Lunch and Learn: Getting Started in the new MD CRIS

Candidacy and Campaign Finance Division

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Presented on January 5, 2026

Welcome to Lunch and Learn

o A service provided by the MD State Board of Elections (SBE) and the Division of Candidacy and Campaign Finance (CCF) to assist candidates, their advocates and the citizens of Maryland on how to operate as a public finance (PF) candidate.

   o Twice monthly program
   o Understand the rules of PF and how they differ from a traditional / regular candidate committee.
   o Understand the mechanics of reporting your transactions into MD Campaign Reporting Information System (CRIS).

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MD SBE is Multiple Websites

o The Main Page

- o Business Contribution Disclosure System (BCDS)
- o Campaign Reporting Information System (CRIS)
- o Election History & Voter Registration Information

https://elections.maryland.gov/

Continue to Bookmark This Landing Page

o In your browser

o Refer back to it often.

The new CRIS

New Campaign Reporting Information System (went live on Fri. Dec. 5)

https://campaignfinance.maryland.gov/login

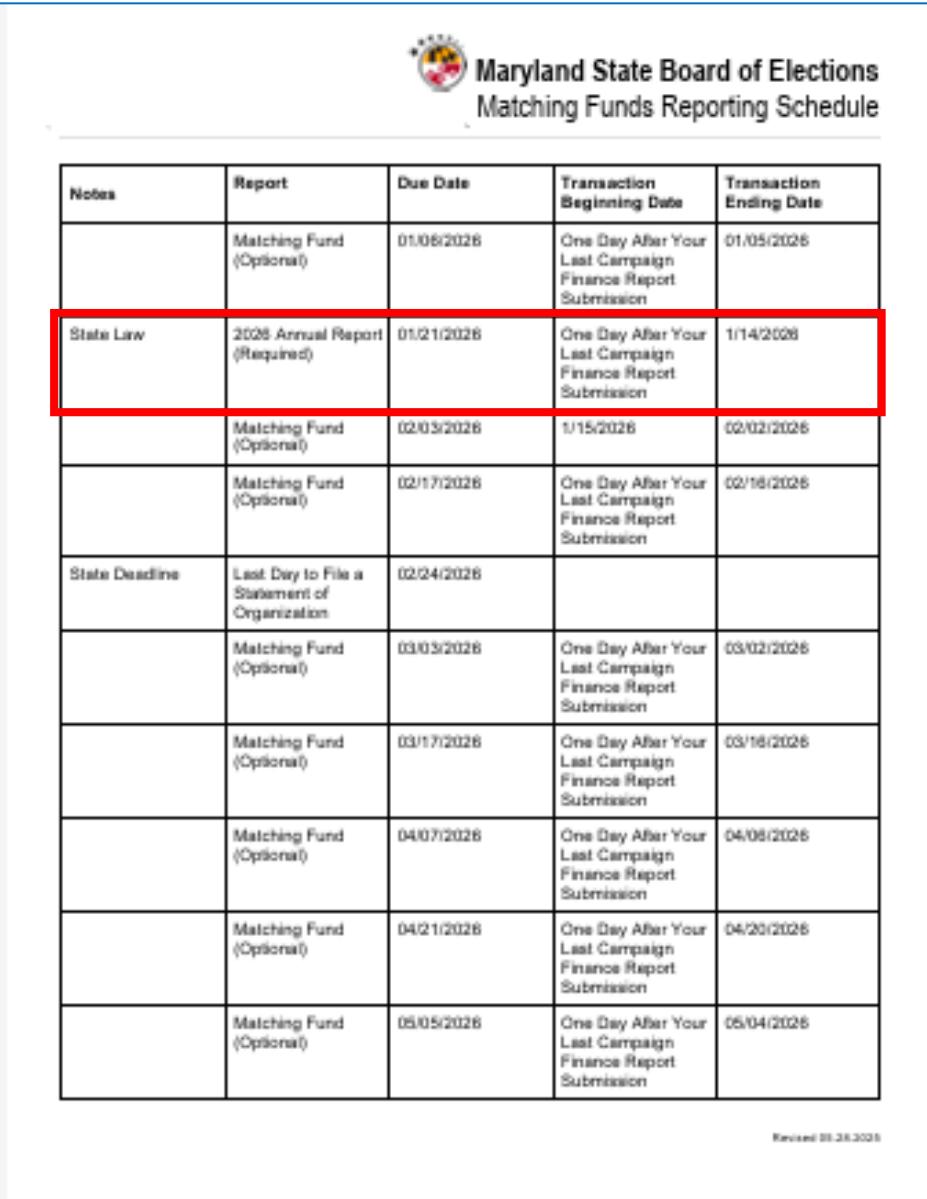# Latest Public Finance (PF) News

- 50 candidates have filed for PF
- 9 candidates have already qualified
  - Howard (4), Montgomery (4), and Anne Arundel (1)
- 3 candidates have withdrawn from Public Financing.

- Five committees are being review right now.

- Several more are close to filing their initial matching fund report.

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Matching Fund Report (MFR) Schedule

o Can file on either MFR date or a statutory date.

o Different deadlines

Maryland State Board of Elections
Matching Funds Reporting Schedule

Notes	Report	Due Date	Transaction Beginning Date	Transaction Ending Date
	Matching Fund (Optional)	01/06/2026	One Day After Your Last Campaign Finance Report Submission	01/05/2026
State Law	2026 Annual Report (Required)	01/21/2026	One Day After Your Last Campaign Finance Report Submission	1/14/2026
	Matching Fund (Optional)	02/03/2026	1/15/2026	02/02/2026
	Matching Fund (Optional)	02/17/2026	One Day After Your Last Campaign Finance Report Submission	02/16/2026
State Deadline	Last Day to File a Statement of Organization	02/24/2026		
	Matching Fund (Optional)	03/03/2026	One Day After Your Last Campaign Finance Report Submission	03/02/2026
	Matching Fund (Optional)	03/17/2026	One Day After Your Last Campaign Finance Report Submission	03/16/2026
	Matching Fund (Optional)	04/07/2026	One Day After Your Last Campaign Finance Report Submission	04/06/2026
	Matching Fund (Optional)	04/21/2026	One Day After Your Last Campaign Finance Report Submission	04/20/2026
	Matching Fund (Optional)	05/05/2026	One Day After Your Last Campaign Finance Report Submission	05/04/2026

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What We Will Cover Today

o Five Things to Learn

o Problems Uploading Receipts into new CRIS

o Amending Deficiencies (If you had filed under the old – legacy – system)

o Receipts for Non county residents

o Help Section

o Getting Ready for the 2026 Annual Report

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1. Problems Uploading Receipts into new CRIS

o Sometimes you might have trouble uploading a receipt.

o "Web Server error"

o Not your fault. Systems are having trouble talking with each other

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1. Problems Uploading Receipts into new CRIS

o "Web Server error" work around

o New CRIS allows you to upload not just a pdf but jpeg, png, docx files.

o Convert the pdf that is getting the "Web server error" into a different file format.

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1. Problems Uploading Receipts into new CRIS

o   Once you have a new screen capture of the receipt.

o   Upload in the new file format.

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2. Amending Deficiencies (If you had filed under the old – legacy – system)

o Applies only to the PF committees that filed in the old system.

o All of the filing committees had errors (called deficiencies). They can cure (correct) them and still get their matching funds.

o Mostly duplicate names.

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2. Amending Deficiencies (If you had filed under the old – legacy – system)

- o How to merge duplicates
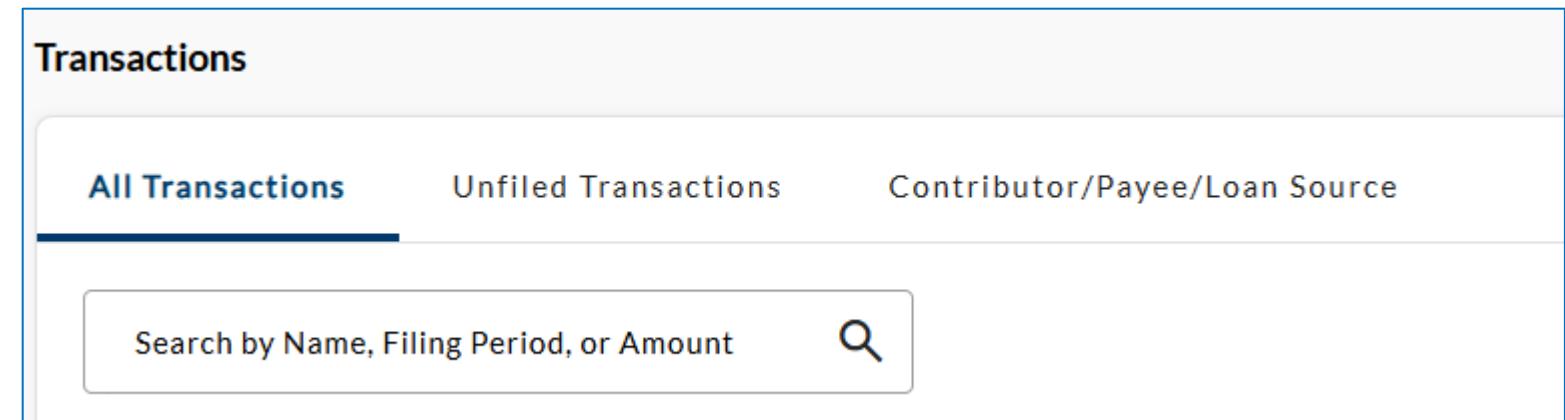
2. Amending Deficiencies (If you had filed under the old – legacy – system)

- o Choose the one transaction to be the parent
- o Others are the children.

- o If you are having trouble with the merging of duplicates (AND YOU FILED IN THE OLD SYSYTEM) call me and I work with you.

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3. Receipts for Non county residents

o   SBE asks for receipts from non-county (or non-state for Gubernatorial) donors.

o   New CRIS can't accept them right now.

    o   We will fix that later.
    o   Will not keep you from getting your matching funds.

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3. Receipts for Non county residents

o Collect the non-county donors.

o Get their receipts.

   o When we have a fix, I will alert you.

o Again: Will NOT keep you from getting your matching funds.

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4. How to Learn in new CRIS

○ Filer's Dashboard is your friend
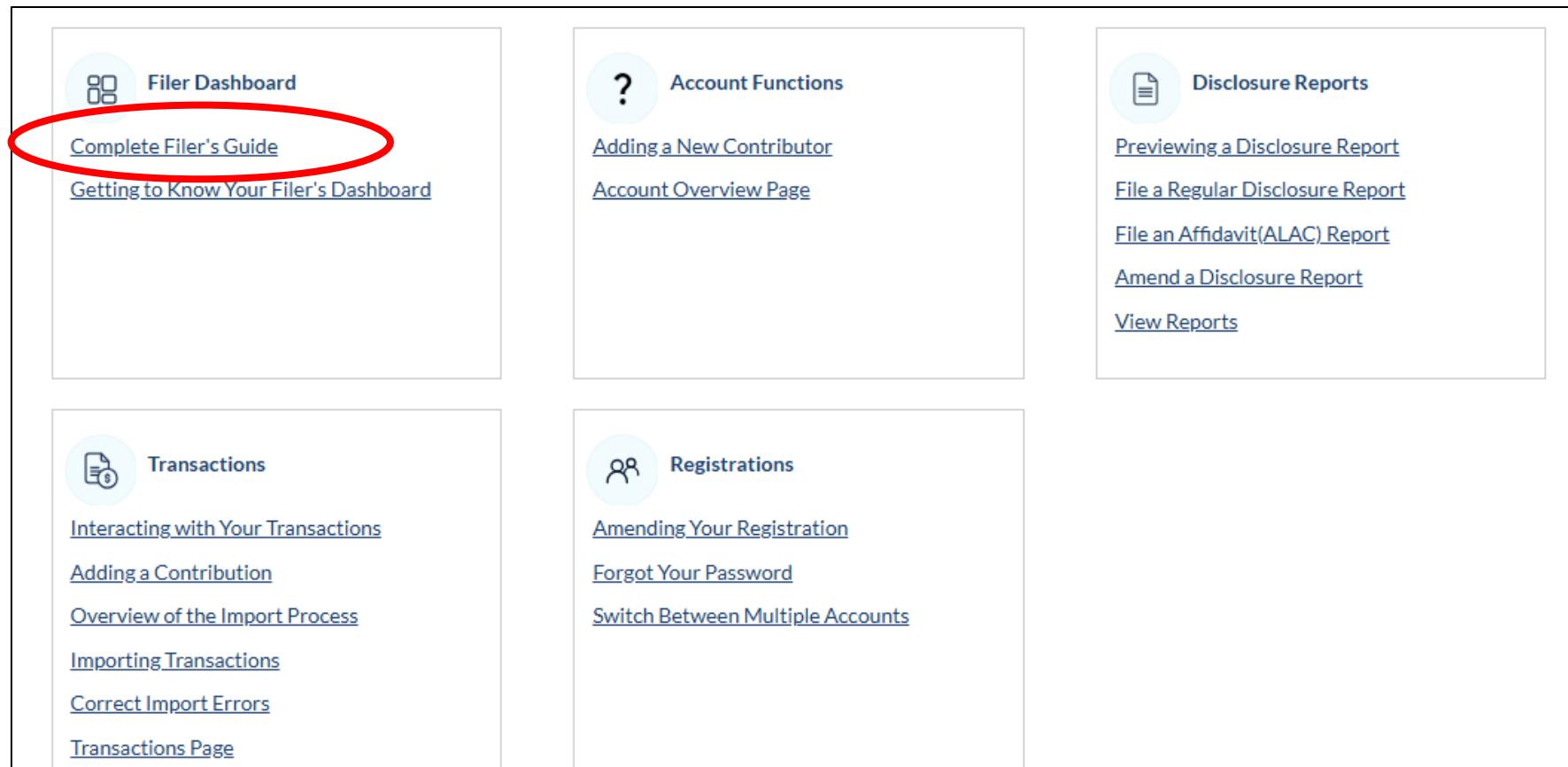
Filer Dashboard
- Complete Filer's Guide *(circled)*
- Getting to Know Your Filer's Dashboard

Account Functions
- Adding a New Contributor
- Account Overview Page

Disclosure Reports
- Previewing a Disclosure Report
- File a Regular Disclosure Report
- File an Affidavit(ALAC) Report
- Amend a Disclosure Report
- View Reports

Transactions
- Interacting with Your Transactions
- Adding a Contribution
- Overview of the Import Process
- Importing Transactions
- Correct Import Errors
- Transactions Page

Registrations
- Amending Your Registration
- Forgot Your Password
- Switch Between Multiple Accounts

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4. How to Learn in new CRIS

o User's Guide

Maryland State
Board of Elections
CAMPAIGN REPORTING
INFORMATION SYSTEM

Filer's User Guide

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5. Getting Ready for the 2026 Annual Report

o All candidate committees, not just public finance ones, have to file their 2026 Annual.
    o All transactions through Wed. Jan 14, 2026, at 11:59PM
    o 2026 Annual Report is due Wed. Jan. 21, 2026, at 11:59PM

o If you have not met your qualifying thresholds, you still have to file.

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5. Getting Ready for the 2026 Annual Report

o Will talk more about this in the next Lunch & Learn

o Bottom line: you file your 2026 Annual regardless of where you are on qualifying.

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Questions

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Future Lunch and Learns

o Mon. Jan. 19th, Noon. Handling Your First Required Report

o Mon. Feb. 2nd, Noon. How to Amend / Edit Transactions in new MD CRIS

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