

CAMPAIGN FINANCE APPLICATION

Guidelines



August 2021

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Account Management

To file a Campaign Finance or Notice of Exemption from Filing report with the City of Columbus, an account first must be created in the Campaign Finance Database.

Please note: an account is not required to file an Election Period Communication Report.

Account Creation


To create an account, please select the “CREATE AN ACCOUNT” link in the “New User Registration” section located on the bottom right side of the Campaign Finance home page.

Campaign Finance REPORTING SYSTEM

Welcome to the City of Columbus Finance Report Database. This database contains all campaign finance reports filed with the city. It is designed to provide transparency in campaign finance reporting by campaign committees of Columbus municipal candidates and municipal ballot issues. These committees can create an account for a treasurer, manager, and/or user, to access their account, and enter and view financial reports.


A Notice of Exemption from Filing form may be filed as a substitute for a regular campaign finance report, if it meets statutory requirements.

Election Period Communication Reports are also submitted and viewed in this database, without the need to create an account.




SEARCH REPORTS
Click on “Search Reports” to access a comprehensive search tool to retrieve, view campaign finance data.


SUBMIT ELECTION PERIOD COMMUNICATION REPORT
Click on “Election Period Communication Report”; you will not need to create an account to submit this report.



CONTACT US
TRACY RETCHIN
TELEPHONE NUMBER: (614) 645-7673
EMAIL: CAMPAIGNFINANCE@COLUMBUS.GOV



LOGIN
If you already have an account with us, log into your account using the link above.



NEW USER REGISTRATION
If you are a new user to the Campaign Finance reporting system and would like to upload your financials reports, then please create an account by clicking on the appropriate link below.

You will receive an email confirmation at the email address provided during registration. Use the link provided in the email to create your login credentials.

Note: You must use the email address that was originally designated as the contact email when the request form was submitted online.

[CREATE AN ACCOUNT](#)

Click on the “[CREATE AN ACCOUNT](#)” link, and the following page appears:

The screenshot shows the 'Account Information' page of the Campaign Finance Reporting System. The page has a blue header with the city logo and navigation links. The main content area contains a form with the following fields: FIRST NAME, MIDDLE NAME, LAST NAME, ORGANIZATION, EMAIL ADDRESS, ADDRESS, CITY, STATE, ZIP CODE, HOME PHONE NUMBER, WORK PHONE NUMBER, MOBILE PHONE NUMBER, and BEST WAY TO CONTACT. The 'EMAIL ADDRESS' field is marked as '*REQUIRED.' and the 'BEST WAY TO CONTACT' field is a dropdown menu with 'Any Listed' selected. There are 'SAVE' and 'CLOSE' buttons at the bottom right.

On the Account Information Page, fill out all required fields (marked ***REQUIRED**) and any relevant optional fields, including a current phone number. There is a minimum amount of required information to create an account. Each user creating an account will need a valid email address that will be used to verify their account. **Account creation cannot be completed without a valid email address.**

Once the form is completed, select the “Save” button. If the form is completed correctly, a successful submission message will be displayed: **“Your account information was submitted successfully. Please check your emails to set up your account.”**

If there are any issues with the form, an error message will be displayed at the top of the page. The form will need to be corrected before continuing.

Once all information is submitted successfully, an email will arrive in the email account supplied in the Account Information form. Click on the link in the email to load a new page asking for the user’s email address.

Creating a Password

The user must create a password. The password will need to be confirmed, and both password fields will need to match before the credentials are saved in the Campaign Finance application. Once the account has been created and approved, the user may log into the Campaign Finance application to create campaign committees and report campaign finance information (i.e., contributions and expenditures).

Updating Account Information

After signing in, updating and adding information to user accounts can be completed through the “Account Information” page that is accessed by clicking on the “MANAGE YOUR PROFILE” link on the “Campaign Committee Information” page:

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

. Campaign Committee Information

The “Campaign Committee Information” section lists all the types of functionality available to you including managing your profile.

- CREATE/VIEW/EDIT COMMITTEE
- SUBMIT FINANCIAL REPORT
- NOTICE OF EXEMPTION REPORT
- VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS
- PENDING REPORTS
- MANAGE YOUR PROFILE

. Forms

Below is a list of different campaign finance forms prescribed by the Ohio Secretary of State for use in reporting and for your reference. Links are provided for both standard and fillable PDF files.

- [30-A Printable PDF Ohio Campaign Finance Report](#)
- [30-A Fillable PDF Ohio Campaign Finance Report](#)

From the “Account Information” page, users can modify their profile. Information such as address, contact information, registered email address, and updating the current password can be managed from this page:

Change or add information as required within the form. Once all the information is updated, select the red “**SAVE**” button at the bottom right corner of the screen to have the information saved to the user’s profile. Profile information can be updated at any time from this screen.

Committee Management

Campaign committees for candidates or ballot issue committees may be registered by anyone who has created an account with the Campaign Finance application.

A registered user who creates a campaign committee for a candidate or ballot issue becomes the Account Manager for that committee. The Account Manager may designate a Treasurer, change a Treasurer, add additional users, delete users, and is the person who controls the account.

Once a campaign committee has been registered in the application and has a Treasurer designated, campaign finance information (contributions and expenditures) may be reported for the committee by the Account Manager, Treasurer, or any additional user who has been added to the committee.

Committee Creation

To create a committee, from the “Campaign Committee Information” page click on the “CREATE/VIEW/EDIT COMMITTEE” link:

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

. Campaign Committee Information

The “Campaign Committee Information” section lists all the types of functionality available to you including managing your profile.

- CREATE/VIEW/EDIT COMMITTEE
- SUBMIT FINANCIAL REPORT
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- 30-A Printable PDF Ohio Campaign Finance Report
- 30-A Fillable PDF Ohio Campaign Finance Report

This will load the “Committee Information” page:

The screenshot shows a web browser window displaying the 'Campaign Finance REPORTING SYSTEM' for the City of Columbus. The page header includes the city logo and 'ANDREW J. GINTHER, MAYOR'. The main content area is titled 'Campaign Finance REPORTING SYSTEM' and has 'LOG OUT | HOME' links. Below this is the 'Committee Information' section, which includes instructions on how to create or edit a committee. The form fields are as follows:

- PLEASE SELECT COMMITTEE NAME: Add New Committee (dropdown menu) *REQUIRED
- COMMITTEE NAME: [text input] *REQUIRED
- CAUSE OR CANDIDATE: Radio buttons for CAUSE and CANDIDATE
- REGISTRATION #, IF PAC: [text input] *REQUIRED
- COMMITTEE ADDRESS: [text input] *REQUIRED
- COMMITTEE CITY: [text input] *REQUIRED
- COMMITTEE STATE: [text input] *REQUIRED
- COMMITTEE ZIP CODE: [text input] *REQUIRED
- COMMITTEE PHONE NUMBER: [text input]
- COMMITTEE FAX NUMBER: [text input]
- OFFICE SOUGHT: Please Select Office Sought (dropdown menu) *REQUIRED

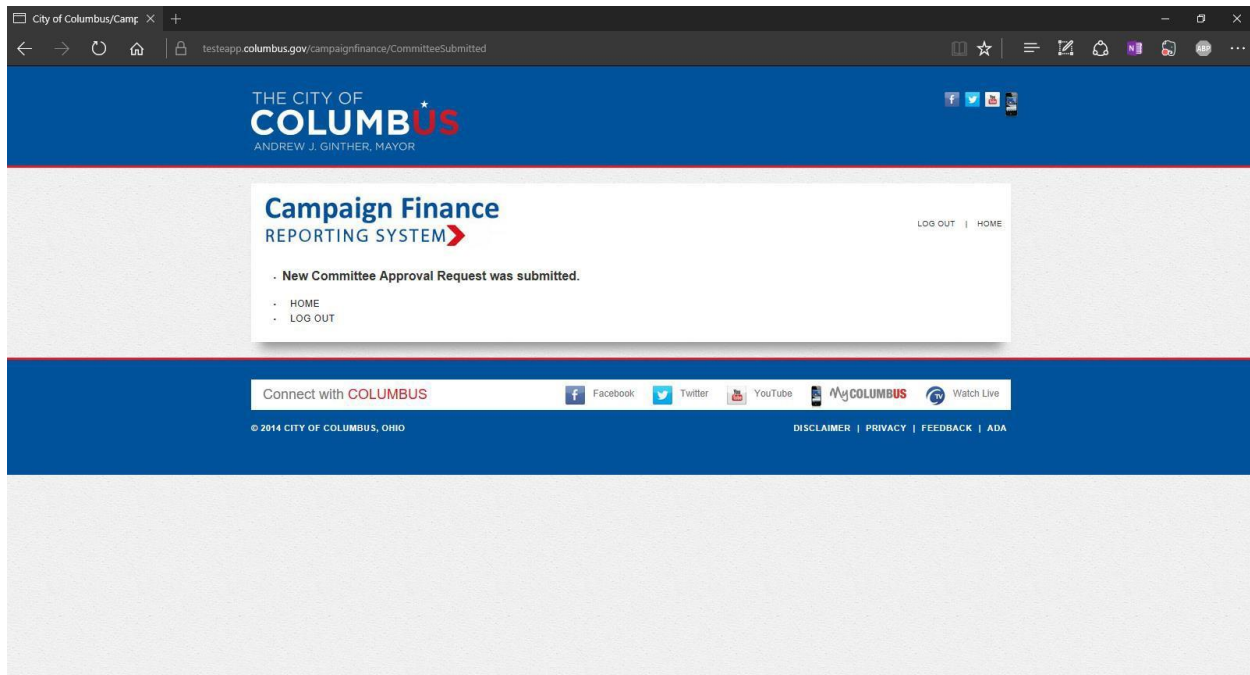
A red 'SAVE' button is located at the bottom right of the form area.

Fill out all required fields (marked ***REQUIRED**) and any relevant optional fields:

- Please Select Committee Name – Ensure this field has “Add New Committee” selected in the field from the pull down menu
- Committee Name – Enter the complete committee name
- Cause or Candidate – Select the radio button for the appropriate committee type (the information fields are different for cause and candidate committees)
- Registration #, if PAC – If this is a PAC, enter its registration number
- Committee Address
- Committee City
- Committee State
- Committee Zip Code
- Committee Phone Number (optional, but helpful contact information)
- Committee Fax Number (optional)
- Office sought – If the committee is a candidate committee, select which office the candidate is seeking from the pull down menu

Once all the information is updated, click on the red **“SAVE”** button at the bottom right corner of the screen to have the information saved into the application.

The user will receive notification that the New Committee Approval was submitted:



The user will also receive a confirmation email at the email address that was registered with the system. Our staff will review and approve the committee or contact if they need additional information, and then the user will receive an additional email confirming that the committee has been approved and that a Treasurer can be added for the campaign committee.

NOTE: Once the committee has been approved, a registered TREASURER must be designated for the campaign committee before the system will permit the Account Manager, the Treasurer, or any additional authorized user to submit campaign finance information (i.e., contributions and expenditures).

Committee Editing

Editing a committee is very similar to creating one. From the "Campaign Committee Information" page select the "CREATE/VIEW/EDIT COMMITTEE" link:

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

. Campaign Committee Information

The "Campaign Committee Information" section lists all the types of functionality available to you including managing your profile.

- CREATE/VIEW/EDIT COMMITTEE
- SUBMIT FINANCIAL REPORT
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- VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS
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- [30-A Fillable PDF Ohio Campaign Finance Report](#)

The screenshot shows a web browser window with the URL `testeapp.columbus.gov/campaignfinance/Committee`. The page header includes the City of Columbus logo and the name of the Mayor, Andrew J. Ginther. The main content area is titled "Campaign Finance REPORTING SYSTEM" and includes a "LOG OUT | HOME" link. Below the title is a section for "Committee Information" with instructions on how to create or edit a committee. The form contains several input fields, most of which are marked as required. The fields are: "PLEASE SELECT COMMITTEE NAME:" (a dropdown menu currently showing "Add New Committee"), "COMMITTEE NAME:" (a text input field), "REGISTRATION #, IF PAC:" (a text input field), "COMMITTEE ADDRESS:" (a text input field), "COMMITTEE CITY:" (a text input field), "COMMITTEE STATE:" (a text input field), "COMMITTEE ZIP CODE:" (a text input field), "COMMITTEE PHONE NUMBER:" (a text input field), "COMMITTEE FAX NUMBER:" (a text input field), and "OFFICE SOUGHT:" (a dropdown menu currently showing "Please Select Office Sought").

This will load the "Committee Information" screen:

From the “PLEASE SELECT COMMITTEE NAME” field, select the campaign committee in order to make any edited from the pull down list of committees associated with the committee’s account. Once selected, the form will auto-populate with the current information saved in the application for that committee. Changes may then be made to the information fields. Once the information is updated and completed, click on the red “**SAVE**” button at the bottom right corner of the screen to store the new information in the application.

The system will indicate that the committee information was saved successfully. Click on the gray “CLOSE” button at the bottom right of the screen to exit that screen.

Designating a Treasurer

Once a committee has been created and approved, a Treasurer **MUST** be designated by a registered user for the campaign committee **BEFORE** any financial any campaign finance reports can be submitted.

Please note: in order to designate a user as Treasurer for the campaign committee, the user must already have a registered account with the City of Columbus Campaign Finance application.

For instructions on how to create a user account, please see the section on [Account Creation](#) on page 3, above.

To designate a Treasurer for a campaign committee, start from the “Campaign Committee Information” page and select the “CREATE/VIEW/EDIT COMMITTEE” link:

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

. Campaign Committee Information

The “Campaign Committee Information” section lists all the types of functionality available to you including managing your profile.

- . CREATE/VIEW/EDIT COMMITTEE
- . SUBMIT FINANCIAL REPORT
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- . 30-A Fillable PDF Ohio Campaign Finance Report

This will load the “Committee Information” screen:

The screenshot shows a web browser window displaying the 'Campaign Finance REPORTING SYSTEM' interface. The page title is 'Committee Information'. Below the title, there are instructions: 'Use the form below to create and edit a campaign committee.' and 'To create a new committee, fill in the required fields below and press "Save". Once the form has been submitted, it will not be available to report data until it has been approved by the City Clerk's office. You will be notified by email once this has happened, and then it will be available in the committee name pull down list.' and 'To edit an existing committee, open the pull down list at the top of the form and select the committee you would like to edit. Once you do that all the current committee information will be filled in automatically for you to edit and re-save.'

The form fields are as follows:

- PLEASE SELECT COMMITTEE NAME: Add New Committee (dropdown menu) *REQUIRED.
- COMMITTEE NAME: [Text input field] *REQUIRED.
- CAUSE/CANDIDATE: [Radio buttons]
- REGISTRATION #, IF PAC: [Text input field]
- COMMITTEE ADDRESS: [Text input field] *REQUIRED.
- COMMITTEE CITY: [Text input field] *REQUIRED.
- COMMITTEE STATE: [Text input field] *REQUIRED.
- COMMITTEE ZIP CODE: [Text input field] *REQUIRED.
- COMMITTEE PHONE NUMBER: [Text input field]
- COMMITTEE FAX NUMBER: [Text input field]
- OFFICE SOUGHT: Please Select Office Sought (dropdown menu) *REQUIRED.

Select the name of the committee to designate a Treasurer for the campaign committee from the pull down menu in the “PLEASE SELECT COMMITTEE NAME” field.

Once the information for that committee is loaded, follow these steps:

1. Click on the red “**DESIGNATE TREASURER**” button at the bottom of the “Committee Information” page to load the “Treasurer Information”:

Campaign Finance REPORTING SYSTEM

Committee Information

Use the form below to create and edit a campaign committee.

To create a new committee, fill in the required fields below and press "Save". Once the form has been submitted, it will not be available to report data until it has been approved by the City Clerk's office. You will be notified by email once this has happened, and then it will be available in the committee name pull down list.

To edit an existing committee, open the pull down list at the top of the form and select the committee you would like to edit. Once you do that all the current committee information will be filled in automatically for you to edit and re-save.

PLEASE SELECT COMMITTEE NAME: *REQUIRED

COMMITTEE NAME: *REQUIRED

CAUSE CANDIDATE

REGISTRATION #, IF PAC:

NAME OF CANDIDATE: *REQUIRED

CANDIDATE'S PARTY AFFILIATION:

CANDIDATE'S ADDRESS:

CANDIDATE'S CITY:

CANDIDATE'S STATE:

CANDIDATE'S ZIP:

CANDIDATE'S SUBDIVISION/DISTRICT:

ELECTION YEAR:

COMMITTEE ADDRESS: *REQUIRED

COMMITTEE CITY: *REQUIRED

COMMITTEE STATE: *REQUIRED

COMMITTEE ZIP CODE: *REQUIRED

COMMITTEE PHONE NUMBER:

COMMITTEE FAX NUMBER:

OFFICE SOUGHT: *REQUIRED

STATUS:

STATUS COMMENTS:

The "Treasurer Information" page will load for the Committee:

Campaign Finance REPORTING SYSTEM

Treasurer Information for O Happy Day for Council

In order to designate a treasurer, the person you wish to designate must already have a Treasurer account created with the City of Columbus. Enter the email address they registered with into the email box below and press search. If the email address you entered matches a registered account their information will display below.

SAME AS ACCOUNT MANAGER

EMAIL ADDRESS:

FIRST NAME:

MIDDLE NAME:

LAST NAME:

ADDRESS: *REQUIRED

CITY: *REQUIRED

STATE: *REQUIRED

ZIP CODE: *REQUIRED

CONTACT PHONE NUMBER: *REQUIRED

FAX NUMBER:

DESIGNATION OF TREASURER 30-D:

2. There are two options for designating a treasurer from the “Treasurer Information” page:
 - a. Option 1 - Clicking the “SAME AS ACCOUNT MANAGER” box will designate the Account Manager for that committee as the Treasurer and use their existing profile information. The profile information will be automatically populated into the form. The information can then be modified before clicking on the red “**SAVE**” button at the bottom right of the screen.
 - b. Option 2 – In the “EMAIL ADDRESS” field input the email address for a user who is **already registered with the application** and click on the “SEARCH” button. If the email address is found in the application, the user’s profile information will be populated in the form. The information can then be modified if desired before clicking on the red “**SAVE**” button on the bottom right of the screen to complete the process.

A user who is designated as Treasurer for a campaign committee will receive a confirmation email at the email address registered for their account informing them that they have been designated as a Treasurer for that committee.

Creating a 30-D Designation of Treasurer Form

An Ohio Secretary of State Form 30-D Designation of Treasurer Form can be generated in the Columbus Campaign Finance application for filing with the Franklin County Board of Elections. This can be done from the “Treasurer Information” page within the “Committee Information” section of the application. While viewing the “Treasurer Information” page for the committee that the 30-D will be generated for, click on the red “**CREATE 30-D**” button at the bottom of the page. This will automatically create a PDF file with all the Treasurer information populated in it. Once the form has been generated a “View Form 30-D” link will appear at the bottom of the page in the “Designation of Treasurer 30-D” row of the form. Selecting the hyperlink will download the document.

The screenshot shows a web browser window with the URL `testeapp.columbus.gov/campaignfinance/Treasurer`. The page header includes the City of Columbus logo and the name of the Mayor, Andrew J. Ginther. The main content area is titled "Campaign Finance REPORTING SYSTEM" and includes a "LOG OUT | HOME" link. The section is "Treasurer Information for XYZ Committee".

Instructions: "In order to designate a treasurer, the person you wish to designate must already have a Treasurer account created with the City of Columbus. Enter the email address they registered with into the email box below and press search. If the email address you entered matches a registered account their information will display below."

Form fields and labels:

- SAME AS ACCOUNT MANAGER
- EMAIL ADDRESS: [input] [SEARCH]
- FIRST NAME: [input]
- MIDDLE NAME: [input]
- LAST NAME: [input]
- ADDRESS: [input] *REQUIRED.
- CITY: [input] *REQUIRED.
- STATE: [input] *REQUIRED.
- ZIP CODE: [input] *REQUIRED.
- CONTACT PHONE NUMBER: [input] *REQUIRED.
- FAX NUMBER: [input]
- DESIGNATION OF TREASURER 30-D: [input]

Buttons at the bottom: CREATE 30-D, CHANGE TREASURER, CLOSE.

Additional User Management

If desired, Account Managers and Treasurers may add users to a committee to give additional users the ability to submit financial reports for that campaign committee.

To add an additional user for a campaign committee, start from the "Campaign Committee Information" page and select the "CREATE/VIEW/EDIT COMMITTEE" link:

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

. Campaign Committee Information

The "Campaign Committee Information" section lists all the types of functionality available to you including managing your profile.

- CREATE/VIEW/EDIT COMMITTEE
- SUBMIT FINANCIAL REPORT
- NOTICE OF EXEMPTION REPORT
- VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS
- PENDING REPORTS
- MANAGE YOUR PROFILE

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- [30-A Fillable PDF Ohio Campaign Finance Report](#)

This will load the “Committee Information” screen:

The screenshot shows a web browser window displaying the "Campaign Finance Reporting System" interface. The browser's address bar shows the URL "testapp.columbus.gov/campaignfinance/Committee". The page header includes the City of Columbus logo and the name of the Mayor, Andrew J. Ginther. The main content area is titled "Campaign Finance REPORTING SYSTEM" and includes a "Committee Information" section. This section contains instructions for creating or editing a committee and a form with the following fields: "PLEASE SELECT COMMITTEE NAME" (a dropdown menu with "Add New Committee" selected), "COMMITTEE NAME" (a text input field marked as required), "REGISTRATION #, IF PAC" (a text input field), "COMMITTEE ADDRESS" (a text input field marked as required), "COMMITTEE CITY" (a text input field marked as required), "COMMITTEE STATE" (a text input field marked as required), "COMMITTEE ZIP CODE" (a text input field marked as required), "COMMITTEE PHONE NUMBER" (a text input field), "COMMITTEE FAX NUMBER" (a text input field), and "OFFICE SOUGHT" (a dropdown menu with "Please Select Office Sought" selected and marked as required). The form also includes "LOG OUT" and "HOME" links in the top right corner.

Select the name of the committee to add a user for the campaign committee from the pull down menu in the “PLEASE SELECT COMMITTEE NAME” field.

Once the information for the committee is loaded, follow these steps:

1. Click on the red “**ASSIGN A USER**” button at the bottom of the “Committee Information” page to load the “User List” Screen:

Campaign Finance REPORTING SYSTEM

Committee Information

Use the form below to create and edit a campaign committee.

To create a new committee, fill in the required fields below and press "Save". Once the form has been submitted, it will not be available to report data until it has been approved by the City Clerk's office. You will be notified by email once this has happened, and then it will be available in the committee name pull down list.

To edit an existing committee, open the pull down list at the top of the form and select the committee you would like to edit. Once you do that all the current committee information will be filled in automatically for you to edit and re-save.

PLEASE SELECT COMMITTEE NAME: *REQUIRED

COMMITTEE NAME: *REQUIRED

CAUSE CANDIDATE

REGISTRATION # / PAC:

NAME OF CANDIDATE: *REQUIRED

CANDIDATE'S PARTY AFFILIATION:

CANDIDATE'S ADDRESS:

CANDIDATE'S CITY:

CANDIDATE'S STATE:

CANDIDATE'S ZIP:

CANDIDATE'S SUBDIVISION/DISTRICT:

ELECTION YEAR:

COMMITTEE ADDRESS: *REQUIRED

COMMITTEE CITY: *REQUIRED

COMMITTEE STATE: *REQUIRED

COMMITTEE ZIP CODE: *REQUIRED

COMMITTEE PHONE NUMBER:

COMMITTEE FAX NUMBER:

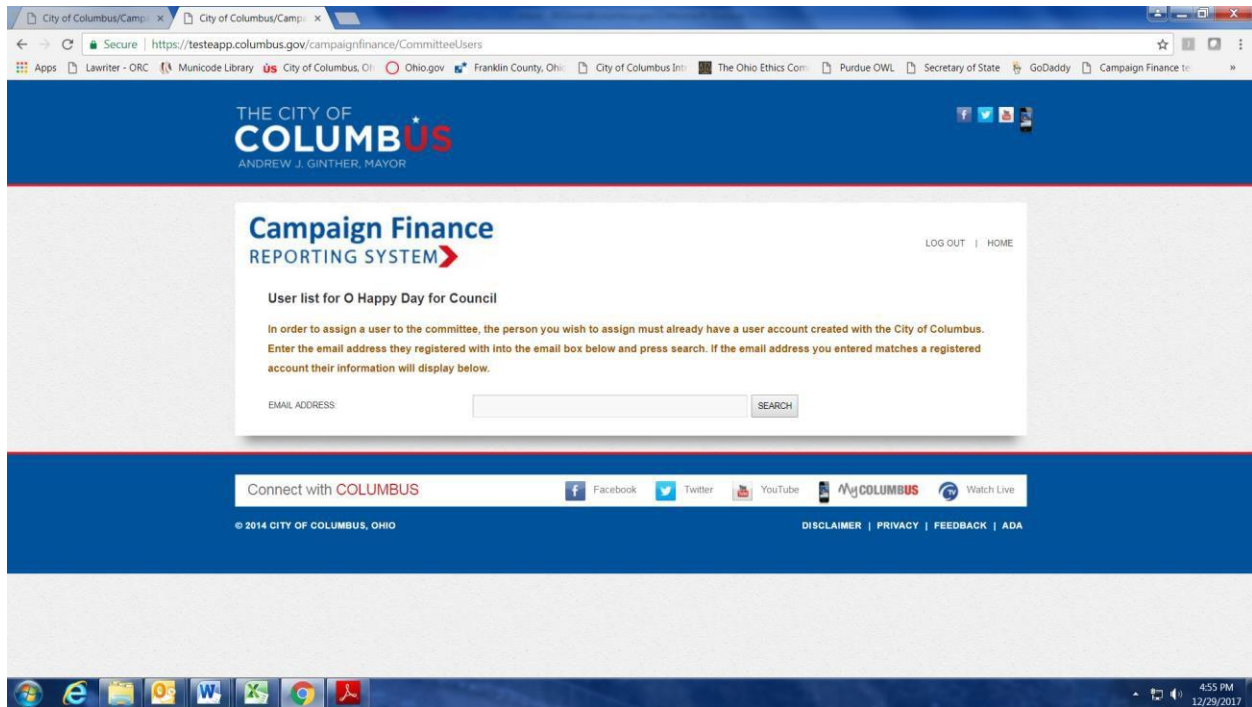
OFFICE SOUGHT:

STATUS: *REQUIRED

STATUS COMMENTS:

ASSIGN A USER **DESIGNATE TREASURER** **SAVE** **CLOSE**

From the User List screen:



2. Type the email address for the account that should be added as a user and click on "SEARCH."

Please note: in order to add an additional user for a campaign committee, the user must already have a registered account with the City of Columbus Campaign Finance application.

*For instructions on how to create a user account, please see the section on [Account Creation](#) on page 3, above.

3. If the email address is registered with the Campaign Finance application, the following message will appear: "USER WAS FOUND IN THE SYSTEM. CLICK ADD TO ASSIGN THE USER TO THE COMMITTEE."
 - a. Click on the gray "ADD USER" button to complete the process and register the user. A user who is added to a campaign committee will receive a confirmation email.

Additionally, an **Account Manager** can **remove users** already added from the "User List" screen. To view the current list of users for a committee:

1. Go into the “Committee Information” screen and select the campaign committee from the pull down menu.

The screenshot shows a web browser window displaying the 'Campaign Finance REPORTING SYSTEM' interface. The page title is 'Committee Information'. Below the title, there are instructions: 'Use the form below to create and edit a campaign committee.' and 'To create a new committee, fill in the required fields below and press "Save". Once the form has been submitted, it will not be available to report data until it has been approved by the City Clerk's office. You will be notified by email once this has happened, and then it will be available in the committee name pull down list.' Below these instructions is a form with the following fields: 'PLEASE SELECT COMMITTEE NAME:' (dropdown menu with 'O Happy Day for Council' selected), 'COMMITTEE NAME:' (text input with 'O Happy Day for Council' and '*REQUIRED' label), 'REGISTRATION # / P.FAC:' (text input), 'NAME OF CANDIDATE:' (text input with 'O Happy Day' and '*REQUIRED' label), 'CANDIDATE'S PARTY AFFILIATION:' (text input), 'CANDIDATE'S ADDRESS:' (text input), 'CANDIDATE'S CITY:' (text input), 'CANDIDATE'S STATE:' (text input), 'CANDIDATE'S ZIP:' (text input), 'CANDIDATE'S SUBDIVISION/DISTRICT:' (text input), 'ELECTION YEAR:' (text input with '0'), 'COMMITTEE ADDRESS:' (text input with '123 Main Street' and '*REQUIRED' label), 'COMMITTEE CITY:' (text input with 'Columbus' and '*REQUIRED' label), 'COMMITTEE STATE:' (text input with 'OH' and '*REQUIRED' label), 'COMMITTEE ZIP CODE:' (text input with '43215' and '*REQUIRED' label), 'COMMITTEE PHONE NUMBER:' (text input), 'COMMITTEE FAX NUMBER:' (text input), 'OFFICE SOUGHT:' (dropdown menu with 'City Council' and '*REQUIRED' label), 'STATUS:' (text input with 'APPROVED'), and 'STATUS COMMENTS:' (text input). At the bottom of the form are four buttons: 'ASSIGN A USER' (red), 'DESIGNATE TREASURER' (red), 'SAVE' (grey), and 'CLOSE' (grey). The browser's address bar shows 'https://testeapp.columbus.gov/campaignfinance/Committee'. The Windows taskbar at the bottom shows the time as 2:45 PM on 12/29/2017.

2. Click on the red “**ASSIGN A USER**” button at the bottom of the screen.
3. The current user list will be displayed below the search box.

City of Columbus Intranet | City of Columbus/Campaign Finance/CommitteeUsers

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

User list for O Happy Day for Council

In order to assign a user to the committee, the person you wish to assign must already have a user account created with the City of Columbus. Enter the email address they registered with into the email box below and press search. If the email address you entered matches a registered account their information will display below.

EMAIL ADDRESS:

USER WAS ASSIGNED TO THE COMMITTEE

EMAIL	NAME	ADDRESS	PHONE#	
BSHINN137@GMAIL.COM	BRIAN SHINN			<input type="button" value="Remove User"/>

Connect with COLUMBUS

Facebook | Twitter | YouTube | MyCOLUMBUS | Watch Live

© 2014 CITY OF COLUMBUS, OHIO | DISCLAIMER | PRIVACY | FEEDBACK | ADA

5:36 PM 12/29/2017

4. Click on the gray “Remove User” button to the right of the user’s email address and name to remove the user’s access to the campaign committee.

Campaign Finance Reporting

With the Columbus Campaign Finance application, campaign committees can report contributions and expenditures as required by the City of Columbus. Report submitting is a multistep process. A campaign finance report does not need to be completed at the time it is started. It can be completed at a later time from the “Pending Reports” section of the site that will be covered later in this document.

Submitting a Report

Cover Page Creation (Step 1)

1. Select “SUBMIT FINANCIAL REPORT” from the “Campaign Committee Information” page:

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

. Campaign Committee Information

The “Campaign Committee Information” section lists all the types of functionality available to you including managing your profile.

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- MANAGE YOUR PROFILE

. Forms

Below is a list of different campaign finance forms prescribed by the Ohio Secretary of State for use in reporting and for your reference. Links are provided for both standard and fillable PDF files.

- 30-A Printable PDF Ohio Campaign Finance Report
- 30-A Fillable PDF Ohio Campaign Finance Report

2. In the “Please Select Committee Name” field on the “Submit New Report” page, select the committee from the pull down menu.

City of Columbus Intranet x City of Columbus/Camp x

Secure | https://testapp.columbus.gov/campaignfinance/Report

Apps | Lawriter - ORC | Municode Library | City of Columbus, OH | Ohio.gov | Franklin County, OH | City of Columbus Intranet | The Ohio Ethics Commission | Purdue OWL | Secretary of State | GoDaddy | Campaign Finance Reporting System

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

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Campaign Finance REPORTING SYSTEM

Step 1 of 4: Submit New Report

Use the form below to enter or upload campaign finance data for a campaign committee.
Select appropriate report type in the pick list and press "Next" to start entering the information.

[For more information on the time periods covered by each report type click here](#)

PLEASE SELECT COMMITTEE NAME:

REGISTRATION NUMBER (IF PAC):

FULL NAME OF CANDIDATE:

OFFICE SOUGHT:

DISTRICT:

STREET ADDRESS:

CITY STATE, ZIP CODE:

TYPE OF REPORT: *REQUIRED

YEAR: *REQUIRED FOR ANNUAL AND SEMIANNUAL REPORTS

AMENDED REPORT?

DATE OF ELECTION:

4:22 PM
12/30/2017

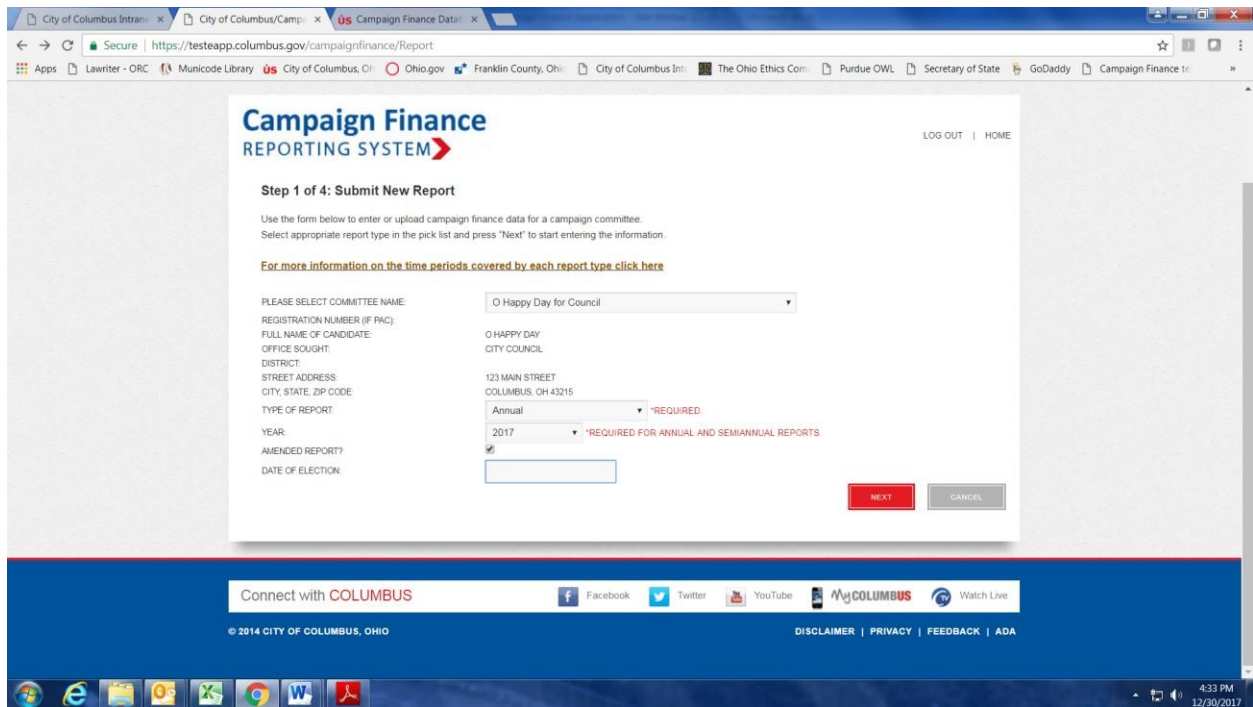
3. Specify the report type, this field is required. Ensure that the correct report type is chosen. The report type cannot be changed by a user once the report has been submitted. However, an amended report can be filed for any necessary changes to the report.

For more information on campaign finance report types, see the document “CITY OF COLUMBUS CAMPAIGN FINANCE REFERENCE GUIDE” on the Columbus Campaign Finance website:

<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=2147508964>

Or see Appendix A of this manual on Page 36.

4. Select the year for the report.
5. If this is an amended report, specify that by clicking on the box for “Amended Report?” Once selected, a checkmark will appear in the box.

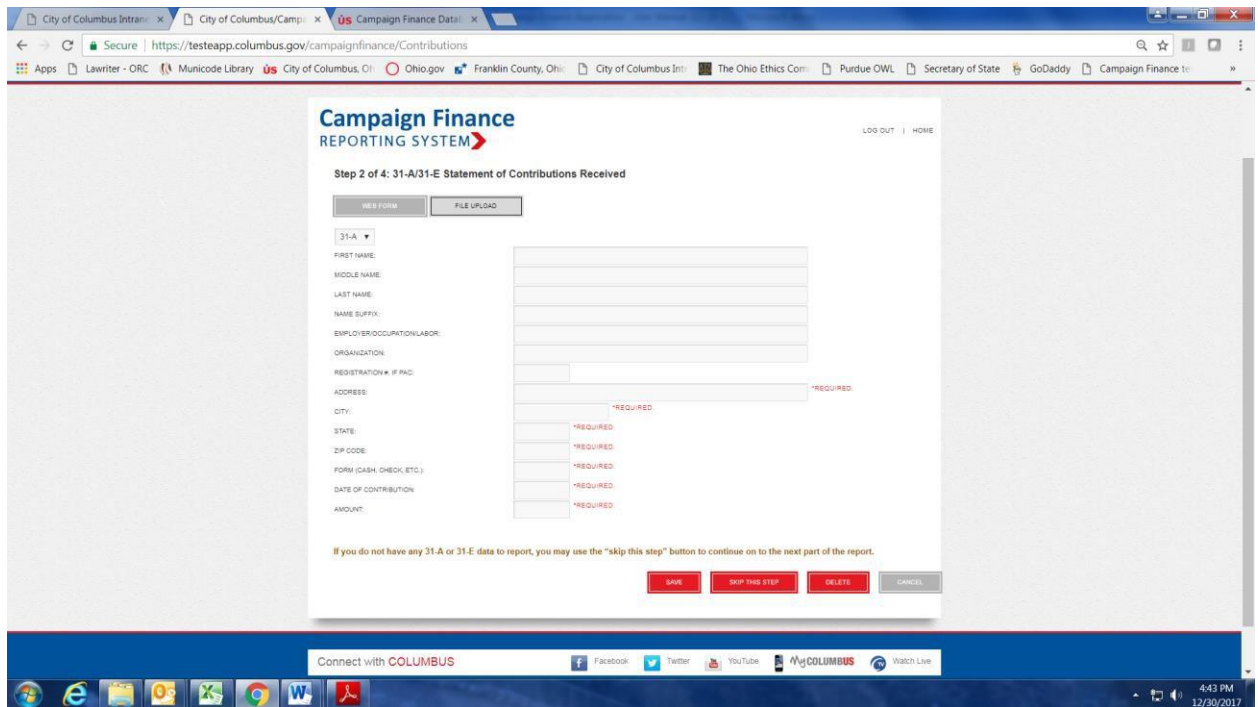


6. If this report is associated with an election, input the date of the election in the “Date of Election” field.
7. Select the “Next” button to continue to the next section.

31-A/31-E Statement of Contributions Received (Step 2)

The Campaign Finance application offers two methods for accepting financial contribution data from a committee:

1. **File Upload** – Using a template provided by the City of Columbus, a user can import data from a pre-populated template. Click on the gray “FILE UPLOAD” button at the top of the screen to upload data from the City of Columbus Template Form 31A Contributions.



Note: Form 31-A is available on the Campaign Finance website:

<https://www.sos.state.oh.us/globalassets/candidates/forms/31a.pdf>

Additional information on use of the Columbus Campaign Finance templates and uploading data from a user's Excel spreadsheet is also available in the document "Campaign Finance Template Instructions," listed as "Template Instructions" on the City Council's Campaign Finance website:

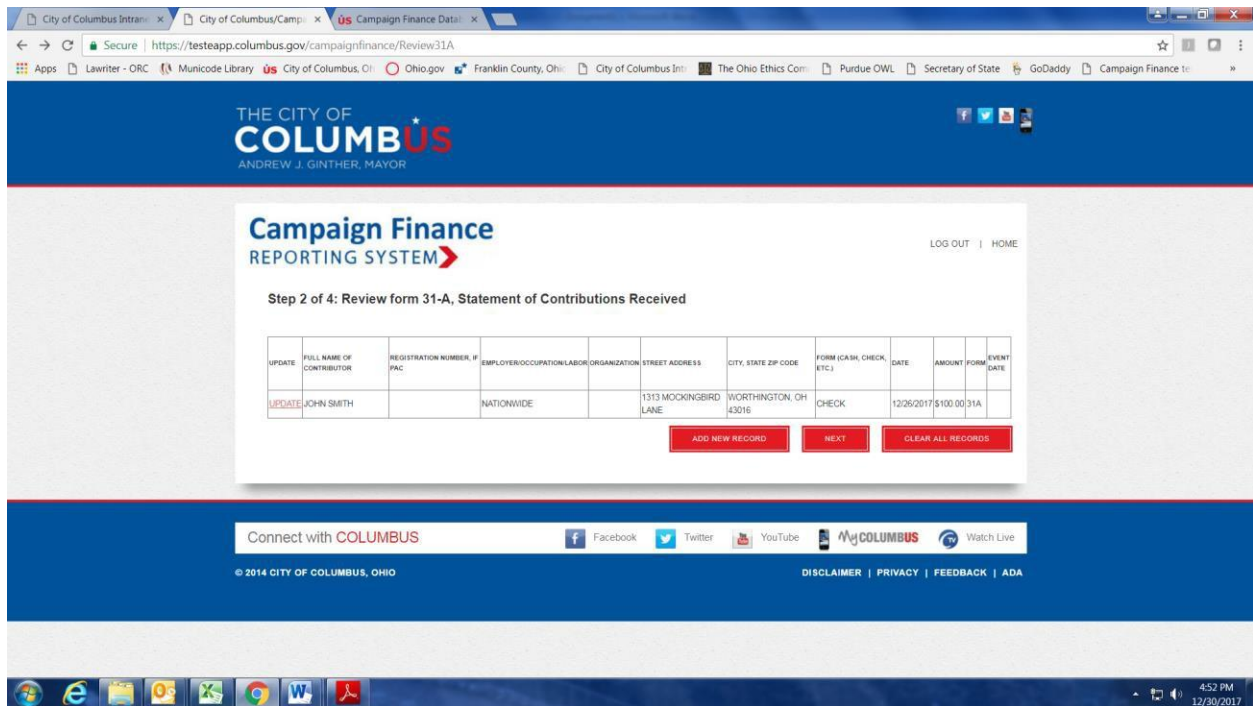
<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=2147508958>

2. User Input – This method of reporting data allows the user to manually enter individual contributions. Click on the gray "WEB FORM" button at the top of the screen to manually enter contribution data.

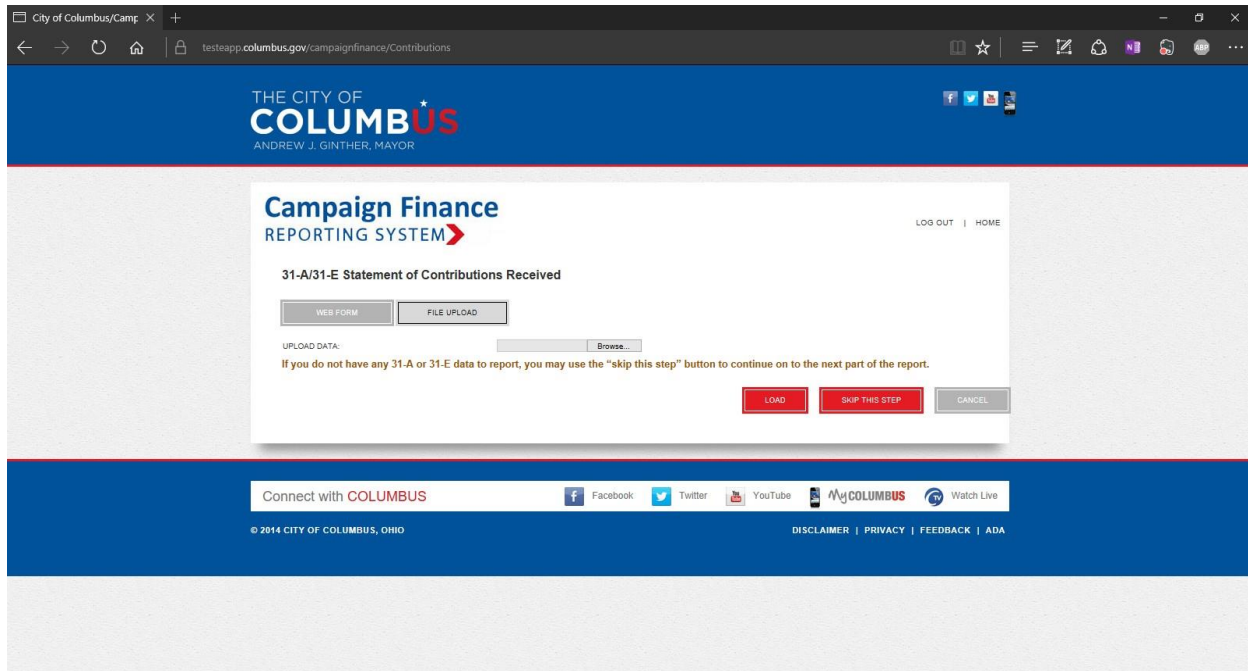
Data may be entered for each contribution individually; select either 31-A if the contribution is a regular contribution or 31-E if it is associated with a fundraising event.

After entering each contribution, the information can be edited by clicking on "UPDATE," adding another contribution by clicking on "ADD NEW RECORD," or clicking on

“NEXT” to proceed with entering expenditures. A user may click on “CLEAR ALL RECORDS” to delete all contribution information and start over.



Select the red “**SAVE**” button at the bottom of the screen once all data has been entered or imported. If there is no data for this step, it may be skipped by clicking on the red “**SKIP THIS STEP**” button.



31-B/31-F Statement of Expenditures (Step 3)

The Campaign Finance application offers two methods for accepting financial expenditure data from a committee:

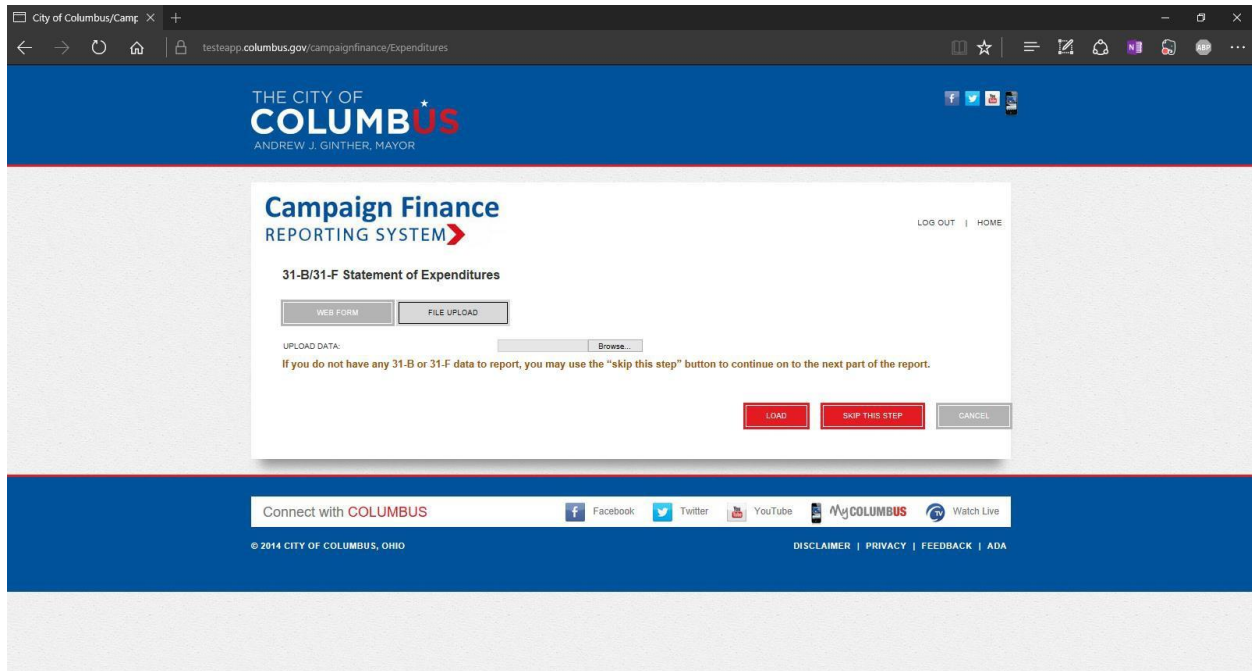
1. File Upload – Using a template provided by the City of Columbus, a reporting user can import data from a pre-populated template. Click on the gray “FILE UPLOAD” button at the top of the screen to upload data from the City of Columbus Template Form 31B Expenditures.

The screenshot shows a web browser window displaying the "Campaign Finance REPORTING SYSTEM". The page title is "Step 3 of 4: 31-B/31-F Statement of Expenditures". There are two buttons at the top: "WEB FORM" and "FILE UPLOAD". A dropdown menu is set to "31-B". Below this are input fields for: FIRST NAME, MIDDLE NAME, LAST NAME, NAME SUFFIX, ORGANIZATION, DATE, AMOUNT, PURPOSE, ADDRESS, CITY, STATE, ZIP CODE, and CHECK NUMBER. Red asterisks and the word "REQUIRED" are placed next to the DATE, AMOUNT, ADDRESS, STATE, ZIP CODE, and CHECK NUMBER fields. At the bottom of the form, there is a note: "If you do not have any 31-B or 31-F data to report, you may use the 'skip this step' button to continue on to the next part of the report." Below the note are four buttons: "SAVE", "DELETE", "SKIP THIS STEP", and "CANCEL". The browser's address bar shows "https://testapp.columbus.gov/campaignfinance/Expenditures". The Windows taskbar at the bottom shows the time as 4:59 PM on 12/30/2017.

Note: Template Form 31B Expenditures is available on the Campaign Finance website:
<https://www.sos.state.oh.us/globalassets/candidates/forms/31b.pdf>

Additional information on use of the Campaign Finance templates and uploading data from a user's Excel spreadsheet is also available in the document "Campaign Finance Template Instructions," listed as "Template Instructions" on the City Council's Campaign Finance website:
<https://www.columbus.gov/WorkArea/DownloadAsset.aspx?id=2147508958>

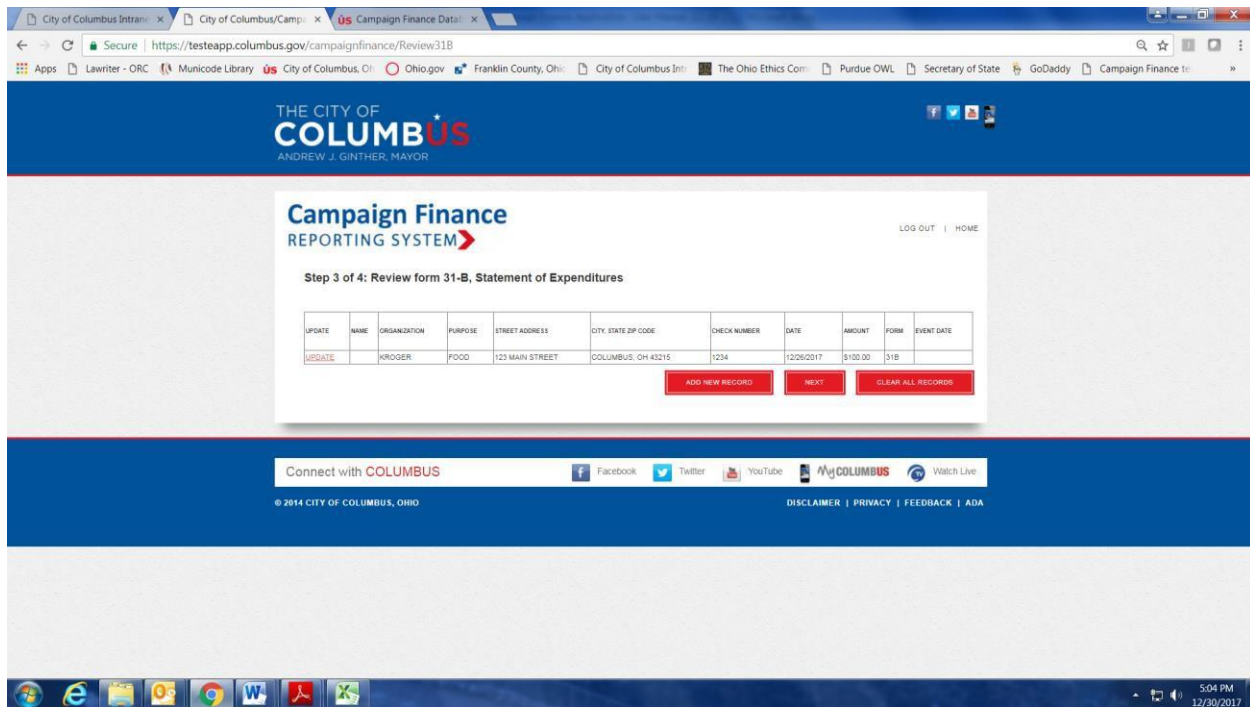
Click on the red **"SAVE"** button once all data has been entered or imported. If there is no data for this step, it may be skipped with the red **"SKIP THIS STEP"** button.



2. User Input – This method allows the reporting user to manually enter expenditures. Click on the gray “WEB FORM” button at the top of the screen to manually enter expenditure data.

Data may be entered for each expenditure individually; select either 31-B if the expenditure is a regular expenditure or 31-F if it is associated with a fundraising event.

Following the entry of each expenditure, information can be edited by clicking on “UPDATE,” adding another expenditure by clicking on “ADD NEW RECORD,” or clicking on “NEXT” to proceed. Click on “CLEAR ALL RECORDS” to delete all expenditure information and start over.



Template Import Method

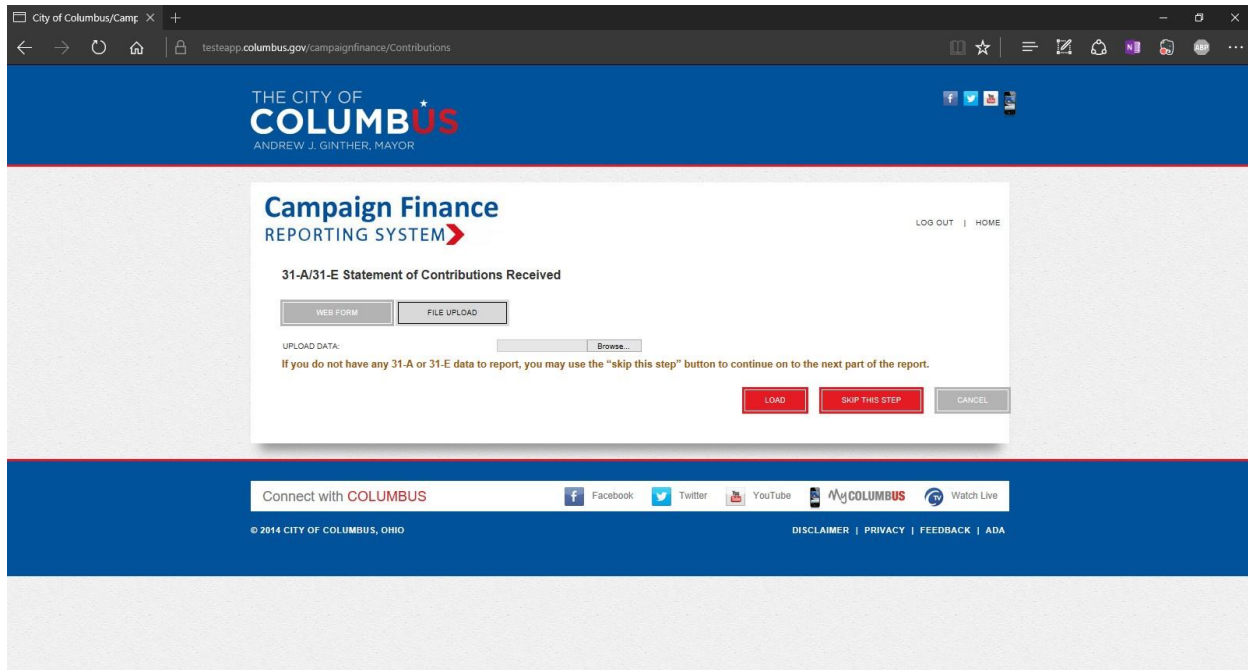
Using a standardized template provided by the City of Columbus, campaign finance data can be easily imported into the Campaign Finance application rather than manually entering each transaction. The spreadsheet user guide can be found in the “Campaign Finance Template Instructions”.

Importing data from spreadsheet:

1. Select the “File Upload” button on either the 31A/E or 31B/F page.
2. Select the browse button on the form.
3. Browse to the location for the spreadsheet stored on the user’s local computer. Select the file, and select “OPEN” on the dialogue box.
4. The statement screen should now refresh showing the data from the spreadsheet in a table. Review all the data to ensure accuracy. If information is not input as directed, such as an extra space between 31 and E, the information will not auto-populate correctly into the corresponding form.
 - a. Upon a successful import, the total number of records will be reported at the top of the table. Ensure that number matches the original spreadsheet that was imported.
 - b. If data needs to be edited, select the “Update” link next to the entry that needs correction. This will open up the record in detail and allow all the fields to be changed.

Once the modifications are complete select the “SAVE” button. An entry can be completed deleted by selecting the “DELETE” button on the same page.

5. Select “**SAVE**” once all the data that has been entered is accurate.



Cover Page 30-A (Step 4)

The next step in campaign finance reporting is entering the data in the Cover Page 30-A, which is the equivalent of Ohio Secretary of State Form 30-A “Ohio Campaign Finance Report” summarizing the data for all contributions and expenditures for the campaign committee for the reporting period.

Data may be manually entered for each field on this page. Data will also auto-populate from all the contribution and expenditure data that has been entered for the reporting period.

Note - Please ensure the numbers entered match the Form 30-A filed with the Franklin County Board of Elections.

PDF files of other Ohio Secretary of State campaign finance forms (such as Form 31-C Outstanding Loans or 31- J-1 for In-Kind Contributions Received) may also be uploaded into the application. For any forms uploaded, manually enter the amount on the corresponding line on the Cover Page 30-A web page.

Campaign Finance REPORTING SYSTEM

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Step 4 of 4: Cover Page 30-A

This is the last step of the submission process. After completing information on this page, please click "Submit Report" button and make sure you received a confirmation.

1. AMOUNT BROUGHT FORWARD FROM LAST REPORT	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
2. TOTAL MONETARY CONTRIBUTIONS (FROM FORM NO. 31-A)	0.00	<input type="button" value="Choose File"/> No file chosen
3. TOTAL OTHER INCOME (FROM FORM NO. 31-A-2)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
4. TOTAL FUNDS AVAILABLE (SUM OF LINES 1, 2, 3)	0	
5. TOTAL MONETARY EXPENDITURES (FROM FORM NO. 31-B)	0.00	
6. BALANCE ON HAND (LINE 4 MINUS LINE 5)	0	
7. VALUE OF IN-KIND CONTRIBUTIONS RECEIVED (FROM FORM NO. 31-J-1)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
8. VALUE OF IN-KIND CONTRIBUTIONS MADE (FROM FORM NO. 31-J-2)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
9. OUTSTANDING LOANS OWED BY COMMITTEE (FROM FORM NO. 31-C)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
10. OUTSTANDING DEBTS OWED BY COMMITTEE (FROM FORM NO. 31-N)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
11. OUTSTANDING LOANS OWED TO COMMITTEE (FROM FORM NO. 31-K)	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
12. VALUE OF INDEPENDENT EXPENDITURES MADE (FROM FORM NO. 31-U)	0	<input type="button" value="Choose File"/> No file chosen
13. FOR ELECTRONIC FILING ENTITIES ONLY SUM OF LINES 2, 7, AND AMOUNT OF ANY NEW LOANS RECEIVED THIS PERIOD	0	
CONTRIBUTION PAGES	0	
EXPENDITURE PAGES	0	
OTHER PAGES	0	
TOTAL PAGES	0	

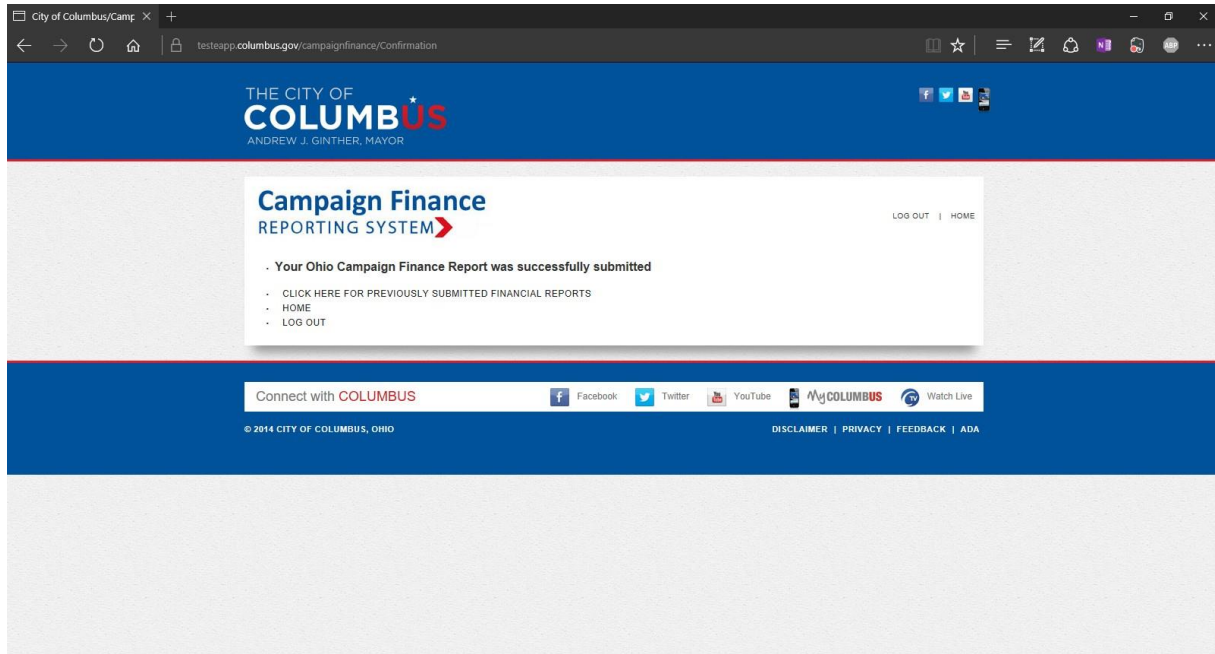
FOR CANDIDATES ONLY: DURING AN ELECTION YEAR, IF TOTAL CONTRIBUTIONS AND EXPENDITURES EACH TOTAL \$500 OR LESS DURING THE COMBINED PRE- AND POST-PERIODS AT ONE ELECTION, CHECK BOX NO OTHER FORMS ARE REQUIRED FOR A POST-PRIMARY OR POST-GENERAL PERIOD. IF ABOVE STATEMENT APPLIES, SEE R.C. 3617.10(A) FOR DETAILS.

1. Amount brought forward from last report
2. Total monetary contributions (From Form No. 31-A)
3. Total other income (From Form No. 31-A-2)
4. Total funds available (Sum of lines 1, 2, 3)
5. Total monetary expenditures (From Form No. 31-B)
6. Balance on hand (Line 4 minus line 5)
7. Value of in-kind contributions received (From Form No. 31-J-1)
8. Value of in-kind contributions made (From Form No. 31-J-2)
9. Outstanding loans owed by committee (From Form No. 31-C)
10. Outstanding debts owed by committee (From Form No. 31-N)
11. Outstanding loans owed to committee (From Form No. 31-K)
12. Value of independent expenditures made (From Form No. 31-U)
13. For Electronic Filing Entities only Sum of lines 2, 7, and amount of any new loans received this period.
14. Contribution Pages
15. Expenditure Pages
16. Other Pages
17. Total Pages

Once all amounts have been entered correctly and any necessary PDF files uploaded, click on the red **"SUBMIT REPORT"** button at the bottom of the screen to submit the campaign finance report.

Successful Submission (Step 5)

If the campaign finance report was submitted, the user will receive notice that it was successfully submitted.



Pending Reports

Unfinished campaign finance reports that have not yet been submitted, but have not been deleted, may be accessed by selecting “PENDING REPORTS” from the Campaign Committee Information screen.

Campaign Finance REPORTING SYSTEM

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. Campaign Committee Information

The “Campaign Committee Information” section lists all the types of functionality available to you including managing your profile.

- CREATE/VIEW/EDIT COMMITTEE
- SUBMIT FINANCIAL REPORT
- NOTICE OF EXEMPTION REPORT
- VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS
- PENDING REPORTS
- MANAGE YOUR PROFILE

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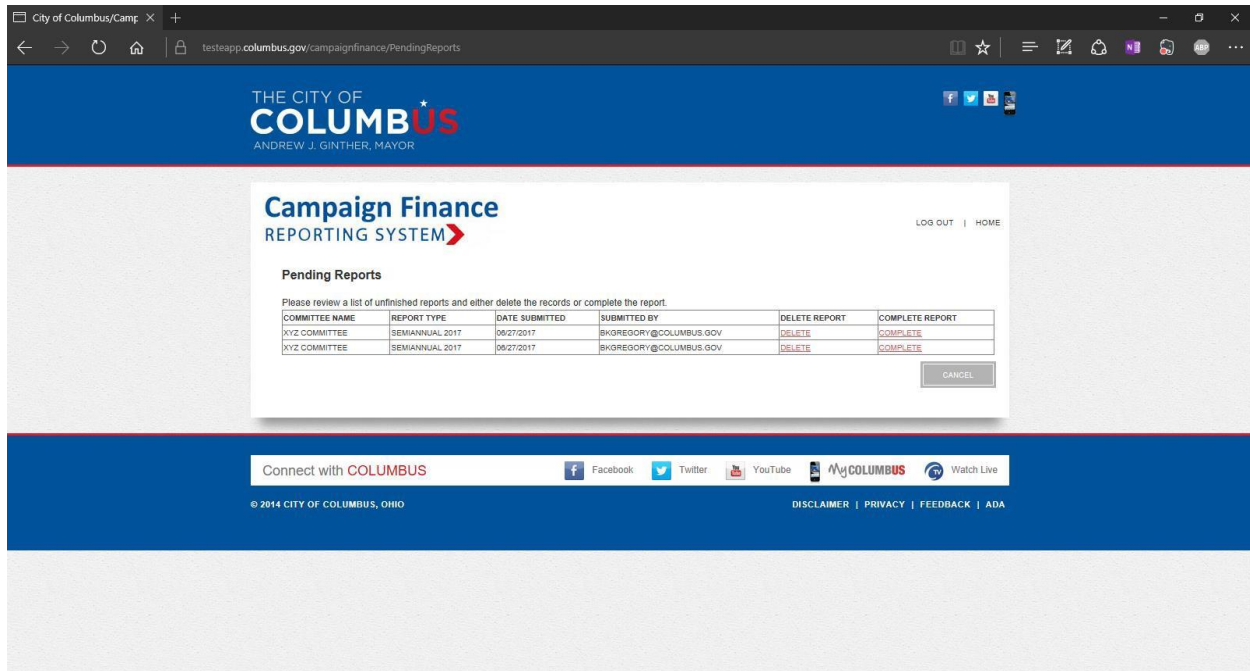
- 30-A Printable PDF Ohio Campaign Finance Report
- 30-A Fillable PDF Ohio Campaign Finance Report

Click on “COMPLETE” to continue entering contribution and expenditure data for the report and to submit it once finished.

Follow the steps for Submitting a Report, starting on Page 22 to enter data for report completion.

Click on “DELETE” to delete the report that has been started but not yet submitted for the reporting period. Once a pending report is deleted, the data cannot be recovered.

A campaign finance report that has already been submitted cannot be deleted later. Instead, an amended report must be filed.



Viewing Historical Data

The user may view (but not edit or delete) previously submitted campaign finance reports by selecting “VIEW PREVIOUSLY SUBMITTED FINANCIAL REPORTS” from the Campaign Committee Information screen.

Campaign Finance REPORTING SYSTEM

LOG OUT | HOME

. Campaign Committee Information

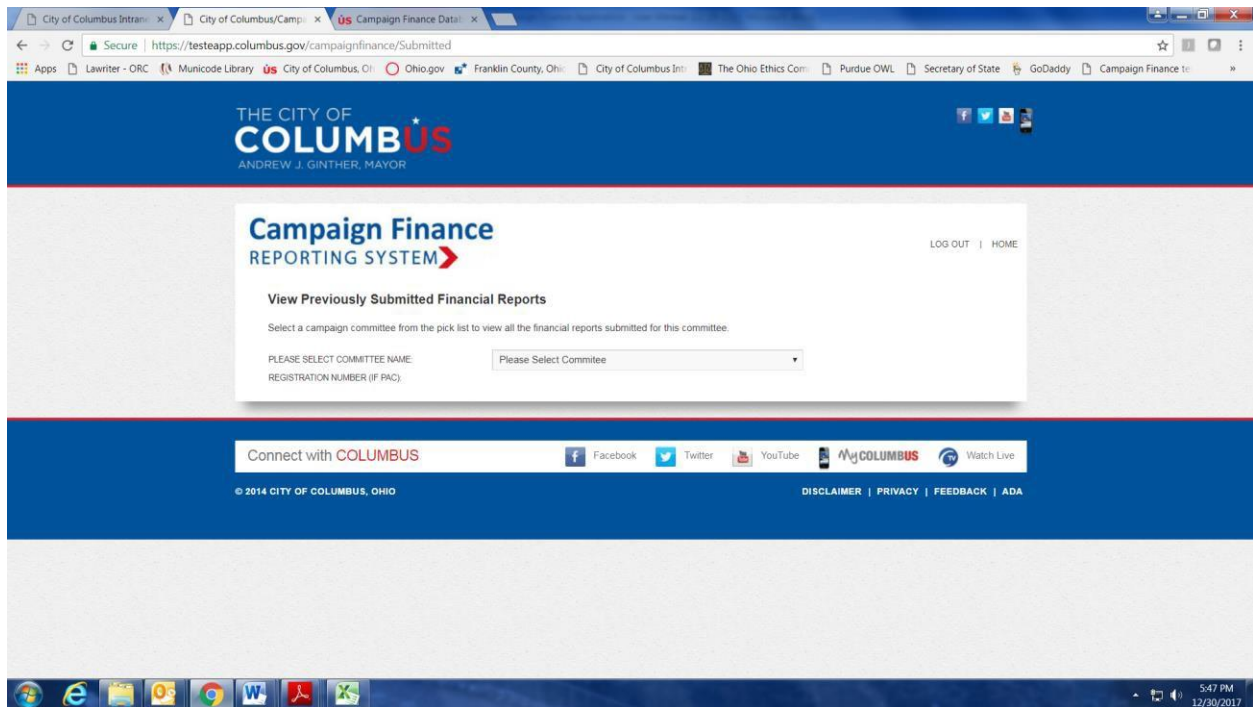
The “Campaign Committee Information” section lists all the types of functionality available to you including managing your profile.

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- [30-A Fillable PDF Ohio Campaign Finance Report](#)



Select the name of the campaign committee from the pull down menu of campaign committees associated with the user's account to view previously submitted campaign finance reports for that committee.

Getting Support

Please contact Renata Ramsini at (614) 645-7673 or CampaignFinance@columbus.gov with any questions.

For more information on campaign finance reports, please see the Campaign Finance Handbook on the Ohio Secretary of State's website:

<http://www.sos.state.oh.us/SOS/CampaignFinance/CFHandbook.aspx>.