Online Filing System Guidelines

Fair Campaign Practices Act

Elections Division ◆ Office of the Secretary of State ◆ State of Alabama

Wes Allen, Secretary of State

ONLINE FILING SYSTEM REGISTRATION

1. Go to fcpa.alabamavotes.gov.
2. Select the appropriate registration for your committee type:
   A. Candidates will click on the red "Candidate Committee Registration" button, or
   B. PACs will click on the red "Political Action Committee Registration" button.

3. The Appointment of Principal Campaign Committee (PCC for candidates) or Statement of Organization (for PACs) will open. Please enter the date, then complete the required committee information.

4. Once the information has been entered, click the red "Submit" button at the bottom right corner of the page.

5. The screen will indicate "Your registration has been submitted." Click on the "**Click here to view and print a copy of this filing**" link.

6. Print and sign the completed form. Every committee member must sign the completed form. Make a copy of the signed form for your records.

7. Mail the original signed form to:

   ELECTIONS DIVISION
   ALABAMA SECRETARY OF STATE
   P. O. BOX 5616
   MONTGOMERY, AL 36103-5616

8. Once the original signed Appointment of Principal Campaign Committee Form or Statement of Organization is received and approved, the account will be activated. The committee members will each receive login credentials (username and pin) in two (2) separate emails.

Note: if an FCPA report is due within five (5) days, an emergency activation can be granted. In this circumstance, a committee should call the Elections Division at 334-242-7210 and then fax a signed copy of the committee registration document to 334-242-2444. Once received, the account can be activated immediately. However, the signed original committee registration document should be mailed to the Elections Division on the same day.

ONLINE FILING SYSTEM

The online filing system has topic sections located at the top of the screen. This guide will give an overview of the contents within each section, as well as a brief description regarding the most frequently used functions in the individual sections. For specific guidance, please call the Elections Division at 334-242-7210 or 1-800-274-8683. To reach the FCPA filing system HELP DESK, call 1-888-864-8910.

1. Committee Overview Page

- Account Status—gives an overview of account ending balance and pending transaction balances

- Transaction History—gives an overview of ending balances by transaction

- Reports Due—lists upcoming reports with the function to view and file sequential reports

- Document Images—contains function to save report images and add supplemental documents

2. Transactions Section

A. *Contributions/InKind*

   o Contribution History—listing of posted contributions with the function to add new contributions or update existing contributions

   o Contribution Maintenance—contains function to search by contributor and perform contributor informational changes

B. *Other Receipts*

   o Receipt History—listing of posted receipts with the function to add new receipts or update existing receipts (i.e., loans/interest/other)

   o Receipt Maintenance—contains function to search receipts and perform receipt source informational changes

C. *Expenditures*

   o Expenditure History—listing of posted expenditures, only used for money spent out of the campaign account, with the function to add new expenditures or update existing expenditures

   o Payee Maintenance—contains function to search by payee and perform payee informational changes

D. *Transaction Search*

   o Transaction Search—contains function to quick-search posted transactions

3. File Reports Section

- Filing History—listing of previously filed reports with the function to view and amend filed reports

- Reports Due—lists upcoming reports with the function to view and file sequential reports

- Supplemental Forms—contains function to submit the "Statement of Dissolution"

4. Administration Section

- Committee—contains function to update or perform committee informational changes

- Officers—listing of current committee officers with the function to update or perform informational changes

- Campaign—contains function to add the filing schedule for an election cycle

- Filing Schedule—listing of all reports for an election cycle (includes all filed reports and reports due)

- Import Data Files—contains function to import data files

ADDING REPORTS NOT FOUND IN THE REPORTS DUE LIST

The option to add reports not found in the Reports Due list can be accessed in two places. On both the "Overview" page and the "File Reports" page, below the blue header, in the top center portion of the page, there is a note in plain text, which reads, "Need to begin filing reports that are not shown in the Reports Due list below? Click here". Click where it reads "Click here" to begin the process of adding additional reports not listed.

AMENDING REPORTS

To amend a transaction that has been previously reported, go to the corresponding "Transactions" heading and select the corresponding transaction type (contribution, other receipt, or expenditure) from the drop-down menu. Find the transaction that needs amending in the Transaction History section of the correct transaction type administration page. To update or delete a transaction, click on the links to the right of the transaction. Once the transaction entry page opens, correct the record and then click the red "Save" button on the lower right corner of the screen.

To add any previously omitted transactions, click the "Add" button in the corresponding transaction administration pages.

Make the necessary changes (additions, deletions, or updates) to the transactions prior to amending the previously filed reports. Then, click on the "File Reports" tab and locate the report that needs to be amended in the "Filing History" section of the "Filing Administration" page. Click on the "Amend" link for the report that corresponds to your earliest made amendment. The preview of the amended report will open. Please review the report. Once you are satisfied that all necessary changes are reflected in the report preview, then click the red "File" button on the bottom right to submit the amended report.

Important— The system will automatically amend any subsequent reports that were monetarily affected by an amendment to an individual transaction. For this reason, it is important to amend the reports in the order of the amended transactions.

PASSWORD RESET

If a user is unable to access the account due to an expired or lost PASSWORD/PIN, please call the Elections Division at 334-242-7210 or 1-800-274-8683. To reach the FCPA filing system HELP DESK, call 1-888-864-8910.