SOUTH CAROLINA

State Ethics Commission

Public Disclosure and Accountability Reporting System
Electronic Filing: Candidate Campaign Disclosure

IN PARTNERSHIP WITH
SC.GOV

TABLE OF CONTENTS

LOGIN

In order to file your Candidate 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'.

If you have not registered for an account, go to:
https://ssl.sc.gov/EthicsRegistration/Signup/Signup.aspx to create a new user account. For help with registering a new user account, please refer to the Registration User Guide.

PLEASE CONFIRM YOUR EMAIL

When you attempt to login, you will be prompted to verify your email address on file. You can change it on this page or click ‘Continue’ to navigate to your Candidate’s Campaign Disclosures page.

NAVIGATION

Once you have logged in to your candidate 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 - 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.

Campaign Disclosures - provides a menu of your filed and unfiled candidate campaign disclosure reports.

Statements of Economic Interests - provides a menu of your filed and unfiled SEI reports.

Candidate Profile - here you can change your contact information including your email.

Financial Information - here you can change your 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.

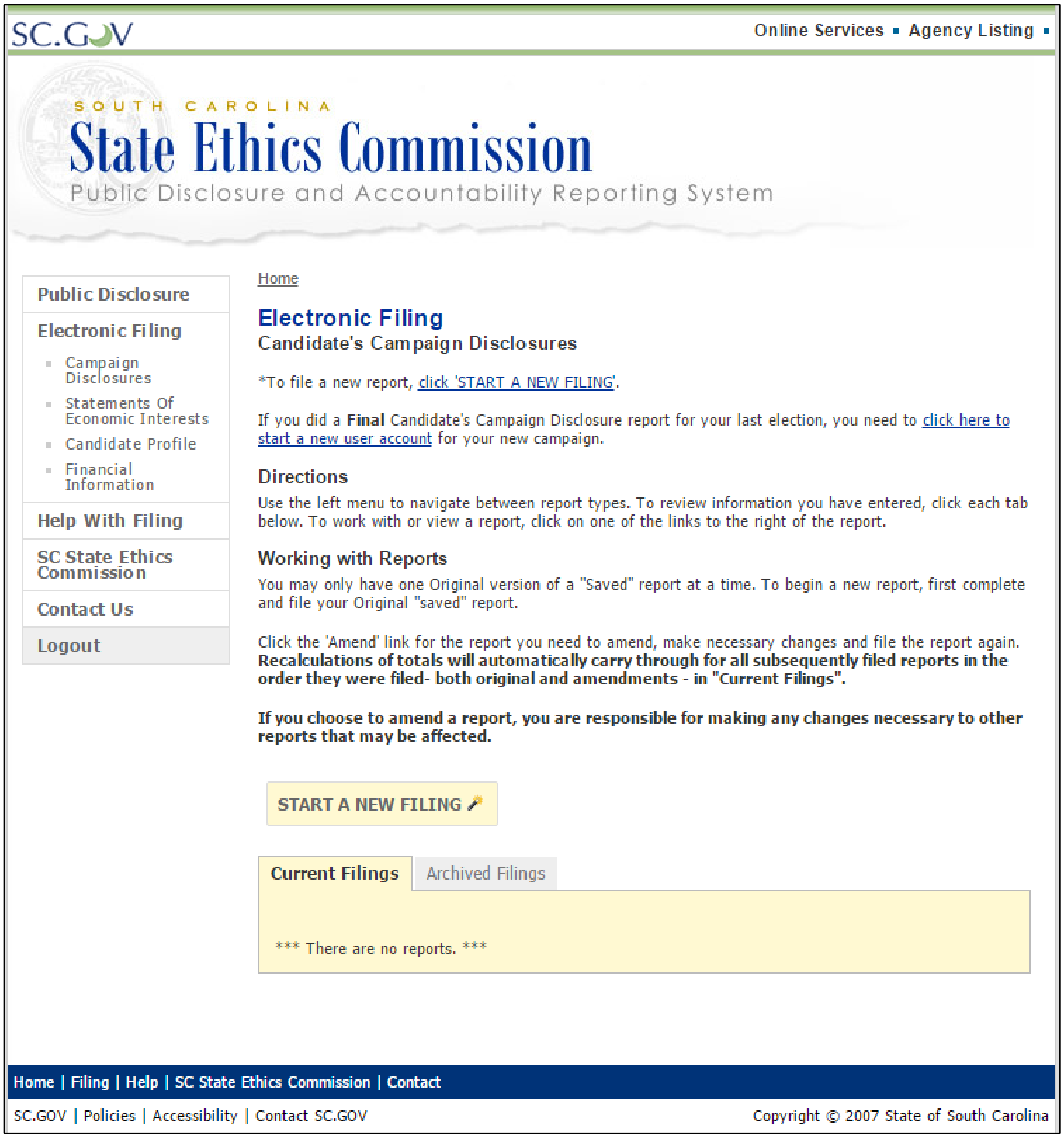
Logout - this will end your session and close your account.

CANDIDATE'S CAMPAIGN DISCLOSURE ACCOUNT

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
- Edit Campaign Disclosure Form Type
- Edit Campaign Disclosure Election Date
- Amend a filed Campaign Disclosure Form
- File a new Statement of Economic Interest
- Edit a saved Statement of Economic Interest
- Amend a filed Statement of Economic Interest
- Update your profile
- Update your financial information

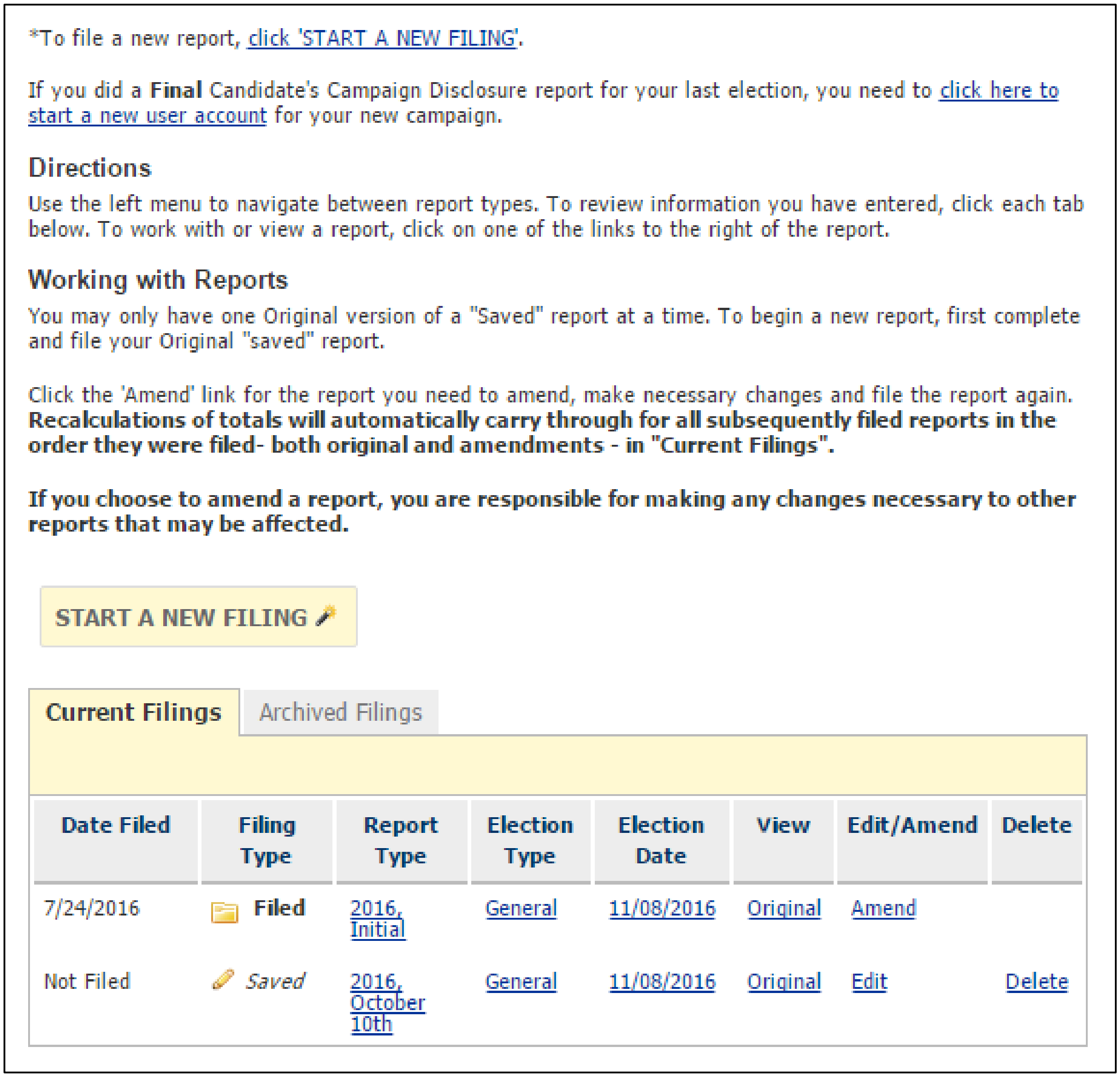
Your screen will appear as shown:



Current Filings: This folder contains the most current filed version of your Candidate Committee Campaign Disclosures or your current Statements of Economic Interests 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. To change the election type, click the Election Type link for the report you wish to work with. To change the election date, click the Election Date link for the report you wish to work with. This will update the other reports filed in that same Campaign/Election Date.



*To file a new report, click 'START A NEW FILING'.

If you did a **Final** Candidate's Campaign Disclosure report for your last election, you need to click here to start a new user account for your new campaign.

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 on 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.

Click the 'Amend' link for the report you need to amend, make necessary changes and file the report again. **Recalculations of totals will automatically carry through for all subsequently filed reports in the order they were filed- both original and amendments - in "Current Filings".**

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	Election Type	Election Date	View	Edit/Amend	Delete
7/24/2016	Filed	2016, Initial	General	11/08/2016	Original	Amend	
Not Filed	*Saved*	2016, October 10th	General	11/08/2016	Original	Edit	Delete

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 report type, your name, position sought, election date, election type, and report version that you are working in and whether or not it has been filed.

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

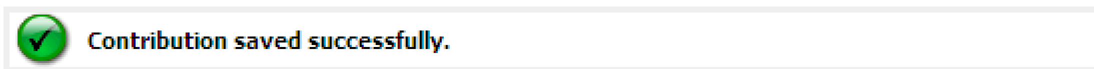
STATUS NOTIFICATIONS

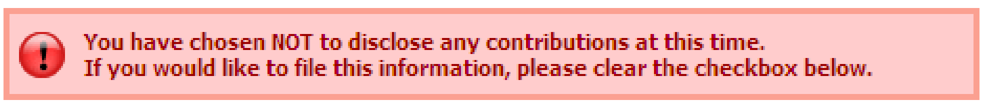
Throughout the application you will receive messages at the top of your screen. These messages will appear when:

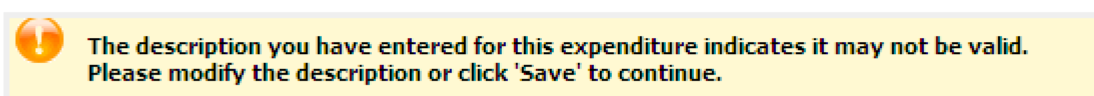
- You complete a step successfully
- you miskey information or leave a required item empty
- you enter information that may not be valid or acceptable

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:

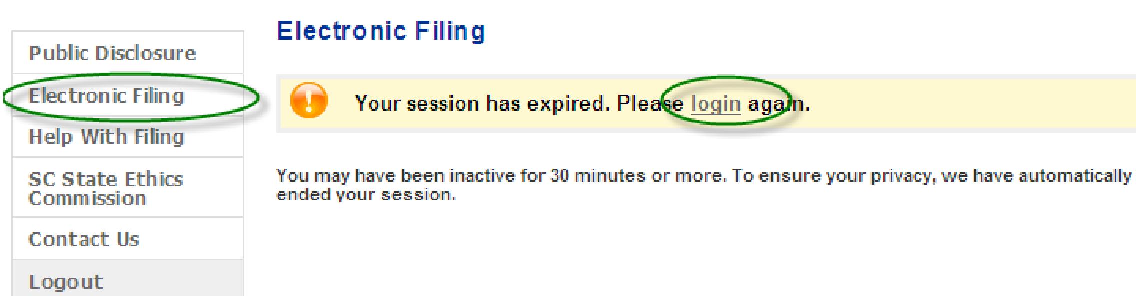






SESSION EXPIRED

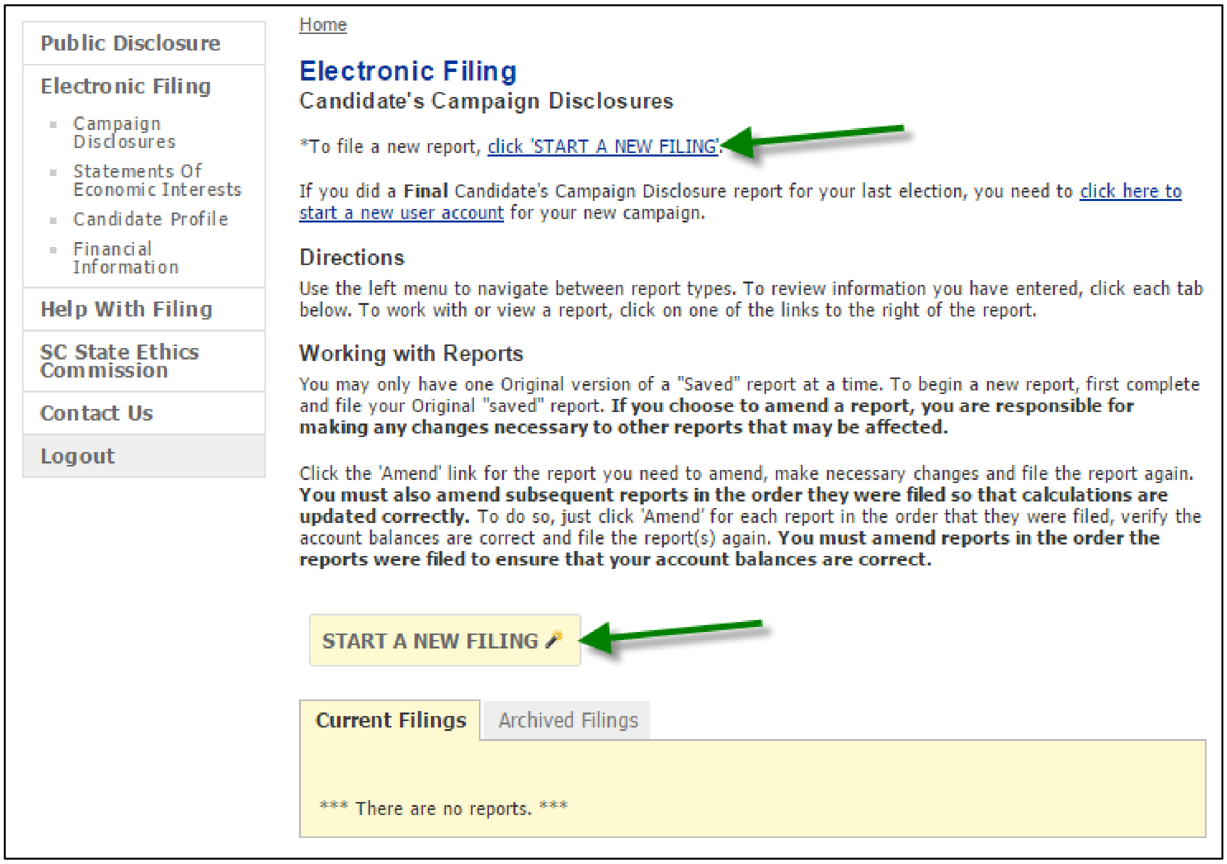
Your session will expire after 30 minutes of inactivity. When your session expires, the system automatically logs you out of your session. To login to your account, you can use the link provided in the center of the page or click on 'Electronic Filing' from the menu on the left.



START A NEW FILING

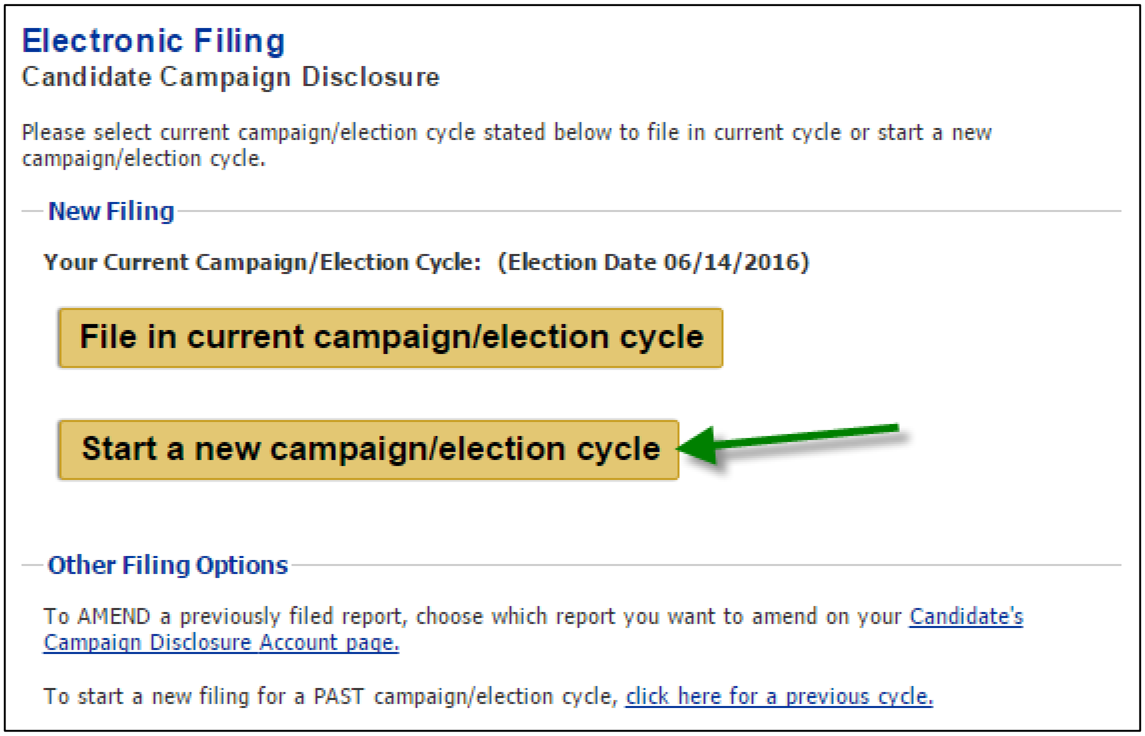
To start a new Candidate Campaign Disclosure filing, follow the steps outlined below:

Step 1 - Click the 'Start a New Filing' button or link.

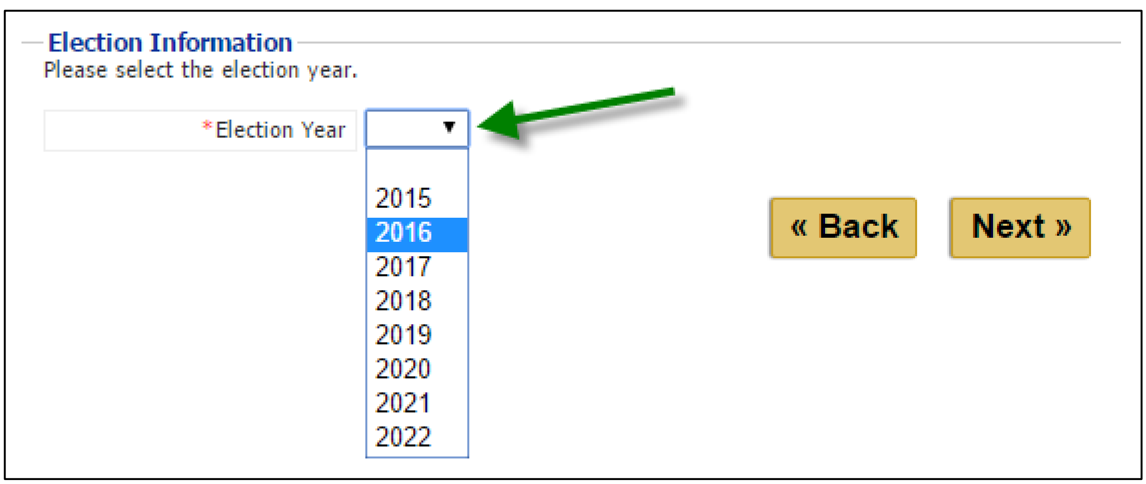


Step 2 (A) – The current/latest campaign/election cycle date for which you are filing should display under New Filing. Click 'File in current campaign/election cycle' to start filing.

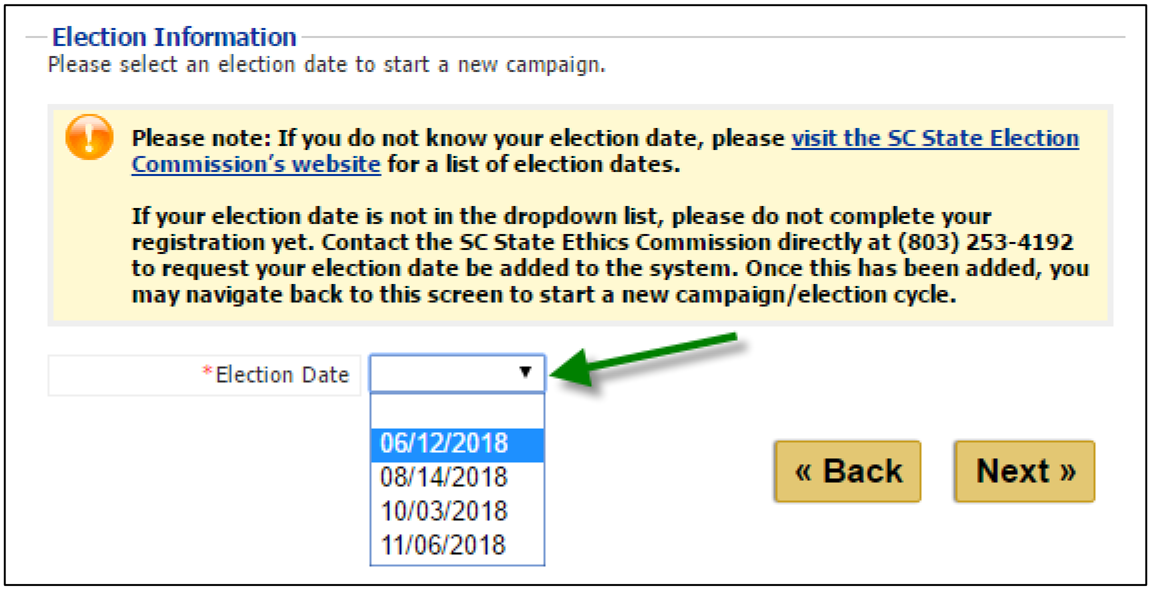
Step 2 (B) - If you are running for the same office as a previous election and the election date has already passed, a “Start a new campaign/election cycle” link will appear. Click the ‘Start a new campaign/election cycle’ link to enter the election date for the new campaign.



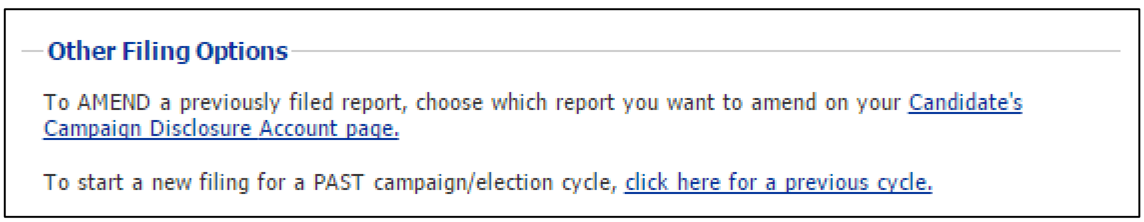
Select the election year and click ‘Next’.



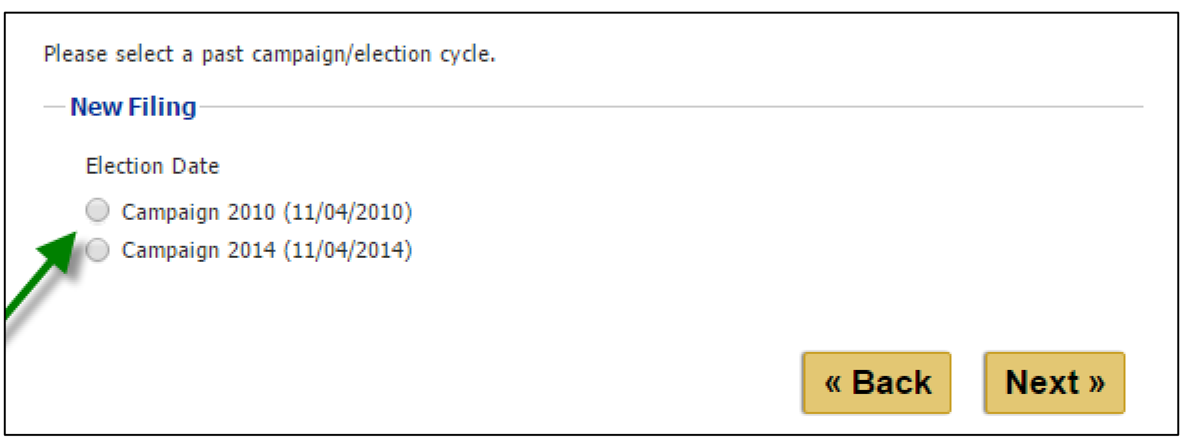
Select the election date for the new campaign and click ‘Next’.



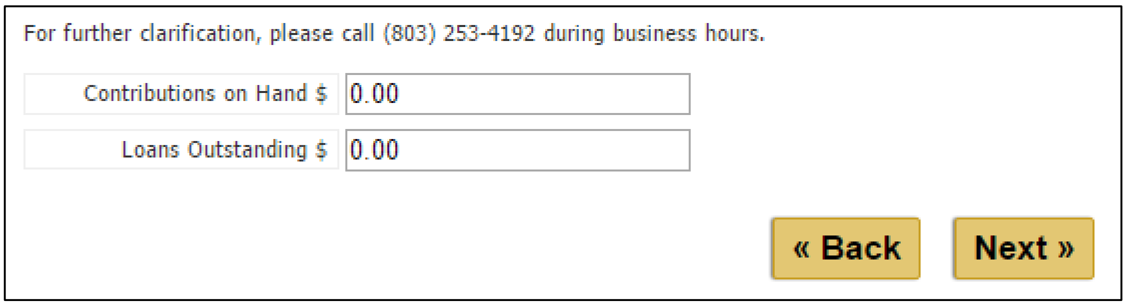
Select the campaign for which you would like to file and click ‘Next’ to be directed back to the Select Campaign page. The current/latest election date should always display after “Your Current Campaign/Election Cycle”. If you started a campaign for a previous campaign/election cycle, you can file in that previous campaign.



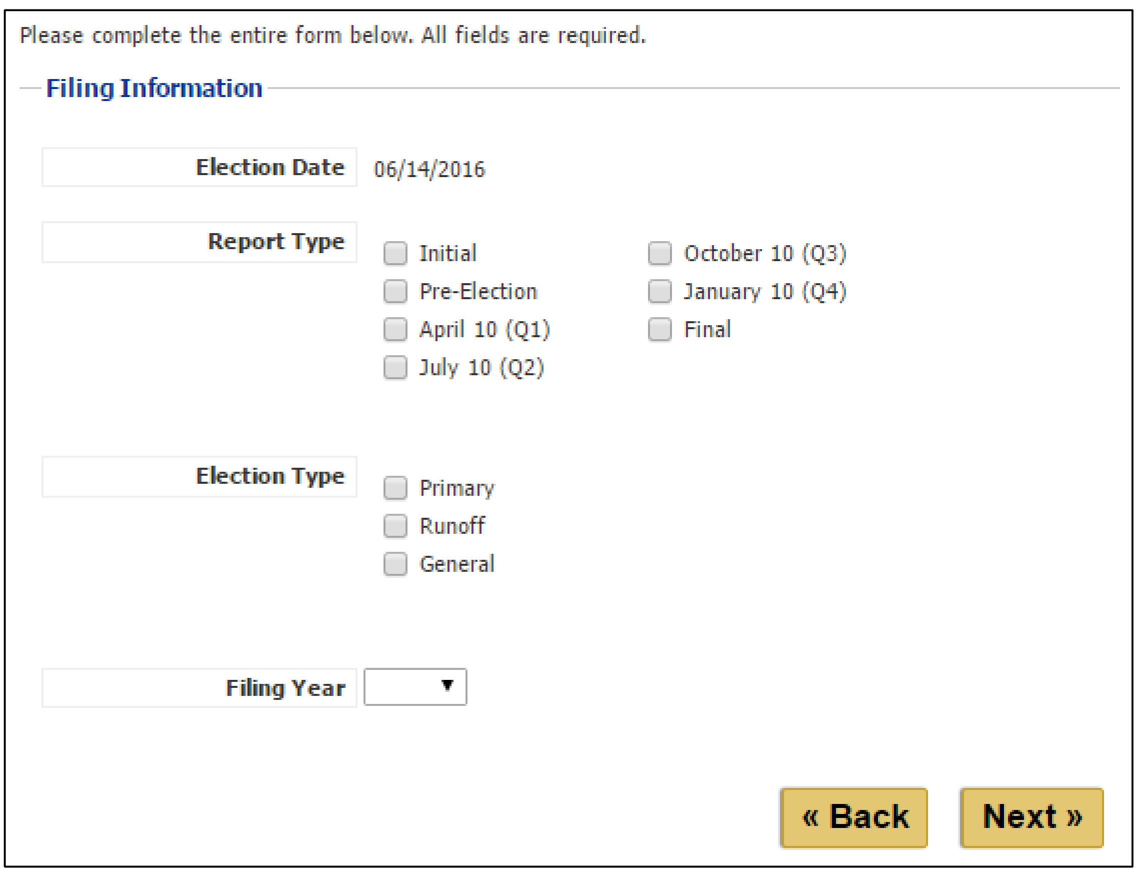
When you ‘Click here for a previous cycle’, you’ll be able to choose the past campaign/election cycle you would like to file in. Select the campaign/election cycle and click ‘Next’.



Step 3 - If this is the first report that you are filing electronically, you will be directed to a page and asked to enter the contributions on hand and the value of outstanding loans that you are bringing forward from your most recent candidate campaign disclosure report filed. You will not be able to change this information. Please click 'Next' button to continue to next page. You will only be asked to complete this page one time.



The next step is to select the Report Type for your Candidate 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 Election type for which you are running. Last, select the filing year of the report you are filing.

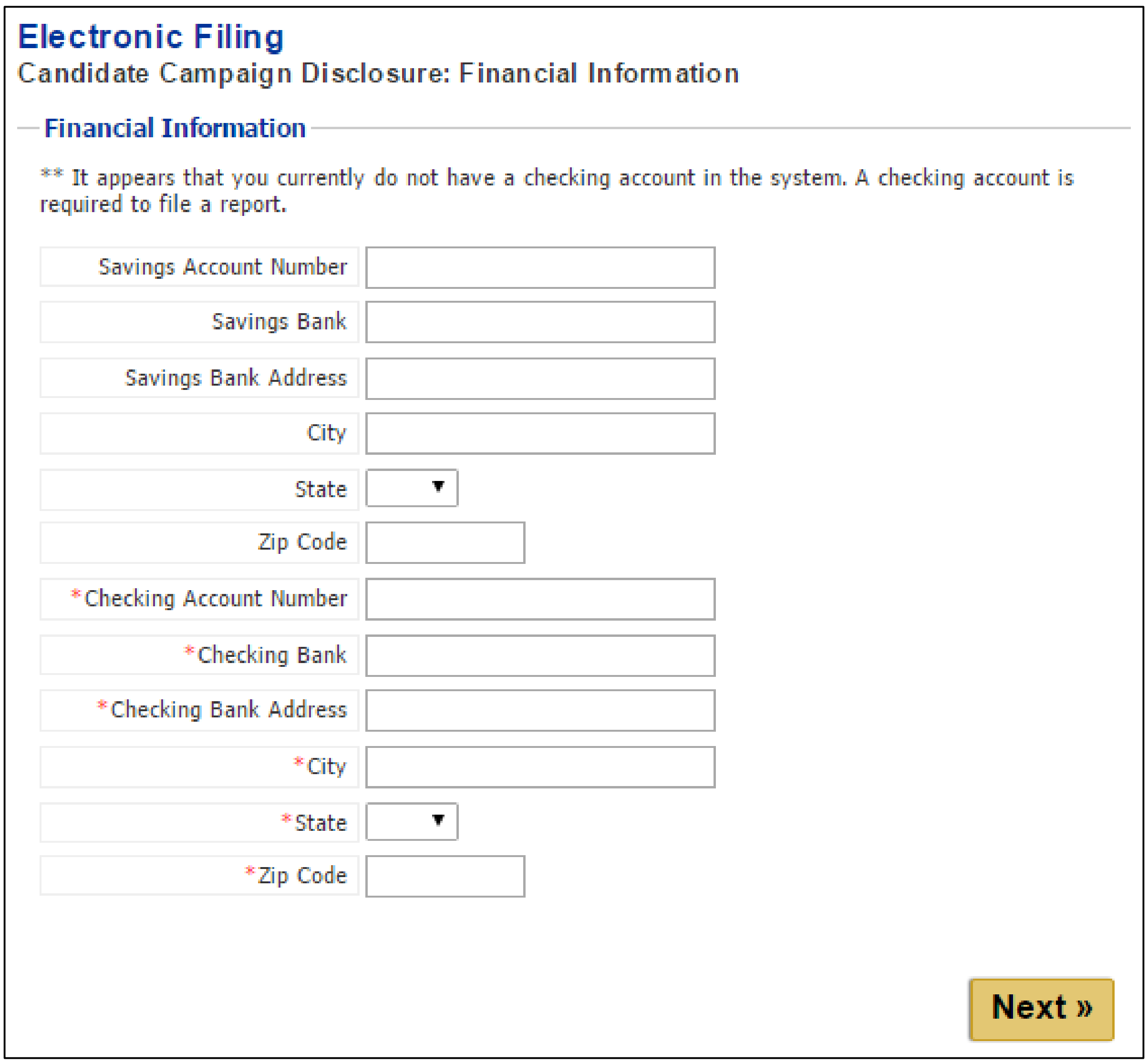


You may not file two original versions of the same report. Once you have filed a report, you are only able to amend the report.

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

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

To register for your account as a candidate, savings and checking account information was not required. However; in order to file a report, checking account information is required. If you did not enter this information when you registered, you will be prompted for it now.



Electronic Filing

Candidate Campaign Disclosure: Financial Information

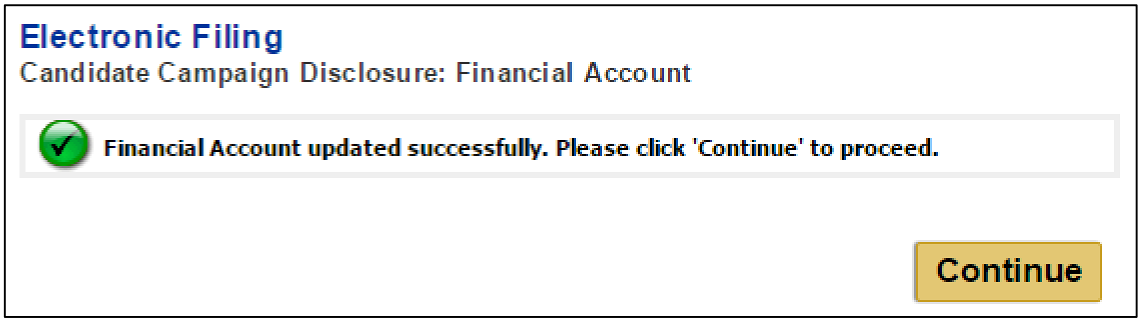
Financial Information

** It appears that you currently do not have a checking account in the system. A checking account is required to file a report.

Savings Account Number	
Savings Bank	
Savings Bank Address	
City	
State	
Zip Code	
*Checking Account Number	
*Checking Bank	
*Checking Bank Address	
*City	
*State	
*Zip Code	

Next »

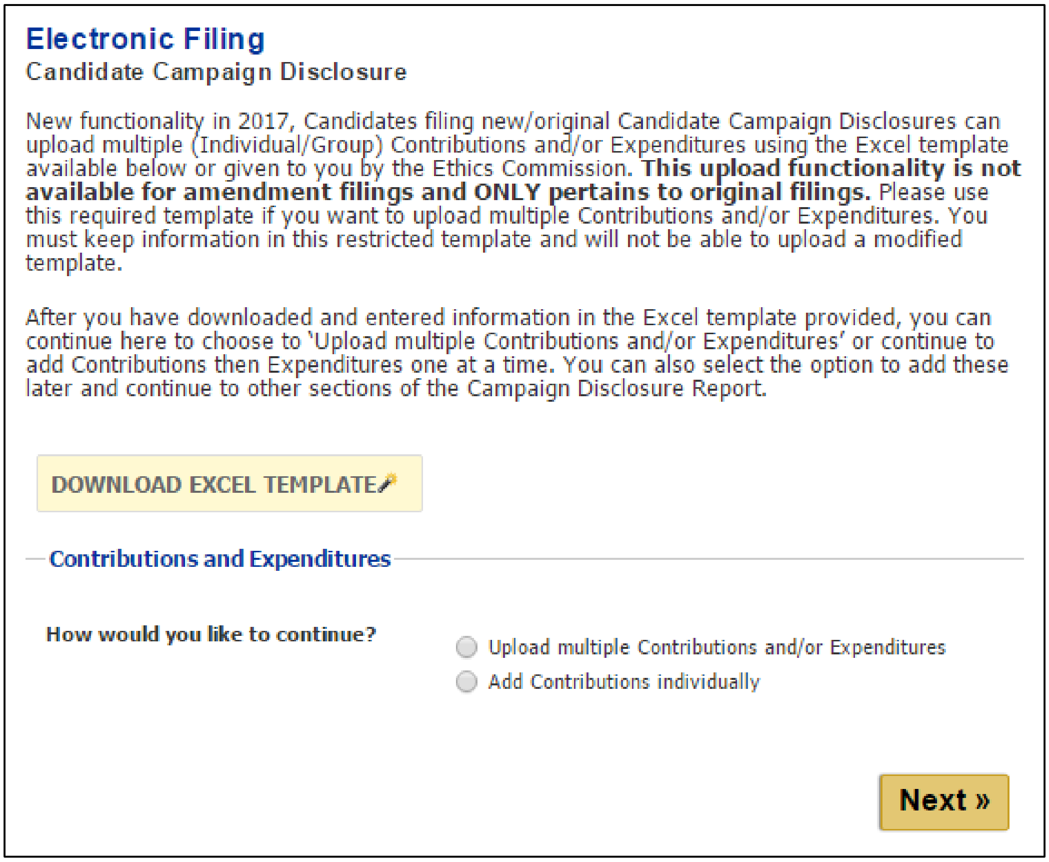
Enter your campaign checking account number, bank name, bank address, city, state, and zip code. Click ‘Next’ to continue. You will see a message that the information you entered was updated successfully. Click ‘continue’ to move on.



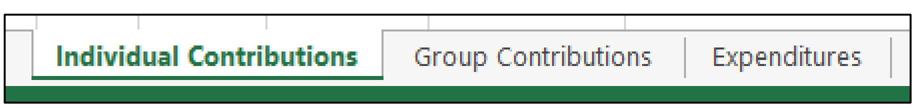
CONTRIBUTIONS

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

Select whether you would like to upload multiple Contributions and/or Expenditures or if you would like to add Contributions individually.



Please Note: Uploading multiple Contributions and/or Expenditures is a new functionality starting in 2017 and is **optional**. If you would like to upload multiple Contributions and/or Expenditures, you must download and save the Excel Template required for upload. This Excel Template is available in the application and contains a worksheet template for Individual Contributions, Group Contributions, and Expenditures. The same information in the Excel is the same information you would need to input if you were adding Contributions or Expenditures on at a time.



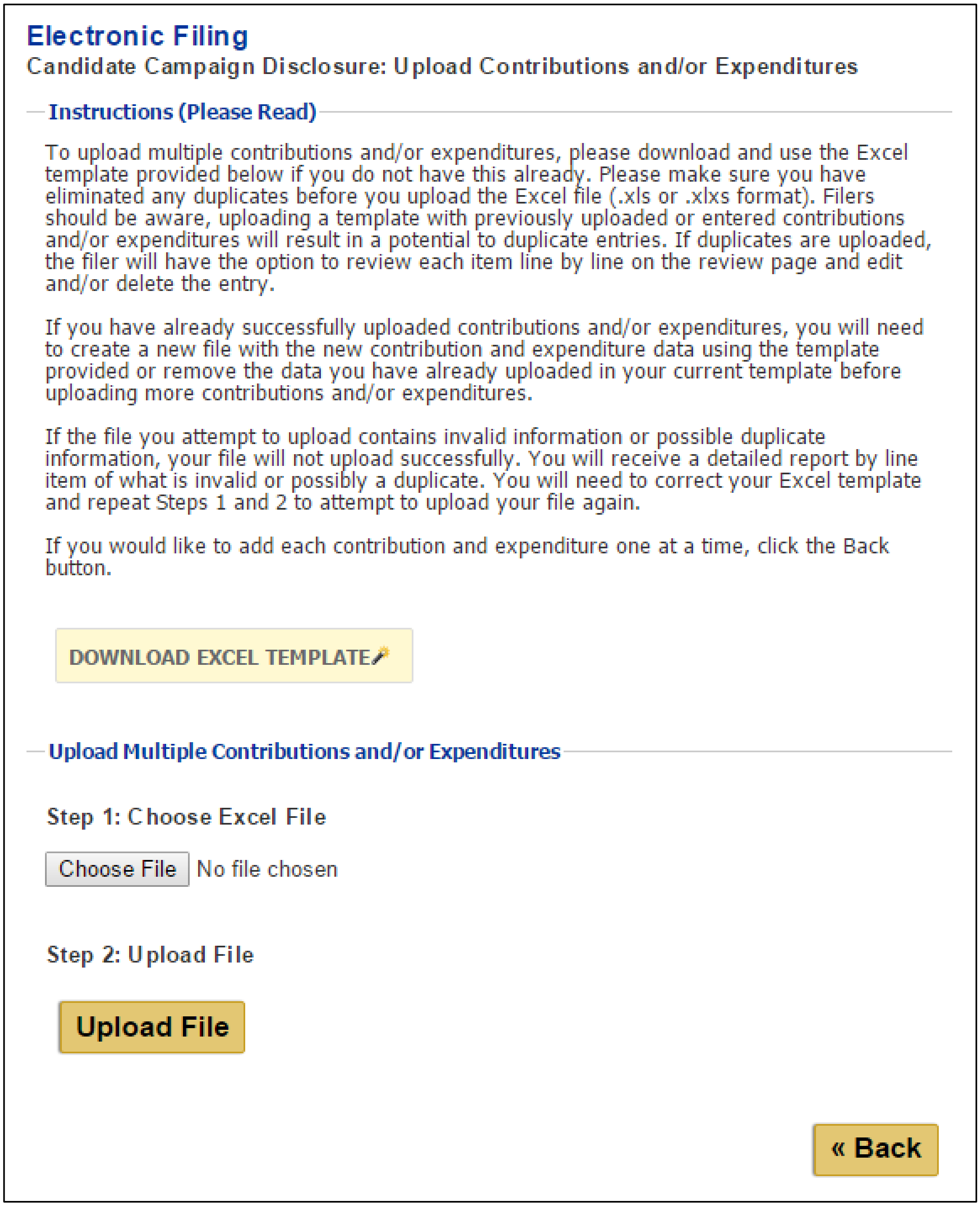
Do NOT edit the template or worksheets or else you will not be able to upload your data. **Uploading functionality is only available for Original, Non Filed filings.**

UPLOADING CONTRIBUTIONS AND/OR EXPENDITURES

Step 1 - Select the radio button 'Upload multiple Contributions and/or Expenditures' and click 'Next' to be directed to the Upload page. **Please read the instructions for the upload carefully on the page.** You will again be able to download and save the Excel Template to your computer. You will also be able to rename the template file. Because the application will time out, you will want to fill out the template you saved to your computer and login when you are ready to upload your file.

Candidate Campaign Disclosure: Upload Contributions and/or Expenditures

- To upload multiple contributions and/or expenditures at one time, please download and use the Excel template provided. Please make sure you have eliminated any duplicates before you upload the Excel file (.xls or .xlxs format). Filers should be aware, uploading a template with previously uploaded or entered contributions and/or expenditures will result in a potential for duplicate entries. If duplicates are uploaded, the filer will have the option to review each item line by line on the review pages (Contributions and Expenditures have a separate review page) and edit and/or delete the entry.
- If you have already successfully uploaded contributions and/or expenditures, you will need to create a new file with the new contribution and expenditure data using the template provided or remove the data you have already uploaded in your current template before uploading more contributions and/or expenditures.
- If the file you attempt to upload contains invalid information or possible duplicate information, your file will not upload successfully. You will receive a detailed report by line item of what is invalid or possibly duplicate. You will need to correct your Excel template and repeat Steps 1 and 2 to attempt to upload your file again if there are errors. If there are only duplicates and you have reviewed them and know they are not duplicates, you will just need to locate the file once more and upload the file again to confirm upload.
- If you would like to add each contribution and expenditure one at a time, click the Back button to start the workflow.



Electronic Filing

Candidate Campaign Disclosure: Upload Contributions and/or Expenditures

Instructions (Please Read)

To upload multiple contributions and/or expenditures, please download and use the Excel template provided below if you do not have this already. Please make sure you have eliminated any duplicates before you upload the Excel file (.xls or .xlxs format). Filers should be aware, uploading a template with previously uploaded or entered contributions and/or expenditures will result in a potential to duplicate entries. If duplicates are uploaded, the filer will have the option to review each item line by line on the review page and edit and/or delete the entry.

If you have already successfully uploaded contributions and/or expenditures, you will need to create a new file with the new contribution and expenditure data using the template provided or remove the data you have already uploaded in your current template before uploading more contributions and/or expenditures.

If the file you attempt to upload contains invalid information or possible duplicate information, your file will not upload successfully. You will receive a detailed report by line item of what is invalid or possibly a duplicate. You will need to correct your Excel template and repeat Steps 1 and 2 to attempt to upload your file again.

If you would like to add each contribution and expenditure one at a time, click the Back button.

DOWNLOAD EXCEL TEMPLATE

Upload Multiple Contributions and/or Expenditures

Step 1: Choose Excel File

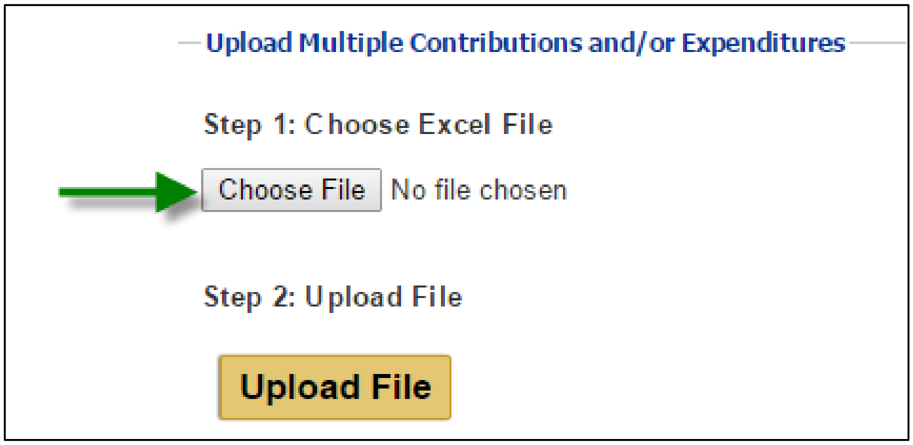
Choose File No file chosen

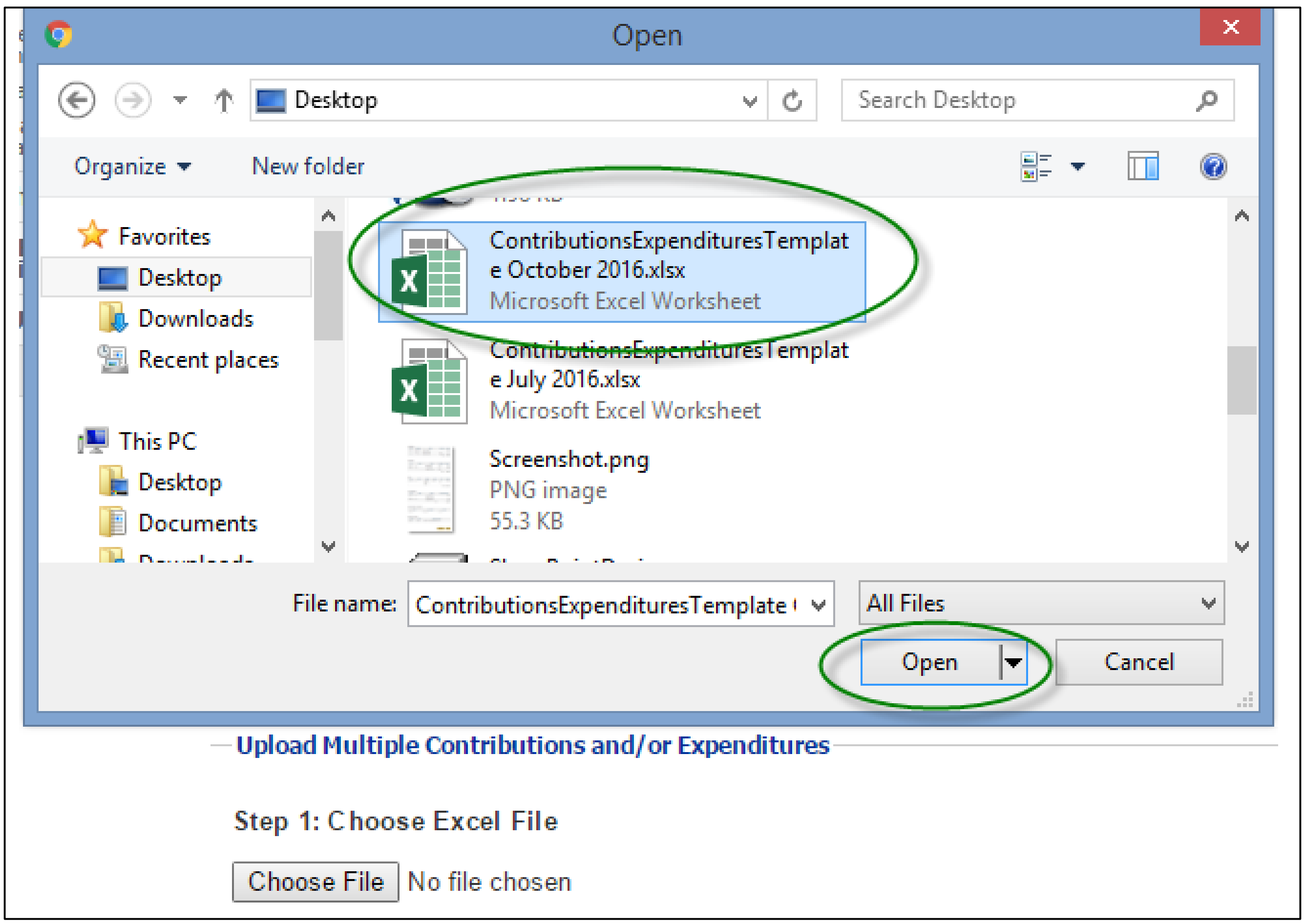
Step 2: Upload File

Upload File

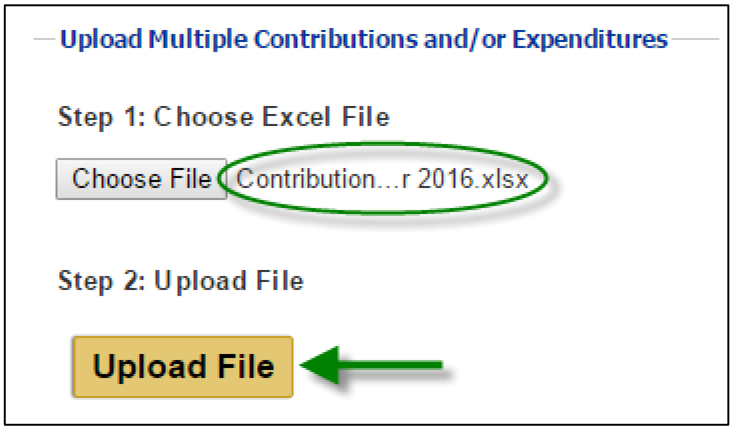
« Back

Step 2 - Upload the Contribution/Expenditure Excel template. To do this, follow the steps outlined at the bottom of the application page. Step 1: Choose/locate the Excel file where you saved it on your computer.

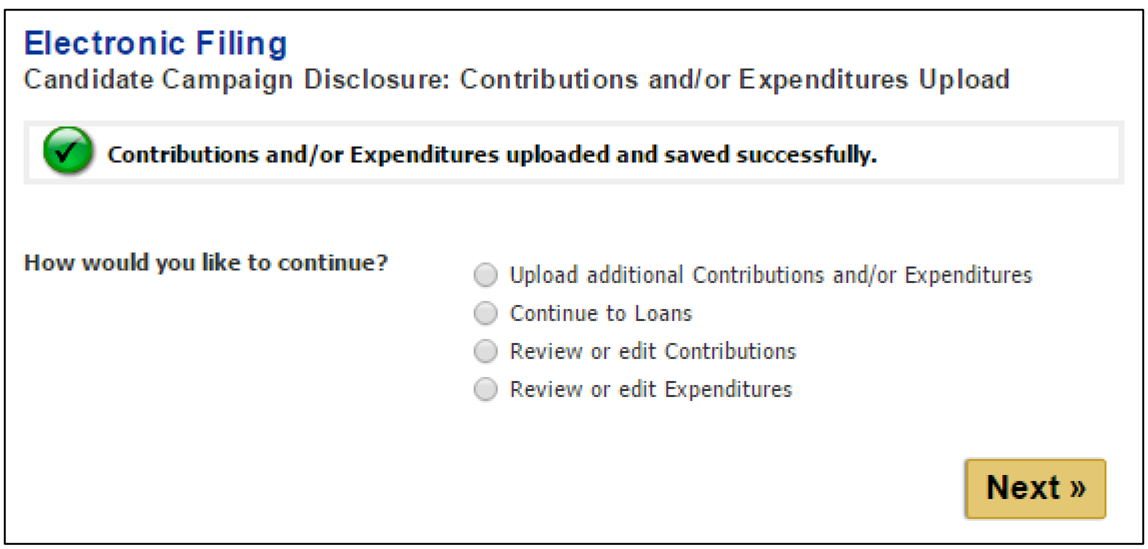




Step 3 - Once you have located the Excel Template file, the shortened name will appear. The file is not uploaded yet. Step 2: Click 'Upload File' button to process upload.



Step 4 - If your file contains valid data with no potential duplicates, you will see a message that the Contributions and/or Expenditures uploaded and saved successfully. To continue, select upload additional Contributions and/or Expenditures, continue to loans section, or review or edit the information you have already entered (Contributions or Expenditures have to be edited in their respective review sections), and click 'Next'.



ERRORS OR WARNINGS

Invalid Upload

You must use the Contributions/Expenditures Excel Template provided in the application or provided by Ethics Commission, House Ethics Committee, or Senate Ethics Committee. If you change the template format or upload other documents, you will receive an error.

Please choose valid file.

Errors

If the template file you attempt to upload contains invalid information, your file will not upload successfully. You will receive a detailed report by line item of what is invalid. You must correct your Excel Template with valid information and repeat Steps 1 and 2 in the upload section to attempt to upload your file again.

Electronic Filing

Candidate Campaign Disclosure: Upload Contributions and/or Expenditures

This file did NOT upload successfully. Listed are the rows that contain invalid information. Only the first 10 invalid items will display on this page. You must correct the data in your Excel template, choose a new or updated file in Step 1, and click the 'Upload File' button in Step 2 to upload file.

Row 6: Please enter a valid Date Received in the Excel worksheet 'Individual Contributions'.

To view all errors and warnings, please download and view this Excel document by clicking here.

Duplicates

If the template file you attempt to upload contains possible duplicate information, your file will not upload successfully. You will receive a detailed report by line item of what is possibly duplicate.

If these are duplicates, you will need to correct your Excel template and repeat Steps 1 and 2 to attempt to upload your file again.

If these are NOT duplicates, you don't have to correct the file, but you will need confirm the upload of that file by re-selecting the file in Step 1 and then clicking 'Upload File' in Step 2 of the upload section to attempt to upload your filed again.

Electronic Filing

Candidate Campaign Disclosure: Upload Contributions and/or Expenditures

Row 6: This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.
Row 7: This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.
Row 8: This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.
Row 9: This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.
Row 10: This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.
Row 6: This file has not uploaded as worksheet 'Group Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.
Row 7: This file has not uploaded as worksheet 'Group Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.
Row 6: This file has not uploaded as worksheet 'Expenditures' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.
Row 7: This file has not uploaded as worksheet 'Expenditures' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

To confirm the upload of file 'ContributionsExpendituresTemplate October 2016 2.xlsx', please re-select this file below in Step 1 and then click 'Upload File' in Step 2. Or choose another file in Step 1 and then click 'Upload File' in Step 2 to upload a new or updated file.

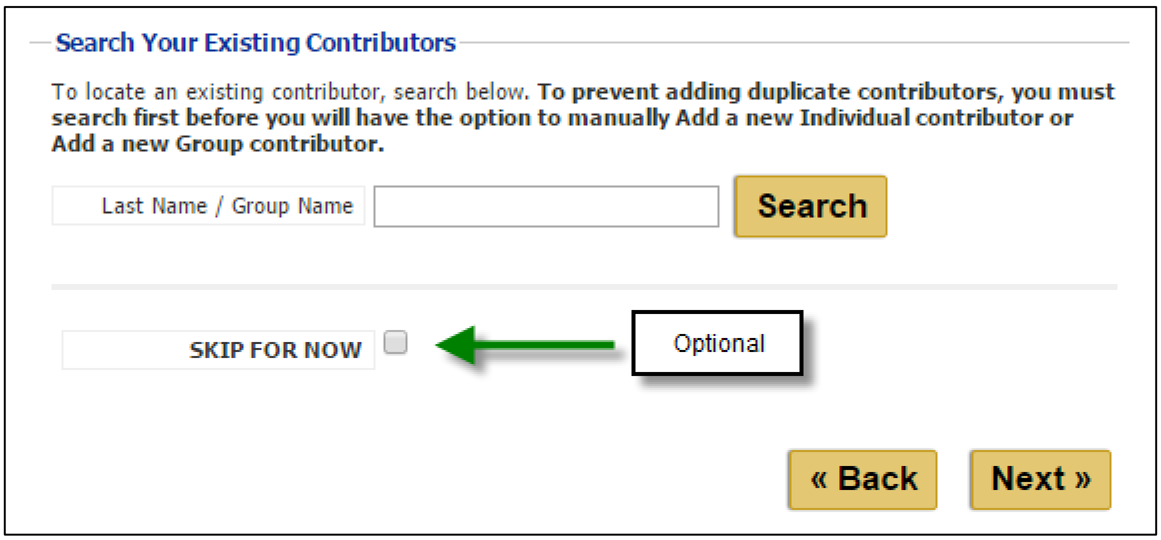
To view all errors and warnings, please download and view this Excel document by clicking here.

ADDING CONTRIBUTIONS ONE AT A TIME

Step 1 - You will be required to search first for existing contributors. Enter the Last Name / Group name of your contributor. A search first is required to prevent adding duplicate contributors. Lobbyist's Principals or Non-Candidate Committees who are already registered in the system will show up in the search.

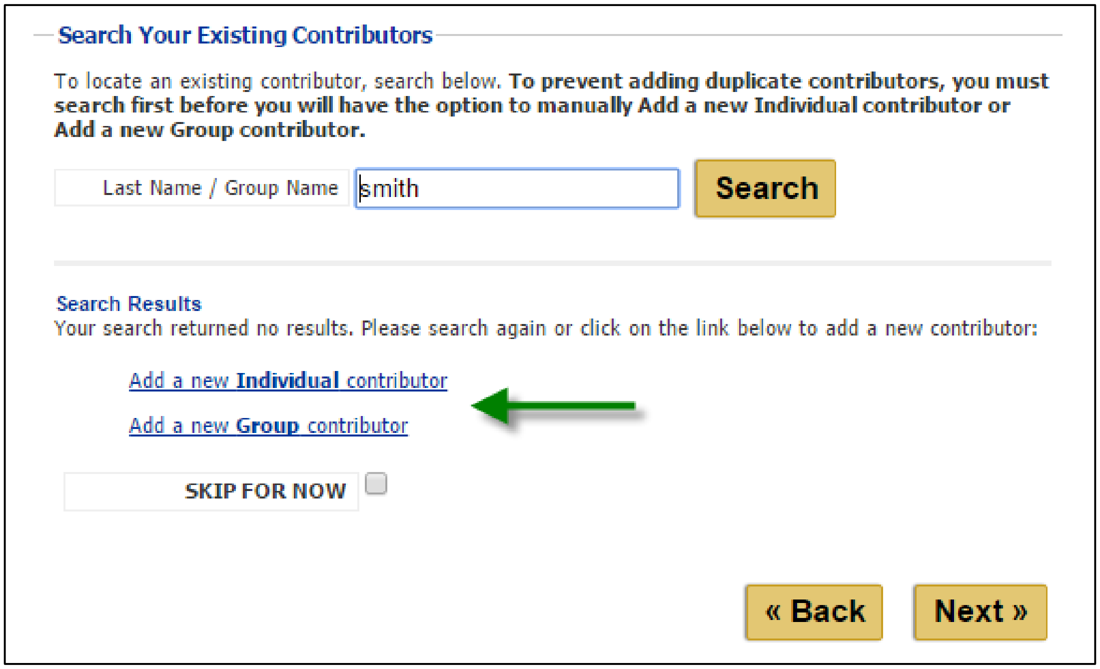
Enter the last name or group name of the contributor or as many letters as you can recall and click 'Search'.

Click 'Back' to go back to the previous screen.

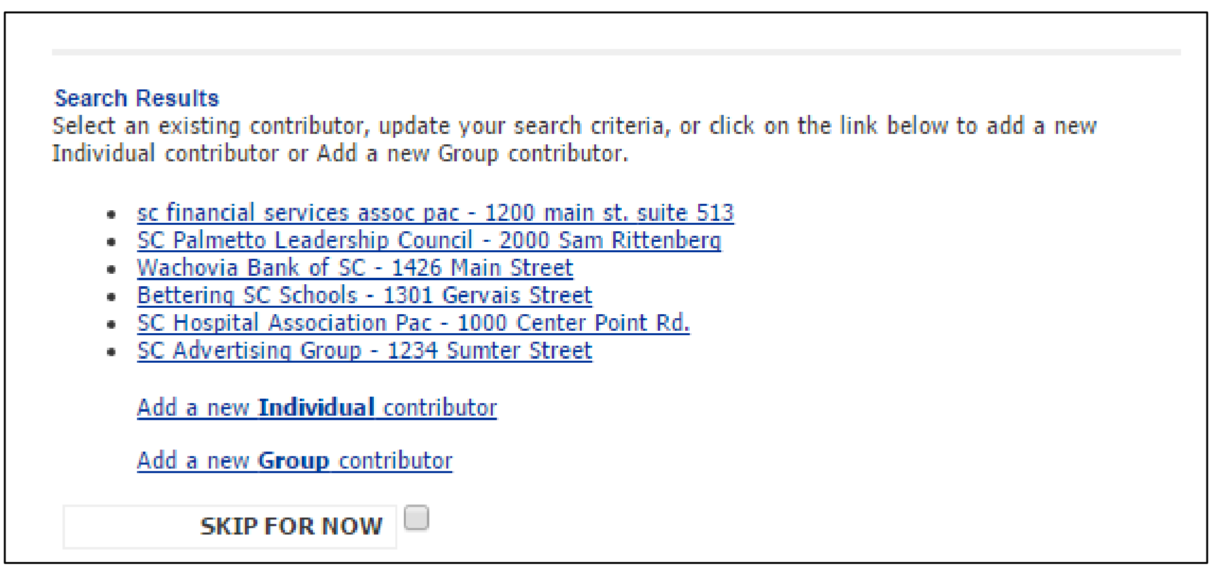


Option: If you do not have any contributions to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

Step 2 - If you have not entered this contributor before or the Lobbyist's Principal or Non-Candidate Committee isn't registered, the only available options will be 'Add an Individual contributor' and 'Add a Group contributor'.



If you have entered this Individual/Group Contributor before or if the Lobbyist's Principals or Non-Candidate Committees are already registered in the system, they will show up in the search results. Lobbyist's Principals and Non-Candidate Committee registered in the system will be available to select, but you will not be able to edit their information.

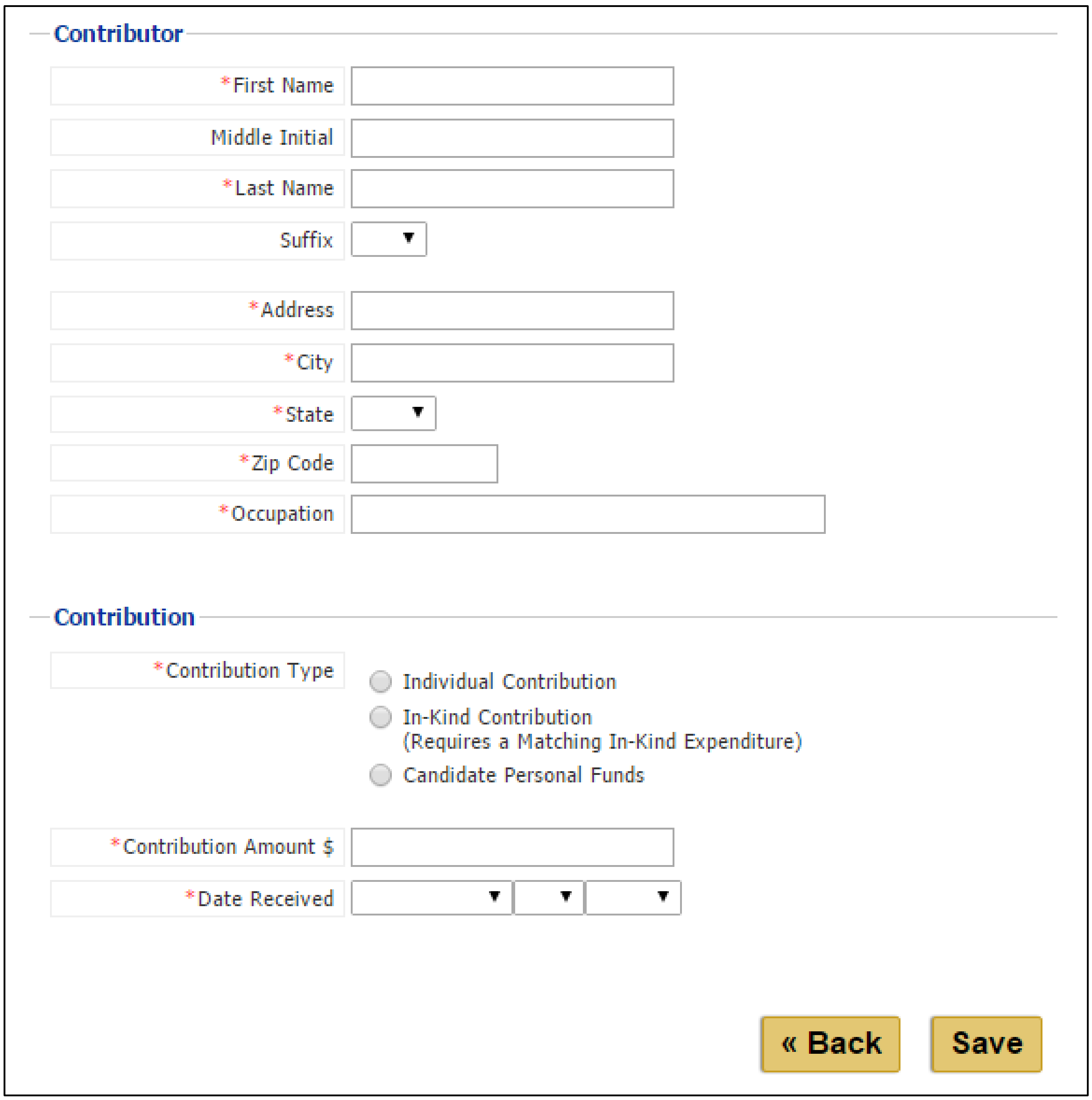


Step 3 - Click the link of an existing Contributor, click the link to 'Add a new Individual contributor', click the link to 'Add a new Group contributor', or search again.

A. If you selected **Add a new Individual** link, 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.**

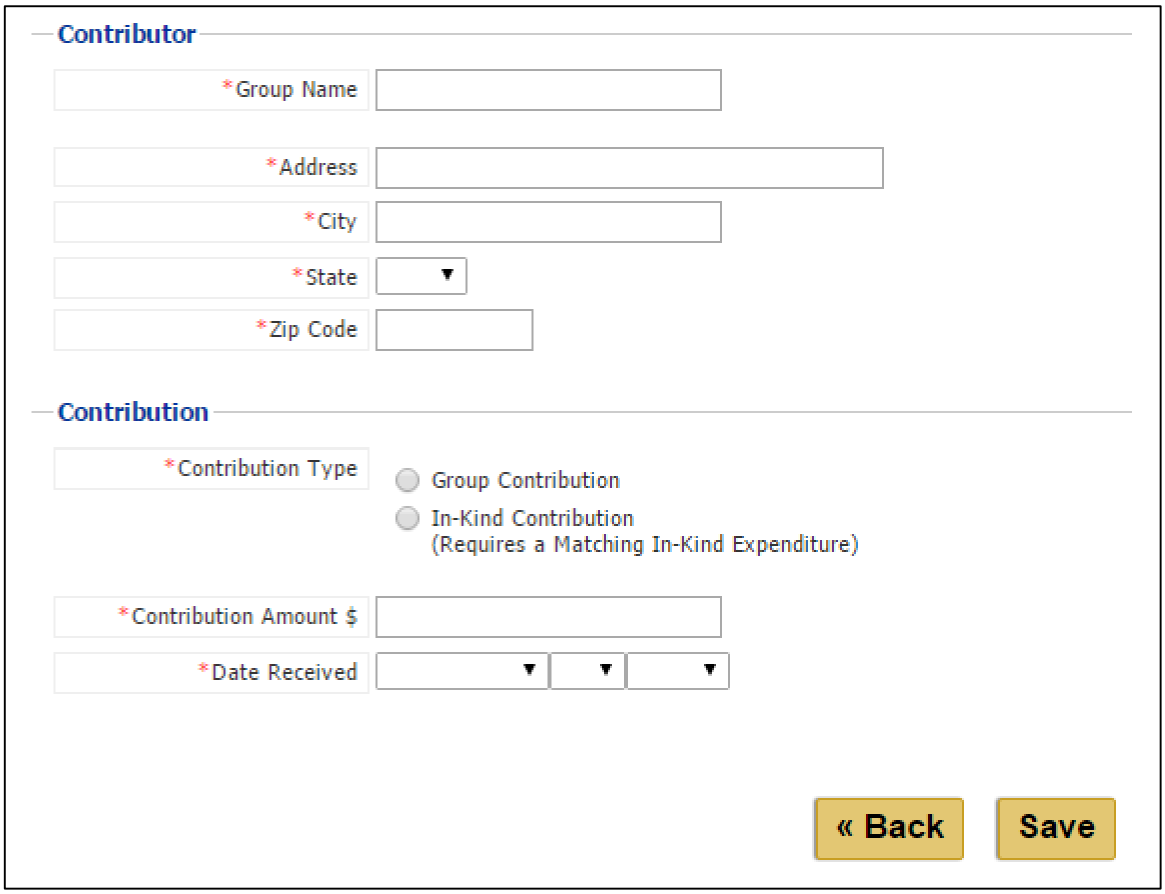


Step 3 - Once you have entered all of the required information, click 'Save' to save this contribution.

B. If you selected **Add a Group contributor**, 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.

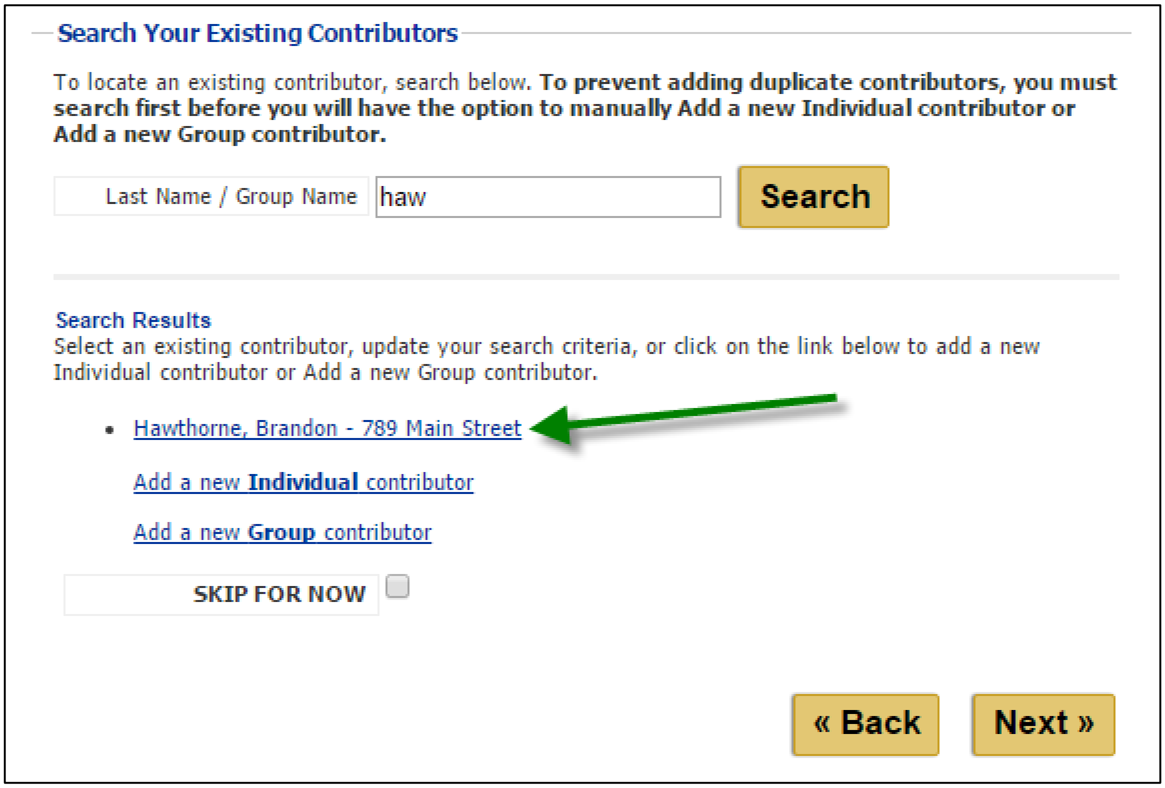
Step 2 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. **If you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.**



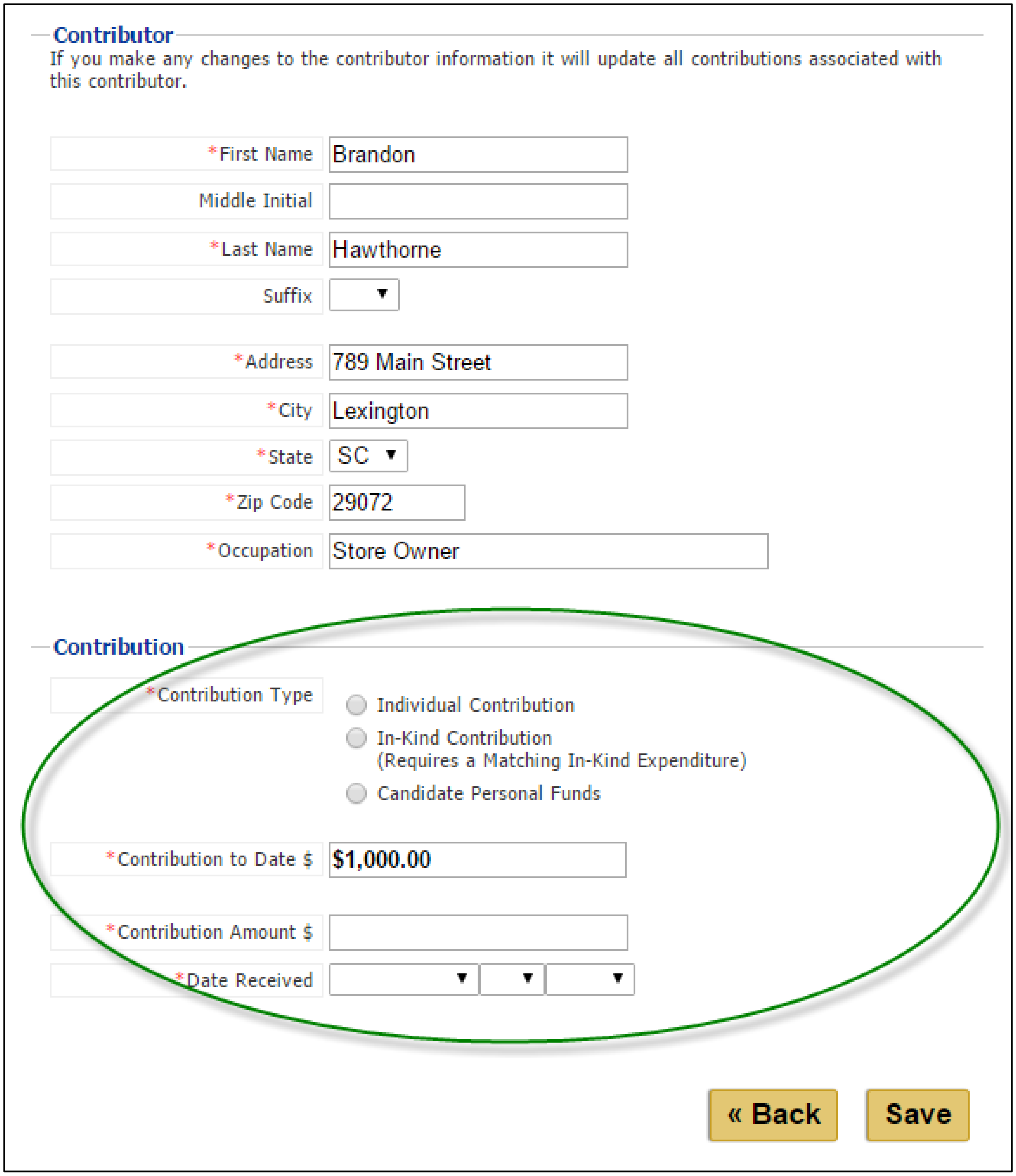
Step 3 - Once you have entered all of the required information, click 'Save' to save this contribution.

C. If you selected an **existing individual contributor name** link you have already entered, then complete the information on the page. Fields marked with an asterisk (*) are required.

If you do not see the contributor on this list, update your search criteria and search again or click 'Back' to add a new Individual contributor.



Step 1 - 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.

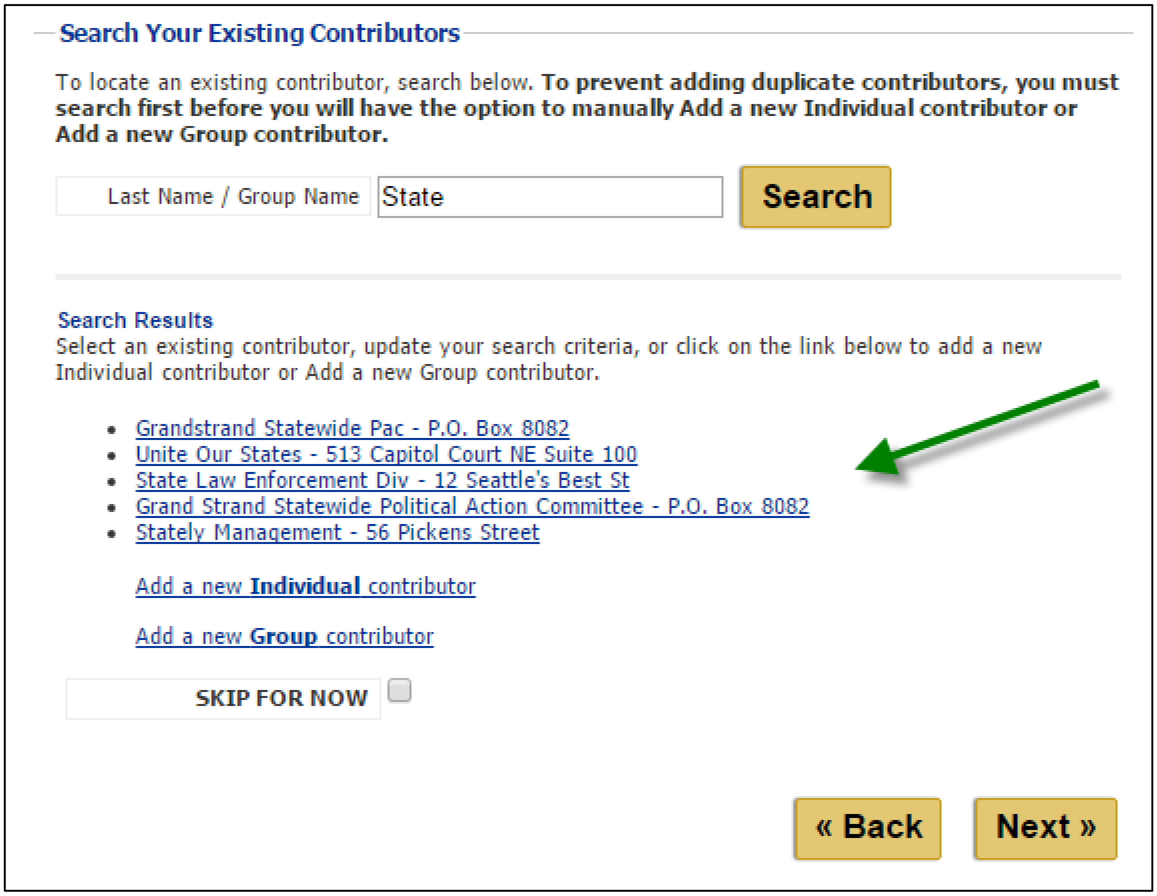


Step 2 - Enter the type of contribution received, the amount of the contribution, and the date the contribution was received. **If you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.**

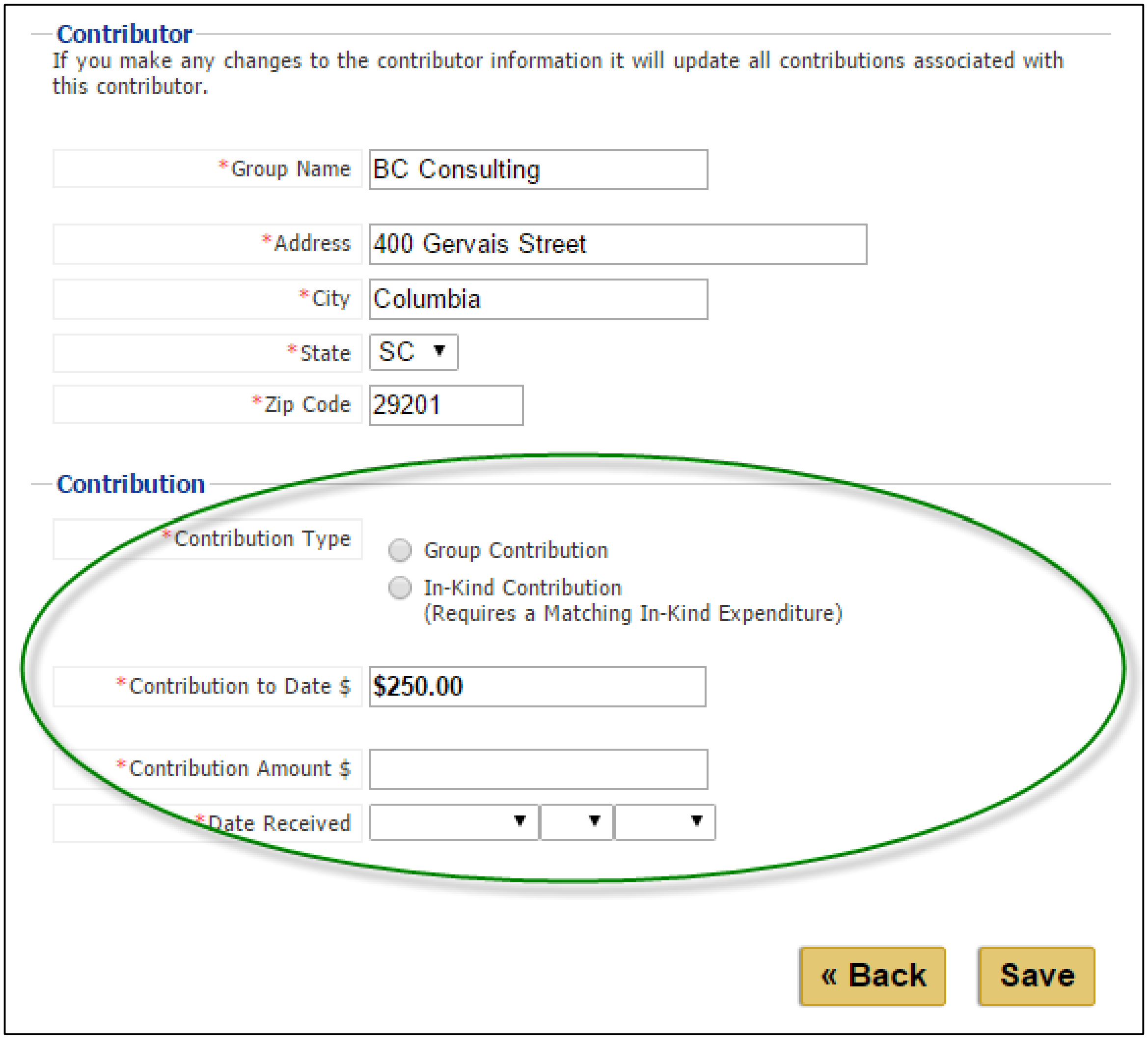
Step 3 - Click 'Save' to save this contribution.

D. If you selected an **existing group contributor name** link you have already entered or that has already registered in the system, then complete the information on the page. Fields marked with an asterisk (*) are required.

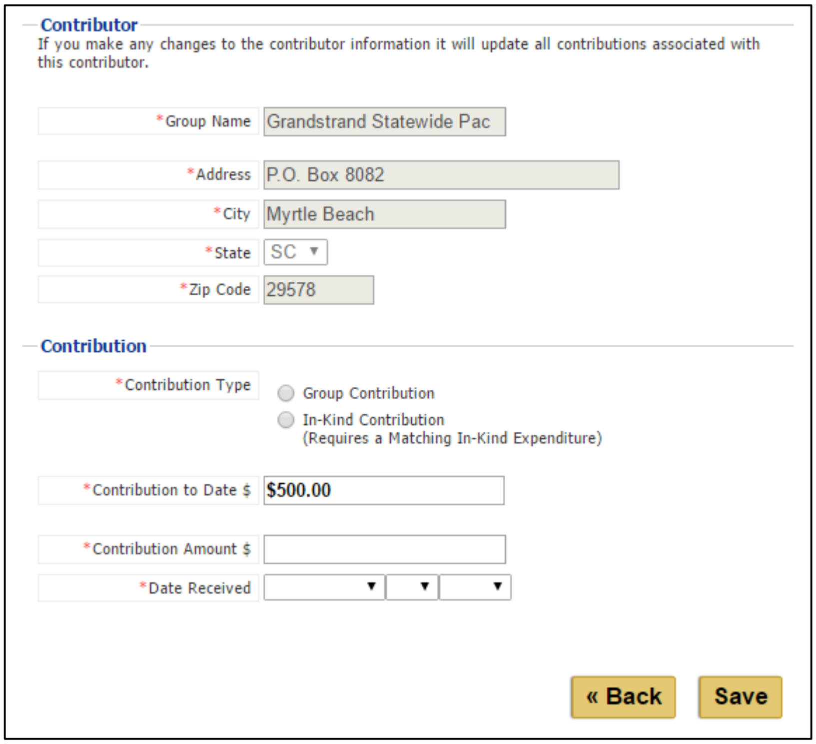
If you do not see the contributor on this list, update your search criteria and search again or click 'Back' to add a new Group contributor.



Step 1 - The group 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.



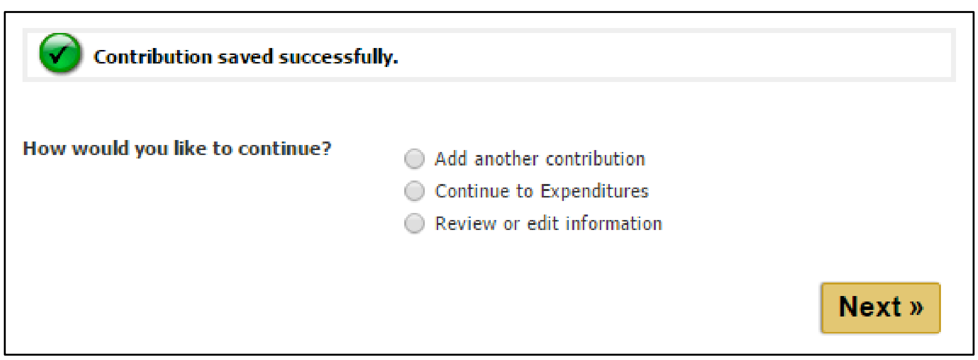
Note: If you select a Lobbyist's Principal or Non-Candidate Committee registered in the application, you will be unable to edit the Group Name, Address, City, State, or Zip Code.



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.**

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

For every contribution you add one at a time, after you click 'Save', you will see a message that the contribution was saved successfully. To continue, select add another contribution, continue to expenditures, or review or edit the information you have already entered and click '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 one at a time or come back to add more later.

AGGREGATE RULES

Candidates may not accept more than the following amounts from a single contributor during an election cycle:

- $3,500 for statewide candidates or
- $1,000 for local candidates.

These figures are based on a cumulative total for the election cycle.
Candidates may not accept more than the following amounts from political parties during an election cycle:

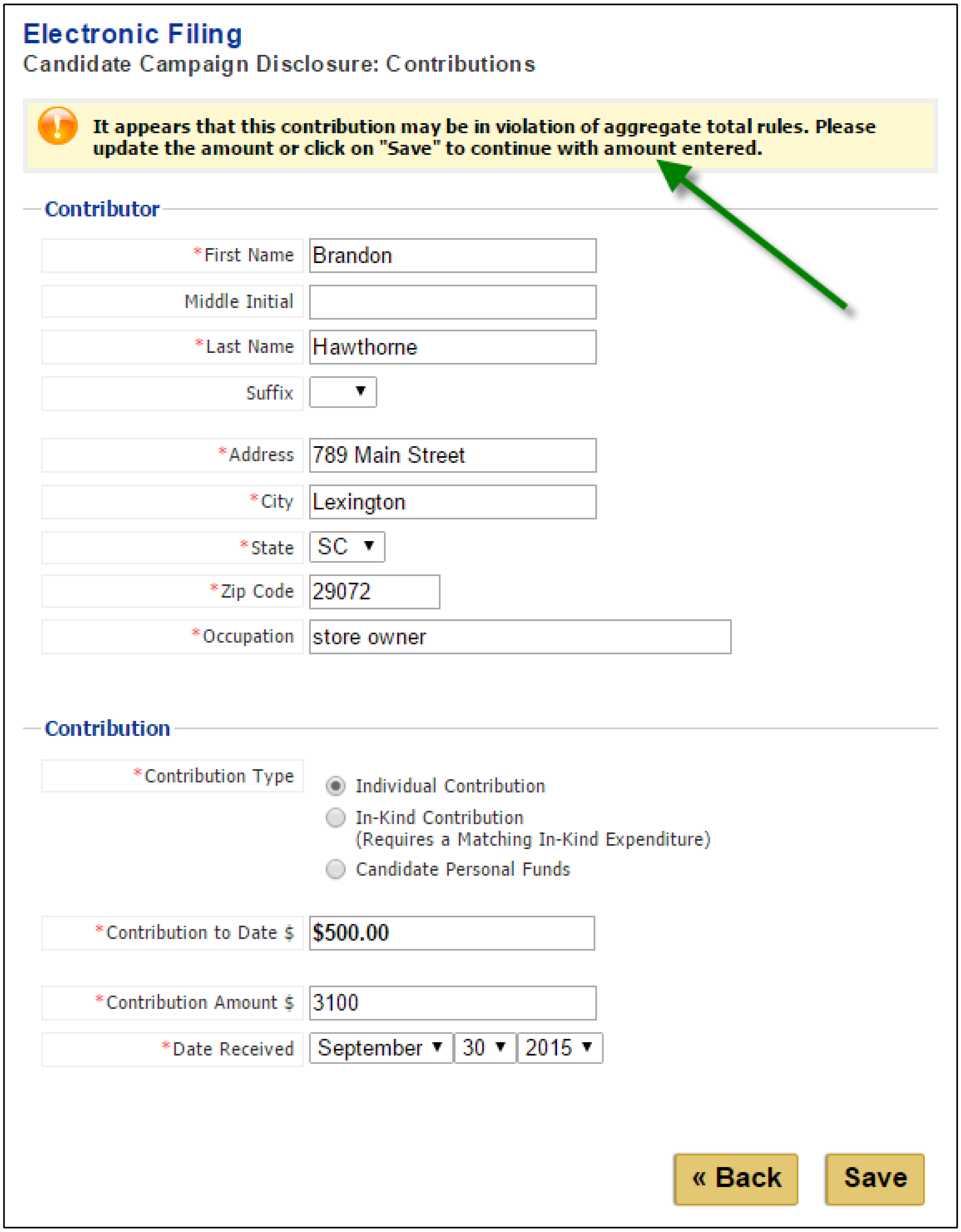
- $50,000 for statewide candidates or
- $5,000 for local candidates.

These figures are based on a cumulative total for the election cycle.

Contribution limits apply to each primary, general, and runoff election. One contribution limit applies to candidates who are unopposed during an election cycle.

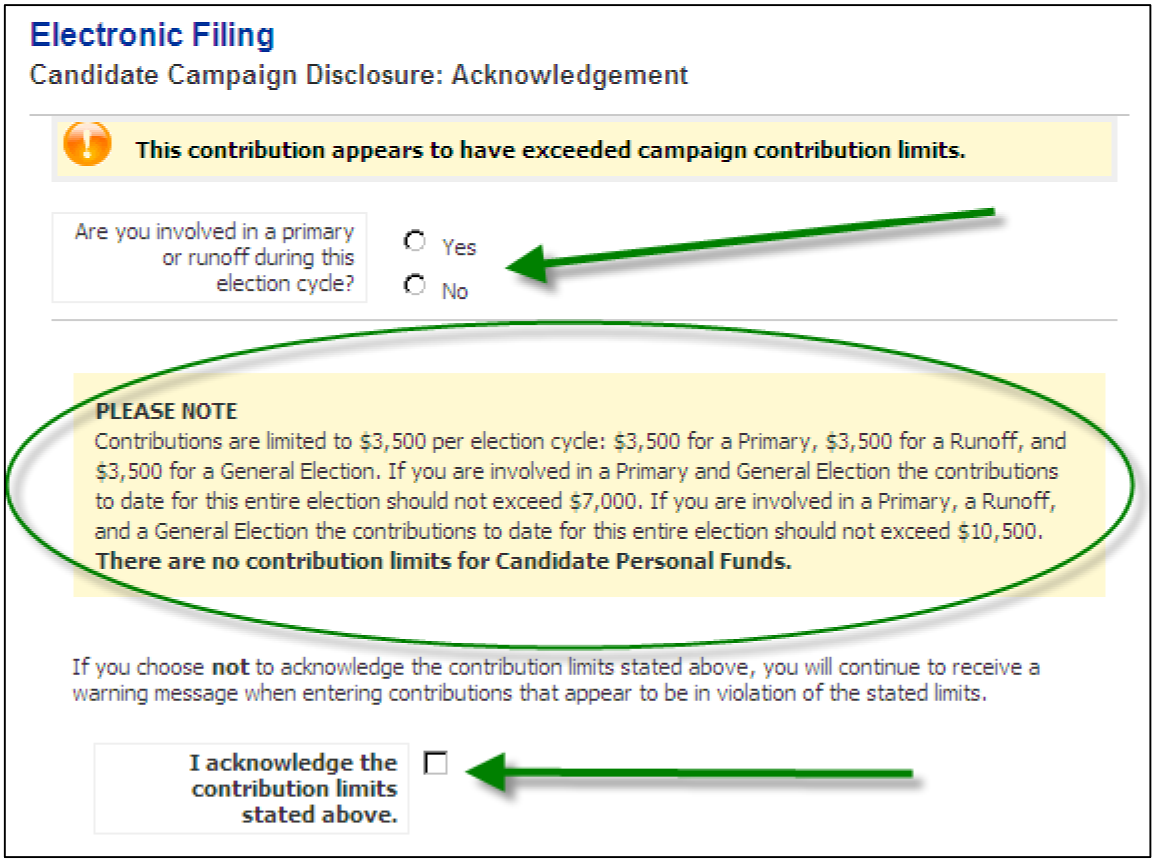
The system tracks contributions to date and will display this amount when you add a contribution from an existing individual or group contributor.

If you enter contributions from a contributor in excess of three thousand five hundred dollars ($3,500.00) if you are a statewide candidate or one thousand dollars ($1,000.00) for local candidates, the filing system will display a warning message on the screen when you attempt to save the contribution that goes above the limit.



You may update the Contribution Amount or choose to keep the amount already entered. Click 'Save' to save this contribution.

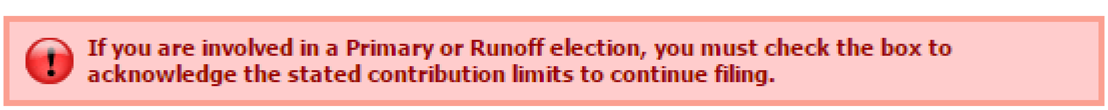
If you have selected a report year that is the same as the year of your election an acknowledgement screen will be displayed when you attempt to save the contribution that goes above the limit.



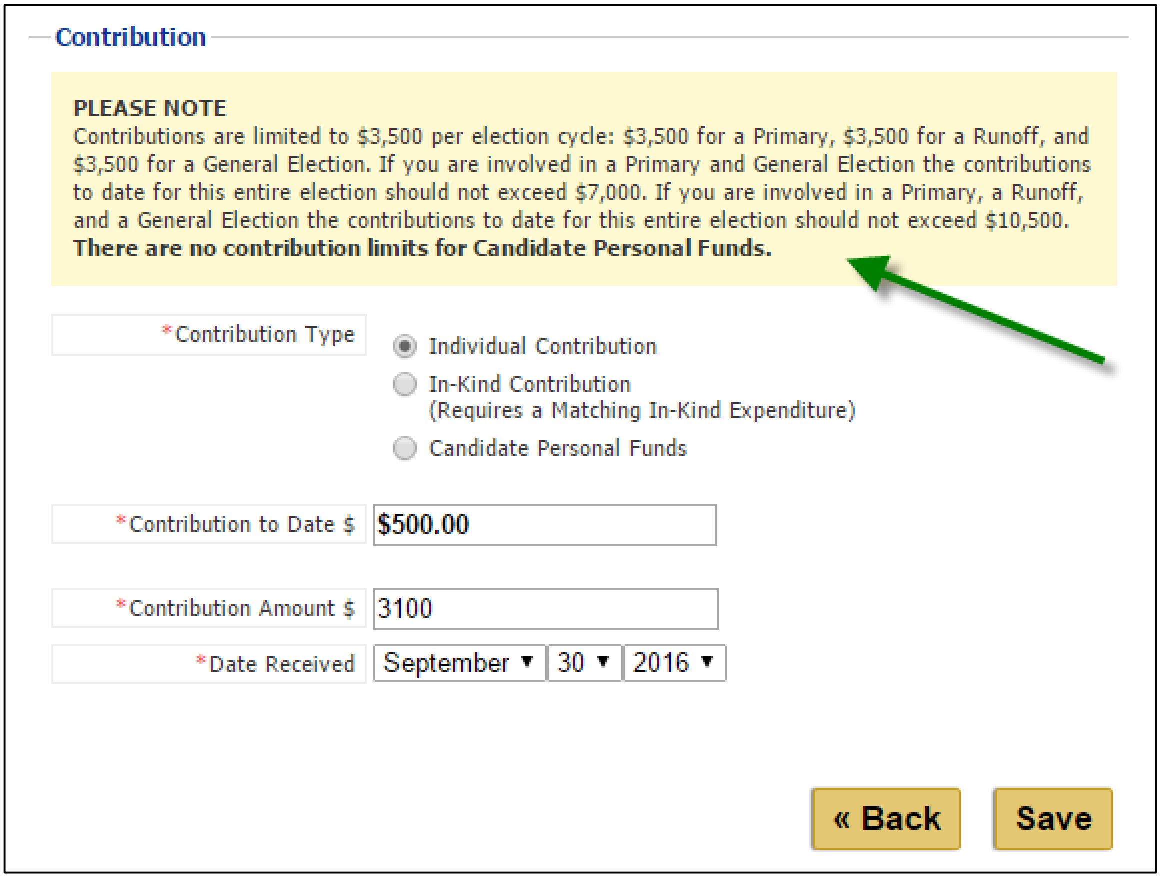
1. Please select whether you are involved in a primary or runoff during this election cycle.

2. Please note the contributions limits. The amounts will change to reflect the correct limits for statewide or local offices.

3. **If you are involved in a primary or runoff**, you must acknowledge the contributions limits stated by checking the box provided. If you do not acknowledge the contribution limits, you will see an error message:



After you acknowledge the contribution limits, you will see a message stating the contribution limits for each contribution you enter from that contributor during the election cycle.



You may update the Contribution Amount or choose to keep the amount already entered. Click 'Save' to save this contribution.

4. If you are **not involved in a primary or runoff during this election cycle**, you will see a warning message when you save this contribution. You may update the Contribution Amount or choose to keep the amount already entered. Click 'Save' to save this contribution.

Note: Contributions that appear to violate campaign aggregate limits are reported to the State Ethics Commission, House Ethics Committee, or Senate Ethics Committee for auditing purposes.

EXPENDITURES

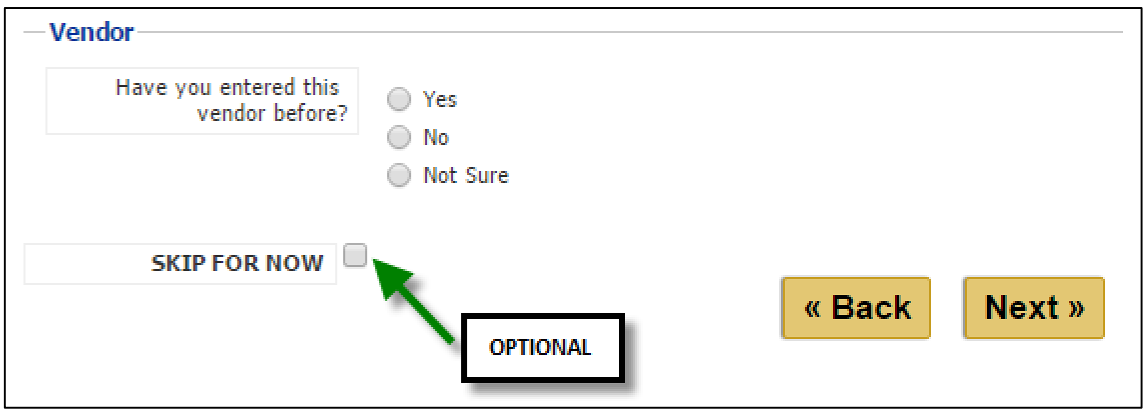
You may begin entering expenditures you have paid out by following the steps outlined below:

UPLOADING CONTRIBUTIONS AND/OR EXPENDITURES

Please refer to the Uploading Contributions and/or Expenditures section under the Contributions section on page 16.

ADDING EXPENDITURES ONE AT A TIME

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



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.

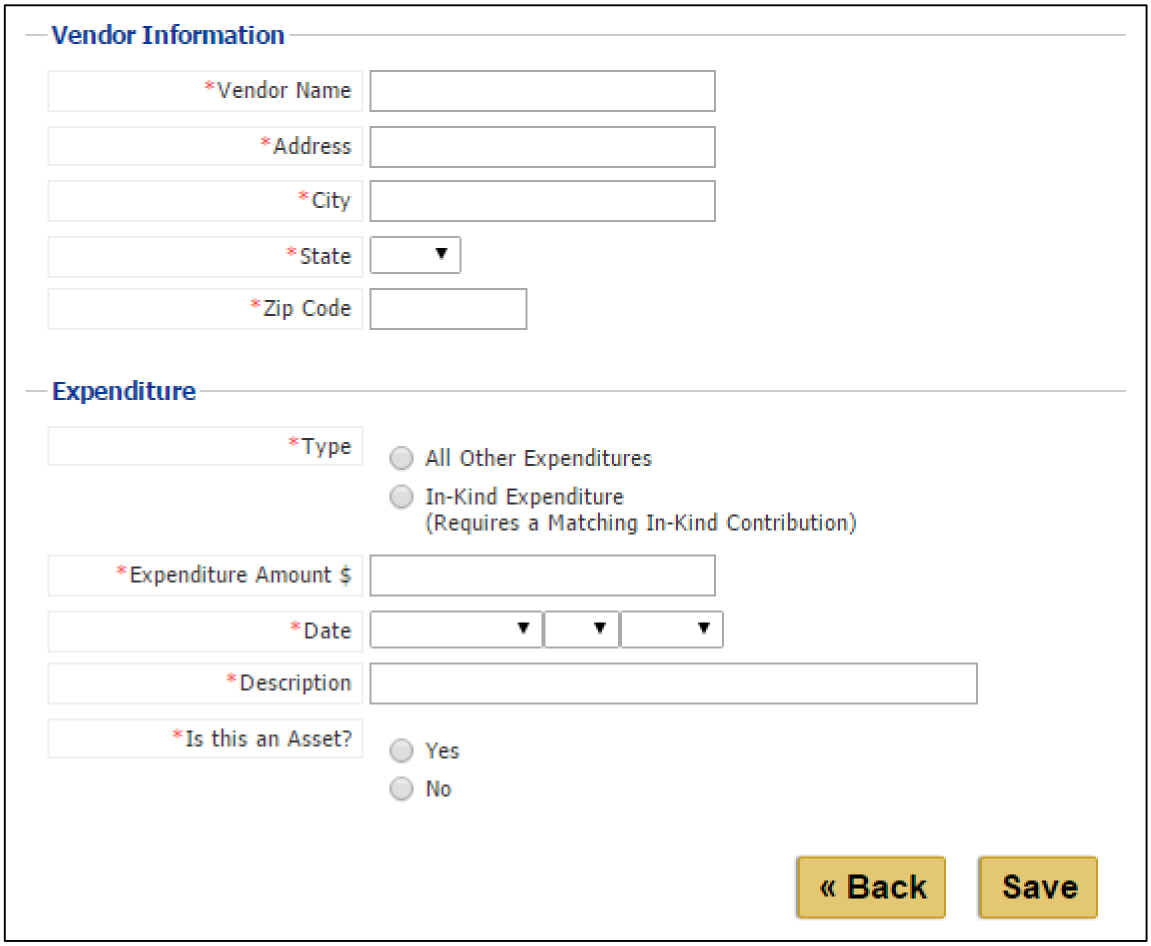
Step 2 - Click 'Next' when you are finished making your selections.

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

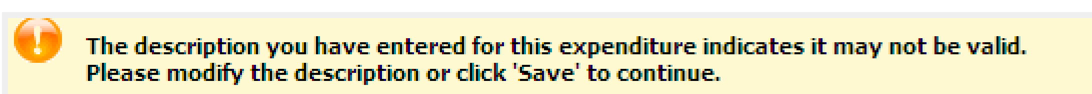
Step 1 - Enter the vendor's name, address, city, state, and zip code.

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.



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.

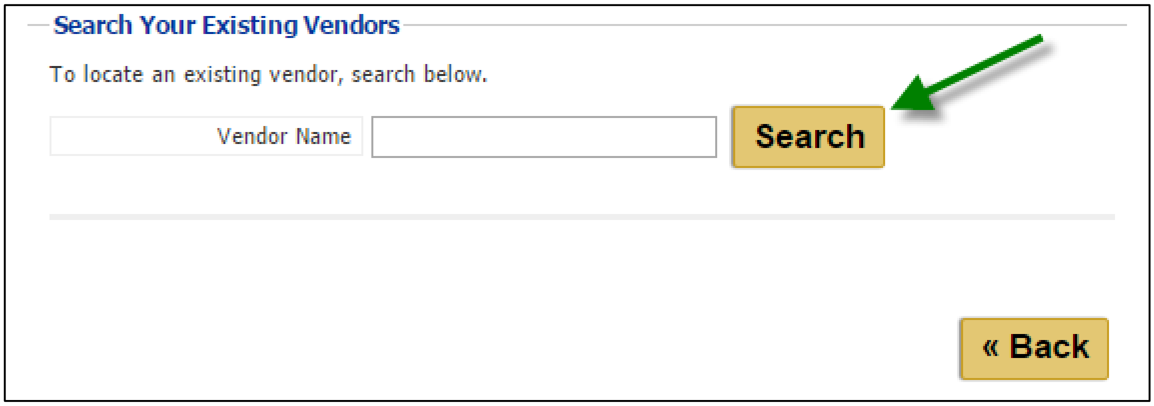


Review the description and make any changes necessary and click ‘Save’ to continue.

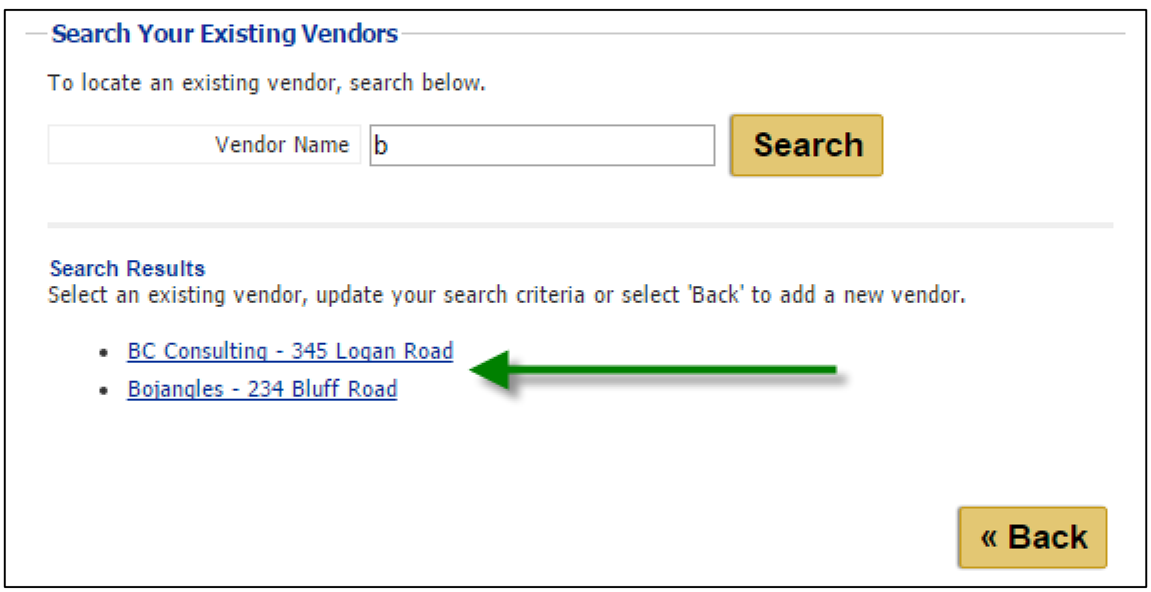
Invalid descriptions include anonymous, bequest, donation, endowment, gift, miscellaneous, misc., and others that are similar.

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.

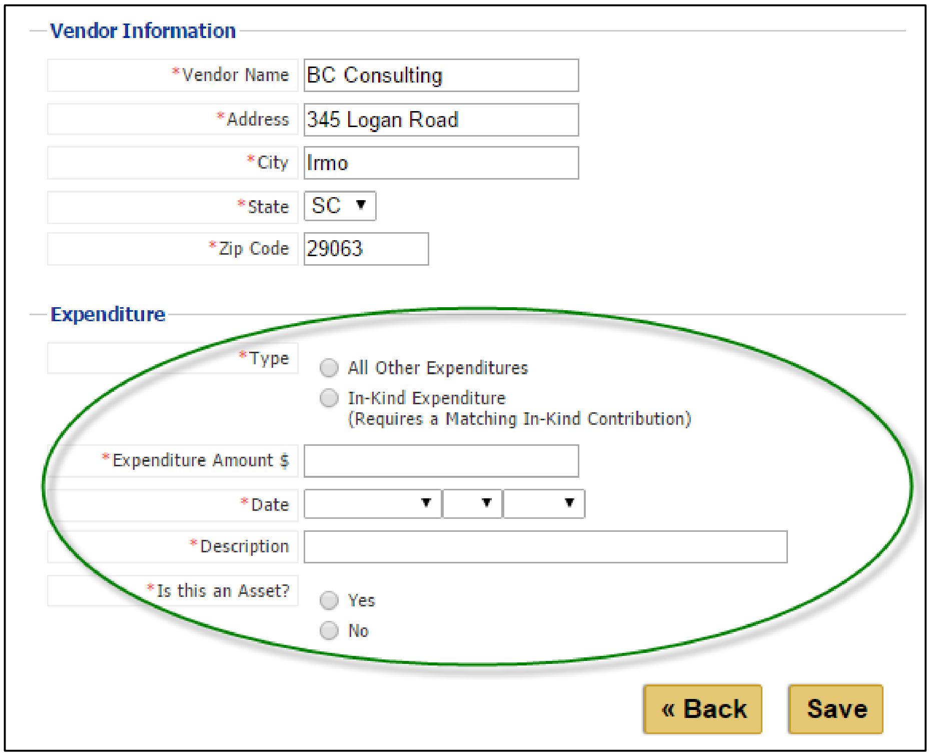


Your search will return a list of matching vendors that you have already entered.



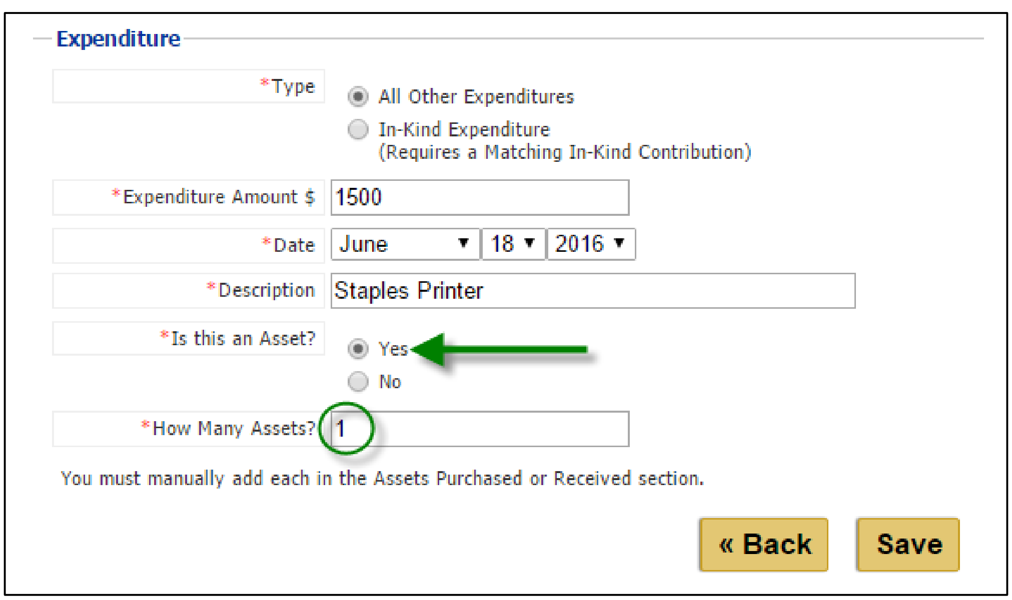
Step 2 - Select the vendor you have paid by clicking on the vendor name. If you do not see the vendor on this list, update your search criteria and search again or click 'Back' to add a new vendor.

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.



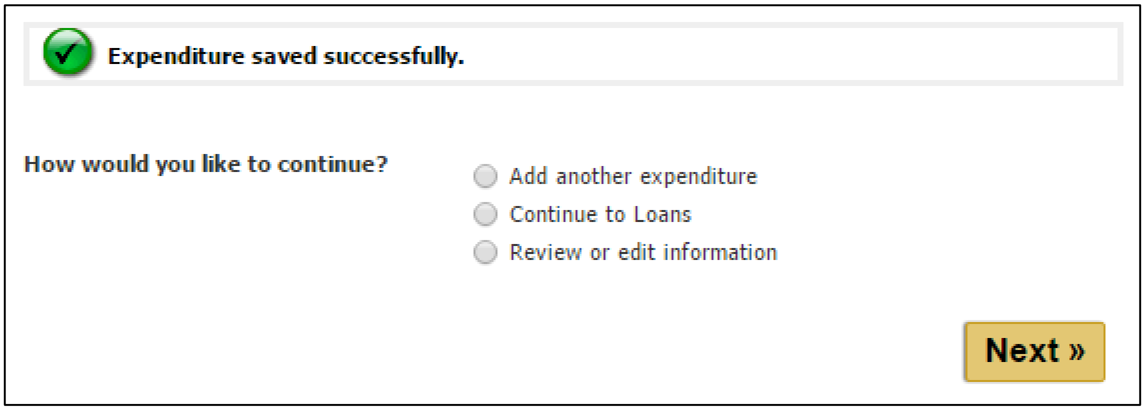
Step 4 - Enter the type of expenditure paid, the amount of the expenditure, the date the expenditure was paid, and a description of the expenditure. **If you enter an In-Kind expenditure, you must also enter a matching In-Kind contribution.**

Select 'Yes' or 'No' if this is an Asset. If you select 'Yes', you will need to enter how many Assets included in this expenditure. You must manually add each Asset in the Assets Purchased or Received section.



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’.

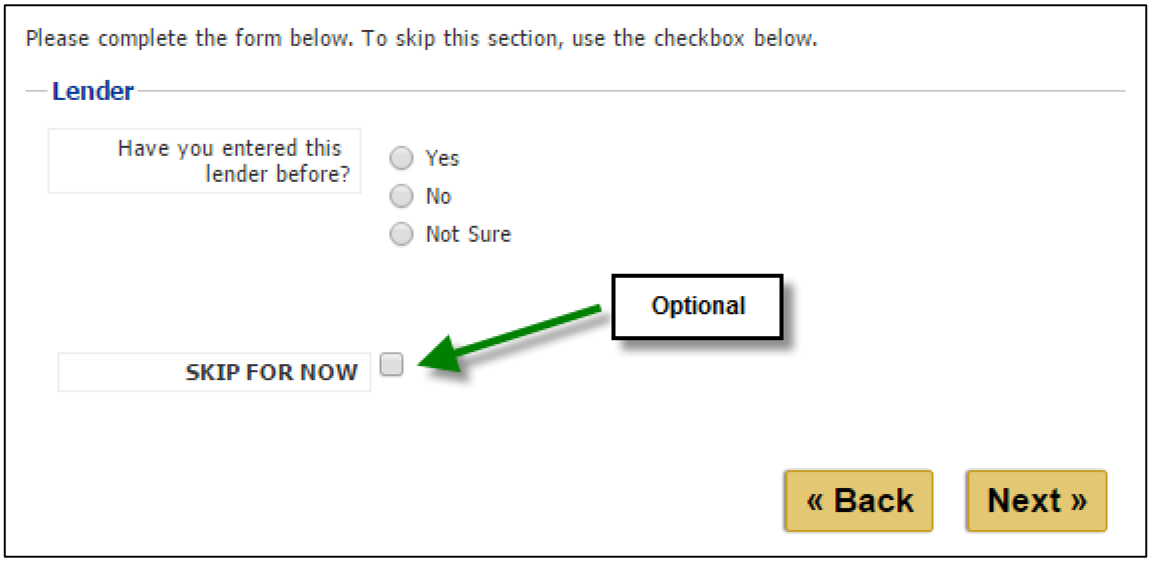


If you selected add another expenditure, you will be taken back to the screen shown first in this section. You may enter all of your expenditures at once or come back to add more later.

LOANS

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

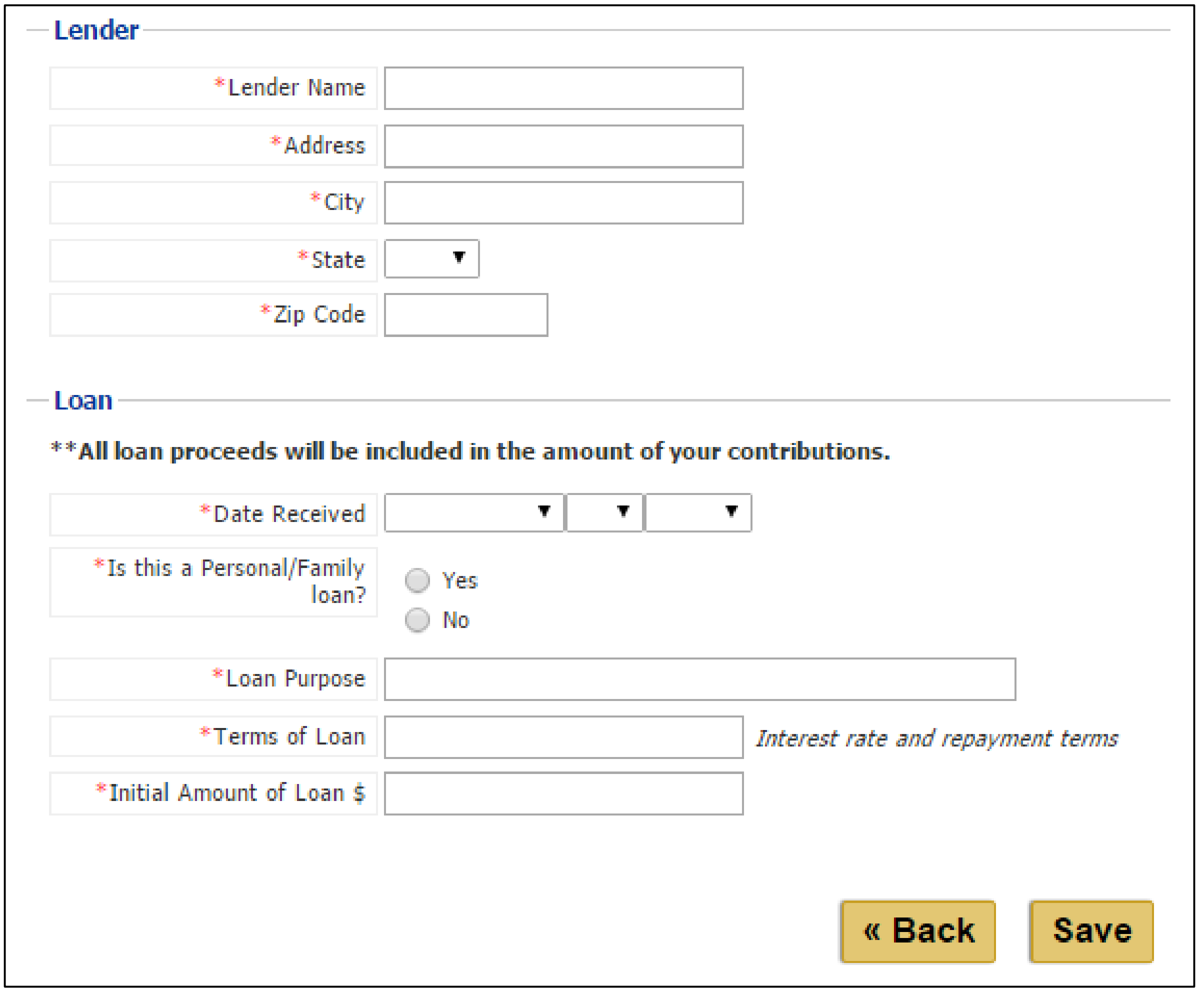
Step 1 - Select if you have entered this lender before.



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.



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

Step 2 - Enter the date the loan was received and select 'Yes' or 'No' if this is a Personal/Family loan. If 'Yes' is selected, the loan purpose field will automatically populate to 'Personal/Family Loan' and the interest rate/repayment terms of the loan field will be grayed out. If 'No' is selected, the purpose of the loan, the interest rate, and repayment terms of the loan fields must be entered. The initial amount of the loan field is required by both types of loans.

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.

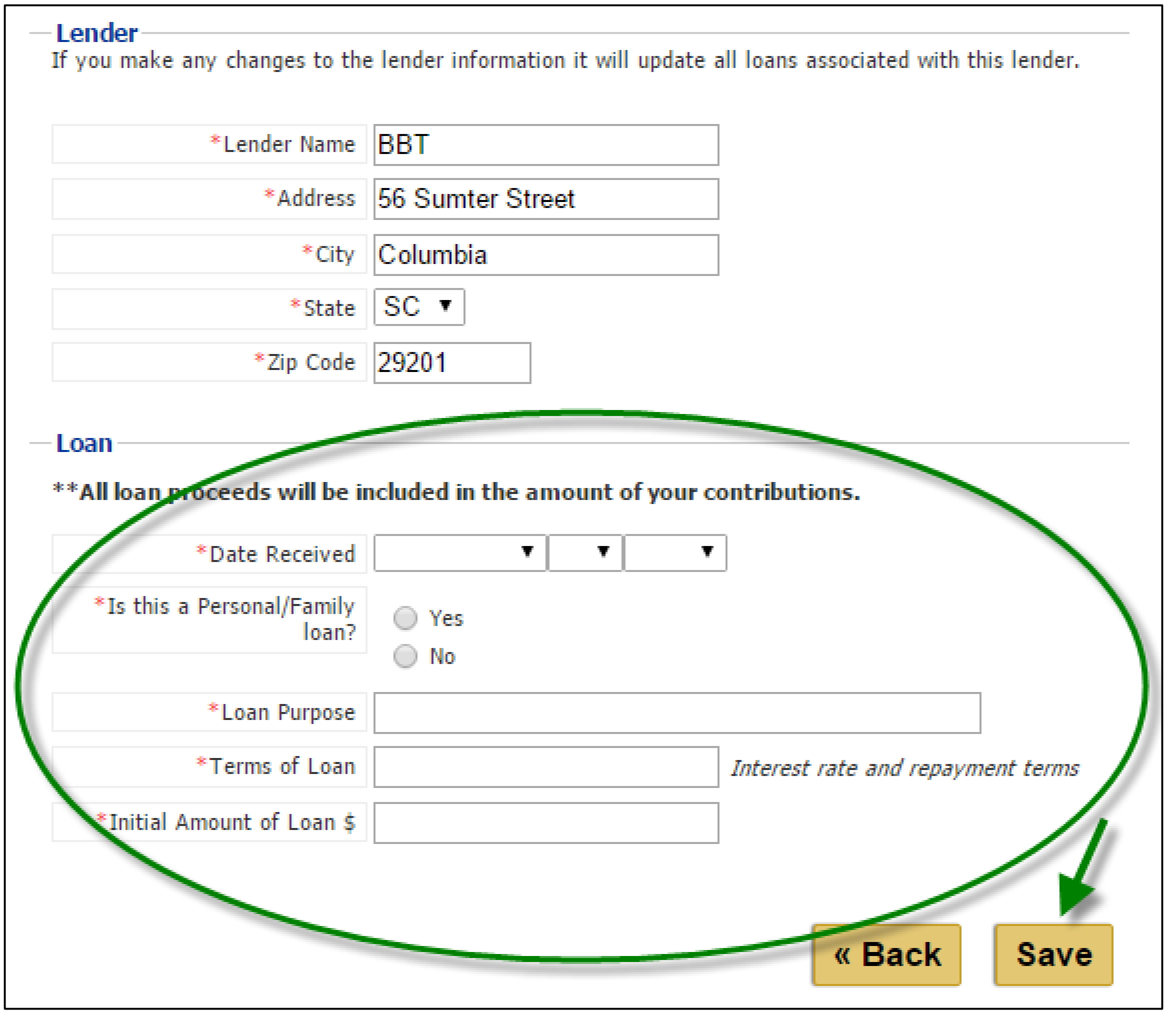
Step 1 - Click on the link for the lender of the loan you wish to add. If the lender does not appear in this list, click ‘Back’ and select ‘No’ from the options on the previous page to enter a new lender.

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.

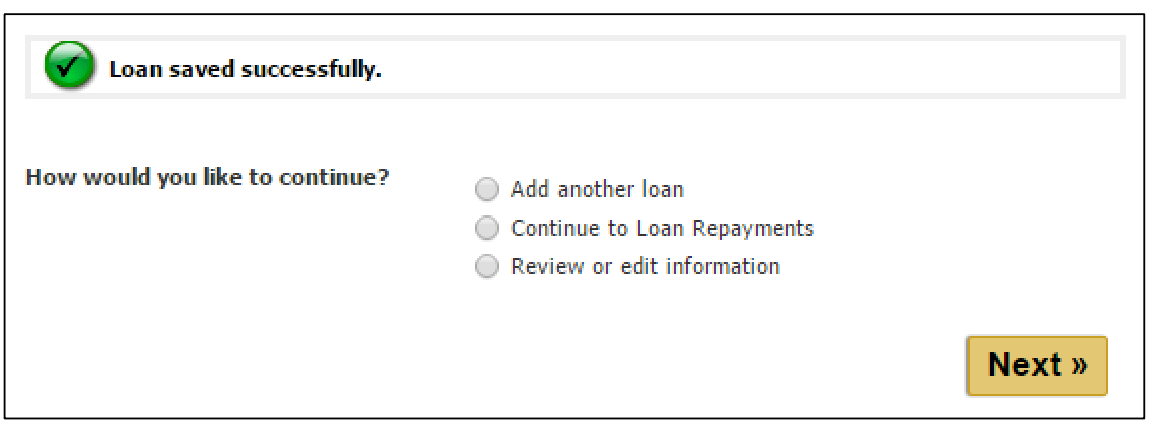
Step 3 - Enter the date the loan was received, the purpose of the loan, the interest rate, and repayment terms of the loan, and the initial amount of the loan if this is not a Personal/Family Loan. If it is a Personal/Family Loan, you will only need to enter the date the loan was received and the initial amount of the loan.

Step 4 - Click ‘Save’ to save this loan.

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



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’.

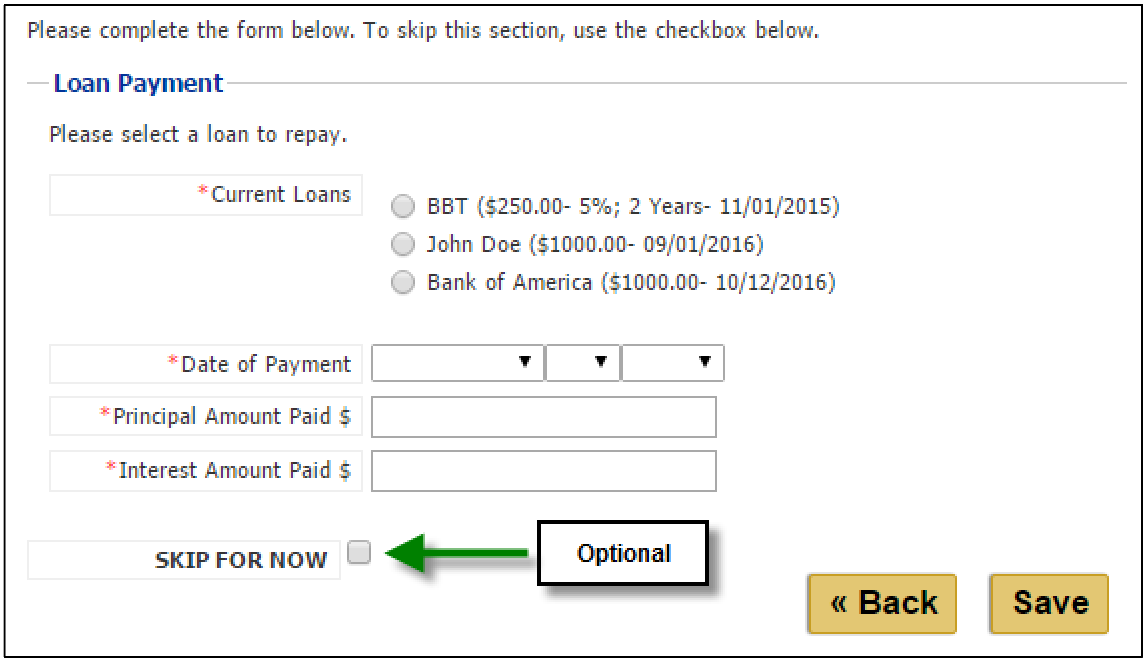


If you selected add another loan, you will be taken back to the screen shown first in this section. You may enter all of your loans at once or come back to add more later.

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.



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.

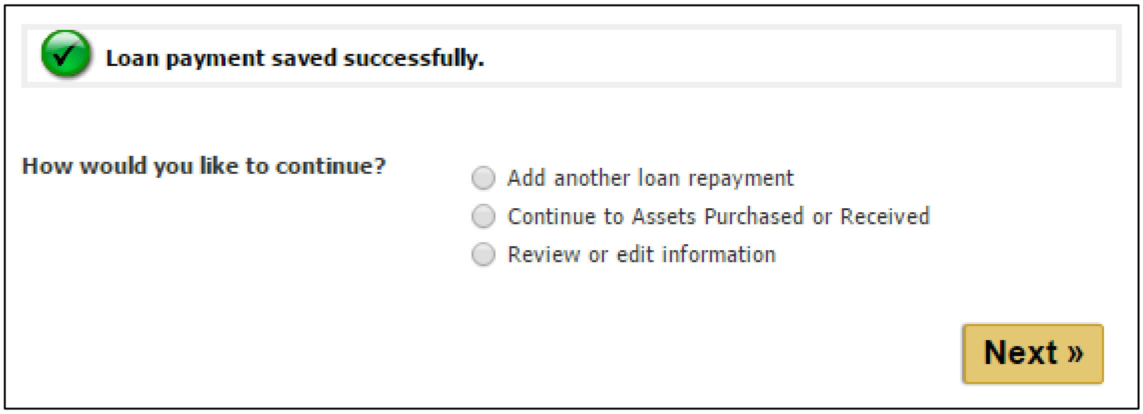
Step 3 - Enter the Principal Amount Paid and/or the Interest Amount Paid. Enter 0 in the corresponding field if you did not pay the Principal and Interest on the same date.

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.

Note: If you enter a loan payment (Principal Amount Paid and Interest Amount Paid) and save, that amount will automatically be added to the expenditure total. The Loan Balance will reduce by the Principal Amount Paid only.

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'.

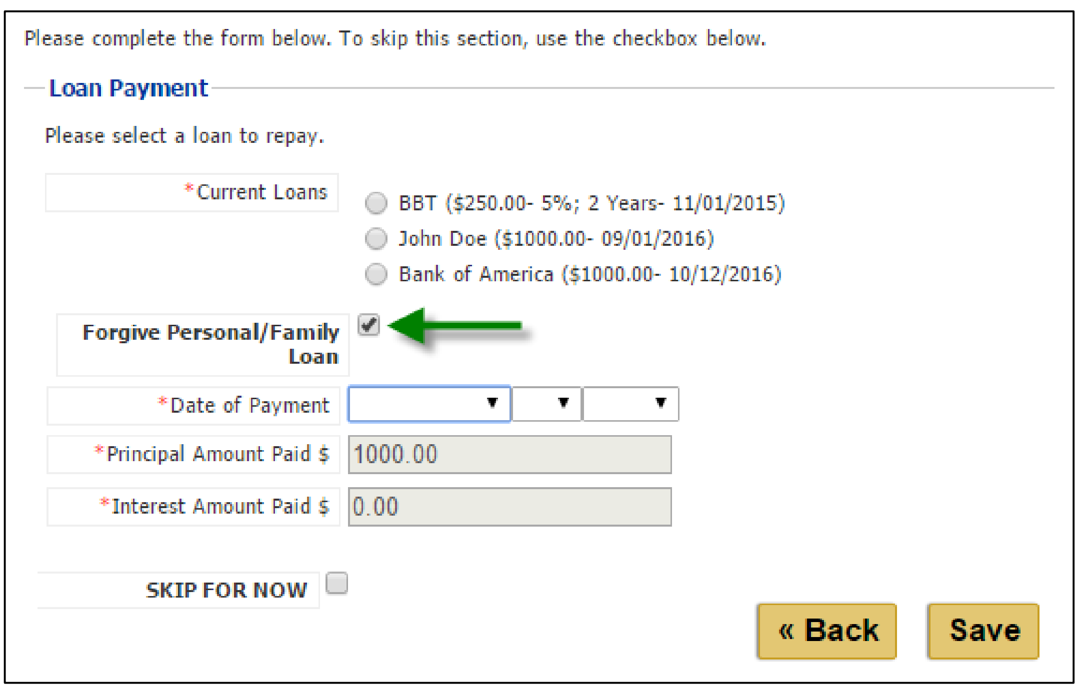


If you selected add another loan repayment, you will be taken back to the screen shown first in this section. You may enter all of your loan repayments at once or come back to add more later.

LOAN FORGIVENESS

Step 1 - Select the Personal/Family Loan you wish to forgive. 'Forgive Personal/Family Loan' checkbox should appear. Select checkbox.

Note: In order to forgive the loan, you must have added the loan as a Personal/Family Loan (Reference Add a Loan section).



Step 2 - Enter the date of the loan forgiveness. The date of the repayment must be after the date of the loan you are forgiving.

Step 3 - The Principal Amount Paid and Interest Amount Paid field should be grayed out and the Principal Amount Paid should display the remaining amount of the Personal/Family Loan.

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

After you save, the report loan balance will reduce by the amount left in the Forgiven Loan. 'Personal/Family Loan Forgiven' will display in the report by the forgiven loan. This loan should not display as an outstanding loan on the next report.

ASSETS PURCHASED OR RECEIVED

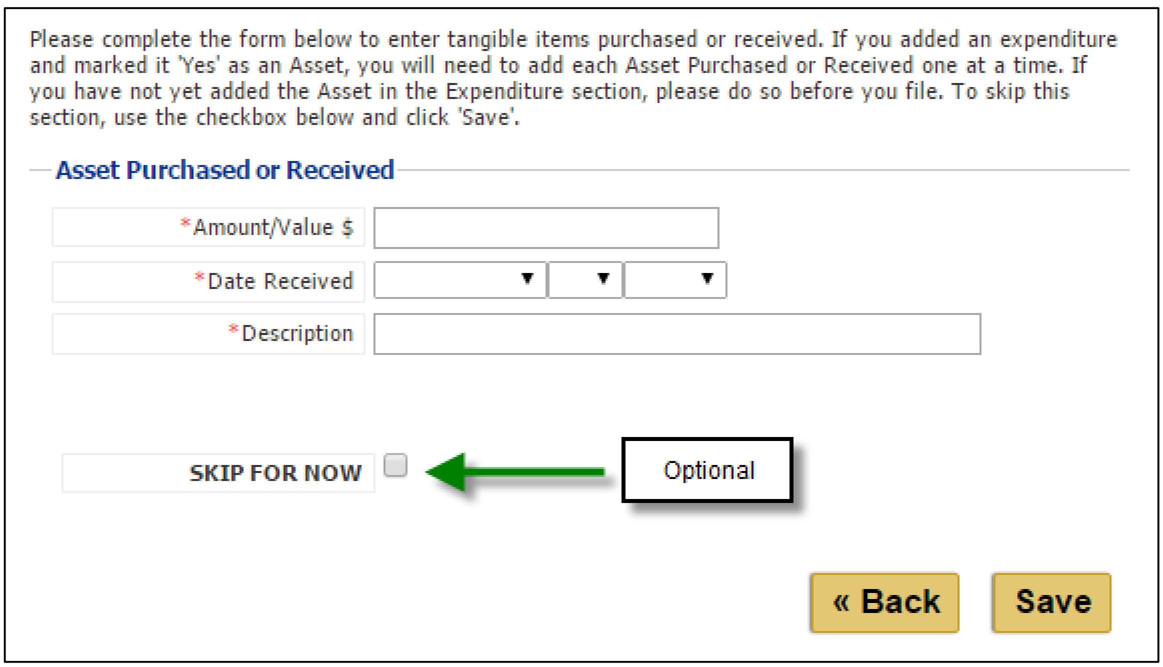
You may begin entering tangible items you have purchased or received by following the steps outlined below:

Note: If you have not added the asset and amount of assets in the Expenditure section, please do so before you file. You will be unable to file the report until the number of assets purchased or received entered matches the minimum total number entered in the expenditure section. The running list of assets purchased or received will appear on your reports until you dispose of them in the Disposition of Assets section.

Step 1 - Enter the amount/value of the Asset Purchased or Received.

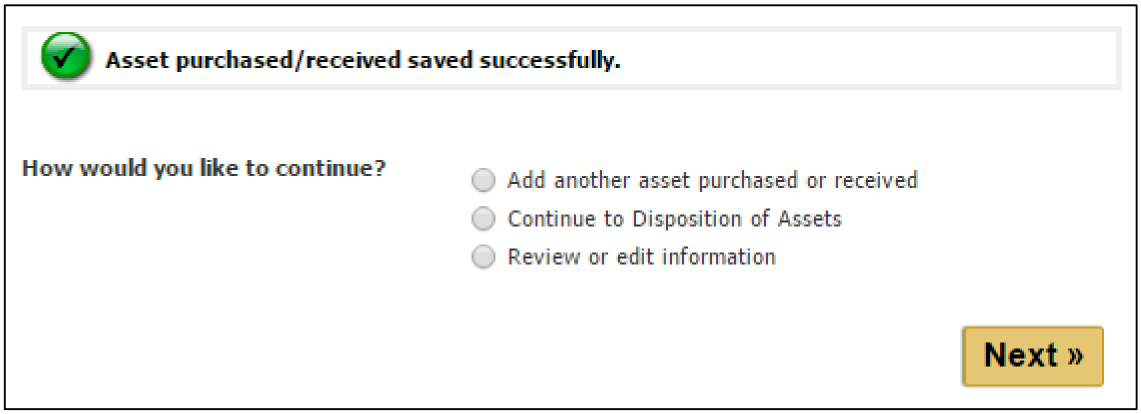
Step 2 - Enter the date your received the asset and the description.

Step 3 - Click 'Save' to continue.



Option: If you do not have any asset purchased or received 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 purchased/received was saved successfully. To continue, select add another asset purchased or received, continue to Disposition of Assets, or review or edit information and click 'Next'.

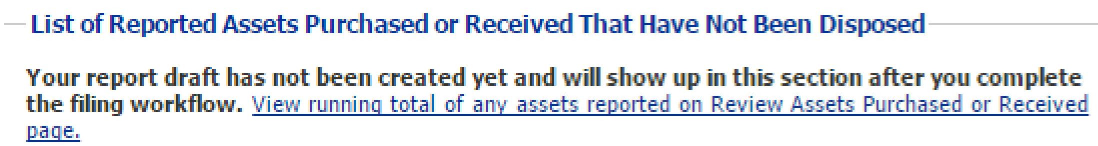


If you selected add another asset purchased or received, you will be taken back to the screen shown first in this section. You may enter all of your assets purchased or received at once or come back to add more later.

DISPOSITION OF ASSETS

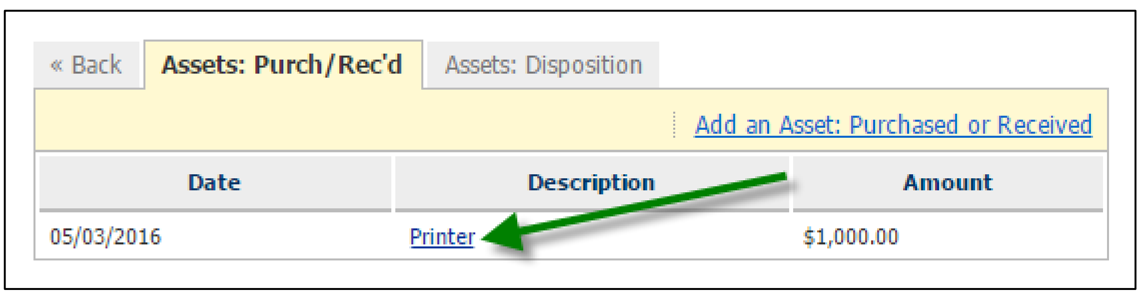
You may begin disposing assets you have reported purchased or received or entering the assets you have disposed of by following the steps outlined below:

Note 1: Your running total of assets reported will not display on the Disposition of Assets page until your report has been created. Your report draft is created after you complete the filing workflow.

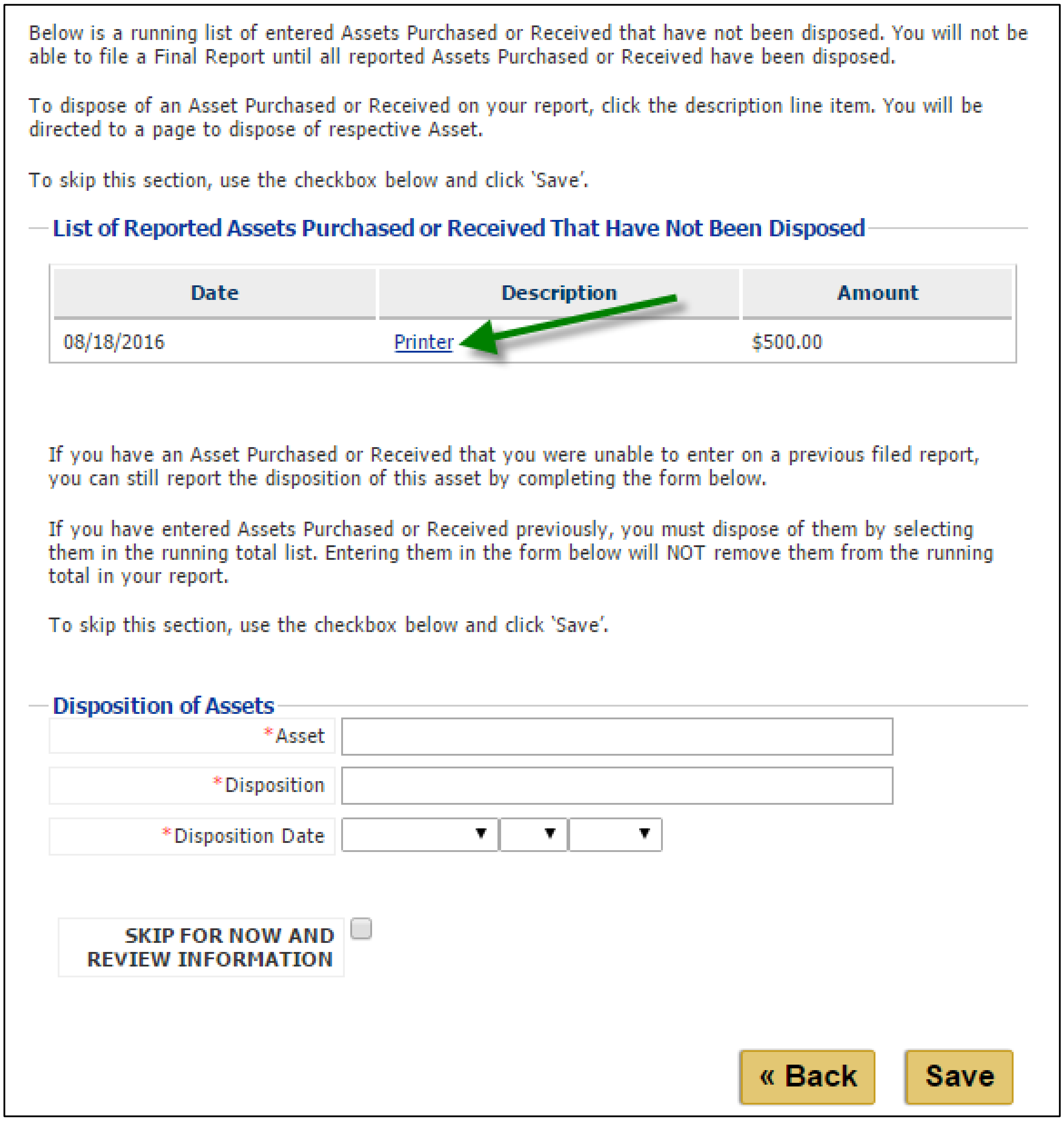


Note 2: When you dispose of an Asset Purchased or Received, that Asset will no longer show up in the next report. You will not be able to file a final report until all reported assets purchased or received have been disposed.

A. You can dispose of Assets reported purchased or received by clicking on the link of the asset you wish to dispose of on the Review Assets Purchased or Received page.



B. You can dispose of Assets reported purchased or received by clicking on the link of the asset in the running total of Assets Purchased or Received on the Add Disposition of Assets page.



Below is a running list of entered Assets Purchased or Received that have not been disposed. You will not be able to file a Final Report until all reported Assets Purchased or Received have been disposed.

To dispose of an Asset Purchased or Received on your report, click the description line item. You will be directed to a page to dispose of respective Asset.

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

List of Reported Assets Purchased or Received That Have Not Been Disposed

Date	Description	Amount
08/18/2016	Printer	$500.00

If you have an Asset Purchased or Received that you were unable to enter on a previous filed report, you can still report the disposition of this asset by completing the form below.

If you have entered Assets Purchased or Received previously, you must dispose of them by selecting them in the running total list. Entering them in the form below will NOT remove them from the running total in your report.

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

Disposition of Assets

*Asset

*Disposition

*Disposition Date

SKIP FOR NOW AND REVIEW INFORMATION

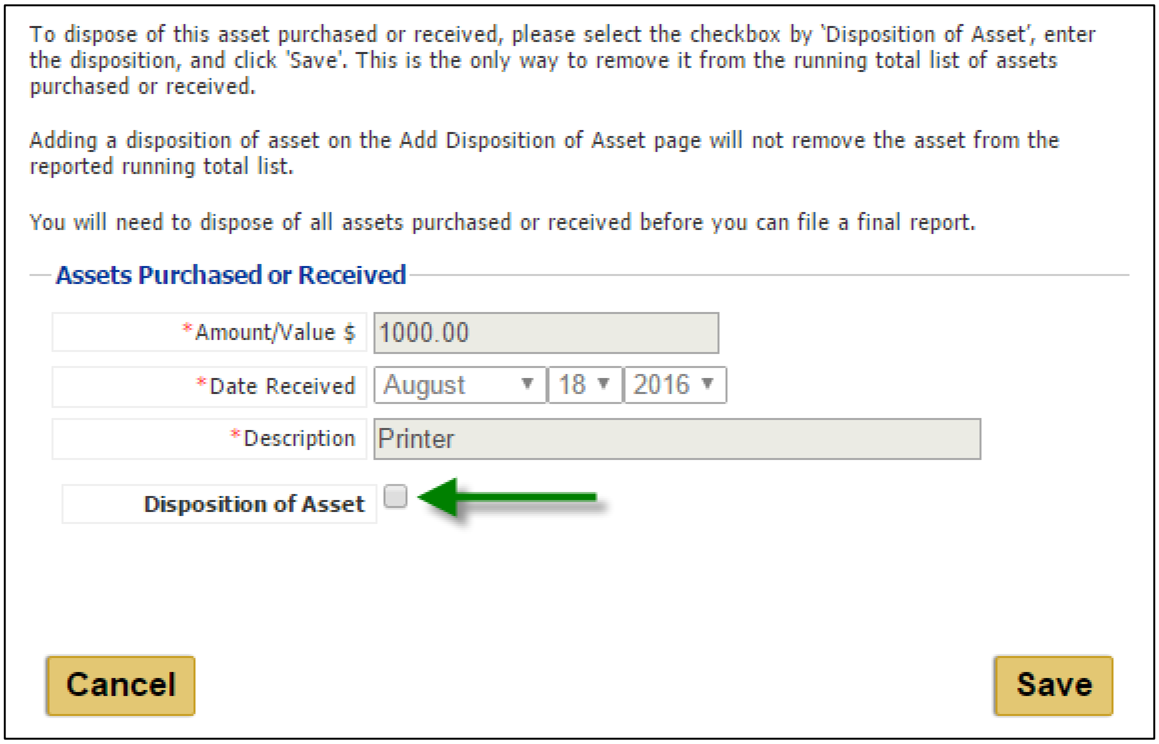
« Back

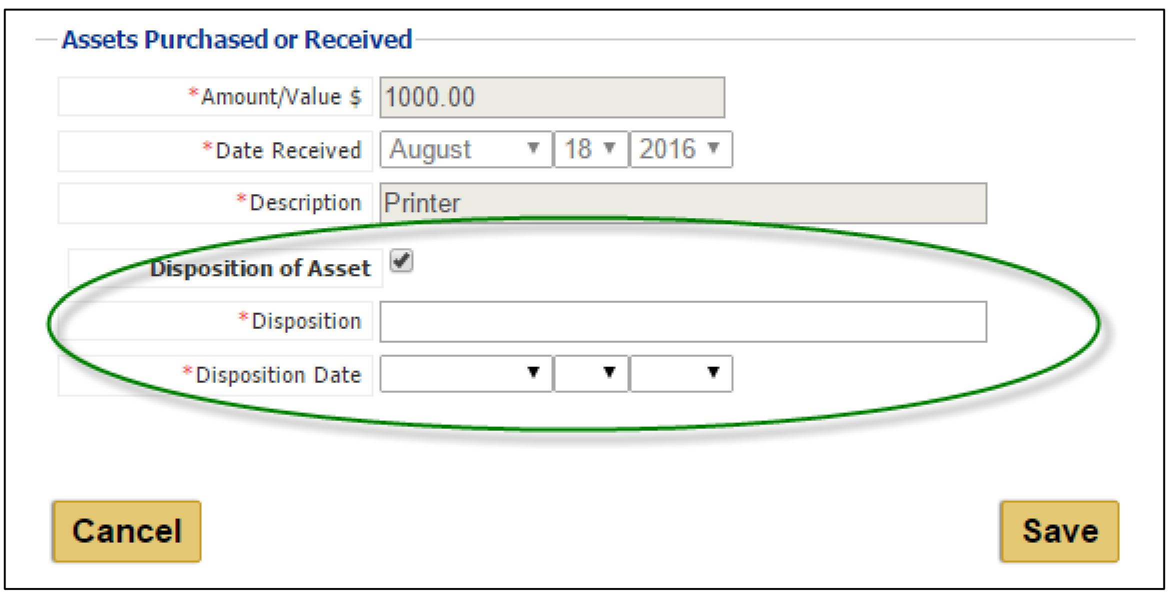
Save

Step 1 - Select Disposition of Asset checkbox. A required Disposition text box and Disposition date field will display.

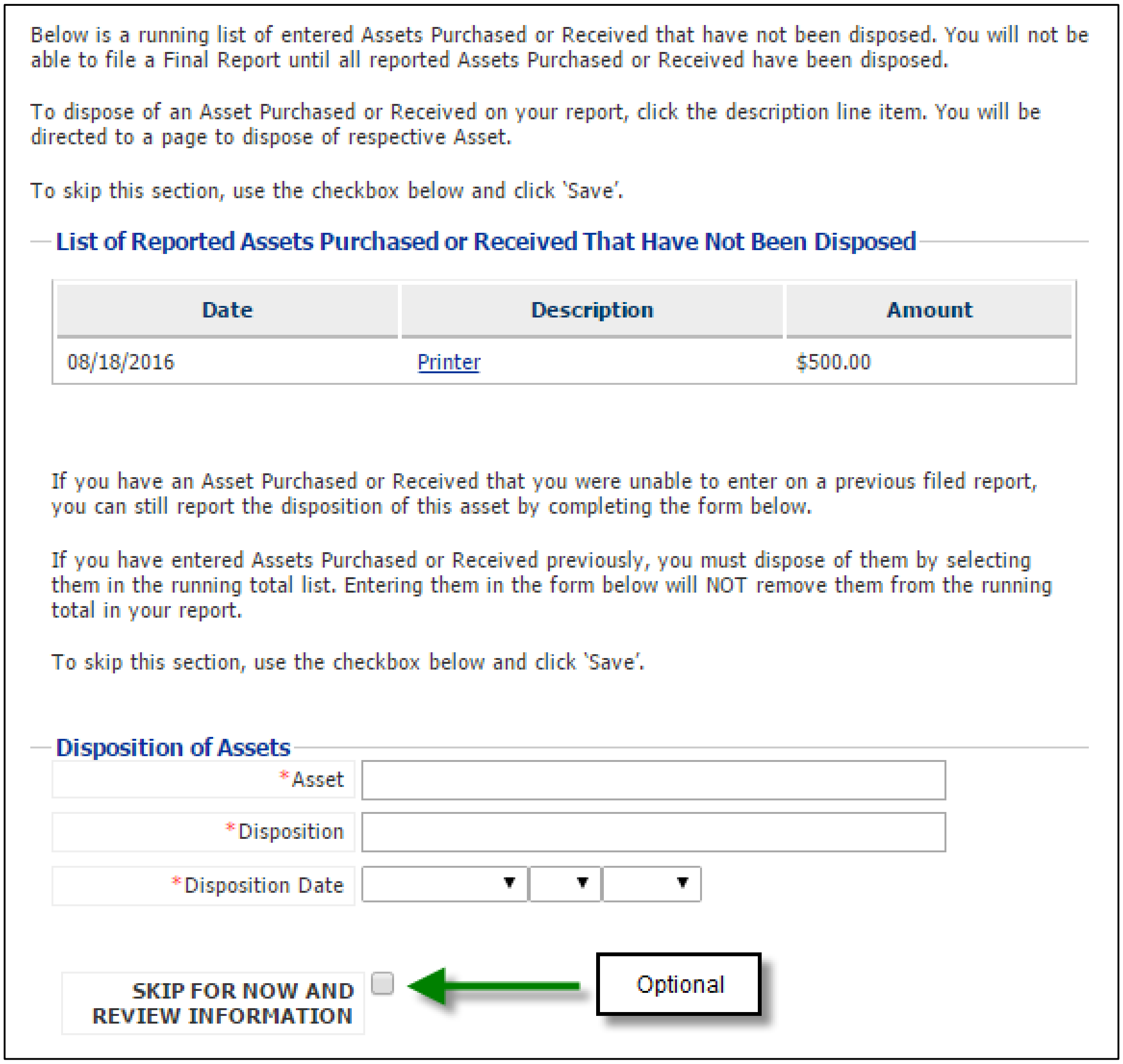
Step 2 - Enter an explanation of the asset disposition and enter the date of disposition.

Step 3 - Click 'Save' to continue.


To dispose of this asset purchased or received, please select the checkbox by 'Disposition of Asset', enter the disposition, and click 'Save'. This is the only way to remove it from the running total list of assets purchased or received.
Adding a disposition of asset on the Add Disposition of Asset page will not remove the asset from the reported running total list.
You will need to dispose of all assets purchased or received before you can file a final report.
Assets Purchased or Received
*Amount/Value $
1000.00
*Date Received
August
18
2016
*Description
Printer
Disposition of Asset
Cancel
Save


Assets Purchased or Received
*Amount/Value $
1000.00
*Date Received
August
18
2016
*Description
Printer
Disposition of Asset
*Disposition
*Disposition Date
Cancel
Save

C. You can manually dispose of assets on the Add Disposition of Assets page. This should only be used if you have existing assets purchased or received in older filed reports before the Assets Purchased or Received section was added.



Below is a running list of entered Assets Purchased or Received that have not been disposed. You will not be able to file a Final Report until all reported Assets Purchased or Received have been disposed.

To dispose of an Asset Purchased or Received on your report, click the description line item. You will be directed to a page to dispose of respective Asset.

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

List of Reported Assets Purchased or Received That Have Not Been Disposed

Date	Description	Amount
08/18/2016	Printer	$500.00

If you have an Asset Purchased or Received that you were unable to enter on a previous filed report, you can still report the disposition of this asset by completing the form below.

If you have entered Assets Purchased or Received previously, you must dispose of them by selecting them in the running total list. Entering them in the form below will NOT remove them from the running total in your report.

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

Disposition of Assets

*Asset

*Disposition

*Disposition Date

SKIP FOR NOW AND REVIEW INFORMATION

Optional

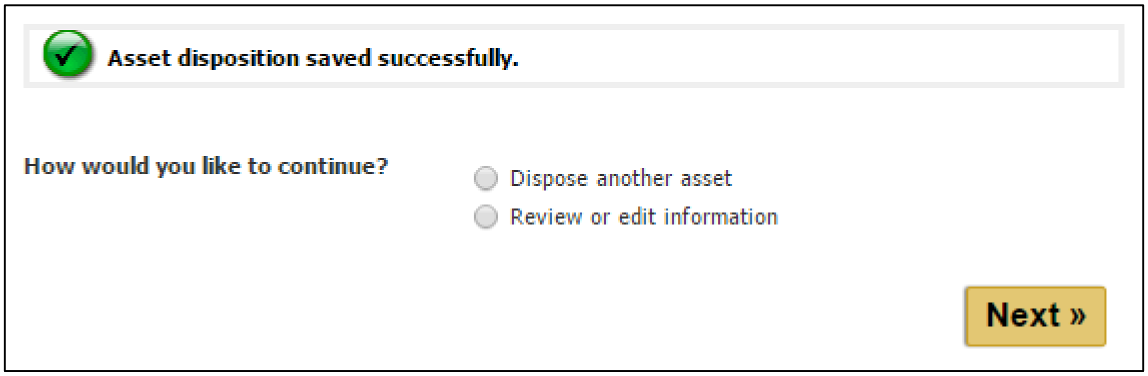
Step 1 - Enter the asset of which you are disposing.

Step 2 - Enter an explanation of how the asset was disposed.

Step 3 - Click 'Save' to continue.

Option: If you do not have any asset dispositions to enter or assets to dispose of in the running total at this time, mark the checkbox next to 'SKIP FOR NOW AND REVIEW INFORMATION' 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'.



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 Candidate 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 or skipped the Asset Disposition section, you will be taken to the Summary tab of your report. The heading displays the report type, your name, position sought, election date, election type, and report version that you are working in. The Summary tab displays your demographic information, report type, contributions and expenditures summary, the balance of contributions and loan balance.

Electronic Filing

Candidate Campaign Disclosure: Review

2016, October 10th Report

Candidate:	Peak, Harold
Position Sought:	Governor
Election Type:	General
Election Date:	11/06/2016
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 | More »

Demographic Information

Peak, Harold
89 Broad River Road
Peak, SC 29062
803.456.4566
Newberry County

Report Type

2016, October 10th

Contributions	This Period	Election Cycle
A. Candidates: Personal Funds	$0.00	$0.00
B1. Individual Contributions or other (+)	$3,600.00	$3,600.00
B2. Loans (+)	$0.00	$0.00
C. In-Kind Contributions (+)	$0.00	$0.00
D. Total Contributions (=)	**$3,600.00**	**$3,600.00**

Expenditures	This Period	Election Cycle
A. In-Kind Expenditures	$0.00	$0.00
B. Expenditures (+)	$0.00	$0.00
C. Total Expenditures (=)	**$0.00**	**$0.00**

Balance of Contributions	This Period
A. Contributions on Hand (Beginning this Period)	$0.00
B. Total Contributions (This Period) (+)	$3,600.00
C. Total Expenditures (This Period) (-)	$0.00
D. Contributions On Hand (Period End) (=)	**$3,600.00**

Loans

Loan Balance:	**$0.00**

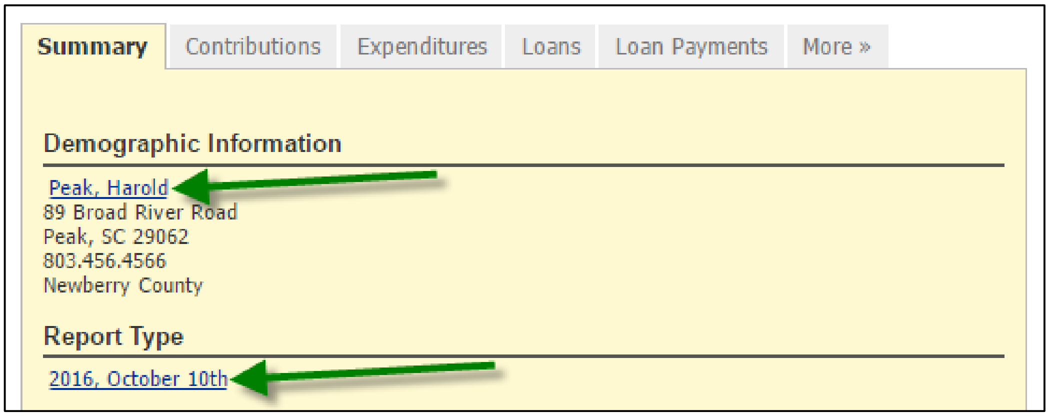
File with the appropriate Ethics Commission

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 "Save" button below.

Open | Save | File

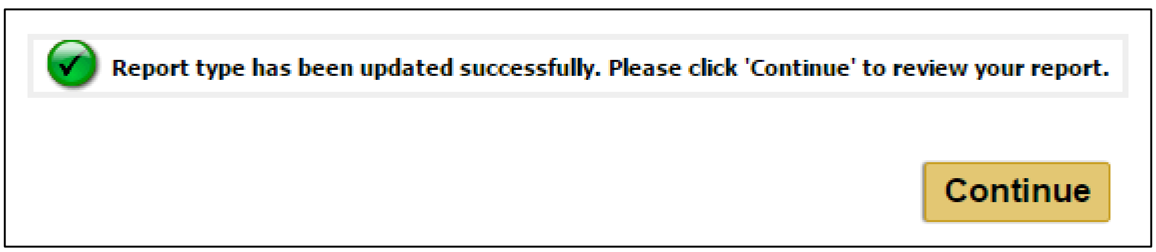


(3) You can edit your demographic information by clicking on your name. Refer to the section Updating your Profile in this User Guide to see how your changes may affect other reports.

(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.

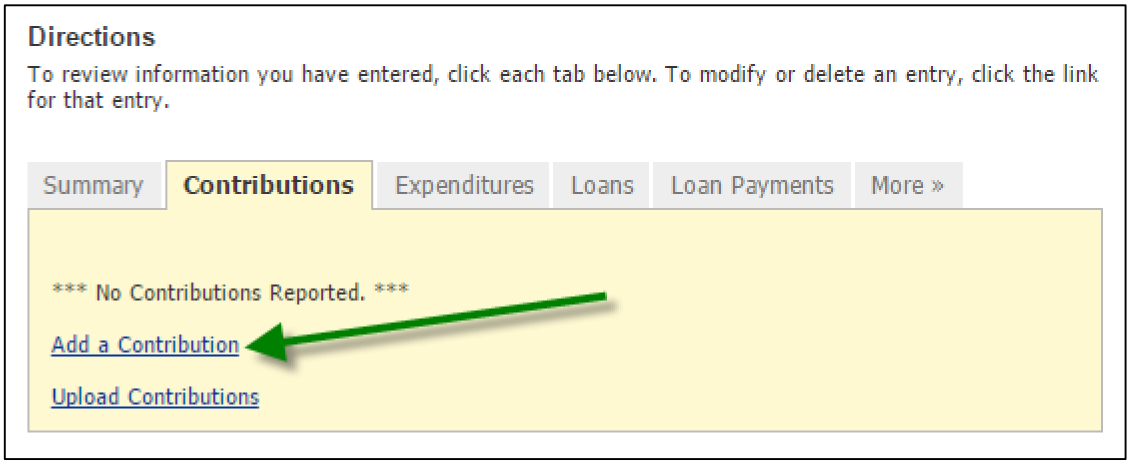


(5) Once you are in the report review, you can navigate between sections of the Candidate Campaign Disclosure using the tabs. All of the contributions you have entered this period are displayed in the Contributions tab. All of the expenditures you have entered this period are displayed in the Expenditures 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 the assets purchased or received you have entered in this period or prior periods that have not been disposed are displayed in the Assets: Purch/Rec'd tab. All of the assets you have disposed of this period are displayed in the Assets: Disposition tab.

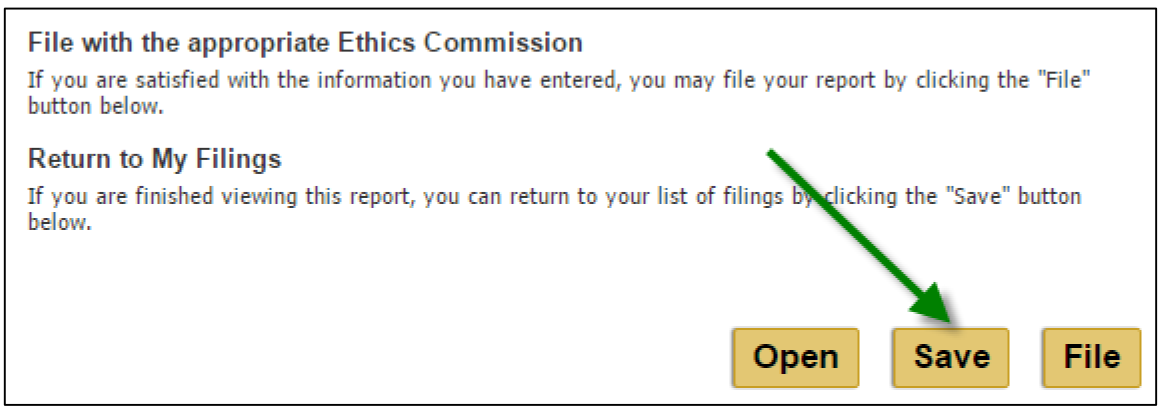
(6) You can add, edit, and delete items in each section.

(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.

Note: Upload Contributions and Upload Expenditures links will only show up as an options on an Original, Non Filed Report.



(8) If at any time you are done working with your report and want to return to your account page, you can click ‘Save’ at the bottom of each of the review tab pages or click ‘Candidate Filings” from the menu on the left.

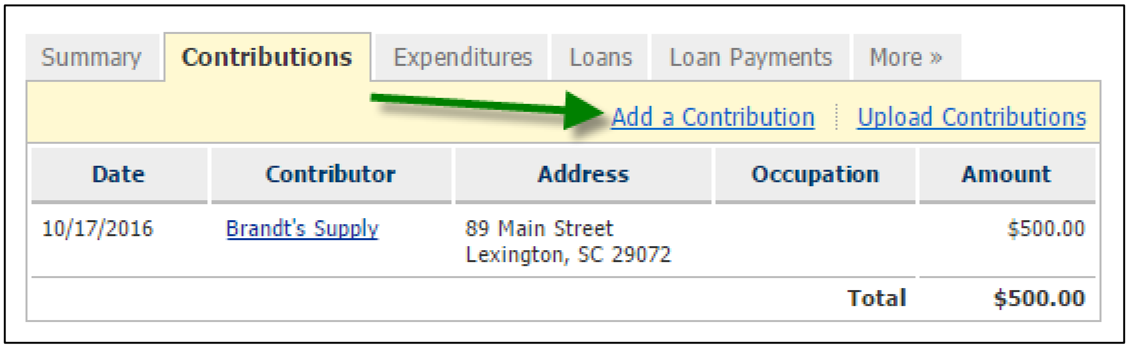


ADD ANOTHER ENTRY

Contributions

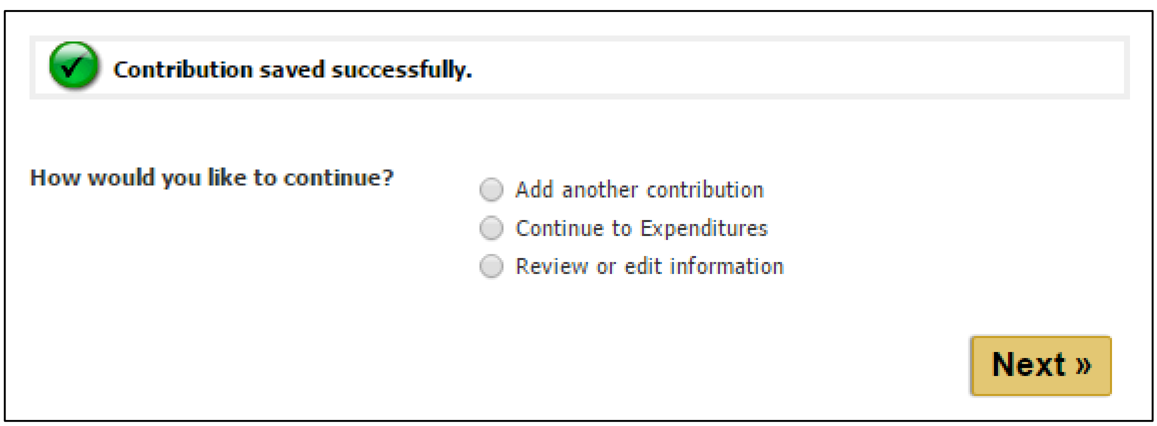
To add a contribution, click on the 'Add a Contribution' or 'Upload Contributions' link on the Contributions tab.

Note: 'Upload Contributions' link will only show up in an original, not filed report.



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

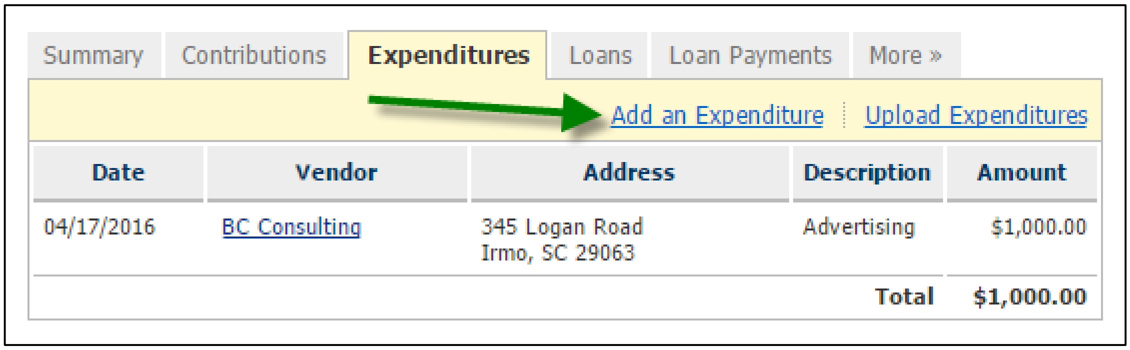
When you have successfully added the item, you will see a successful message. Make a selection and click 'Next' to continue.



Expenditures

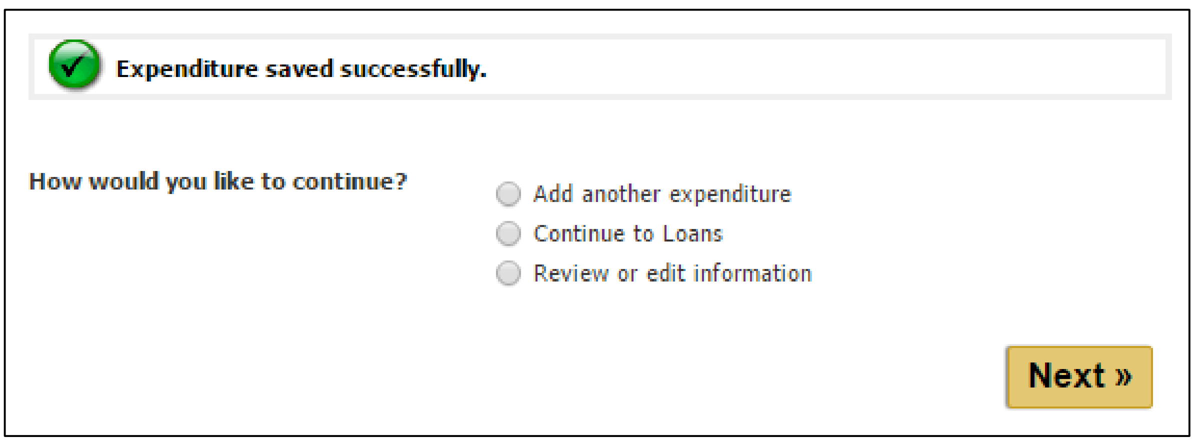
To add an expenditure, click on the 'Add an Expenditure' or 'Upload Expenditures' link on the Expenditures tab.

Note: 'Upload Expenditures' link will only show up in an original, not filed report.



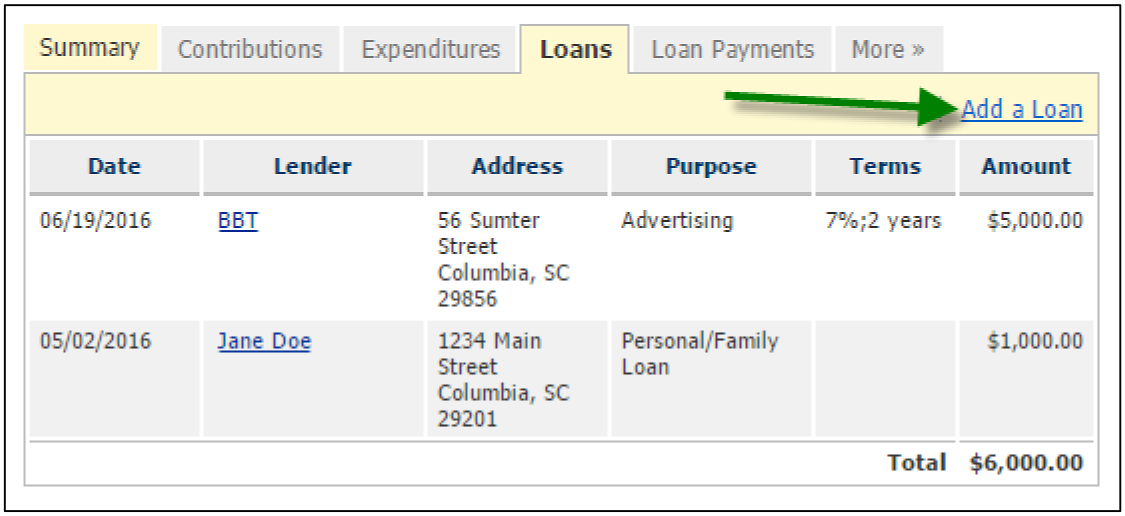
Follow the steps previously outlined in this user guide to enter the information required for this section.

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



Loans

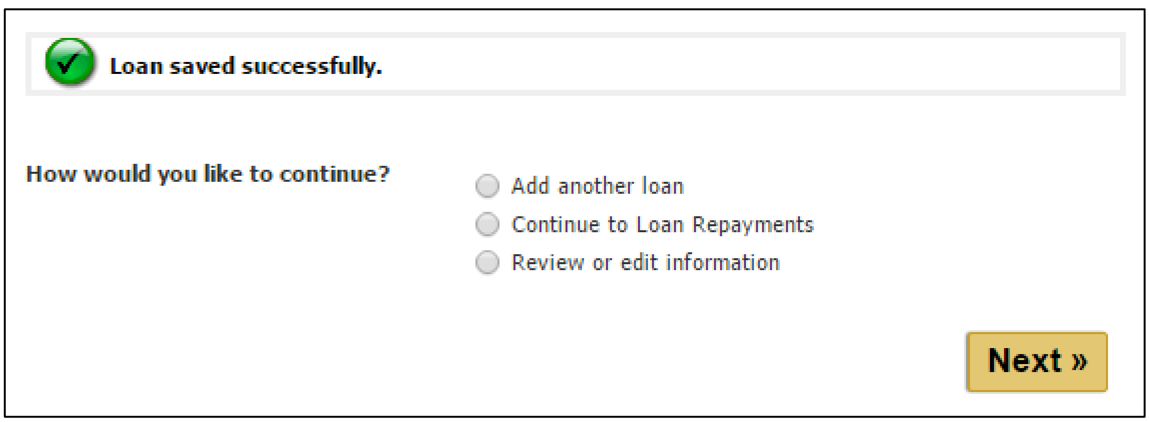
To add a loan, click on the ‘Add a Loan’ link on the Loans tab.



Date	Lender	Address	Purpose	Terms	Amount
06/19/2016	BBT	56 Sumter Street Columbia, SC 29856	Advertising	7%;2 years	$5,000.00
05/02/2016	Jane Doe	1234 Main Street Columbia, SC 29201	Personal/Family Loan		$1,000.00
				Total	$6,000.00

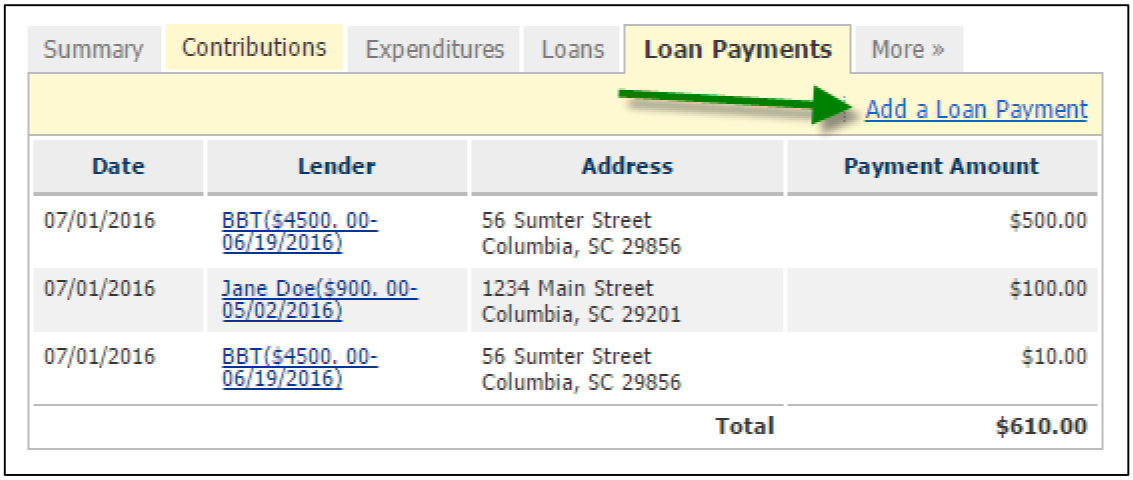
Follow the steps previously outlined in this user guide to enter the information required for this section.

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



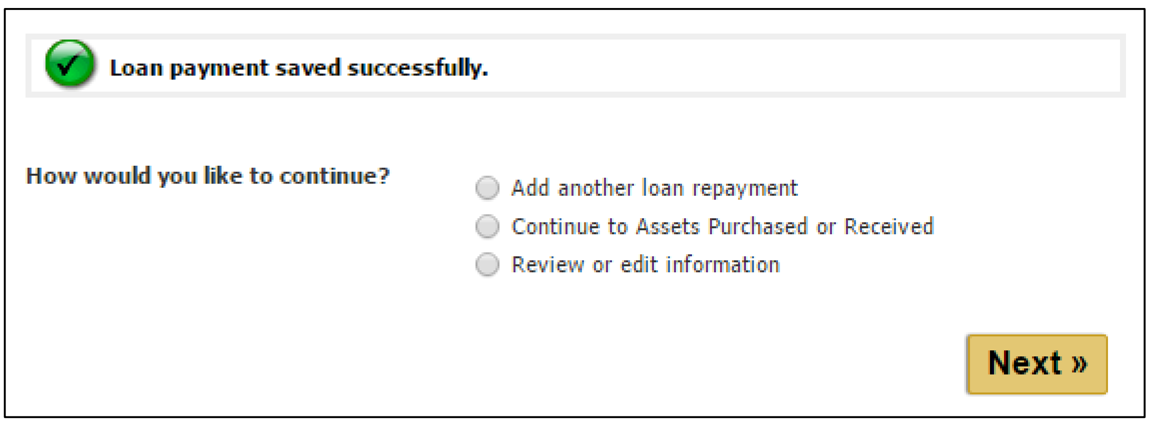
Loan Repayments

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



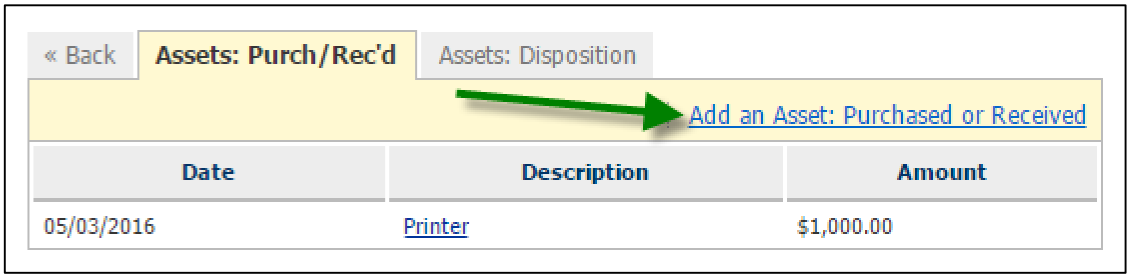
Follow the steps previously outlined in this user guide to enter the information required for this section.

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



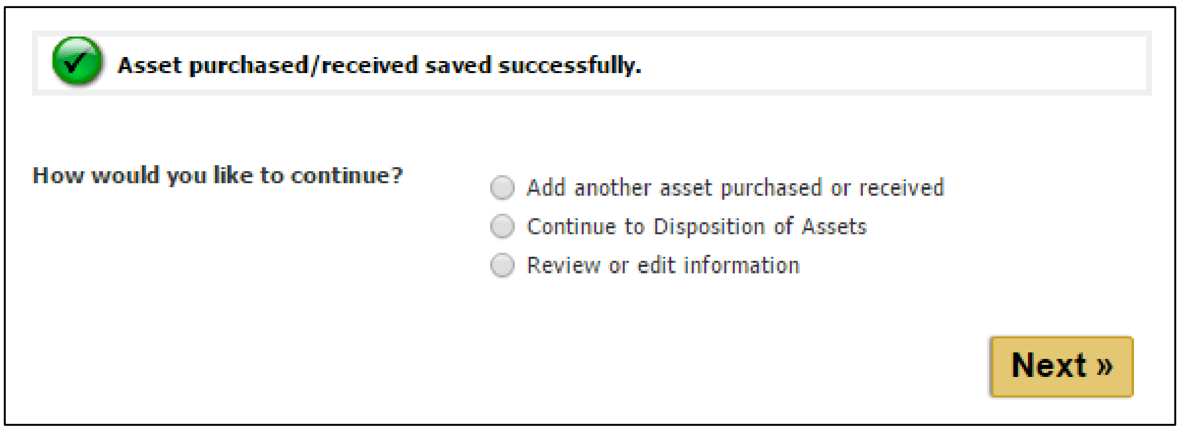
Assets Purchased or Received

To add an Asset Purchased or Received, click on the ‘Add an Asset: Purchased or Received’’ link on the Assets: Purch/Rec’d tab.



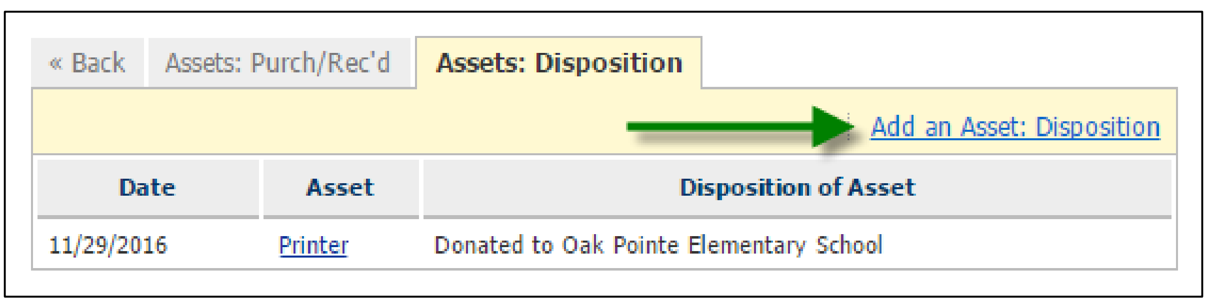
Follow the steps previously outlined in this user guide to enter the information required for this section.

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



Disposition of Assets

To dispose of an Asset Purchased or Received, click on the ‘Add an Asset: Disposition’ link on the Assets tab.



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

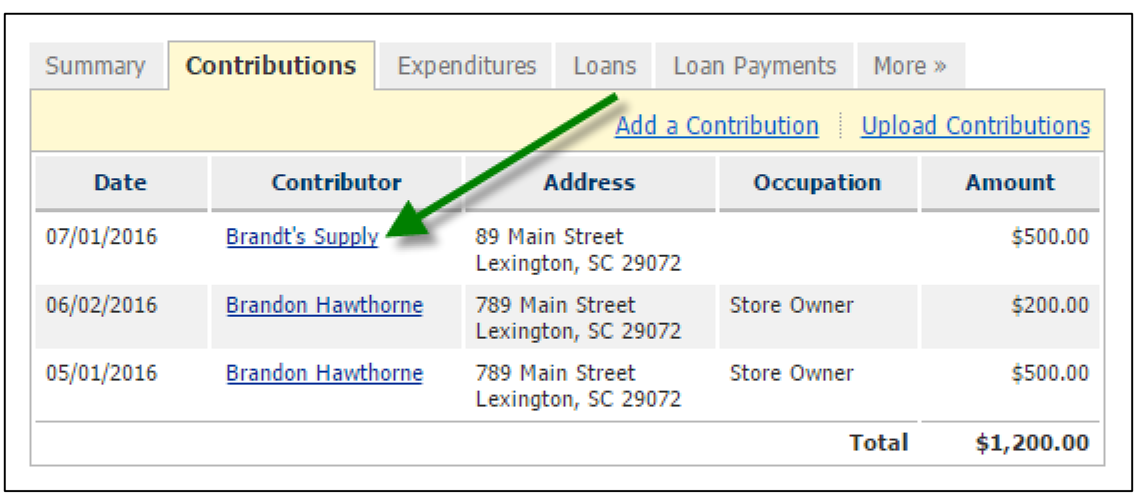
When you have successfully disposed of an Asset, you will see a successful save message. If you disposed of an Asset in the running total of Assets Purchased or Received, you just need to click ‘Continue’ to continue.

If you manually added a disposition, you will need to make a selection and click ‘Next’ to continue.

EDIT OR DELETE AN ENTRY

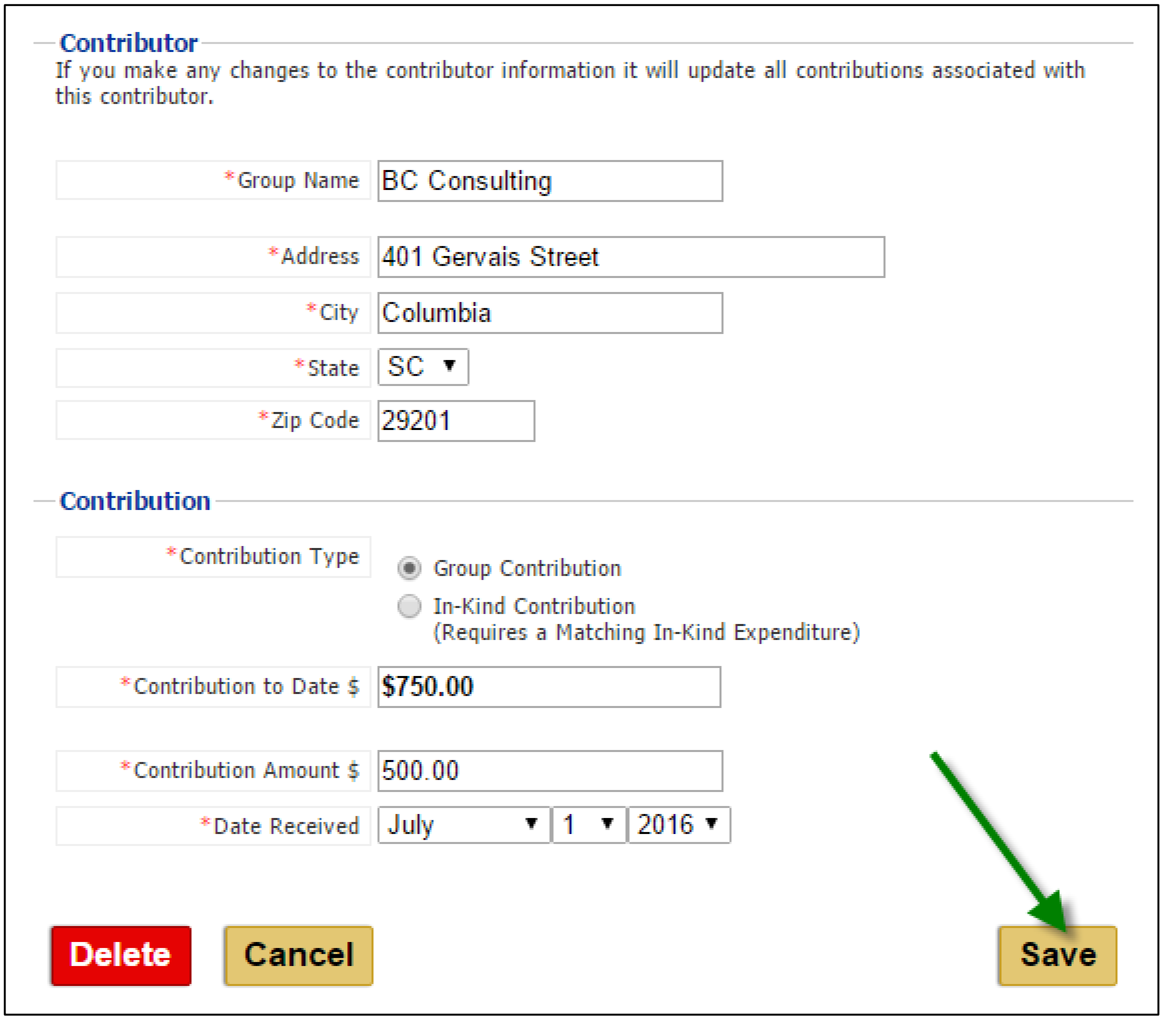
Contributions

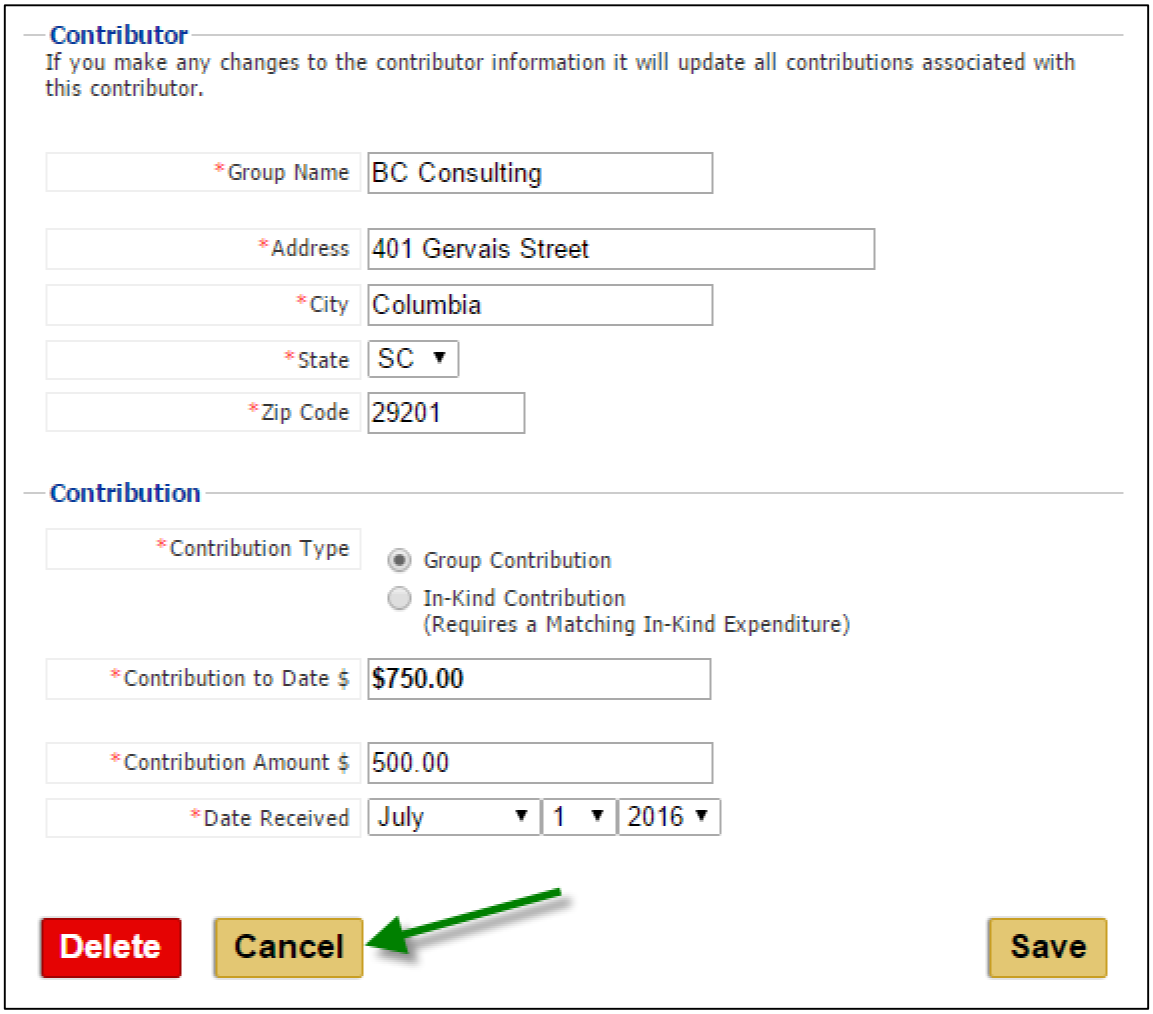
(1) To edit or delete a contribution, click on the Contributor Name link of the contribution you wish to edit or delete in the Contribution’s tab. Even though you have the option to upload multiple contributions and/or expenditures in an Excel template, you still have to click on the Contributor Name link to edit or delete contributions.



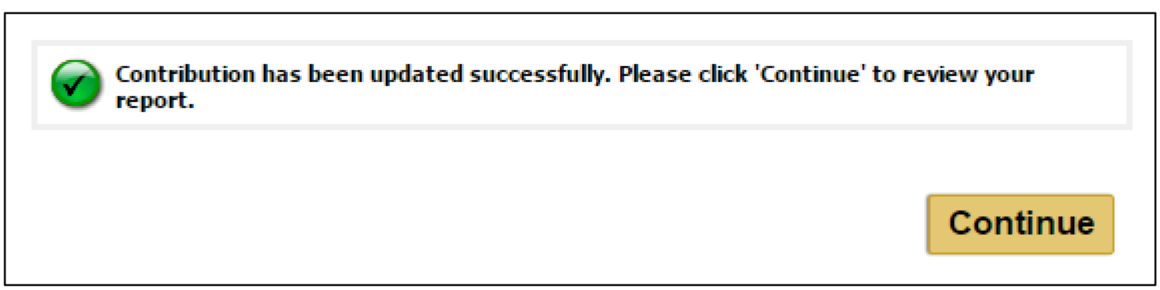
Date	Contributor	Address	Occupation	Amount
07/01/2016	Brandt's Supply	89 Main Street Lexington, SC 29072		$500.00
06/02/2016	Brandon Hawthorne	789 Main Street Lexington, SC 29072	Store Owner	$200.00
05/01/2016	Brandon Hawthorne	789 Main Street Lexington, SC 29072	Store Owner	$500.00
			Total	$1,200.00

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

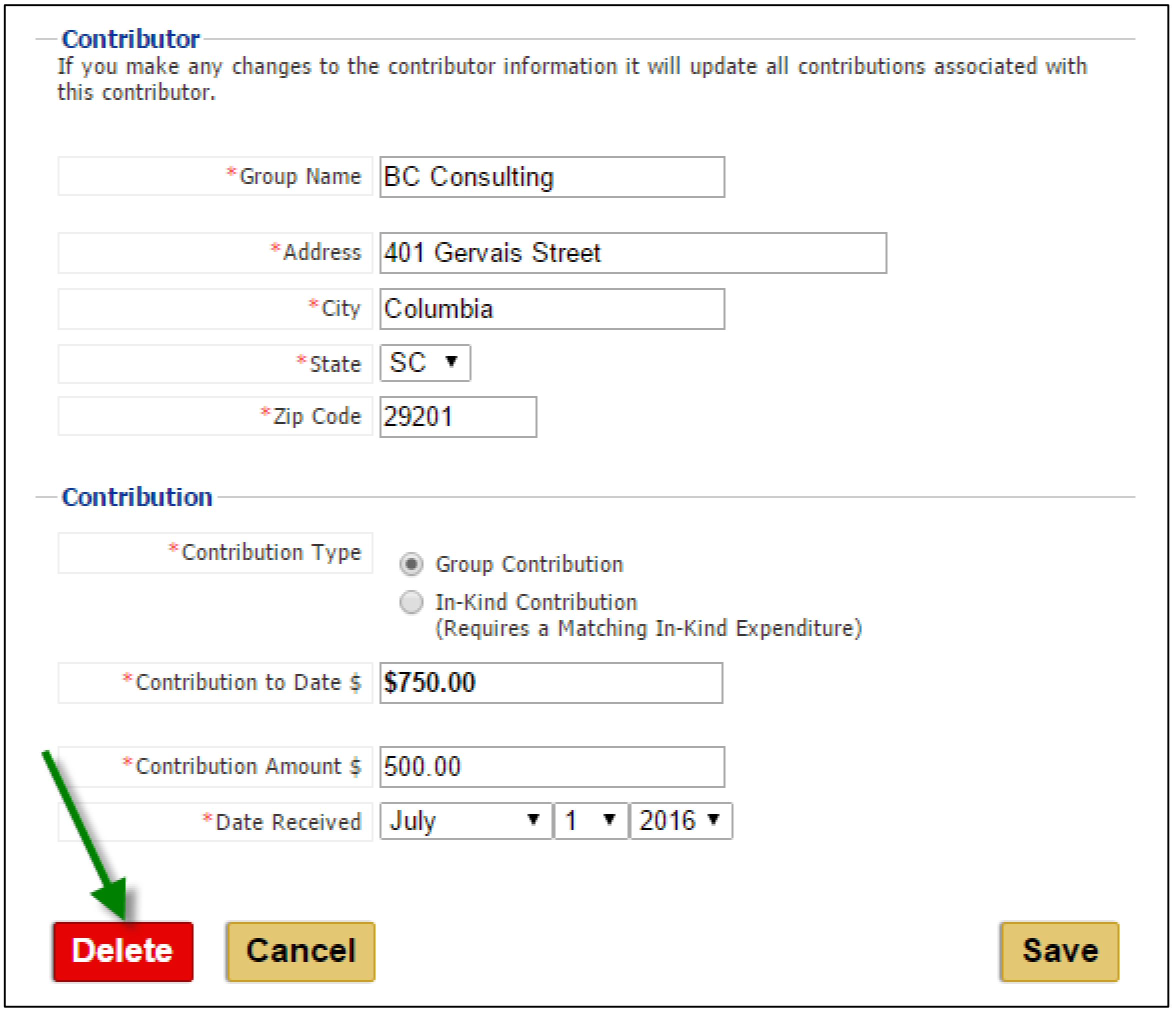




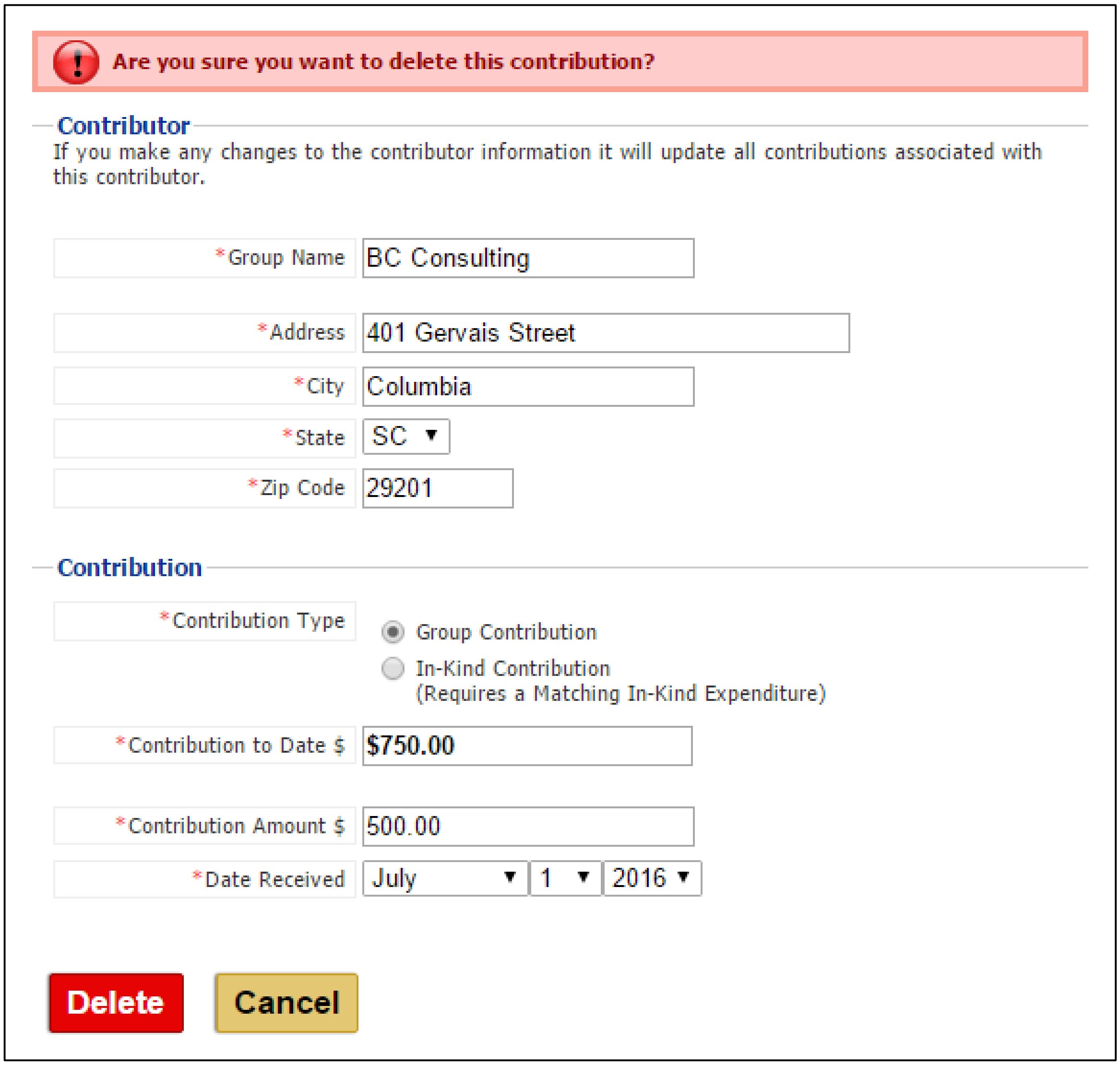
(3) You will see a message indicating that your contribution has been updated successfully. Click 'Continue' to return to the review section of your report.



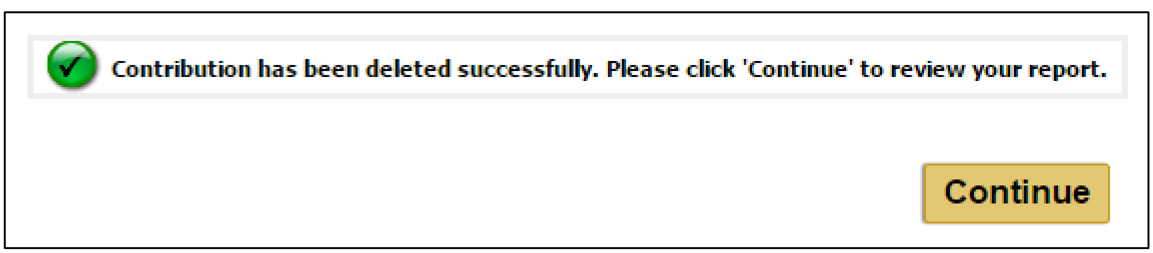
(4) To delete the contribution, click 'Delete'.



(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.

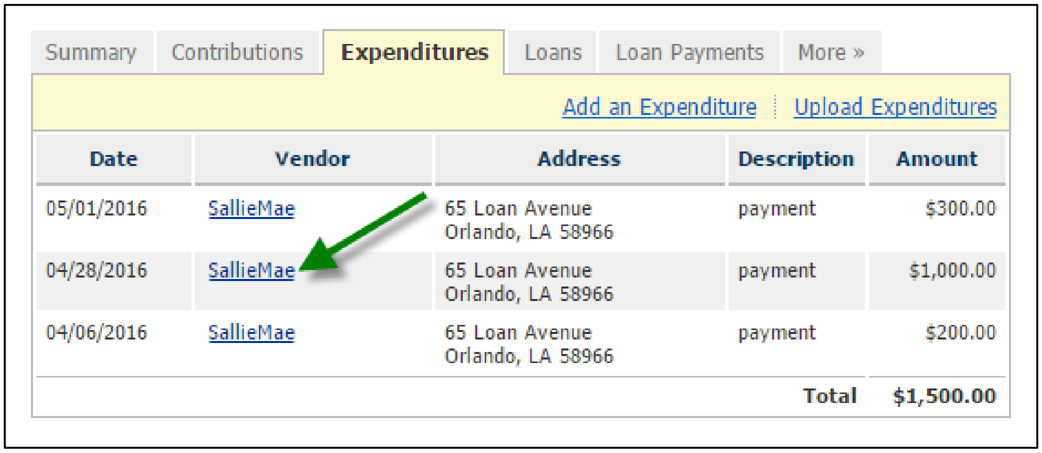


(6) If you have chosen to delete the item, you will see a message that the item has been deleted successfully. Click 'Continue' to return to the review section of your report.

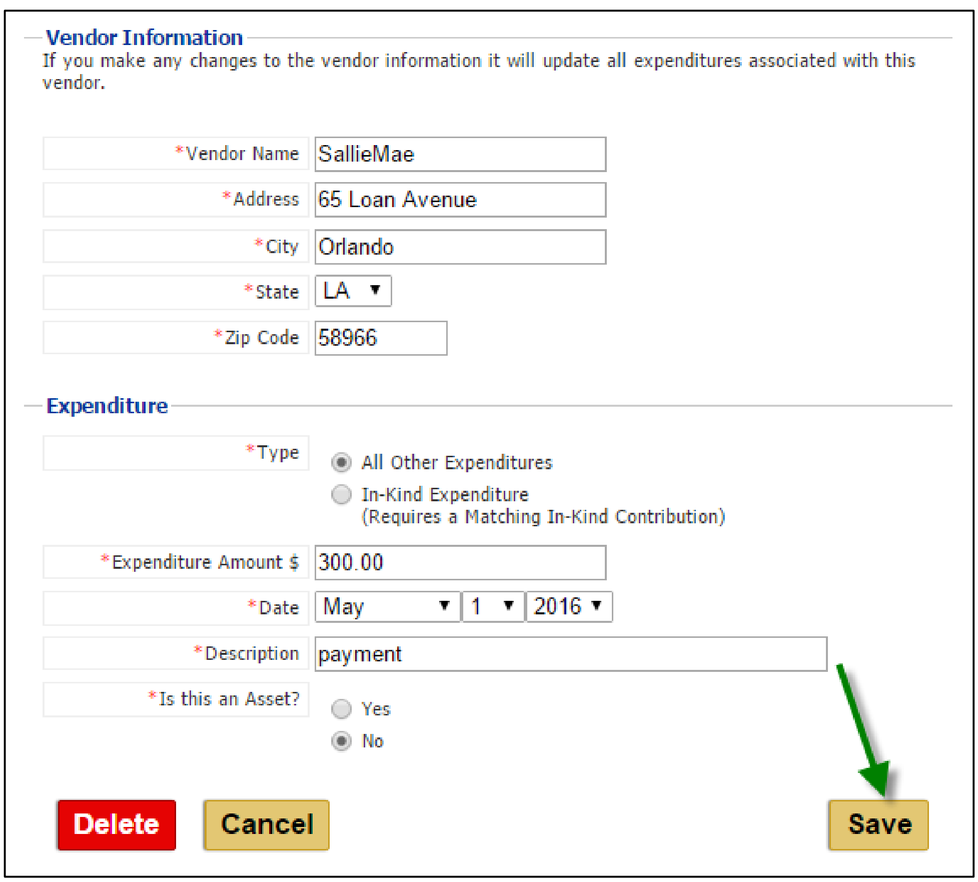


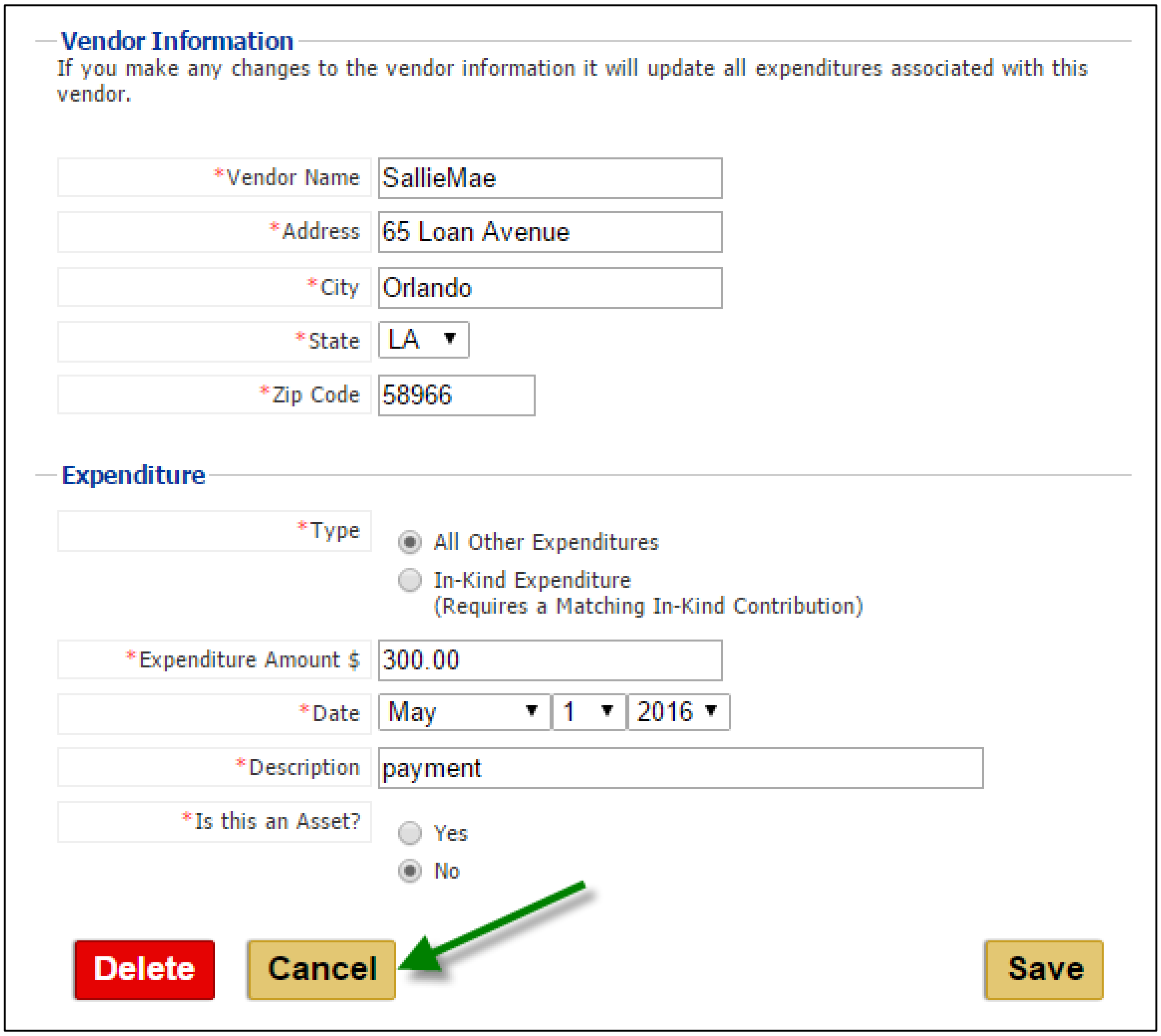
Expenditures

(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. Even though you have the option to upload multiple contributions and/or expenditures in an Excel template, you still have to click on the Vendor Name link to edit or delete expenditures.

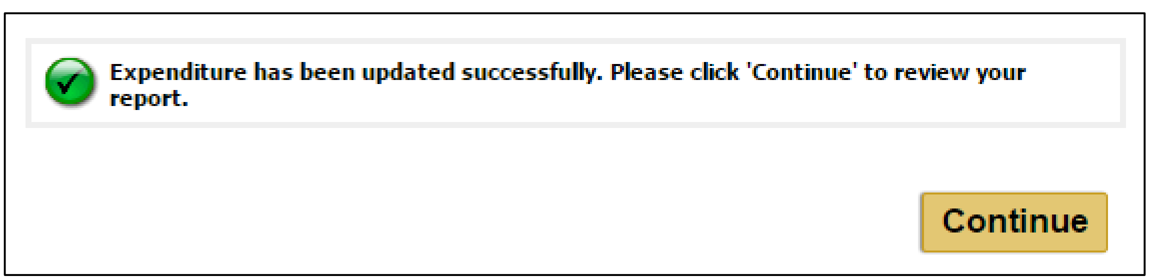


(2) Once you have modified the information necessary, click 'Save' to update this entry. If you want the item to remain in your report without making changes, click 'Cancel'. If you make any changes to the vendor information, all expenditures associated with this vendor will be modified.

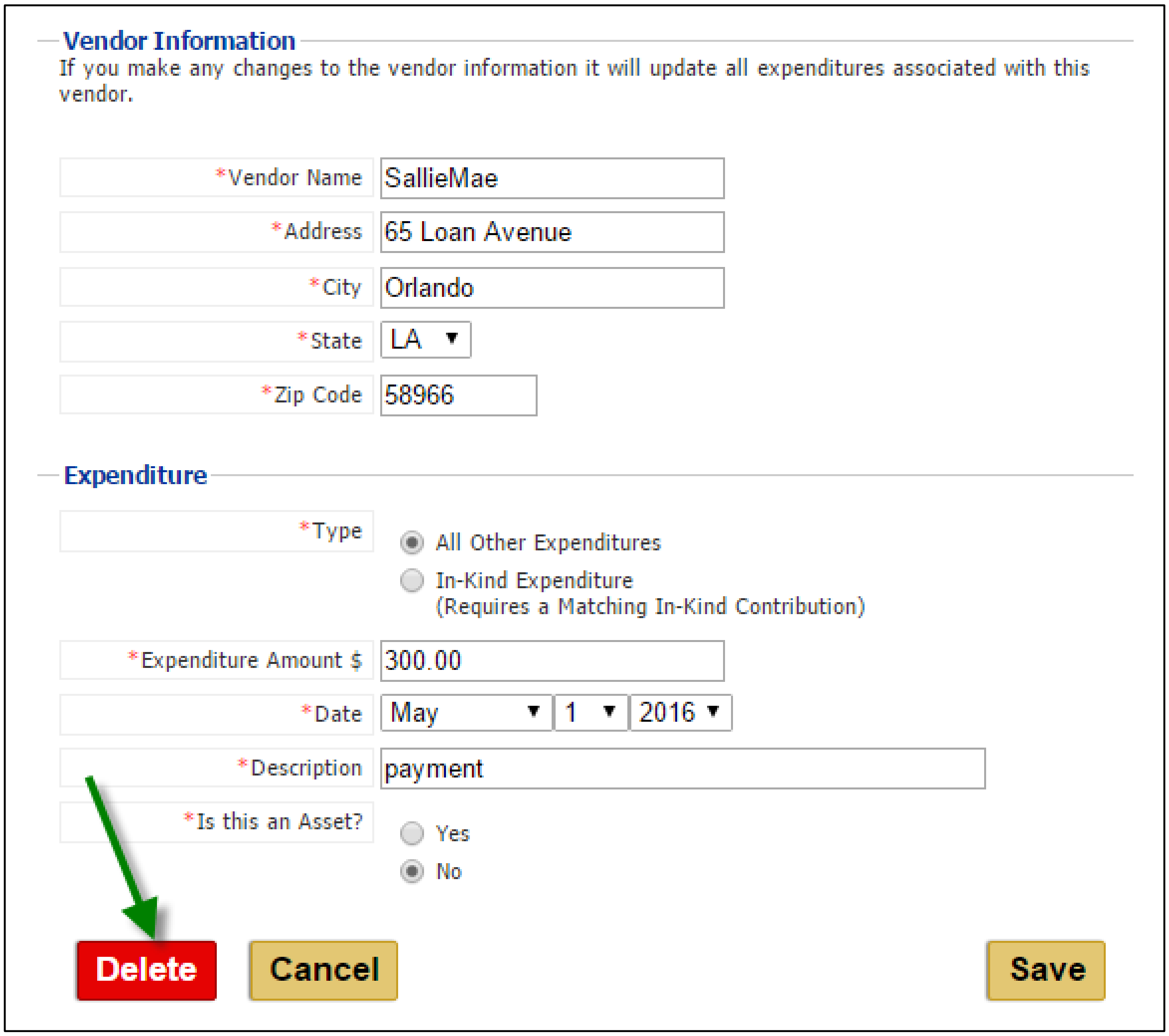




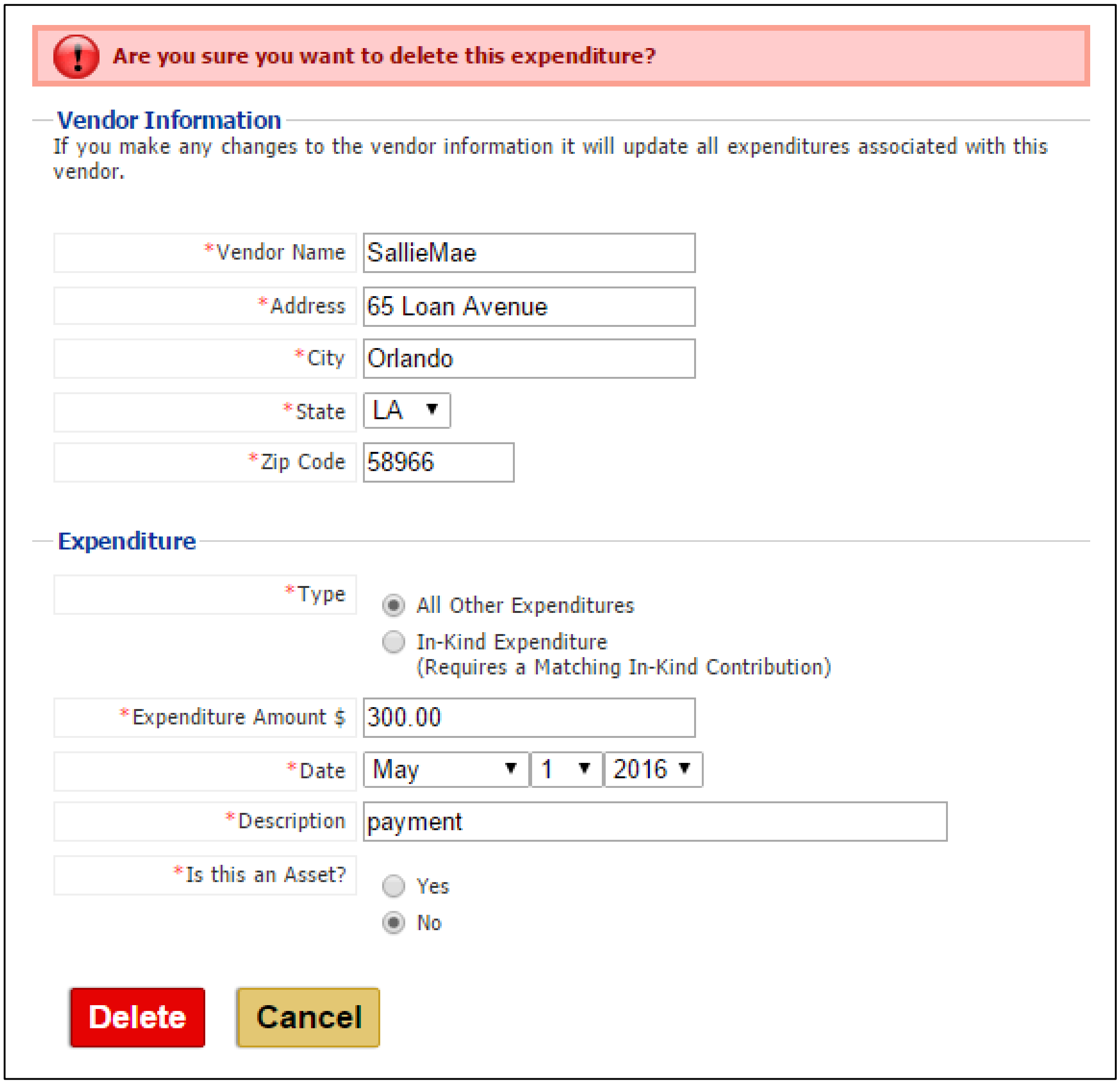
(3) You will see a message indicating that the entry has been updated successfully. Click 'Continue' to return to the review section of your report.



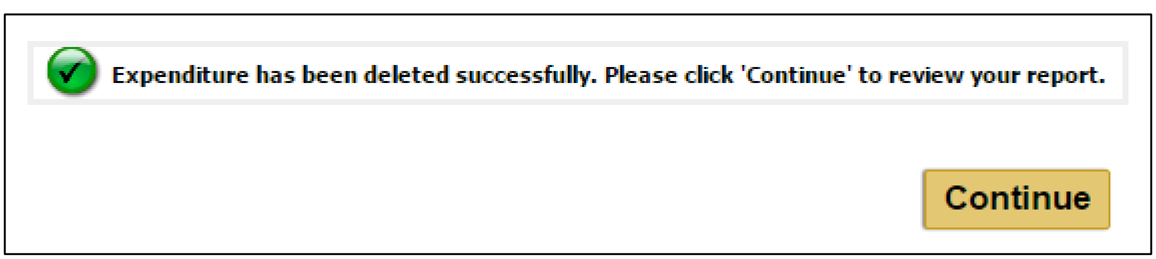
(4) To delete the entry, click ‘Delete’.



(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.

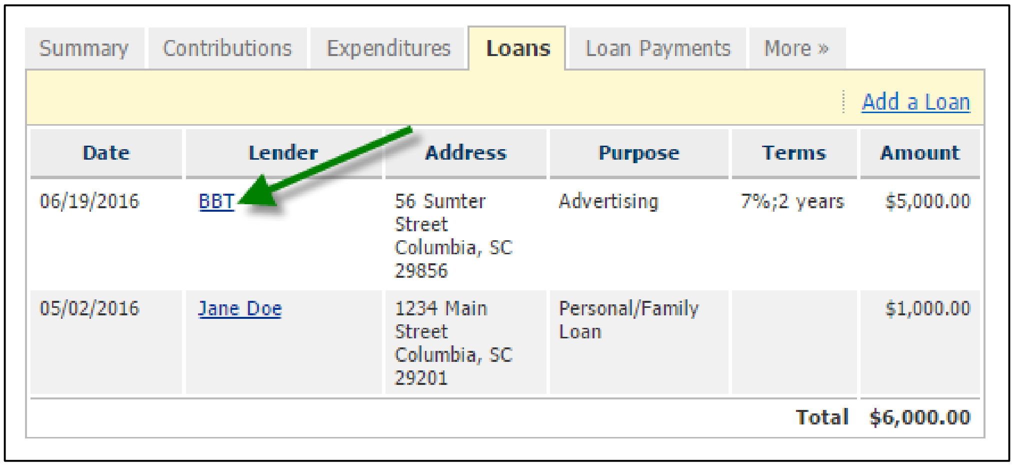


(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click 'Continue' to return to the review section of your report.

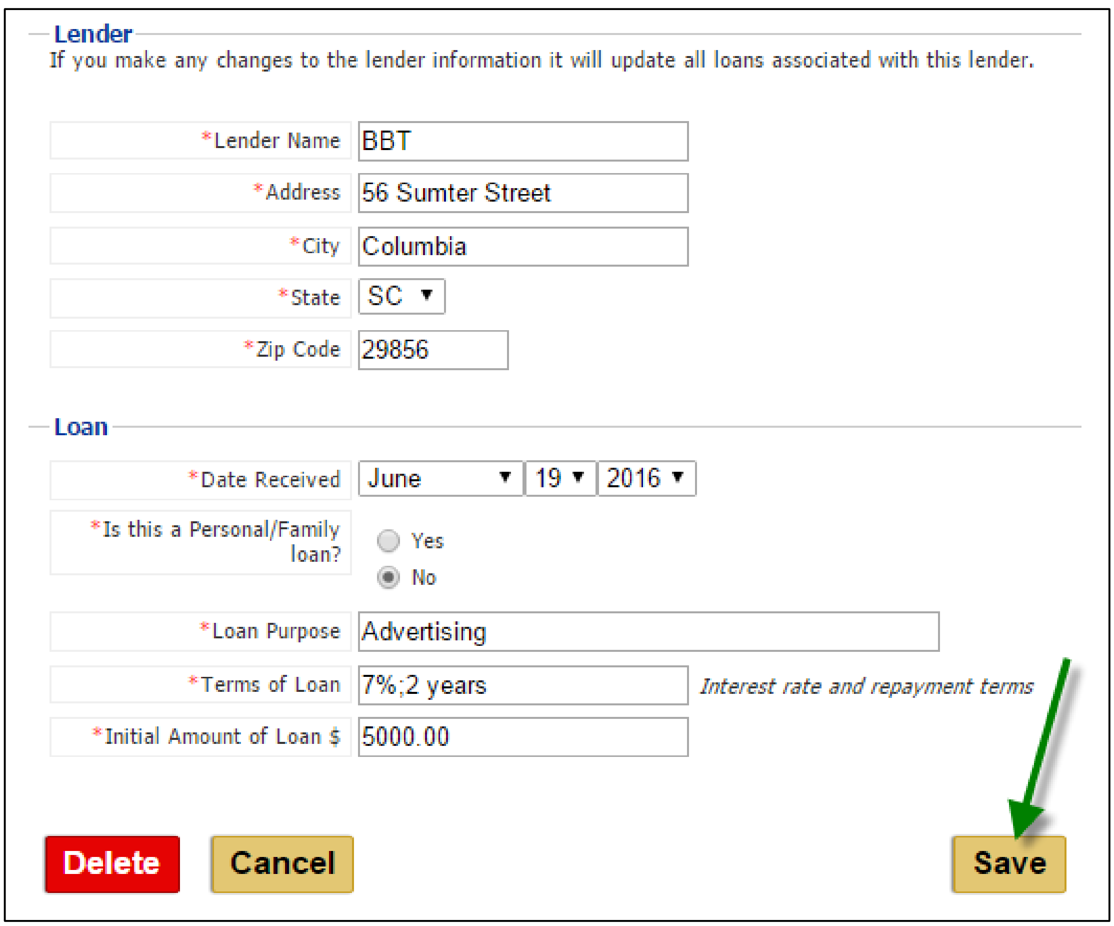


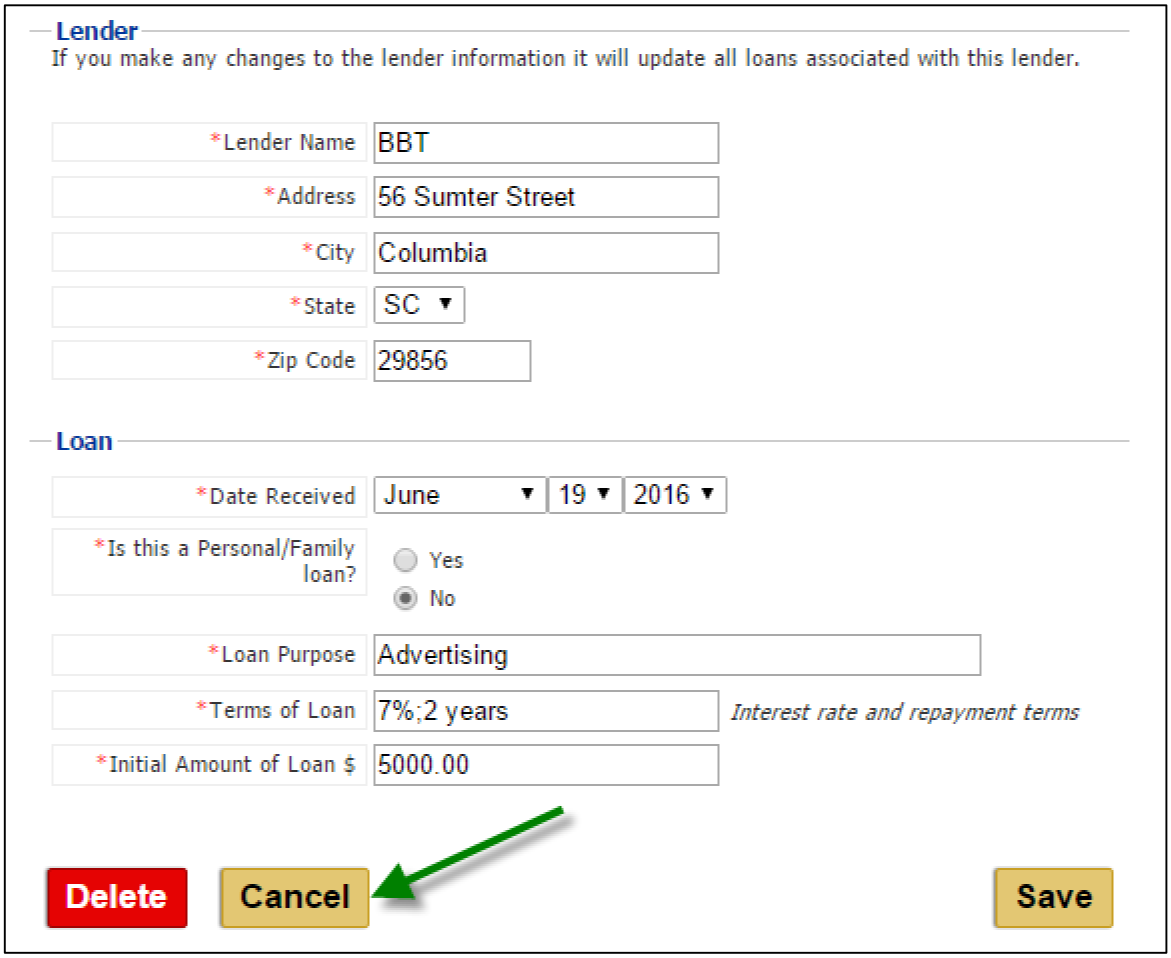
Loans

(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.

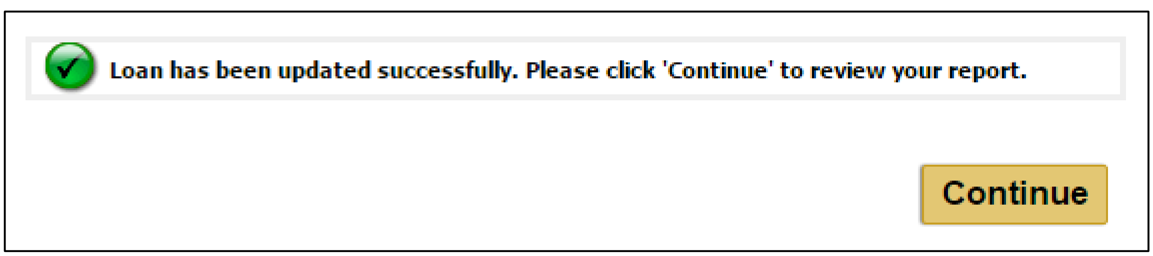


(2) Once you have modified the information necessary, click 'Save' to update this entry. If you want the item to remain in your report without making changes, click 'Cancel'. If you make any changes to the lender information, all loans associated with this lender will be modified.

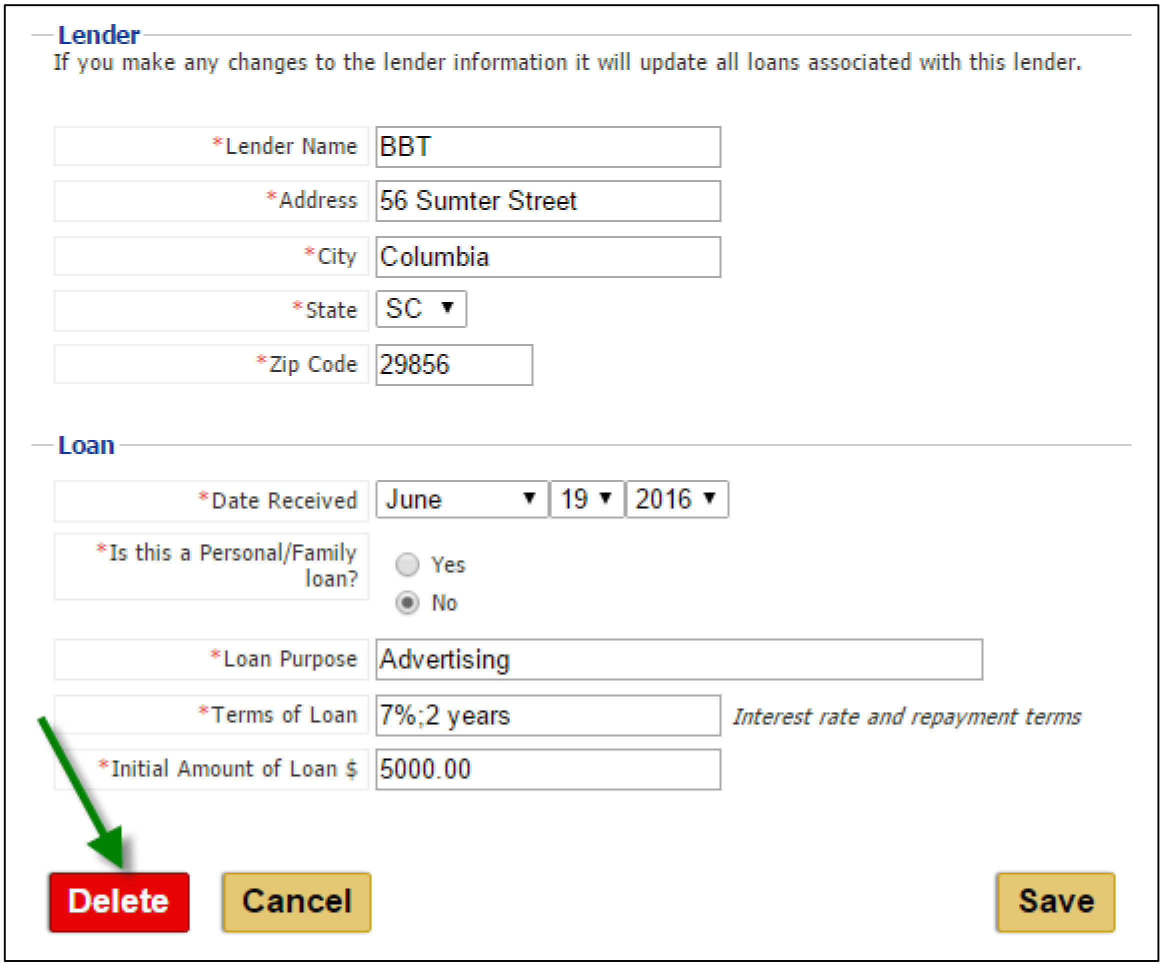




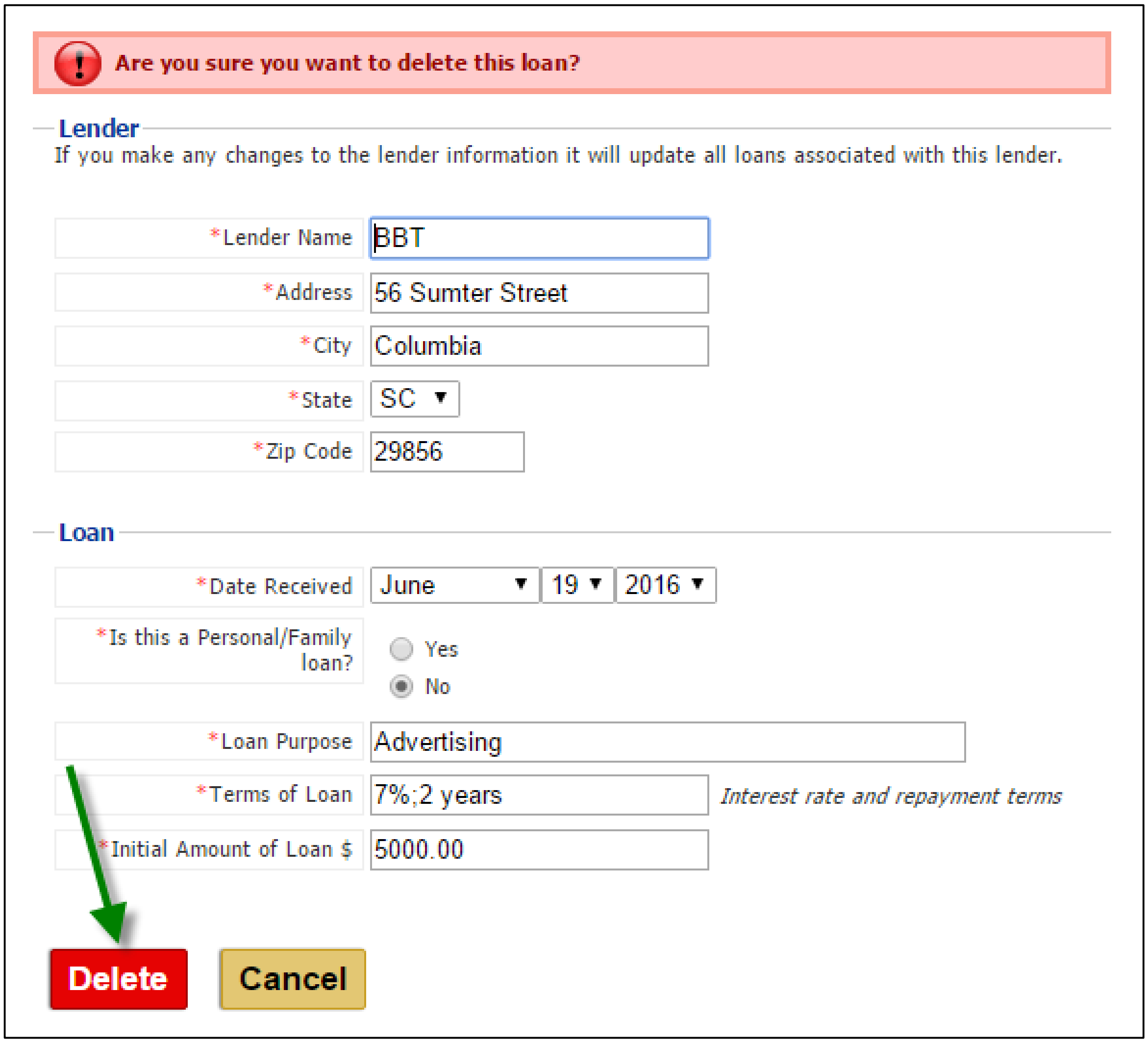
(3) You will see a message indicating that the entry has been updated successfully. Click 'Continue' to return to the review section of your report.



(4) To delete the entry, click ‘Delete’.



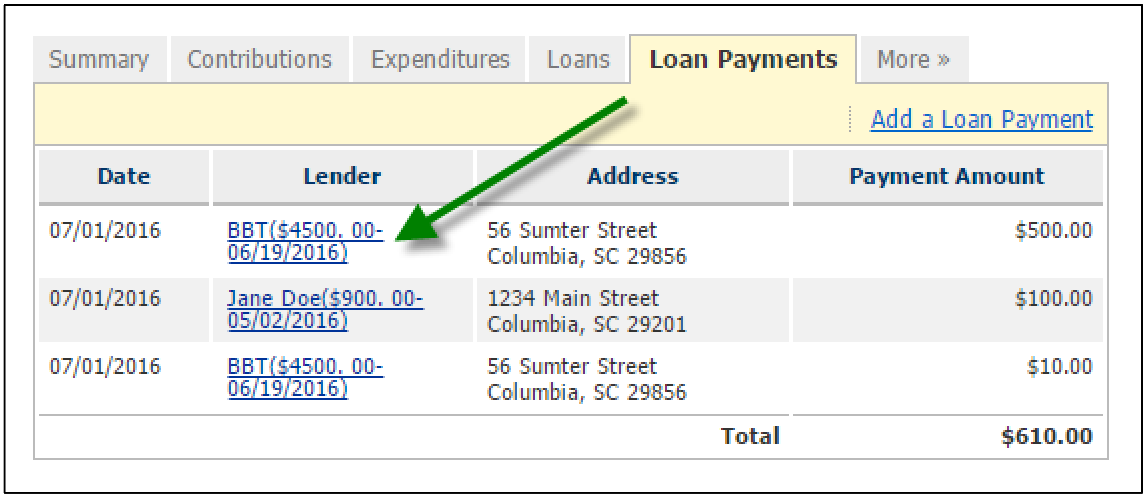
(5) You will be asked to confirm that you really want to delete this entry. Click ‘Delete’ on this page to delete the item entered or ‘Cancel’ to return to the review section of your report.



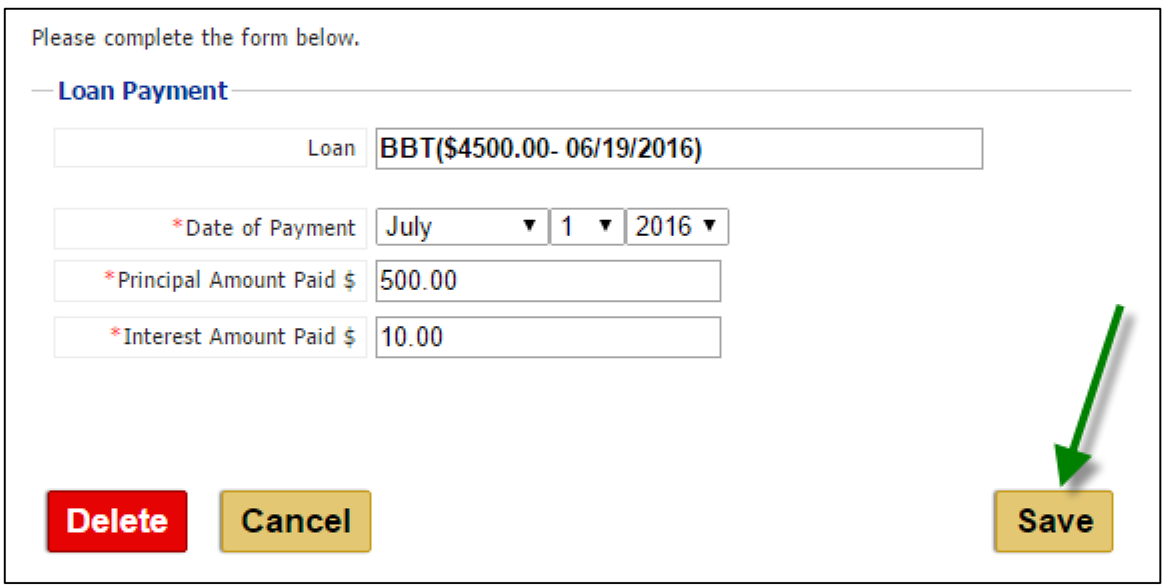
(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click ‘Continue’ to return to the review section of your report.

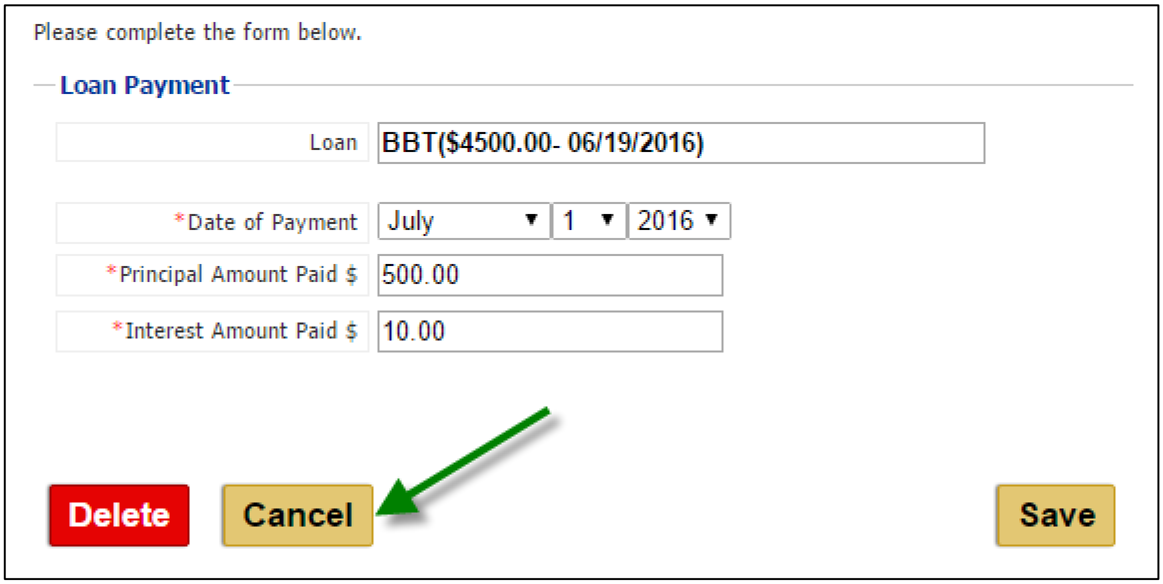
Loan Repayments

(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.

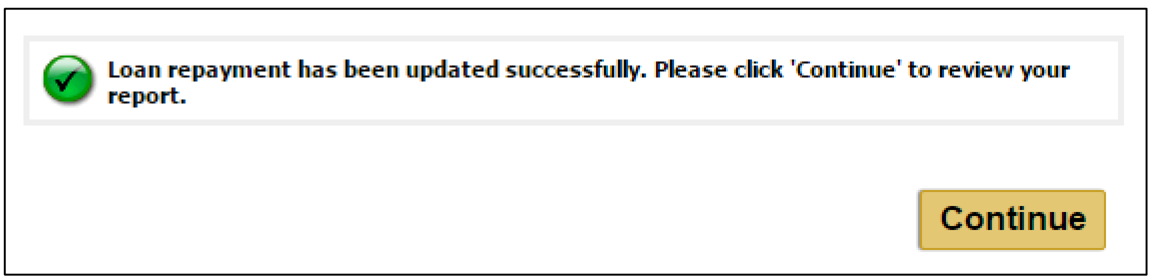


(2) Once you have modified the information necessary, click 'Save' to update this entry. If you want the item to remain in your report without making changes, click 'Cancel'.

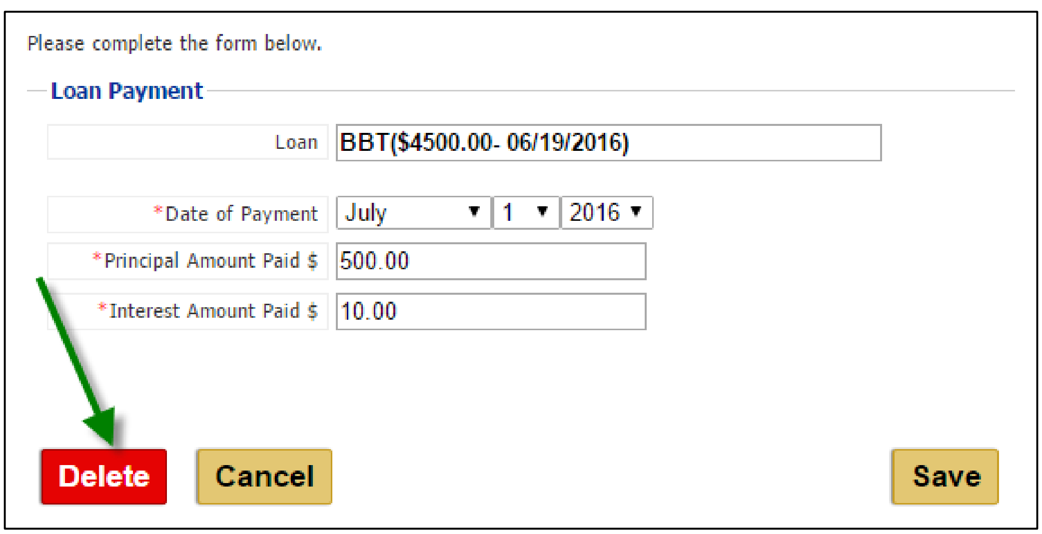




(3) You will see a message indicating that the entry has been updated successfully. Click ‘Continue’ to return to the review section of your report.



(4) To delete the entry, click ‘Delete’.



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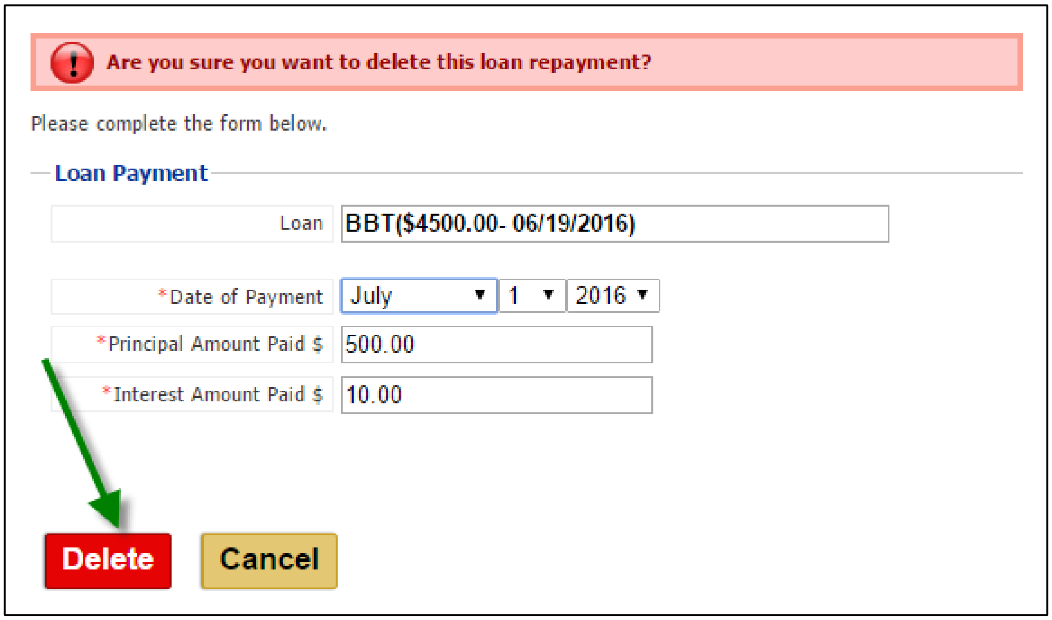
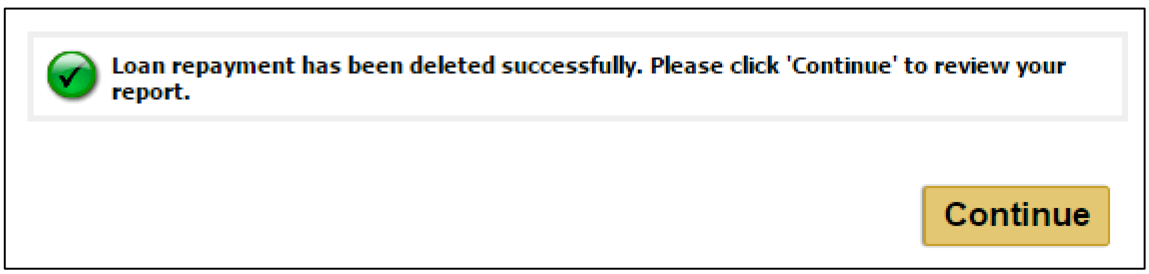
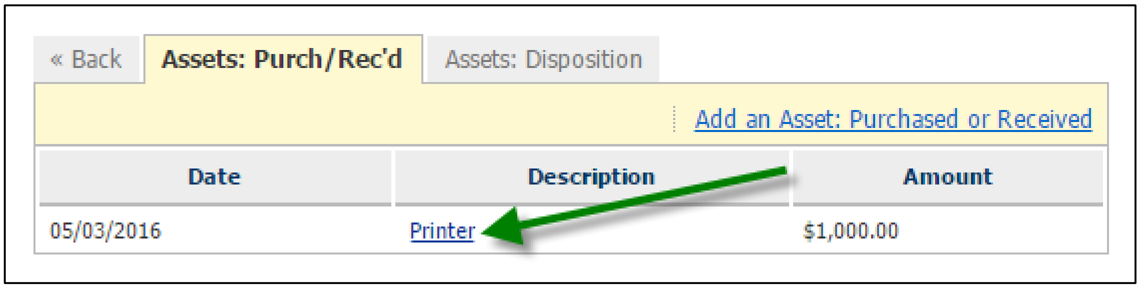


(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click ‘Continue’ to return to the review section of your report.

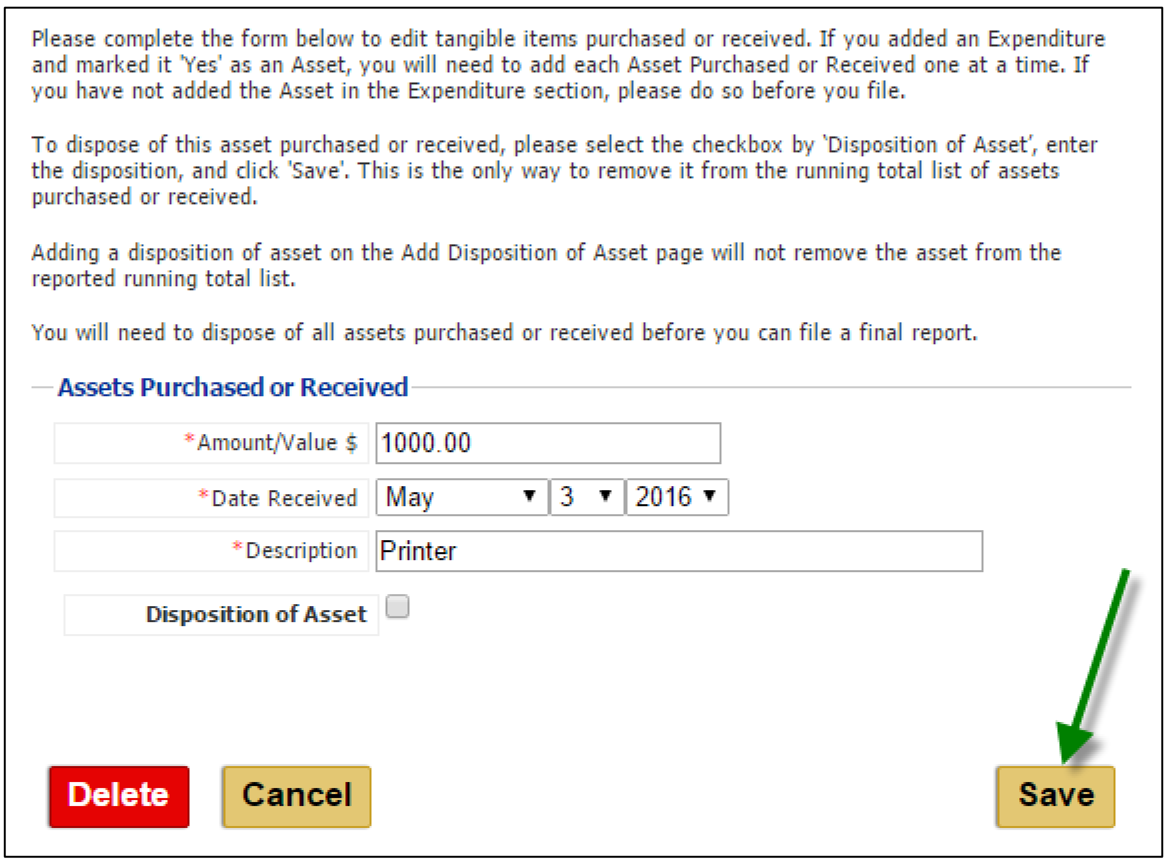


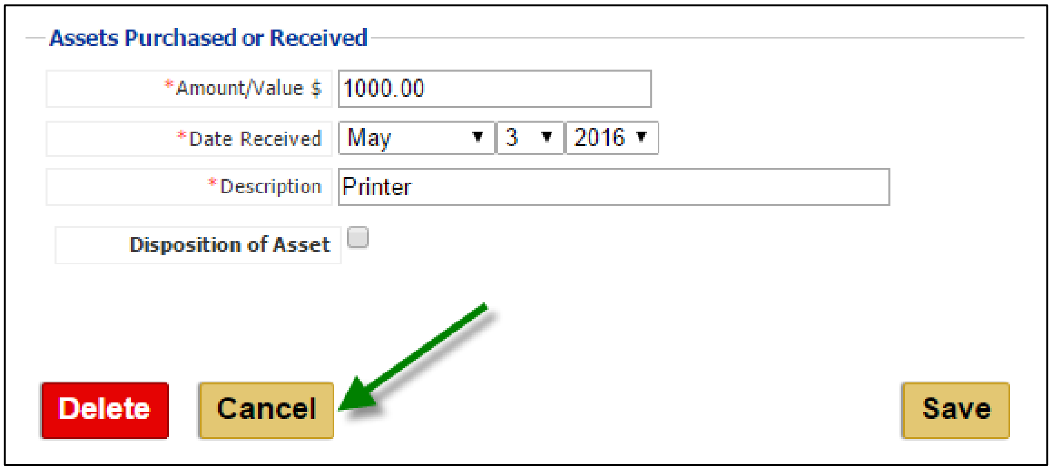
Assets Purchased or Received

(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.

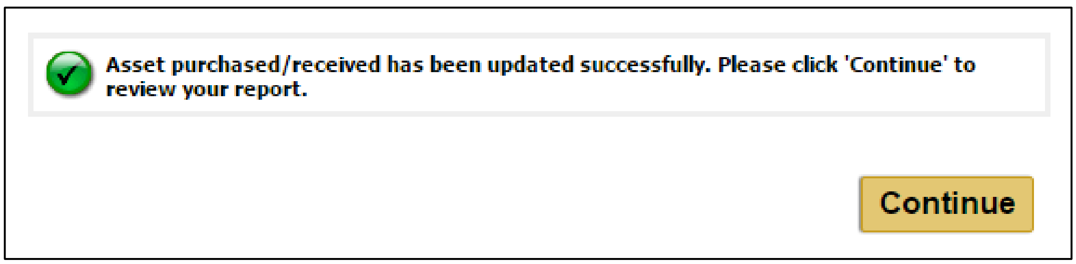


(2) Once you have modified the information necessary, click 'Save' to update this entry. If you want the item to remain in your report without making changes, click 'Cancel'. You will only be able to edit or delete the Asset Purchased or Received if the item was added in the report. If it is carrying over from another report, you will only be able to dispose of the asset.

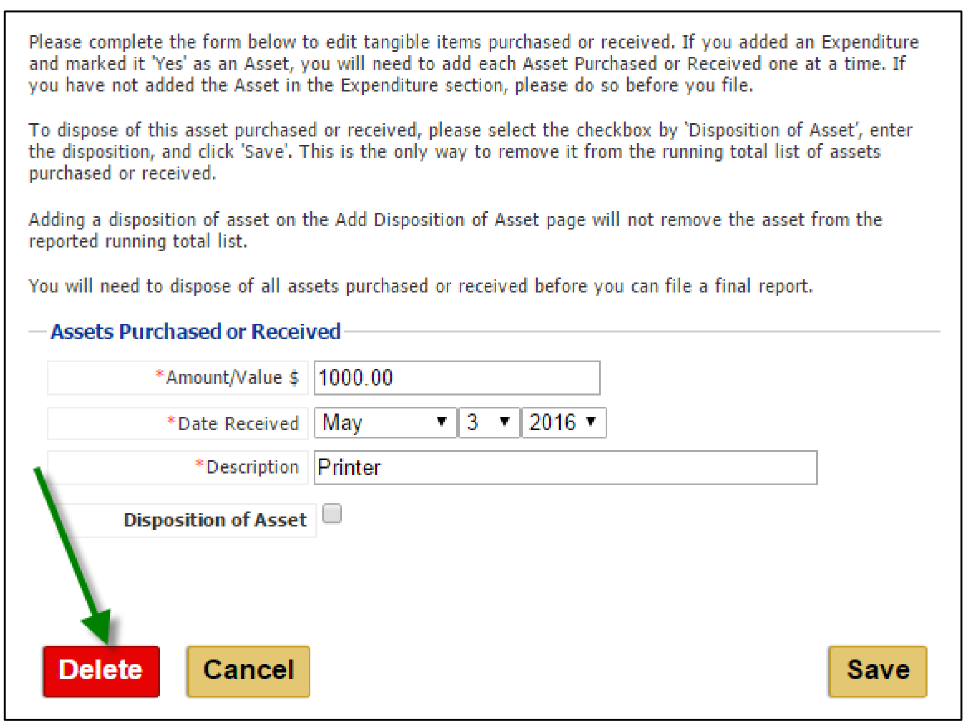




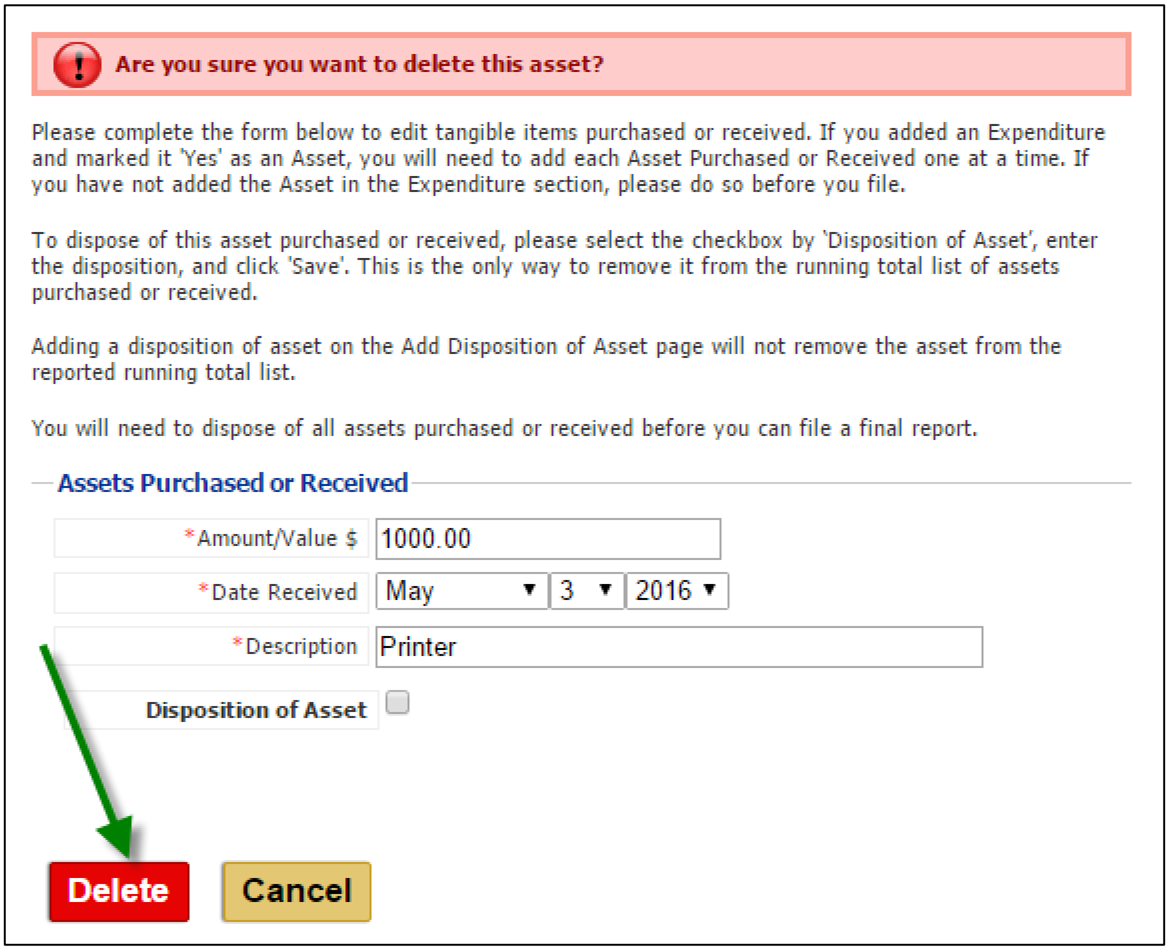
(3) You will see a message indicating that the entry has been updated successfully. Click ‘Continue’ to return to the review section of your report.



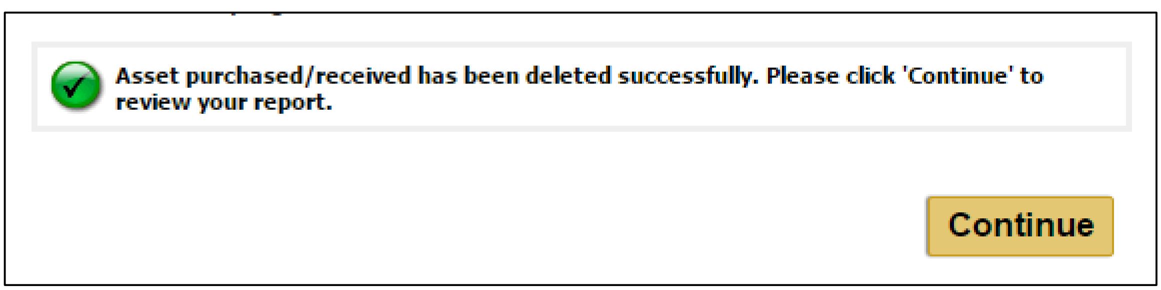
(4) To delete the entry, click ‘Delete’.



(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.

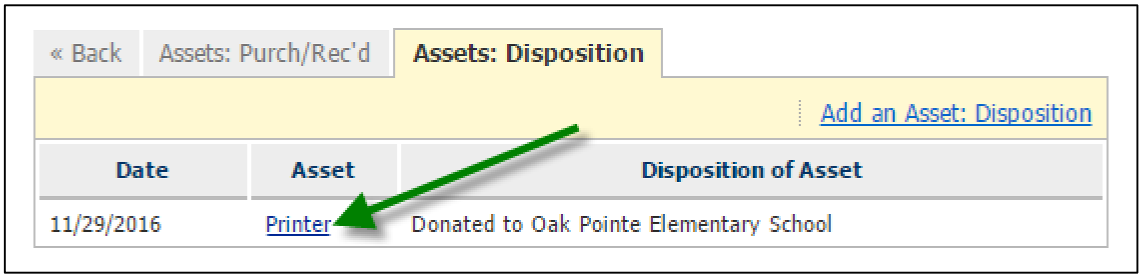


(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click ‘Continue’ to return to the review section of your report.

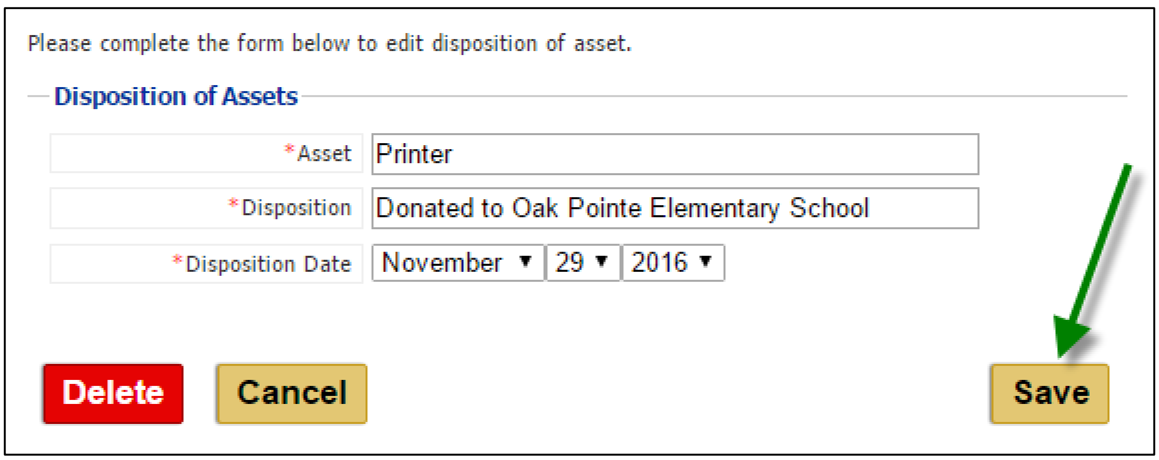


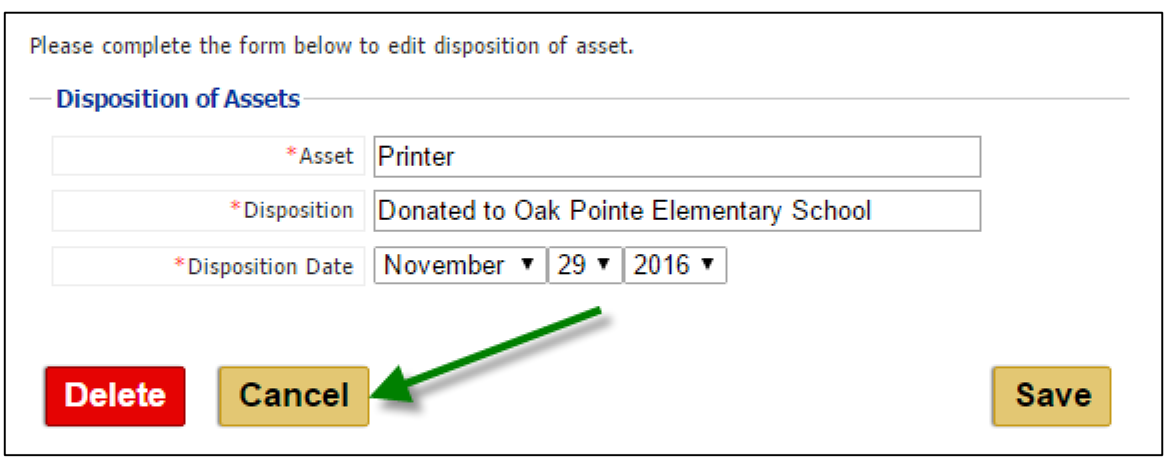
Disposition of Assets

(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.



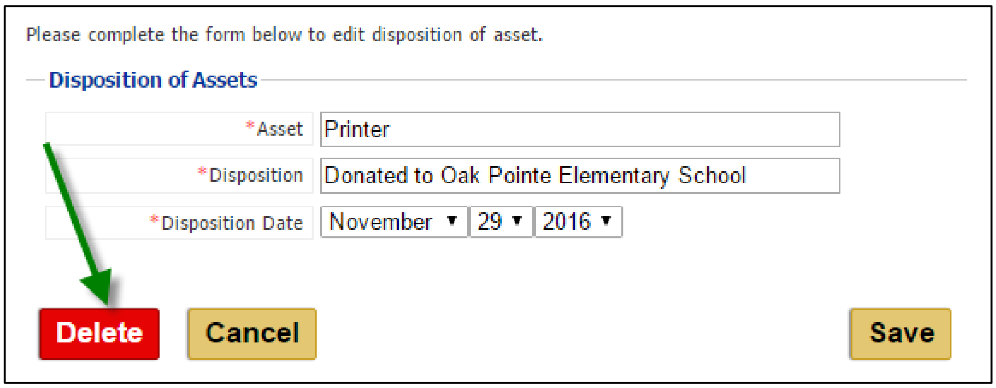
(2) Once you have modified the information necessary, click 'Save' to update this entry. If you want the item to remain in your report without making changes, click 'Cancel'.



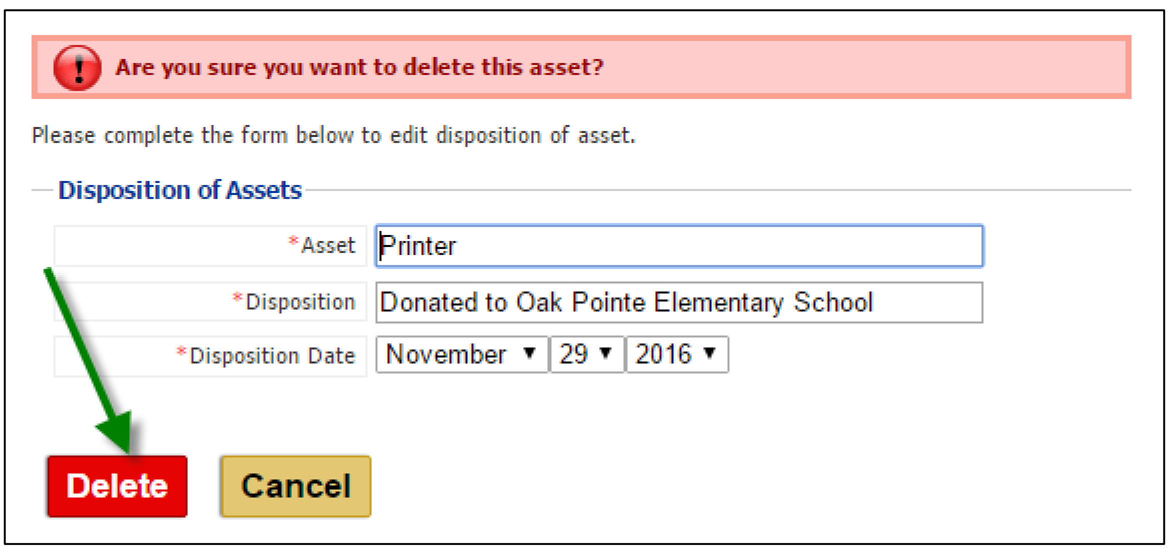


(3) You will see a message indicating that the entry has been updated successfully. Click 'Continue' to return to the review section of your report.

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



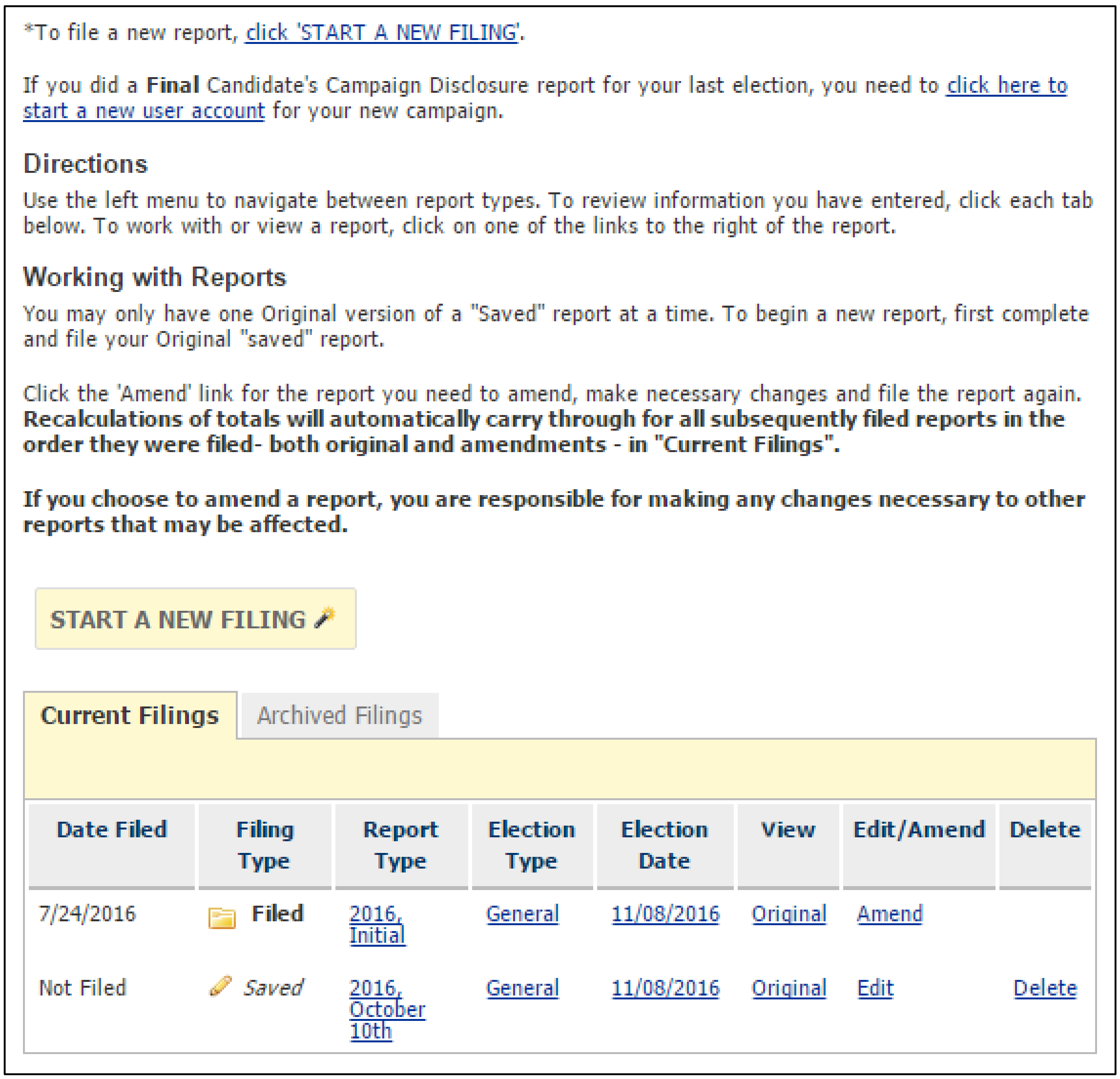
(5) You will be asked to confirm that you really want to delete this entry. Click 'Delete' on this page to delete the item entered or 'Cancel' to return to the review section of your report.



(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.

RETURNING TO YOUR SAVED REPORT

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


*To file a new report, click 'START A NEW FILING'.

If you did a **Final** Candidate's Campaign Disclosure report for your last election, you need to click here to start a new user account for your new campaign.

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 on 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.

Click the 'Amend' link for the report you need to amend, make necessary changes and file the report again. **Recalculations of totals will automatically carry through for all subsequently filed reports in the order they were filed- both original and amendments - in "Current Filings".**

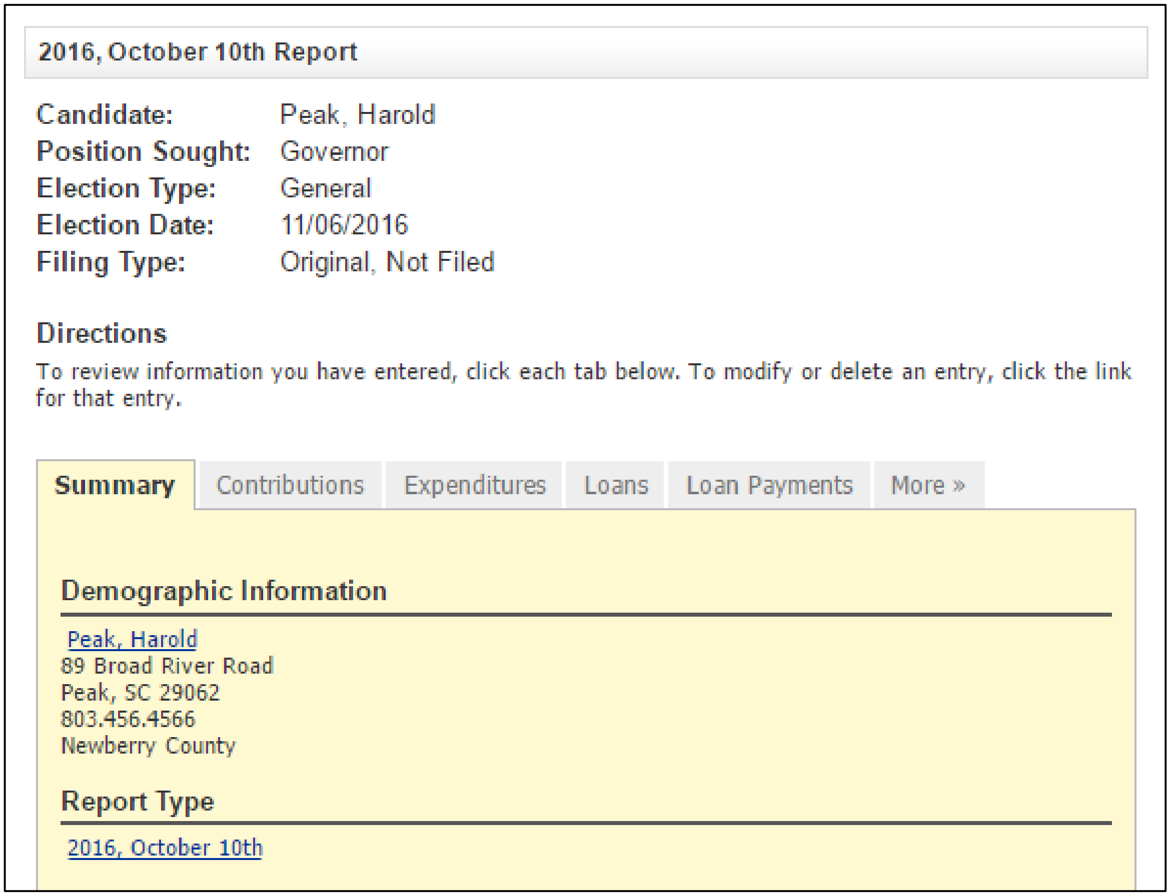
If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

START A NEW FILING

Current Filings | Archived Filings

Date Filed	Filing Type	Report Type	Election Type	Election Date	View	Edit/Amend	Delete
7/24/2016	Filed	2016, Initial	General	11/08/2016	Original	Amend	
Not Filed	Saved	2016, October 10th	General	11/08/2016	Original	Edit	Delete

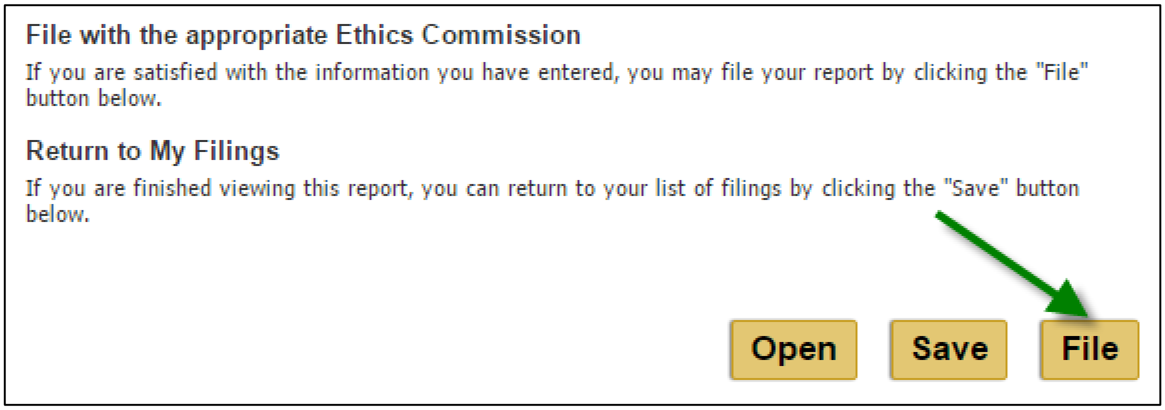
When you select to view **a specific version of a report, edit, or amend a report** you will be taken to the Summary tab of your report. The heading will display the report type, candidate name, position sought, election date, election type, and version of the report that you are working in and whether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



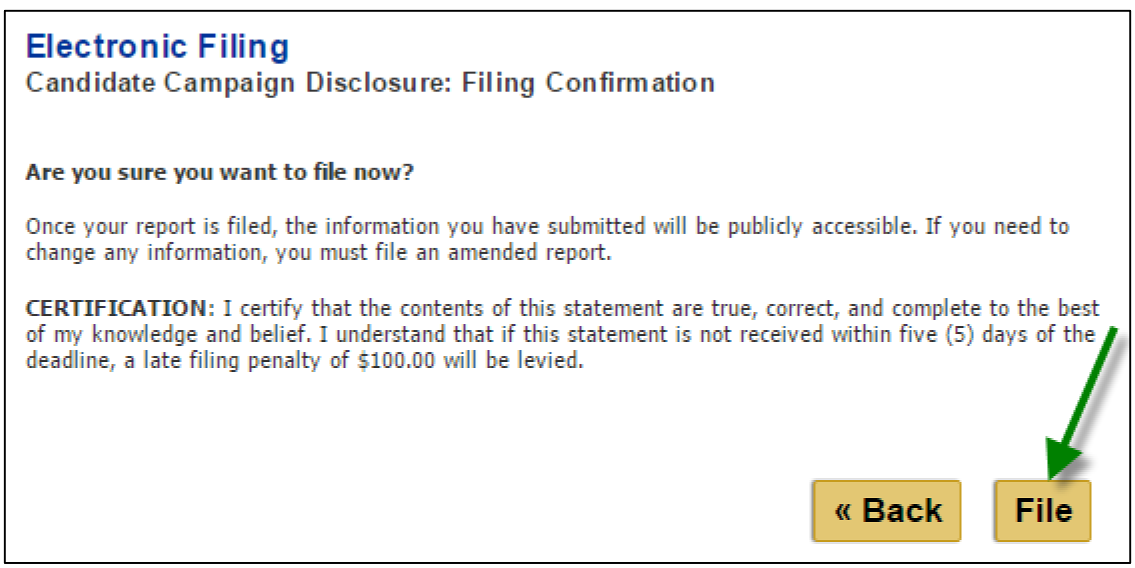
To delete a report, see the section titled Deleting a Report in this user guide.

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.



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.



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.

Electronic Filing
Candidate Campaign Disclosure: Filing confirmation

Your report has been filed successfully on 11/10/2016 9:57:37 AM. Your Confirmation number is CDF611-R1690.

Continue

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:

Subject: Filing Confirmation

State Ethics Commission
Public Disclosure and Accountability Reporting

Candidate Campaign Disclosure Report
Report Type: 2016, October 10th
Version: Original
You have successfully filed your report as of 10/01/2016 12:30:19 PM. Your confirmation number is CDF561-R1179.
Please print this page for your records.

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 or Assets Purchased or Received that have not been disposed 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.

All Assets Purchased or Received listed must be disposed.

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 and you have disposed of All Assets Purchased or Received. 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)**

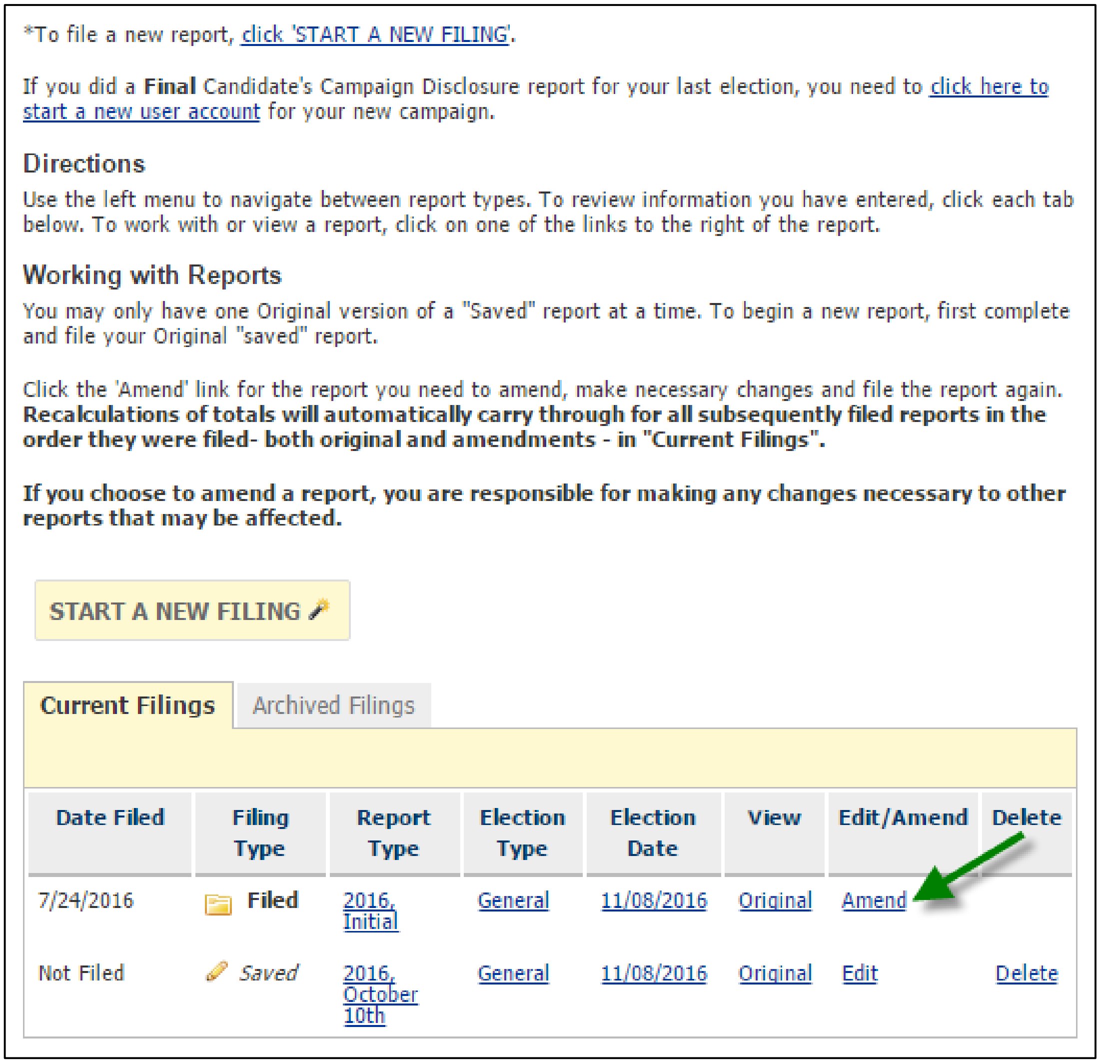
If you wish to file a report that indicates you have a negative value of contributions on hand for the period end, you will receive a warning message displayed at the top of the page.

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, the House Ethics Committee, or the Senate Ethics Committee.

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 Candidate Campaign Disclosure Account page and click 'Amend' next to the report that you wish to amend.


*To file a new report, click 'START A NEW FILING'.

If you did a **Final** Candidate's Campaign Disclosure report for your last election, you need to click here to start a new user account for your new campaign.

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 on 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.

Click the 'Amend' link for the report you need to amend, make necessary changes and file the report again. **Recalculations of totals will automatically carry through for all subsequently filed reports in the order they were filed- both original and amendments - in "Current Filings".**

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

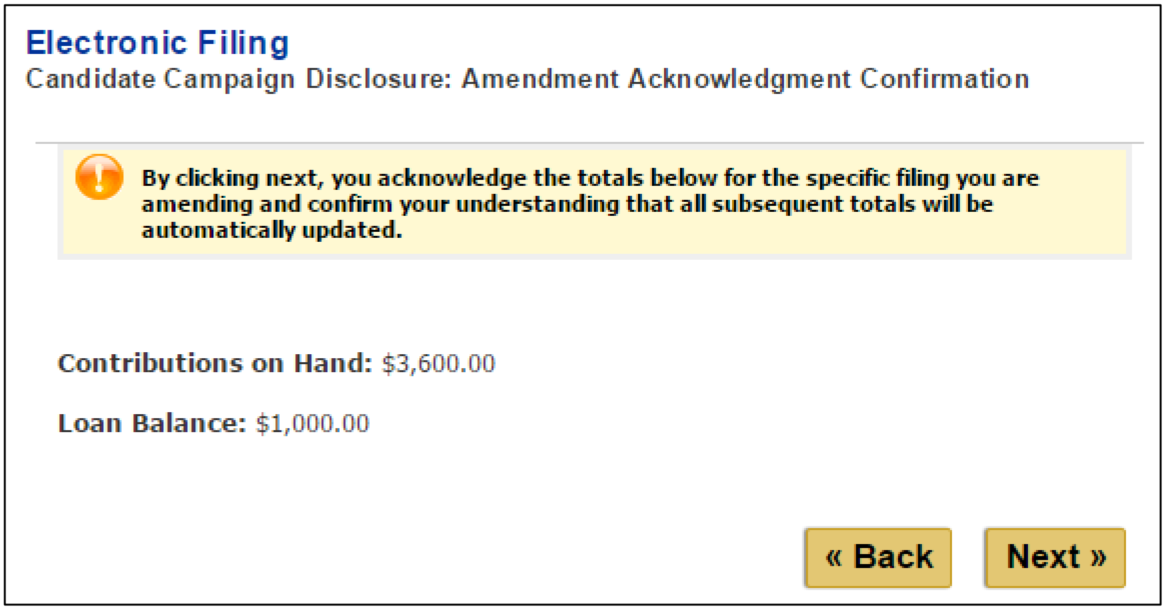
Date Filed	Filing Type	Report Type	Election Type	Election Date	View	Edit/Amend	Delete
7/24/2016	Filed	2016, Initial	General	11/08/2016	Original	Amend	
Not Filed	*Saved*	2016, October 10th	General	11/08/2016	Original	Edit	Delete

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. **Recalculations of totals will automatically carry through for all subsequently filed reports in the order they were filed – both original and amendments – in 'Current Filings".**

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

Before you file, you'll be able to confirm the Contributions on Hand or Loan Balance.

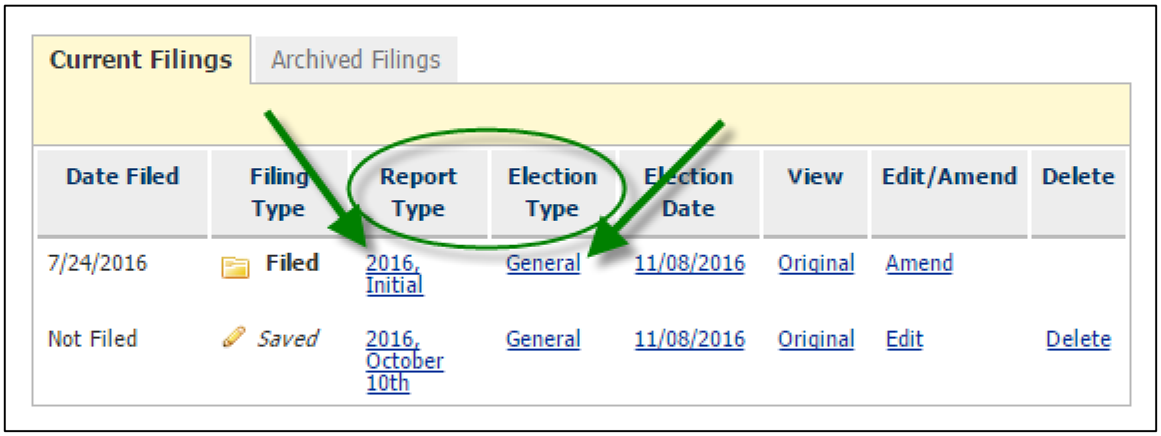


AMENDMENT EXCEPTION: REPORT/ELECTION TYPE/ELECTION DATE

You can change the Report/Election Type or Election Date of a filed report without filing an amendment. If you change the Election Date, it will update all campaign/election cycle for all reports with that same Election Date.

MODIFYING REPORT/ELECTION TYPE

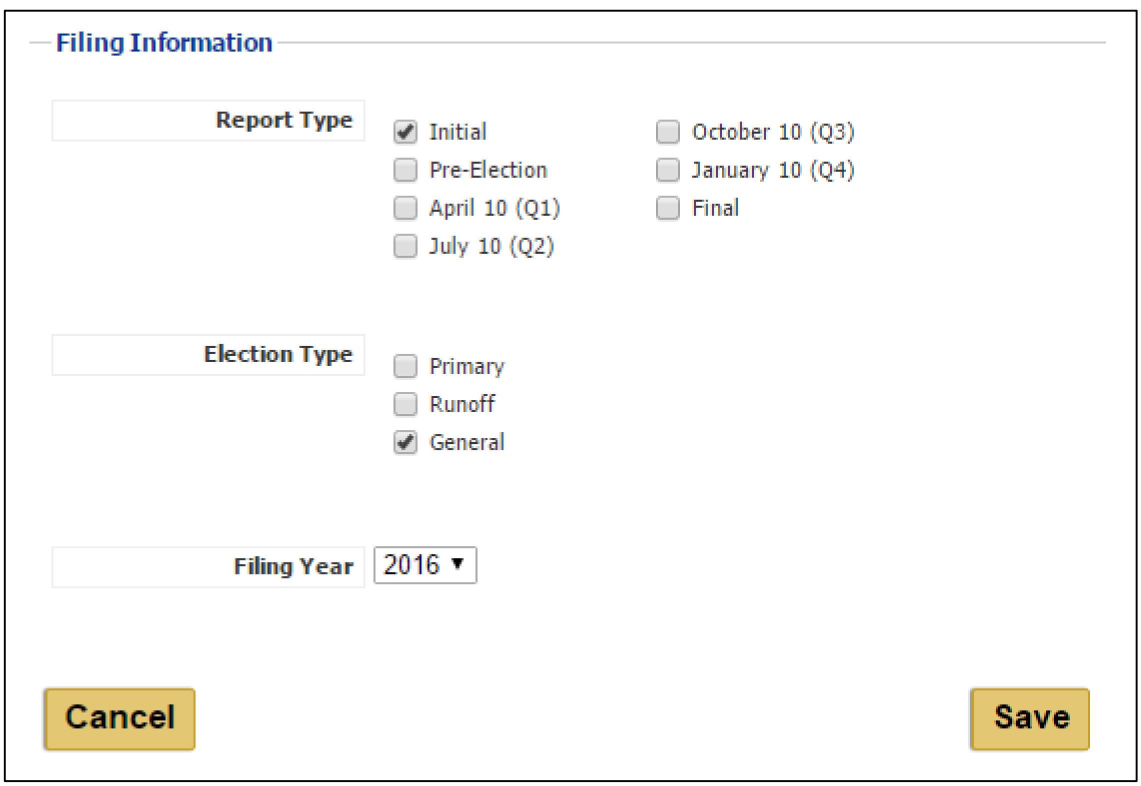
(1) To edit the Report/Election Type of a filed report, go to your Candidate Campaign Disclosure Account page and click the Report Type or Election Type link of report that you wish to modify.



Current Filings | Archived Filings

Date Filed	Filing Type	Report Type	Election Type	Election Date	View	Edit/Amend	Delete
7/24/2016	Filed	2016, Initial	General	11/08/2016	Original	Amend	
Not Filed	Saved	2016, October 10th	General	11/08/2016	Original	Edit	Delete

(2) Select the correct Report Type, Election Type, and/or Filing Year and click 'Save'.



Filing Information

Report Type: Initial (checked), Pre-Election, April 10 (Q1), July 10 (Q2), October 10 (Q3), January 10 (Q4), Final

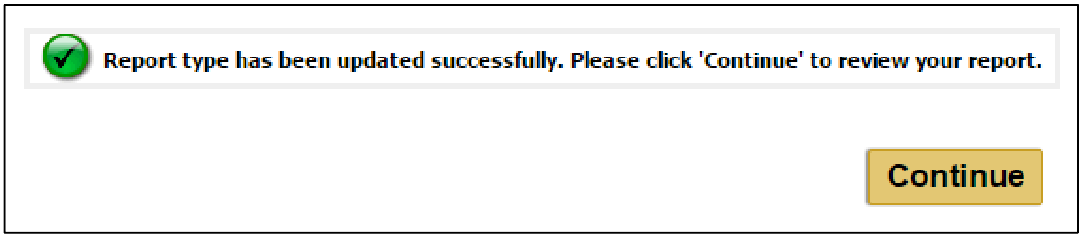
Election Type: Primary, Runoff, General (checked)

Filing Year: 2016

Cancel | Save

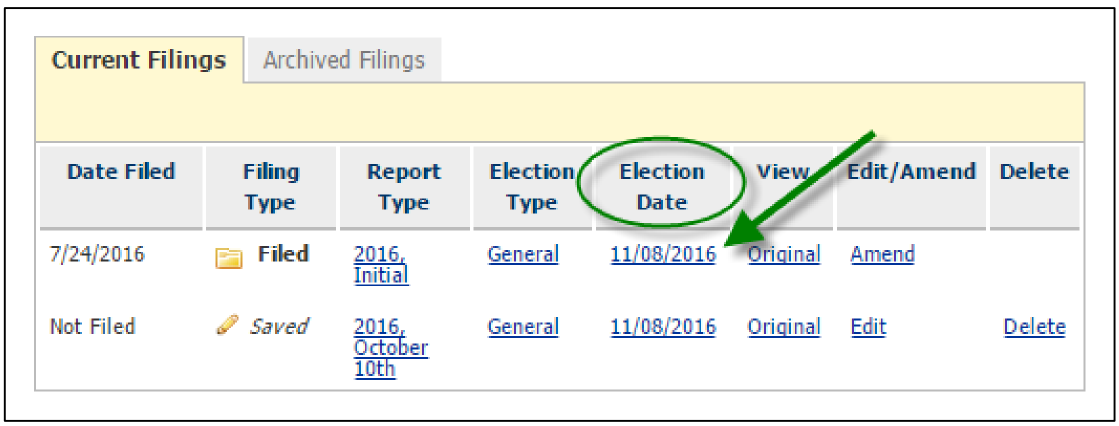
You may not change report to an Initial report if you have already filed a report or you have Contributions on Hand, Loans Outstanding, or Assets Purchased/Received that you carried over from the previous reporting period. You will also not be able to change report to a Final report.

(3) If your save was successful, you will see a message that the report type has been updated successfully. Click 'Continue' to return to your Candidate's Campaign Disclosure Account page

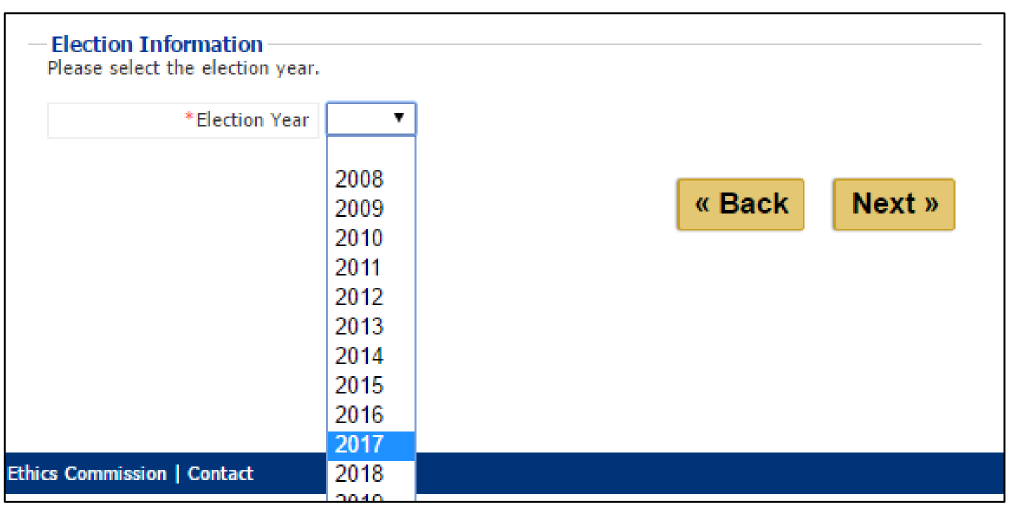


MODIFYING ELECTION DATE

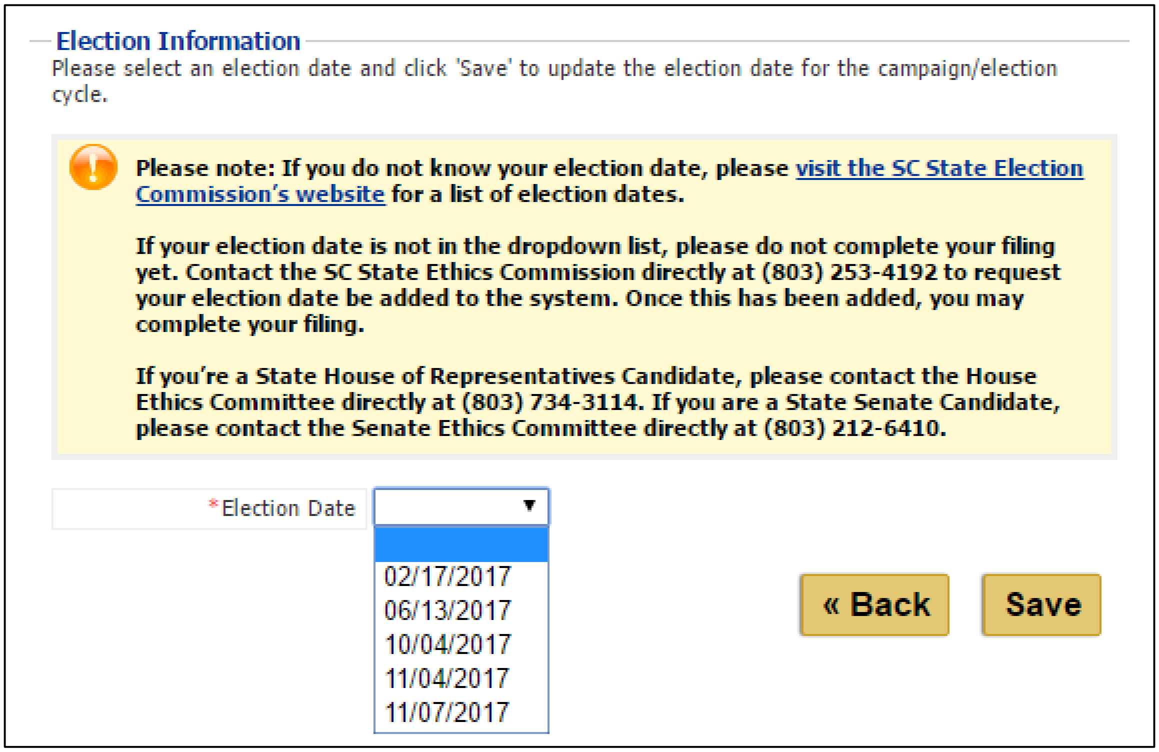
(1) To edit the Election Date of a filed report, go to your Candidate Campaign Disclosure Account page and click the Election Date link of report that you wish to modify.



(2) Select Election Year from the drop down and click 'Next'.



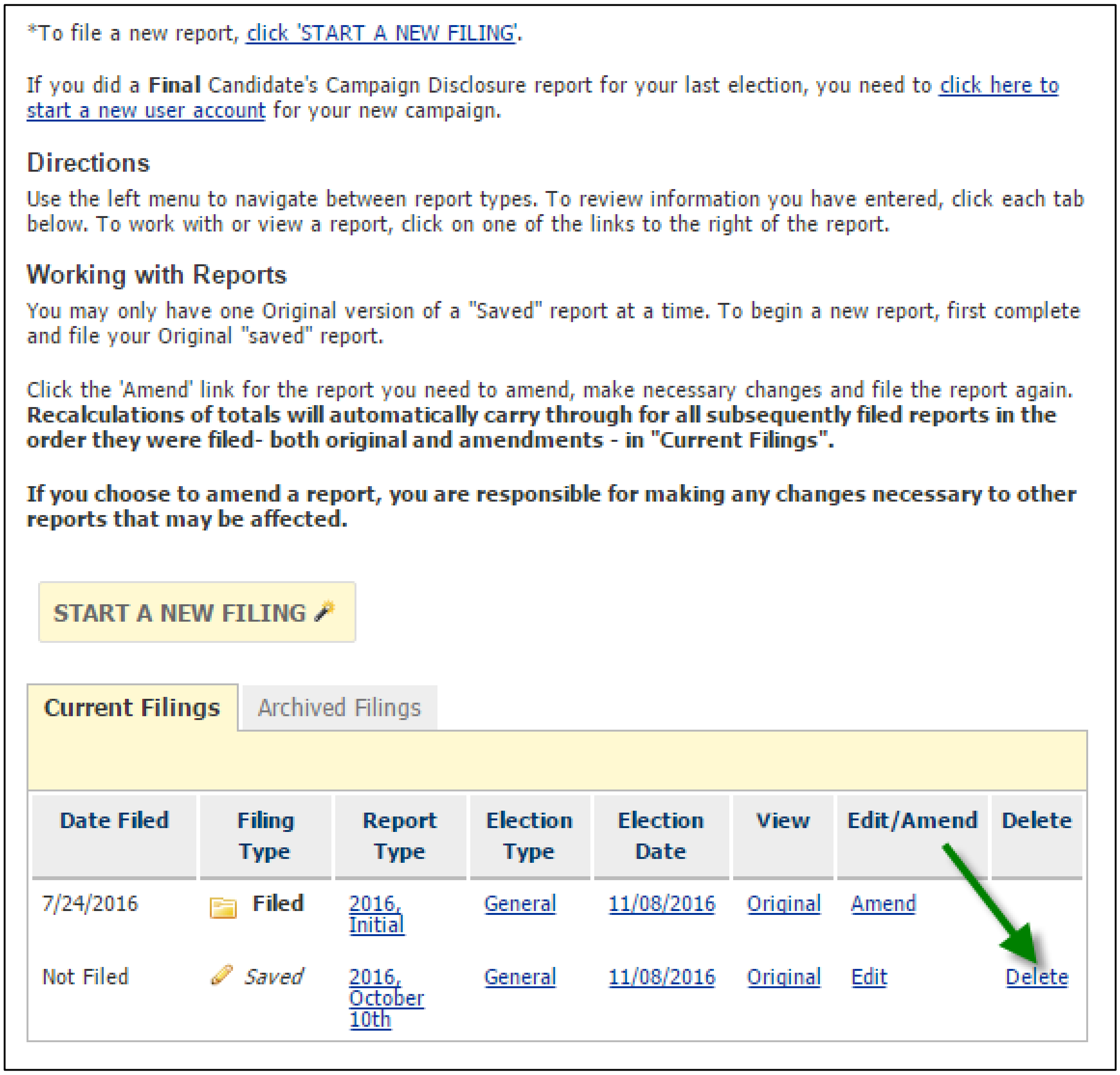
(3) Select Election Date from the drop down and click ‘Save’.



(4) If your save was successful, you will return to your Candidate Campaign Disclosure Account page. The campaign/election cycle will be updated for all reports filed.

DELETING A REPORT

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



*To file a new report, click 'START A NEW FILING'.

If you did a **Final** Candidate's Campaign Disclosure report for your last election, you need to click here to start a new user account for your new campaign.

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 on one of the links to the right of the report.

Working with Reports

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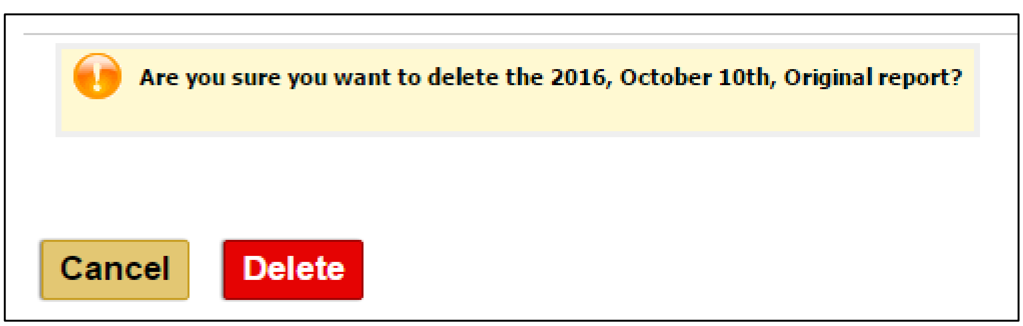
START A NEW FILING

Current Filings | Archived Filings

Date Filed	Filing Type	Report Type	Election Type	Election Date	View	Edit/Amend	Delete
7/24/2016	Filed	2016, Initial	General	11/08/2016	Original	Amend	
Not Filed	*Saved*	2016, October 10th	General	11/08/2016	Original	Edit	Delete

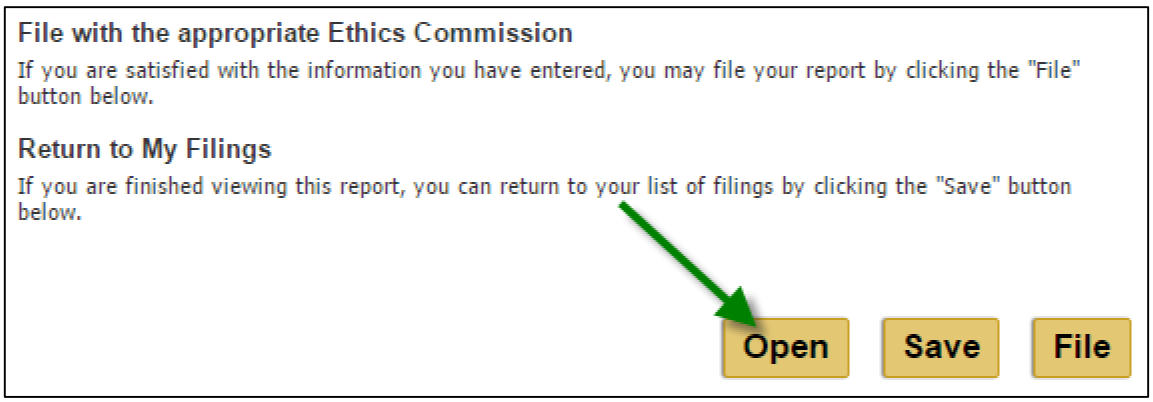
You will be asked if you are sure you want to the delete the report. Click 'Delete' to delete the report or 'Cancel' to keep the report and return to your account page.



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.

PRINTING A REPORT

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



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.

Candidate Campaign Disclosure: Review

2008, October 10th Report

Candidate:	Hatton, Kevin
Position Sought:	Comptroller General
Election Type:	General
Election Date:	11/04/2008
Filing Type:	Original, Not Filed

Demographic Information

789 Assembly Street
Elgin, SC 29856
803.444.4444
County: Kershaw

Report Type

2008, October 10th

Contributions	This Period	Election Cycle
A. Candidates: Personal Funds	$0.00	$0.00
B1. Individual Contributions or other (+)	$350.00	$350.00
B2. Loans (+)	$2,000.00	$2,000.00
C. In-Kind Contributions (+)	$0.00	$0.00
D. Total Contributions (=)	**$2,350.00**	**$7,350.00**

Expenditures	This Period	Election Cycle
A. In-Kind Expenditures	$0.00	$0.00
B. Expenditures (+)	$620.00	$620.00
C. Total Expenditures (=)	**$620.00**	**$620.00**

Balance of Contributions	This Period
A. Contributions on Hand (Beginning this Period)	$5,100.00
B. Total Contributions (This Period) (+)	$2,350.00
C. Total Expenditures (This Period) (-)	$620.00
D. Contributions On Hand (Period End) (=)	**$6,830.00**

Loans

Loan Balance: **$2,500.00**

Contributions

Date	Contributor	Address	Occupation	Amount
12/01/2016	Chappell Law Offices	123 Main Street Columbia, SC 29201		$250.00
11/11/2016	Frank Wilson	65 Sumter Street Columbia, SC 29201	Business Owner	$100.00
			Total	**$350.00**

Expenditures

Date	Vendor	Address	Description	Amount
12/04/2016	USPS	89 Grand Ave Peak, SC 29563	Postage	$120.00
12/03/2016	Xerox	111 Main Street Columbia, SC 29201	Xerox Printer	$500.00
			Total	**$620.00**

Loans

Date	Lender	Address	Purpose	Terms	Amount
11/01/2016	BBT	234 Sumter Street Columbia, SC 29201	Advertising	5%; 2 Years	$2,000.00
				Total	**$2,000.00**

Loan Repayments

Date	Lender	Address	Payment Amount
12/05/2016	BBT	234 Sumter Street Columbia, SC 29201	$100.00
12/05/2016	BBT	234 Sumter Street Columbia, SC 29201	$10.00
		Total	**$110.00**

Assets Purchased or Received

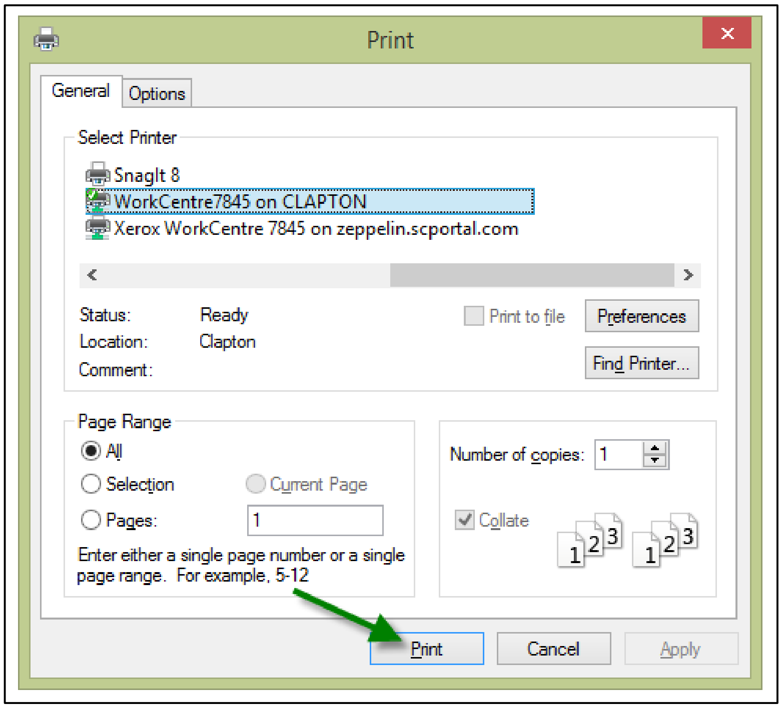
Date	Description	Amount
12/03/2016	Xerox Printer	$500.00

Disposition of Assets

Date	Asset	Disposition of Asset
12/01/2016	Computer	Donated to Oak Pointe Elementary School

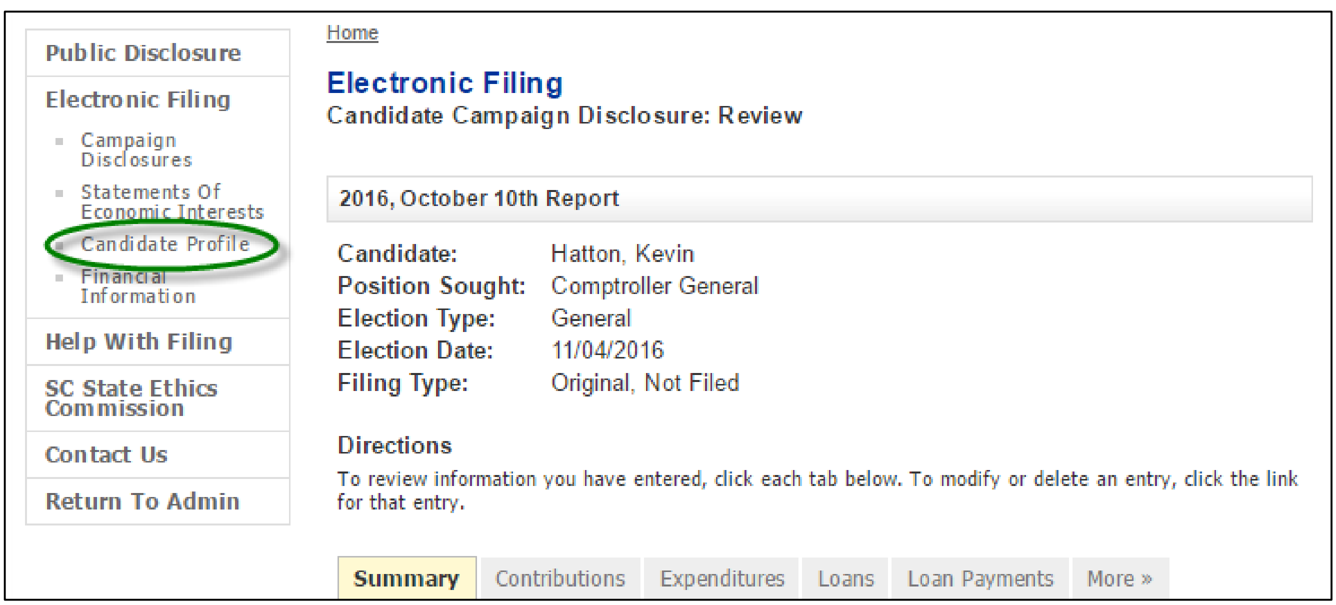
Go Back Print

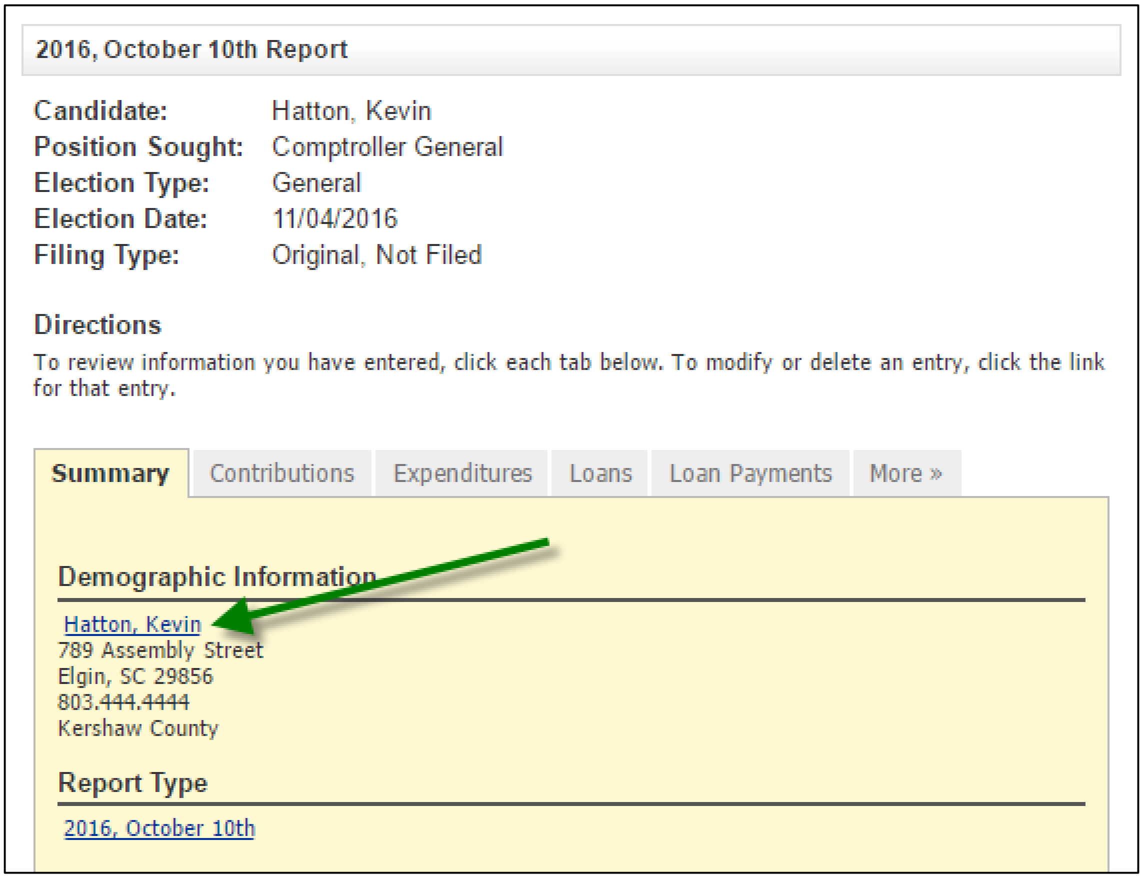
After you click ‘Print’ on the print preview, the print set-up window will appear. Select your printer and the number of copies you want to print and click ‘Print’.



UPDATING YOUR PROFILE

If you need to update your profile you can do so at any time. You can update your profile by selecting Candidate 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.





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.

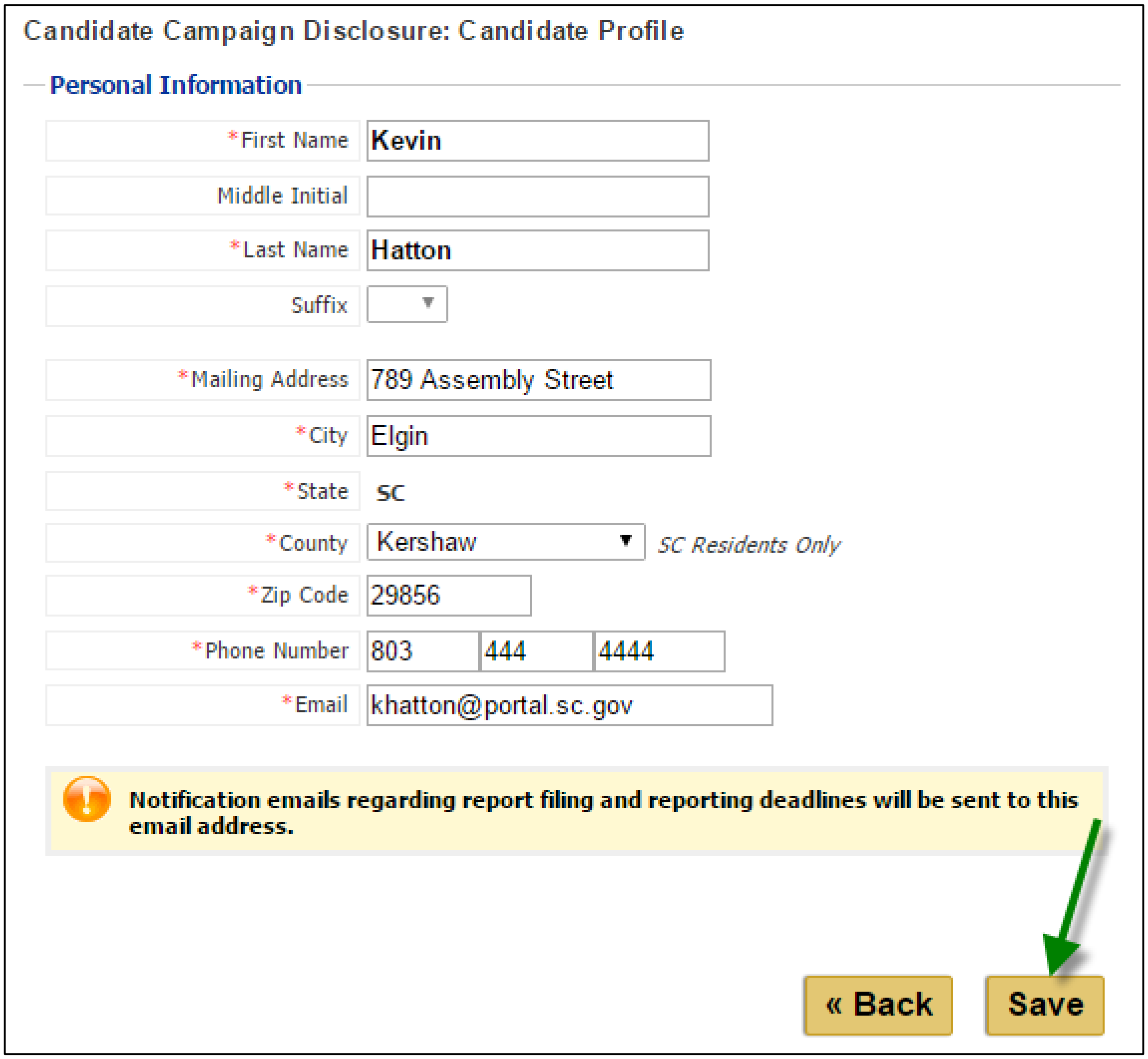
For Saved Reports

- 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.

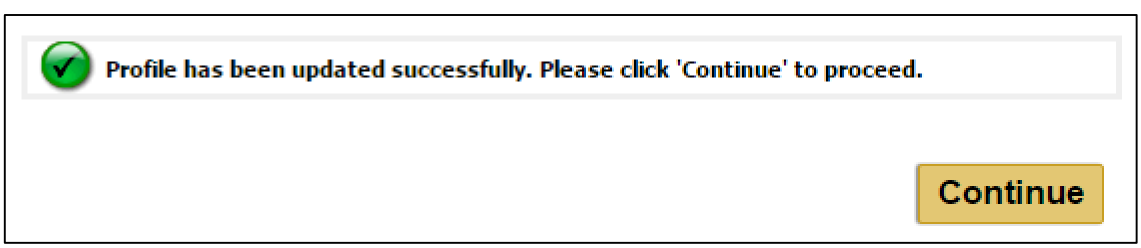
For the Master profile

- 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.

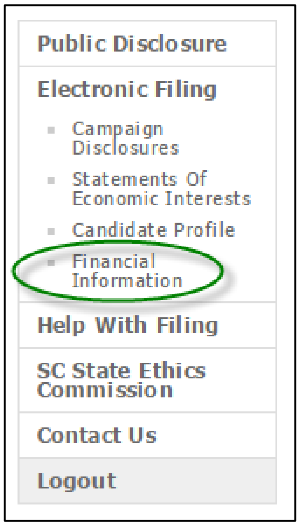


You will receive a message indicating that your profile information has been updated successfully. Click ‘Continue’ to return to your report if you updated your profile from a report or your Candidate’s Campaign Disclosures page if you updated your profile by choosing Profile from the left menu.

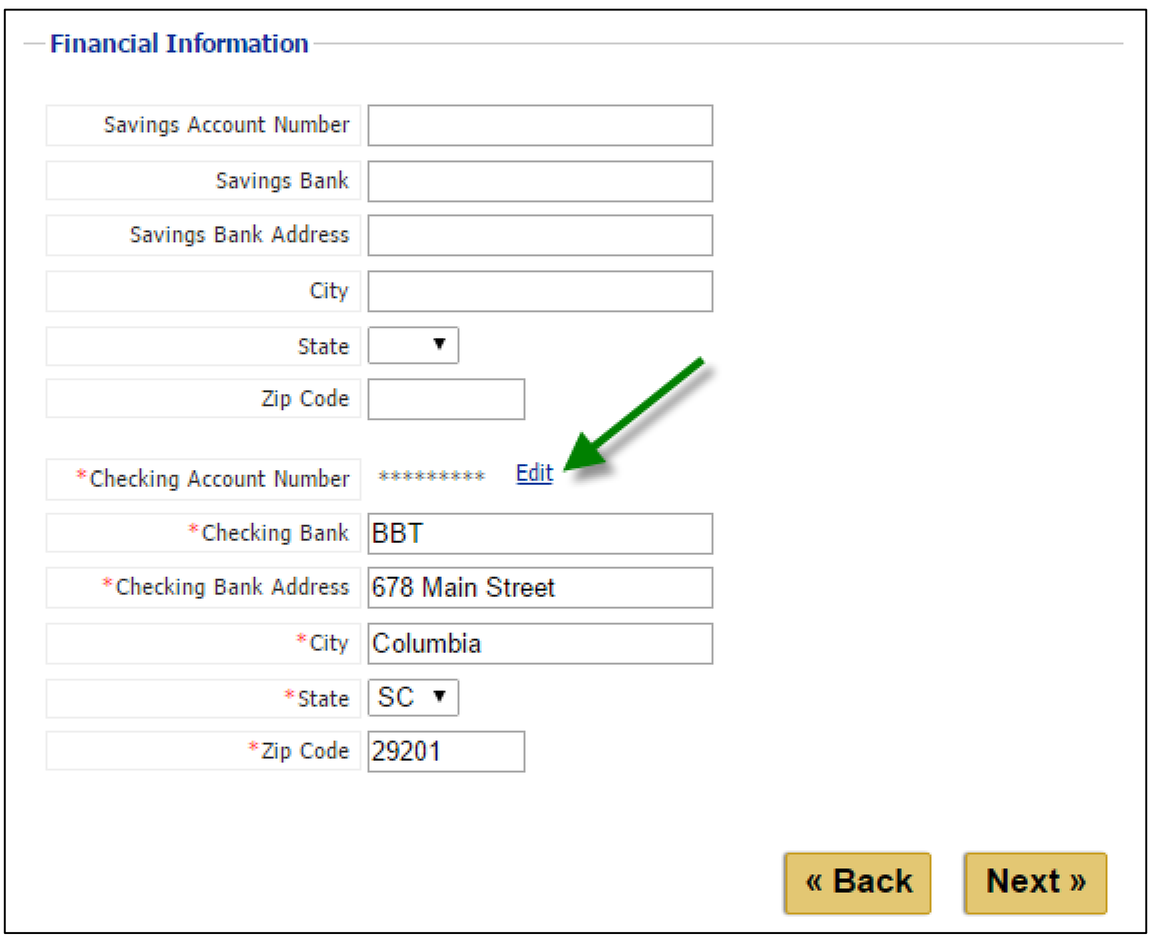


UPDATING YOUR FINANCIAL INFORMATION

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.



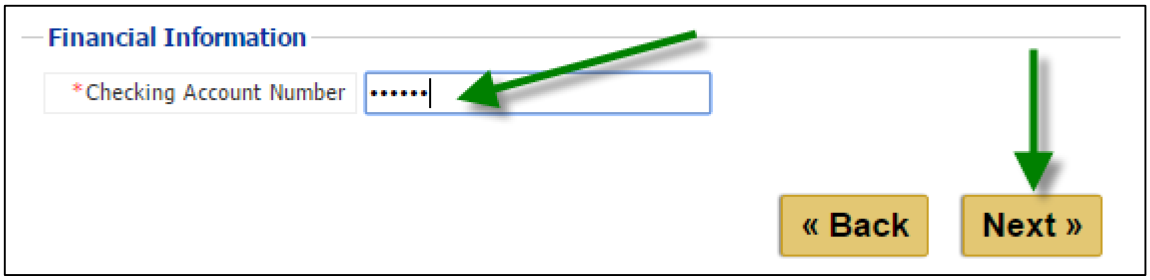
You will be taken to the page that contains your financial information:



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.

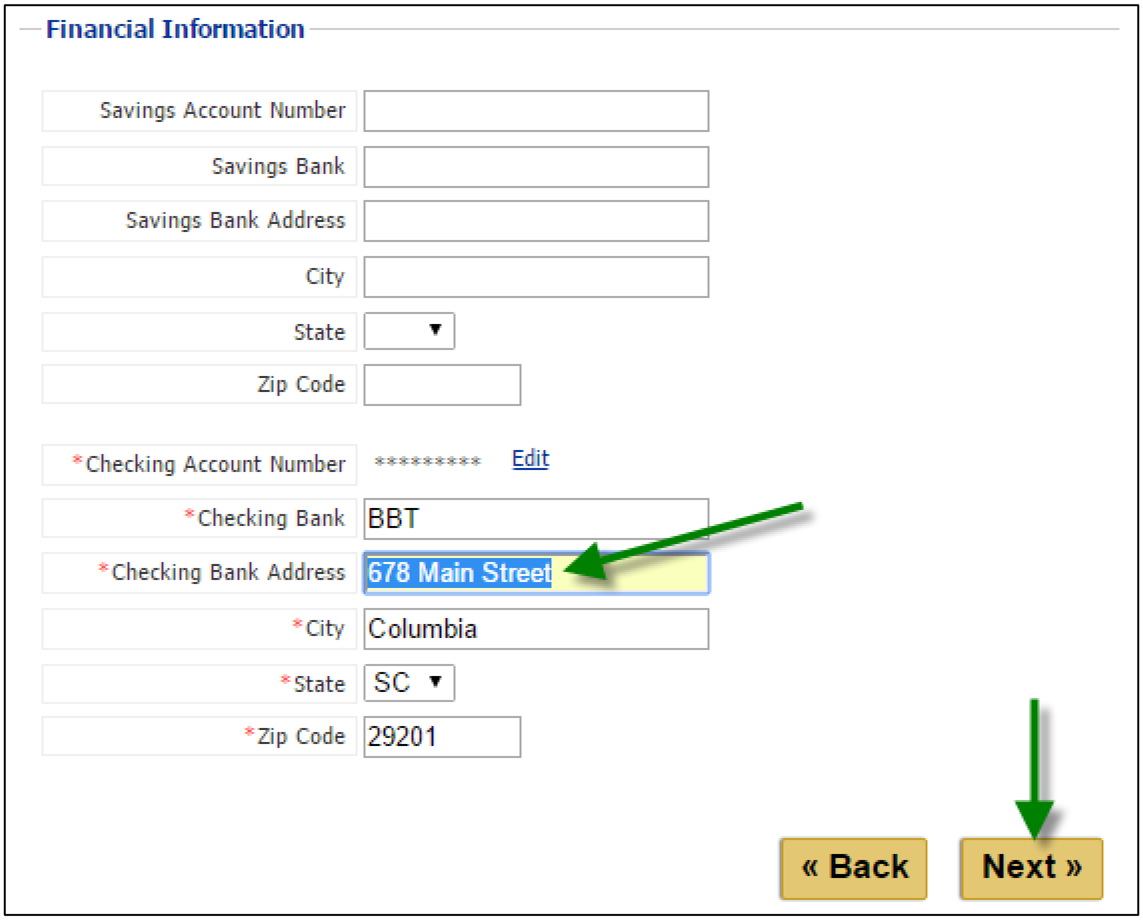


You will receive a status message that your financial information has been updated successfully.

When you click 'Continue' you will return your Candidate's Campaign Disclosures 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.



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.

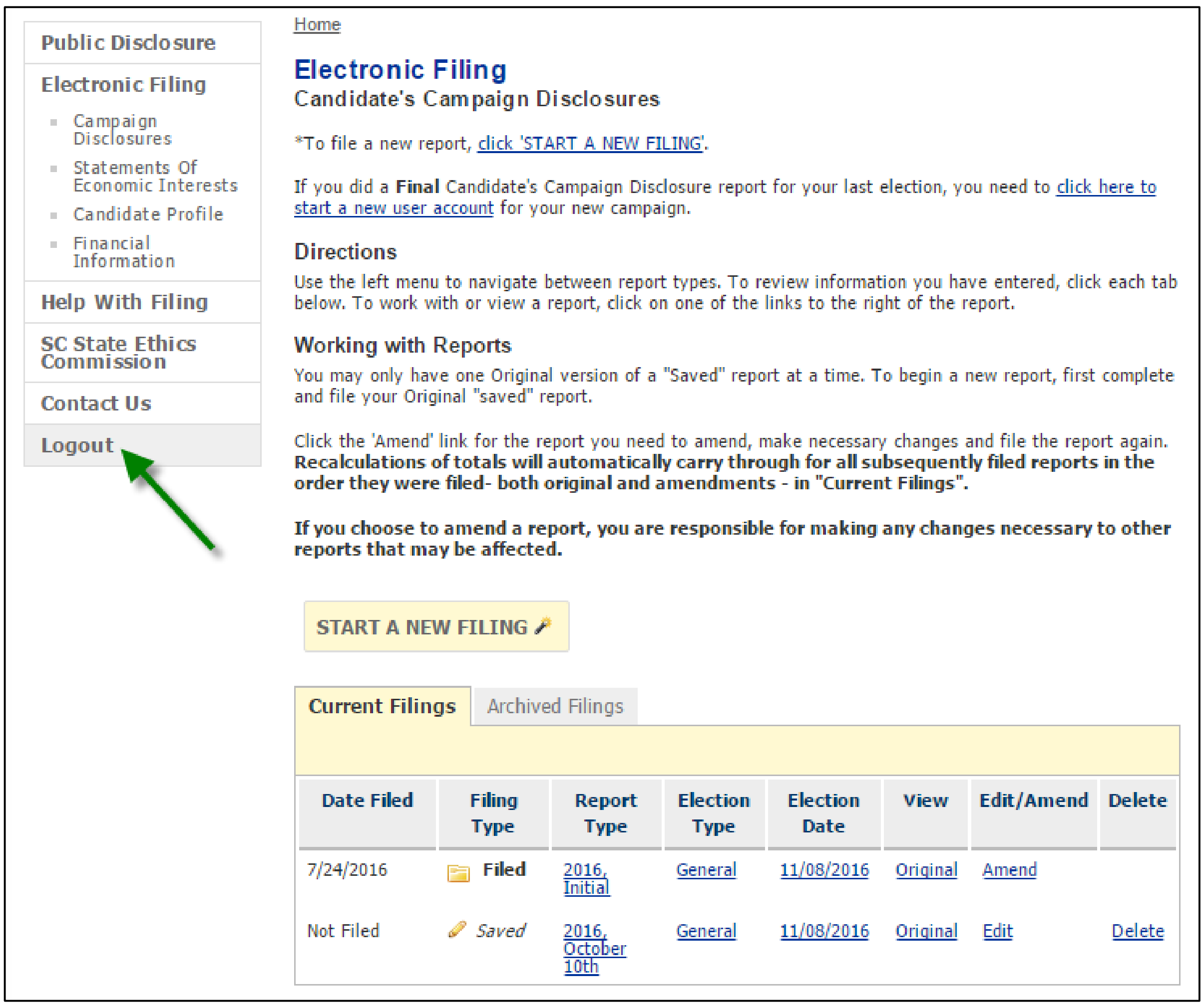
When you click 'Continue' you will return to the My Account page.

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.

When you click ‘Continue’ you will return to your Candidate’s Campaign Disclosures 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.



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.