The Fair Campaign Practices Act

Updated Website User Overview

Legal Disclaimer: This document is not a substitute for the *Code of Alabama 1975*. It is provided as a guide and is not intended to be an authoritative statement of law. For further legal information please consult the *Code of Alabama 1975*, other appropriate legal resources, or your attorney.

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The law requires every candidate to organize a campaign finance committee and file an Appointment of Principal Campaign Committee form, which lists who serves on the committee. [§17-5-4]

The committee form must be filed within ***five (5) days*** of becoming a candidate. For purposes of the FCPA, the law defines **two ways to become a candidate**, the first of either [see §17-5-2(a)(1)]:

1. Reaching the disclosure threshold by either receiving contributions in excess of $1,000 or making expenditures in excess of $1,000, regardless of office sought.
2. Qualifying as a candidate with a political party or by filing a petition as a minor party or independent candidate.

Appointment of Principal Campaign Committee forms should be submitted electronically through the FCPA Reporting System website. Instructions detailing this process are below.

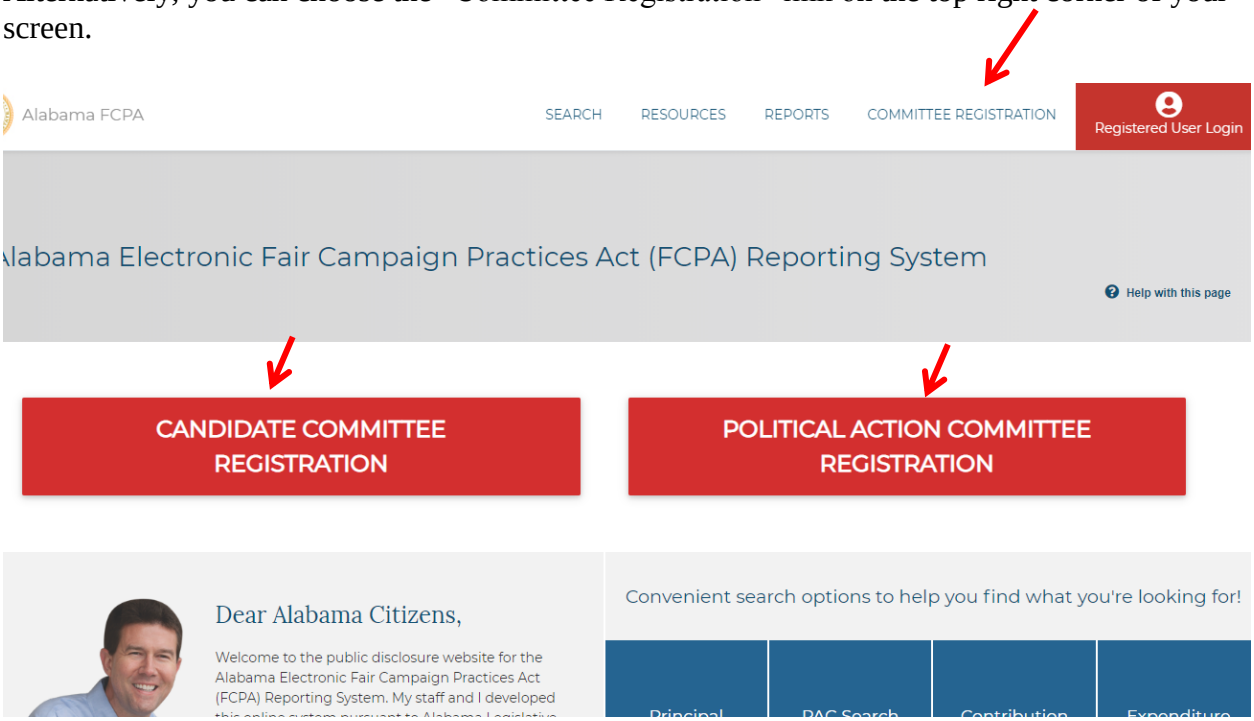
***IF YOU CURRENTLY HAVE AN OPEN CAMPAIGN COMMITTEE (FOR THE OFFICE YOU ARE SEEKING OR HOLDING) OR PAC IN THE FCPA SYSTEM, YOU DO NOT NEED TO CREATE A NEW COMMITTEE.**

I.

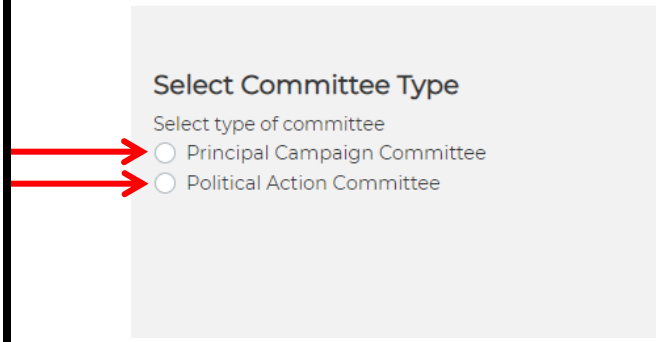
REGISTERING YOUR COMMITTEE

There are several quick links provided on the homepage to begin the process of registering a committee.

First, you can choose one of the large red boxes which describe the type of committee you are registering: “Candidate Committee Registration” or “Political Action Committee Registration”. Alternatively, you can choose the “Committee Registration” link on the top right corner of your screen.



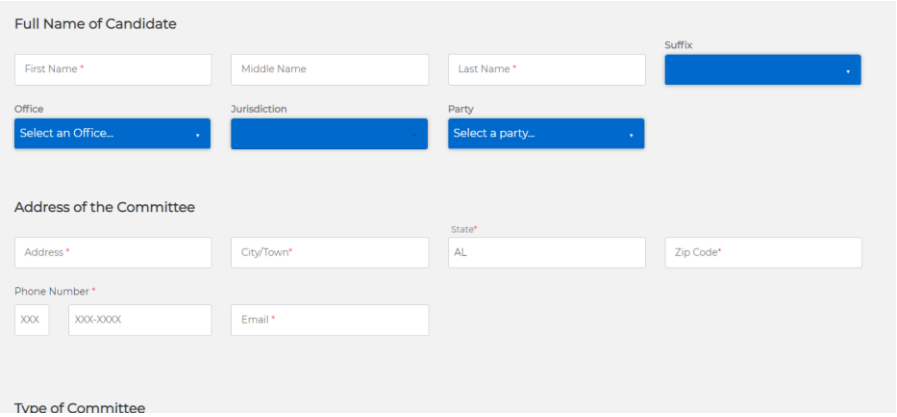
When selecting to register a committee from the Committee Registration button, you will need to select a committee type.



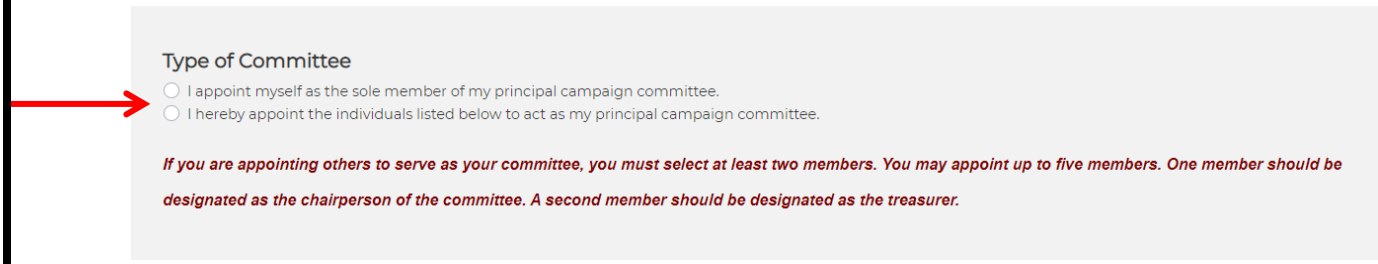
Next, complete the form using the Principal Campaign Committee (Candidates) or Political Action Committee (PACs) registration information.

Principal Campaign Committee Registration:

Make sure to select the office, its jurisdiction, party affiliation and district if it applies.
When filling out the address section, remember to use a mailing address.



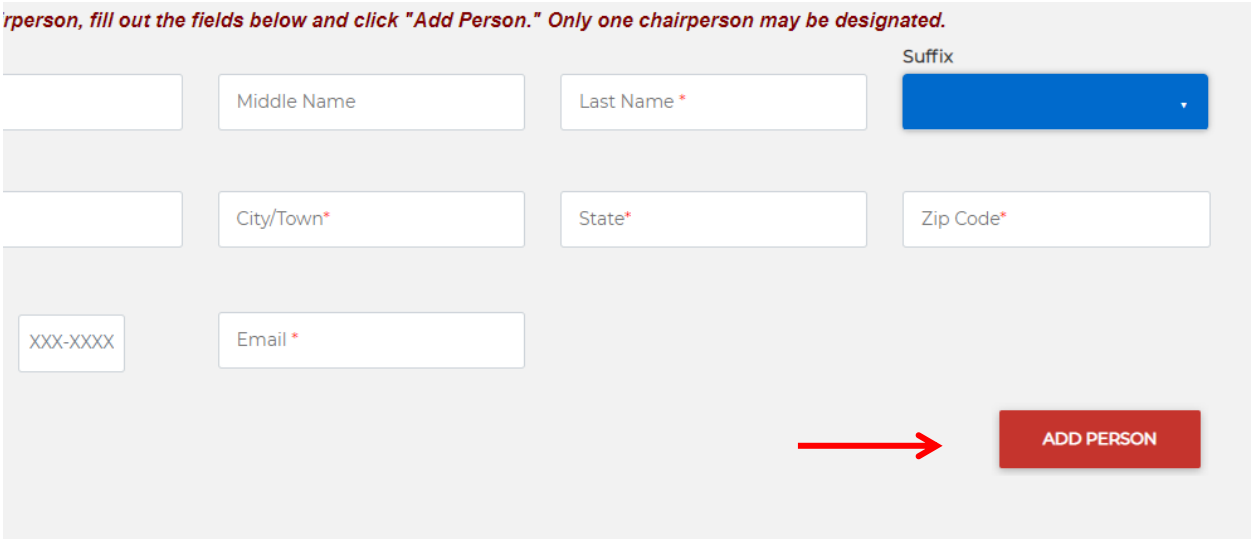
Next, choose the type of committee you are registering.



Note:
A candidate may either serve as the sole member of his or her principal campaign committee or may appoint from two to five persons. If a candidate serves as his or her own principal campaign committee, he or she shall designate a Committee Dissolution Designee, a person responsible for dissolving that principal campaign committee in the event of death or incapacity. If the designated person is unable to serve in this capacity at the time of death or incapacity, the principal campaign committee shall be dissolved by the candidate's personal representative as appointed by the judge of probate. [§17-5-4(c)]

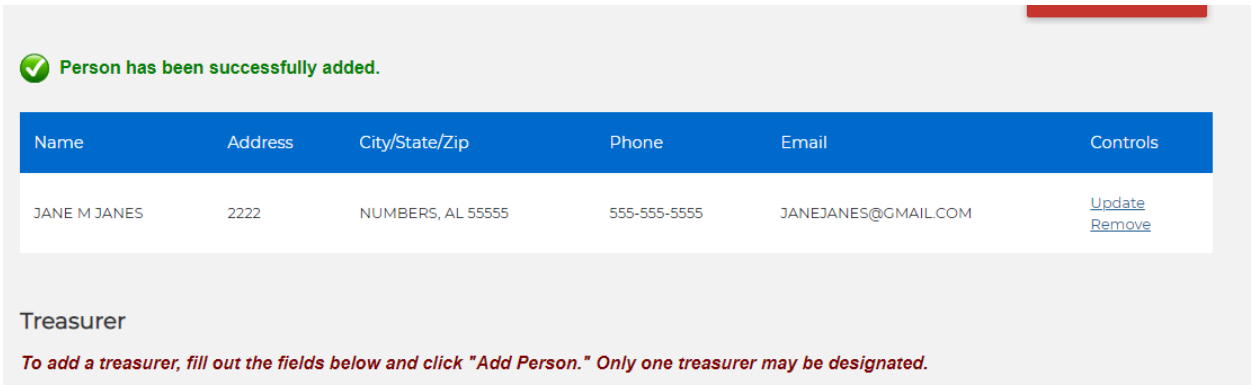
A candidate may also select a Designated Filing Agent when appointing his or her campaign finance committee. That agent will be authorized to file all required reports for the candidate during the election cycle.

After you enter the information for each person you wish to appoint to the committee, click the red “Add Person” button at the bottom right corner of that section.



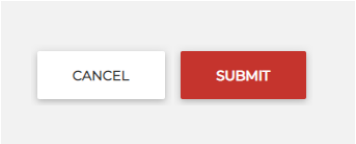
Immediately after you click this button, the fields will receive a green check mark on the right side of the field, indicating the information has been saved to your form. At this time, you can begin adding the next member’s information in the next title, or if multiple people are serving in the same role, you can begin entering their information into the same section.

Email addresses are required for all committee members.
The candidate can serve as a member on their own committee, but cannot serve as their own Committee Dissolution Designee.



All added members will be listed below their respective section.

After adding all of the committee members, click the red “Submit” button on the bottom right of the page. If there are any errors, these will be in red at the top of the screen. Make sure to correct any errors, choosing “Add Person” after editing each section that had errors. Once those sections are completed, choose the “Submit” button again.
Once the form has been submitted correctly, you will be taken to the “Filing Confirmation” page.

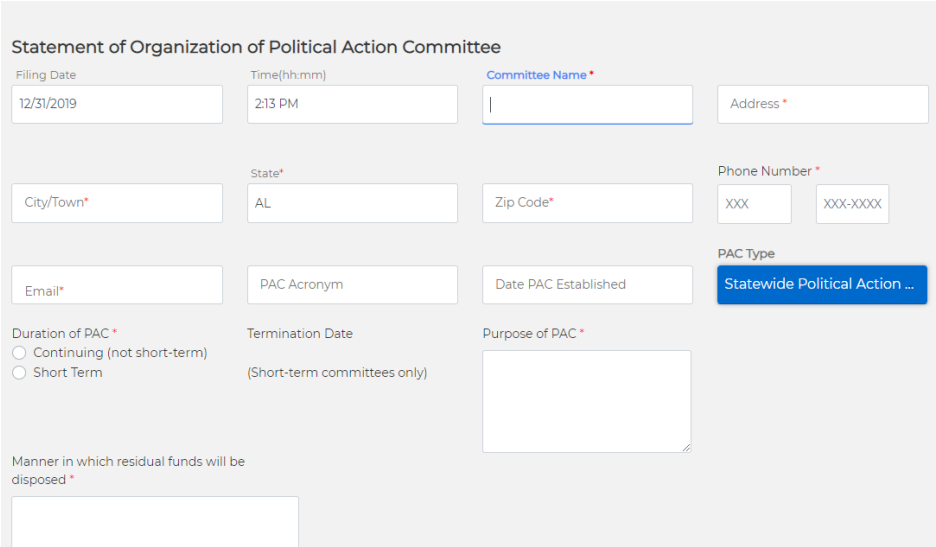


Please see the section, “Filing Confirmation” for the next step in the registration process.

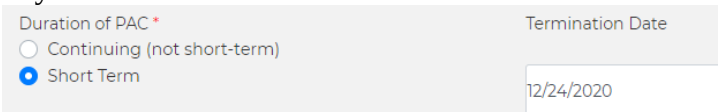
PAC Registration (Not for Candidates):

For this registration, you’ll need to complete the Statement of Organization information. Complete all sections of this registration.

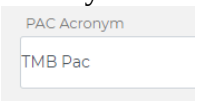
Remember to use a mailing address when registering your committee.



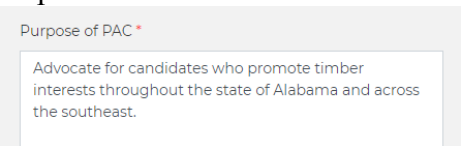
Choose whether your PAC will be continuing or short-term. If your PAC is short-term, include the termination date of your PAC.

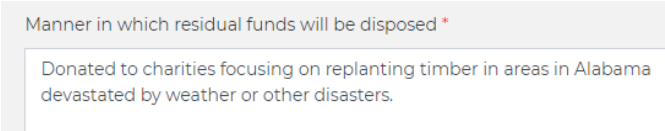


You have the option to give your PAC an acronym for easy call reference.

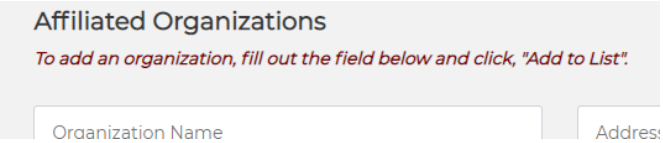


Make sure to complete the “Purpose of PAC” and “Manner in which the residual funds will be disposed” sections.

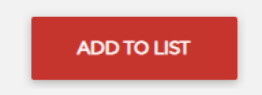




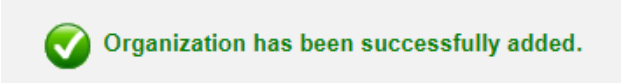
You may add “Affiliated Organizations” to your PAC next.



When you are done with each organization, choose the red “Add to List” button on the right of the screen. This will add the information onto your registration.

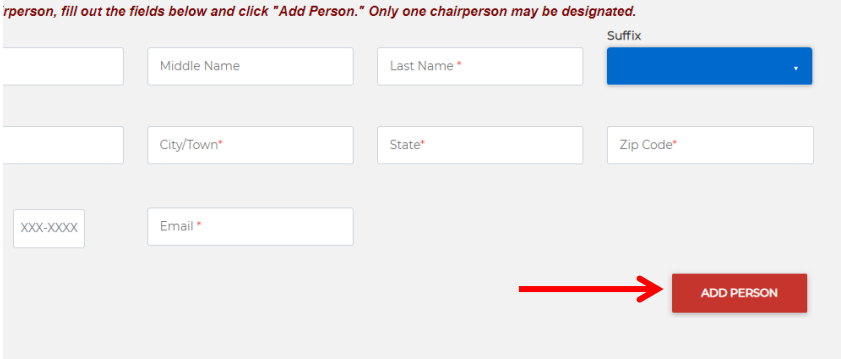


When the information has been added, a green confirmation message with a check will appear at the bottom of the “Affiliated Organizations” section.



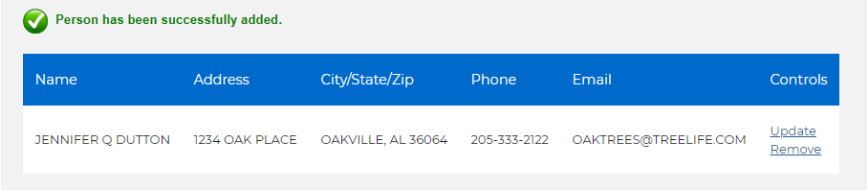
If information is missing, a red message will appear below the section heading. This message will indicate the action that needs to be taken in order to complete this section of the registration process. The box that needs attention will also have a red “x” in the far right corner. Once the information is entered, choose the red “Add to List” button.

After you enter the information for each person you wish to appoint into the committee, click the red “Add Person” at the bottom right corner of that section.

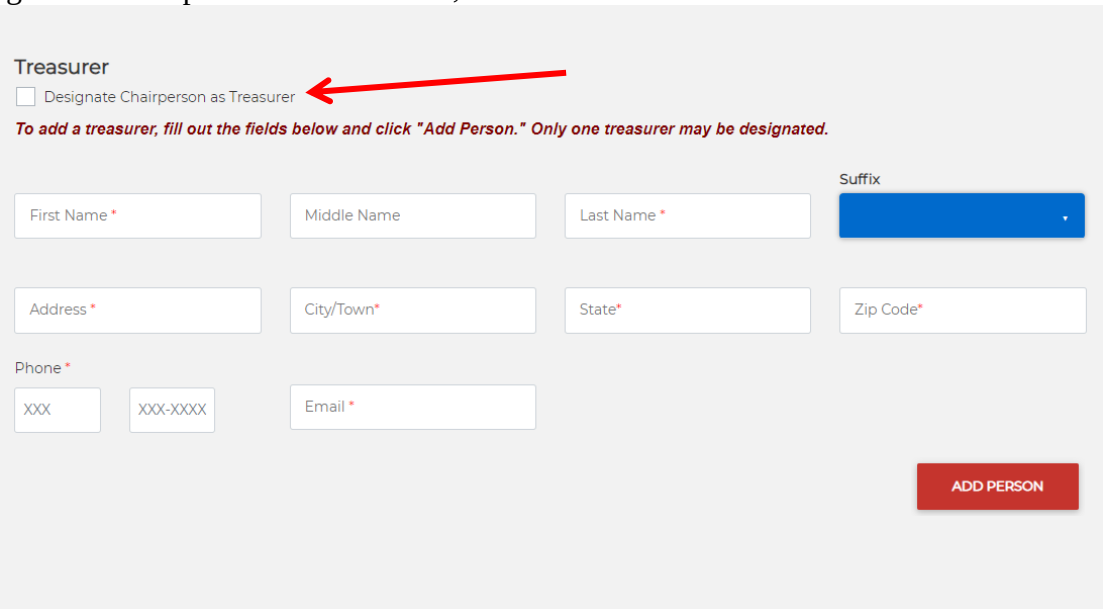


Immediately after you click this button, the fields will receive a green check mark on the right side of the field, indicating the information has been saved to your form. At this time, you can begin adding the next member's information in the next title, or if multiple people are serving in the same role, you can begin entering their information into the same section.

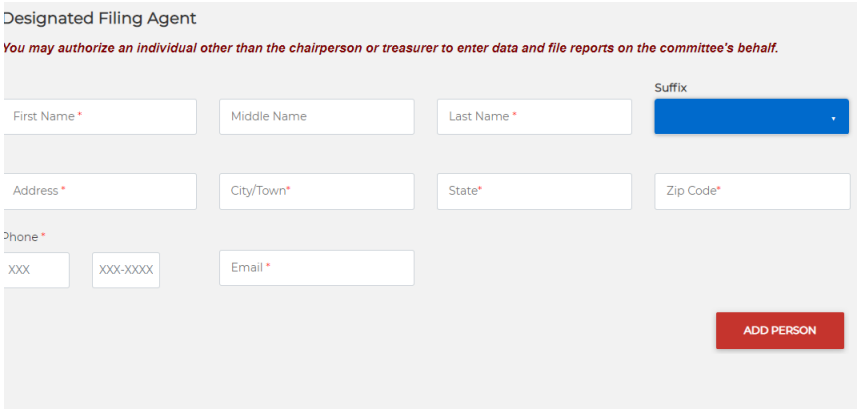
Remember, email addresses and valid mailing addresses are required for all committee members.

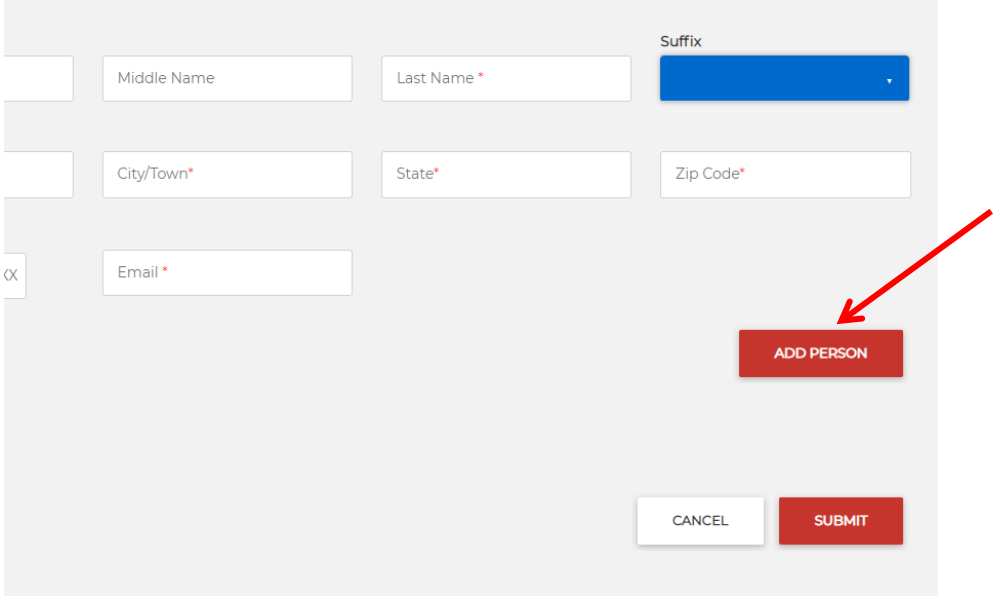


After you have entered the Chairperson, you have the option to choose the Chairperson as your Treasurer. By choosing this box, the information will autofill into the Treasurer section and you will be able to go to the next section, "Designated Filing Agent". If you have different members serving as the Chairperson and Treasurer, then do not select this box.



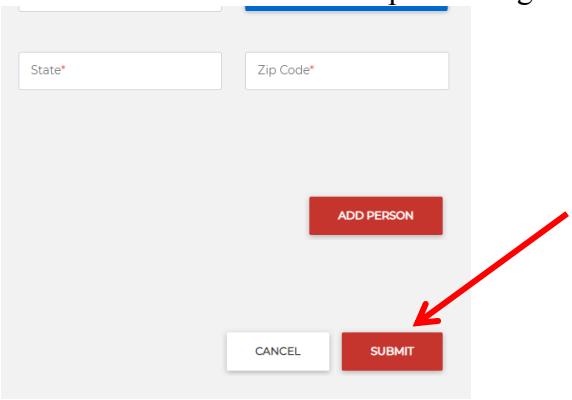
A Designated Filing Agent is an individual you have authorized to enter data and file reports on behalf of your committee. Once you have entered this person's information, choose the red "Add Person" button directly to the bottom right of that section.





After adding all of the committee members, click the red "Submit" button on the bottom right of the page. If there are any errors, these will be in red at the top of the screen. Make sure to correct any errors, choosing "Add Person" after editing each section that had errors. Once those sections are completed, choose the "Submit" button again.

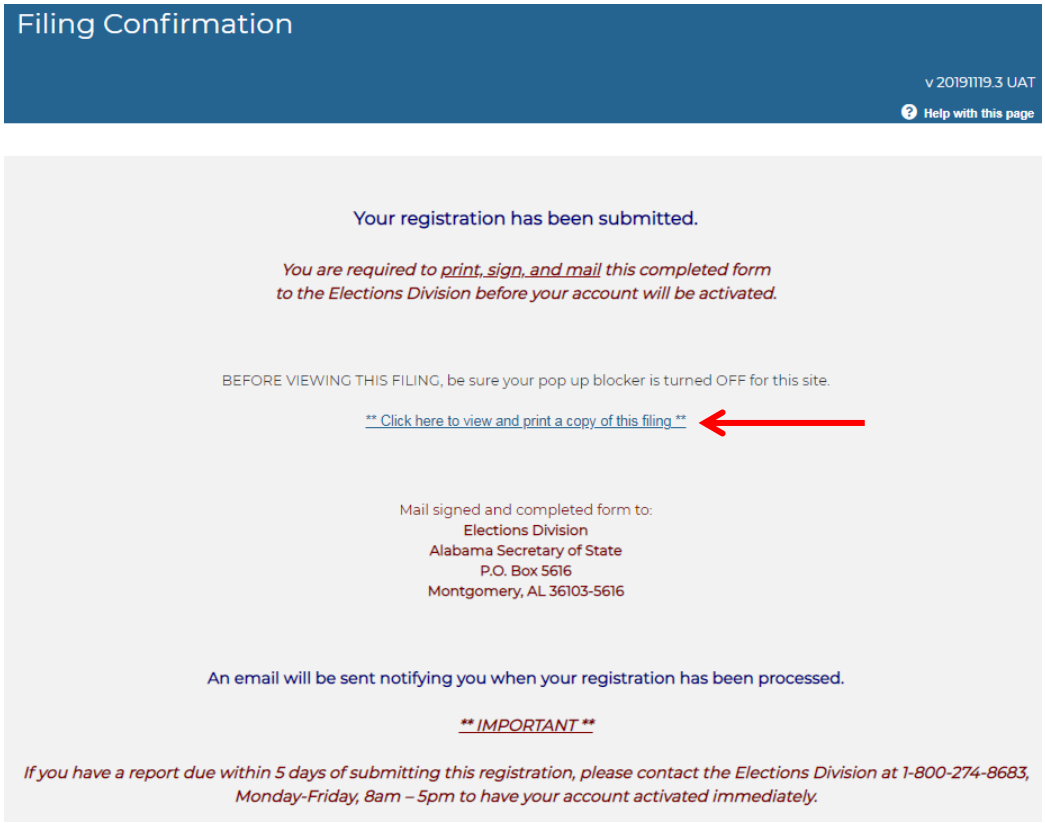
Once the form has been submitted correctly, you will be taken to the “Filing Confirmation” page. Please see the section, “Filing Confirmation” for the next step in the registration process.



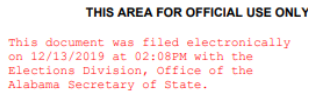
FILING CONFIRMATION (For PACS & Candidates):

Once the form has been submitted correctly, you will be taken to the “Filing Confirmation” page. This screen should say “Your registration has been submitted.”
Make sure the pop-up blocker is TURNED OFF for this site prior to the next step.

Choose the link to view and print the form. Once the document opens, check to make sure all of the information necessary has been included and is correct.

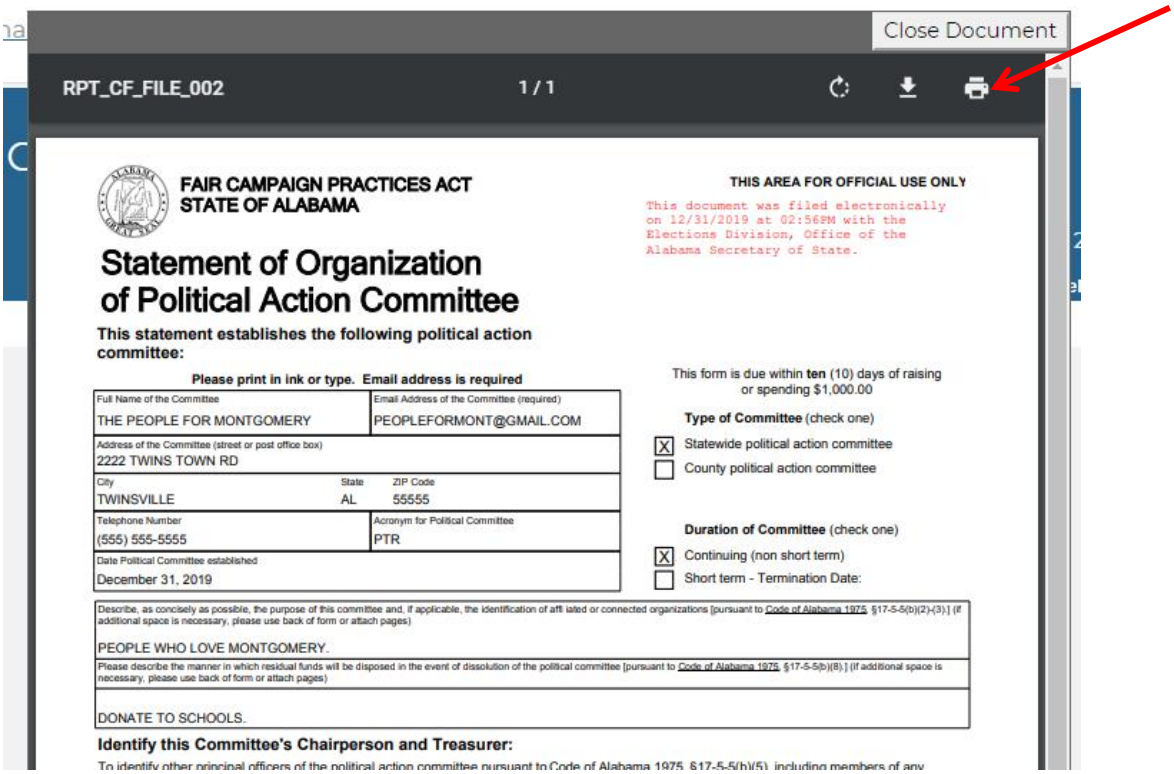


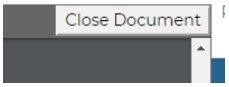
The completed electronic registration form includes a date and time stamp on the top right corner that indicates when your document was submitted. This is the date used to determine the official filing date.



Check over the completed registration form. If this information is not correct, you will need to create a new form, making sure to accurately re-enter the information and complete the process up to this step again.

If the information is correct, you can now print this form. To print the form, hover your cursor in the top right corner of the task bar at the top of the document pop-up window. Choose the printer icon.





Once you have printed the document, choose the grey close document tab in the top corner of the document pop-up window.

Note: Save the document for your records.

IMPORTANT: Make sure that you print, sign, and mail this form.

For Candidates:

FAIR CAMPAIGN PRACTICES ACT
STATE OF ALABAMA

Appointment of Principal Campaign Committee

THIS AREA FOR OFFICIAL USE ONLY

This document was filed electronically on 01/06/2020 at 08:44AM with the Elections Division, Office of the Alabama Secretary of State.

Please print in ink or type. E-mail address is required.

Full Name of Candidate	E-mail Address of Candidate (required)
JANE O DOE	JANEDOE@EMAILS.COM
Office Sought (include district or circuit number, if applicable)	**Political Party / Ballot Affiliation**
CIRCUIT CLERK, AUTAUGA COUNTY	Independent
Address of the Committee (street or post office box)	
2222 FAKE NAME WAY	

City	State	ZIP Code	Telephone Number
WETUMPKA	AL	55555	(222) 222-2222

This form is due within **five** (5) calendar days of reaching the threshold amount, or within **five** (5) calendar days of qualifying with a political party, or within **five** (5) calendar days of filing a petition as an independent or third party candidate.

Type of Committee (check one)

[X] I appoint myself as the sole member of my principal campaign committee.

[ ] I hereby appoint the individuals listed below to act as my principal campaign committee.

If you are appointing others to serve as your committee, you must select at least two members. You may appoint up to five members. One member should be designated as the chairperson of the committee. A second member should be designated as the treasurer. Please clearly print their names and addresses in the spaces below. Each appointee must sign his or her name.

Candidates who choose to be the sole member of their principal campaign committee must choose a designee to dissolve the committee due to the possibility of death or incapacitation of the candidate.

Chairperson

Full Name | Email Address (required)
Address (street or post office box)
City | State | ZIP Code
Signature of Applicant

Treasurer

Full Name | Email Address (required)
Address (street or post office box)
City | State | ZIP Code
Signature of Applicant

Committee Member

Full Name | Email Address (required)
Address (street or post office box)
City | State | ZIP Code
Signature of Applicant

Committee Member

Full Name | Email Address (required)
Address (street or post office box)
City | State | ZIP Code
Signature of Applicant

Committee Member

Full Name | Email Address (required)
Address (street or post office box)
City | State | ZIP Code
Signature of Applicant

Committee Dissolution Designee

Full Name	Email Address (required)
JOHN DOE	JOHNDOE@EMAILS.COM
Address (street or post office box)	
2222 FAKE NAME WAY	

City	State	ZIP Code
WETUMPKA	AL	55555

Signature of Applicant

Committee Member Signs Here

Committee Member Signs Here

Committee Member Signs Here

Committee Member Signs Here

Committee Member Signs Here

Candidate Signs Here

Where to file this form...
After all individuals listed on this form have signed, please mail original document to the following address:

Office of the Secretary of State
Elections Division
P.O.Box 5616
Montgomery, AL 36103

As required by the Alabama Fair Campaign Act, I hereby swear or affirm to the best of my knowledge and belief that the information contained herein is true and correct.

Signature of elected official or candidate | Date: 01/06/2020

FORM REVISED 6.28.2017

All committee members and/or the candidate's Dissolution Designee must also sign the document prior to mailing. Your registration form will not be accepted unless the original,

signed, printed copy of the form, with the electronic date and time stamp in the top corner is received. The candidate must sign the form below the other committee sections, "*Signature of elected official or candidate*".

You must have all of the committee members and the candidate sign the original printed form, and mail to the address listed. Photocopies, unsigned forms, incomplete forms, and faxed copies will not be accepted.

For PACS:

As required by the Alabama Fair Campaign Practices Act, I hereby swear or affirm to the best of my knowledge and belief that the information contained herein is true and correct.

Signature of chairperson or treasurer of political committee

12/17/2019
Date

For PACS, the chairperson or treasurer must sign the document prior to mailing. The registration form will not be accepted unless the original, signed, printed copy of the form, with the electronic date and time stamp in the top corner is received. The signature section is below the committee member identification boxes, labeled "*Signature of chairperson or treasurer of political committee*".

You must have one of these committee members sign the original printed form, and mail to the address listed. Photocopies, unsigned forms, incomplete forms, and faxed copies will not be accepted.

Mailing the Form:

Where to file this form...
After all individuals listed on this form have signed, please mail original document to the following address:

Office of the Secretary of State
Elections Division
P.O.Box 5616
Montgomery, AL 36103

Once the form has every committee member's signature, it can be mailed in.
Please do not turn in a handwritten copy of this form. It will not be accepted.
Please do not turn in an unsigned copy of the form. It will not be accepted.
Please do not turn in a photocopy of the signed form. It will not be accepted.

Mail signed and completed form to:
Elections Division
Alabama Secretary of State
P.O. Box 5616
Montgomery, AL 36103-5616

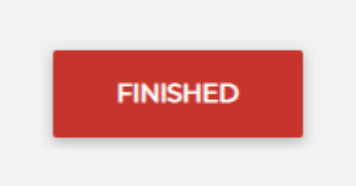
Once received and accepted, the system will send you an email notification that your registration has been processed.

Emergency Activation: *If your committee has reached the disclosure threshold by either receiving contributions in excess of $1,000 or making expenditures in excess of $1,000, regardless of office sought, and you have a report due within 5 days of submitting this*

registration, please contact the Elections Division at 1-800-274-8683, Monday-Friday, 8am-5pm to have your account activated immediately, as noted.

Note: Make sure that the computer reporting will be completed on has Adobe Acrobat Reader. You can use the links at the bottom of the screen to download it free at this time. This software is required to view the reporting forms that will be used throughout the reporting process.

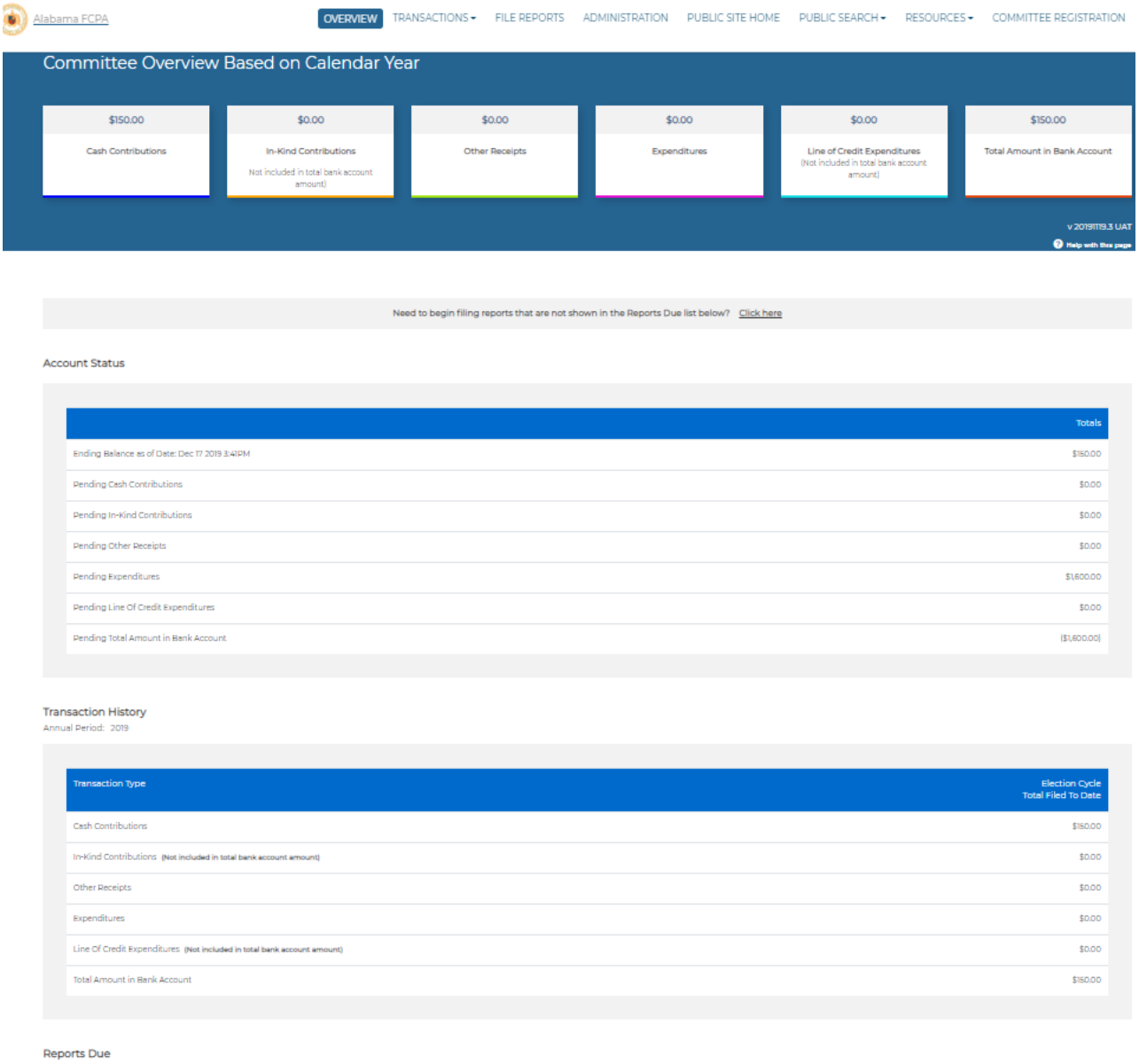
After reviewing all of the information, links, and information regarding the necessary downloads, select the red "FINISHED" button at the bottom of your screen.



II.

COMMITTEE OVERVIEW

The Overview page is a summary of your committee's transactions. It shows transactions that are pending and balances. It also shows your scheduled filings in the Reports Due at the bottom of the page. The purpose of this page is to give you a snapshot of your FCPA account. You will need to click on Transactions to add items for your reports.

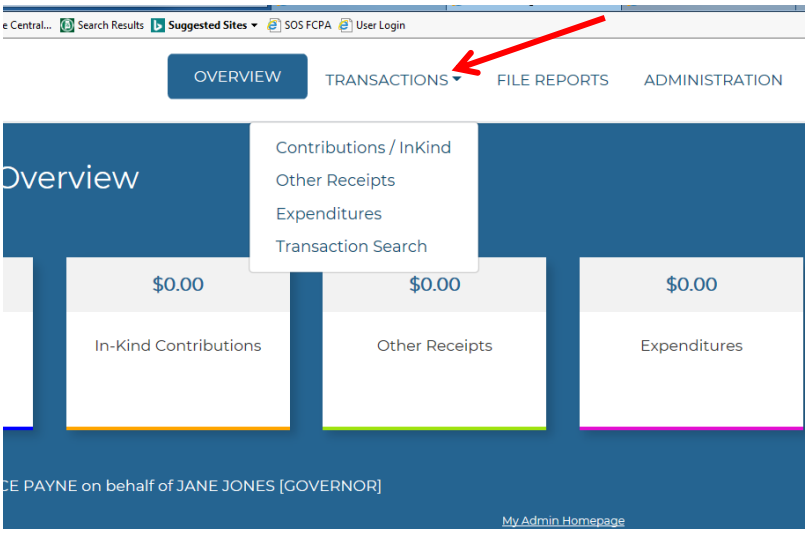


III.

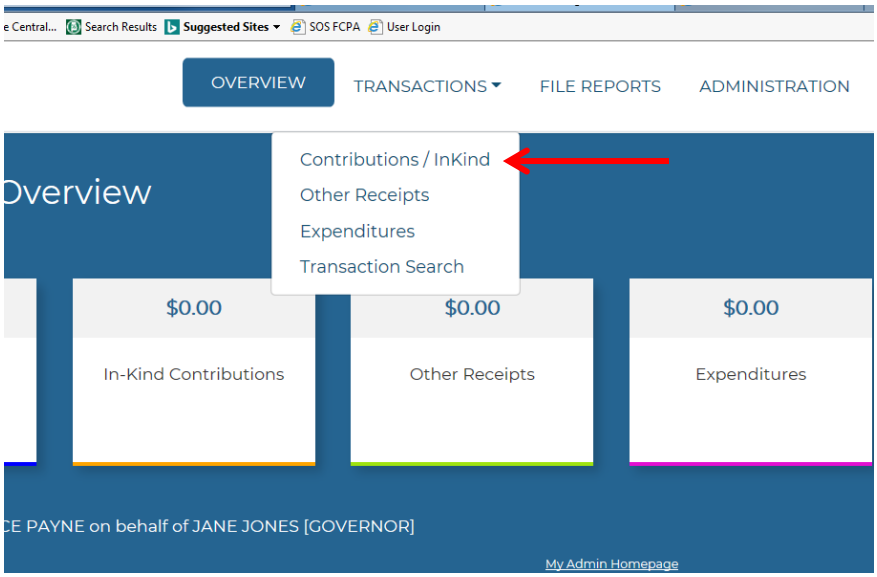
TRANSACTIONS

a. Contributions/ In-Kind:

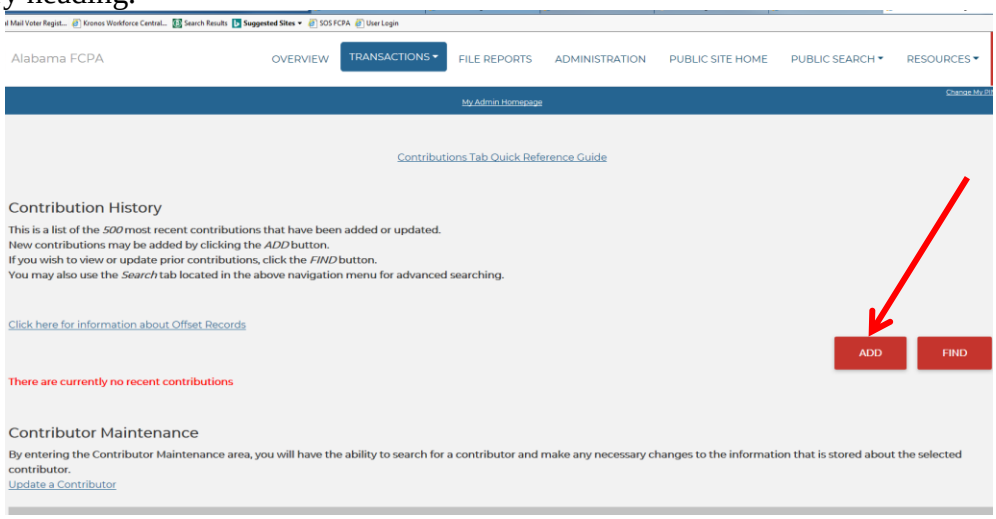
To add a contribution transaction you will first need to click on the TRANSACTIONS drop down list



Then, choose "Contributions/In-Kind" from the dropdown list of choices.

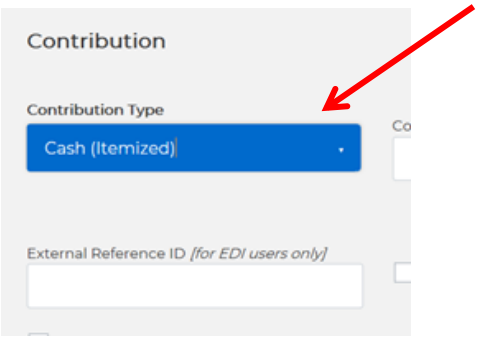


Next, look to the right of the screen for the red “ADD” button, under the Contribution History heading.

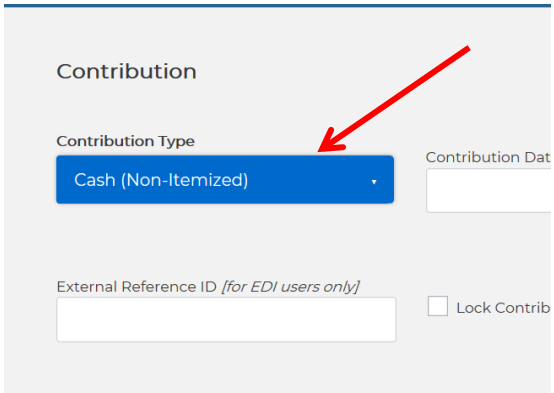


You will then need to choose your Contribution Type:

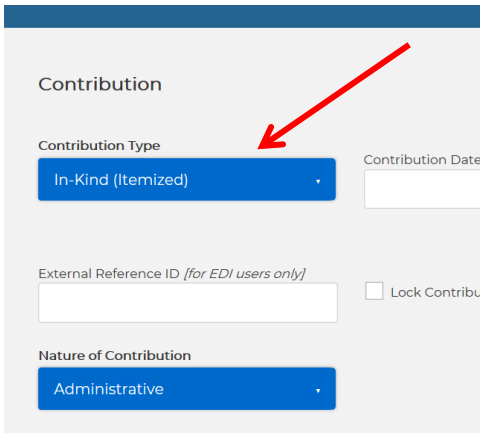
- Did you receive cash or a check contribution from a contributor cumulative of over $100?
    - Then you will choose Cash (Itemized) from the dropdown list



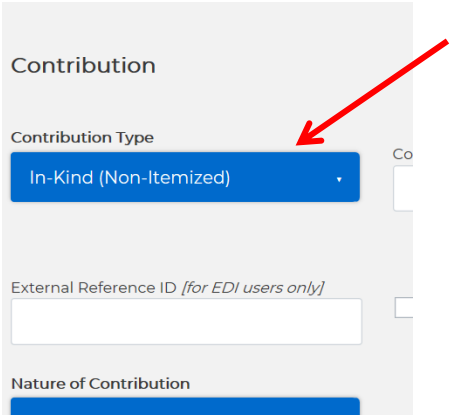
- Did you receive a check or cash contribution from a contributor cumulative of $100 or less?
    - Then you may choose Cash (Non-Itemized) from the dropdown list



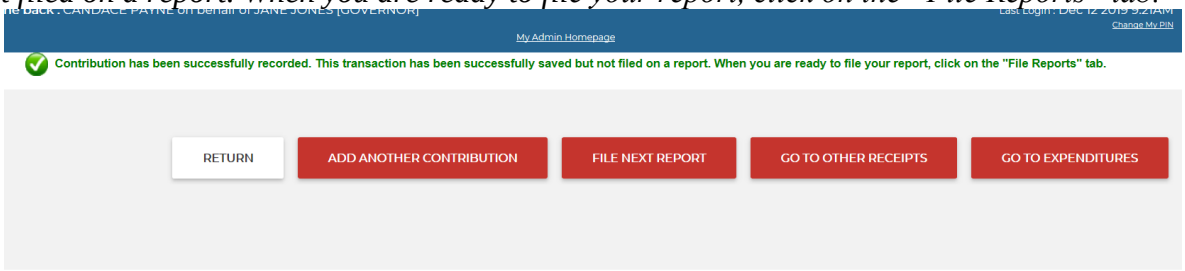
- Did you pay for something for your campaign out of your personal account (checking account or credit card) or did someone buy goods or donate services to your campaign?
    - Then you will choose In-Kind (Itemized) if it is cumulative of over $100 spent/donated



- You may choose In-Kind (Non-Itemized) if it is cumulative of $100 or less spent/donated



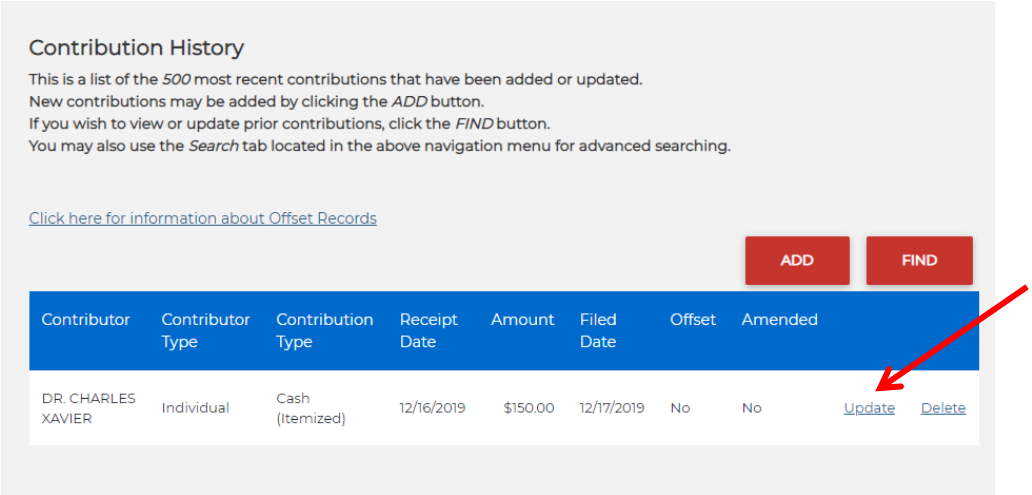
- Once you have chosen your contribution type, you will input the date, contribution amount, & Contributor Information (if transaction is itemized). (Remember Account/Reference Number is optional.)
- After choosing the "Save" button, a green message should be displayed that reads *"Contribution has been successfully recorded. The transaction has been successfully saved but not filed on a report. When you are ready to file your report, click on the "File Reports" tab."*



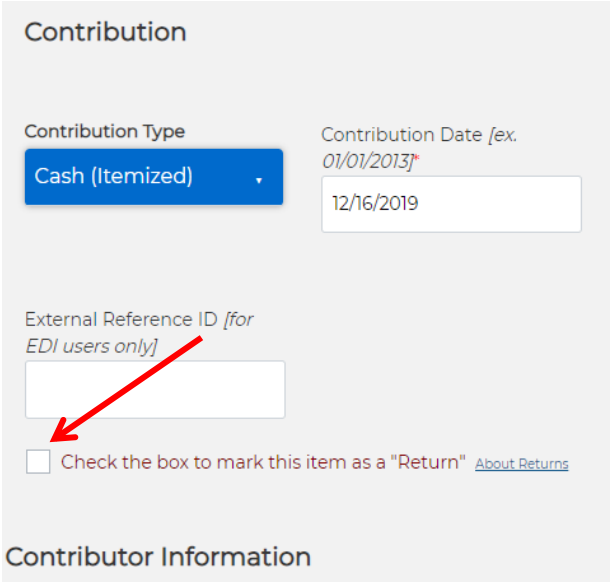
Optional Information:

If you received a contribution that you need to return to the contributor that was never deposited into your campaign bank account you may mark the contribution as a return:

- Find the contribution in the Contribution History and select Update on the end of the line of the contribution.



- Once you click update you can check the box that says "Check the box to mark this item as a "Return".



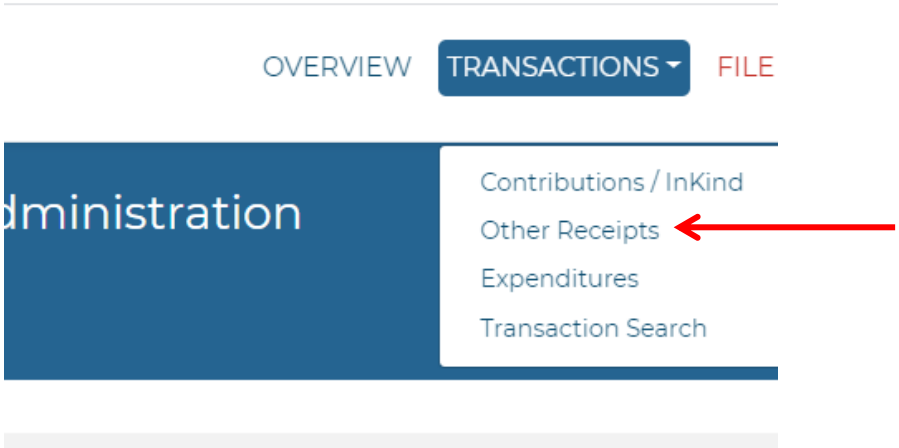
- Click SAVE

b. Other Receipts:

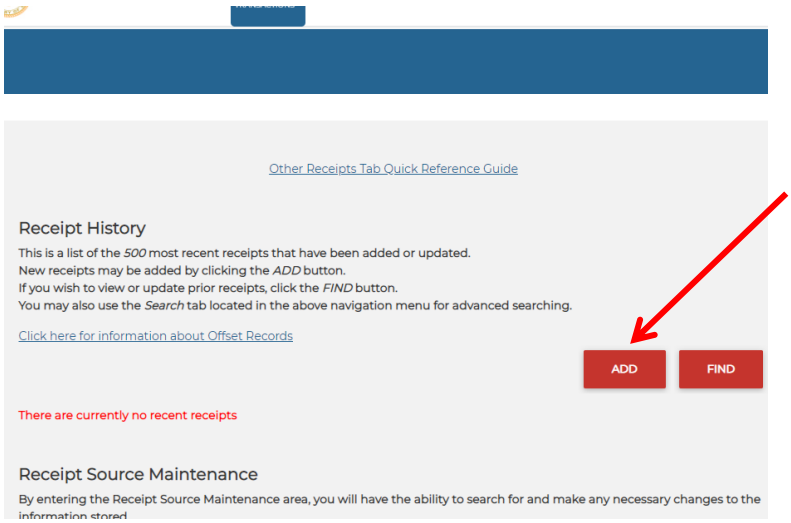
Receipts from other sources are usually funds received through interest payments on a political committee bank account, loans made to the committee or refunds. Examples of the types of items to file under "Other Receipts" are listed below:

- Loans (from candidate or other entity)
- Interest on bank account balance
- Refund for something purchased by a committee

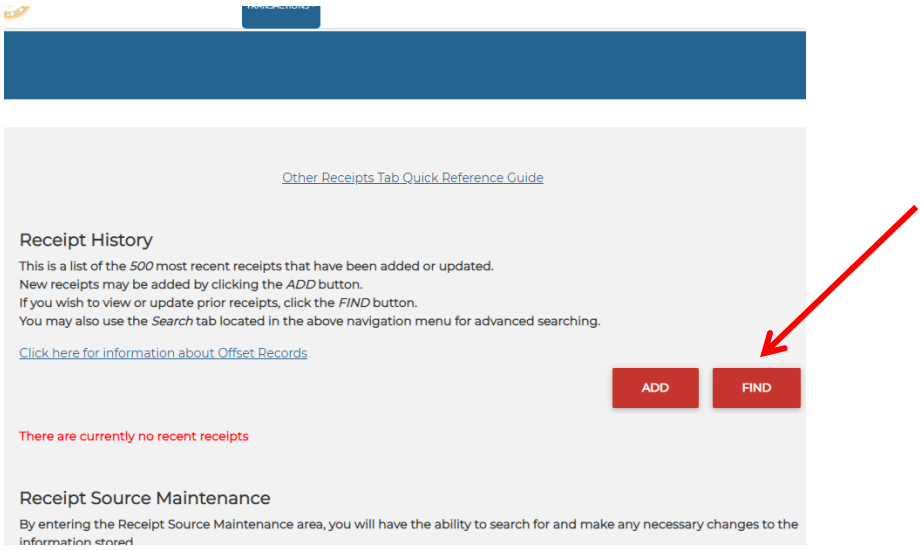
To begin entering transactions into the "Other Receipts" section, first you will need to choose "Other Receipts" from the drop down list under the "TRANSACTIONS" heading at the top of your screen.



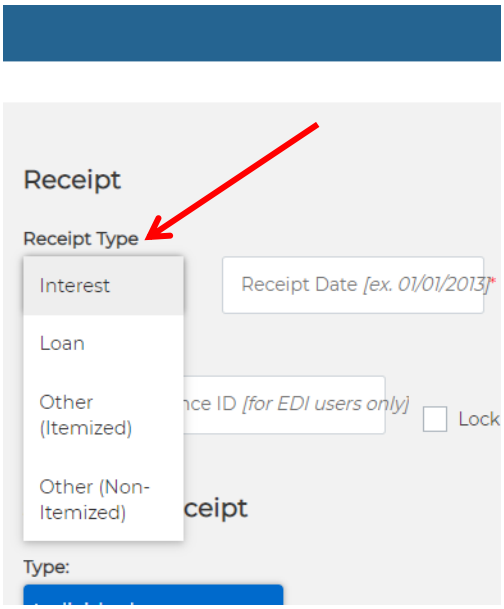
- To add a new transaction of this type, click the red "Add" button that is in the lower right hand corner.



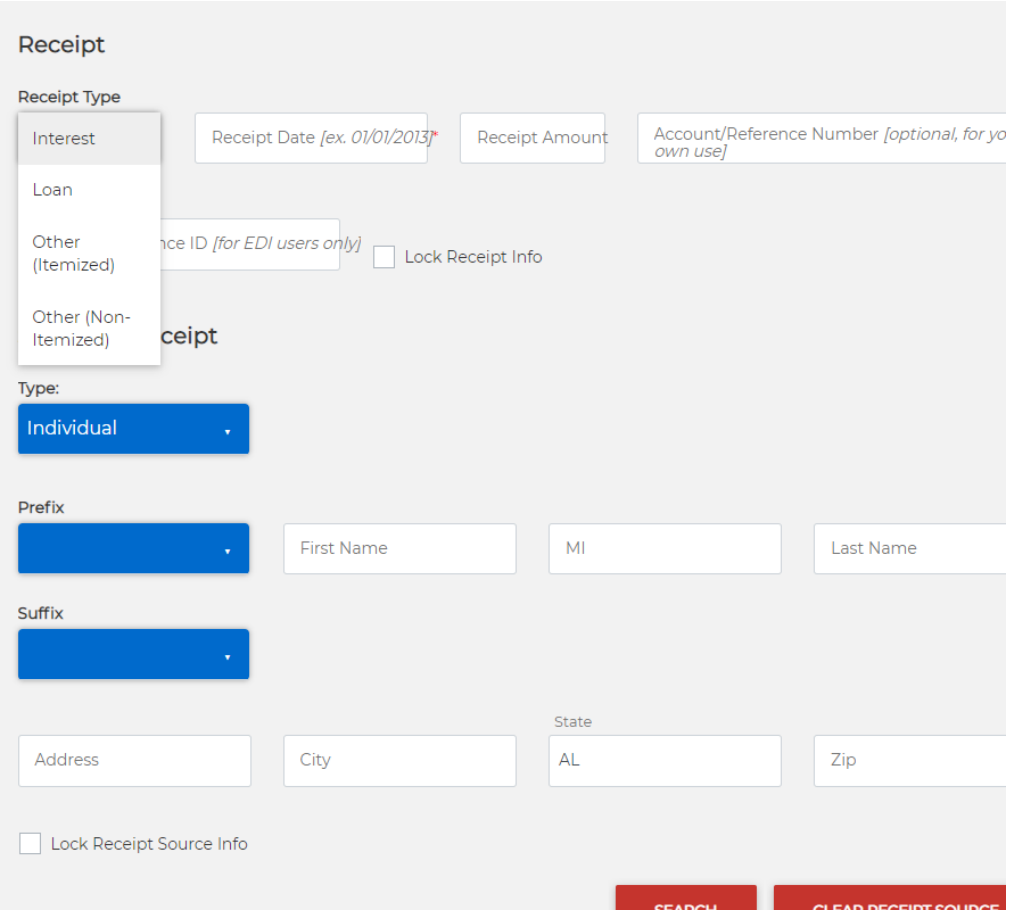
- To find a receipt, choose the red “Find” button in the lower right hand corner of your screen.



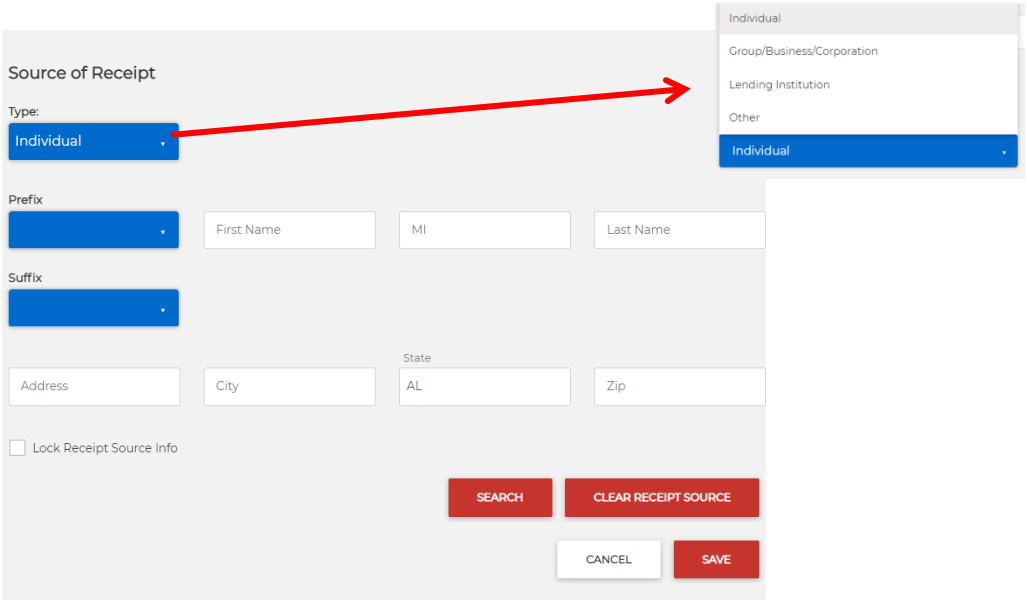
- Adding a Receipt:
  - Next, you’ll enter the transaction information.
  - Choose the type that best fits the transaction you are entering.



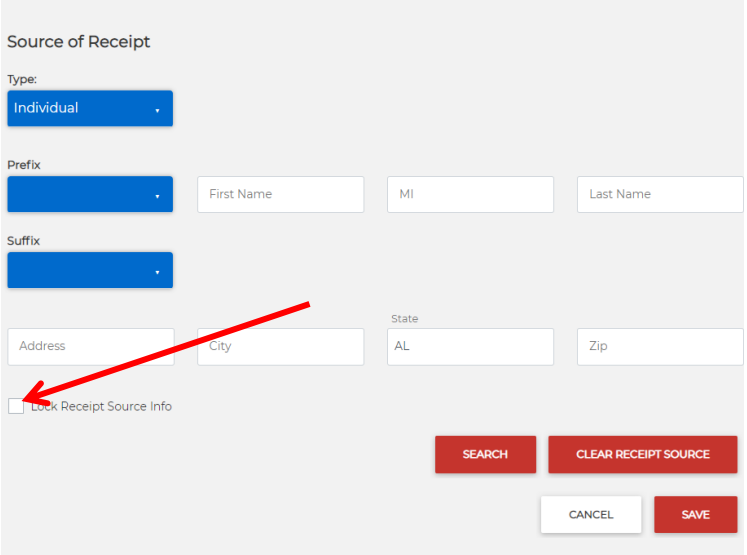
- Choose the receipt date. This is the date the transaction was made or received.
- Enter the transaction amount.
- If you will be using Account or Reference Information for this transaction, you have the option to do so in the additional box “Account/Reference Number” box.
- If you choose “Loan”, additional blank fields will appear for the Guarantors or Endorsers of this Loan. If there are none, then you will not have to input the information into the fields.
    - *If you are giving your campaign account a personal loan, leave the List of Endorsers or Guarantors of this Loan part blank.*
- Next, complete the information requested for “Source of Receipt”. This section will need to be completed for each transaction.



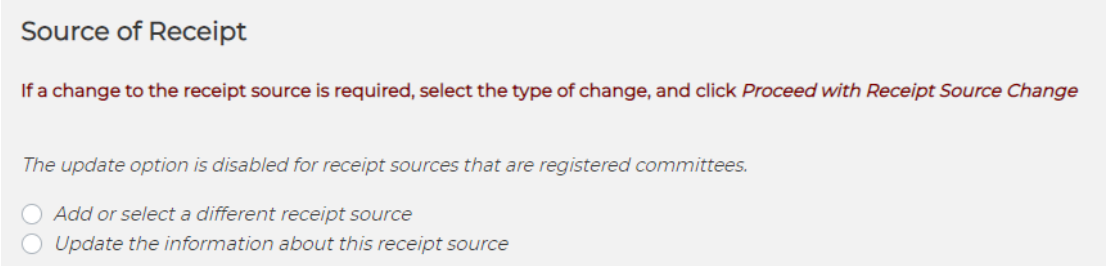
- Next, complete the information requested for “Source of Receipt”. This section will need to be completed for each transaction.
- Use the drop down box to choose the description that best matches this receipts source.



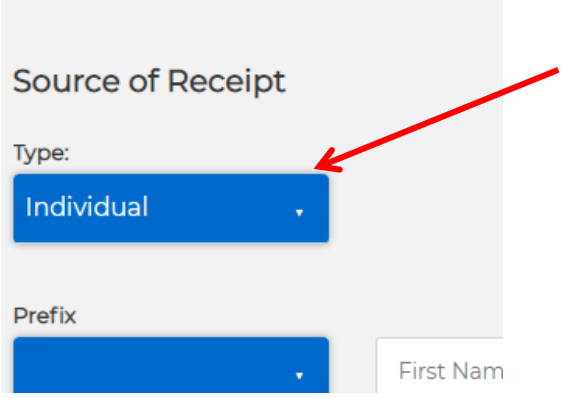
- If you know that you will have several transactions in this section that you will be completing with all of the same information, you can choose the “Lock Receipt Info” box. This will hold the same information in this section after you submit the transaction, so that you will not have to continue to re-enter the information.



If a change in the information is necessary, you can choose to change this information at that time.

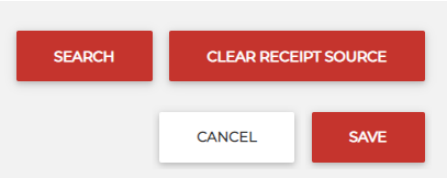


If the information was locked, you will have the option to Add or Select a new receipt source or to update the information for your receipt source. Choose the option that best fits this receipt. Choose the updated or new "Source" type for your receipt.



Enter the information for the completion of your receipt source.

- To clear the information and start again, choose "Clear Receipt Source".
- To search within your "Other Receipts" choose the "Search" button.

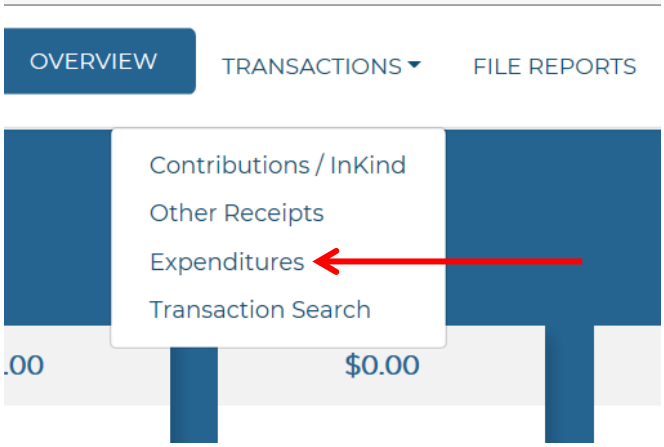


Once all of the requested information is entered and you have completed the information and are ready to proceed, choose the red "Save" button at the bottom right hand corner of your screen.

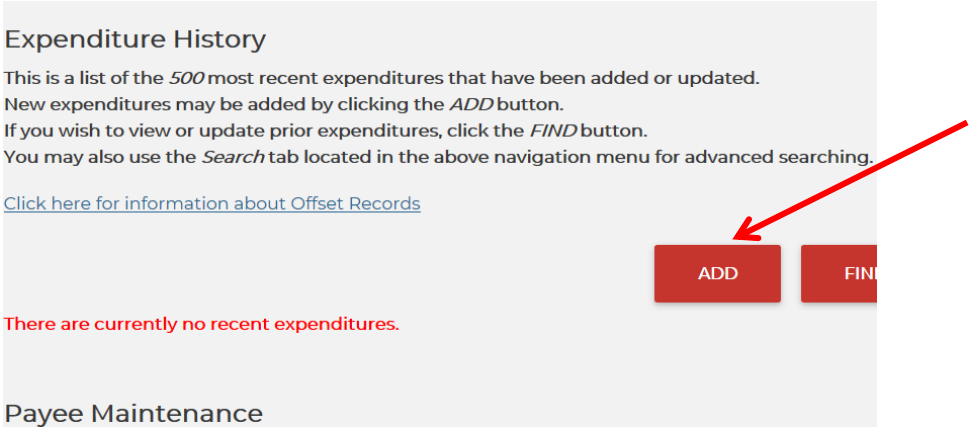
Once your information has been correctly submitted, the system will give you a green success message.

c. *Expenditures:*

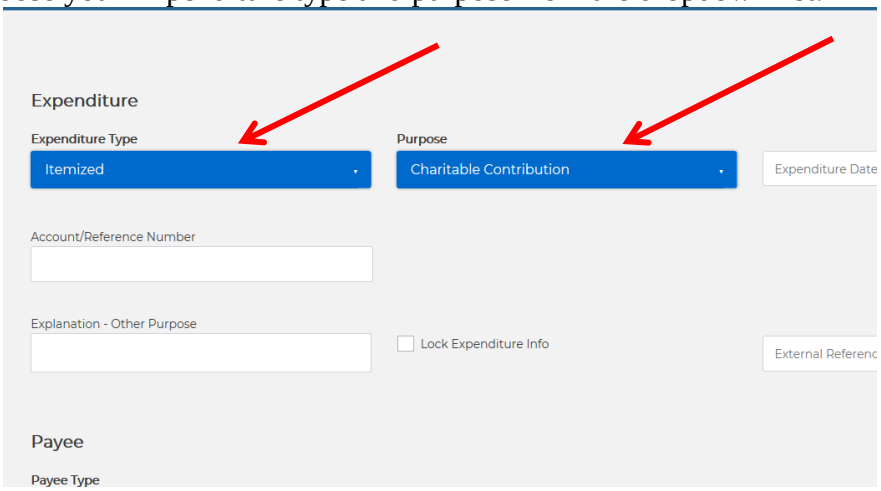
- To add an expenditure, you must click on the TRANSACTIONS drop down list and choose Expenditures



- Click the word "ADD" located under Expenditure History

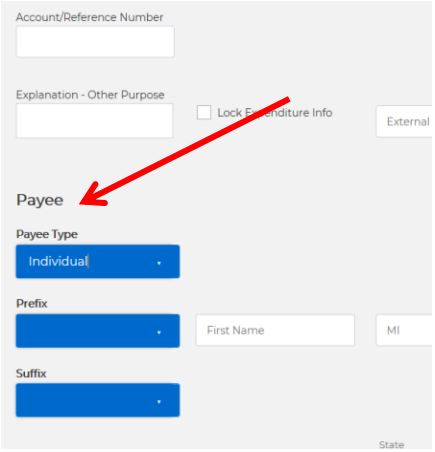


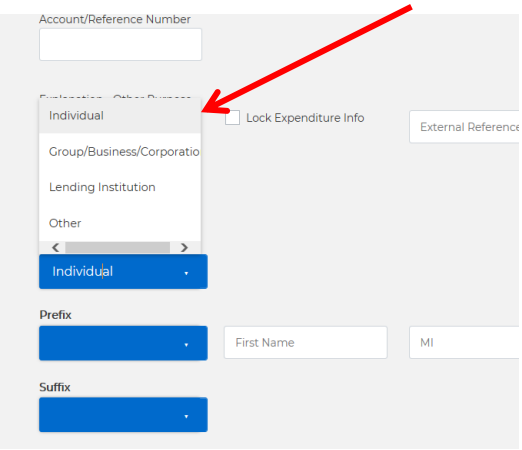
- Choose your Expenditure type and purpose from the dropdown list.



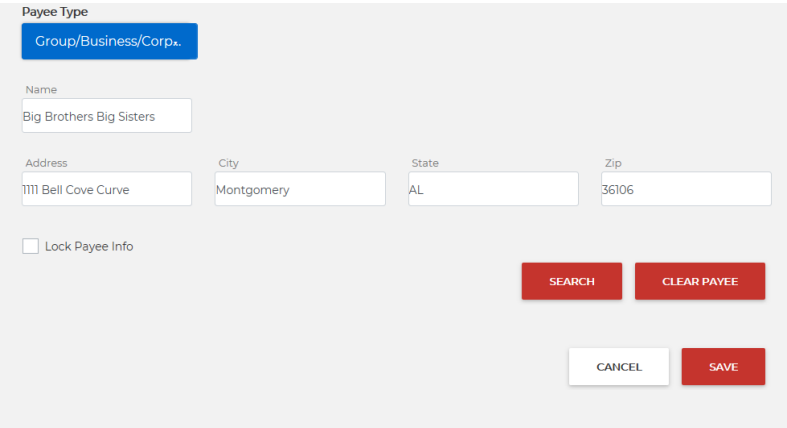
- Fill out the Expenditure Date, Expenditure Amount, & give an Explanation if necessary. (The Account/Reference Number portion is optional.)

- In the event your Expenditure is Itemized you will need to provide Payee information. Make sure you click on the Payee type. *The payee is to whom the money is paid.*

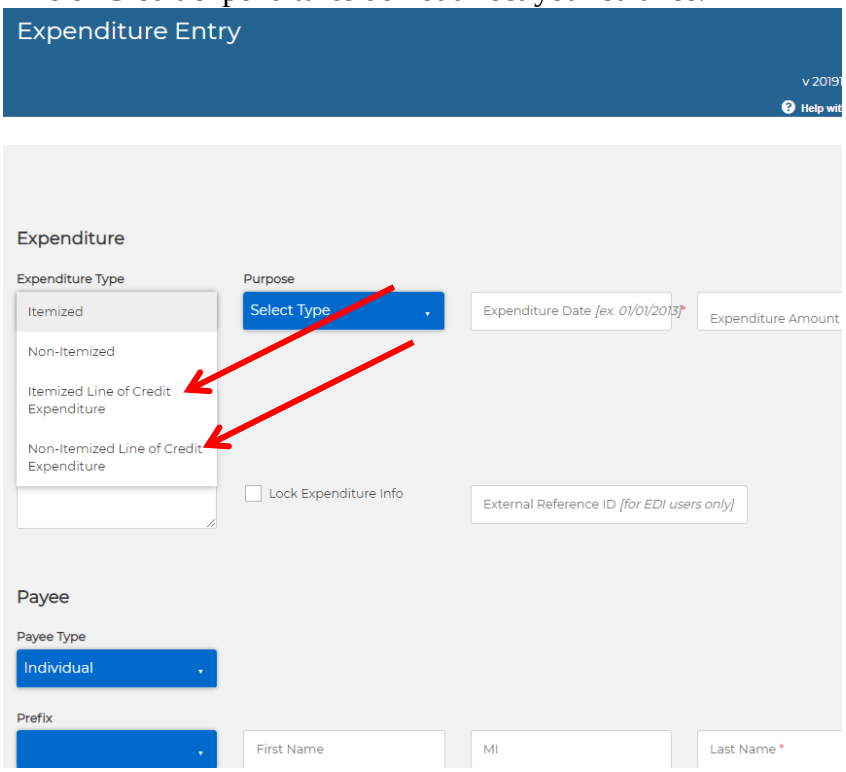




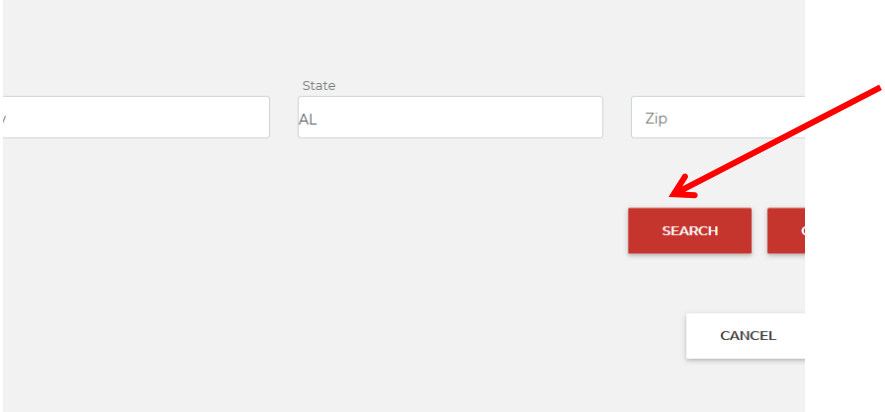
- Then you will fill out the rest of the information: prefix, name, suffix, and address. Click the SAVE button.



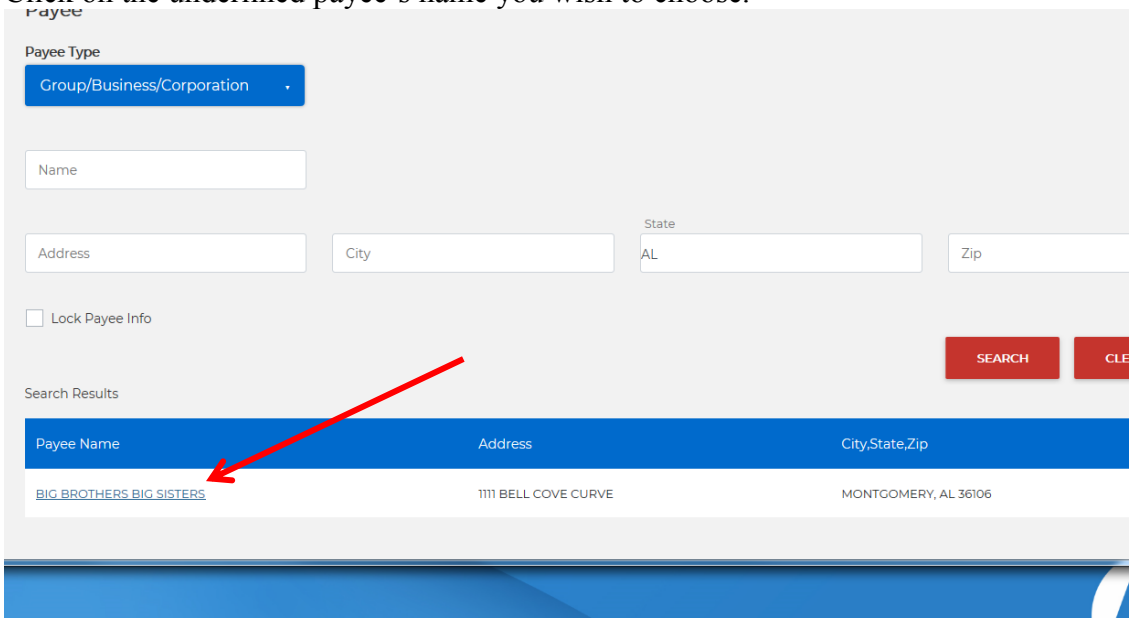
- Line of Credit Expenditures:
    - In the event you pay for your campaign items with a campaign credit card, you will need to choose Line of Credit (either Itemized or Non-Itemized).
    - Line of Credit expenditures do not affect your balance.



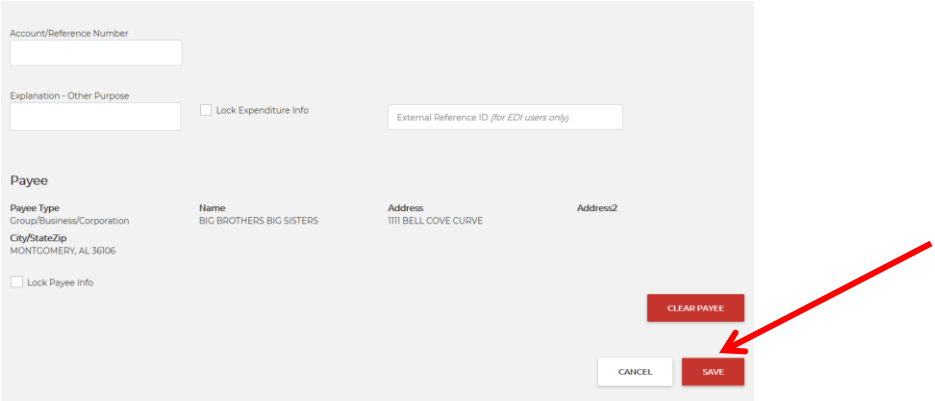
-For future expenditures you can utilize the "Search" button. Click Search to find previous payee information.



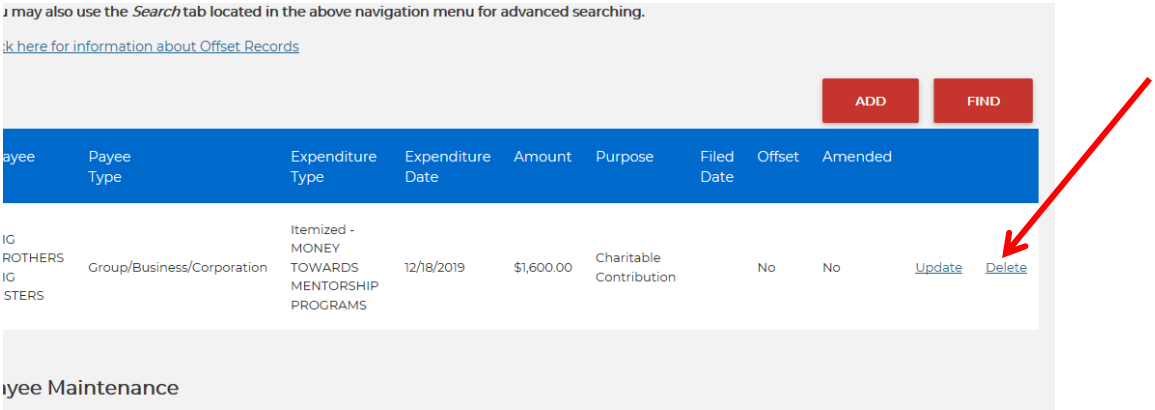
- Click on the underlined payee's name you wish to choose.



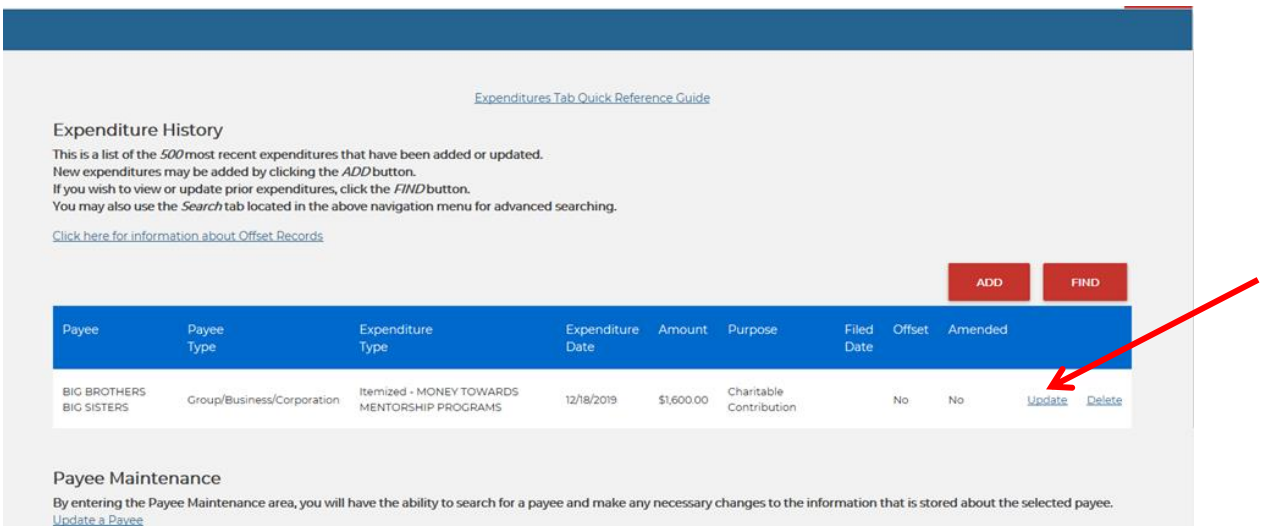
- Click SAVE



- To delete a transaction, click DELETE on that transaction's line



- If you need to make any changes to your transaction, click the underlined UPDATE button.



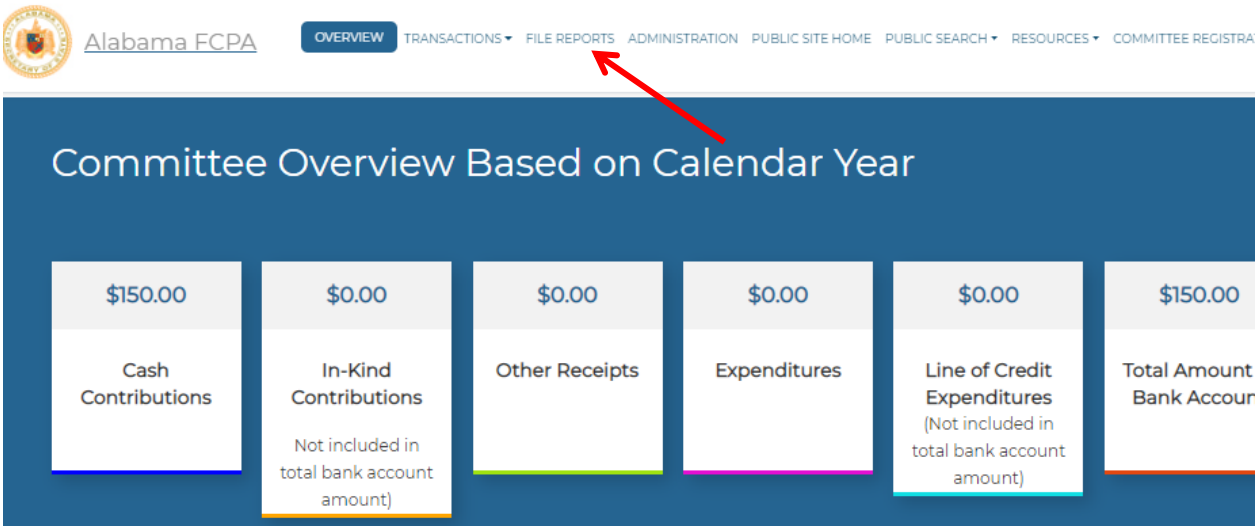
d. Transaction Search:

You may use this function to search for specific transactions.

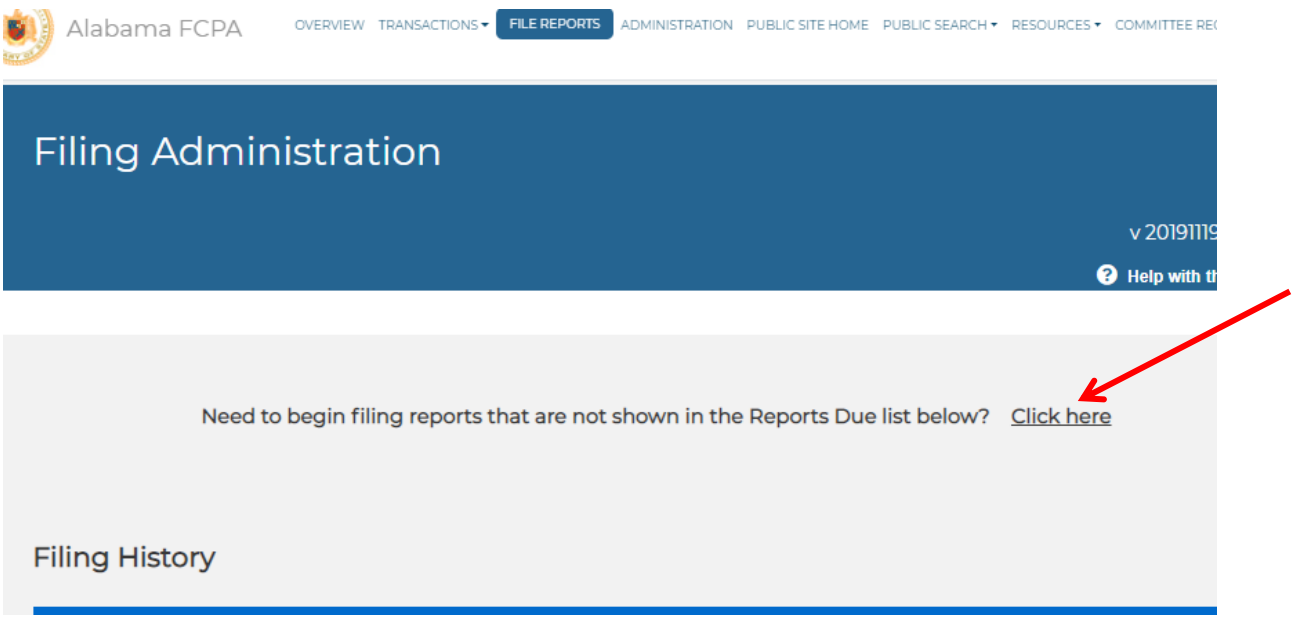
IV.

HOW TO FILE REPORTS/ OPT INTO A FILING CALENDAR

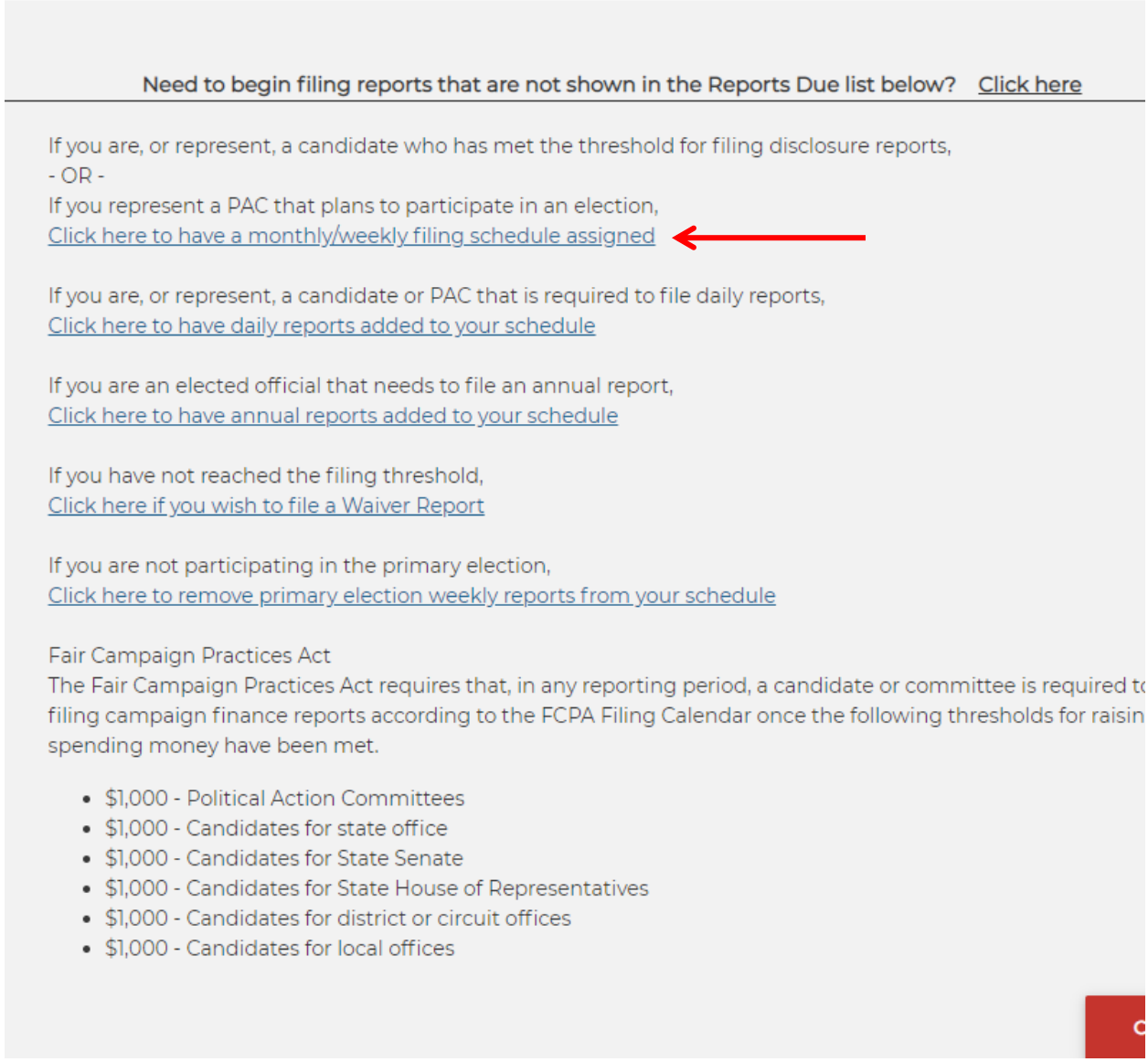
- Click on the FILE REPORTS tab at the top of page.



- Then click "Click here" beside the "Need to begin filing reports that are not shown in the Reports Due List below?"



- Click on the underlined link that best represents the filing schedule you need. *If you are a candidate or PAC that has reached your threshold of raising or spending over $1,000 for a particular Campaign Cycle. You will need to opt into a Monthly/Weekly Filing schedule.*



Need to begin filing reports that are not shown in the Reports Due list below? Click here

If you are, or represent, a candidate who has met the threshold for filing disclosure reports,
- OR -
If you represent a PAC that plans to participate in an election,
Click here to have a monthly/weekly filing schedule assigned

If you are, or represent, a candidate or PAC that is required to file daily reports,
Click here to have daily reports added to your schedule

If you are an elected official that needs to file an annual report,
Click here to have annual reports added to your schedule

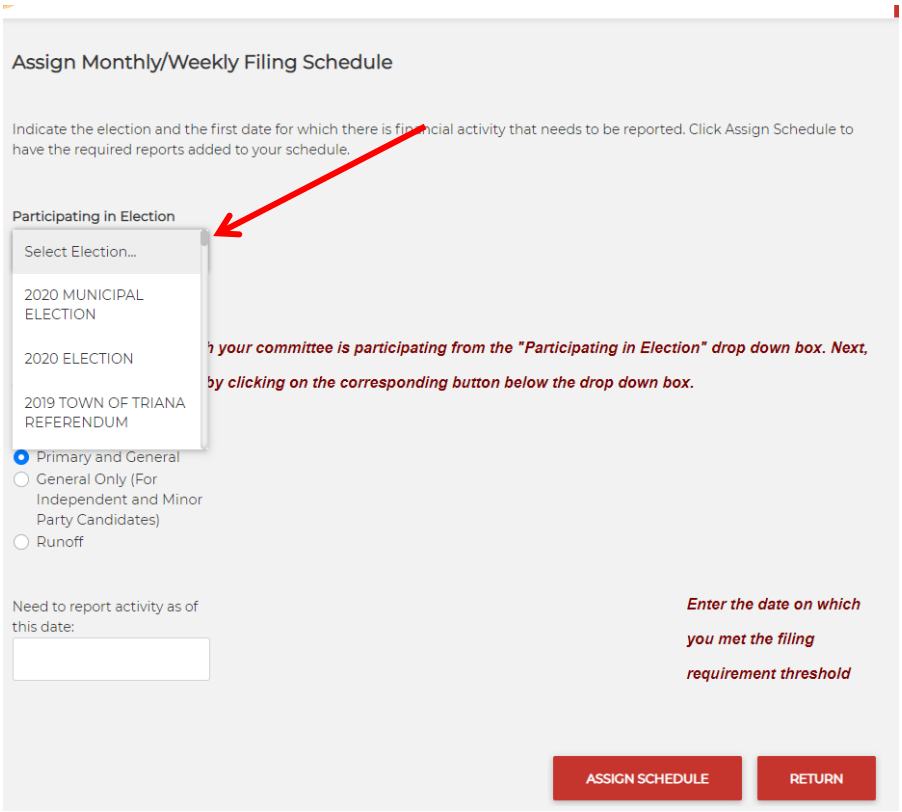
If you have not reached the filing threshold,
Click here if you wish to file a Waiver Report

If you are not participating in the primary election,
Click here to remove primary election weekly reports from your schedule

Fair Campaign Practices Act
The Fair Campaign Practices Act requires that, in any reporting period, a candidate or committee is required t
filing campaign finance reports according to the FCPA Filing Calendar once the following thresholds for raisin
spending money have been met.

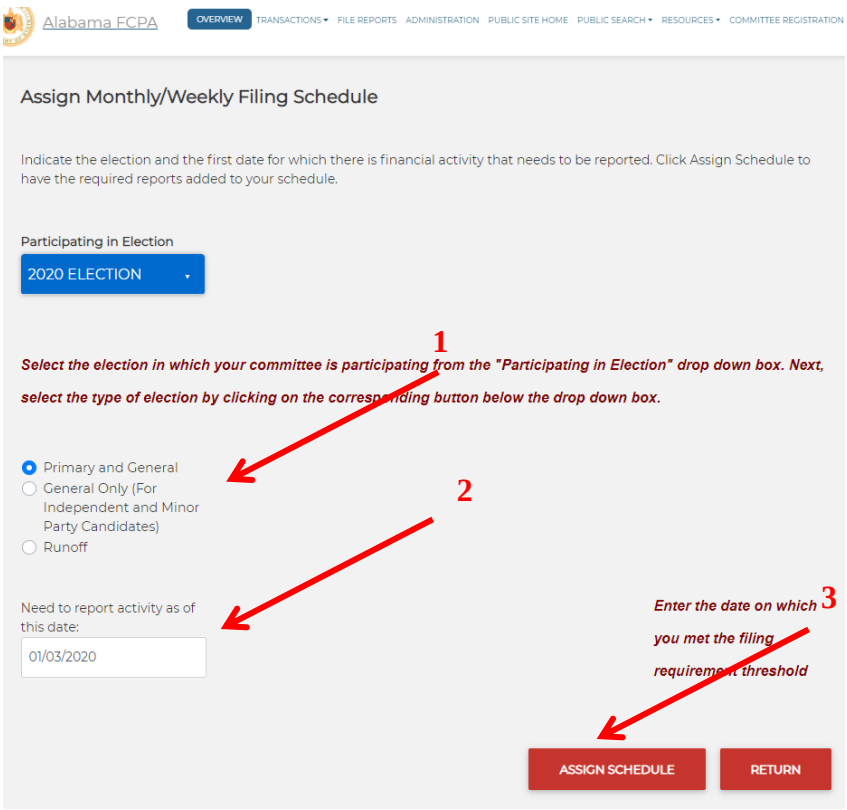
- $1,000 - Political Action Committees
- $1,000 - Candidates for state office
- $1,000 - Candidates for State Senate
- $1,000 - Candidates for State House of Representatives
- $1,000 - Candidates for district or circuit offices
- $1,000 - Candidates for local offices

- For Assigning a Monthly/Weekly Filing Schedule:
    - Select which election you are participating in by clicking the dropdown box.



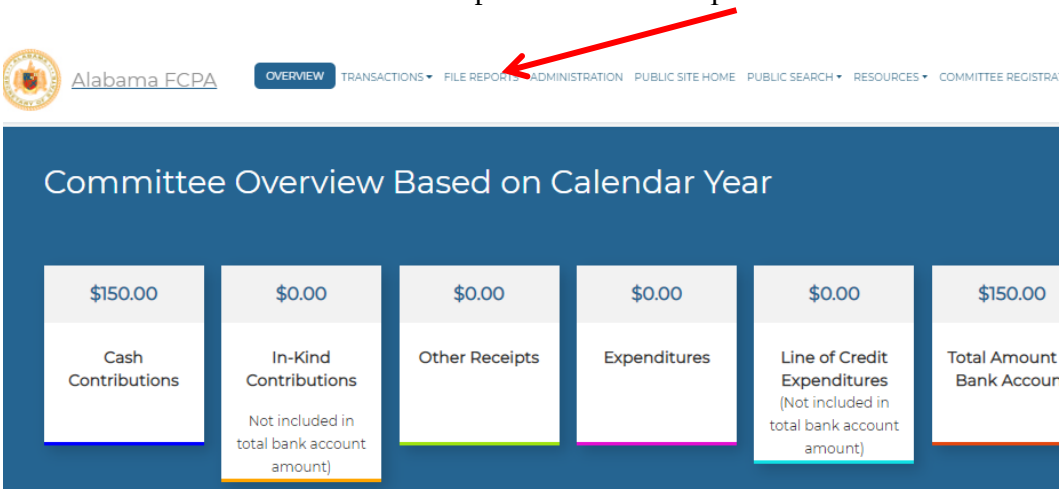
    - Then you will choose whether you are participating in:
        - Primary and General
        - or General Only (For Independent and Minor Party Candidates)
        - or Runoff
    - The date that you reached your $1,000 threshold is the date that you'll choose to begin reporting. Input that date into the "Need to report activity as of this date" section.
    - Then Click "Assign Schedule".

    Note: If you are participating in a runoff election, you will also need to opt into the runoff calendar.



- To view your newly assigned Schedule of Reports, select "FILE REPORTS" at the top of the page.

- *FILING YOUR REPORT*
  - Click the "File Reports" tab at the top of the screen



  - Look under the "Reports Due" section for upcoming deadlines
  - Click on the underlined red "View/File" link to view and file your report

Appointment of Principal Campaign Committee	Filed	12/12/2019 08:36 AM	No	View

Reports Due

Report	Election	Period Begin	Period End	Due Date	Status	Action
Campaign Finance Report - Monthly	2020 ELECTION	1/1/2020	1/31/2020	2/4/2020	Not Filed	View/File
Campaign Finance Report - Weekly	Primary - 2020 ELECTION	2/1/2020	2/7/2020	2/10/2020	Not Filed	
Campaign Finance Report - Weekly	Primary - 2020 ELECTION	2/8/2020	2/14/2020	2/18/2020	Not Filed	
Campaign Finance Report - Weekly	Primary - 2020 ELECTION	2/15/2020	2/21/2020	2/24/2020	Not Filed	
Campaign Finance Report - Weekly	Primary - 2020 ELECTION	2/22/2020	2/28/2020	3/2/2020	Not Filed	
Campaign Finance Report - Monthly	2020 ELECTION	3/1/2020	3/31/2020	4/2/2020	Not Filed	

After choosing "View/File", add a Beginning Balance of ($0.00) if it's your first report and you started with $0.00 at the beginning of the Election Cycle.

- If all transactions for the month are in the system, then you will click on "FILE".

Summary of activity since last filed report

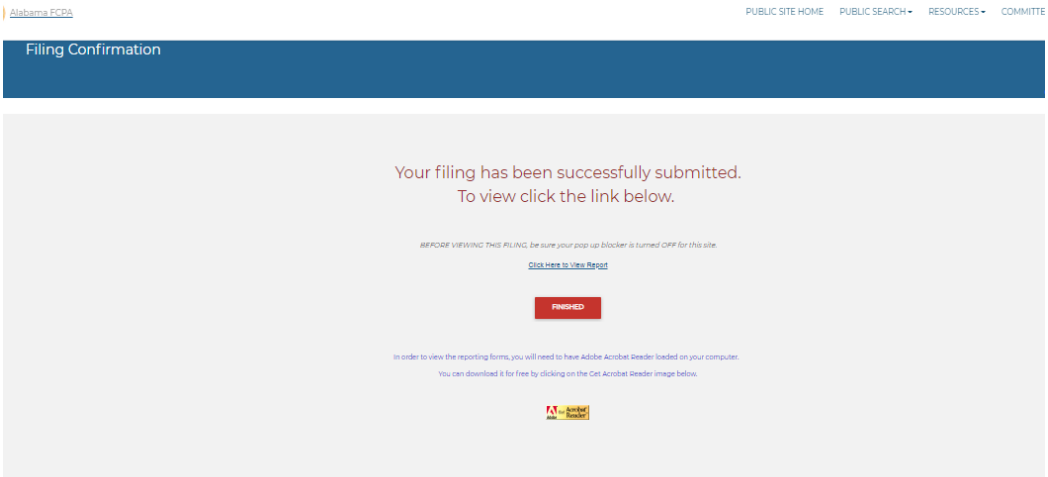
1 | Beginning balance (ending balance from previous filing)		$150.00
Cash Contributions		
2a | Itemized cash contributions (total from form 2)	2a $0.00	
2b | Non-itemized cash contributions	2b $0.00	
2c | Total cash contributions (add lines 2a and 2b)		2c $0.00
In-Kind Contributions		
3a | Itemized in-kind contributions (total from form 3)	3a $0.00	
3b | Nonitemized in-kind contributions	3b $0.00	
3c | Total in-kind contributions (add lines 3a and 3b)	3c $0.00	
Receipts from Other Sources		
4a | Itemized receipts from other sources (total from form 4)	4a $0.00	
4b | Non-itemized receipts from other sources	4b $0.00	
4c | Total receipts from other sources (add lines 4a and 4b)		4c $0.00
Expenditures		
5a | Itemized expenditures (total from form 5)	5a $1,600.00	
5b | Non-itemized expenditures	5b $0.00	
5c | Total Expenditures (add lines 5a and 5b)		5c $1,600.00
Line Of Credit Expenditures		
6a | Itemized line of credit expenditures (total from form 6)	6a $0.00	
6b | Non-itemized line of credit expenditures	6b $0.00	
6c | Total Line Of Credit Expenditures (add lines 6a and 6b)	6c $0.00	
7 | Ending balance (add lines 1, 2c, & 4c, then subtract line 5c)		7 ($1,450.00)

PREVIEW

Click to see a preview form of this report before filing it

CANCEL FILE

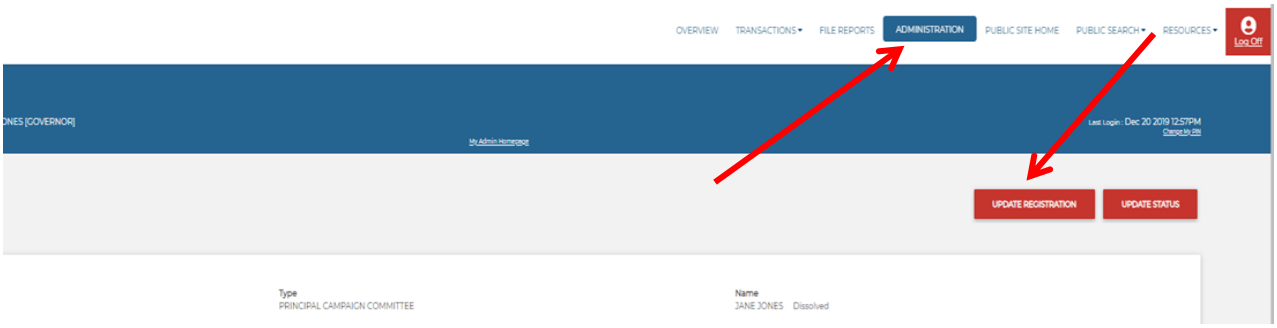
You will get a confirmation at the end.



- Things to Note:
  - Your FCPA Report pulls information from the transactions tabs and places them on the actual report.
  - Once you have reached the filing threshold (raised or spent over $1,000) and begin filing, you are required to file from that point forward, regardless of whether you have raised or spent any money.
  - Saved transactions are not public until you file a report.

V.

ADMINISTRATION/UPDATING REGISTRATION

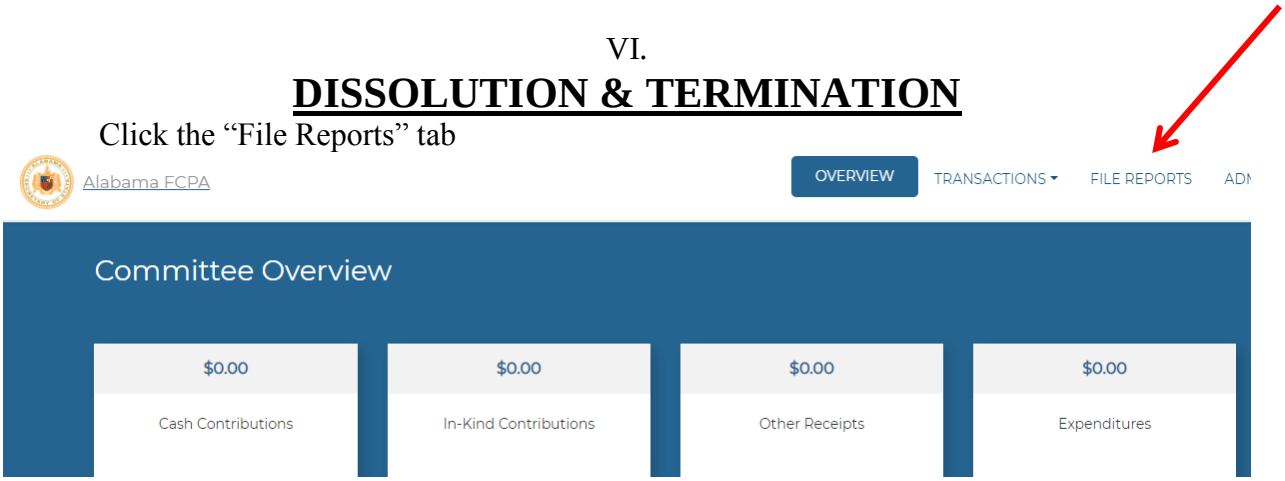


- Click on the "Administration" tab at the top of the page
- Click on "Update Registration"
- This will bring up your Committee's Form.
  - Make the necessary changes and click Submit.
  - You will not need to file a paper copy of this form to the Secretary of State's Office.

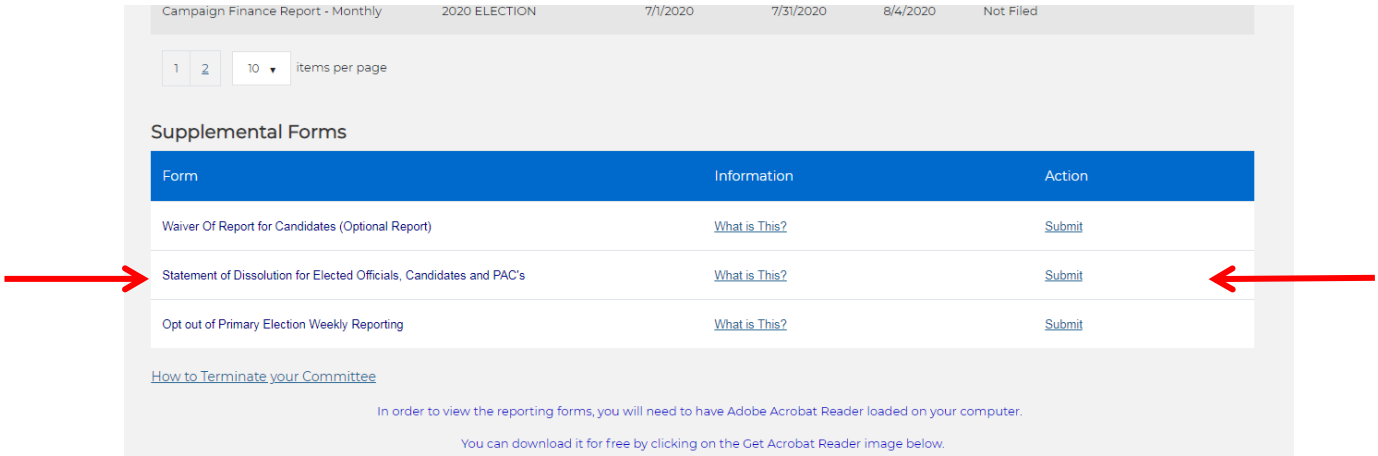
VI.

DISSOLUTION & TERMINATION

Click the "File Reports" tab



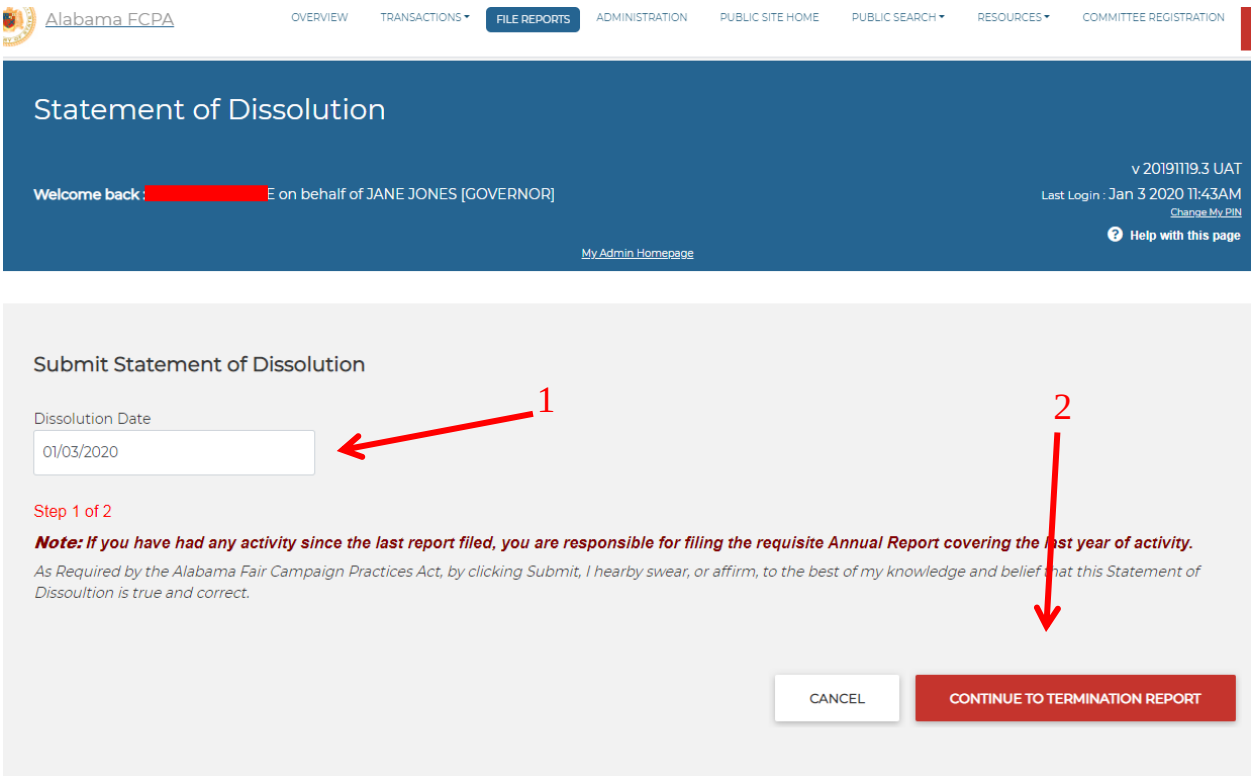
- Find "Statement of Dissolution for Elected Officials, Candidates, and PAC's" under the Supplemental Forms



- Click "Submit"

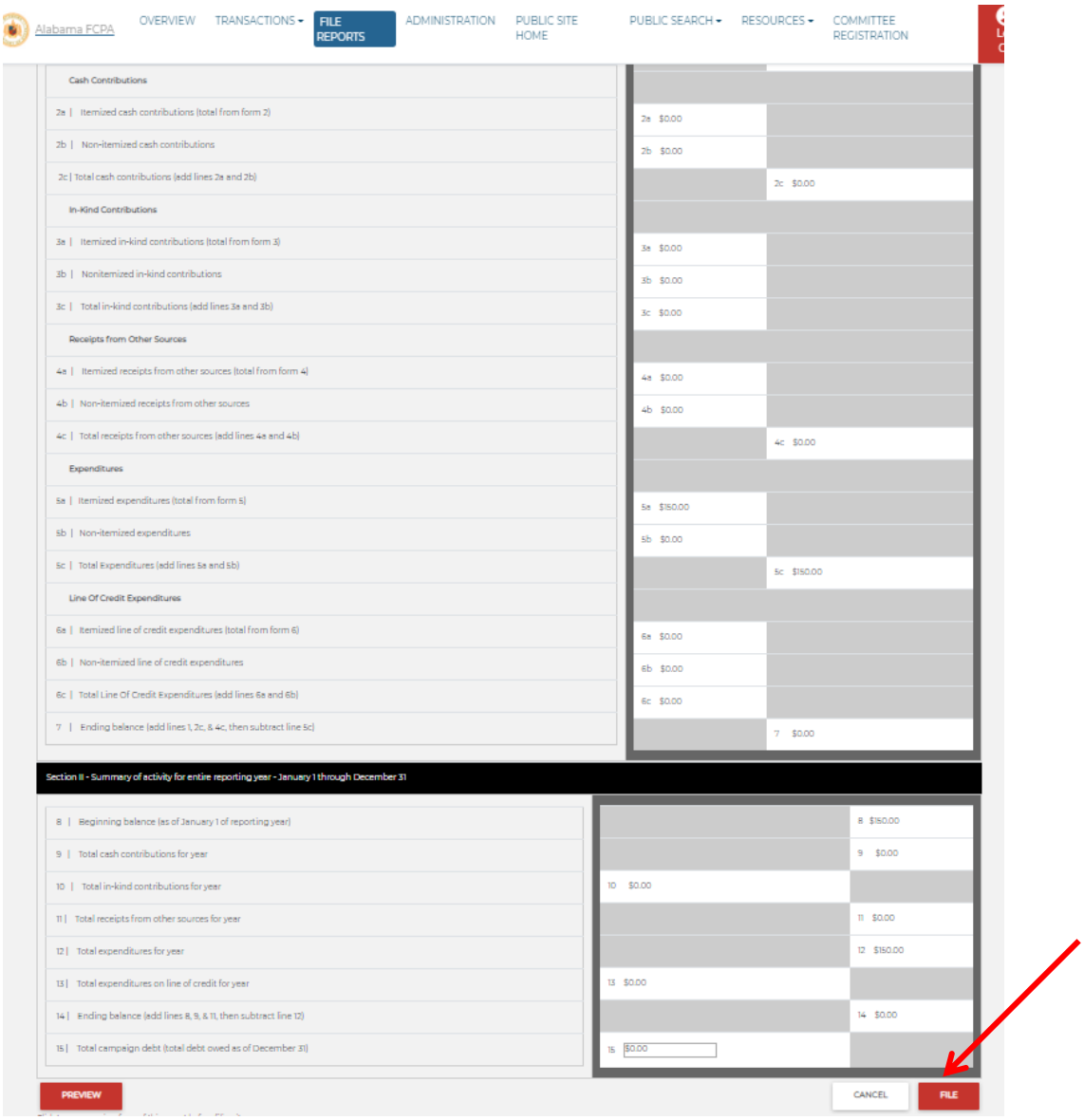
-Next, you will need to follow the TWO step process of dissolving and terminating your account.

- Enter your committee's Dissolution Date



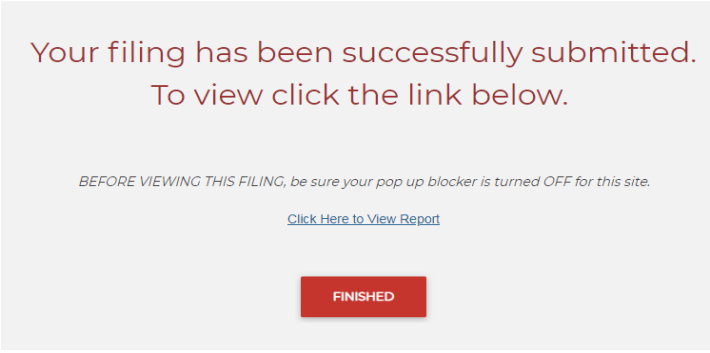
Then click "Continue to Termination Report"

- **You should only dissolve your committee if you have a $0.00 balance. Please check your balance by scrolling to the bottom of the page before clicking "FILE".**



You must follow the two step process in order to dissolve and terminate your account.

You will get a confirmation that the filing has been successfully submitted. You can click "FINISHED".



VII.

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