

QUICK START GUIDE

Easy Vote Campaign Finance — Website User Guide

VIEWING THE PUBLIC PORTAL

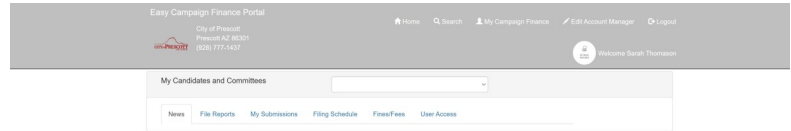
1. Navigate to the [City of Prescott EasyVote Campaign Finance Portal](#) (the preferred browser is Google Chrome)

NOTE: Enable pop-ups and cookies in your web browser.

Disable any ad-blocker extensions in your web browser.

Failure to do the items may cause issues when trying to create, preview, or submit a document.

2. The records of existing Candidate & Political Action Committees appear on the Public Portal Home Page.
3. To view reports for a Candidate or Political Action Committee click on the > button to expand a Committee record. When a Candidate/Committee has been expanded, you may click on the **report name** to view the document.



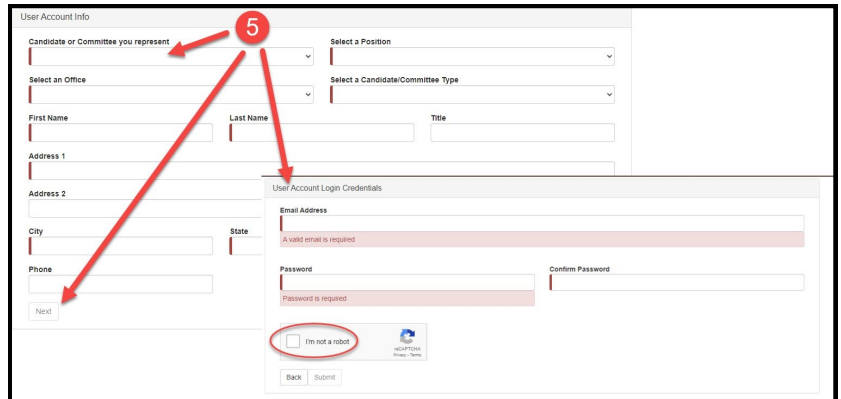
HOW TO REGISTER FOR CANDIDATE & POLITICAL ACTION COMMITTEE PORTAL

4. To register a new account, click on the **Register** button at the top of the Home Page.
5. Complete the data fields in User Account Info screen, and then click the **Next** button. Complete the remaining fields in the final registration screen, **check "I'm not a robot,"** and then click the **Submit** button to submit your registration.

NOTE: When registering, we recommend using **first name.last name** as your Username.

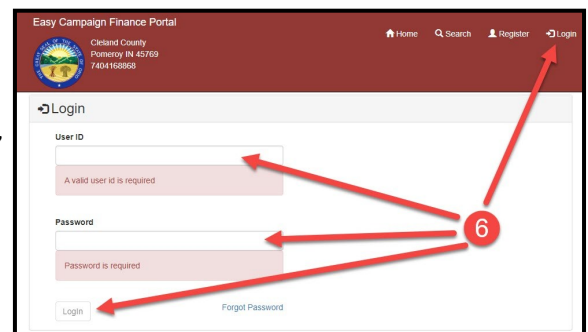
NOTE: When registering, you must select a Candidate Or Political Action Committee from the dropdown box. If the Committee you represent **DOES NOT** appear in the dropdown box—please contact the City Clerk's Office to have the Committee added to the system so you can register for the system.

NOTE: Once the City Clerk has approved your registration you will receive an email notification and you may then login/access and utilize the system.



USING THE CANDIDATE & POLITICAL ACTON COMMITTEE PORTAL

6. Click on the **Login** button to access your account. Then enter your UserName and Password, after which you can update your information, file a document, view any incurred fines or fees, and designate account managers. **NOTE:** Documents under *File Reports* tab WILL NOT be visible until you have been approved as a user for the system.



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7. After you log in to your account, the first tab you see will be the **News** tab which displays any pertinent information you need to be aware of. If you are an Account Manager for multiple Committees, select the appropriate **Committee** from the dropdown box. You may also click on the **Edit Candidate** button to update a Committee's information.

8. The **File Reports** tab allows you to submit documents by either completing the document using the **Wizard** or by **Uploading** the document

NOTE: Documents **WILL NOT** be visible until you have been approved for access to the system. Quarterly Campaign Finance Reports may only be completed through the Wizard tool. When you click the Wizard button, you can continue previously saved, unsubmitted documents or create a new filings.

9. When completing a document via the **Wizard**, Committee information will be pre-populated into the data fields to help save time. Complete each page of the **Wizard** and then click the **Save/Next** button to continue on to the next page.

NOTE: You **MUST** click **Save/Next** to save the data on the current screen. If you have no information to complete for a section simply click **Save/Next** at the top of the page to move forward. To return to a previous page, click the **Back** button. The Sign and Submit page is the last page of a document, and it requires you to **Preview** the document before you can **Submit** or **Save**. The **Save** button allows you to save all of your progress, but **DOES NOT** submit the document for approval. You can continue the document at any time by returning to the **File Reports** tab and then by clicking on the corresponding **Wizard** button for that form or by going to the **My Submissions** tab and clicking **Edit** beside the document you wish to continue working on. You must enter your **password** and check the **submission clause checkbox**. A blue progress wheel will appear while the document is being submitted. If the document has a lot of contributions, expenditures, etc., the upload process may take a minute or two.

10. To **Upload** a document (Committee Statement of Organization or Committee Termination Statement), click the **Upload** button beside the document name you are uploading. Click the **Choose File** button to select a file from your computer and then name the document. Click the check the **submission clause checkbox**.

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Click the **Submit** button when you are ready to upload your document.

NOTE: Committee Statements of Organization and Committee Termination Statement may be downloaded from the File Reports tab.

NOTE: You will receive an email notification when your submitted document has been approved/filed and is available for the public to view.

11. The **My Submissions** tab displays the history for all of the Candidate/Committee documents. Documents can be amended by clicking on the **Amend** button. If you start a document and Save it—**Edit** and **Delete** will be an option. Click **Edit** beside the document you want to work on.

12. The **Filing Schedule** tab displays any due dates pertaining to required documents. And you will receive email notifications from the City Clerk's Office with filing reminders as well.

13. The **Fines/Fees** tab displays the history of any assessed fines/fees and any corresponding Payments or Credits.

14. The **User Access** tab allows you to control Account Manager access to your account. Click on the **Add Account Manager** button to add an account manager. Enter the email address of the account manager you are adding and click Add. In the next popup, add the **Position/Type** from the drop down options. Then complete the data fields and click the **Add** button. Click on the **Remove Access** button next to an Account Manager's name to revoke access to an account.

NOTE: If the person already exists in the system—you will get a notice that says the email is already registered. You will need to contact the City Clerk to get them to add the person as your Account Manager.

My Candidates and Committees: Lou - Mayor

News | File Reports | My Submissions | Filing Schedule | Fines/Fees | User Access

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

Status	Doc Type	Doc Name	Doc Date	Created	Submitted	Acc/Rej
Amend	CFA-1	Doc Test	03/20/2023	03/20/2023	03/20/2023	04/18/2023
Amend	CFA-1	CFA-1	06/09/2023	06/09/2023	06/09/2023	
Amend	CFA-1	July 6 Test	07/06/2023	07/06/2023	07/06/2023	07/06/2023
Amend	CFA-1	Test Name	08/15/2023	08/15/2023	08/15/2023	
Amend	CFA-1	September 2023	09/13/2023	09/13/2023	09/13/2023	09/13/2023
Amend	CFA-1	TEST	09/14/2023			Delete
Amend	CFA-4		09/28/2023	10/29/2023	10/29/2023	10/29/2023
Amend	CFA-11	test	09/28/2023			Delete
Amend	CFA-1		09/28/2023			Delete

Edit Candidate

My Candidates and Committees: Lumos Leslie - Township Trustee

News | File Reports | My Submissions | Filing Schedule | Fines/Fees | User Access

The Filing Schedule for all required documents is displayed below:

Due Date	Document
2/7/2024	CFA-4
2/7/2024	CFA-1
2/7/2024	CFA-11
3 total	

Next Report due: 15 days

Edit Candidate

My Candidates and Committees: Lumos Leslie - Township Trustee

News | File Reports | My Submissions | Filing Schedule | Fines/Fees | User Access

All of your Fines, Fees and Payments are displayed here. If there is a balance owed it will be displayed as a public search site.

Date	Description	Transaction Id	Payment	Fee
06/05/23	Filing Fee - Primary Election	FF295573	\$0.00	\$25.00
07/11/22	Late Filing Fee - General Election 2022	FF347532	\$0.00	\$15.00
01/19/23	Dues	CHECK 2087	\$125.00	\$0.00
3 total				

Next Report due: 15 days

Edit Candidate

My Candidates and Committees: Lumos Leslie - Township Trustee

News | File Reports | My Submissions | Filing Schedule | Fines/Fees | User Access

Account Managers

First Name	Last Name	Position	Email Address
Sally	Smith	Relative	test@fakeemail.
Lumos	Leslie	Candidate/Self	Lumos@fakeem
2 total			

Add Account Manager

Remove Access

Edit

2 total

Edit Candidate

Email

Add Cancel

That email address is already in use. Select the Position/Type and click OK to add access to this filer for the account associated with that email address, or click Cancel if you do not wish to add access.

Position/Type

-- select an option --

Position/Type is required

OK Cancel

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15. To **update** or **edit** your Account Manager information, click on your name in the top right corner where your **name** appears after the word **"Welcome"**. To **update** or **edit** the candidate/committee information, click on the **Edit Candidate** button at the bottom left side of the page.
16. To reset your password or if you have forgotten your password for access to the Campaign Finance website, click on the **Forgot Password?** button, on the login screen. In the next window, enter the **email address** associated with your account and click the **Reset** button. A password reset code will be sent by either a text message or email. Enter that code into the **Password Reset Code** field and then enter your new password. You will need to type the new password into two separate fields to help avoid any typing errors, then click the **Reset** button.

Easy Campaign Finance Portal

Cleveland County
Pomeroy IN 45769
7404168868

Home Search My Campaign Finance Edit Account Manager Logout

Welcome Meg Cleland

My Candidates and Committees

Lou Leslie - Mayor

News File Reports My Submissions Filing Schedule Fines/Fees User Access

Subject	Creation Date	Expiration Date	Attachments
Upcoming Filing Deadline	08/15/23	08/15/24	
Filing Guidelines 2023	02/13/23	11/13/24	Guidelines for Filing

2 total

First Name: Lou
Last Name: Leslie
Address: 123 Happy Dog Lane Somewhere, OH 12345
City, State Zip: Somewhere, OH 12345
Next Report due 1 days

Edit Candidate

Easy Campaign Finance Portal

Cleveland County
Pomeroy IN 45769
7404168868

Home Search Register Login

Step 1

Enter your email address and click the "Reset" button.

Step 2

A text message will be sent to you containing a 5-digit numeric reset code. If no valid cell number is on file for your profile, you will receive the 5-digit numeric reset code via email instead of text. Be sure to check your spam/junk folders if you do not see the email in your inbox.

Step 3

Enter the 5-digit reset code in the "Password Reset Code" field at the top. Next, enter your new password in the "Password" field and again in the "Confirm Password" field and click the "Reset" button.

If you experience any issues during the password reset process, please contact your local city/county administrator for assistance.

Reset Password

User ID

Reset

17. To **Amend** a document you must go under the **My Submissions** tab and click **AMEND** next to the document you wish to amend. By doing this the wizard brings in all the data from the last report you filed and you will only have to make your corrects and resubmit the document.

My Submissions

Lou Leslie - Mayor

News File Reports My Submissions Filing Schedule Fines/Fees User Access

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

Status	Doc Type	Doc Name	Doc Date	Created	Submitted	Acc/Rej	
Edit	CFA-1	Test	10/03/2023				Delete
Amend	CFA-1	TEST	10/07/2022	10/07/2022	10/07/2022	10/07/2022	
Amend	TEST	TEST	10/10/2022	10/11/2022	10/11/2022	10/11/2022	
Amend	TEST	TEST	10/10/2022	10/11/2022	10/11/2022	10/11/2022	
Amend	TEST	Test 5	10/10/2022	10/11/2022	10/11/2022	10/11/2022	
Amend	TEST	TEST	10/10/2022	10/11/2022	10/11/2022	10/11/2022	
Amend	CFA-4	TEST	10/14/2022	10/14/2022	10/14/2022	10/14/2022	