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How to File Financial Reports Online

A HANDBOOK FOR CANDIDATES & COMMITTEES

How to File Financial Reports Online: A Handbook for Candidates & Committees

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What's shown in an online financial report?

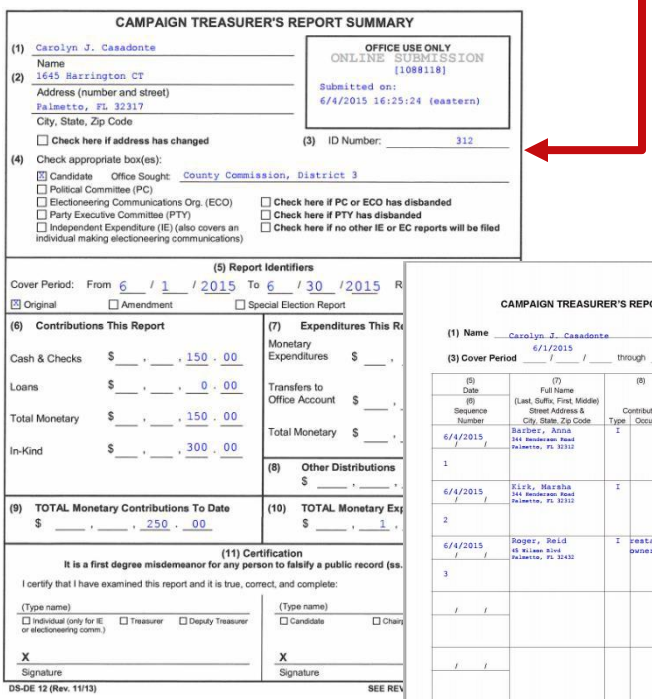
As you know, Florida law requires that candidates and political committees file monthly reports with the Supervisor of Elections. These reports detail all contributions received and expenditures made by or on behalf of the candidate/committee. The **Voter Focus Campaign Financial Reporting** system gives campaign treasurers an easy way to complete and, optionally, file these required reports, online.

Each report generated by the **Campaign Financial Reporting** system is a PDF file that can be viewed in Adobe® Acrobat® Reader. The PDF can be printed if your county requires hard-copy filing. In counties that accept electronic filing, the PDF can be submitted online, signed by the candidate's and treasurer's electronic personal identification numbers (PINs).

Once a report is accepted by the Supervisor of Elections, it will appear on the elections website and can be viewed by the public. Along with the financial reports, you have the option of providing a short description (or "bio") of the candidate/committee and a photograph.

Here's an example of a monthly report:

First, there's a summary page



CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT
Address (number and street)
Palmetto, FL 32317
City, State, Zip Code

OFFICE USE OFFICE USE ONLY
ONLINE SUBMISSION
[1088118]
Submitted on:
6/4/2015 16:25:24 (eastern)

☐ Check here if address has changed
(3) ID Number: 312

(4) Check appropriate box(es):
☒ Candidate Office Sought: County Commission, District 3
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)
☐ Check here if PC or ECO has disbanded
☐ Check here if PTY has disbanded
☐ Check here if no other IE or EC reports will be filed

(5) Report Identifiers
Cover Period: From 6 / 1 / 2015 To 6 / 30 / 2015
☒ Original ☐ Amendment ☐ Special Election Report

(6) Contributions This Report
Cash & Checks $ 150.00
Loans $ 0.00
Total Monetary $ 150.00
In-Kind $ 300.00

(7) Expenditures This Re
Monetary Expenditures $
Transfers to Office Account $
Total Monetary $

(8) Other Distributions
$

(9) TOTAL Monetary Contributions To Date
$ 250.00

(10) TOTAL Monetary Exp
$ 1

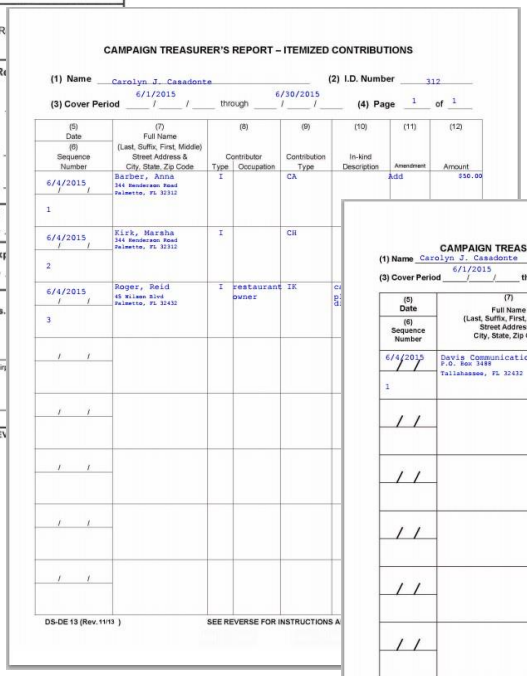
(11) Certification
It is a first degree misdemeanor for any person to falsify a public record (ss.
I certify that I have examined this report and it is true, correct, and complete:

(Type name)
☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer
X
Signature

(Type name)
☐ Candidate ☐ Chair
X
Signature

DS-DE 12 (Rev. 11/13) SEE REV

Then, an itemized list of contributions



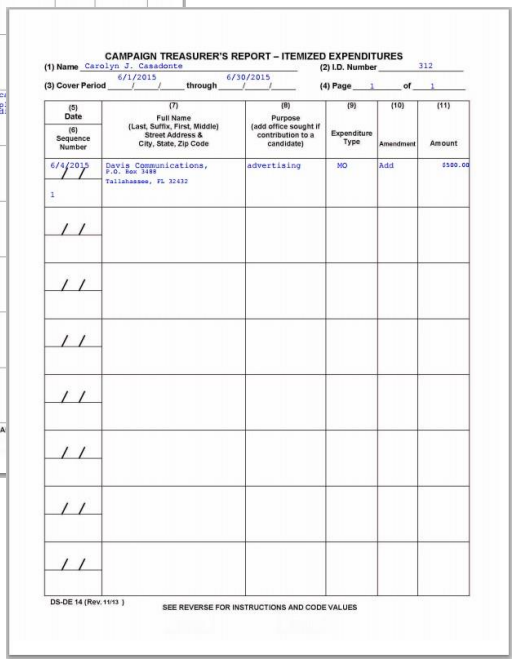
CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
6/4/2015 / 1	Barber, Anna 344 Henderson Road Palmetto, FL 32312	I		CA		Add	$50.00
6/4/2015 / 2	Kirk, Marsha 344 Henderson Road Palmetto, FL 32312	I		CH			
6/4/2015 / 3	Roger, Reid 45 Wilson Blvd Palmetto, FL 32432	I	restaurant owner	IK			
/ /							
/ /							
/ /							
/ /							
/ /							

DS-DE 13 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS A

Next, a list of expenditures



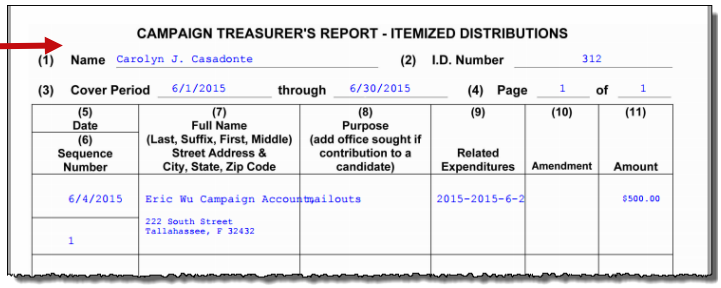
CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
6/4/2015 / / 1	Davis Communications, P.O. Box 3488 Tallahassee, FL 32432	advertising	MO	Add	$500.00
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

DS-DE 14 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Then, a list of distributions



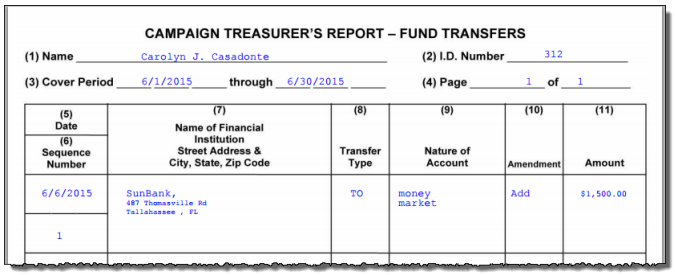
CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312

(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	mailouts	2015-2015-6-2		$500.00
1					

And finally, a list of fund transfers



CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312

(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
6/6/2015	SunBank, 487 Thomasville Rd Tallahassee , FL	TO	money market	Add	$1,500.00
1					

What do I need to create reports online?

- **A computer equipped with:**
  - An Internet connection.
  - A web browser configured to accept cookies and with pop-up blockers disabled. In this document, the examples shown use Internet Explorer.
  - Adobe® Acrobat® Reader, which you will need to view and print your reports. If you don't have the Reader software on your computer, you can download it free of charge from:
    - a link in the Campaign Financial Reporting System (see page 19)

    or
    - www.adobe.com
  - A printer, if your county requires you to file a hard copy of the report or you want a hard copy of the report for your records.

- **A candidate ID and password**.

  This will be provided to you by the elections office.

  Candidates need a new ID each time they run for office, even when they are running for reelection to the same office. Committees also need a new ID for each election.

  Committees of continuous existence typically are allowed to keep the same ID, but this varies from county to county. Some counties prefer to assign committees of continuous existence a new ID for each election.

  The password can be changed after you log in, if you wish.

- **PINs for the candidate and campaign treasurer password**.

  If your county permits electronic submission of financial reports, two 4-digit PINs will be provided to you by the elections office. You can change the PINs after logging in, if you wish. (See page 57 for instructions.)

Your county might have other requirements, so check with the elections office before you begin.

How do I start?

Log into the Campaign Financial Reporting system like this:

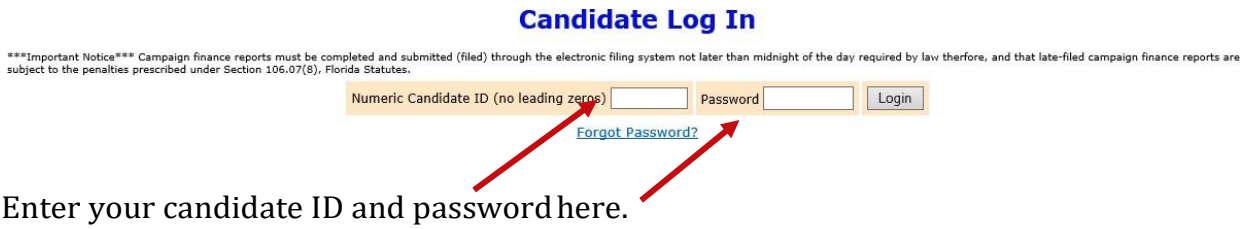
1 Type this web address into your browser:

https://www.voterfocus.com/ws/WScand/candidate_pb.php?county=<*county*>

replacing the text **<*county*>** with your county name. You can enter lowercase or uppercase letters...the letter case doesn't matter here.

> For example, if your county is Holmes, you would enter:
>
> https://www.voterfocus.com/ws/WScand/candidate_pb.php?county=**holmes**

2 Press the **Enter** key on your keyboard or click the "go" icon in your web browser. You'll then see the Candidate Log In page:



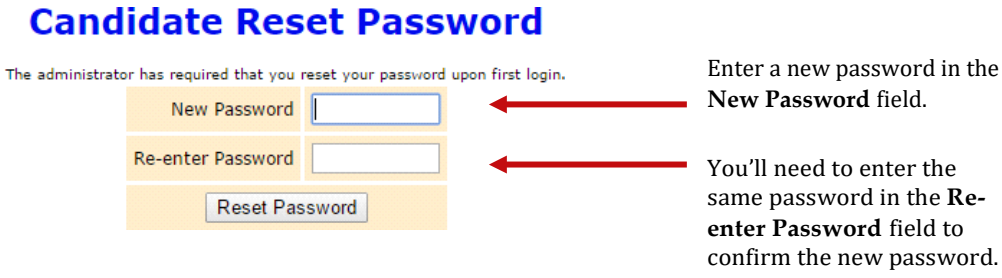
3 Enter your candidate ID and password here.

The password is case-sensitive. That means you have to enter the password in exactly the form given to you by the elections office: if a letter is uppercase, you must enter it in uppercase; the same goes for lowercase letters. Your password might also have numbers.

> **By the way...**you can change your password once you get on the system.
> We'll explain how to do this on page 57.

4 Click Login.

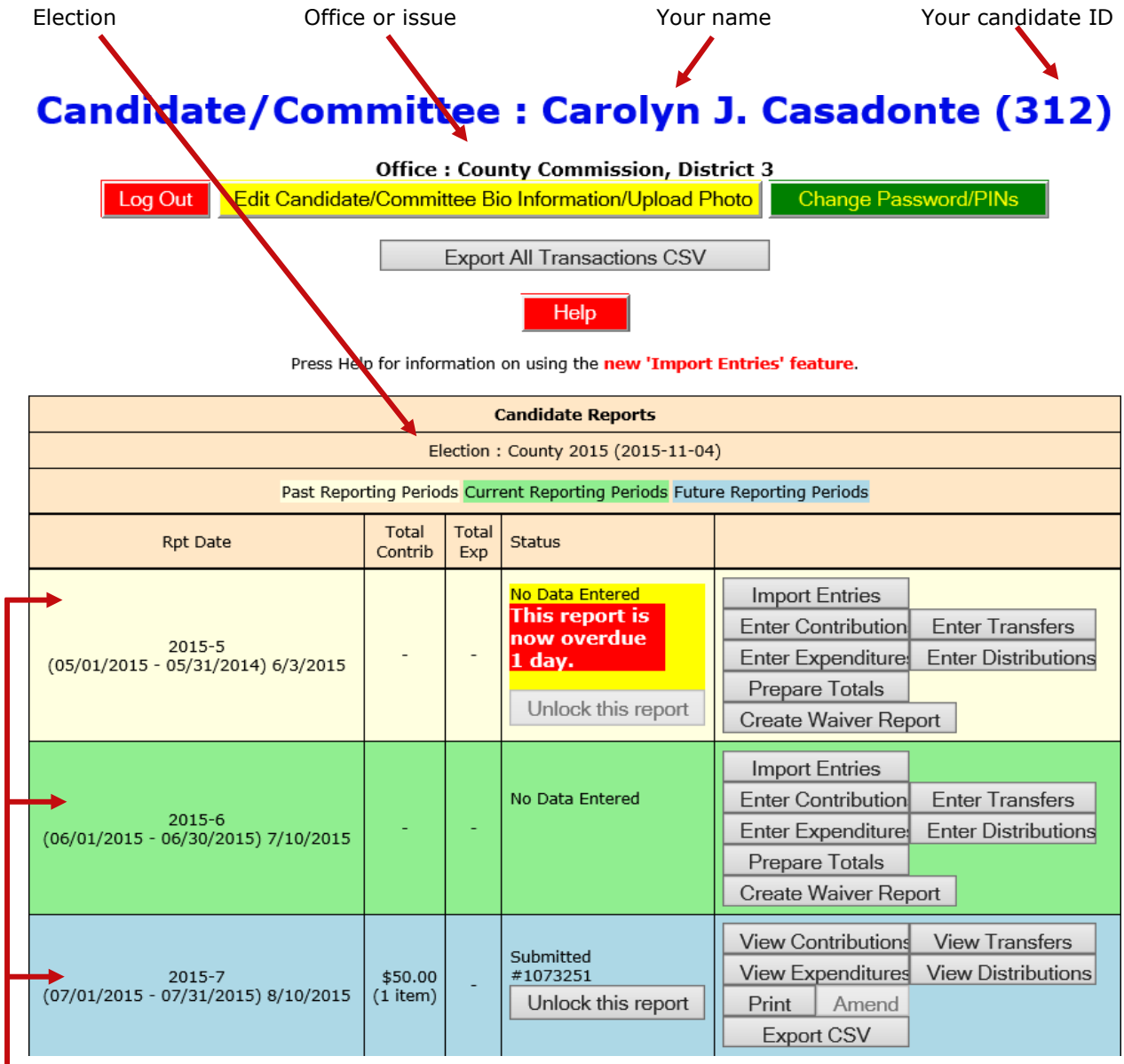
Your county may require that you change your password the first time you log in. If that is the case, after you click **Login**, you will see the Candidate Reset Password page:



Enter a new password in the fields and then click **Reset Password**. On the Candidate Log In page, re-enter your candidate ID and your new password and click Login again.

What you see when you log in.

This is the main page of the Campaign Financial Reporting System. It shows the reporting periods for the campaign. We call this page the *Report List*.



Time periods when financial reports are required.
Colors indicate reporting periods:

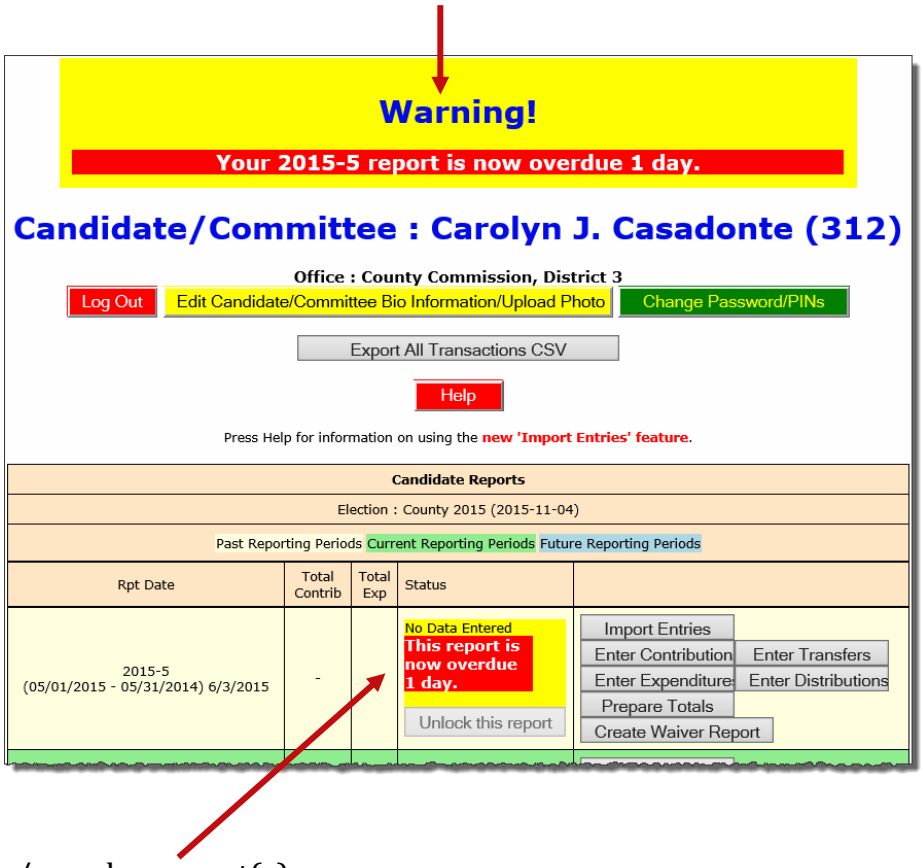
Past Reporting Periods (beige)
Current Reporting Periods (green)
Future Reporting Periods (blue)

The reporting periods are color-coded to help you choose the correct period for reporting data.

The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future report. If you need to enter past or future data, you can easily unlock the report by clicking Unlock this report.

The colors of the reporting periods switch automatically at midnight on the due date of the current report.

If any of your reports are overdue or the due date is less than 10 days away (that is, 9 or fewer days from today), you'll see a message like this at the top of the page:

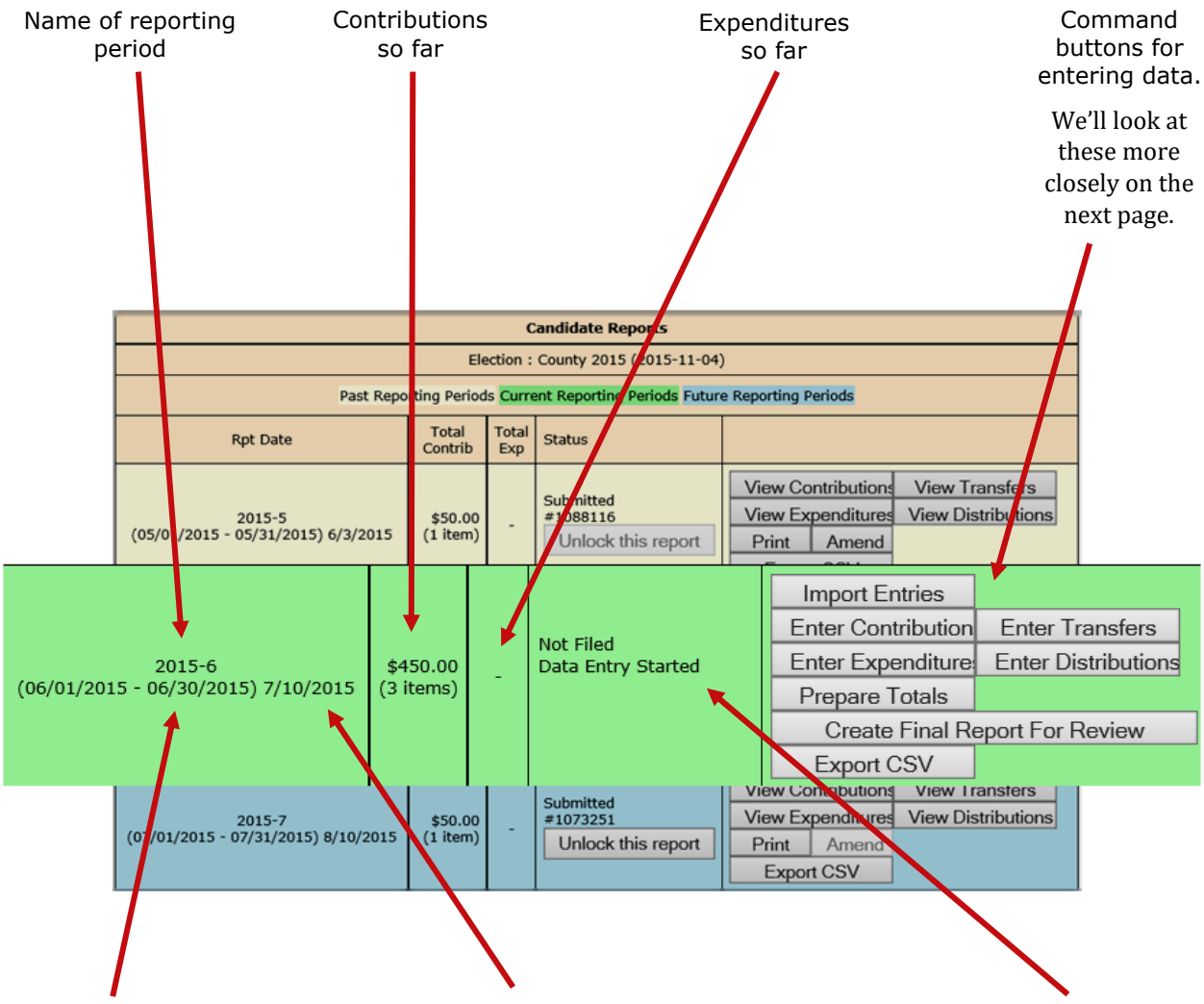


And the due/overdue report(s) will be highlighted as well.

After 180 days, overdue reports are no longer highlighted as late.

If a report is overdue, you need to take immediate action to file the report.

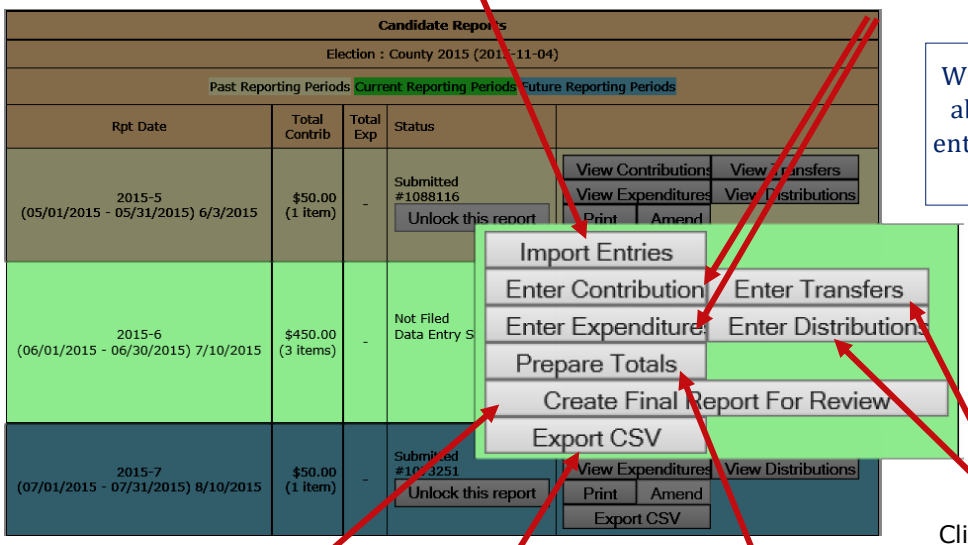
Let's look at the current reporting period.



About those command buttons…

If you use campaign finance reporting software like Campaign ToolBox™, you can import contributions and expenditures directly from that application. Page 26 explains how.

To manually enter contributions and expenditures, click here.



We'll talk more about manual entry on the next page.

Click here to manually enter fund transfers and distributions.

Submit your report to the elections office.

If your county requires submission of paper reports, the button will look like this instead:

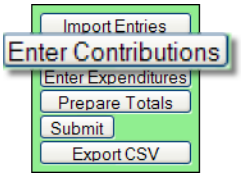


Create a spreadsheet of the contributions and expenditures entered in this reporting period.

Create and view a draft copy of your report for this period prior to submitting to the elections office.

How do I view and maintain contributions?

Click



to bring up a list of the contributions recorded so far:

Campaign Treasurer's Report - Itemized Contributions

Election : **County 2015 (2015-11-04)**
Report Date : **2015-6**
(2015-06-01 - 2015-06-30)
Add Contribution Return to Report List Amend Item from Orig Report

	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Cash		Delete	$50.00
Edit Delete	2	6/2/2015	Anna Lee Barber 45 Wilson Blvd Palmetto, FL 32312	Individual		Check		Add	$100.00
							Total In Kind		$0.00
							Total Monetary		$50.00
							Total		$50.00

Add Contribution Return to Report List

Edit lets you modify details on an existing contribution.

Delete lets you delete the contribution altogether.

Return to Report List Takes you back to the list of reporting periods.

The Totals rows show you a breakdown of In-Kind and Monetary contributions along with the combined total.

Click **Add Contribution** to bring up the form for entering contributions.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Contributor Name	Last First Middle	Enter last name or company name if a business
Address 1		
Address 2		
City	ST Zip	
Amount $		
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation		The occupation of the contributor is only required **if the amount is over $100**
Contribution type	Cash	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of $50.
In-kind Description		Type the description of any In-kind contribution.

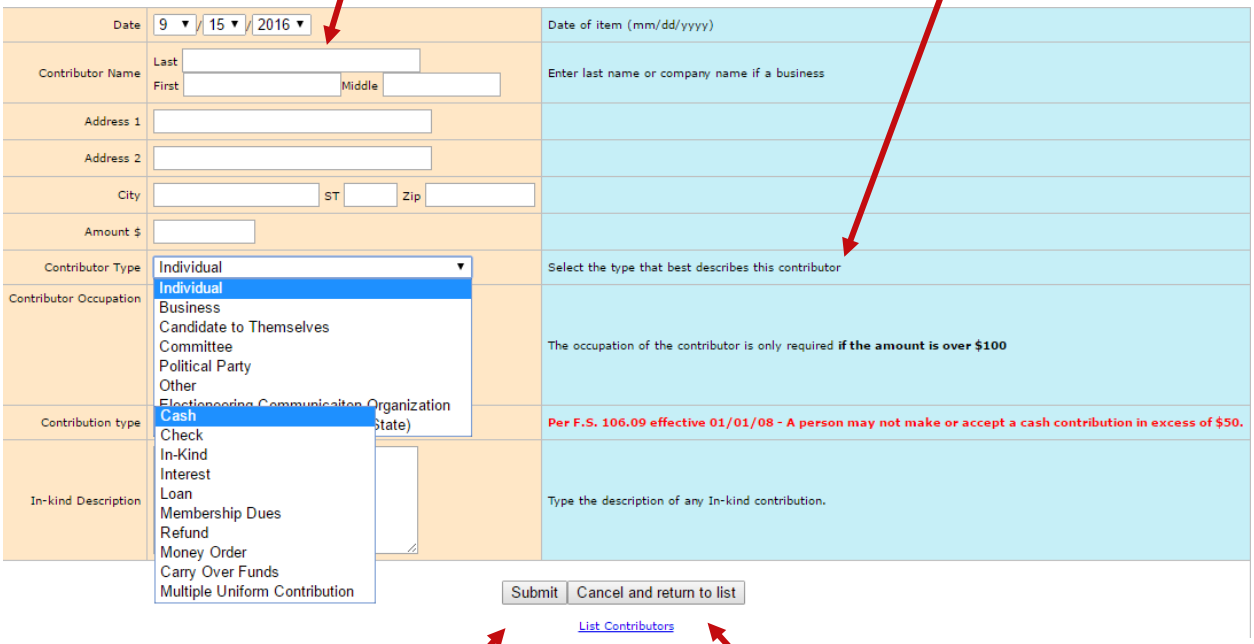
Submit Cancel

Adding a new contribution is easy.

If the contributor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Most of the entry fields are self-explanatory. The blue column has tips on what's required.



When you've completed the form, click **Submit**.

If the system says you've omitted required information, you must provide it before the contribution can be saved.

After the contribution is saved, you'll get another blank form where you can add the next contribution.

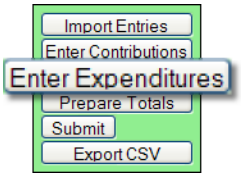
Click **Cancel and return to list** when you've saved the last contribution you want to add right now.

Contribution type **should be one of these:**

Carry Over Funds	Remaining "carry over funds" from an election that has ended. **This option is for use by candidates only.**
Cash	Cash or cashiers check.
Check	Traditional paper check, wire transfer, PayPal, credit card, or another type of electronic funds transfer.
In-kind	An item of value other than money or volunteer services. **In-kind Description:** Enter a specific description of the in-kind contribution. Example: *Food and beverage*
Interest	Money earned on campaign or interest-bearing accounts.
Loan	Money loaned to the campaign rather than given outright.
Membership Dues	Membership dues regardless of the form (cash, check, etc.).
Money Order	Contribution made by money order.
Multiple Uniform Contributions	Multiple uniform contributions from the same person **This option is for use by committees only.**
Refund	Bad checks or contributions returned (in whole or in part) to the contributor. **Refunds must be entered as a negative amount.**

Adding expenditures is a similar process.

Click



to bring up a list of the expenditures recorded so far:

Campaign Treasurer's Report - Itemized Expenditures

Election : **County 2015 (2015-11-04)**
Report Date : **2015-6**
(2015-06-01 - 2015-06-30)
Add Expenditure Return to Report List

	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Retainer for advertising.	Monetary		$500.00
					Total		$500.00

Add Expenditure Return to Report List

Click **Edit** to modify details on an existing expenditure.

Click **Delete** to remove the entry altogether.

Takes you back to the Report List.

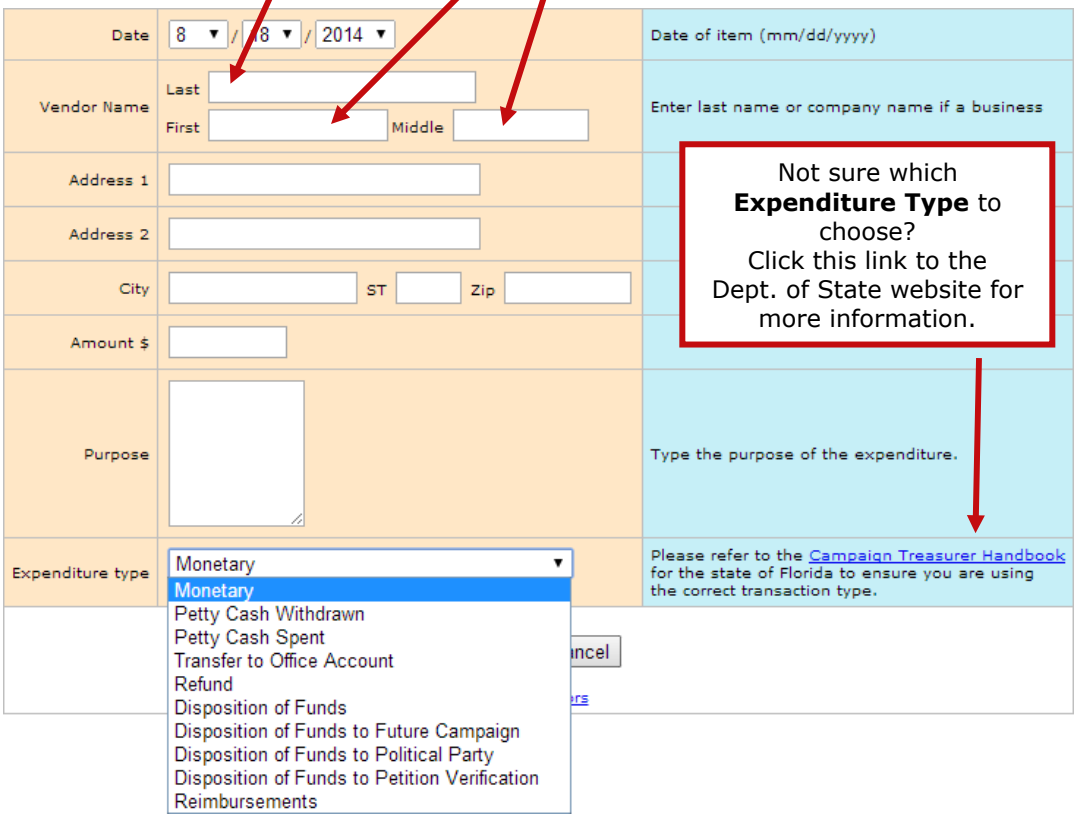
Click **Add Expenditures** to bring up the form for entering expenditures.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Vendor Last Name	Last First Middle	Enter last name or company name if a business
Address 1		
Address 2		
City	ST Zip	
Amount $		
Purpose		Type the purpose of the expenditure.
Expenditure type	Monetary	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

Submit Cancel

If the vendor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.



About Petty Cash

In *Expenditure Type*, notice that there are two types for petty cash:

- Use *Petty Cash Withdrawn* when withdrawing funds from the campaign account for petty cash. This will add an expenditure of the entered amount to your report.
- Use *Petty Cash Spent* to record an expense out of petty cash.

***Petty Cash Spent* does not add an expenditure to the report because the expenditure was already recorded as *Petty Cash Withdrawn*.**

It's important to keep accurate petty-cash records so your final report will balance.

When you've completed the form, click **Submit**.

After the expenditure is saved, you'll get another blank form where you can add the next expenditure.

Click **Cancel** when you've saved the last expenditure you want to add right now.

Expenditure type **should be one of these:**

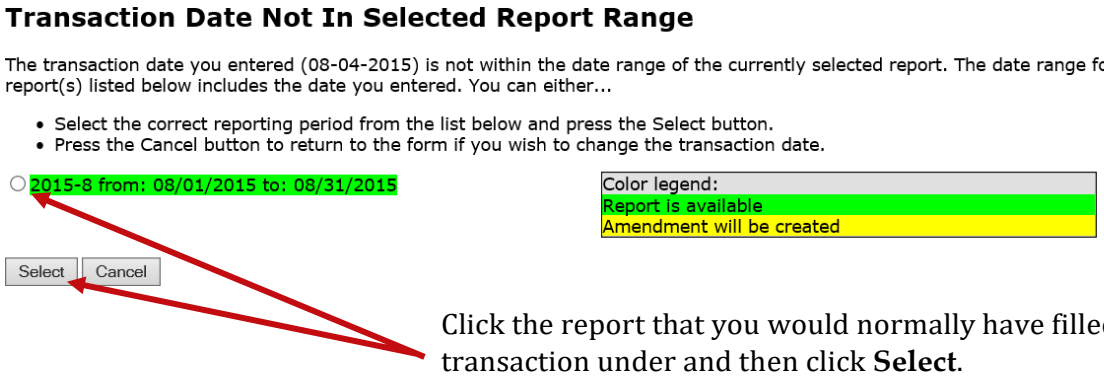
Disposition of Funds	Pro-rata refunds to contributors, donations to charitable organizations, donations to the State general revenue fund, or the return of matching funds to the State. **Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**
Disposition of Funds to Future Campaign	Funds transferred to an account for a future campaign. **Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**
Disposition of Funds to Petition Verification	Funds transferred to pay for previously unpaid petition verification fees. **Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**
Disposition of Funds to Political Party	Funds given to the political party that the candidate is a member of. **Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**
Monetary	General expenditure type used when a specific type does not apply.

Petty Cash Spent	Petty cash spent during a reporting period. Expenditures made from petty cash are not required to be reported individually.
Petty Cash Withdrawn	Petty cash withdrawn during a reporting period. Petty cash expenditures are realized when the funds are withdrawn for petty cash. Therefore, the referenced item is not included in the total.
Refund	A refund of money from a vendor or other source. **Refunds must be entered as a negative amount.**
Reimbursements	Compensation made to a person or group by a check drawn on the campaign account for expenses incurred in connection with campaign activities.
Transfer to Office Account	Funds transferred to an office account when the candidate has been elected.

A few notes about adding contributions and expenditures…

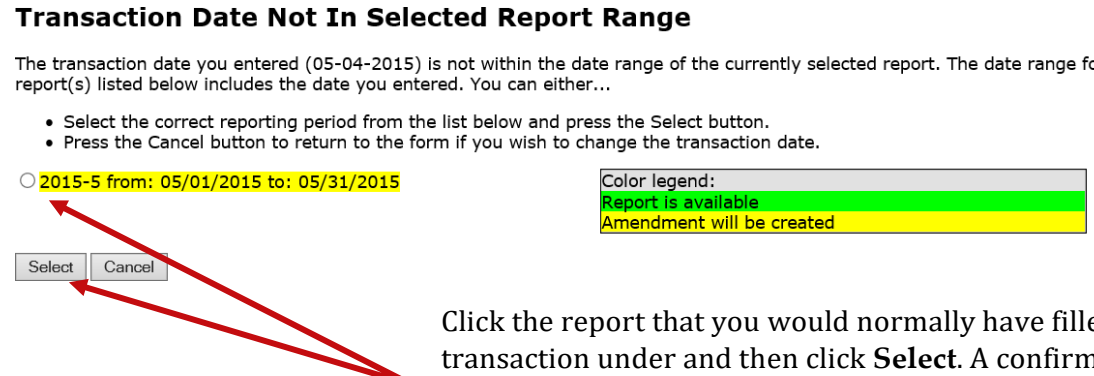
If you enter a contribution or expenditure outside of the range of the reporting period you are working with, they system will automatically try to find a reporting period that contains that date you are reporting.

If a report for that range is found, the system will let you know.



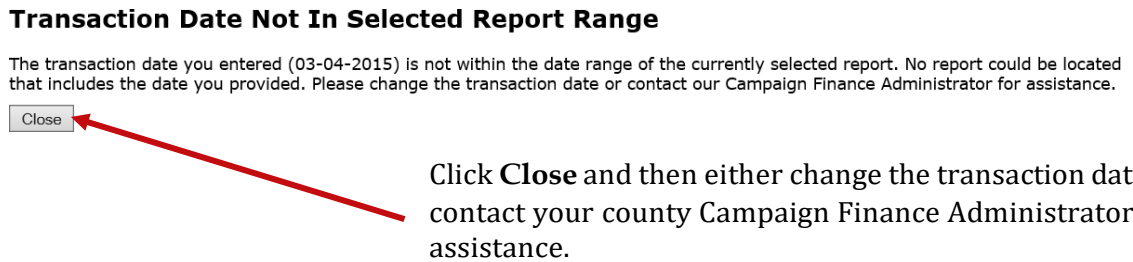
Click the report that you would normally have filled the transaction under and then click **Select**.

If the contribution or expenditure date falls within the date range of a report that has already been filed, you can add the contribution or expenditure to the report and file an amended report in one easy step.



Click the report that you would normally have filled the transaction under and then click **Select**. A confirmation message will appear letting you know that the amended report has been filed.

If no report exists that includes the date you are trying to report on, the system will let you know that too.



Click **Close** and then either change the transaction date or contact your county Campaign Finance Administrator for assistance.

Want to see how the report is adding up? Just do a preview.

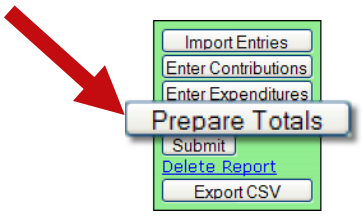
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report carefully.

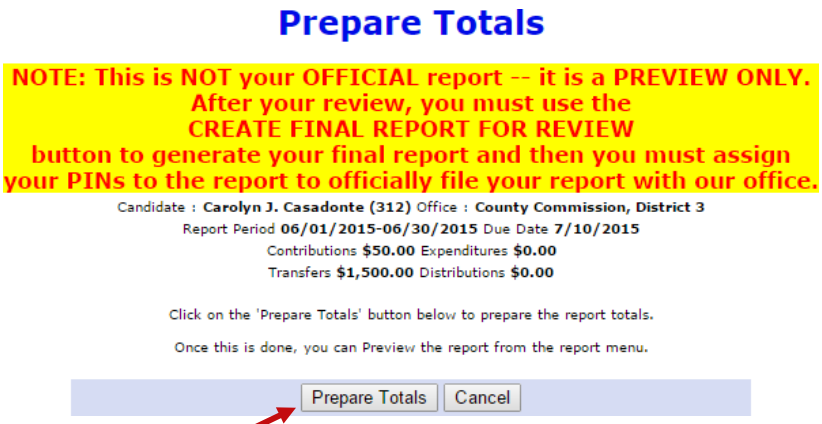
Previewing a report DOES NOT submit the report to the Supervisor.

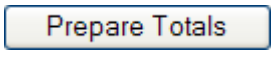
To preview your report so far:

Click

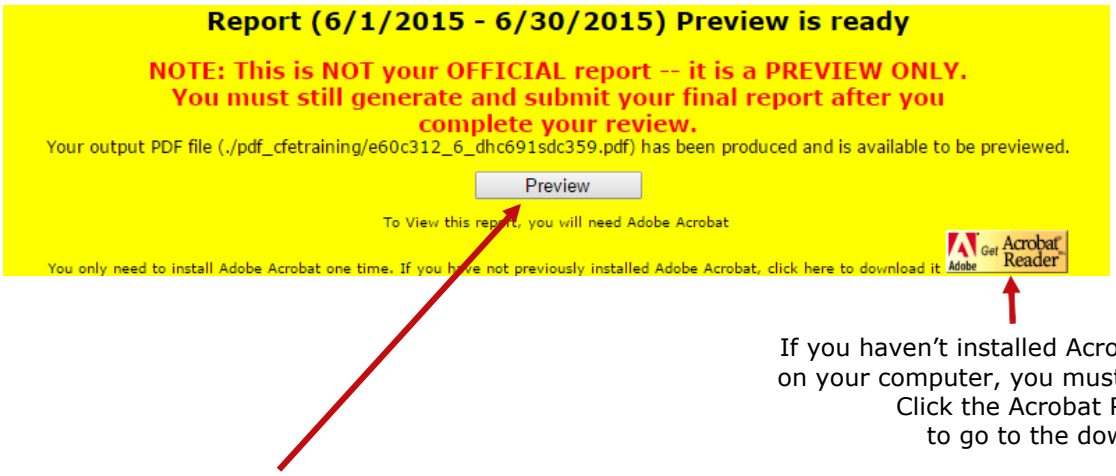


to bring up this page:



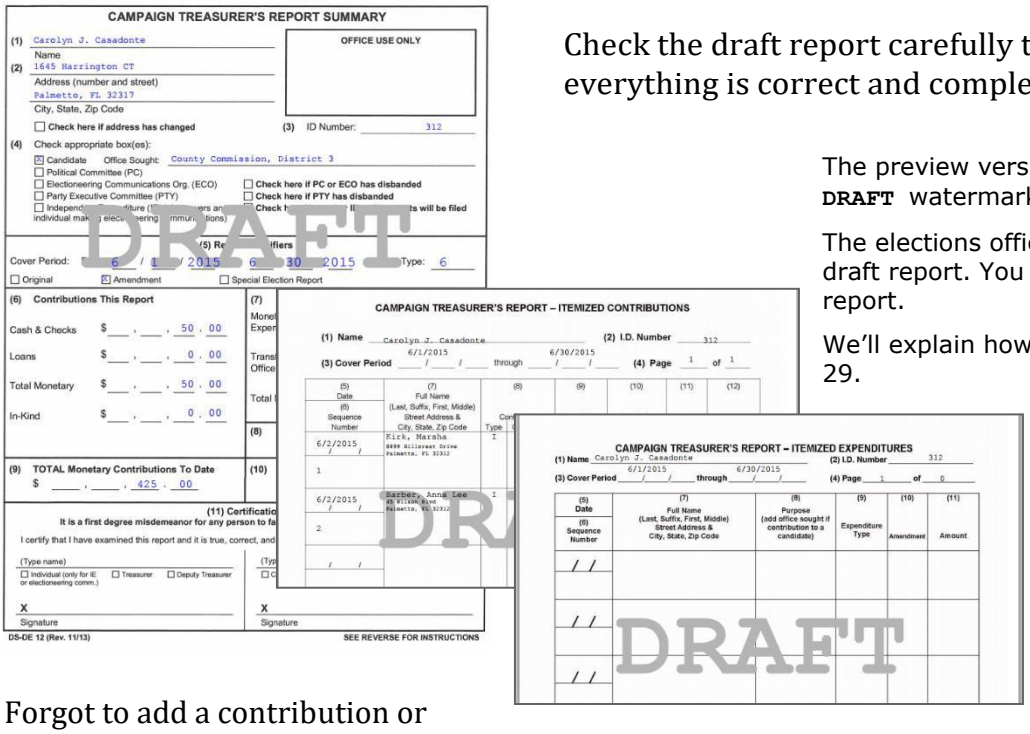
Click 

to total the contributions and expenditures for this reporting period. You'll be returned to the Report List, which now has a banner like this:



If you haven't installed Acrobat Reader on your computer, you must do it now. Click the Acrobat Reader icon to go to the download site.

Click Preview in the banner to bring up a PDF of your report.



Check the draft report carefully to verify everything is correct and complete.

The preview version of the report has a **DRAFT** watermark on each page.

The elections office cannot accept a draft report. You must submit a final report.

We'll explain how to do this on page 29.

Forgot to add a contribution or expenditure?

That's OK: You can continue to add them after doing the preview.

On the Report List, notice that the **Prepare Totals** button is now labeled **Preview**.



You can click **Preview** at any time you want to look at the report. If transactions are added, the button label will switch back to **Prepare Totals**, which means you need to total the new transactions into the report before you can preview it again.

How do I record a distribution?

A transaction is a distribution only if it is a:

Credit Card Payment—Linked to the expenditure that represents payment of the credit card bill on which the purchase appears. *Only statewide candidates may use this type of distribution.*

Each purchase made with the credit card will be itemized under Enter Distributions and linked to the expenditure that represents payment of the credit card bill on which the purchase appears. The credit card may be used only for travel-related expenses.

Prepaid Distribution—Reserved for up-front, lump sum payments to be disbursed to different entities at a later date. (For example, payment to a media consultant who then makes disbursements to newspapers and television stations.) Related entries under Enter Distributions will be reported and linked to the expenditure as they occur.

Reimbursement—Reimbursement for authorized expenses made in connection with the campaign. (For example, Candidate Smith paid for printing of campaign signs with his own money. A check to reimburse him for the cost would be recorded as a Reimbursement.)

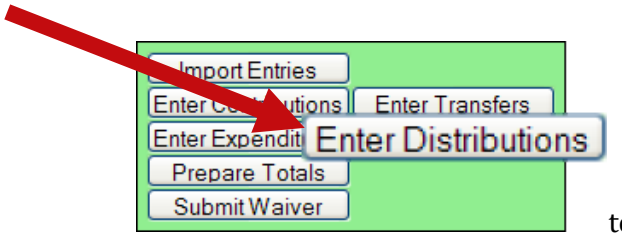
Distributions do not add to your report totals.

They are used only to report pro-rata amounts of an *already recorded expenditure* to provide detail for:

- Refunds to contributors
- Donations to charitable organizations
- Contributions to political parties
- Donations to the State general revenue fund
- Return of matching funds to the State.

To record a distribution:

Click



to bring up a page with describing the requirements for a distribution transaction.

Click Proceed with Distribution to see this page:

Campaign Treasurer's Report - Itemized Distributions

Election : **County 2015 (2015-11-04)**
Report Date : **2015-6**
(2015-06-01 - 2015-06-30)
Add Distribution Return to Report List

	Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
					Total		$0.00

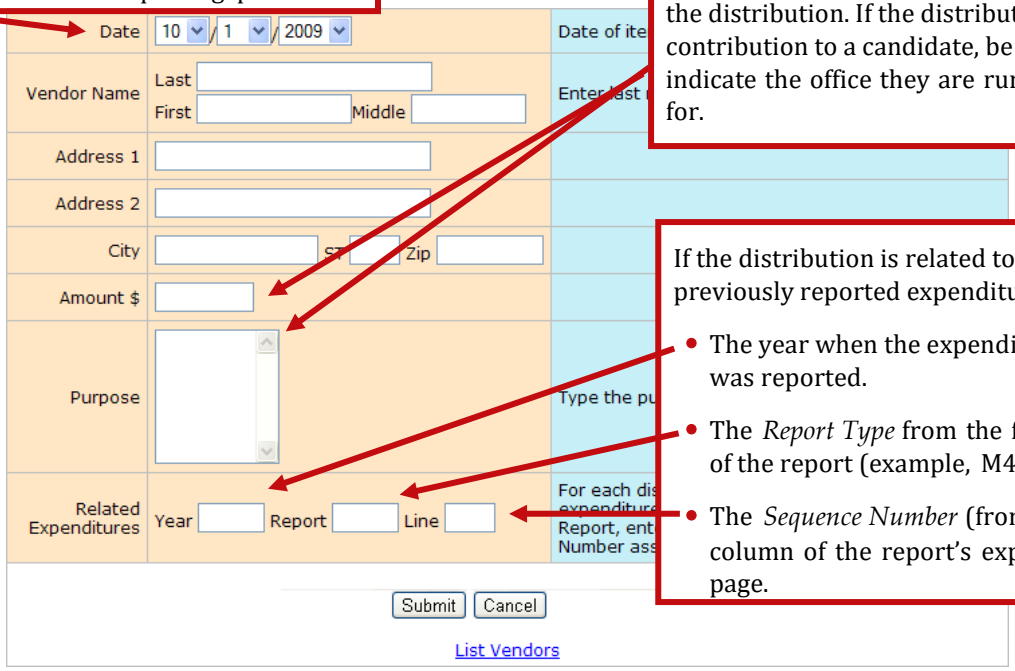
Add Distribution Return to Report List

Click **Add Distribution** to bring up the form for entering distributions.

If the entity receiving the distribution is an organization rather than an individual, enter the organization name in the **Last** field.

Enter the date the distribution occurred. This date does not have to be within the current reporting period.

Enter the amount and the purpose of the distribution. If the distribution is a contribution to a candidate, be sure to indicate the office they are running for.



If the distribution is related to a previously reported expenditure, enter:

- The year when the expenditure was reported.
- The *Report Type* from the first page of the report (example, M4).
- The *Sequence Number* (from the first column of the report's expenditures page.

When you've completed the form, click **Submit** to save the information. After the distribution is saved, you'll get another blank distribution form.

Click **Cancel** when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

Campaign Treasurer's Report - Itemized Distributions

Election : **County 2015 (2015-11-04)**
Report Date : **2015-6**
(2015-06-01 - 2015-06-30)
Add Distribution Return to Report List

	Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
Edit Delete	1	6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	Mailouts	2015~2015-6~2		$500.00
					Total		$500.00

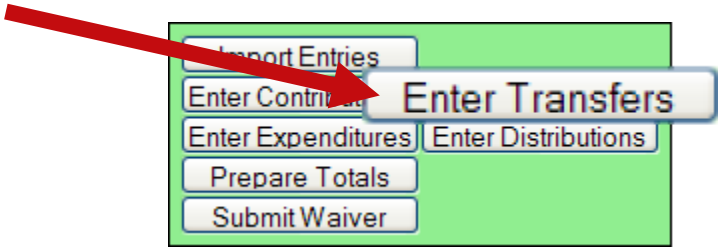
Add Distribution Return to Report List

What about fund transfers?

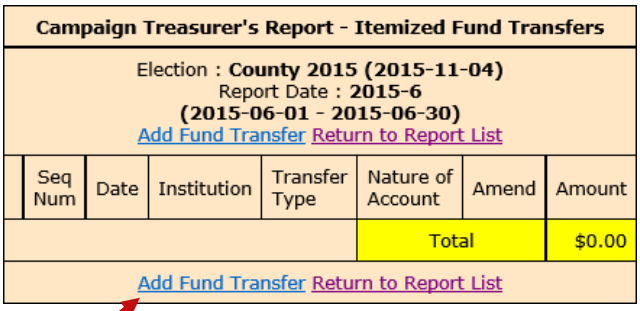
Fund transfers are typically used only by candidates for state and federal offices.

They are used to report the transfer of funds between the primary depository and separate interest-bearing accounts.

Click

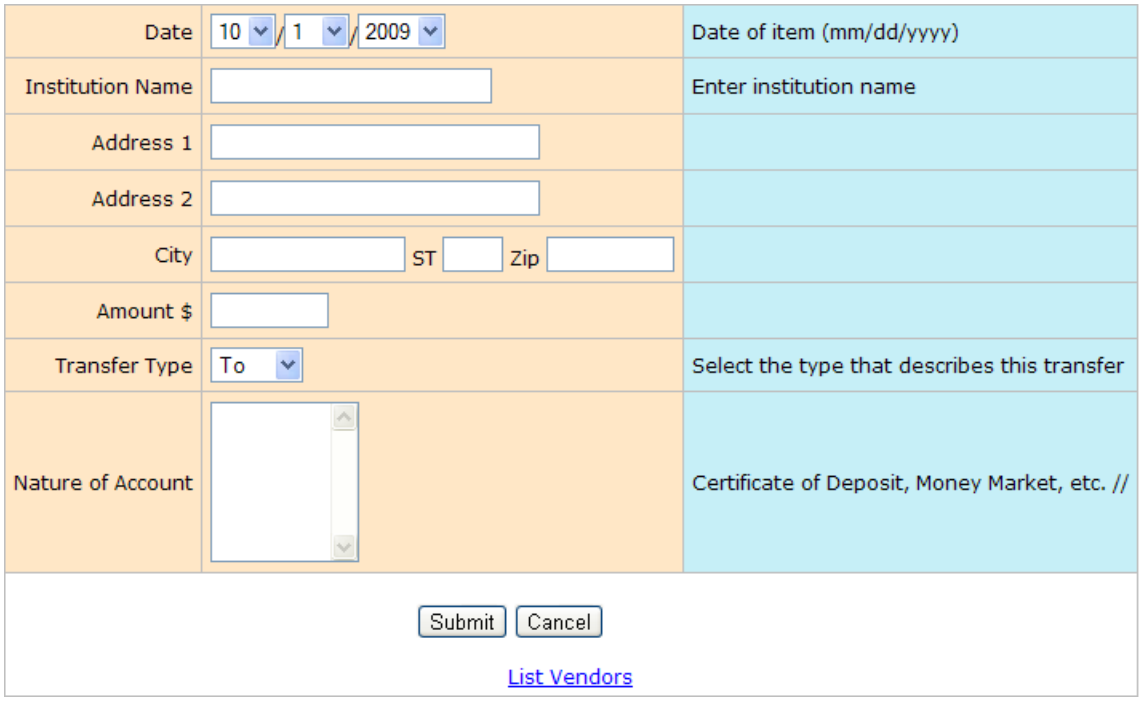


to bring up this page:



Click **Add Fund Transfer** to bring up the form for entering transfers.

Enter the financial institution where the account is held.



When you've completed the form, click **Submit** to save the information. After the transfer is saved, you'll get another blank transfer form.

Click **Cancel** when you've saved the last transfer you have right now. Transfers are not shown on the Reports List because the funds have simply been moved within the campaign or committee, rather than expended or distributed elsewhere.

How do I import data from my campaign application?

Candidates or committees using campaign finance reporting software such as Campaign ToolBox™ can import contribution, expenditure, distribution, and fund-transfer data from a file created by the application directly into the Campaign Financial Reporting system.

Import File Requirements

The system can import any file that meets the Division of Elections Campaign Finance Reporting File Specifications:

Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign- reports/

For a list of State-approved software vendors for electronic filing, see:

Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign- reports/vendors/

When you import data from a file, the transactions are added to the report you are working in. Be sure to review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

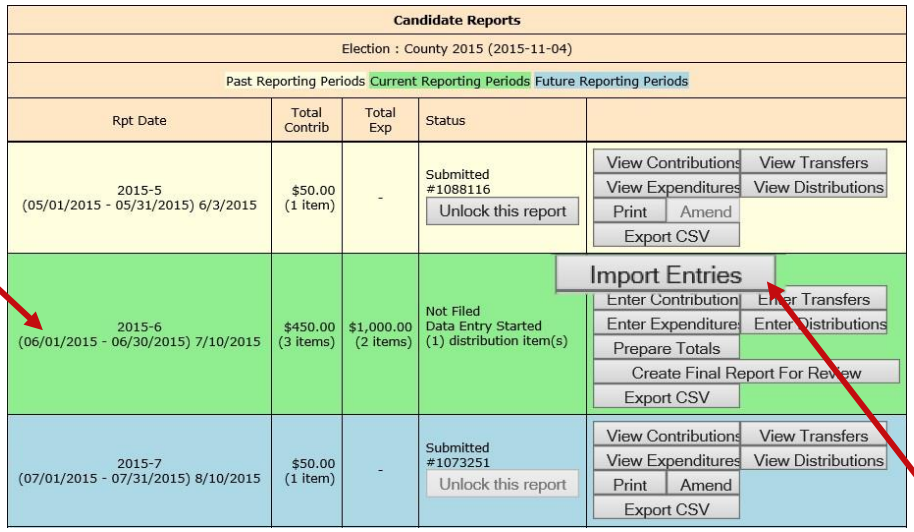
To import data for the current reporting period:

Important: When you import a file from your campaign finance reporting software, if there are existing entries in the Campaign Financial Reporting system for the reporting period you are importing entries in to, these entries will be replaced with the information from your file.

Before importing a file, verify that you have not manually entered contributions, expenditures, distributions, or fund-transfer data in to the Campaign Financial Reporting system. If so, verify that these entries also exist in your campaign finance reporting software.

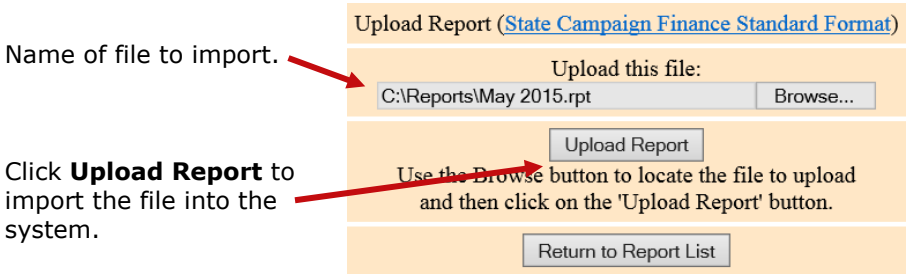
On the main page, locate the row for the current reporting period (look for the green row) and click Import Entries.

Current reporting period is shown in green.

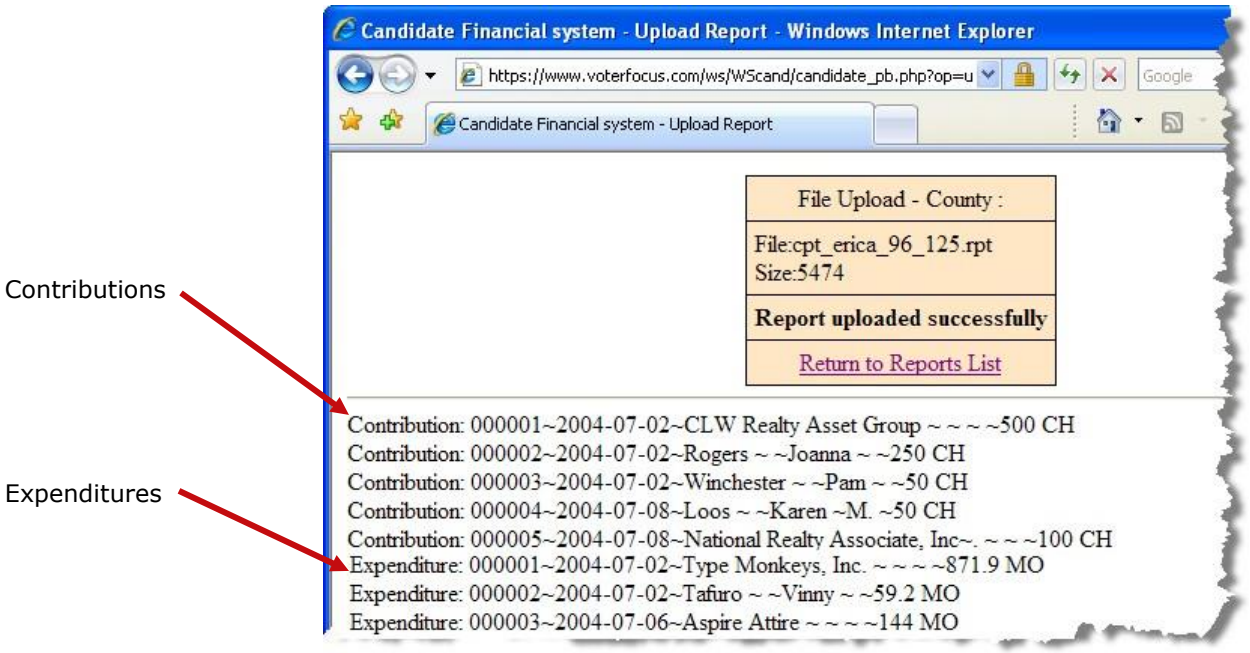


Import Entries brings up the **Upload Report** page.

On the **Upload Report** page, click Browse... and find the file you want to import. Then click Upload Report.



You'll see a display of the transactions imported from the file, as in this example:



When you've finished importing entries for the reporting period, preview, and submit the report as described on page 18.

To import data for a past reporting period:

If you've already submitted the report for the past reporting period, you'll need to unlock it and create an amendment. Then you'll need to unlock the amendment and do an Import Entries command, following the instructions beginning on page 27.

To import data for a future reporting period:

Unlock the reporting period and do an Import Entries command, following the instructions beginning on page 26.

Finished entering all data? Then submit the report.

IMPORTANT

Make sure you have entered ALL contributions and expenditures correctly ***before*** you click **Submit Report**.

Clicking **Submit Report** closes the report.

Once you have done this, the report cannot be changed, although it can be amended. We'll look at amendments on page 40.

The steps you take depend on whether your county requires a hard copy of the report signed by the candidate and treasurer, or requires submission of reports "signed" by the electronic PINs of the candidate and treasurer.

Instructions for filing a paper report: **Go to page 30**

Instructions for filing by electronic PIN: **Go to page 32**

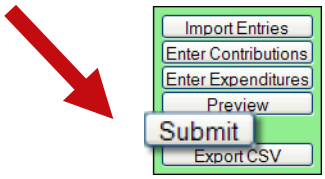
My county requires paper reports

(If your county requires electronic reports, skip to page 32.)

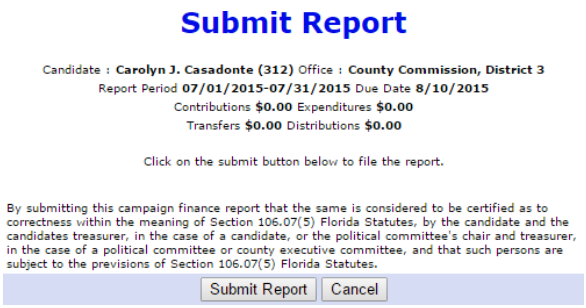
What happens when you submit a report:

- Removes the DRAFT watermark from the report pages.
- Seals the report: you cannot add, change, or delete contributions or expenditures once you have submitted the report.
- Files the report online with the elections office. Some counties require you to also provide with elections office with a signed hard copy of the report before your filing is considered complete.

To finalize the report:

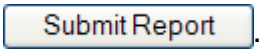
Click 

to bring up instructions:



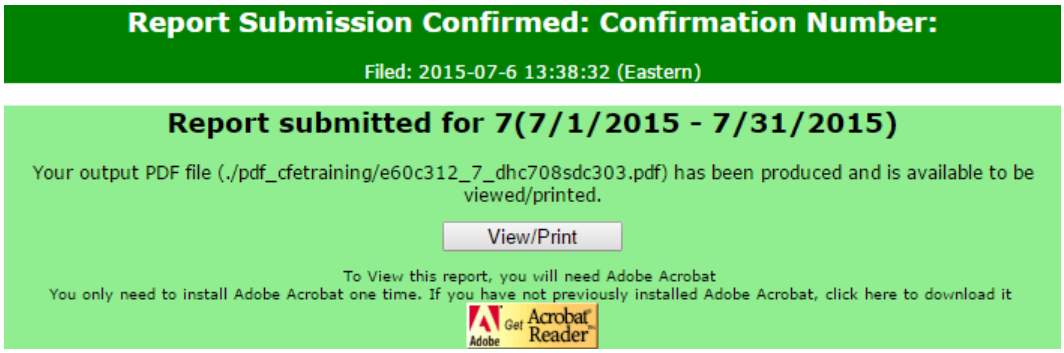
Are your entries for this reporting period finished?

If not, click **Cancel**.

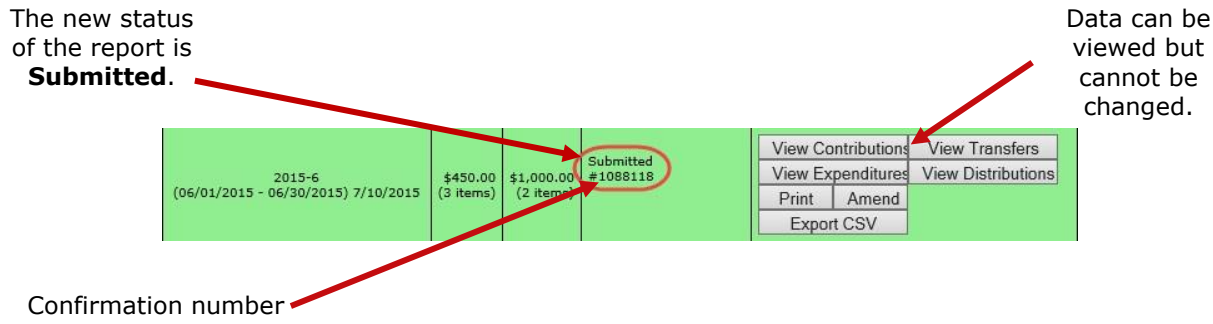
If you are ready to file, click 

.

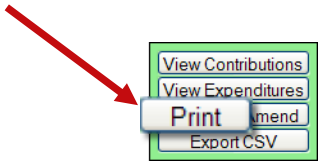
Clicking Submit Report returns you to the Report List with green banners at the top indicating submission.



Notice that the report's status is now **Submitted**. You'll also see a confirmation number. And, the command buttons have changed.



To display or print the report:

Click 

or View/Print on the banner to display the PDF.

Sign the report and deliver it to the elections office prior to the deadline for this reporting period. Note that the report requires two signatures: from the candidate and from the campaign treasurer.

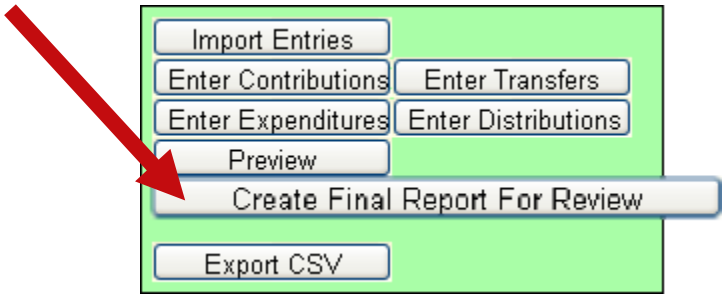
If the county has your email address in the administrative section of the Campaign Financial Reporting System, you will automatically be sent an email when the Supervisor of Elections accepts or rejects your report.

My county requires electronic reports

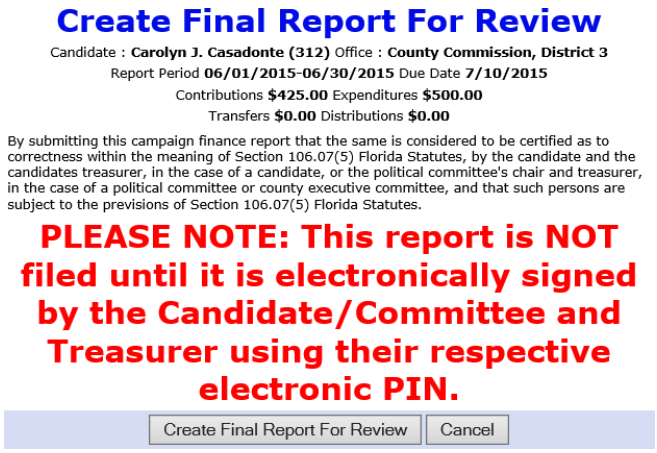
(If your county requires paper reports, go back to page 30.)

To finalize the report:

Click



to bring up instructions:



Create Final Report For Review

Candidate : **Carolyn J. Casadonte (312)** Office : **County Commission, District 3**
Report Period **06/01/2015-06/30/2015** Due Date **7/10/2015**
Contributions **$425.00** Expenditures **$500.00**
Transfers **$0.00** Distributions **$0.00**

By submitting this campaign finance report that the same is considered to be certified as to correctness within the meaning of Section 106.07(5) Florida Statutes, by the candidate and the candidates treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee or county executive committee, and that such persons are subject to the previsions of Section 106.07(5) Florida Statutes.

PLEASE NOTE: This report is NOT filed until it is electronically signed by the Candidate/Committee and Treasurer using their respective electronic PIN.

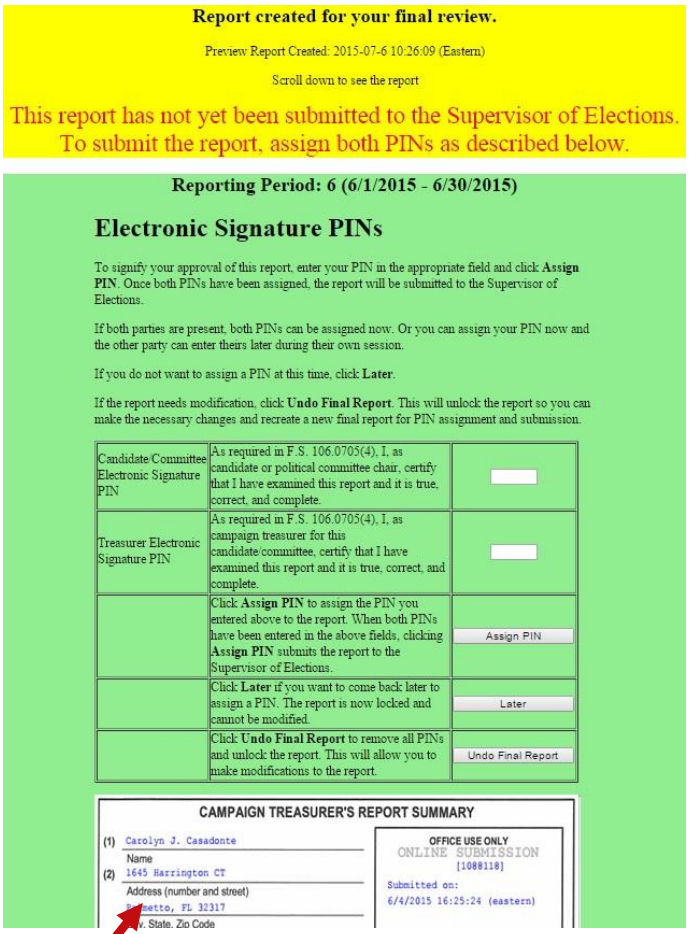
Create Final Report For Review | Cancel

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click Create Final Report For Review.

Clicking Create Final Report For Review brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted...



Report created for your final review.

Preview Report Created: 2015-07-6 10:26:09 (Eastern)

Scroll down to see the report

This report has not yet been submitted to the Supervisor of Elections.
To submit the report, assign both PINs as described below.

Reporting Period: 6 (6/1/2015 - 6/30/2015)

Electronic Signature PINs

To signify your approval of this report, enter your PIN in the appropriate field and click **Assign PIN**. Once both PINs have been assigned, the report will be submitted to the Supervisor of Elections.

If both parties are present, both PINs can be assigned now. Or you can assign your PIN now and the other party can enter theirs later during their own session.

If you do not want to assign a PIN at this time, click **Later**.

If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

Candidate/Committee Electronic Signature PIN	As required in F.S. 106.0705(4), I, as candidate or political committee chair, certify that I have examined this report and it is true, correct, and complete.	
Treasurer Electronic Signature PIN	As required in F.S. 106.0705(4), I, as campaign treasurer for this candidate/committee, certify that I have examined this report and it is true, correct, and complete.	
	Click **Assign PIN** to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking **Assign PIN** submits the report to the Supervisor of Elections.	Assign PIN
	Click **Later** if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	Later
	Click **Undo Final Report** to remove all PINs and unlock the report. This will allow you to make modifications to the report.	Undo Final Report

CAMPAIGN TREASURER'S REPORT SUMMARY

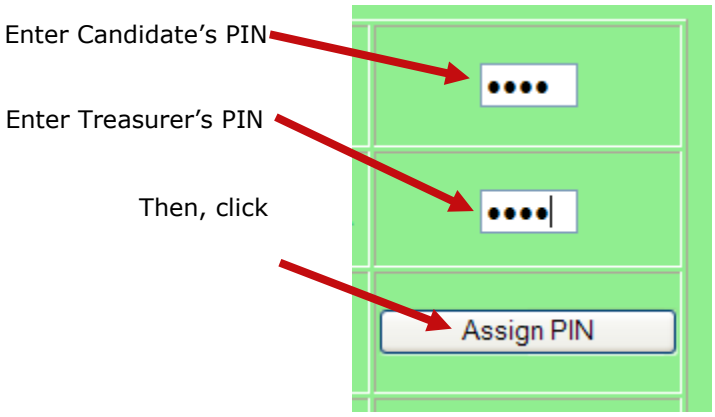
(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT
Address (number and street)
Lafayette, FL 32317
City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
[1088118]
Submitted on:
6/4/2015 16:25:24 (eastern)

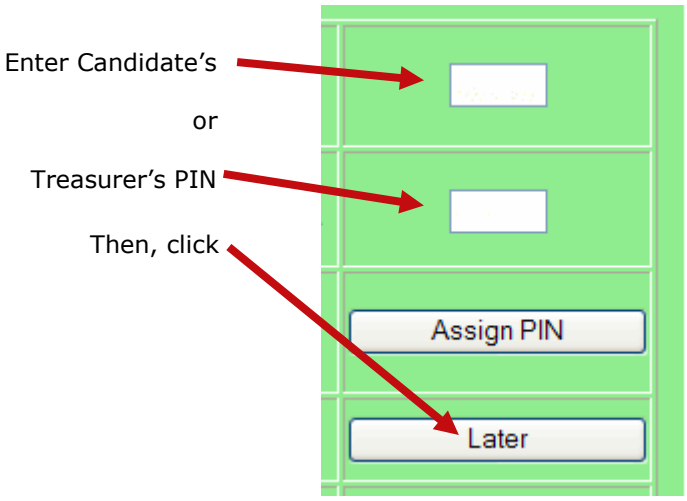
...followed by an online view of the report.

On the PINs page, you have these options:

- Enter both PINs in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.

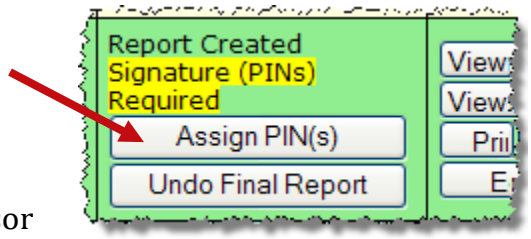


- Enter just one of the PINs and click **Later**. This will return you to the report list.



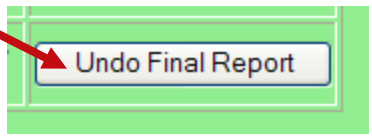
The message Signature (PINs) Required will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

When the report is ready to be signed with the other PIN, click **Assign PIN(s)** to bring up the PIN page again.



Enter the missing PIN and click **Assign PIN** to submit the report to the Supervisor of Elections.

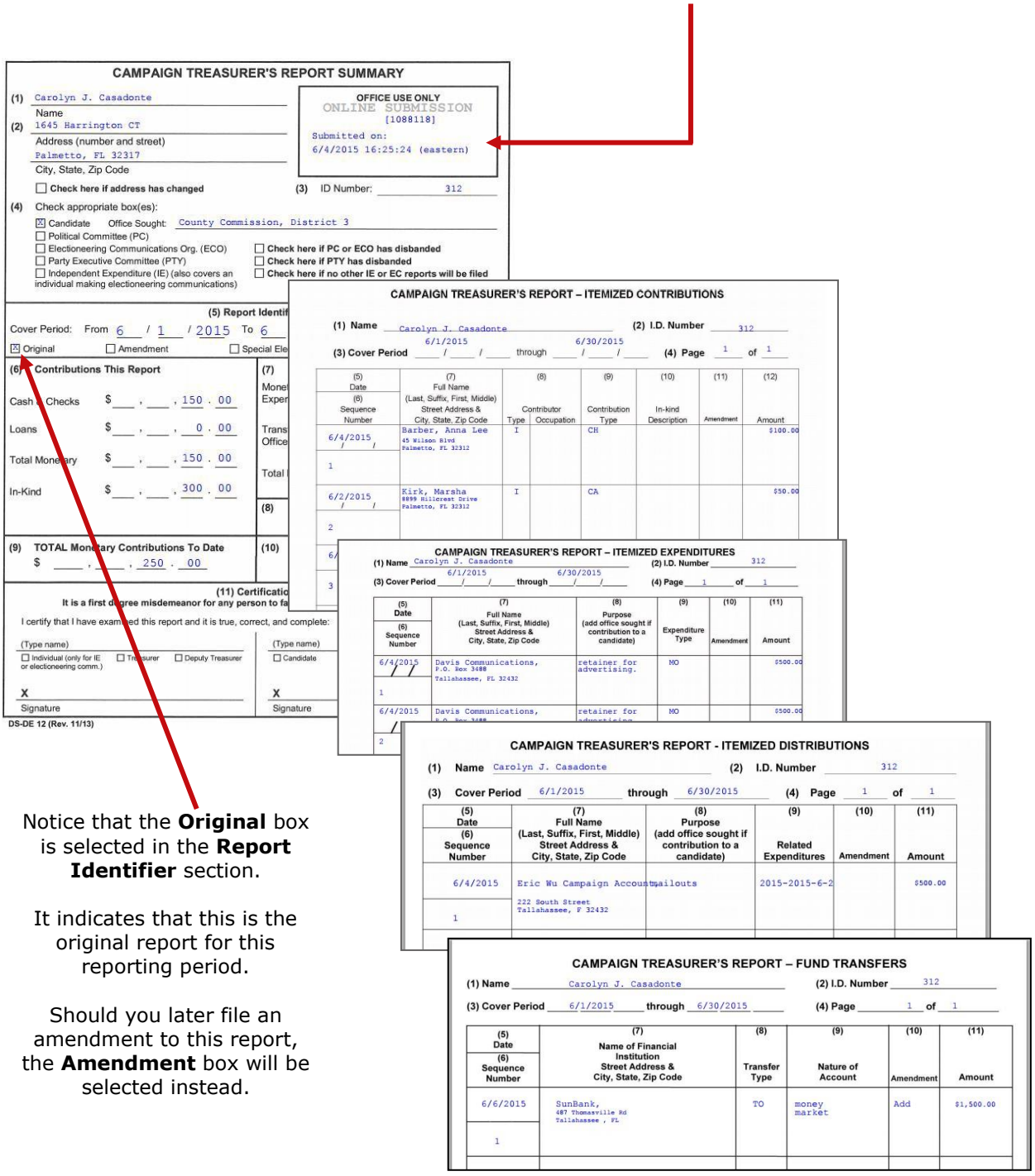
- If you want to remove the PINs and unlock the report so you can make changes, click



Let's look at a submitted report.

The DRAFT watermarks are gone...

and your confirmation number is displayed in the **Office Use Only** box along with the date and time you submitted the report.



CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT
Address (number and street)
Palmetto, FL 32317
City, State, Zip Code
☐ Check here if address has changed

OFFICE USE ONLY
ONLINE SUBMISSION
[1088118]
Submitted on:
6/4/2015 16:25:24 (eastern)

(3) ID Number: 312

(4) Check appropriate box(es):
☒ Candidate Office Sought: County Commission, District 3
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)
☐ Check here if PC or ECO has disbanded
☐ Check here if PTY has disbanded
☐ Check here if no other IE or EC reports will be filed

(5) Report Identif
Cover Period: From 6 / 1 / 2015 To 6
☒ Original ☐ Amendment ☐ Special Ele

(6) Contributions This Report
Cash & Checks $ 150.00
Loans $ 0.00
Total Monetary $ 150.00
In-Kind $ 300.00

(9) TOTAL Monetary Contributions To Date
$ 250.00

(11) Certificatio
It is a first degree misdemeanor for any person to fa
I certify that I have examined this report and it is true, correct, and complete:
(Type name)
☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer
X
Signature
(Type name)
☐ Candidate
X
Signature

DS-DE 12 (Rev. 11/13)

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
6/4/2015 / 1	Barber, Anna Lee 45 Wilson Blvd Palmetto, FL 32312	I		CH			$100.00
6/2/2015 / 2	Kirk, Marsha 8899 Hillcrest Drive Palmetto, FL 32312	I		CA			$50.00

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
6/4/2015 / 1	Davis Communications, P.O. Box 3488 Tallahassee, FL 32432	retainer for advertising.	MO		$500.00
6/4/2015 / 2	Davis Communications,	retainer for	MO		$500.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
6/4/2015 1	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	mailouts	2015-2015-6-2		$500.00

CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
6/6/2015 1	SunBank, 487 Thomasville Rd Tallahassee , FL	TO	money market	Add	$1,500.00

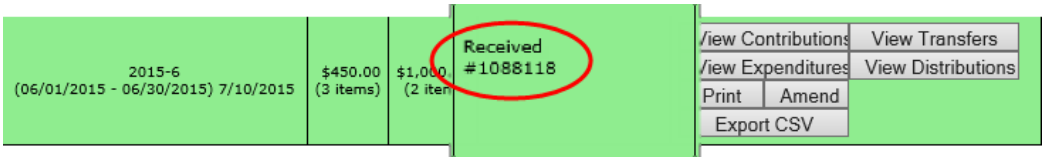
Notice that the **Original** box is selected in the **Report Identifier** section.

It indicates that this is the original report for this reporting period.

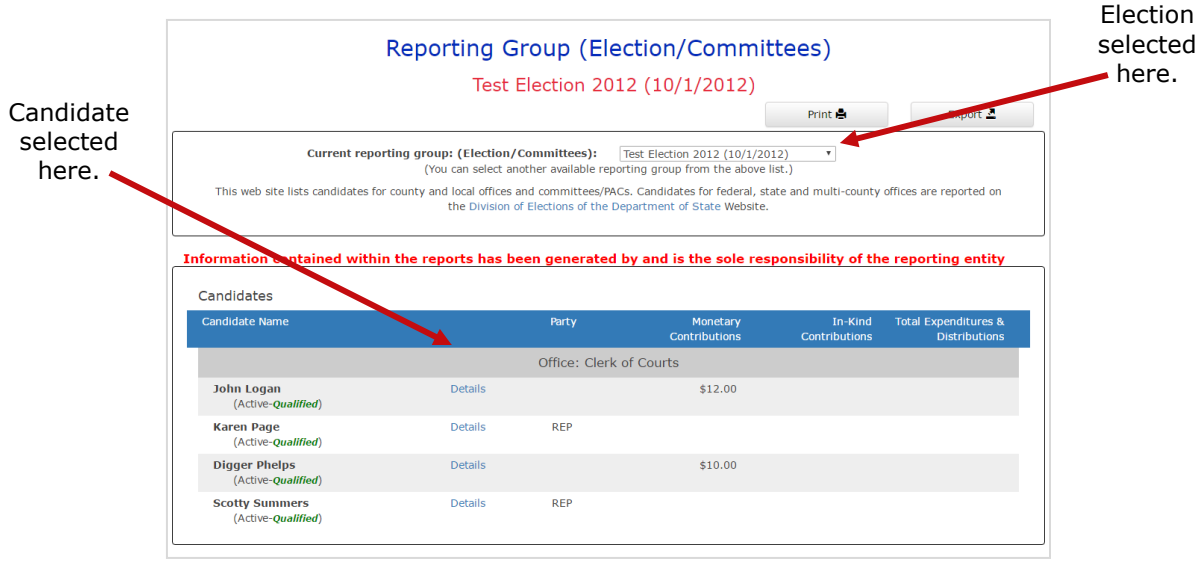
Should you later file an amendment to this report, the **Amendment** box will be selected instead.

When will my report appear on the elections website?

That depends on your county's procedures. Most counties reserve the right to review reports before releasing them to the public. Typically, when the report status changes to **Received**, the report is available on the website, but this can vary, so check with your county to find out what you can expect.



To get to your candidate page, website visitors select your name from the list of candidates running in a selected election. (The elections office will explain how to navigate to this list—it varies by county.)



Your candidate page will list all reports that the elections office has released to the website:

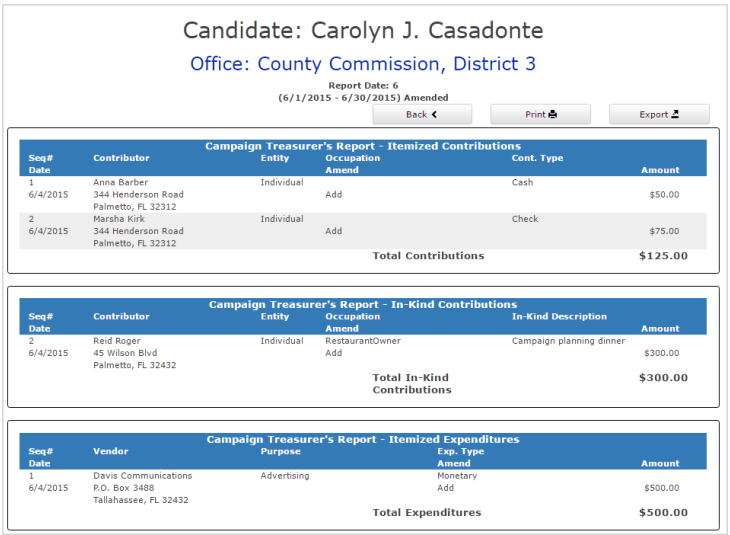


The newly received report is listed here.

Display list of all campaign transactions.

Did you know?...A photograph and biographical information can also appear on your page, if you choose to provide them. We'll explain how to do this on page 53.

Website visitors can click the report name in the **Report Views Transactions** column to to bring up a list of all transactions reported so far grouped by type:

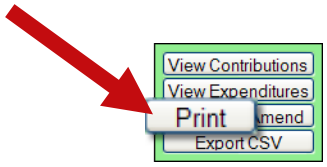


Contributions from persons with protected-address status are not shown in reports. Instead, the notation ***Protected*** will be seen in place of the address. The Campaign Financial Reporting system scans the county's voter registration database for voters with protected addresses and automatically redacts those addresses from campaign reports, so they cannot be seen by the public or the Supervisor's staff. If you are aware of a contributor with a protected address who is not in your local county's voter database, please advise your Supervisor of Elections.

How do I save a copy of the report on my computer?

A copy of all the reports you file will continue to be available on the Campaign Financial Reporting system. If you want to keep a copy on your local computer, just save the PDF to a folder on your computer or network.

To save copy of the report to your computer:

Click 

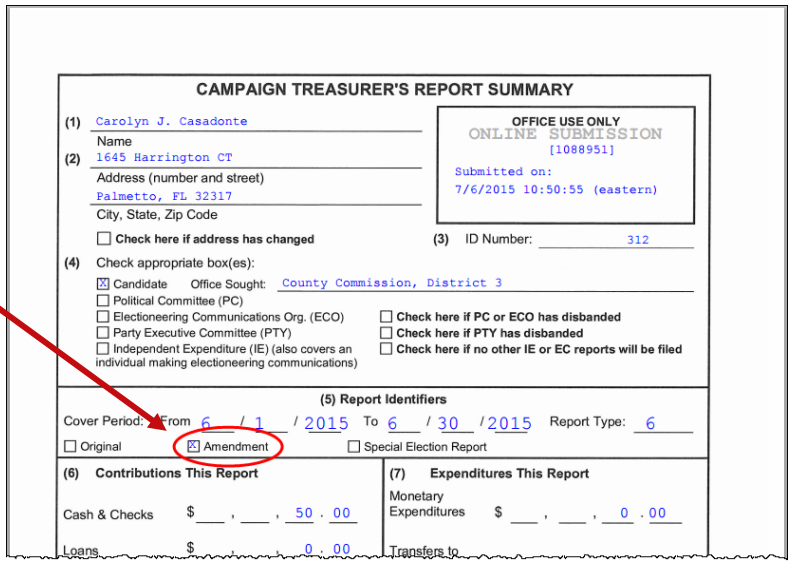
to display a PDF of the report in Acrobat Reader.

Click  . Save the PDF to a location on your computer or network. You might consider giving the copy a different file name; names assigned by the system are cryptic.

What about changing a report that's already been filed?

After a report has been submitted to the elections office, you cannot change it, but you can make an amendment. An amendment is a separate report for the reporting period. On the amendment's first page, you'll see a checkmark in the **Amendment** box.

The **Amendment** box is automatically checked when you create an amended report.

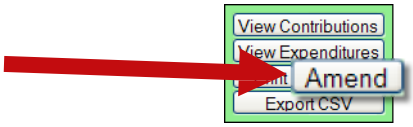


You can amend a report any time after you submit it. When the original report's status is **Submitted**, you can add new contributions and expenditures, but you cannot change data on the original report. To change original data, the original report's status must be **Received**.

You can create an amendment to a report for any reporting period. The steps to do this are the same for all reporting periods with one exception; for past reporting periods, you must first unlock the report following the instructions beginning on page 42.

To create an amendment to a report in the current reporting period:

In the current reporting period (the green row), click

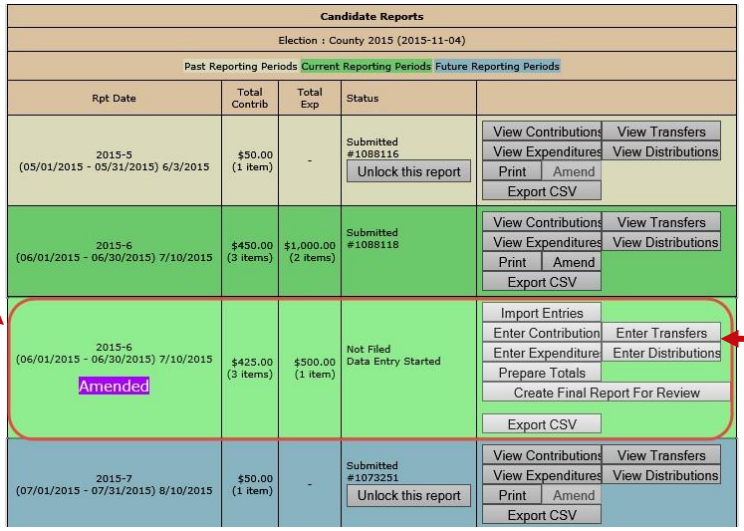


to bring up this page:



Then click Create.

When the Report List reappears, notice that there's now a new row for the current reporting period.

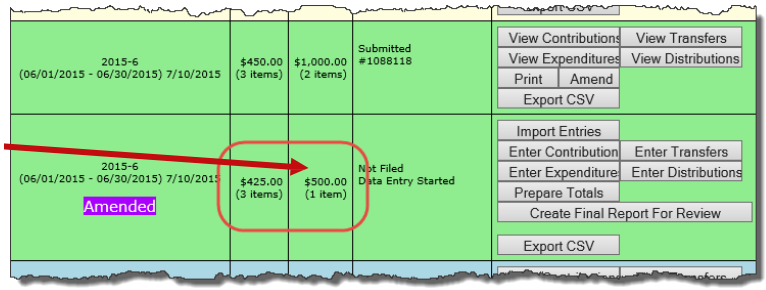


Enter the new data using these buttons, just like you did on the original report.

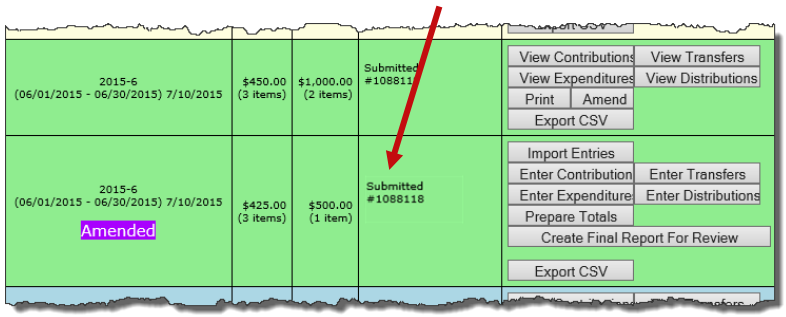
To create an amended report, you can:

- Manually enter new contributions (page 11) and expenditures (page 13).
- Import new contributions or expenditures (page 26).
- Change or delete items listed on the original report (page 44).

The totals of items on the amended report are displayed just as they were for the original report.



When you are finished entering items, preview the report (page 18) and submit it to the elections office (page 29). You'll see a new confirmation number for the amendment.

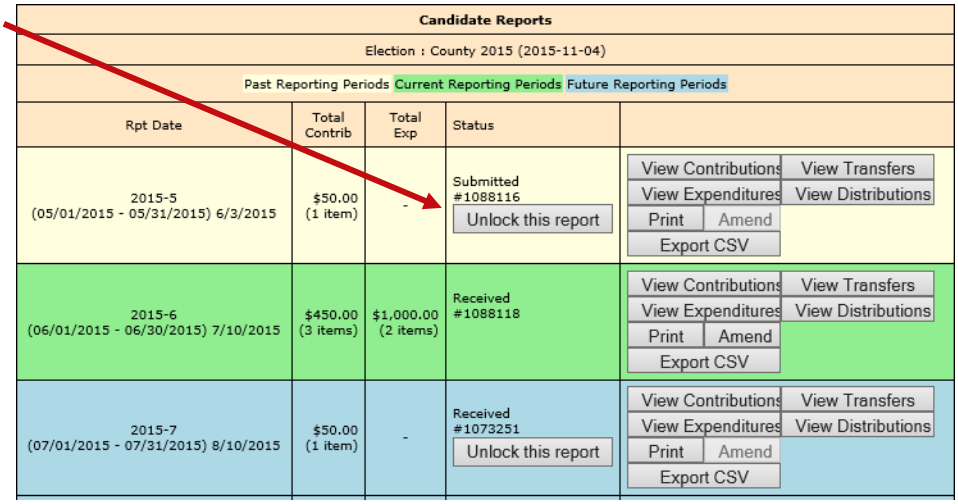


If your county requires a hard copy of amended reports, print the report (page 31), sign it, and deliver it to the elections office.

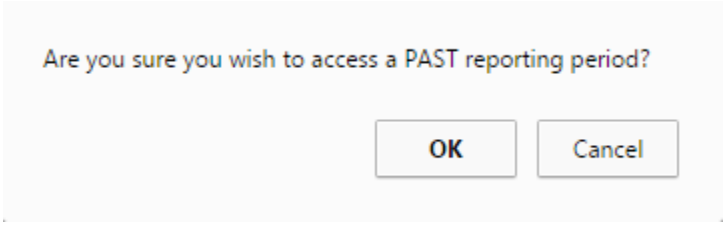
If you need to change a report after submitting the amendment, talk to the elections office. Some counties require a second amended report. Other counties have different procedures.

To create an amendment to a report in a past reporting period:

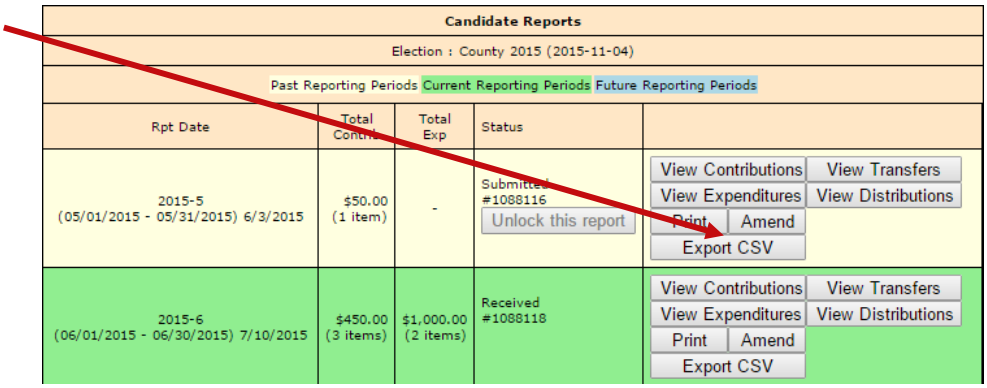
In the past reporting period (the beige row), click **Unlock this report**.



When the confirmation message appears, click **OK**.



The **Amend** button for the past reporting period becomes available.



Create an amended report following the instructions beginning on page 40.

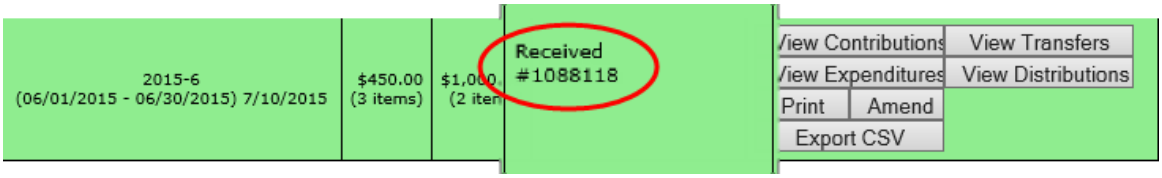
Oops! I didn’t mean to create an amended report!

That sometimes happens.

If you begin creating an amended report, notice that the list of commands on the Report List includes the command **Delete Report**. To back out of the report, first delete all the transactions you have entered for the amended report. Then, once there are no transactions for the amended report, you can click **Delete Report** to delete it from the system.

How do I change or delete an item on the original report?

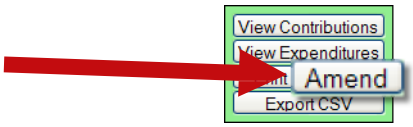
First, verify that the status of the original report is **Received**:



To change data that was entered on the original report, the original report's status must be **Received**.

To change a contribution or expenditure:

In the current reporting period (the green row), click

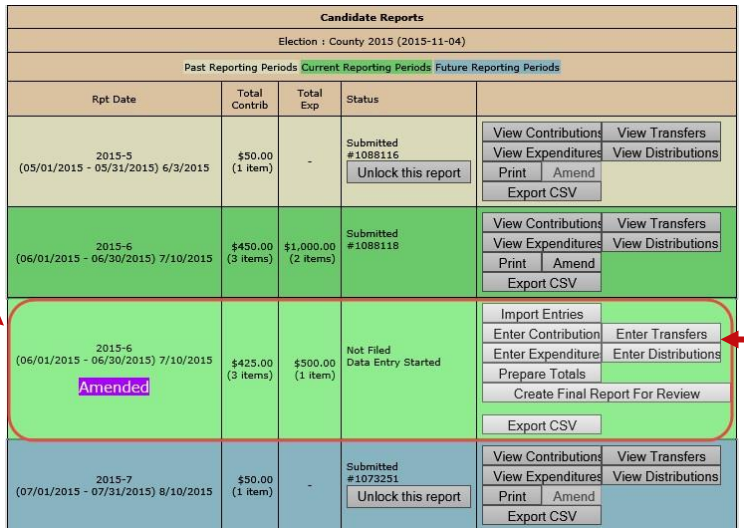


to bring up this page:



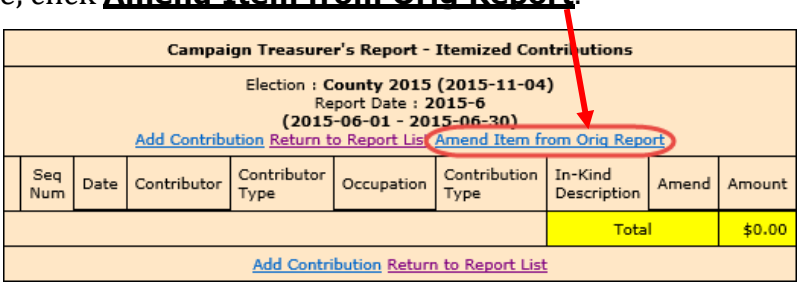
Then click Create.

When the Report List reappears, notice that there's now a new row for the current reporting period.



Enter the new data using these buttons, just like you did on the original report.

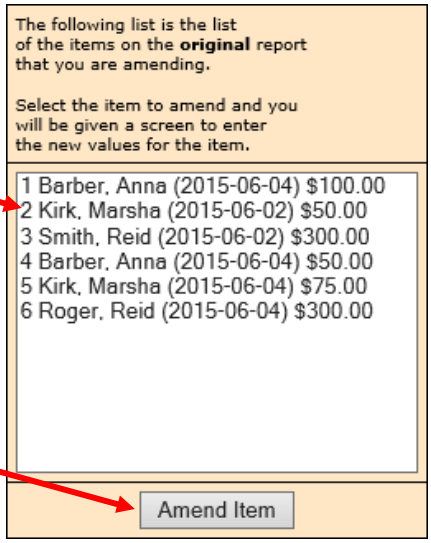
On the next page, click **Amend Item from Orig Report**.



to bring up a list of items (for example, contributions) reported in the current month:

To change an item, highlight it.

Then click **Amend Item**.



Highlight the item you want to change and click Amend Item to bring up the detail page for the item.

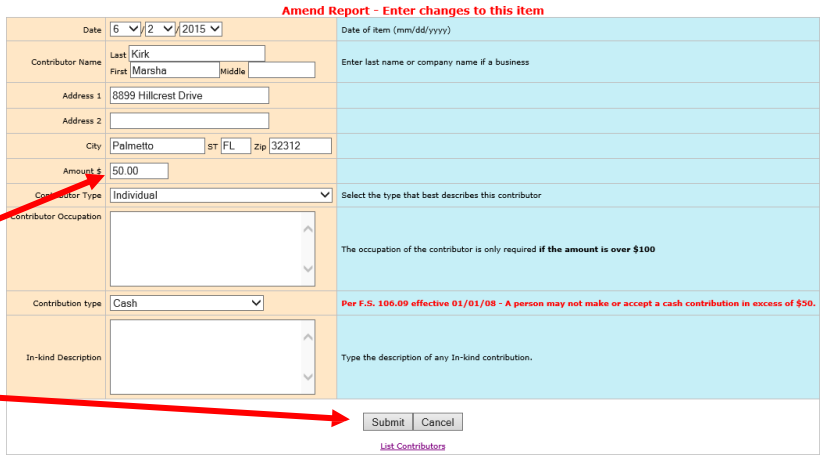
Type the changes where they are needed. If you want to delete the contribution or expenditure, simply zero-out the **Amount** field. When you've finished, click Submit.

This page shows the details for the item as they were entered into the original report.

To change an item, just make your changes in the appropriate fields.

To delete an item, type a zero (0) in the **Amount** field.

When finished, click **Submit**.



On the next page, you now have two entries (in yellow) representing the changed item:

- The first entry deletes the item as it was filed in the original report. (Notice the word **Delete** in the **Amend** column.)
- The second entry adds the item with the changed values. (Its **Amend** column says **Add**.)

Campaign Treasurer's Report - Itemized Contributions

Election : **County 2015 (2015-11-04)**
Report Date : **2015-6**
(2015-06-01 - 2015-06-30)
Add Contribution Return to Report List Amend Item from Orig Report

	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Cash		Delete	$50.00
Edit Delete	2	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Check		Add	$100.00
							Total		$50.00

Add Contribution Return to Report List

Deletes the original item.

Adds the changed item in its place.

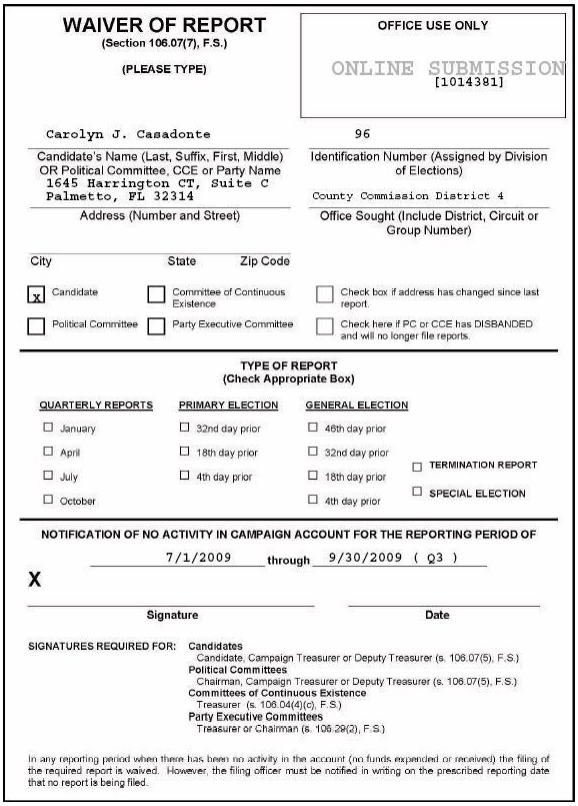
In the example here, we changed the contribution amount from $50.00 in cash to $100.00 by check.

This completes the change to the original item. From here, you can change another item, add a new item, or return to the Report List.

What if I don't have any contributions or expenditures for the period?

You must submit a **Waiver of Report**.

A waiver is a one-page report that you fill out and submit to the elections office.



WAIVER OF REPORT
(Section 106.07(7), F.S.)
(PLEASE TYPE)

OFFICE USE ONLY
ONLINE SUBMISSION
[1014381]

Carolyn J. Casadonte — Candidate's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name
96 — Identification Number (Assigned by Division of Elections)
1645 Harrington CT, Suite C
Palmetto, FL 32314 — Address (Number and Street)
County Commission District 4 — Office Sought (Include District, Circuit or Group Number)
City State Zip Code

[x] Candidate [ ] Committee of Continuous Existence [ ] Check box if address has changed since last report.
[ ] Political Committee [ ] Party Executive Committee [ ] Check here if PC or CCE has DISBANDED and will no longer file reports.

TYPE OF REPORT
(Check Appropriate Box)

QUARTERLY REPORTS	PRIMARY ELECTION	GENERAL ELECTION	
☐ January	☐ 32nd day prior	☐ 46th day prior	
☐ April	☐ 18th day prior	☐ 32nd day prior	☐ TERMINATION REPORT
☐ July	☐ 4th day prior	☐ 18th day prior	☐ SPECIAL ELECTION
☐ October		☐ 4th day prior	

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF
7/1/2009 through 9/30/2009 (Q3)

X
Signature Date

SIGNATURES REQUIRED FOR:
Candidates
Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Political Committees
Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Committees of Continuous Existence
Treasurer (s. 106.04(4)(c), F.S.)
Party Executive Committees
Treasurer or Chairman (s. 106.29(2), F.S.)

In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

To submit a waiver if your county requires paper reports:

On the Report List, find the reporting period you want to submit a waiver for.

Click



On the next page, click **Submit Report**.



Submit Report

Candidate : **Carolyn J. Casadonte (312)** Office : **County Commission, District 3**
Report Period **07/01/2015-07/31/2015** Due Date **8/10/2015**
Contributions **$0.00** Expenditures **$0.00**
Transfers **$0.00** Distributions **$0.00**

Click on the submit button below to file the report.

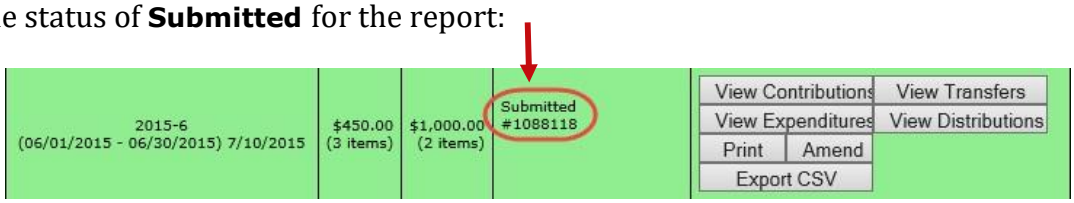
By submitting this campaign finance report that the same is considered to be certified as to correctness within the meaning of Section 106.07(5) Florida Statutes, by the candidate and the candidates treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee or county executive committee, and that such persons are subject to the previsions of Section 106.07(5) Florida Statutes.

Submit Report | Cancel

You'll return to the Report List, where you can see the confirmation number at the top of the page:



and the status of **Submitted** for the report:



Click Print, display the Waiver of Report, and print it out.

Some of the fields on the waiver are completed for you, but you will need to review it carefully and complete any fields that are not filled out. Then deliver the report to the elections office prior to the reporting deadline.

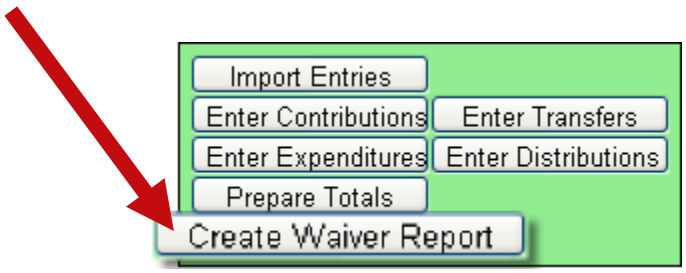
Waivers can be amended, just like any other report. So if you later discover you had contributions or expenditures for a reporting period, simply amend the waiver as you would amend any report (page 40).

To submit a waiver if your county requires electronic reports:

> **Note:** The **Create Waiver Report** button will not display on the candidate login screen for committees that are set up as Type - Electioneering Communication.

On the Report List, find the reporting period that you want to submit a waiver for.

Click



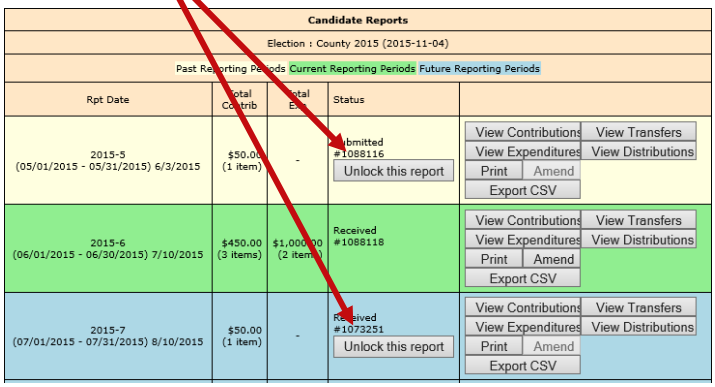
On the next page, click Create Final Report For Review to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

> **Note:** For committees set up as Type - Electioneering Communication, a waiver will no longer be generated when clicking **Create Final Report for Review** with no contributions or expenditures applied.

Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the Supervisor of Elections.

Why are some reports locked?

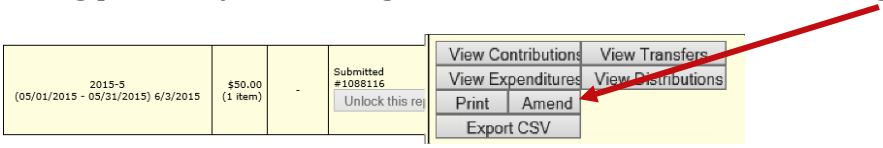
Have you noticed that reports for past and future reporting periods have an Unlock this report button?



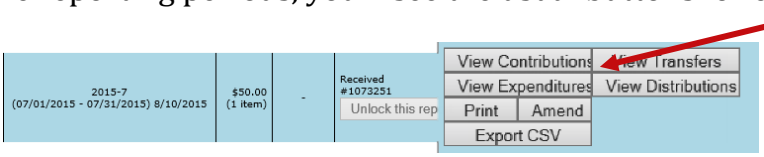
These buttons prevent you from accidentally entering data for the current reporting period into a past or future period.

If you find that you need to amend a past report or enter data for a future report, click Unlock this report.

For past reporting periods, you'll then get command buttons for amending the report.

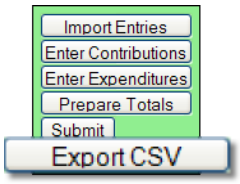


And for future reporting periods, you'll see the usual buttons for entering data.

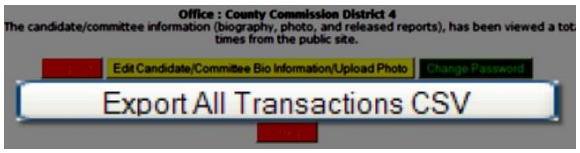


How do I export data to a spreadsheet?

The system has two ways to export your financial data to a Microsoft Excel comma-separated values (.CSV) file:



collects all data for the selected report.



collects all data from all reports in this election.

Both options create a file named **CFinExport.csv** in your C:\Temp folder.

When you click either button, you'll see a message asking if you want to open or save the file. You can view the file immediately or save it to a different name and location, if you like.

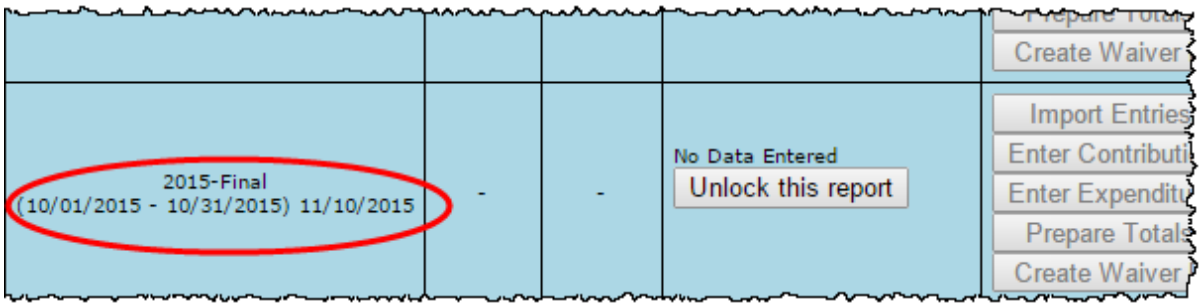
The spreadsheet file contains this information:

- Date the item was recorded
- Whether it's a contribution (C) or an expenditure (E)
- Contributor or vendor name and address
- Contribution type
- Contributor's occupation
- Item type
- Description
- Amount
- Whether the item was recorded in the original report (blank) or an amendment (A)

What reporting is required at campaign end?

On the Report List, you will see a section for the termination report, which is the absolute last report that will be submitted by your campaign. This report states the financial status of your campaign after all contributions and expenditures have been reconciled. It also should also show how any surplus funds were disposed of.

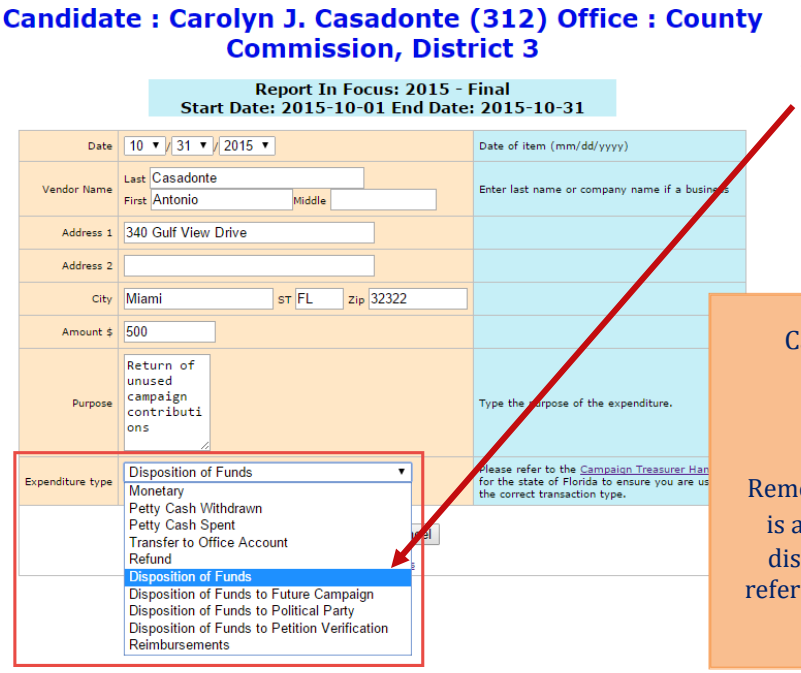
The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2015-Final*, like the example here.



When it's time to file the termination report, its row will turn green.

To file this report, you will need to add any outstanding contributions and expenditures that haven't been reported in an earlier report.

If surplus funds remain in the campaign account, the termination report should include an expenditure that disposes of those excess funds. When you enter this expenditure, be sure to select **Disposition of Funds** for the **Expenditure type**.

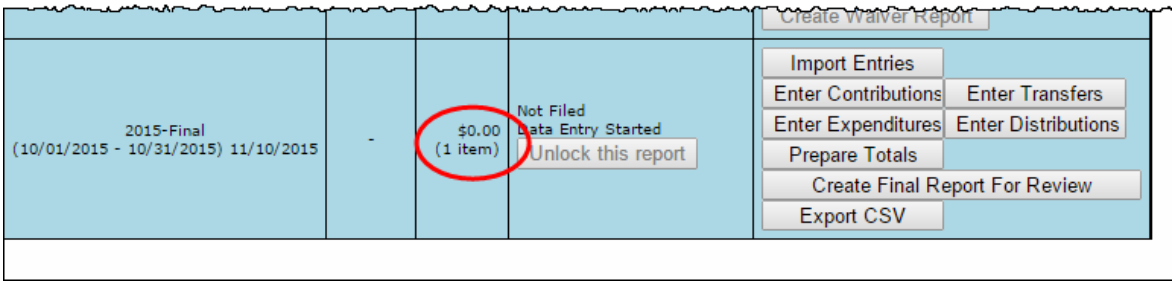


To report on the disposition of surplus funds, select one of the **Disposition of Funds** options in the **Expenditure type** field. For a description of each type, see page 15.

Campaigns sometimes confuse **Disposition of Funds** and **Enter Distributions**.

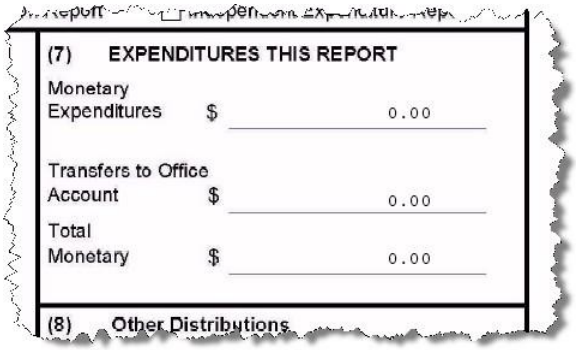
Remember that **Disposition of Funds** is a type of **expenditure**, whereas a distribution is a type of transaction referring back to a previously recorded expense.

When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List—in the **Total Exp** column—although it will be counted as an "item." This design is in accordance with Division of Elections requirements.

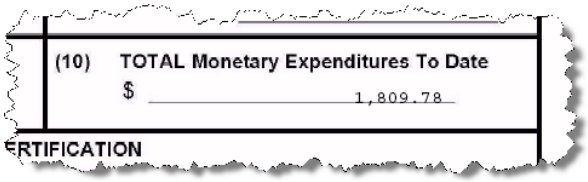


Preview the report and submit it as you have previous reports for the campaign.

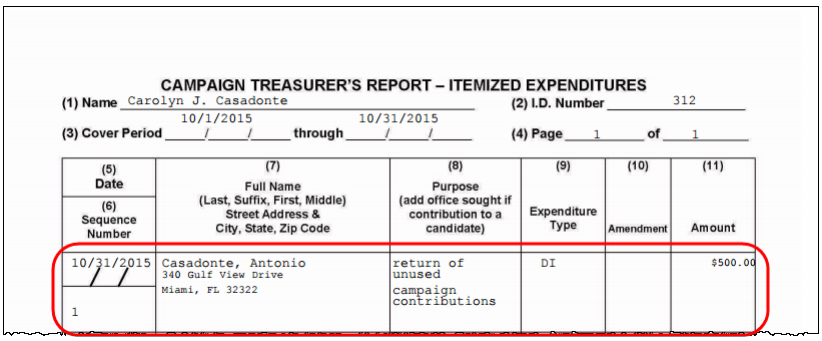
When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.



But the amount will be included in box 10 of the Summary Report.

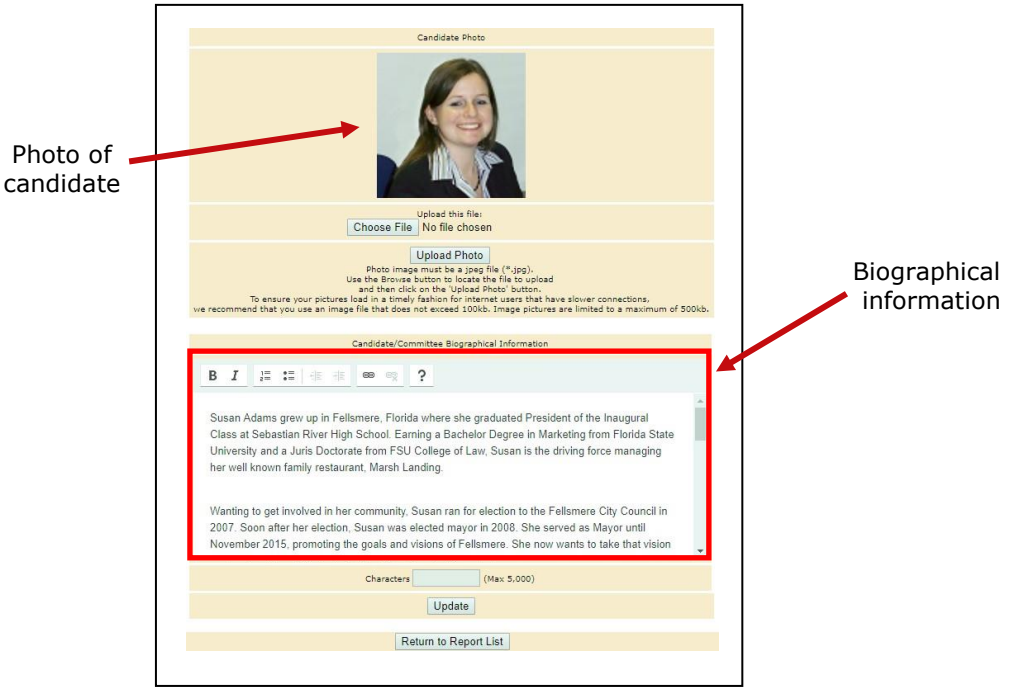


And it will appear on the Itemized Expenditure page with an expenditure type of DI.

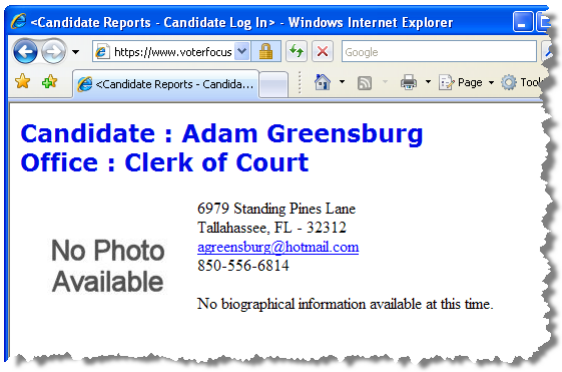


How do I enter a photo and biographical info?

You can place a JPEG file, such as a photo, and descriptive text on the page that voters see when they visit the Campaign Financial Reporting system.



A photo and text about the candidate or committee are nice to have, but they are not required. If you don't provide them, here is what voters will see:



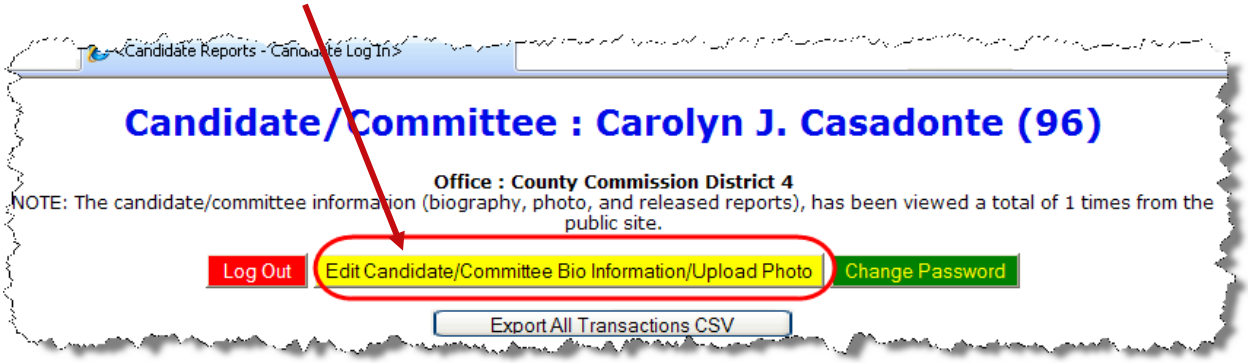
The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

The system won't accept a JPEG file that's larger than 500 KB. It's best to use an even smaller file if you can, because smaller files display more quickly to website visitors than large ones, especially if a visitor has a slow Internet connection.

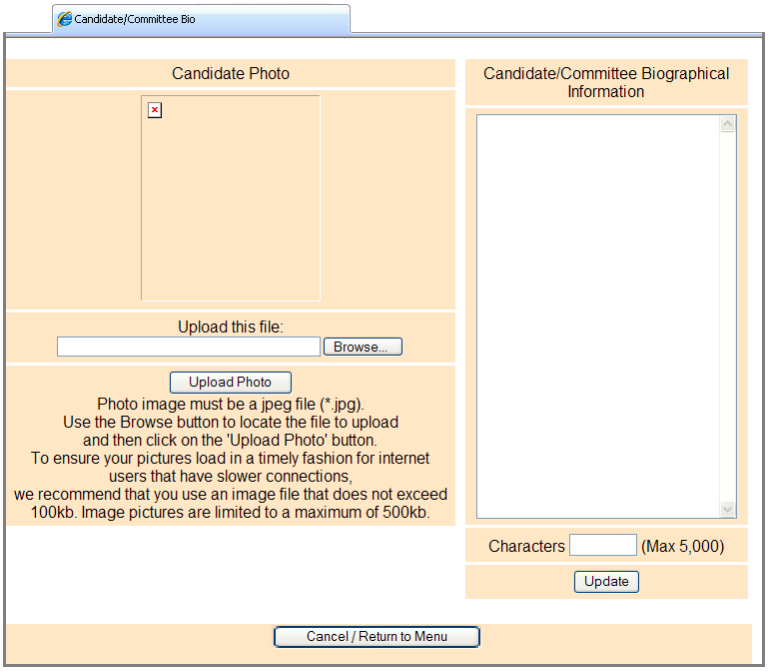
Note Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

To enter a photo:

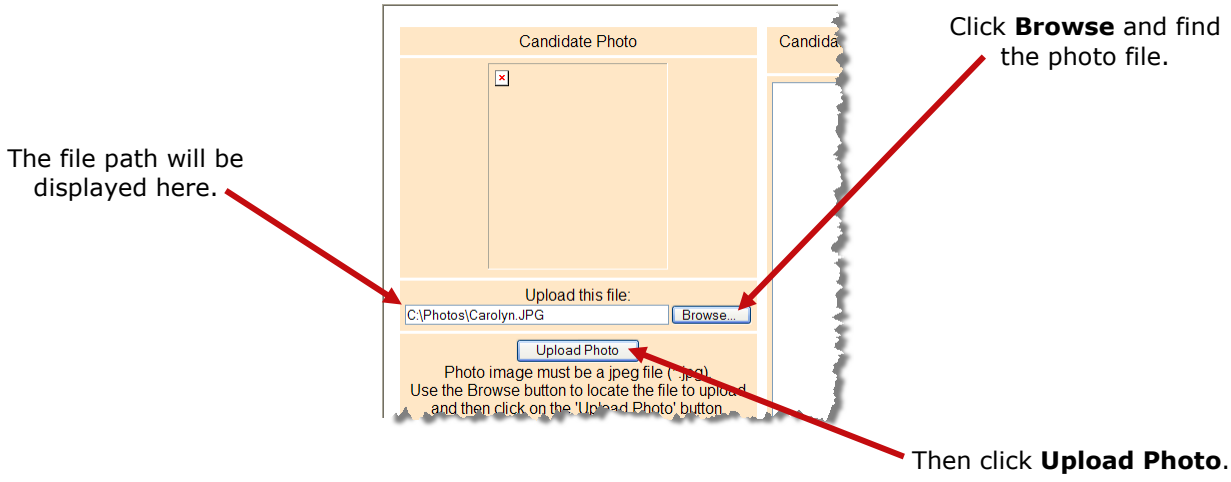
On the main page, click the yellow button.



to bring up the Candidate/Committee Bio page:



Click **Browse** and navigate to the JPEG file you want to use. Then click **Upload Photo**.



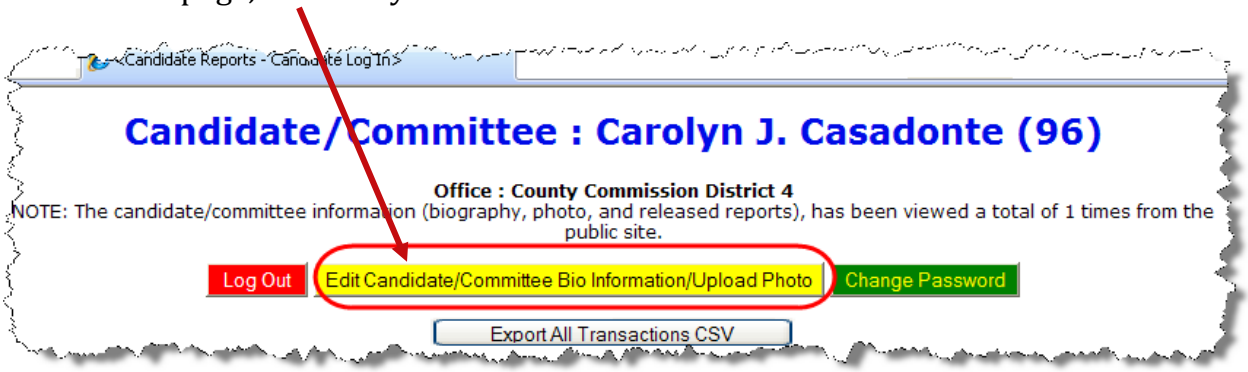
When the file has copied to the system, you'll see this message along with the photo file:



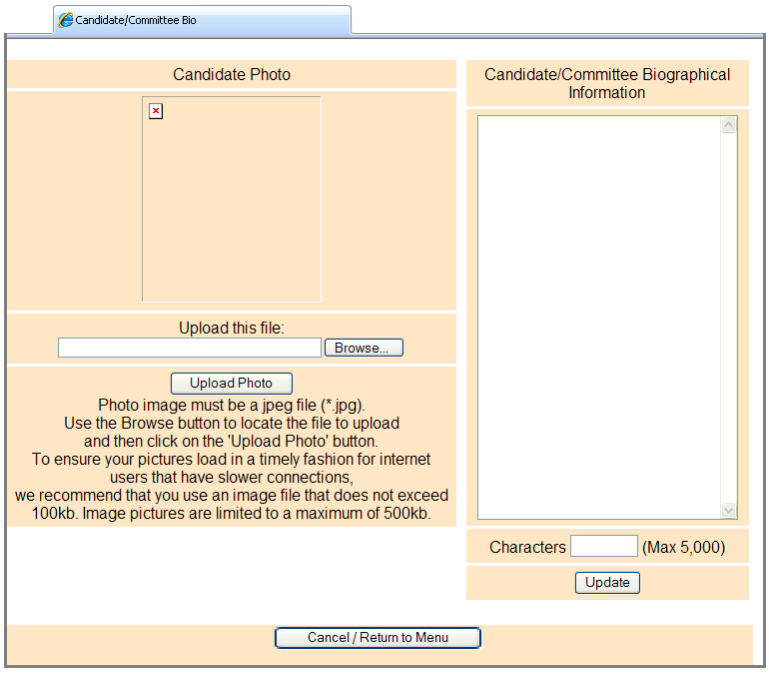
Click Return to Main Menu to return to the main page of the system.

To enter candidate or committee text:

On the main page, click the yellow button.

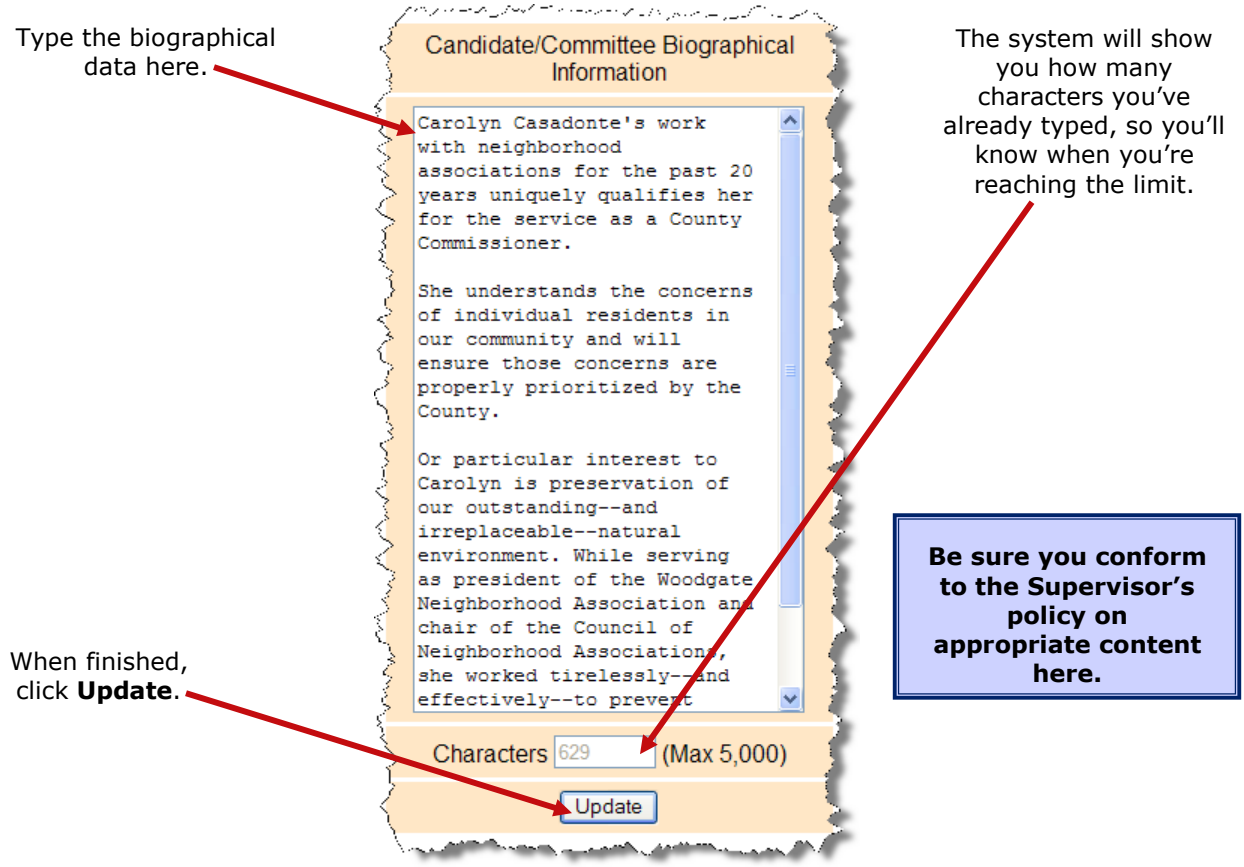


to bring up the Candidate/Committee Bio page:



In the **Candidate/Committee Biographical Information** pane, type the information you want to display to voters. You can enter up to 5,000 characters. The system will show

you—in the **Characters** box—how many characters you have typed so far. When you are finished, click **Update**.



Note When a candidate updates their bio for the first time, they will need to remove any html elements that might have been entered before the change. If no html elements were added then updates will happen as normal.

If you ever want to change the photo or bio, just return to the Candidate/Committee Bio page and upload a different photo or edit the bio text.

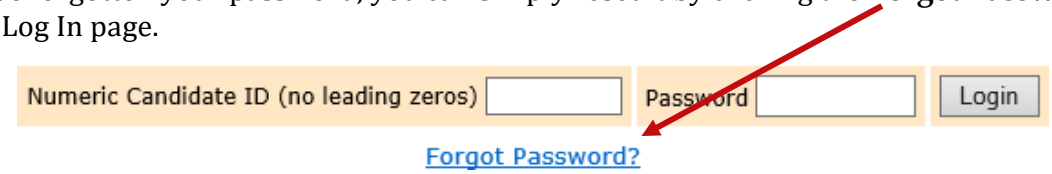
To see how your photo and bio appear to voters, enter this address in your web browser, replacing ***<county>*** with your county name:

https://www.voterfocus.com/ws/WScand/candidate_pr.php?c=<*county*>

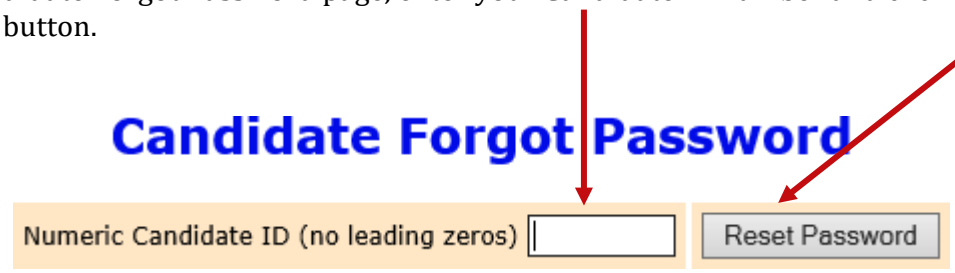
You might not see your photo and bio immediately. Your county might reserve the right to review your information before it is released to the public on their website. Check with the elections office for your county's policy on this.

What if I forgot my password?

If you've forgotten your password, you can simply reset it by clicking the **Forgot Password** link on the Log In page.

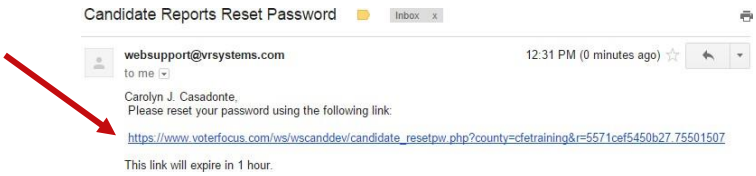


On the Candidate Forgot Password page, enter your Candidate ID number and click the **Reset Password** button.



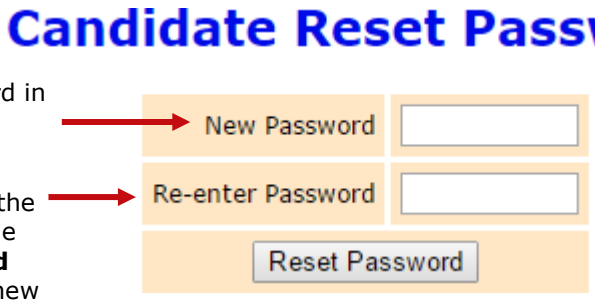
An email similar to the one below will be sent to the email address associated with your account.

Click the link provided in the email.



If for some reason there is not an email address associated with your Candidate ID, you'll need to contact the Supervisor of Elections office.

On the Candidate Reset Password page:



Enter a new password in the **New Password** field.

You'll need to enter the same password in the **Re-enter Password** field to confirm the new password.

The password can be up to 12 characters—letters and/or numbers—and is case-sensitive.

Then click the **Reset Password** button and proceed back to the Log In page.

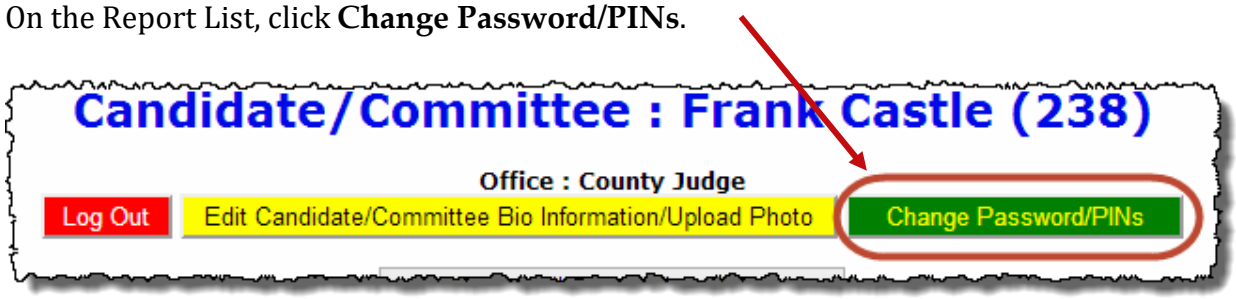
How do I change my password or PINs?

You can change the password assigned to you by the elections office, if you like. A password can be any combination of letters and numbers.

If your county required electronic filing of reports, your campaign has been issued PINs for the candidate and treasurer. You can also change these PINs, if you wish.

To change your password:

On the Report List, click **Change Password/PINs**.

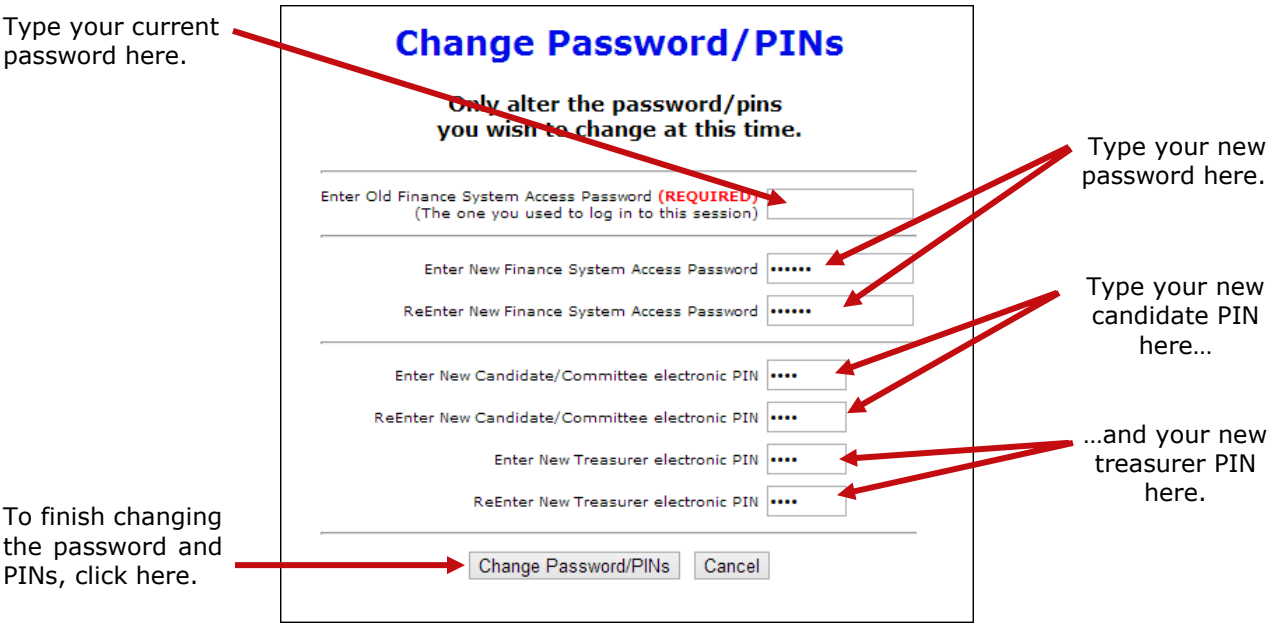


In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

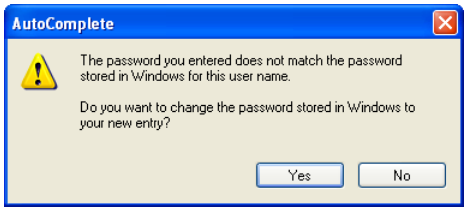
If you want to create a new password, enter and reenter it in the two fields provided for the new password. The password can be up to 12 characters—letters and/or numbers—and is case-sensitive. If you don't want to change your password, don't make any changes to the password fields.

If you want to change a PIN, enter and reenter the new PIN in the two fields provided for the new PIN. Then enter your new password in the other two fields.

Click **Change Password/PINs** when you are finished.



From now on, you will log on with your new password. Keep in mind: if you set up the Candidate Log In page to automatically fill in your password, you will need to retype the password there the next time you log in. When you do, you might see this message:



Simply click **Yes** to proceed into the Campaign Financial Reporting system.

Should you forget your new password, follow the instructions on page 57. If you forget your PINs, contact the elections office. They will be able to retrieve them for you.

Don’t forget to log out!

When you are finished with a session on the Campaign Financial Reporting system, be sure to log out so that unauthorized persons cannot modify your report data.

To log out of the system:

On the Report List, click Log Out.

Click here to log out of the system.

