



How to File Financial Reports Online

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Online Financial Report Overview

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

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

(4) Check appropriate box(es):
 Candidate Office Sought: County Commission, District 3
 Political Committee (PC)
 Electioneering Communications Org. (ECO) Check here if PC or ECO has disbanded
 Party Executive Committee (PTY) Check here if PTY has disbanded
 Independent Expenditure (IE) (also covers an individual making electioneering communications) 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 Report Type: 6
 Original Amendment Special Election Report

(6) Contributions This Report Cash & Checks \$ <u>150.00</u> Loans \$ <u>0.00</u> Total Monetary \$ <u>150.00</u> In-Kind \$ <u>300.00</u>	(7) Expenditures This Report Monetary Expenditures \$ <u>1,000.00</u> Transfers to Office Account \$ <u>0.00</u> Total Monetary \$ <u>1,000.00</u>
(8) Other Distributions \$ <u>0.00</u>	
(9) TOTAL Monetary Contributions To Date \$ <u>250.00</u>	
(10) TOTAL Monetary Expenditures To Date \$ <u>1,000.00</u>	

(11) Certification
 It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)
 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
 (Type name) Candidate Chairperson (only for PC and PTY)
 Signature _____ Signature _____

DS-DE 12 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS

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 24 Woodrow Road Palmetto, FL 32312	I	CA		Add	\$16.00
6/4/2015	2	FLK, Marsha 141 Woodrow Road Palmetto, FL 32312	I	CR		Add	\$75.00
6/4/2015	3	Roger, Reid 45 Woodrow Road Palmetto, FL 32312	I	restaurant owner	IK campaign planning dinner	Add	\$300.00
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

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

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	(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	Davis Communications, P.O. Box 3188 Tallahassee, FL 32312	advertising	NO	Add	\$950.00
1					
///					
///					
///					
///					
///					
///					
///					
///					
///					

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

After the summary are itemized lists of contributions, expenditures, and then 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	(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, FL 32312	mailouts	2015-2015-6-2		\$500.00
1					

The last listed are 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	(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					

Create Reports Online

To create reports online, you must have access to:

- 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 www.adobe.com.
 - A connected or networked 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 can 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. See [Change a Password or PINs](#) for instructions.
- 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. See [Change a Password or PINs](#) for instructions.

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

Getting Started

Important: Log in to only one instance of the Campaign Financial Reporting system in your browser. Having the system open in multiple browser windows at the same time can cause undesirable results.

Log in to the Campaign Financial Reporting system.

1. Type the following web address into your browser:

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

Replace the text <county> with your county name. You can enter lowercase or uppercase letters.

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. You'll then see the Candidate Log In page:

Candidate Log In

Important Notice Campaign finance reports must be completed and submitted (filed) through the electronic filing system not later than midnight of the day required by law therefore, and that late-filed campaign finance reports are subject to the penalties prescribed under Section 106-0719, Florida Statutes.

[Forgot Password?](#)

3. Enter your candidate ID and password.

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.

Note: You can change your password once you log in. See [Change A Password or PINs](#) for more information.

4. Click **Login**.

Password Reset

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:

Candidate Reset Password

The administrator has required that you reset your password upon first login.

New Password	<input type="text"/>
Re-enter Password	<input type="text"/>
<input type="button" value="Reset Password"/>	

1. Enter a password in the **New Password** field, and then enter the same password in the **Re-enter Password** field to confirm your entries match.

Passwords must meet the following requirements:

- Must be more than 8 characters in length.
 - Cannot be the current password.
 - Cannot be *password*.
 - Cannot include any county name.
 - Cannot be commonly used phrases or passwords.
2. Click **Reset Password**.
 3. On the Candidate Log In page, re-enter your candidate ID and your new password and click **Login**.

Campaign Financial Reporting System Main Page

The main page of the Campaign Financial Reporting System that displays when you log in is called the Report List. It shows the reporting periods for the campaign and the following information:

- Election
- Your candidate ID
- Office or issue
- Your name

Candidate/Committee : Carolyn J. Casadonte (312)

Office : County Commission, District 3

Log Out
Edit Candidate/Committee Bio Information/Upload Photo
Change Password/PINs

Export All Transactions CSV

Help

Press Help for information on using the new 'Import Entries' feature.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 <small>(05/01/2015 - 05/31/2014) 6/3/2015</small>	-	-	No Data Entered This report is now overdue 1 day.	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Waiver Report Unlock this report
2015-6 <small>(06/01/2015 - 06/30/2015) 7/10/2015</small>	-	-	No Data Entered	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Waiver Report
2015-7 <small>(07/01/2015 - 07/31/2015) 8/10/2015</small>	\$50.00 <small>(1 item)</small>	-	Submitted #1073251 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

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 ten days away (that is, nine or fewer days from today), you'll see a message like this at the top of the page:

Warning!

Your 2015-5 report is now overdue 1 day.

Candidate/Committee : Carolyn J. Casadonte (312)

Office : County Commission, District 3

Log Out
Edit Candidate/Committee Bio Information/Upload Photo
Change Password/PINs

Export All Transactions CSV

Help

Press Help for information on using the new 'Import Entries' feature.

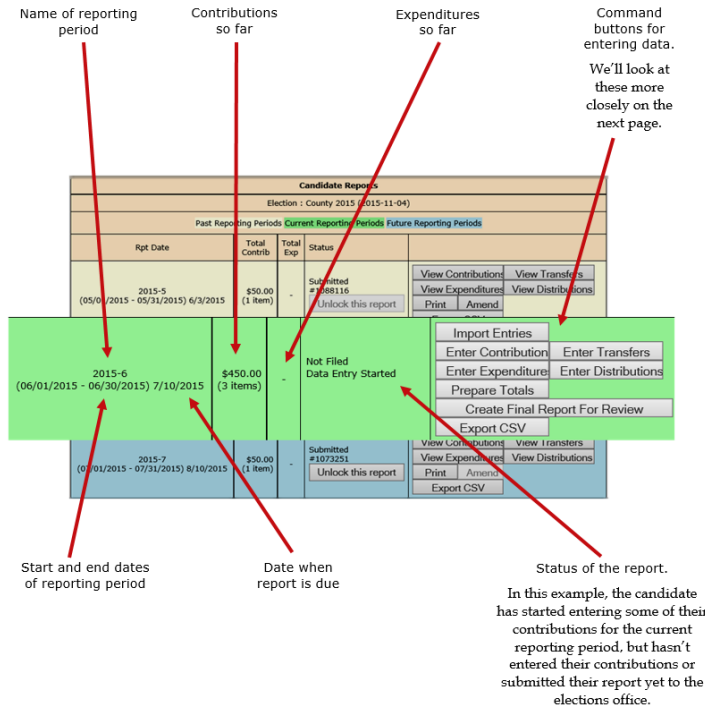
Candidate Reports			
Election : County 2015 (2015-11-04)			
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status
2015-5 (05/01/2015 - 05/31/2014) 6/3/2015	-	-	<div style="background-color: yellow; padding: 2px; font-size: x-small;"> No Data Entered This report is now overdue 1 day. </div> <div style="margin-top: 5px;"> Unlock this report </div>

Import Entries	Enter Transfers
Enter Contribution	Enter Distributions
Enter Expenditure	Prepare Totals
Create Waiver Report	

Note: After 180 days, overdue reports are no longer highlighted as late. And the due/overdue report(s) are highlighted as well.

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

Current Reporting Period Diagram



The Command Buttons

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

To manually enter contributions and expenditures, click here.

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

Candidate Report			
Election : County 2015 (2015-11-04)			
Past Reporting Periods		Current Reporting Period	Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 Item)		Submitted #108116 Unlock this report
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)		Not Filed Data Entry 5
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 Item)		Submitted #1073251 Unlock this report

- Import Entries
- Enter Contributions
- Enter Expenditures
- Prepare Totals
- Create Final Report For Review
- Export CSV

Submit your report to the elections office.

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


Submit

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.

Click here to manually enter fund transfers and distributions.

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 8099 Willowest 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.

Add a New Contribution

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.

The **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 cashier's 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.

Add a New Expenditure

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 <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Purpose	<input type="text"/>	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.
<input type="button" value="Submit"/> <input type="button" value="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.

The form contains the following fields and sections:

- Date:** 8 / 8 / 2014
- Date of item (mm/dd/yyyy):** (empty)
- Vendor Name:** Last, First, Middle
- Address 1, Address 2:** (empty)
- City, ST, Zip:** (empty)
- Amount \$:** (empty)
- Purpose:** (empty)
- Expenditure type:**
 - Monetary
 - Monetary
 - Petty Cash Withdrawn
 - Petty Cash Spent
 - Transfer to Office Account
 - Refund
 - Disposition of Funds
 - Disposition of Funds to Future Campaign
 - Disposition of Funds to Political Party
 - Disposition of Funds to Petition Verification
 - Reimbursements

Annotations include:

- Red arrows pointing from the text above to the 'Last', 'First', and 'Middle' fields.
- A red box around the 'Expenditure type' dropdown with the text: "Not sure which Expenditure Type to choose? Click this link to the Dept. of State website for more information." A red arrow points from this box to the 'Purpose' field.

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.

The **Expenditure Type** should be one of these:

Disposition of Funds	<p>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.</p> <p>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.</p>
Disposition of Funds to Future Campaign	<p>Funds transferred to an account for a future campaign.</p> <p>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.</p>
Disposition of Funds to Petition Verification	<p>Funds transferred to pay for previously unpaid petition verification fees.</p> <p>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.</p>
Disposition of Funds to Political Party	<p>Funds given to the political party that the candidate is a member of.</p> <p>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.</p>
Monetary	<p>General expenditure type used when a specific type does not apply.</p>
Petty Cash Spent	<p>Petty cash spent during a reporting period.</p> <p>Expenditures made from petty cash are not required to be reported individually.</p>
Petty Cash With-drawn	<p>Petty cash withdrawn during a reporting period.</p> <p>Petty cash expenditures are realized when the funds are withdrawn for petty cash. Therefore, the referenced item is not included in the total.</p>
Refund	<p>A refund of money from a vendor or other source.</p> <p>Refunds must be entered as a negative amount.</p>

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.

Add Contributions and Expenditures Overview

If you enter a contribution or expenditure outside of the range of the reporting period you are working with, the 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.

Transaction Date Not In Selected Report Range

The transaction date you entered (08-04-2015) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.

2015-8 from: 08/01/2015 to: 08/31/2015

Color legend:
Report is available
Amendment will be created

Select Cancel

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.

Transaction Date Not In Selected Report Range

The transaction date you entered (05-04-2015) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.

2015-5 from: 05/01/2015 to: 05/31/2015

Color legend:
Report is available
Amendment will be created

Select Cancel

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, the system will let you know that too.

Transaction Date Not In Selected Report Range

The transaction date you entered (03-04-2015) is not within the date range of the currently selected report. No report could be located that includes the date you provided. Please change the transaction date or contact our Campaign Finance Administrator for assistance.

Close

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

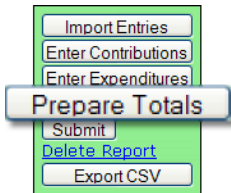
Preview a Report

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.

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

To preview your report at this point, click **Prepare Totals** (shown below) to open the Prepare Totals page.

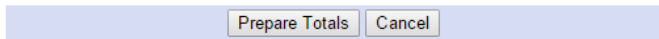


Prepare Totals

NOTE: This is NOT your OFFICIAL report -- it is a PREVIEW ONLY. After your review, you must use the CREATE FINAL REPORT FOR REVIEW button to generate your final report and then you must assign your PINs to the report to officially file your report with our office.

Candidate : **Carolyn J. Casadonte (312)** Office : **County Commission, District 3**
Report Period **06/01/2015-06/30/2015** Due Date **7/10/2015**
Contributions **\$50.00** Expenditures **\$0.00**
Transfers **\$1,500.00** Distributions **\$0.00**

Click on the 'Prepare Totals' button below to prepare the report totals.
Once this is done, you can Preview the report from the report menu.




Click **Prepare Totals** on the page to total the contributions and expenditures for this reporting period. You are returned to the Report List, which now has a banner like this:

Report (6/1/2015 - 6/30/2015) Preview is ready

NOTE: This is NOT your OFFICIAL report -- it is a PREVIEW ONLY. You must still generate and submit your final report after you complete your review.

Your output PDF file (./pdf_cfetraining/e60c312_6_dhc691sdc359.pdf) has been produced and is available to be previewed.

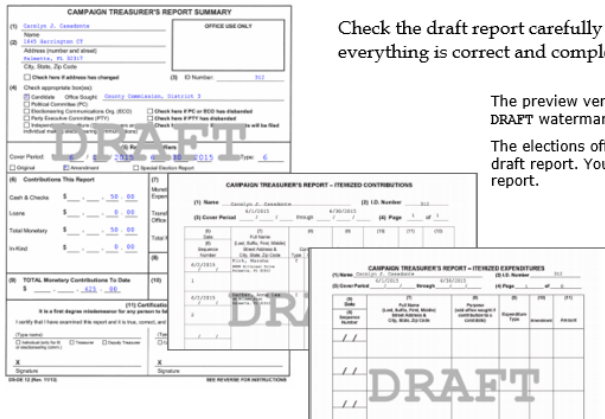
To View this report, you will need Adobe Acrobat



You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to download it.

Note: 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 open your report in PDF format.



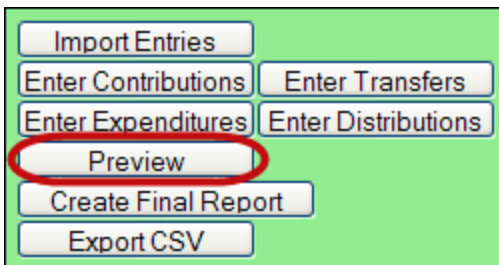
Check the draft report carefully to verify everything is correct and complete.

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.

Tip: Forgot to add a contribution or expenditure? That's OK! You can continue to add them after your preview.

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



Click **Preview** at any time to display the report. If transactions are added, the button label returns to **Prepare Totals**, which means you need to total the new transactions in the report before you can preview it again.

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.

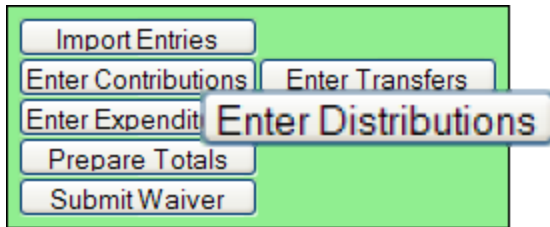
- **Prepaid Distribution**—Reserved for up-front, lump sum payments to be disbursed to different entities at a later date. (For example, payment to a media consultant who then makes disbursements to newspapers and television stations.) Related entries under [Enter Distributions](#) will be reported and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

1. Click **Enter Distributions** (shown below) to open a page with descriptive requirements for a distribution transaction.



2. Then click **Proceed with Distribution** to see the following 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						

3. Click **Add Distribution** to open the form used to enter distributions.
4. 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).

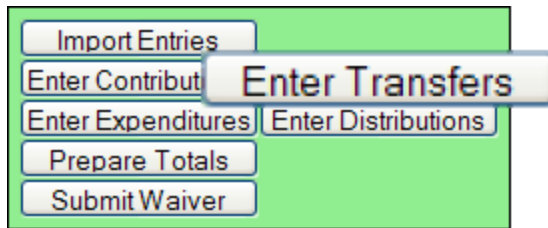
5. When you complete the form, click **Submit** to save the information. After the distribution is saved, a blank form opens to enter another distribution.
6. Click **Cancel** after you save your last distribution. You'll see the distributions you added highlighted in yellow, as in this example.

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							

Transfer Funds

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.

1. Click **Enter Transfers** (shown below) to open the Itemized Fund Transfers page.



Campaign Treasurer's Report - Itemized Fund Transfers						
Election : County 2015 (2015-11-04)						
Report Date : 2015-6						
(2015-06-01 - 2015-06-30)						
Add Fund Transfer Return to Report List						
Seq Num	Date	Institution	Transfer Type	Nature of Account	Amend	Amount
				Total		\$0.00
Add Fund Transfer Return to Report List						

2. Click **Add Fund Transfer** to open the form used to enter transfers.
3. Enter the financial institution where the account is held.

Date	10 / 1 / 2009	Date of item (mm/dd/yyyy)
Institution Name	<input type="text"/>	Enter institution name
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Transfer Type	To	Select the type that describes this transfer
Nature of Account	<input type="text"/>	Certificate of Deposit, Money Market, etc. //
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		
List Vendors		

4. Select one of the following:
 - **To**, if the transfer is from the campaign account to the institution account.
 - **From**, if the transfer is from the institution account to the campaign account.
5. When you complete the form, click **Submit** to save the information. After the transfer is saved, a blank form opens to enter another transfer.
6. Click **Cancel** after you save your last transfer. Transfers are not shown on the Reports List because the funds are simply moved within the campaign or committee, rather than expended or distributed elsewhere.

Import Data from Campaign Application

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/](https://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/](https://dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/vendors/)

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.

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.

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.

Note: 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.

Current Reporting Period

To import data for the current reporting period:

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

Candidate Reports			
Election : County 2015 (2015-11-04)			
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods
Rpt Date	Total Contrib.	Total Exp.	Status
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 Item)	-	Submitted #1088116 Unlock this report
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)	\$1,000.00 (2 Items)	Not Filed Data Entry Started (1) distribution item(s)
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 Item)	-	Submitted #1073251 Unlock this report

Current reporting period is shown in green.

Import Entries brings up the Upload Report page.

- On the Upload Report page, click **Browse**, locate the file to import, and click **Upload Report**.

Upload Report (State Campaign Finance Standard Format)

Name of file to import. →

Upload this file:
C:\Reports\May 2015.rpt

Click **Upload Report** to import the file into the system. →

Use the **Browse** button to locate the file to upload and then click on the 'Upload Report' button.

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

Contributions →

Expenditures →

File Upload - County :

File:cpt_erica_96_125.rpt
Size:5474

Report uploaded successfully

[Return to Reports List](#)

Contribution: 000001~2004-07-02~CLW Realty Asset Group ~ ~ ~ ~500 CH
 Contribution: 000002~2004-07-02~Rogers ~ ~Joanna ~ ~250 CH
 Contribution: 000003~2004-07-02~Winchester ~ ~Pam ~ ~50 CH
 Contribution: 000004~2004-07-08~Loos ~ ~Karen ~ ~M. ~ ~50 CH
 Contribution: 000005~2004-07-08~National Realty Associate, Inc. ~ ~ ~ ~100 CH
 Expenditure: 000001~2004-07-02~Type Monkeys, Inc. ~ ~ ~ ~\$71.9 MO
 Expenditure: 000002~2004-07-02~Tafuro ~ ~Vinny ~ ~\$59.2 MO
 Expenditure: 000003~2004-07-06~Aspire Attire ~ ~ ~ ~144 MO

- When you finish importing entries for the reporting period, preview and submit the report.

Past and Future Reporting Periods

- **Past reporting period**—If you 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 follow the [Import Entries](#) instructions in the previous procedure.
- **Future reporting period**—Unlock the reporting period and follow the [Import Entries](#) instructions in the previous procedure.

Submit a 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 do this, the report cannot be changed, although it can be amended. See [Change a Filed Report](#) for more information.

The steps you take to submit a report 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

"Submit Paper Reports" on the next page

Instructions for Filing by Electronic PIN

"Submit Electronic Reports" on page 37

Submit Paper Reports

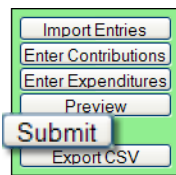
(If your county requires electronic reports, skip to "Submit Electronic Reports" on page 37.)

Submitting a report does the following:

- 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:

1. Click **Submit** to open instructions.



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 provisions of Section 106.07(5) Florida Statutes.

2. When you finish your entries for this reporting period, click **Submit Report**. You return to the Report List with green banners at the top indicating submission.

Report Submission Confirmed: Confirmation Number:
Filed: 2015-07-6 13:38:32 (Eastern)

Report submitted for 7(7/1/2015 - 7/31/2015)

Your output PDF file (./pdf_cfetraining/e60c312_7_dhc708sdc303.pdf) has been produced and is available to be viewed/printed.

To View this report, you will need Adobe Acrobat
You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to download it

Notice that the report's status is now *Submitted*. You'll also see a confirmation number and the command labels are changed.

The new status of the report is **Submitted**.

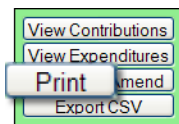
Data can be viewed but cannot be changed.

Confirmation number

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)	\$1,000.00 (2 Items)	Submitted #1088118	View Contributions View Expenditures Print Amend Export CSV	View Transfers View Distributions
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To display or print the report:

1. Click **Print** or **View/Print** on the banner to open the PDF.



2. Sign the report and deliver it to the elections office prior to the deadline for this reporting period.

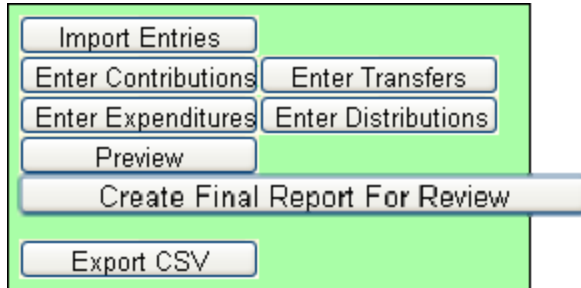
Note: The report requires two signatures; one from the candidate and another from the campaign treasurer.

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

Submit Electronic Reports

Note: If your county requires paper reports, refer to "Submit Paper Reports" on page 35.

1. To finalize the report, click **Create Final Report For Review** to display instructions.



Create Final Report For Review

Candidate : **Carolyn J. Casadonte (312)** Office : **County Commission, District 3**

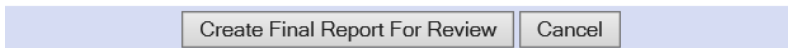
Report Period **06/01/2015-06/30/2015** Due Date **7/10/2015**

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 provisions 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.



2. When you finish your entries for this reporting period and you are ready to file, click **Create Final Report For Review**. The Electronic Signature PINs page opens with a reminder that the report is not yet submitted followed by an online view of the report.

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 create a new final report for PIN assignment and submission.

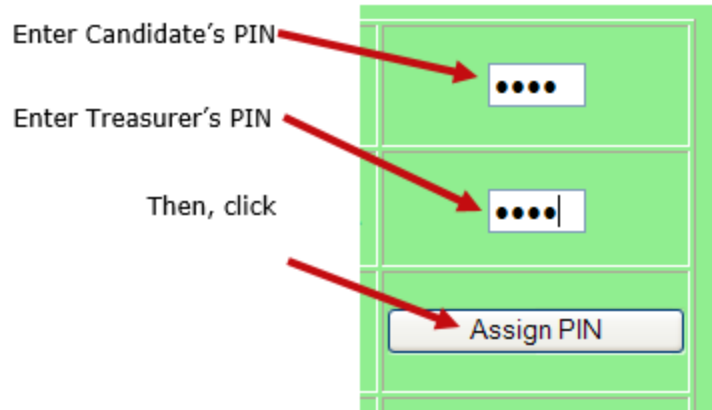
Candidate Committee Electronic Signature PIN	As required in F.S. 106.0705(4), I, as candidate or political committee chair, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
Treasurer Electronic Signature PIN	As required in F.S. 106.0705(4), I, as campaign treasurer for this candidate/committee, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
	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.	<input type="button" value="Assign PIN"/>
	Click Later if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	<input type="button" value="Later"/>
	Click Undo Final Report to remove all PINs and unlock the report. This will allow you to make modifications to the report.	<input type="button" value="Undo Final Report"/>

CAMPAIGN TREASURER'S REPORT SUMMARY

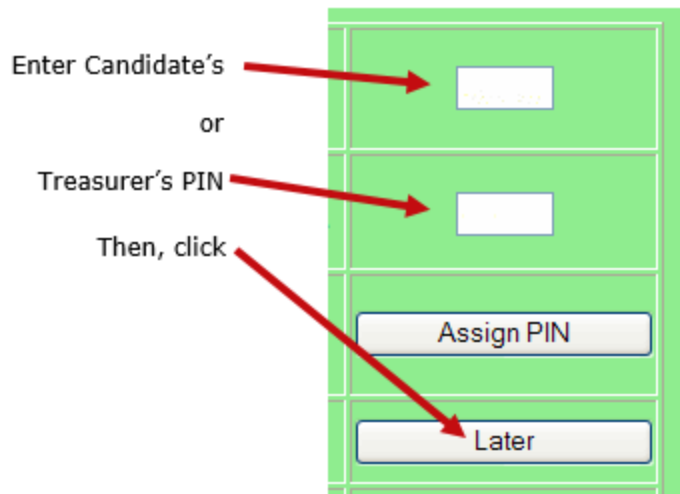
(1) <u>Carolyn J. Casadonte</u> Name (2) <u>1645 Harrington CT</u> Address (number and street) <u>Palmetto, FL 32317</u> City, State, Zip Code	OFFICE USE ONLY ONLINE SUBMISSION [1088118] Submitted on: 6/4/2015 16:25:24 (eastern)
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3. You can do the following:

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

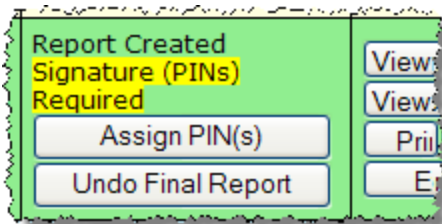


- Enter just one of the PINs and click **Later** to return to the Report List.



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

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



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

Note: If you want to remove the PINs and unlock the report so you can make changes, click **Undo Final Report**.

Review 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) Name: Cassidy J. Casadonte
 (2) I.D. Number: 312

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

(5) Date: 6/4/2015 (6) Full Name: Cassidy J. Casadonte (7) Purpose: Self
 (8) Street Address & City, State, Zip Code: 100 South Street, Holliston, MA 01946

(9) Date: 6/4/2015 (10) Full Name: Eric Wu Campaign Accountant (11) Purpose: 2015-2015-0-C
 (12) Street Address & City, State, Zip Code: 100 South Street, Holliston, MA 01946

(13) Date: 6/4/2015 (14) Name of Financial Institution: Bank of America (15) Transfer Type: TO (16) Nature of Account: Checking
 (17) Sequence Number: 1 (18) Amount: \$1,500.00

OFFICE USE ONLY
 CONFIRMATION NUMBER: 1088118
 Submitted on: 6/4/2015 10:25:24 (GMT-04:00)

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(5) Sequence Number	(6) Date	(7) Full Name (Last, First, Middle)	(8) Street Address & City, State, Zip Code	(9) Contribution Type	(10) Contribution Amount	(11) Related Expenditures	(12) Amendment	(13) Amount
1	6/4/2015	Eric Wu	100 South Street, Holliston, MA 01946	CD	1500.00			
2	6/2/2015	Eric Wu	100 South Street, Holliston, MA 01946	CD	300.00			

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(5) Sequence Number	(6) Date	(7) Full Name (Last, First, Middle)	(8) Street Address & City, State, Zip Code	(9) Expenditure Type	(10) Expenditure Amount	(11) Related Expenditures	(12) Amendment	(13) Amount
1	6/4/2015	Eric Wu	100 South Street, Holliston, MA 01946	CD	1500.00			
2	6/2/2015	Eric Wu	100 South Street, Holliston, MA 01946	CD	300.00			

CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS

(5) Sequence Number	(6) Date	(7) Name of Financial Institution	(8) Street Address & City, State, Zip Code	(9) Transfer Type	(10) Nature of Account	(11) Amendment	(12) Amount
1	6/4/2015	Bank of America	100 South Street, Holliston, MA 01946	TO	Checking	ADD	\$1,500.00

Report Summary Totals:
 Cash/Checks: \$ 150.00
 Loans: \$ 0.00
 Total Monetary: \$ 150.00
 In-Kind: \$ 300.00
 TOTAL Monetary Contributions To Date: \$ 450.00

Office Use Only Box:
 CONFIRMATION NUMBER: 1088118
 Submitted on: 6/4/2015 10:25:24 (GMT-04:00)

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.

Confirm the Report is Available on the Website

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.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)	\$1,000.00 (2 Items)	Received #1088118	View Contributions View Transfers
				View Expenditures View Distributions
				Print Amend
				Export CSV

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.)

Reporting Group (Election/Committees)
Test Election 2012 (10/1/2012)

Current reporting group: (Election/Committee): [Test Election 2012 (10/1/2012)]

Candidates

Candidate Name	Party	Monetary Contributions	In Kind Contributions	Total Expenditures & Distributions
Office: Clerk of Courts				
John Legas (Active-Qualifier)		\$12.00		
Karen Page (Active-Qualifier)	REP			
Digger Phelps (Active-Qualifier)		\$10.00		
Scotty Summers (Active-Qualifier)	REP			

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

Candidate: Carolyn J. Casadonte
Office: County Commission, District 3

Call All Contributions and Expenditures

Show only financial reports (hidden bio)

Report	Monetary Contributions	In Kind Contributions	Expenditures and Distributions	Print Report
View Transactions	\$100.00	\$300.00	\$1,000.00	Print
6/1/2015 - 6/30/2015	\$125.00	\$300.00	\$500.00	Print
6/30/2015 - 6/30/2015 Amended	\$0.00	\$0.00	\$0.00	Print
7/1/2015 - 7/31/2015				

Tip: Did you know a photograph and biographical information can also appear on your page, if you choose to provide them? See [Update Candidate Photo and Bio](#) to learn how.

Website visitors can click the report name in the Report Views Transactions column to display a list of all transactions reported so far, grouped by type.

Candidate: Carolyn J. Casadonte
Office: County Commission, District 3

Report Date: 6
 (6/1/2015 - 6/30/2015) Amended

Campaign Treasurer's Report - Itemized Contributions					
Seq# Date	Contributor	Entity	Occupation Amend	Cont. Type	Amount
1 6/4/2015	Anna Barber 344 Henderson Road Palmetto, FL 32312	Individual	Add	Cash	\$50.00
2 6/4/2015	Marsha Kirk 344 Henderson Road Palmetto, FL 32312	Individual	Add	Check	\$75.00
Total Contributions					\$125.00

Campaign Treasurer's Report - In-Kind Contributions					
Seq# Date	Contributor	Entity	Occupation Amend	In-Kind Description	Amount
2 6/4/2015	Reid Roger 45 Wilson Blvd Palmetto, FL 32432	Individual	RestaurantOwner Add	Campaign planning dinner	\$300.00
Total In-Kind Contributions					\$300.00

Campaign Treasurer's Report - Itemized Expenditures					
Seq# Date	Vendor	Purpose	Exp. Type Amend	Amount	
1 6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Advertising	Monetary Add	\$500.00	
Total Expenditures					\$500.00

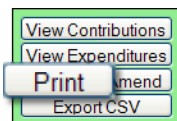
Contributions from persons with protected-address status are not shown in reports. Instead, the notation *****Protected***** is shown in place of the address. The Campaign Financial Reporting system scans the county's voter registration database for voters with protected addresses and automatically redacts 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.


Save A Copy Of The Report

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 for your records, save the PDF to a folder on your computer or network.

To save a copy of the report:

1. Click **Print** to open the report in Acrobat Reader.



2. 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.

Change a Filed Report

After a report is 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 check mark in the Amendment box. This box is automatically selected when you create an amended 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

(3) ID Number: 312

OFFICE USE ONLY
ONLINE SUBMISSION
[1088951]
Submitted on:
7/6/2015 10:50:55 (eastern)

(4) Check appropriate box(es):
 Candidate Office Sought: County Commission, District 3
 Political Committee (PC)
 Electioneering Communications Org. (ECO) Check here if PC or ECO has disbanded
 Party Executive Committee (PTY) Check here if PTY has disbanded
 Independent Expenditure (IE) (also covers an individual making electioneering communications) 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 Report Type: 6
 Original Amendment Special Election Report

(6) Contributions This Report
Cash & Checks \$, , 50 . 00
Loans \$ 0 . 00

(7) Expenditures This Report
Monetary Expenditures \$, , 0 . 00
Transfers to

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](#).

Amendment in Current Reporting Period

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.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib.	Total Exp.	Status	
2015-5 (09/01/2015 - 09/30/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures View Transfers View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Expenditures View Transfers View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Expenditure Enter Transfers Enter Distributions Prepare Totals Create Final Report For Review Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1072251 Unlock this report	View Contributions View Expenditures View Transfers View Distributions Print Amend Export CSV

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 and expenditures.
- Import new contributions or expenditures.
- Change or delete items listed on the original report.

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

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Expenditures View Transfers View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Expenditure Enter Transfers Enter Distributions Prepare Totals Create Final Report For Review Export CSV

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

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Expenditures View Transfers View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$425.00 (3 items)	\$500.00 (1 item)	Submitted #1088118	Import Entries Enter Contribution Enter Expenditure Enter Transfers Enter Distributions Prepare Totals Create Final Report For Review Export CSV

If your county requires a hard copy of amended reports, print the report, 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.

Amendment in Past Reporting Period

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

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

Candidate Reports						
Election : County 2015 (2015-11-04)						
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods		
Rpt Date	Total Contrib	Total Exp	Status			
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 Item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend	
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)	\$1,000.00 (2 Items)	Received #1088118	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend	
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 Item)	-	Received #1072251 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend	

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

Are you sure you wish to access a PAST reporting period?

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

Candidate Reports						
Election : County 2015 (2015-11-04)						
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods		
Rpt Date	Total Contrib	Total Exp	Status			
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 Item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend	
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)	\$1,000.00 (2 Items)	Received #1088118	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend	

Create an amended report following the [instructions for the current reporting period](#).

Remove an Amended Report

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

That happens sometimes.

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 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.

Change or Delete an Item on an Original Report

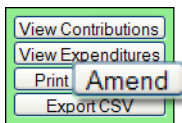
First, verify that the status of the original report is *Received*.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Received #1088118	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions
---	-----------------------	-------------------------	----------------------	--	--------------------------------------

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

To change a contribution or expenditure:

1. In the current reporting period (the green row), click **Amend** to display the Amend Report page.



Amend Report

Click Create to create an amended report for the 06/01/2015 - 06/30/2015 report. The amended report will appear in the report list below the original report.

Create

2. Next, click **Create**.

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

Candidate Reports						
Election - County 2013 (2013-11-04)						
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods		
Rpt Date	Total Contrib	Total Exp	Status			
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088118 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions	
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions	
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$425.00 (2 items)	\$500.00 (2 items)	Not Filed Data Entry Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Create Final Report For Review Export CSV	Enter Transfers Enter Distributions	Enter the new data using these buttons, just like you did on the original report.
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions	

3. On the Report List, use any of the buttons as you did on the original report to enter the new data.

- On the next page, click **Amend Item from Orig Report** to display a list of items (for example, contributions) reported in the current month.

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	
							Total	\$0.00	
Add Contribution Return to Report List									

- Highlight the item you want to change and click **Amend Item**. Detail for that item displays.

To change an item, highlight it.

Then click **Amend Item**.

The following list is the list of the items on the **original** report that you are amending.

Select the item to amend and you will be given a screen to enter the new values for the item.

1	Barber, Anna (2015-06-04)	\$100.00
2	Kirk, Marsha (2015-06-02)	\$50.00
3	Smith, Reid (2015-06-02)	\$300.00
4	Barber, Anna (2015-06-04)	\$50.00
5	Kirk, Marsha (2015-06-04)	\$75.00
6	Roger, Reid (2015-06-04)	\$300.00

- Make your changes in the appropriate fields and 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**.

Amend Report - Enter changes to this Item

Date: 6/2/2015 Contributor Name: Last, First, Middle: <input type="text"/> Address 1: <input type="text"/> Address 2: <input type="text"/> City: <input type="text"/> State: FL Zip: 32212 Amount \$: <input type="text" value="50.00"/> Contributor Type: Individual Contributor Occupation: <input type="text"/> Contribution type: Cash In-kind Description: <input type="text"/>	Date of item (month/year): Enter last name or company name if a business: Select the type that best describes the contributor: The occupation of the contributor is only required if the amount is over \$100. Per F.S. 190.09 effective 01/01/08: A person may not make or accept a cash contribution in excess of \$50. Type the description of any in-kind contribution.
---	--

[List Contributions](#)

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. (The Amend column shows *Add.*)

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

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.

If needed, you can now change another item, add a new item, or return to the Report List.

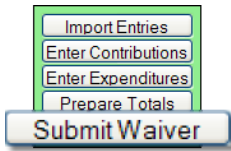
Submit a Waiver

A waiver is a one-page report that you fill out and submit to the elections office to notify there is no activity for a reporting period. In any reporting period when there has been no fund activity (expended or received), filing the report is required.

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)			OFFICE USE ONLY		
			ONLINE SUBMISSION [1014391]		
Carolyn J. Casadonte			96		
Candidate's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name 1645 Harrington CT, Suite C Palmetto, FL 32314			Identification Number (Assigned by Division of Elections)		
Address (Number and Street)			County Commission District 4		
City State Zip Code			Office Sought (Include District, Circuit or Group Number)		
<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Committee of Continuous Existence	<input type="checkbox"/> Check box if address has changed since last report.			
<input type="checkbox"/> Political Committee	<input type="checkbox"/> Party Executive Committee	<input type="checkbox"/> 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			
<input type="checkbox"/> January	<input type="checkbox"/> 32nd day prior	<input type="checkbox"/> 46th day prior			
<input type="checkbox"/> April	<input type="checkbox"/> 18th day prior	<input type="checkbox"/> 32nd day prior			
<input type="checkbox"/> July	<input type="checkbox"/> 4th day prior	<input type="checkbox"/> 18th day prior	<input type="checkbox"/> TERMINATION REPORT		
<input type="checkbox"/> October		<input type="checkbox"/> 4th day prior	<input type="checkbox"/> SPECIAL ELECTION		
NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF					
<input checked="" type="checkbox"/> <u>7/1/2009</u> through <u>9/30/2009 (Q3)</u>					
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.					

Submit a waiver if your county requires paper reports:

1. On the Report List, find the reporting period you want to submit a waiver for. Click **Submit Waiver**.



- 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 provisions of Section 106.07(5) Florida Statutes.

You return to the Report List, where you see the confirmation number at the top of the page and the status of Submitted for the report.

Report Submission Confirmed: #1014381

Candidate/Committee : Carolyn J. Casadonte (96)

2015-6 <small>(06/01/2015 - 06/30/2015) 7/10/2015</small>	\$450.00 <small>(3 items)</small>	\$1,000.00 <small>(2 items)</small>	Submitted #1088118	<input type="button" value="View Contributions"/>	<input type="button" value="View Transfers"/>
				<input type="button" value="View Expenditures"/>	<input type="button" value="View Distributions"/>
				<input type="button" value="Print"/>	<input type="button" value="Amend"/>
				<input type="button" value="Export CSV"/>	

- Click **Print** to display and print the Waiver of Report.

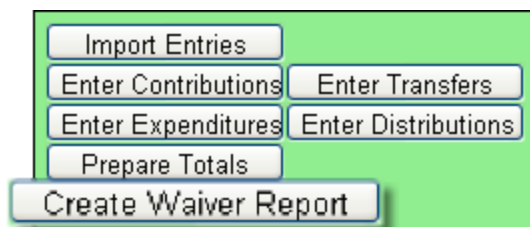
Note: The Submit Waiver button does not display for committees that are set up as Type - Electioneering Communication.

Some of the fields on the waiver are completed for you. 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.

Submit a waiver if your county requires electronic reports:

1. On the Report List, find the reporting period that you want to submit a waiver for.
2. Click **Create Waiver Report**.



3. On the next page, click **Create Final Report for Review** to open 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 is no longer generated when clicking Create Final Report for Review with no contributions or expenditures applied.
4. Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the elections office.

Unlock a Report

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

Candidate Reports												
Election : County 2015 (2015-11-04)												
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods									
Rpt Date	Total Contrib	Total Exp	Status									
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	<table border="1"> <tr> <td>View Contributions</td> <td>View Transfers</td> </tr> <tr> <td>View Expenditures</td> <td>View Distributions</td> </tr> <tr> <td>Print</td> <td>Amend</td> </tr> <tr> <td colspan="2">Export CSV</td> </tr> </table>	View Contributions	View Transfers	View Expenditures	View Distributions	Print	Amend	Export CSV	
View Contributions	View Transfers											
View Expenditures	View Distributions											
Print	Amend											
Export CSV												
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Received #1088118	<table border="1"> <tr> <td>View Contributions</td> <td>View Transfers</td> </tr> <tr> <td>View Expenditures</td> <td>View Distributions</td> </tr> <tr> <td>Print</td> <td>Amend</td> </tr> <tr> <td colspan="2">Export CSV</td> </tr> </table>	View Contributions	View Transfers	View Expenditures	View Distributions	Print	Amend	Export CSV	
View Contributions	View Transfers											
View Expenditures	View Distributions											
Print	Amend											
Export CSV												
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Received #1073251 Unlock this report	<table border="1"> <tr> <td>View Contributions</td> <td>View Transfers</td> </tr> <tr> <td>View Expenditures</td> <td>View Distributions</td> </tr> <tr> <td>Print</td> <td>Amend</td> </tr> <tr> <td colspan="2">Export CSV</td> </tr> </table>	View Contributions	View Transfers	View Expenditures	View Distributions	Print	Amend	Export CSV	
View Contributions	View Transfers											
View Expenditures	View Distributions											
Print	Amend											
Export CSV												

These buttons prevent you from accidentally entering data for the current reporting period in 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 see options for amending the report.

2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	<table border="1"> <tr> <td>View Contributions</td> <td>View Transfers</td> </tr> <tr> <td>View Expenditures</td> <td>View Distributions</td> </tr> <tr> <td>Print</td> <td>Amend</td> </tr> <tr> <td colspan="2">Export CSV</td> </tr> </table>	View Contributions	View Transfers	View Expenditures	View Distributions	Print	Amend	Export CSV	
View Contributions	View Transfers											
View Expenditures	View Distributions											
Print	Amend											
Export CSV												

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

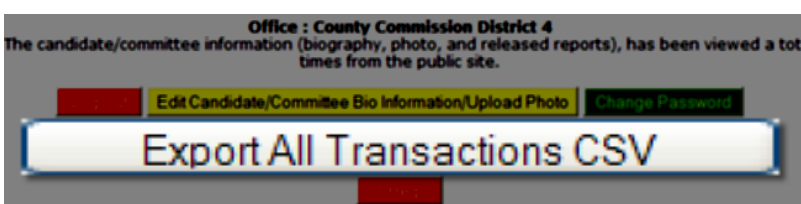
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Received #1073251 Unlock this report	<table border="1"> <tr> <td>View Contributions</td> <td>View Transfers</td> </tr> <tr> <td>View Expenditures</td> <td>View Distributions</td> </tr> <tr> <td>Print</td> <td>Amend</td> </tr> <tr> <td colspan="2">Export CSV</td> </tr> </table>	View Contributions	View Transfers	View Expenditures	View Distributions	Print	Amend	Export CSV	
View Contributions	View Transfers											
View Expenditures	View Distributions											
Print	Amend											
Export CSV												

Export Data to a Spreadsheet

The system has two ways to export your financial data to a Microsoft Excel comma-separated values (.CSV) file. The **Export CSV** option collects all data for the selected report.



The **Export All Transactions CSV** collects all data from all reports in the 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.

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)

Campaign End Reporting

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 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 2023-Final.

				Prepare Total Create Waiver
			No Data Entered Unlock this report	Import Entries Enter Contributions Enter Expenditures Prepare Total Create Waiver
	2015-Final (10/01/2015 - 10/31/2015) 11/10/2015	-	-	

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

To file this report, you must 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.

Candidate : Carolyn J. Casadonte (312) Office : County Commission, District 3

Report In Focus: 2015 - Final
Start Date: 2015-10-01 End Date: 2015-10-31

Date: 10 / 31 / 2015 Date of Item (mm/dd/yyyy)

Vendor Name: Last Casadonte First Antonio Middle Enter last name or company name if business

Address 1: 340 Gulf View Drive

Address 2:

City: Miami ST: FL Zip: 32222

Amount: \$ 500

Purpose: Return of unused campaign contributions. Type the purpose of the expenditure.

Expenditure type: Disposition of Funds
 Monetary
 Petty Cash Withdrawn
 Petty Cash Spent
 Transfer to Office Account
 Refund
Disposition of Funds
 Disposition of Funds to Future Campaign
 Disposition of Funds to Political Party
 Disposition of Funds to Petition Verification
 Reimbursements

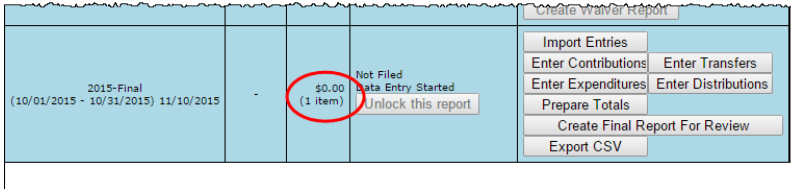
Please refer to the Campaign Treasurer's Manual for the state of Florida to ensure you are the correct transaction type.

To report on the disposition of surplus funds, select one of the Disposition of Funds options in the Expenditure type field.

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

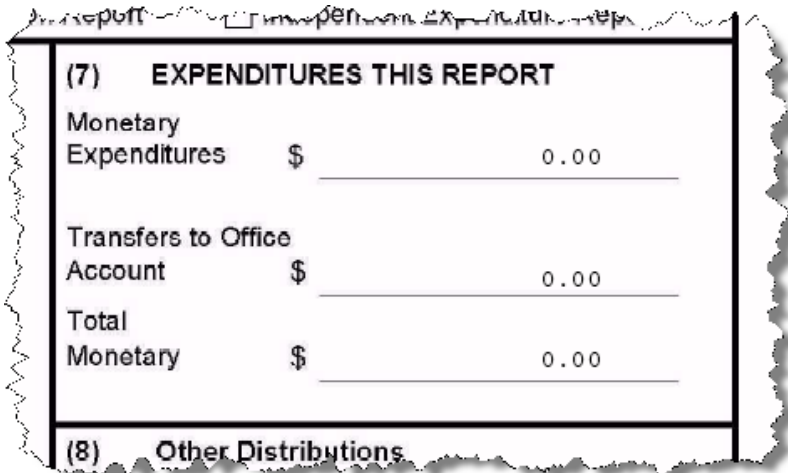
Remember that **Disposition of Funds** is a type of **expenditure**, whereas a distribution is a type of transaction referring back to a previously recorded expense.

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.

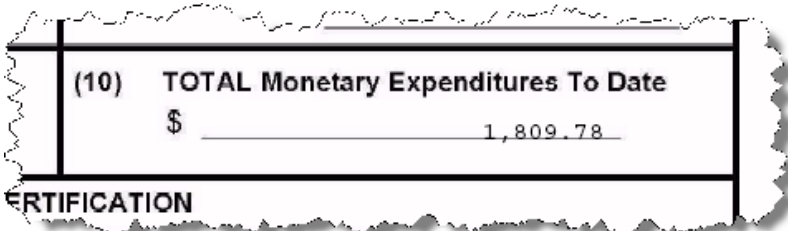


Preview the report and submit it as you have previous reports for the campaign.

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.



It will also appear on the Itemized Expenditure page with an expenditure type of DI.

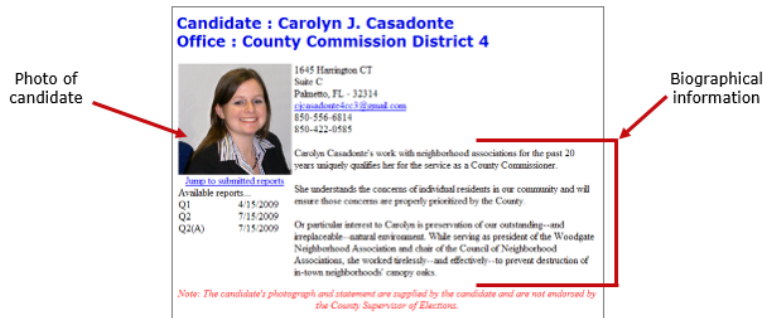
CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
 (3) Cover Period 10/1/2015 through 10/31/2015 (4) Page 1 of 1

(5) Date	(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
10/31/2015	Casadonte, Antonio 340 Gulf View Drive Miami, FL 32322	return of unused campaign contributions	DI		\$500.00
1					

Update Candidate Photo and Bio

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:



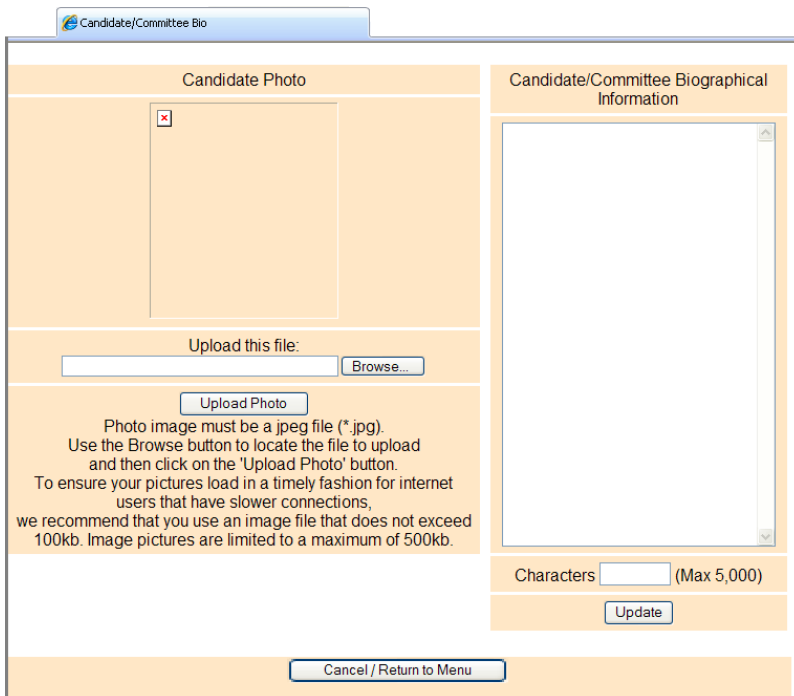
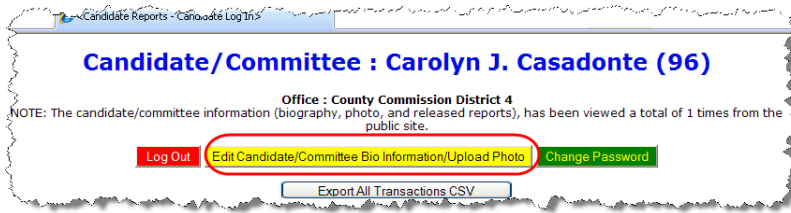
The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file (a file with the 3-character extension JPG).

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. Smaller files display more quickly to website visitors, especially if a visitor has a slow Internet connection.

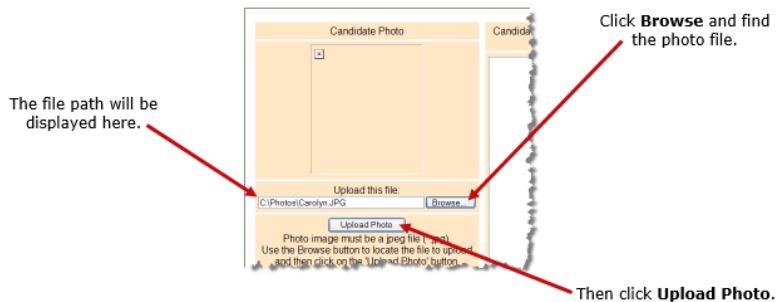
Note: Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

Upload a Photo

1. On the main (Report List) page, click the yellow button to open the Candidate/Committee Bio page.



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



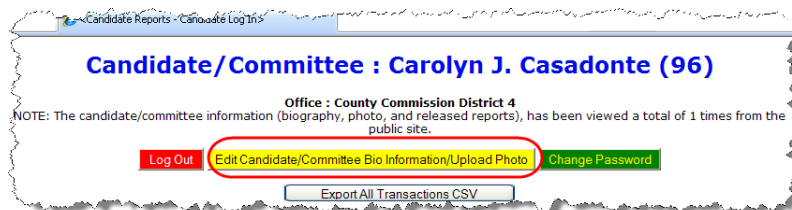
When the file has copied to the system, you'll see this message along with the photo file:



3. Click **Return to Main Menu** to return to the Report List.

Enter Candidate or Committee Text

1. On the main (Report List) page, click the yellow button to open 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 number of characters you have entered displays in the Characters box. 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.

After Your Updates

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 the 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.

Reset Password

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

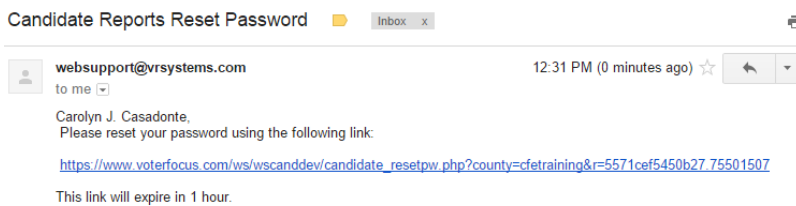
Numeric Candidate ID (no leading zeros) Password
[Forgot Password?](#)

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

Candidate Forgot Password

Numeric Candidate ID (no leading zeros)

An email like the one below will be sent to the email address associated with your account. Click the link provided in the email.



Note: If there is no email address associated with your Candidate ID, you'll need to contact your elections office.

On the Candidate Reset Password page, enter and reenter the new password, and then click **Reset Password**. The password can be up to 12 characters—letters and/or numbers—and is case-sensitive.

Candidate Reset Password

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. →

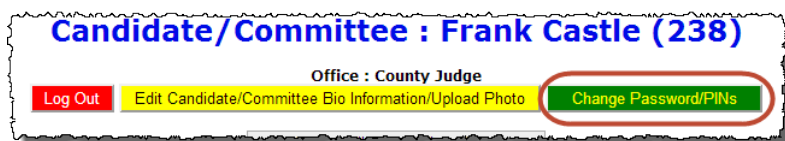
Change a Password or PINs

You can change the password assigned to you by the elections office. 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.

Change your password:

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

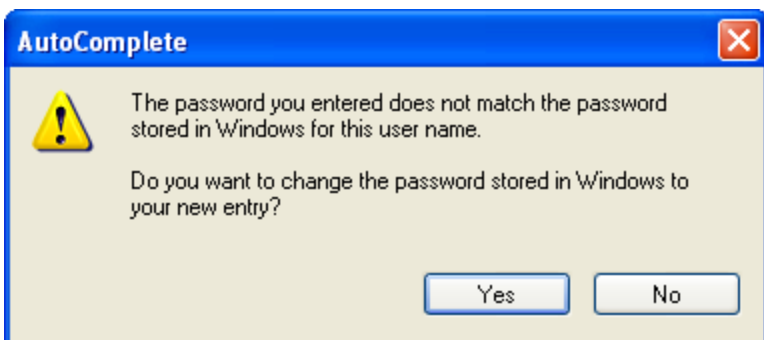


2. In the Enter Old Finance System Access Password field, enter your current password. This step is required, even if you are only changing one or both PINs.
3. To create a new password, enter and reenter it in the two fields provided for the new password. The password can be up to 12 characters—letters 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.
4. 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.
5. Click **Change Password/PINs** when you are finished.



From now on, you will log on with your new password.

If you set up the Candidate Log In page to automatically fill in your password, you must 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, see the instructions for [resetting a password](#). If you forget your PINs, contact the elections office. They will be able to retrieve them for you.

Log Out of the System

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.

Log out of the system:

On the Report List, click **Log Out**.

