

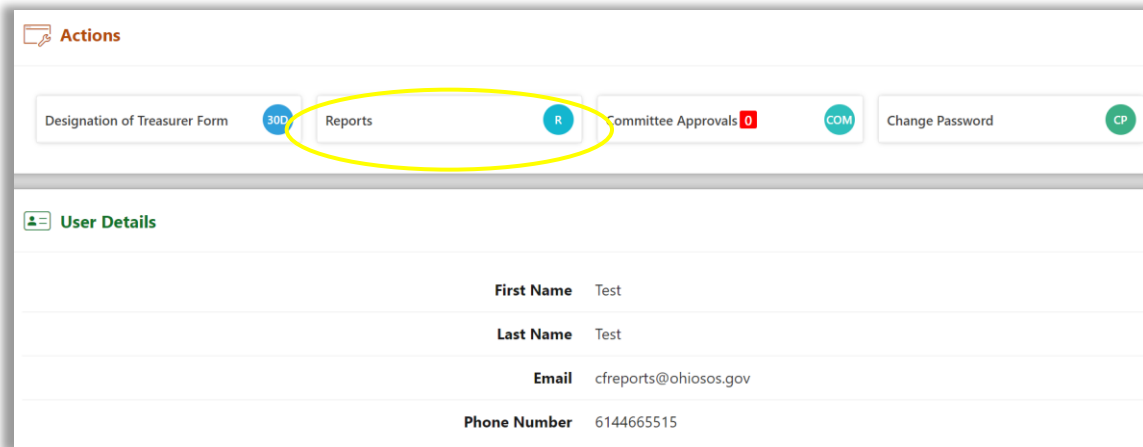


BOe-FILE COMMITTEE USER GUIDE

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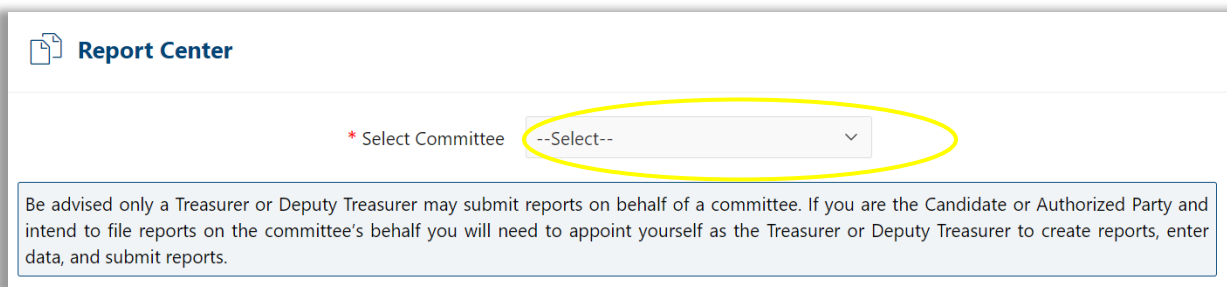
CREATING A NEW REPORT



The screenshot shows a navigation bar with the title "Actions" and a list of menu items: "Designation of Treasurer Form" (300), "Reports" (R), "Committee Approvals" (0), "COM", and "Change Password" (CP). The "Reports" item is circled in yellow. Below the navigation bar is a "User Details" section with the following information:

Field	Value
First Name	Test
Last Name	Test
Email	cfreports@ohiosos.gov
Phone Number	6144665515

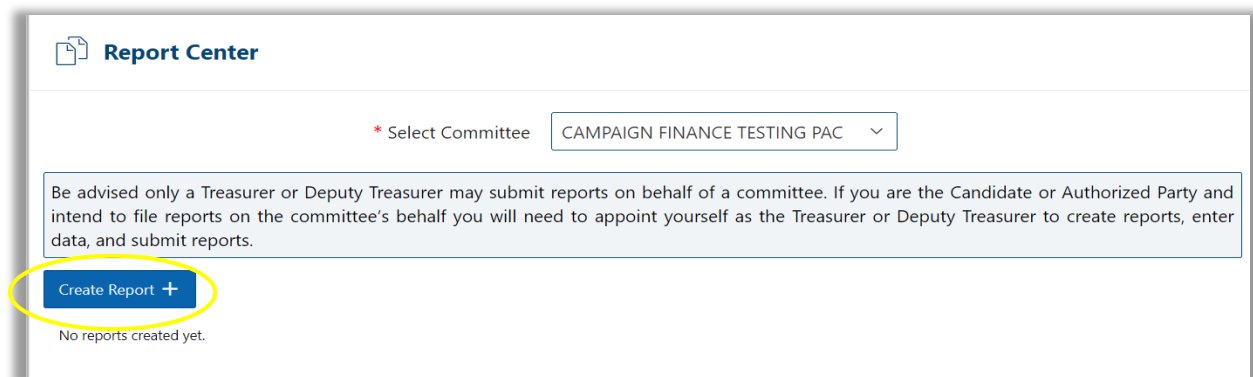
- Click "Reports" to begin creating a new report.
- Click "Reports" at any time to return to reports in progress.



The screenshot shows the "Report Center" header. Below it is a form with a label "* Select Committee" and a dropdown menu showing "--Select--". The dropdown menu is circled in yellow. Below the form is a text box with the following text:

Be advised only a Treasurer or Deputy Treasurer may submit reports on behalf of a committee. If you are the Candidate or Authorized Party and intend to file reports on the committee's behalf you will need to appoint yourself as the Treasurer or Deputy Treasurer to create reports, enter data, and submit reports.

- Click "Select Committee" to create a new report for the appropriate committee.



The screenshot shows the "Report Center" header. Below it is a form with a label "* Select Committee" and a dropdown menu showing "CAMPAIGN FINANCE TESTING PAC". Below the form is a text box with the following text:

Be advised only a Treasurer or Deputy Treasurer may submit reports on behalf of a committee. If you are the Candidate or Authorized Party and intend to file reports on the committee's behalf you will need to appoint yourself as the Treasurer or Deputy Treasurer to create reports, enter data, and submit reports.

Below the text box is a button labeled "Create Report +" which is circled in yellow. Below the button is the text "No reports created yet."

- Click "Create Report" to proceed.

The screenshot shows a 'Create Report' modal window. At the top is a dark blue header with the title 'Create Report' and a close button (X). Below the header, the form contains two main sections. The first section has a label 'Report Year(YYYY)' followed by a text input field containing '2020'. The second section has a label 'Select Report Type' followed by a dropdown menu showing 'ANNUAL (JANUARY)' with a checkmark icon. Below the dropdown are two unchecked checkboxes: 'Termination Report' and 'Short Form Report'. At the bottom left is a yellow 'Cancel' button with an X icon, and at the bottom right is a green 'Create' button with a checkmark icon.

- Click "Report Year" to type the report year.
- Report years must be four (4) digits in length.
- Click "Select Report Type" to select the appropriate report for your reporting period.
- For questions about the reporting periods and deadlines, see the Secretary of State's campaign finance reporting calendars found here: [Reporting Deadline Calendars](#).

This screenshot is similar to the first one, showing the 'Create Report' modal. The 'Report Year' field contains '2020' and the 'Select Report Type' dropdown shows 'ANNUAL (JANUARY)'. In this view, a yellow oval highlights the two unchecked checkboxes at the bottom: 'Termination Report' and 'Short Form Report'. The 'Cancel' and 'Create' buttons are also visible at the bottom.

- If you wish for this report to be your Termination Report or you are a candidate committee authorized by statute to file a Short Form Report, select the appropriate button.
- For questions on Termination Reports and Short Form Reports see the [Campaign Finance Handbook](#).

A screenshot of a 'Create Report' dialog box. The dialog has a dark blue header with the title 'Create Report' and a close button (X) in the top right corner. The main area is white and contains the following elements: a text input field for 'Report Year(YYYY)' with the value '2020'; a dropdown menu for 'Select Report Type' currently showing 'ANNUAL (JANUARY)'; two unchecked checkboxes labeled 'Termination Report' and 'Short Form Report'; a yellow 'Cancel' button with a close icon (X) on the bottom left; and a green 'Create' button with a checkmark icon on the bottom right, which is circled in yellow.

Create Report

Report Year(YYYY) 2020

Select Report Type ANNUAL (JANUARY) ▾

☐ Termination Report

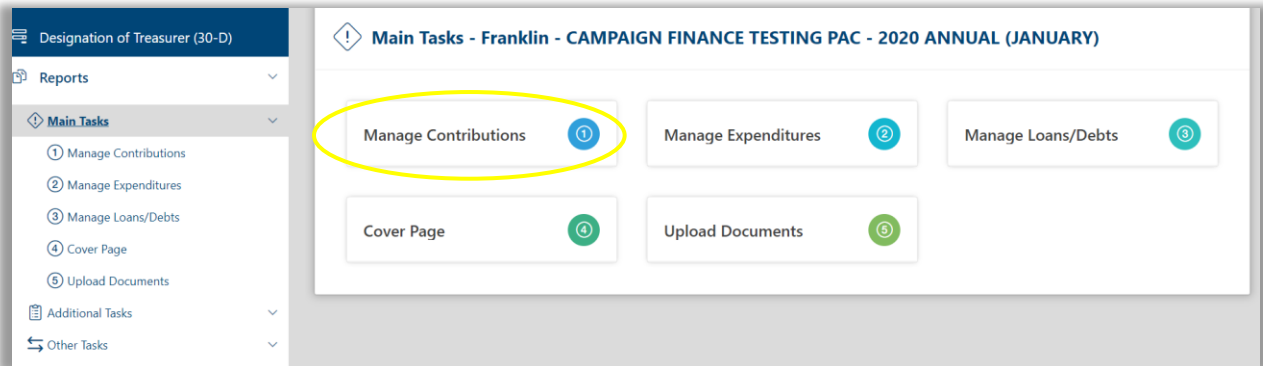
☐ Short Form Report

Cancel ✕

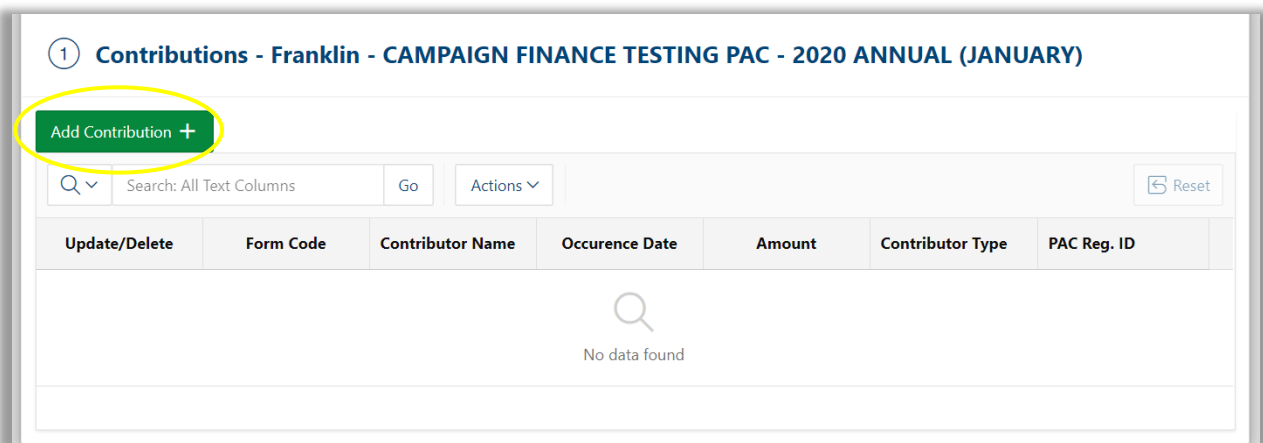
Create ✓

- Click "Create" to create the new report.

ENTERING CONTRIBUTION DATA



- Once you have created a report, click “Manage Contributions” to add contributions or view and edit those previously entered.



- Click “Add Contribution” to begin entering contribution data.

Manage Contribution

Contributor is a(an)
Individual

Form Code
31-A Stmt of Contribution

Last Name
TEST

First Name
TEST

Middle Initial

Suffix

Address
123 TESTING STREET

City
TEST

State
Ohio

Zip Code
43215

Employer/Occupation
STATE OF OHIO

Amount
125

Contribution Date
11/11/2020

Form of Contribution
CHECK/MONEY ORDER

Cancel

Add

- Complete all applicable contribution fields.
- "Form Code" refers to the paper form completed by paper filers.
- Click "Add" to create the contribution entry.
- Click "Cancel" to stop entry or go back to the prior screen.

1 Contributions - Franklin - CAMPAIGN FINANCE TESTING PAC - 2020 ANNUAL (JANUARY)




Add Contribution +

Search: All Text Columns

Go

Actions

Reset

Update/Delete	Form Code	Contributor Name	Occurence Date	Amount	Contributor Type	PAC Reg. ID
	31A2	TEST, TEST	11/11/2020	\$250.00	Individual	-
	31A	TEST, TEST	11/11/2020	\$125.00	Individual	-
	31A	TESTING ENTITY	11/11/2020	\$25.00	Non-Individual	-

1 rows selected

Total 3

- Once you have entered contributions, click the icon under the "Update/Delete" column to edit or delete any contribution entries.

Manage Contribution

Contributor is a(an)
Individual

Form Code
31-A-2 Other Income

Last Name
TEST

First Name
TEST

Middle Initial

Suffix

Address
123 CHANGED ADDRESS

City
TEST

State
Ohio

Zip Code
43215

Employer/Occupation
STATE OF OHIO

Amount
250

Contribution Date
11/11/2020

Form of Contribution
CHECK/MONEY ORDER

Income Type
RE-Refund

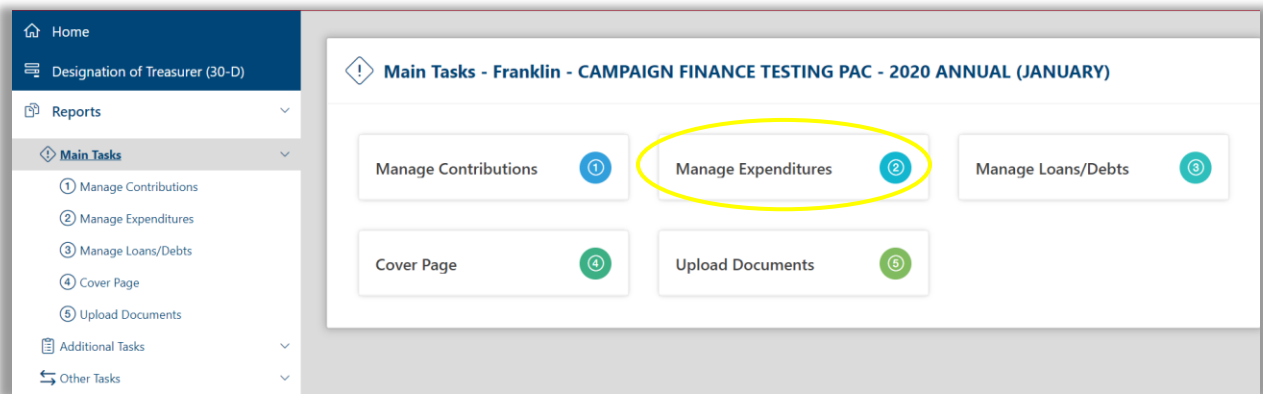
Cancel

Delete

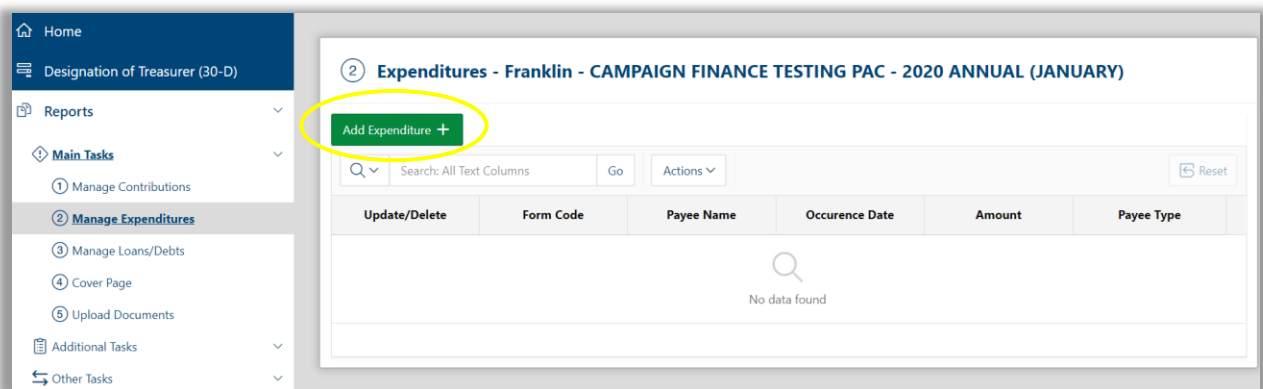
Update

- If you selected "Update" above, you will be provided the previously entered data for review and modification.
- Update any fields for the contribution entry as appropriate.
- Click "Update" to confirm changes.
- If you wish to delete the previously entered contribution entry, click "Delete."

ENTERING EXPENDITURE DATA



- After creating a report as described under the Creating a Report section above, click "Manage Expenditures" to enter expenditures.



- Click "Add Expenditure" to begin entering expenditure data.

Manage Expenditure

Payee is a(an)

Individual

Form Code

31-B Stmt of Expenditures

Last Name

TEST

First Name

TEST

Middle Initial

Suffix

Address

123 TESTING STREET

City

TEST

State

Ohio

Zip

43215

Purpose

TESTING

Check Number

Amount

123

Expenditure Date

11/11/2020

Cancel

Add

- Complete all applicable expenditure information fields.
- "Form Code" refers to the paper form completed by paper filers.
- The "Purpose" box should contain a description of the item or service purchased that clearly articulates the expenditure related to influencing the results of an election, a duty of public office, or an allowable charitable contribution.
- "Check Number" should be completed when applicable.
- Click "Add" to proceed or "Cancel" to return to the prior screen.

Designation of Treasurer (30-D)
Reports
Main Tasks
1 Manage Contributions
2 Manage Expenditures
3 Manage Loans/Debts
4 Cover Page
5 Upload Documents
Additional Tasks
Other Tasks

Expenditures - Franklin - CAMPAIGN FINANCE TESTING PAC - 2020 ANNUAL (JANUARY)

Add Expenditure +

Search: All Text Columns

Go

Actions

Reset

Update/Delete	Form Code	Payee Name	Occurence Date	Amount	Payee Type
	31B	TEST, TEST	11/11/2020	\$123.00	Individual
Total 1					

- Click the icon under the "Update/Delete" column to edit or delete any previously entered expenditure entries.

Manage Expenditure

Payee is a(an)

Individual

Form Code

31-B Stmt of Expenditures

Last Name

TEST

First Name

TEST

Middle Initial

Suffix

Address

123 CHANGED ADDRESS

City

TEST

State

Ohio

Zip

43215

Purpose

TESTING

Check Number

Amount

123

Expenditure Date

11/11/2020

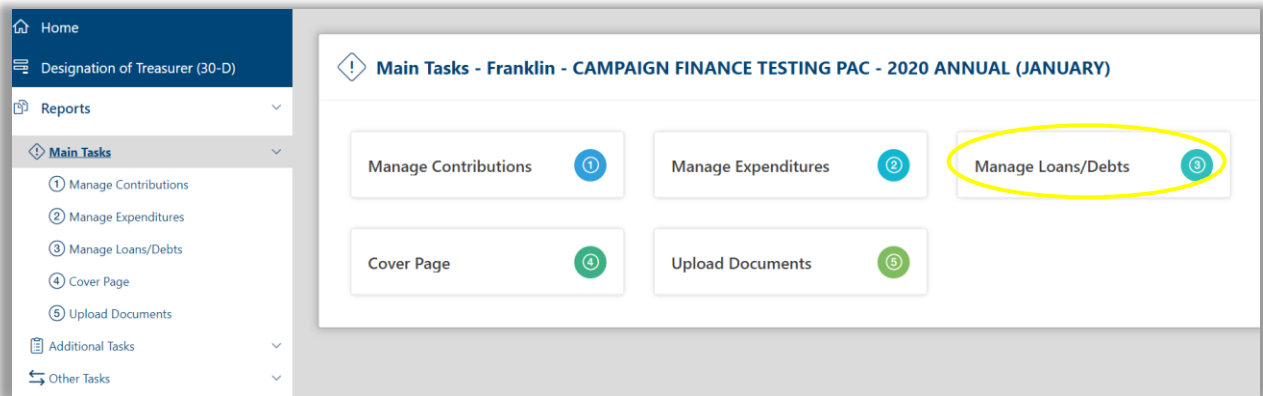
Cancel

Delete

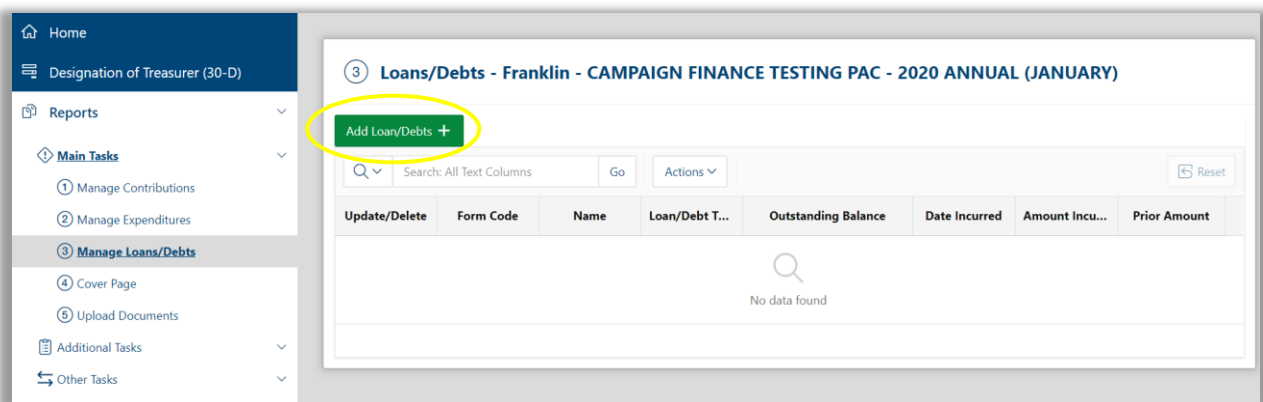
Update

- If you selected "Update" above, you will be provided the previously entered data for review and modification.
- Update any fields for the expenditure entry as appropriate.
- Click "Update" to confirm changes.
- If you wish to delete the previously entered expenditure entry, click "Delete."

ENTERING LOANS & DEBTS



- After creating a report as described under the Creating a Report section above, click "Manage Loans/Debts" to add loans or debts.



- Click "Add Loan/Debts" to proceed.
- Review the [Campaign Finance Handbook](#) for questions on the difference between a loan and a debt, as well as relevant reporting guidance.

Manage Loans/Debts

×

Inv Status

Individual

▼

Form Code

31-C Loans Received

▼

Last Name

TEST

First Name

TEST

Middle Initial

Suffix

Address

TEST

City

TEST

State

- Select -

▼

Zip

43215

Employer/Labor Organization

STATE OF OHIO

Prior Amount

0

Amount Incurred this Period

500

Outstanding Balance

500

Date Originally Incurred

11/11/2020

Total Payment Amount

0

Last Payment Date

☐ Forgiven

Cancel

×

Add

✓

- Complete all applicable fields for the loan or debt entry.
- "Form Code" refers to the paper form completed by paper filers.
- If the loan or debt has been forgiven, mark the field for "Forgiven."

Manage Loans/Debts

Last Name

TEST

First Name

TEST

Middle Initial

Suffix

Address

TEST

City

TEST

State

Ohio

Zip

43215

Employer/Labor Organization

STATE OF OHIO

Prior Amount

0

Amount Incurred this Period

500

Outstanding Balance

500

Date Originally Incurred

11/11/2020

Total Payment Amount

0

Last Payment Date

☐ Forgiven

Cancel

Add

- When completed entering relevant data, click "Add" to create a loan or debt entry.

Home

Designation of Treasurer (30-D)

Reports

Main Tasks

1 Manage Contributions

2 Manage Expenditures

3 Manage Loans/Debts

4 Cover Page

5 Upload Documents

Additional Tasks

Other Tasks

3 Loans/Debts - Franklin - CAMPAIGN FINANCE TESTING PAC - 2020 ANNUAL (JANUARY)

Add Loan/Debts +

Search: All Text Columns

Go

Actions

Reset

Update/Delete	Form Code	Name	Loan/Debt T...	Outstanding Balance	Date Incurred	Amount Incu...	Prior Amount
	31C	TEST, TEST	Individual	500	11/11/2020	500	0
							Total 1

- After entering a loan or debt, click the icon under the "Update/Delete" column to edit or delete any previously entered loan or debt entries.

Manage Loans/Debts

Last Name

TEST

First Name

TEST

Middle Initial

Suffix

Address

123 CHANGED ADDRESS

City

TEST

State

Ohio

Zip

43215

Employer/Labor Organization

STATE OF OHIO

Prior Amount

0

Amount Incurred this Period

500

Outstanding Balance

500

Date Originally Incurred

11/11/2020

Total Payment Amount

0

Last Payment Date

☐ Forgiven

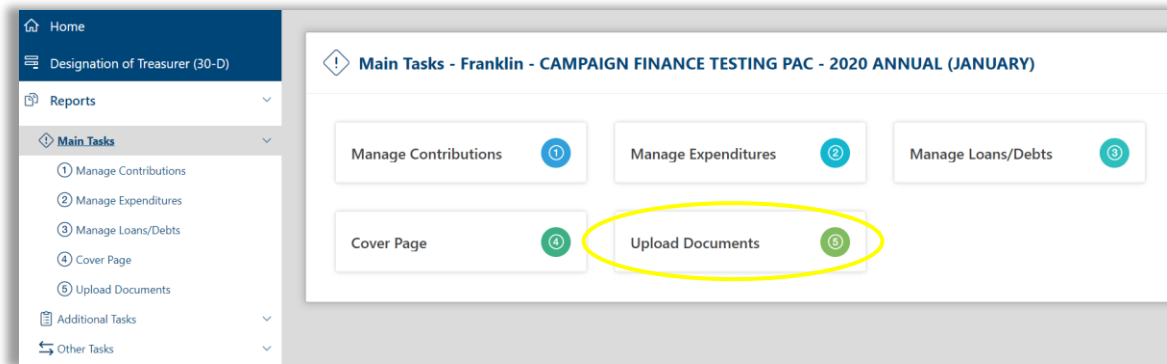
Cancel

Delete

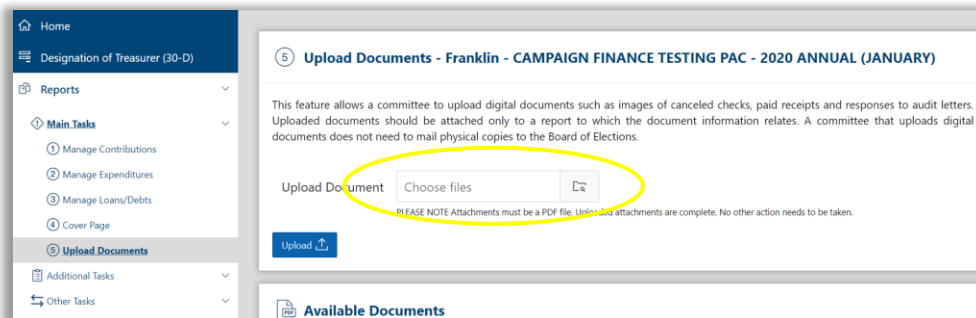
Update

- If you selected "Update" above, you will be provided the previously entered data for review and modification.
- Update any fields for the relevant loan or debt entry as appropriate.
- Click "Update" to confirm changes.
- If you wish to delete the previously entered loan or debt entry, click "Delete."

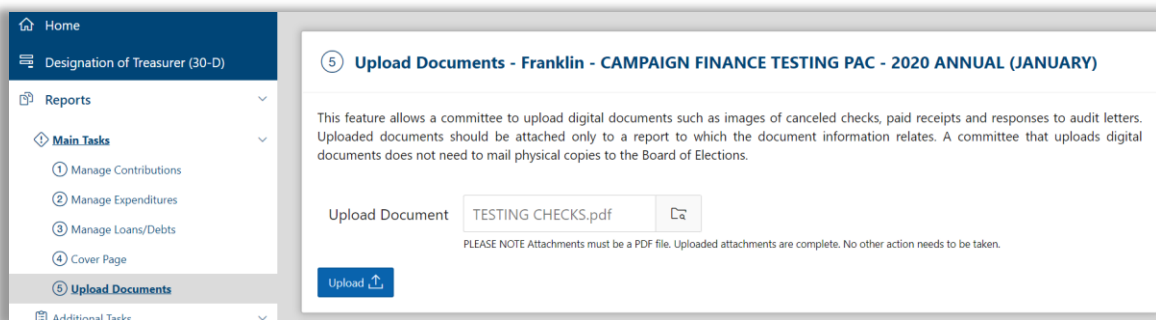
ATTACHING SUPPORTING DOCUMENTATION



- Click “Upload Documents” to attach checks, expenditure verification or letters of explanation, as appropriate.

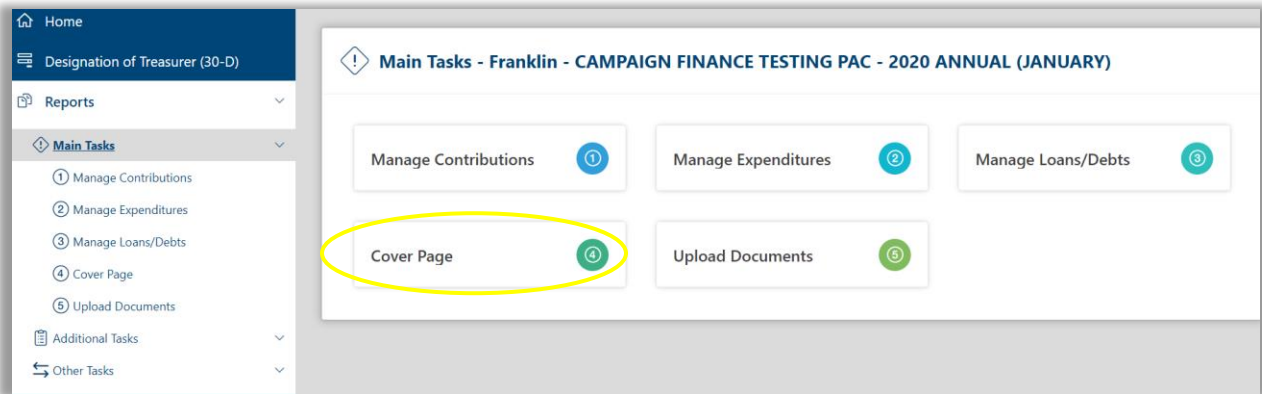


- Click “Choose Files” and select the file from your desktop or other saved location to upload the desired file.
- All uploaded documents must be in a PDF format.

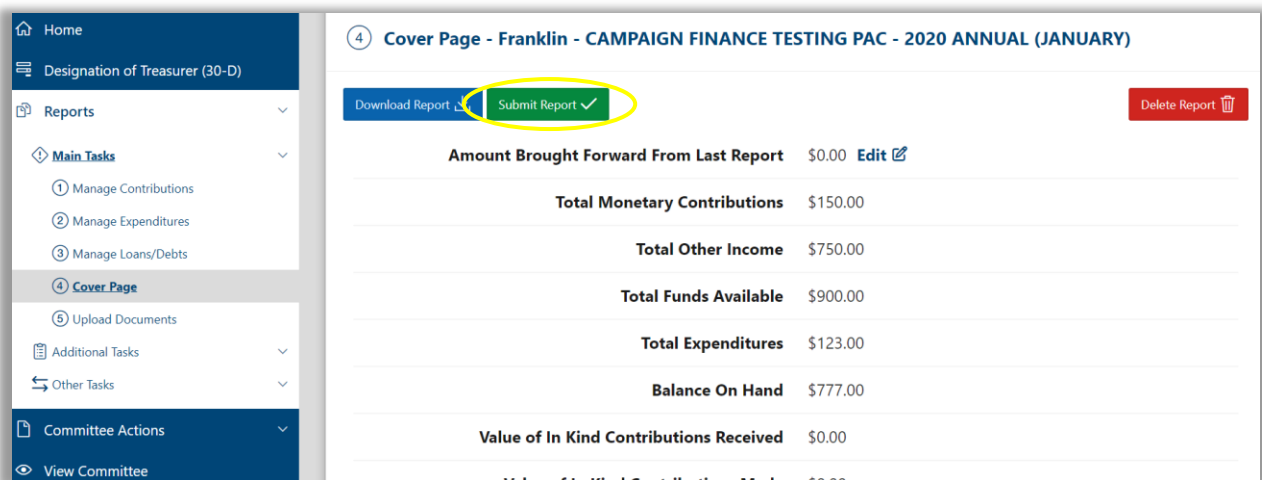


- When a file has been selected, the name of the file will appear within the Upload Document field as shown above.
- Click “Upload” to proceed with uploading the selected file.
- Once uploaded, a file cannot be deleted from the system.

SUBMITTING A REPORT



- After entering all contributions, expenditures, loans, and debts, click “Cover Page” to begin submitting the report.



- Review the Cover Page information to ensure it is accurate.
- The “Amount Brought Forward From Last Report” of a newly established entity should reflect a zero balance. Thereafter, the amount brought forward should equal the balance on hand of the immediately preceding report. Click “Edit” to update the amount brought forward, if appropriate.
- Click “Submit Report” to proceed.
- Click “Download Report” to print or save a copy of the report.

Submit Report

The information contained in this report is made under the penalty of election falsification. Whoever commits election falsification is guilty of a felony of the fifth degree.

☐ By clicking this button I acknowledge the above statement.

☐ I do not agree and wish to cancel.

Cancel ✕

- If you are ready to submit the report click the field “By clicking this button I acknowledge the above statement” to proceed.

Submit Report

The information contained in this report is made under the penalty of election falsification. Whoever commits election falsification is guilty of a felony of the fifth degree.

☒ By clicking this button I acknowledge the above statement.

☐ I do not agree and wish to cancel.

Cancel ✕

Submit Report ✓

- Click “submit report” to proceed.

Report Esignature Confirmation

Please enter the PIN sent to your email to complete the report submission process.

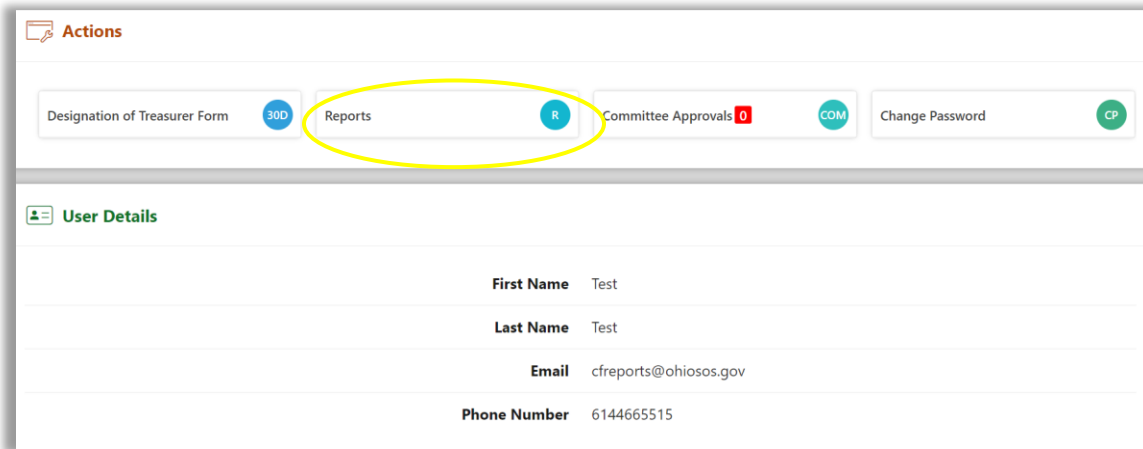
* Pin

Cancel ✕ Resend Pin ✉

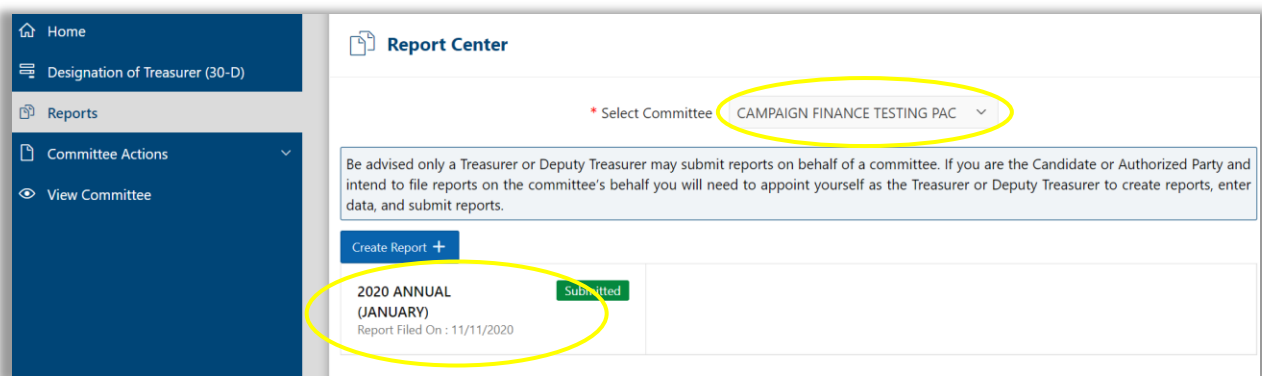
Submit ✓

- A Pin will be sent to the email address associated with your user account to confirm the user’s identity.
- Enter the pin to electronically sign the report.
- Click “Submit” to file the report.
- A receipt confirmation will be emailed to all committee users upon submission

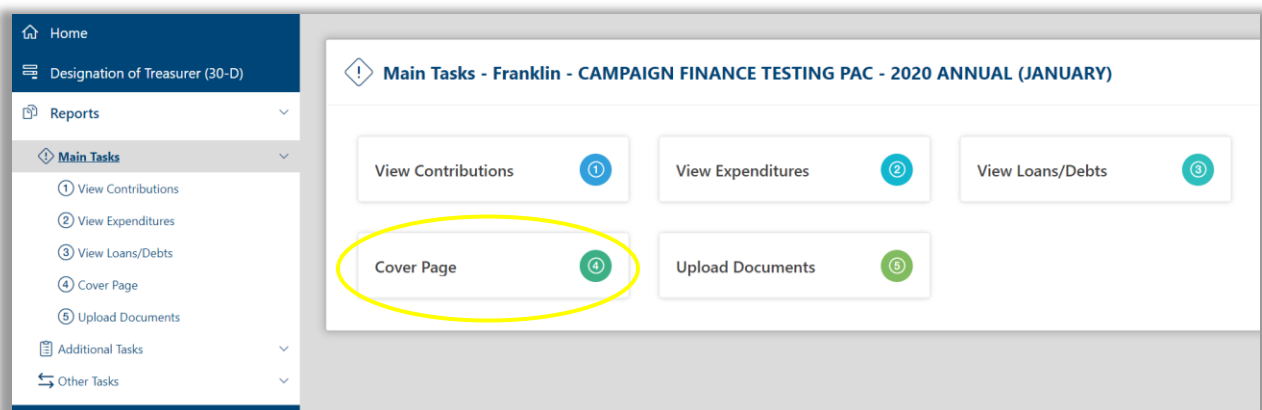
AMENDING A SUBMITTED REPORT



- To Amend a previously filed report click “Reports” to begin.



- Select the committee to begin the amendment process.
- Select the previously filed report to amend.



- Select “Cover Page” to review the previous summary data and begin the amendment.

4 Cover Page - Franklin - CAMPAIGN FINANCE TESTING PAC - 2020 ANNUAL (JANUARY)

Download Report [Amend Report](#)

Amount Brought Forward From Last Report	\$0.00
Total Monetary Contributions	\$150.00
Total Other Income	\$750.00
Total Funds Available	\$900.00
Total Expenditures	\$123.00
Balance On Hand	\$777.00
Value of In Kind Contributions Received	\$0.00
Value of In Kind Contributions Made	\$0.00

- Click "Amend Report" to proceed.

Are you sure you would like to amend this report?

Cancel [OK](#)

- Click "OK" to open the report for amendment.

4 Cover Page - Franklin - CAMPAIGN FINANCE TESTING PAC - 2020 ANNUAL (JANUARY)

Download Report [Submit Amendment](#) [Undo Amendment](#)

Amount Brought Forward From Last Report	\$0.00 Edit
Total Monetary Contributions	\$150.00
Total Other Income	\$750.00
Total Funds Available	\$900.00
Total Expenditures	\$123.00
Balance On Hand	\$777.00
Value of In Kind Contributions Received	\$0.00

- Select any "Manage" option in the left column to manage prior submitted data or enter new contributions, expenditures, loans, or debts.

1 Contributions - Franklin - CAMPAIGN FINANCE TESTING PAC - 2020 ANNUAL (JANUARY)

Add Contribution +

Search: All Text Columns Go Actions Reset

Update/Delete	Form Code	Contributor Name	Occurrence Date	Amount	Contributor Type	PAC Reg. ID
	31A	TEST, TEST	11/11/2020	\$125.00	Individual	-
	31A2	TEST, TEST	11/11/2020	\$250.00	Individual	-
	31A	TESTING ENTITY	11/11/2020	\$25.00	Non-Individual	-

1 rows selected Total 3

- Click "Add Contribution" to enter new contributions.
- Click the icon under the "Update/Delete" column to edit or delete any previously submitted entry.

Manage Contribution

Contributor is a(an) Individual

Form Code 31-A Stmt of Contribution

Last Name TEST First Name TEST Middle Initial Suffix

Address 123 CHANGED

City CHANGED CITY State Ohio Zip Code 43215

Employer/Occupation STATE OF OHIO Amount 125 Contribution Date 11/11/2020

Form of Contribution CHECK/MONEY ORDER

Cancel X Delete Update

- Review the previously submitted data and update any fields for the entry as appropriate.
- Click "Update" to confirm changes, "Delete" to remove the entry from the report, or "Cancel" if no change is necessary.

1 Contributions - Franklin - CAMPAIGN FINANCE TESTING PAC - 2020 ANNUAL (JANUARY)

Add Contribution +

Search: All Text Columns Go Actions Reset

Update/Delete	Form Code	Contributor Name	Occurrence Date	Amount	Contributor Type	PAC Reg. ID
	31A	TEST, TEST	11/11/2020	\$125.00	Individual	-
	31A2	TEST, TEST	11/11/2020	\$250.00	Individual	-
	31A	TESTING ENTITY	11/11/2020	\$25.00	Non-Individual	-

1 rows selected Total 3

- Once completed amending report data, select the "Cover Page" tab.

Download Report Submit Amendment Undo Amendment

Amount Brought Forward From Last Report	\$0.00	Edit
Total Monetary Contributions	\$150.00	
Total Other Income	\$750.00	
Total Funds Available	\$900.00	
Total Expenditures	\$123.00	
Balance On Hand	\$777.00	
Value of In Kind Contributions Received	\$0.00	
Value of In Kind Contributions Made	\$0.00	
Outstanding Loans Owed by Committee	\$500.00	

- Review the Cover Page information to ensure it is accurate.
- Click "Submit Amendment" to proceed with amending the report.

Submit Report

The information contained in this report is made under the penalty of election falsification. Whoever commits election falsification is guilty of a felony of the fifth degree.

☒ By clicking this button I acknowledge the above statement.

☐ I do not agree and wish to cancel.

Cancel

- An acknowledgement statement will appear.
- Select the field to acknowledge the above statement and proceed.

Submit Report

The information contained in this report is made under the penalty of election falsification. Whoever commits election falsification is guilty of a felony of the fifth degree.

☒ By clicking this button I acknowledge the above statement.

☐ I do not agree and wish to cancel.

Cancel X

Submit Report ✓

- Click "Submit Report" to proceed.

Report Esignature Confirmation

Please enter the PIN sent to your email to complete the report submission process.

* Pin

Cancel X

Resend Pin ↗

Submit ✓

- A Pin will be sent to the email address associated with your user account to confirm the user's identity.
- Enter the pin to electronically sign the report.
- Click "Submit" to file the amended report.
- A receipt confirmation will be emailed to all committee users upon submission.