

# Email content

**CCF ID:** 01012027

**Committee Name:** PRETLOW II, LARRY FRIENDS OF

**Filing Period Name:** 2020 ANNUAL

**Subject:** Pre Report Notice for the 1/15/20 Annual Report - Transactions through 1/08/2020

**Email Body:**

To Candidate, Chair, and Treasurer,

This is to notify you that the 1/15/2020 Annual Report is due. Transactions ending date of 1/08/2020.

Attached you will find a PreReportNotice and a green postcard will be followed up to you in the mail.

If you have any questions please feel free to contact us.

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For those of you who are new to our reporting system or haven't yet had a chance to check it out, we would like to share with you a video and a user manual that SBE has created to help in the basic understanding of using the Maryland Campaign Reporting Information System known as "MDCRIS".

This video/manual will go over the basic administration of your political committee including topics such as removing and adding a new officer, entering in transactions for a report and then filing of the report and more.

Here is a link to the video for you to watch on YouTube: <https://www.youtube.com/watch?v=YcbNIJCo-i8>

You can watch the video all of the way through or navigate to different topics by clicking on the chapter markers.

Along with the PreReportNotice, you will find attached a paper user manual that mirrors everything that is in the video, the 2017 Summary Guide and the 2020 Reporting Schedule.