

## CAMPAIGN SPENDING COMMISSION




<https://ags.hawaii.gov/campaign/>  
(808) 586-0285

### STEP

1


Register

- Submit **Electronic Filing Form** at <https://ags.hawaii.gov/campaign/cc/cc-forms-2/>
  - Your log in credentials and instruction to access the Candidate Filing System will be emailed to you
  - Complete and file your Organizational Report on the Candidate Filing System to complete your registration
-  *Must register within **10** days of either filing nomination papers or receiving/spending over \$100 for campaign purposes*

### STEP

2


Deadlines

- Review reporting deadlines by going to <https://ags.hawaii.gov/campaign/cc/cc-reporting-schedules/>
  - Click on the office you are seeking to reveal the deadlines
-  *Failure to timely register and file reports with the Commission may result in fines*

### STEP

3

Candidate  
Filing  
System

- Log into the Candidate Filing System ("CFS") at [https://csc.hawaii.gov/CFS/cfs\\_login/](https://csc.hawaii.gov/CFS/cfs_login/)
  - Record campaign activities
  - File reports by deadlines
-  *Must be on a desktop or laptop computer to file reports*

### Available Resources



Candidate  
Guidebook




Treasurer  
Guidebook



CFS  
Manual



Training  
Videos

 See reverse side for a helpful Q&A page with answers to common questions.

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# Campaign Spending Commission

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## About

### **Q: What is the Hawaii Campaign Spending Commission?**

**A:** A state agency tasked with administering and enforcing Hawaii's campaign finance laws.

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## Registration

### **Q: When must a candidate register with the Commission?**

**A:** Within **10** days of either filing nomination papers or receiving/spending over \$100 for campaign purposes. There may be fines for the failure to timely register with the Commission.

### **Q: What is required to register?**

**A:** Submit an Electronic Filing Form and file an Organizational Report through the Candidate Filing System (CFS). You will receive an email with instructions on how to access the CFS after submitting the Electronic Filing Form that is available on the Commission's website.

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## Reporting Requirements

### **Q: What types of reports must a candidate committee file?**

**A:** Committees must file several types of campaign finance reports:

- **Disclosure reports:** Regular reports detailing contributions and expenditures.
- **Late contribution reports:** Filed when receiving large contributions close to the election.
- **Amendments:** Updates to previously filed reports if errors or changes occur.

### **Q: Which types of transactions or information must be reported?**

**A:** Committees are required to report:

- All contributions (monetary and non-monetary)
- Campaign expenditures
- Loans and unpaid obligations
- Receipts from other sources
- Acquisition and disposal of durable assets

### **Q: What happens if a report is submitted late or is incomplete?**

**A:** The Commission may impose fines for noncompliance, including late filings or inaccuracies.

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## Post Election & Termination

### **Q: How long must a candidate committee continue filing reports?**

**A:** Candidate committees are required to continue filing campaign finance reports (even when there is no campaign activity) until they officially terminate their registration with the Commission.

### **Q: How does a candidate committee terminate?**

**A:** File a Request for Termination Form once all funds are disbursed and obligations are settled.

 Please refer to the guidebooks and manuals for more details. You can find QR code links on the reverse page, and they are also available on the Commission's website.