Michigan Transparency Network (MiTN) - User Guide for Campaign Committees

version 0.03

tyler technologies

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PUBLISHED BY Tyler Technologies, Inc.
12901 Worldgate Drive, Suite 800, Herndon, VA 20170

SUPPORT INFORMATION
☎ DIRECT 517-335-3234 (Press #2)
✉ EMAIL: MDOS-FinancialDisclosure@michigan.gov

Revision History			
Version Number	**Date**	**Author**	**Description**
0.01	3/07/2025	MB	Initial shared draft
0.02	3/14/2025	MB	Updates from feedback

Table of Contents

Overview

The Michigan Transparency Network (MiTN) is a web-based platform provided by the Michigan Department of State (MDOS), Bureau of Elections (BOE).

This guide outlines how to navigate and manage committee e-filing functions in the Michigan Transparency Network (MiTN). Topics include requesting and approving committee access, creating new committees, generating and amending the Statement of Organization (SofO), and managing fees or payments. Users who hold official committee roles (e.g., Treasurer, Record Keeper) or data-entry responsibilities can follow these steps to ensure proper compliance with the MiTN system requirements

For information on Michigan Campaign Finance Act requirements, please refer to the Campaign Finance page at the Bureau of Elections.

Getting Started

Registering for MiTN Access

Step 1: Create a MiLOGIN Account

MiLogin connects you to all State of Michigan services through one single user ID and allows you to sign up for and connect to the MiTN application. The sign-up process for businesses and citizens is the same with the exception of the starting point.

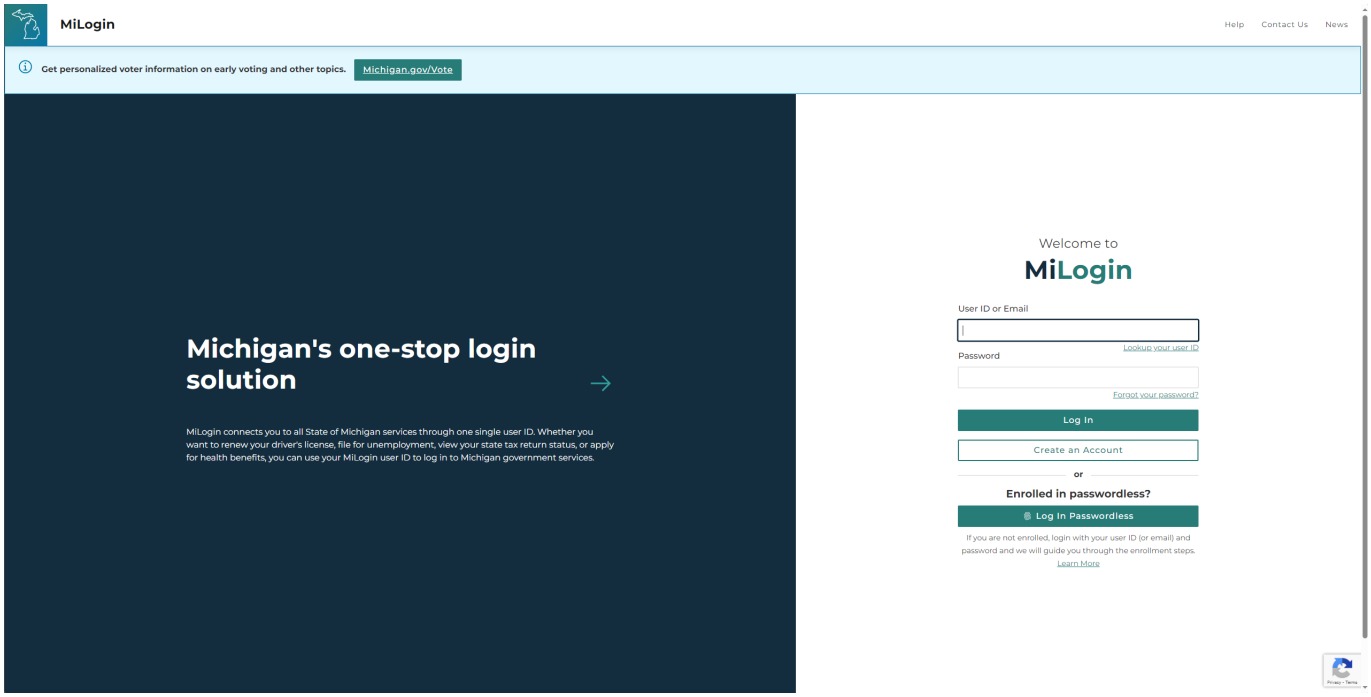
All filers will need a citizen (personal) Milogin or business Milogin to access the new system. The State of Michigan recommends the following:

- Campaign Committee members, including Candidates, Treasurers and Record Keepers:
  - Utilize a Citizens MiLogin
- Data Entry: (NEW Role: Can input data into a report. Cannot submit/certify a report.)
  - Option 1: Citizens MiLogin if an individual.
    - Roles: Can input data into a report. Cannot submit/certify a report.
  - Option 2: Business MiLogin if a firm/firm employee.
    - Roles: Can input data into a report. Cannot submit/certify a report.

For additional information on MiLogin, visit the MiLogin Information page.

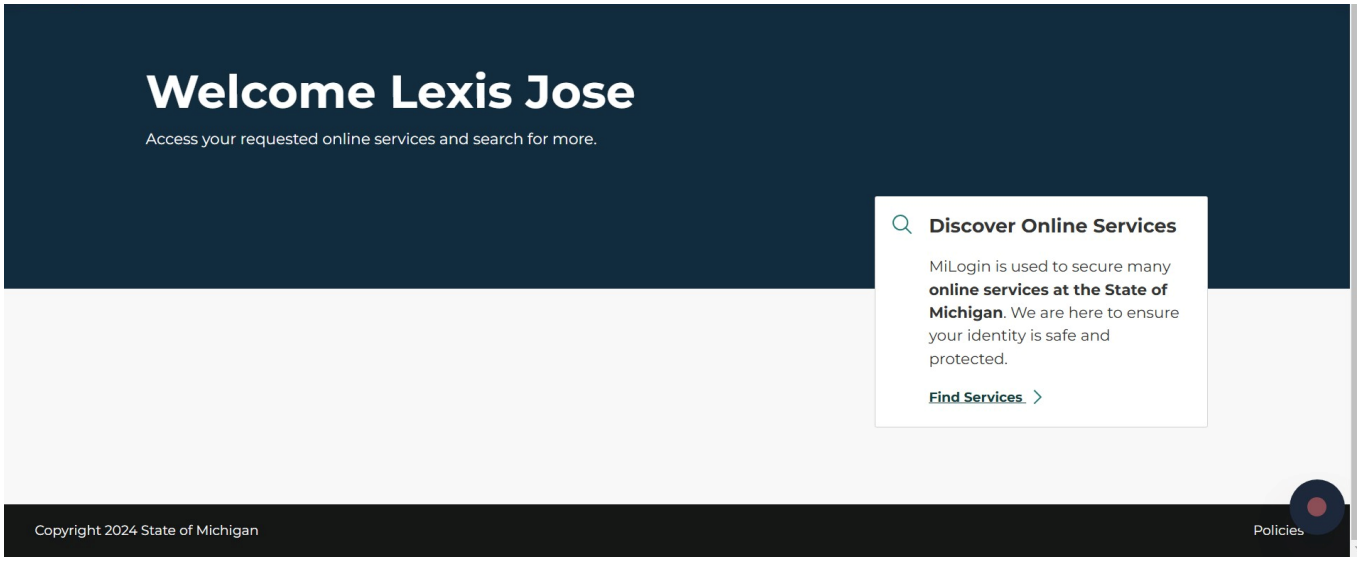
1. Open a supported browser and go to:
   - Business Portal: https://milogintp.michigan.gov/
   - Citizen Portal : https://milogin.michigan.gov/

2. Click **Create Account** and provide the following information:
   - First name, middle name (optional), and last name.
   - Email address (used for account verification).
   - User ID and password.

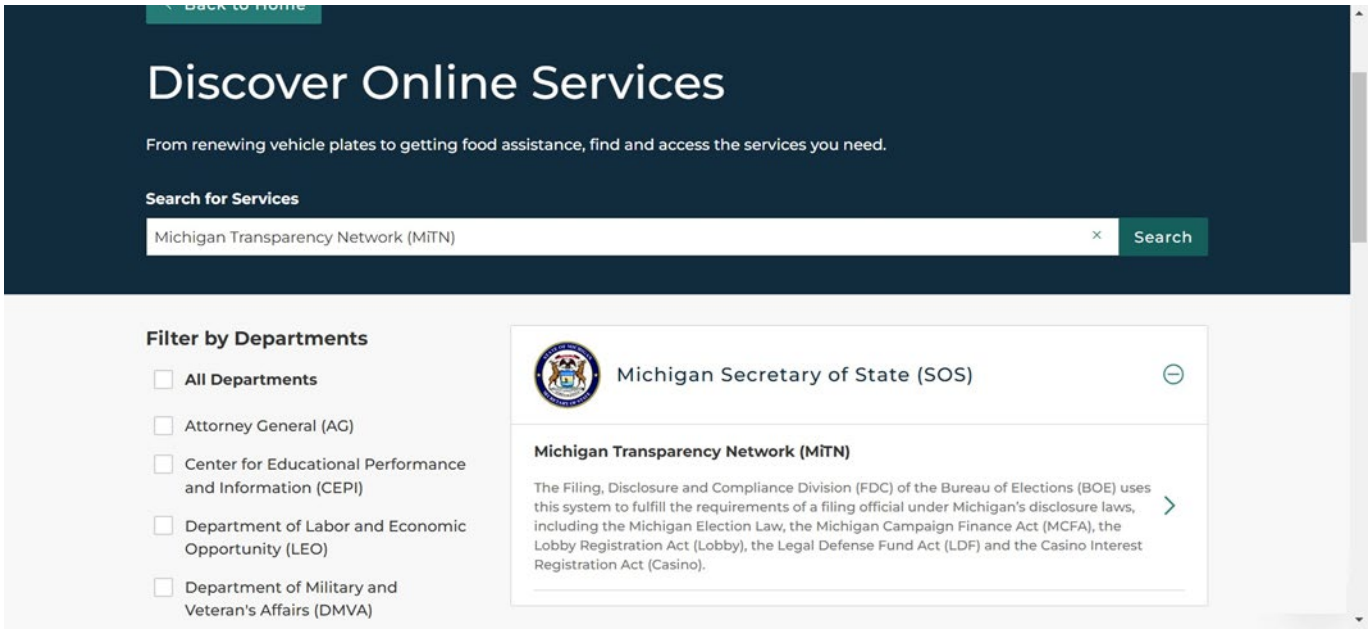


Step 2: Add MiTN to Your MiLOGIN Services

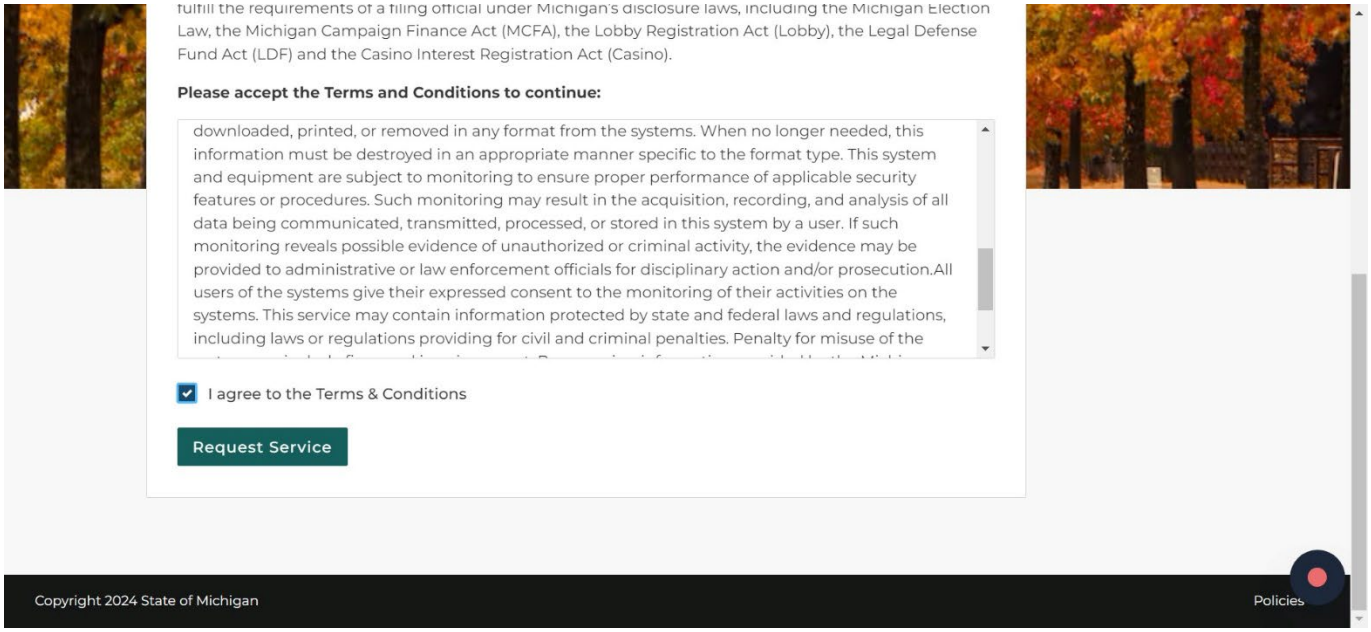
1. Log in to MiLOGIN.
2. Click **Find Services** and search for "MiTN."



3. Select MiTN from the results and open the **Service Agreement Page**.



4. Read the terms and conditions, check the agreement box, and click **Request Service**.



5. Once approved, you can launch MiTN from your MiLOGIN dashboard.

Note: As a one-time activity, you will need to click the confirmation to create account when redirected to MiTN.

For assistance with MiLogin, please call the MiLogin help desk:

The MiLogin help desk: 877-932-6424 (then choose Option #5)

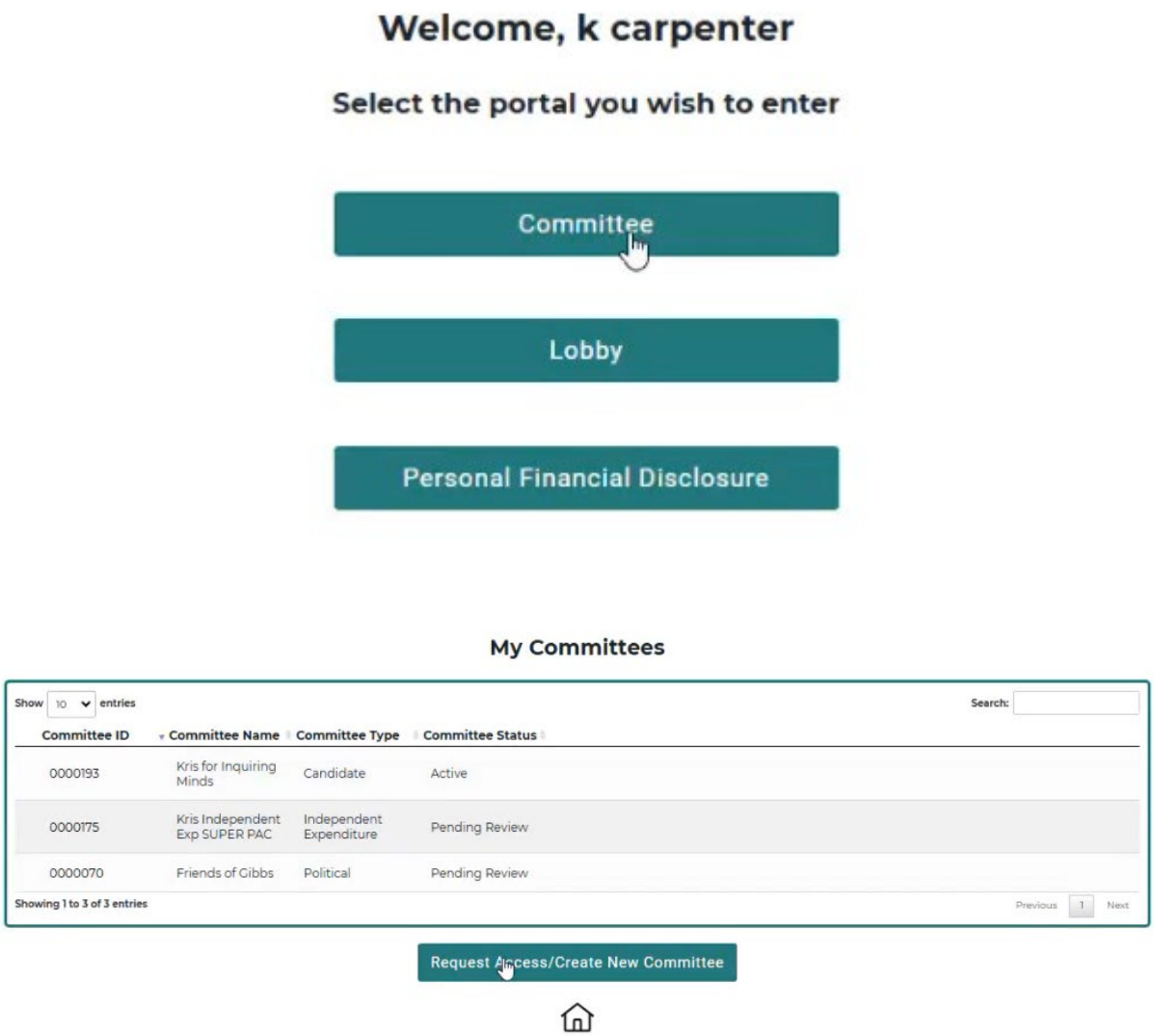
Requesting Access to an Existing Committee

When someone needs to be associated with a committee that already exists, they can request access within the MiTN portal.

Steps to Request Access

Navigate to the Committee Wizard

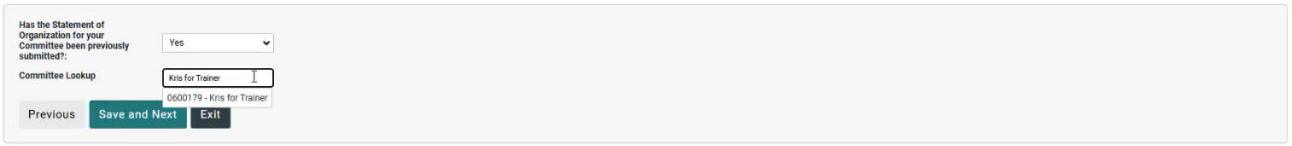
From the user dashboard, select **Committee** and locate the **Request Access** option.



Select “Existing Committee”

Answer “Yes” to the prompt: “Has the Statement of Organization previously been submitted?”

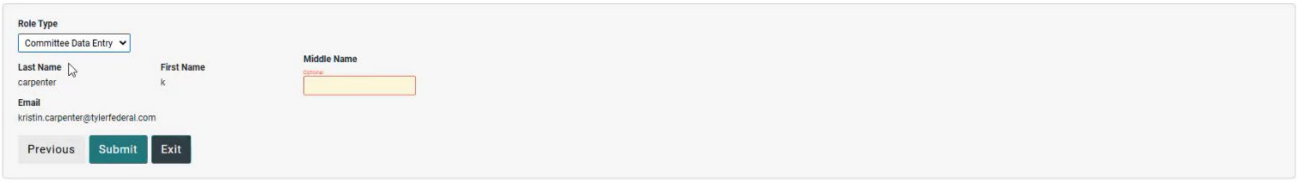
Search for and select the relevant committee from the drop-down list.

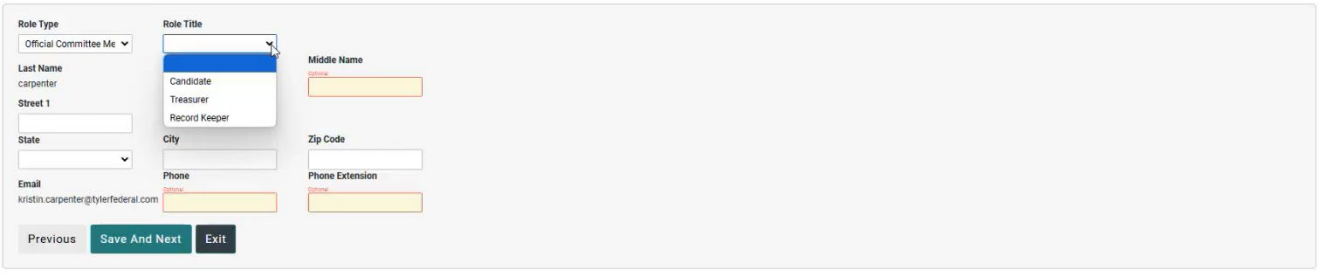


Choose Your Role

Data Entry: Allows entering data into the system but does not permit official filing submission.

Official Committee Member (e.g., Treasurer, Record Keeper).

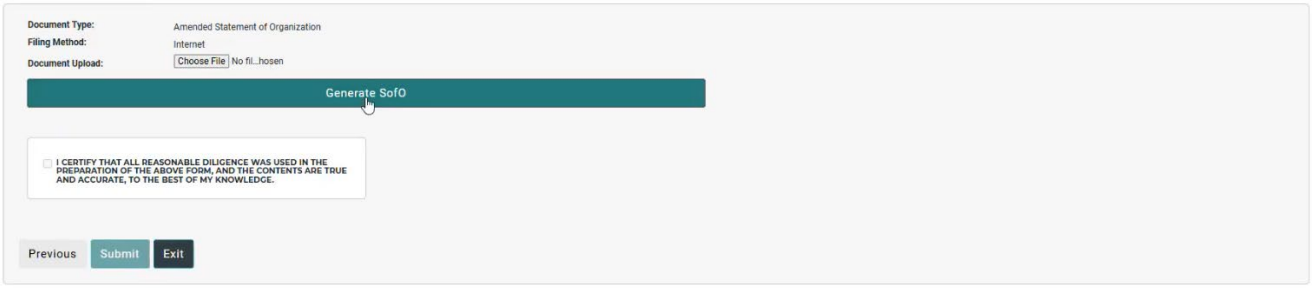




Generate and Upload the SofO

Click **Generate** SofO to produce a PDF containing updated role information.

Print and sign the form, then scan and upload it.



MICHIGAN DEPARTMENT OF STATE
BUREAU OF ELECTIONS

Clear Form

ORIGINAL OR AMENDED
STATEMENT OF ORGANIZATION FORM FOR CANDIDATE COMMITTEES
Information on this form is made public.

1. Committee ID #: 0600179

***2. Type of Filing:** ☐ Original: ◉ Amendment to items: **Eff. Date:** 02/20/2025

***3. Full Name of Committee (must include Candidate's first and last name):**
Kris for Trainer

☐ **Gubernatorial Candidate intends to seek public funding**

***4a. Candidate Full Name: Last Name** Carpenter **First Name** Kristin **M.I.**

***4b. Political Party (if applicable):** Democratic Party ***4c. County of Residence:** EMMET

***4d. Office Sought:** Representative in State Legislature ***4e. District or Jurisdiction:** 1st District

***5. Date Committee was Formed:** 01/01/2023

***6a. Committee Phone:** 8884442222 **6b. Committee Fax:**

***6c. Committee Email Address:** **6d. Committee Website Address:**

***7a. Complete Committee Mailing Address (May be PO Box):**
123 Main St Lansing, MI 48901

***7b. Complete Committee Street Address (May not be PO Box):**
123 Main St Lansing, MI 48901

***8. Treasurer Name and Complete Residential Address:**
Brookfield Monty 234 Bakers St Lansing, MI 48901
Phone #: 8884442222 **Email Address:** kristin.carpenter@tylerfederal.com

9. Designated Record Keeper Name and Complete Address:
carpenter k 123 Main St Lansing MI 48901
Email Address: kristin.carpenter@tylerfederal.com

***10. REPORTING WAIVER REQUEST:**

☐ **YES, I/We WANT TO APPLY FOR THE REPORTING WAIVER.** The committee does not expect to receive or expend in excess of $1,000.00 in an *election*. I/We understand that if the committee does not spend or received in excess of $1,000.00 in an ***election***, the committee does not owe detailed campaign statements. I/We further understand that the Reporting Waiver will be automatically lost if the committee exceeds the $1,000.00 threshold and all required campaign statements must be filed. ***A Reporting Waiver does not exempt a committee from filing Late Contribution Reports***.

☑ **NO, I/We DO NOT WANT TO APPLY FOR THE REPORTING WAIVER.** The committee expects to receive or expend in excess of $1,000.00 in an *election*. I/We understand that the committee owes detailed campaign statements even if the committee does not spend or receive in excess of $1,000.00 in an election. **I further understand that the Reporting Waiver cannot be requested retroactively to avoid filing requirements and to avoid paying late filing fees.** Further information regarding Reporting Waivers can be found in Appendix C of the Committee Manual.

***11. Name and Address of Depositories** or Intended Depositories of committee funds. (Michigan Bank, Credit Union or Savings & Loan Association) While this item must be completed, an account does not have to be opened until the first contribution is received.

***Official Depository (name and address):** One Bank 123 Main St Lansing, MI 48901

Secondary Depository (name and address):

Electronic Filing ☑ **Yes** ☐ **No**

12. Verification: I/We certify that all reasonable diligence was used in the preparation of the above statement and that the contents are true, accurate and complete to the best of my/our knowledge or belief. If filing campaign statements electronically, we further agree that the signatures below shall serve as the signatures that verify the accuracy and completeness of each statement filed electronically by the committee. I/We certify that all reasonable diligence will be used in the preparation of each statement electronically filed by this committee and that the contents of each statement will be true, accurate and complete to the best of my/our knowledge or belief. (Sign Name and Date)

***Candidate:** **Date:** ***Current Treasurer** **Date:**

***Designated Record Keeper** (If Applicable) **Date:**

Certify and Submit

Confirm your identity and click **Submit**.

The request is routed to either the committee's Official Member(s) or the Bureau of Elections for approval, depending on the requested role.

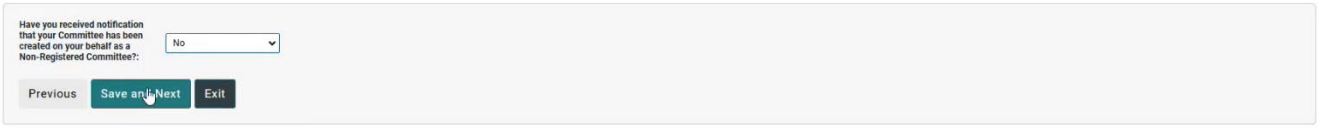
Creating a New Committee

If a committee does not exist, users can create and register a brand-new committee through the Committee Wizard.

Steps to Create a Committee

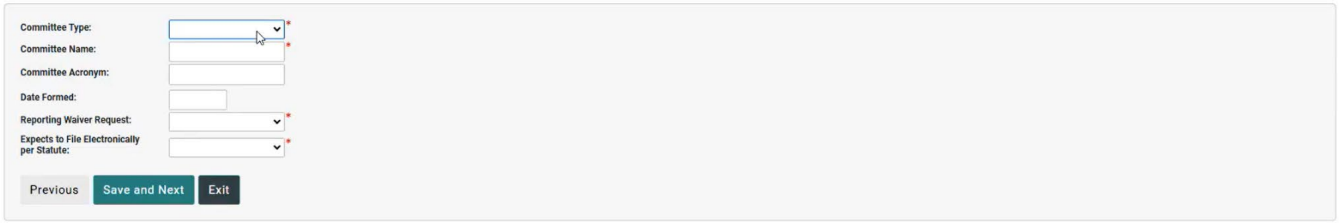
Start a New Request

From the **Committee** screen, select **Create New Committee** and answer "No" under **"**Has the Statement of Organization for your Committee previously been filed?"



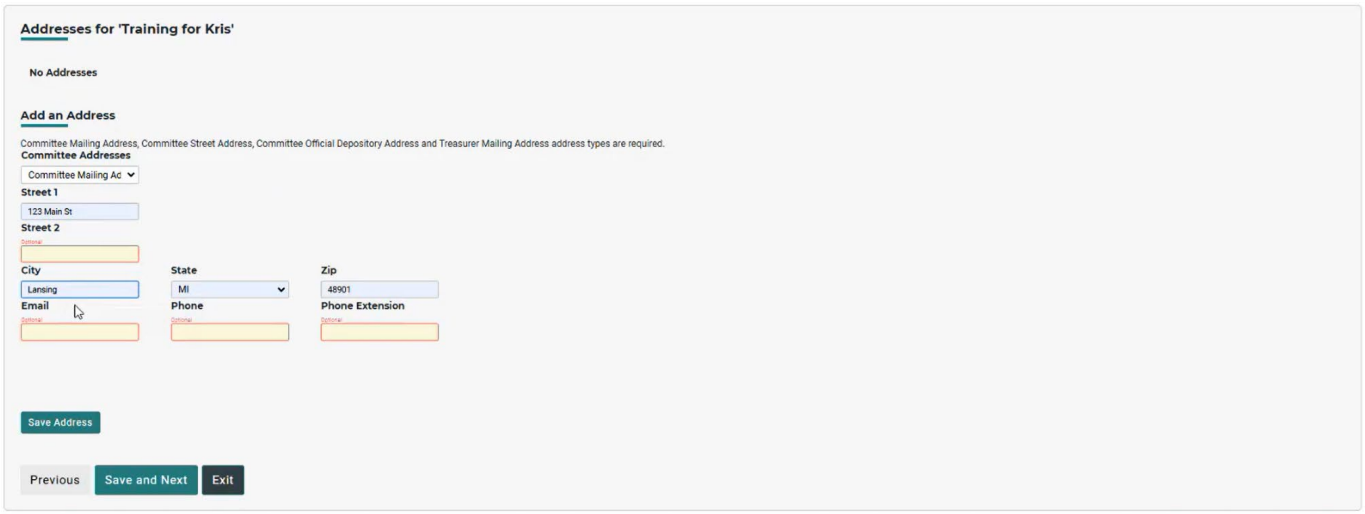
Enter Committee Details

Provide the committee name, committee type (e.g., Political Committee, Ballot Question Committee), formation date, and indicate if it will file electronically.

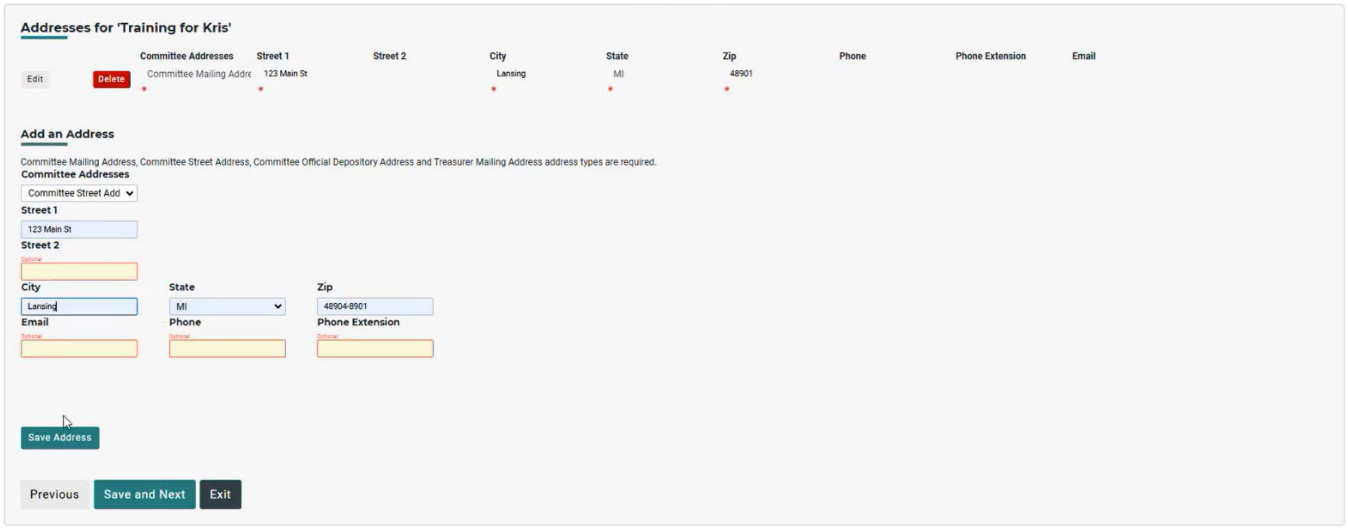


Enter Required Addresses

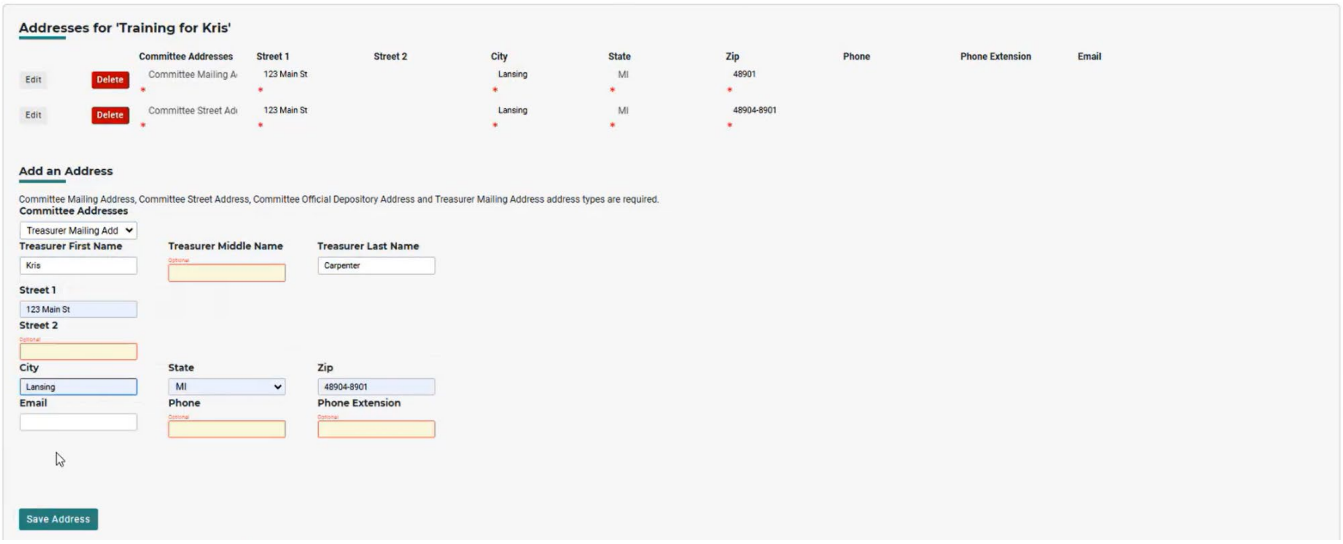
Committee Mailing Address



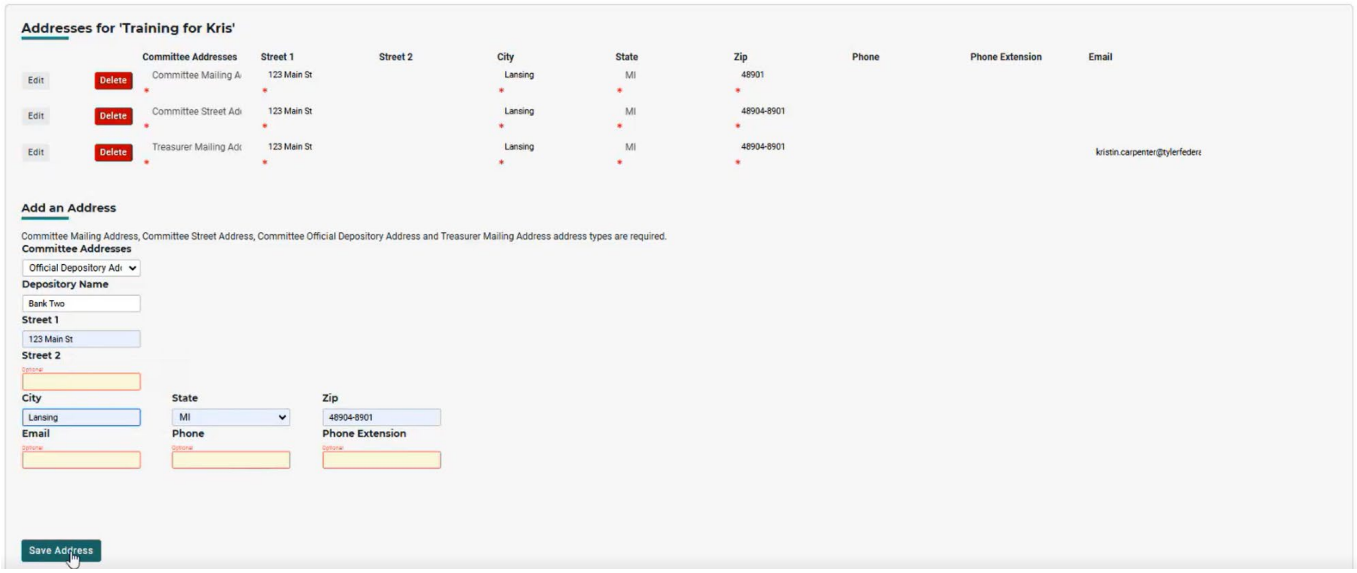
Committee Street Address



Treasurer's Address



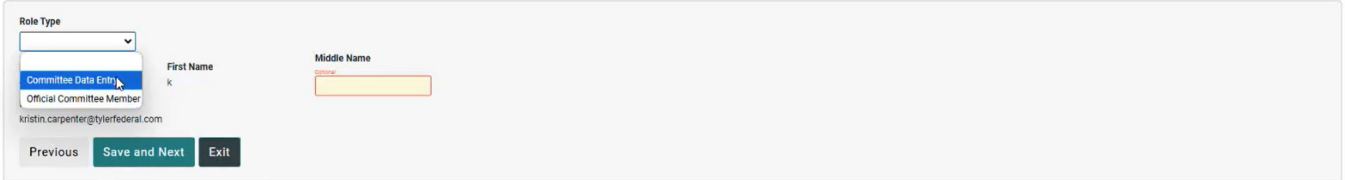
Official Depository Address (the bank information)

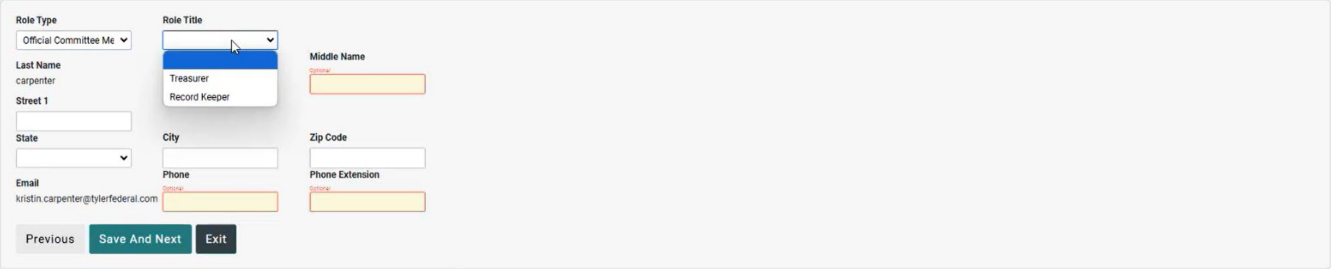


Select Your Role

Options include **Treasurer**, **Record Keeper**, or **Data Entry**.

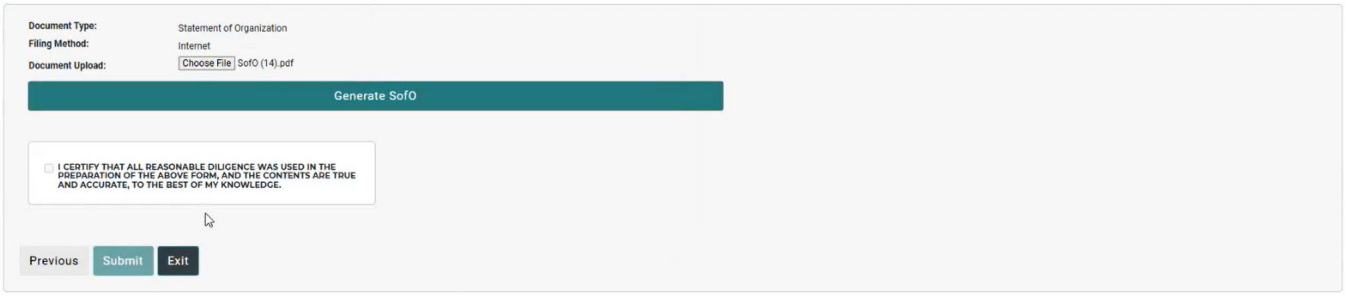
Please note that only Official Committee Members may submit filings.





Generate and Upload Statement of Organization (SofO)

Generate the SofO, print it, sign it, scan it, and upload it in the system.



Submit

The system will mark your new committee as “Pending Review” until approved by the Bureau of Elections.

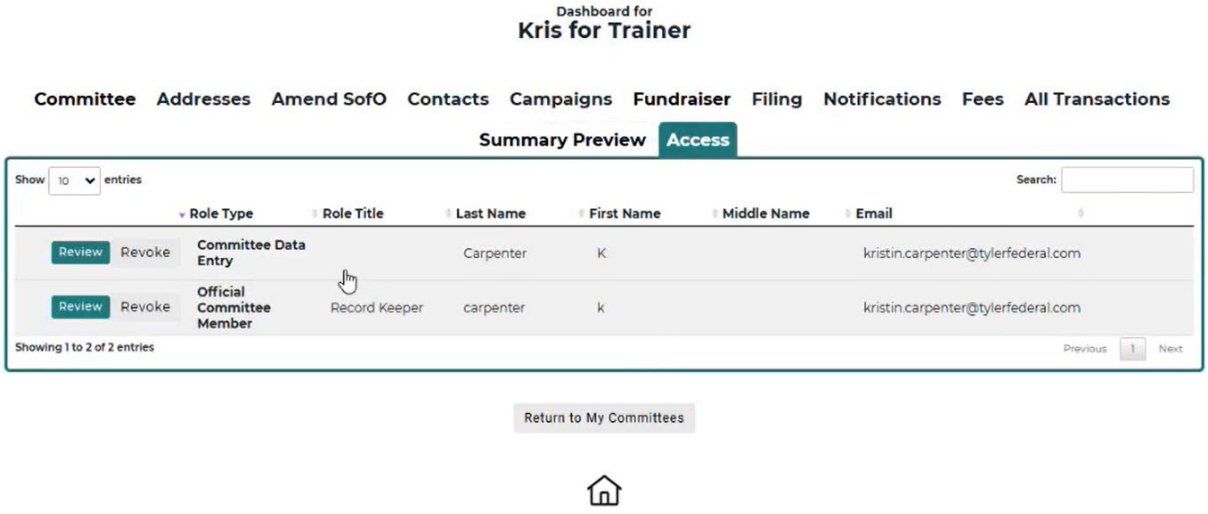
Approving or Denying an Access Request

Official Committee Members (e.g., Treasurer, Record Keeper) can approve or deny requests from potential **Data Entry** users. For roles such as **Treasurer** or **Record Keeper**, final approval is completed by the Bureau of Elections.

Access Review Steps

Locate Access Requests

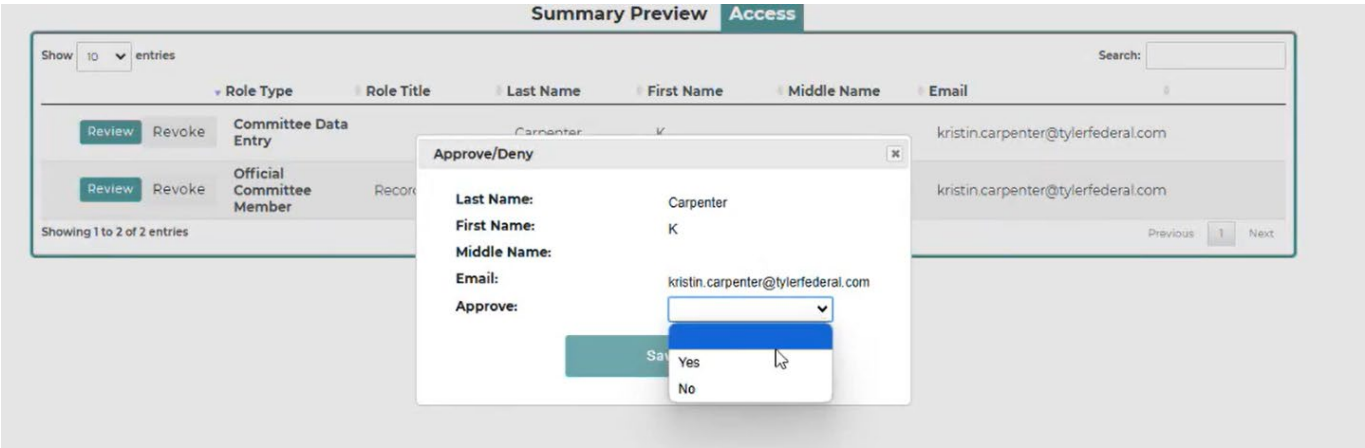
While logged in as an Official Committee Member, open your committee record and select **Review access tab to review and approve requests.**



Choose Approve or Deny

If you choose **Deny**, you must provide a required reason, which is included in the denial notification.

If you choose **Approve**, a **Data Entry** user gains immediate system access; no Bureau of Elections involvement is needed.



Bureau of Elections Final Approval (for Official Committee Roles)

If the request is for Treasurer or Record Keeper, the system allows the existing committee to recommend approval or denial, but the Bureau of Elections must finalize the decision.

Amending the Statement of Organization (SofO)

Users with **Official Committee Member** privileges can amend the Statement of Organization in the system.

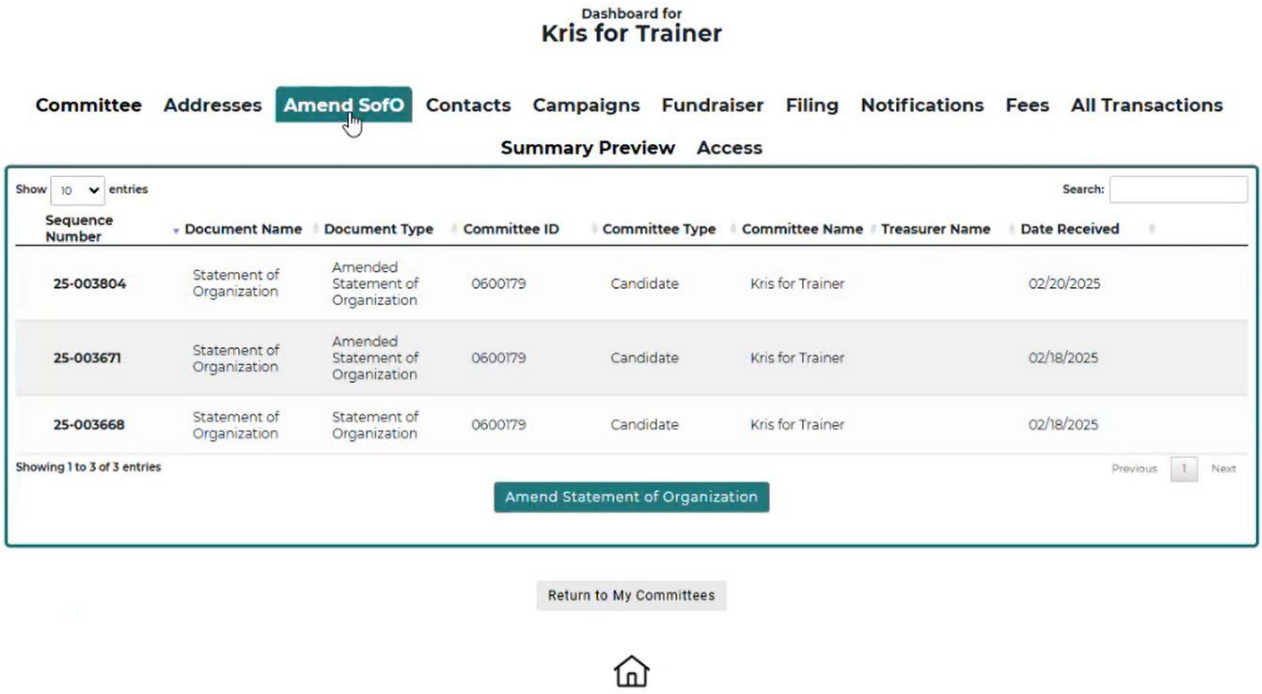
Steps to Amend the SofO

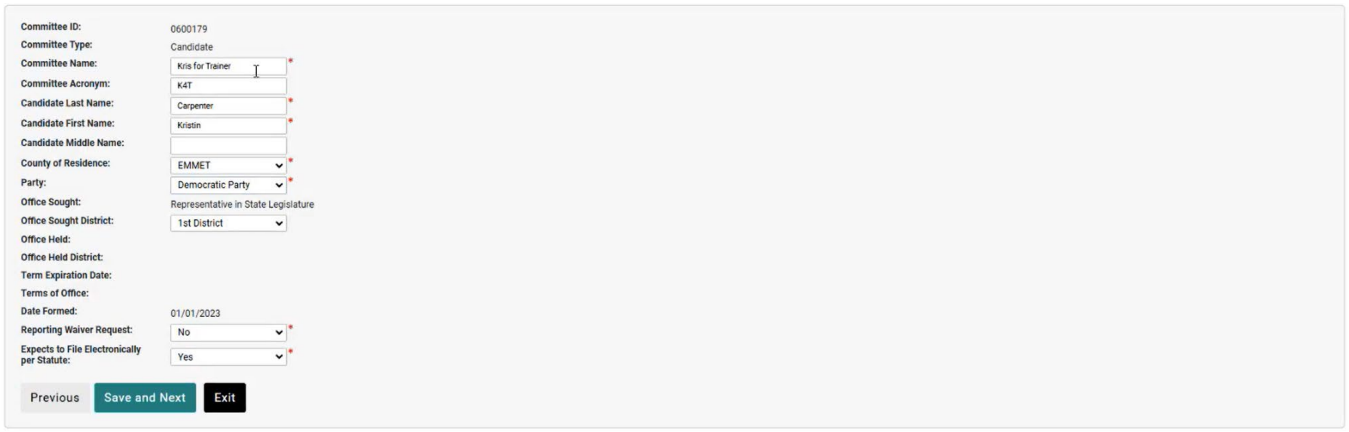
Open the Committee

Select the relevant committee from the dashboard.

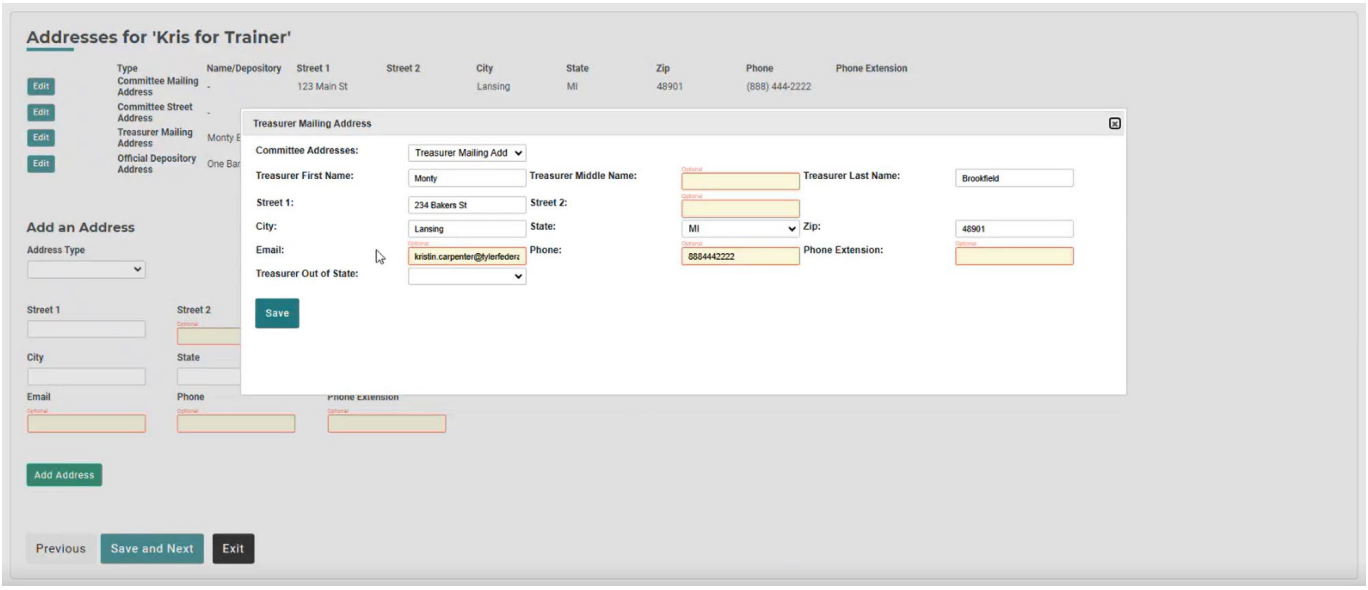
Click “Amend SofO” tab

Make any changes needed (e.g., addresses, contact names, county, etc.).





To change the address, click on the **Edit** button by the relevant address and you will receive a popup. Update the information accordingly and press **Save**.

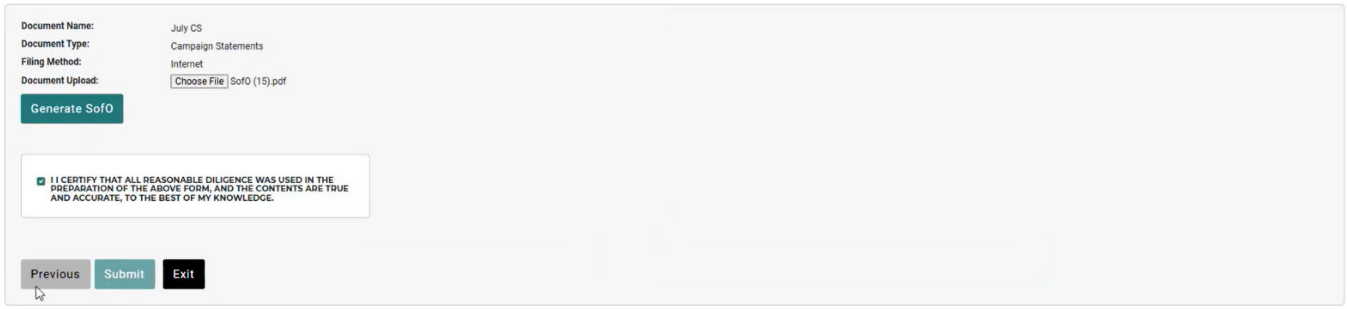


Generate Amended SofO

Print, sign, scan, and upload the revised statement.

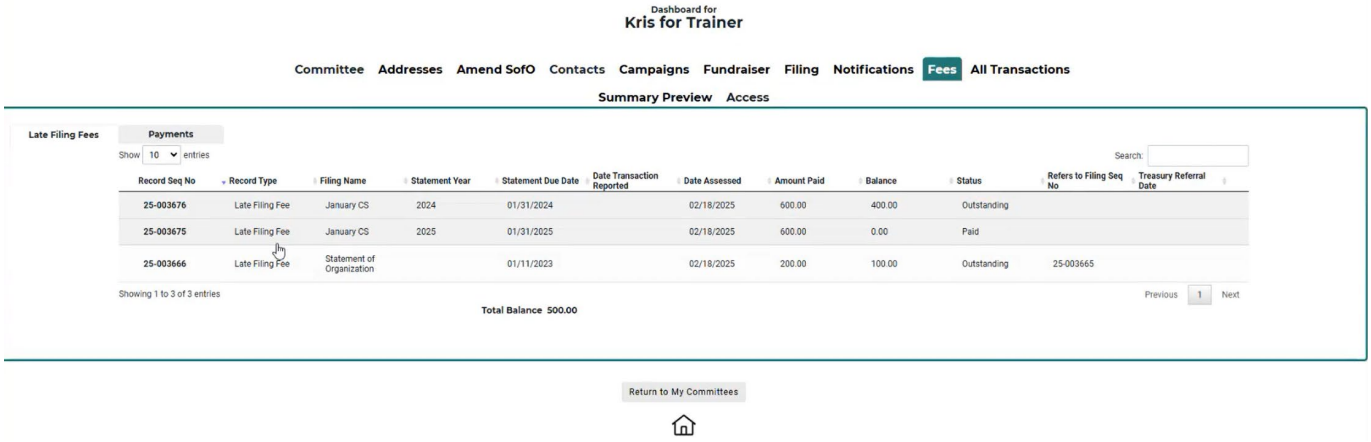
Submit

Once submitted, the changes become part of the official committee record.


Document Name:
July CS
Document Type:
Campaign Statements
Filing Method:
Internet
Document Upload:
Choose File
SofO (15).pdf
Generate SofO
I I CERTIFY THAT ALL REASONABLE DILIGENCE WAS USED IN THE PREPARATION OF THE ABOVE FORM, AND THE CONTENTS ARE TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE.
Previous
Submit
Exit

Viewing Fees and Payments

The **Fees and Payments** tab allows users to review any outstanding balances, recent payments, or voided transactions.



Late Filing Fees

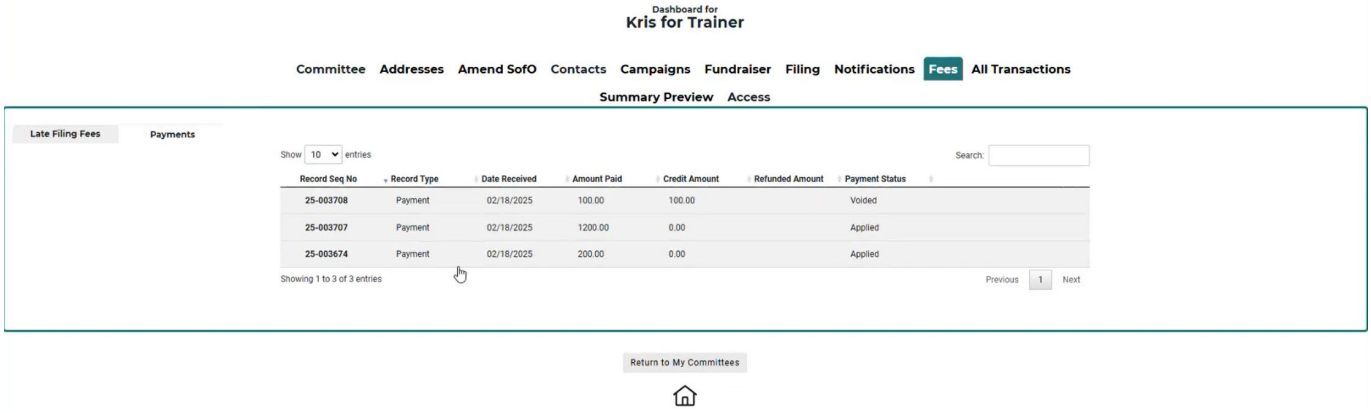
Displays the reason for fees and any outstanding amounts.

Payment History

Shows the dates, amounts, and partial or full payments.

Voided Payments

Any canceled or reversed transactions appear for tracking and auditing purposes.

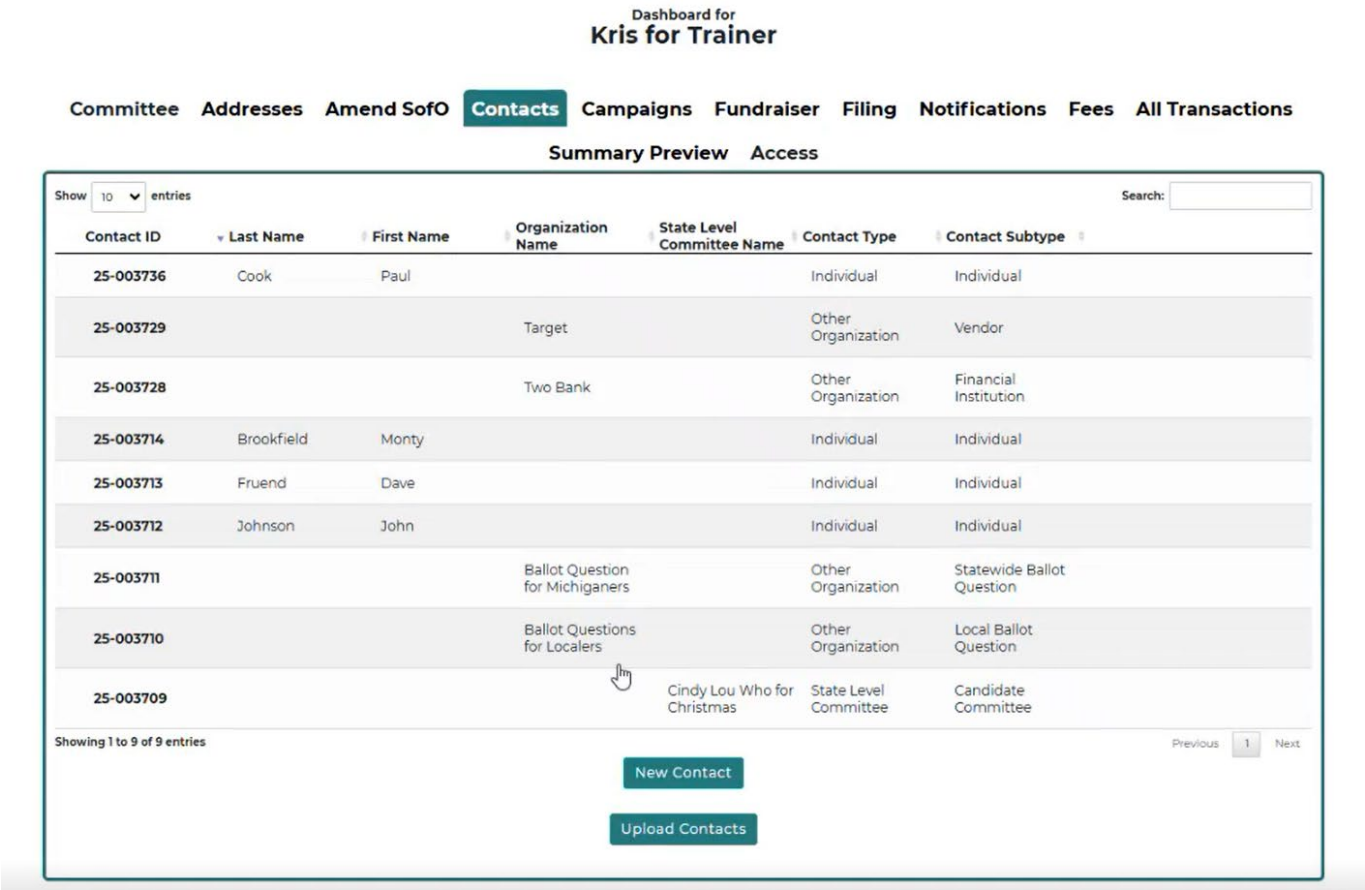


Contacts, Campaigns, and Fundraisers

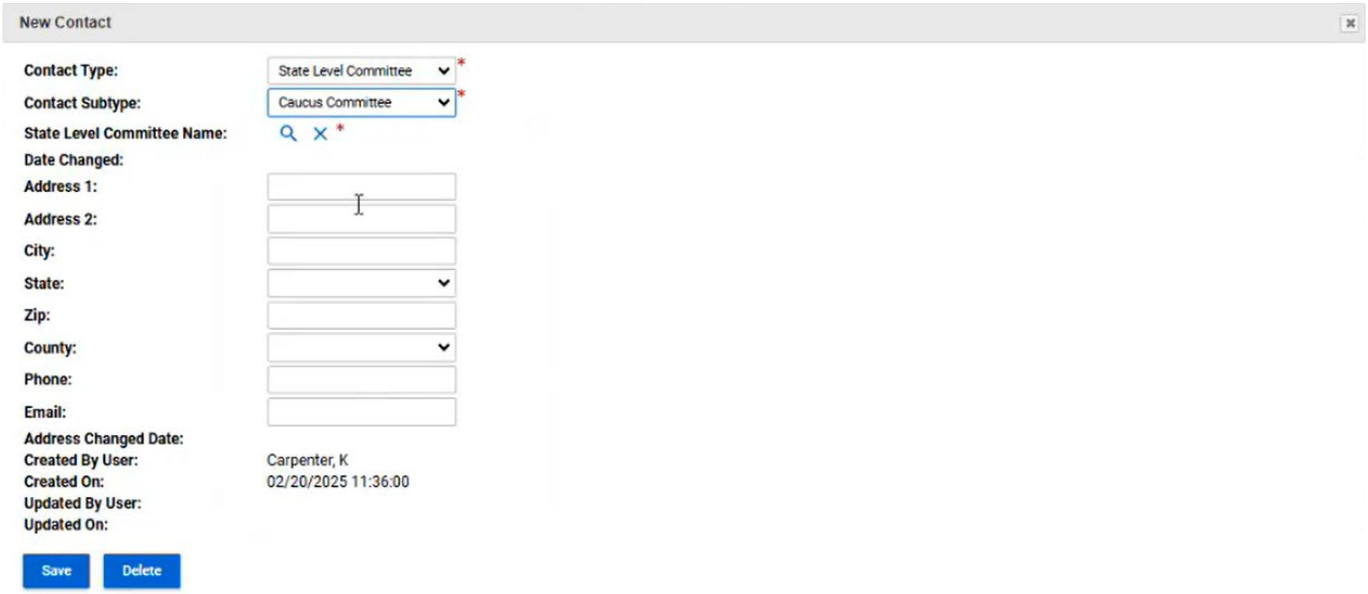
The MiTN system also supports contact records (for vendors, banks, and individuals), along with campaign and fundraiser management.

Creating a Contact

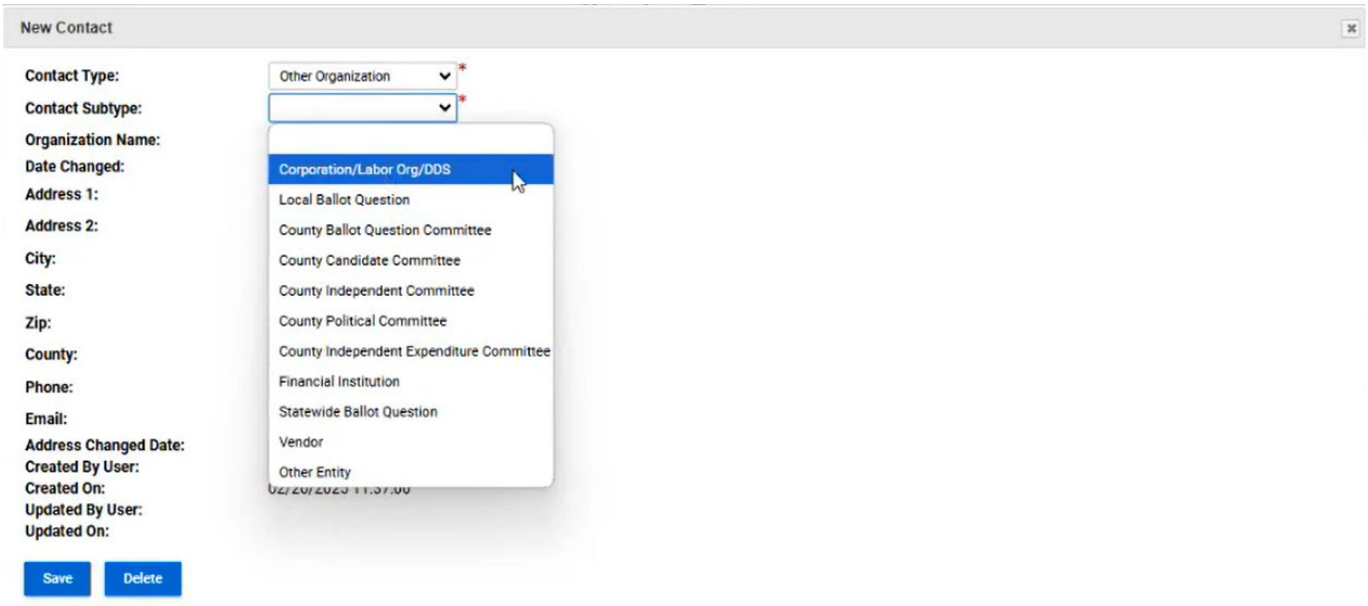
Committee or **Individual** contacts can be recorded under the **Contacts** section. To enter a contact, click the **New Contact** button and you will receive a popup.



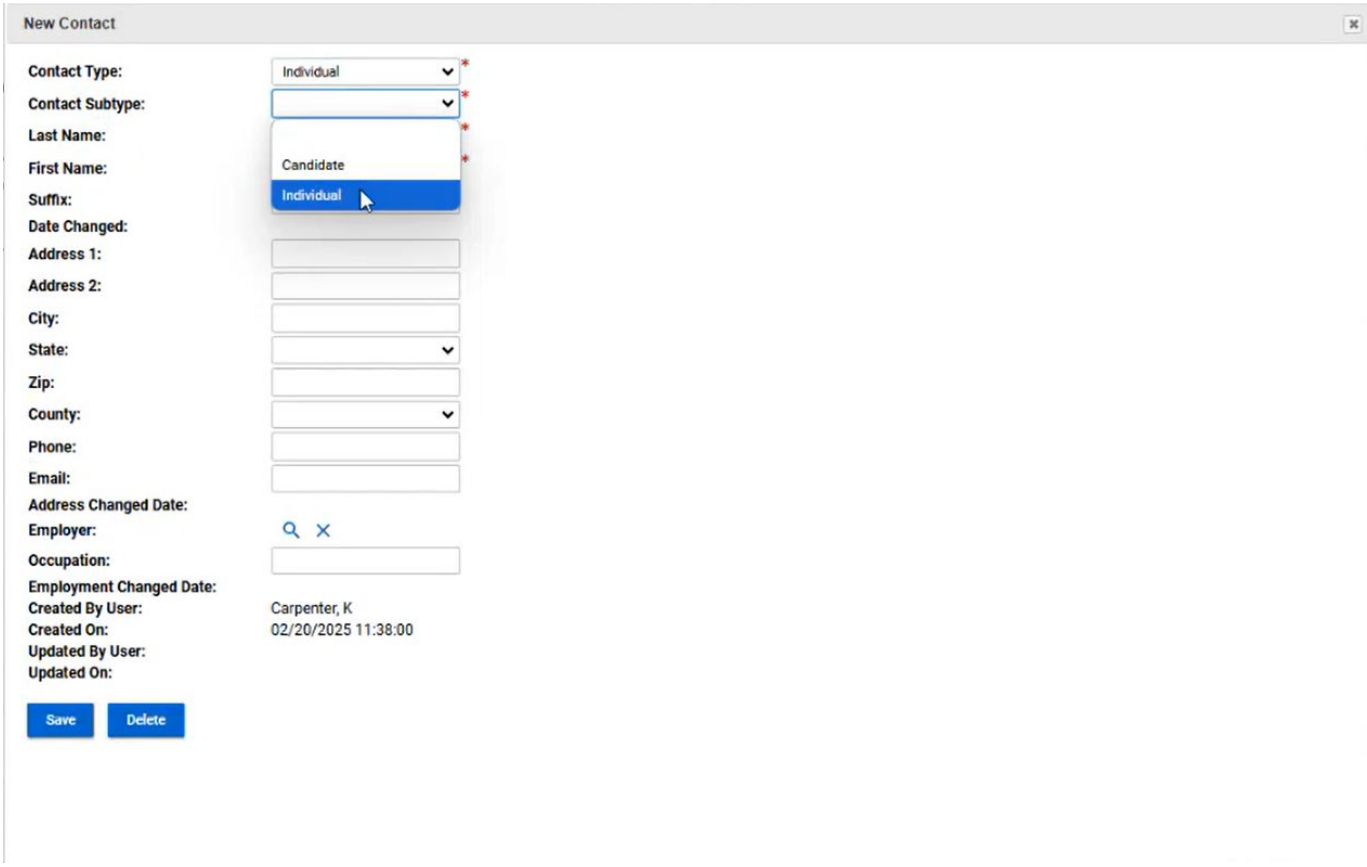
Depending on the *Contact Type* selected, different *Contact Subtype* options will appear.


New Contact
Contact Type:
State Level Committee
Contact Subtype:
Caucus Committee
State Level Committee Name:
Date Changed:
Address 1:
Address 2:
City:
State:
Zip:
County:
Phone:
Email:
Address Changed Date:
Created By User:
Carpenter, K
Created On:
02/20/2025 11:36:00
Updated By User:
Updated On:
Save
Delete

You may identify **Vendor**, **Financial Institution**, or **Other Entity** for outside organizations.



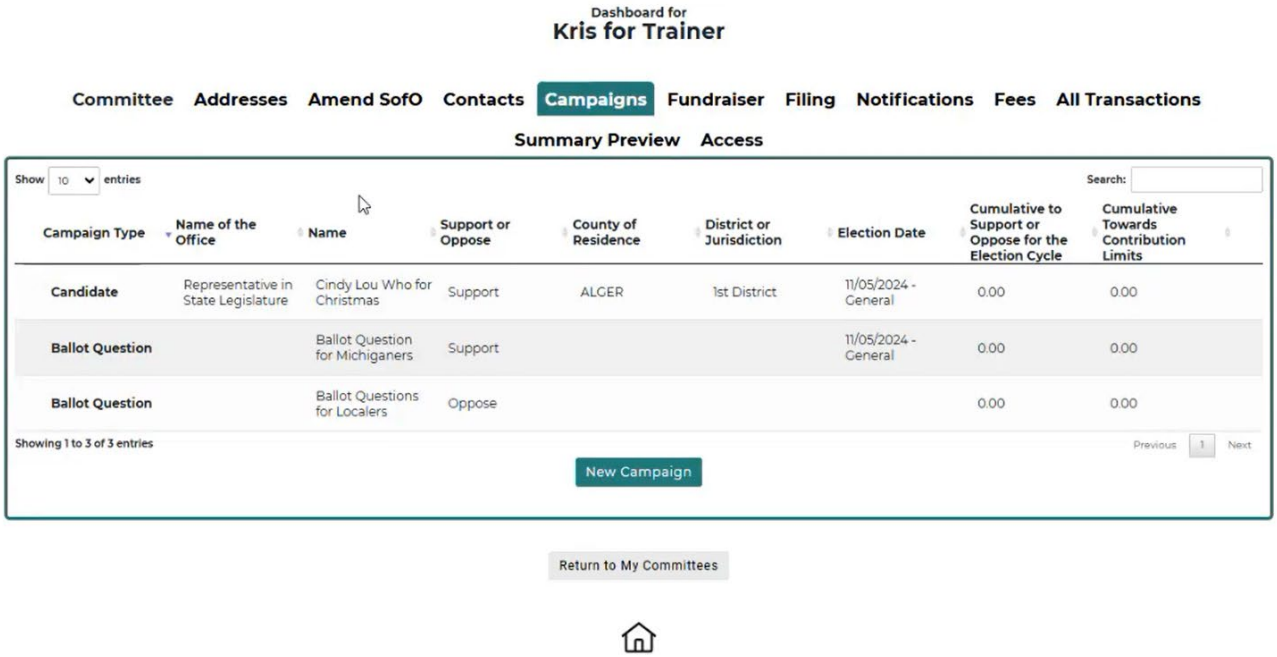
For **Individuals**, you can specify **Candidate** or ordinary **Individual** details.

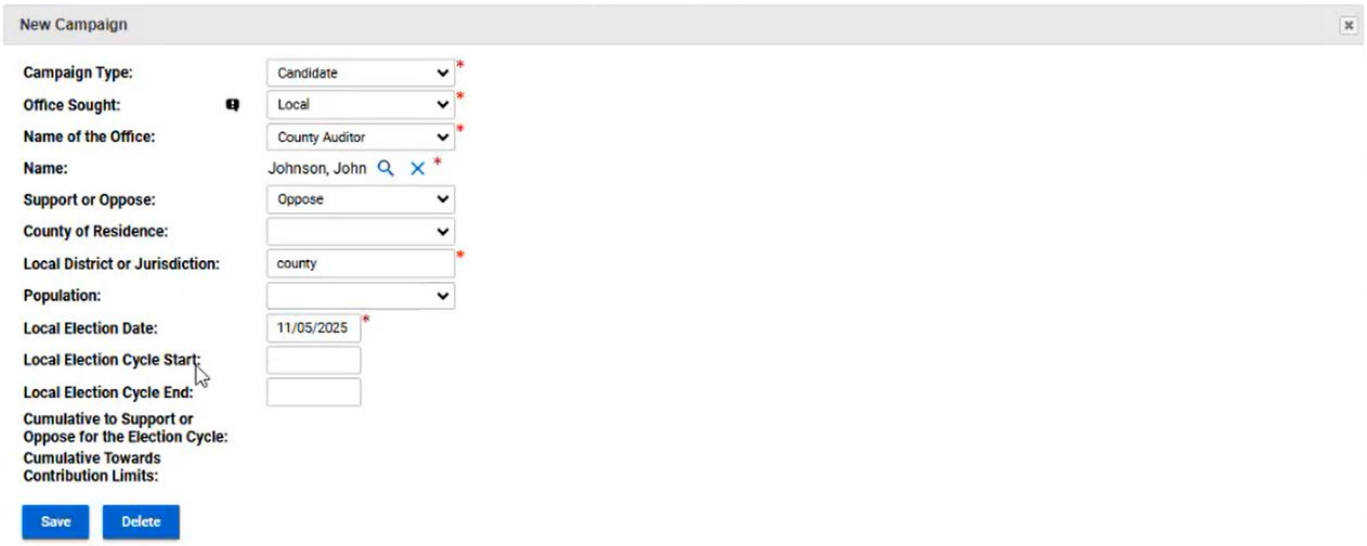


Campaigns and Fundraisers

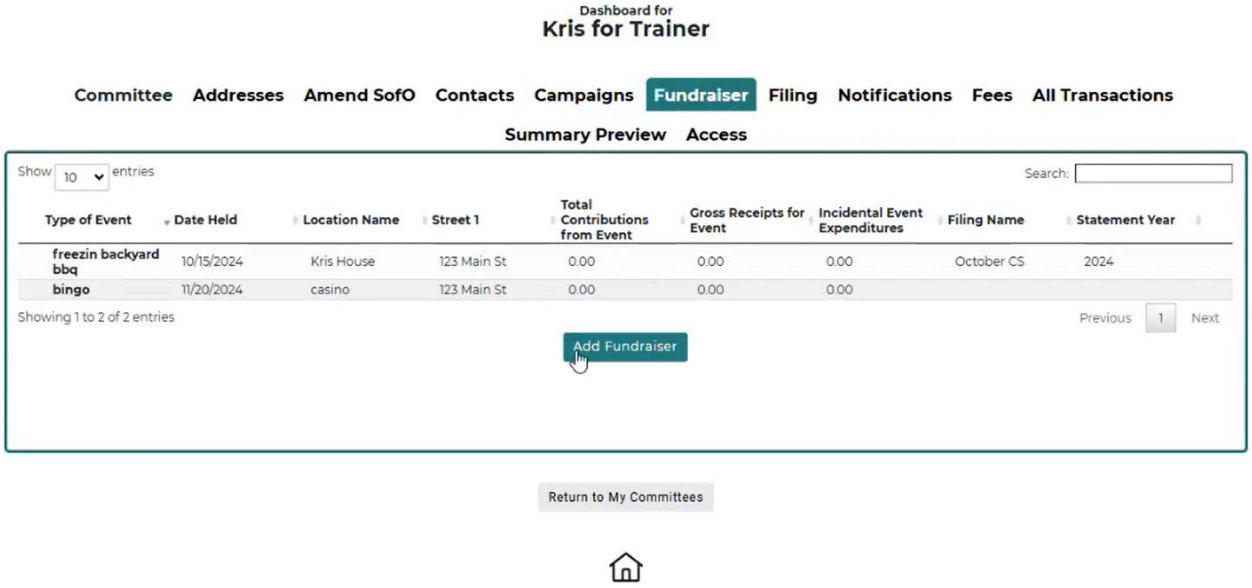
Campaigns: Utilized to track activity for a candidate or ballot question, including local jurisdictions.

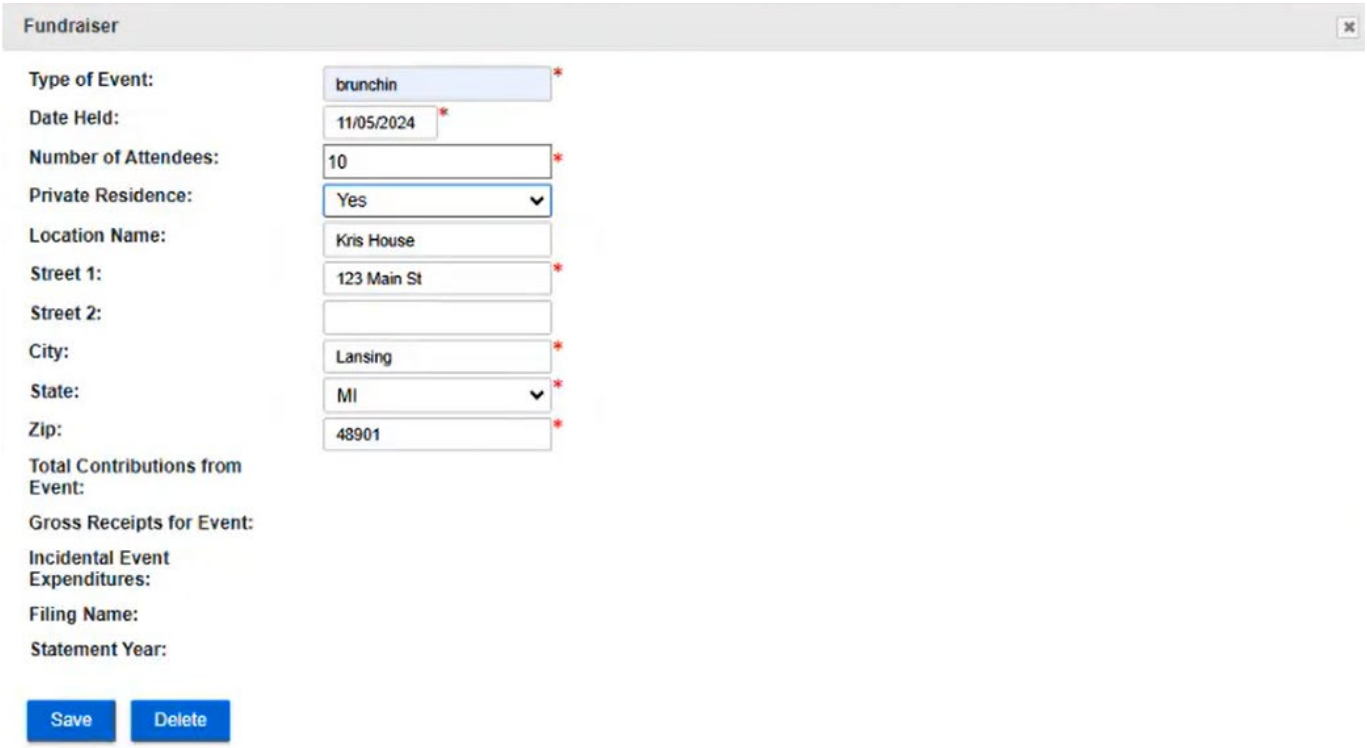
To create a new campaign, click on the **New Campaign** button on the “Campaigns” tab and popup will appear.




New Campaign
Campaign Type:
Candidate
Office Sought:
Local
Name of the Office:
County Auditor
Name:
Johnson, John
Support or Oppose:
Oppose
County of Residence:
Local District or Jurisdiction:
county
Population:
Local Election Date:
11/05/2025
Local Election Cycle Start:
Local Election Cycle End:
Cumulative to Support or Oppose for the Election Cycle:
Cumulative Towards Contribution Limits:
Save
Delete

Fundraisers: Used to record event dates, attendance numbers, and amounts raised. To create a new fundraiser, click on the **Add Fundraisers** button on the “Campaigns” tab and popup will appear.



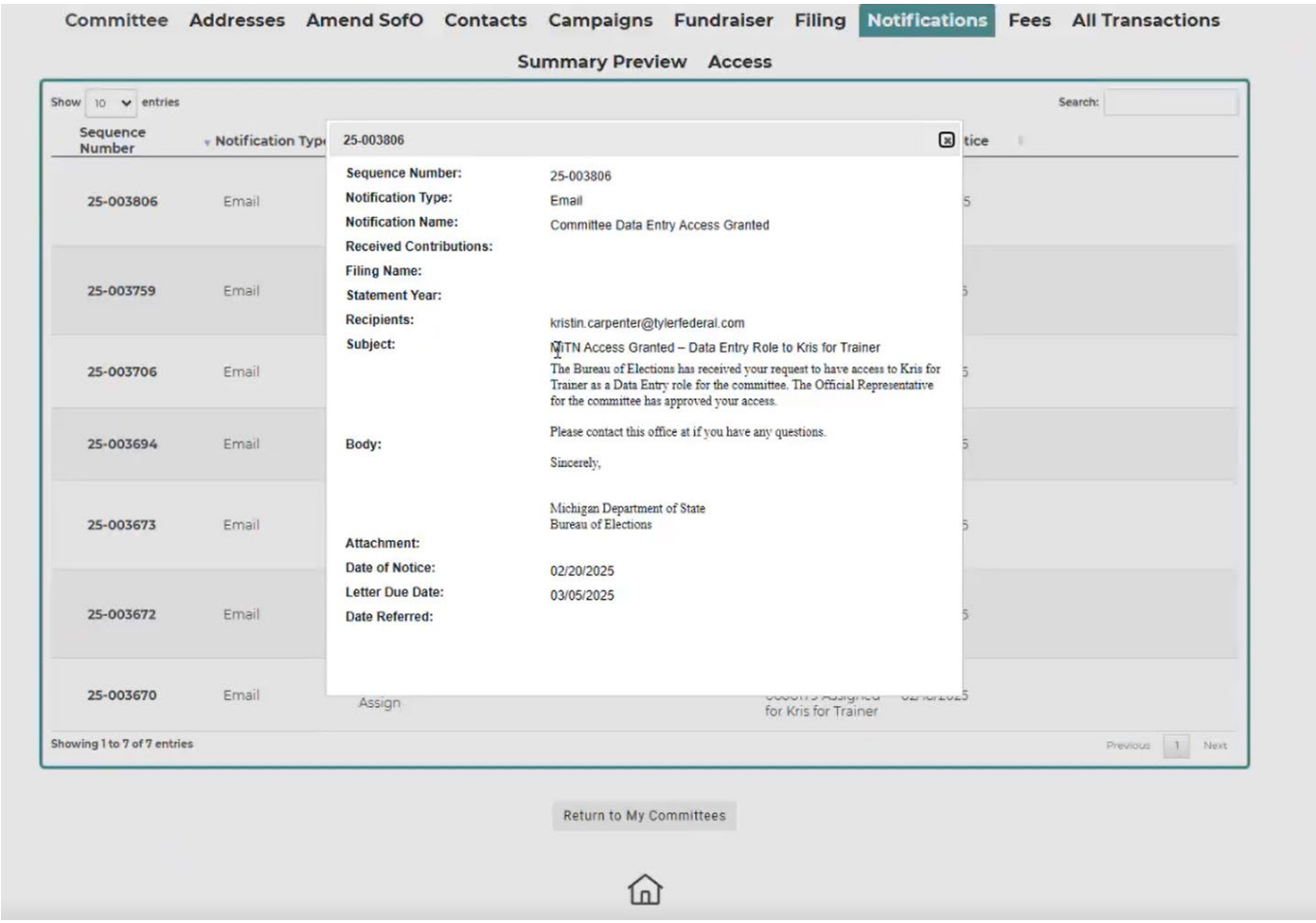


Notifications and Filings

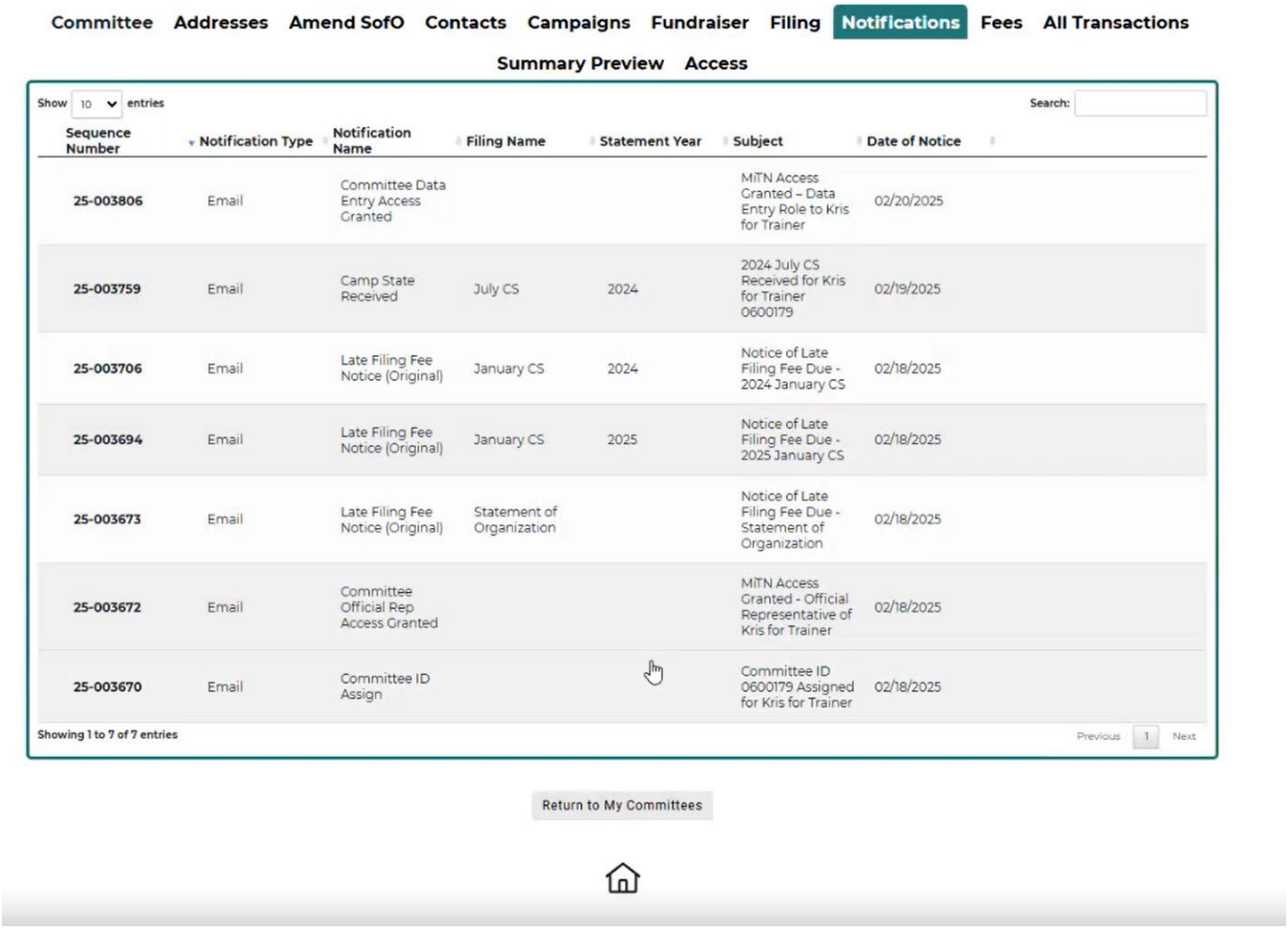
Notifications

The **Notifications** tab provides an overview of all messages or notices sent to the committee. This may include:

- System-generated reminders
- Notices of pending filings or fee obligations
- Status updates for submitted filings



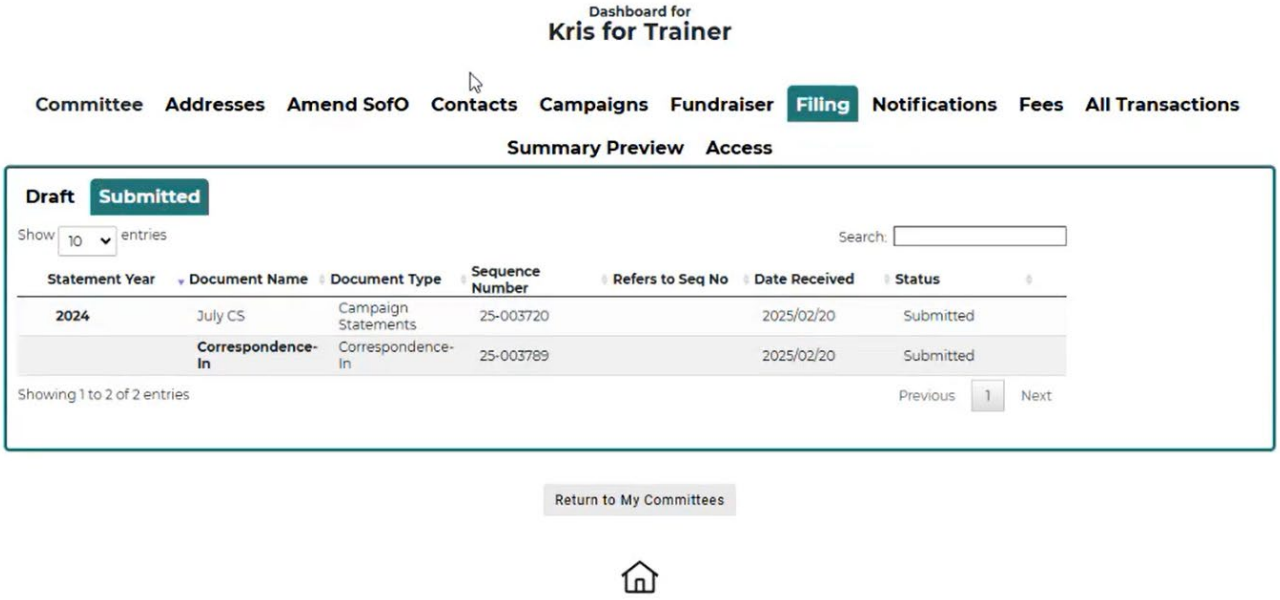
Each notification includes the **date sent**, **message content**, and relevant reference details.



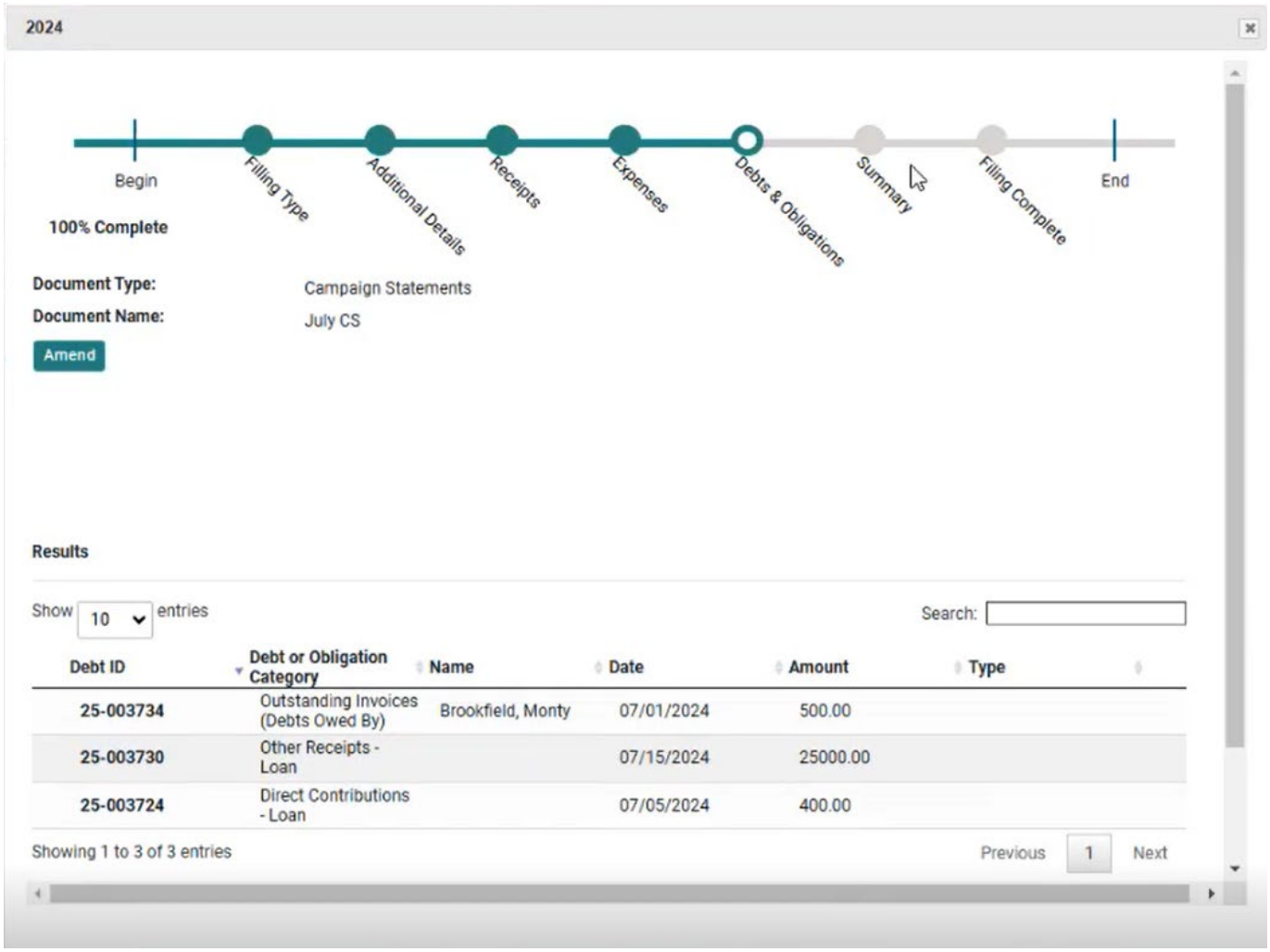
Filing Management

Users can create a new filing, submit a filing, amend a submitted filing, and view submitted or drafted filings through the **Filings** tab

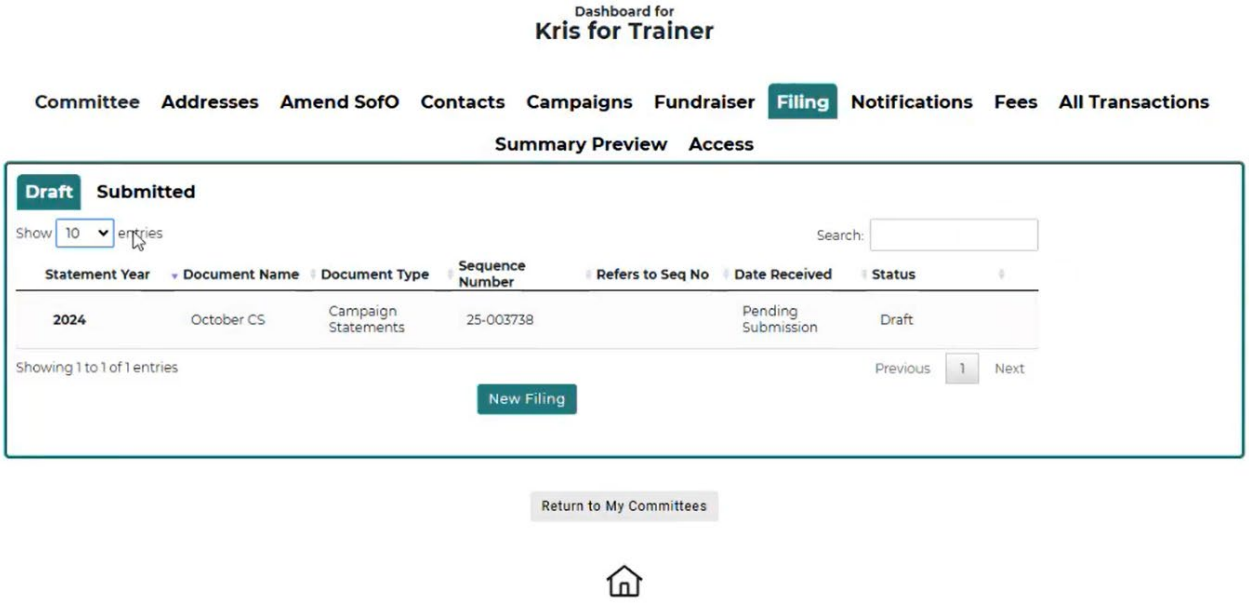
Steps to Manage Filings. Navigate to Filings and Select the "Filings" tab from the dashboard.



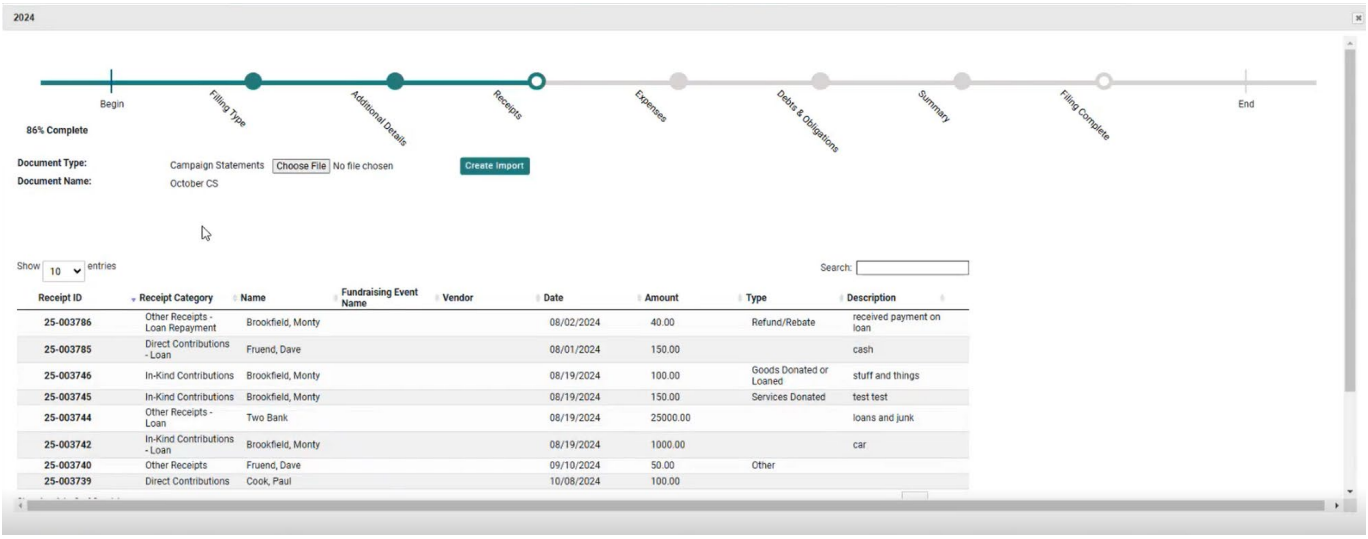
View Submitted Filings. Note that existing filings are listed in **read-only** mode. If an amendment is needed, select the filing you wish to amend and press the **Amend Filing** button, which creates an editable copy. The **Amend Filing** button appears on each of the record types: receipts, expenses, or debts and obligations.

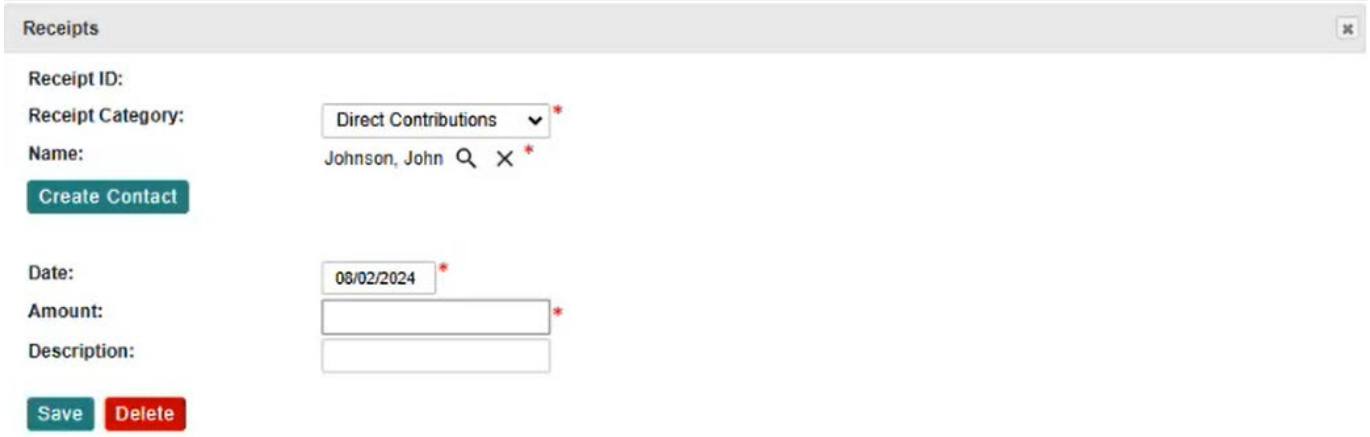


Viewing and Editing a Draft Filing. If a filing is still in draft mode, it can be edited before submission. You may view draft or submitted filings by selecting the appropriate tab.

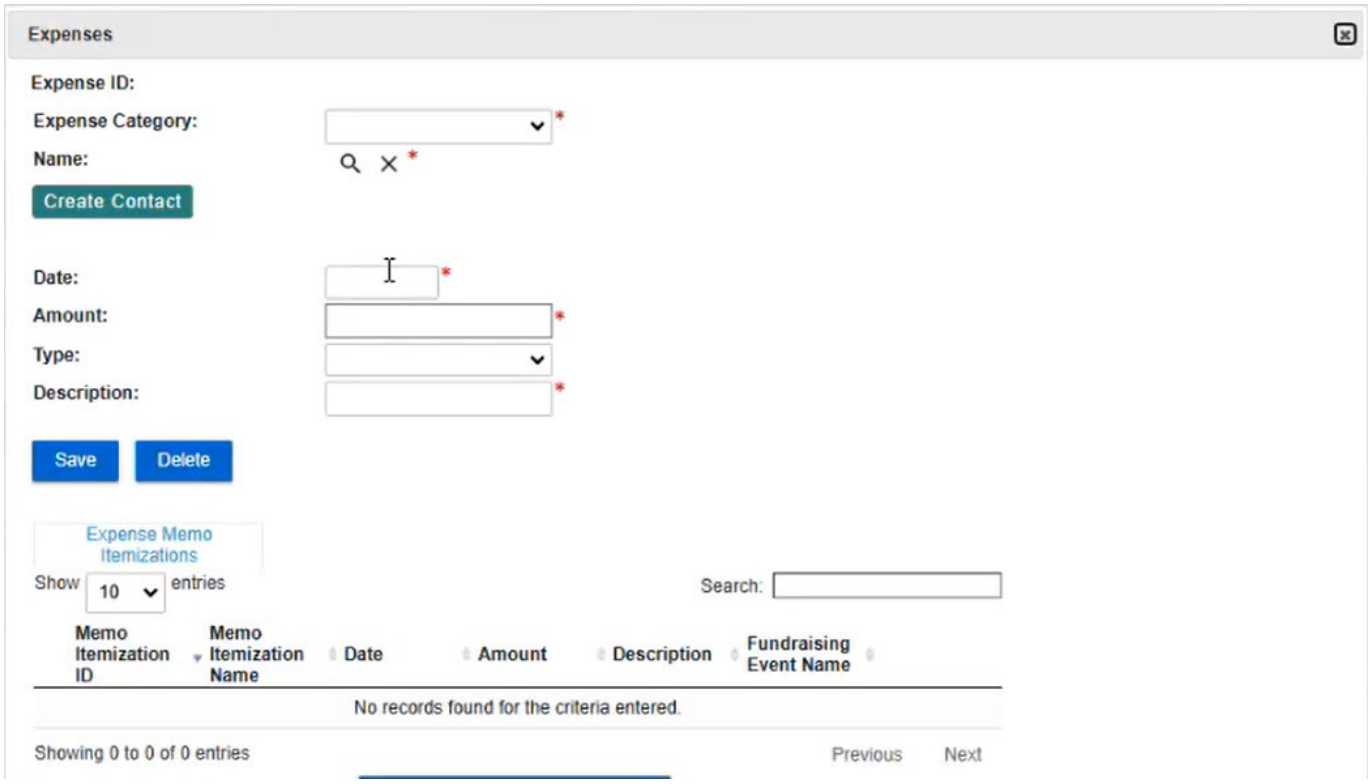


Adding Receipts. To add a receipt, navigate to the **Receipts** section within the filing. Enter details such as donor name, amount, and purpose. You may also create a contact from this screen.

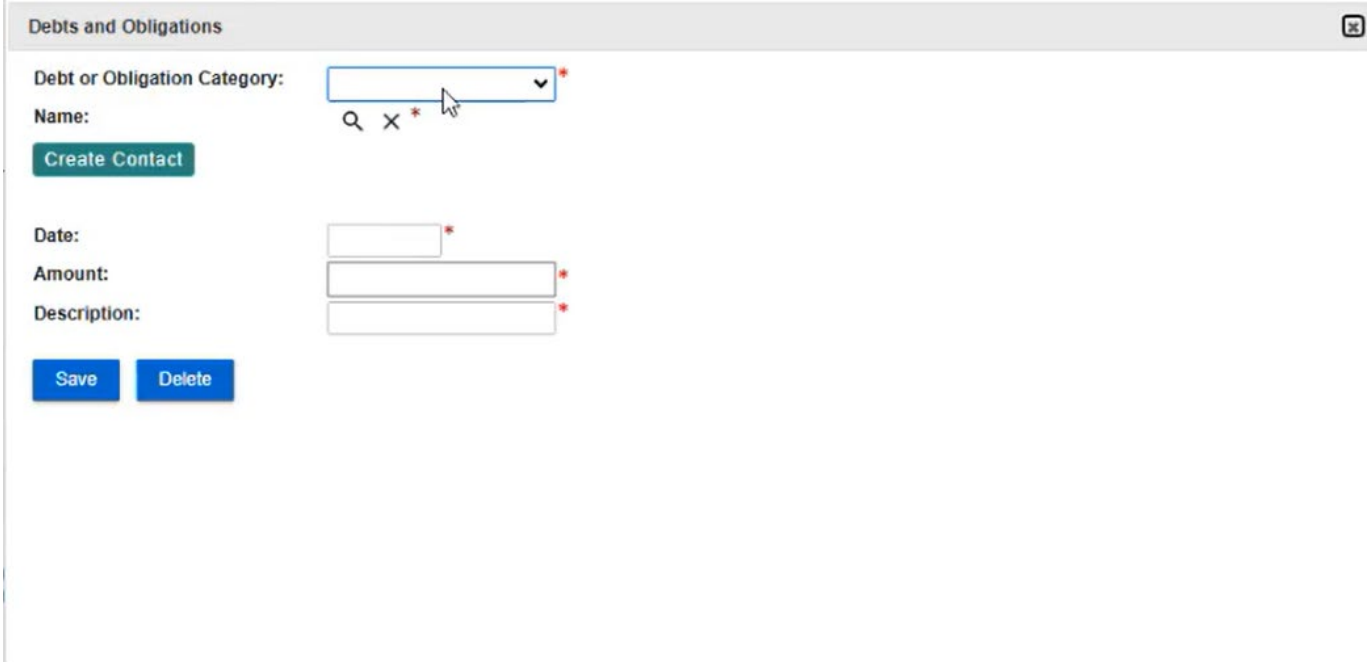




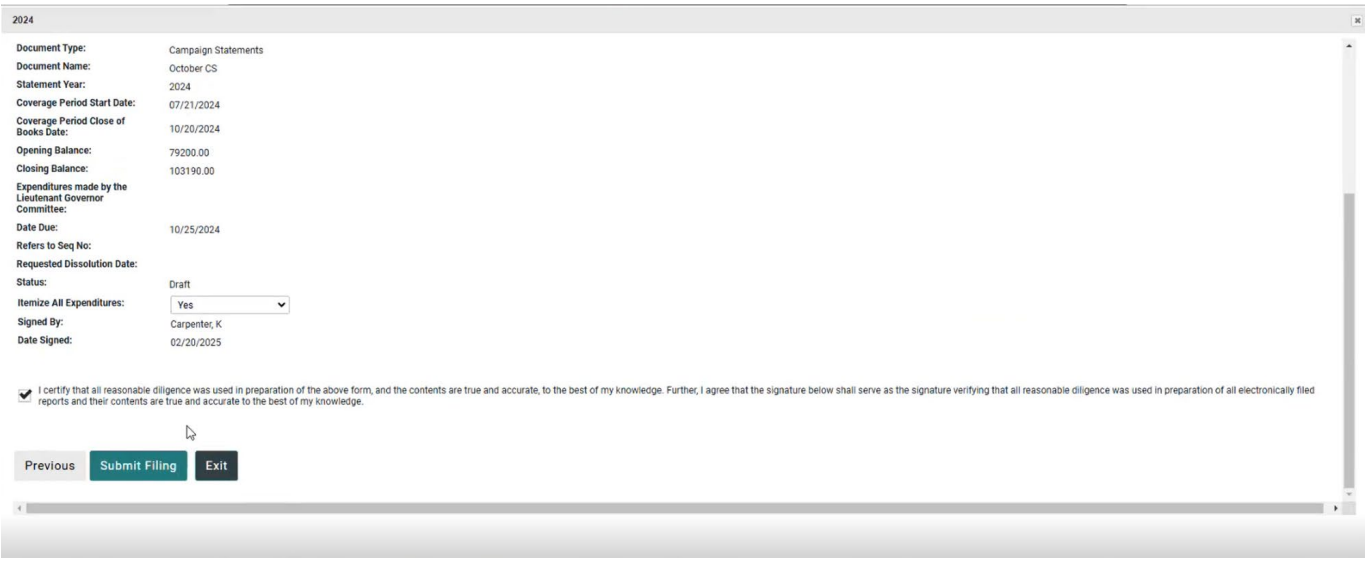
Adding Expenses. To add an Expense, navigate to the Expenses tab within the filing. Select the **Expenses** tab and enter vendor information, amount, and purpose.



Managing Debts & Obligations. To enter Debts & Obligations, navigate to the Debts & Obligations tab and enter outstanding obligations, such as unpaid invoices.



Review & Submit Filing. To review and submit the filing, finish entering all data listed above, confirm coverage period, and balances. Select **Certify and Submit** to finalize the filing.



Managing Transactions

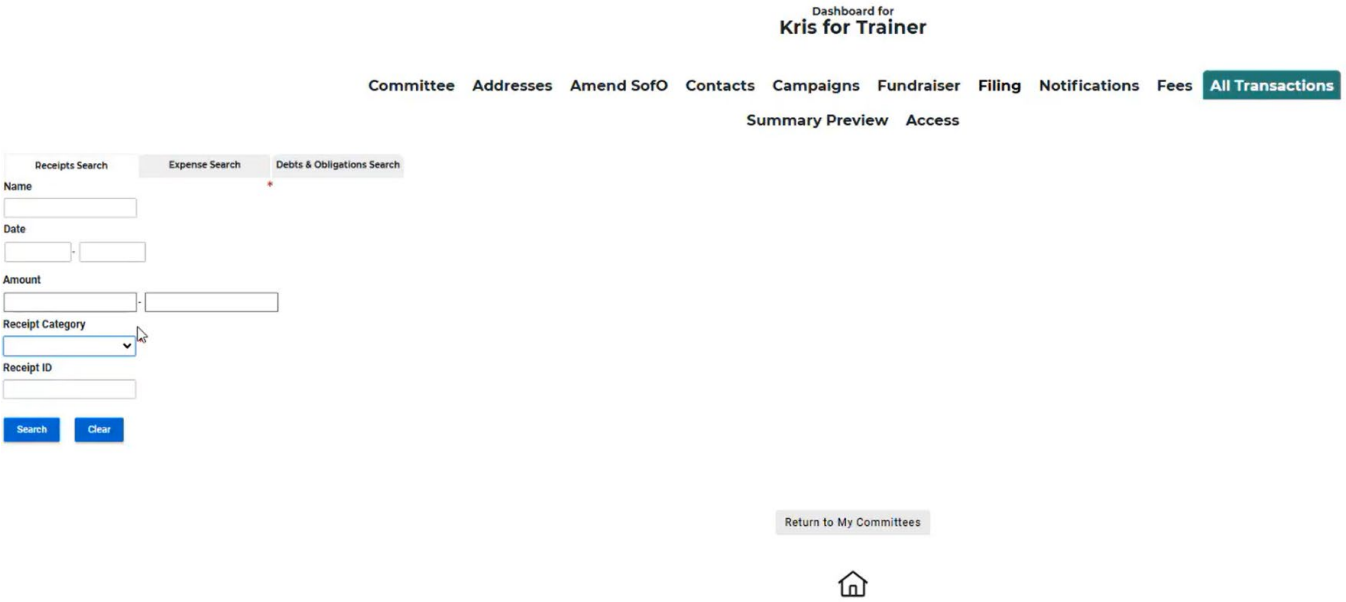
The **All-Transactions** tab allows users to filter, search, and review all receipts, expenses, and debts.

Searching Transactions

Users can refine their search by:

- Date range
- Transaction type (Receipts, Expenses, Debts)
- Specific election periods

This ensures committees can easily locate and reconcile transactions without being overwhelmed by large datasets.



Date

01/01/2024 - 10/21/2024

Amount

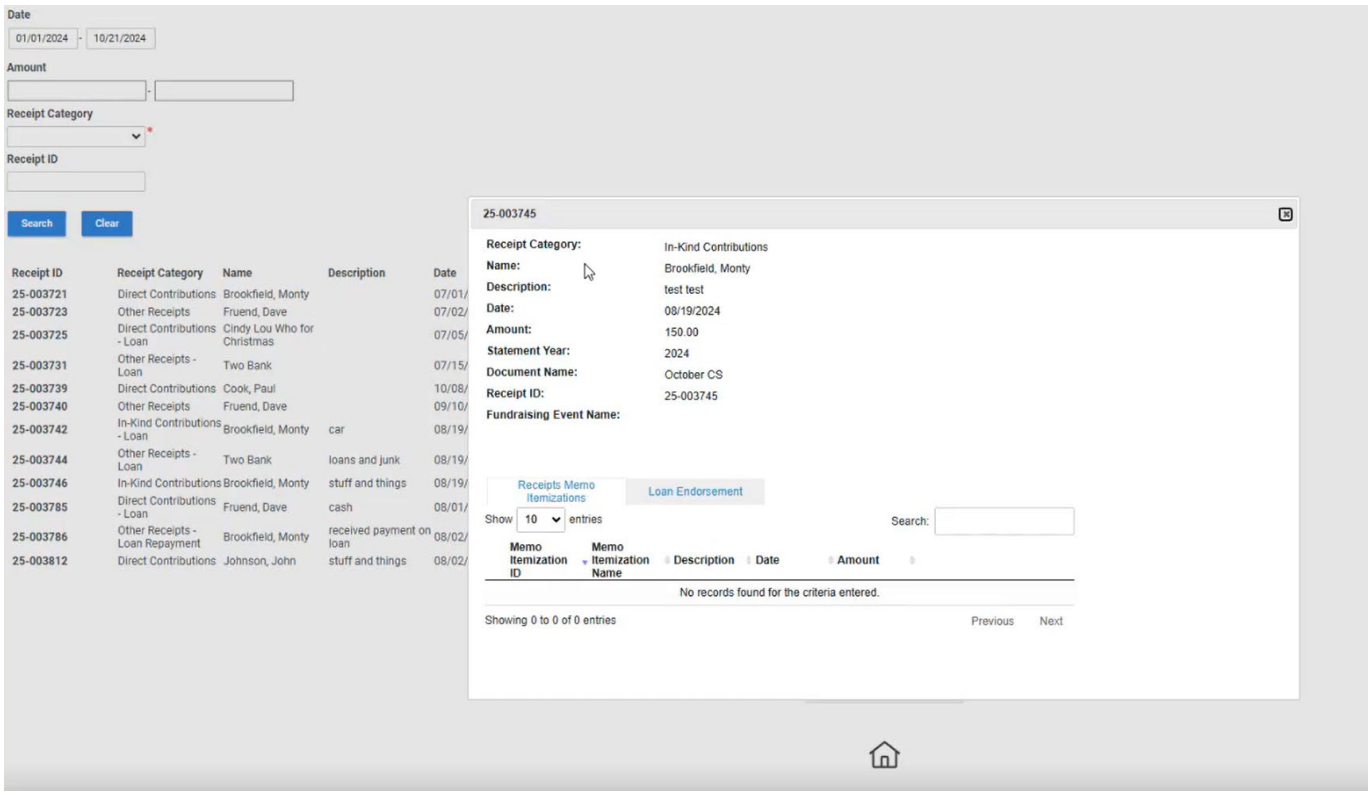
Receipt Category

Receipt ID

Search Clear

Receipt ID	Receipt Category	Name	Description	Date	Amount	Statement Year	Document Name	Fundraising Event Name
25-003721	Direct Contributions	Brookfield, Monty		07/01/2024	1000.00	2024	July CS	
25-003723	Other Receipts	Fruend, Dave		07/02/2024	100.00	2024	July CS	
25-003725	Direct Contributions - Loan	Cindy Lou Who for Christmas		07/05/2024	400.00	2024	July CS	
25-003731	Other Receipts - Loan	Two Bank		07/15/2024	25000.00	2024	July CS	
25-003739	Direct Contributions	Cook, Paul		10/08/2024	100.00	2024	October CS	
25-003740	Other Receipts	Fruend, Dave		09/10/2024	50.00	2024	October CS	
25-003742	In-Kind Contributions - Loan	Brookfield, Monty	car	08/19/2024	1000.00	2024	October CS	
25-003744	Other Receipts - Loan	Two Bank	loans and junk	08/19/2024	25000.00	2024	October CS	
25-003745	In-Kind Contributions	ookfield, Monty	test test	08/19/2024	150.00	2024	October CS	
25-003746	In-Kind Contributions	Brookfield, Monty	stuff and things	08/19/2024	100.00	2024	October CS	
25-003785	Direct Contributions - Loan	Fruend, Dave	cash	08/01/2024	150.00	2024	October CS	
25-003786	Other Receipts - Loan Repayment	Brookfield, Monty	received payment on loan	08/02/2024	40.00	2024	October CS	
25-003812	Direct Contributions	Johnson, John	stuff and things	08/02/2024	100.00	2024	October CS	

Return to My Committees

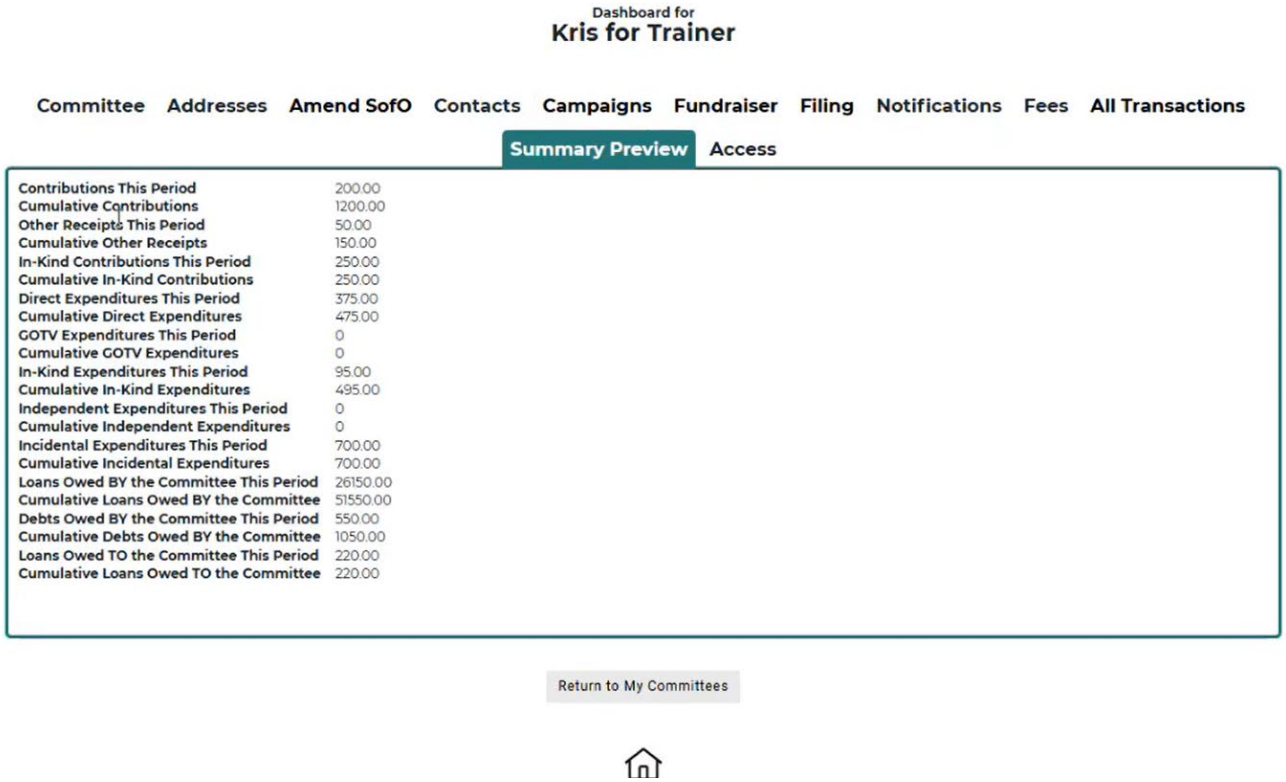

Date
01/01/2024 - 10/21/2024
Amount
Receipt Category
Receipt ID
Search
Clear
Receipt ID Receipt Category Name Description Date
25-003721 Direct Contributions Brookfield, Monty 07/01/
25-003723 Other Receipts Fruend, Dave 07/02/
25-003725 Direct Contributions - Loan Cindy Lou Who for Christmas 07/05/
25-003731 Other Receipts - Loan Two Bank 07/15/
25-003739 Direct Contributions Cook, Paul 10/08/
25-003740 Other Receipts Fruend, Dave 09/10/
25-003742 In-Kind Contributions - Loan Brookfield, Monty car 08/19/
25-003744 Other Receipts - Loan Two Bank loans and junk 08/19/
25-003746 In-Kind Contributions Brookfield, Monty stuff and things 08/19/
25-003785 Direct Contributions - Loan Fruend, Dave cash 08/01/
25-003786 Other Receipts - Loan Repayment Brookfield, Monty received payment on loan 08/02/
25-003812 Direct Contributions Johnson, John stuff and things 08/02/
25-003745
Receipt Category: In-Kind Contributions
Name: Brookfield, Monty
Description: test test
Date: 08/19/2024
Amount: 150.00
Statement Year: 2024
Document Name: October CS
Receipt ID: 25-003745
Fundraising Event Name:
Receipts Memo Itemizations
Loan Endorsement
Show 10 entries
Search:
Memo Itemization ID
Memo Itemization Name
Description
Date
Amount
No records found for the criteria entered.
Showing 0 to 0 of 0 entries
Previous
Next

Summary Preview

The **Summary Preview** section displays cumulative financial activity across filings.

Key Data Points:

- **Cumulative Contributions:** Total funds raised over an election cycle
- **Other Receipts:** Non-contribution income sources
- **In-Kind Contributions:** Donated goods/services
- **Expenditures & Debts:** Overview of financial obligations



9.2 Viewing & Exporting Summary Data

- The system provides an on-screen **summary view**.
- Users can generate a **PDF report** for official submission.
- Future enhancements may allow customizable report layouts.

Common Questions & Answers

Below are typical topics raised by users while operating the MiTN system:

How does the system handle changes to existing treasurer information?

Users with Official Committee access can submit an amended SofO indicating a newly appointed treasurer.

What happens if an existing treasurer refuses to relinquish control?

Contact the Bureau of Elections at MDOS-CampaignFinance@michigan.gov.

Does the system verify e-mail addresses during access requests?

Yes, the e-mail must match the MiLogin profile and is confirmed through the Statement of Organization process.

What if no one acts on an access request?

A built-in daily counter alerts the Bureau of Elections to pending requests that remain unaddressed.