

Maryland Campaign Reporting Information System known as “MDCRIS” User Manual

www.campaignfinance.maryland.gov

April 2019

Welcome to
Maryland Campaign Reporting Information System

Register Committee
Disclosures
FAQs
Contact Us

News
Important Users of AOL email...

Campaign Finance Information

- MDCRIS User Manual
- Filing Instructions
- CCFIDs
- Campaign Finance Walk-Through
- Tool for Bank Balance and Cash on Hand Differences
- 2017 Summary Guide
- Summary Guide for Public Election Fund
- Power Point for Public Election Fund
- MDCRIS Video Overview
- MDCRIS Video User Manual

151 West Street, Suite 200 Annapolis, MD 21401 Phone: 410-269-2880 Fax: 410-974-2019 Email: info.sbe@maryland.gov

MDCRIS 63

Business Contribution Disclosure System Login

Victoria Molina, IT Functional Analyst
Division of Candidacy and Campaign Finance

STATE BOARD OF ELECTIONS | 151 WEST STREET, STE 200, ANNAPOLIS, MD 21401
(P)410.269.2880 OR 800.222.8683 X4 EMAIL: INFO.SBE@MARYLAND.GOV

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

- 1) **Logging in to CRIS**.....3
 - a) *Username*3
 - b) *Forgot password*.....3
- 2) **Reminders Page**4
 - a) *Message from Administrator*4
 - b) *Upcoming Filing Period Due Date*.....4
 - c) *Tasks – Verifications*.....5
 - d) *Pending Filing for Committee*5
- 3) **Registration Information**6
 - a) *Updating Contact Information*6
 - b) *Change of officer or resignation of the current Officer*7
 - c) *Depository Information*7
 - d) *Filing Information -*.....7
 - e) *Violations*.....8
 - f) *Document/Correspondence*.....8
 - g) *Maintain User*.....9
- 4) **Entering in Contributions, loans, transfers, In-Kind and other income**.....10
 - a) *Entering in a Candidate Loan*10
 - b) *Contribution from an Individual, business, Labor Union, or federal committee* 11
 - c) *In-Kind*12
 - d) *Other Income*.....13
 - e) *Transfers*.....14

| | |
|---|----|
| 5) Public Financing | 15 |
| a) <i>Contributions for individual matching fund</i> | 15 |
| b) <i>Uploading and linking for Receipt Documents</i> | 16 |
| i. Step 1 – (Upload receipt documents) | 16 |
| ii. Step -2 (Link Receipt Documents) | 17 |
| 6) Entering Expenditures | 18 |
| a) <i>Business/Group/Organization</i> | 18 |
| b) <i>Candidate Committee</i> | 19 |
| c) <i>Federal Committee</i> | 20 |
| d) <i>Individual</i> | 21 |
| e) <i>PAC Committee</i> | 22 |
| f) <i>Reimburse</i> | 23 |
| 7) Entering Loan Payments | 24 |
| a) <i>Making payment on a loan</i> | 24 |
| b) <i>Forgiving a loan</i> | 25 |
| 8) Filing an Affidavit of Limited Contributions and Expenditures | 26 |
| a) <i>Filing an Affidavit</i> | 26 |
| b) <i>Check the box for closeout Affidavit</i> | 27 |
| 9) Upload transaction | 28 |
| a) <i>Download templates</i> | 28 |
| 10) Edit/File Pending transactions | 29 |
| a) <i>To search for data entered on the report</i> | 29 |
| b) <i>Printing Receipts</i> | 30 |
| c) <i>Compliance flags</i> | 30 |
| d) <i>Filing the report</i> | 31 |
| e) <i>Closeout report</i> | 32 |
| 11) Amend Transactions | 33 |
| a) <i>Searching for the report</i> | 33 |
| b) <i>Edit contributions or expenditures</i> | 33 |
| c) <i>Filing an Amendment</i> | 33 |
| 12) Merge | 34 |
| a) <i>How to Merge Individual or Business</i> | 34 |
| 13) Public Viewing – Disclosers | 35 |
| a) <i>Viewing contributions/Loans</i> | 36 |
| b) <i>Viewing expenditures/Outstanding Obligations f</i> | 37 |
| c) <i>Viewing committees</i> | 38 |
| d) <i>View Filed Reports</i> | 39 |

1) LOGGING IN TO CRIS

- 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.



Change Password

Enter your Current Password*

Choose a New Password*

Confirm your New Password*

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

2) REMINDERS PAGE

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

Reminders CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2)

Message from Administrator

Important: Users of AOL email accounts [View](#)

Authority Line- Paid electronic media [View](#)

Social Media Authority Line [View](#)

Upcoming Filing Period Due Dates

| | |
|-------------------|------------|
| 01/17/2018 Annual | 01/17/2018 |
|-------------------|------------|

| | Tasks | Count |
|--------------------------|--|-------|
| <input type="checkbox"/> | My Verifications | 0 |
| <input type="checkbox"/> | Pending Verifications for this Committee | 5 |

Pending Filing for Committee

| Filing Period | Original Due Date | Unfiled Transaction Count | Filing Type | Pending Reason |
|--|-------------------|---------------------------|-------------|-----------------------|
| 2018 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

- 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.

Reminders CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2) ?

Message from Administrator

Important: Users of AOL email accounts [View](#)

Authority Line- Paid electronic media [View](#)

Social Media Authority Line [View](#)

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

Upcoming Filing Period Due Dates

| | |
|-------------------|------------|
| 01/17/2018 Annual | 01/17/2018 |
|-------------------|------------|

- 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.

| 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

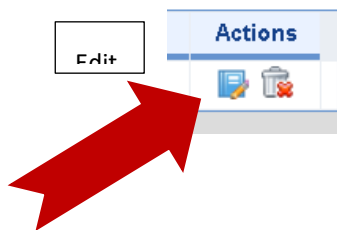
- 1. If Filing Type is Original?**
Committee Report is pending for the Filing Period and should be filed.
- 2. If Filing Type is Amendment?**
Committee Report should file the Amendment for the Filing Period.
- 3. Missed filing period ?**
Showing missing filing periods which have missed and future filing 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.

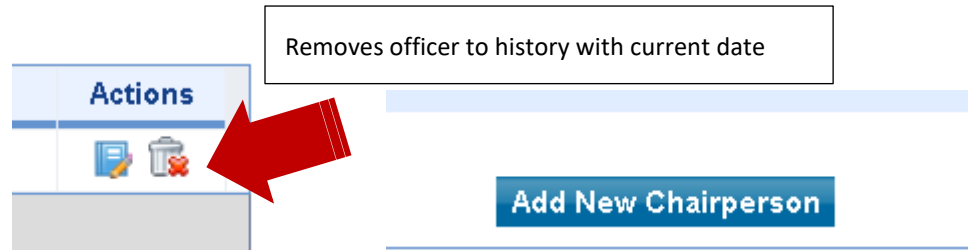


- a) **Updating Contact Information** - You can update the contact information such as address, phone numbers and email addresses for the current officers. When you click on Save, you will get message "You must click "Submit" at the bottom of this page to save your changes". Click on "OK" and go to the 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.



| | | | | | |
|--|------------------|----------------|------------------------------|----------------------|------------------|
| Treasurer Information | | | | | |
| Last Name* | CandidateTestTL2 | First Name* | CandidateTestTF2 | Middle Name | CandidateTestTM2 |
| Date of Birth* | 03/12/1980 | Email* | testTreasureracc2@mail.com | | |
| Public Phone* | 222-222-2222 | Contact Phone* | 222-222-2222 (for Board use) | Fax | |
| Residence Address | | | | | |
| Address Line 1* | Main Street T2 | Address Line 2 | | County of Residence* | Baltimore Co. |
| City* | Hartford T2 | State* | Maryland | Zip* | 22222 - 2222 |
| Mailing Address <input checked="" type="checkbox"/> Same as Residence Address | | | | | |
| Address Line 1* | Main Street T2 | Address Line 2 | | State* | Maryland |
| City* | Hartford T2 | | | Zip* | 22222 - 2222 |
| Save Treasurer Cancel | | | | | |

- 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.



- 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

[Add New Depository](#)

| Name of Financial Institution | Address | Account Type | Account Number | Start Date | End Date | Actions |
|-------------------------------|--------------------------------------|--------------|----------------|------------|----------|---------|
| Bank of Amrica | 111 Wst Street, 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) | 01/18/2013 | 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.

| 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 | 09/02/2017 | Open | 09/02/2017 | \$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.

| 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 |
|--------------------------|----------------------------|--|------------------|------------------|-----------------------|-------------------------------------|---------|
| <input type="checkbox"/> | testCandidateacc2@mail.com | Candidate Test Account2 CandidateTestCL2 | CandidateTestCF2 | CandidateTestCL2 | Candidate_Chairperson | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> | testTreasureracc2@mail.com | Candidate Test Account2 CandidateTestCL2 | CandidateTestTF2 | CandidateTestTL2 | Treasurer | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> | vickimol@mail.com | Candidate Test Account2 CandidateTestCL2 | Vicki | Molina | Data Entry User | <input checked="" type="checkbox"/> | |

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

First name*
 Last name*
 Username*
 Password*
 Active
 Role -- Select Role -- ▾

- ❖ 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.

The screenshot shows the 'Enter Contributions/Transfers/In-Kind Contributions' form. A red arrow points to the 'Filing Period' dropdown menu, which is set to '01/17/2018 Annual'. Another red arrow points to the 'Contributor Type' dropdown menu, which is set to 'Self (Candidate)'. The form includes sections for 'Contributor Information', 'Mailing Address', and 'Contribution Details'. The 'Contributor Information' section shows 'Candidate Last Name' as 'CandidateTestCL2' and 'Candidate First Name' as 'CandidateTestCF2'. The 'Mailing Address' section shows 'Address Line 1' as 'Main Street C2', 'City' as 'Hartford C2', and 'State' as 'Maryland'. The 'Contribution Details' section shows 'Contribution Date' as '05/05/2017', 'Contribution Amount' as '\$100000.00', 'Cash Cumulative Amount' as '\$0.00', 'Election Cycle Cumulative Amount' as '\$8000.00', 'Legal Cash Limit' as '\$100', and 'Legal Contribution Limit' as 'Unlimited'. There is a 'Comments' field at the bottom.

- 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, Annapolis, Mar

-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* Annapolis 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.

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

Contribution General Information

Filing Period* 01/17/2018 Annual
Contribution Type* In-Kind
Contributor Type* Candidate Committee

Contributor Information

Search Existing Contributors
Search Contributor Name Hogan, Larry for Governor(Active), 69 Fran]

-or- Enter Contributor Information

Committee Name* Hogan, Larry for Governor
Treasurer Last Name ROSENTHAL
Treasurer First Name ROBERT
Treasurer Middle Name CHRISTOPHER

Mailing Address

Domestic(US) Overseas

Address Line 1* 88 Franklin Street
City* Annapolis
Address Line 2
State* Maryland
County of Residence --Select--
Zip* 21401

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

Contribution Details

Contribution Date* 08/25/2017
Contribution Amount* \$356.89
Transfer Cumulative Amount \$0.00
Transfer Limit \$6000.00

Comments*
Comments will not appear on filed report

- 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.

The screenshot shows a web form titled "Enter Contributions/Transfers/In-Kind Contributions". The form is divided into several sections:

- Contribution General Information:** Includes "Filing Period" (01/17/2018 Annual), "Contribution Type" (Other Income), and "Contributor Type" (Business/Group/Organization). A red arrow points to the Contribution Type dropdown.
- Contributor Information:** Includes "Search Existing Contributors" with a search field containing "Bank Of America, 1212 West Street, Annap". A red arrow points to this search field.
- or- Enter Contributor Information:** Includes "Business/Organization Name" (Bank Of America).
- Mailing Address:** Includes "Domestic(US)" selected, "Address Line 1" (1212 West Street), "City" (Annapolis), "State" (Maryland), and "Zip" (21401).
- Contribution Details:** Includes "Contribution Date" (09/01/2017), "Contribution Amount" (\$5.83), "Cash Cumulative Amount" (\$0.00), "Election Cycle Cumulative Amount" (\$5.83), "Legal Cash Limit" (\$100), and "Legal Contribution Limit" (\$6000.00). A "Comments" field contains "Monthly bank fees".

At the bottom of the form are "Save", "Clear", and "Cancel" buttons.

e) **Transfers** – Transfer is a monetary 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.

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

Contribution General Information

Filing Period* 01/17/2018 Annual ← Contribution Type* Transfer Contributor Type* PAC Committee ←

Contributor Information

Search Existing Contributors
 Please use a unique identifier on the search - i.e the candidate's last name rather than 'Friends of'
 Search Contributor Name

-or- Enter Contributor Information ★

Committee Name*
 Treasurer Last Name Treasurer First Name Treasurer Middle Name

Mailing Address

Domestic(US) Overseas

Address Line 1* Address Line 2 County of Residence
 City* State* Zip*

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

Contribution Details

Contribution Date* Contribution Amount*
 Transfer Cumulative Amount **\$0.00** Transfer Limit **\$6000.00**

Comments

Comments will not appear on filed report

❖ 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.

5) PUBLIC FINANCING

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.

Instructions
Please select contributor type as "Individual – Matching Fund Request" for Matching Fund Requests, otherwise they will not be considered for matching funds.

Contribution General Information
Filing Period* 11/21/2017 Matching Fund Report Gubernatorial
Contribution Type* Check
Contributor Type* Individual - Matching fund request

Contributor Information
Search Existing Contributors
Search Contributor Name Smith Betty, 5454 Greene Street, Silver Spi

-or- Enter Contributor Information
Last Name* Smith
First Name* Betty
Middle Name
Residence Address
 Domestic(US) Overseas
Address Line 1* 5454 Greene Street
Address Line 2
City* Silver Spring
State* Maryland
County of Residence* Montgomery
Zip* 21899
Employer Information (Required information for contributions received from individuals \$900 or more in the aggregate)
Contributor Occupation --Select Occupation--
Employer Name
 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*
Contribution Amount*
Check Number
Cash Cumulative Amount \$0.00
Legal Cash Limit \$100
Election Cycle Cumulative Amount \$100.00
Legal Contribution Limit Unlimited
Comments
Comments will not appear on filed report

Save Clear Cancel

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.

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 | SmithB 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.

Step - 2 Link Receipt Document to Transactions PublicFinancingTestTF1 PublicFinancingTestFL1 (Public Finance Candidate Test Account) ?

Information about the Filing Period
 Filing Period* 11/21/2017 Matching Fund Report Governorial

Information about the Transactions
 Transaction Type* Contribution
 Contributor / Payee Name Smith, Betty

Transaction with linked Receipt
 Transactions without linked Receipt Transactions with linked Receipt
This option is used only to search the transactions with or without linked Receipts.
 To search the transaction linked with specific Receipt, select the checkbox "Transactions with linked Receipt" and then select the receipt from "Linked Receipt Document" dropdown.
 To link the Transactions with Receipts, first search the required transactions and then use "Link" button which will show the option to select the receipt document.

Other Information
 Transaction Category --Select Contribution Type--
 Transaction Date Range [] - [] Amount Range [] - []

Search Clear Cancel

| Select All | Contribution Date | Contributor / Payee Name | Address | Transaction Category | Amount | Cap Amount | File Name |
|--------------------------|-------------------|--------------------------|---|----------------------|----------|------------|------------|
| <input type="checkbox"/> | 10/31/2017 | Betty Smith | 5454 Greene Street, Silver Spring, Montgomery, Maryland 21899 | Check | \$100.00 | \$0.00 | SmithB.175 |

Displaying page 1 of 1, records 1 to 1 of 1 [] [] [] []

Unlink Link

❖ 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.

Enter Expenditures and Outstanding Obligations CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2)

Expenditure General Information
Filing Period: 01/17/2018 Annual Business/Group/Organization

Payee Information
Search Existing Payee
Please use a unique identifier on the search - i.e. the candidate's last name rather than 'Friends of'
Search Payee Name: Sign O Ra
-or- Enter Payee Information
Business/Organization Name: Sign O Rama

Mailing Address
Domestic(US) Overseas
Address Line 1: 2588 Charles Street
City: Baltimore State: Maryland Zip: 21216


Expenditure Details
Expense Date: 08/25/2017 Expense Category: Printing and Campaign Materials Expense Purpose: Printing - Yard Signs
Expense Amount: \$1789.24 Outstanding Obligation: No Payment Method: Check
Was this expense made to pay for an in-kind contribution? Yes No Check Number: 1111

Vendor Details (If Payee is not the Vendor)
Domestic(US) Overseas
Vendor Name: Address Line 1: City: State: Maryland Zip Code:


Comments

Save Clear Cancel

- 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.

Expenditure General Information 

Filing Period* 01/17/2018 Annual Payee Type* Candidate Committee

Payee Information 


Search Existing Payee
Please use a unique identifier on the search - i.e the candidate's last name rather than 'Friends of'
Search Payee Name Hogan, Larry for Governor(Active), 69 Frank

-or- Enter Payee Information

Committee Name* Hogan, Larry for Governor
Treasurer Last Name* ROSENTHAL Treasurer First Name* ROBERT Treasurer Middle Name* CHRISTOPHER

Mailing Address
 Domestic(US) Overseas
Address Line 1* 89 Franklin Street Address Line 2
City* Annapolis State* Maryland Zip* 21401 -

Residence Address
 Domestic(US) Overseas
Address Line 1* 61 Slama Road Address Line 2
City* Edgewater State* Maryland Zip* 21037 -

Expenditure Details 

Expense Date* 08/25/2017 Expense Category* Transfers Out to Other Maryland Treasurers Expense Purpose* Transfer to MD Registered political Committees
Expense Amount* \$3000.00 Outstanding Obligation Payment Method* Check
Was this expense made to pay for an in-kind contribution? Yes No Check Number 1112

Vendor Details (If Payee is not the Vendor)
 Domestic(US) Overseas
Vendor Name
Address Line 1 Address Line 2
City State* Maryland Zip Code -

Comments

Save Clear Cancel

- 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.

Expenditure General Information

Filing Period: 01/17/2018 Annual Payee Type: Federal Committee

Payee Information

Search Existing Payee
 Please use a unique identifier on the search - i.e. the candidate's last name rather than 'Friends of'
 Search Payee Name: Friends of Francis Smith(Active), 2929 K S

-or- Enter Payee Information

Committee Name: Friends of Francis Smith
 Treasurer Last Name: Frank Treasurer First Name: Blondi Treasurer Middle Name:

Mailing Address
 Domestic(US) Overseas
 Address Line 1: 2929 K Street Address Line 2: Suite 505
 City: Washington State: District Of Columbia Zip: 20008

Residence Address
 Domestic(US) Overseas
 Address Line 1: 7878 Lee Street Address Line 2:
 City: Bowie State: Maryland Zip: 21589

Expenditure Details

Expense Date: 07/02/2017 Expense Category: Other Expenses Expense Purpose: Contribution to federal committee
 Expense Amount: \$500.00 Outstanding Obligation: Was this expense made to pay for an in-kind contribution? Yes No Payment Method: Debit Card

Vendor Details (If Payee is not the Vendor)
 Domestic(US) Overseas
 Vendor Name: Address Line 1: Address Line 2:
 City: State: Maryland Zip Code:

Comments

[Save](#) [Clear](#) [Cancel](#)

- 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.

Enter Expenditures and Outstanding Obligations CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2) ?

Expenditure General Information

Filing Period: 01/17/2018 Annual ★ Payee Type: Individual

Payee Information

Search Existing Payee
Please use a unique identifier on the search - i.e. the candidate's last name rather than 'Friends of'
Search Payee Name: Smith Betty, 5469 Whispering Lane, West

-or- Enter Payee Information

Last Name: Smith First Name: Betty Middle Name:

Mailing Address

Domestic(US) Overseas

Address Line 1: 5469 Whispering Lane Address Line 2: County of Residence: --Select--

City: West Eden State: Maryland Zip: 28589

Expenditure Details

Expense Date: 07/29/2017 Expense Category: Salaries and Other compensation Expense Purpose: Consulting Fees - General

Expense Amount: \$549.88 Outstanding Obligation: Payment Method: Debit Card

Was this expense made to pay for an in-kind contribution? Yes No

Vendor Details (If Payee is not the Vendor)

Domestic(US) Overseas


Vendor Name: Address Line 1: Address Line 2:


City: State: Maryland Zip Code: -

Comments:

Save Clear Cancel

- 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.

Expenditure General Information  Filing Period* 01/17/2018 Annual Payee Type* PAC Committee


Payee Information 

Search Existing Payee
Please use a unique identifier on the search - i.e. the candidate's last name rather than 'Friends of'
Search Payee Name Association For Justice PAC, The Maryland

-or- Enter Payee Information
Committee Name* Association For Justice PAC, The Maryland
Treasurer Last Name* WILLOUGHBY Treasurer First Name* WAYNE Treasurer Middle Name* MICHAEL

Mailing Address Domestic(US) Overseas
Address Line 1* 25 Hooks Lane Address Line 2* Suite 304 City* Baltimore State* Maryland Zip* 21208

Residence Address Domestic(US) Overseas
Address Line 1* 9501 Nicholson Road Address Line 2* City* Westminster State* Maryland Zip* 21157

Expenditure Details  Expense Date* 07/29/2017 Expense Category* In-Kind Expense Purpose* Office Supplies
Expense Amount* \$549.88 Outstanding Obligation Payment Method* Debit Card
Was this expense made to pay for an in-kind contribution? Yes No

Vendor Details (If Payee is not the Vendor) Domestic(US) Overseas
Vendor Name Address Line 1 Address Line 2 City State Maryland Zip Code

Comments

Save Clear Cancel

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.

Enter Expenditures and Outstanding Obligations

CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2)

Expenditure General Information
 Filing Period: 01/17/2018 Annual
 Payee Type: Reimburse

Reimburse Information
 Search Existing Reimbursee
 Please use a unique identifier on the search - i.e. the candidate's last name rather than 'Friends of'
 Search Reimbursee Name: Smith
 -or- Enter Reimbursee Information
 Last Name: Smith First Name: Roy Middle Name:
 Mailing Address
 Domestic(US) Overseas
 Address Line 1: 1111 Main Street Address Line 2:
 City: Annapolis State: Maryland Zip: 21401

Expenditure Details
 Expense Date: 07/29/2017 Expense Category: Media Expense Purpose: Billboards / Outdoor Advertising
 Expense Amount: \$789.56 Outstanding Obligation: Payment Method: Check
 Was this expense made to pay for an in-kind contribution? Yes No Check Number: 1113

Vendor Details (If Payee is not the Vendor)
 Domestic(US) Overseas
 Vendor Name: Sign O Rama
 Address Line 1: 2598 Charles Street Address Line 2:
 City: Baltimore State: Maryland Zip Code: 21216

Comments

Save 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 expenditures, reimbursements, and expenditures to a federal committee, prohibited expenditures, charities, and much more.

7) ENTERING LOAN PAYMENTS

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.

Enter Loan Payments CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2) ?

Payment Filing Period* 01/18/2017 Annual Loan Type* Candidate Loan Payment Select Loan* 01/07/2017 - CandidateTestCF2 CandidateTestCM2 CandidateTestCL2 - \$5000.00

Contributor Information

Candidate Name CandidateTestCF2 CandidateTestCM2 CandidateTestCL2
 Address Line 1 Main Street C2 Address Line 2
 City Hartford C2 State Maryland Zip Code 22222 - 2222

| Fund Type | Payment Method | Payment Date | Payment to Principal | Interest Paid | Forgiven Flag | Principal Amount | Outstanding Amount | Loan Date |
|-----------|---------------------------|--------------|----------------------|---------------|--------------------------|------------------|--------------------|------------|
| | --Select Payment Method-- | | | | <input type="checkbox"/> | \$5,000.00 | \$5,000.00 | 01/07/2017 |

- 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.

| Fund Type | Payment Method | Payment Date | Payment to Principal | Interest Paid | Forgiven Flag | Principal Amount | Outstanding Amount | Loan Date |
|-----------|----------------|--------------|----------------------|---------------|--------------------------|------------------|--------------------|------------|
| | Check | 01/10/2017 | \$2000.00 | | <input type="checkbox"/> | \$5,000.00 | \$5,000.00 | 01/07/2017 |

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 | | <input checked="" type="checkbox"/> | \$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) **Filing 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.

File Affidavit (ALCE) CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2) ?

Filing Period Name* 

1. What is the Affidavit of Limited Contributions and Expenditures (ALCE)?
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.

2. When do I have to file the Affidavit of Limited Contribution and Expenditure?
The ALCE must be filed on or before the due date for the campaign finance report to be considered timely. ALCE may be filed late and will be subject to late fees.


3. If the ALCE is filed, do I have future reporting responsibilities?
Yes. The ALCE does not excuse the political committee from future reporting responsibilities. The political committee must either submit a new ALCE or file a campaign finance report at the next reporting period. It is IMPORTANT for you to know that the State Board of Elections (SBE) sends Pre Report Notices to all campaign committees that our records indicate owe a campaign finance report. If you receive a Pre Report Notice, you must either file the ALCE or the campaign finance report. If you believe the notice was sent in error, please immediately contact SBE.

4. What happens when the political committee raises or spends \$1,000 or more and previously filed an ALCE?
The political committee must file a detailed and itemized campaign finance report for the next reporting period. The campaign finance report must include all the contributions received and expenditures made covered under the affidavit. For example, your campaign committee filed a ALCE for its initial report, the Pre-Primary 1. And by the time the next report, the Pre-Primary 2, is due, the political committee crossed the \$1,000 threshold. The political committee must file a campaign finance report for the Pre-Primary 2 and include the reporting period from the Pre-Primary 1. All contributions received and expenditures made must be reported.

5. Can a political committee file a final report with the ALCE?
Yes, provided that the political committee has only filed ALCE from its inception or if the last campaign finance report filed by the political committee had a zero bank balance and zero outstanding debts or loans.

Cash Balances CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2) ?

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.

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.

- 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.

Cash Balances CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2) ?

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.

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.

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 | | | | | | | | | |
| <div style="display: flex; justify-content: space-between; align-items: center;"> ◀ ▶ Contributions Upload_Help Contribution_and_Contributor ContributorOccupationCodes StateCountryCodes ⊕ : ↩ </div> | | | | | | | | | |
| 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.

The screenshot shows the 'Upload File' section of a web application. At the top, there are three dropdown menus: 'Filing Period Name' (set to '01/17/2018 Annual'), 'Transaction Type' (set to 'Contribution'), and 'Select a File' (with a 'Choose File' button). Below these are 'Upload', 'Clear', and 'Check Status' buttons. A note below the buttons states: 'Note: Deleting an uploaded file does not delete the uploaded transactions. To delete uploaded transactions please navigate to Edit/File Pending Transactions screen and delete the transactions. # You cannot upload payments towards outstanding obligations, loans, or returned contributions. Payments made towards these items must be entered via appropriate screens in the system.' Below the note is a table with columns: Job Id #, Uploaded Date, File Name, Number of Rows, Status, and Actions. The table contains one row with Job Id # 10266, Uploaded Date 10/08/2017, File Name testTreasureracc2@mail.com_208_Con_1062017103353AM.xlsx, Number of Rows 8, and Status Processed-Errors. Below the table is a footer that says 'Displaying page 1 of 1, records 1 to 1 of 1'. At the bottom, there is an 'Other downloads' section.

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.

The screenshot shows the 'Edit / File Pending Transactions' section of a web application. At the top, there are several search filters: 'Filing Period Name*' (set to '01/18/2017 Annual'), 'Transaction Type' (set to '--Select Transaction Type--'), 'Transaction Date Range' (with date pickers), 'Transaction Category' (set to '--Select Transaction Category--'), 'Amount Range' (with input fields), and 'Contributor / Payee Name' (with an input field). There are also three checkboxes: 'Receipt Not Generated', 'Loan Consent Form Not Generated', and 'Non-Compliant Transactions'. At the bottom are 'Search', 'Cancel', and 'Clear' buttons. The top right corner shows the user's name 'CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2)' and a help icon.

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 | | | <input type="checkbox"/> |
| 01/10/2017 | Smith Christopher | Expenditure | Printing and Campaign Materials | \$225.00 | 4511 Beach Street, Deale, Maryland 20776 | | | <input type="checkbox"/> |
| 01/09/2017 | Friends of Francis Smith | Expenditure | Other Expenses | \$100.00 | 2929 K Street, Suite 505, Washington, District Of Columbia 20006 | | | <input type="checkbox"/> |
| 01/09/2017 | Hogan, Larry for Governor | Expenditure | Transfers Out to Other Maryland Treasurers | \$2,000.00 | 89 Franklin Street, Annapolis, Maryland 21401 | | | <input type="checkbox"/> |
| 01/07/2017 | Bank Of America | Expenditure | Other Expenses | \$10.75 | 1212 West Street, Annapolis, Maryland 21401 | | | <input type="checkbox"/> |
| 01/10/2017 | Smith Roy | Contribution | Check | \$2,000.00 | 1111 Main Street, Annapolis, Maryland 21401 | | | <input type="checkbox"/> |
| 01/10/2017 | CandidateTestCL2 CandidateTestCF2 CandidateTestCM2 | Expenditure | Interest | \$0.00 | Main Street C2, Hartford C2, Maryland 22222-2222 | | | <input type="checkbox"/> |
| 01/10/2017 | CandidateTestCL2 CandidateTestCF2 CandidateTestCM2 | Contribution | In-Kind | \$3,000.00 | Main Street C2, Hartford C2, Maryland 22222-2222 | | | <input type="checkbox"/> |
| 01/10/2017 | CandidateTestCL2 CandidateTestCF2 CandidateTestCM2 | Expenditure | Interest | \$0.00 | Main Street C2, Hartford C2, Maryland 22222-2222 | | | <input type="checkbox"/> |
| 01/10/2017 | CandidateTestCL2 CandidateTestCF2 CandidateTestCM2 | Expenditure | Candidate Loan Payment | \$2,000.00 | Main Street C2, Hartford C2, Maryland 22222-2222 | | | <input type="checkbox"/> |
| 01/07/2017 | Academy of Nutrition and Dietetics PAC, Maryland | Contribution | Transfer | \$200.00 | 11319 Glan Arm Road, Glen Arm, Maryland 21057 | | | <input type="checkbox"/> |
| 01/07/2017 | Bank Of America | Contribution | Other Income | \$5.83 | 1212 West Street, Annapolis, Maryland 21401 | | | <input type="checkbox"/> |

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* | |
| | * \$9,811.08 |
| Reported Ending Bank Balance* | \$9,811.08 |

Submitted By: CandidateTestTF2 CandidateTestTL2

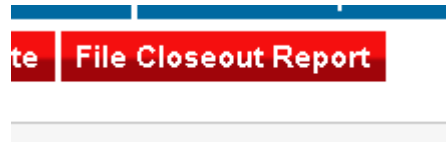
Role: Treasurer

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.

| Bank Account Name | Bank Account Number | Bank Account Balance* |
|-------------------|---------------------|--------------------------------------|
| Bank of Amrica | 99999999 | \$0.00 |
| | | Reported Ending Bank Balance* \$0.00 |

Authorization

Verification by the filer of the report is required. If the other responsible officer is present at the time of the submission, the officer may verify the report as well. However, verification by the other responsible officer is not required at this time. Do not delay filing a report for the other verification. The system will send an email to the other officer immediately after it is submitted.

| Officer Name | Role | Password | Certification |
|-----------------------------------|-------------|----------|--|
| CandidateTestCF2 CandidateTestCL2 | Chairperson | | <input type="checkbox"/> I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete. |

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

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.

Amend Transactions

CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 CandidateTestCL2)

Filing Period Name* 01/15/2014 Annual

Transaction Type --Select Transaction Type--

Transaction Date Range

Transaction Category -- Select Transaction Category --

Amount Range

Contributor / Payee Name

Unfiled Transaction

Receipt Not Generated

Loan Consent Form Not Generated

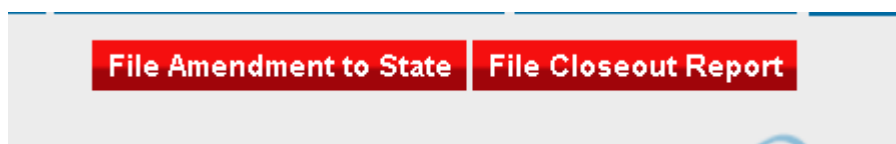
Non-Compliant Transactions

Search Cancel Clear

- 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.

| | Compliance | Edit | Select |
|--|------------|------|--------------------------|
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |

- 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”.



12) MERGE

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.

Merge Individual or Business

Entity Type: Individual

Potential Duplicates:

Last Name:

Employer Name:

Address Line 1:

City:

Address Only Merge

First Name:

Middle Name:

Address Line 2:

State: --Select one--

Zip: -

Person and Address Merge

Search Clear Cancel

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.

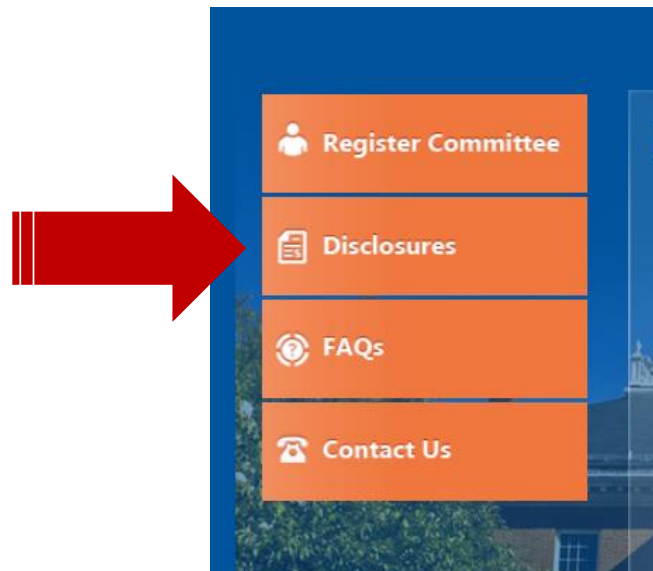
| Select | Contributor ID | Name | Address | |
|----------------------------------|----------------|--------------------|--|-------------------------------------|
| <input type="radio"/> | 5332156 | Bob, Billy | 123 West Street,Annapolis,Maryland,21401 | <input type="checkbox"/> |
| <input type="radio"/> | 5332189 | Smith, Betty | 5469 Whispering Lane,West Eden,Maryland,26589 | <input type="checkbox"/> |
| <input type="radio"/> | 5332184 | Smith, Christopher | 4511 Beach Street,Deale,Maryland,20776 | <input type="checkbox"/> |
| <input checked="" type="radio"/> | 5332191 | Smith, Christopher | 222 Blue Ocean Drive,Ocean City,Maryland,21849 | <input checked="" type="checkbox"/> |
| <input type="radio"/> | 5332177 | Smith, Roy | 1111 Main Street,Annapolis,Maryland,21401 | <input type="checkbox"/> |

Contributor ID: 5332191
Name: Smith, Christopher
Address: 222 Blue Ocean Drive,Ocean City,Maryland,21849
Merge

Displaying page 1 of 1, records 1 to 5 of 5

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.



View Contributions and Loans

Please choose at least one search filter.

Contributor

--Select Contributor Type--

--Select Contribution Type--

--Select Occupation--

Receiver

Receiving Committee

--Select Office Type--

--Select Office--

--Select Jurisdiction--

Location

--Select State--

-

--Select--

Financial Information

--Select Filing Year--

--Select Filing Period--

-- Select --

Start Date To End Date

-

Please Note:

- Employer and Occupation data was not required prior to January 2013.
- Office Type, Office Sought and Jurisdiction information started with 2012 election.
- County of residence is exclusively of public financing committee use.

151 West Street Suite 200 Annapolis MD 21401 Phone: 410-269-2880 Fax: 410-974-2019 Email: info.sbe@maryland.gov

- 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.

View Expenditures / Outstanding Obligations

View Expenditures / Outstanding Obligations Information ?

Please choose at least one search filter.

| Payee | Location | Report Details | Financial Information |
|---|---|---|---|
| <div style="border: 1px solid #ccc; padding: 5px;"> <input style="width: 95%;" type="text" value="Last Name / Business Name / Committee Name"/> <input style="width: 95%;" type="text" value="First Name"/> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">--Select Payee Type--</div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px; background-color: #FFDAB9;">Committee Name(Payer)</div> <div style="border-bottom: 1px solid #ccc;">--Select Committee Type--</div> </div> | <div style="border: 1px solid #ccc; padding: 5px;"> <input style="width: 95%;" type="text" value="Street"/> <input style="width: 95%;" type="text" value="City"/> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">--Select State--</div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <input style="width: 60%;" type="text" value="Zip"/> <input style="width: 30%;" type="text" value="Code"/> </div> <div style="border-bottom: 1px solid #ccc;">--Select--</div> </div> | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">--Select Expense Category--</div> <div style="border-bottom: 1px solid #ccc;">--Select Expenditure Purpose--</div> </div> | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">--Select Filing Year--</div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">--Select Filing Period--</div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">-- Select --</div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Start Date <input style="width: 40px;" type="text"/> To End Date <input style="width: 40px;" type="text"/> </div> <div style="display: flex; justify-content: space-between;"> <input style="width: 40px;" type="text"/> Start Amount <input style="width: 40px;" type="text"/> End Amount </div> </div> |
| <div style="display: flex; justify-content: center; gap: 10px;"> Search Clear </div> | | | |

- 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”.



View Committees ?

Committee Details

Candidate / Committee Name

Acronym

CCF #

Certification/Qualification Status
-- Select --

Committee Type
--Select Committee Type--

Report Status

Committee Status
--Select Committee Status--

Election Year
--Select Election Year--

Election Type
-- Select Election--

Responsible Officer

[Search](#) [Clear](#)

MISC

Registered Date Range
From To

Office Sought
--Select Office--

Office Type
--Select Office Type--

Jurisdiction
--Select Jurisdiction--

151 West Street Suite 200 Annapolis MD 21401 Phone: 410-269-2880 Fax: 410-974-2019 Email: info.sba@maryland.gov

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.



View Filed Reports ?

| Committee Details | Report | MISC |
|--|--|--|
| Candidate / Committee Name <input type="text"/> CCF # <input type="text"/> Committee Type --Select Committee Type-- | Election Cycle [-- Select Election Cycle --] Election Type [-- Select Election --] Filing Period Name [-- Select Filing Period --] Report Type [-- Select Report Name --] | Filed Date Range From: <input type="text"/> To: <input type="text"/> Office Sought [-- Select Office --] Office --Select Office Type-- Jurisdiction --Select Jurisdiction-- <input type="checkbox"/> View Current Report |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> | | |

❖ 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.