Department of State
Division of Elections

Electioneering Communication Organization EFS User's Guide

Florida Department of State
Division of Elections
R.A. Gray Building, Room 316
500 S Bronough Street
Tallahassee, FL 32399-0250
EFS HELP LINE: 850-245-6280

March 2011

Rule 1S-2.017, F.A.C. DS-DE 110D (eff. 03/11)

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Introduction

The Electronic Filing System (EFS) is located on the internet at **http://efs.dos.state.fl.us**. Each organization required to file reports with the Division of Elections (DOE) is provided an identification number. Access to the system is gained by inputting the DOE assigned **Identification (ID) Number** and **Password**. The chairperson is provided an initial password to gain entry to the EFS. Upon logging into the system for the first time, the user will be prompted to change it.

Campaign reports are created by directly entering data into the DOE EFS or by uploading data from external systems that meet DOE electronic file specifications.

A report goes through a **three** step process before it is **filed** with the DOE:

> **FIRST**, data is created or uploaded to the system. At this point it is a **pending** report.
>
> **SECOND**, the user submits the pending report for review by the system for correctness and completeness. Errors can be corrected in pending reports via the EFS or by uploading additional data.
>
> **THIRD**, the report is **filed**. Reports are filed using personal identification numbers **(PINs)**, which are considered the same as a person's **signature** on the report.

Any changes to be made to a **filed** report must be done by filing an amendment. Amendments can be done directly through the EFS or by file upload.

The Division of Elections anticipates that this guide will assist you with timely filing all reports required by Chapter 106, Florida Statutes. However, if you have any questions or comments please contact the Division of Elections at:

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Access the EFS

From Internet Explorer access the EFS at https://efs.dos.state.fl.us/Default.aspx.

Enter the organization's **ID Number** .

Enter your confidential **Password.** ***(IMPORTANT: Your password is case sensitive.)***

Click 

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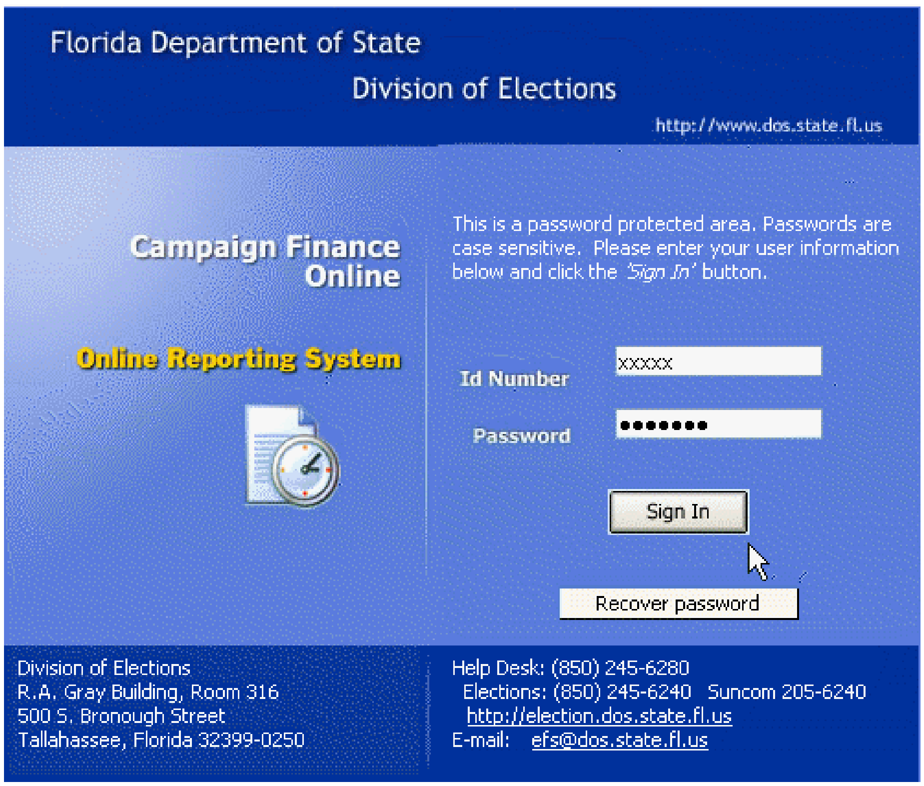


Passwords and PINs

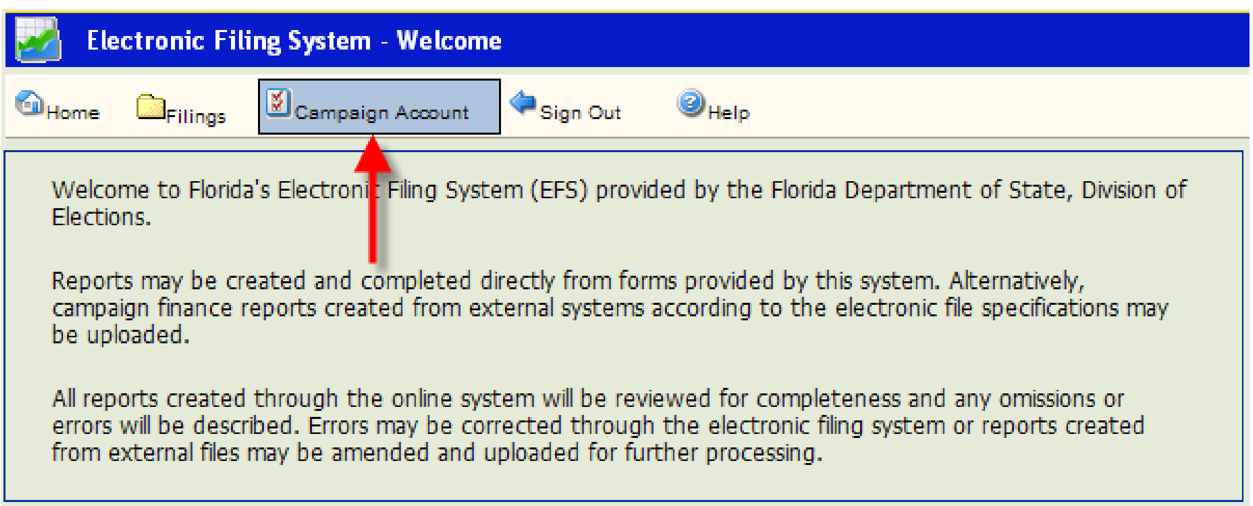
Access to the system is gained by using the DOE assigned **Identification (ID) Number** and **Password**. The chairperson is provided an **initial** password to gain entry to the EFS. Upon logging into the system for the first time, the user will be prompted to change the password. Passwords must contain at least one uppercase letter; contain at least one lowercase letter; contain at least one numeric digit; and be 6-12 characters long.

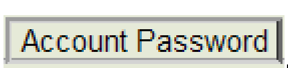
Reports are filed using a personal identification numbers **(PIN)**, which is considered the same as a person's **signature** on the report.

Set a Password Recovery Question

Each chairperson should create a **recovery question** in case the password is lost or forgotten.

From the Welcome screen, click 



Click 

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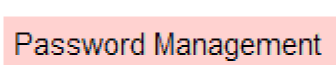
Click 

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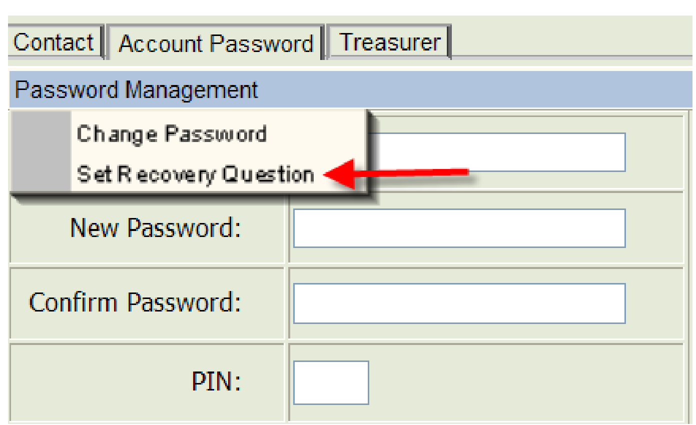


Click Set Recovery Question

Type in the password.

Click on the arrow.

Select a recovery question.

Type in the answer.

Type in the chairperson's PIN.

Click Update.

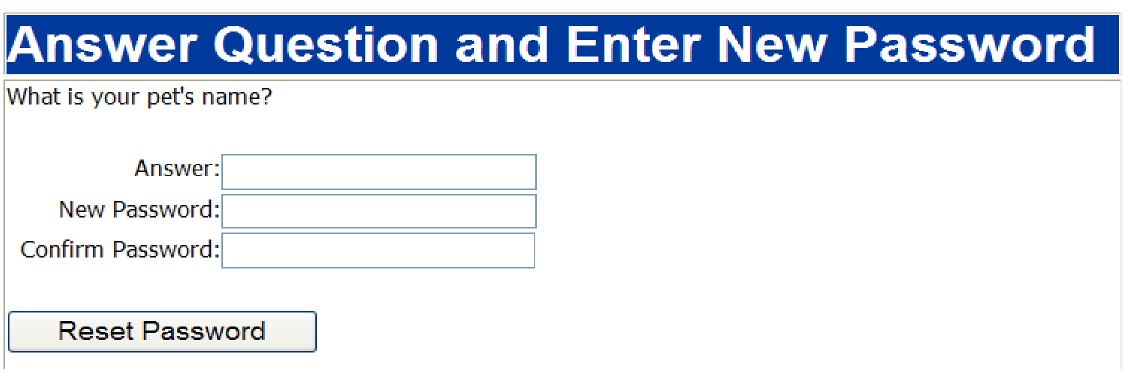
If the procedure was successful, **Answer Saved** will appear on the screen.

Recover Password

From the Log-in screen,

Enter your ID Number and

Click Recover password.



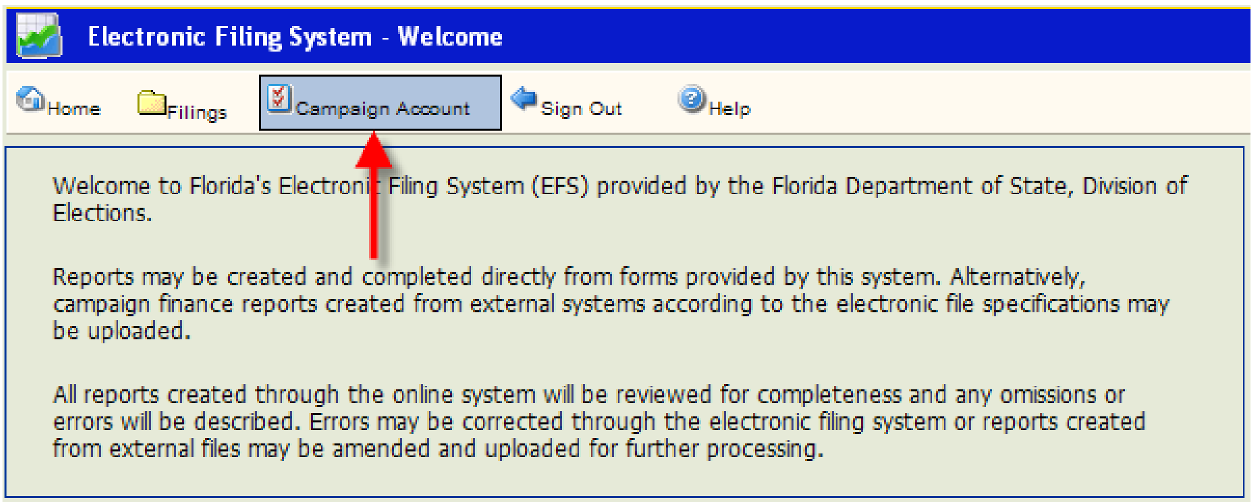
Enter password recovery question. Enter a new password. Confirm the new password.

Click Reset Password. **Return to the Log-in page and use the new password.**

Change a Password

The password can be changed **only by using the chairperson's PIN**.

From the Welcome screen, click Campaign Account.



Click Account Password, then Password Management. Select Change Password.

Type in current password.

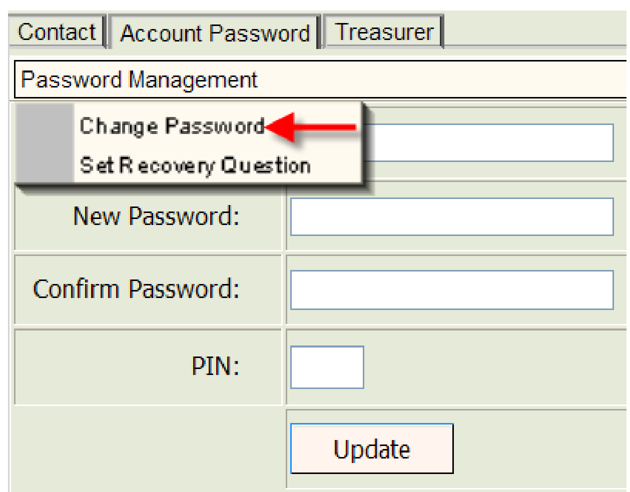
Type in new password.

Confirm the new password.

Type in **chairperson's PIN** and

click Update.

If the password change was successful, **Password Updated** will appear on the screen.



Set a PIN Recovery Question

Each chairperson, treasurer and deputy treasurer should create a “recovery question” in case a PIN is lost or forgotten. From the Welcome screen, click 

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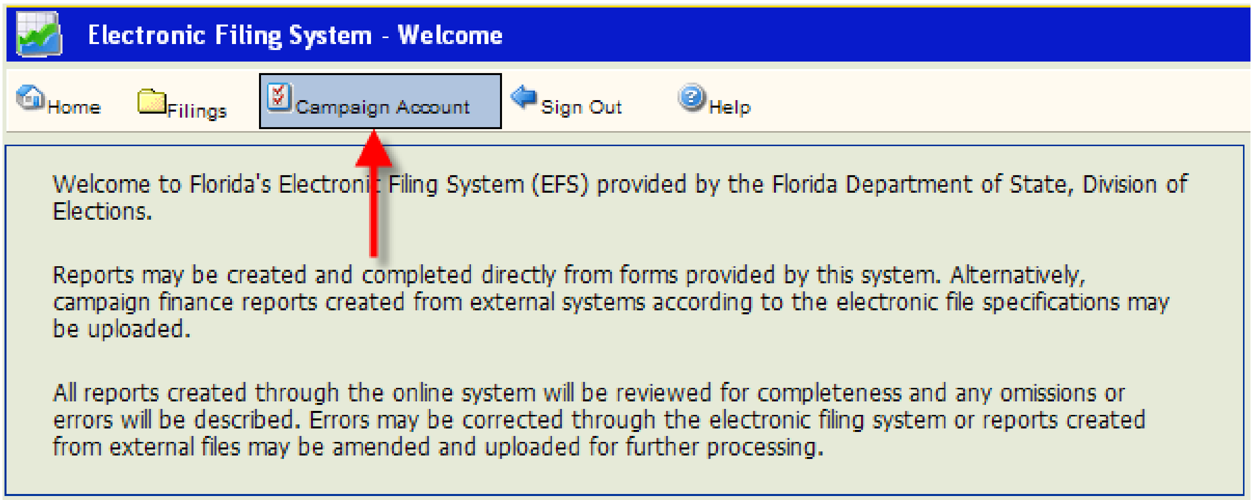
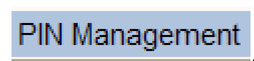


To set a recovery question for the **chairperson**, click 

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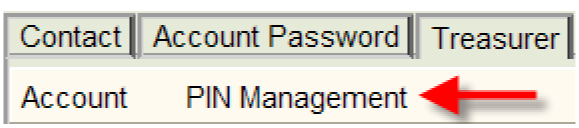
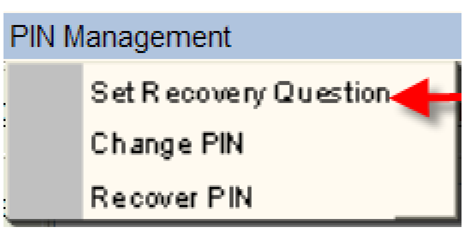
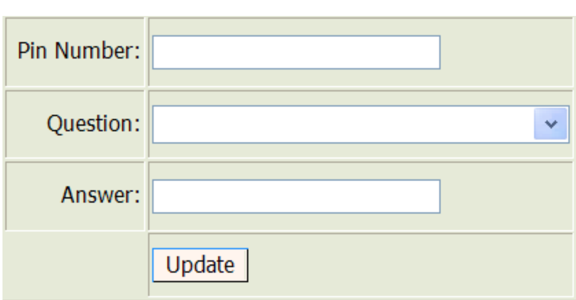


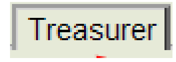


Select “Set Recovery Question.”



Type in the chairperson’s pin number, select question and then provide answer.

If the procedure was successful, **Answer Saved** will appear on the screen.

To set a recovery question for a treasurer or deputy treasurer, click 

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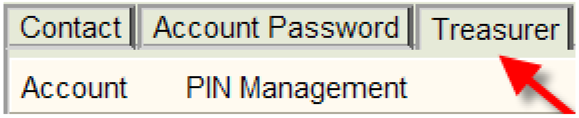
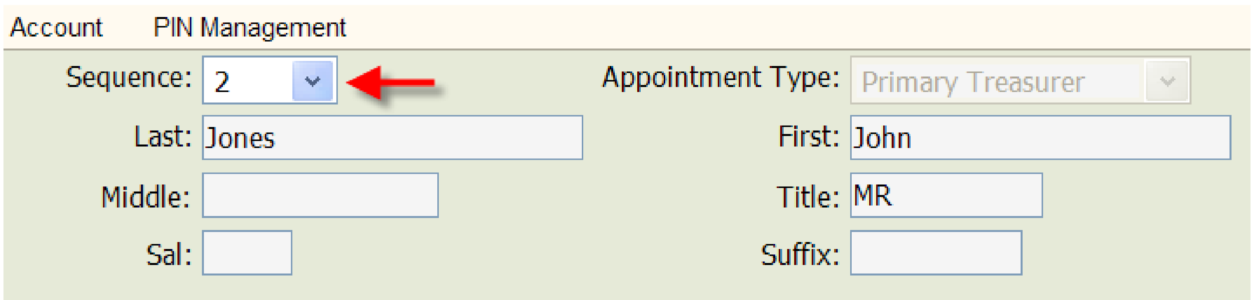
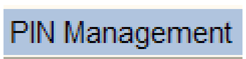


Select the appropriate treasurer from the drop-down.



Click 

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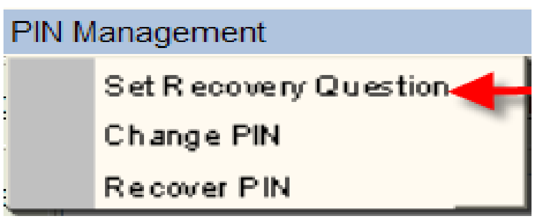
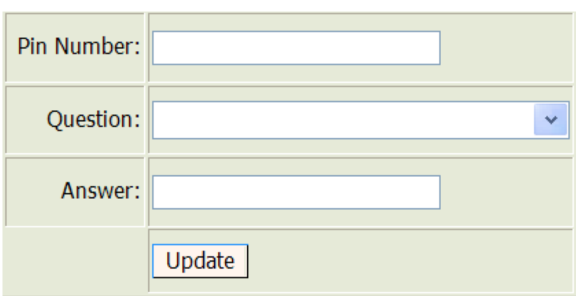


Select "Set Recovery Question."

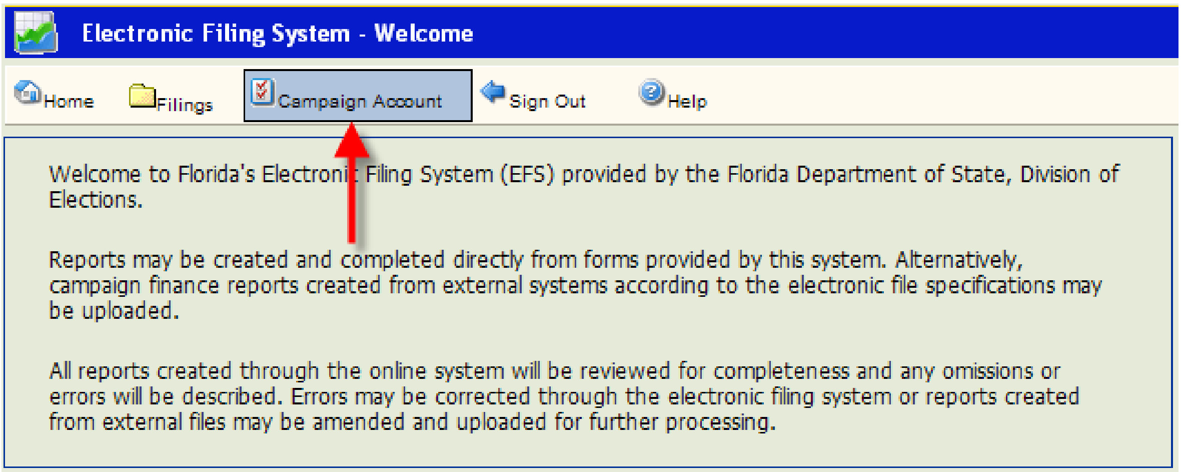


Type in treasurer pin number, select question and then provide answer.

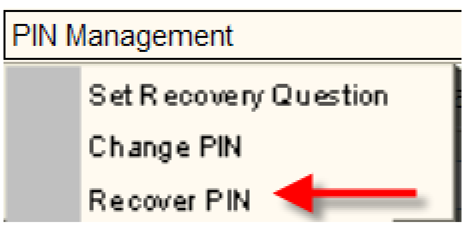
If the procedure was successful, **Answer Saved** will appear on the screen.

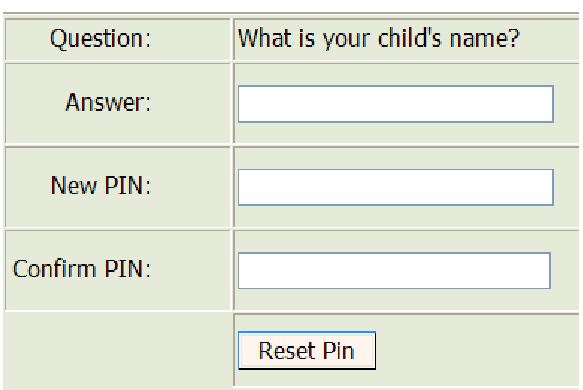
Recover a PIN

From the Welcome screen, click Campaign Account .



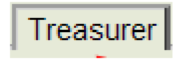
To recover the **<u>chairperson's</u>** PIN, click PIN Management and then "Recover Pin."





Type in the recovery question answer, a new PIN, confirm the PIN. Click on Reset Pin .

If the process was successful, **PIN Reset!** will appear on the screen.

To recover a PIN for a **treasurer** or **deputy treasurer**, click 

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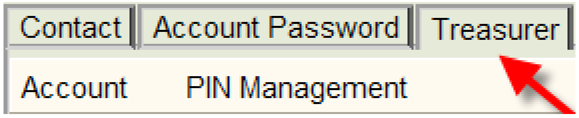
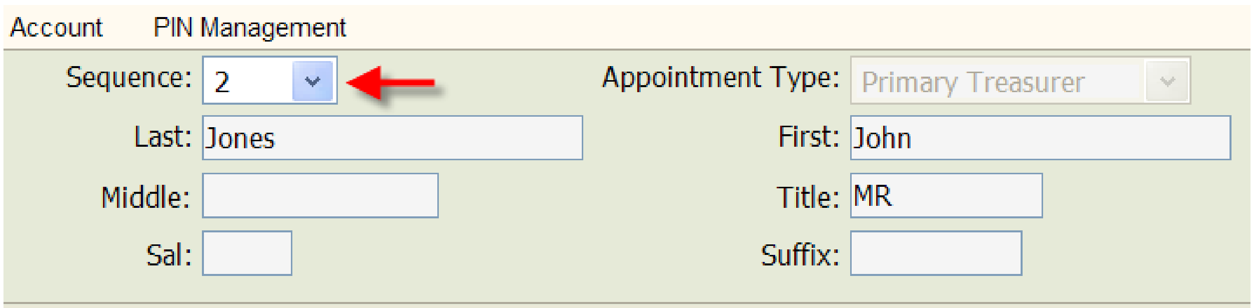
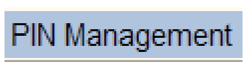
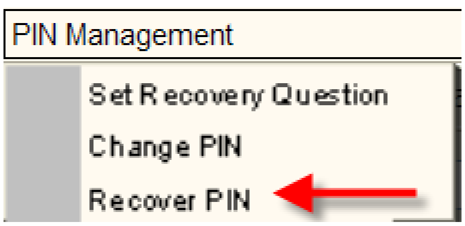


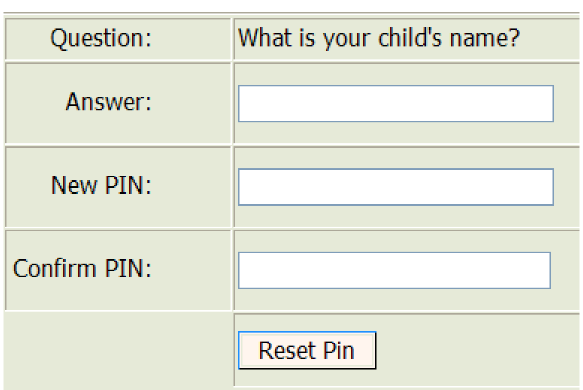
Select the appropriate treasurer from the drop-down.

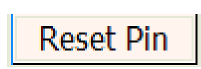


Click 

and the "Recover Pin."





Type in the recovery question answer, a new PIN, confirm the PIN. Click on 

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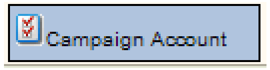
If the process was successful, **PIN Reset!** will appear on the screen.

Change a PIN

From the Welcome screen, click 

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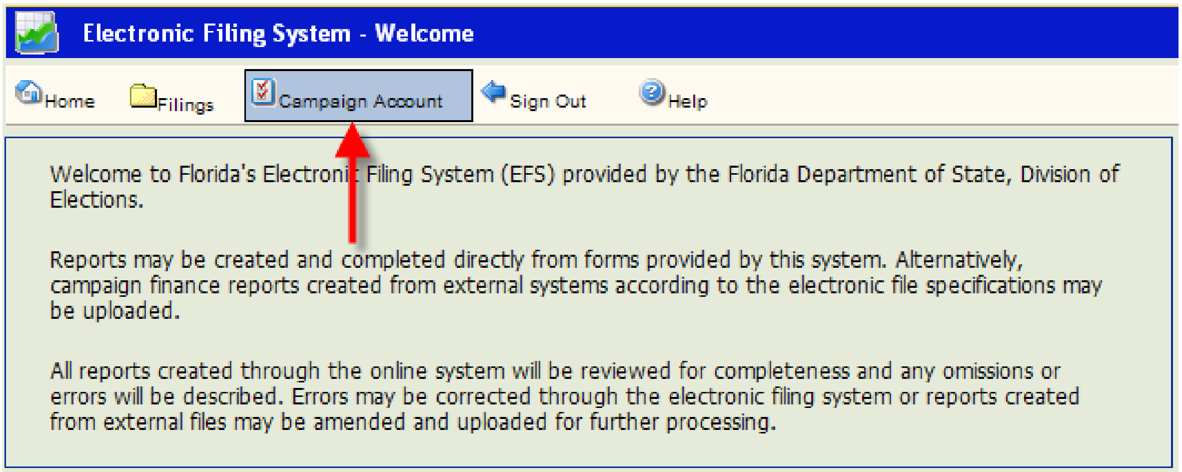
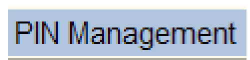
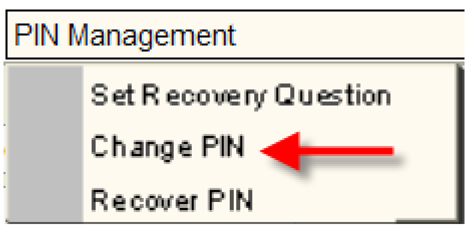
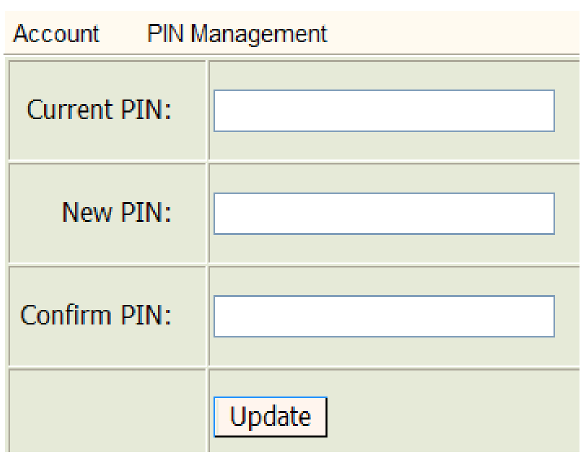


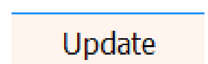
To change the **<u>chairperson's</u>** PIN, click 

and then "Change Pin."





Type in current PIN. Type in the new PIN.

Confirm the new PIN. Click 

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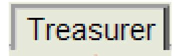
If the PIN change was successful, **PIN Updated!** will appear on the screen

To change a PIN for a **treasurer** or **deputy treasurer**, click 

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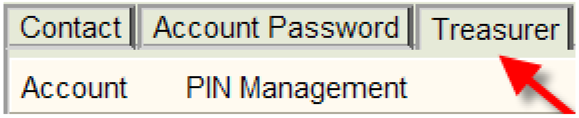
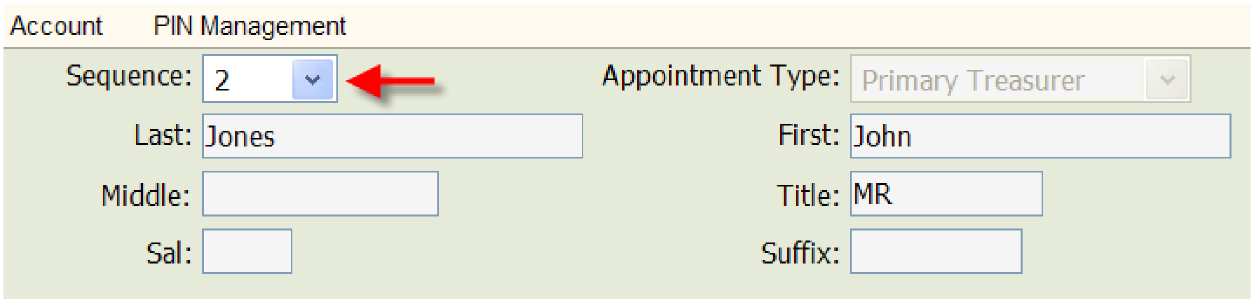
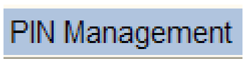
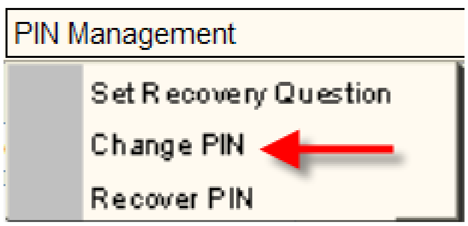


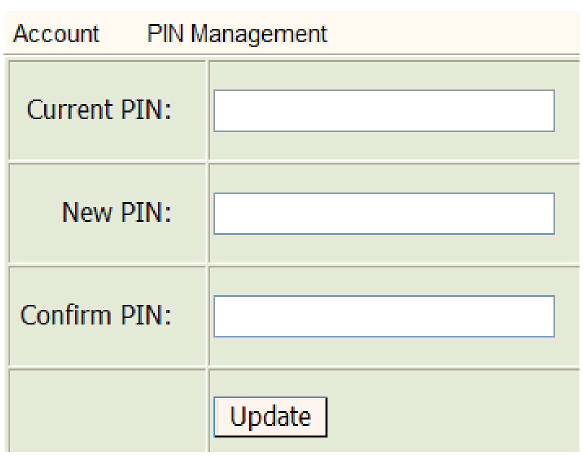
Select the appropriate treasurer from the drop-down.

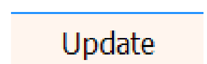


Click 

and the “Change Pin.”





Type in current PIN. Type in new PIN. Confirm the new PIN. Click 

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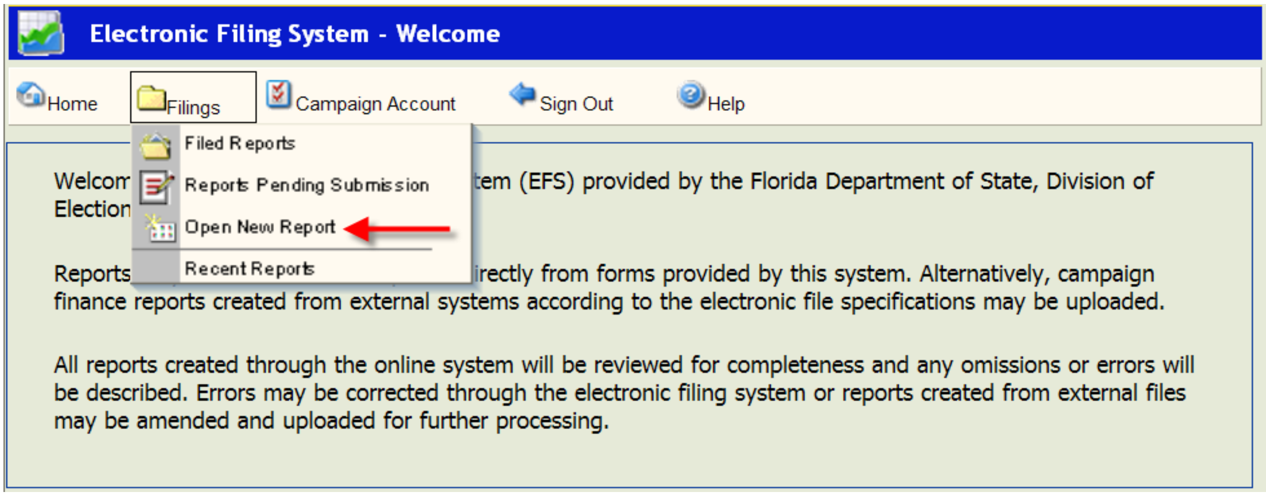
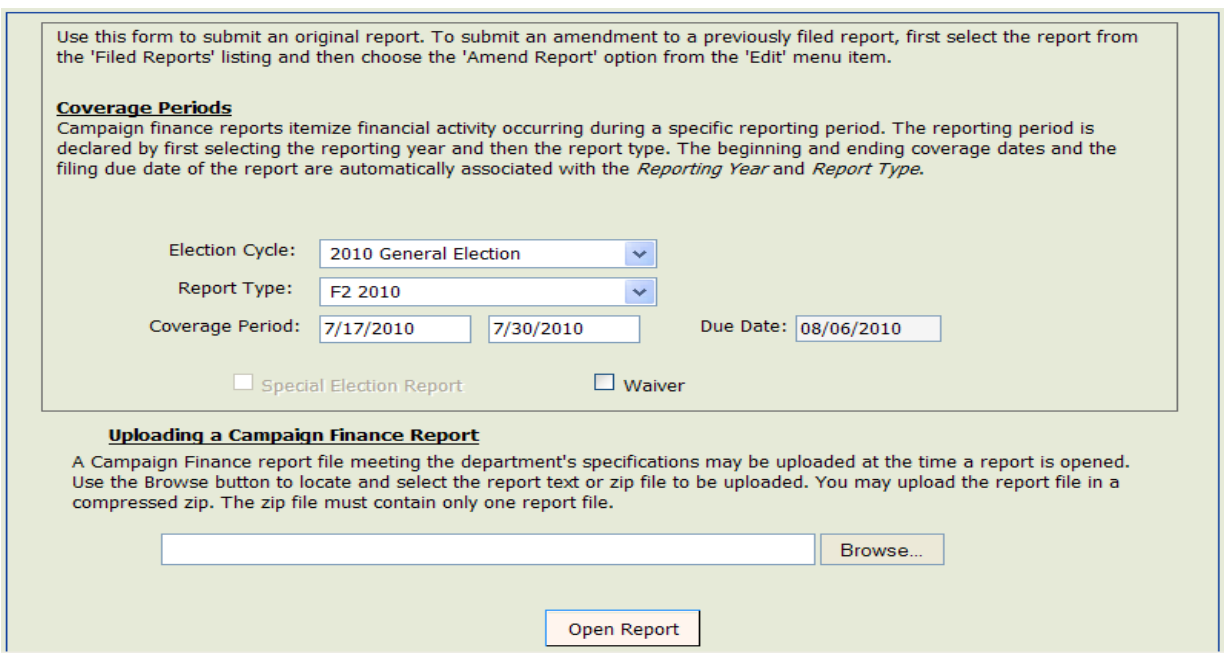
If the PIN change was successful, **PIN Updated!** will appear on the screen.

Create a New Report by Data Entry

Click  and then .





Click  arrow next to **Election Cycle**. Scroll to the cycle associated with the report you are entering.

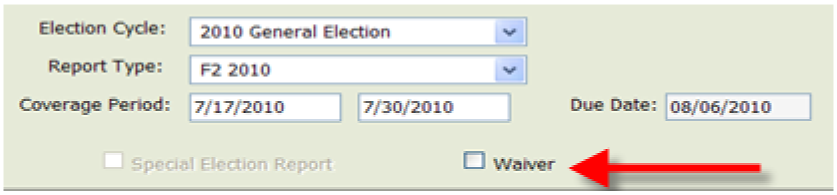
Click  arrow next to **Report Type**. Scroll to report type code associated with the report you are entering.

The **Cover Period** dates will automatically fill in based on the **Calendar of Election and Reporting Dates**.

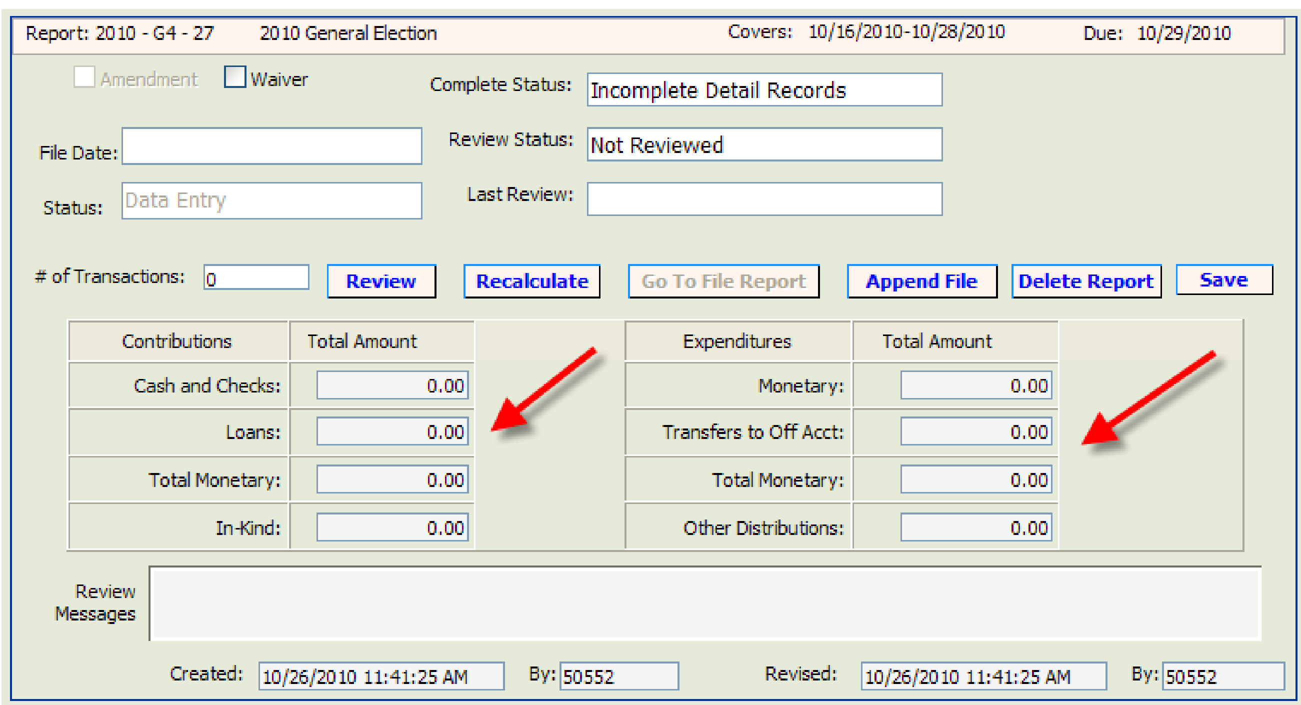
The **Due Date** will automatically fill in based on the **Calendar of Election and Reporting Dates**.

If this report is for a special election, click the box next to **Special Election Report**. (If no special elections are scheduled this option will not be available.)

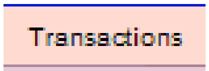
If this report is a waiver of report (no activity), click the box next to Waiver.



Click Open Report at the bottom of the screen. A **Report Detail** screen (view only) will appear. This screen will not indicate any activity until individual detail data is entered, saved and a review is performed.



Enter Contributions

Click 

and then 

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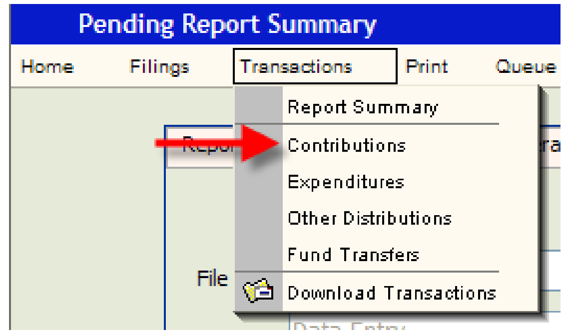
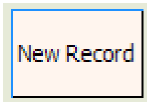


Click 

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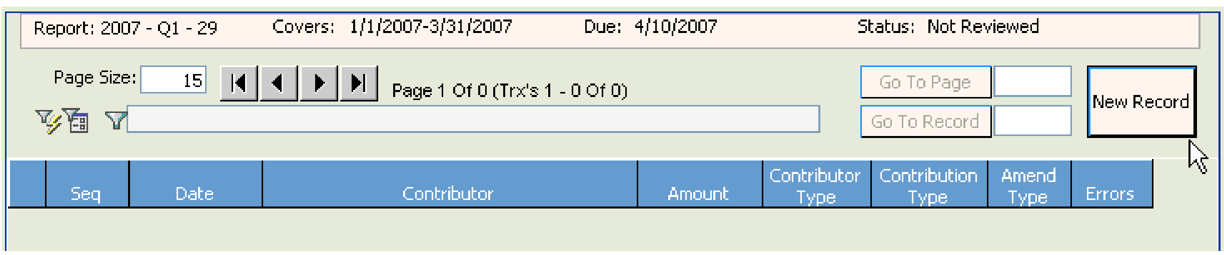
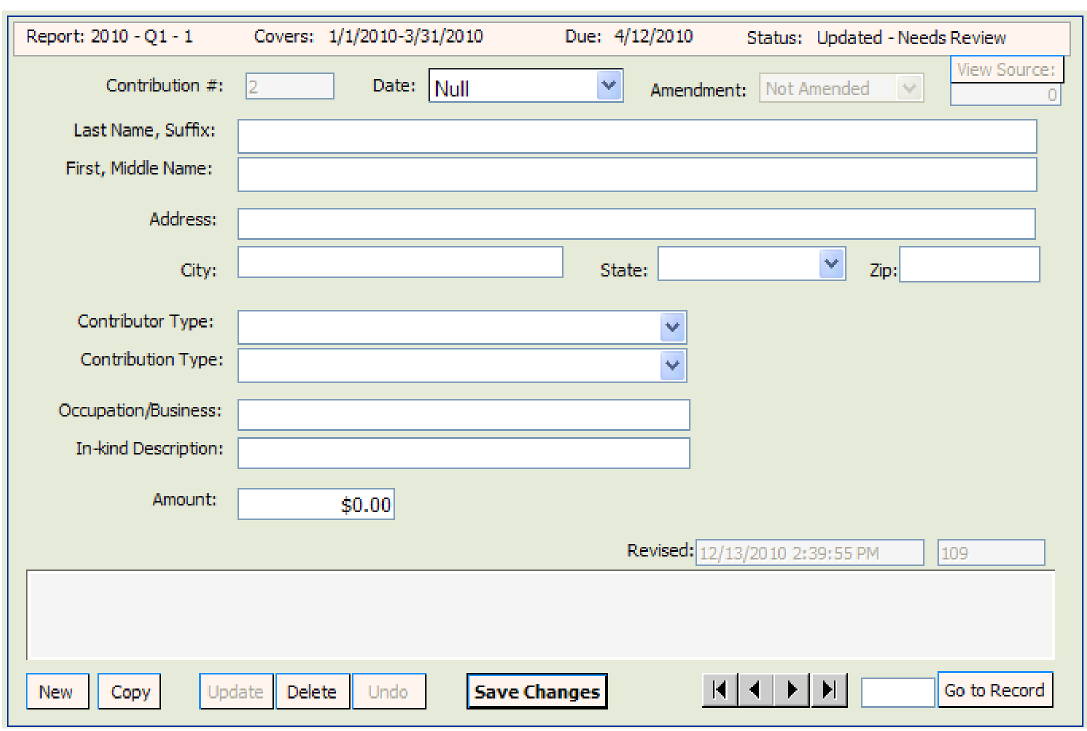


The **Contribution Detail** screen will be blank. Populate the fields as explained in the instructions below.



<u>Contribution #</u>: automatically populated by the system in sequential numbers.

<u>Date</u>: enter date the contribution was received.

Last Name, Suffix: enter contributor's last name and suffix (if given). Do not use titles such as Dr., Colonel, Reverend, etc. **NOTE: For any contributor other than an individual, the name must be placed in the "Last Name" field. If you put the name in the "First, Middle Name" field, you will get an error message.**

First, Middle Name: enter contributor's first name and middle name or initial (if given).

Address: enter contributor's complete street address or post office box number.

City: enter contributor's city.

State: click arrow and choose contributor's state. If the contributor resides outside the United states, choose State: Not in Country at the bottom of the drop down list.

Zip: enter contributor's zip code.

Contributor Type: click arrow and choose one of the listed contributor types.

Contribution Type: click arrow and choose one of the listed contribution types.

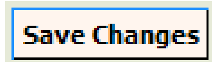
> **Cash or Cashier's Check** – use to report the receipt of cash and cashiers' check.
>
> **Check** – includes traditional paper checks, wire transfers, Paypal, contributions by credit card, and other types of electronic funds transfers.
>
> **In-kind** – item of value other than money or volunteer services.
>
> **Interest** – money earned on checking or interest bearing accounts.
>
> **Loan** – money that is loaned to the organization rather than given outright.
>
> **Money Order** - use to report the receipt of contribution by money order.
>
> **Other Receipts** – use to report anything of value, not defined as a "contribution" under s. 106.011(3), Florida Statutes, which is received by the organization and that will not be used to make an expenditure for an electioneering communication.
>
> **Refund** – use to report bad checks or contributions returned (in whole or in part) to the contributor. **NOTE: Refunds must always be entered as a negative amount.**

Occupation: enter contributor's specific occupation. **(This field is required if the contribution is over $100.)** Do not use generic occupations such as "businessman" or "sales." Use specifics such as pharmaceutical sales or insurance.

In-kind Description: if **Contribution Type** is **In-kind**, enter a specific description of the in-kind contribution. Example: Food and beverage

Amendment: defaults to **Not Amended**.

Amount: enter exact amount of contribution (dollars and cents).

Complete **all** fields and then click 

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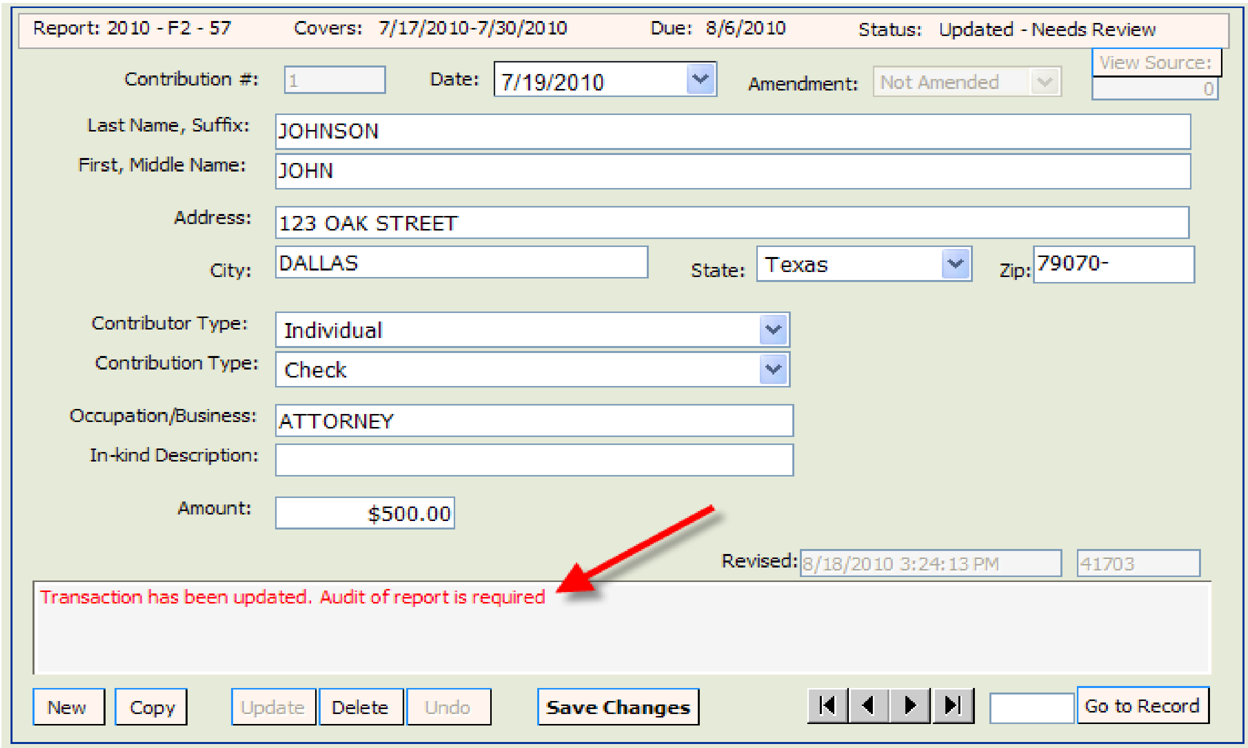
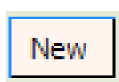


NOTE: **Notice the statement in the Review Messages box in red. This statement will appear until the report has been reviewed by the system. (See page 34.) After the report has been reviewed, this box will be blank or have a specific error message if information is incomplete or not in compliance with Chapter 106, Florida Statutes.**

To enter the next contribution, click 

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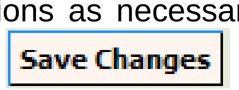
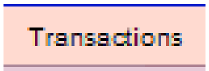
Continue adding contributions as necessary. Upon completion of each entry, **you must save the data by clicking** 

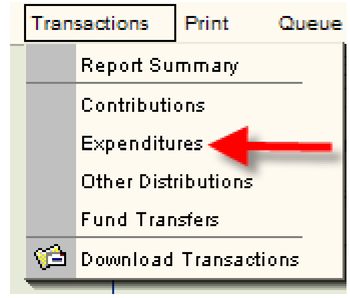
.

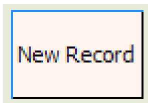
Enter Expenditures

Click 

and then 

.



Click 

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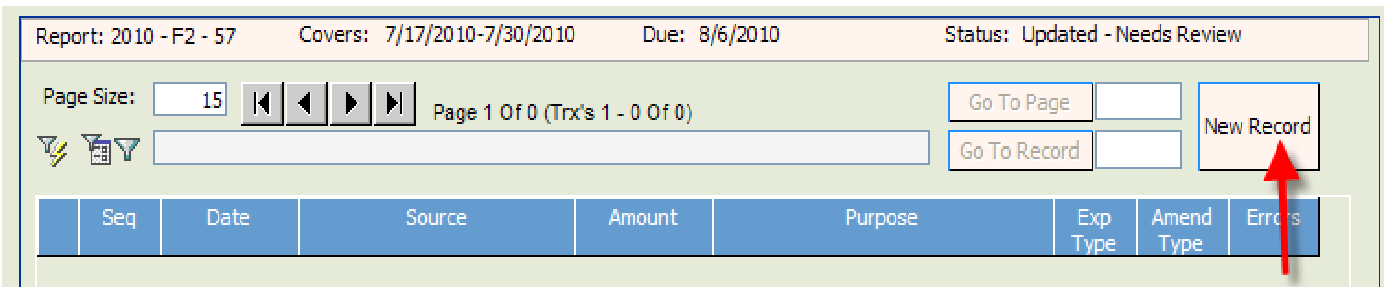
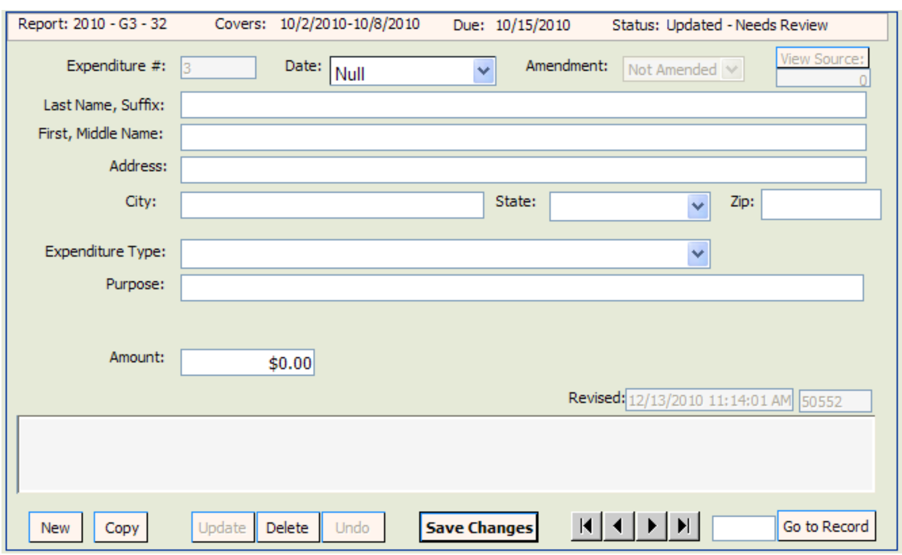


The **Expenditure Detail** screen will be blank. Populate the fields.



<u>Expenditure #</u>: this field will be automatically populated by the system in sequential numbers.

<u>Date</u>: enter date the expenditure was made.

<u>Last Name, Suffix</u>: enter the last name and suffix (if given). **NOTE: For any contributor <u>other than an individual,</u> the name must be placed in the "Last Name" field. If you put the name in the "First, Middle Name" field, you will get an error message.**

First, Middle Name: enter person's first name and middle name or initial (if given).

Address: enter complete address.

City: enter city.

State: click arrow and choose a state. **NOTE:** If the address is outside the United States, choose State: Not in Country at the bottom of the drop down list.

Zip: enter zip code.

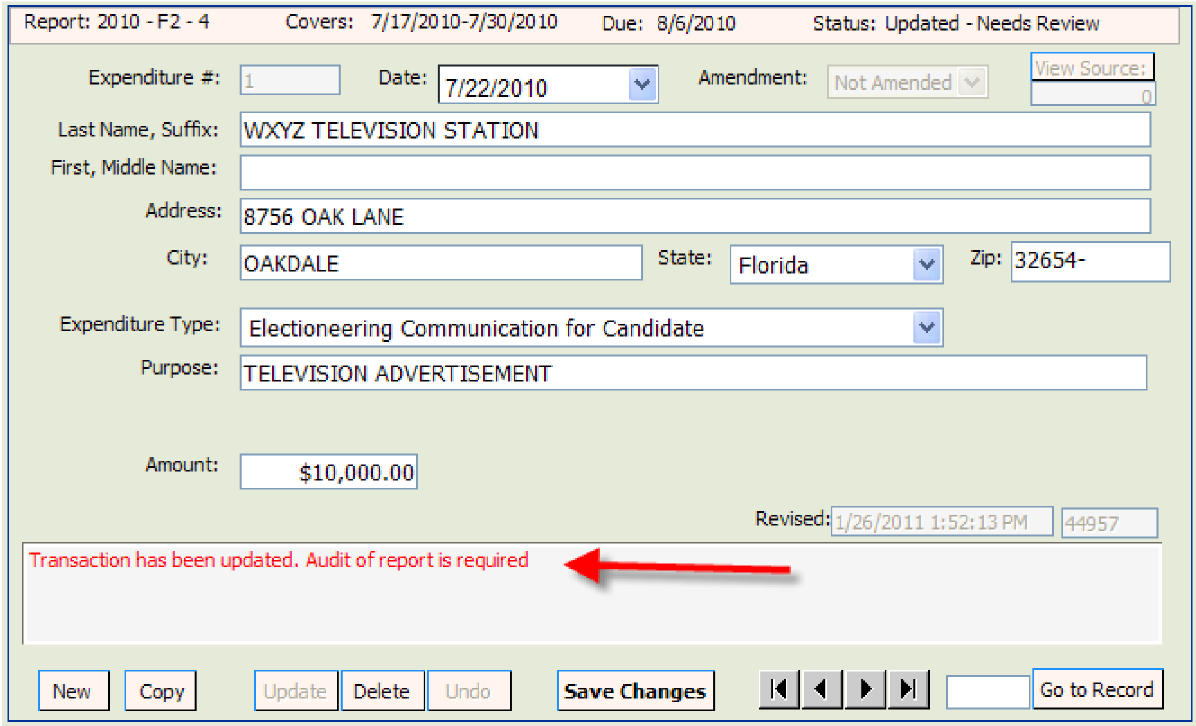
Expenditure Type: click arrow and choose one of the listed expenditure types.

> **Electioneering Communication for Candidate** – use to report an organization's electioneering communications.
>
> **Monetary** – use when other specific expenditure types do not apply.
>
> **Petty Cash Spent** – used to report the total amount of petty cash spent during a reporting time period. **Expenditures made from petty cash are not required to be reported individually.**
>
> **Petty Cash Withdrawn** – use to report the amount of petty cash that has been withdrawn during a reporting time period.
>
> **Pre-paid Distribution –** lump sum payments made up front that will be disbursed to different entities at a later date. (Example – payment to a media consultant who will then make disbursements to various media such as a newspaper, radio or television station.) Related entries in "Other Distributions" will be reported and linked to the expenditure as they occur. See page 25 for further explanation on pre-paid distributions.
>
> **Refund** – use to report a refund of money from a vendor, etc. **These must always be entered as a negative amount.**
>
> **Reimbursement –** reimbursement for authorized expenses made in connection with the campaign. (Example: John Smith paid for the cost of postage with his own money for the organization. A check to reimburse him for the cost would be coded as a "Reimbursement." See page 28 for further explanation on reimbursement activity.

Purpose: enter a description of the expenditure. Example: television ad

Amount: enter exact amount of expenditure (dollars and cents).

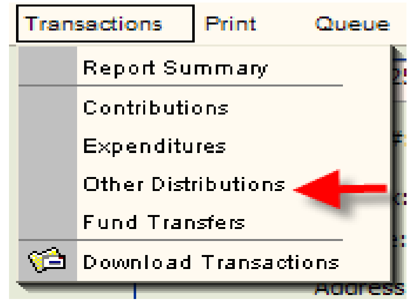
Complete **all** fields and then click Save Changes.

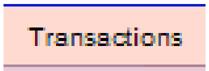


<u>Note</u>: Notice the statement in the Review Messages box in red. This statement will appear until the report has been reviewed by the system. (See page 34.) After the report has been reviewed, this box will be blank or will have a specific error message if information is incomplete or not in compliance with Chapter 106, Florida Statutes.

To enter the next expenditure, click New. Continue adding expenditures as necessary. Upon completion of each entry, **you must save the data by clicking** Save Changes.

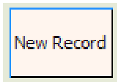
Enter Other Distributions



Click 

and then 

.

Click 

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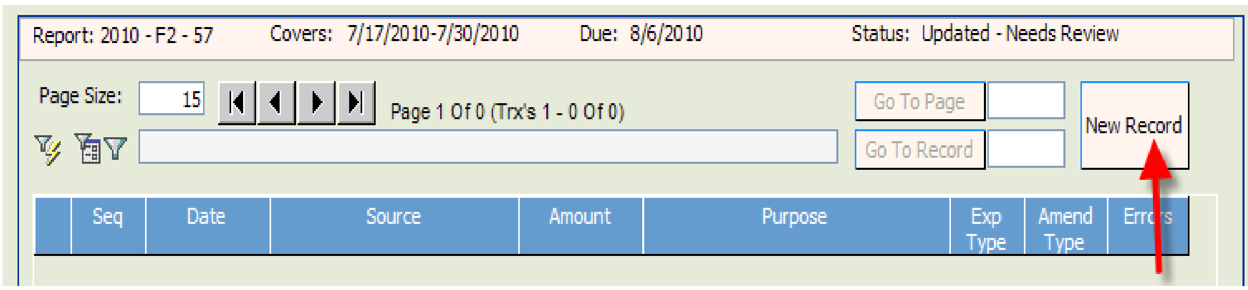
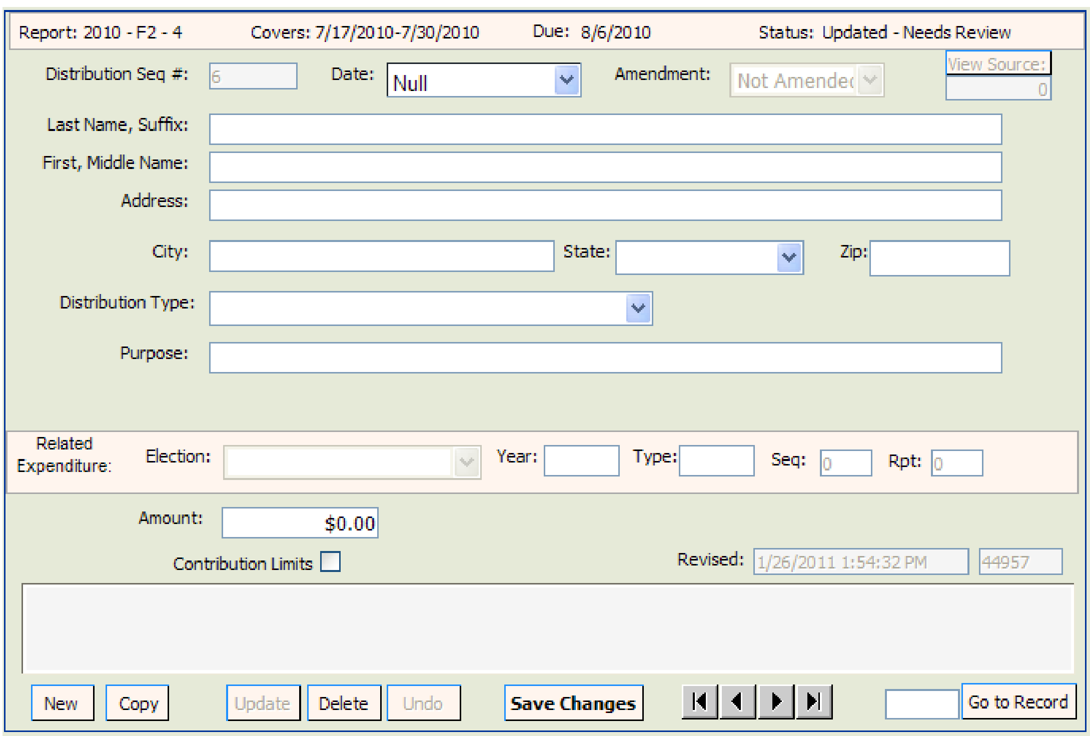




The **Other Distribution Detail** screen will be blank. Populate the fields as indicated in the instructions below.

<u>Distribution Seq #</u>: the distribution detail data is sequentially numbered and is automatically populated by the system.

<u>Date</u>: enter date the distribution was made.

<u>Last Name, suffix</u>: enter last name and suffix (if given). **NOTE: business or other organizational names must be placed in the "Last Name" field. If you put it in the "First, Middle Name" field, you will get an error message.**

<u>First, Middle Name</u>: enter first and middle name or initial (if given).

<u>Address</u>: enter complete address.

<u>City</u>: enter city.

<u>State</u>: click arrow and choose a state. **NOTE:** If the address is outside the United States, choose State: Not in Country at the bottom of the drop down list.

<u>Zip</u>: enter zip code.

<u>Distribution Type:</u>

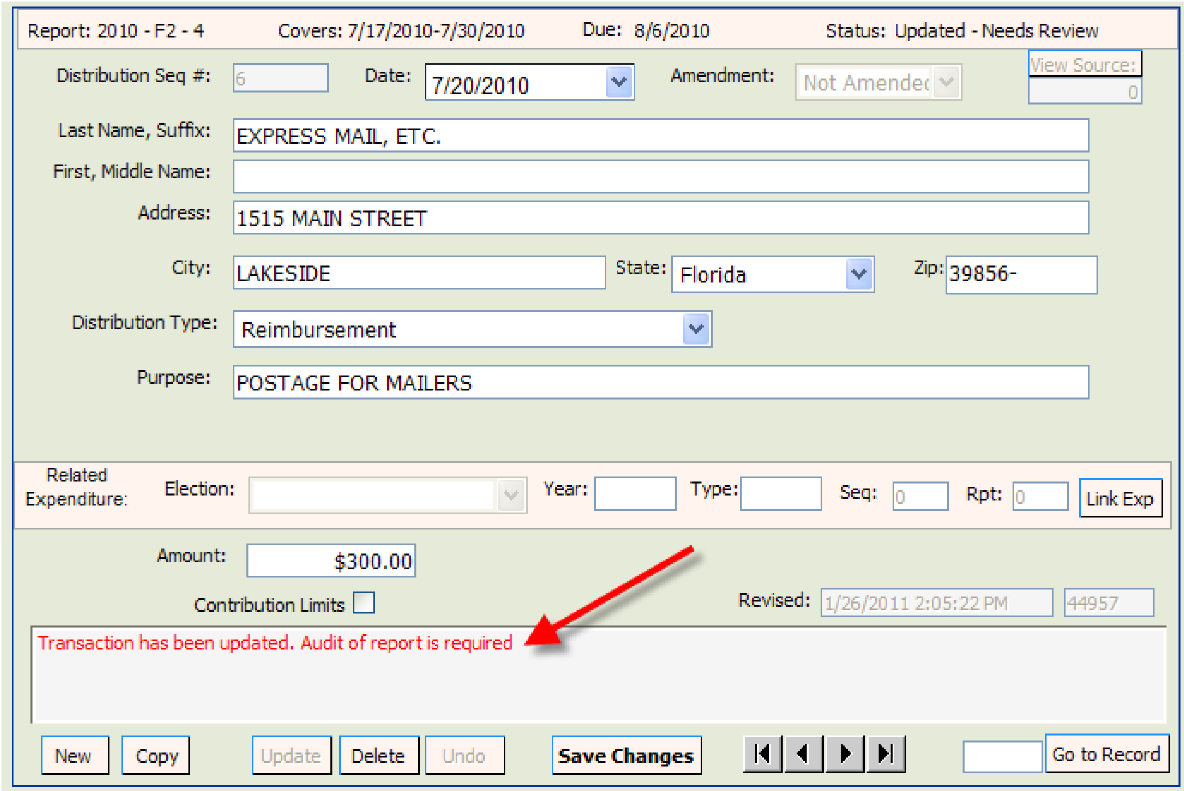
> **In-Kind Distribution –** use to report an in-kind contribution when there is no corresponding expense. Example: An electioneering communication organization owns a building and allows another ECO to use part of the building for their administrative offices at no charge. As the organization owns the building, the organization does not spend money to make the contribution, and thus, would not show any money going out as an Expenditure. Therefore, the contribution to the other ECO is reported under "Other Distributions" rather than as an Expenditure.
>
> **Prepaid Distribution –** use to itemize previously made lump sum payments. Example – payment to a media consultant who will then make disbursements to various media such as a newspaper, radio or television station. The "Other Distribution" entries will document how the media consultant is spending the lump sum payment. Items will be reported and linked to the prepaid expenditure as they occur. **See page 25 for additional information.**
>
> **Reimbursement –** itemizes reimbursement for authorized expenses made in connection with the campaign. Example: John Smith paid printing costs with his own money. This entry would provide the name and address of where Mr. Smith purchased the postage. It will be related to an expenditure showing reimbursement to the Mr. Smith. **See page 28 for additional information.**

<u>Related Expenditure:</u> once the fields are populated and saved, the screen will refresh and this field will appear. It will be populated by the system once the Other Distribution is linked to an Expenditure. (See instructions for linking Expenditures beginning on page 25.)

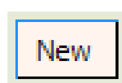
<u>Purpose</u>: enter the purpose of the distribution. Example: postage.

<u>Amount:</u> enter exact amount of distribution (dollars and cents).

Enter all information and then click **Save Changes**.



<u>NOTE</u>: Notice the statement in the Review Messages box in red. This statement will appear until the report has been reviewed by the system. (See page 34.) After the report has been reviewed, this message will be blank or have a specific error message if information is incomplete or not in compliance with Chapter 106, Florida Statutes.

To enter the next other distribution, click 

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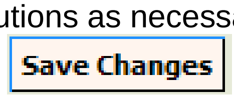
Continue adding Other Distributions as necessary. Upon completion of each entry, you must save the data by clicking 

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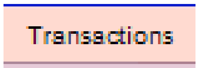
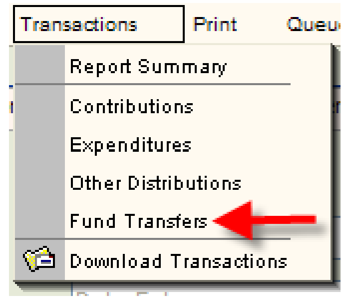
Enter Fund Transfers

This section is used to report the transfer of funds between the primary depository and separate interest-bearing accounts.

Click 

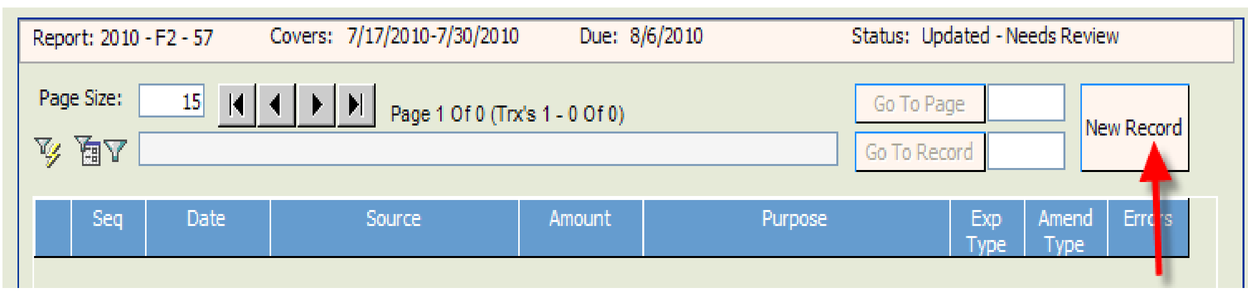
and then 

.

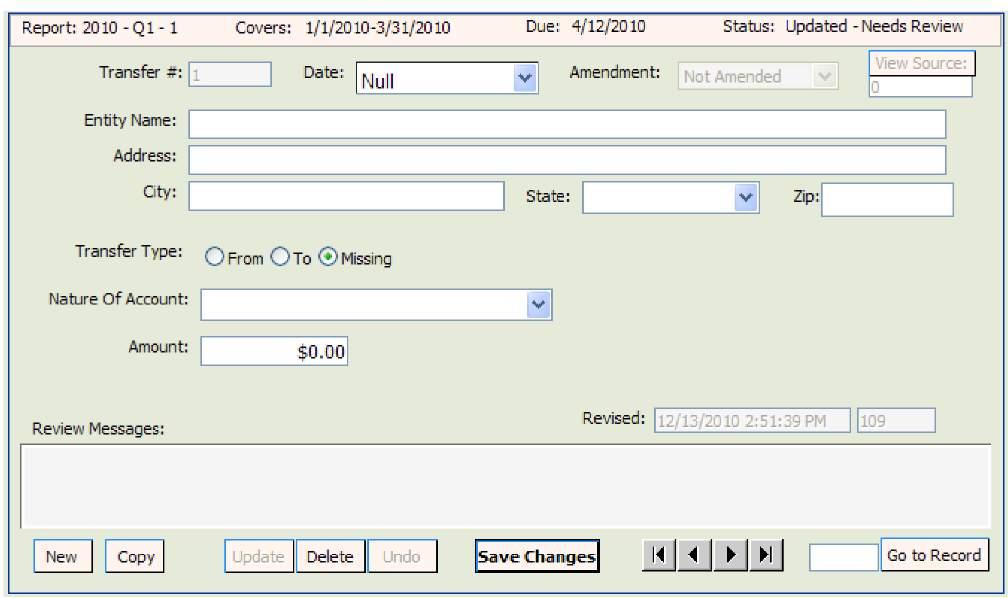


Click 

.



The **Fund Transfer Detail** screen will be blank. Populate the fields as explained in the instructions below.



__Transfer #__: this field will be automatically populated by the system in sequential numbers.

__Date__: enter date the fund transfer was made.

<u>Entity Name</u>: enter entity's full name.

<u>Address</u>: enter entity's complete address.

<u>City</u>: enter entity's city.

<u>State</u>: click arrow and choose entity's state.

<u>Zip</u>: enter entity's zip code.

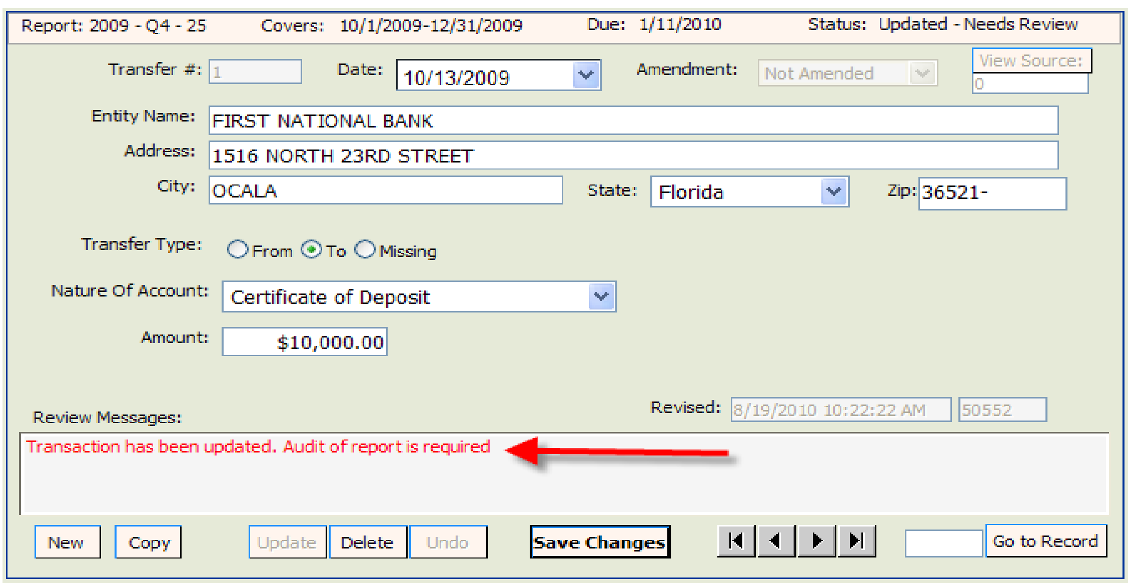
<u>Transfer Type</u>: click arrow and choose **From** or **To**.

<u>Nature of Account</u>: click arrow and choose nature of account.

<u>Amendment</u>: defaults to **Not Amended**.

<u>Amount</u>: enter exact amount of fund transfer (dollars and cents).

Enter all information and then click **Save Changes**. To enter the next Funds Transfer, click **New**.



<u>Note</u>: Notice the statement in the Review Messages box in red. This statement will appear until the report has been reviewed by the system. After the report has been reviewed, this box will be blank or will have a specific error message if information is incomplete or not in compliance with Chapter 106, Florida Statutes.

Continue adding Funds Transfers as necessary. Upon completion of each entry, **you must save the data by clicking** **Save Changes**.

Report Prepaid Distributions

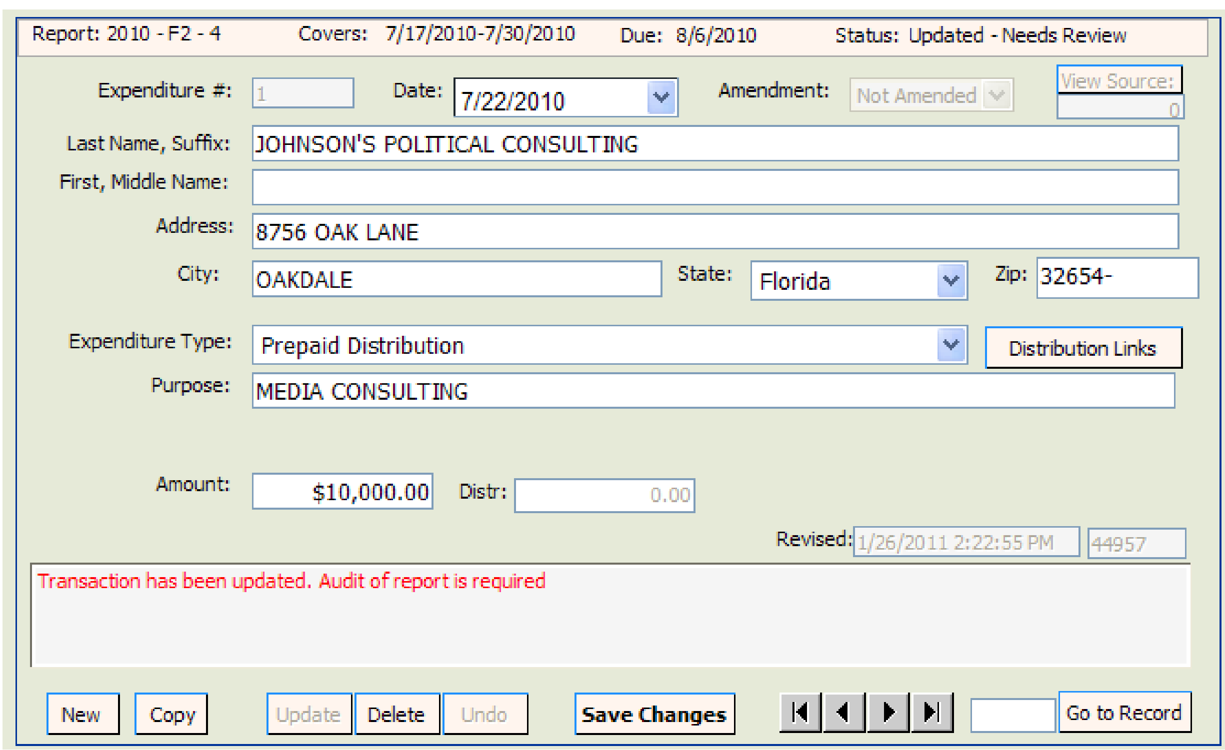
Prepaid Distributions are lump sum payments to one entity or person who then distributes the funds to other entities or individuals.

Example: Payment to a media consultant who will then make disbursements to various media such as a newspaper, radio or television station. The Expenditure entry documents the lump sum payment. The "Other Distribution" entries will indicate how the media consultant is spending the lump sum payment. Items will be reported and linked to the pre-paid expenditure as they occur.

Enter Prepaid Amount in Expenditures:

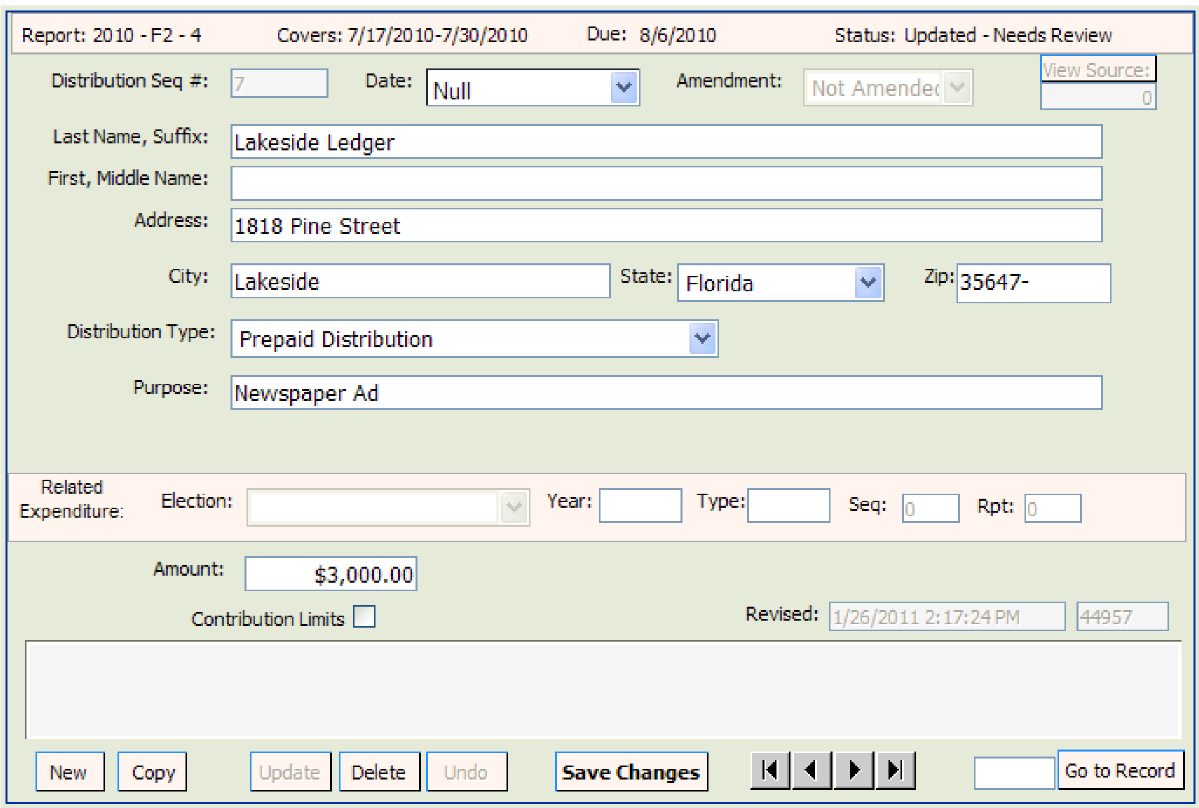
Create an Expenditure record for the lump sum payment. (See page 17 for instruction on creating an expenditure record.) For Expenditure Type, choose Prepaid Distribution.

Enter all information and then click **Save Changes**.

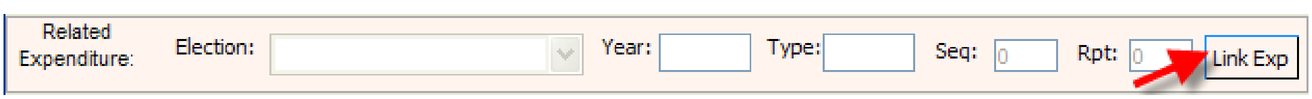


Enter Disbursements of the Payment in Other Distributions and Link to Expenditure:

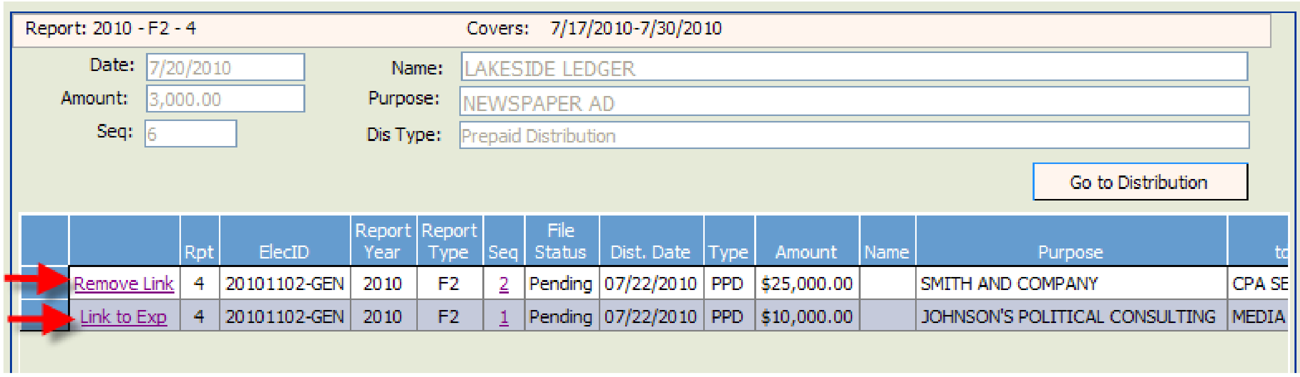
As the funds are disbursed, Other Distribution records are created and linked to the original expenditure. (See page 20 for instruction on creating an Other Distributions record.) For Distribution type, select Prepaid Distribution. Enter all information and then click Save Changes.



The screen will refresh and Link Exp will appear.



Click on Link Exp.



Determine which entry to link the distribution to the expenditure and click on Link to Exp.

To remove the link, click on Remove Link.

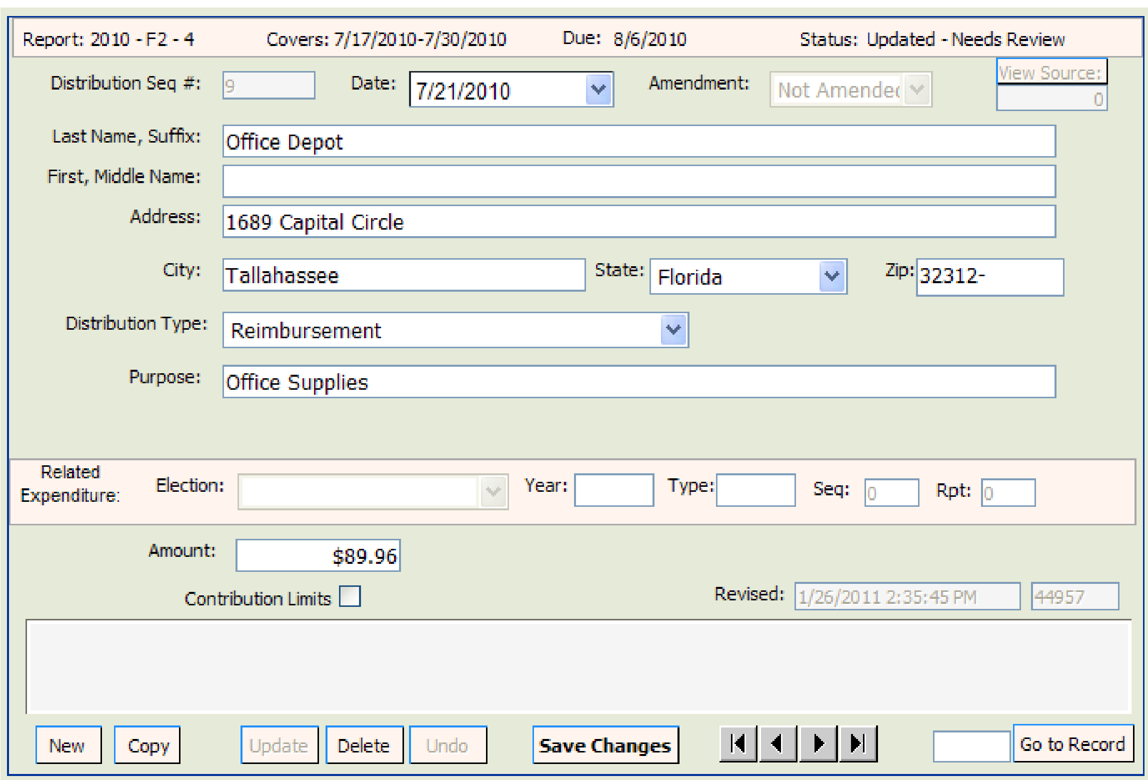
For each disbursement of the prepaid expenditure, create an Other Distributions record. Link each distribution record to the original prepaid expenditure.

Report Reimbursements

Reimbursements are used to report authorized expenses incurred that are not otherwise reported as direct expenditures. Each time a person authorized to make an expenditure on behalf of the organization makes an expenditure that will be reimbursed, there must be an entry reported for the purchase in "Other Distributions." The "Other Distribution" (the purchase) may be, but is not always, reported during the same reporting period as the "Expenditure" (the check written for reimbursement). Once the "Expenditure" is reported, it must be linked to the "Other Distribution."

Enter Reimbursement Activity in Other Distributions:

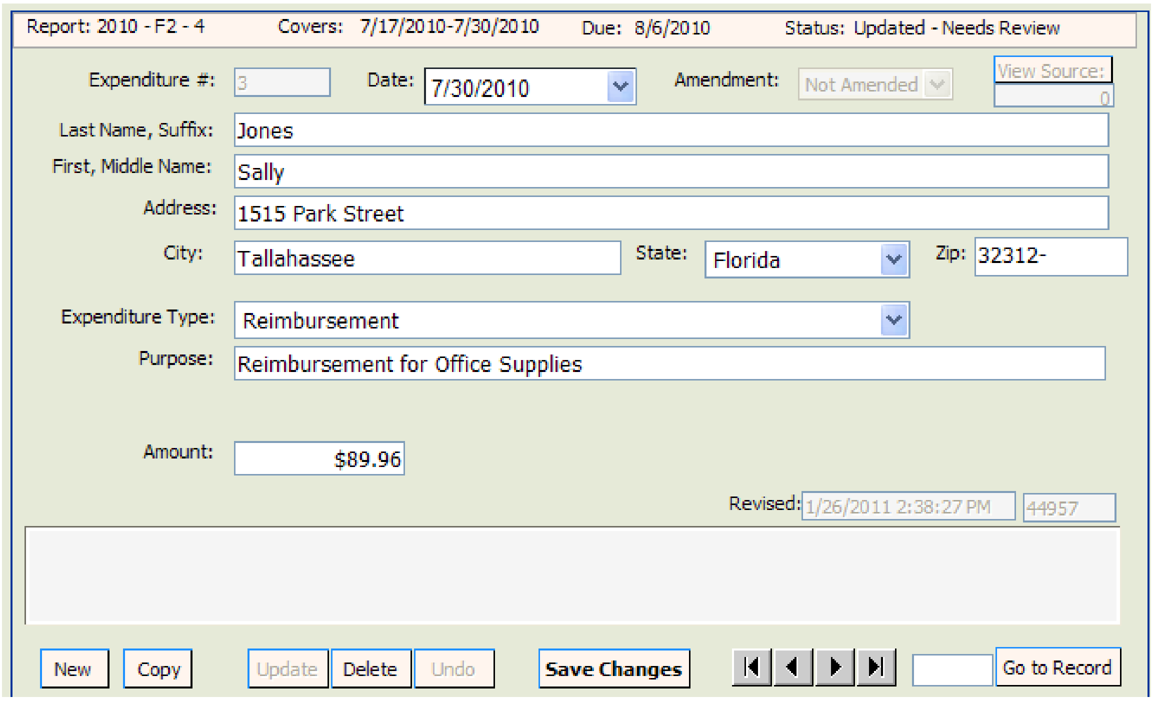
For **<u>each</u>** purchase that will be reimbursed, create an "Other Distributions" record. (See Page 20 for instructions on creating an Other Distributions record.) For Distribution Type, choose **Reimbursement**.



Enter all information and click **Save Changes**.

Enter Reimbursement Payment in Expenditures:

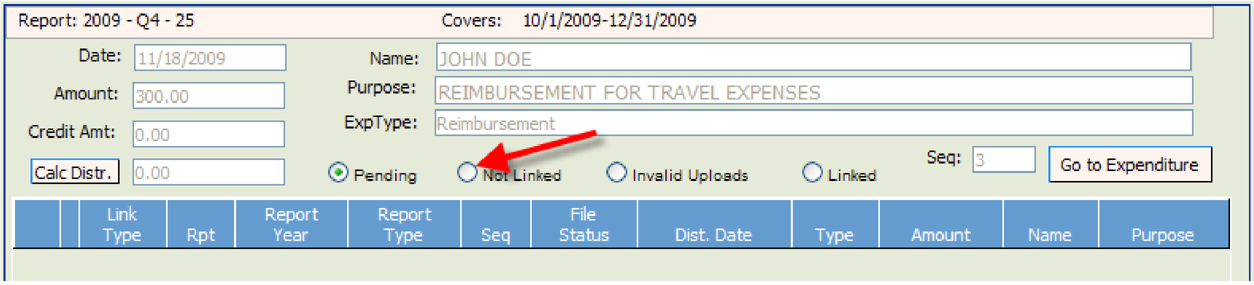
To document the payment to reimburse authorized expenditures, create an Expenditure record. (See Page 17 for instructions on creating an Expenditure record.) For Expenditure Type, select **Reimbursement.**



Enter all information and click **Save Changes**. The screen will refresh and the Distribution Links will appear on the Expenditure screen.

Link the Purchases to the Expenditure for Reimbursement

On the Expenditure sequence that documents the reimbursement payment, click on Distribution Links.



Report: 2009 - Q4 - 25 Covers: 10/1/2009-12/31/2009

Date: 11/18/2009 Name: JOHN DOE

Amount: 300.00 Purpose: REIMBURSEMENT FOR TRAVEL EXPENSES

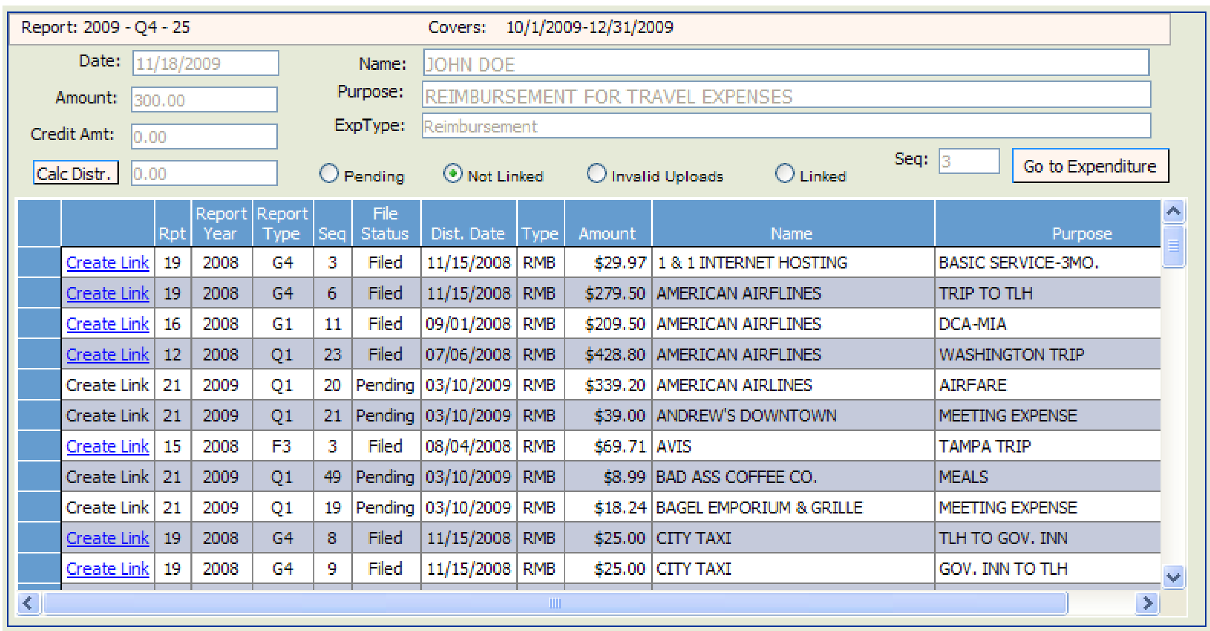
Credit Amt: 0.00 ExpType: Reimbursement

Calc Distr. 0.00 Pending Not Linked Invalid Uploads Linked Seq: 3 Go to Expenditure

		Link Type	Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose

Click on the radio button “Not Linked.”

This will take you to a listing of all reimbursement expenses that have not yet been linked to a reimbursement payment.



Report: 2009 - Q4 - 25 Covers: 10/1/2009-12/31/2009

Date: 11/18/2009 Name: JOHN DOE

Amount: 300.00 Purpose: REIMBURSEMENT FOR TRAVEL EXPENSES

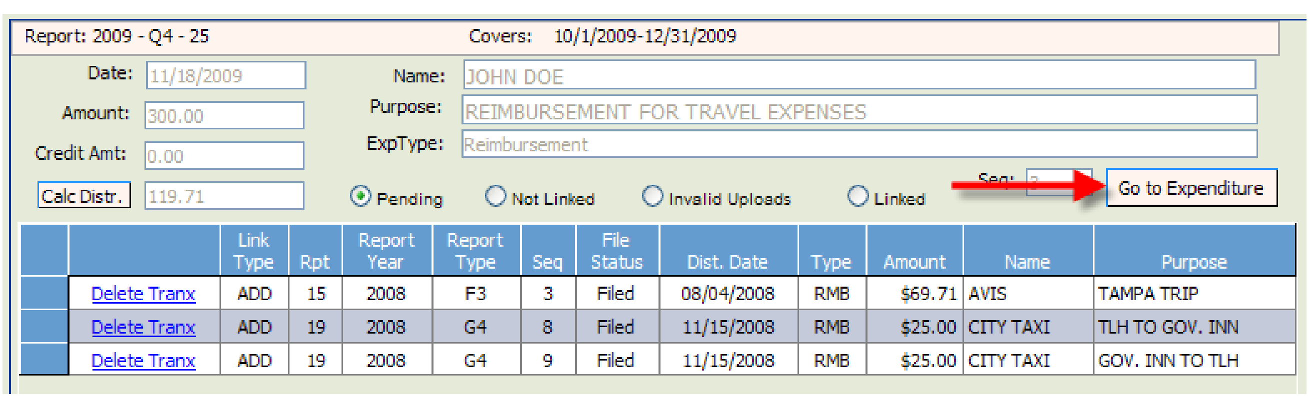
Credit Amt: 0.00 ExpType: Reimbursement

Calc Distr. 0.00 Pending Not Linked Invalid Uploads Linked Seq: 3 Go to Expenditure

		Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose
	Create Link	19	2008	G4	3	Filed	11/15/2008	RMB	$29.97	1 & 1 INTERNET HOSTING	BASIC SERVICE-3MO.
	Create Link	19	2008	G4	6	Filed	11/15/2008	RMB	$279.50	AMERICAN AIRFLINES	TRIP TO TLH
	Create Link	16	2008	G1	11	Filed	09/01/2008	RMB	$209.50	AMERICAN AIRFLINES	DCA-MIA
	Create Link	12	2008	Q1	23	Filed	07/06/2008	RMB	$428.80	AMERICAN AIRFLINES	WASHINGTON TRIP
	Create Link	21	2009	Q1	20	Pending	03/10/2009	RMB	$339.20	AMERICAN AIRLINES	AIRFARE
	Create Link	21	2009	Q1	21	Pending	03/10/2009	RMB	$39.00	ANDREW'S DOWNTOWN	MEETING EXPENSE
	Create Link	15	2008	F3	3	Filed	08/04/2008	RMB	$69.71	AVIS	TAMPA TRIP
	Create Link	21	2009	Q1	49	Pending	03/10/2009	RMB	$8.99	BAD ASS COFFEE CO.	MEALS
	Create Link	21	2009	Q1	19	Pending	03/10/2009	RMB	$18.24	BAGEL EMPORIUM & GRILLE	MEETING EXPENSE
	Create Link	19	2008	G4	8	Filed	11/15/2008	RMB	$25.00	CITY TAXI	TLH TO GOV. INN
	Create Link	19	2008	G4	9	Filed	11/15/2008	RMB	$25.00	CITY TAXI	GOV. INN TO TLH

Click on Create Link by each purchase that will be linked to the reimbursement payment.

To verify the activity that is linked to a reimbursement payment, click on Go to Expenditure.



Report: 2009 - Q4 - 25 Covers: 10/1/2009-12/31/2009

Date: 11/18/2009 Name: JOHN DOE

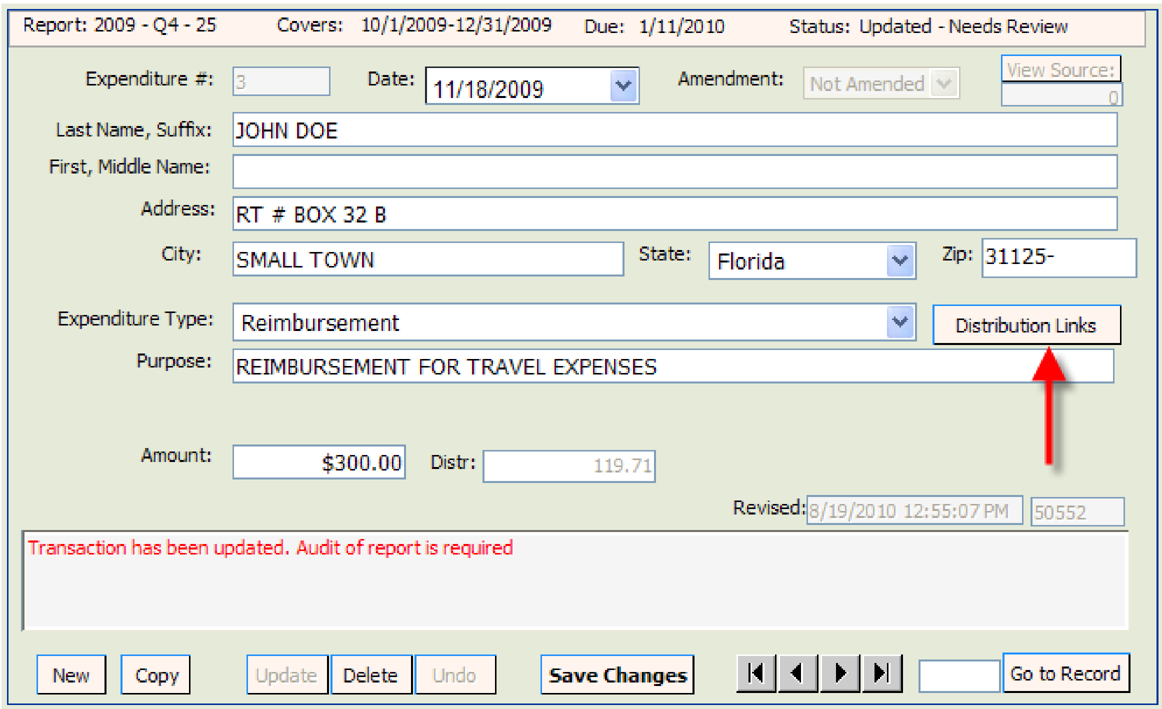
Amount: 300.00 Purpose: REIMBURSEMENT FOR TRAVEL EXPENSES

Credit Amt: 0.00 ExpType: Reimbursement

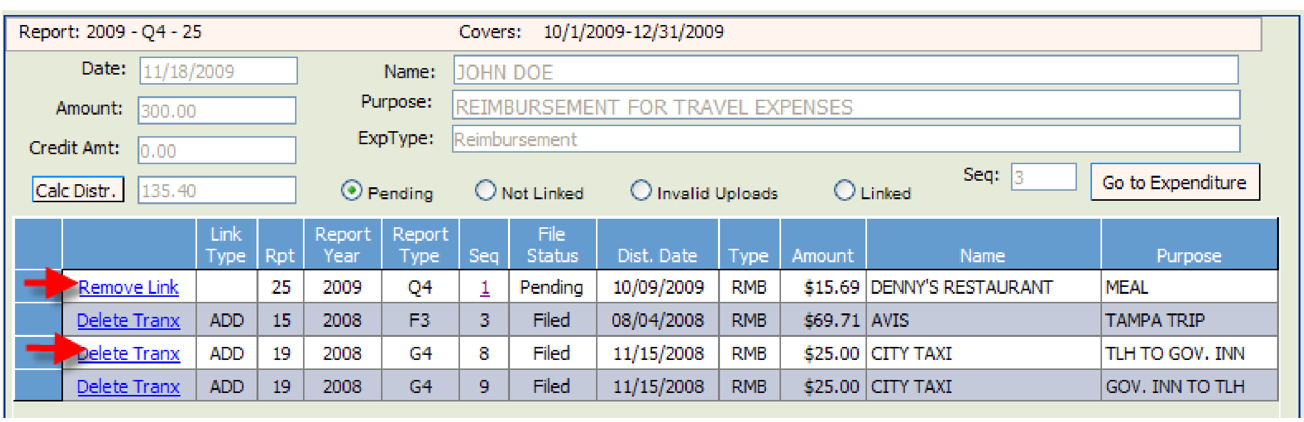
Calc Distr. 119.71 Pending Not Linked Invalid Uploads Linked Seq: 3 Go to Expenditure

		Link Type	Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose
	Delete Tranx	ADD	15	2008	F3	3	Filed	08/04/2008	RMB	$69.71	AVIS	TAMPA TRIP
	Delete Tranx	ADD	19	2008	G4	8	Filed	11/15/2008	RMB	$25.00	CITY TAXI	TLH TO GOV. INN
	Delete Tranx	ADD	19	2008	G4	9	Filed	11/15/2008	RMB	$25.00	CITY TAXI	GOV. INN TO TLH

Click on Distribution Links.



Everything that is currently linked to this Reimbursement Expenditure will be listed.

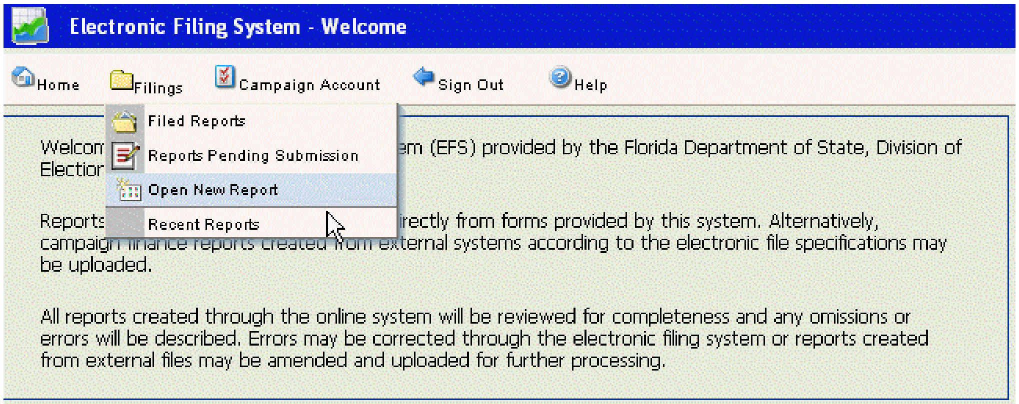


If you have linked a purchase in error, click on Remove Link (for pending links) or Delete Tranx (for filed links) to remove the link.

Returned Contributions

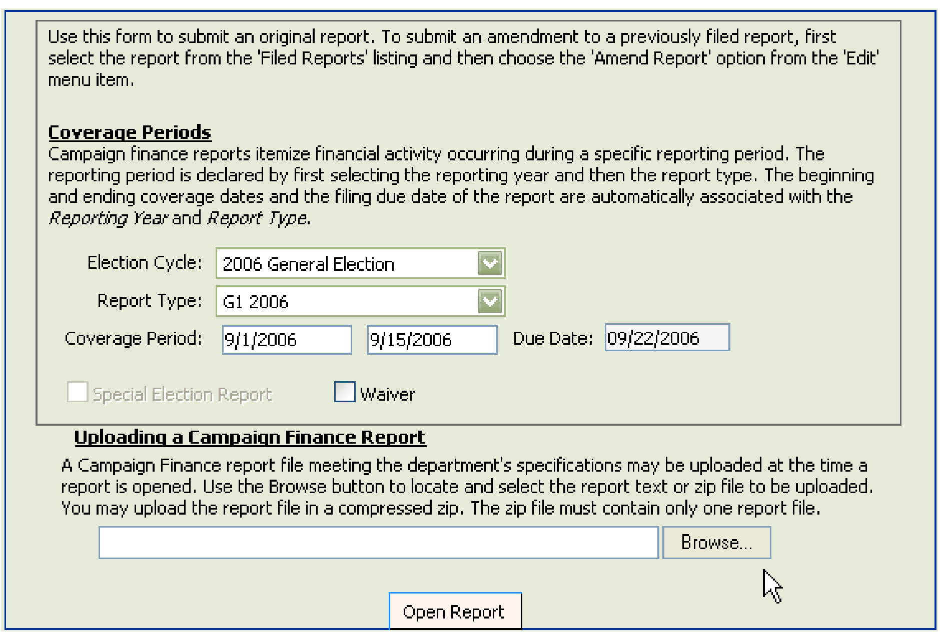
Create a New Report by File Upload

Click Filings and then . Open New Report



Click arrow next to **Election Cycle**. Scroll to cycle associated with the report you are entering.

Click arrow next to **Report Type**. Scroll to report type code associated with the report you are entering. Click Browse... .

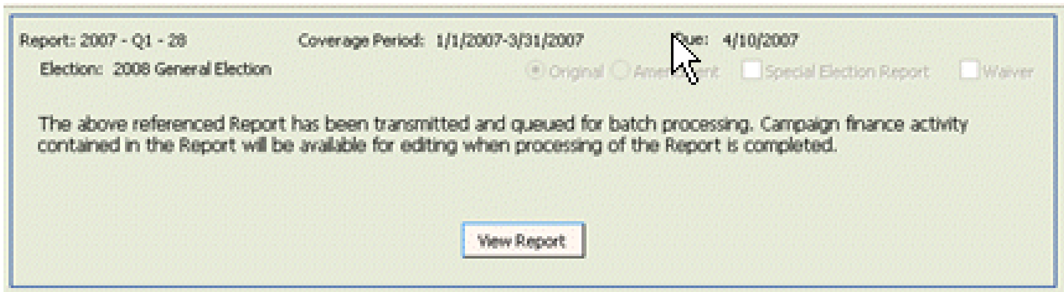


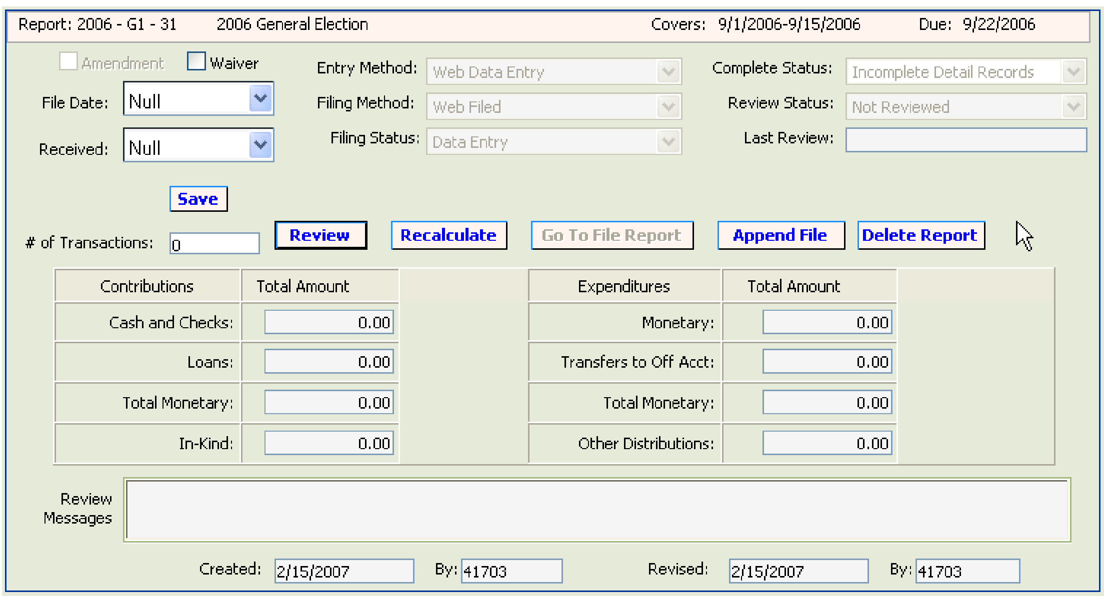
Navigate to the file you wish to upload to the EFS and double click on the name.

<u>**Note:**</u> The file name must be in the following format: IDNumber.ReportType

Example: 19932.G4

The file name will appear in the box next to Browse... . Click on Open Report . Click on View Report.





A screen will appear showing the report summary. The **Complete Status** box will indicate when the processing of the upload is complete (if a delay occurs keep refreshing the screen until complete).

If the file type is **<u>not valid</u>**:

Open Windows Explorer. Click Tools. Click Folder Options. Click View.

Uncheck Hide Extensions for Known File Types.

Click Apply. Click OK.

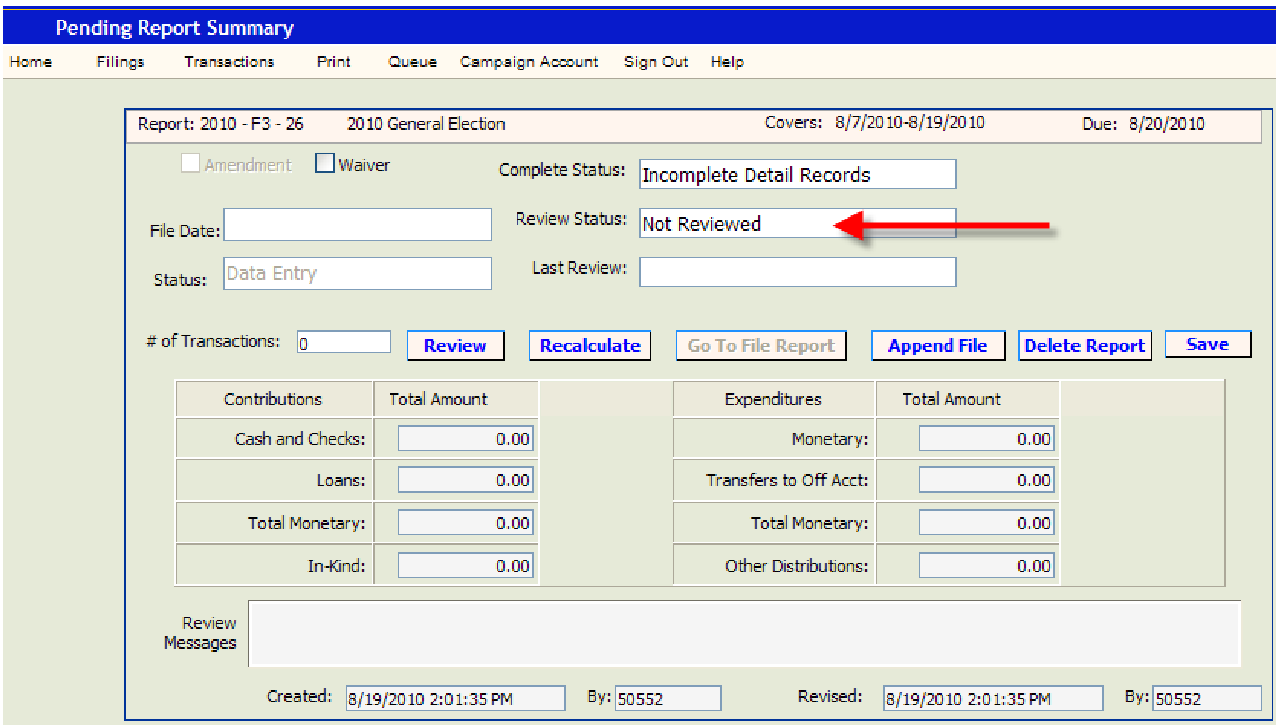
Save file under new name.

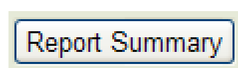
Review Data for Errors

When all contributions, expenditures, fund transfers, and other distributions have been entered and saved or uploaded, the data should be reviewed by the EFS to determine completeness and correctness.

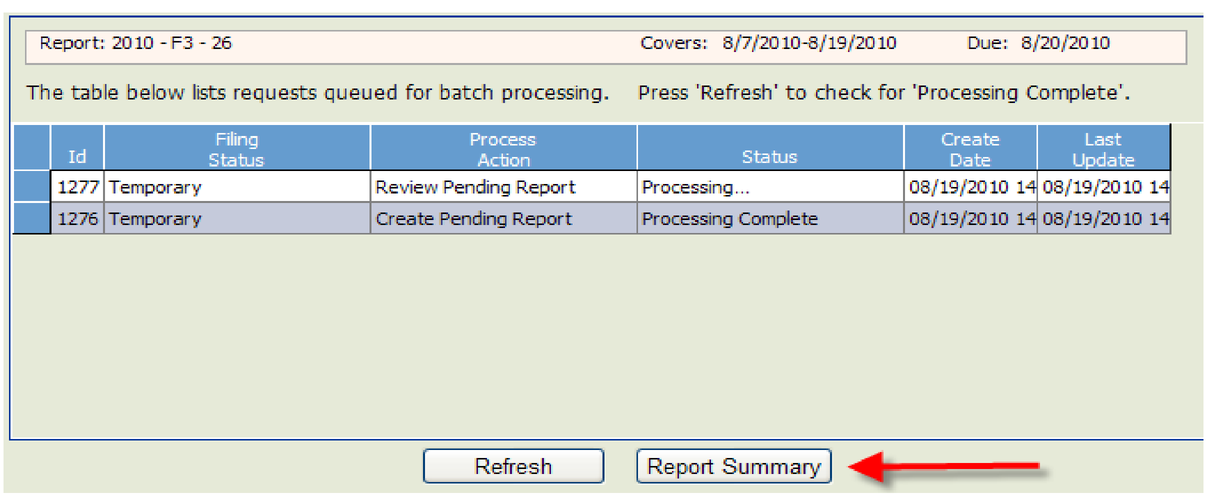
From the **Pending Report Summary** page, click on 

.

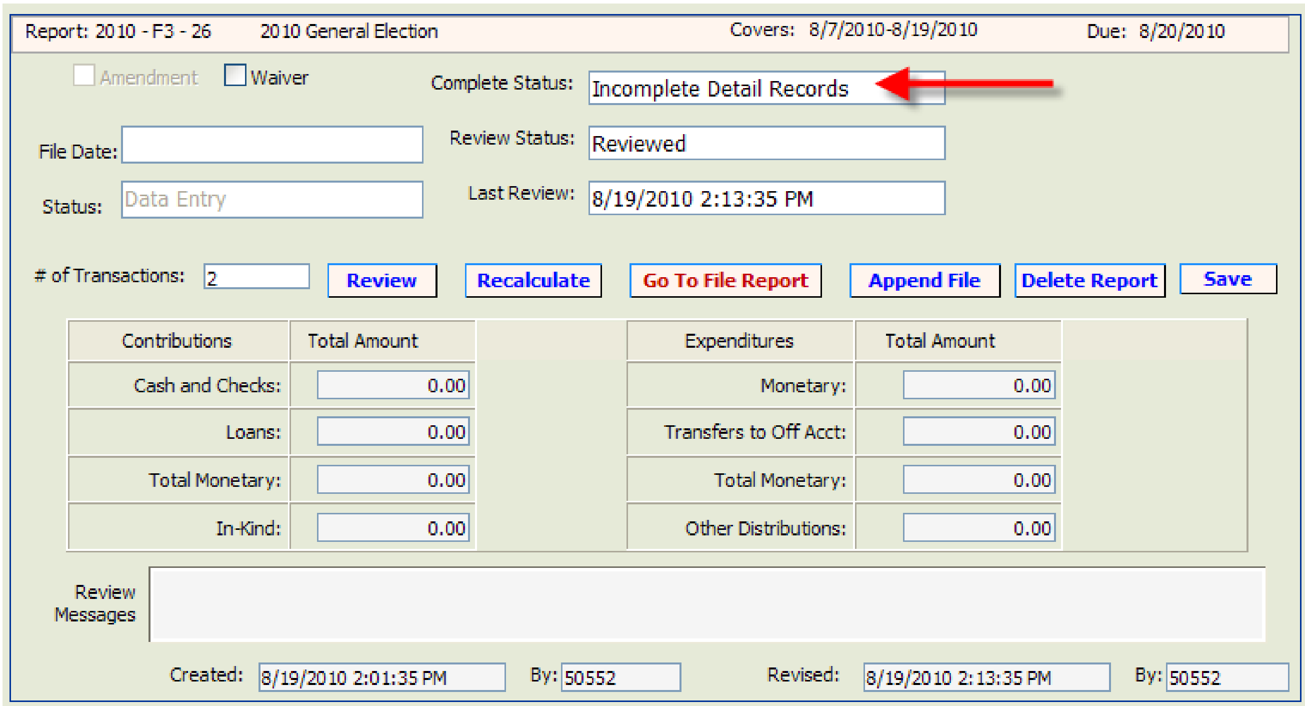


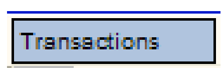
Return to the Report Summary page by clicking on 

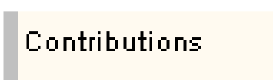
.



If the **Complete Status** box indicates "Incomplete Detail Records," correct the errors prior to filing the report with the Division of Elections.



To find errors in **Contributions**, click 

and then 

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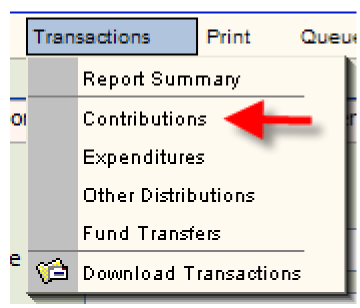
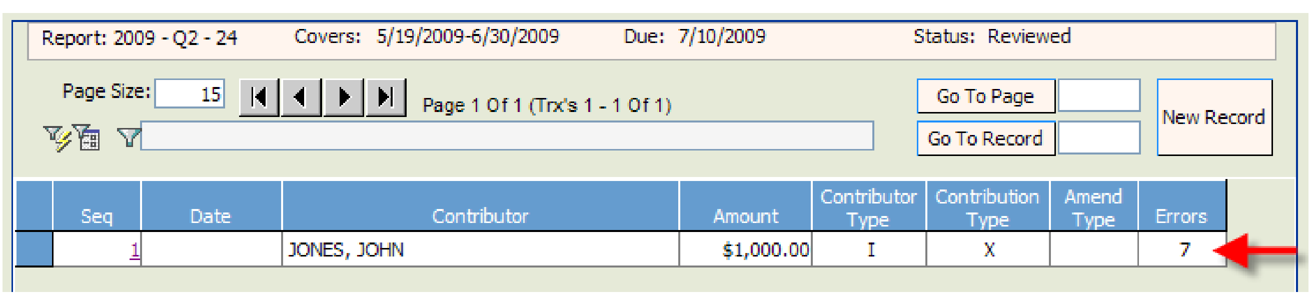
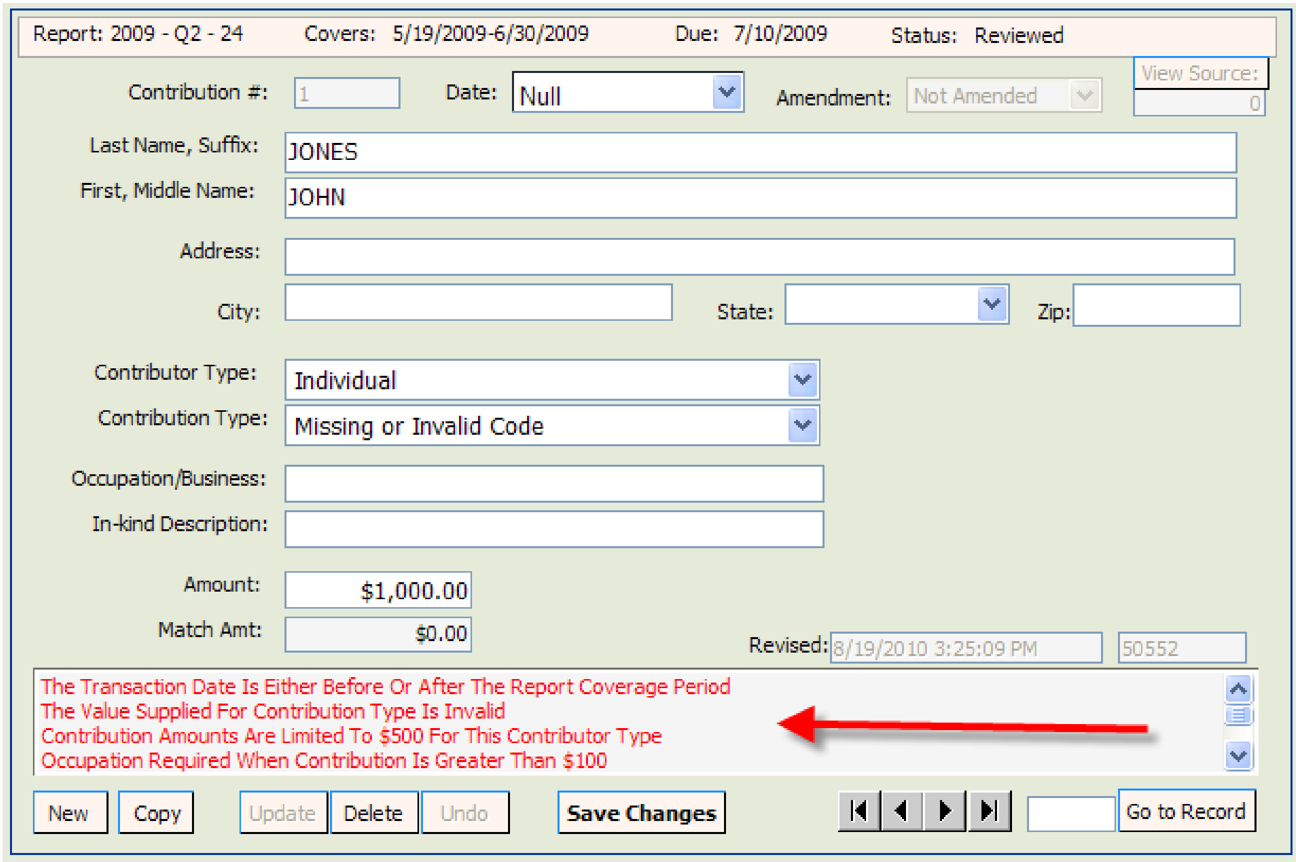
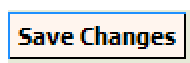


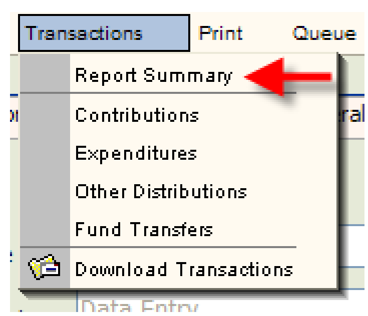
At the right under the "Errors" column, any number above 0 indicates that the entry has an error.

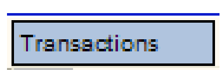


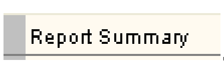
Open the entry by clicking on the sequence number to view the error messages.

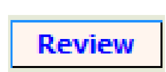


Correct the errors and then click on .

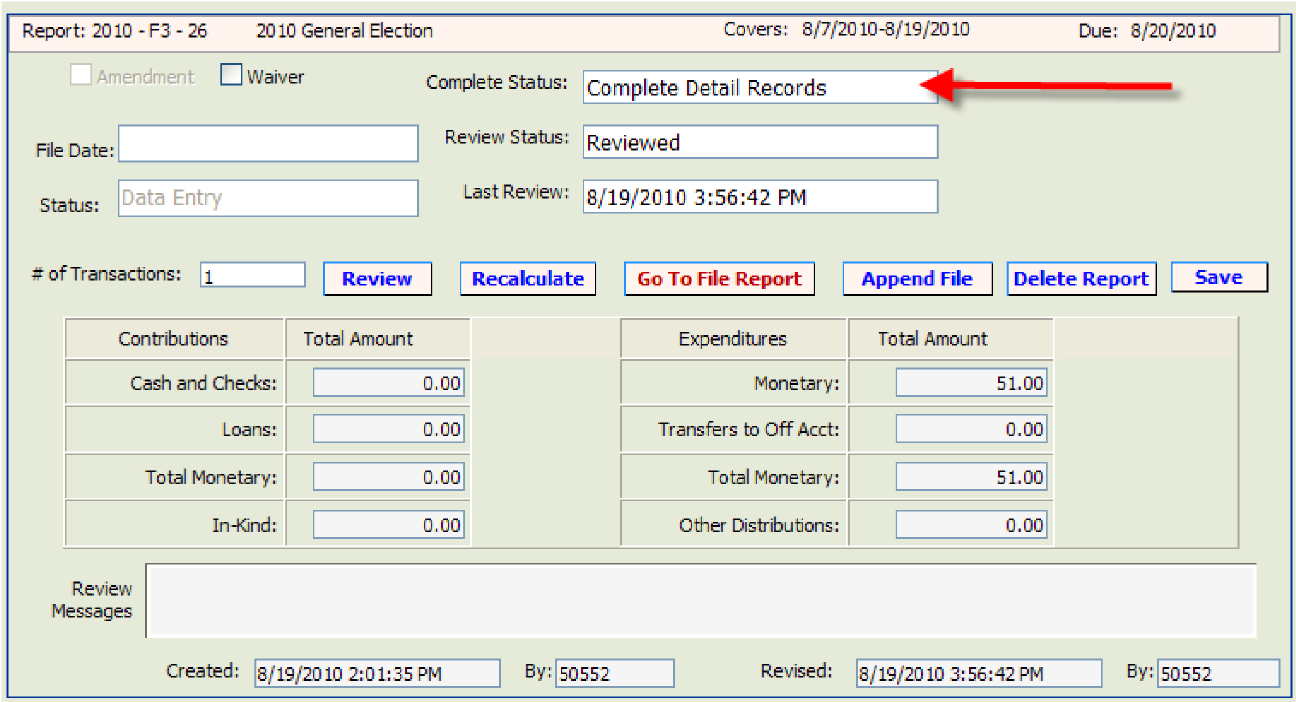


After correcting all errors, the report must be reviewed by the system again. Click 

and then .

Return to the Report Summary page and click on .

If all errors are corrected, the **Complete Status** box will change to <u>Complete Detail Records</u>.



After the report is reviewed, you may choose to file the report or leave the report in pending status until a later date (see page 43 for instructions on accessing pending reports).

Errors in Expenditures, Other Distributions and Fund Transfer entries are corrected in the same manner.

<u>Note</u>: If report is voluminous, see page 38 for instructions on creating an <u>error filter</u>**.**

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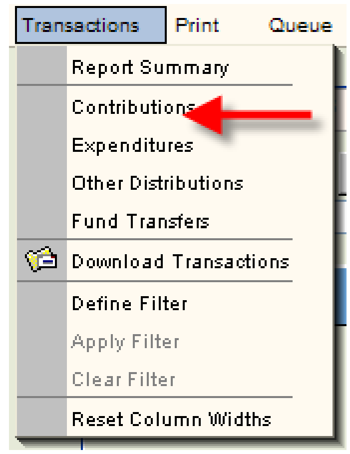
Create an Error Filter

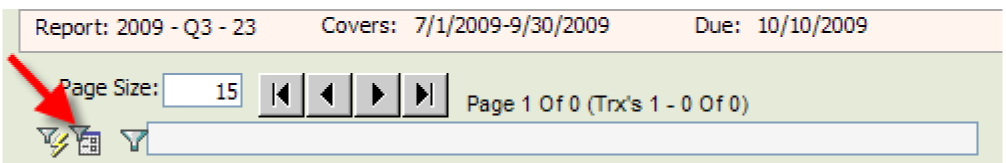
If a report is voluminous, locating errors must be done by creating an error filter.



Click Transactions and then Contributions.

.

Click on the  icon.



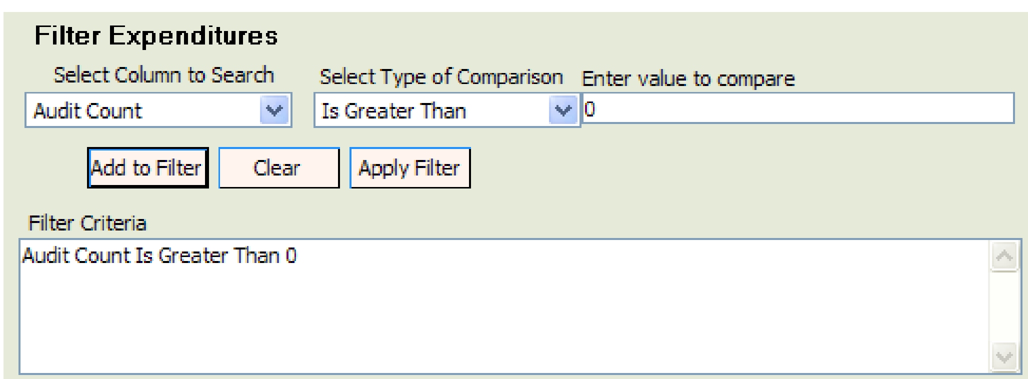
Click on the  under **Select Column to Search** and choose Audit Count.

Click on the  under **Select Type of Comparison** and choose Is Greater Than.

Under **Enter value to compare**, type <u>0</u> (zero).

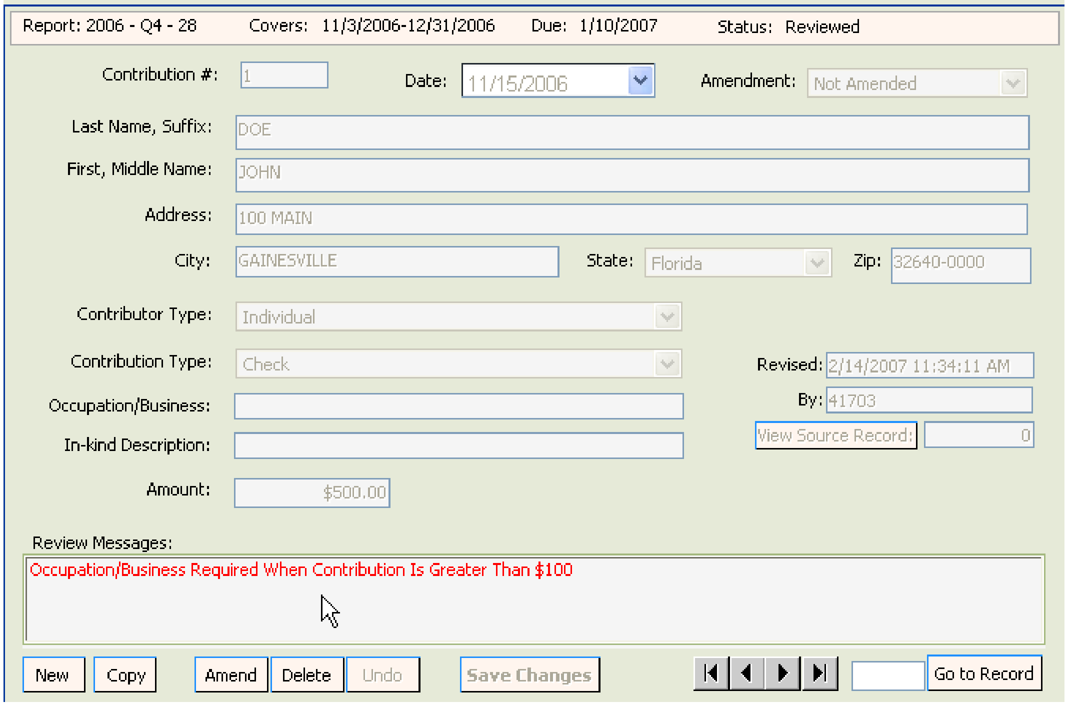
Click Add to Filter and then Apply Filter.

.

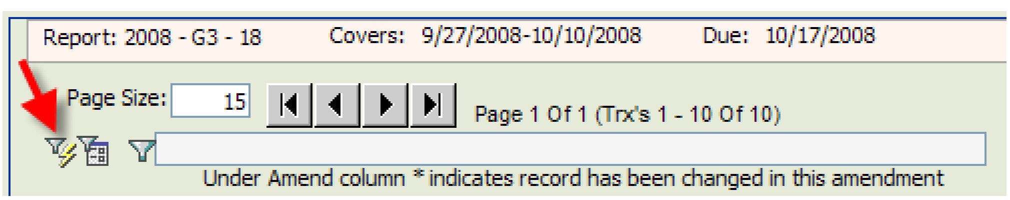


When the filter is applied, only those entries with errors will show. Click on the Sequence number for each entry and correct the errors.

The errors will be referenced in the **Review Messages** box and will be printed in red.



In order to see all entries, clear the error filter. Click on .

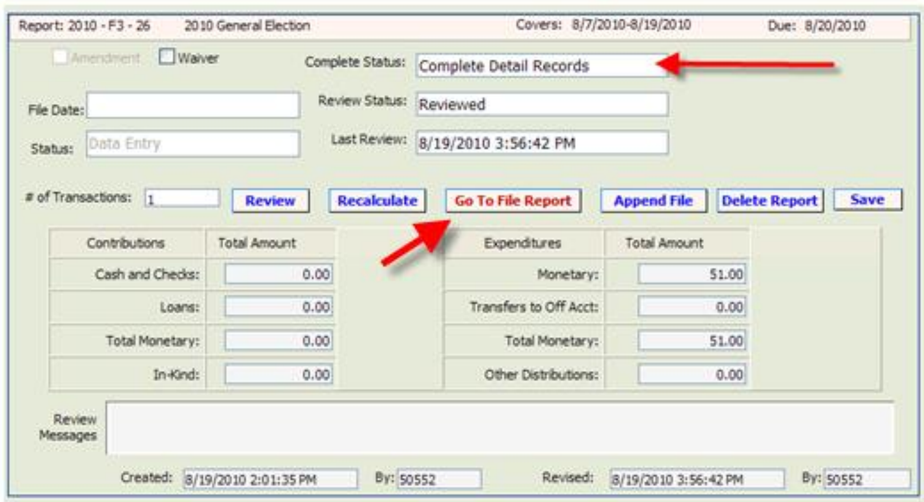


<u>NOTE</u>: Repeat the filter process for Expenditures, Funds Transfers and Other Distributions, if necessary.

File the Report

If the **Review Status** is Updated Detail – Needs Review the report has not been reviewed since the last update. (See page 34 for instructions on how to submit the report to the system for review.)

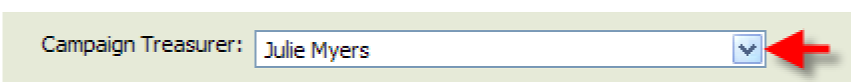
If the status of the report is Complete Detail Records, you are ready to file the report.

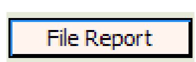


Click on 

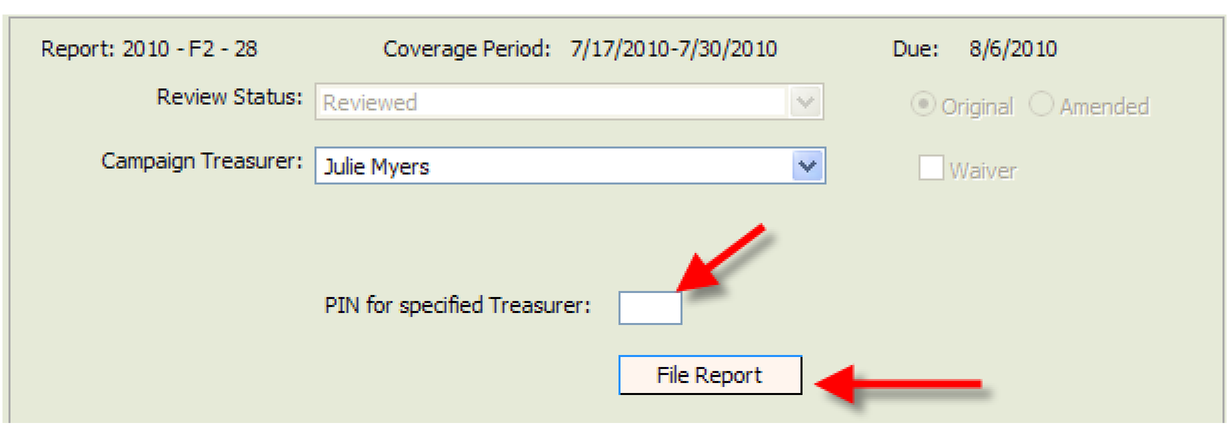
.

If there is more than treasurer, click on the drop down and select the treasurer that is filing the report.



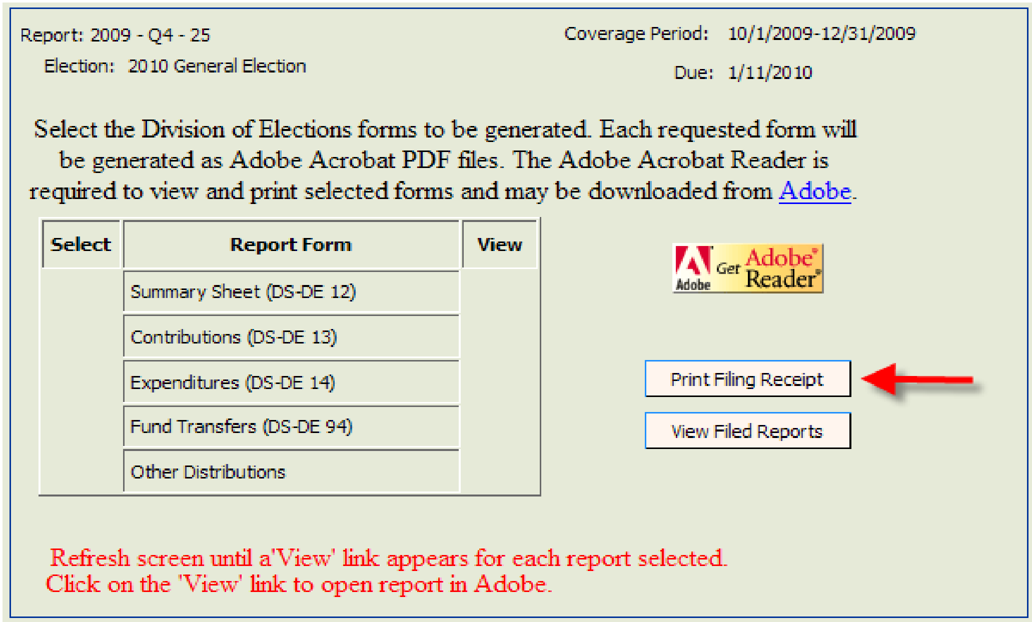
The treasurer enters his or her **PIN** and then clicks 

.

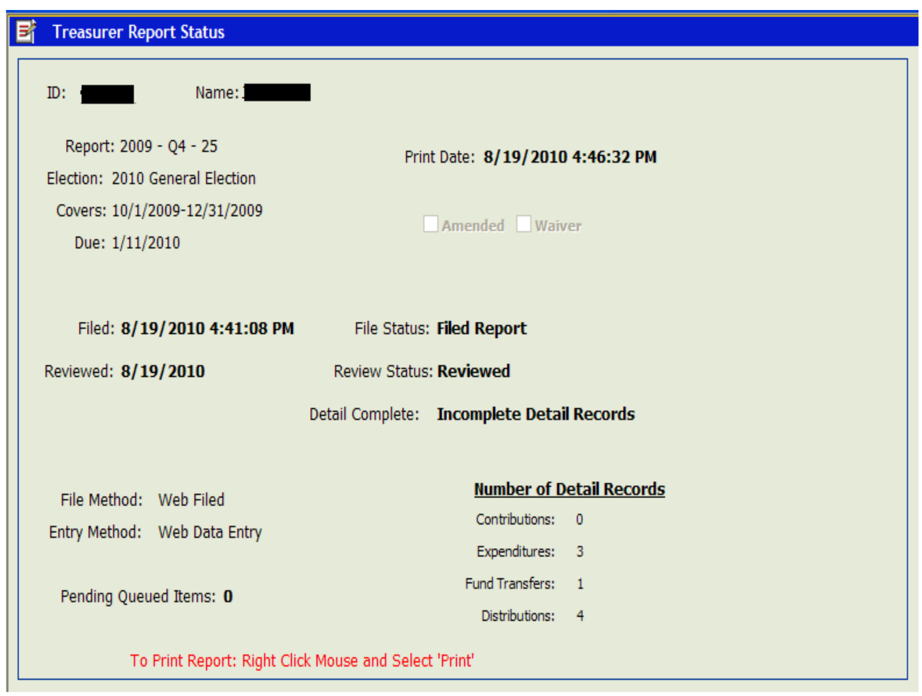


Print a File Receipt

After a report is filed, click Print Filing Receipt .



To print this screen, right click your mouse and select “Print.” Save this screen as your **filing receipt**.



<u>IMPORTANT NOTE</u>: the "Filed" field will be populated if the report has been correctly filed. If this field is blank, you have <u>not</u> filed the report with the Division of Elections.

Report: 2009 - Q2 - 24
Election: 2010 General Election
Covers: 5/19/2009-6/30/2009
Due: 7/10/2009

Print Date: **8/19/2010 4:53:02 PM**

Amended Waiver

Filed:

File Status: **Data Entry**

Reviewed: **8/19/2010**

Review Status: **Reviewed**

Detail Complete: **Incomplete Detail Records**

File Method: Web Filed
Entry Method: Web Data Entry

Pending Queued Items: **0**

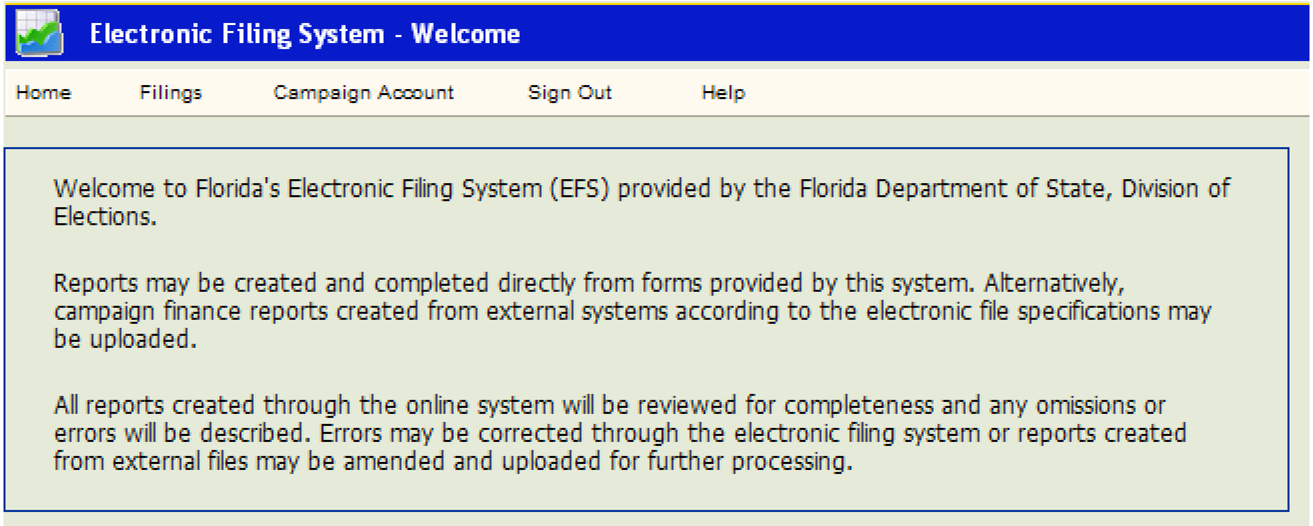
<u>Number of Detail Records</u>

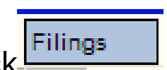
Contributions:	1
Expenditures:	0
Fund Transfers:	0
Distributions:	1

To Print Report: Right Click Mouse and Select 'Print'

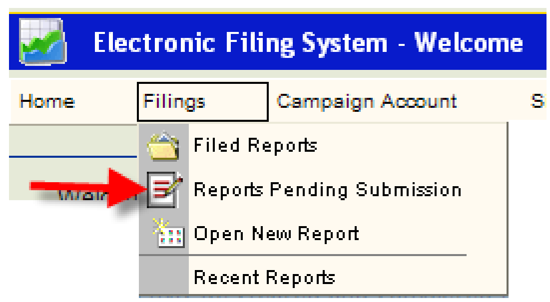
NOTE: If you are unable to print the receipt, make sure that your pop-up blocker is turned off.

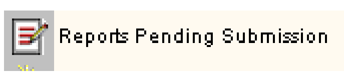
Access a Pending Report



From the Welcome age, click 

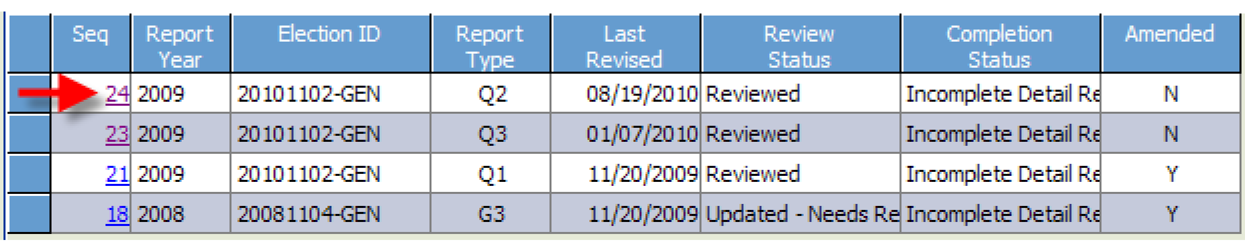
.



Select 

.

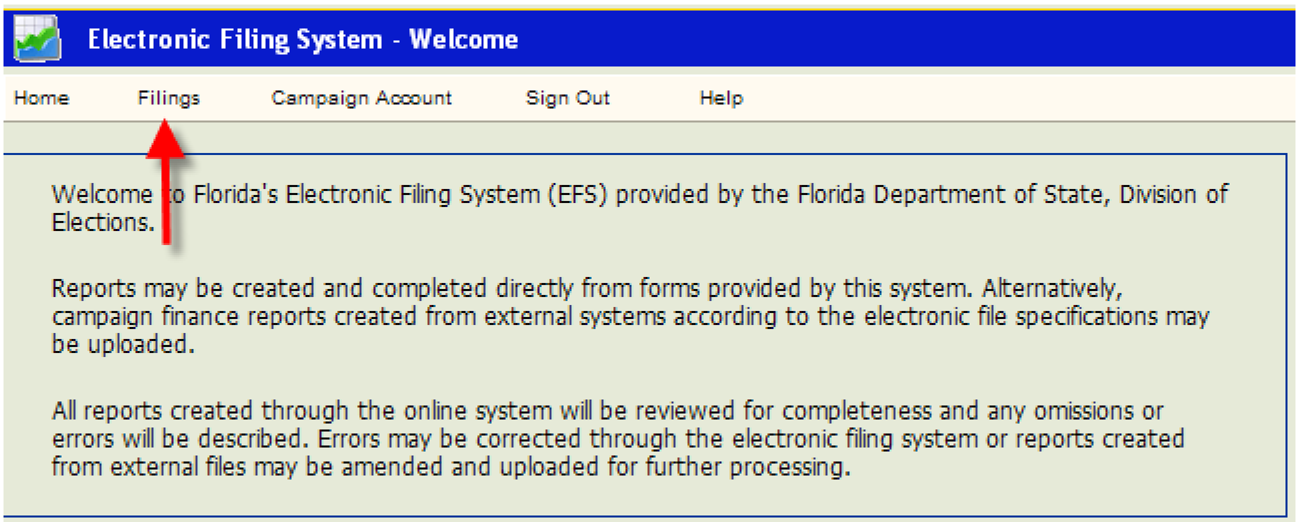
Click on the Sequence number of the report you wish to access.

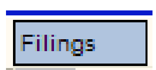


Seq	Report Year	Election ID	Report Type	Last Revised	Review Status	Completion Status	Amended
24	2009	20101102-GEN	Q2	08/19/2010	Reviewed	Incomplete Detail Re	N
23	2009	20101102-GEN	Q3	01/07/2010	Reviewed	Incomplete Detail Re	N
21	2009	20101102-GEN	Q1	11/20/2009	Reviewed	Incomplete Detail Re	Y
18	2008	20081104-GEN	G3	11/20/2009	Updated - Needs Re	Incomplete Detail Re	Y

Amend a Report

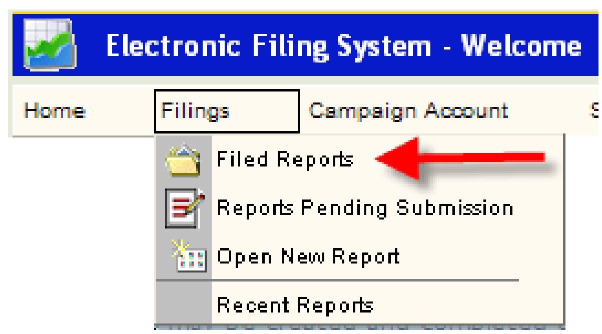
Once a report is filed with the Division of Elections it cannot be edited. Any changes to a filed report must be done by filing an amendment. Amendments can be done directly through the EFS or by file upload.



From the Welcome page, click 

and then 

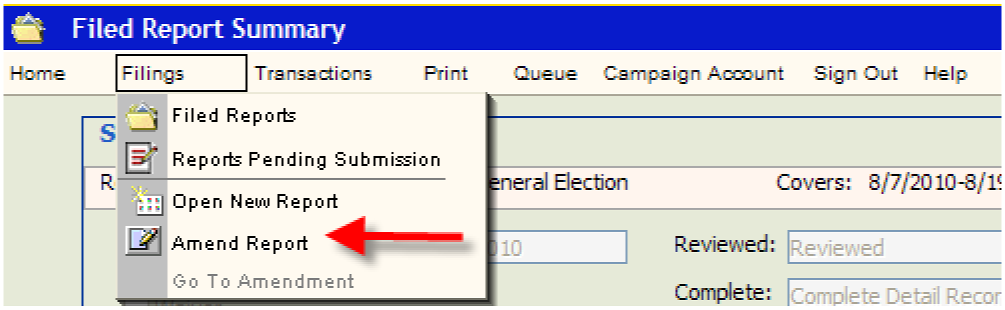
.



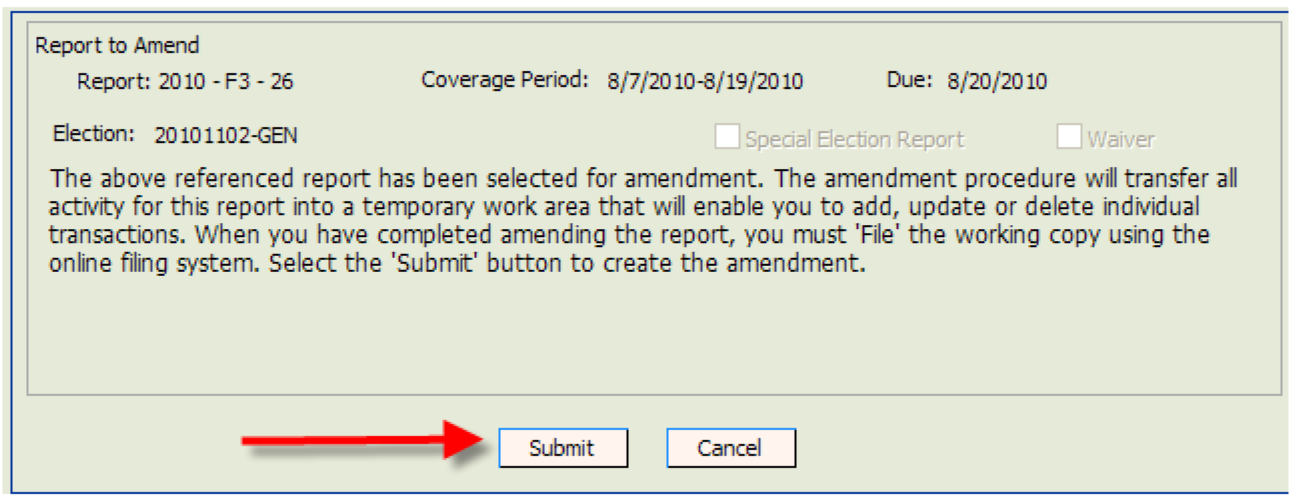
Click on the Sequence number of the report to be amended.

Seq	Report Year	Election ID	Report Type	Date Filed	Complete Status	Amended	Items In Queue
26	2010	20101102-GEN	F3	08/19/2010	Complete Detail Records	N	0
25	2009	20101102-GEN	Q4	08/19/2010	Incomplete Detail Records	N	0
21	2009	20101102-GEN	Q1	04/03/2009	Complete Detail Records	Y	0

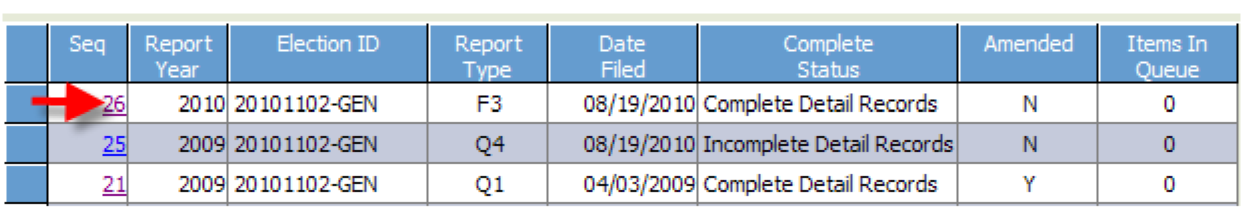
Click Filings and then Amend Report.



Click on Submit.



Click on the Sequence number of the report to be amended.



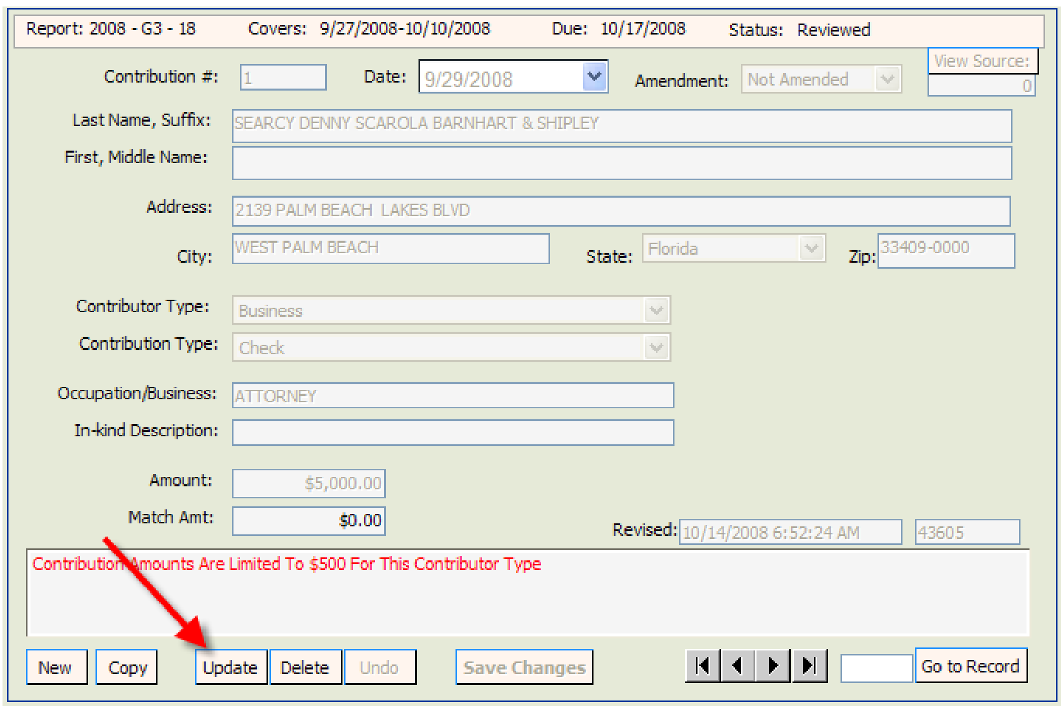
Seq	Report Year	Election ID	Report Type	Date Filed	Complete Status	Amended	Items In Queue
26	2010	20101102-GEN	F3	08/19/2010	Complete Detail Records	N	0
25	2009	20101102-GEN	Q4	08/19/2010	Incomplete Detail Records	N	0
21	2009	20101102-GEN	Q1	04/03/2009	Complete Detail Records	Y	0

The status of the report will be “Amending.”

Amend a Report by Direct Entry

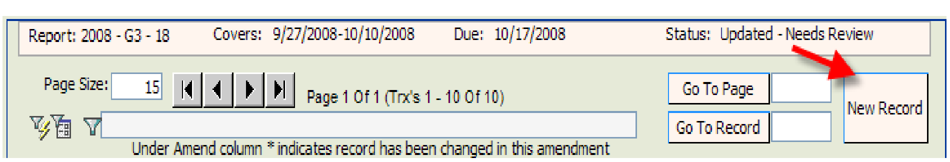
To update an entry, click on the Sequence number of the <u>detail data</u> (Contribution, Expenditure, Other Distribution or Funds Transfer) to be updated.

Seq	Date	Contributor	Amount	Contributor Type	Contribution Type	Amend Type	Errors
1	09/29/2008	SEARCY DENNY SCAROLA BARN	$5,000.00	B	CHE		1
2	10/01/2008	LUPPINO, ANTHONY	$25.00	I	CHE		0
3	10/01/2008	BRADY, MARION	$0.00	I	CHE	*UPD	1



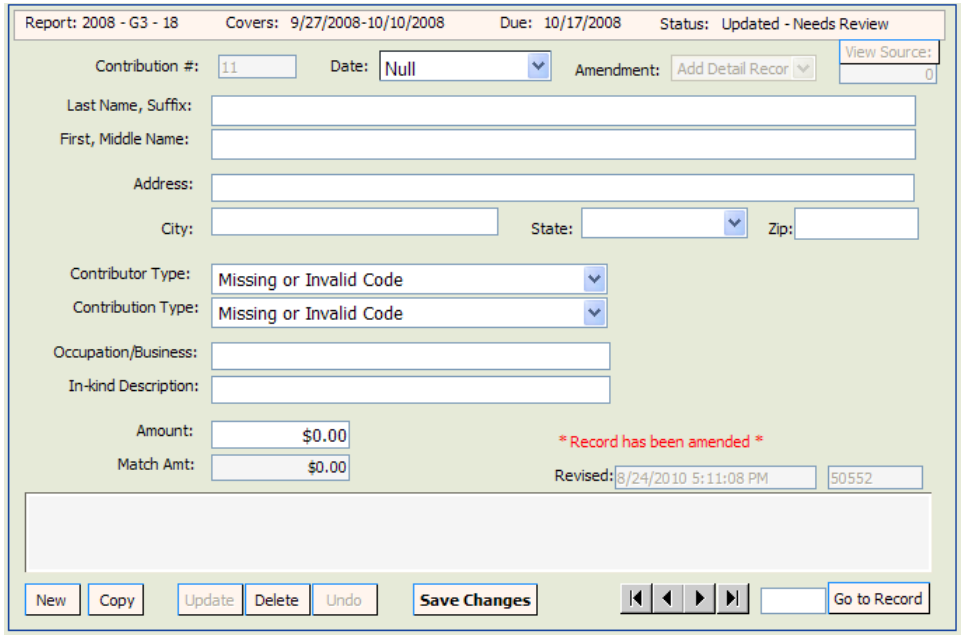
Click **Update**. Make necessary changes and click **Save Changes**.

To add a new record, Click **New Record**.



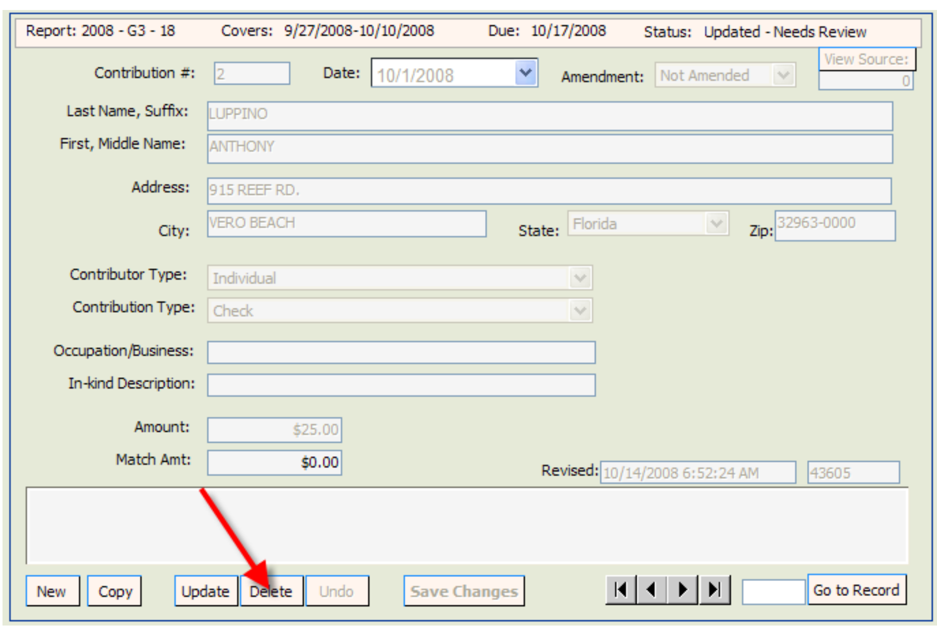
Populate the fields and

then click **Save Changes** .



To delete an entry, click on the Sequence number of the <u>detail data</u> to be deleted.

	Seq	Date	Contributor	Amount	Contributor Type	Contribution Type	Amend Type	Errors
	1	09/29/2008	SEARCY DENNY SCAROLA BARN	$5,000.00	B	CHE		1
	2	10/01/2008	LUPPINO, ANTHONY	$25.00	I	CHE		0
	3	10/01/2008	BRADY, MARION	$0.00	I	CHE	*UPD	1



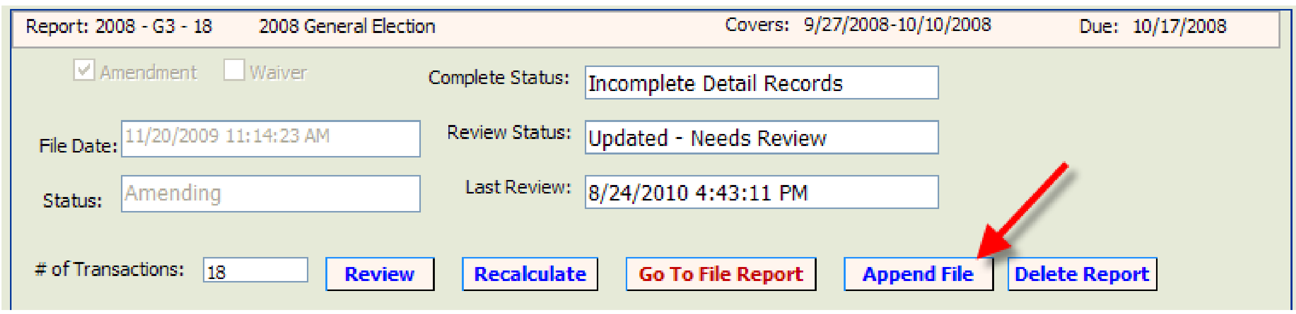
Click Delete.

If the **Complete Status** box indicates Incomplete Detail Records, correct errors prior to filing the amended report. See page 38 for instructions on locating and correcting errors.

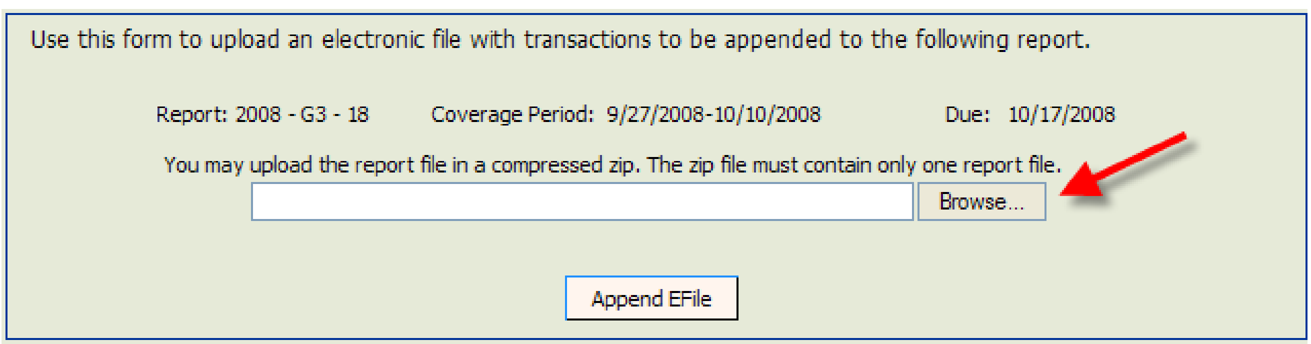
NOTE: The error message will not go away until you review the report.

Amend a Report by File Upload:

On the Pending Report Summary Page, click on **Append File**.



Click on Browse... .



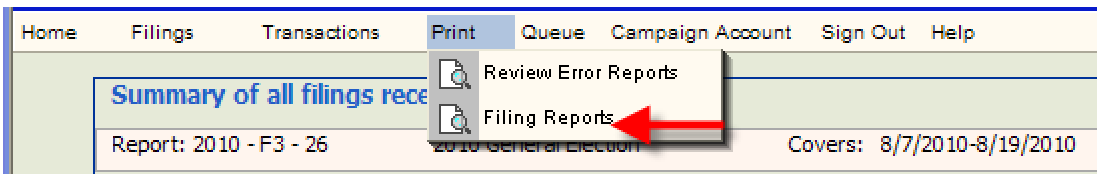
Select file to be uploaded and click on Append EFile.

Print a Report

Select the report you wish to print by clicking on the report sequence number.

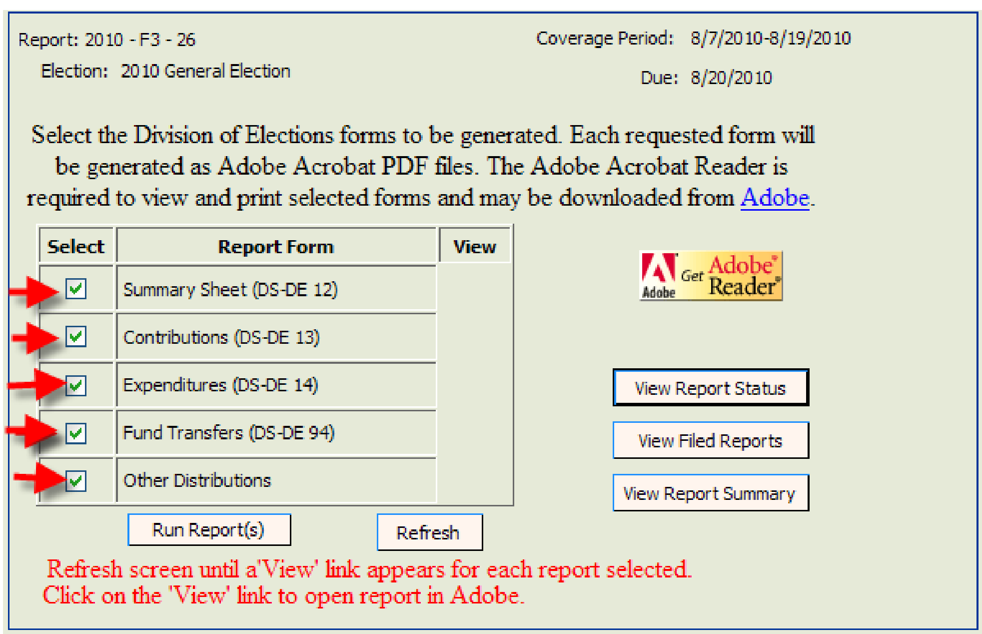
	Seq	Report Year	Election ID	Report Type	Date Filed	Complete Status	Amended	Items In Queue
	26	2010	20101102-GEN	F3	08/19/2010	Complete Detail Records	N	0
	25	2009	20101102-GEN	Q4	08/19/2010	Incomplete Detail Records	N	0
	21	2009	20101102-GEN	Q1	04/03/2009	Complete Detail Records	Y	0

Click Print and then Filing Reports .



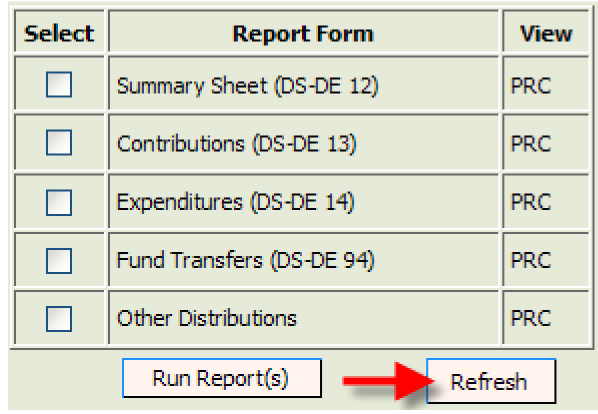
Select the items you wish to print by clicking in the appropriate box.

Click Run Report(s) .

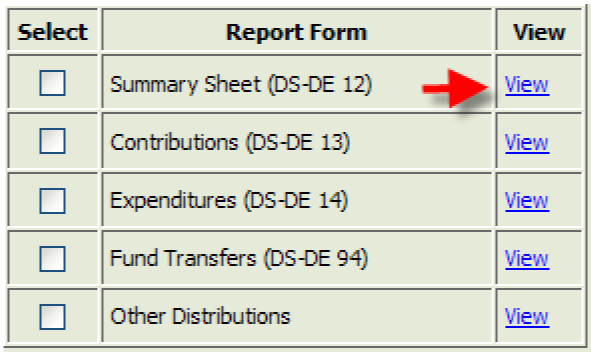


In the **View** column, you will see **PRC**.

Click on Refresh.



Select	Report Form	View
☐	Summary Sheet (DS-DE 12)	PRC
☐	Contributions (DS-DE 13)	PRC
☐	Expenditures (DS-DE 14)	PRC
☐	Fund Transfers (DS-DE 94)	PRC
☐	Other Distributions	PRC



Select	Report Form	View
☐	Summary Sheet (DS-DE 12)	View
☐	Contributions (DS-DE 13)	View
☐	Expenditures (DS-DE 14)	View
☐	Fund Transfers (DS-DE 94)	View
☐	Other Distributions	View

PRC will change to View.

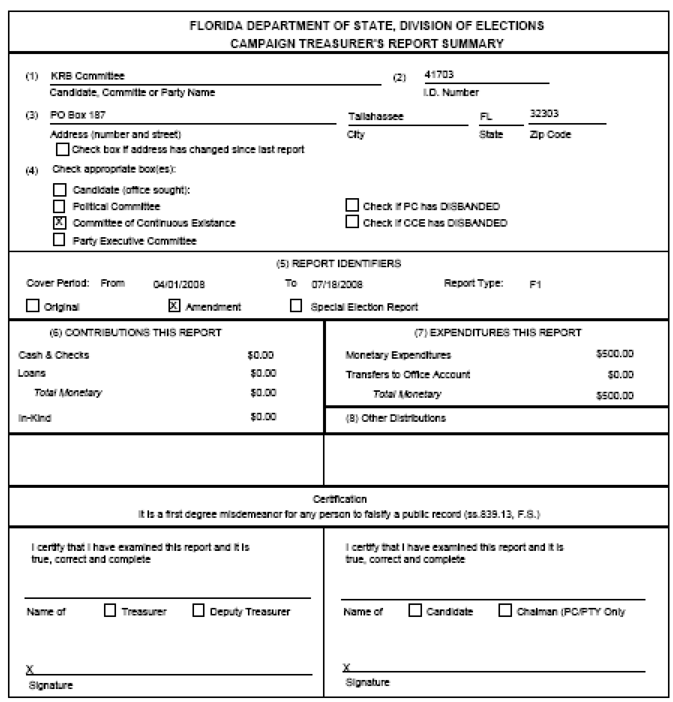
Click on View.

Print each segment of the report by clicking on View next to the segment you wish to print.

The segment will open in a PDF format.

Click on the **PRINT** icon on the *Internet Explorer* toolbar to print.

Repeat the process for each segment.



FLORIDA DEPARTMENT OF STATE, DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) KRB Committee
Candidate, Committe or Party Name

(2) 41703
I.D. Number

(3) PO Box 187 | Tallahassee | FL | 32303
Address (number and street) | City | State | Zip Code

☐ Check box if address has changed since last report

(4) Check appropriate box(es):

☐ Candidate (office sought):
☐ Political Committee
☒ Committee of Continuous Existance
☐ Party Executive Committee

☐ Check if PC has DISBANDED
☐ Check if CCE has DISBANDED

(5) REPORT IDENTIFIERS

Cover Period: From 04/01/2008 To 07/18/2008 Report Type: F1

☐ Original ☒ Amendment ☐ Special Election Report

(6) CONTRIBUTIONS THIS REPORT

Cash & Checks	$0.00
Loans	$0.00
Total Monetary	$0.00
In-Kind	$0.00

(7) EXPENDITURES THIS REPORT

Monetary Expenditures	$500.00
Transfers to Office Account	$0.00
Total Monetary	$500.00

(8) Other Distributions

Certification
It is a first degree misdemeanor for any person to falsify a public record (ss.839.13, F.S.)

I certify that I have examined this report and it is true, correct and complete

Name of ☐ Treasurer ☐ Deputy Treasurer

X
Signature

I certify that I have examined this report and it is true, correct and complete

Name of ☐ Candidate ☐ Chairman (PC/PTY Only

X
Signature