

HOW TO SUBMIT AMENDMENTS ELECTRONICALLY

The only way to amend a report electronically is to submit the amendment via the Campaign Finance Online Filing System (CFOFS). However there are two methods to make the corrections in CFOFS.

Method #1-If you originally keyed all of your data directly into the system or if the number of necessary changes are minimal in number, the easiest way to amend the report is to just go into the report open it for amendment at the Report Center and make whatever changes are necessary to the contribution, expenditure or loan/debt records. Once the changes have been made proceed to the cover page via the “Tasks” page, click “Recalculate”. The updated Cover Page should reflect the changes that you have made. If the Cover Page looks correct then go ahead and submit the amendment the same way you submitted the original report.

Method #2- If you used the upload a report function and you need to correct large numbers of contribution, expenditures or loan/debt records, you may upload the corrected contribution, expenditure or loan/ debt files. It is not necessary to resubmit the entire report. Only those files which contain corrected data need to be uploaded. Open the report for amendment and then go to the Upload a Report screen. Upload whichever files you have changed. Once the corrected files have been uploaded, you can proceed to the cover page. Click “Recalculate”. The updated Cover Page should reflect the changes that you have made. If the Cover Page looks correct then go ahead and submit the amendment the same way you submitted the original report.