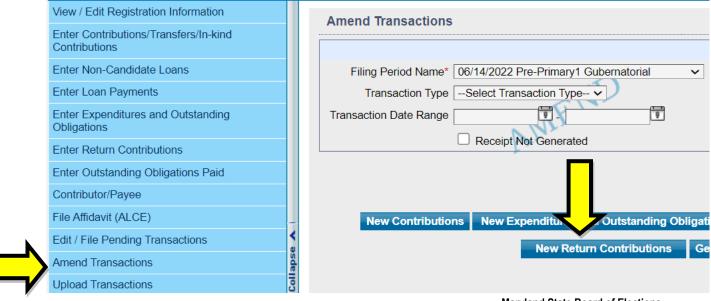
HOW TO SUBMIT RETURNED CONTRIBUTIONS IN MDCRIS: Prior Period

This job aid is for committees processing a returned contribution in a prior filing period. If a returned contribution was processed in the current filing period, see 'Current Period" job aid.

1. Login to MDCRIS



2. From the left side menu, click "Amend Transactions" then "New Returned Contribution".

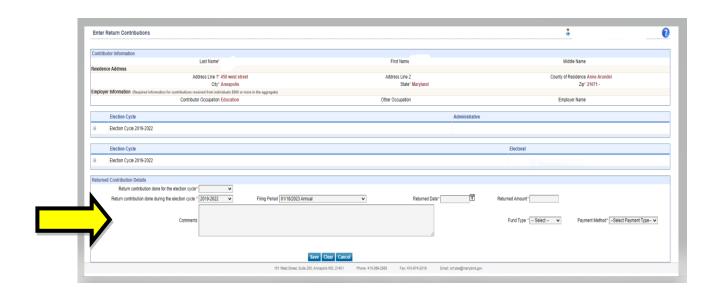


HOW TO SUBMIT RETURNED CONTRIBUTIONS IN MDCRIS: Prior Period

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

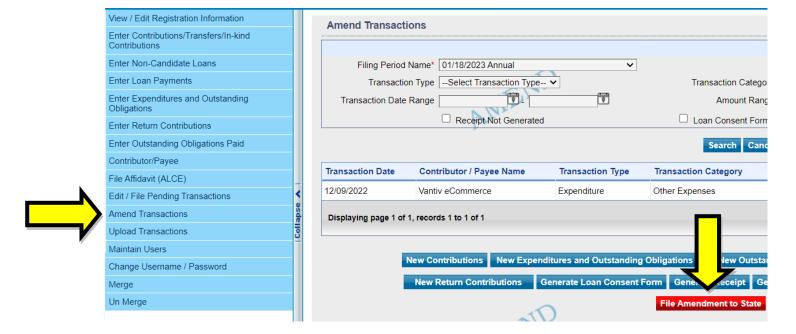


4. Enter the Return Contribution transaction details for the Contributor Type and click to save.



HOW TO SUBMIT RETURNED CONTRIBUTIONS IN MDCRIS: Prior Period

- 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.
- 6. Select Amend transactions from the left side menu, select the filing period, select search, then select "File Amendment to State".



Maryland State Board of Elections