

A. **AMEND ORGANIZATIONAL REPORT** - Any change in information previously reported in an Organizational Report must be filed in an amended Organizational Report within ten (10) days of the change being brought to the attention of the candidate committee's chairperson or treasurer:

1. Click **Administration**.
2. Click **Organizational Report**.
3. Click **Amend** and enter the applicable changes.
4. Click **File Report** to file the amended Organizational Report.

Periodically, when you log in to the CFS, the Organizational Report will first appear on the screen for your candidate committee to review and update any change in information.



You will not be able to change the name of the chairperson or treasurer. If there is a change in these officers, you must complete and submit a new Candidate Committee Electronic Filing Form with the candidate's signature and that of the newly appointed chairperson and/or treasurer (the form can be accessed by clicking Change Chairperson or Change Treasurer). The form must be submitted, and the amended Organizational Report filed within ten (10) days after the change is brought to the attention of the committee's chairperson or treasurer. The Commission will input the name(s) of your new officer(s) once the form is received then your committee will be responsible for updating the contact information for the new officer and filing the amended Organizational Report.

ORGANIZATIONAL REPORT		ORGANIZATIONAL REPORT							
Candidate/Candidate Committee	Depository (Bank)	Chairperson	Treasurer	Deputy Chairpers	Candidate/Candidate Committee	Depository (Bank)	Chairperson	Treasurer	Deputy Chairpers
Chairperson					Treasurer				
CHANGE CHAIRPERSON					CHANGE TREASURER				
Name	Strategist, Stan				Name	Finance, Fannie			
Address 1 *	888 Center Street				Email Address *	mokikaloha@mokialoha.com			
Address 2					Address 1 *	111 Smith Street			
City *	Honolulu				Address 2				
State *	HI				City *	Honolulu			
Zip Code *	96815				State *	HI			
Bus. Phone *	(808) 123-4567				Zip Code *	96813			
Res. Phone *	(808) 456-7890				Bus. Phone *	(808) 345-6789			
					Res. Phone *	567-8901			