

Welcome

Welcome to the NetFile Campaign Disclosure System (NCDS). This system allows users to enter transactions and create disclosure statements for filing electronically as well as on paper.

Understanding the E-Filing Process

1. Enter transaction data about your committee's contributions and expenditures.
2. Create a draft disclosure statement.
3. View the draft to check for accuracy.
4. Add, edit or delete transaction data if necessary.
5. Create a new draft disclosure statement.
6. Repeat steps 3-5 until satisfied with results.
7. E-file the disclosure statement.
8. Confirm success of the e-filing.
9. If required by your agency, print, sign, date and send paper copy to your filing agency.

NCDS Menu

The NetFile Campaign Disclosure System menu displays above page and contains the following options:

- **Home** - Returns your browser to the home page.
- **Transactions** - This menu item contains sub-items that allow you to create and manage contributions, expenditures and other transactions.
- **Statements** - This menu item contains sub-items that allow you to create campaign disclosure statements, and add committee and officer information.
- **Entities** - This menu item contains sub-items that allow you to create and manage the individuals, organizations and committees you need to enter transactions.

- **Help & Support** - This menu item contains sub-items that allow you to download PDF help files and view contact information for support.
- **Users Guide** - This PDF guide contains comprehensive documentation to help you use the EFS.
- **Logout** - Logs you out of your account.

Entering Transaction Data

Before entering transaction data, take a moment to understand the process flow.

Process Flow

- Select the transaction type in the appropriate section of the Transactions menu ('Money In' or 'Money Out').
- Search for and Select Entity or Add New Entity. Some transactions
- Enter and Submit Transaction Data.

Entering 'Money In' Transactions

1. Select the one of the following 'Money In' transactions on the Transactions menu:
 - Monetary Contributions
 - Nonmonetary Contributions
 - Miscellaneous Increase to Cash
 - Loan Received from Others
2. Search for an individual, an organization, or a committee entity to associate with the transaction. If the entity does not exist in the system, you must add the entity. Define the new entity by entering the appropriate information on the form.

Note: Once you add an entity into the system, use the search function to locate the entity to associate with the transaction.

3. Click the Select link in the Search Results table for the entity you want to associate with the transaction. The page

for the transaction type you selected in Step 1 opens.

Note: The 'Forgiveness of a Loan Received' and 'Loan Payment Received' transactions do not require you to search for and select an entity.

4. Enter information about the 'Money In' transaction.
5. Click the Submit button to record the transaction.

Entering 'Money Out' Transactions

1. Select the appropriate link under the 'Money Out' heading on the Transactions menu depending on the source of the money:
 - Disbursements
 - Enter Bills
 - Loan Made to Others
2. Search for an individual, an organization, or a committee entity to associate with the transaction.

Note: If the entity does not exist in the system, you must add a new entity using the links on the search page or the links on the Entities menu. Once you add the new entity search for the entity to associate with the transaction.

3. Click the Select link in the Search Results table for the entity you want to associate with the transaction. The page for the transaction type you selected in Step 1 opens.

Note: The 'Pay Bills' and 'Loan Payment Made' transactions do not require you to search for and select an entity.

4. Enter information about the 'Money Out' transaction.
5. Click the Submit button to record the transaction.

Creating Statements

Keep in mind the following process flow when creating disclosure statements:

Process Flow

- Create a new disclosure statement.
- View the draft disclosure statement.
- Revise transaction data by,

- adding transactions,
- editing transactions, or
- deleting transactions.
- Create a new disclosure statement that reflects your changes.
- View the statement, revise transaction data and create a new disclosure as necessary.
- E-file the disclosure statement.
- If required by your agency, print, sign and send the paper copy of the statement to your filing agency.

Create Disclosure Statements

To create a disclosure statement:

1. Select the appropriate link under the 'Create Draft Statements' section of the Statements menu depending on the form you want to create:
 - Create a New Draft 450
 - Create a New Draft 460
 - Create a New Draft 461
 - Create a New Draft 465
 - Create a New Draft 470
 - Create a New Draft 496
 - Create a New Draft 497 LCM
 - Create a New Draft 497 LCR
2. Enter the required information including at least one signer.

Note: Most forms require at least one signer. See "Officer Information" on page 3 for information about creating signers.
3. Click the Create Draft Form button. The system opens the New Draft Document Status page. The page displays a note when the system completes the statement creation process. Click the link in the note to open the Home page where the Draft Documents table lists your new draft statement.

View Draft Disclosure Statements

To view a draft disclosure statement:

1. The Home page displays the Draft Statements table.
2. Click the View link in the Draft Statements table for the statement you want to view.

The system prompts you to download a zip file containing:

- The disclosure statement form in a PDF file.
 - CAL text file - the filing's raw data in comma separated values (CSV) format per the CAL 2.01 specifications.
 - Validation files - a text and PDF file containing errors and warnings for the statement. The system will not e-file a statement with errors.
3. Open the disclosure statement PDF for review.
 4. Verify accuracy of data.

E-File Disclosure Statements

1. On the Draft Statements table on the Home page, click the E-File link in your disclosure statement's row. The E-File Submission page opens.
2. Enter your e-mail address in the Response E-Mail field to receive notification about the status of your e-filing.
3. Click the Submit E-Filing to Agency button. The system processes the e-filing and provides you with updates on the status.
4. Verify that a copy is placed in the Filed Statements list on the Home page.

Print Disclosure Statements

Once you e-file your statement, you may need to print, sign and submit the paper copy to your filing authority. Contact your filing authority if you have questions about whether or not you need to submit a signed paper copy of your statement. To print your e-filed statement:

1. Click the statement's View link in the Filed Documents table on the Home page to download a Zip file containing your filing.
2. Open the PDF file.
3. Print, sign, date and send this wet-signature copy of your e-filing to your filing agency.

Edit Transactions

After verifying the accuracy of the data on a draft disclosure statement you may need to edit a transaction to make corrections. To edit a transaction:

1. Select View/Edit/Delete Transactions from the Transactions menu. The Manage Transactions page opens displaying the All Transactions list.
2. Click the Edit link for the transaction you want to edit. The transaction is displayed.
3. Edit the transaction.
4. Click the Save Changes button to enter your changes.

Editing Entities

Once entered into the system, you have the ability to add or edit information about an entity.

To edit an entity:

1. Select View/Edit/Delete Entities from the Entities menu.
2. Select the Edit link for the entity you want to edit.
3. Edit the entity's information.
4. Click the Save Changes button to enter your changes.

Amending Filings

As you continue to use the system, keep in mind the following process flow as you amend a previous filing.

Process Flow

- Edit or add transaction data to correct the filing you are amending.
- Create an amended disclosure statement by clicking the Amend link in the Filed Statements list on the Home page for the filing you want to amend.
- Enter the information required to create the amendment including a description for the amendment.

- Click the Create Draft Form button.
- View the draft amendment statement.
- Revise transaction data if necessary.
- Create a draft amendment statement.
- Repeat as necessary.
- E-file the amendment.
- Print, sign and file the paper copy of the amendment if required to do so by your filing authority.

Adding Entity Affiliations

Affiliated entities cause contributions and expenditures to-date totals for both entities to reflect each other's contributions and expenditures.

Note: The entities you use to create affiliations must already be in the system. If the entities you want to affiliate are not in the system you must add them and then return to create the affiliations.

To add Affiliated Entities:

1. Select Affiliated Entities from the Entities menu. The Affiliated Entities page opens
2. Select Entity One from the drop-down list.

Tip: Begin typing the name of the entity in the drop-down list field to narrow the entities on the list.

3. Select Entity Two from the drop-down list.

4. Click the Submit button. The entity affiliations display on the Existing Affiliated Entities table.

Committee Information

Committee information includes:

- Main Committee Information
- Officeholder, Candidate or Proponent Information
- Primarily Formed Ballot Measure Information
- Related Committees
- Primarily Formed Candidate/Officeholder Committees

To access the committee information, select Committee Information on the Statements menu.

Officer Information

You must create officers in your account and give at least one office the ability to be a signer. For most statements, you select at least one signer. To create an officer:

1. Select Officer Information from the Statements menu. The officer information page opens.
2. Click the Add a New Office heading to display the form.
3. Select the Officer Type using the drop-down list.
4. Enter the officer's name.
5. Enter contact information for the officer if necessary.
6. In the Signatory Information section, specify if the officer is

a signer. Selecting 'Yes' displays the officer's name on the signer list displayed when you create statements.

7. Enter the signer's first and last name as signed.
8. Click the Submit button to add the officer to the All Officers list.

Page Help

Each page in the system shows the Open Page Help button that displays just below the Log Out link. The button opens a small floating window that contains instructions and information that is specific to the page you are viewing. The floating window allows you to move it, resize it a interact with the page without dismissing it.

Further Assistance

The Users Guide expands on each of the topics addressed in this Quick Start Guide.

Download the User Guide by clicking on the Users Guide link in the Help & Support menu.

E-Mail Assistance

Contact NetFile Support: Send an e-mail to filerhelp@netfile.com.