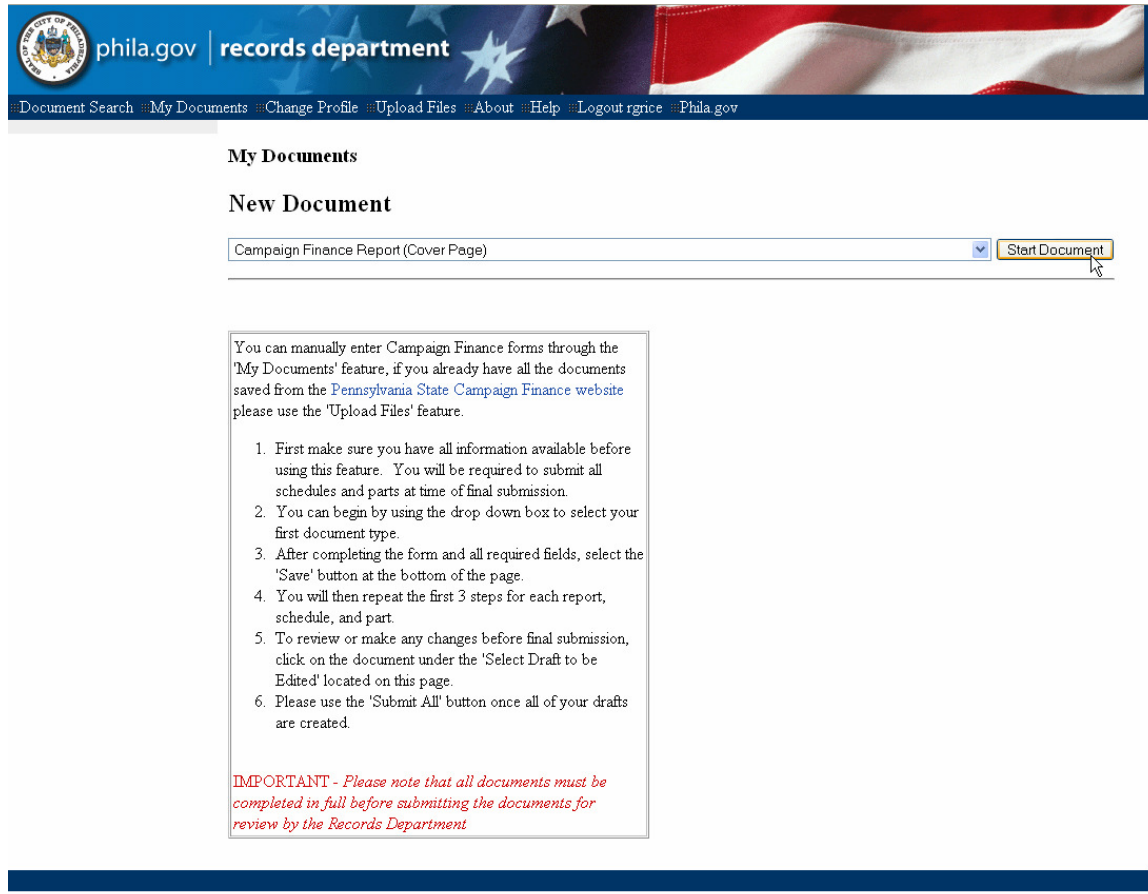


Online Submission Help

Once you have logged into your account you can begin your online submission. Click on the 'My Documents' link in the top menu.

Please make sure to read the instructions posted on the webpage.



phila.gov | records department

Document Search | My Documents | Change Profile | Upload Files | About | Help | Logout | rgrice | Phila.gov

My Documents

New Document

Campaign Finance Report (Cover Page)

You can manually enter Campaign Finance forms through the 'My Documents' feature, if you already have all the documents saved from the [Pennsylvania State Campaign Finance website](#) please use the 'Upload Files' feature.

1. First make sure you have all information available before using this feature. You will be required to submit all schedules and parts at time of final submission.
2. You can begin by using the drop down box to select your first document type.
3. After completing the form and all required fields, select the 'Save' button at the bottom of the page.
4. You will then repeat the first 3 steps for each report, schedule, and part.
5. To review or make any changes before final submission, click on the document under the 'Select Draft to be Edited' located on this page.
6. Please use the 'Submit All' button once all of your drafts are created.

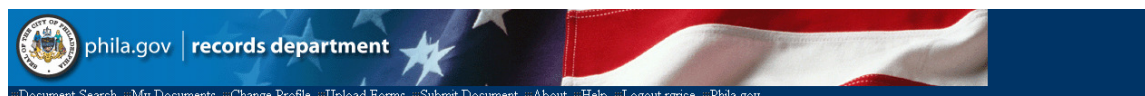
IMPORTANT - Please note that all documents must be completed in full before submitting the documents for review by the Records Department

Select your first document type in the drop down menu.

Select Document to be Submitted

- Campaign Finance Report
- Campaign Finance Report
- Campaign Finance Report - Schedule I - Contributions and Receipts
- Campaign Finance Report - Schedule I - Part A - Contributions Received From Political Committees (\$50.01 to \$250.00)
- Campaign Finance Report - Schedule I - Part B - All Other Contributions (\$50.01 - \$250.00)
- Campaign Finance Report - Schedule I - Part C - Contributions Received From Political Committees (Over \$250.00)
- Campaign Finance Report - Schedule I - Part D - All Other Contributions (Over \$250.00)
- Campaign Finance Report - Schedule I - Part E - Other Receipts
- Campaign Finance Report - Schedule II - In-Kind Contributions and Valuable Things Received
- Campaign Finance Report - Schedule II - Part F - In-Kind Contributions Received (Value of \$50.01 to \$250.00)
- Campaign Finance Report - Schedule II - Part G - In-Kind Contributions Received (Value Over \$250.00)
- Campaign Finance Report - Schedule III - Statement of Expenditures
- Campaign Finance Report - Schedule IV - Statement of Unpaid Depts
- Campaign Finance Statement
- Contribution Forms- Parts A-G & Expense Schedules III, IV
- Other Documents - Authorization for a Political Committee to Receive Funds on Behalf of a Candidate
- Other Documents - Campaign Contribution Disclosure Form
- Other Documents - Campaign Finance Filing Form
- Other Documents - Late Contributions and Independent Expenditures
- Other Documents - Political Committee Registration Statement

Then complete all applicable fields in the document. Once completed you will click on the 'Save' button at the bottom of the page.



Created By rgrice

Campaign Finance Report

General Information

Filer Identification Number

Report Filed By:

Name of Filing Committee, Candidate or Lobbyist

Reporting Period

From (e.g. 04/05/06): **To:**

Report Cycle

Address

Address

City **State** **Zip**

Type of Report	
Year <input type="text"/>	Date of Election(e.g. 04/05/2006) <input type="text"/>
Amended Report <input type="button" value="v"/>	Termination Report <input type="button" value="v"/>
Office Code <input type="button" value="v"/>	Other Office: <input type="text"/>
District Number <input type="text"/>	County Code <input type="button" value="v"/>
Candidate's Political Party <input type="button" value="v"/>	
Receipts and Expenditures	
A. Amount Brought Forward From Last Report <input type="text"/>	
B. Total Monetary Contributions and Receipts (From Schedule I) <input type="text"/>	
C. Total Funds Available (Sum of Lines A and B) \$0.00	
D. Total Expenditures (from Schedule III) <input type="text"/>	
E. Ending Cash Balance (Subtract Line D from Line C) \$0.00	
F. Value of in-kind Contributions Received (From Schedule II) <input type="text"/>	
G. Unpaid Debts and Obligations (From Schedule IV) <input type="text"/>	
<input type="button" value="Back"/> <input type="button" value="Save"/>	

If you want to edit this document it will be listed under 'Saved Documents'.



My Documents

Draft Saved. You can select the draft below to be edited. If your document is not listed below please refresh your browser.

New Document

Campaign Finance Report (Cover Page)

Saved Document(s)

Title	Type	Creation Date
03202007-01932 Campaign Finance Report (Cover Page)		Mar 20, 2007 8:21:19 AM

You will then repeat the steps above to complete all required parts and schedules. Once you have reviewed your documents and you are ready to submit them to the Records Department. Go to 'My Documents' and click on the 'Submit All' button.

Saved Document(s)

Title	Type	Creation Date
03202007-01935 Campaign Finance Report - Schedule I - Contributions and Receipts		Mar 20, 2007 8:25:17 AM
03202007-01934 Campaign Finance Report - Schedule I - Part B - All Other Contributions (\$50.01 - \$250.00)		Mar 20, 2007 8:24:40 AM
03202007-01933 Campaign Finance Report - Schedule I - Part A - Contributions Received From Political Committees (\$50.01 to \$250.00)		Mar 20, 2007 8:23:59 AM
03202007-01932 Campaign Finance Report (Cover Page)		Mar 20, 2007 8:21:19 AM

You will then see a message indicating that your documents were submitted for review.



phila.gov | records department

Document Search | My Documents | Change Profile | Upload Forms | Submit Document | About | Help | Logout 1111125 | Phila.gov

Batch Submitted

Select Draft to be Edited

12 documents were submitted