Electronic Filing System (EFS) Software
V.5.1 Quick Reference Guide

Download the EFS Software V. 5.1

Go to the New York State Board of Elections website **www.elections.ny.gov**

- CLICK [Campaign Finance]
- CLICK [File Disclosure Reports]
- CLICK [Download latest version 5.1 of NYSBOE Electronic Filing System (EFS) Software]
- CLICK [Icon] created on your desktop after the download

Add a New/Additional Filer Setup

- CLICK [New/Additional Filer Setup] to enter your candidate or committee information, Filer ID and PIN
- Read the [Electronic Filing System End User License Agreement]and scroll to the bottom to CLICK [I understand and accept all the terms as set forth above]
- Enter the Candidate or Committee Name
- Enter your Filer ID assigned by NYSBOE
- Enter the PIN and tab to the next field
- Enter your Filer ID and PIN again to confirm
- Enter your Initials
- Enter your Starting Balance
- CLICK Save
- CLICK on the Filer ID drop down arrow and click on the Filer ID you would like to work with
- CLICK [Add a New Reporting Cycle]
- CLICK [Select the reporting cycle you would like to work with]

Create a Report

To Create a Reporting Cycle

- CLICK [Add a New Reporting Cycle]
- [Select a Reporting Cycle] from the drop down and CLICK [Continue]
- Choosing a January or July Periodic and election year and CLICK [Save} will automatically take you to [Choose a Schedule]

OR

- Enter or select the date of the Election for Primary, General, Special or Off-Cycle and Click [Save]

Note: The software will automatically create your Primary, General and Special Election Day

reporting periods with dates corresponding to the election day date selected and will return you to the main screen.

- CLICK [Select a Reporting Period] from the drop down
- CLICK [Choose a Schedule] and select a schedule from the drop down menu
- CLICK [New Transaction]
- A Schedule Tab will be created on your Navigation Bar every time you choose a Schedule and CLICK [New Transaction]

Enter Transactions

- Enter the transaction information required for the selected schedule and CLICK [Save]
- Add any additional transactions and CLICK [Close] when finished with that schedule
- Click [Transactions] on the navigation bar to create a new schedule, repeating [Choose a Schedule] and [New Transaction]

Submit a Report to NYSBOE

- Submitting a report requires two steps. **First**, you will need to Export (save to file) the report and **Second**, you will need to attach the report to an email and send it to efsfiling@elections.ny.gov
- Select the Reporting Cycle from the drop down for [Select a Reporting Cycle]. For Primary, General and Special Election reports also select the Reporting Period from the drop down for [Select a Reporting Period] you want to submit
- CLICK [File] in the Menu Bar and choose [Export (Save to File) a Report to send to NYSBOE]

Step 1 - Export a Report
- If this is an Amendment to a previously filed report, check the box [This is an Amendment]
- CLICK [Continue] if this is the first time you are filing this report

Note: The software will give your file a name that consists of your Filer ID, the last two digits of the year and the letter ending to match the report period code (i.e.A00000.12K). See codes under Help in the menu bar.
- Select the directory you want to save your file to and CLICK [OPEN]

Step 2 - Send Exported Report by email

The report has been exported to the following location on your computer:

C:\Program Files\NYS Board of Elections\EFS\FILINGS\C-exmpl.11D
- Open your email account to compose new mail
- Type **efsfiling@elections.ny.gov** in the TO: field
- Type **EFS Disclosure Report** in the Subject field
- Attach the exported disclosure report to the email and CLICK **Send**

Schedules for Disclosure Reporting

Contributions
Schedules A, B, C, D, E
Expenditures
Schedule F* (see Schedule F Reimbursement Help)
Transfers
Schedules G and H
Loans, Liabilities, Refunds
Schedules I, J, K, L, M
Record-Keeping
Schedules N and O
Housekeeping
Schedules P and Q
For party and constituted committees only
Allocations
Schedule R
For party, constituted and authorized multi-candidate committees only

Report Period Codes

- A - 32 Day Pre Primary
- B – 11 Day Pre Primary
- C – 10 Day Post Primary
- D – 32 Day Pre General
- E – 11 Day Pre General
- F – 27 Day Post General
- G – 32 Day Pre Special
- H – 11 Day Pre Special
- I – 27 Day Post Special
- J – January Periodic
- K – July Periodic
- L – Off Cycle

Amend a Report

Edit a Reporting Cycle

1. Select the **Reporting Cycle** from the drop down menu.
2. Click **Reporting Cycles** in the menu bar and click **Edit the Dates of the Selected Reporting Cycle**.
3. Enter or select the correct date and click **Save**.

Edit a Transaction

1. Select the **Reporting Cycle** from the drop down menu.
2. Select the **Reporting Period** from the drop down menu of the transaction you want to edit.
3. Select the **Schedule** from the drop down menu of the transaction you want to edit.
4. Click the transaction you want to edit and click the **View/Edit Transaction button**.
5. Modify the transaction and choose **Save** or **Delete** if you want to delete the transaction.

Edit a Transaction using Report Inventory

1. Click **Reporting Cycles** in the menu bar and click **Show Report Inventory**
2. Click the Report you want to amend and click **Use the Selected Report**
3. Select the **Schedule** from the drop down menu of the transaction you want to edit.
4. Click the transaction you want to edit and click the **View/Edit Transaction button**.
5. Modify the transaction and choose **Save** or **Delete** if you want to delete the transaction.

Add a New Transaction using Report Inventory

1. Click **Reporting Cycles** in the menu bar and click **Show Report Inventory**
2. Click the Report you want to amend and click **Use the Selected Report**
3. Select the **Schedule** from the drop down menu to add a new transaction.
4. Click the **New Transaction** button.
5. Add the new transaction and choose **Save.**

Export an Amended Report

1. Select the **Reporting Cycle**.
2. Select the **Reporting Period** you want to submit.
3. Click **File** then click **Export (Save to File) a Report to Send to NYSBOE**.
4. Select **This is an Amendment** check box and click **Continue**.
5. Select the directory under **File Name** that you want to save your file to and click **Open**.

Do not alter the name of the file. The software will give your file a name, for loading purposes, that consists of your Filer ID, the last two digits of the year, the letter ending to match the report period code and .A to indicate that the filing is an amendment. (i.e. A12345.10K.A).

Email an Amended Report

1. Open your email account to write new or compose new mail.
2. Type **efsfiling@elections.ny.gov** in the **To:** address.
3. Type EFS Disclosure Report in the **Subject**.
4. Attach the exported disclosure report, saved in step 1, to the email and click **Send**.

Mail an Amended Report

1. Save your report onto a diskette, CD or DVD
2. Label your diskette, CD or DVD with your:
   a. Filer ID
   b. Candidate or Committee Name
   c. Year of Report
   d. Name of Report (e.g., 32-day pre-general; January periodic, etc.)
3. Place diskette, CD or DVD in a secure mailer and mail to:

NYS Board of Elections
Attn: Campaign Finance Unit
40 N. Pearl Street, Suite 5
Albany, NY 12207

In **ALL** cases, the receipt and content of campaign financial disclosure reports sent to NYSBOE need to be verified.

Verify NYSBOE's Receipt of Your Disclosure Report

To verify that your campaign financial disclosure report has been received by NYSBOE:

- Visit our website @ **www.elections.ny.gov**
- CLICK [Campaign Finance]
- CLICK [View Disclosure Reports]
- CLICK [Query the Database]
- CLICK [View Candidate or Committee by Name]
- Enter all or part of the Candidate or Committee name
- CLICK [Submit Query]
- CLICK on your Filer ID Link (in blue)
- CLICK on the report you want to view

Contact NYSBOE at 1-800-458-3453 if the report is missing or inaccurate.

* Schedule F Reimbursement Help:

If you are reimbursing a person for non-personal services for something he/she purchased for the campaign from a vendor or you are reporting a payment for a credit card expense then you must report the details of those expenditures as follows.

Step 1:
Provide the payee information under the code **"REIMB" (Reimbursement)** for those reimbursements to individual or credit card expenditures.

1. Provide the date the reimbursed individual or credit card payment was made.

2. Select the purpose code **"REIMB" (Reimbursement).**

3. Enter the amount reimbursed.

4. Provide the complete name and address of payee (e.g., Sally Smith, Master Card).

5. Select the Method of payment from the drop down.

6. If the payment method is by check, enter the "Check#" in the "Check#"/Ref#" box for the method of payment made to the payee (e.g., 123).

7. If a payment method other than by check is selected (e.g., debit or credit card, PayPal, wire transfer etc.) create a reference item and/or number; Debit 1, Credit 1, PayPal 1 etc. and enter it in the "Check#"/Ref#" box to link the payee to the vendor.

   Note: the reference item and/or number you create can be any combination of letters and numbers but must clearly link the payee and vendor.

8. Save this reimbursement transaction. **Note: you will remain on the Schedule F screen to proceed to Step 2.**

Step 2:
Once this reimbursement entry has been saved, provide the vendor information under the code **Reimbursement Detail (R-DET)** for those individual expenditures included in the reimbursement to the payee.

1. Provide the date the vendor was paid.

2. Select the purpose code **"R-DET" (Reimbursement Detail Item).** The "Amount" and "Method" field will automatically be blanked out for you.

3. Provide the complete name and address of the vendor.

4. If the payment method to the payee was by check, enter the "Check#" and provide an R after the check number used for the reimbursement item for the vendor (e.g., 123R) in the "Check#"/Ref#" box.

5. In the "Explanation" field provide the amount for each vendor with the word "Memo" in front of it. (e.g., Memo: $120). Repeat Step 2 for each vendor item. The total memo amounts must equal the amount of the reimbursement paid to the payee.

6. If a payment method other than by check was used (e.g., Debit or Credit, PayPal, etc.) provide an "R" after the reference item and/or number you created and enter it in the "Check#"/Ref#" box (e.g., Debit 1R, Credit1R, PayPal 1R etc.) along with the payee name. Continue to use the same reference item for each reimbursement detail item to link the vendor transactions to the payee.

   Note: the reference item and/or number you created in Step 1 must clearly link the vendor with the payee.

7. In the "Explanation" field provide the amount for each vendor with the word "Memo" in front of it along with the payee name. For example:

      Individuals: Memo: $120, Sally Smith (payee name)
      Credit card: Memo: $450, Master Card (payee name)

8. Save this reimbursement transaction.

Note: For those items $49.99 and under, and not requiring itemization, select purpose code ***"Reimbursement Detail (R-DET)"*** *and check the "unitemized" box. All fields will automatically blank out for you except for the "Explanation" field and "unitemized" will appear as the "payee name." Use the word Memo with the unitemized balance. (e.g., Memo: $1,056.39 total unitemized)*