


SouthTech Systems
eCampaign™
Quick Reference Guide
for
Fresno County
(eFiler's)



Disclaimer: The intention of this guide is not to replace the SouthTech Systems eCampaign™ Filer's Guide found on the eCampaign Website.

eCampaign™ Quick Reference Guide for Fresno County

We will assign you a login ID and temporary password to access the system via email. Simply follow the link to log into eCampaign™.

 If there are problems with how this message is displayed, click here to view it in a web browser.

From: Response@co.fresno.ca.us
To: Warrick, Stacey
Cc:
Subject: Your eCampaign Login and Password

An eCampaign account was created and registered to this email address.

To log in please go to: <https://campaigndocs.co.fresno.ca.us/ecampaign/>

The Login ID is: **aaron25**

The password is : **K2arebpk**

Please write this down and save for later reference.

If you think you've received this email in error, or if you have any questions or concerns, please contact Stacey Warrick at (559)600-1620 or swarrick@co.fresno.ca.us.

You will be prompted to change your temporary password before you can move to the next step. You will only need to do this one time.

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:

What is your favorite color?

magenta

Submit

You can change your login ID at this time as well. The system will need you to enter your password first before you can change the login ID.

Login

Home

Change Password

Change Login ID

Sign Out

Filer Profile

Tools

Contributions

Expenditures

Loan Management

Filings

Transaction History

Reports

Contact Us

Help

Password:


New Login ID:

Submit

FILER PROFILE

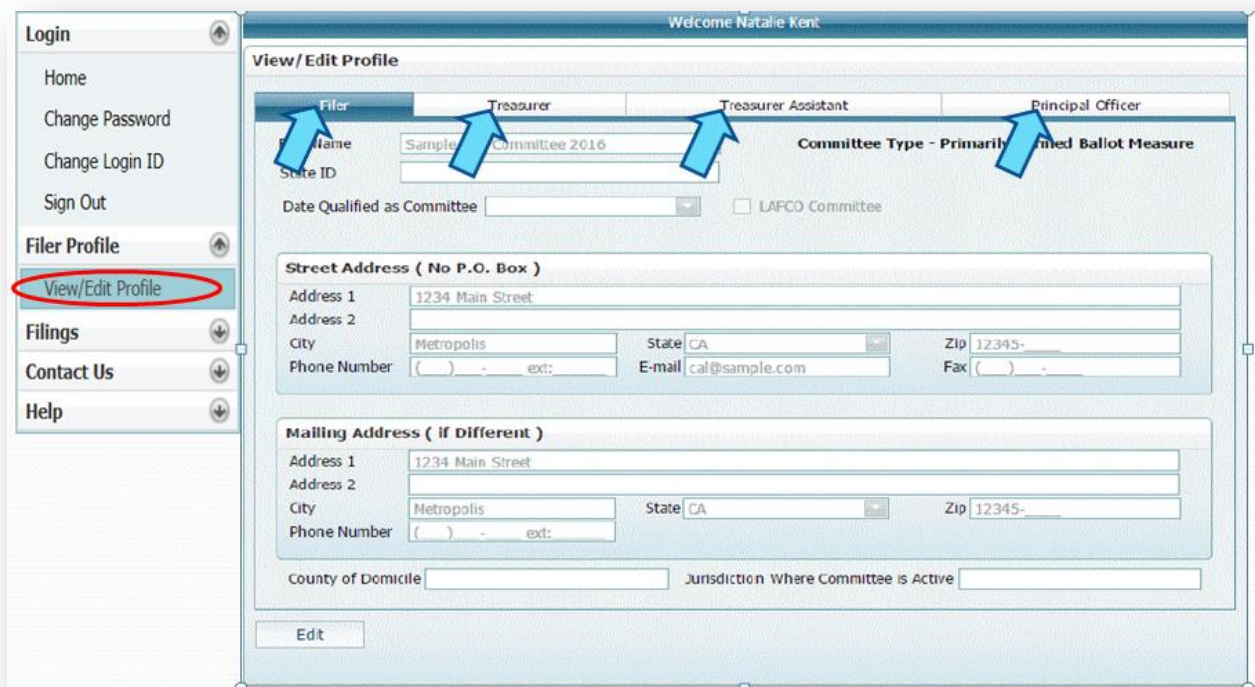
1. Click on **View/Edit Profile**

- a. Make sure all the information is correct. If you see any errors or missing information,

simply click on the  button at the bottom of the page.

- b. At the top of the page are individual tabs that have information for you to verify as well. Make sure you go through each of the tabs to make sure the information is correct.

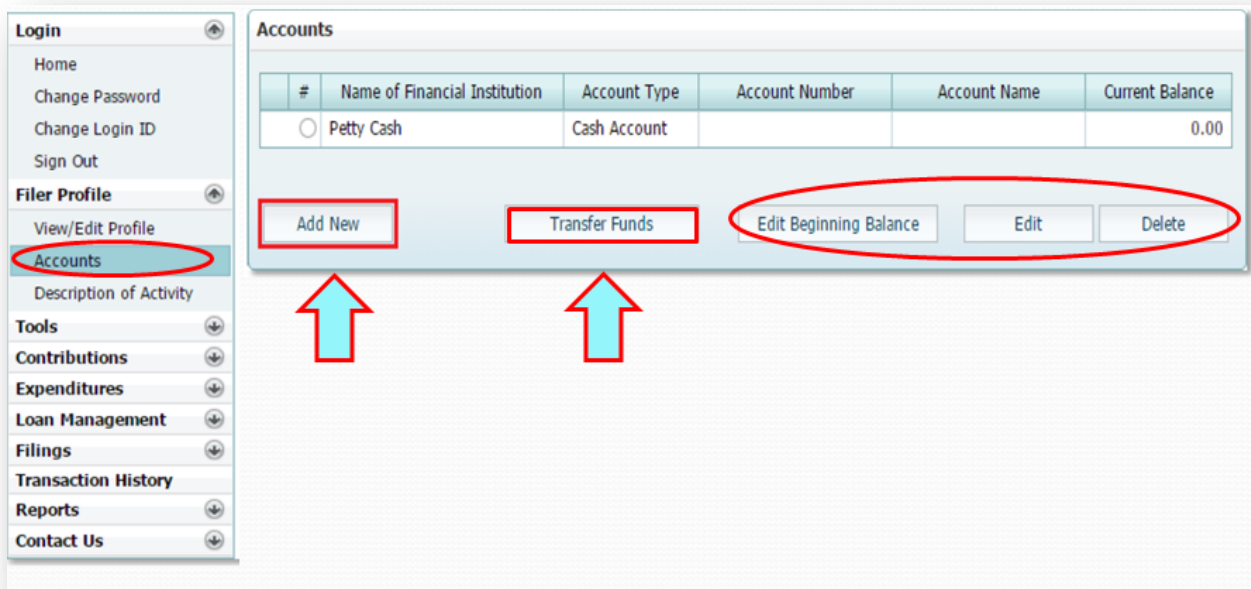
- c. Click on each tab and make any changes if necessary. *NOTE: If any changes are made that are different from your 410 that is on file with the state, you will have to file an amendment. The system will automatically notify you if you need to file an amendment.*



- d. If you have made changes click  when finished.

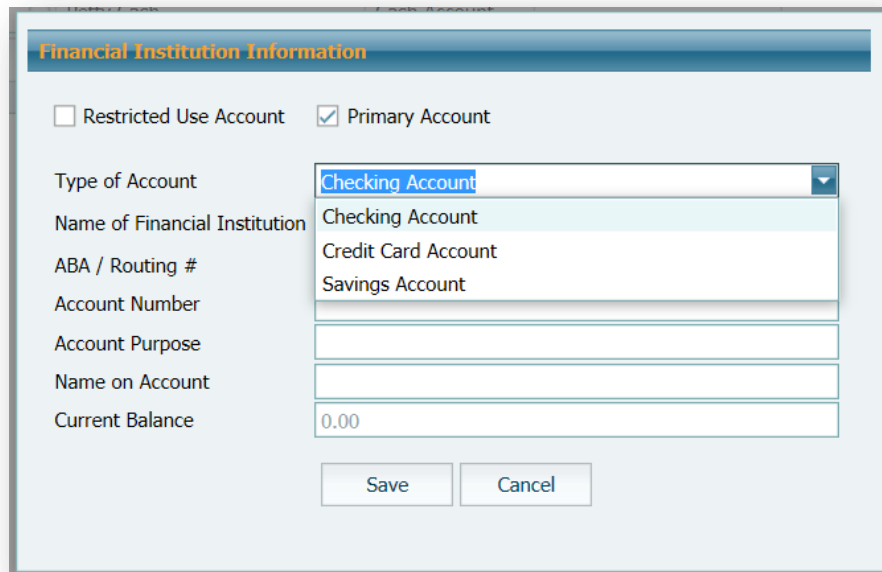
2. Click on **Accounts**

- a. The Petty Cash account will appear first. It cannot be deleted. To add to the Petty Cash account you can click on [Transfer Funds](#) and transfer money from a checking account or add a monetary contribution or miscellaneous increase to cash and deposit it. This account does NOT have to be used. If you use the cash account, AKA “Petty Cash”, the amount cannot hold more than \$100 at any time; no expenditure can be more than \$100; the fund can only be used for expenses associated with the election or for expenses of holding office for which the fund was established.



- b. Click on [Add New](#) to enter your banking information.
- c. You can transfer funds, edit balances, edit and delete accounts and information as well.

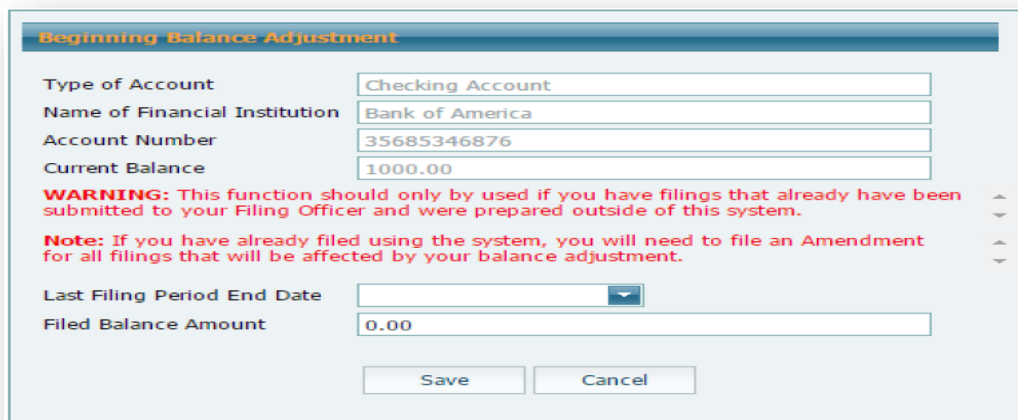
- d. Select what type of account from the drop down arrow and then enter all information in the necessary fields. You can add multiple accounts, but only one has to be listed.



The 'Financial Institution Information' form contains the following fields and options:

- ☐ Restricted Use Account ☒ Primary Account
- Type of Account: **Checking Account** (selected from a dropdown menu showing: Checking Account, Credit Card Account, Savings Account)
- Name of Financial Institution:
- ABA / Routing #:
- Account Number:
- Account Purpose:
- Name on Account:
- Current Balance:
- Buttons: Save, Cancel

- e. After you enter your account information, click on **Add Beginning Balance** to add the balance that was present in the account at the time of the last filed statement. You can find the end date and the balance from the last 460 you filed. Enter the balance from line 16 of the summary page on the 460. Click **Save** when finished. *NOTE: You will only use this if you have a previous filing with our office.*



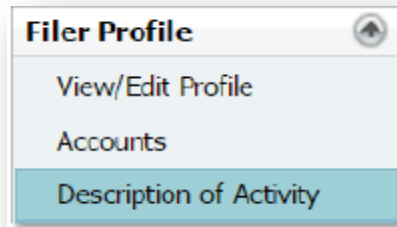
The 'Beginning Balance Adjustment' form contains the following fields and text:

- Type of Account:
- Name of Financial Institution:
- Account Number:
- Current Balance:
- WARNING:** This function should only be used if you have filings that already have been submitted to your Filing Officer and were prepared outside of this system.
- Note:** If you have already filed using the system, you will need to file an Amendment for all filings that will be affected by your balance adjustment.
- Last Filing Period End Date:
- Filed Balance Amount:
- Buttons: Save, Cancel

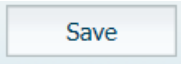
Depending on the type of filer you are will determine the appearance of your Filer Profile.

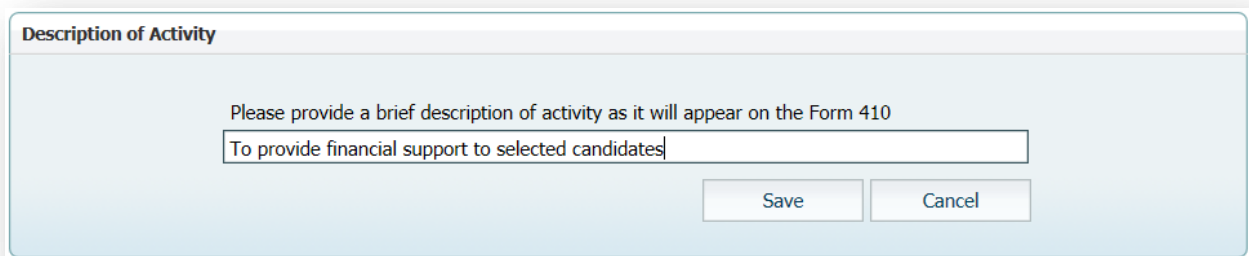
General Purpose Committees

- f. Click on Description of Activity located below the Filer Profile menu.

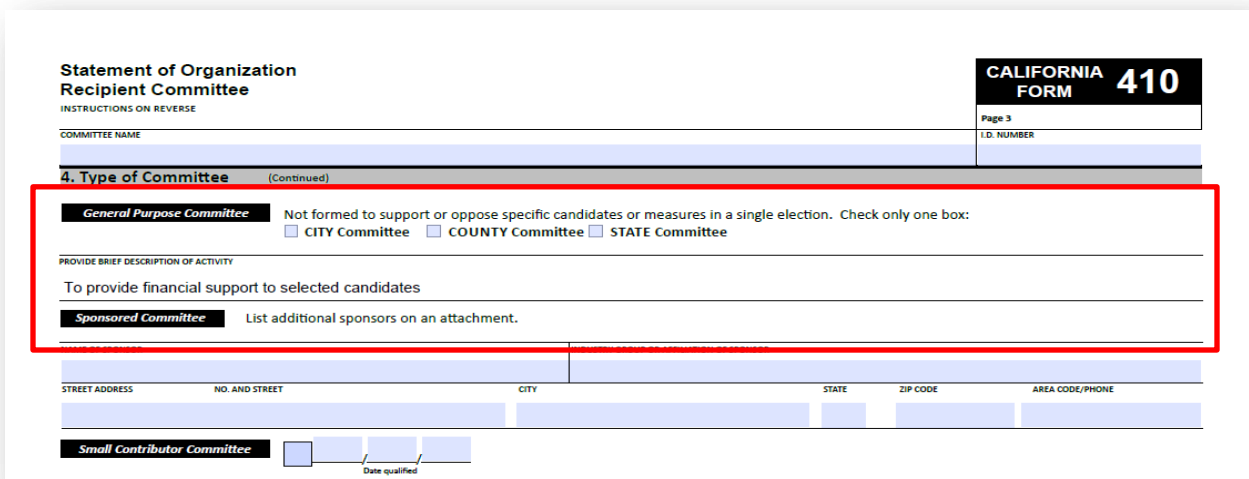


A dropdown menu titled "Filer Profile" with three options: "View/Edit Profile", "Accounts", and "Description of Activity". The "Description of Activity" option is highlighted in blue.

- g. Enter the description and click . (This information will appear on the Form 410 on page 3 as seen down below.)



A form titled "Description of Activity" with a text input field containing "To provide financial support to selected candidates" and "Save" and "Cancel" buttons.



CALIFORNIA FORM 410
Page 3
I.D. NUMBER

Statement of Organization Recipient Committee
INSTRUCTIONS ON REVERSE

COMMITTEE NAME

4. Type of Committee (Continued)

General Purpose Committee Not formed to support or oppose specific candidates or measures in a single election. Check only one box:
☐ CITY Committee ☐ COUNTY Committee ☐ STATE Committee

PROVIDE BRIEF DESCRIPTION OF ACTIVITY
To provide financial support to selected candidates

Sponsored Committee List additional sponsors on an attachment.

STREET ADDRESS NO. AND STREET CITY STATE ZIP CODE AREA CODE/PHONE

Small Contributor Committee ☐ ☐ ☐ ☐ Date qualified

Controlling Candidate, Officeholder, or State Measure Proponent Committees

- h. Click on Controlling Candidate, Officeholder, or State Measure Proponent



- i. For first time filers who are not in the system, you will have to add the Controlling Candidate, Officeholder, or State Measure Proponent (only state filers) by clicking on

Add Controlling Candidate

- j. You may now enter all the necessary information. (This information will appear on the 410 sec. 4 and the 460 sec. 5 as shown on the next page)

A screenshot of a 'Controlling Candidate' form. The form has a blue header with the title 'Controlling Candidate'. It contains various input fields and dropdown menus. The fields are organized into two main columns. The left column includes fields for Prefix, First Name (Stacey), Last Name (Smith), Suffix, Political Party (Non-Partisan), Election Year (0), Address 1 (2525 S Kent), Address 2, City (Fresno), and Phone Number. The right column includes fields for Office Sought (Board of Supervisors), Sought Description, Office Jurisdiction (County), Jurisdiction Description (Fresno), District Number (5), and State (California). There are also radio buttons for 'Office Sought' (selected) and 'Office Held'. At the bottom right, there are 'Save' and 'Cancel' buttons. The form is set against a light blue background.

(Controlling Candidate information as it appears on the 460 section 5)

Recipient Committee
Campaign Statement
Cover Page — Part 2

COVER PAGE - PART 2

CALIFORNIA
FORM **460**

Page of

5. Officeholder or Candidate Controlled Committee

NAME OF OFFICEHOLDER OR CANDIDATE

Stacey Smith

OFFICE SOUGHT OR HELD (INCLUDE LOCATION AND DISTRICT NUMBER IF APPLICABLE)

Board of Supervisors #5

RESIDENTIAL/BUSINESS ADDRESS (NO. AND STREET) CITY STATE ZIP

1234 S. Kent Street Fresno, CA 93721

Related Committees Not Included in this Statement: *List any committees not included in this statement that are controlled by you or are primarily formed to receive contributions or make expenditures on behalf of your candidacy.*

COMMITTEE NAME

I.D. NUMBER

6. Primarily Formed Ballot Measure Committee

NAME OF BALLOT MEASURE

BALLOT NO. OR LETTER

JURISDICTION

☐ SUPPORT

☐ OPPOSE

Identify the controlling officeholder, candidate, or state measure proponent, if any.

NAME OF OFFICEHOLDER, CANDIDATE, OR PROPONENT

OFFICE SOUGHT OR HELD

DISTRICT NO. IF ANY

7. Primarily Formed Candidate/Officeholder Committee *List names of*

(Controlling Candidate information as it appears on the 410 section 4)

Statement of Organization
Recipient Committee

INSTRUCTIONS ON REVERSE

CALIFORNIA
FORM **410**

Page 2

COMMITTEE NAME

I.D. NUMBER

- All committees must list the financial institution where the campaign bank account is located.

NAME OF FINANCIAL INSTITUTION

AREA CODE/PHONE

BANK ACCOUNT NUMBER

ADDRESS

CITY

STATE

ZIP CODE

4. Type of Committee Complete the applicable sections.

Controlled Committee

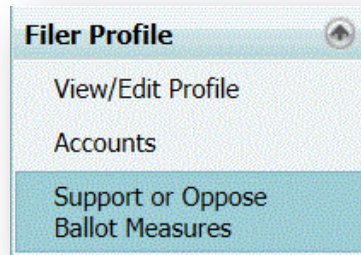
- List the name of each controlling officeholder, candidate, or state measure proponent. If candidate or officeholder controlled, also list the elective office sought or held, and district number, if any, and the year of the election.
- List the political party with which each officeholder or candidate is affiliated or check "nonpartisan."
- If this committee acts jointly with another controlled committee, list the name and identification number of the other controlled committee.

NAME OF CANDIDATE/OFFICEHOLDER/STATE MEASURE PROPONENT	ELECTIVE OFFICE SOUGHT OR HELD (INCLUDE DISTRICT NUMBER IF APPLICABLE)	YEAR OF ELECTION	PARTY
Stacey Smith	Board of Supervisors #5	2018	<input type="checkbox"/> Nonpartisan
			<input type="checkbox"/> Nonpartisan

Primarily Formed Committee Primarily formed to support or oppose specific candidate or measure in a single election. List below.

This only applies to Ballot Measure Committee's.

- k. Click on Support or Oppose Ballot Measures.



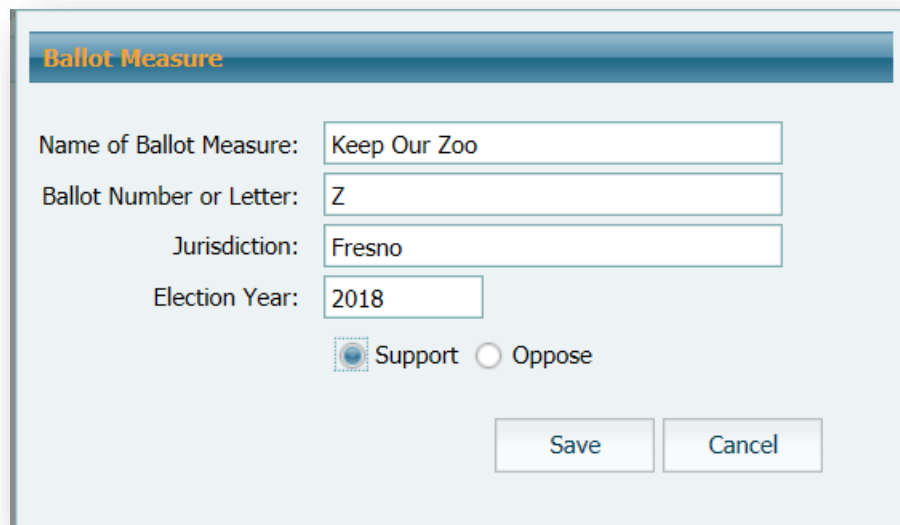
- l. Click on

Add Measure

- m. Enter the required information. (This will appear on the Form 410 section 4 and the Form 460 cover page part 2 as shown on the following page.)

- n. Click

Save

A form titled "Ballot Measure" with a blue header bar. The form contains several input fields and radio buttons. The fields are: "Name of Ballot Measure:" with the value "Keep Our Zoo", "Ballot Number or Letter:" with the value "Z", "Jurisdiction:" with the value "Fresno", and "Election Year:" with the value "2018". Below these fields are two radio buttons: "Support" (which is selected) and "Oppose". At the bottom right of the form are two buttons: "Save" and "Cancel".

Ballot Measure

Name of Ballot Measure: Keep Our Zoo

Ballot Number or Letter: Z

Jurisdiction: Fresno

Election Year: 2018

☒ Support ☐ Oppose

Save Cancel

(The Ballot Measure information as it appears on the Form 460 section 6)


Recipient Committee Campaign Statement Cover Page — Part 2		COVER PAGE - PART 2 CALIFORNIA FORM 460 Page ____ of ____
5. Officeholder or Candidate Controlled Committee <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">NAME OF OFFICEHOLDER OR CANDIDATE</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OFFICE SOUGHT OR HELD (INCLUDE LOCATION AND DISTRICT NUMBER IF APPLICABLE)</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">RESIDENTIAL/BUSINESS ADDRESS (NO. AND STREET) CITY STATE ZIP</div> <p>Related Committees Not Included in this Statement: <i>List any committees not included in this statement that are controlled by you or are primarily formed to receive contributions or make expenditures on behalf of your candidacy.</i></p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">COMMITTEE NAME I.D. NUMBER</div>	6. Primarily Formed Ballot Measure Committee <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">NAME OF BALLOT MEASURE Keep Our Zoo, Yes on Measure Z</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">BALLOT NO. OR LETTER JURISDICTION Z Fresno</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input checked="" type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE</div> <p>Identify the controlling officeholder, candidate, or state measure proponent, if any.</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">NAME OF OFFICEHOLDER, CANDIDATE, OR PROPONENT</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">OFFICE SOUGHT OR HELD DISTRICT NO. IF ANY</div>	

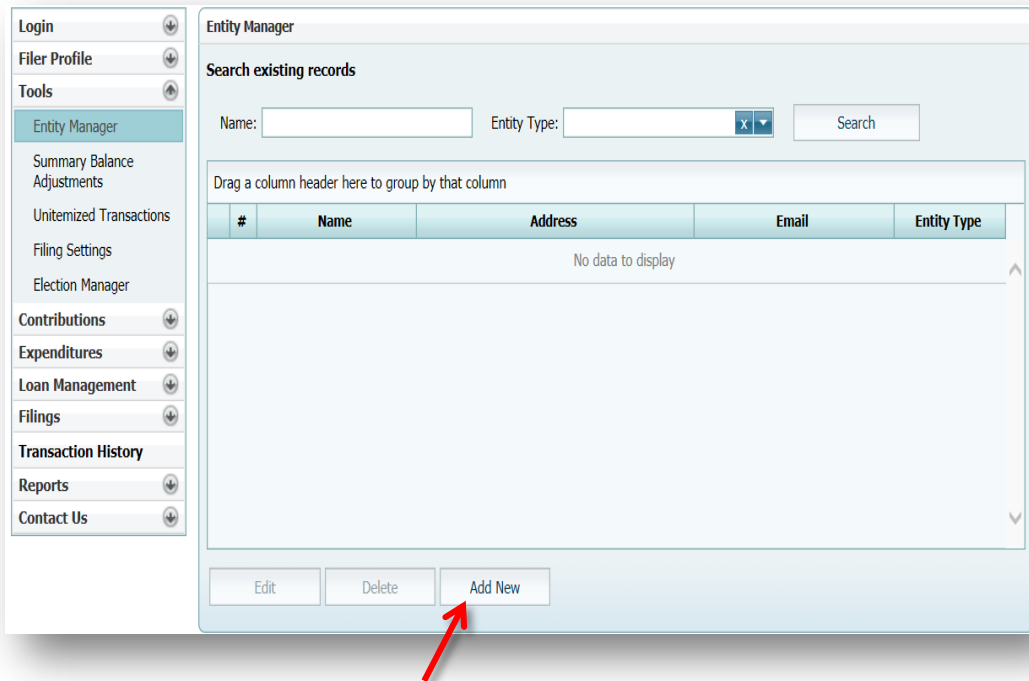
(The Ballot Measure as it appears on the Form 410 section 4)

Statement of Organization Recipient Committee <small>INSTRUCTIONS ON REVERSE</small>		CALIFORNIA FORM 410 Page 2 I.D. NUMBER
COMMITTEE NAME		
• All committees must list the financial institution where the campaign bank account is located.		
NAME OF FINANCIAL INSTITUTION	AREA CODE/PHONE	BANK ACCOUNT NUMBER
ADDRESS	CITY	STATE ZIP CODE
4. Type of Committee Complete the applicable sections.		
Controlled Committee		
• List the name of each controlling officeholder, candidate, or state measure proponent. If candidate or officeholder controlled, also list the elective office sought or held, and district number, if any, and the year of the election.		
• List the political party with which each officeholder or candidate is affiliated or check "nonpartisan."		
• If this committee acts jointly with another controlled committee, list the name and identification number of the other controlled committee.		
NAME OF CANDIDATE/OFFICEHOLDER/STATE MEASURE PROPONENT	ELECTIVE OFFICE SOUGHT OR HELD (INCLUDE DISTRICT NUMBER IF APPLICABLE)	YEAR OF ELECTION PARTY <input type="checkbox"/> Nonpartisan
		<input type="checkbox"/> Nonpartisan
Primarily Formed Committee Primarily formed to support or oppose specific candidates or measures in a single election. List below:		
CANDIDATE(S) NAME OR MEASURE(S) FULL TITLE (INCLUDE BALLOT NO. OR LETTER)	CANDIDATE(S) OFFICE SOUGHT OR HELD OR MEASURE(S) JURISDICTION (INCLUDE DISTRICT NO., CITY OR COUNTY, AS APPLICABLE)	CHECK ONE SUPPORT OPPOSE <input checked="" type="checkbox"/> <input type="checkbox"/> SUPPORT OPPOSE <input type="checkbox"/> <input type="checkbox"/>
Keep Our Zoo, Yes on Measure Z		

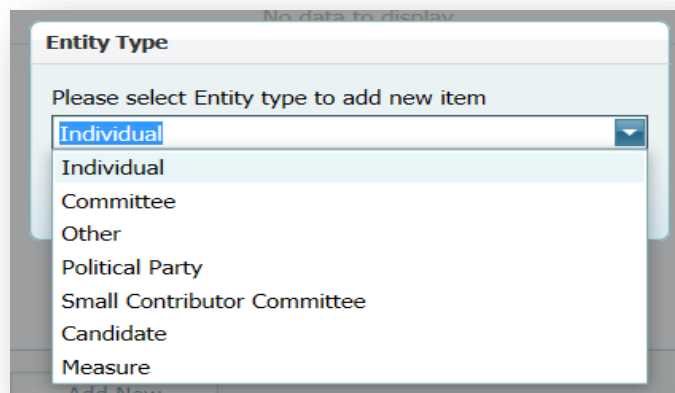
TOOLS MENU

1. Click on **Entity Manager**

- a. Click  to enter your entities for which you receive contributions from or make expenditures to. You can add as many entities as you wish. This way you won't have to enter their information each time. You can simply select them from the list that you created.



- b. Click on the drop down arrow and select what type of entity.



- c. Enter the information in each field. Depending on what type of entity you choose will determine the information you enter. Click Save when finished.

Individual


Prefix:	<input type="text"/>	Address Line 1:	<input type="text" value="1234 S. Summer St."/>
First Name:	<input type="text" value="Clark"/>	Address Line 2:	<input type="text"/>
Last Name:	<input type="text" value="Kent"/>	City:	<input type="text" value="Fresno"/>
Suffix:	<input type="text"/>	State:	<input type="text" value="California"/>
Occupation:	<input type="text" value="Saving lives"/>	Zip Code:	<input type="text" value="93721-"/> x
Employer:	<input type="text" value="City of Fresno"/>	Home Phone:	<input type="text" value="() - ext:"/>
Email Address:	<input type="text"/>	Business Phone:	<input type="text" value="() - ext:"/>
Parent Entity:	<input type="text"/> ...	Is a Lobbyist:	<input type="checkbox"/>

Committee

Committee Name:	<input type="text" value="CA Peace Officers PAC"/>	Address Line 1:	<input type="text" value="5555 S. Cherry"/>
Committee Type:	<input type="text" value="Small Contributor Committee"/>	Address Line 2:	<input type="text"/>
FPPC ID:	<input type="text" value="123456"/>	City:	<input type="text" value="Sacramento"/>
Parent Entity:	<input type="text"/> ...	State:	<input type="text" value="California"/>
Support/Oppose:	<input checked="" type="radio"/> Support <input type="radio"/> Oppose	Zip Code:	<input type="text" value="95814-"/>
Is Controlled:	<input checked="" type="checkbox"/>	Is a Lobbyist:	<input type="checkbox"/>

Treasurer Information


First Name:	<input type="text" value="Jane"/>	Address Line 1:	<input type="text" value="1444 Winters"/>
Last Name:	<input type="text" value="Doe"/>	Address Line 2:	<input type="text"/>
Prefix:	<input type="text"/>	City:	<input type="text" value="Sacramento"/>
Suffix:	<input type="text"/>	State:	<input type="text" value="California"/>
		Zip Code:	<input type="text" value="95814-"/>

- d. Click on the  sign on the side. This allows you to view all the transactions made by this entity.

Entity Manager


Search existing records

Name:

Entity Type: 





Search

Drag a column header here to group by that column

#	Name	Address	Email	Entity Type
 <input type="radio"/>	American Ambulance	2911 E. Tulare St.		Other

Transaction Details

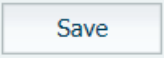
Date	Transaction Details	Inflows	Outflows
3/16/2017	Monetary Contribution	500.00	0.00
Total of Inflows: 500.00		Total of Outflows: 0.00	

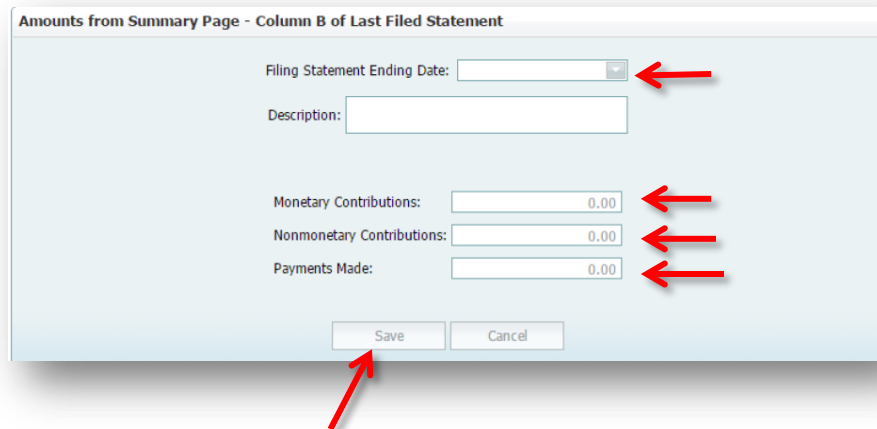
 <input type="radio"/>	Bank of Sierras	1234 Dove Lane	sierra@bank.com	Other
 <input type="radio"/>	BevMo!	1095 Herndon Ave.		Other
 <input type="radio"/>	George Burns	4545 Pico		Individual
 <input checked="" type="radio"/>	Lee Brand for Mayor	5555 S. Shaw		Committee

Edit


Delete

Add New

2. Click on **Summary Balance Adjustments**. *NOTE: This will only be used once.*
 - a. Enter the last filing statement date, i.e. 12/31/2016.
 - b. Enter the Monetary Contributions that are found on your last filing of the 460 on the Summary Page Line #1, Column B.
 - c. Enter the Nonmonetary Contributions that are found on your last filing of the 460 on the Summary Page Line #4, Column B.
 - d. Enter the Payments Made that are found on your last filing of the 460 on the Summary Page Line #6, Column B.
 - e. Click 



Amounts from Summary Page - Column B of Last Filed Statement

Filing Statement Ending Date: 

Description:

Monetary Contributions: 0.00

Nonmonetary Contributions: 0.00

Payments Made: 0.00

Campaign Disclosure Statement Summary Page

Amounts may be rounded
to whole dollars.

State:
from
through

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

Clark Kent for Supervisor 2018

Contributions Received

		Column A TOTAL THIS PERIOD (FROM ATTACHED SCHEDULES)	Column B CALENDAR YEAR TOTAL TO DATE
1. Monetary Contributions.....	Schedule A, Line 3	\$ 5000.00	\$ 5050.00
2. Loans Received.....	Schedule B, Line 3	\$ 0.00	\$ 35000.00
3. SUBTOTAL CASH CONTRIBUTIONS.....	Add Lines 1 + 2	\$ 5000.00	\$ 40050.00
4. Nonmonetary Contributions.....	Schedule C, Line 3	\$ 1500.00	\$ 3150.00
5. TOTAL CONTRIBUTIONS RECEIVED.....	Add Lines 3 + 4	\$ 6500.00	\$ 43200.00

Expenditures Made

6. Payments Made.....	Schedule E, Line 4	\$ 0.00	\$ 50.00
7. Loans Made.....	Schedule H, Line 3	\$ 0.00	\$ 0.00
8. SUBTOTAL CASH PAYMENTS.....	Add Lines 6 + 7	\$ 0.00	\$ 50.00
9. Accrued Expenses (Unpaid Bills)	Schedule F, Line 3	\$ 0.00	\$ 0.00
10. Nonmonetary Adjustment.....	Schedule C, Line 3	\$ 1500.00	\$ 3150.00
11. TOTAL EXPENDITURES MADE.....	Add Lines 8 + 9 + 10	\$ 1500.00	\$ 3200.00

3. Click on **Unitemized Transactions**. *NOTE: Transactions entered here cannot be searched and will not allow you to track entity totals. We recommend entering transactions in the pertinent sections for later searches and grouping. This would consist of cumulative contributions/expenditures under \$100 unitemized and appear on the Summary Page on lines 1-19.*

- a. Select the Adjustment Type from the drop down arrow.
- b. Select the Deposit Account.
- c. Select the Date Received.
- d. Select the Election Date if applicable.
- e. Enter the Amount.
- f. List any notes pertaining to contribution/expenditure.

- g. Click

Save

Unitemized Transactions

* NOTE: Transactions entered here can not be searched and will not allow you to track entity totals. We recommend entering transactions in the pertinent section(s) for later searches and grouping.

Adjustment Type: **A - Monetary Contributions Received** (Cumulative amounts less than 25.00)

Deposit Account: A - Monetary Contributions Received

Date Received: B - Loans Received

Election: B - Loans Paid or Forgiven

Amount: C - Nonmonetary Contributions

Notes: D - Supporting/Opposing Other Candidates, Measures, etc.

E - Payments Made

F - Accrued Expenses Incurred

Save Cancel

Year: All

Drag a column header here to group by that column

Adjustment Type	Date	Election Type	Election Year	Amount

No data to display

Edit Delete

Campaign Disclosure Statement Summary Page

Amounts may be rounded to whole dollars.

Statement covers period from 01/01/2017 through 06/30/2017

CALIFORNIA FORM 460

Page 3 of 6

I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER: Clark Kent for Supervisor 2018

CONTRIBUTIONS RECEIVED	Column A	Column B
1. Monetary Contributions	5000.00	5050.00
2. Loans Received	0.00	35000.00
3. SUBTOTAL CASH CONTRIBUTIONS	5000.00	40050.00
4. Nonmonetary Contributions	1500.00	3150.00
5. TOTAL CONTRIBUTIONS RECEIVED	6500.00	43200.00

EXPENDITURES MADE	Column A	Column B
6. Payments Made	0.00	50.00
7. Loans Made	0.00	0.00
8. SUBTOTAL CASH PAYMENTS	0.00	50.00
9. Accrued Expenses (Unpaid Bills)	0.00	0.00
10. Nonmonetary Adjustment	1500.00	3150.00
11. TOTAL EXPENDITURES MADE	1500.00	3200.00

CURRENT CASH STATEMENT	Column A	Column B
12. Beginning Cash Balance	6.01	
13. Cash Receipts	5000.00	
14. Miscellaneous Increases to Cash	0.00	
15. Cash Payments	0.00	
16. ENDING CASH BALANCE	5006.01	

CASH EQUIVALENTS AND OUTSTANDING DEBTS	Column A	Column B
17. Loan Guarantees Received	0.00	
18. Cash Equivalents	0.00	
19. Outstanding Debts	35000.00	

Calendar Year Summary for Candidates Running in Both the State Primary and General Elections

20. Contributions Received \$ 3150.00

21. Expenditures Made \$ 3200.00

22. Cumulative Expenditures Made* (If Subject to Voluntary Expenditure Limit)

Date of Election (mm/dd/yy) / / Total to Date \$

*Amounts in this section may be different from amounts reported in Column B.

EPFC Form 460 (Jan/2016)

4. Click on **Filing Settings**.

This will allow you to change the **Transaction Minimums** tab according to the Fresno County Ordinance on Form 460. These are standard reporting default amounts required by FPPC.

The following list of officer holders in Fresno County is required to itemize their contributions of \$25 or more:

- Board of Supervisors
- County Clerk/Registrar of Voters
- District Attorney/Public Administrator
- Auditor/Controller/Treasurer/Tax Collector
- Sheriff/Coroner

The screenshot shows the 'Filing Settings' window with the 'Form 460 - Transaction Minimums' tab selected. The window has a title bar 'Filing Settings' and two tabs: 'Form 460 - Transaction Minimums' and 'Form 496/497 - Report Number Settings'. The 'Form 460' section contains a list of schedules with corresponding transaction minimum values in text boxes. The values are: Schedule A (100.00 ×), Schedule B1 (100.00), Schedule B2 (100.00), Schedule C (100.00), Schedule D (100.00), Schedule E (100.00), Schedule F (100.00), Schedule G (500.00), Schedule H (100.00), and Schedule I (100.00). At the bottom are 'Save' and 'Cancel' buttons.

Schedule	Transaction Minimum
Schedule A	100.00 ×
Schedule B1	100.00
Schedule B2	100.00
Schedule C	100.00
Schedule D	100.00
Schedule E	100.00
Schedule F	100.00
Schedule G	500.00
Schedule H	100.00
Schedule I	100.00

This module will allow you to auto-generate a number for your contribution reports or allow you to enter it manually on the report 496/497.

The screenshot shows the 'Filing Settings' window with the 'Form 496/497 - Report Number Settings' tab selected. The window has a title bar 'Filing Settings' and two tabs: 'Form 460 - Transaction Minimums' and 'Form 496/497 - Report Number Settings'. The 'Form 496/497' section contains a checkbox labeled 'Enter Report Number Manually' which is currently unchecked. Below the checkbox is a 'Save' button.

The screenshot shows a dialog box titled 'Late Independent Expenditure Report, Form 496'. It contains a label 'Report ID Number' and a text input field. At the bottom are 'Continue' and 'Cancel' buttons.

5. Click on **Election Manager**.
 - a. Select the election date if applicable.
 - b. Ballots Items screen will pop-up when you select the election. Select the office you are running for in that election. Click save when finished.

The screenshot shows the Election Manager interface. On the left is a sidebar with navigation links: Login, Home, Change Password, Change Login ID, Sign Out, Filer Profile, Tools, Summary Balance Adjustments, Unitemized Transactions, Filing Settings, Election Manager (highlighted), Contributions, Expenditures, Loan Management, Filings, Transaction History, Reports, and Contact Us. The main area is divided into two sections: Elections and Ballot Items.

Elections

#	Election Date	Election Type
<input checked="" type="radio"/>	11/06/2018	General
<input type="radio"/>	06/05/2018	Primary
<input type="radio"/>	06/02/2020	Primary
<input type="radio"/>	06/07/2022	Primary

Ballot Items

#	Ballot Item	Office Sought	Jurisdiction	District
<input type="checkbox"/>	Attorney General	<input checked="" type="checkbox"/>	State of California	Full Term
<input type="checkbox"/>	City Clerk	<input checked="" type="checkbox"/>	City of Firebaugh	Short Term
<input type="checkbox"/>	City Treasurer	<input checked="" type="checkbox"/>	City of Firebaugh	Short Term
<input type="checkbox"/>	Controller	<input checked="" type="checkbox"/>	State of California	Full Term
<input type="checkbox"/>	County Board of Supervisor	<input checked="" type="checkbox"/>	County of Fresno	District No. 1
<input type="checkbox"/>	County Board of Supervisor	<input checked="" type="checkbox"/>	County of Fresno	District No. 4
<input type="checkbox"/>	Governing Board Member	<input checked="" type="checkbox"/>	Fresno Unified School District	Trustee Area No. 1

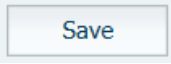
At the bottom of the Ballot Items table are two buttons: Save and Cancel. A red arrow points to the Save button.

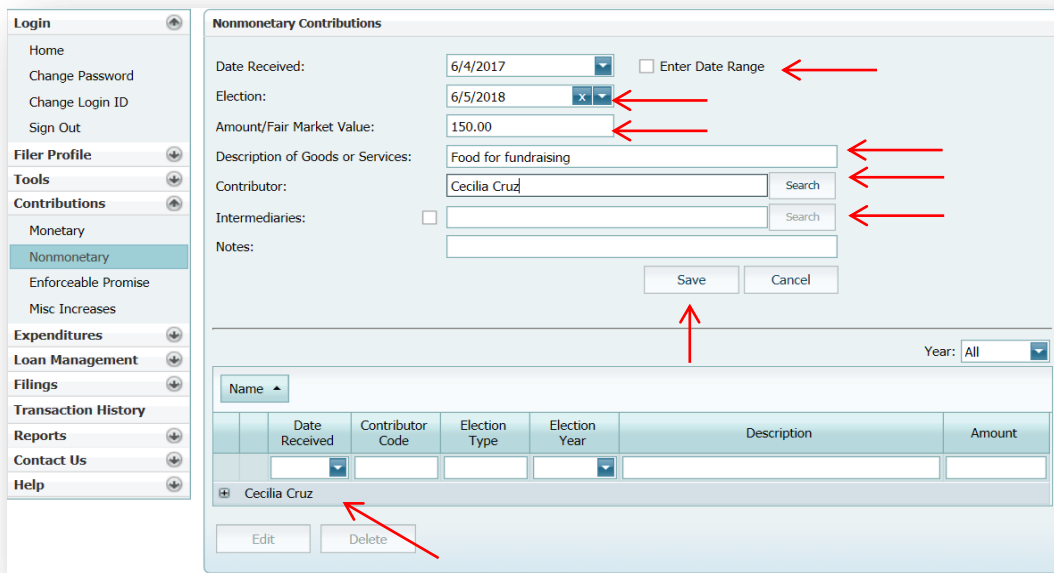
Contributions Menu

1. Click on **Monetary** (contributions of \$100 or more)
 - a. Select date received from drop down box.
 - b. Select the election date if applicable.
 - c. Enter the amount received.
 - d. Select the account it goes into.
 - e. Enter/Select the contributor
 1. Since you have entered your Entity Managers in the Tools Menu you can either select from the list or you can enter new here as well.
 - f. Enter an intermediary, if applicable, from the entity manager list or enter new.

The screenshot shows the 'Monetary Contributions Received' form. Red arrows point to the following fields: Date Received (6/4/2017), Election (6/5/2018), Amount (200.00), Deposit Account (CHK - Bank of Sierras - 5555), Contributor (Gregory Burns), and Intermediaries (empty). The 'Save' and 'Cancel' buttons are also visible. Below the form is a table of contributors with columns: Name, Date Received, Contributor Code, Election Type, Election Year, Employer, Occupation, and Amount. The table lists 'American Ambulance' and 'Gregory Burns'. A red arrow points to the 'Delete' button for Gregory Burns.

The screenshot shows the 'Entity Manager' form. It has a search bar for 'Name' and 'Entity Type'. Below the search bar is a table of existing records with columns: #, Name, Address, Email, and Entity Type. The table lists several entities, including 'American Ambulance', 'Bank of Sierras', 'BevMo!', 'Cecilia Cruz', 'Gregory Burns', 'John Smith for Mayor', and 'Print & Mail Inc.'. At the bottom are buttons for 'Edit', 'Delete', 'Add New', 'Continue', and 'Close'.

2. Click on **Nonmonetary** (donated goods, services, & discounts of \$100 or more)
 - a. Select date received from the drop down box.
 - b. Select the election date if applicable.
 - c. Enter the amount/fair market value – this is the estimated or agreed upon amount.
 - d. Enter new and/or select from the Entity Manager screen.
 - e. Enter an intermediary if applicable.
 - f. Click 



Nonmonetary Contributions

Date Received: 6/4/2017 ☐ Enter Date Range

Election: 6/5/2018

Amount/Fair Market Value: 150.00

Description of Goods or Services: Food for fundraising

Contributor: Cecilia Cruz

Intermediaries: ☐

Notes:

Year: All

Name	Date Received	Contributor Code	Election Type	Election Year	Description	Amount
Cecilia Cruz						

Entity Manager

Search existing records

Name: Entity Type:

Drag a column header here to group by that column

#	Name	Address	Email	Entity Type
<input type="checkbox"/>	American Ambulance	2911 E. Tulare St.		Other
<input type="checkbox"/>	Bank of Sierras	1234 Dove Lane	sierra@bank.com	Other
<input type="checkbox"/>	BevMol	1095 Herndon Ave.		Other
<input type="checkbox"/>	Cecilia Cruz	2222 Mooney		Individual
<input type="checkbox"/>	Gregory Burns	5555 Pico		Individual
<input type="checkbox"/>	John Smith for Mayor	5555 S. Shaw		Committee
<input type="checkbox"/>	Print & Mail Inc.	2818 Kern		Other

3. Click on **Enforceable Promise** – This module allows the Filer to add any enforceable promises to make a payment to, or at the behest of, a candidate or committee.
 - a. Select the date of promise.
 - b. Election date if applicable.
 - c. Enter the amount.
 - d. Enter the account it went into.
 - e. Enter new and/or select the contributor from the **Entity Manager** list.
 - f. Enter the contribution date.
 - g. Select monetary/nonmonetary.
 - h. Select an intermediary if applicable.

The screenshot shows the 'Enforceable Promise' form. Red arrows point to the following fields:

- Date Promise Made: 3/15/2017
- Election: 6/5/2018
- Amount: 500.00
- Deposit Account: CHK - Bank of Sierras - 5555
- Contributor: John Smith for Mayor
- Contribution Date: 9/16/2017
- Monetary Contribution (selected)
- Intermediaries: (empty field)
- Save button

Below the form is a table with the following columns: Name, Date Received, Contributor Code, Election Type, Election Year, Employer, Occupation, Amount. The table is currently empty, displaying 'No data to display'.

The screenshot shows the 'Entity Manager' form. It includes a search bar with 'Name' and 'Entity Type' fields, and a 'Search' button. Below the search bar is a table with the following columns: #, Name, Address, Email, Entity Type. The table contains the following data:

#	Name	Address	Email	Entity Type
<input type="checkbox"/>	American Ambulance	2911 E. Tulare St.		Other
<input type="checkbox"/>	Bank of Sierras	1234 Dove Lane	sierra@bank.com	Other
<input type="checkbox"/>	BevMo!	1095 Herndon Ave.		Other
<input type="checkbox"/>	George Burns	4545 Pico		Individual
<input type="checkbox"/>	Lee Brand for Mayor	5555 S. Shaw		Committee
<input type="checkbox"/>	Mona Cruz	2525 Mooney		Individual
<input type="checkbox"/>	Print & Mail Inc.	2818 Kern		Other

At the bottom of the form are buttons for Edit, Delete, Add New, Continue, and Close.

4. Click on **Misc. Increases to Cash** – This module allows the Filer to add any miscellaneous increases to their Committee’s funds that are not considered monetary contributions such as interest, credits, proceeds from sale of property, refunds of deposits, or transfers from another committee of the same candidate.
 - a. Enter date received.
 - b. Enter the election date if applicable.
 - c. Enter the amount.
 - d. Select the account.
 - e. Write a description.
 - f. Select the source from your **Entity Manager** list or add new.

The screenshot shows the 'Miscellaneous Increases To Cash' form. Red arrows point to the following fields: Date Received (5/28/2017), Election (6/5/2018), Amount (150.00), Deposit Account (CHK - Bank of Sierras - 5555), Description (Donated Massage Package Sold at Auction), and Source (Cecilia Cruz). The form also includes a 'Save' button and a 'Cancel' button. Below the form is a table with columns: Name, Date Received, Contributor Code, Election Type, Election Year, Description, and Amount. The table shows a single entry for Cecilia Cruz.

Name	Date Received	Contributor Code	Election Type	Election Year	Description	Amount
Cecilia Cruz						

The screenshot shows the 'Entity Manager' form. It includes a search bar with 'Name' and 'Entity Type' fields. Below the search bar is a table with columns: #, Name, Address, Email, and Entity Type. The table lists several entities, including American Ambulance, Bank of Sierras, BevMo!, George Burns, Lee Brand for Mayor, Mona Cruz, and Print & Mail Inc. The form also includes buttons for 'Edit', 'Delete', 'Add New', 'Continue', and 'Close'.

#	Name	Address	Email	Entity Type
<input type="radio"/>	American Ambulance	2911 E. Tulare St.		Other
<input type="radio"/>	Bank of Sierras	1234 Dove Lane	sierra@bank.com	Other
<input type="radio"/>	BevMo!	1095 Herndon Ave.		Other
<input type="radio"/>	George Burns	4545 Pico		Individual
<input type="radio"/>	Lee Brand for Mayor	5555 S. Shaw		Committee
<input type="radio"/>	Mona Cruz	2525 Mooney		Individual
<input type="radio"/>	Print & Mail Inc.	2818 Kern		Other

Expenditures Menu

1. Click on **Monetary** (*money based expenditures of \$100 or more*)
 - a. Select the payment date from the drop down box.
 - b. Select election date if applicable.
 - c. Enter the amount of payment made.
 - d. Select the recipient by clicking on and choose from **Entity Manager List** or click on to enter a new entity.
 - e. Select the payment code from the drop down box. This list of codes is what you will find on the Form 460 on schedule E.
 - f. Enter the description of payment.
 - g. Enter the check/transaction number.
 - h. Enter any notes that pertain to this payment. Click Save when complete.

The screenshot shows the 'Monetary Expenditure' form. Red arrows point to the following fields: Payment Date (5/16/2017), Election (6/5/2018), Payment Amount (500.00), Payment Method (CHK - Bank of Sierras - 5555), Recipient (Print & Mail Inc.), Payment Code (POS - Postage, delivery and messenger services), Description of Payment (Mailing documents), and the Recipient/Creditor list at the bottom where 'Print & Mail Inc.' is selected.

Entity Manager

Search existing records

Name: Entity Type: Search

Drag a column header here to group by that column

#	Name	Address	Email	Entity Type
<input type="radio"/>	American Ambulance	2911 E. Tulare St.		Other
<input type="radio"/>	Bank of Sierras	1234 Dove Lane	sierra@bank.com	Other
<input type="radio"/>	BevMo!	1095 Herndon Ave.		Other
<input type="radio"/>	Cecilia Cruz	2222 Mooney		Individual
<input type="radio"/>	Gregory Burns	5555 Pico		Individual
<input type="radio"/>	John Smith for Mayor	5555 S. Shaw		Committee
<input type="radio"/>	Print & Mail Inc.	2818 Kern		Other

CMP - Campaign paraphernalia/misc	
CNS - Campaign consultants	
CTB - Contributions (Monetary)	**Will also appear on Schedule D
CTB - Contributions (Nonmonetary)	**Will also appear on Schedule D
CVC - Civic donations	
FIL - Candidate Filing/Ballot Fees	
FND - Fundraising events	
IND - Independent expenditures	**Will also appear on Schedule D

2. Click on **Nonmonetary** (*non-money based expenditures, i.e. donation of goods on hand, services, & discounts*)
 - a. Select the date incurred from the drop down box.
 - b. Select the election if applicable.
 - c. Enter the fair market value.
 - d. Enter the description of goods or services.
 - e. Select the recipient or add new if not in system.
 - f. Enter any notes that pertain to this expenditure.
 - g. Click save when finished.

Nonmonetary Expenditure

Date Incurred: 5/10/2017
 Election: 6/5/2018
 Fair Market Value: 123.45

Description of Goods or Services: Donated Foods for Fundraising

Recipient: [Search]
 Notes:

Save Cancel

Election: [X] Year: All

Recipient

	Date Incurred	Code or Description	Election Type	Election Year	Value

No data to display

Edit Delete

Entity Manager

Search existing records

Name: [] Entity Type: [X] Search

Drag a column header here to group by that column

#	Name	Address	Email	Entity Type
<input type="radio"/>	American Ambulance	2911 E. Tulare St.		Other
<input type="radio"/>	Bank of Sierras	1234 Dove Lane	sierra@bank.com	Other
<input type="radio"/>	BevMo!	1095 Herndon Ave.		Other
<input type="radio"/>	Cecilia Cruz	2222 Mooney		Individual
<input type="radio"/>	Gregory Burns	5555 Pico		Individual
<input type="radio"/>	John Smith for Mayor	5555 S. Shaw		Committee
<input type="radio"/>	Print & Mail Inc.	2818 Kern		Other

Edit Delete Add New Continue Close

CMP - Campaign paraphernalia/misc
 CNS - Campaign consultants
 CTB - Contributions (Monetary) **Will also appear on Schedule D
 CTB - Contributions (Nonmonetary) **Will also appear on Schedule D
 CVC - Civic donations
 FIL - Candidate Filing/Ballot Fees
 FND - Fundraising events
 IND - Independent expenditures **Will also appear on Schedule D

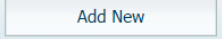
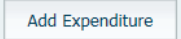
3. **Accrued Expenses** – enter the amounts owed to a single vendor of \$100 or more at the end of a reporting period, i.e. unpaid bills for good or services. It's an accounting expense recognized in the books before it is paid for.

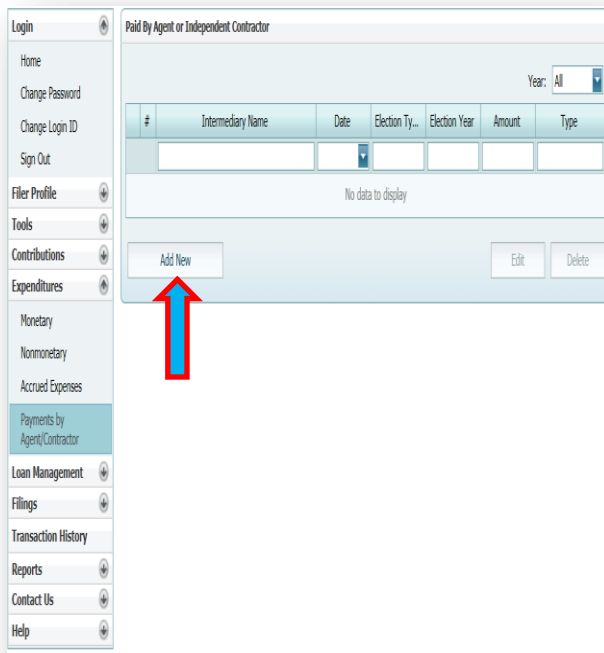
[Add New Expense](#)

- a. Click on [Add New Expense](#).
- b. Select the date of expenditure.
- c. Select the election date if applicable.
- d. Select the creditor/vendor from the **Entity Manager** list or add new.
- e. Enter the expense amount.
- f. Select the expense code from the drop down box.
- g. Enter an expense description.
- h. Check the box if this was accrued to support/oppose a candidate, measure, or committee.
- i. Enter the last reported balance since you paid in to the expense from last filing period. This is optional.

CMP - Campaign paraphernalia/misc	
CNS - Campaign consultants	
CTB - Contributions (Monetary)	**Will also appear on Schedule D
CTB - Contributions (Nonmonetary)	**Will also appear on Schedule D
CVC - Civic donations	
FIL - Candidate Filing/Ballot Fees	
FND - Fundraising events	
IND - Independent expenditures	**Will also appear on Schedule D

4. **Payments by Agent/Contractor** – payments made on your behalf by an agent or independent contractor of \$500 or more during reporting period.




- Click on .
- Select the date.
- Select yes or no if you want to report this on schedule.
- Select the election date if applicable.
- Enter the transaction total.
- Select the payment method.
- Select the intermediary from the **Entity Manager** list or add new.
- Enter the description of payment.
- Click  to add them to the list.
- Click save when finished.

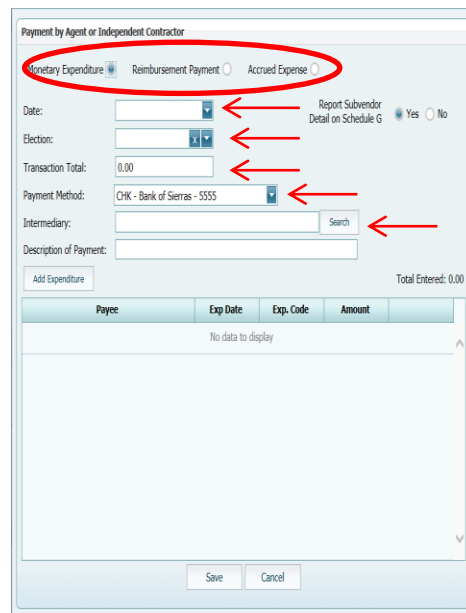


Payment by Agent or Independent Contractor

Year: All

#	Intermediary Name	Date	Election Ty...	Election Year	Amount	Type
No data to display						



Payment by Agent or Independent Contractor

☒ Monetary Expenditure ☐ Reimbursement Payment ☐ Accrued Expense

Date: Report Subvendor Detail on Schedule G ☒ Yes ☐ No


Election:

Transaction Total: 0.00



Payment Method: CHK - Bank of Sierras - 5555

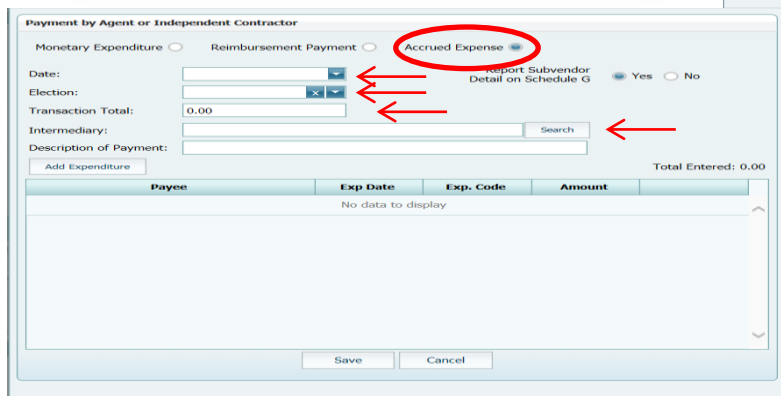
Intermediary: Search

Description of Payment:

 Total Entered: 0.00

Payee	Exp Date	Exp. Code	Amount
No data to display			



Payment by Agent or Independent Contractor

☐ Monetary Expenditure ☐ Reimbursement Payment ☒ Accrued Expense


Date: Report Subvendor Detail on Schedule G ☒ Yes ☐ No

Election:



Transaction Total: 0.00

Intermediary: Search

Description of Payment:

 Total Entered: 0.00

Payee	Exp Date	Exp. Code	Amount
No data to display			

Loan Management Menu

1. Click on **Loans Received** - this is where you would add any loans received of \$100 or more that was received or was outstanding during the reporting period.
 - a. Click on add new loan.
 - b. Select the date incurred.
 - c. Select the election date if applicable.
 - d. Select the due date.
 - e. Enter the amount.
 - f. Select the deposit account.
 - g. Enter the interest rate.
 - h. Select the lender from the **Entity Manager** list or add new.
 - i. Select the guarantor from the **Entity Manager** list or add new.
 - j. Enter any notes.
 - k. Check the box is the candidate is personally liable for the loan.

2. Click on **Loans Made to Others**
 - a. Click on add new loan.
 - b. Select date incurred.
 - c. Select election date if applicable.
 - d. Select the recipient from the entity manager menu or add new.
 - e. Enter loan amount.
 - f. Select payment method.
 - g. Enter the interest rate.
 - h. Select the due date.
 - i. Enter the last reported balance if you made any other payments from prior reporting period.
 - j. Enter the internal ID.
 - k. Check the box if it was used to support/oppose another candidate, measure or committee.
 - l. Click save.

The screenshot shows the 'Loans Made to Others' page. On the left is a sidebar with navigation links: Login, Home, Change Password, Change Login ID, Sign Out, Filer Profile, Tools, Contributions, Expenditures, Loan Management (highlighted), Loans Received, Loans Made, Filings, Transaction History, Reports, Contact Us, and Help. The main content area has a header 'Loans Made to Others' and a search bar with fields for Recipient, Election, and Year. Below this is a table with columns: #, Date Incurred, Recipient, Principal Amount, Principal Paid, Balance, Forgiven, Interest Rate, and Interest Paid. The table is currently empty, showing 'No data to display'. At the bottom of the main area are four buttons: 'Add New Loan' (highlighted with a red arrow), 'Post a Payment', 'Edit', and 'Delete'.

The screenshot shows the 'Add New Loan Made to Others' form. It contains the following fields with red arrows pointing to them: Date Incurred (calendar icon), Election (calendar icon), Recipient (text input with a search button), Loan Amount (text input), Payment Method (dropdown menu), Interest Rate (text input), Date Due (calendar icon), Last Reported Balance (text input), Internal ID (text input), and a checkbox for 'Used to Support/Oppose another Candidate, Measure or Committee'. There is also a 'Notes' text area at the bottom. 'Save' and 'Cancel' buttons are at the bottom right.

The screenshot shows the 'Post a Payment Received on Loan Made to Others' form. It contains the following fields with red arrows pointing to them: Transaction Date (calendar icon), Principal Amount (text input), Interest Amount (text input), Deposit Account (dropdown menu), Interest Paid Through (dropdown menu), and Check/Transaction Number (text input). It also displays 'Original Loan Amount: 1,000.00', 'Current Principal Balance: 6.00', and 'Interest Rate: 10.00%'. 'Save' and 'Cancel' buttons are at the bottom right.

Filings Menu

1. Click on **Start Filing**

- a. The Required Filings tab will appear. **Filings by Period** are generated based on calendar filings (e.g. pre-election filings or semi-annual filings). **Other Filings** are generated based on specific contributions or expenditures (e.g. From 496 or Form 497).

- b. Select the statement you wish to file and select

Start Filing Now

- c. A signature box will appear for you to electronically sign. If you are the Candidate and the Treasurer, click in the box to sign as both. If not, just click continue.
- d. Select the election date if applicable.

- e. Click

Continue

2. Review Your Form

- Your form will appear on the screen for you to review all entries. Use the navigation tabs at the top of the screen to scroll through each page to make sure all information entered is correct. You can save, print and edit using the navigation tabs.

Recipient Committee Campaign Statement

Navigation tabs: Page 1 of 10, Print, Save, Exit, Finalize Form

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

Statement covers period from 01/01/2014 through 03/15/2014

Date of election if applicable: 06/03/2014

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.

☒ Officerholder, 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/Officerholder Committee (Also Complete Part 2)

2. Type of Statement:

☒ Pre-election Statement
☐ Semi-annual Statement
☐ Termination Statement (Also file a Form 410 Termination)
☐ Amendment (Explain below)

☐ Quarterly Statement
☐ Special Odd-Year Report
☐ Supplemental Pre-election Statement - Attach Form 488

3. Committee Information I.D. NUMBER 3330001

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 (916)653-0000

OPTIONAL PARTY E-MAIL ADDRESS
test@test.am

Treasurer(s)

NAME OF TREASURER
Harvey Tsudol
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

OPTIONAL PARTY E-MAIL ADDRESS
(916)653-5045 htsudol@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 understand that the foregoing is true and correct.

Executed on: 05/16/2015 By: Natalie Dominguez
 Signature of Controlling Officer/Officerholder, State Measure Proposer or Responsible Officer or Sponsor

Executed on: 05/16/2015 By: _____
 Signature of Controlling Officer/Officerholder, Candidate, State Measure Proposer

Executed on: _____ By: _____
 Signature of Controlling Officer/Officerholder, Candidate, State Measure Proposer

Executed on: _____ By: _____
 Signature of Controlling Officer/Officerholder, Candidate, State Measure Proposer


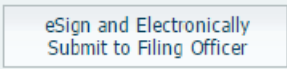
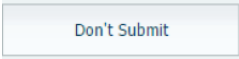
PPPC Form 460 (January/05)
PPPC Toll-Free Helpline: 800-ASK-PPPC (800-275-3772)
State of California

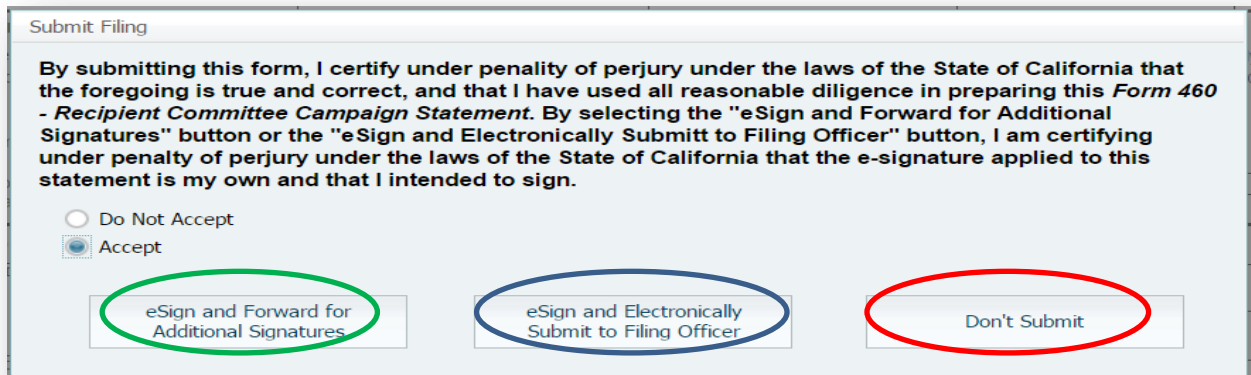
Icon	Action
	Toggle between maximized view and restore down.
	Display the Search Window
	Print
	Print Current Page
	Skip to First/Last Page
	Previous/Next Page
Page 1 of 3	Navigation by Page Number
	Save
	Save Document Type
	Exit
Finalize Form	Finalize Form/File Statement

- Click on

Finalize Form

3. Once you have finalized your form a **Submit Filing** box will appear. You will select **Accept** and

either click on  to submit for additional required signature or click on  if you are the Candidate/Treasurer. Click on  if you have aren't ready to file.

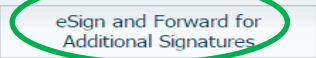

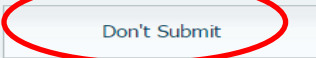


The image shows a 'Submit Filing' dialog box with a light blue header. Below the header is a paragraph of text certifying the truth of the form under penalty of perjury. There are two radio buttons: 'Do Not Accept' (unselected) and 'Accept' (selected). Below the radio buttons are three buttons: 'eSign and Forward for Additional Signatures' (circled in green), 'eSign and Electronically Submit to Filing Officer' (circled in blue), and 'Don't Submit' (circled in red).

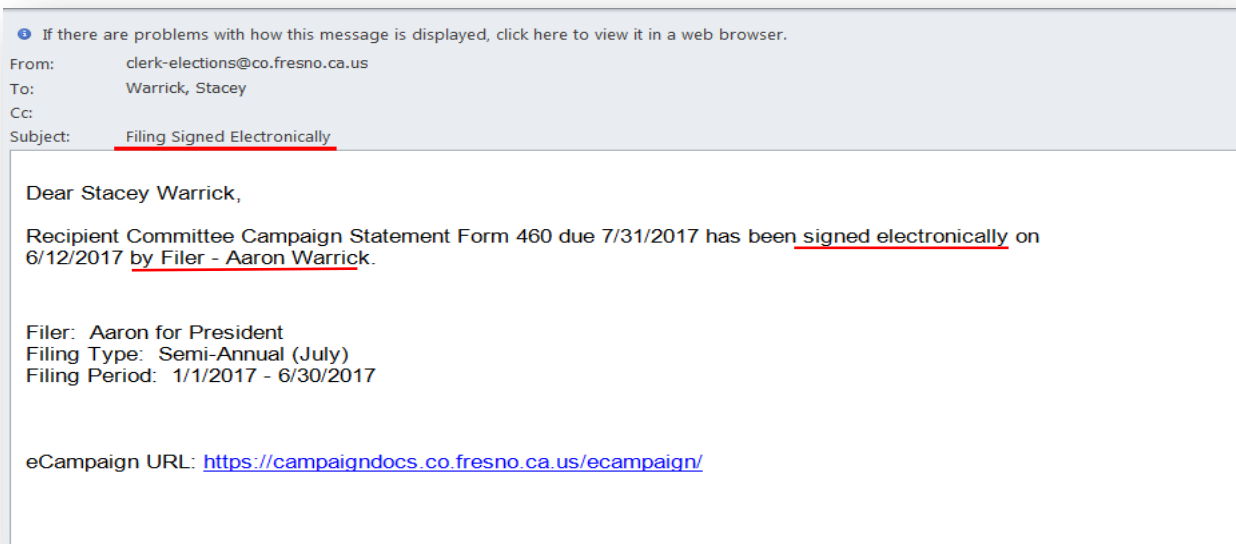
Submit Filing

By submitting this form, 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 *Form 460 - Recipient Committee Campaign Statement*. By selecting the "eSign and Forward for Additional Signatures" button or the "eSign and Electronically Submit to Filing Officer" button, I am certifying under penalty of perjury under the laws of the State of California that the e-signature applied to this statement is my own and that I intended to sign.

☐ Do Not Accept
☒ Accept

4. Once you have completed the first electronic signature portion, you will receive an email stating your filing was signed electronically and by whom.



The image shows an email notification from clerk-elections@co.fresno.ca.us to Stacey Warrick. The subject is 'Filing Signed Electronically'. The body of the email states that the Recipient Committee Campaign Statement Form 460 due 7/31/2017 has been signed electronically on 6/12/2017 by Filer - Aaron Warrick. It also provides details about the filer (Aaron for President), filing type (Semi-Annual (July)), and filing period (1/1/2017 - 6/30/2017). At the bottom, it provides the eCampaign URL: https://campaigndocs.co.fresno.ca.us/ecampaign/.

If there are problems with how this message is displayed, click here to view it in a web browser.

From: clerk-elections@co.fresno.ca.us
To: Warrick, Stacey
Cc:
Subject: Filing Signed Electronically

Dear Stacey Warrick,

Recipient Committee Campaign Statement Form 460 due 7/31/2017 has been signed electronically on 6/12/2017 by Filer - Aaron Warrick.

Filer: Aaron for President
Filing Type: Semi-Annual (July)
Filing Period: 1/1/2017 - 6/30/2017

eCampaign URL: <https://campaigndocs.co.fresno.ca.us/ecampaign/>

5. It is now time for the other officeholder to login and electronically sign and submit your form.
 - a. The same information will be required first time login.

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:

- b. You can change your login ID as well.

Login	<p>Password: <input type="text"/></p> <p>New Login ID: <input type="text"/></p> <p><input type="button" value="Submit"/></p>
Home	
Change Password	
Change Login ID	
Sign Out	
Filer Profile	
Tools	
Contributions	
Expenditures	
Loan Management	
Filings	
Transaction History	
Reports	
Contact Us	
Help	

6. Click **Filings Menu**. It is now time for the Treasurer or Filer, depending on who entered the information first, to log in and finalize the form. In this scenario it is the Treasurer.
 - a. Under the **Filings Menu** you will notice you have a **Pending** status now.

Login

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

Filer Profile

- Tools
- Contributions
- Expenditures
- Loan Management
- Filings**
 - Start Filing
 - Pending**
 - Previous
- Transaction History
- Reports
- Contact Us

Filings Waiting for Signing

Pending Filings

#	Form Type	Form Description	Period	Filing Period Covered	Needed Signatures
460	Recipient Committee Campaign Statement	Semi-Annual (July)	01/01/2017 - 06/30/2017	Stacey Warrick	

[Continue Filing](#) [View Pending Filing](#) [Cancel Entire Filing](#)

- b. Click on **Pending** and select the filing and click

- c. The signature pop-up window will appear now with the Treasurer name as a signer too.

Recipient Committee Campaign Statement, Form 460

Filing Information

Type of Statement: Pre-Election
 Start Date: 3/18/2014
 End Date: 5/19/2014
 Election Date: 6/3/2014

Cash Equivalents

Amount: 1,000.00
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.

I acknowledge that by signing this document all information is correct to the best of my knowledge and this information is true and correct.

Signers

Treasurer or Assistant Treasurer
 Name: Tony Stark Date: 11/30/2015

Officeholder, Candidate or Principal Officer
 Name: Natalie Dominguez Date: 11/30/2015

[Continue](#) [Cancel](#)

- d. Both signatures appear on the bottom of the form now. Please review the statement

and click **Finalize Form**

Recipient Committee Campaign Statement

Page 1 of 10

Finalize Form

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
(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 2)

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 485

3. Committee Information I.D. NUMBER: 3330001

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)653-8224

MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX
PO Box 1467
CITY: Sacramento STATE: CA ZIP CODE: 95812-0807 AREA CODE/PHONE: (916)653-0000

OPTIONAL FAX / E-MAIL ADDRESS
(916)653-0000 test@test.am

Treasurer(s)

NAME OF TREASURER
Harvey Tsuboi

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

OPTIONAL FAX / E-MAIL ADDRESS
(916)653-8045 htsuboi@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 understand that I am subject to the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on: 05/16/2015 By: Joe Montana
 Executed on: 05/16/2015 By: Natalie Dominguez
 Executed on: _____ By: _____
 Executed on: _____ By: _____

Signature of Treasurer or Assistant Treasurer
 Signature of Controlling Contributor, Candidate, State Measure Proponent or Responsible Officer of Sponsor
 Signature of Controlling Contributor, Candidate, State Measure Proponent
 Signature of Controlling Contributor, Candidate, State Measure Proponent

PPPS Form 460 (January/05)
 PPPS Toll-Free Helpline: 888-466-PPPS (888-466-7777)
 State of California

- e. The **Submit Filing** pop-up box will appear. Select Accept and the appropriate box for you

to file. When you select **eSign and Electronically Submit to Filing Officer** this will initiate the Treasurer or Filer to sign in and electronically sign.

Submit Filing

By submitting this form, 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 **Form 460 - Recipient Committee Campaign Statement**. By selecting the "eSign and Forward for Additional Signatures" button or the "eSign and Electronically Submit to Filing Officer" button, I am certifying under penalty of perjury under the laws of the State of California that the e-signature applied to this statement is my own and that I intended to sign.

☐ Do Not Accept
☒ Accept

eSign and Electronically Submit to Filing Officer **Don't Submit**

- f. This is what your statement will look like when it's submitted to our office for review. Your filing officer will review your statement and make sure it's complete.

**Recipient Committee
Campaign Statement
Cover Page**

COVER PAGE

Statement covers period from 01/01/2017 through 06/30/2017		Date of election if applicable: (Month, Day, Year)	Date Stamp: Filed Date: 04/11/2017 11:53 AM	CALIFORNIA FORM 460 Page 1 of 9 For Official Use Only
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SEE INSTRUCTIONS ON REVERSE

1. Type of Recipient Committee: All Committees – Complete Parts 1, 2, 3, and 4. <input checked="" type="checkbox"/> Officeholder, Candidate Controlled Committee ○ State Candidate Election Committee ○ Recall (Also Complete Part 5) <input type="checkbox"/> General Purpose Committee ○ Sponsored ○ Small Contributor Committee ○ Political Party/Central Committee <input type="checkbox"/> Primarily Formed Ballot Measure Committee ○ Controlled ○ Sponsored (Also Complete Part 6) <input type="checkbox"/> Primarily Formed Candidate/Officeholder Committee (Also Complete Part 7)	2. Type of Statement: <input type="checkbox"/> Preelection Statement <input checked="" type="checkbox"/> Semi-annual Statement <input type="checkbox"/> Termination Statement (Also file a Form 410 Termination) <input type="checkbox"/> Amendment (Explain below) <input type="checkbox"/> Quarterly Statement <input type="checkbox"/> Special Odd-Year Report
--	---

3. Committee Information COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE) Lopez for BOS 2018 STREET ADDRESS (NO P.O. BOX) 2221 Kern Street CITY STATE ZIP CODE AREA CODE/PHONE Fresno CA 93702 (559)600-3023 MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX CITY STATE ZIP CODE AREA CODE/PHONE OPTIONAL FAX / E-MAIL ADDRESS ralopez@co.fresno.ca.us	Treasurer(s) NAME OF TREASURER Rachel Lopez MAILING ADDRESS 2221 Kern Street CITY STATE ZIP CODE AREA CODE/PHONE Fresno CA 93721 NAME OF ASSISTANT TREASURER, IF ANY MAILING ADDRESS CITY STATE ZIP CODE AREA CODE/PHONE OPTIONAL FAX / E-MAIL ADDRESS ralopez@co.fresno.ca.us
---	--

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 04/11/2017 Executed on 04/11/2017 Executed on _____ Executed on _____	By Rachel Lopez Signature of Treasurer or Assistant Treasurer By Ms. Rachel Lopez Signature of Controlling Officeholder, Candidate, State Measure Proponent or Responsible Officer of Sponsor By _____ Signature of Controlling Officeholder, Candidate, State Measure Proponent By _____ Signature of Controlling Officeholder, Candidate, State Measure Proponent
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FPFC Form 460 (Jan/2016)
 FPFC Advice: advice@fpfc.ca.gov (866/275-3772)
 www.fpfc.ca.gov

- g. This is a customer survey that will appear after you submit your filing. Please take a minute to let us know how your experience was.

Form Ready to Print

Thank you - your form has been submitted to your Filing Officer for review.

If you need to view, print or amend your filed form, a copy of your filing is accessible in **Previous Filings**.

Close

Customer Satisfaction Survey

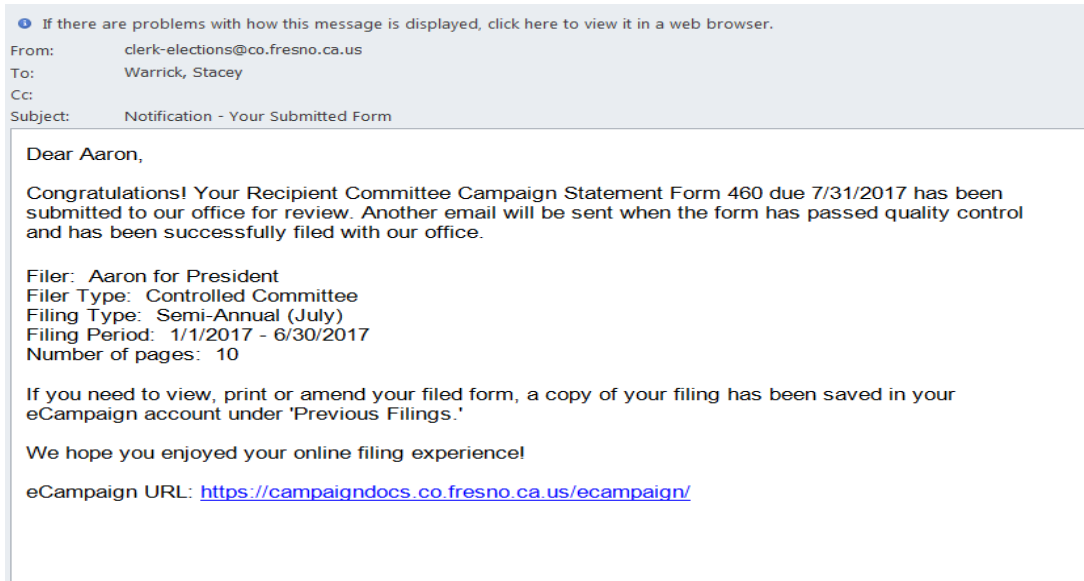
I rate my experience using eCampaign System from 1 (Poor) to 10 (Excellent) as :

My rate: ☆☆☆☆☆☆☆☆☆☆

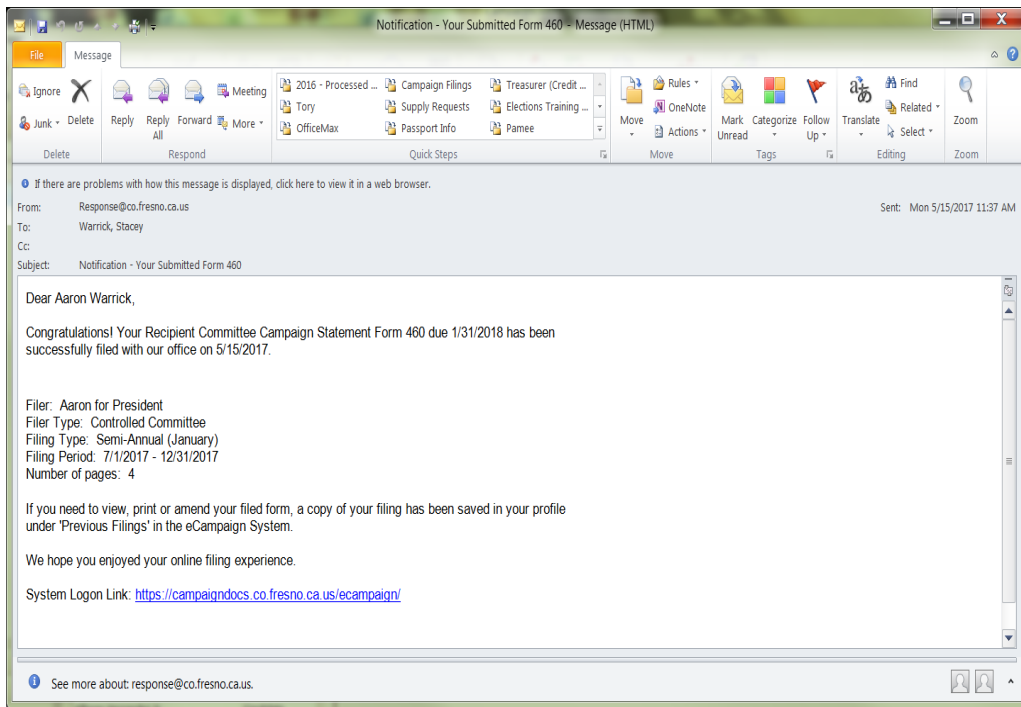
Additional Feedback (optional):

Submit

- h. You will receive an email from the eCampaign™ System stating your form was submitted electronically to our office for review.



- i. Once we review it in our office and Quality Control your form, you will receive an email stating your form has been successfully submitted with our office.



7. There is a whole section of **Reports** you can create when using this system as well.

The screenshot shows the 'Entities Report' form. On the left, a sidebar menu lists various system functions: Login, Filer Profile, Tools, Contributions, Expenditures, Loan Management, Filings, Transaction History, Reports (highlighted with a red box), Contact Us, and Help. The 'Reports' section is expanded, showing sub-options: Entities Report, Contributions Report, Expenditures Report, Unpaid Bills Report, Summary Report, Missing Entity Information Report, and Contact Us. The main content area is titled 'Entities Report' and features a dropdown menu for 'Entity Type' with the following options: Individual, Committee, Other, Political Party, and Small Contributor Committee. The 'Individual' option is currently selected.

8. If you have any issues while using this system, you can report them under the **Contact Us** tab. Or if you click on **FPPC Hotline** it will direct you right to their sight.

The screenshot shows the 'Report an Issue' form. On the left, a sidebar menu lists various system functions: Login, Filer Profile, Tools, Contributions, Expenditures, Loan Management, Filings, Transaction History, Reports, Contact Us (highlighted), Report An Issue, FPPC Hotline, and Help. The 'Contact Us' section is expanded, showing sub-options: Report An Issue and FPPC Hotline. The main content area is titled 'Report an Issue' and contains the following text: 'This form helps in communicating comments, issues, problems, ideas and suggestions to your Filing Officer. Once you submit your comments you will be receiving a confirmation email with the details.' Below this text are two dropdown menus: 'Select an Issue Area' and 'Select the Issue'. A large text area for 'Comments' is located below the dropdowns. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

9. If you click on the **Help Menu** this will give you a more descriptive guide that SouthTech Systems™ created.

