

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

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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:

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

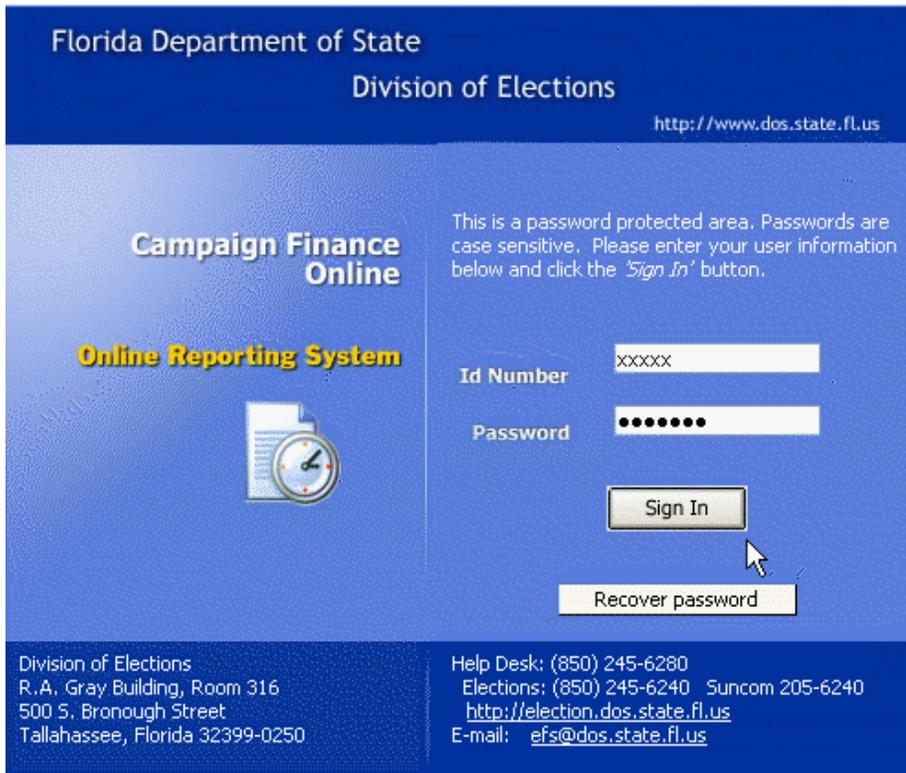
Access the EFS

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  .



The screenshot shows the login interface for the Campaign Finance Online reporting system. The header identifies the Florida Department of State, Division of Elections, with the URL <http://www.dos.state.fl.us>. The main heading is "Campaign Finance Online" with a sub-heading "Online Reporting System" and an icon of a document with a clock. A warning message states: "This is a password protected area. Passwords are case sensitive. Please enter your user information below and click the 'Sign In' button." The login form includes fields for "Id Number" (containing "xxxxxx") and "Password" (masked with dots). Below the fields are "Sign In" and "Recover password" buttons. The footer contains contact information for the Division of Elections, including the address (R.A. Gray Building, Room 316, 500 S. Bronough Street, Tallahassee, Florida 32399-0250), phone numbers (Help Desk: (850) 245-6280, Elections: (850) 245-6240 Suncom 205-6240), website (<http://election.dos.state.fl.us>), and email (efs@dos.state.fl.us).

Passwords and PINs

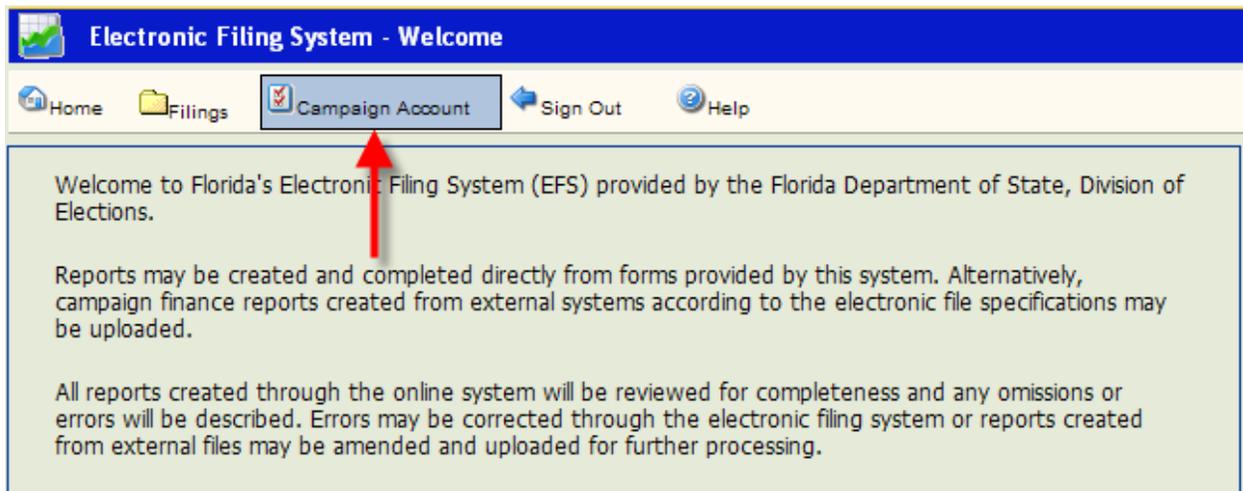
Access to the system is gained by using the DOE assigned **Identification (ID) Number** and **Password**. The chairperson is provided an **initial** password to gain entry to the EFS. Upon logging into the system for the first time, the user will be prompted to change the password. Passwords must contain 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.

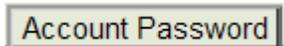
Set a Password Recovery Question

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

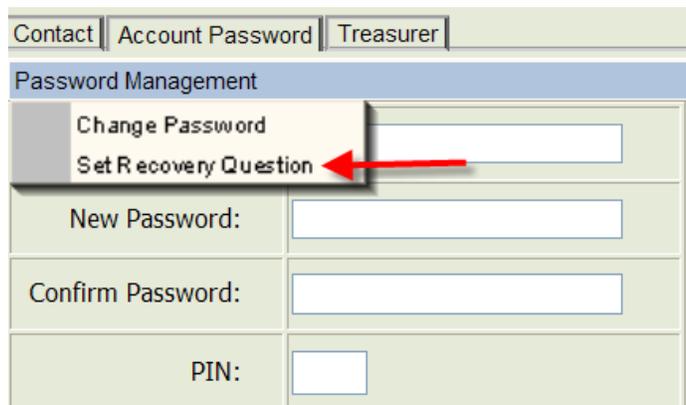
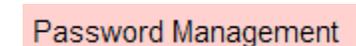
From the Welcome screen, click



Click



Click

A screenshot of the "Password Management" form. The form has a header with tabs for "Contact", "Account Password", and "Treasurer". Below the header is a section titled "Password Management" with two buttons: "Change Password" and "Set Recovery Question". The "Set Recovery Question" button is highlighted with a red arrow. Below the buttons are three input fields: "New Password:", "Confirm Password:", and "PIN:".

Contact	Account Password	Treasurer
Password Management		
Change Password		<input type="text"/>
Set Recovery Question		<input type="text"/>
New Password:	<input type="text"/>	
Confirm Password:	<input type="text"/>	
PIN:	<input type="text"/>	

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**



The screenshot shows the 'Campaign Account' page with a dropdown menu open. The dropdown menu lists several recovery questions: 'What is your date of birth?', 'What is your child's name?', 'What is your pet's name?', 'What is your mother's maiden name?', 'Where were you born?', 'What highschool did you attend?', 'What is your favorite movie?', 'What is your father's middle name?', 'What is your favorite dessert?', 'What is your favorite TV show?', and 'Where is your ideal vacation spot?'. The 'Account' field contains '41703'. The 'Update' button is highlighted.

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**



The screenshot shows the login page for the Campaign Finance Online system. It includes fields for 'Id Number' (41703) and 'Password'. There is a 'Sign In' button and a 'Recover password' button, which is highlighted with a red arrow. The page also features a security warning and the 'EFS USER PAGE' logo.

Answer Question and Enter New Password

What is your pet's name?

Answer:

New Password:

Confirm Password:

Reset Password

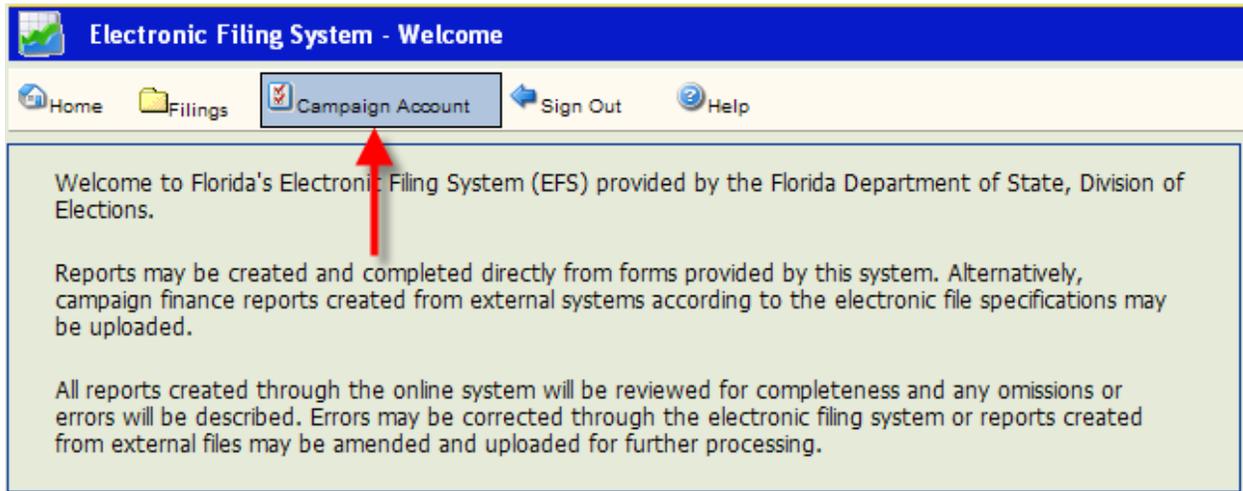
Enter password recovery question. Enter a new password. Confirm the new password.

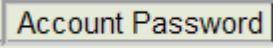
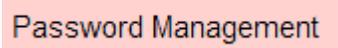
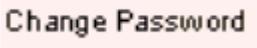
Click **Reset Password**. Return to the Log-in page and use the new password.

Change a Password

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

From the Welcome screen, click .



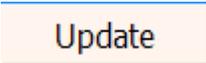
Click , then . Select .

Type in current password.

Type in new password.

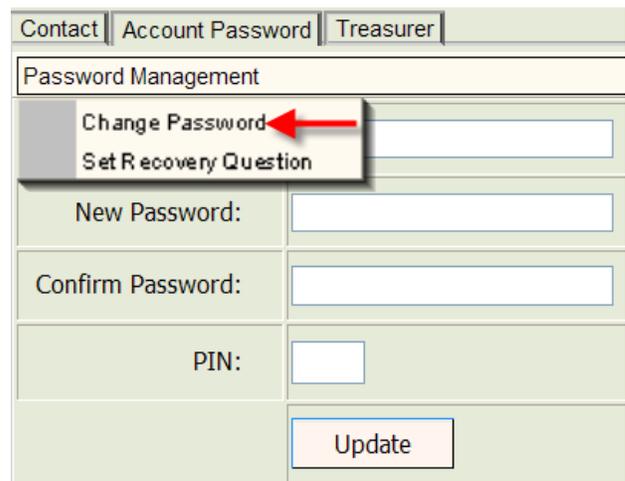
Confirm the new password.

Type in **chairperson's PIN** and

click .

If the password change was successful,

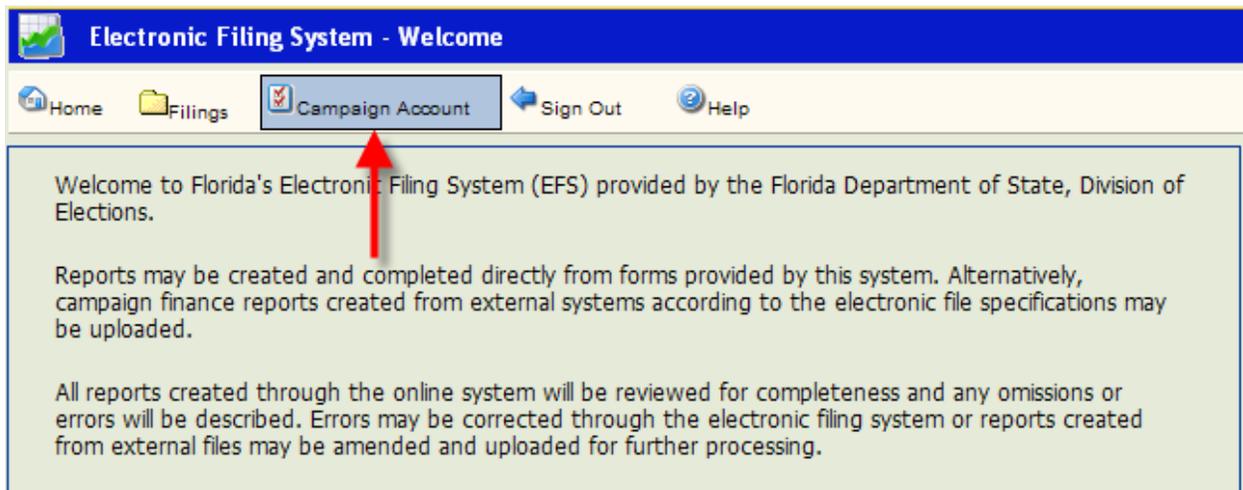
Password Updated will appear on the screen.

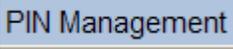


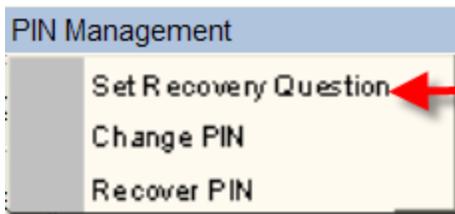
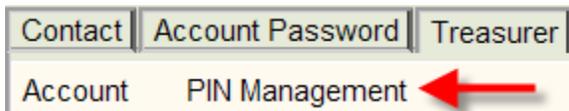
Set a PIN Recovery Question

Each chairperson, treasurer and deputy treasurer should create a “recovery question” in

case a PIN is lost or forgotten. From the Welcome screen, click .



To set a recovery question for the chairperson, click .



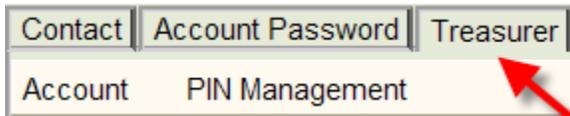
Select “Set Recovery Question.”

Pin Number:	<input type="text"/>
Question:	<input type="text"/>
Answer:	<input type="text"/>
	<input type="button" value="Update"/>

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

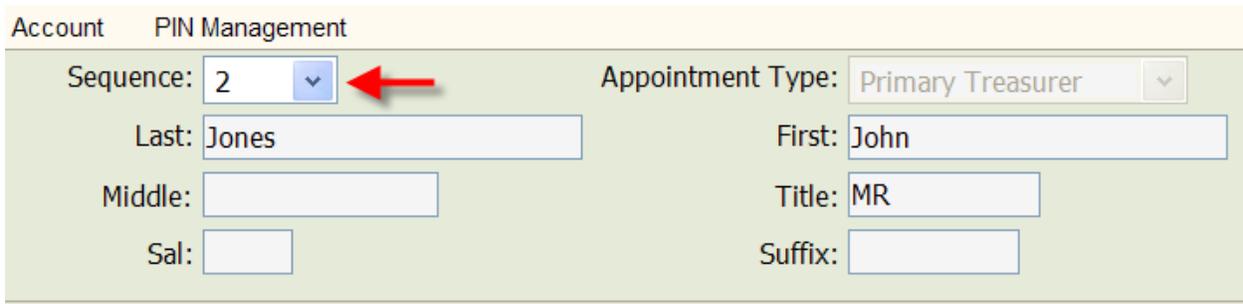
If the procedure was successful, **Answer Saved** will appear on the screen.

To set a recovery question for a treasurer or deputy treasurer, click **Treasurer**.



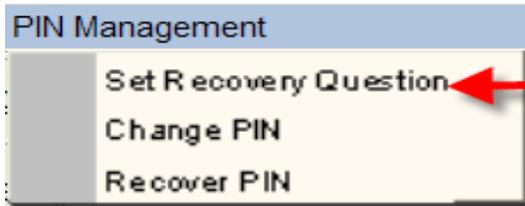
A horizontal navigation menu with three items: 'Contact', 'Account Password', and 'Treasurer'. The 'Treasurer' item is highlighted with a light blue background. A red arrow points to the 'Treasurer' item.

Select the appropriate treasurer from the drop-down.



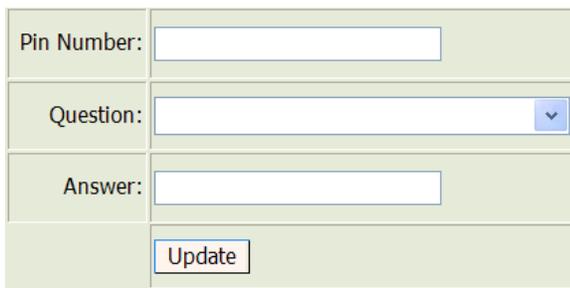
A form titled 'PIN Management' with a light green background. It contains several input fields and dropdown menus. The 'Sequence' dropdown is set to '2' and has a red arrow pointing to it. Other fields include 'Appointment Type' (Primary Treasurer), 'Last: Jones', 'First: John', 'Middle:', 'Title: MR', and 'Sal:'. There are also empty input fields for 'Middle', 'Sal', and 'Suffix'.

Click **PIN Management**.



A dropdown menu titled 'PIN Management' with a light blue header. The menu is open, showing three options: 'Set Recovery Question', 'Change PIN', and 'Recover PIN'. The 'Set Recovery Question' option is highlighted with a light blue background and has a red arrow pointing to it.

Select "Set Recovery Question."



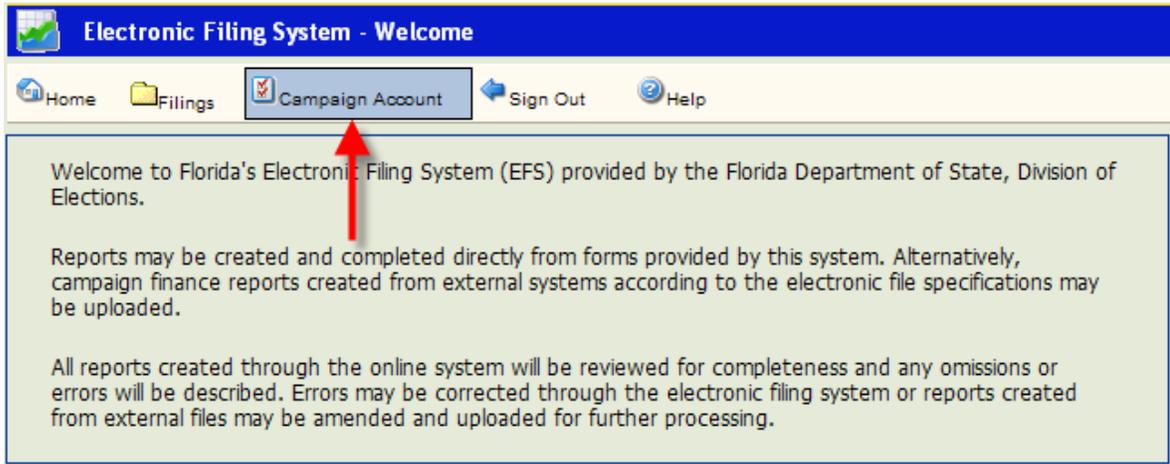
A form for setting a recovery question. It has three rows: 'Pin Number:' with an empty text input field, 'Question:' with a dropdown menu, and 'Answer:' with an empty text input field. Below these fields is an 'Update' button.

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

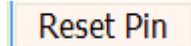


To recover the chairperson's PIN, click [PIN Management](#) and then "Recover Pin."

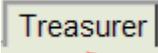


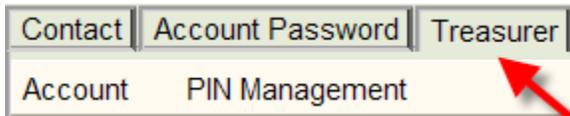
Question:	What is your child's name?
Answer:	<input type="text"/>
New PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
	<input type="button" value="Reset Pin"/>

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



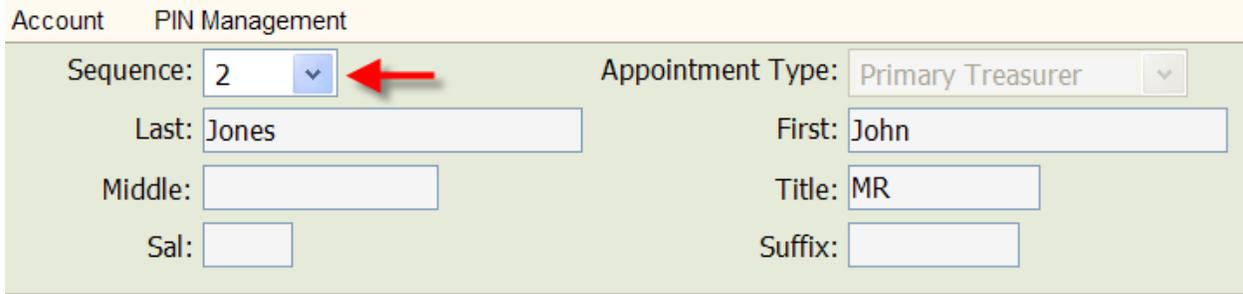
If the process was successful, **PIN Reset!** will appear on the screen.

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



Contact Account Password Treasurer
Account PIN Management

Select the appropriate treasurer from the drop-down.



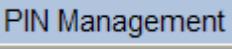
Account PIN Management

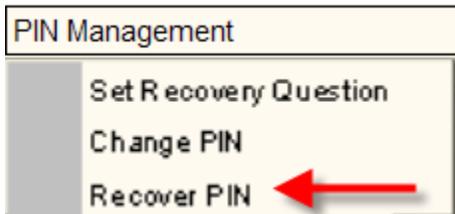
Sequence: Appointment Type:

Last: First:

Middle: Title:

Sal: Suffix:

Click  and the “Recover Pin.”



PIN Management

- Set Recovery Question
- Change PIN
- Recover PIN

Question:	What is your child's name?
Answer:	<input type="text"/>
New PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
	<input type="button" value="Reset Pin"/>

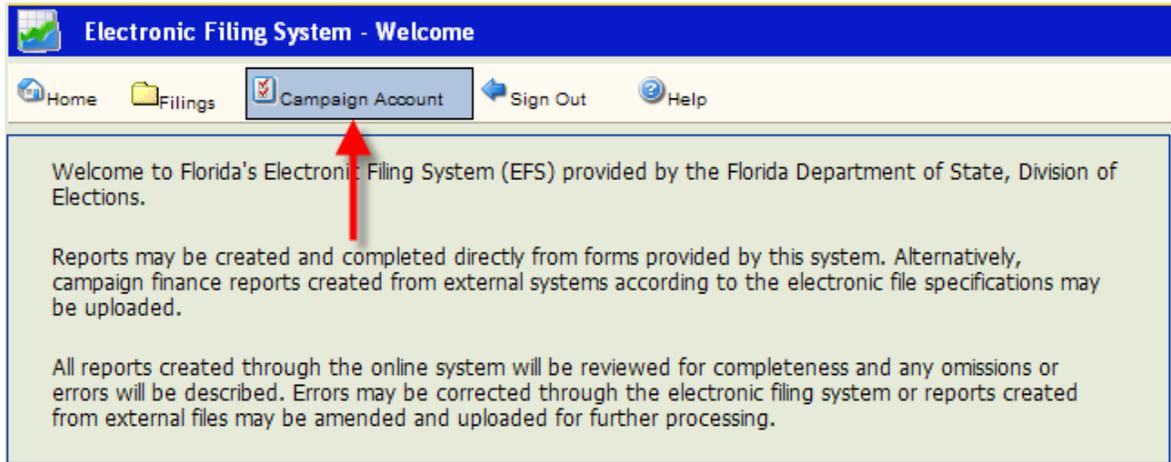
Type in the recovery question answer, a new PIN, confirm the PIN. Click on

.

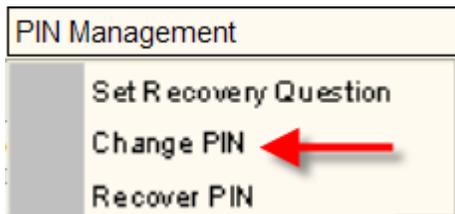
If the process was successful, **PIN Reset!** will appear on the screen.

Change a PIN

From the Welcome screen, click



To change the **chairperson's** PIN, click **PIN Management** and then "Change Pin."

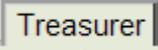


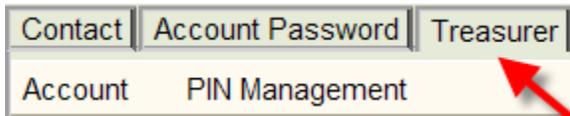
Account	PIN Management
Current PIN:	<input type="text"/>
New PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
	<input type="button" value="Update"/>

Type in current PIN. Type in the new PIN.

Confirm the new PIN. Click

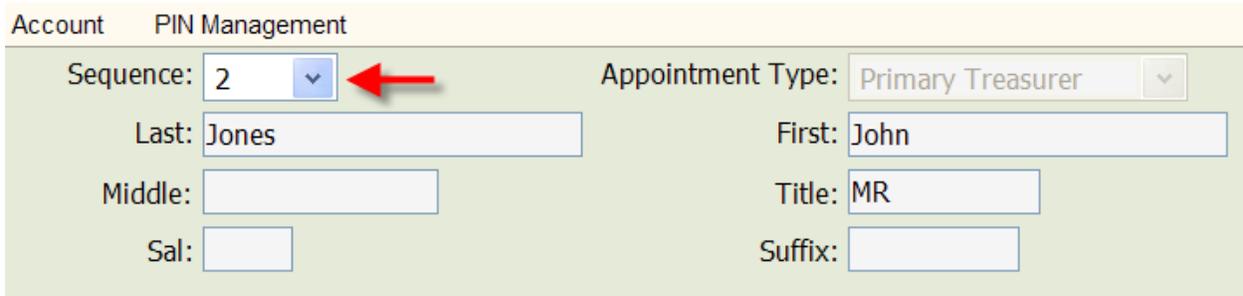
If the PIN change was successful, **PIN Updated!** will appear on the screen

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



Contact Account Password Treasurer
Account PIN Management

Select the appropriate treasurer from the drop-down.



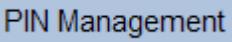
Account PIN Management

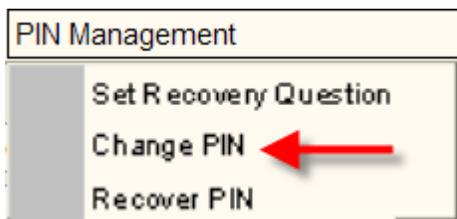
Sequence: Appointment Type:

Last: First:

Middle: Title:

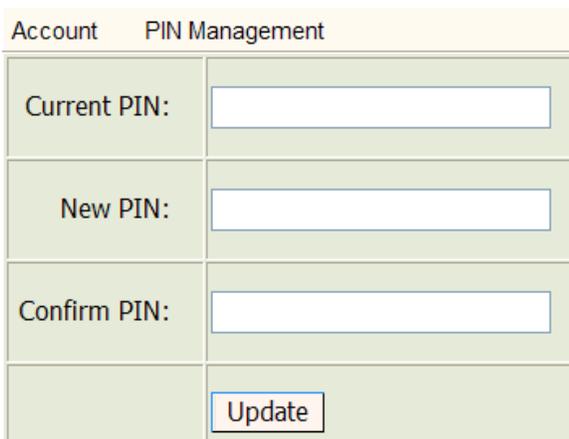
Sal: Suffix:

Click  and the “Change Pin.”



PIN Management

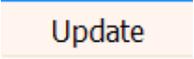
- Set Recovery Question
- Change PIN
- Recover PIN



Account PIN Management

Current PIN:	<input type="text"/>
New PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
	<input type="button" value="Update"/>

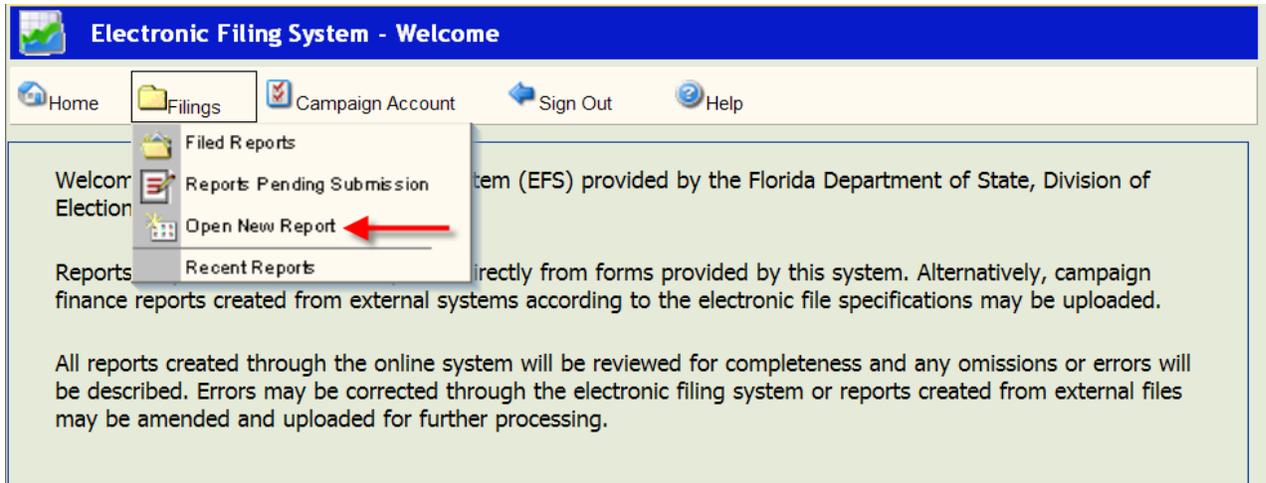
Type in current PIN. Type in new PIN.

Confirm the new PIN. Click .

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

Create a New Report by Data Entry

Click  Filings and then  Open New Report .



Use this form to submit an original report. To submit an amendment to a previously filed report, first select the report from the 'Filed Reports' listing and then choose the 'Amend Report' option from the 'Edit' menu item.

Coverage Periods
Campaign finance reports itemize financial activity occurring during a specific reporting period. The reporting period is declared by first selecting the reporting year and then the report type. The beginning and ending coverage dates and the filing due date of the report are automatically associated with the *Reporting Year* and *Report Type*.

Election Cycle:

Report Type:

Coverage Period: Due Date:

Special Election Report Waiver

Uploading a Campaign Finance Report
A Campaign Finance report file meeting the department's specifications may be uploaded at the time a report is opened. Use the Browse button to locate and select the report text or zip file to be uploaded. You may upload the report file in a compressed zip. The zip file must contain only one report file.

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**.

Election Cycle: 2010 General Election
Report Type: F2 2010
Coverage Period: 7/17/2010 7/30/2010 Due Date: 08/06/2010
 Special Election Report Waiver

Click 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.

Report: 2010 - G4 - 27 2010 General Election Covers: 10/16/2010-10/28/2010 Due: 10/29/2010
 Amendment Waiver Complete Status: Incomplete Detail Records
File Date: Review Status: Not Reviewed
Status: Data Entry Last Review:
of Transactions: 0

Contributions		Total Amount	Expenditures		Total Amount
Cash and Checks:		0.00	Monetary:		0.00
Loans:		0.00	Transfers to Off Acct:		0.00
Total Monetary:		0.00	Total Monetary:		0.00
In-Kind:		0.00	Other Distributions:		0.00

Review Messages

Created: 10/26/2010 11:41:25 AM By: 50552 Revised: 10/26/2010 11:41:25 AM By: 50552

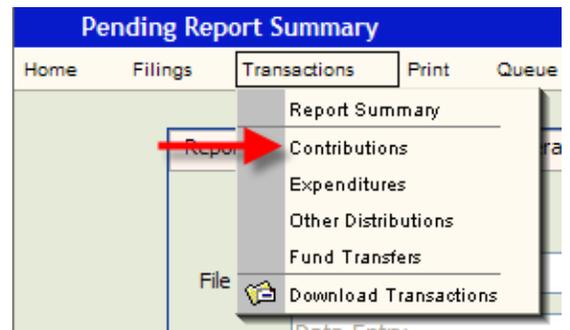
Enter Contributions

Click

Transactions

and then

Contributions



Click

New Record

A screenshot of a report summary table. The header row includes: "Report: 2007 - Q1 - 29", "Covers: 1/1/2007-3/31/2007", "Due: 4/10/2007", and "Status: Not Reviewed". Below the header is a navigation bar with "Page Size: 15", navigation arrows, "Page 1 Of 0 (Trx's 1 - 0 Of 0)", "Go To Page", "Go To Record", and a highlighted "New Record" button. The table has columns: "Seq", "Date", "Contributor", "Amount", "Contributor Type", "Contribution Type", "Amend Type", and "Errors".

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

A screenshot of the "Contribution Detail" form. The header shows: "Report: 2010 - Q1 - 1", "Covers: 1/1/2010-3/31/2010", "Due: 4/12/2010", and "Status: Updated - Needs Review". The form contains the following fields:

- Contribution #: 2
- Date: Null
- Amendment: Not Amended
- Last Name, Suffix: [empty]
- First, Middle Name: [empty]
- Address: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- Contributor Type: [empty]
- Contribution Type: [empty]
- Occupation/Business: [empty]
- In-kind Description: [empty]
- Amount: \$0.00
- Revised: 12/13/2010 2:39:55 PM

At the bottom, there are buttons for "New", "Copy", "Update", "Delete", "Undo", "Save Changes", and "Go to Record".

Contribution #: automatically populated by the system in sequential numbers.

Date: 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  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 **Save Changes**.

Report: 2010 - F2 - 57 Covers: 7/17/2010-7/30/2010 Due: 8/6/2010 Status: Updated - Needs Review

Contribution #: Date: Amendment: 0

Last Name, Suffix:

First, Middle Name:

Address:

City: State: Zip:

Contributor Type:

Contribution Type:

Occupation/Business:

In-kind Description:

Amount:

Revised:

Transaction has been updated. Audit of report is required

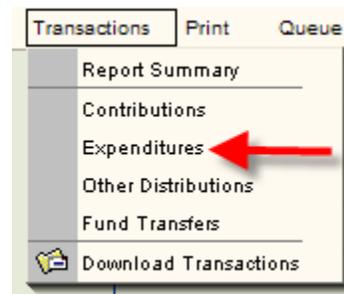
NOTE: Notice the statement in the Review Messages box in red. This statement will appear until the report has been reviewed by the system. (See page 34.) After the report has been reviewed, this box will be blank or have a specific error message if information is incomplete or not in compliance with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

To enter the next contribution, click **New**.

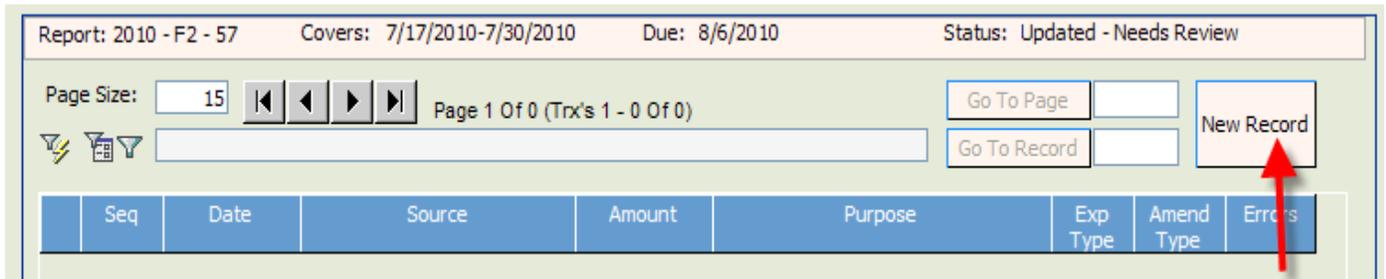
Continue adding contributions as necessary. Upon completion of each entry, **you must save the data by clicking **Save Changes****.

Enter Expenditures

Click **Transactions** and then **Expenditures**.



Click **New Record**.



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

A screenshot of the 'Expenditure Detail' form. At the top, it shows report information: 'Report: 2010 - G3 - 32', 'Covers: 10/2/2010-10/8/2010', 'Due: 10/15/2010', and 'Status: Updated - Needs Review'. The form contains the following fields:

- Expenditure #: 3
- Date: Null
- Amendment: Not Amended
- View Source: 0
- Last Name, Suffix: [Empty]
- First, Middle Name: [Empty]
- Address: [Empty]
- City: [Empty]
- State: [Empty]
- Zip: [Empty]
- Expenditure Type: [Empty]
- Purpose: [Empty]
- Amount: \$0.00
- Revised: 12/13/2010 11:14:01 AM 50552

 At the bottom, there are buttons for 'New', 'Copy', 'Update', 'Delete', 'Undo', 'Save Changes', and 'Go to Record'.

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

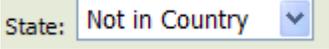
Date: enter date the expenditure was made.

Last Name, Suffix: enter the last name and suffix (if given). **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 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  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.

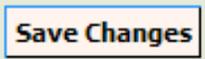
Pre-paid Distribution – lump sum payments made up front that will be disbursed to different entities at a later date. (Example – payment to a media consultant who will then make disbursements to various media such as a newspaper, radio or television station.) Related entries in "Other Distributions" 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 .

Report: 2010 - F2 - 4 Covers: 7/17/2010-7/30/2010 Due: 8/6/2010 Status: Updated - Needs Review

Expenditure #: Date: Amendment:

Last Name, Suffix:

First, Middle Name:

Address:

City: State: Zip:

Expenditure Type:

Purpose:

Amount:

Revised:

Transaction has been updated. Audit of report is required ←

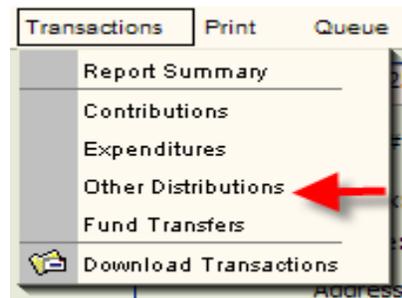
Note: Notice the statement in the Review Messages box in red. This statement will appear until the report has been reviewed by the system. (See page 34.) After the report has been reviewed, this box will be blank or will have a specific error message if information is incomplete or not in compliance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

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

Enter Other Distributions

Click **Transactions** and then **Other Distributions**.

Click **New Record**.



Report: 2010 - F2 - 57 Covers: 7/17/2010-7/30/2010 Due: 8/6/2010 Status: Updated - Needs Review

Page Size: 15 Page 1 Of 0 (Trx's 1 - 0 Of 0)

Go To Page Go To Record **New Record**

Seq	Date	Source	Amount	Purpose	Exp Type	Amend Type	Errors
-----	------	--------	--------	---------	----------	------------	--------

Report: 2010 - F2 - 4 Covers: 7/17/2010-7/30/2010 Due: 8/6/2010 Status: Updated - Needs Review

Distribution Seq #: 6 Date: Null Amendment: Not Amended View Source: 0

Last Name, Suffix: _____

First, Middle Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Distribution Type: _____

Purpose: _____

Related Expenditure: Election: _____ Year: _____ Type: _____ Seq: 0 Rpt: 0

Amount: \$0.00

Contribution Limits Revised: 1/26/2011 1:54:32 PM 44957

New Copy Update Delete Undo **Save Changes** Go to Record

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

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

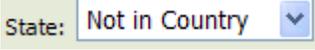
Date: enter date the distribution was made.

Last Name, suffix: 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.**

First, Middle Name: enter first 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  at the bottom of the drop down list.

Zip: enter zip code.

Distribution Type:

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.

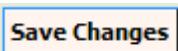
Prepaid Distribution – use to itemize previously made lump sum payments. Example – payment to a media consultant who will then make disbursements to various media such as a newspaper, radio or television station. The “Other Distribution” entries will document how the media consultant is spending the 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.**

Related Expenditure: 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.)

Purpose: enter the purpose of the distribution. Example: postage.

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

Enter all information and then click .

Report: 2010 - F2 - 4 Covers: 7/17/2010-7/30/2010 Due: 8/6/2010 Status: Updated - Needs Review

Distribution Seq #: Date: Amendment:

Last Name, Suffix:

First, Middle Name:

Address:

City: State: Zip:

Distribution Type:

Purpose:

Related Expenditure: Election: Year: Type: Seq: Rpt:

Amount: Contribution Limits

Revised:

Transaction has been updated. Audit of report is required

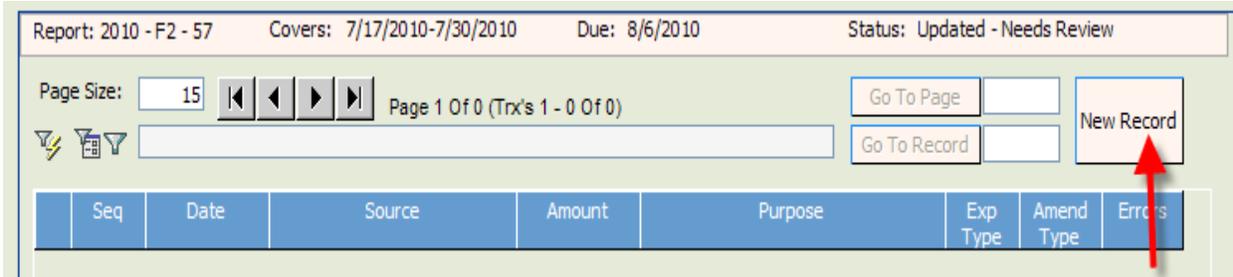
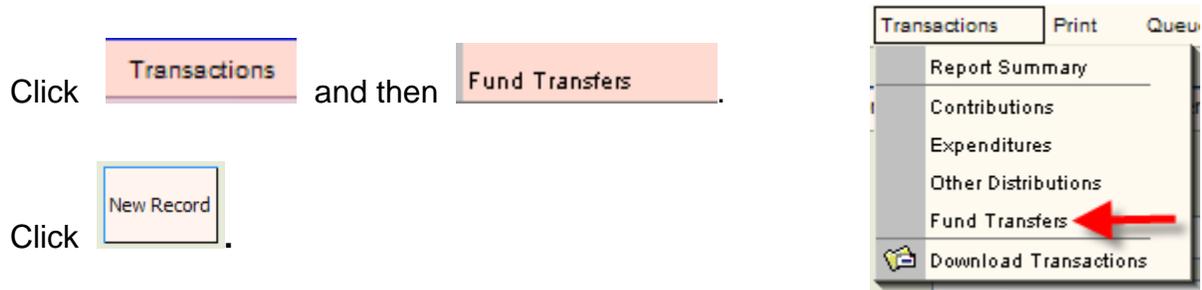
NOTE: Notice the statement in the Review Messages box in red. This statement will appear until the report has been reviewed by the system. (See page 34.) After the report has been reviewed, this message will be blank or have a specific error message if information is incomplete or not in compliance with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

To enter the next other distribution, click .

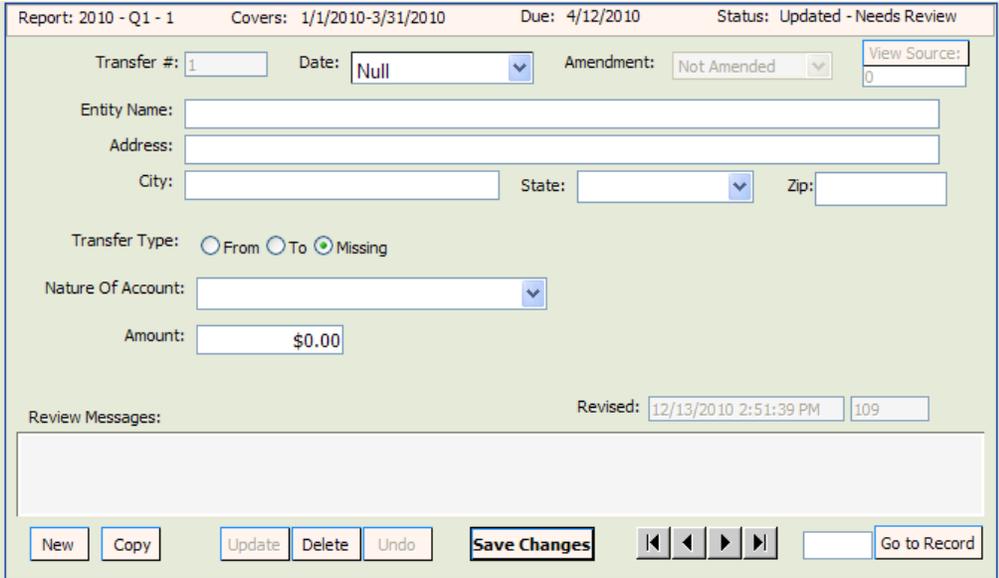
Continue adding Other Distributions as necessary. Upon completion of each entry, you must save the data by clicking .

Enter Fund Transfers

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



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



The screenshot shows the Fund Transfer Detail form. Fields include: Transfer #: 1, Date: Null, Amendment: Not Amended, View Source: 0, Entity Name, Address, City, State, Zip, Transfer Type: From, To, Missing (Missing is selected), Nature Of Account, Amount: \$0.00, Revised: 12/13/2010 2:51:39 PM, 109. At the bottom are buttons: New, Copy, Update, Delete, Undo, Save Changes, and Go to Record.

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

Date: enter date the fund transfer was made.

Entity Name: enter entity's full name.

Address: enter entity's complete address.

City: enter entity's city.

State: click  arrow and choose entity's state.

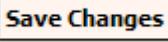
Zip: enter entity's zip code.

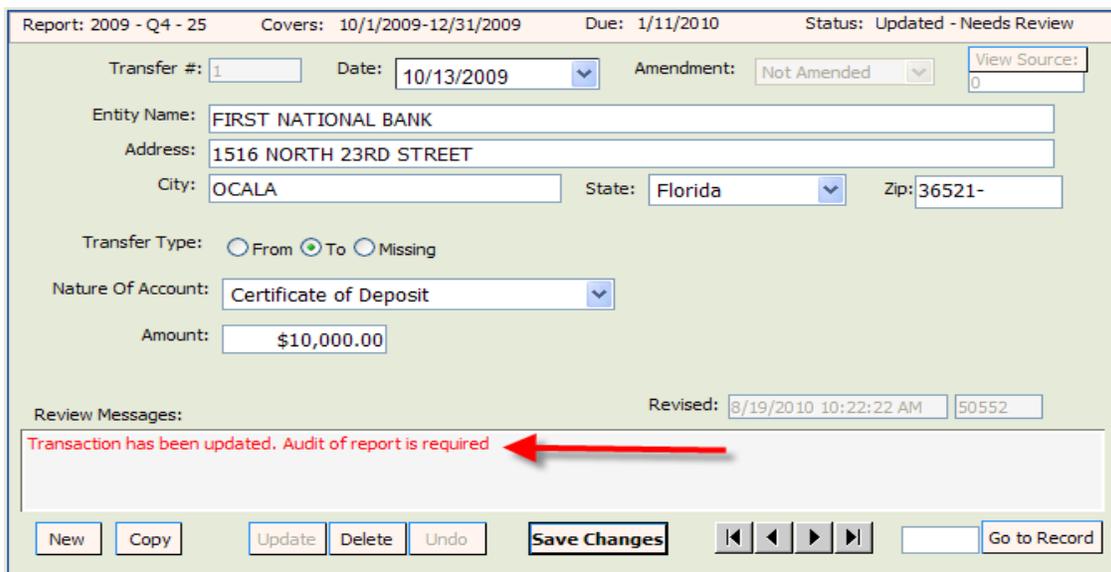
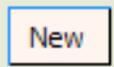
Transfer Type: click  arrow and choose **From** or **To**.

Nature of Account: click  arrow and choose nature of account.

Amendment: defaults to **Not Amended**.

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

Enter all information and then click . To enter the next Funds Transfer, click



Report: 2009 - Q4 - 25 Covers: 10/1/2009-12/31/2009 Due: 1/11/2010 Status: Updated - Needs Review

Transfer #: 1 Date: 10/13/2009 Amendment: Not Amended View Source: 0

Entity Name: FIRST NATIONAL BANK

Address: 1516 NORTH 23RD STREET

City: OCALA State: Florida Zip: 36521-

Transfer Type: From To Missing

Nature Of Account: Certificate of Deposit

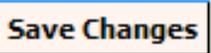
Amount: \$10,000.00

Revised: 8/19/2010 10:22:22 AM 50552

Review Messages: Transaction has been updated. Audit of report is required

Buttons: New, Copy, Update, Delete, Undo, Save Changes, Go to Record

Note: 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** .

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 prepaid 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**.

The screenshot shows a software interface for entering a prepaid distribution expenditure record. At the top, it displays report information: Report: 2010 - F2 - 4, Covers: 7/17/2010-7/30/2010, Due: 8/6/2010, and Status: Updated - Needs Review. The main form fields are as follows:

- Expenditure #: 1
- Date: 7/22/2010
- Amendment: Not Amended
- View Source: 0
- Last Name, Suffix: JOHNSON'S POLITICAL CONSULTING
- First, Middle Name: (empty)
- Address: 8756 OAK LANE
- City: OAKDALE
- State: Florida
- Zip: 32654-
- Expenditure Type: Prepaid Distribution
- Distribution Links: (button)
- Purpose: MEDIA CONSULTING
- Amount: \$10,000.00
- Distr: 0.00
- Revised: 1/26/2011 2:22:55 PM 44957

A red message box at the bottom of the form states: "Transaction has been updated. Audit of report is required". At the bottom of the interface, there are several buttons: New, Copy, Update, Delete, Undo, Save Changes, navigation arrows, and Go to Record.

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

Report: 2010 - F2 - 4	Covers: 7/17/2010-7/30/2010	Due: 8/6/2010	Status: Updated - Needs Review
Distribution Seq #: <input type="text" value="7"/>	Date: <input type="text" value="Null"/>	Amendment: <input type="text" value="Not Amended"/>	View Source: <input type="text" value="0"/>
Last Name, Suffix: <input type="text" value="Lakeside Ledger"/>			
First, Middle Name: <input type="text"/>			
Address: <input type="text" value="1818 Pine Street"/>			
City: <input type="text" value="Lakeside"/>	State: <input type="text" value="Florida"/>	Zip: <input type="text" value="35647-"/>	
Distribution Type: <input type="text" value="Prepaid Distribution"/>			
Purpose: <input type="text" value="Newspaper Ad"/>			
Related Expenditure:	Election: <input type="text"/>	Year: <input type="text"/>	Type: <input type="text"/>
		Seq: <input type="text" value="0"/>	Rpt: <input type="text" value="0"/>
Amount: <input type="text" value="\$3,000.00"/>		Revised: <input type="text" value="1/26/2011 2:17:24 PM"/>	
Contribution Limits <input type="checkbox"/>		<input type="text" value="44957"/>	
<input type="button" value="New"/> <input type="button" value="Copy"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Undo"/> <input type="button" value="Save Changes"/> <input type="button" value="Go to Record"/>			

The screen will refresh and **Link Exp** will appear.

Related Expenditure:	Election: <input type="text"/>	Year: <input type="text"/>	Type: <input type="text"/>	Seq: <input type="text" value="0"/>	Rpt: <input type="text" value="0"/>	<input type="button" value="Link Exp"/>
----------------------	--------------------------------	----------------------------	----------------------------	-------------------------------------	-------------------------------------	---

Click on **Link Exp**.

Report: 2010 - F2 - 4 Covers: 7/17/2010-7/30/2010

Date: Name:

Amount: Purpose:

Seq: Dis Type:

	Rpt	ElecID	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose	to
Remove Link	4	20101102-GEN	2010	F2	<u>2</u>	Pending	07/22/2010	PPD	\$25,000.00		SMITH AND COMPANY	CPA SE
Link to Exp	4	20101102-GEN	2010	F2	<u>1</u>	Pending	07/22/2010	PPD	\$10,000.00		JOHNSON'S POLITICAL CONSULTING	MEDIA

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 **each** 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**.

Report: 2010 - F2 - 4 Covers: 7/17/2010-7/30/2010 Due: 8/6/2010 Status: Updated - Needs Review

Distribution Seq #: Date: Amendment:

Last Name, Suffix:

First, Middle Name:

Address:

City: State: Zip:

Distribution Type:

Purpose:

Related Expenditure: Election: Year: Type: Seq: Rpt:

Amount: Contribution Limits Revised:

Enter all information and click .

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**.

The screenshot shows a web-based form for entering an expenditure record. At the top, it displays report information: "Report: 2010 - F2 - 4", "Covers: 7/17/2010-7/30/2010", "Due: 8/6/2010", and "Status: Updated - Needs Review". The form fields are as follows:

- Expenditure #: 3
- Date: 7/30/2010 (dropdown menu)
- Amendment: Not Amended (dropdown menu)
- View Source: 0
- Last Name, Suffix: Jones
- First, Middle Name: Sally
- Address: 1515 Park Street
- City: Tallahassee
- State: Florida (dropdown menu)
- Zip: 32312-
- Expenditure Type: Reimbursement (dropdown menu)
- Purpose: Reimbursement for Office Supplies
- Amount: \$89.96
- Revised: 1/26/2011 2:38:27 PM 44957

At the bottom of the form, there is a navigation bar with buttons: "New", "Copy", "Update", "Delete", "Undo", "Save Changes", navigation arrows, and "Go to Record".

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 AIRLINES	TRIP TO TLH
Create Link	16	2008	G1	11	Filed	09/01/2008	RMB	\$209.50	AMERICAN AIRLINES	DCA-MIA
Create Link	12	2008	Q1	23	Filed	07/06/2008	RMB	\$428.80	AMERICAN AIRLINES	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](#).

Report: 2009 - Q4 - 25 Covers: 10/1/2009-12/31/2009 Due: 1/11/2010 Status: Updated - Needs Review

Expenditure #: Date: Amendment: [View Source:](#)

Last Name, Suffix:

First, Middle Name:

Address:

City: State: Zip:

Expenditure Type: [Distribution Links](#)

Purpose:

Amount: Distr:

Revised:

Transaction has been updated. Audit of report is required

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

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

Date: Name:

Amount: Purpose:

Credit Amt: ExpType:

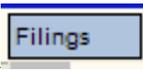
 Pending Not Linked Invalid Uploads Linked Seq:

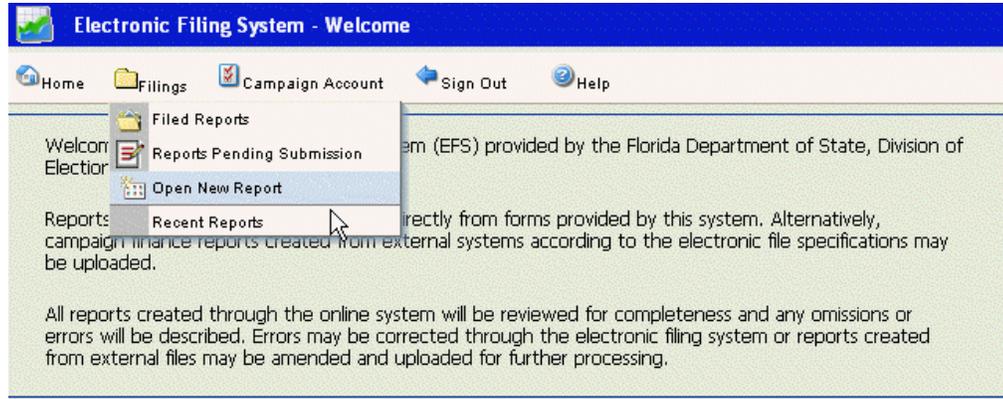
	Link Type	Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose
Remove Link		25	2009	Q4	1	Pending	10/09/2009	RMB	\$15.69	DENNY'S RESTAURANT	MEAL
Delete Tranx	ADD	15	2008	F3	3	Filed	08/04/2008	RMB	\$69.71	AVIS	TAMPA TRIP
Delete Tranx	ADD	19	2008	G4	8	Filed	11/15/2008	RMB	\$25.00	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

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.

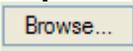
Returned Contributions

Create a New Report by File Upload

Click  and then . 



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 .

Use this form to submit an original report. To submit an amendment to a previously filed report, first select the report from the 'Filed Reports' listing and then choose the 'Amend Report' option from the 'Edit' menu item.

Coverage Periods
Campaign finance reports itemize financial activity occurring during a specific reporting period. The reporting period is declared by first selecting the reporting year and then the report type. The beginning and ending coverage dates and the filing due date of the report are automatically associated with the *Reporting Year* and *Report Type*.

Election Cycle: 
Report Type: 
Coverage Period: Due Date:
 Special Election Report Waiver

Uploading a Campaign Finance Report
A Campaign Finance report file meeting the department's specifications may be uploaded at the time a report is opened. Use the Browse button to locate and select the report text or zip file to be uploaded. You may upload the report file in a compressed zip. The zip file must contain only one report file.




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

Note: The file name must be in the following format: IDNumber.ReportType

Example: 19932.G4

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

Report: 2007 - Q1 - 28 Coverage Period: 1/1/2007-3/31/2007 Due: 4/10/2007
Election: 2008 General Election Original Amendment Special Election Report Waiver

The above referenced Report has been transmitted and queued for batch processing. Campaign finance activity contained in the Report will be available for editing when processing of the Report is completed.

Report: 2006 - G1 - 31 2006 General Election Covers: 9/1/2006-9/15/2006 Due: 9/22/2006

Amendment Waiver Entry Method: Web Data Entry Complete Status: Incomplete Detail Records
File Date: Null Filing Method: Web Filed Review Status: Not Reviewed
Received: Null Filing Status: Data Entry Last Review:

of Transactions: 0

Contributions		Total Amount	Expenditures		Total Amount
Cash and Checks:		0.00	Monetary:		0.00
Loans:		0.00	Transfers to Off Acct:		0.00
Total Monetary:		0.00	Total Monetary:		0.00
In-Kind:		0.00	Other Distributions:		0.00

Review Messages

Created: 2/15/2007 By: 41703 Revised: 2/15/2007 By: 41703

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 **not valid**:

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  .

Pending Report Summary

Home Filings Transactions Print Queue Campaign Account Sign Out Help

Report: 2010 - F3 - 26 2010 General Election Covers: 8/7/2010-8/19/2010 Due: 8/20/2010

Amendment Waiver Complete Status:

File Date: Review Status: 

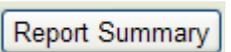
Status: Last Review:

of Transactions: [Review](#) [Recalculate](#) [Go To File Report](#) [Append File](#) [Delete Report](#) [Save](#)

Contributions	Total Amount	Expenditures	Total Amount
Cash and Checks:	<input type="text" value="0.00"/>	Monetary:	<input type="text" value="0.00"/>
Loans:	<input type="text" value="0.00"/>	Transfers to Off Acct:	<input type="text" value="0.00"/>
Total Monetary:	<input type="text" value="0.00"/>	Total Monetary:	<input type="text" value="0.00"/>
In-Kind:	<input type="text" value="0.00"/>	Other Distributions:	<input type="text" value="0.00"/>

Review Messages

Created: By: Revised: By:

Return to the Report Summary page by clicking on  .

Report: 2010 - F3 - 26 Covers: 8/7/2010-8/19/2010 Due: 8/20/2010

The table below lists requests queued for batch processing. Press 'Refresh' to check for 'Processing Complete'.

Id	Filing Status	Process Action	Status	Create Date	Last Update
1277	Temporary	Review Pending Report	Processing...	08/19/2010 14	08/19/2010 14
1276	Temporary	Create Pending Report	Processing Complete	08/19/2010 14	08/19/2010 14

[Refresh](#) [Report Summary](#) 

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

Report: 2010 - F3 - 26 2010 General Election Covers: 8/7/2010-8/19/2010 Due: 8/20/2010

Amendment Waiver Complete Status: **Incomplete Detail Records** 

File Date: Review Status:

Status: Last Review:

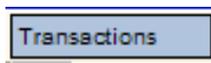
of Transactions: **Review** **Recalculate** **Go To File Report** **Append File** **Delete Report** **Save**

Contributions		Total Amount	Expenditures		Total Amount
Cash and Checks:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Monetary:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Loans:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Transfers to Off Acct:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Monetary:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Total Monetary:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
In-Kind:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Other Distributions:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

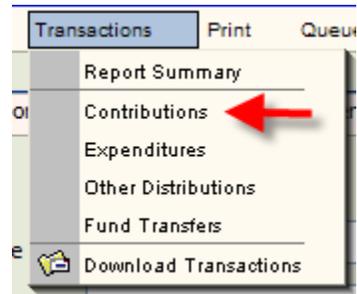
Review Messages

Created: By: Revised: By:

To find errors in **Contributions**, click



and then **Contributions**.



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

Report: 2009 - Q2 - 24 Covers: 5/19/2009-6/30/2009 Due: 7/10/2009 Status: Reviewed

Page Size: Page 1 Of 1 (Trx's 1 - 1 Of 1)

Seq	Date	Contributor	Amount	Contributor Type	Contribution Type	Amend Type	Errors
1		JONES, JOHN	\$1,000.00	I	X		7 

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

Report: 2009 - Q2 - 24 Covers: 5/19/2009-6/30/2009 Due: 7/10/2009 Status: Reviewed

Contribution #: 1 Date: Null Amendment: Not Amended View Source: 0

Last Name, Suffix: JONES
First, Middle Name: JOHN
Address:
City: State: Zip:
Contributor Type: Individual
Contribution Type: Missing or Invalid Code
Occupation/Business:
In-kind Description:
Amount: \$1,000.00
Match Amt: \$0.00
Revised: 8/19/2010 3:25:09 PM 50552

The Transaction Date Is Either Before Or After The Report Coverage Period
The Value Supplied For Contribution Type Is Invalid
Contribution Amounts Are Limited To \$500 For This Contributor Type
Occupation Required When Contribution Is Greater Than \$100

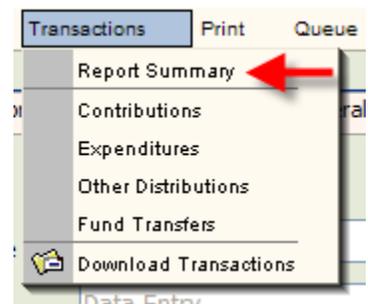
New Copy Update Delete Undo Save Changes << < > >> Go to Record

Correct the errors and then click on **Save Changes**.

After correcting all errors, the report must be

reviewed by the system again. Click **Transactions**

and then **Report Summary**.



Return to the Report Summary page and click on **Review**.

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

Report: 2010 - F3 - 26 2010 General Election Covers: 8/7/2010-8/19/2010 Due: 8/20/2010

Amendment Waiver Complete Status: Complete Detail Records ←

File Date: Review Status: Reviewed

Status: Data Entry Last Review: 8/19/2010 3:56:42 PM

of Transactions: 1 **Review** **Recalculate** **Go To File Report** **Append File** **Delete Report** **Save**

Contributions	Total Amount	Expenditures	Total Amount
Cash and Checks:	<input type="text" value="0.00"/>	Monetary:	<input type="text" value="51.00"/>
Loans:	<input type="text" value="0.00"/>	Transfers to Off Acct:	<input type="text" value="0.00"/>
Total Monetary:	<input type="text" value="0.00"/>	Total Monetary:	<input type="text" value="51.00"/>
In-Kind:	<input type="text" value="0.00"/>	Other Distributions:	<input type="text" value="0.00"/>

Review Messages:

Created: 8/19/2010 2:01:35 PM By: 50552 Revised: 8/19/2010 3:56:42 PM By: 50552

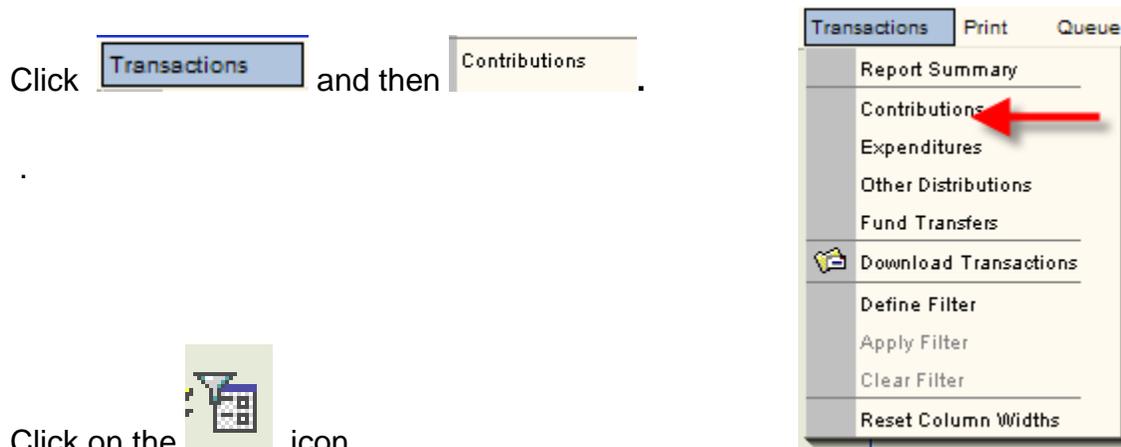
After the report is reviewed, you may choose to file the report or leave the report in pending status until a later date (see page 43 for instructions on accessing pending reports).

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

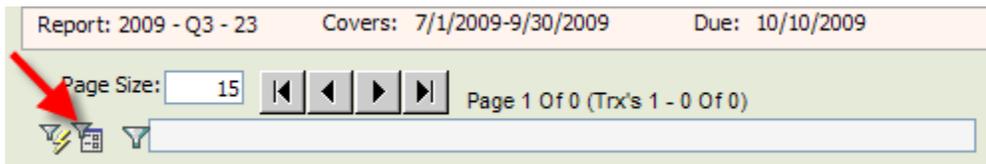
Note: If report is voluminous, see page 38 for instructions on creating an error filter.

Create an Error Filter

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



Click on the  icon.

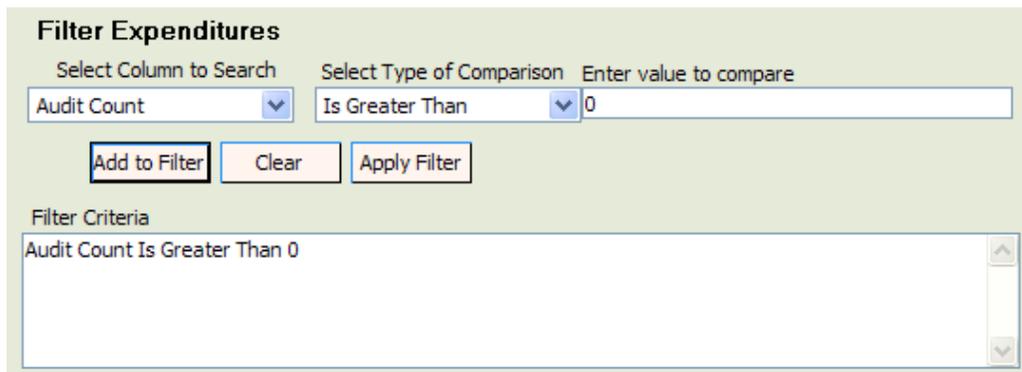


Click on the  under **Select Column to Search** and choose **Audit Count**.

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

Under **Enter value to compare**, type 0 (zero).

Click **Add to Filter** and then **Apply Filter**.



The 'Filter Expenditures' dialog box has the following fields and buttons:

- Select Column to Search:** Audit Count
- Select Type of Comparison:** Is Greater Than
- Enter value to compare:** 0
- Buttons:** Add to Filter, Clear, Apply Filter
- Filter Criteria:** Audit Count Is Greater Than 0

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.

Report: 2006 - Q4 - 28 Covers: 11/3/2006-12/31/2006 Due: 1/10/2007 Status: Reviewed

Contribution #: Date: Amendment:

Last Name, Suffix:

First, Middle Name:

Address:

City: State: Zip:

Contributor Type:

Contribution Type: Revised:

Occupation/Business: By:

In-kind Description: View Source Record:

Amount:

Review Messages:
Occupation/Business Required When Contribution Is Greater Than \$100

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



Report: 2008 - G3 - 18 Covers: 9/27/2008-10/10/2008 Due: 10/17/2008

Page Size: Page 1 Of 1 (Trx's 1 - 10 Of 10)

 Under Amend column * indicates record has been changed in this amendment

NOTE: 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.

Report: 2010 - F3 - 26 2010 General Election Covers: 8/7/2010-8/19/2010 Due: 8/20/2010

Amendment Waiver Complete Status: **Complete Detail Records** ←

File Date: Review Status: Reviewed

Status: Data Entry Last Review: 8/19/2010 3:56:42 PM

of Transactions: 1

Contributions		Total Amount	Expenditures		Total Amount
Cash and Checks:	<input type="text"/>	0.00	Monetary:	<input type="text"/>	51.00
Loans:	<input type="text"/>	0.00	Transfers to Off Acct:	<input type="text"/>	0.00
Total Monetary:	<input type="text"/>	0.00	Total Monetary:	<input type="text"/>	51.00
In-Kind:	<input type="text"/>	0.00	Other Distributions:	<input type="text"/>	0.00

Review Messages

Created: 8/19/2010 2:01:35 PM By: 50552 Revised: 8/19/2010 3:56:42 PM By: 50552

Click on .

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

Campaign Treasurer: Julie Myers ↓ ←

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

Report: 2010 - F2 - 28 Coverage Period: 7/17/2010-7/30/2010 Due: 8/6/2010

Review Status: Reviewed

Campaign Treasurer: Julie Myers

Original Amended

Waiver

PIN for specified Treasurer: ←

←

Print a File Receipt

After a report is filed, click

Print Filing Receipt

Report: 2009 - Q4 - 25 Coverage Period: 10/1/2009-12/31/2009
Election: 2010 General Election Due: 1/11/2010

Select the Division of Elections forms to be generated. Each requested form will be generated as Adobe Acrobat PDF files. The Adobe Acrobat Reader is required to view and print selected forms and may be downloaded from [Adobe](#).

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



Print Filing Receipt 

View Filed Reports

Refresh screen until a 'View' link appears for each report selected.
Click on the 'View' link to open report in Adobe.

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

Treasurer Report Status

ID: [REDACTED] Name: [REDACTED]

Report: 2009 - Q4 - 25 Print Date: **8/19/2010 4:46:32 PM**
Election: 2010 General Election
Covers: 10/1/2009-12/31/2009 Amended Waiver
Due: 1/11/2010

Filed: **8/19/2010 4:41:08 PM** File Status: **Filed Report**
Reviewed: **8/19/2010** Review Status: **Reviewed**
Detail Complete: **Incomplete Detail Records**

File Method: Web Filed **Number of Detail Records**
Entry Method: Web Data Entry Contributions: 0
Expenditures: 3
Fund Transfers: 1
Distributions: 4

Pending Queued Items: **0**

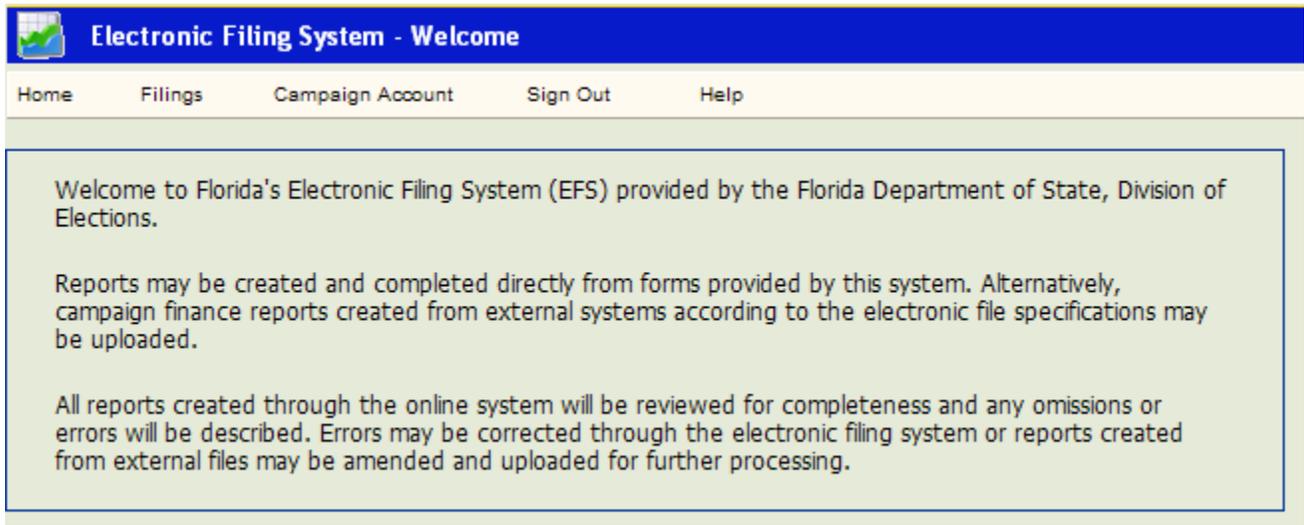
To Print Report: Right Click Mouse and Select 'Print'

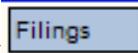
IMPORTANT NOTE: the “Filed” field will be populated if the report has been correctly filed. If this field is blank, you have not filed the report with the Division of Elections.

Report: 2009 - Q2 - 24	Print Date: 8/19/2010 4:53:02 PM
Election: 2010 General Election	
Covers: 5/19/2009-6/30/2009	<input type="checkbox"/> Amended <input type="checkbox"/> Waiver
Due: 7/10/2009	
Filed: 	File Status: Data Entry
Reviewed: 8/19/2010	Review Status: Reviewed
	Detail Complete: Incomplete Detail Records
File Method: Web Filed	<u>Number of Detail Records</u>
Entry Method: Web Data Entry	Contributions: 1
	Expenditures: 0
Pending Queued Items: 0	Fund Transfers: 0
	Distributions: 1
To Print Report: Right Click Mouse and Select 'Print'	

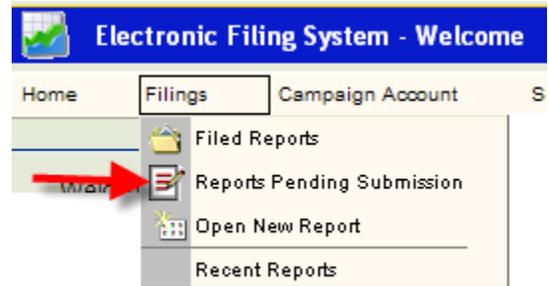
NOTE: If you are unable to print the receipt, make sure that your pop-up blocker is turned off.

Access a Pending Report



From the Welcome page, click .

Select  Reports Pending Submission.

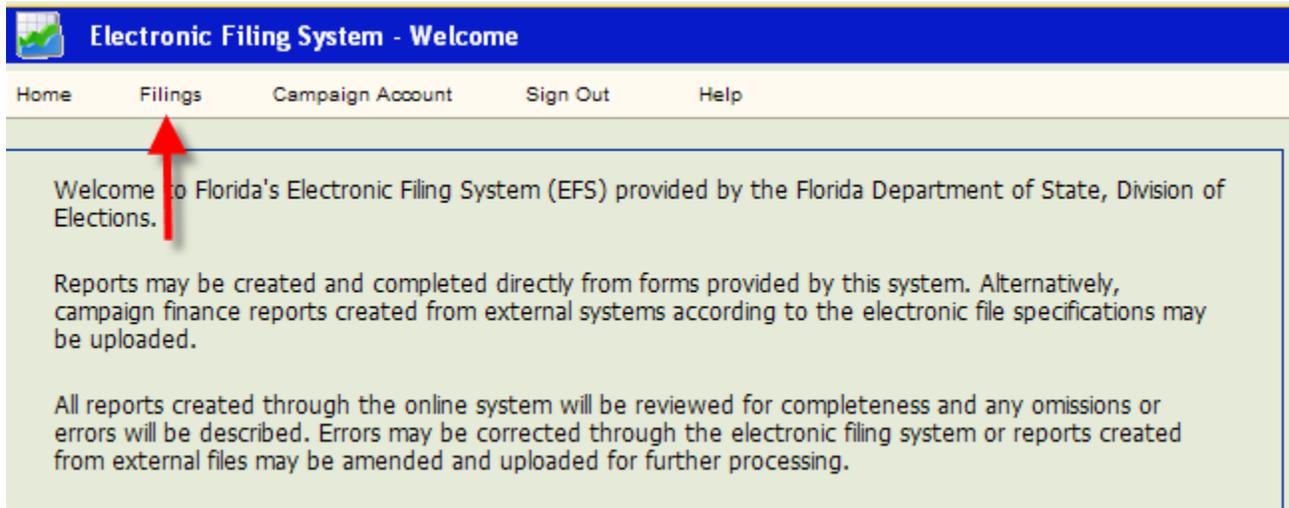


Click on the Sequence number of the report you wish to access.

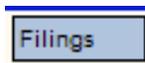
	Seq	Report Year	Election ID	Report Type	Last Revised	Review Status	Completion Status	Amended
	24	2009	20101102-GEN	Q2	08/19/2010	Reviewed	Incomplete Detail Re	N
	23	2009	20101102-GEN	Q3	01/07/2010	Reviewed	Incomplete Detail Re	N
	21	2009	20101102-GEN	Q1	11/20/2009	Reviewed	Incomplete Detail Re	Y
	18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

Amend a Report

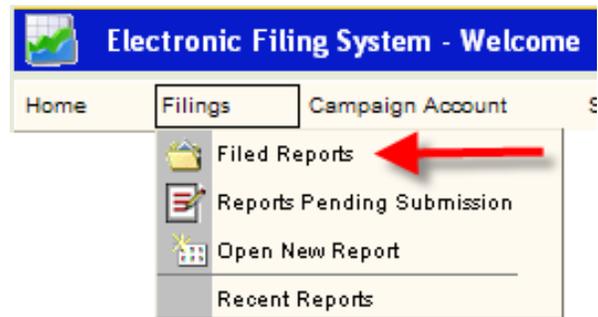
Once a report is filed with the Division of Elections it cannot be edited. Any changes to a filed report must be done by filing an amendment. Amendments can be done directly through the EFS or by file upload.



From the Welcome page, click

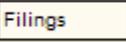


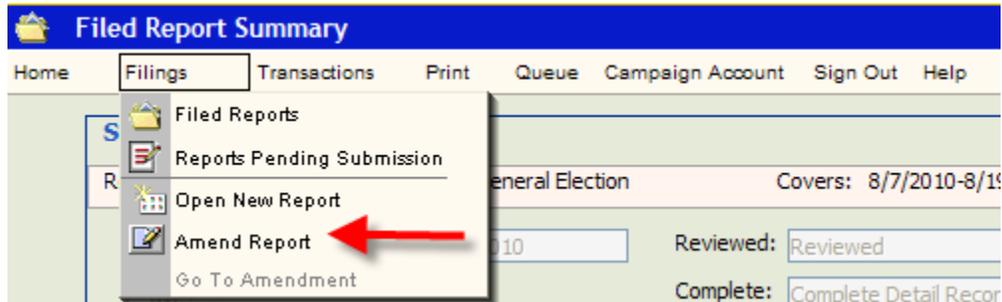
and then



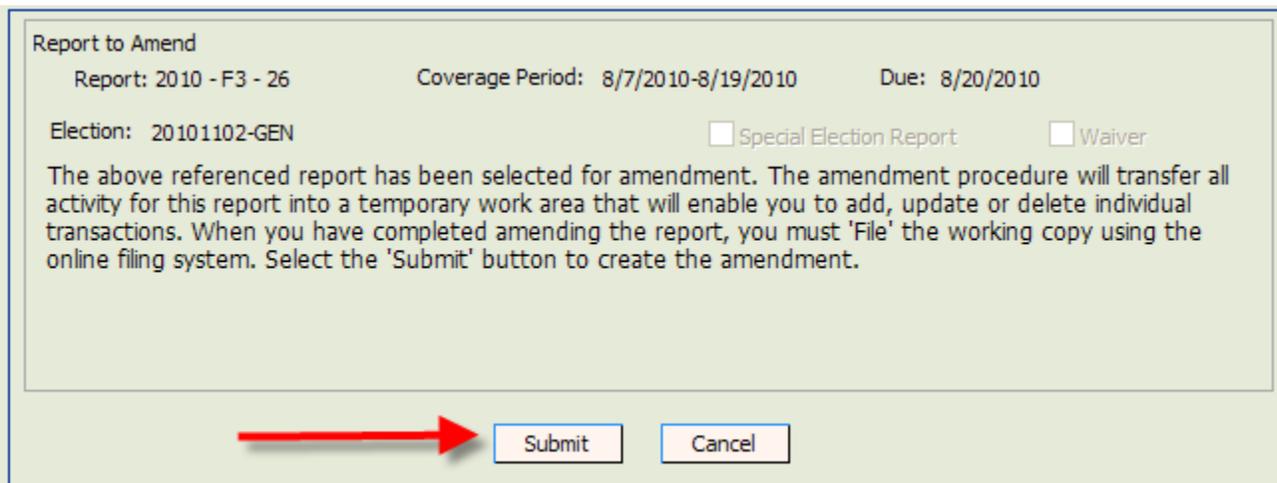
Click on the Sequence number of the report to be amended.

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  and then .



Click on .



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 detail data (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

Report: 2008 - G3 - 18 Covers: 9/27/2008-10/10/2008 Due: 10/17/2008 Status: Reviewed

Contribution #: Date: Amendment: View Source:

Last Name, Suffix:

First, Middle Name:

Address:

City: State: Zip:

Contributor Type:

Contribution Type:

Occupation/Business:

In-kind Description:

Amount:

Match Amt:

Revised:

Contribution Amounts Are Limited To \$500 For This Contributor Type

Click . Make necessary changes and click .

To add a new record, Click .

Report: 2008 - G3 - 18 Covers: 9/27/2008-10/10/2008 Due: 10/17/2008 Status: Updated - Needs Review

Page Size:

Under Amend column * indicates record has been changed in this amendment

Populate the fields and

then click **Save Changes**.

Report: 2008 - G3 - 18 Covers: 9/27/2008-10/10/2008 Due: 10/17/2008 Status: Updated - Needs Review

Contribution #: 11 Date: Null Amendment: Add Detail Recor View Source: 0

Last Name, Suffix: _____
 First, Middle Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Contributor Type: Missing or Invalid Code
 Contribution Type: Missing or Invalid Code

Occupation/Business: _____
 In-kind Description: _____

Amount: \$0.00 * Record has been amended *
 Match Amt: \$0.00 Revised: 8/24/2010 5:11:08 PM 50552

New Copy Update Delete Undo **Save Changes** [Navigation icons] Go to Record

To delete an entry, click on the Sequence number of the detail data 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

Report: 2008 - G3 - 18 Covers: 9/27/2008-10/10/2008 Due: 10/17/2008 Status: Updated - Needs Review

Contribution #: 2 Date: 10/1/2008 Amendment: Not Amended View Source: 0

Last Name, Suffix: LUPPINO
 First, Middle Name: ANTHONY
 Address: 915 REEF RD.
 City: VERO BEACH State: Florida Zip: 32963-0000

Contributor Type: Individual
 Contribution Type: Check

Occupation/Business: _____
 In-kind Description: _____

Amount: \$25.00
 Match Amt: \$0.00 Revised: 10/14/2008 6:52:24 AM 43605

New Copy Update **Delete** Undo Save Changes [Navigation icons] Go to Record

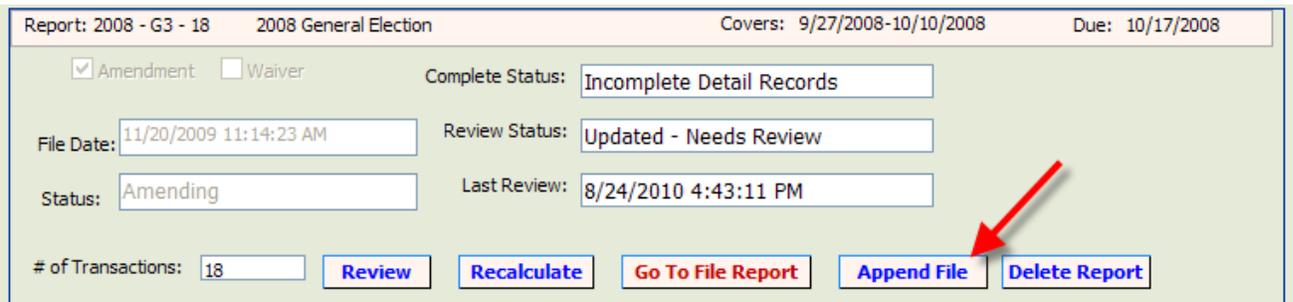
Click **Delete**.

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 .



Report: 2008 - G3 - 18 2008 General Election Covers: 9/27/2008-10/10/2008 Due: 10/17/2008

Amendment Waiver Complete Status:

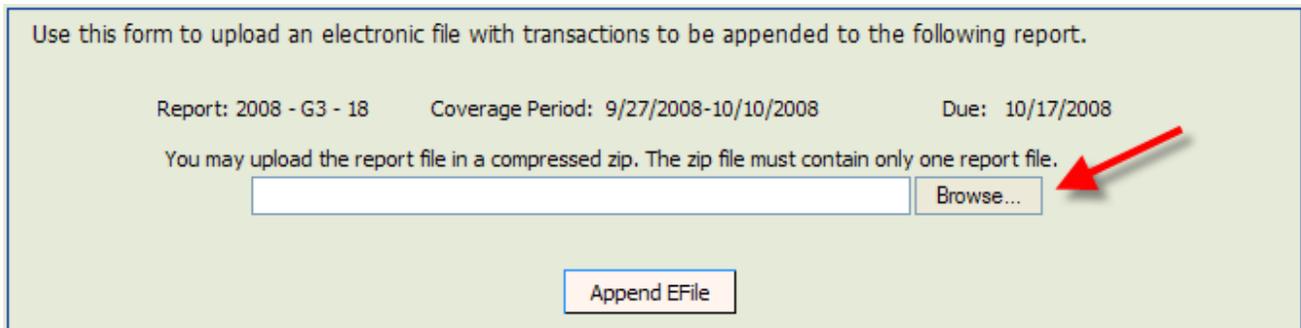
File Date: Review Status:

Status: Last Review:

of Transactions:

A red arrow points to the "Append File" button.

Click on .

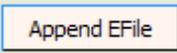


Use this form to upload an electronic file with transactions to be appended to the following report.

Report: 2008 - G3 - 18 Coverage Period: 9/27/2008-10/10/2008 Due: 10/17/2008

You may upload the report file in a compressed zip. The zip file must contain only one report file.

A red arrow points to the "Browse..." button.

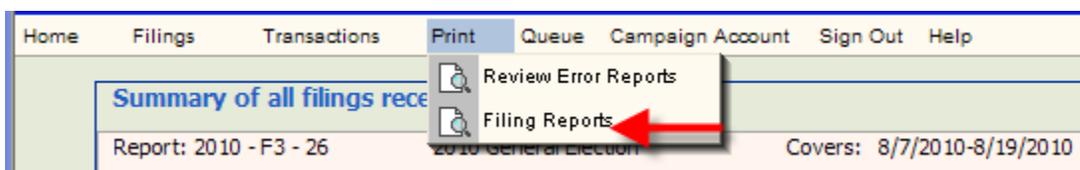
Select file to be uploaded and click on .

Print a Report

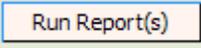
Select the report you wish to print by clicking on the report sequence number.

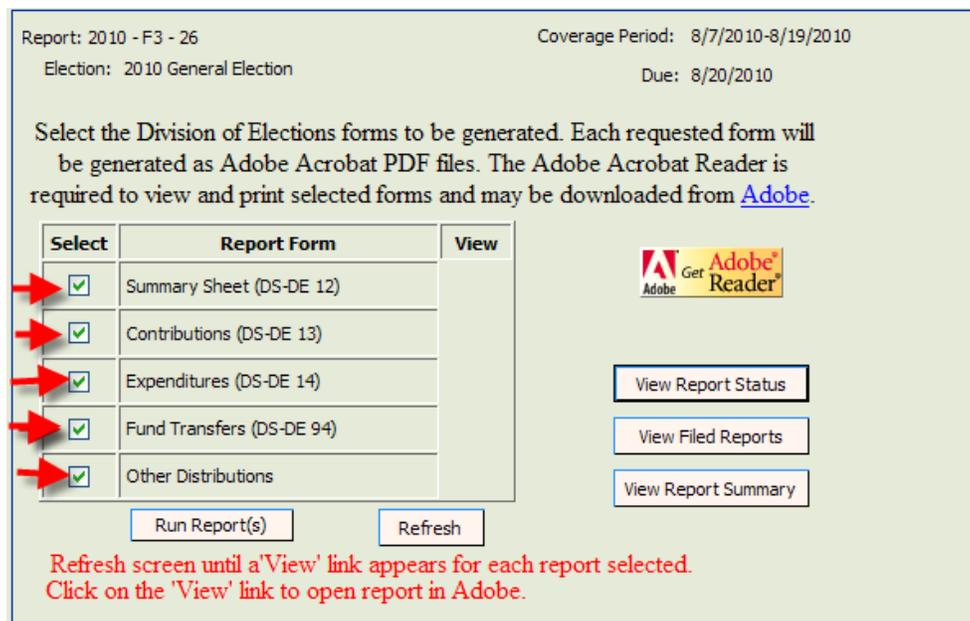
	Seq	Report Year	Election ID	Report Type	Date Filed	Complete Status	Amended	Items In Queue
	26	2010	20101102-GEN	F3	08/19/2010	Complete Detail Records	N	0
	25	2009	20101102-GEN	Q4	08/19/2010	Incomplete Detail Records	N	0
	21	2009	20101102-GEN	Q1	04/03/2009	Complete Detail Records	Y	0

Click  and then .



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

Click .



Report: 2010 - F3 - 26 Coverage Period: 8/7/2010-8/19/2010
Election: 2010 General Election Due: 8/20/2010

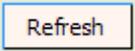
Select the Division of Elections forms to be generated. Each requested form will be generated as Adobe Acrobat PDF files. The Adobe Acrobat Reader is required to view and print selected forms and may be downloaded from [Adobe](#).

Select	Report Form	View
<input checked="" type="checkbox"/>	Summary Sheet (DS-DE 12)	
<input checked="" type="checkbox"/>	Contributions (DS-DE 13)	
<input checked="" type="checkbox"/>	Expenditures (DS-DE 14)	
<input checked="" type="checkbox"/>	Fund Transfers (DS-DE 94)	
<input checked="" type="checkbox"/>	Other Distributions	



Refresh screen until a 'View' link appears for each report selected.
Click on the 'View' link to open report in Adobe.

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

Click on .

Select	Report Form	View
<input type="checkbox"/>	Summary Sheet (DS-DE 12)	PRC
<input type="checkbox"/>	Contributions (DS-DE 13)	PRC
<input type="checkbox"/>	Expenditures (DS-DE 14)	PRC
<input type="checkbox"/>	Fund Transfers (DS-DE 94)	PRC
<input type="checkbox"/>	Other Distributions	PRC



Select	Report Form	View
<input type="checkbox"/>	Summary Sheet (DS-DE 12)	 View
<input type="checkbox"/>	Contributions (DS-DE 13)	View
<input type="checkbox"/>	Expenditures (DS-DE 14)	View
<input type="checkbox"/>	Fund Transfers (DS-DE 94)	View
<input type="checkbox"/>	Other Distributions	View

 will change to .

Click on .

Print each segment of the report by clicking on  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		(2) 41703	
Candidate, Committee or Party Name		I.D. Number	
(3) PO Box 187	Tallahassee	FL	32303
Address (number and street)		City	State Zip Code
<input type="checkbox"/> Check box if address has changed since last report			
(4) Check appropriate box(es):			
<input type="checkbox"/> Candidate (office sought):		<input type="checkbox"/> Check if PC has DISBANDED	
<input type="checkbox"/> Political Committee		<input type="checkbox"/> Check if OCE has DISBANDED	
<input checked="" type="checkbox"/> Committee of Continuous Existence			
<input type="checkbox"/> Party Executive Committee			
(5) REPORT IDENTIFIERS			
Cover Period: From	04/01/2008	To	07/18/2008
<input type="checkbox"/> Original		<input checked="" type="checkbox"/> Amendment	
		<input type="checkbox"/> Special Election Report	
(6) CONTRIBUTIONS THIS REPORT		(7) EXPENDITURES THIS REPORT	
Cash & Checks	\$0.00	Monetary Expenditures	\$500.00
Loans	\$0.00	Transfers to Office Account	\$0.00
Total Monetary	\$0.00	Total Monetary	\$500.00
In-Kind	\$0.00	(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		I certify that I have examined this report and it is true, correct and complete	
Name of <input type="checkbox"/> Treasurer <input type="checkbox"/> Deputy Treasurer		Name of <input type="checkbox"/> Candidate <input type="checkbox"/> Chairman (PC/PTY Only)	
X _____		X _____	
Signature		Signature	