Are you filing a contribution disclosure report for the first time in the new online system? Follow these easy steps…

1 Log in to the system using your credentials.

Your username is the email address on registration form.

2 Enter transactions by clicking on the appropriate link in the left menu.

Use “Enter Contributions” to data enter in all contributions made or attributed to the filer.

3 Click on the Edit/File Pending Transactions link from the left menu.

To view all transactions that have been entered for the current filing period, click “Search”. You may view, edit or delete individual transactions as well as view any compliance issues here. If the compliance flag is red click on it and the system will alert you to the issue that exists for the selected transaction.

If you have no transactions, i.e. contributions to report, click “Search”. Then no contributions will appear in the box below. Proceed to the next step.

4 File a Contribution Disclosure Statement.

Once you have clicked “Search” on the Edit/File Pending Transactions screen, you will notice a number of buttons placed below the search grid. You may “Preview Filing” or file a contribution disclosure statement by clicking “File All to State”.

This will file ALL transactions to SBE. When prompted with “Are you sure you want to file all pending transactions to the State?” click OK. In the authorization section, you must check the checkbox below your name before you can continue.