Maine Campaign Finance E-Filing Help: Adding & Managing Independent Expenditures

dding an Independent Expenditure: Once you are logged in, you can add a new independ- ent expenditure from anywhere on the website. Go to the			+ NEW TRANSACTION
			Contributions
"+ New Transaction" button at the top of page, and click it to open a menu.			Expenditures
Choose "Independent	Expenditures."		Independent Expenditures
			Loans
			Debts
	New Independent Expenditure ()		
. Select "Payee Type." . Select "Payee." Start			
. Select "Payee." Start entering the name. If	Payee Type		
you have previously en-	Payee		
tered the payee infor-	Purpose		
mation, you will be able	rupose		
to select the payee from			
the resulting dropdown menu. Otherwise, click	Amount	Date	
"Add New Payee," enter	Expenditure Description		
the information, and click	Candidates Associated to this Expenditure		
"Create."			
. Select "Purpose"			
code.			
 Enter amount. Select date of expendi 	ture		
 Select date of expendi Enter a brief description 			
Click "Add Candidate"			

×

	Candidates Associated to this Expenditure
10. Start entering a	ADD CANDIDATE
candidate's first or last name. Remember,	Select Candidate 2
you can only enter	
candidate's for state or	Candidate Information
county offices. Click	
the name of the candi-	Amount
date supported or op- posed by the IE.	Do you support or oppose this candidate? SUPPORT OPPOSE
11. Enter the propor-	
tional amount of the IE	CANCEL ADD
related to this candi-	
date. If the IE men-	e, this amount will equal the
	ise, enter an amount proportional
	candidate mentioned. If the IE
relates to more than	
one candidate, click "Add Candidate" but-	Candidates Associated to this Expenditure ADD CANDIDATE
ton again and repeat	
steps 10 and 11, as	Select Candidate 🕜
necessary, for the	
amounts allocated to	Candidate Information
each candidate to	

equal the amount en- tered above. 2. If all parts required	Amount Do you support or oppose this candidate? SUPPORT OPPOSE		
parts of the entry are completed, the "Save" button will turn blue. Click it to complete your IE entry.		SANCEL ADD	

13. Click the "X" in the upper-right of the modal to return

12.

your previous screen. 14. Click the "Home" link in the upper-left of	Immediate To Do							
the screen. 15. You will see an IE report that now needs to be filed. Click "File	Reports Due: 60-Day I 4 Days late (Due Date: 08 There is 1 unfiled indepe		/2018 - 08/29/2018				PREVIEW FIL	EREPORT
Report." 16. You may wish to clic	ck "Preview" to see	a PDF previev	v					
of your unfiled IE Re- port. To file the re- port, click "File Re-	← 60-Day Pre-General Report: 08/29/2011 Filed on 08/31/2018	3 - 08/29/2018					PREVIEW	FILE REPORT
port." 17. Click the red "File	Cash Summary Expenditures							-\$1,000.00 🗸
Report" button, review " "Submit." Your IE repo you are not done.								
18. Click the "View/	View/File Reports					+ADD REPORT	MANAGE E	LECTION CYCLES
File" reports link on the upper-left, below	UNFILED FILED						2018 ELECTION PAC	
the "Home" link. 19. Click "Filed Re-	Report Name	Start of Period	End of Period	Due Date	Report Status	Filed Date	Amended Date	
ports."	✓ Initial Financial Report	01/01/2018	08/31/2018	08/31/2018	Amended	08/31/2018 12:08:56 PM	08/31/2018 3:09:06 PM	:
20. Click the vertical	60-Day Pre-General Report	08/29/2018	08/29/2018	08/30/2018	Filed	09/04/2018 10:52:41 AM		:
ellipses. 21. Click "View." 22. Print the PDF of								2 Results

the report. Sign the report and get it notarized. Then re-turn the signed and notarized paper copy of the report to the Maine Ethics Commission office within five days of calendar days of the preliminary online filing.