Introduction to Electronic Filing

How to electronically file your FPPC forms using NetFile

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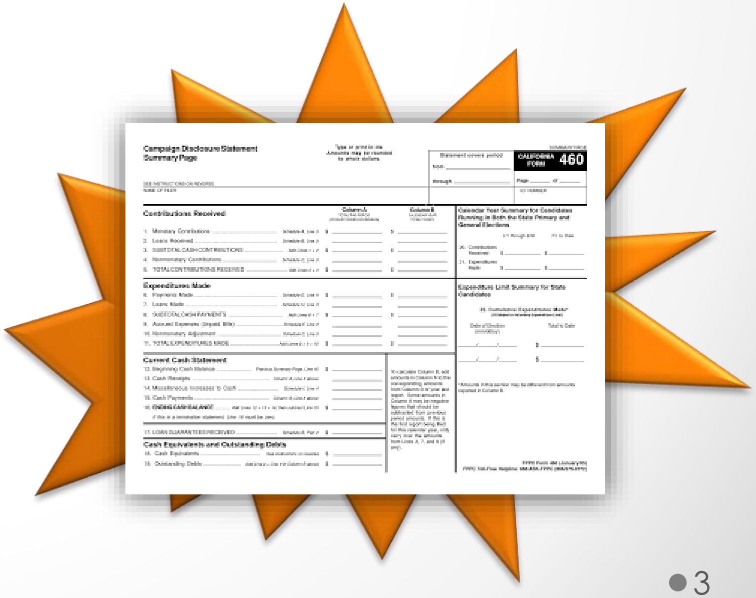
What is NetFile?

- A way for filers to enter transactions and necessary information for generating disclosure statements
- Not line-by-line entries
  - NetFile stores the information you enter into the system. The program will do the calculations and generate the statement for you!

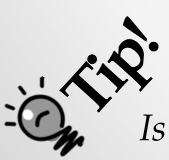


What do you need to use NetFile?

- System/Program Requirements
  - Web browser software such as Internet Explorer (7+), Mozilla Firefox (10+), Safari (5+)
  - A compression utility such as WinZip or StuffIt Expander. (Windows 7, Vista and XP operating systems have a built-in compression utility so there is no need to install a compression utility.)
  - A PDF reader such as Adobe Reader or Foxit Reader

Create Your NetFile User Account

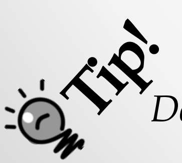
1. Go to https://netfile.com/Filer.
2. Under "New Campaign Committee Filers" in the "Campaign Committee Filers" section, click "Create a New NetFile User."
3. Enter your name, e-mail address, work phone, and mobile phone (you must enter something in fields).
4. Click "Create New NetFile User." The "E-mail Sent" page opens, informing you that the system has sent an email to you with further instructions.
5. Log into your e-mail account to open the confirmation e-mail that was just sent to you.
   - Check your junk mail or spam folder if you don't see it after a few minutes.
6. Click on the link provided in the email to confirm this request.
7. The "NetFile User Confirmation" page opens, containing confirmation that the system has created your new account. The page lists your new user name (which is your e-mail address) and a unique password for the user. Save the password for your records. This is CASE SENSITIVE.
   - You may change your password to something of your own choosing once you log-in.



Is this your committee's first visit to this web page? If so, follow the above instructions in order to log-in.

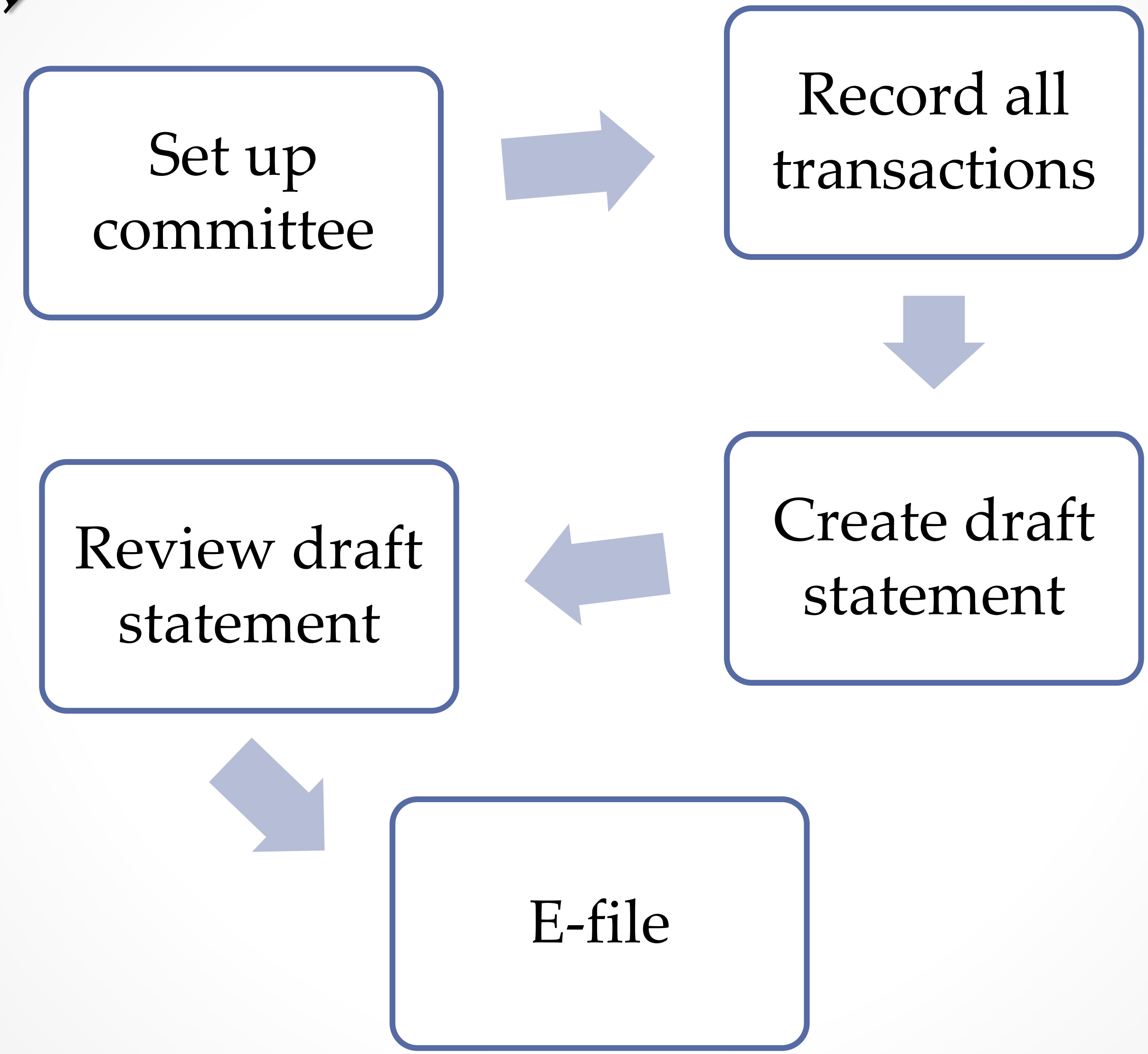
Link Your NetFile Account to Your Committee

1. Click the “Go to the Log-In Page” link on the Confirmation page to open the Log-In page. Enter your username and password (the TwoWords you were just given).
2. You will now be at your NetFile User Home page. Click “Link Local Campaign Filer Account.”
3. Enter your committee name **exactly** as it appears on your Form 410, choose a committee type, and enter the committee’s Filer ID (e.g., SCC-12345) and Filer Password. Click “Link Local Campaign Filer Account.”
4. You are now the owner of the account. Repeat steps 1-3 to link your NetFile User to all other committees for which you are responsible.



Don’t confuse your Filer ID with your FPPC/SOS ID number. You should have received your Filer ID and Filer Password from the ROV Office.

Process Flow



Tip!

Remember to generate a new draft statement if you corrected any mistakes during the review process. Skip Step 1 for future filings under the same committee (set-up is only required once).

Setting Up Your Committee on NetFile

- Committee Set-Up Wizard

1. Enter your committee's information **exactly** as it appears on your 410. **DO NOT fill out the Form 410 section at the bottom.** Click "Save and Proceed to Step 2." (Remember, if you change any officer/committee information, you must file a 410 amendment!)
2. Tabs: Candidate/Officeholder, Ballot Measure Information, Related Committees, and Primarily Formed Information
   a) ONLY fill each section out if it applies to your committee! There is no way to delete these changes—so please make sure you read the print carefully.
   b) Click "Skip this step and continue to the next step" if a section does NOT apply to you.
3. All filers must complete Officer Information tab.
   a) Be sure to enter candidate as Treasurer or Assistant Treasurer if applicable.
4. Click "complete."

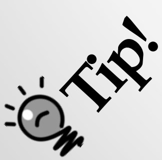
Tip!

You can also update committee information by clicking on the "Committee Information" link in the "Statements" tab.

Transactions

Creating a New Entity

- In order to record a transaction, you must associate it with an entity in the system
- Creating a new entity (accessible either under "Entities" tab or within the transaction)
  - Add a New Individual
    1. Click "Create a New Individual."
    2. Enter all required fields.
    3. Submit.
  - Add a New Organization
    1. Click "Create a New Organization."
    2. Enter all required fields.
    3. Submit.
  - Add a New Committee
    1. Click "Create a New Committee."
    2. Enter all required fields.
    3. If applicable, enter Candidate Committee and/or Ballot Measure Committee information.
    4. Submit.



Search for existing entities on transaction pages to see if you've already put them in the system.

Transactions

Entering “Money In” Transactions

1. Select one of the following “Money In” transactions on the Transactions menu: Monetary Contributions, Nonmonetary Contributions, Miscellaneous Increase to Cash, or Loan Received from Others

2. Search for an individual, an organization, or a committee entity to associate with the transaction by typing the name into the search box and clicking “search.” (If the entity does not exist in the system, you must add the entity.)

3. Click “select” in the Search Results table for the entity you want to associate with the transaction. The page for the transaction type you selected in Step 1 opens.

4. Enter information about the transaction.

5. Click “submit” to record the transaction.

Entering “Money Out” Transactions

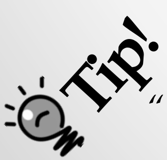
1. Select the appropriate link under the “Money Out” heading on the Transactions menu depending on the source of the money: Disbursements, Enter Bills, or Loan Made to Others.

2. Search for an individual, an organization, or a committee entity to associate with the transaction by typing the name into the search box and clicking “search.” (If the entity does not exist in the system, you must add the entity.)

3. Click “select” in the Search Results table for the entity you want to associate with the transaction. The page for the transaction type you selected in Step 1 opens.

4. Enter information about the “Money Out” transaction.

5. Click “submit” to record the transaction.



“Unitemized receipts” and “unitemized disbursements” are already existing entities in the system — just search for them on the transaction page!

Transactions

Loans

Received from others:

1. Select "Loan Received from Others" on the Transactions menu.
2. Search for the entity that made the loan to your committee by typing the name into the search box and clicking "search." (If the entity does not exist in the system, you must add the entity.)
3. Click "select" in the Search Results table for the entity you want to associate with the loan.
4. Enter information about the loan that was received.
5. Click "submit" to save the loan.

Made to others:

1. Select "Loan made to Others" on the Transactions menu.
2. Search for the entity to which your committee made a loan by typing the name into the search box and clicking "search." (If the entity does not exist in the system, you must add the entity.)
3. Click "select" in the Search Results table for the entity you want to associate with the loan.
4. Enter information about the loan that was received.
5. Click "submit" to save the loan.

Tip!

Don't forget to use the appropriate transaction types when making a payment towards an existing loan or receiving a payment on money you loaned.

Creating and E-Filing Statements

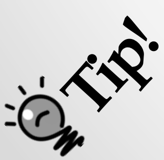
- Create a new disclosure statement
  1. Select the appropriate link under the "Create Draft Statements" section of the Statements menu, depending on the statement you want to create.
  2. Enter the required information, including any required signers.
  3. Click "Create Draft Form." The system opens the "New Draft Document Status" page. The page displays a note when the system completes the statement creation process. Click the link in the note to open the Home page, where the Draft Documents table lists your newly drafted statement.
- View the draft disclosure statement
  1. The Home page displays the Draft Statements table.
  2. Click "View" in the Draft Statements table for the statement you want to review. The system prompts you to download a zip file which contains: a PDF of the disclosure statement, CAL text file, and Validation files (a text and PDF file detailing errors and warnings for the statement). **The system will not e-file a statement with errors.**
  3. Open the disclosure statement PDF for review to make sure that you've entered accurate information.
  4. If you need to make any changes to your statement, you must make these edits in the system first. Then, create a **new** disclosure statement that will reflect your changes. It may be helpful to delete the older draft to save you from future confusion.

Tip!

For Form 460, the "Start Date" and "End Date" must reflect the correct statement covers period dates specified on the current FPPC Filing Schedule.

Creating and E-Filing Statements

- E-file the disclosure statement
  1. After reviewing the accuracy of the statement, go to the Draft Statements table on the Home page.
  2. Click "E-file" in your disclosure statement's row.
  3. Enter your e-mail address in the Response E-mail field to receive notification about the status of your e-filing.
  4. Click "Submit E-filing to Agency." The system processes the e-filing and provides you with updates on the status.
  5. Verify that a copy is placed in the E-Filed Statements list on the Home page.



*Remember– you must add all necessary transactions **before** creating a new draft in order to include them on the statement you'd like to e-file!*

Contact Information

Candidate and Public Services Division (Registrar of Voters)

(408)299-8639

www.sccvote.org

NetFile Technical Support

filerhelp@netfile.com

Fair Political Practices Commission (FPPC) Advice

1(866)ASK-FPPC

1(866)275-3772

advice@fppc.ca.gov