# e-IDR Instructions

HTTPS://EIDR.NICTUSA.COM/

### LOG IN

SOS / Elections		
	LOGIN FOR E-FILED CAMPAIGN FINANCE REPORTS * Indicates required fields Committee ID# *:	
	Password *:	
	Get/Reset Your Password Email *:	
	Re-enter Email *:	
	Login Clear Form	

<u>Committee ID #</u>: Enter the Committee ID assigned to the committee by the Bureau of Elections. You do not need to enter the leading zeros, the dash or the digit followed by the dash.

<u>Password</u>: Enter the committee Upload password. (This is the same password you use to upload campaign statements in the MERTS program.)

If you do not know your password, select the Get/Reset Your Password link below the field.

Email: Enter the email address where you would like to receive confirmation of the filing.

<u>Re-enter Email</u>: Re-enter the email address where you would like to receive confirmation of the filing. These email fields must match exactly.

Select the Clear button only if you need to clear all fields; or

Select the Login button to continue into the e-IDR application.

If any information you entered in the login page is incorrect, you will be given an opportunity to correct the information. A window/message bar will appear that explains the error. You can then correct the information and select the Login button again to continue into the e-IDR application.

### SELECT THE REPORT TO BE FILED

After successfully entering the log in information, you will proceed to a page to file a new report or amend a previously filed report.

Michigan.gov			
Secretary	of State Jocelyn Bens	son	
SOS / Elections			
	Committee ID# 1 Committee Name ELECTION REPORTING		
	File New Report		
	Report Date		
	mm/dd/yyyy Report Type		
	-Select One-	~	
	Create	New Report	
		OR-	
	Amend Previously Filed FINANCE Report		
	Late Contribution Report	Wednesday, February 05, 2020	
Your server session will time	2 May 17 2022 13:48:07 GMT-0400 (Eastern Daylight Time) exut In : 30 minutes from last server access time. ve for another 30 minutes.		
🔭 Michigan gov		ne Michigan SOS	
	© 2022 Sta	ate of Michigan	

#### To file a new report:

<u>Report Date</u>: Enter the date that the contributions or expenditures were received or made by the committee. A committee receives a contribution on date the candidate, committee treasurer or agent designated by the treasurer receives it. THIS SHOULD BE THE SAME DATE USED TO REPORT THE CONTRIBUTIONS IN THE SUBSEQUENT CAMPAIGN STATEMENT.

One report should be filed for each day the committee receives a late contribution.

<u>Report Type</u>: Select the repo.

Select the Create New Report button.

#### To amend a previously filed report:

Select the report from the list under the <u>Amend Previously filed FINANCE</u> Report heading.

## Enter the Transactions

Michigan.gov				
Secretary of State J	ocelyn Bens	on		
SOS / Elections				
L	ATE CONTRIB	UTION REPORT		
1. Committee ID# 000001				
2. Committee Name ELECTIC	IN REPORTING			
3. Date of Transaction 07/29	/2021 (Only one	Date per Session)		
For information and the definition of a Late Co     TRACK CUMULATIVE TOTALSI Each time you reporting period from that person. The systemeters     (Candidate Committees: \$550.00) and (Othe     Contributions are anything of monetary value     Late Contribution Reports are not waived by to     Late Contribution Reports that are filed late re     per report.     File the report within 48 hours of the receipt of     The Late Contribution Reports that are filed late re     per report.     File the report within 48 hours of the receipt of     The Late Contribution must also be reported     The Jour Contribution Reports that are filed late re     per report.     The the report within 48 hours of the receipt of     The Late Contribution must also be reported     The Jour Committee is required to file campaign     electronically.	enter a contributor use the cur em will not accept amounts thi r Committees: 25200.00). Including contributions of money, he Reporting Waiver. sult in the committee receiving a l f the contribution.	at are below in-kind and loans to the committee. late filing fee. The maximum fee is \$2,000 wed by the committee.		
EMIZED CONTRIBUTIONS				
Add More Contributions				
CUMULATIVE Contribution #1		□ If checked, this transaction will	I be deleted when the report is sub-	nitted
Contributors Last Name or Organization	First Name	Occupation	Employer	
Contributors Address		Employer/Business Address		
	-		State	
City	State Michigan ~	City	Michigan	~
Zip Code		Zip Code	Cumulative Amount	
CUMULATIVE		If checked, this transaction will	l be deleted when the report is subi	nitted
Contribution #2 Contributors Last Name or Organization	First Name	Occupation	Employer	
Contributors Address		Employer/Business Address		
City	State	City	State	
	Michigan ~		Michigan	~
Zip Code		Zip Code	Cumulative Amount	
CUMULATIVE				
Contribution #3			I be deleted when the report is sub	nitted
Contributors Last Name or Organization	First Name	Occupation	Employer	
Contributors Address		Employer/Business Address		
City	State	City	State	
	Michigan ~		Michigan	~
Zip Code		Zip Code	Cumulative Amount	
Add More Contributions				
		_		
	No. of the second second	Help		
	Continue			
Server Last Accessed on Tue May 17 2022 13:53:40 GMT-0400 ( Your server session will timeout in : 30 minutes from last serve	Eastern Daylight Time)			

#### Data Entry Fields

<u>Contributors Last Name or Organization</u>: Enter the last name of the contributor or the Organizations name if the contributor is not an individual.

<u>First Name</u>: Enter the first name if the contributor is an individual.

<u>Contributors Address</u>: Enter the Contributor's address.

<u>City</u>: Enter the contributor's city.

<u>State</u>: Select the contributor's state.

<u>Zip Code</u>: Enter the contributor's zip code.

Occupation: If the contributor is an individual, enter the occupation of the contributor.

Employer: If the contributor is an individual, enter the contributor's employer name.

<u>Employer/Business Address</u>: If the contributor is an individual, enter the address of the contributor's employer or business address.

<u>City</u>: If the contributor is an individual, enter the city of the contributor's employer or business address.

<u>State</u>: If the contributor is an individual, enter the state of the contributor's employer or business address.

<u>Zip Code</u>: If the contributor is an individual, enter the zip code of the contributor's employer or business address.

<u>Cumulative Amount</u>: Enter the amount of the contribution the committee has received from this contributor during the late contribution reporting period. (If the contributor has donated to the committee prior to the late contribution reporting period, that amount should NOT be included on the late contribution report.

#### Check Box, Button & Link Functions

Add More Contributions: If the committee received more than three late contributions on the date of the report, select this button to add more contributions to the report.

If checked, this transaction will be deleted when the report is submitted: Check this box if amending an already filed report to delete the transaction.

<u>Help</u>: Select this button to receive help contact information.

<u>Keep your web session alive for another 30 minutes</u>: Select this link (at the very bottom of the screen in small print) if your session will take more than 30 minutes. Note: If the session is lost prior to selecting the continue button and completing the process, the data entered will be lost.

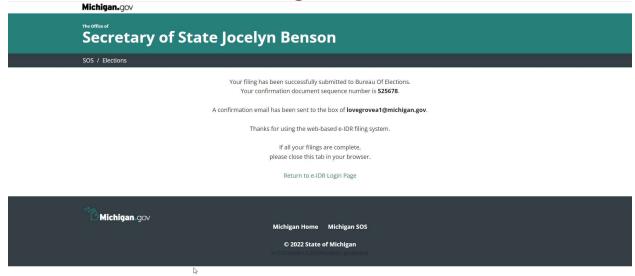
<u>Continue</u>: Select this button when the form is ready to submit.

Mi	lichigan.gov			
	Secretary of State Jocelyn Benson			
SO	DS / Elections			
5	SUBMIT LATE CONTRIBUTION REPORT			
	Re-enter password for security         Committee ID#: 000001         Committee Name: ELECTION REPORTING         Password: *         Submit Report         Return To Form			
4	Michigan .gov Michigan Home Michigan SOS			
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<u>Password</u>: Enter the committee Upload password. (This is the same password you used to log into the e-IDR program)

Return to Form: Select this button to go back to the data entry page.

Submit Report: Select this button to submit the report.



# Special Election Independent Expenditure Report

SPECIAL EL	ECTION INDEPEN	NDENT EXPENDITURE REPORT
. Committee ID#	000001	
. Committee Name	ELECTION REPORTING	
. Date of Transaction	05/20/2022 (Only on	e Date per Session)
"Independent expenditure" to supp election in which the candidate or b An expenditure is "independent" if expenditure is not a contribution to Special Election Independent Expen in the committee manual. If your committee is required to file must also be filed electronically.	or or oppose a candidate or ballot questic allot question is involved. Is not made as the direction of, or under I a committee. didure Reports filed late will result in the co- campaign statements electronically, the Sp ecial Election Independent Expenditure Reg	rting Walver. immittee receiving a late filing fee as explained becal Election Independent Expenditure Report
MIZED EXPENDITUF	RES	
Expenditure #1 Recipients Last Name or Committee	First Name	If checked, this transaction will be deleted when the report is submitted     Candidate Last Name (if applicable) First Name
Recipients Address		Office/District Sought County of Residence
City	State	Ballot Question
	Michigan ~	
Zip Code		Exp. Type Supp/Opp Amount
		Indépendent v Support v
Expenditure #2 Recipients Last Name or Committee Recipients Address	First Name	Candidate Last Name (if applicable) First Name First Name Officer/District Sought County of Residence
City	State Michigan ~	Ballot Question
Zip Code		Exp. Type Supp/Opp Amount
		Independent v Support v
Expenditure #3		☐ If checked, this transaction will be deleted when the report is submitted
Recipients Last Name or Committee	First Name	Candidate Last Name (if applicable) First Name
Recipients Address		
no-specifica Adul Caa		Office/District Sought County of Residence
°in/	State	Ballot Question
City	State Michigan ~	Million Span weil/011
Zip Code		Exp. Type Supp/Opp Amount
		Independent v Support v
dd More Expenditures		
and the supervision ED		
	Continu	e Help
ierver Last Accessed on Wed May 18 2022 (Goli); /our server session will Uneout in : 30 minutes tr Koep your web session alive for another 30 mi	rom last server access time.	

#### Data Entry Fields

<u>Recipients Last Name or Organization</u>: Enter the last name of the recipient or the Organization name if the recipient is not an individual.

<u>First Name</u>: Enter the first name if the recipient is an individual.

<u>Recipients Address</u>: Enter the recipient's address.

<u>City</u>: Enter the recipient's city.

<u>State</u>: Select the recipient's state.

<u>Zip Code</u>: Enter the recipient's zip code.

<u>Candidate Last Name (if applicable)</u>: If expenditure was made on behalf of a candidate, enter the candidate's last name.

<u>First Name</u>: If expenditure was made on behalf of a candidate, enter the candidate's first name.

<u>Office/District Sought</u>: If expenditure was made on behalf of a candidate, enter the candidate's office/district sought.

<u>County of Residence</u>: If expenditure was made on behalf of a candidate, enter the candidate's county of residence.

<u>Ballot Question</u>: If the expenditure was made on behalf of a ballot question, enter the name of the proposal.

Exp. Type: Defaults to Independent.

<u>Supp/Opp</u>: .Defaults to Support. Leave if expenditure was made to support the candidate or ballot question. Select Oppose if the expenditure was made to oppose the candidate or ballot question.

<u>Amount</u>: Enter the amount of the expenditure

#### Check Box, Button & Link Functions

Add More Expenditures: If the committee made more than three expenditures on the date of the report, select this button to add more contributions to the report.

If checked, this transaction will be deleted when the report is submitted: Check this box if amending an already filed report to delete the transaction.

<u>Help</u>: Select this button to receive help contact information.

<u>Keep your web session alive for another 30 minutes</u>: Select this link (at the very bottom of the screen in small print) if your session will take more than 30 minutes. Note: If the session is lost prior to selecting the continue button and completing the process, the data entered will be lost.

<u>Continue</u>: Select this button when the form is ready to submit.

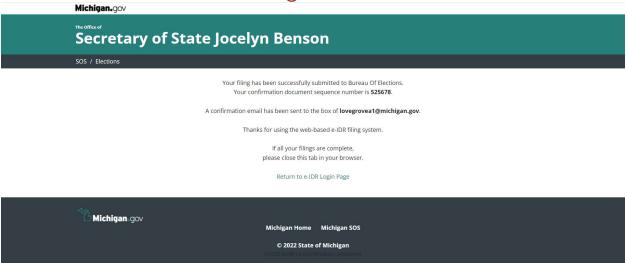
 Michigan.gov			
Secretary of State Jocelyn Benson			
SOS / Elections			
SUBMIT SPECIAL ELECTION INDEPENDENT EXPENDITURE REPORT			
Re-enter password for security   Committee ID#: 000001   Committee Name: ELECTION REPORTING   Password: *     Submit Report   Return To Form			
Michigan gov Michigan Home Michigan SOS			
© 2022 State of Michigan v1 3 20 (build 1 4.20 (7=1=366); production			

<u>Password</u>: Enter the committee Upload password. (This is the same password you used to log into the e-IDR program)

Return to Form: Select this button to go back to the data entry page.

Submit Report: Select this button to submit the report.

2



# 24 Hour Expenditure Report

	24 H	OUR EXPE	ENDITURE REPORT
1. Committee ID#	000001		
2. Committee Name	ELECTION REP	ORTING	
3. Date of Transaction	05/17/2022	(Only o	one Date per Session)
the 14th day preceding an election Expenditure is defined in Section 6 24 Hour Expenditure Reports are r 24 Hour Expenditure Reports that per report. 24 Hour Expenditure Reports mus Expenditures reported on the 24 H the committee.	n to the day after t 5 of the Campaign not waived by the I are filed late resul t be filed electroni Hour Expenditure P	he election. Finance Act. Reporting Waiver. t in the committee rece cally within 24 hours of Report must also be rep	s a single expenditure of more than \$1000 from eiving a late filing fee. The maximum fee is \$1000 f making the expenditure. Forded on the net: Ampaign Statement owed by 24 Hour Expenditure Report must also be filed
MIZED EXPENDITU	RES		
Expenditure #1 Recipients Last Name or Committee	First Name		If checked, this transaction will be deleted when the report is submitted     Candidate Last Name (if applicable) First Name
Recipients Address			Office/District Sought County of Residence
City		State	Ballot Question
Zip Code		mungen	Exp. Type         Supp/Opp         Amount           Direct         v         Support         v
Recipients Address			Office/District Sought County of Residence
City		State	Ballot Question
city			v
			Exp. Type Supp/Opp Amount
Zip Code			Exp. Type Supp/Opp Amount Direct
Expenditure #3	First Name		
Expenditure #3 Recipients Last Name or Committee	First Name		Direct v Support v
Zip Code Expenditure #3 Recipients Last Name or Committee Recipients Address	First Name		Direct v Support v
Expenditure #3 Recipients Last Name or Committee	First Name		Direct v Support v
Expenditure #3 Recipients Last Name or Committee Recipients Address	First Name	State	Direct     Support       If checked, this transaction will be deleted when the report is submitted       Candidate Last Name (if applicable)       First Name       Officer/District Sought       County of Residence
Expenditure #3 Recipients Last Name or Committee	First Name	State Michigan	Direct v Support v
Expenditure #3 Recipients Last Name or Committee Recipients Address City City	First Name		Direct       Support         If checked, this transaction will be deleted when the report is submitted         Candidate Last Name (if applicable)         First Name         OfficerDistrict Sought         County of Residence         Ballot Question
Expenditure #3 Recipients Last Name or Committee Recipients Address City City	First Name		Direct     Support       If checked, this transaction will be deleted when the report is submitted       Candidate Last Name (if applicable)       First Name       OfficerDistrict Sought       County of Residence       Ballot Question
Expenditure #3 Recipients Last Name or Committee Recipients Address	ESS GM10400 (#3870)	Michigan Contil	Direct     Support       If checked, this transaction will be deleted when the report is submitted       Candidate Last Name (if applicable)       First Name       Officer/District Sought       County of Residence       Officer/District Sought       Ballot Question       Exp. Type       Support       Direct       Support

#### Data Entry Fields

<u>Recipients Last Name or Organization</u>: Enter the last name of the recipient or the Organization name if the recipient is not an individual.

<u>First Name</u>: Enter the first name if the recipient is an individual.

<u>Recipients Address</u>: Enter the recipient's address.

<u>City</u>: Enter the recipient's city.

<u>State</u>: Select the recipient's state.

<u>Zip Code</u>: Enter the recipient's zip code.

<u>Candidate Last Name (if applicable)</u>: If expenditure was made on behalf of a candidate, enter the candidate's last name.

<u>First Name</u>: If expenditure was made on behalf of a candidate, enter the candidate's first name.

<u>Office/District Sought</u>: If expenditure was made on behalf of a candidate, enter the candidate's office/district sought.

<u>County of Residence</u>: If expenditure was made on behalf of a candidate, enter the candidate's county of residence.

<u>Ballot Question</u>: If the expenditure was made on behalf of a ballot question, enter the name of the proposal.

<u>Exp. Type</u>: Defaults to Direct. (See the PAC manual for a definition of expenditure types.)

<u>Supp/Opp</u>: .Defaults to Support. Leave if expenditure was made to support the candidate or ballot question. Select Oppose if the expenditure was made to oppose the candidate or ballot question.

<u>Amount</u>: Enter the amount of the expenditure

#### Check Box, Button & Link Functions

Add More Expenditures: If the committee made more than three expenditures on the date of the report, select this button to add more contributions to the report.

If checked, this transaction will be deleted when the report is submitted: Check this box if amending an already filed report to delete the transaction.

Help: Select this button to receive help contact information.

<u>Keep your web session alive for another 30 minutes</u>: Select this link (at the very bottom of the screen in small print) if your session will take more than 30 minutes. Note: If the session is lost prior to selecting the continue button and completing the process, the data entered will be lost. <u>Continue</u>: Select this button when the form is ready to submit.

Michigan.gov	Michigan.gov		
Secretary of State Jocelyn Benson			
SOS / Elections			
SUBMIT 24 HOUR EXPENDITURE REPORT			
Re-enter password for security         Committee ID#: 000001         Committee Name: ELECTION REPORTING         Password: *         Submit Report         Return To Form			
<b>Michigan</b> gov Michigan Hom	e Michigan SOS		
	te of Michigan (211-1316) o production		

<u>Password</u>: Enter the committee Upload password. (This is the same password you used to log into the e-IDR program)

<u>Return to Form</u>: Select this button to go back to the data entry page.

Submit Report: Select this button to submit the report.



# 24 Hour Contribution Report

24 H	OUR CONTR	IBUTION REPORT		
1. Committee ID# 000001				
2. Committee Name ELECTION I	REPORTING			
3. Date of Transaction 05/19/20	22 (Only one D	Date per Session)		
<ul> <li>24 Hour Contribution Reports are required when a caucus committee receives a single contribution of more than \$1000 from the 14th day preceding an election to the day after an election.</li> <li>Contributions are anything of monetary value including contributions of money, in-kind and loans to the committee.</li> <li>24 Hour Contribution Reports are not waived by the Reporting Waiver.</li> <li>24 Hour Contribution Reports that are filed late result in the committee receiving a late filing fee. The maximum fee is \$1000 per report.</li> <li>24 Hour Contributions Reports must be filed leteronically.</li> <li>24 Hour Contributions reports and the filed leteronically.</li> <li>24 Hour Contributions reports don the 24 Hour Contribution Report must also be reported on the next Campaign Statement owed by the committee.</li> <li>14 your committee is required to file campaign statements electronically. the 24 Hour Contribution Report must also be filed electronically.</li> </ul>				
EMIZED CONTRIBUTIONS				
ad more contributions				
Contribution #1	First Name	If checked, this transaction will be deleted when Occupation		
Contributors Last Name or Organization	rirst Name	Occupation	Employer	
Constitution tables		Fereileure (Duningen 1997)		
Contributors Address		Employer/Business Address		
City	State	City	State	
	Michigan 🗸		Michigan ~	
Zip Code		Zip Code Amount		
Contribution #2		If checked, this transaction will be deleted wher	the report is submitted	
Contributors Last Name or Organization	First Name	Occupation	Employer	
Contributors Address		Employer/Business Address		
cia.	C	chu.	Co. 12	
City	State Michigan ~	City	State Michigan	
Zip Code		Zip Code Amount		
Zip Code		Zip code Amount		
Contribution #3	-	If checked, this transaction will be deleted when		
Contributors Last Name or Organization	First Name	Occupation	Employer	
		Feieleum/Duningen Addess		
Controller to allow the		Employer/Business Address		
Contributors Address				
Contributors Address				
Contributors Address				
Contributors Address	State	City	State	
	State Michigan V	city	State Michigan V	
		City Zip Code Amount		
City				
City				
City	Michigan v			

#### Data Entry Fields

<u>Contributors Last Name or Organization</u>: Enter the last name of the contributor or the Organizations name if the contributor is not an individual.

<u>First Name</u>: Enter the first name if the contributor is an individual.

<u>Contributors Address</u>: Enter the Contributor's address.

<u>City</u>: Enter the contributor's city.

<u>State</u>: Select the contributor's state.

<u>Zip Code</u>: Enter the contributor's zip code.

<u>Occupation</u>: If the contributor is an individual, enter the occupation of the contributor.

Employer: If the contributor is an individual, enter the contributor's employer name.

<u>Employer/Business Address</u>: If the contributor is an individual, enter the address of the contributor's employer or business address.

<u>City</u>: If the contributor is an individual, enter the city of the contributor's employer or business address.

<u>State</u>: If the contributor is an individual, enter the state of the contributor's employer or business address.

<u>Zip Code</u>: If the contributor is an individual, enter the zip code of the contributor's employer or business address.

Amount: Enter the amount of the contribution.

#### Check Box, Button & Link Functions

Add More Contributions: If the committee received more than three late contributions on the date of the report, select this button to add more contributions to the report.

If checked, this transaction will be deleted when the report is submitted: Check this box if amending an already filed report to delete the transaction.

Help: Select this button to receive help contact information.

<u>Keep your web session alive for another 30 minutes</u>: Select this link (at the very bottom of the screen in small print) if your session will take more than 30 minutes. Note: If the session is lost prior to selecting the continue button and completing the process, the data entered will be lost.

Continue: Select this button when the form is ready to submit.

Michigan.gov			
Secretary of State Jocelyn Benson			
SOS / Elections			
SUBMIT 24 HOUR CONTRIBUTION REPORT			
Re-enter password for security         Committee ID#: 000001         Committee Name: ELECTION REPORTING         Password: *         Submit Report         Return To Form			
Michigan gov Michigan Horr	e Michigan SOS		
	te of Michigan - 27 e1 436 (J.:: production		

<u>Password</u>: Enter the committee Upload password. (This is the same password you used to log into the e-IDR program)

<u>Return to Form</u>: Select this button to go back to the data entry page.

Submit Report: Select this button to submit the report.

