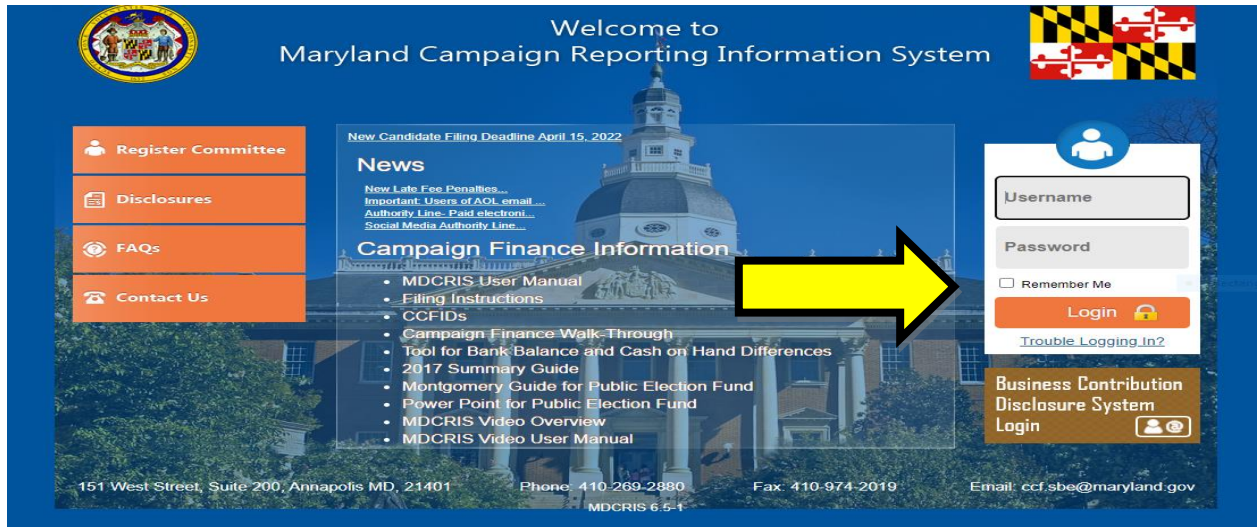


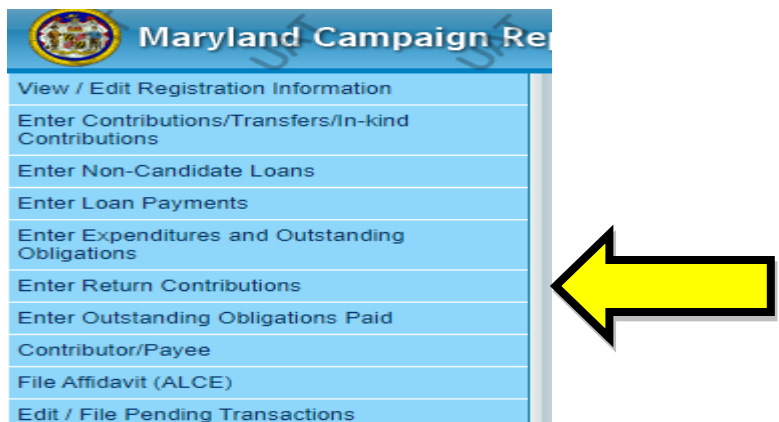
HOW TO SUBMIT RETURNED CONTRIBUTIONS IN MDCRIS: Current Period

This job aid is for committees processing a returned contribution in the current filing period. If a returned contribution was processed in a prior filing period, see ‘Prior Period’ job aid.

1. Login to MDCRIS



2. From the left side menu, click ‘Enter Returned Contribution’



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- 3. Select the appropriate "Contribution Type" and write the last name of the Contributor who has exceeded the contribution limit.

The screenshot shows the 'Enter Return Contributions' form. A yellow arrow points to the 'Contributor Type' dropdown menu, which is currently set to 'Individual'. Another yellow arrow points to the 'Contributor Name' text input field. Below the search bar are 'Search', 'Clear', and 'Cancel' buttons. A table below the search bar lists contributor information:

Contributor Name	Contributor ID	Address	Edit
	9198236	450 west street, Annapolis, Anne Arundel, Maryland 21071	

- 4. Enter the Return Contribution transaction details for the Contributor Type and click to save.

The screenshot shows the 'Enter Return Contributions' form with detailed contributor information and return contribution details. A yellow arrow points to the 'Returned Contribution Details' section. The form includes sections for Contributor Information, Residence Address, Employer Information, Election Cycle, and Returned Contribution Details. The 'Returned Contribution Details' section includes fields for 'Return contribution done for the election cycle', 'Return contribution done during the election cycle', 'Filing Period', 'Returned Date', and 'Returned Amount'. There are also dropdown menus for 'Fund Type' and 'Payment Method', and a 'Comments' text area. At the bottom, there are 'Save', 'Clear', and 'Cancel' buttons.



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- Once you enter all the information then MDCRIS will show that Return Contribution have saved successfully. Repeat these steps if there are other contributors who exceeded the contribution limit.
- When you are ready to file the changes, select “Edit/File Pending Transactions” from the left side menu. Then select the filing period, select search, then select “File All to State”.

The screenshot shows the MDCRIS interface for editing or filing pending transactions. On the left is a sidebar menu with options like 'View / Edit Registration Information', 'Enter Contributions/Transfers/In-kind Contributions', and 'Edit / File Pending Transactions'. A yellow arrow points to the 'Edit / File Pending Transactions' option. The main content area is titled 'Edit / File Pending Transactions' and contains a search form with fields for 'Filing Period Name' (set to '01/17/2024 Annual'), 'Transaction Type' (set to '--Select Transaction Type--'), 'Transaction Date Range', 'Transaction Category' (set to '-- Select Transaction Category'), and 'Amount Range'. There are checkboxes for 'Receipt Not Generated' and 'Loan Consent Form Not Generated'. Below the form are 'Search', 'Cancel', and 'Clear' buttons. A table below the form has columns for 'Transaction Date', 'Contributor / Payee Name', 'Transaction Type', and 'Transaction Category'. The table is currently empty, with the text 'No records to view.' displayed. Below the table are 'Preview Filing', 'File All to State', and 'File Closeout Report' buttons. A yellow arrow points to the 'File All to State' button.