

SOUTH CAROLINA

State Ethics Commission

*Public Disclosure and Accountability Reporting System
Electronic Filing: Ballot Measure Campaign Disclosure*



IN PARTNERSHIP WITH
SC.GOV

TABLE OF CONTENTS

LOGIN	2
NAVIGATION	2
MY ACCOUNT - BALLOT MEASURE CAMPAIGN DISCLOSURE	3
STATUS NOTIFICATIONS	6
SESSION EXPIRED	7
START A NEW FILING.....	8
CONTRIBUTIONS	10
EXPENDITURES.....	18
LOANS	23
LOAN REPAYMENTS.....	27
DISPOSITION OF ASSETS	29
REVIEW YOUR REPORT	30
GENERAL INFORMATION.....	30
ADD ANOTHER ENTRY	33
Contributions.....	33
Expenditures	34
Loans.....	35
Loan Repayments.....	36
Disposition of Assets	37
EDIT OR DELETE AN ENTRY	38
Contributions.....	38
Expenditures	41
Loans.....	43
Loan Repayments.....	47
Disposition of Assets	49
RETURNING TO YOUR SAVED REPORT	51
FILING YOUR REPORT.....	53
FINAL REPORT	54
NEGATIVE CONTRIBUTIONS ON HAND PERIOD END	55
AMENDING A REPORT	56
DELETING A REPORT	57
PRINTING A REPORT.....	58
UPDATING YOUR PROFILE	62
UPDATING YOUR FINANCIAL INFORMATION	65
EDIT YOUR ACCOUNT NUMBER.....	66
EDIT BANK NAME OR ADDRESS.....	66
LOGOUT	68

LOGIN

In order to file your Ballot Measure Campaign Disclosure, you must login to your account.

To login to your account go to <https://ssl.sc.gov/EthicsRegistration/Login/Login.aspx>

Enter your username and password and click “Login”.

The screenshot shows the login page for the South Carolina State Ethics Commission. At the top, there is a breadcrumb trail: [Home](#) > [Electronic Filing](#). Below this is the main heading **Accountability Reporting** and the sub-heading **Electronic Filing**. A welcome message reads: "Welcome to the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System." Below the welcome message, there is a paragraph: "If you are not currently enrolled with our online service, you'll need to [create a user account](#). You only need to do this once. Please do not signup multiple times." Another paragraph states: "The public will have access to these reports through the [Public Disclosure and Accountability Reporting System](#)." Below this text is a section titled **Login** with a horizontal line underneath. There are two input fields: "Username" and "Password". To the right of the "Username" field is a link: [Forgot your username?](#). To the right of the "Password" field is a link: [Forgot your password?](#). At the bottom right of the login section is a yellow button with the text **Login**.

If you have not registered for an account, go to:

<https://ssl.sc.gov/EthicsRegistration/Login/Login.aspx> to create a new user account. For help with registering a new user account, please refer to the Registration User Guide.

NAVIGATION

Once you have logged in to your account, you are able to navigate through the various sections of the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System by using the menu on the left of each page.

Public Disclosure
Electronic Filing
<ul style="list-style-type: none"> ▪ Ballot Measure ▪ Statement Of Organization ▪ Committee Profile ▪ Financial Information
Help With Filing
SC State Ethics Commission
Contact Us
Logout

Public Disclosure - this link provides online access to all Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization that have been filed electronically.

Electronic Filing - this will link to the Login Page for Electronic Filing of Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization.

Ballot Measure - provides a menu of your filed and unfiled reports.

Statement of Organization - provides a menu of your filed and unfiled reports.

Committee Profile - here you can change the committee contact information.

Financial Information - here you can change the committee financial information (savings and checking account numbers and bank location).

Help with Filing - this link will provide access to a glossary of terms and the user guides for filing reports online.

SC State Ethics Commission - direct link to the SC State Ethics Commission website.

Contact Us - provides information on how to contact the SC State Ethics Commission and who to contact for questions regarding specific topics.

Logout - this will end your session and close your account.

MY ACCOUNT - BALLOT MEASURE CAMPAIGN DISCLOSURE

Once you have logged in to your account successfully, you will be able to do the following:

- View all Reports
- File a new Campaign Disclosure Form
- Edit a saved Campaign Disclosure Form
- Amend a filed Campaign Disclosure Form
- File a new Statement of Organization
- Edit a saved Statement of Organization
- Amend a filed Statement of Organization
- Update your committee profile
- Update your committee financial information

Your screen will appear as shown:

The screenshot displays the SC State Ethics Commission website. At the top, the SC.GOV logo is on the left, and 'Online Services' and 'Agency Listing' are on the right. The main header features the South Carolina State Seal, the text 'SOUTH CAROLINA', and the 'State Ethics Commission' logo, with the subtitle 'Public Disclosure and Accountability Reporting System' below it.

The left sidebar contains a navigation menu with the following items: 'Public Disclosure', 'Electronic Filing' (with sub-items: 'Ballot Measure', 'Statement Of Organization', 'Committee Profile', 'Financial Information'), 'Help With Filing', 'SC State Ethics Commission', 'Contact Us', and 'Logout'.

The main content area includes a 'Home' link, a 'Electronic Filing' section with the sub-section 'My Account: Ballot Measure Campaign Disclosure', and 'Directions' text: 'Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.' Below this is the 'Working with Reports' section, which states: 'You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.'

A yellow button labeled 'START A NEW FILING' with a pencil icon is present. Below it are two tabs: 'Current Filings' (highlighted) and 'Archived Filings'. The main content area displays the message: '**** There are no reports. ****'

The footer contains navigation links: 'Home | Filing | Help | SC State Ethics Commission | Contact', and copyright information: 'SC.GOV | Policies | Accessibility | Contact SC.GOV' and 'Copyright © 2007 State of South Carolina'.

Current Filings: This folder contains the most current filed version of your Ballot Measure Campaign Disclosures or your current Statement of Organization and any “Saved” version of reports. “Saved” reports are originals or amendments that are in edit mode and have not yet been filed.

Archived Filings: This folder contains the outdated versions of all reports that have a more recent version located in the Current Filings folder. These reports can no longer be modified.

Use the left menu to navigate between report types. To view, edit a saved report, or amend a filed one, click the View, Edit or Amend link for the report you wish to work with.

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

START A NEW FILING 

Current Filings					
Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 <i>Saved</i>	2008, April 10th	Original	Edit	Delete
07/03/2007	Filed	2008, January 10th	Original	Amend	

When you select to view **a specific version of a report, edit or amend a report** you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in and whether or not it has been filed. It also displays your committee name and election date.

2008, July 10th Report Review

Committee: BM 62907
Election Date: 05/01/2007
Filing Type: Original, Not Filed

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary Contributions Expenditures Loans Loan Payments Assets

Demographic Information
[BM 62907](#)
123 Main Street
Columbia, SC 29205
County: Richland
803.777.7777

Purpose
Purpose

Report Type
[2008, July 10th](#)

To delete a report, see the section titled Delete a Report in this user guide.

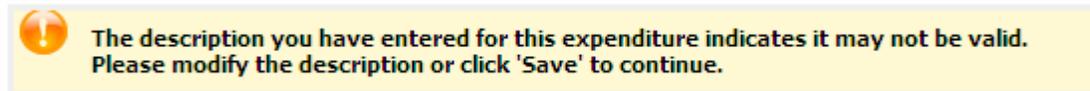
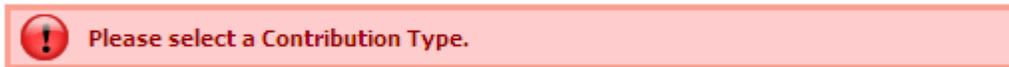
STATUS NOTIFICATIONS

Throughout the application you will receive messages at the top of your screen. These messages will appear when:

- you complete a step successfully
- you miskey information or leave a required item empty
- you enter information that may not be valid or acceptable

The error messages will help direct you to correct your mistake. The warning messages will ask you to verify the information you have entered and allow you to modify the information if necessary.

Examples are shown below:



SESSION EXPIRED

Your session will expire after 30 minutes of inactivity. When your session expires, the system automatically logs you out of your session. To login to your account, you can use the link provided in the center of the page or click on 'Electronic Filing' from the menu on the left.

Public Disclosure	Electronic Filing
Electronic Filing	
Help With Filing	
SC State Ethics Commission	
Contact Us	
Logout	

An orange exclamation mark icon in a circle is followed by the text "Your session has expired. Please login again." in a light yellow box. The word "login" is underlined and circled in green.

You may have been inactive for 30 minutes or more. To ensure your privacy, we have automatically ended your session.

START A NEW FILING

To start a new filing, click the “Start a New Filing” button.

The screenshot shows the SC State Ethics Commission website interface. On the left is a navigation menu with categories: Public Disclosure, Electronic Filing (with sub-items: Ballot Measure, Statement Of Organization, Committee Profile, Financial Information), Help With Filing, SC State Ethics Commission, Contact Us, and Logout. The main content area includes a 'Home' link, 'Electronic Filing' header, 'My Account: Ballot Measure Campaign Disclosure', 'Directions' (with instructions on navigating reports), and 'Working with Reports' (with instructions on saving and amending reports). A yellow button labeled 'START A NEW FILING' with a pencil icon is highlighted, and a green arrow points to it from the right. Below the button are 'Current Filings' and 'Archived Filings' tabs. At the bottom, it says '*** There are no reports. ***'.

If this is the first report that you are filing electronically, you will be asked to enter the contributions on hand and the value of outstanding loans that you are bringing forward from your most recent ballot measure campaign disclosure report filed. You will only be asked to complete this page one time. Enter the value of your Contributions on Hand and the value of your Loans Outstanding and click ‘Next’.

Please indicate the contributions on hand and outstanding loan balance for this campaign **PRIOR** to the implementation of this system.

Contributions on Hand \$	<input type="text" value="0.00"/>
Loans Outstanding \$	<input type="text" value="0.00"/>

Next →

The first step is to select the Report Type for your Ballot Measure Campaign Disclosure report. You may select a combination of Initial, Pre-Election, Quarter and Final, but you may not select two quarterly reporting periods. Next, select the filing year of the report you are filing.

Please select the report type below.

Initial Filing

Report Type	<input type="checkbox"/> Initial
	<input type="checkbox"/> Pre-Election
	<input type="checkbox"/> April 10 (Q1)
	<input type="checkbox"/> July 10 (Q2)
	<input type="checkbox"/> October 10 (Q3)
	<input type="checkbox"/> January 10 (Q4)
	<input type="checkbox"/> Final

Filing Year	<input type="text"/>
--------------------	----------------------



You may not file two original versions of the same report. Once you have filed a report, you are only able to amend the report.

You may not file an Initial report if you have already filed a report or you have Contributions on Hand or Loans Outstanding that you carried over from the previous reporting period.

Once you have selected your report type and filing year, click 'Next' to proceed to the next screen.

CONTRIBUTIONS

You may begin entering contributions you have received, by following the steps outlined below:

Please complete the form below. To skip this section, use the checkbox below.

Contributor

Have you entered this contributor before? Yes No Not Sure Step 1

Contributor Type Individual Group Step 2

Optional SKIP FOR NOW

Next →

Step 1 - Select whether or not you have entered this contributor in this system before.

Step 2 - Select if this contribution is from an individual or a group.

Option: If you do not have any contributions to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

Step 3 - Click 'Next' when you are finished making your selections.

A. If you selected **No** and **Individual**, then complete the information on the page. Fields marked with an asterisk (*) are required.

Step 1 - Enter the contributor's first name, middle initial, last name, suffix, mailing address, city, state, zip code and occupation

Step 2 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. **If you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.**

Contributor

*First Name

Middle Initial

*Last Name

Suffix

*Mailing Address

*City

*State

*Zip Code

*Occupation

Contribution

*Contribution Type Individual Contributions or Other
 In-Kind Contributions
(Requires a Matching In-Kind Expenditure)

*Contribution Amount \$

*Date Received

Step 3 - Once you have entered all of the required information, click ‘Save’ to save this contribution.

B. If you selected **No** and **Group**, then complete the information on the page. Fields marked with an asterisk (*) are required.

Step 1 - Enter the name of the group and its address, city, state, and zip code.

Step 2 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. **If you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.**

Contributor

*Group Name

*Address

*City

*State

*Zip Code

Contribution

*Contribution Type Individual Contributions or Other
 In-Kind Contributions
(Requires a Matching In-Kind Expenditure)

*Contribution Amount \$

*Date Received

[← Back](#) [Save](#)

Step 3 - Once you have entered all of the required information, click ‘Save’ to save this contribution.

C. If you selected **Yes** or **Not Sure** and **Individual**, then

Step 1 - Enter the last name of the individual contributor or as many letters as you can recall and click ‘Search’. If you have not entered this contributor before, click ‘Back’ and select ‘No’ from the previous screen.

Search Your Existing Contributors

To locate an existing contributor, search below.

Last Name



[← Back](#)

Your search will return a list of matching contributors that you have already entered.

Search Your Existing Contributors

To locate an existing contributor, search below.

Last Name

Search Results
Select an existing contributor, update your search criteria or click on 'Back' to add a new contributor.

- [Hamby, Sally - 234 Cherokee Lane](#)
- [Hawthorne, Brandon - 789 Main Street](#)

Step 2 - Select the contributor from whom you have received another contribution by clicking the contributor name. If you do not see the contributor on this list, update your search criteria and search again or click 'Back' to add a new contributor.

Step 3 - Once you have selected your contributor, the contributor information will be completed for you so that you do not have to enter this information repeatedly. Verify the contributor information is correct and make any changes necessary. Any changes you make will apply to all contributions entered for this contributor.

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*First Name	Brandon
Middle Initial	
*Last Name	Hawthorne
Suffix	
*Mailing Address	789 Main Street
*City	Lexington
*State	SC
*Zip Code	29072
*Occupation	store owner

Contribution

*Contribution Type	<input type="radio"/> Individual Contributions or Other <input type="radio"/> In-Kind Contributions (Requires a Matching In-Kind Expenditure)
*Contribution Amount \$	
*Date Received	

[← Back](#) [Save](#)

Step 4 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. **If you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.**

Step 5 - Click 'Save' to save this contribution.

D. If you selected **Yes** or **Not Sure** and **Group**, then

Step 1 - Enter the group name contributor or as many letters as you can recall and click 'Search'. If you have not entered this contributor before, click 'Back' and select 'No' from the previous screen.

Search Your Existing Contributors

To locate an existing contributor, search below.

[← Back](#)

Your search will return a list of matching contributors that you have already entered.

Search Your Existing Contributors

To locate an existing contributor, search below.

Search Results

Select an existing contributor, update your search criteria or click on 'Back' to add a new contributor.

- [BC Consulting - 400 Gervais Street](#)
- [Brandt's Supply - 275 Richland Avenue](#)

[← Back](#)

Step 2 - Select the contributor from whom you have received another contribution by clicking the contributor name. If you do not see the contributor on this list, update your search criteria and search again or click 'Back' to add a new contributor.

Step 3 - Once you have selected your contributor, the contributor information will be completed for you so that you do not have to enter this information repeatedly. Verify the contributor information is correct and make any changes necessary. Any changes you make will apply to all contributions entered for this contributor.

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*Group Name

*Address

*City

*State

*Zip Code

Contribution

*Contribution Type Individual Contributions or Other
 In-Kind Contributions
(Requires a Matching In-Kind Expenditure)

*Contribution Amount \$

*Date Received

Step 4 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. **If you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.**

Step 5 - Click 'Save' to save this contribution.

For every contribution, after you click 'Save' you will see a message that the contribution was saved successfully. To continue, select add another contribution, continue to the expenditures section or review or edit the information you have already entered and click 'Next'.



Contribution saved successfully.

How would you like to continue?

- Add another contribution
- Continue to Expenditures
- Review or edit information

Next →

If you selected add another contribution, you will be taken back to the screen shown first in this section. You may enter all of your contributions at once or come back to add more later.

EXPENDITURES

You may begin entering expenditures you have paid out by following the steps outlined below:

Step 1 - Select if you have entered this vendor before.

Vendor

Have you entered this vendor before?

Yes
 No
 Not Sure

SKIP FOR NOW

Optional

← Back Next →



Option: If you do not have any expenditures to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

Step 2 - Click 'Next' when you are finished making your selections.

A. If you selected **No**, then complete the information on the page. Fields marked with an asterisk (*) are required.

Step 1 - Enter the vendor's name, address, city, state, and zip code.

Step 2 - Enter the type of expenditure paid, the amount of the expenditure, the date the expenditure was paid, and a description of the expenditure. **If you enter an In-Kind expenditure, you must also enter a matching In-Kind contribution.**

Step 3 - Click 'Save' to save this expenditure.

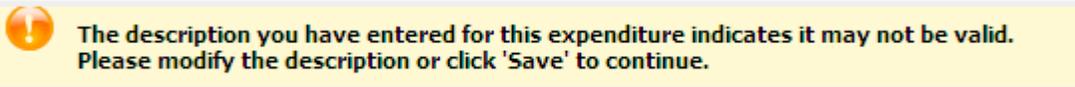
Vendor Information

*Vendor Name	<input type="text"/>
*Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>
*Zip Code	<input type="text"/>

Expenditure

*Type	<input type="radio"/> In-Kind Expenditure (Requires a Matching In-Kind Contribution)
	<input type="radio"/> All Other Expenditures
*Expenditure Amount \$	<input type="text"/>
*Date	<input type="text"/> <input type="text"/> <input type="text"/>
*Description	<input type="text"/>

If you have entered a description that is questionable, you will see a warning message at the top of your screen indicating that the description you have entered may not be valid.



Review the description and make any changes necessary and click 'Save' to continue. Invalid descriptions include bequest, contribution, donation, endowment, gift, miscellaneous, misc, and others that are similar.

B. If you selected **Yes or Not Sure**, then

Step 1 - Enter the vendor name or as many letters as you can recall and click 'Search'. If you have not entered this vendor before, click 'Back' and select 'No' from the previous screen.

Search Your Existing Vendors

To locate an existing vendor, search below.

Vendor Name

Your search will return a list of matching vendors that you have already entered.

Search Your Existing Vendors

To locate an existing vendor, search below.

Vendor Name

Search Results

Select an existing vendor, update your search criteria or click on 'Back' to add a new vendor.

- [BC Consulting - 345 Logan Road](#)
- [Bojangles - 234 Bluff Road](#)

Step 2 - Select the vendor you have paid by clicking on the vendor name. If you do not see the vendor on this list, update your search criteria and search again or click 'Back' to add a new vendor.

Step 3 - Once you have selected your vendor, the vendor information will be completed for you so that you do not have to enter this information repeatedly. Verify the vendor information is correct and make any changes necessary. Any changes you make will apply to all expenditures entered for this vendor.

If you make any changes to the vendor information it will update all expenditures associated with this vendor.

Vendor Information

*Vendor Name	BC Consulting
*Address	345 Logan Road
*City	Irmo
*State	SC
*Zip Code	29063

Expenditure

*Type	<input type="radio"/> In-Kind Expenditure (Requires a Matching In-Kind Contribution)
	<input type="radio"/> All Other Expenditures
*Expenditure Amount \$	
*Date	
*Description	

[← Back](#) [Save](#)

Step 4 - Enter the type of expenditure paid, the amount of the expenditure, the date the expenditure was paid, and a description of the expenditure. **If you enter an In-Kind expenditure, you must also enter a matching In-Kind contribution.**

Step 5 - Click 'Save' to save this expenditure.

For every expenditure, after you click 'Save' you will see a message that the expenditure was saved successfully. To continue, select add another expenditure, continue to loans, or review or edit the information you have already entered and click 'Next'.

 **Expenditure saved successfully.**

How would you like to continue?

- Add another expenditure
- Continue to Loans
- Review or edit information

[Next →](#)

If you selected add another expenditure, you will be taken back to the screen shown first in this section. You may enter all of your expenditures at once or come back to add more later.

LOANS

You may begin entering loans you have received by following the steps outlined below:

Step 1 - Select if you have entered this lender before.

Please complete the form below. To skip this section, use the checkbox below.

Lender

Have you entered this lender before?

Yes
 No
 Not Sure

SKIP FOR NOW **Optional**

[← Back](#) [Next →](#)

Option: If you do not have any loans to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

Step 2 - Click 'Next' when you are finished making your selections.

A. If you selected **No**, then complete the information on the page. Fields marked with an asterisk (*) are required.

Lender

*Lender Name	<input type="text"/>
*Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>
*Zip Code	<input type="text"/>

Loan

****All loan proceeds will be included in the amount of your contributions.**

*Date Received	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Loan Purpose	<input type="text"/>		
*Terms of Loan	<input type="text"/>	<i>Interest rate and repayment terms</i>	
*Initial Amount of Loan \$	<input type="text"/>		

[← Back](#)

[Save](#)

- Step 1 -** Enter the lender's name, address, city, state and zip code.
Step 2 - Enter the date the loan was received, the purpose of the loan, the interest rate and repayment terms of the loan, and the initial amount of the loan.
Step 3 - Click 'Save' to save this loan.

All loan proceeds will be included in the amount of your contributions and will appear as a line item in the summary of the report.

B. If you selected **Yes** or **Not Sure**, then you will be given a list of the lenders that you have already entered.

Existing Lenders

Please select an existing lender below or to add a new lender, click 'Back' and select 'No' from the options on the previous page.

- [Bank of America - 34 Sumter Street](#)
- [BBT - 56 Sumter Street](#)



[← Back](#)

- Step 1 -** Click on the link for the lender of the loan you wish to add. If the lender does not appear in this list, click 'Back' and select 'No' from the options on the previous page to enter a new lender.

- Step 2 -** Verify the lender information and make any necessary changes. If you make any changes to the lender information on the top half of the page, the changes you make will update all loans associated with this lender.
- Step 3 -** Enter the date the loan was received, the purpose of the loan, the interest rate and repayment terms of the loan, and the initial amount of the loan.
- Step 4 -** Click 'Save' to save this loan.

All loan proceeds will be included in the amount of your contributions and will appear as a line item in the summary of the report.

If you make any changes to the lender information it will update all loans associated with this lender.

Lender

*Lender Name

*Address

*City

*State

*Zip Code

Loan

****All loan proceeds will be included in the amount of your contributions.**

*Date Received

*Loan Purpose

*Terms of Loan *Interest rate and repayment terms*

*Initial Amount of Loan \$

After you click 'Save' you will see a message that the loan was saved successfully. To continue, select add another loan, continue to loan repayments, or review or edit the information you have already entered and click 'Next'.



Loan saved successfully.

How would you like to continue?

- Add another loan
- Continue to Loan Repayments
- Review or edit information

Next →

If you selected add another loan, you will be taken back to the screen shown first in this section. You may enter all of your loans at once or come back to add more later.

LOAN REPAYMENTS

You may begin entering loan repayments you have paid out by following the steps outlined below:

Step 1 - Select the loan you wish to make this payment against.

Please complete the form below. To skip this section, use the checkbox below.

Loan Payment

Please select a loan to repay.

Pre-Existing Loan (\$250.00)
 BBT (\$2000.00- 7%; 90 days- 01/01/2009)
 Bank of America (\$2000.00- 7%; 2 years- 05/02/2008)
 BBT (\$5000.00- 7%; 2 years- 06/19/2008)

(Requires a Matching Expenditure)



Step 2 - Enter the date of the loan repayment. The date of the repayment must be after the date of the loan you are making a payment against.

Step 3 - Enter the payment amount.

Option: If you do not have any loan repayments to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

Step 4 - Click 'Save' when you are finished entering information.

If you enter a loan payment, you must also enter a matching expenditure.

After you click 'Save' you will see a message that the loan repayment was saved successfully. To continue, select add another loan repayment, continue to assets or review or edit the information you have already entered and click 'Next'.



Loan payment saved successfully.

How would you like to continue?

- Add another loan repayment
- Continue to Assets
- Review or edit information

Next →

If you selected add another loan repayment, you will be taken back to the screen shown first in this section. You may enter all of your loan repayments at once or come back to add more later.

DISPOSITION OF ASSETS

You may begin entering the assets you have disposed of by following the steps outlined below:

- Step 1 -** Enter the asset of which you are disposing
- Step 2 -** Enter an explanation of how the asset was disposed.
- Step 3 -** Click 'Save' to continue.

Please complete the form below. To skip this section, use the checkbox below and click 'Save'.

Disposition of Assets

*Asset

*Disposition

Explanation of disposition made to asset.

SKIP FOR NOW AND REVIEW INFORMATION  Optional

Option: If you do not have any asset dispositions to enter at this time, mark the checkbox next to 'Skip for Now' to review your report.

After you click 'Save' you will see a message that the asset disposition was saved successfully. To continue, select dispose another asset or review or edit information and click 'Next'.

 **Asset disposition saved successfully.**

How would you like to continue?

Dispose another asset

Review or edit information

If you selected dispose another asset, you will be taken back to the screen shown first in this section. You may enter all of your asset dispositions at once or come back to add more later.

You have now completed each section of the campaign disclosure report. Now you may review your report, continue to add entries, edit and delete entries and edit and delete your report. You may also file your report at this time.

REVIEW YOUR REPORT

GENERAL INFORMATION

(1) After each section of the Ballot Measure Campaign Disclosure form you have the option to “Review or edit information”. If you select this item you will be taken to the review tab of that section.

(2) If you select “Review or edit information” after you have entered an asset disposition, you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in. The Summary tab displays your demographic information, report type, contributions and expenditures summary and the balance of contributions.

Ballot Measure Campaign Disclosure: Review

2008, July 10th Report Review

Committee: BM 62907
Election Date: 05/01/2007
Filing Type: Original, Not Filed

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary	Contributions	Expenditures	Loans	Loan Payments	Assets
Demographic Information					
BM 62907 123 Main Street Columbia, SC 29205 County: Richland 888.888.8888					
Purpose					
Purpose					
Report Type					
2008, July 10th					
Contributions					
	This Period	Election Cycle			
A1. Individual Contributions or other (+)	\$0.00	\$0.00			
A2. Loans (+)	\$7,000.00	\$9,000.00			
B. In-Kind Contributions (+)	\$0.00	\$250.00			
C. Total Contributions (=)	\$7,000.00	\$9,250.00			
Expenditures					
	This Period	Election Cycle			
A. In-Kind Expenditures	\$0.00	\$0.00			
B. Expenditures (+)	\$0.00	\$2,250.00			
C. Total Expenditures (=)	\$0.00	\$2,250.00			
Balance of Contributions					
		This Period			
A. Contributions on Hand (Beginning this Period)		\$0.00			
B. Total Contributions (This Period) (+)		\$7,000.00			
C. Total Expenditures (This Period) (-)		\$0.00			
D. Contributions On Hand (Period End) (=)		\$7,000.00			
Loans					
Loan Balance:					\$6,400.00

File with the appropriate Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

Return to My Filings

If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.



The screenshot shows a web interface with a 'Summary' tab selected. Below the tab are several sections: 'Demographic Information' containing 'BM 62907', '123 Main Street', 'Columbia, SC 29205', 'County: Richland', and '888.888.8888'; 'Purpose' with a text input field; and 'Report Type' with a dropdown menu showing '2008, July 10th'. Green arrows point to the 'BM 62907' link and the '2008, July 10th' dropdown.

(3) You can edit your demographic information by clicking on the ballot measure committee name link. Refer to the section Updating your Profile in this User Guide to see how your changes may affect other reports.

(4) You can edit your report type by clicking on the report link.

Modify your report type as necessary and click 'Save' to continue. If you do not want to modify your report type, click 'Cancel'.

If you change your report type, you will receive a message that the report type has been updated successfully. Click 'Continue' to move on.

 **Report type has been updated successfully. Please click 'Continue' to review report.**

Continue

(5) Once you are in the report review, you can navigate between sections of the Ballot Measure Campaign Disclosure using the tabs. All of the contributions you have entered this period are displayed in the Contributions tab. All of the expenditures you have entered this period are displayed in the Expenditures tab. All of the loans you have entered this period are displayed in the Loans tab. All of the loan repayments you have entered this period are displayed in the Loan Payments tab. All of the assets you have disposed of this period are displayed in the Assets tab.

(6) You can add, edit and delete items in each section.

(7) If you have not entered any items in a section, the tab will be empty. The tab will contain a link for you to add an item to that section.

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.



*** No Contributions Reported. ***

[Add a Contribution](#)



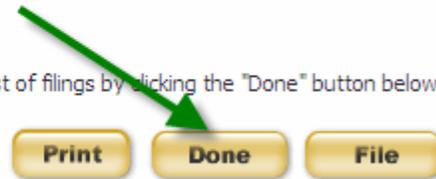
(8) If at any time you are done working with your report and want to return to your account page, you can click 'Done' at the bottom of each of the review tab pages or click 'Ballot Measure' from the menu on the left.

File with the appropriate Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

Return to My Filings

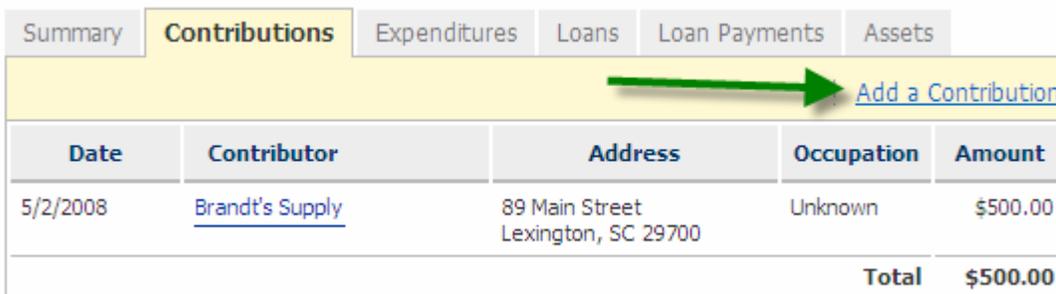
If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.



ADD ANOTHER ENTRY

Contributions

To add a contribution, click on the 'Add a Contribution' link on the Contributions tab.



Date	Contributor	Address	Occupation	Amount
5/2/2008	Brandt's Supply	89 Main Street Lexington, SC 29700	Unknown	\$500.00
Total				\$500.00

Follow the steps previously outlined in this user guide to enter the information required for this section.

When you have successfully added the item, you will see a successful message. Make a selection and click 'Next' to continue.



How would you like to continue?

- Add another contribution
- Continue to Expenditures
- Review or edit information

Next →

Expenditures

To add an expenditure, click on the 'Add an Expenditure' link on the Expenditures tab.

Summary		Contributions		Expenditures		Loans		Loan Payments		Assets	
Date	Vendor	Address		Description	Amount						
5/13/2008	BC Consulting	345 Logan Road Irmo, SC 29063		advertising	\$1,000.00						
					Total	\$1,000.00					

Follow the steps previously outlined in this user guide to enter the information required for this section.

When you have successfully added the item, you will see a successful message. Make a selection and click 'Next' to continue.



How would you like to continue?

- Add another expenditure
- Review or edit information
- Review your report

Next →

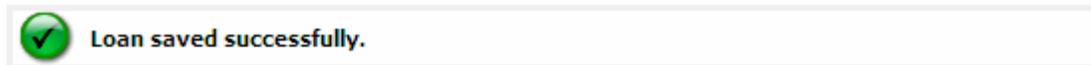
Loans

To add a loan, click on the 'Add a Loan' link on the Loans tab.

Summary	Contributions	Expenditures	Loans	Loan Payments	Assets
Add a Loan					
Date	Lender	Address	Purpose	Terms	Amount
6/19/2008	BBT	56 Sumter Street Columbia, SC 29856	Advertising	7%; 2 years	\$5,000.00
5/2/2008	Bank of America	34 Sumter Street Greenville, SC 29856	Rental fees	7%; 2 years	\$2,000.00
Total					\$7,000.00

Follow the steps previously outlined in this user guide to enter the information required for this section.

When you have successfully added the item, you will see a successful message. Make a selection and click 'Next' to continue.



How would you like to continue?

- Add another loan
- Continue to Loan Repayments
- Review or edit information

Next →

Loan Repayments

To add a loan repayment, click on the 'Add a Loan Payment' link on the Loan Payments tab.

Summary		Contributions		Expenditures		Loans		Loan Payments		Assets	
Date	Lender	Address		Payment Amount							
6/30/2008	BBT(\$5000.00- 06/19/2008)	56 Sumter Street Columbia, SC 29856		\$500.00							
6/1/2008	Bank of America(\$2000.00- 05/02/2008)	34 Sumter Street Greenville, SC 29856		\$100.00							
				Total		\$600.00					

Follow the steps previously outlined in this user guide to enter the information required for this section.

When you have successfully added the item, you will see a successful message. Make a selection and click 'Next' to continue.

 **Loan payment saved successfully.**

How would you like to continue?

- Add another loan repayment
- Continue to Assets
- Review or edit information

Next →

Disposition of Assets

To add an asset, click on the 'Add an Asset' link on the Assets tab.

Summary	Contributions	Expenditures	Loans	Loan Payments	Assets
					Add an Asset
Asset	Disposition of Asset				
Computer	Donated to Oak Pointe Elementary School				

Follow the steps previously outlined in this user guide to enter the information required for this section.

When you have successfully added the item, you will see a successful message. Make a selection and click 'Next' to continue.



How would you like to continue?

- Dispose another asset
- Review or edit information

Next →

EDIT OR DELETE AN ENTRY

Contributions

(1) To edit or delete a contribution, click on the Contributor Name link of the contribution you wish to edit or delete in the Contributions tab.

Date	Contributor	Address	Occupation	Amount
10/1/2007	Chappel Smith and Arden	1510 Calhoun Street Columbia, SC 29754	Unknown	\$250.00
9/10/2007	Chappel Smith and Arden	1510 Calhoun Street Columbia, SC 29754	Unknown	\$500.00
Total				\$750.00

(2) Once you have modified the information necessary or want the item to remain in your report without making changes, click 'Save' to update or keep this information. If you make any changes to the contributor information it will update all contributions associated with this contributor.

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*Group Name	<input type="text" value="Chappel Smith and Arden"/>
*Address	<input type="text" value="1510 Calhoun Street"/>
*City	<input type="text" value="Columbia"/>
*State	<input type="text" value="SC"/>
*Zip Code	<input type="text" value="29754"/>

Contribution

*Contribution Type	<input checked="" type="radio"/> Individual Contributions or Other <input type="radio"/> In-Kind Contributions (Requires a Matching In-Kind Expenditure)
*Contribution Amount \$	<input type="text" value="250.00"/>
*Date Received	<input type="text" value="October"/> <input type="text" value="1"/> <input type="text" value="2007"/>

Delete

Save

(3) You will see a message indicating that your contribution has been updated successfully. Click 'Continue' to return to the review section of your report.

 Contribution has been updated successfully. Please click 'Continue' to review report.

Continue

(4) To delete the contribution, click 'Delete'.

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*Group Name	Chappel Smith and Arden
*Address	1510 Calhoun Street
*City	Columbia
*State	SC
*Zip Code	29754

Contribution

*Contribution Type	<input checked="" type="radio"/> Individual Contributions or Other <input type="radio"/> In-Kind Contributions (Requires a Matching In-Kind Expenditure)
*Contribution Amount \$	250.00
*Date Received	October 1 2007

Delete  **Save**

(5) You will be asked to confirm that you really want to delete this contribution. Click 'Delete' on this page to delete the contribution or 'Cancel' to return to the review section of your report.



Are you sure you want to delete this contribution?

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*Group Name	Chappel Smith and Arden
*Address	1510 Calhoun Street
*City	Columbia
*State	SC
*Zip Code	29754

Contribution

*Contribution Type	<input checked="" type="radio"/> Individual Contributions or Other <input type="radio"/> In-Kind Contributions (Requires a Matching In-Kind Expenditure)
*Contribution Amount \$	250.00
*Date Received	October 1 2007

Delete

Cancel

(6) If you have chosen to delete the item, you will see a message that the item has been deleted successfully. Click 'Continue' to return to the review section of your report.



Contribution has been deleted successfully. Please click 'Continue' to review report.

Continue

Expenditures

(1) To edit or delete an item that you have entered, click on the link of the item you wish to edit or delete in the tab of that section.

Date	Vendor	Address	Description	Amount
5/13/2008	BC Consulting	345 Logan Road Irmo, SC 29063	advertising	\$1,000.00
Total				\$1,000.00

(2) Once you have modified the information necessary or want the item to remain in your report without making changes, click 'Save' to update or keep this item information. If you make any changes to the vendor information, all information associated with this vendor will be modified.

If you make any changes to the vendor information it will update all expenditures associated with this vendor.

Vendor Information

*Vendor Name	BC Consulting
*Address	345 Logan Road
*City	Irmo
*State	SC
*Zip Code	29063

Expenditure

*Type	<input type="radio"/> In-Kind Expenditure (Requires a Matching In-Kind Contribution)
	<input checked="" type="radio"/> All Other Expenditures
*Expenditure Amount \$	1000.00
*Date	May 13 2008
*Description	advertising

Delete

Save

(3) You will see a message indicating that the entry has been updated successfully. Click 'Continue' to return to the review section of your report.

 Expenditure has been updated successfully. Please click 'Continue' to review report.

[Continue](#)

(4) To delete the entry, click 'Delete'.

If you make any changes to the vendor information it will update all expenditures associated with this vendor.

Vendor Information

*Vendor Name

*Address

*City

*State

*Zip Code

Expenditure

*Type In-Kind Expenditure
(Requires a Matching In-Kind Contribution)

All Other Expenditures

*Expenditure Amount \$

*Date

*Description

[Delete](#)  [Save](#)

(5) You will be asked to confirm that you really want to delete this entry. Click 'Delete' on this page to delete the item entered or 'Cancel' to return to the review section of your report.



Are you sure you want to delete this expenditure?

If you make any changes to the vendor information it will update all expenditures associated with this vendor.

Vendor Information

*Vendor Name	BC Consulting
*Address	345 Logan Road
*City	Irmo
*State	SC
*Zip Code	29063

Expenditure

*Type	<input type="radio"/> In-Kind Expenditure <small>(Requires a Matching In-Kind Contribution)</small> <input checked="" type="radio"/> All Other Expenditures
*Expenditure Amount \$	1000.00
*Date	May 13 2008
*Description	advertising

Delete



Cancel

(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click 'Continue' to return to the review section of your report.



Expenditure has been deleted successfully. Please click 'Continue' to review report.

Continue

Loans

(1) To edit or delete an item that you have entered, click on the link of the item you wish to edit or delete in the tab of that section.

Summary						Contributions						Expenditures						Loans						Loan Payments						Assets					
Add a Loan																																			
Date	Lender	Address	Purpose	Terms	Amount																														
6/19/2008	BBT	56 Sumter Street Columbia, SC 29856	Advertising	7%; 2 years	\$5,000.00																														
5/2/2008	Bank of America	34 Sumter Street Greenville, SC 29856	Rental fees	7%; 2 years	\$2,000.00																														
				Total		\$7,000.00																													

(2) Once you have modified the information necessary or want the item to remain in your report without making changes, click ‘Save’ to update or keep this item information. If you make any changes to the lender information, all loans associated with this lender will be modified.

If you make any changes to the lender information it will update all loans associated with this lender.

Lender

*Lender Name

*Address

*City

*State

*Zip Code

Loan

*Date Received

*Loan Purpose

*Terms of Loan *Interest rate and repayment terms*

*Initial Amount of Loan \$

(3) You will see a message indicating that the entry has been updated successfully. Click ‘Continue’ to return to the review section of your report.



Loan has been updated successfully. Please click 'Continue' to review your report.

Continue

(4) To delete the entry, click 'Delete'.

If you make any changes to the lender information it will update all loans associated with this lender.

Lender

*Lender Name	BBT
*Address	56 Sumter Street
*City	Columbia
*State	SC
*Zip Code	29856

Loan

*Date Received	June	19	2008
*Loan Purpose	Advertising		
*Terms of Loan	7%; 2 years	<i>Interest rate and repayment terms</i>	
*Initial Amount of Loan \$	5000.00		

Delete



Save

(5) You will be asked to confirm that you really want to delete this entry. Click 'Delete' on this page to delete the item entered or 'Cancel' to return to the review section of your report.

 **Are you sure you want to delete this loan?**

If you make any changes to the lender information it will update all loans associated with this lender.

Lender

*Lender Name	BBT
*Address	56 Sumter Street
*City	Columbia
*State	SC
*Zip Code	29856

Loan

*Date Received	June	19	2008	
*Loan Purpose	Advertising			
*Terms of Loan	7%; 2 years	<i>Interest rate and repayment terms</i>		
*Initial Amount of Loan \$	5000.00			

Delete



Cancel

(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click 'Continue' to return to the review section of your report.

 **Loan has been deleted successfully. Please click 'Continue' to review your report.**

Continue

Loan Repayments

(1) To edit or delete an item that you have entered, click on the link of the item you wish to edit or delete in the tab of that section.

Date	Lender	Address	Payment Amount
6/30/2008	BBT(\$5000.00- 06/19/2008)	56 Sumter Street Columbia, SC 29856	\$500.00
6/1/2008	Bank of America(\$2000.00- 05/02/2008)	34 Sumter Street Greenville, SC 29856	\$100.00
Total			\$600.00

(2) Once you have modified the information necessary or want the item to remain in your report without making changes, click 'Save' to update or keep this item information.

Please complete the form below.

Loan Payment

Loan

*Date of Payment

*Payment Amount \$

(Requires a Matching Expenditure)

(3) You will see a message indicating that the entry has been updated successfully. Click 'Continue' to return to the review section of your report.

 **Loan repayment has been updated successfully. Please click 'Continue' to review your report.**

(4) To delete the entry, click 'Delete'.

Please complete the form below.

Loan Payment

Loan	BBT(\$5000.00- 06/19/2008)		
*Date of Payment	June	30	2008
*Payment Amount \$	500.00		

(Requires a Matching Expenditure)

Delete  **Save**

(5) You will be asked to confirm that you really want to delete this entry. Click 'Delete' on this page to delete the item entered or 'Cancel' to return to the review section of your report.

 **Are you sure you want to delete this loan repayment?**

Please complete the form below.

Loan Payment

Loan	BBT(\$5000.00- 06/19/2008)		
*Date of Payment	June	30	2008
*Payment Amount \$	500.00		

(Requires a Matching Expenditure)

Delete  **Cancel**

(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click 'Continue' to return to the review section of your report.

 **Loan repayment has been deleted successfully. Please click 'Continue' to review your report.**

Continue

Disposition of Assets

(1) To edit or delete an item that you have entered, click on the link of the item you wish to edit or delete in the tab of that section.

Summary	Contributions	Expenditures	Loans	Loan Payments	Assets
Add an Asset					
Asset	Disposition of Asset				
Computer	Donated to Oak Pointe Elementary School				

(2) Once you have modified the information necessary, click 'Save' to update this entry. If you want the item to remain in your report without making changes, click 'Cancel'.

Please complete the form below. To skip this section, use the checkbox below.

Disposition of Assets

*Asset	<input type="text" value="Computer"/>
*Disposition	<input type="text" value="Donated to Oak Pointe Elementary School"/>
	<i>Explanation of disposition made to asset.</i>

Delete

Cancel

Save

Please complete the form below. To skip this section, use the checkbox below.

Disposition of Assets

*Asset	<input type="text" value="Computer"/>
*Disposition	<input type="text" value="Donated to Oak Pointe Elementary School"/>
	<i>Explanation of disposition made to asset.</i>

Delete

Cancel

Save

(3) You will see a message indicating that the entry has been updated successfully. Click 'Continue' to return to the review section of your report.

 **Asset has been updated successfully. Please click 'Continue' to review your report.**

Continue

(4) To delete the entry, click 'Delete'.

Please complete the form below. To skip this section, use the checkbox below.

Disposition of Assets

*Asset	Computer
*Disposition	Donated to Oak Pointe Elementary School
	<i>Explanation of disposition made to asset.</i>

Delete  **Cancel** **Save**

(5) You will be asked to confirm that you really want to delete this entry. Click 'Delete' on this page to delete the item entered or 'Cancel' to return to the review section of your report.

 **Are you sure you want to delete this asset?**

Please complete the form below. To skip this section, use the checkbox below.

Disposition of Assets

*Asset	Computer
*Disposition	Donated to Oak Pointe Elementary School
	<i>Explanation of disposition made to asset.</i>

Delete  **Cancel**

(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click 'Continue' to return to the review section of your report.

 **Asset has been deleted successfully. Please click 'Continue' to review your report.**

Continue

RETURNING TO YOUR SAVED REPORT

To work with or view a report, click one of the links to the right of the report.

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

START A NEW FILING 

Current Filings		Archived Filings			
Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 Saved	2008, April 10th	Original	Edit	Delete
07/03/2007	Filed	2008, January 10th	Original	Amend	

When you select to view **a specific version of a report, edit or amend a report** you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in and whether or not it has been filed. Your committee name and election date are also displayed.

2008, July 10th Report Review

Committee: BM 62907
Election Date: 05/01/2007
Filing Type: Original, Not Filed

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary	Contributions	Expenditures	Loans	Loan Payments	Assets
----------------	---------------	--------------	-------	---------------	--------

Demographic Information

[BM 62907](#)
123 Main Street
Columbia, SC 29205
County: Richland
803.777.7777

Purpose

[Purpose](#)

Report Type

[2008, July 10th](#)

To delete a report, see the section titled Deleting a Report in this user guide.

FILING YOUR REPORT

When you are ready to file your report, you can do so from any of the tabs in the report review. At the bottom of each page there is a 'File' button. Click 'File' if you are ready to file your report.

File with the appropriate Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

Return to My Filings

If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.



You will be asked to confirm that you want to file your report. Click 'File' if you are ready to file your report. Click 'Back' if you do not want to file your report at this time. All of your information will be saved.

Ballot Measure Campaign Disclosure: Filing Confirmation

Once your report is filed, the information you have submitted will be publicly accessible. If you need to change any information, you must file an amended report.

CERTIFICATION: I certify that the contents of this statement are true, correct, and complete to the best of my knowledge and belief. I understand that if this statement is not received within five (5) days of the deadline, a late filing penalty of \$100.00 will be levied.

Are you sure you want to file now?



Once you have filed your report, you will receive a confirmation on your screen. Click 'Continue' to return to your My Account page. You can now view or amend this report or start a new filing.

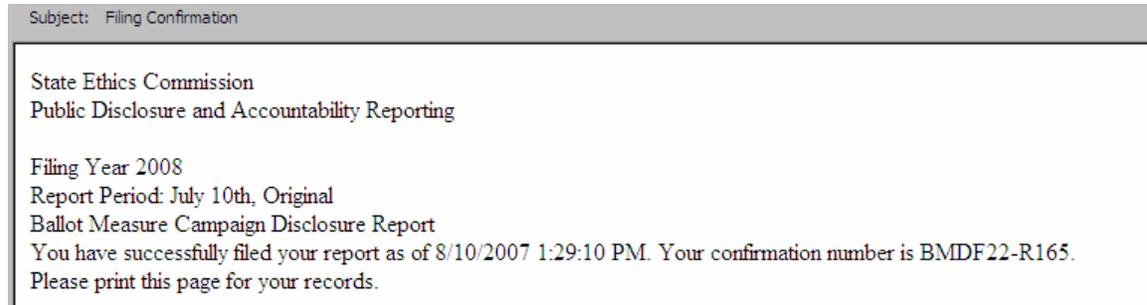
Ballot Measure Campaign Disclosure: Filing confirmation

 **Your report has been filed successfully on 8/10/2007 1:29:10 PM. Your confirmation number is BMDf22-R165.**

Your confirmation has been sent to the email address on record. Please print this page for your records. Please click 'Continue' to return to your Ballot Measure Filings or logout if you are finished.



You will also receive an email confirmation that you have filed your report. The email message will be sent to the address you have on record with your account. It will be similar to:



Some email providers may prevent the confirmation from appearing in your inbox or may not allow you to receive the confirmation at all. Please be sure to check Junk, Spam or Bulk folders. It is known that filing confirmations are not being received by hotmail email accounts. It is suggested that you do not register with a hotmail or @email.com email account and if you have that you update your email address to a non-hotmail or non- email.com account.

Once your report is filed, the information you have submitted will be publicly accessible. If you need to change any information, you must file an amended report.

FINAL REPORT

In order to file a Final report, your account balance must be zero. If you have a balance in your account and try to file, you will receive a warning message displayed at the top of the page.

The combined total of all Contributions and Loans must equal the total of Expenditures. Your Loan Balance must also be 0.00. Without a zero balance for your account, you cannot file a final report.

Please go back to choose another report type or file additional Contributions, Expenditures, Loans, or Loan Repayments.

You will not be able to file a final report until your account balance is zero. You can add, edit or delete contributions or expenditures or change your report type in order to file.

If you have already filed a final report and need to continue filing, you must amend your final report and change the report type in order to start a new filing. Please refer to the section Amending a Report for details on how to amend a report.

NEGATIVE CONTRIBUTIONS ON HAND PERIOD END

Balance of Contributions	This Period
A. Contributions on Hand (Beginning this Period)	\$2,650.00
B. Total Contributions (This Period) (+)	\$0.00
C. Total Expenditures (This Period) (-)	\$3,000.00
D. Contributions On Hand (Period End) (=)	(\$350.00)

If you wish to file a report that indicates you have a negative value of contributions on hand for the period end, you will receive a warning message displayed at the top of the page.



The Contributions on Hand (Period End) for this reporting period are negative. Click 'Back' to adjust your report or 'File' to file your report.

You can choose to file this report with a negative value of contributions on hand for the period end and the report will be marked for audit by the State Ethics Commission.

AMENDING A REPORT

In order to make a change to a report that has already been filed, you must file an amendment. To file an amendment, go to your Ballot Measure Campaign Disclosure Account page and click 'Amend' next to the report that you wish to amend.

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

[START A NEW FILING](#) 

Current Filings Archived Filings

Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 Saved	2008, April 10th	Original	Edit	Delete
07/03/2007	Filed	2008, January 10th	Original	Amend	



The most current version of the report will appear in the Current Filings tab and the original or previous version is stored in the Archived Filings tab. Reports stored in Archived Filings can no longer be modified. All filings are publicly accessible.

To update your report, follow the steps previously outlined to add, edit or delete contributions and expenditures. Once you have made the necessary changes to your report, file the report again.

If necessary, you can amend a report more than once. However, you can only work on one amendment at a time.

DELETING A REPORT

You may delete a report that has not been filed. To delete a report, go to your Ballot Measure Campaign Disclosure Account page and click 'Delete' next to the report that you wish to delete.

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

[START A NEW FILING](#) 

Current Filings [Archived Filings](#)

Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 <i>Saved</i>	2008, April 10th	Original	Edit	Delete
07/03/2007	Filed	2008, January 10th	Original	Amend	

You will be asked if you are sure you want to delete the report. Click 'Delete' to delete the report or 'Cancel' to keep the report and return to your account page.

 **Are you sure you want to delete this report?**

[Delete](#) [Cancel](#)

If you choose to delete the report, you will see a confirmation message that the report was deleted successfully. Click 'Continue' to return to your account page.

 **Report was deleted successfully. Please click 'Continue' to return to your account.**

[Continue](#)

PRINTING A REPORT

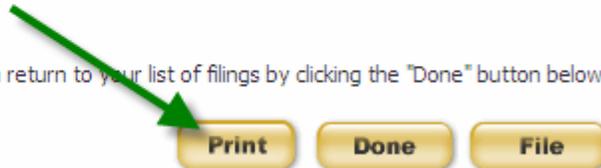
You can print a filed or unfiled copy of your report at any time. To print your report, click 'Print' at the bottom of any of the review tab pages.

File with the appropriate Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

Return to My Filings

If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.



The report will be shown in a print layout (see next page). Scroll down the page to preview the print layout and click 'Print' to print your report. Click 'Go Back' if you do not want to print your report and return to the report review.

Ballot Measure Campaign Disclosure: Review

2008, July 10th Report Review

Committee: BM 62907
Election Date: 05/01/2007
Filing Type: Original, Filed

Demographic Information

123 Main Street
Columbia, SC 29205
County: Richland
803.777.7777

Purpose

Purpose

Report Type

2008, July 10th

Contributions	This Period	Election Cycle
A1. Individual Contributions or other (+)	\$500.00	\$500.00
A2. Loans (+)	\$2,000.00	\$4,000.00
B. In-Kind Contributions (+)	\$0.00	\$250.00
C. Total Contributions (=)	\$2,500.00	\$4,750.00

Expenditures	This Period	Election Cycle
A. In-Kind Expenditures	\$0.00	\$0.00
B. Expenditures (+)	\$1,000.00	\$3,250.00
C. Total Expenditures (=)	\$1,000.00	\$3,250.00

Balance of Contributions	This Period
A. Contributions on Hand (Beginning this Period)	\$0.00
B. Total Contributions (This Period) (+)	\$2,500.00
C. Total Expenditures (This Period) (-)	\$1,000.00
D. Contributions On Hand (Period End) (=)	\$1,500.00

Loans

Loan Balance: **\$1,900.00**

Contributions

Date	Contributor	Address	Occupation	Amount
5/2/2008	Brandt's Supply	89 Main Street Lexington, SC 29700	Unknown	\$500.00
Total				\$500.00

Expenditures

Date	Vendor	Address	Description	Amount
5/13/2008	BC Consulting	345 Logan Road Irmo, SC 29063	advertising	\$1,000.00
Total				\$1,000.00

Loans

Date	Lender	Address	Purpose	Terms	Amount
5/2/2008	Bank of America	34 Sumter Street Greenville, SC 29856	Rental fees	7%; 2 years	\$2,000.00
Total					\$2,000.00

Loan Repayments

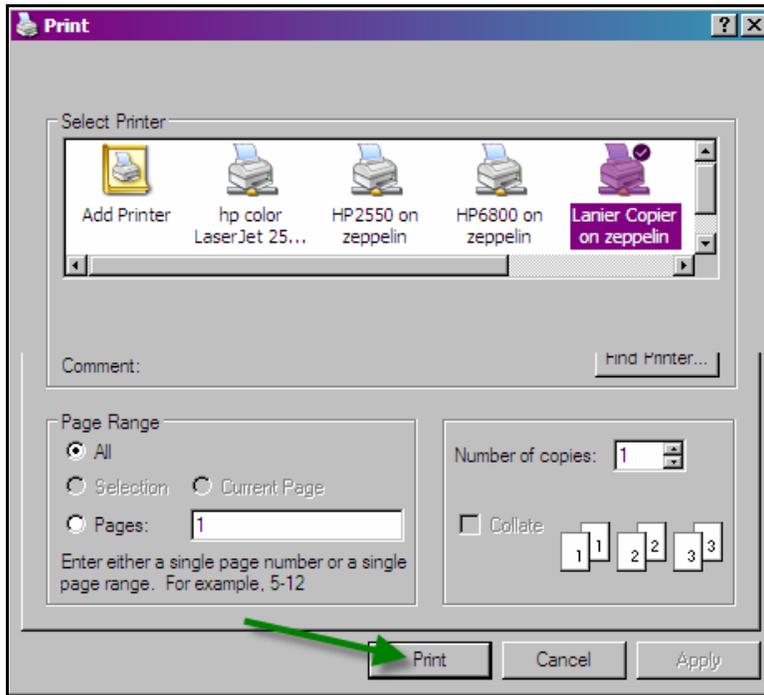
Date	Lender	Address	Payment Amount
6/1/2008	Bank of America	34 Sumter Street Greenville, SC 29856	\$100.00
Total			\$100.00

Assets

Asset	Disposition of Asset
Computer	Donated to Oak Pointe Elementary School



After you click 'Print' on the print preview, the print set-up window will appear. Select your printer and the number of copies you want to print and click 'Print'.



UPDATING YOUR PROFILE

If you need to update your profile you can do so at any time. You can update your profile by selecting Committee Profile from the menu on the left of the page or by clicking into your profile from the link of your name on the summary page of a report.

[Home](#) > [Electronic Filing](#)

Electronic Filing
Ballot Measure Campaign Disclosure: Review

2008, July 10th Report Review

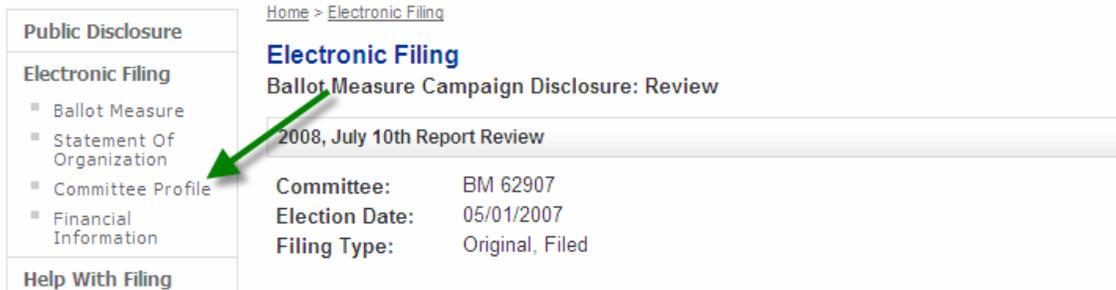
Committee: BM 62907
Election Date: 05/01/2007
Filing Type: Original, Filed

Public Disclosure

Electronic Filing

- Ballot Measure
- Statement Of Organization
- Committee Profile**
- Financial Information

Help With Filing



2008, July 10th Report Review

Committee: BM 62907
Election Date: 05/01/2007
Filing Type: Amendment 1, Not Filed

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary Contributions Expenditures Loans Loan Payments Assets

Demographic Information

[BM 62907](#)
123 Main Street
Columbia, SC 29205
County: Richland
803.777.7777



The location of how you enter into your profile will have the following effects on the reports in your account and any reports that you start after you update your profile.

For Filed Reports

- If you change the profile it is an amendment, therefore you need to choose Amend for that specific report and change the profile within that report. The profile change only applies to that specific report.

For Saved Reports

- If you enter into the profile and modify it from an ORIGINAL report in edit mode, the profile change applies to the report you are working in and the master profile.
- If you enter into the profile and modify it from an AMENDED report in edit mode, the profile change applies to the report only.

For the Master profile

- If the profile is changed from the selecting Profile from the left menu, the profile change applies only to reports started after that change is made.
- No reports in edit or filed mode are updated.

After you have chosen to update your profile, either through a report or the left menu and you have modified the information necessary or want your profile to remain as shown without making changes, click ‘Save’ to update or keep your profile information.

Ballot Measure Campaign Disclosure: Profile

Personal Information

*Committee Name	BM72607A
*Ballot Measure Purpose	Purpose
*Mailing Address	78946 Koon Road
*City	Colleton
*State	SC
*County	Calhoun <small>SC Residents Only</small>
*Zip Code	29857
*Phone Number	555 555 5555
*Email	cblaschek@portal.sc.gov



You will receive a message indicating that your profile information has been updated successfully. Click ‘Continue’ to return to your report if you updated your profile from a report or your My Account page if you updated your profile by choosing Profile from the left menu.



Profile has been updated successfully. Please click 'Continue' to proceed.

Continue

UPDATING YOUR FINANCIAL INFORMATION

Checking account information is required when you register for your account. If you need to edit your financial information at any time you may select Financial Information from the left menu.

Public Disclosure
Electronic Filing
▪ Ballot Measure
▪ Statement Of Organization
▪ Committee Profile
▪ Financial Information
Help With Filing
SC State Ethics Commission
Contact Us
Logout

You will be taken to the page that contains your financial information:

Financial Information

Savings Account Number	<input type="text"/>
Savings Bank	<input type="text"/>
Savings Bank Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value=""/>
Zip Code	<input type="text"/>
*Checking Account Number	***** Edit
*Checking Bank	<input type="text" value="BBT"/>
*Checking Bank Address	<input type="text" value="678 Main Street"/>
*City	<input type="text" value="Columbia"/>
*State	<input type="text" value="SC"/>
*Zip Code	<input type="text" value="29201"/>

[← Back](#) [Next →](#)

If you have entered savings account information it will be prepopulated just as the checking account information is prepopulated.

EDIT YOUR ACCOUNT NUMBER

To edit your account numbers, click on the 'Edit' link next to the placeholders for the account number. On the next page you will enter your updated account number. As you type in the new account number, placeholders will appear. Click 'Next' when you have updated your account number.

Financial Information

*Checking Account Number

[← Back](#) [Next →](#)

A screenshot of a web form titled "Financial Information". It features a text input field labeled "*Checking Account Number" containing six black dots as a placeholder. A green arrow points from the right side of the field towards the "Next" button. Below the field are two yellow buttons: "← Back" and "Next →". A second green arrow points from the top of the "Next" button downwards.

You will receive a status message that your financial information has been updated successfully.

 **Financial Account updated successfully. Please click 'Continue' to proceed.**

[Continue](#)

A screenshot of a success message box. It has a light gray border and contains a green checkmark icon on the left, followed by the text "Financial Account updated successfully. Please click 'Continue' to proceed." in bold. Below the message is a yellow button with the text "Continue".

When you click 'Continue' you will return to the My Account page.

EDIT BANK NAME OR ADDRESS

You may also modify your bank name and address. Highlight the information you need to update and type in the new information.

Financial Information

Savings Account Number	<input type="text"/>
Savings Bank	<input type="text"/>
Savings Bank Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
*Checking Account Number	***** Edit
*Checking Bank	BBT
*Checking Bank Address	678 Main Street
*City	Columbia
*State	SC
*Zip Code	29201

[← Back](#) [Next →](#)

When you have completed the changes you need to make click 'Next'. You will receive a status message that your financial information has been updated successfully.

 **Financial Account updated successfully. Please click 'Continue' to proceed.**

[Continue](#)

When you click 'Continue' you will return to the My Account page.

You may also click on Financial Information to verify your banking information. If you do not wish to make any changes, click 'Next'. You will receive a status message that your financial information has been updated successfully.

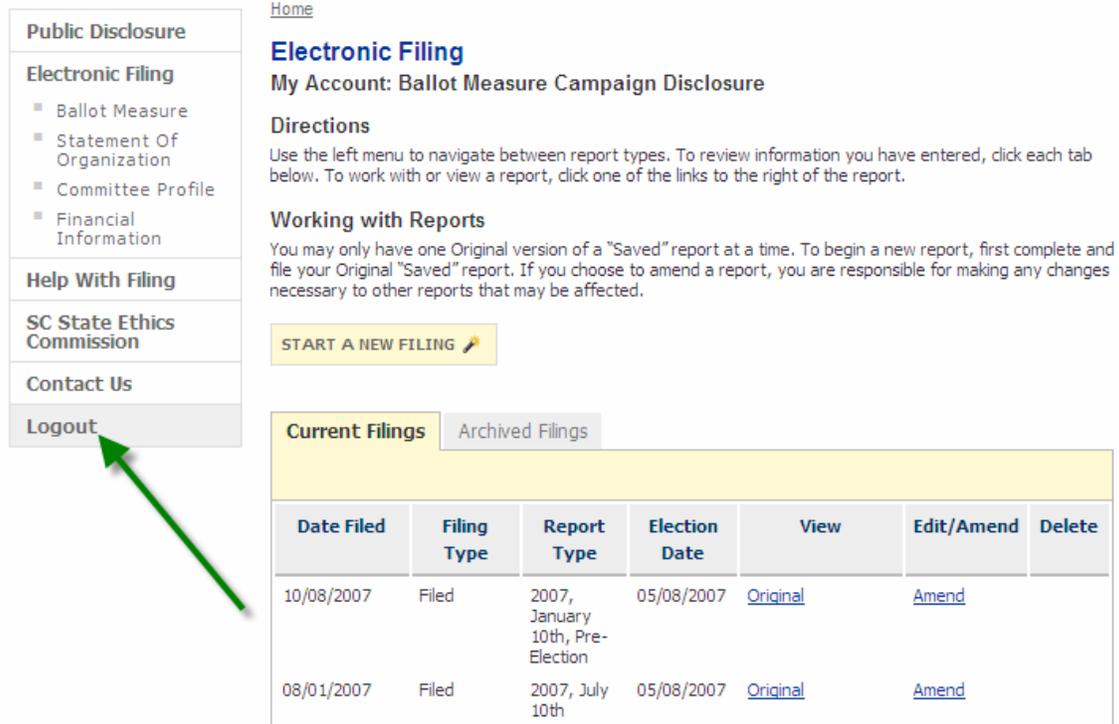
 **Financial Account updated successfully. Please click 'Continue' to proceed.**

[Continue](#)

When you click 'Continue' you will return to the My Account page.

LOGOUT

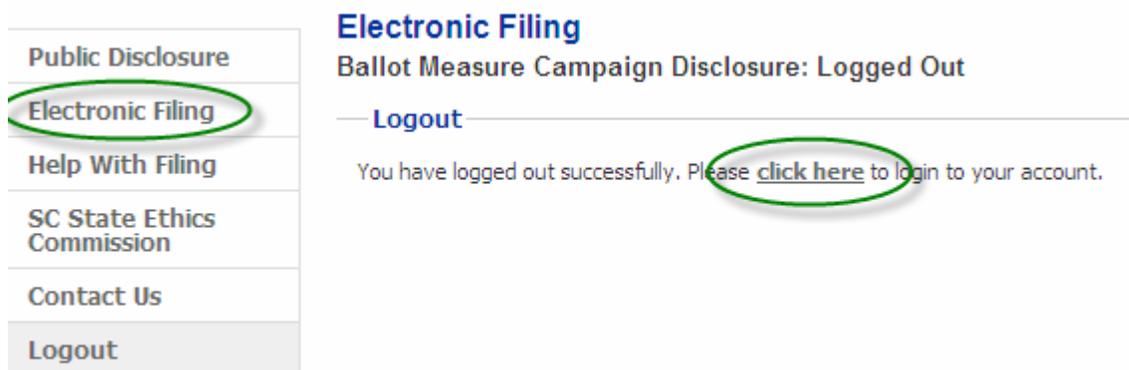
If you are done working with your account and reports, please be sure to logout of the Public Disclosure and Accountability Reporting System by selecting 'Logout' from the menu on the left of the page. This will ensure that you have ended your session.



The screenshot shows the 'Electronic Filing' page. On the left is a navigation menu with items: Public Disclosure, Electronic Filing (with sub-items: Ballot Measure, Statement Of Organization, Committee Profile, Financial Information), Help With Filing, SC State Ethics Commission, Contact Us, and Logout. A green arrow points to the 'Logout' item. The main content area includes a 'Home' link, the title 'Electronic Filing', and the subtitle 'My Account: Ballot Measure Campaign Disclosure'. Below this are sections for 'Directions' and 'Working with Reports'. A yellow button labeled 'START A NEW FILING' is present. The 'Current Filings' tab is active, showing a table with columns: Date Filed, Filing Type, Report Type, Election Date, View, Edit/Amend, and Delete. Two rows of filings are listed.

Date Filed	Filing Type	Report Type	Election Date	View	Edit/Amend	Delete
10/08/2007	Filed	2007, January 10th, Pre-Election	05/08/2007	Original	Amend	
08/01/2007	Filed	2007, July 10th	05/08/2007	Original	Amend	

When you have successfully logged out of the system you will see a message indicating that you have logged out. You can login again using the link on the page or by selecting Electronic Filing from the menu on the left.



The screenshot shows the 'Electronic Filing' page after logging out. The navigation menu on the left has 'Electronic Filing' circled in green. The main content area displays the title 'Ballot Measure Campaign Disclosure: Logged Out' and a 'Logout' link. Below this is a message: 'You have logged out successfully. Please [click here](#) to login to your account.' The 'click here' link is also circled in green.