New NetFile User Access Process

NetFile has instituted a new, more secure user access process that involves creating a new *NetFile User* that you link to your existing *NetFile Campaign Filer Account*. If you have multiple NetFile Campaign Filer accounts, the new NetFile User is your gateway to access all of the accounts even if the accounts are in separate jurisdictions. The new user access process goes hand-in-hand with the roll-out of the new NetFile Campaign Disclosure System e-filer software.

This document provides details on how to create your new NetFile User, obtain your new password, log in using your new NetFile User credentials and link them to your existing campaign filer account(s).

Creating a New NetFile User

To create a new NetFile User:

1. Browse directly to the new log-in page at https://netfile.com/Filer.
2. Click the **Create a New NetFile User** link (see Figure 1). The Create a New NetFile User page opens (see Figure 2 on page 2).
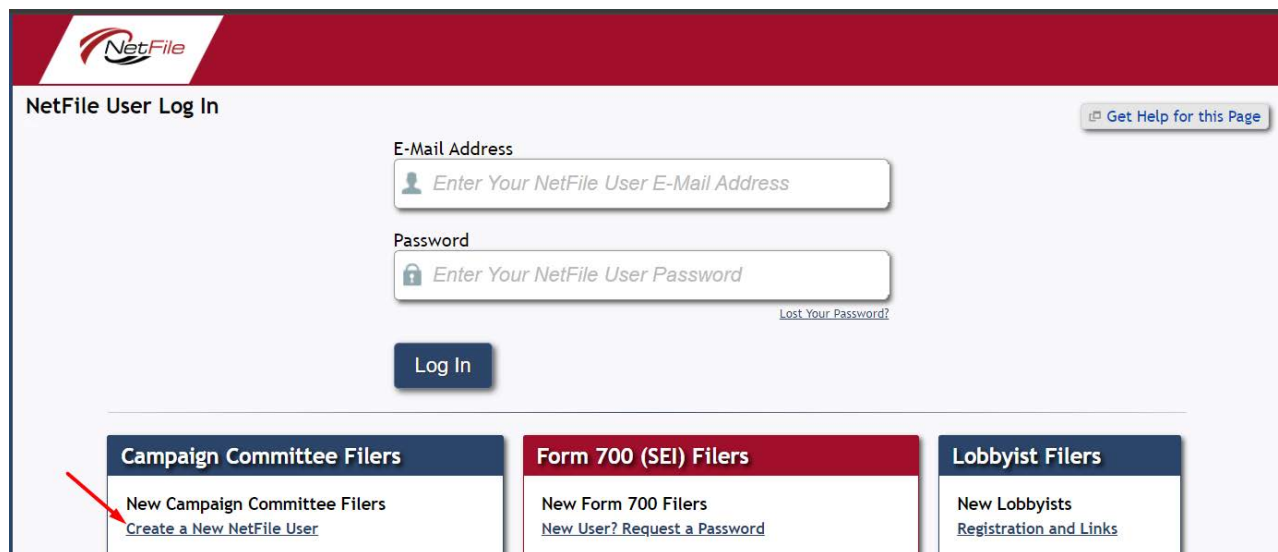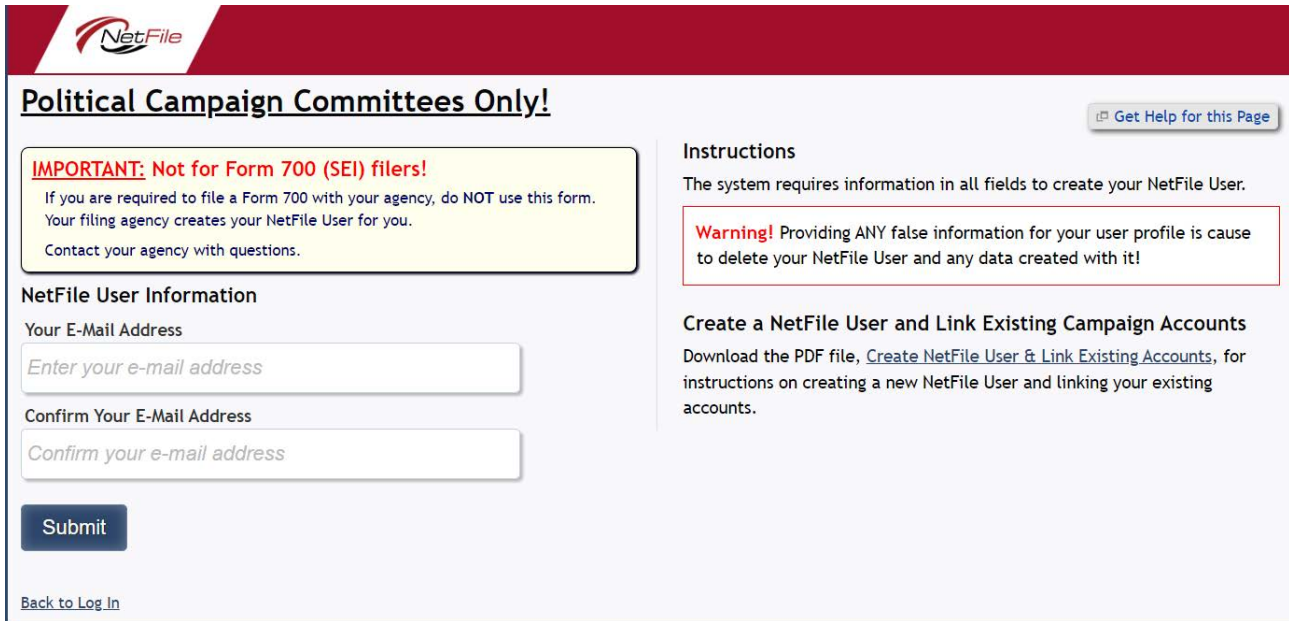

Figure 1

3.   **Create NetFile User** - Enter your E-Mail Address and select "Submit" to receive and email to set up your account.

💡 Click the **Get Help for this Page** button to the right of the form (see Figure 2) to view these instructions on the page.

Figure 2

CONFIRMATION E-MAIL

When you submit the information required to create a new NetFile User, the system sends an e-mail message to the e-mail address you entered in the NetFile User Form.

Important: Some e-mail programs flag e-mail messages that contain links as spam or junk e-mail. Check your spam or junk e-mail folders if the message does not appear in your in-box.

The e-mail contains a link you click that takes you to a page to enter your NetFile User Information. If you cannot click the link, copy and paste the link into your browser's address bar and then press your keyboard's Enter key. You will enter your first and last name, phone number, and set a password to create a new user. Once you have all information entered, select "Create NetFile User" and you will get a confirmation page with your username and password. You can print this page to keep for your records.

Click the **Go to the Log In page** link on the Confirmation page to open the log-in page.

Log In to NetFile

The web address to the new NetFile Log In page is https://netfile.com/Filer. See an example of the log-in form in Figure 1 on page 1.

To log in enter your new NetFile User credentials:

1. **E-Mail Address** - Enter the e-mail address you used to create your NetFile User.

2. **Password** - Enter your new password.

3. **Log In** - Click the Log In button to log in. The NetFile User Home page opens.

LINK NETFILE CAMPAIGN FILER ACCOUNT

When you first log in, the system opens the NetFile User Home page where you link your new user credentials with your existing NetFile Campaign Filer account(s). To link one or more filer accounts to your new user credentials:

1. Click the **Link Local Campaign Filer Account** link. The Link NetFile User Credentials to Local Campaign Filer Account page opens.
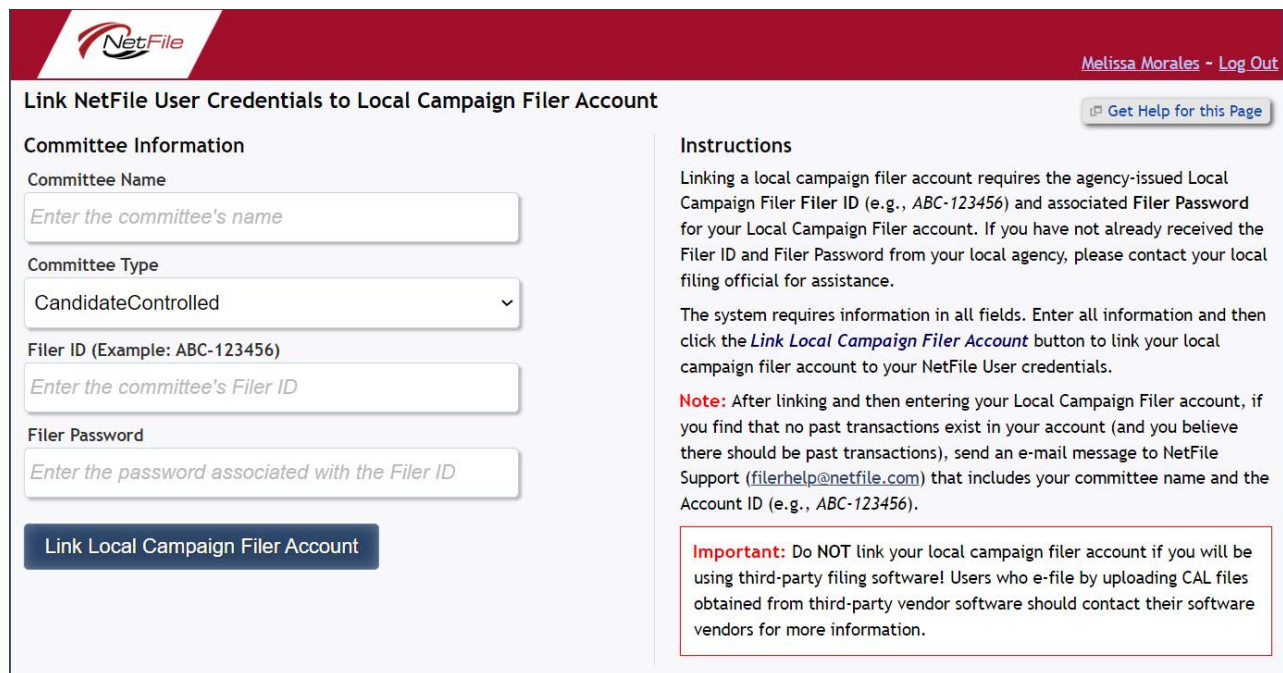

Figure 3

2. Enter the following information about your NetFile Campaign Filer Account:

   a. **Committee Name** - Enter the name of the committee as it appears on the Form 410.

   b. **Committee Type** - Select the type of committee using the drop-down list.

   c. **Filer ID** - Enter the Filer ID for your existing NetFile Campaign Filer account. The Filer ID is a series of letters and numbers separated by a dash. For example, ABC-123456.

Contact your local agency of you do not know your NetFile Campaign Filer account's Filer ID.

d. **Filer Password** - Enter the password associated with your existing NetFile Campaign Filer account. The password is a series of eight letters and numbers. Contact your local agency if you do not know your NetFile Campaign Filer account's password.

Note: This is NOT the password you used to log in with. You should have received the Filer Password from your agency at the same time you received the Filer ID.

3. **Link Local Campaign Filer Account** - Click the Link Local Campaign Filer Account button to link the account with your new NetFile User credentials.

The system verifies the Filer ID and Filer Password and creates permission for your new NetFile User credentials to access your existing NetFile Campaign Filer Account. You are now the owner of the account and have full authority and responsibility for the account.

If you have other NetFile Campaign Filer accounts, regardless of their jurisdiction (city, or county), follow the same steps to link the other accounts to your new NetFile User credentials.