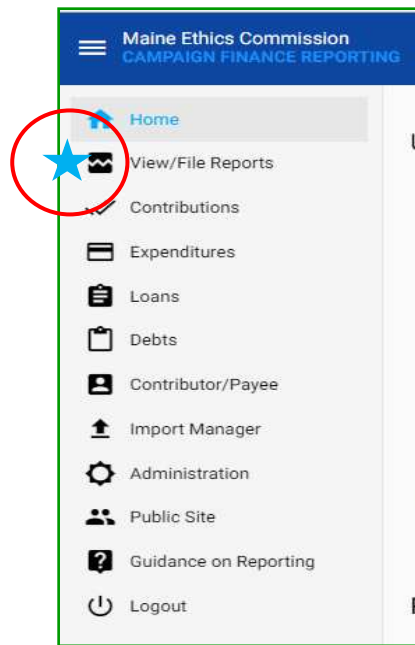



Maine Campaign Finance E-Filing Help: Reviewing and Filing Reports

Once you are done entering transactions for a filing period, it's time to file a report!



★ View/File Reports

No matter what part of the user portal you are in, you can reach the Reports page from the Main Menu. You will use this button to access all functions of your reports, including *previewing* and *filing* an unfiled report, as well as *viewing* and *amending* a previously filed report.

Note: If you do not see this menu, use the Main Menu icon  to expand the menu and access navigation.

Report Name	Start of Period	End of Period	Due Date	Report Status	Unfiled Transactions
42-DAY POST-PRIMARY REPORT	05/30/2018	07/17/2018	07/24/2018	Unfiled	There are 3 transactions
42-DAY PRE-GENERAL REPORT	07/18/2018	09/18/2018	09/25/2018	Unfiled	
11-DAY PRE-GENERAL REPORT	09/19/2018	10/23/2018	10/26/2018	Unfiled	
42-DAY POST-GENERAL REPORT	10/24/2018	12/11/2018	12/18/2018	Unfiled	

A) Unfiled / Filed toggle - The *Unfiled* button is the default view and will show you what reports you still have ahead of you. The *Filed* button will show you a list of reports that have already been filed.

B) The next due report will be bolded at the top. Future reports are grayed out and cannot be filed.

C) This shows you the date range of the reporting period, the date the report is due, and its status. “Unfiled” reports will contain all transactions that occurred between the *Start of Period* and *End of Period* and must be filed by the *Due Date* shown.

Note: Any reports requiring amending will have a status of “Refile Required.” Overdue reports will have a status of “**Past Due**.”

D) The vertical ellipsis will expand a menu of options:



Preview - A PDF draft of your unfiled report will generate in a new window. You can print or download this PDF for your review.

Go to Filing - This will take you to a new page from which you can **file your report** (see next page for details).


Maine Campaign Finance E-Filing Help: Reviewing and Filing Reports *cont.*

← 42-DAY POST-PRIMARY REPORT: 05/30/2018 - 07/17/2018	A	PREVIEW	FILE REPORT
Due in 19 Days			
Cash Summary B			
Cash Balance at Beginning of Period			\$1,200.00
Receipts			\$800.00 ▼
Expenditures			-\$387.55 ▼
Cash Balance at End of Period			\$1,612.45
Other Activity C			
In Kind Contributions			\$0.00 ▼
Total Loan Balance at End of Period			\$0.00 ▼
Total Unpaid Debts at End of Period			\$0.00 ▼

A) Preview and File Report - The *Preview* button will bring up the same PDF you were able to view in the previous dropdown menu. *File Report* will do exactly that: file your report!

B) Cash Summary gives you an at-a-glance look at your transaction totals for the filing period: the cash-on-hand when the period began, the contribution totals, the expenditure totals, and the ending cash balance (which should line up with your bank statements for that time).

C) Cash Summary shows transactions that do not affect the cash balance of a campaign: in-kind contributions, loans, and debts.



By submitting this report, I certify that I have reviewed the information contained in this report and it is true, accurate and complete to the best of my knowledge. Knowingly making a false statement in a report filed with the Ethics Commission is subject to criminal prosecution.

Cancel Submit

*Clicking the **File Report** button will bring up a confirmation box asking you to attest to the report's accuracy.*

*Click the **Submit** button to file your report.*

Your 42-DAY POST-PRIMARY REPORT was successfully filed with the Maine Ethics Commission.

Congratulations! You will be returned to the **View/File Reports** page, where you will see the above confirmation message at the bottom of the screen as well as receiving an email to confirm the successful filing.

The report you just filed no longer appears in the *Unfiled* table; you can view it again in the *Filed* table.

Maine Campaign Finance E-Filing Help: Amending Reports

Did you make changes to a contribution, expenditure, contributor, or payee? Now it's time to re-file your report!

The system will let you know right on the **Home** page that you need to refile a report.

A) Immediate To Do - This header will appear on your home page if you have a report to refile, if you have an overdue report, or if you need to file a 24-Hour Report.

B) You can click anywhere in the box to expand it and show the amended transactions that have triggered the refile. Clicking it a second time will collapse the window and hide those transactions.

C) You can *Preview* to get a look at your changes, or go directly to the *Refile Report* button. This will take you to the filing page (*see below*).

★ You can also refile a report from the **View/File Reports** page; the report will appear at the top of the *Unfiled* list and the status will be "Refile Required."

Refile Report - The *File Report* button from the previous page has become a *Refile Report* button. Clicking this will bring up the confirmation box shown on the previous page of this Help document. Use the *Submit* button to attest to the accuracy of your information and refile the report.

Previous Versions - This new box at the bottom of the filing window shows the date the report was originally filed, as well as any other times it was previously amended.