Maryland Campaign Reporting Information System known as "MDCRIS" User Manual
www.campaignfinance.maryland.gov
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After a political committee has registered and been approved, the candidate, chair and treasurer will each receive an email from info.SBE@maryland.gov with a temporary password so they can log into CRIS. Please note that some email domains bounce our automatically generated emails. Add info.sbe@maryland.gov to your email contacts to help ensure that you are in receipt of periodic email notices when reports are coming up due and other important information.   Also, if it a business email please check with your IT Department for firewalls and if the email was quarantined if you did not receive one.

This manual will be going over the basic administration of your political committee including topics such as removing and adding a new officer, entering in transactions for a report and then filing of the report and more.

TABLE OF CONTENTS

a) **Username** - the email address that we have in CRIS for you when the committee was registered.

b) **Forgot password** – Click on the link for Trouble logging in, type in your email address and click on Submit. You will see a message come up that tells you that an email with the temporary password is being sent to you. When you log in with the temporary password, CRIS will have you change the password to a permanent one of your choosing. The password will need to be 6 to 10 characters long and consist of 3 of the following 4: Uppercase, Lowercase, Numbers and Special Characters. Then click on Submit.

Username

Password

☐ Remember Me

Login 🔒

Trouble Logging In?

Trouble Logging In

Username*

Submit   Cancel

Change Password

Enter your Current Password*

Choose a New Password*

Confirm your New Password*

Submit   Cancel

Note: Password must be 6-10 characters and consist of 3 of the following 4: Uppercase, Lowercase, Numbers and Special characters.

Once logged in, the first screen you see is your Reminders page. On this page you will find:

a) ***Message from Administrator*** – This is where SBE will post information such as dates for any compliance seminars or webinars, information on Authority Lines, warning of phishing emails etc.

b) ***Upcoming Filing Period Due Date*** – Lists the next report due for the committee.

c) ***Tasks – Verifications*** – For example, when a treasurer files the report, an email will be sent to the chair informing them the report has been filed and they need to verify with their electronic signature. When the chair logs in they will see a notification under My Verifications whereas the treasurer will see it under Pending Verifications. If notification is under My Verification, the person will check box that it has been reviewed and click on Submit. That will place the electronic signature on that report.

	Tasks	Count
⊞	My Verifications	0
⊞	Pending Verifications for this Committee	5

d) ***Pending Filing for Committee*** – For when you have data entered transactions on a report or if you are amending an already filed report that has not been submitted yet.

Pending Filing for Committee

Filing Period	Original Due Date	Unfiled Transaction Count	Filing Type	Pending Reason
2016 Post-General Presidential	11/22/2016	2	Original	Missed Filing Periods
2017 Annual	1/18/2017	18	Original	Missed Filing Periods

Displaying page 1 of 1, records 1 to 2 of 2

1. If Filing Type is Original?
Committee Report is pending for the Filing Period and should be filed.

2. If Filing Type is Amendment?
Committee Report should file the Amendment for the Filing Period.

3. Missed filing period ?
Showing missing filing periods which have missed and future filing periods have been filed.

4. Unfiled transactions for a filed report ?
The transactions which was unfiled for a filed report and should be Amendment for the Filing Period.

5. Cash balance correction needed ?
If a prior report has been filed after to this report or start balance of this filing does not match with previous filed campaign finance report.

3) REGISTRATION INFORMATION

With the menu on the left hand side at the very top is View/Edit Registration Information. You can either click on the collapsible bar to see the menu or you can click on the Menu tab at the top right hand side of the window next to the Reminders tab and Logout Tab.

a) ***Updating Contact Information*** - You can update the contact information such as address, phone numbers and email addresses for the current officers. When you click on Save, you will get message "You must click "Submit" at the bottom of this page to save your changes". Click on "OK" and go to the bottom of the screen and check the box "I certify that I have examined this registration and to the best of my knowledge and belief it is true, correct and complete" and click on Submit.

b) ***Change of officer or resignation of the current Officer -*** At the end of their information click on the trashcan with an X on it. That will move the officer into history and when saved you will get a button to add new officer. You must have both chair and treasurer for the campaign to have any financial activity. Reports will still be due if there is an officer vacancy. Both chair and treasurer have the ability to file the report. Once the new officers information is entered and you have clicked on Save, you will get message "You must click "Submit" at the bottom of this page to save your changes". Click on "OK" and go to the bottom of the screen and check the box "I certify that I have examined this registration and to the best of my knowledge and belief it is true, correct and complete" and click on Submit.

Removes officer to history with current date
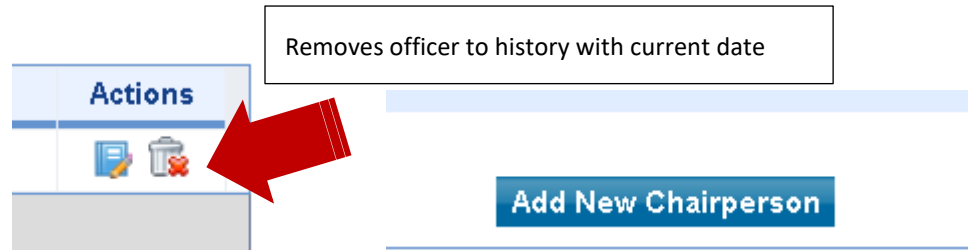
c) ***Depository Information*** – Click on the button to Add New Depository. You must list the Bank Name, address and account number. Then click on the button for Save Depository. You will get message "You must click "Submit" at the bottom of this page to save your changes". Click on "OK" and go to the bottom of the screen and check the box "I certify that I have examined this registration and to the best of my knowledge and belief it is true, correct and complete" and click on Submit. In order to file a campaign report that information must be entered on the registration page or CRIS will not let you file it.

Depository Information

Name of Financial Institution	Address	Account Type	Account Number	Start Date	End Date	Actions
Bank of Amrica	111 Wst Streeet, Annapolis, MD, 21401	Checking	99999999	09/21/2017		

Displaying page 1 of 1, records 1 to 1 of 1

Documents / Correspondence

d) ***Filing Information*** - Shows you what reports the committee has filed, when it was due, when we received it and who filed it.

Filing Information

Election Cycle	Filing Period Name	Filing Method	Report Due Date	Original Filed Date	Amendment Filed Date	UploadedBy
2015-2018	2016 Presidential Pre-General2 Report	Affidavit (ALCE)	10/28/2016	08/02/2017		CandidateTestTF2 CandidateTestTL2
2015-2018	2015 Annual	Affidavit (ALCE)	01/21/2015	10/04/2017		CandidateTestTF2 CandidateTestTL2
2011-2014	2014 Annual	Original Campaign Statement	01/15/2014	10/02/2017		CandidateTestTF2 CandidateTestTL2
2011-2014	2013 Annual	Affidavit (ALCE)	01/16/2013	10/02/2017		CandidateTestTF2 CandidateTestTL2

Displaying page 1 of 1, records 1 to 4 of 4

e) **_Violations_** - Will list what reports were received late and what the late fee is.

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Waived Amount	Outstanding Balance	Violations
2016 Presidential Pre-General2 Report	10/28/2016	08/02/2017	Open	08/02/2017	$500.00	$0.00	$500.00	Failure to file
2015 Annual	01/21/2015	10/04/2017	Open	10/04/2017	$500.00	$0.00	$500.00	Failure to file
2014 Annual	01/15/2014	10/02/2017	Open	10/02/2017	$250.00	$0.00	$250.00	Failure to file
2013 Annual	01/16/2013	10/02/2017	Open	10/02/2017	$250.00	$0.00	$250.00	Failure to file

Displaying page 1 of 1, records 1 to 4 of 4

f) **_Document/Correspondence_** - Has all notices that we send out to the committee. It will list that SBE has sent out a pre-report notice 10-20 days prior to a report coming up due. You will first receive an email notification, then a green postcard later in the mail. A fee running notices is sent about a week after the report is due if we have not received it yet. That also comes via email notification first, then a blue postcard later in the mail. If a report is filed late you will be mailed a late fee bill and a few months later if a report is not filed or we have not received the late payment then you will receive a show cause letter telling you to file the report and pay the late fee or we will refer the political committee up to the Office of the State Prosecutor.

Add Document

Document Date	Document Type	Document Description	Added By	Actions
09/21/2017	Statement of Organization		CandidateTestTL2 CandidateTestTF2	
09/21/2017	Statement of Organization		CandidateTestTL2 CandidateTestTF2	
09/21/2017	Show Cause Letter_1 - (2016 PRE-GENERAL2 REPORT PR	Show Cause Letter_1 - (2016 PRE-GENERAL2 REPORT PRESIDENTIAL)	Molina Vicki	
09/21/2017	Late Fee Bill - (2016 PRE-GENERAL2 REPORT PRESIDEN	Late Fee Bill - (2016 PRE-GENERAL2 REPORT PRESIDENTIAL)	Molina Vicki	
09/21/2017	Fee Running Notice – (2017 ANNUAL)	Fee Running Notice – (2017 ANNUAL)	Molina Vicki	
09/21/2017	Pre-Report Notice – (2017 ANNUAL)	Pre-Report Notice – (2017 ANNUAL)	Molina Vicki	
06/08/2017	Statement of Organization (Original)			

Displaying page 1 of 1, records 1 to 7 of 7

g) **Maintain User** - If you would like to add a person to help data enter contribution and expenditures, you can do that by going to the menu on the left hand side and click on Maintain User. The person can data enter, but cannot file the reports. Once in Maintain User click on Add New User and fill out the first name and last name. Username is their email address, check the box to make them "Active" and select their role. Then click on the button for Add User.

Add New User

Expand	Username	Committee Name	First Name	Last Name	Role	Active	Actions
	testCandidateacc2@mail.com	Candidate Test Account2 CandidateTestCL2	CandidateTestCF2	CandidateTestCL2	Candidate,Chairperson	✓	
	testTreasureracc2@mail.com	Candidate Test Account2 CandidateTestCL2	CandidateTestTF2	CandidateTestTL2	Treasurer	✓	
	vickimol@mail.com	Candidate Test Account2 CandidateTestCL2	Vicki	Molina	Data Entry User	✓	

Displaying page 1 of 1, records 1 to 3 of 3

First name* [   ]
Last name* [   ]
Username* [   ]
Password* [   ]
Active ☐
Role [-- Select Role -- ▼]

[Add User] [Clear] [Cancel]

❖ Please check out our Summary Guide to Maryland Candidacy and Campaign Finance Laws, located on the main page of CRIS, for a more detailed explanation regarding Qualifications and filing fees for elective offices, who can serve as an officer, duties and responsibilities of the officers and much more.

4) ENTERING IN CONTRIBUTIONS, LOANS, TRANSFERS, IN-KIND AND OTHER INCOME

Maryland law makes a distinction between *contributions* and *transfers*. It is important to understand the difference, since contributions and transfers are reported differently on your campaign finance report.

With the menu on the left hand side, click on Enter Contributions/Transfers/In-Kind Contributions. Where it states File Period Name, CRIS will have your next report that is coming up due in the drop down box. Here are several things to keep in mind when entering in data: First, as I go through some of the selections we have listed in Contribution Type, you will notice that information to select in Contributor Type changes too. Second, once the ending transaction date for the report has passed, the system will then add the next report due date in the drop down box, so when you are entering in transactions, please be sure that you have the right report due date selected in the drop down box.

a) ***Entering in a Candidate Loan*** – For the Contribution type, click on the down arrow to see the selection of the different contribution types. Select Candidate Loan. Then go to Contributor type and click on the down arrow and you can select if the loan is from Self (candidate) or spouse. If loan is from the candidate, once selected, CRIS will automatically fill in the information for the candidate. Enter in the date loan was made, how much and then save.

b) ***Contribution from an Individual, business, Labor Union, or federal committee*** - A ***contribution*** is money or anything of value given to a political committee to promote or assist in promoting the success or defeat of a candidate, political party, or question. A contribution can be made by any individual, a business entity, a political club, a federal committee, or a labor union.

For Contribution Type click on the down arrow and select if it was made with cash, check, credit card or electronic Fund Transfer, etc. Go to Contributor Type and click on the down arrow and select whom the contribution is from.   Go down to where it states Search Contributor Name. If from an individual, start typing in the last name and if they have been entered in before, you will see them in the drop down box. Once selected CRIS will automatically fill in the name and address for you. If this is the first time someone is contributing to the campaign it will say "No data available" then you can go to the next section and enter in their last name, first name, address. You must have their name and address or the contribution will be "Anonymous". Anonymous contributions are strictly prohibited and must be turned over to the State Board. Employer information is required for individuals giving contributions of $500 dollars or more, or if they have an aggregate of $500 by contributing several times during the four year election cycle. If you do not have the required information there is a box that you can check to state you have sent them a letter requesting that information. Enter in the date the contribution was received, how much and if by check, check number and click on Save.

Enter Contributions/Transfers/In-Kind Contributions   CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2)

Contribution General Information

Filing Period* [01/17/2018 Annual ▼]

Contribution Type* [Check ▼]   Contributor Type* [Individual ▼]

Contributor Information

Search Existing Contributors

Search Contributor Name [Smith Roy, 1111 Main Street, Annpolis, Man]

-or- Enter Contributor Information

Last Name* [Smith]   First Name* [Roy]   Middle Name [ ]

Residence Address

◉ Domestic(US)   ○ Overseas

Address Line 1* [1111 Main Street]   Address Line 2 [ ]   County of Residence [--Select-- ▼]

City* [Annpolis]   State* [Maryland ▼]   Zip* [21401] - [ ]

Employer Information (Required information for contributions received from individuals $500 or more in the aggregate)

Contributor Occupation [Real Estate ▼]   Employer Name [Smith Realty]

☐ I / We have sent a written letter to the above contributor requesting employer/occupation information.The contributor has failed to supply this information.

Failure to enter address information will result in a non-compliance flag

Contribution Details

Contribution Date* [07/11/2017]   Contribution Amount* [$100.00]   Check Number [359]

Cash Cumulative Amount $0.00   Legal Cash Limit $100

Election Cycle Cumulative Amount $3000.00   Legal Contribution Limit $6000.00

Comments [ ]

Comments will not appear on filed report

[Save] [Clear] [Cancel]

c) ***In-Kind*** - In-kind contribution is a contribution given to a political committee in a form other than money. That can include items, services, goods, and anything of value provided to the political committee. The amount of an in-kind contribution is the fair market value of the good or service provided (at the time of the contribution).

Go to Contribution Type and click on the down arrow and select In-Kind. Go to Contributor Type and click on the down arrow and select from whom you received it from, if it was from individual, business, candidate committee etc.   Once selected, go down to Search Contributor Name. If it is from Individual or Candidate Committee, start typing in their last name and if they have been entered in before you will get a drop down box and you can select that person or Candidate Committee and CRIS will automatically fill in the rest of their information. If it is from a PAC, start typing in the name. Please leave out if it starts with Maryland. Choose the next part of the name to search. The reason for this is because we have a lot of PAC's that have Maryland in it and leaving that out will help in your search. Once selected, CRIS will automatically fill in the name and address. You cannot change the address of what we have in our data base. That information is what the committee has listed for their treasurer's mailing address. If this is the first time an individual is giving to the campaign and it says "No data available" then you can go to the next section and enter in their last name, first name, address. You then go down and enter in the date that the In-Kind contribution was received, how much and in Comments you can enter for what it was for. Then Save.

d) ***Other Income*** – Other income is used for things like bank interest or if the campaign wrote a check and come to find out it was never cashed. Other Income will show money coming back into the account, but they are not contributions.

Go to Contribution Type and click on the down arrow and select Other Income. For Contributor Type click on the down arrow and select Business/group/organization. Go down to Search Contributor Name and start typing in the name. If they have been entered in CRIS before, you will get a drop down box and you can select that business/group/organization and CRIS will automatically fill in the rest of their information. If this is the first time and it says "No data available" then you can go to the next section and enter in the name and address. You then enter in the date of the bank interest or the date you realized that the check was never cashed, how much and in Comments you can enter in something like bank interest or check number 345 was never cashed. Then Save.

e) ***Transfers*** – Transfer is a <u>monetary</u> contribution from one registered Maryland campaign committee to another. All registered Maryland campaign committees are already in the CRIS database.

Go to Contribution Type and click on the down arrow and select Transfer which is located at the bottom of the drop down box. Go to Contributor Type and click on the down arrow for drop down box and select from whom you received the contribution from. Go down to Search Contributor name and if from a Candidate Committee, start typing in the last name of the candidate and you will get a drop down box where you can select the Candidate Committee or if from a PAC start typing in the name. Please leave out if it starts with Maryland. Choose the next part of the name to search. The reason for this is because we have a lot of PAC's that have Maryland in it and leaving that out will help in your search. Once selected CRIS will automatically fill in the name and address. You cannot change the address of what we have in our data base. That information is what the committee has listed for their treasurer's mailing address. You then go down and enter in the date the transfer was received, how much and if by check, check number and Save.

❖ Please check out the Summary Guide to Maryland Candidacy and Campaign Finance Laws, located on the main page of CRIS, for a more detailed explanation regarding loans, contributions and transfer limits, In-kind, Raffles and wheels, Payroll deductions and much more.

Any County in the State may elect to establish a system of public campaign financing for elective offices in the executive and legislative branches of the County's government. The decision for a candidate to participate is voluntary and one can only participate if running for a covered county elective office. The County's Program may have stricter regulations on campaign financing, contributions, expenditures, reporting and campaign material than that of State law.

a) ***Contributions for individual matching fund*** - With the menu on the left hand side, click on Enter Contributions/Transfers/In-Kind Contributions. Where it states File Period Name, CRIS will have your next report that is coming up due in the drop down box. For Contribution Type click on the down arrow and select if it was made with cash, check, credit card or electronic Fund Transfer. Go to Contributor Type and click on the down arrow and select Individual – Matching Fund. Individual- Matching Fund must be selected in order for the contributor type to have that contribution reviewed to be public fund matching. Any other selection will not be reviewed for matching. Go down to where it states Search Contributor Name. Start typing in the last name and if they have been entered in before, you will see them in the drop down box. Once selected CRIS will automatically fill in the name and address for you. If this is the first time someone is contributing to the campaign it will say "No data available" then you can go to the next section and enter in their last name, first name, address and County of Residence. You must have their name and address or the contribution will be "Anonymous". Anonymous contributions are strictly prohibited and must be turned over to the State Board. The employer and occupation information is not required as the allowable contribution amount in a publicly funded campaign cannot exceed $150.00. Enter in the date the contribution was received, how much and if by check, check number and Save.

b) *Uploading and linking for Receipt Documents*

This is a two-step process and you need to scan the receipt documents individually and saved them somewhere on your computer. Let's begin with:

i. **Step 1 – (Upload receipt documents)** – With the menu on the left hand side, go to where it states Receipt Document and click on Step – 1(Upload Receipt Documents) Where it states Filing Period, it will have the next report coming up due. For Transaction Type, click on down arrow and choose if it is for Contributions or Expenditures. In file name you can name it whatever works for you, but if it is from an individual it is easier to search if it starts with the contributor last name and first name or initial in case you have several Smiths that have contributed for example. Where it says Upload File, click on the button for "Choose File". Go to where you have saved the scanned document and select it. Now click on the button for Upload Receipt. You will see a message that says "Receipt Saved Successfully", click on OK. You will do this for each contribution or expenditure that you have. Once the receipt documents has been scanned and uploaded we can move on to Step 2.

Step - 1 Upload Receipt Documents				PublicFinancingTestTF1 PublicFinancingTestTL1 (Public Finance Candidate Test Account1)		

Upload Receipt Documents

Filing Period* 11/21/2017 Matching Fund Report Gubernatorial ▾
Transaction Type* Contribution ▾
File Name* SmithB
Upload File* Choose File | SmithBetty.docx
Please Upload .pdf, .doc, .docx extension files only.

Upload Receipt | Clear | Cancel

Receipt Id	Filing Period	Transaction Type	File Name	Upload By	Upload Date	Actions
174	11/21/2017 Matching Fund Report	Contribution	SmithR 174	PublicFinancingTestTF1 PublicFinancingTestTL1	11/03/2017	
175	11/21/2017 Matching Fund Report	Contribution	SmithB 175	PublicFinancingTestTF1 PublicFinancingTestTL1	11/07/2017	

Displaying page 1 of 1, records 1 to 2 of 2

ii. **Step -2 (Link Receipt Documents)** - With the menu on the left hand side, go to where it states Receipt Document and click on Step – 2 (Link receipt documents). Where it says Filing Period, click on the down arrow and select the report. Go to Transaction Type and select if it is contribution or expenditure. Where it states Contributor/Payee name if from individual start typing in their last name and you will get a drop down box to select the contributor. You can then go down and click on the Search button and it will pull their information up on the screen. Under where it says Select All, check the box. Then click on the button to Link. You can also tweak your search criteria to see transactions that have not been linked, Transactions with linked Receipts, by Contribution type and even Transaction date Range.

❖ Please check out our Summary Guide for Public Election Fund, located on the main page of CRIS or at http://www.electionsmaryland.com/campaign_finance/County_public.html, for a more detailed explanation regarding Contribution Requirements, Qualifying Contributions, Eligible and Impermissible Contributions and much more. If you have any questions please feel free to contact the Division of Candidacy and Campaign Finance at 410.269.2880 or send us an email at info.SBE@maryland.gov with Public Financing in the subject line.

6) ENTERING EXPENDITURES

An expenditure is defined as a gift, transfer, disbursement, or promise of money or valuable thing by or on behalf of a political committee to promote or assist in promoting the success or defeat of a candidate, political party, or question at an election.

With the menu on the left hand side click on Enter Expenditures and Outstanding Obligations. Where it states File Period Name, CRIS will have your next report that is coming up due in the drop down box. Here are several things to keep in mind when entering in data: First, as I go through some of the selections we have listed in Expense Category, you will notice that information to select in Expense Purpose changes too. Second, once the ending transaction date for the report has passed, the system will then add the next report due date in the drop down box, so when you are entering in transactions please be sure that you have the right report due date in the drop down box.

a) ***Business/Group/Organization*** - Go to Payee Type and click on the down arrow and select Business/Group/Organizations. Go down to where it states Search Payee Name. Start typing in the name of the Business/Group/Organization and if they have not been entered in before you will see it says "No data available" then you can go to the next section and enter in the name, and address. If they have been entered in before and are in the drop down box select it, the name and address will automatically be filled in for you. You then go down and enter in the Expense Date and Expense Amount. With Expense Category click on the down arrow and you will get a drop down box and a list of the different options such as Direct Mailing, Media, Other Expense, Postage, Printing etc. Select which one best fits your expenditure. Depending on what you select as the Expense Category, that will change what is the drop down box for Expense Purpose. For Payment Method click on down arrow and select if it was cash, check, debit, wire transfer, etc. Then click on Save.

b) ***Candidate Committee*** - Go to Payee Type and click on the down arrow and select Candidate Committee. Go down to where it states Search Payee Name. We have all registered candidate committees for State, County and Baltimore City Offices in our database. Start typing in the candidate's last name and select that from the drop down box. The name and address will automatically be filled in for you. You cannot change the address of what we have in our data base. That information is what the committee has listed for their treasurer's mailing address. You then go down and enter in the Expense Date and Expense Amount. With Expense Category click on the down arrow and you will get a list of the different options such as In-Kind, Other Expense, and Transfers Out to Other Maryland Treasurers.   Most expenditures to candidate committees are Transfers Out to Other Maryland Treasurers. Transfer is a monetary contribution from one registered Maryland campaign committee to another. Select which category best fits your expenditure. Depending on what you select as the Expense Category, that will change what is in the drop down box for Expense Purpose. For Payment Method click on the down arrow and select if it was cash, check, debit, wire transfer, etc. Then click on Save.

c) ***Federal Committee*** - Go to Payee Type and click on the down arrow and select Federal Committee.   Go down to where it states Search Payee Name. Start typing in the name of the federal committee and if they have not been entered in before you will see it says "No data available", then go to the next section and enter in the name, and address. If they have been entered in before and are in the drop down box, select it. The name and address will automatically be filled in for you. You then go down and enter in the Expense Date and Expense Amount. With Expense Category click on the down arrow and select if it is an In-Kind or Other Expense. Depending on what you select as the Expense Category, that will change what is in the drop down box for Expense Purpose. For Payment Method click on the down arrow and select if it was cash, check, debit, wire transfer, etc. Then click on Save.

d) ***Individual -*** Go to Payee Type and click on the down arrow and select Individual.   Go down to where it states Search Payee Name. Start typing in their last name and if they have not been entered in before you will see it says "No data available" then you can go to the next section and enter in their name and address. If they are in the drop down box and you select it, the name and address will automatically be filled in for you. You then go down and enter in the Expense Date and Expense Amount. With Expense Category click on the down arrow and you will get a list of the different options such as Direct Mailing, Media, Other Expense, Postage, Printing etc. Select which one best fits your expenditure. Depending on what you select as the Expense Category, that will change what is the drop down box for Expense Purpose. For Payment Method click on down arrow and select if it was cash, check, debit, wire transfer, etc. Then click on Save.

e) ***PAC Committee*** - Go to Payee Type and click on the down arrow and select PAC Committee. Go down to where it states Search Payee Name. Start typing in the name of the PAC.   Please leave out if it starts with Maryland. Choose the next part of the name to search. The reason for this is because we have a lot of PAC's that have Maryland in it and leaving that out will help in your search. Once selected, CRIS will automatically fill in the name and address. You cannot change the address of what we have in our data base. That information is what the committee has listed for their treasurer's mailing address. Most expenditures to PAC's are Transfers Out to Other Maryland Treasurers. Transfer is a monetary contribution from one registered Maryland campaign committee to another. You can also select if it was In-Kind or Other Expense. Select which category best fits your expenditure. Depending on what you select as the Expense Category, that will change what is the drop down box for Expense Purpose. For Payment Method click on down arrow and select if it was cash, check, debit, wire transfer, etc. Then click on Save.

f) ***Reimburse*** - The candidate, chair, treasurer, or an authorized campaign worker may pay an expense of the campaign from personal funds and seek a reimbursement. Go to Payee Type and click on the down arrow and select Reimburse. Go down to where it states Search Payee Name. Start typing in their last name and if they have not been entered in before you will see it says "No data available" then you can go to the next section and enter in their name and address. If they are in the drop down box and you select it, the name and address will automatically be filled in for you. You then go down and enter in the Expense Date and Expense Amount. With Expense Category click on the down arrow and you will get a list of the different options such as Direct Mailing, Media, Other Expense, Postage, Printing etc. Select which one best fits your expenditure. Depending on what you select as the Expense Category, that will change what is the drop down box for Expense Purpose. Vendor Details is where you would enter in where the person you are reimbursing made the purchase for the campaign committee. For Payment Method click on down arrow and select if it was cash, check, debit, wire transfer, etc. Then click on Save.

❖ Please check out our Summary Guide to Maryland Candidacy and Campaign Finance Laws, located on the main page of CRIS, for a more detailed explanation regarding expenditures, reimbursements, and expenditures to a federal committee, prohibited expenditures, charities, and much more.

In **Chapter 4 - Entering in Contributions, loans, transfers, In-Kind and other income** I explained how to enter in a loan from the candidate. Now, I will show you how to enter in a loan payment. Let's begin with the menu on the left hand side, click on Enter Loan Payments. For Payment File Period, make sure it has the correct report date in the drop down box by clicking on the down arrow and selecting the report. Go over to Loan Type and click on the down arrow and select if it was a Candidate Loan Payment. Now go over to Select Loan and click on the down arrow and you will see list of the loans that have been entered in CRIS. Select the loan you want to make a payment to. Click on Search. CRIS will pull up the information regarding the loan.

a) *Making payment on a loan* – Go down to where it states Payment Method. Click on the down arrow and select how the loan payment is being made. Go to Payment Date and enter in date of payment. Payment Principal is the amount you are paying on the loan. If this is a candidate loan, most times there is no Interest Paid, but if there is please enter it here. Once everything is entered in, click on Save.

b) ***Forgiving a loan*** - Go down to where it states Payment Method. Click on the down arrow and select how the loan payment is being made. Even though you are forgiving the loan, CRIS still makes you have a Payment Method. Go to Payment Date and enter in date of loan forgiveness. Payment Principal is the amount you are now forgiving on the loan. If this is a candidate loan, most times there is no Interest Paid, but if there is, please enter it here. Check the box for Forgiven Flag. This will convert the loan to an in-kind contribution in CRIS. Once everything is entered in, click Save.

	Fund Type	Payment Method	Payment Date	Payment to Principal	Interest Paid	Forgiven Flag	Principal Amount	Outstanding Amount	Loan Date
⊞		Check ▾	01/10/2017	$3000.00		✔	$5,000.00	$3,000.00	01/07/2017

Save Cancel

By clicking of the plus sign which is located on the left side of Fund Type, you will get a box that will show all the activity for that loan.

	Fund Type	Payment Method	Payment Date	Payment to Principal	Interest Paid
⊟		--Select Payment Type-- ▾			

Payment Method	Payment Date	Payment To Principal	Interest paid	Payment Type	Edit	Delete
	01/10/2017	$0.00	$0.00	Forgiven	📝	🗑
Check	01/10/2017	$2,000.00	$0.00	Candidate Loan Payment	📝	🗑
Check	01/10/2017	$3,000.00	$0.00	Forgiven	📝	🗑

Save Cancel

8) FILING AN AFFIDAVIT OF LIMITED CONTRIBUTIONS AND EXPENDITURES

The ALCE is an affidavit filed by a political committee stating that the political committee did not receive contributions or make expenditures in the cumulative amount of $1,000 or more (exclusive of the candidate's filing fee) since either the establishment of the political committee, or the filing of the last campaign finance report.

a) ***Fling an Affidavit*** – With the menu on the left hand side, click on File Affidavit (ALCE). Go to where it states Filing Period Name and click on the down arrow to select for which report you are filing the ALCE for. Go down and click on the Button that says "File Affidavit (ALCE)" You will get a message asking "Are you sure you want to the file the Affidavit (ALCE)." Click on OK. On the next screen check the box that says "I Certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete." Click on Submit.

b) ***Check the box for closeout Affidavit*** - By checking the closeout box you want to cease all future reporting obligations in CRIS. If you need to report a filing in the future, the entity will be required to reregister prior to filing the future statement. This box does not mean finalizing the affidavit that you are currently filing. CRIS will only allow you to closeout with an Affidavit, if Affidavits are all that you have been filing. If you have filed a report in past and want to close out, then please go to Chapter 10 - Edit/File Pending transactions.

9) UPLOAD TRANSACTION

For those committees that are using a third party vendor or do not want to manually enter contributions and expenditures one by one in CRIS, there is also an option to use a spreadsheet with our specific formatting to upload data into CRIS.

a) ***Download templates*** – With the menu on the left hand side, click on Upload Transaction. Depending on which version of Excel you have, you will click on Contributions or Expenditures to download.

Upload Transactions

Download Templates		
Excel 2003 and Earlier:	Contributions	Expenditures
Excel 2007 and Later:	Contributions	Expenditures

Contributions – version C1.3 – 03/31/2017
Expenditures – version E1.3 – 03/31/2017

Once downloaded and you have opened up the spreadsheets, you will see columns for the required information you will need to data enter for contributions or expenditures. The County Of Residence Column is only required for Public Financing Committees that have Matching Funds.

	H	I	J	K	L	M	N	O	P	Q
1	OrganizationName/CommitteeName	LastName	FirstName	MiddleName	IsOverseasFlag	AddressLine1	AddressLine2	CountyOfResidence	City/Town/Mandal/Postal	City
2										

At the bottom of the spreadsheets you will see tabs for the different codes you will need for the spreadsheet. Upload Help, Contribution_and_Contributor, Contributor Occupation and State, County Codes.

33						

◄ ► | **Contributions** | Upload_Help | Contribution_and_Contributor | ContributorOccupationCodes | StateCountryCodes | ⊕ ⋮ ◄

READY

Once data is entered on the spreadsheets and you are ready to upload, go to Filing Period Name and click on down arrow to select for what report it is for. Go to Transaction Type and click on down arrow and select if Contributions or Expenditures. Go to Select a File and click on "Choose File". Select the file and click on Upload. Once processed CRIS will give you a Status of Processed No Error or Processed-Errors and CRIS will let you know what the issue is. Click on the file name and CRIS will download the file. Once opened, go to Column AE (Errors) and it will show you what was wrong with the entry. Fix it and upload.

10) EDIT/FILE PENDING TRANSACTIONS

Whether you entered in your contributions and expenditures by data entering them in manually or by uploading them via spreadsheets, it does not mean that your report has been filed. All you have done is data entered that information in CRIS. When you want to see what has been entered, if you need to edit or delete an entry, or if you are finally ready to file the report, you need to go to Edit/File Pending Transactions.

a) **_To search for data entered on the report_** – With the menu on the left hand side click on Edit/File Pending Transactions. Go to Filing Period Name and by clicking on the down Arrow select the report. If you want to see everything entered on the report, just click on Search. If you are looking for something in particular, you can tweak your search criteria.

If you need to edit a contribution or expenditure, at the end of the information on the right hand side, click on the edit button and CRIS will open that contribution window up so you can edit if it has wrong date or amount, etc. Then click on save and CRIS will take you back to the Edit/Filing Pending Transition screen. If this is a transaction you wish to delete, on the right hand side check the box to "Select" for the transaction or transactions and go to Delete Selected button. CRIS will give a message are you sure you want to delete the selected record(s)? Click on OK.

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select All
01/10/2017	Emergency Medicine PAC	Expenditure	In-Kind	$345.89	500 Upper Chesapeake Drive, Bel Air, Maryland 21014			
01/10/2017	Smith Christopher	Expenditure	Printing and Campaign Materials	$225.00	4511 Beach Street, Deale, Maryland 20776			
01/09/2017	Friends of Francis Smith	Expenditure	Other Expenses	$100.00	2929 K Street, Suite 505, Washington, District Of Columbia 20006			
01/09/2017	Hogan, Larry for Governor	Expenditure	Transfers Out to Other Maryland Treasurers	$2,000.00	69 Franklin Street, Annapolis, Maryland 21401			
01/07/2017	Bank Of America	Expenditure	Other Expenses	$10.75	1212 West Street, Annapolis, Maryland 21401			
01/10/2017	Smith Roy	Contribution	Check	$2,000.00	1111 Main Street, Annpolis, Maryland 21401			
01/10/2017	CandidateTestCL2 CandidateTestCF2 CandidateTestCM2	Expenditure	Interest	$0.00	Main Street C2, Hartford C2, Maryland 22222-2222			
01/10/2017	CandidateTestCL2 CandidateTestCF2 CandidateTestCM2	Contribution	In-Kind	$3,000.00	Main Street C2, Hartford C2, Maryland 22222-2222			
01/10/2017	CandidateTestCL2 CandidateTestCF2 CandidateTestCM2	Expenditure	Interest	$0.00	Main Street C2, Hartford C2, Maryland 22222-2222			
01/10/2017	CandidateTestCL2 CandidateTestCF2 CandidateTestCM2	Expenditure	Candidate Loan Payment	$2,000.00	Main Street C2, Hartford C2, Maryland 22222-2222			
01/07/2017	Academy of Nutrition and Dietetics PAC, Maryland	Contribution	Transfer	$200.00	11319 Glan Arm Road, Glen Arm, Maryland 21057			
01/07/2017	Bank Of America	Contribution	Other Income	$5.83	1212 West Street, Annapolis, Maryland 21401			

b) *Printing Receipts* – Once you have clicked on search and CRIS has brought up what you have entered, you can check the boxes under the Select All for those you wish to generate receipts for. Once you have selected those to print out receipts for, click on the "Generate Receipts" button. CRIS will generate and download a pdf of those receipts for you to print out.

c) *Compliance flags* – When there are red flags, you can take your mouse and place it over the flag and it will tell you why it is not in compliance. Click on the Edit Button for that entry and go into the contribution to make your changes and click on Save. CRIS will take you back to the Edit/Filing Pending transaction screen.

d) ***Filing the report*** - After everything has been entered and you are ready to file the report, you will click on the red "File All to State" button. You will get a message "Are you sure you want to file all pending transactions to the State". Click on Ok. Your bank balance should match what CRIS has for your "ending cash balance on hand". CRIS works like your check book. If you have a check that you wrote out, but hasn't cleared the bank yet, you know what your balance should be and you need to enter in what your bank balance would be once it has cleared. Check the box that says "I Certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete" and click on Submit. CRIS will give you a message "Do you have other officer with you for authorization?". If yes, the page will change so the other officer can enter in their password and check the box that says "I Certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete" and click on Submit.

Contributions Uploadformat

File All to State | File C

Ending Cash Balance on Hand* $9,811.08

| Bank Account Balance*		
	*	$9,811.06
Reported Ending Bank Balance*		$9,811.06

Submitted By: CandidateTestTF2 CandidateTestTL2
Role: Treasurer
Date: 10/19/2017

☑ I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

Submit | Clear | Cancel

e) **Closeout report** – If you have a zero cash balance and no outstanding Loans or obligation and wish to close your political committee out, when you go to file the report you will click on the red "File Closeout Report".
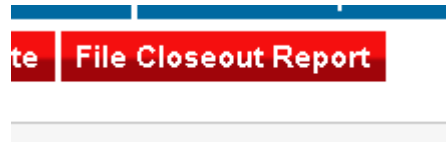
You will get message "You must file all the pending transactions, in order to Request for Closeout Report". Click on OK. You will get a message "Are you sure you want to file all pending transactions to the State?" Click on OK. Check the box that says "I Certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete" and click on "Submit". CRIS will give you a message "Do you have other officer with you for authorization?". If yes, the page will change so the other officer can enter in their password and check the box that says "I Certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete" and click on Submit.

Once a report or Affidavit has been filed, the officers for the political committee will each receive an email confirmation that the report has been filed. You can also go to your registration page and go down to the section for Filing Information which shows you what reports have been filed, date due, date received and who filed it.

❖ Please check out our Summary Guide to Maryland Candidacy and Campaign Finance Laws, located on the main page of CRIS, for a more detailed explanation regarding when report must be submitted, Failure to File, Reporting Bills and much more.

11) AMEND TRANSACTIONS

This option is for when you have already filed a report and now you need to go in and amend it because you may have forgotten to data enter a few contributions or expenditures, you need to amend a date or amount of a transaction or you have been sent a deficiency report and have been requested to amend a past report due to entering in the data incorrectly and we have audited the campaign committee.

a) *Searching for the report* – On the menu on the left hand side, click on Amend Transactions. For File Period Name click on the down arrow and select which report you need to amend. If you click on Search, CRIS will pull up everything that was filed on that report. Or you can tweak your search by selecting different criteria and then clicking on Search.

b) *Edit contributions or expenditures* – Once you have found the transaction, you can go to the right side and click on the Edit button, which will open the window with the information in it. Make your changes and click on Save. CRIS will take you back to the Amend Transaction screen. If this is a transaction you wish to delete, on the right hand side check the box to "Select" for the transaction or transactions and go to Delete Selected button. CRIS will give a message are you sure you want to delete the selected record(s)? Click on OK.

c) *Filing an Amendment* – Once you have amended transactions on the report, you now need to click on the red button for "File Amendment to State" or if you were amending your report to show a zero cash balance and no outstanding loans and obligation so you can file a Final report, click on the red button for "File Closeout Report".
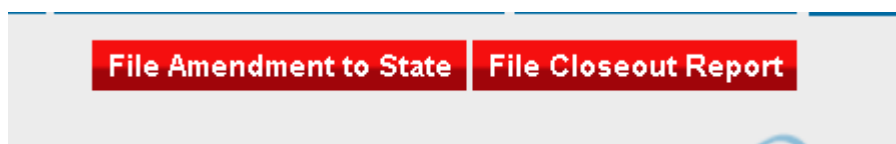
This option is great to use if you are cleaning up your database. A good example is when you have multiple entries for who you know is the same person, but have a different address and you need CRIS to keep track of their aggregates during the four year election cycle.

a) **How to Merge Individual or Business** – With the menu on the left hand side, click on Merge. For Entity Type, click on the down arrow and select Individual or Business. Individual – Matching Fund Request is only used by Public Financing Committees. Check the box for Potential Duplicates. If you know a specific name you wish to merge please enter the name and click on search. If you don't know then go down and check the box for Person and Address Merge. Then click on Search.

CRIS will pull up all Individuals that you have data entered in CRIS. On the left side under where it says Select, you click on the radio button to select the name and address you want to now keep and have in the CRIS database. On the far right side you check the box of the name and address you want to merge with the name and address you have selected to keep. Click on "Merge". CRIS will now have one individual with that name and address and the aggregates will be added together. Once completed you can move on to the next one and repeat the steps.

13) PUBLIC VIEWING – DISCLOSERS

The great thing about having the CRIS website is not only can you file your campaign reports from anywhere as long as you have Internet access, you also have until 11:59pm to file it on the report deadline. You can look at other political campaign reports too as soon as they file it. We have multiple ways to search and view political committees information. On the main page of the CRIS website on the left hand side click on the box for "Disclosures".
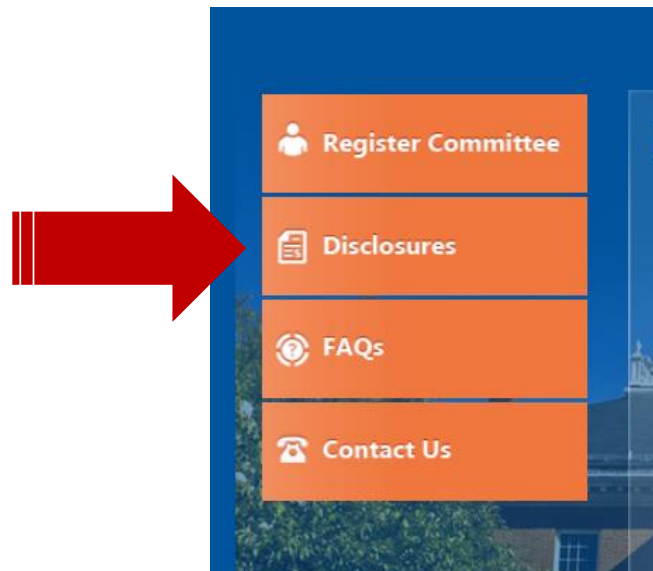
a) ***Viewing contributions/Loans*** – Click on the box to "View Contributions/Loans". On the next screen click on "Continue". Now you will see a screen where you can enter in your search criteria for what you are looking for. The easiest way to search is by going down to the section where it says Receiver and go to "Receiving Committee". If it is a candidate, start typing in the candidate last name and you will get a drop down box where you can select the candidate committee. If looking for a PAC, please leave out if it starts with Maryland. Choose the next part of the name to search. The reason for this is because we have a lot of PAC's that have Maryland in it and leaving that out will help in your search. If you want to see all contributions they have received, go down and click on "Search" and CRIS will pull that up on the screen. If you want to narrow your search, you can tweak the search filters by looking for a certain year or report, specific dollar amounts, etc. Once you have pulled up your information, you can then download it to excel, word, pdf or cvs file.

b) ***Viewing expenditures/Outstanding*** Obligations - Click on the box to "View Expenditures/Outstanding Obligations". On the next screen click on "Continue". Now you will see a screen where you can enter in your search criteria for what you are looking for. The easiest way to search is by going down to the section where it says Payee and go to "Committee Name (Payer)". If it is a candidate, start typing in the candidate last name and you will get a drop down box where you can select the candidate committee. If looking for a PAC, please leave out if it starts with Maryland. Choose the next part of the name to search. The reason for this is because we have a lot of PAC's that have Maryland in it and leaving that out will help in your search. If you want to see all expenditures they have made, go down and click on "Search" and CRIS will pull that up on the screen. If you want to narrow your search, you can tweak the search filters by looking for a Filing Year or report, specific dollar amounts, etc. Once you have pulled up your information, you can then download it to excel, word, pdf or cvs file.

c) ***Viewing committees*** - Click on the box to "View Committees". On the next screen click on "Continue". Now you will see a screen where you can enter in your search criteria for what you are looking for. The easiest way to search is by going down to the section where it says Committee Details and go to "Candidate/Committee Name". If it is a candidate, start typing in the candidate last name and you will get a drop down box where you can select the candidate committee. If looking for a PAC, please leave out if it starts with Maryland. Choose the next part of the name to search. The reason for this is because we have a lot of PAC's that have Maryland in it and leaving that out will help in your search. Select the political committee from the drop down box and click on "Search" and CRIS will pull that up on the screen. If you do not know the name of the political committee, you can tweak the search filters by looking for a Committee Type, Responsible Officer, Registered Date Range, etc. Once you have pulled up your information, you can then download it to excel, word, pdf or cvs file. Where it states Candidate/Committee Name you can click on the link and it will open up the political committee registration page so you can see their information. You will be able to view current and past officer information, what reports they have filed and if they had any late fees which would be located under "Violations".

d) ***View Filed Reports*** - Click on the box to "View Filed Reports". On the next screen click on "Continue". Now you will see a screen where you can enter in your search criteria for what you are looking for. The easiest way to search is by going down to where it says Committee Details and go to "Committee Name". If it is a candidate, start typing in the candidate last name and you will get a drop down box where you can select the candidate committee. If looking for a PAC, please leave out if it starts with Maryland. Choose the next part of the name to search. The reason for this is because we have a lot of PAC's that have Maryland in it and leaving that out will help in your search. If you want to see all the reports they have filed, go down and click on "Search" and CRIS will pull that up on the screen. If you want to narrow your search, you can tweak the search filters by looking for a File Period Name, Election Cycle, specific date range, etc. Once you have pulled up your information, you can then download it to excel, word, pdf or cvs file. Where it states Filing Method, you can click on the link and CRIS will download the pdf of that report for you to open and view.

❖ Please note we only have State, County and Baltimore City candidates in our database. If you are looking for a candidate running for a federal office you can find them at www.fec.gov.