



SOUTHTECH
SYSTEMS

eCampaign™ Filer's Guide For CAL Access Filers

Version 2.18.0108

Copyright © 2018 SouthTech Systems.

Product and company names and logos used in this material may be trademarks of their respective claimants.

ALL RIGHTS RESERVED WORLDWIDE

These materials may only be reproduced with the express written permission of



4181 Flat Rock Drive, Suite 300 • Riverside, CA 92505
Telephone (951) 354-6104 • Fax (951) 354-6107

1 Table of Contents

1 Table of Contents 2

2 Introduction 4

 2.1 *Welcome to eCampaign™* 4

 2.2 *Defining “Campaign Disclosure”* 5

 2.3 *Individuals Subject to Filing* 5

 2.4 *Filing Schedules* 5

 2.5 *About SouthTech Systems, Inc.* 6

 2.5.1 *CampaignDocs™™ and eCampaign™ Development History* 6

 2.6 *Contact / Support Information* 7

 2.7 *About the Documentation* 7

 2.8 *Useful Links* 7

3 Getting Started 8

 3.1 *Filer Access to eCampaign™* 8

 3.2 *Logging into eCampaign™* 9

 3.2.1 *System Link* 9

 3.2.2 *eCampaign™ Website* 10

 3.2.3 *Login ID & Password* 11

 3.3 *Navigating eCampaign™* 14

4 The Login Menu 15

 4.1 *Login Menu Options* 15

 4.2 *Home* 15

 4.3 *Change Password* 16

 4.4 *Change Login ID* 16

5 Filer Profile Menu 17

 5.1.1 *Navigating the Profiles* 18

 5.1.2 *Filer Profile* 19

 5.1.3 *Treasurer Profile* 21

 5.1.4 *Assistant Treasurer Profile* 22

 5.1.5 *Principal Officer Profile* 23

 5.1.6 *Sponsor Profile* 24

6 Filings Menu 25

 6.1 *Start Filing/Uploading a Form* 26

 6.1.1 *Additional Screen - Conflicting Information* 28

 6.1.2 *Additional Screen - Statements & Dates* 29

 6.2 *Digital Signatures, Verification, and Signature Routing* 30

 6.2.1 *Signing a Form 460 or 450* 30

 6.3 *Pending Mode* 36

 6.3.1 *Signature Options* 37

 6.3.2 *Adding the 2nd Required Signature* 40

 6.4 *Finalizing Your Form* 42

 6.5 *Previous Filings* 48

 6.5.1 *Viewing a Statement* 49

6.5.2 Save Locally.....	49
6.5.3 Amending a Previously Filed Form	50
7 Contact Us Menu	57
7.1 Report an Issue.....	57
7.2 FPPC Hotline.....	58
8 Help Menu.....	59
9 Available Forms and e-Filing	60
9.1 Form 501: Candidate Intention Statement.....	61
9.1.1 Signature Requirements	61
9.1.2 Signature Requirements for STATE Candidates	62
9.2 Forms 470: Officeholder and Candidate Campaign Statement Short Form	63
9.2.1 Signature Requirements	63
9.3 Forms 470-S: Officeholder and Candidate Campaign Statement Short Form Supplement	64
9.3.1 Signature Requirements	64
9.4 Form 410: Statement of Organization	65
9.4.1 Signature Requirements	65
9.5 Form 425: Semi-Annual Statement of No Activity	66
9.5.1 Signature Requirements	66
9.6 Form 450: Recipient Committee Campaign Statement – Short Form	67
9.6.1 Signature Requirements	67
9.7 Form 460: Recipient Committee Campaign Statement.....	68
9.7.1 Signature Requirements	68
9.8 Form 460-T: Recipient Committee Campaign Statement Termination	69
9.8.1 Signature Requirements	69
9.9 Form 462: Verification of Independent Expenditures	70
9.9.1 Signature Requirements	70
9.9.2 Sample Form 462:	70

2 Introduction

2.1 Welcome to eCampaign™

Welcome to SouthTech Systems' eCampaign™, your electronic solution for streamlining the filing and submission of FPPC Forms 460, 410, 496 & 497.

California's Political Reform Act (the "Act") requires receipts and expenditures in election campaigns to be fully and truthfully disclosed. Since 1974, there have been over 200 amendments to the Act's Campaign Disclosure provisions. This manual has been prepared to assist candidates and primarily formed committees to comply with the Act's numerous and often-detailed rules. It is written in a "user friendly" format so that candidates and committees, especially those with small budgets, have a resource guide. It is organized by subject matter and addresses the most common issues of campaign disclosure for local elections.

With eCampaign™, you can file your Disclosure Forms, electronically, 24/7, in the privacy of your own secured filing area. This eCampaign™ *Filer's Guide* walks you, as a Filer, through the following processes:

- Securely filing and submitting an FPPC Form 460 to your filing officer/official
- Importing information from your CAL Access file
- Easily amending prior forms
- Quickly copying information from prior years' forms

2.2 Defining “Campaign Disclosure”

(Source: <http://codes.lp.findlaw.com/cacode/GOV/1/9/4.6/s84601#sthash.G4fr4gCp.dpuf>)

The people of California enacted one of the nation's most comprehensive campaign and lobbying financial disclosure laws when they voted for Proposition 9, the Political Reform Act of 1974. Public access to campaign disclosure information is a vital and integral component of a fully informed electorate. In accordance with the Online Disclosure Act, once all state-mandated development, procurement, and oversight requirements have been met, the Secretary of State must accept reports online or electronically. Advances in technology have made it viable for disclosure statements and reports required by the Political Reform Act to be filed online and placed on the Internet, thereby maximizing availability to the public.

These include disclosure of the following:

- Contributions Received
- Expenditures Made
- Current Cash Statement
- Outstanding Debts
- Cash Equivalents

Campaign Disclosure is made on a form called a "Recipient Committee Campaign Statement" (Form 460). The form must be filed twice or more with pre-election requirements each year the committee is active. Filed forms are public documents that must be made available to anyone them.

2.3 Individuals Subject to Filing

(Source: Form 460 Recipient Committee Campaign Statement)

- Candidate/Officeholder Controlled Committees
- Ballot Measure Committees
- Primarily Formed Candidates/Officeholder Committees
- General Purpose Committees

2.4 Filing Schedules

To view State and Local filing schedules for the current year, please visit the FPPC website [here](#).

2.5 About SouthTech Systems, Inc.

SouthTech Systems is a software development and system integration firm with offices in Riverside, California. We specialize in custom turnkey business government solutions, as well as software development for public agencies and the private sector.

Our company's focus is to equip public agencies with cost-effective and scalable applications that utilize database, digitized documents, workflow and electronic document management technologies. We provide the analysis, design, implementation, training, support and maintenance of enterprise-wide systems. Our solutions automate manual processes and improve staff productivity. As a premier software solution provider, we create, deploy, support, and maintain high-quality client-server and browser-based software solutions.

SouthTech Systems, Inc. offers not only the necessary technical knowledge, but also the in-depth government operational experience to make our software solutions a success. We understand how your business works, and we can blend cost-effective new technology with day-to-day operations to make your jobs easier and to provide you with an efficient workflow.

Our software products are specifically designed to meet the needs of government offices including County Recorders, County Clerks, Clerk of the Board of Supervisors, Election Officials and City Clerks. Each of our systems is designed to be highly configurable and completely turnkey, so that they meet the immediate, individual needs of our clients and their respective agencies.

2.5.1 CampaignDocs™™ and eCampaign™ Development History

In partnership with the county of Ventura, SouthTech Systems developed the first generation of DisclosureDocs™ in 2000, the company's flagship product for managing the business process of the FPPC-mandated Conflict of Interest Code / Form 700. Since 2000, multiple California counties have acquired DisclosureDocs™. SouthTech Systems has since become an expert in the field of developing software solutions that facilitate the submission of Conflict of Interest filings.

In 2006, the County of Orange had a vision that all county Conflict of Interest filers would have the ability to electronically submit Conflict of Interest Form 700. SouthTech Systems, in turn, redeveloped DisclosureDocs™ and created eCampaign™ to support the electronic submission process.

Now, SouthTech Systems has over 80,000 filers and continues to build as the electronic filing becomes more prominent.

2.6 Contact / Support Information

Should you have any questions about our system, please contact your filing officer.

2.7 About the Documentation

The eCampaign™ *Filer's Guide* includes the following documentation:

- Detailed descriptions of eCampaign™ features for Filers
- eCampaign™ basic operation for Filers with step-by-step tutorials

2.8 Useful Links

1. http://www.fppc.ca.gov/Act/2012_Index.pdf
2. <http://fppc.ca.gov/forms/700-12-13/Form700-12-13.pdf>
3. <http://www.fppc.ca.gov/forms/700-12-13/RefPamphlet12-13.pdf>
4. <http://www.fppc.ca.gov>
5. <http://www.sos.ca.gov>

3 Getting Started

3.1 Filer Access to eCampaign™

As a Filer, you will be granted account access to eCampaign™ by your Filing Officer. Once your account has been successfully created, you'll receive an automated email from your Filing Officer. It will be a new account notification which will provide your eCampaign™ username and password.

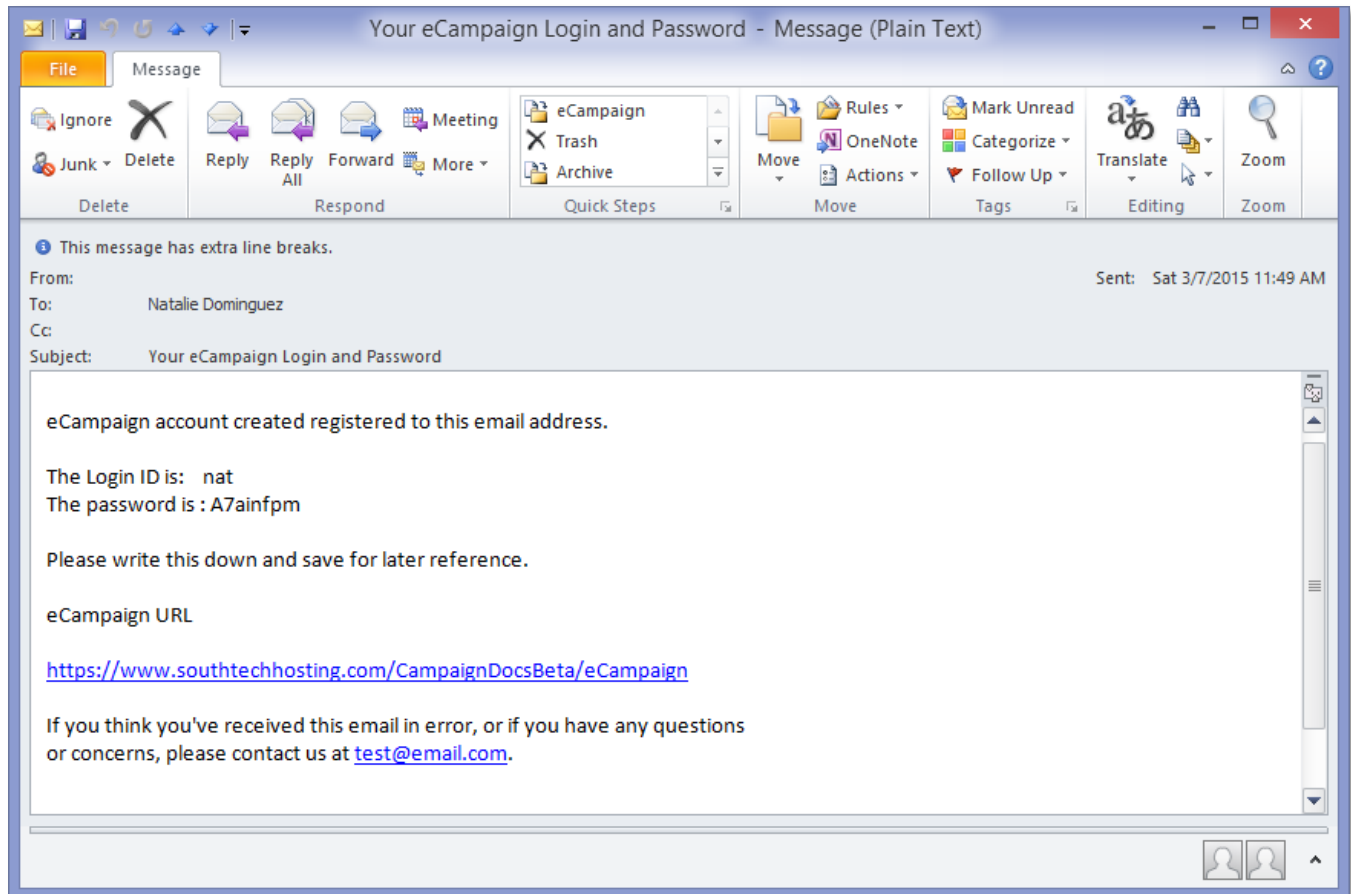


Figure 1: Sample New Account Notification Email

3.2 Logging into eCampaign™

3.2.1 System Link

Once your Filer's account has been activated, first, ensure that you are on an internet-connected computer. Then, click the system link that was included in your new account notification email.

Note: your agency's link will replace the red highlighted link below.

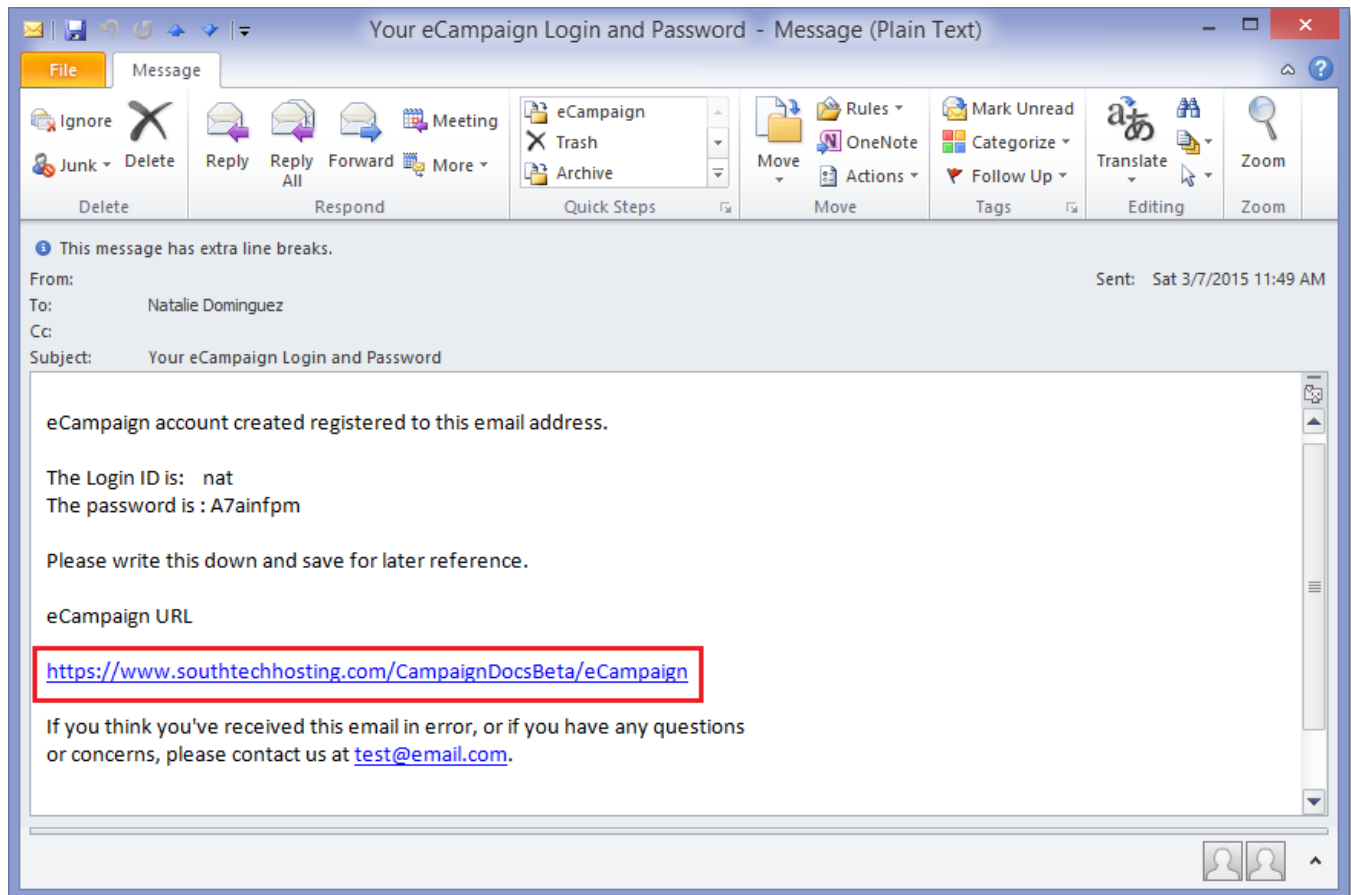


Figure 2: Click Your System Link

3.2.2 eCampaign™ Website

A new web browser window will open and you will be automatically directed to the eCampaign™ Website.

Note: your welcome screen and notifications will vary based on your eCampaign™ administrator.

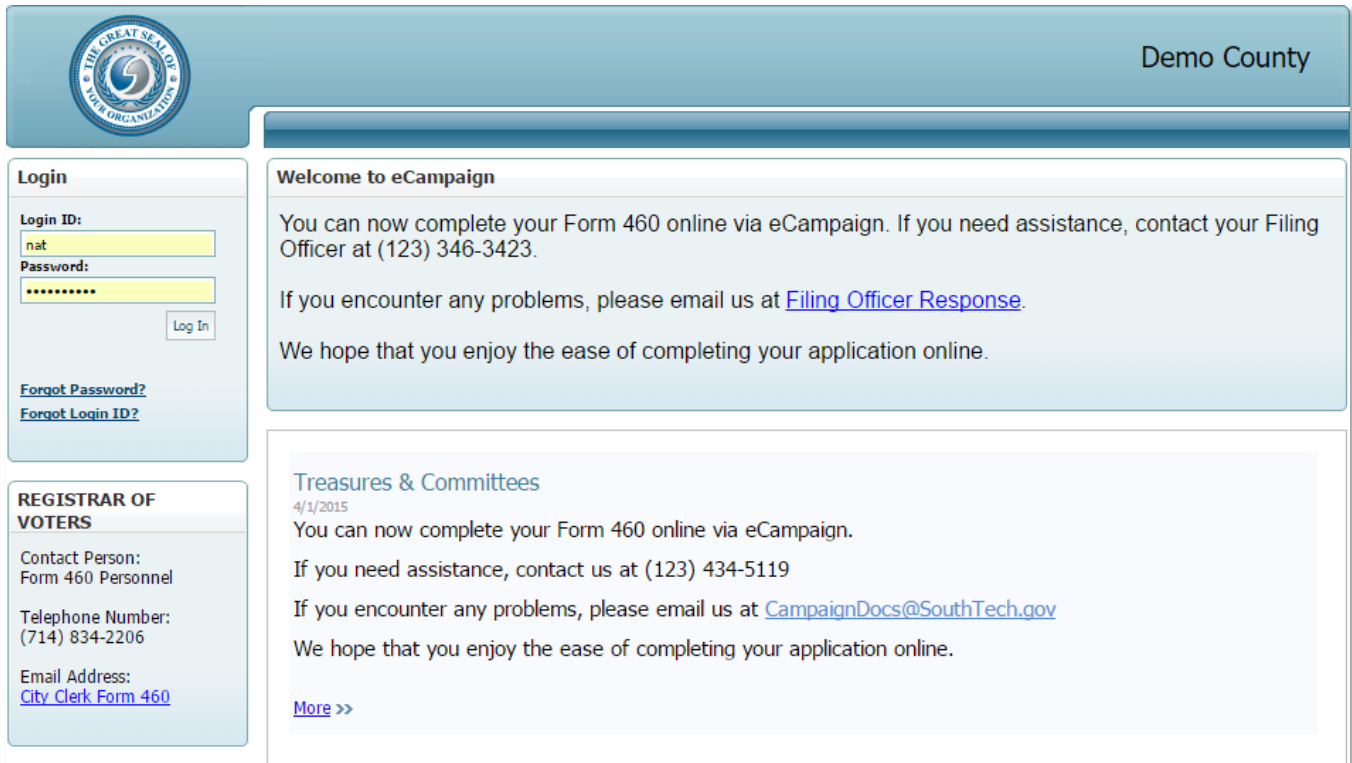



Figure 3: Sample eCampaign™ Website

3.2.3 Login ID & Password

Enter the Login ID and Password that appears in your new account notification email. Depending on your organization, you may also need to input a unique security code that appears on the login page. After you have entered this information, click the  button.

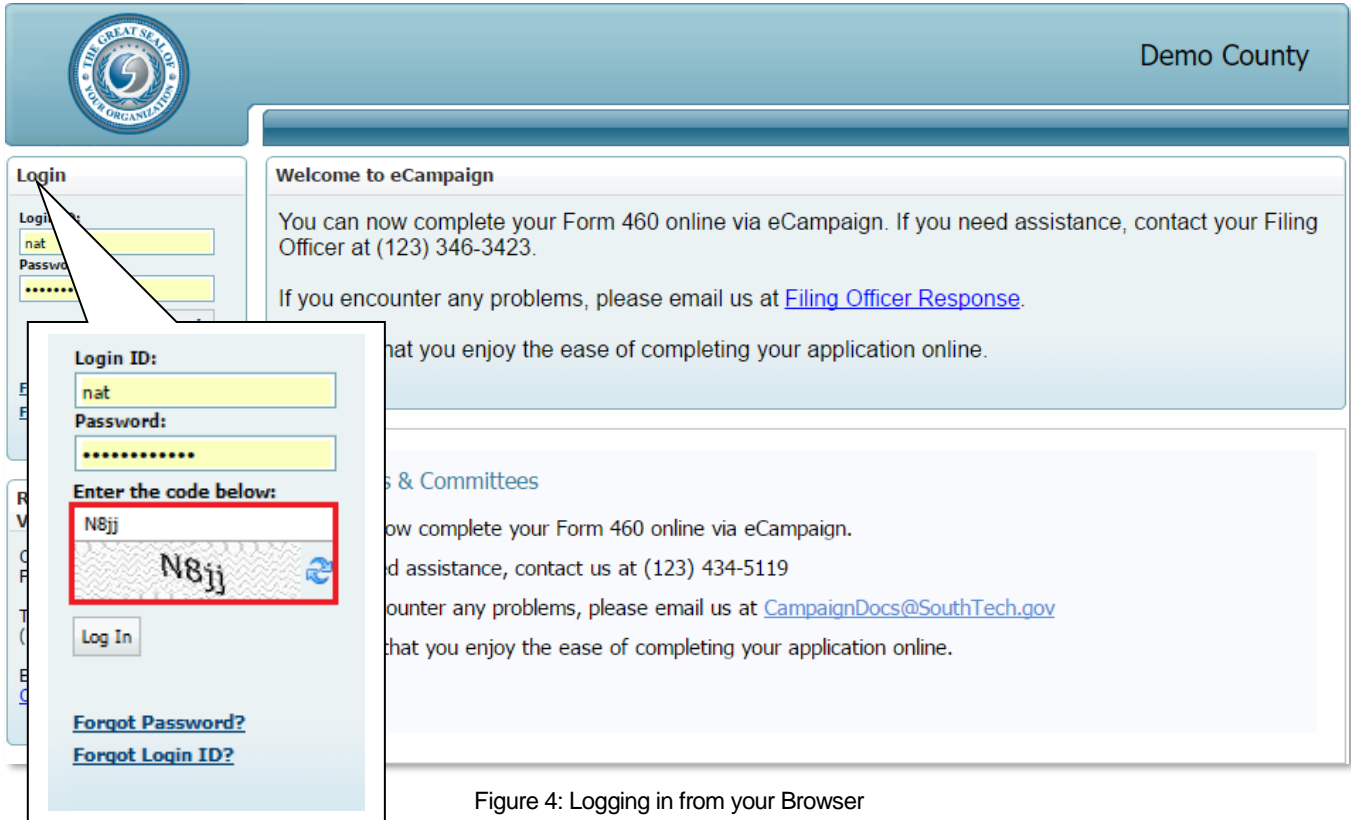


Figure 4: Logging in from your Browser

3.2.3.1 First Login

If this is your first time logging in after your new account has been created, you will need to create a new password. Please follow the security-requirement rules on the password creation page. You will also be asked to select and answer a security question (if password is forgotten).

Please create a new password. Your password must be at least:

- a. 8 characters
- b. Contain an upper and a lower case letter(s)
- c. Contain a digit(s)
- d. Contain a special character: ~ ! @ # \$ % ^ & * () - = _ +

Temporary Password:

New Password:

Confirm New Password:

Select one of the security questions and type an answer to this question.

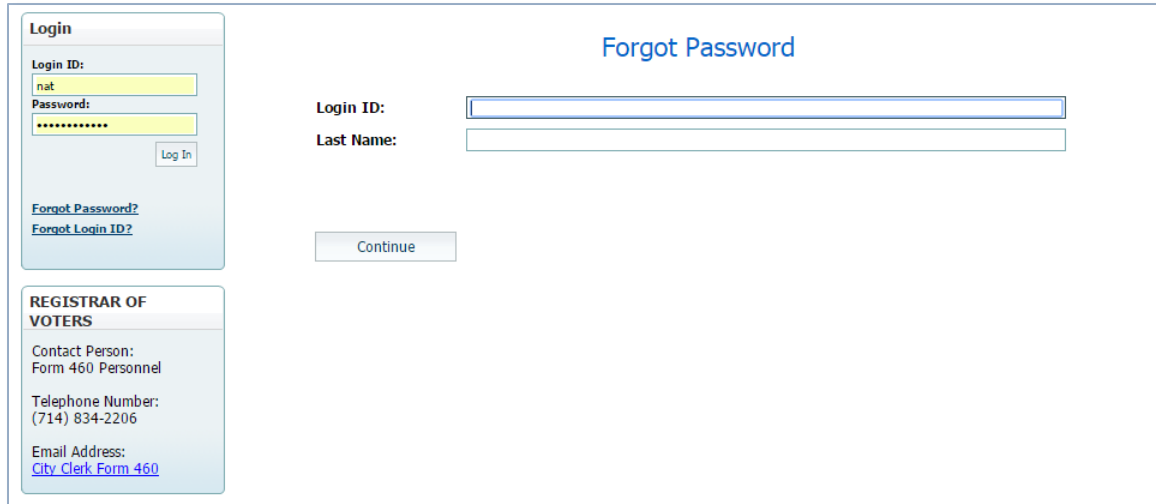
Security Question (Select from list):

Security Answer:

Figure 5: Set Your New Password

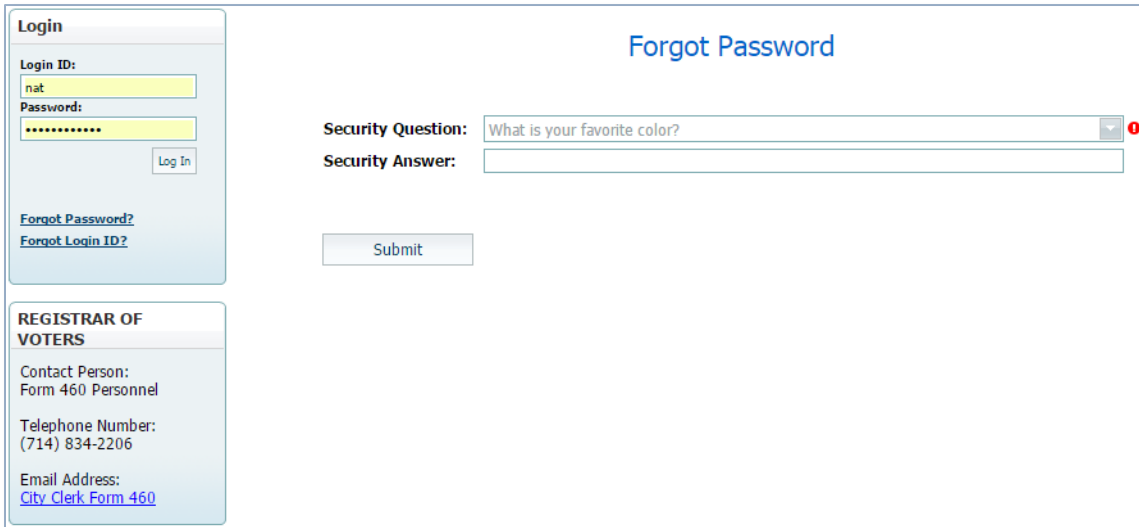
3.2.3.2 Forgot Password/Login ID

If you have forgotten or lost your password, click on the [Forgot Password?](#) button. You will be asked to provide your Login ID, last name, security question and security answer (if you do not know or have not set up your security question and answer, please contact your Filing Officer for assistance). Once you submit your password request, the system will automatically generate, encrypt and send you a new password. Neither SouthTech Systems nor your Filing Officer will see your password.



The screenshot shows a web interface for the 'Forgot Password' process. On the left, there is a 'Login' sidebar with fields for 'Login ID' (containing 'nat') and 'Password' (masked with dots), a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Login ID?'. Below this is a section for the 'REGISTRAR OF VOTERS' with contact information: 'Contact Person: Form 460 Personnel', 'Telephone Number: (714) 834-2206', and 'Email Address: City Clerk Form 460'. The main content area is titled 'Forgot Password' and contains two input fields: 'Login ID:' and 'Last Name:'. A 'Continue' button is positioned below these fields.

Figure 6: Forgot Password Name Prompt



This screenshot shows the next step in the 'Forgot Password' process. The 'Login' sidebar and 'REGISTRAR OF VOTERS' information remain on the left. The main content area is titled 'Forgot Password' and now features a 'Security Question:' dropdown menu with the text 'What is your favorite color?' and a red error icon to its right. Below it is a 'Security Answer:' text input field. A 'Submit' button is located at the bottom of the form.

Figure 7: Forgot Password Security Prompt

If you have forgotten or lost your Login ID, click on the [Forgot Login ID?](#) button. You will be asked to provide your last name, email address, security question and security answer (if you do not know or have not set up your security question and answer, please contact your Filing Officer for assistance). Once you submit your request, the system will email you your Login ID.

The screenshot shows a web interface for recovering a login ID. The main heading is "Forgot Login ID". On the left, there is a "Login" section with input fields for "Login ID:" (containing "nat") and "Password:" (containing "*****"), a "Log In" button, and links for "Forgot Password?" and "Forgot Login ID?". Below this is a "REGISTRAR OF VOTERS" section with contact information: "Contact Person: Form 460 Personnel", "Telephone Number: (714) 834-2206", and "Email Address: City Clerk Form 460". The main area contains a "Last Name:" field, an "E-mail:" field, a CAPTCHA image with the code "4NP8X", and a "Submit" button.

Figure 8: Forgot Login ID Prompt

Should you need assistance during the login process, you may click the Department/Agency Contact list link to view contact information for your organization.

The screenshot shows a contact information box titled "REGISTRAR OF VOTERS". The text inside the box is: "Contact Person: Form 460 Personnel", "Telephone Number: (714) 834-2206", and "Email Address: City Clerk Form 460".

Figure 9: Registrar of Voters

3.3 Navigating eCampaign™

After logging into eCampaign™, you can navigate through the system using the menu options on the left side of the page.

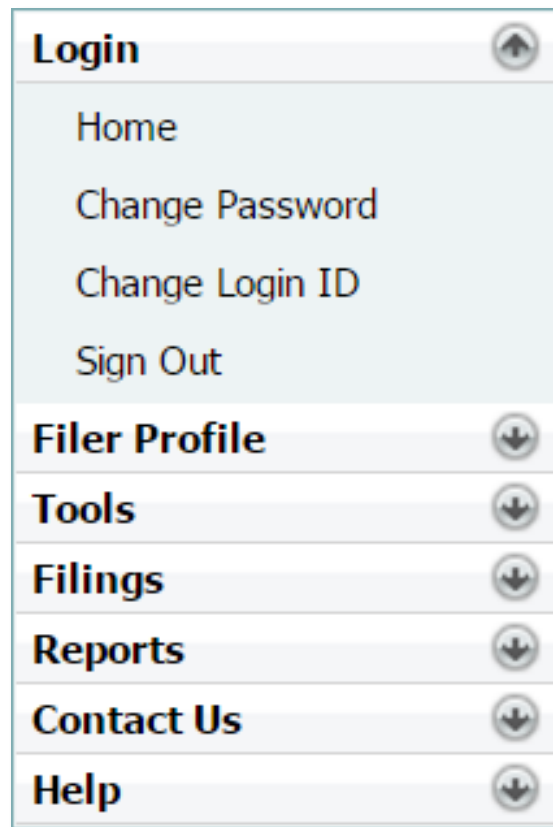


Figure 10: Navigation/Menu Options

Please refer to the next section for detailed information on each navigation menu option.

4 The Login Menu

4.1 Login Menu Options

The Login Menu appears after you have logged into eCampaign™ and contains the following options:

- **Home** – Information/Announcements from your Department or Agency
- **Change Password** – Update your account with a new password
- **Change Login ID** – Update your account with a new login ID / username
- **Sign Out** – Sign Out of your eCampaign™ account

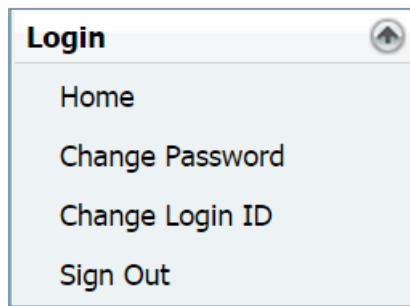


Figure 11: The Login Menu

4.2 Home

This page looks similar to your login page. It contains the same information and announcements from your Department or Agency, however, because you are already logged in, you will not see the Login box on the left side of the page.

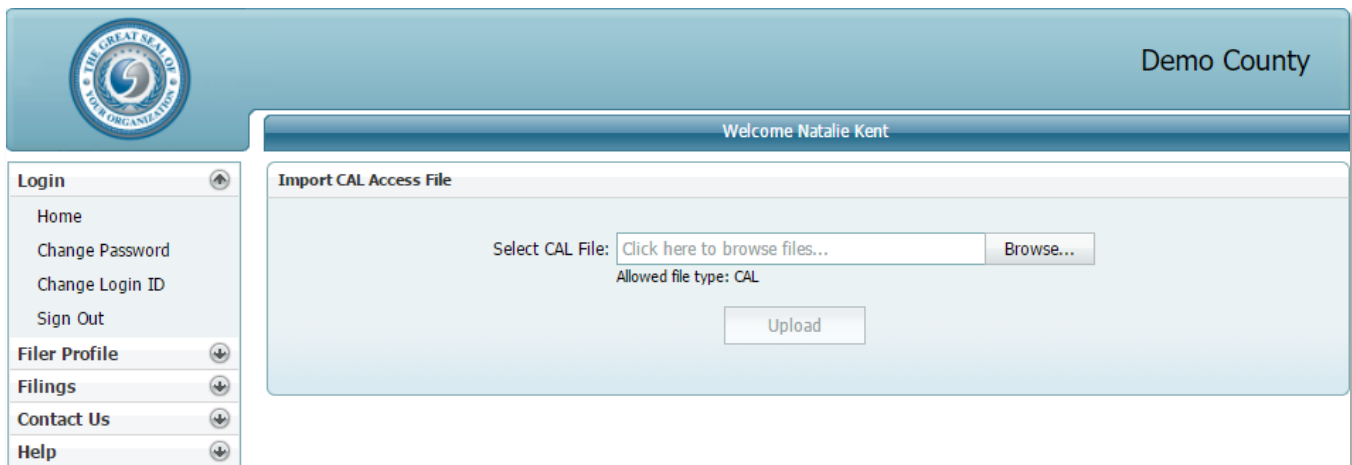


Figure 12: The Home Page

4.3 Change Password

To change your password, input your old password and your new password twice. Your new password must follow the security-rules indicated on the password-reset page.

Your password must be at least:

- a. 6 characters

Old Password:

New Password:

Confirm New Password:

Figure 13: Change Your Password

4.4 Change Login ID

To change your Login ID, input your password and your new Login ID.

Password:

New Login ID:

Figure 14: Change Your Login ID

5 Filer Profile Menu

The *View/Edit Profile* module is where the Filer goes to view or edit committee information or committee personnel information:

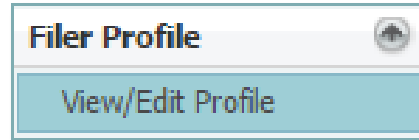


Figure 15: *View/Edit Profile* Menu Item

When first selecting *View/Edit Profile*, the main screen will appear. When information contained in the committee's profile changes, an amendment must be filed within 10 days of the change with the Secretary of State and local filing officer. During the period 16 days before an election, an amendment must be filed within 24 hours.


Note: this information is not editable until the  button has been clicked.

Figure 16: *View/Edit Profile* Main Screen

5.1.1 Navigating the Profiles

To navigate to a different profile screen, use the Profile Navigation Bar. Simply click on the name of the profile that you want to view or edit:

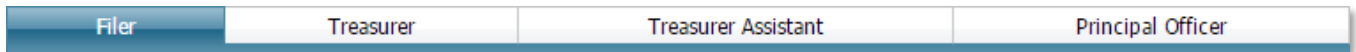


Figure 17: Navigation Bar

If a committee is sponsored, a new tab titled “Sponsored” will be available:

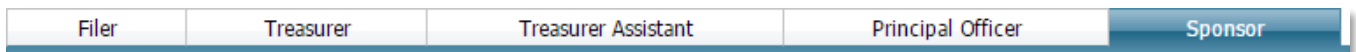


Figure 18: Navigation Bar with Sponsored Tab

5.1.2 Filer Profile

Persons (including an officeholder or candidate), organizations, groups, or other entities that raise contributions from others totaling \$2,000 or more in a calendar year to spend on California elections qualify as a recipient committee. (Source: FPPC Form 410)

This profile contains information concerning:

- Filer/Committee's Type, State ID and Date Qualified (See next section for *Committee Naming Requirements*)
- Street and Mailing Address
- County and Jurisdiction

View/Edit Profile

Filer	Treasurer	Treasurer Assistant	Principal Officer
Filer Name <input type="text" value="Sample CAL Committee 2016"/>		Committee Type - General Purpose Committee	
State ID <input type="text"/>			
Date Qualified as Committee <input type="text"/>		<input type="checkbox"/> LAFCO Committee	
Street Address (No P.O. Box)			
Address 1 <input type="text" value="1234 Main Street"/>			
Address 2 <input type="text"/>			
City <input type="text" value="Metropolis"/>	State <input type="text" value="CA"/>	Zip <input type="text" value="12345-____"/>	
Phone Number <input type="text" value="() - ext:"/>	E-mail <input type="text" value="cal@sample.com"/>	Fax <input type="text" value="() -"/>	
Mailing Address (if Different)			
Address 1 <input type="text" value="1234 Main Street"/>			
Address 2 <input type="text"/>			
City <input type="text" value="Metropolis"/>	State <input type="text" value="CA"/>	Zip <input type="text" value="12345-____"/>	
Phone Number <input type="text" value="() - ext:"/>			
County of Domicile <input type="text"/>		Jurisdiction Where Committee is Active <input type="text"/>	
<input type="button" value="Edit"/>			

Figure 19: Filer Profile Screen

To edit this profile, click the button.

To save this profile, click the button.

To cancel and go back to the view-only screen, click the button.

5.1.2.1 Committee Name Requirements

(Source: FPPC Form 410)

Candidate Controlled Committees (including ballot measure committees): Any committee that is controlled by a state or local candidate or officeholder must include the last name of the candidate in the name of the committee. In addition, the following rules also apply:

- An **election committee** controlled by one or more state or local candidates must also include the office the candidate(s) is seeking and the year of the election (e.g., Friends of Smith for Assembly 20XX, Jones for Council 20XX).
- An **officeholder committee** set up by a state officeholder must also include the office held, the year the officeholder was elected to the current term of office, and the words "Officeholder Account," as part of the committee name (e.g., Nguyen Assembly 20XX Officeholder Account).
- A **legal defense fund** set up by a state or local candidate or officeholder must also include the words "Legal Defense Fund" as part of the committee name (e.g., Senator Smith Legal Defense Fund).
- A **ballot measure committee** controlled by one or more state candidates must also state that it is a ballot measure committee (e.g., Senator Lee's Ballot Measure Committee). See additional requirements for primarily formed committees.

Sponsored Committees: A sponsored committee (including most political action committees) must include the full name of its sponsor in the committee's name. If the committee has more than one sponsor and the sponsors are members of an industry or other identifiable group, include a term identifying that industry or group.

Primarily Formed Committees

Ballot Measures: The name of each committee primarily formed to support or oppose a ballot measure must include:

- A statement identifying the ballot measure(s) number or letter and whether it supports or opposes the measure(s) (e.g., Committee For Proposition/Measure __ or Committee Against Proposition/Measure __).
- The name must include the economic or other special interests of its major donors of \$50,000 or more, in descending order based on the amount contributed to the committee. The list of these economic or special interests may not be interspersed with constituencies such as "concerned citizens, or consumers."
- Prior to the designation of the ballot measure number, a primarily formed ballot measure committee controlled by a state candidate must also state that it is a ballot measure committee (e.g., Senator Gomez's Ballot Measure Committee).

Recalls: Each committee established for a recall election must include the name of the officeholder subject to the recall. If the committee is not controlled by the officeholder, the committee must state its support or opposition (e.g., Committee Opposing the Recall of Council Member Doe).

Supporting or Opposing a Candidate: The name of each committee primarily formed to support or oppose a state or local candidate(s) being voted on in a single election, other than a recall election, must include the name of each candidate, the office sought, the year of the election and must state whether the committee supports or opposes the candidate(s) (e.g., Committee to Support Doe for Senate 20XX).

5.1.3 Treasurer Profile

The committee may have only one treasurer and one assistant treasurer. A candidate may be his or her own treasurer or assistant treasurer. A committee may not accept a contribution or make an expenditure without a treasurer. (Source: FPPC Form 410)

This profile contains information concerning:

- Treasurer's Full Name
- Treasurer's Address & Contact Information

To gain editing access to this profile, click the button and the screen will show as follows:

View/Edit Profile

Filer **Treasurer** Treasurer Assistant Principal Officer

Treasurer Info

Prefix

First Name

Last Name

Middle Name

Suffix

Treasurer Address

Address 1

Address 2

City State Zip

Phone Number

E-mail Fax

Figure 20: Treasurer Profile Screen

To edit this profile, click the button.

To save this profile, click the button.

To cancel and go back to the view-only screen, click the button.

5.1.4 Assistant Treasurer Profile

The committee may have only one treasurer and one assistant treasurer. A candidate may be his or her own treasurer or assistant treasurer. A committee may not accept a contribution or make an expenditure without a treasurer. (Source: FPPC Form 410)

This profile contains information concerning:

- Assistant Treasurer's Full Name
- Assistant Treasurer's Address & Contact Information

To gain editing access to this profile, click the button and the screen will show as follows:

The screenshot shows a web interface titled "View/Edit Profile". At the top, there are four tabs: "Filer", "Treasurer", "Treasurer Assistant" (which is selected and highlighted), and "Principal Officer". Below the tabs is a form with two main sections:

- Treasurer Assistant Info:** This section contains five input fields: "Prefix", "First Name", "Last Name", "Middle Name", and "Suffix".
- Assistant Address:** This section contains several input fields: "Address 1", "Address 2", "City", "State" (a dropdown menu currently showing "CA"), "Zip", "Phone Number" (with a format of () - ext:), "E-mail", and "Fax" (with a format of () -).

At the bottom left of the form, there is an "Edit" button.

Figure 21: Assistant Treasurer Profile Screen

To edit this profile, click the button.

To save this profile, click the button.

To cancel and go back to the view-only screen, click the button.

5.1.5 Principal Officer Profile

A committee that is not controlled by a candidate or officeholder must disclose the name, street address, and telephone number of the committee's principal officer(s). The principal officer(s) of a committee are the individual(s) primarily responsible for approving the political activity of the committee, including authorizing the content of committee communications, authorizing the committee's contributions and other expenditures, and determining the committee's campaign strategy. If no individual other than the committee treasurer qualifies as a principal officer, identify that individual as both the treasurer and the principal officer. An attachment may be necessary. (Source: Form 410)

This profile contains information concerning:

- Principal Officer's Full Name
- Principal Officer's Address & Contact Information

To gain editing access to this profile, click the button and the screen will show as follows:

Figure 22: Principal Officer Profile Screen

To edit this profile, click the button.

To save this profile, click the button.

To cancel and go back to the view-only screen, click the button.

5.1.6 Sponsor Profile

A sponsored committee is one that has a sponsor—a business entity, organization, union, or other entity—that meets certain criteria. Sponsored ballot measure committees and general purpose committees must include the name of the sponsor in the name of the committee.. (Source: Form 410)

This profile contains information concerning:

- Sponsor's Full Name
- Sponsor's Address & Contact Information
- Sponsor's Industry or Group Affiliation

To gain editing access to this profile, click the button and the screen will show as follows:

View/Edit Profile

Filer Treasurer Treasurer Assistant Principal Officer **Sponsor**

Sponsor

Prefix

First Name

Last Name

Suffix

Address

Address 1

Address 2

City State Zip

Phone Number () - ext: E-mail Fax () -

Industry Group or Affiliation

Figure 23: Sponsor Profile Screen

To edit this profile, click the button.

To save this profile, click the button.

To cancel and go back to the view-only screen, click the button.

6 Filings Menu

The CAL Access **Filings** Menu provides the User with the ability to upload information that their Treasurers provided them from 3rd party software. This uploaded information will allow you to successfully file your statements electronically via SouthTech Systems.



Figure 24: Filings Menu

When first selecting the *Start Filing* menu item, the main screen will appear.

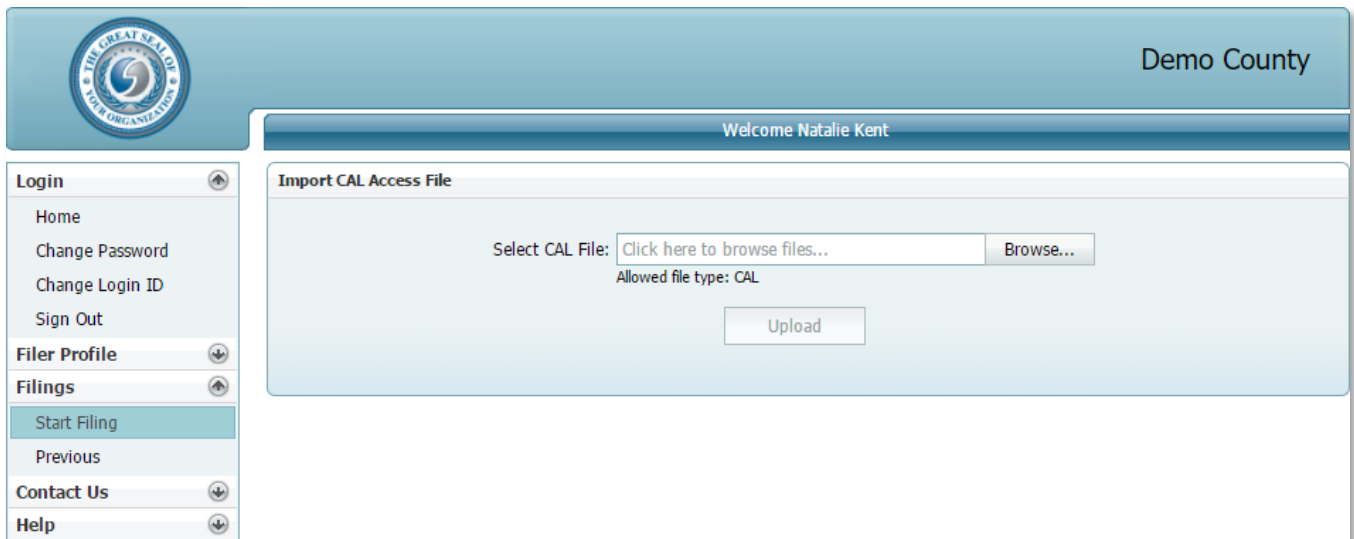


Figure 25: Start Filing Main Screen

6.1 Start Filing/Uploading a Form

To upload a Form CAL Access file, click **Browse...** and your computer's file browser will open.

Select the CAL file you wish to upload and click **Open**.

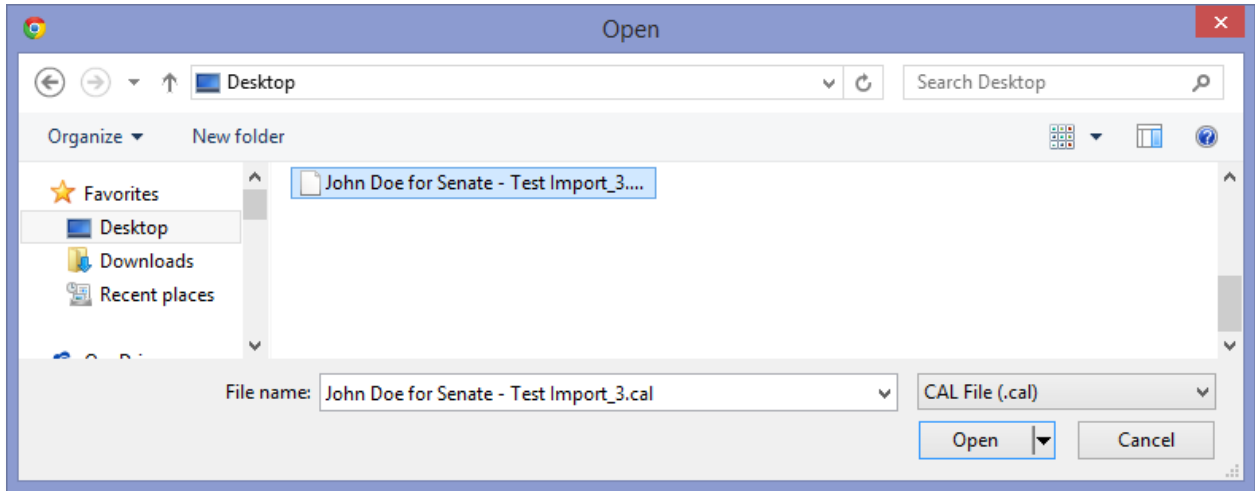


Figure 26: File Browser

To remove this file, click the **X** at the end of the line.

To continue the upload process, click the **Upload** button.

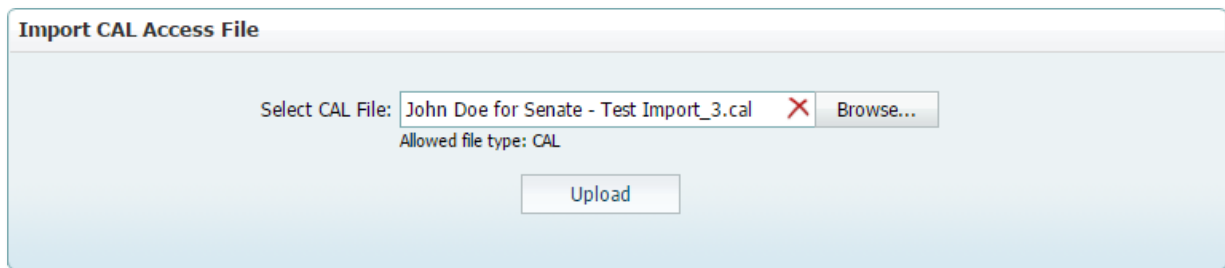


Figure 27: Sample File Upload

Before uploading, you will be prompted:

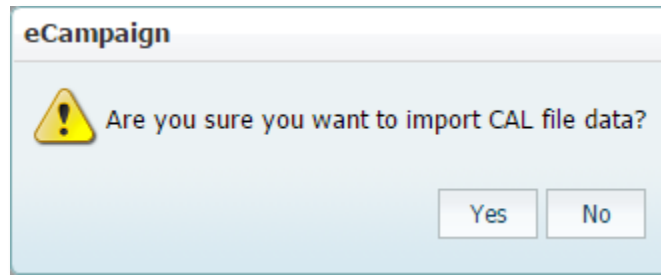


Figure 28: File Import Prompt

To continue uploading, click .

To cancel upload process and go back, click .

During the upload, a progress bar will appear:

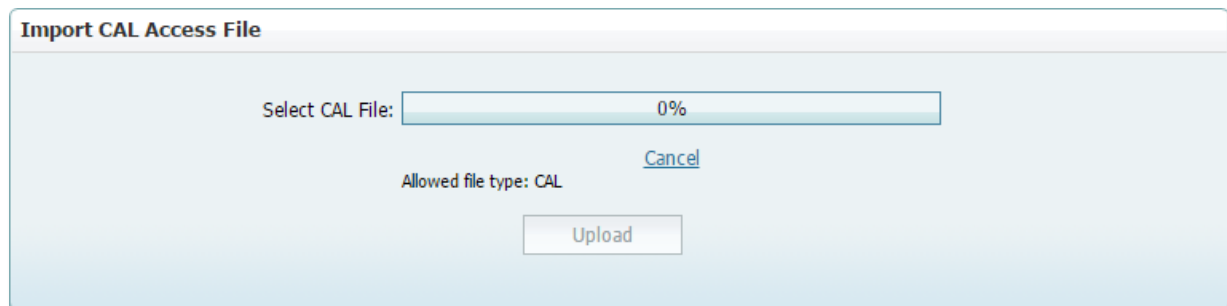


Figure 29: Progress Bar

When the file has been successfully uploaded, you will receive this prompt:

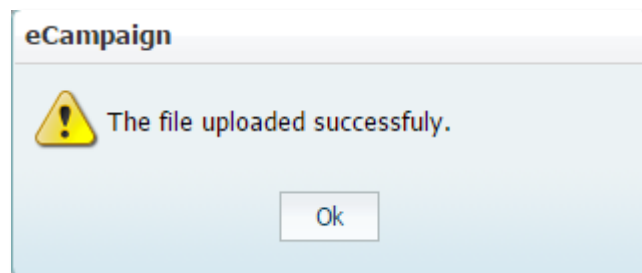


Figure 30: Upload Successful Prompt

6.1.1 Additional Screen - Conflicting Information

If the CAL file you've uploaded contains conflicting information, you will receive a warning screen. The system uploads the information *exactly* how it appears in the CAL file.

In this instance, the Assistant, Candidate, Filer, and Treasurer conflict with my current Filing settings because I have used a test CAL file that is for John Doe, rather than Natalie Dominguez for Sheriff 2014.

The prompt will give you two options:

1. Overwrite filer information and continue import (if this is selected, the conflicting information that is already in the system will be replaced with the information from the CAL file).
2. Press the button and do not continue uploading the CAL file.

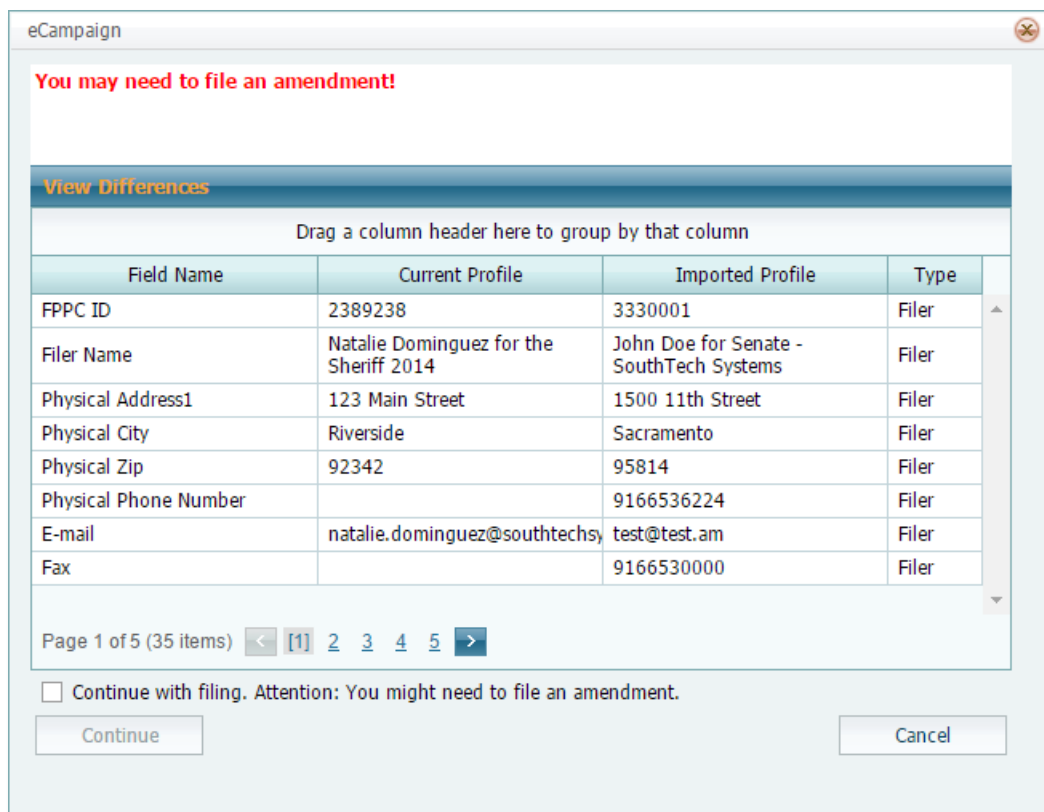


Figure 31: Conflicting Information Screen

Select **Continue with filing. Attention: You might need to file an amendment.** and click to finish importing the CAL file.

6.1.2 Additional Screen - Statements & Dates

The *Type of Statement* line, *Start & End Date* lines, as well as the *Election Date* line will be pre-selected and fixed.

If the information from the CAL file does not match the Filing Officer's records, the Filer will be prompted to select a statement period from the Filing Officer's records to link the CAL file to.

Note: if the Filer has custom filing periods in CampaignDocs, the linked filing periods in eCampaign will reflect those custom filing periods for that Filer.

For instance, if the last form this Filer filed was on 10/22/16, the "Filing Period Covered" that the Filer will link their filing to when uploading a CAL file will reflect the custom filing period beginning a day after their last filing (10/23/16), rather than the default filing periods.

The screenshot shows a web interface titled "Recipient Committee Campaign Statement, Form 460". It is divided into two main sections: "Cal File Information" and "Linked to the Filing Officer's Record".

Cal File Information:

- Type of Statement: Pre-Election
- Start Date: 1/1/2014
- End Date: 3/15/2014
- Election Date: 6/3/2014

Linked to the Filing Officer's Record:

No Exact Match Found


There was no exact match found in the Filing Officer's Database. Please check your Filing Information (Statement Type, Period Covered, etc.) for accuracy. If you feel that the information above is correct, you can select one of the record below to link your filing to. Please keep in mind that you might need to file an amendment.

Filer Filings:

#	Period	Filing Period Covered	Due Date	Election Date
<input type="radio"/>	2nd Primary Pre-Election	3/18/2014 - 5/19/2014	05/22/2014	06/03/2014
<input type="radio"/>	1st Primary Pre-Election	1/1/2014 - 3/17/2014	03/24/2014	06/03/2014

Buttons: "Select and Continue", "Cancel"

Figure 32: Link Statement Period Screen

Once a statement period has been selected, click the  button to continue with the import.

6.2 Digital Signatures, Verification, and Signature Routing

SouthTech Systems has created a form of Signature Verification that allows Candidates/Treasurers/etc. to login to the eCampaign™ application with a unique Login ID created by your Filing Officer and electronically sign and submit your Form.

Note: some Agencies may still require a paper filing with a wet signature. If you are unsure, please contact your filing officer.

The **Digital Signature and Verification** section of this Filer's Guide is created using the Form 460 as an example because it is the most commonly used Form among our Filers. To see a list of ALL Forms and how to file them, please see the [Available Forms and e-Filing Requirements](#) section of the Manual.

6.2.1 Signing a Form 460 or 450

These Forms require two digital signatures from either the **Treasurer** or **Treasurer Assistant**, and either the **Officeholder**, **Candidate** or **Principal Officer**.

Recipient Committee Campaign Statement, Form 460

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Filing Information</div> <p>Type of Statement: <input type="text" value="Semi-annual"/></p> <p>Start Date: <input type="text" value="4/24/2016"/></p> <p>End Date: <input type="text" value="6/30/2016"/></p> <p>Election Date: <input type="text"/></p>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Cash Equivalents</div> <p>Amount: <input type="text" value="0.00"/></p> <p><i>The amount displayed reflects the amount you've entered as Loans Made. If you have other investments or real property that should be added to this amount, please adjust the amount shown to include them.</i></p>
---	---

By signing this document, I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I have used all reasonable diligence in preparing this statement.

Signers

Treasurer or Assistant Treasurer

Name: Date:

Officeholder, Candidate or Principal Officer

Name: Date:

Also Sign as Treasurer / Tr. Assistant

Figure 33: Additional Filings Drop-Down Menu

6.2.1.1 Filing Information

The “Filing Information” box contains pre-determined information such as:

The screenshot shows a window titled "Filing Information" with four dropdown menus:

- Type of Statement: Semi-annual
- Start Date: 4/24/2016
- End Date: 6/30/2016
- Election Date: (empty)

Figure 34: Filing Information Section

- **Type of Statement:** this refers to the statement type (e.g. Pre-Election, Semi-Annual, and
- **State Date:** the start date of the Form’s “Period Covered”
- **End Date:** the end dates of the Form’s “Period Covered”
- **Election Date:** the date of the election the filing is linked to

6.2.1.2 Cash Equivalents

The *Cash Equivalents* section ONLY appears in the Signature Verification for the **Form 460**, and reflects the cumulative amounts you’ve entered as loans made, investments, or real property. The amount will populate automatically, but it is editable.

The screenshot shows a window titled "Cash Equivalents" with an "Amount:" field containing "0.00". Below the field is a note: "The amount displayed reflects the amount you've entered as Loans Made. If you have other investments or real property that should be added to this amount, please adjust the amount shown to include them."

Figure 35: Cash Equivalents Section

6.2.1.3 Signers

The Default Settings for *Electronic Signature Routing* allows only the filer currently logged in to sign the statement.

The *Signers* and *Dates* lines are fixed to the current filer signing and current date of the statement being filed.

Recipient Committee Campaign Statement, Form 460

<div style="background-color: #f2f2f2; padding: 2px; font-weight: bold;">Filing Information</div> <p>Type of Statement: <input type="text" value="Semi-annual"/></p> <p>Start Date: <input type="text" value="4/24/2016"/></p> <p>End Date: <input type="text" value="6/30/2016"/></p> <p>Election Date: <input type="text"/></p>	<div style="background-color: #f2f2f2; padding: 2px; font-weight: bold;">Cash Equivalents</div> <p>Amount: <input type="text" value="0.00"/></p> <p><i>The amount displayed reflects the amount you've entered as Loans Made. If you have other investments or real property that should be added to this amount, please adjust the amount shown to include them.</i></p>
---	---

By signing this document, I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I have used all reasonable diligence in preparing this statement.

Signers

Treasurer or Assistant Treasurer

Name: Date:

Officeholder, Candidate or Principal Officer

Name: Date:

Also Sign as Treasurer / Tr. Assistant

Figure 36: ESR Default Settings for Digital Signatures

For example:

- If the Candidate logs in with his/her eCampaign™ login ID/password and starts filing a statement, their full name (editable in the Filer Profile) and “today’s date” will appear in the *Officeholder, Candidate, or Principal Officer* line. (See photo example below)

Signers

Treasurer or Assistant Treasurer
 Name: x Date:

Officeholder, Candidate or Principal Officer
 Name: x Date:

Figure 37: Example of Candidate's Signature

- If the Treasurer logs in with his/her eCampaign™ login ID/password and starts filing a statement, their full name (editable in the Filer Profile) and “today’s date” will appear in the *Treasurer or Assistant Treasurer* line.

Signers

Treasurer or Assistant Treasurer
 Name: x Date:

Officeholder, Candidate or Principal Officer
 Name: x Date:

Figure 38: Example of Treasurer's Signature

6.2.1.3.1 Sign as Candidate/Officeholder AND Treasurer/Assistant Treasurer

If the Filer is registered in CampaignDocs™ as both the Candidate/Officeholder and the Treasurer/Assistant Treasurer, the Filer will not have to log out and back in under a separate Login ID. Instead, a checkbox will appear below the signature lines.

Recipient Committee Campaign Statement, Form 460

Filing Information

Type of Statement: Pre-Election
 Start Date: 4/24/2016
 End Date: 5/21/2016
 Election Date: 6/7/2016

Cash Equivalents

Amount: 0.00
The amount displayed reflects the amount you've entered as Loans Made. If you have other investments or real property that should be added to this amount, please adjust the amount shown to include them.

By signing this document, I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I have used all reasonable diligence in preparing this statement.

Signers

Treasurer or Assistant Treasurer
 Name: [] Date: []

Officeholder, Candidate or Principal Officer
 Name: Natalie Kent Date: 3/14/2017

Also Sign as Treasurer / Tr. Assistant

Continue Cancel

Figure 39: "Also Sign As" Checkbox

When the Checkbox is selected, the Filer's signature will be duplicated in the other available signature line.

Signers

Treasurer or Assistant Treasurer
 Name: Natalie Kent Date: 3/14/2017

Officeholder, Candidate or Principal Officer
 Name: Natalie Kent Date: 3/14/2017

Also Sign as Treasurer / Tr. Assistant

Figure 40: Multiple Signatures

Note: this option will ONLY be available when the Candidate/Officeholder and Treasurer/Assistant Treasurer are registered under the same name in CampaignDocs™.

6.2.1.3.2 "Allow to Set Sign Date" Enabled

When this option is enabled by your Filing Officer, the *Date* line for only the current filer's signature will become available to change.

The screenshot shows a 'Signers' form with two sections. The first section is 'Treasurer or Assistant Treasurer' with empty 'Name' and 'Date' fields. The second section is 'Officeholder, Candidate or Principal Officer' with 'Name' set to 'Natalie Dominguez' and 'Date' set to '11/30/2015'. The 'Date' field in the second section is highlighted with a red border.

Figure 41: "Allow to Set Sign Date" Option Enabled

6.2.1.3.3 "Allow to Choose Candidate" Enabled

When this option is enabled by your Filing Officer, the *Name* line for only the *Officeholder, Candidate or Principal Officer* will become available to change.

If the filer logged in is the Treasurer or Assistant Treasurer, this option will not be available to the filer, even if the option is enabled in CampaignDocs™.

The screenshot shows the same 'Signers' form as Figure 41. In this version, the 'Name' field for the 'Officeholder, Candidate or Principal Officer' role, which contains 'Natalie Dominguez', is highlighted with a red border. The 'Date' field next to it is '11/30/2015'.

Figure 42: "Allow to Choose Candidate" Option Enabled

6.3 Pending Mode

The *Pending* module only appears when *Signature Routing* is turned on and an additional signature is required.



Figure 43: Pending Sub-Menu

When first selecting the *Pending* module, the main screen will appear. There will always be a filing present whenever the *Pending* module is present. If there is no filing in *Pending* mode, the module will be hidden.

For the purpose of this Filer's Guide, we will be using a Filer example "Sample Committee 2016," who will file two pre-elections and two semi-annual statements per year.

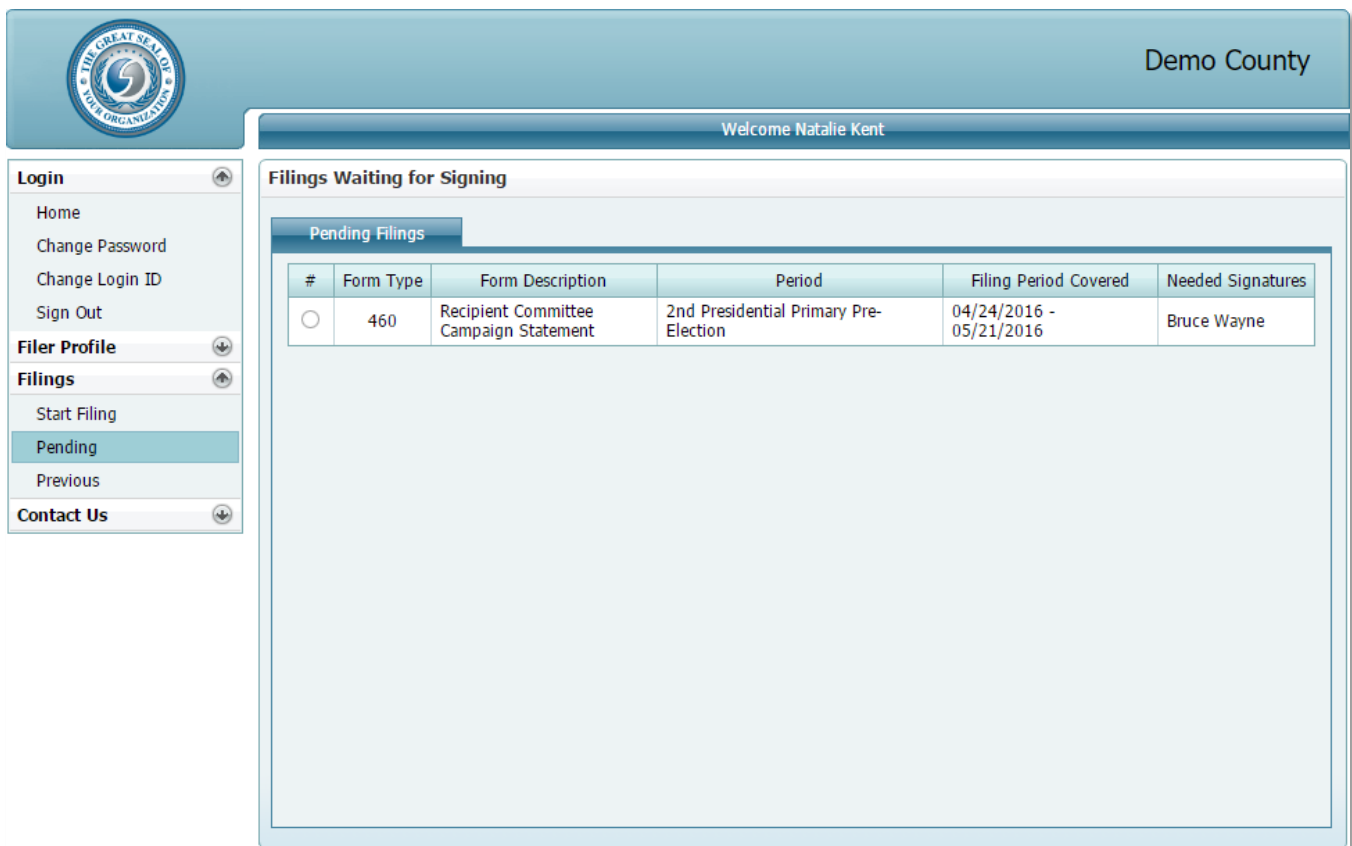


Figure 44: Pending Main Screen

NOTE: NOT ALL OF THESE OPTIONS MAY BE AVAILABLE TO YOU, DEPENDING ON YOUR FILING OFFICER'S PREFERENCES.

6.3.1 Signature Options

When a filing has gone into *Pending* mode, the system will send an email to the other available parties for which a signature is needed, and the current filer will be redirected to the *Pending* module.

From here, the current filer will have the options to:

- **Edit Signature Data** (may not be available for every filer): This option allows the filer to change their signature data (signer or date).
- **Cancel Signature** (may not be available to every filer): This option allows the filer to cancel their own signature, and subsequently (if this is the only signature), the entire filing.
- **Cancel Entire Filing** (may not be available to every filer): Cancel the filing and send the filing back to the *Start Filing* module.

Filings Waiting for Signing

Pending Filings

#	Form Type	Form Description	Period	Filing Period Covered	Needed Signatures
<input checked="" type="radio"/>	460	Recipient Committee Campaign Statement	2nd Primary Pre-Election	01/01/2014 - 03/15/2014	Tony Stark or Bruce Banner

Edit Signature Data

Cancel Signature

Cancel Entire Filing

Figure 45: Pending Main Screen

6.3.1.1 Edit Signature Data

If the “Allow to Choose Candidate” and/or “Allow to Change Date” option(s) are enabled, when a *Candidate, Officeholder, or Principal Officer* has logged in, the filer can choose to *Edit Signature Data*.

When the button is selected, this pop-up module will open where one may edit the signature data according to which options are available:

Figure 46: Edit Signature Date Pop-Up

6.3.1.2 Cancel Signature

To cancel your own signature, select and this verification will pop-up:

Figure 47: Cancel Signature Warning

Select to remove your signature and you will be redirected to the **Start Filing** module.

Select to cancel and go back to the previous screen.

6.3.1.3 Cancel Entire Filing

To cancel the entire filing, select and this warning will pop-up:

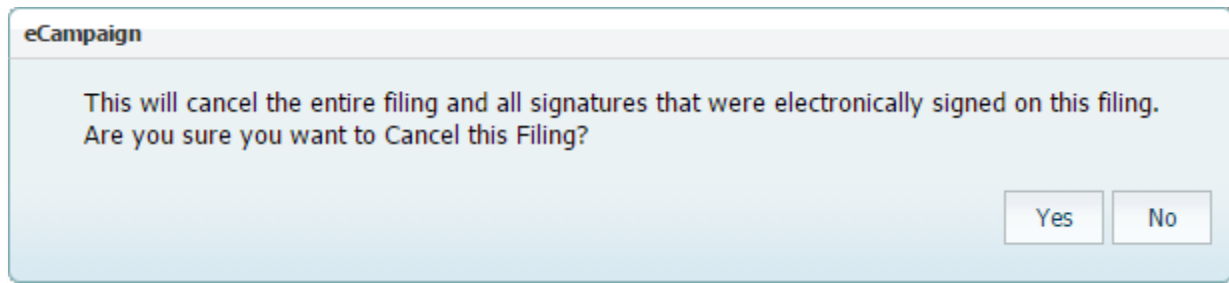


Figure 48: Cancel Entire Filing

Select to cancel the entire filing.

Select to cancel and go back to the previous screen.

6.3.2 Adding the 2nd Required Signature

When a filing has gone into *Pending* mode, the system will send an email to the other available parties for which a signature is needed. The other parties must have a valid eCampaign™ login ID for an email to be sent. Once the other party has a valid eCampaign™ login ID, they will be immediately directed to the *Pending* module.

To begin, select the statement in *Pending* mode and buttons will appear. You will have the options to:

- **Continue Filing:** Continue to add the signature and file the statement.
- **Cancel Entire Filing** (may not be available to every filer): Cancel the filing and send the filing back to the *Start Filing* module.

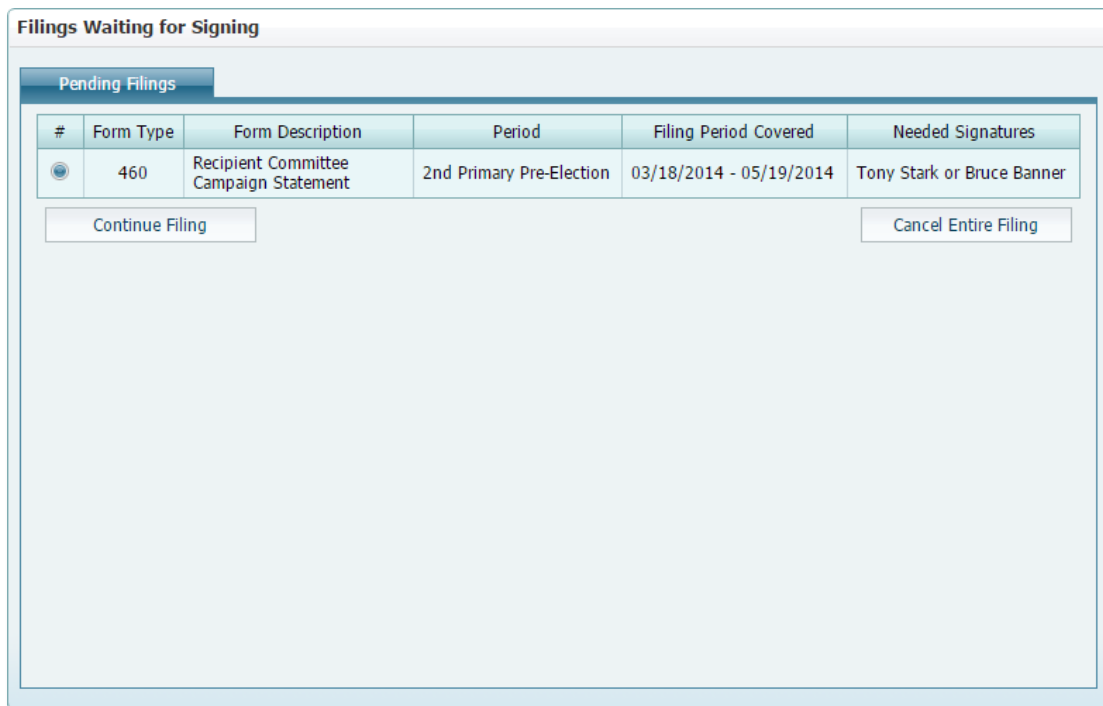


Figure 49: Pending Options

To add your signature and continue with the filing, select .

When this option is selected, the Digital Signatures module will pop-up. The *Filing Information*, *Cash Equivalents*, *Signature* and *Date* lines will all be fixed.

Figure 50: Add Signature

Select to continue with the filing.

Select to cancel the filing process and go back to the *Pending* screen.

To continue the step-by-step process, please continue to the [Finalizing Your Form](#) section.

6.4 Finalizing Your Form





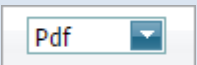

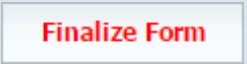
When the form type has been selected, digital signatures signed, and the form has been rendered, the form should be generated in a pop-up Module, like so:

Figure 51: Sample Form 460 Rendering

6.4.1.1 Preview Navigation

Figure 52: Statement Rendering Navigation Pane

Icon	Action
	Toggle between maximized view and restore down.
	Display the Search Window
	Print
	Print Current Page

	Skip to First/Last Page
	Previous/Next Page
	Navigation by Page Number
	Save
	Save Document Type
	Exit
	Finalize Form/File Statement

6.4.1.2 Preview Mode

The rendered Statement will appear in a pop-up module that you can zoom in and out of, viewing the entire statement:

Recipient Committee Campaign Statement
Finalize Form

Page 1 of 3

PDF

COVER PAGE

CALIFORNIA FORM 460

Page 1 of 3

For Official Use Only

Recipient Committee Campaign Statement Cover Page

(Government Code Sections 84200-84216.5)

Type or print in ink.

<p style="font-size: x-small;">Statement covers period</p> <p>from 01/01/2014</p> <p>through 03/17/2014</p>	<p style="font-size: x-small;">Date of election if applicable: (Month, Day, Year)</p> <p>06/03/2014</p>
---	---

SEE INSTRUCTIONS ON REVERSE

<p>1. Type of Recipient Committee: All Committees – Complete Parts 1, 2, 3, and 4.</p> <p><input checked="" type="checkbox"/> Officeholder, Candidate Controlled Committee <input type="checkbox"/> State Candidate Election Committee <input type="checkbox"/> Recall <small>(Also Complete Part 3)</small></p> <p><input type="checkbox"/> General Purpose Committee <input type="checkbox"/> Sponsored <input type="checkbox"/> Small Contributor Committee <input type="checkbox"/> Political Party/Central Committee</p>	<p><input type="checkbox"/> Primarily Formed Ballot Measure Committee <input type="checkbox"/> Controlled <input type="checkbox"/> Sponsored <small>(Also Complete Part 4)</small></p> <p><input type="checkbox"/> Primarily Formed Candidate/Officeholder Committee <small>(Also Complete Part 1)</small></p>
--	--

<p>2. Type of Statement:</p> <p><input checked="" type="checkbox"/> Preelection Statement <input type="checkbox"/> Semi-annual Statement <input type="checkbox"/> Termination Statement <small>(Also file a Form 410 Termination)</small> <input type="checkbox"/> Amendment (Explain below)</p>	<p><input type="checkbox"/> Quarterly Statement <input type="checkbox"/> Special Odd-Year Report <input type="checkbox"/> Supplemental Preelection Statement - Attach Form 495</p>
---	--

<p>3. Committee Information</p> <p style="font-size: x-small;">COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE)</p> <p>Natalie Dominguez for the Sheriff 2014</p> <p style="font-size: x-small;">STREET ADDRESS (NO P.O. BOX)</p> <p>123 Main Street</p> <p style="font-size: x-small;">CITY STATE ZIP CODE AREA CODE/PHONE</p> <p>Riverside CA 92342 (131)213-1321</p> <p style="font-size: x-small;">MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX</p> <p style="font-size: x-small;">CITY STATE ZIP CODE AREA CODE/PHONE</p> <p>(131)213-1321</p> <p style="font-size: x-small;">OPTIONAL FAX / E-MAIL ADDRESS</p> <p>natalie.dominguez@southtechsystems.com</p>	<p style="font-size: x-small;">I.D. NUMBER</p> <p>2385238</p> <p>Treasurer(s)</p> <p style="font-size: x-small;">NAME OF TREASURER</p> <p>Tom Reasurer</p> <p style="font-size: x-small;">MAILING ADDRESS</p> <p>1234 Mint Lane</p> <p style="font-size: x-small;">CITY STATE ZIP CODE AREA CODE/PHONE</p> <p>Lakeside CA 12345 (852)258-8522</p> <p style="font-size: x-small;">NAME OF ASSISTANT TREASURER, IF ANY</p> <p>Tre Sistant</p> <p style="font-size: x-small;">MAILING ADDRESS</p> <p>1234 Main Street</p> <p style="font-size: x-small;">CITY STATE ZIP CODE AREA CODE/PHONE</p> <p>Lakeside CA 12345 (123)412-3412</p> <p style="font-size: x-small;">OPTIONAL FAX / E-MAIL ADDRESS</p>
--	--

4. Verification

I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

<p>Executed on 04/18/2015</p> <p>Executed on 04/18/2015</p> <p>Executed on _____</p> <p>Executed on _____</p>	<p>By Tom Reasurer</p> <p>By Natalie Dominguez</p> <p>By _____</p> <p>By _____</p>
---	--


FP/PC Form 460 (January 05)

Figure 53: Preview Pop-Up Module

6.4.1.2.1 Toggle Mode

By clicking the toggle button, the Filer can switch between the full screen view and the in-application view.




Beta County

Welcome Natalie Dominguez

Login

- Home
- Change Password
- Change Login ID
- Sign Out

Filer Profile

- Contributions
- Expenditures
- Loan Management
- Filings
- CAL Access
- Transaction History
- Reports
- Adjustments
- Contact Us

Recipient Committee Campaign Statement

Type or print in Ink.

Date Stamp

Page 1 of 3
PDF
Finalize Form

Recipient Committee Campaign Statement Cover Page
(Government Code Sections 84200-84216.5)

SEE INSTRUCTIONS ON REVERSE

<p>Statement covers period</p> <p>from 01/01/2014</p> <p>through 03/17/2014</p>	<p>Date of election if applicable: <small>(Month, Day, Year)</small></p> <p>08/03/2014</p>
--	---

1. Type of Recipient Committee: All Committees – Complete Parts 1, 2, 3, and 4.

Officeholder, Candidate Controlled Committee
 State Candidate Election Committee
 Recall
(Also Complete Part 3)

General Purpose Committee
 Sponsored
 Small Contributor Committee
 Political Party/Central Committee

Primarily Formed Ballot Measure Committee
 Controlled
 Sponsored
(Also Complete Part 4)

Primarily Formed Candidate/Officeholder Committee
(Also Complete Part 7)

2. Type of Statement:

Free/Election Statement
 Semi-annual Statement
 Termination Statement
 Amendment (Explain below)

Quarterly Statement
 Special Statement
 Supplemental Statement

3. Committee Information I.D. NUMBER: 2389238

COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE)
Natalie Dominguez for the Sheriff 2014

STREET ADDRESS (NO P.O. BOX)
123 Main Street

CITY: Riverside STATE: CA ZIP CODE: 92342 AREA CODE/PHONE: (131)213-1321

MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX

CITY: STATE: ZIP CODE: AREA CODE/PHONE:

OPTIONAL FAX / E-MAIL ADDRESS
natalie.dominguez@southtechsystems.com

Treasurer(s)

NAME OF TREASURER
Tom Reasurer

MAILING ADDRESS
1234 Mint Lane

CITY: Lakeside STATE: CA ZIP CODE: 12345

NAME OF ASSISTANT TREASURER, IF ANY
Tre Sistant

MAILING ADDRESS
1234 Main Street

CITY: Lakeside STATE: CA ZIP CODE: 12345

OPTIONAL FAX / E-MAIL ADDRESS

4. Verification

I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 04/18/2015 By Tom Reasurer
Signature of Treasurer or Assistant Treasurer

Executed on 04/18/2015 By Natalie Dominguez
Signature of Controlling Officeholder, Candidate, State Measure Proponent or Responsible Officer of Spc

Executed on _____ By _____
Signature of Controlling Officeholder, Candidate, State Measure Proponent

Executed on _____ By _____
Signature of Controlling Officeholder, Candidate, State Measure Proponent

Figure 54: Preview In-Application View

6.4.1.3 Finalizing the Form

After reviewing the Form to make sure you've entered all the appropriate information, click on the **Finalize Form** button in the upper right-hand corner:

The screenshot shows a web browser window displaying a PDF form titled "Recipient Committee Campaign Statement". The form is on page 1 of 3. A red box highlights a "Finalize Form" button in the top right corner. The form content includes:

- COVER PAGE:** CALIFORNIA FORM 460, Page 1 of 3.
- 1. Type of Statement:**
 - Recall (Also Complete Part 6)
 - General Purpose Committee
 - Sponsored
 - Small Contributor Committee
 - Political Party/Central Committee
 - Controlled (Also Complete Part 6)
 - Sponsored (Also Complete Part 6)
 - Primarily Formed Candidate/Officeholder Committee (Also Complete Part 7)
- 2. Type of Statement:**
 - Preelection Statement
 - Semi-annual Statement
 - Termination Statement (Also file a Form 410 Termination)
 - Amendment (Explain below)
 - Quarterly Statement
 - Special Odd-Year Report
 - Supplemental Preelection Statement - Attach Form 495
- 3. Committee Information:**
 - ID NUMBER: 2389238
 - COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE): Natalie Dominguez for the Sheriff 2014
 - STREET ADDRESS (NO P.O. BOX): 123 Main Street
 - CITY: Riverside, STATE: CA, ZIP CODE: 92342, AREA CODE/PHONE: (131)213-1321
 - MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX: 1234 Mint Lane
 - CITY: Lakeside, STATE: CA, ZIP CODE: 12345, AREA CODE/PHONE: (852)258-8522
 - OPTIONAL FAX / E-MAIL ADDRESS: natalie.dominguez@southtechsystems.com
- 4. Verification:**

I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete.

Figure 55: Finalize Form Button

After clicking the **Finalize Form** button, you will be prompted with this warning:

The warning dialog box has the following text:

eCampaign

Are you sure you want to finalize your document?
No further changes can be made.

Buttons: Yes, No

Figure 56: Finalize Warning

Click **Yes** to continue and file your statement.

Click **No** to go back to the previous screen.

6.4.1.4 Options for Filing the Statement

To Submit the Filing, select *Accept* and continue with one of the following options. Depending on your eCampaign™ settings, you will see all or only some of these options:

- **eSign and Forward for Additional Signatures:** Sign the statement and put it into *Pending* mode until the other required party can sign and submit the form electronically. The eCampaign™ system will send an email to the other required party, but only if they have an appropriate login ID and email.
- **eSign and Electronically Submit to Filing Officer:** Sign and submit electronically to your filing officer with only one signature. When this option is selected, the filing will not go into *Pending* and will need an amendment filed when the second signature has been acquired.
- **File by Paper:** *This option will not file the Form electronically.* This option will print the Form with blank signature. Apply a wet signature and send the Form to your Filing Officer.
- **Don't Submit:** Cancel the submission process and return to the previous page.

Note: not all of these options will be available for all Filers.

Submit Filing

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained here in and in any attached schedules is true and complete. By clicking the "Electronically Submit" or "File by Paper" button, I certify under penalty of perjury under the law of the State of California that the foregoing is true and correct.

Do Not Accept
 Accept

Figure 57: Accepting Terms Agreement

If your form has been successfully filed, you will receive this notice:

Form Ready to Print

Thank you. Your form has been finalized.

If you need to view, print or amend your filed form, a copy of your filing has been saved in your profile under 'Previous Filings'

Figure 58: Finalized Statement Notice

6.5 Previous Filings

The *Previous* module will be where the Filer goes to view previous filings.

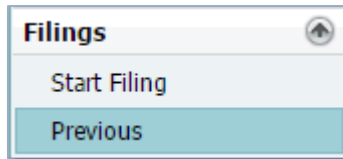


Figure 59: *Previous Filings* Menu Item

When first selecting the ***Previous*** module, the main screen will appear.

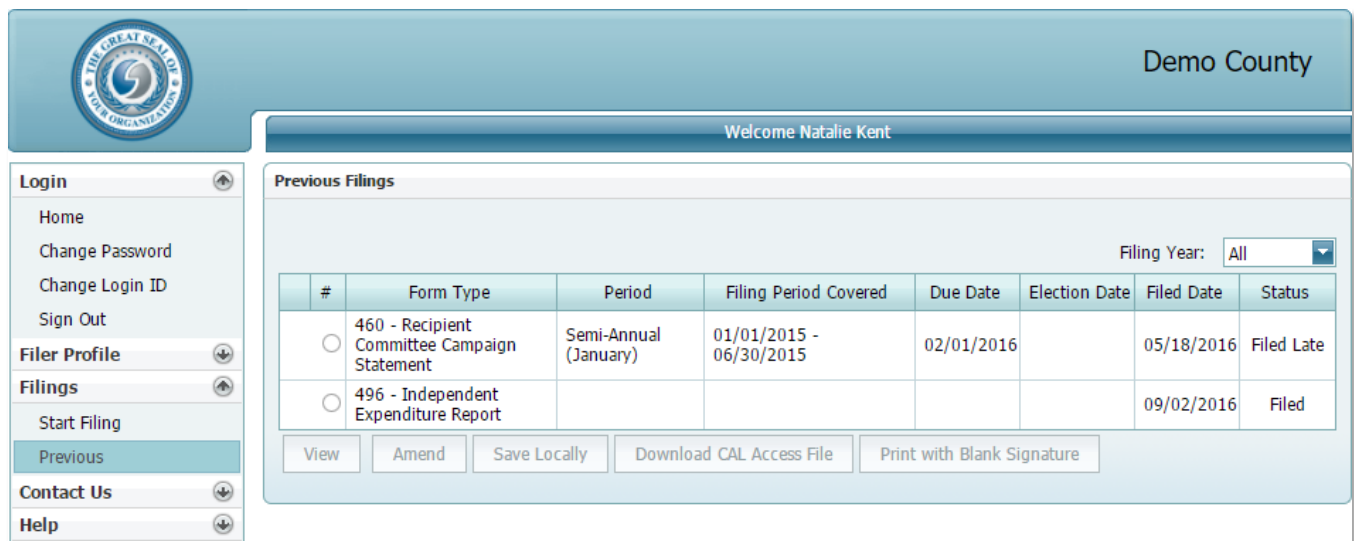


Figure 60: *Previous Filings* Main Screen

The Filer can View, Amend, Save [PDF of Form] Locally, Download a CAL Access File, and Print [PDF of Form] with Blank Signature.

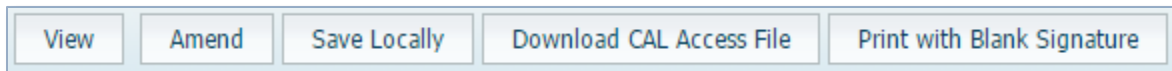


Figure 61: Previous Due Date Filings Options

Note: for Termination Statements and Organization Statements (Form 410), you can View, Save Locally, and Download a CAL Access File.

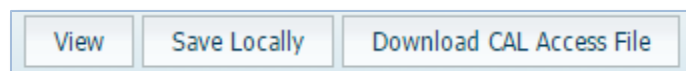


Figure 62: Previous Termination Statement & Organization Statement Options

6.5.1 Viewing a Statement

To view a statement, click the View button and a preview module will pop-up:

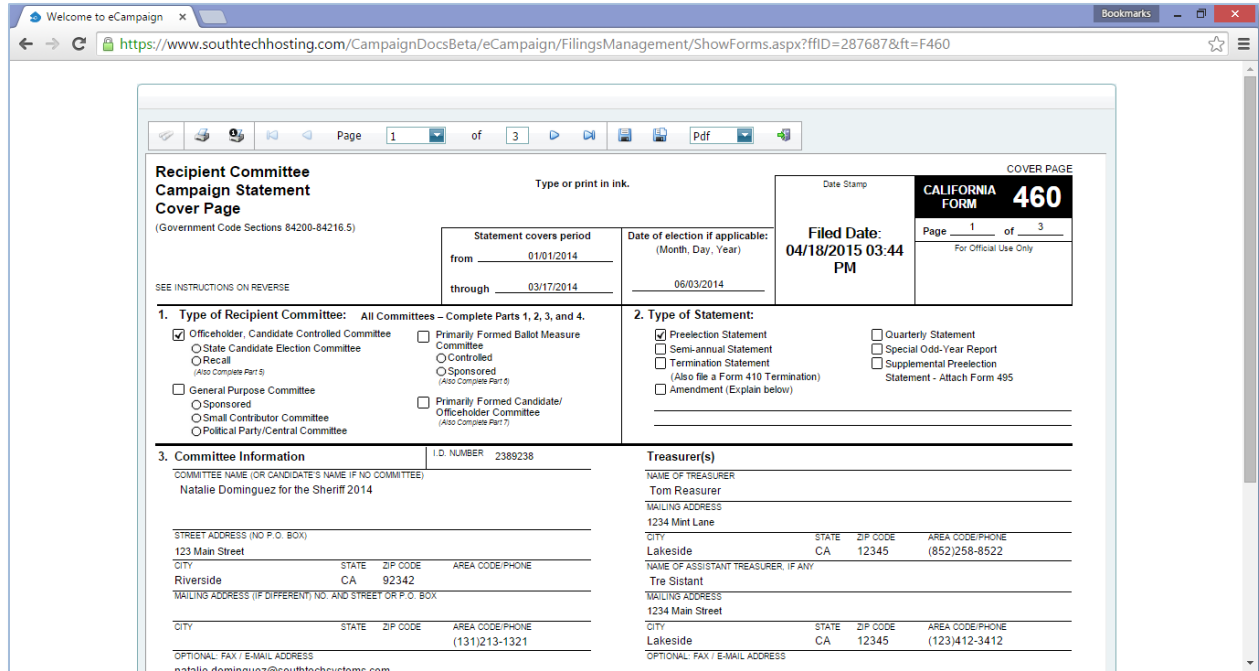


Figure 63: View Previous Statement Module

6.5.2 Save Locally

To save a copy of the statement, click the Save Locally button and your .PDF download will begin automatically. Depending on your browser, the download will appear at the base of your screen or in a new browser.

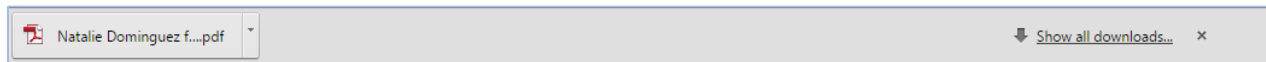


Figure 64: Sample Previous Statement .PDF Download

In your computer's Downloads folder (or default download folder), you will find your selected statement under the committee name and period date.



Figure 65: Sample Previous Statement .PDF File

6.5.3 Amending a Previously Filed Form

6.5.3.1 Form 460's

To amend a previously filed Form 460, select the appropriate Form and click on the **Amend** button. When **Amend** is selected, the Filer will be brought to the Import page.

Select the appropriate filing and select **Upload** to continue the amendment process.

Figure 66: Sample Upload Amendment

Fill out the applicable information for the signers. For a step-by-step tutorial, see [Section 9.1.2](#).

When the preview module opens, make sure the *Amendment* section is checked and the information you entered is correct:

Figure 67: Type of Statement - Amendment

6.5.3.2 Form 496/497's

To amend a previously filed Form 496 or 497, select the appropriate Form and click on the button. When is selected, the Filer will be brought to the Import page.

Select the appropriate filing and select to continue the amendment process.

Import CAL Access File

Select CAL File:

Allowed file type: CAL

Figure 68: Sample Upload Amendment

Note: no signer information is required for Form 496 or 497.

The Filer will be prompted to select the original form to link the amendment to. Once the original Form is selected, click .

Select Original Form for Amendment

#	Form Type	Period	Filing Period Covered	Due Date	Election Date	Filed Date	Status
<input type="radio"/>	496 - Independent Expenditure Report		08/25/2016 - 08/25/2016			09/02/2016	Filed

Figure 69: Sample Upload Amendment

When the preview module opens, make sure the *Amendment* section is checked and the information you entered is correct:

Independent Expenditure Report

Amounts may be rounded to whole dollars.

NAME OF FILER #T_Test_Filer	Date of This Filing 09/02/2016	Date Stamp	CALIFORNIA FORM 496 For Official Use Only
AREA CODE/PHONE NUMBER I.D. NUMBER (if applicable) 098712345	Report No. 333-1	<input checked="" type="checkbox"/> Amendment to Report No. 333 (explain below)	
STREET ADDRESS	No. of Page 2		

1. List Only One Candidate or Ballot Measure

NAME OF CANDIDATE SUPPORTED OR OPPOSED	DISTRICT NO.	SUPPORT	OPPOSE	NAME OF BALLOT MEASURE SUPPORTED OR OPPOSED Measure 1	BALLOT NO./LETTER 10	JURISDICTION Jur	SUPPORT	OPPOSE
		<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Independent Expenditures Made Attach additional information on appropriately labeled continuation sheets.

DATE	DESCRIPTION OF EXPENDITURE	AMOUNT
3/10/2016		1,500.00
3/15/2016		2,000.00

Figure 70: Type of Statement - Amendment

6.5.3.2.1 Finalizing the Amendment

After reviewing the Form to make sure you've entered all the appropriate information, click on the **Finalize Form** button in the upper right-hand corner:

The screenshot shows a web browser window displaying the 'Recipient Committee Campaign Statement' form. A red box highlights the 'Finalize Form' button in the top right corner. The form is titled 'Recipient Committee Campaign Statement Cover Page' and includes the following sections:

- 2. Type of Statement:**
 - Preelection Statement
 - Semi-annual Statement
 - Termination Statement
 - Quarterly Statement
 - Special Odd-Year Report
 - Supplemental Preelection
 - Amendment (Explain below)
 Wrongly entered amount, Schedule I
- 3. Committee Information:**
 - COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE): Natalie Dominguez for the Sheriff 2014
 - STREET ADDRESS (NO P.O. BOX): 123 Main Street
 - CITY: Riverside, STATE: CA, ZIP CODE: 92342, AREA CODE/PHONE: (131)213-1321
 - MAILING ADDRESS (IF DIFFERENT NO. AND STREET OR P.O. BOX): 1234 Main Street
 - CITY: Lakeside, STATE: CA, ZIP CODE: 12345, AREA CODE/PHONE: (123)412-3412
 - OPTIONAL FAX / E-MAIL ADDRESS: natalie.dominguez@southtechsystems.com
- Treasurer(s):**
 - NAME OF TREASURER: Tom Reasurer
 - MAILING ADDRESS: 1234 Mint Lane
 - CITY: Lakeside, STATE: CA, ZIP CODE: 12345, AREA CODE/PHONE: (852)258-8522
 - NAME OF ASSISTANT TREASURER, IF ANY: Tre Sistant
 - MAILING ADDRESS: 1234 Main Street
 - CITY: Lakeside, STATE: CA, ZIP CODE: 12345, AREA CODE/PHONE: (123)412-3412
 - OPTIONAL FAX / E-MAIL ADDRESS:
- 4. Verification:**
 - I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
 - Executed on 04/18/2015, By Tom Reasurer (Signature of Treasurer or Assistant Treasurer)
 - Executed on 04/18/2015, By Natalie Dominguez (Signature of Controlling Officer/holder, Candidate, State Measure Proponent or Responsible Officer of Sponsor)

Figure 71: Finalize Form Button

After clicking the **Finalize Form** button, you will be prompted with this warning:

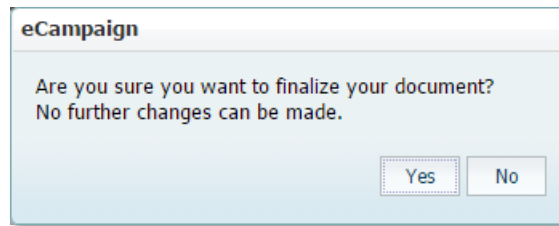


Figure 72: Finalize Warning

Click **Yes** to continue & file your statement.

Click **No** to go back to the previous screen.

6.5.3.2.2 Filing the Amendment

To Submit the Amendment, select *Accept* and continue with one of the filing options:

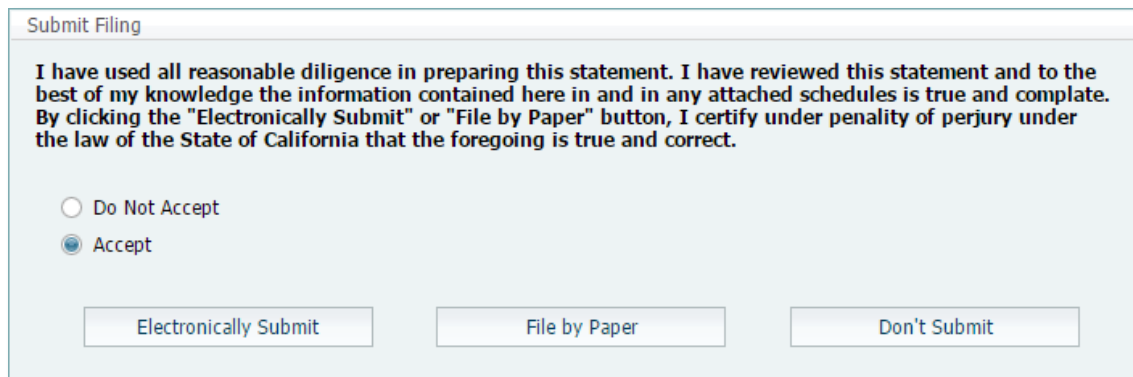


Figure 73: Accepting Terms Agreement

Click **Electronically Submit** to electronically file your statement.

Click **File by Paper** to print, sign, and mail your statement.

Click **Don't Submit** to return to the previous screen.

If your form has been successfully filed, you will receive this notice:

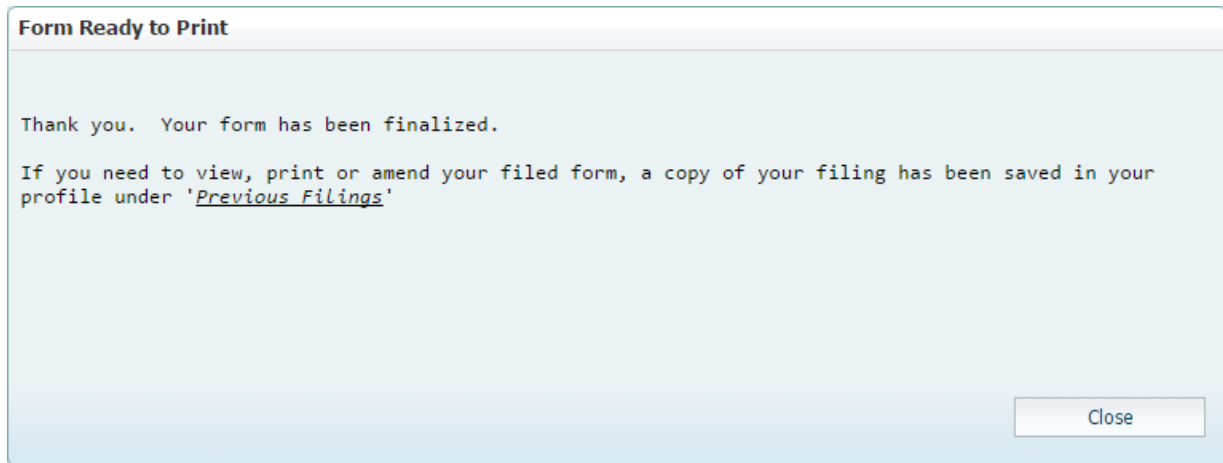


Figure 74: Finalized Statement Notice

6.5.3.3 Download a CAL Access File

To download a CAL Access file, click the [Download CAL Access File](#) button and your .CAL file download will begin automatically. Depending on your browser, the download will appear at the base of your screen or in a new browser.

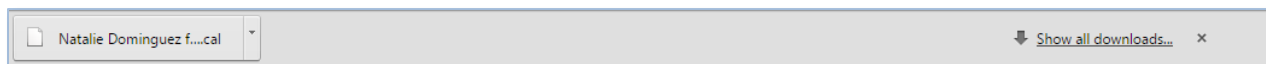


Figure 75: Sample Previous Statement .CAL Download

In your computer's Downloads folder (or default download folder), you will find your selected statement under the committee name and period date.

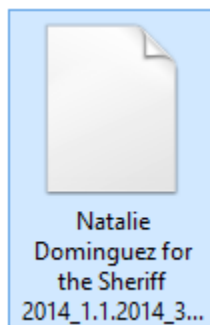


Figure 76: Sample Previous Statement .CAL File

6.5.3.4 Print with Blank Signature

To Print the previously filed Form with a blank signature section, click the Print with Blank Signature and a pop-up module will open:

The screenshot shows the 'COVER PAGE' of a California Form 460. The form is titled 'Recipient Committee Campaign Statement Cover Page' and includes fields for the statement period (01/01/2014 to 03/15/2014) and the date of election (06/03/2014). It is divided into several sections: 1. Type of Recipient Committee, 2. Type of Statement, 3. Committee Information, and 4. Verification. The '4. Verification' section is highlighted with a red border and contains a declaration statement and four signature lines with corresponding date fields.

COVER PAGE
CALIFORNIA FORM 460
 Page 1 of 10
 For Official Use Only

1. Type of Recipient Committee: All Committees - Complete Parts 1, 2, 3, and 4.
 Officeholder, Candidate Controlled Committee
 State Candidate Election Committee
 Recall
 General Purpose Committee
 Sponsored
 Small Contributor Committee
 Political Party/Central Committee

2. Type of Statement:
 Preelection Statement
 Semi-annual Statement
 Termination Statement
 Amendment (Explain below)
 Quarterly Statement
 Special Odd-Year Report
 Supplemental Preelection Statement - Attach Form 495

3. Committee Information
 I.D. NUMBER: 333000
 COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE): John Doe for Senate - SouthTech Systems
 STREET ADDRESS (NO P.O. BOX): 1500 11th Street
 CITY: Sacramento STATE: CA ZIP CODE: 95814 AREA CODE/PHONE: (916)653-6224
 MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX: P.O. Box 1467
 CITY: Sacramento STATE: CA ZIP CODE: 95812-0807 AREA CODE/PHONE: (131)213-1321
 OFFICIAL FAX / E-MAIL ADDRESS: (916)653-0000 test@test.am

Treasurer(s)
 NAME OF TREASURER: Harvey Teubol
 MAILING ADDRESS: 1500 11th Street
 CITY: Sacramento STATE: CA ZIP CODE: 95814 AREA CODE/PHONE: (916)653-8225
 NAME OF ASSISTANT TREASURER, IF ANY: Gail Jackson
 MAILING ADDRESS: 1500 11th Street
 CITY: Sacramento STATE: CA ZIP CODE: 95814 AREA CODE/PHONE: (916)653-8063
 OFFICIAL FAX / E-MAIL ADDRESS: (916)653-5045 htsubol@ss.ca.gov

4. Verification
 I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ Date By _____ Signature of Treasurer or Assistant Treasurer
 Executed on _____ Date By _____ Signature of Controlling Officeholder, Candidate, State Measure Proposer or Responsible Officer of Sponsor
 Executed on _____ Date By _____ Signature of Controlling Officeholder, Candidate, State Measure Proposer
 Executed on _____ Date By _____ Signature of Controlling Officeholder, Candidate, State Measure Proposer

PPPC Form 460 (January/05)

Figure 77: Sample Blank Signature Section

7 Contact Us Menu

If you wish to report questions/problems/bugs in our system, please report the issue and we will review your submission.

Should you have any questions about our system or the filing and submission process, please contact your Filing Officer, who will be more than happy to assist you.

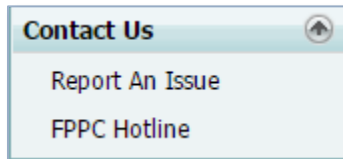


Figure 78: Contact Us Menu

7.1 Report an Issue

When *Report an Issue* has been selected, a pop-up module will open with options for reporting.

 A screenshot of a 'Report an Issue' pop-up window. The window title is 'Report an Issue'. Inside, there is a paragraph of text: 'This form helps in communicating comments, issues, problems, ideas and suggestions to your Filing Officer and Filing Officials. Once you submit your comments you will be receiving a confirmation email with the details.' Below this text are three form elements: a dropdown menu labeled 'Select an Issue Area', another dropdown menu labeled 'Select the Issue', and a large text area labeled 'Comments'. At the bottom of the window are two buttons: 'Submit' on the left and 'Cancel' on the right.

Figure 79: Report an Issue Pop-Up Module

7.2 FPPC Hotline

When *FPPC Hotline* has been selected, a pop-up module will open with a PDF with information on how to contact the FPPC.

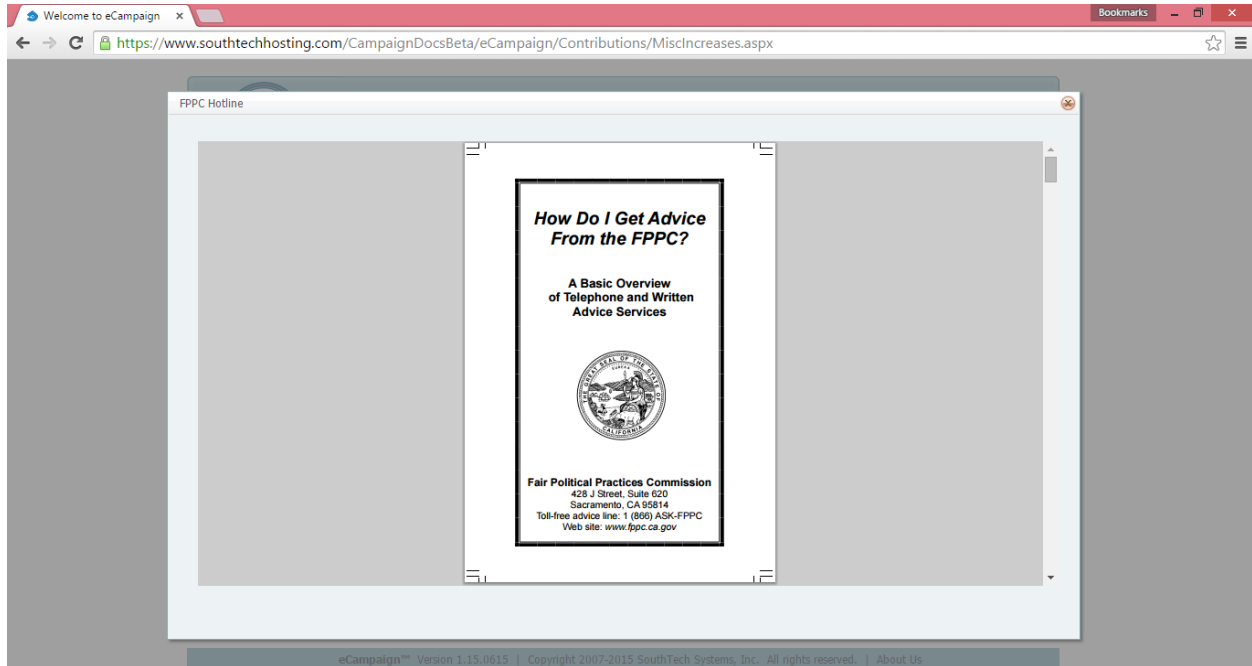


Figure 80: Sample *FPPC Hotline* Document

8 Help Menu

The *Help* menu item has been created specifically for the User's convenience. This menu item, when selected, will open a pop-up module containing a PDF-form copy of the Filer's Guide section in relation to that module.

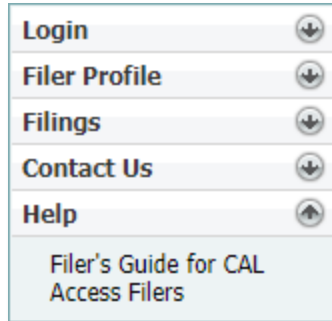


Figure 81: Sample Help Menu Drop-Down

When any of the sections under the Help menu are selected, a pop-up module will appear with a PDF version of the Filer's Guide that the User is able to view, print, or save.

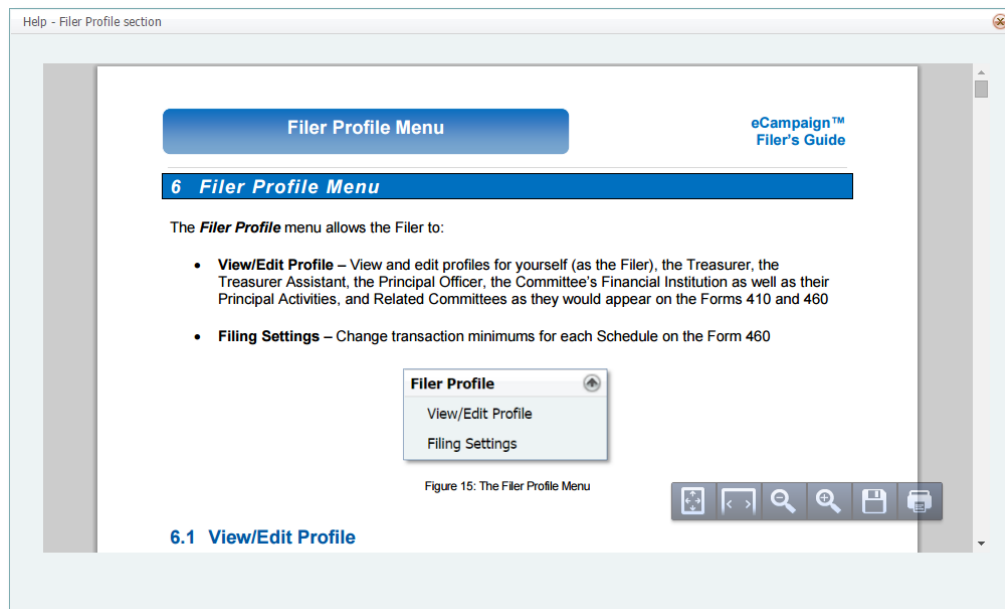


Figure 82: Sample Help Section Pop-Up Document

9 Available Forms and e-Filing

This is a list of available forms to file electronically with the eCampaign™ application:

FPPC Campaign Disclosure Forms	
Form 501 (501-A) (Candidates, Officeholders, and Candidate Controlled Committees)	Candidate Intention Statement
Form 410 (410-A, 410-T) (Recipient Committees)	Statement of Organization Recipient Committee
Form 425 (425-A) (Recipient Committees except Candidate Controlled Committees)	Statement of No Activity
Form 450 (450-A) (Recipient Committees except Candidate Controlled Committees)	Recipient Committee Campaign Statement – Short Form
Form 460 (460-A, 460-T) (Recipient Committees)	Recipient Committee Campaign Statement
Form 496 (496-A) (Recipient Committees)	24-hour Independent Expenditure Report
Form 497 (467-A) (Recipient Committees)	24-hour Contribution Report
Form 462 (462-A) (Recipient Committees)	Verification of Independent Expenditures (Print Only)
Form 470 (470-A) (Candidates and Officeholders)	Officeholder and Candidate Campaign Statement - Short Form
Form 470-S (470-S-A) (Candidates and Officeholders)	Officeholder and Candidate Campaign Statement - Short Form - Supplement

To see detailed explanations and requirements for each form available for electronic submission, please see the [Available Forms](#) section of this Filer's Guide.

9.1 Form 501: Candidate Intention Statement

The Form 501 is available for the following Filer Type:

Included in this Filer's Guide:

- *Candidate Controlled Committees* if the Candidate plans to run for another election and redesignate their current committee.

Not Included in this Filer's Guide:

- *Candidates* (without a controlled committee) - This is available in a separate manual.
- *State Candidates* (without a controlled committee) - This is available in a separate manual.
(**Note:** *State Candidates have additional steps for this form. See below*)

9.1.1 Signature Requirements

The **Form 501** requires a signature from the Candidate and the Election Date that the 501 is being filed for.

The screenshot displays a web form titled "Candidate Intention Statement - Form 501". The form is divided into two main sections: "Information" and "Signers".

- Information:** Contains a field for "Election Date:" with a dropdown menu.
- Signers:** Contains a sub-section for "Candidate" with a "Name:" field containing "Natalie Dominguez" and a "Date:" field containing "1/7/2018". There are small "x" and "v" icons next to the name and date fields, respectively.

At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Figure 83: Signature Requirements

9.1.2 Signature Requirements for STATE Candidates

The **Form 501** for *State Candidates* requires the following information:

- An Election Date from a drop-down menu
- Accept/Deny the voluntary expenditure limit
- If they Candidate contributed personal funds in excess of the expenditure ceiling for the election stated above
- Candidate Signature

The screenshot shows a web form titled "Candidate Intention Statement - Form 501". It is divided into two main sections: "Information" and "Signers".

Information Section:

- Election Date: 11/6/2018 (dropdown menu)
- I accept the voluntary expenditure ceiling for the election stated above
- I do not accept the voluntary expenditure ceiling for the election stated above
- I did not exceed the expenditure ceiling in the primary or special election and I accept the voluntary expenditure ceiling for the general or special run-off election
- I contributed personal funds in excess of the expenditure ceiling for the election stated above on [dropdown menu]

Signers Section:

Candidate

Name: Natalie Dominguez (text input with clear and dropdown icons) Date: 5/11/2017 (dropdown menu)

Buttons: Continue, Cancel

Figure 84: Signature Requirements for STATE Candidates

9.2 Forms 470: Officeholder and Candidate Campaign Statement Short Form

The Forms 470 are available for the following Filer Types:

- *Candidates* (without a controlled committee) who do not anticipate receiving or spending \$2,000 or more during the calendar year.
- *Officeholders* (without a controlled committee) who do not anticipate receiving or spending \$2,000 or more

9.2.1 Signature Requirements

The **Form 470** asks Filer to enter an election date and requires a signature from the Officeholder or Candidate.

The screenshot shows a web form titled "Officeholder and Candidate Campaign Statement - Short Form 470". It is organized into two main sections: "Information" and "Signers".

- Information:** Contains two fields: "Election Date" (a dropdown menu) and "Statement Covers Calendar Year" (a text input field containing "2016").
- Signers:** Contains a section titled "Officeholder or Candidate" with a dropdown menu. Below it, there are two fields: "Name" (a text input field containing "Natalie Dominguez") and "Date" (a dropdown menu containing "5/11/2017").

At the bottom right of the form, there are two buttons: "Continue" and "Cancel".

Figure 85: Signature Requirements

9.3 Forms 470-S: Officeholder and Candidate Campaign Statement Short Form Supplement

The Form 470-S are available for the following Filer Types:

- *Candidates* (without a controlled committee) who do not anticipate receiving or spending \$2,000 or more during the calendar year.
- *Officeholders* (without a controlled committee) who do not anticipate receiving or spending \$2,000 or more

9.3.1 Signature Requirements

The **Form 470-S** does not require a signature, but the Filer will be required to enter the election date as well as the date they breached the contributions/expenditure limit.

Officeholder and Candidate Campaign Statement - Form 470 Supplement

Information

Election Date:

Date Contributions Totaling \$2,000 or More Were Received or Date Expenditures of \$2,000 or More Were Made:

Continue Cancel

Figure 86: Signature Requirements

9.4 Form 410: Statement of Organization

The **Form 410** is available for ALL Filer Types.

9.4.1 Signature Requirements

The **Form 410** requires a signature from the Controlling Candidate/Officeholder or Principal Officer, and Treasurer or Treasurer Assistant. If the Candidate and Treasurer are the same person, they may sign twice by selecting the checkbox below.

Note: this option only becomes available if the same name is entered for both the Candidate and the Treasurer in CampaignDocs by the Filing Officer.

9.4.1.1.1 Termination Date Discrepancy

If there is a discrepancy with the Termination Date being entered for the 410-T and the previously filed 460-T, the Filer will be prompted to choose the correct date:

- *Select Current:* the Termination Date from the 460-T
- *Select New:* the Termination Date from the 410-T

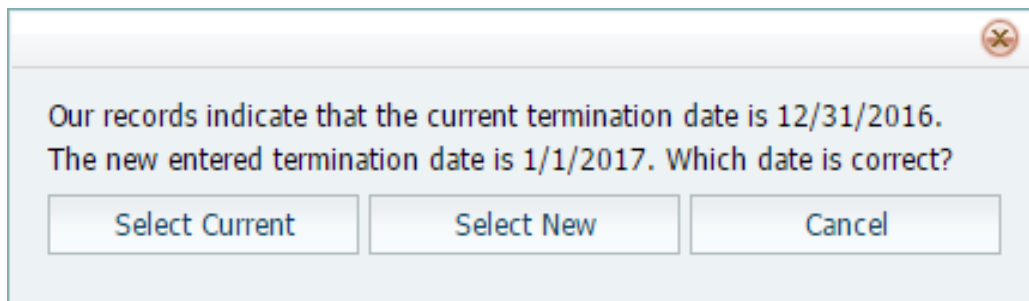


Figure 87: 410-T Termination Date

9.5 Form 425: Semi-Annual Statement of No Activity

The Form 425 is available for the following Filer Type:

- Recipient Committees (**except Candidate Controlled Committees**)

9.5.1 Signature Requirements

The **Form 425** requires a signature from the Treasurer or Treasurer Assistant. If the Candidate and Treasurer are the same person, they may sign as the Treasurer by selecting the checkbox below.

Note: this option only becomes available if the same name is entered for both the Candidate and the Treasurer in CampaignDocs by the Filing Officer.

Recipient Committee Campaign Statement, Form 425

Filing Information

Type of Statement: Semi-Annual (Jul1-Dec31) ▼

Start Date: 7/1/2015 ▼

End Date: 12/31/2015 ▼

By clicking the CONTINUE button below, I understand that this action will serve as my electronic signature of agreement that all information in my campaign finance disclosure filing is true and accurate to the best of my knowledge and that by law this electronic signature will have the same effect as a signature on a paper form.

Signers

Treasurer or Assistant Treasurer

Name: ▼ Date: ▼

Sign as Treasurer / Tr. Assistant

Continue Cancel

Figure 88: Signature Requirements

9.6 Form 450: Recipient Committee Campaign Statement – Short Form

The Form 450 is available for the following Filer Type:

- Recipient Committees (**except Candidate Controlled Committees**)

9.6.1 Signature Requirements

The **Form 450** requires a signature from the Controlling Candidate/Officeholder or Principal Officer, and Treasurer or Treasurer Assistant. If the Candidate and Treasurer are the same person, they may sign twice by selecting the checkbox below.

Note: this option only becomes available if the same name is entered for both the Candidate and the Treasurer in CampaignDocs by the Filing Officer.

Recipient Committee Campaign Disclosure Statement - Short Form, Form 450

Filing Information

Type of Statement: Semi-annual

Start Date: 1/1/2015

End Date: 12/31/2015

Election Date:

By clicking the CONTINUE button below, I understand that this action will serve as my electronic signature of agreement that all information in my campaign finance disclosure filing is true and accurate to the best of my knowledge and that by law this electronic signature will have the same effect as a signature on a paper form.

Signers

Treasurer or Assistant Treasurer

Name: Date:

Officeholder, Candidate or Principal Officer

Name: Natalie Dominguez Date: 5/12/2017

Also Sign as Treasurer / Tr. Assistant

Continue Cancel

Figure 89: Signature Requirements

9.7 Form 460: Recipient Committee Campaign Statement

The **Form 460** is available for Recipient Committees.

9.7.1 Signature Requirements

The **Form 460** requires a signature from the Controlling Candidate/Officeholder or Principal Officer, and Treasurer or Treasurer Assistant. If the Candidate and Treasurer are the same person, they may sign twice by selecting the checkbox below.

Note: this option only becomes available if the same name is entered for both the Candidate and the Treasurer in CampaignDocs by the Filing Officer.

Recipient Committee Campaign Statement, Form 460

<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;"> <p>Filing Information</p> <p>Type of Statement: <input type="text" value="Semi-annual"/></p> <p>Start Date: <input type="text" value="1/1/2016"/></p> <p>End Date: <input type="text" value="6/30/2016"/></p> <p>Election Date: <input type="text"/></p> </div>	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;"> <p>Cash Equivalents</p> <p>Amount: <input type="text" value="0.00"/></p> <p><i>The amount displayed reflects the amount you've entered as Loans Made. If you have other investments or real property that should be added to this amount, please adjust the amount shown to include them.</i></p> </div>
--	---

By clicking the CONTINUE button below, I understand that this action will serve as my electronic signature of agreement that all information in my campaign finance disclosure filing is true and accurate to the best of my knowledge and that by law this electronic signature will have the same effect as a signature on a paper form.

Signers

Treasurer or Assistant Treasurer

Name: Date:

Officeholder, Candidate or Principal Officer

Name: Date:

Also Sign as Treasurer / Tr. Assistant

Figure 90: Signature Requirements

9.8 Form 460-T: Recipient Committee Campaign Statement Termination

The **Form 460-T** is available for Recipient Committees.

9.8.1 Signature Requirements

The **Form 460** requires a signature from the Controlling Candidate/Officeholder or Principal Officer, and Treasurer or Treasurer Assistant. If the Candidate and Treasurer are the same person, they may sign twice by selecting the checkbox below.

Note: this option only becomes available if the same name is entered for both the Candidate and the Treasurer in CampaignDocs by the Filing Officer.

Recipient Committee Campaign Statement, Form 460

<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;"> Filing Information Type of Statement: Termination Statement Start Date: 1/1/2016 End Date: 5/24/2016 Election Date: </div>	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;"> Cash Equivalents Amount: 0.00 <i>The amount displayed reflects the amount you've entered as Loans Made. If you have other investments or real property that should be added to this amount, please adjust the amount shown to include them.</i> </div>
---	--

By clicking the CONTINUE button below, I understand that this action will serve as my electronic signature of agreement that all information in my campaign finance disclosure filing is true and accurate to the best of my knowledge and that by law this electronic signature will have the same effect as a signature on a paper form.

Signers
Treasurer or Assistant Treasurer
Name: Date:
Officeholder, Candidate or Principal Officer
Name: Natalie Kent Date: 5/24/2016

Figure 91: Signature Requirements

9.9 Form 462: Verification of Independent Expenditures

The Form 462 is available for the following Filer Type:

- Committees making Independent Expenditures

Note: this Form may not be available for all Filers.

9.9.1 Signature Requirements

The Form 462 does NOT require an **electronic signature** because it is a “Print Only” form.

9.9.2 Sample Form 462:

Note: there is no electronic submission for this form. You'll notice there is only a “Print Form” option in the upper right corner.

Form 462
Verification of Independent Expenditures

CALIFORNIA FORM **462**

This verification form identifies the individual responsible for ensuring that a campaign committee's independent expenditures were not coordinated with the listed candidate (or the opponent) or measure committee and that the committee will report all contributions and reimbursements as required by law. An independent expenditure is not subject to state or local contribution limits.

Amendment (Explain)

1. Name of Committee

NAME OF RECIPIENT COMMITTEE, ENTITY OR INDIVIDUAL COMMITTEE ID #

Natalie Test

STREET ADDRESS CITY

1234 Main St. Lakeside

STATE ZIP CODE E-MAIL TELEPHONE NUMBER

CA 12345 natalie.dominguez@southtechsystems.com

2. Candidate or Measures

This committee has reported independent expenditure(s) to support or oppose the candidate(s) or measure(s) listed on a ballot for the election date identified below. (Note: The reporting of an independent expenditure may occur after this form is filed if an independent expenditure is made before the 90 day-24 hour reporting period of Government Code Sections 94204 and 95500.)

NAME OF CANDIDATE (First/Last) OR BALLOT MEASURE	SUPPORT	OPPOSE	OFFICE SOUGHT OR HELD/ BALLOT NO./LETTER	JURISDICTION AND DISTRICT, IF ANY	ELECTION DATE
Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>			11/08/2018
NAME OF CANDIDATE (First/Last) OR BALLOT MEASURE	<input type="checkbox"/>	<input type="checkbox"/>			
NAME OF CANDIDATE (First/Last) OR BALLOT MEASURE	<input type="checkbox"/>	<input type="checkbox"/>			

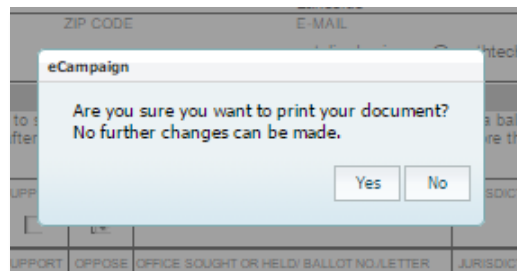
3. Verification:

I have not received any unreported contributions or reimbursements to make these independent expenditures. I have not coordinated any expenditure made during this reporting period with the candidate or the opponent of the candidate who is the subject of the expenditure, with the proponent or the opponent of the state measure that is the subject of the expenditure, or with the agents of the candidate or the opponent of the candidate or the state measure proponent or opponent. I certify under penalty of perjury under the laws of the State of California that the following is true and correct.

Signature _____ Printed Name _____ Signed on _____

(Check one): Principal Officer Candidate/Officeholder State Ballot Measure Proponent

FPPC Form 462 (Aug/2015)
FPPC Advice: advice@fppo.ca.gov (866)275-3772
www.fppo.ca.gov



Figures 92 & 93: Sample Form & Print Verification

9.10 Form 496: 24-hour Independent Expenditure Report

The Form 496 is available for the following Filer Types:

- Committees making or receiving Independent Expenditures.

Note: this Form may not be available for all Filers.

9.10.1 Signature Requirements

The Form 462 does NOT require an **electronic signature**.

9.11 Form 496: 24-hour Contributions Report

The Form 496 is available for the following Filer Types:

- Committees making or receiving Contributions.

Note: this Form may not be available for all Filers.

9.11.1 Signature Requirements

The Form 462 does NOT require an **electronic signature**.



SOUTHTECH
SYSTEMS

eCampaign™ Filer's Guide For CAL Access Filers

Version 2.18.0108

Copyright © 2018 SouthTech Systems.

Product and company names and logos used in this material may be trademarks of their respective claimants.

ALL RIGHTS RESERVED WORLDWIDE

These materials may only be reproduced with the express written permission of



SOUTHTECH
SYSTEMS

4181 Flat Rock Drive, Suite 300 ● Riverside, CA 92505
Telephone (951) 354-6104 ● Fax (951) 354-6107



SOUTHTECH
SYSTEMS