

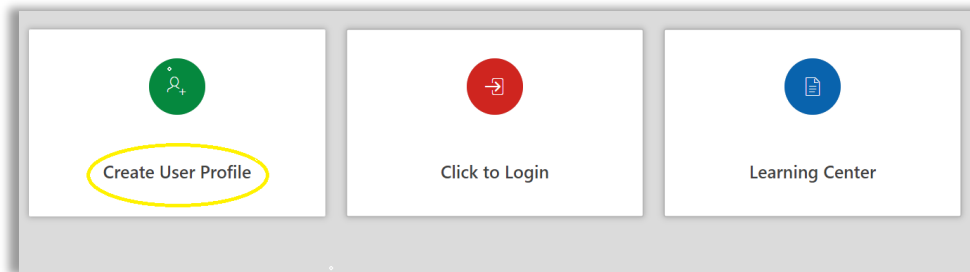


BOe-FILE COMMITTEE USER GUIDE

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USER ACCOUNT CREATION



- Begin creating a new account by selecting “Create User Profile.”
- After creating an account, existing users will skip this step and select “Click to Login.”
- The “Learning Center” will provide resources for users and the Boards of Elections on all facets of the system.

A screenshot of a web form titled 'Create User Profile' in a dark blue header bar with a close button (X) on the right. The form contains five input fields, each with a red asterisk and a placeholder text: 'Email Address' (placeholder: 'Please enter email address', with a small 'x' icon and a note 'Enter a valid email address' below), 'Password' (placeholder: 'Please enter password', with a small 'x' icon and a list of requirements: 'Password must be at least 15 characters long and contain each of the following: 1 Uppercase Letter, 1 Lowercase Letter, 1 Number, 1 Symbol (!@#\$%^&*)'), 'First Name' (placeholder: 'Please enter first name', with a small 'x' icon), 'Last Name' (placeholder: 'Please enter last name', with a small 'x' icon), and 'Phone Number' (placeholder: 'Please enter phone number', with a small 'x' icon and an example 'Eg: 1234567890 or 123-456-7890'). At the bottom left is a red 'Cancel' button with a close icon (X). At the bottom right is a green 'Continue' button with a right-pointing arrow, which is circled in yellow.

- Enter information into all user profile fields.
- Make sure to use a valid email address as it will be utilized for multifactor authentication when submitting reports and Designation of Treasurers (DOT).
- Providing an accurate phone number will allow the Board of Elections to contact you in case of filing issues.
- Select “Continue” to proceed when complete.

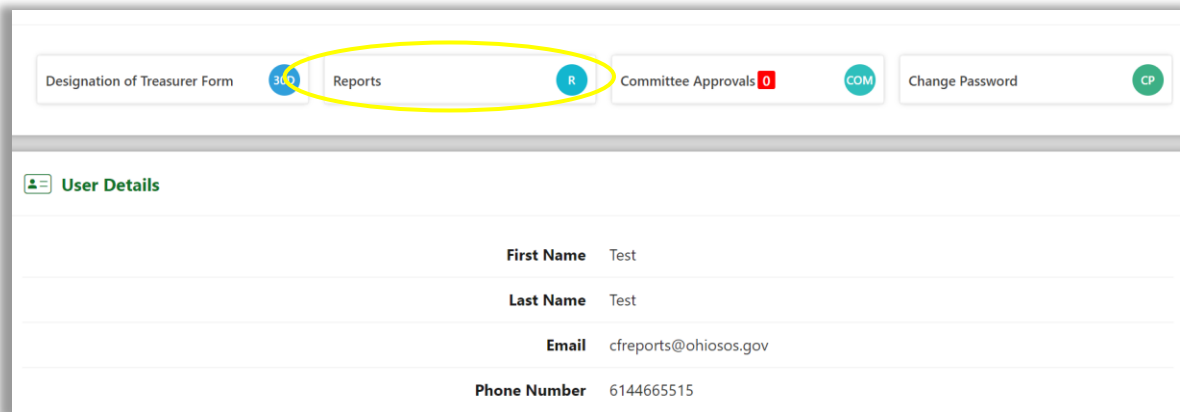
The image shows a dialog box titled "Email Verification" with a close button (X) in the top right corner. Inside the dialog, there is a light blue header bar with an information icon (i) and the text "Please enter the pin sent to the following email address." Below this, the "Email Address" is displayed as "cfreports@ohiosos.gov". Underneath, the "Pin" label is followed by a text input field containing the placeholder text "Please enter pin". This input field is circled in yellow. At the bottom left, there is a blue button with a left-pointing arrow and the text "Change Email address". At the bottom right, there are two buttons: a green "Submit" button with a checkmark and a red "Cancel" button with an X.

- A PIN will be sent to the email address associated with your user account to confirm the identifying information provided.
- The email may take a few moments to arrive; check your spam folder if you do not receive it promptly.
 - If you still do not receive the email, confirm the email address entered is correct. If the email address listed is incorrect or needs changed, click "Change Email Address" to enter a new email and have a new PIN sent.
- Enter the PIN from the email to continue.

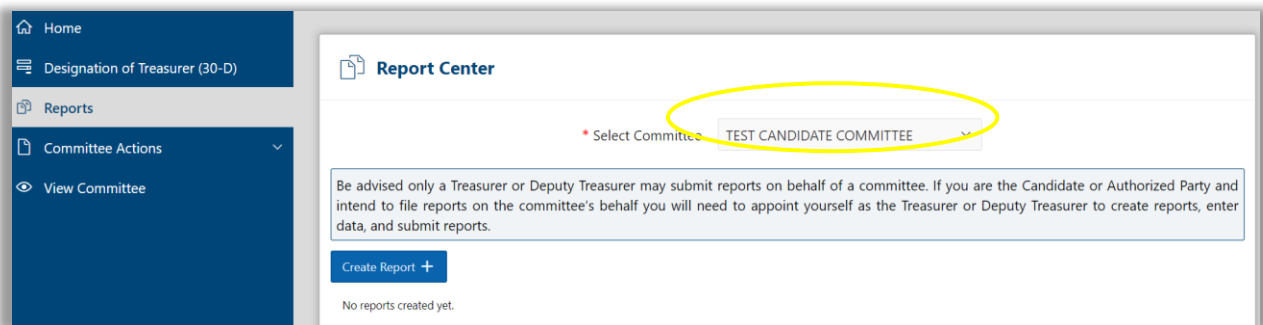
This image shows the same "Email Verification" dialog box as above. The "Pin" input field is now empty, and the "Submit" button (green with a checkmark) is circled in yellow. The "Change Email address" button (blue with a left arrow) remains on the bottom left, and the "Cancel" button (red with an X) remains on the bottom right.

- Click "Submit" to complete your account creation.

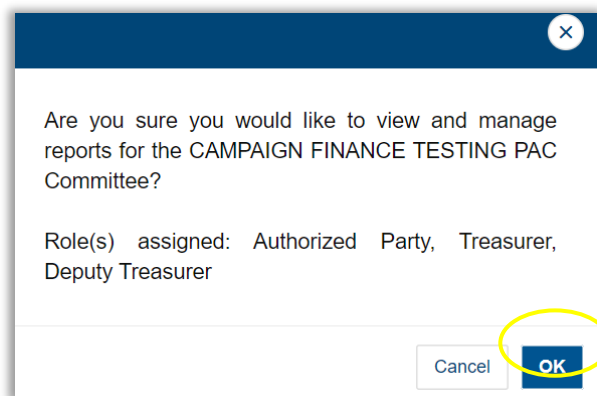
MANAGING MULTIPLE COMMITTEES



- For users associated with multiple committees, you will log in to your account profile as normal, then click “Reports” to proceed.



- Click the field for “Select Committee” to choose the committee you intend to manage.



- An additional confirmation message will appear.
- Click “OK” to proceed with managing the committee.
- When finished and seeking to manage a different committee simply return to the report center as described above and select the next committee.