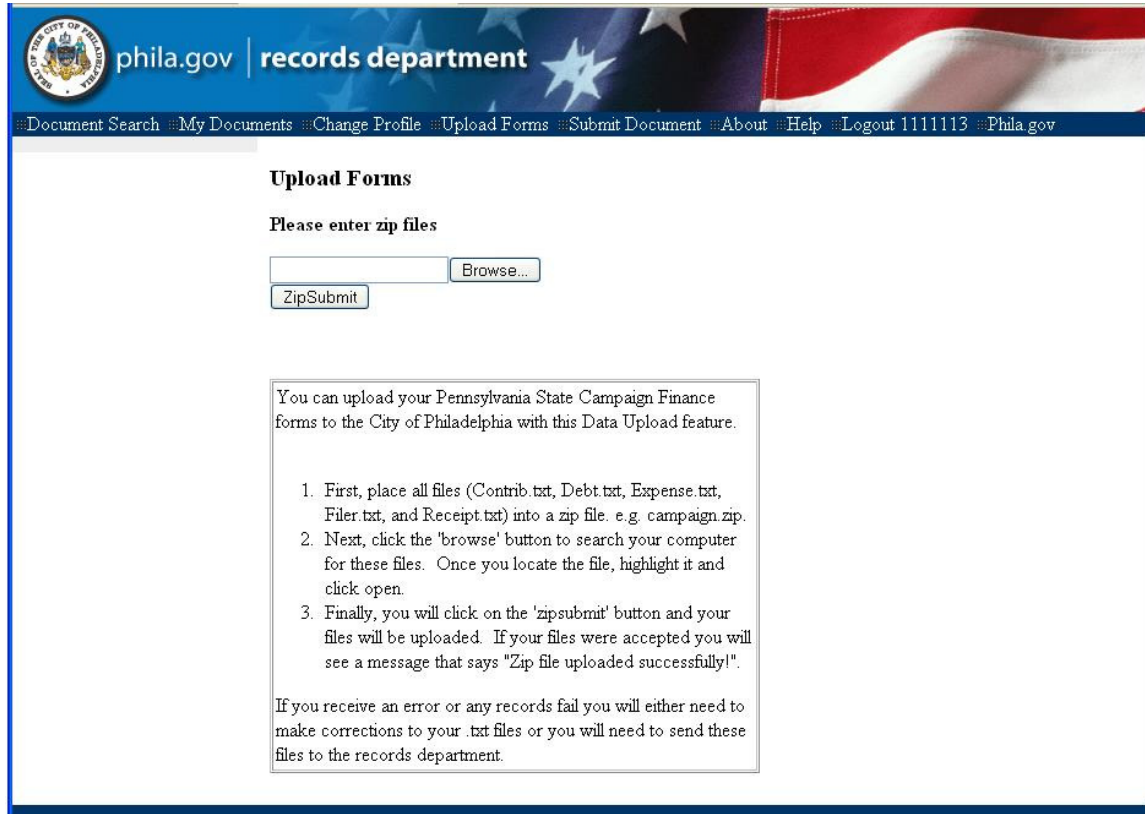


Online Mass Import Help

Once you have logged into your account you can begin by uploading your forms. Click on the 'Upload Forms' link in the top menu.

Please make sure to read the instructions posted on the web page.

If you need further specifications please see the Technical Specifications document found in the Help section.



The screenshot shows the 'Upload Forms' page of the Philadelphia Records Department. The header includes the City of Philadelphia logo, 'phila.gov', and 'records department'. A navigation menu contains links for Document Search, My Documents, Change Profile, Upload Forms, Submit Document, About, Help, and Logout. The main content area is titled 'Upload Forms' and contains the instruction 'Please enter zip files'. Below this is a text input field, a 'Browse...' button, and a 'ZipSubmit' button. A text box provides instructions on how to use the upload feature, including a numbered list of steps and a note about handling errors.

Upload Forms

Please enter zip files

You can upload your Pennsylvania State Campaign Finance forms to the City of Philadelphia with this Data Upload feature.

1. First, place all files (Contrib.txt, Debt.txt, Expense.txt, Filer.txt, and Receipt.txt) into a zip file. e.g. campaign.zip.
2. Next, click the 'browse' button to search your computer for these files. Once you locate the file, highlight it and click open.
3. Finally, you will click on the 'zipsubmit' button and your files will be uploaded. If your files were accepted you will see a message that says "Zip file uploaded successfully!".

If you receive an error or any records fail you will either need to make corrections to your .txt files or you will need to send these files to the records department.

To begin your submission you will need to locate the zip file where you saved the Contrib.txt, Debt.txt, Expense.txt, Filer.txt, and Receipt.txt. Click on the 'Browse' button to locate this file. Next, select the zip file and click the 'Open' button.



Upload Forms

Please enter zip files

You can upload your Pennsylvania State forms to the City of Philadelphia with the following steps:

1. First, place all files (Contrib.txt, Filer.txt, and Receipt.txt) into a zip file.
2. Next, click the 'browse' button for these files. Once you locate the files, click open.
3. Finally, you will click on the 'zip' button. The files will be uploaded. If your files do not upload, you will see a message that says "Zip file uploaded successfully".

If you receive an error or any records fail you will either need to make corrections to your .txt files or you will need to send these files to the records department.

You will then click on the 'ZipSubmit' button.

Upload Forms

Please enter zip files

You can upload your Pennsylvania State Campaign Finance forms to the City of Philadelphia with this Data Upload feature.

1. First, place all files (Contrib.txt, Debt.txt, Expense.txt, Filer.txt, and Receipt.txt) into a zip file. e.g. campaign.zip.
2. Next, click the 'browse' button to search your computer for these files. Once you locate the file, highlight it and click open.
3. Finally, you will click on the 'zipsubmit' button and your files will be uploaded. If your files were accepted you will see a message that says "Zip file uploaded successfully!".

If you receive an error or any records fail you will either need to make corrections to your .txt files or you will need to send these files to the records department.

If your files are uploaded successfully you will see a message “Zip file uploaded successfully!”. If you receive this message you do not need to do anything further. Should the upload fail for any reason you will need to contact the Philadelphia Records Department.

Upload Forms

Zip file uploaded successfully!

File Upload Summary Report:

Id Upload224	Date 01/22/2007
Info	
New Documents	12
Failed Records	0
New Document Images	0
Updated Images	0
Images w/o Index Entries	0
Source to Internal Id	Source to External Id
2001164 DEBT_ - DOC11206	2001164 DEBT_ - null
2001164 EXPENSE_ - DOC11204	2001164 EXPENSE_ - null
2001164 FILER_ - DOC11203	2001164 FILER_ - null
2001164 IA - DOC11207	2001164 IA - null
2001164 IB - DOC11210	2001164 IB - null
2001164 IC - DOC11205	2001164 IC - null
2001164 ID - DOC11208	2001164 ID - null
2001164 IIF - DOC11209	2001164 IIF - null
2001164 IIG - DOC11202	2001164 IIG - null
2001164 RECEIPT_ - DOC11201	2001164 RECEIPT_ - null
2001164 schedule_1 - DOC11211	2001164 schedule_1 - null
2001164 schedule_II - DOC11212	2001164 schedule_II - null