

**Department of State
Division of Elections**

Candidate 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](tel:850-245-6280)

January 2011

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Introduction

The Electronic Filing System (EFS) is located on the internet at <https://efs.dos.state.fl.us>. Each candidate or 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 candidate 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](tel:850-245-6280)

Access the EFS

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

Enter the Candidate **ID Number** (*this is a 5 digit number; not the 4 digit PIN number*).

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

Click

Sign In

The screenshot shows the login interface for the Campaign Finance Online reporting system. The header includes the Florida Department of State logo and the URL <http://www.dos.state.fl.us>. The main content area features the text "Campaign Finance Online" and "Online Reporting System" with a clock icon. 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 contains two input fields: "Id Number" with the placeholder "xxxxxx" and "Password" with masked characters. Below the fields are two buttons: "Sign In" and "Recover password". The footer provides 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), the website (<http://election.dos.state.fl.us>), and email (efs@dos.state.fl.us).

Passwords and PINs

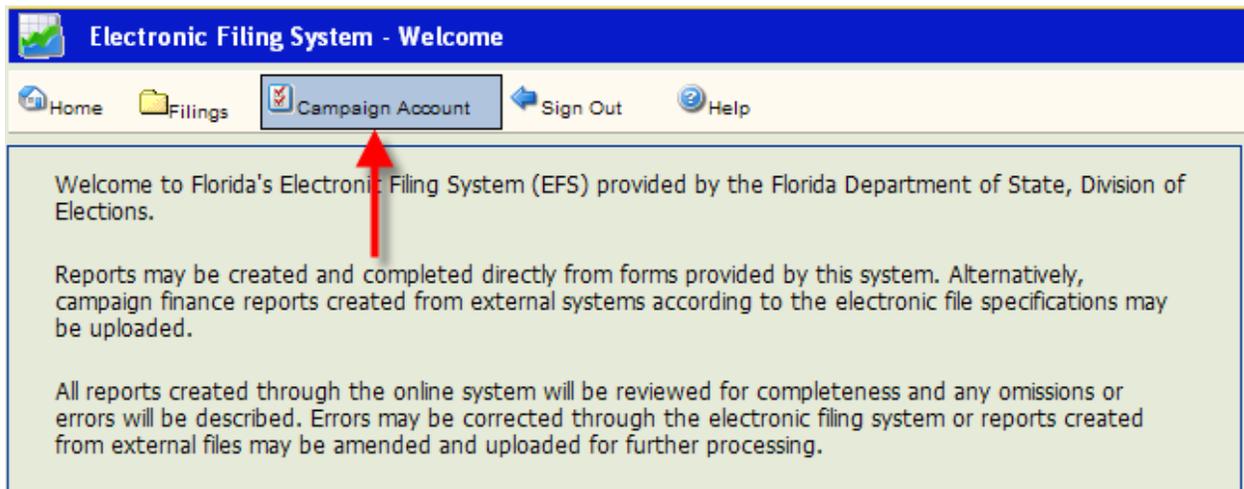
Access to the system is gained by using the DOE assigned **Identification (ID) Number** and **Password**. The candidate is provided an **initial** password to gain entry to the EFS. Upon logging into the system for the first time, the user will be prompted to change the password. Passwords must contain 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 personal identification numbers (**PINs**), which are considered the same as a person's **signature** on the report.

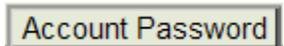
Set a Password Recovery Question

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

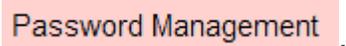
From the Welcome screen, click



Click



Click



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.

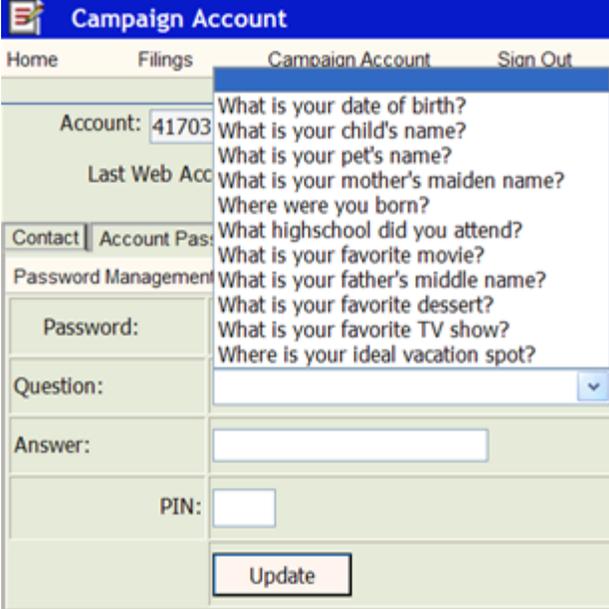
Click on the  arrow.

Select a recovery question.

Type in the answer.

Type in the candidate's PIN.

Click **Update**



The screenshot shows the 'Campaign Account' page with a dropdown menu open for 'Set Recovery Question'. The dropdown lists various questions such as '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 form fields include 'Account: 41703', 'Last Web Acc', 'Contact', 'Account Pas', 'Password Management', 'Password:', 'Question:', 'Answer:', and 'PIN:'. An 'Update' button is at the bottom.

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

Recover Password

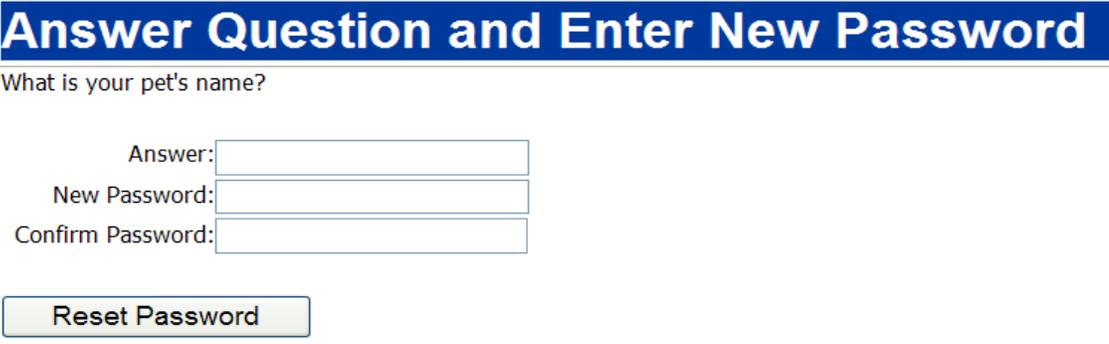
From the Log-in screen,

Enter your ID Number and

Click **Recover password**



The screenshot shows the Florida Department of State Division of Elections Campaign Finance Online login screen. It includes the URL 'http://www.dos.state.fl.us', a warning about password protection, and input fields for 'Id Number' (41703) and 'Password'. There are 'Sign In' and 'Recover password' buttons. A red arrow points to the 'Recover password' button. A banner for 'EFS USER PAGE' with five stars is also visible.



The screenshot shows the 'Answer Question and Enter New Password' form. It asks 'What is your pet's name?' and has input fields for 'Answer:', 'New Password:', and 'Confirm Password:'. A 'Reset Password' button is at the bottom.

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

Click

[Reset Password](#)

Click on

[Password Reset! Click here to return to login page.](#)

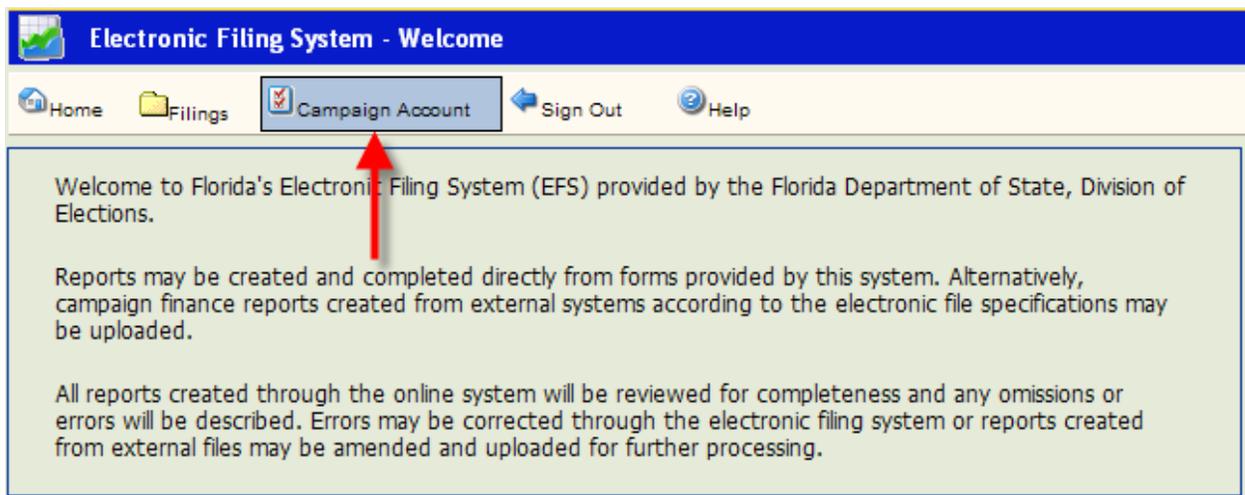


Return to the Log-in page and use the new password.

Change a Password

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

From the Welcome screen, click



Click

[Account Password](#)

, then

[Password Management](#)

Select

[Change Password](#)

Type in current password.

Type in new password.

Confirm the new password.

Type in **candidate's PIN** and

click

[Update](#)

If the password change was successful,

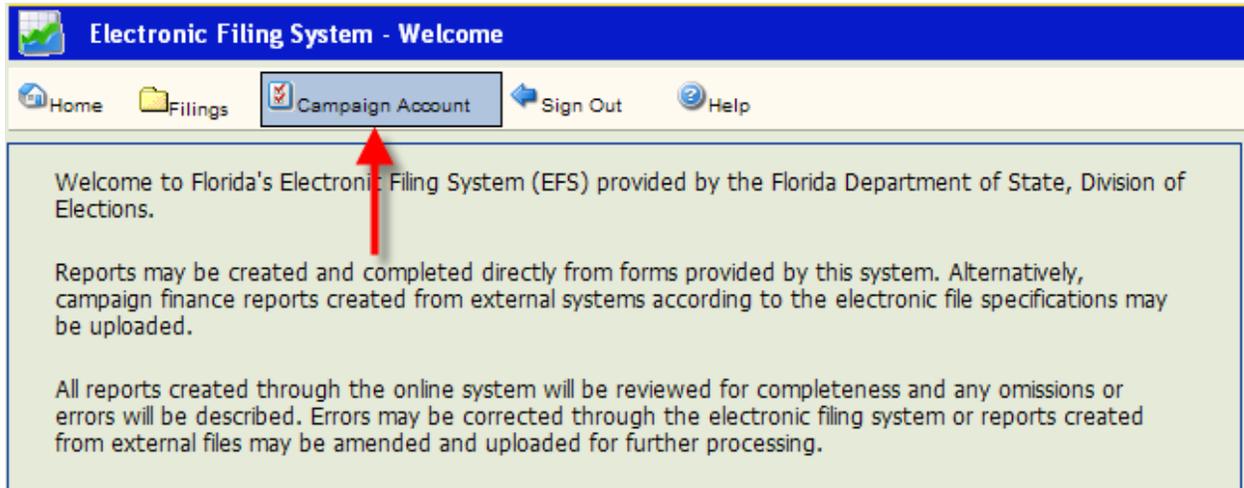
Password Updated will appear on the screen.

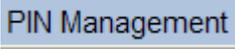
Contact	Account Password	Treasurer
Password Management		
Change Password		
Set Recovery Question		
New Password:	<input type="text"/>	
Confirm Password:	<input type="text"/>	
PIN:	<input type="text"/>	
<input type="button" value="Update"/>		

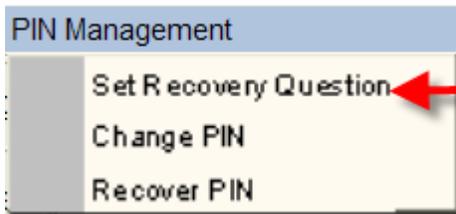
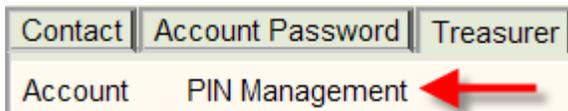
Set a PIN Recovery Question

Each candidate, 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 **candidate**, click .



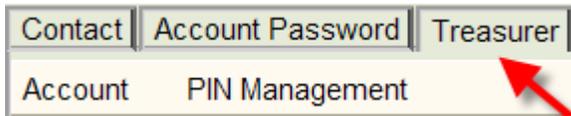
Select “Set Recovery Question.”

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

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

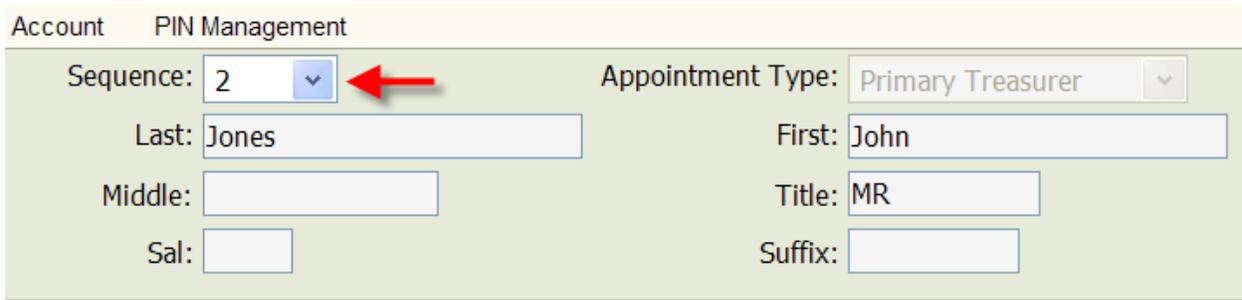
If the procedure was successful, **Answer Saved** will appear on the screen.

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 in a light green color. A red arrow points to the 'Treasurer' item.

Select the appropriate treasurer from the drop-down.



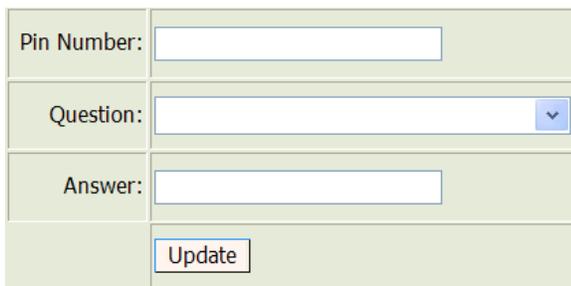
A form titled 'PIN Management' with a light green background. It contains several input fields and dropdown menus. The 'Sequence' dropdown is set to '2' and has a red arrow pointing to it. Other fields include 'Appointment Type' (set to 'Primary Treasurer'), 'Last' (Jones), 'First' (John), 'Middle',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

Select "Set Recovery Question."



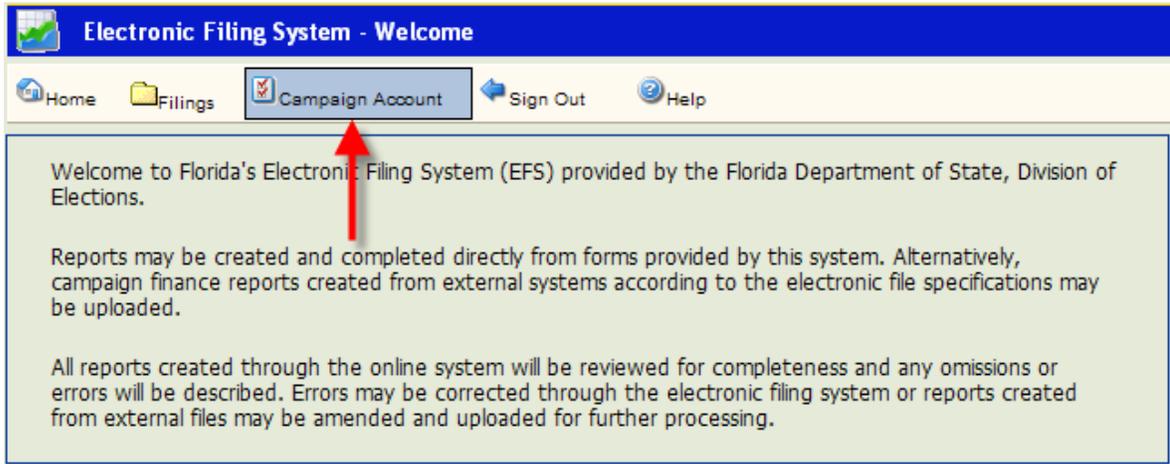
A form for setting a recovery question. It has three rows: 'Pin Number' with a text input field, 'Question' with a dropdown menu, and 'Answer' with a text input field. Below these fields is an 'Update' button.

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

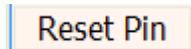


To recover the candidate PIN, click **PIN Management** and then "Recover Pin."

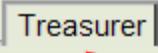


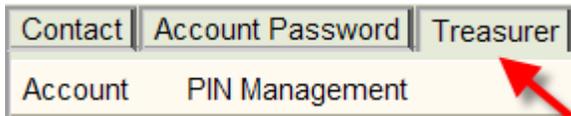
Question:	What is your child's name?
Answer:	<input type="text"/>
New PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
	<input type="button" value="Reset Pin"/>

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



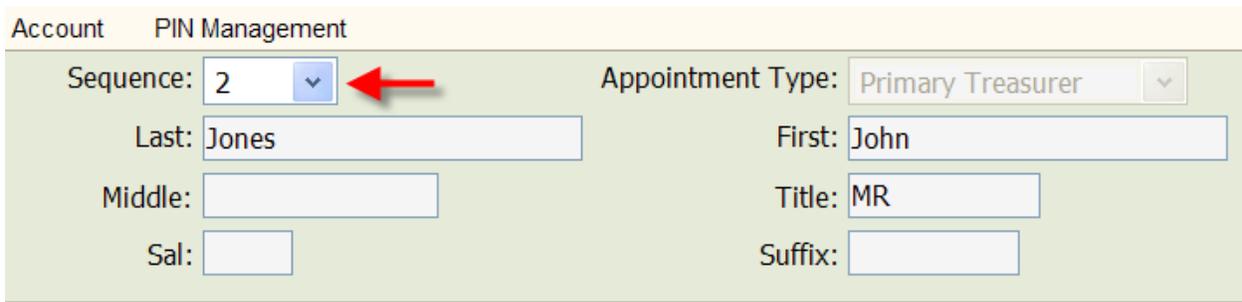
If the process was successful, **PIN Reset!** will appear on the screen.

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



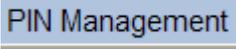
Contact Account Password Treasurer
Account PIN Management

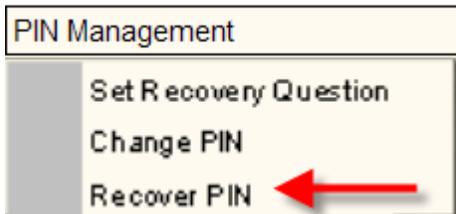
Select the appropriate treasurer from the drop-down.



Account PIN Management

Sequence: 2 Appointment Type: Primary Treasurer
Last: Jones First: John
Middle: Title: MR
Sal: Suffix:

Click  and the “Recover Pin.”

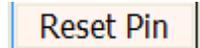


PIN Management

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"/>

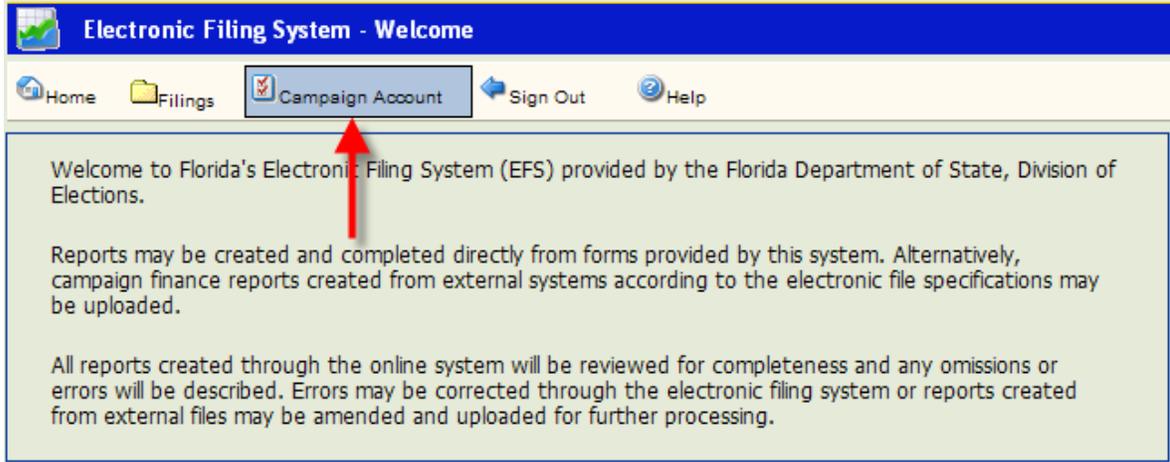
Type in the recovery question answer, a new PIN, confirm the PIN. Click on

.

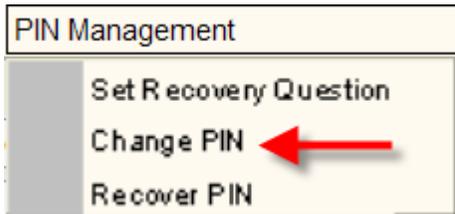
If the process was successful, **PIN Reset!** will appear on the screen.

Change a PIN

From the Welcome screen, click



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

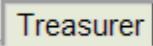


Account	PIN Management
Current PIN:	<input type="text"/>
New PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
	<input type="button" value="Update"/>

Type in current PIN. Type in the new PIN.

Confirm the new PIN. Click .

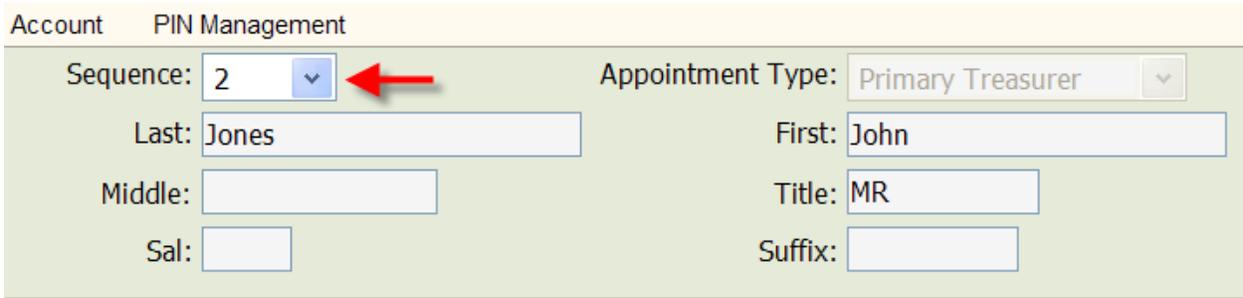
If the PIN change was successful, **PIN Updated!** will appear on the screen

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



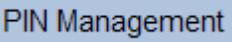
Contact Account Password Treasurer
Account PIN Management

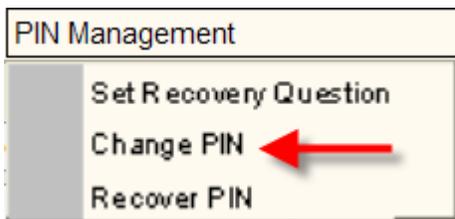
Select the appropriate treasurer from the drop-down.



Account PIN Management

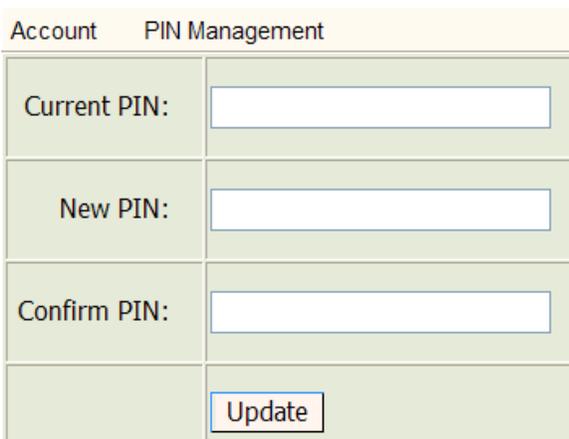
Sequence: 2 Appointment Type: Primary Treasurer
Last: Jones First: John
Middle: Title: MR
Sal: Suffix:

Click  and the “Change Pin.”



PIN Management

Set Recovery Question
Change PIN
Recover PIN



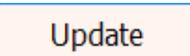
Account PIN Management

Current PIN:

New PIN:

Confirm PIN:

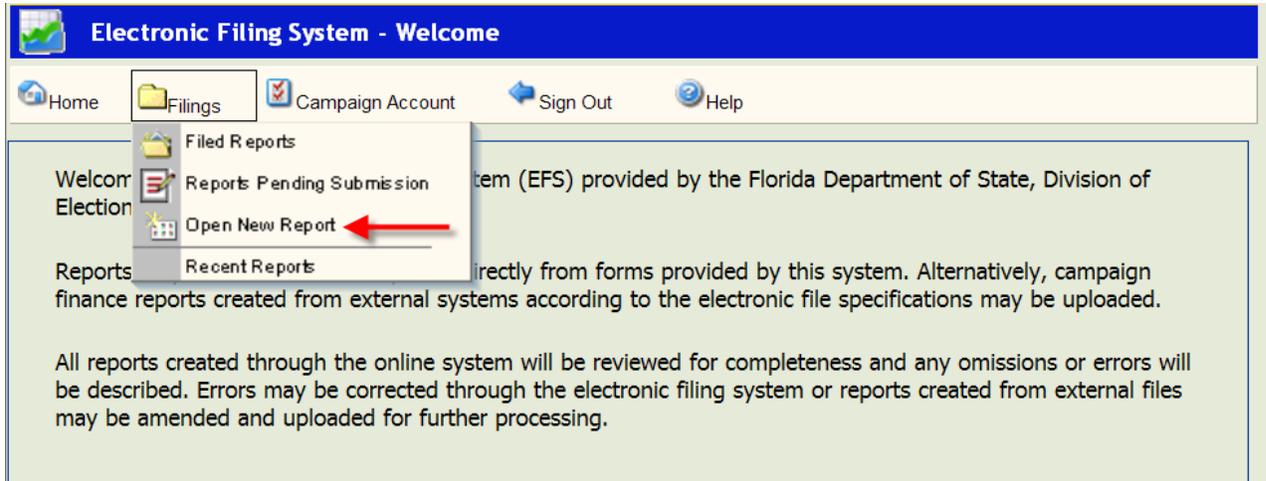
Type in current PIN. Type in new PIN.

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

From the Welcome Screen, 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** and select the report type that corresponds to the appropriate cover period and due date.

The **Cover Period** dates will automatically fill in based on the **Calendar of Election and Reporting Dates**. The end date can be changed for candidate termination reports.

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

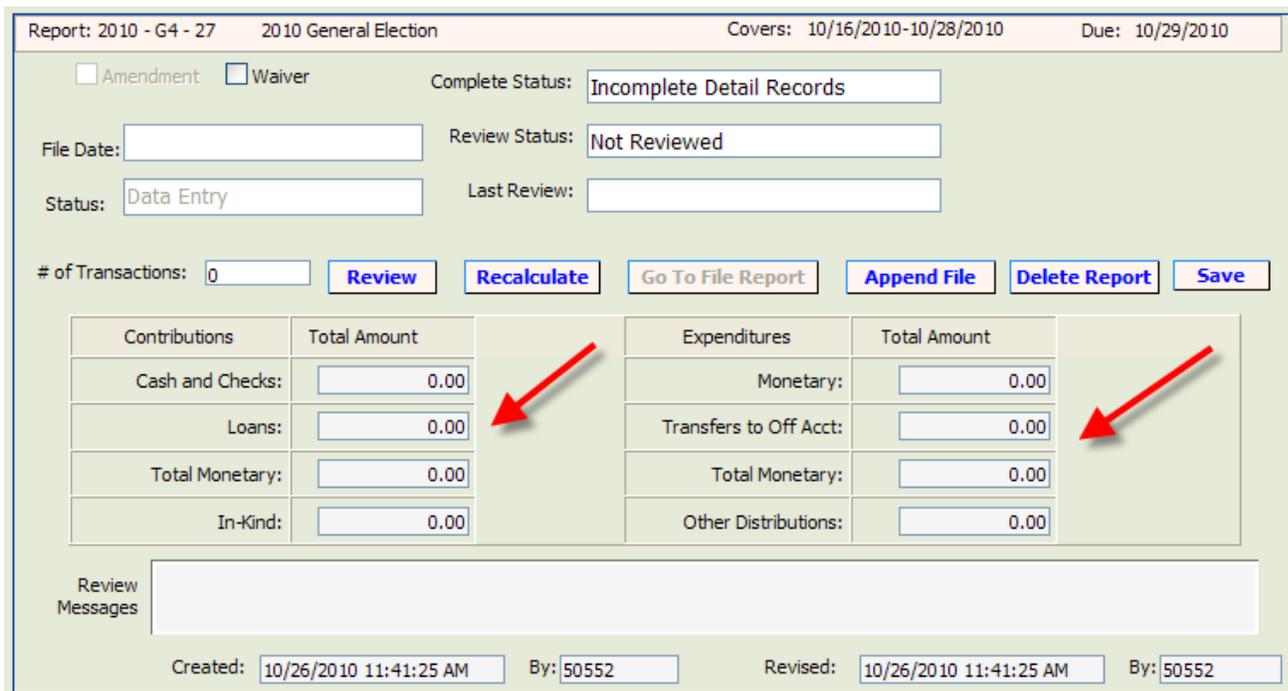
******NOTE******

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

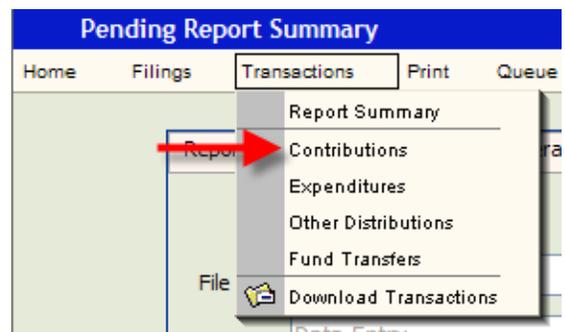
Enter Contributions

Click

Transactions

and then

Contributions



Click

New Record

Report: 2007 - Q1 - 29 Covers: 1/1/2007-3/31/2007 Due: 4/10/2007 Status: Not Reviewed

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

Go To Page Go To Record New Record

Seq	Date	Contributor	Amount	Contributor Type	Contribution Type	Amend Type	Errors
-----	------	-------------	--------	------------------	-------------------	------------	--------

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

Report: 2010 - G3 - 32 Covers: 10/2/2010-10/8/2010 Due: 10/15/2010 Status: Updated - Needs Review

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

Last Name, Suffix: _____

First, Middle Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contributor Type: _____

Contribution Type: _____

Occupation/Business: _____

In-kind Description: _____

Amount: \$0.00

Match Amt: \$0.00

Revised: 12/13/2010 11:06:57 AM 50552

New Copy Update Delete Undo Save Changes Go to Record

Contribution #: this field will be 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: if this is a business, the name 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 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.

Important – you must report contributions from the candidate using the contributor type "**Candidate to Themselves**" to avoid getting an error message for excessive contributions.

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

Cash – used 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 campaign or interest bearing accounts.

Loan – money that is loaned to the campaign rather than given outright.

Money Order - used to report the receipt of contribution by money order.

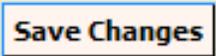
Refund – used to report bad checks or contributions returned (in whole or in part) to the contributor. **Refunds must always be entered as a negative amount.**

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).

Click  .

Report: 2010 - F2 - 57	Covers: 7/17/2010-7/30/2010	Due: 8/6/2010	Status: Updated - Needs Review
Contribution #: <input type="text" value="1"/>	Date: <input type="text" value="7/19/2010"/>	Amendment: <input type="text" value="Not Amended"/>	<input type="button" value="View Source: 0"/>
Last Name, Suffix: <input type="text" value="JOHNSON"/>			
First, Middle Name: <input type="text" value="JOHN"/>			
Address: <input type="text" value="123 OAK STREET"/>			
City: <input type="text" value="DALLAS"/>	State: <input type="text" value="Texas"/>	Zip: <input type="text" value="79070-"/>	
Contributor Type: <input type="text" value="Individual"/>			
Contribution Type: <input type="text" value="Check"/>			
Occupation/Business: <input type="text" value="ATTORNEY"/>			
In-kind Description: <input type="text"/>			
Amount: <input type="text" value="\$500.00"/>			
		Revised: <input type="text" value="8/18/2010 3:24:13 PM"/>	<input type="text" value="41703"/>
Transaction has been updated. Audit of report is required			
<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"/>	

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 38.) 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.

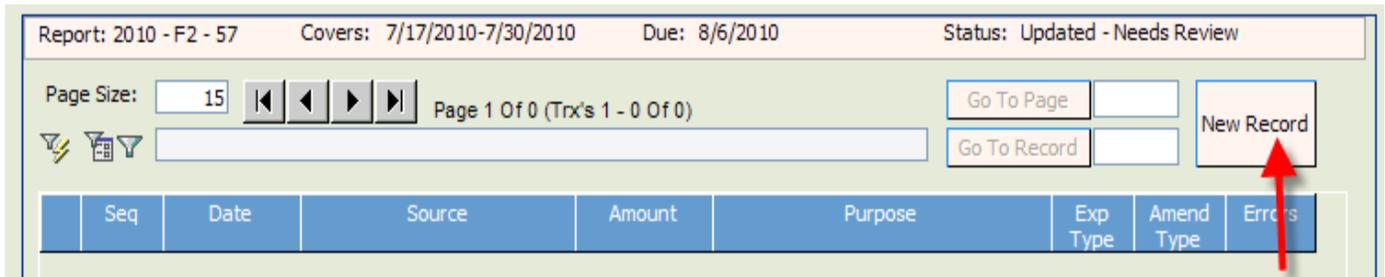
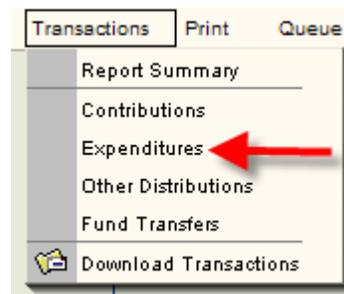
To enter the next contribution, click .

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

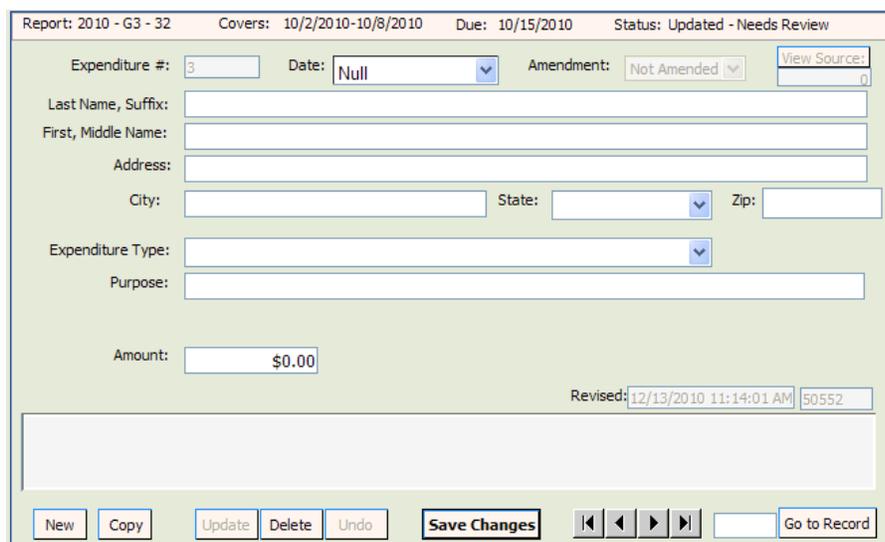
Enter Expenditures

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

Click **New Record**.



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

A screenshot of a software interface showing an 'Expenditure Detail' form. The form includes fields for: Expenditure #: 3, Date: Null, Amendment: Not Amended, View Source: 0, Last Name, Suffix, First, Middle Name, Address, City, State, Zip, Expenditure Type, Purpose, Amount: \$0.00, Revised: 12/13/2010 11:14:01 AM 50552. At the bottom are buttons: 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:** if this is a business, the name 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 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.

Credit Card Payment – this option will only appear for statewide candidates. Each purchase made with the credit card will be itemized under “Other Distribution Records” and linked to the Expenditure that represents payment of the credit card bill on which the purchase appears. See page 25 for further explanation on reporting credit card activity.

Disposition of Funds – used **only in the termination report** to report pro-rata refunds to contributors, donation of funds to charitable organizations, contributions to political parties, donation of funds to the State general revenue fund, or the return of funds to the state by matching funds candidates.

Monetary – general expenditure type used 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 – used to report the amount of petty cash that has been withdrawn during a reporting time period.

Prepaid 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 29 for further explanation on pre-paid distributions.

Refund – used 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: Candidate Smith paid for the cost of printing campaign signs with his own money. A check to reimburse him for

the cost would be coded as a “Reimbursement.” See page 32 for further explanation on reimbursement activity.

Transfer to Office Account – candidates that are elected may transfer money to an office account.

Purpose: enter a description of the expenditure. Example: Food and Beverage

Amendment: defaults to **Not Amended**.

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

Complete **all** fields and then click **Save Changes**. To enter the next expenditure, click **New**.

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

Expenditure #: 2 Date: Null Amendment: Not Amended View Source: 0

Last Name, Suffix: TARGET PRINTING

First, Middle Name:

Address: 514 MAIN STREET

City: TALLAHASSEE State: Florida Zip: 32303-

Expenditure Type: Monetary

Purpose: CAMPAIGN FLYERS

Amount: \$1,000.00

Revised: 8/18/2010 3:43:27 PM 50552

Transaction has been updated. Audit of report is required

New Copy Update Delete Undo Save Changes Go to Record

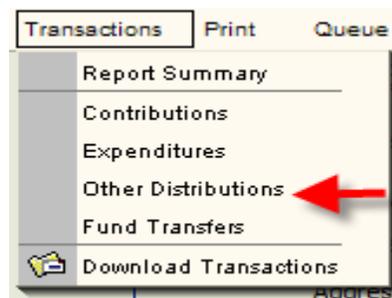
Note: Notice the statement in the **Review Messages** box in red. This statement will appear until the report has been reviewed by the system. (See page 38.) After the report has been reviewed, this box will be blank or will have a specific error message if information is incomplete or not in compliance with Chapter 106, Florida Statutes.

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

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

Seq	Date	Source	Amount	Purpose	Exp Type	Amend Type	Errors

Report: 2009 - Q4 - 25 Covers: 10/1/2009-12/31/2009 Due: 1/11/2010 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:

The **Other Distribution Detail** screen will be blank. Populate the fields as explained below.

Distribution #: 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). If a business or committee, enter the entire name in the **Last Name** field.

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 **Not in Country** at the bottom of the drop down list.

Zip: enter zip code.

Distribution Type:

Credit Card Payment – this option will **only** appear for statewide candidates. Each purchase made with the credit card will be itemized under “Other Distribution Records” and linked to the Expenditure that represents payment of the credit card bill on which the purchase appears. **See page 25 for further explanation on reporting credit card activity.**

NOTE: Credit card bills must be paid in full upon receipt.

Prepaid Distribution – used 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 pre-paid expenditure as they occur. **See page 29 for additional information.**

Reimbursement – itemizes reimbursement for authorized expenses made in connection with the campaign. Example: Candidate Smith paid for the cost of printing campaign signs with his own money. The signs were purchased at ABC Printing. This entry would provide the name and address of ABC Printing and how much was spent. It will be related to an expenditure showing reimbursement to the candidate. **See page 32 for additional information.**

Purpose: enter the purpose of the distribution. Example: newspaper ad.

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

Enter all information and then click .

Report: 2009 - Q4 - 25		Covers: 10/1/2009-12/31/2009		Due: 1/11/2010		Status: Updated - Needs Review	
Distribution Seq #:	<input type="text" value="2"/>	Date:	<input type="text" value="10/13/2009"/>	Amendment:	<input type="text" value="Not Amended"/>	<input type="text" value="0"/>	
Last Name, Suffix:	<input type="text" value="ABC PRINTING"/>						
First, Middle Name:	<input type="text"/>						
Address:	<input type="text" value="123 MAIN STREET"/>						
City:	<input type="text" value="GAINESVILLE"/>	State:	<input type="text" value="Florida"/>	Zip:	<input type="text" value="32640-"/>		
Distribution Type:	<input type="text"/>						
Purpose:	<input type="text" value="CAMPAIGN SIGNS"/>						
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="\$1,500.00"/>						
Contribution Limits	<input type="checkbox"/>						
Revised:	<input type="text" value="8/18/2010 3:57:09 PM"/>						<input type="text" value="50552"/>
Transaction has been updated. Audit of report is required							
<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"/>	

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 38.) 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 .

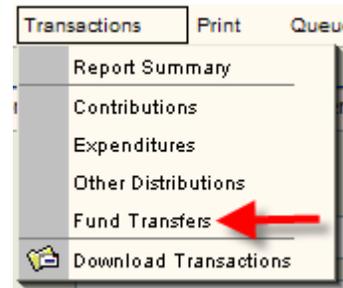
Continue adding Other Distributions as necessary. Upon completion of each entry, **you must save the data by clicking** .

Enter Fund Transfers

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

Click **Transactions** and then **Fund Transfers**.

Click **New Record**.



A screenshot of a report header and navigation area. The header shows 'Report: 2010 - F2 - 57', 'Covers: 7/17/2010-7/30/2010', 'Due: 8/6/2010', and 'Status: Updated - Needs Review'. Below the header are navigation controls including 'Page Size: 15', 'Page 1 Of 0 (Trx's 1 - 0 Of 0)', 'Go To Page', 'Go To Record', and a 'New Record' button. A red arrow points to the 'New Record' button.

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

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

A screenshot of the 'Fund Transfer 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 several input fields: 'Transfer #: 1', 'Date: Null', 'Amendment: Not Amended', 'Entity Name:', 'Address:', 'City:', 'State:', 'Zip:', 'Transfer Type: From To Missing', 'Nature Of Account:', 'Amount: \$0.00', 'Review Messages:', and 'Revised: 12/13/2010 2:51:39 PM 109'. At the bottom are buttons for '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 . Continue adding Funds Transfers as necessary. Upon completion of each entry, **you must save the data by clicking** .

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

Transfer #: Date: Amendment:

Entity Name:

Address:

City: State: Zip:

Transfer Type: From To Missing

Nature Of Account:

Amount:

Review Messages: 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. 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.

Report Credit Card Activity

Pursuant to section 106.125, Florida Statutes, only statewide candidates (Governor and Cabinet) may obtain campaign credit cards. The credit cards may be used **only** for **travel related expenses**.

Each time a credit card is used, there will be an entry in Other Distributions documenting the activity. Credit card activity is reported during the reporting period that it occurs. This may be, but is not always, the same reporting period that the expenditure for the credit card payment occurs. Once the expenditure (credit card payment) is made, the Other Distributions (credit card activity) must be “linked” to the Expenditure.

Enter Credit Card Activity in Other Distributions:

Each time the credit card is used, create an “Other Distributions” record (See instructions beginning on page 20.) The date for the record will be the date of the credit card purchase. For “Distribution Type,” choose **Credit Card Purchase**.

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

Distribution Seq #: 3 Date: 10/23/2009 Amendment: Not Amended View Source: 0

Last Name, Suffix: Hilton Resort

First, Middle Name:

Address: 1700 Parkway Boulevard

City: Pensacola State: Florida Zip: 33612-

Distribution Type: **Credit Card Purchase** ←

Purpose: Lodging

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

Amount: \$150.00

Contribution Limits

Revised: 8/19/2010 10:40:21 AM 50552

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

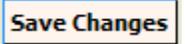
Enter all information and then click **Save Changes**. Repeat the process for each credit card purchase.

Enter Credit Card Payment in Expenditures:

To document payment of the credit card bill, create an “Expenditures” record for the payment. (See page 17 for instructions on creating an expenditures record.) For Expenditure Type, select **Credit Card Payment**.

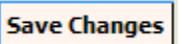
The purpose would be the month of the credit card statement. Example: November Statement.

Enter the amount of the Expenditure in the **Amount** field.

Enter all information and then click .

Report: 2009 - Q4 - 25	Covers: 10/1/2009-12/31/2009	Due: 1/11/2010	Status: Updated - Needs Review
Expenditure #: <input type="text" value="1"/>	Date: <input type="text" value="11/18/2009"/>	Amendment: <input type="text" value="Not Amended"/>	<input type="button" value="View Source:"/>
Last Name, Suffix: <input type="text" value="AMERICAN EXPRESS"/>			
First, Middle Name: <input type="text"/>			
Address: <input type="text" value="5689 POST OAK BOULEVARD"/>			
City: <input type="text" value="HOUSTON"/>	State: <input type="text" value="Texas"/>	Zip: <input type="text" value="77063-"/>	
Expenditure Type: <input type="text" value="Credit Card Payment"/>	<input type="button" value="Distribution Links"/>		
Purpose: <input type="text" value="NOVEMBER STATEMENT"/>			
Amount: <input type="text" value="\$1,000.00"/>	Distr: <input type="text" value="80.00"/>		
Credit Card - Monthly Activity Amount: <input type="text" value="\$0.00"/>	Revised: <input type="text" value="8/19/2010 10:46:20 AM"/>	<input type="text" value="50552"/>	
<div style="border: 1px solid red; padding: 5px; color: red;">Transaction has been updated. Audit of report is required</div>			
<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. For “**Credit Card – Monthly Activity Amount**,” enter the total amount of credit card purchases for that particular statement period. The “Amount” field and “Credit Card -Monthly Activity Amount” field should always be the same.

Click .

Link the Credit Card Payment to the Credit Card Transactions:

On the Expenditure sequence that documents the credit card payment, 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:

Last Name, Suffix:

First, Middle Name:

Address:

City: State: Zip:

Expenditure Type:

Purpose:

Amount: Distr:

Credit Card - Monthly Activity Amount: Revised:

Transaction has been updated. Audit of report is required

Click on the radio button "Not Linked" This will take you to a listing of all credit card **purchases** that have not been yet been linked to a credit card **payment**.

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

Date: Name:

Amount: Purpose:

Credit Amt: ExpType:

Calc Distr.: Pending Not Linked Invalid Uploads Linked Seq:

		Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose
Create Link	21	2009	Q1	8	Pending	03/07/2009	CCP	\$29.97		1 & 1 INTERNET, INC.	EMAIL SERVICE
Create Link	21	2009	Q1	11	Pending	03/07/2009	CCP	\$65.47		AMAZON.COM	EDUCATION
Create Link	21	2009	Q1	55	Pending	03/07/2009	CCP	\$65.47		AMAZON.COM	EDUCATION
Create Link	15	2008	F3	1	Filed	08/04/2008	CCP	\$305.00		AMERICAN AIRLINES	TAMPA TRIP
Create Link	17	2008	G2	7	Filed	09/22/2008	CCP	\$66.00		COMCAST	PHONE AND INTERNET

Click [Create Link](#) by each of the credit card purchases that you wish to link to the credit card payment. Click on [Calc Distr.](#) to determine the total amount of credit card activity that is currently linked to a payment. After all credit card activity has been linked, the totals in the “Amount,” “Credit Amt,” and “Cal Distr.” fields should be equal.

To verify the activity that has been linked to an Expenditure, go to the Expenditure and 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:

Credit Card - Monthly Activity Amount: Revised:

Transaction has been updated. Audit of report is required

[New](#) [Copy](#) [Update](#) [Delete](#) [Undo](#) [Save Changes](#) [Go to Record](#)

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

Date: Name:

Amount: Purpose:

Credit Amt: ExpType:

[Calc Distr.](#) Pending Not Linked Invalid Uploads Linked Seq: [Go to Expenditure](#)

	Link Type	Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose
Remove Link		25	2009	Q4	2	Pending	10/13/2009	CCP	\$1,500.00	ABC PRINTING	CAMPAIGN SIGNS
Delete Tranx	ADD	15	2008	F3	1	Filed	08/04/2008	CCP	\$305.00	AMERICAN AIRLINES	TAMPA TRIP
Delete Tranx	ADD	17	2008	G2	7	Filed	09/22/2008	CCP	\$66.00	COMCAST	PHONE AND INTERNET
Delete Tranx	ADD	18	2008	G3	6	Pending	10/25/2008	CCP	\$80.00	ENTERPRISE CAR RENTAL	CAR RENTAL

Everything that is currently linked to this 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.

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 instructions on creating an expenditure record.) For Expenditure Type, choose **Prepaid Distribution**.

Enter all information and then click **Save Changes**. The screen will refresh as shown below:

The screenshot shows a web-based form for entering an expenditure record. At the top, it displays report information: "Report: 2009 - Q4 - 25", "Covers: 10/1/2009-12/31/2009", "Due: 1/11/2010", and "Status: Updated - Needs Review". The form fields are as follows:

- Expenditure #: 2
- Date: 10/21/2009
- Amendment: Not Amended
- View Source: 0
- Last Name, Suffix: JOHNSON'S CONSULTING, INC.
- First, Middle Name: (empty)
- Address: 514 MAIN STREET
- City: TALLAHASSEE
- State: Florida
- Zip: 32303-
- Expenditure Type: Prepaid Distribution (highlighted with a red arrow)
- Distribution Links: (button)
- Purpose: MEDIA CONSULTING
- Amount: \$10,000.00
- Distr: 0.00
- Revised: 3/19/2010 11:29:59 AM
- 50552

A red message box at the bottom states: "Transaction has been updated. Audit of report is required". At the bottom of the form, 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 (see page 20 for instructions on creating an Other Distributions record) are created and linked to the original expenditure.

For Distribution type, select Prepaid Distribution.

Report: 2009 - Q3 - 2 Covers: 7/1/2009-9/30/2009 Due: 10/13/2009 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: * Record has been amended * Revised:

Contribution Limits

Enter all information and then click Save Changes. The screen will refresh and Link Exp will appear.

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

Click on Link Exp.

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

Date: Name:

Amount: Purpose:

Seq: Dis Type:

	Rpt	ElecID	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose	tdPurp
Remove Link	25	20101102-GEN	2009	Q4	2	Pending	10/21/2009	PPD	\$10,000.00		JOHNSON'S CONSULTING, INC.	MEDIA CONS
Link to Exp	21	20101102-GEN	2009	Q1	21	Pending	03/08/2009	PPD	\$66.00		BASCOM JUDITH	TELEPHONE
Link to Exp	20	20101102-GEN	2008	Q4	9	Filed	12/27/2008	PPD	\$569.08		JL & ASSOC. CONSULTING	EXPENSES
Link to Exp	13	20101102-GEN	2008	F1	2	Filed	04/04/2008	PPD	\$381.47		STOLTZ GAIL	CONSULTAN
Link to Exp	13	20101102-GEN	2008	F1	19	Filed	06/11/2008	PPD	\$66.00		BASCOM JUDITH	INTERNET A
Link to Exp	13	20101102-GEN	2008	F1	23	Filed	07/03/2008	PPD	\$326.37		LOPES JULIA	EXPENSES
Link to Exp	13	20101102-GEN	2008	F1	26	Filed	07/06/2008	PPD	\$125.01		BASCOM JUDITH	EXPENSES

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 pre-paid expenditure.

Report Reimbursements

Reimbursements are used to report authorized expenses incurred in connection with the campaign that are not otherwise reported as direct expenditures. Each time a candidate or other person authorized to make an expenditure on behalf of the campaign 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: 2009 - Q4 - 25	Covers: 10/1/2009-12/31/2009	Due: 1/11/2010	Status: Updated - Needs Review
Distribution Seq #: <input type="text" value="1"/>	Date: <input type="text" value="10/20/2010"/>	Amendment: <input type="text" value="Not Amended"/>	View Source: <input type="text" value="0"/>
Last Name, Suffix: <input type="text" value="Shell Oil"/>			
First, Middle Name: <input type="text"/>			
Address: <input type="text" value="5678 Thomasville Road"/>			
City: <input type="text" value="Tallahassee"/>	State: <input type="text" value="Florida"/>	Zip: <input type="text" value="32312-"/>	
Distribution Type: <input type="text" value="Reimbursement"/>			
Purpose: <input type="text" value="Gas"/>			
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="\$48.57"/>	Revised: <input type="text" value="8/18/2010 3:52:15 PM"/>		
Contribution Limits <input type="checkbox"/>	<input type="text" value="50552"/>		
<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"/>	

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**.

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

Expenditure #: 5 Date: Null Amendment: Add Detail Re View Source: 0

Last Name, Suffix: Doe

First, Middle Name: JOhn

Address: Rt 3 Box 32B

City: Small Town State: Florida Zip: 32541-

Expenditure Type: Reimbursement ←

Purpose: reimbursement for travel expenses

Amount: \$300.00 * Record has been amended *

Revised: 12/28/2010 4:32:05 PM 50552

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

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

Link the Purchases to the Expenditure for Reimbursement

On the Expenditure sequence that documents the reimbursement payment, click on

Distribution Links

Click on the radio button “Not Linked.”

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
-----------	-----	-------------	-------------	-----	-------------	------------	------	--------	------	---------

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

New Copy Update Delete Undo Save Changes Go to Record

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:

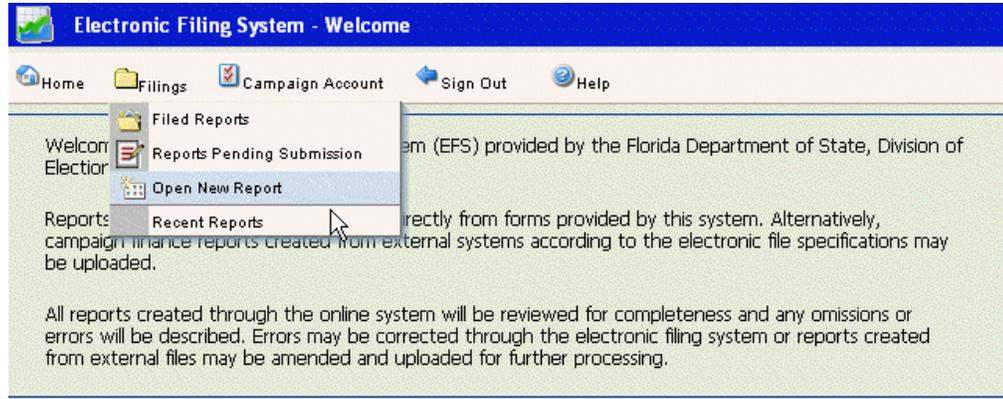
Calc Distr. Pending Not Linked Invalid Uploads Linked Seq: Go to Expenditure

	Link Type	Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose
➔ Remove Link		25	2009	Q4	<u>1</u>	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

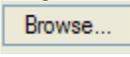
If you have linked a purchase in error, click on Remove Link (for pending links) or Delete Tranx (for filed links) to remove the link.

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.

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

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.

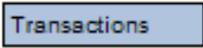
Click Apply. Click OK.

Save file under new name.

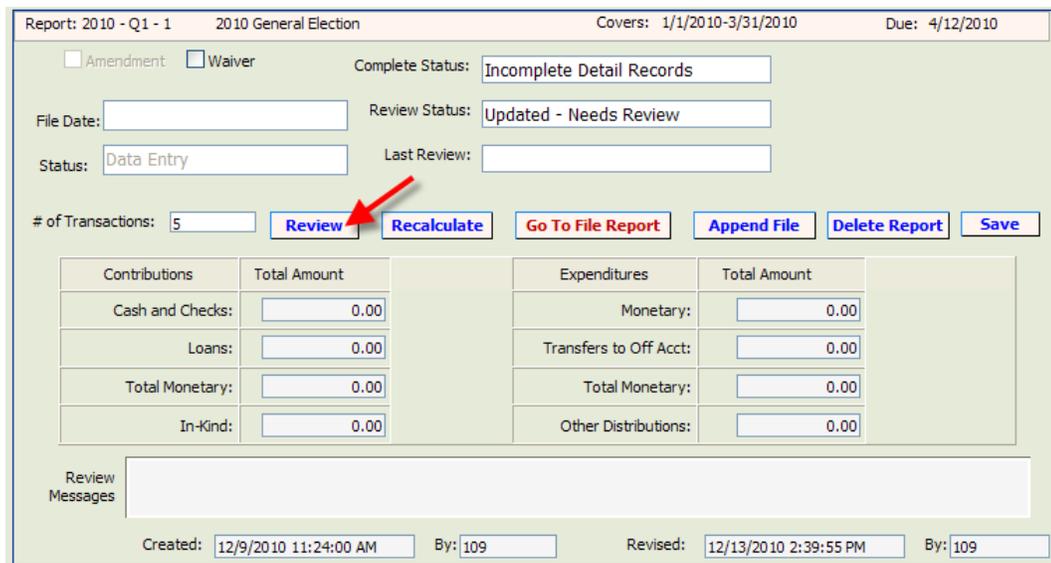
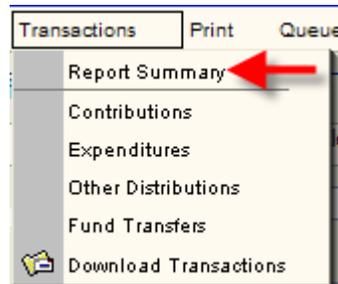
Review Data for Errors

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.

Go to the Pending Report Summary

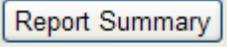
page by clicking on 

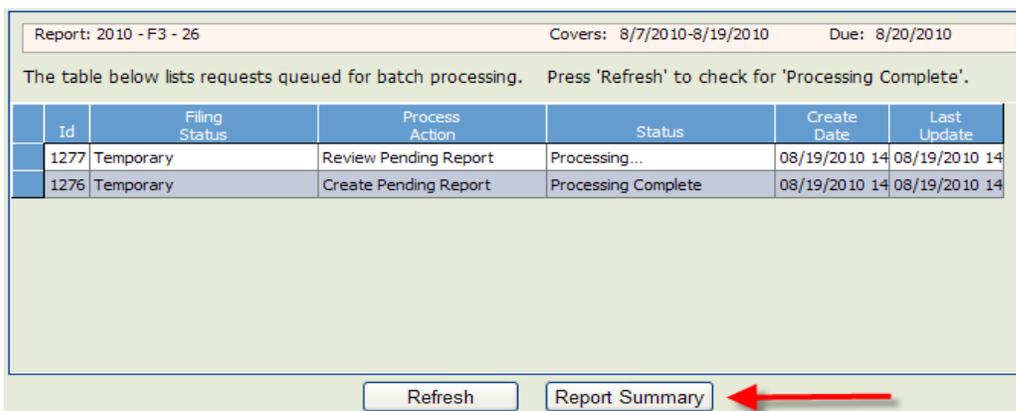
and then .



A screenshot of the 'Pending Report Summary' page. At the top, it shows 'Report: 2010 - Q1 - 1', '2010 General Election', 'Covers: 1/1/2010-3/31/2010', and 'Due: 4/12/2010'. Below this are checkboxes for 'Amendment' and 'Waiver', and a 'Complete Status' dropdown set to 'Incomplete Detail Records'. There are input fields for 'File Date', 'Review Status' (set to 'Updated - Needs Review'), 'Status' (set to 'Data Entry'), and 'Last Review'. A row of buttons includes '# of Transactions: 5', 'Review' (highlighted with a red arrow), 'Recalculate', 'Go To File Report', 'Append File', 'Delete Report', and 'Save'. Below the buttons are two tables for 'Contributions' and 'Expenditures', each with 'Total Amount' columns and input fields. At the bottom, there is a 'Review Messages' text area and a 'Created'/'Revised' section with timestamps and user IDs.

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

To return to the Report Summary page, click on .



A screenshot of a batch processing table. At the top, it shows 'Report: 2010 - F3 - 26', 'Covers: 8/7/2010-8/19/2010', and 'Due: 8/20/2010'. Below this is a text instruction: 'The table below lists requests queued for batch processing. Press 'Refresh' to check for 'Processing Complete''. The table has columns: 'Id', 'Filing Status', 'Process Action', 'Status', 'Create Date', and 'Last Update'. There are two rows of data. At the bottom, there are 'Refresh' and 'Report Summary' buttons, with a red arrow pointing to the 'Report Summary' button.

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

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

Transactions

and then **Contributions**.

Transactions Print Queue

- Report Summary
- Contributions** ←
- Expenditures
- Other Distributions
- Fund Transfers
- Download Transactions

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 Navigation icons Go to Record

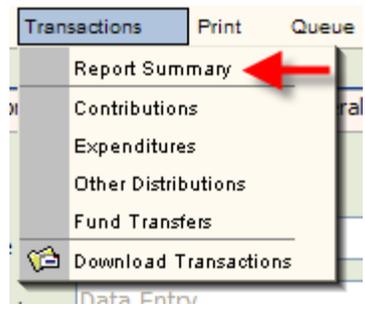
Correct the errors and then click on **Save Changes**.

After correcting all errors, the report must be

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

then 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: **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: By: Revised: By:

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 49 for instructions on accessing pending reports).

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

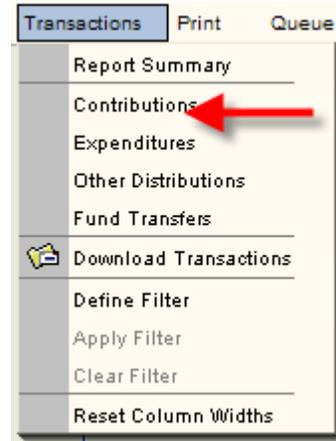
Note: If report is voluminous, see page 42 for instructions on creating an error filter.

Create an Error Filter

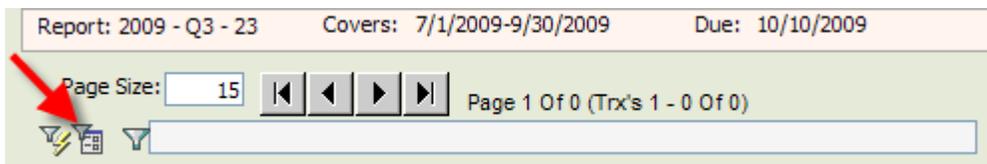
If a report is voluminous, locating errors must be done by creating an error filter.

To create an error report for contributions,

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 0 (zero).

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

A screenshot of a dialog box titled 'Filter Expenditures'. It has three input fields: 'Select Column to Search' with a dropdown menu showing 'Audit Count', 'Select Type of Comparison' with a dropdown menu showing 'Is Greater Than', and 'Enter value to compare' with a text box containing '0'. Below these fields are three buttons: 'Add to Filter', 'Clear', and 'Apply Filter'. At the bottom, there is a text area labeled 'Filter Criteria' containing the text '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 38 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 **Review** **Recalculate** **Go To File Report** **Append File** **Delete Report** **Save**

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 **Go To File Report**.

The **candidate** enters his or her **PIN**, and then selects **Report Approved**

NOTE: A PIN is the same as your signature attesting to the validity of the report.

Step 1: Enter the candidate/chairperson PIN.

Step 2: Select the 'Report Approved' button.

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

Review Status: Reviewed

Original Amended

Waiver

PIN for Candidate/Chairperson: **Report Approved** ←

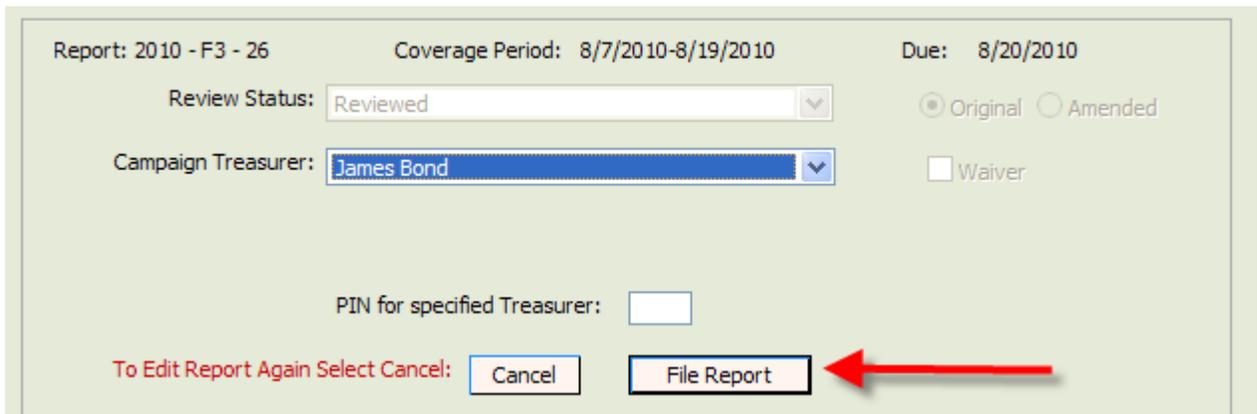
If there is more than one treasurer, click on the drop down and select the treasurer that is filing the report.



Campaign Treasurer: James Bond [v] Waiver

A red arrow points to the dropdown arrow on the right side of the 'James Bond' selection.

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



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

Review Status: Reviewed [v] Original Amended

Campaign Treasurer: James Bond [v] Waiver

PIN for specified Treasurer:

To Edit Report Again Select Cancel: 

IMPORTANT NOTE: If changes need to be made after a candidate enters his PIN, the treasurer must undo the candidate's PIN validation before the system will allow changes. See page 48 for instructions.

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.

Make Changes to the Report after Candidate Enters PIN

If changes need to be made **after** a candidate approves a report by entering his PIN, the treasurer must “cancel the filing” before the system will allow changes.

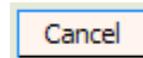
If there is more than one treasurer, click on the drop down and select the appropriate treasurer.



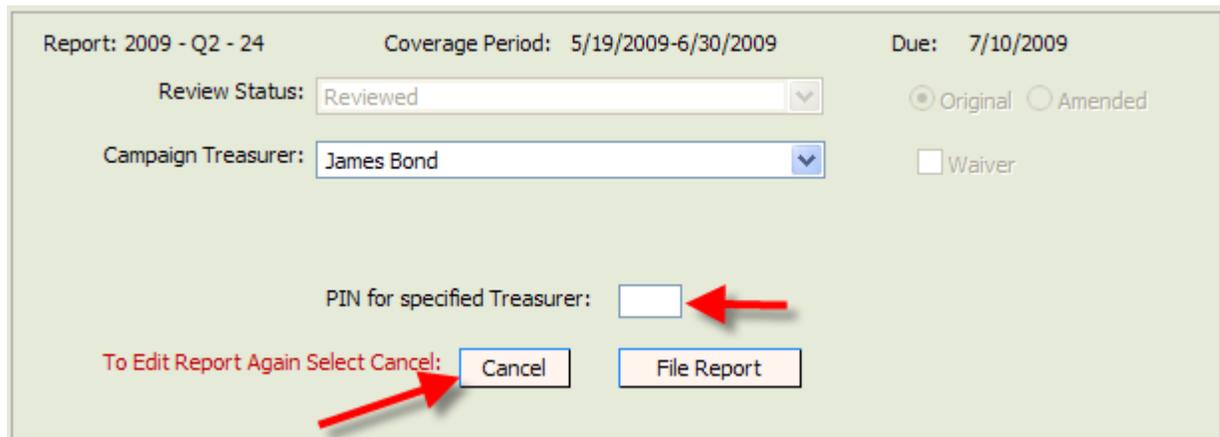
Campaign Treasurer: James Bond

A red arrow points to the dropdown arrow on the right side of the menu.

After selecting the treasurer’s name, enter the PIN and click



Cancel



Report: 2009 - Q2 - 24 Coverage Period: 5/19/2009-6/30/2009 Due: 7/10/2009

Review Status: Reviewed

Campaign Treasurer: James Bond

PIN for specified Treasurer:

To Edit Report Again Select Cancel:

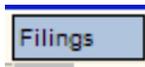
Original Amended Waiver

Red arrows point to the PIN input field and the Cancel button.

This will re-open the report to allow changes.

Access a Pending Report

From the Welcome page, click



Electronic Filing System - Welcome

Home Filings Campaign Account Sign Out Help

Welcome to Florida's Electronic Filing System (EFS) provided by the Florida Department of State, Division of Elections.

Reports may be created and completed directly from forms provided by this system. Alternatively, campaign finance reports created from external systems according to the electronic file specifications may be uploaded.

All reports created through the online system will be reviewed for completeness and any omissions or errors will be described. Errors may be corrected through the electronic filing system or reports created from external files may be amended and uploaded for further processing.

Select



Electronic Filing System - Welcome

Home Filings Campaign Account S

- Filed Reports
- Reports Pending Submission
- Open New Report
- Recent Reports

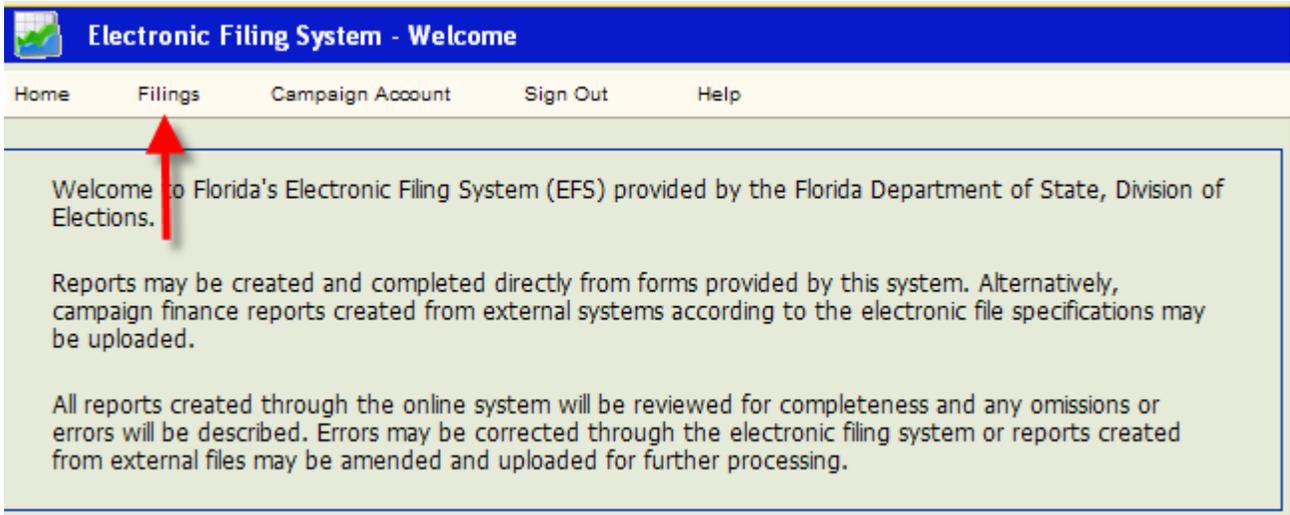
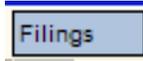
Click on the Sequence number of the report you wish to access.

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

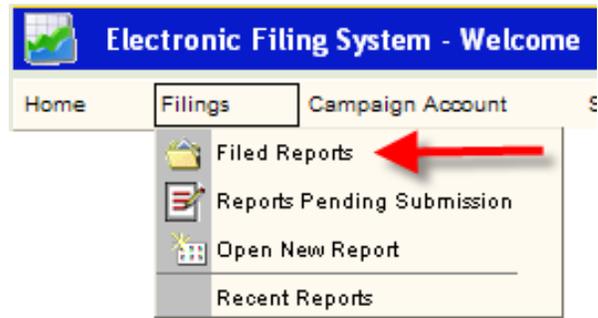
Amend a Report

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 by direct entry through the EFS or by file upload.

From the Welcome page, click

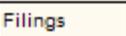


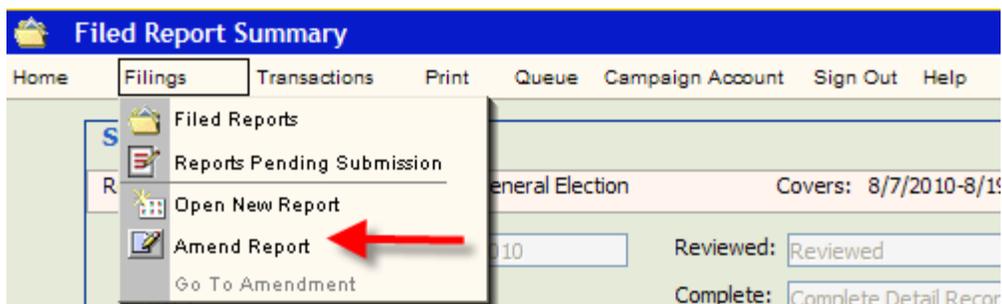
Select

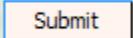


Click on the Sequence number of the report to be amended.

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 .

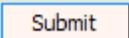
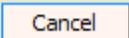


Click on .

Report to Amend
Report: 2010 - F3 - 26 Coverage Period: 8/7/2010-8/19/2010 Due: 8/20/2010

Election: 20101102-GEN Special Election Report Waiver

The above referenced report has been selected for amendment. The amendment procedure will transfer all activity for this report into a temporary work area that will enable you to add, update or delete individual transactions. When you have completed amending the report, you must 'File' the working copy using the online filing system. Select the 'Submit' button to create the amendment.

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: 43605

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:

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

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

Populate the fields and

then click

Save Changes

Report: 2010 - Q1 - 1 Covers: 1/1/2010-3/31/2010 Due: 4/12/2010 Status: Updated - Needs Review

Contribution #: 3 Date: Null Amendment: Not Amended View Source: 0

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

Contributor Type: _____
Contribution Type: _____
Occupation/Business: _____
In-kind Description: _____

Amount: \$0.00

Revised: 12/14/2010 12:28:04 PM 109

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

Click

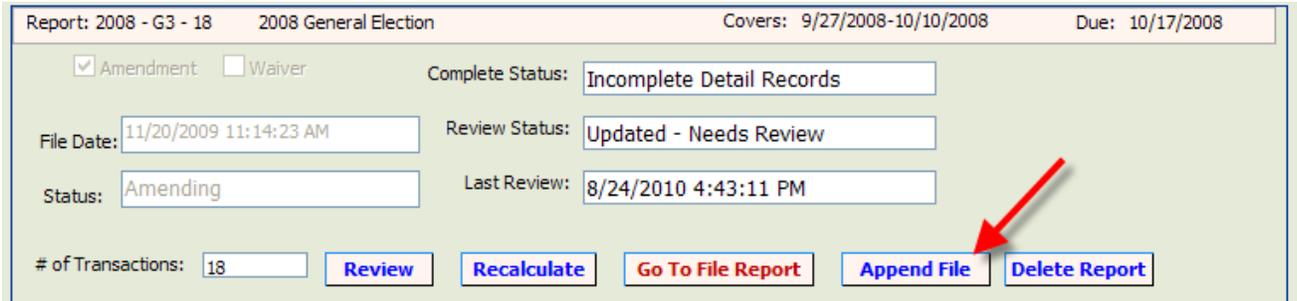
Delete

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:

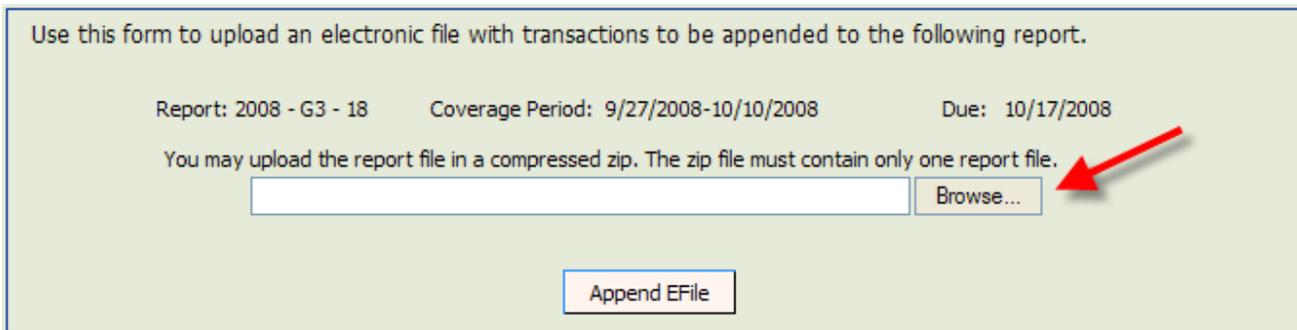
File Date: Review Status:

Status: Last Review:

of Transactions:

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

Click on .

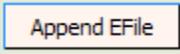


Use this form to upload an electronic file with transactions to be appended to the following report.

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

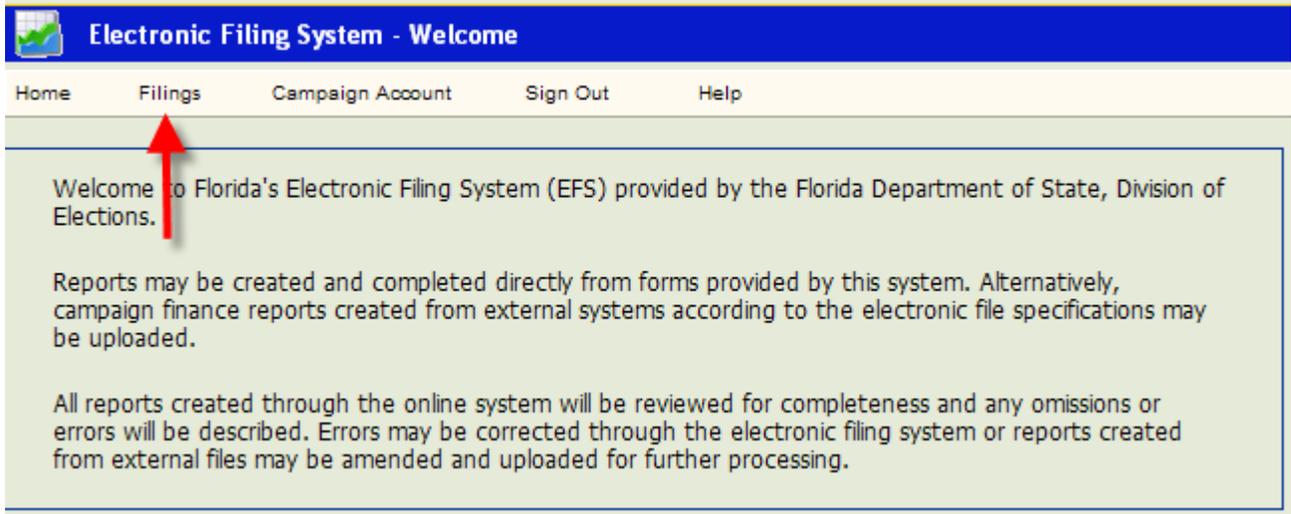
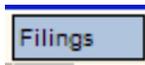
You may upload the report file in a compressed zip. The zip file must contain only one report file.

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

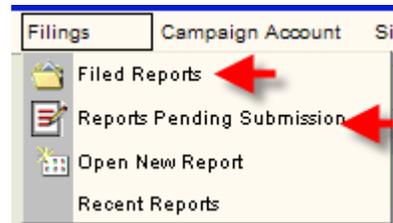
Select file to be uploaded and click on .

Print a Report

From the Welcome page, click



Select Filed Reports to print reports that have already been filed or Reports Pending Submission for reports that are still in a pending status.



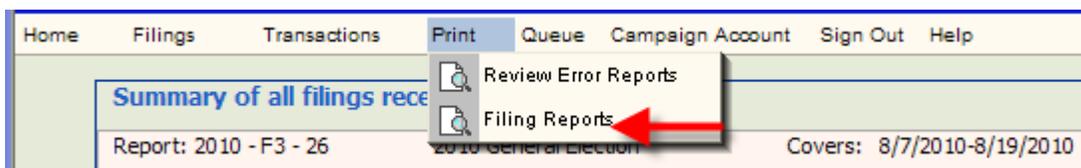
Select the report you wish to print by clicking on the report sequence number.

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



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

Click

Run Report(s)

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	

Adobe Get Adobe Reader

View Report Status
View Filed Reports
View Report Summary

Run Report(s) Refresh

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

Refresh

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

Run Report(s) Refresh

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

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, Committee or Party Name		(2) 41703 I.D. Number	
(3) PO Box 187 Address (number and street)		Tallahassee City	FL 32303 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 CCE 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	Report Type: F1
<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/PFTY Only)	
X Signature		X Signature	