# Campaign Finance Reporting Assistance MEC YouTube Tutorials

To assist committees with their campaign finance reporting requirements, the MEC has created a series of tutorial videos breaking down the campaign finance electronic filing system, step-by-step. Each video is less than five minutes long, explains when a section may need to be completed, and demonstrates how to complete the section. Don't delay– begin your report as soon as possible to ensure you get the answers you need in a timely manner.



## Introduction to the Campaign Finance Electronic Filing System

Videos in this section explain how to login to the campaign finance electronic filing system and begin a campaign finance report.

- Part 1: Logging In
- Part 2: The Committee Home Page
- Part 3: The Report Cover Page
- Part 4: Exploring the Report Menu



### Reporting Contributions and Loans Received

Videos in this section explain how to report money, goods, and resources received by your committee during the reporting period.

- Part 1: Monetary and In-Kind Contributions
- Part 2: Fundraising Events Held
- Part 3: Loans Received
- Part 4: Miscellaneous Receipts
- Part 5: Contractual Relationships
- Part 6: Investments Made and Held



#### Reporting Expenditures and Contributions Made

Videos in this section explain how to report money spent by your committee.

- Part 1: Expenditures Made
- Part 2: Contributions Made
- Part 3: Loans Made and Payments or Credits on Loans
- Part 4: Payments on Previously Reported
   Incurred Expenditures
- Part 5: Miscellaneous Disbursements
- Part 6: Expenditures to Independent Contractors
- Part 7: Expenditures to Support/Oppose a Candidate or Ballot Measure



#### **Finalizing a Campaign Finance Report**

Videos in this section explain how to finalize your committee's report, including submission and amending the report (if necessary)

- Part 1: Committee Termination Statement
- Part 2: Addendum Statement
- Part 3: Prior Report Totals
- Part 4: Final Review and Submit
- Part 5: Amending a Report