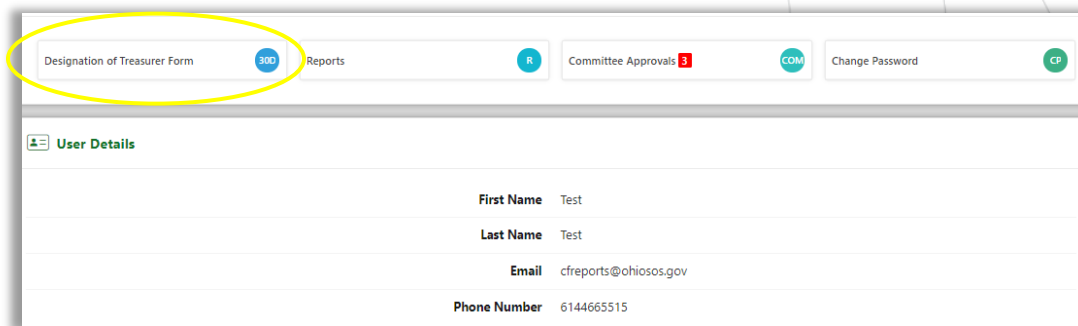


BOe-FILE COMMITTEE USER GUIDE

UPDATING COMMITTEE INFORMATION

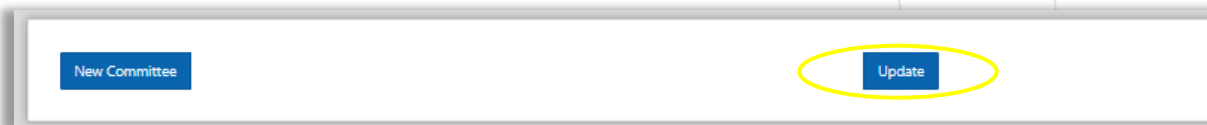
- Committees seeking to designate a new treasurer or update contact information will file an Updated Designation of Treasurer (DOT).



The screenshot shows a navigation bar with the following tabs: "Designation of Treasurer Form" (circled in yellow), "Reports", "Committee Approvals", and "Change Password". Below the navigation bar is a "User Details" section with the following information:

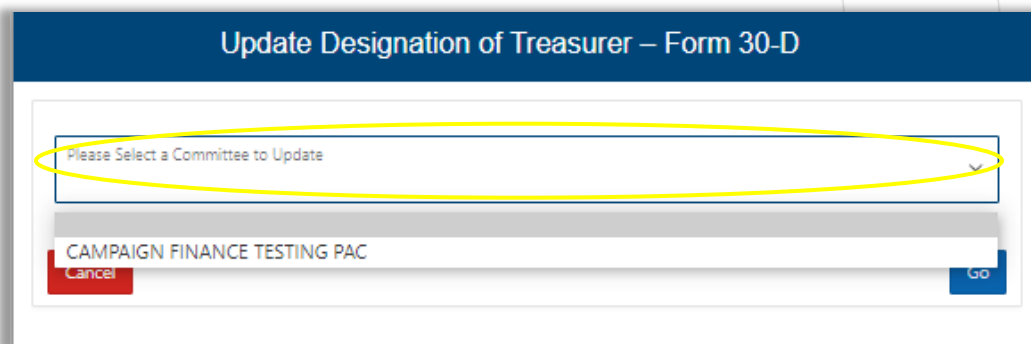
First Name	Test
Last Name	Test
Email	cfreports@ohiosos.gov
Phone Number	6144665515

- Begin updating committee information by clicking on "Designation of Treasurer Form."



The screenshot shows a horizontal bar with two buttons: "New Committee" and "Update" (circled in yellow).

- Click "Update" to edit any committee information, including changing treasurer or adding a deputy treasurer.



The screenshot shows a dialog box titled "Update Designation of Treasurer – Form 30-D". It contains a dropdown menu with the text "Please Select a Committee to Update" (circled in yellow). Below the dropdown is a list of committees, with "CAMPAIGN FINANCE TESTING PAC" selected. At the bottom of the dialog are "Cancel" and "Go" buttons.

- Click "Please Select a Committee to Update" to select the appropriate committee to update.
 - Only committees to which you have access as a user will be displayed in this list.

Update Designation of Treasurer – Form 30-D

Please Select a Committee to Update
CAMPAIGN FINANCE TESTING PAC

Cancel Go

- Click “Go” to proceed to the committee selected.

Committee Information

Full Name of Committee
CAMPAIGN FINANCE TESTING PAC

Street Address
123 CHANGED ADDRESS

City
TEST

State
Ohio

Zip
43215

A complete street address must be provided in each required address field. A post office box may be provided in addition to, but not in lieu of, the required street address (R.C. 3517.10(F)).

Telephone
614-466-3111

County Filing Location
Franklin

Email
CFREPORTS@OHIOSOS.GOV

Confirm Email
CFREPORTS@OHIOSOS.GOV

This email address will be used to transmit electronic filing information from the examining authority.

Back Cancel Next

- Previously submitted committee data will appear.
- Review and update any committee information fields, as necessary.
 - Some fields may be locked for editing on this screen and on future screens in this process if your profile is assigned as Treasurer or Deputy Treasurer within the committee.
- Click “Next” to proceed.

Update Designation of Treasurer – Form 30-D

✔ Committee Information
● **Treasurer Information**
● Deputy Treasurer Information
● Detailed Information

Treasurer Information

First Name TEST	Middle Name	Last Name TEST	Suffix
Street Address 123 CHANGED ADDRESS	City TEST	State Ohio ▼	Zip 43215

A complete street address must be provided in each required address field. A post office box may be provided in addition to, but not in lieu of, the required street address (R.C. 3517.10(F)).

Telephone 614-466-3111	Email CFREPORTS@OHIOSOS.GOV	Confirm Email CFREPORTS@OHIOSOS.GOV
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This email will be used for account access instructions and to transmit the user's electronic signature.

Back
Cancel
Next

- The current treasurer's information will populate.
- Review and update any treasurer information fields, as necessary.
- Click "Next" to proceed.

Update Designation of Treasurer – Form 30-D

Progress indicator: Committee Information (✓), Treasurer Information (✓), Deputy Treasurer Information (●), Detailed Information (●)

TEST TEST TEST TEST

Street Address: 123 Changed Address

City: TEST

State: Ohio

Zip: 43215

A complete street address must be provided in each required address field. A post office box may be provided in addition to, but not in lieu of, the required street address (R.C. 3517.10(F)).

Telephone: 614-466-3111

Email: CFREPORTS@OHIOSOS.GOV

Confirm Email: CFREPORTS@OHIOSOS.GOV

This email will be used for account access instructions and to transmit the user's electronic signature.

Buttons: Back, Cancel, Next (circled in yellow)

- If applicable, review and update the deputy treasurer information fields, as necessary.
- If no Deputy Treasurer was previously appointed, you may appoint one in this section
- Click "Next" to proceed.

Update Designation of Treasurer – Form 30-D

Progress indicator: Committee Information (checked), Treasurer Information (checked), Deputy Treasurer Information (checked), Detailed Information (highlighted).

PAC is sponsored by: ?

Name of Sponsor:

Acronym Used (if any):

Is this a Ballot Issue PAC? ?

Please list the issue:

List any Affiliated PACs:

A PAC is affiliated with another PAC if they are both established, financed, maintained or controlled by the same corporation, organization, labor organization, continuing association or other person, including any parent, subsidiary, division, or department of that corporation, organization, labor organization, continuing association, or other person.

Buttons: Back, Cancel, Next (circled in yellow).

- Continue reviewing and updating any detailed information fields, as necessary.
- Click "Next" to proceed.

Update Designation of Treasurer – Form 30-D

*Please review and confirm information below is correct. Make any necessary revisions prior to submitting form.

Treasurer Address 123 TESTING	Treasurer City TEST	Treasurer State Ohio	
Treasurer Zip 43215	Treasurer Telephone 614-466-3111	Treasurer Email CFREPORTS@OHIOSOS.GOV	
Deputy Treasurer First Name TEST	Deputy Treasurer Middle Name	Deputy Treasurer Last Name TEST	Deputy Treasurer Suffix
Deputy Treasurer Address 123 Changed Address	Deputy Treasurer City TEST	Deputy Treasurer State Ohio	
Deputy Treasurer Zip 43215	Deputy Treasurer Telephone 614-466-3111	Deputy Treasurer Email CFREPORTS@OHIOSOS.GOV	
Back	Cancel	Submit	

- The committee’s full information will again be displayed for review prior to submission.
- Use the “Back” button if there are issues that need corrected.
- Use “Cancel” to stop submitting an Updated DOT completely.
- Click “Submit” to proceed.

Are you sure you would like to submit this form?

OK Cancel

*Please review and confirm information below is correct. Make any necessary revisions prior to submitting form.

Treasurer Address 123 TESTING	Treasurer City TEST	Treasurer State Ohio	
Treasurer Zip 43215	Treasurer Telephone 614-466-3111	Treasurer Email CFREPORTS@OHIOSOS.GOV	
Deputy Treasurer First Name TEST	Deputy Treasurer Middle Name	Deputy Treasurer Last Name TEST	Deputy Treasurer Suffix
Deputy Treasurer Address 123 Changed Address	Deputy Treasurer City TEST	Deputy Treasurer State Ohio	
Deputy Treasurer Zip 43215	Deputy Treasurer Telephone 614-466-3111	Deputy Treasurer Email CFREPORTS@OHIOSOS.GOV	

Back **Cancel** **Submit**

- A final confirmation message will appear on the page.
- Click "OK" to proceed.

30-D Update Verification

Please enter the PIN sent to your email to complete the 30-D update process.

* Pin

The information contained in this filing is made under the penalty of election falsification. Whoever commits election falsification is guilty of a felony of the fifth degree. By clicking submit, I acknowledge this statement.

Cancel ✕

Resend Pin ↻

Submit ✓

- A PIN will be sent to the email address associated with your user account.
- If you do not receive the PIN after a few minutes, check the email account's spam folder prior to selecting "Resend Pin."
- Enter the PIN.
- Click "Submit" to finalize your changes and electronically sign the updated DOT.
- If a new treasurer or deputy treasurer is being appointed, they will receive an email to complete their acknowledgement process.
- The updated DOT is not filed until all required electronic signatures have been completed.
- Once all signatures are complete the Board will electronically receive the updated DOT filing.