

# Maine Campaign Finance E-Filing Help: Logging In & Managing Passwords

Being able to log into the system smoothly and successfully is of utmost importance - as a reminder, always make sure you set up your login right after receiving your registration confirmation email, and also be sure that you can log into the system before the end of a business hours on a filing deadline.

## Setting Up Your Login:

- 1) Shortly after your registration is received by the Ethics Commission, you will receive a confirmation email. This email will contain your username that you will have for the remainder of the election, and a secure link to set up your password. This link does expire, which is why you should set up your password right away.

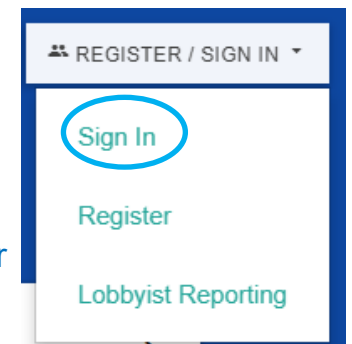
Your username: CFLUFFERNUTTER285695

Password link: [https://mainecampaignfinance.com/#/RetrievePassword/9e58e565-9443-4df7-8fe1-ff17e82245c2\\_c2](https://mainecampaignfinance.com/#/RetrievePassword/9e58e565-9443-4df7-8fe1-ff17e82245c2_c2)

- 2) When you click the link in the email, you will be taken to a page to set up your password and security questions. Remember, you cannot change your assigned username. Your password must be at least six characters long, and contain at least one uppercase letter, one lowercase letter, and one number. You *cannot* use any special characters.

The image shows two side-by-side forms. The left form, titled 'Select Security Questions', has a dropdown menu for 'Security Question' with the option 'WHAT IS YOUR FAVORITE COLOR HI-LITER?' selected. Below it is an 'Answer' field containing 'Green' and a 'Verify Answer' field also containing 'Green'. The right form, titled 'Change Password', has a 'New Password' field with a strength indicator 'STRONG' and a 'Verify New Password' field. A red warning message states 'Caution: Special characters are not allowed.' A 'SUBMIT' button is at the bottom.

- 3) After you set up your password, you will be taken to the login page, where you will enter your new username and the password you just created for yourself. If you have a previous year's login information saved, be sure to write over it with your new credentials!



## Logging In:

Once you have set up your password, you can log into the e-filing website anytime by going to [www.mainecampaignfinance.com](http://www.mainecampaignfinance.com) and clicking on the Register/Sign In button, and then entering your username and password.

## Managing Password:

If you ever need to change your password, click on the Administration tab on the left-side menu of your dashboard, then the User Settings button, then Change Password.

The image shows a dashboard for the 'Maine Ethics Commission CAMPAIGN FINANCE REPORTING'. On the left is a navigation menu with 'Administration' circled in blue. On the right, a 'USER SETTINGS' dropdown menu is open, with 'Change Password' circled in blue. Below the menu, there are tabs for 'SUMMARY', 'PENALTIES', 'DOCUMENT IMAGES', and 'ELECTION RESULTS'. The 'SUMMARY' tab is active, showing 'Account Status' and 'Transaction History (2018 ELECTION (LEGISLATIVE - 2 YEAR CYCLE) - TF)'. The 'Account Status' table shows all values at \$0.00. The 'Transaction History' table shows all values at \$0.00.

Account Status	
Ending Balance	\$0.00
Unfiled Contributions	\$0.00
Unfiled Expenditures	\$0.00
Unfiled Loans	\$0.00
Unfiled Debt Balances	\$0.00
Unfiled In-Kind Contributions	\$0.00

Transaction History (2018 ELECTION (LEGISLATIVE - 2 YEAR CYCLE) - TF)	
Filed Contributions	\$0.00
Filed Expenditures	\$0.00
Filed Loans	\$0.00
Filed Debt Balances	\$0.00
Filed In-Kind Contributions	\$0.00