



STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

MEMORANDUM

The Campaign Finance Disclosure Division will be conducting a training webinar for Campaign Finance Disclosure and for the MERTS software. The Campaign Finance portion will introduce you to the requirements of the Michigan Campaign Finance Act. The MERTS portion of the training will prepare you to file your reports electronically. **Please note: The MERTS training is only available for State level candidates at this time.**

For state level candidates attending the MERTS training: if you have not downloaded the MERTS software yet; please [register](#) your committee here.

Then, download the MERTS software. If assistance is needed in downloading please see the [Software Download video](#) for instructions on downloading the software. The webinar will cover setting up your committee, entering report transactions and uploading your report.

The following instructions detail how to access the webinar presentation via your computer (with speakers or telephone for audio). No pre-registration is needed; though you will need to prepare your computer. If you would like to view this in a conference room setting, only one person needs to establish a computer connection.

Please follow the appropriate directions depending on whether you are using:

- your computer and speakers or a headset (windows based)
- your computer and telephone (web based)

Note: *windows based* or *web based* is the type of software you will download when preparing your computer to display the webinar.

It only takes a few minutes to prepare for the webinar and download the necessary software to your computer. **Please do this before the day of the training so that your computer is prepared for viewing and participating in the webinar.**

If you have administrator rights on your computer (ability to install programs) and will use your **speakers or a headset for audio**

- Click here <https://connect4.uc.att.com/stateofmichigan/meet/?ExEventID=83950150&CT=L> (copy and paste this link into your browser software)
- On the **Select Participant Application** screen, select **Windows-based** and click **Continue**
- If prompted, please allow the AT&T software installation by answering any messages. (If you are waiting too long for the installation or get a message saying you do not have administrators rights, please following directions below for Web-based version. This may be an indication that your do not have administrator rights on your computer or that you need to answer a message to continue)

- When installation is complete, **Your Details** screen will appear. Please enter your **First Name**, **Last Name** and e-mail address and click **Join**.
- Use your computer speakers or headset for audio. (You do not need to call in by telephone).

If you can't install programs on your computer, you will need to connect with your computer and call in **by telephone for audio**

- Click here <https://connect4.uc.att.com/stateofmichigan/meet/?ExEventID=83950150&CT=L> (copy and paste this link into your browser software)
- On the **Select Participant Application** screen, Select **Web-based** and click **Continue**
- On **Your Details**: Please enter your First Name, Last Name and e-mail address and click **Join**.
- **Call** in by telephone: (your computer's speakers & microphone or headset will not work in Web-based)
 1. Choose **one** of the following numbers to dial:
 - * Toll-Free Number (in USA): 888-330-1716
 - * Caller-Paid number: 713-353-7024
 2. When prompted, **enter** the Meeting Access Code: **3950150#**

You are then signed in and will automatically join the webinar when it begins.

If you download the software in advance, you can just click this link when it is time to join the meeting. Click here: <https://connect4.uc.att.com/stateofmichigan/meet/?ExEventID=83950150&CT=L> (copy and paste this link into your browser software)

To view supported Operating Systems and devices, click here: <http://www.uc.att.com/support/SupportedDevices.html> (copy and paste this link into your browser software)

Please call us at 800-292-5973 if you have any questions or problems with this process.

Thank you and we hope you can attend this helpful webinar.