



Online Campaign Finance Filing System

e-File User Guide

**Office of the City Clerk
City of Colorado Springs**

Version 1.6



Table of Contents

| | | |
|-----------|---|-----------|
| 1 | <u>INTRODUCTION</u> | 4 |
| 2 | <u>OVERVIEW OF THE ONLINE CAMPAIGN FINANCE FILING SYSTEM</u> | 4 |
| 3 | <u>LOGGING IN</u> | 5 |
| 3.1 | SELF-REGISTRATION | 5 |
| 3.2 | CLERK REGISTRATION | 7 |
| 3.3 | LOGGING IN | 7 |
| 3.4 | FORGOT PASSWORD | 8 |
| 4 | <u>EDITING USER ACCOUNT INFORMATION</u> | 8 |
| 5 | <u>REQUESTING ASSOCIATION TO A CAMPAIGN</u> | 10 |
| 6 | <u>EDIT THE CAMPAIGN PROFILE</u> | 12 |
| 7 | <u>MANAGE AN E-FILING</u> | 14 |
| 7.1 | CREATING AN E-FILING | 14 |
| 7.2 | PREVIEW E-FILING FORMS PRIOR TO SUBMITTAL | 16 |
| 7.3 | UPDATING AN E-FILING | 17 |
| 7.4 | CANCELLING AN INCOMPLETE E-FILING | 18 |
| 8 | <u>FILING SCHEDULES</u> | 18 |
| 8.1 | REPORT OF CONTRIBUTIONS & EXPENDITURES | 18 |
| 8.2 | SCHEDULE A-1: ITEMIZED CONTRIBUTIONS STATEMENT (\$20 OR MORE) | 18 |
| 8.2.1 | COMPLETING A-1 ONLINE | 18 |
| 8.2.2 | UPLOADING A-1 | 19 |
| 8.3 | SCHEDULE A-2: STATEMENT OF NON-MONETARY CONTRIBUTIONS | 21 |
| 8.3.1 | COMPLETING A-2 ONLINE | 21 |
| 8.3.2 | UPLOADING A-2 | 22 |
| 8.4 | SCHEDULE B: ITEMIZED EXPENDITURES STATEMENT (\$20 OR MORE) | 24 |
| 8.4.1 | COMPLETING SCHEDULE B ONLINE | 24 |
| 8.4.2 | UPLOADING SCHEDULE B | 26 |
| 8.5 | SCHEDULE C: LOANS | 28 |
| 8.6 | SCHEDULE D-1: RETURNED CONTRIBUTIONS | 30 |
| 8.7 | SCHEDULE D-2: RETURNED EXPENDITURES | 32 |
| 8.8 | SCHEDULE E: CLOSEOUT DISTRIBUTIONS | 33 |
| 9 | <u>AMEND A FILING</u> | 34 |
| 10 | <u>E-MAIL NOTIFICATIONS</u> | 36 |
| 10.1 | SIGNING-UP FOR EMAIL NOTIFICATIONS | 36 |
| 10.2 | AUTOMATIC EMAIL NOTIFICATIONS | 37 |



| | | |
|------------------|---|------------------|
| <u>11</u> | <u>SEARCH FILINGS AND DOWNLOAD FILING DATA</u> | <u>37</u> |
| 11.1 | SEARCH AND DOWNLOAD | 37 |
| 11.2 | VIEW CAMPAIGN INFORMATION | 41 |



1 Introduction

This user guide provides step-by-step instructions for the general public and for E-filers to use the City of Colorado Springs Online Campaign Finance Filing System. No registration is required for general users who only wish to search for filed reports, download data associated with those reports or to request notifications of changes to elections or campaigns. E-filers, those submitting filings on behalf of candidates or committees, must register with the City Clerk's Office. The Online Campaign Finance Filing System can be accessed at <https://www.springsgov.com/CampaignFinance>.

The Online Campaign Finance Filing System is intended to allow E-filers to electronically submit forms in compliance with City Code section [5.2.101](#) through section [5.2.105](#), as well as City Code section [5.2.201](#) through section [5.2.211](#). See the City Code at coloradosprings.gov/citycode for specific requirements.

Please note filing online is not required, but is strongly encouraged. Paper filings may also be submitted to the City Clerk's Office at 30 S. Nevada Ave., Suite 101, Colorado Springs, CO 80903.

This user guide is available for download. Look in the lower, right-hand corner of any webpage in the Online Campaign Finance Filing System. If you have feedback regarding this user guide, please email to Elections@coloradosprings.gov so we can incorporate your suggestions in future revisions.

2 Overview of the Online Campaign Finance Filing System

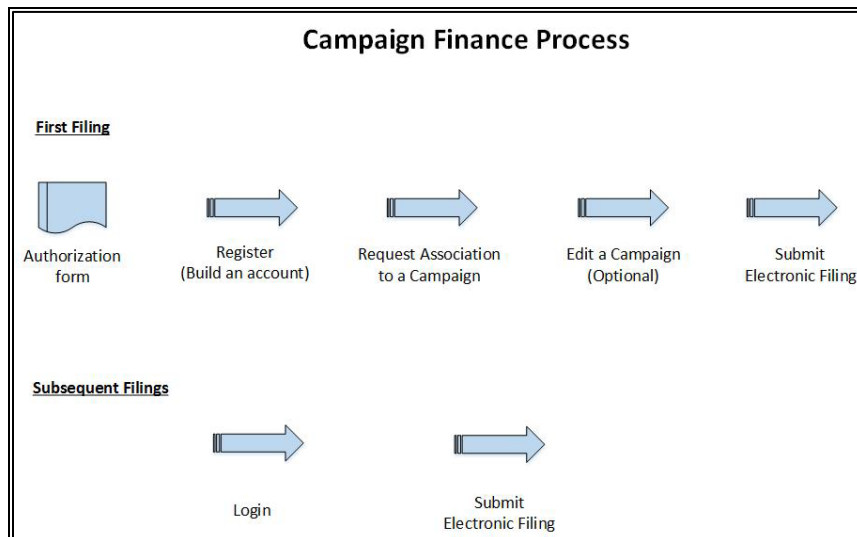


Figure 1 – Campaign Finance Process Diagram



The Online Campaign Finance Filing System allows individuals who submit filings for campaigns to submit forms electronically. In order to obtain full access to the online system, E-filers first need to submit a [Campaign Finance Electronic Filing Authorization](#) form to the City Clerk's Office. This form requests authorization to file on behalf of a candidate or committee. The form must be signed by either the candidate or an authorized representative of a committee.

Once the City Clerk's Office has received and approved the [Campaign Finance Electronic Filing Authorization](#) form, user accounts will be created in the online system and associated with their authorized campaign. Once an account is established, E-filers will have the ability to update campaign information, like address and financial institution information required for electronic filings. E-filers can also update campaign contact information, like website, email address and phone number.

E-filers will use the online system to complete forms and schedules that make up a filing. Once a filing has been submitted, it will be immediately available for viewing by the general public. Filings can also be amended at any time.

All users, with or without a user account, can view campaign information, search for filed reports, download data for filed reports and sign up for email notifications.

The City Clerk's Office will establish the elections, reporting periods, candidates, committees and ballot items (both races and issues) for each election. The City Clerk's Office also has the ability to transfer ending balance funds from previous elections to a current election.

3 Logging in

This section contains instructions for registering, logging in and resetting passwords. E-filers can set up their own online accounts and edit them at any point. The City Clerk's Office can also access/edit E-filer accounts but cannot access security information such as passwords.

3.1 Self-Registration

First time users can register online, but will need to submit a [Campaign Finance Electronic Filing Authorization](#) form. This form must be **signed by a candidate**, or in the case of an issue or political committee, **signed by the representative of that committee**. There is a link to this form on the Registration page. Users will not be able to submit online filings until the signed authorization form is received and approved by the City Clerk's Office. Users may also request to be associated to a particular campaign. The request will remain in "Pending" status until the authorization form is processed.

These steps should be followed to log in for the first time:

- 1) Click on the **Register** link in the top right-hand corner of the Campaign Finance Home page.

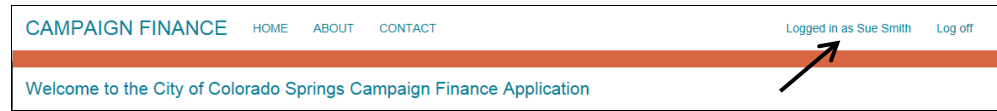
This is a screenshot of the "CAMPAIGN FINANCE" homepage. At the top, there is a navigation bar with links for "HOME", "HELP", "CONTACT", "Register", and "Log in". The "Register" link is highlighted with an arrow. Below the navigation bar, the page has a heading "Welcome to the City of Colorado Springs Campaign Finance Application" followed by several paragraphs of text explaining the requirements for filing campaign finance statements. There are two main sections: "Public/Media" with a "Sign-up for Email Notifications" button, and "Reports and Data" with a "Search Filings and Download Filing Data" button. The footer contains copyright information and a link to the "User Guide".

- 2) Click on the authorization form link to download the [Campaign Finance Electronic Filing Authorization](#) form. This PDF has fillable fields, so you can enter everything except for the signature. You will need to print out the form for an ink signature before submitting to the City Clerk's Office.
- 3) Complete all fields and click on the **Register** button. Keep in mind that the phone and email information is provided for the City Clerk's Office to contact you directly. It will not be shown anywhere on the website.

This is a screenshot of the "Register" form. The form is titled "Register" and has a sub-heading "Candidates/Committees". It contains a paragraph of text explaining the need for an authorization form, with a link to "Campaign Finance Electronic Filing Authorization" highlighted by an arrow. Below this, there are sections for "Public/Media" and "Create a new account". The "Create a new account" section contains several input fields: "First Name", "Last Name", "Phone", "Email", "Confirm Email", "Security Question", "Security Answer", "Password", and "Confirm password". At the bottom of this section is a "Register" button, which is also highlighted by an arrow.



- 4) You will be taken back to the Home page, where your login name will be displayed in the upper right-hand corner of the page:



3.2 Clerk Registration

If a user submits a [Campaign Finance Electronic Filing Authorization](#) form, signed by a candidate or representative of a committee, but does not complete the online registration, the City Clerk's Office will complete the registration. In this case, the user will receive the following email, with a link to complete the process.

From: noreply@springsgov.com [<mailto:noreply@springsgov.com>]
Sent: Thursday, June 05, 2014 2:55 PM
Subject: Campaign Finance Account Creation

Hello,
You have requested a Campaign Finance account to be created.
Please click the link below to complete the creation of your account:

[Complete Account Creation](#)

3.3 Logging in

- 1) Registered users can click on the **Log in** link in the upper right-hand corner of the Home page. When the following page appears, complete both fields and click on the **Log in** button. You will be taken to the Campaign Finance Home page. Please note after 1 hour of inactivity, users will automatically be logged out of the system.

A screenshot of the Campaign Finance login page. The header includes "CAMPAIGN FINANCE" and navigation links "HOME", "HELP", and "CONTACT". On the right, there are links for "Register" and "Log in". The main content area has a "Log in" heading and a subheading "Use a local account to log in." Below this are input fields for "Email" and "Password". There is a checkbox for "Remember me?" and a "Log in" button. At the bottom, there is a link for "Forgot Password?" and a footer with copyright information and a link to the User Guide.



3.4 *Forgot Password*

- 1) To reset a forgotten password, click on the **Forgot Password?** link at the bottom of the Log in page.

A screenshot of the "Log in" page on the Campaign Finance website. The page has a header with "CAMPAIGN FINANCE" and links for "HOME", "HELP", and "CONTACT". On the right, there are links for "Register" and "Log in". The main content area is titled "Log in" and includes a sub-header "Use a local account to log in." Below this are input fields for "Email" and "Password", a "Remember me?" checkbox, and a "Log in" button. At the bottom of the form, there are links for "Register if you don't have a local account." and "Forgot Password?". An arrow points to the "Forgot Password?" link. The footer contains copyright information and a link to the User Guide.

- 2) Enter your email address and click on the **Continue** button.

A screenshot of the "Forgot your password?" page. The header is the same as the previous page. The main content area is titled "Forgot your password?" and includes an "Email" input field with an envelope icon and a "Continue" button. The footer is the same as the previous page.

- 3) You will be prompted to enter the answer to the security question you created during initial registration. Then click on the **Reset Password** button. You will receive an email with instructions to reset your password.

A screenshot of the "Question and Answer" page. The header is the same as the previous pages. The main content area is titled "Question and Answer" and includes a "Question" field with the text "superman's weakness" and an "Answer" input field. Below the input field is a "Reset Password" button. The footer is the same as the previous pages.

4 **Editing User Account Information**

The Manage Account page is used to make changes to your E-filer account.

- 1) After logging in, click on your name in the upper right-hand corner of the Home page. You will be taken to the Manage Account page.



The screenshot shows the "Manage Account" page with the "Account Information" tab selected. The page displays the following information:

| Field | Value |
|-------------------|---------------------|
| First Name | Sue |
| Last Name | Smith |
| Phone | 7192223333 |
| Email | ssmith@efiler.com |
| Security Question | superman's weakness |
| Security Answer | kryptonite |

At the bottom of the form are two buttons: "Edit" and "Change Password".

© 2014 - City of Colorado Springs - Campaign Finance

For additional help please read the [User Guide](#)

- 2) Click on the **Edit** button to go the Edit page. Edit your information as needed and click on the **Save** button. You must confirm your email address to save. Keep in mind that the phone and email information is provided for the City Clerk's Office to contact you directly. It will not be shown anywhere on the website.

The screenshot shows the "Edit Account" page with the "Edit Efiler Account" tab selected. The page displays the following information:

| Field | Value |
|-------------------|---------------------|
| First Name | Sue |
| Last Name | Smith |
| Phone | 7192223333 |
| Email | ssmith@efiler.com |
| Confirm Email | |
| Security Question | superman's weakness |
| Security Answer | kryptonite |

At the bottom of the form is a "Save" button.

© 2014 - City of Colorado Springs - Campaign Finance

For additional help please read the [User Guide](#)

- 3) Or click on the **Change Password** button on the Manage Account page if you need to change your password.

The screenshot shows the "Manage Account" page with the "Change Password Form" tab selected. The page displays the following information:

| Field | Value |
|----------------------|-------|
| Current password | |
| New password | |
| Confirm new password | |

At the bottom of the form is a "Change password" button.

© 2014 - City of Colorado Springs - Campaign Finance

For additional help please read the [User Guide](#)



- 4) After clicking on the **Change Password** button, you will see confirmation text appear. Click on the **Home** link at the top of the page after changing your password.

A screenshot of the "Manage Account" page in the Campaign Finance system. The page has a header with "CAMPAIGN FINANCE" and links for "HOME", "HELP", and "CONTACT". It shows the user is logged in as "Sue Smith" with a "Log off" link. The main content area has a heading "Manage Account." followed by the message "Your password has been changed." with a black arrow pointing to it. Below this, it says "You're logged in as ssmith@efiler.com." and provides a link to the "Change Password Form". The form contains three input fields: "Current password", "New password", and "Confirm new password", followed by a "Change password" button. The footer includes the copyright "© 2014 - City of Colorado Springs - Campaign Finance" and a link to the "User Guide".

5 Requesting Association to a Campaign

E-filers must submit a request to be associated to a particular campaign. This is a prerequisite to editing campaign profiles or to creating electronic filings.

- 1) On the Home page, click on the **Request Campaign Associations** link.

A screenshot of the "Home" page in the Campaign Finance system. The header is identical to the previous screenshot. The main content area starts with a "Welcome to the City of Colorado Springs Campaign Finance Application" message, followed by a paragraph about disclosure requirements. Below this is a "Campaign Maintenance" section with two buttons: "Request Campaign Associations" and "Manage Campaigns & Filings". A black arrow points to the "Request Campaign Associations" button. Further down is a "Public/Media" section with a "Sign-up for Email Notifications" button, and a "Reports and Data" section with a "Search Filings and Download Filing Data" button. The footer is the same as the previous screenshot.



- 2) On the Manage Campaign Associations page, select the election you wish to be associated with from the dropdown list. If the desired election is not listed, it is not an active election as defined by the City Clerk's Office, and therefore an association cannot be created. Click on the **Create New Request** link after selecting the correct election.

A screenshot of the "Manage Campaign Associations" page in the City of Colorado Springs Campaign Finance system. The page has a header with "CAMPAIGN FINANCE" and navigation links "HOME", "HELP", and "CONTACT". It shows the user is logged in as "Sue Smith". The main content area has a title "Manage Campaign Associations" and a dropdown menu for "Election" set to "11/04/2014 Coordinated". A "Create New Request" link is visible next to the dropdown. Below this is a table with columns: "Election", "Candidate/Committee", "Type", "Race/Ballot Item", and "Status". The table is currently empty. The footer contains copyright information and a link to the User Guide.

- 3) Complete the necessary fields on the Create Campaign Association Request page and click on the **Create** button. If the Race or Candidate/Committee selections in the dropdown lists are not the desired ones, you may type information into the **Other** fields. In the example shown below, a Candidate association is being requested.

A screenshot of the "Create Campaign Association Request" page for a "10/17/2014 Special Election". The page shows a form with the following fields: "Type" (dropdown menu set to "Candidate"), "Race" (dropdown menu), "Other Race (not in list)" (text input), "Candidate" (dropdown menu), and "Other Candidate (not in list)" (text input). There are "Create" and "Cancel" buttons at the bottom. The footer contains copyright information and a link to the User Guide.

Notice in this example that the type of association being requested is Committee, which defaults to an Issue Committee.

A screenshot of the "Create Campaign Association Request" page for a "01/02/2015 General Election". The page shows a form with the following fields: "Type" (dropdown menu set to "Committee"), "Committee" (dropdown menu), "Other Committee (not in list)" (text input), "Other Committee Type" (dropdown menu set to "Issue"), "Ballot Item" (dropdown menu), and "Other Ballot Item (not in list)" (text input). There are "Create" and "Cancel" buttons at the bottom. The footer contains copyright information and a link to the User Guide.

If instead a Political Committee is selected (shown below), notice the Ballot item is no longer required.

A screenshot of the "CAMPAIGN FINANCE" web application. The page title is "Create Campaign Association Request for 01/02/2015 General Election". The form includes fields for "Type" (set to "Committee"), "Committee" (empty), "Other Committee (not in list)" (empty), and "Other Committee Type" (set to "Political"). There are "Create" and "Cancel" buttons at the bottom. The footer shows "© 2014 - City of Colorado Springs - Campaign Finance" and a link to the "User Guide".

- 4) Your request will be reflected as having a Pending status until the City Clerk approves it. Approval is obtained by submitting a [Campaign Finance Electronic Filing Authorization](#) form **signed by a candidate or representative of a committee**. Once approved, the status will change to Open. Clicking on the **Remove** link will delete your request. To create another request, select another election from the dropdown list and click on the **Create New Request** link. E-filers must submit a [Campaign Finance Electronic Filing Authorization](#) form **signed by a candidate or representative of a committee**, corresponding to each association request.

A screenshot of the "CAMPAIGN FINANCE" web application. The page title is "Manage Campaign Associations". It shows a dropdown for "Election" set to "11/04/2014 Coordinated" and a "Create New Request" link. Below is a table with columns: Election, Candidate/Committee, Type, Race/Ballot Item, Status, and a "Remove" link. The table contains one row: "10/17/2014 Special", "Peter Parker", "Candidate", "city clerk", "Pending", and "Remove". The footer shows "© 2014 - City of Colorado Springs - Campaign Finance" and a link to the "User Guide".

| Election | Candidate/Committee | Type | Race/Ballot Item | Status | |
|--------------------|---------------------|-----------|------------------|---------|------------------------|
| 10/17/2014 Special | Peter Parker | Candidate | city clerk | Pending | Remove |

- 5) Requests will usually be approved or denied within 3 business days. Notification will be sent to the e-mail address on file. Once approved, E-filers will be considered active users, and have the ability to edit accounts, edit associated campaigns and submit electronic filings.

6 Edit the Campaign Profile

E-filers need to edit the detailed information of the campaign profile once their association is active. The information is required for completed filings. This also provides contact information to the public for the campaign (phone, address, email, website, etc.) **This should be the first thing you do after your campaign association is approved.**

- 1) Click on the **Manage Campaigns & Filings** link on the Home page.

A screenshot of the "CAMPAIGN FINANCE" application page. The page has a header with "CAMPAIGN FINANCE", "HOME", "HELP", "CONTACT", and a user login status "Logged in as Sue Smith" with a "Log off" link. The main content area starts with a "Welcome to the City of Colorado Springs Campaign Finance Application" section, followed by a paragraph of text about disclosure requirements. Below this is a "Campaign Maintenance" section with two buttons: "Request Campaign Associations" and "Manage Campaigns & Filings". An arrow points to the "Manage Campaigns & Filings" button. The next section is "Public/Media" with a "Sign-up for Email Notifications" button. The final section is "Reports and Data" with a "Search Filings and Download Filing Data" button. The footer contains copyright information and a link to the User Guide.

- 2) On the Manage Campaign Profiles page, click on the **Edit** link for the correct campaign.

A screenshot of the "Manage Campaign Profiles" page. The page has a header with "CAMPAIGN FINANCE", "HOME", "HELP", "CONTACT", and a user login status "Logged in as Sue Smith" with a "Log off" link. The main content area has a "Manage Campaign Profiles" section with a table. The table has columns: "Election", "Name", "Type", "Race/Ballot Item", "Status", and "Edit | Filings". The first row of data shows "10/17/2014 Special", "Peter Parker", "Candidate", "city clerk", "Open", and a link "Edit | Filings". An arrow points to the "Edit | Filings" link. The footer contains copyright information and a link to the User Guide.

- 3) The Edit Campaign Profile page has fields for addresses, web site and financial institution information. The Campaign Address and Financial Institution Address information is used when generating the Report of Contributions & Expenditures. Mailing Address and campaign contact information (web site, email, phone) are optional. These can be entered for use by the general public. Clicking on the **Save** button will return you to the Manage Campaign Profiles page.

A screenshot of the "Edit Campaign Profile" form. The form is divided into two main sections: "Campaign Address" and "Mailing Address" on the left, and "Campaign Web Site Address", "Campaign Contact Email", "Campaign Contact Phone", and "Financial Institution Address" on the right. The "Campaign Address" section includes fields for Street (Skywalker Ranch Rd), City (Nicasio), State (CA), and Zip Code (94946). The "Mailing Address" section includes fields for Street (PO Box C3P0), City (Novato), State (CA), and Zip Code (94948). The "Campaign Web Site Address" field contains the URL http://lucasfilm.com/skywalker-ranch. The "Campaign Contact Email" field contains the email address george@lucasfilm.com. The "Campaign Contact Phone" field contains the phone number 7193855113. The "Financial Institution Address" section includes fields for Financial Institution Name (Mountain View Bank), Street (24 S Weber St), City (Colorado Springs), and State (CO), with a Zip Code of 80903.

7 Manage an E-Filing

Reporting periods are created by the City Clerk's Office. The designated time to file – known as the filing period – is usually the five days at the end of a reporting period. You may create and e-filing once the filing period has begun. Please refer to www.ColoradoSprings.gov/Election for specific details and exceptions on filing dates (holidays, etc.).

7.1 Creating an E-filing

- 1) On the Home page, click on the **Manage Campaigns & Filings** link.

A screenshot of the "CAMPAIGN FINANCE" Home page. The page has a header with "CAMPAIGN FINANCE" and links for "HOME", "HELP", and "CONTACT". A user is logged in as "Sue Smith" with a "Log off" link. The main content area includes a "Welcome to the City of Colorado Springs Campaign Finance Application" message, followed by a detailed paragraph about the requirements for campaign finance disclosure. Below this, there are three main sections: "Campaign Maintenance" with links for "Request Campaign Associations" and "Manage Campaigns & Filings" (highlighted with a black arrow); "Public/Media" with a link for "Sign-up for Email Notifications"; and "Reports and Data" with a link for "Search Filings and Download Filing Data". The footer contains the copyright notice "© 2014 - City of Colorado Springs - Campaign Finance" and a link to the "User Guide".



- 2) On the Manage Campaign Profiles page, click on the **Filings** link.

| Election | Name | Type | Race/Ballot Item | Status | |
|--------------------|--------------|-----------|------------------|--------|--------------------------------|
| 10/17/2014 Special | Peter Parker | Candidate | city clerk | Open | Edit Filings |

- 3) On the Manage Filings page, the status of the filing for each reporting period is shown. When the date falls within the designated window, or is past due, a **Start** link will appear. Click on Start to go to the Create Filing for Campaign page.

| Candidate/Committee | Type | Reporting Period | Filing Type | Status | Created By | Submitted By | Submitted | |
|---------------------|-----------|------------------|-------------|--------|------------|--------------|-----------|-----------------------|
| Peter Parker | Candidate | Four | Regular | Due | | | | |
| Peter Parker | Candidate | Three | Regular | Due | | | | |
| Peter Parker | Candidate | Two | Regular | Due | | | | |
| Peter Parker | Candidate | One | Regular | Due | | | | Start |

- 4) On the Create Filing for Campaign page, complete the fields on the Report of Contributions & Expenditures. The first filing has a default starting balance of 0.00. If you have already submitted a filing, your ending balance carries over to the beginning balance of the next period. The next filing beginning balance **MUST** match the previous ending balance.

Create Filing for Campaign 10/17/2014 Special, Peter Parker, city clerk for Reporting Period One

For the Detailed Summary, the fields below are the non-calculated fields:

Funds on Hand at the Beginning of the Reporting Period: \$ 0.00

Total of Non-Itemized Contributions (\$19.99 or less): \$ 0.00

Number of Contributions of \$19.99 or Less: # 0

Total of Non-Itemized Expenditures (\$19.99 or less): \$ 0.00

Total of Other Receipts (Interest, Dividends, etc.): \$ 0.00

Is this the Final Filing? ☐

All the remaining fields will be calculated from their corresponding Schedules which you can add on the next page:

| | |
|-------------------------------------|-------------------------------------|
| Itemized Contributions \$20 or More | Schedule A-1 |
| Total Non-Monetary Contributions | Schedule A-2 |
| Itemized Expenditures \$20 or More | Schedule B |
| Loans Received | Schedule C |
| Loan Repayments Made | Schedule C |
| Returned Contributions | Schedule D-1 |
| Returned Expenditures | Schedule D-2 |
| Closeout Distributions | Schedule E (for final filings only) |

[Start](#)



Note that the **Number of Contributions of \$19.99 or Less** field is to indicate a count of how many contributions were made, not the dollar amount.

If this is the final filing for a campaign, check the box **Is this the Final Filing?** A Schedule E – Closeout Distributions will need to be filed (see *Section 8.8* below).

- 5) After clicking on the **Start** button, you will be taken to the Create Filing (for the associated Reporting Period) page. To view the .pdf file of the report, click on the Report of Contributions and Expenditures title link. To edit fields just completed, click on the **Edit** link.

If this is the only form you are going to submit for the filing, click on the **Submit Filing** button. You will be asked if you are sure you're ready to submit.

To create another form for this filing, you will select the Schedule needed from the dropdown list and click on the **Add New Form** link. See the next section, *Filing Schedules*.

| Document Type | Detail | Donor Name |
|---------------|--|------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |

7.2 Preview E-filing forms prior to submittal

- 1) A filing is considered InProgress until it is either submitted or cancelled. While a filing is InProgress, you may want to preview the forms to see how they will appear prior to submitting your filing. You can click on any of the forms in the Detail column to see the preview.

| Document Type | Detail | Donor Name |
|---------------|---|------------------------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |
| Schedule A-1 | Schedule A-1: Itemized Contributions Statement (\$20 or More) | Sally Ericksen Edit Delete |

- 2) This will open a new window with a PDF preview of the form. For example, a Report of Contributions and Expenditures looks like this (be aware that the campaign information entered in Section 6 above, populates the top of this form):



| REPORT OF CONTRIBUTIONS AND EXPENDITURES | |
|---|--|
| | |
| Full Name of Committee/Person: | |
| As Shown on Registration | |
| Address of Committee/Person | |
| City, State & Zip Code: | |
| Committee Type: | |
| Name of Financial Institution: | |
| Address of Financial Institution | |
| City, State & Zip Code of Financial Institution | |
| Type of Request | |

- 3) For forms with multiple entries (i.e. Schedule A-1, A-2, B, D-1 and D-2), click on any of the detail items will show the complete form with all detail lines.

| Schedule A - 1 - Itemized Contributions Statement (\$20 or More) | |
|--|------------------------------------|
| Full Name of Committee/Person: <u>George Lucas</u> | |
| WARNING: Please read the instruction page for Schedule "A" before completing! | |
| Please Print/Type | |
| 1. Name (Last, First): | <u>Ericksen, Sally</u> |
| 2. Address: | <u>30 s nevada ave</u> |
| 3. City/State/Zip: | <u>colorado springs, CO, 80903</u> |
| 4. Description: | <u>personal check</u> |
| 5. Employer (mandatory if employed): | |
| 6. Occupation (mandatory if employed): | |
| 7. Date Accepted: | <u>05/12/2014</u> |
| 8. Aggregate Amount this Election Cycle: | <u>\$456.00</u> |
| 9. Contribution Amount this Reporting Period: | <u>\$456.00</u> |
| 1. Name (Last, First): | <u>Chaplin, Harold</u> |
| 2. Address: | <u>30 s nevada ave</u> |
| 3. City/State/Zip: | <u>colorado springs, CO, 80903</u> |
| 4. Description: | <u>Cash</u> |
| 5. Employer (mandatory if employed): | |
| 6. Occupation (mandatory if employed): | <u>Retired</u> |
| 7. Date Accepted: | <u>05/30/2014</u> |
| 8. Aggregate Amount this Election Cycle: | <u>\$295.00</u> |
| 9. Contribution Amount this Reporting Period: | <u>\$95.00</u> |

7.3 Updating an E-filing

- 1) A filing is considered InProgress until it is either submitted or cancelled. You can suspend your work on a campaign finance filing as long as you have saved the current schedule. When you Log back in to the Campaign Finance Filing System and return to the Filings section, any unfinished filings will be shown as InProgress. Clicking the **Update** link allows you to continue your previous work.

| CAMPAIGN FINANCE | | | | | | | Log off |
|--|-----------|------------------|-------------|------------|--------------|--------------|------------------------|
| HOME | | | | | | | HELP |
| | | | | | | | CONTACT |
| Manage Filings for 10/17/2014 Special Election | | | | | | | |
| Candidate/Committee | Type | Reporting Period | Filing Type | Status | Created By | Submitted By | Submitted |
| Captain America | Candidate | Four | Regular | Due | | | |
| Captain America | Candidate | Three | Regular | Due | | | |
| Captain America | Candidate | Two | Regular | Due | | | |
| Captain America | Candidate | One | Regular | InProgress | Fidel Castro | | Update Cancel Filing |
| © 2014 - City of Colorado Springs - Campaign Finance | | | | | | | |
| For additional help please read the User Guide | | | | | | | |



7.4 *Canceling an incomplete E-filing*

- 1) If you wish to discard your InProgress filing, you can click the **Cancel Filing** link. After confirmation, your unsubmitted filing will no longer exist.

8 Filing Schedules

A filing must first be started by logging in, clicking on the **Manage Campaigns & Filings** button on the Home page, selecting the intended campaign from the Manage Campaign Profiles page, and then clicking on the **Filings** link on the Manage Filings page. The Report of Contributions & Expenditures must be completed before other Schedules can be added.

To start a new form, select the Schedule needed from the dropdown list and click on the **Add New Form** link. For all the forms, the information entered on the page is transcribed into a .pdf document.

8.1 *Report of Contributions & Expenditures*

There is no need to select this form; it was created on the Start a New Filing page. It can, however, be edited at any time by clicking on the **Edit** link on the Manage Filings page.

8.2 *Schedule A-1: Itemized Contributions Statement (\$20 or More)*

This Schedule needs to be completed if there are itemized contributions of \$20 or more. It can be completed online, or a file can be uploaded by selecting the **Upload Schedules** link. Multiple Schedules can be created by uploading a file that lists them all. See *Section 8.2.2* below for instructions on uploading a file.

8.2.1 Completing A-1 online

- 1) Select Schedule A-1 from the dropdown list on the Create (Amend) Filing page and click on the **Add New Form** link.

The screenshot shows the "CAMPAIGN FINANCE" web application. At the top, there are navigation links: HOME, HELP, CONTACT, and a user status bar indicating "Logged in as Sue Smith" with a "Log off" link. The main heading is "Create Filing for the One Reporting Period for the 10/17/2014 Special Election". Below this, there is a "Document Type to Add" dropdown menu currently showing "Schedule A-1: Itemized Contributions Statement (\$20 or More)". To the right of the dropdown are two links: "Add New Form" and "Upload Schedules". Below these links is a table with three columns: "Document Type", "Detail", and "Donor Name". The table contains one row with "Report of C&E" in the first column, "Report of Contributions and Expenditures" in the second, and a link "Edit" in the third. At the bottom left of the table area are "Submit Filing" and "Cancel" buttons. A black arrow points from the "Add New Form" link to the "Add New Form" button in the table. The footer contains copyright information "© 2014 - City of Colorado Springs - Campaign Finance" and a link to the "User Guide".



- 2) Complete the fields and click on the **Create and Return** button. If you would like to add another Schedule A-1 to this filing, click on the **Create and Add Another** button instead.
 - i. For a company/corporate name, leave First Name blank and use Last Name for the company/corporate name
 - ii. Description should indicate the form of payment: Cash, Check, Money Order, etc.

- 3) You will be taken back to the Create (Amend) Filing page, where you can click on the **Submit Filing** button, or choose another Schedule to add to the filing.

| Document Type | Detail | Donor Name | |
|---------------|---|--------------|---------------|
| Report of C&E | Report of Contributions and Expenditures | | Edit |
| Schedule A-1 | Schedule A-1: Itemized Contributions Statement (\$20 or More) | Tom Thompson | Edit Delete |

8.2.2 Uploading A-1

- 1) Click on the **Upload Schedules** link. Please note you may only upload schedules A-1, A-2 and B.

A screenshot of the Campaign Finance e-Filing system. The page title is "Amend Filing for the June 1 Reporting Period for the 11/05/2014 General Election". It shows a "Document Type to Add" dropdown menu with "Schedule A-1" selected. Below this is a table with columns "Document Type", "Detail", and "Donor Name". The table lists "Report of C&E" and "Schedule A-1 Itemized Contributions Statement (\$20 or More)" for "Lex Luthor". There are "Submit Filing" and "Cancel" buttons at the bottom. An arrow points to the "Donor Name" column header.

2) From the dropdown list, select Schedule A-1.

A screenshot of the Campaign Finance e-Filing system. The page title is "Upload Schedule Data". It shows a "Document Type" dropdown menu with "Schedule A-1: Itemized Contributions Statement (\$20 or More)" selected. Below this is a "File" input field with a "Browse..." button. There are "Create Records" and "Cancel" buttons at the bottom. An arrow points to the "Browse..." button.

3) Click on the **Browse** button to find the correct file.

Please note: Only newer-format Microsoft Excel files (xlsx work, xls do not work) or comma delimited files can be uploaded. The .pdf forms found at <http://coloradosprings.gov/election/> or Google Docs cannot be used to upload. The data in the file must also be in the correct format for it to be uploaded. Data that is missing or invalid will appear on the page highlighted in red and will **not** upload into the Online Campaign Finance Filing System. For Schedule A-1 the data file should have 12 columns, as described below:

- First name (leave this blank for a company name)
- Last name (or company name)
- Address
- City
- State
- Zip code
- Description
- Employer
- Occupation
- Date accepted
- Aggregate amount this election cycle
- Contribution amount this reporting period

Column headings should not be in the file for upload – only the data itself.



- 4) After selecting the correct file to upload, click on the **Upload File** button. An example upload is shown below. Note the lines highlighted in red; these records will not be uploaded until they are corrected in the file, and the file is uploaded again. Only those lines that are white will appear as Schedule A-1's.

- 5) The Schedule A-1 records can then be created by clicking on the **Create Records** button.

- 6) Back on the Create Filing page, submit the filing if it is complete, or continue adding other schedules.

8.3 Schedule A-2: Statement of Non-Monetary Contributions

This Schedule needs to be completed if there are non-monetary contributions, creating one form per donor. Schedule A-2's can be individually created by completing the page online, or multiple Schedules can be created by uploading a file that lists them all. See Section 8.3.2 below for uploading instructions.

8.3.1 Completing A-2 online

- 1) Select Schedule A-2 from the dropdown list on the Create (Amend) Filing page and click on the **Add New Form** link.



- 2) Complete the fields and click on the **Create and Return** button. If you would like to add another Schedule A-2 to this filing, click on the **Create and Add Another** button instead.

- 3) You will be taken back to the Create (Amend) Filing page, where you can click on the **Submit Filing** button, or choose another Schedule to add to the filing.

| Document Type | Detail | Donor Name |
|---------------|---|-------------------------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |
| Schedule A-2 | Schedule A-2: Statement of Non-Monetary Contributions | Marco's Pizza Edit Delete |

8.3.2 Uploading A-2

- 1) Click on the **Upload Schedules** link on the Create Filings page.

| Document Type | Detail | Donor Name |
|---------------|---|-------------------------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |
| Schedule A-2 | Schedule A-2: Statement of Non-Monetary Contributions | Marco's Pizza Edit Delete |



- 2) From the dropdown list, select Schedule A-2.

A screenshot of the "Upload Schedule Data" form in the Campaign Finance system. The form has a header with "CAMPAIGN FINANCE" and navigation links "HOME", "HELP", and "CONTACT". It also shows "Logged in as test girl" and a "Log off" link. The main section is titled "Upload Schedule Data". Under "Document Type", a dropdown menu is open, showing "Schedule A-2: Statement of Non-Monetary Contributions" selected. Below this is a "File" input field with a "Browse..." button. An arrow points to the "Browse..." button. There are also "Create Records" and "Cancel" buttons. At the bottom, there is a footer with "© 2014 - City of Colorado Springs - Campaign Finance" and a link to the "User Guide".

- 3) Click on the **Browse** button to find the correct file.

Please note: Only newer-format Microsoft Excel files (xlsx work, xls do not work) or comma delimited files can be uploaded. Google Docs cannot be used to upload. The data in the file must also be in the correct format for it to be uploaded. Data that is missing or invalid will appear on the page highlighted in red, and will ***not*** upload into the Online Campaign Finance Filing System. For Schedule A-2 the data file should have 12 columns, as described below:

- First name
- Last name (or company name)
- Address
- City
- State
- Zip code
- Description
- Employer
- Occupation
- Date provided
- Aggregate amount
- Fair Market Value

Column headings should not be in the file to upload – only the data itself.

- 4) After selecting the correct file to upload, click on the **Upload File** button. An example upload is shown below. Note the lines highlighted in red; these records will not be uploaded until they are corrected in the original file, and the file is uploaded again. Only those lines that are white will appear as Schedule A-2's.



CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Upload Schedule Data

Document Type: Schedule A-2: Statement of Non-Monetary Contributions

File: Browse... Upload File

| Name | Address | Comment | Employer | Occupation | Date | Sum | Amount | Error |
|------------|------------------------------|---------|----------|------------|------------|----------|---------|--------------|
| name name2 | 1234 street, city, CO, 80908 | comment | navy | sailor | | \$550.00 | \$20.00 | Missing Date |
| name name2 | 1234 street, city, CO, 80916 | comment | navy | sailor | 06/26/2014 | \$800.00 | \$20.00 | |
| name name2 | 5467 road, city, CO, 80908 | comment | navy | sailor | 06/26/2014 | \$550.00 | \$20.00 | |
| name name2 | 1234 street, city, CO, 80908 | comment | army | soldier | 06/26/2014 | \$550.00 | \$20.00 | |

Create Records Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 5) The Schedule A-2 records can then be created by clicking on the **Create Records** button.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Create Filing for the P3 Reporting Period for the 04/07/2015 Municipal Election

Document to Add: Schedule A-1: Itemized Contributions Statement (\$20 or More) Add New Form Upload Schedules

| Document Type | Detail | Donor Name |
|---------------|---|-----------------------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |
| Schedule A-2 | Schedule A-2: Statement of Non-Monetary Contributions | Marco's Pizza Edit Delete |
| Schedule A-2 | Schedule A-2: Statement of Non-Monetary Contributions | name name2 Edit Delete |
| Schedule A-2 | Schedule A-2: Statement of Non-Monetary Contributions | name name2 Edit Delete |
| Schedule A-2 | Schedule A-2: Statement of Non-Monetary Contributions | name name2 Edit Delete |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 6) Back on the Create (Amend) Filing page, click on the **Submit Filing** button if it is complete, or continue adding other schedules.

8.4 Schedule B: Itemized Expenditures Statement (\$20 or More)

This Schedule needs to be completed if there are itemized expenditures of \$20 or more, creating one form per expenditure. Schedule B's can be individually created by completing the page online, or multiple Schedules can be created by uploading a file that lists them all.

8.4.1 Completing Schedule B online

- 1) Select Schedule B from the dropdown list on the Create (Amend) Filing page and click on the **Add New Form** link.



CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Create Filing for the P2 Reporting Period for the 04/07/2015 Municipal Election

Document Type to Add: Schedule B: Itemized Expenditures Statement (\$20 or More) Add New Form Upload Schedules

| Document Type | Detail | Donor Name |
|---------------|--|------------|
| Report of C&E | Report of Contributions and Expenditures | |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 2) Complete the fields and click on the **Create and Return** button. If you would like to add another Schedule B to this filing, click on the **Create and Add Another** button instead.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Schedule B: Itemized Expenditures Statement (\$20 or More)

Create for P2 Reporting Period for the 04/07/2015 Municipal Election

First Name:

Last Name or Business Name:

Street:

City:

State: Zip Code:

Purpose of Expenditure:

Date Expended: 09/23/2014

Amount: \$ 0.00

Create and Return Create and Add Another Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 3) Note that if this filing was marked as “final” on the Report of Contributions and Expenditures page, then the Schedule B page contains an additional field – a **Charitable Organization** checkbox to indicate whether the expenditure was made to a charity.



CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Schedule B: Itemized Expenditures Statement (\$20 or More)

Create for P3 Reporting Period for the 04/07/2015 Municipal Election

First Name

Last Name or Business Name

Street

City

State Zip Code

Purpose of Expenditure

Date Expended 09/24/2014

Amount \$ 0.00

Charitable Organization ☐

Create and Return Create and Add Another Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the User Guide

- 4) You will be taken back to the Create (Amend) Filing page, where you can click on the **Submit Filing** button or choose another Schedule to add to the filing.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Create Filing for the P2 Reporting Period for the 04/07/2015 Municipal Election

Document to Add Schedule A-1: Itemized Contributions Statement (\$20 or More) Add New Form Upload Schedules

| Document Type | Detail | Donor Name |
|---------------|--|------------------------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |
| Schedule B | Schedule B: Itemized Expenditures Statement (\$20 or More) | The Home Depot Edit Delete |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the User Guide

8.4.2 Uploading Schedule B

- 1) Click on the **Upload Schedules** link on the Create Filings page.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Create Filing for the P2 Reporting Period for the 04/07/2015 Municipal Election

Document Type to Add Schedule A-1: Itemized Contributions Statement (\$20 or More) Add New Form Upload Schedules

| Document Type | Detail | Donor Name |
|---------------|--|------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the User Guide

- 2) From the dropdown list, select Schedule B.

A screenshot of the "Upload Schedule Data" form. The form has a header bar with "CAMPAIGN FINANCE" and links for "HOME", "HELP", and "CONTACT". On the right, it says "Logged in as test girl" and "Log off". The main title is "Upload Schedule Data". Below this, there is a "Document Type" dropdown menu set to "Schedule B: Itemized Expenditures Statement (\$20 or More)". To the left of the dropdown is a "File" label. Below the dropdown is a file selection area with a "Browse..." button. To the right of the file selection area is an "Upload File" button. Below the file selection area are two buttons: "Create Records" and "Cancel". At the bottom of the form, there is a footer with "© 2014 - City of Colorado Springs - Campaign Finance" and a link to the "User Guide". An arrow points to the "Browse..." button.

3) Click on the **Browse** button to find the correct file.

Please note: Only newer-format Microsoft Excel files (xlsx work, xls do not work) or comma delimited files can be uploaded. Google Docs cannot be used to upload. The data in the file must also be in the correct format for it to be uploaded. Data that is missing or invalid will appear on the page highlighted in red and will ***not*** upload into the Online Campaign Finance Filing System. For Schedule B the data file should have 12 columns, as described below:

- First name
- Last name (or company name)
- Address
- City
- State
- Zip code
- Purpose of Expenditure
- (blank column needed here for spacing)
- (blank column needed here for spacing)
- Date Expended
- Amount
- Charity Indicator (Y or N value only)

Column headings should not be in the file to upload – only the data itself. Keep in mind that the Charity Indicator is only applicable for a "final" filing and will be ignored otherwise.

4) After selecting the correct file to upload, click on the **Upload File** button. An example upload is shown below. Note the line highlighted in red; highlighted records will not be uploaded until they are corrected in the original file, and the file is uploaded again. Only those lines that are white will appear as Schedule B's.



CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Upload Schedule Data

Document Type: Schedule B: Itemized Expenditures Statement (\$20 or More)

File: Browse... Upload File

| Name | Address | Comment | Employer | Occupation | Date | Sum | Charity | Error |
|-------------------|--|-------------------|----------|------------|------------|------------|---------|------------------------|
| Dave Jones | 555 Main St, Denver, CO, 80113 | office supplies | | | 06/26/2014 | \$550.00 | | |
| Sue Smith | 180 Oak St, Colorado Springs, CO, 80909 | entertainment | | | 06/26/2014 | \$230.00 | Yes | |
| Office Max Inc. | 2030 Powers, Colorado Springs, CO, 80916 | office furniture | | | 06/26/2014 | \$1,100.00 | | |
| Dave Donaldson | 1400 East Ave, Denver, CO, 80113 | campaign supplies | | | 06/30/2014 | \$120.00 | | |
| Joan Fraser | 2278 Dublin, Colorado Springs, CO, 80909 | entertainment | | | 06/30/2014 | | Yes | Missing Currency Value |
| 3 Margaritas Inc. | 5766 Powers, Colorado Springs, CO, 80916 | food | | | 06/30/2014 | \$300.00 | | |

Create Records Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 5) Click on the **Create Records** button to return to the Create (Amend) Filing page.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Create Filing for the P3 Reporting Period for the 04/07/2015 Municipal Election

Document to Add: Schedule A-1: Itemized Contributions Statement (\$20 or More) Add New Form Upload Schedules

| Document Type | Detail | Donor Name | |
|---------------|--|-------------------|---|
| Report of C&E | Report of Contributions and Expenditures | | Edit |
| Schedule B | Schedule B: Itemized Expenditures Statement (\$20 or More) | Dave Jones | Edit Delete |
| Schedule B | Schedule B: Itemized Expenditures Statement (\$20 or More) | Sue Smith | Edit Delete |
| Schedule B | Schedule B: Itemized Expenditures Statement (\$20 or More) | Office Max Inc. | Edit Delete |
| Schedule B | Schedule B: Itemized Expenditures Statement (\$20 or More) | Dave Donaldson | Edit Delete |
| Schedule B | Schedule B: Itemized Expenditures Statement (\$20 or More) | 3 Margaritas Inc. | Edit Delete |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 6) Click on the **Submit Filing** button if it is complete or continue adding other schedules.

8.5 Schedule C: Loans

This schedule is used to report any loans taken out in support of the campaign. Although it is a single form, there are two pages to complete it. The second page (Endorser) is optional.

- 1) On the Create (Amend) Filing page, select Schedule C from the dropdown list and click on the **Add New Form** link.



CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Amend Filing for the First Report Reporting Period for the 11/04/2014 Coordinated Election

Document to Add Add New Form Upload Schedules

| Document Type | Detail | Donor Name |
|---------------|--|------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the User Guide

- 2) In the first field, **Originator of Loan**, select whether the loan is from an institution or a person. Complete the rest of the fields and click on the **Create and Continue** button. **Please note:** Only enter an amount in the **Loan Amount Received this Reporting Period** if a new or an additional loan amount was received this during this reporting period (do **NOT** enter a previous or an original amount of a loan amount received in this field).

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Schedule C: Loans

Create for First Report Reporting Period for the 11/04/2014 Coordinated Election

Originator of Loan

Institution Name

Street

City

State Zip Code

Original Amount of Loan \$

Interest Rate %

Loan Amount Received this Reporting Period \$

Principal Amount Paid this Reporting Period \$

Interest Amount Paid this Reporting Period \$

Outstanding Balance \$

Date Loan Received

Due Date for Final Payment

Create and Continue Cancel

- 3) The next page provides the option to add an endorser for the loan, by clicking on the **Add New Endorser** link. If there isn't one, click on the **Done** button to return to the Create (Amend) Filing page.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Schedule C: Loans - Endorsers

Manage for First Report Reporting Period for the 11/04/2014 Coordinated Election

Add New Endorser

| Full Name | Address | Amount Guaranteed |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Done

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the User Guide



- 4) If there is an endorser, complete the fields and click on the **Create and Return** button. Or, if there is more than one endorser for the loan, click on the **Create and Add Another** button.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Schedule C: Loans - Endorsers

Manage for First Report Reporting Period for the 11/04/2014 Coordinated Election

Add New Endorser

| Full Name | Address | Amount Guaranteed | |
|-------------|--------------------------------|-------------------|---------------|
| John Farmer | 7600 Hwy 24, Falcon, CO, 80422 | \$5,000.00 | Edit Delete |

Done

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 5) After adding an endorser, click on the **Done** button to return to the Create (Amend) Filing page.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Amend Filing for the First Report Reporting Period for the 11/04/2014 Coordinated Election

Document to Add: Schedule A-1: Itemized Contributions Statement (\$20 or More) Add New Form Upload Schedules

| Document Type | Detail | Donor Name | |
|---------------|--|----------------|---------------|
| Report of C&E | Report of Contributions and Expenditures | | Edit |
| Schedule C | Schedule C: Loans | Bank of Marvel | Edit Delete |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 6) Click on the **Submit Filing** button if the filing is complete or continue adding other schedules.

8.6 Schedule D-1: Returned Contributions

Schedule D-1 needs to be filed when contributions made to the campaign now need to be returned.

- 1) On the Create (Amend) Filing page, select Schedule D-1 from the dropdown list and click on the Add New Form link.



CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Amend Filing for the First Report Reporting Period for the 11/04/2014 Coordinated Election

Document to Add: Add New Form Upload Schedules

| Document Type | Detail | Donor Name |
|---------------|--|------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 2) Complete the fields and click on the **Create and Return** button. Or, if additional contribution returns need to be filed, click on the **Create and Add Another** button.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Schedule D-1: Returned Contributions

Create for First Report Reporting Period for the 11/04/2014 Coordinated Election

First Name:

Last Name or Business Name:

Street:

City:

State: Zip Code:

Purpose for Returning Contribution:

Date Accepted:

Date Returned:

Amount: \$

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 3) Click on the **Submit Filing** button if the filing is complete or continue adding other schedules.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Amend Filing for the First Report Reporting Period for the 11/04/2014 Coordinated Election

Document to Add: Add New Form Upload Schedules

| Document Type | Detail | Donor Name |
|---------------|--|--------------------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |
| Schedule D-1 | Schedule D-1: Returned Contributions | Office Max Edit Delete |

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)



8.7 Schedule D-2: Returned Expenditures

Schedule D-2 needs to be filed when expenditures made on behalf of the campaign need to be returned.

- 1) On the Create (Amend) Filing page, select Schedule D-2 from the dropdown list and click on the Add New Form link.

This screenshot shows the 'Amend Filing' page for the first report reporting period for the 11/04/2014 Coordinated Election. The page has a header with 'CAMPAIGN FINANCE' and navigation links for 'HOME', 'HELP', and 'CONTACT'. It also shows the user is logged in as 'test girl' with a 'Log off' link. The main heading is 'Amend Filing for the First Report Reporting Period for the 11/04/2014 Coordinated Election'. Below this, there is a 'Document to Add' dropdown menu set to 'Schedule D-2: Returned Expenditures', and links for 'Add New Form' and 'Upload Schedules'. A table lists the document type 'Report of C&E' with details 'Report of Contributions and Expenditures' and a 'Donor Name' field. At the bottom, there are 'Submit Filing' and 'Cancel' buttons. The footer includes the copyright '© 2014 - City of Colorado Springs - Campaign Finance' and a link to the 'User Guide'.

- 2) Complete the fields and click on the **Create and Return** button. Or, if additional contribution expenditures need to be filed, click on the **Create and Add Another** button.

This screenshot shows the 'Create for First Report' page for Schedule D-2: Returned Expenditures for the 11/04/2014 Coordinated Election. The page has a header with 'CAMPAIGN FINANCE' and navigation links for 'HOME', 'HELP', and 'CONTACT'. It also shows the user is logged in as 'test girl' with a 'Log off' link. The main heading is 'Create for First Report Reporting Period for the 11/04/2014 Coordinated Election'. Below this, there are several input fields: 'First Name', 'Last Name or Business Name', 'Street', 'City', 'State' (a dropdown menu), 'Zip Code', 'Purpose for Returning Expenditure', 'Date Accepted' (a date picker set to 09/24/2014), 'Date Returned' (a date picker set to 09/24/2014), and 'Amount' (a currency field set to \$ 0.00). At the bottom, there are three buttons: 'Create and Return', 'Create and Add Another', and 'Cancel'. The footer includes the copyright '© 2014 - City of Colorado Springs - Campaign Finance' and a link to the 'User Guide'.

- 3) Click on the **Submit Filing** button if the filing is complete or continue adding other schedules.



CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Amend Filing for the First Report Reporting Period for the 11/04/2014 Coordinated Election

Document to Add: Schedule A-1: Itemized Contributions Statement (\$20 or More) Add New Form Upload Schedules

| Document Type | Detail | Donor Name | |
|---------------|--|-----------------|---------------|
| Report of C&E | Report of Contributions and Expenditures | | Edit |
| Schedule D-2 | Schedule D-2: Returned Expenditures | Men's Warehouse | Edit Delete |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

8.8 Schedule E: Closeout Distributions

A Schedule E must be completed for final filings. The checkbox on the Report of Contributions and Expenditures page, **Is this the Final Filing?** must be checked before a Schedule E can be submitted.

Note that Schedule E should not be filed unless the remaining campaign balance is \$0 and the entire campaign is being permanently closed out. Please contact the City Clerk's Office at (719) 385-5901 or CityClerk@coloradosprings.gov for further clarification on when to file a Schedule E – Closeout Distributions form.

- 1) On the Create (Amend) Filing page, select Schedule E from the dropdown list and click on the **Add New Form** link.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Create Filing for the P3 Reporting Period for the 04/07/2015 Municipal Election

Document to Add: Schedule E: Closeout Distributions Add New Form Upload Schedules

| Document Type | Detail | Donor Name | |
|---------------|--|------------|------|
| Report of C&E | Report of Contributions and Expenditures | | Edit |

Submit Filing Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 2) Complete the fields and click on the **Create and Return** button.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as test girl Log off

Schedule E: Closeout Distributions

Create for P3 Reporting Period for the 04/07/2015 Municipal Election

Funds retained for future election: \$ 0.00

Financial institution in which the funds remain:

Create and Return Cancel

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

- 3) Click on the **Submit Filing** button if the filing is complete or continue adding other schedules.

This screenshot shows the 'Create Filing' page for the P3 Reporting Period for the 04/07/2015 Municipal Election. The page has a header with 'CAMPAIGN FINANCE', 'HOME', 'HELP', and 'CONTACT' links, and a user status 'Logged in as test girl' with a 'Log off' link. Below the header, there's a section 'Create Filing for the P3 Reporting Period for the 04/07/2015 Municipal Election'. Under this, there's a 'Document to Add' dropdown menu set to 'Schedule A-1: Itemized Contributions Statement (\$20 or More)', with 'Add New Form' and 'Upload Schedules' links. A table lists document types: 'Report of C&E' (Report of Contributions and Expenditures) and 'Schedule E' (Schedule E: Closeout Distributions). Each row has an 'Edit' link. At the bottom, there are 'Submit Filing' and 'Cancel' buttons. The footer shows '© 2014 - City of Colorado Springs - Campaign Finance' and a link to the 'User Guide'.

9 Amend a Filing

Filings may be amended at any time. However, amending a filing requires that all subsequently submitted filings be amended as well. For example, if a filing for the January reporting period is amended, the February, March, April and any subsequent reporting periods up to the current filing, will also need to be amended. Amending is very similar to creating an original filing.

- 1) Log in and click on the **Manage Campaigns & Filings** button on the Home page.

This screenshot shows the Home page of the Campaign Finance e-Filing system. The header includes 'CAMPAIGN FINANCE', 'HOME', 'HELP', and 'CONTACT' links, and a user status 'Logged in as Sue Smith' with a 'Log off' link. Below the header, there's a 'Welcome to the City of Colorado Springs Campaign Finance Application' section with a paragraph of text about disclosure requirements. This is followed by a 'Campaign Maintenance' section with two buttons: 'Request Campaign Associations' and 'Manage Campaigns & Filings'. An arrow points to the 'Manage Campaigns & Filings' button. Below this is a 'Public/Media' section with a 'Sign-up for Email Notifications' button. The next section is 'Reports and Data' with a 'Search Filings and Download Filing Data' button. The footer shows '© 2014 - City of Colorado Springs - Campaign Finance' and a link to the 'User Guide'.

- 2) On the Manage Campaign Profiles page, click on the **Filings** link.



CAMPAIGN FINANCE HOME HELP CONTACT Logged in as Sue Smith Log off

Manage Campaign Profiles

| Election | Name | Type | Race/Ballot Item | Status | |
|----------------------|---------------|-----------|------------------|-------------|--------------------------------|
| 10/17/2014 Special | Peter Parker | Candidate | city clerk | Open | Edit Filings |
| 09/30/2014 Municipal | Bruce Wayne | Candidate | Mayor | Transferred | |
| 10/17/2014 Special | Green Lantern | Candidate | city clerk | Open | Edit Filings |

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

3) On the Manage Filings page, click on the **Amend** link.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as Sue Smith Log off

Manage Filings for 10/17/2014 Special Election

| Candidate/Committee | Type | Reporting Period | Filing Type | Status | Created By | Submitted By | Submitted | |
|---------------------|-----------|------------------|-------------|-----------|------------|--------------|---------------------|-------------------------------------|
| Green Lantern | Candidate | Four | Regular | Due | | | | |
| Green Lantern | Candidate | Three | Regular | Due | | | | |
| Green Lantern | Candidate | Two | Regular | Due | | | | Start |
| Green Lantern | Candidate | One | Regular | Submitted | Karen Page | Sue Smith | 09/29/2014 02:07 PM | Amend View Filing |

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

4) You will be asked if you are sure you want to amend the filing. Click on the **Amend** link.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as Sue Smith Log off

Amend Filing for the One Reporting Period for the 10/17/2014 Special Election

| Document Type | Detail | Donor Name |
|---------------|--|------------|
| Report of C&E | Report of Contributions and Expenditures | |

Are you sure you wish to AMEND this filing?

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)

5) On the Amend Filing page, click on the **Edit** link to edit the report of Contributions and Expenditures, or add additional schedules as necessary. Click on the **Submit Filing** button when finished or click on the **Cancel** button to return to the Manage Filing page.

CAMPAIGN FINANCE HOME HELP CONTACT Logged in as Sue Smith Log off

Amend Filing for the One Reporting Period for the 10/17/2014 Special Election

[Document to Add](#) [Add New Form](#) [Upload Schedules](#)

| Document Type | Detail | Donor Name |
|---------------|--|----------------------|
| Report of C&E | Report of Contributions and Expenditures | Edit |

© 2014 - City of Colorado Springs - Campaign Finance For additional help please read the [User Guide](#)



10 E-mail Notifications

The Campaign Finance Online System has two types of email notifications: emails automatically generated by the system and emails that users can sign up for.

10.1 Signing-up for Email Notifications

E-filers can sign up to receive emails when changes are made to either elections or campaigns. Logging in is not necessary to sign up for notifications. However, the user will need a valid e-mail address.

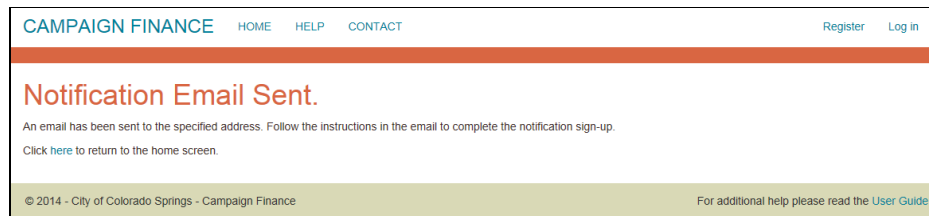
- 1) On the Home page, click on the **Sign-up for Email Notifications** button.

A screenshot of the "CAMPAIGN FINANCE" website. The header includes "HOME", "HELP", and "CONTACT" links, along with "Register" and "Log in" buttons. The main content area has a "Welcome to the City of Colorado Springs Campaign Finance Application" message, followed by several paragraphs of text regarding disclosure requirements. Below this, there are three main sections: "Public/Media", "Sign-up for Email Notifications" (highlighted with a black arrow), and "Reports and Data". The footer contains copyright information and a link to the User Guide.

- 2) Select the election you want to receive notifications about from the dropdown list and enter your email address. Check the boxes for the notifications you wish to receive. Click on the **Update Notifications** button.

A screenshot of the "Manage Email Notifications" page. The header is the same as the previous screenshot. The main content area has a title "Manage Email Notifications" and two instructions: "To sign up for notifications enter your email address and check the notifications you wish to receive." and "To unsubscribe from notifications just enter your email address and clear any notification you do not want to receive." Below this, there is a form with a dropdown menu for "Election" (set to "01/01/2014 Special"), a text input field for "Email Address" (with an email icon), and a section titled "Notifications To Add" with two checkboxes: "Campaign Details have Updated" and "Election Details have Updated". At the bottom of the form are "Update Notifications" and "Cancel" buttons. The footer is the same as the previous screenshot.

- 3) You will receive an email with a verification link, at the address provided.



- 4) Campaign Detail notifications include:
- Any changes made to the campaign addresses, website, email, phone or financial institution
 - When a campaign has filed a new or amended electronic filing
 - When the City Clerk's Office has posted a paper filing for a campaign
- 5) Election Detail notifications include:
- New campaigns added to an election

10.2 Automatic Email Notifications

E-mail notifications are automatically generated and sent to an E-filer under several circumstances:

- When a election filing period starts
- When it is the last day of the filing period
- When a filing is considered late

11 Search Filings and Download Filing Data

Past filings can be searched using a number of different parameters. It is not necessary to register in the system to perform searches.

11.1 Search and Download

- 1) On the Home page, click on the **Search Filings and Download Filing Data** button.

This screenshot shows the "CAMPAIGN FINANCE" application page. The header includes "HOME", "HELP", and "CONTACT" links, along with "Register" and "Log in" buttons. The main content area is titled "Welcome to the City of Colorado Springs Campaign Finance Application" and contains several paragraphs of text regarding disclosure requirements. Below the text is a "Public/Media" section with a "Sign-up for Email Notifications" button. The "Reports and Data" section features a "Search Filings and Download Filing Data" button, which is highlighted with a black arrow. The footer includes the copyright notice "© 2014 - City of Colorado Springs - Campaign Finance" and a link to the "User Guide".

- 2) On the Reports and Data page, select at least one item to search for. The search can be narrowed by selecting more than one item. Then click on the **Search** button.

This screenshot shows the "Reports and Data" search page. The header is identical to the previous page. The main content area is titled "Reports and Data" and includes a prompt "Select at least one item to search for:". Below this prompt are four dropdown menus labeled "Election", "Candidate", "Committee", and "Ballot Item/Race". The "Election" dropdown is currently set to "10/17/2014 Special". A "Search" button is located below the dropdowns. The footer is the same as the previous page.

- 3) In the example below, some filings are shown with a checkbox to the left. Those are the filings for which there is electronic data to download (i.e. Schedule A-1, Schedule A-2 or Schedule B). Those without are either filings submitted on paper or electronic filings without a Schedule A-1, A-2 or B.



CAMPAIGN FINANCE
HOME
HELP
CONTACT
Register
Log in

Reports and Data

Select at least one item to search for.

Election
Candidate
Committee
Ballot Item/Race

Search

| Candidate/Committee | Election | Ballot Item/Race | Reporting Period | Filing Type | Filing Status | Beginning Amount | Ending Amount | |
|--|--------------------|------------------|------------------|-------------|---------------|------------------|---------------|-----------------------------|
| Green Lantern | 10/17/2014 Special | city clerk Race | One | Regular | Submitted | \$5,000.00 | \$7,600.00 | View Filing |
| Green Lantern | 10/17/2014 Special | city clerk Race | Two | Final | Submitted | \$7,600.00 | \$0.00 | View Filing |
| Green Lantern | 10/17/2014 Special | city clerk Race | One | Amended | Submitted | \$7,283.46 | \$7,283.46 | View Filing |
| <input checked="" type="checkbox"/> Peter Parker | 10/17/2014 Special | city clerk Race | One | Amended | Submitted | \$0.00 | \$3,003.00 | View Filing |
| <input checked="" type="checkbox"/> Peter Parker | 10/17/2014 Special | city clerk Race | Two | Amended | Submitted | \$3,003.00 | \$2,585.00 | View Filing |

Download Data

© 2014 - City of Colorado Springs - Campaign Finance
For additional help please read the [User Guide](#)

- 4) To download the filing data, check the boxes next to the line item you want, and click on the Download Data button. You will be prompted to either open or save the file. Contents are downloaded to an Excel spreadsheet, without column headings, in the order listed in the above sections for the specific Schedule uploads. **Note that only Schedules A-1, A-2 and B can be uploaded or downloaded.**

For example, if the filing contains a Schedule A-1, the download will look like the following:

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---------|-------------------|--------|----|-------|--------|-------------|--------------|-----------|-----|-----|
| 1 | Schedule A-1: Itemized Contributions Statement (\$20 or More) | | | | | | | | | | | |
| 2 | J. Jonah | Jameson | 3550 Colorado Ave | Denver | CO | 80114 | credit | Daily Bugle | Chief Editor | 8/20/2014 | 700 | 500 |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |

Note that the Schedule A-1 columns are arranged in the following order:

- First name
- Last name (or company name)
- Address
- City
- State
- Zip code
- Description
- Employer



- Occupation
- Date accepted
- Aggregate amount this election cycle
- Contribution amount this reporting period

If the filing contains a Schedule A-2, the download will look like the following:

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|------------|-----------------|------------------|----|-------|-------------------|---|---|------------|-----|----|
| 1 | Schedule A-2: Statement of Non-Monetary Contributions | | | | | | | | | | | |
| 2 | | CSI Logic. | 2014 E Omaha Rd | Colorado Springs | CO | 80908 | Campaign website. | | | 10/24/2014 | 150 | 50 |
| 3 | | | | | | | | | | | | |

Note that the Schedule A-2 columns are arranged in the following order:

- First name
- Last name (or company name)
- Address
- City
- State
- Zip code
- Description
- Employer
- Occupation
- Date provided
- Aggregate amount
- Fair Market Value

| Schedule B: Itemized Expenditures Statement (\$20 or More) | | | | | | | | | | | | |
|--|--|---------------------------|--------------|------------------|----|-------|----------------------|-----------|-------|-------|--|--|
| | A | B | C | D | E | F | G | H | I | J | | |
| 1 | Schedule B: Itemized Expenditures Statement (\$20 or More) | | | | | | | | | | | |
| 2 | | Rocky Mountain Promotions | 308 N. Tejon | Colorado Springs | CO | 80903 | campaign advertising | 9/19/2014 | 11218 | FALSE | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |

If the filing contains a Schedule B – Itemized expenditures Statement (\$20 or more), the columns are arranged in the following order:

- First name
- Last name (or company name)
- Address
- City
- State
- Zip code
- Purpose of Expenditure
- (blank column needed here for spacing)



- (blank column needed here for spacing)
- Date Expended
- Amount
- Charitable Contribution Indicator (true or false value will appear)

The download file may be saved for future reference. When you close the file, you will return to the Reports and Data page.

11.2 View Campaign Information

- 1) After performing a search for filing records, click on the name of the candidate or committee to view the campaign information.

CAMPAIGN FINANCE [TEST] HOME HELP CONTACT Logged in as Bob Jones Log off

Reports and Data

Select at least one item to search for:

Election: 10/17/2014 Special

Candidate:

Committee:

Ballot Item/Race:

Search

| Candidate/Committee | Election | Ballot Item/Race | Reporting Period | Filing Type | Filing Status | Beginning Amount | Ending Amount | |
|---------------------------------------|--------------------|-----------------------|------------------|-------------|---------------|------------------|---------------|-----------------------------|
| George Lucas | 10/17/2014 Special | At-Large Council Race | One | Regular | Submitted | \$5,000.00 | \$7,600.00 | View Filing |
| George Lucas | 10/17/2014 Special | At-Large Council Race | Two | Final | Submitted | \$7,600.00 | \$0.00 | View Filing |
| George Lucas | 10/17/2014 Special | At-Large Council Race | One | Amended | Submitted | \$7,283.46 | \$7,283.46 | View Filing |
| <input type="checkbox"/> Peter Parker | 10/17/2014 Special | At-Large Council Race | One | Amended | Submitted | \$0.00 | \$3,003.00 | View Filing |
| <input type="checkbox"/> Peter Parker | 10/17/2014 Special | At-Large Council Race | Two | Amended | Submitted | \$3,003.00 | \$2,585.00 | View Filing |

- 2) You will be taken to the Campaign Information page, which is view-only.



| | | | | | | |
|-------------------------|--|------|------|---------|------------------------|---------|
| CAMPAIGN FINANCE [TEST] | | HOME | HELP | CONTACT | Logged in as Bob Jones | Log off |
|-------------------------|--|------|------|---------|------------------------|---------|

Campaign Information

| | |
|-------------------------|--------------------|
| Election | 10/17/2014 Special |
| Type | Candidate |
| Name | George Lucas |
| Race/Ballot Item | At-Large Council |

Addresses

Campaign Address
Skywalker Ranch Rd
Nicasio, CA, 94946

Mailing Address
PO Box C3P0
Novato, CA, 94948

Contact Information

| | |
|----------------------------------|---|
| Campaign Web Site Address | http://http://lucasfilm.com/skywalker-ranch |
| Campaign Contact Email | george@lucasfilm.com |
| Campaign Contact Phone | 719-385-5113 |

Financial Institution Address

Mountain View Bank
24 S Weber St
Colorado Springs, CO, 80903

© 2015 - City of Colorado Springs - Campaign Finance

For additional help please read the [User Guide](#)