Instructions for uploading digital documents to a campaign finance report

Entities that file their campaign finance reports electronically via the Ohio Secretary of State's Campaign Finance Online Filing System (CFOFS) may upload digital documents – such as files containing images of canceled checks and paid receipts – electronically instead of mailing physical copies to the Ohio Secretary of State's office. When uploaded, the digital files of the documents become "attached" with the report. Written responses to audit letters may also be submitted by attaching a digital copy of them to the covered report. This will save filers the time and expense of having to mail the physical documents to our office.

Here is how it works:

- Once logged into CFOFS, the user will still click on the *"I Want to Upload Attachment Files"* section of the **Task Center**. In addition to the Upload Contribution, Upload Expenditure and Upload Loan/Debt files options, there is now a fourth upload function titled *"Upload Attachments "*
- The *Upload Attachment* functions similarly to the other upload options. The user will click on the **Choose File** button to select the desired file to be attached to the report.
- After finding and selecting the desired file, the user will click on the **Open** button and will return to the **Upload** screen.
- The selected document file path will appear in the window adjacent to the *Upload Attachment* field.
- The user must click on the **Upload Attachment** button to process the document file upload.

Digital document files may be uploaded to a report at any time after the report is created. That is, a filer may upload document files to a report *without* having to submit or amend the report. For example, a filer can upload digital copies of checks to a **filed** report without being required to open the report as an amendment. This "always available" functionality applies to any and all types of supplemental digital documentation a filer may wish to attach to a campaign finance report.

A filer may upload multiple digital documents to a report. In addition to digital copies of canceled checks, paid receipts, or audit responses, there could be other digital items a filer wishes or needs to attach to a report.

For the sake of clarity, it is important that digital documents or other attachments be named in a manner that clearly associates the file with the filing entity. The following template should be followed for the purpose of naming a file to be attached to a report:

Committee Name (can be shortened)	Report Year	Report Type	Description
Example	Smith for Office	2010	Post Primary checks.pdf
Example	Ohio People PAC	2009	Annual Audit Response.pdf
Example	Citizens for Good People	2010	Pre-Primary Supporting docs.pdf

There are a few restrictions for uploading digital documents into CFOFS.

1. All attachments must be in one of the following file formats:
    a. Portable Document Format (PDF), or
    b. Tagged Image File (TIF)
    c. JPEG File (JPG)
2. Uploaded files should be attached only to a report to which the document information relates. For example, if the filer has digital copies of canceled checks or other documentation related to multiple reports, the attachment should be uploaded to each report affected. In the case of a committee's response to an audit letter, this could require one digital document to be uploaded to multiple reports.
3. Once uploaded, documents cannot be deleted from the report by the user. If the filer has uploaded a document or file in error and wants to remove it, the filer must contact the Campaign Finance section at 614-466-3111 or email Cfinance@sos.state.oh.us with the request.

If you need any assistance or have any questions regarding this process, please feel free to contact me at cmayhew@sos.state.oh.us or Jason Miller at jmiller@sos.state.oh.us or any member of the Campaign Finance staff at (614) 466-3111.