**STATEMENT OF SOURCES OF INCOME (SOSOI) FILING INSTRUCTIONS**

**FOR EXECUTIVE BRANCH EMPLOYEES**

**STATEMENT DUE BY APRIL 18, 2023**

1. **GO TO** [**WWW.MAINECAMPAIGNFINANCE.COM**](https://www.mainecampaignfinance.com/#/index) **AND CLICK ON THE**  **BUTTON IN THE UPPER RIGHT-HAND CORNER OF THE SCREEN AND SIGN IN WITH YOUR SOSOI USERNAME AND PASSWORD.**



**2. CLICK “FILE STATEMENT” TO START YOUR REPORT**

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**3. CLICK HERE TO COPY YOUR DATA FROM THE PREVIOUS REPORT AND SAVE DATA ENTRY TIME!**

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**4. CLICK THROUGH EACH SECTION TO ADD OR REMOVE DATA PERTINENT TO THIS REPORTING PERIOD.
 Note – you must have a GREEN checkmark next to each section before you can file the report.**

**5. WHEN YOU HAVE FINISHED MAKING NECESSARY CHANGES, CLICK THE CERTIFICATION CHECK BOX
 AND THEN CLICK**  **TO GET A MESSAGE CONFIRMING YOUR SUBMISSION.**



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