

User's Guide for Texas Ethics Commission Electronic Filing Application

A. For All Users

1. Why the City of San Antonio is Using the TEC Electronic Filing Application
2. Basic Tips for Getting Started
3. Accessing TEC website
4. Setting-up Filer Log-on with TEC
5. Creating a New Report
6. TEC Instruction Guide for Completing Report
7. Printing and Submitting Report to the Office of the City Clerk

B. For Users Importing Contributions and Expenditures

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

A1. Why the City of San Antonio is using the Texas Ethics Commission (TEC) Electronic Filing Application.

In April 2015, TEC unveiled a new Electronic Filing Application with different schedules. Most notable changes include the separation of Political Contributions and In-Kind Contributions as well as Political Expenditures Paid and Political Expenditures Not Yet Paid.

Due to the major rewrite and reprogramming required of the City's Electronic Filing System, our IT Department is not able to make the mandated changes prior to the submission of the July 15, 2015 Semi-Annual Report. For this reason, the Office of the City Clerk is asking that City of San Antonio Filers complete Reports using the TEC Electronic Filing Application until a long-term solution has been implemented.

Included in this Guide is information related to your needed Instructions for completing Reports and providing to the Office of the City Clerk for notarization. Once received, staff will scan and post your report to our website for viewing in PDF format on the following website <http://www.sanantonio.gov/ElectionsCampaignFinance/CampaignFinanceReports.aspx#13218728-view-non-electronic-reports>. As a result of reports being submitted by paper, reports can only be searched individually.

At this time, City Clerk, Leticia M. Vacek, is collaborating with TEC and our IT Department in finding a long-term solution.

BASIC TIPS: Minimum Requirements

➤ **Acceptable computers to use for filing include:**

- Personal computer or laptop
- Mac desktop computer or MacBook
- **Note:** Mobile devices are not supported at this time.

➤ **Your web browser must be at a minimum browser level:**

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

➤ **Importing Contributions and Expenditures:**

- Instructions: Campaign Finance Import Guide
<https://www.ethics.state.tx.us/whatsnew/HowToImportContributionsAndExpenditures.pdf>
- Contributions Template
<https://www.ethics.state.tx.us/whatsnew/Contribs.csv>
- Expenditures Template
<https://www.ethics.state.tx.us/whatsnew/Expend.csv>

BASIC TIPS: Current TEC Filer Log In

➤ **Current TEC Filers Need:**

- **Your Filer ID** (TEC assigned account number; leading zeros are not needed)
- **Your current password** (TEC assigned password used in old software)
After logging in, you will be forced to reset your password and set up your security questions and answers.
- **Your Filer Type** (COH, JCOH, SPAC, JSPC, GPAC, MPAC, etc.)

How-to Video on "Logging in the First Time" (3.5 minutes) is available!

<https://www.ethics.state.tx.us/filinginfo/videos/FirstTimeLogin.html>

➤ **Don't Forget . . .**

- **Verify that TEC has a valid Primary Email Address for you.**
This should be an email address that is current and that you check often. All password reset links and TEC notices will be sent to your Primary Email Address. You can verify and update your Primary Email Address right after you log in.
- **"Whitelist" or mark as "Safe" emails from: do-not-reply@ethics.state.tx.us**
Don't miss important TEC notices or password resets because they bounced or were not recognized as a trusted email!

BASIC TIPS: New TEC Filer Log In

➤ **New TEC Filers Will Need To:**

- **Provide to TEC a valid Primary Email Address.**

The primary email address authorization (Form SECURITY) must be completed, signed, printed out, and faxed or mailed to TEC with your campaign treasurer appointment form.

- **Watch for email to your Primary Email Address from TEC.**

TEC will send an email with your Filer ID, Filer Type, and a link to set up your password and security questions and answers.

➤ **Don't Forget . . .**

- **Keep your Primary Email Address up-to-date with the TEC.**

This should be an email address that is current and that you check often. All password reset links and TEC notices will be sent to your Primary Email Address. You can verify and update your Primary Email Address right after you log in.

- **"Whitelist" or mark as "Safe" emails from: do-not-reply@ethics.state.tx.us**

Don't miss important TEC notices or password resets because they bounced or were not recognized as a trusted email!

BASIC TIPS: Browser Settings

➤ **Become familiar with your internet browser.**

- **Learn your browser's name and version number.**

Most browsers have an "About" menu option under properties and settings that provides the name and version number. You may need to update your browser to meet the minimum requirements for the filing application to function properly.

- **Learn how to size your browser window and adjust font size.**

Locate the zoom and font options in your browser properties and settings so that you will be able to adjust your window for optimum viewing of the filing application screens.

- **Learn how to use your browser's PDF reader to view and print PDF files.**

Most browsers have a default PDF reader (some use Adobe Acrobat and some have their own reader). Clicking the Print button in the filing application may download a file at the bottom of your screen you must click to open or open automatically in a new window or tab, depending on your browser.

- **Be aware of your browser's auto-fill function.**

Some browsers will offer to automatically fill in name and address fields with your personal information. Be aware that is your browser; not the filing application. The filing application has a similar function that builds a list of names and addresses as you enter information. For example, when you start to enter a contributor name, if the application finds a match with a name you've already entered, it will display in a blue drop-down list and allow you to click it and pull in the previously entered name and address information.

A3. Accessing the TEC website

The screenshot shows the Texas Ethics Commission website. The header features the commission's name and tagline, "Promoting Public Confidence in Government". A navigation menu includes links for "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-links for Candidates and Officeholders, Lobbyists, Personal Financial Statement Filers, Political Committees, Political Parties, Local Filers and Filing Authorities, State Officers/Employees, and Other Filers), and "Enforcement/Sworn Complaints". The main content area is titled "Using the New Software" and contains links for "Logging In the First Time" and "Accessing and Using the Campaign Finance Filing Application". Below this is a "Press Releases" section with three bullet points: "•New Campaign Finance Filing Application is Available for Use" (highlighted with a red arrow), "•Training Seminars for New Campaign Finance Filing Application", and "•Release of New Campaign Finance Software". A date stamp at the bottom right of the content area reads "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”

 **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!



Click here to start the filing application in your browser.

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](#)

Acceptable computers to use for filing include:

- Personal computer or laptop
- Mac desktop computer or MacBook
- **NOTE: Mobile devices are not supported at this time**

Form SECURITY

Importing Contributions and Expenditures:

- [Hints on Importing Contributions](#)
- [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: June 19, 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 “File”

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.

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

1. Click on “Local Authority”

A4. Setting Up Filer Log-On 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: *

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

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”

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”

ELECTRONIC FILING APPLICATION

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: *

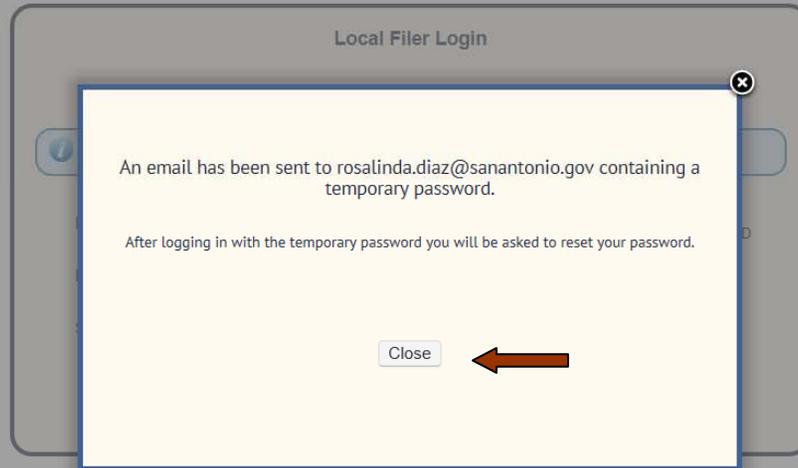


Select Filer Type

- 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)
3. Click “Create Filer”

ELECTRONIC FILING APPLICATION



1. You will get a message indicating that a Temporary Password has been sent to the Email address you entered
2. Within the Email, click on the link provided which will direct you to create a new Filer password
3. Click on "Close"

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. Click on link provided within Email
2. Enter New Password twice
3. Click on “Reset Password”

Note no one from TEC or the Office of the City Clerk will be able to retrieve your password, so please be sure to record it

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.

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** contact information
2. The "Primary Email" Address field will auto-populate the Email Address provided
3. Click "Save"

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

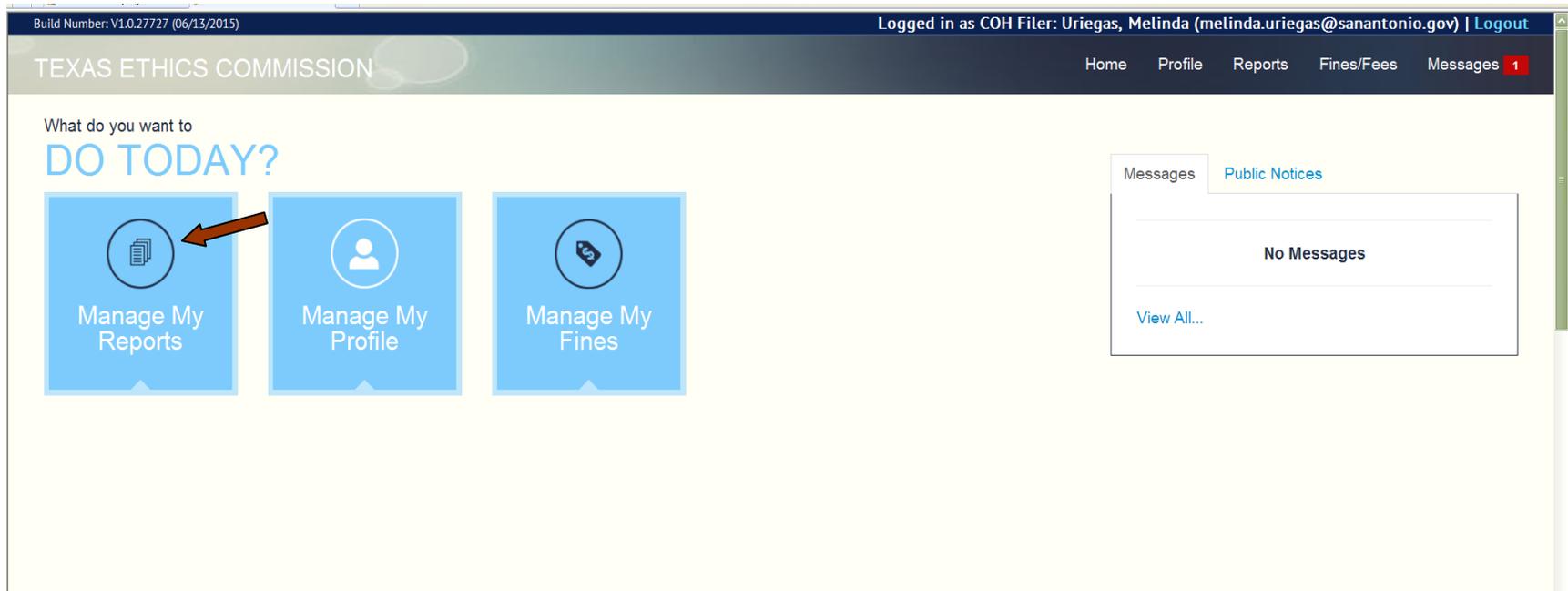
City, State, Zip Code, Country: San Antonio TX 78205 USA

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 repeat Step 1.



1. Select “Manage My Reports”

A5. Creating 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](#) 1

[Start a New Report](#) [What is this?](#)

You have no reports on file, missing or in progress

1. Click on “Start 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? (View the Page help for more information on report types).

January 15th semiannual 

 July 15th semiannual

 30th day before election

 8th 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. If you are not sure view the page help.

Period Covered: 
 Through: 



[Page Help](#)

1. Complete Cover Sheet by selecting appropriate options for Report Type you want to File
2. See List of Contributions Cycles for 2015 to June 30, 2016 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 for 2015 to June 30, 2016 to determine Reporting Period
<http://www.sanantonio.gov/Portals/0/Files/CampaignFinanceElection/ContributionCyclesRun-off-2015-Election.pdf>
5. Select “Start My Report”

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”

TEXAS ETHICS COMMISSION

Current Report: Semiannual	
06/14/2015 thru 06/23/2015	Denote Activity on:
✓ Cover Sheet	Cover Sheet Page 1
✓ Notices From PACs	Top of Cover Sheet Page 2
✓ WorkSheet Summary	NEW FEATURE
Incoming Funds	
• Monetary Political Contributions	Schedule A1 (NEW)
• Loans	Schedule E
• Other Incoming Funds	Schedule K
Outgoing Funds	
• Political Expenses From Political Funds	Schedule F1 (NEW)
• Political Expenses From Personal Funds	Schedule G
• Payment To Business Of A C/OH	Schedule H
• Non-Political Expenditures	Schedule I
• Purchase Of Investments	Schedule F3 (NEW)
Additional Activity	
• In-kind Political Contributions	Schedule A2 (NEW)
• Pledges	Schedule B
• Unpaid Incurred Obligations	Schedule F2 (NEW)
Finalize Report	
✓ Schedule Subtotals	Middle of Cover Sheet Page 2
✓ Report Totals	Cover Sheet Page 3 (NEW)
▣ Preview Report PDF	
✓ Check For Errors	NEW FEATURE
⌂ Logout	

1. Complete balance of Report by selecting the appropriate Item displayed on the left hand side of the screen
Note that I have entered the name of the Schedule associated with each Item
2. Once you select the appropriate Item, you will need to scroll down to enter data

HOW TO ENTER A CONTRIBUTION

1. Worksheet Summary Page

NEW! Schedule A is now split into two schedules: Schedules A1 and A2. Enter only incoming *monetary* contributions on Schedule A1. Non-monetary (in-kind) contributions are now entered on Schedule A2.

Monetary Political Contributions (Schedule A1)

TEXAS ETHICS COMMISSION Home Profile Reports Fines/Fees Messages

Current Report: Semiannual
01/01/2015 thru 06/30/2015

Worksheet Summary

Return to Cover Sheet Walk me through all schedules Report Totals Upload File

If you indicated on a previous screen that you have activity to report, those schedules/categories are highlighted in green below. To begin entering activity for a particular category, click on Start. For additional information about a category, click on Walk Thru.

Category	Count	Sub-Total	Action	Work on Later
Monetary Political Contributions (A1)	0	\$0.00	Start	
Loans (E)	0	\$0.00	Start	
Interest, Credits, Gains, Refunds, And Contributions Returned To Filer (K)	0	\$0.00	Start	

- Click on Start to access the Entry Screen for this schedule.

Non-Monetary (in-kind) Political Contributions (Schedule A2)

TEXAS ETHICS COMMISSION Home Profile Reports Fines/Fees Messages

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

Purchase Of Investments From Political Contributions (F3)		Walk Thru	0	\$0.00	Start	
---	--	---------------------------	---	--------	-----------------------	--

Additional Activity (Schedules A2, B, and F2)						
Category		Count	Sub-Total	Action	Work on Later	
Non-Monetary (In-Kind) Political Contributions (A2)	Walk Thru	0	\$0.00	Start		
Pledged Contributions (B)	Walk Thru	0	\$0.00	Start		
Unpaid Incurred Obligations (F2)	Walk Thru	0	\$0.00	Start		

- Click on Start to access the Entry Screen for this schedule.

2. Schedule Entry Screen

TEXAS ETHICS COMMISSION Home Profile Reports Fines/Fees Messages

Current Report: Semiannual
01/01/2015 thru 06/30/2015

- ✓ 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
- Finalize Report**
- ✓ Schedule Subtotals
- ✓ Report Totals
- Preview Report PDF
- ✓ Check For Errors

Incoming Funds:

Monetary Political Contributions

From Individual or Entity? * Individual Entity

Contribution Date: * MM/DD/YYYY @

Contribution Amount: * 0.00 Itemize

Street Address 1: Street Address 1

Street Address 2: Street Address 2

City: City

Country: United States ▾

State: Texas ▾

Zip Code: Zip Code

Save and Add Another ▾ Back to Contributions Cancel

[Page Help](#)
[Schedule A1](#)

- Enter all the information pertaining to your contribution on this screen.
- **Question?** Click on the Page Help link in the top right-hand corner to view detailed instructions.

3. Itemize Checkbox

TEXAS ETHICS COMMISSION Home Profile Reports Fines

Current Report: Semiannual
01/01/2015 thru 06/30/2015

✓ Cover Sheet
✓ Notices From PACs
✓ WorkSheet Summary

Incoming Funds

- Monetary Political Contributions
- Loans
- Other Incoming Funds

Incoming Funds:
Monetary Political Contributions

From Individual or Entity? * Individual Entity

Contribution Date: * MM/DD/YYYY

Contribution Amount: * 0.00 Itemize

[Page Help](#)
Schedule A1

- Checking this box indicates that the contribution will be itemized on this schedule. The automatic default is to itemize.
- If you enter information about contributions on the entry screen and remove the checkbox from the “Itemize” box, the filing application will include the amount on the **Schedule Subtotals** page, but the entry will not appear on this schedule.

If you choose not to enter your contributions of \$50 or less on the entry screen, you must enter a lump sum total on the **Schedule Subtotals** page.

4. Save & Add Another

The screenshot shows a web interface for entering contribution information. On the left is a navigation menu with items like 'Purchase Of Investments', 'Additional Activity', 'In-kind Political Contributions', 'Pledges', 'Unpaid Incurred Obligations', 'Finalize Report', 'Schedule Subtotals', 'Report Totals', 'Preview Report PDF', 'Check For Errors', and 'File'. The 'Finalize Report' section is active. On the right, there are dropdown menus for 'Country: United States', 'State: Texas', and 'Zip Code: Zip Code'. Below these are buttons for 'Save', 'Save and Duplicate', and 'Save and Add Another'. The 'Save and Add Another' button is circled in red. To its right are 'Back to Contributions' and 'Cancel' buttons.

- The default option is to click “Save and Add Another” to save your current entry and add another entry.
- Clicking “Save” will take you to a listing of all the contributions entered on this schedule for this report.
- Clicking “Save and Duplicate” will save the current entry and copy it, allowing you to enter multiple contributions from the same contributor.

HOW TO ENTER AN EXPENDITURE

1. Worksheet Summary Page

NEW! Schedule F is now split into two schedules: Schedules F1 and F2. Enter only outgoing political *payments* on Schedule F1. Political expenditure obligations you incurred *but have not yet paid* are now entered on Schedule F2.

Political Expenditures from Political Contributions (Schedule F1)

	Category	Count	Sub-Total	Action	Work on Later	
<ul style="list-style-type: none">• Political Expenses From Personal Funds• Payment To Business Of A C/OH• Non-Political Expenditures• Purchase Of Investments						
Additional Activity	Political Expenditures From Political Contributions (F1)	Walk Thru	0	\$0.00	Start	
<ul style="list-style-type: none">• In-kind Political Contributions• Pledges• Outstanding Loans• Assets Valued At \$500 Or More• Unpaid Incurred Obligations	Political Expenditures From Personal Funds (G)	Walk Thru	0	\$0.00	Start	
	Payment From Political Contributions To The Business Of A C/OH (H)	Walk Thru	0	\$0.00	Start	
	Non-Political Expenditures From Political Contributions (I)	Walk Thru	0	\$0.00	Start	
	Purchase Of Investments From Political	Walk Thru	0	\$0.00	Start	

- Click on Start to access the Entry Screen for this schedule.

Unpaid Incurred Obligations Schedule (Schedule F2)

TEXAS ETHICS COMMISSION

Home Profile Reports Fines/Fees Messages

- ✓ Schedule Subtotals
- ✓ Report Totals
- ▣ Preview Report PDF
- ✓ Check For Errors
- ▣ File
- Logout

Additional Activity (Schedules A2, BJ, L, M, and F2)

Category		Count	Sub-Total	Action	Work on Later
Non-Monetary (In-Kind) Political Contributions (A2)	Walk Thru	0	\$0.00	Start	
Pledged Contributions (Judicial) (BJ)	Walk Thru	0	\$0.00	Start	
Outstanding Loans (L)	Walk Thru	0	\$0.00	Start	
Assets Valued At \$500 Or More (M)	Walk Thru	0	\$0.00	Start	
Unpaid Incurred Obligations (F2)	Walk Thru	0	\$0.00	Start	



- Click on Start to access the Entry Screen for this schedule.

2. Schedule Entry Screen

TEXAS ETHICS COMMISSION

Home Profile Reports Fines/Fees Messages

Current Report: Semiannual
01/01/2015 thru 06/30/2016

- ✓ Cover Sheet
- ✓ Notices From PACs
- ✓ Worksheet Summary
- Incoming Funds**
 - Monetary Political Contributions
 - Loans
 - Other Incoming Funds
- Outgoing Funds**
 - **Political Expenditures From Political Contributions**
 - Political Expenses From Personal Funds
 - Payment To Business Of A COH
 - Non-Political Expenditures
 - Purchase Of Investments
- Additional Activity**
 - In-kind Political Contributions
 - Pledges
 - Outstanding Loans
 - Assets Valued At \$500 Or More
 - Unpaid Incurred Obligations
- Finalize Report**
 - ✓ Schedule Subtotals
 - ✓ Report Totals
 - ▶ Preview Report PDF
 - ✓ Check For Errors
 - File
 - Logout

Outgoing Funds:
Political Expenditures From Political Contributions

To Individual or Entity * Individual Entity

Expense Date: * MM/DD/YYYY

Expenses Amount: * 0.00 Itemize

Check if Austin TX, officeholder living expense:

Street Address 1: Street Address 1

Street Address 2: Street Address 2

City: City

Country: United States

State: Texas

Zip Code: Zip Code

Category: * Select One

Description: * Description

Expenditure for Out of State travel?

Direct Expenditure to benefit COH?

Save and Add Another Back to expenditures list Cancel

Page Help
Schedule FF

- Enter all the information pertaining to your expenditure on this screen.
- **Question?** Click on the Page Help link in the top right-hand corner to view detailed instructions.

3. Itemize Checkbox

TEXAS ETHICS COMMISSION

Home Profile Reports Fines/Fees Messages

Current Report: Semiannual
01/01/2015 thru 06/30/2015

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

Incoming Funds

- Monetary Political Contributions
- Loans

Outgoing Funds:
Political Expenditures From Political Contributions

To Individual or Entity * Individual Entity

Expense Date: * MM/DD/YYYY

Expense Amount: * 0.00 Itemize

Check If Austin TX, officeholder living expense:

Page Help
Schedule F1

- Checking this box indicates that the expenditure will be itemized on this schedule. The automatic default is to itemize.
- If you enter information about expenditures on the entry screen and remove the checkbox from the “Itemize” box, the filing application will include the amount on the **Schedule Subtotals** page, but the entry will not appear on this schedule.

If you choose not to enter your expenditures of \$100 or less on the entry screen, you must enter a lump sum total on the **Schedule Subtotals** page.

4. Save & Add Another

The screenshot shows a web application interface for entering expenditure data. On the left is a sidebar menu with options: Outstanding Loans, Assets Valued At \$500 Or More, Unpaid Incurred Obligations, Finalize Report (highlighted), Schedule Subtotals, Report Totals, Preview Report PDF, Check For Errors, File, and Logout. The main form area contains fields for Zip Code, Category (a dropdown menu), and Description. Below these are checkboxes for 'Expenditure for Out of State travel?' and 'Direct Expenditure to benefit C/OH?'. At the bottom of the form is a dropdown menu with four options: 'Save and Add Another' (selected and circled in red), 'Save', 'Save and Duplicate', and 'Delete'. To the right of this dropdown are two buttons: 'Back to expenditures list' and 'Cancel'.

- The default option is to click “Save and Add Another” to save your current entry and add another entry.
- Clicking “Save” will take you to a listing of all the expenditures entered on this schedule for this report.
- Clicking “Save and Duplicate” will save the current entry and copy it, allowing you to enter multiple expenditures to the same payee.

SCHEDULE SUBTOTALS & REPORT TOTALS

1. Reported Itemized Column

TEXAS ETHICS COMMISSION Home Profile Reports Fines/Fees Messages

Current Report: Semiannual
01/01/2015 thru 06/30/2015

- ✓ 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
- Outstanding Loans
- Assets Valued At \$500 Or More
- Unpaid Incurred Obligations

Finalize Report

Schedule Subtotals [What is this?](#)

	#1 Reported Itemized	Reported Unitemized	User Entered Lump Sum Totals What is this?	Subtotal
Monetary Political Contributions (Judicial) (AJ1)			\$	0.0
Loans (Judicial) (EJ)			\$	0.0
Interest, Credits, Gains, Refunds, And Contributions Returned To Filer (K)		N/A	N/A	0.0
Political Expenditures From Political Contributions (F1)			\$	0.0
Political Expenditures From Personal Funds (G)			\$	0.0
Payment From Political Contributions To The Business Of A C/OH (H)		N/A	N/A	0.0
Non-Political Expenditures From Political Contributions (I)		N/A	N/A	0.0
Purchase Of Investments From Political Contributions (F3)		N/A	N/A	0.0
Non-Monetary (In-Kind) Political Contributions (A2)			\$	0.0
Pledged Contributions (Judicial) (BJ)			\$	0.0
Unpaid Incurred Obligations (F2)			\$	0.0

[WorkSheet Summary](#) [Next](#)

[Page Help](#)

- This column displays the sum of all the transactions you entered detailed information for and checked the "itemize" box.

2. Reported Unitemized Column

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Schedule Subtotals [What is this?](#)

Schedule Subtotals	Reported Itemized	Reported Unitemized	User Entered Lump Sum Totals What is this?	Subtotal
Monetary Political Contributions (Judicial) (AJ1)			\$	0.0
Loans (Judicial) (EJ)			\$	0.0
Interest, Credits, Gains, Refunds, And Contributions Returned To Filer (K)		N/A	N/A	0.0
Political Expenditures From Political Contributions (F1)			\$	0.0
Political Expenditures From Personal Funds (G)			\$	0.0
Payment From Political Contributions To The Business Of A C/OH (H)		N/A	N/A	0.0
Non-Political Expenditures From Political Contributions (I)		N/A	N/A	0.0
Purchase Of Investments From Political Contributions (F3)		N/A	N/A	0.0
Non-Monetary (In-Kind) Political Contributions (A2)			\$	0.0
Pledged Contributions (Judicial) (BJ)			\$	0.0
Unpaid Incurred Obligations (F2)			\$	0.0

[WorkSheet Summary](#) [Next](#)

#2

- This column shows the sum of all the transactions you entered detailed information for and did not check the “itemize” box.

3. User Entered Lump Sum Totals Column

TEXAS ETHICS COMMISSION		Home	Profile	Reports	Fines/Fees	Messages	
Current Report: Semiannual 01/01/2015 thru 06/30/2015 Cover Sheet Notices From PACs WorkSheet Summary Incoming Funds <ul style="list-style-type: none"> Monetary Political Contributions Loans Other Incoming Funds Outgoing Funds <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> In-kind Political Contributions Pledges Outstanding Loans Assets Valued At \$500 Or More Unpaid Incurred Obligations Finalize Report		Schedule Subtotals What is this? Schedule Subtotals		Reported Itemized	Reported Unitemized	#3 User Entered Lump Sum Totals What is this?	Page Help Subtotal
		Monetary Political Contributions (Judicial) (AJ1)			\$	0.0	
		Loans (Judicial) (EJ)			\$	0.0	
		Interest, Credits, Gains, Refunds, And Contributions Returned To Filer (K)		N/A	N/A	0.0	
		Political Expenditures From Political Contributions (F1)			\$	0.0	
		Political Expenditures From Personal Funds (G)			\$	0.0	
		Payment From Political Contributions To The Business Of A C/OH (H)		N/A	N/A	0.0	
		Non-Political Expenditures From Political Contributions (I)		N/A	N/A	0.0	
		Purchase Of Investments From Political Contributions (F3)		N/A	N/A	0.0	
		Non-Monetary (In-Kind) Political Contributions (A2)			\$	0.0	
		Pledged Contributions (Judicial) (BJ)			\$	0.0	
		Unpaid Incurred Obligations (F2)			\$	0.0	
		WorkSheet Summary	Next				

- This column shows the lump sum total you entered for unitemized transactions that were not entered in detail on the schedule entry screen. You must manually enter the lump sum totals for each applicable schedule.
- DO NOT include any transactions for which you chose to enter detailed information. Those transactions will be totaled under columns #1 or #2, depending on whether you selected the “itemize” box on the schedule entry screen.

5. Schedule Subtotals (Cover Sheet, page 3)

20 SCHEDULE SUBTOTALS		SUBTOTAL AMOUNT	
NAME OF SCHEDULE			
1.	<input checked="" type="checkbox"/> SCHEDULE A(J)1: MONETARY POLITICAL CONTRIBUTIONS (JUDICIAL)	\$	250.00
2.	<input checked="" type="checkbox"/> SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS	\$	0.00
3.	<input type="checkbox"/> SCHEDULE B(J): PLEDGED CONTRIBUTIONS (JUDICIAL)	\$	
4.	<input checked="" type="checkbox"/> SCHEDULE E(J): LOANS (JUDICIAL)	\$	1,000.00
5.	<input checked="" type="checkbox"/> SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS	\$	200.00
6.	<input checked="" type="checkbox"/> SCHEDULE F2: UNPAID INCURRED OBLIGATIONS	\$	350.00
7.	<input checked="" type="checkbox"/> SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS	\$	50.00
8.	<input checked="" type="checkbox"/> SCHEDULE G: POLITICAL EXPENDITURES FROM PERSONAL FUNDS	\$	500.00
9.	<input checked="" type="checkbox"/> SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH	\$	50.00
10.	<input type="checkbox"/> SCHEDULE I: NON-POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS	\$	
11.	<input checked="" type="checkbox"/> SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER	\$	50.00

6. Report Totals Screen

TEXAS ETHICS COMMISSION

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Current Report Semiannual

01/01/2015 thru 06/30/2015

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Finalize Report

Report Totals(Cover Sheet, Page 2)

Please Note: You must enter an amount on required fields. If you have a zero balance, enter "0.00".

1 . Total unitemized political contributions of \$50 or less (other than pledges, loans or guarantees of loans)	\$150.00
2 . Total political contributions (other than pledges, loans or guarantees of loans)	\$250.00
3 . Total unitemized political expenditures of \$100 or less	\$300.00
4 . Total political expenditures	\$1100.00
5 . Total political contributions maintained as of the last day of the reporting period *	\$0.00
6 . Total principal amount of all outstanding loans as of the last day of the reporting period *	\$0.00
7 . Total unitemized pledges	\$0
8 . Total unitemized loans	\$0.00

* Required fields

Back
Save
Check My Report for Errors

Page Help

- This screen corresponds with Cover Sheet, page 2, of your report. You MUST manually enter information for line #5 and line #6.
- Note: Line #7 (Total unitemized pledges) and Line #8 (Total unitemized loans) shows the sum of your entries in column #2 (Reported Unitemized) and column #3 (User Entered Lump Sum Totals) on the Schedule Subtotals entry screen. These sums will appear on Schedule B (Pledges) and Schedule E (Loans) and not on Cover Sheet, page 2, of your report.

7. Report Totals (Cover Sheet, page 2)

16 CONTRIBUTION TOTALS	1. TOTAL POLITICAL CONTRIBUTIONS OF \$50 OR LESS (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS), UNLESS ITEMIZED	\$	150.00
	2. TOTAL POLITICAL CONTRIBUTIONS (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS)	\$	250.00
EXPENDITURE TOTALS	3. TOTAL POLITICAL EXPENDITURES OF \$100 OR LESS, UNLESS ITEMIZED	\$	300.00
	4. TOTAL POLITICAL EXPENDITURES	\$	1,100.00
CONTRIBUTION BALANCE	5. TOTAL POLITICAL CONTRIBUTIONS MAINTAINED AS OF THE LAST DAY OF THE REPORTING PERIOD	\$	0.00
OUTSTANDING LOAN TOTALS	6. TOTAL PRINCIPAL AMOUNT OF ALL OUTSTANDING LOANS AS OF THE LAST DAY OF THE REPORTING PERIOD	\$	0.00

A7. Printing and Submitting Report to the Office of the City Clerk

The screenshot displays the Texas Ethics Commission (TEC) website interface. At the top, it shows the user is logged in as 'COH Filer: Uriegas, Melinda (melinda.uriegas@sanantonio.gov)'. The main navigation bar includes 'Home', 'Profile', 'Reports', 'Fines/Fees', and 'Messages'. The left sidebar contains a menu with sections: 'Current Report: Semiannual' (06/14/2015 thru 06/23/2015), 'Incoming Funds', 'Outgoing Funds', 'Additional Activity', and 'Finalize Report'. The 'Finalize Report' section is expanded, showing options: 'Schedule Subtotals', 'Report Totals', 'Preview Report PDF', 'Check For Errors' (highlighted with a blue bar and a red arrow pointing to it), and 'Logout'. Below the menu, a 'Report Error Check' section is visible, with a red arrow pointing to it. The text below this section states: '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 of the page, there is a 'File Report' button, with a red arrow pointing to it.

1. Once Report is completed, Select “Check for Errors”
2. “Report Error Check” message will list Errors encountered, if any
3. If no Errors, Select “File Report”
4. If Errors are listed, correct 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>

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**

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Finalize Report

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

📄 File now online 🔒 Save for Later 🔒 Preview Report ←

1. Select “Preview Report”
2. Print Report and Provide to the Office of the City Clerk for notarization
3. As you are a Local Filer, you will not have the option to File your Report with TEC
4. Notarized Reports will be available for viewing on <http://www.sanantonio.gov/ElectionsCampaignFinance/CampaignFinanceReports.aspx#13218728-view-non-electronic-reports>
5. Individual Reports will be searchable. Searching of multiple reports and information is not available at this time.

B1. TEC Hints on Importing

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_NamT	Ctrib_NamS	Ctrib_Adr	Ctrib_Adr	Ctrib_C	Ctrib_ZIP4	Ctrib_CtryCD	OS	OS	Ctrib_Data	Ctrib	Ctrib	Employer	Occup	Job	Spous	Parent1	Parent2
1	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	Imaginary PAC		Bank Two 2200 Vista	Waco TX		76201-9056	USA			20150625	5000							
5	PLDG	B	E	Imaginary 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/elf_filing_info.htm

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

B2. TEC Instructions for Importing Contributions and Expenditures

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Promoting Public Confidence in Government

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Political Committees
Political Parties
Local Filers and Filing Authorities
State Officers/ Employees
Other Filers
Enforcement/ Sworn Complaints

New Campaign Finance Electronic Filing Application!

File

Click here to start the filing application in your browser.

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](#)

Acceptable computers to use for filing include:

- Personal computer or laptop
- Mac desktop computer or MacBook
- **NOTE: Mobile devices are not supported at this time**

Form SECURITY

Importing Contributions and Expenditures:

- [Hints on Importing Contributions](#)
- [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: June 19, 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 “Instruction: Campaign Finance Import Guide”
<https://www.ethics.state.tx.us/whatsnew/HowToImportContributionsAndExpenditures.pdf>

B3. TEC Template for Importing Contributions

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Promoting Public Confidence in Government

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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!

File

Click here to start the filing application in your browser.

Instructional Videos:

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- [How to Change Your Profile](#)
- [How to Change Your Password](#)
- [How to Check Your Report for Errors](#)
- [How to File a Zero Activity Report](#)

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Form SECURITY

Importing Contributions and Expenditures:

- [Hints on Importing Contributions](#)
- [Instructions: Campaign Finance Import Guide](#)
- [Contributions Template](#)
- [Expenditures Template](#)

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- Safari 4

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

1. Click on “Contributions Template”

<https://www.ethics.state.tx.us/whatsnew/Contribs.csv>

B4. TEC Template for Importing Expenditures

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Promoting Public Confidence in Government

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Form SECURITY

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- Safari 4

Last Revision: June 19, 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 “Expenditures Template”

<https://www.ethics.state.tx.us/whatsnew/Expend.csv>