## Maine Campaign Finance E-Filing Help: Adding & Managing Contributions

## Adding a Contribution:

Once you are logged in, you can add a new contribution from anywhere on the website. Just simply go to the **+NEW TRANSACTION** button at the top of page, and click it to open a menu, and then choose Contributions.



This will bring up a box where you can enter all of your contribution's information. You are required to enter the election the contribution is for, the contribution type and source, the details of the contributor, and the date and amount of the contribution. Anything that is underlined in red must be completed before you can save the contribution.



contribution types to choose from, the most common being Monetary (Itemized), Monetary (Unitemized), and In-Kind (Itemized). If you need help choosing the right type, please refer to your candidate guidebook, or contact your Candidate Registrar. If you are required

In-Kind (Itemized)

Monetary (Itemized)

Monetary (Unitemized)

Contribution Type

In-Kind (Unitemized)

Other Receipts

**Funding Source** С Funding Source Individual **Commercial Source** Political Party Committee **Political Action Committee Ballot Question Committee** Nonprofit Organization Candidate/ Spouse/ Domestic Partner Other Candidate/ Candidate Committee **Financial Institution C1** Contributor Funding Source Individual

Contributor ?

J

+ Add a New Contributor

When you choose a funding source, another field will open up below, asking for the contributor's name. When you begin typing the name, previously entered contributors that match what you have entered will show up, as well as a "+ Add New Contributor" option. Either select the appropriate contributor, or choose to add a new one. Choosing to add a new one will open a box in which you can enter all of the contributor's information (see image below). Remember, the Create button will not work until all required information has been entered. After your choose or create your contributor, you can go on entering the rest of the contribution's information.

Contributor 🕐

Create New Contributor

First Name

Middle Name

Last Name

Address Line 1

Address Line 2

City

State

ME

Zip Code

to choose an Itemized type, then you will be required to enter specific information about the contributor in the next step (Funding Source).

There are multiple funding sources to choose from, if you choose an Itemized contribution type. No matter which one you choose, you will be required to enter their address information (if you have not already entered a contribution from this entity), and their occupation and employment information if they are a person.

cupation		
		•
Employment Information Requested ?		
	CANCEL	CREATE

Once you save your contribution, you will see a message confirming the contribution has been successfully entered at the bottom of the screen
The contribution has been successfully added.

The box where you add contributions will revert to being blank, so you can add another contribution if you need to. If you are done entering contributions, simply click the X at the top right hand corner of the box.

## Maine Campaign Finance E-Filing Help: Adding & Managing Contributions

Managing Contributions'		
Managing Contributions: If you need to change anything about a saved or filed contribution, you can do so easily. Either search for the contribution in the search bar at the top of the page, using the name of the contributor (image to the right) - Or go to the Contributions page by clicking on the Contributions tab on the left-side menu (image below)	ALL - John	
	✓ Contributions	SEE ALL RESULTS
	Doe, John - \$400.00 42-DAY POST-PRIMARY REPORT	July 0'

=	Maine Ethics Commission CAMPAIGN FINANCE REPORTING		ALL -							+ NEW TRA	
A	Home	Contributio	ne								
~	View/File Reports	Contribution	15								
	Contributions	Contributor	Contributor Type	Туре	Election	Receipt Date	Amount	Filed Date A	mended		
E	Expenditures	Doe, John Individual		7 3 3 Y	Monetary	General	07/09/2018				
Ê	Loans		Individual	(Itemized)	General	07/09/2018	\$400.00			•	
Ĉ	Debts								1-	-1 of 1	
8	Contributor/Payee										
										$\bigcirc$	

Clicking on the appropriate search result, or clicking the to the right of the contribution on the Contributions page and selecting "Edit" will bring up a box where you can make changes to the contribution. Click the button in the lower right-hand corner to begin making your changes.

		Ed	lit & Amend
Contribution		200	it (if the contribution has not en filed) and Amend (if the
Election Type General		allo typ am	ntribution has been filed), ows you to change the election e, contributor, date, and nount of the contribution. If the ntribution has not been filed in a
Contribution Type Monetary (Itemized)		cor	oort, you can also change the htribution type and funding urce. If the contribution has
Funding Source Individual		cha will	en filed and you need to ange one of those details, you I need to delete the ntribution, and add it again.
		Re	<u>turn</u>
Contributor Doe, John		cor	ou return or refund a ntribution, either in whole or in rt, you need to report that. By
Amount 400.00	Actions	clic inp dat	king "Return" you get fields to ut the amount of the return, the te of the return, and the reason
Date 07/09/2018	Edit	(wł	y you are making the return nich is a required field). • <u>lete</u>
Description	Return	erre	contribution was entered in or, or it's been filed and you ed to change the contribution
	Delete	to obe	e or funding source, you need delete the contribution. You will asked to confirm if you want to ete once you select that option.

## Managing Contributors:

If you need to change anything about a <u>contributor</u>, you can do so easily. Either search for the contribution in the search bar at the top of the page, using the name of the contributor (image to the right) - Or go to the Contributor/Payee page by clicking on the Contributor/Payee tab on the left-side menu (image below)

		- ,						SEE ALL RESULTS
Maine Ethics Commission CAMPAIGN FINANCE REPORTING	ALL *				+ NEW TRANSACTION	•	V Contributions	
<ul><li>✦ Home</li><li>☑ View/File Reports</li></ul>	Contribu	itor/Payee					Doe, John - \$350.00 42-DAY POST-PRIMARY REPORT	July 09
V Contributions	Name	Contributor/Payee	Туре	Address	Employer/Occupation		-	
Expenditures	Doe, John	Contributor	Individual	100 Maine Street	New England/ Attorney/Legal		Contributors/Payees	
È Loans	Doe, John	Contributor	Holviddai	Augusta ME 04330	New England/ Attorney/Legal	•		
Debts						1-1 of 1	Doe, John	
Contributor/Payee							Individual	
1 Import Manager								

Clicking on the appropriate search result, or clicking the to the right of the contribution on the Contributions page and selecting "Edit" will bring up a box where you can make changes to the contribution. Click the Actions to button in the lower right-hand corner to begin making your changes. Simply make the changes you need, and click "Update."

Once you have made your changes, follow the steps above for amending a <u>contribution</u> to make the contributor changes take effect. Be sure to click on the "Updated Contributor" button to make the contribution update with contributor's corrected information. You can then refile the affected report (see our other help pages for information on refiling and amending reports) so the contributor's correct information will appear on the appropriate report.

I GENERA

Edit Contributor/Payee			×
First Name John	Middle Name	Last Name Doe	Suffix
Address Line 1 100 Maine Street		Address Line 2	
City Augusta	State ME	Zip Code 04330	
Employer New England			
Occupation Attorney/Legal			

Employment Information Requested 🕜

		CANCEL UPDATE
Amend Contribution	×	
Amending a contribution requires you to refile the affected report.	î	
Election Type		

Contribution Type Monetary (Itemized)				
Funding Source Individual			 	
Contributor <b>!</b> Doe, John				
ORIGINAL CONTRIBUTOR	UPDATED CONTRIBUTOR			
Name Doe, John		Address 100 Maine Street		
Occupation Information Attorney/Legal		Augusta ME 04330		
Amount 350.00		Date 07/09/2018		
			CANCEL	SAVE