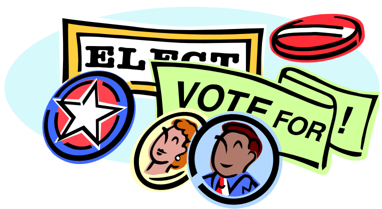
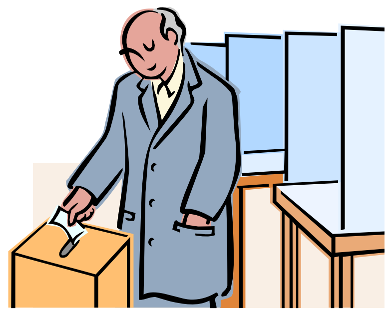
CAMPAIGN FINANCE SYSTEM






USER GUIDE

CAMPAIGN FINANCE SYSTEM (CFS) USER GUIDE

WELCOME to the New Hampshire Campaign Finance System.

This new system, which is optional for the 2008 election cycle, offers numerous advantages to candidates, political committees, and the general public seeking to file and review campaign finance information.
The system captures the same information as the existing paper system, and is designed to be as "user friendly" as possible, with appropriate prompts to facilitate use.

The Campaign Finance System (CFS) is designed for use by:

Political Action Committees	
1.	Register a political action committee for the upcoming election
2.	Print the registration, sign the form and mail it to the Secretary of State's office with the $50. fee
3.	Upon receipt of the completed registration form, the Secretary of State will activate the registration
4.	After activation: the committee can log in to the CFS using the user name and password that is assigned upon registering; and • Enter campaign receipts • Enter campaign expenditures • View and print a Statement of Receipts and Expenditures • After logging in as your committee you can click on HELP on each page for more information on how to perform the tasks above
5.	Use the alternate method of recording receipts and expenditures by downloading an excel spreadsheet to your computer for uploading to the system.

Candidate Committees	
1.	Register a candidate committee for the upcoming election
2.	Print the registration, sign the form and mail it to the Secretary of State's office
3.	Upon receipt of the completed registration form, the Secretary of State will activate the registration
4.	After activation: the candidate committee can log in to the CFS using the user name and password that is assigned upon registering; and • Enter campaign receipts • Enter campaign expenditures • View and print a Statement of Receipts and Expenditures • After logging in as your committee you can click on HELP on each page for more information on how to perform the tasks above.
5.	Use the alternate method of recording receipts and expenditures by downloading an excel spreadsheet to your computer for uploading to the system

Candidates	
1.	Register a candidate for the purpose of filing receipts and expenditures for the upcoming election
2.	Contact the Secretary of State’s Office that a candidate is pending registration
3.	After activation the candidate can log in to the CFS using the user name and password that is assigned upon registering; and • Enter campaign receipts • Enter campaign expenditures • View and Print a Statement of Receipts and Expenditures After logging in as your committee you can click on HELP on each page for more information on how to perform the tasks above.
4.	Use the alternate method of recording receipts and expenditures by downloading an excel spreadsheet to your computer for uploading to the system.

General Public	
1.	View Individual Contributors Reports
2.	View all Registered Committees (list only contains name of committee, chairperson and fiscal agent or treasurer) NOTE: To view the committee registration which includes more information, you need to access the Secretary of State’s website: www.sos.nh.gov/electionsnew.html
3.	View filed Statements of Receipts and Expenditures

On every page, this graphic 

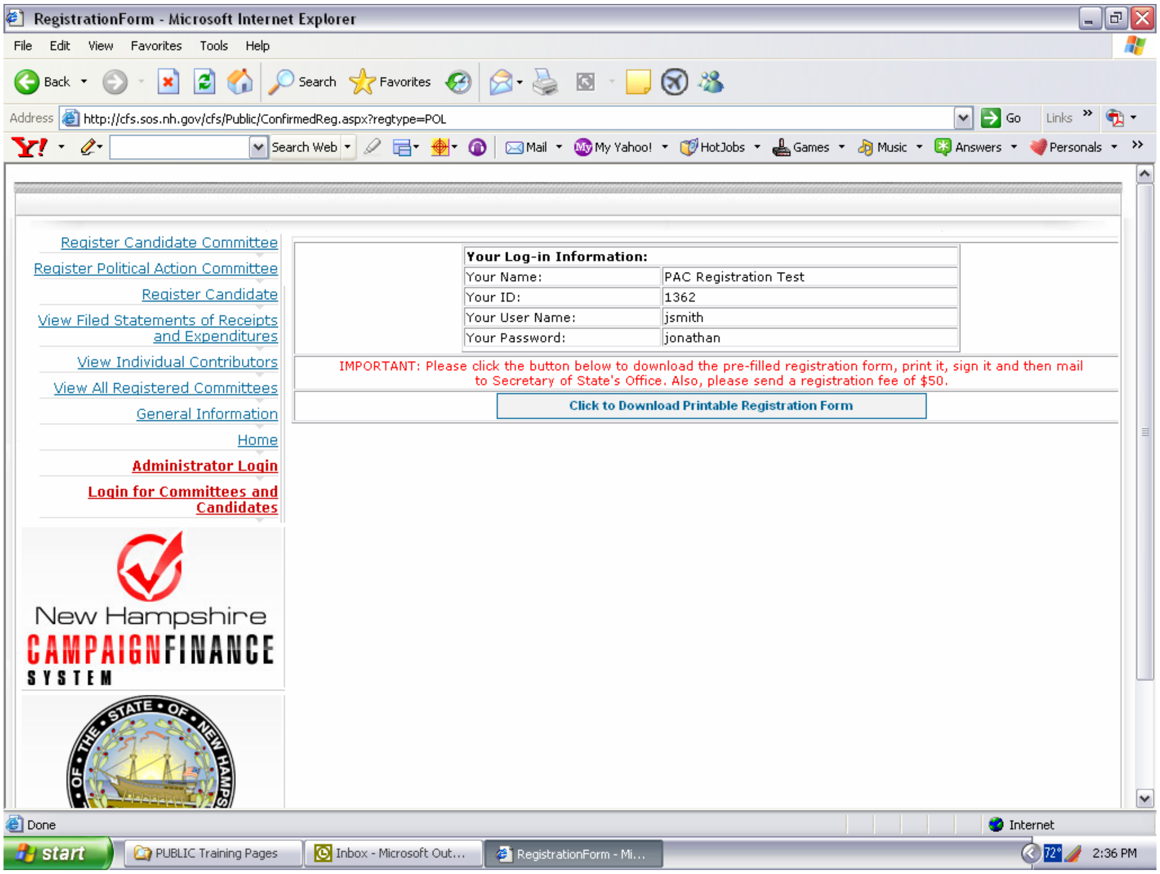
will appear in the upper right hand corner. Click on this graphic and a help screen will appear to assist you through the steps on that page.

Please note that any contributions and/or expenditures that are entered in the system are **PENDING** and are not available for viewing by the public until the report if **FILED**.

POLITICAL ACTION COMMITTEE REGISTRATION
CANDIDATE COMMITTEE REGISTRATION

Registration Form	Fields indicated by a red asterisk are mandatory
Committee Name	This field is mandatory. Committee Name should be written in full with no abbreviation. **This field is non-editable,** so please be sure the name is entered correctly.
Alternate Name	Abbreviated or short committee names are entered here. While searching for committees, the system would search through committee name and short name.
User Name and Password	These fields are mandatory. User name and password are required for committee to log into the system. Password is limited to 8 characters.
E-Mail	We strongly recommend that you provide an email address. If you forget your password, your e-mail is necessary for us to send it to you securely.
Phone Number	U.S. phone number only
Chairperson	Fill in required fields.
Treasurer	Fill in required fields. Treasurer must be a N.H. resident.
Purpose of Committee	Type in the purpose of the committee
Election year	Choose year of election for which the committee is registering.
Type of Election	Choose both primary and general if committee is registered for all elections in the year
Statement of Independent Expenditures [not required for Candidate Committee Registrations]	Indicate whether the committee will be making independent expenditures. If yes, a field will appear for you to enter the name(s) of a candidate(s) and whether the committee is in support or opposition.
Party Affiliation	Enter party affiliation of candidate. [required **only** for Candidate Committee Registration]
Office	Choose the office from the drop down list. Fill in the county and district if necessary for the office. [required **only** for Candidate Committee Registration]
Other Officers	Insert any other officers of the committee
Continue	After completing the registration form, click on "continue" at the bottom of the screen. Your completed registration will be shown and you will have an opportunity to review for accuracy. If you need to make changes, click on the "back" button at the bottom of the screen. If everything is correct, click on the "confirm and continue to printable format" button.

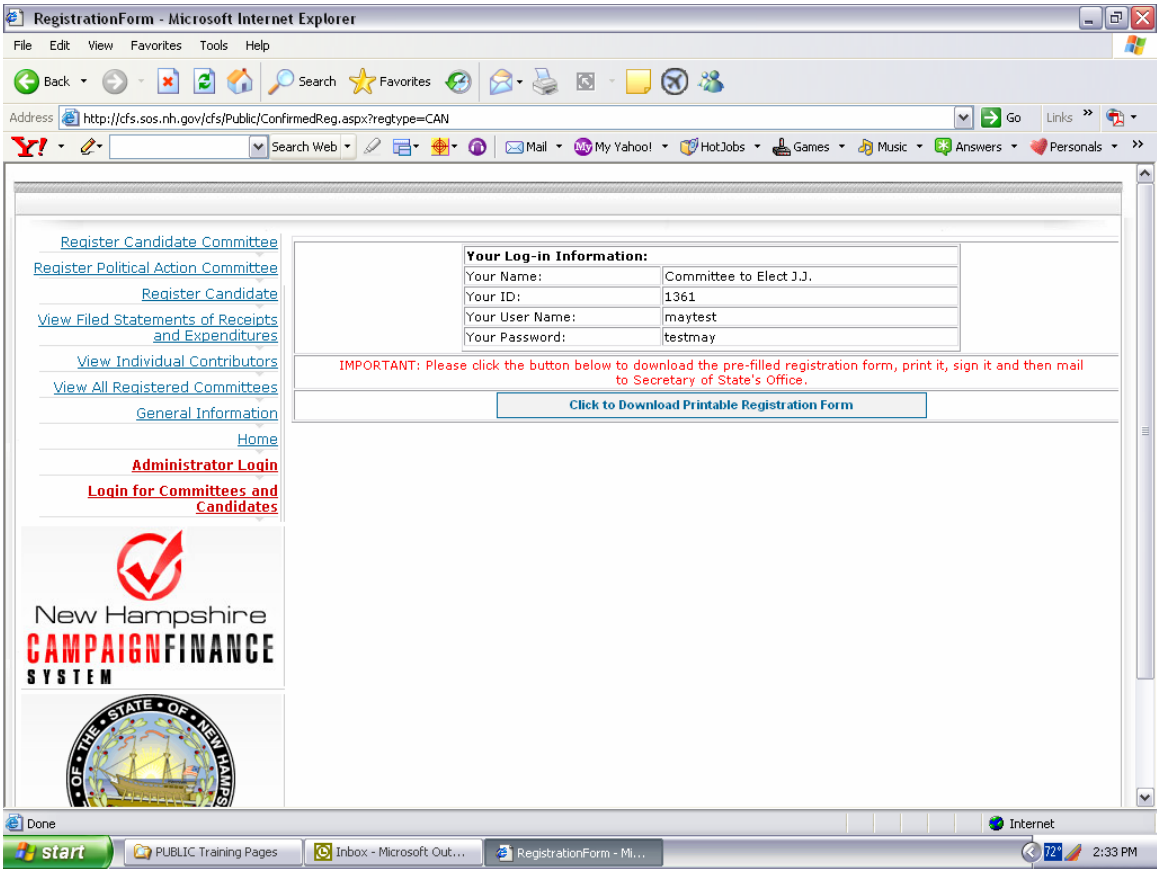
User ID	Make a note of your User ID number. You will need this information in addition to your User Name and Password to log into the system.



Print Registration	Click on the “click to download printable registration form” button to produce a PDF of your registration. Print the form, have the chairperson and treasurer sign the form. Then mail it with the $50 registration fee to: Secretary of State’s Office, State House, Room 204, Concord, NH 03301 [fee **not** required for Candidate Committee Registrations]
Activation	When the registration form and fee are received in the Secretary of State’s office, the registration will be activated. You will not be able to access the committee in the CFS until it is activated.
Pop-Up Blocker	If you have a pop-up blocker active on your computer, the registration form will not be produced. You should disable the pop-up blocker temporarily.
Editing Registration Information	You can edit certain information of your registration. You need to log into the system and go to View/Edit Registration Information. More information will be available on that page.
Enter Button	Do not use your “enter” button after inserting information in a field, as this will cause the “help” page to appear. You must use your cursor to move from field to field.

CANDIDATE REGISTRATION

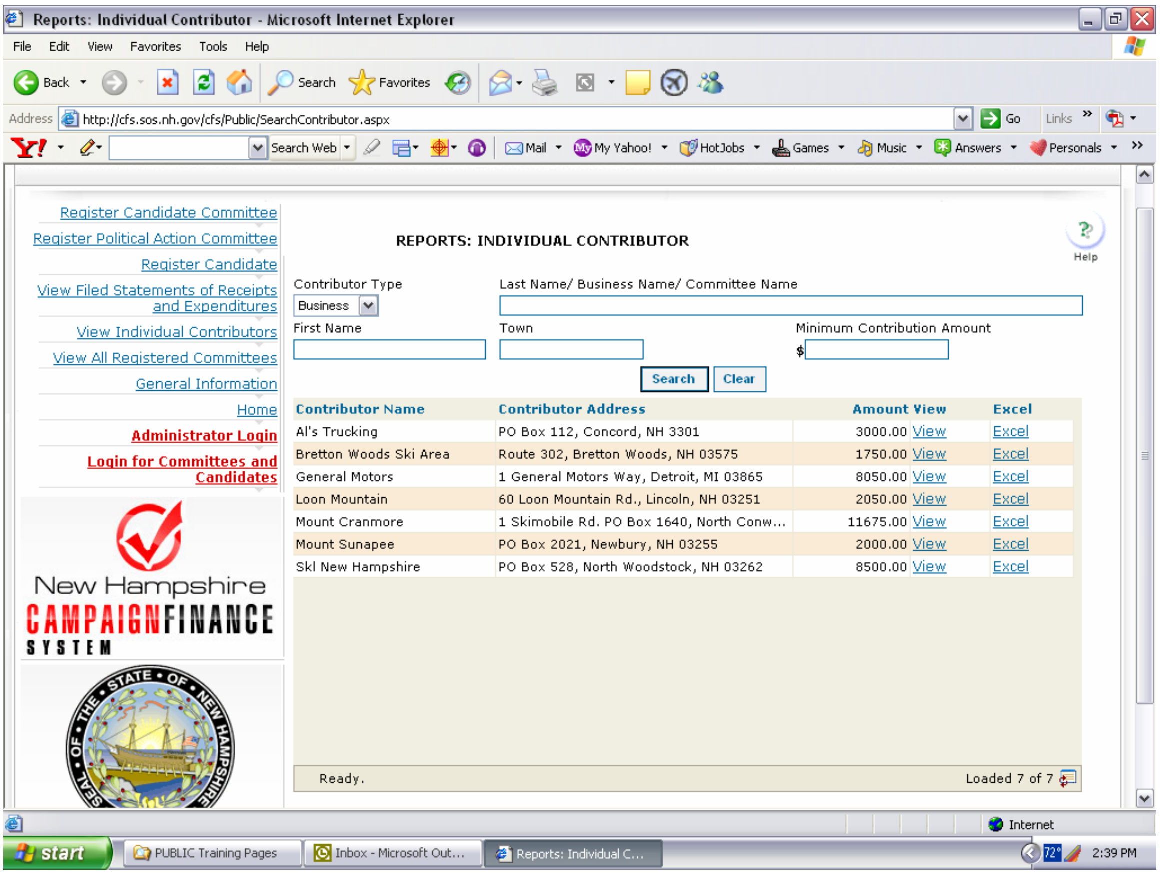
Registration Form	Fields indicated by a red asterisk are mandatory
Candidate Name	First and Last Name fields are mandatory.
User Name and Password	These fields are mandatory. User name and password are required for candidate to log into the system. Password is limited to 8 characters.
E-Mail	We strongly recommend that you provide an email address. If you forget your password, your e-mail is necessary for us to send it to you securely.
Phone Number	U.S. phone number only
Fiscal Agent	Put a check in the box if the fiscal agent is the candidate. If not, complete the fiscal agent name and address information.
Election year	Choose year of election for which the candidate is registering.
Type of Election	Choose both primary and general if candidate is registered for all elections in the year
Party Affiliation	Enter party affiliation of candidate
Office	Choose the office from the drop down list. Fill in the county and district if necessary for the office.
Continue	After completing the registration form, click on “continue” at the bottom of the screen. Your completed registration will be shown and you will have an opportunity to review for accuracy. If you need to make changes, click on the “back” button at the bottom of the screen.
User ID	Make a note of your User ID number. You will need this information in addition to your User Name and Password to log into the system.



Accessing System	You may access the system by choosing “Login for Committees and Candidates” from the home screen.
Editing Registration Information	You can edit certain information of your registration. You need to log into the system and go to View/Edit Registration Information. More information will be available on that page.
Enter Key	Do not use the “enter” key after you enter information as this will cause the “help” page to appear. You must use your cursor to move from field to field.

VIEW INDIVIDUAL CONTRIBUTORS

This screen allows you to view all contributions made by individuals, committees or businesses.

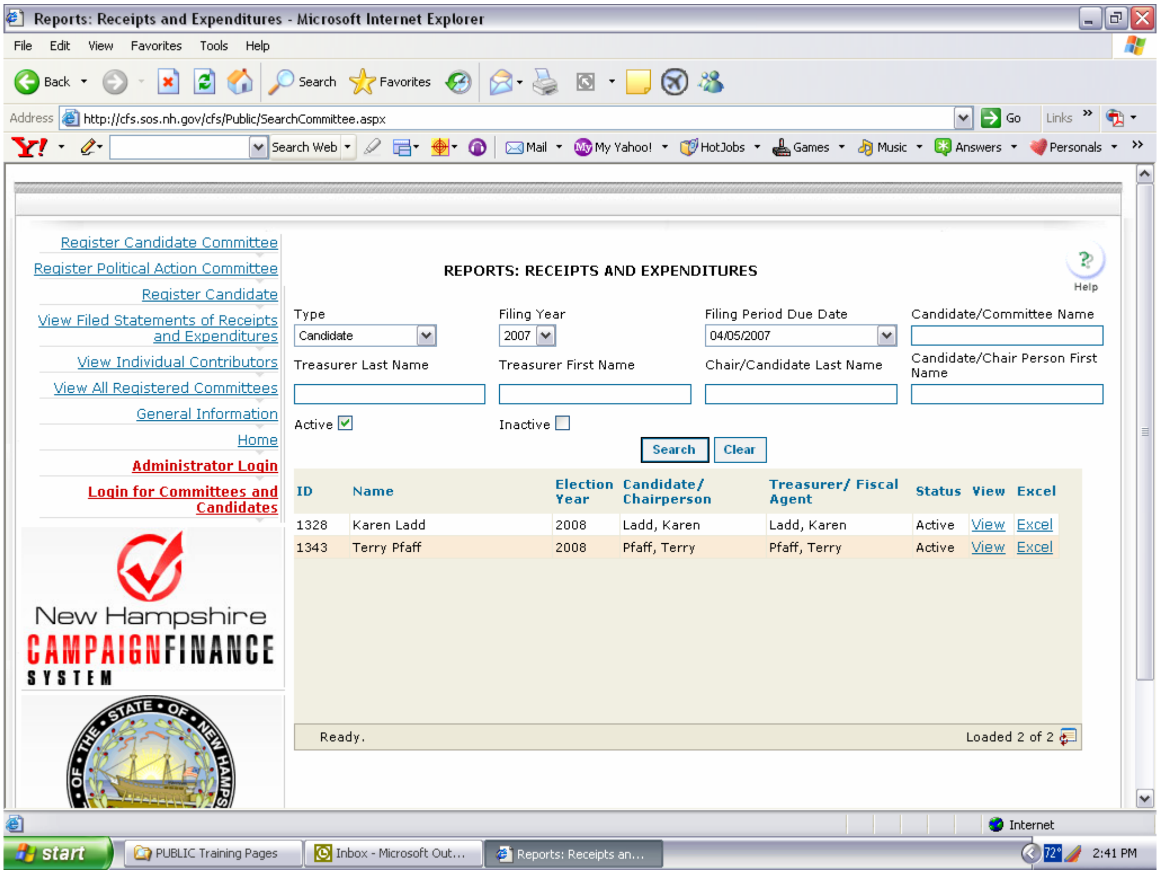


Contributor Type	Choose from the dropdown list the kind of contributor you are looking for. *It is not necessary to complete all the fields if you just want to view all "business" contributors as in the sample above. Simply choose "business" from the dropdown box, then click the "search" button.*
Last Name/Business Name/Committee Name	Enter the appropriate name. The name you enter must be the EXACT same as how the contribution was entered. This system does not search for "sound-alikes" or "similar". *Leave the "contributor type" blank.*
First Name	Enter first name if you are looking for an individual
Town	You can enter the town name if known, but this field is not required
Minimum Contribution Amount	Leave blank to view all contributions
Search	Click on the "search" button. All contributions matching your search criteria will be listed along with the contributors address and the amount of the contribution.
View	To view who the contribution was made to click "view" to see the contribution in pdf or "excel" to view the contribution in excel format.

Search Results Sort	You can arrange the search results alphabetically, by Contributor Name, Address, or Amount by clicking on the appropriate word (in blue) at the top of the search results. A small black directional will appear. Click on that black directional to sort the column.
Clear	Click on “clear” button to clear the screen to enter new search criteria.
Note:	You can search ALL Individual Contributions or ALL Business Contributions or ALL Committee Contributions simply by indicating the contributor type and clicking “search”
Copy	To make a copy of the information in the search criteria field, right click anywhere in the search criteria field, and a window will pop up. Choose “copy this table”. Minimize the CFS page and open an excel spreadsheet. In the new excel spreadsheet, click on paste.
What can you view?	You can only view contributors to those candidates and/or committees who have opted to use the Campaign Finance System to file their Statements of Receipts and Expenditures.

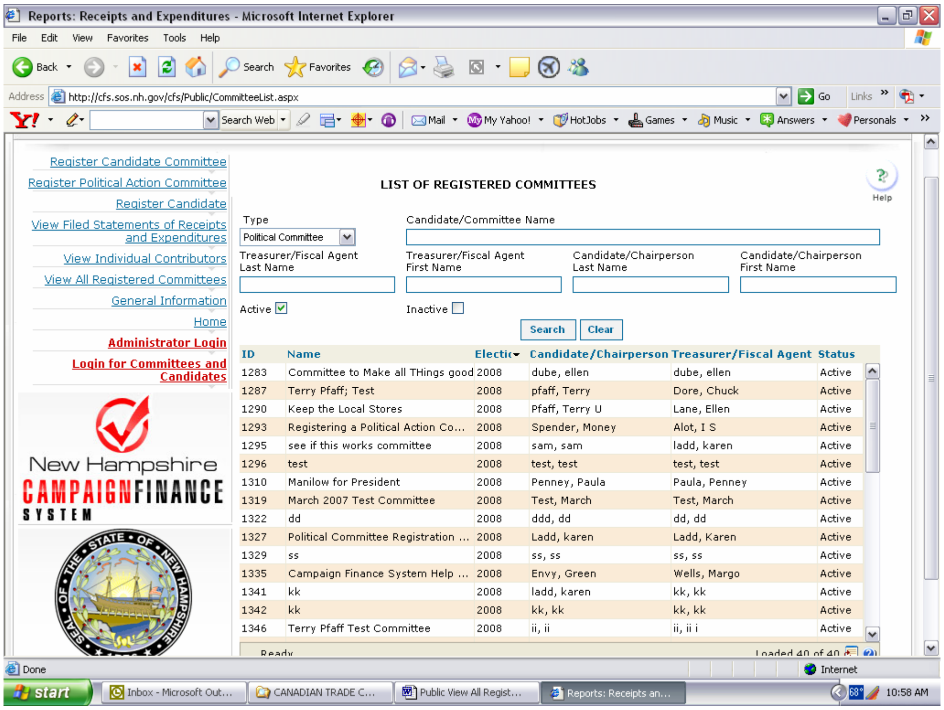
VIEW FILED STATEMENTS OF RECEIPTS AND EXPENDITURES

Statement of Receipts and Expenditures	After all transactions for a particular time period have been **FILED**, a Statement of Receipts and Expenditures is produced and can be viewed by the public.



Filing Year	Indicate the year appropriate for the filing
Filing Period	Choose the appropriate filing date from the dropdown list. Click on the "search" button.
Other Fields	It is not required to complete all the fields; however they are available if you want to narrow your search criteria.
Viewing the Report	You may choose to view the Statement as a PDF or as an Excel spreadsheet. Click on the appropriate button.
Pop-Up Blocker	If you have a pop-up blocker active on your computer, the statements will not be generated. You should temporarily disable your pop-up blocker

VIEW ALL REGISTERED COMMITTEES



Search	Click on the “search” button to view ALL active registrations.
Type	Choose a type from the dropdown list if you are looking for specific registrations.
Treasurer/Fiscal Agent	If you want to view all registrations with a particular person as treasurer or fiscal agent, enter the search criteria in the appropriate fields for Last Name and/or First Name.
Candidate/Chairperson	If you want to view all registrations with a particular person as candidate or chairperson, enter the search criteria in the appropriate fields for Last Name and/or First Name.
Search Results	You can arrange the search results alphabetically, by Name, Year of Election, Candidate/Chairperson, Treasurer/Fiscal Agent, or Status by clicking on the appropriate word (in blue) at the top of the search results. A small black directional will appear. Click on that directional to sort the appropriate column.
Status	There are two kinds of status: **Active** : If a candidate, a candidate committee, or a political action committee used the CFS to register they will be indicated as Active. This means that you will be able to view individual contributors and statements of receipts and expenditures for those committees. **Paper Filing**: If a candidate, a candidate committee, or a political action committee DID NOT use the CFS to register they will be indicated as Paper Filing. This means that you

	will NOT be able to view individual contributors and statements of receipts and expenditures for those committees on this system.
Copy List of PAC’s	To make a copy of the list of registered political action committees, right click anywhere in the search criteria field and a window will pop up. Choose “copy this table”. Minimize the CFS page and open an excel spreadsheet. In the new excel spreadsheet, click on paste. This list will only show you the name of the PAC and the names of the chairman, treasurer and/or fiscal agent.
PAC Information	The **ONLY** information available on the list is the Name of the Committee, Name of the Chairperson, and Name of the Fiscal Agent or Treasurer. The list of registered Political Action Committees with addresses and phone numbers is available from the Secretary of State's website: www.sos.nh.gov/pacs2008.html. You will also be able to view any Political Committees that have registered but have chosen NOT to use the Campaign Finance System

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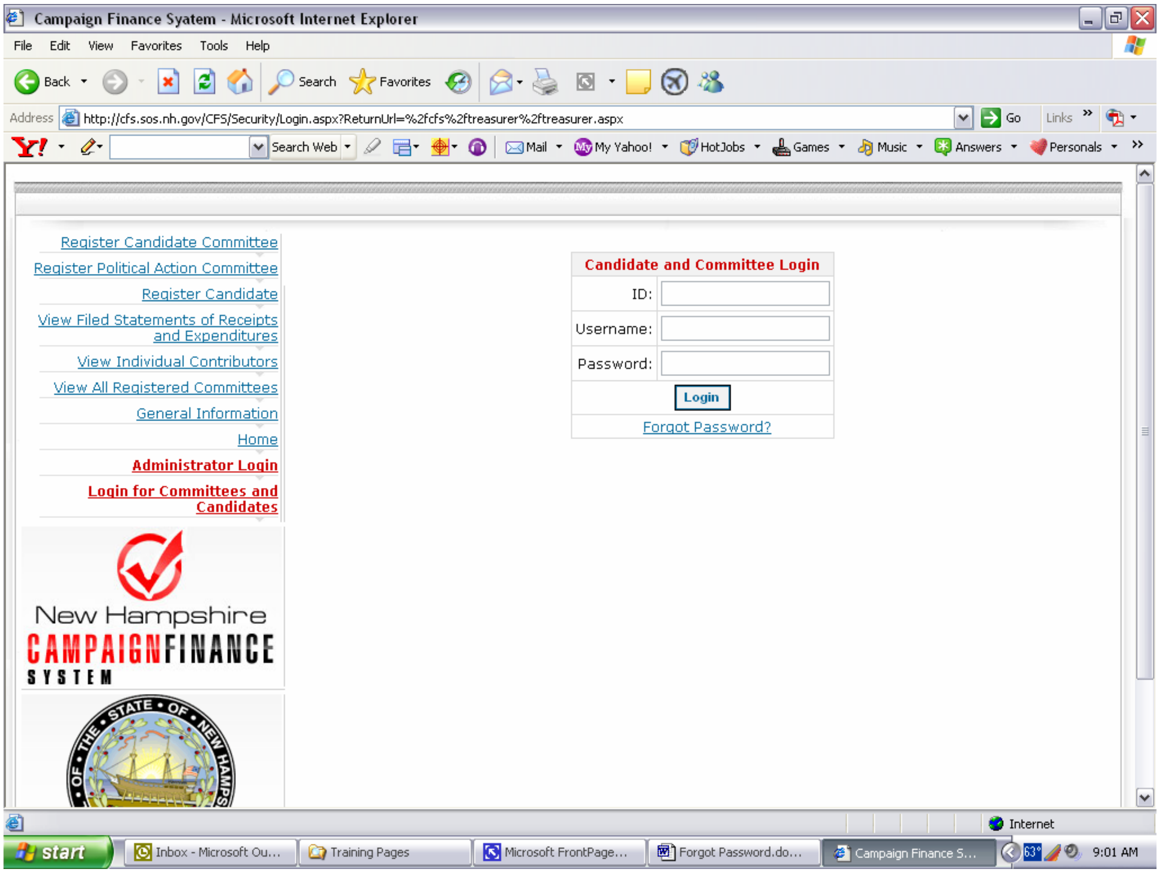
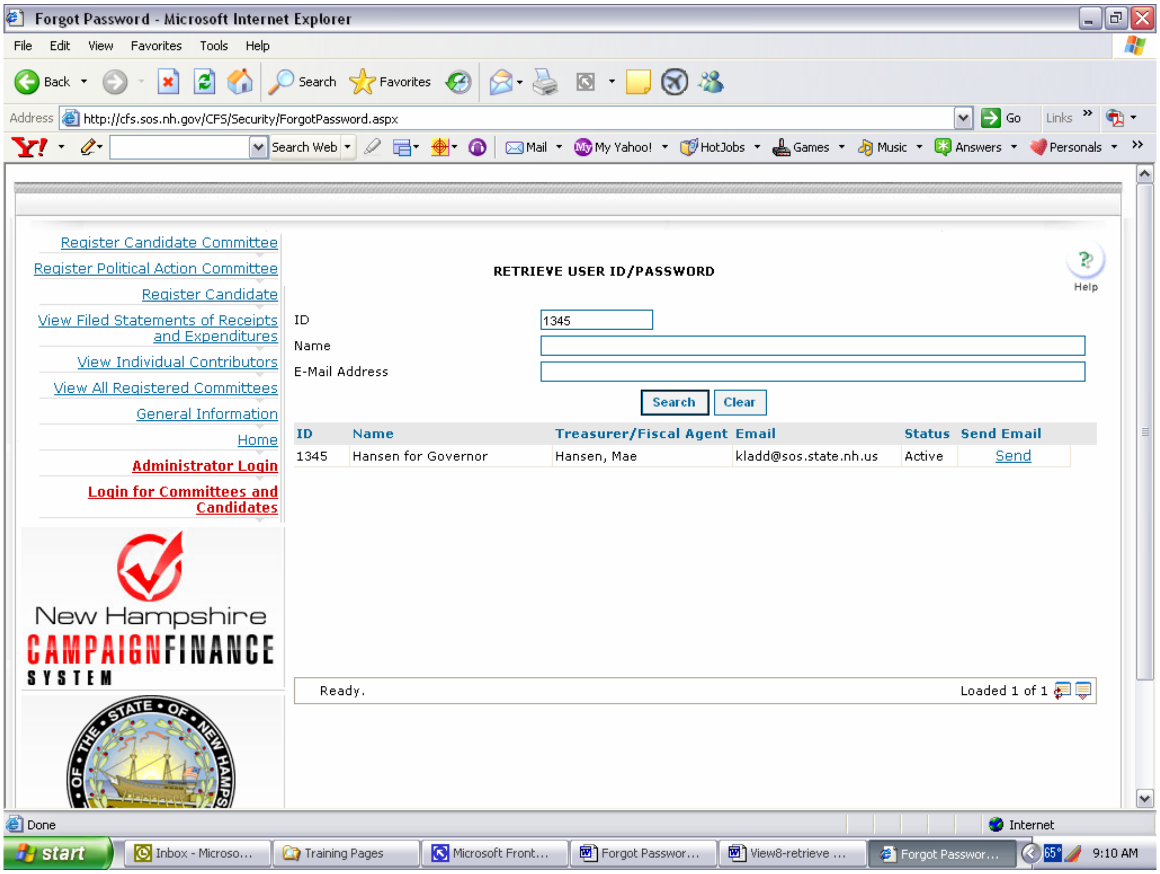
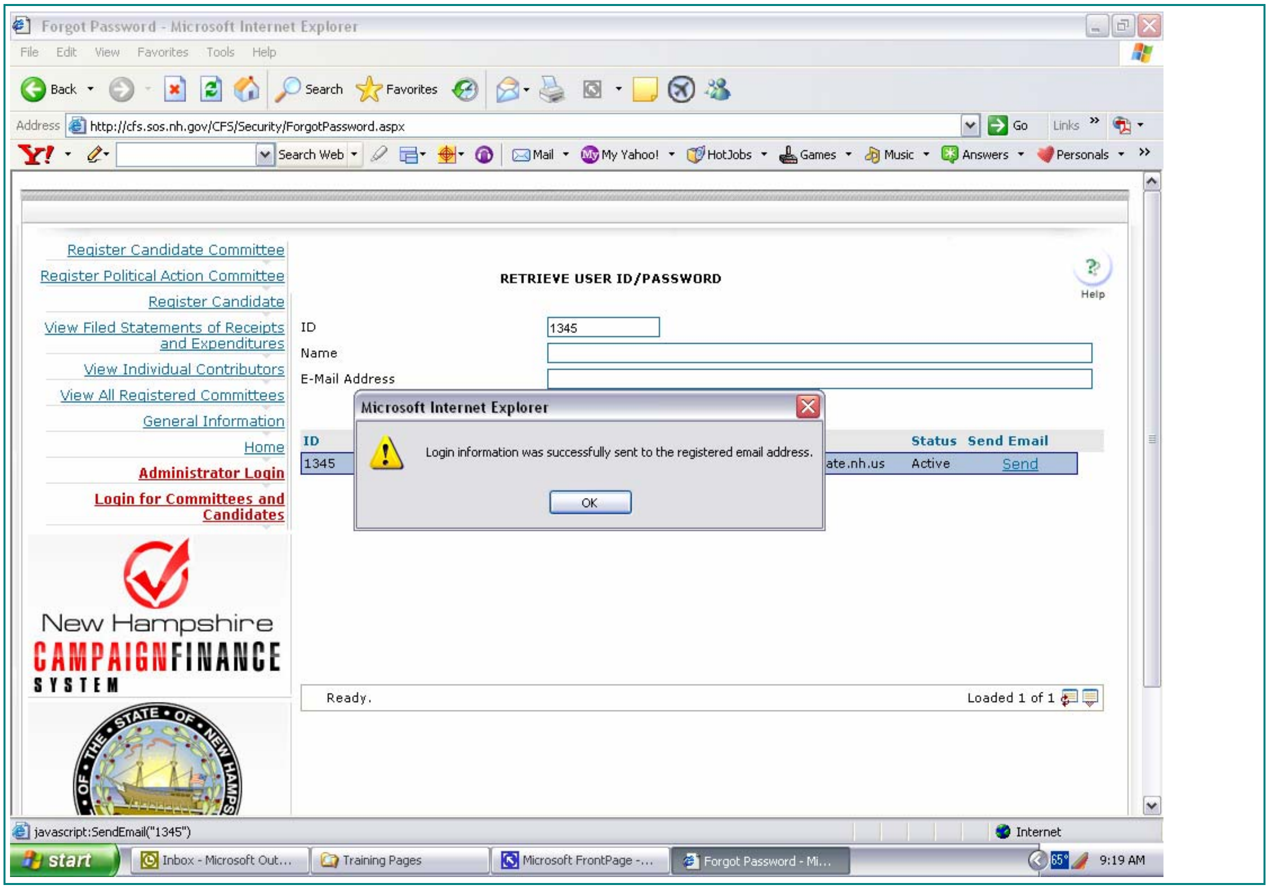
FORGOT PASSWORD

<table>
<tr><td>Forgot Password?</td><td>Click on the “forgot password?” link if you can't remember your password or ID. This screen will appear AFTER you click on the link to “Login for Committees and Candidates”</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>ID:</td><td>Put in your User ID; or</td></tr>
<tr><td>Name:</td><td>Enter the name of the Candidate, Candidate Committee, or Political Action Committee or a key word in the name.</td></tr>
</table>

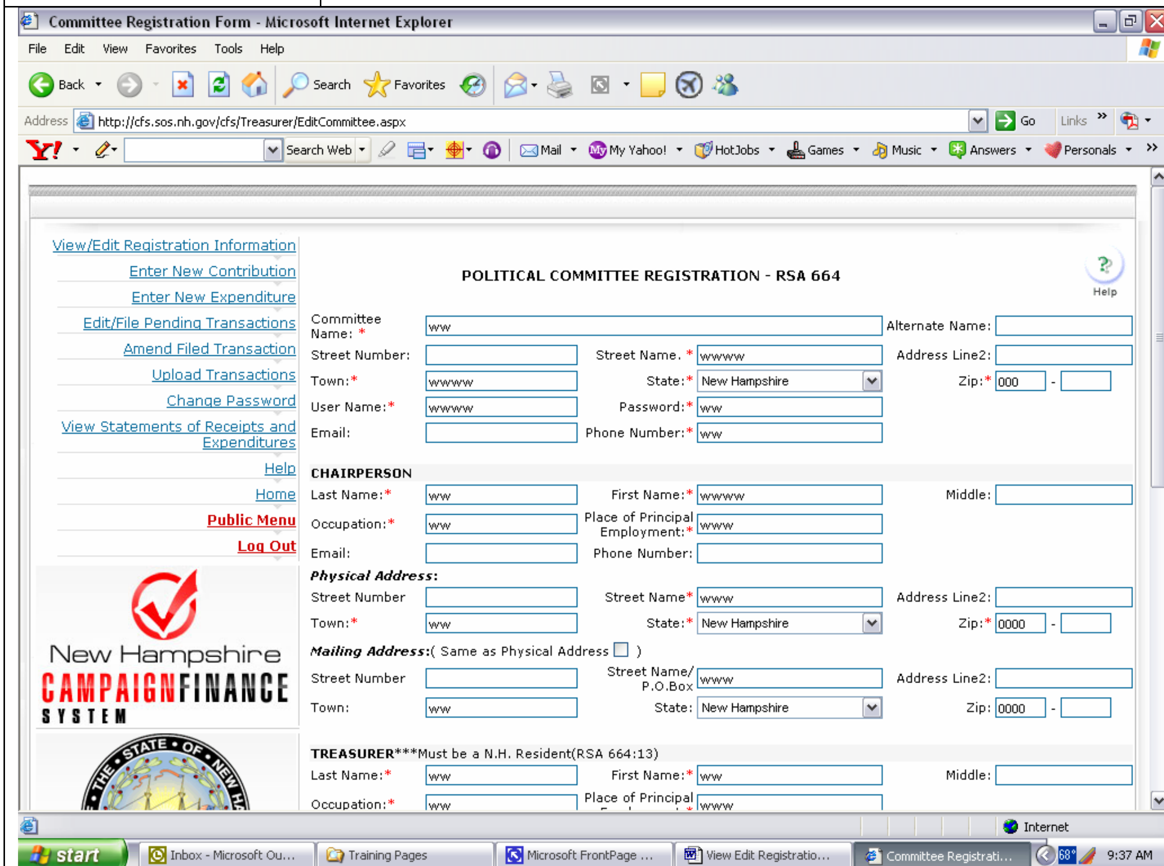


Search:	Click on the "search" button. The appropriate committee (or candidate) will appear in the search criteria field.
Send:	Click on the "send" button that appears after the name of the candidate or committee. The CFS will email your password to you. **NOTE**: If you did not enter an email when you registered, this process will not work. You will have to call the Secretary of State's office for help. 603-271-3242
Forgot your ID?	If you do not remember your ID, you can put the name of the candidate or committee - or a key word of the committee in the Name Field.
Search:	Click the "search" button. All registered committees with that name (or key word in their name) will appear in the search criteria field. Choose the appropriate ID and enter it into the ID Field, then click "search" again.

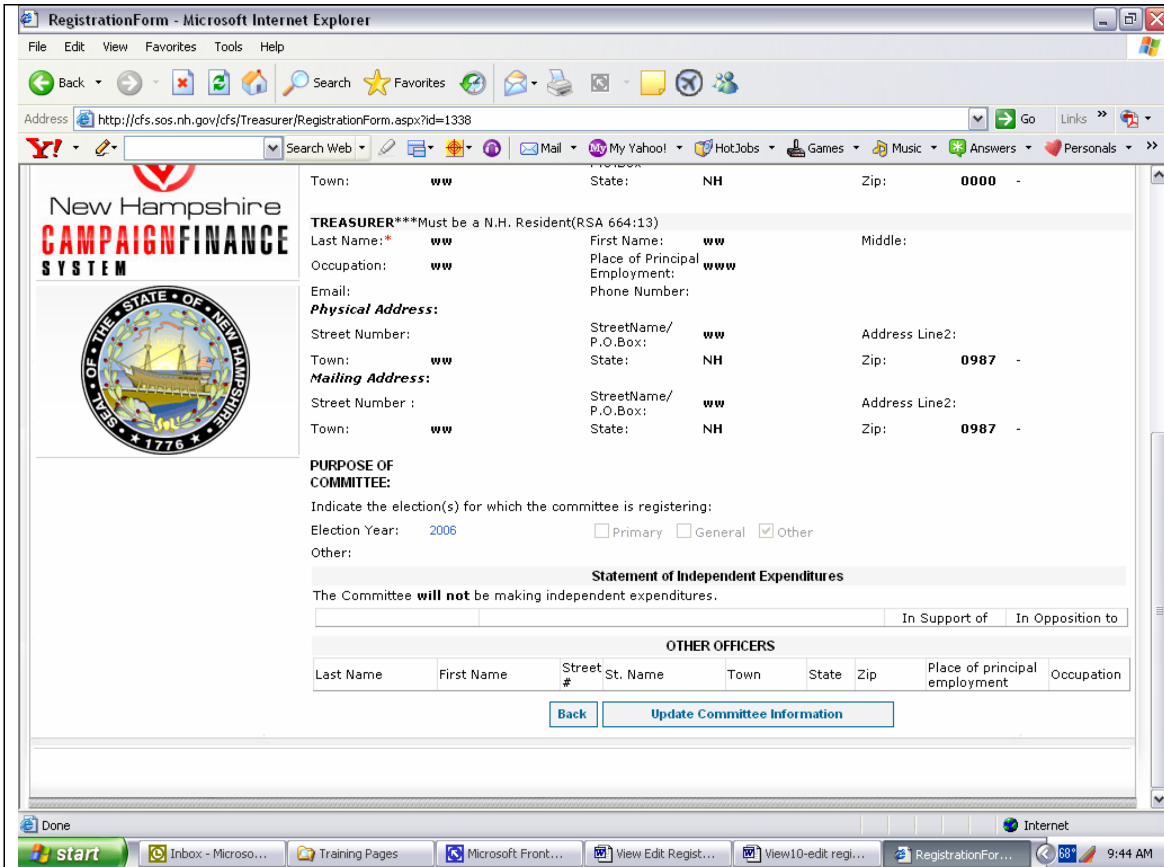

Forgot Password - Microsoft Internet Explorer
http://cfs.sos.nh.gov/CFS/Security/ForgotPassword.aspx
Register Candidate Committee
Register Political Action Committee
Register Candidate
View Filed Statements of Receipts and Expenditures
View Individual Contributors
View All Registered Committees
General Information
Home
Administrator Login
Login for Committees and Candidates
New Hampshire
CAMPAIGN FINANCE
SYSTEM
RETRIEVE USER ID/PASSWORD
ID
1345
Name
E-Mail Address
Microsoft Internet Explorer
Login information was successfully sent to the registered email address.
OK
Status
Send Email
Active
Send
Ready.
Loaded 1 of 1
javascript:SendEmail("1345")
Internet
9:19 AM

CANDIDATE/COMMITTEE: VIEW/EDIT REGISTRATION INFORMATION

View or Edit Registration Information	After logging in to the CFS click on the link "View/Edit Registration Information

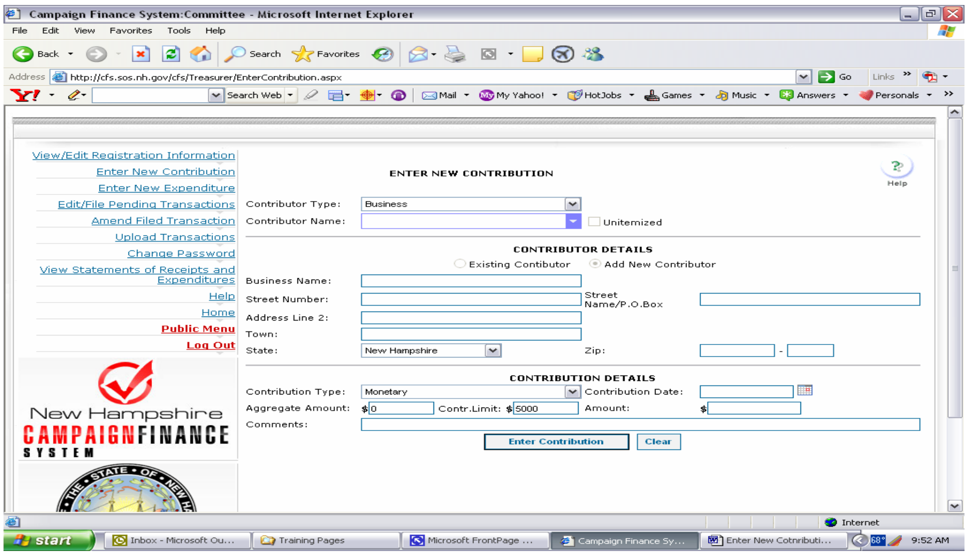


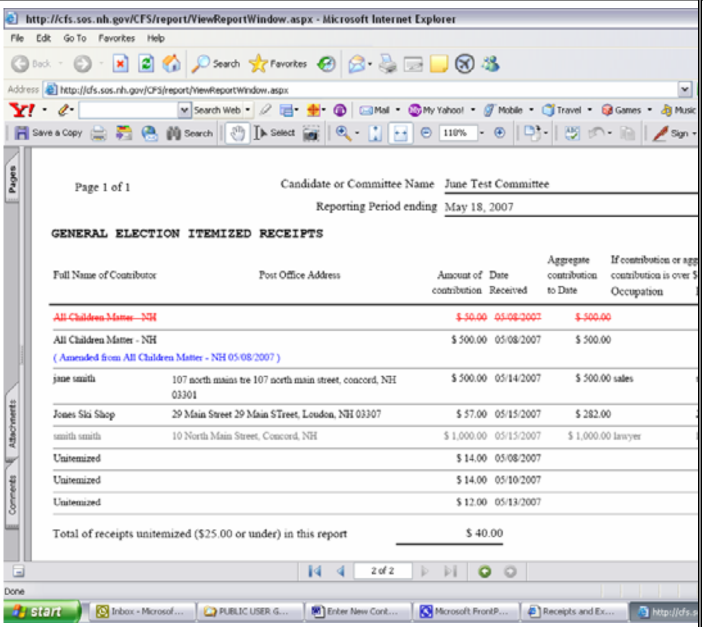
Committee Name	**CANNOT** be changed.
Committee Address User Name: Password Phone Number	All can be changed
Chairperson/Treasurer	Name and address can be changed BUT it must be approved by the Secretary of State first
Follow these steps to make changes:	• Type over the information you want to edit • Click on "continue" at bottom of screen. • The screen will re-appear with the changes made for your review • Click on "update committee information" at bottom of the screen • A small window will appear telling you that the change was successful.

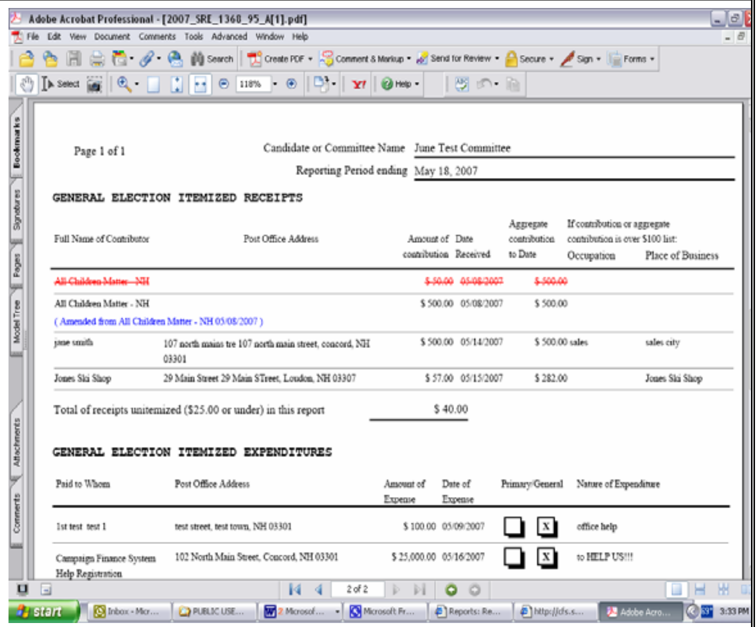


Changes not made	At this point all changes will be made public EXCEPT: • Chairperson name and/or address change, and • Treasurer name and/or address change.
Approval by Secretary of State	The Secretary of State must approve the name change of a chairperson or treasurer. Here's what you need to do: • Contact the Secretary of State's Office by mail that a change in name for one of the above has occurred; **and** • Submit a letter of resignation from the previous officer, or • The committee minutes effecting the change Upon approval by the Secretary of State: • The name change will be approved, and • The change will be viewable by the public
Independent Expenditures	Names of candidates supported/opposed by a committee: CANNOT be removed, but they can be changed.
Other Officers:	CANNOT be removed, but they can be changed.
NOTE:	Do not use your "enter" button after you enter information as this will cause the "help" page to appear. You must use your cursor to go from field to field.

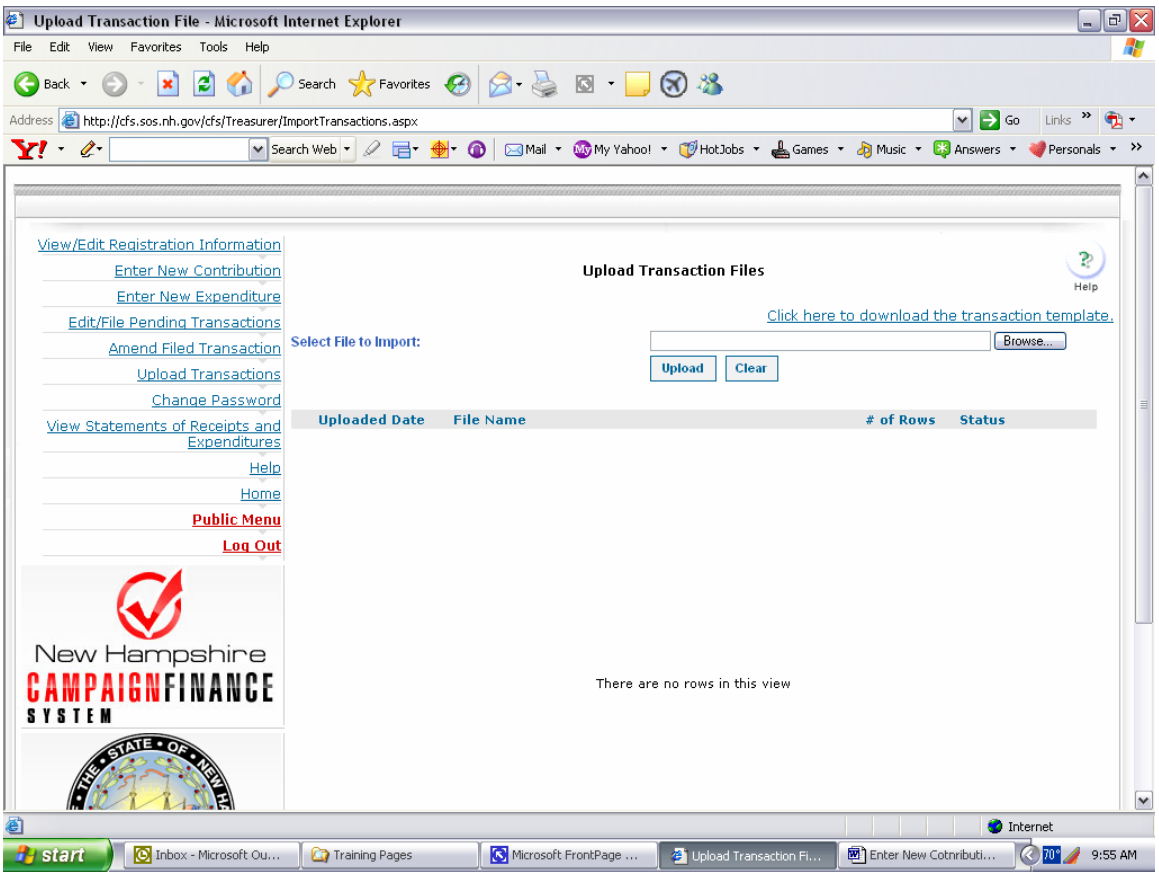
CANDIDATE/COMMITTEE: ENTER NEW CONTRIBUTION

Contributor type	Select whether the contribution is from an individual, a business, or a committee.
Contributor name	If the contributor is an individual, enter LAST NAME first, then first name. If the name of the contributor is already in the system, (whether an individual or a business) a drop down list will appear from which you can choose the name of your contributor. The contributor details will automatically be filled in. **NOTE:** when entering a new individual contributor's name please use the full name (no nicknames) and home address (if possible not business address). This will help prevent confusion later.
	If the contributor is not in the system, you will need to enter the contributor details manually.
	
Unitemized	Check the box next to the contributor's name if the contribution is $25 or less. Contributor details are not required for contributions under $25. NOTE: The maximum amount that can be entered in the unitemized box is $25. If an event is held where tickets are $10. each (for example), you will have to enter the unitemized contributions in $25 increments until the total amount is entered. These transactions viewable by you on the appropriate receipt and expenditure report for bookkeeping purposes; however, only a total will appear on the receipt and expenditure report that is seen by the public.

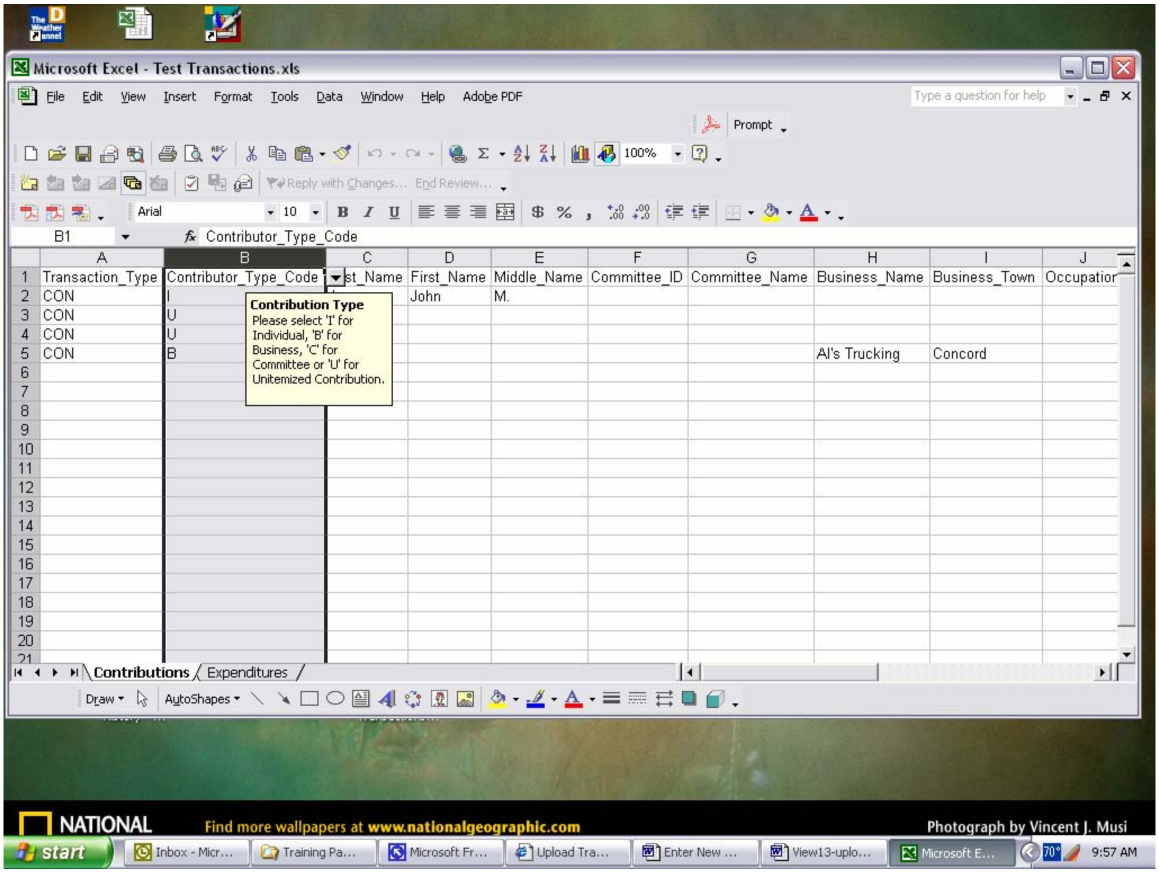




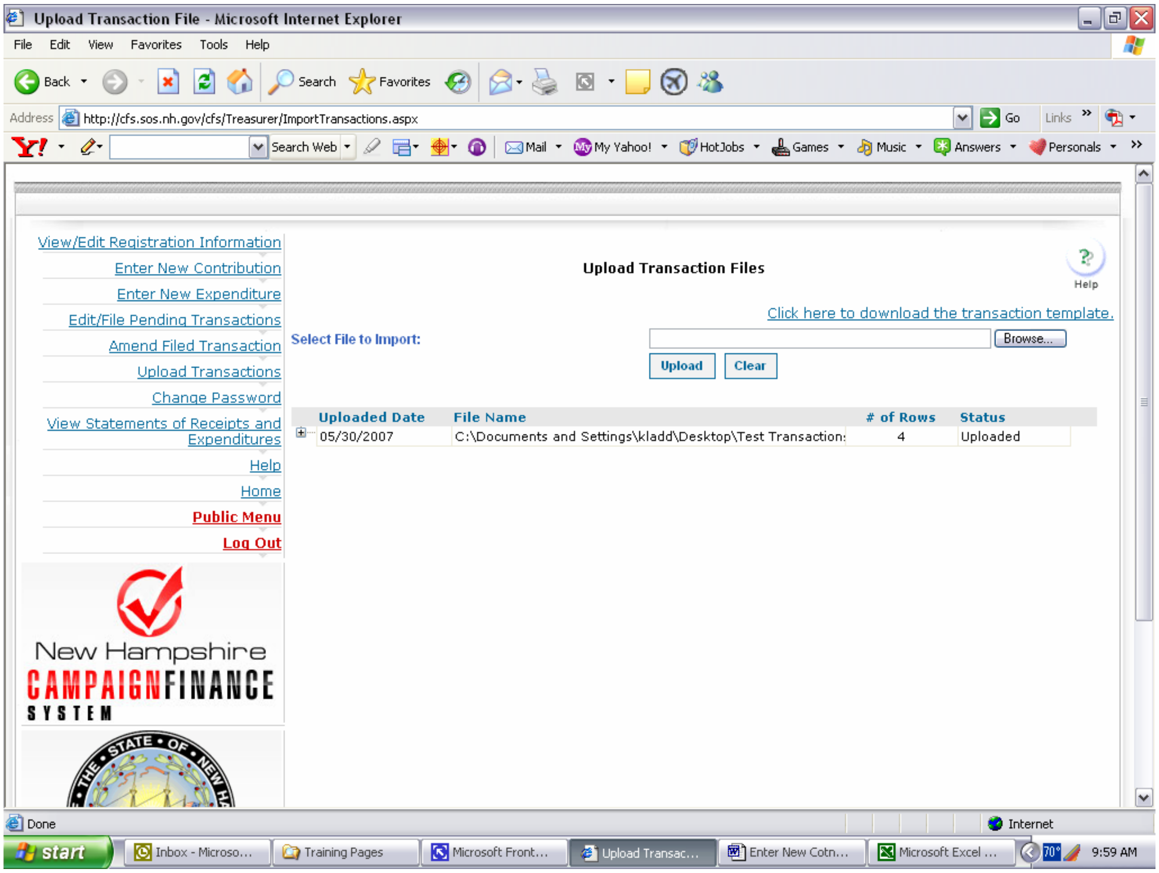
Occupation	Occupation must be listed if the contribution or the aggregate contribution from this contributor is over $100.
Contribution Type	Indicate whether the contribution is monetary or in-kind. If it is an in-kind contribution, a field will appear where you can enter the type of in-kind contribution.
Contribution Date	Enter the date of the contribution. You can enter it manually, or click on the calendar indicated by the .
Aggregate Amount	The aggregate amount from this contributor will automatically be calculated.
Contribution Limit	This indicates the limit that can be accepted per election by an individual contributor.
Amount	Indicate the amount of the contribution.
Enter Contribution	Once you have entered all required information press the “enter contribution” button. A small window will appear telling you that the contribution was entered successfully. Click OK. The screen is now blank and you can enter another contribution.
24-Hour Contribution	State law requires that when a candidate or committee receives a contribution of **MORE THAN $500** in the 7 days prior to the election it shall be filed with the Secretary of State within 24 hours. You can do that: • by entering the contribution as outlined above. • choose that transaction from your **pending** transactions and **FILE** that transaction **ONLY**. • after you **file** that transaction, you can “view the statement of receipts and expenditures” for that day. Since you are logged in, you will view a statement that will show the contribution in black print; and any other **pending** transactions in gray print. This is YOUR VIEW ONLY. • When looking at the report in the public view, only the +$500 contribution will be shown; therefore, • It is important that you print the PUBLIC VIEW of the Statement to sign and mail to the Secretary of State’s office.
6 Month Reporting	6-month reports are for the purpose of reporting how a committee or candidate is

	spending DOWN a surplus or PAYING OFF a deficit from the previous election. Once a committee has raised or spent more than $500 (except for spending down a deficit), it should re-register for the next election and report those transactions on the dates specified for that election. If your committee/candidate had a surplus from the last election and you record receipts from events that are raising money for the next election, the CFS will NOT report accurately.
ALTERNATE METHOD OF RECORDING CONTRIBUTIONS & EXPENDITURES If you do not want to enter your transactions in the above manner, this alternative system allows you to download an excel spreadsheet which you can save to your computer. This will allow you to enter your transactions without logging in to the CFS.	
Upload Transactions	After logging on the CFS using your user ID, name and password, choose the link “Upload Transactions”
	
Download the transaction template	Click on the “click here to download the transaction template” You will be able to download an excel spreadsheet **that you should save to your computer**. Record all your contributions and expenditures on this spreadsheet. You can upload it to the CFS when all transactions for a reporting period are entered. More information on how to upload is available on the “Upload Transaction” page.
Excel Spreadsheet	There are two tabs for the spreadsheet. “Contributions” and “Expenditures”
Business Rules	Click on the top of each column to see the rules for completing transactions. If the rules are not followed, the transactions will not upload to the system. These are the business rules: 1. Unitemized contributions should be less than or equal to $25. A description is

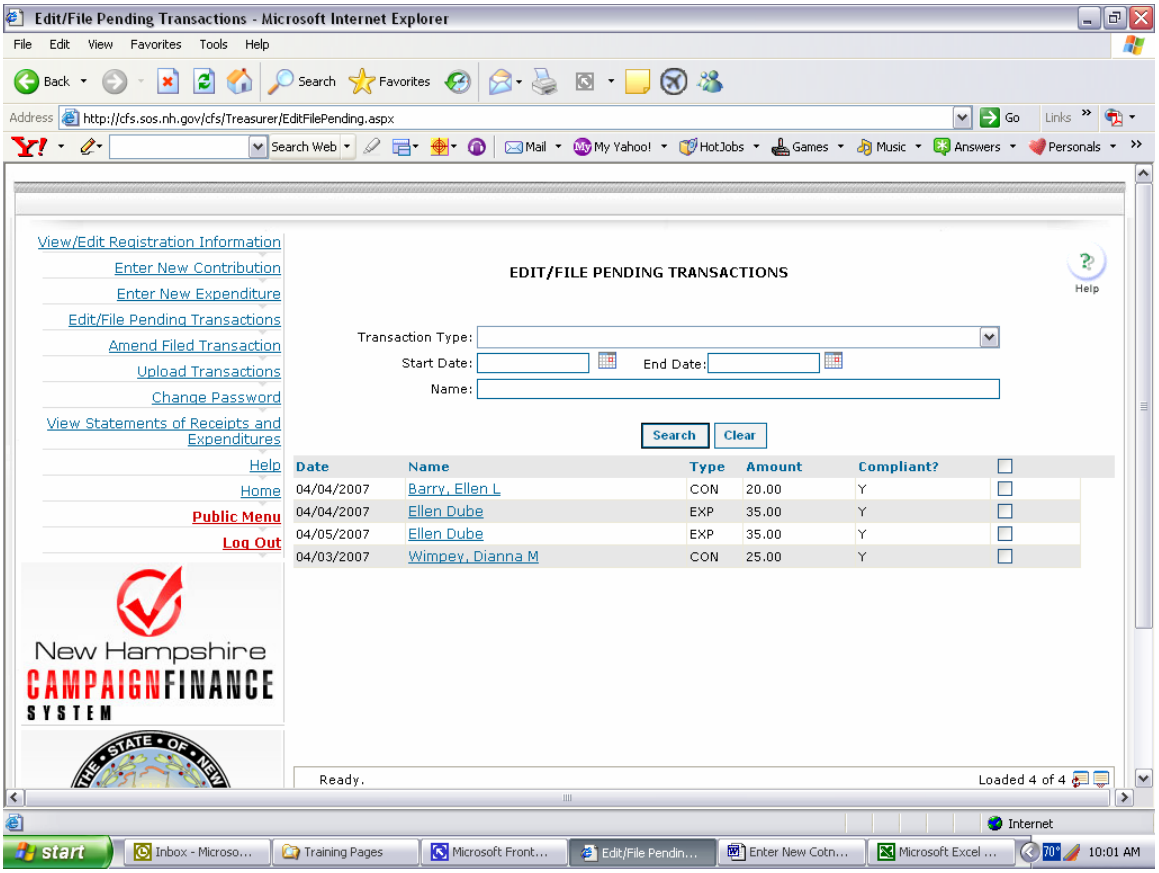
	required for that contribution. 2. Contributions greater than $25 require a contributor's name. 3. Contributions greater than $100 require contributor's name, address, occupation, employer name and employer location.



Entering Transactions	The spreadsheet allows you to enter and edit transactions prior to UPLOADING them to the campaign finance system.
Uploading Transactions	When you are ready to send these transactions to the CFS, go to the link "upload transactions files" (after signing onto the system). Click on the "browse" button. Choose the excel spreadsheet from your personal computer files and hit the "open" key. The file address will appear in the line just before the "browse" button. Click the UPLOAD button.
Upload Process	The amount of transactions in your file will determine how long it takes for them to upload. While the files are being uploaded, you will notice that the status is "uploaded." The maximum time for an upload is 10 minutes, so if it takes longer then you probably have an error. When the files are uploaded, the status will change to either "error" or "processed". The system will upload ALL or nothing.
WHAT IF ERROR:	If the status changes to "*error*", it means there is an error in the way a transaction was entered. Click on the + sign at the beginning of the row. A drop down list will appear letting you know where the errors are located and what those errors are. You need to fix the errors, and then run the upload process again.
WHAT IF PROCESSED:	If the status changes to "*processed*" it means that your transactions were successfully transferred to the system and are **PENDING**. Go to the "Edit/File Pending Transactions" link to view your **PENDING** transactions.



Clearing the Excel Spreadsheet	Once you are successful in uploading your transactions, you need to clear your excel spreadsheet. If you don't, then those transactions left in the spreadsheet will be uploaded again the next time you upload transactions.
Edit/File Pending Transactions	After you upload your transactions, they are in **PENDING** status and only you can see them when you link to the page "edit/file pending transactions". On this page you can review those pending transactions and make corrections or amendments.



Transaction Type:	Indicate whether you want to look at the pending contributions or the pending expenditures.
Start Date	Enter the first day of transactions you want to view. (If you want to see all pending transactions you do not have to enter a date)
End Date	Enter the last day of transactions you want to view
Name	Enter name of Committee or Candidate. This isn't required, since you can only access the information for your own candidate or committee.
Search	Click "search" button If you want to see ALL transactions that are **pending** for you or your committee, you can just click "search" without completing any other fields.
Amend transaction	To Amend a transaction: click on the appropriate transaction. The edit screen will appear. Overwrite the filled in information with the amended information. When edit is complete click "enter expenditure" button. A small window will appear telling you that the expenditure was successful and you will be returned to the EDIT/FILE PENDING TRANSACTIONS page.

At the bottom of the page you will have 3 choices. You can **file** all or select transactions or you can delete transactions.

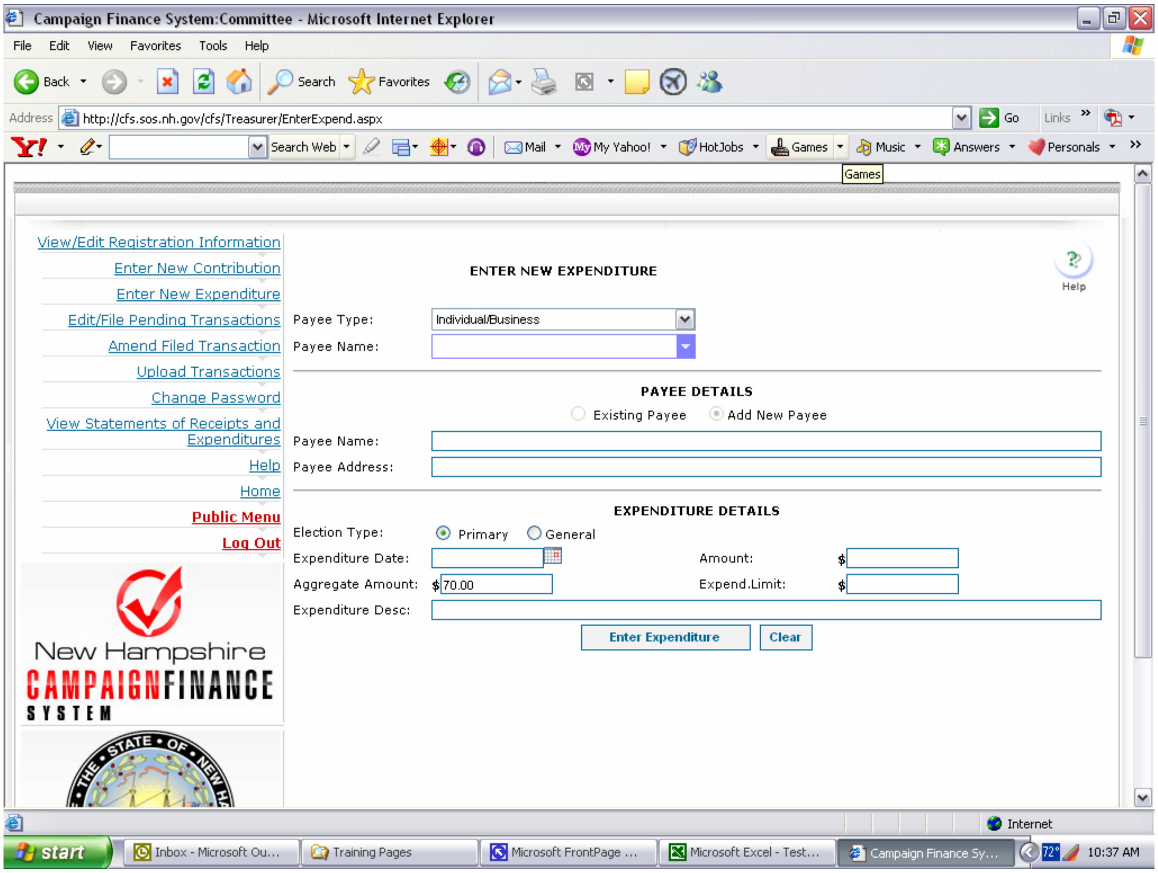
IMPORTANT NOTICE

While your transactions are in **PENDING** status, only you can view them. However, once you **FILE** them, they are available for anybody who is doing research on the CFS. It's a good practice not to **FILE** your transactions until the end of a reporting period, when you will be producing a Statement of Receipts and Expenditures.

You will be able to **VIEW** a statement of receipts and expenditures before filing your transactions by clicking on the link "View Statements of Receipts and Expenditures" and choose the appropriate filing period. Note that the transactions appear in gray print. Once you **FILE** those transactions, they will be in black print.
If you choose not to **FILE** your transactions, click the "clear" button.
Transactions must be FILED in order for a Statement of Receipts and Expenditures to be produced.

CANDIDATE/COMMITTEE: ENTER NEW EXPENDITURE

Payee Type	Enter whether the expenditure is being made to an Individual/Business or a Committee.
Payee Name	Enter the name of the business or committee. If entering the name of an individual enter the LAST NAME first, then the first name. If the name of the payee is already in the system, a drop down list will appear from which you can choose the name of the payee. If the payee is already in the system, the payee details will automatically be filled in. If the payee is not in the system, you will need to enter the payee details manually.



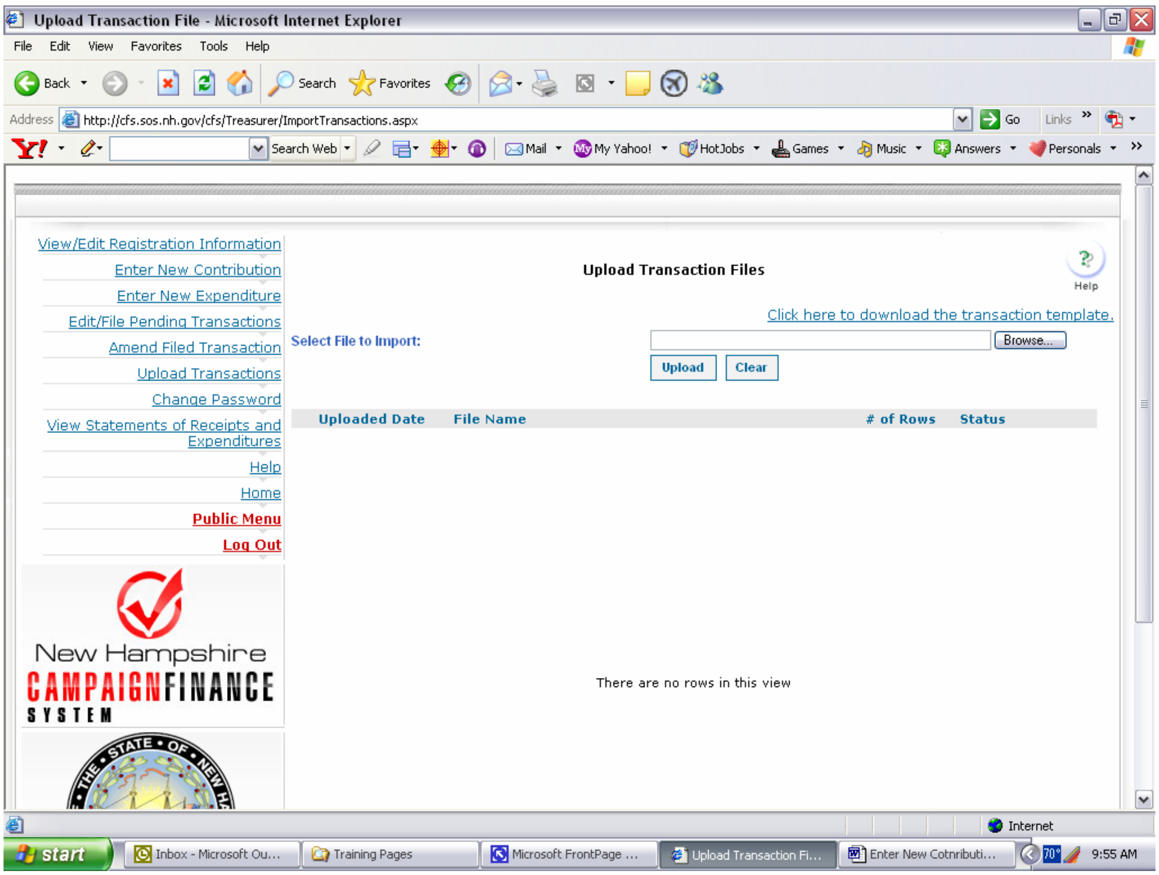
Election Type	Indicate whether the expenditure is for the primary or the general election.
Expenditure Date	Enter the date of the expenditure. You can enter it manually, or use the calendar indicated by the
Amount	Indicate the amount of the expenditure.
Aggregate Amount	The aggregate amount made to this payee will automatically be calculated.
Expenditure Limit	This limit will be automatically filled in if the expenditure is made to a candidate. The limit will be determined as to whether the candidate has agreed to the voluntary spending limit or not.
Expenditure Description	Enter a description of the expenditure.
Enter Expenditure	Once you have entered all required information, press the “enter expenditure” button. A small window will appear telling you that the expenditure was entered successfully. Click OK. The screen is now blank and you can enter another expenditure.

6-Month Reporting	6-month reports are for the purpose of reporting how a committee or candidate is spending DOWN a surplus or PAYING OFF a deficit from the previous election. Once a committee has raised or spent more than $500 (except for spending down a deficit), it should re-register for the next election and report those transactions on the dates specified for that election. If your committee/candidate had a surplus from the last election and you record receipts from events that are raising money for the next election, the CFS will NOT report accurately.

ALTERNATE METHOD OF RECORDING CONTRIBUTIONS & EXPENDITURES

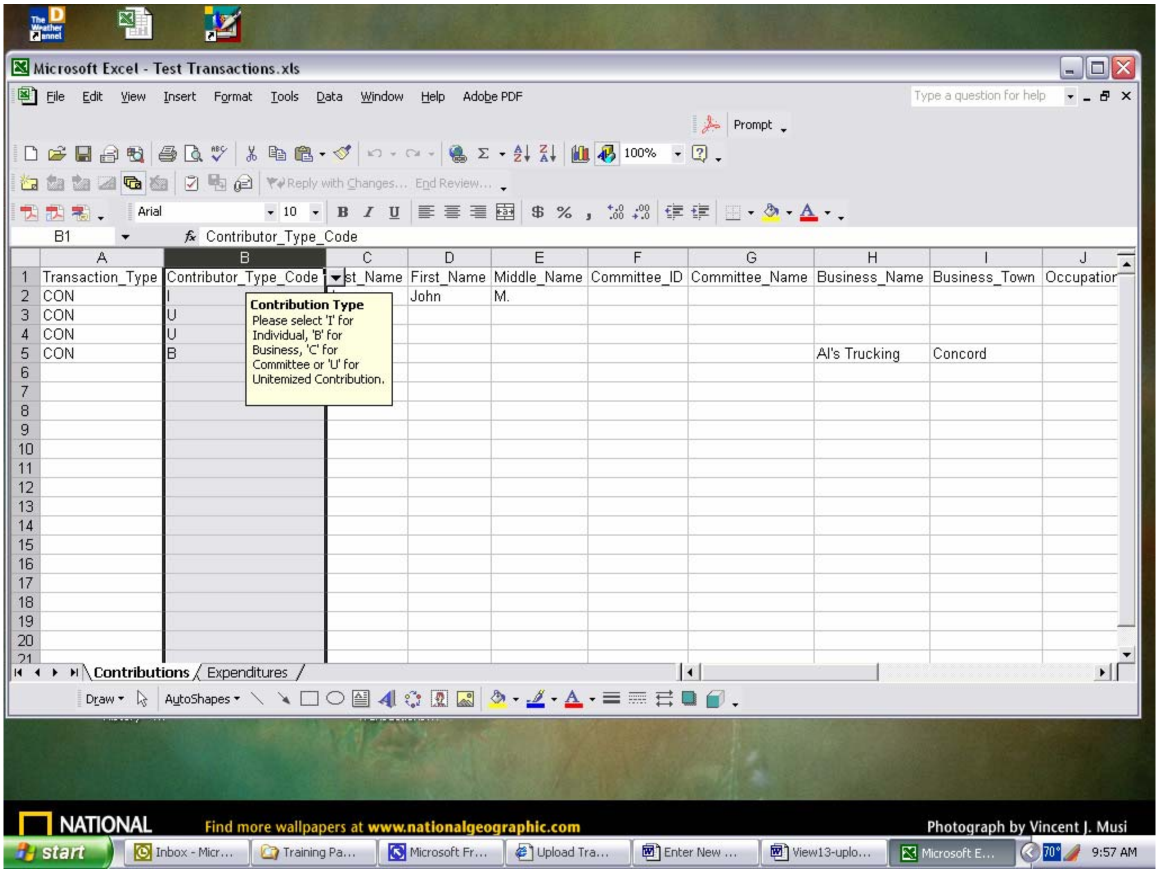
If you do not want to enter your transactions in the above manner, this alternative system allows you to download an excel spreadsheet which you can save to your computer. This will allow you to enter your transactions without logging in to the CFS.

Upload Transactions	After logging on the CFS using your user ID, name and password, choose the link “Upload Transactions”

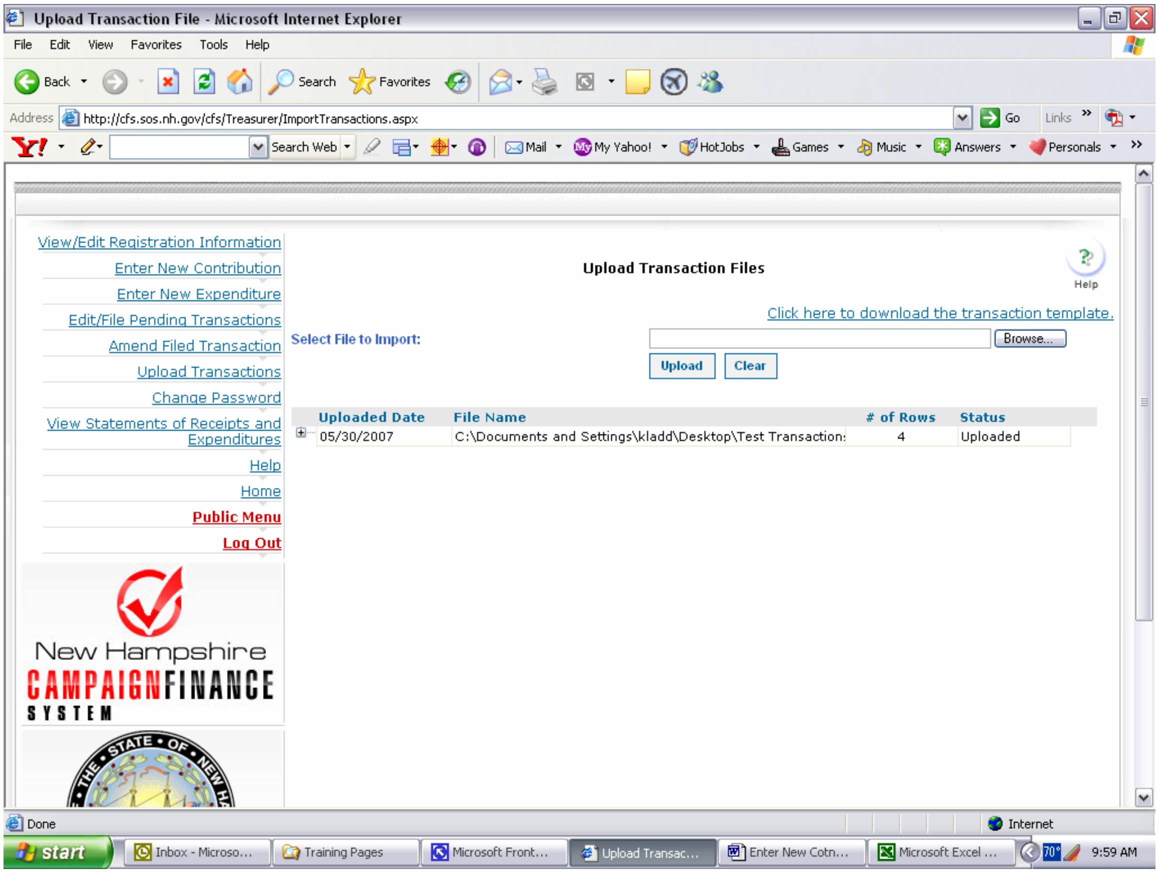


Download the transaction template	Click on the “click here to download the transaction template” You will be able to download an excel spreadsheet **that you should save to your computer**. Record all your contributions and expenditures on this spreadsheet. You can upload it to the CFS when all transactions for a reporting period are entered. More information on how to upload is available on the “Upload Transaction” page.
Excel Spreadsheet	There are two tabs for the spreadsheet. “Contributions” and “Expenditures”
Business Rules	Click on the top of each column to see the rules for completing transactions. If the rules are not followed, the transactions will not upload to the system. These are the business rules: 1. Unitemized contributions should be less than or equal to $25.A description is required

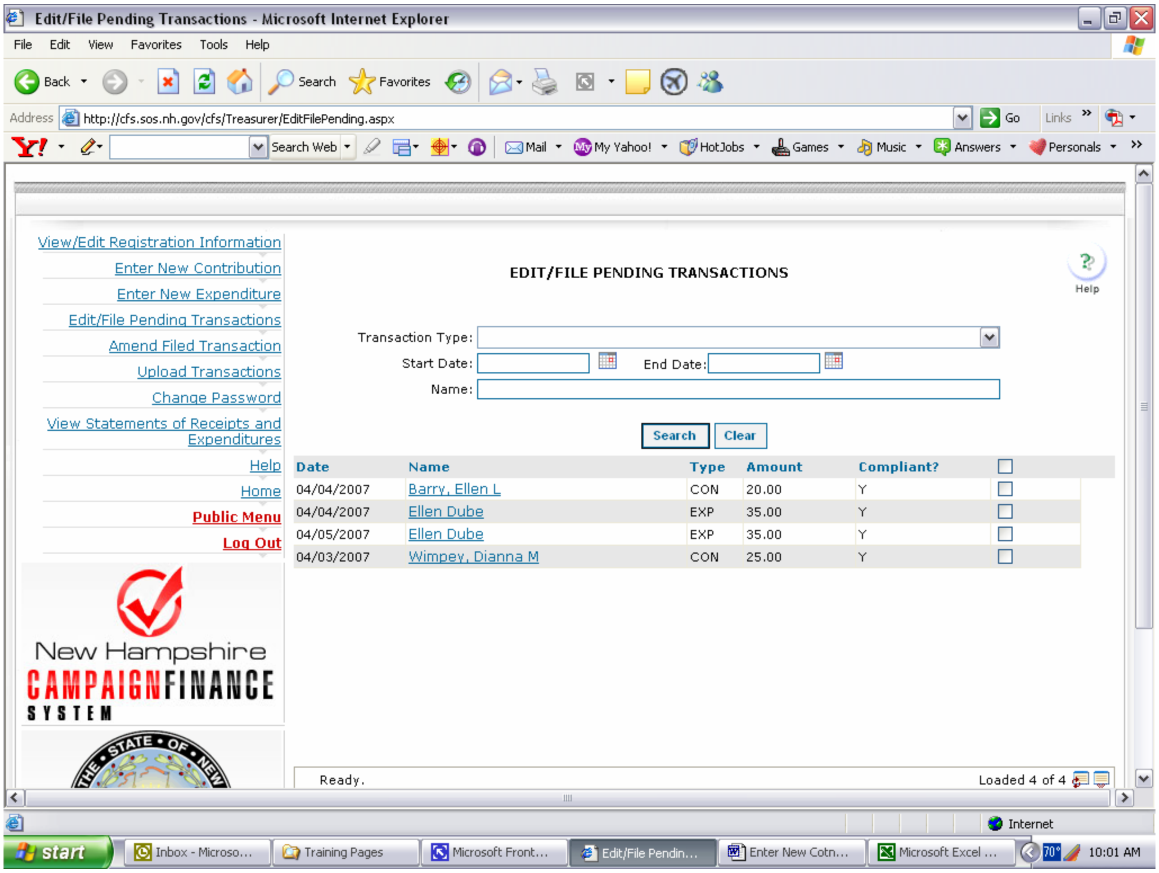
	for that contribution. 2. Contributions greater than $25 require a contributor's name. 3. Contributions greater than $100 require contributor's name, address, occupation, employer name and employer location.



Entering Transactions	The spreadsheet allows you to enter and edit transactions prior to UPLOADING them to the campaign finance system.
Uploading Transactions	When you are ready to send these transactions to the CFS, go to the link "upload transactions files" (after signing onto the system). Click on the "browse" button. Choose the excel spreadsheet from your personal computer files and hit the "open" key. The file address will appear in the line just before the "browse" button. Click the UPLOAD button.
Upload Process	The amount of transactions in your file will determine how long it takes for them to upload. While the files are being uploaded, you will notice that the status is "uploaded." The maximum time for an upload is 10 minutes, so if it takes longer then you probably have an error. When the files are uploaded, the status will change to either "error" or "processed". The system will upload ALL or nothing.
WHAT IF ERROR:	If the status changes to "*error*", it means there is an error in the way a transaction was entered. Click on the + sign at the beginning of the row. A drop down list will appear letting you know where the errors are located and what those errors are. You need to fix the errors, then run the upload process again.
WHAT IF PROCESSED:	If the status changes to "*processed*" it means that your transactions were successfully transferred to the system and are **PENDING**. Go to the "Edit/File Pending Transactions" link to view your **PENDING** transactions.



Clearing the Excel Spreadsheet	Once you are successful in uploading your transactions, you need to clear your excel spreadsheet. If you don't, then those transactions left in the spreadsheet will be uploaded again the next time you upload transactions.
Edit/File Pending Transactions	After you upload your transactions, they are in **PENDING** status and only you can see them when you link to the page "edit/file pending transactions". On this page you can review those pending transactions and make corrections or amendments.



Transaction Type:	Indicate whether you want to look at the pending contributions or the pending expenditures.
Start Date	Enter the first day of transactions you want to view. (If you want to see all pending transactions you do not have to enter a date)
End Date	Enter the last day of transactions you want to view
Name	Enter name of Committee or Candidate. This isn't required, since you can only access the information for your own candidate or committee.
Search	Click "search" button If you want to see ALL transactions that are **pending** for you or your committee, you can just click "search" without completing any other fields.
Amend transaction	To Amend a transaction: click on the appropriate transaction. The edit screen will appear. Overwrite the filled in information with the amended information. When edit is complete click "enter expenditure" button. A small window will appear telling you that the expenditure was successful and you will be returned to the EDIT/FILE PENDING TRANSACTIONS page.

At the bottom of the page you will have 3 choices. You can **file** all or select transactions or you can delete transactions.

IMPORTANT NOTICE

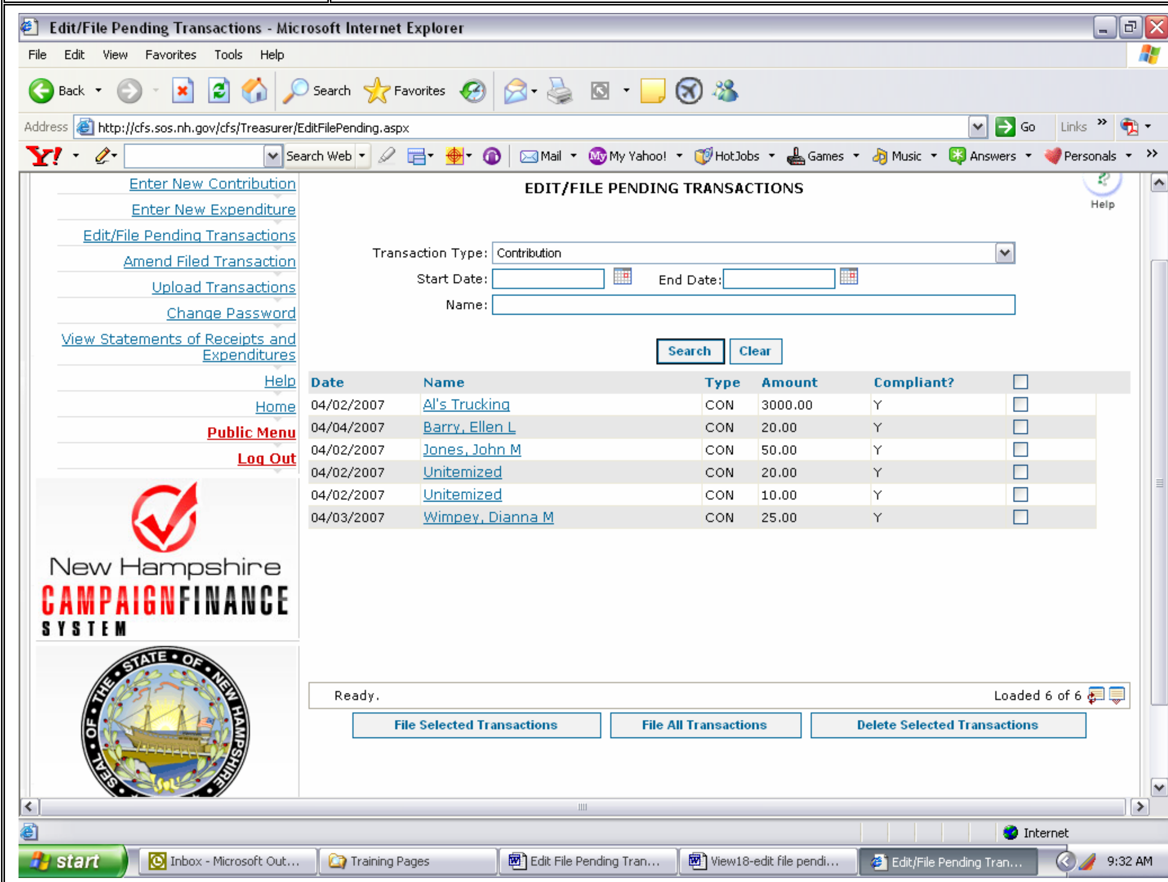
While your transactions are in **PENDING** status, only you can view them. However, once you **FILE** them, they are available for anybody who is doing research on the CFS. It's a good practice not to **FILE** your transactions until the end of a reporting period, when you will be producing a Statement of Receipts and Expenditures.

You will be able to **VIEW** a statement of receipts and expenditures before filing your transactions by clicking on the link "View Statements of Receipts and Expenditures" and choose the appropriate filing period. Note that the transactions

appear in gray print. Once you **FILE** those transactions, they will be in black print.
If you choose not to **FILE** your transactions, click the “clear” button.
Transactions must be FILED in order for a Statement of Receipts and Expenditures to be produced.

CANDIDATE/COMMITTEE - EDIT/FILE PENDING TRANSACTIONS

PENDING status	After you enter a contribution or expenditure, they are in **PENDING** status. Only you can see these transactions. On this page you can review those pending transactions and make corrections or amendments.
Transaction Type:	Indicate whether you want to look at the pending contributions or the pending expenditures.
Start Date	Enter the first day of transactions you want to view. (If you want to see all pending transactions you do not have to enter a date)
End Date	Enter the last day of transactions you want to view
Name	Enter name of Committee or Candidate. This isn't required, since you can only access the information for your own candidate or committee.
Search	Click "search" button If you want to see ALL transactions that are **pending** for you or your committee, you can just click "search" without completing any other fields.

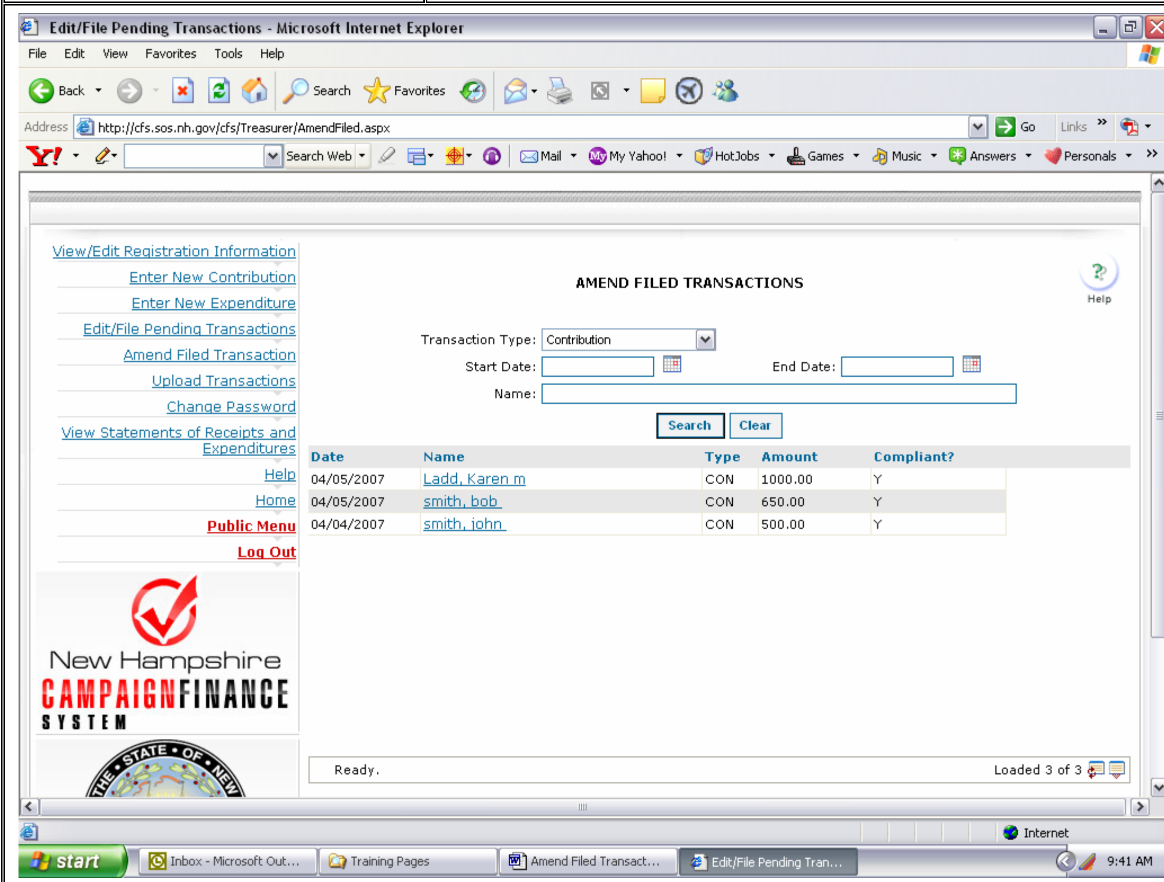


Amend transaction	To Amend a transaction: click on the appropriate transaction. The edit screen will appear. Overwrite the filled in information with the amended information. When edit is complete click "enter expenditure" button. A small window will appear telling you that the expenditure was successful and you will be returned to the EDIT/FILE PENDING TRANSACTIONS page.

At the bottom of that page you will have 3 choices. You can file all or select transactions or you can delete transactions.	
Copy and Paste list	To make a copy of all the pending transactions, right click anywhere in the search criteria field and a window will pop up. Choose “copy this table”. Minimize the CFS page and open an excel spreadsheet. In the new excel spreadsheet , click on paste.
IMPORTANT NOTICE	
While your transactions are in **PENDING** status, only you can view them. However, once you **FILE** them, they are available for anybody who is doing research on the CFS. It’s a good practice not to **FILE** your transactions until the end of a reporting period, when you will be producing a Statement of Receipts and Expenditures.	
You will be able to **VIEW** a statement of receipts and expenditures before filing your transactions by clicking on the link “View Statements of Receipts and Expenditures” and choose the appropriate filing period. Note that the transactions appear in gray print. Once you **FILE** those transactions, they will be in black print.	
If you choose not to **FILE** your transactions, click the “clear” button.	
Transactions must be FILED in order for a Statement of Receipts and Expenditures to be produced.	

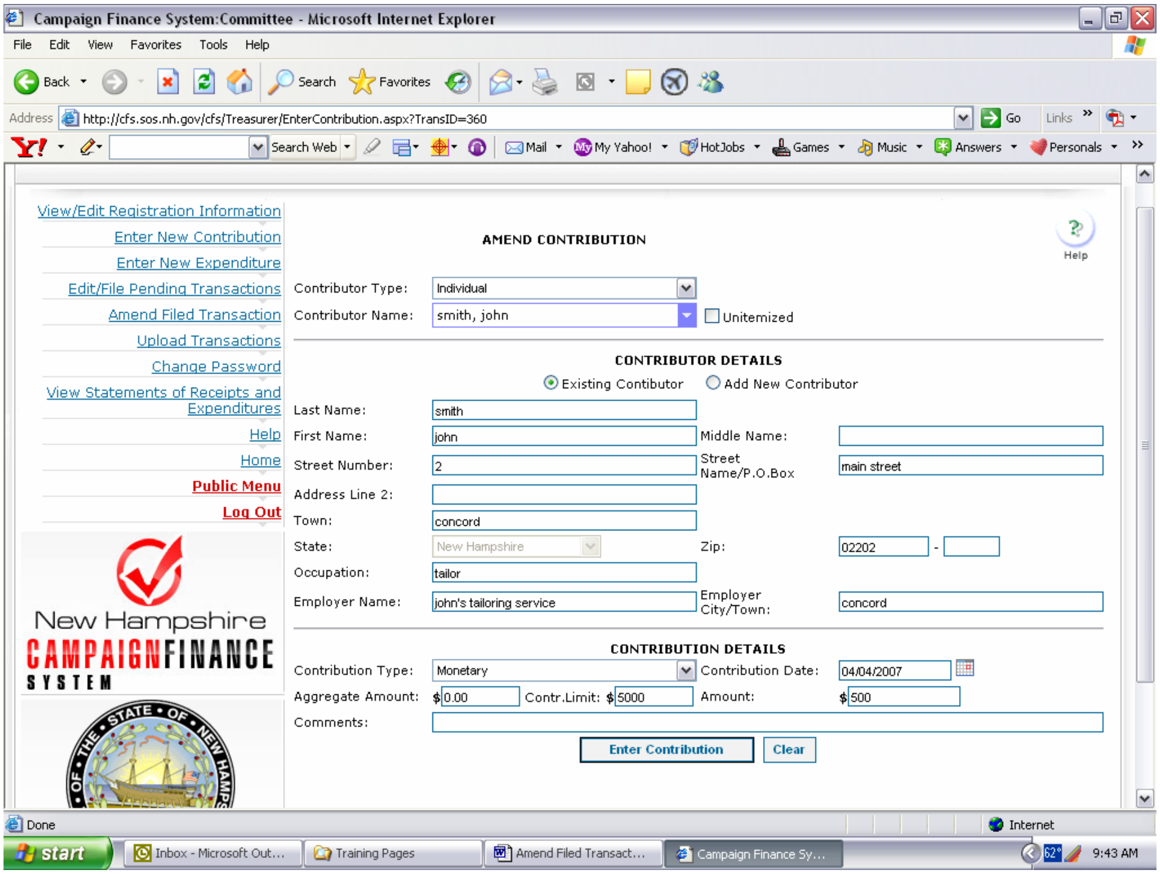
CANDIDATE/COMMITTEE: AMEND FILED TRANSACTIONS

Amending Filed transactions	You may view and amend FILED transactions.
Transaction Type	Indicate whether you want to look at the filed contributions or the filed expenditures.
Start Date:	Enter the first day of transactions you want to view. (If you want to see all **FILED** transactions you do not have to enter a date).
End Date:	Enter the last day of transactions you want to view.
Name	Enter name of Committee or Candidate. This isn't required, since once you're logged into the system you can only access your information.
Search	Click "search" button If you want to see ALL transactions that are **filed** for you or your committee, you can just click "search" without completing any other fields.



Amend Transaction	To Amend a **filed** transaction: click on the appropriate transaction. The edit screen will appear. Overwrite the filled in information with the amended information. When edit is complete click either the "enter expenditure" or "enter

contribution” button. A small window will appear telling you that the expenditure was successful.



Copy and Paste List	To make a copy of all the filed transactions, right clerk anywhere in the search criteria field and a window will pop up. Choose ‘copy this table”. Minimize the CFS page and open an excel spreadsheet. In the new excel spreadsheet, click on paste.

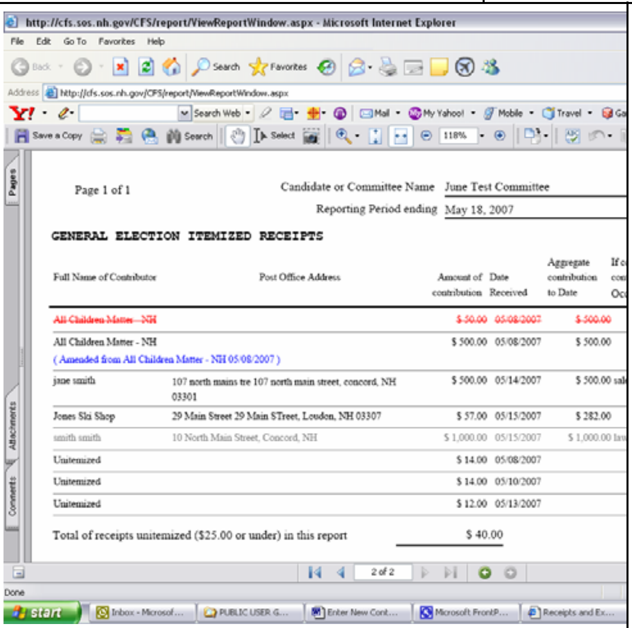
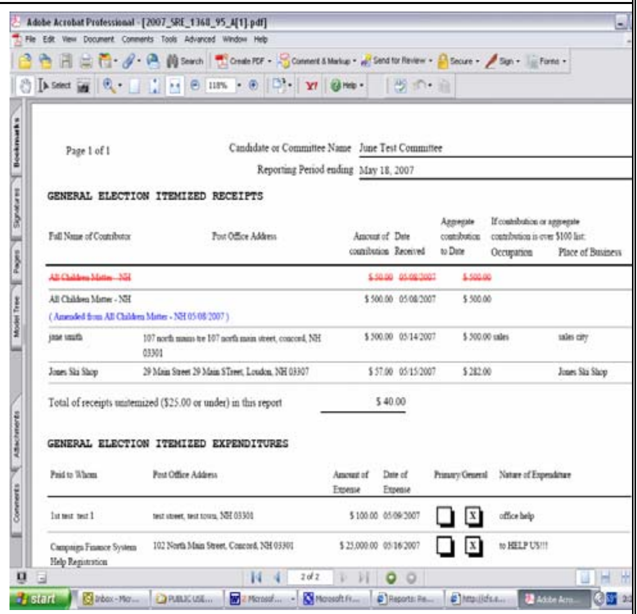
IMPORTANT NOTICE

Remember, **FILED** transactions are available for anybody who is doing research on the CFS. It’s a good practice not to **FILE** your transactions (keep them in **PENDING** status) until the end of a reporting period when you will be producing a Statement of Receipts and Expenditures.

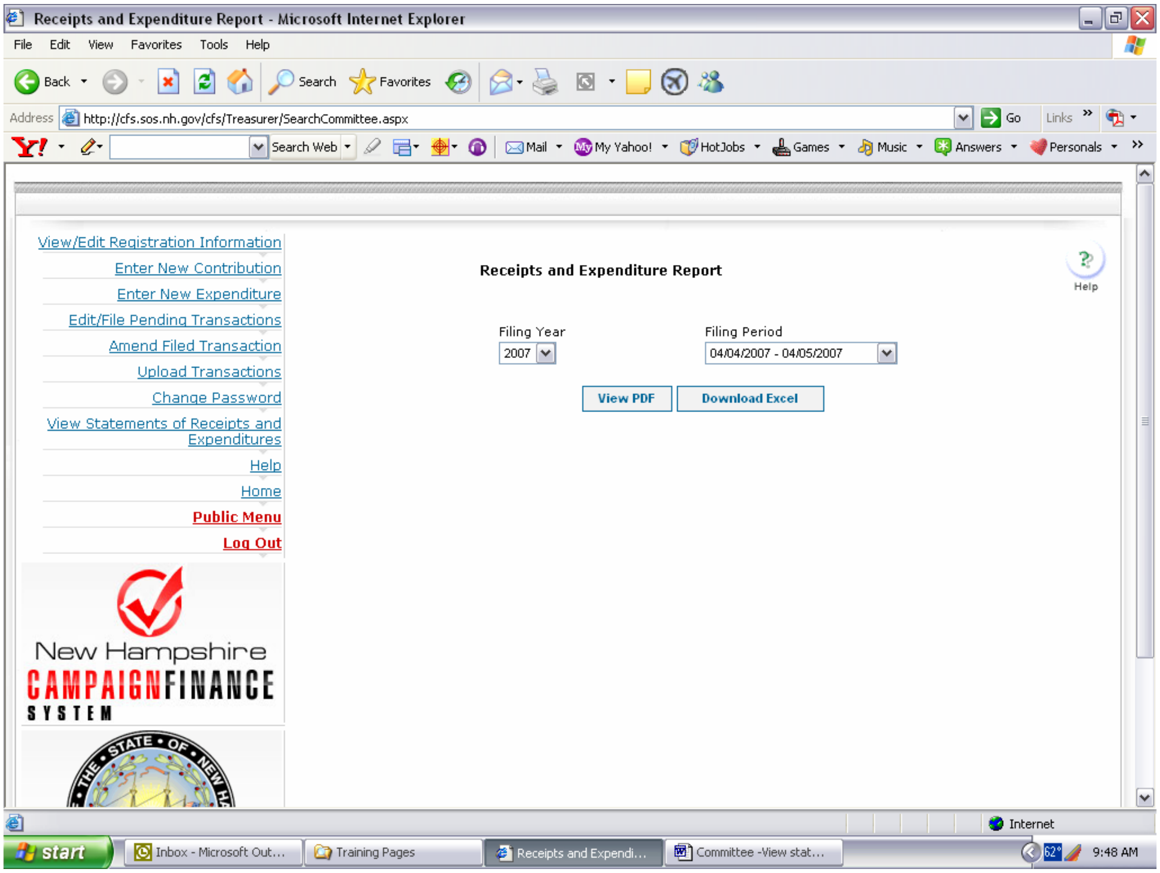
If an amendment is made to a **filed** transaction, that amendment will be reflected in the Statement of Receipts and Expenditures. The original transaction will be shown with a red line through it. The amended transaction will appear and will be identified as being an amended transaction.

Transactions must be FILED in order for a Statement of Receipts and Expenditures to be produced.

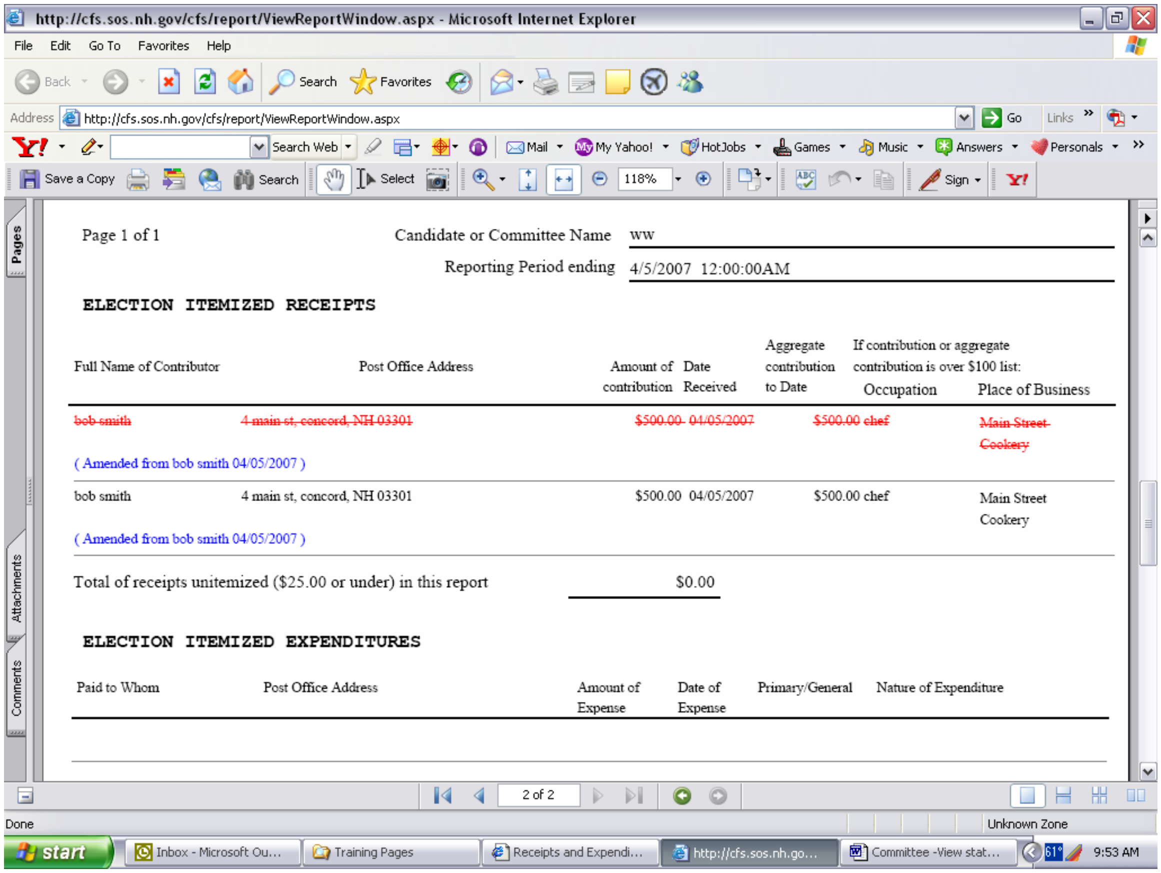
CANDIDATE/COMMITTEE
VIEW STATEMENTS OF RECEIPTS AND EXPENDITURES

<table>
<tr><td>View Statement of Receipts and Expenditures</td><td>When you are logged in to the CFS you can view the Statement of Receipts and Expenditures at any time for a particular filing period. All pending transactions will be shown (they will be grayed out-since they are still pending)</td></tr>
<tr><td>Statement of Receipts and Expenditures
viewed by the public</td><td>After all transactions for a particular time period have been FILED, a Statement of Receipts and Expenditures will be produced and available for viewing by the public.</td></tr>
<tr><td>
</td><td>
</td></tr>
<tr><td>Unitemized Receipts

(see samples above)</td><td>NOTE: The maximum amount that can be entered in the unitemized box is $25. If an event is held where tickets are $10. each (for example), the unitemized contributions will be entered in $25 increments until the total amount is entered. These transactions are viewable by you on the appropriate receipt and expenditure report for bookkeeping purposes; however, only a total will appear on the receipt and expenditure report that is seen by the public.</td></tr>
</table>



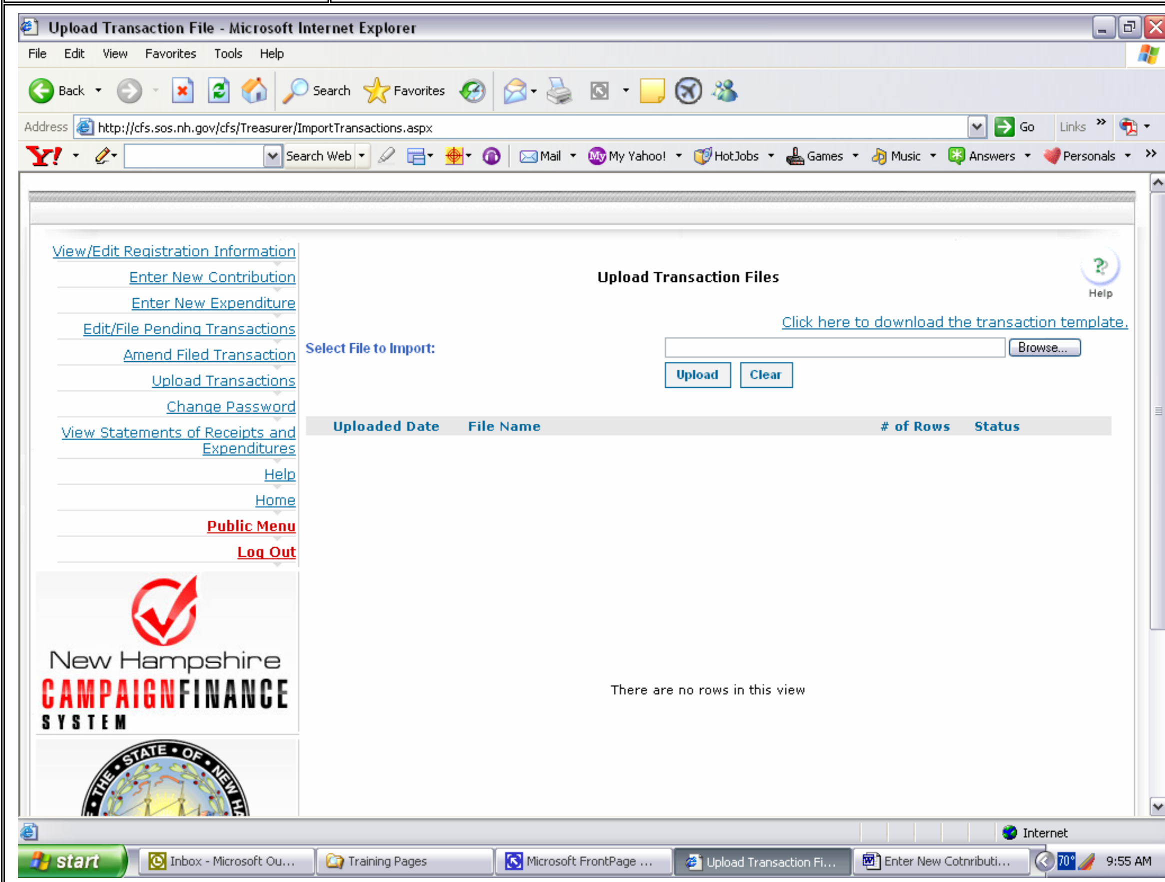
Filing Year	Indicate the year appropriate for the filing
Filing Period:	Choose the appropriate filing date from the dropdown list
PDF or Excel spreadsheet	You may choose to view the Statement as a PDF or as an Excel spreadsheet. Click on the appropriate button.
Pop-Up Blocker	If you have a pop-up blocker active on your computer, the statements will not be generated. You should temporarily disable your pop-up blocker

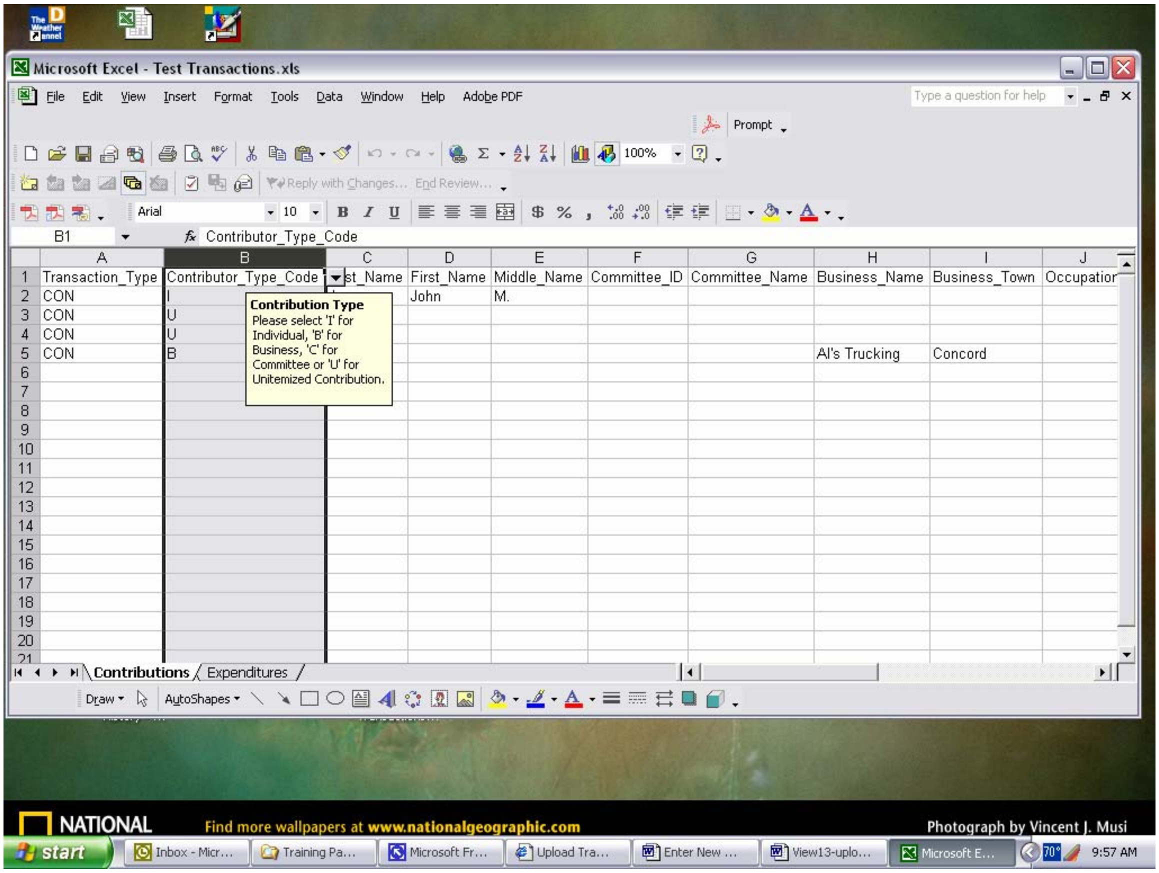


Amended Transactions	If a transaction is amended while in **PENDING** status, the amendment will not appear on the Statement. However, if a transaction is amended after it is **FILED**, it will appear as in the above sample.
File with Secretary of State IMPORTANT	**NOTE**: As long as the report is viewable by a filing deadline, you will have met the requirements of the law. However, you still must print the Statement of Receipts and Expenditures in PDF. Have the appropriate officers sign the statement-then send it to the Secretary of State's Office. You may fax or email the statement, then follow-up with a signed hard copy.

Secretary of State
State House Room 204
Concord, NH 03301

Fax: 271-6316
Email: elections@sos.state.nh.us

<table>
<tr><td colspan="2">ALTERNATE METHOD OF RECORDING CONTRIBUTIONS & EXPENDITURES
If you do not want to enter your transactions in the above manner, this alternative system allows you to download an excel spreadsheet which you can save to your computer. This will allow you to enter your transactions without logging in to the CFS.</td></tr>
<tr><td>Upload Transactions</td><td>After logging on the CFS using your user ID, name and password, choose the link “Upload Transactions”</td></tr>
<tr><td>Download the transaction template</td><td>Click on the “click here to download the transaction template” You will be able to download an excel spreadsheet that you should save to your computer. Record all your contributions and expenditures on this spreadsheet.
You can upload it to the CFS when all transactions for a reporting period are entered. More information on how to upload is available on the “Upload Transaction” page.</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>Excel Spreadsheet</td><td>There are two tabs for the spreadsheet. “Contributions” and “Expenditures”</td></tr>
<tr><td>Business Rules</td><td>Click on the top of each column to see the rules for completing transactions. If the rules are not followed, the transactions will not upload to the system.
These are the business rules:
1. Unitemized contributions should be less than or equal to $25.A description is required for that contribution.
2. Contributions greater than $25 require a contributor’s name.
3. Contributions greater than $100 require contributor’s name, address, occupation, employer name and employer location.</td></tr>
</table>



Entering Transactions	The spreadsheet allows you to enter and edit transactions prior to UPLOADING them to the campaign finance system.
Uploading Transactions	When you are ready to send these transactions to the CFS, go to the link "upload transactions files" (after signing onto the system). Click on the "browse" button. Choose the excel spreadsheet from your personal computer files and hit the "open" key. The file address will appear in the line just before the "browse" button. Click the UPLOAD button.
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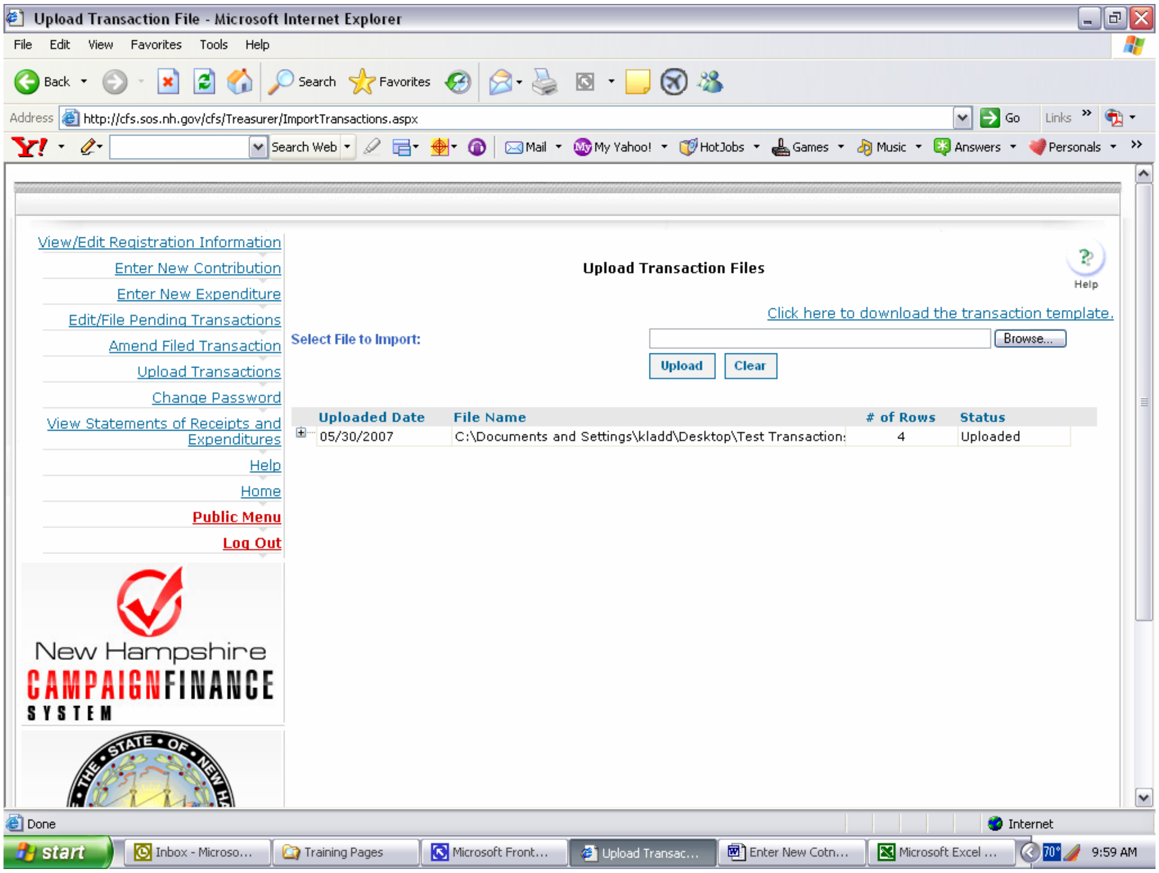

WHAT IF ERROR:	If the status changes to "*error*", it means there is an error in the way a transaction was entered. Click on the + sign at the beginning of the row. A drop down list will appear letting you know where the errors are located and what those errors are. You need to fix the errors, then run the upload process again.
WHAT IF PROCESSED:	If the status changes to "*processed*" it means that your transactions were successfully transferred to the system and are **PENDING**. Go to the "Edit/File Pending Transactions" link to view your **PENDING** transactions.
Clearing the Excel Spreadsheet	Once you are successful in uploading your transactions, you need to clear your excel spreadsheet. If you don't, then those transactions left in the spreadsheet will be uploaded again the next time you upload transactions.
Edit/File Pending Transactions	After you upload your transactions, they are in **PENDING** status and only you can see them when you link to the page "edit/file pending transactions". On this page you can review those pending transactions and make corrections or amendments.
Transaction Type:	Indicate whether you want to look at the pending contributions or the pending expenditures.
Start Date	Enter the first day of transactions you want to view. (If you want to see all pending transactions you do not have to enter a date)
End Date	Enter the last day of transactions you want to view
Name	Enter name of Committee or Candidate. This isn't required, since you can only access the information for your own candidate or committee.
Search	Click "search" button If you want to see ALL transactions that are **pending** for you or your committee, you can just click "search" without completing any other fields.

Amend transaction	To Amend a transaction: click on the appropriate transaction. The edit screen will appear. Overwrite the filled in information with the amended information. When edit is complete click "enter expenditure" button. A small window will appear telling you that the expenditure was successful and you will be returned to the EDIT/FILE PENDING TRANSACTIONS page.
At the bottom of the page you will have 3 choices. You can **file** all or select transactions or you can delete transactions.	
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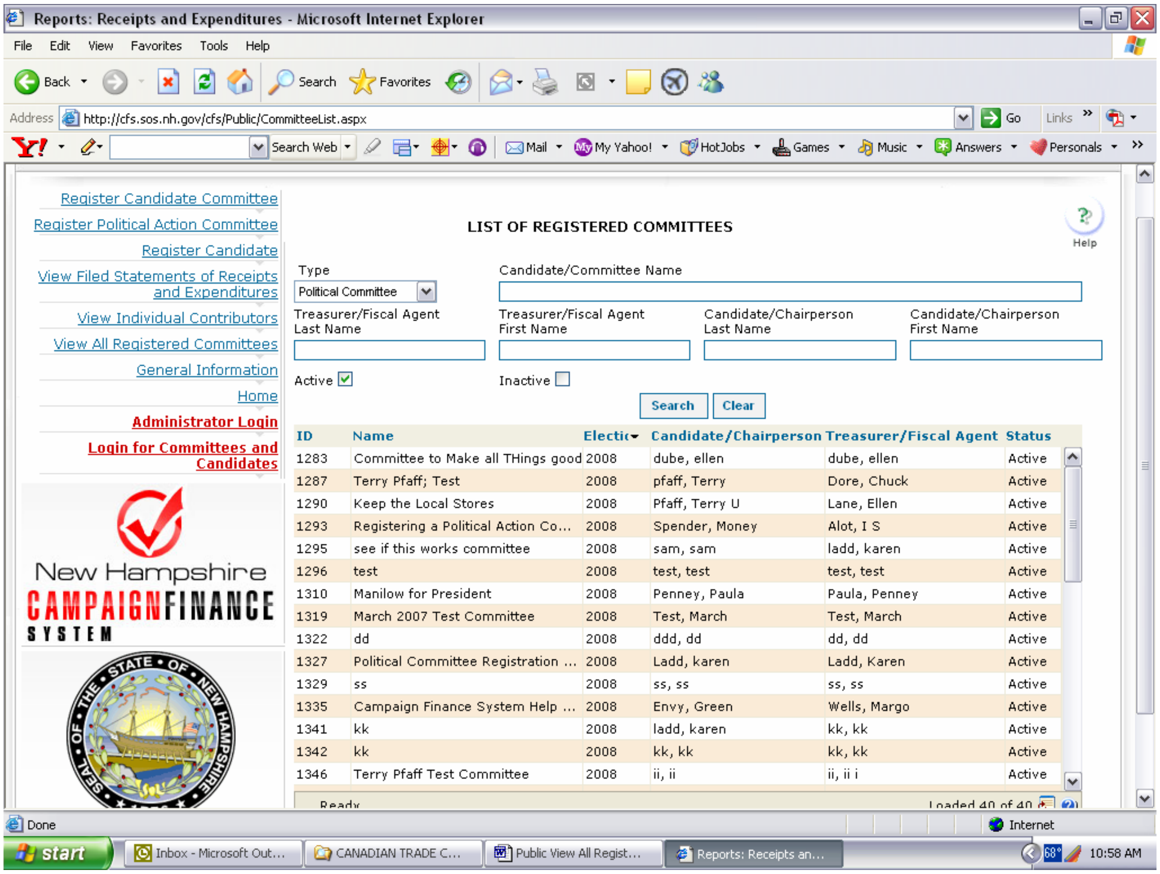
If you choose not to **FILE** your transactions, click the "clear" button.	
Transactions must be FILED in order for a Statement of Receipts and Expenditures to be produced.	

VIEW ALL REGISTERED COMMITTEES



Search	Click on the “search” button to view ALL active registrations.
Type	Choose a type from the dropdown list if you are looking for specific registrations.
Treasurer/Fiscal Agent	If you want to view all registrations with a particular person as treasurer or fiscal agent, enter the search criteria in the appropriate fields for Last Name and/or First Name.
Candidate/Chairperson	If you want to view all registrations with a particular person as candidate or chairperson, enter the search criteria in the appropriate fields for Last Name and/or First Name.
Search Results	You can arrange the search results alphabetically, by Name, Year of Election, Candidate/Chairperson, Treasurer/Fiscal Agent, or Status by clicking on the appropriate word (in blue) at the top of the search results. A small black directional will appear. Click on that directional to sort the appropriate column.
Status	There are two kinds of status: **Active** : If a candidate, a candidate committee, or a political action committee used the CFS to register they will be indicated as Active. This means that you will be able to view

	individual contributors and statements of receipts and expenditures for those committees. **Paper Filing**: If a candidate, a candidate committee, or a political action committee DID NOT use the CFS to register they will be indicated as Paper Filing. This means that you will NOT be able to view individual contributors and statements of receipts and expenditures for those committees on this system.
Copy List of PAC's	To make a copy of the list of registered political action committees, right click anywhere in the search criteria field and a window will pop up. Choose "copy this table". Minimize the CFS page and open an excel spreadsheet. In the new excel spreadsheet, click on paste.
PAC Information	The ONLY information available on the list name of the committee, the chairperson and fiscal agent or treasurer. **NOTE**: To view the committee registration which includes more information, (i.e. address, phone number, date of filing) please access the Secretary of State's website: www.sos.nh.gov/pacs2008.html
Statements filed by those Political Action Committees which registered and chose NOT to use the Campaign Finance System can be viewed on the Secretary of State's Website at: www.sos.nh.gov/electionsnew.html	

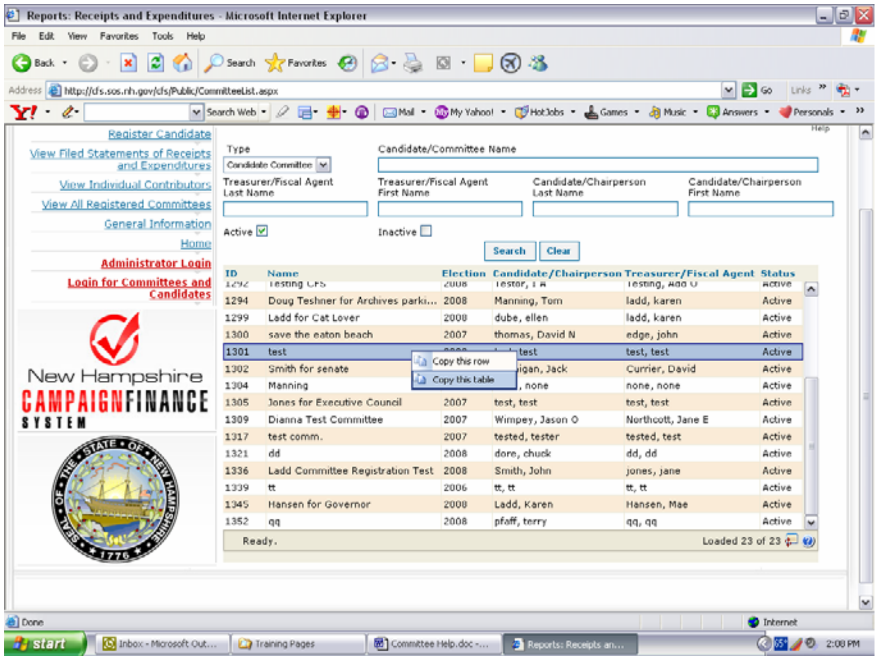
:

CANDIDATE/COMMITTEE HELP

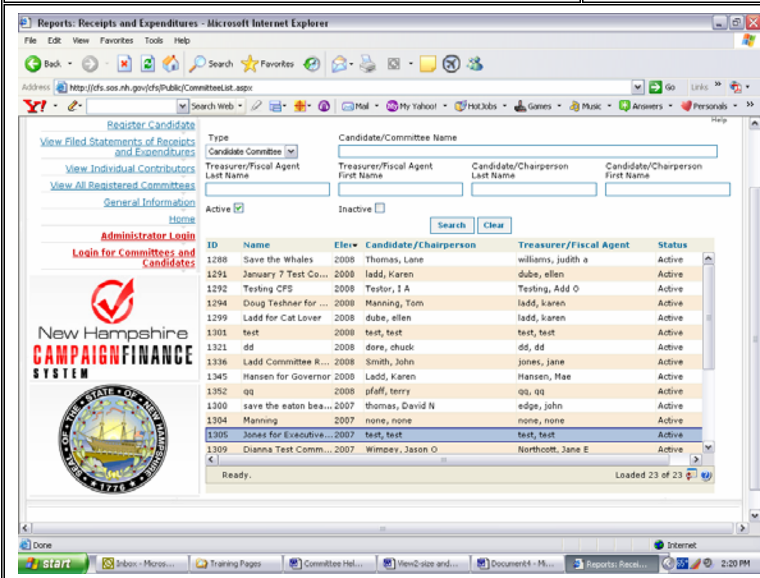
This system will allow you to:	• register as a Political Action Committee • register as a Candidate Committee • register as a Candidate for the purposes of using the Campaign Finance System to record and file your receipts and expenditures.
Once you are registered, you will be able to:	• edit your registration information • enter contributions • enter expenditures • edit those transactions • file transactions to the system • produce statements of receipts and expenditures for each reporting period • change your password
Each of the functions has a specific link:	Those links are shown on the homepage after you log in under your committee ID, user name and password. If you need HELP, click on the  icon in the upper right hand corner of the page.
For each reporting period you should:	• enter contributions (not necessary to enter them all at the same time) • enter expenditures (not necessary to enter them all at the same time) • edit those transactions (if necessary) • file those transactions. It's important to remember that you should only **FILE** the transactions ONCE. We recommend that you do not **FILE** your Pending transactions until the report is due. Each time you **FILE** a transaction a report is generated. You may end up with multiple reports for a particular filing period causing confusion! • As long as your transactions remain in **PENDING**, only you can view them. Once you FILE those transactions, anybody can view them…even prior to the reporting date. • View the statement of receipts and expenditures • Produce a copy of the statement for your records AND sign and mail to the Secretary of State's office.

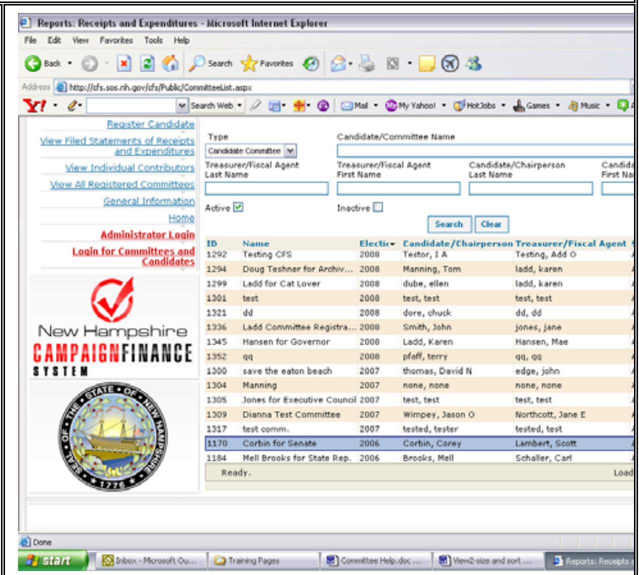
NOTE: Don't use your "enter" key after inserting information – use the mouse key.
If you hit the enter button, the help page will appear.

Making copies of Search Criteria:	You can make copies of any lists that are produced when clicking the "search" button on any field. Simply right click anywhere within that search criteria and choose "copy table." Open an excel spreadsheet and "paste" the table into that spreadsheet. You can then format the information within that spreadsheet as you wish.



Sizing Columns:	The width of the columns within the search criteria field can be changed. Put your cursor between columns on the title row until a double arrow ←→ appears. Move the arrow to the size of the column you want.





Sorting information within columns:	Information within the search criteria can be sorted by column. Click on the title of the column (in blue). A small black directional arrow will appear. Click on that arrow to sort the information.
Pop-Up Blockers:	If you have a pop-up blocker active on your computer you may experience difficulty in viewing some of the files that are in PDF. You should temporarily disable your pop-up blocker.
Questions?	Questions should be directed to the Secretary of State's Office via email. elections@sos.state.nh.us or 603-271-3242