan.
- For information about entering loan payments, see Payments on Loans and Debts.

4.1.5 Debts

New Debt ⊗

Creditor Type ▾

Creditor

Amount   🗓 Date ▾

Description

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SAVE

- Enter the debt creditor, debt amount, the date the debt was incurred, and a brief description.
- For an explanation of entering the creditor information, see Contributor and Payee Information.
- Once all required information is entered, the *Save* button is enabled and you may save the debt.
- For information about entering debt payments, see Payments on Loans and Debts.

4.1.6 Payments to Workers

New Payment to Worker ⊗

Worker Name

Amount   🗓 Payment Date ▾

SAVE

- Enter the worker name, payment amount, and payment date. For an explanation of entering the worker name, see Contributor and Payee Information. If you periodically enter payments for the same workers, you will be able to select their name from a list as a shortcut to entering the name each time.
- Once all required information is entered, the *Save* button is enabled and you may save the payment.

4.2 Viewing/Editing/Deleting Transactions

The Workspace Action Menu includes a link for each transaction type that is relevant to the candidate or committee type that you represent. Clicking on the type will show the Overview screen for that transaction type. This includes a list of all transactions of the type which you have entered.

Contributions								
Contributor	Contributor Type	Type	Receipt Date	Amount	Filed Date	Amended		
		Non-Itemized Monetary	07/03/2017	$3,333.00			⋮	
		Non-Itemized Monetary	07/02/2017	$34.00			⋮	
Rex Carter	Individual	Itemized Nonmoney	03/22/2017	$50.00		☑	⋮	Edit
James/Rita Dension	Individual	Itemized Monetary	03/08/2017	$250.00	05/30/2017		⋮	
Harper Lane III	Individual	Itemized Monetary	02/22/2017	$2,000.00	05/30/2017	☑	⋮	
Jan & Dean Thomas	Individual	Itemized Monetary	02/20/2017	$50.00	05/30/2017	☑	⋮	
Dave Walker	Individual	Itemized Monetary	02/17/2017	$500.00	05/30/2017		⋮	
Mark Jones	Individual	Itemized Monetary	02/10/2017	$1,000.00	05/30/2017		⋮	
Tim Wells	Individual	Itemized Monetary	02/02/2017	$100.00	05/30/2017		⋮	
		Non-Itemized Monetary	02/01/2017	$35.00	05/30/2017		⋮	
				Rows per page: 10 ▼	1 - 10 of 16	<	>	

- The action menu on each item allows you to view details and update each transaction.
- Click in the *Edit* link in the action menu.
- The View screen for that transaction is displayed.

- The View screens are read-only.
- If you wish to make updates to the transaction, use the action menu at the lower left to edit, amend, or delete the transaction. In each case a separate dialog or message is displayed.
- 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.
- For deletes, a pop-up message is displayed asking you to confirm that you want to delete the record.

4.2.1   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   Payments on Loans and Debts

Payments made on a previously entered loans or debts are entered directly against the original loan or debt.

First you select the Loans or Debts item in the main menu, in order to view the list of all loans or all debts entered.

Loans							
Source		Date	Amount	Current Balance	Closed Date	Filed Date	Amended
∧ Rick Mosby		01/05/2017	$3,000.00	$1,800.00		05/30/2017	⋮
	Payment	03/31/2017	$1,200.00			05/30/2017	☑ ⋮

1 - 1 of 1

- As with other transaction overview screens, this shows basic information about each loan or debt. For loan and debts, the current balance is included. This is an automatic calculation starting with the original loan/debt amount, and subtracting all payments entered.
- All payments entered are shown in an expandable/collapsible list under the loan or debt row.
    - o The payment record is like any other transaction in that it can be updated or deleted.
    - o Each payment can be opened in a View screen.
    - o The payment's View screen will have an action menu with the *Edit, Amend,* and *Delete* options. See Viewing/Editing/Deleting Transactions for more description of these options.
- To enter a new payment record, proceed as you would for updating the loan or debt. Click in the *Edit* link in the action menu for the loan or debt.
- The View screen for the loan or debt is displayed.

- The View screen for a Loan or Debt is similar to a View screen for other transactions, with the addition of a read-only list of all payments previously entered for that loan or debt.
- To enter a payment, click the *Payment* option in the action menu. The Loan/Debt Payment screen is displayed.

Pay Loan ⊗

Loan Source Type
Individual

Loan Source
Rick Mosby

Amount	Loan Date	Loan Closed Date
3,000.00	01/05/2017	

Description

Loan Balance
1,800.00

Payment

Amount   📅 Date ▾

Reason

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SAVE

- The top portion of the screen shows the loan or debt information.
- Below that is space to enter the payment amount, date, and a description.
- Once all required information is entered, the *Save* button is enabled and you may save the payment.

4.4 Editing Contributor/Payee Information

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

The Edit function can be obtained from two places: The Search bar on the page header, or the Contributor/Payee/Loan Source Overview (below) which is available on the Workspace Action Menu.

Contributor/Payee/Loan Source

Name	Type	Address	External Reference ID	
Dave Matthews	Individual	325 S St. Anytown AR 99999	11000	⋮
Reynolds Engineering	Business or Organization	400 S Hampton Road Anytown AR 04332-9999	11001	⋮
Rick Davis	Individual	632 S St. Anytown AR 99896		⋮
Donna Strange	Individual	300 S St. Anytown AR 99999		⋮

Edit

Edit Contributor/Payee/Loan Source ⊗

First Name	Middle Name	Last Name	Suffix
Dave		Matthews	▾

Address Line 1
325 S St.

Address Line 2

City	State	Zip Code
Anytown	AR	99999

Employer
Harris & Sons

Occupation
Attorney/Legal ▾

External Reference Id
11000

UPDATE   CANCEL

- Enter any updates needed and click *Update.*
- 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.

- 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.
- 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 the *Updated Contributor* button or the *Original Contributor* button.

5   Filing Reports

5.1   Reports Screen

The reports screen is accessed from the *Reports* link on the Workspace Action Menu.

5.2 Filing Reports
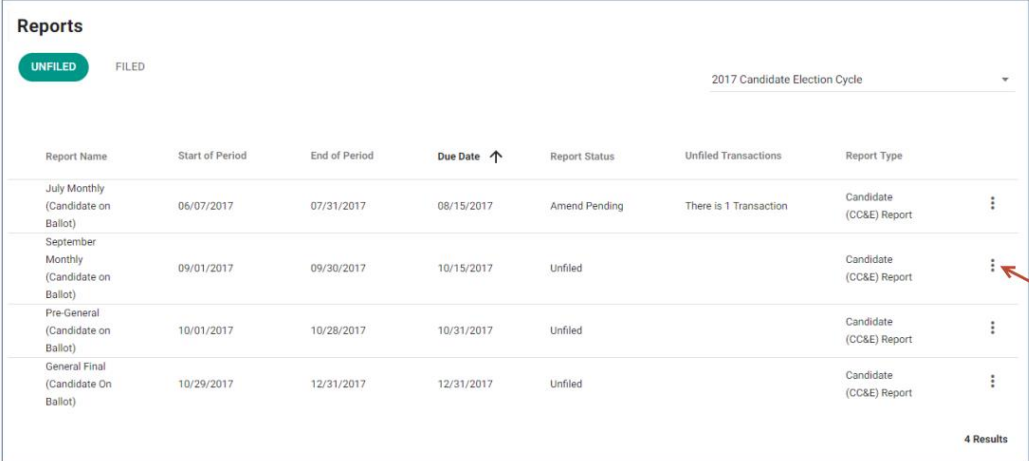
5.2.1 Filing Regular Scheduled Reports

- On the Reports screen, click the *Unfiled* tab.
- The Unfiled Reports list shows each report that has been scheduled, but is not yet filed.
- They are listed in the order they are due, and the system requires that reports be filed in the order in which they are due.
- To review the contents of a report without filing it, click the *Preview* option in the action menu. A PDF of the report in a draft version will be displayed.
- To file a report, click the *File* option in the action menu. The File Report dialog will be opened to allow you to submit the selected report.
- A report nearing the due date will also appear in the Upcoming Reports list on the Home page. You may preview and file the report from there as well.

5.2.2 Filing Candidate Optional Reports – Carryover Funds and Debt Retirement

If you are a candidate that has ended your campaign and now need to periodically file Carryover Funds or Debt Retirement reports, this can be done whenever needed from the Reports screen. These are referred to as *optional reports* because they do not automatically show up on your filing schedule. You have the option to file them whenever you decide to.

- After you have terminated your campaign and have filed your final report, you will see a button on the Reports screen for *Optional Reports*.
- Click that button and select the type of report you wish to file – Carryover Funds or Debt Retirement.
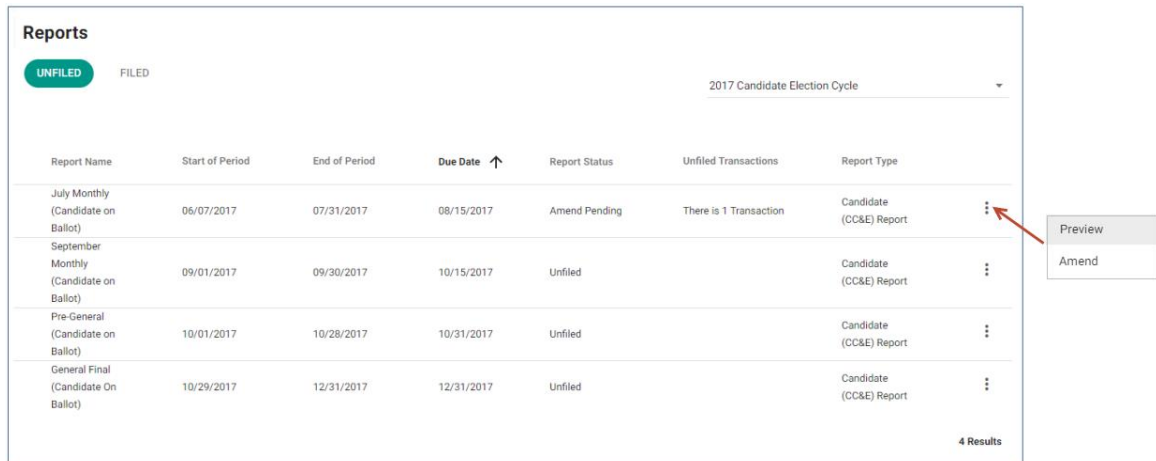- The File Report dialog will be opened to allow you to submit the selected report.

5.3 Amending Reports

5.3.1 Submitting an Amendment for a Filed Report

Reports

Report Name	Start of Period	End of Period	Due Date ↑	Report Status	Unfiled Transactions	Report Type	
July Monthly (Candidate on Ballot)	06/07/2017	07/31/2017	08/15/2017	Amend Pending	There is 1 Transaction	Candidate (CC&E) Report	⋮
September Monthly (Candidate on Ballot)	09/01/2017	09/30/2017	10/15/2017	Unfiled		Candidate (CC&E) Report	⋮
Pre-General (Candidate on Ballot)	10/01/2017	10/28/2017	10/31/2017	Unfiled		Candidate (CC&E) Report	⋮
General Final (Candidate On Ballot)	10/29/2017	12/31/2017	12/31/2017	Unfiled		Candidate (CC&E) Report	⋮

UNFILED FILED

2017 Candidate Election Cycle

Preview
Amend

4 Results

- If you have filed a report, and later you add a new transaction that needs to be on that report, or you update a transactions that is on that report, the system will flag the report as needing to be amended. You will see an Immediate To Do item on your Home page as a reminder.
- There are two ways to file the report amendment. You will be able to file the amendment directly from that reminder, by clicking *Amend Report*, or you may file the amendment from the Unfiled Reports list by clicking the *Amend* option in the action menu.
- Either way you choose, the File Report dialog for the selected report will be opened.

5.3.2 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. During the process, you will see a *Refresh* button on the Reports screen.

UNFILED **FILED** REFRESH
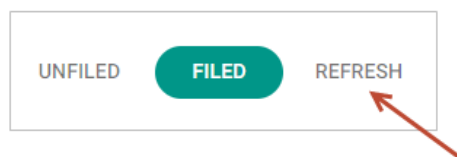
Click the *Refresh* button update the screen and see if the process has completed.

5.4 File Report Dialog

- The File Report screen will be pre-populated and summary totals calculated with all transactions that are within the date range of the report. Summary totals are displayed, and each can be expanded to view the list of transactions making up the total.
- If required, a dropdown is shown to select the election that the report is related to (General, General Runoff, Primary, Primary Runoff, and Special). If this is not showing then it is not required for that report.
- Checkboxes:
  - Final Report - For Candidates, Exploratory Committees, and Independent Expenditure Committees, there is a checkbox to indicate you are filing your final report. *This is not shown for PACs, County Party Committees, and Political Parties.*
  - Termination - You may check this box to indicate you are terminating your registration (committees) or ending your campaign (candidates) as part of filing this report.
- If this is the first report you are filing in the system, there will be a space at the top for you to enter your funds balance at the beginning of the reporting period, before adding in any receipts or subtracting any expenditures. This is needed for accurate summary total calculations on your first report and going forward. If you have no funds balance, enter 0.
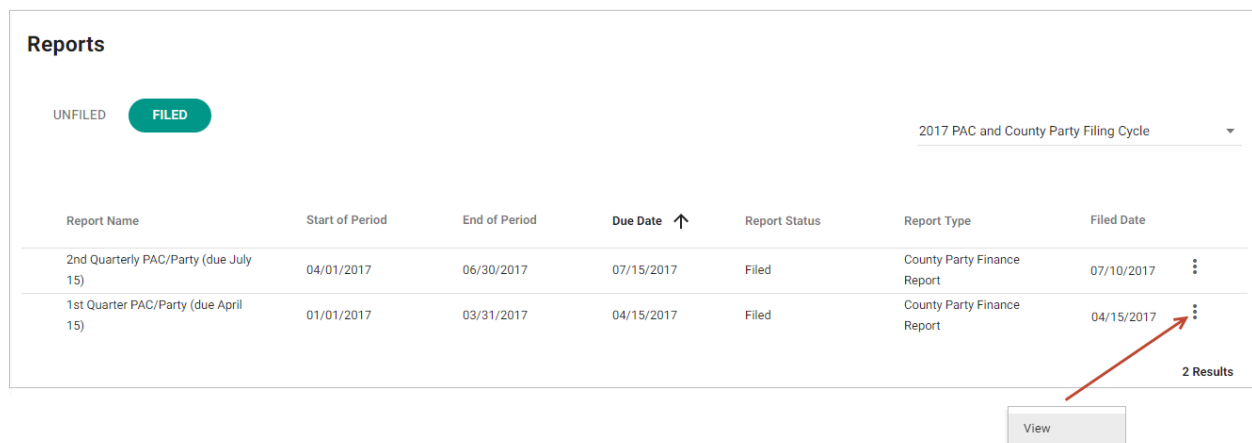
- Click *Preview* to review the contents of a report without filing it. A PDF of the report in a draft version will be displayed.
- Click *File Report* to submit the filing. Once this is done, the report is moved to the Filed Reports list on your Reports screen, and the report is now public. The filed report and all transactions included on it are available to be viewed on the public site.
- **For an amendment**
  - There will be an *Amend Report* link instead of the *File Report* link.
  - The Previous Versions section will list the dates of all prior versions of the report that have been filed, and a link to view each one.

5.5   Viewing Filed Reports

Reports

UNFILED   **FILED**

2017 PAC and County Party Filing Cycle ▼

Report Name	Start of Period	End of Period	Due Date ↑	Report Status	Report Type	Filed Date	
2nd Quarterly PAC/Party (due July 15)	04/01/2017	06/30/2017	07/15/2017	Filed	County Party Finance Report	07/10/2017	⋮
1st Quarter PAC/Party (due April 15)	01/01/2017	03/31/2017	04/15/2017	Filed	County Party Finance Report	04/15/2017	⋮

2 Results

View

- On the Reports screen, click the *Filed* tab.
- A list of all your filed reports is displayed, filtered by the selected election or filing cycle shown in the dropdown.
- To view reports from a different cycle, select the new cycle in the dropdown.
- If there have been amendments, the report will have an expandable/collapsible list of amendments below it.
- All reports and amendments will have an action menu with a *View* link which can be used to display a PDF of the report.

6   Importing Transaction Data Files

6.1   Overview

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 may download instruction documents and other files you will need.   See Import Instructions and Templates for more detailed information.

Note that the import process is for adding new unfiled transactions. It does not provide the ability update existing transactions, and it does not file reports. That must be done through the regular transaction update and report filing functionality in the system.

6.2   Import Manager

The Import functionality is available by clicking *Import Manager* in the Workspace Action Menu. You will see the Import Manager screen displayed.

- The Import Manager screen shows a history of all import files that you have uploaded, with various options available depending on the status of the upload file.
- To upload a new file, click the *Import File* link.
- The Import File dialog is displayed.

IMPORT FILE ⊗

Select File

Description

CLEAR   IMPORT

- Click the File Selection box to browse and select the file you wish to upload.
- Enter a description meaningful to you. This is intended to help you distinguish between multiple upload files in your Import Manager list.
- Click the *Import* button to upload the file and start the import process.
- The file will be uploaded and validated for correct format and data.
- 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.

6.3 View Import Results

Click 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 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.

← Import Results

24 Transactions
0 Errors
0 Warnings

ALL ERRORS WARNINGS

External Transaction ID	Transaction Type	Status	Message
100	Contribution	Error	*. cbDescription is required *. Invalid cbPurpose . Please see the code Table for valid Purpose in the instructions file.
101	Contribution	Error	*. Description is only used for non-money contributions. *. Invalid cbPurpose . Please see the code Table for valid Purpose in the instructions file.
102	Contribution	Success	
103	Contribution	Success	
104	Contribution	Success	
105	Contribution	Success	
106	Contribution	Success	
107	Contribution	Success	
108	Contribution	Success	
109	Contribution	Success	

Rows per page: 10 ▼   1 - 10 of 24   ‹ ›

6.4   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 five separate 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 XSD file (XML schema).

- If you have registered candidates or committees as your contributors, payees, loan sources, etc. 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.

7   Candidate/Committee Administration

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

				USER SETTINGS	TERMINATE REGISTRATION		📄 Committee Details ✏

SUMMARY   DOCUMENT IMAGES   2017 PAC and County Party Filing Cycle ▾

Account Status		**Transaction History (2017 PAC and County Party Filing Cycle)**	
Ending Balance (07/10/2017)	$4,670.00	Filed Contributions	$3,805.00
Unfiled Contributions	$100.00	Filed Expenditures	$535.00
Unfiled Expenditures	$0.00		

Committee Details

Name
Greene County Republican Party Committee - *Active*

Address
PO box 4569, Anytown, AR, 99999

Type
County Political Party

Jurisdiction
State

ID
224735

PAST REGISTRATIONS ⌄

Event Log

User Login		
Duff, Helen logged in.	hduff@test.com	07.11.2017 9:38:12 PM
User Login		
Duff, Helen logged in.	hduff@test.com	07.11.2017 2:14:31 PM
Report Filed 2nd Quarterly PAC/Party (due July 15)		
Duff, Helen logged in.	hduff@test.com	07.10.2017 2:41:21 PM
User Login		
Duff, Helen logged in.	hduff@test.com	07.10.2017 1:29:02 PM

See More

📄 **Officers**

Duff, Helen   Active ✏
Treasurer
PO box 4569, Anytown, AR, 99999
(222) 222-2222
hduff@test.com

Huggins, Henry   Active ✏
Chairperson
7575 Oak St, Hollywood, AR, 77574
(556) 667-7775
henry@aaa.bbb

7.1   Summary Tab

The Summary tab shows your current funds balance (as of the last filed report), you current unfiled transaction totals, and the filed transactions totals for each election or filing cycle you have participated in. You may see totals from a different cycle by selecting a new cycle in the dropdown.

7.2   Document Images Tab

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

The documents in the list can be viewed by clicking the name of the document.

7.3   Event Log

The Event log is a list of events that have occurred in your account.
Examples are:

- User Logged In
- Registration Accepted
- Registration Conditionally Accepted
- Registration Conditional Acceptance changed to Accepted
- Registration Amended
- Registration Corrected
- Report Checked-in – includes the name of report
- Report Filed – includes the name of report
- Report Amended – includes the name of report
- Termination Report Filed
- Status Changed – includes the new status
- Image uploaded – includes the name of image

7.4   User Login Maintenance

You can change your password and security questions by clicking *User Settings* and selecting one of the options listed.
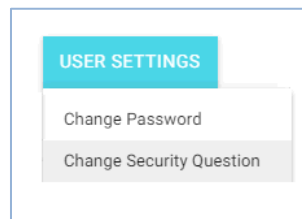
7.4.1   Changing Password

- To change your password, start by entering the current password.
- 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.

7.4.2 Changing Security Question(s)

- 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.

7.5 Maintaining Candidate / Committee Registration

Basic candidate/committee details are shown in the top part of the right side panel. Clicking the 📄 icon in the header above the panel will toggle the entire panel between being shown or hidden.

7.5.1 Candidate/Committee Details

This section shows general information about the candidate or committee - name, address, type, status, etc. The *View Registration* link will display the registration form. If the registration has been amended, instead you will see a *Past Registrations* link. This will list the registration date and any amendment dates. Click on any of them to view that version of the registration form.

7.5.2 Amending Registration

To amend your registration, click the ✏️ icon at the top of the Candidate/Committee Details section. The Amend Registration screen will be displayed. This is just like the Registration screen, with the data pre-populated. Make your changes and click *Update*.

If you add a new officer, you will need to print a new Signature card, have it signed by all individuals listed, have it notarized, and return it. This is the same process you would have followed for your initial

registration. The confirmation screen will indicate when a new signature card is needed, and will show a link to print the signature card.

7.5.3   Renewing Registration

The *Renew* button is visible to committees only when there is an active renewal schedule for their committee type. Clicking the button opens your Registration screen, which will be presented pre-populated for you to update as needed.

The *Renew* button is hidden for candidates. A candidate must submit a new registration for each new election the candidate wishes to participate in.

7.5.4   Reactivating Registration

The *Reactivate* button is only visible for terminated candidates and committees. When clicked, it reactivates the terminated candidate or committee for their current or most recently assigned election or filing cycle.   Once the *Reactivate* button is clicked, the candidate or committee status will now be set back to Active.
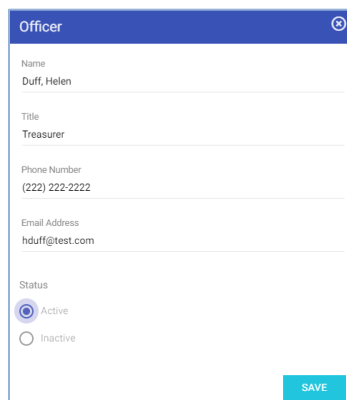
7.6   Candidate / Committee Officers

The candidate/committee officers are shown in the bottom part of the right side panel. Clicking the icon in the header above the panel will toggle the entire panel between being shown or hidden.

For each officer, the name, address, phone, email, officer type, and status is shown.

7.6.1   Editing Officer Information

You may edit an officer's phone number or email address without amending the registration. Note that any other changes to the Officer information will need to be made through a registration amendment.

Click the   icon to open the Edit dialog, update the phone number and email as needed, and click *Save*. The information will be updated and the dialog will be closed.

7.7   Terminating your Registration

7.7.1   Terminate through filing a report

You may end your campaign or terminate your registration as part of the report filing process. A box is available for you to indicate you are terminating.   When the report is filed, your registration will be terminated.

7.7.2   Terminate outside of the report filing process

You may also choose to terminate outside of the process of filing a report, if you have no unfiled transactions to report. On the administration screen, a *Terminate* button is visible for active candidates and committees. Click the *Terminate* button to open the Termination dialog.

- You'll see information explaining that if you have any unfiled activity to report, you should file it before terminating. The *Go To Reports Screen* link will transfer you to your Reports screen.
- If you have nothing to report, check the box to confirm this. This will enable the *Submit Termination* button.
- Click the *Submit Termination* button.

7.7.3   What happens when I terminate?

After you have submitted a termination by either of the above methods, the following occurs:

- Your candidate or committee status will now be set to Terminated.
- 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.
- If you represent a County Political Party Committee, a *County Political Party Committee Notice of Termination* form will automatically be generated and placed in your filing history where it can be viewed.

- If you represent a PAC, a *Political Action Committee (PAC) Notice of Termination* form will automatically be generated and placed in your filing history where it can be viewed.
- There are no termination forms for candidates or other committee types.

8   Public Site

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 and committees, view all filed reports, 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 access the public site and return to your workspace, and go back and forth, without continually logging in and out.

- If you are logged in, click *Public Site* in the Workspace Action Menu.
- You will be transferred to the public site.
- In the public site, if you have gone there while being logged into your workspace, you will see a *Home* link in the Public Site Action Menu. Click this link to be returned to your workspace.
- As long as you stay logged in, you may use these two links to go back and forth.
- Once you log out, you can access the public site anytime, but you cannot get back to your workspace 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 Expenditure types in the current year
- A wheel graph showing the total contributions in the current year by contributor type
- A list of the top independent expenditure spenders in the current year

Below the widgets are two sections for Exploring Committee Data and Exploring Candidate Data. These sections are shortcuts to the Explore screens for specific committee types or candidates for specific offices.

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, offices, 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.

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.

Searches for candidates, committees, offices, and transactions can be done from the search bar on the heading.

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 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 include 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 report.

8.1.4   Data Download

The system provides downloadable files which include all filed transactions for a selected year. These are in CSV file format.