HOW TO SUBMIT A CAMPAIGN FINANCE REPORT BY THE CAMPAIGN FINANCE ONLINE FILING SYSTEM (CFOFS) USING THE UPLOAD FUNCTION

1. Prepare the report according to the file format instructions located at https://www.sos.state.oh.us/campaign-finance/file-online-cfofs/. Please note the location of where these saved files are located on your computer. The name of the file is no longer important. However, it is recommended that the committee names the file in such a way as to make it easy to correctly identify during the upload process.

2. Using the committee's login credentials, log into the Campaign Finance Online Filing System (CFOFS) at https://www6.sos.state.oh.us/ords/f?p=138:LOGIN:

3. Create the report to be filed. Please make sure that the correct report year and report type is selected. Please call the campaign finance section at 614-466-3111 if you are unsure which report you should create.

4. Once the report has been created, at the Report Center please click the report you want to work on.

5. On the Task page please click "I want to Upload Files". This link is found under "Other Tasks'' at the bottom of the Tasks Screen.

6. At the Upload File Page you will see options to upload a contribution, expenditure and loan/debt file. To select a file to upload, use the Browse function to locate the file on your computer. Once the file is selected, it should show in the appropriate field on the Upload screen. **Note: you must select the correct file for each of the Upload File fields. An expenditure file uploaded into the Upload Contribution File field will not upload successfully.**

7. Once you have uploaded contribution, expenditures and loan/debt files for the report please click on "Process Uploads".

8. If the files were uploaded successfully, they will appear at the bottom of the screen in the box labeled "Successfully Uploaded Files."

9. If one of the files did not load successfully you will see **"Errors in Upload file have occurred."** Below that will be a list and an explanation of the nature of the errors. If that happens you will need to go back to the file on your computer and make whatever corrections necessary. Once the corrections have been made you can attempt to upload the file again.

10. Once all of the files have been successfully uploaded, they are in the system as if you had keyed them directly. Click "Return to the Task List". From here you can proceed to "Select Review /Audit/ Submit from Cover Page" to submit the report.

11. You will need to key your starting balance in the Amount Brought Forward field. Then click "Recalculate". The cover page should not reflect the correct line totals and Balance on Hand. If these figures are correct, click "Submit Report". This will take you to a Submission Confirmation page where you will be asked to indicate that you understand that reports are submitted under penalty of election falsification. Once you agree, you will see another "Submit" button. Once you click that you will get a page with a filing receipt with a date stamp. The report is now filed.