

MAINE CLEAN ELECTION ACT CANDIDATES ONLINE QUALIFYING CONTRIBUTIONS SERVICE

ONLINE QUALIFYING CONTRIBUTIONS WEBSITE:

<http://www.maine.gov/cleanelections>

This is the home page for the online qualifying contributions website.

Use the "Candidate Login" to access your administration screen.

Contributors click "Contribute" then follow the instructions.

The online qualifying contribution service is quick and convenient for contributors and candidates. Contributors can go to a secure website to make qualifying contributions with a VISA or MasterCard. Contributors who give their qualifying contribution online do not need to sign a paper form because they sign electronically when they make their contribution.

The system is even more convenient for candidates now than when it was launched in 2008 because the system will automatically verify the voter registration of contributors. If the system is not able to verify the voter registration for a contributor, that contributor will still be able to make a qualifying contribution online but the campaign must get the contributor's voter registration verified by the town clerks. Candidates will be able to download and print receipt and acknowledgement forms with unverified contributors listed by town to bring to the town clerks.

The online system uses data from the Secretary of State's Central Voter Registry (CVR) for voters' names and addresses. If the system does not recognize a contributor's street name, the system will give the contributor a list of similar street names to choose from. If the system does not recognize an address because it is not in the CVR, e.g., an address at a new development, the contributor will get instructions about how to make a contribution using a paper form.

QUALIFYING CONTRIBUTIONS ONLINE WEBSITE: CANDIDATE ACCESS

Each candidate will have password-protected administrative access to the online qualifying contribution system so that the candidate can review the status of his or her online qualifying contributions, including the verification of contributors' voter registration. Candidates can also search for contributions by contributor name or town or date range, download receipt and acknowledgement forms, and view the total contributions made online. To log on to the site:

1. Go to www.maine.gov/ethics.
 2. Look for "ONLINE SERVICES" in the list of links on the left hand side of the screen, and select "Qualifying Contributions."
 3. On this screen, look for "Candidate Login" under "Administration" on the left hand side of the screen.
 4. Enter your user name and password that you use for e-filing your campaign finance reports. We sent that to you when you registered. Call us if you don't have it.
 5. Once on your administration screen, select the tab for the service or report you want.
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INFORMATION FOR YOUR SUPPORTERS

Direct your supporters to go to www.maine.gov/cleanelections. Tell them to click the "Contribute" - yellow button.

They will need to:

- enter their name and the street address where they are registered to vote;
- select the candidates they wish to make a qualifying contribution to;
- enter payment information using a credit card or bank debit card (MasterCard and VISA only); and
- sign the affirmation statement electronically (no hand-written signature required).

The online system will automatically list all gubernatorial candidates and the legislative candidates who are running in the contributor's district.

You can put a link to the online qualifying contribution service on your campaign website or send the link in an e-mail to your supporters and include instructions like the sample below.

Please note that this online service is for qualifying contributions and not seed money contributions.

Sample instructions for your supporters:

1. Go to www.maine.gov/cleanelections.
2. Click "Contribute" - yellow button.
3. Follow the instructions to make a contribution to support my candidacy and to help me qualify for public funding for my campaign.
4. Make sure you enter the address where you are registered to vote. If the website can not verify you as a registered voter, please contribute. I will be able to get your name verified by the town clerks and your contribution will count.

