



CITY OF PHILADELPHIA

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Campaign Finance Filing Instructions for the Online  
Entry System

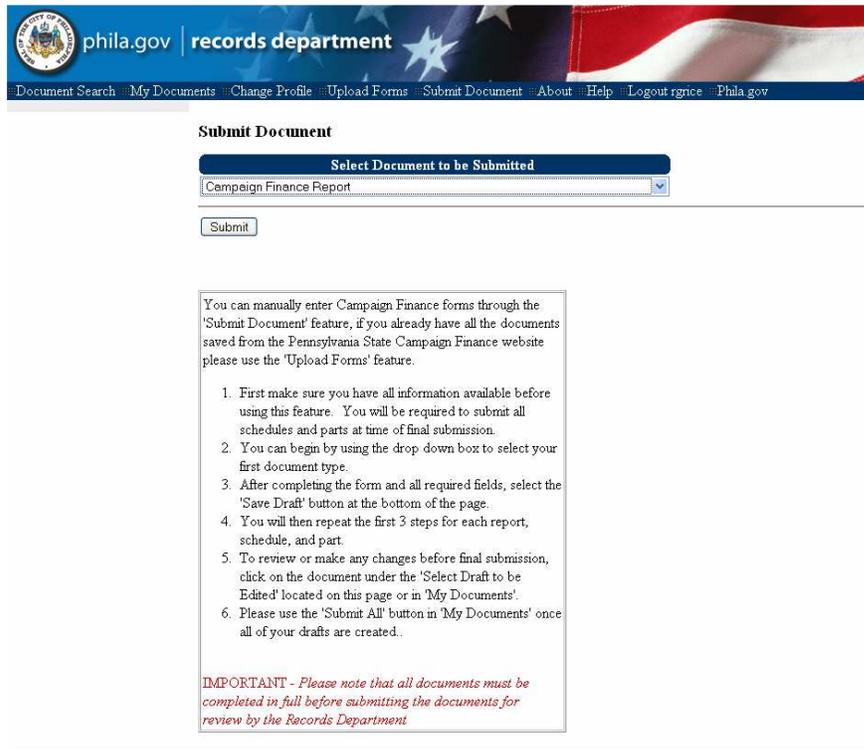
# Online Submission

## 50 contributors or less

Each campaign finance submission with 50 contributors or less can be created online and submitted via the Campaign Finance web site. Registration is required to gain access to website. To set up a new account, please contact the Philadelphia Department of Records at 215-686-2261.

Once you have logged into your account you can begin your online submission. Click on the 'Submit Document' link in the top menu.

Please make sure to read the instructions posted on the webpage.



Select your first document type in the drop down menu. Keep in mind you will repeat this process for all application documents.

# ONLINE SUBMISSION

**Select Document to be Submitted**

- Campaign Finance Report
- Campaign Finance Report
- Campaign Finance Report - Schedule I - Contributions and Receipts
- Campaign Finance Report - Schedule I - Part A - Contributions Received From Political Committees (\$50.01 to \$250.00)
- Campaign Finance Report - Schedule I - Part B - All Other Contributions (\$50.01 - \$250.00)
- Campaign Finance Report - Schedule I - Part C - Contributions Received From Political Committees (Over \$250.00)
- Campaign Finance Report - Schedule I - Part D - All Other Contributions (Over \$250.00)
- Campaign Finance Report - Schedule I - Part E - Other Receipts
- Campaign Finance Report - Schedule II - In-Kind Contributions and Valuable Things Received
- Campaign Finance Report - Schedule II - Part F - In-Kind Contributions Received (Value of \$50.01 to \$250.00)
- Campaign Finance Report - Schedule II - Part G - In-Kind Contributions Received (Value Over \$250.00)
- Campaign Finance Report - Schedule III - Statement of Expenditures
- Campaign Finance Report - Schedule IV - Statement of Unpaid Debts
- Campaign Finance Statement
- Contribution Forms- Parts A-G & Expense Schedules III, IV
- Other Documents - Authorization for a Political Committee to Receive Funds on Behalf of a Candidate
- Other Documents - Campaign Contribution Disclosure Form
- Other Documents - Campaign Finance Filing Form
- Other Documents - Late Contributions and Independent Expenditures
- Other Documents - Political Committee Registration Statement

Then complete all appropriate fields within the document. Once completed, you will click on the 'Save Draft' button at the bottom of the page.

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**Created By** rgrice

**Campaign Finance Report**

**General Information**

**Filer Identification Number**

**Report Filed By:**

**Name of Filing Committee, Candidate or Lobbyist**

**Reporting Period**

**From (e.g. 04/05/06):**  **To:**

**Report Cycle**

**Address**

**Address**

**City**  **State**  **Zip**

# ONLINE SUBMISSION

Type of Report		
Year <input type="text"/>	Amended Report <input type="checkbox"/>	Termination Report <input type="checkbox"/>
Name of Office Sought by Candidate: <input type="text"/>		
Date of Election (e.g. 04/05/06) <input type="text"/>		
District Number <input type="text"/>		
Office Code <input type="text"/>		
Other Office: <input type="text"/>		
Candidate's Political Party <input type="text"/>		
County Code <input type="text"/>		
Adams <input type="text"/>		
Receipts and Expenditures		
A. Amount Brought Forward From Last Report <input type="text"/>		
B. Total Monetary Contributions and Receipts (From Schedule I) <input type="text"/>		
C. Total Funds Available (Sum of Lines A and B) <input type="text"/>		
D. Total Expenditures (from Schedule III) <input type="text"/>		
E. Ending Cash Balance (Subtract Line D from Line C) <input type="text"/>		
F. Value of in-kind Contributions Received (From Schedule II) <input type="text"/>		
G. Unpaid Debts and Obligations (From Schedule IV) <input type="text"/>		
<input type="button" value="Back"/> <input type="button" value="Create Document"/> <input type="button" value="Save Draft"/>		

If you wish to edit this document it will be listed under 'Select Draft to be Edited' as well as on the 'My Documents' page.

The screenshot shows the 'phila.gov records department' header with a navigation menu including 'Document Search', 'My Documents', 'Change Profile', 'Upload Forms', 'Submit Document', 'About', 'Help', 'Logout', and 'rgrice'. Below the header, the 'Submit Document' section features a 'Select Document to be Submitted' dropdown menu with the selected option 'Authorization for a Political Committee to Receive Funds on Behalf of a Candidate' and a 'Submit' button. The 'Select Draft to be Edited' section lists a draft: 'DraftWeb41 Jan 22, 2007 4:22:28 PM - Campaign Finance Report'.

## ONLINE SUBMISSION

**You will then repeat the steps above to complete all required parts and schedules.** Once you have reviewed all of our documents you are ready to submit them to the Records Department. Go to 'My Documents' and click on the 'Submit All' button.



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### My Documents

#### Select Draft to be Edited

DOC10894 Jan 4, 2007 3:36:06 PM - Part A - Contributions Received From Political Committees (\$50.01 to \$250.00)  
DOC10893 Jan 4, 2007 3:36:06 PM - Part C - Contributions Received From Political Committees (Over \$250.00)  
DOC10892 Jan 4, 2007 3:36:06 PM - Schedule IV - Statement of Unpaid Depts  
DOC10891 Jan 4, 2007 3:36:06 PM - Part F - In-Kind Contributions Received (Value of \$50.01 to \$250.00)  
DOC10890 Jan 4, 2007 3:36:06 PM - Part B - All Other Contributions (\$50.01 - \$250.00)  
DOC10889 Jan 4, 2007 3:36:06 PM - Part E - Other Receipts  
DOC10888 Jan 4, 2007 3:36:06 PM - Schedule II - In-Kind Contributions and Valuable Things Received  
DOC10887 Jan 4, 2007 3:36:06 PM - Schedule III - Statement of Expenditures  
DOC10886 Jan 4, 2007 3:36:06 PM - Part G - In-Kind Contributions Received (Value Over \$250.00)  
DOC10885 Jan 4, 2007 3:36:06 PM - Campaign Finance Report  
DOC10884 Jan 4, 2007 3:36:06 PM - Part D - All Other Contributions (Over \$250.00)  
DOC10883 Jan 4, 2007 3:36:06 PM - Schedule I - Contributions and Receipts

**IMPORTANT** - Please make sure that all of your documents have been completed before clicking the submit all button. Once documents have been submitted the only way to make changes is by filing an amended report.

Once the documents are submitted, you will see a message indicating that your documents were submitted for review.



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### Batch Submitted

#### Select Draft to be Edited

12 documents were submitted

# ONLINE SUBMISSION

To check the status of your submission you can come back to the 'My Documents' page anytime. Documents marked as 'COMPLETE' have been reviewed. If a document is marked as 'INCOMPLETE' it is still in the process of being reviewed.



## My Documents

### My Submissions

DraftWeb42 Jan 23, 2007 11:46:18 AM - Campaign Finance Report - Schedule I - Contributions and Receipts **INCOMPLETE**

BatchSubmit Event Created at Jan 24, 2007 9:27:07 AM Started

Waiting for Verify Submitted Document that entered the queue Jan 24, 2007 9:27:07 AM

Waiting for Change Index State that entered the queue Jan 24, 2007 9:27:07 AM

DraftWeb41 Jan 22, 2007 4:22:28 PM - Campaign Finance Report **INCOMPLETE**

BatchSubmit Event Created at Jan 24, 2007 9:27:07 AM Started

Waiting for Verify Submitted Document that entered the queue Jan 24, 2007 9:27:07 AM

Waiting for Change Index State that entered the queue Jan 24, 2007 9:27:07 AM

DraftWeb32 Jan 5, 2007 10:41:33 AM - Other Documents - Campaign Finance Filing Form **COMPLETE**

BatchSubmit Event Created at Jan 22, 2007 9:01:26 AM Started

Waiting for Index Document that entered the queue Jan 22, 2007 10:58:45 AM

Verify Submitted Document completed on Jan 22, 2007 10:58:44 AM

Waiting for Change Index State that entered the queue Jan 22, 2007 9:01:27 AM

DraftWeb31 Jan 4, 2007 12:22:09 PM - Campaign Finance Report - Schedule III - Statement of Expenditures **COMPLETE**

BatchSubmit Event Created at Jan 22, 2007 9:01:26 AM Started

Waiting for Index Document that entered the queue Jan 22, 2007 10:58:45 AM

Verify Submitted Document completed on Jan 22, 2007 10:58:44 AM

Waiting for Change Index State that entered the queue Jan 22, 2007 9:01:27 AM

DraftWeb30 Jan 3, 2007 10:05:36 AM - Other Documents - Late Contributions and Independent Expenditures **COMPLETE**

BatchSubmit Event Created at Jan 22, 2007 9:01:26 AM Started

Waiting for Index Document that entered the queue Jan 22, 2007 10:58:45 AM

Verify Submitted Document completed on Jan 22, 2007 10:58:44 AM

Waiting for Change Index State that entered the queue Jan 22, 2007 9:01:27 AM

DraftWeb29 Dec 29, 2006 1:53:02 PM - Campaign Finance Statement **COMPLETE**

BatchSubmit Event Created at Jan 22, 2007 9:01:26 AM Started

Waiting for Index Document that entered the queue Jan 22, 2007 10:58:45 AM

Verify Submitted Document completed on Jan 22, 2007 10:58:44 AM

Waiting for Change Index State that entered the queue Jan 22, 2007 9:01:27 AM

DOC11189 Jan 22, 2007 9:01:10 AM - Other Documents - Campaign Finance Filing Form **COMPLETE**

WebSubmission Event Created at Jan 22, 2007 9:01:10 AM Started

Verify Submitted Document completed on Jan 22, 2007 10:58:44 AM

DOC10520 Dec 29, 2006 1:46:57 PM - Campaign Finance Report - Schedule I - Part A - Contributions Received From Political Committees (\$50.01 to \$250.00) **COMPLETE**

BatchSubmit Event Created at Jan 22, 2007 9:01:26 AM Started

Waiting for Index Document that entered the queue Jan 22, 2007 10:58:45 AM

Verify Submitted Document completed on Jan 22, 2007 10:58:44 AM

Waiting for Change Index State that entered the queue Jan 22, 2007 9:01:27 AM

WebSubmission Event Created at Dec 29, 2006 1:46:57 PM Started

Verify Submitted Document failed on Jan 5, 2007 11:37:48 AM

"Bad Data"

**IMPORTANT** - Please make sure that all of your documents have been completed before clicking the submit all button. Once documents have been submitted the only way to make changes is by filing an amended report.