

Maine Clean Election Act Candidates Online Qualifying Contributions Service

Online Qualifying Contributions Website:

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

The screenshot shows the homepage of the Maine Clean Election Act Online Qualifying Contribution Service. The header includes the Maine.gov logo and the text "A secure, online service provided by the Maine Ethics Commission". The main heading is "Maine Clean Election Act Online Qualifying Contribution Service". Below the heading, there are navigation links: "Home", "Ethics Commission Home", and "More Online Services". The main content area features a welcome message: "Welcome to the Maine Clean Election Act - Online Qualifying Contribution Service". It states that contributors can make qualifying contributions of \$5 or more to support candidates seeking Maine Clean Election funding, and that only personal funds are used, accepting Visa or Mastercard. A prominent green "Contribute" button is visible. A callout box points to this button, stating: "Your contributors click 'Contribute' then follow the instructions." Another callout box points to the top of the page, stating: "This is the home page for the online qualifying contributions website." On the right side, there are sections for "SERVICE INFORMATION" (with a link to "FAQ"), "RELATED SERVICES" (with links to "Maine Clean Election Act", "Maine eDemocracy", and "Find your polling place & Elected Official"), and "ADMINISTRATION" (with a link to "Candidate Login"). A callout box points to the "Candidate Login" link, stating: "Use the 'Candidate Login' to access your administration screen." At the bottom, there are sections for "Credits" (with the infoME logo and copyright notice), "Information" (with links to "Ethics Commission Home", "Maine.gov", and "Site Policies"), and "Transaction Security" (with the Maine.gov logo).

The online qualifying contribution service is quick and convenient for contributors and candidates. Contributors use 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 convenient for candidates because it automatically verifies the voter registration of the contributor. If the system is not able to verify the voter registration, the contributor is still able to make a qualifying contribution online but the campaign must get the contributor's voter registration verified by the town clerk. Candidates download and print the online receipt and acknowledgement forms with the *unverified* contributors. These forms are brought to the town clerks for verification.

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 in a new development, the contributor will get instructions on how to make a contribution using a paper form.

Qualifying Contributions Online Website: Candidate Access

To access the administrative section of the online qualifying contribution system, candidates use their electronic-filing system user name and password which was assigned to them when they registered as a candidate. (Candidate treasurers can also log in using their user names and passwords.) When logged into the administrative section, a candidate can review the status of their 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.



Information for Your Supporters

Direct your supporters to go to www.maine.gov/cleanelections. Tell them to click the “Contribute” button. They will need to:

- enter their name and the street address where they are registered to vote;
- select the candidate(s) 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 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.

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

Thank you