CAMPAIGN SPENDING COMMISSION

Candidate Filing System Manual

This Manual has been prepared by the Hawaii Campaign Spending Commission ("Commission") to assist your committee in filing disclosure reports online in the Candidate Filing System ("CFS"). For a complete understanding of the campaign finance laws, we recommend committees to review the Candidate Committee Guidebook; the Treasurer's Guidebook; Chapter 11, Part XIII of the Hawaii Revised Statutes; and Hawaii Administrative Rules which are all available on the Commission's website located at www.hawaii.gov/campaign. Candidates interested in the public funding programs should also review the Partial Public Funding Guidebook for Candidate Committees.

Revised June 2014

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I. INTERNET ACCESS & BROWSER RECOMMENDATIONS

To file your disclosure reports electronically on the CFS, the Commission has the following recommendations.

- For Internet access, broadband connection such as DSL or cable is preferred.

- For an Internet browser, Mozilla Firefox 1.5 or Internet Explorer 6.0 or higher is optimal.

- For Internet Explorer 10, *Compatibility Mode* must be turned on to use this application. Click “System Requirements” for instructions.

Notably, the CFS is Mac compatible and importing data is not permissible.

II. LOGIN TO THE CFS

1. Go to www.hawaii.gov/campaign

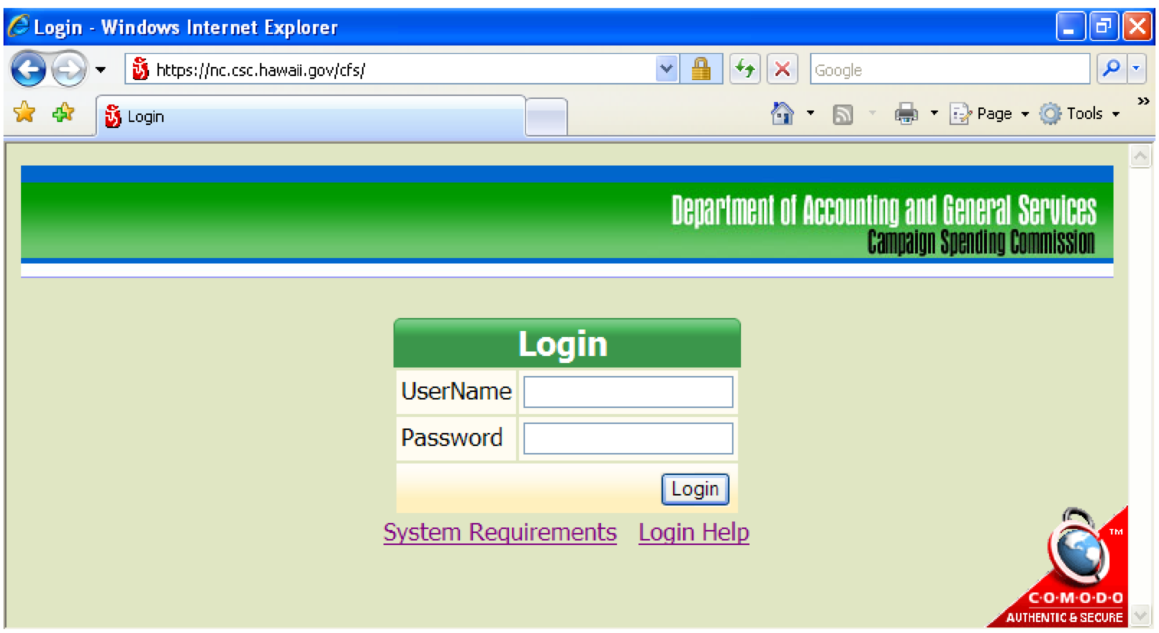
2. Click **Candidate Committees**

3. Click **Candidate Filing System**

4. Click **Candidate Filing System ("CFS") Login**

> For first-time CFS users, in order to access the CFS, you will need to obtain a user name and password from the Commission which can only be done by completing and submitting the "Candidate Committee Electronic Filing Form." See, Part IV – Organizational Report in this Manual.

5. Login using the Administrator user name (00000admin) and password issued to you by the Commission



> For first-time CFS users, the "Organizational Report – Candidate Committee" will appear on screen which will need to be completed and filed. See, Part IV - Organizational Report in this Manual.

III. HOME PAGE

Once your candidate committee is registered, whenever you login to the CFS you will start at the Home page.

There are 11 headings on the **Home** page described as follows:

1. **Home** - Returns you to the Home page

2. **Administration**
   a. View/Print Organizational Report
   b. Edit Organizational Report – Update the contact information for your committee
   c. Change Password – A minimum of 1 and not more than 8 characters
   d. Reporting Schedules – Choose your reporting periods in order to file your reports
   e. Partial Public Funding – For candidates participating in the partial public funding program, enter the date the “Statement of Intent to Seek Public Funds” form was filed with the Commission or County Clerk

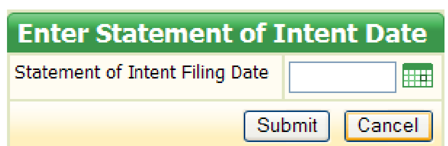
"Statement of Intent to Seek Public Funds" form (Form CC-4) - A qualifying contribution is an aggregate monetary contribution of $100 or less by an individual Hawaii resident that is received after the filing of the "Statement of Intent to Seek Public Funds" form. You will not be able to enter data with the proper public funding checkbox, or preview, print, or file required public funding reports until you enter the date the "Statement of Intent to Seek Public Funds" was filed in the CFS. For additional requirements, refer to the Partial Public Funding Guidebook for Candidate Committees.

(1) Click **Administration**

(2) Click **Partial Public Funding**

(3) Enter the date the "Statement of Intent to Seek Public Funds" form (Form CC-4) was manually filed with the Commission or County Clerk

(4) Click **Submit**



3. **Schedules**
   a. Name Table
   b. Schedule A – Contributions
   c. Schedule B – Expenditures Made
   d. Schedule C – Other Receipts
   e. Schedule D – Loans (includes payments/forgiving of loans)
   f. Schedule E – Unpaid Expenditures (includes payments/forgiving unpaid expenditures)
   g. Schedule F – Durable Assets (includes acquisitions and dispositions)

   Schedules A, C, and D – Use to report money received by the candidate committee

   Schedules B and E – Use to report money spent by the candidate committee

   Schedule F – Use to track durable assets

4. **Preview/Print Report**
   a. Disclosure Report – Summary of Schedules A through F

b. Special Report
   (1) Late Contributions Report – This report is not required if late contributions are not received
   (2) Statement of Qualifying Campaign Contributions – This report is for candidates participating in the partial public funding program
   (3) Expenditures of Public Funds Report – This report is for candidates participating in the partial public funding program

5. **Validate Report**
   a. Name Validation
   b. Contribution Limit Validation
   c. Loan Limit Validation
   d. Non-Resident Contribution Validation

6. **File Report**
   a. Disclosure Report – Reports must be filed even if your committee has no activity to report for a particular reporting period
   b. Special Report
      (1) Late Contributions Report – This report is not required if late contributions are not received
      (2) Statement of Qualifying Campaign Contributions – This report is for candidates participating in the partial public funding program
      (3) Expenditures of Public Funds Report – This report is for candidates participating in the partial public funding program

7. **Amend Mode** - Committees are able to amend reports that were previously filed

8. **Filing Confirmations**
   a. Disclosure/Late Contributions Reports
   b. Statement of Qualifying Campaign Contributions
   c. Expenditures of Pubic Funds Report

9. **Export Data** - This tab allows data reported under Schedules to be exported in Excel format

10. **Help** - Provides direct on-line access to this manual and other guidebooks as well as a direct link to the Commission’s website

11. **Logout** - Logs you out of the CFS and takes you back to the login screen

IV. ORGANIZATIONAL REPORT

(Listed under **Administration**)

A. **REGISTRATION** - If this is your first time using the CFS, you must first obtain access to the CFS by completing and submitting to the Commission a "Candidate Committee Electronic Filing Form" which is available on the Commissions website by clicking **"Candidate Committees"** and then clicking on **"Forms."** The Commission will then issue you a user name and password to permit you to login to the CFS to register your committee by completing the Organizational Report which must be filed within ten days of the following:

1. Filing nomination papers for a state or local office;
2. Receiving contributions in an aggregate amount of more than $100; or
3. Making or incurring expenditures in an aggregate amount of more than $100.

Failure to timely register may result in an administrative fine.

B. **FILE ORGANIZATIONAL REPORT** - The Organizational Report is divided into 4 parts which must be completed unless "optional" is indicated below:

1. **Candidate and Candidate Committees**

   a. Candidate Name - Pre-filled by Commission upon receipt of the "Candidate Committee Electronic Filing Form"

   b. Committee Name – Pre-filled by Commission upon receipt of the "Candidate Committee Electronic Filing Form"

   c. Address 1 – Type in the address of your candidate committee

   d. Address 2 - Optional

   e. City, State, Zip Code – Type in this information

   f. Business and Residential Phone – Type in the phone number of your candidate committee. Resident numbers will not be posted on the public website.

   g. Web Page Address - Required if you have a website

h. Office Sought – **Select Value** or the office sought you are running for as a candidate by clicking the down arrow

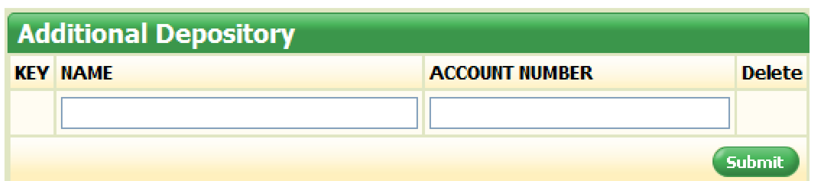
i. County and/or District – **Select Value** or the county and/or district you are running for as a candidate by clicking the down arrow. County field is for county offices. Certain offices will not require this field to be completed.

j. Party Affiliation – **Select Value** or the candidate's party affiliation by clicking the down arrow

k. Bank Name – Type in the bank's name that your candidate committee will be depositing/withdrawing funds

l. Account Number – Type in the bank account number. Account numbers will not be posted on the public website.

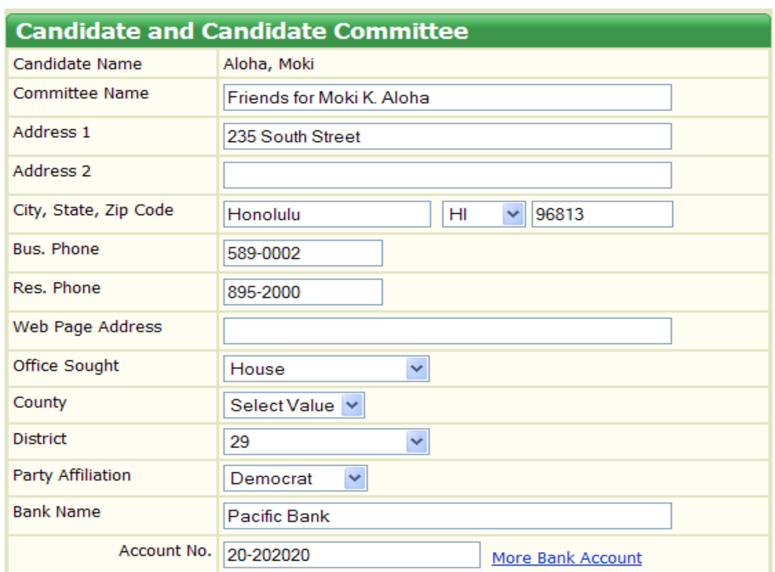
> If your committee has more than one account, click **More Bank Account** to enter additional accounts. Account numbers will not be posted on the public website.



Additional Depository

KEY	NAME	ACCOUNT NUMBER	Delete

Submit



Candidate and Candidate Committee

Candidate Name	Aloha, Moki
Committee Name	Friends for Moki K. Aloha
Address 1	235 South Street
Address 2	
City, State, Zip Code	Honolulu HI 96813
Bus. Phone	589-0002
Res. Phone	895-2000
Web Page Address	
Office Sought	House
County	Select Value
District	29
Party Affiliation	Democrat
Bank Name	Pacific Bank
Account No.	20-202020 More Bank Account

2. **Officers (Chairperson and Treasurer)**

a. Chairperson/Treasurer Full Name - Pre-filled by Commission upon receipt of the "Candidate Committee Electronic Filing Form"

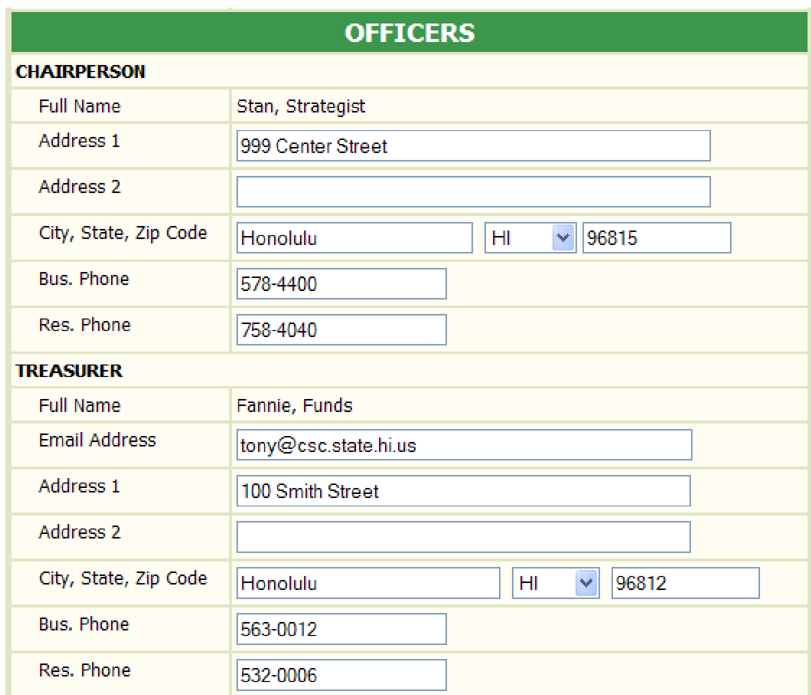
b. Address 1 – Type in the chairperson's or treasurer's address

c. Address 2 - Optional

d. City/State/Zip Code – Type in this information

e. Business and Residential Phone – Type in the phone number of the chairperson or treasurer. Resident numbers will not be posted on the public website.

f. Treasurer's Email Address - Pre-filled by Commission upon receipt of the "Candidate Committee Electronic Filing Form." The email address will not be posted on the public website.

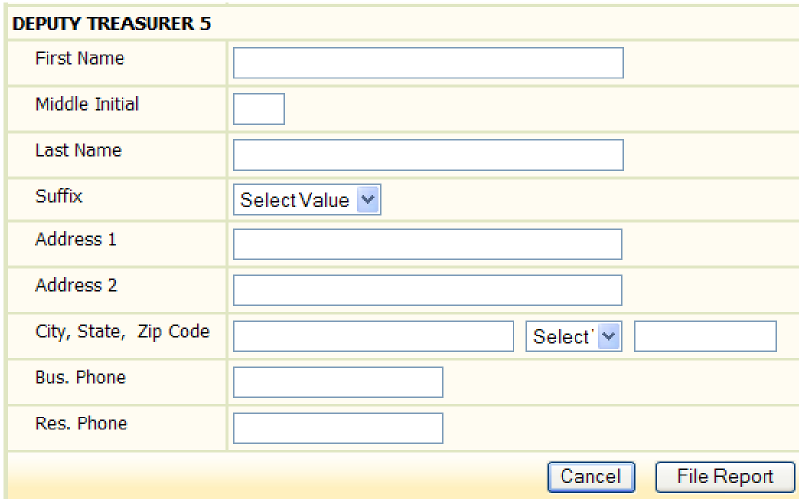


OFFICERS			
CHAIRPERSON			
Full Name	Stan, Strategist		
Address 1	999 Center Street		
Address 2			
City, State, Zip Code	Honolulu	HI	96815
Bus. Phone	578-4400		
Res. Phone	758-4040		
TREASURER			
Full Name	Fannie, Funds		
Email Address	tony@csc.state.hi.us		
Address 1	100 Smith Street		
Address 2			
City, State, Zip Code	Honolulu	HI	96812
Bus. Phone	563-0012		
Res. Phone	532-0006		

3. **Deputy Chairperson** – Optional

4. **Deputy Treasurer** – Optional. Up to 5 deputy treasurers may be entered.

Scroll to the bottom of the screen and click **File Report**. Your candidate committee is now registered with the Commission.



You will <u>not be</u> able to change the name of the chairperson or treasurer ("officers"). If there is a change in an officer, you must complete and submit a new "Candidate Committee Electronic Filing Form" with your signature and that of your new officer. This must be completed within ten days the change is brought to the attention of the committee. The Commission will input the name(s) of your new officer(s). Your committee will then be responsible for updating their contact information.

C. **<u>UPDATE/EDIT/AMEND ORGANIZATIONAL REPORT</u>** – Within ten days of a change to your candidate committee, you are required to update, edit, and/or amend your committee's Organizational Report.

1. Click **Administration**

2. Click **Edit Organizational Report**. Enter the changes and scroll to the bottom of the screen.

3. Click **File Report**

V. REPORTING SCHEDULES

(Listed under **Administration**)

The Reporting Schedule is a list of reports you must electronically file on the CFS and their due dates. It is critical that you record these deadlines on your calendar so that your committee is not fined for not filing a report or untimely filing a report.

> Before you can file a report, you must add the report from the appropriate reporting schedule. Reporting schedules vary depending on the office being sought. Be sure you have the correct reporting schedule by checking the Commission's website.

A. <u>OBTAINING A REPORTING SCHEDULE</u> - Be sure you have the correct reporting schedule by going to the Commission website's **Home** page.

1. Click **Candidate Committees**

2. Click **Reporting Schedules** and select the applicable schedule for your office

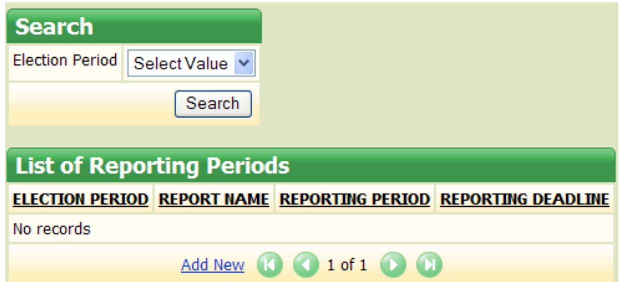
3. Print this document for your records and to assist you in adding the proper reports to your schedule (see below).

B. <u>ADDING THE REPORTING SCHEDULE</u> – To ensure the proper filing of your disclosure reports, you must first add these reports to your schedule.

1. Click **Administration**

2. Click **Reporting Schedules**

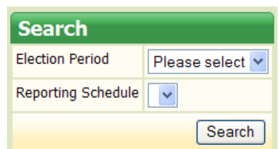
3. Under List of Reporting Periods, click **Add New** to add a new reporting period



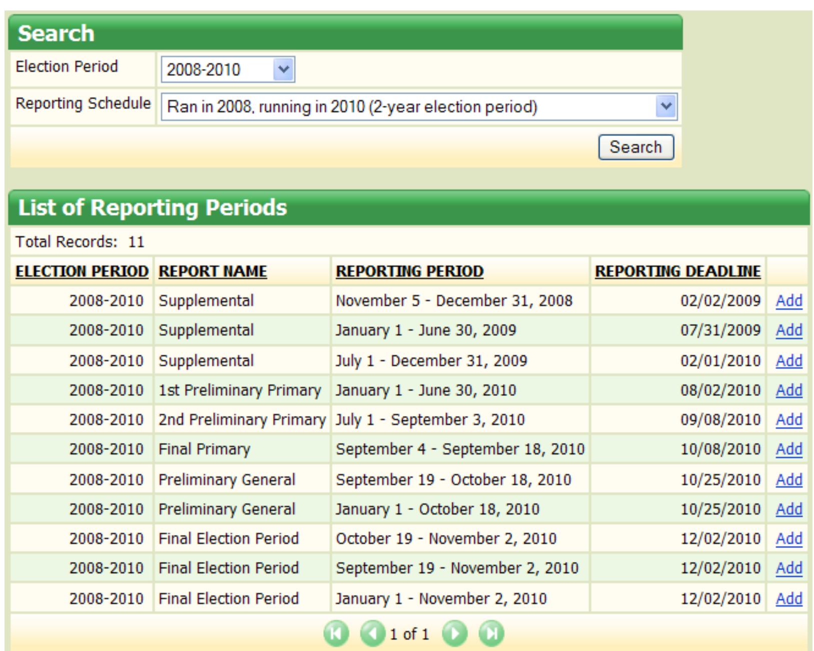
4. On the Search page, under Election Period, **Please select** the election period you are running for as a candidate by clicking the down arrow

5. Under Reporting Schedule, select the appropriate schedule by clicking the down arrow

6. Click **Search** which will then bring you to a List of Reporting Periods screen

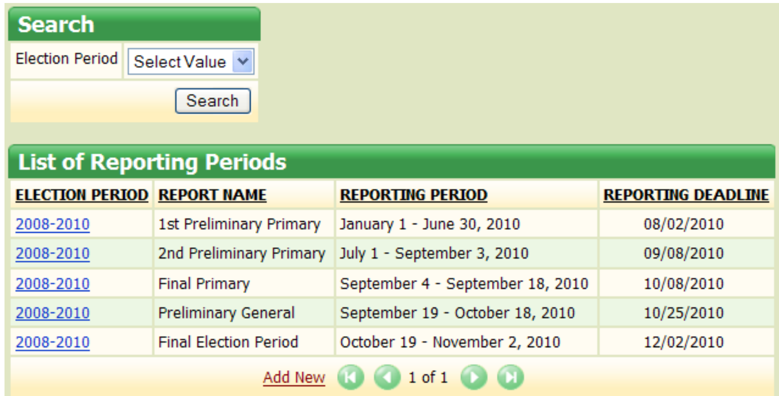


7. Click **Add** next to the first report you want added to your List of Reporting Periods. Reports are added separately in chronological order.



ELECTION PERIOD	REPORT NAME	REPORTING PERIOD	REPORTING DEADLINE	
2008-2010	Supplemental	November 5 - December 31, 2008	02/02/2009	Add
2008-2010	Supplemental	January 1 - June 30, 2009	07/31/2009	Add
2008-2010	Supplemental	July 1 - December 31, 2009	02/01/2010	Add
2008-2010	1st Preliminary Primary	January 1 - June 30, 2010	08/02/2010	Add
2008-2010	2nd Preliminary Primary	July 1 - September 3, 2010	09/08/2010	Add
2008-2010	Final Primary	September 4 - September 18, 2010	10/08/2010	Add
2008-2010	Preliminary General	September 19 - October 18, 2010	10/25/2010	Add
2008-2010	Preliminary General	January 1 - October 18, 2010	10/25/2010	Add
2008-2010	Final Election Period	October 19 - November 2, 2010	12/02/2010	Add
2008-2010	Final Election Period	September 19 - November 2, 2010	12/02/2010	Add
2008-2010	Final Election Period	January 1 - November 2, 2010	12/02/2010	Add

8. The first report added and the reporting period will be displayed under the List of Reporting Periods.



Search

Election Period: Select Value

Search

List of Reporting Periods

ELECTION PERIOD	REPORT NAME	REPORTING PERIOD	REPORTING DEADLINE
2008-2010	1st Preliminary Primary	January 1 - June 30, 2010	08/02/2010
2008-2010	2nd Preliminary Primary	July 1 - September 3, 2010	09/08/2010
2008-2010	Final Primary	September 4 - September 18, 2010	10/08/2010
2008-2010	Preliminary General	September 19 - October 18, 2010	10/25/2010
2008-2010	Final Election Period	October 19 - November 2, 2010	12/02/2010

Add New 1 of 1

9. Repeat steps #3 - #8 above to add the next report in the order listed from your reporting schedule.

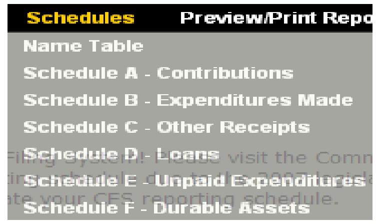
C. <u>DELETING AN INCORRECT REPORTING SCHEDULE</u> – If you mistakenly added an incorrect reporting schedule:

1. Click **Administration**
2. Click **Reporting Schedules** which will then bring you to your List of Reporting Periods screen
3. Under Election Period, click on the election period listed to the left of the report name you want deleted
4. Under **Delete Reporting Period**, click **Delete**
5. Under Delete Record?, click **OK**
6. Your List of Reporting Periods screen will be displayed.

Once a report is filed for a specific reporting period, it will be eliminated from your List of Reporting Periods. If you need to amend a report, you do not need to add the reporting period again, just click the Amend Mode heading and you will be able to amend, preview print, and file a previously filed report.

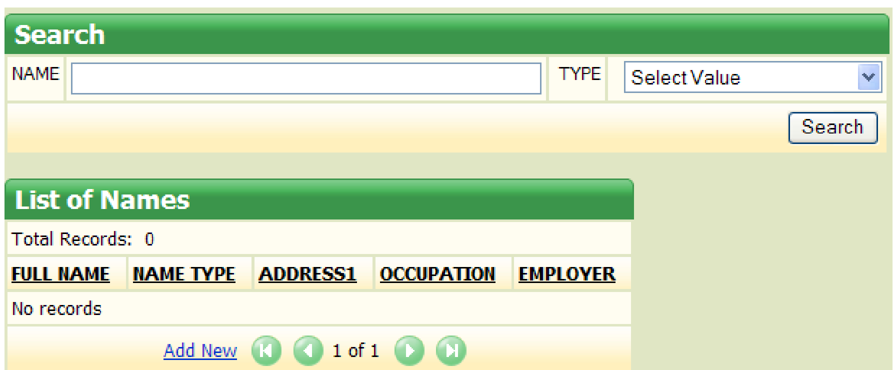
VI. ENTERING CAMPAIGN FINANCE ACTIVITY

(Listed under **Schedules**)



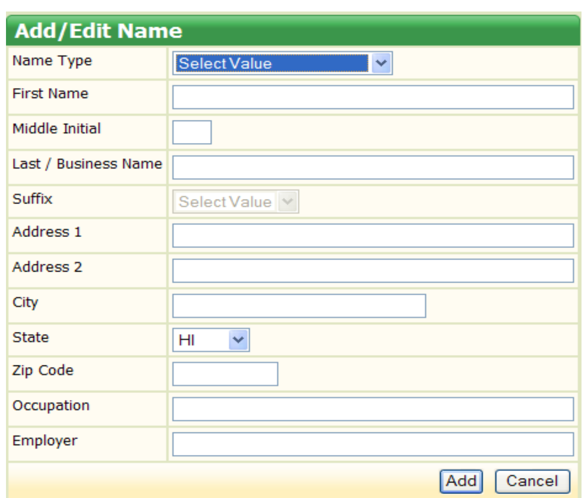
A. **<u>NAME TABLE</u>** – Every contributor's/vendor's name and address entered into the CFS will be stored here to prevent data duplication and to help keep track of aggregate contributions.

When you click on **Name Table**, List of Names screen will be displayed. You can use the **Search** field (need to type in all capital letters) to find names previously entered. If a name does not appear in your search, the message "No records" will be displayed.

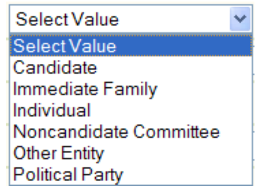


1. **<u>ADDING A NAME</u>** - To add a name to the Name Table, click **Add New**.

   a. Add/Edit Name screen will be displayed.



b. Under Name Type, select the appropriate category under **Select Value** by clicking the down arrow.



c. Enter the information that applies in the open fields, click **Add**.

d. A List of Names screen will be displayed. Repeat the above steps to enter additional names.

Once a name has been entered, you do not need to "Add" that name again when entering a new activity in Schedules A - F. This feature prevents data duplication.

2. **<u>EDITING/DELETING A NAME</u>** - To edit/delete a name in the Name Table, when you click **Name Table**, a List of Names screen will be displayed.

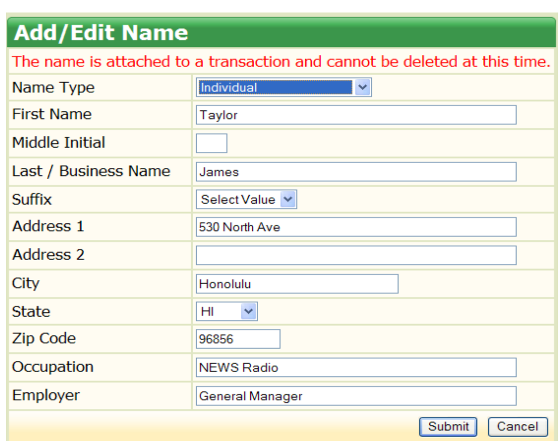
a. Click on the person's/vendor's name under the heading Full Name.

b. Add/Edit Name screen will be displayed.

c. Make the necessary changes, click **Submit**. List of Names screen will be displayed.

d. Click **Delete**, then under Delete Record?, click **OK**.

e. A List of Names screen will be displayed.



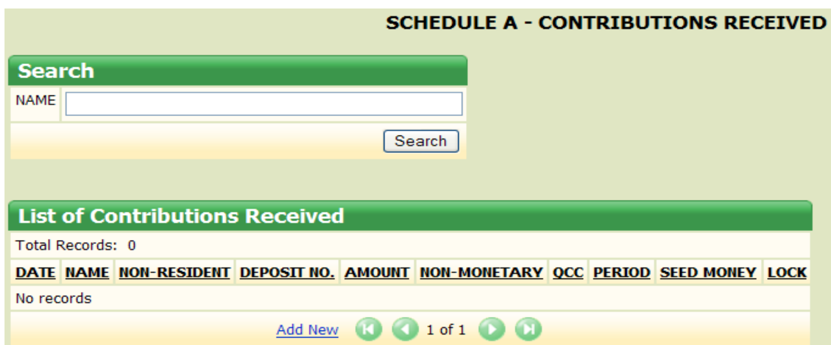
A name cannot be deleted from the Name Table if the name was included in an activity reported in the CFS. You can edit a name and address from your Name Table, but if the previous unedited name or address was filed in a report, a change to the name or address will not be reflected in that report. You will also need to change the name or address within the appropriate Schedule (A – F) then file that report in Amend Mode.

B. <u>SCHEDULE A – CONTRIBUTIONS</u> - All monetary and non-monetary contribution(s) to the committee must be reported on Schedule A. Contributions are anything of value including money, gifts, cancellation of debts or legal obligations, purchase of tickets to a fundraiser, etc. for the purpose of influencing the nomination for election, or the election, of any candidate to office.

You do not need to wait until a filing deadline to begin entering contributions. Only aggregate contributions of more than $100 will be itemized on Schedule A.

1. **<u>ADDING A CONTRIBUTION</u>** - To add a contribution, when you click on **Schedule A**, a List of Contributions Received screen will be displayed.

   a. Click **Add New** to enter a contribution.



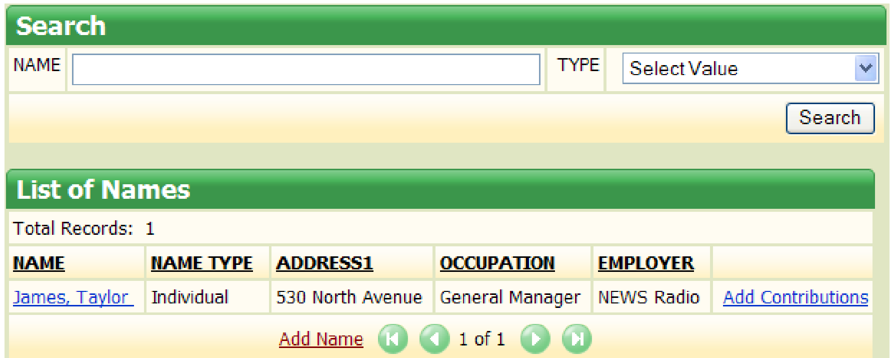
   b. List of Names screen will be displayed.

      (1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

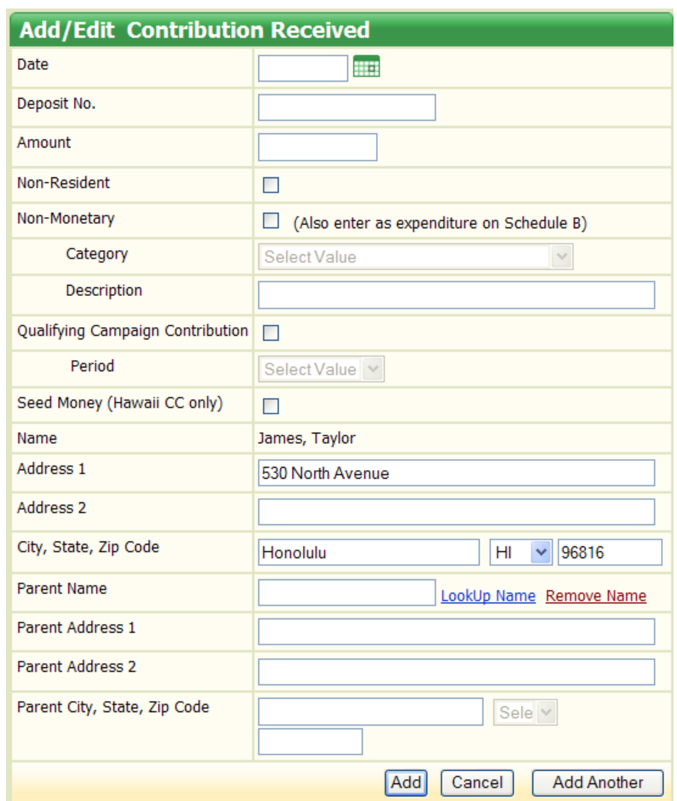
      (2) If the name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

Occupation and Employer must be included if "Immediate Family" or "Individual" was selected as the contributor's Name Type and the contributor made aggregate contributions of $1,000 or more during the candidate's election period.

(3) If the name appears in the name search, click **Add Contributions** (listed to the right of contributor's name).



c. Add/Edit Contribution Received screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always - mm/dd/yyyy

(2) Deposit No. (issued from the bank) – Optional

(3) Amount - Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

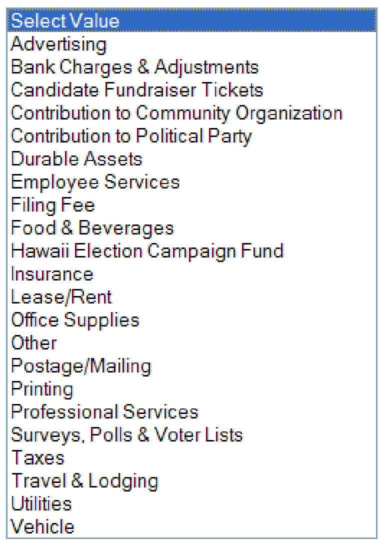
(4) Non-Resident – Check this box if contribution is from a non-resident.

Contributions from persons who are not residents of the State of Hawaii at the time the contributions are made may <u>not</u> exceed 30% of the total contributions received by the candidate or the candidate committee for each election period. This ceiling does not apply to contributions from the candidate's immediate family. See, HRS §11-362.

(5) Non-Monetary – Check this box if contribution is non-monetary.

If a non-monetary contribution is received, you must enter an off-setting expenditure on Schedule B. This is very important!

(a) Under Category, **Select Value** or the type of the non-monetary contribution by clicking the down arrow.



(b) Under **Description**, type in a description of the non-monetary contribution.

(6) Qualifying Campaign Contribution – Check this box if the contribution is a qualifying contribution. An applicable election period must also be selected for this contribution – see next step listed below. This box only applies to candidates participating in the partial public funding program.

(a) Under Period, **Select Value** by clicking on the down arrow to select the appropriate election period (i.e., Primary or General). This box only applies to candidates participating in the partial public funding program.

(7) Parent Name, Parent Address1, Parent Address 2, Parent City, State and Zip Code – These areas must be filled in if a contribution was received from a minor. The contribution will be reported in the name of the minor, but aggregated with the parent's or guardian's contribution.

d. Click **Add** which will then bring you back to List of Contributions Received screen or click **Add Another** which will bring you to List of Names screen to begin entering the next contribution.

2. **EDITING/DELETING A CONTRIBUTION** - To edit/delete a contribution, when you click on **Schedule A**, a List of Contributions Received screen will be displayed.

a. Click on the date the contribution was received that you want to edit/delete.

b. Add/Edit Contribution Received screen will be displayed.

c. Make the changes and click **Submit**. List of Contributions Received screen will be displayed.

d. Click **Delete**, then under Delete Record?, click **OK**.

e. List of Contributions Received screen will be displayed.

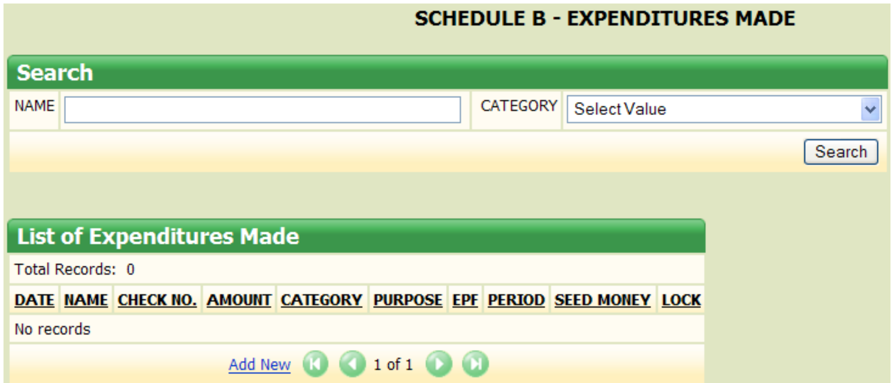
Contributions filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these contributions unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

C. SCHEDULE B – EXPENDITURES MADE - All expenditures by the committee are entered under the vendor's name and must be reported on Schedule B. Expenditures are anything of value including the purchase or transfer of money, a promise or agreement to purchase or transfer money, for the purpose of influencing the nomination for election, or election, of any candidate to office.

You do not need to wait until a filing deadline to begin entering expenditures.

1. **ADDING AN EXPENDITURE** - To add an expenditure, when you click on **Schedule B**, a List of Expenditures Made screen will be displayed.

   a. Click **Add New** to enter an expenditure.



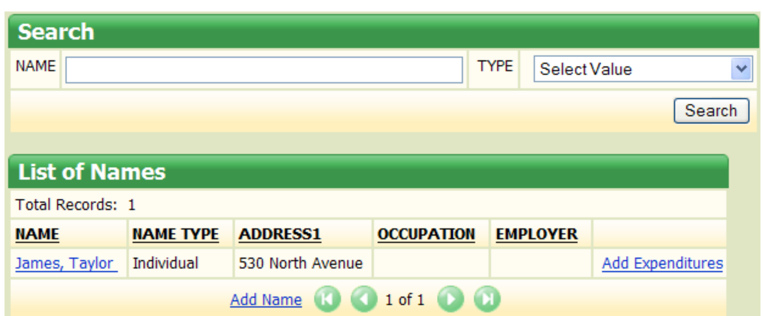
   b. List of Names will be displayed.

      (1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

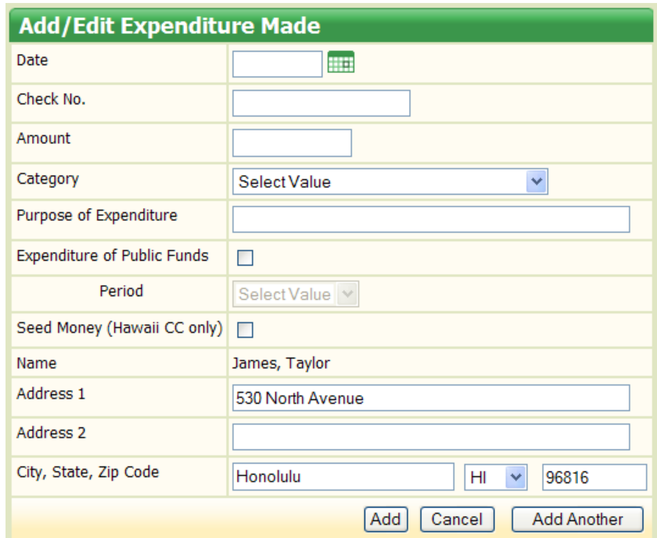
      (2) If the name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

> To enter a vendor's name, select "Other Entity" and begin entering information at Last/Business name. Occupation and Employer are not necessary.

      (3) If the name appears in the name search, click **Add Expenditures** (listed to the right of the vendor's name).



   c. Add/Edit Expenditure Made screen will be displayed. Enter the information that applies in the open fields.

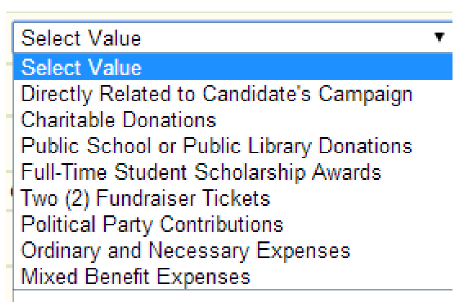


(1) Date entry is always - mm/dd/yyyy

(2) Check No. – Optional

(3) Amount - Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(4) Under Authorized, **Select Value** or, one (1) of the eight (8) statutorily authorized uses of campaign funds.



Once an authorized expenditure purpose is selected, you then narrow the expenditure use by selecting a category for that expenditure.

(5) Under Category, **Select Value** or the type of expenditure by clicking the down arrow.

Select Value
Advertising
Bank Charges & Adjustments
Candidate Fundraiser Tickets
Contribution to Community Organization
Contribution to Political Party
Durable Assets
Employee Services
Filing Fee
Food & Beverages
Hawaii Election Campaign Fund
Insurance
Lease/Rent
Office Supplies
Other
Postage/Mailing
Printing
Professional Services
Surveys, Polls & Voter Lists
Taxes
Travel & Lodging
Utilities
Vehicle

(6) Purpose of the Expenditure – Type in the expenditure's purpose. This is a required field.

(7) Expenditure of Public Funds – Check this box only if public funds were received and this is an eligible public fund expenditure. Public funds received during a primary or general election must be used only for expenses during the election for which the funds were received. An applicable election must be selected – see next step listed below. This box only applies to candidates participating in the partial public funding program.

(a) Under Period, **Select Value** by clicking on the down arrow to select the appropriate election period (i.e., Primary or General). This box only applies to candidates participating in the partial public funding program.

d. Click **Add** which will bring you back to List of Expenditures Made screen <u>or</u> click **Add Another** which will bring you to the List of Names screen to begin entering the next expenditure.

2. **<u>EDITING/DELETING AN EXPENDITURE</u>** - To edit/delete an expenditure, when you click on **Schedule B**, a List of Expenditures Made screen will be displayed.

a. Click on the date the expenditure was made.

b. Add/Edit Expenditure Made screen will be displayed.

c. Make the changes and click **Submit**. List of Expenditures Made screen will be displayed.

d. Click **Delete**, then under Delete Record?, click **OK**.

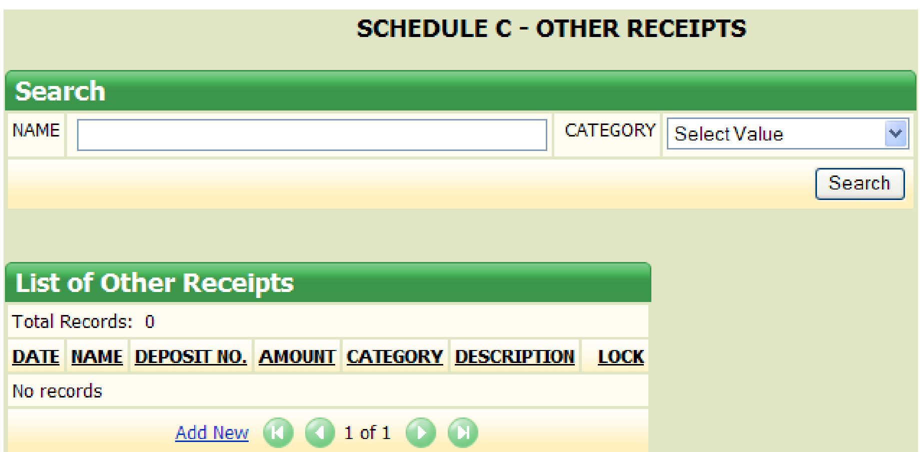
e. List of Expenditures Made screen will be displayed.

> Expenditures filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these expenditures unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

D. <u>SCHEDULE C – OTHER RECEIPTS</u> – Other Receipts include interest, public funds received from the Commission, rebates, refunds, and sale of durable assets. However, the most common type of other receipt is a candidate's own funds which are different from a loan (Schedule D) because there is no expectation of repayment or reimbursement from campaign funds. Typically, this is a situation where the candidate chooses to use his/her personal funds to pay for campaign expenses and does not care to be reimbursed. In certain situations described below, a corresponding entry will be necessary on another schedule.

1. **<u>ADDING AN OTHER RECEIPT</u>** - To enter an other receipt, when you click on **Schedule C**, a List of Other Receipts screen will be displayed.

a. Click **Add New** to enter an other receipt.

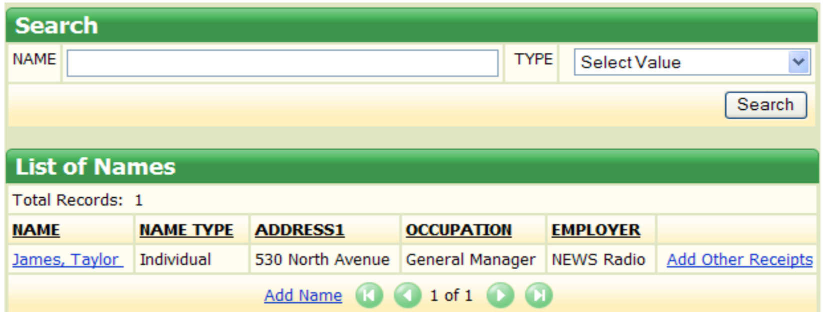


b. List of Names screen will be displayed

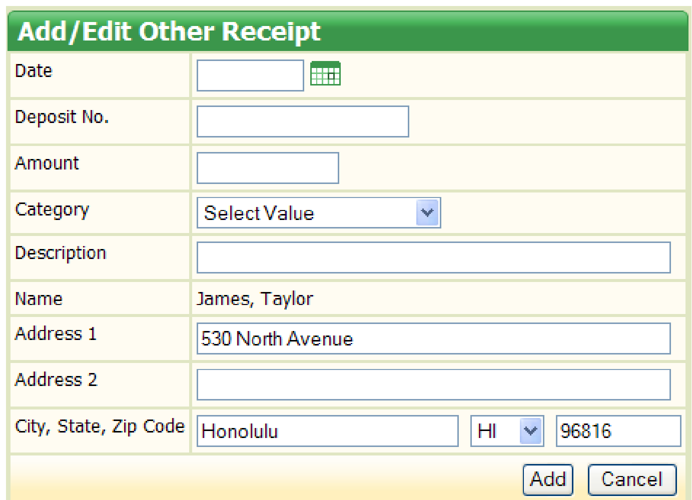
(1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

(2) If the name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

(3) If the name appears in the name search, click **Add Other Receipts** (listed to the right of the name).



c. Add/Edit Other Receipt screen will be displayed. Enter information that applies in the open fields.

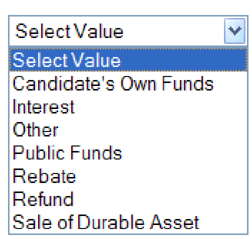


(1) Date entry is always - mm/dd/yyyy

(2) Deposit No. – Optional

(3) Amount - Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(4) Under Category, **Select Value** or the type of other receipt by clicking the down arrow.



(5) Description – Enter a description of the other receipt.

d. Click **Add** which will bring you back to the List of Other Receipts screen.

2. **EDITING/DELETING AN OTHER RECEIPT** - To edit/delete an other receipt, when you click on **Schedule C**, a List of Other Receipts screen will be displayed.

   a. Click on the date the other receipt was made.

   b. Add/Edit Other Receipt screen will be displayed.

   c. Make the changes and click **Submit**. List of Other Receipts screen will be displayed.

   d. Click **Delete**, then under Delete Record?, click **OK**.

   e. List of Other Receipts screen will be displayed.

> Other Receipts filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these other receipts unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

3. **SPECIFIC SITUATIONS REQUIRING ENTRY ON ANOTHER SCHEDULE**

   a. Candidate Using Own Funds and Does Not Care To Be Reimbursed

      (1) Enter each out-of-pocket expense on Schedule B – Expenditures Made under the vendor's name; and

      (2) Enter a corresponding entry on Schedule C – Other Receipts under the candidate's name. For Category, choose Candidate's Own Funds.

   b. Public Funds

      (1) Enter public funds received from the Commission on Schedule C - Other Receipts. For Category, choose Public Funds; and

      (2) Enter a corresponding entry on Schedule B – Expenditures Made to report how public funds were expended.

   c. Sale of Durable Asset

      (1) Enter purchase of a durable asset with campaign funds on Schedule F – Durable Assets and Schedule B – Expenditures Made; and

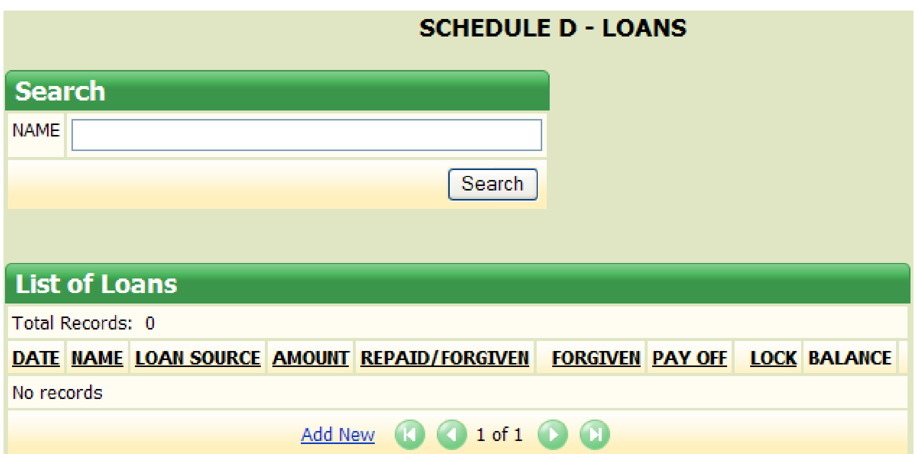
(2) Upon the sale of the durable asset, enter a corresponding entry on Schedule C – Other Receipts. For Category, select Sale of Durable Asset.

E. **<u>SCHEDULE D – LOANS</u>** – There are four types of loans each with a different loan limit permissible by law: (1) Candidate (self) – unlimited amount; (2) Financial Institution (unlimited amount if in the ordinary course of business); (3) Immediate Family (limited in the aggregate of $50,000 and are combined with contributions); and (4) Other Entity ($10,000 in the aggregate). With respect to loans from other entities, if the $10,000 limit is reached, the candidate and candidate committee shall be prohibited from receiving or accepting any other loans until the $10,000 is paid in full.

> An **executed loan document** must be submitted to the Commission for every loan in excess of $100.

1. **<u>ADDING A LOAN</u>** - To enter a loan, when you click on **Schedule D**, a List of Loans will be displayed.

   a. Click **Add New**

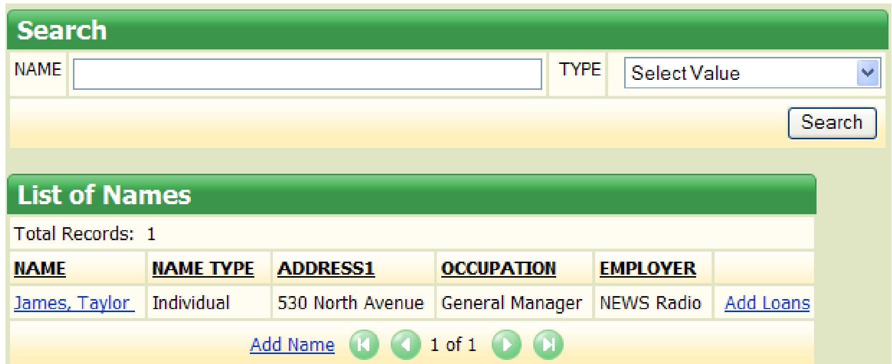


   b. A List of Names screen will be displayed.

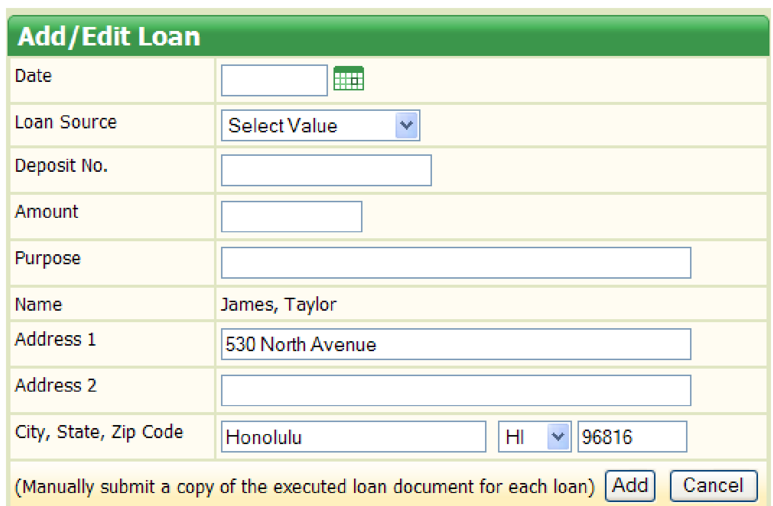
      (1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

      (2) If the name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

(3) If the name appears in your name search, click **Add Loans** (listed to the right of the name).

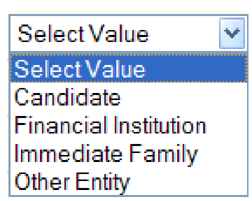


c. Add/Edit Loan screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always - mm/dd/yyyy

(2) Under Loan Source, **Select Value** or the type of loan by clicking the down arrow



(3) Deposit No. (Optional)

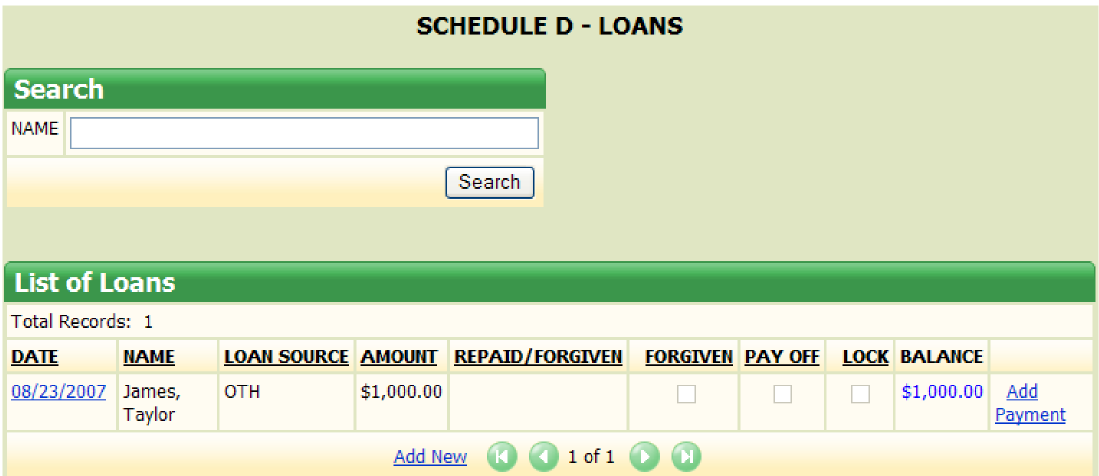
(4) Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(5) Under Purpose – Type in the purpose of the loan. This is a required field.

d. Click **Add** which will bring you back to the List of Loans screen.

2. <u>**ENTERING A PAYMENT OR FORGIVING A LOAN**</u> - To enter a payment or forgive a loan, when you click on **Schedule D**, a List of Loans screen will be displayed.

a. Click **Add Payment** (listed to the right of lender's name)



SCHEDULE D - LOANS

Search

NAME

Search

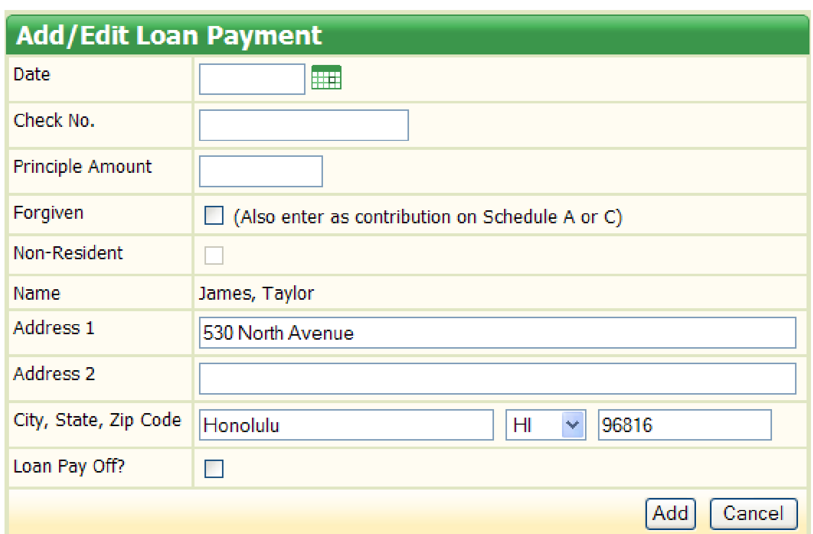
List of Loans

Total Records: 1

DATE	NAME	LOAN SOURCE	AMOUNT	REPAID/FORGIVEN	FORGIVEN	PAY OFF	LOCK	BALANCE	
08/23/2007	James, Taylor	OTH	$1,000.00					$1,000.00	Add Payment

Add New 1 of 1

b. Add/Edit Loan Payment screen will be displayed. Enter the information that applies in the open fields:



Add/Edit Loan Payment

Date	
Check No.	
Principle Amount	
Forgiven	(Also enter as contribution on Schedule A or C)
Non-Resident	
Name	James, Taylor
Address 1	530 North Avenue
Address 2	
City, State, Zip Code	Honolulu HI 96816
Loan Pay Off?	

Add Cancel

(1) Date entry is always - mm/dd/yyyy

(2) Check No. - Optional

(3) Principal Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(4) Check Forgiven box if lender is forgiving a loan

Each loan forgiven by a candidate must be off-set in the same amount on Schedule C – Other Receipts. Loans forgiven by a lender other than a candidate, must be off-set in the same amount on Schedule A – Contributions, which is subject to contribution limits. Candidates may provide or loan their committee unlimited (personal) funds.

(5) Check Non-Resident box if lender is a non-resident of the State of Hawaii (available only if "Forgiven" box is checked)

(6) Check Loan Pay Off? box only if loan has been fully paid or forgiven

The **Add Payment Link** will be eliminated.

c. Click **Add** which will then bring you back to the List of Loans screen.

3. **<u>EDITING/DELETING A LOAN</u>** - To edit/delete a loan, when you click on **Schedule D**, a List of Loans screen will be displayed.

a. Click on the date the loan was made or loan payment was entered.

b. Add/Edit Loan screen or Add/Edit Loan Payment screen will be displayed. Make the necessary changes.

c. Click **Submit** which will then bring you back to the List of Loans screen.

d. Click **Delete**, then under Delete Record?, click **OK**.

e. List of Loans screen will be displayed.

Loans filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these loans unless you are in Amend Mode. See, Part X – Amend Mode in this Manual. You may still add a payment or forgive a loan if the Add Payment link is displayed. Loans not filed online in a report, but full/partial payment or full/partial forgiven was entered, cannot be deleted/edited unless you delete the payment/forgiven activity first.

4. **<u>SPECIFIC SITUATIONS REQUIRING ENTRY ON ANOTHER SCHEDULE</u>**

a. <u>Candidate Loans</u> – A candidate loans the committee money for campaign expenses. The committee must:

(1) Enter each campaign expense in Schedule B - Expenditures under the vendor's name; <u>and</u>

(2) Enter a corresponding entry on Schedule D – Loans.

If there are no funds available to reimburse the candidate, and the candidate decides to take a loss, the committee must:

(1) Check **Forgiven** and **Loan Pay Off** boxes on Schedule D – Loans; <u>and</u>

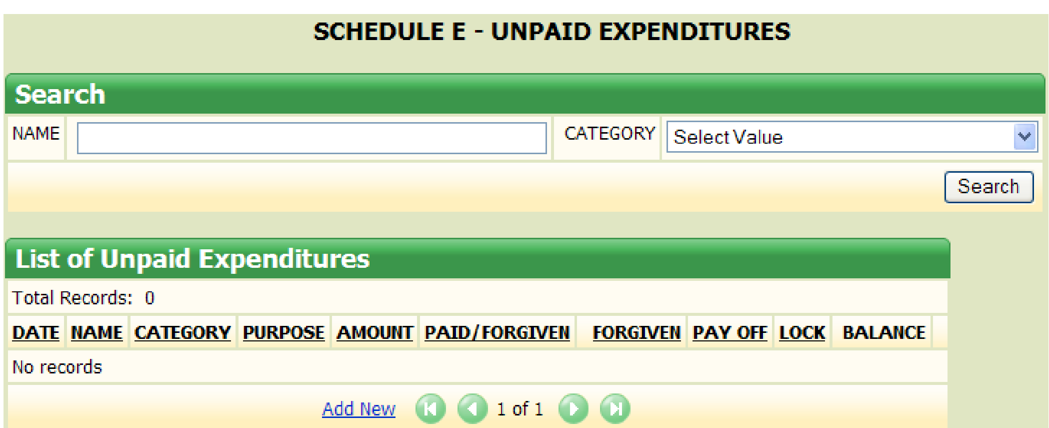
(2) Enter a corresponding entry on Schedule C – Other Receipts.

F. **<u>SCHEDULE E – UNPAID EXPENDITURES</u>** – Unpaid expenditures are services rendered or products delivered to the committee that have not been paid for yet. Example: Five cases of copy paper were delivered on April 1, 2013. An invoice for the paper was not received until June 1, 2013. This must be reported as an unpaid expenditure on April 1, 2013.

> Do not report unpaid expenditures or paid unpaid expenditures in Schedule B.

1. **<u>ADDING AN UNPAID EXPENDITURE</u>** - To enter an unpaid expenditure, when you click on Schedule E, a List of Unpaid Expenditures screen will be displayed.

a. Click **Add New** to enter an unpaid expenditure.

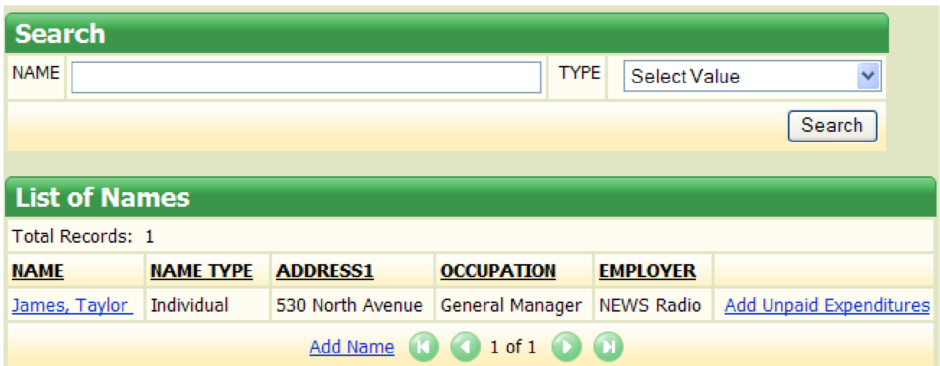


b. A List of Names screen will be displayed

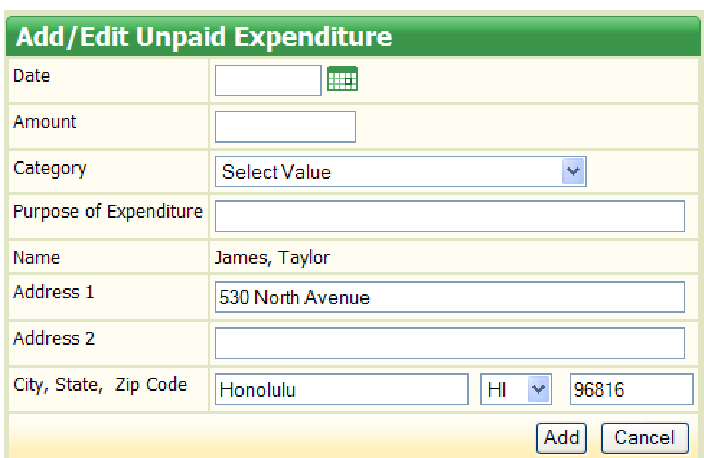
(1) You can use the **Search** field (need to type in all capital letters) to find names of vendors previously entered; or

(2) If the vendor's name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

(3) If the name appears in your name search, click **Add Unpaid Expenditures** (listed to the right of the vendor's name).



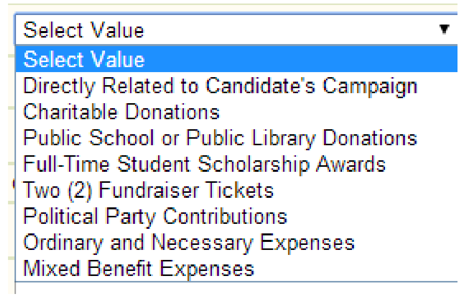
c. Add/Edit Unpaid Expenditure screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always - mm/dd/yyyy

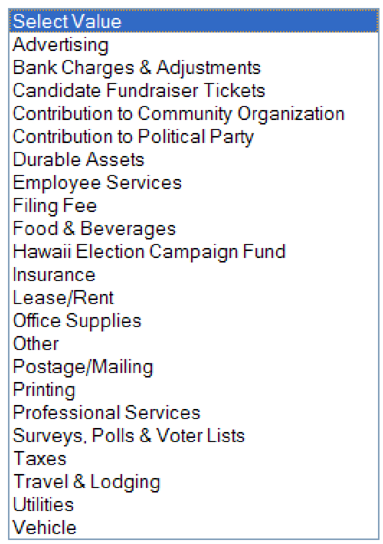
(2) Amount – Do not enter dollar signs or commas (i.e., 10000 or 1000.50)

(3) Under Authorized, **Select Value** or, one (1) of the eight (8) statutorily authorized uses of campaign funds.



Once an authorized unpaid expenditure purpose is selected, you then narrow the unpaid expenditure use by selecting a category for that unpaid expenditure.

(4) Under Category, **Select Value** or the type of unpaid expenditure by clicking the down arrow.

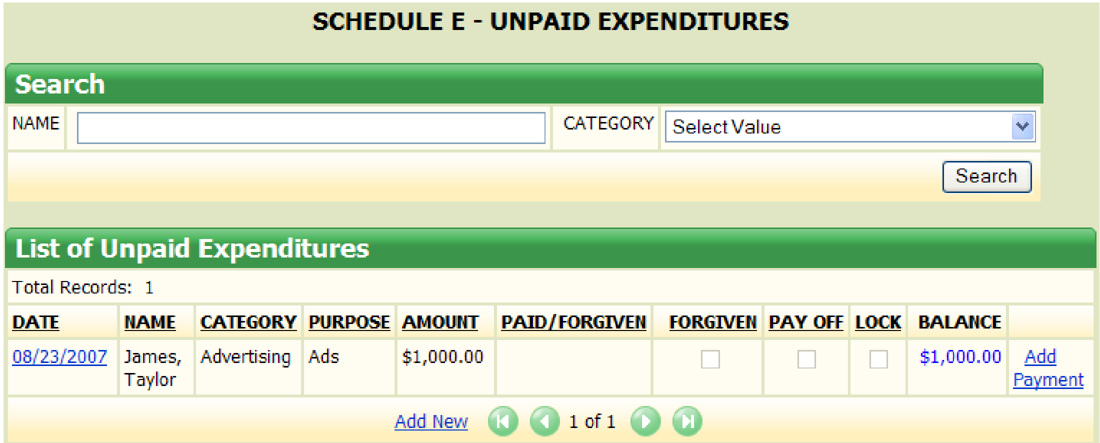


(5) Purpose of the Unpaid Expenditure – Type in the unpaid expenditure's purpose. This is a required field.

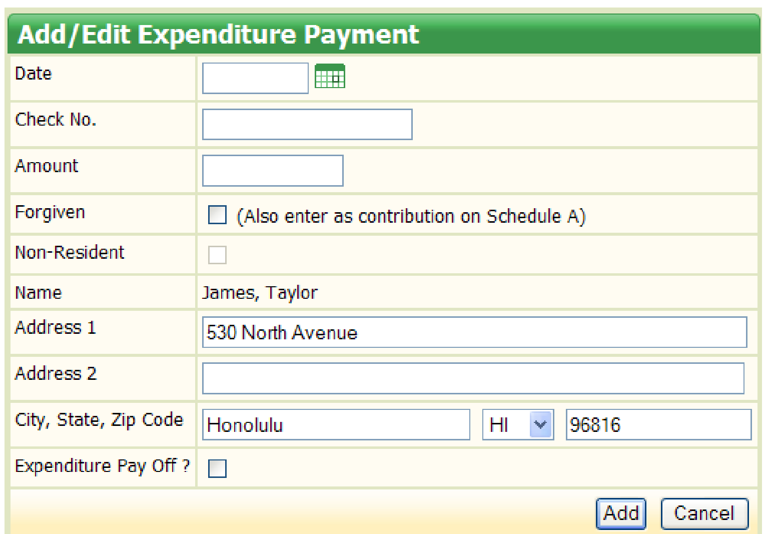
d. Click **Add** which will bring you back to the List of Unpaid Expenditures screen.

2. <u>**ENTERING A PAYMENT OR FORGIVING AN UNPAID EXPENDITURE**</u> - To enter a payment or forgive an unpaid expenditure, when you click on Schedule E, a List of Unpaid Expenditures screen will be displayed.

a. Click **Add Payment** (listed to the right of vendor's name)



b. Add/Edit Expenditure Payment screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always - mm/dd/yyyy

(2) Check No. – Optional

(3) Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(4) Check Forgiven box if the vendor is forgiving an unpaid expenditure. But, for each unpaid expenditure forgiven, you must enter an off-setting contribution for the same amount on Schedule A – Contributions.

(5) Check Non-Resident box if the vendor is a non-resident of the State of Hawaii (available only if “Forgiven” box is checked)

(6) Check Expenditure Pay Off? box if the unpaid expenditure has been fully paid or forgiven

c. Click **Add** which will then bring you back to the List of Unpaid Expenditures screen.

The **Add Payment Link** will be eliminated.

3. **EDITING/DELETING AN UNPAID EXPENDITURE** - To edit/delete an unpaid expenditure, when you click on **Schedule E**, a List of Unpaid Expenditures screen will be displayed.

a. Click on the date the unpaid expenditure or expenditure payment was entered.

b. Add/Edit Unpaid Expenditure screen or Add/Edit Expenditure Payment screen will be displayed. Make the necessary changes.

c. Click **Submit** which will then bring you back to the List of Unpaid Expenditures screen.

d. Click **Delete**, then under Delete Record?, click **OK**.

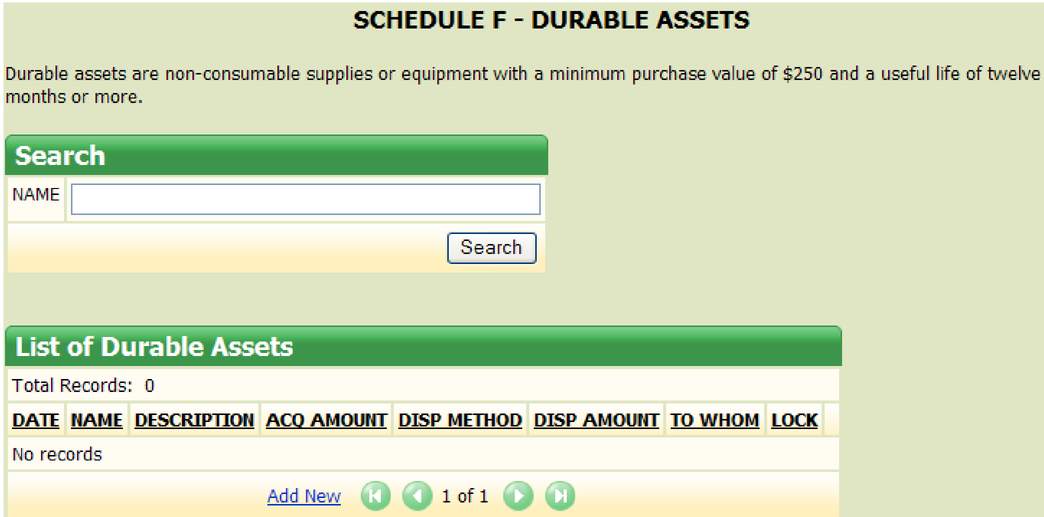
e. List of Unpaid Expenditures screen will be displayed.

Unpaid Expenditures filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these unpaid expenditures unless you are in Amend Mode. See, Part X – Amend Mode in this Manual. You may still add a payment or forgive an unpaid expenditure if the Add Payment link is displayed. Unpaid Expenditures not filed online in a report, but full/partial payment or full/partial forgiven was entered, cannot be deleted/edited unless you delete the payment/forgiven activity first.

G. SCHEDULE F – DURABLE ASSETS - Durable Assets are non-consumable supplies or equipment with a minimum purchase value of $250 and a useful life of twelve months or more. Durable assets are automatically reported after the initial filing until the assets are sold or donated. Each durable asset must also be reported on Schedule B – Expenditures. If the item is sold, the proceeds from the sale are reported in Schedule C – Other Receipts.

1. **ADDING A DURABLE ASSET** - To enter a durable asset, when you click on **Schedule F**, a List of Durable Assets screen will be displayed.

a. Click **Add New** to enter a durable asset.

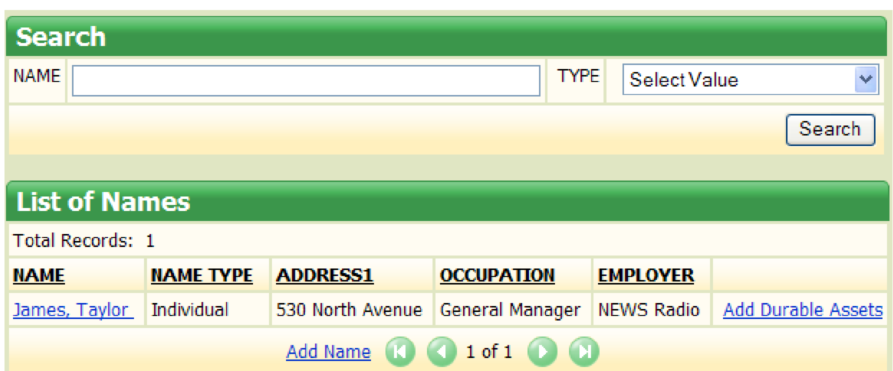


b. List of Names screen will be displayed.

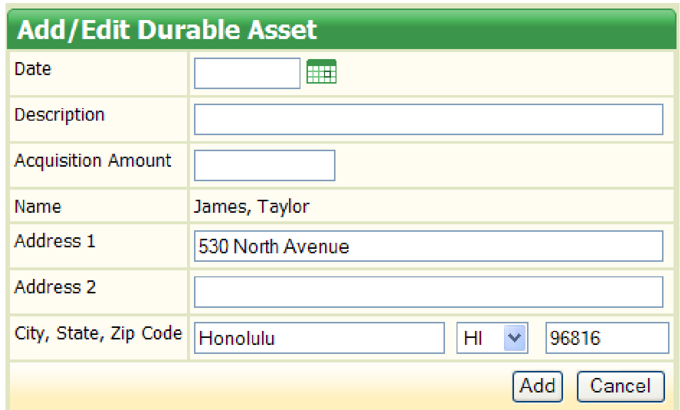
(1) You can use the **Search** field (need to type in all capital letters) to find names of vendors previously entered; or

(2) If the vendor's name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

(3) If the name appears in the Name Search, click **Add Durable Assets** (listed to the right of vendor's name).



c. Add/Edit Durable Asset screen will be displayed. Enter the information that applies in the open fields.



Add/Edit Durable Asset

Date	
Description	
Acquisition Amount	
Name	James, Taylor
Address 1	530 North Avenue
Address 2	
City, State, Zip Code	Honolulu HI 96816

Add Cancel

(1) Date entry is always – mm/dd/yyyy

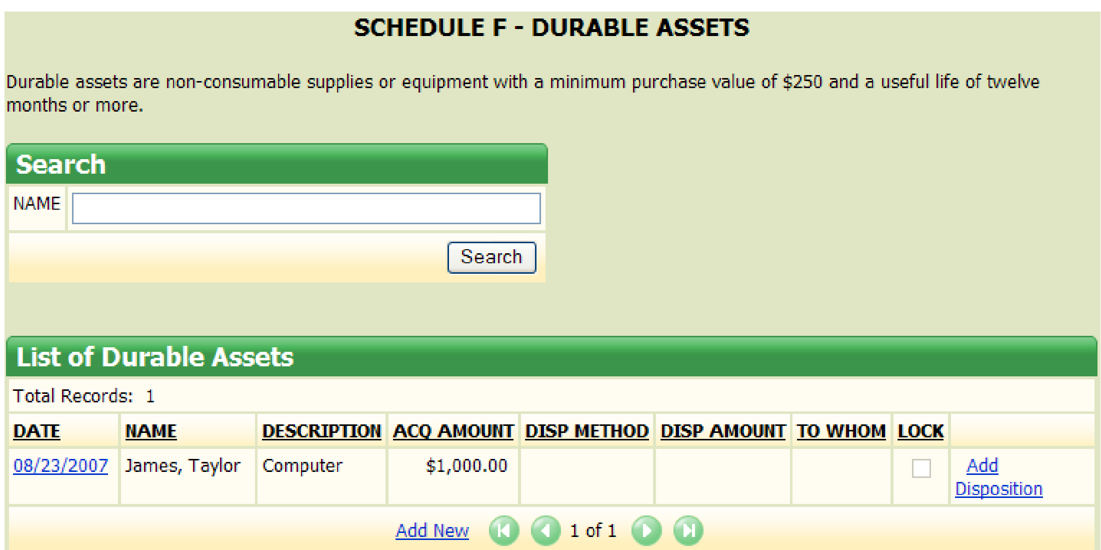
(2) Description – enter the description of the durable asset

(3) Acquisition Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

d. Click **Add** which will bring you back to the List of Durable Assets screen

2. <u>**ENTERING THE DISPOSITION OF A DURABLE ASSET**</u> - To enter the disposition of the durable assets, when you click on **Schedule F**, a List of Durable Assets screen will be displayed.

a. Click **Add Disposition** (listed to the right of vendor's name)



SCHEDULE F - DURABLE ASSETS

Durable assets are non-consumable supplies or equipment with a minimum purchase value of $250 and a useful life of twelve months or more.

Search

NAME

Search

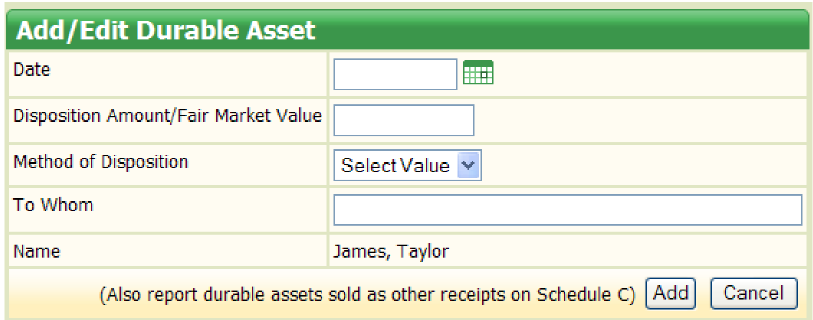
List of Durable Assets

Total Records: 1

DATE	NAME	DESCRIPTION	ACQ AMOUNT	DISP METHOD	DISP AMOUNT	TO WHOM	LOCK	
08/23/2007	James, Taylor	Computer	$1,000.00					Add Disposition

Add New 1 of 1

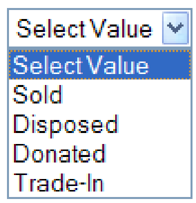
b. Add/Edit Durable Asset screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always – mm/dd/yyyy

(2) Disposition Amount/Fair Market Value – Do not enter dollar signs or commas (i.e., 1000 or 1000.50). "Fair market value" is the value of the services or goods priced at the prevailing rate.

(3) Under Method of Disposition, **Select Value** or the method by which the durable asset was disposed of by clicking the down arrow



(4) To Whom – type in the name of the purchaser or organization durable asset was donated to

c. Click **Add** which will bring you back to the List of Durable Assets screen.

> Donations of durable assets are subject to contribution limits.

3. **EDITING/DELETING A DURABLE ASSET** - To edit/delete a durable asset, when you click on **Schedule F**, a List of Durable Assets screen will be displayed.

a. Click on the date the durable asset or disposition method was entered.

b. Add/Edit Durable Asset screen will be displayed. Make the necessary changes.

c. Click **Submit** which will then bring you back to the List of Durable Assets screen.

d. Click **Delete**, then under Delete record?, click **OK**.

e. List of Durable Assets screen will be displayed.

Durable Assets filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these durable assets unless you are in Amend Mode. See, Part X – Amend Mode in this Manual. You may still add a disposition entry if the Add Disposition link is displayed. Durable Assets not yet filed online in a report, that have a disposition date entered, cannot be deleted/edited unless you delete the disposition first.

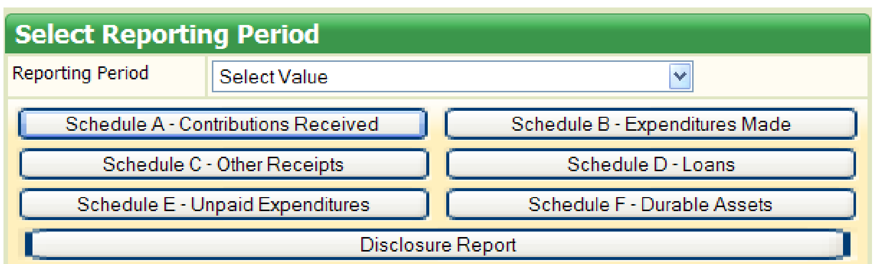
You will not be able to delete a durable asset that has a disposition entry. You will need to delete the disposition entry first before you can delete the durable asset.

VII. PREVIEW/PRINT REPORT

The Preview/Print Report feature allows you to preview and print a Disclosure Report and a Special Report before filing it online on the CFS. Previewing a disclosure report and special report provides you an opportunity to check your data for accuracy and completeness.

> Before you can preview/print a report, you must add the appropriate reporting schedule. See, Part V – Reporting Schedules in this Manual.

A. **<u>DISCLOSURE REPORT</u>** – The disclosure report is a summary of the data in Schedules A – F for an applicable reporting period. To preview or print a disclosure report, when you click on **Disclosure Report**, the Select Reporting Period screen will be displayed.



1. Under Reporting Period, **Select Value** or the applicable reporting period you want to preview/print by clicking the down arrow.

2. Select the Schedules/Disclosure Report you want to preview or print.

3. The Schedules/Disclosure Report will be displayed. You can then preview and print the report displayed.

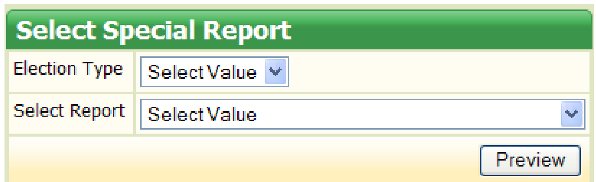
4. If you notice any discrepancies, go back to the appropriate schedule to correct/revise your data. See, Part VI – Entering Campaign Finance Activity in this Manual (and refer to the appropriate schedule on how to edit/delete an entry).

5. To return to the CFS screen, click the back arrow on the upper left corner of the screen.

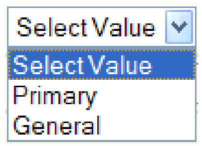
> Once a report is filed online in the CFS, this function will not be available unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

B. **SPECIAL REPORTS** – Special Reports include:
(1) Late Contributions Report;
(2) Statement of Qualifying Campaign Contributions (only applicable to candidates participating in the partial public funding program); and
(3) Expenditures of Public Funds Report (only applicable to candidates participating in the partial public funding program).

To preview or print one of these special reports, when you click on **Special Report**, the Select Special Report screen will be displayed.



1. Under Election Type, **Select Value** or the applicable election (i.e., Primary, General, or Special) you want to preview/print by clicking the down arrow.



2. Under Select Report, **Select Value** or the special report you want to preview/print by clicking the down arrow.

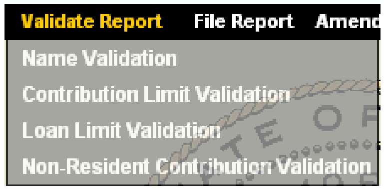
3. Click **Preview** and the selected special report will be displayed. You can then preview and print the special report displayed.

4. If you notice any discrepancies, go back to the appropriate schedule to correct/revise your data. See, Part VI – Entering Campaign Finance Activity in this Manual (and refer to the appropriate schedule on how to edit/delete an entry).

5. To return to the CFS screen, click the back arrow on the upper left corner of the screen.

Late Contributions Report – The Late Contributions Report must be filed by candidates that receive contributions aggregating more than $500 from an individual within the period of 14 calendar days through 4 calendar days prior to a primary, special primary, general, or special general election. The report is required to be electronically filed no later than 3 calendar days prior to the applicable election. Contributions listed on the Late Contributions Report will also be listed on an applicable Disclosure Report; however, the contribution data is only entered once.

VIII. VALIDATE REPORT

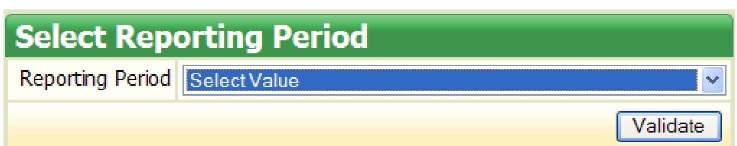


This feature in the CFS permits you to correct errors before you file your disclosure report, and therefore, is designed to help you comply with campaign finance laws. We strongly advise that you use it as a prevention mechanism against campaign finance violations and potential fines. It is however optional and any warning resulting from using this tool does not prevent you from filing your report.

A. <u>NAME VALIDATION</u> - This feature checks for missing employer and occupation information for contributions received by an immediate family member or individual that aggregate $1,000 or more during a candidate's election period.

This error must be corrected before filing the report.

To activate this feature, when you click on **Name Validation**, the Select Reporting Period screen will be displayed.

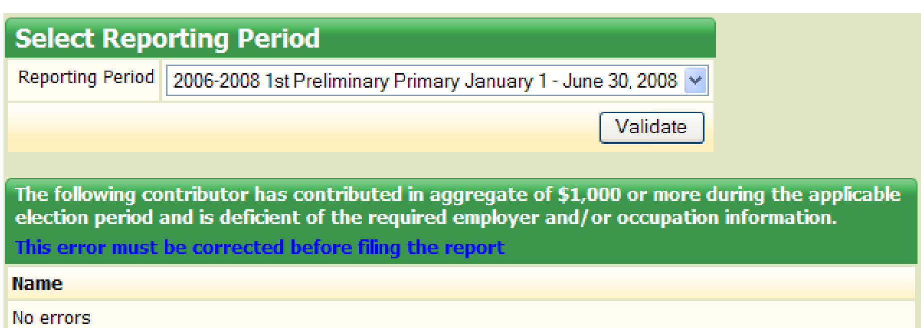


1. Under Reporting Period, **Select Value** or the applicable reporting period you want to validate by clicking the down arrow.

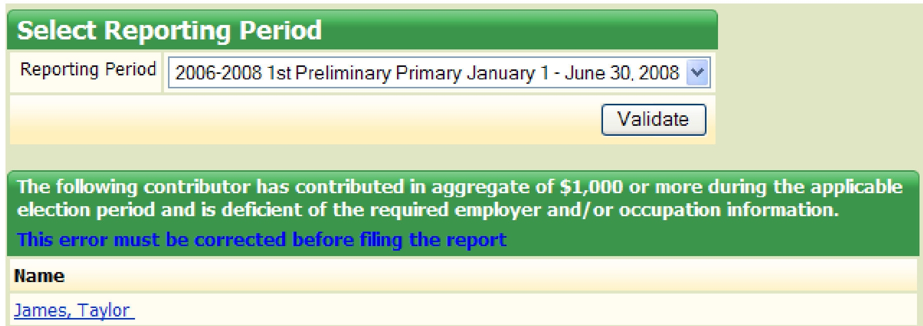
2. Click **Validate**

3. Look under the Name heading

   a. If there are no name validation errors, it will say "No errors"

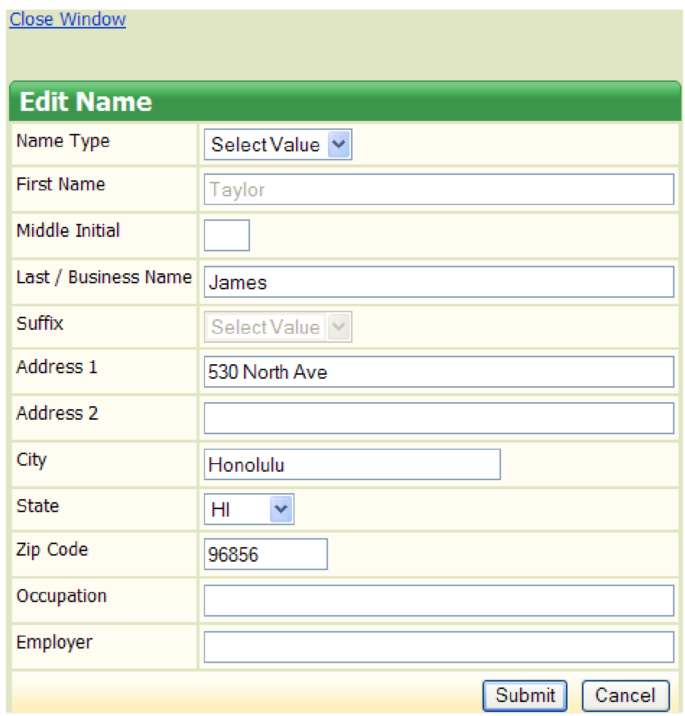


b. If there are names listed under the Name heading, you will need to correct the errors notated.



(1) Click on the person's name

(2) Edit Name screen will be displayed. Enter the information that needs attention (in this case, occupation and employer information are required).



(3) Click **Submit**

(4) Click **Close Window** which will bring you back to the Select Reporting Period screen.

(5) Repeat the above steps again (if necessary) until it will say "No errors."

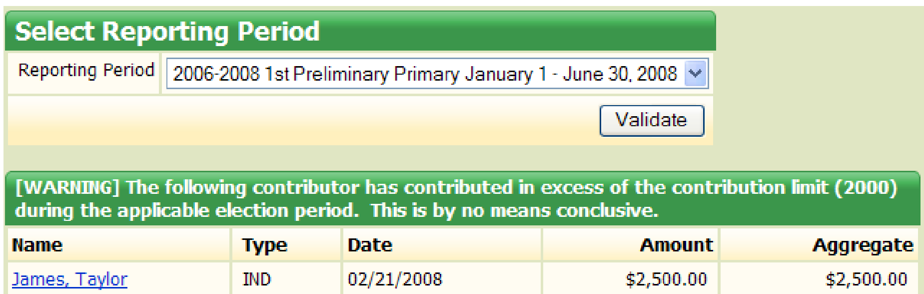
B. **<u>CONTRIBUTION LIMIT VALIDATION</u>** – This feature checks to make sure that contribution limits to candidates during an election period have not been exceeded, (i.e., $2,000, $4,000, or $6,000 based on the office sought) and contributions from a candidate's immediate family to the candidate committee (i.e., limited in the aggregate to $50,000).

To activate this feature, when you click on **Contribution Limit Validation**, the Select Reporting Period screen will be displayed.

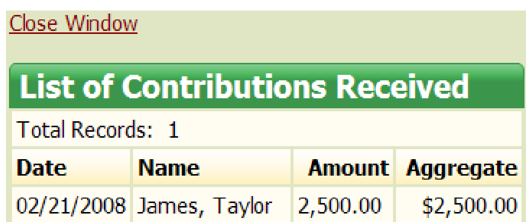
1. Under Reporting Period, **Select Value** or the applicable reporting period you want to validate by clicking the down arrow.

2. Click **Validate**

3. If there are warnings, click the name of the contributor to view the error



4. List of Contributions Received screen will be displayed which will show the excess contribution.



An excess contribution is any contribution over the legal limit. If an excess contribution is returned within 7 days of receipt, the excess contribution is not required to be reported. If you miss the 7 day return, the excess contribution must be reported on the applicable disclosure report and returned to the original contributor within 30 days of receipt of the excess contribution. Any excess contribution not returned to the original contributor within 30 days shall escheat to the Hawaii Election Campaign Fund. The contributor is still subject to a fine even if the contribution is returned within 30 days. Call the Commission at (808) 586-0285.

C. **<u>LOAN LIMIT VALIDATION</u>** – This feature checks to make sure that loan limits have not been exceeded. There are four types of loans each with a different loan limit permissible by law:

(1) Candidate (self) – unlimited amount, no validation necessary;
(2) Financial Institution (unlimited amount if in the ordinary course of business);
(3) Immediate Family (limited in the aggregate of $50,000 and are combined with contributions); and
(4) Other Entity ($10,000 in the aggregate).

With respect to loans from other entities, if the $10,000 limit is reached, the candidate and candidate committee shall be prohibited from receiving or accepting any other loans until the $10,000 is paid in full.

To activate this feature, when you click on **Loan Limit Validation**, the Select Reporting Period screen will be displayed.

1. Under Reporting Period, **Select Value** or the applicable reporting period you want to validate by clicking the down arrow.

2. Click **Validate**

3. If there are warnings, click the name of the lender to view the error

Select Reporting Period

Reporting Period	2006-2008 1st Preliminary Primary January 1 - June 30, 2008

Validate

[WARNING] The following lender has loaned money in excess of the loan limit during the applicable election period. This is by no means conclusive.

Name	Loan Source	Date	Loan Amount	Total
James, Taylor	Other Entity	05/15/2008	$5,000.00	15,000.00

4. List of Loans screen will be displayed which will show the excess loan.

Close Window

List of Loans

Total Records: 2

Full Name	Date	Loan Source	Loan Amount
James, Taylor	05/15/2008	OTH	$5,000.00
James, Taylor	08/01/2007	OTH	$10,000.00

If a loan was received that exceeded the limits, call the Commission at (808) 586-0285.

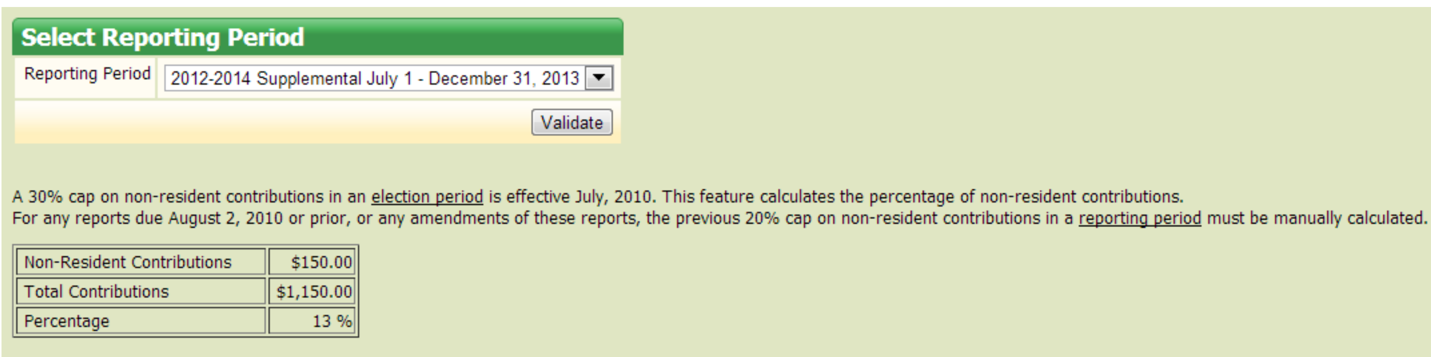
D. **<u>NON-RESIDENT CONTRIBUTION VALIDATION</u>** – This feature checks if non-resident contributions exceeded 30% of the total contributions received in an election period which is not permissible by law. This feature will only work if you have checked the Non-Resident box when entering contributions on Schedule A, Loan Repayments on Schedule D, or Unpaid Expenditure Payments on Schedule E.

To activate this feature, when you click on **Non-Resident Contribution Validation**, the Select Reporting Period screen will be displayed.

1. Under Reporting Period, **Select Value** or the applicable reporting period you want to validate by clicking the down arrow.

2. Click **Validate**

3. A percentage of non-resident contributions during the election period selected will be calculated.



If more than 30% of non-resident contributions were received within an election period, call the Commission at (808) 586-0285.

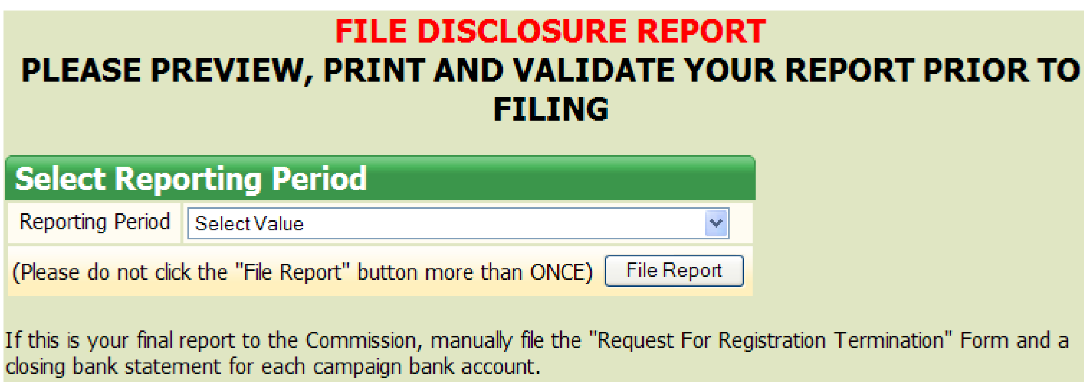
IX. FILE REPORT

Even if you enter all the relevant information in Schedules A-F, you still must electronically file your report with this function before the reporting deadline. Notably, you do not need to wait until the reporting deadline to file a report. You may file a report as soon as the reporting period ends. See, Part V - Reporting Schedules in this Manual.

Even if a committee has no activity to report for any applicable reporting period (e.g., received zero contributions or spent zero money), a disclosure report must be filed.

A. **DISCLOSURE REPORT** – The disclosure report is a summary of data in Schedules A – F for an applicable reporting period. The Commission strongly recommends that you preview/print the report (see, Part VII – Preview/Print Report in this Manual) and validate the report (see, Part VIII – Validate Report in this Manual) prior to filing the report to make sure there are no errors.

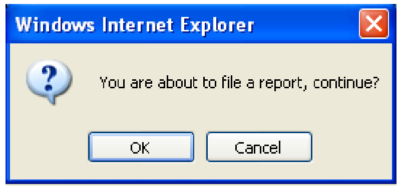
1. **FILING A REPORT** – To file a report, when you click on **Disclosure Report**, the Select Reporting Period screen will be displayed.



a. Under Reporting Period, **Select Value** or the applicable reporting period you want to file by clicking the down arrow.

b. Click **File Report** once

c. A pop-up box will appear letting you know that you are about to file a report. Click **OK**.



d. A Filing Confirmation screen will be displayed which will indicate that you have filed your report. Do not close the Internet browser before receiving the filing confirmation.

2. **<u>VIEW REPORT</u>** – Even though a Filing Confirmation screen was displayed, the Commission strongly recommends that committees view their filed report to make certain that a complete report (i.e., Disclosure Report and Schedules A-F) was filed with the correct reporting period. To view your report, go to our website and click **Candidate Committees**.

a. Click **View Reports and Fundraiser Notices**

b. Click **Candidate Contribution and Expenditure Reports and Organizational Reports**

c. Click **Standard Report**

d. Under Search, type in last name of the candidate and click **Search**

e. Candidate List will be displayed. Click on the candidate's name.

f. List of Reports Filed screen will be displayed. Click **View Report** (listed to the right of the report's name).

g. If you see the complete report here (Disclosure and Schedules A – F), then it was successfully filed.

Once a report is filed online in the CFS, the applicable reporting period will no longer appear under this heading unless you are in Amend Mode.

B. **<u>SPECIAL REPORTS</u>** – Special Reports include:

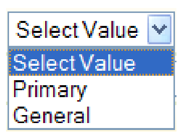
(1) Late Contributions Report (this report is not required if late contributions are not received);

(2) Statement of Qualifying Campaign Contributions (only applicable to candidates participating in the partial public funding program); and

(3) Expenditures of Public Funds Report (only applicable to candidates participating in the partial public funding program).

1. **<u>FILING A SPECIAL REPORT</u>** – To file one of the three special reports mentioned above, when you click on **Special Report**, the File Special Report screen will be displayed.

a. Under Election Type, **Select Value** or the applicable election you want to file a Special Report for (i.e., Primary, General, Special) by clicking the down arrow.



b. Under Select Report, **Select Value** or the applicable Special Report you want to file by clicking the down arrow.

c. Click **File Report** once

d. A pop-up box will appear letting you know that you are about to file a report. Click **OK**.

e. A Filing Confirmation screen will be displayed which will indicate that you have filed your Special Report. Do not close the Internet browser before receiving the filing confirmation.

2. **VIEW REPORT** – Even though a Filing Confirmation screen was displayed, the Commission strongly recommends that committees view their filed Special Report to make certain that a complete Special Report was filed with the correct election. To view your report, go to our website and click **Candidate Committees**.

a. Click **View Reports and Fundraiser Notices**

b. Click **Candidate Contribution and Expenditure Reports and Organizational Reports**

c. Click **Standard Report**

d. Under Search, type in last name of candidate and click **Search**

e. Candidate List will be displayed. Click on the candidate's name.

f. List of Reports Filed screen will be displayed. Click **View Report** (listed to the right of the report's name).

g. If you see the Special Report here, then it was successfully filed.

X. AMEND MODE

When a report is electronically filed, data in Schedules A – F for that report is locked, and therefore, not accessible for correction or editing unless you are in Amend Mode.

This function allows committees to: (1) Add, modify, or delete any transaction in a report that was previously filed; (2) Preview and print previously filed reports; and (3) File amended reports.

To activate this feature, when you click on **Amend Mode**, a red bar with the words "Amendment Mode" will appear under the menu headings. To get out of Amend Mode, click **Amend Mode** again.

When not in Amend Mode, the Date link is unclickable. You will not be able to edit any data entries.

List of Contributions Received

Total Records: 4

DATE	NAME	NON-RESIDENT	DEPOSIT NO.	AMOUNT	NON-MONETARY	QCC	PERIOD	LOCK
03/20/2008	B & C Construction	☐		$1,000.00	☐	☐		☑
02/21/2008	CFS Political Action Committee	☐		$2,000.00	☐	☐		☑
02/21/2008	James, Taylor	☐		$2,500.00	☐	☐		☑
01/30/2008	Smith, Lani K.	☐		$1,000.00	☐	☐		☑

Add New 1 of 1

While in Amend Mode, the Date link is clickable. You can edit any data entries.

List of Contributions Received

Total Records: 4

DATE	NAME	NON-RESIDENT	DEPOSIT NO.	AMOUNT	NON-MONETARY	QCC	PERIOD	LOCK
03/20/2008	B & C Construction	☐		$1,000.00	☐	☐		☑
02/21/2008	CFS Political Action Committee	☐		$2,000.00	☐	☐		☑
02/21/2008	James, Taylor	☐		$2,500.00	☐	☐		☑
01/30/2008	Smith, Lani K.	☐		$1,000.00	☐	☐		☑

Add New 1 of 1

Make any necessary corrections in Schedules A – F, and refile a report again in **Amend Mode**.

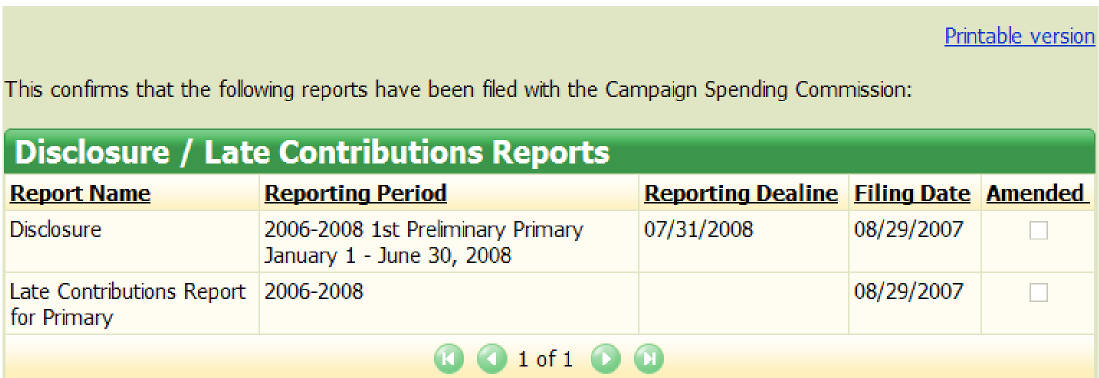
Each report previously filed for a reporting period occurring after the amended report will also need to be refiled in **Amend Mode**. If you refile a report in Amend Mode, a box will be automatically checked to show that you have amended a report(s).

STATE OF HAWAII - CAMPAIGN SPENDING COMMISSION
DISCLOSURE REPORT

Section I - CANDIDATE AND CANDIDATE COMMITTEE:	
(a) Candidate Name:	Aloha, Moki
(b) Committee Name:	Friends for Moki K. Aloha
(c) Address:	235 South Street
	Honolulu HI 96813
(d) Treasurer's Phone (Bus):	563-0012
Section II - TYPE OF REPORT:	
Report Name:	2006-2008 1st Preliminary Primary January 1 - June 30, 2008
Type:	☑ Amended
	☐ Short Form

XI. FILING CONFIRMATIONS

This feature allows you to view and print a list of reports (i.e., Disclosure/Late Contributions Reports, Statement of Qualifying Campaign Contributions, and Expenditures of Public Funds Report) that your committee has previously filed electronically. Click **Printable version** to print a copy for your records



Printable version

This confirms that the following reports have been filed with the Campaign Spending Commission:

Disclosure / Late Contributions Reports

Report Name	Reporting Period	Reporting Dealine	Filing Date	Amended
Disclosure	2006-2008 1st Preliminary Primary January 1 - June 30, 2008	07/31/2008	08/29/2007	☐
Late Contributions Report for Primary	2006-2008		08/29/2007	☐

1 of 1

If a report cannot be viewed/printed, you will see **No records** which means that the report(s) was not filed in the CFS.

Printable version

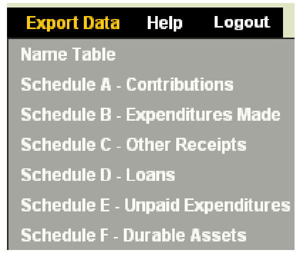
This confirms that the following reports have been filed with the Campaign Spending Commission:

Statement of Qualifying Campaign Contributions

Matching Payment Period	Filing Date
No records	

1 of 1

XII. EXPORT DATA



This feature allows data from the Name Table and Schedules A – F to be exported from the CFS into an Excel format.

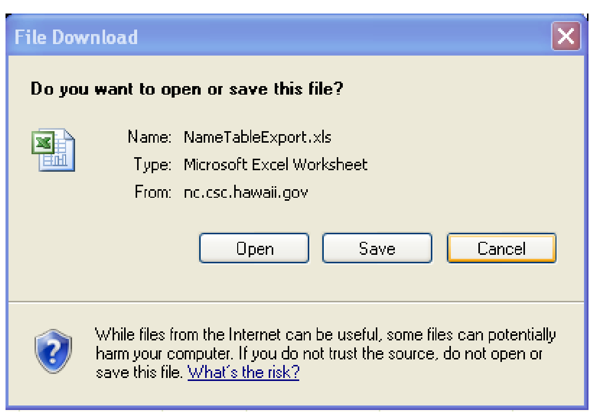
To activate, click the applicable area that you seek to export (i.e., Name Table or Schedules A-F) and click **Export to Microsoft Excel**.

Export Name Table

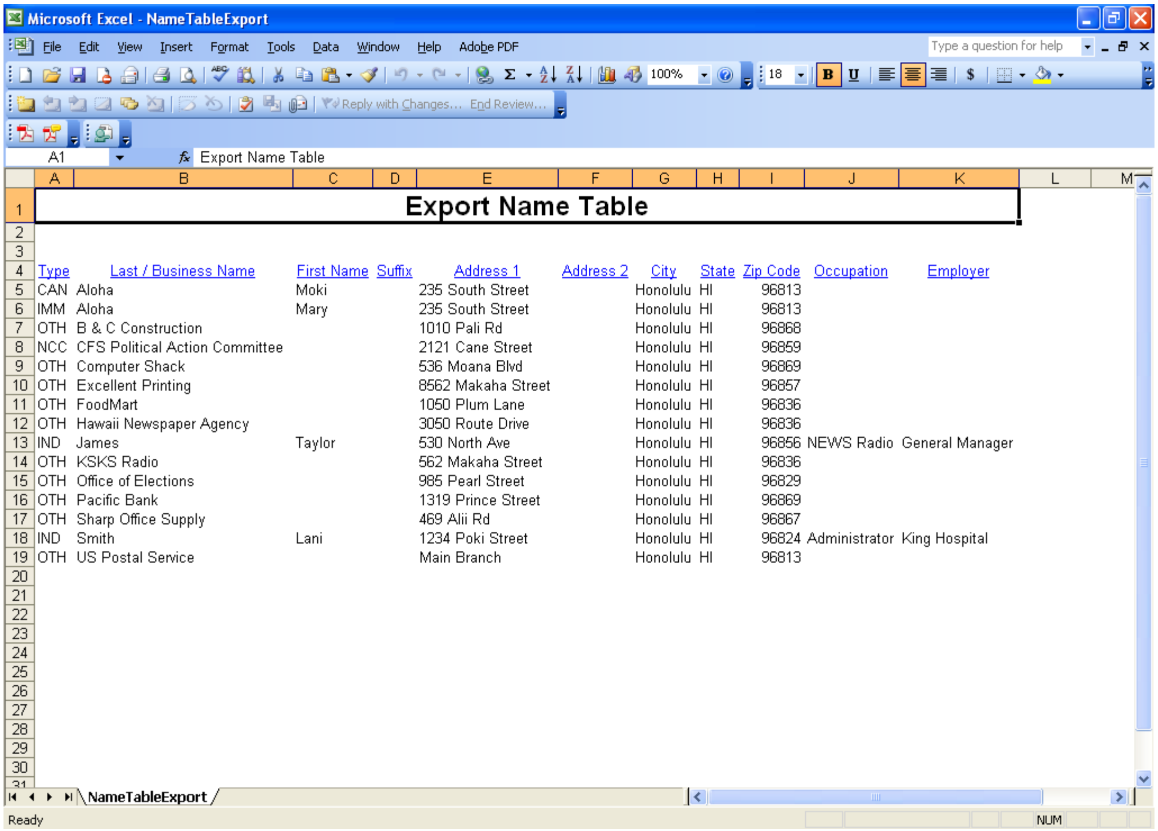
Export to Microsoft Excel

Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Occupation	Employer
CAN	Aloha	Moki		235 South Street		Honolulu	HI	96813		
IMM	Aloha	Mary		235 South Street		Honolulu	HI	96813		
OTH	B & C Construction			1010 Pali Rd		Honolulu	HI	96868		
NCC	CFS Political Action Committee			2121 Cane Street		Honolulu	HI	96859		
OTH	Computer Shack			536 Moana Blvd		Honolulu	HI	96869		
OTH	Excellent Printing			8562 Makaha Street		Honolulu	HI	96857		
OTH	FoodMart			1050 Plum Lane		Honolulu	HI	96836		
OTH	Hawaii Newspaper Agency			3050 Route Drive		Honolulu	HI	96836		
IND	James	Taylor		530 North Ave		Honolulu	HI	96856	NEWS Radio	General Manager
OTH	KSKS Radio			562 Makaha Street		Honolulu	HI	96836		
OTH	Office of Elections			985 Pearl Street		Honolulu	HI	96829		
OTH	Pacific Bank			1319 Prince Street		Honolulu	HI	96869		
OTH	Sharp Office Supply			469 Alii Rd		Honolulu	HI	96867		
IND	Smith	Lani		1234 Poki Street		Honolulu	HI	96824	Administrator	King Hospital
OTH	US Postal Service			Main Branch		Honolulu	HI	96813		

A pop-up box will appear asking if you want to open or save this file. Click **Open** to view the data in an Excel worksheet.



Click **Save** to save the data as an Excel file.



Microsoft Excel - NameTableExport

Export Name Table

Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Occupation	Employer
CAN	Aloha	Moki		235 South Street		Honolulu	HI	96813		
IMM	Aloha	Mary		235 South Street		Honolulu	HI	96813		
OTH	B & C Construction			1010 Pali Rd		Honolulu	HI	96868		
NCC	CFS Political Action Committee			2121 Cane Street		Honolulu	HI	96859		
OTH	Computer Shack			536 Moana Blvd		Honolulu	HI	96869		
OTH	Excellent Printing			8562 Makaha Street		Honolulu	HI	96857		
OTH	FoodMart			1050 Plum Lane		Honolulu	HI	96836		
OTH	Hawaii Newspaper Agency			3050 Route Drive		Honolulu	HI	96836		
IND	James	Taylor		530 North Ave		Honolulu	HI	96856	NEWS Radio	General Manager
OTH	KSKS Radio			562 Makaha Street		Honolulu	HI	96836		
OTH	Office of Elections			985 Pearl Street		Honolulu	HI	96829		
OTH	Pacific Bank			1319 Prince Street		Honolulu	HI	96869		
OTH	Sharp Office Supply			469 Alii Rd		Honolulu	HI	96867		
IND	Smith	Lani		1234 Poki Street		Honolulu	HI	96824	Administrator	King Hospital
OTH	US Postal Service			Main Branch		Honolulu	HI	96813		

NameTableExport