

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

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For assistance, call:
Commission on Governmental Ethics and Election Practices
207-287-4179

Notes:

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Logging into the E-Filing System. See page 18 for changing your password.

1. Go to the Commission's website:

www.maine.gov/ethics

http://www.maine.gov/ethics

Governmental Ethics & Election Practices

Home | Contact Us | Forms & Guides | About Us | Meetings

Maine Commission on Governmental Ethics and Election Practices

Welcome to the Web site of the Maine Commission on Governmental Ethics and Election Practices. This site is designed to assist the public in finding out campaign finance information, and to promote timely, complete reports by candidates and others.

Meetings	Filing Deadlines	Notices
<p>The next meetings of the Commission are scheduled for the following dates.</p> <p>Date: Thursday, November 19 Time: 10:00 a.m. (please note time change from 9:00 a.m.) Location: Room 208, Cross Office Building, Augusta Agenda and Materials Live Audio</p> <p>Past Meetings</p>	<p>November 16, 2009 October Lobbyist Report</p> <p>December 15, 2009 42-Day Post-Election Report</p> <p>Due for PACs, ballot question committees, and state party committees involved in the November 2009 election.</p> <p>December 15, 2009 November Lobbyist Report</p> <p>All Upcoming Deadlines Past Deadlines</p>	<p>Reports Filed by Maine Leads</p> <p>Online Qualifying Contribution Service</p> <p>Invitation to Comment on Rule Change - Shortfall in Maine Clean Election Fund</p> <p>List of Committees Involved in the November Ballot Questions</p> <p>Final Guidebook for 2010 MCEA Gubernatorial Candidates</p> <p>Guidebook for 2010 Traditionally Financed Gubernatorial Candidates</p> <p>Proposed Rule Changes</p> <p>2009 Law Changes</p> <p>Ethics Commission Office Relocation</p>

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2. To get to the Commission's electronic filing system, click:

Filer Login

3. Enter your user ID and password. These fields are not case sensitive.

4. Click: **Login**

MAINE
Welcome to the Campaign Finance Electronic Filing System Site

User ID:
 Password:

Login

[Public Home Page](#)

"Public Home Page" link takes you to the public access page where all campaign finance information filed by the candidates, political parties, and PACs can be viewed.

This is your home page for accessing and filing your campaign finance reports.

MCEA home page at left.

Traditionally financed home page, see next page.

To change your password, see page 18.

MAINE
Welcome to the Campaign Finance Electronic Filing System Site

Menu Home Help Logout Change Password

11/13/2009

Home Page for MCEA Candidate

CAMPAIGN YEAR 2010

REPORT TYPE	REPORTING PERIOD	DUE DATE	DATE FILED	STATUS	LAST MODIFIED
Candidate Registration			11/5/2009 3:31:59 PM	Filed	11/5/2009 3:36:43 PM
Seed Money	11/5/2008 to 4/20/2010	4/20/2010		In-Progress	
11-Day Pre-Primary (MCEA Leg)	4/21/2010 to 5/25/2010	5/28/2010		In-Progress	
42-Day Post Primary	5/26/2010 to 7/13/2010	7/20/2010			
42-Day Pre-General	7/14/2010 to 9/14/2010	9/21/2010			
11-Day Pre-General	9/15/2010 to 10/19/2010	10/22/2010			
42-Day Post-General	10/20/2010 to 12/7/2010	12/14/2010			
24-Hour Report		N/A	MULTIPLE		

Please click on the following buttons to Download schedule informations in excel format.

[Download Contribution A](#) [Download Contribution A1](#) [Download Expenditure B](#)

Use these buttons to download contribution and expenditure information into excel spreadsheets.

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

Home page for traditionally financed candidate.

Use the buttons on the top menu bar to navigate around the e-filing system.

All Candidates: Entering Information into a Report

Click the report name that you are entering information into.

Notice that the reporting period for each report is listed.

Entering contributions:

Check the box for "Schedule A."

Click: "Add New Transactions."

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

MCEA Candidates: Entering Seed Money Contributions

Note: Entering in-kind contributions on Schedule A-1 is similar to entering cash contributions

Enter the date of the contribution.

Select "Contributor Type" from list.

MCEA Candidate
Seed Money
Campaign Year 2010

Schedule A Cash Contributions

- Itemize all cash contributions from contributors who have given you more than \$50 in this reporting period.
- Report the occupation and employer for every contributor who is an individual and who contributed more than \$50 in this reporting period.
- For cash contributions totaling \$50 or less, please enter a total for the reporting period under the type "Contributors giving \$50 or less." Use the last day of the reporting period as the date received.

Date Received: From: 11/5/2008 To: 11/17/2009

Contributor Type:

Amount:

Apply this contribution to: Add New Contributor See List of Contributors

Enter amount.

MCEA Candidate
Seed Money
Campaign Year 2010

Schedule A Cash Contributions

- Itemize all cash contributions from contributors who have given you more than \$50 in this reporting period.
- Report the occupation and employer for every contributor who is an individual and who contributed more than \$50 in this reporting period.
- For cash contributions totaling \$50 or less, please enter a total for the reporting period under the type "Contributors giving \$50 or less." Use the last day of the reporting period as the date received.

Date Received: 1/5/2010 From: 11/5/2008 To: 11/17/2009

Contributor Type:

Amount:

Apply this contribution to: Add New Contributor See List of Contributors

For NEW contributors:

1. Select "Add New Contributor."

2. Enter the information.

Click :

A new blank screen will appear.

Continue entering contributions.

MCEA Candidate
11-Day Pre-Primary (MCEA Leg)
Campaign Year 2010

Schedule A Cash Contributions

- Itemize all cash contributions from contributors who have given you more than \$50 in this reporting period.
- Report the occupation and employer for every contributor who is an individual and who contributed more than \$50 in this reporting period.
- For cash contributions totaling \$50 or less, please enter a total for the reporting period under the type "Contributors giving \$50 or less." Use the last day of the reporting period as the date received.

Date Received: 1/15/2010 From: 11/18/2009 To: 5/25/2010

Contributor Type:

Amount:

Apply this contribution to: Add New Contributor See List of Contributors

Contributor Name:
First Name Middle Name Last Name

Address:

City: State: ME Zip Code:

Occupation:

Employer:

When finished entering contributions, click "Report Menu."

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILEING SYSTEM

For contributors you have already entered into the system:

1. Select "See List of Contributors."
2. A list box (at right) will display.
3. Select name from list.

Click:

Schedule A Cash Contributions

- Itemize all cash contributions from contributors who have given you more than \$50 in this reporting period.
- Report the occupation and employer for every contributor who is an individual and who contributed more than \$50 in this reporting period.
- For cash contributions totaling \$50 or less, please enter a total for the reporting period under the type "Contributors giving \$50 or less." Use the last date received.

Date Received: 1/5/2010 From: 11/5/2008 To: 5/25/2010

Contributor Type: Other Individuals

Amount: 100.00

Apply this contribution to: Add New Contributor See List of Contributors

Contributor Name: First Name Middle Name Last Name

Address: City: State ME Zip Code Occupation: Employer:

When you select a name from the list of contributors, the contributor information (name, address, occupation and employer) is automatically entered. This saves you time and reduces errors.

When finished entering contributions, click "Report Menu."

Traditionally Financed Candidates: Entering Contributions

Note: Entering in-kind contributions on Schedule A-1 is similar to entering cash contributions

- Select "Primary" or "General."
- Enter the date of the contribution.
- Select "Contributor Type" from the list.

Schedule A Cash Contributions

- Itemize all cash contributions from contributors who have given you more than \$50 in this reporting period.
- Report the occupation and employer for every contributor who is an individual and who contributed more than \$50 in this reporting period.
- For cash contributions totaling \$50 or less, please enter a total for the reporting period under the type "Contributors giving \$50 or less." Use the last date received.

Election: Primary General

Date Received: 02/03/2010 From: 1/1/2010 To: 5/25/2010

Contributor Type: Candidate and Spouse

Amount:

Apply this contribution to: Add New Contributor See List of Contributors

Enter amount.

Schedule A Cash Contributions

- Itemize all cash contributions from contributors who have given you more than \$50 in this reporting period.
- Report the occupation and employer for every contributor who is an individual and who contributed more than \$50 in this reporting period.
- For cash contributions totaling \$50 or less, please enter a total for the reporting period under the type "Contributors giving \$50 or less." Use the last date received.

Election: Primary General

Date Received: 1/5/2010 From: 11/5/2008 To: 5/25/2010

Contributor Type: Other Individuals

Amount: 350.00

Apply this contribution to: Add New Contributor See List of Contributors

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

Traditionally Financed Candidate: Entering Contributions (continued)

Note: Entering in-kind contributions on Schedule A-1 is similar to entering cash contributions

For NEW contributors:

1. Select "Add New Contributor."

2. Enter the information.

Click: 

A new blank screen will appear.

Continue entering contributions.

For contributors you have already entered into the system:

1. Select "See List of Contributors."

2. A list box (at right) will display.

3. Select name from list.

Click: 

If name is not on list, click "Cancel" and follow instructions (above) for new contributor.

When finished entering contributions, click "Report Menu."

Each contributor type (shown in dropdown box at right) has its own list of previously entered names. If you select "See List of Contributors" and the name you're looking for does not show on the list, make sure the correct contributor type was selected.

Candidate and Spouse

- Other Individuals
- Commercial Sources
- Political Action Committees
- Political Party Committees
- Other Candidates and Committees
- Contributors Giving \$50 or Less
- Transfer from Previous Campaign

Make sure you select the correct "Contributor Type" from the dropdown box.

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Entering Expenditures

Check the box for "Schedule B Expenditures."

Click:

"Add New Transactions."

Another way to get to "Add New Transaction" screen": put cursor over "Menu", select from dropdown box.

• All information will be stored and the report will be 'in-progress' until you file the report.
• You may also use this page to view or print schedules.

Status: In-Progress Filed Date: 11/19/2009 (mm/dd/yyyy)

	No Activity on Schedule	Amended
<input type="checkbox"/> Select All		
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned		✓
<input type="checkbox"/> Schedule A Cash Contributions		
<input type="checkbox"/> Schedule A-1 In-Kind Contributions		✓
<input checked="" type="checkbox"/> Schedule B Expenditures		
<input type="checkbox"/> Schedule D Unpaid Debts and Obligations		✓
<input type="checkbox"/> Schedule E Campaign Equipment/Property Inventory		✓
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

Buttons: Add New Transactions, Amend Old Transactions, View/Print Report, File report, File No Activity Report, CSV Upload

Enter the date of the expenditure.

Select "Type" of payee.

Traditionally Financ Candidate
11-Day Pre-Primary
Campaign Year 2010

Schedule B Expenditures

- Enter the date, expenditure type, payee information, and amount for each expenditure made during the reporting period.
- For expenditure types which require a remark, enter a description of the goods and services purchased.
- For reimbursements, expenditures made with a candidate's or an authorized individual's personal funds must be reimbursed within the same reporting period expenditure. Enter the vendor as the payee and the purchase date. Report the name of the individual who made the payment in the remarks section.
- Only enter expenditures that have actually been paid. Enter unpaid debts and obligations on Schedule D.
- For payments made to a political action committee or party committee, provide a detailed explanation of the goods or services purchased in the "remarks" section.

Date Expenditure Made: From: 11/5/2008 To: 5/25/2010

Select Type:
 Business/Committee Individual

Buttons: Save, Reset, Report Menu

For NEW payee:

1. Select "Add New Payee."

2. Enter the payee name.

Select "Expenditure Type" from list.

Expenditures

- Enter the date, expenditure type, payee information, and amount for each expenditure made during the reporting period.
- For expenditure types which require a remark, enter a description of the goods and services purchased.
- For reimbursements, expenditures made with a candidate's or an authorized individual's personal funds must be reimbursed within the same reporting period expenditure. Enter the vendor as the payee and the purchase date. Report the name of the individual who made the payment in the remarks section.
- Only enter expenditures that have actually been paid. Enter unpaid debts and obligations on Schedule D.
- For payments made to a political action committee or party committee, provide a detailed explanation of the goods or services purchased in the "remarks" section.

Date Expenditure Made: From: 11/5/2008 To: 5/25/2010

Select Type:
 Business/Committee Individual

Select:
 Add New Payee See List of Payees

Name of Payee: Office Inc

Expenditure Type: Select

Remarks:

Expenditure Amount:

Expenditure Type List:

- CHS---Campaign consultants
- CON---Contribution to Other Candidate, Party, Cmte
- EQP---Equipment
- FND---Fundraising events
- FOD---Food for campaign events, volunteers
- LIT---Campaign literature (printing and graphics)
- MHS---Mail house (all services purchased)
- OFF---Office rent, utilities, phone, and internet service, supplies
- OTH---Other
- PHO---Phone banks, automated telephone calls
- POL---Polling and survey research
- POS---Postage for U.S. Mail
- PRO---Other professional services
- PRT---Print media ads
- RAD---Radio ads, production costs
- SAL---Campaign workers' salaries
- TRV---Travel (fuel, mileage, lodging, etc.)
- TVN---TV or cable ads
- WEB---Internet and e-mail

All Candidates: Entering Expenditures (continued)

Enter remark if required.
Remark field will be pink if
remark required.

Enter amount.

Click:

A new blank screen will
appear.

Continue entering
expenditures.

Schedule B Expenditures

- Enter the date, expenditure type, payee information, and amount for each expenditure made during the reporting period.
- For expenditure types which require a remark, enter a description of the goods and services purchased.
- For reimbursements, expenditures made with a candidate's or an authorized individual's personal funds must be reimbursed within the same reporting period as the expenditure. Enter the vendor as the payee and the purchase date. Report the name of the individual who made the payment in the remarks section.
- Only enter expenditures that have actually been paid. Enter unpaid debts and obligations on Schedule D.
- For payments made to a political action committee or party committee, provide a detailed explanation of the goods or services purchased in the "remarks" section.

Date Expenditure Made: From: 11/5/2008 To: 5/25/2010

Select Type: Business/Committee Individual

Select: Add New Payee See List of Payees

Name of Payee:

Expenditure Type:

Remarks:

Expenditure Amount:

Remark required
when
highlighted.

When finished entering expenditures, click "Report Menu."

For payees you have
already entered into the
system:

Select "See List of Payees."

1. A list box (at right) will
display.

2. Select name from list.

Select "Expenditure Type"
from dropdown box.

Enter remark if required.

Enter amount.

Click:

Schedule B Expenditures

- Enter the date, expenditure type, payee information, and amount for each expenditure made during the reporting period.
- For expenditure types which require a remark, enter a description of the goods and services purchased.
- For reimbursements, expenditures made with a candidate's or an authorized individual's personal funds must be reimbursed within the same reporting period as the expenditure. Enter the vendor as the payee and the purchase date. Report the name of the individual who made the payment in the remarks section.
- Only enter expenditures that have actually been paid. Enter unpaid debts and obligations on Schedule D.
- For payments made to a political action committee or party committee, provide a detailed explanation of the goods or services purchased in the "remarks" section.

Date Expenditure Made: From: 1/1/2010 To: 5/25/2010

Select Type: Business/Committee Individual

Select: Add New Payee See List of Payees

Name of Payee:

Expenditure Type:

Remarks:

Expenditure Amount:

When finished entering expenditures, click "Report Menu."

When you select a name from the list of payees, the payee information is automatically entered. This saves you time and reduces errors.

https://secure.maine-campaign-finance.com

Name of Payee or Creditor

- Card Smart
- Lakamesse Festival, Biddeford, ME
- USPS Alfred
- York County Federal Credit Union

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

Traditionally Financed Candidates: Entering Loans, Loan Payments and Forgiving Loans on Schedule C

Read First

To enter a **loan**:

1. Select Schedule C on the report menu.
2. Click: "Add New Transaction."
3. Fill in the loan information. If you haven't made a payment yet, you're done.

Menu Home Help Logout Change Password PopUp Help

Traditionally Financ Candidate
11-Day Pre-Primary
Campaign Year 2010

- Select one schedule at a time to add new transactions or to amend old transactions.
- All information will be stored and the report will be 'in progress' until you file the report.
- You may also use this page to view or print schedules.

Status: In Progress Filed Date: 11/19/2009 (mm/dd/yyyy)

	No Activity on Schedule	Amended
<input type="checkbox"/> Select All		
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned	✓	
<input type="checkbox"/> Schedule A Cash Contributions		
<input type="checkbox"/> Schedule A-1 In-Kind Contributions	✓	
<input type="checkbox"/> Schedule B Expenditures		
<input checked="" type="checkbox"/> Schedule C Loans/Loan payments	✓	
<input type="checkbox"/> Schedule D Unpaid Debts and Obligations	✓	
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

Add New Transactions Amend Old Transactions View/Print Report
File Report File No Activity Report CSV Upload

To enter a **loan payment or to forgive part or all of the loan**:

Select Schedule C on the report menu.

Click: "Amend Old Transactions."

Menu Home Help Logout Change Password PopUp Help

Traditionally Financ Candidate
11-Day Pre-Primary
Campaign Year 2010

- Select one schedule at a time to add new transactions or to amend old transactions.
- All information will be stored and the report will be 'in progress' until you file the report.
- You may also use this page to view or print schedules.

Status: In Progress Filed Date: 11/19/2009 (mm/dd/yyyy)

	No Activity on Schedule	Amended
<input type="checkbox"/> Select All		
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned	✓	
<input type="checkbox"/> Schedule A Cash Contributions		
<input type="checkbox"/> Schedule A-1 In-Kind Contributions	✓	
<input type="checkbox"/> Schedule B Expenditures		
<input checked="" type="checkbox"/> Schedule C Loans/Loan payments	✓	
<input type="checkbox"/> Schedule D Unpaid Debts and Obligations	✓	
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

Add New Transactions Amend Old Transactions View/Print Report
File Report File No Activity Report CSV Upload

Enter a payment or forgive an amount:

1. Click "Enter" under "Enter Payment/Forgive."

Traditionally Financ Candidate
11-Day Pre-Primary
Campaign Year 2010

Enter Payment, Edit and Forgive Loans

Enter Payment/Forgive	Edit Loan	Date	Lender	Original Balance	Amount Repaid	Amount Forgiven	Current Balance	Loan History
Enter	Edit	12/20/2009	Traditionally Financed Candidate	\$700.00	\$0.00	\$0.00	\$700.00	Show

Search Top Page Up Page Down End Report Menu

Navigation Help

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

Entering Loan Payment or Forgiving a Loan (continued)

(Enter a payment/forgiven an amount continued)

2. Click "Add" button.

Traditionally Financ Candidate
11-Day Pre-Primary
Campaign Year 2010

Loan Payments

- To make a payment or to forgive all or part of a loan, click the "Add" button.
- Any amount that is forgiven will automatically be displayed as a cash contribution on Schedule A.

Date	Report	Original Balance	Payment Type	Amount	Current Balance	Delete

Buttons: Add, Save, Report Menu, Back

3. Enter date of payment or forgiveness.

4. Select "Repayment" or "Forgiven" from the list.

5. Enter amount.

6. Click:

Candidate: Mr. Traditionally Financ Candidate

11-Day Pre-Primary Campaign Year 2010 Loan Payments

- To make a payment or to forgive all or part of a loan, click the "Add" button.
- Any amount that is forgiven will automatically be displayed as a cash contribution on Schedule A.

Date	Report	Original Balance	Payment Type	Amount	Current Balance	Delete
2/1/2010	11-Day Pre-Primary	\$700.00	Repayment	200.00		

Buttons: Back, Save, Report Menu

Note that current loan balance displays.

Click "Report Menu" if finished.

Or

Click "Back" and you return to the screen below.

Traditionally Financ Candidate
11-Day Pre-Primary
Campaign Year 2010

Loan Payments

- To make a payment or to forgive all or part of a loan, click the "Add" button.
- Any amount that is forgiven will automatically be displayed as a cash contribution on Schedule A.

Date	Report	Original Balance	Payment Type	Amount	Current Balance	Delete
2/1/2010	11-Day Pre-Primary	\$700.00	Repayment	200	\$500.00	Delete

Buttons: Add, Save, Report Menu, Back

Viewing Loan History and Editing/Deleting a Loan

To view loan history:

Click "Show" under "Loan History" to see payment history.

To edit or delete a loan:

Click "Edit" under "Edit Loan." On the next screen that displays make your changes. To save changes, click "Update." Click "Delete" to delete the loan.

Traditionally Financ Candidate
11-Day Pre-Primary
Campaign Year 2010

Enter Payment, Edit and Forgive Loans

Enter Payment Forgive	Edit Loan	Date	Lender	Original Balance	Amount Repaid	Amount Forgiven	Current Balance	Loan History
<input type="button" value="Enter"/>	<input type="button" value="Edit"/>	12/20/2009	Traditionally Financed Candidate	\$700.00	\$200.00	\$0.00	\$500.00	<input type="button" value="Show"/>

Navigation: Search, Top, Page Up, Page Down, End, Report Menu

To edit a loan, you must be in the report in which you first reported (entered) the loan.

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Entering Debts and Obligations on Schedule D

To enter a debt or obligation:

Select Schedule D on the report menu.

Click: "Add New Transaction."

11-Day Pre-Primary Campaign Year 2010

- Select one schedule at a time to add new transactions or to amend old transactions.
- All information will be stored and the report will be 'in-progress' until you file the report.
- You may also use this page to view or print schedules.

Status: In-Progress Filed Date: 11/19/2009 (mm/dd/yyyy)

<input type="checkbox"/> Select All	No Activity on Schedule	Amended
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned	✓	
<input type="checkbox"/> Schedule A Cash Contributions		
<input type="checkbox"/> Schedule A-1 In-Kind Contributions	✓	
<input type="checkbox"/> Schedule B Expenditures		
<input type="checkbox"/> Schedule C Loans/Loan payments		
<input checked="" type="checkbox"/> Schedule D Unpaid Debts and Obligations	✓	
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

Buttons: Add New Transactions, Amend Old Transactions, View/Print Report, File Report, File No Activity Report, CSV Upload

Enter the information.

Click:

Unpaid Debts and Obligations

- List any debts or obligations that are unpaid at the close of this period (even if included in earlier reports).
- Report actual payments to vendors on Schedule B.
- If the campaign has not received a bill for goods or services, contact the vendor to obtain the amount owed or an estimate.

Date of Obligation: 4/1/2010 From: 11/5/2008 To: 5/25/2010

Creditor Name: Media Inc

Address: 77 New Land Street

City: Portland

State: ME

Zip: 04101

Description: Design services for ads

Amount: 1000.00

Buttons: Save, Reset, Report Menu

When finished entering unpaid debts and obligations click "Report Menu."

MCEA Candidates: Entering Equipment Purchases and Sales on Schedule E

To enter a **purchase**:

1. Select Schedule E on the report menu.

2. Click: "Add New Transaction."

MCEA Candidate 11-Day Pre-Primary (MCEA Leg) Campaign Year 2010

- Select one schedule at a time to add new transactions or to amend old transactions.
- All information will be stored and the report will be 'in-progress' until you file the report.
- You may also use this page to view or print schedules.

Status: In-Progress Filed Date: 11/19/2009 (mm/dd/yyyy)

<input type="checkbox"/> Select All	No Activity on Schedule	Amended
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned	✓	
<input type="checkbox"/> Schedule A Cash Contributions		
<input type="checkbox"/> Schedule A-1 In-Kind Contributions	✓	
<input type="checkbox"/> Schedule B Expenditures		
<input type="checkbox"/> Schedule D Unpaid Debts and Obligations	✓	
<input checked="" type="checkbox"/> Schedule E Campaign Equipment/Property Inventory	✓	
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

Buttons: Add New Transactions, Amend Old Transactions, View/Print Report, File Report, File No Activity Report, CSV Upload

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

MCEA Candidates Only: Entering Equipment Purchases and Sales on Schedule E (continued)

3. Enter the date purchased.
4. Enter a description.
5. Enter purchase price
6. Click: 

MCEA Candidate
11-Day Pre-Primary (MCEA Leg)
Campaign Year 2010

Campaign Property and Equipment Purchased this Reporting Period

- List property or equipment that the campaign purchased during this reporting period and that may be converted to the candidate's personal use, such as a computer, software, camera, power tools, telephone/fax, etc.
- Do not list signs, stationary, campaign literature, and other goods which have value only to the campaign.
- If you have not entered the purchase of the item on Schedule B (Expenditures), please do so.
- To enter the sale of an item in the inventory, click the "View Inventory" button.

Use the "View Inventory" button to see items previously entered.

Date Purchased: From:

Description:

Purchase Price:

- To enter a **sale of an item**:
1. Select Schedule E on the report menu.
 2. Click: "Amend Old Transactions."

Status: **In-Progress** Filed Date: 11/19/2009 (mm/dd/yyyy)

	No Activity on Schedule	Amended
<input type="checkbox"/> Select All		
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned	✓	
<input type="checkbox"/> Schedule A Cash Contributions		
<input type="checkbox"/> Schedule A-1 In-Kind Contributions	✓	
<input type="checkbox"/> Schedule B Expenditures		
<input type="checkbox"/> Schedule D Unpaid Debts and Obligations	✓	
<input checked="" type="checkbox"/> Schedule E Campaign Equipment/Property Inventory	✓	
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

3. Click: "Sale."

MCEA Candidate
11-Day Pre-Primary (MCEA Leg)
Campaign Year 2010

Property and Equipment Inventory

- To amend or to delete an item in the inventory, you must be in the campaign finance report in which the item was purchased.
- Click on the name of the item to amend or to delete.
- To enter the sale of an item, click on the "Sale" button.
- To amend the sale of an item in the inventory, you must be in the report in which the item was sold and then click on the "Sale" button.

Date	Property/Equipment	Purchase Price	Enter Sale
5/20/2010	Digital Camera	\$114.80	<input type="button" value="Sale"/>

Navigation Help

4. Enter the date sold.
5. Enter the name and address of the purchaser.
6. Some of the information is automatically filled in.
7. Enter the sale price.
8. Click: 

- All property or equipment purchased with Maine Clean Election Act Funds which may be converted to the candidate's personal use after the election must be sold for fair market value.
- The sale and return of proceeds to the Ethics Commission must be made no later than 42 days after the candidate's last election.

Sale of Campaign Property or Equipment

Date Purchased: 5/20/2010
Description: Digital Camera
Purchase Price: \$114.80

The information at the top is automatically filled in.

Date Sold: Period Through 5/25/2010

Name of the Purchaser:

Address:

City: State ME Zip

Description of Property: Digital Camera

Sale Price:

Enter the information concerning the sale here.

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Reviewing Your Report Before Filing - including Schedule F, the summary page

1. Check "Select All."
2. Click "View/Print Report."
This will open a PDF of your report.
3. Check the report for errors either by viewing it on your computer screen or printing a copy.



4. Check the amounts on Schedule F, the summary page for your campaign activity. Verify that the balance in your campaign bank account on the last day of the report period matches the cash balance on Schedule F.
5. Close the PDF window.

Summary page for traditionally financed candidate at right and for MCEA candidate below.

TEST MCEA REPRESENTATIVE 30

SCHEDULE F
SUMMARY SECTION
(MAINE CLEAN ELECTION ACT CANDIDATES)

CASH ACTIVITY		
	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
1. CASH BALANCE FROM LAST REPORT (if any)	\$350.00	
2. SEED MONEY CONTRIBUTIONS (Schedule A)	\$100.00	\$450.00
3. OTHER CASH RECEIPTS (Interest, etc.)	\$0.00	\$0.00
4. MINUS EXPENDITURES (Schedule E)	\$400.00	\$400.00
5. CASH BALANCE AT CLOSE OF PERIOD (lines 1 + 2 - 3 - 4)	\$0.00	

OTHER ACTIVITY		
	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
6. IN-KIND SEED MONEY CONTRIBUTIONS (Schedule A-1)	\$0.00	\$0.00
7. TOTAL UNPAID DEBTS AT CLOSE OF PERIOD (Schedule D)	\$0.00	

TRADITIONALLY FINANC CANDIDATE REPRESENTATIVE 1

SCHEDULE F
SUMMARY SCHEDULE
(PRIVATELY FINANCED CANDIDATES)

CASH ACTIVITY		
RECEIPTS	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
1. CASH CONTRIBUTIONS FOR THE PRIMARY ELECTION (Schedule A)	\$550.00	\$550.00
1A. CASH CONTRIBUTIONS FOR THE GENERAL ELECTION (Schedule A) <i>For party candidates, general election contributions will only appear on this line after the primary.</i>		
2. OTHER CASH RECEIPTS (Interest, etc.)	\$0.00	\$0.00
3. LOANS (Schedule C, new loans and additional amounts loaned)	\$700.00	\$700.00
4. TOTAL RECEIPTS (lines 1+2+3)	\$1,250.00	\$1,250.00
EXPENDITURES		
	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
5. EXPENDITURES (Schedule B)	\$800.40	\$800.40
6. LOAN REPAYMENTS (Schedule C)	\$200.00	\$200.00
7. TOTAL PAYMENTS (line 5+6)	\$1,000.40	\$1,000.40

CASH SUMMARY		
	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
8. CASH BALANCE AT BEGINNING OF PERIOD (from last report)	\$0.00	
9. PLUS TOTAL RECEIPTS THIS PERIOD (line 4 above)	\$1,250.00	
10. MINUS TOTAL PAYMENTS THIS PERIOD (line 7 above)	\$1,000.40	
11. CASH BALANCE AT END OF PERIOD	\$249.60	

OTHER ACTIVITY		
	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
12. IN-KIND CONTRIBUTIONS (Schedule A-1)	\$0.00	\$0.00
13. TOTAL UNPAID DEBTS AT END OF PERIOD (Schedule D)	\$1,000.00	
14. TOTAL LOAN BALANCE AT END OF PERIOD (Schedule C)	\$0.00	

FOR PARTY CANDIDATES ONLY:
CASH CONTRIBUTIONS FOR THE GENERAL ELECTION RAISED PRIOR TO THE PRIMARY ELECTION (included in line 1A after primary election)

	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
	\$0.00	\$0.00

FILED:
LAST MODIFIED:
PRINTED: 11/19/2009 11:04 AM

6. If you are not ready to file your report, go to your home page. You will see "In-Progress" displayed under Status" for the report.

CAMPAIGN YEAR 2010

REPORT TYPE	REPORTING PERIOD	DUPE DATE	DATE FILED	STATUS	LAST MODIFIED
Candidate Registration			11/5/2009 3:31:59 PM	Filed	11/5/2009 3:36:43 PM
Seed Money	11/5/2008 to 11/17/2009	4/20/2010	11/17/2009 2:30:58 PM	In-Progress (A)	
11-Day Pre-Primary (MCEA Leg)	11/18/2009 to 5/25/2010	5/28/2010		In-Progress	
42-Day Post-Primary	5/26/2010 to 7/13/2010	7/20/2010			
42-Day Pre-General	7/14/2010 to 9/14/2010	9/21/2010			
11-Day Pre-General	9/15/2010 to 10/19/2010	10/22/2010			
42-Day Post-General	10/20/2010 to 12/7/2010	12/14/2010			
24-Hour Report		N/A	MULTIPLE		

Please click on the following buttons to Download schedule informations in excel format.

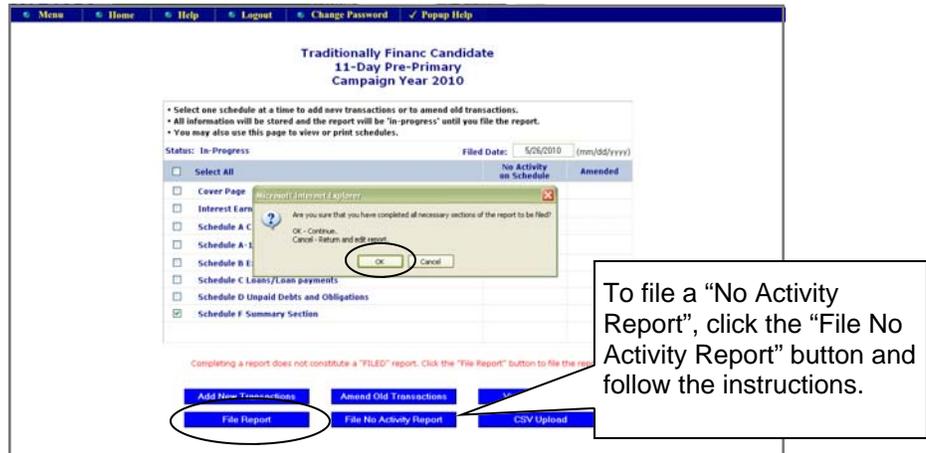
Download Contribution A Download Contribution A1 Download Expenditure B

7. If you are ready to file the report, go to the next section on page 15.

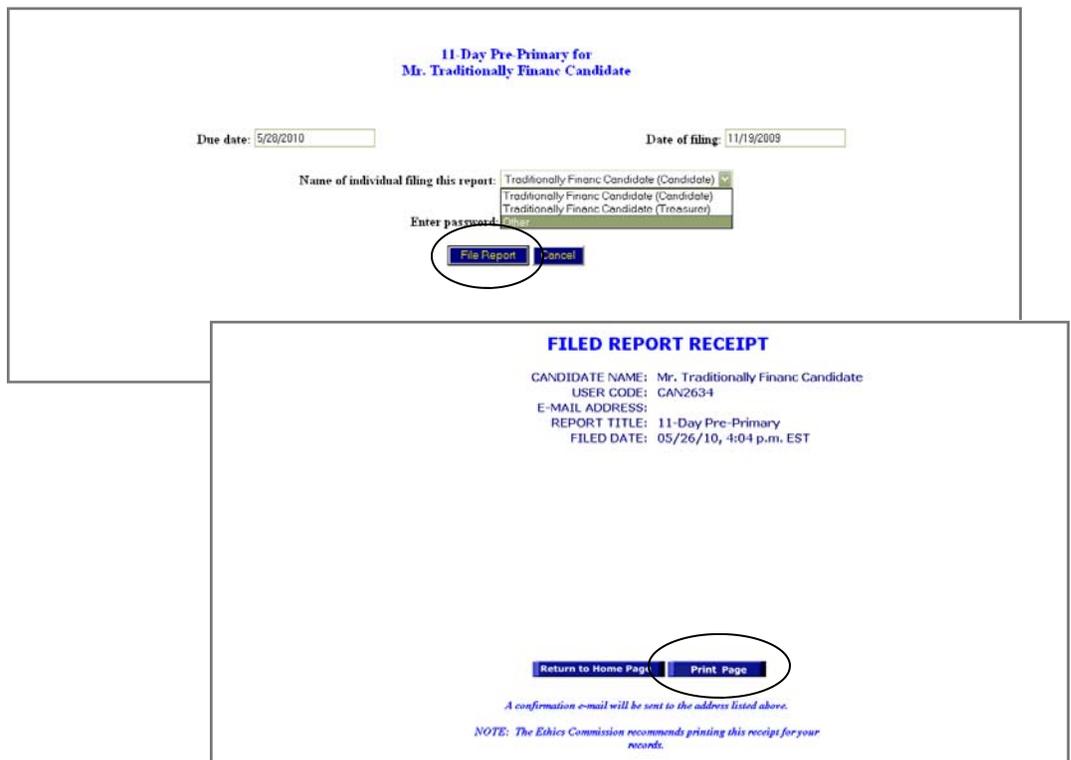
INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Filing Your Report

1. Click "File Report" button.
2. Click "OK" in pop-up box.



3. Enter your name (person filing the report) either by selecting your name from the list box or selecting "Other" and typing your name in the field.
4. Enter your password.
5. Click "File Report" button.
6. You may print the "Filed Report Receipt." We recommend that you print this page for your records.



7. Return to your home page to verify that your report was filed successfully. "Filed" displays in column labeled "Status."
8. To print a copy of your filed report, click on the printer icon at the right and see page 16.

CAMPAIGN YEAR 2010

REPORT TYPE	REPORTING PERIOD	DUE DATE	DATE FILED	STATUS	LAST MODIFIED	
Candidate Registration			11/19/2009 11:10:52 AM	Filed		
11-Day Pre-Primary	11/5/2008 to 5/25/2010	5/28/2010	5/26/2010 4:04:55 PM	Filed		
42-Day Post Primary	5/26/2010 to 7/13/2010	7/20/2010				
42-Day Pre-General	7/14/2010 to 9/14/2010	9/21/2010				
11-Day Pre-General	9/15/2010 to 10/19/2010	10/22/2010				
42-Day Post-General	10/20/2010 to 12/7/2010	12/14/2010				
24-Hour Report		N/A	MULTIPLE			

Please click on the following buttons to Download schedule informations in excel format.

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Viewing and printing your filed report

1. On your home page, click the printer icon.



(Please note: When you click on the report name of a filed report, you will be asked if you want to amend the report. If you're not amending the report, click "No" and click on the printer icon.)

CAMPAIGN YEAR 2010						
REPORT TYPE	REPORTING PERIOD		DUE DATE	DATE FILED	STATUS	LAST MODIFIED
Candidate Registration				11/19/2009 11:10:52 AM	Filed	
11-Day Pre-Primary	11/5/2008	to 5/25/2010	5/28/2010	5/26/2010 4:04:55 PM	Filed	
42-Day Post Primary	5/26/2010	to 7/13/2010	7/20/2010			
42-Day Pre-General	7/14/2010	to 9/14/2010	9/21/2010			
11-Day Pre-General	9/15/2010	to 10/19/2010	10/22/2010			
42-Day Post-General	10/20/2010	to 12/7/2010	12/14/2010			
24-Hour Report			N/A	MULTIPLE		

Please click on the following buttons to Download schedule informations in excel format.

2. To view or print the whole report, check "Select All."

Or you can view or print a schedule(s) by checking those schedules.

3. Click "View/Print Report."

4. A PDF file of your report will open.

Select individual schedules or click "Select All" to view and print the entire report.

Status: ~~Filed~~

<input checked="" type="checkbox"/> Select All	Amended
<input checked="" type="checkbox"/> Cover Page	
<input type="checkbox"/> Interest Earned	
<input checked="" type="checkbox"/> Schedule A Cash Contributions	
<input checked="" type="checkbox"/> Schedule A-1 In Kind Contributions	
<input checked="" type="checkbox"/> Schedule B Expenditures	
<input checked="" type="checkbox"/> Schedule C Loans/Loan Repayments	
<input checked="" type="checkbox"/> Schedule D Unpaid Debts And Obligations	
<input checked="" type="checkbox"/> Schedule E Campaign Equipment/Property Inventory	
<input checked="" type="checkbox"/> Schedule F Summary Section	

All Candidates: Amending Information Entered into a Report

1. On the Report Menu, select the schedule you want to amend.

2. Click "Amend Old Transactions"

3. All of the transactions for your entire campaign display on the next screen(s).

4. Click on the name of the entry you want to amend and follow the instructions.

Campaign Year 2010

- Select one schedule at a time to add new transactions or to amend old transactions.
- All information will be stored and the report will be 'in-progress' until you file the report.
- You may also use this page to view or print schedules.

Status: In-Progress Filed Date: 11/19/2009 (mm/dd/yyyy)

<input type="checkbox"/> Select All	No Activity on Schedule	Amended
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned		<input checked="" type="checkbox"/>
<input type="checkbox"/> Schedule A Cash Contributions		
<input type="checkbox"/> Schedule A-1 In-Kind Contributions		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Schedule B Expenditures		
<input type="checkbox"/> Schedule D Unpaid Debts and Obligations		<input checked="" type="checkbox"/>
<input type="checkbox"/> Schedule E Campaign Equipment/Property Inventory		<input checked="" type="checkbox"/>
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Filing 24-Hour Report

1. On your Home Page, click on "24 Report."

REPORT TYPE	REPORTING PERIOD	DUE DATE	DATE FILED	STATUS	LAST MODIFIED
Candidate Registration			11/5/2009 3:31:59 PM	Filed	11/5/2009 3:36:43 PM
Seed Money	11/5/2008 to 4/20/2010	4/20/2010		In-Progress	
11-Day Pre-Primary (MCEA Leg)	4/21/2010 to 5/25/2010	5/28/2010		In-Progress	
42-Day Post Primary	5/26/2010 to 7/13/2010	7/20/2010			
42-Day Pre-General	7/14/2010 to 9/14/2010	9/21/2010			
11-Day Pre-General	9/15/2010 to 10/19/2010	10/22/2010			
42-Day Post-General	10/20/2010 to 12/7/2010	12/14/2010			
24-Hour Report		N/A	MULTIPLE		

Please click on the following buttons to Download schedule informations in excel format.

Download Contribution A Download Contribution A1 Download Expenditure B

2. If this is the first report you are filing, there will be no reports listed. Click on "Add" to add a report.

Multiple Reports for Jane Q. Candidate

24-Hr Report of Late Contribution and Expenditures

Report Description	Report Status	Report Date
6/3/08	Filed	6-4-2008

Search Add Top Page Up Page Dn End Report Menu

As reports are filed, they are listed here.

*** Only one 24-Hour Report can retain the status of "In-Progress" or "In-Progress (A)." To add a new report, any "In-Progress" or "In-Progress (A)" reports must be "Filed" first.

****See Help Menu for Instructions****

3. Name the report by entering a description and click "Add Report."

Add a new 24-Hr Report of Late Contribution and Expenditures report

Enter Description:

Add Report Cancel

You can name or identify the report in any way you want:
 "First Report"
 "06/05/2010" (date of report)
 "(the vendor name)."

4. Click on the report name ("First Report"). This will bring you to the report menu.

Multiple Reports for Jane Q. Candidate

24-Hr Report of Late Contribution and Expenditures

Report Description	Report Status	Report Date
First Report	In-Progress	06/5/2010
6/3/08	Filed	6-4-2008

Search Top Page Up Page Dn End Report Menu

*** Only one 24-Hour Report can retain the status of "In-Progress" or "In-Progress (A)." To add a new report, any "In-Progress" or "In-Progress (A)" reports must be "Filed" first.

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Filing 24-Hour Report

5. Select the correct schedule, "Contributions" or "Expenditures."

6. Then click on "Add New Transactions."

Jane Q. Candidate
24-Hr Report of Late Contribution and Expenditures
Campaign Year 2010

Select one Schedule at a time to either enter new transactions or to amend previously entered transactions. All information will be stored and the report will be "in-progress" until you file the report. You may also use this page to view or print Schedules.

Status: Filed Date: 06/05/2010 (mm/dd/yyyy)

<input type="checkbox"/> Select All	Amended
<input type="checkbox"/> Cover Page	
<input type="checkbox"/> Contributions (Cash & Inkind)	
<input type="checkbox"/> Expenditures	

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report with the Maine Ethics Commission.

7. Enter the information.

8. Click:

24 Hour Expenditures for Jane Q. Candidate

Expenditures

Expenditure Date: 05/29/2008

Name: ABC Signs

Address: 1 Pine Street

City: Bangor

State: ME

Zip Code: 04123

Purpose of expenditure: Campaign signs

Expenditure Amount (\$): 1200.00

9. If you have another entry to report (in this example another expenditure), click on the "Add" button.

10. When you have entered the information, click the "Report Menu" button.

24 Hour Expenditures for Jane Q. Candidate

Name	Amount	Date of Expenditure
ABC Signs	\$1,200.00	5/29/2008

10. Check "Select All" and click "View/Print".

This brings up a PDF of your report that you can review prior to filing.

Close the PDF file, which brings you to the report menu for the 24 hour report you are filing.

Jane Q. Candidate
24-Hr Report of Late Contribution and Expenditures
Campaign Year 2010

Select one Schedule at a time to either enter new transactions or to amend previously entered transactions. All information will be stored and the report will be "in-progress" until you file the report. You may also use this page to view or print Schedules.

Status: Filed Date: 06/05/2010 (mm/dd/yyyy)

<input type="checkbox"/> Select All	Amended
<input type="checkbox"/> Cover Page	
<input type="checkbox"/> Contributions (Cash & Inkind)	
<input type="checkbox"/> Expenditures	

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report with the Maine Ethics Commission.

INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Filing 24-Hour Report

11. Click "File Report" and follow the instructions.

12. To check the status of the 24 hour report you filed, go to your home page.

13. Click on "24 Hour Reports of Late Contributions and Expenditures."

REPORT TYPE	REPORTING PERIOD	DUE DATE	DATE FILED	STATUS	LAST MODIFIED
Candidate Registration			11/5/2009 3:31:59 PM	Filed	11/5/2009 3:36:43 PM
Seed Money	11/5/2008 to 4/20/2010	4/20/2010		In-Progress	
11-Day Pre-Primary (MCEA Leg)	4/21/2010 to 5/25/2010	5/28/2010		In-Progress	
42-Day Post Primary	5/26/2010 to 7/13/2010	7/20/2010			
42-Day Pre-General	7/14/2010 to 9/14/2010	9/21/2010			
11-Day Pre-General	9/15/2010 to 10/19/2010	10/22/2010			
42-Day Post-General	10/20/2010 to 12/7/2010	12/14/2010			
24-Hour Report		N/A	MULTIPLE		

14. "Filed" in "Report Status" column displays for filed reports.

Report Description	Report Status	Report Date
First Report	Filed	06/05/2010

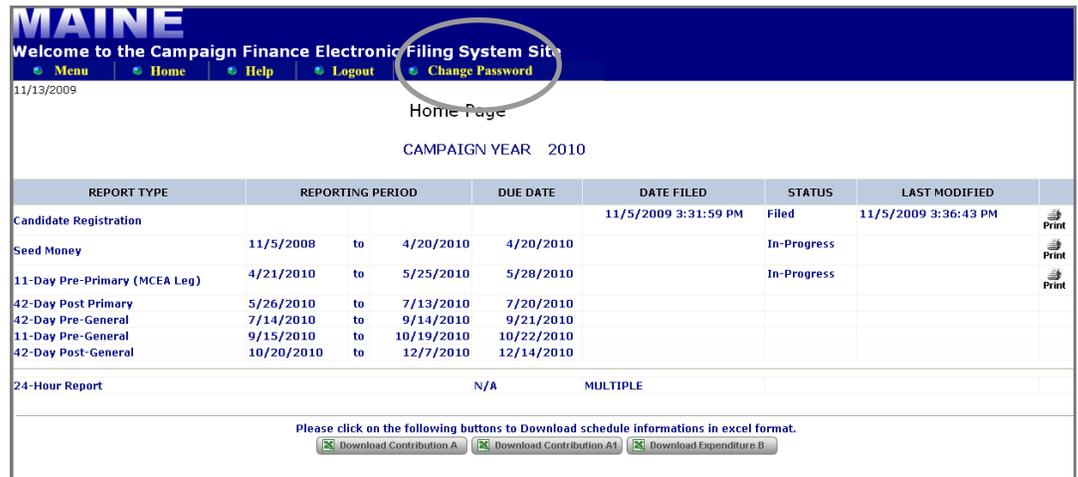
*** Only one 24-Hour Report can retain the status of "In-Progress" or "In-Progress (A)." To add a new report, any "In-Progress" or "In-Progress (A)" reports must be "Filed" first. ***

****See Help Menu for Instructions****

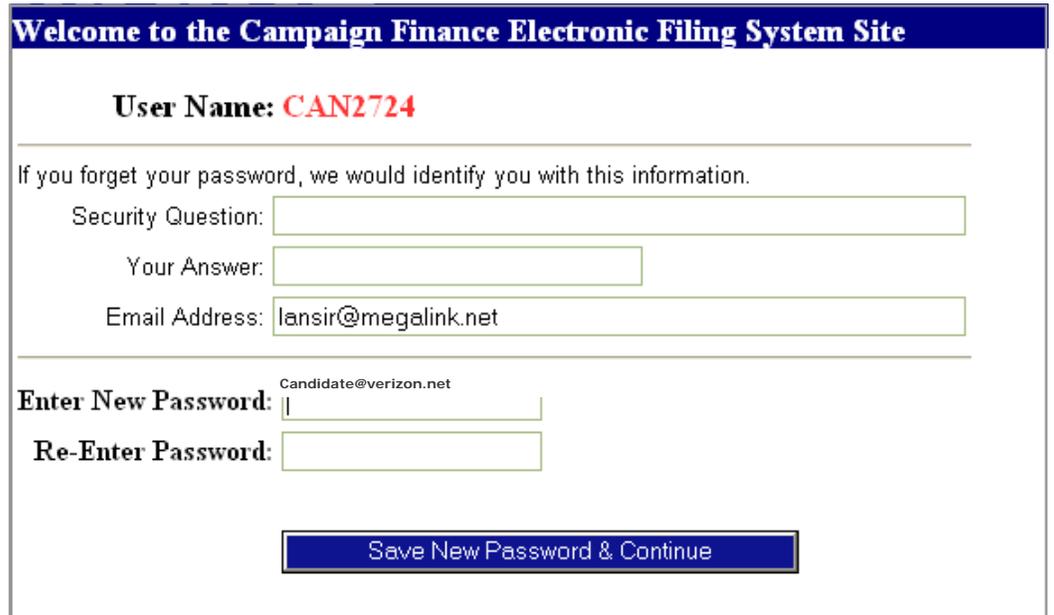
INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

All Candidates: Changing your password

1. On your home page, click "Change Password" on the top menu bar.



2. Enter the information on the next screen (at right).
3. Click "Save New Password & Continue" button.



For MCEA candidates: Use your e-filing "User ID" and password to log into the Commission's Online Qualifying Contribution website:
<http://www.maine.gov/online/ethics/cleanelection>

1. Click "Candidate Login."
2. Enter your user ID and password in pop-up box. Password is case sensitive.
3. Click "OK."

