

User's Guide for Texas Ethics Commission Electronic Filing Application

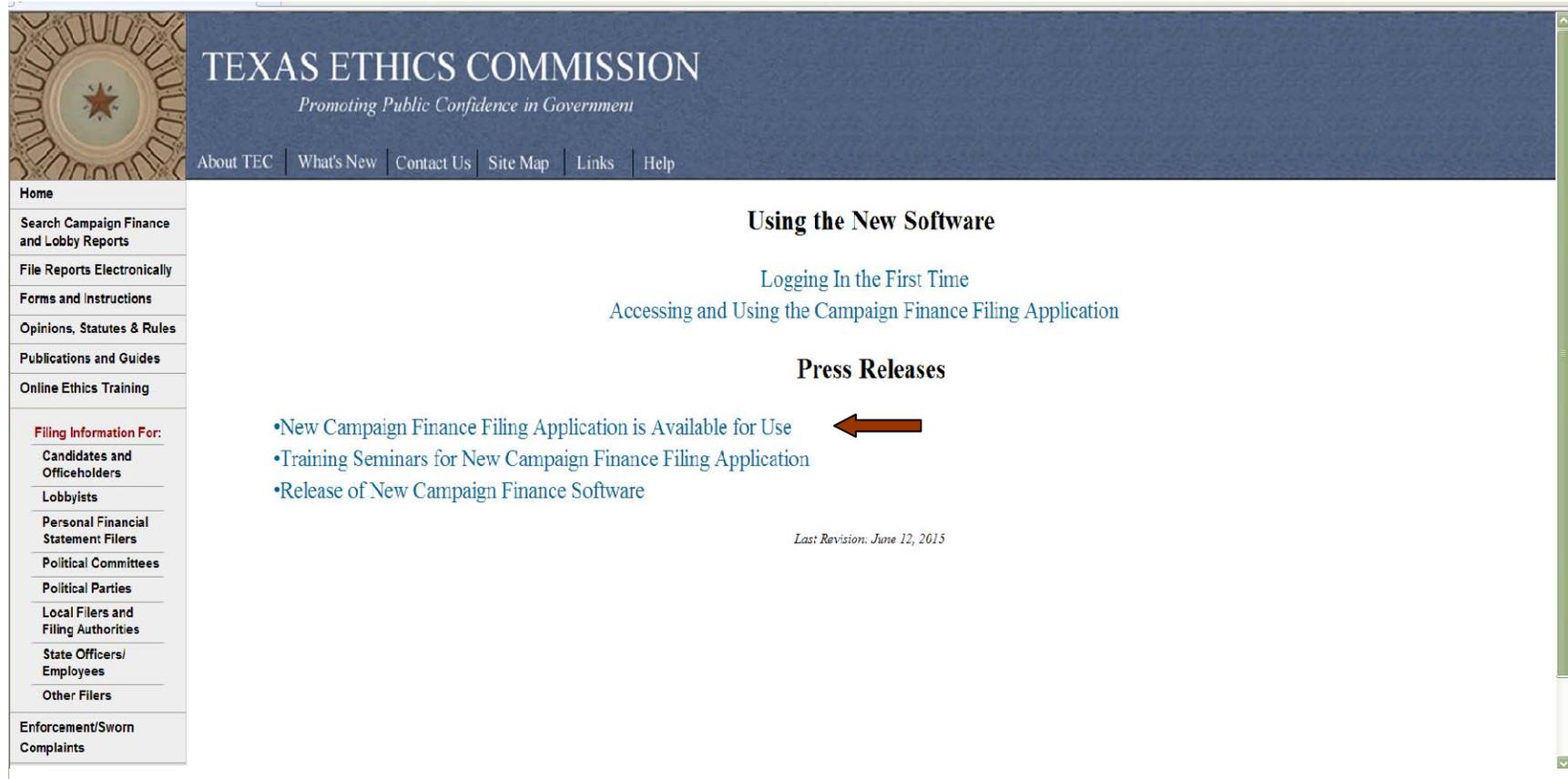
A. For All Users

1. First Time Filers Accessing the TEC website
2. Setting-up New Filer Log-on and Password with TEC
3. Existing Filers Accessing the TEC website
4. Resetting Password with TEC
5. Starting a New Report
6. Printing and Submitting Report to the Office of the City Clerk

B. For Users Importing Contributions and Expenditures

1. TEC Hints on Importing Contributions
2. TEC Hints on Importing Expenditures
3. TEC Instructions for Importing Contributions and Expenditures
4. TEC Templates for Importing Contributions and Expenditures

A1. First Time Filers Accessing the TEC website



The screenshot shows the Texas Ethics Commission website. The header features the TEC logo and the text "TEXAS ETHICS COMMISSION Promoting Public Confidence in Government". A navigation menu includes "About TEC", "What's New", "Contact Us", "Site Map", "Links", and "Help". A left sidebar lists various categories such as "Home", "Search Campaign Finance and Lobby Reports", "File Reports Electronically", "Forms and Instructions", "Opinions, Statutes & Rules", "Publications and Guides", "Online Ethics Training", "Filing Information For:" (with sub-items: Candidates and Officeholders, Lobbyists, Personal Financial Statement Filers, Political Committees, Political Parties, Local Filers and Filing Authorities, State Officers/ Employees, Other Filers), and "Enforcement/Sworn Complaints".

The main content area is titled "Using the New Software" and contains the following text:

Logging In the First Time
Accessing and Using the Campaign Finance Filing Application

Press Releases

- New Campaign Finance Filing Application is Available for Use ←
- Training Seminars for New Campaign Finance Filing Application
- Release of New Campaign Finance Software

Last Revision: June 12, 2015

Web address: <https://www.ethics.state.tx.us/whatsnew/NewSoftwareAnnouncements.html>

1. Click on “New Campaign Finance Filing Application is Available for Use”

First Time Filers Accessing the TEC website

TEXAS ETHICS COMMISSION
Promoting Public Confidence in Government

About TEC | What's New | Contact Us | Site Map | Links | Help

Home
Search Campaign Finance and Lobby Reports
File Reports Electronically
Forms and Instructions
Opinions, Statutes & Rules
Publications and Guides
Online Ethics Training

Filing Information For:
Candidates and Officeholders
Lobbyists
Personal Financial Statement Filers
Political Committees
Political Parties
Local Filers and Filing Authorities
State Officers/ Employees
Other Filers
Enforcement/Sworn Complaints

New Campaign Finance Electronic Filing Application!

LOG IN ←

Are you a local filer?
Do I have to file electronically?
Are you having trouble with your report?
Click Here for Last Minute Troubleshooting Tips for the New Software!

Instructional Videos:

- [Logging in the First Time](#)
- [How to Change Your Profile](#)
- [How to Change Your Password](#)
- [How to Check Your Report for Errors](#)
- [How to File a Zero Activity Report](#)
- [How to Import Contributions into a Report](#)
- [How to Import Expenditures into a Report](#)

Acceptable computers to use for filing include:

- Personal computer or laptop
- Mac desktop computer or MacBook
- Tablet

Form SECURITY

Importing Contributions and Expenditures:

- [Hints on Importing Contributions](#)
- [Hints on Importing Expenditures](#)
- [Watch the "How to Import" videos](#)
- [Instructions: Campaign Finance Import Guide](#)
- [Contributions Template](#)
- [Expenditures Template](#)

Your web browser must be at a minimum browser level:

- Chrome 4
- Firefox 15
- Internet Explorer 9
- Opera 12.1
- Safari 4

Last Revision: October 29, 2015

Texas.gov | Texas Homeland Security | Statewide Search | Site Policies

Web address: https://www.ethics.state.tx.us/whatsnew/elf_filing_info.htm

1. Click on “Log-in”

First Time Filers Accessing the TEC website

Welcome to the Texas Ethics Commission
ELECTRONIC FILING APPLICATION

Choose Your
FILING AUTHORITY

Texas Ethics Commission

Local Authority

Candidates, officers, and political committees in the state of Texas may be required to file with either their local authority such as county clerk or city office **OR** the Texas Ethics Commission depending upon what type of office they are running for, what office is currently held, or what measures/candidates/officers are supported.

Web address: <https://www.ethics.state.tx.us/File/>

1. Click on “Local Authority”

A2. Setting-up New Filer Log-On and Password with TEC

Texas Ethics Commission
ELECTRONIC FILING APPLICATION

Local Filer Login

You must log in to proceed. Enter your login information below and press **Login**.

Email: [Click here if you don't have a Local Filer ID](#)

ID

Password: [Forgot Password?](#)

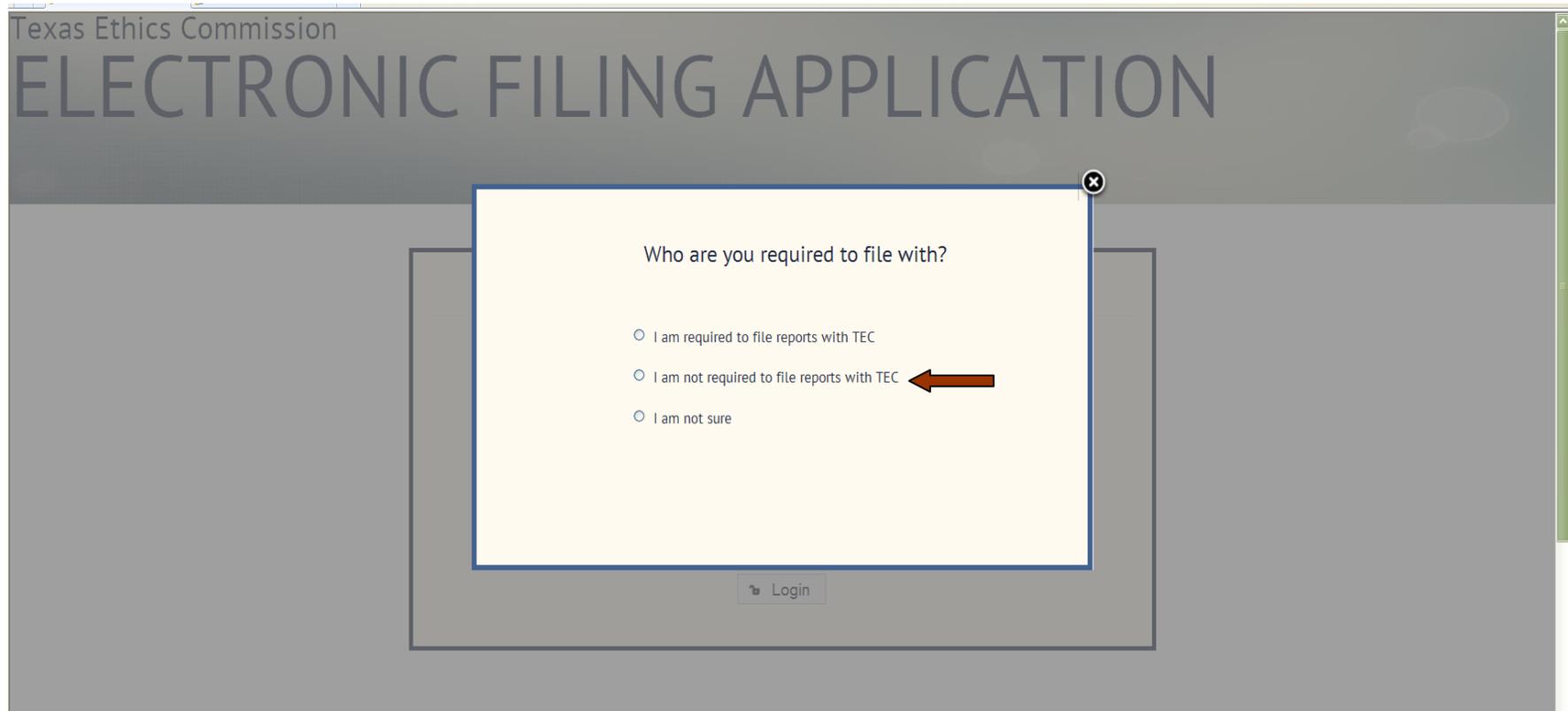
Select Filer Type: *

Web address: <https://www.ethics.state.tx.us/TECFilerWeb/pages/login/localLogin.jsf>

New Filers:

1. If this is your first time logging-in to the TEC Filing Application, DO NOT enter an Email address or Password
2. Select “Click here if you don’t have a Local Filer ID”

Setting-up New Filer Log-On and Password with TEC



Texas Ethics Commission

ELECTRONIC FILING APPLICATION

Who are you required to file with?

- I am required to file reports with TEC
- I am not required to file reports with TEC
- I am not sure

Login

1. Select “I am not required to file reports with TEC”

Setting-up New Filer Log-On and Password with TEC

Provide a valid email address and filer type and a temporary password will be emailed to you in order to complete registration.

Email *

Confirm Email *

First Name *

Last Name *

Phone *

Select Filer Type: *

Select Filer Type

Candidate/Officeholder (Non-judicial)

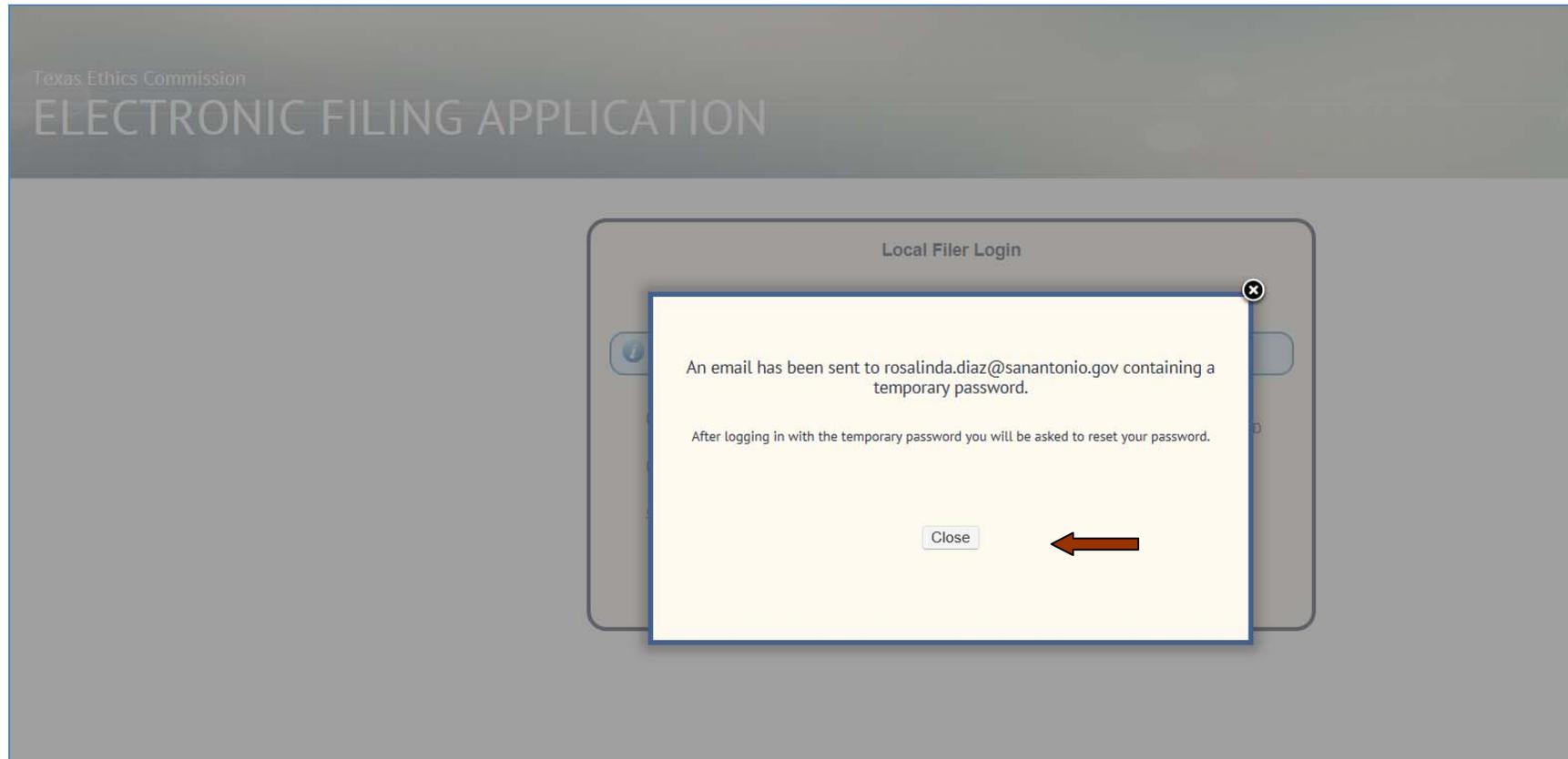
Specific-Purpose Committee (Non-judicial)

1. Enter **Filer** information

Note that the Email address does not have to be for the Filer. It can be for the person who will be completing the Report on behalf of the Officeholder, Candidate, or Campaign Treasurer.

2. Select Filer Type: Candidate/Officeholder (Non Judicial) or Specific-Purpose Committee (Non-Judicial) from the drop down menu
3. Click “Create Filer”

Setting-up New Filer Log-On and Password with TEC



1. Pop-up window will indicate that a temporary password will be sent to the email address you provided
2. Click on "Close"

Setting-up New Filer Log-On and Password with TEC

Texas Ethics Commission

ELECTRONIC FILING APPLICATION

Please enter your new password

Your password must contain 1 special character, 1 lowercase letter and must be at least 8 characters long. Special characters include !@#\$%^&*

Enter New Password *	<input type="password" value="Enter New Password"/>
Re-Enter New Password *	<input type="password" value="Re-Enter New Password"/>
<input type="button" value="Reset Password"/>	

1. Within the Email sent by TEC, click on the link provided to set-up a password
2. Enter New Password twice
3. Click on “Reset Password”

Note that the Office of the City Clerk will NOT be able to retrieve your password, so please be sure to record it

See Page 12 for directions on Resetting your Password with TEC

Setting-up New Filer Log-On and Password with TEC

TEXAS ETHICS COMMISSION

Add a Security Question

Please fill out at least the first three security questions and answers.

1) Security Question: *

Answer: *

2) Security Question: *

Answer: *

3) Security Question: *

Answer: *

4) Security Question:

Answer:

5) Security Question:

Answer:



Web address: <https://www.ethics.state.tx.us/TECFilerWeb/pages/login/addChallenge.jsf>

1. Add Security Questions and Answers
Note that you will need to complete at least 3 of the 5 Security Questions and Answers
2. Click on “Save”
Note that this information will assist you in Resetting your Password.

A3. Existing Filers Accessing the TEC website

Texas Ethics Commission

ELECTRONIC FILING APPLICATION

Local Filer Login

You must log in to proceed. Enter your login information below and press **Login**.

Email: [Click here if you don't have a Local Filer](#)

ID

Password: [Forgot Password?](#)

Select Filer Type: *

Existing Filers:

1. Enter Email Address used to set-up account with TEC
2. Enter Password
3. Select Filer Type from the drop down menu

A4. Resetting Password with TEC

Texas Ethics Commission

ELECTRONIC FILING APPLICATION

Local Filer Login

You must log in to proceed. Enter your login information below and press **Login**.

Email: Click here if you don't have a Local Filer ID

Password: Forgot Password? 

Select Filer Type: * ▼

1. If you have forgotten your password, select “Forgot Password”

Resetting Password with TEC

Texas Ethics Commission
ELECTRONIC FILING APPLICATION

Local Filer Login

Provide a valid ID of a registered filer and filer type.

ID *

Select Filer Type *

Next

1. Enter Email Address provided to TEC
2. Select Filer Type for drop down menu
3. Select Next
4. In a separate pop-up window, you will be asked to answer your Security Questions
5. After you answer your Questions, Select “Reset Password”
6. If you answered your Security Questions correctly, TEC will send you an Email allowing you to Reset you Password
7. If you DO NOT receive an Email from TEC or still have difficulty Resetting your Password, you can contact TEC at (512) 463-5800
Ask for assistance from the Technical Assistance Division

Resetting Password with TEC

Texas Ethics Commission

ELECTRONIC FILING APPLICATION

Please enter your new password

Your password must contain 1 special character, 1 lowercase letter and must be at least 8 characters long. Special characters include !@#%*&*

Enter New Password *

Re-Enter New Password *

1. Enter your New Password twice
2. Select “Reset Password”

A5. Starting a New Report

Build Number: V1.0.27727 (06/13/2015) Logged in as COH Filer: Uriegas, Melinda (melinda.uriegas@sanantonio.gov) | [Logout](#)

TEXAS ETHICS COMMISSION

Verify the following information. Changes made here will immediately update your profile and will be included in future reports. After accepting this information, other profile updates may be made by selecting "Manage My Profile" on the next screen.

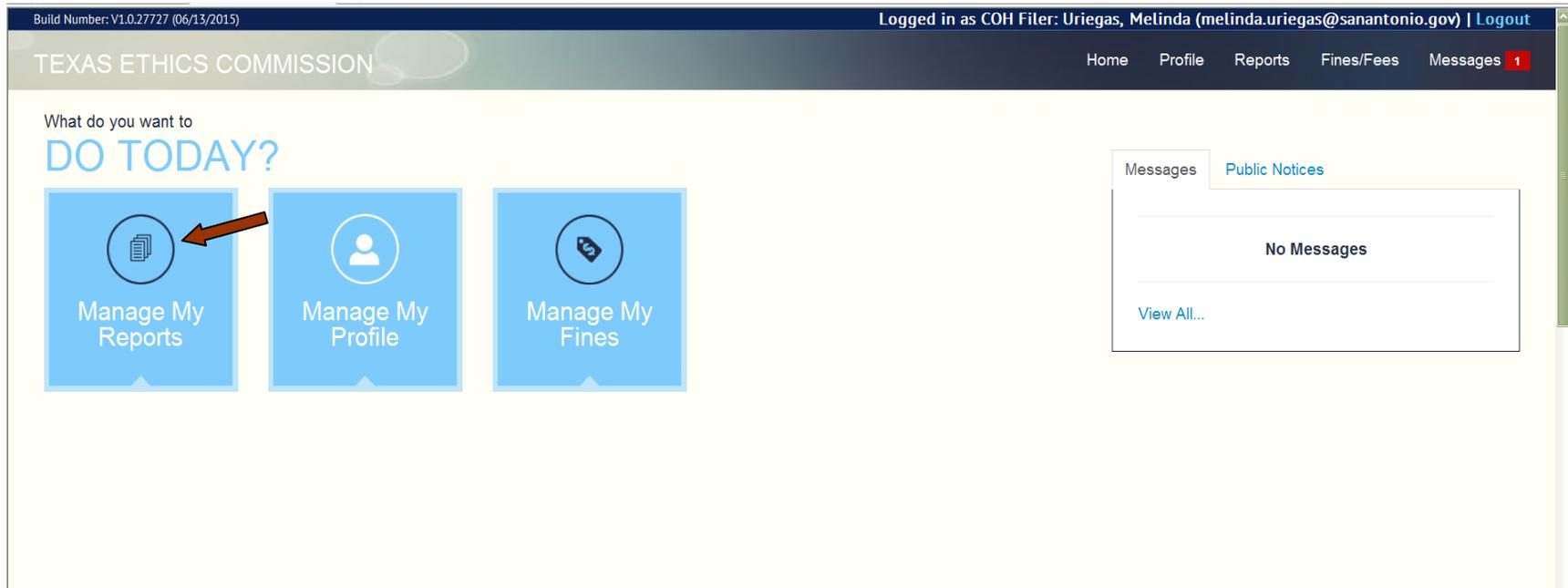
Filer Information
Name: Uriegas, Melinda [Have a name change?](#)

Mailing Address:
Street: 100 Military Plaza
City, State, Zip Code, Country: San Antonio TX 78205 USA
Phone Number: (210) 207-7255
Primary Email: melinda.uriegas@sanantonio.gov



1. Select "Accept" if information is correct or "Update" to correct information
2. If "Update" required, update information and then select "Accept"

Starting a New Report



1. Select “Manage My Reports” to create a new Report

Starting a New Report

TEXAS ETHICS COMMISSION

Verify the following information. Changes made here will immediately update your profile and will be included in future reports. After accepting this information, other profile updates may be made by selecting "Manage My Profile" on the next screen.

Filer Information
Name: Uriegas, Melinda [Have a name change?](#)

Mailing Address:

Street: *

City: *

Country: *

State: *

Zip Code: *

Phone Number: * Ext: US

Primary Email: *

←

1. Enter **Filer** Mailing Address and Phone Number
2. Note that the "Primary Email" Address field will auto-populate the Email Address
3. Click "Save" after entering information

Starting a New Report



1. Click on “Start a New Report”

Starting a New Report

TEXAS ETHICS COMMISSION

Home Profile Reports Fines/Fees Messages 2

Current Report:

- ✓ Cover Sheet
- Logout

Cover Sheet

What kind of report do you want to file?

January 15th semiannual

July 15th semiannual

30th day before election

6th day before primary election

Exceeded \$500 limit

Runoff

If applicable, you may combine either a final report or a 15 day report with one of the other report types above.

Final

15 day after treasurer appointment

Other Reports

Daily Pre-Election Report of Contributions

Legislative Special Session Report

Unexpended Contributions Report-Annual

Unexpended Contributions Report-Final

Please specify the period the report covers.

Period Covered: 07/01/2015

Through: 12/31/2015

Start My Report Clear selections Cancel

1. Complete Cover Sheet by selecting appropriate options for Report Type
2. See List of Contributions Cycles to determine Report Type
<http://www.sanantonio.gov/Portals/0/Files/CampaignFinanceElection/ContributionCyclesRun-off-2015-Election.pdf>
3. Enter Reporting Period by selecting date from Calendar icon
4. See List of Contributions Cycles to determine Reporting Period
<http://www.sanantonio.gov/Portals/0/Files/CampaignFinanceElection/ContributionCyclesRun-off-2015-Election.pdf>
5. Select “Start My Report”

Starting a New Report

Build Number: V1.0.27727 (06/13/2015) Logged in as COH Filer: Uriegas, Melinda (melinda.uriegas@sanantonio.gov) | Logout

TEXAS ETHICS COMMISSION Home Profile Reports Fines/Fees Messages 2

Current Report:

- ✓ Cover Sheet
- Logout

Cover Sheet

Candidate/Officeholder Information

Office Held: ←

District: ←

Place:

Office Sought: ←

District: ←

Place:

Election Date: ←

Election Type: ←

←

[Page Help](#)

1. Enter Candidate/Officeholder Information for
 - a. Office Held (select “Other Office”) ,
 - b. District,
 - c. Office Sought (select “Other Office”),
 - d. District,
 - e. Election Date, and
 - f. Election Type
2. Click on “Next”

Starting a New Report

TEXAS ETHICS COMMISSION

Home Profile Reports Fines/Fees Messages 2

Current Report: Semiannual
07/01/2015 thru 12/31/2015

- ✓ Cover Sheet
- ✓ Notices From PACs
- ✓ Worksheet Summary

Incoming Funds

- Monetary Political Contributions
- Loans
- Other Incoming Funds

Outgoing Funds

- Political Expenses From Political Funds
- Political Expenses From Personal Funds
- Payment To Business Of A C/OH
- Non-Political Expenditures
- Purchase Of Investments

Additional Activity

- In-kind Political Contributions
- Pledges
- Unpaid Incurred Obligations
- Expenditures By Credit Card

Finalize Report

- ✓ Schedule Subtotals
- ✓ Report Totals
- 📄 Preview Report PDF
- ✓ Check For Errors
- 🚪 Logout

Denote Activity on:

Top of Cover Sheet Page 2

NEW FEATURE

Schedule A1 (NEW for 2015)

Schedule E

Schedule K

Schedule F1 (NEW for 2015)

Schedule G

Schedule H

Schedule I

Schedule F3 (NEW for 2015)

Schedule A2 (NEW for 2015)

Schedule B

Schedule F2 (NEW for 2015)

Schedule F4 (NEW for 2015)

Middle of Cover Sheet Page 2

Cover Sheet Page 3 (NEW for 2015)

NEW FEATURE

1. Complete balance of Report by selecting the appropriate Activity Type displayed on the left hand side of the screen
Note: On the right side of the screen, the Schedule associated with each Activity Type is denoted in **RED**
2. Once you select the appropriate Activity Type, you will need to scroll down to enter data

A6. Printing and Submitting Report to the Office of the City Clerk

The screenshot displays the Texas Ethics Commission web application interface. At the top, the navigation bar includes 'Home', 'Profile', 'Reports', 'Fines/Fees', and 'Messages' (with a red notification icon). The main content area is divided into a left sidebar and a main panel. The sidebar contains a menu with the following sections: 'Current Report: Semiannual' (07/01/2015 thru 12/31/2015) with sub-items 'Cover Sheet', 'Notices From PACs', and 'Worksheet Summary'; 'Incoming Funds' with sub-items 'Monetary Political Contributions', 'Loans', and 'Other Incoming Funds'; 'Outgoing Funds' with sub-items 'Political Expenses From Political Funds', 'Political Expenses From Personal Funds', 'Payment To Business Of A CIOH', 'Non-Political Expenditures', and 'Purchase Of Investments'; 'Additional Activity' with sub-items 'In-kind Political Contributions', 'Pledges', 'Unpaid Incurred Obligations', and 'Expenditures By Credit Card'; and 'Finalize Report' with sub-items 'Schedule Subtotals', 'Report Totals', 'Preview Report PDF', 'Check For Errors' (highlighted with a blue bar and a brown arrow pointing to it), and 'Logout'. Below the sidebar is a 'Report Error Check' section with a message: 'This report passed the Error Check. Passing the Error Check does not mean that all required information has been included in the report. The Error Check ensures that CERTAIN required information is included. You should review the applicable TEC guide and page HELP to ensure that ALL required information is included.' At the bottom right of the main panel, there is a 'Continue' button with a brown arrow pointing to it. A 'Page Help' link is visible in the bottom right corner of the sidebar area.

1. Once Report is completed, Select “Check for Errors”
2. “Report Error Check” message will list Errors encountered, if any
3. If no Errors are needed, Select “Continue”
4. If Errors are needed, correct listed Errors and Repeat Steps 1-3
5. A Video has been developed by TEC which shows Filers how to Check for Errors
<https://www.ethics.state.tx.us/filinginfo/videos/ErrorCheck/CheckReportForErrors.html>

Printing and Submitting Report to the Office of the City Clerk

TEXAS ETHICS COMMISSION

Home Profile Reports Fines/Fees Messages 2

Current Report: Semiannual
07/01/2015 thru 12/31/2015

- ✓ Cover Sheet
- ✓ Notices From PACs
- ✓ Worksheet Summary

Incoming Funds

- Monetary Political Contributions
- Loans
- Other Incoming Funds

Outgoing Funds

- Political Expenses From Political Funds
- Political Expenses From Personal Funds
- Payment To Business Of A C/OH
- Non-Political Expenditures
- Purchase Of Investments

Additional Activity

- In-kind Political Contributions
- Pledges
- Unpaid Incurred Obligations
- Expenditures By Credit Card

Finalize Report

- ✓ Schedule Subtotals
- ✓ Report Totals
- 📄 Preview Report PDF ←
- ✓ Check For Errors
- 🚪 Logout

1. Select “Preview Report PDF”
2. In a pop-up window, Select “Open” to view Report as a PDF
3. Print Report and enter Campaign Treasurer Information
4. Take to the Office of the City Clerk for notarization
5. As you are a Local Filer, you will not have the option to File your Report with TEC
6. Once posted, notarized Reports will be available for viewing at <http://www.sanantonio.gov/ElectionsCampaignFinance/CampaignFinanceReports.aspx#13218728-view-non-electronic-reports>

B1. TEC Hints on Importing Contributions

If you imported your contributions into the old software, you need to make a few changes to your CSV data file before you import your contributions into the new filing application. Your CSV file will fail to import if you do not include these changes indicated below.

#Rec	Form_Type	Title	Ctrib	Ctrib	Ctrib_NamT	Ctrib_NamS	Ctrib_Adr	Ctrib_Adr	Ctrib_C	Ctrib_ZIP4	Ctrib_CtryCD	OS	OS	Ctrib_Date	Ctrib	Ctrib	Employer	Occup	Job	Spous	Parent1	Parent2
2	RCPT	A1	I Doe	John	Mr.	Jr.	210 Main. St. Apt. 11	Corpus TX		78401	USA			20150625	50		First Com	Banker				
3	RCPT	A1	I Box	Rich	Dr.		201 E. 14th Street	Austin TX		78705-4555	USA			20150625	50		2nd Natio	Bank Director				
4	RCPT	A1	E Imagin		PAC		Bank Two 2200 Vista	Waco TX		76201-9056	USA			20150625	5000							
5	PLDG	B	E Imagin		PAC		Bank Two 2200 Vista	Waco TX		76201-9056	USA			20150630	4000							

New schedules! A is no longer used and has been split into two schedules. See the import guide for your new schedule names!

There are now set codes for title and salutation. See the import guide for new codes.

Column N is a new column that must be added to all records. See Appendix D in the import guide.

Web address: <https://www.ethics.state.tx.us/whatsnew/ContributionHintsOnImporting.pdf>

1. Click on “Hints on Importing Contributions”
<https://www.ethics.state.tx.us/whatsnew/ContributionHintsOnImporting.pdf>

B2. TEC Hints on Importing Expenditures

If you imported your expenditures into the old software, you need to make a few changes to your CSV data file before you import your expenditures into the new filing application. Your CSV file will fail to import if you do not include these changes indicated below.

New schedules! F is no longer used and has been split into multiple schedules. See the Import/Export guide for your new schedule names.

New alphabetic codes have been assigned to titles and salutations. See the Import/Export guide for new codes.

New alphabetic codes have been assigned to offices, transportation types, and expenditure categories. See the Import/Export guide for the new codes.

Payee_CtryCD, OffHldPlace, OffSeekPlace, and Tran_Descr are **new columns and must be added to your file!** See the Import/Export guide for the location of the new columns and the new alphabetic codes assigned to these fields.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	#Rec	Form_type	lts	E	Pa	Payee_NamT	Payee_NamS	Paye	Paye	Pa	Payee	Payee_CtryCD	Expn_Date	Expn_Am	Expr	Ex	Re	Cand	Cand	Cand_NamT	Cand_NamS	
2	EXPN	F1	8	E	Bank			P.O.	Dalle	TX	75283	USA	20150131	177.68	Bank							
3	EXPN	F1	22	E	AAA B			2001	Austi	TX	78723	USA	20150201	5000	EXPN				Cand	Jane	Ms.	
4	EXPN	F1	4	E	Keep			PO B	Wasl	DC	20013	USA	20150130	500	Cam							
5	EXPN	F1	7	E	We N			PO B	Wasl	DC	20013	USA	20150126	500	Cam							
6	EXPN	F1	5	E	Richa			76 E	Sprir	IL	31108	USA	20150130	1000	Cam							
7	EXPN	F2	9	E	Office			76 E	Sprir	IL	31108	USA	20150130	252.16	Office							

X	Y	Z	AA	AB	AC	AD	AE	AF	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AR	AS	AT	AV	AW		
1	OffHldCd	Of	Of	OffHldPlace	OffSeekCd	Of	OffSeekPlace	B	Ei	Tr	Tr	Trvl_NamT	Trvl_NamS	Tran_Type	Tran_Descr	Dc	Dj	Ai	Ar	Tr	Tr	Expn_Catg	Aus	
2																							FEEES	
3	STATSEEN		9	STATSEEN		5	11																FEEES	
4																							DONATIONS	
5																							DONATIONS	
6																							DONATIONS	
7																							DONATIONS	
8																							OVERHEAD	

Web address: https://www.ethics.state.tx.us/whatsnew/elf_filing_info.htm

1. Click on “Hints on Importing Expenditures”
<https://www.ethics.state.tx.us/whatsnew/ExpenditureHintsOnImporting.pdf>

B3. Instructions for Importing Contributions and Expenditures

TEXAS ETHICS COMMISSION
Promoting Public Confidence in Government

About TEC | What's New | Contact Us | Site Map | Links | Help

Home
Search Campaign Finance and Lobby Reports
File Reports Electronically
Forms and Instructions
Opinions, Statutes & Rules
Publications and Guides
Online Ethics Training

Filing Information For:
Candidates and Officeholders
Lobbyists
Personal Financial Statement Filers
Political Committees
Political Parties
Local Filers and Filing Authorities
State Officers/ Employees
Other Filers
Enforcement/Sworn Complaints

New Campaign Finance Electronic Filing Application!

LOG IN

Are you a local filer?
Do I have to file electronically?
Are you having trouble with your report?
Click Here for Last Minute Troubleshooting Tips for the New Software!

Instructional Videos:

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Acceptable computers to use for filing include:

- Personal computer or laptop
- Mac desktop computer or MacBook
- Tablet

Form SECURITY

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- Chrome 4
- Firefox 15
- Internet Explorer 9
- Opera 12.1
- Safari 4

Last Revision: October 29, 2013

Texas.gov | Texas Homeland Security | Statewide Search | Site Policies

Web address: https://www.ethics.state.tx.us/whatsnew/elf_filing_info.htm

1. Click on “Instructions: Campaign Finance Import Guide”

<https://www.ethics.state.tx.us/whatsnew/HowToImportContributionsAndExpenditures.pdf>

B4. TEC Templates for Importing Contributions and Expenditures

TEXAS ETHICS COMMISSION
Promoting Public Confidence in Government

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Home
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Personal Financial Statement Filers
Political Committees
Local Filers and Filing Authorities
State Officers/ Employees/
Other Filers
Enforcement/Sworn Complaints

New Campaign Finance Electronic Filing Application!

LOG IN

Are you a local filer?
Do I have to file electronically?
Are you having trouble with your report?
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Web address: https://www.ethics.state.tx.us/whatsnew/elf_filing_info.htm

1. Click on appropriate Template link
2. Select "Save"