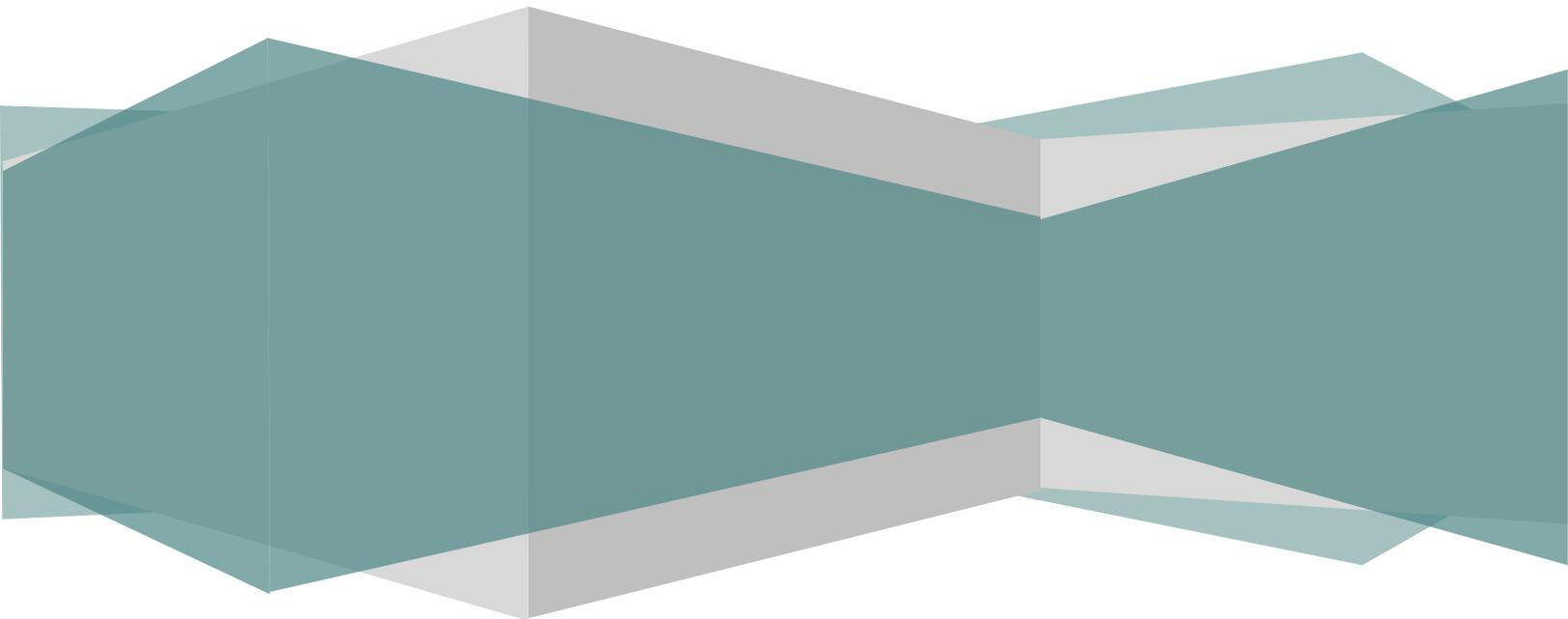




# **Electronic Filing System**

## **Application User Guide 2022**



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## Introduction

Welcome to the New York State Board of Elections' (NYSBOE) Electronic Filing System for Campaign Financial Disclosure. The Electronic Filing System (EFS) is a database web application that enables filers to enter and maintain data relevant to New York State Campaign Financial Disclosure in a secure encrypted database and is only viewable to the public when submitted. The data or transactions entered become permanent records in the NYSBOE database.

The screenshot displays the NYSBOE Electronic Filing System interface. At the top, there is a navigation menu with links for Services, News, Government, and Local. Below this is a teal header bar containing the Board of Elections logo and a list of menu items: File a Disclosure Report, View All Disclosure Reports, View/Submit Disclosure, View Supporting Documents, Import Disclosure Reports, Loan Reconcile, and Help. A user greeting "Welcome, Filer@Domain" and a "Logout" button are visible on the right side of the header.

The main content area is titled "File a Disclosure Report" and contains a four-step instruction list:

- Step 1: Select Report Year and Election Type for the disclosure period you would like to file.
- Step 2: Select the Election Date.
- Step 3: Select disclosure type and disclosure period for the required report.
- Step 4: Cut off date and Filing Date will be displayed and Click on Apply button.

On the left side, there is a "Filter" section with various dropdown menus and input fields, including "Filter List", "Filter Type", "State", "Candidate/Committee Name", "Report Year", "Election Type", "Report Type", "Election Date", "Disclosure Type", "Disclosure Period", "Cut off Date", and "Filing Date". At the bottom of the filter section are "Apply" and "Clear" buttons, and a "Help" icon.

Annotations with arrows point to the following elements:

- Menu Bar**: Points to the teal header bar.
- Logout Button**: Points to the "Logout" button in the header.
- On Page Instructions**: Points to the four-step instruction list.
- Drop Down List**: Points to one of the dropdown menus in the filter section.
- Buttons**: Points to the "Apply" and "Clear" buttons at the bottom of the filter section.
- Help**: Points to the help icon in the filter section.

The footer of the page contains the NYSBOE logo and links for Agencies Services, App Directory, Counties, Events, and Programs.

## Log in

1. Go <https://efs.elections.ny.gov/>.
2. Enter your **User ID** and **Password** and click on the **Log in** button.
3. The **File a Disclosure Report** screen will display defaulting your **Filer ID**, **Filer Type** and **Candidate/Committee Name** in the Filter.

## Select a different Candidate/Committee

If you are a treasurer of multiple Filer ID's, the Filer ID will be defaulted to your first registered active committee.

- Select the **Filer ID** from the dropdown in the **Filter**. Corresponding **Filer Type** and **Candidate/Committee Name** will be displayed in the respective text boxes.

Home » File a Disclosure Report

### File a Disclosure Report

Step 1 Select Report Year and Election Type for the disclosure period you would like to file.

Step 2 Select the Election Date.

Step 3 Select disclosure type and disclosure period for the required report.

Step 4 Cut off date and Filing Date will be displayed and Click on Apply button.

**Filter**

\* marks required fields

Apply Clear ?

\* Filer Id  
144399

\* Filer Type

State

\* Candidate/Committee Name  
Test Candidate

\* Report Year  
- Select -

\* Election Type  
- Select -

\* Report Type  
- Select -

\* Election Date  
- Select -

\* Disclosure Type  
- Select -

\* Disclosure Period  
- Select -

\* Cut off Date

\* Filing Date

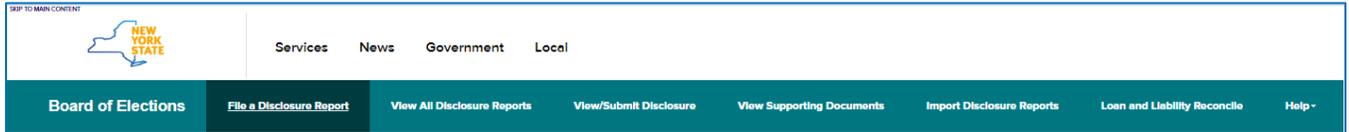
Resignation/Termination  
- Not Applicable -

Apply Clear ?

## Create an Itemized Disclosure Report

### 1. Create the **Reporting Cycle**:

- a. Select **File a Disclosure Report** from the menu at the top of the screen.

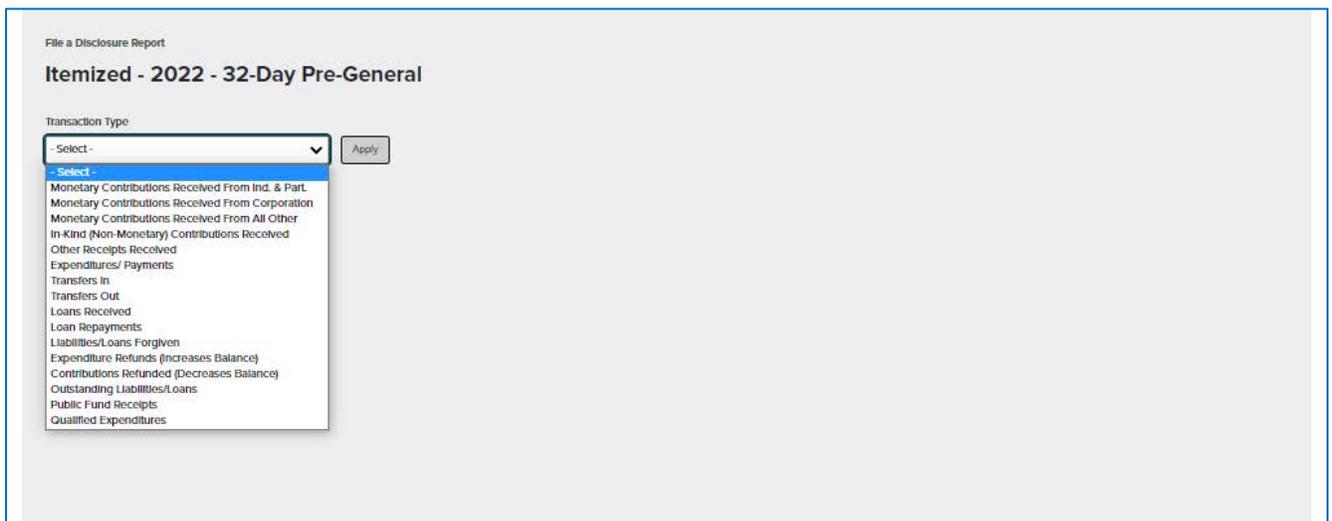


- b. Select the **Report Year**, **Election Type**, **Report Type**, **Election Date**, **Disclosure Type**, **Disclosure Period** and **Resignation/Termination**, if applicable, from the Filter. **Cut-off-date** and **Filing Date** will be displayed based on your selections. Click **Apply**.

- ✓ *For **Report Type** as **Primary** and **General**, the **Election Date** will be defaulted and populated in the corresponding dropdown field based on the Political Calendar.*
- ✓ *For **Report Type** as **Special**, if there are more than one election date, corresponding **Election Date** dropdown field is defaulted with "Select" and populated with the election dates.*
- ✓ ***Report Type** as **Periodic** and **Off-Cycle** are not associated with an **Election Date**.*
- ✓ *For **Report Type** as **Off Cycle**, select an existing **Filing Date** or add a new **Filing Date**.*

### 2. Add Transactions:

- a. Select **Transaction Type** from the dropdown.



b. Click the **Apply** button.

Home » File a Disclosure Report

### Itemized - 2020 - 32-Day Pre-General

Contributions - Candidate, Individual & Family

Transaction Type: **Monetary Contributions Received From Ind. & Part.**

Sort: **Created Date** **Descending**

Select columns to view: **All selected**

All Transactions: 2020 - 32-Day Pre-General

Show 10 entries

Expand	Action	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State	Zip Code	Method	Check #	Amount \$
No data available in table																

Showing 0 to 0 of 0 entries Previous Next

c. Click the **Add New Transaction** button.

### Add/Edit Transaction

Is Transaction Itemized? **Yes**

\* Date Received

\* Contributor Type **- Select -**

**Schedule A (Family Members):** The election limit for family members is an aggregate limit from all of the candidate's family (defined as the candidate's child, parent, grandparent, brother, sister, and spouses of any such persons). (EL 14 - 114(1)(a).)

\* First Name

Middle Name

\* Last Name

Other Country

\* Country **United States**

Street Address

City

State

Zip Code **00000-0000**

Method **- Select -**

\* Amount \$ **000000000.00**

Explanation

*For Public Campaign Finance Committee's, additional fields are required.*

### Add/Edit Transaction

Required fields are marked with an \*

Is Transaction Itemized?

\* Is Transaction Being Submitted for Claim?

\* In District

\* Minor

\* Vendor

\* Lobbyist

\* Date Received

\* Contributor Type

\* First Name

Middle Name

\* Last Name

Other Country

\* Country

Street Address

City

State

Zip Code

Method

\* Amount \$

\* Is Contribution greater than or equal to \$100 in the aggregate?

Employer

Occupation

Employer Street Address

Employer City

Employer State

Employer Zip Code

Explanation

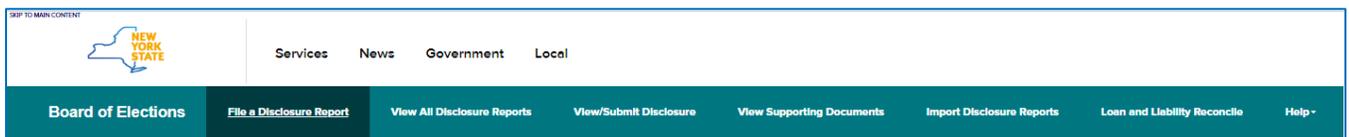
- d. In **Add/Edit Transaction** dialog box, enter transaction information in all required fields and click on the **Save** button.
- e. Continue to add transactions and click on the **Close** button when finished.
- f. Click on **Clear** button to clear the fields without saving if needed.

*\* Asterisk indicates a required field.*

- ✓ *To add transactions to a different **Transaction Type** in the same disclosure report, repeat steps a through e.*
- ✓ *To add transactions for a different **Disclosure Report**, **Clear** the filter and repeat steps 1 and 2.*

## Create a Non-Itemized Disclosure Report

1. Create the **Reporting Cycle**:
  - a. Select **File a Disclosure Report** from the menu at the top of the screen.



- b. Select the **Report Year**, **Election Type**, **Report Type**, **Election Date**, **Disclosure Type**, **Disclosure Period** and **Resignation/Termination**, if applicable, from the Filter. **Cut-off-date** and **Filing Date** will be displayed based on your selections. Click **Apply**.

- ✓ *For **Report Type** as **Primary** and **General**, the **Election Date** will be defaulted and populated in the corresponding dropdown field based on the **Political Calendar**.*
- ✓ *For **Report Type** as **Special**, if there are more than one election date, corresponding **Election Date** dropdown field is defaulted with "Select" and populated with the election dates.*
- ✓ ***Report Type** as **Periodic** and **Off-Cycle** are not associated with an **Election Date**.*
- ✓ *For **Report Type** as **Off Cycle**, select an existing **Filing Date** or add a new **Filing Date**.*

2. Add Transactions:

- a. Select **Transaction Type** from the dropdown.
- b. Click the **Apply** button.

- ✓ *For Disclosure Type as Public Matching Funds – Weekly Claim Submission (Public Campaign Finance Committee only), users will not select a transaction type.*
- ✓ *For Disclosure Types as Independent Expenditure Weekly Expenditures, Weekly Liabilities Incurred, 24 Hour Expenditure, Weekly Expenditure PIDA and 24 Hour Expenditure PIDA (Independent Expenditure Committee only), users will not select a transactions type.*

The screenshot shows the 'File a Disclosure Report' page for 'Independent Expenditure - Weekly Contribution/Loan - 2022'. On the left is a 'Filter' sidebar with various dropdown menus for Filer ID, Filer Type, State, Candidate/Committee Name, Report Year, Election Type, Report Type, Election Date, Disclosure Type, Filing Date, and New Filing Date. The main area shows the 'Transaction Type' dropdown menu open, with the following options: '- Select -', 'Monetary Contributions Received From Ind. & Part.', 'Monetary Contributions Received From Corporation', 'Monetary Contributions Received From All Other Its-Kind (Non-Monetary) Contributions Received', and 'Loans Received'. An 'Apply' button is located to the right of the dropdown.

c. Click the **Add New Transaction** button.

The screenshot shows the 'File a Disclosure Report' page for 'Independent Expenditure - Weekly Contribution/Loan - 2022'. The 'Transaction Type' dropdown is set to 'Monetary Contributions Received From Ind. & Part.'. There is an 'Add New Transaction' button. Below this, there are sorting options (Created Date, Descending) and a 'Set Preferences' button. A 'Submit Transaction' button is also present with a note: 'Select un-submitted transaction in grid to enable "Submit Transaction" button'. Below this is a table with the following columns: Expand, Action, Submission Date, Entity Name, First Name, Middle Name, Last Name, Amount, Status, Amended, Transaction Date, Transaction Type, Contributor Type, Contribution Type, Lender Code, Country, and Street Address. The table currently displays 'No data available in table'. There are 'Previous' and 'Next' navigation buttons at the bottom right.

*For Disclosure Type Public Matching Funds – Weekly Claim Submission, dialog displays required fields.*

### Add/Edit Transaction

Required fields are marked with an \*

\* In District

\* Minor

\* Vendor

\* Lobbyist

\* Date Received

\* Contributor Type

\* First Name

Middle Name

\* Last Name

Other Country

\* Country

Street Address

City

State

Zip Code

Method

\* Amount \$

\* Is Contribution greater than or equal to \$100 in the aggregate?

Employer

Occupation

Employer Street Address

Employer City

Employer State

Employer Zip Code

Explanation

Save

Clear

Close

For Independent Expenditure Disclosure Types, dialog displays required fields.

**Add/Edit Transaction**

Required fields are marked with an \*

* Treasurer Name	Jane Doe
* Treasurer Occupation	Accountant
* Treasurer Employer	PWC
* Treasurer Street Address	5 Main St.
* Treasurer City	Albany
* Treasurer State	NY
* Treasurer Zip Code	12203
* Contributor Type	- Select -
* First Name	
Middle Name	
* Last Name	
* Contributor Occupation	
* Contributor Employer	
Other Country	<input type="checkbox"/>
* Country	United States
* Street Address	
* City	
* State	
* Zip Code	00000-0000
* Date Received	MM/DD/YYYY 
* Method	- Select -
* Amount \$	999999999.99
Explanation	

- d. In **Add/Edit Transaction** dialog box, enter transaction information in all required fields and click on the **Save** button.
- e. Continue to add transactions and click on the **Close** button when finished.
- f. Click on **Clear** button to clear the fields without saving if needed.

\* Asterisk indicates a required field.

- ✓ To add transactions to a different **Transaction Type** in the same non-itemized disclosure report, repeat steps a through e.
- ✓ To add transactions for a different **Non-Itemized Disclosure Report**, Clear the filter and repeat steps 1 and 2.

## Submit a Non-Itemized Disclosure Report

1. Click to highlight yellow a non-itemized disclosure report from the grid. A **Submit Transaction** button above the grid will enable.
2. Click on the **Submit Transaction** button.

The screenshot shows the 'Independent Expenditure - Weekly Contribution/Loan - 2022' interface. At the top, there are filters for 'Transaction Type' (Monetary Contributions Received from Ind. & Part), 'Sort' (Created Date), and 'Descending'. Below these is a 'Submit Transaction' button, which is highlighted in yellow. An arrow points from this button to the table below. The table has columns for 'Expand', 'Action', 'Submission Date', 'Entry Name', 'First Name', 'Middle Name', 'Last Name', 'Amount', 'Status', 'Amended', 'Transaction Date', 'Transaction Type', 'Contributor Type', 'Contribution Type', 'Leader Code', 'Country', 'Street Address', 'City', 'State', 'Zip Code', 'Method', 'Check #', 'Explanation', 'Itemized', and 'Treasure First Name'. The first row of the table is highlighted in yellow and contains the following data: Bruce Wayne, 5000.00, Pending, 8/09/2022, Monetary Contributions Received from Ind. & Part, Individual, United States, 1 Wayne Manor, Gotham, NY, 12207, Credit Card, Yes, Andre.

## View Disclosure Reports

### View All Disclosure Reports

This option will show all iterations, Original and Amendments, of all Disclosure Reports.

1. Select **View All Disclosures** from the menu at the top of the screen.

The screenshot shows the Board of Elections navigation menu. The menu items are: Board of Elections, File a Disclosure Report, View All Disclosure Reports (highlighted), View/Submit Disclosure, View Supporting Documents, Import Disclosure Reports, Loan and Liability Reconcile, and Help.

2. Select the **Filer ID** from the **Filter** and click **Search**. For specific search, select **optional** search criteria **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** (if applicable) from the **Filter**.

3. All Disclosure Reports, submitted and un-submitted, will be displayed in the grid.

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status
		10/09/2020 04:13:46 PM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Active
		10/09/2020 03:33:17 PM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Inactive
		10/09/2020 11:42:20 AM	2021	State	Primary	06/22/2021	06/11/2021	Itemized	11-Day Pre-Primary	No	Active
		10/09/2020 11:32:18 AM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Inactive
		10/09/2020 11:11:44 AM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	No	Inactive
		See Transactions	2021	State	Primary	06/22/2021	07/02/2021	Campaign Material	10-Day Post-Primary	No	Active
			2021	State	Primary	06/22/2021	07/02/2021	Itemized	10 Day Post-Primary		Pending

To **Sort**, click the column name you wish to sort by. To **Filter**, type a word you are looking for in the **Search** box and click on **Search** button.

4. To view the transactions of a **Disclosure Report**, click to highlight yellow a disclosure report on the top grid and a **Transactions** grid will display the transactions for that disclosure report in a grid below.

Click to expand (blue +) icon to display all fields of the transaction.

**Filter**

Filer ID  
144407

\* Filer Type  
State

Candidate/Committee Name  
PAC2 Oct 9

Report Year  
2021

Election Type  
State

Report Type  
Primary

Election Date  
06/22/2021

Disclosure Type  
- Select -

Disclosure Period  
- Select -

Search Clear

Home > View All Disclosure Reports

### View All Disclosure Reports

All Disclosure Reports

Show 10 entries

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status
		10/09/2020 04:13:46 PM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Active
		10/09/2020 03:33:17 PM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Inactive
		10/09/2020 11:42:20 AM	2021	State	Primary	06/22/2021	06/11/2021	Itemized	11 Day Pre-Primary	No	Active
		10/09/2020 11:32:18 AM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Inactive
		10/09/2020 11:11:44 AM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	No	Inactive
		See Transactions	2021	State	Primary	06/22/2021	07/02/2021	Campaign Material	10 Day Post-Primary	No	Active
			2021	State	Primary	06/22/2021	07/02/2021	Itemized	10 Day Post-Primary		Pending

Showing 1 to 7 of 7 entries

Previous 1 Next

---

**Transactions**

Show 10 entries

Search

Add Supporting Document

Expand	Action	Date Submitted	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State	Zip Code	Method	Check #
		10/09/2020 11:42:20 AM	10/07/2020	Monetary Contributions Received From Corporation		ABC Corporation				United States						

---

**Transactions**

Show 10 entries

Search

Add Supporting Document

Expand	Action	Date Submitted	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State	Zip Code	Method	Check #	Amount \$	Outstanding Amount \$
		10/09/2020 11:42:20 AM	10/07/2020	Monetary Contributions Received From Corporation		ABC Corporation				United States							5000.00	

**Receipt Type**

Transfer Type \_\_\_\_\_

Contribution Type \_\_\_\_\_

Purpose Code \_\_\_\_\_

Receipt Code \_\_\_\_\_

Original Date \_\_\_\_\_

Lender Code \_\_\_\_\_

Election Year \_\_\_\_\_

Office \_\_\_\_\_

District \_\_\_\_\_

Explanation \_\_\_\_\_

Itemized Yes \_\_\_\_\_

County \_\_\_\_\_

Municipality \_\_\_\_\_

Status Active \_\_\_\_\_

Amended No \_\_\_\_\_

Created Date 10/09/2020 11:10:26 AM

Treasurer Occupation \_\_\_\_\_

Treasurer Employer \_\_\_\_\_

Treasurer Street Address \_\_\_\_\_

Treasurer City \_\_\_\_\_

Treasurer State \_\_\_\_\_

Treasurer ZipCode \_\_\_\_\_

Contribution Type \_\_\_\_\_

Contributor Name \_\_\_\_\_

Contributor Occupation \_\_\_\_\_

Contributor Employer \_\_\_\_\_

Independent Expenditure Description \_\_\_\_\_

Candidate Name/Balot Proposal Reference \_\_\_\_\_

Supported \_\_\_\_\_

To view details (partners, subcontractors etc.) of a transaction, click on the **Details** link under the **Action** column to highlight the transaction in yellow and a **Transaction Details** grid will display for the selected transaction.

**Filter**

Filer ID: 144407

\* Filer Type: PAC2 Oct 9

State:

Candidates/Committee Name:

Report Year: 2021

Election Type:

State:

Report Type:

Primary:

Election Date: 06/22/2021

Disclosure Type:

Search Clear

Home > View All Disclosure Reports

### View All Disclosure Reports

All Disclosure Reports

Show 10 entries

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status
		10/09/2020 04:13:46 PM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Active
		10/09/2020 03:33:17 PM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Inactive
		10/09/2020 11:42:20 AM	2021	State	Primary	06/22/2021	06/11/2021	Itemized	11 Day Pre-Primary	No	Active
		10/09/2020 11:32:18 AM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Inactive
		10/09/2020 11:11:44 AM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	No	Inactive
		See Transactions	2021	State	Primary	06/22/2021	07/02/2021	Campaign Material	10 Day Post-Primary	No	Active
			2021	State	Primary	06/22/2021	07/02/2021	Itemized	10 Day Post-Primary		Pending

Showing 1 to 7 of 7 entries

---

**Transactions**

Show 10 entries

Expand	Action	Date Submitted	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State	Zip Code	Method	Check #
		10/09/2020 04:13:46 PM	10/09/2020	Monetary Contributions Received From Ind. & Part.	Individual		Ron		Russel	United States						
		10/09/2020 04:13:46 PM	10/09/2020	Monetary Contributions Received From Ind. & Part.	Partnership, including LLPs	XYZ Corporation				United States						
		10/09/2020 04:13:46 PM	10/09/2020	Loans Received		ABC LLP				United States						
		10/09/2020 04:13:46 PM	10/09/2020	Outstanding Liabilities/Loans		ABC LLP				United States						

Showing 1 to 4 of 4 entries

**Transaction Details**

Show 10 entries

Expand	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State	Zip Code	Purpose Code	Date Paid	Amount \$	Explanation	Itemized
		XYZ		Corporation	United States						10/09/2020	7000.00		Yes

Showing 1 to 1 of 1 entries

5. To view supporting documents of a transaction, click on the **Supporting Docs** link under the **Action** column and a **Supporting Documents** grid will display to view the document.

14 | Page

Add Supporting Document

Transactions

Show 10 entries

Expand	Action	Date Submitted	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State	Zip Code	Method	Check #
		10/09/2020 04:13:46 PM	10/09/2020	Monetary Contributions Received From Ind. & Part.	Individual		Ron		Russel	United States						
		10/09/2020 04:13:46 PM	10/09/2020	Monetary Contributions Received From Ind. & Part.	Partnership, Including LLPs	XYZ Corporation				United States						
		10/09/2020 04:13:46 PM	10/09/2020	Loans Received		ABC LLP				United States						
		10/09/2020 04:13:46 PM	10/09/2020	Outstanding Liabilities/Loans		ABC LLP				United States						

Showing 1 to 4 of 4 entries

Supporting Documents

Show 10 entries

Expand	Supporting Documents	Date Received	Filing Method
	Letter of Indebtedness (PDF 32 KB)	10/09/2020	Uploaded

Showing 1 to 1 of 1 entries

6. To view **campaign material**, click to highlight yellow a campaign material disclosure report in the **All Disclosure Reports** grid and a **Campaign Materials** grid will display. Click on the **Campaign Material** link under the Action column to view the document.

Filter

Home - View All Disclosure Reports

### View All Disclosure Reports

All Disclosure Reports

Show 10 entries

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status
		10/09/2020 04:13:46 PM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Active
		10/09/2020 03:33:17 PM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	Yes	Inactive
		10/09/2020 11:42:20 AM	2021	State	Primary	06/22/2021	06/11/2021	Itemized	11 Day Pre-Primary	No	Active
		10/09/2020 11:32:18 AM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32-Day Pre-Primary	Yes	Inactive
		10/09/2020 11:11:44 AM	2021	State	Primary	06/22/2021	05/21/2021	Itemized	32 Day Pre-Primary	No	Inactive
		See Transactions	2021	State	Primary	06/22/2021	07/02/2021	Campaign Material	10 Day Post-Primary	No	Active
			2021	State	Primary	06/22/2021	07/02/2021	Itemized	10 Day Post-Primary		Pending

Showing 1 to 7 of 7 entries

### Campaign Materials

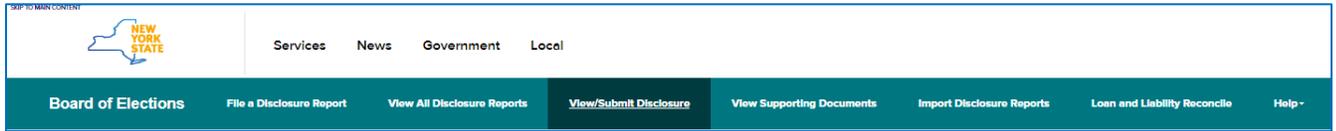
Show 10 entries

Expand	Action	Date Submitted	Description	File Type (Size)	Filing Method	Campaign Material
	<a href="#">Campaign Material</a>	10/09/2020 11:07:23 AM	Campaign Banner of PAC2	PDF (29 KB)	Uploaded	Yes

Showing 1 to 1 of 1 entries

## View/Submit Disclosures

1. Select **View/Submit Disclosure Report** from the menu at the top of the screen.



2. Select the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** from the **Filter**. Click **Apply**.
3. **As Entered** is the default summary view.

Home > Summary > Disclosure Report

**Itemized** Select Summary View:

PENDING FILING

**Opening Balance:**

Show 10 entries Search:

Expand	Action	Transaction Date	Increased	Decreased	Balance	Transaction Type	Contributor Code	Entity Name	First Name	Middle Name	Last Name
+		12/29/2020	\$2,500.00	\$0.00	\$2500.00	Monetary Contributions Received From Ind. & Part.	Individual		John		Smith
+		12/29/2020	\$1,500.00	\$0.00	\$4000.00	Loans Received			John		Smith
+		12/29/2020	\$0.00	\$500.00	\$3500.00	Loan Repayments			John		Smith
+		12/29/2020	\$0.00	\$0.00	\$3500.00	Outstanding Liabilities/Loans			John		Smith
+		12/29/2020	\$0.00	\$0.00	\$4000.00	Outstanding Liabilities/Loans			John		Smith

Showing 1 to 5 of 5 entries Previous  Next

**Balance At End Of Period:**

Select **By Transaction Type** from the **Select Summary View** dropdown to change the view.

**Filter**

Apply Clear ?

\* marks required fields

\* Filer Id  
144412

\* Filer Type  
State

\* Candidate/Committee Name  
Testing Candidate

\* Report Year  
2021

\* Election Type  
State

\* Report Type  
General

\* Election Date  
11/02/2021

\* Disclosure Type  
Itemized

\* Disclosure Period  
32-Day Pre-General

\* Cut off Date  
09/27/2021

\* Filing Date  
10/01/2021

Resignation/Termination  
- Not Applicable -

Apply Clear ?

Home > Summary > Disclosure Report

**Itemized**    Select Summary View  
By Transaction Type    Apply

PENDING FILING    Submit Disclosure Report

Full Period Report    Download CSV

---

**1. Opening Balance:** \$0.00

---

**2. Total Contributions:** \$2500.00

Show 10 entries    Search:     Search

Expand	Action	Transaction Date	Transaction Type	Contributor Code	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State
		12/29/2020	Monetary Contributions Received From Ind. & Part.		Individual	John		Smith	United States			

Showing 1 to 1 of 1 entries    Previous 1 Next

---

**3. Total Miscellaneous Receipts:** \$1500.00

Show 10 entries    Search:     Search

Expand	Action	Transaction Date	Transaction Type	Contributor Code	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State
		12/29/2020	Loans Received			John		Smith	United States			

Showing 1 to 1 of 1 entries    Previous 1 Next

---

**4. Total Receipts This Period (Line 2 + Line 3):** \$4000.00

**5. Total (Line 1 + Line 4):** \$4000.00

---

**6. Total Expenses:** \$500.00

Show 10 entries    Search:     Search

Expand	Action	Transaction Date	Transaction Type	Contributor Code	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State
		12/29/2020	Loan Repayments			John		Smith	United States			

Showing 1 to 1 of 1 entries    Previous 1 Next

---

**7. Balance At End Of Period: (Subtract Line 6 from Line 5)** \$3500.00

---

**8. Informational Schedules - Do not affect balance:**

Show 10 entries    Search:     Search

Expand	Action	Transaction Date	Transaction Type	Contributor Code	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State
		12/29/2020	Outstanding Liabilities/Loans			John		Smith	United States			
		12/29/2020	Outstanding Liabilities/Loans			John		Smith	United States			

Showing 1 to 2 of 2 entries    Previous 1 Next

Or select **By Schedule** from the **Select Summary View** dropdown to change the view.

File a Disclosure Report » View/Submit Disclosure

## Itemized

Select Summary View

By Schedule

PENDING FILING

<b>1. Opening Balance:</b>	\$0
<b>2. Total Contributions:</b>	\$00
2a) Individuals/Partnership - (Sched A):	\$00
2b) Corporate - (Sched B):	\$0
2c) Other - (Sched C):	\$0
2d) In Kind - (Sched D):	\$0
<b>3. Total Miscellaneous Receipts:</b>	\$0
3a) Other Receipts - (Sched E):	\$0
3b) Transfer In - (Sched G):	\$0
3c) Loans Received - (Sched I):	\$0
3d) Expenditure Refunds - (Sched L):	\$0
3e) Housekeeping Receipts - (Sched P):	\$0
3f) Public Fund Receipts - (Sched S):	\$0
<b>4. Total Receipts This Period (Line 2 + Line 3):</b>	\$00
<b>5. Total (Line 1 + Line 4):</b>	\$00
<b>6. Total Expenses:</b>	\$0
6a) Expenditure Payments - (Sched F):	\$0
6b) In Kind - (Sched D):	\$0
6c) Transfer Out - (Sched H):	\$0
6d) Loans Paid - (Sched J):	\$0
6e) Contributions Refunds - (Sched M):	\$0
6f) Housekeeping Expenses - (Sched Q):	\$0
6g) Qualified Expenditures - (Sched T):	\$0
<b>7. Balance At End Of Period: (Subtract Line 6 from Line 5)</b>	\$00
<b>8. Informational Schedules - Do not affect balance:</b>	
8a) Liabilities/Loans Forgiven - (Sched K):	\$0
8b) Outstanding Liabilities - (Sched N):	\$0
8c) LLCs/Partnership/Subcontractors - (Sched O):	\$0
8d) Amount Allocated - (Sched R):	\$0

## Submit an Itemized Disclosure Report

1. Continue from the step 3 above.
2. Verify the opening balance and ending balance are correct.
3. Click on the **Submit Disclosure Report** button to submit your disclosure report. A message will indicate if your submission was successful. If successful, the submitted date and time will be displayed to the left of the **Submit/Amend Disclosure Report** button.

If the disclosure report has been previously submitted, the button will now say **Amend Disclosure Report** and will be considered an amendment.

The screenshot displays the 'Itemized' disclosure report interface. On the left is a 'Filter' sidebar with various dropdown menus and buttons. The main area shows a summary of the report with the following data:

Expand	Action	Transaction Date	Increased	Decreased	Balance	Transaction Type	Contributor Code	Entity Name	First Name	Middle Name

Summary bars at the top and bottom of the table area show:

- Opening Balance: \$0.00
- Balance At End Of Period: \$3500.00

## Upload Supporting Documents

1. Select **View All Disclosure Reports** from the menu at the top of the screen.

The screenshot shows the top navigation bar of the Board of Elections website. The navigation menu includes the following items:

- Board of Elections
- File a Disclosure Report
- View All Disclosure Reports** (highlighted)
- View/Submit Disclosure
- View Supporting Documents
- Import Disclosure Reports
- Loan Reconcile
- Help

- Select the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** if applicable from the Filter. Click **Apply**.

To **Sort**, click the column name you wish to sort by. To **Filter**, type a word you are looking for in the **Search** box.

Home > View All Disclosure Reports

### View All Disclosure Reports

All Disclosure Reports

Show 10 entries

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status	Election County
		12/29/2020 05:28:47 PM	2021	State	General	11/02/2021	10/01/2021	Itemized	32-Day Pre-General	No	Active	
			2021	State	General	11/02/2021	10/22/2021	Itemized	11-Day Pre-General		Pending	

Showing 1 to 2 of 2 entries

Previous 1 Next

All Disclosure reports, submitted and un-submitted, will be displayed in the All Disclosure Reports grid. Click and highlight yellow a **submitted disclosure report** from the grid.

Home > View All Disclosure Reports

### View All Disclosure Reports

All Disclosure Reports

Show 10 entries

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status	Election County
		12/29/2020 05:28:47 PM	2021	State	General	11/02/2021	10/01/2021	Itemized	32-Day Pre-General	No	Active	
			2021	State	General	11/02/2021	10/22/2021	Itemized	11-Day Pre-General		Pending	

Showing 1 to 2 of 2 entries

Previous 1 Next

**Transactions** Add Supporting Document

Show 10 entries

Expand	Action	Date Submitted	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State
		12/29/2020 05:28:47 PM	12/29/2020	Loan Repayments			John		Smith	United States			
		12/29/2020 05:28:47 PM	12/29/2020	Outstanding Liabilities/Loans			John		Smith	United States			
		12/29/2020 05:28:47 PM	12/29/2020	Loans Received			John		Smith	United States			
		12/29/2020 05:28:47 PM	12/29/2020	Outstanding Liabilities/Loans			John		Smith	United States			
		12/29/2020 05:28:47 PM	12/29/2020	Monetary Contributions Received From Ind. & Part.	Individual		John		Smith	United States			

Showing 1 to 5 of 5 entries

Previous 1 Next

- In the **Transactions** grid, click and highlight yellow the transaction you would like to add a supporting document to and click on the **Add Supporting Document** button. Select the type of document and browse to the location of the document to be uploaded and click OK.

**Filter**

Filer ID  
144412

Filer Type  
Testing Candidate

State

Candidate/Committee Name  
Testing Candidate

Report Year  
- Select -

Election Type  
- Select -

Report Type  
- Select -

Election Date  
- Select -

Disclosure Type  
- Select -

Disclosure Period  
- Select -

Search Clear ?

Home > View All Disclosure Reports

### View All Disclosure Reports

All Disclosure Reports

Show 10 entries Search:  Search

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status	Election County
+		12/29/2020 05:28:47 PM	2021	State	General	11/02/2021	10/01/2021	Itemized	32-Day Pre-General	No	Active	
+			2021	State	General	11/02/2021	10/22/2021	Itemized	11-Day Pre-General		Pending	

Showing 1 to 2 of 2 entries Previous 1 Next

---

**Transactions** Add Supporting Document

Show 10 entries Search:  Search

Expand	Action	Date Submitted	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State
+		12/29/2020 05:28:47 PM	12/29/2020	Loan Repayments			John		Smith	United States			
+		12/29/2020 05:28:47 PM	12/29/2020	Outstanding Liabilities/Loans			John		Smith	United States			
+		12/29/2020 05:28:47 PM	12/29/2020	Loans Received			John		Smith	United States			
+		12/29/2020 05:28:47 PM	12/29/2020	Outstanding Liabilities/Loans			John		Smith	United States			
+		12/29/2020 05:28:47 PM	12/29/2020	Monetary Contributions Received From Ind. & Part.	Individual		John		Smith	United States			

Showing 1 to 5 of 5 entries Previous 1 Next

**Add Supporting Document**

Acceptable file types: PDF, JPEG, JPG, PNG  
(Allowable file size: 20MB)

\* File To Upload  Letter of Indebtedness.pdf

\* Document Type  ▼

- To view supporting documents of a transaction, click on the **Supporting Docs** link under the **Action** column and a Supporting Documents grid will display. Click on the document link under the **Supporting Documents** column to view the document.

Home » View All Disclosure Reports

## View All Disclosure Reports

All Disclosure Reports

Show 10 entries Search:  Search

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status	Election County
		12/29/2020 05:28:47 PM	2021	State	General	11/02/2021	10/01/2021	Itemized	32-Day Pre-General	No	Active	
			2021	State	General	11/02/2021	10/22/2021	Itemized	11-Day Pre-General		Pending	

Showing 1 to 2 of 2 entries Previous  Next

---

**Transactions** Add Supporting Document

Show 10 entries Search:  Search

Expand	Action	Date Submitted	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State
		12/29/2020 05:28:47 PM	12/29/2020	Loan Repayments			John		Smith	United States			
		12/29/2020 05:28:47 PM	12/29/2020	Outstanding Liabilities/Loans			John		Smith	United States			
		12/29/2020 05:28:47 PM	12/29/2020	Loans Received			John		Smith	United States			
		12/29/2020 05:28:47 PM	12/29/2020	Outstanding Liabilities/Loans			John		Smith	United States			
		12/29/2020 05:28:47 PM	12/29/2020	Monetary Contributions Received From Ind. & Part.	Individual		John		Smith	United States			

Showing 1 to 5 of 5 entries Previous  Next

---

**Supporting Documents**

Show 10 entries Search:  Search

Expand	Supporting Documents	Date Received	Filing Method
	Letter of Indebtedness (PDF 32 KB)	12/29/2020	Uploaded

Showing 1 to 1 of 1 entries Previous  Next

## Report Campaign Material

1. Select **File a Disclosure Report** from the menu at the top of the screen.
2. Verify **File ID** and **Candidate/Committee Name** are correct.
3. Select the **Report Year**, **Election Type**, **Report Type**, **Election Date**, **Disclosure Type** as **Campaign Material** from the Filter. **Disclosure Period** will be defaulted to **the Post Election Disclosure Period**. Click **Apply**.

4. Click on **Report Campaign Material** button in the upper right of the screen.

5. If there is **No Campaign Material to Report** click the box to the right of No Campaign Material to Report.
6. If there is Campaign Material to Report, type a brief description of the Campaign Material and browse to the location of the document. Select document and click **Open**.

*Acceptable file types are PDF, JPEG, JPG, PNG and max size allowed is 5MB.*

7. **Submit** the Campaign Material. A transaction submitted successfully message will display. Click **Ok** and click **Close** to close the **Add Campaign Material** dialog box.
8. Click on the **Campaign Material** link under the **Action** column to view the document.

Home > Campaign Material

## File a Disclosure Report - 2021 - 27-Day Post-General

Campaign Material Report Campaign Material

Show 10 entries Search:  Search

Expand	Action	Date Submitted	Description	File Type (Size)	Filing Method	Campaign Material	Amended
	<a href="#">Campaign Material</a>	01/04/2021 3:12:08 PM	Campaign Banner to be used	PDF (29 KB)	Uploaded	Yes	No

Showing 1 to 1 of 1 entries Previous **1** Next

 2021\_F\_2021010415....pdf ... Show all X

[Open file](#)

## Import Disclosure Data

Import allows registered Filers to upload data in the required CSV format. Each Import option must meet the specifications listed in the perspective File Format Reference file.

There are two options:

### Import Monetary Contributions

This option is for Filers to import and add itemized Monetary Contributions Received from Individuals and Partnerships only to a selected Disclosure Report. All other data must be reported using the applicable transaction types. Multiple imports are additive. Be sure to review the Disclosure Report to ensure accurate reporting.

1. Select **File a Disclosure Report** from the menu at the top of the screen.
2. Select the **Report Year, Filer Type, Election Type, Election Date, Disclosure Type (Itemized) and Disclosure Period** from the Filter. Click **Apply**.
3. Select Transaction Type **Monetary Contributions Received from Individuals and Partnerships**. Click **Apply**.

Board of Elections | File a Disclosure Report | View All Disclosure Reports | View/Submit Disclosure | View Supporting Documents | Import Disclosure Reports | Loan Reconcile

Help ▾ | Click on File a Disclosure Report menu

Welcome, Gayathri.Dhananjayan@elections.ny.gov | Logout

Filter

\* marks required fields

Apply Clear ?

\* Filer Id  
2601

\* Filer Type

State

\* Candidate/Committee Name

Monty Comm

\* Report Year  
2022

\* Election Type  
State/Local

\* Report Type  
General

\* Election Date  
11/06/2022

\* Disclosure Type  
Itemized

\* Disclosure Period  
27-Day Post-General

File a Disclosure Report

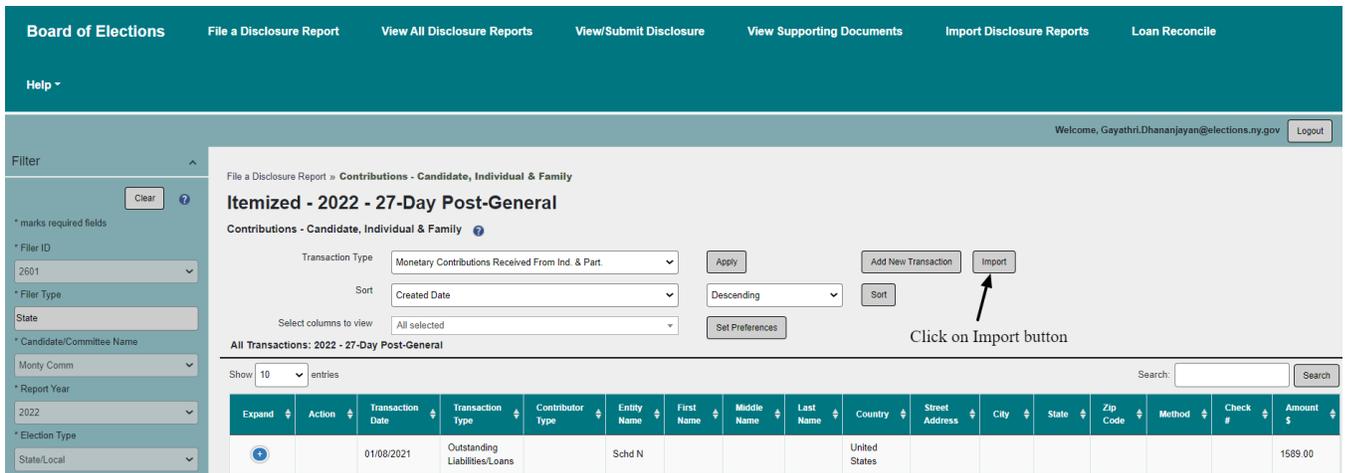
Itemized - 2022 - 27-Day Post-General

Transaction Type  
Monetary Contributions Received From Ind. & Part. Apply

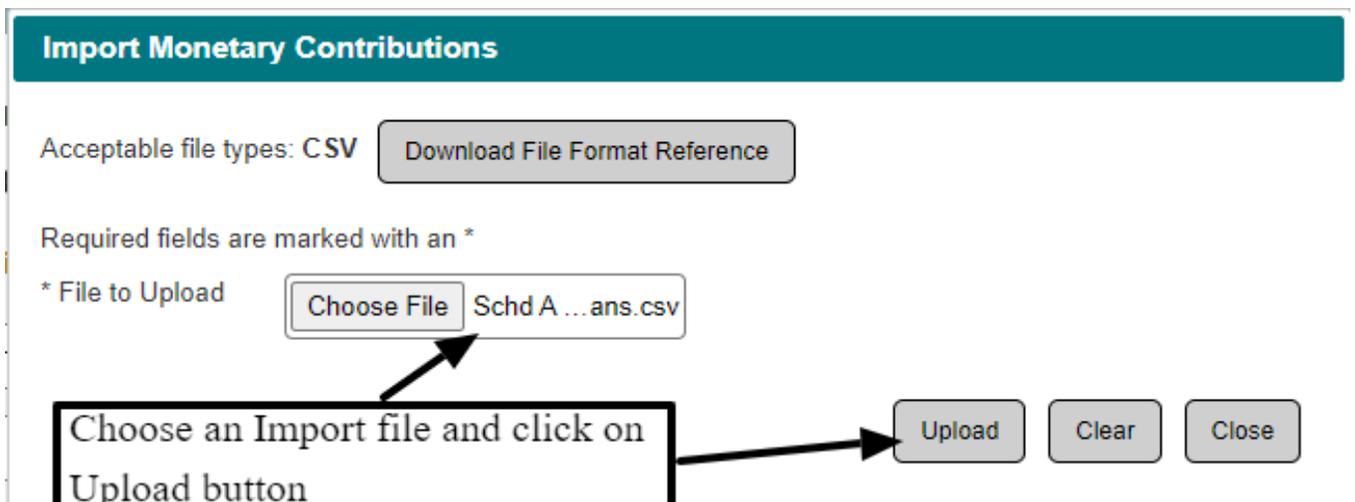
After Applying the Filter select Monetary Contributions Received From Ind. & Part. and click on Apply button

Select the Disclosure Period detail in the Filter

4. Click **Import**.



5. System displays an **Import Monetary Contributions** dialog box with functionality to upload a CSV import file.
6. Select the mandatory fields and click **Upload**.



7. System validates if all required fields exist in the CSV file and the format of those fields meet the import specifications listed in the **File Format Reference**. If any validations fail, a grid will display in the **Import Monetary Contributions** dialog box listing the row #, field name and validation error. All validation errors must be corrected to successfully load transactions.

*System validation errors can be viewed in excel by clicking the **Validation Errors CSV** button.*

## Import Monetary Contributions

Acceptable file types: CSV

[Download File Format Reference](#)

Required fields are marked with an \*

\* File to Upload

[Choose File](#)

No file chosen

All the errors in Import file will be listed in the grid with CSV Row Number, Column Name and errors to be corrected. Errors can be downloaded in the CSV format.

[Upload](#)

[Clear](#)

[Close](#)

[Validation Errors CSV](#)

Show  entries

Search:

[Search](#)

Expand	Row Number	Column Name	Error Message
	1	Contributor Type	Contributor Type is incorrect. Refer the specification file for the allowable types
	2	First Name	Letters, numbers and characters '# -.', are allowed
	2	Middle Name	Letters, numbers and characters '# -.', are allowed
	2	Last Name	Letters, numbers and characters '# -.', are allowed
	4	Contributor Type	Contributor Type is incorrect. Refer the specification file for the allowable types
	5	Partnership Name	Partnership Name is not required
	6	Country	Country is required
	7	Street Address	Street Address is required
	8	City	City is required
	8	Amount	Enter valid Amount (999999999.99)

Showing 1 to 10 of 33 entries

Previous

[1](#)

[2](#)

[3](#)

[4](#)

[Next](#)

- Imported Monetary Contribution transactions will display in the **All Transactions** grid on the **File Disclosure Reports** screen.

*Partnership details are required for any imported monetary contribution partnership transactions over \$2500 before submitting a Disclosure Report.*

The screenshot shows the 'Import Monetary Contributions' dialog box with a success message. A callout box points to the message with the text: "After successful Import, system displays the success message. Partnership Contributions greater than \$2500 requires partner details". Below the dialog box is the 'All Transactions' grid. The grid has columns: Expand, Action, Transaction Date, Transaction Type, Contributor Type, Entity Name, First Name, Middle Name, Last Name, Country, Street Address, City, State, Zip Code, Method, Check #, and Amount. The grid contains two rows of data:

Expand	Action	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State	Zip Code	Method	Check #	Amount
+	Import	10/13/2022	Monetary Contributions Received From Ind. & Part.	Partnership including LLPs	Kurz Planning Inc.				United States	66 Skunkis Misery Rd	Hewlett	NY	12228	Cash		1000.89
+	Import	10/12/2022	Monetary Contributions Received From Ind. & Part.	Candidate/Candidate Spouse		Beroza	F	Gregory	United States	1045 Oyster Bay Rd	East Norwich	NY	12222	Online Processor		889.10

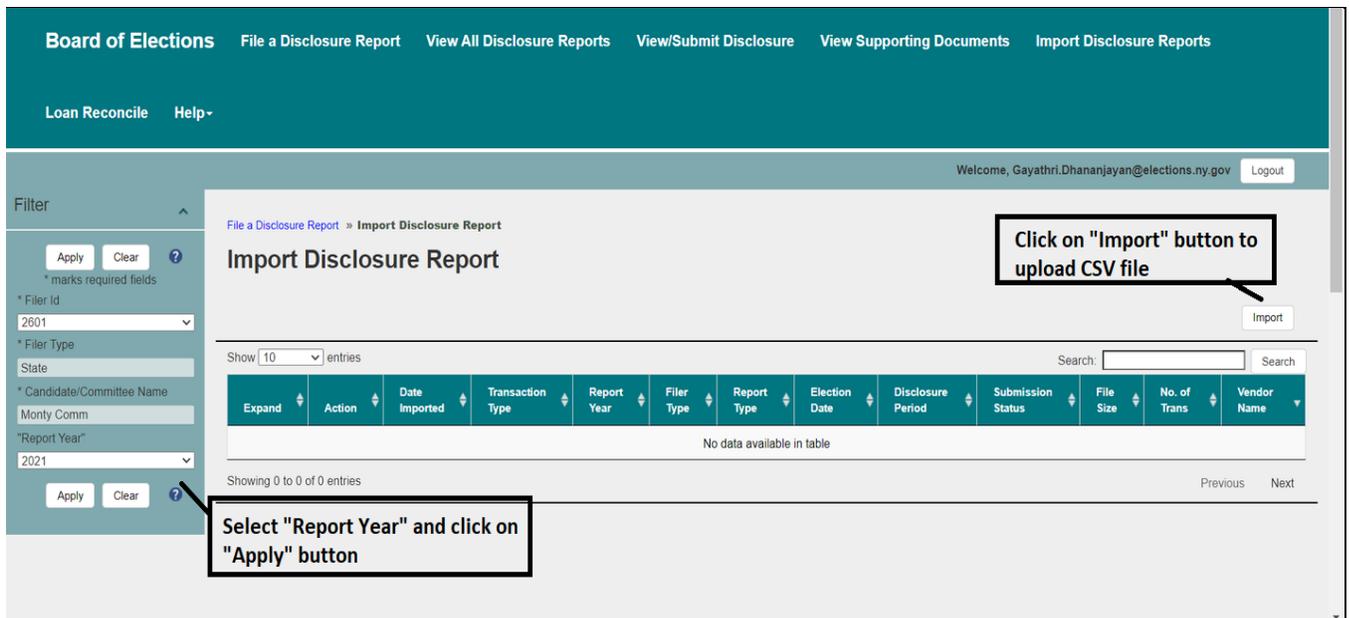
## Import Disclosure Report

This option is for Filers using vendors registered with the New York State Board of Elections. Once registered, vendors are given the file format and reference files needed to create the disclosure report csv in the required format. To register as a qualified vendor, email [support@elections.ny.gov](mailto:support@elections.ny.gov).

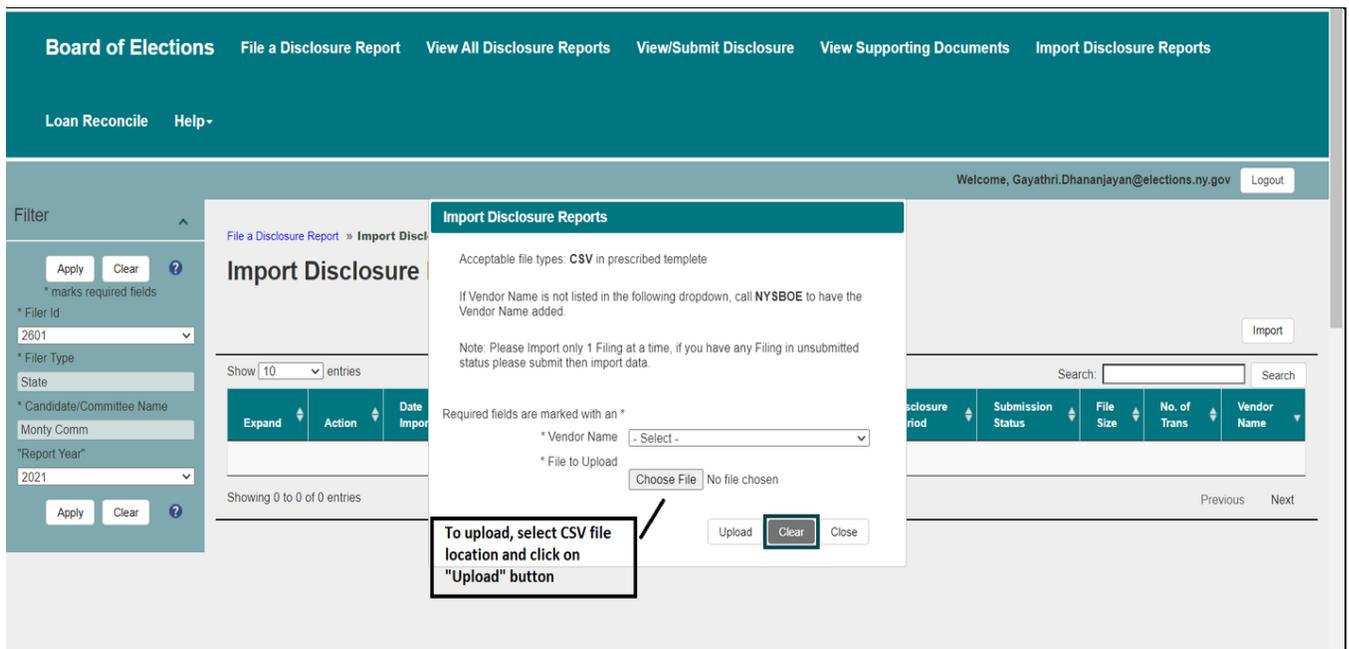
- Select **Import Disclosure Reports** from the menu at the top of the screen.

The screenshot shows the top navigation bar of the system. The 'Import Disclosure Reports' menu item is highlighted with a red box and an arrow pointing to it. The text "Click on 'Import Disclosure Reports'" is written below the box.

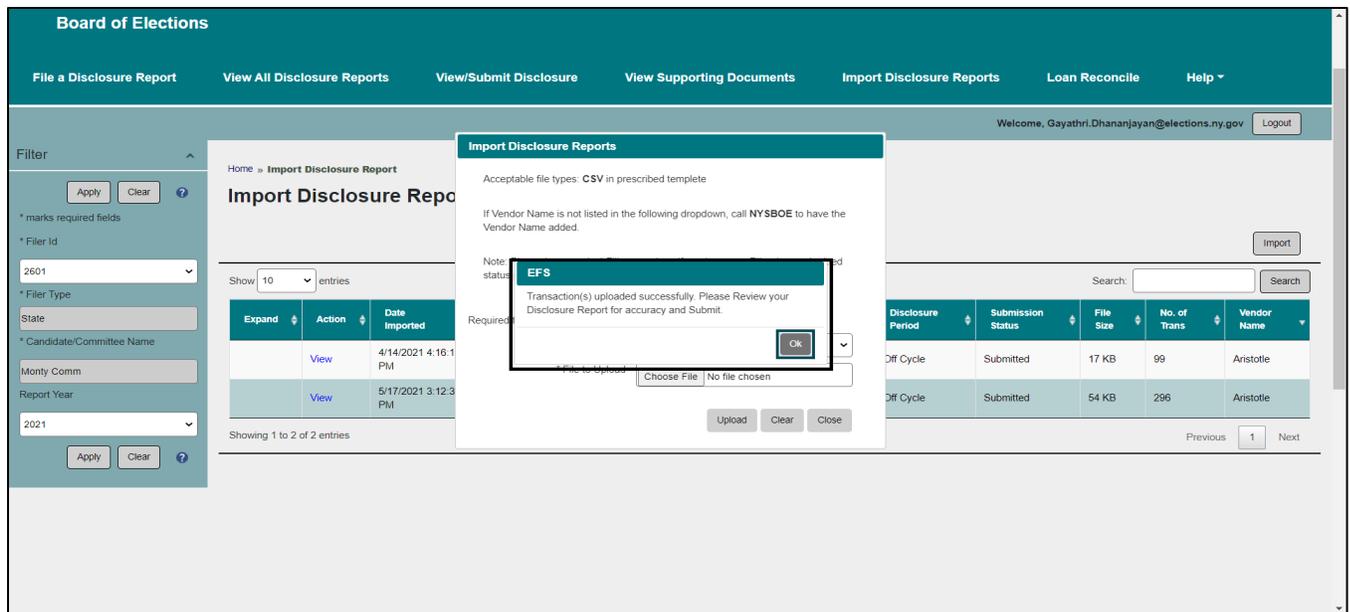
- Verify **Filer ID** and **Candidate/Committee Name** are correct. **Report Year** can be selected to filter down the search result.
- Click **Apply**.
- System displays the Disclosure Reports in the **Imported Disclosure Reports** grid. If there are no Disclosure Reports for the Filer then system displays message, **No data available in table** in the grid.
- Click **Import**.



6. System displays an **Import** dialog box with functionality to upload a CSV import file.
7. Select the mandatory fields and click **Upload**.



8. System validates if all required fields exist in the CSV file and the format of those fields meet the import specifications listed in the **File Format Reference**. If any validations fail, error will display listing the row #, field name and validation error. All validation errors must be corrected to successfully load transactions.

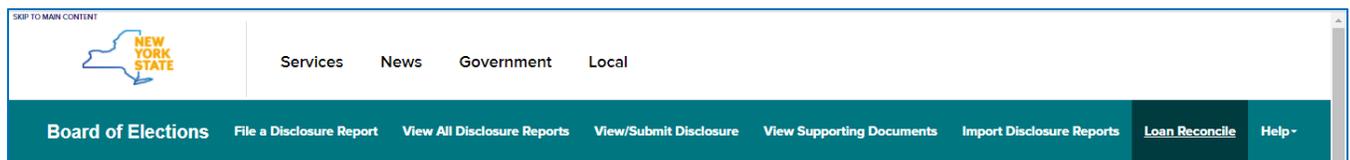


9. Click on the **View** link to go to **View All Disclosures Report** page. Select the **Report Year** from Filter section and click on **Search** to view the imported disclosure report. Select the disclosure report to view the transactions in a grid below. Verify the disclosure report and transactions are imported correctly.
10. Click on the **Submit** link from the disclosure report row. System will direct user to the **View/Submit Disclosure Report** page. Click **Submit Disclosure Report**.

## Reconcile Loans

The new EFS web application maps loan transactions with the original loan. Filers having outstanding loans will need to reconcile (map) loans in the new EFS web application before accessing all other features in the application.

1. Select **Loan Reconcile** from the menu at the top of the screen.



2. System automatically populates the values in the **Filer ID**, **Filer Type** and **Candidate/Committee Name** fields based on login information.
3. Click on the **Apply** button in the Filter section.

4. System displays **Loans Received (Schedule I)** grid with all the outstanding **legacy Loans Received** transactions. If there are no outstanding Loans for logged in ~~person~~ filer then system displays **No data available in table** in the grid.
5. Filer must have a **Loan Received transaction** ~~which needs to be Rreconciled, to be displayed in~~ the grid.

*If original Schedule N is filed, then system list the “Original Outstanding Loans” grid. Otherwise system displays a popup stating, “There was no Original Schedule N filed.”*

6. If there is more than one original outstanding Loan transaction, then system lists all those transactions under **Outstanding Liabilities/Loan (Schedule N)** grid.
7. Uncheck any of the transactions selected in the **Outstanding Liabilities/Loan (Schedule N)** grid if the original schedule N transaction does not belong to this Loans Received transaction. Click on the **Reconcile** button to reconcile original outstanding loans transaction with Loans Received transaction.
8. After reconciling the outstanding Loan with Loans Received transaction, system displays a dialog box stating **“The Original Schedule N was reconciled.”** with **Ok** button.
9. Click on **Ok** button, system displays **Loan Payment (Schedule J)** and **Liabilities/Loans Forgiven (Schedule K)** with all the Loan Payment and Loan Forgiven transactions if ~~user~~ filer made payments and forgivens for the selected loan. If not, system displays **No data available in table** in the grid.
10. Select the oldest to recent loan payment or loan forgiven transaction.  
**Example:** If one payment was made for the 2015 general and another for the 2016 general and one loan forgiven for the 2016 Primary, then first select the loan payment made for the 2015 General and reconcile, then reconcile Loan Forgiven and then reconcile 2016 General Loan Payment transaction.
11. Selects required **Loan Payment Schedule (J)** transaction.
12. System list all the **Outstanding Loans (Schedule N)** transactions.
13. Unselect any of the schedule N transactions and clicks on **Reconcile** button.
14. System reconciles the **Loan Payment (Schedule J)** and **Outstanding Loan (Schedule N)** transactions and displays a dialog box stating, **“The submitted transactions were reconciled.”** with **Ok** button.
15. Click on **Ok** button.

16. System closes the dialog box and removes the reconciled payment transactions from **Loan Payment (schedule J)** grid.
17. Continue to reconcile all **Loan Payment (Schedule J)** or **Loans Forgiven (Schedule K)** transactions.
18. After reconciling all the Payment and Forgiven transactions, system removes the original loans received transactions from the **Loans Received (schedule I)** grid.
19. Continue this process to reconcile all the outstanding Loans Received transactions with Loan payment, Loan Forgiven and Outstanding Loan transactions.
20. After reconciliation process, verify the reconciled Loans Received transactions with Loan payment, Loan Forgiven and Outstanding Loan transactions display in the **File a Disclosure Report** page for the corresponding Disclosure Period.

*For Reconcile process to work properly, Loans Received, Loan Payment, Loans Forgiven and Outstanding Loan with proper data must be created.*

## Amend a Disclosure Report

### Edit/Delete Transactions

There are three options:

### File a Disclosure Report

1. Select File a Disclosure Report from the menu at the top of the screen.
2. Select the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** if applicable from the **Filter**. Click **Apply**.

3. To edit transactions, click the **Edit** button in the **Action** column in the transaction. Make the necessary changes(s) and click on the **Save** button.
4. To delete transactions, click the **Delete** button in the **Action** column in the transaction. Click **Ok** to the message asking if you are sure you want to delete.
5. Select **View/Submit Disclosure Report** from the menu at the top of screen.
6. Select the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** if applicable from the **Filter**. Click **Apply**.
7. Review the balance and click on the **Amend Disclosure Report** button to submit the edited report.

## View All Disclosure Reports

1. Select **View All Disclosure Reports** from the menu at the top of the screen.
2. Select the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** if applicable from the Filter. Click **Apply**.
3. Select the latest version (submitted or un-submitted) from the disclosure report grid.

**Filter**

Filer ID: 144399

\* Filer Type: State

Candidate/Committee Name: Test. Candidate

Report Year: 2021

Election Type: State

Report Type: General

Election Date: 11/02/2021

Disclosure Type: - Select -

Search Clear ?

Home > View All Disclosure Reports

### View All Disclosure Reports

All Disclosure Reports

Show 10 entries

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status	Election County
		01/04/2021 03:54:09 PM	2021	State	General	11/02/2021	10/01/2021	Itemized	32-Day Pre-General	Yes	Active	
		01/04/2021 02:27:52 PM	2021	State	General	11/02/2021	10/01/2021	Itemized	32-Day Pre-General	No	Inactive	
	<b>Disclose</b> Submit		2021	State	General	11/02/2021	10/22/2021	Itemized	11-Day Pre-General		Pending	
		See Transactions	2021	State	General	11/02/2021	11/29/2021	Campaign Material	27-Day Post-General	No	Active	

Showing 1 to 4 of 4 entries

Previous 1 Next

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**Transactions**

Show 10 entries

Expand	Action	Date Submitted	Transaction Date	Transaction Type	Contributor Type	Entity Name	First Name	Middle Name	Last Name	Country	Street Address	City	State
		01/04/2021 03:54:09 PM	01/04/2021	Outstanding Liabilities/Loans			John		Smith	United States			
	<b>Edit</b>	01/04/2021 03:54:09 PM	01/04/2021	Loans Received			John		Smith	United States			
	<b>Edit</b>	01/04/2021 03:54:09 PM	01/04/2021	Monetary Contributions Received From Ind. & Part.	Individual		John		Smith	United States			

Showing 1 to 3 of 3 entries

Previous 1 Next

4. To edit transactions, click the **Edit** button in the **Action** column in the transaction. System will open **File Disclosure Report** Screen with Filter information selected for the transaction to be edited. Make the necessary change(s) and click **Save**.
5. Select **View/Submit Disclosure Report** from the menu at the top of the screen.
6. Select the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** if applicable from the **Filter**. Click **Apply**.
7. Review the balance and click on the **Amend Disclosure Report** button to submit the edited report.

## View/Submit Disclosure Report

1. Select **View/Submit Disclosure Reports** from the menu at the top of the screen.
2. Select the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** if applicable from the Filter. Click **Apply**.

The screenshot displays the 'Itemized' disclosure report interface. On the left is a 'Filter' sidebar with various dropdown menus and buttons. The main area shows a table of transactions with columns for Expand, Action, Transaction Date, Increased, Decreased, Balance, Transaction Type, Contributor Code, Entity Name, First Name, Middle Name, and Last Name. The table contains three entries for John Smith on 01/04/2021. The 'Opening Balance' is \$0.00 and the 'Balance At End Of Period' is \$5725.00. There are buttons for 'Full Period Report' and 'Download CSV'.

Expand	Action	Transaction Date	Increased	Decreased	Balance	Transaction Type	Contributor Code	Entity Name	First Name	Middle Name	Last Name
+		01/04/2021	\$2,500.00	\$0.00	\$2500.00	Monetary Contributions Received From Ind. & Part.	Individual		John		Smith
+		01/04/2021	\$3,225.00	\$0.00	\$5725.00	Loans Received			John		Smith
+		01/04/2021	\$0.00	\$0.00	\$5725.00	Outstanding Liabilities/Loans			John		Smith

3. To edit transactions, click the **Edit** button in the **Action** column in the grid. System will open **File Disclosure Report** Screen with Filter information selected for the transaction to be edited. Make the necessary change(s) and click **Save**.
4. Select **View/Submit Disclosure Report** from the menu at the top of the screen.
5. Select the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** if applicable from the **Filter**. Click **Apply**.
6. Review the balance and click on the **Amend Disclosure Report** button to submit the edited report.

*The last transaction of a submitted disclosure report cannot be deleted. Treasurer will need to request the Disclosure Report be deleted. See "Delete Disclosure Reports".*

## Delete Disclosure Reports

Only un-submitted disclosure reports can be deleted by the Treasurer from **View All Disclosure Reports** screen.

- To delete an un-submitted disclosure report, click the **Delete** button in the Action column on the row you wish to delete. A dialog box will display asking you to confirm. Click **OK**.

The screenshot shows the 'View All Disclosure Reports' interface. On the left is a filter sidebar with various dropdown menus for Filer ID, State, Candidate/Committee Name, Report Year, Election Type, Report Type, Election Date, Disclosure Type, and Disclosure Period. The main area displays a table of reports with columns: Expand, Action, Date Submitted, Report Year, Election Type, Report Type, Election Date, Filing Date, Disclosure Type, Disclosure Period, Amended, Status, and Election County. One report is highlighted in blue, and its 'Action' column contains a 'Delete' button (represented by a trash can icon). Below the table, it says 'Showing 1 to 4 of 4 entries' and 'Previous 1 Next'.

Expand	Action	Date Submitted	Report Year	Election Type	Report Type	Election Date	Filing Date	Disclosure Type	Disclosure Period	Amended	Status	Election County
		01/04/2021 03:54:09 PM	2021	State	General	11/02/2021	10/01/2021	Itemized	32-Day Pre-General	Yes	Active	
		01/04/2021 02:27:52 PM	2021	State	General	11/02/2021	10/01/2021	Itemized	32-Day Pre-General	No	Inactive	
	Delete		2021	State	General	11/02/2021	10/22/2021	Itemized	11-Day Pre-General		Pending	
		See Transactions	2021	State	General	11/02/2021	11/29/2021	Campaign Material	27-Day Post-General	No	Active	

- To delete a submitted disclosure report, a request must be emailed to [cfinfo@elections.ny.gov](mailto:cfinfo@elections.ny.gov) indicating the **Report Year, Election Type, Report Type, Election Date, Disclosure Type** and **Disclosure Period** of the report to be deleted.

## Appendix

### EFS Data Elements

#### 1. Election Type :

Primary Key	Election Type Description
1	Special Election Reports
2	Primary Election Reports
3	General Election Reports
4	January Periodic Report
5	July Periodic Report
6	Off-Cycle Report

#### 2. Filing Type:

Primary Key	Abbreviation	Filing Description
1	A	32 Day Pre Primary
2	B	11 Day Pre Primary
3	C	10 Day Post Primary
4	D	32 Day Pre General
5	E	11 Day Pre General
6	F	27 Day Post General
7	G	32 Day Pre Special
8	H	11 Day Pre Special
9	I	27 Day Post Special
10	J	January Periodic
11	K	July Periodic
12	L	Off Cycle

#### 3. Filing Category:

Primary Key	Category	Sub-Category
1	Itemized	
2	No Activity	
3	In-Lieu-Of Statement	
4	24-Hour Notice	
5	Notice of Non-Participation	
6	Campaign Material	
7	Independent Expenditure	Weekly Contribution/Loan
8	Independent Expenditure	24 Hour Contribution/Loan
9	Independent Expenditure	Weekly Expenditure
10	Independent Expenditure	Weekly Liabilities Incurred
11	Independent Expenditure	24 Hour Expenditure
12	Independent Expenditure	Weekly Expenditure - PIDA
13	Independent Expenditure	24 Hour Expenditure - PIDA
14	Public Matching Fund	Weekly Claim Submission

**4. Resignation/Termination Type:**

Primary Key	Resignation/Termination Type
1	Resignation
2	Termination

**5. Filing Schedules:**

Primary Key	Abbreviation	Filing Schedule Description
1	A	Monetary Contributions Received From Individual & Partnerships
2	B	Monetary Contributions Received From Corporate
3	C	Monetary Contributions Received From All Other
4	D	In-Kind (Non-Monetary) Contributions Received
5	E	Other Receipts Received
6	F	Expenditures/Payments
7	G	Transfers In
8	H	Transfers Out
9	I	Loans Received
10	J	Loan Repayments
11	K	Liabilities/Loans Forgiven
12	L	Expenditure Refunds (Increases Balance)
13	M	Contributions Refunded (Decreases Balance)
14	N	Outstanding Liabilities/Loans
15	O	LLCs/Partnership /Subcontractor
16	P	Non-Campaign Housekeeping Receipts
17	Q	Non-Campaign Housekeeping Expenses
18	R	Expense Allocation Among Candidates
19	S	Public Fund Receipts
20	T	Qualified Expenditures

**6. Contributor Type:**

Primary Key	Abbreviation	Contributor Type Description
1	CAN	Candidate/Candidate Spouse
2	FAM	Candidate Family Member
3	IND	Individual
4	SOLEP	Sole Proprietorship
5	PART	Partnership, including LLPs
6	CORP	Corporation
9	UNION	Union
10	ASSOC	Association
11	LLC	Professional/Limited Liability Company (PLLC/LLC)
12	PAC	Political Action Committee (PAC)
13	PLC	Political Committee
14	OTH	Other
15	SUBC	Sub Contractor
16	LEAG	League

**7. Contribution Type:**

Primary Key	Contribution Type Description
1	Services/Facilities Provided
2	Property/Given
3	Campaign Expenses Paid

**8. Transfer Type:**

Primary Key	Transfer Type Description
1	Type 1 – Between a party or constituted committee and a candidate or a candidate’s authorized committee.
2	Type 2 – Between two authorized committees SOLELY supporting the same candidate.

**9. Receipt Type:**

Primary Key	Abbreviation	Receipt Type Description
1	INT/DIV	Interest/Dividends
2	PROC	Proceeds Sale/Lease
3	OTH	Other

**10. Receipt Code:**

Primary Key	Abbreviation	Receipt Code Description
1	IND	Individual
2	PART	Partnership including LLPs
3	CORP	Corporation
4	COMM	Political Committee
5	UNIT	Unitized
6	PAC	Political Action Committee
7	LLC	Limited Liability Company
8	UNI	Unions
9	OTH	Other

**11. Purpose Code:**

Primary Key	Abbreviation	Purpose Code Description
1	CMAIL	Campaign Mailings
2	CONSL	Campaign Consultant
3	CONSV	Constituent Services
4	CNTRB	Political Contributions
5	FUNDR	Fundraising
6	LITER	Campaign Literature
7	OFFCE	Office
8	OTHER	Other: Must Provide Explanation
9	PETIT	Petition Expenses
10	INT	Interest Expenses
11	REIMB	Reimbursement
13	POLLS	PollingCosts
14	POSTA	Postage
15	PRINT	Print Ads
16	PROFL	Professional Services
17	RADIO	Radio Ads
18	RENTO	Office Rent
19	TVADS	Television Ads
20	VOTER	Voter Reg Materials or Services
21	WAGES	Campaign Workers' Salaries
22	BKFEE	Bank Fees
23	LWNSN	Lawn Signs
24	UTILS	Utilities
28	CC-DET	Credit Card Itemization
29	CCP	Credit Card Payment
31	BKKP	Bookkeeping
32	CAR	Car Rental, Payment, Etc.
33	CARSVC	Taxi, Uber, Etc.
34	CELL	Cell Phone
35	E-ADS	Online Ads
36	EMAIL	Email
37	GAS	Gas
38	LODG	Lodging
40	MEALS	Meals
41	MLGE	Mileage
42	MTG	Meeting
43	PARK	Parking
45	TOLLS	Tolls
46	XPORT	Transportation
47	BLBD	Billboard
48	WAGE	Wages
49	NPD	Non-Political Donations
50	PIDA	Political Internet and Digital Ad

**12. Payment Type:**

Primary Key	Abbreviation	Payment Type Description
1	CHK	Check
2	CRC	Credit Card
3	DC	Debit Card
4	OP	Online Processor
5	WT	Wire Transfer
6	CASH	Cash
7	OTHER	Other

**13. Loan Other:**

Primary Key	Abbreviation	Loan Other Description
1	CAND	Candidate
2	CS	Candidate Spouse
3	FMParent	Family Member of Candidate - Parent
4	FMGrandparen	Family Member of Candidate - Grandparent
6	FMChild	Family Member of Candidate - Child
7	FMSiblings	Family Member of Candidate - Siblings
8	FMSpouse	Family Member of Candidate – Spouse of Any of These
9	Individual	Individual
10	Partnership	Partnership (including LLPs)
11	Bank	Bank
12	Corporation	Corporation
13	Other	Other Entities

**14. Itemized:**

Code	Description
Y	Yes
N	No

**15. Liability:**

Code	Description
Y	Yes
N	No

**16. Claim (PCFB Only):**

Code	Description
Y	Yes
N	No

**17. Contribution Over \$100 (PCFB Only):**

Code	Description
Y	Yes
N	No