

Are you filing a report for the first time in the new online system? Follow these easy steps...

BOTH the treasurer and chairperson should have reconnected to your committee PRIOR TO FILING, even though only one officer is required to file a report or affidavit. This can be done by going to the homepage and clicking on the "Reconnect to your Committee" icon in the lower right portion of the page. It only takes a minute to activate your username and receive an email with your login password. Only the treasurer or chairperson can file a report or affidavit (ALCE). If you are a candidate or a data entry user, you will not be able to file a report or affidavit.

1

Log in to the system using your credentials.

2

Enter transactions by clicking on the appropriate link in the left menu.

3

Click on the Edit/File Pending Transactions link from the left menu.

To view all transactions that have been entered for the current filing period, click "Search". You may view, edit or delete individual transactions as well as view any compliance issues here. If the compliance flag is red 🚩 click on it and the system will alert you to the issue that exists for the selected transaction.

If you have compliance issues that you do not agree with, you may file anyway and then resolve them by contacting the State Board of Elections.

4

File a Campaign Statement or Affidavit (ALCE).

Once you have clicked "Search" on the Edit/File Pending Transactions screen, you will notice a number of buttons placed below the search grid. You may "Preview Filing", file an "Affidavit (ALCE)", or file a campaign statement by clicking "File All to State".

File All to State

This will file ALL transactions to state. When prompted with "Are you sure you want to file all pending transactions to the state?" click OK. On the Cash Balances screen, enter your beginning bank balance (if different from system calculated amount) as well as individual bank balances. In the authorization section, you must check the checkbox below your name before you can continue. If the other officer is present, they may enter their system password and check the checkbox at this time. If they are not present, you MAY STILL CONTINUE by leaving the other officer's section blank. They will receive a notice on their Reminder screen to verify the filing submitted by you.

File Affidavit (ALCE)

In the authorization section, you must check the checkbox below your name before you can continue. If the other officer is present, they may enter their system password and check the checkbox at this time. If they are not present, you MAY STILL CONTINUE by leaving the other officer's section blank. They will receive a notice on their Reminder screen to verify the Affidavit (ALCE) submitted by you.