NetFile Campaign Disclosure System

E-Filer Users Guide

Version 2

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Version History

Date Created July 8, 2012
Last Date Modified October 31, 2016

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Introduction

The NetFile Campaign Disclosure E-Filing System

The NetFile Campaign Disclosure E-Filing System is designed to allow users to enter all the transactions needed to complete disclosure statements for filing electronically as well as on paper. Transactions include contributions, disbursements, loans and bills. The NetFile Campaign Disclosure E-Filing System stores this information for future use allowing the user to add, edit and delete information.

Once e-filed, a the system provides users with the ability to print an exact duplicate of an e-filed document. The system is not designed to provide extra reports or banking functions beyond filing disclosure statements.

Requirements

The NetFile Campaign Disclosure E-Filing System is a web-based service and you must have Internet access to use the system.

System Requirements

Because the NetFile Campaign Disclosure E-Filing System is web browser-based, any computer with Internet access will work.

Software Requirements

- Web browser software such as Internet Explorer (7+), Mozilla Firefox (10+), Safari (5+) and some others.
- A compression utility such as WinZip or StuffIt Expander. (Windows 7, Vista and XP operating systems have a built-in compression utility so there is no need to install a compression utility.)
- PDF reader such as Adobe Reader or Foxit Reader.

Web browsers, compression utilities and PDF reader software are available free for download. (Links above will open a new window to the software home page.)

Users Guide - Conventions

This help manual uses the following conventions:

Note Icon

The note icon at left highlights information that can provide time saving tips or point out information that you may need to remember for future use.

Caution Icon

The caution icon at left warns of situations that can cause problems that may require time-consuming work to correct.

Tip Icon

The tip icon at left indicates helpful tips and short-cuts for using the system.

Links

Words that are in color and underlined are links to:

- Other areas of the help documentation e.g. “Edit or Delete a Transaction” on page 62
- Links to other helpful web sites e.g. WinZip (This link opens a new window to the software home page for this compression utility software)
- A link to your e-mail program to send an e-mail to NetFile support at filerhelp@netfile.com.

Terminology

The following labels, terms and concepts help you better understand the NetFile Campaign Disclosure E-Filing System.

Entity

There are three types of entities in the NetFile Campaign Disclosure E-Filing System:

- Individual
- Organization
- Committee

When your agency first creates your account, only the entity for the committee or person filer for whom the account was created exist in the account. You create all other entities during the process of adding transactions. For more information about entities, see “Entities” on page 44.

Main Navigation Menu

The main navigation menu is present on all pages in the system so you can quickly move to another area of the program. The main menu contains the following options:

- **Home** - Returns your browser to the Campaign Disclosure E-Filing System's home page.
- **Transactions** - Add, view, edit and delete contributions, expenditures and other features using the links on the Transactions menu.
- **Statements** - Create campaign disclosures statements using the links on the Statements menu. Enter basic information about the account's committee and define the committee's officers and designate statement signers.
- **Entities** - Add, view, edit and delete the entities in your account.
- **Help & Support** - Download PDF documents and access NetFile's Technical Support department.
- **Log Out** - Exit the system.

Figure 1-1

Page Help

Every page in the system displays the **Open Page Help** button that opens a floating window containing information that is written specifically for the page you are viewing.

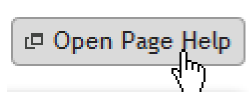

Figure 1-2

The window allows you to move it, resize it and to interact with the page under it.

Information Icon

The information icon provides users with context-sensitive help. When you move your mouse pointer over the information icon, a short paragraph appears on the page that explains the associated command, link or object. When you move your mouse pointer away from the information icon, the context-sensitive help disappears.

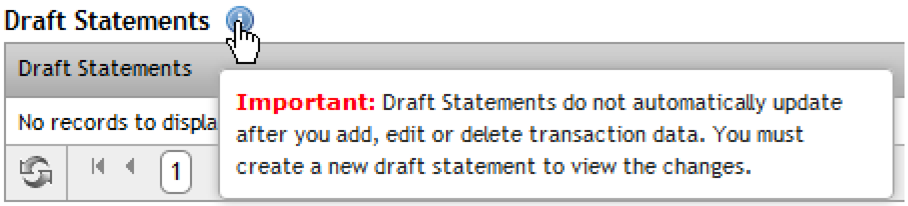

Figure 1-3

Required Field

A red asterisk (*) on a field label or section denotes that the system requires you to enter information in the field or section.

Figure 1-4

Conditionally Required Fields

A blue circle (º) on a field or section label denotes that the system requires you to enter information in the field or section when certain conditions are present. See the section's Page Help or view the relevant section in this document for details.

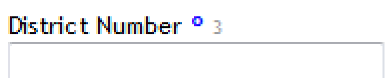

Figure 1-5

Character Counter

Some fields limit the number of characters you are allowed to enter based on CAL specification developed by the Secretary of State. These fields list the maximum number of characters that the field allows in a light gray color to the right of the field's label. The figure below highlights the character counter in a green circle.

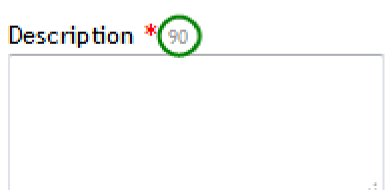

Figure 1-6

As you enter text in the field, the character counter displays the number of characters remaining. Note that punctuation and spaces are considered characters.

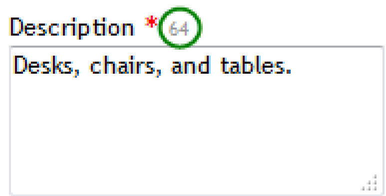

Figure 1-7

Drop-down Lists

Drop-down lists provide you with a list of items to choose from. Clicking the down arrow opens the list that you can select from by clicking on one of the choices. The drop-down lists also allow you to type in the text field to find the item on the list that you want to select.

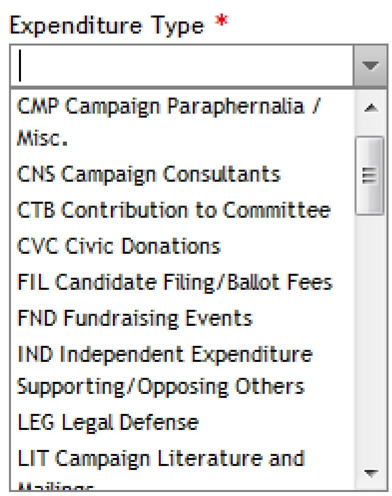

Figure 1-8

Numeric Text Box

In a numeric text box you usually enter a dollar amount. You may use the increment and decrement icons (small triangles on the far right) to increase or decrease the amount.

Figure 1-9

Calendar Pop-Up

The pop-up calendar provides an easy way to select a date as an alternative to typing in a date. Click the calendar icon to view the calendar. Use the forward and back arrows to move between months.

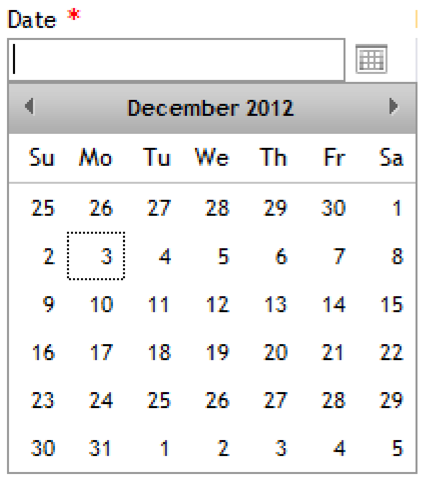

Figure 1-10

Account Name

After logging in and entering a Campaign Disclosure account, the name of the account appears on the right in the header section just above the main menu.

User Name

After logging in and entering a Campaign Disclosure account, your name appear above the account name. Your name is a link that opens the NetFile User Home Page where the system lists the following links:

- **Your Accounts (#)** - This link displays the number of NetFile accounts you have permission to enter and opens the Your Accounts list where you select an account to work in.
- **Add a Free Account** - This link opens a the Add a Free Account page where you select the type of free NetFile account to link to your NetFile User account.
- **Change Your Password** - This link opens the Change Your Password page where the system allows you to set NetFile User password to a password of your own choosing.
- **Signature Verification** - The system lists this link only for those jurisdictions that require signature verification. In this section, users apply for a Signer ID and PIN code that allows them to review and then either accept or reject filings that were prepared by their committee treasurer or another committee officer or representative.

Getting Started

Logging In and Out

To log in to the NetFile Campaign Disclosure E-Filing System, you must create a NetFile User and then link the new NetFile User to your Campaign Filer account. See the NetFile Log In page (https://netfile.com/Filer) for instructions in the section titled, “Create a NetFile User”.

Logging In to Your Account

Using your web browser, browse to the NetFile Log In page.

1. **E-Mail Address** - Enter your e-mail address.
2. **Password** - Enter your password.
3. **Log In** - Click the Log In button. If you have access to only one account, the system opens to the home page of your account. If you have access to more than one account, the Your Accounts page opens where you click the *Enter Account* link for the account you want to work in.

Logging Out of Your Account

To log out of your account, click the **Log Out** link on the main menu.

Setting Up Your Committee

The first time you log in to you account, the system automatically opens to the Committee Set-Up Wizard. This seven-part wizard allows you to enter all the committee information you require to e-file campaign disclosure statements.

Committee Information

To enter information about your committee on the Committee Information tab:

1. **Type of Committee** - Select the committee type using the drop-down list.
2. **Committee Name** - Enter the name of the committee. The field accepts no more than 200 characters.
3. **SOS ID** - Enter the committee’s Secretary of State Filer ID or “Pending” if you do not know the ID. The SOS ID field accepts no more that 9 characters.
4. **Disclosure Address** - Enter the disclosure address:
   a. **Number & Street** - Enter the street address.
   b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite, apartment, floor number.

   c. **City** - Enter the city.
   d. **State** - Enter the two-letter abbreviation for the state.
   e. **Zip Code** - Enter the zip code.
5. **Mailing Address** - Enter the mailing address when it is different than the disclosure address:
   a. **Number & Street** - Enter the street or PO Box address.
   b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite, apartment, floor number.
   c. **City** - Enter the city.
   d. **State** - Enter the two-letter abbreviation for the state.
   e. **Zip Code** - Enter the zip code.
6. **E-Mail** - Enter an e-mail address. This is an optional field.
7. **Committee Phone** - Enter the committee's phone number.
8. **Mailing Phone** - Enter a phone number that is associated with the mailing address where you have defined a mailing address.
9. **Fax Number** - Enter a fax number. This is an optional field.
10. **Form 410 Only** - The system uses the following for the FPPC Form 410:
    a. **Qualified Date** - Enter the date qualified as a committee.
    b. **County of Domicile** - Enter the county of domicile for the committee.
    c. **County of Activity** - Enter the county of activity only if it is different than the county of domicile.
    d. **Termination Date** - Enter the termination date only when the committee is terminating activity.
    e. **General Purpose Committee Information** - Enter the following information only when the committee is a general purpose committee:
       i. **Jurisdiction** - Select one of the options or CITY, COUNTY, or STATE Committee.
       ii. **Brief Description of Activity** - Enter a brief description of the activity for the General Purpose Committee.
11. **Save & Proceed to Step 2** - Click the button to save your committee information and move to the Candidate Information tab.

Candidate Information

The information on this tab is required only for Candidate Controlled Committees. If your committee is not controlled by a candidate, click the "Skip this step and continue to the next step." link.

To enter candidate information:

1. **First Name** - Enter the officeholder, candidate or proponent’s first name. The field accepts no more than 45 characters.
2. **Last Name** - Enter the officeholder, candidate or proponent’s last name. The field accepts no more than 200 characters.
3. **Address** - Enter the officeholder, candidate or proponent’s address:
    a. **Number & Street** - Enter the street address.
    b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite, apartment, floor number.
    c. **City** - Enter the city.
    d. **State** - Enter the two-letter abbreviation for the state.
    e. **Zip Code** - Enter the zip code.
4. **Office** - Select the office using the drop-down list.
5. **Office Description** - Enter a description of the office only when you select an office type of “Other”.
6. **Location** - Select the location using the drop-down list.
7. **Location Description** - Enter a description of the location only when you select a location of “Other”, “City”, “County”, or “Local”.
8. **District Number** - Enter a district number wen necessary to fully define the location.
9. **Form 410 Only** - The system uses the following for the FPPC Form 410:
    a. **Year of Election** - Enter the four-digit (e.g., 2012) year of election for the committee.
    b. **Nonpartisan?** - If the candidate/officeholder is not affiliated with a political party, select the check box.
    c. **Party** - If the candidate/officeholder is affiliated with a political party, select the party.
10. **Signer Information** - Enter the signer information. This automatically creates the controlling candidate or officeholder officer. See the Officer Information tab. To enter signer information:
    a. **First Name as Signed** - Enter the candidate or officeholder's first name as signed. For instance, if the candidate's name is David, but he signs his name using “Dave”, enter “Dave”. If the signer uses a middle name or initial, add it to this field.
    b. **Last Name as Signed** - Enter the candidate or officeholder's last name as signed.
    c. **Signer ID** - The Signer ID is an identification code (e.g., S40098) used only by those jurisdictions that employ NetFile's Signature Verification process (San Diego, San Francisco, Oakland). The Signer ID is not your Secretary of State issued identification number!
11. **Save & Proceed to Step 3** - Click the button to save the candidate information and move on to the Ballot Measure Information tab.

Ballot Measure Information

The information on this tab is required only when the committee is a Primarily Formed Ballot Measure Committee. If your committee is not a Primarily Formed Ballot Measure Committee, click the "Skip this step and continue to the next step." link.

To enter ballot measure committee information:

1. **Ballot Measure Name** - Enter the name of the ballot measure.
2. **Ballot Measure No./Letter** - Enter the number or letter for the ballot measure.
3. **Ballot Measure Jurisdiction** - Enter the jurisdiction for the ballot measure.
4. **Support Ballot Measure?** - If your ballot measure committee supports the ballot measure, select the Yes check box. If your ballot measure committee does not support the ballot measure, do not select the Yes check box. The system automatically sets this flag to show that your committee does not support the ballot measure.
5. **Save & Proceed to Step 4** - Click the button to save the ballot measure information and go to the Related Committees tab.

Related Committees

If your committee has no related committees to disclose, click the "Skip this step and continue to the next step." link.

To disclose related committees:

1. **Add new record** - Click the button at the top of the table. A new row displays at the top of the table and each cell in the new row contains input fields where you define the characteristics of the related committee.
2. **Committee Name** - Enter the name of the related committee.
3. **ID** - Enter the related committee's SOS ID.
4. **Address** - Enter the address of the related committee.
5. **Zip Code** - Enter the zip code for the related committee's address.
6. **Work Phone** - Enter the work phone number for the related committee.
7. **Ctrl'd** - Select the check box to denote that the related committee is controlled by the candidate/officeholder/proponent.
8. **Treasurer** - Enter the full name of the related committee's treasurer.
9. **Save** - Click the Save button in the table to save the related committee. The table updates to include the committee you added. Continue to add related committees as you need following the same steps.
10. **Save & Proceed to Step 5** - Click the button to save the related committee information and move on to the Primarily Formed Information tab.

Primarily Formed Information

If your committee does not need to disclose Primarily Formed Candidate or Officeholder Committees, click the “Skip this step and continue to the next step.” link.

To disclose Primarily Formed Candidate or Officeholder Committees:

1. **Add new record** - Click the Add new record button at the top of the table. A new row displays at the top of the table and each cell in the new row contains input fields where you define the characteristics of the primarily formed candidate/officeholder committee.
2. **First Name** - Enter the first name of the candidate or officeholder.
3. **Last Name** - Enter the last name of the candidate or officeholder.
4. **Office** - Select the office using the drop-down list.
5. **Description** - Enter a description for the office only when you select an office type of “Other”.
6. **Location** - Select the location using the drop-down list.
7. **Description** - Enter a description for the location only when you select a location type of “Other”, “City”, “County”, or “Local”.
8. **District** - Enter the district number when appropriate to fully define the location.
9. **Support?** - Select the check box if the main committee supports the primarily formed candidate/officeholder committee. Leaving the box unchecked denotes that your committee opposes the primarily formed candidate/officeholder committee.
10. **Save** - Click the Save button to save the primarily formed candidate/officeholder committee. The table updates to include the committee you added. Continue to add primarily formed candidate/officeholder committees as you need following the same steps.
11. **Save & Proceed to Step 6** - Click the button to save the Primarily Formed Candidate or Officeholder Committees information and move on to the Officers Information tab.

Officer Information

You must create officers in your account and give them the ability to sign statements. For candidate controlled committees, most statements require signatures from a treasurer or assistant treasurer, and the candidate/officeholder.

For those committees where the candidate is also the treasurer, you must define both the candidate and treasurer as distinct signers. The system creates the candidate officer automatically when you define the candidate on the Candidate Information tab of the Committee Set-Up Wizard. Edit the candidate officer using the Candidate Information tab.

To add officers:

12. **Officer Type** - Select the type of officer using the drop-down list.

13. **First Name** - Enter the officer's first name. The field accepts no more than 45 characters.
14. **Last Name** - Enter the officer's last name. The field accepts no more than 200 characters.
15. **Mailing Address** - The mailing address is an optional section.
    a. **Number & Street** - Enter the street address.
    b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite, apartment, floor number.
    c. **City** - Enter the city.
    d. **State** - Enter the two-letter abbreviation for the state.
    e. **Zip Code** - Enter the zip code.
16. **E-Mail** - Enter the e-mail address for the officer. This is an optional field.
17. **Work Phone** - Enter the officer's work phone number. this is an optional field.
18. **Fax** - Enter the fax number for the officer. This is an optional field.
19. **Signatory Information** - All officers have the ability to act as a signer.
    f. **First Name as Signed** - Enter the officer's first name exactly as the officer signs his or her name.
    g. **Last Name as Signed** - Enter the officer's last name exactly as the officer signs his or her name.
20. **Save Officer** - Click the button to save the officer. The All Officers table updates to display the new officer.
21. **Proceed to Complete Committee Set-Up** - Click the button to move on to complete the wizard.

Complete

Click the **Save Committee Information** button to complete the Committee Set-Up Wizard. If you do not complete this step, the system will continue to open the Committee Set-Up Wizard each time you log in to your account.

Important: If you have not entered all required committee information, the system will not allow you to e-file your statements. Click the Committee Set-Up Wizard button on the Home page to enter the wizard again to change the information for your committee.

Transactions

The NetFile Campaign Disclosure System provides two main types of transactions: money you receive, or “Money In”, and money you disburse, or “Money Out”. You attribute all transactions to an entity: person (individual), organization and committee. If the individual, organization or committee from which you receive a contribution is not already in your account, you must add the entity before entering the transaction. For information about adding an entity, see “Adding Entities” on page 45.

Money In

The Money In section of the Transactions menu provides links to forms where you to enter transactions for all money that you receive through:

- monetary contributions,
- nonmonetary (in-kind) contributions,
- miscellaneous increases to cash,
- loans from others to your committee (including from the candidate of a candidate or officeholder committee),
- forgiveness of loans from others to you, and
- loan payments from those you have loaned money.

When entering the first four Money In transactions, you must first search for or add an entity to associate with the transaction. For the last two Money In transaction types, you will have already associated an entity to a previous transaction that you will then apply a sub-transaction. For example, in order to apply a forgiveness of a loan made to you, you would first need to add the loan that you received from another person, organization of committee.

Monetary Contributions

To enter a monetary contribution:

1. Select **Monetary Contributions** on the Transactions menu. The Search for an Existing Entity — Monetary Contribution page loads.
2. **Search for an Existing Entity** - In the **Entity’s Name** field, enter the name of the entity that is making the monetary contribution to you. Searching by the partial name of an entity, such as “Smith”, finds the name “Joe Smith” as well as the business “Smith Bakery” and the committee “Friends of Smith”.

If you want to enter unitemized contributions, use the pre-defined entity “Unitemized Receipts”. See “Pre-defined “Unitemized” Entites” on page 44 for more information about “unitemized” entities. Make sure to check with the FPPC (http://www.fppc.ca.gov/) if you have any questions about keeping any transaction from appearing on your report as itemized.

   a. Click the **Search** button. The page refreshes to display the search results. If the entity who made the contribution is not in your account, add a new entity. For information about adding an entity, see “Adding Entities” on page 45.

   b. Click the **Select** link for the entity in the search results. The **Enter a Monetary Contribution** page opens displaying the Enter a Monetary Contribution form and the entity’s details: the entity’s name, contact information and list of transactions.

3. **Date** - Enter the date of the monetary contribution.
4. **Amount** - Enter the amount of the monetary contribution.
5. **Election Information** - Enter the Election Cycle and Election Period using their drop-down lists only when your agency requires you to include Per Election to Date totals.
6. **Submit** - Click the button to save the monetary contribution. The new contribution displays in the Transaction History table at the bottom of the page.

Nonmonetary Contributions

To enter a nonmonetary contribution:

1. Select **Nonmonetary Contributions** on the Transactions menu. The Search for an Existing Entity — Nonmonetary Contribution page loads.
2. **Search for an Existing Entity** - In the **Entity’s Name** field, enter the name of the entity that is making the monetary contribution to you. Searching by the partial name of an entity, such as “Smith”, finds the name “Joe Smith” as well as the business “Smith Bakery” and the committee “Friends of Smith”.

If you want to enter unitemized nonmonetary contributions, use the pre-defined entity “Unitemized Receipts”. See “Pre-defined “Unitemized” Entites” on page 44 for more information about “unitemized” entities. Make sure to check with the FPPC (http://www.fppc.ca.gov/) if you have any questions about keeping any transaction from appearing on your report as itemized.

   a. Click the **Search** button. The page refreshes to display the search results. If the entity who made the contribution is not in your account, add a new entity. For information about adding an entity, see “Adding Entities” on page 45.

   b. Click the **Select** link for the entity in the search results. The **Enter a Nonmonetary Contribution** page opens displaying the Enter a Nonmonetary Contribution form and the entity’s details: the entity’s name, contact information and list of transactions.

3. **Date** - Enter the date of the nonmonetary contribution.
4. **Amount** - Enter the approximate value of the nonmonetary contribution.
5. **Description** - Enter a description of the nonmonetary contribution.
6. **Election Information** - Enter the Election Cycle and Election Period using their drop-down lists only when your agency requires you to include Per Election to Date totals.
7. **Submit** - Click the button to save the nonmonetary contribution. The new nonmonetary contribution displays in the Transaction History table at the bottom of the page.

Miscellaneous Increases to Cash

To enter a miscellaneous increase to cash:

1. Select **Miscellaneous Increase to Cash** on the Transactions menu. The Search for an Existing Entity — Miscellaneous Increase to Cash page loads.
2. **Search for an Existing Entity** - In the **Entity's Name** field, enter the name of the entity that is making the monetary contribution to you. Searching by the partial name of an entity, such as "Smith", finds the name "Joe Smith" as well as the business "Smith Bakery" and the committee "Friends of Smith".

If you want to enter unitemized miscellaneous increases to cash, use the pre-defined entity "Unitemized Receipts". See "Pre-defined "Unitemized" Entites" on page 44 for more information about "unitemized" entities. Make sure to check with the FPPC (http://www.fppc.ca.gov/) if you have any questions about keeping any transaction from appearing on your report as itemized.

   a. Click the **Search** button. The page refreshes to display the search results. If the entity from which you received the miscellaneous increase to cash is not in your account, add a new entity. For information about adding an entity, see "Adding Entities" on page 45.
   b. Click the **Select** link for the entity in the search results. The **Enter a Miscellaneous Increase to Cash** page opens displaying the Enter a Miscellaneous Increase to Cash form and the entity's details: the entity's name, contact information and list of transactions.

3. **Date** - Enter the date of the miscellaneous increase to cash.
4. **Amount** - Enter the amount of the miscellaneous increase to cash.
5. **Description** - Enter a description of the miscellaneous increase to cash.
6. **Election Information** - Enter the Election Cycle and Election Period using their drop-down lists only when your agency requires you to include Per Election to Date totals.
7. **Submit** - Click the button to save the miscellaneous increase to cash. The new miscellaneous increase to cash displays in the Transaction History table at the bottom of the page.

Loan Received from Others

"Others" includes the candidate of a candidate or officeholder committee, the treasurer of a general purpose committee and any other individual or entity.

To enter a loan received from others:

1. Select **Loan Received from Others** on the Transactions menu. The Search for an Existing Entity — Loan Received page loads.
2. **Search for an Existing Entity** - In the **Entity's Name** field, enter the name of the entity that is making the loan to you. Searching by the partial name of an entity, such as

"Smith", finds the name "Joe Smith" as well as the business "Smith Bakery" and the committee "Friends of Smith".

a. Click the **Search** button. The page refreshes to display the search results. If the entity who made the loan is not in your account, add a new entity. For information about adding an entity, see "Adding Entities" on page 45.

b. Click the **Select** link for the entity in the search results. The **Enter a Loan Received from Others** page opens displaying the Enter a Loan Received from Others form and the entity's details: the entity's name, contact information and list of transactions.

3. **Date** - Enter the date of the loan.
4. **Amount** - Enter the amount of the loan.
5. **Due Date** - Enter the date that the loan is due, if any.
6. **Estimated Interest** - Enter the dollar amount of the interest estimated over the life of the loan.
7. **Interest Rate** - Enter the interest rate for the loan.
8. **Election Information** - Enter the Election Cycle and Election Period using their drop-down lists only when your agency requires you to include Per Election to Date totals.
9. **Submit** - Click the button to save the loan. The new loan displays in the Transaction History table at the bottom of the page.

Forgiveness of a Loan Received

In order to enter a forgiveness of a loan you have received from another entity, you must first enter the loan using the **Loan Received from Others** form (see "Loan Received from Others" on page 15).

To enter forgiveness of a loan received:

1. Select **Forgiveness of a Loan Received** on the Transaction menu. The **Enter a Forgiveness of a Loan Received** page loads displaying a table containing all unpaid loans you have received along with information about the loan including:

   - Total of all Payments - a total of all the payments you have made on the loan.
   - Loan Date - the date of the original loan.
   - Loan Amount - the original amount of the loan.
   - Name - the name of the entity from whom you received the loan.

   The table also contains three columns where you enter information about the forgiveness of the loan. You enter the forgiveness information directly in the table cells.

2. **Date Forgiven** - Click in the Date Forgiven cell for the loan receiving the forgiveness. A date field appears where you enter the date of the forgiveness.
3. **Principal Forgiven** - Click in the Principal Forgiven cell for the loan receiving the forgiveness. An amount field displays where you enter the amount of the principal of the loan being forgiven.

4. **Interest Forgiven** - Click in the Interest Forgiven cell for the loan receiving the forgiveness. An amount field displays where you enter the amount of the interest forgiven, if any.
5. **Save Changes** - You must click the Save Changes button to enter the forgiveness of the loan. When you do, the Total of All Payments updates to include the amount forgiven.

Loan Payment Received

In order to receive payment on a loan you have made to another entity, you must first enter the loan using the **Loan Made to Others** option (see “Loan Made to Others” on page 23).

To receive a payment on a loan you made to others:

1. Select **Loan Payment Received** on the Transaction menu. The **Enter a Loan Payment Received on a Loan Made to Others** page loads displaying a table containing all unpaid loans you have made to others along with information about the loan including:
   - Total of all Payments - a total of all the payments you have received on the loan.
   - Loan Date - the date of the original loan.
   - Loan Amount - the original amount of the loan.
   - Name - the name of the entity to whom you made the loan.

   The table also contains three columns where you enter information about the payment of the loan. You enter the payment information directly in the table cells.
2. **Payment Date** - Click in the Payment Date cell for the loan receiving the payment. A date field appears where you enter the date of the payment.
3. **Amount to Principal** - Click in the Amount to Principal cell for the loan receiving the payment. An amount field displays where you enter the amount of the payment that is made to the loan’s principal amount.
4. **Amount to Interest** - Click in the Amount to Interest cell for the loan receiving the payment. An amount field displays where you enter the amount of the payment that is made to the loan’s interest, if any.
5. **Save Changes** - You must click the Save Changes button to enter the payment of the loan. When you do, the Total of All Payments updates to include the amount of the payment (principal plus interest).

Money Out

The Money Out section of the Transactions menu provides links to forms where you to enter transactions for all money that you expend through:

- disbursements,
- bill payments on bills you enter into the system,
- loans you make to others,
- loan payments to those who have loaned you money.

When entering the disbursements, bills and loans to others, you must first search for or add an entity to associate with the transaction. When paying bills and entering loan payments you make to others, you will have already associated an entity to a previous transaction that you will then apply a sub-transaction. For example, in order to pay a bill, you would first need to enter the bill from another person, organization of committee.

You do not always have to enter a bill in order to pay the bill. If you receive the bill in the current reporting period and are paying the bill in-full during the reporting period, you do not need to enter the bill and then pay the bill. Instead, use the Disbursement transaction type to pay the bill.

Disbursements

To enter disbursements:

1. Select **Disbursements** on the Transactions menu. The Search for an Existing Entity — Disbursement page loads.
2. **Search for an Existing Entity** - In the **Entity's Name** field, enter the name of the entity that is making the monetary contribution to you. Searching by the partial name of an entity, such as "Smith", finds the name "Joe Smith" as well as the business "Smith Bakery" and the committee "Friends of Smith".

If you want to enter unitemized disbursements, use the pre-defined entity "Unitemized Disbursements". See "Pre-defined "Unitemized" Entites" on page 44 for more information about "unitemized" entities. Make sure to check with the FPPC (http://www.fppc.ca.gov/) if you have any questions about keeping any transaction from appearing on your report as itemized.

   a. Click the **Search** button. The page refreshes to display the search results. If the entity to whom you made the disbursement is not in your account, add a new entity. For information about adding an entity, see "Adding Entities" on page 45.
   b. Click the **Select** link for the entity in the search results. The **Enter a Disbursement** page opens displaying the Enter a Disbursement form and the entity's details: the entity's name, contact information and list of transactions.
3. **Expenditure Type** - Select the expenditure type using the drop-down list.
4. **Date** - Enter the date of the disbursement.
5. **Amount** - Enter the amount of the disbursement.
6. **Description** - Describe the disbursement.
7. **Election Information** - Enter the Election Cycle and Election Period using their drop-down lists only when your agency requires you to include Per Election to Date totals.
8. **Sub-Vendor Transactions** - Enter portions of the overall transaction to sub-vendors when necessary:
   a. **Add new record** - Click the Add new record button to enter sub-vendor transactions directly in the table.

b. **Date** - Enter the date of the transaction.

c. **Amount** - Enter the amount of the transaction you are attributing to the sub-vendor

d. **Entity** - Select the sub-vendor using the drop-down list. If the sub-vendor is not on the list, use the appropriate link above the table to the right to add the sub-vendor as a new entity. The new entity appears on the list.

e. **Type** - Select the expenditure type using the drop-down list.

f. **Description** - Enter a description of the transaction if necessary to further define the transaction.

g. **Cycle** - Select the election cycle using the drop-down list, if necessary.

h. **Period** - Select the election period using the drop-down list, if necessary.

i. **Save Changes** - Click the Save changes button to enter the sub-vendor transaction. The sub-vendor transaction is saved in the table and you may add another sub-vendor transaction following the same steps.

Saving the sub-vendor transaction does not save the entire disbursement. You must click the **Submit** button at the bottom of the form to save the entire disbursement.

9. **Allocations** - Allocate portions of the disbursement to other entities when the disbursement’s Expenditure Type is either Independent Expenditure or Nonmonetary:

a. **Add new record** - Click the Add new record button to enter allocations directly in the table.

b. **Date** - Enter the date of the allocation.

c. **Amount** - Enter the amount allocated.

d. **Entity** - Select the entity to whom you are making the allocation using the drop-down list. If the entity is not on the list, use the appropriate link above the table to the right to add the entity. The new entity appears on the list.

e. **Stance?** - Select your support of, or opposition to, the entity.

f. **Type** - Select either Independent Expenditure or Non-Monetary as the type.

g. **Description** - Enter a description to further define the allocation.

h. **Cycle** - Select the election cycle using the drop-down list, if necessary.

i. **Period** - Select the election period using the drop-down list, if necessary.

j. **Save Changes** - Click the Save changes button to enter the allocation. The allocation is saved in the table and you may add another allocation following the same steps.

Saving the allocation does not save the entire disbursement. You must click the **Submit** button at the bottom of the form to save the entire disbursement.

10. **Submit** - Click the Submit button to save the disbursement. The new disbursement displays in the Transaction History table at the bottom of the page.

Show Refunds Made After More than 30 days on Schedule E

If the refund made after more than 30 days displays on the Schedule A, edit the disbursement transaction (see “Edit a Transaction” on page 24) and change the *RFD Returned Contributions* spending code—which puts it onto Schedule A as a negative—to *No spending code, enter description* and provide the description, *Refund of Contribution*.

Nonmonetary Outflows

To enter a nonmonetary outflow:

1. Select **Nonmonetary Outflows** on the Transactions menu. The Search for an Existing Entity — Nonmonetary Outflow page loads.
2. **Search for an Existing Entity** - In the **Entity's Name** field, enter the name of the entity that is making the monetary contribution to you. Searching by the partial name of an entity, such as "Smith", finds the name "Joe Smith" as well as the business "Smith Bakery" and the committee "Friends of Smith".

If you want to enter unitemized nonmonetary outflows, use the pre-defined entity "Unitemized Disbursements". See "Pre-defined "Unitemized" Entites" on page 44 for more information about "unitemized" entities. Make sure to check with the FPPC (http://www.fppc.ca.gov/) if you have any questions about keeping any transaction from appearing on your report as itemized.

   a. Click the **Search** button. The page refreshes to display the search results. If the entity who made the contribution is not in your account, add a new entity. For information about adding an entity, see "Adding Entities" on page 45.
   b. Click the **Select** link for the entity in the search results. The **Enter a Nonmonetary Contribution** page opens displaying the Enter a Nonmonetary Contribution form and the entity's details: the entity's name, contact information and list of transactions.

3. **Date** - Enter the date of the nonmonetary outflow.
4. **Amount** - Enter the approximate value of the nonmonetary outflow.
5. **Description** - Enter a description of the nonmonetary outflow.
6. **Election Information** - Enter the Election Cycle and Election Period using their drop-down lists only when your agency requires you to include Per Election to Date totals.
7. **Submit** - Click the button to save the nonmonetary outflow. The new nonmonetary outflow displays in the Transaction History table at the bottom of the page.

Enter Bills

If you receive a bill and pay it in the same filing period you are not required to enter the bill first. Instead, use **Disbursements** to pay the bill in-full. If you incur a bill in one filing period but you are not paying it until a future filing period, you must enter the bill information.

To enter bills:

1. Select **Enter Bills** on the Transactions menu. The Search for an Existing Entity — Bills page loads.

2. **Search for an Existing Entity** - In the **Entity's Name** field, enter the name of the entity that is making the monetary contribution to you. Searching by the partial name of an entity, such as “Smith”, finds the name “Joe Smith” as well as the business “Smith Bakery” and the committee “Friends of Smith”.
   a. Click the **Search** button. The page refreshes to display the search results. If the entity from whom you received the bill is not in your account, add a new entity. For information about adding an entity, see “Adding Entities” on page 45.
   b. Click the **Select** link for the entity in the search results. The **Enter a Bill** page opens displaying the Enter a Bill form and the entity's details: the entity's name, contact information and list of transactions.
3. **Expenditure Type** - Select the expenditure type using the drop-down list.
4. **Date** - Enter the date of the bill.
5. **Amount** - Enter the amount of the bill.
6. **Due Date** - Enter the bill's due date, if any.
7. **Invoice Number** - Enter the bill's invoice number, if any.
8. **Description** - Describe the bill.
9. **Election Information** - Enter the Election Cycle and Election Period using their drop-down lists only when your agency requires you to include Per Election to Date totals.
10. **Sub-Vendor Transactions** - Enter portions of the overall transaction to sub-vendors when necessary:
    a. **Add new record** - Click the Add new record button to enter sub-vendor transactions directly in the table.
    b. **Date** - Enter the date of the transaction.
    c. **Amount** - Enter the amount of the transaction you are attributing to the sub-vendor
    d. **Entity** - Select the sub-vendor using the drop-down list. If the sub-vendor is not on the list, use the appropriate link above the table to the right to add the sub-vendor as a new entity. The new entity appears on the list.
    e. **Type** - Select the expenditure type using the drop-down list.
    f. **Description** - Enter a description of the transaction if necessary to further define the transaction.
    g. **Cycle** - Select the election cycle using the drop-down list, if necessary.
    h. **Period** - Select the election period using the drop-down list, if necessary.
    i. **Save Changes** - Click the Save changes button to enter the sub-vendor transaction. The sub-vendor transaction is saved in the table and you may add another sub-vendor transaction following the same steps.

    Saving the sub-vendor transaction does not save the entire bill. You must click the **Submit** button at the bottom of the form to save the entire bill.
11. **Allocations** - Allocate portions of the disbursement to other entities when the disbursement's Expenditure Type is either Independent Expenditure or Nonmonetary. An

allocated disbursement shows the transaction on the Form 460 Schedule D and makes the entity available for creating a Form 496:

a. **Add new record** - Click the Add new record button to enter allocations directly in the table.

b. **Date** - Enter the date of the allocation.

c. **Amount** - Enter the amount allocated.

d. **Entity** - Select the entity to whom you are making the allocation using the drop-down list. If the entity is not on the list, use the appropriate link above the table to the right to add the entity. The new entity appears on the list.

e. **Stance?** - Select your support of, or opposition to, the entity.

f. **Type** - Select either Independent Expenditure or Non-Monetary as the type.

g. **Description** - Enter a description to further define the allocation.

h. **Cycle** - Select the election cycle using the drop-down list, if necessary.

i. **Period** - Select the election period using the drop-down list, if necessary.

j. **Save Changes** - Click the Save changes button to enter the allocation. The allocation is saved in the table and you may add another allocation following the same steps.

Saving the allocation does not save the entire bill. You must click the **Submit** button at the bottom of the form to save the entire bill.

12. **Submit** - Click the Submit button to save the bill. The new bill displays in the Transaction History table at the bottom of the page.

Pay Bills

If you receive a bill and pay it in the same filing period enter the transaction under **Disbursements**. If you incur a bill in one filing period but you are not paying the entire billed amount or a portion of the entire billed amount until a future filing period, you must enter the payment information using the Pay Bills transaction **after** you first enter the bill using the **Enter Bills** transaction. See, "Enter Bills" on page 20.

To pay a bill:

1. Select **Pay Bills** on the Transactions menu. The **Enter Bill Payments** page loads displaying a table of all unpaid bills you have entered. This table allows you to edit the bill in-line.
2. **Payment Date** - Click in the Payment Date cell for the bill you want to pay. A date field appears where you add the date.
3. **Payment Amount** - Click in the Payment Amount cell for the bill you want to pay. An amount field appears where you add the amount you are paying.
4. **Save Changes** - Click the Save Changes button to enter the payment on the bill. The Total of All Payments cell for the bill updates to include the amount of the payment you entered.

Loan Made to Others

To enter a loan made to others:

1. Select **Loan Made to Others** on the Transactions menu. The Search for an Existing Entity — Loan Made to Others page loads.
2. **Search for an Existing Entity** - In the **Entity's Name** field, enter the name of the entity that to whom you are making the loan. Searching by the partial name of an entity, such as "Smith", finds the name "Joe Smith" as well as the business "Smith Bakery" and the committee "Friends of Smith".
   a. Click the **Search** button. The page refreshes to display the search results. If the entity to whom you are making the loan is not in your account, add a new entity. For information about adding an entity, see "Adding Entities" on page 45.
   b. Click the **Select** link for the entity in the search results. The **Enter a Loan Made to Others** page opens displaying the Enter a Loan Made to Others form and the entity's details: the entity's name, contact information and list of transactions.
3. **Date** - Enter the date of the loan.
4. **Amount** - Enter the amount of the loan.
5. **For a Loan Made to a Committee** - If you are making a loan to a committee, select the stance on the committee's candidate or measure - either Support or Oppose.
6. **Due Date** - Enter the date that the loan is due, if any.
7. **Estimated Interest** - Enter the dollar amount of the interest estimated over the life of the loan.
8. **Interest Rate** - Enter the interest rate for the loan.
9. **Election Information** - Enter the Election Cycle and Election Period using their drop-down lists only when your agency requires you to include Per Election to Date totals.
10. **Submit** - Click the button to save the loan. The new loan displays in the Transaction History table at the bottom of the page.

Loan Payment Made

You cannot make a payment on a loan you received from others unless the loan has already been entered in the system using the **Loan Received from Others** transaction. For information about entering a loan you received from others, see "Loan Received from Others" on page 15.

To enter a payment on a loan received:

1. Select **Loan Payment Made** on the Transactions menu. The **Enter a Payment on a Loan Received from Others** page opens displaying a table containing all unpaid loans you have received from others. along with information about the loan including:
   - Total of all Payments - a total of all the payments you have made on the loan.
   - Loan Date - the date of the original loan.

- Loan Amount - the original amount of the loan.
- Name - the name of the entity from whom you received the loan.

The table also contains three columns where you enter information about the payment of the loan. You enter the payment information directly in the table cells.

2. **Payment Date** - Click in the Payment Date cell for the loan receiving the payment. A date field appears where you enter the date of the payment.
3. **Amount to Principal** - Click in the Amount to Principal cell for the loan receiving the payment. An amount field displays where you enter the amount of the payment that is made to the loan’s principal amount.
4. **Amount to Interest** - Click in the Amount to Interest cell for the loan receiving the payment. An amount field displays where you enter the amount of the payment that is made to the loan’s interest, if any.
5. **Save Changes** - You must click the Save Changes button to enter the payment of the loan. When you do, the Total of All Payments updates to include the amount of the payment (principal plus interest)

View, Edit or Delete a Transaction

View All Transactions

To view a list of all transactions, click the **View/Edit/Delete Transactions** link in the Transactions menu. The **Manage Transactions** page displays with a list of all transactions in your account.

Edit a Transaction

1. Select the **View/Edit/Delete Transactions** link in the Transactions menu to display a table containing all transactions.
2. Click the **Edit** link for the transaction you want to edit. The transaction opens in a new page that is specific to the type of transaction you are editing - contribution, loan, bill, etc.
3. Edit the transaction as needed.
4. Click the **Save Changes** button to update the transaction with the changes you made.

Delete a Transaction

1. Select the **View/Edit/Delete Transactions** link in the Transactions menu to display a table containing all transactions.
2. Click the **Delete** button for the transaction you want to delete.
3. Click the **OK** button on the system dialog. The table updates to remove the transaction.

Deleting a transaction is permanent and a transaction cannot be recovered once it is deleted.

Downloading a List of Transactions

The system allows you to download an Excel file containing your transactions. The transactions list contains controls that allow you to sort and filter your transactions so that you may download an Excel file containing the specific transactions that the system displays after you have sorted and/or filtered the list of transactions.

Download All Transactions

To download an Excel file with all transaction information:

1. Select **View/Edit/Delete Transactions** on the Transactions menu. The **Manage Transactions** page loads.
2. Click the **Export Transactions to Excel** link just above the table on the right-hand side of the page. A dialog box opens.
3. Open or save the Excel file.

Download Specific Transactions

The list of transactions allows you to sort and filter the content to display specific transactions and then download only those filtered transactions as an Excel file.

To sort the content, click the column heading that you want to sort by. The system sorts the entire table by the column heading that you click. For example, to sort by the date, click the Date column heading. This sorts the table by date starting with the oldest transactions at the top of the table (A-Z). To sort by date with the newest transactions at the top, click the Date column heading again.

To filter the content, click the funnel icon to the right of a column heading. The filer control opens. Enter the data you want to filter by and then click the Filter button. For example, if you want to view only those transactions of type “CNS Campaign Consultants”, click the funnel icon for the Transaction Type column heading and then enter “CNS”. Click the Filter button and the table refreshes to display only those transactions that contain “CNS”. Click the Export Transactions to Excel link to download an Excel file containing only the results of the “CNS” filter.

Statements

Create statements using the links on the Statements menu. All drafts that you create display in the Draft Statements table on the home page. All filed statements display in the Filed Statements table on the home page.

Statement Information

Each statement you create requires information about your committee, officers and e-filing credentials. You define this information using the links on the Statements menu.

Committee Information

To enter committee information select **Committee Information** on the Statements menu. The Committee Information page opens. There are five sections to the committee information page and each section contains either a form or a table in which you enter committee information. Each section is described in detail below.

Main Committee Information

To enter information about the main committee, click the Main Committee Information heading to display the form and then enter:

1. **Type of Committee** - Select the committee type using the drop-down list.
2. **Committee Name** - Enter the name of the committee. The field accepts no more than 200 characters.
3. **SOS ID** - Enter the committee's Secretary of State Filer ID or "Pending" if you do not know the ID. The SOS ID field accepts no more that 9 characters.
4. **Disclosure Address** - Enter the disclosure address:
   a. **Number & Street** - Enter the street address.
   b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite, apartment, floor number.
   c. **City** - Enter the city.
   d. **State** - Enter the two-letter abbreviation for the state.
   e. **Zip Code** - Enter the zip code.
5. **Mailing Address** - Enter the mailing address when it is different than the disclosure address:
   a. **Number & Street** - Enter the street or PO Box address.
   b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite, apartment, floor number.
   c. **City** - Enter the city.

   d. **State** - Enter the two-letter abbreviation for the state.
   e. **Zip Code** - Enter the zip code.
6. **E-Mail** - Enter an e-mail address. This is an optional field.
7. **Committee Phone** - Enter the committee's phone number.
8. **Mailing Phone** - Enter a phone number that is associated with the mailing address where you have defined a mailing address.
9. **Fax Number** - Enter a fax number. This is an optional field.
10. **Form 410 Only** - The system uses the following for the FPPC Form 410:
    a. **Qualified Date** - Enter the date qualified as a committee.
    b. **County of Domicile** - Enter the county of domicile for the committee.
    c. **County of Activity** - Enter the county of activity only if it is different than the county of domicile.
    d. **Termination Date** - Enter the termination date only when the committee is terminating activity.
    e. **General Purpose Committee Information** - Enter the following information only when the committee is a general purpose committee:
       i. **Jurisdiction** - Select one of the options or CITY, COUNTY, or STATE Committee.
       ii. **Brief Description of Activity** - Enter a brief description of the activity for the General Purpose Committee.
11. **Save Updates** - Click the button to save the main committee information.

Officeholder, Candidate or Proponent Information

To enter officeholder, candidate or proponent information for the main committee, click the Officeholder, Candidate or Proponent Information heading to display the form and then enter:

1. **First Name** - Enter the officeholder, candidate or proponent's first name. The field accepts no more than 45 characters.
2. **Last Name** - Enter the officeholder, candidate or proponent's last name. The field accepts no more than 200 characters.
3. **Address** - Enter the officeholder, candidate or proponent's address:
   a. **Number & Street** - Enter the street address.
   b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite, apartment, floor number.
   c. **Zip Code** - Enter the zip code and then select the city, state and zip code from the results. When you have defined an address, the state, city and zip code fields all display. Edit any of the three fields as you need.
4. **Office** - Select the office using the drop-down list.
5. **Office Description** - Enter a description of the office only when you select an office type of "Other".

6. **Location** - Select the location using the drop-down list.
7. **Location Description** - Enter a description of the location only when you select a location of “Other”, “City”, “County”, or “Local”.
8. **District Number** - Enter a district number wen necessary to fully define the location.
9. **Form 410 Only** - The system uses the following for the FPPC Form 410:
   a. **Year of Election** - Enter the four-digit (e.g., 2012) year of election for the committee.
   b. **Nonpartisan?** - If the candidate/officeholder is not affiliated with a political party, select the check box.
   c. **Party** - If the candidate/officeholder is affiliated with a political party, select the party.
10. **Save Updates** - Click the button to save the officeholder, candidate or proponent information.

Primarily Formed Ballot Measure Information

To enter primarily formed ballot measure information for the main committee, click the Primarily Formed Ballot Measure Information heading to display the form and then enter:

1. **Ballot Measure Name** - Enter the name of the ballot measure. The field accepts no more than 200 characters.
2. **Ballot Measure Letter/Number**- Enter the ballot measure’s letter or number.
3. **Ballot Measure Jurisdiction** - Enter the jurisdiction of ballot measure. The field accepts no more than 40 characters.
4. **Support Ballot Measure?** - Select the Yes check box if the committee supports the ballot measure. When the Yes check box is not selected, the committee opposes the ballot measure.
5. **Save Updates** - Click the button to save the primarily formed ballot measure information.

Related Committees

The table allows you to create multiple related committees. You define each related committee in the cells of the table. To add a related committee:

1. Click the **Add new record** button. The top row of the table displays form fields in each column where you define a related committee.
2. **Committee Name** - Enter the name of the related committee.
3. **ID** - Enter the Secretary of State Filer ID for the related committee.
4. **Address** - Enter the street address for the related committee.
5. **Zip Code** - Enter the zip code for the related committee.
6. **Work Phone** - Enter the work phone number for the related committee.

7. **Ctrl'd?** - Select the check box if the related committee is a candidate controlled committee.
8. **Treasurer** - Enter the full name of the related committee's treasurer.
9. **Save** - Click the Save button to save the related committee.

Primarily Formed Candidate/Officeholder Committees

The table allows you to create multiple primarily formed candidate/officeholder committees. You define each new committee in the cells of the table. To add a primarily formed candidate/officeholder committee:

1. Click the **Add new record** button. The top row of the table displays form fields in each column where you define a related committee.
2. **First Name** - Enter the first name of the candidate/officeholder.
3. **Last Name** - Enter the last name of the candidate/officeholder.
4. **Office** - Select the office using the drop-down list.
5. **Description** - Enter a description for the office only when you select an office type of "Other".
6. **Location** - Select the location using the drop-down list.
7. **Description** - Enter a description for the location only when you select a location type of "Other", "City", "County", or "Local".
8. **District** - Enter the district number when appropriate to fully define the location.
9. **Support?** - Select the check box if the main committee supports the primarily formed candidate/officeholder committee. Leaving the box unchecked denotes that your committee opposes the primarily formed candidate/officeholder committee.
10. **Save** - Click the Save button to save the primarily formed candidate/officeholder committee.

Officer Information

The Officer Information pages allow you to create, edit and delete your committee's officers including:

- Controlling Candidate
- Treasurer
- Assistant Treasurer
- Measure Proponent
- Custodian of Records
- Primary IRS Contact
- State Authorizer
- Person exercising/sharing control

- Other

To view current officers, select **Officer Information** on the Statements menu. The Officer Information page opens displaying the Add a New Officer form in a collapsed panel and the All Officers table.

Adding a New Officer

To add a new officer:

1. Click the **Add a New Officer** heading on the Officer Information page. The panel expands to display the form.
2. **Officer Type** - Select the type of officer using the drop-down list.
3. **First Name** - Enter the officer's first name. The field accepts no more than 45 characters.
4. **Last Name** - Enter the officer's last name. The field accepts no more than 200 characters.
5. **Mailing Address** - The mailing address is an optional section.
    a. **Number & Street** - Enter the street address.
    b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite, apartment, floor number.
    c. **City** - Enter the city.
    d. **State** - Enter the two-letter abbreviation for the state.
    e. **Zip Code** - Enter the zip code.
6. **E-Mail** - Enter the e-mail address for the officer. This is an optional field.
7. **Work Phone** - Enter the officer's work phone number. this is an optional field.
8. **Fax** - Enter the fax number for the officer. This is an optional field.
9. **Signatory Information** - All officers have the ability to act as a signer.
    f. **First Name as Signed** - Enter the officer's first name exactly as the officer signs his or her name.
    g. **Last Name as Signed** - Enter the officer's last name exactly as the officer signs his or her name.
10. **Submit** - Click the Submit button to save the officer. The All Officers table updates to display the new officer.

Editing an Existing Officer

To edit an existing officer:

1. Click the **name of the officer** in the All Officers table. The Edit Officer Information page opens where you edit any of the officer's information in the Edit Officer form.
2. **Save Changes** - Click the Save Changes button to update the officer. The system opens the Officer Information page and the All Officers table updates with the new information.

Deleting an Existing Officer

To delete an existing officer:

1. Click the **Delete** button in the All Officers table for the officer you want to delete.
2. Click the **OK** button on the resulting dialog. The All Officers table refreshes to remove the officer.

E-Filing Process

The process for e-filing a disclosure statement through the NetFile Campaign Disclosure System is,

1. Create a new draft disclosure statement which is based on all the information entered into your account up to the date of creation of the disclosure statement or the dates you enter when creating the statement. For information about how to create disclosure statements see "Create New Disclosure Statements" on page 31.
2. The system places the new draft disclosure statement in the **Draft Statements** table on the home page for your review. For information about viewing draft disclosure statements see "View Draft Disclosure Statements" on page 42.
3. After reviewing the draft statement, if you find the draft statement is complete and ready for submission to your agency, proceed to e-file the statement. For information about e-filing disclosure statements see "E-File Draft Disclosure Statement" on page 42. For information about viewing e-filed disclosure statements see "View E-Filed Disclosure Statements" on page 42.
4. If the draft disclosure statement is not complete and you need to make changes to the transactions in your system, delete the draft statement, make the necessary account changes and create a new draft disclosure statement for your review. For information about deleting draft disclosure statements see "Delete Draft Disclosure Statement" on page 42.
5. Once you have e-filed a disclosure statement:
   - A copy is placed in the **Filed Statements** table on the home page for you to view and print as necessary. For information about printing e-filed statements see "Print E-Filed Disclosure Statements" on page 43.
   - A copy is sent to your filing authority.
   - A copy with no addresses (redacted copy) is placed on the public viewing section of your filing authority's e-filing system.

Create New Disclosure Statements

The NetFile Campaign Disclosure System currently has the ability to create the following statement types:

- FPPC Form 450, see "Create New Form 410" on page 32.
- FPPC Form 450, see "Create New Form 450" on page 33.

- FPPC Form 460, see “Create New Form 460” on page 34.
- FPPC Form 461, see “Create New Form 461” on page 35.
- FPPC Form 465, see “Create New Form 465” on page 36.
- FPPC Form 470, see “Create New Form 470” on page 37.
- FPPC Form 496, see “Create New Form 496” on page 38.
- FPPC Form 497, see “Create New Form 497 LCM” on page 39.
- FPPC Form 497, see “Create New Form 497 LCR” on page 40.
- Ventura County Form 1275, see “Create New Form 1275” on page 40.

Create New Form 410

You must create and e-file an original FPPC Form 410 before the system allows you to e-file an amendment.

The process for creating a Form 410 registration statement through the NetFile Campaign Disclosure System is,

1. **Create a New Draft 410** - Select **Create a New Draft 410** on the Statements menu. The Create a New Form 410 page opens.
2. **Financial Institution Information** - Effective January 1, 2013: All committees must now disclose the financial institution and bank account number used by the committee. For security reasons, the system does not retain this information. Enter the following to disclose your financial institution for the committee:
    a. **Name of Financial Institution** - Enter the name of the committee’s financial institution.
    b. **Bank Account Number** - Enter the committee's bank account number at the financial institution.
    c. **Area Code/Phone** - Enter the area code and phone number of the financial institution.
    d. **Address** - Enter the full address of the committee's financial institution including the number and street, suite, floor, etc., and the zip code. Select the zip code, city and state from the list after entering the zip code.
3. **Document Note** - This optional field allows you to enter a document note for the statement of up to 4000 characters.
4. **Signature Information** - You must enter signature information for at least one signer and up to three additional signers. Check with your agency or the FPPC is you have questions about who should sign the form. To add a signer:
    a. **Date** - Enter the signature date.
    b. **Signatory** - Select the signer’s name using the drop-down list. If the name of the individual you want to add as a signer for the statement is not on the list, add or edit an officer and give the individual permission to sign statements. For more information see, “Officer Information” on page 29.

c. **Title** - Select the signer's title using the drop-down list.

5. **Create Draft Form 410** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your draft Form 410, see "View Draft Disclosure Statements" on page 42.
   - To e-file your draft Form 410, see "E-File Draft Disclosure Statement" on page 42.
   - To delete your draft Form 410, see "Delete Draft Disclosure Statement" on page 42.
   - To view your e-filed Form 410, see "View E-Filed Disclosure Statements" on page 42.
   - For amendment information, see "Create an Electronic Amendment" on page 43.

Create New Form 450

The process for creating a new Form 450 disclosure statement through the NetFile Campaign Disclosure System is,

1. **Create a New Draft 450** - Select **Create a New Draft 450** on the Statements menu. The Create a New Form 450 page opens.
2. **Start Date** - Enter the date of the first day in the filing period.
3. **End Date** - Enter the date of the last day in the filing period.
4. **Statement Type** - Select the statement type using the drop-down list.
5. **Election Date** - Enter the date of the election. Pre-election statements require the election date. Other statement types may require the election date. Contact your agency with questions.
6. **Sort Order** - If you desire, select a sort order for the transactions on the disclosure statement using the drop-down list. The default sort order is by date.
7. **Document Note** - If you desire, enter a note for the document. The note field accepts no more than 4000 characters.
8. **Signature Information** - You must enter signature information for at least one signer and up to three additional signers. Check with your agency or the FPPC is you have questions about who should sign the form. To add a signer:
   a. **Date** - Enter the signature date.
   b. **Signatory** - Select the signer's name using the drop-down list. If the name of the individual you want to add as a signer for the statement is not on the list, add or edit an officer and give the individual permission to sign statements. For more information see, "Officer Information" on page 29.
   c. **Title** - Select the signer's title using the drop-down list.
9. **Create Draft Form 450** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your draft Form 450, see "View Draft Disclosure Statements" on page 42.

- To e-file your draft Form 450, see "E-File Draft Disclosure Statement" on page 42.
- To delete your draft Form 450, see "Delete Draft Disclosure Statement" on page 42.
- To view your e-filed Form 450, see "View E-Filed Disclosure Statements" on page 42.
- For amendment information, see "Create an Electronic Amendment" on page 43.

Create New Form 460

The process for creating a new Form 460 disclosure statement through NetFile Campaign Disclosure System is,

1. **Create a New Draft 460** - Select **Create a New Draft 460** on the Statements menu. The Create a New Form 460 page opens.
2. **Start Date** - Enter the date of the first day in the filing period.
3. **End Date** - Enter the date of the last day in the filing period.
4. **Statement Type** - Select the statement type using the drop-down list.
5. **Election Date** - Enter the date of the election. Pre-election statements require the election date. Other statement types may require the election date. Contact your agency with questions.
6. **Sort Order** - If you desire, select a sort order for the transactions on the disclosure statement using the drop-down list. The default sort order is by date.
7. **Document Note** - If you desire, enter a note for the document. The note field accepts no more than 4000 characters.
8. **Signature Information** - You must enter signature information for at least one signer and up to three additional signers. Check with your agency or the FPPC is you have questions about who should sign the form. To add a signer:
   a. **Date** - Enter the signature date.
   b. **Signatory** - Select the signer's name using the drop-down list. If the name of the individual you want to add as a signer for the statement is not on the list, add or edit an officer and give the individual permission to sign statements. For more information see, "Officer Information" on page 29.
   c. **Title** - Select the signer's title using the drop-down list.
9. **Create Draft Form 460** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your draft Form 460, see "View Draft Disclosure Statements" on page 42.
   - To e-file your draft Form 460, see "E-File Draft Disclosure Statement" on page 42.
   - To delete your draft Form 460, see "Delete Draft Disclosure Statement" on page 42.
   - To view your e-filed Form 460, see "View E-Filed Disclosure Statements" on page 42.
   - For amendment information, see "Create an Electronic Amendment" on page 43.

Create New Form 461

The process for creating a new Form 461 disclosure statement through the NetFile Campaign Disclosure System is,

1. **Create a New Draft 461** - Select the **Create a New Draft 461** on the Statements menu. The Create a New Form 461 page opens.
2. **Start Date** - Enter the date of the first day in the filing period.
3. **End Date** - Enter the date of the last day in the filing period.
4. **Election Date** - Include the election date if you are filing the Form 461 as a city or a county major donor or independent expenditure committee and the city or county election will be held this year.
5. **Sort Order** - If you desire, select a sort order for the transactions on the disclosure statement using the drop-down list. The default sort order is by date.
6. **Document Note** - If you desire, enter a note for the document. The note field accepts no more than 4000 characters.
7. **Nature & Interests of Filer** - enter the following information:
    a. **Type of Entity** - Use the drop-down list to select the entity type.
    b. **Interests/Activity Description** - Enter the entity's interests/activity description only if you selected **Business**, **Organization** or **Other** as the **Type of Entity**.
    c. **Individual's Employer/Business** - Enter information in the following fields only if you selected **Individual** in the **Type of Entity** field:
        i. **Employer/Business Name** - Enter the name of the individual's employer or business.
        ii. **Number & Street** - Enter the address of the individual's employer or business.
        iii. **Zip Code** - Enter the zip code and then select the zip code, city and state from the list.
8. **Signature Information** - You must enter signature information for at least one signer and up to three additional signers. Check with your agency or the FPPC is you have questions about who should sign the form. To add a signer:
    a. **Date** - Enter the signature date.
    b. **Signatory** - Select the signer's name using the drop-down list. If the name of the individual you want to add as a signer for the statement is not on the list, add or edit an officer and give the individual permission to sign statements. For more information see, "Officer Information" on page 29.
    c. **Title** - Select the signer's title using the drop-down list.
9. **Create Draft Form 461** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
    - To view your draft Form 461, see "View Draft Disclosure Statements" on page 42.

- To e-file your draft Form 461, see “E-File Draft Disclosure Statement” on page 42.
- To delete your draft Form 461, see “Delete Draft Disclosure Statement” on page 42.
- To view your e-filed Form 461, see “View E-Filed Disclosure Statements” on page 42.
- For amendment information, see “Create an Electronic Amendment” on page 43.

Create New Form 465

The process for creating a new Form 465 disclosure statement through the NetFile Campaign Disclosure System is,

1. **Create a New Draft 465** - Select the **Create a New Draft 465** on the Statements menu. The Create a New Form 465, Part 1 page opens displaying the Available Entities table.
2. **Select** - Click the Select link for the entity you want to be the subject of the 465 and move on to the second step in creating a new draft 465. The Create a New Form 465, Part 2 page opens.
3. **Proceed** - Click the Proceed button
4. **Select Transactions to Display on 465** - Click a transaction’s check box to include it on the 465.
5. **Start Date** - Enter the date of the first day in the filing period.
6. **End Date** - Enter the date of the last day in the filing period.
7. **Report Number** - This optional field allows you to enter a unique report number. The field accepts any combination of up to 15 letters, numbers and special characters (e.g., -, #, *).

Amendments: If the draft is amending a previous filing, the report number must be the same as the report number of the original filing.

8. **Document Note** - If you desire, enter a note for the document. The note field accepts no more than 4000 characters.
9. **Filing Officers** - Enter the name and address of each filing officer with whom the filer's most recent campaign statements (Form 450, 460 or 461) have been filed. You must enter at least one filing officer:
   a. **Name of Filing Officer** - Enter the name of the filing officer.
   b. **Business Address** - Enter the business address of the filing officer.
10. **Signature Information** - You must enter signature information for at least one signer and up to three additional signers. Check with your agency or the FPPC is you have questions about who should sign the form. To add a signer:
    a. **Date** - Enter the signature date.
    b. **Signatory** - Select the signer’s name using the drop-down list. If the name of the individual you want to add as a signer for the statement is not on the list, add or edit an officer and give the individual permission to sign statements. For more information see, “Officer Information” on page 29.
    c. **Title** - Select the signer’s title using the drop-down list.

11. **Create Draft Form 465** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
    - To view your draft Form 465, see "View Draft Disclosure Statements" on page 42.
    - To e-file your draft Form 465, see "E-File Draft Disclosure Statement" on page 42.
    - To delete your draft Form 465, see "Delete Draft Disclosure Statement" on page 42.
    - To view your e-filed Form 465, see "View E-Filed Disclosure Statements" on page 42.
    - For amendment information, see "Create an Electronic Amendment" on page 43.

Create New Form 470

The process for creating a new Form 470 disclosure statement through the NetFile Campaign Disclosure System is,

1. **Create a New Draft 470** - Select the **Create a New Draft 470** on the Statements menu. The Create a New Form 470 page opens.
2. **Report Year** - Click the Select link for the entity you want to be the subject of the 470.
3. **Election Date** - Enter the date of the election. Pre-election statements require the election date. Other statement types may require the election date. Contact your agency with questions.
4. **Date Exceeded $1000** - Enter the date monetary or non-monetary contributions totaling $1,000 or more (including the candidate's personal funds) were received or the date expenditures of $1,000 or more were made. Entering a date in this field creates the Form 470 Supplement along with the Form 470.
5. **Primarily Formed Committees** - List all committees of which you have knowledge that are primarily formed to receive contributions or to make expenditures on behalf of your candidacy. All committees you save in the table remain in the table until you delete them. To add a new committee:
    a. **Add new record** - Click the Add a new record button. The top row of the table displays the following editable fields.
    b. **Committee Name** - Enter the committee name.
    c. **SOS ID** - Enter the committee's Secretary of State Filer ID.
    d. **Business Address** - Enter the committee's business address.
    e. **Zip Code** - Enter the zip code for the committee's address.
    f. **Treasurer** - Enter the full name of the committee's treasurer.
    g. **Save** - Click the Save button to save the committee.
6. **Document Note** - If you desire, enter a note for the document. The note field accepts no more than 4000 characters.
7. **Signature Information** - You must enter signature information for at least one signer and up to three additional signers. Check with your agency or the FPPC is you have questions about who should sign the form. To add a signer:

a. **Date** - Enter the signature date.

b. **Signatory** - Select the signer's name using the drop-down list. If the name of the individual you want to add as a signer for the statement is not on the list, add or edit an officer and give the individual permission to sign statements. For more information see, "Officer Information" on page 29.

c. **Title** - Select the signer's title using the drop-down list.

8. **Create Draft Form 470** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your draft Form 470, see "View Draft Disclosure Statements" on page 42.
   - To e-file your draft Form 470, see "E-File Draft Disclosure Statement" on page 42.
   - To delete your draft Form 470, see "Delete Draft Disclosure Statement" on page 42.
   - To view your e-filed Form 470, see "View E-Filed Disclosure Statements" on page 42.
   - For amendment information, see "Create an Electronic Amendment" on page 43.

Create New Form 496

1. **Create a New Draft 496** - Select the **Create a New Draft 496** on the Statements menu. The Create a New Form 496, Part 1 page opens displaying the Available Entities table.
2. **Select** - Click the Select link for the entity you want to be the subject of the 496 and move on to the second step in creating a new draft 496. The Create a New Form 496, Part 2 page opens.

No entities available? - When you enter a disbursement for an Independent Expenditure (IE), you must add an allocation to the committee the IE is meant to support or oppose. An allocation then prompts the system to show an entity on this page. If the system lists no entities on this page, go to the Transactions menu and select View/Edit/Delete Transactions. Locate and edit the IE transaction. Expand the Allocations section of the form and add an allocation to the committee the IE is meant to support or oppose. If you haven't added the committee to you account as an entity, use the link to create a new committee in the Allocations section. Make sure to save the allocation and save the entire disbursement transaction. The entity will then appear on this page.

3. **Select Transactions to Display on 496** - Click a transaction's check box to include it on the 496.
4. **Filing Date** - Enter the date you are filing the statement.
5. **Start Date for Contributions** - Enter the date of the first day in the filing period.
6. **End Date for Contributions** - Enter the date of the last day in the filing period.
7. **Report Number** - Enter a unique report number. The field accepts any combination of up to 15 letters, numbers and special characters (e.g., -, #, *).

Amendments: If the draft is amending a previous filing, the report number must be the same as the report number of the original filing.

8. **Document Note** - If you desire, enter a note for the document. The note field accepts no more than 4000 characters.

9. **Create Draft Form 496** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your draft Form 496, see "View Draft Disclosure Statements" on page 42.
   - To e-file your draft Form 496, see "E-File Draft Disclosure Statement" on page 42.
   - To delete your draft Form 496, see "Delete Draft Disclosure Statement" on page 42.
   - To view your e-filed Form 496, see "View E-Filed Disclosure Statements" on page 42.
   - For amendment information, see "Create an Electronic Amendment" on page 43.

Create New Form 497 LCM

1. **Create a New Draft 497 LCM** - Select the **Create a New Draft 497 LCM** on the Statements menu. The Create a New Form 497 LCM, Part 1 page opens.
2. **Filing Date** - Enter the date you are filing the statement.
3. **Report Number** - Enter a unique report number. The field accepts any combination of up to 15 letters, numbers and special characters (e.g., -, #, *).

Amendments: If the draft is amending a previous filing, the report number must be the same as the report number of the original filing.

4. **Show all contributions made during the following time period** - Specify a time period from which you want the system to show all contributions made:
   a. **Start Date** - Enter the date of the first day in the time period.
   b. **End Date** - Enter the date of the last day in the time period.
5. **Proceed** - Click the Proceed button to move on to the second step in creating a new draft 497. The Create a New Form 497 LCM, Part 2 page opens.
6. **Select Transactions to Display on 497 LCM** - Click a transaction's check box to include it on the 497.
7. **Document Note** - If you desire, enter a note for the document. The note field accepts no more than 4000 characters.
8. **Create Draft Form 497 LCM** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your draft Form 497 LCM, see "View Draft Disclosure Statements" on page 42.
   - To e-file your draft Form 497 LCM, see "E-File Draft Disclosure Statement" on page 42.
   - To delete your draft Form 497 LCM, see "Delete Draft Disclosure Statement" on page 42.
   - To view your e-filed Form 497 LCM, see "View E-Filed Disclosure Statements" on page 42.
   - For amendment information, see "Create an Electronic Amendment" on page 43.

Create New Form 497 LCR

1. **Create a New Draft 497 LCR** - Select the **Create a New Draft 497 LCR** on the Statements menu. The **Create a New Form 497 LCR, Part 1** page opens displaying the Available Entities table.
2. **Filing Date** - Enter the date you are filing the statement.
3. **Report Number** - Enter a unique report number. The field accepts any combination of up to 15 letters, numbers and special characters (e.g., -, #, *).

Amendments: If the draft is amending a previous filing, the report number must be the same as the report number of the original filing.

4. **Show all contributions received during the following time period** - Specify a time period from which you want the system to show all contributions received:
   a. **Start Date** - Enter the date of the first day in the time period.
   b. **End Date** - Enter the date of the last day in the time period.
5. **Proceed** - Click the Proceed button to move on to the second step in creating a new draft 497. The Create a New Form 497 LCR, Part 2 page opens.
6. **Select Transactions to Display on 497 LCR** - Click a transaction's check box to include it on the 497.
7. **Document Note** - If you desire, enter a note for the document. The note field accepts no more than 4000 characters.
8. **Create Draft Form 497 LCR** - Click the button to create the new draft. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your draft Form 497 LCR, see "View Draft Disclosure Statements" on page 42.
   - To e-file your draft Form 497 LCR, see "E-File Draft Disclosure Statement" on page 42.
   - To delete your draft Form 497 LCR, see "Delete Draft Disclosure Statement" on page 42.
   - To view your e-filed Form 497 LCR, see "View E-Filed Disclosure Statements" on page 42.
   - For amendment information, see "Create an Electronic Amendment" on page 43.

Create New Form 1275

This form is specific to Ventura County.

1. **Statement Information**:
   a. **Date of Filing** - Enter the date of the filing.
   b. **Report Number** - Enter a unique report number.

Amendments: If the draft is amending a previous filing, the report number must be the same as the report number of the original filing.

2. **Committee Officers With Authority to Make Expenditures** - Select each committee officer with authority to make expenditures. If an officer does not appear on the list, go to the Home page and open the Committee Set-Up Wizard. Go to the Officer Information tab and add the officer.
3. **Top Three Committee Contributors During Election Cycle** - The election cycle is used to populate the 1275's section 2: *Top Three Committee Contributors During Election Cycle*. For primary elections the election cycle spans the one-year period before the primary election date. For general elections, the election cycle runs from the day after the primary election to 90 days after the general election date.
   a. **Election Cycle Start Date** - Enter the date of the first day of the election cycle.
   b. **Election Cycle Start Date** - Enter the date of the last day of the election cycle.
4. **Independent Expenditures Made Supporting/Opposing County Candidates** - Select each qualifying independent expenditure.
5. **Attachments** - The system accepts only PDF files as attachments. You may not attach any other file type to the 1275. To add a PDF attachment of full, accurate and readable copy or transcript of any material published or broadcast:
   a. **Select** - Click the *Select...* button. The Open dialog opens.
   b. Locate the PDF file on your computer and click it once to select it. If you want to select more than one attachment (they all must be in the same folder), press and hold the control (Ctrl) key (or the command key on an Apple keyboard) and then click each file.
   c. **Open** - Click the *Open* button.
6. **Signature Information** - To add a signer:
   a. **Date** - Enter the (Executed On) date.
   b. **Signer** - Select the signer's name from the drop-down list.
   c. **Title** - Select the signer's title from the drop-down list.
7. **Create Draft Form 1275** - Click the button to create the draft 1275. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your draft Form 497 LCR, see “View Draft Disclosure Statements” on page 42.
   - To e-file your draft Form 497 LCR, see “E-File Draft Disclosure Statement” on page 42.
   - To delete your draft Form 497 LCR, see “Delete Draft Disclosure Statement” on page 42.
   - To view your e-filed Form 497 LCR, see “View E-Filed Disclosure Statements” on page 42.
   - For amendment information, see “Create an Electronic Amendment” on page 43.

View Draft Disclosure Statements

The draft disclosure statement is a 'snapshot' of the transactions in your account at the time it was created. To view a draft disclosure statement:

1. Click the View link for the draft statement in the Draft Statements list on the Home page. A dialog opens where you select to either open or save the zip (compressed) file containing the statement and other supporting files.
2. Open the file.
3. Open the PDF file for the form that you created.
4. You should also view the Validation.pdf file as it contains errors and warnings about the filing. The system will not successfully e-file a statement with errors.

E-File Draft Disclosure Statement

To e-file a draft statement:

1. Click the E-File link in the Draft Statements list on the Home page for the draft statement you want to e-file. The E-File Confirm page opens where you have the option of reviewing your draft, canceling and returning to the Home page, or e-filing the draft.
2. Enter your e-mail address in the Response E-Mail field. The system sends you e-mail messages about the status of your e-filing.
3. Click the Submit E-Filing to Agency button. The E-Filing status page opens displaying the progress of your e-filing. The system displays a success message when it has e-filed your statement with your agency.

Some agencies require you to print, sign and submit a paper copy of your filing. See “Print E-Filed Disclosure Statements” on page 43 for information about printing your filing.

Delete Draft Disclosure Statement

To delete a draft statement go to the Home page:

1. Click the Delete link in the Draft Statements list for the draft you want to delete.
2. Click the OK button on the resulting dialog. The Draft Statements list updates to remove the draft.

View E-Filed Disclosure Statements

1. Click the View link for the filed statement in the Filed Statements list on the Home page. A dialog opens where you select to either open or save the zip (compressed) file containing the statement and other supporting files.
2. Open the file.
3. Open the PDF file for the form that you e-filed.

Print E-Filed Disclosure Statements

1. Click the View link for the filed statement in the Filed Statements list on the Home page. A dialog opens where you select to either open or save the zip (compressed) file containing the statement and other supporting files.
2. Open the file.
3. Open the PDF file for the form that you e-filed.
4. Print the file on your printer.

Create an Electronic Amendment

To amend a statement that you e-filed out of your account:

1. Click the **Amend** link in the Filed Statements list on the Home page for the statement you want to amend. The Create page for the statement type opens.
2. Enter the required information.
3. Enter a description of the amendment.

   For the 470, the CAL document, which contains the raw information for the filing and is based on the CAL 2.01 specification created by the Secretary of State, does not include a section for an explanation for the amendment. Use the Document Note field to add an explanation for the amendment.
4. Fill in the signer information, if any. Check with your agency or the FPPC is you have questions about who should sign the form. To add a signer:
   a. **Date** - Enter the signature date.
   b. **Signatory** - Select the signer's name using the drop-down list. If the name of the individual you want to add as a signer for the statement is not on the list, add or edit an officer and give the individual permission to sign statements. For more information see, “Officer Information” on page 29.
   c. **Title** - Select the signer's title using the drop-down list.
5. Click the Create Draft Form button. The New Draft Document Status page opens displaying a progress bar. The system processes the document and displays a message when the document is ready for your review:
   - To view your amendment, see “View Draft Disclosure Statements” on page 42.
   - To e-file your amendment, see “E-File Draft Disclosure Statement” on page 42.
   - To delete your amendment, see “Delete Draft Disclosure Statement” on page 42.

Entities

When your agency first creates your account, only the entity for the committee or individual filer for whom the account is created exist in the account. You create all other entities during the process of adding transactions. There are three types of entities in the E-Filer System:

- Individual
- Organization
- Committee

The system provides several methods for creating new entities including:

- the Entities menu,
- specific transaction types including entering disbursements and bills, and
- the Search for an Existing Entity page.

When you use the links on the Search for an Existing Entity page to create a new entity, the system automatically selects the new entity you create and opens the form for the transaction type you selected.

Pre-defined “Unitemized” Entites

Your account is automatically populated with two pre-defined entities for adding disbursements and receipts that are unitemized — not attributed to a specific individual or other entity type. When adding these types of transactions, search for “Unitemized Disbursements” or “Unitemized Receipts”.

Unitemized Receipts

This entity is best used for the following transaction types when you want them listed on your report as unitemized:

- Monetary Contributions
- Nonmonetary Contributions
- Miscellaneous Increase to Cash

Check with the FPPC (http://www.fppc.ca.gov/) if you have any questions about keeping any transaction from appearing on your report as itemized.

Unitemized Disbursements

This entity is best used for the following transaction types when you want them listed on your report as unitemized:

- Disbursements
- Nonmonetary Outflows

Check with the FPPC (http://www.fppc.ca.gov/) if you have any questions about keeping any transaction from appearing on your report as itemized.

Adding Entities

Add a Individual

To add a new individual:

1. Select **Create a New Individual**. The **Create a New Individual** form opens.
2. **First Name** - Enter the individual's first name in the **First Name** field.
3. **Middle Name** - Enter the individual's middle name in the **Middle Name** field.
4. **Last Name** - Enter the individual's last name in the **Last Name** field.
5. **Prefix** (Mr., Mrs., etc.) - Select the individual's prefix from the **Prefix** drop-down list.
6. **Suffix** (Jr., Sr., etc.) - Select the individual's suffix from the **Suffix** drop-down list.
7. **Address** - Enter the individual's address:
    a. **Number & Street** - Enter the street address.
    b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite or apartment number.
    c. **Zip Code** - Enter the zip code for the address and then select the zip code, city and state from the results.
8. **Employer** - Enter the individual's employer in the **Employer** field.
9. **Occupation** - Enter the individual's occupation in the **Occupation** field.

For the Employer and Occupation fields, if the individual is unemployed type "Unemployed" (without the quotation marks) in both fields, if retired type "Retired" in both Employer and Occupation fields, if a homemaker type "Homemaker" in both fields. If self-employed fill in the information as best as possible and type "Self-employed" if necessary.

10. **E-Mail** - Enter the individual's e-mail address in the **E-Mail** field.
11. **Work Phone** - Enter the individual's business phone number.
12. **Submit** - Click the Submit button to save the individual.

If you selected the Create a New Individual link on the Search for an Existing Entity page, the system automatically selects the new individual you create and opens the form for the transaction type you selected.

Add a New Organization

1. Select **Create a New Organization** on the Entities menu. The **Create a New Organization** window opens.
2. **Organization Name** - Enter the name of the organization.
3. **Business Address** - Enter the organization's address:
   a. **Number & Street** - Enter the street address.
   b. **Ste, Apt, Floor, etc.** - Enter additional address information such as a suite or apartment number.
   c. **Zip Code** - Enter the zip code for the address and then select the zip code, city and state from the results.
4. **E-Mail** - Enter the organization's e-mail address in the **E-Mail** field.
5. **Work Phone** - Enter the organization's business phone number.
6. **Submit** - Click the Submit button to save the organization.

If you selected the Create a New Organization link on the Search for an Existing Entity page, the system automatically selects the new organization you created and opens the form for the transaction type you selected.

Add a New Committee

1. Select **Create a New Committee** on the Entities menu. The **Create a New Committee** window opens.
2. **Committee Name** - Enter the name of the committee. The field accepts no more than 200 characters.
3. **SOS ID** - Enter the committee's Filer ID for the Secretary of State (SOS). Enter "Pending" if the committee has not yet received a Filer ID from the SOS. The field accepts no more than 9 characters.
4. **Business Address** - Enter the committee's business address. For the zip code, enter the zip code and then select the zip code, city and state from the drop-down list of possible matches.
5. **E-Mail** - Enter an e-mail address for the committee. The field accepts no more than 60 characters.
6. **Work Phone** - Enter the committee's work telephone number. This field is optional.
7. **Candidate Committee Information** - Enter candidate committee information only when the committee you are adding is a candidate controlled committee.
   a. **Candidate First Name** - Enter the candidate's first name. The field accepts no more than 45 characters.
   b. **Candidate Last Name** - Enter the candidate's last name. The field accepts no more than 200 characters.
   c. **Office** - Select the office using the drop-down list.

d. **Office Description** - Enter a description of the office only when you have selected 'Other' as the office. The field accepts no more than 40 characters.

e. **Location** - Select the location using the drop-down list.

f. **Location Description** - Enter a description of the location only when you have selected 'Other', 'City', 'County' or 'Local' as the location. The field accepts no more than 40 characters.

g. **District Number** - Enter a district number when the candidate's office requires a district number. The field accepts no more than 3 characters.

8. **Ballot Measure Committee Information** - Enter the following information only when the committee you are adding is a ballot measure committee.

a. Ballot Measure Name - Enter the name of the ballot measure committee. The field accepts no more than 200 characters.

b. **Ballot Measure Letter/Number** - Enter the letter or number for the ballot measure. The field accepts no more than 3 characters.

c. **Ballot Measure Jurisdiction** - Enter the jurisdiction of the ballot measure. The field accepts no more than 40 characters.

9. **Submit** - Click the button to add the committee.

If you selected the Create a New Committee link on the Search for an Existing Entity page, the system automatically selects the new committee you created and opens the form for the transaction type you selected.

Editing Entities

To edit an entity, select **View/Edit/Delete Entities** on the Entities menu. The Manage Entities page opens displaying a list of all the entities in your account. The list displays 50 records per page. Use the page controls at the bottom of the table to move to a different page.

Click an **entity's name** to edit the entity.

Edit a Individual

Edit any of the following:

1. **First Name** - The field accepts no more than 45 characters.
2. **Middle Name** - This field is optional.
3. **Last Name** - The field accepts no more than 200 characters.
4. **Prefix** - Select the person's prefix using the drop-down list. This field is optional.
5. **Suffix** - Select the person's suffix using the drop-down list. This field is optional.
6. **Address** - A person entity requires an address.
7. **Employer** - This field accepts no more than 200 characters.

8. **Occupation** - The field accepts no more than 60 characters.
9. **E-Mail** - This optional field accepts no more than 60 characters.
10. **Work Phone** - This field is optional.
11. **Submit** - Click the button to update the individual.

Edit an Organization

Edit any of the following:

1. **Organization Name** - The field accepts no more than 200 characters.
2. **Business Address** - An organization requires a business address.
3. **E-Mail** - This field is optional and accepts no more than 60 characters.
4. **Work Phone** - This field is optional.
5. **Submit** - Click the button to update the organization.

Edit a Committee

Edit any of the following:

1. Committee Name - The field accepts no more than 200 characters.
2. SOS ID - The field accepts no more than 9 characters.
3. Business Address - A committee entity requires a business address.
4. E-Mail - The field accepts no more than 60 characters.
5. Work Phone - This field is optional.
6. Candidate Committee Information
    a. Candidate First Name- The field accepts no more than 45 characters.
    b. Candidate Last Name - The field accepts no more than 200 characters.
    c. Office - Select a different office using the drop-down list.
    d. Office Description - Enter a description of the office only when you have selected 'Other' as the office. The field accepts no more than 40 characters.
    e. Location - Select a different location using the drop-down list.
    f. Location Description - Enter a description of the location only when you have selected 'Other', 'City', 'County' or 'Local' as the location. The field accepts no more than 40 characters.
    g. District Number - Enter a district number when the candidate's office requires a district number. The field accepts no more than 3 characters.
7. Ballot Measure Committee Information
    a. Ballot Measure Name - The field accepts no more than 200 characters.
    b. Ballot Measure Letter/Number - The field accepts no more than 3 characters.

   c. Ballot Measure Jurisdiction - The field accepts no more than 40 characters.

8. Submit - Click the button to update the committee.

Deleting Entities

If you have associated an entity with one or more transactions, the system does not allow you to delete the entity. You must delete the transactions before the system allows you to delete the entity. For information about deleting transactions, see "Delete a Transaction" on page 24.

Once you have deleted the transactions, delete the entity:

1. Select **View/Edit/Delete Entities** on the Entities menu. The Manage Entities page opens displaying a list of all the entities in your account.
2. Click the entity's **Delete** button. A dialog opens.
3. Click the **OK** button on the dialog. The list of entities updates to remove the entity.

Affiliated Entities

Affiliated entities are individuals and entities that have an association with each other and whose contributions and expenditures need to be aggregated on your FPPC filing. In order to display the aggregated totals on your FPPC filing, you must first join the entities into an affiliation in the system.

Before you make an affiliation between two entities, the entities must already be in the system. If the entities you want to associate with each other are not yet in the system, add them to the system and then create associations. See "Adding Entities" on page 45 for help with adding entities.

To create affiliated entities,

1. Select **Affiliated Entities** on the Entities menu. The Affiliated Entities page opens.
2. **Entity One** - Select the first entity using the drop-down list.
3. **Entity Two** - Select the second entity using the drop-down list.
4. **Submit** - Click the Submit button to create the affiliate the entities. The Existing Affiliated Entities list updates to display the new affiliated entities.

Downloading a List of Entities

Entities are the records of individuals, organizations and committees that you have created in your account and the system lists these entities on the Manage Entities page. To view the Manage Entities page, select **View/Edit/Delete Entities** on the Entities menu.

The system allows you to download an Excel file containing your entities. The entities list contains controls that allow you to sort and filter your entities so that you may download an Excel file containing the specific entities that the system displays after you have sorted and/ or filtered the list of entities.

Download All Entities

To download an Excel file with all entities:

1. Select **View/Edit/Delete Entities** on the Entities menu. The **Manage Entities** page loads.
2. Click the **Export Entities to Excel** link just above the table on the right-hand side of the page. A dialog box opens.
3. Open or save the Excel file.

Download Specific Entities

The list of entities allows you to sort and filter the content to display specific entities and then download only those filtered entities as an Excel file.

To sort the content, click the column heading that you want to sort by. The system sorts the entire table by the column heading that you click. For example, to sort by name, click the Name/Edit column heading. This sorts the table by entity name starting with the first character in the name in a 0-9, A-Z sort. To sort by 9-0, Z-A, click the Name/Edit column heading again.

To filter the content, click the funnel icon to the right of a column heading. The filer control opens. Enter the data you want to filter by and then click the Filter button. For example, if you want to view only individuals, click the funnel icon for the Entity Type column heading and then enter “Individual”. Click the Filter button and the table refreshes to display only those entities that are individuals. Click the Export Transactions to Excel link to download an Excel file containing only the results of the “Individual” filter.