

MAINE COMMISSION ON & Governmental Ethics & Election Practices

45 Memorial Circle | 135 State House Station | Augusta ME 04333 | (207) 287-4179 | www.maine.gov/ethics

7 Easy Steps for Filing Campaign Finance Reports

1. Go to www.maine.gov/ethics and click on “Filer Login”

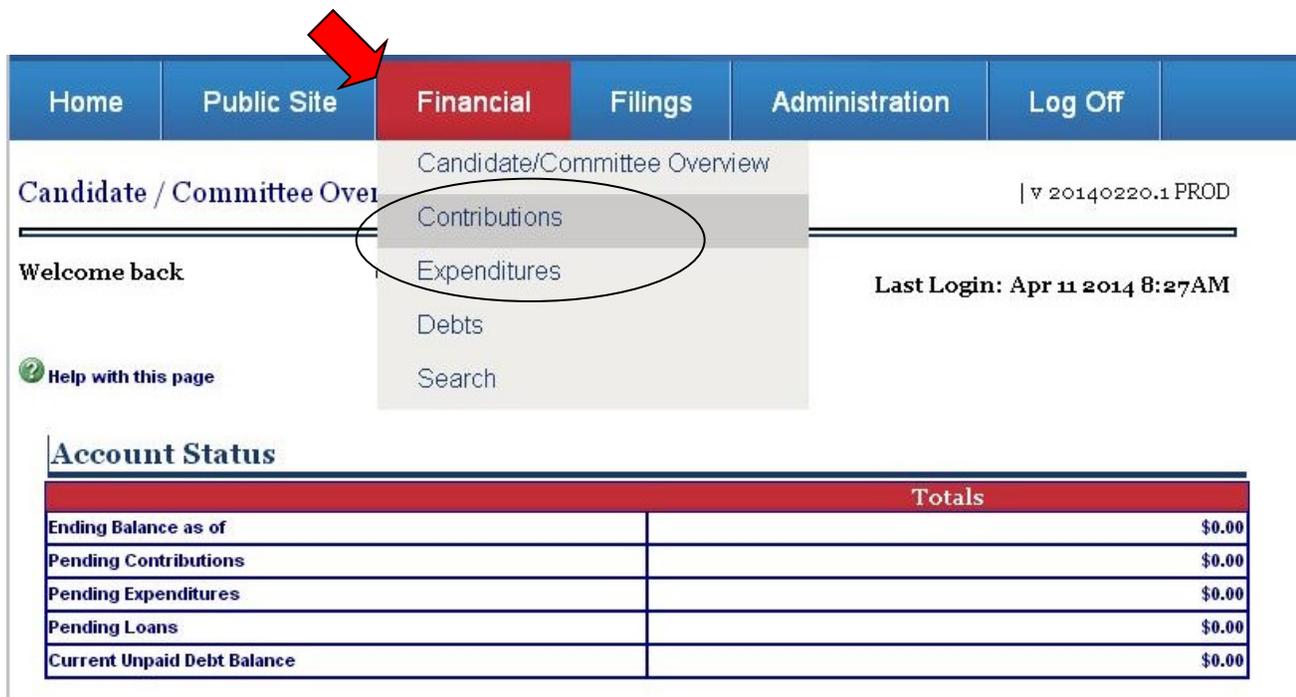
The screenshot shows the website's navigation menu on the left, including sections for Financial Disclosure, Information and Resources, Electronic Filing, and Online Services. The 'Filer Login' button is highlighted with a red arrow. The main content area features a welcome message and a table with three columns: Meetings, Filing, and Notices. The 'Filing' column lists several deadlines for 2014, including the March Lobbyist Report Due date (April 15) and the Financial Statement for Executive Employees Due date (April 15).

2. Enter username and password/PIN and click “Login”

**Reminder: For MCEA candidates, your treasurer is the individual who must file all finance reports, and they have their own credentials to do so

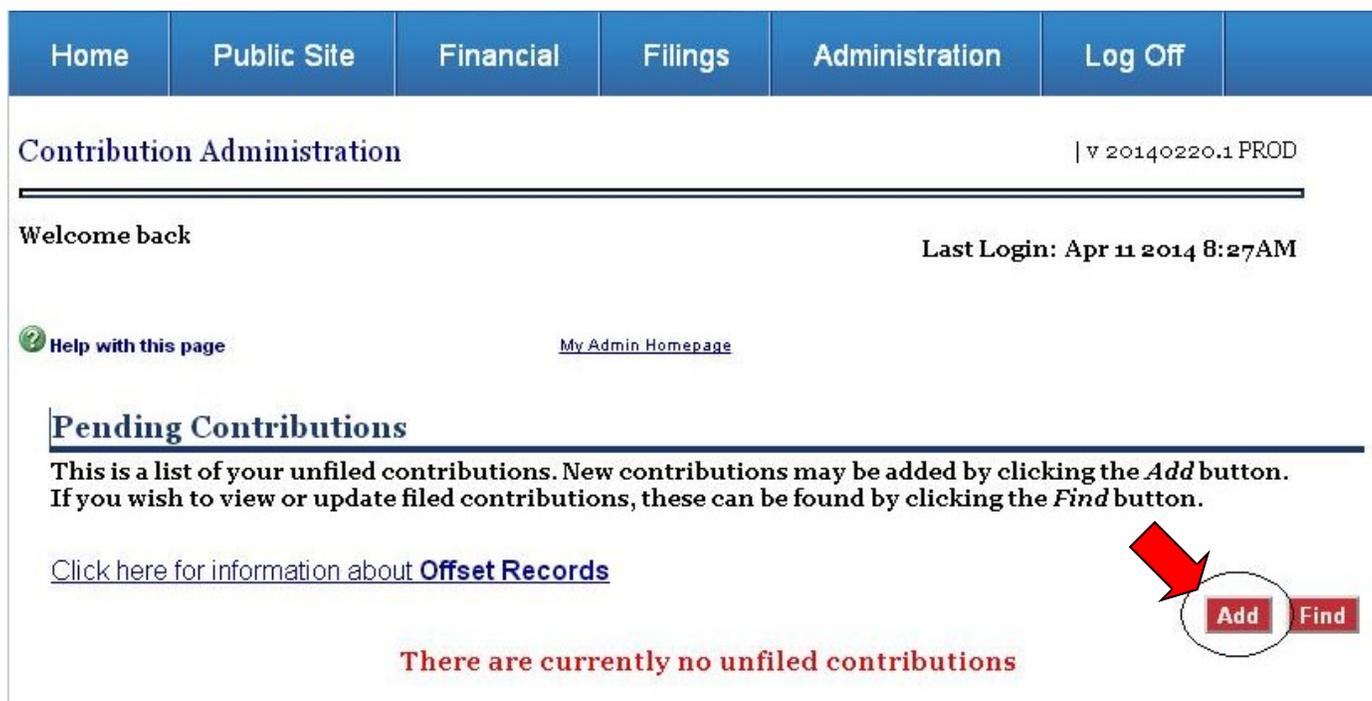
The screenshot shows the 'Registered User Login' page. It features a navigation bar with links for Home, Public Site, Registration, and Filer Login. The login form includes fields for 'User Name' (containing 'JSMITH1234') and 'PIN' (masked with dots). Below the fields are 'Login' and 'Reset' buttons. There are also links for 'Forgot your PIN?' and 'Forgot your User Name?'. At the bottom, a message states: 'If you have not received login credentials for the new Campaign Finance system, please contact the Maine Ethics Commission by email or phone: ethics@maine.gov | (207) 287-4179'. The footer contains links for 'Maine.Gov | Department Home | Site Policies' and a copyright notice for 2013.

3. Hover over “Financial” on the blue bar and choose which type of transactions you want to enter, and then click “Add”



The screenshot shows a navigation bar with buttons for Home, Public Site, Financial, Filings, Administration, and Log Off. A red arrow points to the Financial button. A dropdown menu is open, listing: Candidate/Committee Overview, Contributions, Expenditures, Debts, and Search. The Contributions option is circled in black. Below the menu, the page title is "Candidate / Committee Overview" and the version is "v 20140220.1 PROD". A "Welcome back" message and "Last Login: Apr 11 2014 8:27AM" are visible. A "Help with this page" link is also present. Below the menu is an "Account Status" section with a table.

Totals	
Ending Balance as of	\$0.00
Pending Contributions	\$0.00
Pending Expenditures	\$0.00
Pending Loans	\$0.00
Current Unpaid Debt Balance	\$0.00

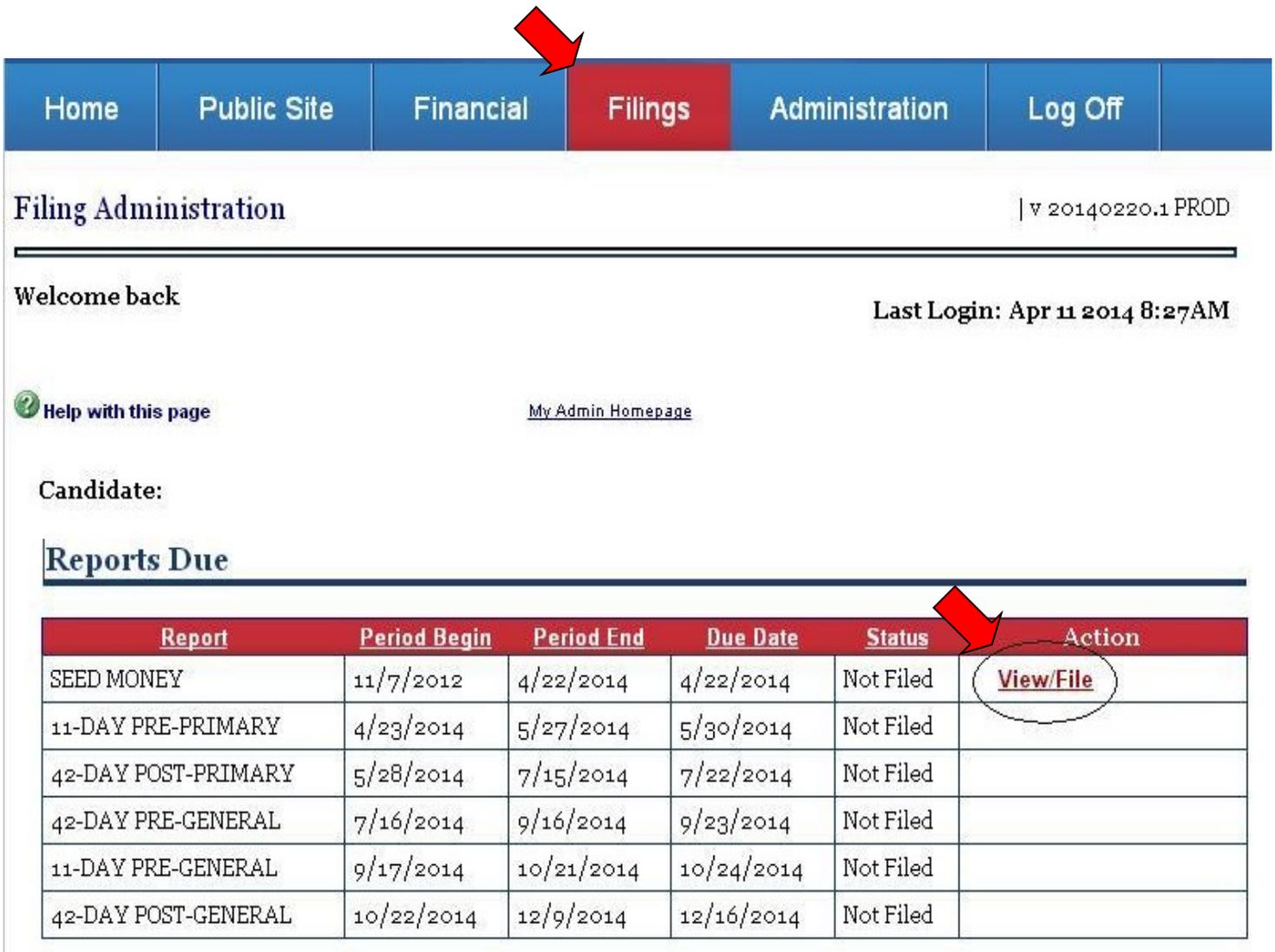


The screenshot shows the "Contribution Administration" page. The navigation bar is the same as in the previous image. The page title is "Contribution Administration" and the version is "v 20140220.1 PROD". A "Welcome back" message and "Last Login: Apr 11 2014 8:27AM" are visible. A "Help with this page" link and a "My Admin Homepage" link are also present. The main section is titled "Pending Contributions" and contains the text: "This is a list of your unfiled contributions. New contributions may be added by clicking the *Add* button. If you wish to view or update filed contributions, these can be found by clicking the *Find* button." Below this text is a link: "Click here for information about [Offset Records](#)". At the bottom, there is a red text message: "There are currently no unfiled contributions". To the right of this message, there are two buttons: "Add" and "Find". A red arrow points to the "Add" button, which is circled in black.

4. Enter the information and click “Save” for each transaction!

5. When done entering all transactions, click “Filings” on the blue bar

6. Click “View/File” next to the name of the report you wish to file, in the “Reports Due” table



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar has six tabs: Home, Public Site, Financial, Filings, Administration, and Log Off. The 'Filings' tab is highlighted in red, and a red arrow points to it from above. Below the navigation bar, the page title is 'Filing Administration' and the version is 'v 20140220.1 PROD'. The page content includes a 'Welcome back' message and 'Last Login: Apr 11 2014 8:27AM'. There is a 'Help with this page' link and a 'My Admin Homepage' link. Below these links, the text 'Candidate:' is displayed. The main section is titled 'Reports Due' and contains a table with the following data:

Report	Period Begin	Period End	Due Date	Status	Action
SEED MONEY	11/7/2012	4/22/2014	4/22/2014	Not Filed	View/File
11-DAY PRE-PRIMARY	4/23/2014	5/27/2014	5/30/2014	Not Filed	
42-DAY POST-PRIMARY	5/28/2014	7/15/2014	7/22/2014	Not Filed	
42-DAY PRE-GENERAL	7/16/2014	9/16/2014	9/23/2014	Not Filed	
11-DAY PRE-GENERAL	9/17/2014	10/21/2014	10/24/2014	Not Filed	
42-DAY POST-GENERAL	10/22/2014	12/9/2014	12/16/2014	Not Filed	

7. Make sure that all the information on the summary page is correct, or click “Preview” to see a preview of the entire report, and then click “File.” Your report is filed!

Welcome back

Last Login: Apr 11 2014 1:35PM

 Help with this page

[My Admin Homepage](#)

File Campaign Finance Report

Committee

Committee Type:

Committee ID

Address

City, State, Zip

Report Name SEED MONEY **Reporting Period** 11/07/2012 through 04/22/2014

Report Due Date 04/22/2014

Summary of activity since last filed report

CASH ACTIVITY	TOTAL FOR PERIOD	TOTAL FOR CAMPAIGN
CASH BALANCE FROM LAST REPORT	\$0.00	\$0.00
SEED MONEY CONTRIBUTIONS	\$0.00	\$0.00
MAINE CLEAN ELECTION ACT PAYMENTS & AUTHORIZATIONS	\$0.00	\$0.00
SALE OF CAMPAIGN PROPERTY (SCHEDULE 3, PART 2)	\$0.00	\$0.00
OTHER CASH RECEIPTS (INTEREST, ETC.)	\$0.00	\$0.00
MINUS EXPENDITURES (SCHEDULE B)	\$0.00	\$0.00
CASH BALANCE AT CLOSE OF PERIOD	\$0.00	\$0.00
OTHER ACTIVITY		
IN-KIND SEED MONEY CONTRIBUTIONS	\$0.00	\$0.00
TOTAL UNPAID DEBTS AT CLOSE OF PERIOD (SCHEDULE D)	\$0.00	

Debts

No debts found.

 **Preview** **File** **Cancel**