San Francisco Ethics Commission Public Financing Program

Filer Guide 2.1

Table of Contents

Introduction

NetFile allows candidates for Mayor and the Board of Supervisors to e-file San Francisco Ethics Commission’s Public Financing Program forms. **This guide is intended to provide candidates with information about how to use NetFile to complete and submit these forms. This guide is not intended to educate candidates about the substantive requirements and rules associated with participation in the public financing program. To learn about these requirements and rules, please refer to the Ethics Commission's Supplemental Guides for candidates seeking public financing, which are available on the Ethics Commission's website. Please read the Supplemental Guide that applies to your race before you attempt to submit the forms described in this guide. Any place the information contained in this guide conflicts with information in the Supplemental Guides, the Supplemental Guides shall control.**

Public Financing Forms

The system makes the following forms available to candidates for *Mayor* and *Board of Supervisors* only:

STATEMENT OF PARTICIPATION

Statement of Participation or Non-Participation in Public Financing Program.

NOTICE OF THRESHOLD

Notice by Mayor or Board of Supervisors Candidates of Reaching Threshold(s).

QUALIFYING REQUEST

Declaration for Public Funds by Candidates for the Office of Mayor or the Board of Supervisors.

MATCHING REQUEST

Application for Additional Public Funds by Candidates for Mayor and the Board of Supervisors.

Preparing Your Account

In order to activate certain features of the Public Financing Program in NetFile's Campaign Filer application, you need to make sure to select and enter specific information in the Committee Set-up Wizard.

Candidate Office Information

When you select *Mayor* or *County Supervisor* for the *Office* on the Candidate/Officeholder tab of the Committee Set-up Wizard, the system displays Public Financing statement links on the Statements menu.

MAYOR

If you are a candidate for Mayor, enter and save the following information on the Candidate/Officeholder tab:

- *Office* - Select *Mayor*.
- *Location* - Select *City*.
- *Location Description* - Enter *San Francisco*.

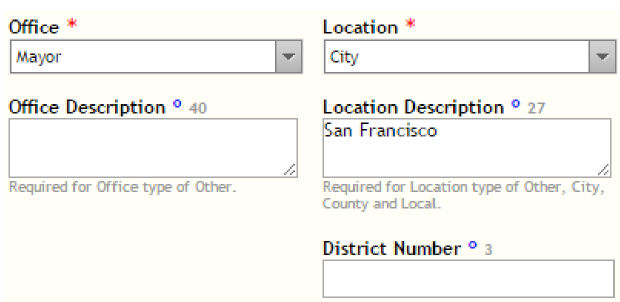


Figure 1

BOARD OF SUPERVISORS

If you are a candidate for the Board of Supervisors, enter and save the following information on the Candidate/Officeholder tab:

- *Office* - Select *County Supervisor*.
- *Office Description* - A description of the *Office* is neither required, nor recommended.
- *Location* - Select *County*.
- *Location Description* - Enter *San Francisco*.

- *District Number* - Enter the district number.

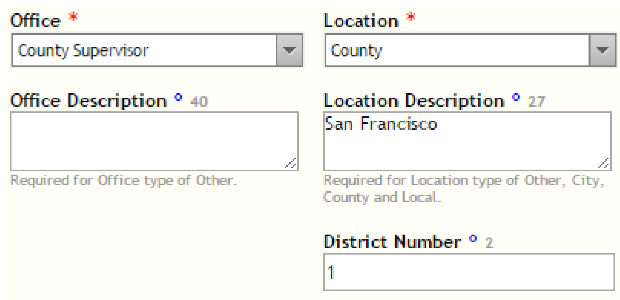


Figure 2

Candidate and Treasurer Contact Information

The Qualifying Request and the Matching Request require full contact information for both the candidate and the committee's treasurer. Qualifying Requests and Matching Requests will not pass validation and you will not be able to e-file them without full contact information.

Edit both the *Treasurer* record and the *Controlling Candidate/Officeholder* record on the *Officer Information* tab of the Committee Set-up Wizard to add and save the following information:

- *Mailing Address* - Enter the treasurer's full address information.
- *E-Mail* - Enter the treasurer's e-mail address.
- *Work Phone* - Enter the treasurer's telephone number.

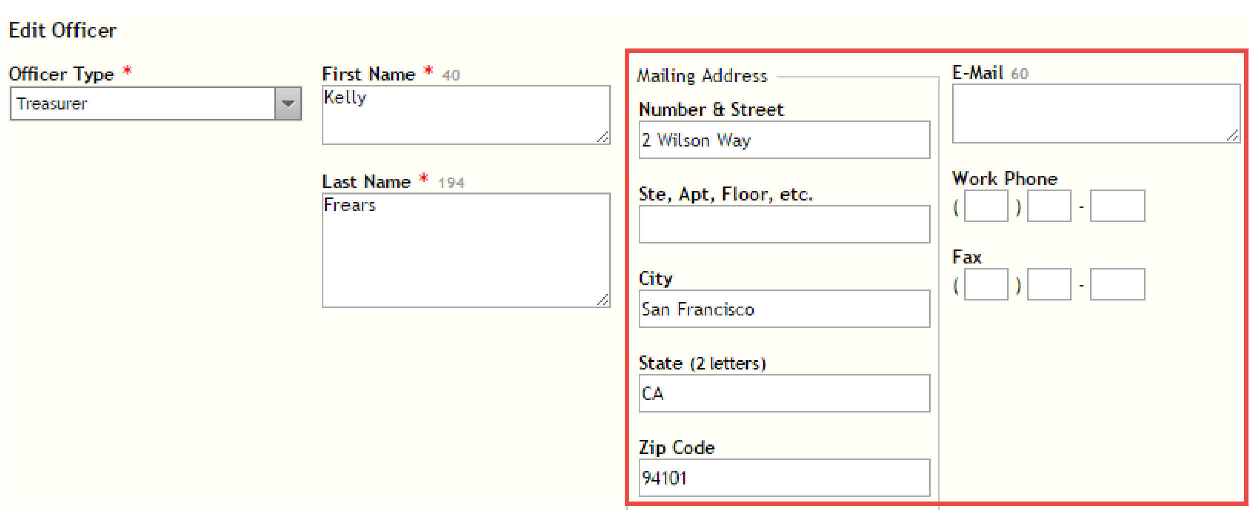


Figure 3

Process Flow

The following information provides a general process flow for the e-filing and processing of Public Financing statements in NetFile's Campaign Filer application.

Statement of Participation

Start the process by e-filing the Statement of Participation. See "Participation" on page 10 for information about creating and e-filing a Statement of Participation.

Notice of Threshold

Regardless of your participation status in the public financing program, you must e-file a Notice of Threshold when you reach the initial threshold. Candidates for Mayor and the Board of Supervisors who are in a race where at least one candidate is publicly funded must also file a threshold statement for the second threshold and any additional threshold. See "Notice of Threshold" on page 12 for information about creating and e-filing a Notice of Threshold.

Qualifying Request

Only those candidates who are participating in the public financing program may submit a Qualifying Request. See "Participation" on page 10 for information about creating and e-filing a Statement of Participation, and "Qualifying Request" on page 13 for information about marking transactions as eligible for Public Financing, and creating and e-filing a Qualifying Request.

Matching Request

Candidates who are participating in the public financing program, have submitted a Qualifying Request, and have been certified as eligible to participate in the Public Financing Program may submit a Matching Request. See "Participation" on page 10 for information about creating and e-filing a Statement of Participation, "Qualifying Request" on page 13 for information about creating and e-filing a Qualifying Request, and "Matching Request" on page 15 for information about creating and e-filing a Matching Request.

Public Financing Transactions

In order to submit a Qualifying Request form, and subsequently a Matching Request form, you must enter monetary contributions from individuals and mark the contributions that you believe are eligible for public financing. If you have previously entered monetary contributions from individuals that you believe are eligible, but have not marked them as such, you need to edit each contribution and mark it as eligible.

Adding New Monetary Contributions

To add a new monetary contribution and mark it as eligible:

1. Select *Monetary Contribution* from the Transactions menu. The *Search for an Existing Entity — Monetary Contribution* page opens.
2. Search for the individual who made the monetary contribution:
    a. *Entity's Name* - Enter a portion of the individual's name. The “containing search” feature returns all results containing the information you enter in the field.
    b. *Search* - Click the button to start the search.
    c. *Search Results* - The results of the search appear below the search form:
        i. *Select* - Click the *Select* link for the individual you want to use for the transaction.
        ii. If the entity is not available, create a new individual using the links in the *Create a New Entity* area. Once you create the new entity, the system automatically selects the individual and opens the *Enter a Monetary Contribution* page.

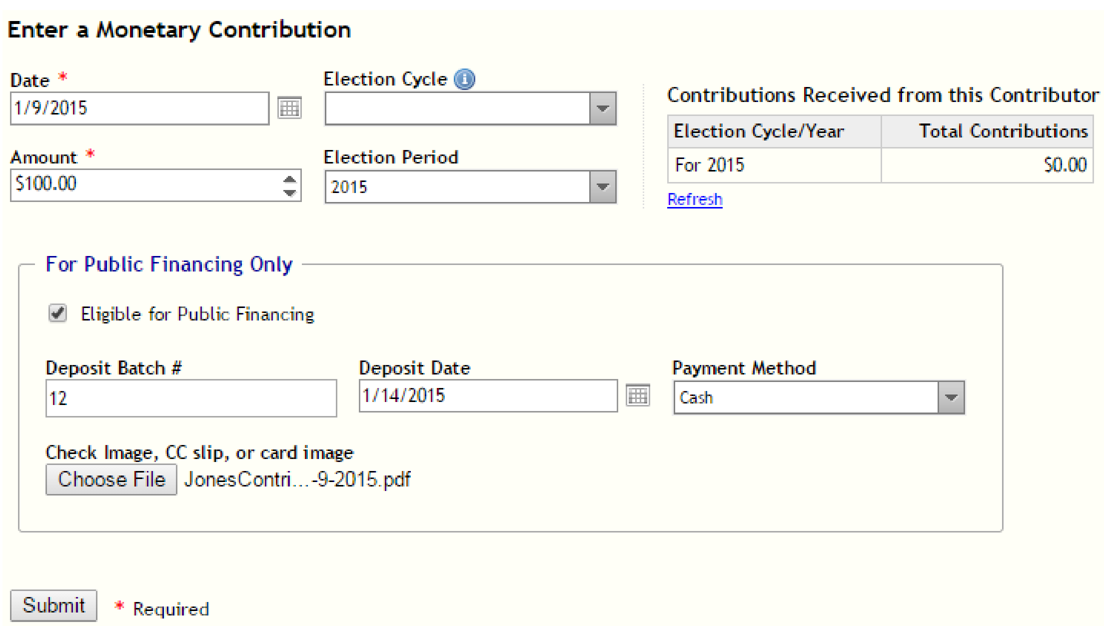


Figure 4

3. Enter the Monetary Contribution:
   a. *Date* - Enter the date of the monetary contribution.
   b. *Amount* - Enter the amount of the monetary contribution.
   c. *Election Information* - Optional: Select the Election Cycle and Election Period to include Per Election to Date totals.
4. Enter the Pubic Financing information:
   a. *Eligible for Public Financing* - Select the check box to mark the monetary contribution as eligible for the public financing program. The system then displays additional fields and controls specific to Public Financing.
   b. *Deposit Batch #* - Enter the deposit batch number.
   c. *Deposit Date* - Enter the date the monetary contribution was deposited.
   d. *Payment Method* - Select the method the individual used to provide the monetary contribution.
   e. *Supporting Documentation* - You may upload PDF or JPEG files containing supporting documentation per monetary contribution:
      i. *Choose File* - Click this button to select a file on your computer to upload as supporting documentation for the contribution. The *Open* dialog appears.
      ii. Locate the file on your computer and click it once to select it.

Note: If you plan to attach more than one file to a transaction, make sure the file names are not the same and that they convey information that associates the files to the transaction.

      iii. *Open* - Click the *Open* button on the Open dialog. The system uploads and attaches the file to the filing and lists the file name to the right of the button.
      iv. *Remove* - Click the *Remove* button to remove the attachment.
5. *Submit* - Click the Submit button to save the monetary contribution. The new contribution displays in the Transaction History table at the bottom of the page.

Marking Existing Monetary Contributions as Eligible

To mark existing monetary contributions as eligible for public financing:

1. Select *View/Edit/Delete Transactions* from the Transactions menu. The Manage Transactions page opens.
2. Filter the table by Transaction Type.
   a. Click the funnel icon in the *Transaction Type* heading.
   b. Enter *Monetary Contribution* in the first field under *Contains*.
   c. Click the *Filter* button. The system displays all monetary contributions.
3. Click the *Edit* link for a monetary contribution that you want to mark as qualifying. Edit Transaction — Monetary Contribution page opens.

Tip: Right-click the *Edit* link and open the contribution in a new tab or window, so you don't lose the filtered transaction list.

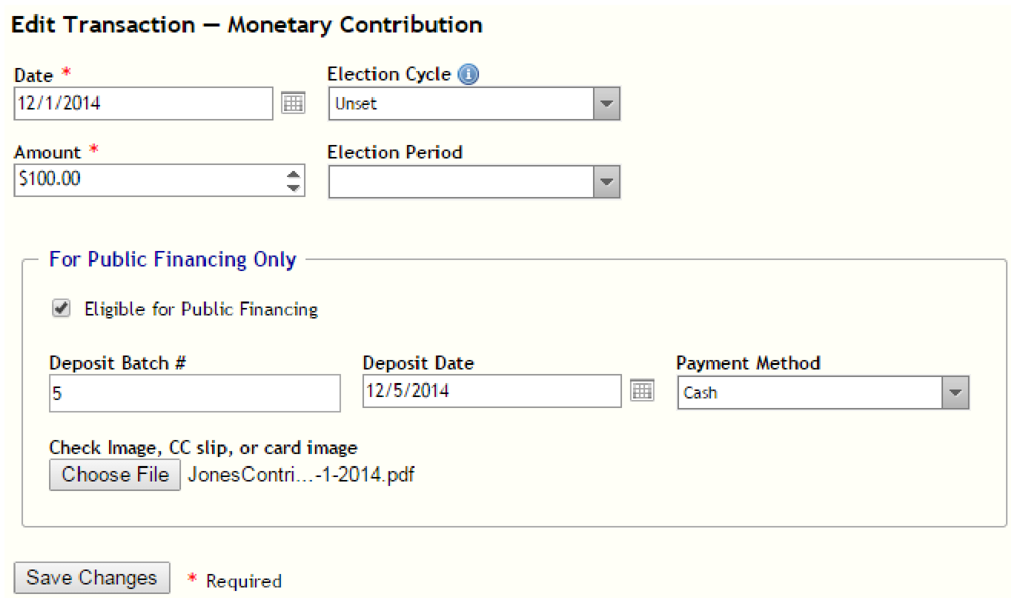


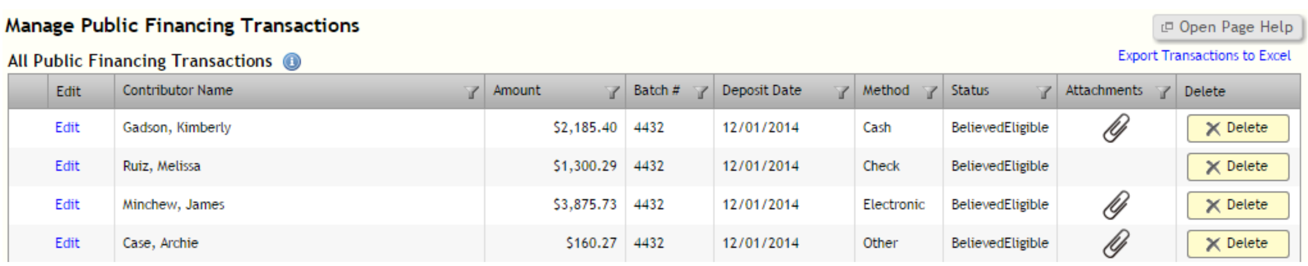
Figure 5

4. Enter the *Pubic Financing* information.
   a. *Eligible for Public Financing* - Select the check box to mark the monetary contribution as eligible for the public financing program.
   b. *Deposit Batch #* - Enter the deposit batch number.
   c. *Deposit Date* - Enter the date the monetary contribution was deposited.
   d. *Payment Method* - Select the method the individual used to provide the monetary contribution.
   e. *Supporting Documentation* - You may upload one PDF or JPEG file containing supporting documentation per monetary contribution:
      i. *Choose File* - Click this button to select a file on your computer to upload as supporting documentation for the contribution. The *Open* dialog appears.
      ii. Locate the file on your computer and click it once to select it.
      iii. *Open* - Click the *Open* button on the Open dialog. The system uploads and attaches the file to the filing and lists the file name to the right of the button.
      iv. *Remove* - Click the *Remove* button to remove the attachment.
5. *Save Changes* - Click the *Save Changes* button to save the monetary contribution.

Managing Public Financing Transactions

To view all transactions associated with Public Financing, select the *Public Finance Transactions* link in the Manage Transactions section of the Transactions menu. The *Manage Public Financing Transactions* page opens displaying the *All Public Financing Transactions* table.

Important: The monetary contributions represented in this table are outside the context of a Qualifying or Matching Request. Other than the *Status*, the table displays no information about the transaction in the context of a funds request. See "Viewing Responses to Funds Requests" on page 22 for information about viewing the status of transactions in a funds requests.



Manage Public Financing Transactions

Open Page Help

All Public Financing Transactions

Export Transactions to Excel

Edit	Contributor Name	Amount	Batch #	Deposit Date	Method	Status	Attachments	Delete
Edit	Gadson, Kimberly	$2,185.40	4432	12/01/2014	Cash	BelievedEligible		Delete
Edit	Ruiz, Melissa	$1,300.29	4432	12/01/2014	Check	BelievedEligible		Delete
Edit	Minchew, James	$3,875.73	4432	12/01/2014	Electronic	BelievedEligible		Delete
Edit	Case, Archie	$160.27	4432	12/01/2014	Other	BelievedEligible		Delete

Figure 6

- *Edit* - Click a transaction's *Edit* link to edit the transaction.

Note: There are some transactions that the system does not allow you to edit. For example, the system disallows you from editing any transaction that displays "Approved" in the *Status* column.

- *Contributor Name* - This column lists the full name of the individual contributor.
- *Amount* - This column lists the amount of the monetary contribution.
- *Batch #* - This column lists the deposit batch number for the contribution.
- *Deposit Date* - This column lists the date the contribution was deposited in your bank account.
- *Method* - This column lists the payment method for the contribution.
- *Status* - This column lists the status of the contribution:
  - *BelievedEligible* - You have marked the contribution as eligible for public financing.
  - *Approved* - You have marked the contribution as eligible for public financing, submitted the contribution on a Qualifying Request, and the Ethics Commission has accepted the contribution as eligible.
  - *Rejected* - You have marked the contribution as eligible for public financing, submitted the contribution on a Qualifying Request, and the Ethics Commission has rejected the contribution as not eligible.

    - *NoResponse* - You have marked the contribution as eligible for public financing, submitted the contribution on a Qualifying Request, and the Ethics Commission has taken no action as to the contribution's eligibility.
- *Attachments* - This column displays an icon of a paper clip if the transaction contains at least one attachment.
- *Delete* - This column displays a *Delete* button only when the transaction has not been accepted or rejected by the Commission.

EXPORTING ALL PUBLIC FINANCE TRANSACTIONS TO AN EXCEL FILE

The system allows you to export all public finance transaction to a Microsoft Excel file. To export the transactions, click the *Export Transactions to Excel* link above the table. The system produces and downloads the Excel spreadsheet to your computer.

Creating & E-Filing Statements

Participation

Before you enter information in the Statement of Participation form, take a moment to view the instructions. Click the title in the yellow section just below the page title (*Instructions Statement of Participation or Non-Participation in Public Financing Program*) to expand the section and reveal the instructions.

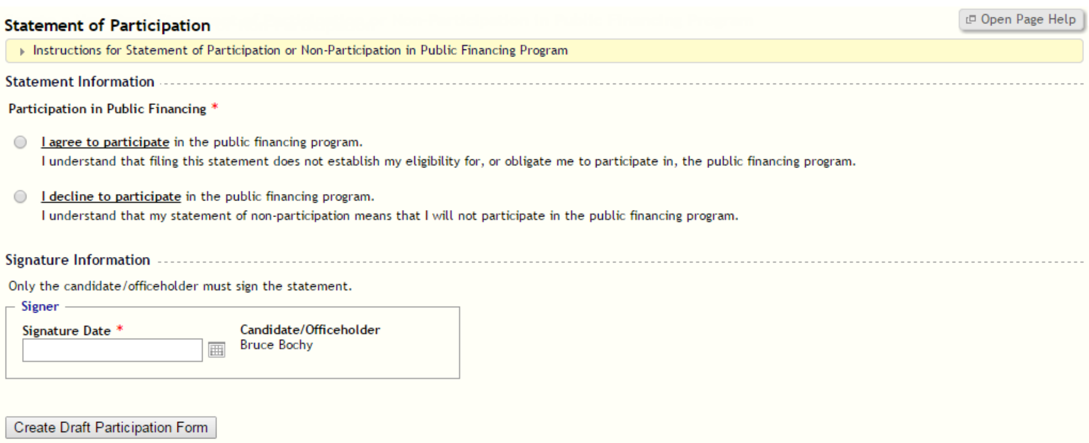


Figure 7

CREATING A STATEMENT OF PARTICIPATION

To create a Statement of Participation:

1. Select *Statement of Participation* from the *Public Financing Statements* section of the Statements menu.
2. *Participation Information* - Indicate your participation preference:
   a. *Yes, I agree to participate* - Select this option if you want to participate in the Public Financing Program.
   b. *No, I decline to participate* - Select this option if you do not want to participate in the Public Financing Program.
3. *Signature Information*:
   a. *Date Signed* - Enter the date signed. The system adds the candidate's name automatically.
4. Click the *Create Draft Participation Form* button.
5. Go to the Home page to review the draft. See "Statement Contents" on page 20 for information about the files included in an e-filing.
6. E-File the Statement of Participation:

a. *E-File* - Click the statement's E-File link in the Draft Statements table on the Home page. The E-File Statement page opens.

b. *Response E-Mail Address* - Enter your e-mail address to receive a response from the system.

c. *Submit* - Click the *Submit* button to begin the e-filing process.

AMENDING A STATEMENT OF PARTICIPATION

To amend an e-filed Statement of Participation:

1. Locate the e-filed statement in the *E-Filed Statements* table on the *Home* page.
2. Click the e-filing's *Amend* link. The *Statement of Participation* page opens.
3. Edit the statement as you require. There is no amendment description.
4. *Signature Information*:
   a. *Date Signed* - Enter the date signed. The system adds the candidate's name automatically.
5. Click the *Create Draft Participation Form* button.
6. Go to the Home page to review the draft amendment. See "Statement Contents" on page 20 for information about the files included in an e-filing.
7. E-File the amended Statement of Participation:
   a. *E-File* - Click the statement's E-File link in the Draft Statements table on the Home page. The E-File Statement page opens.
   b. *Response E-Mail Address* - Enter your e-mail address to receive a response from the system.
   c. *Submit* - Click the *Submit* button to begin the e-filing process.

Important: Please note that you cannot amend a Statement of Participation after the deadline for filing the Statement of Participation, which is the third day following the deadline for filing nomination papers.

Notice of Threshold

Before you enter information in the Notice of Threshold Reached form, take a moment to view the instructions. Click the title in the yellow sections just below the page title to expand the appropriate section and reveal the instructions.

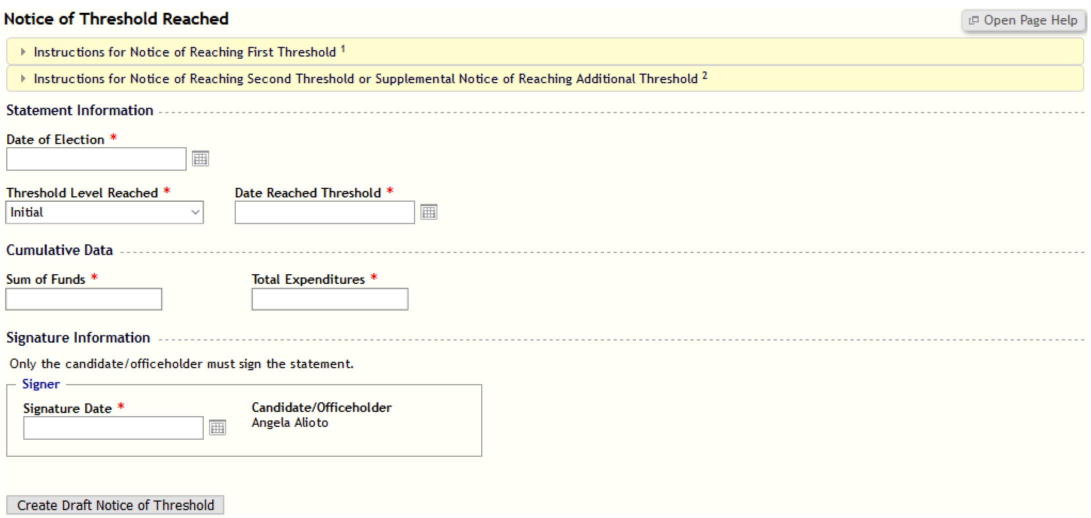


Figure 8

Each candidate, regardless of their participation status in the Public Financing Program, must file a Threshold statement within 24 hours of reaching the first threshold. Candidates in a race where at least one candidate is publicly funded must file a threshold statement for the second threshold and any additional threshold.

CREATING A NOTICE OF THRESHOLD

To report reaching a threshold to the Commission:

1. Select *Notice of Threshold* from the *Public Financing Statements* section of the Statements menu.
2. *Date of Election* - Enter the date of the election the candidate is running in.
3. *Threshold Level Reached* - Select *Initial* for the first threshold, and *Supplemental* for all other thresholds reached.
4. *Date Reached Threshold* - Enter the date you reached the threshold.
5. *Supplemental Threshold Amount* - Enter the supplemental threshold amount.

Note: This field displays only when the *Threshold Level Reached* is set to *Supplemental*.

6. *Cumulative Contributions Received* - Enter the total amount of all contributions received.

7. *Total Expenditures Made or Incurred* - Enter the total amount of all expenditures made or incurred.
8. *Signature Information*:
   a. *Date Signed* - Enter the date signed. The system adds the candidate's name automatically.
9. Click the *Create Draft Notice of Threshold* button.
10. Go to the Home page to review the draft. See "Statement Contents" on page 20 for information about the files included in an e-filing.
11. E-File the Notice of Threshold:
    a. *E-File* - Click the statement's E-File link in the Draft Statements table on the Home page. The E-File Statement page opens.
    b. *Response E-Mail Address* - Enter your e-mail address to receive a response from the system.
    c. *Submit* - Click the *Submit* button to begin the e-filing process.

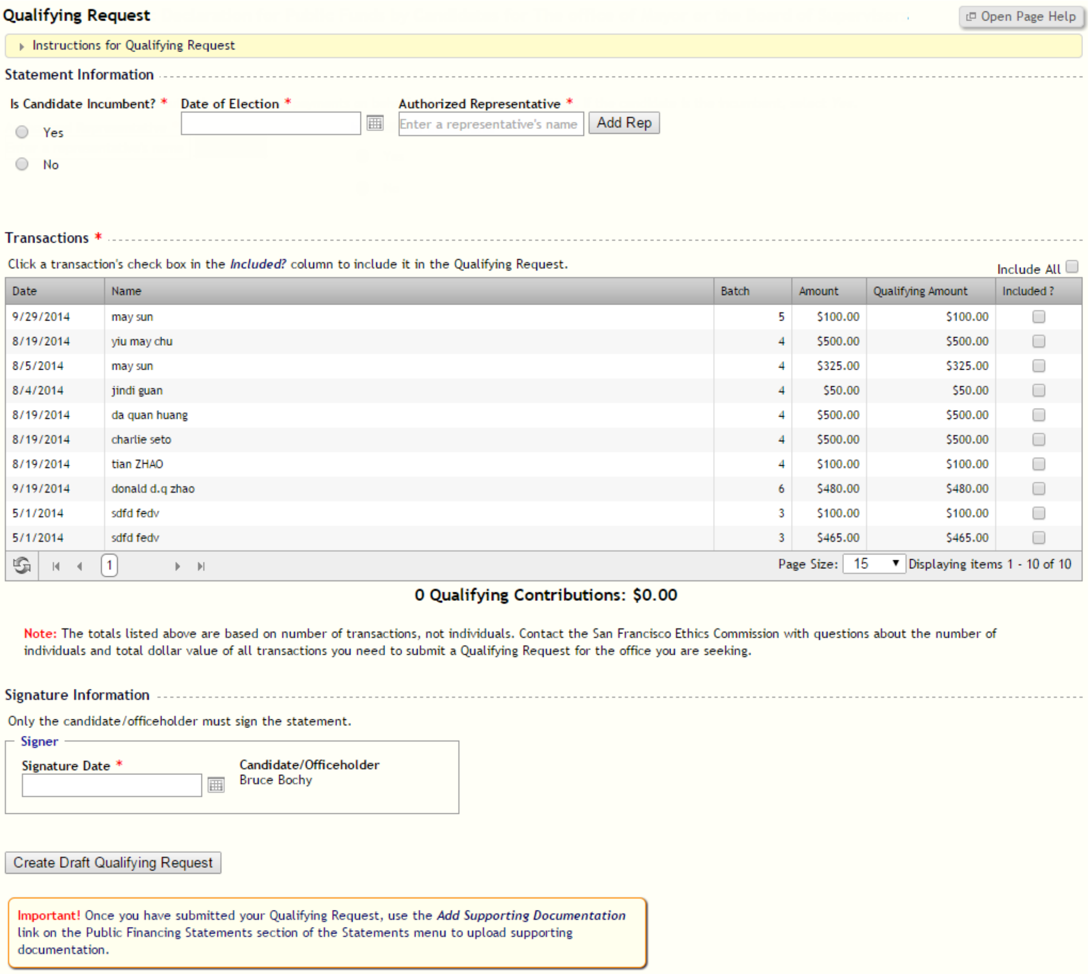
AMENDING A NOTICE OF THRESHOLD

You may not amend a Notice of Threshold.

Qualifying Request

In order to complete the Qualifying Request form you must enter monetary contributions from individuals and mark the contributions as eligible for public financing. If you have already entered monetary contributions from individuals that are not marked as eligible, you need to edit each contribution and mark it as eligible. For more information about adding, editing and managing monetary contribution transactions, see "Public Financing Transactions" on page 5.

Before you enter information in the Qualifying Request form, take a moment to view the instructions. Click the title in the yellow section just below the page title (*Instructions for Qualifying Request*) to expand the section and reveal the instructions.


Qualifying Request

Open Page Help

Instructions for Qualifying Request

Statement Information

Is Candidate Incumbent? * Yes No

Date of Election *

Authorized Representative * Enter a representative's name Add Rep

Transactions *

Click a transaction's check box in the *Included?* column to include it in the Qualifying Request.

Include All

Date	Name	Batch	Amount	Qualifying Amount	Included ?
9/29/2014	may sun	5	$100.00	$100.00	
8/19/2014	yiu may chu	4	$500.00	$500.00	
8/5/2014	may sun	4	$325.00	$325.00	
8/4/2014	jindi guan	4	$50.00	$50.00	
8/19/2014	da quan huang	4	$500.00	$500.00	
8/19/2014	charlie seto	4	$500.00	$500.00	
8/19/2014	tian ZHAO	4	$100.00	$100.00	
9/19/2014	donald d.q zhao	6	$480.00	$480.00	
5/1/2014	sdfd fedv	3	$100.00	$100.00	
5/1/2014	sdfd fedv	3	$465.00	$465.00	

1 Page Size: 15 Displaying items 1 - 10 of 10

0 Qualifying Contributions: $0.00

Note: The totals listed above are based on number of transactions, not individuals. Contact the San Francisco Ethics Commission with questions about the number of individuals and total dollar value of all transactions you need to submit a Qualifying Request for the office you are seeking.

Signature Information

Only the candidate/officeholder must sign the statement.

Signer

Signature Date *

Candidate/Officeholder Bruce Bochy

Create Draft Qualifying Request

Important! Once you have submitted your Qualifying Request, use the *Add Supporting Documentation* link on the Public Financing Statements section of the Statements menu to upload supporting documentation.

Figure 9

CREATE A QUALIFYING REQUEST

To create a Qualifying Request:

1. Select *Qualifying Request* from the Statements menu. The Qualifying Request page opens.
2. *Is Candidate Incumbent?* - If the candidate is the incumbent, select *Yes*, otherwise select *No*.
3. *Date of Election* - Enter the date of the election the candidate is running in.
4. Enter *Authorized Representatives*.
   a. Enter the name of an authorized representative.
   b. Click the *Add Rep* button. Follow the same steps to add other authorized representatives as you require. Click the *Remove* button to remove a representative.
5. *Transactions* - Click a transaction's check box in the *Included?* column to include it in the Qualifying Request. Click the *Include All* check box above the Included? column to include

all listed transactions. The number of included transactions and the total dollar amount is listed below the table.

6. *Signature Information*:
   a. *Date Signed* - Enter the date signed. The system adds the candidate's name automatically.
7. Click the *Create Draft Qualifying Request* button.

Important! The *Create Draft Qualifying Request* button remains in an inactive state until you include the correct number of transactions and the correct total dollar amount for all included transactions based on the office you are seeking and whether or not you are the incumbent.

8. Go to the Home page to review the draft. See "Statement Contents" on page 20 for information about the files included in an e-filing.
9. E-File the Qualifying Request:
   a. *E-File* - Click the statement's E-File link in the Draft Statements table on the Home page. The E-File Statement page opens.
   b. *Response E-Mail Address* - Enter your e-mail address to receive a response from the system.
   c. *Submit* - Click the *Submit* button to begin the e-filing process.

Note: Once you have submitted your Qualifying Request, you may want to upload supporting documentation. Click the *Add Supporting Documentation* link in the Public Financing section of the Statements menu to upload supporting documentation. See "Supporting Documentation" on page 18.

AMENDING A QUALIFYING REQUEST

Once filed, you may not amend a Qualifying Request including adding new or revising existing contributions. However, you may withdraw an existing submission by notifying the Ethics Commission in writing and submit a new Qualifying Request.

Matching Request

In order to submit a Matching Request, you must have already submitted a Qualifying Request form and received notification from the Commission that you have been certified eligible to participate in the public financing program.

Before you enter information in the Matching Request form, take a moment to view the instructions for your office. Click the appropriate title in the yellow sections just below the page title (*Instructions for Candidates for Board of Supervisors* or *Instructions for Candidates for Mayor*) to expand the section and reveal the instructions.

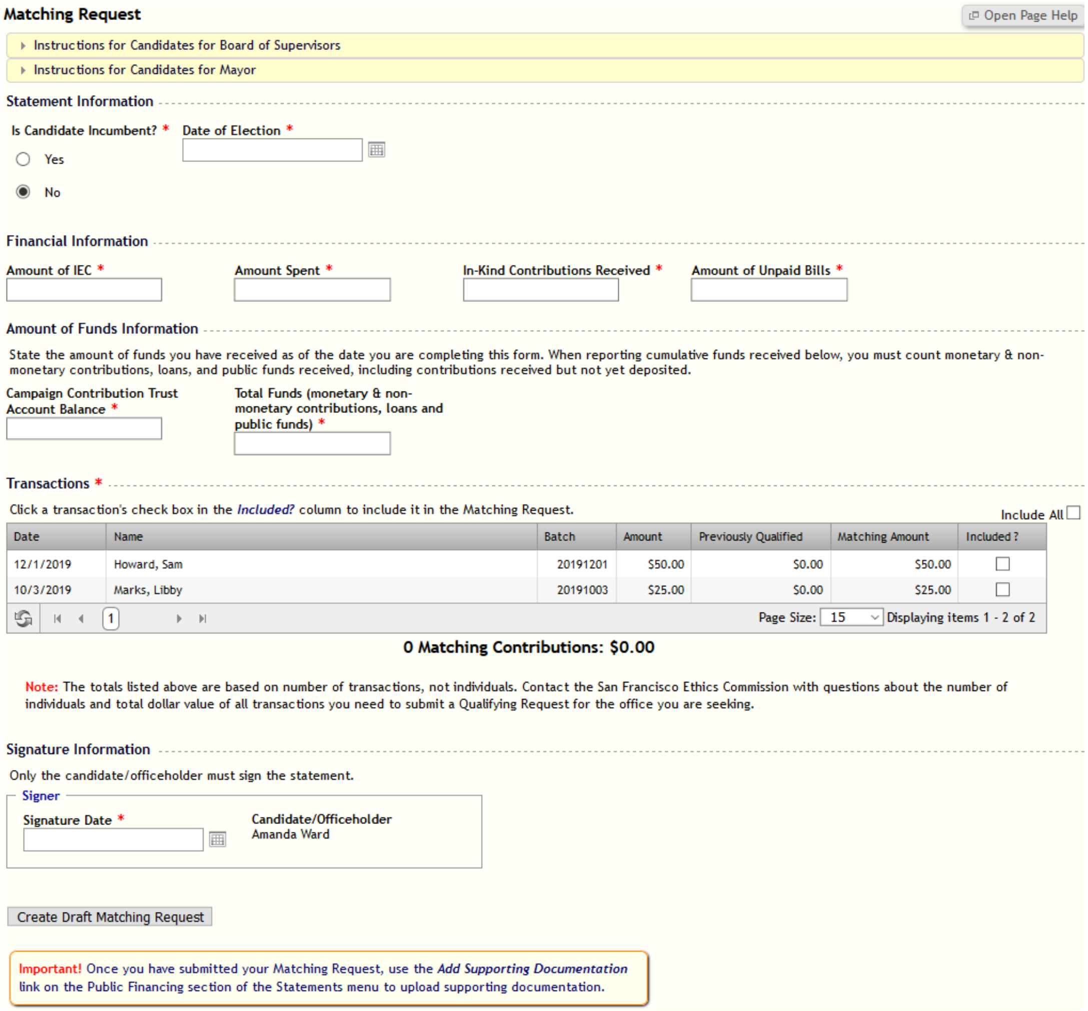


Figure 10

CREATING A MATCHING REQUEST

To create a Matching Request:

1. Select *Create New Matching Request* from the Statements menu. The *Matching Request* page opens.
2. *Is Candidate Incumbent?* - If the candidate is the incumbent, select *Yes*, otherwise select *No*.
3. *Date of Election* - Enter the date of the election the candidate is running in.
4. Enter financial information:
    a. *Amount of IEC* - Enter the amount of your Individual Expenditure Ceiling (IEC). Because you cannot make or incur expenses greater than your IEC, the total amount of your paid bills, unpaid bills, and in-kind contributions may not exceed your IEC.
    b. *Amount Spent* - Enter the amount spent.

c. *In-Kind Contributions Received* - Enter the amount of in-kind contributions you have received.

d. *Amount of Unpaid Bills* - Enter the amount of your unpaid bills.

5. Enter *Amount of Funds Information*:

   State the amount of funds you have received as of the date you are completing this form. When reporting cumulative funds received below, you must count monetary & non-monetary contributions, loans, and public funds received, including contributions received but not yet deposited.

   a. *Campaign Contribution Trust Account Balance* - Enter the amount of funds you have in your Campaign Contribution Trust Account.

   b. *Total Funds (monetary & non-monetary contributions, loans and public funds)* - Enter the total funds (monetary, non-monetary, loans and public funds) you have received.

6. *Matching Contributions* - Click a transaction's check box in the *Included?* column to include it in the Matching Request. Click the *Include All* check box above the *Included?* column to include all listed transactions. The number of included transactions and the total dollar amount is listed below the table.

7. *Signature Information*:

   a. *Date Signed* - Enter the date signed. The system adds the candidate's name automatically.

8. Click the *Create Draft Matching Request Form* button.

Important! The *Create Draft Match Request* button remains in an inactive state until you have included the correct number of transactions and the correct total dollar amount for all included transactions based on the office you are seeking and whether or not you are the incumbent.

9. Go to the Home page to review the draft. See "Statement Contents" on page 20 for information about the files included in an e-filing.

10. E-File the Matching Request:

    a. *E-File* - Click the statement's E-File link in the Draft Statements table on the Home page. The E-File Statement page opens.

    b. *Response E-Mail Address* - Enter your e-mail address to receive a response from the system.

    c. *Submit* - Click the *Submit* button to begin the e-filing process.

Note: Once you have submitted your Matching Request, you may want to upload supporting documentation. Click the *Add Supporting Documentation* link in the Public Financing section of the Statements menu to upload supporting documentation. See "Supporting Documentation".

AMENDING A MATCHING REQUEST

Once filed, you may not amend a Matching Request including adding new or revising existing contributions. However, you may withdraw an existing submission by notifying the Ethics Commission in writing and submit a new Matching Request.

Supporting Documentation

You may upload supporting documentation associated with a qualifying or a matching request. The San Francisco Ethics Commission may also request additional supporting documentation to verify your transactions.

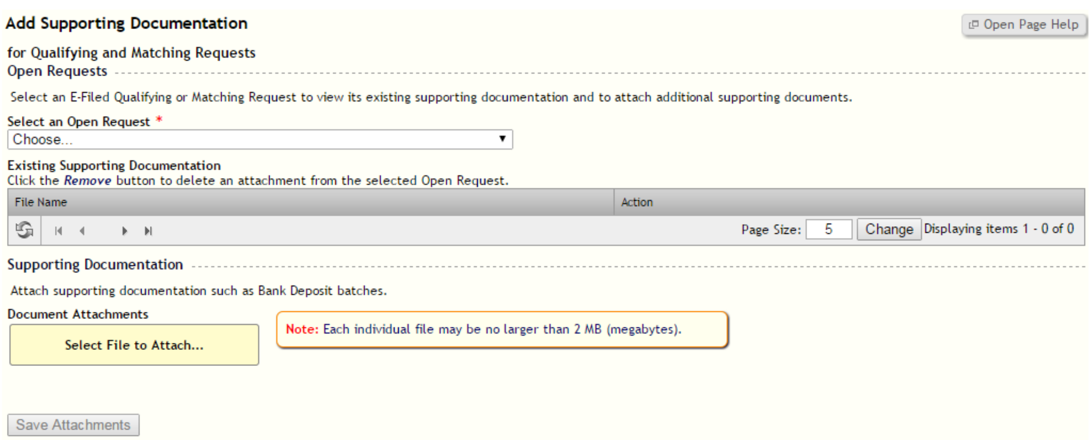


Figure 11

ADDING SUPPORTING DOCUMENTATION

To add supporting documentation to an e-filed qualifying or matching request:

1. Click *Add Supporting Documentation* in the Public Financing section of the Statements menu. The Add Supporting Documentation page opens.
2. *Select an Open Request* - Select an E-Filed Qualifying or Matching Request to view its existing supporting documentation and to attach additional supporting documents.
    a. The *Existing Supporting Documentation* table displays all supporting documentation that you have uploaded for the qualifying or matching request you selected. This does not include any documentation that you uploaded for single monetary contributions.
    b. Click an attachment's *Remove* button to delete the attachment from the qualifying or matching request.
3. *Supporting Documentation* - Upload and attach to the qualifying or matching request you selected any supporting documentation in either PDF or JPEG format:
    a. Click the *Select File to Attach* button. The *Open* window opens.

b. Locate the file on your computer and click it once to select it.

Note: If you plan to attach more than one file to the qualifying request, make sure the file names are not the same and that they convey information about their contents and purpose.

c. Click the *Open* button. The system uploads and attaches the file to the filing and lists the file name below the button.

d. Click the *Remove* button to remove an attachment.

4. *Save Attachments* - This button activates after you select a file to attach. Once you have selected all supporting documentation, click the Save Attachments button to upload the files to the Ethics Commission. The system associates the attachments with the e-filed qualifying or matching request you selected.

VIEWING SUPPORTING DOCUMENTATION

To view all of the supporting documentation for a qualifying or matching request:

1. Click *Add Supporting Documentation* in the Public Financing section of the Statements menu. The Add Supporting Documentation page opens.
2. *Select an Open Request* - Select an E-Filed Qualifying or Matching Request to view its supporting documentation.
3. The *Existing Supporting Documentation* table displays all supporting documentation that you have uploaded to the Ethics Commission for the e-filed qualifying or matching request you selected. This includes supporting documentation that you uploaded with monetary contributions along with any additional supporting documentation you have submitted.

REMOVING SUPPORTING DOCUMENTATION

To remove supporting documentation from an e-filed qualifying or matching request:

1. Click *Add Supporting Documentation* in the Public Financing section of the Statements menu. The Add Supporting Documentation page opens.
2. *Select an Open Request* - Select an E-Filed Qualifying or Matching Request to view its existing supporting documentation and to attach additional supporting documents.

   a. The *Existing Supporting Documentation* table displays all supporting documentation that you and/or the San Francisco Ethics Commission have uploaded for the qualifying or matching request you select. This does not include any documentation that you uploaded for single monetary contributions.

Note: You may remove supporting documentation *that you have uploaded*. You may not remove supporting documentation *that the San Francisco Ethics Commission has uploaded*.

   b. Click an attachment's *Remove* button to delete the attachment from the qualifying or matching request.

Statement Contents

When you create a new draft statement, the system places it in the *Draft Statements* table on the Home page. Click a draft's *View* link to download a compressed zip file containing the statement's individual files:

- Public Financing Form File (e.g., PRT.pdf)
- Validation Files (e.g., PRT Validation.pdf and PRT Validation.txt)
- Data File (e.g., PRT.cal)
- Parameters (e.g., Parameters.xml)

Each of these file types are detailed below.

PUBLIC FINANCING FORM FILES

The PDF file for a statement's public financing form is the print version of the form. The name of the form files are as follows:

- PRT.pdf - Participation form.
- THR.pdf - Threshold form.
- QR.pdf - Qualifying Request form.
- MR.pdf - Matching Request form.

VALIDATION FILE

The validation PDF file contains a list of warnings and errors. Warnings do not prevent you from e-filing the statement. Errors do prevent you from e-filing the statement. All line numbers for warnings and errors listed in the validation file refer to the *data file* (see page 21), not the PDF form file. The names of the validations files are as follows:

- PRT Validation.pdf - Participation validation file.
- THR Validation.pdf - Threshold validation file.
- QR Validation.pdf - Qualifying Request validation file.
- MR Validation.pdf - Matching Request validation file.

Help with Validation Errors

Contact NetFile Support at filerhelp@netfile.com with any questions you may have about validation errors or the contents of your statement.

DATA FILE

This comma separated values file contains the raw data of the filing. The names of the files are as follows:

- PRT.cal - Participation data file.
- THR.cal - Threshold data file.
- QR.cal - Qualifying Request data file.
- MR.cal - Matching Request data file.

PARAMETERS FILE

The parameters XML file contains information about the make-up of the filing.

SUPPORTING DOCUMENTATION FILES

The zip file does not contain any supporting documentation files you may have uploaded when adding or editing a monetary contribution. The files are a part of your qualifying or matching request, but they are transmitted to the Ethics Commission using a different mechanism. For information about adding, viewing and removing supporting documentation, see "Supporting Documentation" on page 18.

Viewing Request Responses

After you submit a Qualifying Request or a Matching Request, the Commission's auditors examine the request and make determinations on individual contributions and the request as a whole. Once an auditor has approved or rejected the request, the Commission sends information to the candidate and the filer system receives the auditor's response to the overall request and contributions within the request. It is possible that the auditor may not respond to every contribution in the request.

Executive Director Response to Qualifying Requests

Within 30 days of the date a candidate submits an application (but no later than the 55th day prior to the election), the Executive Director will make a determination of whether the candidate is eligible to receive public funds.

If the Commission certifies you as eligible to participate in the public financing program, the Campaign Filer system marks each qualifying transaction as "qualified" in both the edit page for the transaction and in the Manage Transactions table. To view the Manage Transactions table, select *View/Edit/Delete Transactions* from the Transactions menu.

Executive Director Response to Matching Requests

Candidate receives a letter from the Commission stating the amount of contributions that the Commission considers to be matching contributions and the amount that is being disbursed.

Viewing Responses to Funds Requests

To view an auditor's response to a Qualifying or Matching Request:

1. Click *Previously Filed Requests* from the *Statements* menu. The *Previously E-Filed Funds Requests* page opens displaying a table that lists all funds requests e-filed from your account.

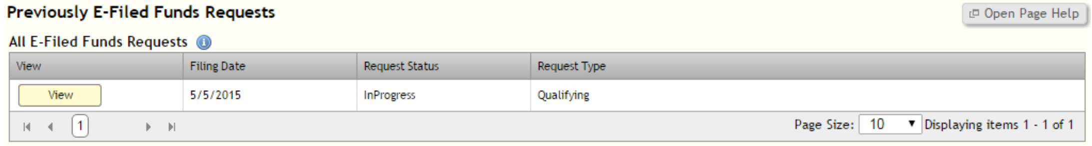


Figure 12

The table shows the following for each entry:

a. *View* - The *View* link opens the funds request's details.

b. *Filing Date* - This column displays the date the request was filed.

c. *Request Status* - This column displays one of the following:

   i. *Building* - When you initially e-file a funds request, the system sends the filing to the Public Financing Program Administration program and copies all documents attached to the funds request via an asynchronous mechanism. Commission auditors cannot work on a filing that is in this state. Depending on the size of the filing, building may take several minutes.

   ii. *Ready* - This status indicates that the filing is ready to reviewed by the Commission, but the review has not begun.

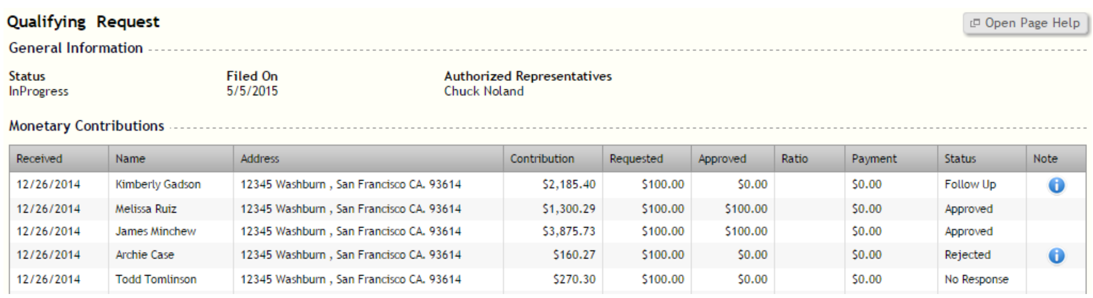
   iii. *InProgress* - This status indicates that a Commission auditor has begun reviewing the filing.

   iv. *Approved* - This status indicates that the filing has been approved by a Commission auditor.

   v. *Rejected* - This status indicates that the filing has been rejected by a Commission auditor.

d. *Request Type* - This column displays the type of request: *Qualifying* or *Matching*.

2. *View* - To view a funds request, locate the funds request you want to view and then click its *View* button. The funds request opens with the type of request displaying as the page title:



Received	Name	Address	Contribution	Requested	Approved	Ratio	Payment	Status	Note
12/26/2014	Kimberly Gadson	12345 Washburn , San Francisco CA. 93614	$2,185.40	$100.00	$0.00		$0.00	Follow Up	
12/26/2014	Melissa Ruiz	12345 Washburn , San Francisco CA. 93614	$1,300.29	$100.00	$100.00		$0.00	Approved	
12/26/2014	James Minchew	12345 Washburn , San Francisco CA. 93614	$3,875.73	$100.00	$100.00		$0.00	Approved	
12/26/2014	Archie Case	12345 Washburn , San Francisco CA. 93614	$160.27	$100.00	$0.00		$0.00	Rejected	
12/26/2014	Todd Tomlinson	12345 Washburn , San Francisco CA. 93614	$270.30	$100.00	$0.00		$0.00	No Response	

Figure 13

General Information

This section of the funds request displays the following information:

- *Status* - The current status of the request:
  - *Building* - The system has e-filed the request and it is currently uploading to the Public Financing Administration application.
  - *Ready* - The funds request is ready to be reviewed by a Commission auditor.
  - *InProgress* - An auditor has begun reviewing the funds request.
  - *Approved* - An auditor has completed a review and has approved the funds request.
  - *Rejected* - An auditor has completed a review and has rejected the funds request.

- *Filed On* - The date the funds request was e-filed.
- *Authorized Representatives* - A list of representatives the candidate has authorized to receive payments from the Commission.

Monetary Contributions

This table lists each monetary contribution that was included in the funds request. The table contains the following columns:

- *Received* - The date the contribution was received.
- *Name* - The full name of the contributor.
- *Address* - The contributor's full address.
- *Contribution* - The amount of the contribution.
- *Requested* - The amount of the contribution the candidate is requesting to be matched.
- *Approved* - The amount the Commission approves to be matched. This amount appears only after an auditor has edited the monetary contribution, approved it and added the *Approved* amount.
- *Ratio* - **The *ratio* displays only for Matching Requests, not Qualifying Requests.** The ratio displays only after an auditor has edited a monetary contribution in a Matching Request, approved it, added the *Approved* amount and set the ratio. It is the ratio at which the *Approved* amount will be paid. The ratio is preset to 6:1, since this is the only ratio applicable to matching contributions.
- *Payment* - **The *Payment Amount* displays only for Matching Requests, not Qualifying Requests.** The amount to be paid to the candidate for a Matching Request's monetary contribution based on the *Amount Approved* and the *Ratio*.
- *Status* - The status of the transaction:
  - *No Response* - An auditor has not responded to the transaction. This is the default setting for all transactions.
  - *Follow Up* - An auditor has marked the transaction for follow-up. Those marked as such may require your intervention either by uploading supporting documentation or providing the Commission with other information. An auditor may contact you for further information.
  - *Approved* - The transaction was approved.
  - *Rejected* - The transaction was rejected. A note with the reason for the rejection *may* be attached.
- *Note* - A blue information icon appears when an auditor has written a note for the transaction. Click the icon to open a dialog containing the note.

Note: If you have questions about any responses, contact the San Francisco Ethics Commission.