

INSTRUCTIONS FOR CONVERTING DATA TO THE NEW SOFTWARE (TX-CFS)

The conversion utility enables you to transfer reports and data entered in the previous version of electronic filing software (TECDFS) to the new version TX-CFS.

Please make sure neither version of the software is open, then double click on the “Conversion Utility” icon on your desktop. The following screen will appear:

Conversion - Convert Data (Stopped)

File Import Setup

Run Cancel Get File Exit

Filer Name: No File Selected

Filer ID: Filer Type:

Input Records

Records Processed:

Reports:

Summary Records:

Names:

Contributions/Pledges:

Expenditures:

Loans:

Credits:

Assets:

Outstanding Loans:

Notices from Individuals/PAC's:

Activity/Purpose:

Memos:

Click on the “Get File” button. Highlight the file with the letters DCF in the name and click on “Choose File.”

Click on the “Run” button and then the “Yes” button to convert your data. When the data has been converted, click “Yes” to save the converted data in the new software.

Click “Exit” at the top of the screen to close the conversion utility.

On your desktop, double click on the “TX-CFS” icon to begin using the new software and to view the converted data.