

How to File Financial Reports Online

A HANDBOOK FOR CANDIDATES & COMMITTEES



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

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The Duval County Supervisor of Elections Office is pleased to provide a Financial Reporting System for candidates and committees to use for the reporting of contributions and expenditures. This system must be used to prepare your Campaign Treasurer's Reports and file them electronically with our office. **Paper copies of the reports are no longer accepted or required to be sent to this office.** Your report is considered filed upon submitting it electronically and placing all required electronic signatures (PINS) on the report. The Financial Reporting System is very user friendly and we hope that you will find it helpful. After the report is electronically submitted and accepted by our office, the information will be available to the public on our website.

Contact information will be shown on the website for each candidate and committee. If you have a website, let us know so we can enter that into the reporting system.

If you need any assistance, we are happy to help you. Please call Lana Self at (904) 255-3429 or Brenda Byles at (904) 255-3416 if you have any questions.

ATTENTION CANDIDATES & CAMPAIGN TREASURERS

- **MUST** be filed **MONTHLY** until 60 days away from election
- **MUST** be filed electronically through the SOE website
- Please see the calendar of reporting dates for the election you are filed in
- Enter the due dates into a calendar system with reminders to avoid late reports
- Candidates and committee chairs are responsible for the timely filing of reports



Any report NOT filed no later than midnight on the last reporting date is subject to penalties* prescribed under Section 106.07, Florida Statutes



The fine is \$50 per day for the first three days late and thereafter, \$500 per day or \$500 per day for each day late if the reporting period immediately precedes certain elections. The total of the fine cannot exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report. The fine must be paid from the Candidate's **PERSONAL FUNDS** (not campaign funds) F.S. 106.07 (8)(b)

REPORTING DATES CAN BE FOUND IN CANDIDATE HANDBOOK OR SOE WEBSITE

CANDIDATES: The last report that is filed is called the Termination Report. It is filed no later than 90 days after a candidate withdraws, is defeated, elected or qualifies unopposed. Candidates will receive an email as to when it will be due.

This document was prepared in part using material provided to Duval County by VR Systems Inc. Such material is confidential and a proprietary trade secret. The software is also a proprietary trade secret. Software and software documentation are therefore not subject to open disclosure under Florida Public Records laws.

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QUICK REFERENCE TO FINANCIAL REPORTING

If you have trouble logging in, try a different browser or clear the cache and cookies in the browser.

ENTERING CONTRIBUTIONS

- Login to portal & find report – Press “Enter Contributions.”
- Press “Add Contribution” link
- Enter date contribution was received by treasurer or campaign.
- Contributor Name (if company, put company name in LAST NAME field).
- Address: this must be a complete mailing address
- City, State and Zip must be completed.
- Contributor Type.
 - Candidate deposited their own money: Choose “Candidate to Themselves” and Contribution Type is LOAN.
 - If money was a contribution from other sources, choose from drop-down list.
- Contribution Type: choose from drop-down list.
- Once you have completed the form, press SUBMIT.
- Once saved, another blank form will open to add another entry. If you are done entering contributions, press “cancel” on bottom.
- You will be taken to the itemized contributions screen which shows you each transaction entered.
- If everything looks correct and you are done entering contributions, press “Return to Report List” (main screen).

ENTERING EXPENDITURES

- Login to portal & find report – Press “Enter Expenditures.”
- Press “Add Expenditures” link.
- Enter date of expenditure.
- Vendor Name (if company, put company name in LAST NAME field).
 - Address: must be a complete mailing address (not web address).
 - City, State and Zip must be completed.
- Purpose: Enter a brief description.
- Expenditure Type: choose from the drop-down list.
- Once you have completed the form, press SUBMIT.
- Once saved, another blank form will open to add another entry. If you are done entering expenditures, press “cancel” on bottom.
- You will be taken to the itemized expenditures screen which shows you each transaction entered.
- If everything looks correct and you are done entering expenditures, press “Return to Report List” (main screen).

SUBMITTING A REPORT

- Once you have prepared the totals and have reviewed your report that it is complete and correct, you may submit your report.
- On main report list screen: press “Create Final Report for Review.”
- Press “Create Final Report for Review” again, if report is ready for filing.
- Enter Candidate/Committee Electronic Signature PIN.
- Enter Treasurer Electronic Signature PIN.
- Press “Assign PIN” – submits report to elections office.
- Once the elections office gets email that the report was submitted, it will be reviewed and accepted.
 - However, if the report needs to be amended, treasurer/candidate will be notified via email and the amended report must be submitted within seven days from notice.
 - If report is submitted before the due date and it needs amending, our office can reject the report. This makes it available to correct any items needing correction.

PREVIEW THE REPORT

- Previewing a report does **not** submit the report to our office.
- Select “Prepare Totals.”
- Select “Prepare Totals” in next window.
- Select “View/Print” (brings up a PDF of your report).
- Your report has DRAFT on it, but it also shows your entries.

WAIVER REPORT

- When there has been no activity during a reporting period, a Waiver Report is required.
- Use the “Create Waiver Report” button to generate the waiver report.

AMENDING THE REPORT

- In the Reporting Main Screen, choose the reporting period that needs to be amended and Unlock the Report.
- Select Amend.
- A screen comes up that says, "Amend Report". Click the "Create" button.
- When the report list reappears, look for the reporting period with "Amended" listed under the reporting date/covered period (left column).
- Choose "Enter Contribution" or "Enter Expenditure" depending on what needs to be corrected or added.
- **To add a new item**
 - If you need to add a new item to the report select "Add Contribution" or "Add Expenditure," depending on which box you are in.
 - Enter the information needed for the new item.
 - When finished, click "Submit."
 - Add another item, amend an item on original report, or if finished, return to report list.
- **To change an item on the original report**
 - To change an item on the original report, select "Amend Item from Orig. Report."
 - A box comes up listing the items on the report.
 - Select the item you need to amend.
 - To change an item, just make your changes in the appropriate fields.
 - If you need to delete the item, remove the amount, and place a "0" in the amount field.
 - Click "Submit"
 - Next page will show the deleted item and the added item or the original item and the corrected item. Do not delete any of the items!
 - Select another item to make a change or return to Report List when you are done.
 - Submit your amendment as you submit original reports.

NOTES:

- If you have trouble logging in, try a different browser or clear the cache and cookies in the browser.
- A loan made by the candidate to his/her campaign should be shown as "Candidate To Themselves" and "Loan." Showing the contribution as a loan allows the candidate to pay themselves back before the end of the campaign.
- Contributions are considered received for reporting purposes when received by the candidate, campaign or deputy treasurer or an agent of the campaign.
- Online contributions are reported as a check. Date of receipt is when money is placed into bank account, not date transaction made by contributor.
- Contributions should show only one name. If check is from a joint account, list the contributor as the person signing the check. (Opinion DE 93-10)
- When a check is written to pay back all or part of a candidate loan, enter in contributions as a refund as a negative number. This is also done when refunding a contribution to a contributor.
- If the campaign receives a refund from a vendor, enter the check amount as a refund in expenditures as a negative number. This will deduct the amount from the total expenditures.
- Occupation of contributor for contributions over \$100 is required. If it is a business, please indicate nature of business.
- Occupation should be specific. Businessman/woman or business owner is not allowed. An amendment will be required.
- Retired or homemaker is fine for someone not currently employed.
- Expenditures on the report are reported with the date the check is written, not when it clears the bank.
- When making a change in a report and amending an item, you will have two entries representing the changed item. Do not delete either 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.)

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

OFFICE USE ONLY
ONLINE SUBMISSION
[1089118]
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: 30 / 2015 Report Type: 6
☒ Original on Report
(6) Contributions This Report
Cash & Ch. 1,000.00
Loans \$ 0.00 Transfers to Office Account \$ 0.00
Total Monetary \$ 1,000.00
In-Kind \$ 300.00 Total Monetary Expenditures To Date \$ 1,000.00

(8) Other Distributions \$ 0.00

(9) TOTAL Monetary Contributions To Date \$ 250.00 (10) TOTAL Monetary Expenditures To Date \$ 1,000.00

(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
X Signature
(Type name) ☐ Candidate ☐ Chairperson (only for PC and PTY)
X Signature

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

Then, an itemized list of contributions

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) ID 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	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
6/4/2015	1	Bachler, Anna 184 Henderson Road Palmetto, FL 32312	I	CA			\$100.00
6/4/2015	2	Kirk, Marsha 184 Henderson Road Palmetto, FL 32312	I	CR			\$75.00
6/4/2015	3	Roger, Reid 45 Wilson Blvd Palmetto, FL 32312	I	Restaurant IK owner	campaign planning dinner		\$300.00

VALUES

Next, a list of expenditures

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) ID 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 1089 Tallahassee, FL 32302	advertising	NO		\$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 <u>Carolyn J. Casadonte</u>			(2) I.D. Number <u>312</u>			
(3) Cover Period <u>6/1/2015</u> through <u>6/30/2015</u>			(4) Page <u>1</u> of <u>1</u>			
(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	mailouts	2015-2015-6-2		\$500.00
	1	222 South Street Tallahassee, FL 32302				

And finally, a list of fund transfers



CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS						
(1) Name <u>Carolyn J. Casadonte</u>			(2) I.D. Number <u>312</u>			
(3) Cover Period <u>6/1/2015</u> through <u>6/30/2015</u>			(4) Page <u>1</u> of <u>1</u>			
(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					

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 Systemor
 - www.adobe.com
- A printer, if you want a hard copy of the report for your records.

- **A candidate ID and password.**

This will be provided to you by our 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.**

Two 4-digit PINs will be provided to you by the elections office. You can change the PINs after logging in if you wish.

Getting Started

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=duval

- 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:

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 106.07(8), Florida Statutes.

Numeric Candidate ID (no leading zeros)	<input type="text"/>	Password	<input type="password"/>	<input type="button" value="Login"/>
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[Forgot Password?](#)

- 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.

- 4 Click .

The elections office requires that you change your password the first time you log in. 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="password"/>	<p>Enter a new password in the New Password field.</p> <p>You'll need to enter the same password in the Re-enter Password field to confirm the new password.</p>
Re-enter Password	<input type="password"/>	
<input type="button" value="Reset Password"/>		

The password must be at least 8 characters-letters and/or numbers and is case-sensitive. Do not use common words or part of the user ID. 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.

It's advised that you change your PIN numbers also.

If you are ever unable to login, use another browser to login or clear your cache and cookies in the browser.

Campaign Financial Reporting System Main Page

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*.

Election
Office or issue
Your name
Your candidate ID

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: 5px; color: red; font-weight: bold;">No Data Entered This report is now overdue 1 day.</div> <div style="background-color: lightgray; padding: 2px 5px; margin-top: 5px;">Unlock this report</div>	<div style="background-color: #fff2cc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <div style="background-color: lightgray; padding: 2px 5px;">Import Entries</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <div style="background-color: lightgray; padding: 2px 5px;">Enter Contribution</div> <div style="background-color: lightgray; padding: 2px 5px;">Enter Expenditure</div> <div style="background-color: lightgray; padding: 2px 5px;">Prepare Totals</div> <div style="background-color: lightgray; padding: 2px 5px;">Create Waiver Report</div> </div> <div> <div style="background-color: lightgray; padding: 2px 5px;">Enter Transfers</div> <div style="background-color: lightgray; padding: 2px 5px;">Enter Distributions</div> </div> </div> </div> </div></div>
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	-	-	No Data Entered	<div style="background-color: #d9ead3; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <div style="background-color: lightgray; padding: 2px 5px;">Import Entries</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <div style="background-color: lightgray; padding: 2px 5px;">Enter Contribution</div> <div style="background-color: lightgray; padding: 2px 5px;">Enter Expenditure</div> <div style="background-color: lightgray; padding: 2px 5px;">Prepare Totals</div> <div style="background-color: lightgray; padding: 2px 5px;">Create Waiver Report</div> </div> <div> <div style="background-color: lightgray; padding: 2px 5px;">Enter Transfers</div> <div style="background-color: lightgray; padding: 2px 5px;">Enter Distributions</div> </div> </div> </div> </div></div>
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	<div style="background-color: #d9d2e9; padding: 5px;">Submitted #1073251</div> <div style="background-color: lightgray; padding: 2px 5px; margin-top: 5px;">Unlock this report</div>	<div style="background-color: #d9d2e9; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <div style="background-color: lightgray; padding: 2px 5px;">View Contributions</div> <div style="background-color: lightgray; padding: 2px 5px;">View Expenditures</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="background-color: lightgray; padding: 2px 5px;">Print</div> <div style="background-color: lightgray; padding: 2px 5px;">Amend</div> </div> <div style="background-color: lightgray; padding: 2px 5px;">Export CSV</div> </div> <div> <div style="background-color: lightgray; padding: 2px 5px;">View Transfers</div> <div style="background-color: lightgray; padding: 2px 5px;">View Distributions</div> </div> </div> </div>

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:

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	-	-	No Data Entered This report is now overdue 1 day. Unlock this report	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Waiver Report

Note: 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.

Current Reporting Period

Name of reporting period

Contributions so far

Expenditures so far

Command buttons for entering data.
We'll look at these more closely on the next page.

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	<div>View Contributions</div> <div>View Expenditures</div> <div>View Transfers</div> <div>View Distributions</div> <div>Print</div> <div>Amend</div>
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	-	Not Filed Data Entry Started	<div>Import Entries</div> <div>Enter Contribution</div> <div>Enter Expenditure</div> <div>Prepare Totals</div> <div>Create Final Report For Review</div> <div>Export CSV</div> <div>View Contributions</div> <div>View Expenditures</div> <div>View Transfers</div> <div>View Distributions</div> <div>Print</div> <div>Amend</div> <div>Export CSV</div>
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	<div>View Contributions</div> <div>View Expenditures</div> <div>View Transfers</div> <div>View Distributions</div> <div>Print</div> <div>Amend</div> <div>Export CSV</div>

Start and end dates of reporting period

Date when report is due

Status of the report.

In this example, the candidate has started entering some of their contributions for the current reporting period, but hasn't entered their contributions or submitted their report yet to the elections office.

Command Buttons

If you use campaign finance reporting software like Campaign ToolBox™, you can import contributions and expenditures directly from that application. Page 30 explains how.

To manually enter contributions and expenditures, click here.

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

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 Amend	View Transfers View Distributions
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	-	Not Filed Data Entry S	<div> <div>Import Entries</div> <div> <div>Enter Contribution</div> <div>Enter Expenditures</div> <div>Prepare Totals</div> <div>Create Final Report For Review</div> <div>Export CSV</div> </div> <div> <div>Enter Transfers</div> <div>Enter Distributions</div> </div> </div>	
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Expenditures Print Amend Export CSV	View Distributions

Submit your report to the elections office.

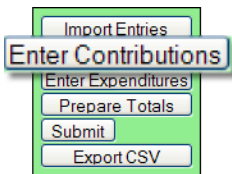
Create a spreadsheet of the contributions and expenditures entered in this reporting period.

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 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 <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"/>	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	<input type="text"/>	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	<input type="text"/>	Type the description of any In-kind contribution.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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.

The form is divided into two columns: an orange column for data entry and a blue column for instructions. Red arrows point from the explanatory text to the form fields.

Date		Date of item (mm/dd/yyyy)
9 / 15 / 2016		
Contributor Name		Enter last name or company name if a business
Last <input type="text"/>		
First <input type="text"/>		
Middle <input type="text"/>		
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"/>		
Contributor Type		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		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.

Contributor Type dropdown menu options: Individual, Business, Candidate to Themselves, Committee, Political Party, Other, Electioneering Communication Organization (State), Cash, Check, In-Kind, Interest, Loan, Membership Dues, Refund, Money Order, Carry Over Funds, Multiple Uniform Contribution.

Buttons: Submit, Cancel and return to list, [List Contributors](#)

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.

- Specific occupation or business type is required. Business owner, businessman or woman is unacceptable.
- Contributors with protected addresses may list a PO box or an office address. Do not manually enter "Protected."
- Contributions listed on report must show only one contributor. If check is from a joint account, person that signed check is the contributor.
- Contribution date is day received in hand.
- Electronic contribution date is the day it goes into the campaign account.
- A candidate's business may only give up to the \$1000 maximum.

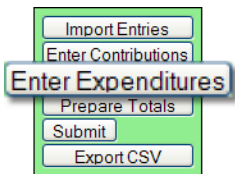
CONTRIBUTOR AND CONTRIBUTION TYPES

Contributor Type	Abbreviation on Report
Individual	I
Business	B
Committee	C
Political Party	P
Other	O
Electioneering Communications Organization	E
Political Committee (Federal or State)	F
Candidate to Themselves	S

Contribution Type	Abbreviation on Report	What it Means
Cash	CA	Cash or cashier's check
Check	CH	Traditional paper check, wire transfer, PayPal, credit card, or another type of electronic funds transfer (Enter the total amount of the contribution in Contributions and enter fees in Expenditures)
In-Kind	IK	An item of value other than money or volunteer services. In-kind Description: Enter a specific description of the in-kind contribution. Example: <i>Food and beverage</i>
Interest	IN	Money earned on campaign or interest-bearing accounts
Loan – Use this when candidate loans money to campaign	LO	Money loaned to the campaign rather than given outright
Membership Dues	DU	Membership dues regardless of the form (cash, check, etc.)
Refund (A refund of a contribution is not an expenditure. (See Opinion 94-13))	RE	Bad checks or contributions returned (in whole or in part) to the contributor. This includes repayment of loan to candidate. Refunds must be entered as a negative amount.
Money Order	MO	Contribution made by money order
Carry Over Funds from Previous Campaign	CO	Only Candidates may use this
Multiple Uniform Contributions	MU	Only Political Committees may use this

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.

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.

The form contains the following fields and sections:

- Date:** 8 / 8 / 2014
- Date of item (mm/dd/yyyy):**
- Vendor Name:** Last, First, Middle
- Address 1:**
- Address 2:**
- City:** ST Zip
- Amount \$:**
- Purpose:**
- Expenditure type:** Monetary (selected), 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:

- Red arrows point from the text above to the 'Last', 'First', and 'Middle' fields.
- A red box highlights the 'Expenditure type' dropdown menu.
- A red arrow points from a text box to the 'Purpose' field.

Not sure which **Expenditure Type** to choose? Click this link to the Dept. of State website for more information.

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

Expenditure Type	Abbreviation on Report	What it Means
Monetary	MO	General expenditure type used when a specific type does not apply. This includes bank charges and any fines or fees.
Petty Cash Withdrawn	PW	Petty cash withdrawn during a reporting period. Petty cash expenditures are realized when the funds are withdrawn for petty cash. This amount will be included in the expenditure totals for the reporting period.
Petty Cash Spent	PS	Petty cash spent during a reporting period. Expenditures made from petty cash are not required to be reported individually. This amount is NOT included in the expenditure totals for the reporting period; list the lump sum of petty cash spent for the current reporting period for information purposes only.
Refund (A refund from a vendor is not a contribution)	RE	A refund of money from a vendor for overpayment of services rendered or refund from other source. Refunds must be entered as a negative amount. (Returned check fee is a monetary expenditure, not a refund)
Disposition of Funds	DI	Pro-rata refunds to contributors, repayment of loan to candidate, 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	DF	Used on Termination Report only (state candidates only (F.S. 106.141(6)(b)))
Disposition of Funds to Political Party	DP	Used on Termination Report only
Disposition of Funds to Petition Verification	DV	Used on Termination Report only
Reimbursement	RM	Used when making a reimbursement. **You must also do a DISTRIBUTION if you reimburse someone. The distribution will show WHY you are reimbursing the person – where did they spend their money thereby causing you to have to reimburse them**
Transfer to Office Account	TO	Funds transferred to an office account when the candidate has been elected.

A street or mailing address must be entered for web vendors. Website address is unacceptable.

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 on, 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 then either change the transaction date or contact your county Campaign Finance Administrator for assistance.

Preview a Report

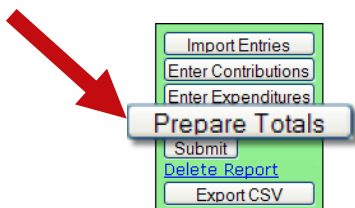
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

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. A report can be changed only if it is before the due date and the Campaign Finance Administrator rejects the report. It can then be resubmitted.

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

To preview your report so far:

Click



to bring up this page:

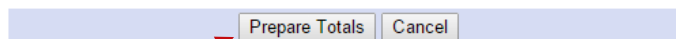
Prepare Totals

**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** 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:

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.


Preview

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



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

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

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Name: Carolyn J. Casadonte
 (2) Address (number and street): 1645 Harrington CT
 City, State, Zip Code: Palmetto, FL 32317
☐ 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) ☐ Check here if PC or ECO has disbanded
☐ Party Executive Committee (PTY) ☐ Check here if PTY has disbanded
☐ Independent Candidate (Individual) ☐ Check here if individual will be filed
 (5) Report Period: 6/1/2015 through 6/30/2015 Type: 6
☐ Original ☒ Amendment ☐ Special Election Report
 (6) Contributions This Report (7) Expenditures This Report
 Cash & Checks
 Loans
 Total Monetary
 In-Kind
 (9) TOTAL \$
 I certify that I have prepared this report in accordance with the provisions of the Florida Campaign Finance Law.
 (Type name)
☐ Individual (only if not electioneering or
 Signature
 DS-DE 12 (Rev. 11/13)

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.

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) Full Name (Last, Suffix, First, Middle)	(7) Street Address & City, State, Zip Code	(8) Contributor Type	(9) Contribution In-Kind	(10)	(11)	(12)
6/2/2015	BARBARA, Anne Lee	111140, Bay Vista, FL 32312	I		CA		
6/2/2015	BARBARA, Anne Lee	111140, Bay Vista, FL 32312	I		CA		

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 0

(5) Date	(6) Full Name (Last, Suffix, First, Middle)	(7) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
/ /						
/ /						
/ /						

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**.

Import Entries
 Enter Contributions Enter Transfers
 Enter Expenditures Enter Distributions
Preview
 Create Final Report
 Export CSV

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.

Record a Distribution for Reimbursements

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.

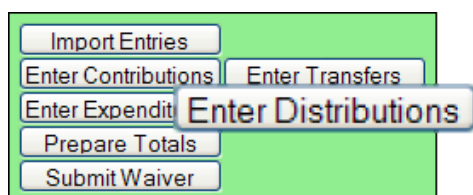
Prepaid Distribution— Reserved for up-front, lump sum payments to be disbursed to different entities at a later date. (For example, payment to a media consultant who then makes disbursements to newspapers and television stations.) Related entries under [Enter Distributions](#) will be reported and linked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

When the campaign treasurer issues a campaign check to an individual who has made authorized purchases on behalf of the campaign using PERSONAL funds, it is necessary to record the expenditure as an **RM** and create a **DISTRIBUTION** page .

To record a distribution:

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



2. 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.

The screenshot shows a form titled 'Add Distribution'. It has several sections:

- Date:** A date picker set to 10/1/2009.
- Vendor Name:** Fields for Last, First, and Middle names.
- Address:** Fields for Address 1, Address 2, City, State (dropdown), and Zip.
- Amount:** A field labeled 'Amount \$'.
- Purpose:** A large text area for describing the distribution.
- Related Expenditures:** Fields for Year, Report, and Line.

 Red arrows point from text boxes to these fields:

- From the top-left box to the Date field.
- From the top-right box to the Amount and Purpose fields.
- From the bottom-right box to the Year, Report, and Line fields.

 At the bottom are 'Submit' and 'Cancel' buttons, and a 'List Vendors' link.

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..
- The total of those items must equal the amount that was reported on the original expenditure line.

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							

REIMBURSEMENT EXPENDITURES/DISTRIBUTIONS EXAMPLE

Two people were issued checks in the example below. They paid out of pocket for campaign expenses. This is recorded in expenditures as a "Reimbursement."

Candidate : Joe Candidate (634)
Office : Test Council District 25

[Help](#)

Campaign Treasurer's Report - Itemized Expenditures							
Election : 2013 Test Election (2014-01-01)							
Report Date : 2014-M7							
(2014-07-01 - 2014-07-31)							
Add Expenditure Return to Report List							
	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	7/15/2014	Joe Candidate 1234 Main Street Jacksonville, FL 32257	out of pocket expenses-supplies	Reimbursements		\$250.00
Edit Delete	2	7/15/2014	Mr. Candidate's Wife 1234 Spruce Str. Jacksonville, fl 32207	Michael's decorations for event	Reimbursements		\$50.00
					Total		\$300.00
Add Expenditure Return to Report List							

The **DISTRIBUTION** will contain the itemized list of vendors who were paid with personal funds. The total of those items must equal the amount that was reported on the original expenditure line.

The next three form pages add up to \$250.00 and that total appears on Expenditures, Seq. Num. 1:

Date	5	1	2014
Vendor Name	Last ABC Printing		
	First	Middle	
Address 1	5 Main St.		
Address 2			
City	Jacksonville	ST	FL Zip 32202
Amount \$	100.00		
Purpose	fliers and campaign signs		
Related Expenditures	Year 2014	Report M7	Line 1

Date	6 / 1 / 2014		
Vendor Name	Last	Downtown Food Truck	
	First		Middle
Address 1	Main Street at Ocean		
Address 2	10 Main St.		
City	Jacksonville	ST	FL Zip 32202
Amount \$	100.00		
Purpose	refreshments for meeting		
Related Expenditures	Year	Report	Line
	2014	M7	1

Date	7 / 3 / 2014		
Vendor Name	Last	USA Supply store	
	First		Middle
Address 1	45 Forsyth St		
Address 2			
City	Jacksonville	ST	FL Zip 32208
Amount \$	50.00		
Purpose	printer ink		
Related Expenditures	Year	Report	Line
	2014	M7	1

The next form page adds up to \$50.00 and that total appears on Expenditures, Seq. Num. 2:

Date	7 / 1 / 2014		
Vendor Name	Last	Michael's	
	First		Middle
Address 1	10090 San Jose		
Address 2			
City	Jacksonville	ST	FL Zip 32223
Amount \$	50.00		
Purpose	decorations and balloons		
Related Expenditures	Year	Report	Line
	2014	M7	2

This is what the completed distribution page will look like:

Candidate : Joe Candidate (634)
Office : Test Council District 25

[Help](#)

Campaign Treasurer's Report - Itemized Distributions							
Election : 2013 Test Election (2014-01-01) Report Date : 2014-M7 (2014-07-01 - 2014-07-31) Add Distribution Return to Report List							
	Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
Edit Delete	1	5/1/2014	ABC Printing 5 Main St. Jacksonville, FL 32202	fliers and campaign signs	2014~M7~1		\$100.00
Edit Delete	2	6/1/2014	Downtown Food Truck Main Street at Ocean 10 Main St. Jacksonville, FL 32202	refreshments for meeting	2014~M7~1		\$100.00
Edit Delete	3	7/3/2014	USA Supply store 45 Forsyth St Jacksonville, FL 32208	printer ink	2014~M7~1		\$50.00
Edit Delete	4	7/1/2014	Michael's 10090 San Jose Jacksonville, FL 32223	decorations and balloons	2014~M7~2		\$50.00
					Total		\$300.00
Add Distribution Return to Report List							

The page in the final submitted report (pdf) will be entitled Itemized Distributions (Form DS-DE 14A):

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Joe Candidate (2) I.D. Number 634

(3) Cover Period 7/1/2014 through 7/31/2014 (4) Page 1 of 1

[illegible]

DS-DE 14A (Rev. 11/12)

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.

Click



to bring up this 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						

Click [Add Fund Transfer](#) to bring up the form for entering transfers.

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. //
<div style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div> <div style="text-align: center;"> List Vendors </div>		

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.

When you complete the form, click **Submit** to save the information. After the transfer is saved, a blank form opens to enter another transfer.

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-campaignreports/](http://dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaignreports/)

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

[Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaignreports/vendors/](http://dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaignreports/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 into the Campaign Financial Reporting system. If so, verify that these entries also exist in your campaign finance reporting software

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](#).

Current reporting period is shown in green.

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)	Not Filed Data Entry Started (1) distribution item(s)	Import Entries Enter Contribution Enter Expenditure Prepare Totals Create Final Report For Review Export CSV	Enter Transfers Enter Distributions
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 Amend

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

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

Name of file to import.

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

Upload Report ([State Campaign Finance Standard Format](#))

Upload this file:

C:\Reports\May 2015.rpt [Browse...](#)

[Upload Report](#)

Use the [Browse](#) button to locate the file to upload and then click on the 'Upload Report' button.

[Return to Report List](#)

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

Contributions

Expenditures

Candidate Financial system - Upload Report - Windows Internet Explorer

https://www.voterfocus.com/ws/W5cand/candidate_pb.php?op=u

Candidate Financial system - Upload Report

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. ~ ~ ~ ~871.9 MO

Expenditure: 000002~2004-07-02~Tafuro ~ ~Vinny ~ ~59.2 MO

Expenditure: 000003~2004-07-06~Aspire Attire ~ ~ ~ ~144 MO

3. When you've finished 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

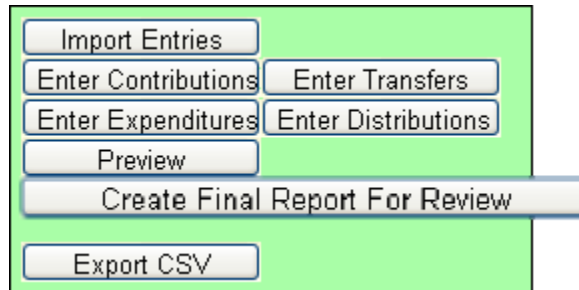
Important: Make sure you have entered ALL contributions and expenditures correctly before you click **Submit Report**. Clicking Submit Report closes the report.

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.

Submit Electronic Reports

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



A screenshot of a web interface with a light green background. It contains several buttons: 'Import Entries' at the top left; 'Enter Contributions' and 'Enter Transfers' in the second row; 'Enter Expenditures' and 'Enter Distributions' in the third row; 'Preview' in the fourth row; 'Create Final Report For Review' in the fifth row, which is highlighted with a blue border and a drop shadow; and 'Export CSV' at the bottom.

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.

Create Final Report For Review

Cancel

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

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 Candidate's PIN

Enter Treasurer's PIN

Then, click

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

Enter Candidate's

or

Treasurer's PIN

Then, click

A screenshot of a PIN entry form. It consists of a green rectangular container with four horizontal sections. The first two sections are input fields for PINs, each containing a small yellow text prompt. The third section contains a button labeled 'Assign PIN'. The fourth section contains a button labeled 'Later'.

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**.

A screenshot of a report status dialog box. It has a green background and a jagged border. The text 'Report Created' is at the top. Below it, 'Signature (PINs)' and 'Required' are highlighted in yellow. There are two buttons on the left: 'Assign PIN(s)' and 'Undo Final Report'. On the right, there are three buttons: 'View', 'View', and 'Print'.

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) 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

(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 Identifier
Cover Period: From 6 / 1 / 2015 To 6
☒ Original ☐ Amendment ☐ Special Election

(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

(7) Money Expended
Trans Office
Total

(8) Certification
It is a first degree misdemeanor for any person to falsify this report.
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 ☐ Candidate
☒ Signature
Signature

DS-DE 12 (Rev. 11/13)

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

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	(9) Contribution Type	(10) In-kind Description	(11) Amount
6/4/2015	1	Barber, Anna Lee 45 Wilson Blvd Palmetto, FL 32312	I	CH		\$100.00
6/2/2015	2	Kirk, Marsha 4899 Alibon 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) Amount
6/4/2015	1	Davis Communications, P.O. Box 3480 Tallahassee, FL 32302	retainer for advertising	MO	\$500.00
6/4/2015	2	Davis Communications, P.O. Box 3480 Tallahassee, FL 32302	retainer for advertising	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) Amount
6/4/2015	1	Eric Wu Campaign Account Mailouts 222 South Street Tallahassee, FL 32302	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) Amount
6/6/2015	1	SunBank, 487 Thomasville Rd Tallahassee, FL	TO	money market	\$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.

Reports on the Supervisor of Elections Website

Once the Candidate and Treasurer PINs are assigned, an email will be sent to the candidate office letting them know of the submission. The report status will show **Submitted**. Your report will be reviewed, if possible, and released to the public. Once the report is released, the status will show **Received**, and the report is available on the website.

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 get to your candidate page, website visitors select your name from the list of candidates running in a selected election.

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

Candidate selected here. →

Election selected here. →

Current reporting group: (Election/Committees): Test Election 2012 (10/1/2012)
(You can select another available reporting group from the above list.)

This web site lists candidates for county and local offices and committees/PACs. Candidates for federal, state and multi-county offices are reported on the Division of Elections of the Department of State Website.

Information contained within the reports has been generated by and is the sole responsibility of the reporting entity

Candidates

Candidate Name	Party	Monetary Contributions	In-Kind Contributions	Total Expenditures & Distributions
Office: Clerk of Courts				
John Logan (Active- <i>Qualified</i>)	Details	\$12.00		
Karen Page (Active- <i>Qualified</i>)	Details	REP		
Digger Phelps (Active- <i>Qualified</i>)	Details	\$10.00		
Scotty Summers (Active- <i>Qualified</i>)	Details	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

Back Print Export All

List All Contributions and Expenditures →

⊞ Show only financial reports (Hides bio)

Available reports...

6	7/10/2015	1645 Harrington CT Suite C Palmetto, FL - 32317 jremes@vrsystems.com
6	7/10/2015	
7	8/10/2015	

The following financial reports are available:

Report	Monetary Contributions	In Kind Contributions	Expenditures and Distributions	Print Report
View Transactions	\$150.00	\$300.00	\$1,000.00	Print
6 (6/1/2015 - 6/30/2015)				
6 (6/1/2015 - 6/30/2015) Amended	\$125.00	\$300.00	\$500.00	Print
7 (7/1/2015 - 7/31/2015)	\$50.00	\$0.00	\$0.00	Print

Candidate qualifying forms and miscellaneous documents

The newly received report is listed here. →

Display list of all campaign transactions →

Website visitors can click the report name in the **Report Views Transactions** column to bring up 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					
<div>Back</div> <div>Print</div> <div>Export</div>					
Campaign Treasurer's Report - Itemized Contributions					
Seq#	Contributor	Entity	Occupation	Cont. Type	Amount
Date			Amend		
1	Anna Barber	Individual	Add	Cash	\$50.00
6/4/2015	344 Henderson Road Palmetto, FL 32312				
2	Marsha Kirk	Individual	Add	Check	\$75.00
6/4/2015	344 Henderson Road Palmetto, FL 32312				
Total Contributions					\$125.00
Campaign Treasurer's Report - In-Kind Contributions					
Seq#	Contributor	Entity	Occupation	In-Kind Description	Amount
Date			Amend		
2	Reid Roger	Individual	RestaurantOwner	Campaign planning dinner	\$300.00
6/4/2015	45 Wilson Blvd Palmetto, FL 32432		Add		
Total In-Kind Contributions					\$300.00
Campaign Treasurer's Report - Itemized Expenditures					
Seq#	Vendor	Purpose	Exp. Type	Amount	
Date			Amend		
1	Davis Communications	Advertising	Monetary	\$500.00	
6/4/2015	P.O. Box 3488 Tallahassee, FL 32432		Add		
Total Expenditures					\$500.00

Contributions from persons with protected-address status are not shown in reports. Instead, the notation *****Protected Voter***** will be seen in place of the address. The address must be correctly entered to show as protected. 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.

NOTE: If you believe that a contributor has / or should have a protected address (ie., law enforcement, fire department, judicial, state attorney office related), the contributor may list a business address or P.O. Box as an alternative address. You may not "manually" protect the address in this way:

Name
Protected
Jacksonville, FL

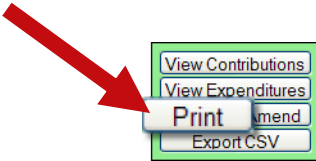
An address is always required. Entering data in this way may result in an audit notification.

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 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.

Change a Filed Report

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.

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)
☐ 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 Report Type: 6
☐ Original ☒ Amendment ☐ Special Election Report

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

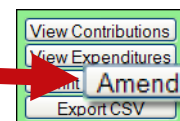
(7) Expenditures This Report
Monetary Expenditures \$ 0 . 00
Transfers to

You can amend a report any time after you submit it and it has been received. A report submitted prior to the due date may be rejected by SOE at the request of the candidate / treasurer in order to make corrections, hence avoiding the amendment procedure.

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 44.

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:

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

Then click .

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 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Amend 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 Amend Export CSV	View Transfers View Distributions
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015 Amended	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Expenditure Prepare Totals Create Final Report For Review Export CSV	Enter Transfers Enter Distributions
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 Amend Export CSV	View Transfers View Distributions

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

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

If you need to change a report after submitting the amendment, please call our office.

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
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
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Received #1073251 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions

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

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

OK Cancel

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
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

Click "Create"

Amend Report

Click Create to create an amended report for the 03/20/2015 - 06/22/2015 report. The amended report will appear in the report list below the original report.

Create

A new row appears for the amended report. You will need to click **Unlock this report** once again.

Candidate Reports					
Election : 2015 Unitary General (2015-05-19)					
Past Reporting Periods Current Reporting Periods Future Reporting Periods					
Rpt Date	Total Contrib	Total Exp	Status		
2014-M4 (04/01/2014 - 04/30/2014) 5/12/2014	\$25.00 (2 items)	-	Received #1063629 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend
2014-M4 (04/01/2014 - 04/30/2014) 5/12/2014 Amended	-	-	Not Filed Data Entry Not Started Unlock this report	Import Entries Enter Contribution Enter Expenditure Prepare Totals Create Final Report For Review Delete Report Export CSV	Enter Transfers Enter Distributions
2014-M5 (05/01/2014 - 05/31/2014) 6/10/2014	-	-	Received #1064369 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend

Once the amended report is unlocked, you will be able to use the buttons on the right to enter the new data just as you did on the original report.

When you are finished entering data, preview the report and submit to our office.

Change or Delete an Item on an Original Report

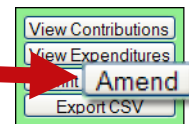
First, verify that the status of the original report is **Received**:

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:

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



to bring up this 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](#)

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 (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
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 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Expenditure Prepare Totals Create Final Report For Review Export CSV	Enter Transfers Enter Distributions
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

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**.

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								

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

To change an item,
highlight it.

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

Amend Item

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**.

Amend Report - Enter changes to this item

Date	6/2/2015	Date of item (mm/dd/yyyy)	
Contributor Name	Last: Kirk First: Marsha Middle:	Enter last name or company name if a business	
Address 1	8899 Hillcrest Drive		
Address 2			
City	Palmetto	st	FL zip 32312
Amount	50.00		
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.	
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
List Contributors			

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. You must submit report by same procedures appearing on pages 34-38.

NOTE: Do not delete any entries here. Both items are needed to reflect the desired changes.

Remove an Amended Report

Sometimes we create an amended report that we don't need.

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.

Submit a Waiver

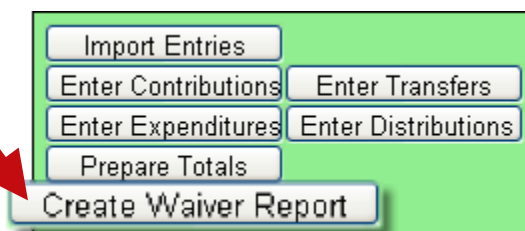
A waiver is a one-page report that you fill out and submit to the elections office to notify there is no activity for a reporting period. In any reporting period when there has been no fund activity (expended or received), filing the report is required.

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)		OFFICE USE ONLY ONLINE SUBMISSION [1014381]
Candidate's Name (Last, First, Middle) OR Political Committee, CCE or Party Name Carolyn J. Casadonte 1645 Harrington CT, Suite C Palmetto, FL 32314		96 Identification Number (Assigned by Division of Elections)
Address (Number and Street)		County Commission District 4 Office Sought (Include District, Circuit or Group Number)
City	State	Zip Code
<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 <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> October	PRIMARY ELECTION <input type="checkbox"/> 32nd day prior <input type="checkbox"/> 18th day prior <input type="checkbox"/> 4th day prior	GENERAL ELECTION <input type="checkbox"/> 48th day prior <input type="checkbox"/> 32nd day prior <input type="checkbox"/> 18th day prior <input type="checkbox"/> 4th day prior <input type="checkbox"/> TERMINATION REPORT <input type="checkbox"/> SPECIAL ELECTION
NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF X 7/1/2009 through 9/30/2009 (Q3)		
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.)		
<small>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.</small>		

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.

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	View Contributions View Expenditures Print Amend 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 item)	Received #1088118	View Contributions View Expenditures Print Amend Export CSV View Transfers View Distributions
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Received #1073251 Unlock this report	View Contributions View Expenditures Print Amend Export CSV View Transfers View Distributions

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.

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 Amend Export CSV View Transfers View Distributions
--	---------------------	---	---	--

And 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	View Contributions View Expenditures Print Amend Export CSV New Transfers View Distributions
---	---------------------	---	--	---

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)

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 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.

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

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**.

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 a business
Address 1	340 Gulf View Drive	
Address 2		
City	Miami ST FL Zip 32322	
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 Handbook for the state of Florida to ensure you are using 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. For a description of each type, see page 17.

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.

2015-Final (10/01/2015 - 10/31/2015) 11/10/2015	-	\$0.00 (1 item)	Not Filed Data Entry Started Unlock this report	Create Waiver Report Import Entries Enter Contributions Enter Transfers Enter Expenditures Enter Distributions Prepare Totals Create Final Report For Review Export CSV
--	---	--------------------	---	---

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.

(7) EXPENDITURES THIS REPORT	
Monetary Expenditures	\$ 0.00
Transfers to Office Account	\$ 0.00
Total Monetary	\$ 0.00
(8) Other Distributions	

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

(10)	TOTAL Monetary Expenditures To Date
\$	1,809.78

CERTIFICATION

And it will 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

10/1/2015 10/31/2015

(3) Cover Period 10/1/2015 through 10/31/2015 (4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle)	(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

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.

Photo of candidate

Biographical information

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:



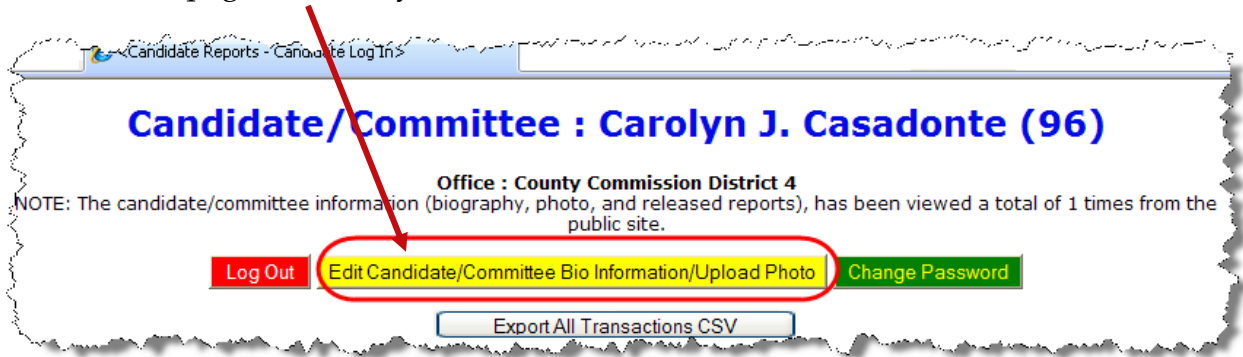
The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

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:

Candidate/Committee Bio

Candidate Photo

Upload this file: Browse...

Upload Photo

Photo image must be a jpeg file (*.jpg).
Use the Browse button to locate the file to upload
and then click on the 'Upload Photo' button.
To ensure your pictures load in a timely fashion for internet
users that have slower connections,
we recommend that you use an image file that does not exceed
100kb. Image pictures are limited to a maximum of 500kb.

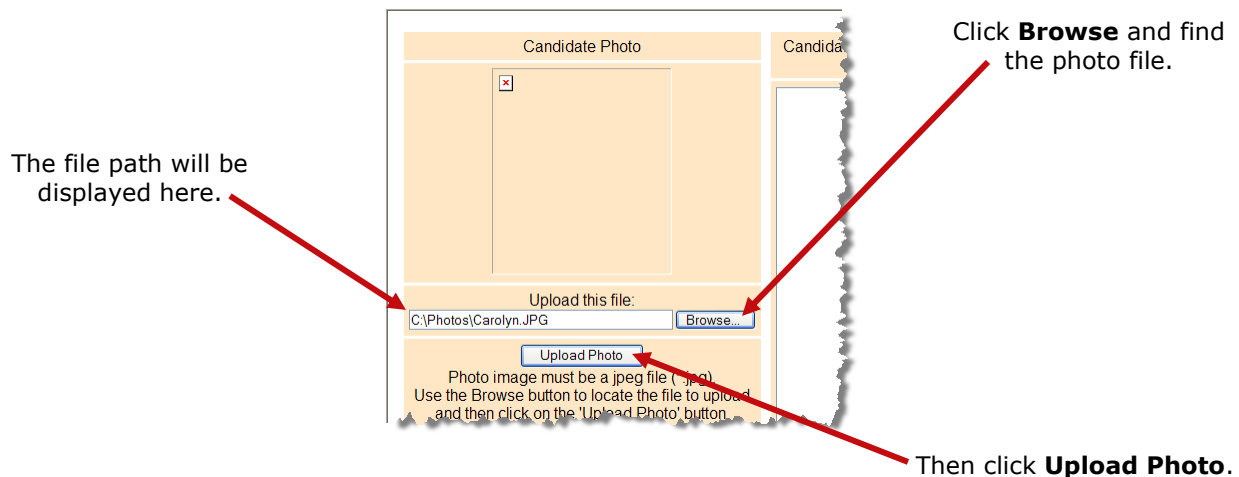
Candidate/Committee Biographical Information

Characters (Max 5,000)

Update

Cancel / Return to Menu

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:

The "Candidate/Committee Bio" page interface. It is divided into two main sections. The left section is titled "Candidate Photo" and contains a large empty box for the photo, an "Upload this file:" label, a "Browse..." button, and an "Upload Photo" button. Below this is a text block: "Photo image must be a jpeg file (*.jpg). Use the Browse button to locate the file to upload and then click on the 'Upload Photo' button. To ensure your pictures load in a timely fashion for internet users that have slower connections, we recommend that you use an image file that does not exceed 100kb. Image pictures are limited to a maximum of 500kb." The right section is titled "Candidate/Committee Biographical Information" and contains a large text area for the biography. Below the text area is a "Characters" counter showing "0" and "(Max 5,000)", and an "Update" button. At the bottom of the page is a "Cancel / Return to Menu" button.

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**.

Type the biographical data here.

When finished, click **Update**.

Candidate/Committee Biographical Information

Carolyn Casadonte's work with neighborhood associations for the past 20 years uniquely qualifies her for the service as a County Commissioner.

She understands the concerns of individual residents in our community and will ensure those concerns are properly prioritized by the County.

Or particular interest to Carolyn is preservation of our outstanding--and irreplaceable--natural environment. While serving as president of the Woodgate Neighborhood Association and chair of the Council of Neighborhood Association, she worked tirelessly--and effectively--to prevent

Characters 629 (Max 5,000)

Update

The system will show you how many characters you've already typed, so you'll know when you're reaching the limit.

Be sure you conform to the Supervisor's policy on appropriate content here.

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.

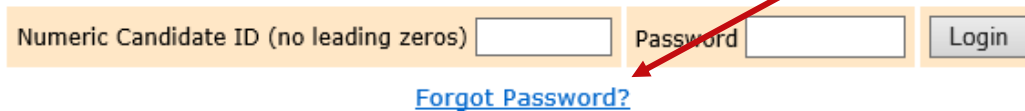
To see how your photo and bio appear to voters, enter this address in your web browser, replacing **<county>** with your county name:

https://www.voterfocus.com/ws/WScand/candidate_pr.php?c=duval

You will not see your photo and bio immediately. Our office reserve the right to review your information before it is released to the public on their website.

Reset Password

If you've forgotten 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?](#)

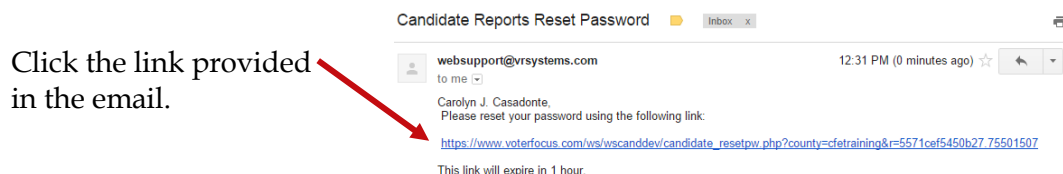
On the Candidate Forgot Password page, enter your Candidate ID number and click the **Reset Password** button.



Candidate Forgot Password

Numeric Candidate ID (no leading zeros)

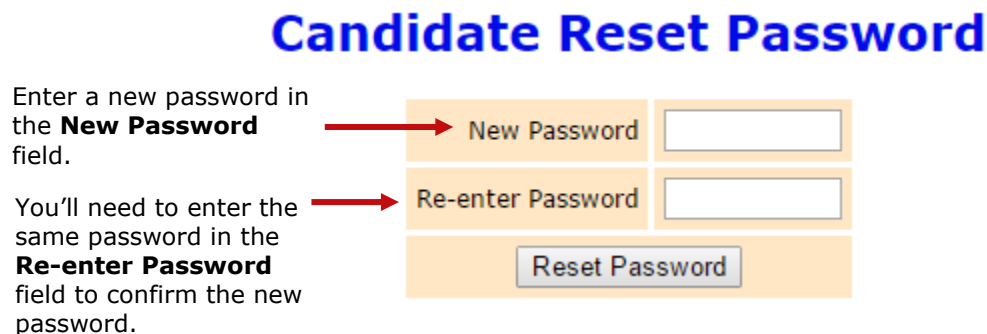
An email similar to the one below will be sent to the email address associated with your account.



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:



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.

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.

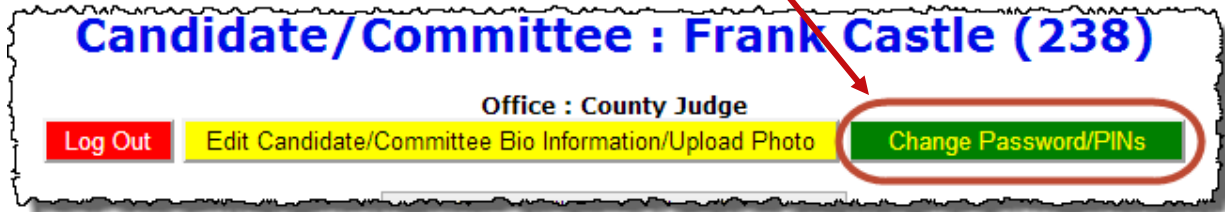
Change a Password or PINs

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.

Type your current password here.

Change Password/PINs

Only alter the password/pins you wish to change at this time.

Enter Old Finance System Access Password **(REQUIRED)**
(The one you used to log in to this session)

Enter New Finance System Access Password

ReEnter New Finance System Access Password

Enter New Candidate/Committee electronic PIN

ReEnter New Candidate/Committee electronic PIN

Enter New Treasurer electronic PIN

ReEnter New Treasurer electronic PIN

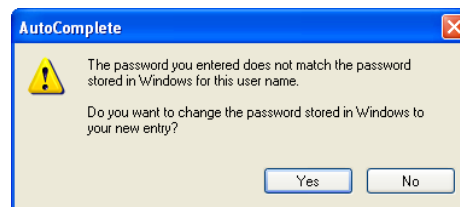
Type your new password here.

Type your new candidate PIN here...

...and your new treasurer PIN here.

To finish changing the password and PINs, click here.

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 59. 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.

To log out of the system:

On the Report List, click .

Click here to log out of the system.

