



STATE OF MICHIGAN  
 RUTH JOHNSON, SECRETARY OF STATE  
 DEPARTMENT OF STATE  
 LANSING

**MEMORANDUM**

**DATE:** December 29, 2014  
**TO:** Committees Registered under Michigan’s Campaign Finance Act  
**FROM:** Michigan Department of State, Bureau of Elections  
**SUBJECT:** **WEBINARS FOR COMMITTEES – 2015**

The Department of State’s Bureau of Elections will hold a series of instructional webinars on the disclosure obligations of candidates, PACs and other committee types seeking guidance in complying with the Michigan’s Campaign Finance Act and use of the MERTS software available to State level filers.

- **COMPLIANCE:** The first portion of the webinar will cover Compliance and include topics such as the organization and operation of a committee, campaign statement filing requirements, the proper handling of campaign funds and other related topics. These sessions are available to all state and local level committees. This segment will last approximately 90 minutes. A short break will be taken following the segment.
- **MERTS:** The second portion of the webinar will cover use of the MERTS software for state lever filers only and will include topics such as the general use of the software. Training concerning importing/exporting data in the MERTS software is available upon request. This segment will last approximately 90 minutes and conclude the webinar.

We encourage you to attend the webinar most convenient to your schedule. A reservation is required 2 or more days before the specific session and should be directed to [Disclosure@Michigan.gov](mailto:Disclosure@Michigan.gov). Webinar materials will be emailed to participants the day before the session.

The scheduled webinars are listed below. Each webinar runs approximately 3 hours. Training information is also available on the Internet at [www.michigan.gov/elections](http://www.michigan.gov/elections).

1. Choose “Campaign Finance Disclosure” from the navigation bar on the left (Bookmark this page for future reference)
2. Choose the appropriate Committee type from the “Committee Pages” section
3. Select the Training from the “Manual/Help” box.

<p>Wednesday, January 14, 2015          Morning: 9:00 am to Noon - CANDIDATES</p>	<p>Wednesday, February 11, 2015          Afternoon: 1:00 pm to 4:00 pm – PACS</p>
<p>Wednesday, March 18, 2015          Morning: 9:00 am to Noon - PARTY</p>	<p>Wednesday, April 15, 2015          Afternoon: 1:00 pm to 4:00 pm - BQ</p>

Wednesday, May 20, 2015 Morning: 9:00 am to Noon - CANDIDATES	Wednesday, June 17, 2015 Afternoon: 1:00 pm to 4:00 pm – PACS
Wednesday, July 15, 2015 Morning: 9:00 am to Noon - CANDIDATES	Wednesday, August 19, 2015 Afternoon: 1:00 pm to 4:00 pm - PARTY
Wednesday, September 16, 2015 Morning: 9:00 am to Noon - CANDIDATES	Wednesday, October 14, 2015 Afternoon: 1:00 pm to 4:00 pm - PACS
Wednesday, November 18, 2015 Morning: 9:00 am to Noon - CANDIDATES	Wednesday, December 16, 2015 Afternoon: 1:00 pm to 4:00 pm - BQ

**Questions?** If you have any questions, please feel free to contact us. The address below should also be used to mail filings and correspondence by first class mail, registered mail or certified mail.

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If you would like to visit our office or use an overnight delivery service, the address below is provided.

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