

**Department of State  
Division of Elections**

# **Political Committee 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**

**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 political committee 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 committee chairperson is provided an initial password to gain entry to the EFS. Upon logging into the system for the first time, the user will be prompted to change it.

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

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

**FIRST**, data is created or uploaded to the system. At this point it is a **pending** report.

**SECOND**, the user submits the pending report for review by the system for correctness and completeness. Errors can be corrected in pending reports via the EFS or by uploading additional data.

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

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

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

Department of State  
Division of Elections  
R.A. Gray Building, Room 316  
500 South Bronough Street  
Tallahassee, FL 32399-0250

**EFS HELP LINE: [850-245-6280](tel:850-245-6280)**

# Access the EFS

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

Enter the Committee **ID Number** .

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

Click  .



The screenshot shows the login interface for the Campaign Finance Online reporting system. The header includes the Florida Department of State and Division of Elections, with the URL <http://www.dos.state.fl.us>. The main content area features the text "Campaign Finance Online" and "Online Reporting System" next to a clock icon. A 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 "Sign In" and "Recover password" buttons. 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), website (<http://election.dos.state.fl.us>), and email ([efs@dos.state.fl.us](mailto:efs@dos.state.fl.us)).

# Passwords and PINs

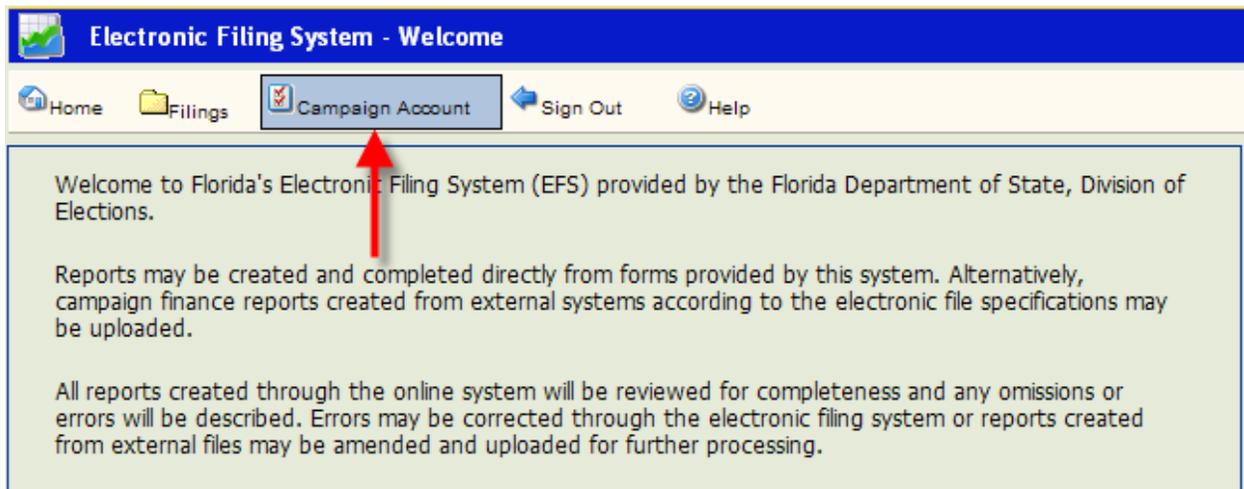
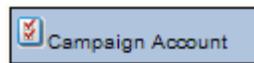
Access to the system is gained by using the DOE assigned **Identification (ID) Number** and **Password**. The chairperson is provided an **initial** password to gain entry to the EFS. Upon logging into the system for the first time, the user will be prompted to change the password. Passwords must contain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

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

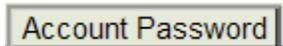
## Set a Password Recovery Question

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

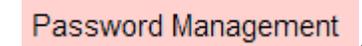
From the Welcome screen, click



Click



Click



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

Click **Set Recovery Question**

Type in the password.

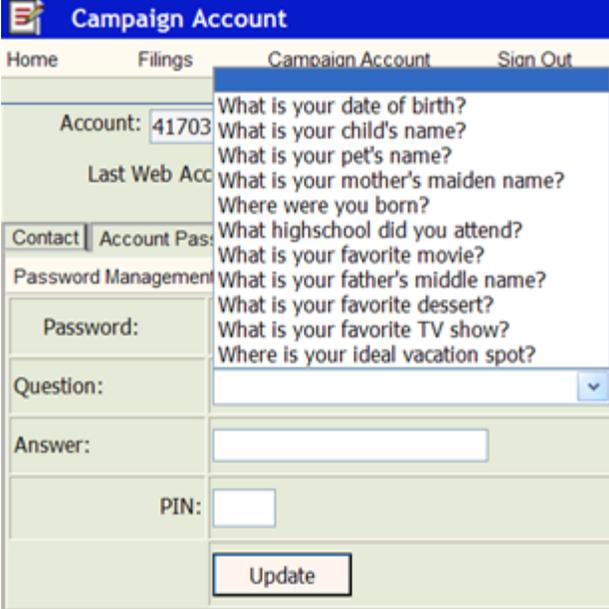
Click on the  arrow.

Select a recovery question.

Type in the answer.

Type in the chairperson PIN.

Click **Update**



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

## Recover Password

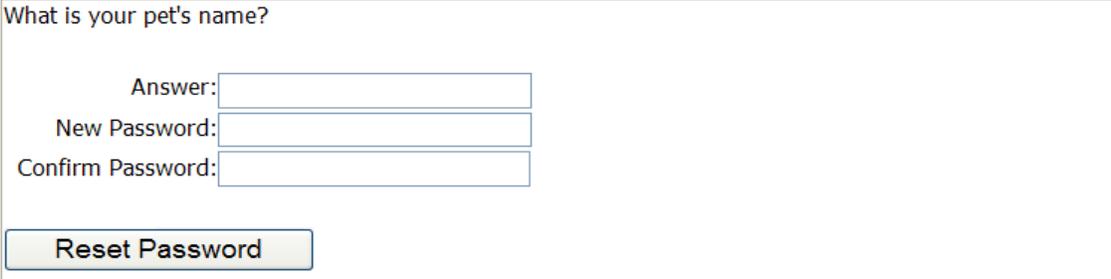
From the Log-in screen,

Enter your ID Number and

Click **Recover password**



## Answer Question and Enter New Password



Enter the

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

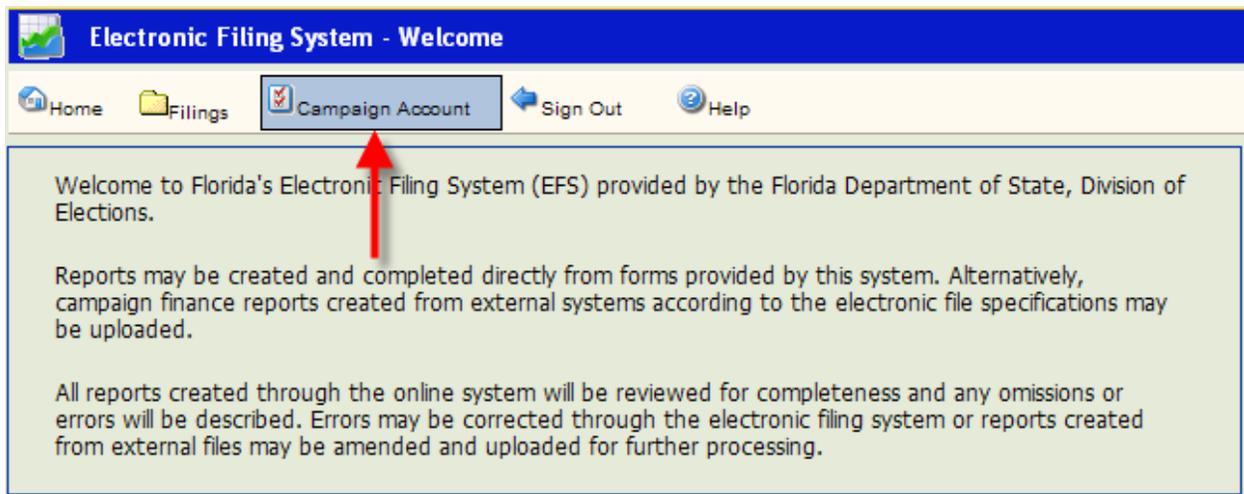
Click [Reset Password](#). Click on [Password Reset! Click here to return to login page.](#) 

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

## Change a Password

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

From the Welcome screen, click .



Click [Account Password](#), then [Password Management](#). Select [Change Password](#).

Type in current password.

Type in new password.

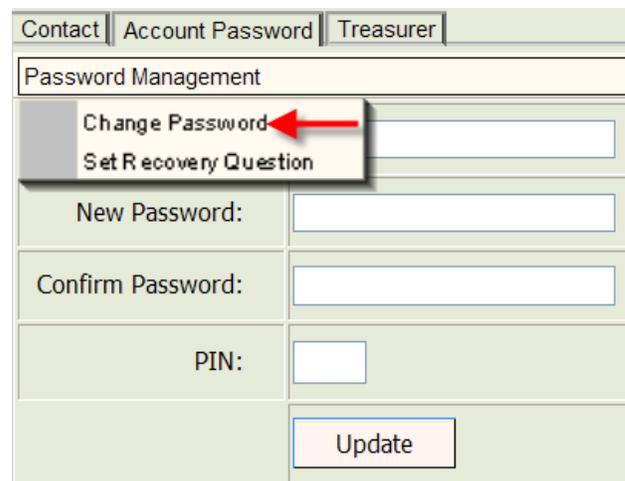
Confirm the new password.

Type in **chairperson's PIN** and

click [Update](#).

If the password change was successful,

**Password Updated** will appear on the screen.



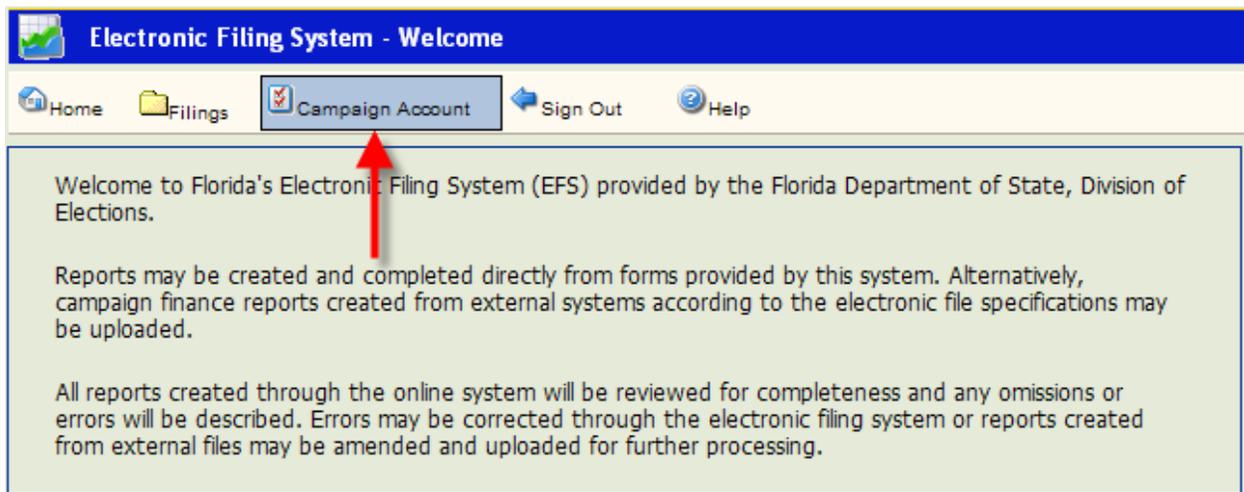
The screenshot shows the 'Password Management' form. The 'Change Password' button is highlighted with a red box and a red arrow pointing to it. The form includes fields for 'New Password', 'Confirm Password', and 'PIN', and an 'Update' button.

## Set a PIN Recovery Question

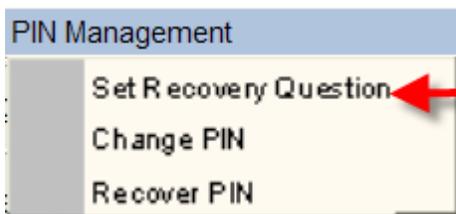
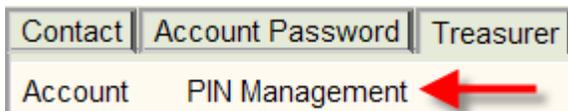
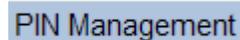
Each chairperson, treasurer and deputy treasurer should create a “recovery question” in

case a PIN is lost or forgotten.

From the Welcome screen, click



To set a recovery question for the chairperson, click



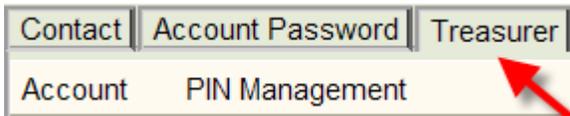
Select “Set Recovery Question.”

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

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

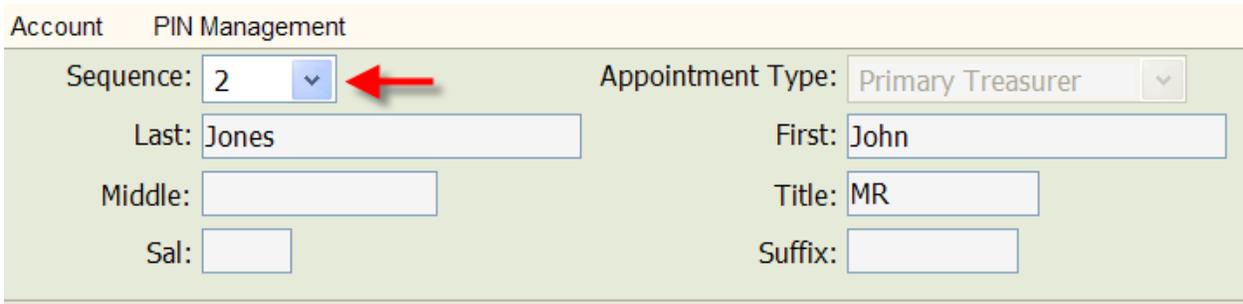
If the procedure was successful, **Answer Saved** will appear on the screen.

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



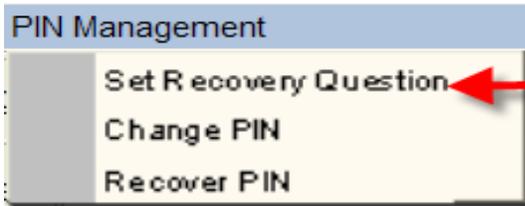
A horizontal navigation menu with three items: 'Contact', 'Account Password', and 'Treasurer'. The 'Treasurer' item is highlighted with a light blue background. A red arrow points to the 'Treasurer' item.

Select the appropriate treasurer from the drop-down.



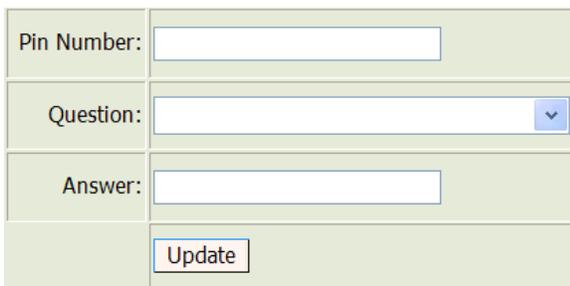
A form titled 'PIN Management' with a light green background. It contains several fields: 'Sequence' (a dropdown menu with '2' selected, highlighted by a red arrow), 'Appointment Type' (a dropdown menu with 'Primary Treasurer' selected), 'Last' (text input with 'Jones'), 'First' (text input with 'John'), 'Middle' (text input), 'Title' (text input with 'MR'), and 'Sal' (text input). There are also empty text input fields for 'Middle' 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' (highlighted with a light blue background and a red arrow), 'Change PIN', and 'Recover PIN'.

Select "Set Recovery Question."



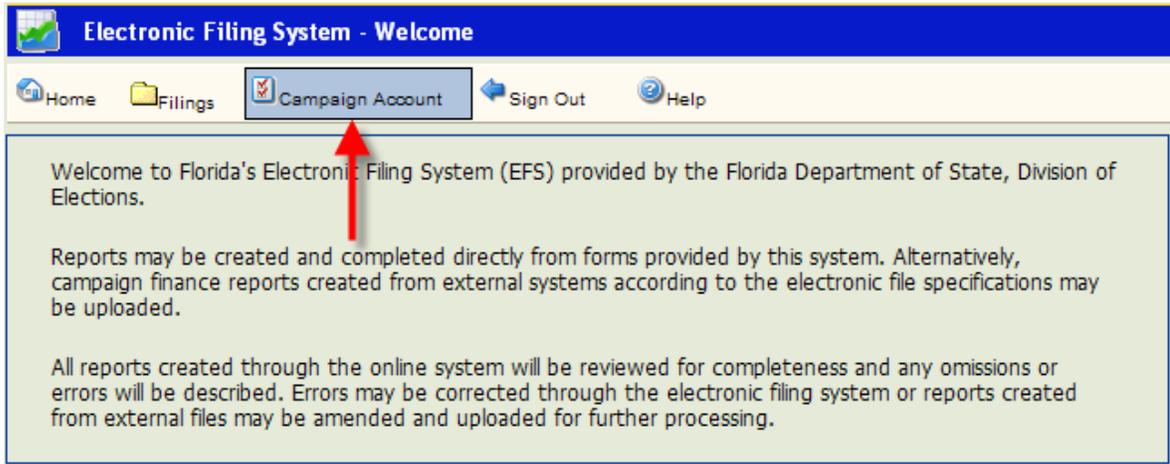
A form for setting a recovery question with a light green background. It contains three rows: 'Pin Number' (text input), 'Question' (dropdown menu), and 'Answer' (text input). Below these fields is an 'Update' button.

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

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

## Recover a PIN

From the Welcome screen, click



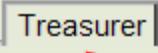
To recover the chairperson's PIN, click [PIN Management](#) and then "Recover Pin."

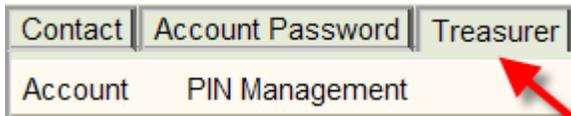


Question:	What is your child's name?
Answer:	<input type="text"/>
New PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
	<input type="button" value="Reset Pin"/>

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

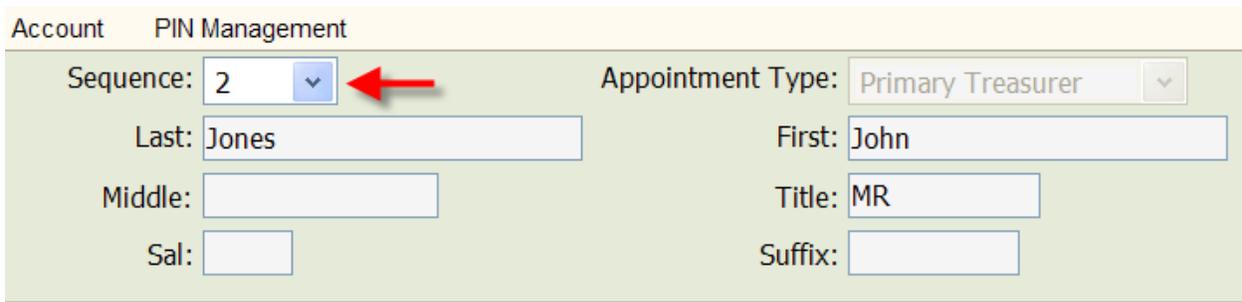
If the process was successful, **PIN Reset!** will appear on the screen.

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



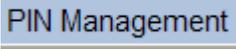
Contact Account Password Treasurer  
Account PIN Management

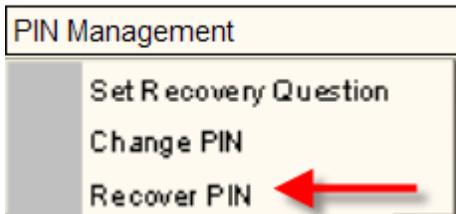
Select the appropriate treasurer from the drop-down.



Account PIN Management

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

Click  and the “Recover Pin.”

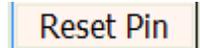


PIN Management

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"/>

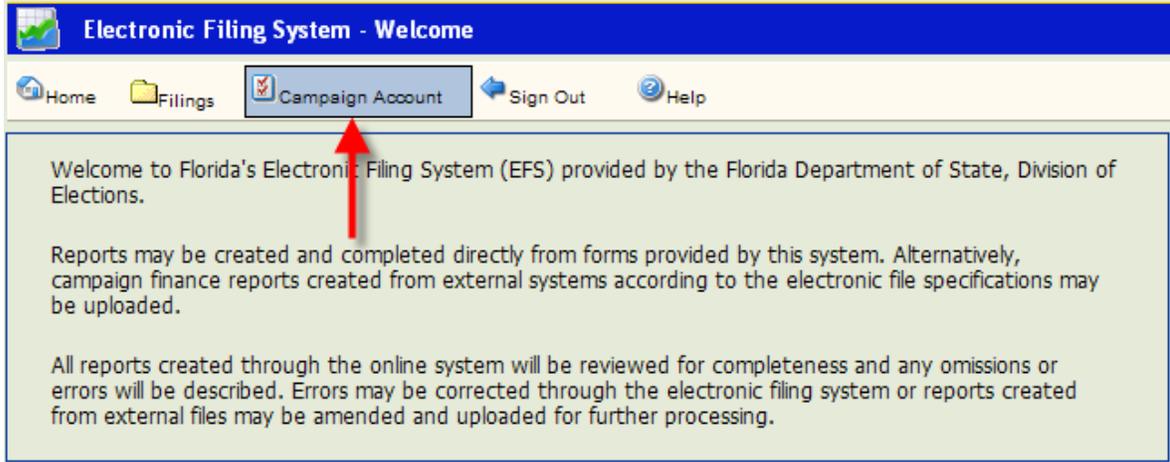
Type in the recovery question answer, a new PIN, confirm the PIN. Click on

.

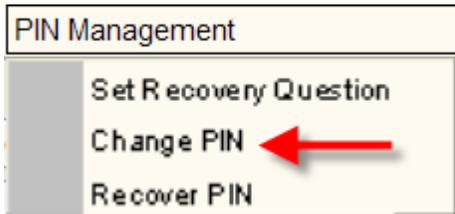
If the process was successful, **PIN Reset!** will appear on the screen.

## Change a PIN

From the Welcome screen, click



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

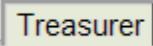


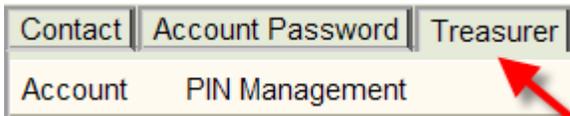
Account	PIN Management
Current PIN:	<input type="text"/>
New PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
	<input type="button" value="Update"/>

Type in current PIN. Type in the new PIN.

Confirm the new PIN. Click .

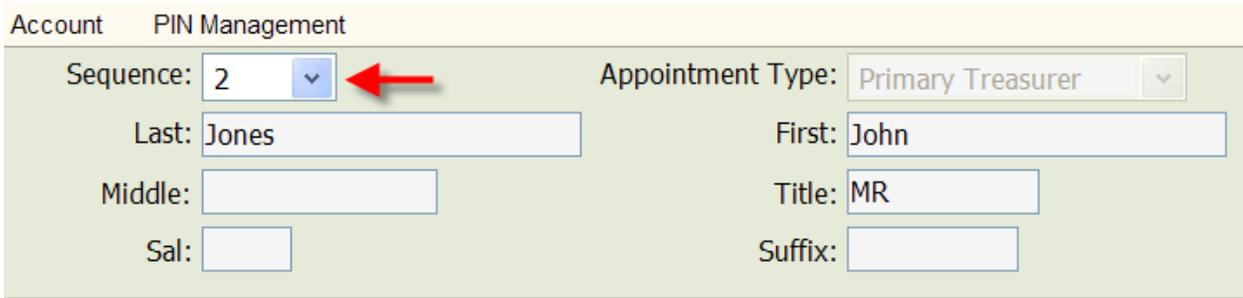
If the PIN change was successful, **PIN Updated!** will appear on the screen

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



Contact Account Password Treasurer  
Account PIN Management

Select the appropriate treasurer from the drop-down.



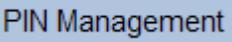
Account PIN Management

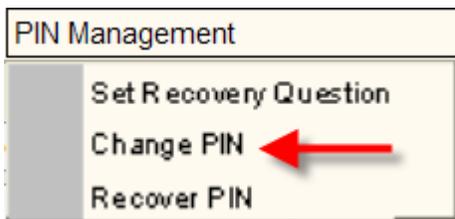
Sequence: 2 Appointment Type: Primary Treasurer

Last: Jones First: John

Middle: Title: MR

Sal: Suffix:

Click  and the “Change Pin.”

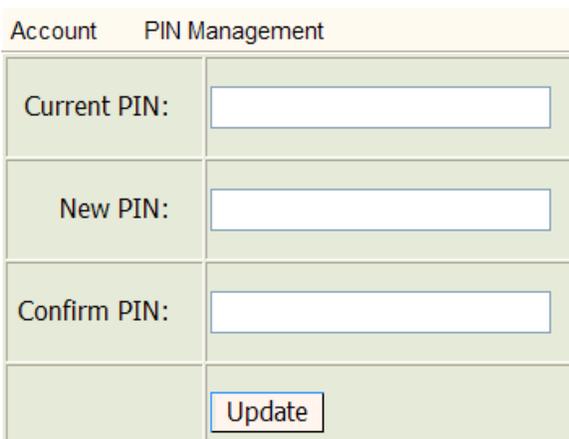


PIN Management

Set Recovery Question

Change PIN

Recover PIN



Account PIN Management

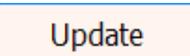
Current PIN:

New PIN:

Confirm PIN:

Update

Type in current PIN. Type in new PIN.

Confirm the new PIN. Click .

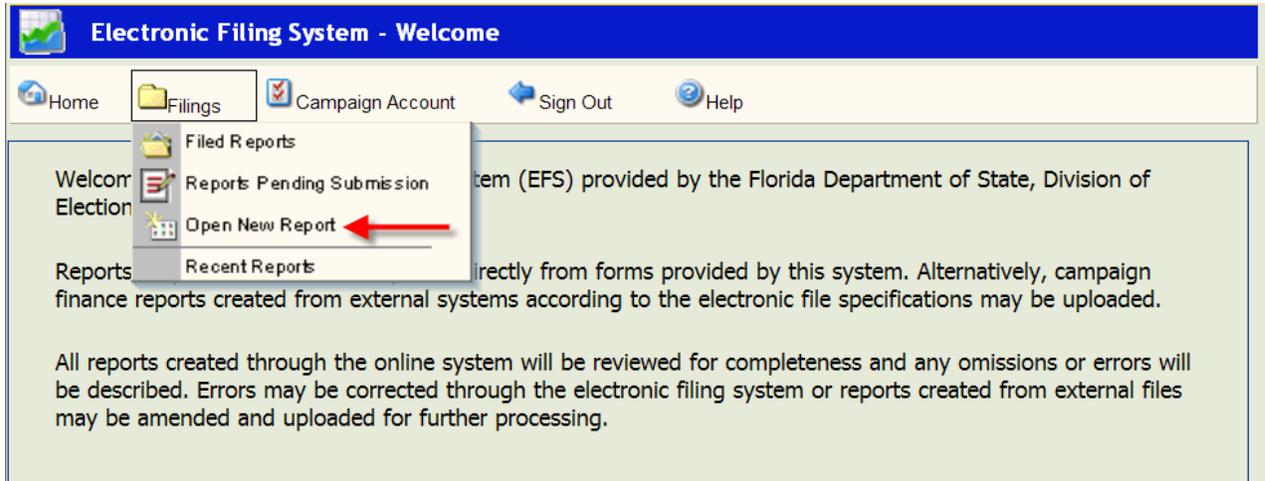
If the PIN change was successful, **PIN Updated!** will appear on the screen

# Create a New Report by Data Entry

From the Welcome screen, click



and then



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** select report type corresponding to the correct cover period and due date.

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

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

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

**\*\*\*\*\*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      

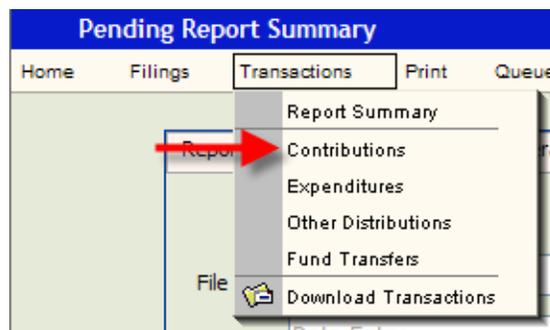
Contributions	Total Amount	Expenditures	Total Amount
Cash and Checks:	0.00	Monetary:	0.00
Loans:	0.00	Transfers to Off Acct:	0.00
Total Monetary:	0.00	Total Monetary:	0.00
In-Kind:	0.00	Other Distributions:	0.00

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

Contribution #: 2    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:

Revised: 12/13/2010 2:39:55 PM    109

**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.

**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.

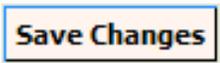
**Refund** – used to report bad checks or contributions returned (in whole or in part) to the contributor. **Refunds must always be entered as a negative amount.**

**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 #:     Date:     Amendment:    

Last Name, Suffix:

First, Middle Name:

Address:

City:     State:     Zip:

Contributor Type:

Contribution Type:

Occupation/Business:

In-kind Description:

Amount:

Revised:    

**Transaction has been updated. Audit of report is required**

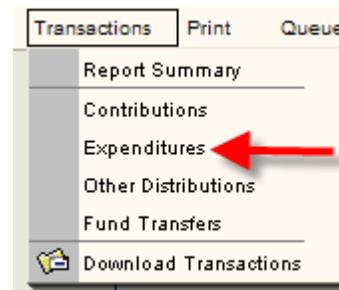
**NOTE:** Notice the statement in the **Review Messages** box in **red**. This statement will appear until the report has been reviewed by the system. (See page 39.) After the report has been reviewed, this box will be blank or have a specific error message if information is incomplete or not in compliance 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  and then  .



Click  .

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

Page Size:        

Seq	Date	Source	Amount	Purpose	Exp Type	Amend Type	Errors

The **Expenditure 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

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

New   Copy   Update   Delete   Undo   Save Changes   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.

**Candidate Expense** – Used when making a contribution (monetary or in-kind) to a candidate. Example: XYZ political committee buys \$500 of food for a campaign event for candidate John Smith. This would be an in-kind contribution.

**Credit Card Payment** – **NOTE: This option may only be used by political committees that support or oppose statewide (Governor and Cabinet) candidates, constitutional amendments or both.** 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.**

**Electioneering Communication** – use when making a communication relating to a candidate that does not expressly advocate the election or defeat of the candidate. See Section 106.011(18), FS for complete definition.

**Independent Expenditure re Candidate** – used when making an expenditure that is not coordinated with a candidate for the purpose of expressly advocating the election or defeat of a candidate. See Section 106.011(5), FS, for complete definition.

**Independent Expenditure re Issue** – used when making an expenditure for the purpose of expressly advocating the approval or rejection of an issue. See Section 106.011(5), FS, for definition.

**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.

**Pre-paid Distribution** – lump sum payment made up front to one person/entity that will be disbursed to different person/entities. Examples:

1. Payment to a media consultant who will then make disbursements to various media such as a newspaper, radio or television station.
2. Payment to an employment agency that will then distribute to campaign staff.

Related entries in “Other Distributions” will be reported and linked to the expenditure as they occur. **See page 29 for further explanation on prepaid 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: John Smith paid for the cost of printing campaign signs with his own money for the committee. A check to reimburse him for the cost would be coded as a “Reimbursement.” See page 32 for further explanation on reimbursement activity.

**Purpose**: enter a description of the expenditure. Examples:

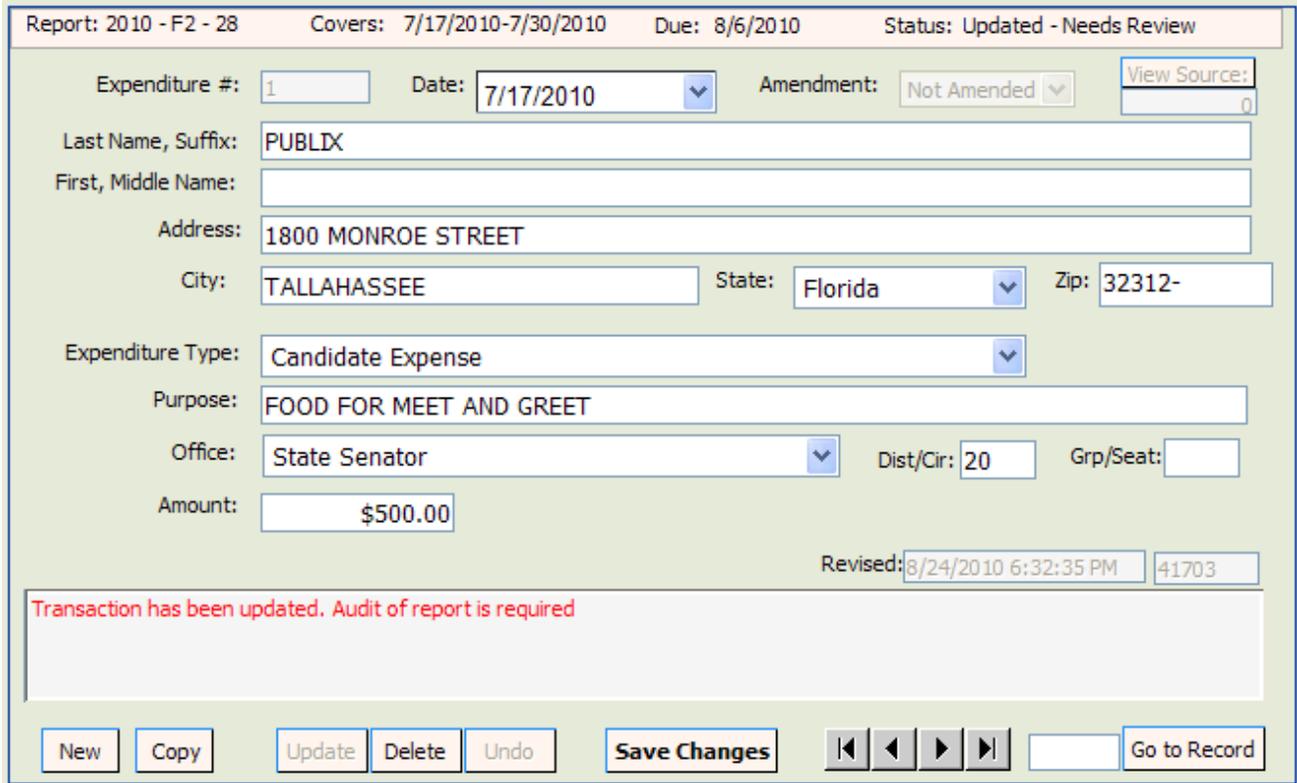
1. Campaign contribution
2. For credit card payment, the purpose would be the month of the credit card statement – ie November Statement.

**Office**: if an in-kind contribution to a candidate is made, the office of the candidate must be reported.

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

**Credit Card – Monthly Activity Amount** – when the expenditure type used is “Credit Card Payment, “ enter the total amount of the activity in this field. The dollar amount in this field should match the dollar amount in the “Amount” field.

Complete **all** fields and then click .



Report: 2010 - F2 - 28    Covers: 7/17/2010-7/30/2010    Due: 8/6/2010    Status: Updated - Needs Review

Expenditure #:     Date:     Amendment:    

Last Name, Suffix:

First, Middle Name:

Address:

City:     State:     Zip:

Expenditure Type:

Purpose:

Office:     Dist/Cir:     Grp/Seat:

Amount:

Revised:    

**Transaction has been updated. Audit of report is required**

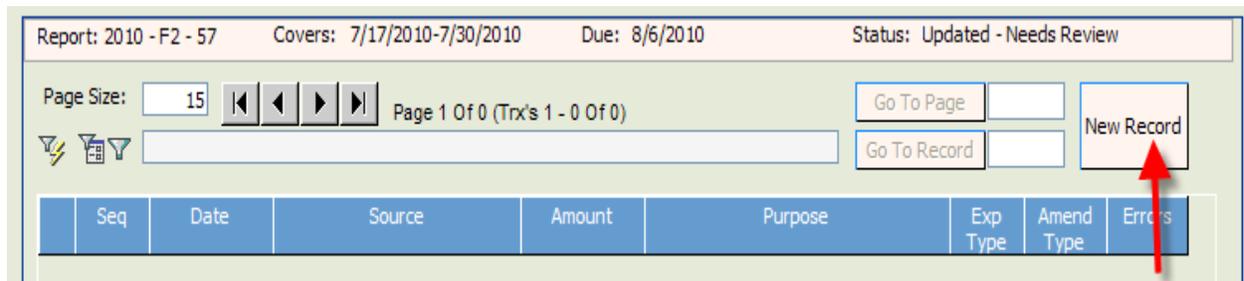
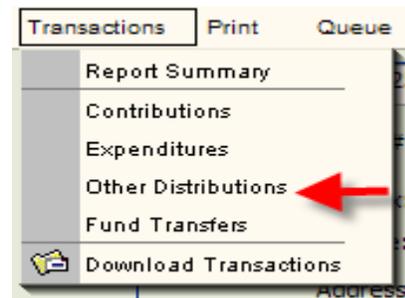
**Note:** Notice the statement in the Review Messages box in red. This statement will appear until the report has been reviewed by the system. (See page 39.) After the report has been reviewed, this box will be blank or will have a specific error message if information is incomplete or not in compliance with Chapter 106, Florida Statutes.

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

## Enter Other Distributions

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

Click **New Record**.



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

A screenshot of the 'Other Distribution Detail' form. The header shows Report: 2010 - F2 - 28, Covers: 7/17/2010-7/30/2010, Due: 8/6/2010, and Status: Updated - Needs Review. The form contains several input fields: Distribution Seq #: 1, Date: Null, Amendment: Not Amended, View Source: 0, Last Name, Suffix, First, Middle Name, Address, City, State, Zip, Distribution Type, Recipient, Purpose, Office, Dist/Cir, Grp/Seat, Related Expenditure, Election, Year, Type, Seq: 0, Rpt: 0, Amount: \$0.00, Contribution Limits (checkbox), Revised: 8/24/2010 6:33:49 PM, 41703. At the bottom are buttons for New, Copy, Update, Delete, Undo, Save Changes, and Go to Record.

**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). Leave blank if a business or committee.

**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 – NOTE: This option may only be used by political committees that support or oppose statewide (Governor and Cabinet) candidates, constitutional amendments or both.** 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.**

**Prepaid Distribution** – use to itemize previously made lump sum payments. Example – payment to a media consultant who will then make disbursements to various media such as a newspaper, radio or television station. The “Other Distribution” entries will document how the media consultant is spending the lump sum payment. Items will be reported and linked to the pre-paid expenditure as they occur. **See page 29 for additional information.**

**In-Kind Distribution** – use to report an in-kind contribution when there is no corresponding expense. Example: ABC political committee owns a building and allows a candidate to use part of the building for a campaign fund raiser at no charge. As the committee owns the building, the committee does not spend money to make the contribution, and thus, would not show any money going out as an Expenditure. Therefore, the contribution is reported under “Other Distributions” rather than as an Expenditure.

**Reimbursement** – itemizes reimbursement for authorized expenses. Example: John Smith paid for the cost of printing 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 Mr. Smith. **See page 32 for additional information.**

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

**Recipient:** If the distribution is an in-kind contribution, designate the type of recipient.

**Purpose:** enter the purpose of the distribution – Example: newspaper ad. If the distribution is an in-kind contribution, the name of the recipient must be provided.

**Office:** if the distribution is an in-kind contribution, the office of the candidate must be reported.

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

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

Report: 2010 - F2 - 28    Covers: 7/17/2010-7/30/2010    Due: 8/6/2010    Status: Updated - Needs Review

Distribution Seq #: 1    Date: Null    Amendment: Not Amended    View Source: 0

Last Name, Suffix: TARGET COPY

First, Middle Name:

Address: 6789 OAK STREET

City: NOWHERE    State: Florida    Zip: 99999-

Distribution Type: In-Kind Distribution    Recipient: Candidate

Purpose: FLYERS FOR JOHN SMITH

Office: State Attorney    Dist/Cir: 20    Grp/Seat:

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

Amount: \$500.00

Contribution Limits     Revised: 8/24/2010 6:44:19 PM    41703

Transaction has been updated. Audit of report is required

New    Copy    Update    Delete    Undo    Save Changes    Go to Record

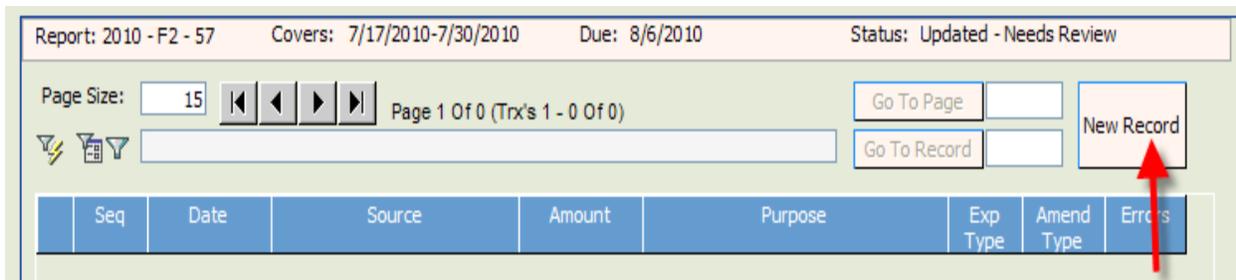
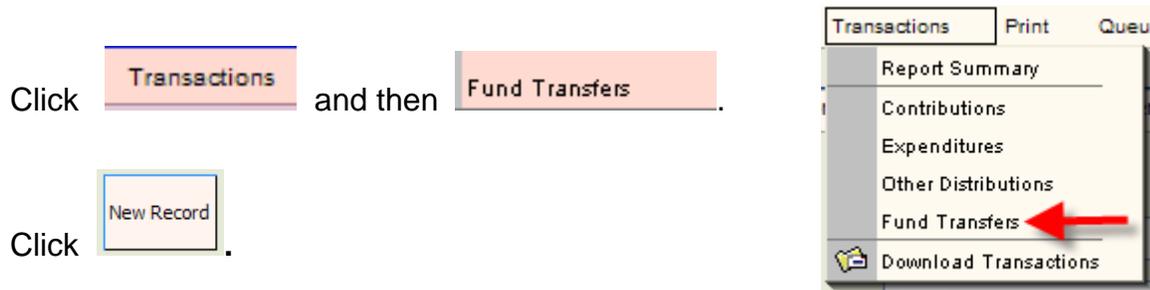
**NOTE:** Notice the statement in the **Review Messages** box in **red**. This statement will appear until the report has been reviewed by the system. (See page 39.) After the report has been reviewed, this message will be blank or have a specific error message if information is incomplete or not in compliance with Chapter 106, Florida Statutes.

To enter the next other distribution, click **New**.

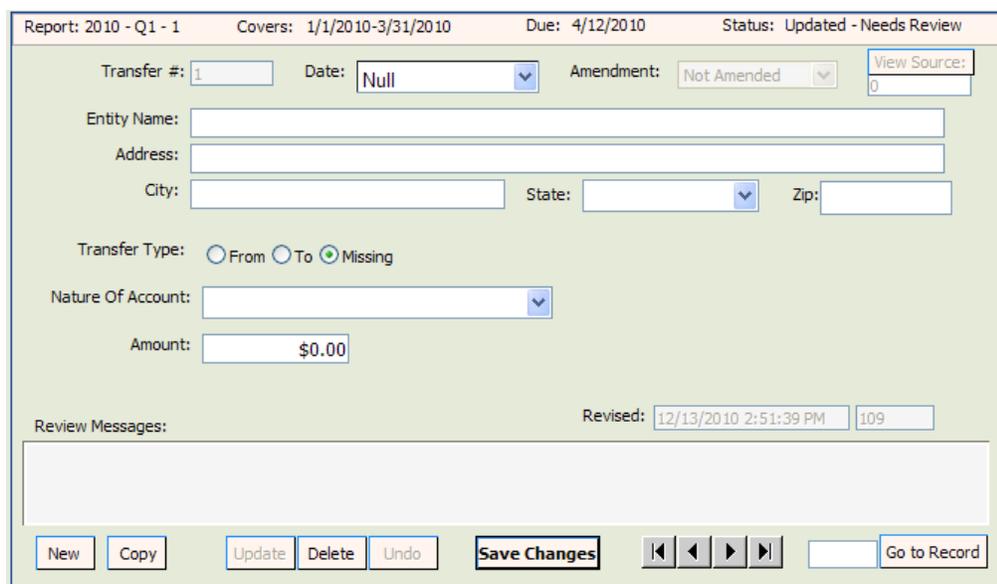
Continue adding Other Distributions as necessary. Upon completion of each entry, **you must save the data by clicking** **Save Changes**.

## Enter Fund Transfers

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



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



**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 .

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.

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 Credit Card Activity

Pursuant to section 106.125, Florida Statutes, only political committees formed to support or oppose statewide candidates (Governor and Cabinet), statewide issues, or both, 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 and is reported. Once the expenditure (credit card payment) is made, the Other Distributions (credit card activity) must be “linked” to the Expenditure as explained in the instructions below.

## 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: 2010 - F2 - 28    Covers: 7/17/2010-7/30/2010    Due: 8/6/2010    Status: Reviewed

Distribution Seq #: 2    Date: 7/30/2010    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    Recipient: Other

Purpose: LODGING

Office:    Dist/Cir:    Grp/Seat:

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

Amount: \$319.00

Contribution Limits     Revised: 8/24/2010 6:49:56 PM    41703

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 16 for detailed instruction on creating an expenditure record.) For Expenditure Type, select **Credit Card Payment**.

The purpose would be the month of the credit card statement – i.e. November Statement.

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

Enter all information and then click [Save Changes](#).

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"/>	<a href="#">View Source:</a> <input type="text" value="0"/>								
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"/>	<a href="#">Distribution Links</a>										
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"/>									
<b>Transaction has been updated. Audit of report is required</b>											
<a href="#">New</a>	<a href="#">Copy</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Undo</a>	<a href="#">Save Changes</a>	<input type="button" value="⏪"/>	<input type="button" value="⏩"/>	<input type="button" value="⏴"/>	<input type="button" value="⏵"/>	<input type="text"/>	<a href="#">Go to Record</a>

The screen will refresh. For “**Credit Card - Monthly Activity Amount**,” enter the total amount of credit card purchases for that particular statement period.

Click [Save Changes](#).

## 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
<a href="#">Create Link</a>	21	2009	Q1	8	Pending	03/07/2009	CCP	\$29.97		1 & 1 INTERNET, INC.	EMAIL SERVICE
<a href="#">Create Link</a>	21	2009	Q1	11	Pending	03/07/2009	CCP	\$65.47		AMAZON.COM	EDUCATION
<a href="#">Create Link</a>	21	2009	Q1	55	Pending	03/07/2009	CCP	\$65.47		AMAZON.COM	EDUCATION
<a href="#">Create Link</a>	15	2008	F3	1	Filed	08/04/2008	CCP	\$305.00		AMERICAN AIRLINES	TAMPA TRIP
<a href="#">Create Link</a>	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 [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 #: 1    Date: 11/18/2009    Amendment: Not Amended    [View Source:](#)

Last Name, Suffix: AMERICAN EXPRESS

First, Middle Name:

Address: 5689 POST OAK BOULEVARD

City: HOUSTON    State: Texas    Zip: 77063-

Expenditure Type: Credit Card Payment    [Distribution Links](#)

Purpose: NOVEMBER STATEMENT

Amount: \$1,000.00    Distr: 80.00

Credit Card - Monthly Activity Amount: \$0.00    Revised: 8/19/2010 10:46:20 AM 50552

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: 11/18/2009    Name: AMERICAN EXPRESS

Amount: 1,000.00    Purpose: NOVEMBER STATEMENT

Credit Amt: 0.00    ExpType: Credit Card Payment

[Calc Distr.](#) 1,951.00     Pending     Not Linked     Invalid Uploads     Linked    Seq: 1    [Go to Expenditure](#)

	Link Type	Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose
<a href="#">Remove Link</a>		25	2009	Q4	2	Pending	10/13/2009	CCP	\$1,500.00	ABC PRINTING	CAMPAIGN SIGNS
<a href="#">Delete Tranx</a>	ADD	15	2008	F3	1	Filed	08/04/2008	CCP	\$305.00	AMERICAN AIRLINES	TAMPA TRIP
<a href="#">Delete Tranx</a>	ADD	17	2008	G2	7	Filed	09/22/2008	CCP	\$66.00	COMCAST	PHONE AND INTERNET
<a href="#">Delete Tranx</a>	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 16 for instruction on creating an expenditure record.) For Expenditure Type, choose Prepaid Distribution.

Enter all information and then click Save Changes.

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

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

As the funds are disbursed, Other Distribution records are created and linked to the original expenditure. (See page 20 for instruction on creating an Other Distributions record.) For

Distribution type, select Prepaid Distribution.

Report: 2009 - Q3 - 2      Covers: 7/1/2009-9/30/2009      Due: 10/13/2009      Status: Updated - Needs Review

Distribution Seq #: 4      Date: Null      Amendment: Add Detail Re      View Source: 0

Last Name, Suffix: Target Copy

First, Middle Name:

Address: 667 Jones Street

City: Tallahassee      State: Florida      Zip: 32309-

Distribution Type: Prepaid Distribution

Purpose: Flyer copies

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

Amount: \$400.00      \* Record has been amended \*

Contribution Limits       Revised: 11/20/2009 12:29:43 PM      50618

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

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

Related Expenditure: Election:      Year:      Type:      Seq: 0      Rpt: 0      **Link Exp**

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
<a href="#">Remove Link</a>	25	20101102-GEN	2009	Q4	2	Pending	10/21/2009	PPD	\$10,000.00		JOHNSON'S CONSULTING, INC.	MEDIA CONS
<a href="#">Link to Exp</a>	21	20101102-GEN	2009	Q1	21	Pending	03/08/2009	PPD	\$66.00		BASCOM JUDITH	TELEPHONE
<a href="#">Link to Exp</a>	20	20101102-GEN	2008	Q4	9	Filed	12/27/2008	PPD	\$569.08		JL & ASSOC. CONSULTING	EXPENSES
<a href="#">Link to Exp</a>	13	20101102-GEN	2008	F1	2	Filed	04/04/2008	PPD	\$381.47		STOLTZ GAIL	CONSULTAN
<a href="#">Link to Exp</a>	13	20101102-GEN	2008	F1	19	Filed	06/11/2008	PPD	\$66.00		BASCOM JUDITH	INTERNET A
<a href="#">Link to Exp</a>	13	20101102-GEN	2008	F1	23	Filed	07/03/2008	PPD	\$326.37		LOPES JULIA	EXPENSES
<a href="#">Link to Exp</a>	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 prepaid expenditure.

# Report Reimbursements

Reimbursements are used to report authorized expenses incurred that are not otherwise reported as direct expenditures. Each time a person authorized to make an expenditure on behalf of the committee 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:

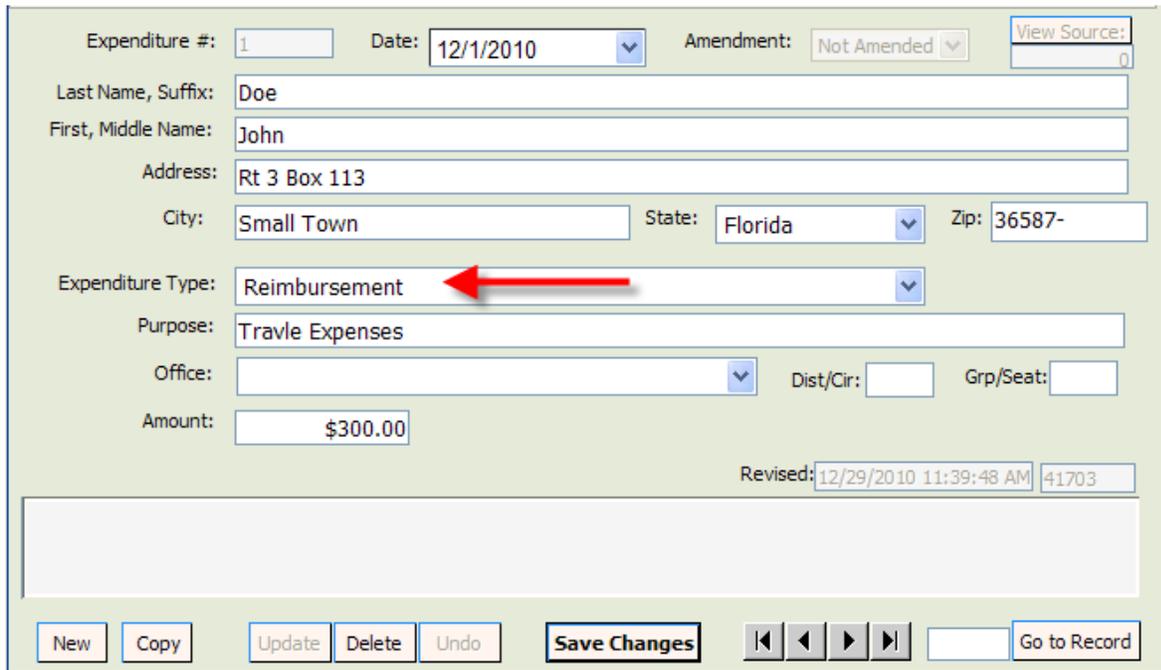
For **each** purchase that will be reimbursed, create an “Other Distributions” record. (See page 20 for instructions on creating an Other Distributions record.) For Distribution Type, choose **Reimbursement**.

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"/>	<input type="button" value="View Source: 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"/> <input type="text" value="50552"/>	
Contribution Limits <input type="checkbox"/>			
<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 16 for instructions on creating an Expenditure record.) For Expenditure Type, select **Reimbursement**.

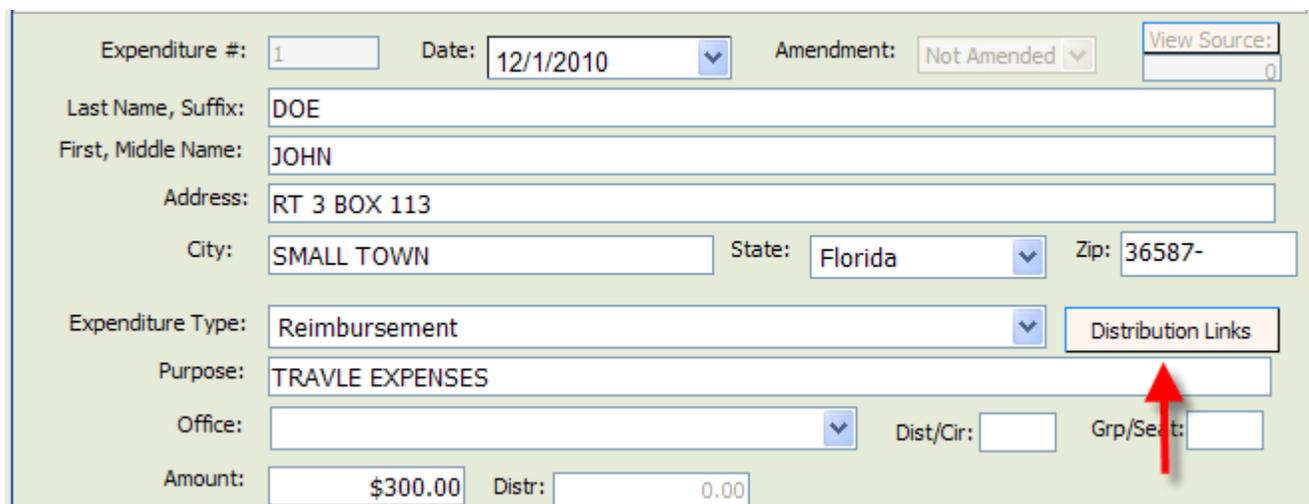


The screenshot shows a web form for entering an expenditure record. The form includes the following fields and values:

- Expenditure #: 1
- Date: 12/1/2010
- Amendment: Not Amended
- View Source: 0
- Last Name, Suffix: Doe
- First, Middle Name: John
- Address: Rt 3 Box 113
- City: Small Town
- State: Florida
- Zip: 36587-
- Expenditure Type: Reimbursement (indicated by a red arrow)
- Purpose: Travle Expenses
- Office: (empty)
- Dist/Cir: (empty)
- Grp/Seat: (empty)
- Amount: \$300.00
- Revised: 12/29/2010 11:39:48 AM 41703

At the bottom of the form, there are several buttons: New, Copy, Update, Delete, Undo, Save Changes, navigation arrows, and Go to Record.

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



The screenshot shows the same web form after the 'Save Changes' button has been clicked. The data is now in all caps. A new button, 'Distribution Links', has appeared next to the 'Expenditure Type' dropdown, and a red arrow points to it.

- Expenditure #: 1
- Date: 12/1/2010
- Amendment: Not Amended
- View Source: 0
- Last Name, Suffix: DOE
- First, Middle Name: JOHN
- Address: RT 3 BOX 113
- City: SMALL TOWN
- State: Florida
- Zip: 36587-
- Expenditure Type: Reimbursement
- Purpose: TRAVLE EXPENSES
- Office: (empty)
- Dist/Cir: (empty)
- Grp/Seat: (empty)
- Amount: \$300.00
- Distr: 0.00

The 'Distribution Links' button is highlighted with a red arrow.

## 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
<a href="#">Create Link</a>	19	2008	G4	3	Filed	11/15/2008	RMB	\$29.97	1 & 1 INTERNET HOSTING	BASIC SERVICE-3MO.
<a href="#">Create Link</a>	19	2008	G4	6	Filed	11/15/2008	RMB	\$279.50	AMERICAN AIRLINES	TRIP TO TLH
<a href="#">Create Link</a>	16	2008	G1	11	Filed	09/01/2008	RMB	\$209.50	AMERICAN AIRLINES	DCA-MIA
<a href="#">Create Link</a>	12	2008	Q1	23	Filed	07/06/2008	RMB	\$428.80	AMERICAN AIRLINES	WASHINGTON TRIP
<a href="#">Create Link</a>	21	2009	Q1	20	Pending	03/10/2009	RMB	\$339.20	AMERICAN AIRLINES	AIRFARE
<a href="#">Create Link</a>	21	2009	Q1	21	Pending	03/10/2009	RMB	\$39.00	ANDREW'S DOWNTOWN	MEETING EXPENSE
<a href="#">Create Link</a>	15	2008	F3	3	Filed	08/04/2008	RMB	\$69.71	AVIS	TAMPA TRIP
<a href="#">Create Link</a>	21	2009	Q1	49	Pending	03/10/2009	RMB	\$8.99	BAD ASS COFFEE CO.	MEALS
<a href="#">Create Link</a>	21	2009	Q1	19	Pending	03/10/2009	RMB	\$18.24	BAGEL EMPORIUM & GRILLE	MEETING EXPENSE
<a href="#">Create Link</a>	19	2008	G4	8	Filed	11/15/2008	RMB	\$25.00	CITY TAXI	TLH TO GOV. INN
<a href="#">Create Link</a>	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
<a href="#">Delete Tranx</a>	ADD	15	2008	F3	3	Filed	08/04/2008	RMB	\$69.71	AVIS	TAMPA TRIP
<a href="#">Delete Tranx</a>	ADD	19	2008	G4	8	Filed	11/15/2008	RMB	\$25.00	CITY TAXI	TLH TO GOV. INN
<a href="#">Delete Tranx</a>	ADD	19	2008	G4	9	Filed	11/15/2008	RMB	\$25.00	CITY TAXI	GOV. INN TO TLH

Click on **Distribution Links**

Report: 2011 - SF1 - 30      Covers: 12/15/2010-1/14/2011      Due: 1/21/2011      Status: Updated - Needs Review

Expenditure #: 1      Date: 12/1/2010      Amendment: Not Amended      View Source: 0

Last Name, Suffix: DOE  
 First, Middle Name: JOHN  
 Address: RT 3 BOX 113  
 City: SMALL TOWN      State: Florida      Zip: 36587-

Expenditure Type: Reimbursement      **Distribution Links**  
 Purpose: TRAVLE EXPENSES  
 Office:      Dist/Cir:      Grp/Seq:      

Amount: \$300.00      Distr: 0.00  
 Revised: 12/29/2010 11:46:12 AM 41703

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.

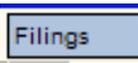
Report: 2009 - Q4 - 25      Covers: 10/1/2009-12/31/2009

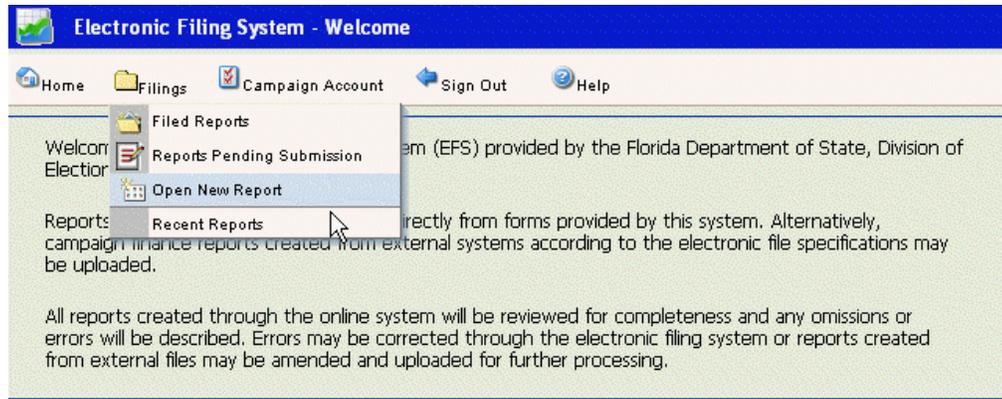
Date:       Name:   
Amount:       Purpose:   
Credit Amt:       ExpType:   
        Pending     Not Linked     Invalid Uploads     Linked      Seq:    

	Link Type	Rpt	Report Year	Report Type	Seq	File Status	Dist. Date	Type	Amount	Name	Purpose
 <a href="#">Remove Link</a>		25	2009	Q4	<u>1</u>	Pending	10/09/2009	RMB	\$15.69	DENNY'S RESTAURANT	MEAL
<a href="#">Delete Tranx</a>	ADD	15	2008	F3	3	Filed	08/04/2008	RMB	\$69.71	AVIS	TAMPA TRIP
 <a href="#">Delete Tranx</a>	ADD	19	2008	G4	8	Filed	11/15/2008	RMB	\$25.00	CITY TAXI	TLH TO GOV. INN
<a href="#">Delete Tranx</a>	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  (for pending links) or  (for filed links) to remove the link.

# Create a New Report by File Upload

From the Welcome Screen, 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*.

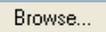
Election Cycle:  

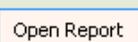
Report Type:  

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.

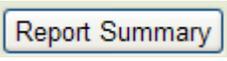
Save file under new name.

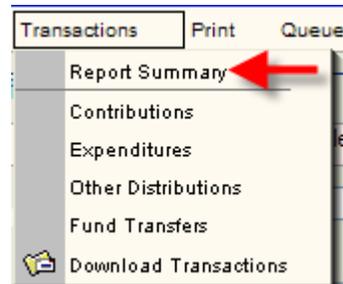
# Review Data for Errors

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 .

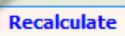


Report: 2010 - Q1 - 1      2010 General Election      Covers: 1/1/2010-3/31/2010      Due: 4/12/2010

Amendment     Waiver      Complete Status:

File Date:       Review Status:

Status:       Last Review:

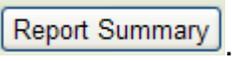
# of Transactions:          

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

Review Messages

Created:  By:       Revised:  By:

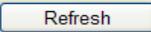
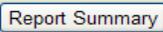
From the **Pending Report Summary** page, click on  . To return to the Report

Summary page, click on .

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

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

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

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

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

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

File Date:       Review Status:

Status:       Last Review:

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

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

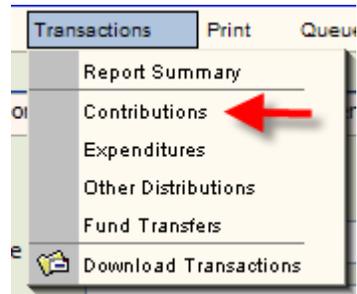
Review Messages

Created:     By:     Revised:     By:

To find errors in **Contributions**, click



and then **Contributions**.



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

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

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

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

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

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

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

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

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

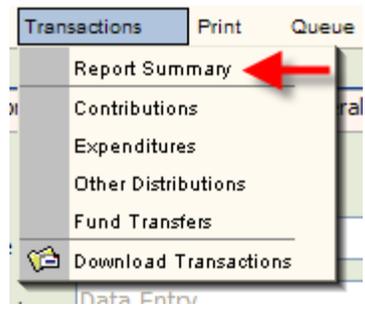
New   Copy   Update   Delete   Undo   Save Changes   Go to Record

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

After correcting all errors, the report must be

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

and then **Report Summary**



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

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

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

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

File Date:     Review Status: **Reviewed**

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

# of Transactions:     **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 50 for instructions on accessing pending reports).

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

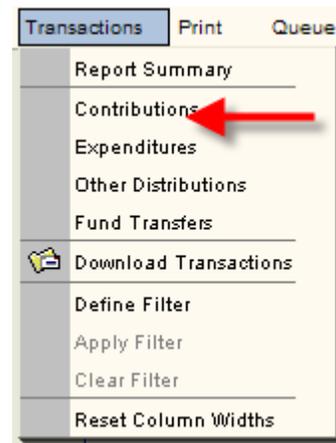
**Note:** If report is voluminous, see page 43 for instructions on creating an error filter.

# Create an Error Filter

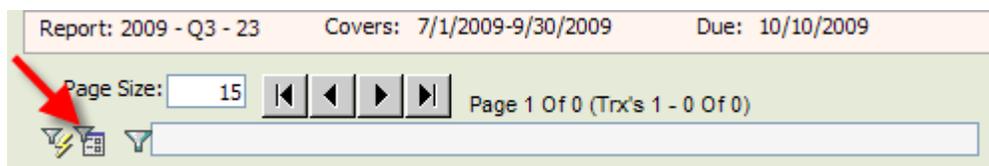
If a report is voluminous, locating errors must be done by creating an error filter.

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 39 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 **chairperson** 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](#)

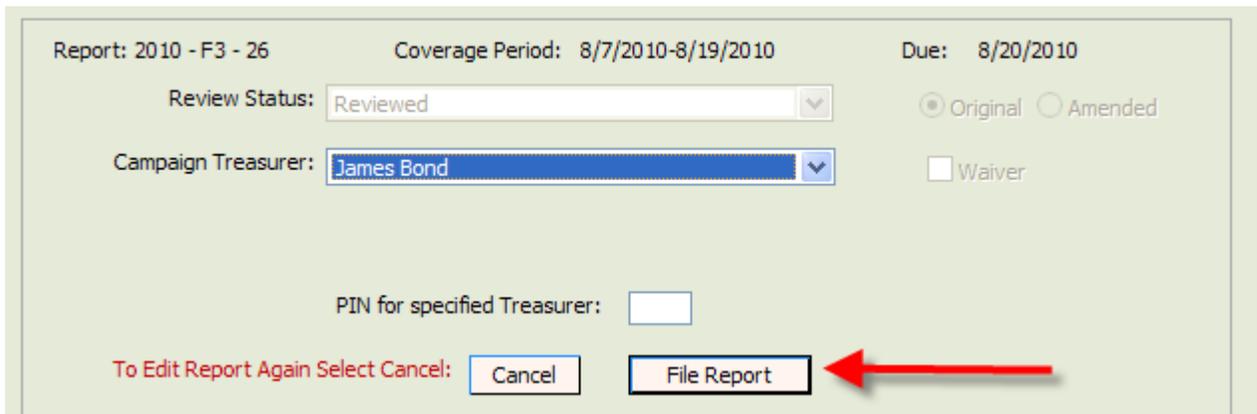
If there is more than one treasurer, click on the drop down and select the treasurer that is filing the report.



Campaign Treasurer: James Bond [v]  Waiver

A red arrow points to the dropdown arrow next to 'James Bond'.

The treasurer enters his **PIN** and then clicks **File Report**.



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 chairperson PIN is entered, the treasurer must undo the chairperson PIN validation before the system will allow changes. See page 49 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.

ID: <b>109</b>	Name: <b>A. B. Florida State PAC</b>
Report: 2010 - G4 - 2	Print Date: <b>12/30/2010 3:30:13 PM</b>
Election: 2010 General Election	
Covers: 10/9/2010-10/28/2010	<input checked="" type="checkbox"/> Amended <input type="checkbox"/> Waiver
Due: 10/29/2010	
Filed: <b>12/30/2010 10:29:19 AM</b>	File Status: <b>Filed Report</b>
Reviewed: <b>12/30/2010</b>	Review Status: <b>Reviewed</b>
	Detail Complete: <b>Complete Detail Records</b>
File Method: Web Filed	<b><u>Number of Detail Records</u></b>
Entry Method: Web Data Entry	Contributions: 2
	Expenditures: 8
Pending Queued Items: <b>1</b>	Fund Transfers: 1
	Distributions: 7

**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 A Chairperson Enters PIN

If changes need to be made **after** a chairperson's PIN has been entered, the treasurer must "cancel the filing" before the system will allow changes.

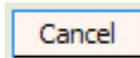
If there is more than one treasurer, click on the drop down and select the appropriate treasurer.



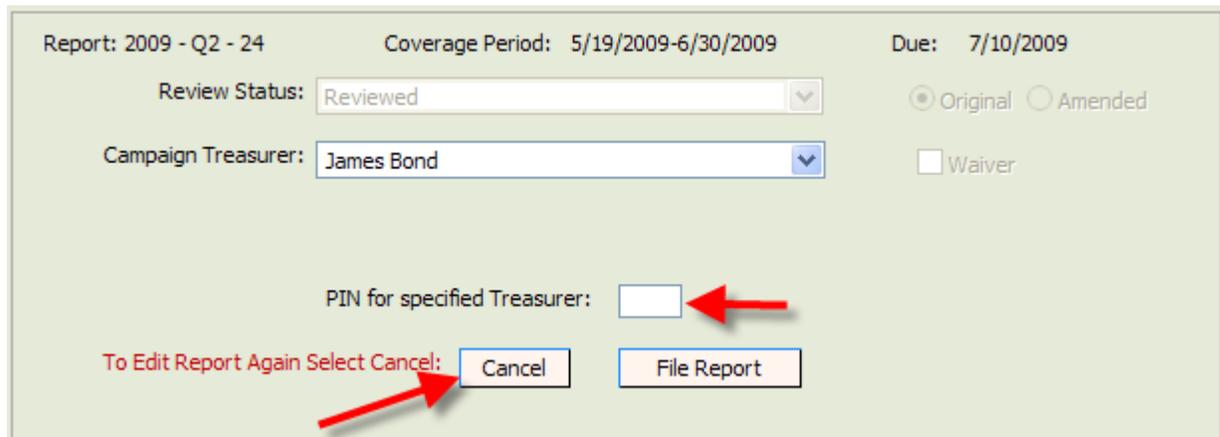
Campaign Treasurer: James Bond [v]  Waiver

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

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 [v]       Original     Amended

Campaign Treasurer: James Bond [v]       Waiver

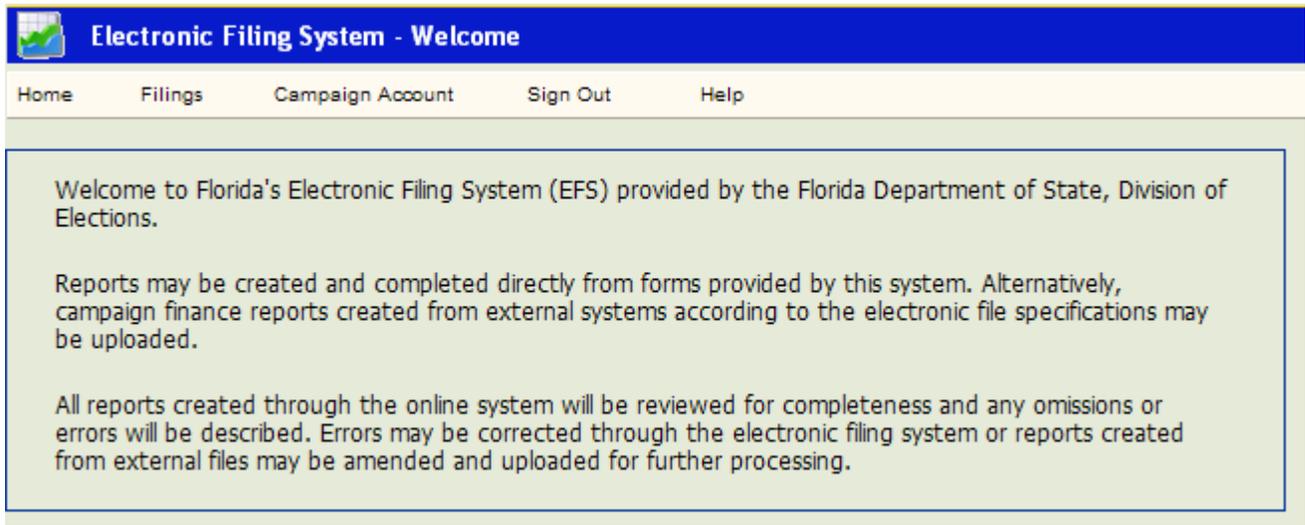
PIN for specified Treasurer: [ ]

To Edit Report Again Select Cancel:    

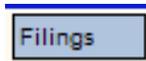
Red arrows point to the PIN input field and the 'Cancel' button.

This will re-open the report for changes.

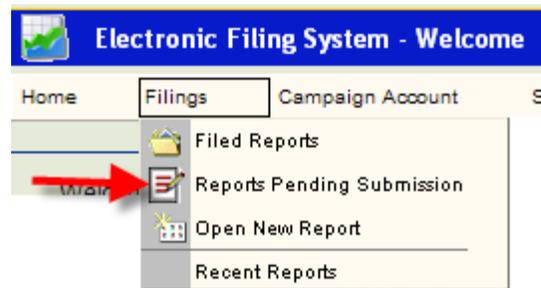
# Access a Pending Report



From the Welcome Page, click



Select  Reports Pending Submission

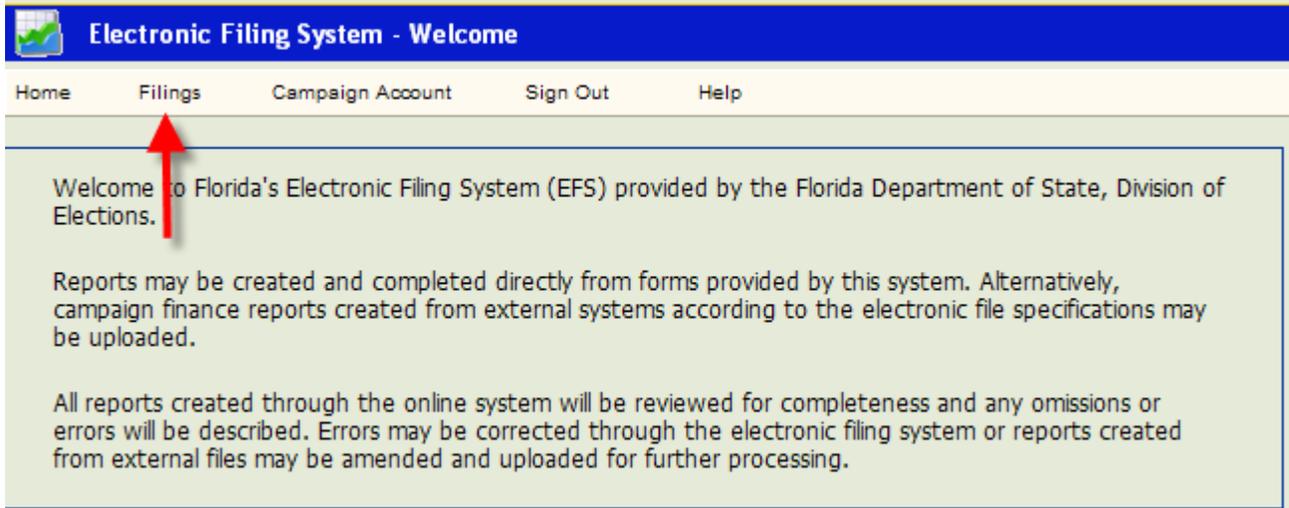


Click on the Sequence number of the report you wish to access.

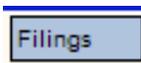
	Seq	Report Year	Election ID	Report Type	Last Revised	Review Status	Completion Status	Amended
	<a href="#">24</a>	2009	20101102-GEN	Q2	08/19/2010	Reviewed	Incomplete Detail Re	N
	<a href="#">23</a>	2009	20101102-GEN	Q3	01/07/2010	Reviewed	Incomplete Detail Re	N
	<a href="#">21</a>	2009	20101102-GEN	Q1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

# Amend a Report

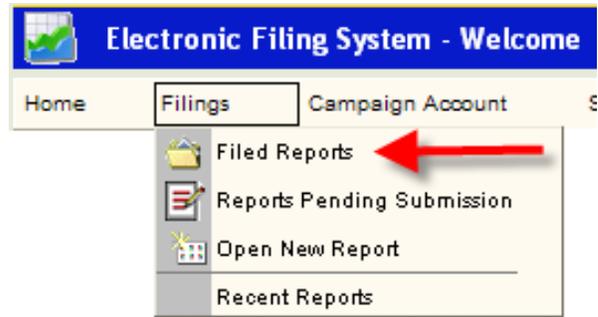
Once a report is filed with the Division of Elections it cannot be edited. Any changes to a filed report must be done by filing an amendment. Amendments can be done directly through the EFS or by file upload.



From the Welcome page, click



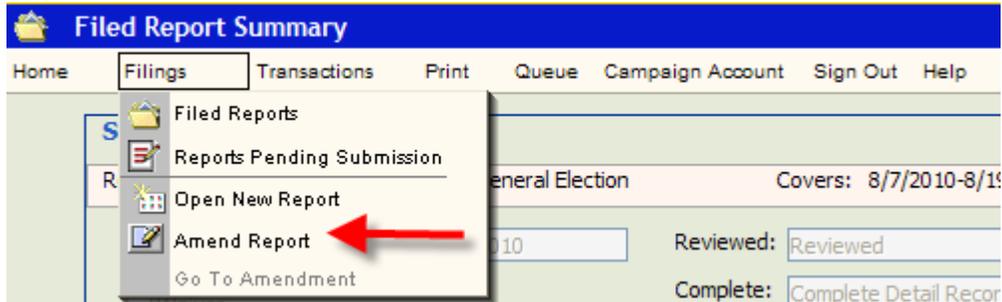
and then

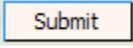


Click on the Sequence number of the report to be amended.

Seq	Report Year	Election ID	Report Type	Date Filed	Complete Status	Amended	Items In Queue
<a href="#">26</a>	2010	20101102-GEN	F3	08/19/2010	Complete Detail Records	N	0
<a href="#">25</a>	2009	20101102-GEN	Q4	08/19/2010	Incomplete Detail Records	N	0
<a href="#">21</a>	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
<a href="#">1</a>	09/29/2008	SEARCY DENNY SCAROLA BARN	\$5,000.00	B	CHE		1
<a href="#">2</a>	10/01/2008	LUPPINO, ANTHONY	\$25.00	I	CHE		0
<a href="#">3</a>	10/01/2008	BRADY, MARION	\$0.00	I	CHE	*UPD	1

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

Contribution #:     Date:     Amendment:     View Source:

Last Name, Suffix:

First, Middle Name:

Address:

City:     State:     Zip:

Contributor Type:

Contribution Type:

Occupation/Business:

In-kind Description:

Amount:

Match Amt:

Revised:    

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

Click  . Make necessary changes and click  .

To add a new record, Click  .

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

Page Size:     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 #: 2    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: 12/13/2010 2:39:55 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
<a href="#">1</a>	09/29/2008	SEARCY DENNY SCAROLA BARN	\$5,000.00	B	CHE		1
<a href="#">2</a>	10/01/2008	LUPPINO, ANTHONY	\$25.00	I	CHE		0
<a href="#">3</a>	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

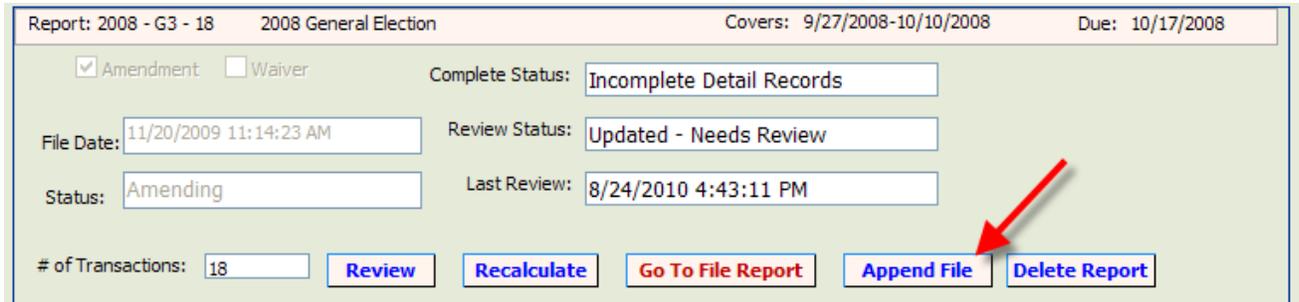
**Delete**

If the **Complete Status** box indicates Incomplete Detail Records, correct errors prior to filing the amended report. See page 39 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

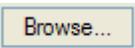
Amendment     Waiver    Complete Status:

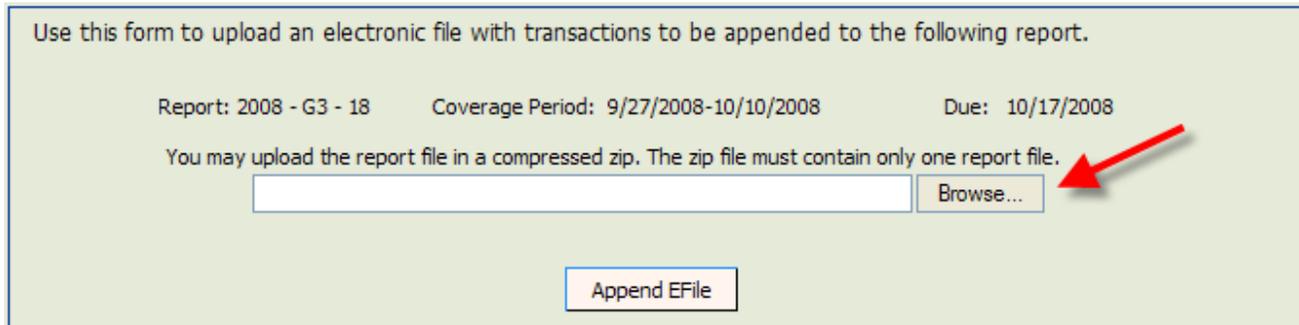
File Date:     Review Status:

Status:     Last Review:

# of Transactions:                    

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

Click on .



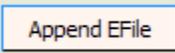
Use this form to upload an electronic file with transactions to be appended to the following report.

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.

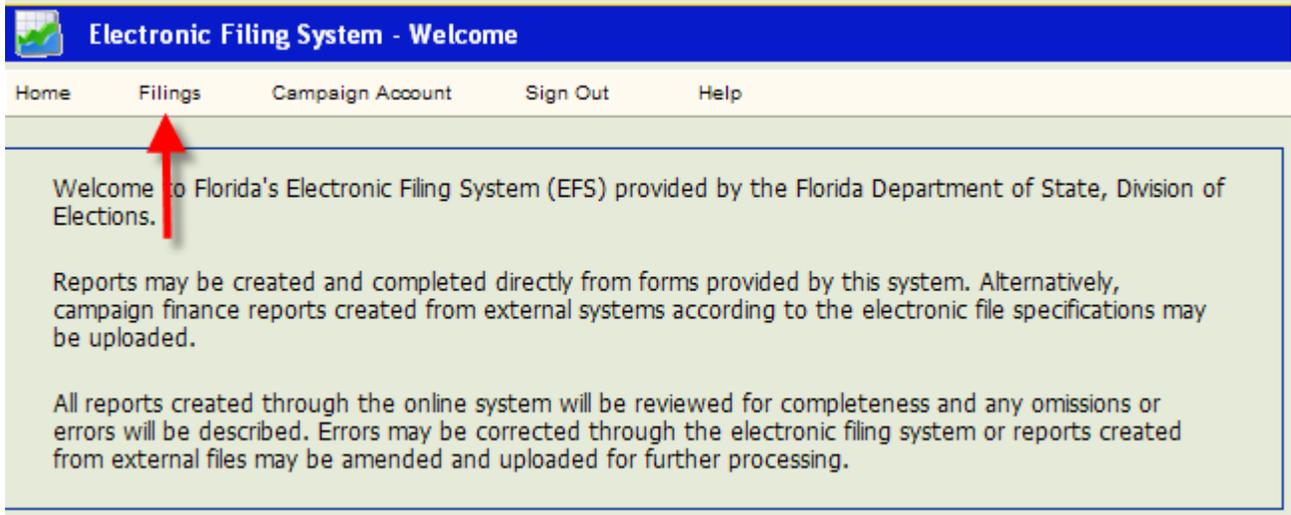
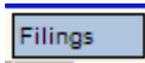
  

A red arrow points to the "Browse..." button.

Select file to be uploaded and click on .

# Print a Report

From the Welcome page, click

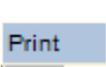


The screenshot shows the "Electronic Filing System - Welcome" page. At the top, there is a blue header with the text "Electronic Filing System - Welcome" and a small icon. Below the header is a navigation bar with links for "Home", "Filings", "Campaign Account", "Sign Out", and "Help". A red arrow points to the "Filings" link. The main content area contains a welcome message: "Welcome to Florida's Electronic Filing System (EFS) provided by the Florida Department of State, Division of Elections." Below this, there are two paragraphs of text explaining the system's capabilities and reporting process.

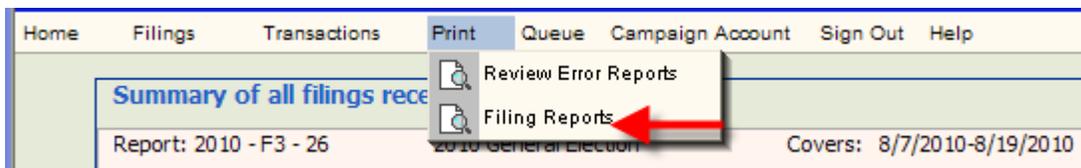
Select the report you wish to print by clicking on the report sequence number.

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

Click



and then



The screenshot shows the "Print" menu open in the "Electronic Filing System" interface. The menu options are "Review Error Reports" and "Filing Reports". A red arrow points to the "Filing Reports" option. Below the menu, there is a summary of the report: "Report: 2010 - F3 - 26" and "Covers: 8/7/2010-8/19/2010".

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

Click .

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

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

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



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

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

Click on .

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

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

will change to .

Click on .

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

The segment will open in a PDF format.

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

Repeat the process for each segment.

FLORIDA DEPARTMENT OF STATE, DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY			
(1) KRB Committee 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	