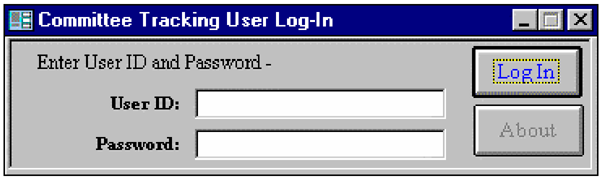
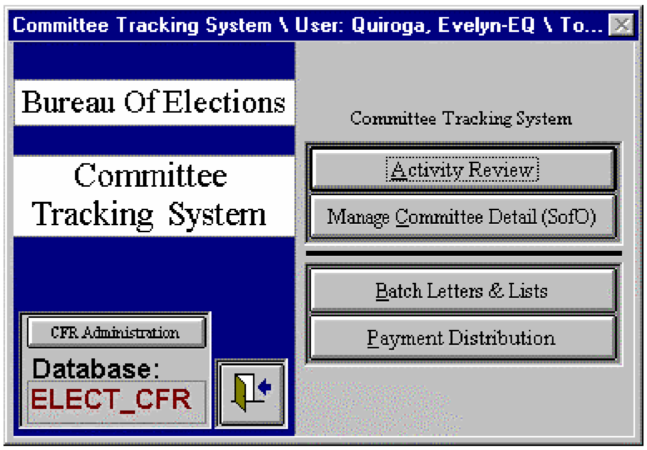
APPENDIX A

COMMITTEE TRACKING MANUAL

Monday, March 26, 2007

Double click on the Committee Tracking Icon from your Desktop.
Log-in to the system using your assigned User ID and Password.





MAJOR FUNCTION BUTTONS:

- ACTIVITY REVIEW: Takes you to the Activity Review Screen. This is the major hub of the system. From here committee information is queried. Documents sent and received are recorded. Tickler information is maintained. Documents Due information is queried and maintained. Document status is recorded and maintained. Most other major functions of the system are accessed via Activity Review. Depending on the query, the fields in the display window may change.
- MANAGE COMMITTEE DETAIL (SOFO): Takes you to the Statement of Organization information screen. Information from the Statement of Organization is recorded and maintained in this screen. Committee status is maintained along with a variety of other committee specific information.
- BATCH LETTERS & LISTS: Takes you to the Batch Letters and List Screen. This runs batch processes such as Failure to Files, Late Filing Fees, Second and Hearing Notices, Referrals Lists, etc.
- PAYMENT DISTRIBUTION: Takes you to the Payment Distribution Screen. From this screen, you can void, apply, and refund payments. This screen can also be accessed via Activity Review and is covered in detail in the Activity Review Module.
- CFR ADMINISTRATION: Contains major function buttons including the CFR CALENDAR, ELECTION CALENDAR, MOVE ELECTION DATA TO CFR and MAINTAIN E&O CODES. Only database administrators have access to this button.
- EXIT: This is the box with an open door. It will take you back to the log in screen. This button must be used to exit.

GENERAL QUERY RULES FOR FIELDS AND LISTS IN ALL SYSTEM MODULES

Open Text Fields: These are field boxes that allow you to type in information based on office rules. An example of this would be our committee name fields.

Dropdown Text Fields: These are fields that must be filled by a selection from a list. You cannot enter open text into these fields. These fields will have small down pointing arrows at the right of the field box. Click the field box to see the options. You may have to use scroll bars to access the entire list. Click once on the item to select it. Most fields will require an active saving or updating process to save the change.

Check Box: This is a small box that you check to indicate "yes" and it is unchecked or left bland to indicate "no"

Radio Buttons: Are small round button that you click on and darken to select, you click on them again to deselect them. They work in conjunction with other choices that a generally mutually exclusive. This means you can only have one on at a time.

Date Fields: Allow only valid dates to be entered with the 4 digit year.

Dropdown Date Fields: Allow for only valid dates to be selected from a drop down list.

Field Boxes: Used to move data from one section of a box to another. IE E&O Codes.

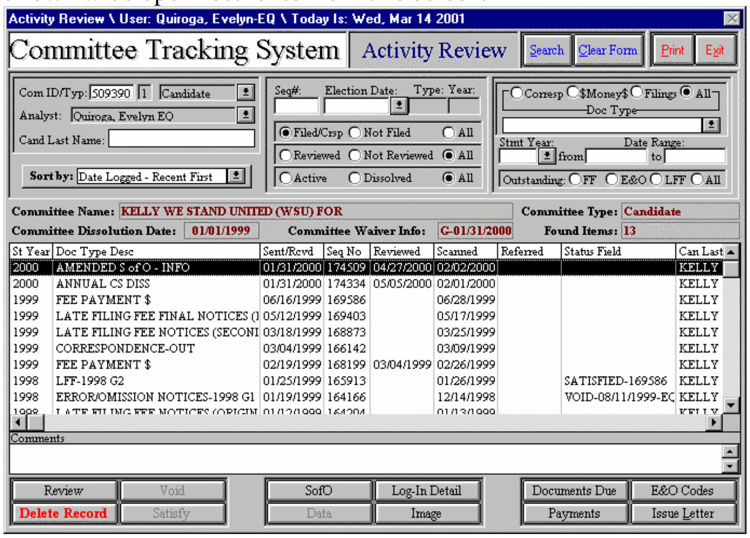
Display Fields: These fields cannot be updated from the particular screen you are accessing. They are generally gray and will not allow you to place a cursor in the field box.

Alt Key: If a button has a letter which is underlined, you can use the keystroke of ALT + plus the underlined letter to perform the function in lieu of using the mouse.

Cursor Function: The Cursor moves in a logical progression through-out the screens as dictated by the forms. Cursors default to the Committee Idnumber Field.

ACTIVITY REVIEW MODULE

This is the most functional screen in the system and is the hub of activity for the Analysts. It queries and updates much of the data in the system. Any query that is created can be printed. The system will not allow "wide open" searches from this screen.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Print (ALT P): Used to print the query results
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Committee Id **(Open Text Field)**: The check digit is displayed, but not required to search)
- Committee Type **(Dropdown Text Field)**
- Analyst **(Dropdown Text Field)**
- Candidate Last Name **(Open Text Field)**
- Sequence # **(Open Text Field)**: (Brings up the document without Clicking the Search Button!!)
- Election Date **(Dropdown Text Field)**
- Document Type **(Dropdown Text Field)**
- Statement Year **(Dropdown Text Field)**: The Statement Year is the Year a Campaign Statement was owed for other documents, including Statements of Organization and Amended Statements of Organization, it is the year they were sent or received.
- Date Range **(Date Fields)**: Allows you to query up one date or a range of dates. Placing a date in the box to the left will give you just that date. Placing a date in the box to the right will give you a query up through that date. Placing dates in both boxes will give you that specific date range.

SEE ATTACHED SAMPLES OF PRINT OUTS AT THE END OF THIS SECTION TO IDENTIFY SPECIFIC LAYOUT AND FIELDS RETURNED:
Name Only Search
ID Number Search
Outstanding Requirements Search
Documents Due Search

DISPLAY FIELDS ONLY (Default) Appears in Red
- Committee Name
- Committee Dissolution Date
- Committee Type
- Found items

DISPLAY FIELDS ONLY (OUTSTANDING LATE FILING FEES) Appears in Red
- Committee Name
- Committee Dissolution Date
- Outstanding $$$
- Found items

SORTS **(Dropdown Text Field)**:
- Committee Name
- Committee Group/ID# (Committee Type)
- Sequence
- Analyst
- Committee ID#
- Year
- Document Type
- Date Logged - (Recent First)
- Open (Not Reviewed and Reviewed)

DOCUMENT TYPES FILTER **(Radio Buttons):**
- Correspondence: Will only query correspondence in and out such as Notices and other outgoing letters.
- $Money: Will only query for Late Filing Fees and Payments.
- Filings: Will only bring up filings including amendments.
- All: is the Default.

OUTSTANDING REQUIRMENTS OR TICKLER INFORMATION **(Radio Buttons)**:
- FF: Will only bring up outstanding Failure to Files Notices
- E&O: Will only bring up outstanding Error and Omission Notices
- LFF: Will only bring up outstanding Late Filing Fees Notices
- ALL: Will bring up all outstanding Notices

No default is required for this set of radio button. Clicking on the item will fill the radio button. Double click to turn the button off.

FILING STATUS OF DOCUMENTS **(Radio Buttons)**:
- Filed/Crsp (Default): Will bring up all documents
- Not filed: Will bring up the Documents Due
- All: Brings up all documents

REVIEWED STATUS OF DOCUMENTS **(Radio Buttons)**:
- Reviewed: Will only bring up those documents that have been marked as reviewed.

- Not Reviewed: Will only bring up those documents that have not been marked as reviewed
- All (Default): Brings up all documents

QUERYING THE DATA BASE: (See attached Samples following this section in the Manual)
Set the Criteria for your search using the above options
Click the search button

With some logical limitations, these fields can be used along or in conjunction with each other to query the database for information. Depending on your query, the returned data may appear differently in the display screen. Most notably, if an ID number is not used, the screen will first display the committee ID number in the list. If an ID number is used, the Statement Year of the documents is displayed first.

QUERYING FOR DOCUMENTS DUE: (See attached Sample following this section in the Manual)
Clear the form
Select the Analyst
Select/enter the Statement Year
Select the Document Type
Select your choice of Filed/Not Filed or All
Click the Search Button

Note the *'s next to the ID Numbers in the first column. This indicates that the report has not been filed.

QUERYING ANALYST DOCUMENTS FOR THE LAST WEEK:
Double Click on the Activity Review Button

QUERYING ELECTRONICALLY FILED DOCUMENTS ONLY: (See attached Sample following this section in the Manual)
Clear the form
Select the criteria necessary for the document regardless of how they are filed
Hold the Shift key and click the Search Button
Follow the prompts
***The records will all have (e) following the description to designate them as electronically filed.**

DISPLAY FIELDS IN THE QUERY RESULTS SCREEN: (See attached Samples following this section in the Manual)

ENTERING COMMENTS RELEVANT TO SPECIFIC DOCUMENTS **(Open Text Fields):**
Click in the Comments box and type as desired.
You may enter comments on each document row that is created. You can enter up to 250 characters per document. These comments are visible by other users. Each comment should be dated and initialed. As a courtesy any comments or actions taken on someone else's committee should be brought to their attention.

FUNCTION BUTTONS:
These buttons affect the committee records or bring you to another screen where you can affect the committee records. Click the buttons and follow the prompts

- Review: Marks the document as reviewed by the analyst by entering the date reviewed
  Select the document to as reviewed
  Click the Review button
  Confirm the date or change it as appropriate
  To add the date, click OK
  To cancel, click Cancel

  To edit/delete the date
  Select the document to edit the date reviewed

Click the Review button
Change it as appropriate or highlight and delete the date
To save your change, click OK
To cancel, click Cancel

- Delete Record: Removes a record from the database. This is not reversible, once the sequence number has been deleted, it can never be recovered. Only database administrators and Glorietta have access to the Delete button. Under no circumstances are payments deleted and the system will not allow us to delete a payment. Deletion is appropriate only when the document has never been sent, the document was sent in our error or the document must be deleted for resending an original late filing fee.
- Void: Marks the document record with a date voided. Only certain document types can be voided. These are Notices of Error or Omission, Notices of Late Filing Fee, Notices of Failure to File and payments. This removes it from the requirements. Only outstanding requirements such as Failure to Files, Late Filing Fees and Notices of Error or Omission can be voided with this button. Once voided the requirement is no longer considered outstanding. It is appropriate to void when a Notice was properly sent, but later information shows the requirement was not owed. An example of this is a Good Cause Waiver of a fee.
  Select the document to mark as voided
  Click the Void button
  Confirm the date or change it as appropriate
  To add the date, click OK
  To cancel, click Cancel

  To edit/delete the date
  Select the document to edit the void date
  Click the Void button
  Change it as appropriate or highlight and delete the date
  To save your change, click OK
  To cancel, click Cancel

Note: The system does not allow for duplicate assessments on a document or failure to file on a document. If the Notice is resent, we no longer void it, the record is just marked as resent, regenerated and imaged. Please refer to the Issue Letter section for more information on resending a Notice.

- Satisfy: Marks the document record with a date satisfied. This removes it from the requirements. Only outstanding requirements such as Failure to Files, Late Filing Fees and Notices of Error or Omission can be satisfied with this button. Once satisfied the requirement is no longer considered outstanding. It is appropriate to satisfy when a document is received that fulfills the requirement. A sequence number must be entered.

Automatic Satisfying at Log-in: Based on the document required, as documents are logged in, the system satisfies requirements automatically. In addition, if you change the document type of a document to match what is required, the system will automatically satisfy the requirement.

To manually satisfy a document:
Select the document to mark as satisfied
Click the Satisfy button
Enter the Sequence Number of the document satisfying the requirement
To complete, click Satisfy button
To cancel, click Cancel

To edit/delete the date
Select the document to edit the void date
Click the Void button

Change it as appropriate or highlight and delete the date
To save your change, click Satisfy button
To cancel, click Cancel

- SofO: Takes you to the Statement of Organization information. Additional information on Statement of Organization Module Screen will be covered under a separate heading in greater detail. Exiting the S of O Screen will bring you back to your original query.
- Data: Not Active
- Log-in Detail: Button brings up the Log-in detail screen. Additional information on Log-in Detail Screen will be covered under a separate heading in greater detail.
- Image: Takes you to the image of the document. If the document was electronically filed, it takes you to the internet to view the document. If the document was manually scanned, it brings up the image. Additional information on Images will be covered under a separate heading in greater detail.
- Documents Due: Brings up the Documents Due/ CFR Calendar Override. This allows you to "set up" committees to owe documents that are not regularly scheduled. Examples of this are Pre and Post Convention Campaign Statement and Political Party Pre and Post Campaign Statements. To Generate Failure to Files and Late Filing Fees for these documents, they must be entered into this screen. Additional information on the Documents Due Screen will be covered under a separate heading in greater detail.
- Payments: Brings up the Payments Module Screen. From this screen, you can void, apply, and refund payments. Additional information on Payments Module Screen will be covered under a separate heading in greater detail.
- E&O Codes: Brings up the E&O Codes Module Screen. From this screen you can add, change or delete E&O Codes. Additional information on E&O Codes Module Screen will be covered under a separate heading in greater detail.
- Issue Letter (ALT L): Brings up the Letters Module Screen. From this screen you can create and record all outgoing correspondence. It also sets up the tickler information for outgoing Notices. Additional information Letters Module Screen will be covered under a separate heading in greater detail.

MANAGE COMMITTEE DETAIL (SOFO)

The Statement of Organization screen can be accessed in two (2) ways. 1. Access it from the Bureau of Election Committee Tracking System Screen by clicking on the Manage Committee Detail (SofO) button. 2. Access it from the Activity review by clicking on the SofO button. The screen fields change for different committee types. The fields shown below are limited and blank when you enter from the Bureau of Election Committee Tracking System Screen. Clearing the Form will return the same limited and blank fields. Once a committee type is selected, the screen expands to show the fields that are needed to query information for that committee type. If you access the screen from Activity Review, it queries the screen based on the document you were on in Activity Review. No reports or printouts are generated from this screen.

GENERAL FUNCTION BUTTONS (AT THE TOP):

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add Pending (ALT P): Used to add a pending committee. This is not used for Candidate Committees. Additional information on adding pendings will be covered under a separate heading in greater detail.
- Search (ALT S): Used to bring up the committee information based on the criteria in the search fields.
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete Record: Not Available.
- Exit (ALT X): Used to exit the screen and go one step back.

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.

- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

GENERAL DISPLAY AND QUERY FIELDS (ALL COMMITTEE TYPES):

- Comm ID **(Open Text Field)**: Check digit is no longer needed
- Amend Status: Display only
- Amend Date: Display only
- Comments **(Open Text Field)**: You may enter comments on each committee that is created. You can enter up to 250 characters per committee. You do not have to click the Update button to save your comments. These comments are visible by other users. Each comment should be dated and initialed. As a courtesy any comments or actions taken on someone else's committee should be brought to their attention.
- Legal Name **(Open Text Field)**: Exact name given to us on the Statement of Organization. Only abbreviated if too long for field of 80 Characters.
- Common Name **(Open Text Field)**: Abbreviated name of the committee.
- Comm Type **(Dropdown Text Field)**:

  Ballot Question
  Candidate (Does not include Gubernatorial)
  County Political Party
  District Political Party
  Gubernatorial
  Independent PAC
  Officeholder Expense Fund
  Political PAC
  State Political Party
  All Political Parties (County, District and State)
  All PAC's (Political and Independent)
- Analyst **(Dropdown Text Field)**: Dropdown consists of Analyst Initials:
- Waiver **(Dropdown Text Field)**:

  <u>(Blank):</u> No waiver is assigned to the committee.
  <u>Administrative</u>: Removes the committee from all Documents Due requirements. Used on a case-by-case basis when the Analyst/Director decide the committee should be given an Administrative Waiver. The committee is not notified and no paper work is filed by the committee.
  <u>Board</u>: Removes the committee from the Annual Documents Due requirement. It does not remove them from the Annual mailing unless specifically requested. Used only for incumbent members of the 4 educational boards.
  <u>Granted</u>: Removes the committee from all Documents Due requirements. Granted based on Committee request on an original Statement of Organization or an Amendment. All Reporting Waivers are entered into the system immediately. Analysts determine if the Reporting Waiver should remain on system or be removed.
  <u>Incumbent</u>: Removes the committee from the Annual Documents Due requirement. It also removes them from the Annual mailing list when requested. Used only for incumbent judicial officeholders. This field is updated after each election based on the information in EMS. A batch process is run to give any winning judicial committee that has no waiver or a Lost waiver the Incumbent waiver. It also puts a date in the date field.
  <u>Lost</u>: Indicates that the committee once had the Reporting Waiver and now has lost it. This status is the same as a blank status.
- Waiver Date **(Date Field)**: Date waiver granted is defaulted to the system date (today's) date. The date can be removed or changed.
- Waiver Seq. **(Open Text Field)**: Sequence number of the document used to grant the waiver if any.

- Date Formed **(Date Field)**: Is the date listed on their Original or Amended Statement of Organization. However, if the date listed on the Statement of Organization is not correct, the correct date must be entered to properly generate Late Filing Fees and Failure to File Notices. The system relies on the accuracy of this date to calculate fees and Documents Due.
- Void/Dissolve Date **(Date Field)**: This date indicates the effective date of dissolution or voiding of the committee.
- Dissolved How **(Dropdown Text Field):**

  (Blank): Indicates the committee is not dissolved

  Granted: Indicates that the committee has been granted dissolution by the Analyst as a request for dissolution has been received from the committee. A committee that is dissolved is removed from all future Documents Due requirements

  Automatic: Indicates the committee has been granted an automatic dissolution. A request is not required from the committee. The Analysts makes a determination and send the appropriate letter(s) to the committee. A committee that is dissolved is removed from all future Documents Due requirements.

  Candidate Deceased: Indicates the committee has been granted dissolution based on information received in the office that indicates the candidate is deceased. A request is not required from the committee. The Analysts makes a determination and sends the appropriate letter(s) to the committee. A committee that is dissolved is removed from all future Documents Due requirements.

  Treasurer Deceased: Indicates the committee has been granted dissolution based on information received in the office that indicates the candidate is deceased. A request is not required from the committee. The Analysts makes a determination and send the appropriate letter(s) to the committee. A committee that is dissolved is removed from all future Documents Due requirements.

  Administrative: Used on a case-by-case basis when the Analyst/Director decide the committee should be given an Administrative Dissolution. The committee is not notified no and paper work has been filed by the committee. Removes the committee from all future Documents Due requirements.
- Com Status **(Dropdown Text Field):**

  Active: Indicates the committee is active and has not been dissolved.

  Dissolved: Indicates the committee is dissolved and is removed from all future Documents Due requirements

  Pending: Indicates that the committee is required to file with us, but has not yet done so. A Candidate Pending can only be added through the Elections Management System. A PAC or other committee type pending is added using the Add Pending button. A pending committee is considered Active by the system.

  Voided: Indicates that the committee never truly existed or the number was issued in error. ID numbers are never reused in the system. If a committee is created in error, it is voided.
- Committee Addresses **(Open Text Fields)**: (Select from drop down list only). The system recognizes 8 different types of addresses. They are accessed by clicking the down arrow button to the right of the field. They are listed below. Each address type contains basic fields which consist of a phone, Street 1 Address, Street 2 Address, City, State and Zip. Other fields are included in different types as needed. Those fields that are different are detailed below.

  Committee Mailing Address **(Open Text Fields)**: This is the default address that will appear first. This address comes from the Statement of Organization form filed by the committee. It is the official address used. All mailings must be sent to this address at least once while it is the official mailing address of the committee. This is the address used for all batch letter and processes.

  Committee Street Address **(Open Text Fields)**: This address comes from the Statement of Organization form filed by the committee. It may be selected and used in resend and returned mail correspondence.

  Treasurer Mail Address **(Open Text Fields)**: This address comes from the Statement of Organization form filed by the committee. It may be selected and used in resend and returned mail correspondence. Additional fields for this address type are Treasurer last name, Treasurer first name, Treasurer middle initial and Treasurer DMV number.

Designated Record Keeper Address **(Open Text Fields)**: This address comes from the Statement of Organization form filed by the committee. It may be selected and used in resend and returned mail correspondence. Additional fields for this address type are Designated Record Keeper last name, Designated Record Keeper first name, Designated Record Keeper middle initial and Designated Record Keeper DMV number.

Committee Official Depository Address **(Open Text Fields)**: This address comes from the Statement of Organization form filed by the committee. It is informational only and should not be used in correspondence to the committee. An additional field for this address type is an Organization field to list the depository name.

Committee Secondary Depository Address **(Open Text Fields)**: This address comes from the Statement of Organization form filed by the committee. It is informational only and should not be used in correspondence to the committee. An additional field for this address type is an Organization field to list the depository name.

Treasurer Residential/Business Address **(Open Text Fields)**: This is not currently being used. The information if entered would be gleaned from the Campaign Statement Cover Page of the Committee. Alternate address information should not be placed here.

Alternate Mailing Address **(Open Text Fields)**: This address is used to enter an alternate address for the committee. It can be entered from any source and is meant to provide you a tool to keep an address on file that you believe mail is being received by the committee. An example may be from returned mail with a forwarding address on the envelope provided by the Post Office. It may be selected and used in resend and returned mail correspondence.

UPDATING THE ADDRESS INFORMATION:

Select the address you wish to change from the list.
Enter the desired change(s)
Click the "Update Address" button
A message will appear that indicates the update was successful. (If this window does not appear, the update was not successful and you must click the "Update Address" button again.)

NOTE!!! THE ONLY WAY TO UPDATE THE ADDRESS INFORMATION IS TO USE THE "UPDATE ADDRESS" BUTTON IN THE COMMITTEE ADDRESSES BOX. THE UPDATE BUTTON AT THE TOP OF THE SCREEN WILL NOT WORK TO UPDATE THE ADDRESS FIELDS. NOR WILL HITTING THE "UPDATE ADDRESS" BUTTON UPDATE ANYTHING OTHER THAN THE ADDRESS FIELDS.

USING THE "PREFILL" ADDRESS BUTTON: The "Prefill" button allows you to copy the information from one address to another within and across committees.

Select the address to add or change address information.
Enter the desired change(s) [if any].
Click the "Update Address" button. (Make sure the Update Successful box appears)
Select the address to prefill the information.
Click the prefill button and the address information will insert into the proper fields.
Click the "Update Address" button. (Make sure the Update Successful box appears).

- Expects to File Electronically: Not currently being used.

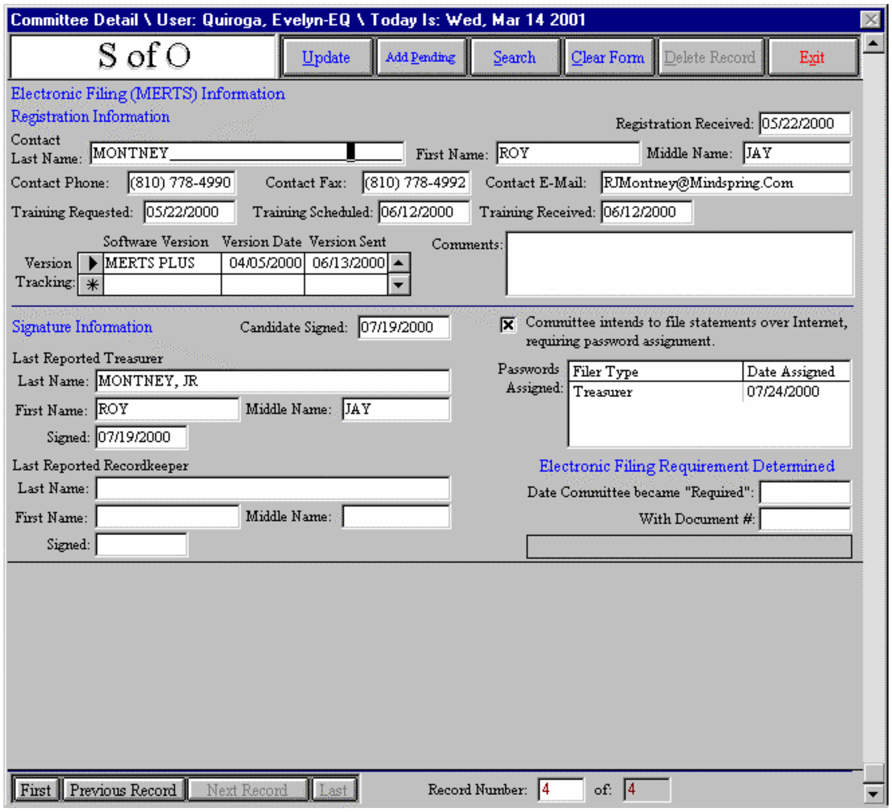
QUERYING THE SOFO INFORMATION:
Set the Criteria for your search using the above options
Click the search button
With some logical limitations, these fields can be used along or in conjunction with each other to query the database for information.

UPDATING THE SOFO INFORMATION:

Query the desired committee or committees
Make the appropriate Change(s)
Click the appropriate update button (Top Update button is only for non- Address fields. To change an address, you must click the Update Address button)
Note: This database is not historical, therefore, any changes made replace previous information and it is not retrievable electronically.

ELECTRONIC FILING (MERTS) INFORMATION:

These fields are taken from the Merts Plus Registration and Signature Forms and are used to help track the Merts Plus users.



GENERAL DISPLAY AND QUERY FIELDS FOR ELECTRONIC FILING (MERTS) INFORMATION(ALL COMMITTEE TYPES):

Registration Information:

- Registration Received **(Open Text Field)**: Date Merts Plus Registration is received.
- Contact Last Name **(Open Text Field)**: As indicated on Merts Plus Registration Form
- Contact First Name **(Open Text Field)**: As indicated on Merts Plus Registration Form
- Contact Middle Name **(Open Text Field)**: As indicated on Merts Plus Registration Form
- Contact Phone **(Open Text Field)**: As indicated on Merts Plus Registration Form
- Contact Fax **(Open Text Field)**: As indicated on Merts Plus Registration Form
- Contact E-Mail **(Open Text Field)**: As indicated on Merts Plus Registration Form
- Training Requested **(Date Field)**: As indicated on Merts Plus Registration Form
- Training Scheduled **(Date Field)**: Determined by Scheduler and Customer
- Training Received **(Date Field)**: Date the customer received Training if any
- Version Tracking: Enter the version of the Software provided the Committee
  - Software Version: Name of Version
  - Version Date: Date of version
  - Version Sent: Date version sent
- Comments: Comments on the file can be entered here.

Signature Information:

Candidate Signed **(Date)**: Date indicated on Merts Plus Signature Form

Last Reported Treasurer Last Name **(Open Text Field)**:

Last Reported Treasurer First Name **(Open Text Field)**:

Last Reported Treasurer Middle Name **(Open Text Field)**:

Last Reported Treasurer Signed **(Date)**: Date indicated on Merts Plus Signature Form

Last Reported Record Keeper Last Name **(Open Text Field)**:
Last Reported Record Keeper First Name **(Open Text Field)**:
Last Reported Record Keeper Middle Name **(Open Text Field)**:
Last Reported Record Keeper Signed **(Date)**: Date indicated on Merts Plus Signature Form

Committee intends to file statements over Internet, requiring password assignment.
Passwords Assigned: Passwords can only be assigned through the Password Assignment Module. The information is reflected here, but cannot be updated through this screen.

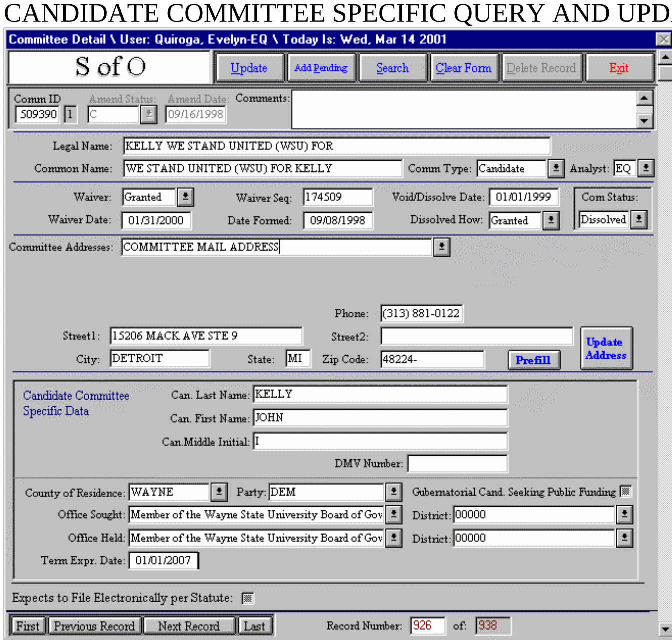
Filer Type
Date Assigned

Electronic Filing Requirement Determined

Date Committee became "Required" **(Date)**: Date based on Statuatory Requirment which will go into affect 2004

With document # **(Open Text Field)**: Sequence number of the document that supports the above date.

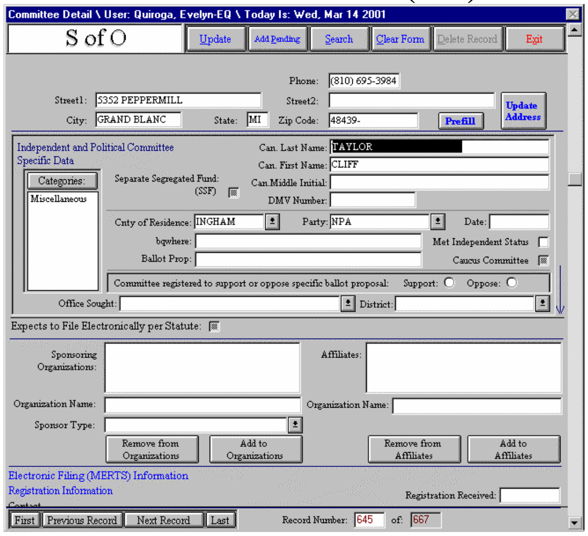
CANDIDATE COMMITTEE SPECIFIC QUERY AND UPDATE FIELDS:



- Can. Last Name **(Open Text Field)**: As listed on the Statement of Organization
- Can. First Name **(Open Text Field)**: As listed on the Statement of Organization
- Can. Middle Initial **(Open Text Field)**: As listed on the Statement of Organization
- DMV Number: No Longer being updated based on change in forms.
- County of Residence **(Dropdown Text Field)**: As listed on the Statement of Organization
- Office Sought **(Dropdown Text Field)**: As listed on the Statement of Organization or determined by the Analyst.
- District (Sought) **(Dropdown Text Field)**: As listed on the Statement of Organization or determined by the Analyst.
- Office Held **(Dropdown Text Field)**: This field is updated by the system in a batch process that is run after each election. The election information from EMS is used to update the field. Any changes that occur outside of the EMS system must be updated manually by the Analyst. This would hold true for changes in Office Held due to judicial appointments.
- Term Expiration Date **(Date Field)**: This field is updated by the system in a batch process that is run after each election. The election information from EMS is used to update the field. Any changes that occur outside of the EMS system must be updated manually by the Analyst. This would hold true for changes in Office Held due to judicial appointments.

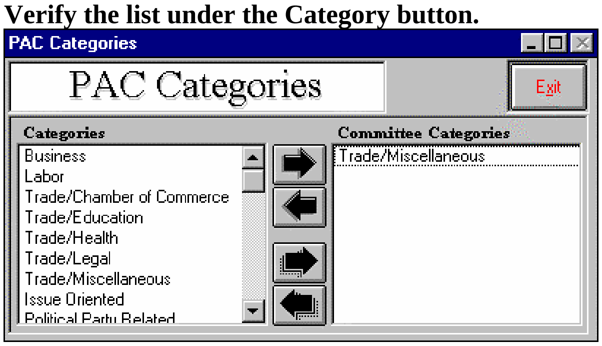
- Gubernatorial Candidate Seeking Public Funding **(Check Box)**: As listed on the Statement of Organization or determined by the Analyst.

INDEPENDENT AND POLITICAL (PAC) COMMITTEE SPECIFIC QUERY AND UPDATE FIELDS:



Can. Last Name **(Open Text Field)**: Enter as listed on the Statement of Organization.
Can. First Name **(Open Text Field)**: Enter as listed on the Statement of Organization.
Can Middle Initial **(Open Text Field)**: Enter as listed on the Statement of Organization.
DMV Number: No longer used.
County of Residence **(Dropdown Text Field)**: Enter as listed on the Statement of Organization.
Party **(Dropdown Text Field)**: Enter as listed on the Statement of Organization.
Office Sought **(Dropdown Text Field)**: Enter as listed on the Statement of Organization.
District Sought **(Dropdown Text Field)**: Enter as listed on the Statement of Organization.
Bqwhere **(Open Text Field)**: Enter as listed on the Statement of Organization.
Ballot Prop **(Open Text Field)**: Enter as listed on the Statement of Organization.
Committee Registered to Support or Oppose specific Ballot Proposal **(Check Box)**: Enter as listed on the Statement of Organization.
Categories **(Dropdown Text Field)**: This information is determined by an Analyst.

> **Select the committee you wish to Add/Delete or Change a category in their record**
> **Click the Category button (A box will appear)**
> **Move the Categories individually by clicking the item you would like to move. Clicking on any item in a box will move it to the opposite box. The bottom two arrows will move all of the categories in the direction of the arrow.**
> **Click the Exit button when the list on the right hand side is accurate and complete.**
> **Verify the list under the Category button.**



Separated Segregated Fund **(Check Box)**: Enter as listed on the Statement of Organization.
Met Independent Status **(Check Box)**: This information is determined by the Analyst.
Date (met Independent Status) **(Date Field)**: This information is determined and updated by the Analyst
Caucus Committee **(Check Box)**: This information is determined and updated by the Analyst.
Sponsoring Organization **(Field Box)**: This information is determined and updated by the Analyst
Organization Name **(Open Text Field)**: This information is determined by the Analyst
Sponsor Type **(Dropdown Text Field)**: This information is determined and updated by the Analyst Select from:

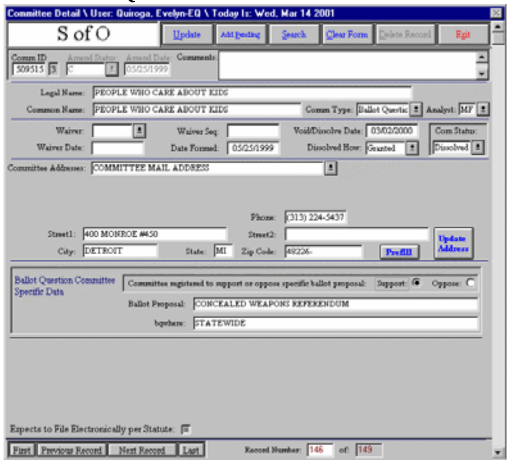
> Corporation
> Labor Organization
> Domestic Dependent Sovereign

Remove Organization Button: Removes a highlighted organization from the list
Add to Organization Button: Adds the organization to the list which is typed in the Organization Name field.
Affiliates **(Field Box)**: This information is determined and updated by the Analyst

Organization Name **(Open Text Field)**: This information is determined and updated by the Analyst
Remove Affiliates Button: Removes a highlighted Affiliate from the list
Add to Affiliates Button: Adds the affiliate to the list which is typed in the Organization Name Field

POLITICAL PARTY COMMITTEE SPECIFIC QUERY AND UPDATE FIELDS: There are none.

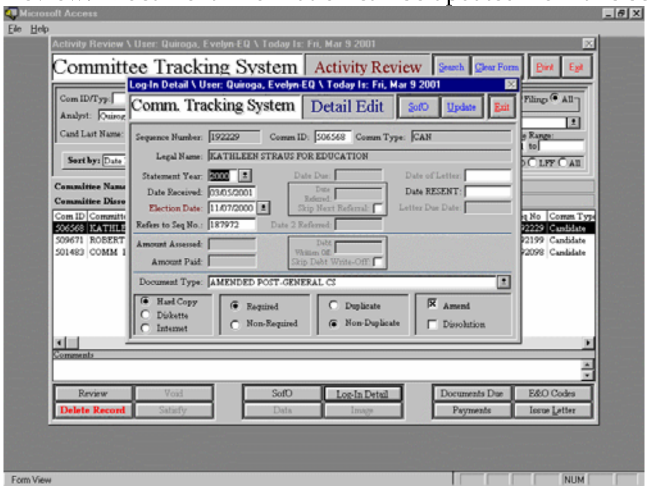
BALLOT QUESTION COMMITTEE SPECIFIC QUERY AND UPDATE FIELDS:



Committee Registered to Support or Oppose specific Ballot Proposal **(Check Box)**: Enter as listed on the Statement of Organization
Bqwhere **(Open Text Field)**: Enter as listed on the Statement of Organization.
Ballot Prop **(Open Text Field)**: Enter as listed on the Statement of Organization.

LOG-IN DETAIL

The Log-in Detail screen can be accessed by clicking the Log-in Detail button at the bottom of the Activity Review Screen. On this screen you will find information specific to the document highlighted in Activity Review. Document information can be updated from this screen.



GENERAL FUNCTION BUTTONS (AT THE TOP):

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- S of O (ALT S): Takes you to the Statement of Organization information. Additional information on Statement of Organization Module Screen is covered under a separate heading in greater detail. Exiting the S of O Screen will bring you back to the Log-in Detail screen you originally queried.
- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Exit (ALT X): Used to exit the screen and go one step back.

GENERAL DISPLAY AND QUERY FIELDS

- Sequence Number **(Display Field):** Reflects the sequence number of the document selected in Activity Review.
- Comm ID **(Open Text Field)**: Reflects the ID number of the document selected in Activity Review. You may change the ID number a document is associated with as long as it is not an Original Statement of Organization or an Amended Statement of Organization. Changing the ID number moves the document into another committees records. Logical constraints applied from the Log-in function that may limit the changes allowed. For example, you cannot move a duplicate document to a committee and you may not move a document type to a committee that does not file that type.
- Comm Type **(Display Field)**: Reflects the committee type as selected in the Statement of Organization screen.
- Legal Name **(Display Field)**: Reflects the committee's legal name as entered in the Statement of Organization screen.
- Statement Year **(Dropdown Text Field)**: Statement year of the document reflects that year the document was due for Campaign Statements or the year it was sent or received for correspondence, Original Statements of Organization and Amended Statements of Organization.
- Date Received **(Date Field)**: Reflects the date the document was received or sent. This should match the date the document was date stamped or dated as having been sent from this office. This field is used to change incoming document dates. It is never used to update outgoing document dates.
- Election Date **(Dropdown Date Field)**: Reflect the associated election made at Log-in if required.

- Refers to Seq No. **(Open Text Field)**: Reflects the associated document sequence number if any. This is used for Notices to relate back to the original document.
- Amount Assessed **(Open Text Field)**: Reflects the amount of an assessment when the document is an Original Late Filing Fee, Second Notice or Hearing Notice. The amount of a fee at the point the system calculates the fee defaults to the upper level amount. The amount can be updated using the Log-in Detail screen as long as there are no second or hearing notices that refer to that document. Note: When changing assessment amounts, on a sent document, a new letter should be generated, mailed and imaged. Refer to the Issue Letter section for more information on sending and resending Notices.
- Amount Paid **(Display Field)**: Reflects the total amount paid to date on the fee.
- Document Type **(Dropdown Text Field)**: Reflects the Document Type of the Document. This cannot be updated if it reflects an Original Statement of Organization or an Amended Statement of Organization. This field displays only the document type choices that are appropriate for the committee type of the committee.
- Date Due **(Date Field)**: Reflects the Due Date of a document when appropriate. Not currently being used.
- Date Referred **(Date Field)**: Reflects when (and if) a document has been referred. Only Notices can be referred. Once referred, a document will no longer appear on the referral list to the Attorney General or Department of Treasury.
- Skip Next Referral **(Check Box)**: Used to remove the requirement for a one time only purpose from the referral list. Once the next referral list is run and the database is updated, the field clears. This ensures that the requirement, if not satisfied before the next referral, will appear on the referral list.
- Date 2 Referred **(Date Field)**: Reflects when (and if) a document has been referred to Compliance and Rules for Failing to File two or more reports. Only Notices of Failure to File can be referred in this manner. Once referred, a document will no longer appear on the referral list.
- Debt Written Off **(Date Field)**: Reflects when (and if) an assessment has been written off based on the rules provided by the Department of Treasury. This essentially reflects that the fee has been voided. A note is left is the comment section of the Assessment that reflects this.
- Skip Debt Write Off **(Check Box)**: Used to remove the requirement for a one time only purpose from the write off list. Once the next write off list is run and the database is updated, the field clears. This ensures that the requirement, if not satisfied before the next write off, will appear on the write off list.
- Date of Letter **(Date Field)**: Reflects the date the letter was sent (or intended to be sent). This will match the date Received of the document. However, this is the only field that should be used to change the date of an outgoing document. This field should only be used when the document has not yet been send and you are changing the original Notice or letter. If it has been sent, the Resend function must be used. See the Issue Letter section form more information on resending a Notice or letter.
- Date RESENT **(Date Field)**: Reflects the date the letter was resent (or intended to be resent). However, this is the only field that should be used to change the date of an outgoing document that has been resent. Once a document has been resent, the Date of Letter field should no longer be used. This field should only be used when the document has not yet been send and you are changing the original Notice or letter. If it has been sent, the Resend function must be used. See the Issue Letter section form more information on resending a Notice or letter.
- Letter Due Date **(Date Field)**: Reflects the date a Notice is due if appropriately. This is also used for extending a Notice of Error or Omission. See EXTENDING A NOTICE OF ERROR OR OMISSION below for further instructions.

FILING METHOD **(Radio Buttons)**

- Hard Copy: Indicates that the document was filed via paper.
- Diskette: Indicates that the document was filed via diskette.
- Internet: Indicates that the document was filed via the internet.

DOCUMENT STATUS **(Radio Buttons)**

- Required: (Default)
- Non-Required

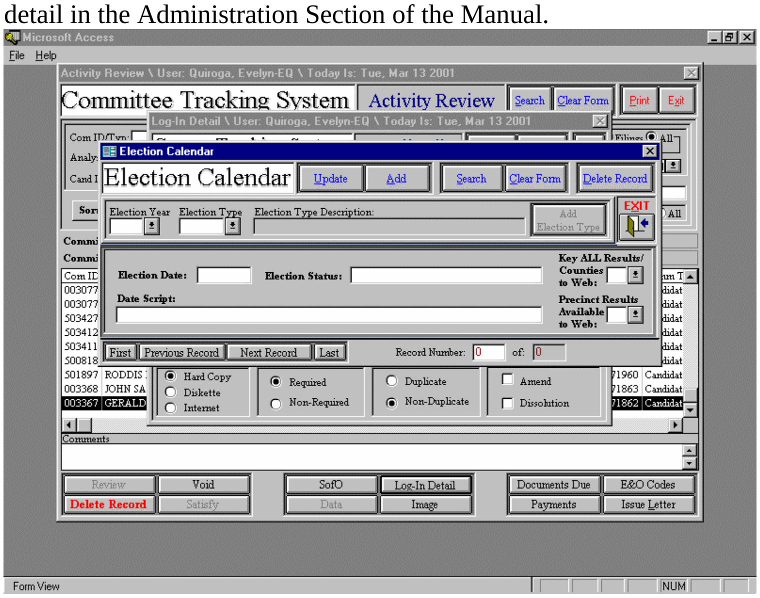
- Duplicate:
- Non-Duplicate: (Default)

- Amend: Indicates that the document is an amendment. This box must be checked when updating the document type, even if the document type selected was an amendment.
- Dissolution: Indicates that the document is a dissolution.

UPDATING THE LOG IN DETAIL INFORMATION:
Query and select the desired document from Activity Review
Click the Log-in Detail button at the bottom of Activity Review
Make the appropriate change to the screen
Click the Update button (A window indicating the screen was updated will appear)
If the change satisfies a requirement, a screen indicating this will appear; click the okay button
Note: This database is not historical, therefore, any changes made supercedes the previous information and it is not retrievable electronically

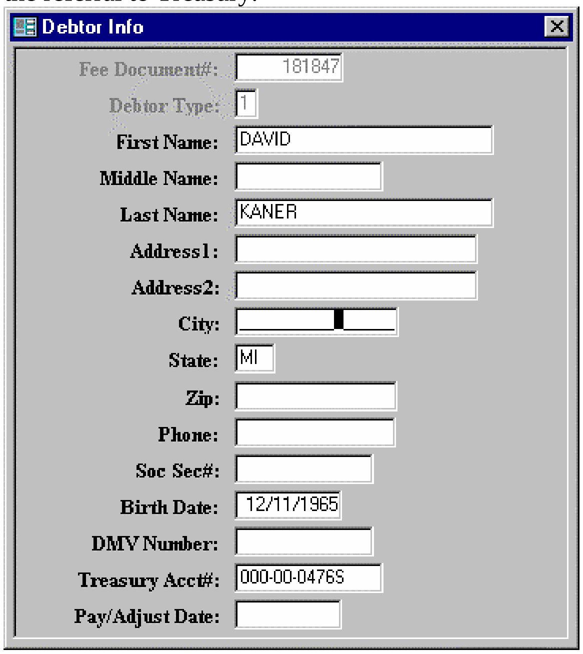
EXTENDING A NOTICE OF ERROR OR OMISSION:
Extending a Notice of Error or Omission is possible in this system. When a Notice is extended, it will not appear on the next AG Referral listing if the date is passed that referral. You cannot extend the due date of a Late Filing Fee, a Failure to File or a Campaign Statement in this way.
Enter the extension date in the "Letter Due Date" field in the middle of the screen on the right
Click the Update Button
Click the Exit Button to close the Log-in Detail screen.

ACCESSING THE ELECTION CALENDAR
From Log-in Detail, you can access the Election Calendar Module. The Election Calendar is used to track regular and special elections in which candidates will be required to file pre and post election requirements. It also allows us to enter special ballot questions that may appear on the ballot. This module is covered in detail in the Administration Section of the Manual.



ACCESSING DEBTOR/REFERRAL TO TREASURY INFORMATION

When a debt has been referred to the Department of Treasury, certain information is captured. This information is specific for each individual fee that is referred. The information is used to track the status of the referral to Treasury.



The fields are all Open Text Fields with mask as appropriate.

- Fee Document Number: Fee Sequence Number
- Debtor Type: All default to 1
- First Name
- Middle Name
- Last Name: This is also used for the Committee Name if necessary
- Address1
- Address2
- City
- State
- Zip
- Phone
- Soc. Sec#: Provided by the filer or received from the Department of Treasury
- Pay/Adjust Date: When paid of voided, Treasury is informed of the change via a Payment/Adjustment form. This reflects the date that the Payment Adjustment form was sent to Treasury.

IMAGE:

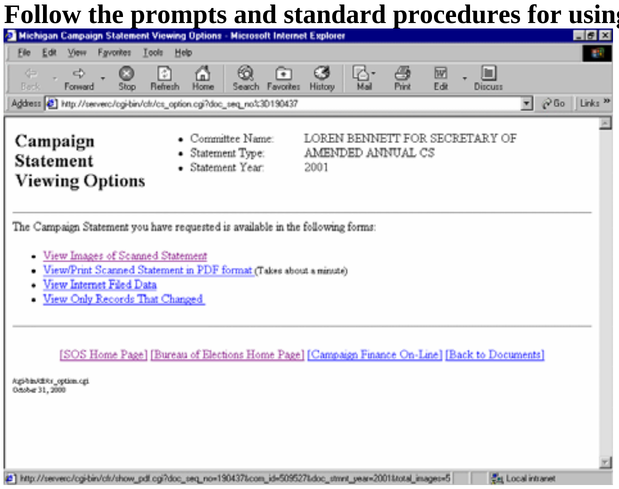
This Button takes you to the images of a document that are displayed on the Internet.

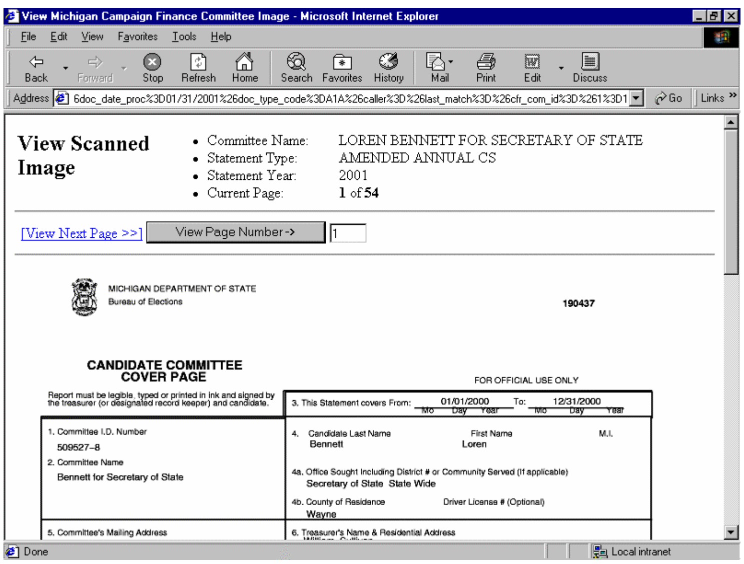
Click the Image Button

If the Internet is not on the screen in front of you, check your status bar and click the Internet icon

Select your Viewing Option

Follow the prompts and standard procedures for using the Internet





DOCUMENTS DUE/CFR CALENDAR OVERRIDE

This screen allows you to enter documents that are due which fall outside of the normal calendar requirements. Examples of this are for Convention or Caucus Candidates, Qualification or Non-Qualification Statements and, Political Party Pre and Post filings. For these documents, the system does not have a reliable rule to use to know when a report or campaign statement is due. This screen can be pre-loaded with a documents due requirment (ie for Ballot Questions Qualification or Non-Qualification Campaign Statements) or can be filled out as the requirement is determined. In any event, for a Notice of Failure to File of Late Filing Fee to be generated, the document must be recognized as owed by the system. This screen is used separate from the normal documents due query that can be run from Activity Review.

GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Committee Id **(Open Text Field)**
- Analyst **(Dropdown Text Field)**
- Committee Type **(Display Field)**
- Committee Name **(Display Field)**
- Stmt Year **(Open Text Field**

- Document Type **(Dropdown Text Field)**
- Sequence # **(Dropdown Text Field)**:
- Date Filed **(Display Field)**
- Election Year **(Dropdown Text Field)**
- Election Type **(Dropdown Text Field)**
- Election Date **(Display Field)**
- Election Type Description **(Display Field)**
- Qual/Non-Qualify Date **(Open Text Field)**
- Date Due **(Open Text Field)**
- Comments/Reason Due **(Open Text Field)**

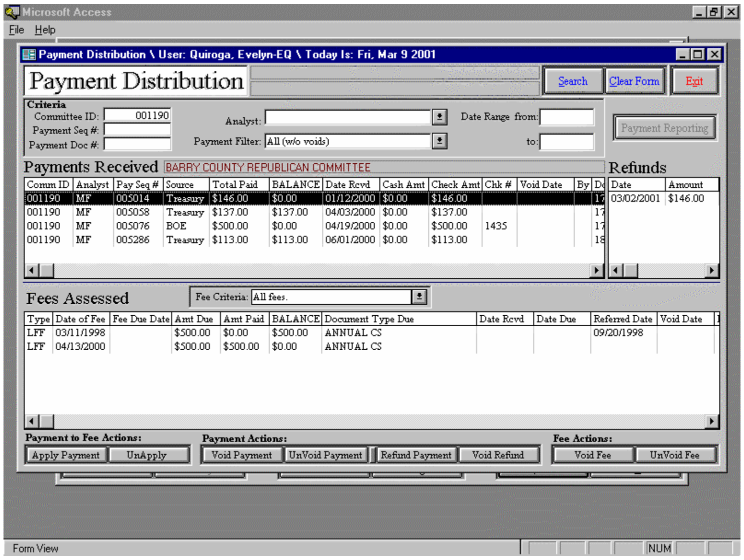
ADDING THE DOCUMENTS DUE INFORMATION:
Query and select the a document from Activity Review to activate the Documents Due button
Click the Documents Due button at the bottom of Activity Review
Enter the relevant information for the document that is required to be filed for each committee
Click the Add button at the top of the screen

UPDATING THE DOCUMENTS DUE INFORMATION:
Query and select the a document from Activity Review to activate the Documents Due button
Click the Documents Due button at the bottom of Activity Review
Query the desired record
Make the appropriate change to the screen
Click the Update button

QUERYING DOCUMENTS DUE INFORMATION
Access the Document Due screen
Click the Clear Form button
Enter the relevant information for the document(s) you wish to query
Click the Search button at the top of the screen

PAYMENT DISTRIBUTION

This screen allows payments to be manipulated in the system after they have been logged in. A payment may never be deleted. It can however be voided. From this screen the Analyst can view payments, refund excessive payments, apply payments, move payments and void fees and payments. The Payment Distribution Screen can be accessed by clicking the Payment Distribution Button on the Bureau of Elections Committee Tracking Screen or by clicking the Payment Distribution button in Activity Review.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

Payments to Fee Actions

- Apply Payment: Allows an unapplied payment to be applied an outstanding fee. This is generally done in log-in.
- Unapply: Reverses the above action

Payment Actions

- Void Payment: Voids a payment
- UnVoid Payment: Reversed the above acton
- Refund Payment: Refunds an unapplied payment and launches word to create the necessary letters and memos to process the refund.
- Void Refund: Reversed the above action. Separate action must be take to remove the letter/memo.

Fee Actions

- Void Fee: Voids a fee (can also be done using the Void feature in Activity Review.
- UnVoid Fee: Reversed the above action irregardless of where it was voided.

DISPLAY AND QUERY FIELDS:

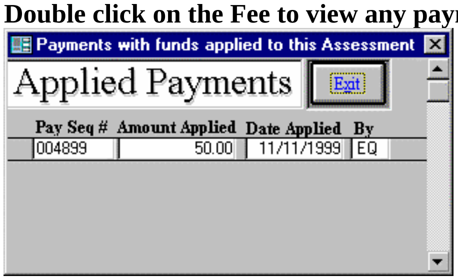
- Committee Name **(Display Field)**
- Committee Phone **(Display Field)**
- Committee Id **(Open Text Field)**
- Payment Seq. # **(Open Text Field)**

- Payment Doc. # **(Open Text Field)**
- Analyst **(Dropdown Text Field)**
- Payment Filter Payment Seq. # **(Dropdown Text Field)**
  All (w/o voids)
  All with voids
  Voided
  No Fees Assessed
  Unapplied Payments (Used for finding Refunds)
- Date Range from:
- Date Range to:
- Committee Name **(Display Field)**
- Fee Criteria **(Dropdown Text Field)**
  Fees with outstanding balances due
  All fees

QUERYING PAYMENTS AND FEES
Access the Payments Distribution Screen
Click the Clear Form button
Enter the relevant information for the document(s) you wish to query including the proper sorts
Click the Search button at the top of the screen

UPDATING PAYMENTS AND FEES
- Apply Payment:

Query the payment and the fee that is to received the payment application
Highlight both the payment in the upper window and the fee in the lower window
Click the Apply Payment button

Viewing Applied Payment
Double click on the Fee to view any payments applies to that fee


Unapply a Payment:
Query the payment and the fee that is to received the payment application
Highlight both the payment in the upper window and the fee in the lower window
Click the Apply Payment button

- Void Payment:

Query the payment (it must be unapplied)
Highlight the payment in the upper window
Click the Void Payment button

- UnVoid Payment: Reversed the above acton

Query the payment (it must be unapplied)
Highlight the payment in the upper window
Click the Void Payment button

PROCESSING REFUNDS

- Refund Payment:

Query the payment (it must be unapplied)
Highlight the payment in the upper window
Click the Refund Payment button
Edit the letter and memo as necessary
Print the letter and memo and process
The refund is recorded in the Refunds window at the right

- Void Refund:

Query the refunded payment
Highlight the payment in the upper window
Click the Void Refund button

- Void Fee:

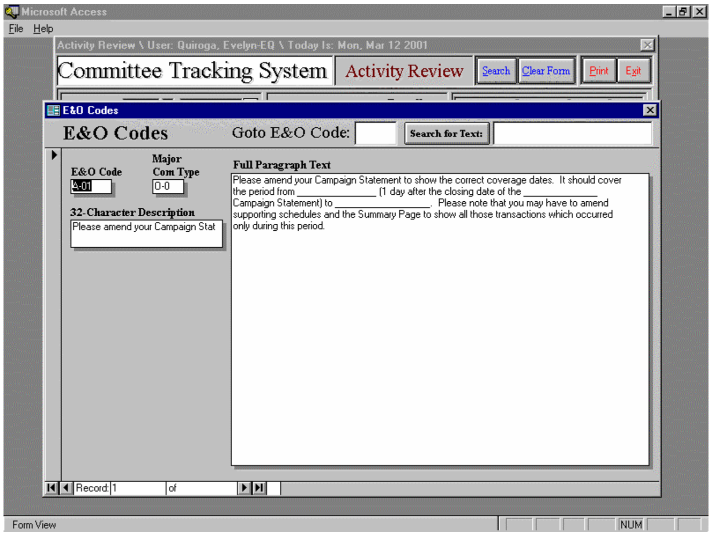
Query the fee (it must be outstanding)
Highlight the fee in the lower window
Click the Void Fee button

- UnVoid Fee:

Query the fee
Highlight the fee in the lower window
Click the UnVoid Fee button

E&O CODES

This screen is used to manage the codes used for Notices of Error or Omission. You can search up and change a code or add a new code to the list. This Module does not cover or create the Notices or Error or Omission. This is covered in the ISSUE LETTER section of the manual.



GENERAL FUNCTION BUTTONS (AT THE TOP)
See DISPLAY AND QUERY FIELDS below

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on. The Arrows to the left and right of the fields will take you in the direction of the arrow. The Arrows with the bar will take you to the first or last record respectively. The Arrows will move you one record at a time.

DISPLAY AND QUERY FIELDS:

- GoTo E&O Code: Search screen allows you to enter in a code and go directly to that code. This does not work for FF(Failure to File)Codes. If you look for a code and it doesn't exist, a message will appear that tells you this.
- Search for Text: Allows you to search for text within all of the codes.

Enter the text you would like to search for.
Click the button. It will take you to the first instance. You do not need to be at the beginning of the Codes.
To continue the search hold down the Shift button while clicking the Search for Text Button.
Once it has gone through the entire list, it will stop progressing through the document.

- E&O Code**:** Tells you the Code currently being used.
- Major Com Type: Currently not being used. Later we may be able to group codes in the Letters Module by type.
- 32 Character Description: Provides the first 32 Character of the code so that when it is selected in the Letters Module you can see what is being selected. We can choose to put any text in this field.
- Full Paragraph Text: This is the body of the code. In this main box is where you can modify the codes.

ADDING A CODE
Click to the last record at the bottom of the screen.
Click one past the last record to bring up a blank screen.
Enter in the code number.
Bring up Word and type the code as you would like to see it.
Type a simple line ________ for an insertion point.

Do not use underline or bold. You can emphasize with all CAPS.
Run the spell check option.
Copy the completed text to the clipboard.
Restore Committee Tracking.
Click in the Full Paragraph Text Box.
Paste the text in the Box.
Copy the first 32 Characters from the text.
Paste the first 32 Characters in the 32 Character Description Box.
Click to the beginning of the Codes.
Search for the code to confirm.

UPDATING A CODE
Go to the Code.
Click on the words "Full Paragraph Text" to select the paragraph. (sometimes it does not seem to take it all, but it is okay to continue)
Bring up Word and type the code as you would like to see it.
Type a simple line ________ for an insertion point.
Do not use underline or bold. You can emphasize with all CAPS.
Run the spell check option.
Copy the completed text to the clipboard.
Restore Committee Tracking.
Paste the text in the Box (It is still highlighted from the previous selection)
Check the first 32 Character Description Box. If necessary delete and replace the text as above
Click to the beginning of the Codes.
Search for the code to confirm changes have taken place.

NOTE: Minor changes can be made to the codes with in the Code Screen. A Minor change would be such correcting spelling, inserting a sentence, etc. However, it is recommended that you use the cut and paste method for most changes.

DELETING A CODE
Click the bar on the left hand side of the screen with an Arrow at the top. (selects the record)
Hit the Delete Button.
A message will come up to confirm that you want to proceed.
Click the "Okay".

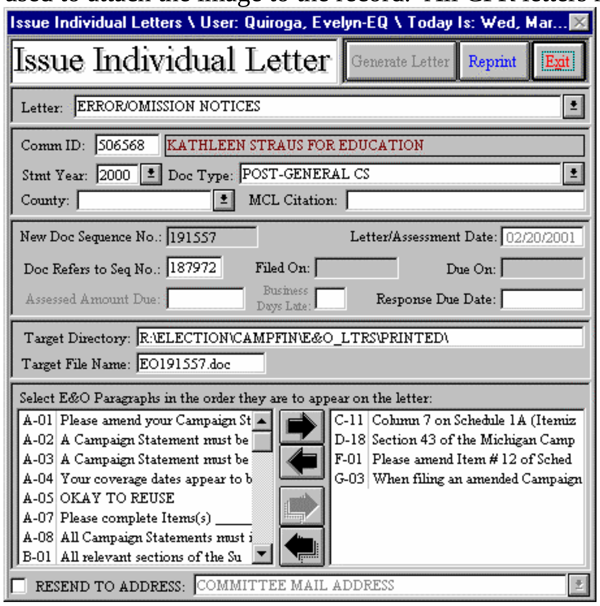
NOTE: If a code has been used in a Notice, the code cannot be deleted. Follow the instructions above for changing the code. In the "Full Paragraph Box" and the 32 Character Box, type the words: "OKAY TO REUSE".

SPECIAL NOTE ABOUT CODES
- Z-99 is a code you can use to insert text into the document. It does not retain the code text.

PRINTING THE CODES
Double click in the left hand corner on the large type E&O CODES just below the blue.
ATTACHED IS A LISTING OF ALL OF THE CURRENT CODES

ISSUE LETTER/ISSUE INDIVIDUAL LETTER

From this screen, all individual letters are sent. This includes general correspondence out, Notices of Late Filing Fee, Failure to File and Error or Omission. The letters that are done in a batch process will be covered in the BATCH LETTERS AND LISTS section of the Manual. All letters and notices (other than return address letters specifically), must be sent to the committee's mailing address of record. After the letter has been sent to the committees official mailing address, subsequent letters may be resent to an address other than the official mailing address. Once generated, the system generates the letter and a corresponding row in Activity Review. The letter prints the sequence number on the letter, which is then used to attach the image to the record. All CFR letters must be generated from the system.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Generate Letter: Used to bring up the committee and documents based on the criteria in the search fields
- Reprint: Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

Does not apply

DISPLAY AND QUERY FIELDS:

Letter **(Dropdown Text Field)**: Lists all of the letters that can be generated
Comm ID **(Open Text Field)**
Comm Name **(Display Field)**
Stmt Year **(Dropdown Text Field)**
Doc Type **(Dropdown Text Field)**
County **(Dropdown Text Field)**
MCL Citation **(DisplayField)**
New Doc Sequence No **(Display Field)**
Doc refers to Seq No **(Open Text Field)**: This indicates the document sequence number of the orginal document that if a Notice or letter refers back to an existing document. For example, a Late Filing Fee will refer back to the original document that was filed late. Failure to Files would never have a document that it refers back to.
Assessed Amount Due **(Open Text Field)**
Filed on **(Display Field)**

Business Days Late **(Display Field)**
Letter/Assessment Date **(Date Field)**
Due on **(Date Field)**
Response Due Date **(Date Field)**
Target Directory **(Open Text Field)**
Target File Name **(Open Text Field)**
Select E&O Paragraphs
Resent **(Check Box)**
Address **(Dropdown Text Field)**

GENERATING LETTERS AND NOTICES
CORRESPONDENCE OUT and FORM LETTER CORRESPONDENCE
Query the committee you wish to send correspondence
Hold the Shift button down and click on the Issue Letter button (This key combination disables the refers to function)
Select the CORRESPONDENCE OUT or SPECIFIC FORM LETTER from the dropdown list
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Edit the Letter as necessary
Click the print button to print the letter
Exit Word
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

NOTICE OF FAILURE TO FILE/ON DOCUMENTS DUE
Query the committee you wish to sent the Failure to File
Hold the Shift button down and click on the Issue Letter button (This key combination disables the refers to function)
Select the FAILURE TO FILE NOTICE from the dropdown list
Enter the required information (Statement Year and Document Type)
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

NOTICE OF FAILURE TO FILE/NOT ON DOCUMENTS DUE
Query the committee you wish to sent the Failure to File
Hold the Shift button down and click on the Issue Letter button (This key combination disables the refers to function)
Select the FAILURE TO FILE NOTICE from the dropdown list
Enter the required information (Statement Year and Document Type)
Follow the prompts to the Documents Due Screen
Enter the required information (Date Due)
Exit the Documents Due Screen
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Click the print button to print the letter
Exit the word processor
Click the Exit button to return to Activity Review

NOTICE OF LATE FILING FEE/REPORT HAS BEEN FILED

Query the committee you wish to sent the Late Filing Fee
Highlight the document that is late
Click the Issue Letter button
Select the LATE FILING FEE NOTICES (ORIGINAL) from the dropdown list
Verify the information is correct and make changes if necessary to the amount
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Click the print button to print the letter
Exit the word processor
Click the Exit button to return to Activity Review

NOTICE OF LATE FILING FEE/REPORT HAS NOTBEEN FILED
Query the committee you wish to sent the Late Filing Fee
Hold the Shift button down and click on the Issue Letter button (This key combination disables the refers to function)
Select the LATE FILING FEE NOTICES (ORIGINAL) from the dropdown list
Enter the required information (Statement Year and Document Type)
****
Follow the prompts to the Documents Due Screen IF NECESSARY
Enter the required information (Date Due)
Exit the Documents Due Screen
****
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Click the print button to print the letter
Exit the word processor
Click the Exit button to return to Activity Review

NOTICE OF ERROR OR OMISSION
Query the committee you wish to send a Notice of Error or Omission
Determine the codes needed (you may use the E&O Codes Module to do this)
Highlight the document that requires the Notice
Click the Issue Letter button
Select the ERROR/OMISSION NOTICE from the dropdown list (The Codes will appear on the Screen)
Change the date in the Letter/Assessment Date Field as necessary
Select the codes from the left side of list and move them to the right side of the list by using the Arrows or double clicking on the codes; the codes can be moved back and forth.
Click the Generate Letter button, which will launch the word processor
Any inserts will prompt you for your response
Edit the Letter as necessary following the prompts
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

EDITING A LETTER NOT YET SENT
CHANGING THE DATE:
Query and select the document that needs to be updated
Click the Log-in Detail button
Change the date in the Date of Letter field on the right side of the screen
Click the Update button
Click the Issue Letter button
Verify the date has been changed

- **If very little editing is needed: Click the Reprint button. A warning will come up.**
- **If editing is extensive:** **Double Click the Target File Name field**
  Highlight the body of the letter that is needed
  Cut the highlighted section (CNTL C)
  Exit the word processor and return to the Issue Letter Screen
  Click the Reprint button; A warning will come up
  Cancel any inserts if necessary
  Highlight the comparable section in the letter
  Paste the section saved over the current section (CNTL V)

Edit the Letter as necessary
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

Changing the Body of the letter only:
Query and select the document that needs to be updated
Click the Issue Letter button

- **If very little editing is needed: Click the Reprint button. A warning will come up.**
- **If editing is extensive:** **Double Click the Target File Name field**
  Highlight the body of the letter that is needed
  Cut the highlighted section (CNTL C)
  Exit the word processor and return to the Issue Letter Screen
  Click the Reprint button; A warning will come up
  Cancel any inserts if necessary
  Highlight the comparable section in the letter
  Paste the section saved over the current section (CNTL V)

Edit the Letter as necessary
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

RESENDING A NOTICE OR LETTER (Resending means that the original letter or notice has been returned and an exact copy is being mailed with a new date). The system will mark the record as resent and present the latest date in the Active record. The letter is clearly marked at the top that it is a resend letter. The work RESEND appears as a part of the heading. The system will no allow a Notice of Failure to File, Error or Omission or Late Filing Fee to be generated twice for the same document. Therefore, they must be marked as resent. Any resent letters use the same sequence number as the original and will be imaged on the same record in front of any previous images using that sequence number.
Query the Committee
Make the necessary changes in the address(es) through the Statement of Organization Screen
Highlight the document in Activity Review
Click the Issue Letter button
Click the Resend to Address button
Select the address to use if different than official Committee Mailing address
Edit the Letter/Assessment date with the resend date

- **If very little editing is needed: Click the Reprint button. A warning will come up.**
- **If editing is extensive:** **Double Click the Target File Name field**
  Highlight the body of the letter that is needed
  Cut the highlighted section (CNTL C)
  Exit the word processor and return to the Issue Letter Screen

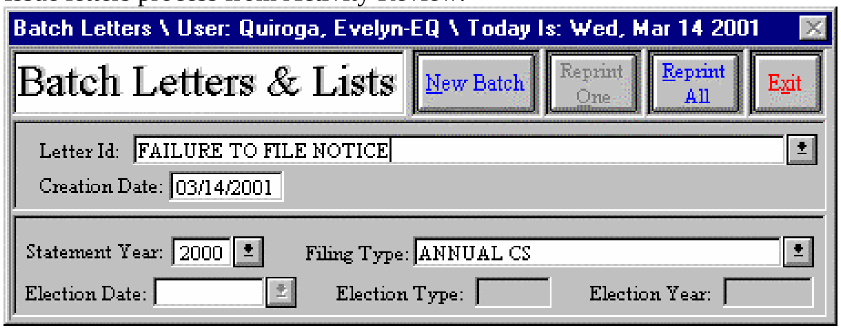
Click the Reprint button; A warning will come up
Cancel any inserts if necessary
Highlight the comparable section in the letter
Paste the section saved over the current section (CNTL V)

Edit the Letter as necessary
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

ATTACHED IS A SAMPLE OF EACH FORM LETTER AND NOTICE

BATCH LETTERS & LISTS MODULE

Batch processes are run based on rules that are coded in the system. The Batches allow for test runs prior to inserting records into the database. The records inserted are either inserted in the database (i.e. Failure to File and Late Filing Fees). Or the existing records are updated (i.e. referrals dates). Letter and Notices that need to be generated on a single basis must be generated through the Issue Letters process from Activity Review. Any Letters or Notices that must be updated or resent must also be generated through the Issue letters process from Activity Review.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- New Batch (ALT B): Used to generate a new batch process based on the criteria in the search fields
- Reprint One (ALT O): Used to reprint one record from a specific batch which was generated.
- Reprint All (ALT R): Used to print the entire batch which was generated.
- Exit (ALT X): Used to exit the screen and go one step back

DISPLAY AND QUERY FIELDS:

Letter Id **(Dropdown Text Field)**:

AG REFERRALS: ERROR & OMISSION: Sample Attached
AG REFERRALS: FAILURE TO FILE: Sample Attached
AG REFERRALS: FAILURE TO FILE 2 OR MORE: Sample Attached
DEBT REFERRAL LIST: Sample Attached
FAILURE TO FILE NOTICE: Sample Attached
LATE FILING FEE FINAL NOTICE (HEARING): Sample Attached
LATE FILING FEE NOTICES (ORIGINAL: Sample Attached)
LATE FILING FEE NOTICES (SECOND): Sample Attached
OUTSTANDING DEBT WRITE-OFF LIST: Sample Attached
TREASURY PAYMENT/ADJUSTMENT LIST: Sample Attached

Creation Date **(Date Field)**: Date that the Batch is run or the Date that is used in the database.
Statement Year **(Dropdown Text Field)**:
Filing Type **(Dropdown Text Field)**:
Election Date **(Dropdown Text Field)**:
Election Type **(Display Field)**:
Election Year **(Display Field)**:

GENERATING A BATCH PROCESS

Select the type of batch process based on the Letter Id options
Enter additional requirements if running Failure to File batch
Click New Batch button
Follow any prompts provided by the system
Click Yes or No to update the database if asked

Yes: Updates the database with the batch information
No: Does not update the database with the batch information

ATTACHED IS A SAMPLE OF EACH NOTICE AND LIST

PAYMENT DISTRIBUTION

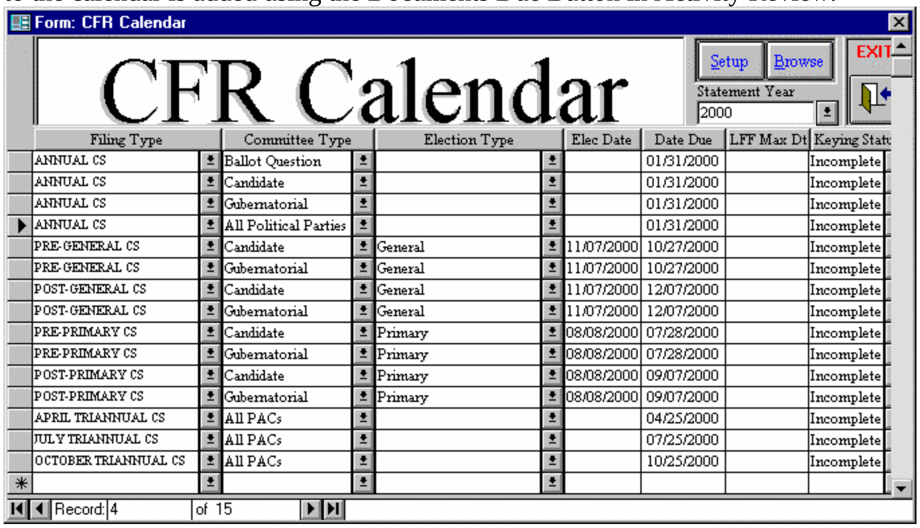
Takes you to the Payment Distribution Screen. From this screen, you can void, apply, and refund payments. This screen can also be accessed via Activity Review and is covered in detail in the Activity Review Module.

CFR ADMINISTRATION

Contains major function buttons including the CFR CALENDAR, ELECTION CALENDAR, MOVE ELECTION DATA TO CFR and MAINTAIN E&O CODES. Only database administrators have access to this button.

CFR CALENDAR

The CFR Calendar is used to system generate the requirements of each committee based on existing rules in the system. Based on the entries in the calendar, the system generates the Batch and Single Notices and lists. Each year, the requirements are added based on the code in the system. For example, the system knows that the Triannual reports are owed by PAC's 3 times a year. Any requirement that cannot be added to the calendar is added using the Documents Due Button in Activity Review.



Filing Type	Committee Type	Election Type	Elec Date	Date Due	LFF Max Dt	Keying Statu
ANNUAL CS	Ballot Question			01/31/2000		Incomplete
ANNUAL CS	Candidate			01/31/2000		Incomplete
ANNUAL CS	Gubernatorial			01/31/2000		Incomplete
ANNUAL CS	All Political Parties			01/31/2000		Incomplete
PRE-GENERAL CS	Candidate	General	11/07/2000	10/27/2000		Incomplete
PRE-GENERAL CS	Gubernatorial	General	11/07/2000	10/27/2000		Incomplete
POST-GENERAL CS	Candidate	General	11/07/2000	12/07/2000		Incomplete
POST-GENERAL CS	Gubernatorial	General	11/07/2000	12/07/2000		Incomplete
PRE-PRIMARY CS	Candidate	Primary	08/08/2000	07/28/2000		Incomplete
PRE-PRIMARY CS	Gubernatorial	Primary	08/08/2000	07/28/2000		Incomplete
POST-PRIMARY CS	Candidate	Primary	08/08/2000	09/07/2000		Incomplete
POST-PRIMARY CS	Gubernatorial	Primary	08/08/2000	09/07/2000		Incomplete
APRIL TRIANNUAL CS	All PACs			04/25/2000		Incomplete
JULY TRIANNUAL CS	All PACs			07/25/2000		Incomplete
OCTOBER TRIANNUAL CS	All PACs			10/25/2000		Incomplete

GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Setup (ALT S): Used to add the designated years coded filings
- Browse (ALT B): Used to query a designated years calendar
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Statement Year **(Dropdown Text Field)**: Select from the dropdown. If the year does not exist, see ADDING A CALENDAR YEAR below.
- Filing Type **(Dropdown Text Field)**: Select from the dropdown which contains all Filing Types.
- Committee Type **(Dropdown Text Field)**: Select from the dropdown.
  - Ballot Question
  - Candidate
  - All Political Parties
  - All Pac's
  - Gubernatorial
  - OEF
- Election Type **(Dropdown Text Field)**: Select from the dropdown. If the election does not exist, see the Election Calendar section of the Manual.
- Election Date **(Date Field)**: Calculated based on the Election Type selected.
- Date Due **(Date Field)**: Calculated from the system for the know elections. It should only be changed if different that the current statute provides.
- LFF Max Date **(Date Field)**: Entered only if different than the standard 20 business days from the due date.
- Keying Status **(Dropdown Text Field)**: Defaults to incomplete. Select Complete after the detail data has been entered into the keying screens

QUERYING AN EXISTING YEAR

Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen
Select CFR Calendar
Select the desired Statement Year
Click the Browse button

ADDING A CALENDAR YEAR

Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen
Select CFR Calendar
Click the Statement Year down arrow to determine that the year does not exist
Enter the desired year in the Statement Year window
Click the Setup button, the Filings will be generated and fill the screen.

ADDING ADDITIONAL FILINGS TO THE CALENDAR

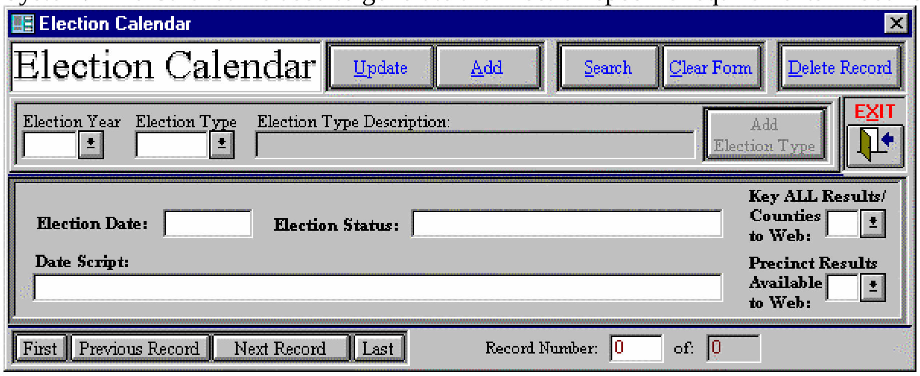
Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen
Select CFR Calendar
Select the desired Statement Year
Click the Browse button
Review the current Filing Types to determine that your filing type is not listed
Scroll to the bottom of the list if necessary
Using the empty row at the bottom of the list, add all of the information for each field. No update button is necessary.
Exit the screen when done.

UPDATING AN EXISTING FILING

Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen
Select CFR Calendar
Select the desired Statement Year
Click the Browse button
Scroll the list if necessary to find the record to update
Make the desired change. No update button is necessary.
Exit the screen when done.

ELECTION CALENDAR

The Election Calendar is used jointly by the Committee Tracking System and the Elections Management System. The Calendar is used to generate the Election specific requirements in both system.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete (ALT D): Used to print the query results
- Exit (ALT X): Used to exit the screen and go one step back
  - Add Election Type: Must be accessed through the Elections Management System (EMS)

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.
-

DISPLAY AND QUERY FIELDS:

- Election Year **(Dropdown Text Field)**: Select from the dropdown.
- Election Type **(Dropdown Text Field)**: Select from the dropdown
- Election Type Description **(Display Field)**
- Election Date **(Date Field)**:
- Election Status **(Open Text Field)**: Enter information you wish to appear on Election Results ie Results Complete, Recounts Complete, All Counties Reporting, etc.
- Date Script **(Open Text Field)**: Enter script for reports if necessary.
- Key All Results/Counties to Web **(Dropdown Y/N Field)**:
- Precinct Results Available to Web **(Dropdown Y/N Field)**:

QUERYING AN EXISTING ELECTION

Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen

Select Election Calendar

Select the desired Election Year and/or Election if desired
Click the Search button

ADDING AN ELECTION

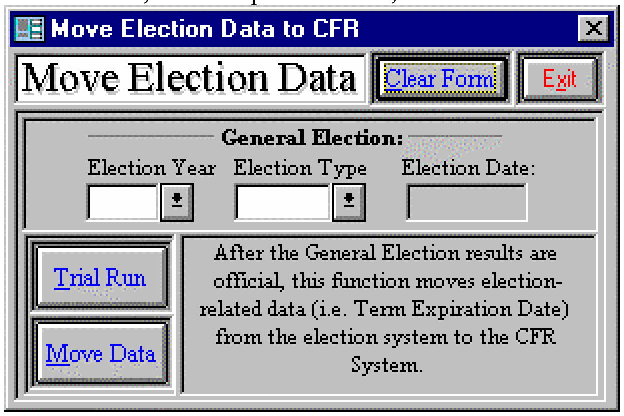
Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen
Select Election Calendar
Enter the Election Year
Enter the Election Type
Enter the Election Date
Enter any additional information desired at this time
Click the Add button (A record inserted window will appear)

UPDATING AN EXISTING ELECTION

Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen
Select CFR Calendar
Select the desired Statement Year
Click the Browse button
Scroll the list if necessary to find the record to update
Make the desired change.
Click the update button.

MOVE ELECTION DATA TO CFR

After an Election this function moves election related database information in the Election Management System (EMS) to the Committee Tracking System (CFR). This information moved includes Office Held, District Held, Term Expiration Date, Incumbent and Board Waiver status.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back
- Trial Run (ALT T): Used to run the program in a test mode without updating actual information in Committee Tracking. Must be done before the data is actually moved to fix any errors that may exist in the
- Move Data (ALT M): Actually moves the data and updates the information in Committee Tracking.

DISPLAY AND QUERY FIELDS:

- Election Year **(Dropdown Text Field)**: Select from the dropdown.
- Election Type **(Dropdown Text Field)**: Select from the dropdown
- Election Date **(Display Field)**:

TRIAL RUN

Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen.
Select Move Election Data to CFR button.
Select the desired Election Year
Select the desired Election Type.
Click the Trial Run button.
Fix errors if any detected.
Rerun until zero errors are detected.

MOVE DATA

Select the CFR Administration button from the Bureau of Elections Committee Tracking menu screen.
Select Move Election Data to CFR button.
Select the desired Election Year
Select the desired Election Type.
Click the Move Data button.
Verify the information has been successfully moved to Committee Tracking

MAINTAIN E&O CODES

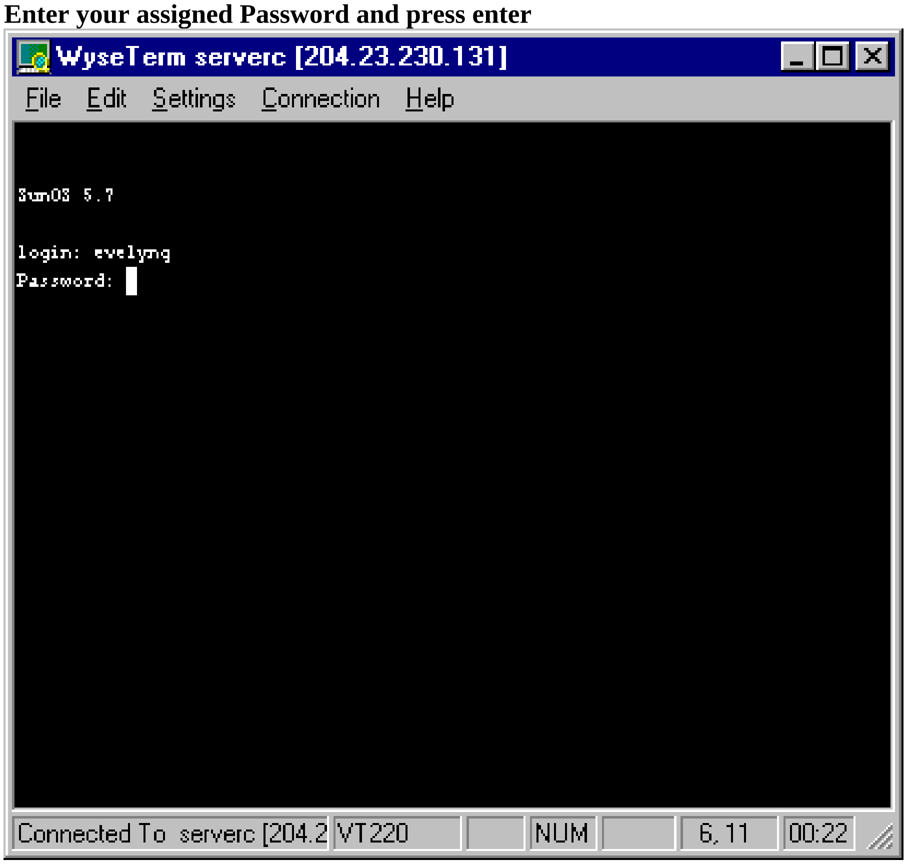
This screen is used to manage the codes used for Notices of Error or Omission. You can search up and change codes or add new codes to the list. This Module does not cover or create the Notices or Error or Omission. This is covered in ACTIVITY REVIEW section of the manual.

CAMPAIGN FINANCE KEYING SCREENS MANUAL

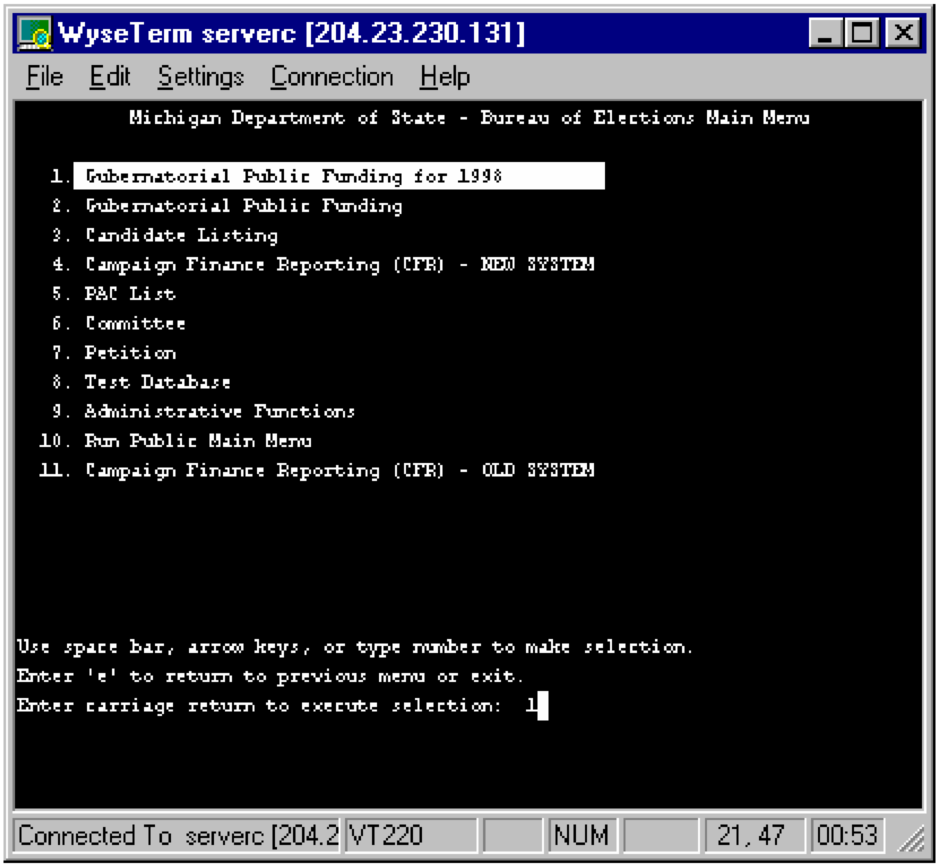
Monday, March 26, 2007

The Key Entry Screens were developed to enter the detailed information from Campaign Statements and place the information on the web. The keying screens are used to key the reports and schedules of choice. After the document is logged in as being received, the assigned sequence number is used by the database to group the filings schedules together. A document must be logged in before it can be keyed.

Enter your assigned Log-in and press enter
Enter your assigned Password and press enter



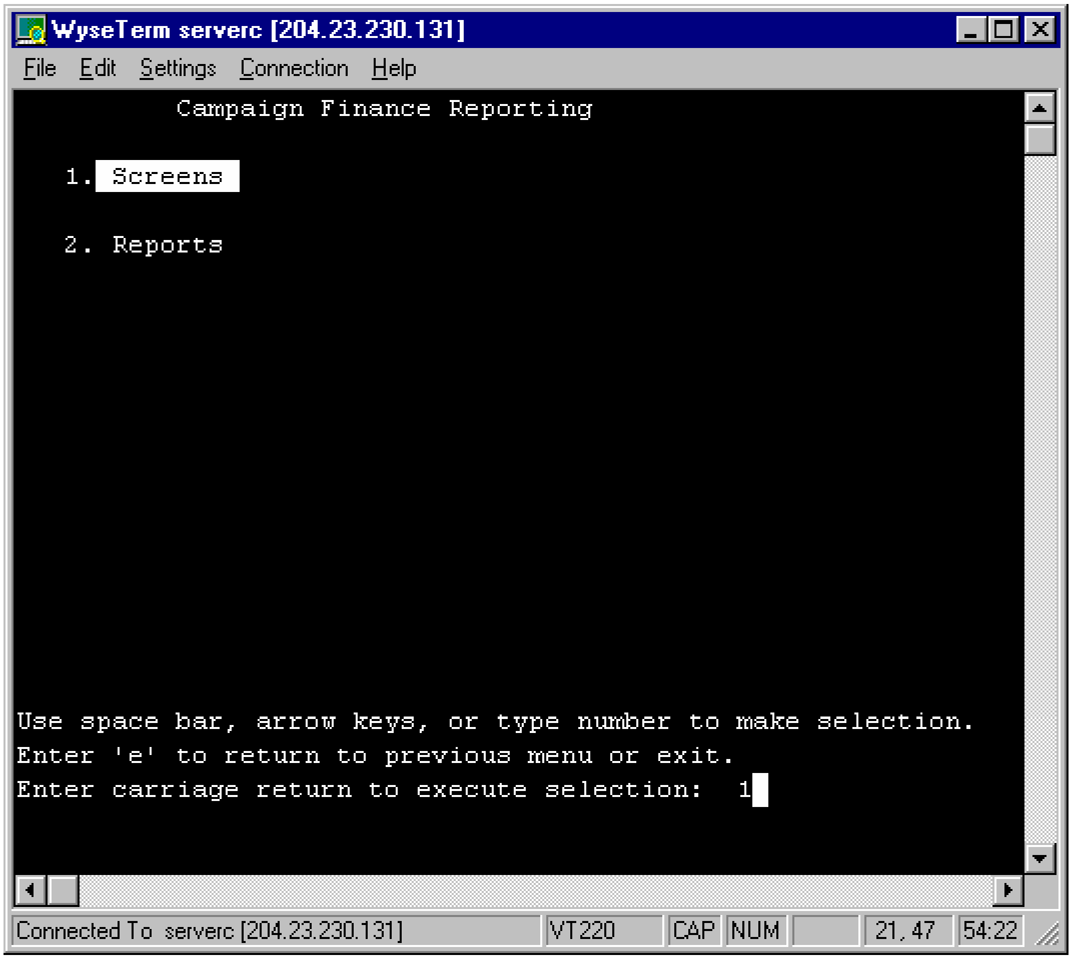
Select from the menu below by entering the corresponding number of the screen.



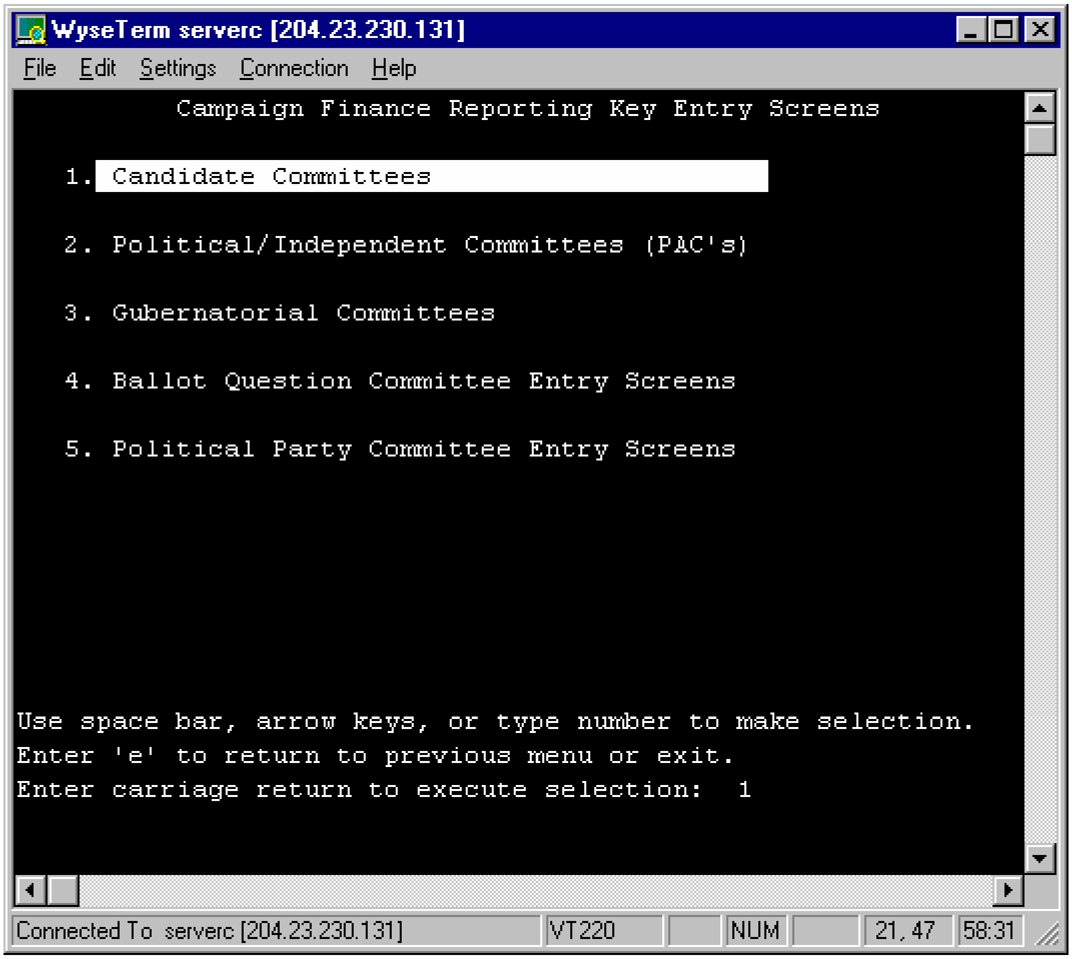
MAIN MENU

1. Gubernatorial Public Funding for 1998 – NO LONGER USED
2. Gubernatorial Public Funding – NO LONGER USED
3. Candidate Listing – NO LONGER USED
4. Campaign Finance Reporting (CFR) – NEW SYSTEM
5. PAC List – NO LONGER USED
6. Committee – NO LONGER USED
7. Petition – NO LONGER USED
8. Test Database – NO LONGER USED
9. Administrative Functions – USED BY ADMINISTRATOR ONLY
10. Run Public Funding Main Menu – NO LONGER USED
11. Campaign Finance Reporting (CFR) – OLD SYSTEM – NO LONGER USED

Select Item #4 by entering the #4 and pressing Enter.



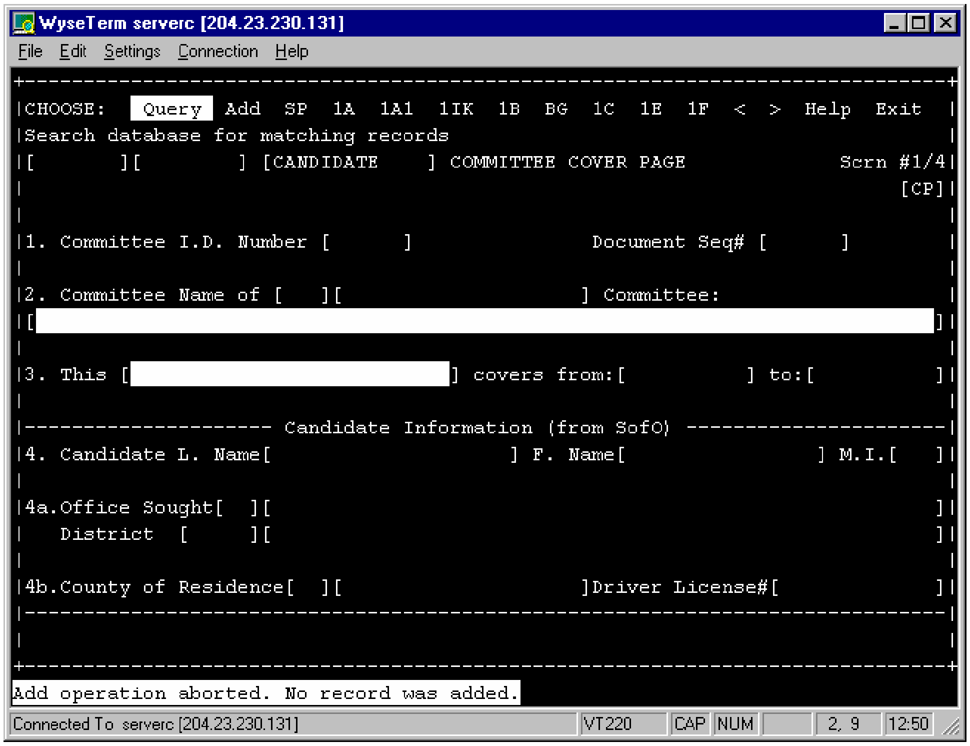
- **Select Item #1 to access the Key Entry Screens Menu**
- **Select Item #2 to access the Reports Menu**



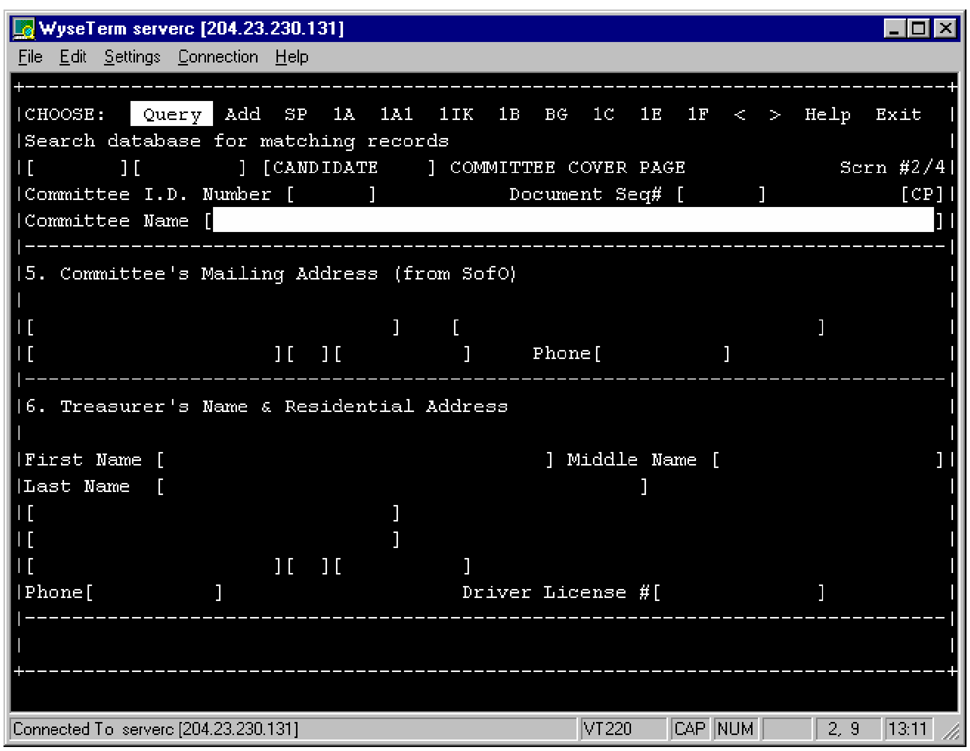
SCREEN MENU

1. Candidate Committees
2. Political/Independent Committees (PAC's)
3. Gubernatorial Committees
4. Ballot Question Committee Entry Screens
5. Political Party Committee Entry Screens

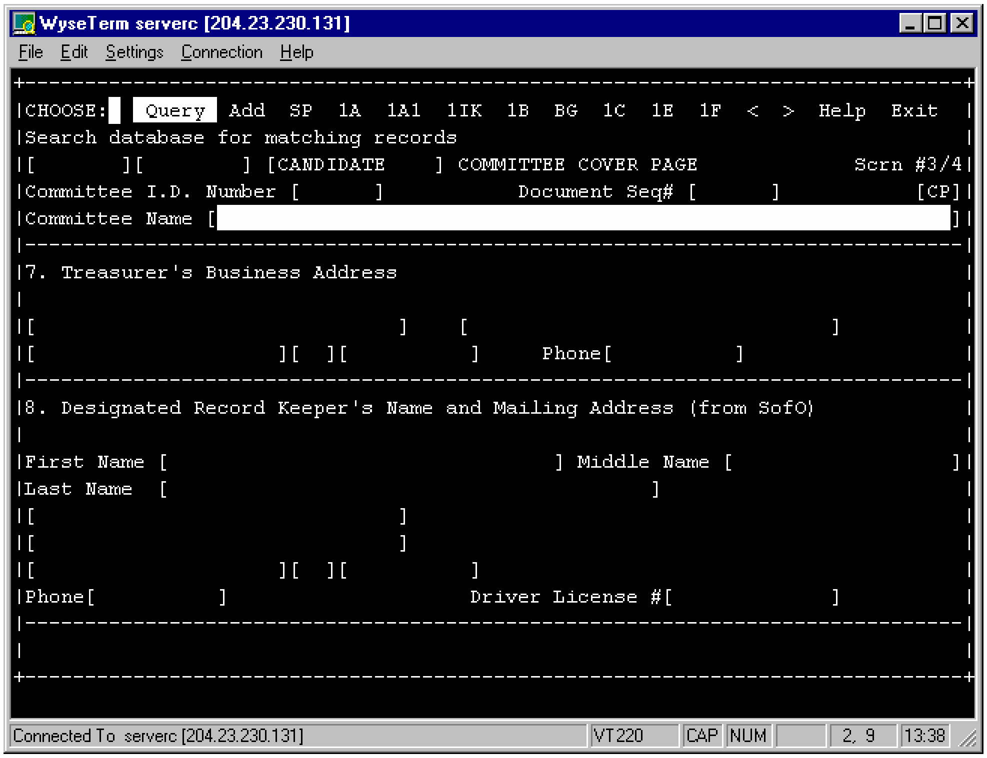
CANDIDATE COMMITTEE COVER PAGE



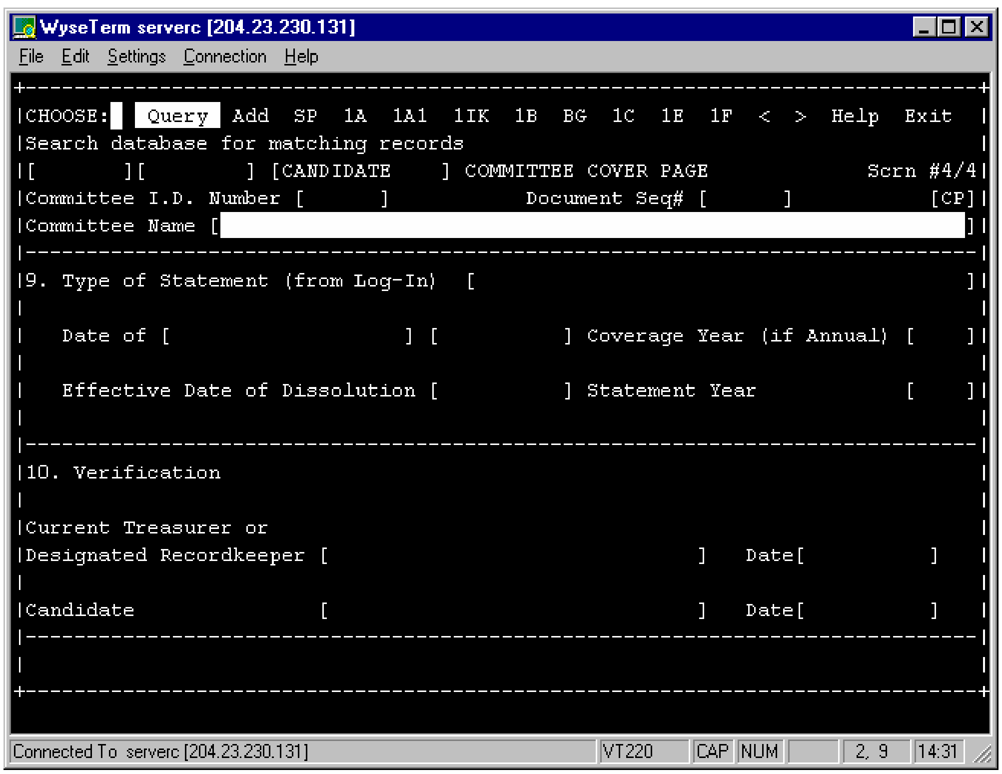
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  1A  1A1  1IK  1B  BG  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                          |
|[        ][         ] [CANDIDATE     ] COMMITTEE COVER PAGE           Scrn #1/4|
|                                                                           [CP]|
|                                                                              |
|1. Committee I.D. Number [       ]               Document Seq# [      ]        |
|                                                                              |
|2. Committee Name of [   ][                    ] Committee:                   |
|[                                                                           ]|
|                                                                              |
|3. This [                           ] covers from:[          ] to:[          ]|
|                                                                              |
|--------------------- Candidate Information (from SofO) ----------------------|
|4. Candidate L. Name[                    ] F. Name[                ] M.I.[   ]|
|                                                                              |
|4a.Office Sought[  ][                                                        ]|
|   District  [     ][                                                        ]|
|                                                                              |
|4b.County of Residence[  ][                    ]Driver License#[             ]|
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Add operation aborted. No record was added.
Connected To serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   12:50
```



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  1A  1A1  1IK  1B  BG  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                          |
|[        ][         ] [CANDIDATE     ] COMMITTEE COVER PAGE           Scrn #2/4|
|Committee I.D. Number [       ]          Document Seq# [       ]           [CP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|5. Committee's Mailing Address (from SofO)                                     |
|                                                                              |
|[                               ]    [                              ]          |
|[                    ][  ][          ]     Phone[          ]                   |
|------------------------------------------------------------------------------|
|6. Treasurer's Name & Residential Address                                      |
|                                                                              |
|First Name [                               ] Middle Name [                   ]|
|Last Name  [                                       ]                           |
|[                               ]                                              |
|[                               ]                                              |
|[                    ][  ][          ]                                         |
|Phone[          ]                    Driver License #[             ]           |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   13:11
```

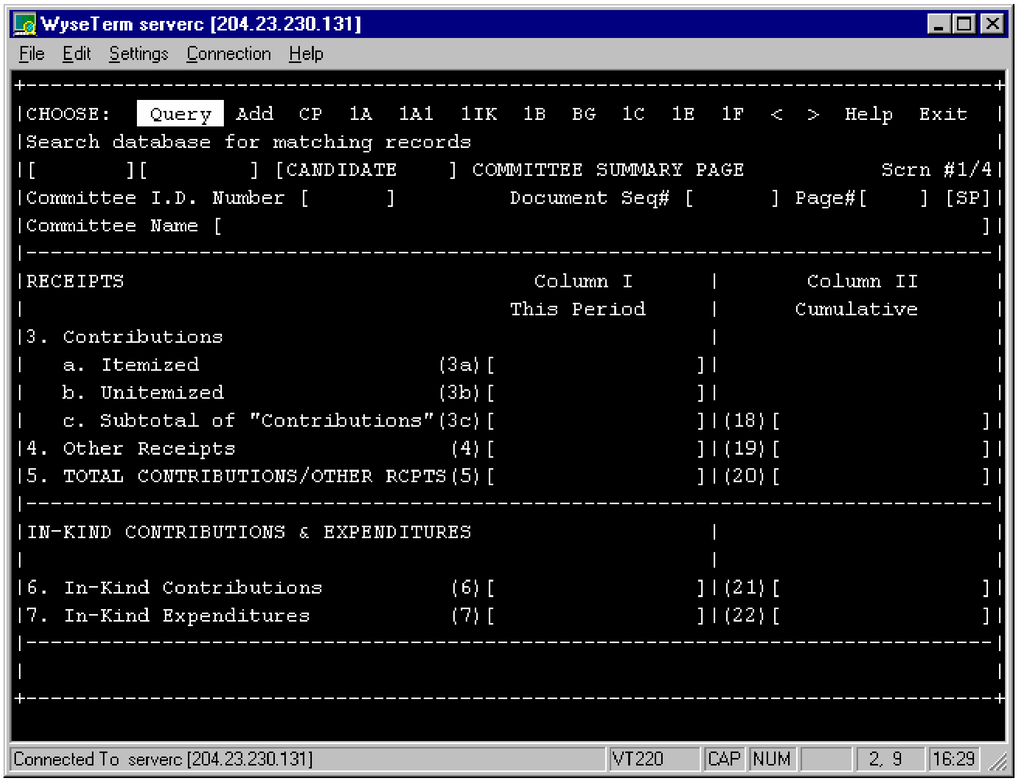


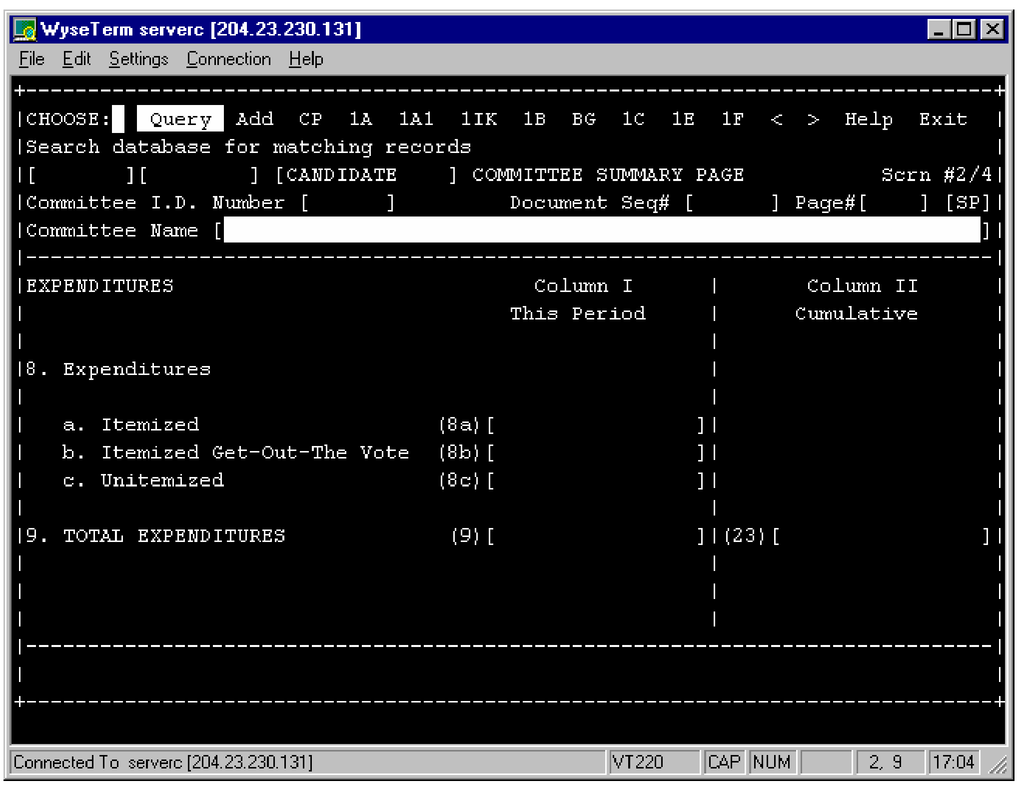
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  1A  1A1  1IK  1B  BG  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                         |
|[       ][        ] [CANDIDATE     ] COMMITTEE COVER PAGE            Scrn #3/4|
|Committee I.D. Number [      ]           Document Seq# [      ]          [CP]|
|Committee Name [                                                           ]|
|-----------------------------------------------------------------------------|
|7. Treasurer's Business Address                                              |
|                                                                             |
|[                           ]    [                           ]               |
|[                  ][  ][         ]     Phone[         ]                     |
|-----------------------------------------------------------------------------|
|8. Designated Record Keeper's Name and Mailing Address (from SofO)           |
|                                                                             |
|First Name [                            ] Middle Name [                 ]|
|Last Name  [                                     ]                           |
|[                           ]                                                |
|[                           ]                                                |
|[                  ][  ][         ]                                          |
|Phone[         ]                 Driver License #[            ]              |
|-----------------------------------------------------------------------------|
|                                                                             |
+-----------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   13:38
```

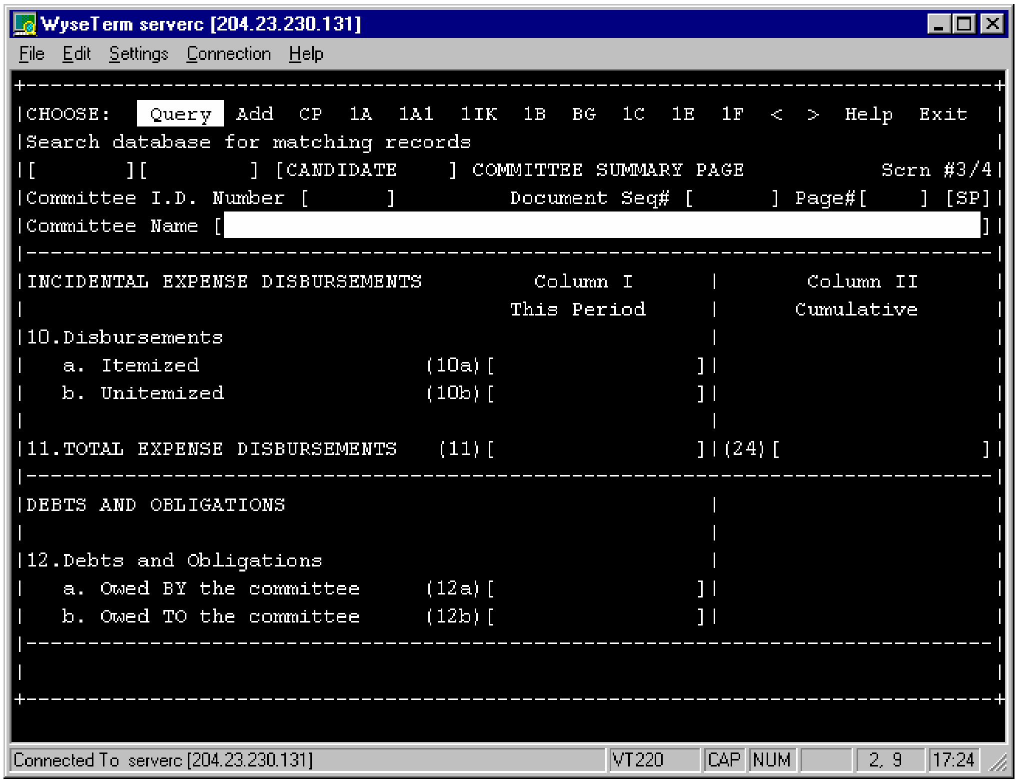


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  1A  1A1  1IK  1B  BG  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                         |
|[       ][        ] [CANDIDATE     ] COMMITTEE COVER PAGE            Scrn #4/4|
|Committee I.D. Number [      ]           Document Seq# [      ]          [CP]|
|Committee Name [                                                           ]|
|-----------------------------------------------------------------------------|
|9. Type of Statement (from Log-In)  [                                      ]|
|                                                                             |
|   Date of [                  ] [          ] Coverage Year (if Annual) [    ]|
|                                                                             |
|   Effective Date of Dissolution [          ] Statement Year            [    ]|
|                                                                             |
|-----------------------------------------------------------------------------|
|10. Verification                                                             |
|                                                                             |
|Current Treasurer or                                                         |
|Designated Recordkeeper [                             ]   Date[          ]   |
|                                                                             |
|Candidate               [                             ]   Date[          ]   |
|-----------------------------------------------------------------------------|
|                                                                             |
+-----------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   14:31
```

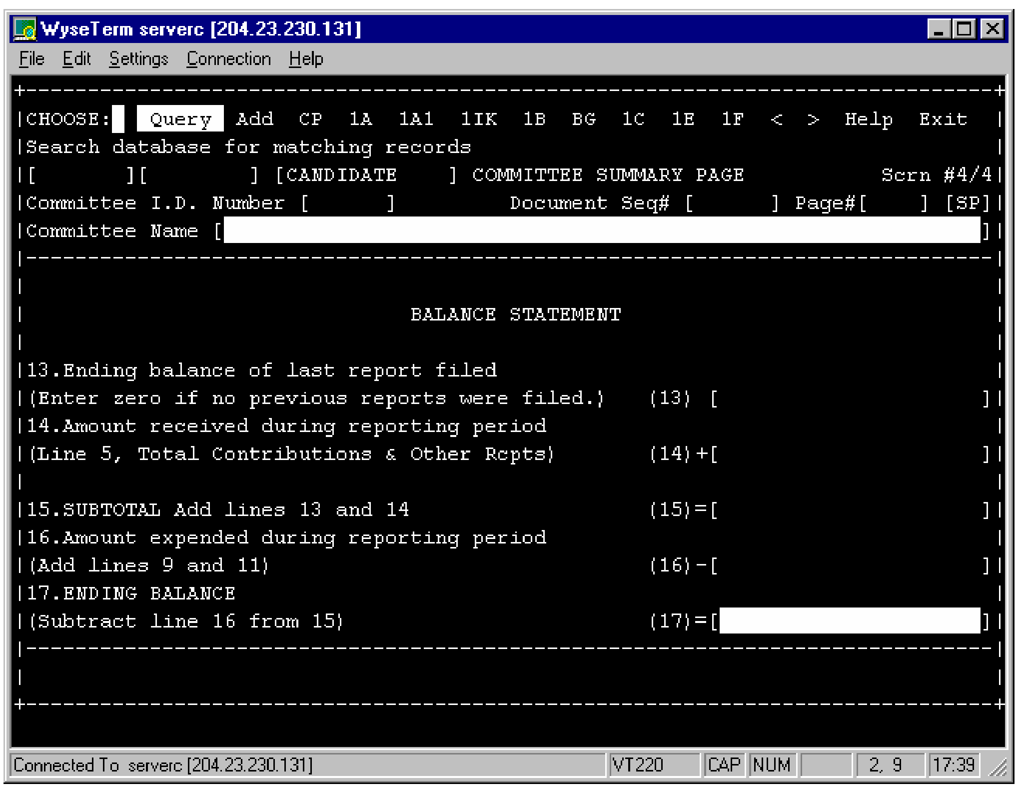
CANDIDATE COMMITTEE SUMMARY PAGE





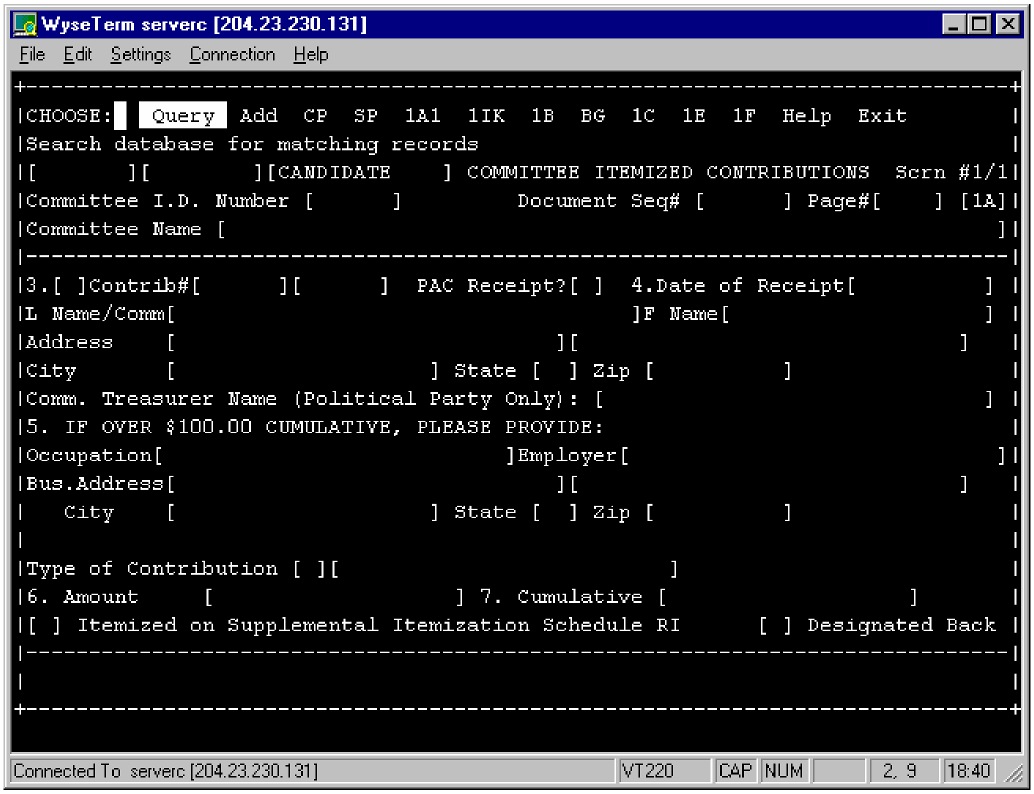


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  1A  1A1  1IK  1B  BG  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                         |
|[        ][         ] [CANDIDATE    ] COMMITTEE SUMMARY PAGE          Scrn #3/4|
|Committee I.D. Number [       ]         Document Seq# [      ] Page#[    ] [SP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|INCIDENTAL EXPENSE DISBURSEMENTS          Column I      |       Column II      |
|                                         This Period    |       Cumulative     |
|10.Disbursements                                        |                      |
|   a. Itemized                     (10a)[               ]|                      |
|   b. Unitemized                   (10b)[               ]|                      |
|                                                        |                      |
|11.TOTAL EXPENSE DISBURSEMENTS      (11)[               ]|(24)[               ]|
|------------------------------------------------------------------------------|
|DEBTS AND OBLIGATIONS                                   |                      |
|                                                        |                      |
|12.Debts and Obligations                                |                      |
|   a. Owed BY the committee        (12a)[               ]|                      |
|   b. Owed TO the committee        (12b)[               ]|                      |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP NUM   2, 9   17:24
```



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  1A  1A1  1IK  1B  BG  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                         |
|[        ][         ] [CANDIDATE    ] COMMITTEE SUMMARY PAGE          Scrn #4/4|
|Committee I.D. Number [       ]         Document Seq# [      ] Page#[    ] [SP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|                                                                              |
|                               BALANCE STATEMENT                              |
|                                                                              |
|13.Ending balance of last report filed                                        |
|(Enter zero if no previous reports were filed.)   (13) [                    ]|
|14.Amount received during reporting period                                    |
|(Line 5, Total Contributions & Other Rcpts)       (14)+[                    ]|
|                                                                              |
|15.SUBTOTAL Add lines 13 and 14                   (15)=[                    ]|
|16.Amount expended during reporting period                                    |
|(Add lines 9 and 11)                              (16)-[                    ]|
|17.ENDING BALANCE                                                             |
|(Subtract line 16 from 15)                        (17)=[                    ]|
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP NUM   2, 9   17:39
```

CANDIDATE COMMITTEE ITEMIZED CONTRIBUTIONS - 1A



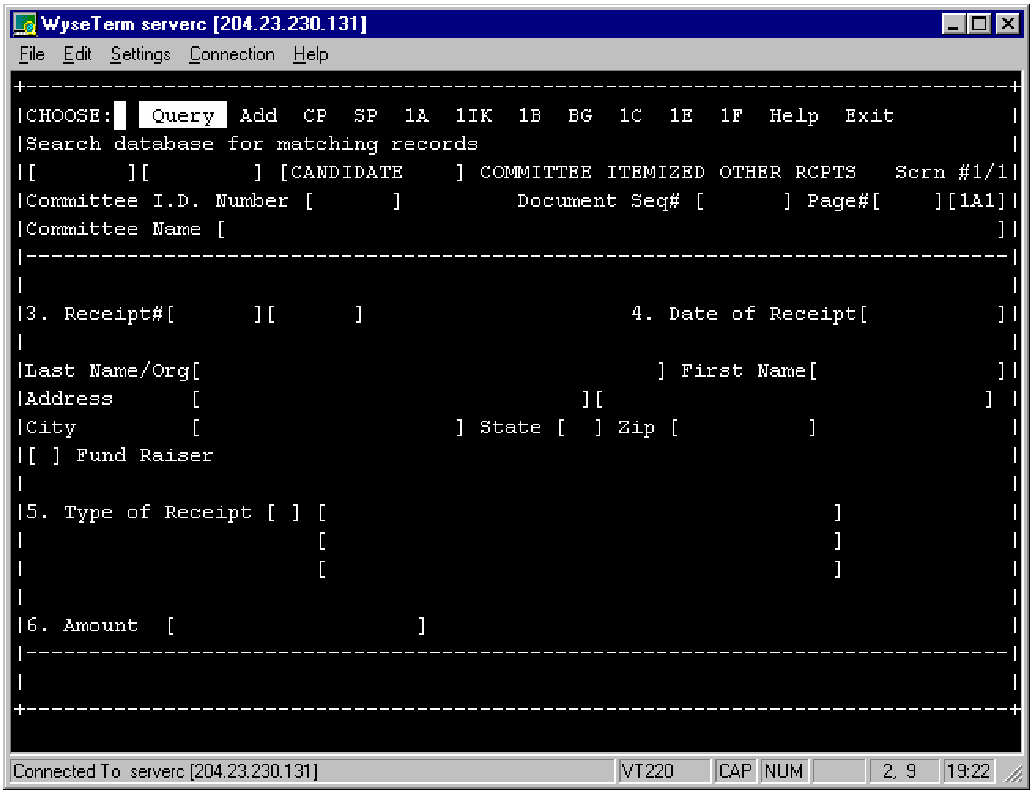
WyseTerm serverc [204.23.230.131]

File Edit Settings Connection Help

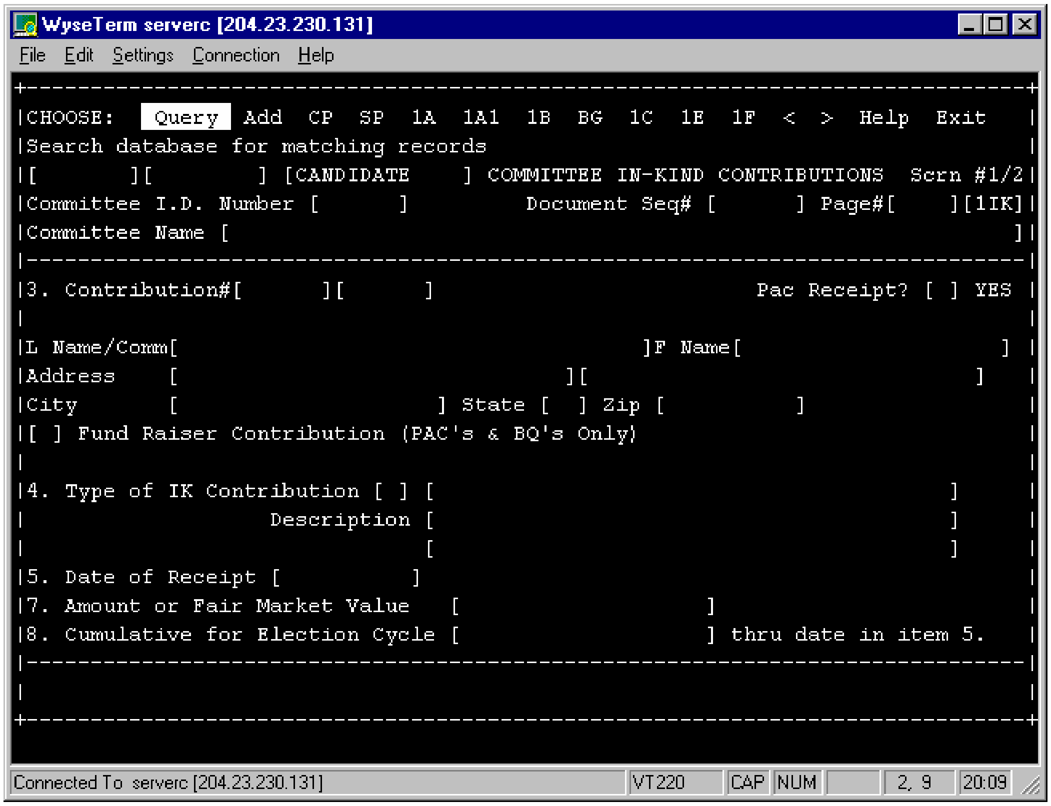
```
+-----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A1  1IK  1B  BG  1C  1E  1F  Help  Exit       |
|Search database for matching records                                        |
|[        ][         ][CANDIDATE     ] COMMITTEE ITEMIZED CONTRIBUTIONS  Scrn #1/1|
|Committee I.D. Number [       ]         Document Seq# [       ] Page#[     ] [1A]|
|Committee Name [                                                            ]|
|-----------------------------------------------------------------------------|
|3.[ ]Contrib#[      ][      ]  PAC Receipt?[ ]  4.Date of Receipt[         ] |
|L Name/Comm[                                    ]F Name[                   ] |
|Address    [                              ][                            ]   |
|City       [                    ] State [  ] Zip [          ]               |
|Comm. Treasurer Name (Political Party Only): [                             ] |
|5. IF OVER $100.00 CUMULATIVE, PLEASE PROVIDE:                              |
|Occupation[                             ]Employer[                         ]|
|Bus.Address[                              ][                            ]   |
|   City    [                    ] State [  ] Zip [          ]               |
|                                                                            |
|Type of Contribution [ ][                          ]                        |
|6. Amount     [                   ] 7. Cumulative [                   ]     |
|[ ] Itemized on Supplemental Itemization Schedule RI      [ ] Designated Back |
|-----------------------------------------------------------------------------|
|                                                                            |
+-----------------------------------------------------------------------------+
```

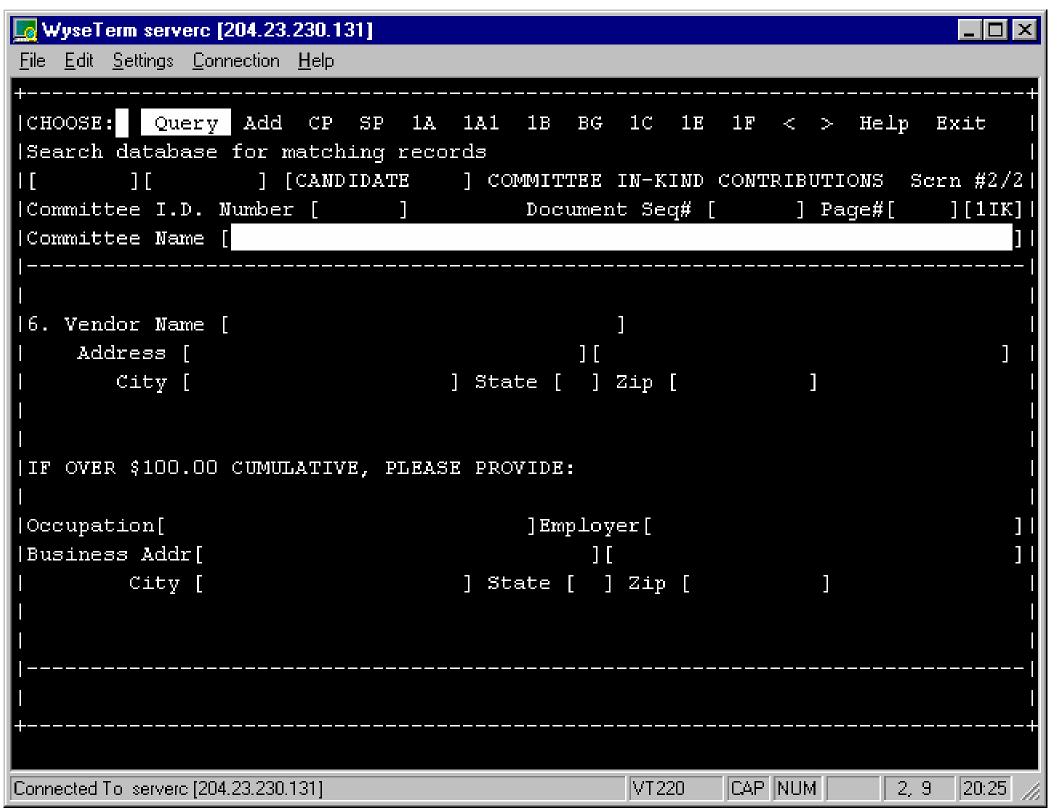
Connected To serverc [204.23.230.131] | VT220 | CAP | NUM | 2, 9 | 18:40

CANDIDATE COMMITTEE ITEMIZED OTHER RECEIPTS - 1A1



CANDIDATE COMMITTEE IN-KIND CONTRIBUTIONS - 1IK



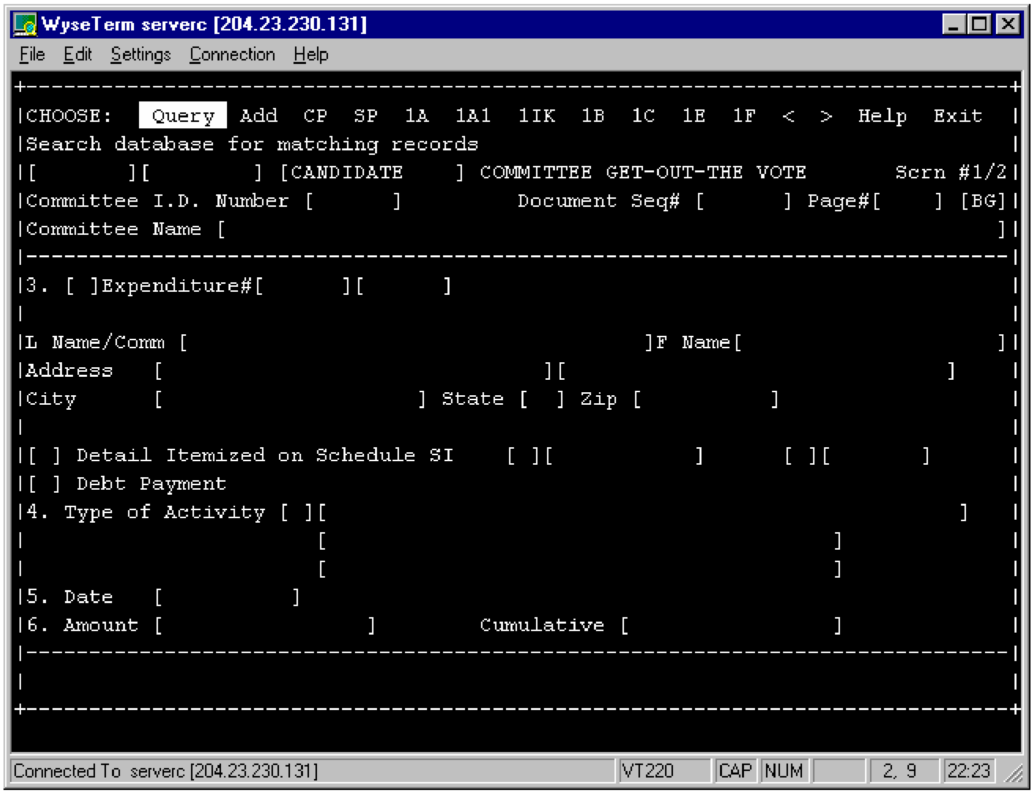


CANDIDATE COMMITTEE DIRECT EXPENDITURES - 1B

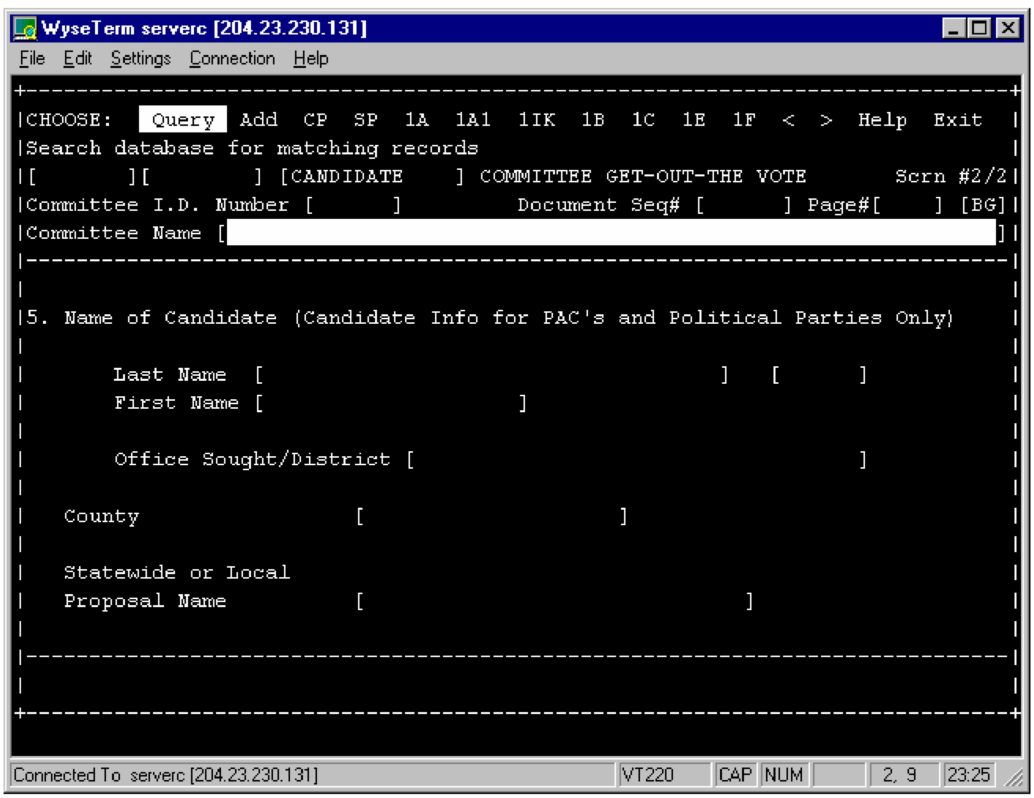
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A  1A1  1IK  BG  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                          |
|[        ][        ] [CANDIDATE    ] COMMITTEE DIRECT EXPENDITURES    Scrn #1/2|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [1B]|
|Committee Name [                                                            ]|
|-----------------------------------------------------------------------------|
|3.[ ]Expenditure#[     ][     ]                                              |
|                                                                              |
|L Name/Comm [                                    ]F Name[                   ]|
|Address    [                            ][                            ]      |
|City       [                    ] State [  ] Zip [          ]                |
|                                                                              |
|4. Purpose [                    ] Exp.Code [  ][                            ]|
|           [                    ]   [ ] Fund Raiser                          |
|           [                    ]   [ ] Debt Payment                         |
|           [                    ]   [ ] Detail is Itemized on Schedule SI    |
|                                                                              |
|6. Date [          ]                                                         |
|7. Amount [                   ]   8. Cumulative [                    ]       |
|-----------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   21:03
```

```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A  1A1  1IK  BG  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                          |
|[        ][        ] [CANDIDATE    ] COMMITTEE DIRECT EXPENDITURES    Scrn #2/2|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [1B]|
|Committee Name [                                                            ]|
|-----------------------------------------------------------------------------|
|5. Name of Candidate (Candidate Info for PAC's and Political Parties Only)    |
|                                                                              |
|      Last Name  [                                    ]  [      ]             |
|      First Name [                    ]                                       |
|                                                                              |
|      Office Sought/District [                                   ]            |
|                                                                              |
|   County               [                    ]                               |
|                                                                              |
|   Ballot Proposal      [                              ]                     |
|                                                                              |
|   Support/Oppose  [ ][       ] <--BQ Only--> Statewide/Local [ ][         ] |
|                                                                              |
|-----------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   21:16
```

CANDIDATE COMMITTEE GET OUT THE VOTE - BG

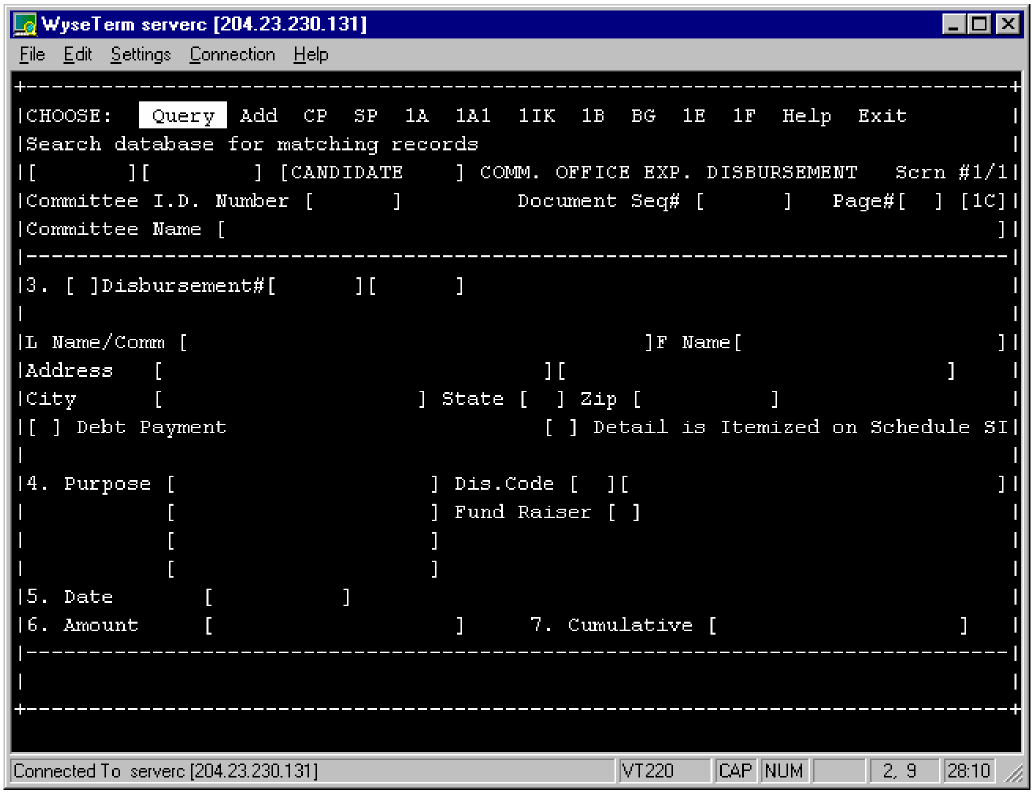


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A  1A1  1IK  1B  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                          |
|[       ][         ] [CANDIDATE     ] COMMITTEE GET-OUT-THE VOTE       Scrn #1/2|
|Committee I.D. Number [       ]          Document Seq# [       ] Page#[     ] [BG]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|3. [ ]Expenditure#[      ][       ]                                           |
|                                                                              |
|L Name/Comm [                                    ]F Name[                    ]|
|Address    [                              ][                           ]      |
|City       [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|[ ] Detail Itemized on Schedule SI    [ ][           ]      [ ][        ]     |
|[ ] Debt Payment                                                              |
|4. Type of Activity [ ][                                                 ]    |
|                        [                                        ]           |
|                        [                                        ]           |
|5. Date    [          ]                                                       |
|6. Amount [                ]         Cumulative [                ]           |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP NUM   2, 9   22:23
```



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A  1A1  1IK  1B  1C  1E  1F  <  >  Help  Exit  |
|Search database for matching records                                          |
|[       ][         ] [CANDIDATE     ] COMMITTEE GET-OUT-THE VOTE       Scrn #2/2|
|Committee I.D. Number [       ]          Document Seq# [       ] Page#[     ] [BG]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|                                                                              |
|5. Name of Candidate (Candidate Info for PAC's and Political Parties Only)   |
|                                                                              |
|       Last Name  [                                  ]   [      ]            |
|       First Name [                    ]                                     |
|                                                                              |
|       Office Sought/District [                                 ]            |
|                                                                              |
|   County                 [                    ]                             |
|                                                                              |
|   Statewide or Local                                                         |
|   Proposal Name          [                              ]                   |
|                                                                              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP NUM   2, 9   23:25
```

CANDIDATE COMMITTEE INCIDENTAL OFFICE EXPENSE – 1C



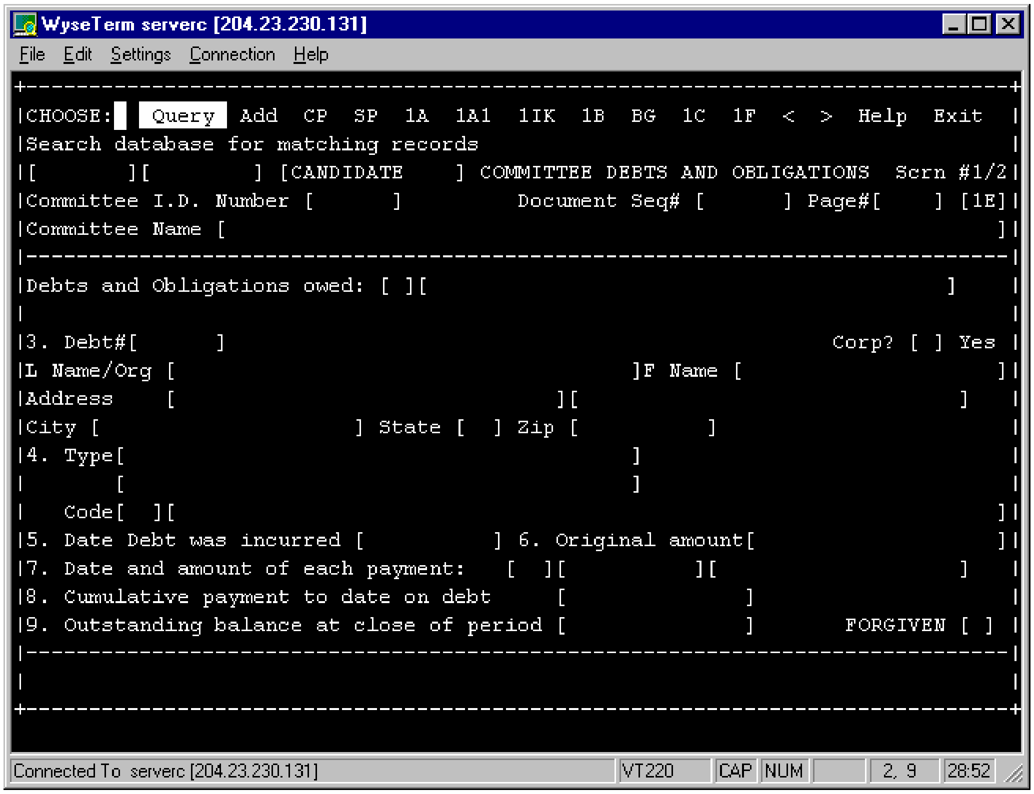
WyseTerm serverc [204.23.230.131]

File Edit Settings Connection Help

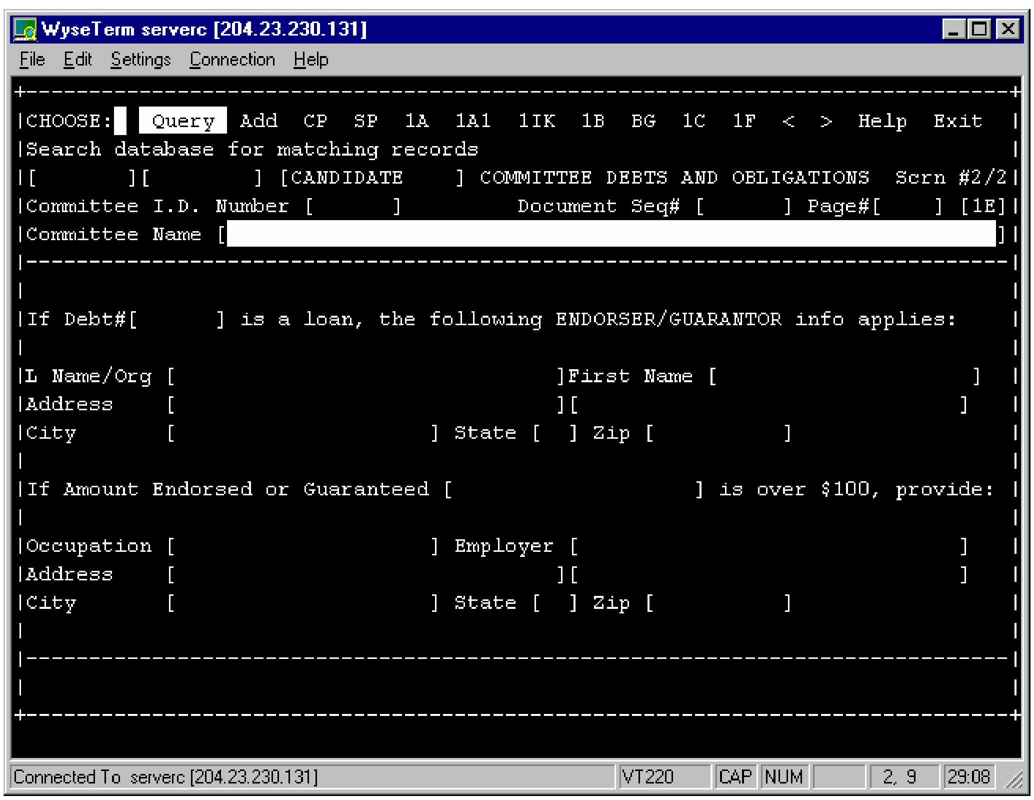
```
+--------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A  1A1  1IK  1B  BG  1E  1F  Help  Exit          |
|Search database for matching records                                           |
|[       ][        ] [CANDIDATE    ] COMM. OFFICE EXP. DISBURSEMENT   Scrn #1/1|
|Committee I.D. Number [      ]         Document Seq# [      ]   Page#[  ] [1C]|
|Committee Name [                                                             ]|
|-------------------------------------------------------------------------------|
|3. [ ]Disbursement#[      ][      ]                                           |
|                                                                               |
|L Name/Comm [                                    ]F Name[                    ]|
|Address   [                              ][                            ]      |
|City      [                    ] State [  ] Zip [          ]                  |
|[ ] Debt Payment                           [ ] Detail is Itemized on Schedule SI|
|                                                                               |
|4. Purpose [                    ] Dis.Code [  ][                             ]|
|           [                    ] Fund Raiser [ ]                             |
|           [                    ]                                             |
|           [                    ]                                             |
|5. Date        [          ]                                                   |
|6. Amount      [                    ]     7. Cumulative [                  ]  |
|-------------------------------------------------------------------------------|
|                                                                               |
+--------------------------------------------------------------------------------+
```

Connected To serverc [204.23.230.131] | VT220 | CAP | NUM | 2, 9 | 28:10

CANDIDATE COMMITTEE DEBTS AND OBLIGATIONS - 1E

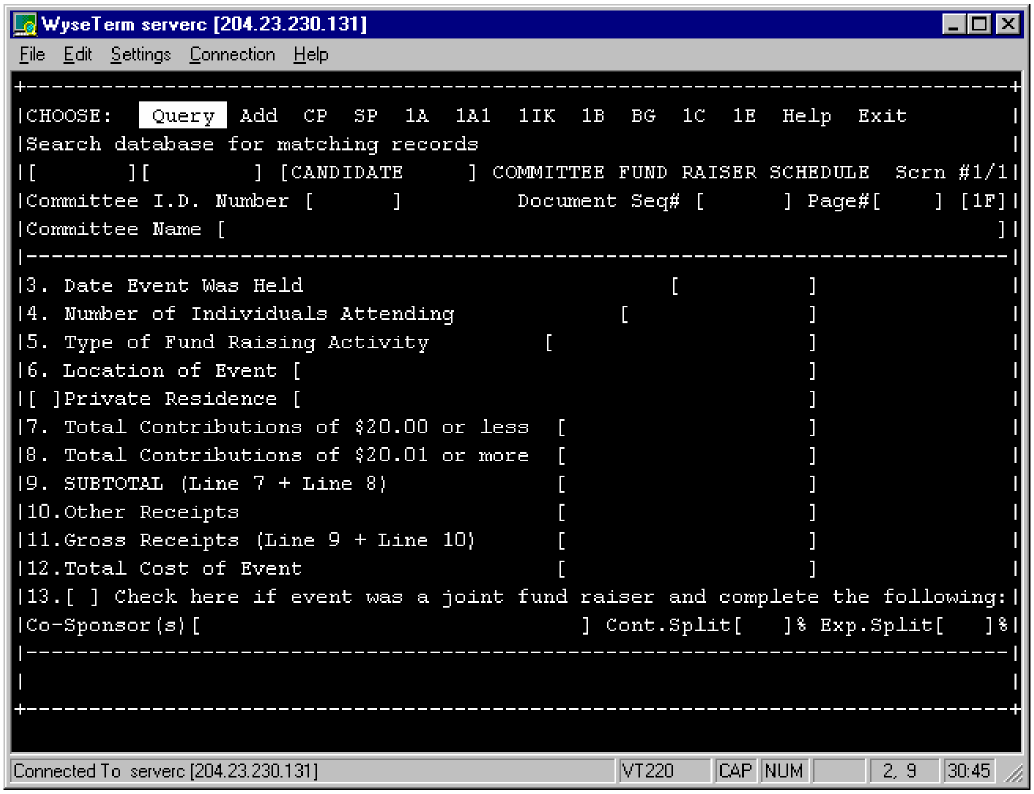


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+---------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A  1A1  1IK  1B  BG  1C  1F  <  >  Help  Exit   |
|Search database for matching records                                             |
|[        ][         ] [CANDIDATE     ] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #1/2|
|Committee I.D. Number [       ]         Document Seq# [      ] Page#[    ] [1E]|
|Committee Name [                                                             ]|
|---------------------------------------------------------------------------------|
|Debts and Obligations owed: [ ][                                          ]    |
|                                                                                 |
|3. Debt#[      ]                                              Corp? [ ] Yes |
|L Name/Org [                                    ]F Name [                     ]|
|Address    [                             ][                                ]   |
|City [                    ] State [  ] Zip [          ]                        |
|4. Type[                                        ]                              |
|       [                                        ]                              |
|   Code[  ][                                                                  ]|
|5. Date Debt was incurred [          ] 6. Original amount[                    ]|
|7. Date and amount of each payment:   [  ][          ][                   ]   |
|8. Cumulative payment to date on debt     [               ]                    |
|9. Outstanding balance at close of period [               ]      FORGIVEN [ ] |
|---------------------------------------------------------------------------------|
|                                                                                 |
+---------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   28:52
```



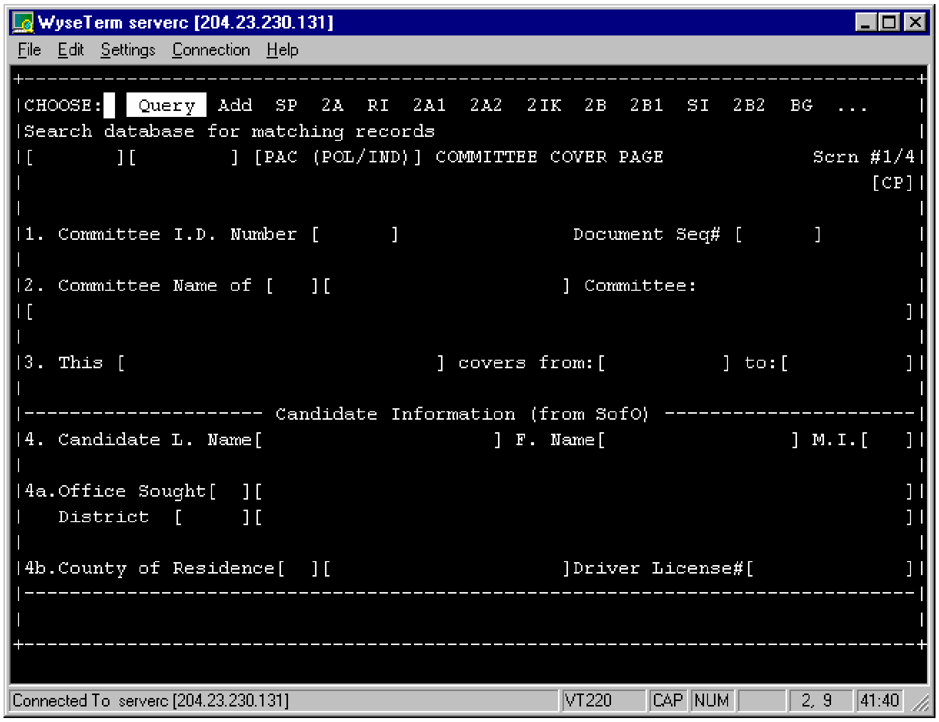
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+---------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A  1A1  1IK  1B  BG  1C  1F  <  >  Help  Exit   |
|Search database for matching records                                             |
|[        ][         ] [CANDIDATE     ] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #2/2|
|Committee I.D. Number [       ]         Document Seq# [      ] Page#[    ] [1E]|
|Committee Name [                                                             ]|
|---------------------------------------------------------------------------------|
|                                                                                 |
|If Debt#[      ] is a loan, the following ENDORSER/GUARANTOR info applies:     |
|                                                                                 |
|L Name/Org [                              ]First Name [                    ]   |
|Address    [                              ][                               ]   |
|City       [                    ] State [  ] Zip [          ]                  |
|                                                                                 |
|If Amount Endorsed or Guaranteed [                   ] is over $100, provide: |
|                                                                                 |
|Occupation [                    ] Employer [                               ]   |
|Address    [                              ][                               ]   |
|City       [                    ] State [  ] Zip [          ]                  |
|                                                                                 |
|---------------------------------------------------------------------------------|
|                                                                                 |
+---------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   29:08
```

CANDIDATE COMMITTEE FUNDRAISER 1F

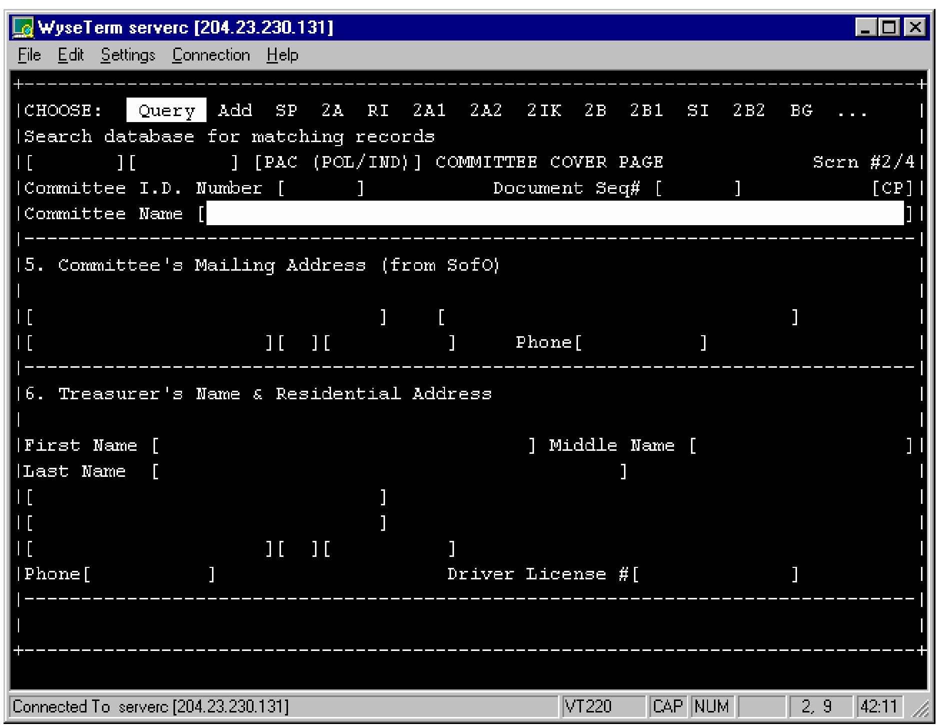


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+---------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1A  1A1  1IK  1B  BG  1C  1E  Help  Exit      |
|Search database for matching records                                        |
|[        ][         ] [CANDIDATE     ] COMMITTEE FUND RAISER SCHEDULE  Scrn #1/1|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [1F]|
|Committee Name [                                                          ]|
|---------------------------------------------------------------------------|
|3. Date Event Was Held                              [          ]           |
|4. Number of Individuals Attending              [              ]           |
|5. Type of Fund Raising Activity          [                    ]           |
|6. Location of Event [                                       ]           |
|[ ]Private Residence [                                       ]           |
|7. Total Contributions of $20.00 or less  [                  ]           |
|8. Total Contributions of $20.01 or more  [                  ]           |
|9. SUBTOTAL (Line 7 + Line 8)             [                  ]           |
|10.Other Receipts                         [                  ]           |
|11.Gross Receipts (Line 9 + Line 10)      [                  ]           |
|12.Total Cost of Event                    [                  ]           |
|13.[ ] Check here if event was a joint fund raiser and complete the following:|
|Co-Sponsor(s)[                              ] Cont.Split[   ]% Exp.Split[   ]%|
|---------------------------------------------------------------------------|
|                                                                           |
+---------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   30:45
```

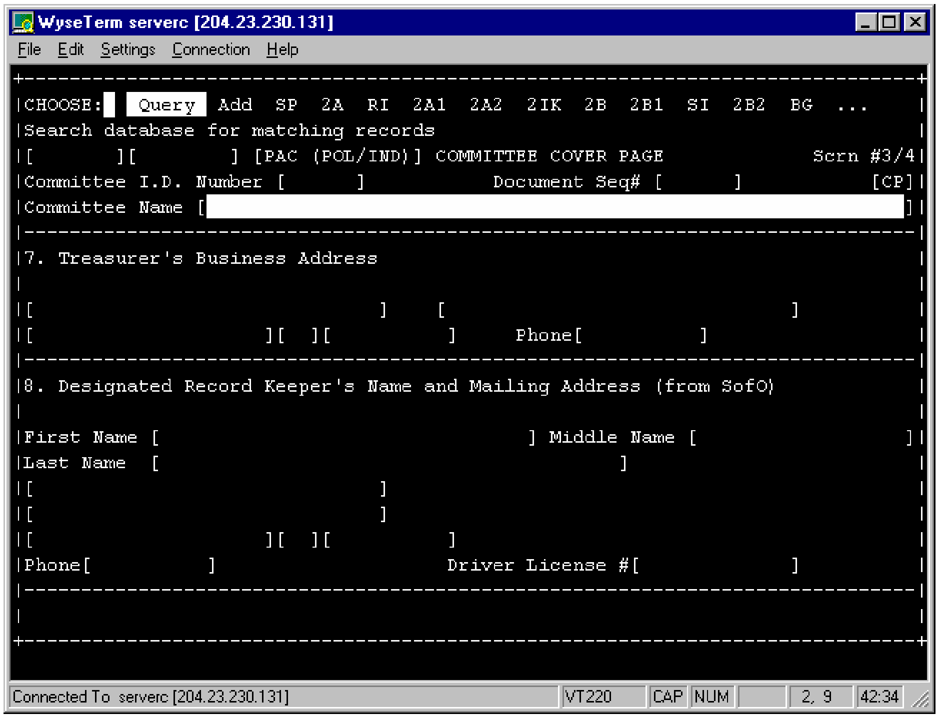
PAC'S COVER PAGE



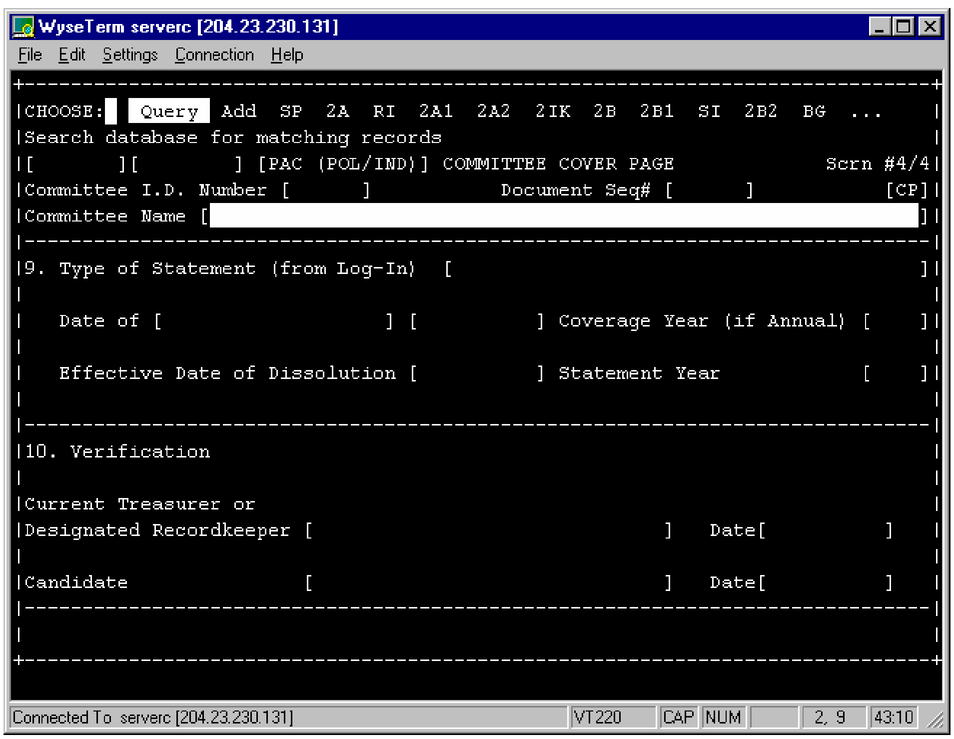
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  BG  ...      |
|Search database for matching records                                           |
|[        ][         ] [PAC (POL/IND)] COMMITTEE COVER PAGE             Scrn #1/4|
|                                                                           [CP]|
|                                                                               |
|1. Committee I.D. Number [      ]              Document Seq# [      ]          |
|                                                                               |
|2. Committee Name of [   ][                    ] Committee:                    |
|[                                                                             ]|
|                                                                               |
|3. This [                           ] covers from:[          ] to:[           ]|
|                                                                               |
|-------------------- Candidate Information (from SofO) ----------------------|
|4. Candidate L. Name[                    ] F. Name[                ] M.I.[    ]|
|                                                                               |
|4a.Office Sought[  ][                                                         ]|
|   District  [     ][                                                         ]|
|                                                                               |
|4b.County of Residence[  ][                    ]Driver License#[              ]|
|------------------------------------------------------------------------------|
|                                                                               |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]     VT220   CAP  NUM     2, 9   41:40
```



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  BG  ...      |
|Search database for matching records                                           |
|[        ][         ] [PAC (POL/IND)] COMMITTEE COVER PAGE             Scrn #2/4|
|Committee I.D. Number [      ]          Document Seq# [      ]             [CP]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|5. Committee's Mailing Address (from SofO)                                     |
|                                                                               |
|[                              ]    [                              ]           |
|[                    ][  ][          ]     Phone[          ]                   |
|------------------------------------------------------------------------------|
|6. Treasurer's Name & Residential Address                                      |
|                                                                               |
|First Name [                              ] Middle Name [                     ]|
|Last Name  [                                        ]                          |
|[                              ]                                               |
|[                              ]                                               |
|[                    ][  ][          ]                                         |
|Phone[          ]                   Driver License #[             ]            |
|------------------------------------------------------------------------------|
|                                                                               |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]     VT220   CAP  NUM     2, 9   42:11
```

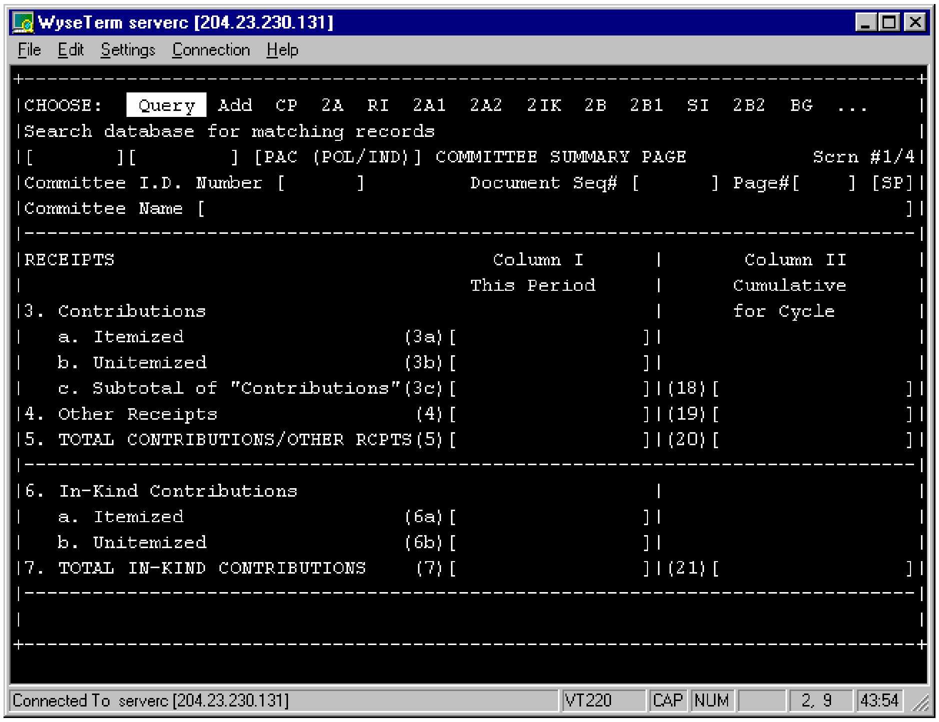


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:   Query  Add  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  BG  ...    |
|Search database for matching records                                          |
|[       ][        ] [PAC (POL/IND)] COMMITTEE COVER PAGE              Scrn #3/4|
|Committee I.D. Number [      ]           Document Seq# [      ]           [CP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|7. Treasurer's Business Address                                               |
|                                                                              |
|[                              ]    [                              ]          |
|[                    ][  ][          ]     Phone[          ]                  |
|------------------------------------------------------------------------------|
|8. Designated Record Keeper's Name and Mailing Address (from SofO)            |
|                                                                              |
|First Name [                              ] Middle Name [                   ]|
|Last Name  [                                         ]                        |
|[                              ]                                              |
|[                              ]                                              |
|[                    ][  ][          ]                                        |
|Phone[          ]                    Driver License #[            ]           |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   42:34
```

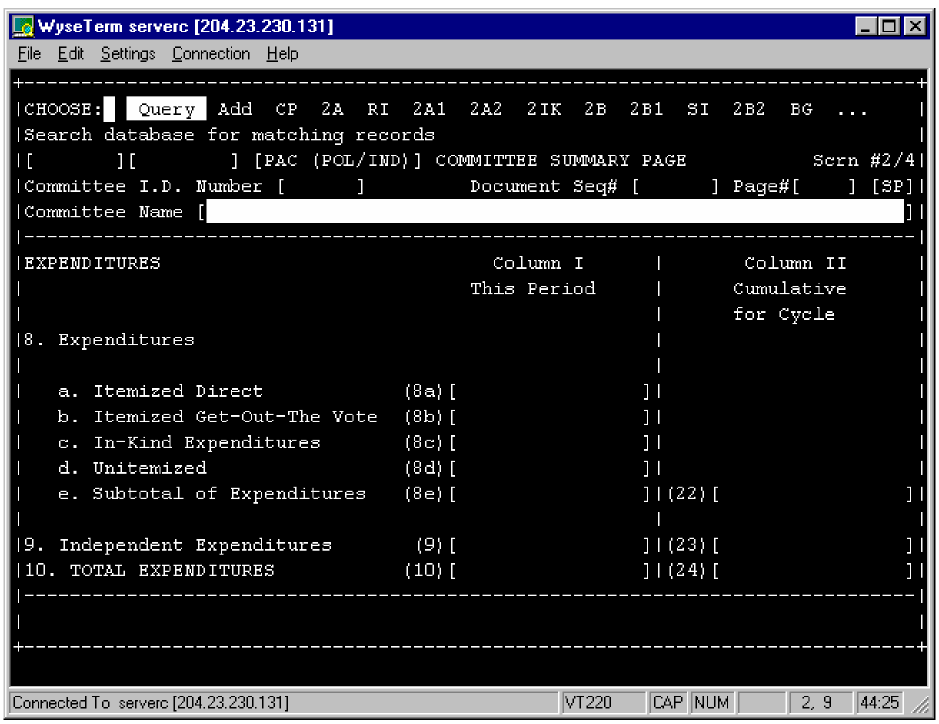


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:   Query  Add  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  BG  ...    |
|Search database for matching records                                          |
|[       ][        ] [PAC (POL/IND)] COMMITTEE COVER PAGE              Scrn #4/4|
|Committee I.D. Number [      ]           Document Seq# [      ]           [CP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|9. Type of Statement (from Log-In)  [                                        ]|
|                                                                              |
|   Date of [                  ] [          ] Coverage Year (if Annual) [    ]|
|                                                                              |
|   Effective Date of Dissolution [          ] Statement Year            [    ]|
|                                                                              |
|------------------------------------------------------------------------------|
|10. Verification                                                              |
|                                                                              |
|Current Treasurer or                                                          |
|Designated Recordkeeper [                              ]   Date[          ]   |
|                                                                              |
|Candidate               [                              ]   Date[          ]   |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   43:10
```

PAC'S SUMMARY PAGE



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+--------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  BG  ...        |
|Search database for matching records                                             |
|[       ][        ] [PAC (POL/IND)] COMMITTEE SUMMARY PAGE            Scrn #1/4|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [SP]|
|Committee Name [                                                             ]|
|--------------------------------------------------------------------------------|
|RECEIPTS                                Column I      |        Column II       |
|                                       This Period    |        Cumulative      |
|3. Contributions                                      |        for Cycle       |
|   a. Itemized                    (3a)[              ]|                        |
|   b. Unitemized                  (3b)[              ]|                        |
|   c. Subtotal of "Contributions"(3c)[              ]|(18)[               ]|
|4. Other Receipts                  (4)[              ]|(19)[               ]|
|5. TOTAL CONTRIBUTIONS/OTHER RCPTS(5)[              ]|(20)[               ]|
|--------------------------------------------------------------------------------|
|6. In-Kind Contributions                              |                        |
|   a. Itemized                    (6a)[              ]|                        |
|   b. Unitemized                  (6b)[              ]|                        |
|7. TOTAL IN-KIND CONTRIBUTIONS     (7)[              ]|(21)[               ]|
|--------------------------------------------------------------------------------|
|                                                                                |
+--------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   43:54
```

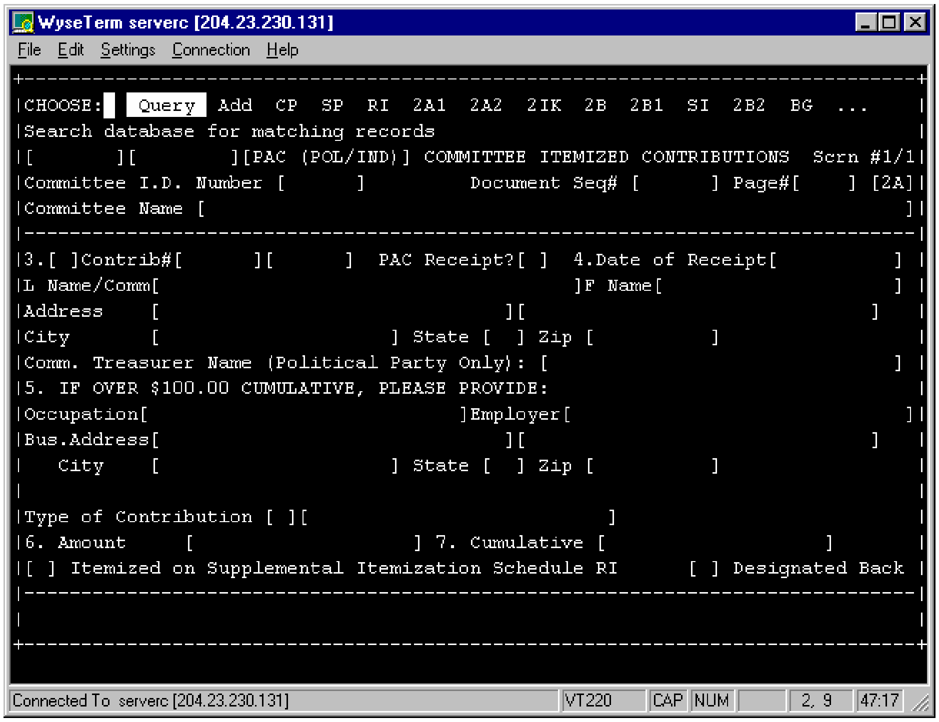


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+--------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  BG  ...        |
|Search database for matching records                                             |
|[       ][        ] [PAC (POL/IND)] COMMITTEE SUMMARY PAGE            Scrn #2/4|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [SP]|
|Committee Name [                                                             ]|
|--------------------------------------------------------------------------------|
|EXPENDITURES                            Column I      |        Column II       |
|                                       This Period    |        Cumulative      |
|                                                      |        for Cycle       |
|8. Expenditures                                       |                        |
|                                                      |                        |
|   a. Itemized Direct             (8a)[              ]|                        |
|   b. Itemized Get-Out-The Vote   (8b)[              ]|                        |
|   c. In-Kind Expenditures        (8c)[              ]|                        |
|   d. Unitemized                  (8d)[              ]|                        |
|   e. Subtotal of Expenditures    (8e)[              ]|(22)[               ]|
|                                                      |                        |
|9. Independent Expenditures        (9)[              ]|(23)[               ]|
|10. TOTAL EXPENDITURES            (10)[              ]|(24)[               ]|
|--------------------------------------------------------------------------------|
|                                                                                |
+--------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   44:25
```

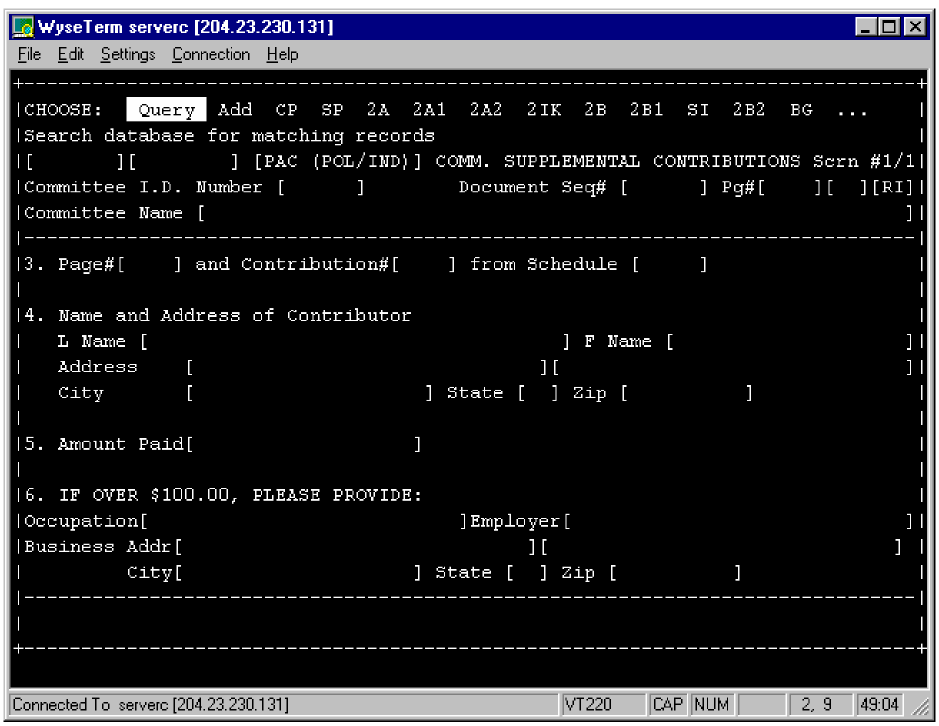
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  BG  ...     |
|Search database for matching records                                          |
|[       ][        ] [PAC (POL/IND)] COMMITTEE SUMMARY PAGE           Scrn #3/4|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [SP]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|IN-KIND EXPENDITURES                      Column I     |       Column II      |
|                                        This Period    |      Cumulative      |
|                                                       |      for Cycle       |
|                                                       |                      |
|11.In-Kind Expenditures          (11)[                ]|(25)[               ]|
|                                                       |                      |
|------------------------------------------------------------------------------|
|DEBTS AND OBLIGATIONS                                  |                      |
|                                                       |                      |
|12.Debts and Obligations                               |                      |
|   a. Owed BY the committee      (12a)[               ]|                      |
|   b. Owed TO the committee      (12b)[               ]|                      |
|                                                       |                      |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   45:01
```

```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  BG  ...     |
|Search database for matching records                                          |
|[       ][        ] [PAC (POL/IND)] COMMITTEE SUMMARY PAGE           Scrn #4/4|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [SP]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|                                                                              |
|                              BALANCE STATEMENT                               |
|                                                                              |
|13.Ending balance of last report filed                                        |
|(Enter zero if no previous reports were filed.)    (13) [                    ]|
|14.Amount received during reporting period                                    |
|(Line 5, Total Contributions & Other Rcpts)        (14)+[                    ]|
|                                                                              |
|15.SUBTOTAL Add lines 13 and 14                    (15)=[                    ]|
|16.Amount expended during reporting period                                    |
|(Line 10, Total Expenditures - Column I)           (16)-[                    ]|
|17.ENDING BALANCE                                                             |
|(Subtract line 16 from 15)                         (17)=[                    ]|
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   45:56
```

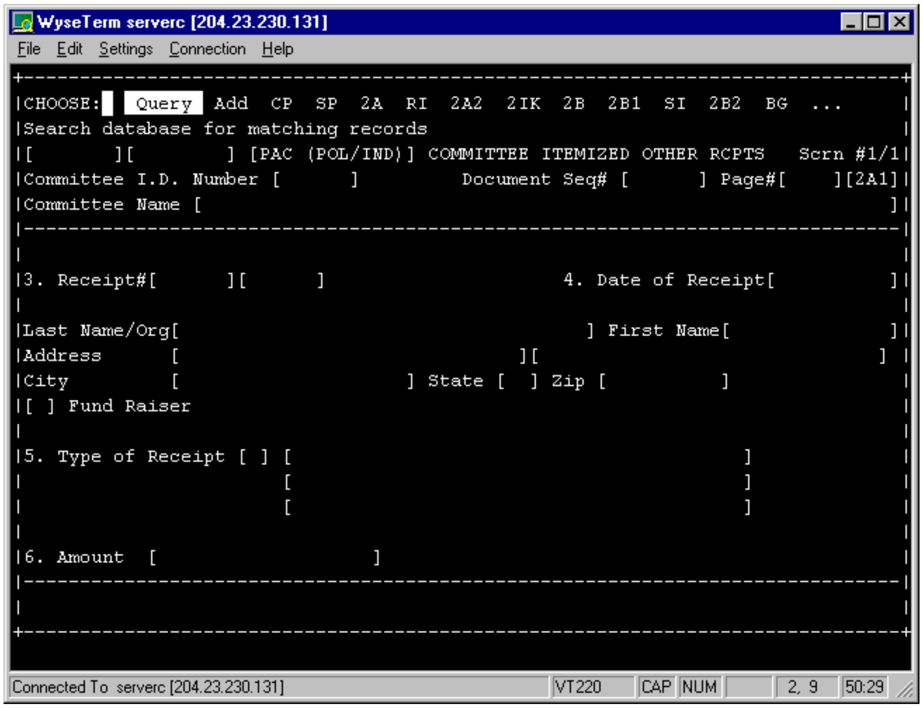
PAC'S ITEMIZED CONTRIBUTIONS - 2A



PAC'S SUPPLEMENTAL CONTRIBUTIONS - RI

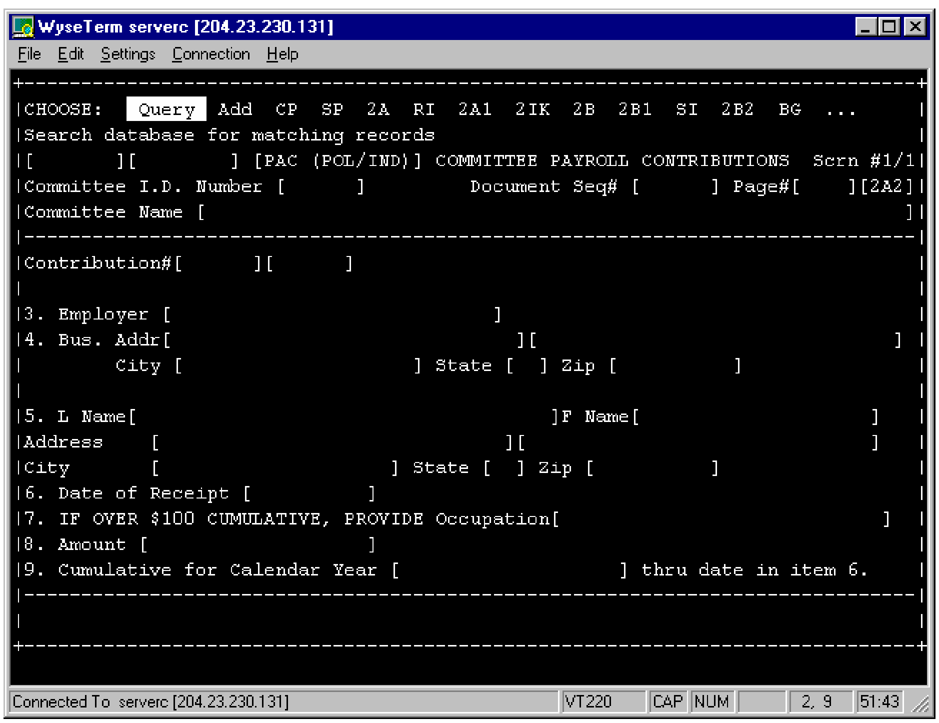


PAC'S ITEMIZED OTHER RECEIPTS - 2A1



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A2  2IK  2B  2B1  SI  2B2  BG  ...      |
|Search database for matching records                                          |
|[        ][        ] [PAC (POL/IND)] COMMITTEE ITEMIZED OTHER RCPTS   Scrn #1/1|
|Committee I.D. Number [       ]         Document Seq# [       ] Page#[    ][2A1]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|                                                                              |
|3. Receipt#[      ][       ]                    4. Date of Receipt[          ]|
|                                                                              |
|Last Name/Org[                                    ] First Name[             ]|
|Address      [                              ][                             ] |
|City         [                    ] State [  ] Zip [          ]              |
|[ ] Fund Raiser                                                               |
|                                                                              |
|5. Type of Receipt [ ] [                                        ]            |
|                       [                                        ]            |
|                       [                                        ]            |
|                                                                              |
|6. Amount  [                   ]                                              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   50:29
```

PAC'S PAYROLL CONTRIBUTIONS - 2A2



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2IK  2B  2B1  SI  2B2  BG  ...      |
|Search database for matching records                                          |
|[        ][        ] [PAC (POL/IND)] COMMITTEE PAYROLL CONTRIBUTIONS  Scrn #1/1|
|Committee I.D. Number [       ]         Document Seq# [       ] Page#[    ][2A2]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|Contribution#[      ][       ]                                                |
|                                                                              |
|3. Employer [                             ]                                   |
|4. Bus. Addr[                             ][                             ]  |
|        City [                    ] State [  ] Zip [          ]             |
|                                                                              |
|5. L Name[                              ]F Name[                    ]       |
|Address     [                              ][                        ]      |
|City        [                    ] State [  ] Zip [          ]              |
|6. Date of Receipt [          ]                                               |
|7. IF OVER $100 CUMULATIVE, PROVIDE Occupation[                            ] |
|8. Amount [                    ]                                              |
|9. Cumulative for Calendar Year [                    ] thru date in item 6.  |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   51:43
```

PAC'S IN-KIND CONTRIBUTIONS - 2IK

WyseTerm serverc [204.23.230.131]

File Edit Settings Connection Help

```
+--------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2B  2B1  SI  2B2  BG  ...        |
|Search database for matching records                                            |
|[       ][         ] [PAC (POL/IND)] COMMITTEE IN-KIND CONTRIBUTIONS  Scrn #1/2|
|Committee I.D. Number [      ]          Document Seq# [      ] Page#[    ][2IK]|
|Committee Name [                                                              ]|
|--------------------------------------------------------------------------------|
|3. Contribution#[      ][      ]                        Pac Receipt? [ ] YES  |
|                                                                                |
|L Name/Comm[                                  ]F Name[                    ]   |
|Address     [                        ][                                ]      |
|City        [                    ] State [  ] Zip [          ]                 |
|[ ] Fund Raiser Contribution (PAC's & BQ's Only)                              |
|                                                                                |
|4. Type of IK Contribution [ ] [                                        ]      |
|                 Description [                                        ]      |
|                              [                                        ]      |
|5. Date of Receipt [          ]                                               |
|7. Amount or Fair Market Value   [                    ]                        |
|8. Cumulative for Election Cycle [                    ] thru date in item 5.   |
|--------------------------------------------------------------------------------|
|                                                                                |
+--------------------------------------------------------------------------------+
```

Connected To serverc [204.23.230.131] | VT220 | CAP | NUM | 2, 9 | 54:07

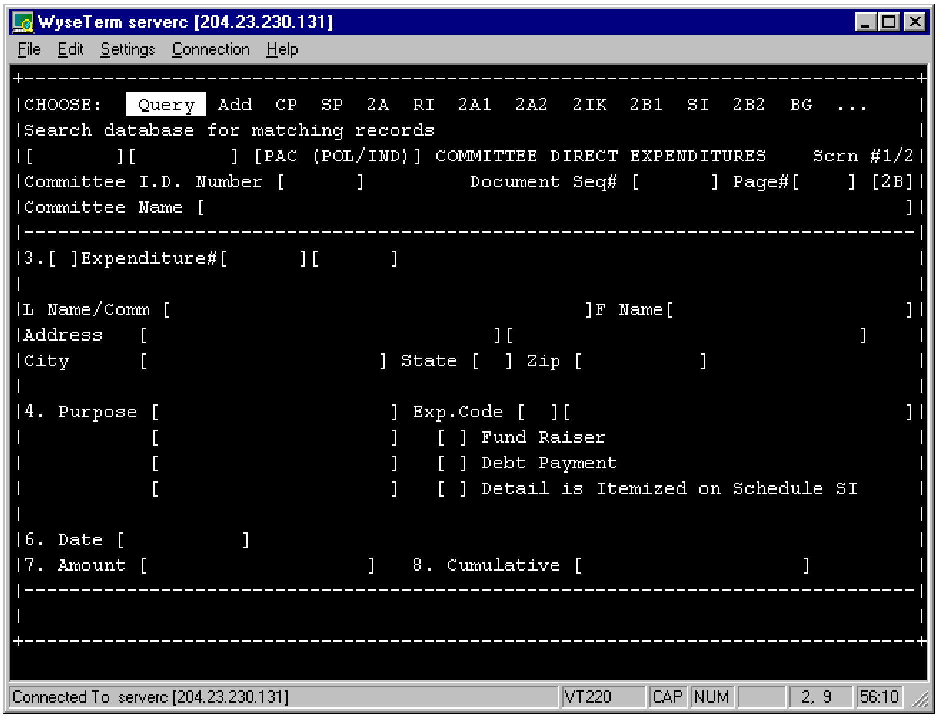
WyseTerm serverc [204.23.230.131]

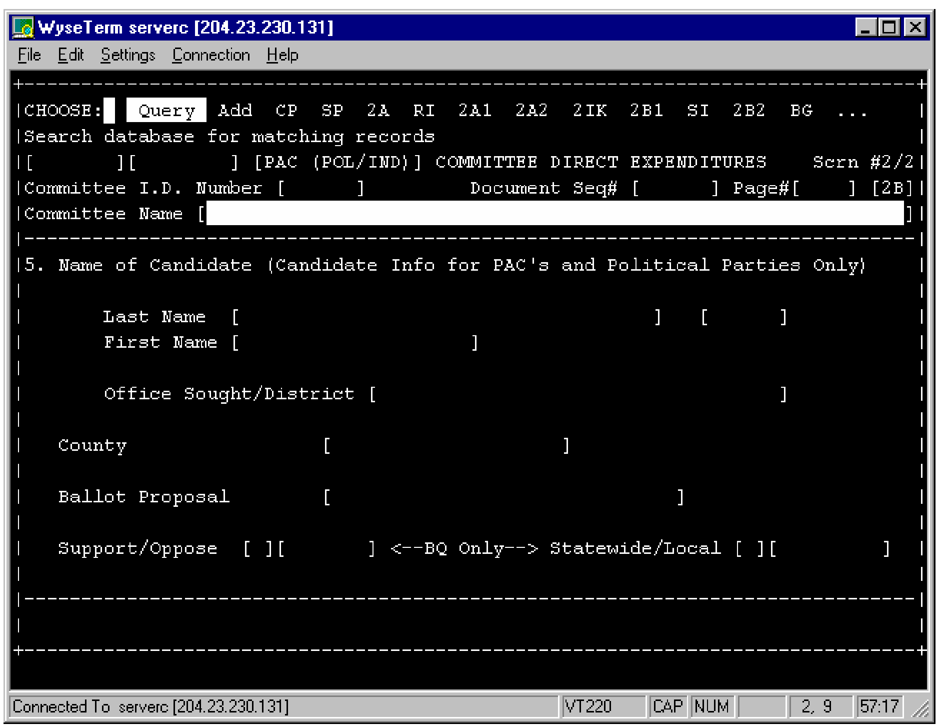
File Edit Settings Connection Help

```
+--------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2B  2B1  SI  2B2  BG  ...        |
|Search database for matching records                                            |
|[       ][         ] [PAC (POL/IND)] COMMITTEE IN-KIND CONTRIBUTIONS  Scrn #2/2|
|Committee I.D. Number [      ]          Document Seq# [      ] Page#[    ][2IK]|
|Committee Name [                                                              ]|
|--------------------------------------------------------------------------------|
|                                                                                |
|6. Vendor Name [                              ]                                 |
|    Address [                          ][                                ]      |
|       City [                    ] State [  ] Zip [          ]                 |
|                                                                                |
|                                                                                |
|IF OVER $100.00 CUMULATIVE, PLEASE PROVIDE:                                     |
|                                                                                |
|Occupation[                            ]Employer[                           ]|
|Business Addr[                           ][                                   ]|
|         City [                    ] State [  ] Zip [          ]               |
|                                                                                |
|                                                                                |
|--------------------------------------------------------------------------------|
|                                                                                |
+--------------------------------------------------------------------------------+
```

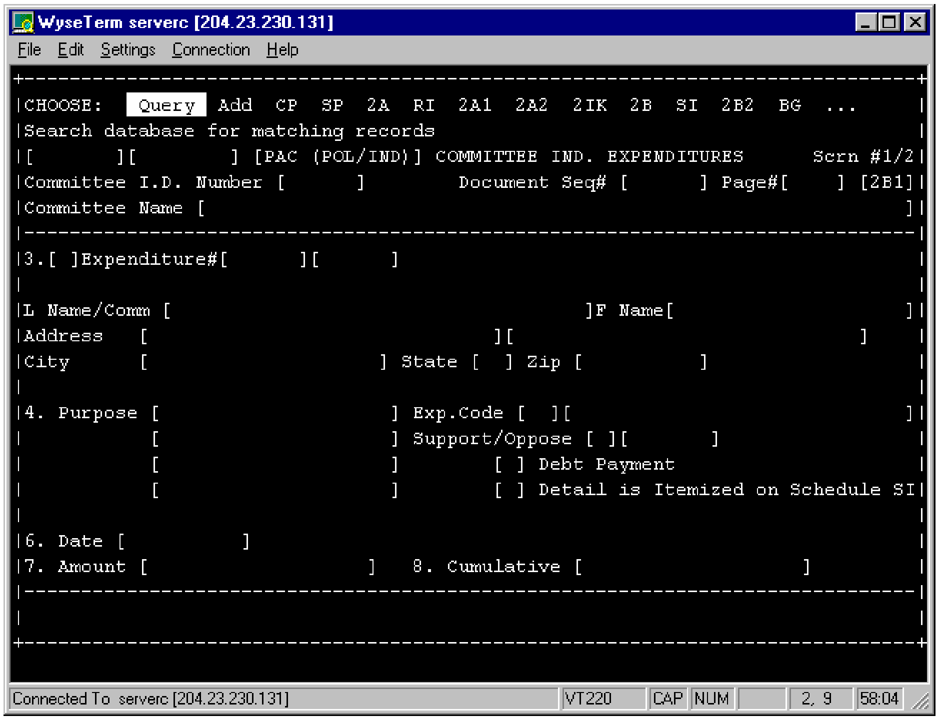
Connected To serverc [204.23.230.131] | VT220 | CAP | NUM | 2, 9 | 55:26

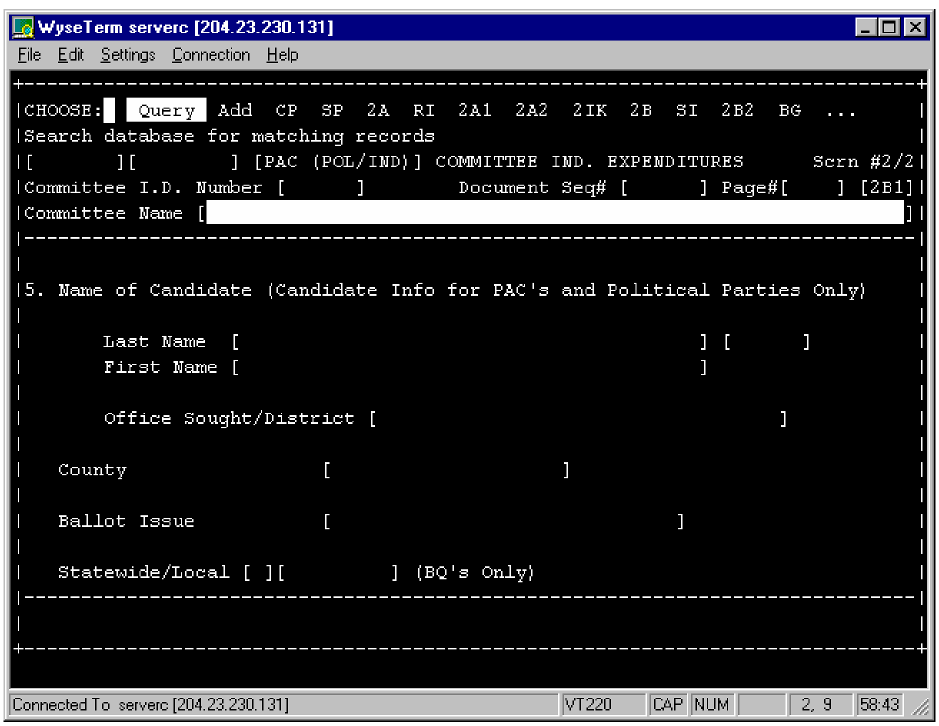
PAC'S DIRECT EXPENDITURES - 2B



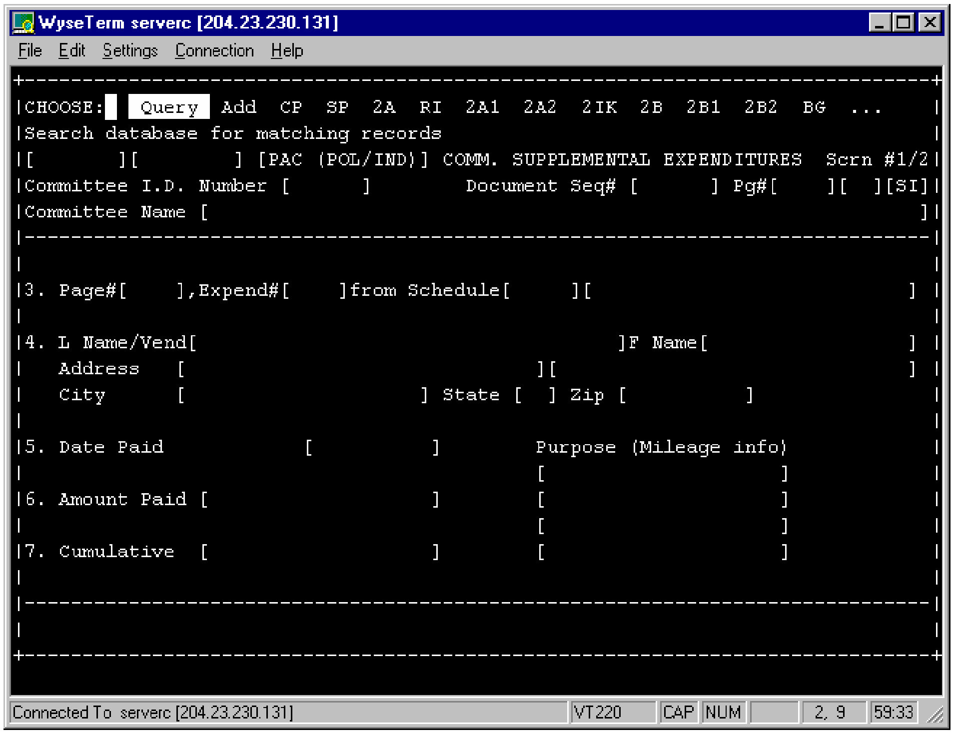


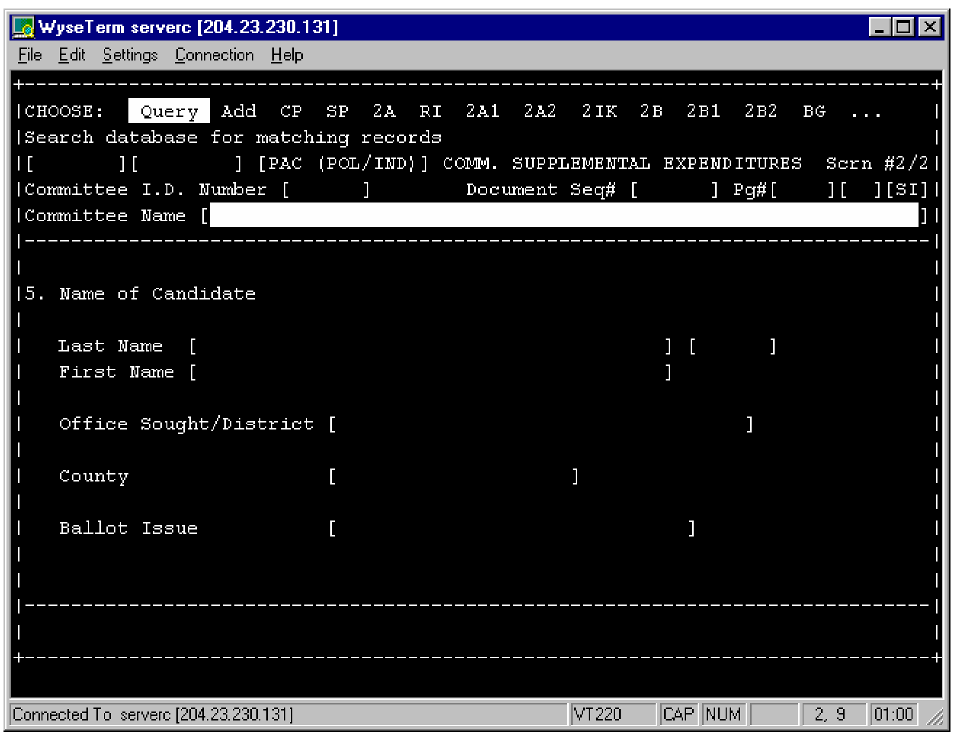
PAC'S INDEPENDENT EXPENDITURES - 2B1



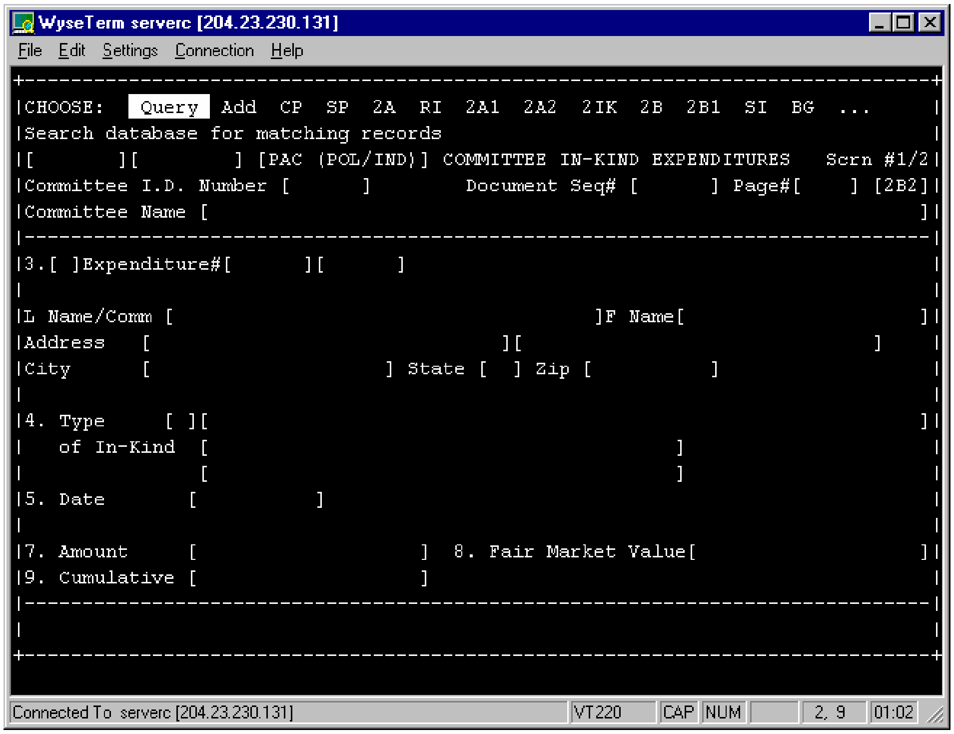


PAC'S SUPPLEMENTAL EXPENDITURES - SI

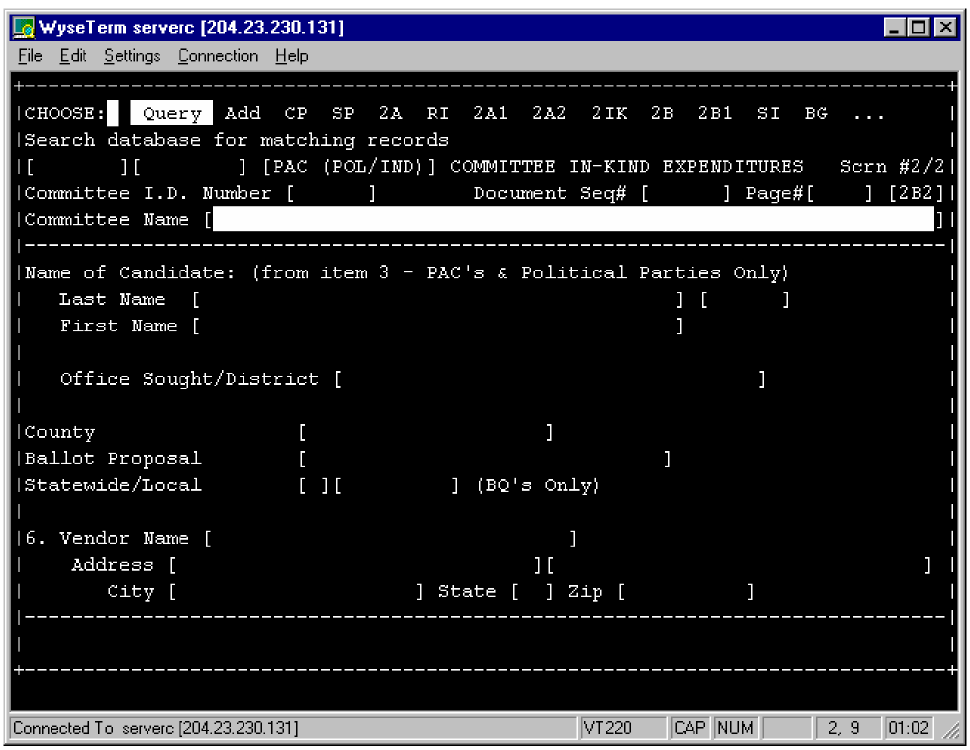

```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2IK  2B  2B1  2B2  BG  ...   |
|Search database for matching records                                        |
|[       ][         ] [PAC (POL/IND)] COMM. SUPPLEMENTAL EXPENDITURES  Scrn #1/2|
|Committee I.D. Number [      ]        Document Seq# [      ] Pg#[    ][  ][SI]|
|Committee Name [                                                           ]|
|----------------------------------------------------------------------------|
|                                                                            |
|3. Page#[    ],Expend#[    ]from Schedule[     ][                          ] |
|                                                                            |
|4. L Name/Vend[                                  ]F Name[                 ] |
|   Address   [                              ][                             ] |
|   City      [                   ] State [  ] Zip [          ]             |
|                                                                            |
|5. Date Paid           [          ]        Purpose (Mileage info)          |
|                                            [                    ]          |
|6. Amount Paid [                   ]        [                    ]          |
|                                            [                    ]          |
|7. Cumulative  [                   ]        [                    ]          |
|                                                                            |
|----------------------------------------------------------------------------|
|                                                                            |
+----------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP NUM   2, 9   59:33
```


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2IK  2B  2B1  2B2  BG  ...   |
|Search database for matching records                                        |
|[       ][         ] [PAC (POL/IND)] COMM. SUPPLEMENTAL EXPENDITURES  Scrn #2/2|
|Committee I.D. Number [      ]        Document Seq# [      ] Pg#[    ][  ][SI]|
|Committee Name [                                                           ]|
|----------------------------------------------------------------------------|
|                                                                            |
|5. Name of Candidate                                                        |
|                                                                            |
|   Last Name  [                                        ] [      ]          |
|   First Name [                                        ]                   |
|                                                                            |
|   Office Sought/District [                                  ]              |
|                                                                            |
|   County                 [                    ]                            |
|                                                                            |
|   Ballot Issue           [                              ]                  |
|                                                                            |
|                                                                            |
|----------------------------------------------------------------------------|
|                                                                            |
+----------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP NUM   2, 9   01:00
```

PAC'S IN-KIND CONTRIBUTIONS - 2B2

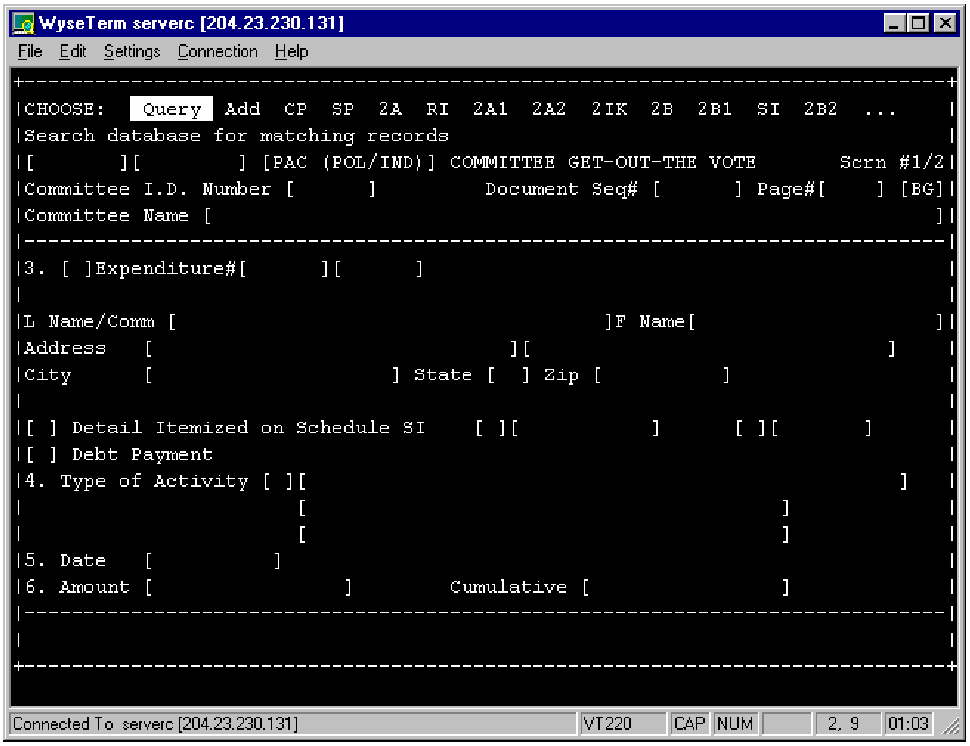


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+---------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  BG  ...   |
|Search database for matching records                                       |
|[       ][         ] [PAC (POL/IND)] COMMITTEE IN-KIND EXPENDITURES   Scrn #1/2|
|Committee I.D. Number [       ]        Document Seq# [      ] Page#[    ] [2B2]|
|Committee Name [                                                            ]|
|---------------------------------------------------------------------------|
|3.[ ]Expenditure#[      ][       ]                                         |
|                                                                           |
|L Name/Comm [                                   ]F Name[                    ]|
|Address    [                           ][                           ]      |
|City       [                  ] State [  ] Zip [          ]              |
|                                                                           |
|4. Type      [ ][                                                         ]|
|   of In-Kind  [                                      ]                    |
|               [                                      ]                    |
|5. Date        [          ]                                                |
|                                                                           |
|7. Amount      [                  ]  8. Fair Market Value[                 ]|
|9. Cumulative [                  ]                                         |
|---------------------------------------------------------------------------|
|                                                                           |
+---------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   01:02
```

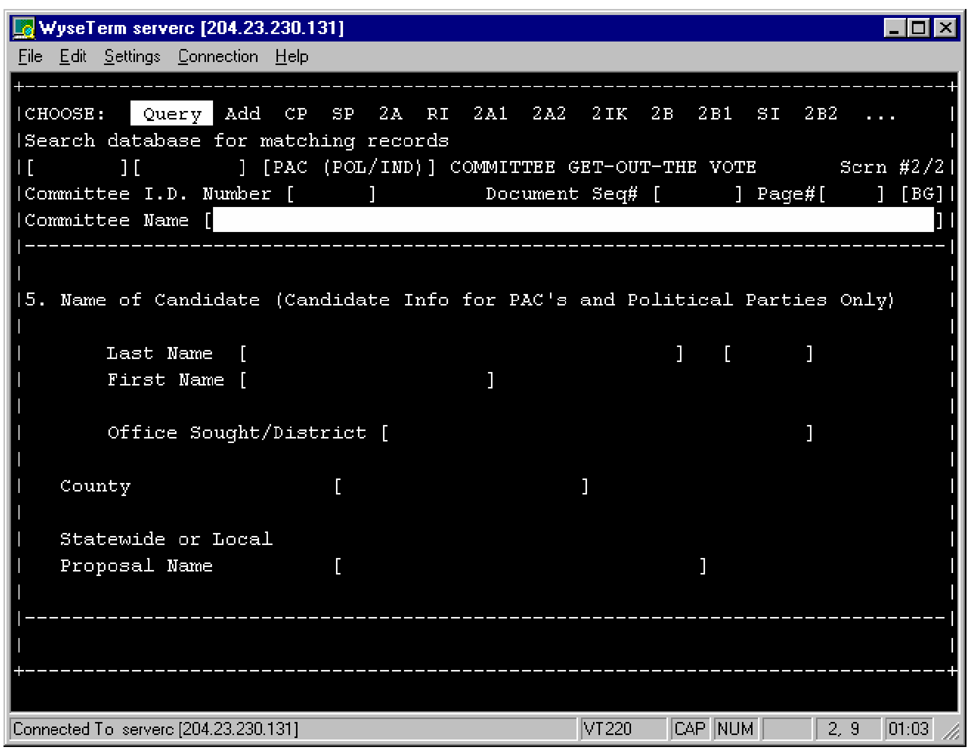


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+---------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  BG  ...   |
|Search database for matching records                                       |
|[       ][         ] [PAC (POL/IND)] COMMITTEE IN-KIND EXPENDITURES   Scrn #2/2|
|Committee I.D. Number [       ]        Document Seq# [      ] Page#[    ] [2B2]|
|Committee Name [                                                            ]|
|---------------------------------------------------------------------------|
|Name of Candidate: (from item 3 - PAC's & Political Parties Only)          |
|   Last Name  [                                      ] [       ]           |
|   First Name [                                      ]                     |
|                                                                           |
|   Office Sought/District [                                   ]            |
|                                                                           |
|County               [                    ]                              |
|Ballot Proposal      [                              ]                      |
|Statewide/Local      [ ][         ] (BQ's Only)                            |
|                                                                           |
|6. Vendor Name [                              ]                            |
|    Address [                              ][                            ] |
|       City [                  ] State [  ] Zip [          ]             |
|---------------------------------------------------------------------------|
|                                                                           |
+---------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   01:02
```

PAC'S GET OUT THE VOTE - BG

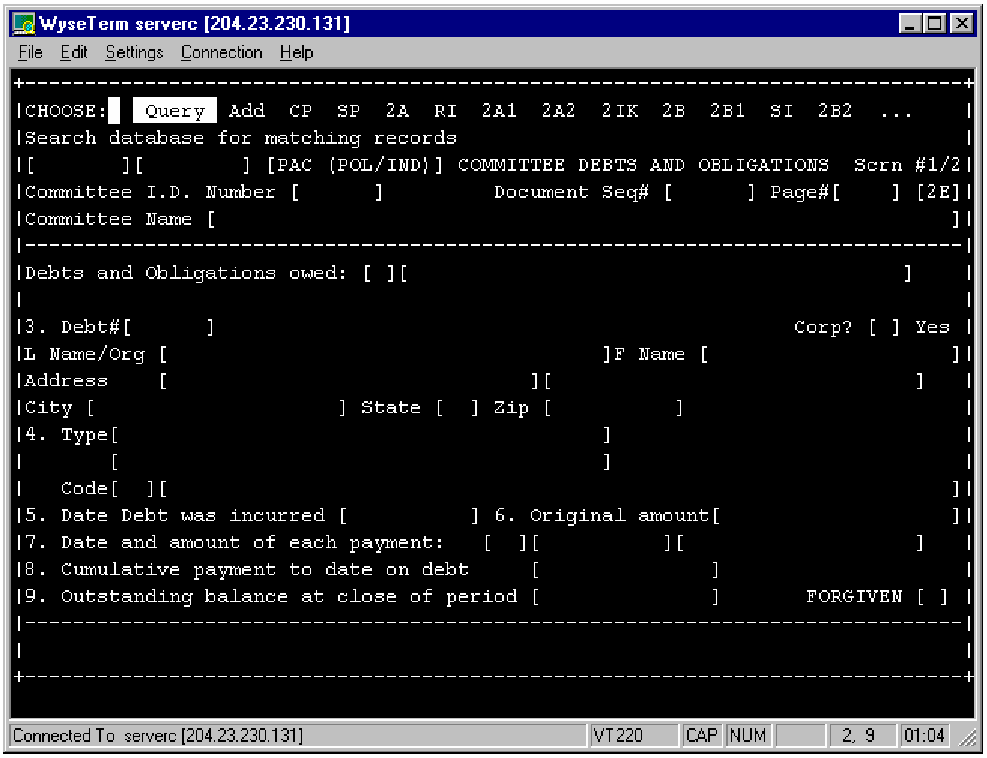


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  ...     |
|Search database for matching records                                          |
|[       ][         ] [PAC (POL/IND)] COMMITTEE GET-OUT-THE VOTE       Scrn #1/2|
|Committee I.D. Number [       ]          Document Seq# [      ] Page#[    ] [BG]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|3. [ ]Expenditure#[      ][       ]                                           |
|                                                                              |
|L Name/Comm [                                    ]F Name[                    ]|
|Address    [                              ][                         ]        |
|City       [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|[ ] Detail Itemized on Schedule SI    [ ][           ]      [ ][        ]     |
|[ ] Debt Payment                                                              |
|4. Type of Activity [ ][                                                ]     |
|                       [                                        ]             |
|                       [                                        ]             |
|5. Date    [          ]                                                       |
|6. Amount [                ]        Cumulative [                ]             |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220  CAP  NUM   2, 9  01:03
```

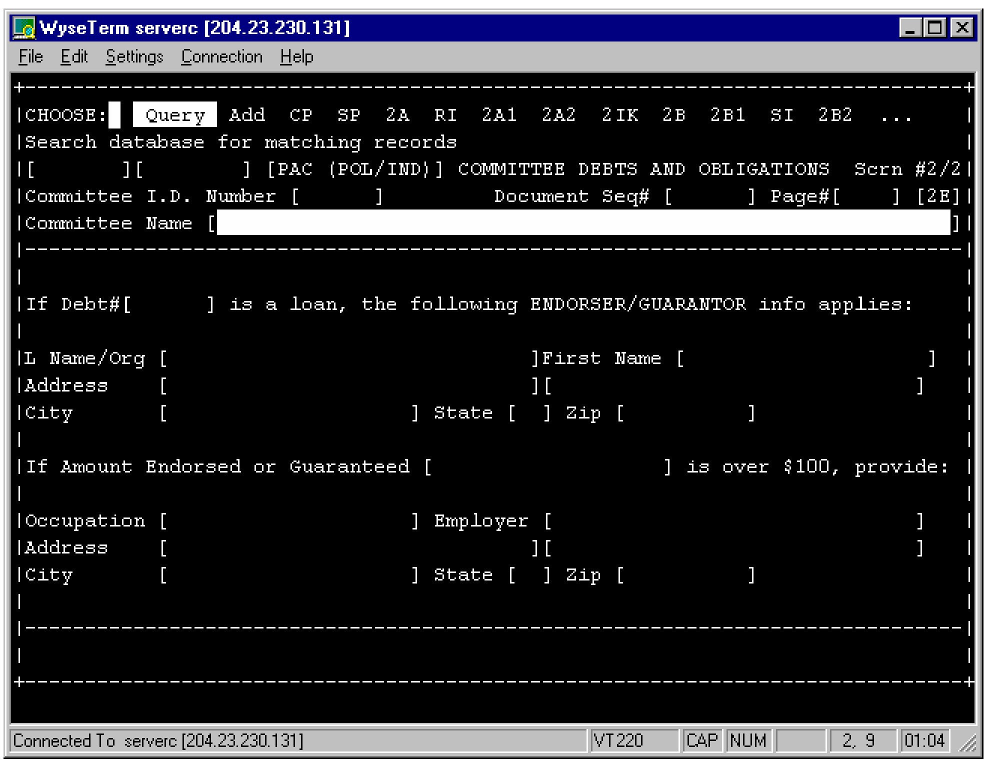


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  ...     |
|Search database for matching records                                          |
|[       ][         ] [PAC (POL/IND)] COMMITTEE GET-OUT-THE VOTE       Scrn #2/2|
|Committee I.D. Number [       ]          Document Seq# [      ] Page#[    ] [BG]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|                                                                              |
|5. Name of Candidate (Candidate Info for PAC's and Political Parties Only)    |
|                                                                              |
|       Last Name  [                                    ]   [      ]          |
|       First Name [                    ]                                     |
|                                                                              |
|       Office Sought/District [                                    ]         |
|                                                                              |
|   County                [                    ]                              |
|                                                                              |
|   Statewide or Local                                                         |
|   Proposal Name         [                              ]                     |
|                                                                              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220  CAP  NUM   2, 9  01:03
```

PAC'S DEBTS AND OBLIGATIONS – 2E

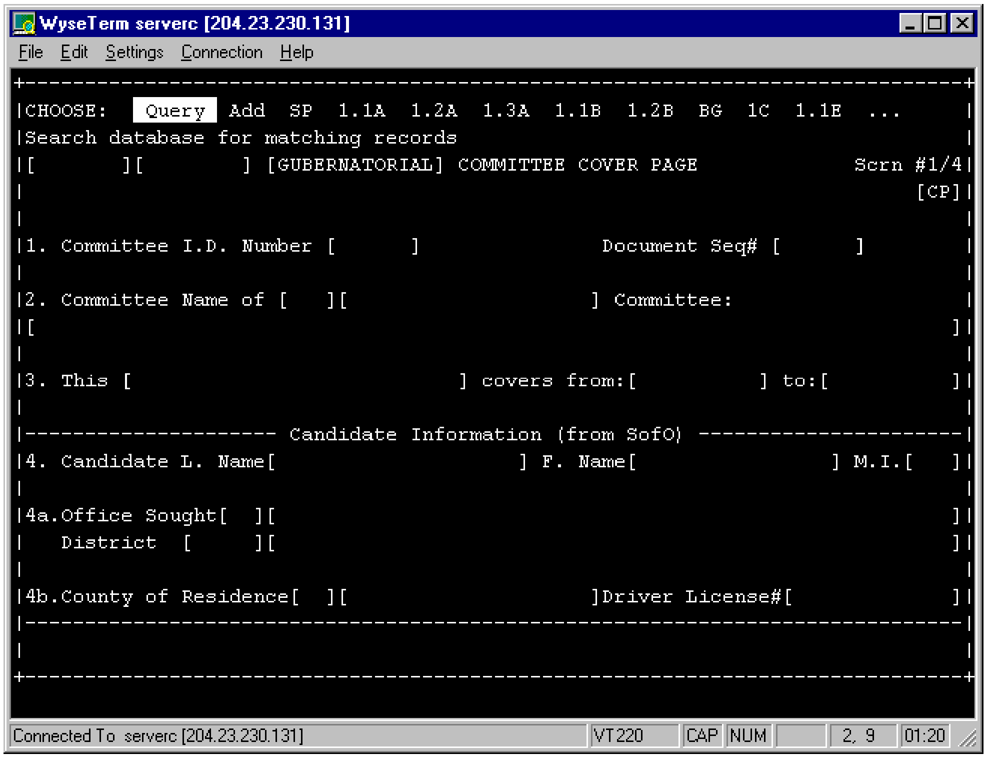


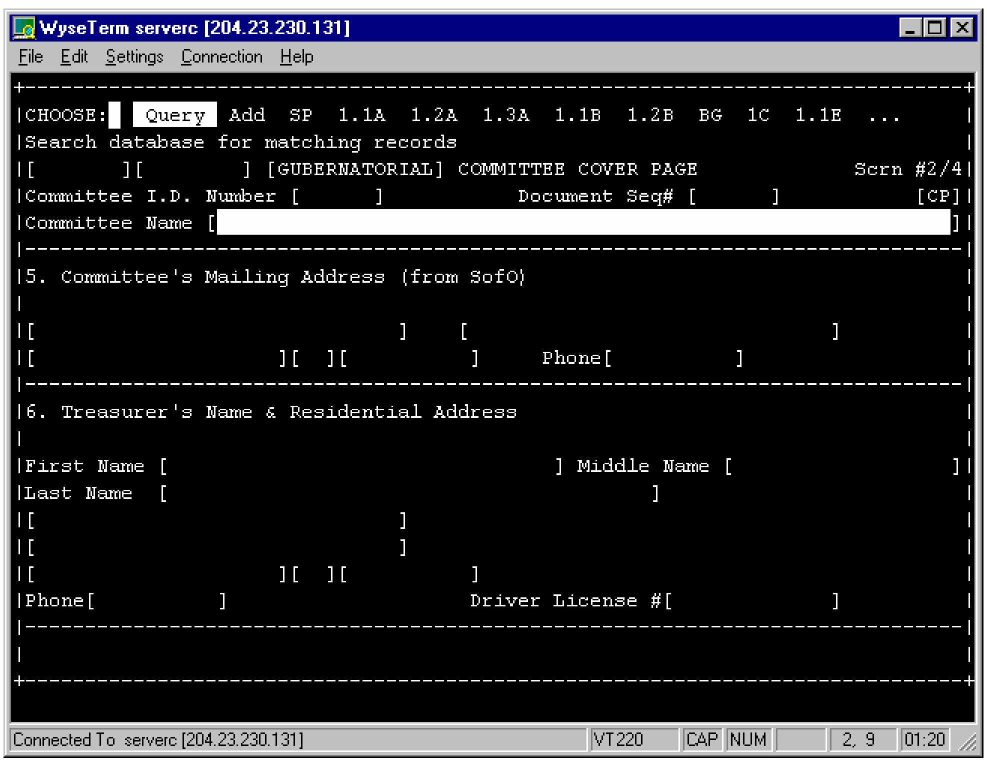
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  ...   |
|Search database for matching records                                        |
|[        ][         ] [PAC (POL/IND)] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #1/2|
|Committee I.D. Number [      ]          Document Seq# [      ] Page#[    ] [2E]|
|Committee Name [                                                           ]|
|----------------------------------------------------------------------------|
|Debts and Obligations owed: [ ][                                       ]    |
|                                                                            |
|3. Debt#[      ]                                            Corp? [ ] Yes   |
|L Name/Org [                                    ]F Name [                  ]|
|Address    [                              ][                            ]   |
|City [                     ] State [  ] Zip [          ]                    |
|4. Type[                                          ]                         |
|       [                                          ]                         |
|   Code[  ][                                                              ]|
|5. Date Debt was incurred [          ] 6. Original amount[                 ]|
|7. Date and amount of each payment:   [  ][          ][                ]    |
|8. Cumulative payment to date on debt     [              ]                  |
|9. Outstanding balance at close of period [              ]       FORGIVEN [ ]|
|----------------------------------------------------------------------------|
|                                                                            |
+----------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP NUM   2, 9   01:04
```

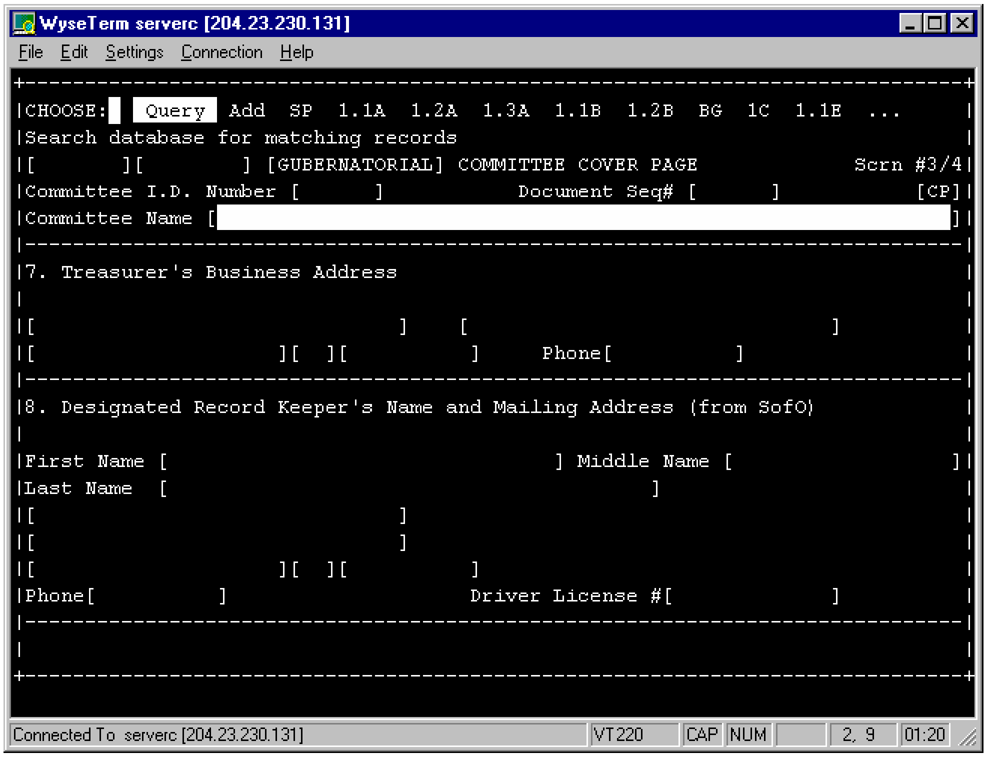


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  2A  RI  2A1  2A2  2IK  2B  2B1  SI  2B2  ...   |
|Search database for matching records                                        |
|[        ][         ] [PAC (POL/IND)] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #2/2|
|Committee I.D. Number [      ]          Document Seq# [      ] Page#[    ] [2E]|
|Committee Name [                                                           ]|
|----------------------------------------------------------------------------|
|                                                                            |
|If Debt#[      ] is a loan, the following ENDORSER/GUARANTOR info applies:  |
|                                                                            |
|L Name/Org [                              ]First Name [                 ]   |
|Address    [                              ][                            ]   |
|City       [                    ] State [  ] Zip [          ]               |
|                                                                            |
|If Amount Endorsed or Guaranteed [                   ] is over $100, provide:|
|                                                                            |
|Occupation [                    ] Employer [                          ]     |
|Address    [                              ][                          ]     |
|City       [                    ] State [  ] Zip [          ]               |
|                                                                            |
|----------------------------------------------------------------------------|
|                                                                            |
+----------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP NUM   2, 9   01:04
```

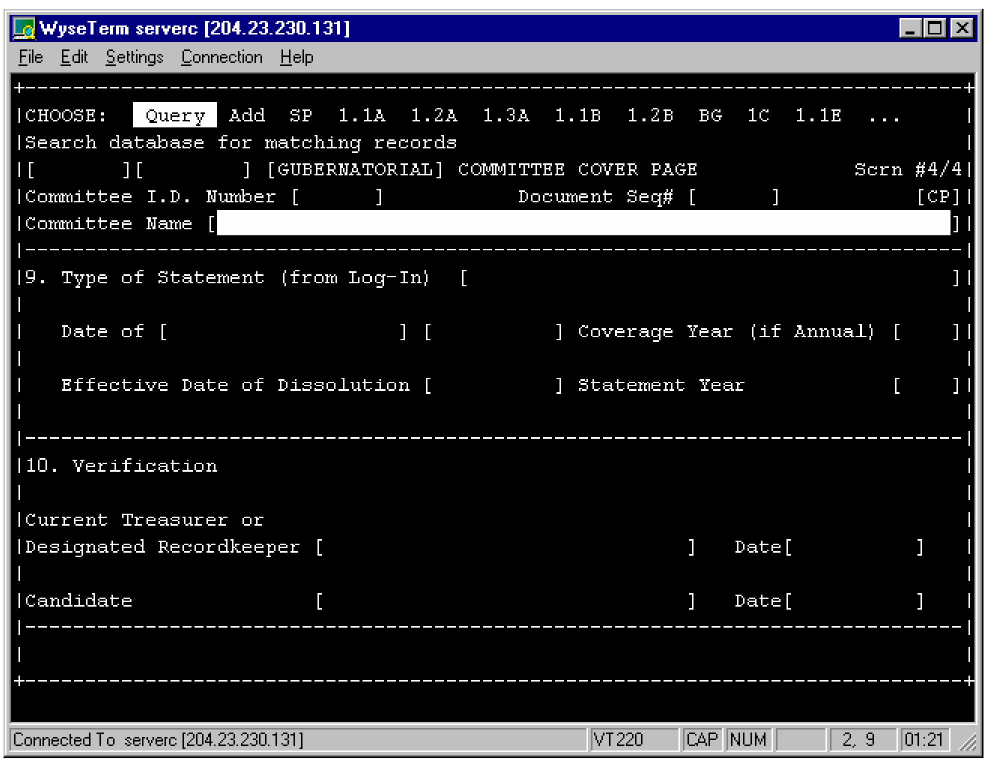
GUBERNATORIAL COMMITTEE COVER PAGE





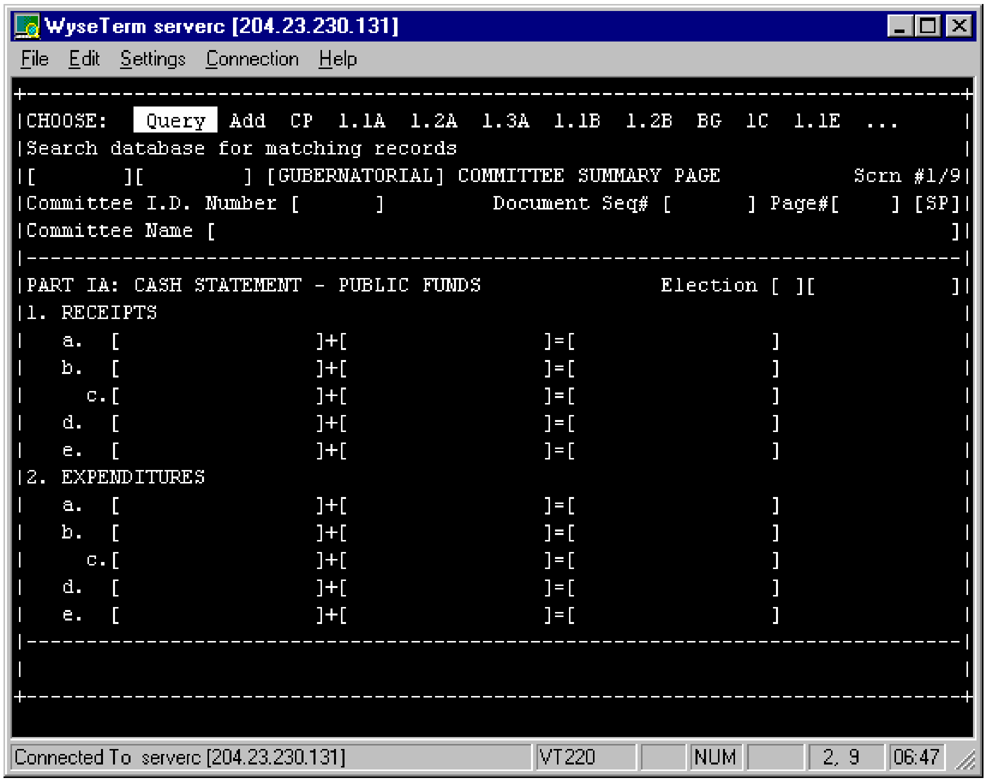


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...     |
|Search database for matching records                                          |
|[       ][        ] [GUBERNATORIAL] COMMITTEE COVER PAGE             Scrn #3/4|
|Committee I.D. Number [       ]           Document Seq# [       ]         [CP]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|7. Treasurer's Business Address                                               |
|                                                                              |
|[                              ]    [                              ]          |
|[                     ][  ][          ]     Phone[          ]                 |
|------------------------------------------------------------------------------|
|8. Designated Record Keeper's Name and Mailing Address (from SofO)           |
|                                                                              |
|First Name [                                ] Middle Name [                  ]|
|Last Name  [                                        ]                         |
|[                              ]                                              |
|[                              ]                                              |
|[                     ][  ][          ]                                       |
|Phone[          ]                     Driver License #[             ]         |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220  CAP  NUM   2, 9  01:20
```

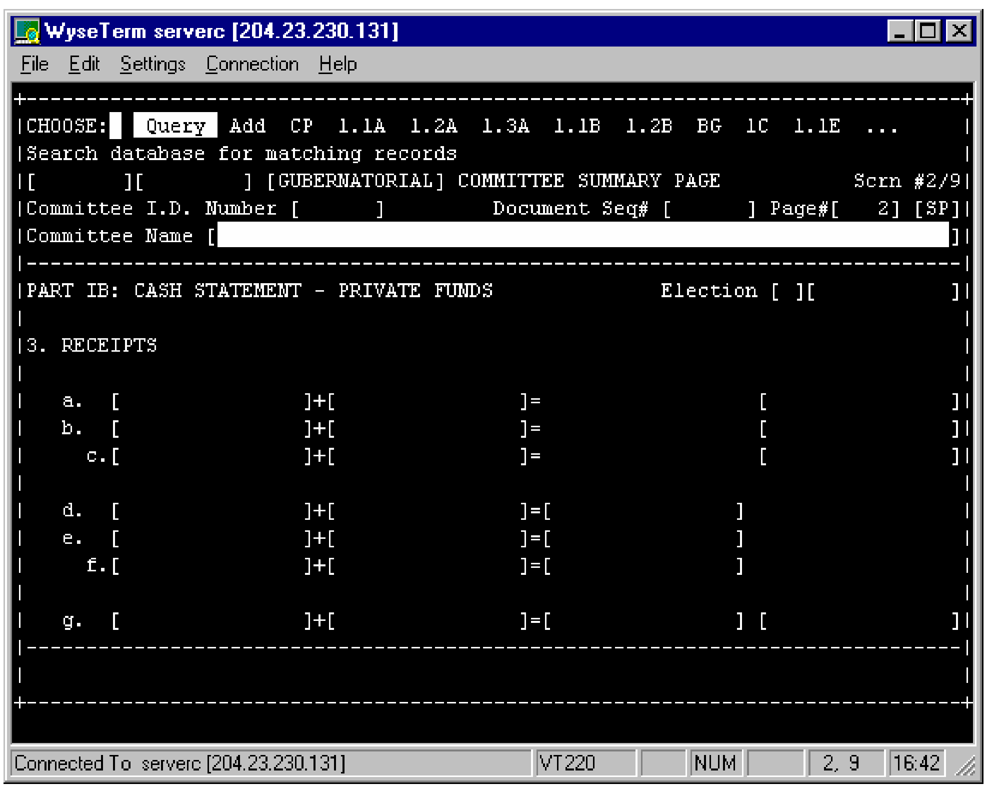


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...     |
|Search database for matching records                                          |
|[       ][        ] [GUBERNATORIAL] COMMITTEE COVER PAGE             Scrn #4/4|
|Committee I.D. Number [       ]           Document Seq# [       ]         [CP]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|9. Type of Statement (from Log-In)  [                                        ]|
|                                                                              |
|   Date of [                   ] [          ] Coverage Year (if Annual) [    ]|
|                                                                              |
|   Effective Date of Dissolution [          ] Statement Year            [    ]|
|                                                                              |
|------------------------------------------------------------------------------|
|10. Verification                                                              |
|                                                                              |
|Current Treasurer or                                                          |
|Designated Recordkeeper [                              ]   Date[          ]  |
|                                                                              |
|Candidate               [                              ]   Date[          ]  |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220  CAP  NUM   2, 9  01:21
```

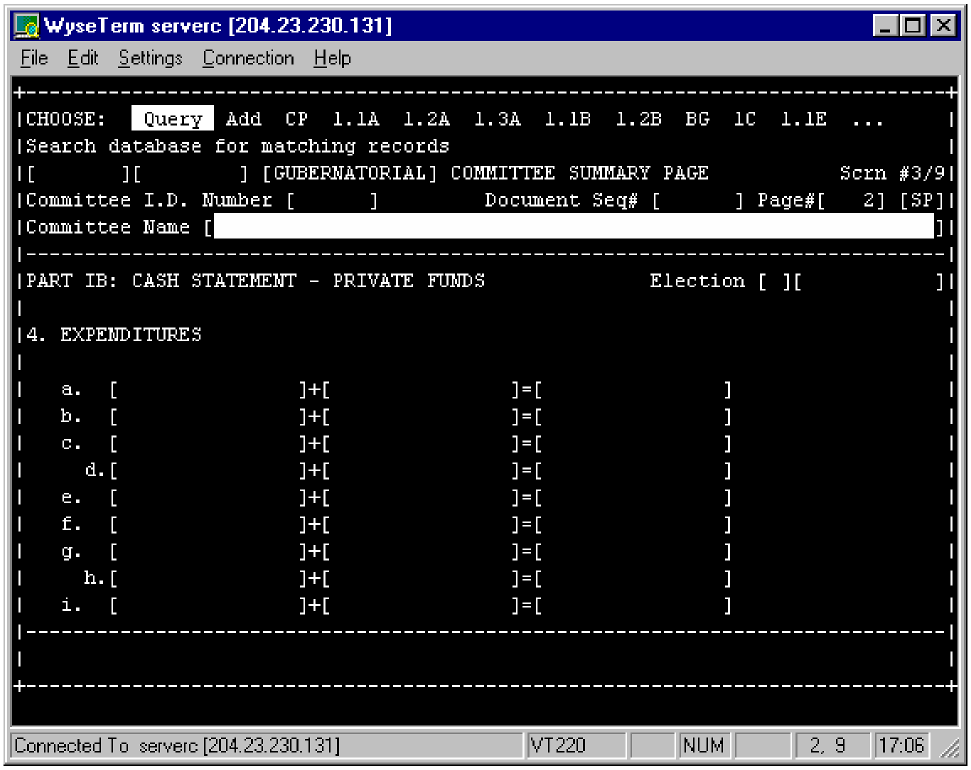
GUBERNATORIAL COMMITTEE SUMMARY PAGE



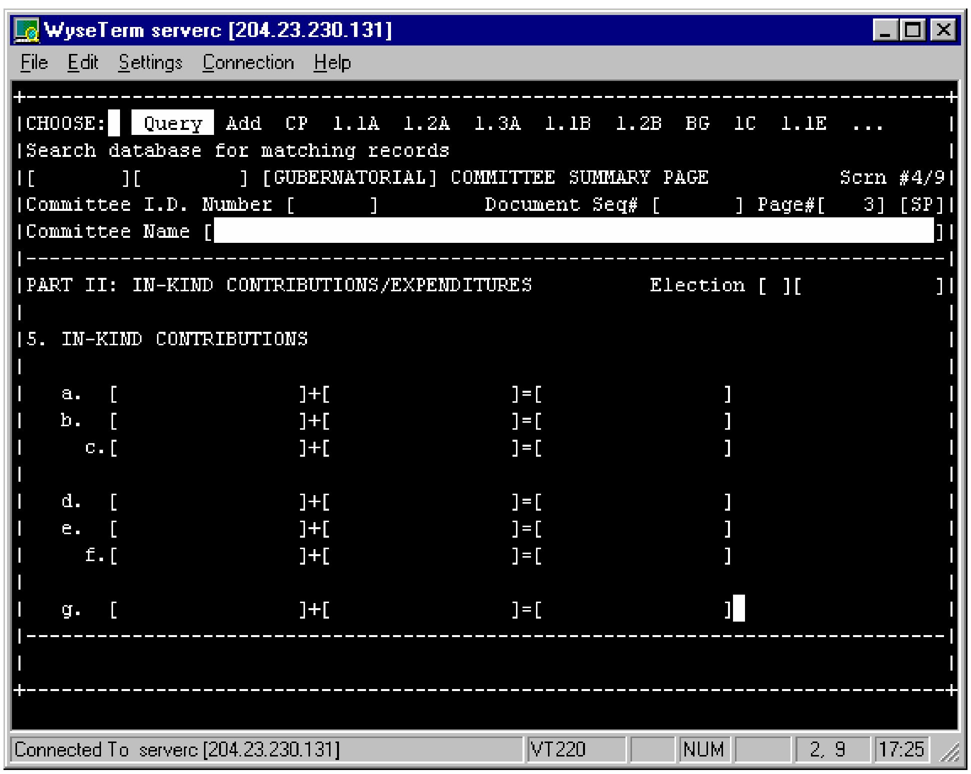
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+---------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...   |
|Search database for matching records                                       |
|[        ][        ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE         Scrn #1/9|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [SP]|
|Committee Name [                                                          ]|
|---------------------------------------------------------------------------|
|PART IA: CASH STATEMENT - PUBLIC FUNDS              Election [ ][        ]|
|1. RECEIPTS                                                                |
|   a.  [               ]+[                ]=[                 ]            |
|   b.  [               ]+[                ]=[                 ]            |
|     c.[               ]+[                ]=[                 ]            |
|   d.  [               ]+[                ]=[                 ]            |
|   e.  [               ]+[                ]=[                 ]            |
|2. EXPENDITURES                                                            |
|   a.  [               ]+[                ]=[                 ]            |
|   b.  [               ]+[                ]=[                 ]            |
|     c.[               ]+[                ]=[                 ]            |
|   d.  [               ]+[                ]=[                 ]            |
|   e.  [               ]+[                ]=[                 ]            |
|---------------------------------------------------------------------------|
|                                                                           |
+---------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   NUM   2, 9   06:47
```



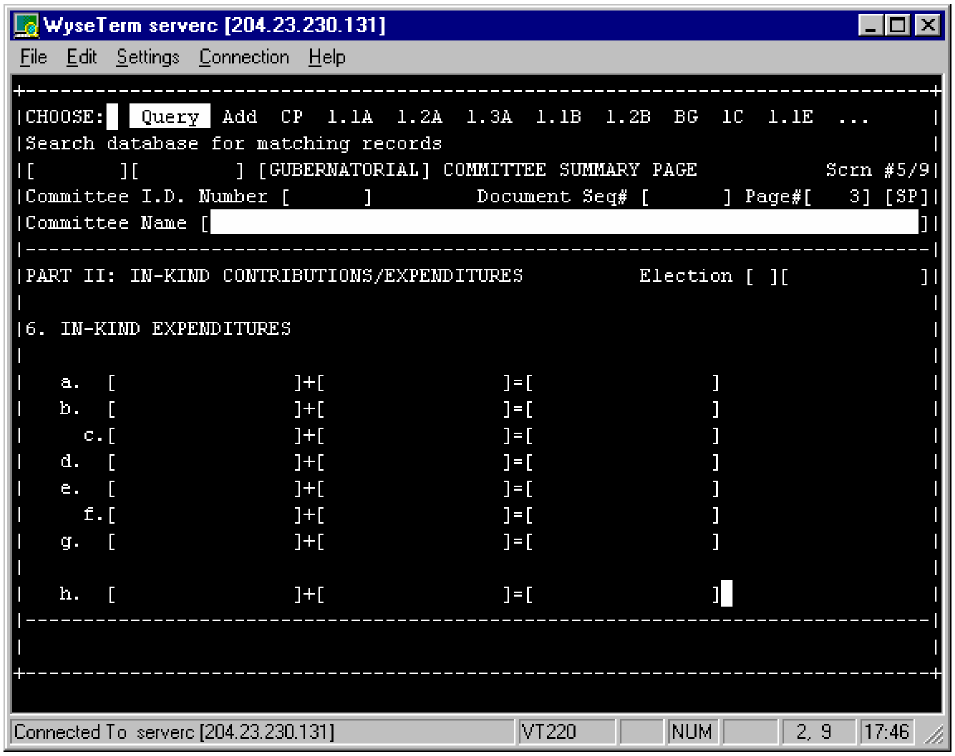
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+---------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...   |
|Search database for matching records                                       |
|[        ][        ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE         Scrn #2/9|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[   2] [SP]|
|Committee Name [                                                          ]|
|---------------------------------------------------------------------------|
|PART IB: CASH STATEMENT - PRIVATE FUNDS             Election [ ][        ]|
|                                                                           |
|3. RECEIPTS                                                                |
|                                                                           |
|   a.  [              ]+[               ]=                  [             ]|
|   b.  [              ]+[               ]=                  [             ]|
|     c.[              ]+[               ]=                  [             ]|
|                                                                           |
|   d.  [              ]+[               ]=[               ]                |
|   e.  [              ]+[               ]=[               ]                |
|     f.[              ]+[               ]=[               ]                |
|                                                                           |
|   g.  [              ]+[               ]=[               ] [             ]|
|---------------------------------------------------------------------------|
|                                                                           |
+---------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   NUM   2, 9   16:42
```



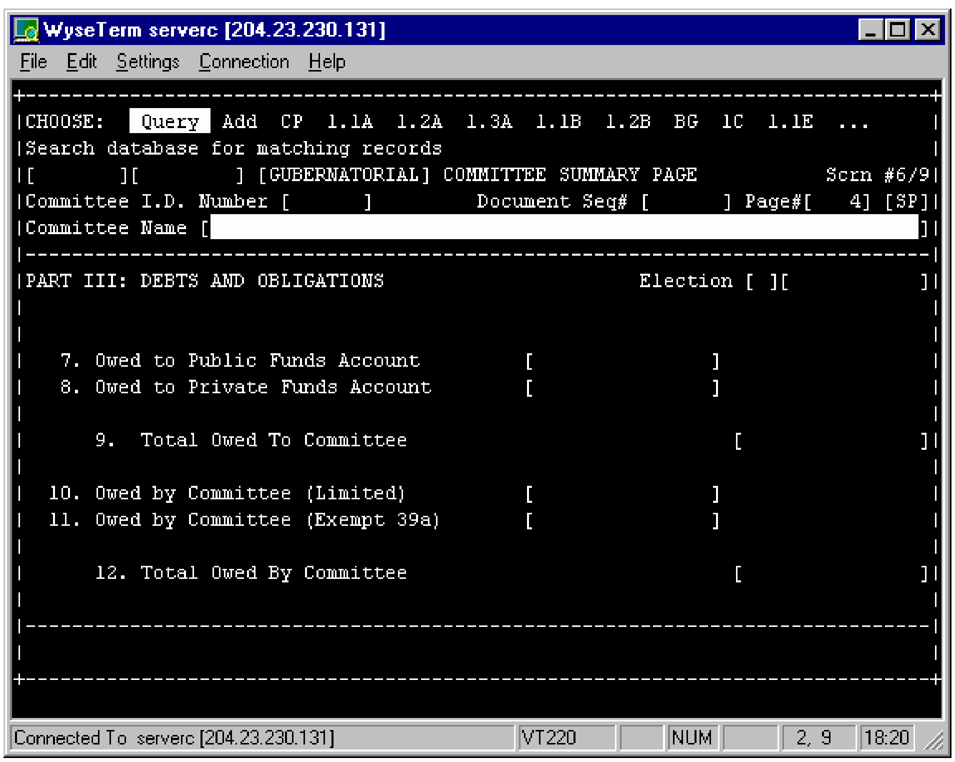
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...     |
|Search database for matching records                                          |
|[       ][        ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE           Scrn #3/9|
|Committee I.D. Number [      ]          Document Seq# [      ] Page#[   2] [SP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|PART IB: CASH STATEMENT - PRIVATE FUNDS              Election [ ][           ]|
|                                                                              |
|4. EXPENDITURES                                                               |
|                                                                              |
|   a.  [              ]+[              ]=[              ]                     |
|   b.  [              ]+[              ]=[              ]                     |
|   c.  [              ]+[              ]=[              ]                     |
|     d.[              ]+[              ]=[              ]                     |
|   e.  [              ]+[              ]=[              ]                     |
|   f.  [              ]+[              ]=[              ]                     |
|   g.  [              ]+[              ]=[              ]                     |
|     h.[              ]+[              ]=[              ]                     |
|   i.  [              ]+[              ]=[              ]                     |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   NUM   2, 9   17:06
```



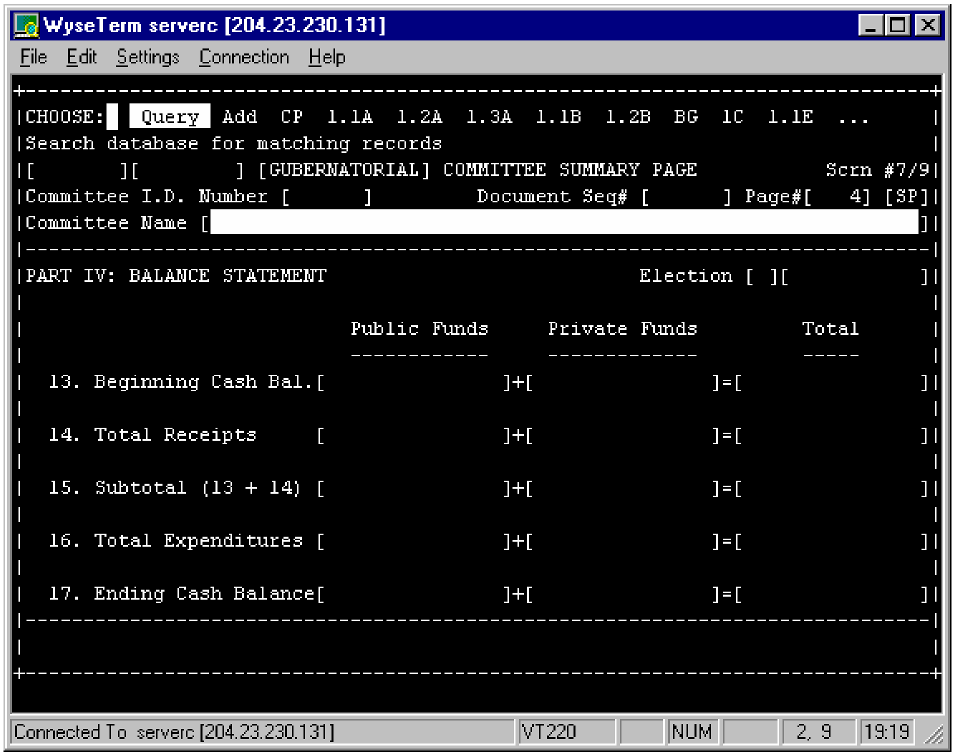
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...     |
|Search database for matching records                                          |
|[       ][        ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE           Scrn #4/9|
|Committee I.D. Number [      ]          Document Seq# [      ] Page#[   3] [SP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|PART II: IN-KIND CONTRIBUTIONS/EXPENDITURES          Election [ ][           ]|
|                                                                              |
|5. IN-KIND CONTRIBUTIONS                                                      |
|                                                                              |
|   a.  [              ]+[              ]=[              ]                     |
|   b.  [              ]+[              ]=[              ]                     |
|     c.[              ]+[              ]=[              ]                     |
|                                                                              |
|   d.  [              ]+[              ]=[              ]                     |
|   e.  [              ]+[              ]=[              ]                     |
|     f.[              ]+[              ]=[              ]                     |
|                                                                              |
|   g.  [              ]+[              ]=[              ]                     |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   NUM   2, 9   17:25
```

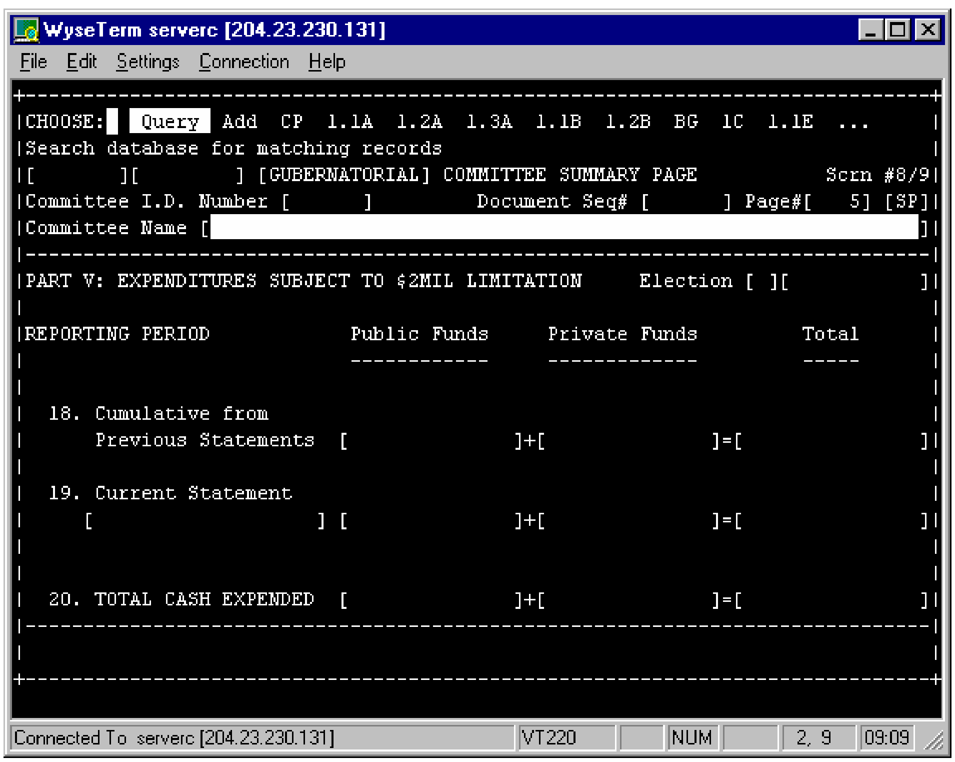


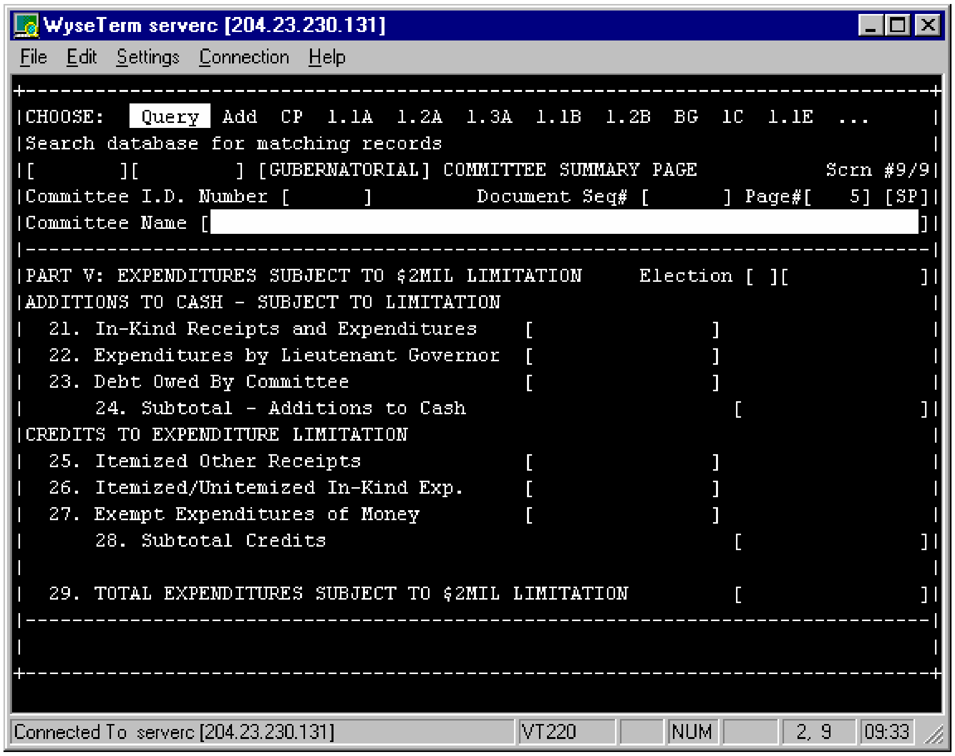
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...     |
|Search database for matching records                                         |
|[        ][         ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE          Scrn #5/9|
|Committee I.D. Number [       ]          Document Seq# [      ] Page#[   3] [SP]|
|Committee Name [                                                            ]|
|-----------------------------------------------------------------------------|
|PART II: IN-KIND CONTRIBUTIONS/EXPENDITURES          Election [ ][          ]|
|                                                                             |
|6. IN-KIND EXPENDITURES                                                      |
|                                                                             |
|   a.  [               ]+[               ]=[               ]                  |
|   b.  [               ]+[               ]=[               ]                  |
|     c.[               ]+[               ]=[               ]                  |
|   d.  [               ]+[               ]=[               ]                  |
|   e.  [               ]+[               ]=[               ]                  |
|     f.[               ]+[               ]=[               ]                  |
|   g.  [               ]+[               ]=[               ]                  |
|                                                                             |
|   h.  [               ]+[               ]=[               ]                  |
|-----------------------------------------------------------------------------|
|                                                                             |
+-----------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   NUM   2, 9   17:46
```



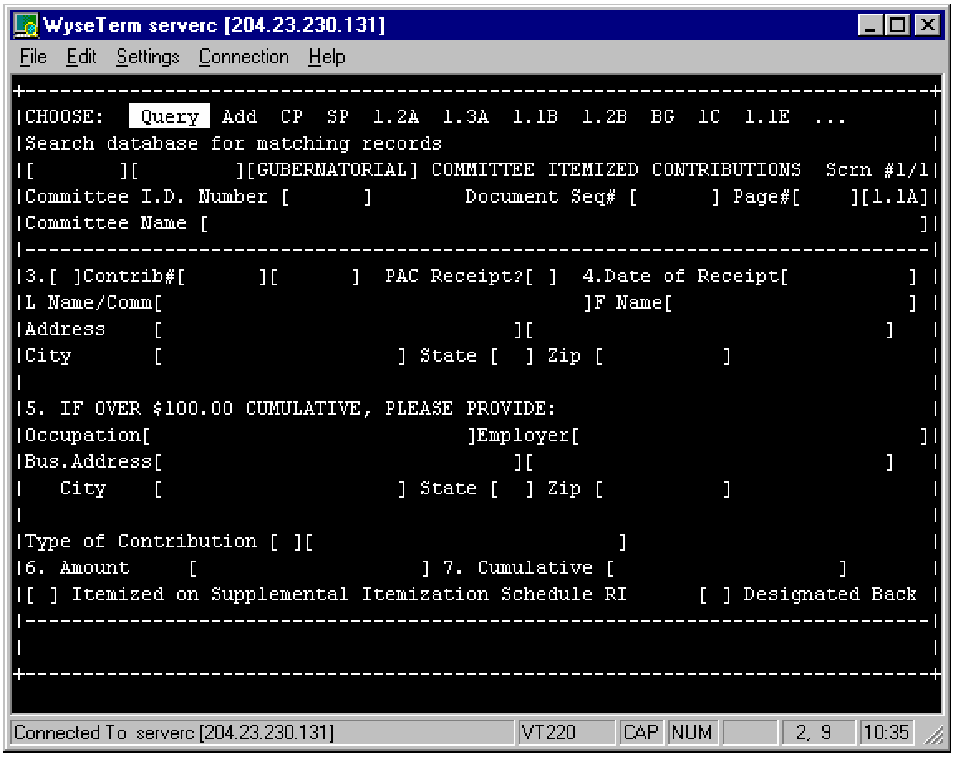
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...     |
|Search database for matching records                                         |
|[        ][         ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE          Scrn #6/9|
|Committee I.D. Number [       ]          Document Seq# [      ] Page#[   4] [SP]|
|Committee Name [                                                            ]|
|-----------------------------------------------------------------------------|
|PART III: DEBTS AND OBLIGATIONS                      Election [ ][          ]|
|                                                                             |
|                                                                             |
|   7. Owed to Public Funds Account         [               ]                  |
|   8. Owed to Private Funds Account        [               ]                  |
|                                                                             |
|      9.  Total Owed To Committee                            [               ]|
|                                                                             |
|  10. Owed by Committee (Limited)         [               ]                  |
|  11. Owed by Committee (Exempt 39a)      [               ]                  |
|                                                                             |
|      12. Total Owed By Committee                            [               ]|
|                                                                             |
|-----------------------------------------------------------------------------|
|                                                                             |
+-----------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   NUM   2, 9   18:20
```


WyseTerm serverc [204.23.230.131]
File Edit Settings Connection Help
CHOOSE: Query Add CP 1.1A 1.2A 1.3A 1.1B 1.2B BG 1C 1.1E ...
Search database for matching records
[ ][ ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE Scrn #7/9
Committee I.D. Number [ ] Document Seq# [ ] Page#[4] [SP]
Committee Name [ ]
PART IV: BALANCE STATEMENT Election [ ][ ]
Public Funds Private Funds Total
13. Beginning Cash Bal.[ ]+[ ]=[ ]
14. Total Receipts [ ]+[ ]=[ ]
15. Subtotal (13 + 14) [ ]+[ ]=[ ]
16. Total Expenditures [ ]+[ ]=[ ]
17. Ending Cash Balance[ ]+[ ]=[ ]
Connected To serverc [204.23.230.131]
VT220
NUM
2, 9
19:19


WyseTerm serverc [204.23.230.131]
File Edit Settings Connection Help
CHOOSE: Query Add CP 1.1A 1.2A 1.3A 1.1B 1.2B BG 1C 1.1E ...
Search database for matching records
[ ][ ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE Scrn #8/9
Committee I.D. Number [ ] Document Seq# [ ] Page#[5] [SP]
Committee Name [ ]
PART V: EXPENDITURES SUBJECT TO $2MIL LIMITATION Election [ ][ ]
REPORTING PERIOD Public Funds Private Funds Total
18. Cumulative from
Previous Statements [ ]+[ ]=[ ]
19. Current Statement
[ ] [ ]+[ ]=[ ]
20. TOTAL CASH EXPENDED [ ]+[ ]=[ ]
Connected To serverc [204.23.230.131]
VT220
NUM
2, 9
09:09

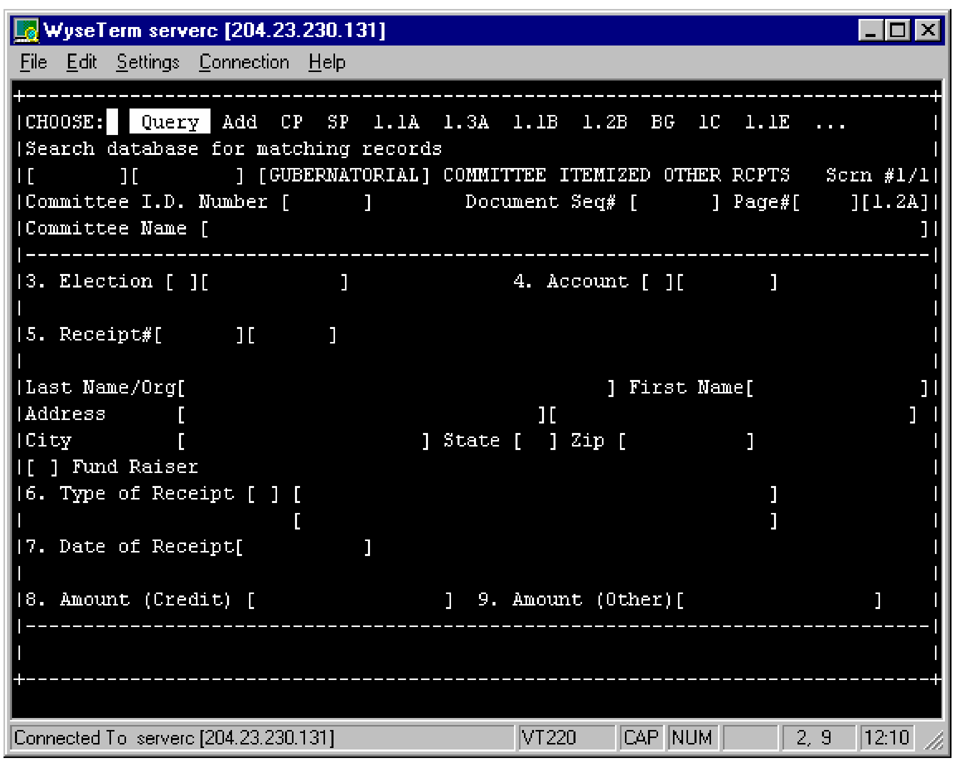

WyseTerm serverc [204.23.230.131]
File Edit Settings Connection Help
CHOOSE: Query Add CP 1.1A 1.2A 1.3A 1.1B 1.2B BG 1C 1.1E ...
Search database for matching records
[ ][ ] [GUBERNATORIAL] COMMITTEE SUMMARY PAGE Scrn #9/9
Committee I.D. Number [ ] Document Seq# [ ] Page#[5] [SP]
Committee Name [ ]
PART V: EXPENDITURES SUBJECT TO $2MIL LIMITATION Election [ ][ ]
ADDITIONS TO CASH - SUBJECT TO LIMITATION
21. In-Kind Receipts and Expenditures [ ]
22. Expenditures by Lieutenant Governor [ ]
23. Debt Owed By Committee [ ]
24. Subtotal - Additions to Cash [ ]
CREDITS TO EXPENDITURE LIMITATION
25. Itemized Other Receipts [ ]
26. Itemized/Unitemized In-Kind Exp. [ ]
27. Exempt Expenditures of Money [ ]
28. Subtotal Credits [ ]
29. TOTAL EXPENDITURES SUBJECT TO $2MIL LIMITATION [ ]
Connected To serverc [204.23.230.131]
VT220
NUM
2, 9
09:33

GUBERNATORIAL COMMITTEE ITEMIZED CONTRIBUTIONS - 1.1A



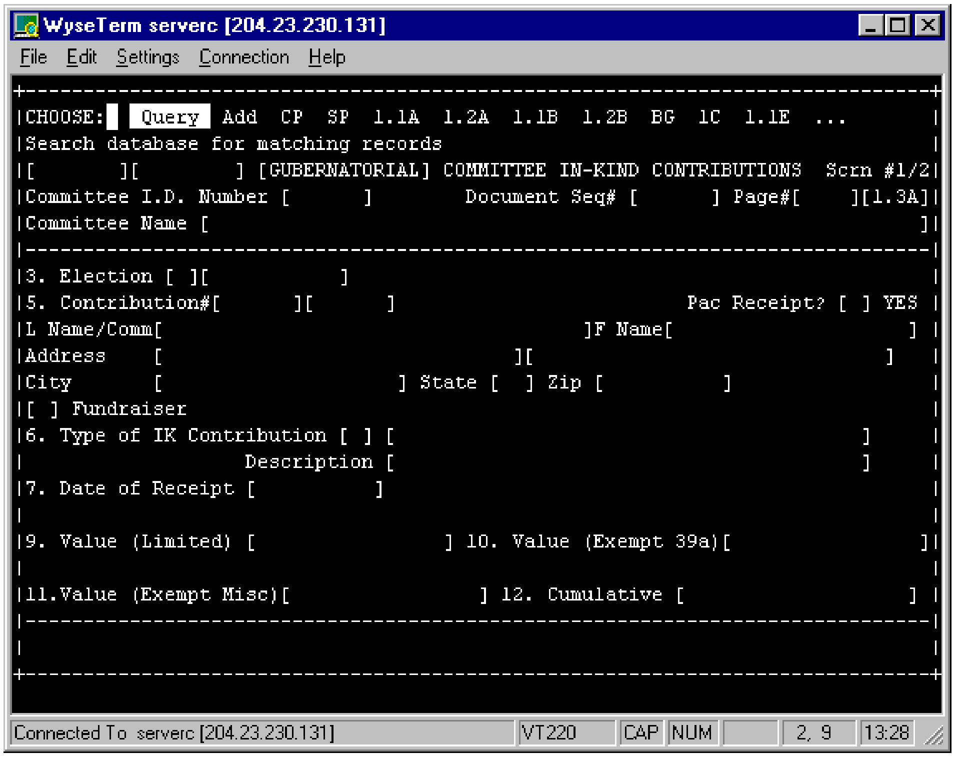
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.2A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...        |
|Search database for matching records                                          |
|[        ][        ][GUBERNATORIAL] COMMITTEE ITEMIZED CONTRIBUTIONS  Scrn #1/1|
|Committee I.D. Number [       ]        Document Seq# [       ] Page#[     ][1.1A]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|3.[ ]Contrib#[      ][       ]  PAC Receipt?[ ]  4.Date of Receipt[          ] |
|L Name/Comm[                                  ]F Name[                      ] |
|Address    [                              ][                             ]    |
|City       [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|5. IF OVER $100.00 CUMULATIVE, PLEASE PROVIDE:                                |
|Occupation[                           ]Employer[                            ]|
|Bus.Address[                              ][                             ]    |
|   City    [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|Type of Contribution [ ][                          ]                          |
|6. Amount     [                   ] 7. Cumulative [                   ]       |
|[ ] Itemized on Supplemental Itemization Schedule RI      [ ] Designated Back |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   10:35
```

GUBERNATORIAL COMMITTEE ITEMIZED OTHER RECEIPTS - 1.2A

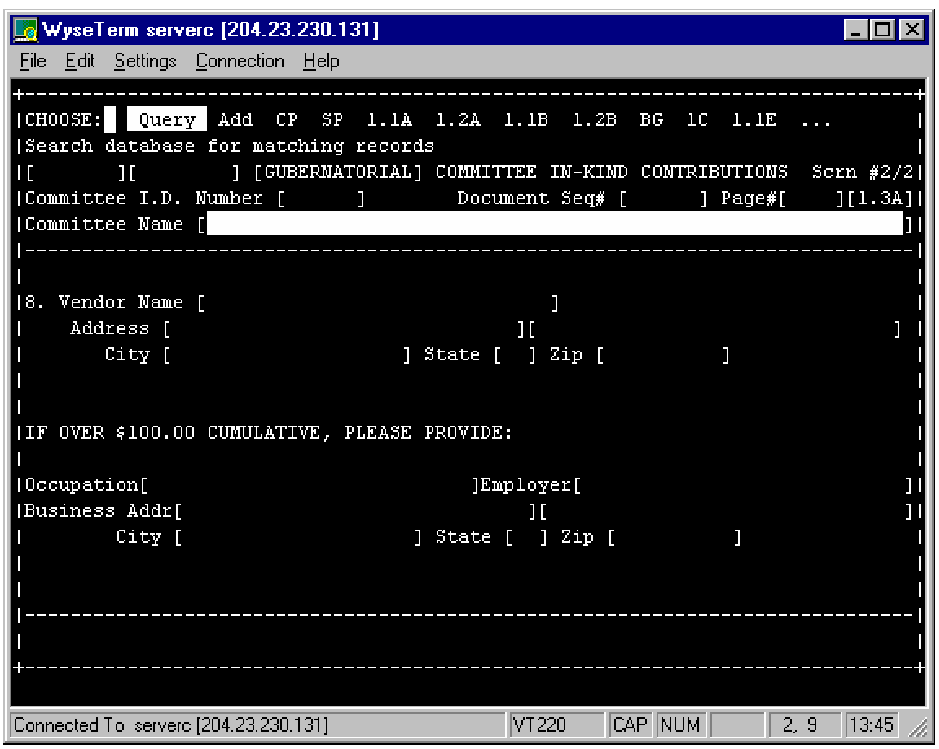


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.3A  1.1B  1.2B  BG  1C  1.1E  ...        |
|Search database for matching records                                          |
|[        ][        ] [GUBERNATORIAL] COMMITTEE ITEMIZED OTHER RCPTS     Scrn #1/1|
|Committee I.D. Number [       ]        Document Seq# [       ] Page#[     ][1.2A]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|3. Election [ ][           ]              4. Account [ ][       ]             |
|                                                                              |
|5. Receipt#[      ][      ]                                                   |
|                                                                              |
|Last Name/Org[                                  ] First Name[               ]|
|Address      [                              ][                             ]  |
|City         [                    ] State [  ] Zip [          ]             |
|[ ] Fund Raiser                                                               |
|6. Type of Receipt [ ] [                                       ]              |
|                       [                                       ]              |
|7. Date of Receipt[          ]                                                |
|                                                                              |
|8. Amount (Credit) [                ]  9. Amount (Other)[                ]    |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   12:10
```

GUBERNATORIAL COMMITTEE IN-KIND CONTRIBUTIONS - 1.3A

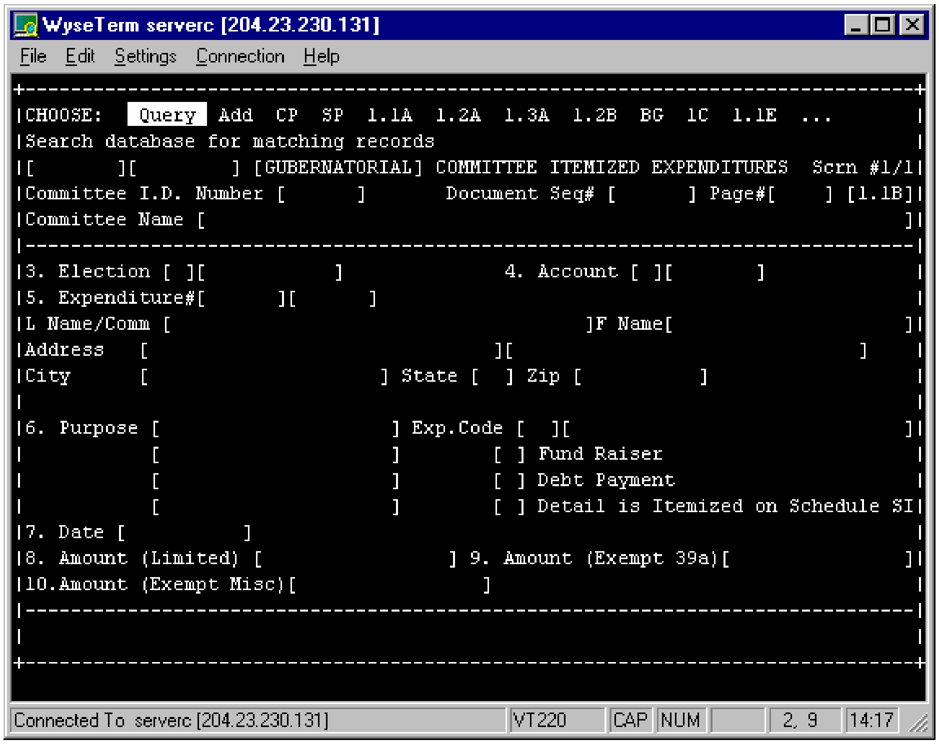


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.2A  1.1B  1.2B  BG  1C  1.1E  ...        |
|Search database for matching records                                          |
|[        ][         ] [GUBERNATORIAL] COMMITTEE IN-KIND CONTRIBUTIONS  Scrn #1/2|
|Committee I.D. Number [       ]        Document Seq# [       ] Page#[     ][1.3A]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|3. Election [ ][            ]                                                 |
|5. Contribution#[      ][      ]                          Pac Receipt? [ ] YES |
|L Name/Comm[                                    ]F Name[                    ] |
|Address    [                               ][                           ]    |
|City       [                     ] State [  ] Zip [          ]              |
|[ ] Fundraiser                                                                |
|6. Type of IK Contribution [ ] [                                         ]    |
|                   Description [                                         ]    |
|7. Date of Receipt [          ]                                               |
|                                                                              |
|9. Value (Limited) [                ] 10. Value (Exempt 39a)[                ]|
|                                                                              |
|11.Value (Exempt Misc)[                ] 12. Cumulative [                   ] |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   13:28
```



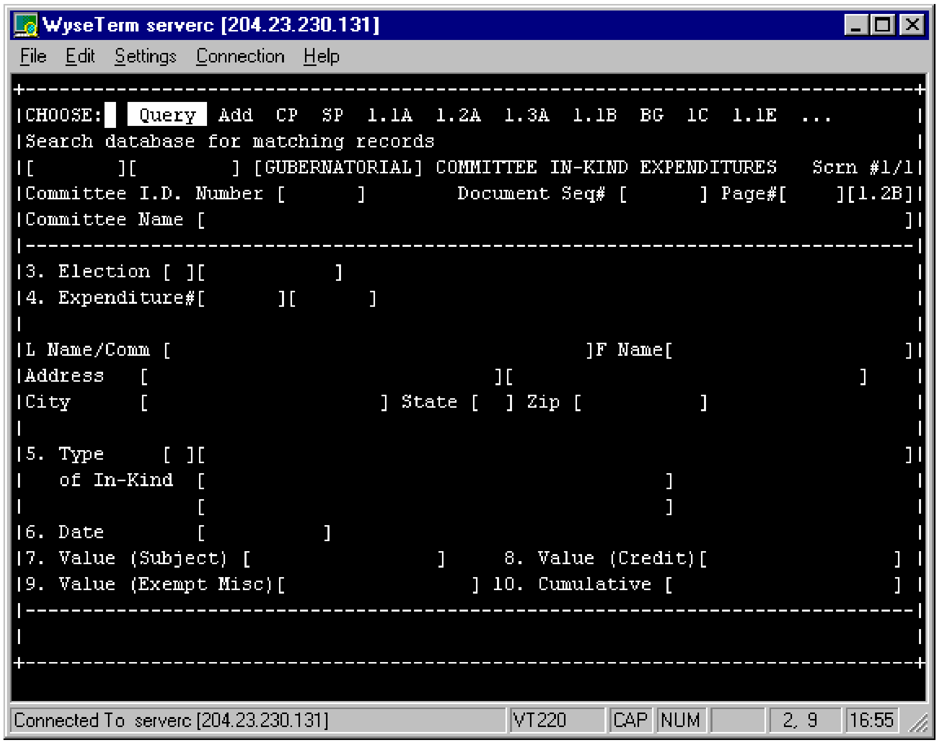
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.2A  1.1B  1.2B  BG  1C  1.1E  ...        |
|Search database for matching records                                          |
|[        ][         ] [GUBERNATORIAL] COMMITTEE IN-KIND CONTRIBUTIONS  Scrn #2/2|
|Committee I.D. Number [       ]        Document Seq# [       ] Page#[     ][1.3A]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|                                                                              |
|8. Vendor Name [                              ]                               |
|    Address [                               ][                           ]    |
|       City [                     ] State [  ] Zip [          ]              |
|                                                                              |
|                                                                              |
|IF OVER $100.00 CUMULATIVE, PLEASE PROVIDE:                                   |
|                                                                              |
|Occupation[                            ]Employer[                           ]|
|Business Addr[                              ][                             ]|
|        City [                     ] State [  ] Zip [          ]             |
|                                                                              |
|                                                                              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   13:45
```

GUBERNATORIAL COMMITTEE ITEMIZED EXPENDITURES – 1.1B

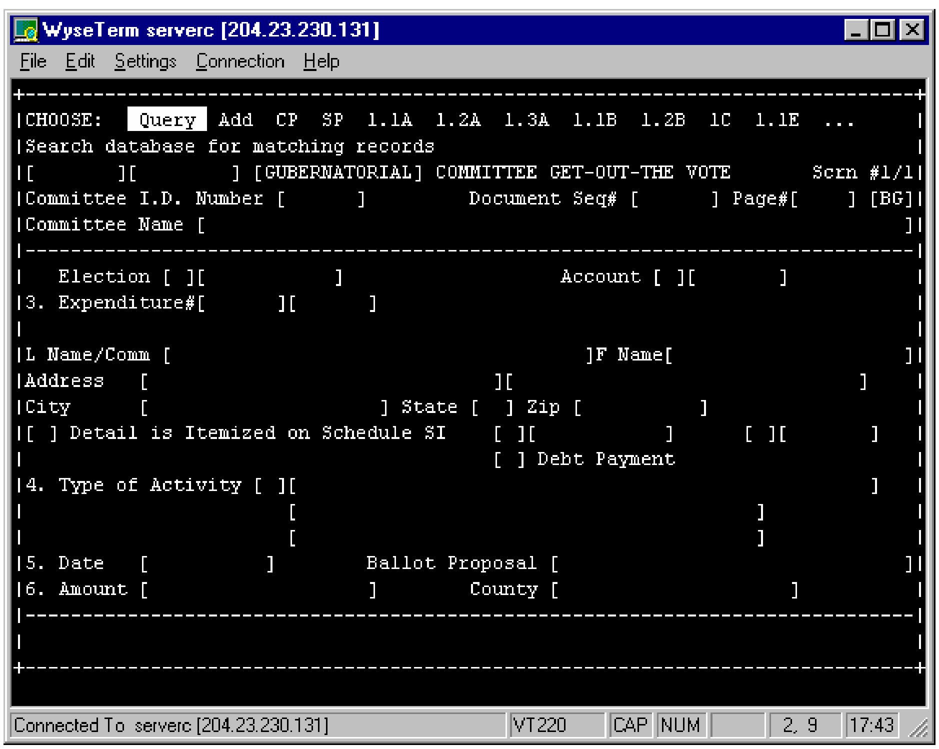


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.2A  1.3A  1.2B  BG  1C  1.1E  ...        |
|Search database for matching records                                         |
|[       ][        ] [GUBERNATORIAL] COMMITTEE ITEMIZED EXPENDITURES  Scrn #1/1|
|Committee I.D. Number [      ]       Document Seq# [      ] Page#[    ] [1.1B]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|3. Election [ ][            ]              4. Account [ ][       ]           |
|5. Expenditure#[      ][      ]                                              |
|L Name/Comm [                                   ]F Name[                    ]|
|Address    [                              ][                        ]        |
|City       [                   ] State [  ] Zip [          ]               |
|                                                                              |
|6. Purpose [                   ] Exp.Code [  ][                           ]|
|           [                   ]        [ ] Fund Raiser                      |
|           [                   ]        [ ] Debt Payment                     |
|           [                   ]        [ ] Detail is Itemized on Schedule SI|
|7. Date [          ]                                                         |
|8. Amount (Limited) [               ] 9. Amount (Exempt 39a)[              ]|
|10.Amount (Exempt Misc)[               ]                                     |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM    2, 9   14:17
```

GUBERNATORIAL COMMITTEE IN-KIND CONTRIBUTIONS - 1.2B



GUBERNATORIAL COMMITTEE GET OUT THE VOTE – BG



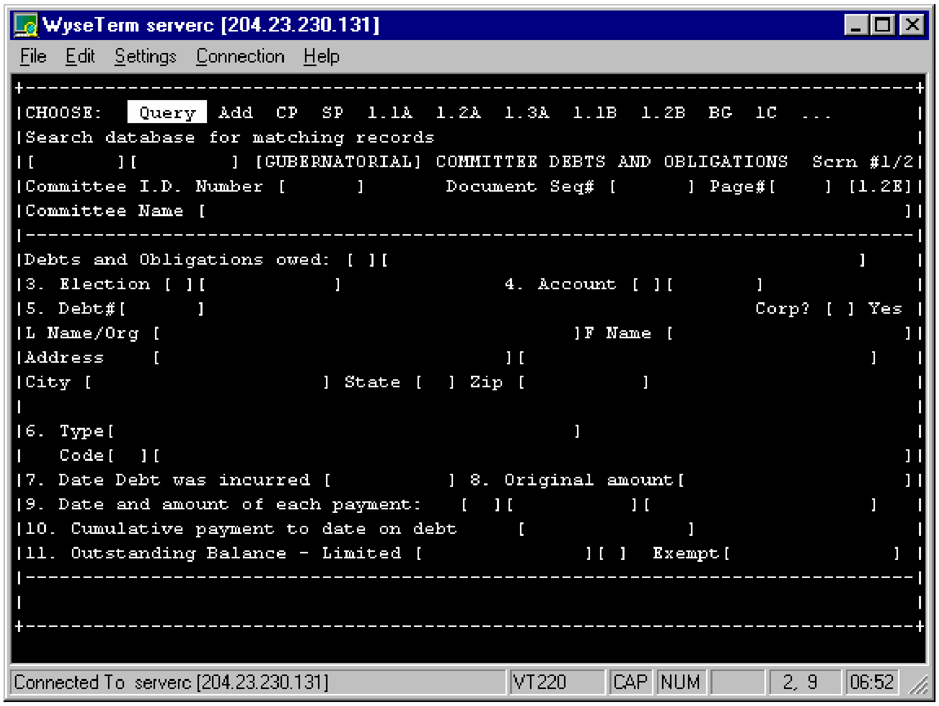
GUBERNATORIAL COMMITTEE INCIDENTAL OFFICE EXPENSE – 1C

```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1.1E  ...      |
|Search database for matching records                                          |
|[       ][        ] [GUBERNATORIAL] COMM. OFFICE EXP. DISBURSEMENT   Scrn #1/1|
|Committee I.D. Number [      ]         Document Seq# [      ]   Page#[  ] [1C]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|3. [ ]Disbursement#[      ][      ]                                           |
|                                                                              |
|L Name/Comm [                                   ]F Name[                     ]|
|Address    [                            ][                              ]     |
|City       [                    ] State [  ] Zip [          ]               |
|[ ] Debt Payment                                [ ] Detail is Itemized on Schedule SI|
|                                                                              |
|4. Purpose [                    ] Dis.Code [  ][                             ]|
|           [                    ] Fund Raiser [ ]                            |
|           [                    ]                                            |
|           [                    ]                                            |
|5. Date       [          ]                                                   |
|6. Amount     [                  ]                                           |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM    2, 9   18:42
```

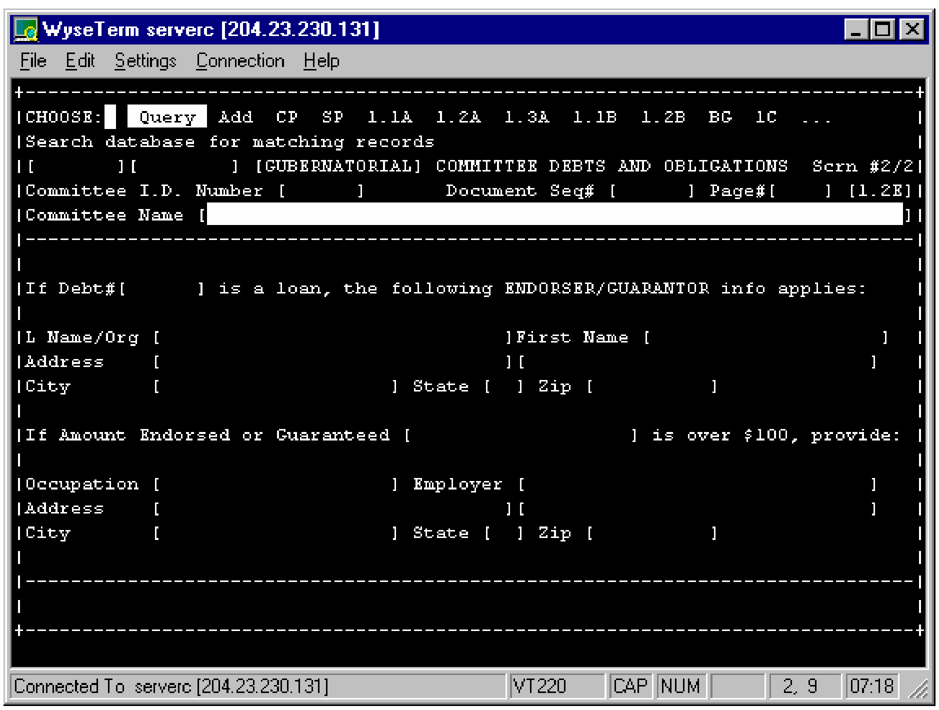
GUBERNATORIAL COMMITTEE DEBTS & OBLIGATIONS – 1.1E

```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  ...       |
|Search database for matching records                                          |
|[       ][        ] [GUBERNATORIAL] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #1/2|
|Committee I.D. Number [      ]       Document Seq# [      ] Page#[    ] [1.1E]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|Debts and Obligations owed: [ ][                                        ]     |
|3. Election [ ][          ]             4. Account [ ][       ]               |
|5. Debt#[        ]                                          Corp? [ ] Yes     |
|L Name/Org [                                ]F Name [                       ]|
|Address    [                            ][                            ]      |
|City [                    ] State [  ] Zip [          ]                      |
|                                                                              |
|6. Type[                                      ]                              |
|   Code[  ][                                                                 ]|
|7. Date Debt was incurred [          ] 8. Original amount[                    ]|
|9. Date and amount of each payment:  [  ][          ][                    ]  |
|10. Cumulative payment to date on debt     [               ]                 |
|11. Outstanding Balance - Limited [             ][ ]  Exempt[              ] |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM    2, 9   20:45
```

GUBERNATORIAL COMMITTEE DEBTS & OBLIGATIONS - 1.2E

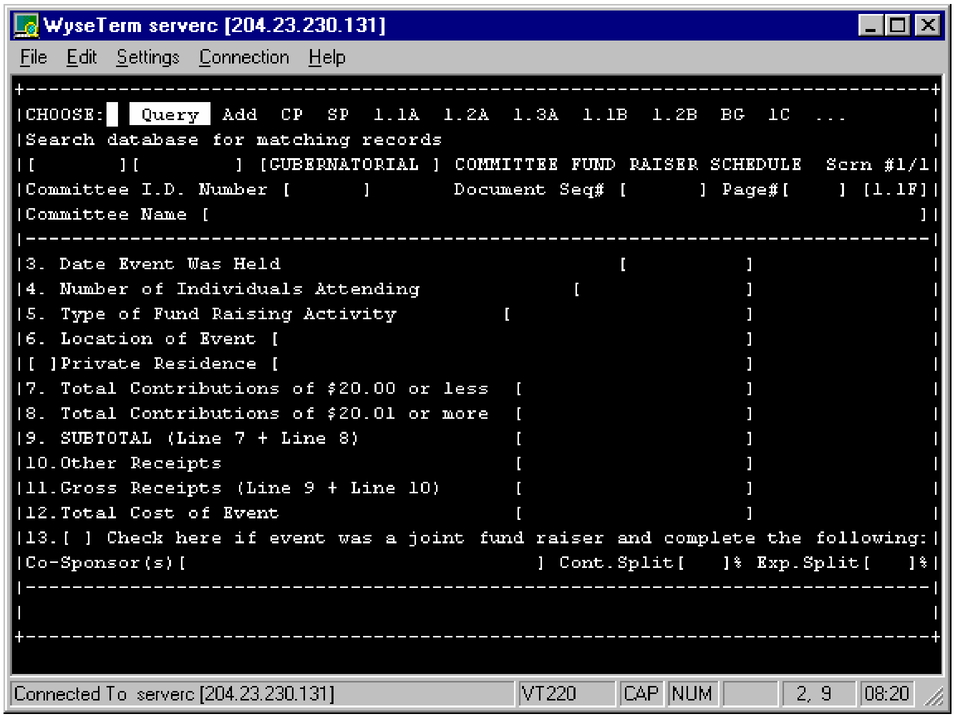


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  ...          |
|Search database for matching records                                          |
|[       ][        ] [GUBERNATORIAL] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #1/2|
|Committee I.D. Number [      ]       Document Seq# [      ] Page#[    ] [1.2E]|
|Committee Name [                                                            ]|
|-------------------------------------------------------------------------------|
|Debts and Obligations owed: [ ][                                        ]     |
|3. Election [ ][          ]            4. Account [ ][       ]                |
|5. Debt#[      ]                                          Corp? [ ] Yes       |
|L Name/Org [                                  ]F Name [                     ]|
|Address    [                              ][                         ]        |
|City [                  ] State [  ] Zip [          ]                         |
|                                                                              |
|6. Type[                                      ]                               |
|   Code[  ][                                                                 ]|
|7. Date Debt was incurred [          ] 8. Original amount[                   ]|
|9. Date and amount of each payment:  [  ][          ][                  ]     |
|10. Cumulative payment to date on debt     [             ]                    |
|11. Outstanding Balance - Limited [             ][ ]  Exempt[              ]  |
|-------------------------------------------------------------------------------|
|                                                                              |
+-------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   06:52
```



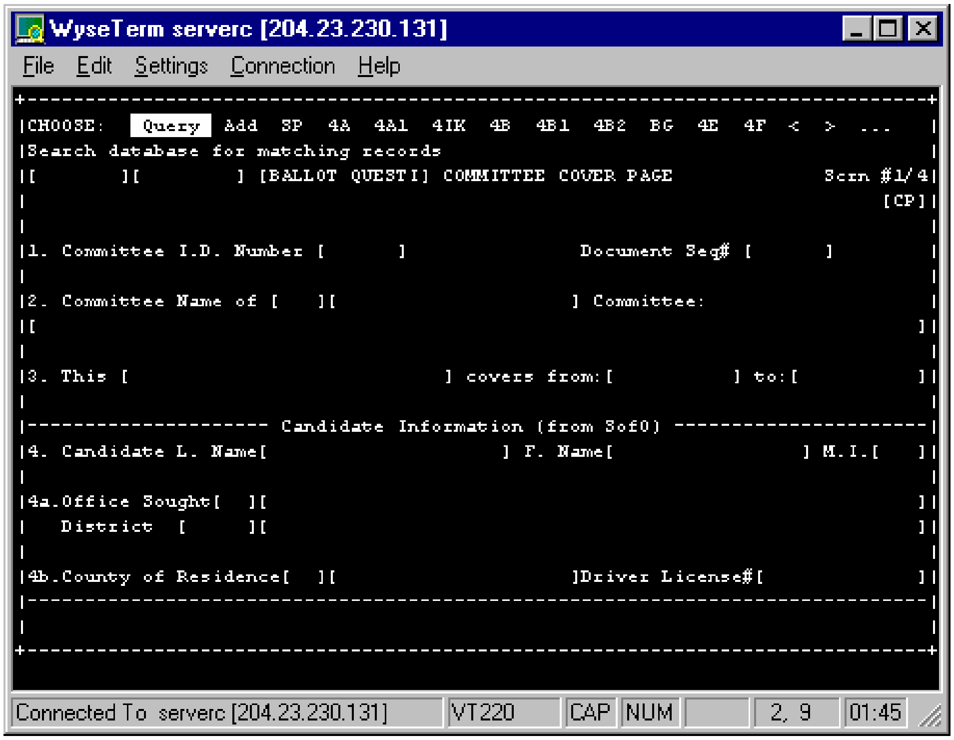
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  ...          |
|Search database for matching records                                          |
|[       ][        ] [GUBERNATORIAL] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #2/2|
|Committee I.D. Number [      ]       Document Seq# [      ] Page#[    ] [1.2E]|
|Committee Name [                                                            ]|
|-------------------------------------------------------------------------------|
|                                                                              |
|If Debt#[      ] is a loan, the following ENDORSER/GUARANTOR info applies:    |
|                                                                              |
|L Name/Org [                              ]First Name [                  ]    |
|Address    [                              ][                         ]        |
|City       [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|If Amount Endorsed or Guaranteed [                   ] is over $100, provide: |
|                                                                              |
|Occupation [                    ] Employer [                           ]      |
|Address    [                              ][                         ]        |
|City       [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|-------------------------------------------------------------------------------|
|                                                                              |
+-------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   07:18
```

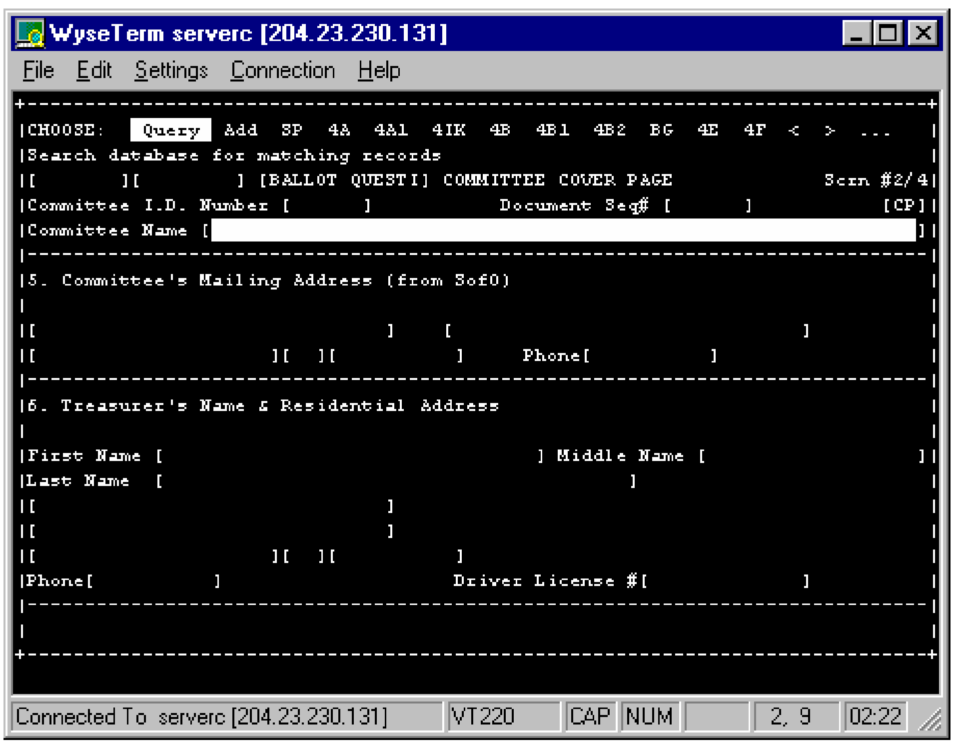
GUBERNATORIAL COMMITTEE FUND RAISER - 1.1F

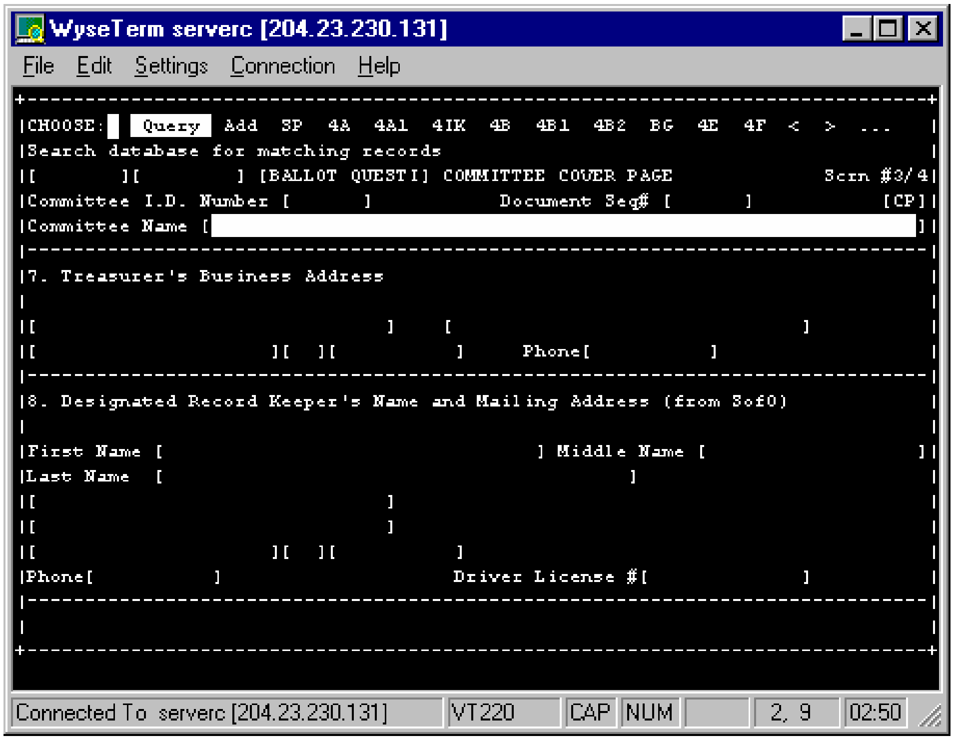


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+-------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  1.1A  1.2A  1.3A  1.1B  1.2B  BG  1C  ...         |
|Search database for matching records                                           |
|[       ][        ] [GUBERNATORIAL ] COMMITTEE FUND RAISER SCHEDULE  Scrn #1/1|
|Committee I.D. Number [      ]       Document Seq# [      ] Page#[    ] [1.1F]|
|Committee Name [                                                             ]|
|-------------------------------------------------------------------------------|
|3. Date Event Was Held                               [          ]              |
|4. Number of Individuals Attending               [              ]              |
|5. Type of Fund Raising Activity           [                    ]              |
|6. Location of Event [                                          ]              |
|[ ]Private Residence [                                          ]              |
|7. Total Contributions of $20.00 or less  [                     ]              |
|8. Total Contributions of $20.01 or more  [                     ]              |
|9. SUBTOTAL (Line 7 + Line 8)             [                     ]              |
|10.Other Receipts                         [                     ]              |
|11.Gross Receipts (Line 9 + Line 10)      [                     ]              |
|12.Total Cost of Event                    [                     ]              |
|13.[ ] Check here if event was a joint fund raiser and complete the following:|
|Co-Sponsor(s)[                              ] Cont.Split[   ]% Exp.Split[   ]%|
|-------------------------------------------------------------------------------|
|                                                                               |
+-------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP   NUM   2, 9   08:20
```

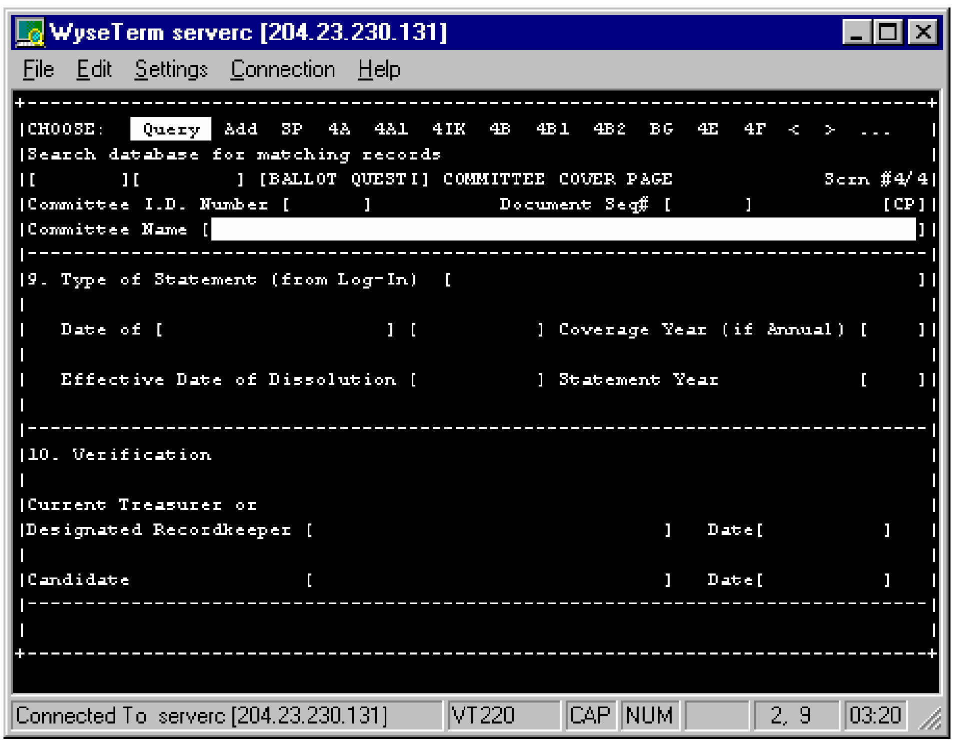
BALLOT QUESTION COMMITTEE COVER PAGE





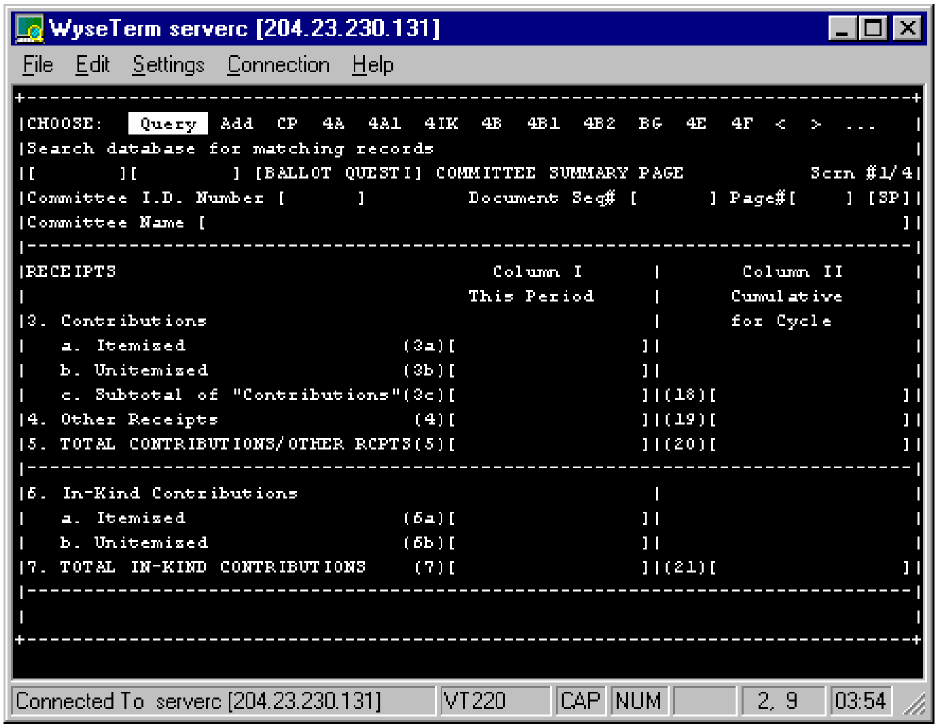


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  4A  4A1  4IK  4B  4B1  4B2  BG  4E  4F  <  >  ...    |
|Search database for matching records                                          |
|[        ][        ] [BALLOT QUEST I] COMMITTEE COVER PAGE          Scrn #3/4|
|Committee I.D. Number [       ]           Document Seq# [       ]        [CP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|7. Treasurer's Business Address                                               |
|                                                                              |
|[                              ]    [                              ]          |
|[                    ][  ][          ]     Phone[          ]                  |
|------------------------------------------------------------------------------|
|8. Designated Record Keeper's Name and Mailing Address (from SofO)            |
|                                                                              |
|First Name [                               ] Middle Name [                  ]|
|Last Name  [                                       ]                          |
|[                              ]                                              |
|[                              ]                                              |
|[                    ][  ][          ]                                        |
|Phone[          ]                    Driver License #[             ]          |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP NUM   2, 9   02:50
```

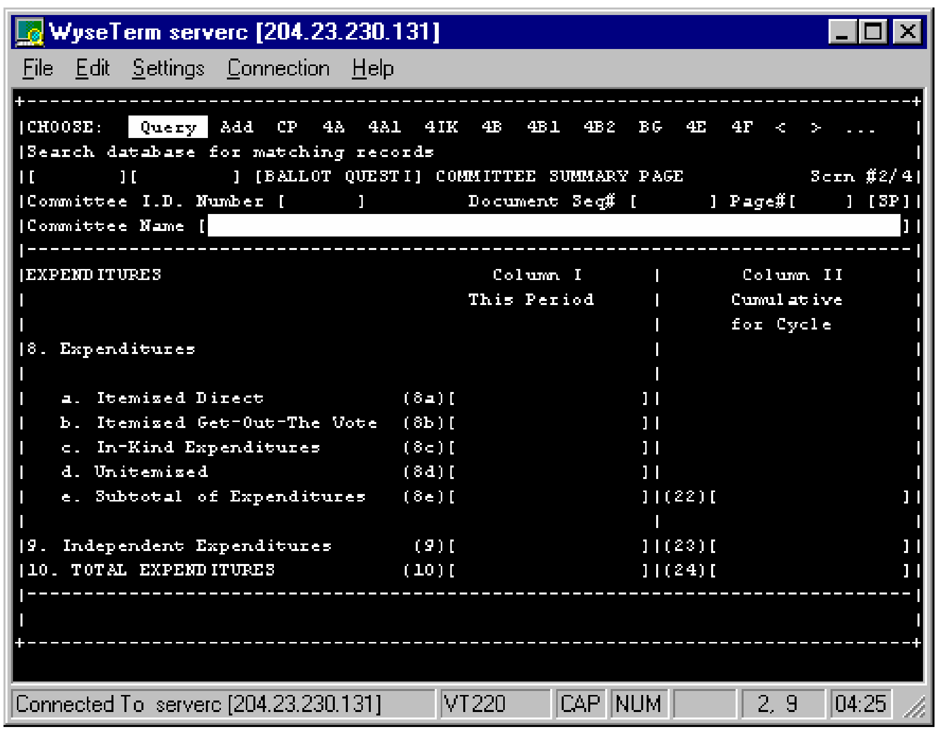


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  SP  4A  4A1  4IK  4B  4B1  4B2  BG  4E  4F  <  >  ...    |
|Search database for matching records                                          |
|[        ][        ] [BALLOT QUEST I] COMMITTEE COVER PAGE          Scrn #4/4|
|Committee I.D. Number [       ]           Document Seq# [       ]        [CP]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|9. Type of Statement (from Log-In)  [                                        ]|
|                                                                              |
|   Date of [                   ] [          ] Coverage Year (if Annual) [    ]|
|                                                                              |
|   Effective Date of Dissolution [          ] Statement Year            [    ]|
|                                                                              |
|------------------------------------------------------------------------------|
|10. Verification                                                              |
|                                                                              |
|Current Treasurer or                                                          |
|Designated Recordkeeper [                              ]  Date[         ]     |
|                                                                              |
|Candidate               [                              ]  Date[         ]     |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP NUM   2, 9   03:20
```

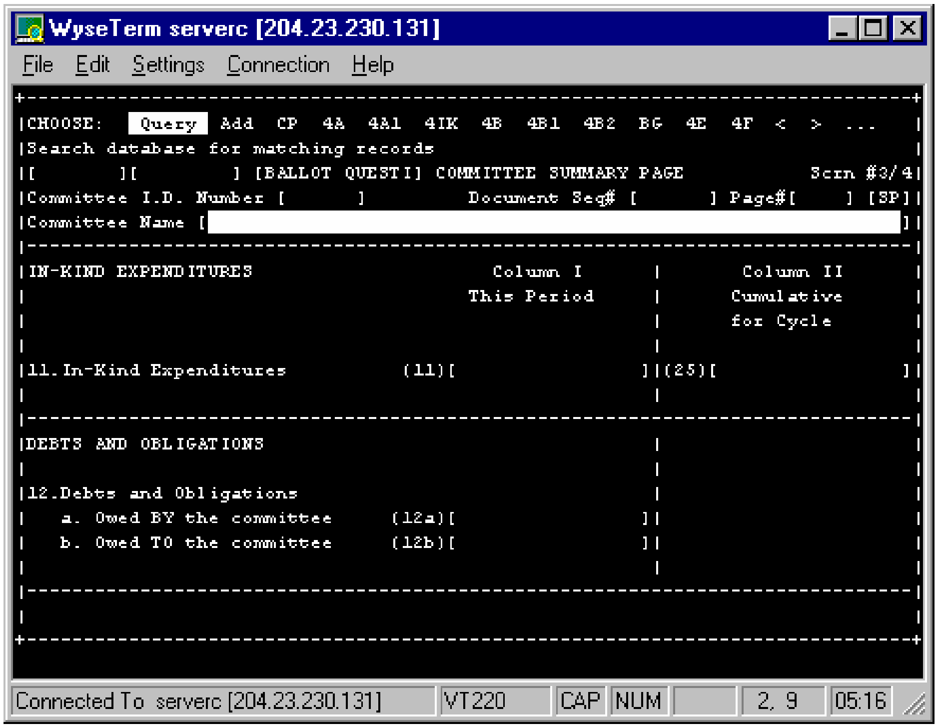
BALLOT QUESTION COMMITTEE SUMMARY PAGE

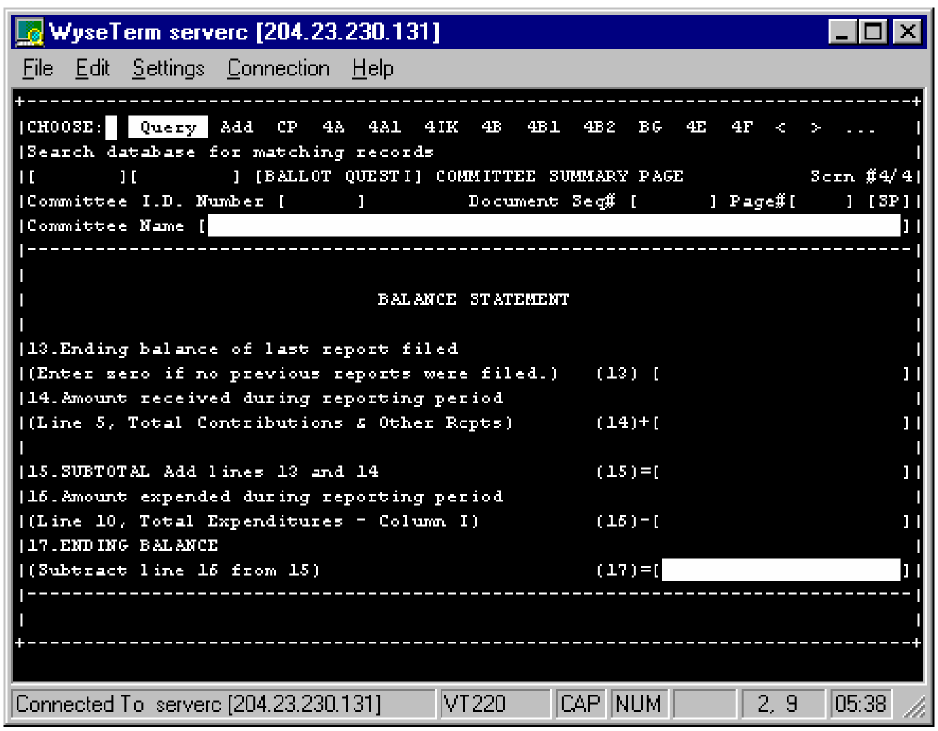


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  4A  4A1  4IK  4B  4B1  4B2  BG  4E  4F  <  >  ...    |
|Search database for matching records                                           |
|[        ][         ] [BALLOT QUESTI] COMMITTEE SUMMARY PAGE           Scrn #1/4|
|Committee I.D. Number [       ]          Document Seq# [       ] Page#[     ] [SP]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|RECEIPTS                                  Column I      |         Column II    |
|                                        This Period     |        Cumulative    |
|3. Contributions                                         |        for Cycle     |
|   a. Itemized                     (3a)[               ]|                      |
|   b. Unitemized                   (3b)[               ]|                      |
|   c. Subtotal of "Contributions"(3c)[                 ]|(18)[              ]|
|4. Other Receipts                   (4)[                ]|(19)[              ]|
|5. TOTAL CONTRIBUTIONS/OTHER RCPTS(5)[                  ]|(20)[              ]|
|------------------------------------------------------------------------------|
|6. In-Kind Contributions                                 |                      |
|   a. Itemized                     (6a)[               ]|                      |
|   b. Unitemized                   (6b)[               ]|                      |
|7. TOTAL IN-KIND CONTRIBUTIONS     (7)[                ]|(21)[              ]|
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   03:54
```

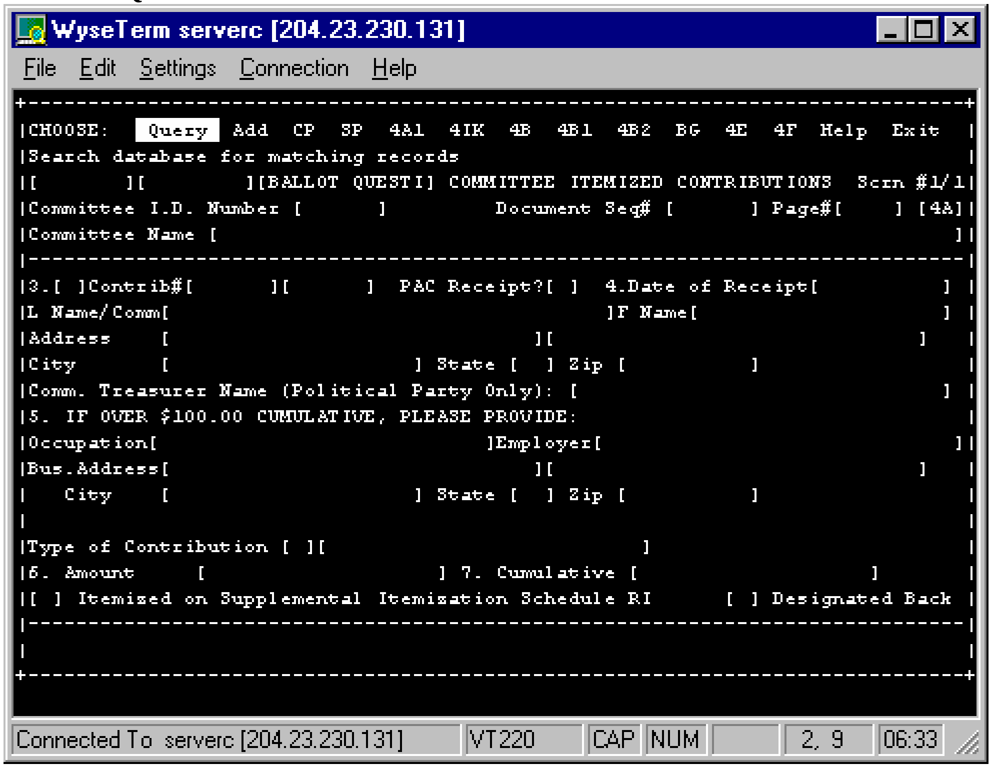


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  4A  4A1  4IK  4B  4B1  4B2  BG  4E  4F  <  >  ...    |
|Search database for matching records                                           |
|[        ][         ] [BALLOT QUESTI] COMMITTEE SUMMARY PAGE           Scrn #2/4|
|Committee I.D. Number [       ]          Document Seq# [       ] Page#[     ] [SP]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|EXPENDITURES                              Column I      |         Column II    |
|                                        This Period     |        Cumulative    |
|                                                         |        for Cycle     |
|8. Expenditures                                          |                      |
|                                                         |                      |
|   a. Itemized Direct              (8a)[               ]|                      |
|   b. Itemized Get-Out-The Vote    (8b)[               ]|                      |
|   c. In-Kind Expenditures         (8c)[               ]|                      |
|   d. Unitemized                   (8d)[               ]|                      |
|   e. Subtotal of Expenditures     (8e)[               ]|(22)[              ]|
|                                                         |                      |
|9. Independent Expenditures        (9)[                ]|(23)[              ]|
|10. TOTAL EXPENDITURES            (10)[                ]|(24)[              ]|
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]   VT220   CAP  NUM   2, 9   04:25
```

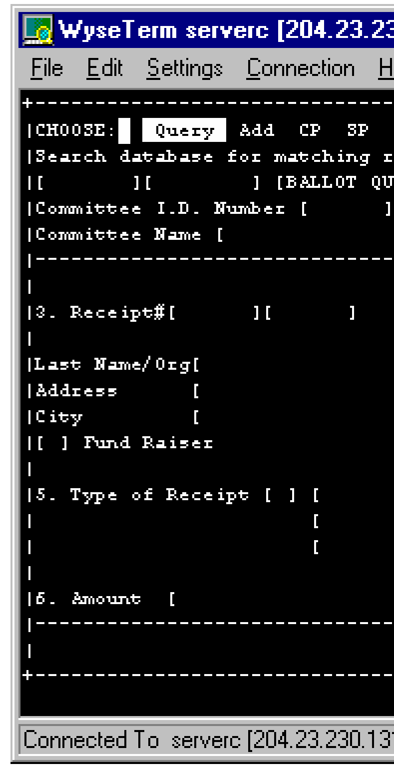

WyseTerm serverc [204.23.230.131]
File Edit Settings Connection Help
CHOOSE: Query Add CP 4A 4A1 4IK 4B 4B1 4B2 BG 4E 4F < > ...
Search database for matching records
[ ][ ] [BALLOT QUESTI] COMMITTEE SUMMARY PAGE Scrn #3/4
Committee I.D. Number [ ] Document Seq# [ ] Page#[ ] [SP]
Committee Name [ ]
IN-KIND EXPENDITURES
Column I
This Period
Column II
Cumulative
for Cycle
11. In-Kind Expenditures (11)[ ] (25)[ ]
DEBTS AND OBLIGATIONS
12. Debts and Obligations
a. Owed BY the committee (12a)[ ]
b. Owed TO the committee (12b)[ ]
Connected To serverc [204.23.230.131]
VT220
CAP
NUM
2, 9
05:16


WyseTerm serverc [204.23.230.131]
File Edit Settings Connection Help
CHOOSE: Query Add CP 4A 4A1 4IK 4B 4B1 4B2 BG 4E 4F < > ...
Search database for matching records
[ ][ ] [BALLOT QUESTI] COMMITTEE SUMMARY PAGE Scrn #4/4
Committee I.D. Number [ ] Document Seq# [ ] Page#[ ] [SP]
Committee Name [ ]
BALANCE STATEMENT
13. Ending balance of last report filed
(Enter zero if no previous reports were filed.) (13) [ ]
14. Amount received during reporting period
(Line 5, Total Contributions & Other Rcpts) (14)+[ ]
15. SUBTOTAL Add lines 13 and 14 (15)=[ ]
16. Amount expended during reporting period
(Line 10, Total Expenditures - Column I) (16)-[ ]
17. ENDING BALANCE
(Subtract line 16 from 15) (17)=[ ]
Connected To serverc [204.23.230.131]
VT220
CAP
NUM
2, 9
05:38

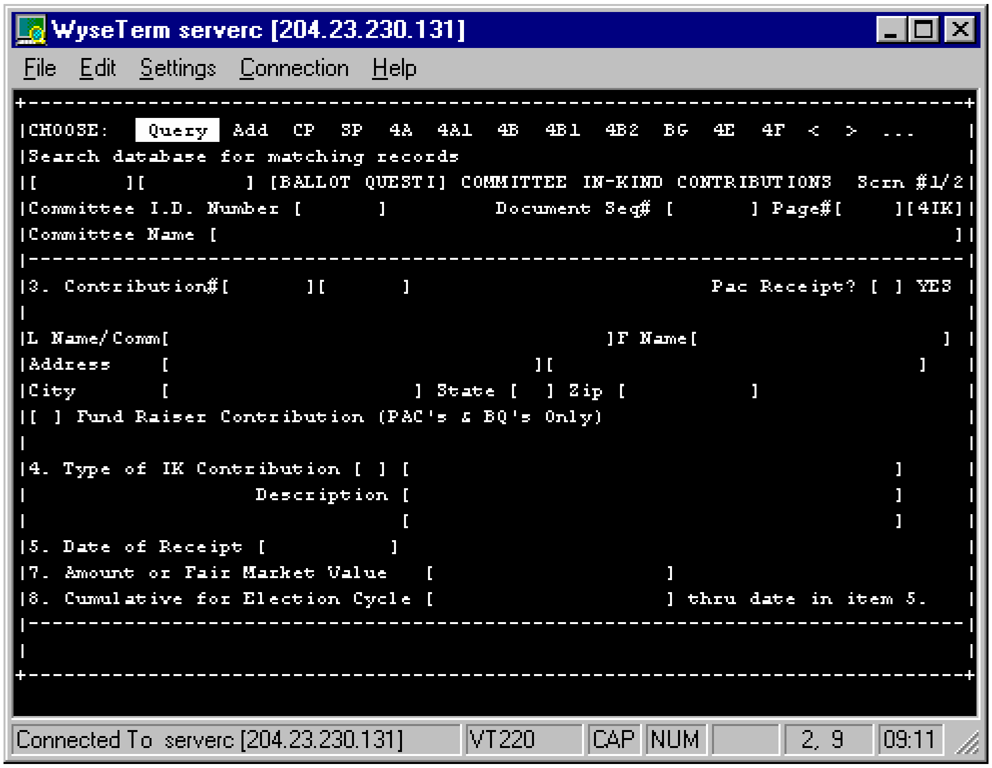
BALLOT QUESTION COMMITTEE ITEMIZED CONTRIBUTIONS - 4A



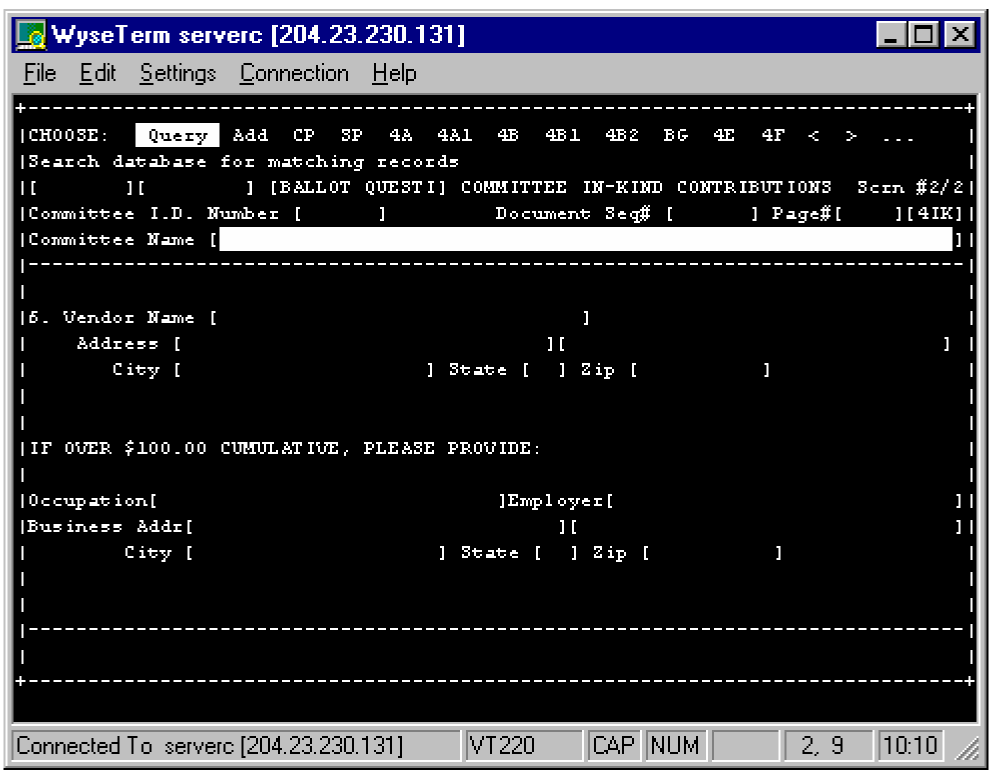
BALLOT QUESTION COMMITTEE ITEMIZED OTHER RECEIPTS - 4A1



BALLOT QUESTION COMMITTEE IN-KIND CONTRIBUTIONS - 4IK

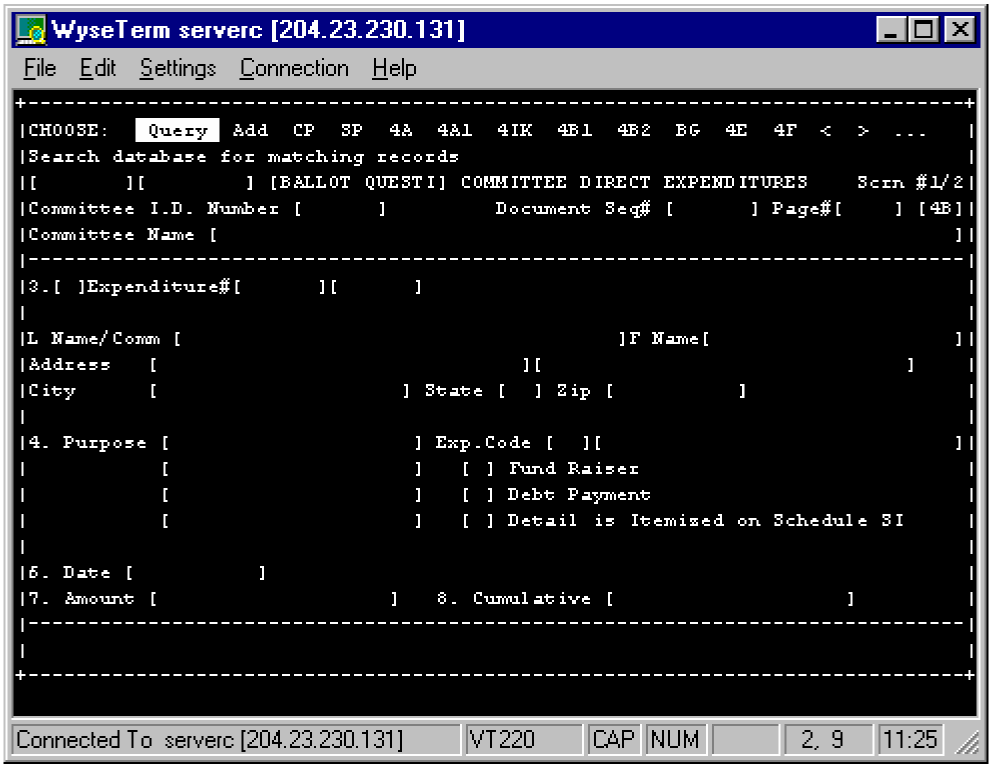


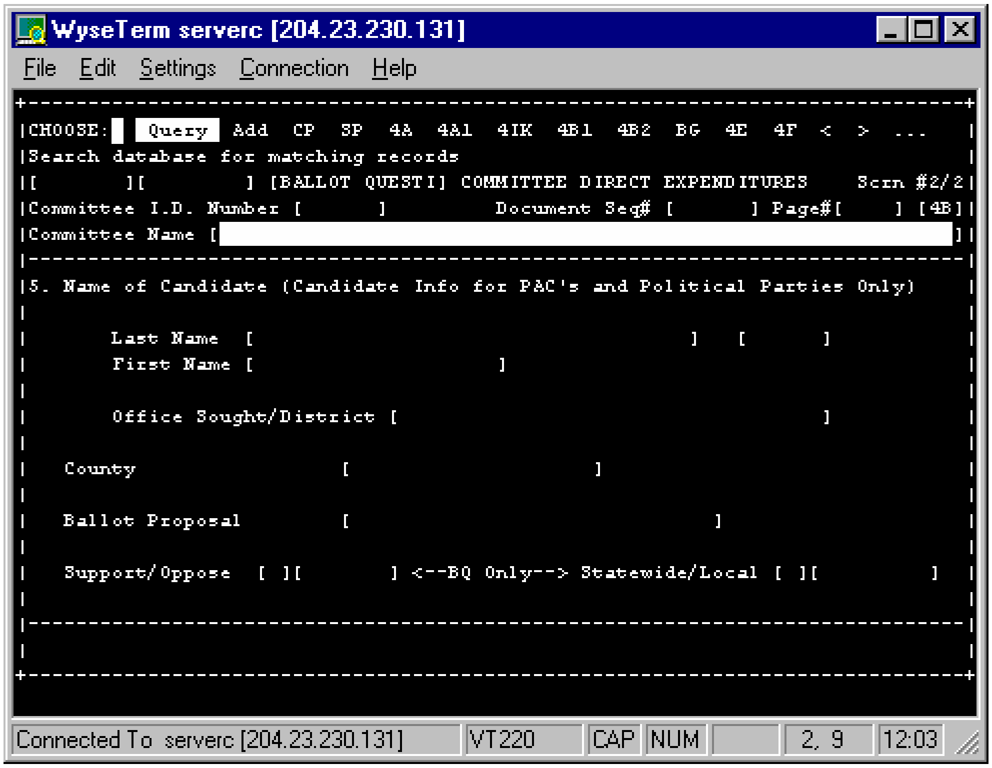
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  4A  4A1  4B  4B1  4B2  BG  4E  4F  <  >  ...     |
|Search database for matching records                                          |
|[        ][          ] [BALLOT QUESTI] COMMITTEE IN-KIND CONTRIBUTIONS  Scrn #1/2|
|Committee I.D. Number [       ]         Document Seq# [       ] Page#[     ][4IK]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|3. Contribution#[      ][       ]                        Pac Receipt? [ ] YES |
|                                                                              |
|L Name/Comm[                                    ]F Name[                  ]   |
|Address     [                               ][                         ]      |
|City        [                     ] State [  ] Zip [          ]               |
|[ ] Fund Raiser Contribution (PAC's & BQ's Only)                              |
|                                                                              |
|4. Type of IK Contribution [ ] [                                       ]      |
|                    Description [                                       ]    |
|                                [                                       ]    |
|5. Date of Receipt [          ]                                              |
|7. Amount or Fair Market Value   [                    ]                       |
|8. Cumulative for Election Cycle [                    ] thru date in item 5.  |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]  VT220  CAP  NUM  2, 9  09:11
```



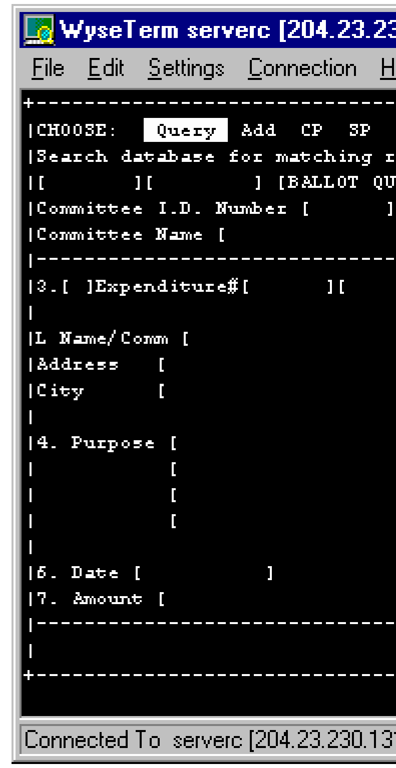
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  4A  4A1  4B  4B1  4B2  BG  4E  4F  <  >  ...     |
|Search database for matching records                                          |
|[        ][          ] [BALLOT QUESTI] COMMITTEE IN-KIND CONTRIBUTIONS  Scrn #2/2|
|Committee I.D. Number [       ]         Document Seq# [       ] Page#[     ][4IK]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|                                                                              |
|6. Vendor Name [                                 ]                            |
|     Address [                                ][                          ]   |
|        City [                    ] State [  ] Zip [          ]              |
|                                                                              |
|                                                                              |
|IF OVER $100.00 CUMULATIVE, PLEASE PROVIDE:                                   |
|                                                                              |
|Occupation[                            ]Employer[                           ]|
|Business Addr[                              ][                              ]|
|         City [                    ] State [  ] Zip [          ]             |
|                                                                              |
|                                                                              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]  VT220  CAP  NUM  2, 9  10:10
```

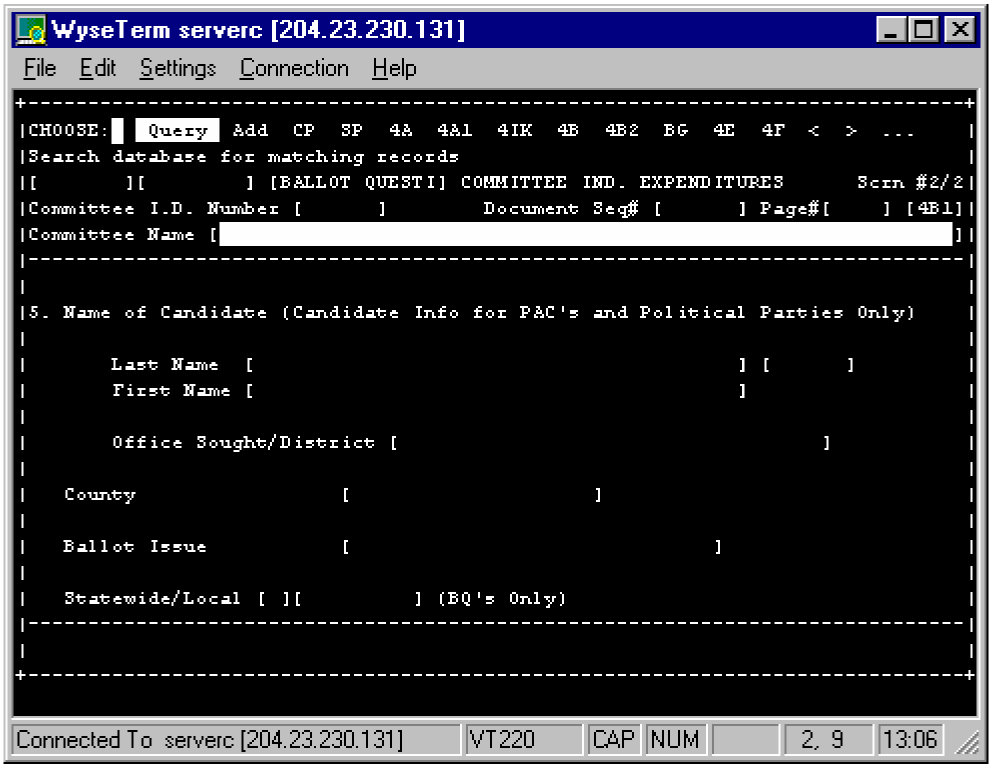
BALLOT QUESTION COMMITTEE DIRECT EXPENDITURES – 4B



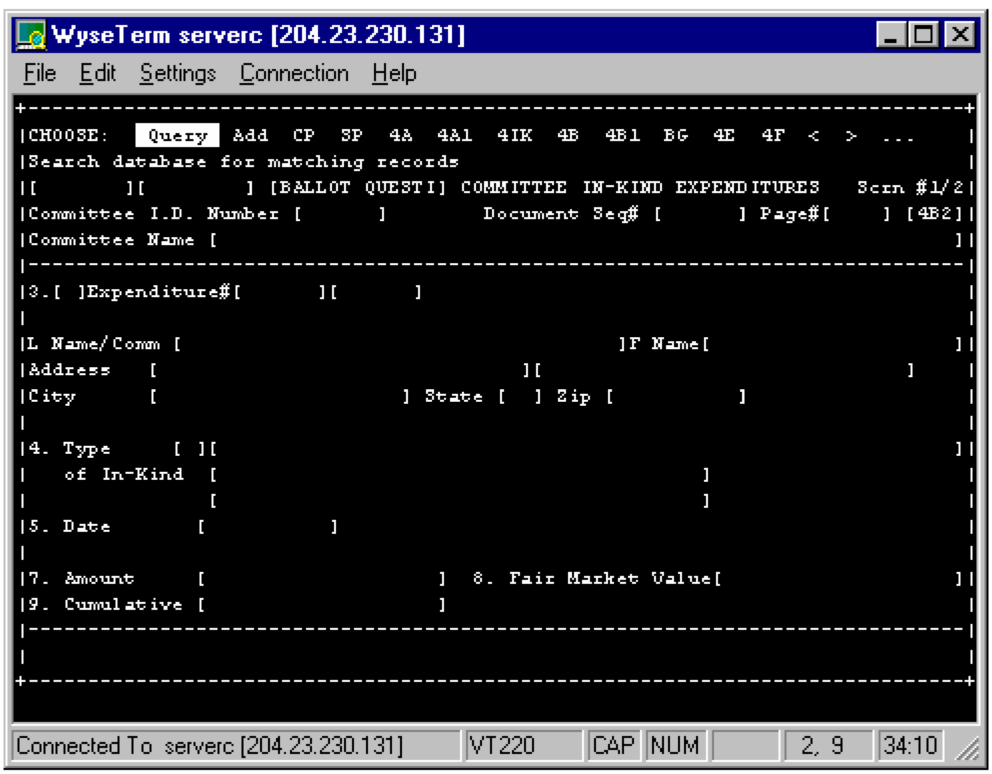


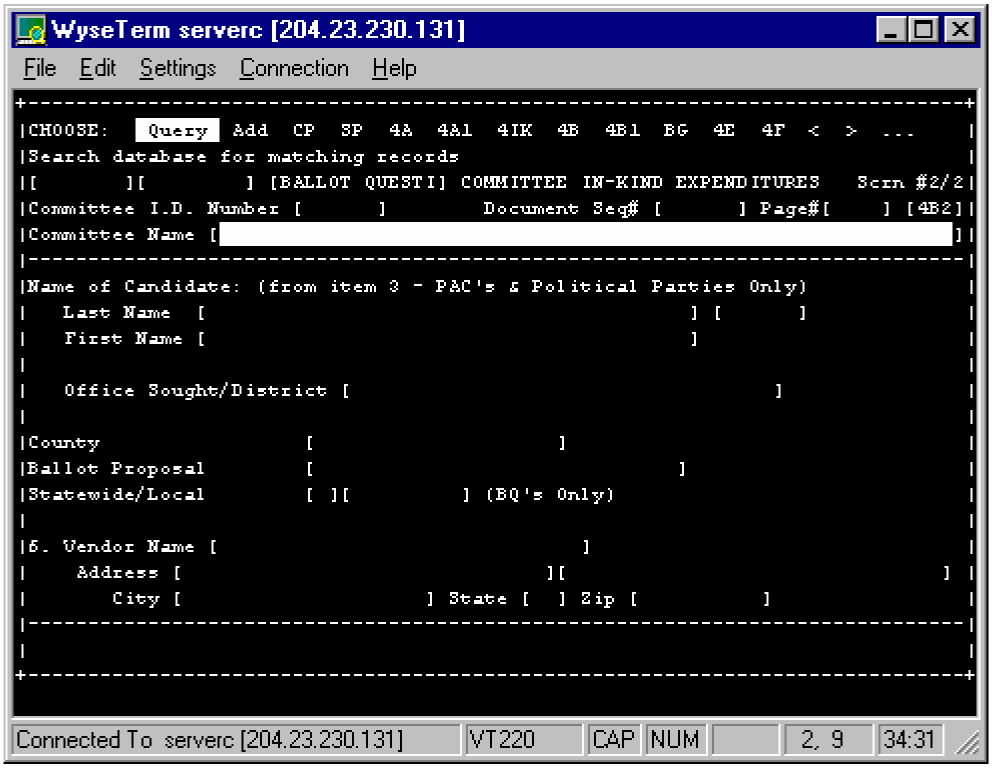
BALLOT QUESTION COMMITTEE IND. EXPENDITURES - 4B1





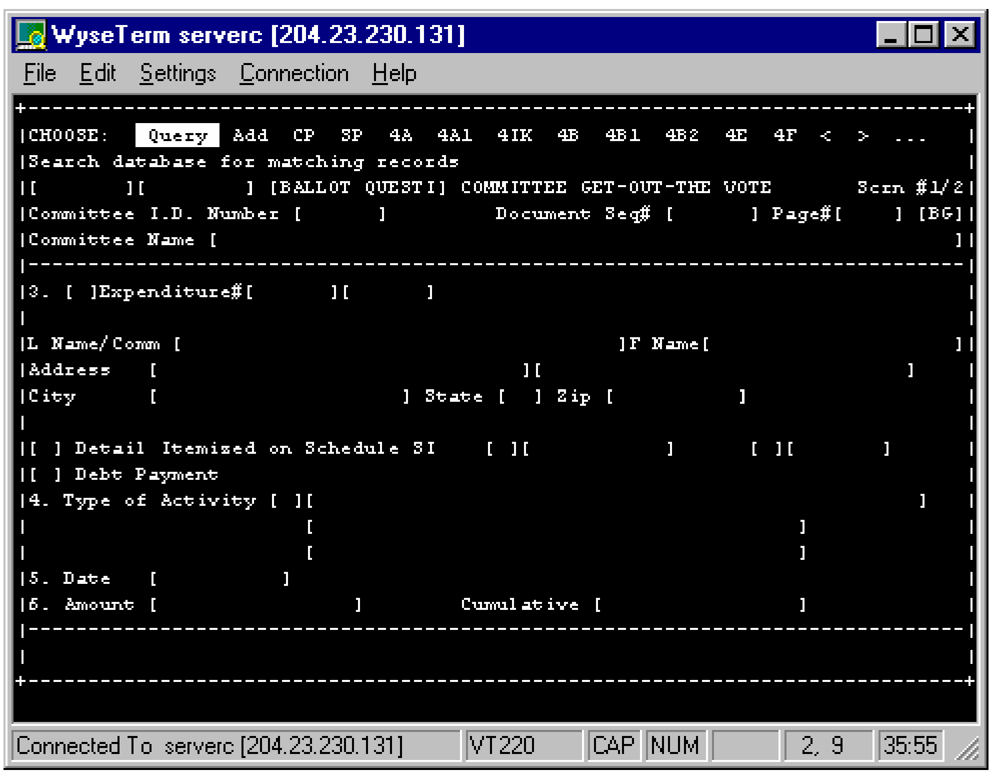
BALLOT QUESTION COMMITTEE IN-KIND EXPENDITURES - 4B2



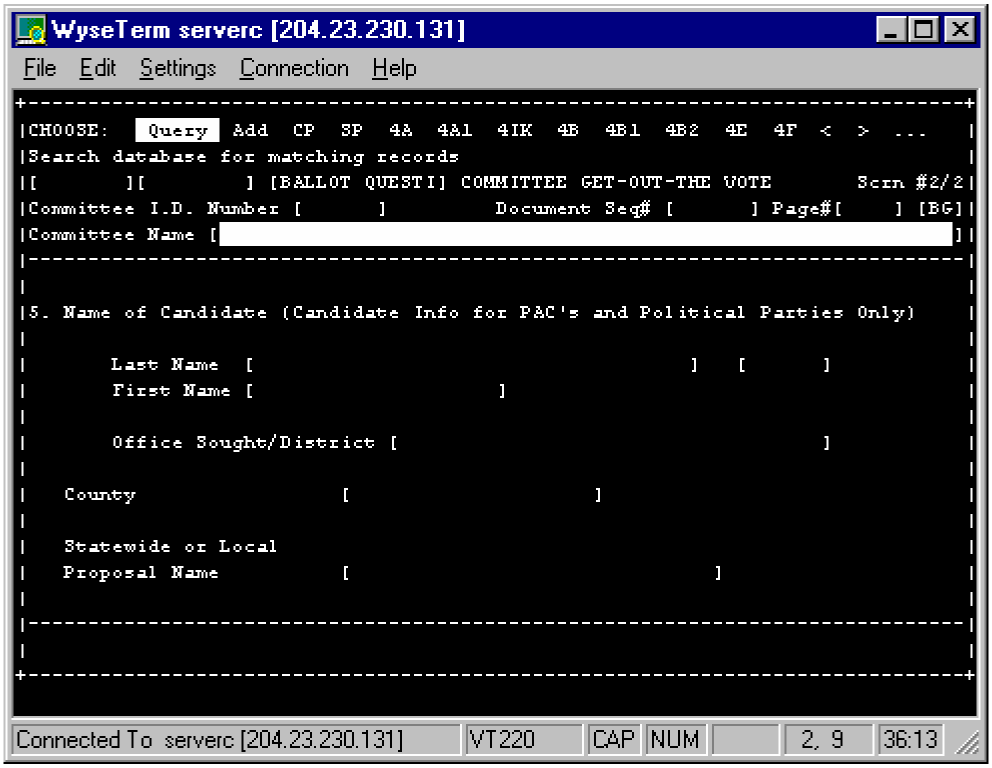


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  4A  4A1  4IK  4B  4B1  BG  4E  4F  <  >  ...     |
|Search database for matching records                                          |
|[        ][         ] [BALLOT QUESTI] COMMITTEE IN-KIND EXPENDITURES   Scrn #2/2|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [4B2]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|Name of Candidate: (from item 3 - PAC's & Political Parties Only)             |
|   Last Name  [                                         ] [       ]           |
|   First Name [                                         ]                     |
|                                                                              |
|   Office Sought/District [                                    ]              |
|                                                                              |
|County                  [                     ]                              |
|Ballot Proposal         [                              ]                     |
|Statewide/Local         [ ][         ] (BQ's Only)                           |
|                                                                              |
|6. Vendor Name [                               ]                              |
|    Address [                             ][                             ]    |
|       City [                    ] State [  ] Zip [          ]              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM      2, 9   34:31
```

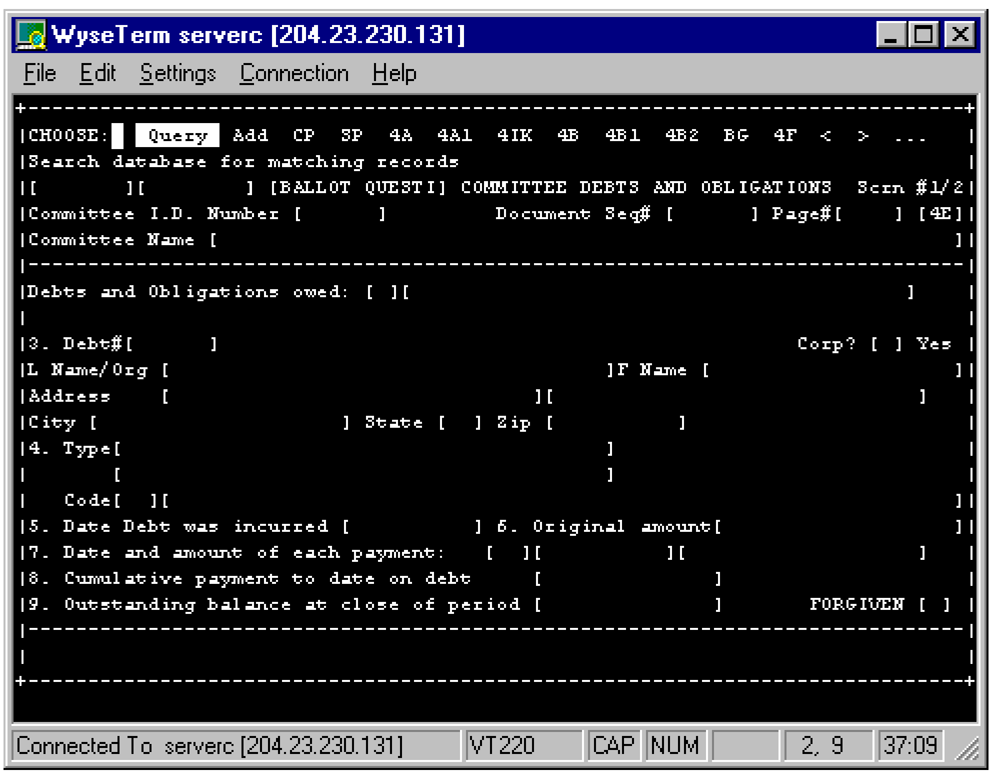
BALLOT QUESTION COMMITTEE GET OUT THE VOTE – BG

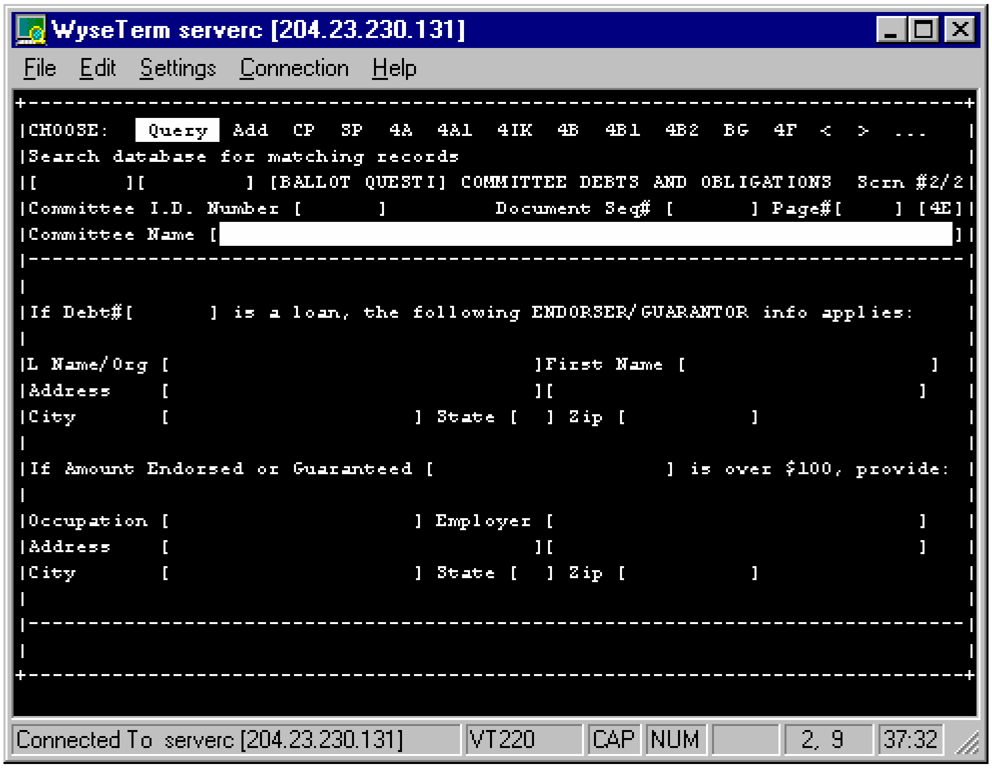


```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  4A  4A1  4IK  4B  4B1  4B2  4E  4F  <  >  ...    |
|Search database for matching records                                          |
|[        ][         ] [BALLOT QUESTI] COMMITTEE GET-OUT-THE VOTE       Scrn #1/2|
|Committee I.D. Number [      ]          Document Seq# [      ] Page#[    ] [BG]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|3. [ ]Expenditure#[      ][       ]                                           |
|                                                                              |
|L Name/Comm [                                     ]F Name[                   ]|
|Address   [                             ][                          ]        |
|City      [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|[ ] Detail Itemized on Schedule SI    [ ][            ]      [ ][        ]    |
|[ ] Debt Payment                                                              |
|4. Type of Activity [ ][                                                  ]   |
|                        [                                         ]           |
|                        [                                         ]           |
|5. Date    [          ]                                                       |
|6. Amount  [                ]         Cumulative [                ]           |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM      2, 9   35:55
```



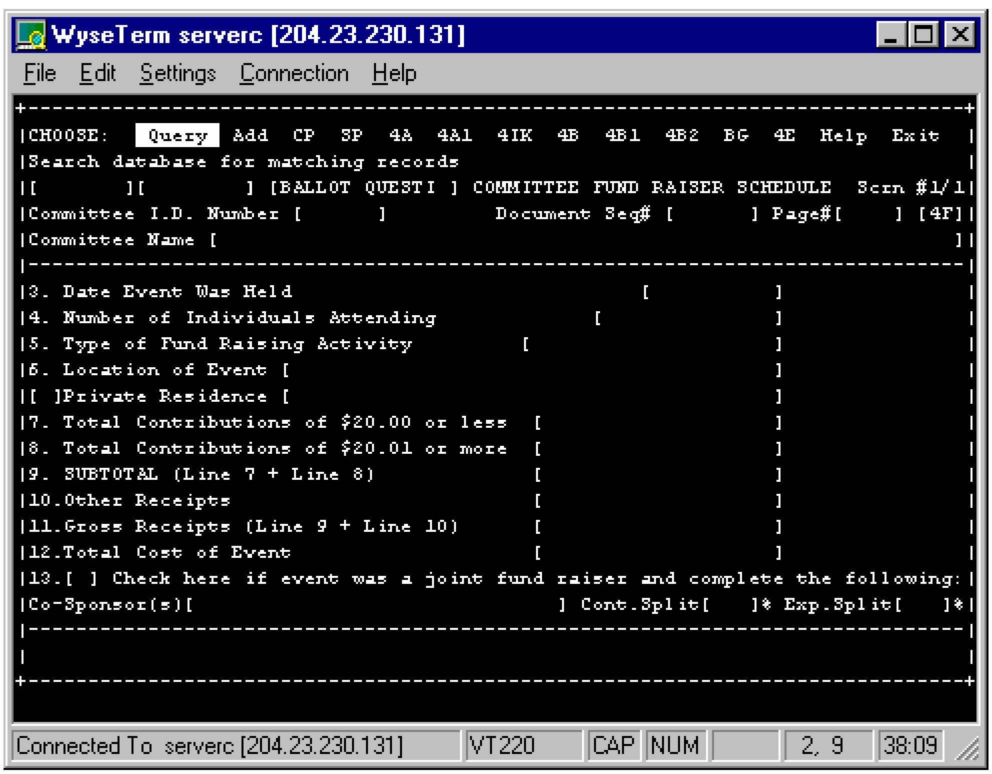
BALLOT QUESTION COMMITTEE DEBTS & OBLIGATIONS – 4E





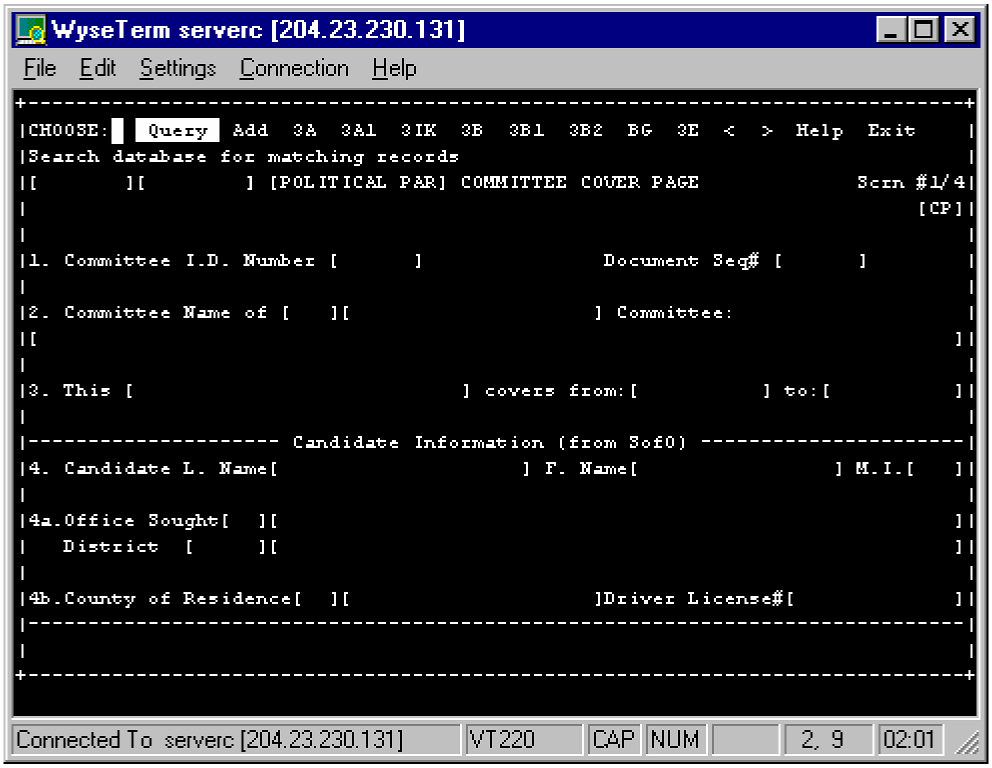
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  4A  4A1  4IK  4B  4B1  4B2  BG  4F  <  >  ...    |
|Search database for matching records                                          |
|[        ][          ] [BALLOT QUESTI] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #2/2|
|Committee I.D. Number [       ]          Document Seq# [       ] Page#[     ] [4E]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|                                                                              |
|If Debt#[      ] is a loan, the following ENDORSER/GUARANTOR info applies:    |
|                                                                              |
|L Name/Org [                              ]First Name [                    ]  |
|Address    [                              ][                             ]    |
|City       [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|If Amount Endorsed or Guaranteed [                   ] is over $100, provide: |
|                                                                              |
|Occupation [                    ] Employer [                              ]   |
|Address    [                              ][                             ]    |
|City       [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM     2, 9   37:32
```

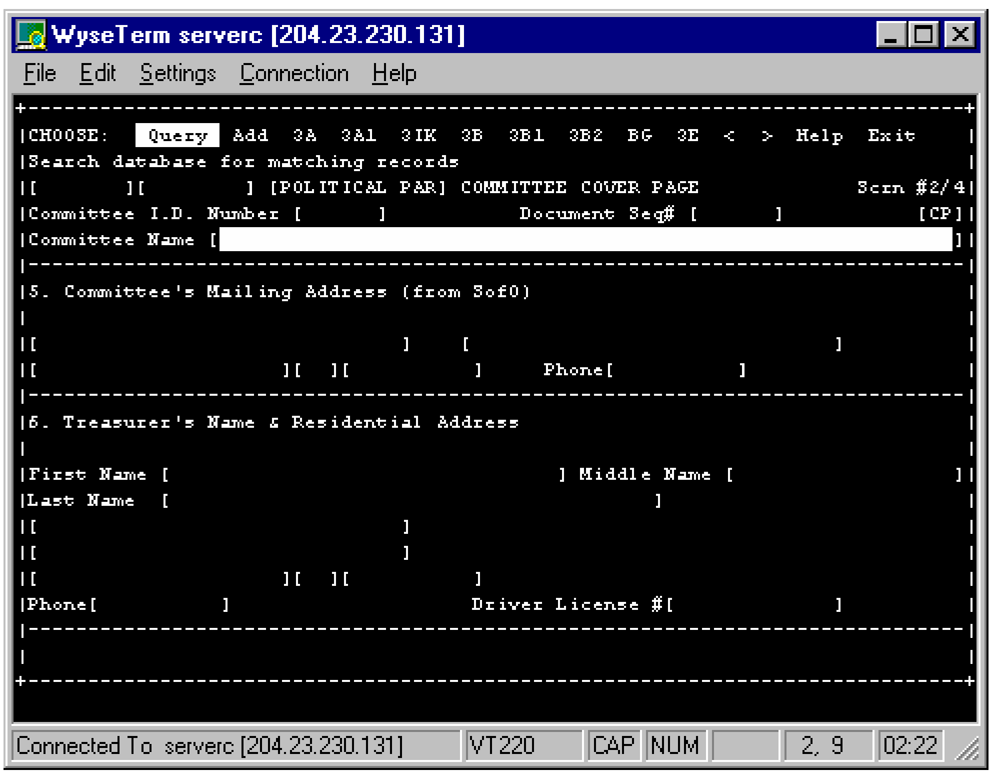
BALLOT QUESTION COMMITTEE FUND RAISER – 4F

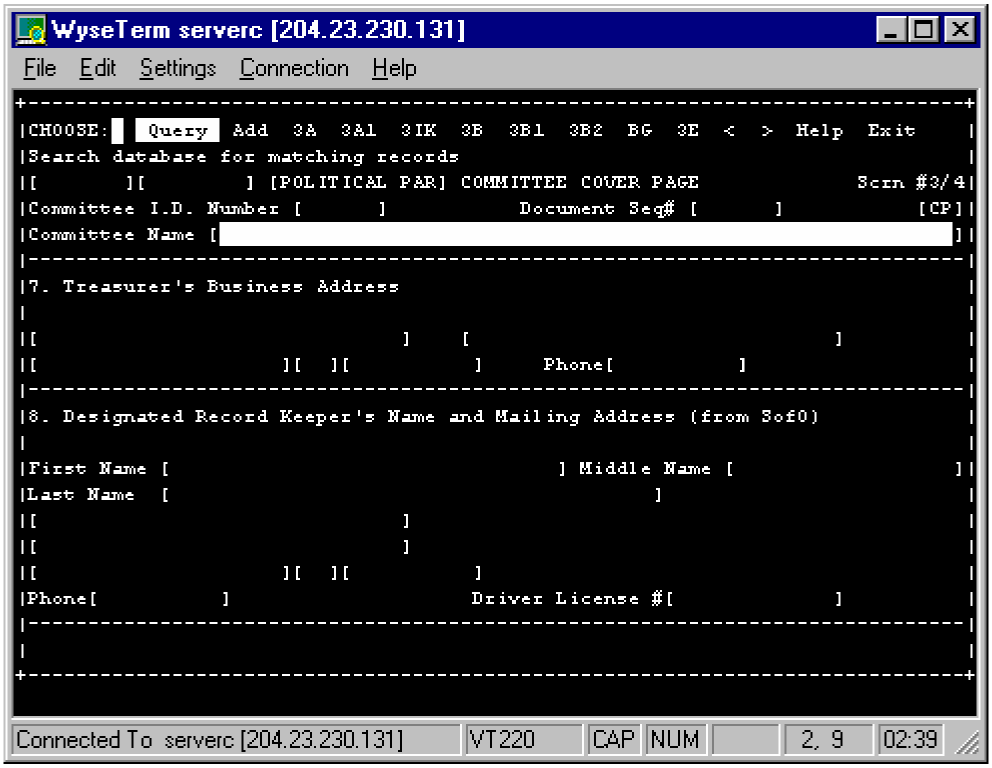


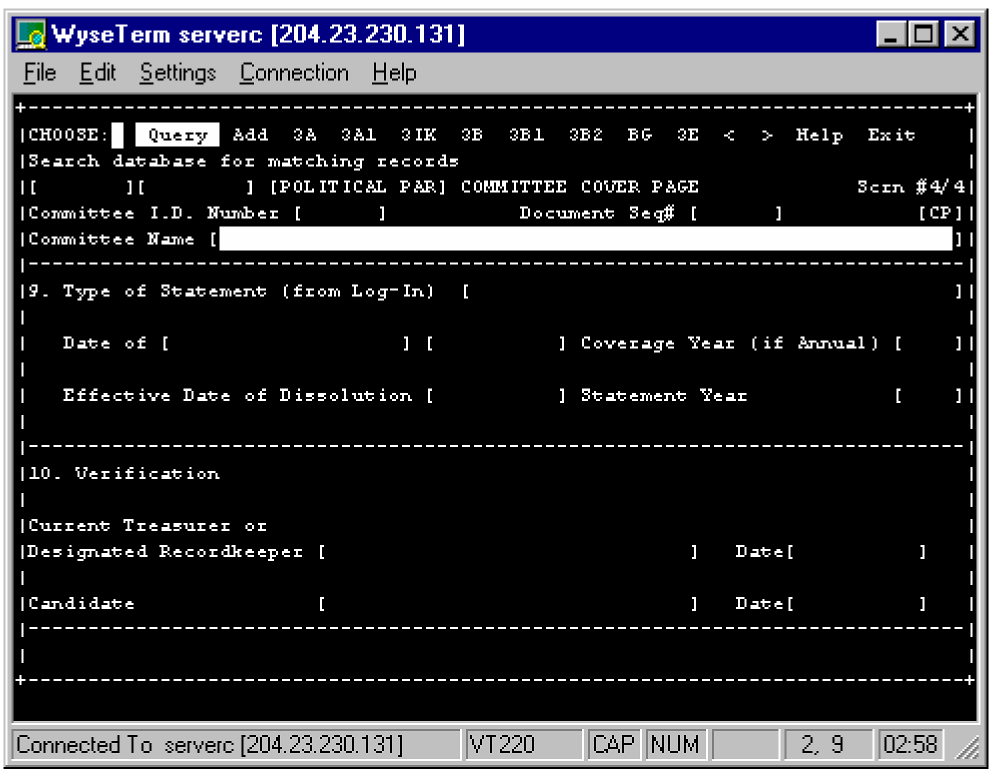
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  SP  4A  4A1  4IK  4B  4B1  4B2  BG  4E  Help  Exit   |
|Search database for matching records                                          |
|[        ][          ] [BALLOT QUESTI ] COMMITTEE FUND RAISER SCHEDULE  Scrn #1/1|
|Committee I.D. Number [       ]          Document Seq# [       ] Page#[     ] [4F]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|3. Date Event Was Held                                   [          ]         |
|4. Number of Individuals Attending                   [              ]         |
|5. Type of Fund Raising Activity               [                    ]         |
|6. Location of Event [                                              ]         |
|[ ]Private Residence [                                              ]         |
|7. Total Contributions of $20.00 or less  [                         ]         |
|8. Total Contributions of $20.01 or more  [                         ]         |
|9. SUBTOTAL (Line 7 + Line 8)             [                         ]         |
|10.Other Receipts                         [                         ]         |
|11.Gross Receipts (Line 9 + Line 10)      [                         ]         |
|12.Total Cost of Event                    [                         ]         |
|13.[ ] Check here if event was a joint fund raiser and complete the following:|
|Co-Sponsor(s)[                               ] Cont.Split[    ]% Exp.Split[    ]%|
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]   VT220   CAP  NUM     2, 9   38:09
```

POLITICAL PARTY COVER PAGE






WyseTerm serverc [204.23.230.131]
File Edit Settings Connection Help
CHOOSE: Query Add 3A 3A1 3IK 3B 3B1 3B2 BG 3E < > Help Exit
Search database for matching records
[ ][ ] [POLITICAL PAR] COMMITTEE COVER PAGE Scrn #3/4
Committee I.D. Number [ ] Document Seq# [ ] [CP]
Committee Name [ ]
7. Treasurer's Business Address
[ ] [ ]
[ ][ ][ ] Phone[ ]
8. Designated Record Keeper's Name and Mailing Address (from SofO)
First Name [ ] Middle Name [ ]
Last Name [ ]
[ ]
[ ]
[ ][ ][ ]
Phone[ ] Driver License #[ ]
Connected To serverc [204.23.230.131] VT220 CAP NUM 2, 9 02:39


WyseTerm serverc [204.23.230.131]
File Edit Settings Connection Help
CHOOSE: Query Add 3A 3A1 3IK 3B 3B1 3B2 BG 3E < > Help Exit
Search database for matching records
[ ][ ] [POLITICAL PAR] COMMITTEE COVER PAGE Scrn #4/4
Committee I.D. Number [ ] Document Seq# [ ] [CP]
Committee Name [ ]
9. Type of Statement (from Log-In) [ ]
Date of [ ] [ ] Coverage Year (if Annual) [ ]
Effective Date of Dissolution [ ] Statement Year [ ]
10. Verification
Current Treasurer or
Designated Recordkeeper [ ] Date[ ]
Candidate [ ] Date[ ]
Connected To serverc [204.23.230.131] VT220 CAP NUM 2, 9 02:58

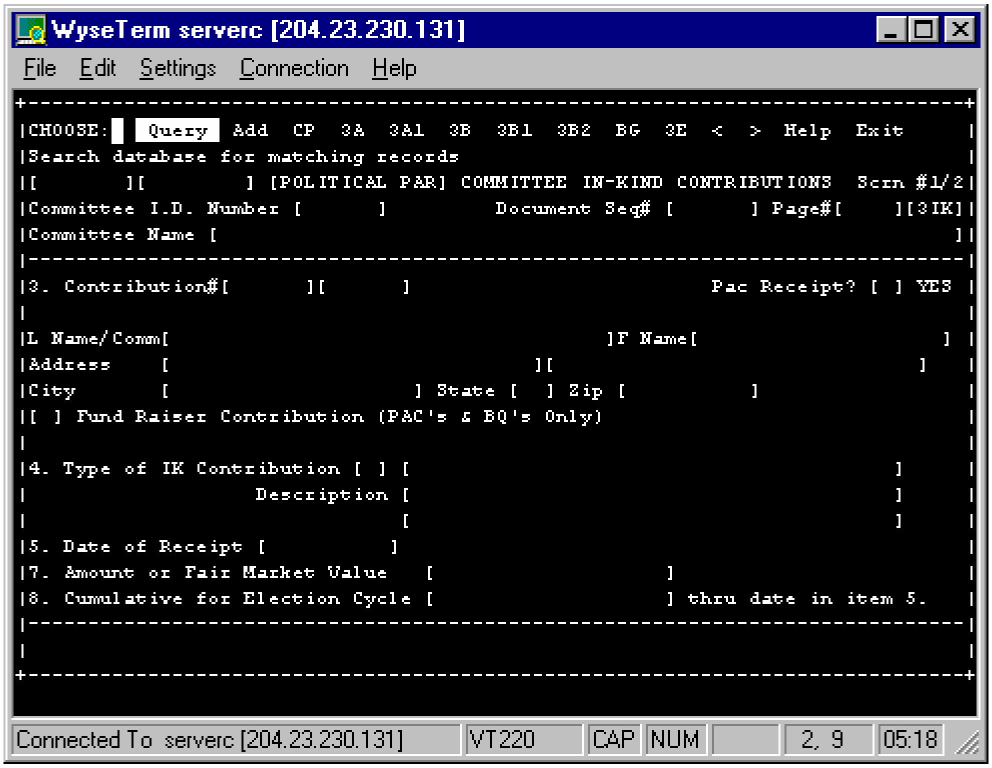
POLITICAL PARTY ITEMIZED CONTRIBUTIONS - 3A

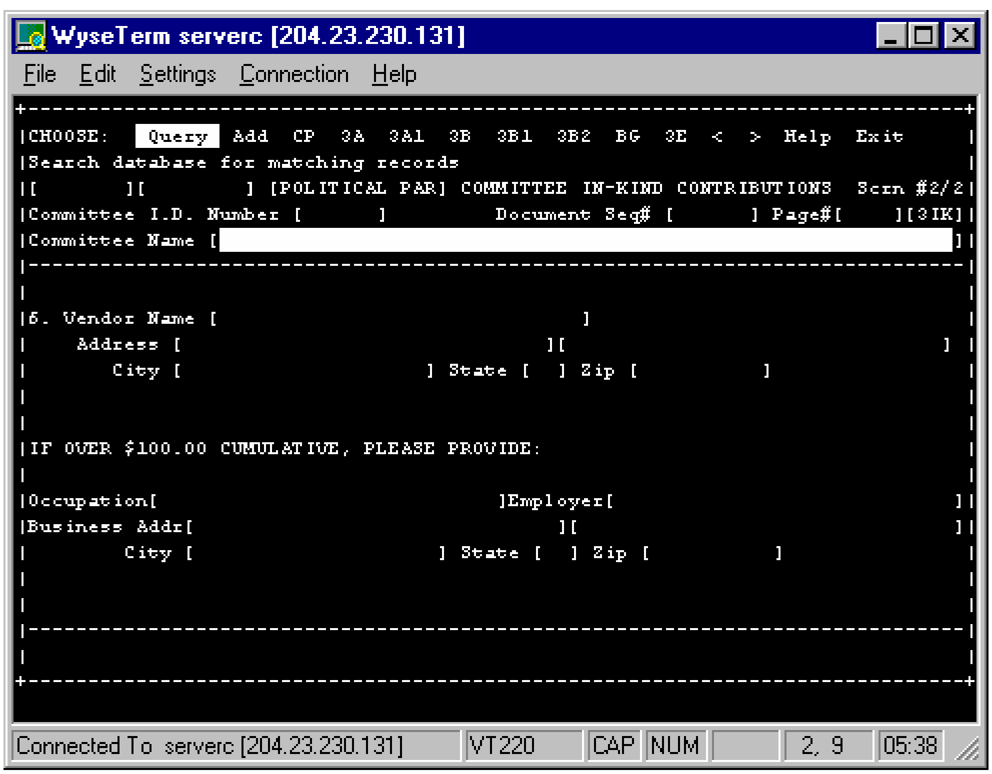
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  3A1  3IK  3B  3B1  3B2  BG  3E  Help  Exit           |
|Search database for matching records                                          |
|[        ][         ][POLITICAL PAR] COMMITTEE ITEMIZED CONTRIBUTIONS  Scrn #1/1|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ] [3A]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|3.[ ]Contrib#[      ][      ]  PAC Receipt?[ ]  4.Date of Receipt[          ] |
|L Name/Comm[                                    ]F Name[                    ] |
|Address    [                            ][                                ]   |
|City       [                    ] State [  ] Zip [          ]               |
|Comm. Treasurer Name (Political Party Only): [                              ] |
|5. IF OVER $100.00 CUMULATIVE, PLEASE PROVIDE:                                |
|Occupation[                         ]Employer[                               ]|
|Bus.Address[                          ][                                ]   |
|   City    [                    ] State [  ] Zip [          ]               |
|                                                                              |
|Type of Contribution [ ][                         ]                           |
|6. Amount     [                   ] 7. Cumulative [                  ]        |
|[ ] Itemized on Supplemental Itemization Schedule RI      [ ] Designated Back |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]  VT220  CAP NUM  2, 9  04:00
```

POLITICAL PARTY ITEMIZED OTHER RECEIPTS – 3A1

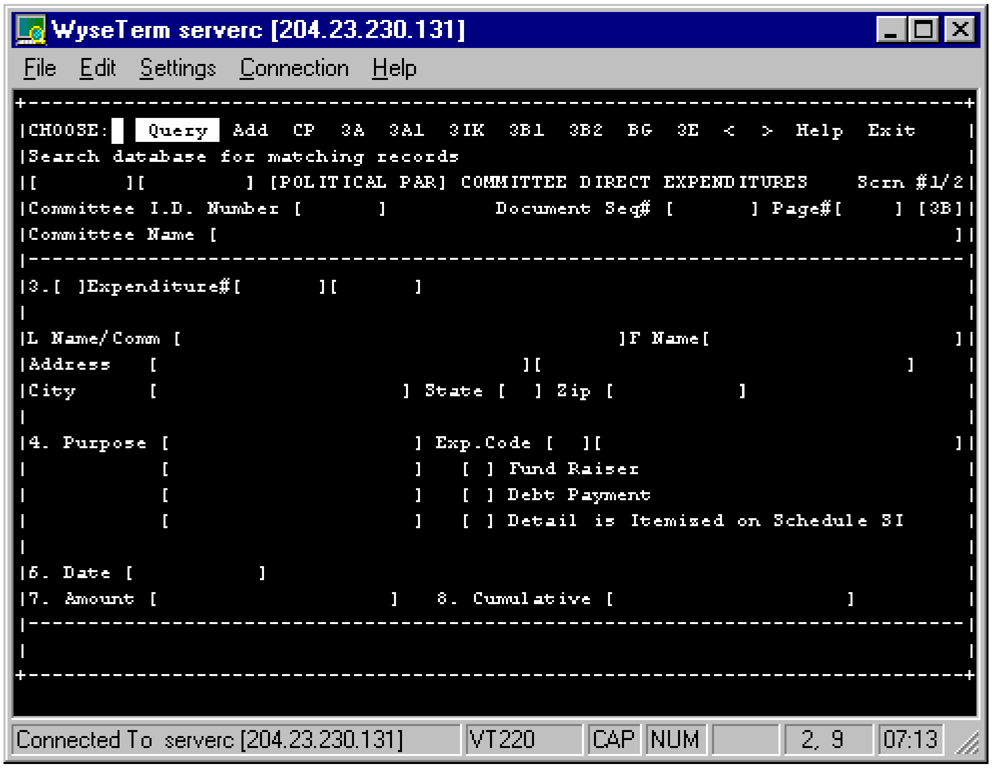
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  3A  3IK  3B  3B1  3B2  BG  3E  Help  Exit            |
|Search database for matching records                                          |
|[        ][         ] [POLITICAL PAR] COMMITTEE ITEMIZED OTHER RCPTS  Scrn #1/1|
|Committee I.D. Number [      ]         Document Seq# [      ] Page#[    ][3A1]|
|Committee Name [                                                             ]|
|------------------------------------------------------------------------------|
|                                                                              |
|3. Receipt#[      ][      ]                    4. Date of Receipt[          ]|
|                                                                              |
|Last Name/Org[                                  ] First Name[               ]|
|Address      [                            ][                              ]   |
|City         [                    ] State [  ] Zip [          ]             |
|[ ] Fund Raiser                                                               |
|                                                                              |
|5. Type of Receipt [ ] [                                      ]               |
|                      [                                      ]               |
|                      [                                      ]               |
|                                                                              |
|6. Amount  [                   ]                                              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]  VT220  CAP NUM  2, 9  04:40
```

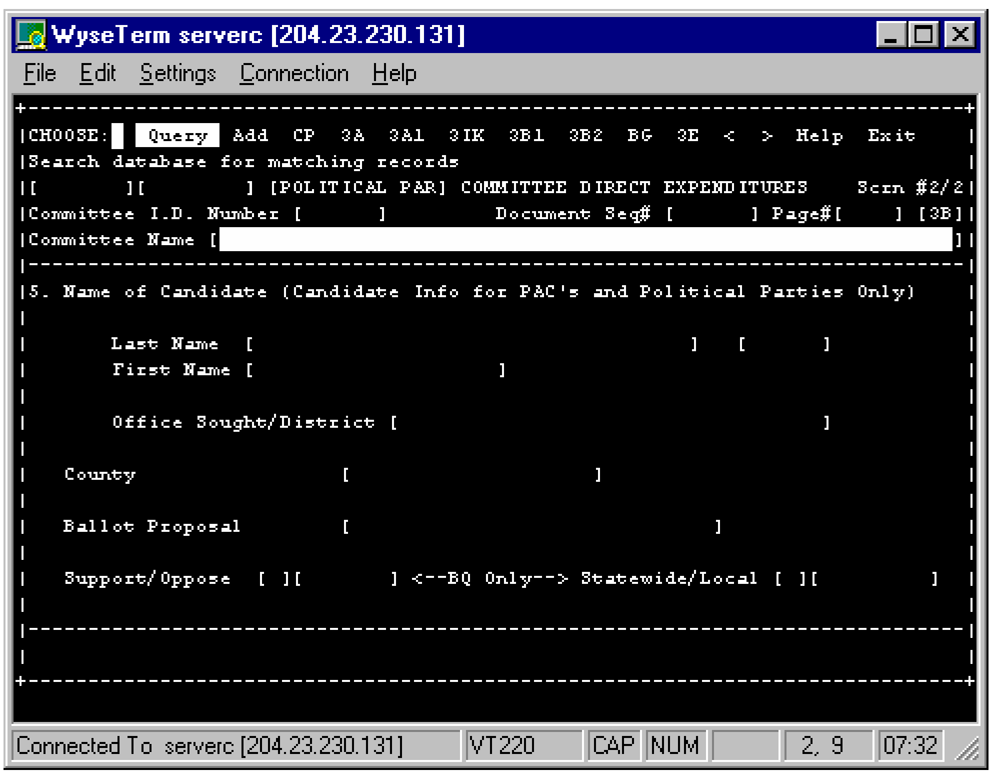
POLITICAL PARTY IN-KIND CONTRIBUTIONS – 3IK



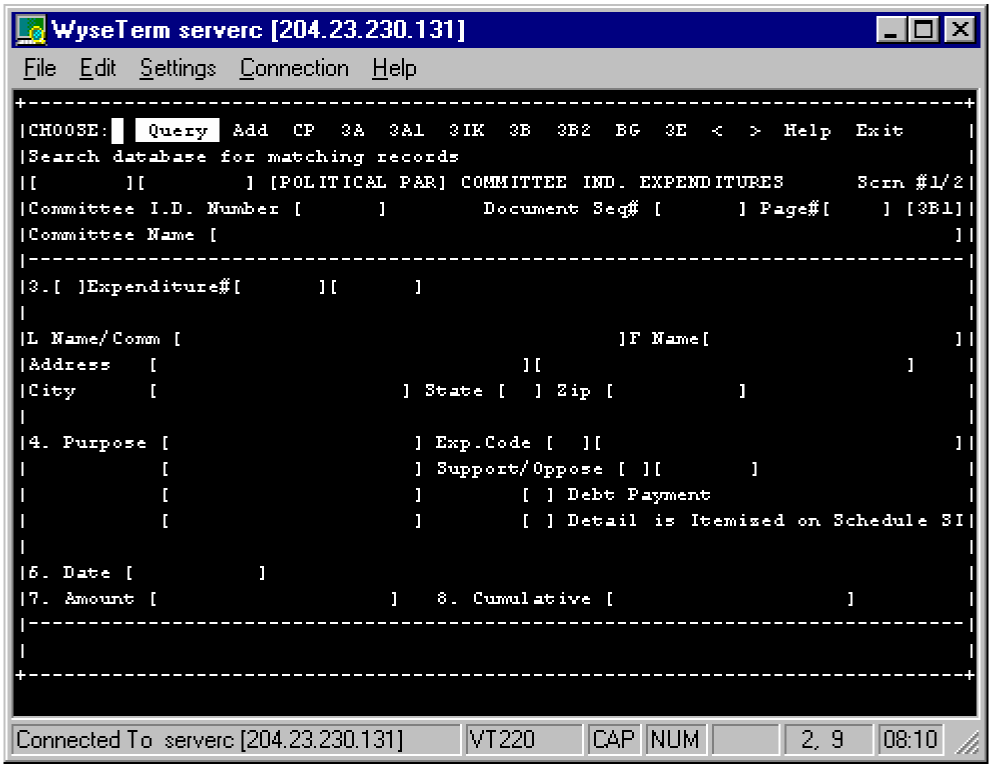


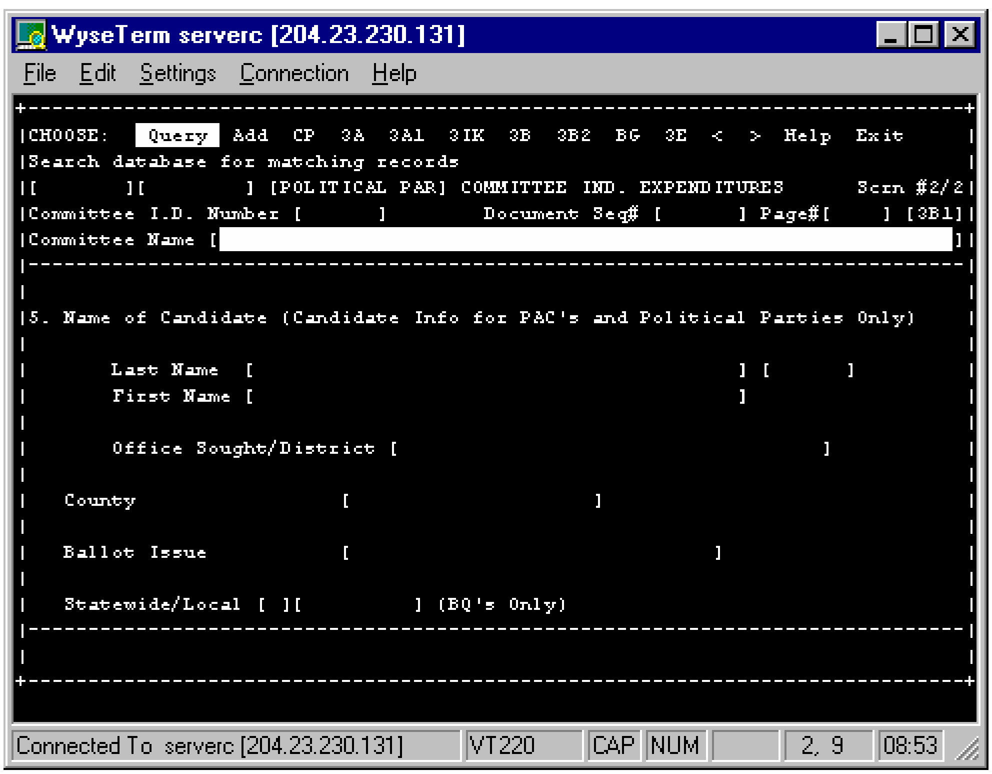
POLITICAL PARTY DIRECT EXPENDITURES – 3B



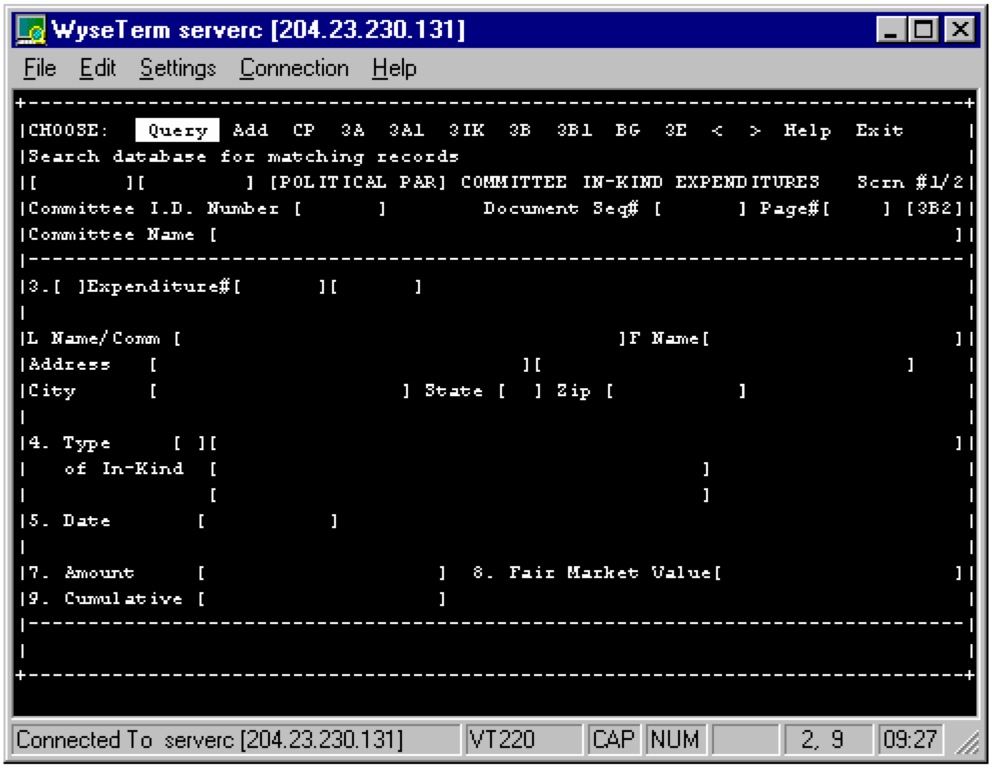


POLITICAL PARTY IND. EXPENDITURES – 3B1





POLITICAL PARTY IN-KIND EXPENDITURES – 3B2

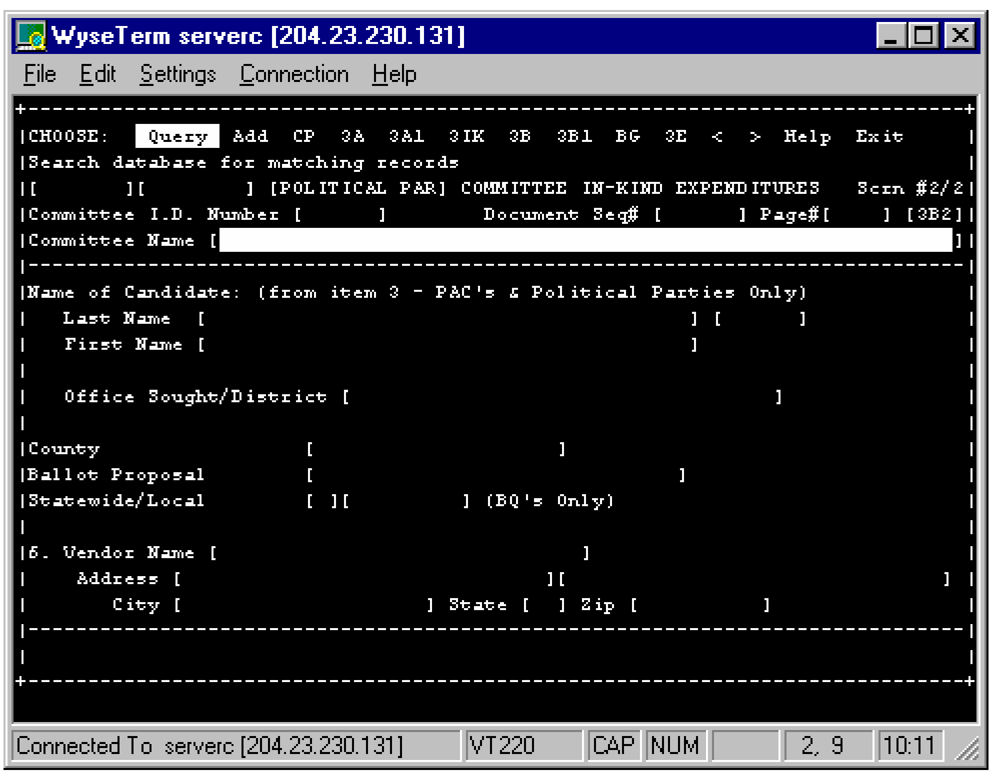


WyseTerm serverc [204.23.230.131]

File Edit Settings Connection Help

```
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  3A  3A1  3IK  3B  3B1  BG  3E  <  >  Help  Exit     |
|Search database for matching records                                         |
|[        ][         ] [POLITICAL PAR] COMMITTEE IN-KIND EXPENDITURES   Scrn #1/2|
|Committee I.D. Number [       ]         Document Seq# [       ] Page#[    ] [3B2]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|3.[ ]Expenditure#[      ][      ]                                             |
|                                                                              |
|L Name/Comm [                                    ]F Name[                    ]|
|Address    [                               ][                           ]    |
|City       [                    ] State [  ] Zip [          ]                |
|                                                                              |
|4. Type      [ ][                                                            ]|
|   of In-Kind [                                         ]                     |
|              [                                         ]                     |
|5. Date       [          ]                                                    |
|                                                                              |
|7. Amount     [                   ]  8. Fair Market Value[                   ]|
|9. Cumulative [                   ]                                           |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
```

Connected To serverc [204.23.230.131] | VT220 | CAP | NUM | 2, 9 | 09:27



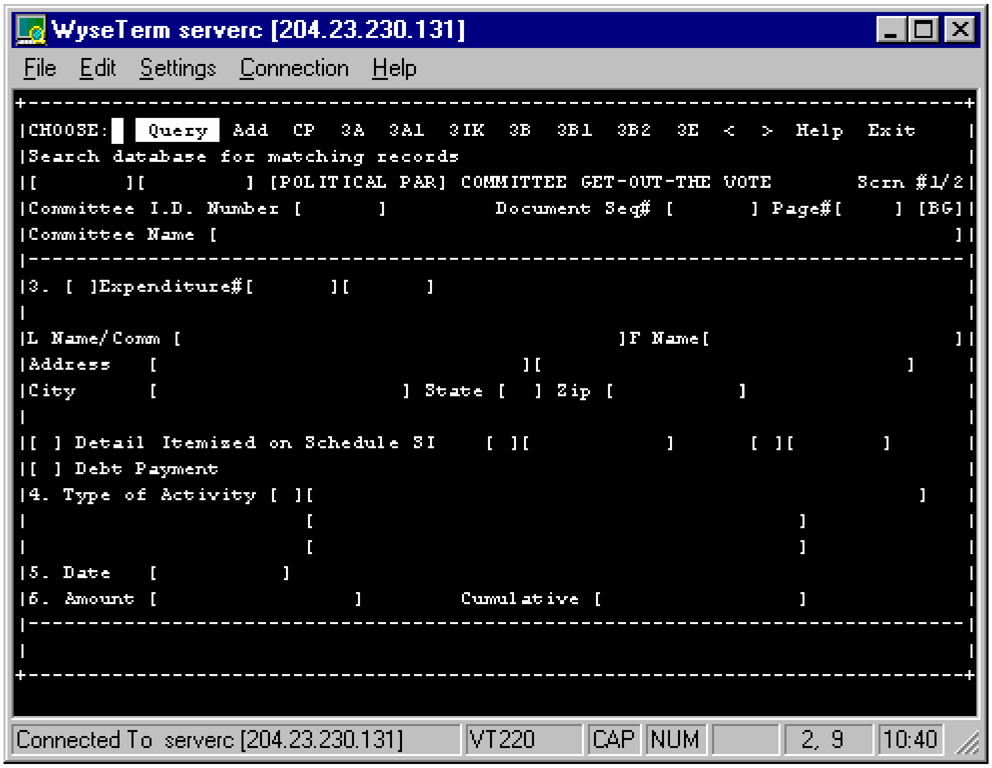
WyseTerm serverc [204.23.230.131]

File Edit Settings Connection Help

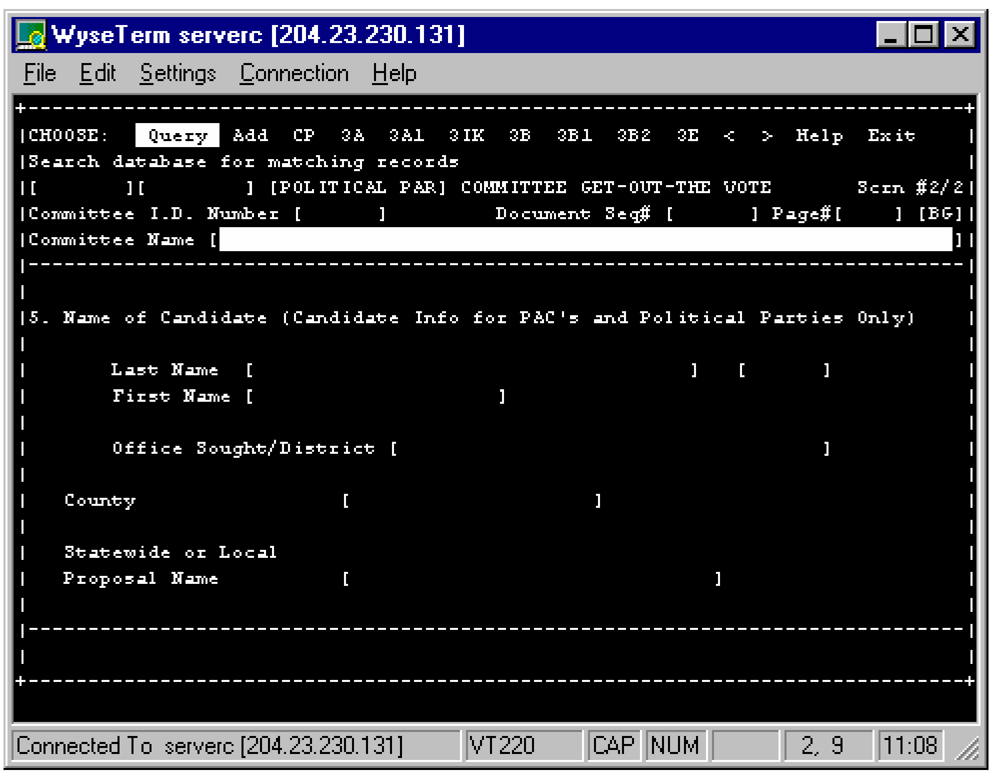
```
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  3A  3A1  3IK  3B  3B1  BG  3E  <  >  Help  Exit     |
|Search database for matching records                                         |
|[        ][         ] [POLITICAL PAR] COMMITTEE IN-KIND EXPENDITURES   Scrn #2/2|
|Committee I.D. Number [       ]         Document Seq# [       ] Page#[    ] [3B2]|
|Committee Name [                                                              ]|
|------------------------------------------------------------------------------|
|Name of Candidate: (from item 3 - PAC's & Political Parties Only)            |
|   Last Name  [                                        ] [       ]           |
|   First Name [                                        ]                     |
|                                                                              |
|   Office Sought/District [                                   ]              |
|                                                                              |
|County              [                     ]                                  |
|Ballot Proposal     [                               ]                        |
|Statewide/Local     [ ][         ] (BQ's Only)                                |
|                                                                              |
|6. Vendor Name [                             ]                                |
|    Address [                              ][                              ] |
|       City [                    ] State [  ] Zip [          ]              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
```

Connected To serverc [204.23.230.131] | VT220 | CAP | NUM | 2, 9 | 10:11

POLITICAL PARTY GET OUT THE VOTE – BG



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  3A  3A1  3IK  3B  3B1  3B2  3E  <  >  Help  Exit    |
|Search database for matching records                                          |
|[        ][         ] [POLITICAL PAR] COMMITTEE GET-OUT-THE VOTE      Scrn #1/2|
|Committee I.D. Number [       ]          Document Seq# [       ] Page#[    ] [BG]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|3. [ ]Expenditure#[      ][      ]                                            |
|                                                                              |
|L Name/Comm [                                    ]F Name[                    ]|
|Address    [                              ][                          ]       |
|City       [                    ] State [  ] Zip [          ]                 |
|                                                                              |
|[ ] Detail Itemized on Schedule 3I    [ ][          ]     [ ][        ]       |
|[ ] Debt Payment                                                              |
|4. Type of Activity [ ][                                               ]      |
|                        [                                       ]             |
|                        [                                       ]             |
|5. Date    [          ]                                                       |
|6. Amount  [                ]        Cumulative [                ]            |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]  VT220  CAP  NUM  2, 9  10:40
```



```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+------------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  3A  3A1  3IK  3B  3B1  3B2  3E  <  >  Help  Exit    |
|Search database for matching records                                          |
|[        ][         ] [POLITICAL PAR] COMMITTEE GET-OUT-THE VOTE      Scrn #2/2|
|Committee I.D. Number [       ]          Document Seq# [       ] Page#[    ] [BG]|
|Committee Name [                                                            ]|
|------------------------------------------------------------------------------|
|                                                                              |
|5. Name of Candidate (Candidate Info for PAC's and Political Parties Only)    |
|                                                                              |
|       Last Name  [                                  ]   [      ]            |
|       First Name [                    ]                                     |
|                                                                              |
|       Office Sought/District [                                  ]           |
|                                                                              |
|   County                [                    ]                              |
|                                                                              |
|   Statewide or Local                                                         |
|   Proposal Name         [                              ]                     |
|                                                                              |
|------------------------------------------------------------------------------|
|                                                                              |
+------------------------------------------------------------------------------+
Connected To serverc [204.23.230.131]  VT220  CAP  NUM  2, 9  11:08
```

POLITICAL PARTY DEBTS & OBLIGATIONS – 3E

```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  3A  3A1  3IK  3B  3B1  3B2  BG  <  >  Help  Exit   |
|Search database for matching records                                        |
|[        ][        ] [POLITICAL PAR] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #1/2|
|Committee I.D. Number [       ]         Document Seq# [      ] Page#[    ] [3E]|
|Committee Name [                                                           ]|
|----------------------------------------------------------------------------|
|Debts and Obligations owed: [ ][                                        ]   |
|                                                                            |
|3. Debt#[      ]                                          Corp? [ ] Yes   |
|L Name/Org [                                   ]F Name [                  ]|
|Address    [                             ][                            ]    |
|City [                   ] State [  ] Zip [          ]                      |
|4. Type[                                         ]                          |
|       [                                         ]                          |
|   Code[  ][                                                               ]|
|5. Date Debt was incurred [          ] 6. Original amount[                 ]|
|7. Date and amount of each payment:   [  ][          ][                ]    |
|8. Cumulative payment to date on debt     [              ]                  |
|9. Outstanding balance at close of period [              ]      FORGIVEN [ ] |
|----------------------------------------------------------------------------|
|                                                                            |
+----------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]  VT220  CAP  NUM  2, 9  11:47
```

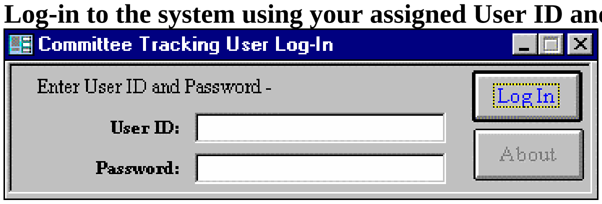
```
WyseTerm serverc [204.23.230.131]
File  Edit  Settings  Connection  Help
+----------------------------------------------------------------------------+
|CHOOSE:  Query  Add  CP  3A  3A1  3IK  3B  3B1  3B2  BG  <  >  Help  Exit   |
|Search database for matching records                                        |
|[        ][        ] [POLITICAL PAR] COMMITTEE DEBTS AND OBLIGATIONS  Scrn #2/2|
|Committee I.D. Number [       ]         Document Seq# [      ] Page#[    ] [3E]|
|Committee Name [                                                           ]|
|----------------------------------------------------------------------------|
|                                                                            |
|If Debt#[      ] is a loan, the following ENDORSER/GUARANTOR info applies:  |
|                                                                            |
|L Name/Org [                             ]First Name [                  ]   |
|Address    [                             ][                            ]    |
|City       [                   ] State [  ] Zip [          ]                |
|                                                                            |
|If Amount Endorsed or Guaranteed [                   ] is over $100, provide:|
|                                                                            |
|Occupation [                   ] Employer [                              ]  |
|Address    [                             ][                            ]    |
|City       [                   ] State [  ] Zip [          ]                |
|                                                                            |
|----------------------------------------------------------------------------|
|                                                                            |
+----------------------------------------------------------------------------+
Connected To  serverc [204.23.230.131]  VT220  CAP  NUM  2, 9  16:25
```

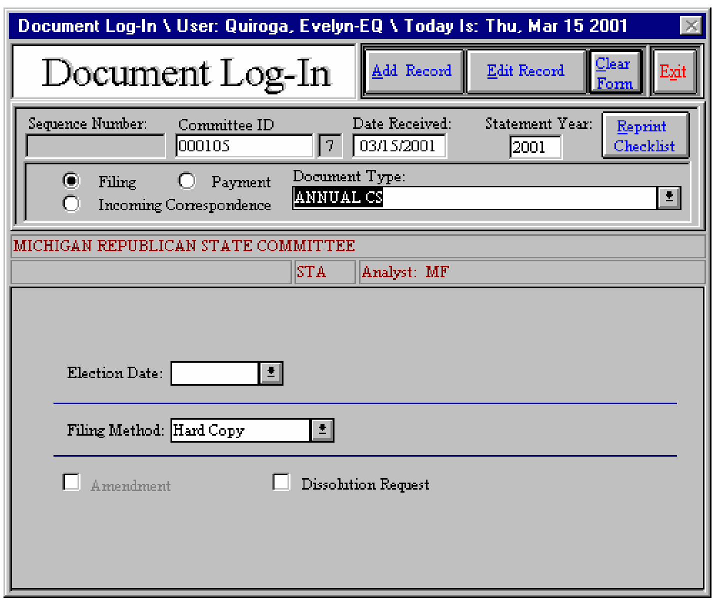
CAMPAIGN FINANCE DOCUMENT LOG-IN MANUAL

Monday, March 26, 2007

The Log-in Module is the point of entry for all incoming documents into the system. It is designed for fast and easy entry. It automatically assigns identification number to new committees. It automatically assigns the next sequence number to the document being logged in. It also assigns the next payment sequence number to a payment when it is being logged in. When a document is logged in, the system searches for any outstanding requirements that may be satisfied by the new document coming in. Specifically, it looks for outstanding Notices of Failure to File, Late Filing Fee and Failure to Files. The system inserts a record into Activity Review. The documents are then imaged to that same sequence number. The system has a number of edits that minimize errors as much as possible.

Double click on the Log-in Icon from your Desktop (Log-in station do not require this step)
Log-in to the system using your assigned User ID and Password.





GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Add Record (ALT A): Used to Add a record to the system
- Edit Record (ALT E): Used to Edit or Change an existing Record
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back
- RePrint Checklist (ALT R): Used to reprint a checklist of a record that has already been created

DISPLAY AND ENTRY FIELDS:

- Sequence # **(Display Field)**
- Committee Id **(Open Text Field)**: The check digit is displayed, but not required to add)
- Date Received **(Date Field)**: The date received is the date that it is received in the office. This is determined by the date stamp on the document. The date will default to the system/current date

- Statement Year **(Open Text Field)**: The Statement Year is the Year a Campaign Statement was owed for other documents, including Statements of Organization and Amended Statements of Organization, it is the year they were sent or received.   It defaults to the current year.
- Document Type Filters **(Radio Buttons)**:

  Filings: Lists all of the filings that are relevant to the committee ID number entered. This is the Default setting.

  Payment: Allows payments to be entered.

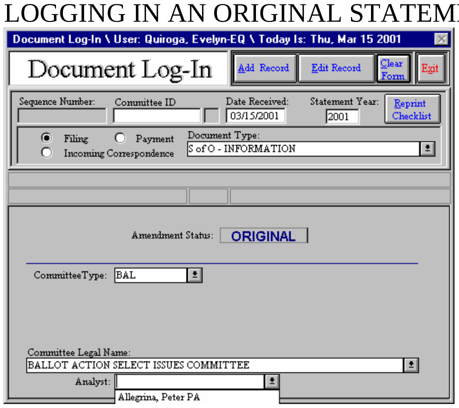
  Incoming Correspondence: Allows correspondence to be entered.
- Document Type **(Dropdown Text Field)**: All incoming document types are accessible. However, the system does have logical limitations which are designed to limit the number of errors that occur. For example, if the ID number entered is for a PAC, the system will only display and allow you to select document types that are relevant to that committee. Also, the system will not allow you to Amend a document that does not have an original on record. The system will not allow you to enter documents on dissolved committees.
- Committee Name **(Display)**: In red.
- Committee type **(Display)**: In red.
- Analyst **(Display)**: In red.
- Election Date **(Dropdown Text Field)**
- Filing Method **(Dropdown Text Field)**: Hard copy is the only current choice
- Amendment **(Display Field)**:
- Dissolution Request **(Check Box)**:

LOGGING IN A FILING:

Access the Log-in screen.
Clear the form if necessary.
Enter the committee Identification Number (See Below for ID# Look-up procedure if needed)
Committee Name, Committee Type and Analysts will appear in red.
Verify and Change Date Received if necessary.
Verify and Change Statement Year if necessary.
Select the Document Type from the dropdown list. You may begin typing and narrow and the system will search for a matching doc type.
Select an Election Date if the document relates to an election
Check the Dissolution check box if necessary
Click the Add Record button at the top of the screen.
Retrieve the Checklist from the printer.

SEE ATTACHED SAMPLES OF CHECKLISTS

LOGGING IN AN ORIGINAL STATEMENT OF ORGANIZATION



Access the Log-in screen.
Clear the form if necessary.
Verify and Change Date Received if necessary.

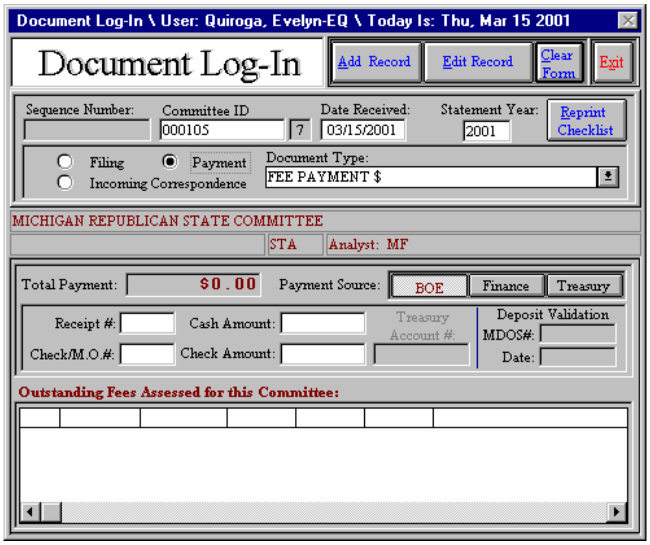
Verify and Change Statement Year if necessary.
Select Statement of Organization from the dropdown list. You may begin typing and narrow and the system will search for a matching doc type.
Select the Committee Type from the dropdown list
Enter the committee's name exactly as it appears on the form
Select the Analyst from the dropdown list
Click the Add Record button at the top of the screen. (The system automatically assigns the next sequential Identification number, adds the record to Activity Review and adds the information to the Statement of Organization screen.)
Retrieve the Checklist from the printer.

SEE ATTACHED SAMPLES OF CHECKLISTS

LOGGING IN CORRESPONDENCE
Access the Log-in screen.
Clear the form if necessary.
Enter the committee Identification Number (See Below for ID# Look-up procedure if needed)
Committee Name, Committee Type and Analysts will appear in red.
Verify and Change Date Received if necessary.
Verify and Change Statement Year if necessary.
Click the Incoming Correspondence radio button. This will default the Document Type to Correspondence-In.
(DO NOT Select an Election Date)
Click the Add Record button at the top of the screen.
Retrieve the Checklist from the printer, which will display any requirements that may have been satisfied. If the system cannot determine which requirment to satisfy because more than one meets the criteria, this will also be stated on the Checklist.

SEE ATTACHED SAMPLES OF CHECKLISTS

LOGGING IN A PAYMENT



ADDITIONAL DISPLAY AND ENTRY FIELDS:

- Total Payment **(Display Field)**:
- Payment Source **(Buttons):** Select from
  - BOE (Default)
  - Finance
  - Treasury
- Receipt Number **(Open Text Field**
- Check/Money Order # **(Open Text Field)**:
- Cash Amount **(Open Text Field)**:
- Check Amount **(Open Text Field)**: Committee Name **(Display)**: In red.
- Treasury Account # **(Display Field)**:
- Analyst **(Display)**: In red.
- Election Date **(Dropdown Text Field)**
- Filing Method **(Dropdown Text Field)**: Hard copy is the only current choice

Deposit Validation Fields

- MDOS# **(Open Text Field)**:
- Date **(Date Field)**

LOGGING IN A PAYMENT and APPLYING A PAYMENT TO A FEE

Access the Log-in screen.
Clear the form if necessary.
Enter the committee Identification Number (See Below for ID# Look-up procedure if needed)
Committee Name, Committee Type and Analysts will appear in red.
Verify and Change Date Received if necessary.
Verify and Change Statement Year if necessary.
Click the Payment radio button. This will default the Document Type to Fee Payment and additional fields will appear at the bottom of the screen.
Select the Payment Source if necessary. The default setting is BOE.
Enter the amount in the appropriate Cash and/or Check amount field. (Selecting Finance or Treasury will limit the field access to the Check amount field.
Enter the Check or Money Order number if needed.
Click the Add Record button at the top of the screen. A message will appear.
Click

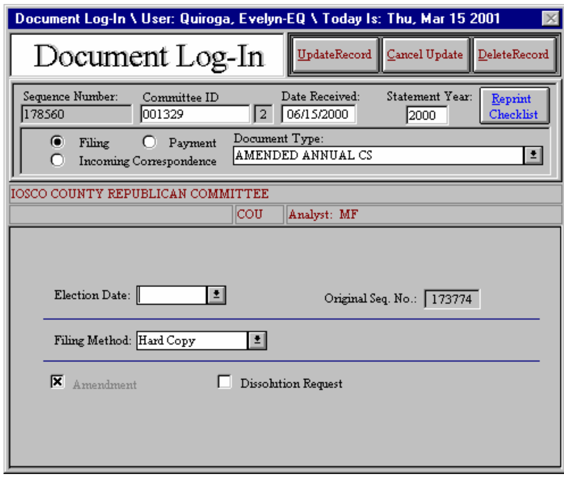
- If there is no outstanding fee for the committee, a message appears that indicates this and instructs you on the proper procedure for contacting the analyst.

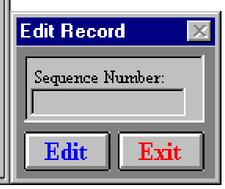
- If outstanding fees exist for the committee the Display Window refresh and will list the outstanding fees and an Apply button will appear to apply the fees.
  - Highlight the fee to be paid
  - Click the Apply button
  - Continue doing this until all of the money has been applied.

Retrieve the Checklist from the printer, which displays the sequence number of the fees which have been fully and/or partially satisfied.

SEE ATTACHED SAMPLES OF CHECKLISTS

EDITING A CHECKLIST/LOG-IN RECORD





GENERAL FUNCTION BUTTONS AT THE TOP

Update Record (ALT U): Used to save changes made to the record.

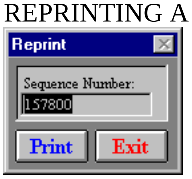
Cancel Update Delete Record (ALT C): Used to cancel the update and return to the Document Log-in screen

Delete Record (ALT D): Used to delete records. Accessible only to Amisistrators.

Reprint Checklist (ALT R): Used to reprint the checklist. See REPRINTING A CHECKLIST below.

Click the Edit Record at the top of the Documents Log-in screen
Enter the Sequence Number of the document that you need to edit when prompted.
Make desired changes.
Click the Update Record button.
Retrieve the Checklist from the printer.

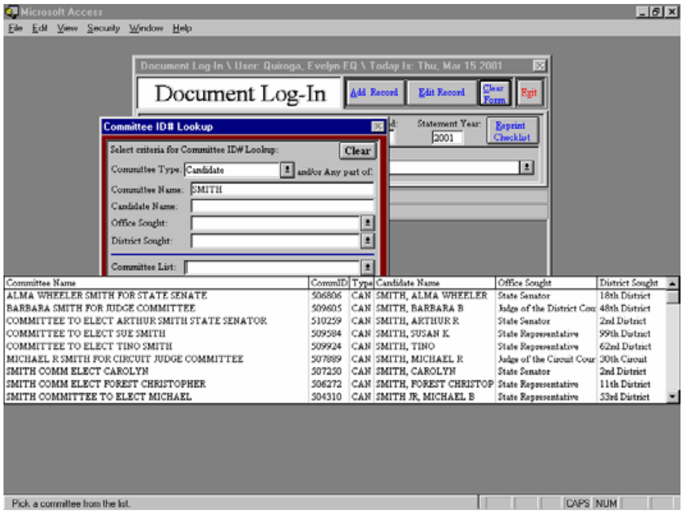
REPRINTING A CHECKLIST



Click the Reprint Button
Enter the Sequence Number of the Checklist to be reprinted
Click the Print button to complete or the Exit button to abort
Retrieve the Checklist from the printer

COMMITTEE ID# LOOK-UP

If a document is filed, and the identification number is not on the document, a look-up of the number is needed.



GENERAL FUNCTION BUTTONS

- Clear Form: Used to clear the fields out of the screen
- Choose: Used to Select a record from the dropdown list
- Cancel: Used to abort the look-up without selecting a record from the dropdown list.

DISPLAY AND ENTRY FIELDS:

- Committee Type **(Dropdown Text Field)**: All committee types are listed.
- Committee Name **(Open Text Field)**: String search, enter minimum string required.
- Candidate Name **(Open Text Field)**: String search, enter minimum string required.
- Office Sought **(Dropdown Text Field)**: All Office Types are listed.
- District Sought **(Dropdown Text Field)**: Districts are listed based on the selection of the Office Sought above.
- Committee List **(Dropdown Text Field)**: This is the query result based on the criteria entered. From the list, the committee can be selected and identification number inserted into the Document Log-in screen.

PERFORMING A COMMITTEE ID# LOOK-UP

Double Click on the words "Committee ID" just above the field box

Select the Committee type from the down

Enter a portion of the committee or candidate name; do not enter more on the first try.

Click the Committee List down arrow.

Highlight the desired committee

Click the Choose button at the bottom of the screen

CAMPAIGN FINANCE PASSWORD ASSIGNMENT MANUAL

Monday, March 26, 2007

The Password Assignment Module allows those committees who have registered for Merts Plus to be issued passwords. The passwords allow the filers using either the Merts Plus software or a pre-approved file to file over the Internet. Passwords are issued to members of the committee, but can be used by any member of the committee. The most common is the Treasurer. Passwords are encrypted and forced upper caps by the system. There is no way to retrieve a password and there is no written record of it. Committees cannot have the same password for two of its committee members. However, the same password can be issued to different committees.

GENERAL WORKFLOW OF MERTS DOCUMENTATION:

Receive Merts Plus Registration and Signature forms (may come in at separate times)
Date Stamp the documents
Log into Committee Tracking as MERTS DOCUMENTATION (Each is logged separately)
Sequence numbers are added to filings
Checklist is attached
Forward to imaging
Image
Forward to Sandra
Key enters documents and processes
Forward to Analyst

ANALYSTS PROCEDURE TO VERIFY (FIRST FILINGS)

Verify Registration is received by checking “Registration Received” Date in Committee Tracking is entered
Verify Signature form information has been entered in the “Signature Information” in Committee Tracking
Verify that all of the necessary officers of the committee have signed the signature form
Verify Signatures of Treasurer and Candidate
Contact Committee via phone
Speak with the Treasurer, Designated Record Keeper or Candidate only
Log into “MERTS PLUS PASSWORD” module
Enter the first 6 numbers of the Committee ID # (Do not enter the hyphen or the check digit)
Verify that it is the correct committee by comparing the name that appears in red on the screen
Ask them to pick a password that

1. Is between 6 and 32 characters
2. Consists of both letters and numbers
3. Is easy to remember

Select the Filer Type
Enter the password twice
Click the “ADD” button
After you have the confirmation that the password has been added:

1. Tell them that the password is case sensitive and must be in all caps.
2. Tell them that the password is encrypted and we don’t write it down so if it doesn’t work or they forget it, they must call for a new one.

Sign off of the checklist
Forward to file.

ANALYSTS PROCEDURE TO VERIFY (SUBSEQUENT FILINGS)

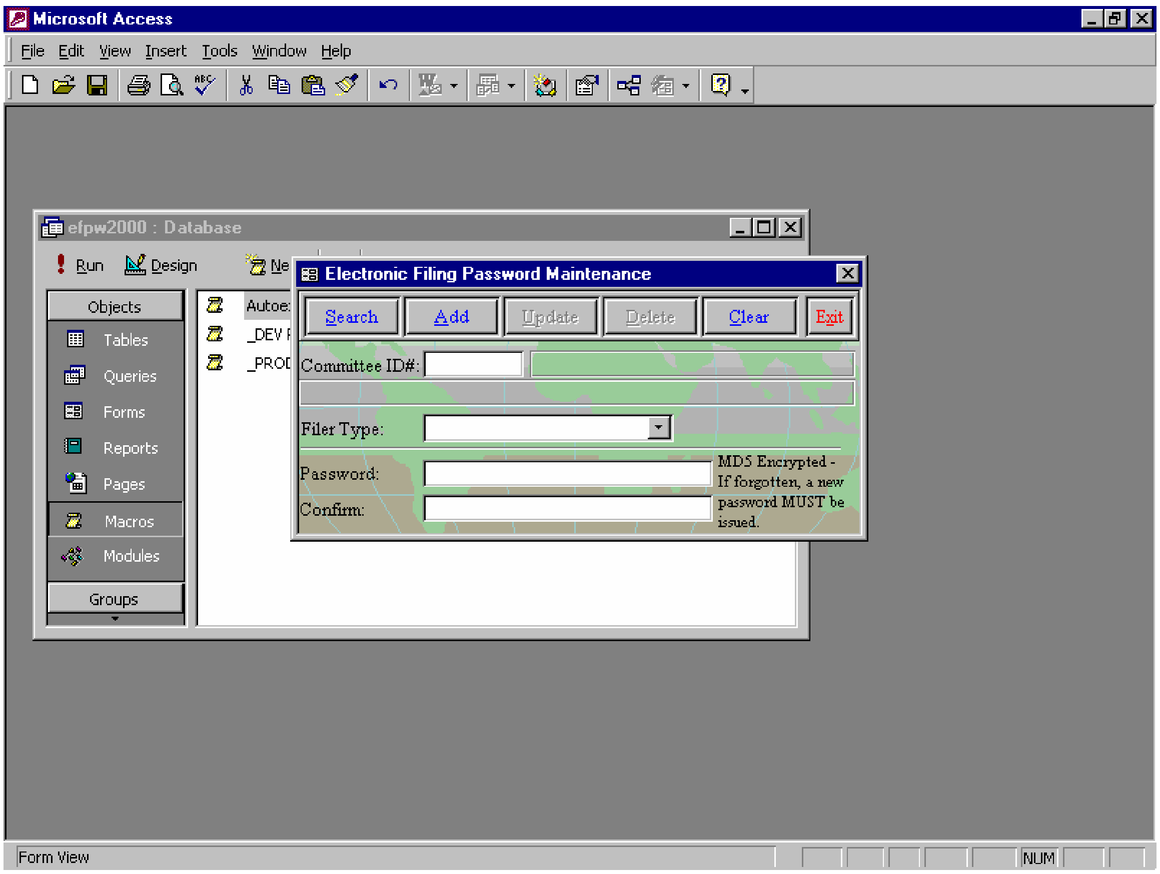
Verify that information in “ELECTRONIC FILING (MERTS) INFORMATION” is correct

Determine if new password is needed
Follow procedures to issue password above as necessary
Sign off of the checklist
Forward to file.

See below to query a password
See below to edit the password
See below to delete the password

THE PASSWORD MODULE

Double click on the Password Icon from your Desktop



GENERAL FUNCTION BUTTONS (AT THE TOP)
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT R): Used to retrieve records based on Committee ID number and Filer Type.
- Add (ALT A): Used add a password
- Update (ALT U): Used to update a password.
- Delete (ALT D): Used to save images after scanning.
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

DISPLAY/QUERY AND ENTRY FIELDS

- Committee ID **(Open Text Field)**: Must be a valid ID Number will only display the first 6 numbers without the check digit or the hyphen

- Committee Type **(Display Field)**: In red
- Committee Name **(Display Field)**: In red
- Filer Type **(Dropdown Text Field)**:
    - Candidate
    - Treasurer
    - Designated Record Keeper
- Password **(Open Text Field)**:
- Confirm (password) **(Open Text Field)**:

ADDING A NEW PASSWORD
Enter the first 6 digits of the committee Identification Number; do not add the check digit or the hyphen
Select the Filer Type from the dropdown
Enter the password in the Password field
Re-enter the password in the Confirm field
Click the Add button

QUERYING A PASSWORD
Enter the first 6 digits of the committee Identification Number; do not add the check digit or the hyphen
Select the Filer Type from the dropdown
Click the Search button

EDITING A PASSWORD
Enter the first 6 digits of the committee Identification Number; do not add the check digit or the hyphen
Select the Filer Type from the dropdown
Click the Search button
Highlight the password
Type in the new password
Re-enter the password in the Confirm field
Click the Update button

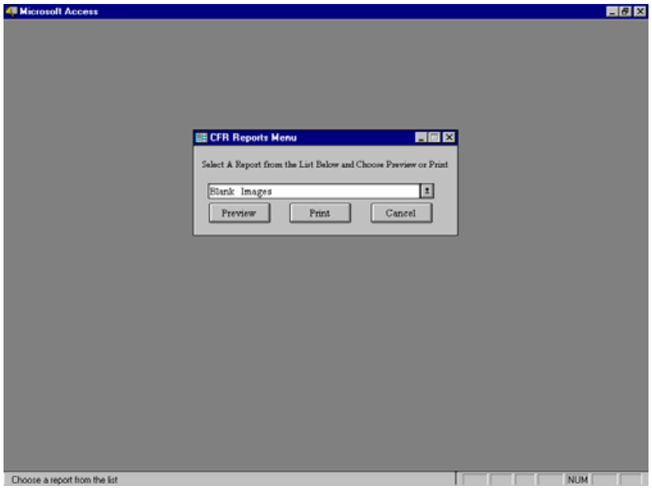
DELETING A PASSWORD
Enter the first 6 digits of the committee Identification Number; do not add the check digit or the hyphen Select the Filer Type from the dropdown
Click the Search button
Click the Delete button

CAMPAIGN FINANCE REPORTS MANUAL

Monday, March 26, 2007

The Reports Module is a single location to access a variety of reports that can be created from the system. This includes labels, blank image reports, Merts Plus Statistical Report, etc. Sample reports are attached.

Double click on the CFR Reports Icon from your Desktop



GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- Preview: Used to view the report before printing. Once previewed, you can proceed to print the report.
- Print: Launches the print command without previewing.
- Cancel: Cancels or aborts the function and takes you back to your desktop.

DISPLAY AND ENTRY FIELDS:

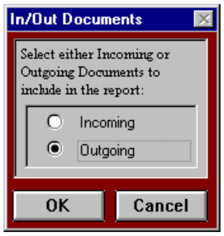
Report Selection Field **(Dropdown Text Field)**: Select from the list.

Blank Images
Blank Images by Analyst/ID#
Candidate Listing Mail Labels
CFR Candidate Pre/Post Election Mailing
CFR Daily Filing Report
Committee Mail Labels
Independent Committees
Independent Expenditure PAC Labels
Merts Statistical Summary Report
PAC List
Unkeyed Recent Filings

RUNNING THE REPORTS:

BLANK IMAGES and BLANK IMAGES BY ANALYST/ID#

Select the report type from the dropdown list
Select Preview (or Print to print without additional printing steps)
Select Incoming or Outgoing when prompted (see Graphic below)

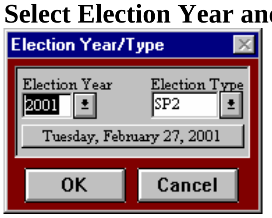


View the Reports as desired using the standard options in Access
Click File
Select Print and make changes in the dialog box as desired
Click the OK button

SEE ATTACHED SAMPLES

CANDIDATE LISTING MAIL LABELS and CFR CANDIDATE PRE/POST ELECTION MAILING

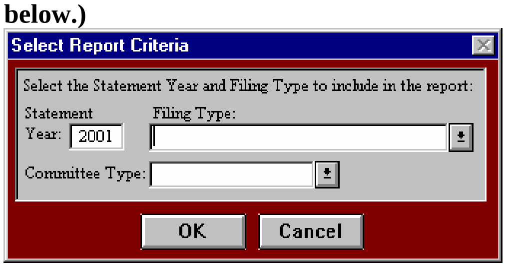
Select the report type from the dropdown list
Select Preview (or Print to print without additional printing steps)
Select Election Year and Election Type when prompted (see Graphic below)



View the Reports as desired using the standard options in Access
Click File
Select Print and make changes in the dialog box as desired
Click the OK button

SEE ATTACHED SAMPLES

CFR DAILY FILING REPORT and UNKEYED RECENT FILINGS
Select the report type from the dropdown list
Select Preview (or Print to print without additional printing steps)
Enter Election Year and Filing Type when prompted. Committee Type is optional. (See Graphic below.)



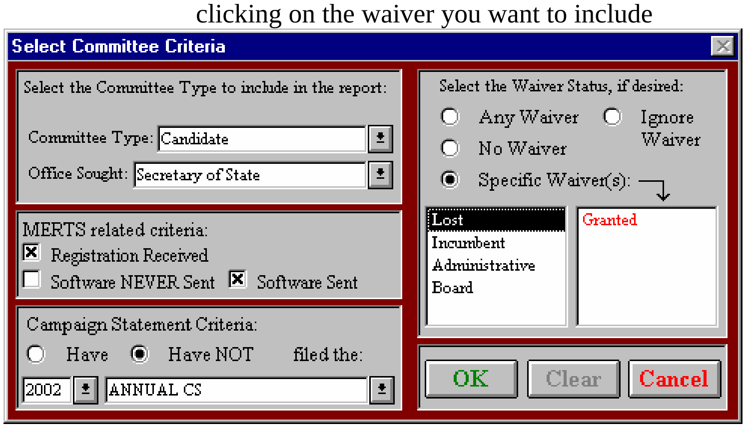
View the Reports as desired using the standard options in Access
Click File
Select Print and make changes in the dialog box as desired
Click the OK button

SEE ATTACHED SAMPLES

COMMITTEE MAIL LABELS
Select the report type from the dropdown list
Select Preview (or Print to print without additional printing steps)

Enter query selections based on option detailed below . (See Graphic below.)

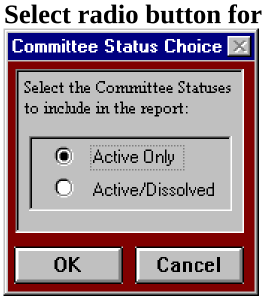
- Committee Type: Select from dropdown.
- Office Sought: Select from dropdown. Option opens only if Committee type is Candidate
- MERTS related criteria: Check boxes for Registration Received y/n, Software Never Sent y/n and Software Sent y/n (sent options cannot be used together)
- Campaign Statement Criteria: requires you to select whether the filer has or has not filed a specific report type for a specific year. This is used for the annual mailing.
- Selecting Waiver Status allows for every combination of waiver.
  - Ignore Waiver is the default setting. All committees will be selected.
  - Any Waiver adds all of the waivers to the query but excludes those with no waiver
  - No Waiver selects only those that have no waiver
  - Specific Waiver(s): Allows you to select which waivers to used in the query by double clicking on the waiver you want to include



View the Reports as desired using the standard options in Access
Click File
Select Print and make changes in the dialog box as desired
Click the OK button

SEE ATTACHED SAMPLES

INDEPENDENT COMMITTEES
Select the report type from the dropdown list
Select Preview (or Print to print without additional printing steps)
Select radio button for Active Only or Active/Dissolved when prompted. (See Graphic below.)



View the Reports as desired using the standard options in Access
Click File
Select Print and make changes in the dialog box as desired
Click the OK button

SEE ATTACHED SAMPLES

INDEPENDENT EXPENDITURE PAC LABELS, MERTS STATISTICAL SUMMARY REPORT and PAC LIST

Select the report type from the dropdown list
Select Preview (or Print to print without additional printing steps)
Click File
Select Print and make changes in the dialog box as desired
Click the OK button

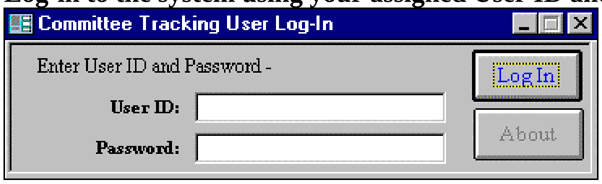
SEE ATTACHED SAMPLES

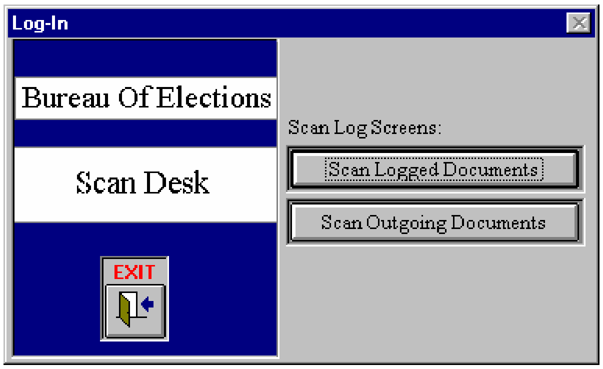
CAMPAIGN FINANCE DOCUMENT SCAN MANUAL

Monday, March 26, 2007

The Scan Module allows all of the incoming and outgoing documents to be imaged and displayed on the Internet. The image is accessible by going directly to the Web or by accessing the Activity Review Screen in Committee Tracking. It is designed for fast and easy entry. It automatically assigns sequence numbers to new outgoing documents, if they have not been created through the Issue Letters Screen in Activity Review. The system has a number of edits that minimize errors as much as possible and requires a sequence number for lookups.

Double click on the Scan Icon from your Desktop (Scan stations do not require this step)
Log-in to the system using your assigned User ID and Password.

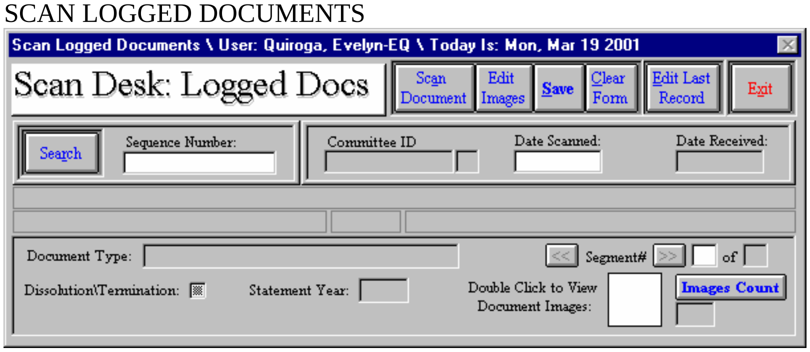




MAJOR FUNCTION BUTTONS

- Scan Logged Documents: Used to scan incoming documents
- Scan Outgoing Documents: Used to scan outgoing documents

SCAN LOGGED DOCUMENTS



GENERAL FUNCTION BUTTONS (AT THE TOP)

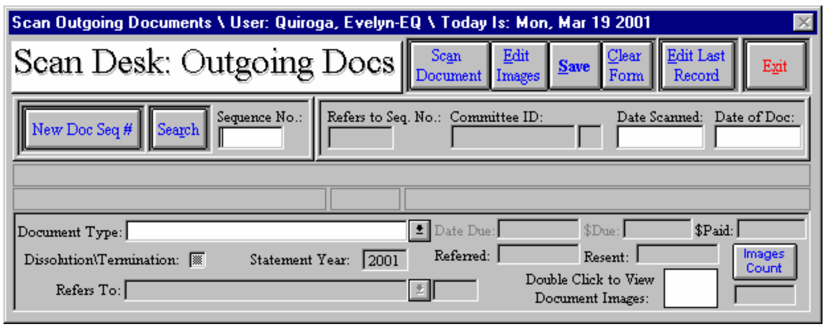
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Scan Document (ALT A): Used to begin the scan process.
- Edit Images: Used to edit existing images.
- Save Form (ALT S): Used to save images after scanning.
- Clear Form (ALT C): Used to clear the fields out of the screen
- Edit Last Record (ALT E): Used to edit the last record entered.
- Exit (ALT X): Used to exit the screen and go one step back

- Search (ALT R): Used to bring up the document based on the sequence number entered

DISPLAY AND QUERY FIELDS:
Sequence Number **(Open Text Field)**:
Committee ID **(Display Field)**:
Date Scanned **(Date Field)**: Defaults to current system date, but may be changed.
Date Received **(Display Field)**:
Committee Name **(Display Field)**: (In Red)
Committee Type **(Display Field)**: (In Red)
Analyst **(Display Field)**: (In Red)
Document Type **(Display Field)**:
Segment # ___ of ___ (with arrows)
Dissolution Termination **(Check Box)**:
Statement Year **(Display Field)**:
Double Click to View Document Images
Images Count **(Display Field)**:

SCAN OUTGOING DOCUMENTS



GENERAL FUNCTION BUTTONS (AT THE TOP)
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Scan Document (ALT A): Used to clear the fields out of the screen.
- Edit Images: Used to edit existing images.
- Save Form (ALT S): Used to save images after scanning.
- Clear Form (ALT C): Used to clear the fields out of the screen
- Edit Last Record (ALT E): Used to edit the last record entered.
- Exit (ALT X): Used to exit the screen and go one step back
- New Doc Seq. #: Must be clicked to scan a document that does not yet exist in the system.
- Search (ALT R): Used to bring up the committee and documents based on the criteria in the search fields

DISPLAY AND QUERY FIELDS:
Sequence Number **(Open Text Field)**:
Refers to Seq. No. **(Display Field)**:
Committee ID **(Display Field)**:
Date Scanned **(Date Field)**: Defaults to current system date, but may be changed.
Date of Document **(Display Field)**:
Committee Name **(Display Field)**: (In Red)
Committee Type **(Display Field)**: (In Red)
Analyst **(Display Field)**: (In Red)
Document Type **(Dropdown Text Field)**:
Segment # ___ of ___ (with arrows)
Dissolution Termination **(Check Box)**:
Statement Year **(Display Field)**:

Double Click to View Document Images
Images Count **(Display Field)**:

FOR SPECIFIC PROCEDURES ON IMAGING, SEE THE **DATA SECTION PROCEDURES**

REQUIRED SCAN FUNCATIONALITY
Scan documents in a format compatible with Internet access.
Allow easy editing of documents including inserting pages in desired location, removing pages, moving pages within the document.
Allow for the changing of relevant information of the document like date received, date scanned, etc.
Allow for large documents to be scanned and accesses as one (9,999 pages).
Allow for interconnectivity with the other modules of the system and access from other modules.(ie Activity Review).
Scan documents must be accessible to the Web no more than 5 minutes after saving.
Ability to hide some documents from the viewing on the Internet.
Ability to delay some documents from the viewing on the Internet.
Meet minimum speed and efficiency of Scanner.

ELECTION RESULTS

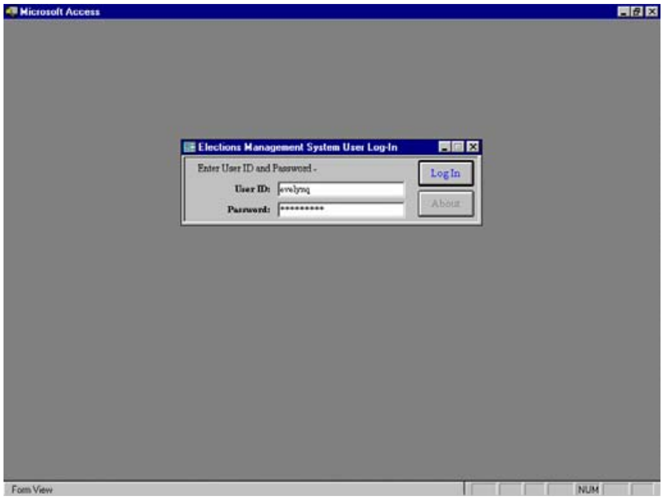
DOCUMENT
SEQUENCE #

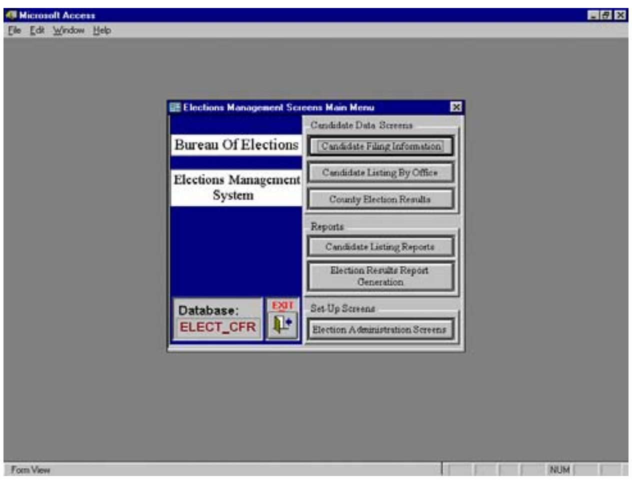
1990 PRIMARY ELECTION RESULTS	**148372**
1990 GENERAL ELECTION RESULTS	**148366**
1990 CANVASS OF VOTES – PRIMARY	**148369**
1990 CANVASS OF VOTES – GENERAL	**148371**
1990 CANDIDATE LISTING – PRIMARY	**148368**
1990 CANDIDATE LISTING – GENERAL	**148370**
1992 PRIMARY ELECTION RESULTS	**148360**
1992 GENERAL ELECTION RESULTS	**148361**
1992 CANVASS OF VOTES – PRIMARY	**148766**
1992 CANVASS OF VOTES – GENERAL	**148365**
1992 CANDIDATE LISTING – PRIMARY	**148362**
1992 CANDIDATE LISTING – GENERAL	**148630**
1992 PRESIDENTIAL PRIMARY RESULTS	**148345**
1994 PRIMARY ELECTION RESULTS	**148699**
1994 GENERAL ELECTION RESULTS	**148343**
1994 CANVASS OF VOTES – GENERAL	**143702**
1994 PRIMARY CANDIDATE LISTING	**143700**
1994 GENERAL CANDIDATE LISTING	**148341**
1996 PRESIDENTIAL PRIMARY ELECTION RESULTS	**143714**
1996 PRIMARY ELECTION RESULTS	**143577**
1996 GENERAL ELECTION RESULTS	**143578**
1996 PRIMARY CANVASS OF VOTES	**143704**
1996 GENERAL CANVASS OF VOTES	**143705**
1996 PRIMARY CANDIDATE LISTING	**143576**
1996 GENERAL CANDIDATE LISTING	**143579**

ELECTIONS MANAGEMENT SYSTEM (EMS) MANUAL

Monday, March 26, 2007

Double click on the EMS Icon from your Desktop.
Log-in to the system using your assigned User ID and Password.





MAJOR FUNCTION BUTTONS:

- CANDIDATE FILING INFORMATION
- CANDIDATE LISTING BY OFFICE
- COUNTY ELECTION RESULTS
- CANDIDATE LISTING REPORTS
- ELECTION RESULTS REPORT GENERATION
- ELECTION ADMINISTRATION SCREENS
- EXIT: This is the box with an open door. It will take you back to the log in screen. This button must be used to exit.

GENERAL QUERY RULES FOR FIELDS AND LISTS IN ALL SYSTEM MODULES

Open Text Fields: These are field boxes that allow you to type in information based on office rules. An example of this would be our committee name fields.

Dropdown Text Fields: These are fields that must be filled by a selection from a list. You cannot enter open text into these fields. These fields will have small down pointing arrows at the right of the field box. Click the field box to see the options. You may have to use scroll bars to access the entire list. Click once on the item to select it. Most fields will require an active saving or updating process to save the change.

Check Box: This is a small box that you check to indicate “yes” and it is unchecked or left bland to indicate “no”

Radio Buttons: Are small round button that you click on and darken to select, you click on them again to deselect them. They work in conjunction with other choices that a generally mutually exclusive. This means you can only have one on at a time.

Date Fields: Allow only valid dates to be entered with the 4 digit year.

Dropdown Date Fields: Allow for only valid dates to be selected from a drop down list.

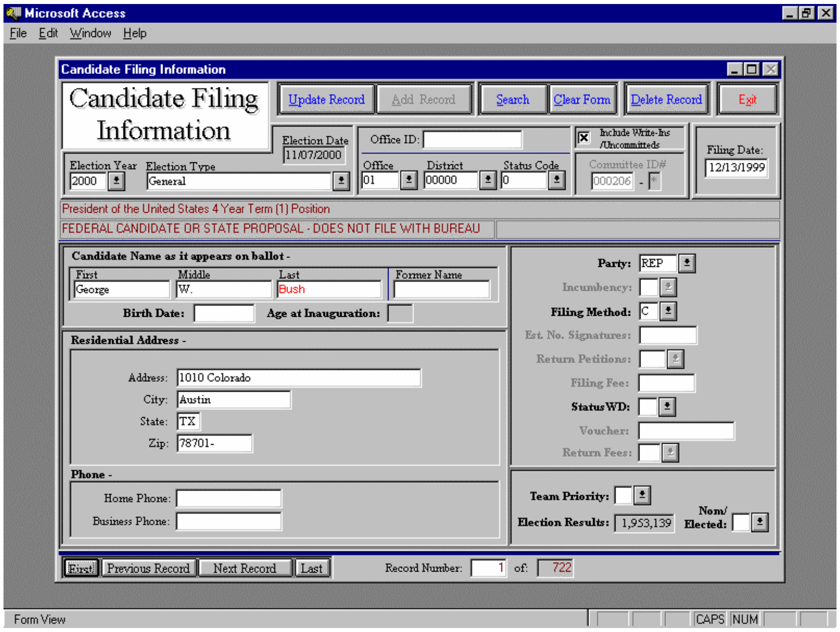
Field Boxes: Used to move data from one section of a box to another.

Display Fields: These fields cannot be updated from the particular screen you are accessing. They are generally gray and will not allow you to place a cursor in the field box.

Alt Key: If a button has a letter which is underlined, you can use the keystroke of ALT + plus the underlined letter to perform the function in lieu of using the mouse.

Cursor Function: The Cursor moves in a logical progression through-out the screens as dictated by the forms.

CANDIDATE FILING INFORMATION



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update Record (ALT U): Used to bring up the committee and documents based on the criteria in the search fields
- Add Record (ALT A): Used to bring up the committee and documents based on the criteria in the search fields
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete Reocrd (ALT D): Used to print the query results
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

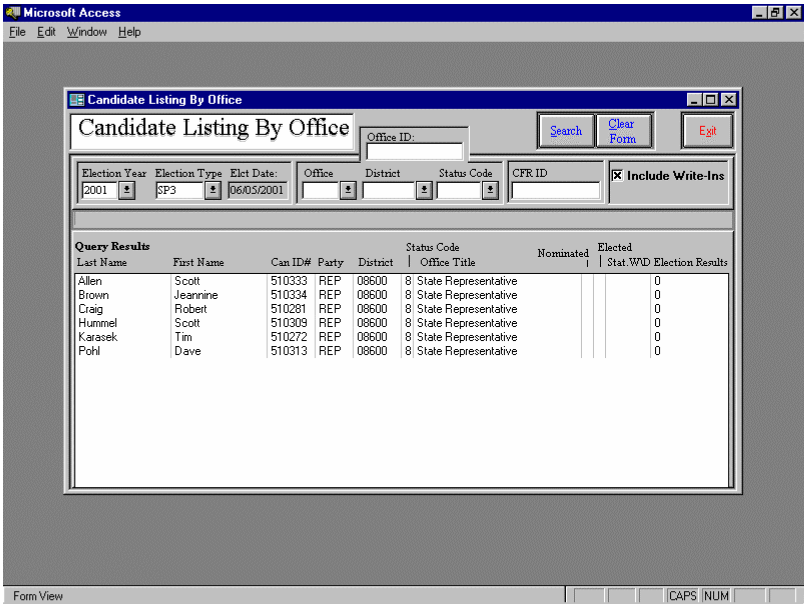
- Election Date **(Display Field)**:
- Office Id **(Open Text Field)**:
- Include Write-Ins **(Check Box)**:
- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Office **(Dropdown Text Field)**:
- District **(Dropdown Text Field)**:
- Status **(Dropdown Text Field)**:
- Committee Id **(Open Text Field)**:

- Filing Date **(Date Field)**:
- Office Title **(Display Field)**:
- Committee Name or Office Description **(Display Field)**:
- First Name **(Open Text Field)**:
- Middle Name **(Open Text Field)**:
- Last Name **(Open Text Field)**:
- Former Name **(Open Text Field)**:
- Birth Date **(Date Field)**:
- Age at Inauguration. **(Display Text Field)**:
- Address **(Open Text Field)**:
- City **(Open Text Field)**:
- State **(Open Text Field)**:
- Zip **(Open Text Field)**:
- Home Phone **(Open Text Field)**:
- Business Phone **(Open Text Field)**:
- Party **(Dropdown Text Field)**:
- Incumbency **(Dropdown Text Field)**:
- Filing Method **(Dropdown Text Field)**:
- Est. # of Signatures **(Open Text Field)**:
- Return Petitions **(Dropdown Text Field)**:
- Filing Fee **(Open Text Field)**:
- Status WD **(Dropdown Text Field)**:
- Voucher **(Open Text Field)**:
- Return Fees **(Dropdown Text Field)**:
- Team Priority **(Dropdown Text Field)**:
- Election Results **(Display Text Field)**:
- Nom/Elected **(Dropdown Text Field)**:

QUERYING THE DATA BASE:
Set the Criteria for your search using the above options
Click the search button

UPDATING THE DATABASE:
Query the desired record or records
Make appropriate changes
Click the Update Button
With some logical limitations, these fields can be used along or in conjunction with each other to query the database for information.

CANDIDATE LISTING BY OFFICE



GENERAL FUNCTION BUTTONS (AT THE TOP):

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the committee information based on the criteria in the search fields.
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back.

GENERAL DISPLAY AND QUERY FIELDS

- Office Id **(Open Text Field)**:
- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Election Date **(Display Field)**:
- Office **(Dropdown Text Field)**:
- District **(Dropdown Text Field)**:
- Status **(Dropdown Text Field)**:
- Committee Id **(Open Text Field)**:

Query Results Box:

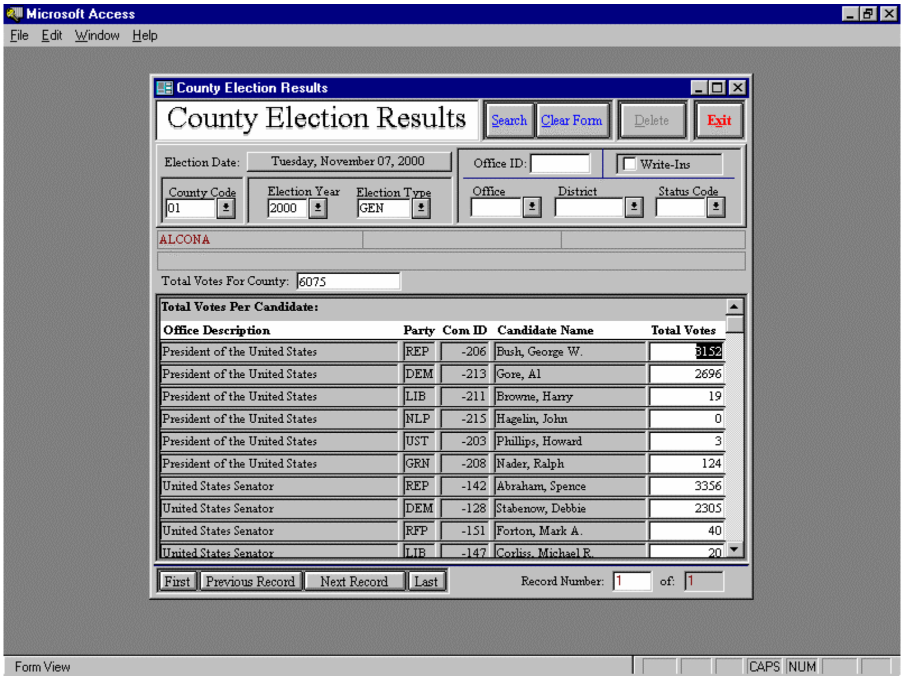
Last Name
First Name
Can ID#
Party
District
Status Code
Office Title
Nominated
Elected
Status WD
Election Results

QUERYING THE INFORMATION:

Set the Criteria for your search using the above options
Click the search button

With some logical limitations, these fields can be used along or in conjunction with each other to query the database for information.

COUNTY ELECTION RESULTS:



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete Record (ALT D): Used to Delete query results
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

GENERAL DISPLAY AND QUERY FIELDS

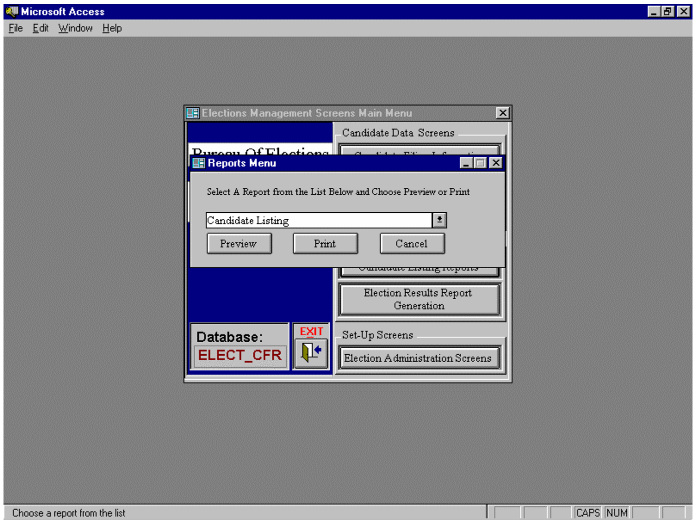
- Office Id **(Open Text Field)**:
- Write-Ins **(Check Box Field)**
- County Code **(Dropdown Text Field)**
- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Election Date **(Display Field)**:
- Office **(Dropdown Text Field)**:
- District **(Dropdown Text Field)**:
- Status **(Dropdown Text Field)**:
- County Name **(Display Field)**
- Total Votes for County **(Numeric Field)**

- Total Votes Per Candidate **(Query/Data Entry Box)**
  Office Description
  Party
  Com ID
  Candidate Name
  Can ID#
  Total Votes

QUERYING THE INFORMATION:
Set the Criteria for your search using the above options
Click the search button
With some logical limitations, these fields can be used along or in conjunction with each other to query the database for information.

ENTERING/UPDATING THE DATA:
Query the County or Counties as needed
Click the cursor in the desired field
Enter the Vote Totals (no update button is needed)
Exit the screen when completed

CANDIDATE LISTING REPORTS



MAJOR FUNCTION BUTTONS

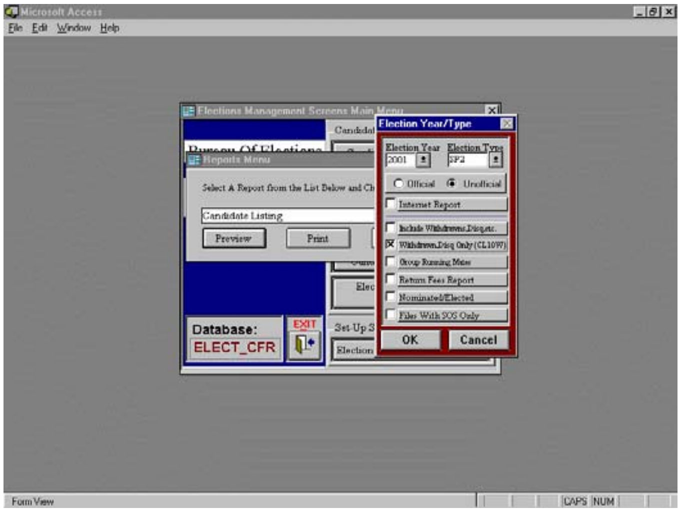
- Preview
- Print
- Cancel

REPORT OPTIONS

Candidate Listing
Canvass of Votes Cl60/61
Canvass of Votes CL60F/61F
County Codes
Elected Federal and State Officers
Election Results to Disk
Mailing Labels for All Candidates CL43
Mailing Labels for Return Petitions CL40
Office Titles
State Senators &Representatives CL105

CANDIDATE LISTING

Select Preview
Select from Report Options
Click OK

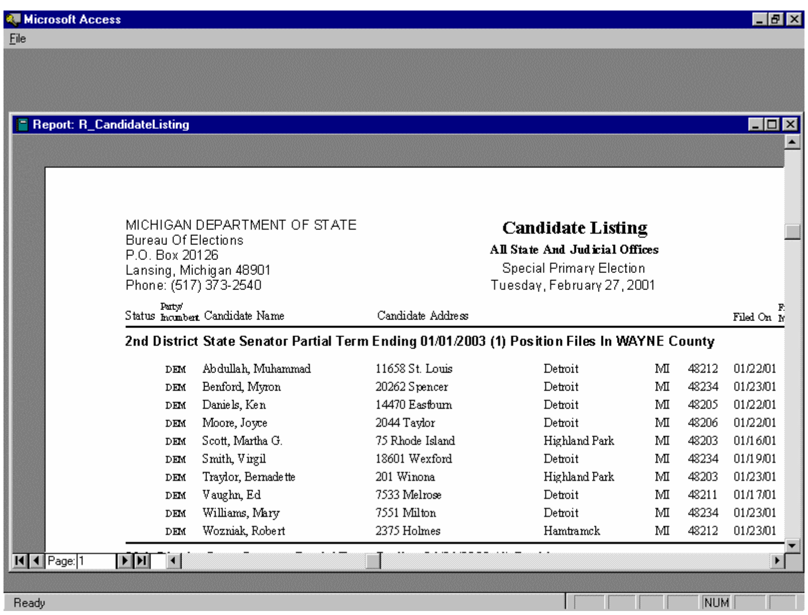


MAJOR FUNCTION BUTTONS AT THE BOTTOM

- OK
- Cancel

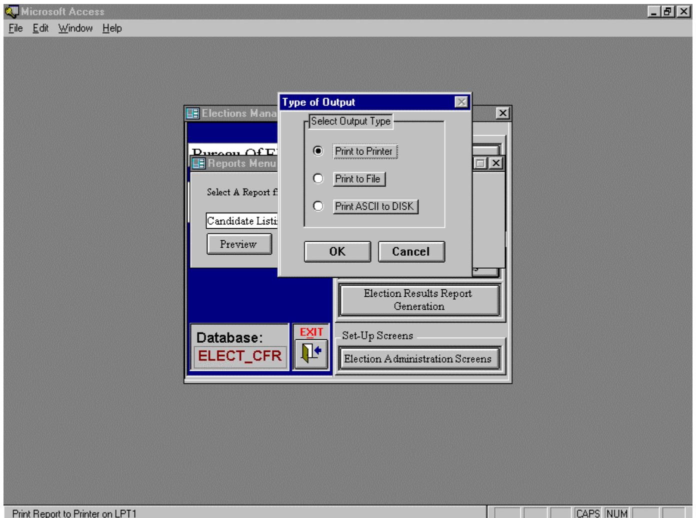
REPORT OPTIONS:

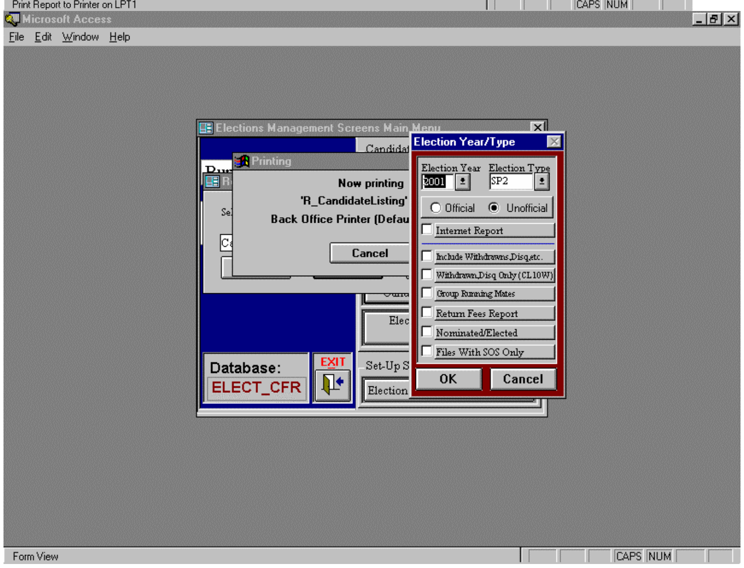
- Election Year
- Election Type
- Official
- Unofficial
- Internet Report
- Include Withdrawn/Disq.
- Withdrawn/Disq. Only CL10W
- Group Running Mates
- Return Fees Report
- Nominated/Elected
- Files with SOS Only



Select Print

Select Print to Printer, Print to File or Print to ASCII
Follow the System Prompts to complete

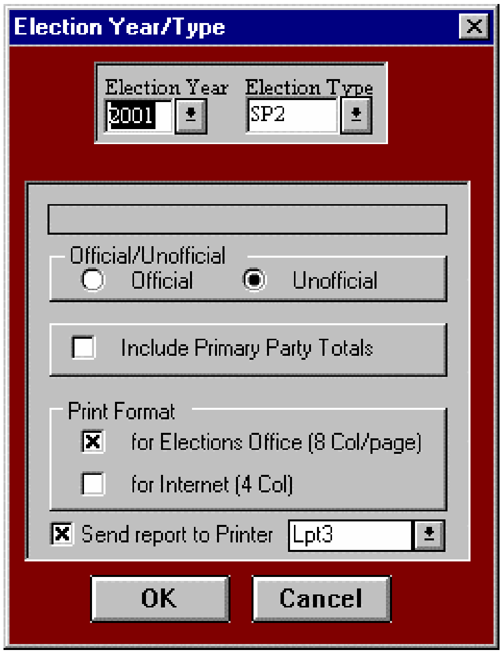




CANVASS OF VOTES CL60/61
CANVASS OF VOTES CL60F/61F
COUNTY CODES
ELECTED FEDERAL AND STATE OFFICERS
ELECTION RESULTS TO DISK
MAILING LABELS FOR ALL CANDIDATES CL43
MAILING LABELS FOR RETURN PETITIONS CL40
OFFICE TITLES
STATE SENATORS &REPRESENTATIVES CL105

For the above reports, follow the system prompts

ELECTION RESULTS REPORTS GENERATION



MAJOR FUNCTION BUTTONS AT THE BOTTOM

- OK
- Cancel

REPORT OPTIONS:

- Election Year
- Election Type
- Official
- Unofficial
- Include Primary Party Totals
- Print Format for Elections Office
- Print Format for Internet
- Send Report to Printer

GENERATING THE REPORT

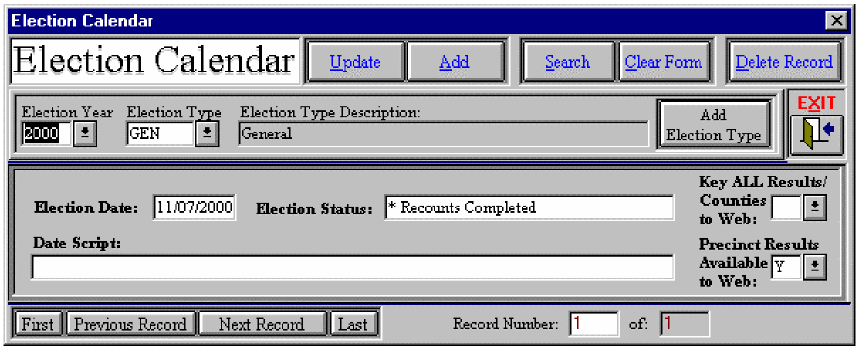
Select from Report Options
Click OK

ELECTION ADMINISTRATION SCREENS

MAJOR FUNCTION BUTTONS:

- ELECTION CALENDAR
- ELECTION TYPE
- PARTIES.
- OFFICE TITLES
- OFFICE STATUS
- OFFICES
- OFFICE DISTRICTS
- DISTRICT/COUNTY
- COPY OFFICES
- POPULATE VOTE TOTALS
- RETURN FILING FEES
- MOVE JUDGES TO GENERAL ELECTION
- MOVE WINNERS TO GENERAL ELECTION
- SET GENERAL ELECTED
- EXIT: This is the box with an open door. It will take you back to the log in screen. This button must be used to exit.

ELECTION CALENDAR



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Add Election Type: See Specific Instructions Below
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Election Type Description **(Display Field)**
- Election Status **(Open Text Field)**:
- Date Script **(Open Text Field)**:
- District **(Dropdown Text Field)**:
- Key All Results/Counties to the Web **(Dropdown Text Field)**:
- Precinct Results/Available to the Web **(Dropdown Text Field)**:

ADDING DATA

Enter the required information
Click the Add Record Button

QUERYING

Enter the required information
Click the Search Button

UPDATING DATA:

Query the desired record
Make the appropriate change to the screen
Click the Update button

ELECTION TYPE

GENERAL FUNCTION BUTTONS (AT THE TOP)
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

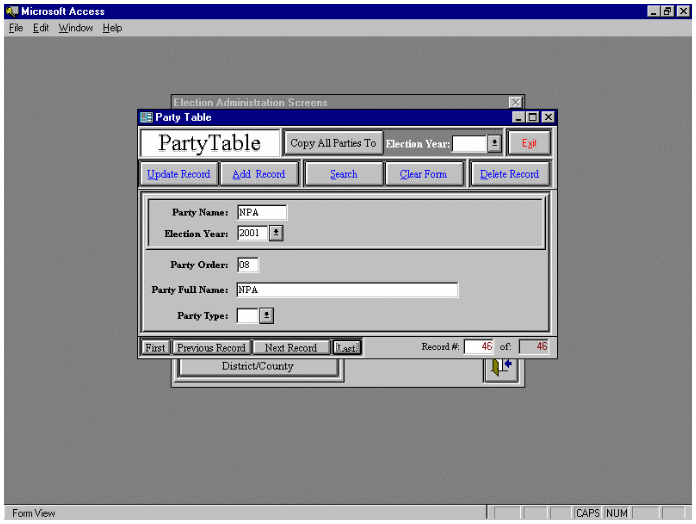
- Election Type Code **(Open Text Field)**:
- Election Party **(Dropdown Text Field)**
- Election Sub Type **(Dropdown Text Field)**
- Election Type Other **(Dropdown Text Field)**:
- Election Type Description **(Open Text Field)**:

ADDING DATA
Enter the required information
Click the Add Record Button

QUERYING
Enter the required information
Click the Search Button

UPDATING DATA:
Query the desired record
Make the appropriate change to the screen
Click the Update button

PARTIES



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Exit (ALT X): Used to exit the screen and go one step back

COPY ALL PARTIES TO: Election Year **(Dropdown Text Field)**

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Party Name **(Open Text Field)**:
- Election Year **(Dropdown Text Field)**
- Party Order **(Dropdown Text Field)**
- Party Full Name **(Open Text Field)**:
- Party Type Other **(Dropdown Text Field)**:

ADDING DATA

Enter the required information

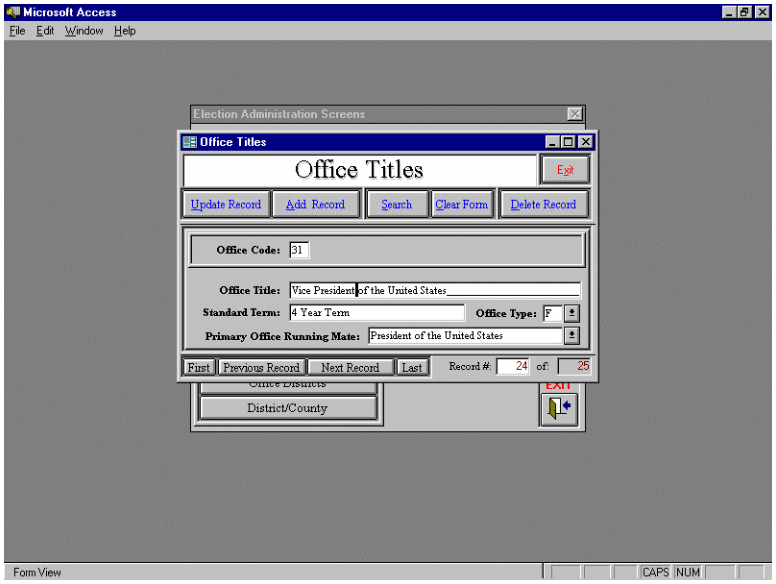
Click the Add Record Button

QUERYING

Enter the required information
Click the Search Button

UPDATING DATA:
Query the desired record
Make the appropriate change to the screen
Click the Update button

OFFICE TITLES



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Office Code **(Open Text Field)**:
- Office Title **(Open Text Field)**:
- Standard Term **(Open Text Field)**:
- Office Type **(Dropdown Text Field)**
- Primary Office Running Mate **(Dropdown Text Field)**

ADDING DATA

Enter the required information

Click the Add Record Button

QUERYING

Enter the required information

Click the Search Button

UPDATING DATA:
Query the desired record
Make the appropriate change to the screen
Click the Update button

OFFICE STATUS

GENERAL FUNCTION BUTTONS (AT THE TOP)
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)
- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

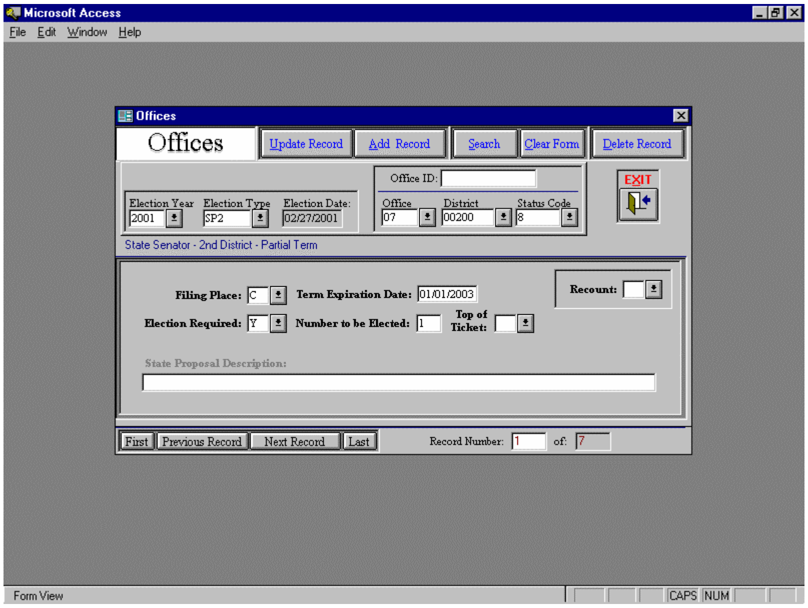
DISPLAY AND QUERY FIELDS:
- Status Code **(Open Text Field)**:
- Description **(Open Text Field)**:

ADDING DATA
Enter the required information
Click the Add Record Button

QUERYING
Enter the required information
Click the Search Button

UPDATING DATA:
Query the desired record
Make the appropriate change to the screen
Click the Update button

OFFICES



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Office Id **(Open Text Field)**:
- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Election Date **(Display Field)**:
- Office **(Dropdown Text Field)**:
- District **(Dropdown Text Field)**:
- Status **(Dropdown Text Field)**:
- Office Description **(Display Field)**:
- Filing Place: **(Dropdown Text Field)**
- Term Expiration Date **(Date Field)**:

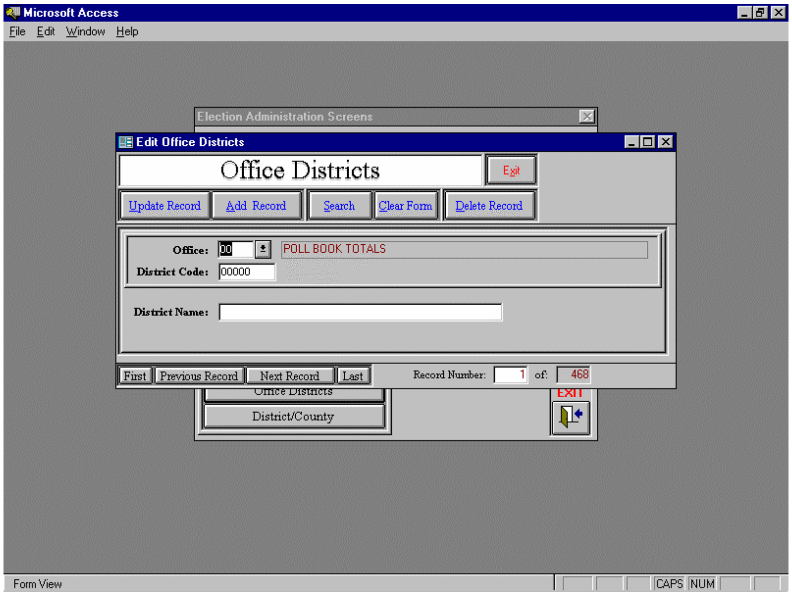
- Election Required **(Dropdown Text Field)**:
- Number to be Elected **(Open Text Field)**:
- Top of Ticket **(Dropdown Text Field)**:
- State Proposal Description **(Open Text Field)**:

ADDING DATA
Enter the required information
Click the Add Record Button

QUERYING
Enter the required information
Click the Search Button

UPDATING DATA:
Query the desired record
Make the appropriate change to the screen
Click the Update button

OFFICE DISTRICTS



GENERAL FUNCTION BUTTONS (AT THE TOP)
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Office **(Dropdown Text Field)**:
- Office Description **(Display Field)**:
- District Code **(Open Text Field)**:
- District Name **(Open Text Field)**:

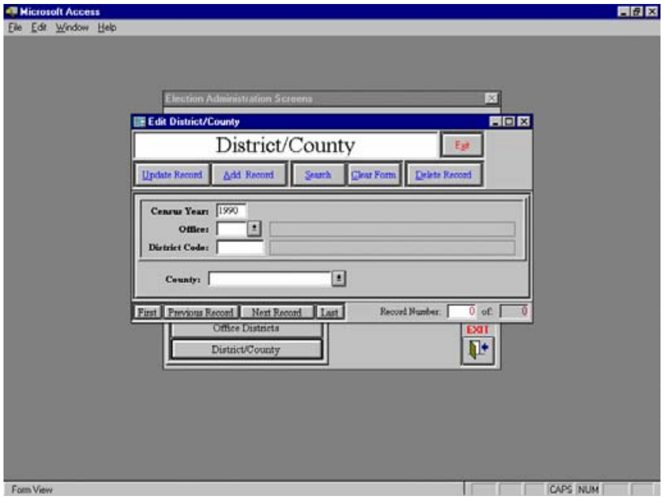
ADDING DATA
Enter the required information
Click the Add Record Button

QUERYING
Enter the required information

Click the Search Button

UPDATING DATA:
Query the desired record
Make the appropriate change to the screen
Click the Update button

DISTRICT/COUNTY



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Committee Address information
- Add (ALT A): Used to add a record that does not exist.
- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete: Used to delete a record
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Census Year **(Open Text Field)**:
- Office **(Dropdown Text Field)**:
- Office Description **(Display Field)**
- District Code **(Open Text Field)**:
- District Description **(Display Field)**
- County **(Dropdown Text Field)**:

ADDING DATA

Enter the required information
Click the Add Record Button

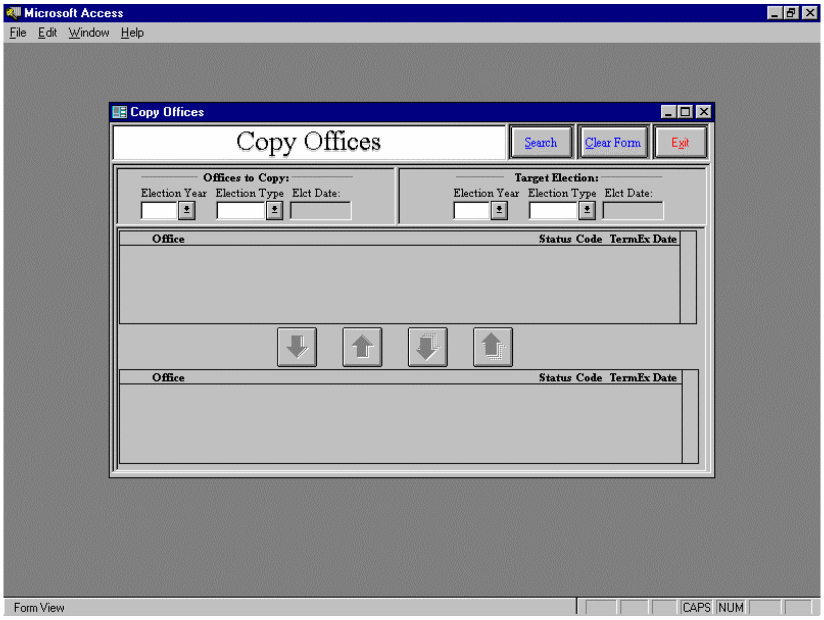
QUERYING

Enter the required information

Click the Search Button

UPDATING DATA:
Query the desired record
Make the appropriate change to the screen
Click the Update button

COPY OFFICES



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

DISPLAY AND QUERY FIELDS:

- Offices to Copy: Election Year **(Dropdown Text Field)**:
- Offices to Copy: Election Type **(Dropdown Text Field)**:
- Office to Copy: Election Date **(Display Field)**:
- Target Election: Election Year **(Dropdown Text Field)**:
- Target Election: Election Type **(Dropdown Text Field)**:
- Target Election: Election Date **(Display Field)**:
- Results Boxes **(Display Fields)**:

QUERYING

Enter the required information

Click the Search Button

MOVING ALL OFFICES:

Query the desired data

Click the shaded arrow pointing down to move the records to the Target Election

Click the shaded arrow pointing up to move the records back.

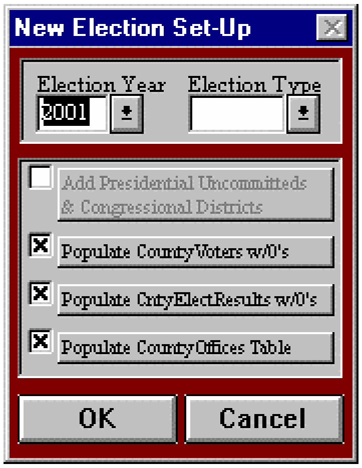
MOVING AN INDIVIDUAL OFFICE

Highlight the desired record

Click the plain arrow pointing down to move the records to the Target Election

Click the plain arrow pointing up to move the records back.

POPULATE VOTE TOTALS



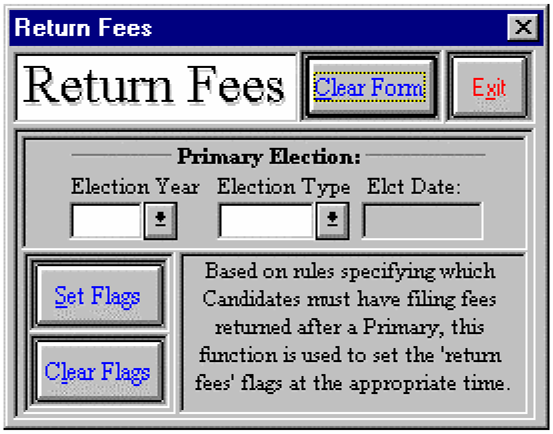
GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- OK
- Cancel

DISPLAY AND QUERY FIELDS:

- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Add Presidential Uncommitteds & Congressional Districts **(Check Box)**:
- Populate County Voters w/0's **(Check Box)**:
- Populate Cnty Elect Results w/0's **(Check Box)**:
- Populate County Offices Table **(Check Box)**:

RETURN FILING FEES



GENERAL FUNCTION BUTTONS (AT THE TOP)
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

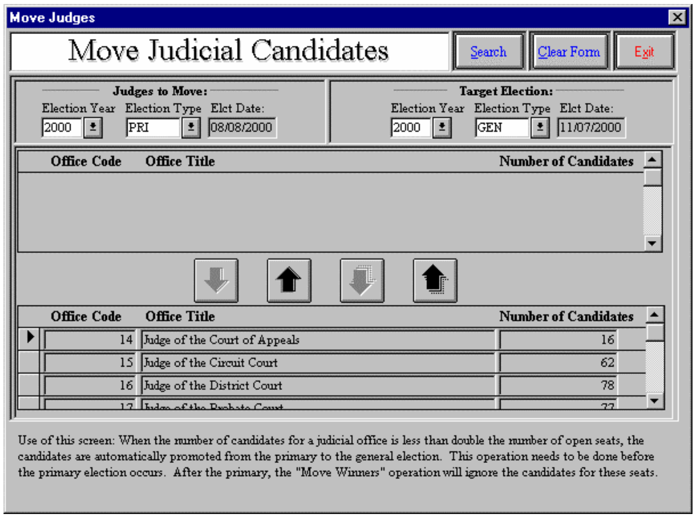
DISPLAY AND QUERY FIELDS:

- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Election Date: **(Display Field)**

MAJOR FUNCTION BUTTONS

- Set Flags
- Clear Flags

MOVE JUDGES TO GENERAL ELECTION



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

DISPLAY AND QUERY FIELDS:

- Judges to Move: Election Year **(Dropdown Text Field)**:
- Judges to Move: Election Type **(Dropdown Text Field)**:
- Judges to Move: Election Date **(Display Field)**:
- Target Election: Election Year **(Dropdown Text Field)**:
- Target Election: Election Type **(Dropdown Text Field)**:
- Target Election: Election Date **(Display Field)**:
- Results Boxes **(Display Fields)**:

QUERYING

Enter the required information
Click the Search Button

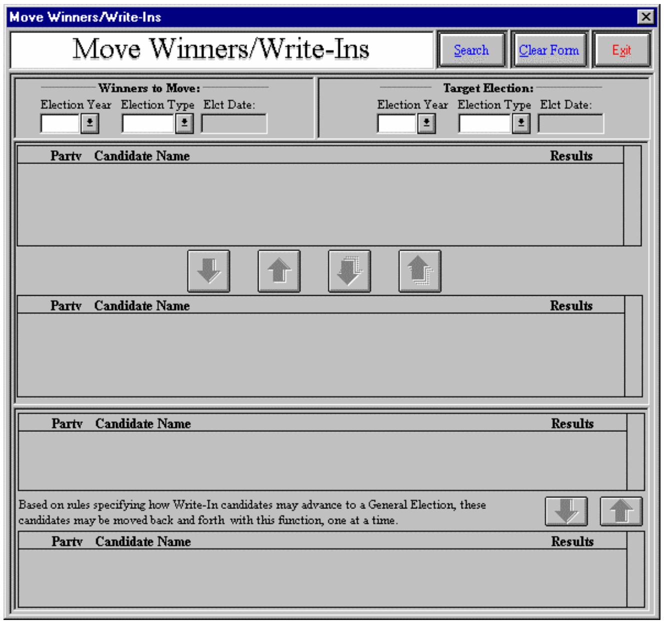
MOVING ALL OFFICES:

Query the desired data
Click the shaded arrow pointing down to move the records to the Target Election
Click the shaded arrow pointing up to move the records back.

MOVING AN INDIVIDUAL OFFICE

Highlight the desired record
Click the plain arrow pointing down to move the records to the Target Election
Click the plain arrow pointing up to move the records back.

MOVE WINNERS TO GENERAL ELECTION



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

DISPLAY AND QUERY FIELDS:

- Winners to Move: Election Year **(Dropdown Text Field)**:
- Winners to Move: Election Type **(Dropdown Text Field)**:
- Winners to Move: Election Date **(Display Field)**:
- Target Election: Election Year **(Dropdown Text Field)**:
- Target Election: Election Type **(Dropdown Text Field)**:
- Target Election: Election Date **(Display Field)**:
- Results Boxes **(Display Fields)**:

QUERYING

Enter the required information
Click the Search Button

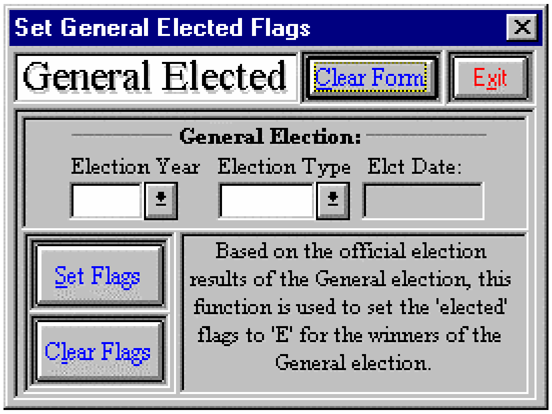
MOVING ALL OFFICES:

Query the desired data
Click the shaded arrow pointing down to move the records to the Target Election
Click the shaded arrow pointing up to move the records back.

MOVING AN INDIVIDUAL OFFICE

Highlight the desired record
Click the plain arrow pointing down to move the records to the Target Election
Click the plain arrow pointing up to move the records back.

SET GENERAL ELECTED



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

DISPLAY AND QUERY FIELDS:

- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Election Date: **(Display Field)**

MAJOR FUNCTION BUTTONS

- Set Flags
- Clear Flags

CERTIFICATES OF ELECTION

The Certificates of Election are a merge program that creates certificates for each elected candidate that files with the SOS. The program needs to be rewritten to Word 2000.

Keying Instructions

Log in instructions:

1. Double-click on the **ServerC** icon.
2. At log-in prompt type **etemp1.**
3. Password prompt type **4thfloor.**

Getting to the required screens:

1. Select **4** – Campaign Finance Reporting and press **Enter**.
2. Select **1** – Screens and press **Enter**.
3. Select **1** – Candidates; **2** for PAC's; or **3** for Gubernatorial and press Enter.

Entering data:

1. To add a Cover Page, you must highlight **ADD** in the Menu Bar, press enter, enter the Sequence # and press **ESC**.

2. Select **Query**, enter Sequence # that was just added and press **ESC**.

3. Select **Update**, enter highlighted field from the paper document following the prompts on the screen and press **ESC**.

4. To add the Summary Page highlight **SP** and press **Enter**.

5. Select **Add**, press **Enter** until the first amount line is highlighted. Key in highlighted fields as shown in the paper document. Press **ESC** when completed.

6. To add additional Schedule pages select appropriate Schedule and press **Enter**.

7. Select **ADD**, enter Page number, and continue keying information. Press **ESC** when completed with each record.

Verification of reports:

1. Select **CP** for cover page, enter Sequence # and press **ESC**.
2. Select **Verify**, double check highlighted field with paper document and press **ESC**.
3. Select **SP** for the Summary Page and press **Enter**.
4. Select **Verify**, double check highlighted fields and press **ESC**.
5. Continue verifying Schedules by highlighting the Schedules required and press **Enter**.
6. Select **Verify**, double check highlighted fields and press **ESC**.
7. Select **Next** or **Previous** if Schedule contain more than one record.
8. When completed verifications reports can then be recycled.

LOBBY PROCESSING MANUAL

PROCESSING THE MAIL:

Open the mail and retrieve Lobby Documents
Date Stamp the Documents
Place Lobby Documents in the designated basket in the Log-in area (except checks, money orders or cash)
Retrieve from basket to Log into Lobby Tracking System
Log-into Lobby Tracking System

Original Registrations:
Create Memo and copy
Forward to Analyst
Verify that it is not a duplicate
Forward to Sue for Keying
Forward memo to be mailed
Key in Lobby Registration Screen
Forward to Analyst
Verify keying and make corrections as necessary
Forward to file

Amended Registrations:
Make changes as necessary in Lobby Registration Screen
Forward to Analyst
Verify and make corrections as necessary
Forward to file

Correspondence In
Forward to Analyst
Handle
Forward to file

Winter, Summer, Termination and Amended Reports:
Key registration records as necessary in Lobby Registration
Key financial information in Financial Information Screen as necessary
Forward to Analysts
Verify keyed information and make corrections as necessary
Forward to file

PAYMENTS

NOTE: ALL PAYMENTS WHEN NOT BEING PROCESSED MUST BE KEPT IN THE SAFE!!

Payments Received Over the Counter – Written Instrument and Cash

Endorse the payment with "For Deposit Only – Bureau of Elections" Stamp immediately

Log-in and apply payment into Lobby Log-in Screen below following system prompts see additional information in the Lobby Log-in Desk Module

Enter Credit form sequence number and ID# on the face of the payment

Copy Credit Slip

- Paper clip attachments to copy of Credit Slip – Discard envelopes
- Forward to Analyst for review (Analyst has opportunity to review attachments and log them in if needed)
- **Analyst Discards Credit Slip and attachments**

Staple cash or written instrument to Original Blue Credit Slip

Forward to designated staff for depositing.

Payments Received Via Mail – Written Instrument and Cash

Open the mail and retrieve payment

Endorse the payment with "For Deposit Only – Bureau of Elections" Stamp immediately

Forward to designated Log-in personnel

Log-in and apply payment into Lobby Log-in Screen following system prompts see additional information in the Lobby Log-in Desk Module

- If an ID# cannot be determined, communicate with each Disclosure Analyst until it is determined.
- If the ID# cannot be determined the same day, place check in secured safe. Begin investigation the following day.
- If no determination can be made, contact the payee for additional information.
- If identification cannot be determined, the payment must be returned to the payee with a letter of explanation.

Enter Credit form sequence number and ID# on the face of the payment

Copy Credit Slip:

- Paper Clip attachments to copy of Credit Slip – Discard envelopes

Forward to Analyst for review (Analyst has opportunity to review attachments and log them in if needed)

Analyst discards Credit Slip and attachments

Staple cash or written instrument to Original Blue Credit Slip

Forward to designated staff for depositing.

Payments Received Via Finance or Inter-Accounting (Between Depts.):

Notice of Payment is received

Log-in and apply payment into Log-in Screen following system prompts see additional information in the Log-in Desk Module (Credit Slip will print automatically)

Enter Credit form sequence number and ID# on the face of the payment notice

Copy Credit Slip:

Paper Clip attachments to copy of Credit Slip – Discard envelopes

Forward to Imaging

Forward to Analyst for review (Analyst has opportunity to review attachments and log them in if needed)

Analyst discards Credit Slip and attachments

Staple payment notice to Original Credit Slip

File with other Credit Slips

Payments Received Via Treasury:

Receive Monthly Report from Finance with accounts marked

Find the committee and the fee the treasury payment is to be credited to using Lobby Tracking

Add the social security number in the Log-in Detail module if provided by Treasury

Write the ID number in the left margin of the report

Log the payments into the Log-in Screen dating the payment the first of the month for the month the report covers date and apply the payment (Credit Slip will print automatically)

- If there is no assessment to apply the payment to, add the payment, print the checklist and file. A refund will be issued based from Lobby Tracking System

Make 2 copies of the Credit Slip

Forward one copy to Imaging

Forward this copy to the Analyst for Review

Analysts discards copy of Credit Slip

Attach second copy of Credit Slip to the Treasury Report
    File Report and Credit Slip Copies
File Original Credit Slip with other Credit Slips

Depositing Late Filing Fee Payments

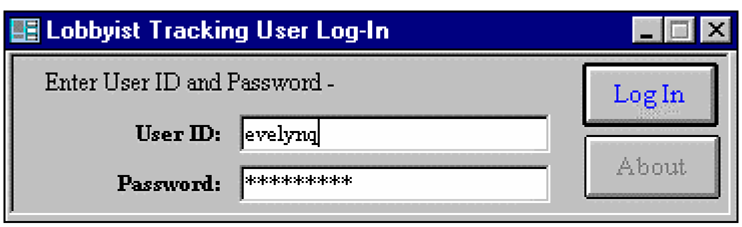
NOTE: DEPOSITS SHOULD BE DONE DAILY IF MONEY IS RECEIVED IN THE BUREAU

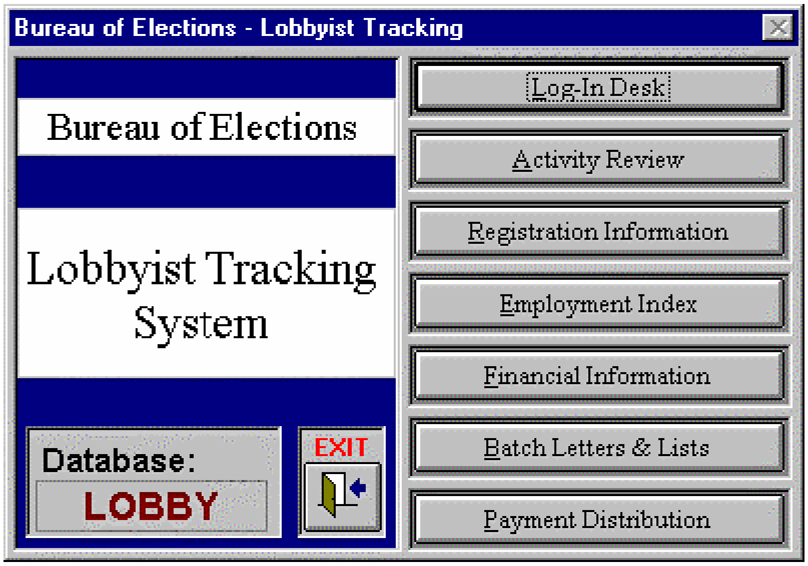
Forward Original Blue Credit Slips and payments to Cashier for processing using the Secure Blue Bag and Finance procedures for mailing the bag.
Cashier validates all Original Blue Credit Slips
Cashier returns validated Original Credit Slips to Bureau
Enter validation information in Lobby Log-in System by using the Edit Record feature
    Validation #
    Validation Date
File Validated Credit Slips in chronological order.

LOBBY TRACKING MANUAL

March 26, 2007

Double click on the Lobby Tracking Icon from your Desktop.
Log-in to the system using your assigned User ID and Password.





MAJOR FUNCTION BUTTONS:

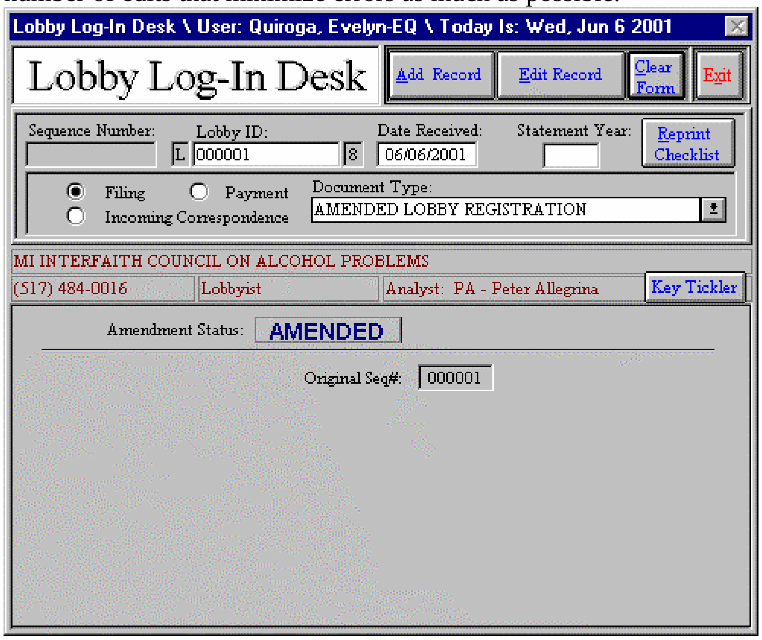
- LOG-IN DESK: The Log-in Module is the point of entry for all incoming documents into the system. It is designed for fast and easy entry. It automatically assigns identification number to new registrants. It automatically assigns the next sequence number to the document being logged in. It also assigns the next payment sequence number to a payment when it is being logged in. When a document is logged in, the system searches for any outstanding requirements that may be satisfied by the new document coming in. Specifically, it looks for outstanding Notices of Failure to File, Late Filing Fee and Failure to Files. The system inserts a record into Activity Review. The documents are then imaged to that same sequence number. The system has a number of edits that minimize errors as much as possible.
- ACTIVITY REVIEW: Takes you to the Activity Review Screen. This is the major hub of the system. From here registrant information is queried. Documents sent and received are recorded. Tickler information is maintained. Documents Due information is queried and maintained. Document status is recorded and maintained. Most other major functions of the system are accessed via Activity Review. Depending on the query, the fields in the display window may change.
- REGISTRATION INFORMATION: Takes you to the Registration Information screen. Information from the Registration is recorded and maintained in this screen. Registrant status is maintained along with a variety of other registrant specific information.
- EMPLOYMENT INFORMATION: Takes you to the Employment Information Screen. This screen tracks employer and employee information based on information received on the Registration and
- FINANCIAL INFORMATION: Takes you to the Financial Information Screen. This screen tracks financial information that was reported on the Financial Report Summaries filed by the registrants.
- BATCH LETTERS & LISTS: Takes you to the Batch Letters and List Screen. This runs batch processes such as Failure to Files, Late Filing Fees, Second and Hearing Notices, Referrals Lists, etc.
- PAYMENT DISTRIBUTION: Takes you to the Payment Distribution Screen. From this screen, you can void, apply, and refund payments. This screen can also be accessed via Activity Review and is covered in detail in the Activity Review Module.
- EXIT: This is the box with an open door. It will take you back to the log in screen. This button must be used to exit.

GENERAL QUERY RULES FOR FIELDS AND LISTS IN ALL SYSTEM MODULES

Open Text Fields: These are field boxes that allow you to type in information based on office rules. An example of this would be our registrant name fields.
Dropdown Text Fields: These are fields that must be filled by a selection from a list. You cannot enter open text into these fields. These fields will have small down pointing arrows at the right of the field box. Click the field box to see the options. You may have to use scroll bars to access the entire list. Click once on the item to select it. Most fields will require an active saving or updating process to save the change.
Check Box: This is a small box that you check to indicate "yes" and it is unchecked or left bland to indicate "no"
Radio Buttons: Are small round button that you click on and darken to select, you click on them again to deselect them. They work in conjunction with other choices that a generally mutually exclusive. This means you can only have one on at a time.
Date Fields: Allow only valid dates to be entered with the 4 digit year.
Dropdown Date Fields: Allow for only valid dates to be selected from a drop down list.
Field Boxes: Used to move data from one section of a box to another. IE E&O Codes.
Display Fields: These fields cannot be updated from the particular screen you are accessing. They are generally gray and will not allow you to place a cursor in the field box.
Numeric Fields: These fields are used for amounts only.
Alt Key: If a button has a letter which is underlined, you can use the keystroke of ALT + plus the underlined letter to perform the function in lieu of using the mouse.
Cursor Function: The Cursor moves in a logical progression through-out the screens as dictated by the forms. Cursors default to the Registrant Idnumber Field.

LOG –IN DESK MODULE

The Log-in Module is the point of entry for all incoming documents into the system. It is designed for fast and easy entry. It automatically assigns identification number to new registrants. It automatically assigns the next sequence number to the document being logged in. It also assigns the next payment sequence number to a payment when it is being logged in. When a document is logged in, the system searches for any outstanding requirements that may be satisfied by the new document coming in. Specifically, it looks for outstanding Notices of Failure to File, Late Filing Fee and Failure to Files. The system inserts a record into Activity Review. The documents are then imaged to that same sequence number. The system has a number of edits that minimize errors as much as possible.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Add Record (ALT A): Used to Add a record to the system
- Edit Record (ALT E): Used to Edit or Change an existing Record
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back
- RePrint Checklist (ALT R): Used to reprint a checklist of a record that has already been created

DISPLAY AND ENTRY FIELDS:

- Sequence # **(Display Field)**
- Id #**(Open Text Field)**: The check digit is displayed, but not required to add)
- Date Received **(Date Field)**: The date received is the date that it is received in the office. This is determined by the date stamp on the document. The date will default to the system/current date
- Statement Year **(Open Text Field)**: The Statement Year is the Year the report covers. It only applies to Summer and Winter Reports and amendments to these reports. It defaults to the current year.
- Document Type Filters **(Radio Buttons)**:

Filings: Lists all of the filings that are relevant to the committee ID number entered. This is the Default setting.

Payment: Allows payments to be entered.

Incoming Correspondence: Allows correspondence to be entered.

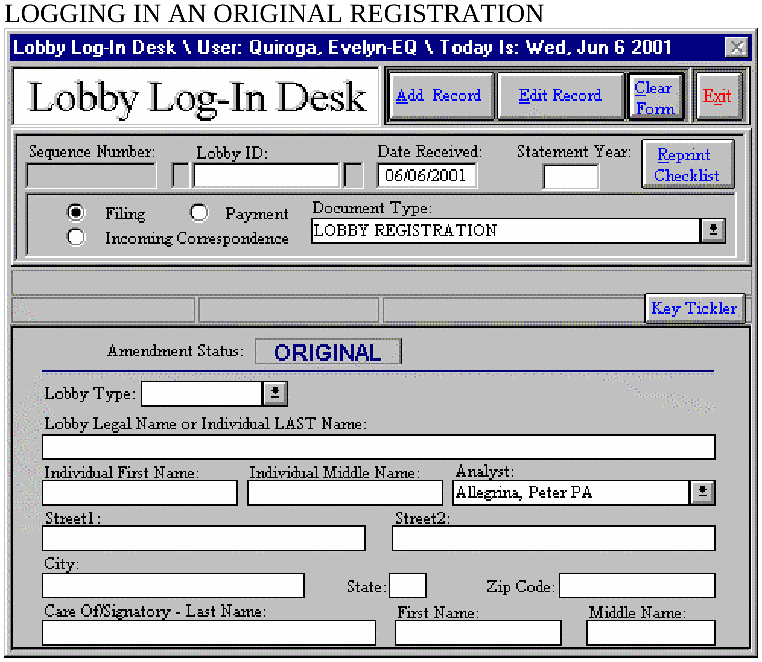
- Document Type **(Dropdown Text Field)**: All incoming document types are accessible. However, the system does have logical limitations which are designed to limit the number of errors that occur. For example the system will not allow you to Amend a document that does not have an original on record.
- Reg. Name **(Display)**: In red.

- Reg. Type **(Display)**: In red.
- Analyst **(Display)**: In red.
- Filing Method **(Dropdown Text Field)**: Hard copy is the only current choice
- Termination **(Check Box)**
- Amendments Registration **(Check Box)**:

LOGGING IN A FILING:
Access the Log-in screen.
Clear the form if necessary.
Enter the Identification Number (See Below for ID# Look-up procedure if needed) Reg. Name, Reg. Type and Analysts will appear in red.
Verify and Change Date Received if necessary.
Verify and Change Statement Year if necessary.
Select the Document Type from the dropdown list. You may begin typing and narrow and the system will search for a matching doc type.
Check the Termination check box if necessary
Click the Add Record button at the top of the screen.
Retrieve the Checklist from the printer.

SEE ATTACHED SAMPLES OF CHECKLISTS

LOGGING IN AN ORIGINAL REGISTRATION



Access the Log-in screen.
Clear the form if necessary.
Verify and Change Date Received if necessary.
Verify and Change Statement Year if necessary.
Select Lobby Registration from the dropdown list. You may begin typing and narrow and the system will search for a matching doc type.
Select the Reg. Type from the dropdown list
Enter the registrant information exactly as it appears on the form
Select the Analyst from the dropdown list
Click the Add Record button at the top of the screen. (The system automatically assigns the next sequential Identification number, adds the record to Activity Review and adds the information to the Registration screen and prints the informational packet letter to be sent to the new registrant.)

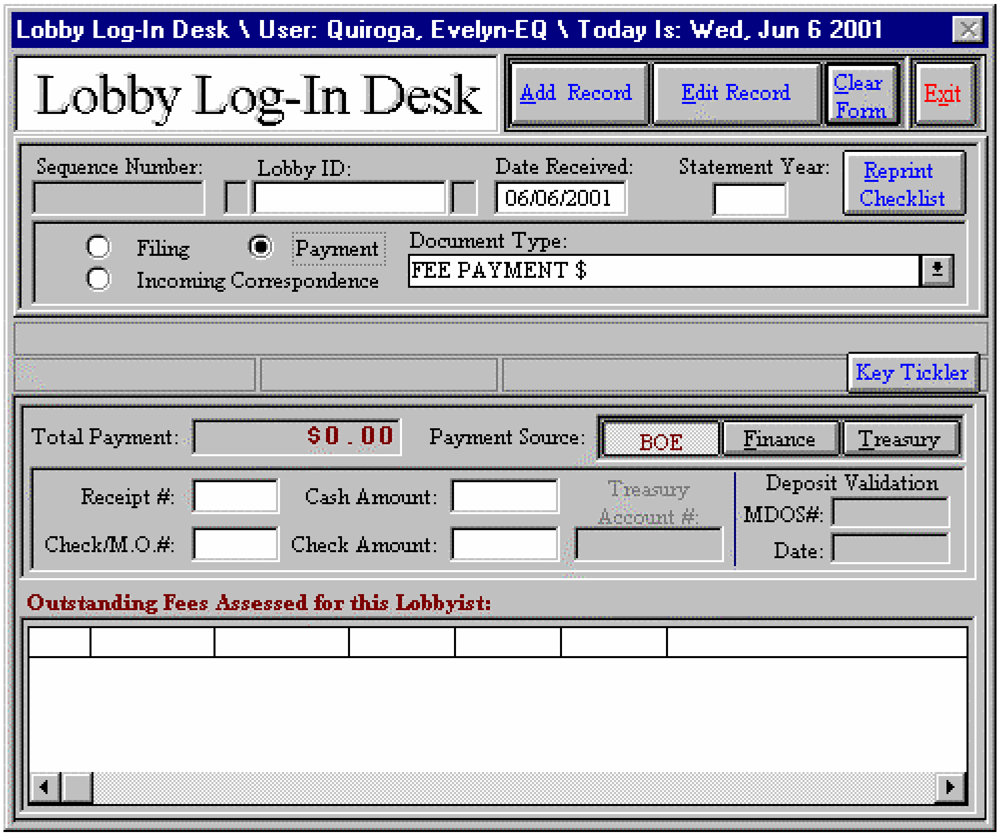
Retrieve the Checklist from the printer.

SEE ATTACHED SAMPLES OF CHECKLISTS

LOGGING IN CORRESPONDENCE
Access the Log-in screen.
Clear the form if necessary.
Enter the Registrant Identification Number (See Below for ID# Look-up procedure if needed)
Registrant Name, Registrant Type and Analysts will appear in red.
Verify and Change Date Received if necessary.
Click the Incoming Correspondence radio button. This will default the Document Type to Correspondence-In.
Click the Add Record button at the top of the screen.
Retrieve the Checklist from the printer, which will display any requirements that may have been satisfied. If the system cannot determine which requirement to satisfy because more than one meets the criteria, this will also be stated on the Checklist.

SEE ATTACHED SAMPLES OF CHECKLISTS

LOGGING IN A PAYMENT



ADDITIONAL DISPLAY AND ENTRY FIELDS:

- Total Payment **(Display Field)**:
- Payment Source **(Buttons): ** Select from
  - BOE (Default)
  - Finance
  - Treasury
- Receipt Number **(Open Text Field**
- Check/Money Order # **(Open Text Field)**:
- Cash Amount **(Open Text Field)**:
- Check Amount **(Open Text Field)**: Registrant Name **(Display)**: In red.
- Treasury Account # **(Display Field)**:
- Analyst **(Display)**: In red.
- Filing Method **(Dropdown Text Field)**: Hard copy is the only current choice

Deposit Validation Fields

- MDOS# **(Open Text Field)**:
- Date **(Date Field)**

LOGGING IN A PAYMENT and APPLYING A PAYMENT TO A FEE

Access the Log-in screen.
Clear the form if necessary.
Enter the Registrant Identification Number (See Below for ID# Look-up procedure if needed)
Registrant Name, Registrant Type and Analysts will appear in red.
Verify and Change Date Received if necessary.
Verify and Change Statement Year if necessary.
Click the Payment radio button. This will default the Document Type to Fee Payment and additional fields will appear at the bottom of the screen.
Select the Payment Source if necessary. The default setting is BOE.

Enter the amount in the appropriate Cash and/or Check amount field. (Selecting Finance or Treasury will limit the field access to the Check amount field.
Enter the Check or Money Order number if needed.
Click the Add Record button at the top of the screen. A message will appear.
Click

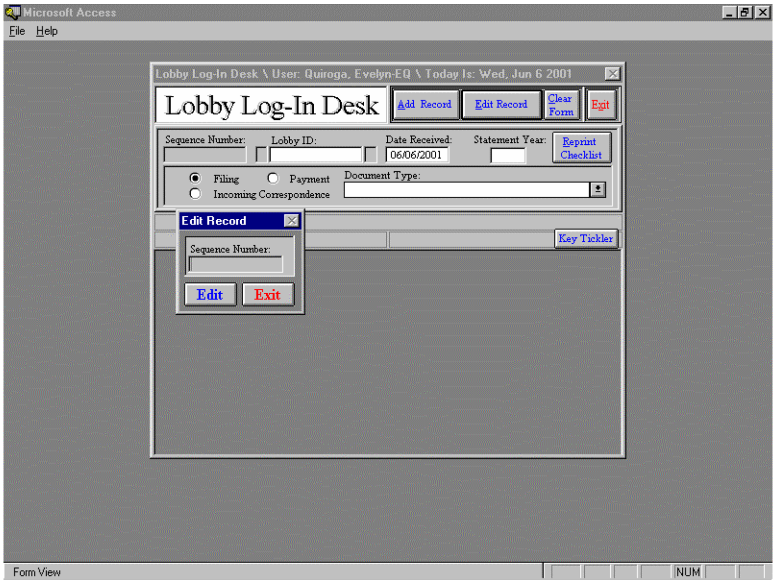
- If there is no outstanding fee for the Registrant, a message appears that indicates this and instructs you on the proper procedure for contacting the analyst.
- If outstanding fees exist for the Registrant the Display Window refresh and will list the outstanding fees and an Apply button will appear to apply the fees.

  Highlight the fee to be paid
  Click the Apply button
  Continue doing this until all of the money has been applied.

Retrieve the Checklist from the printer, which displays the sequence number of the fees which have been fully and/or partially satisfied.

SEE ATTACHED SAMPLES OF CHECKLISTS

EDITING A CHECKLIST/LOG-IN RECORD

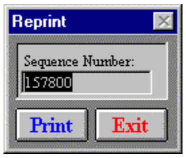


GENERAL FUNCTION BUTTONS AT THE TOP

Update Record (ALT U): Used to save changes made to the record.
Cancel Update Delete Record (ALT C): Used to cancel the update and return to the Document Log-in screen
Delete Record (ALT D): Used to delete records. Accessible only to Amisistrators.
Reprint Checklist (ALT R): Used to reprint the checklist. See REPRINTING A CHECKLIST below.

Click the Edit Record at the top of the Documents Log-in screen
Enter the Sequence Number of the document that you need to edit when prompted.
Make desired changes.
Click the Update Record button.
Retrieve the Checklist from the printer.

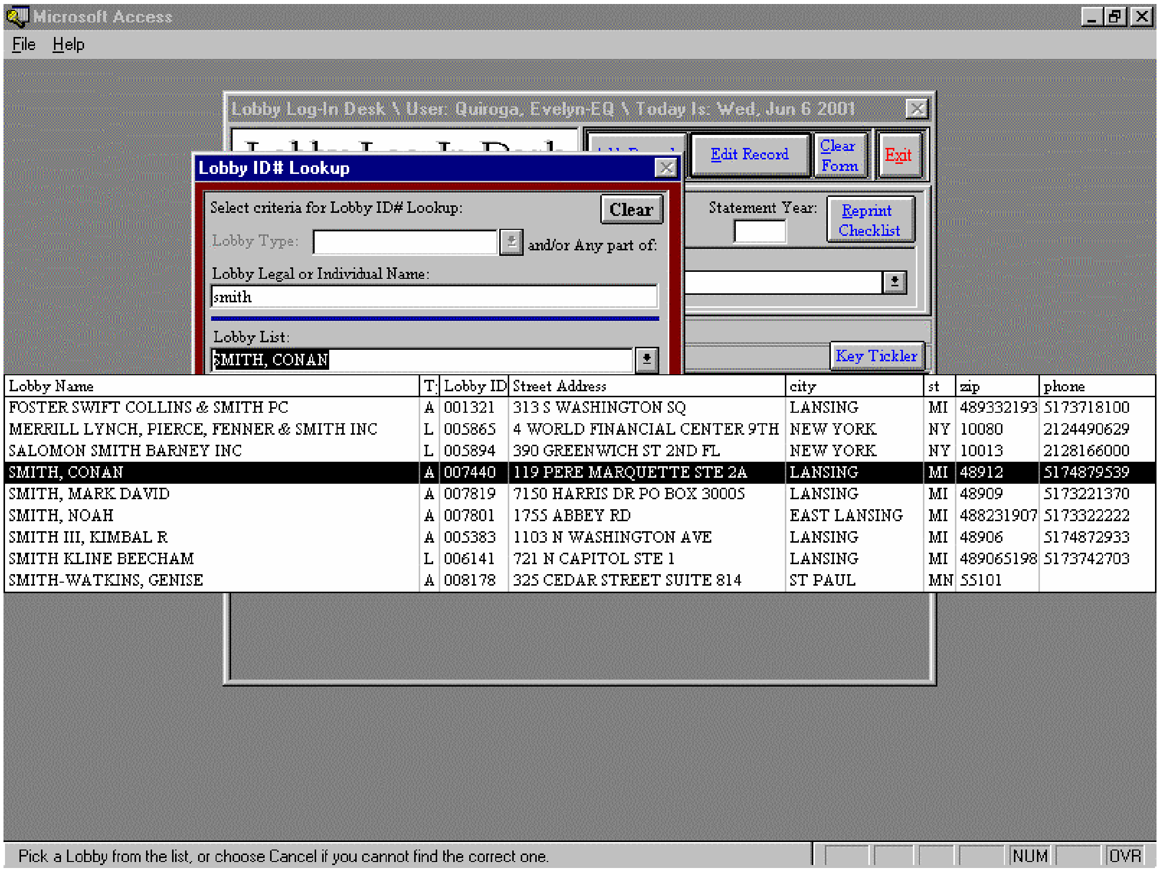
REPRINTING A CHECKLIST



Click the Reprint Button
Enter the Sequence Number of the Checklist to be reprinted
Click the Print button to complete or the Exit button to abort
Retrieve the Checklist from the printer

REGISTRANT ID# LOOK-UP

If a document is filed, and the identification number is not on the document, a look-up of the number is needed.



GENERAL FUNCTION BUTTONS

- Clear Form: Used to clear the fields out of the screen
- Choose: Used to Select a record from the dropdown list
- Cancel: Used to abort the look-up without selecting a record from the dropdown list.

DISPLAY AND ENTRY FIELDS:

- Registrant Type **(Dropdown Text Field)**: All Registrant types are listed.
- Registrant Name **(Open Text Field)**: String search, enter minimum string required.
- Registrant List **(Dropdown Text Field)**: This is the query result based on the criteria entered. From the list, the Registrant can be selected and identification number inserted into the Document Log-in screen.

PERFORMING A REGISTRANT ID# LOOK-UP

Double Click on the words "Lobby ID" just above the field box

Select the Registrant type from the down

Enter a portion of the Registrant name; do not enter more on the first try.

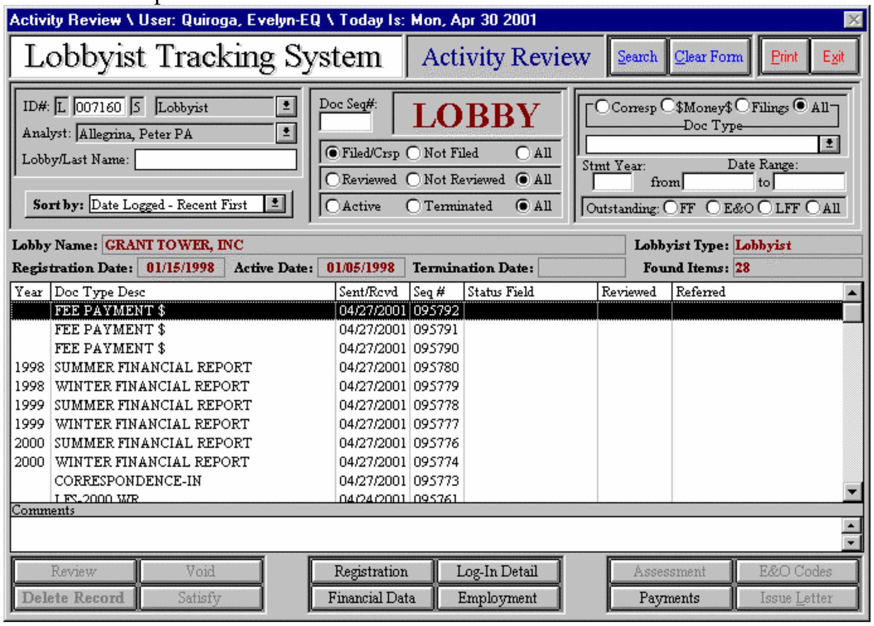
Click the Registrant List down arrow.

Highlight the desired Registrant

Click the Choose button at the bottom of the screen

ACTIVITY REVIEW MODULE

This is the most functional screen in the system and is the hub of activity for the Analysts. It queries and updates much of the data in the system. Any query that is created can be printed. The system will not allow "wide open" searches from this screen.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the registrant and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Print (ALT P): Used to print the query results
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

DISPLAY AND QUERY FIELDS:

- Registrant Id **(Open Text Field)**: The check digit is displayed, but not required to search)
- Registrant Type **(Dropdown Text Field)**
- Analyst **(Dropdown Text Field)**
- Lobby Last Name **(Open Text Field)**
- Sequence # **(Open Text Field)**: (Brings up the document without Clicking the Search Button!!)
- Document Type **(Dropdown Text Field)**
- Statement Year **(Dropdown Text Field)**: Statement year the document covers. Statement Year is only used on Financial Report Summaries.

- Date Range **(Date Fields)**: Allows you to query up one date or a range of dates. Placing a date in the box to the left will give you just that date. Placing a date in the box to the right will give you a query up through that date. Placing dates in both boxes will give you that specific date range.

SEE ATTACHED SAMPLES OF PRINT OUTS AT THE END OF THIS SECTION TO IDENTIFY SPECIFIC LAYOUT AND FIELDS RETURNED:
Name Only Search
ID Number Search
Outstanding Requirements Search
Documents Due Search

DISPLAY FIELDS ONLY (Default) Appears in Red
- Registrant Name
- Registrant Date
- Active Date
- Registrant Termination Date
- Registrant Type
- Found items

DISPLAY FIELDS ONLY (OUTSTANDING LATE FILING FEES) Appears in Red
- Registrant Name
- Registrant Termination Date
- Outstanding $$$
- Found items

SORTS **(Dropdown Text Field)**:
- Registrant Name
- Registrant Group/ID# (Registrant Type)
- Sequence
- Analyst
- Registrant ID#
- Year
- Document Type
- Date Logged - (Recent First)
- Open (Not Reviewed and Reviewed)

DOCUMENT TYPES FILTER **(Radio Buttons):**
- Correspondence: Will only query correspondence in and out such as Notices and other outgoing letters.
- $Money: Will only query for Late Filing Fees and Payments.
- Filings: Will only bring up filings including amendments.
- All: is the Default.

OUTSTANDING REQUIRMENTS OR TICKLER INFORMATION **(Radio Buttons)**:
- FF: Will only bring up outstanding Failure to Files Notices
- E&O: Will only bring up outstanding Error and Omission Notices
- LFF: Will only bring up outstanding Late Filing Fees Notices
- ALL: Will bring up all outstanding Notices

No default is required for this set of radio button. Clicking on the item will fill the radio button. Double click to turn the button off.

FILING STATUS OF DOCUMENTS **(Radio Buttons)**:
- Filed/Crsp (Default): Will bring up all documents

- Not filed: Will bring up the Documents Due
- All: Brings up all documents

REVIEWED STATUS OF DOCUMENTS **(Radio Buttons)**:
- Reviewed: Will only bring up those documents that have been marked as reviewed.
- Not Reviewed: Will only bring up those documents that have not been marked as reviewed
- All (Default): Brings up all documents

QUERYING THE DATA BASE: (See attached Samples following this section in the Manual)
Set the Criteria for your search using the above options
Click the search button

With some logical limitations, these fields can be used along or in conjunction with each other to query the database for information. Depending on your query, the returned data may appear differently in the display screen. Most notably, if an ID number is not used, the screen will first display the registrant ID number in the list. If an ID number is used, the Statement Year of the documents is displayed first.

QUERYING FOR DOCUMENTS DUE: (See attached Sample following this section in the Manual)
Clear the form
Select the Analyst
Select/enter the Statement Year
Select the Document Type
Select your choice of Filed/Not Filed or All
Click the Search Button

Note the *'s next to the ID Numbers in the first column. This indicates that the report has not been filed.

QUERYING ANALYST DOCUMENTS FOR THE LAST WEEK:
Double Click on the Activity Review Button

DISPLAY FIELDS IN THE QUERY RESULTS SCREEN: (See attached Samples following this section in the Manual)

ENTERING LOBBYENTS RELEVANT TO SPECIFIC DOCUMENTS **(Open Text Fields):**
Click in the Lobbyents box and type as desired.
You may enter Lobbyents on each document row that is created. You can enter up to 250 characters per document. These Lobbyents are visible by other users. Each Lobbyent should be dated and initialed. As a courtesy any Lobbyents or actions taken on someone else's registrant should be brought to their attention.

FUNCTION BUTTONS:
These buttons affect the registrant records or bring you to another screen where you can affect the registrant records. Click the buttons and follow the prompts

- Review: Marks the document as reviewed by the analyst by entering the date reviewed
  Select the document to as reviewed
  Click the Review button
  Confirm the date or change it as appropriate
  To add the date, click OK
  To cancel, click Cancel

  To edit/delete the date
  Select the document to edit the date reviewed
  Click the Review button
  Change it as appropriate or highlight and delete the date

To save your change, click OK
To cancel, click Cancel

- Delete Record: Removes a record from the database. This is not reversible, once the sequence number has been deleted, it can never be recovered. Only database administrators and Glorietta have access to the Delete button. Under no circumstances are payments deleted and the system will not allow us to delete a payment. Deletion is appropriate only when the document has never been sent, the document was sent in our error or the document must be deleted for resending an original late filing fee.
- Void: Marks the document record with a date voided. Only certain document types can be voided. These are Notices of Error or Omission, Notices of Late Filing Fee, Notices of Failure to File and payments. This removes it from the requirements. Only outstanding requirements such as Failure to Files, Late Filing Fees and Notices of Error or Omission can be voided with this button. Once voided the requirement is no longer considered outstanding. It is appropriate to void when a Notice was properly sent, but later information shows the requirement was not owed. An example of this is a Good Cause Waiver of a fee.
  Select the document to mark as voided
  Click the Void button
  Confirm the date or change it as appropriate
  To add the date, click OK
  To cancel, click Cancel

  To edit/delete the date
  Select the document to edit the void date
  Click the Void button
  Change it as appropriate or highlight and delete the date
  To save your change, click OK
  To cancel, click Cancel

Note: The system does not allow for duplicate assessments on a document or failure to file on a document. If the Notice is resent, we no longer void it, the record is just marked as resent, regenerated and imaged. Please refer to the Issue Letter section for more information on resending a Notice.

- Satisfy: Marks the document record with a date satisfied. This removes it from the requirements. Only outstanding requirements such as Failure to Files, Late Filing Fees and Notices of Error or Omission can be satisfied with this button. Once satisfied the requirement is no longer considered outstanding. It is appropriate to satisfy when a document is received that fulfills the requirement. A sequence number must be entered.

Automatic Satisfying at Log-in: Based on the document required, as documents are logged in, the system satisfies requirements automatically. In addition, if you change the document type of a document to match what is required, the system will automatically satisfy the requirement.

To manually satisfy a document:

Select the document to mark as satisfied
Click the Satisfy button
Enter the Sequence Number of the document satisfying the requirement
To complete, click Satisfy button
To cancel, click Cancel

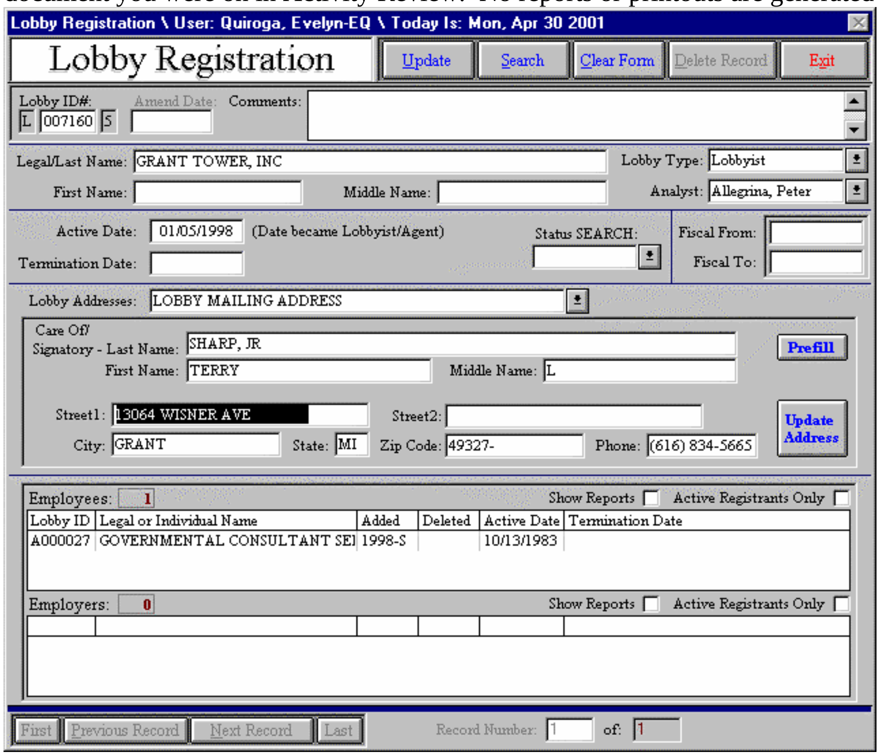
To edit/delete the date
Select the document to edit the void date
Click the Void button
Change it as appropriate or highlight and delete the date
To save your change, click Satisfy button

To cancel, click Cancel

- Registration: Takes you to the Registration information. Additional information on Registration Module Screen will be covered under a separate heading in greater detail. Exiting the Registration Screen will bring you back to your original query.
- Financial Data: Takes you to the Financial Data for the registrant queried.
- Log-in Detail: Button brings up the Log-in detail screen. Additional information on Log-in Detail Screen will be covered under a separate heading in greater detail.
- Employment Data: Takes you to the Employment Data for the registrant queried.
- Assessment: Not Active
- Payments: Brings up the Payments Module Screen. From this screen, you can void, apply, and refund payments. Additional information on Payments Module Screen will be covered under a separate heading in greater detail.
- E&O Codes: Brings up the E&O Codes Module Screen. From this screen you can add, change or delete E&O Codes. Additional information on E&O Codes Module Screen will be covered under a separate heading in greater detail.
- Issue Letter (ALT L): Brings up the Letters Module Screen. From this screen you can create and record all outgoing correspondence. It also sets up the tickler information for outgoing Notices. Additional information Letters Module Screen will be covered under a separate heading in greater detail.

MANAGE REGISTRANT DETAIL

The Registration screen can be accessed in two (2) ways. 1. Access it from the Bureau of Election Lobby Tracking System Screen by clicking on the Manage Registrant Detail button. 2. Access it from the Activity review by clicking on the Registrant button. The screen fields change for different registrant types. The fields shown below are limited and blank when you enter from the Bureau of Election Lobby Tracking System Screen. Clearing the Form will return the same limited and blank fields. Once a registrant type is selected, the screen expands to show the fields that are needed to query information for that registrant type. If you access the screen from Activity Review, it queries the screen based on the document you were on in Activity Review. No reports or printouts are generated from this screen.



GENERAL FUNCTION BUTTONS (AT THE TOP):

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Registrant Address information
- Search (ALT S): Used to bring up the registrant information based on the criteria in the search fields.
- Clear Form (ALT C): Used to clear the fields out of the screen
- Delete Record: Not Available.
- Exit (ALT X): Used to exit the screen and go one step back.

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

GENERAL DISPLAY AND QUERY FIELDS (ALL REGISTRANT TYPES):

- Lobby ID **(Open Text Field)**: Check digit is no longer needed
- Amend Date: Display only
- Lobbyents **(Open Text Field)**: You may enter Lobbyents on each registrant that is created. You can enter up to 250 characters per registrant. You do not have to click the Update button to save your Lobbyents. These Lobbyents are visible by other users. Each Lobbyent should be dated and initialed. As a courtesy any Lobbyents or actions taken on someone else's registrant should be brought to their attention.
- Legal/Last Name **(Open Text Field)**: Exact name given to us on the Registration. Only abbreviated if too long for field of 80 Characters. Last name of Registrant is entered if individual.
- First Name **(Open Text Field)**: First Name of Registrant if individual.
- Middle Name **(Open Text Field)**: Middle Name of Registrant if individual.
- Lobby Type **(Dropdown Text Field)**:

  Lobbyist Agent
  Lobbyist
- Analyst **(Dropdown Text Field)**: Dropdown consists of Analyst Initials:
- Active Date **(Date Field)**: Is the date listed on their Original or Amended Registration. However, if the date listed on the Registration is not correct, the correct date must be entered to properly generate Late Filing Fees and Failure to File Notices. The system relies on the accuracy of this date to calculate fees and Documents Due.
- Termination Date **(Date Field)**: This date indicates the effective date of termination of the registrant.
- Com Status **(Dropdown Text Field): This is a search only field**

  <u>Active</u>: Indicates the registrant is active and has not been dissolved.
  <u>Terminated</u>: Indicates the registrant is terminated and is removed from all future Documents Due requirements
  <u>Voided</u>: Indicates that the registrant never truly existed or the number was issued in error. ID numbers are never reused in the system. If a registrant is created in error, it is voided.
- Fiscal to **(Date Field)**: Based on information on Registration form.
- Fiscal from **(Date Field)**: Based on information on Registration form.
- Registrant Addresses **(Open Text Fields)**: (Select from drop down list only). The system recognizes 4 different types of addresses. They are accessed by clicking the down arrow button to the right of the field. They are listed below. Each address type contains basic fields which consist of a phone, Street 1 Address, Street 2 Address, City, State and Zip. Other fields are included in different types as needed. Those fields that are different are detailed below.

  <u>Registrant Mailing Address</u> **(Open Text Fields)**: This is the default address that will appear first. This address comes from the Registration form filed by the registrant. It is the official address used. All mailings must be sent to this address at least once while it is the official mailing address of the registrant. This is the address used for all batch letter and processes.

  <u>Registrant Residential Address</u> **(Open Text Fields)**: This address comes from the Registration form filed by the registrant. It may be selected and used in resend and returned mail correspondence.

  <u>Registrant Business Address</u> **(Open Text Fields)**: This address comes from the Registration form filed by the registrant. It may be selected and used in resend and returned mail correspondence.

  <u>Alternate Mailing Address</u> **(Open Text Fields)**: This address is used to enter an alternate address for the registrant. It can be entered from any source and is meant to provide you a tool to keep an address on file that you believe mail is being received by the registrant. An example may be from returned mail with a forwarding address on the envelope provided by the Post Office. It may be selected and used in resend and returned mail correspondence.

UPDATING THE ADDRESS INFORMATION:

Select the address you wish to change from the list.
Enter the desired change(s)

Click the "Update Address" button
A message will appear that indicates the update was successful. (If this window does not appear, the update was not successful and you must click the "Update Address" button again.)

NOTE!!! THE ONLY WAY TO UPDATE THE ADDRESS INFORMATION IS TO USE THE "UPDATE ADDRESS" BUTTON IN THE REGISTRANT ADDRESSES BOX. THE UPDATE BUTTON AT THE TOP OF THE SCREEN WILL NOT WORK TO UPDATE THE ADDRESS FIELDS. NOR WILL HITTING THE "UPDATE ADDRESS" BUTTON UPDATE ANYTHING OTHER THAN THE ADDRESS FIELDS.

USING THE "PREFILL" ADDRESS BUTTON: The "Prefill" button allows you to copy the information from one address to another within and across registrants.

Select the address to add or change address information.
Enter the desired change(s) [if any].
Click the "Update Address" button. (Make sure the Update Successful box appears)
Select the address to prefill the information.
Click the prefill button and the address information will insert into the proper fields.
Click the "Update Address" button. (Make sure the Update Successful box appears).

- Employees **(Display Fields)**: Indicates the number of employees the Registrant has.
  Show Reports **(Check Box)**: Allows you to query the reports of the employees.
  Active Registrants Only **(Check Box)**: Allows you to query only active employees
  Display query box:
  If Query does not use Show Reports box: Lobby ID, Name, Added, Deleted, Active Date,Termination Date
  If Query does use Show Reports box: Lobby ID, Name, Added, Add Reported, Added on Report, Deleted, Delete Reported, Deleted on Report, Active Date,Termination Date
- Employers **(Display Fields)**: Indicates the number of employer the Registrant has.
  Show Reports **(Check Box)**: Allows you to query the reports of the employers.
  Active Registrants Only **(Check Box)**: Allows you to query only active employers
  Display query box:
  If Query does not use Show Reports box: Lobby ID, Name, Added, Deleted, Active Date,Termination Date
  If Query does use Show Reports box: Lobby ID, Name, Added, Add Reported, Added on Report, Deleted, Delete Reported, Deleted on Report, Active Date,Termination Date

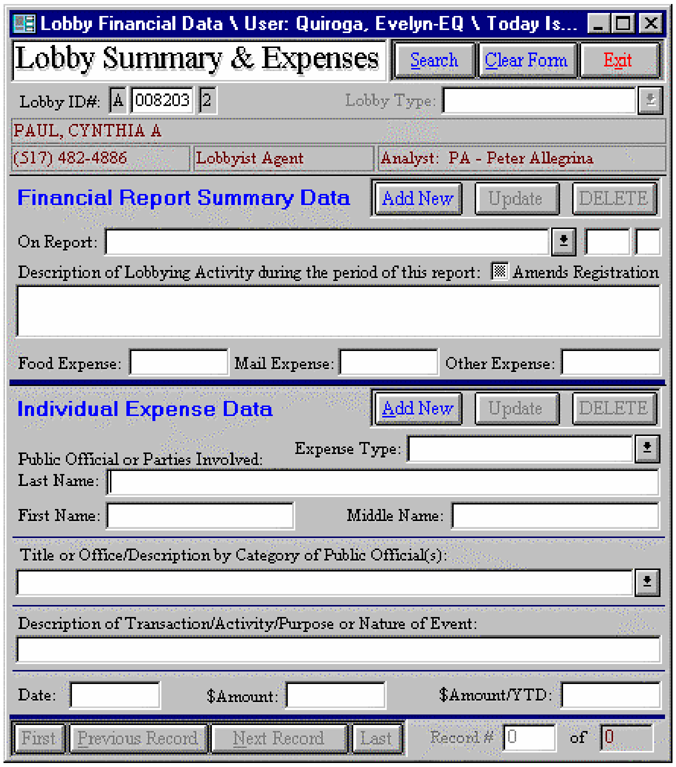
QUERYING THE REGISTRANT INFORMATION:
Set the Criteria for your search using the above options
Click the search button
With some logical limitations, these fields can be used along or in conjunction with each other to query the database for information.

UPDATING THE REGISTRANT INFORMATION:

Query the desired registrant or registrants
Make the appropriate Change(s)
Click the appropriate update button (Top Update button is only for non- Address fields. To change an address, you must click the Update Address button)
Note: This database is not historical, therefore, any changes made replace previous information and it is not retrievable electronically.

FINANCIAL DATA

The Financial Data screen maintains the financial expenditure information filed on the Financial Report Summaries.



GENERAL FUNCTION BUTTONS (AT THE TOP):

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the registrant information based on the criteria in the search fields.
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back.

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

GENERAL DISPLAY AND QUERY FIELDS

- Lobby ID **(Open Text Field)**: Check digit is no longer needed
- Lobby Type **(Dropdown Text Field)**:
- Name **(Display Field)**:
- Phone **(Display Field)**:
- Lobby Type **(Display Field)**:
- Analyst **(Display Field)**:

FINANCIAL REPORT SUMMARY DATA:

BUTTONS

Add New
Update
Delete

- On Report **(Dropdown Text Field)**:
- Amends Registration **(Check Box)**:
- Description of Lobby **(Open Text Field)**:
- Food Expense **(Numeric Field)**:
- Mail Expense **(Numeric Field)**:
- Other Expense **(Numeric Field)**:

INDIVIDUAL EXPENSE DATA:

BUTTONS

Add New
Update
Delete

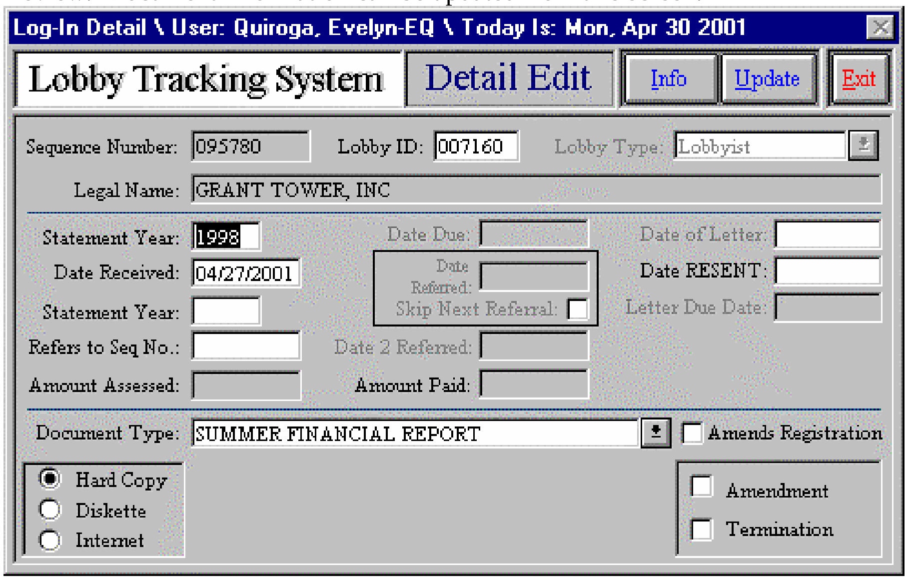
- Expense Type **(Dropdown Text Field)**:

Financial Transaction
Travel and Lodging
Individual Food and Beverage
Group Food and Beverage

- Public Offices Last Name, First Name and Middle Name: **(Open Text Fields)**:
- Title/Office of Public Official **(Dropdown Text Field)**: Representative or Senator
- Date **(Date Field)**:
- Amount **(Numeric Field)**:
- Amount /YTD **(Numeric Field)**:

LOG-IN DETAIL

The Log-in Detail screen can be accessed by clicking the Log-in Detail button at the bottom of the Activity Review Screen. On this screen you will find information specific to the document highlighted in Activity Review. Document information can be updated from this screen.



GENERAL FUNCTION BUTTONS (AT THE TOP):

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Info (ALT I): Takes you to the Registration information. Additional information on Registration Module Screen is covered under a separate heading in greater detail. Exiting the Registration Screen will bring you back to the Log-in Detail screen you originally queried.
- Update (ALT U): Updates all of the information on the first screen except the Registrant Address information
- Exit (ALT X): Used to exit the screen and go one step back.

GENERAL DISPLAY AND QUERY FIELDS

- Sequence Number **(Display Field):** Reflects the sequence number of the document selected in Activity Review.
- Lobby ID **(Open Text Field)**: Reflects the ID number of the document selected in Activity Review. You may change the ID number a document is associated with as long as it is not an Original Registration or an Amended Registration. Changing the ID number moves the document into another registrants records. Logical constraints applied from the Log-in function that may limit the changes allowed. For example, you cannot move a duplicate document to a registrant and you may not move a document type to a registrant that does not file that type.
- Lobby Type **(Display Field)**: Reflects the registrant type as selected in the Registration screen.
- Legal Name **(Display Field)**: Reflects the registrant's legal name as entered in the Registration screen.
- Statement Year **(Dropdown Text Field)**: Statement year the document covers. Statement Year is only used on Financial Report Summaries.
- Date Received **(Date Field)**: Reflects the date the document was received or sent. This should match the date the document was date stamped or dated as having been sent from this office. This field is used to change incoming document dates. It is never used to update outgoing document dates.
- Statement Year **(Dropdown Text Field)**: Statement year the document covers. Statement Year is only used on Financial Report Summaries.
- Refers to Seq No. **(Open Text Field)**: Reflects the associated document sequence number if any. This is used for Notices to relate back to the original document.

- Amount Assessed **(Open Text Field)**: Reflects the amount of an assessment when the document is an Original Late Filing Fee, Second Notice or Hearing Notice. The amount of a fee at the point the system calculates the fee defaults to the upper level amount. The amount can be updated using the Log-in Detail screen as long as there are no second or hearing notices that refer to that document. Note: When changing assessment amounts, on a sent document, a new letter should be generated, mailed and imaged. Refer to the Issue Letter section for more information on sending and resending Notices.
- Amount Paid **(Display Field)**: Reflects the total amount paid to date on the fee.
- Document Type **(Dropdown Text Field)**: Reflects the Document Type of the Document. This cannot be updated if it reflects an Original Registration or an Amended Registration. This field displays only the document type choices that are appropriate for the registrant type of the registrant.
- Date Due **(Date Field)**: Reflects the Due Date of a document when appropriate. Not currently being used.
- Date Referred **(Date Field)**: Reflects when (and if) a document has been referred. Only Notices can be referred. Once referred, a document will no longer appear on the referral list to the Attorney General or Department of Treasury.
- Skip Next Referral **(Check Box)**: Used to remove the requirement for a one time only purpose from the referral list. Once the next referral list is run and the database is updated, the field clears. This ensures that the requirement, if not satisfied before the next referral, will appear on the referral list.
- Date 2 Referred **(Date Field)**: Reflects when (and if) a document has been referred to Compliance and Rules for Failing to File two or more reports. Only Notices of Failure to File can be referred in this manner. Once referred, a document will no longer appear on the referral list.
- Date of Letter **(Date Field)**: Reflects the date the letter was sent (or intended to be sent). This will match the date Received of the document. However, this is the only field that should be used to change the date of an outgoing document. This field should only be used when the document has not yet been send and you are changing the original Notice or letter. If it has been sent, the Resend function must be used. See the Issue Letter section form more information on resending a Notice or letter.
- Date RESENT **(Date Field)**: Reflects the date the letter was resent (or intended to be resent). However, this is the only field that should be used to change the date of an outgoing document that has been resent. Once a document has been resent, the Date of Letter field should no longer be used. This field should only be used when the document has not yet been send and you are changing the original Notice or letter. If it has been sent, the Resend function must be used. See the Issue Letter section form more information on resending a Notice or letter.
- Letter Due Date **(Date Field)**: Reflects the date a Notice is due if appropriately. This is also used for extending a Notice of Error or Omission. See EXTENDING A NOTICE OF ERROR OR OMISSION below for further instructions.

FILING METHOD **(Radio Buttons)**

- Hard Copy: Indicates that the document was filed via paper.
- Diskette: Indicates that the document was filed via diskette. Not Active
- Internet: Indicates that the document was filed via the internet. Not Active

DOCUMENT TYPE **(Dropdown Text Field)**

DOCUMENT STATUS **(Check Boxes)**

- Amends Registration: Indicates that the document amends the registration information
- Amendment: Indicates that the document is amended
- Termination: Indicates that the document is a termination.

UPDATING THE LOG IN DETAIL INFORMATION:

Query and select the desired document from Activity Review

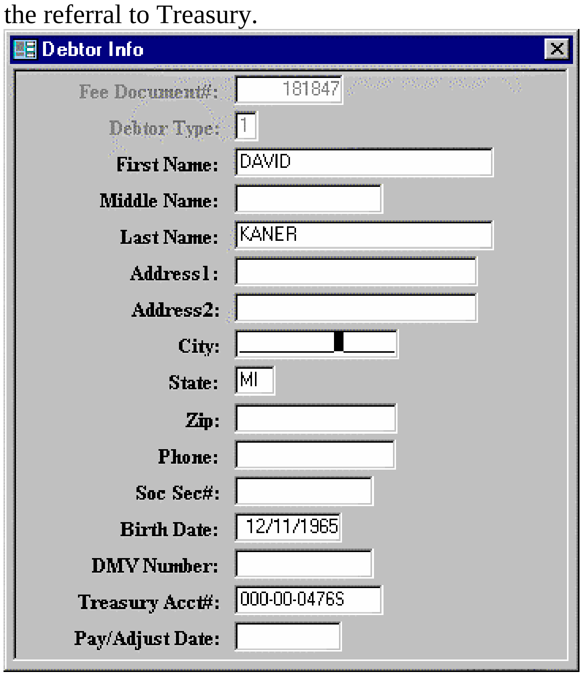
Click the Log-in Detail button at the bottom of Activity Review

Make the appropriate change to the screen

Click the Update button (A window indicating the screen was updated will appear)
If the change satisfies a requirement, a screen indicating this will appear; click the okay button
Note: This database is not historical, therefore, any changes made supercedes the previous information and it is not retrievable electronically

EXTENDING A NOTICE OF ERROR OR OMISSION:
Extending a Notice of Error or Omission is possible in this system. When a Notice is extended, it will not appear on the next AG Referral listing if the date is passed that referral. You cannot extend the due date of a Late Filing Fee, a Failure to File or a Campaign Statement in this way.
Enter the extension date in the "Letter Due Date" field in the middle of the screen on the right
Click the Update Button
Click the Exit Button to close the Log-in Detail screen.

ACCESSING DEBTOR/REFERRAL TO TREASURY INFORMATION
When a debt has been referred to the Department of Treasury, certain information is captured. This information is specific for each individual fee that is referred. The information is used to track the status of the referral to Treasury.

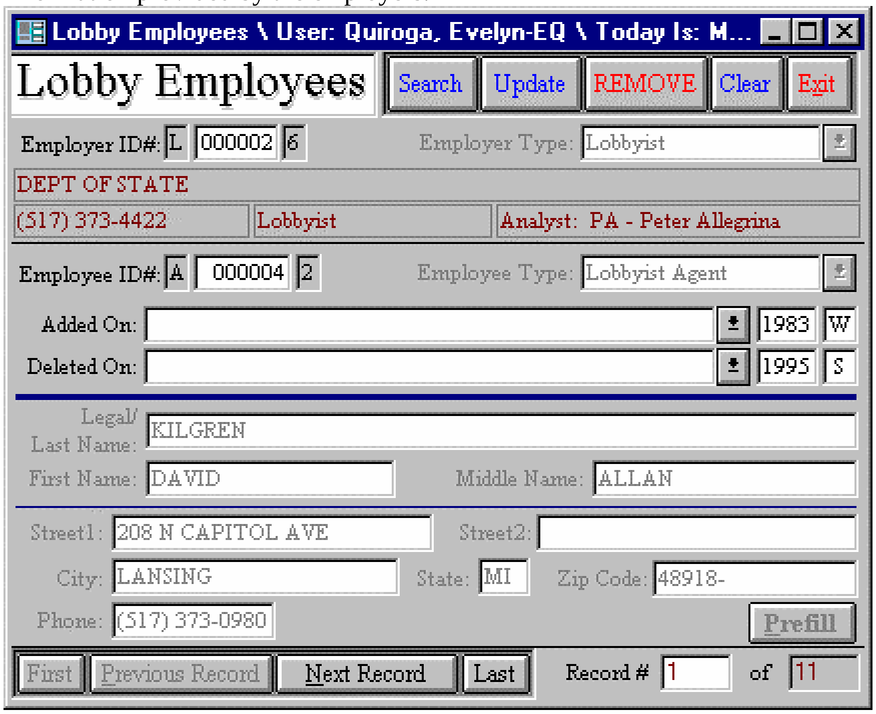


The fields are all Open Text Fields with mask as appropriate.

- Fee Document Number: Fee Sequence Number
- Debtor Type: All default to 1
- First Name
- Middle Name
- Last Name: This is also used for the Registrant Name if necessary
- Address1
- Address2
- City
- State
- Zip
- Phone
- Soc. Sec#: Provided by the filer or received from the Department of Treasury
- Pay/Adjust Date: When paid of voided, Treasury is informed of the change via a Payment/Adjustment form. This reflects the date that the Payment Adjustment form was sent to Treasury.

EMPLOYMENT

This Screen allows you to enter the employees of a Registrant from either the Registration Form or a Financial Report Summary. Employees are added and relationships are established based on the information provided by the employers.



GENERAL FUNCTION BUTTONS (AT THE TOP):

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Update (ALT U): Updates all of the information on the first screen except the Registrant Address information
- Search (ALT S): Used to bring up the registrant information based on the criteria in the search fields.
- Clear Form (ALT C): Used to clear the fields out of the screen
- REMOVE:
- Exit (ALT X): Used to exit the screen and go one step back.

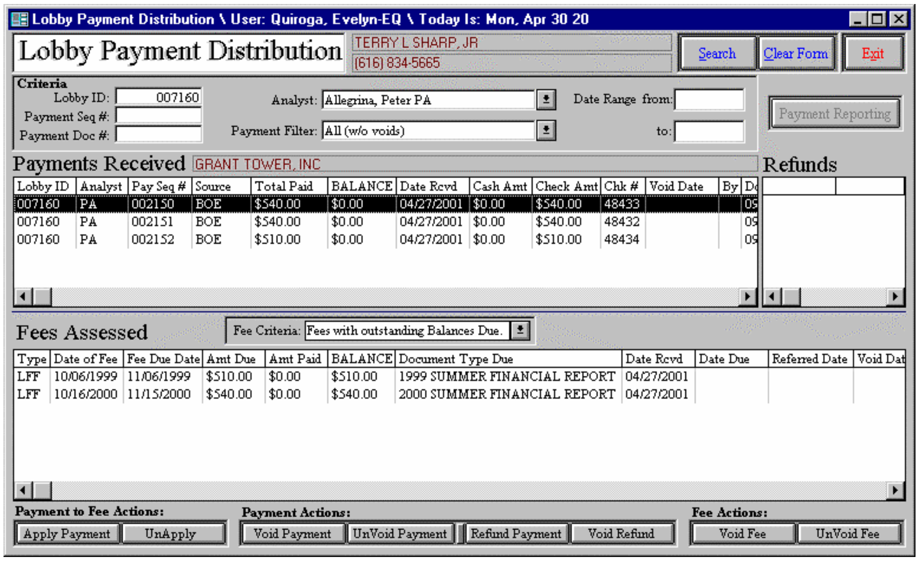
GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

GENERAL DISPLAY AND QUERY FIELDS (ALL REGISTRANT TYPES):

PAYMENT DISTRIBUTION

This screen allows payments to be manipulated in the system after they have been logged in. A payment may never be deleted. It can however be voided. From this screen the Analyst can view payments, refund excessive payments, apply payments, move payments and void fees and payments. The Payment Distribution Screen can be accessed by clicking the Payment Distribution Button on the Bureau of Elections Lobby Tracking Screen or by clicking the Payment Distribution button in Activity Review.



GENERAL FUNCTION BUTTONS (AT THE TOP)
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the registrant and documents based on the criteria in the search fields
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)
Payments to Fee Actions
- Apply Payment: Allows an unapplied payment to be applied an outstanding fee. This is generally done in log-in.
- Unapply: Reverses the above action

Payment Actions
- Void Payment: Voids a payment
- UnVoid Payment: Reversed the above acton
- Refund Payment: Refunds an unapplied payment and launches word to create the necessary letters and memos to process the refund.
- Void Refund: Reversed the above action. Separate action must be take to remove the letter/memo.

Fee Actions
- Void Fee: Voids a fee (can also be done using the Void feature in Activity Review.
- UnVoid Fee: Reversed the above action irregardless of where it was voided.

DISPLAY AND QUERY FIELDS:
- Registrant Name **(Display Field)**
- Registrant Phone **(Display Field)**
- Registrant Id **(Open Text Field)**

- Payment Seq. # **(Open Text Field)**
- Payment Doc. # **(Open Text Field)**
- Analyst **(Dropdown Text Field)**
- Payment Filter Payment Seq. # **(Dropdown Text Field)**
  All (w/o voids)
  All with voids
  Voided
  No Fees Assessed
  Unapplied Payments (Used for finding Refunds)
- Date Range from:
- Date Range to:
- Registrant Name **(Display Field)**
- Fee Criteria **(Dropdown Text Field)**
  Fees with outstanding balances due
  All fees

QUERYING PAYMENTS AND FEES
Access the Payments Distribution Screen
Click the Clear Form button
Enter the relevant information for the document(s) you wish to query including the proper sorts
Click the Search button at the top of the screen

UPDATING PAYMENTS AND FEES
- Apply Payment:

Query the payment and the fee that is to received the payment application
Highlight both the payment in the upper window and the fee in the lower window
Click the Apply Payment button

Viewing Applied Payment
Double click on the Fee to view any payments applies to that fee

Unapply a Payment:
Query the payment and the fee that is to received the payment application
Highlight both the payment in the upper window and the fee in the lower window
Click the Apply Payment button

- Void Payment:

Query the payment (it must be unapplied)
Highlight the payment in the upper window
Click the Void Payment button

- UnVoid Payment: Reversed the above acton

Query the payment (it must be unapplied)
Highlight the payment in the upper window
Click the Void Payment button

PROCESSING REFUNDS

- Refund Payment:

Query the payment (it must be unapplied)
Highlight the payment in the upper window
Click the Refund Payment button
Edit the letter and memo as necessary
Print the letter and memo and process
The refund is recorded in the Refunds window at the right

- Void Refund:

Query the refunded payment
Highlight the payment in the upper window
Click the Void Refund button

- Void Fee:

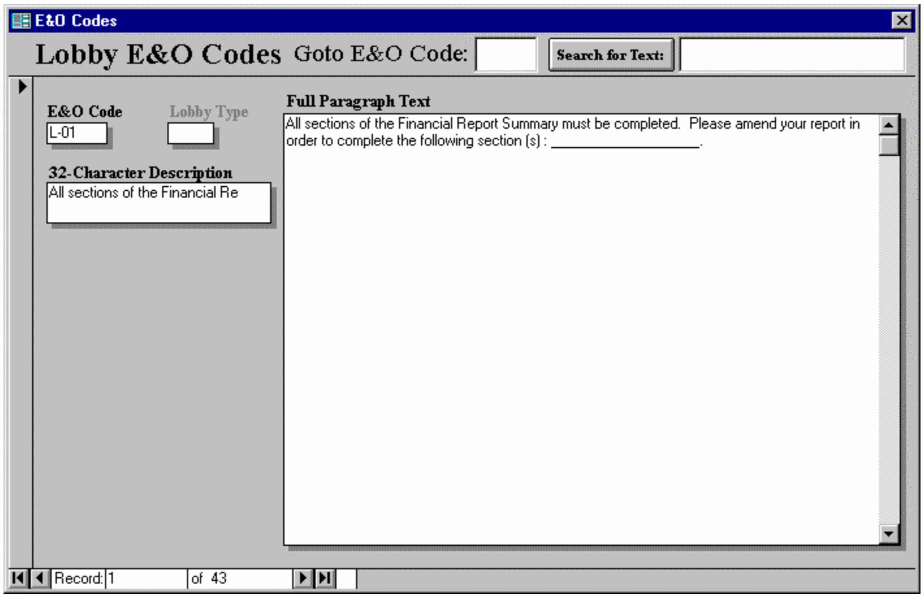
Query the fee (it must be outstanding)
Highlight the fee in the lower window
Click the Void Fee button

- UnVoid Fee:

Query the fee
Highlight the fee in the lower window
Click the UnVoid Fee button

E&O CODES

This screen is used to manage the codes used for Notices of Error or Omission. You can search up and change a code or add a new code to the list. This Module does not cover or create the Notices or Error or Omission. This is covered in the ISSUE LETTER section of the manual.



GENERAL FUNCTION BUTTONS (AT THE TOP)
See DISPLAY AND QUERY FIELDS below

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on. The Arrows to the left and right of the fields will take you in the direction of the arrow. The Arrows with the bar will take you to the first or last record respectively. The Arrows will move you one record at a time.

DISPLAY AND QUERY FIELDS:

- GoTo E&O Code: Search screen allows you to enter in a code and go directly to that code. This does not work for FF(Failure to File)Codes. If you look for a code and it doesn't exist, a message will appear that tells you this.
- Search for Text: Allows you to search for text within all of the codes.

Enter the text you would like to search for.
Click the button. It will take you to the first instance. You do not need to be at the beginning of the Codes.
To continue the search hold down the Shift button while clicking the Search for Text Button.
Once it has gone through the entire list, it will stop progressing through the document.

- E&O Code**:** Tells you the Code currently being used.
- Major Com Type: Currently not being used. Later we may be able to group codes in the Letters Module by type.
- 32 Character Description: Provides the first 32 Character of the code so that when it is selected in the Letters Module you can see what is being selected. We can choose to put any text in this field.
- Full Paragraph Text: This is the body of the code. In this main box is where you can modify the codes.

ADDING A CODE
Click to the last record at the bottom of the screen.
Click one past the last record to bring up a blank screen.
Enter in the code number.

Bring up Word and type the code as you would like to see it.
Type a simple line ________ for an insertion point.
Do not use underline or bold. You can emphasize with all CAPS.
Run the spell check option.
Copy the completed text to the clipboard.
Restore Lobby Tracking.
Click in the Full Paragraph Text Box.
Paste the text in the Box.
Copy the first 32 Characters from the text.
Paste the first 32 Characters in the 32 Character Description Box.
Click to the beginning of the Codes.
Search for the code to confirm.

UPDATING A CODE
Go to the Code.
Click on the words "Full Paragraph Text" to select the paragraph. (sometimes it does not seem to take it all, but it is okay to continue)
Bring up Word and type the code as you would like to see it.
Type a simple line ________ for an insertion point.
Do not use underline or bold. You can emphasize with all CAPS.
Run the spell check option.
Copy the completed text to the clipboard.
Restore Lobby Tracking.
Paste the text in the Box (It is still highlighted from the previous selection)
Check the first 32 Character Description Box. If necessary delete and replace the text as above
Click to the beginning of the Codes.
Search for the code to confirm changes have taken place.

NOTE: Minor changes can be made to the codes with in the Code Screen. A Minor change would be such correcting spelling, inserting a sentence, etc. However, it is reLobbyended that you use the cut and paste method for most changes.

DELETING A CODE
Click the bar on the left hand side of the screen with an Arrow at the top. (selects the record)
Hit the Delete Button.
A message will come up to confirm that you want to proceed.
Click the "Okay".

NOTE: If a code has been used in a Notice, the code cannot be deleted. Follow the instructions above for changing the code. In the "Full Paragraph Box" and the 32 Character Box, type the words: "OKAY TO REUSE".

SPECIAL NOTE ABOUT CODES
- Z-99 is a code you can use to insert text into the document. It does not retain the code text.

PRINTING THE CODES
Double click in the left hand corner on the large type E&O CODES just below the blue.
ATTACHED IS A LISTING OF ALL OF THE CURRENT CODES

ISSUE LETTER/ISSUE INDIVIDUAL LETTER

From this screen, all individual letters are sent. This includes general correspondence out, Notices of Late Filing Fee, Failure to File and Error or Omission. The letters that are done in a batch process will be covered in the BATCH LETTERS AND LISTS section of the Manual. All letters and notices (other than return address letters specifically), must be sent to the registrant's mailing address of record. After the letter has been sent to the registrants official mailing address, subsequent letters may be resent to an address other than the official mailing address. Once generated, the system generates the letter and a corresponding row in Activity Review. The letter prints the sequence number on the letter, which is then used to attach the image to the record. All CFR letters must be generated from the system.

GENERAL FUNCTION BUTTONS (AT THE TOP)
To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Generate Letter: Used to bring up the registrant and documents based on the criteria in the search fields
- Reprint: Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)
Does not apply

DISPLAY AND QUERY FIELDS:
Letter **(Dropdown Text Field)**: Lists all of the letters that can be generated
Lobby ID **(Open Text Field)**
Lobby Name **(Display Field)**
Stmt Year **(Dropdown Text Field)**
Doc Type **(Dropdown Text Field)**
County **(Dropdown Text Field)**
MCL Citation **(DisplayField)**
New Doc Sequence No **(Display Field)**
Doc refers to Seq No **(Open Text Field)**: This indicates the document sequence number of the orginal document that if a Notice or letter refers back to an existing document. For example, a Late Filing Fee will

refer back to the original document that was filed late. Failure to Files would never have a document that it refers back to.
Assessed Amount Due **(Open Text Field)**
Filed on **(Display Field)**
Business Days Late **(Display Field)**
Letter/Assessment Date **(Date Field)**
Due on **(Date Field)**
Response Due Date **(Date Field)**
Target Directory **(Open Text Field)**
Target File Name **(Open Text Field)**
Select E&O Paragraphs
Resent **(Check Box)**
Address **(Dropdown Text Field)**

GENERATING LETTERS AND NOTICES
CORRESPONDENCE OUT and FORM LETTER CORRESPONDENCE
Query the registrant you wish to send correspondence
Hold the Shift button down and click on the Issue Letter button (This key combination disables the refers to function)
Select the CORRESPONDENCE OUT or SPECIFIC FORM LETTER from the dropdown list
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Edit the Letter as necessary
Click the print button to print the letter
Exit Word
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

NOTICE OF FAILURE TO FILE/ON DOCUMENTS DUE
Query the registrant you wish to sent the Failure to File
Hold the Shift button down and click on the Issue Letter button (This key combination disables the refers to function)
Select the FAILURE TO FILE NOTICE from the dropdown list
Enter the required information (Statement Year and Document Type)
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

NOTICE OF FAILURE TO FILE/NOT ON DOCUMENTS DUE
Query the registrant you wish to sent the Failure to File
Hold the Shift button down and click on the Issue Letter button (This key combination disables the refers to function)
Select the FAILURE TO FILE NOTICE from the dropdown list
Enter the required information (Statement Year and Document Type)
Follow the prompts to the Documents Due Screen
Enter the required information (Date Due)
Exit the Documents Due Screen
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Click the print button to print the letter

Exit the word processor
Click the Exit button to return to Activity Review

NOTICE OF LATE FILING FEE/REPORT HAS BEEN FILED
Query the registrant you wish to sent the Late Filing Fee
Highlight the document that is late
Click the Issue Letter button
Select the LATE FILING FEE NOTICES (ORIGINAL) from the dropdown list
Verify the information is correct and make changes if necessary to the amount
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Click the print button to print the letter
Exit the word processor
Click the Exit button to return to Activity Review

NOTICE OF LATE FILING FEE/REPORT HAS NOTBEEN FILED
Query the registrant you wish to sent the Late Filing Fee
Hold the Shift button down and click on the Issue Letter button (This key combination disables the refers to function)
Select the LATE FILING FEE NOTICES (ORIGINAL) from the dropdown list
Enter the required information (Statement Year and Document Type)
****
Follow the prompts to the Documents Due Screen IF NECESSARY
Enter the required information (Date Due)
Exit the Documents Due Screen
****
Change the date in the Letter/Assessment Date Field if necessary
Click the Generate Letter button, which will launch the word processor
Click the print button to print the letter
Exit the word processor
Click the Exit button to return to Activity Review

NOTICE OF ERROR OR OMISSION
Query the registrant you wish to send a Notice of Error or Omission
Determine the codes needed (you may use the E&O Codes Module to do this)
Highlight the document that requires the Notice
Click the Issue Letter button
Select the ERROR/OMISSION NOTICE from the dropdown list (The Codes will appear on the Screen)
Change the date in the Letter/Assessment Date Field as necessary
Select the codes from the left side of list and move them to the right side of the list by using the Arrows or double clicking on the codes; the codes can be moved back and forth.
Click the Generate Letter button, which will launch the word processor
Any inserts will prompt you for your response
Edit the Letter as necessary following the prompts
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

EDITING A LETTER NOT YET SENT
CHANGING THE DATE:
Query and select the document that needs to be updated
Click the Log-in Detail button

Change the date in the Date of Letter field on the right side of the screen
Click the Update button
Click the Issue Letter button
Verify the date has been changed

- **If very little editing is needed: Click the Reprint button. A warning will come up.**
- **If editing is extensive: Double Click the Target File Name field**
  Highlight the body of the letter that is needed
  Cut the highlighted section (CNTL C)
  Exit the word processor and return to the Issue Letter Screen
  Click the Reprint button; a warning will come up
  Cancel any inserts if necessary
  Highlight the comparable section in the letter
  Paste the section saved over the current section (CNTL V)

Edit the Letter as necessary
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

Changing the Body of the letter only:
Query and select the document that needs to be updated
Click the Issue Letter button

- **If very little editing is needed: Click the Reprint button. A warning will come up.**
- **If editing is extensive: Double Click the Target File Name field**
  Highlight the body of the letter that is needed
  Cut the highlighted section (CNTL C)
  Exit the word processor and return to the Issue Letter Screen
  Click the Reprint button; a warning will come up
  Cancel any inserts if necessary
  Highlight the comparable section in the letter
  Paste the section saved over the current section (CNTL V)

Edit the Letter as necessary
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

RESENDING A NOTICE OR LETTER (Resending means that the original letter or notice has been returned and an exact copy is being mailed with a new date). The system will mark the record as resent and present the latest date in the Active record. The letter is clearly marked at the top that it is a resend letter. The work RESEND appears as a part of the heading. The system will no allow a Notice of Failure to File, Error or Omission or Late Filing Fee to be generated twice for the same document. Therefore, they must be marked as resent. Any resent letters use the same sequence number as the original and will be imaged on the same record in front of any previous images using that sequence number.
Query the Registrant
Make the necessary changes in the address(es) through the Registration Screen
Highlight the document in Activity Review
Click the Issue Letter button
Click the Resend to Address button
Select the address to use if different than official Registrant Mailing address
Edit the Letter/Assessment date with the resend date

- **If very little editing is needed: Click the Reprint button. A warning will come up.**

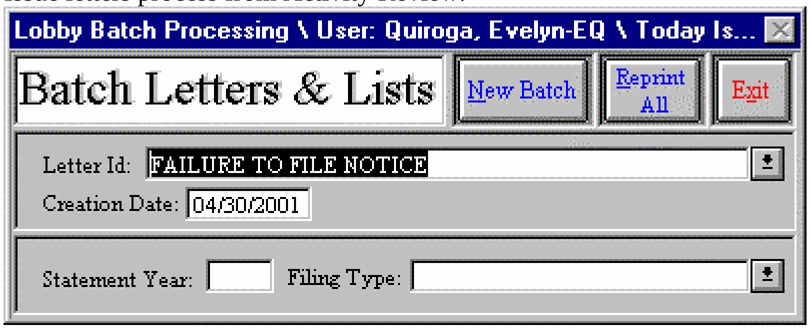
- **If editing is extensive:** **Double Click the Target File Name field**
  Highlight the body of the letter that is needed
  Cut the highlighted section (CNTL C)
  Exit the word processor and return to the Issue Letter Screen
  Click the Reprint button; A warning will come up
  Cancel any inserts if necessary
  Highlight the comparable section in the letter
  Paste the section saved over the current section (CNTL V)

Edit the Letter as necessary
Click the print button to print the letter
Exit the word processor
Save changes to the letter/sequence number
Do not save changes to the Form if asked
Click the Exit button to return to Activity Review

ATTACHED IS A SAMPLE OF EACH FORM LETTER AND NOTICE

BATCH LETTERS & LISTS MODULE

Batch processes are run based on rules that are coded in the system. The Batches allow for test runs prior to inserting records into the database. The records inserted are either inserted in the database (i.e. Failure to File and Late Filing Fees). Or the existing records are updated (i.e. referrals dates). Letter and Notices that need to be generated on a single basis must be generated through the Issue Letters process from Activity Review. Any Letters or Notices that must be updated or resent must also be generated through the Issue letters process from Activity Review.



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- New Batch (ALT B): Used to generate a new batch process based on the criteria in the search fields
- Reprint One (ALT O): Used to reprint one record from a specific batch which was generated.
- Reprint All (ALT R): Used to print the entire batch which was generated.
- Exit (ALT X): Used to exit the screen and go one step back

DISPLAY AND QUERY FIELDS:

Letter Id **(Dropdown Text Field)**:

AG REFERRALS: ERROR & OMISSION: Sample Attached

AG REFERRALS: FAILURE TO FILE: Sample Attached

AG REFERRALS: FAILURE TO FILE 2 OR MORE: Sample Attached

DEBT REFERRAL LIST: Sample Attached

FAILURE TO FILE NOTICE: Sample Attached

LATE FILING FEE FINAL NOTICE (HEARING): Sample Attached

LATE FILING FEE NOTICES (ORIGINAL: Sample Attached)

LATE FILING FEE NOTICES (SECOND): Sample Attached

Creation Date **(Date Field)**: Date that the Batch is run or the Date that is used in the database.

Statement Year **(Dropdown Text Field)**:

Filing Type **(Dropdown Text Field)**:

Election Date **(Dropdown Text Field)**:

Election Type **(Display Field)**:

Election Year **(Display Field)**:

GENERATING A BATCH PROCESS

Select the type of batch process based on the Letter Id options

Enter additional requirements if running Failure to File batch

Click New Batch button

Follow any prompts provided by the system

Click Yes or No to update the database if asked

Yes: Updates the database with the batch information

No: Does not update the database with the batch information

ATTACHED IS A SAMPLE OF EACH NOTICE AND LIST

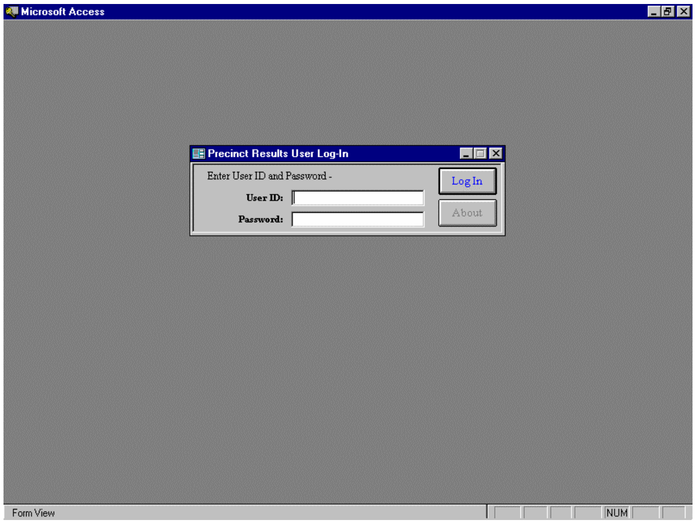
PAYMENT DISTRIBUTION

Takes you to the Payment Distribution Screen. From this screen, you can void, apply, and refund payments. This screen can also be accessed via Activity Review and is covered in detail in the Activity Review Module.

PRECINCT RESULTS SYSTEM MANUAL

Monday, March 26, 2007

Double click on the PRECINCT RESULTS SYSTEM Icon from your Desktop.
Log-in to the system using your assigned User ID and Password.



GENERAL QUERY RULES FOR FIELDS AND LISTS IN ALL SYSTEM MODULES

Open Text Fields: These are field boxes that allow you to type in information based on office rules. An example of this would be our committee name fields.

Dropdown Text Fields: These are fields that must be filled by a selection from a list. You cannot enter open text into these fields. These fields will have small down pointing arrows at the right of the field box. Click the field box to see the options. You may have to use scroll bars to access the entire list. Click once on the item to select it. Most fields will require an active saving or updating process to save the change.

Check Box: This is a small box that you check to indicate "yes" and it is unchecked or left bland to indicate "no"

Radio Buttons: Are small round button that you click on and darken to select, you click on them again to deselect them. They work in conjunction with other choices that a generally mutually exclusive. This means you can only have one on at a time.

Date Fields: Allow only valid dates to be entered with the 4 digit year.

Dropdown Date Fields: Allow for only valid dates to be selected from a drop down list.

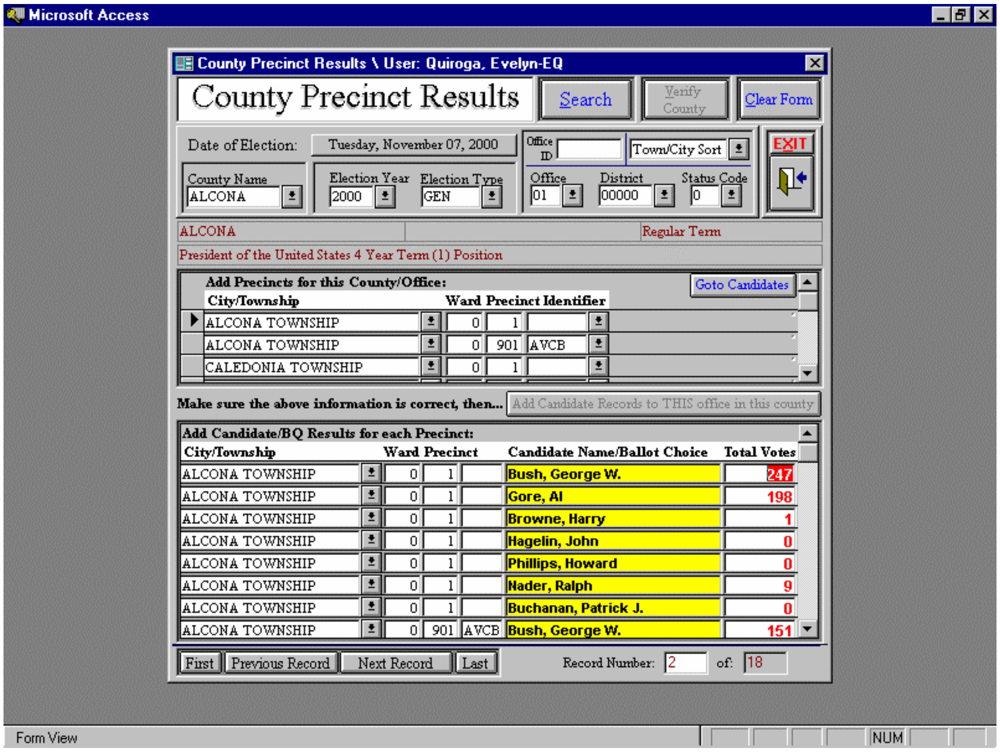
Field Boxes: Used to move data from one section of a box to another.

Display Fields: These fields cannot be updated from the particular screen you are accessing. They are generally gray and will not allow you to place a cursor in the field box.

Alt Key: If a button has a letter which is underlined, you can use the keystroke of ALT + plus the underlined letter to perform the function in lieu of using the mouse.

Cursor Function: The Cursor moves in a logical progression through-out the screens as dictated by the forms.

COUNTY PRECINCT RESULTS



GENERAL FUNCTION BUTTONS (AT THE TOP)

To use the keys: Click once or hold the ALT key down and hit the underlined letter in the name of the button.

- Search (ALT S): Used to bring up the committee and documents based on the criteria in the search fields
- Verify County
- Clear Form (ALT C): Used to clear the fields out of the screen
- Exit (ALT X): Used to exit the screen and go one step back

GENERAL FUNCTION BUTTONS (AT THE BOTTOM)

- First (Record): Takes you to the first record in a query.
- Previous Record: Takes you to the Previous record in a query. It is only active when you have moved off the first record in a query.
- Next Record: Takes you to the Next record in a query. It is only active when you have a query with more than one record.
- Last (Record): Takes you to the last record in a query.
- Record _____ of _____: Tells you how many records are in your query and what record number of the query you are on.

GENERAL DISPLAY AND QUERY FIELDS

- Office Id **(Open Text Field)**:
- Town/City Sort **(Dropdown Text Field)**
- County Name **(Dropdown Text Field)**
- Election Year **(Dropdown Text Field)**:
- Election Type **(Dropdown Text Field)**:
- Election Date **(Display Field)**:
- Office **(Dropdown Text Field)**:
- District **(Dropdown Text Field)**:
- Status **(Dropdown Text Field)**:

- County Name **(Display Field)**
- County Name **(Display Field)**
- Term Display **(Display Field)**
- Office Display **(Display Field)**

Add Precincts for this County/Office
Go to Candidates Button
City/Township
Ward
Precinct
Identifier

Add Candidates Records to this office in this county Button

Add Candidates/BQ Results for each Precinct
City/Township **(Dropdown Text Field)**:
Ward **(Display Field)**
Precinct **(Display Field)**
Identifier **(Display Field)**
Candidate Name/Ballot Choice **(Display Field)**
Total Votes **(Numeric)**

QUERYING THE INFORMATION:
Set the Criteria for your search using the above options
Click the search button

ENTERING/UPDATING THE DATA:
Query the County or Counties as needed
Click the cursor in the desired field
Enter the Vote Totals (no update button is needed)
Exit the screen when completed