



South Dakota Campaign Finance Reporting System Manual

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Disclosure reports that are filed online with the CFRS are searchable via the search page at

<https://sdcfr.sdsos.gov/Search/Search.aspx>

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Section 1: New Committees

1.1 Getting onto the System for the First Time (Creating an Account):

Committee Treasurers who would like to begin filing disclosures online will need an account. In order to create an account, a Statement of Organization must be filed for the committee. There are three ways for a new user to find this online form:

1) *Welcome, Guest!*

[Search Committees](#)
[CFRS Manual](#)
[Campaign Finance Information](#)
[Independent Expenditures](#)

Committees Login Here

Log In
Please allow pop ups
Account Information
Username:
Password:
Log In

register a committee
forgot password?
forgot username?

Campaign Finance REPORTING SYSTEM

Days Until Pre-General Deadline: 32

Delinquent filings incur a \$50/day penalty, \$10/day for County Political Parties

COMMITTEES LOG IN TO SEE IF YOU HAVE A REPORT DUE

To Form a Committee File a Statement of Organization
[View Printable Paper Forms](#)

Upcoming Filing Dates

Pre-General - October 28, 2016 Year End - February 06, 2017

Secretary of State's Office Administrators

On the South Dakota Campaign Finance Reporting System (SD CFRS) public homepage, click on “To Form a Committee File a Statement of Organization,” which is near the center of the page.

2) *Welcome, Guest!*

[Search Committees](#)
[CFRS Manual](#)
[Campaign Finance Information](#)
[Independent Expenditures](#)

Committees Login Here

Campaign Finance REPORTING SYSTEM

Days Until Pre-General Deadline: 32

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COMMITTEES LOG IN TO SEE IF YOU HAVE A REPORT DUE

[To Form a Committee File a Statement of Organization](#)
[View Printable Paper Forms](#)

Upcoming Filing Dates

Pre-General - October 28, 2016 Year End - February 06, 2017

Secretary of State's Office Administrators

On any welcome page, click “register a committee” inside the “Committees Login Here” drop-down.

Welcome, Guest!

[Search Committees](#)
[File Statement of Organization](#)
[CFRS Manual](#)
[Campaign Finance Information](#)
[Independent Expenditures](#)

Committee Login

Campaign Finance
REPORTING SYSTEM

12-27-33. Sale and certain uses of information in statements prohibited—Misdemeanor. No information copied, or otherwise obtained, from any statement, or copy, reproduction, or publication thereof, filed with the secretary of state, county auditor, or other person in charge of conducting the election under this chapter may be sold or utilized by any person for any commercial purpose or for the purpose of soliciting contributions. Any violation of this section is a Class 2 misdemeanor. Source: SL 2007, ch 80, § 33.

Note that information found through this search utility only reflects the current content of the CFRS database. Any documents that have not been submitted by committees and approved by the Secretary of State's office will not be available until the submission process is completed.

Search Committees

All committees that were Active in the prior reporting system, CASH, have been pulled over to the new CFRS. Any committee that has terminated may still be accessed via this [link](#).

Search Committees

Search By Committee Name
 Search By Type
 Search By Filing Status

Please enter your new CFRS username and password:

Username can consist of only letters, numbers, and the underscore "_" character, and must be at least 6 characters long
Passwords must be at least 6 characters long, contain at least one number and one letter, and not contain special characters

Username:

Password:

Confirm Password:

Cancel

Submit

3) On the search page, click on “File Statement of Organization” in the top-right.

*Note: The form will be the same no matter which of the above three ways are used to access it.

While filling out an online Statement of Organization (the details of which are provided in sub-section 1.2 of this manual), the Treasurer will be asked to provide a username and password. A **username** must be unique: if someone else has taken the name the Treasurer wants (BaseballFan123, for

example), another username must be chosen. Also, a username, unlike a password, cannot be changed or reset later. Usernames can consist only of letters, numbers, and the underscore “_” character, and must be at least six characters long. **Passwords** must be entered twice for accuracy. They must also be at least six characters long, contain at least one number and one letter, and not contain special characters.

Once a Statement of Organization is submitted, the Treasurer of the committee will receive a confirmation email (email will come from cfr@state.sd.us). If you do not receive an email, be sure to check your “junk” email file. The credentials entered in the part of the Statement of Organization pictured above can be used to log into the site immediately. However, the Treasurer will not be able to work on a disclosure form until a Statement of Organization has been approved by the SD SOS office. For more information on this, see sub-section 1.3 (After Submitting a Statement of Organization).

1.2 Filing a Statement of Organization

New political committees will first need to file a Statement of Organization. Sub-section 1.1 (Getting onto the System for the First Time (Creating an Account)) utilizes screenshots to illustrate how to navigate to this form from within the search pages of the CFRS site.

While filling out the form, a Treasurer will be asked for various information, such as the type of committee being formed, the name of the committee, information about committee officers (and candidate, if applicable), etc. For those Treasurers accustomed to filing on paper, effort has been made to make this online form as similar as possible to the paper form. Old forms will still be accepted by the SOS office. However, there are some features that are specific to

the online form. For example, checkboxes are provided to indicate when street and postal addresses are the same. This is intended to save time on filling out redundant information. Additionally, it is possible to indicate that a committee’s chairperson and Treasurer is the same person, which will automatically populate the Treasurer-related fields with the chairperson’s information. If a committee indicates that it will have a co-chair, only one of the chairpersons may be marked as the Treasurer. A candidate can only have one active candidate committee.

Towards the bottom of the form, there is a section for acknowledgement (pictured below). On the paper form, this is where committee officers would sign. However, for purposes of online filing, checking the box at the bottom-left of this section will count as an electronic signature. When the box is checked, all of the above fields will be checked for completeness. If required fields are not filled out, a red asterisk (*) will be placed next to them. At this point, all applicable fields should be revisited and filled out correctly. Once that is done, and the box is checked again, the committee officers’ names will be filled into the appropriate fields, and the dates will also fill in.

Verification below must be ACKNOWLEDGED BEFORE SUBMITTING this Statement

This statement shall be signed by the candidate and treasurer for a candidate committee and by the chair and treasurer for other political committees. The treasurer of a political committee shall file an updated statement of organization not later than fifteen days after ANY change in the information contained on this statement.

I _____ (Treasurer),
 I _____ (Chair or Candidate),
 certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete. I also understand that failure to timely file any statement, amendment, or correction required subjects the Treasurer responsible for filing to an administrative penalty of ten dollars (county political parties only) or fifty dollars per day for each day that the statement remains delinquent ([SDCL 12-27-29.1](#)).

Date: _____ Signature of Treasurer _____
 Date: _____ Signature of Chair or Candidate _____

Please check this box to acknowledge the above statement, which, for purposes of online filing, will count as a signature

Once the acknowledgement section is complete, a username and password must be provided. Section 1.1 (Getting onto the System for the First Time (Creating an Account)) details username and password requirements. After a satisfactory username and password have been entered, click the ‘Submit’ button. A prompt icon will appear and ask for confirmation that the person filling out the form wishes to submit. Should the user click “OK,” the prompt will disappear and the form will attempt to submit. At this point, the system will make sure that all fields were filled out correctly. If not, a prompt will explain what needs to be done, look for the red asterisk (*).

1.3 After Submitting a Statement of Organization

After a Statement of Organization is successfully submitted, the Treasurer of the newly formed committee will receive a confirmation email. At this time, the Treasurer may immediately log into their committee, using the credentials set up when filling out their Statement of Organization. (For a detailed explanation of logging in, see sub-section 2.1)

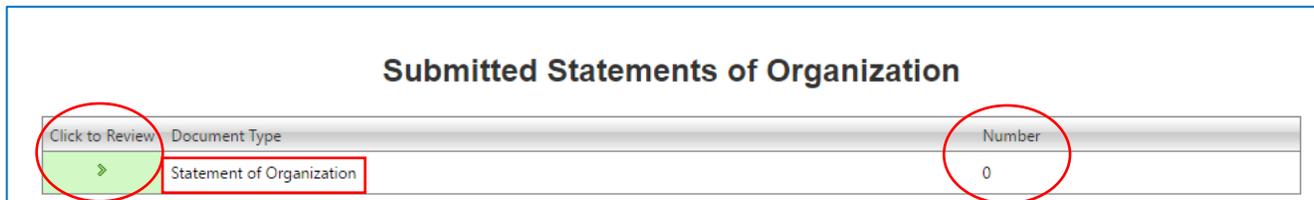
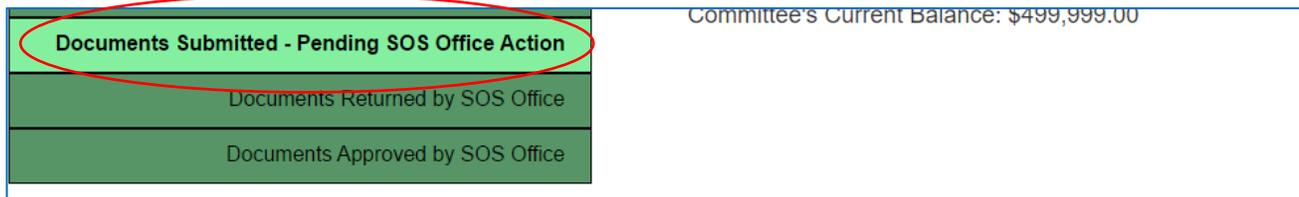
Filed Statements of Organization

Click to Review	Document Type	Number			
	Statement of Organization	1			
	Committee Name	Committee Type	Chairperson's Name	Treasurer's Name	Date/Time Filed
	Shantel Krebs For South Dakota	Statewide Candidate Committee	Shantel Krebs	Shantel Krebs	Jan 29 2015 12:50PM

However, the Treasurer may not immediately begin filling out disclosure forms. This ability is not available until personnel from the SD Secretary of State's office have reviewed and approved the committee's submitted Statement of Organization.

The committee Treasurer can view where the statement of organization is at in the approval process via the committee homepage. This is the page the site redirects to when a Treasurer logs into their committee. When navigating around the site, a Treasurer can return to their committee homepage via the "Committee Home Page" link in the upper-right of a page. Note that in order to deter Treasurers from navigating away from forms while working on them, the links that are usually in the upper-right of the screen are removed when a Treasurer is in a form.

On the committee homepage, beneath the black bar containing the CFRS logo, there is a column of green tabs on the left. To find a Statement of Organization that has just been submitted, click on "Documents Submitted – Pending SOS Office Action." This area is where documents go after a Treasurer has submitted them, but before SD SOS personnel have taken action on them (pictured on the next page).

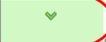


In this area, find the grid beneath "Submitted Statements of Organization." There are three columns in this grid. The first, "Click to Review," is an arrow that can be clicked on to drop down additional information about the Statement of Organization. The second, "Document Type," indicates that this document is a Statement of Organization. The third, "Number," indicates the quantity of documents in this section of the grid. The picture above shows zero, but in the case being described, there would be a number "1."

Statements of Organization that are incomplete will be returned for revision. The returned document will be found in the "Documents Returned by SOS Office" section. When the document is returned, the committee Treasurer will also receive an email notification. When a Statement of Organization is returned for revision, it is the responsibility of the **committee Treasurer** to make corrections and re-submit the document in a timely manner. SDCL [12-27-27](#) states that an amended statement must be filed **within three days of it being returned** for revision.

When SD SOS personnel return a document for revision, they are required to type out their reason(s) for returning it. The committee Treasurer may access this information via the “Statements of Organization Returned for Revision” grid. Click the green drop-down arrow, and look all the way to the right, under “Reason for Return”. There will be a clickable link that opens the “Reason for Return” in a pop up.

Statements of Organization Returned for Revision

Click to Review	Document Type	Number			
	Statement of Organization	1			
Edit Link	Committee Name	Committee Type	Date/Time Submitted	Date/Time Returned	Reason for Return
Edit	Shantel Krebs For South Dakota	Statewide Candidate Committee	Jan 25 2016 9:00AM	Jan 25 2016 9:04AM	Show Text

The exact way this information is displayed varies across different web browsers. For example, the pop up that appears when using Google Chrome looks different from the one that pops up when using Internet Explorer. **Make sure your pop-up blocker is turned off.**

To edit and re-submit the document, click the “Select for review” on the grid and then click on the “Edit Link” at the top. This will bring up the Statement of Organization in the same form it was when last worked on/submitted. At this point, the Treasurer is expected to make whatever changes the SD SOS personnel have requested and resubmit the document again. Once resubmitted, the document will once again be “Pending SOS Office Action.” Note that there is no limit to the number of times a document can be returned to a Treasurer for revision. Correctness and accuracy are important because, once approved, the Statement of Organization will become a public record.

Once the SD SOS personnel have deemed that a Statement of Organization is complete, it will be approved. At this point, and not any time before, the document is considered “filed” and becomes a public record. The official “filing date” of the document is the date of its approval, not the date of its submission or re-submission. Once approved, the Statement of Organization can be found in the “Documents Approved by SOS Office” section of the committee homepage under “Filed Statements of Organization.”

1.4 Notifications

A Treasurer of a committee that is registered as an online filer will receive various notifications via email. These notifications will not be delivered by any other means. It is the responsibility of the **committee Treasurer** to receive and take action on any notifications sent by the CFRS website or by SD SOS personnel. Note that it is also the responsibility of

the Treasurer to ensure all information on the statement of organization, including the email address, is up to date in order to receive email notifications.

Below are some examples of notifications that a Treasurer may receive.

The Treasurer will receive a notification when:

- Disclosure report deadline is approaching
 - o Notification for the year-end report and reports due after will be done via email for online filers
- When a disclosure report is delinquent
- Explaining the administrative hearing process
- Other emails as needed

The Treasurer will receive an **email** notification when:

- A disclosure report/form is submitted
- Submission of a disclosure report/form fails
- A disclosure report/form is re-submitted after being returned for revision
- Re-submission of a disclosure report/form fails after revision
- A Statement of Organization is submitted (new committee created)
- Edited Statement of Organization is submitted
- Statement of Organization for a brand new committee is submitted, but account creation fails
- A Statement of Organization is approved
- A disclosure report/form is approved
- A Statement of Organization is returned for revision
- A disclosure report/form is returned for revision
- Username of password is being retrieved/reset
- A committee that is currently a paper filer begins transitioning into an online filer
- Other notifications as needed

1.5 Potential Benefits of a Candidate Doubling as Committee Treasurer

The committee Treasurer is responsible per SDCL 12-27-6 and 12-27-24 (29) for filing campaign finance documents. Communication from the SD Secretary of State's office will go **ONLY to the Treasurer**. If a candidate would like to directly receive communications, they would need to serve as their own committee Treasurer. NOTE: a Candidate may serve as both the Committee Chair and Committee Treasurer.

1.6 Switching from an Online Filer Back to Paper

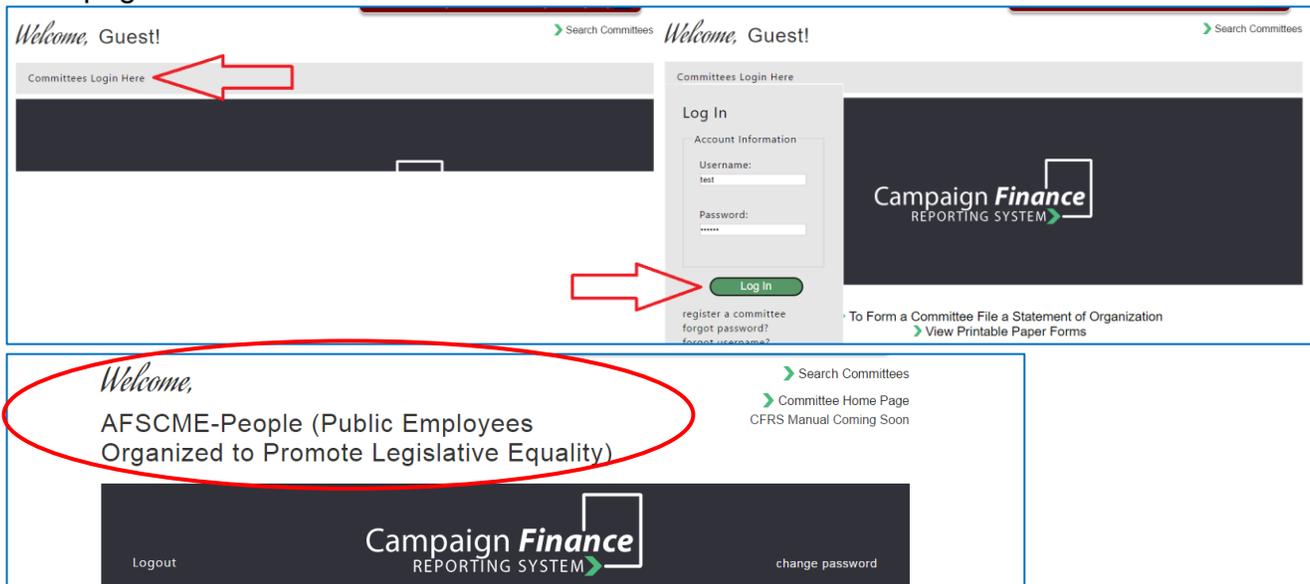
In the event that a committee Treasurer wishes to switch back to a paper filer, the Treasurer may contact the SD Secretary of State's office and ask to be converted to a paper filer. This action takes very little time, and is performed by SD SOS personnel on the administrator portion of the CFRS website. If the Treasurer changes their mind later on, returning to online filing is always an option.

Section 2: Existing Committees that File Online

2.1 Logging in as Committee Treasurer

A Treasurer logging into the CFRS website must navigate to the welcome homepage. Next, click the “Committees Login Here” drop-down and enter your credentials (both username and password are case-sensitive). Finally, click the “Log In” button (pictured below). If the username and/or password are incorrect, a pop up will appear for notification. At this point, the drop-down must be opened again before an additional attempt can be made.

Once a Treasurer has successfully logged in, they will be redirected to their committee’s homepage.



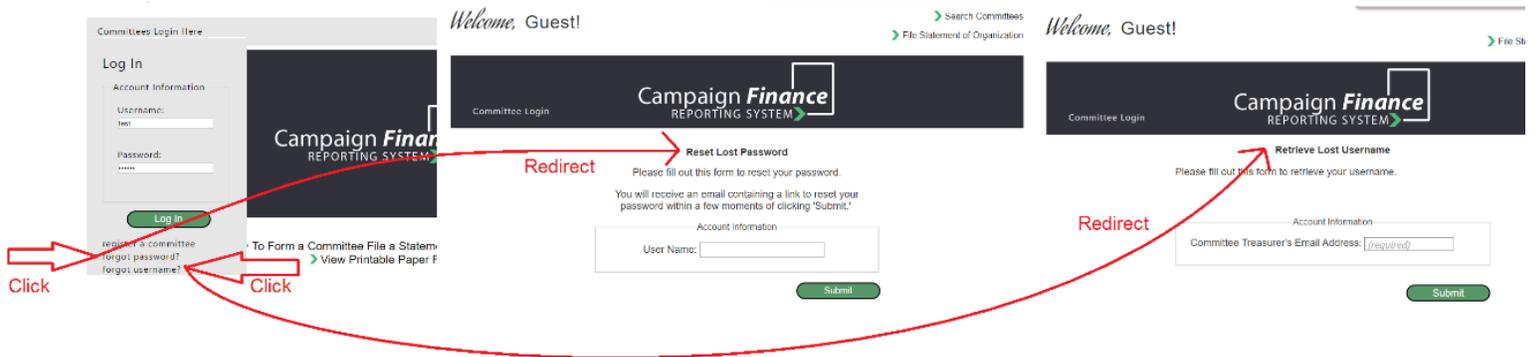
2.2 Forgot Username and/or Password

In the event that a committee Treasurer loses track of their username and/or password, there are options for recovering them via the SD CFRS website. In the “Committees Login Here” drop-down, the bottom two links, “forgot password?” and “forgot username?” both lead to separate pages where their respective information can be recovered. If a password is lost or stolen, the “Reset Lost Password” page will allow a committee Treasurer to input their username and have a password reset email sent to the Treasurer email address that is on file. The password reset email will contain a link that leads back to the SD CFRS website, where a new password will need to be entered twice.

In the event that a username is lost, a committee Treasurer can enter their email address that is on file within the CFRS, into the “Retrieve Lost Username” page. They will receive an email containing the name of their committee, as well as their username to log into said committee. Usernames cannot be changed and are unique to the committee.

For example, Bill Smith is the Treasurer of ten committees and he used the same email address on the Statement of Organization for each committee, his username retrieval email will contain the names and usernames for every committee for which he is the Treasurer. If Bill Smith used the address Bill@hotmail.com for five committees, and Bill@gmail.com for the other five, he can enter Bill@hotmail.com for his username retrieval and get the names and usernames of those five committees in his retrieval email.

A committee needs to have an approved Statement of Organization for resets/retrievals to work. This excludes brand new committees whose statement is not yet approved, as well as committees in the process of converting from a paper filer to an online filer. If a committee is currently in the process of converting from a paper filer, the password cannot be changed until the process is complete.



2.3 Why Am I Unable to Work on Documents?

There are some circumstances under which a Treasurer is not able to work on disclosures or edit their statement of organization. For starters, if a committee is new and awaiting approval of their statement of organization by SOS personnel, a Treasurer will be unable to work on any documents (see sub-section 1.3). If a committee already has an edited statement of organization undergoing the approval process (see sub-section 2.4), they may not attempt to edit the statement of organization again until the previous one has been approved. Once a particular disclosure has been started, such as a 2015 Year-End, no new instances of it may be created. Either the existing report must be submitted, or it can be deleted prior to submission to facilitate the creation of a new report.

If a committee is marked as a paper filer (due to no Treasurer email on file or previously only having submitted paper reports), is inactive or has been terminated, they are not allowed to work on or submit any forms within the system. An inactive committee has this status while in the process of converting from a paper filer to an online filer. There are steps which must be taken by the committee to complete that process, and no disclosures may be worked on until the steps are complete (see sub-section 2.7).

2.4 Updating Committee Information

For many committees, a time will come when the information on their statement of organization needs to be updated. Perhaps an address, phone number, or email address will change. An updated statement must be submitted to the SD Secretary of State's office if the

information on a committee's statement of organization changes. Pursuant to SDCL 12-27-6 the Treasurer of a political committee shall file an updated statement of organization **not later than fifteen days after any change in the information** contained on the most recently filed statement of organization. NOTE: the Treasurer on file with the SD SOS office remains liable for all current and future report filings until the committee is terminated or an updated statement of organization is filed with new Treasurer information.

To change a committee name or committee type requires the Treasurer to contact the SD SOS Elections team for approval. The reason for this step is to ensure that committee information and reports remain with the committee even if the name were to change and if a committee wants to change their committee type (Ex: legislative candidate committee to statewide candidate committee) the SOS personnel need to be able to review this request and explain the differences in reports due.

To get started, a Treasurer should log into their committee (see sub-section 2.1 for details). Once logged in, click the green "New Disclosure/Edit Statement of Organization" tab. Below the committee status and current balance, you will find "Edit Statement of Organization." To begin editing the Statement of Organization, click the green "Edit" button.

REPORTING SYSTEM

About the Office | General Information | A - Z Topics | Search

New Disclosure/Edit Statement of Organization

Uploaded Documents

Documents Created but Unsubmitted

Documents Submitted - Pending SOS Office Action

Documents Returned by SOS Office

Documents Approved by SOS Office

This is your Committee Home Page page.

Your Statewide Political Action Committee is: **Active**

Enter current balance here: \$

Committee's Current Balance: \$0.00

Check the box if this committee only files on paper:

File a New Campaign Finance Disclosure Statement

*Filing deadlines for which you are obligated to submit a disclosure report can be found here. **If there are no filing deadlines listed below, you do not have a report to file at this time.***

*If you need to file an **AMENDMENT** to a previously filed report due to an accounting error*

Edit Statement of Organization

To make any changes (Ex: contact information or name of Treasurer or Chair) to the information on your Statement of Organization click the button below.

The form loads with the committee's most recently approved information populated in. The Treasurer may make any necessary edits and submit the form. Note that once the Treasurer begins editing, the form must either be submitted or discarded. It is not possible to make a few changes, save that form without submitting, and come back to it later. All changes must be made and submitted in **one sitting**. The Statement of Organization is the only form that works this way.

Once the edited Statement of Organization is submitted, it goes through the same approval process as a brand new statement (see sub-section 1.3 for details). However, unlike submitting a Statement of Organization for a brand new committee, a committee that submits an edited Statement of Organization remains active during the approval process, and may continue working on and submitting disclosures during that time unless the Treasurer is being changed. However, the information on the edited Statement of Organization does not become the committee's official information until that statement is **approved** by SD SOS personnel. Disclosures submitted in the meantime will continue utilizing the committee's most recently approved information.

2.5 How to Change a Username or Password

A committee's username cannot be changed. If the Treasurer loses track of their committee's username, it can be retrieved (see sub-section 2.2 for details), but never changed.

If a committee Treasurer loses their password and needs it reset, instructions for doing so are provided in sub-section 2.2. However, if a Treasurer already knows their password and wishes to change it, there is a different process available to do so (pictured below). While logged into their committee, a Treasurer can click "change password" in the lower-right corner of the black box with the CFRS logo. This goes to a "Change Password" page where the Treasurer first enters their old/current password, followed by their new password twice. The change will take effect immediately.

Logout Campaign Finance REPORTING SYSTEM change password

Change Password

Passwords must be at least 6 characters long, contain at least one number and one letter, and not contain special characters.

Account Information

Old Password:

New Password:

Confirm New Password:

Change Password

Cancel

2.6 Email Notifications

This is touched on in sub-section 1.4 (Notifications), but it is worth mentioning here that **only the committee Treasurer will receive campaign finance notifications via email**. The only way a candidate or a chairperson would also receive notifications sent straight from the CFRS website is if that person is also the Treasurer of their committee. A Treasurer may choose to forward email notifications to other individuals associated with a committee, but the CFRS website will only send to the Treasurer. Note that it is the responsibility of the committee Treasurer to ensure that the email address entered on their Statement of Organization is up to date and able to receive messages. If an email from CFRS is undeliverable, your reports could end up being delinquent if the Treasurer can't receive emails.

2.7 Switching to Online Filing or Paper Filing

Committees within the CFRS are either online filers (Disclosures and Statements of Organization are filed online) or paper filers (*everything* is filed on paper). Section 1.6 (If You have Problems Filing Online) touches on this topic, but committees that file either way can be converted to the other type. In order to set the conversion in motion, the committee Treasurer needs to contact the SD SOS office and inquire about switching their committee from paper filing to online filing, or vice versa.

If a committee is switching from online filing to paper filing, the process is relatively quick, and doesn't require any additional steps to be taken by the Treasurer. SD SOS personnel will go into the administrator portion of the CFRS and mark the appropriate committee as a paper filer. At that point, the Treasurer can still log into their committee, but they won't be able to work on any documents. Also note, logging into a committee that has been terminated works the same way. For more information about paper filing, see section 4 of this manual.

If a committee is switching from paper filing to online filing, there are a few more steps involved, depending on certain circumstances. If the committee does not have a login account, one has to be generated. SD SOS personnel will ask the Treasurer what they would like their username and password to be, and generate the account using credentials provided by the Treasurer (for security purposes, the Treasurer will be encouraged to change their password after completing the conversion). If the committee already has an account, which is usually the case, it will retain the same username it already had, but receive a randomly generated interim password for use during the conversion process. This password cannot be changed until the conversion process is complete. The committee's username and password will be sent to the Treasurer via email, along with instructions on how the committee is to proceed with the conversion.

The committee's next step is to log into their account (see sub-section 2.1 for details), edit and resubmit their Statement of Organization (see sub-section 2.4 for details). These steps must be completed as part of the conversion process to ensure the committee's information is accurate and complete. This also ensures that the CFRS has an email address on file for the Treasurer to receive notifications with. It is the responsibility of the committee Treasurer to ensure that the email address entered is up to date and able to receive messages.

Section 3: Filing Reports

3.1 What Reports to File and When They Are Due

File a New Campaign Finance Disclosure Statement

*Filing deadlines for which you are obligated to submit a disclosure report can be found here. **If there are no filing deadlines listed below, you do not have a report to file at this time.***

*If you need to file an **AMENDMENT** to a previously filed report due to an accounting error, you must do so on paper (click [here](#) to access paper forms). The Secretary of State's office will upload the paper report to this website and adjust your committee's balance accordingly.*

PO Boxes are NOT allowed for Itemized Individual Contributions. Your report will be returned if there are PO Boxes listed.

Click on the date below to access your campaign finance report.

Pre-General - October 28, 2016

If needed, we suggest you file a "Termination Report," by clicking the tab below, if you no longer want to remain an active committee. You will no longer be required to file reports once you terminate.

[Create a Termination Report](#)

On a committee's homepage, when the green "New Disclosure/Edit Statement of Organization" tab is selected, immediately below the green tabs is "File a New Campaign Finance Disclosure Statement" (pictured to the left using test data that is not meant to represent actual reports or filing deadlines).

Disclosures that the committee is eligible to file, but has not yet begun working on, show up as clickable links. Clicking on one of these will open the disclosure and populate the committee's specific information into the first section. The filing deadline for the disclosure needs to be activated by SD SOS personnel before it will appear in the list of links. Reports will be opened around one month before the deadline and email reminders will be sent out to all online filers.

Additionally, a "Create a Termination Report" button is provided to allow committees to terminate any time they wish (provided they are an online filer). This button simply opens a new termination report. Note that a committee can only have one termination report in progress at any given time, and that report must have a balance of \$0.00 before the CFRS will

allow it to be submitted. Committees that file paper reports may also terminate the committee any time they wish by submitting a paper termination report.

Once a disclosure report has been started, it will no longer appear on the pictured list of links. Rather, it will be accessible under the green "Documents Created but Unsubmitted" tab, in the grid of "Unsubmitted Disclosures." To access the disclosure from this grid, click the green drop-down arrow, followed by the "Review Link" on the far left. This leads to a "Document Review" page, where the document, in its current state of completion, will appear as a PDF, along with buttons that allow a Treasurer to continue editing the report, cancel or submit it (pictured on the next page).

Your Statewide Political Action Committee is: **Active**
Committee's Current Balance: \$499,999.00

Documents Created but Unsubmitted
Documents Submitted - Pending SOS Office Action
Documents Returned by SOS Office
Documents Approved by SOS Office

Submit Later Submit File Date and Time Last Edited: 9/26/2016 10:48:46 AM

This disclosure is a termination: Balance is not zero. You must edit your disclosure and leave a balance of \$0.00. Your current balance is \$499,999.00.

Redirect

Unsubmitted Disclosures

Click-to-Review	Document Type	Number
>	Post-Primary (non-winner)	0
>	Pre-General	0
>	Pre-Primary	0
▼	Termination	1

Review Link	PDF Link	Starting Balance	Ending Balance	Date/Time Last Edited
Select for Review	PDF	\$499,999.00	\$499,999.00	Dec 11 2015 1:04PM
>	Year End			0

Click

Campaign Finance Disclosure Statement
SDOL 12-27

The following **FILE** this form with the Secretary of State's Office:
 • Statewide Political Action Committees (PACs)
 • Statewide Political Parties
 • County Political Parties
 • Statewide Ballot Question Committees
 • Legislative Committees
 • Statewide Candidate Committees

The following **DO NOT FILE** this form with the Secretary of State's office (file this form in the office where the nominating petition or ballot question petition was filed):
 • County
 • Candidates, Ballot Question Committees and Political Action Committees
 • Municipal
 • Candidates, Ballot Question Committees and Political Action Committees
 • School Candidates
 • Candidates, Ballot Question Committees and Political Action Committees

Full Name of Committee: Nick's Test PAC
 If you are a **Candidate**, list name as it appears on your nominating petition and what office you are seeking
 Candidate Name: N/A
 Office Sought: N/A
 Type of Committee: Statewide Political Action Committee (PAC)
 Street Address: 123 Pierre St, Pierre, SD 57501
 Postal Address: 123 Pierre St, Pierre, SD 57501
 Treasurer Daytime Phone Number: (605) 777-7777 Treasurer Evening Phone Number: (605) 777-7777
 Treasurer Email Address: test@test.com

If you are a **Ballot Question Committee**, indicate which measure the committee was involved with during the reporting period and whether the measure was supported or opposed.
 Ballot Measure Number (if has been assigned): _____ Supporting? Opposing?

Type of Campaign Statement (you must select one):
 Pre-Primary
 Post-Primary (non-winner)
 Pre-General
 Year-End
 Termination of Committee

You may also select one of the reports below in combination with a report above:

Note that AMENDMENTS, SUPPLEMENTAL REPORTS and BALLOT QUESTION STATEMENTS **cannot be filed online**. In the event that one of these report types must be filed, it is the responsibility of the committee Treasurer to submit by mail, email or fax the report to be uploaded by the SD SOS personnel into the CFRS. See sub-sections 4.2 through 4.4 for more details. For contact information, see the cover of this manual.

3.2 How to File a Report

The purpose of this sub-section is to walk through the process of filing a disclosure report from start to finish. Please read sub-section 3.1 prior to proceeding.

Sub-section 3.1 details how to begin working on a report, but to recap, a committee Treasurer needs to log into their account and go to their committee homepage, then select the first green tab and find the link for the report they wish to work on. Once this link is clicked on, the Treasurer is taken to the disclosure form. The type of report is selected already, based on the specific disclosure link that was clicked on.

Unless the Treasurer arrived on the disclosure form by clicking the “Create a Termination Report” button, they can also mark the report subtype as “Termination of Committee.” For example, if Bill Smith lost in a primary election and has to file a Post-Primary (non-winner) report, he could also make that post primary report his termination report. Note that an Amendment subtype appears on the form, but is not available to click on. It is there purely for cosmetic reasons, and is meant to make the web form look like the paper form. At this time, amendments cannot be filed online through the CFRS. For more information on that, see the final paragraph of sub-section 3.1.

At the bottom of the form, there are three buttons, “Scroll to Top,” Save and Close,” and “Cancel”. The “Scroll to Top” button scrolls the page up to the top, where the form section menu is located. The “Save and Close” button saves the current form of the report and closes it, redirecting the Treasurer back to their committee homepage. The “Cancel” button closes the form without saving and takes the Treasurer back to the committee homepage. Notice

that none of these three buttons advances a Treasurer to the next section of the form or submits the form.

Signature of Treasurer

Scroll to Top Save and Close Cancel

Navigating through different sections of the form is done solely through the black menu bar at the top (pictured below). When a Treasurer opens a disclosure form, it always starts in the Committee Information section. The Income and Expenses tabs of the menu have drop-downs that provide various sections of the form for a Treasurer to fill out. Please note when using a phone or tablet, the drop down functions can be sensitive. If the committee is a candidate committee, the section for contributions from organizations is not available in the dropdown and is greyed out on the summary page. Finally, the Summary tab displays totals from each section of the form, auto fills the last balance if a committee had filed a previous report and calculates the ending balances (or cash on hand).

Logout Campaign Finance REPORTING SYSTEM

When navigating between sections of this report, you may experience a delay.

Committee Information Income Expenditures Summary

Direct Contributions from Individuals
Direct Contributions from Organizations
Direct Contributions from Political Parties
Direct Contributions from In-State PACs
Direct Contributions from Out-of-State or Federal PACs
Direct Contributions from Candidate Committees
Other Income
In-Kind Contributions
Establishing and Administering Committee/Solicitation Costs

EXPENSES

INCOME TOTALS

Logout Campaign Finance REPORTING SYSTEM

When navigating between sections of this report, you may experience a delay.

Committee Information Income Expenditures Summary

SUMMARY

Operational/Categorical Contributions Made to Other Candidates and Committees
Incurred but not yet Paid
Loans Owed TO this Committee
Loans Owed BY this Committee

This is the summary of transactions conducted during the reporting period.

Balance of cash and cash equivalents on hand, if any, at the beginning of the reporting period. \$499,999.00

	INCOME	EXPENSES
INCOME TOTALS		

There are a few **important details** to know about navigating the disclosure form. **A Treasurer should never use their browser's back button/arrow to attempt to return to a previously visited section of the form.** Doing so will return the Treasurer to the page they were on before navigating to the disclosure form and the report **will not have been saved.** Using the back button/arrow is the same as clicking on the "cancel" button. *Only* the menu bar on the page should be used to navigate between parts of the form.

The form saves every time a Treasurer navigates between sections. For example, if Bill Smith starts working on his 2015 Year-End report and goes from the Committee Information section to the Direct Contributions from In-State PACs section under Income, the entire form will save during that navigation to ensure work is not lost. Because of this, Treasurers may experience a delay when switching from one section of the form to another, especially if utilizing a weak internet connection. Patience is advised along with clicking only once when switching to a different section of the form.

Lastly, Treasurers should know that, unlike the Statement of Organization, a disclosure report cannot be directly submitted from the form. When a Treasurer is finished working on their report, they should save and close. They will then have three options, submit later, submit or edit. If they choose to submit later, they must access the report via the Document Review page (see sub-section 3.1 for details) and click the "**Submit**" button. Note that if a Treasurer

is trying to submit a termination report that does not have a balance of \$0.00, the Document Review page will not activate the "Submit" button for a Treasurer to click on.

While filling out the disclosure form, there are a certain number of rows provided for each type of transaction to begin with, but a Treasurer can add or remove as many rows as they need to get all their transactions onto the form. Note that completely empty rows will not appear on the PDF of the report, but partially completed rows will be caught as incorrectly filled out. Thus, a transaction row must be filled out completely, or not at all. When a Treasurer attempts to switch between sections of the form or save and close, all the transactions in the current section will be reviewed for completeness. The Treasurer will not be able to switch sections or save and close until all transactions in that section are filled out correctly or the rows are empty.

Below is a series of screenshots intended to illustrate how to add or remove transaction rows from a section of the form.

INCOME cont'd

Direct Contributions from Organizations

Only PAC's and Ballot Question Committees* may receive direct contributions from organizations. An organization is defined as any business corporation, limited liability company, nonprofit corporation, limited liability partnership, limited partnership, partnership, cooperative, trust except a trust account representing or containing only a contributor's personal funds, business trust, association, club, labor union, collective bargaining organization, local, state or national organization to which a labor organization pays membership or per capita fees, based upon its affiliation and membership, trade or professional association that receives its funds from membership dues or service fees, whether organized inside or outside the state, any entity organized in a corporate form under federal law or the laws of this state, or any group of persons acting in concert which is not defined as a political committee or political party. [SDCL 12-27-18](#) *If you are a ballot question committee, which received a contribution from an organization, you must attach to this report the [Ballot Question Statement](#) you received from the organization.

Organization Name	Street Address (PO Box not accepted)	City	State	Amount	
			State	\$ 0.00	Remove
			State	\$ 0.00	Remove
			State	\$ 0.00	Remove
			State	\$ 0.00	Remove
			State	\$ 0.00	Remove

INCOME cont'd

Direct Contributions from Organizations

Only PAC's and Ballot Question Committees* may receive direct contributions from organizations. An organization is defined as any business corporation, limited liability company, nonprofit corporation, limited liability partnership, limited partnership, partnership, cooperative, trust except a trust account representing or containing only a contributor's personal funds, business trust, association, club, labor union, collective bargaining organization, local, state or national organization to which a labor organization pays membership or per capita fees, based upon its affiliation and membership, trade or professional association that receives its funds from membership dues or service fees, whether organized inside or outside the state, any entity organized in a corporate form under federal law or the laws of this state, or any group of persons acting in concert which is not defined as a political committee or political party. [SDCL 12-27-18](#) *If you are a ballot question committee, which received a contribution from an organization, you must attach to this report the [Ballot Question Statement](#) you received from the organization.

Organization Name	Street Address (PO Box not accepted)	City	State	Amount	
			State	\$ 0.00	Remove
			State	\$ 0.00	Remove

Click "Add Contribution" if you need to add another row.

*Note: You DO NOT need to fill out all of the above rows. They are provided only in case you need them.

Click → **Add Contribution**

Rows removed

TOTAL of all Itemized Direct Contributions from Organizations: \$0.00

INCOME cont'd

Direct Contributions from Organizations

Only PAC's and Ballot Question Committees* may receive direct contributions from organizations. An organization is defined as any business corporation, limited liability company, nonprofit corporation, limited liability partnership, limited partnership, partnership, cooperative, trust except a trust account representing or containing only a contributor's personal funds, business trust, association, club, labor union, collective bargaining organization, local, state or national organization to which a labor organization pays membership or per capita fees, based upon its affiliation and membership, trade or professional association that receives its funds from membership dues or service fees, whether organized inside or outside the state, any entity organized in a corporate form under federal law or the laws of this state, or any group of persons acting in concert which is not defined as a political committee or political party. [SDCL 12-27-18](#) *If you are a ballot question committee, which received a contribution from an organization, you must attach to this report the [Ballot Question Statement](#) you received from the organization.

Organization Name	Street Address (PO Box not accepted)	City	State	Amount	
			State	\$ 0.00	Remove
			State	\$ 0.00	Remove
			State	\$ 0.00	Remove

Click "Add Contribution" if you need to add another row.

*Note: You DO NOT need to fill out all of the above rows. They are provided only in case you need them.

Click → **Add Contribution**

Row added

TOTAL of all Itemized Direct Contributions from Organizations: \$0.00

3.3 Attaching a Spreadsheet or PDF File to a Report

At this time, there is no way to attach a spreadsheet or PDF file to an online-filed report in the CFRS. However, if a Treasurer has such files they would like associated with their report, there is a box to check to indicate that. Once that box is checked the Treasurer would be prompted to fill in a total amount of all the transactions (in lieu of listing them all out). The PDF file of the report will specifically note that those transactions are itemized in a separate document. The document must be sent to SOS personnel by mail, email or fax and those files will be scanned and uploaded as part of the overall report (to be located separately from the online-filed report), or just keep them together as paper files outside of the CFRS. For contact information, see the cover of this manual.

3.4 What Happens to a Report after Submission

As previously stated in sub-section 3.2 (How to File a Report), once a report has been completed, saved, and closed, a Treasurer may submit the report through the Document Review page. At this point, it is not yet “filed.” Instead, it is pending review by SD SOS personnel. Until SD SOS personnel have taken action on this pending report, it will appear in the “Submitted Disclosures” grid under the green “Documents Submitted – Pending SOS Office Action” tab of the committee homepage. Once the SD Secretary of State’s office has reviewed the report, they will either approve/file it, at which point the report becomes a public record, or they will return it to the committee Treasurer for revision. In the event that the report is returned for revision, the committee Treasurer will receive an email notification (see sub-sections 1.4 and 2.6 for more information about notifications). The Treasurer will then have **three days** to complete any and all requested changes and re-submit the report before a penalty is applied. The deadline cannot fall on a weekend or holiday (SDCL 12-1-1). If the report is submitted after the three-day window, the SD SOS office will be notified.

The screenshot shows the South Dakota Secretary of State's website for Shantel Krebs. The navigation menu includes "Documents Submitted - Pending SOS Office Action", "Documents Returned by SOS Office", and "Documents Approved by SOS Office". The "Documents Returned by SOS Office" option is circled in red. Below the navigation, there is a table titled "Disclosures Returned for Revision" (also circled in red). The table has columns for "Click to Review", "Document Type", and "Number". The "Year End" row is circled in red and shows a count of 1. Below this table is another table titled "Statements of Organization Returned for Revision" with a single row for "Statement of Organization" showing a count of 0.

Click to Review	Document Type	Number
>	Post-Primary (non-winner)	0
>	Pre-General	0
>	Pre-Primary	0
>	Termination	0
>	Year End	1

Click to Review	Document Type	Number
>	Statement of Organization	0

When SD SOS personnel return a document for revision, they are required to type out their reason(s) for returning it. The committee Treasurer may access this information via the “Disclosures Returned for Revision” grid under the green “Documents Returned by SOS Office” tab. Click the green drop-down arrow, and look all the way to the right, under “Reason for Return.” There will be a clickable link that opens the “Reason for Return” in a pop up. The exact way this information is displayed varies across different web browsers. For example, the pop up that appears when using Google Chrome looks different from the one that pops up when using Internet Explorer.

The screenshot shows the website for the South Dakota Secretary of State's Campaign Finance. The main navigation bar includes links for "Documents Submitted - Pending SOS Office Action", "Documents Returned by SOS Office" (highlighted in green), and "Documents Approved by SOS Office". Below this, there is a section titled "Disclosures Returned for Revision" with a table showing various document types and their counts. A table below that, "Statements of Organization Returned for Revision", shows one entry for "Statement of Organization" with a count of 0.

Click to Review	Document Type	Number
>	Post-Primary (non-winner)	0
>	Pre-General	0
>	Pre-Primary	0
>	Termination	0
>	Year End	1

Review Link	PDF Link	Starting Balance	Ending Balance	Date/Time First Submitted	Date/Time Returned	Reason for Return
Select for Review	PDF	\$1,856.14	\$1,856.14	Jan 25 2016 8:41AM	Jan 25 2016 8:42AM	Show Text

Click to Review	Document Type	Number
>	Statement of Organization	0

There is no limit to the number of times the SD SOS office can return a report for revision. However, as long as it is initially submitted before or on the filing deadline, a report is still considered on time, even if revisions are requested. It is the responsibility of the committee Treasurer to watch their email and/or committee homepage and know what point of the approval process their report is currently in.

Once SD SOS personnel have deemed that a report has been completed properly, it will be approved. At this point, and not any time before, the report is considered “filed” and becomes a public record. The official “filing date” of the report is the date of its approval, not the date of its submission or re-submission. Once approved, the disclosure report can be found in the “Documents Approved by SOS Office” area of the committee homepage under “Filed Disclosures.”

3.5 Terminating a Committee

As touched on in sub-sections 3.1 and 3.2, a committee may terminate at any time by filing a termination report. Once a Treasurer is logged in (see sub-section 2.1 for log in details) the quickest and easiest way to get started on a termination report is by selecting the green “New

Disclosure/Edit Statement of Organization” tab. Then look below the green tabs to find the “Create a Termination Report” button (pictured).

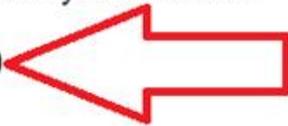
File a New Campaign Finance Disclosure Statement

*Filing deadlines for which you are obligated to submit a disclosure report can be found [here](#). **If there are no filing deadlines listed below, you do not have a report to file at this time.***

If you need to file an amendment to a previously filed report due to an accounting error, you must do so on paper (click [here](#) to access paper forms). The Secretary of State's office will upload the paper report to this website and adjust your committee's balance accordingly.

We suggest you file a “Termination Report,” by clicking the tab below, if you no longer want to remain an active committee. You will no longer be required to file reports once you terminate.

Create a Termination Report



It is also possible to select the “Termination of Committee” subtype when filing some other type of disclosure report. From sub-section 3.2 (How to File a Report):

“Unless the Treasurer arrived on the disclosure form by clicking the “Create a Termination Report” button, they can also mark the report’s subtype as “Termination of Committee.” For example, if Bill Smith lost in a primary election and has to file a Post-Primary (non-winner) report, he could also make that post primary report his termination report.

Additionally, a “Create a Termination Report” button is provided to allow committees to terminate any time they

wish (provided they are an online filer). This button simply opens a new termination report. Note that a committee can only have one termination report in progress at any given time, and that report must have a balance of \$0.00 before the CFRS will allow it to be submitted. Committees that file paper reports may also terminate the committee any time they wish by submitting a paper termination report. Once a termination report is approved/filed by SOS personnel, the committee in question is terminated.

Section 4: Paper Filers

4.1 Downloading Paper Forms

There are two pages in the CFRS that link to the SD Secretary of State's paper forms (pictured below). The first is the welcome home page and the second is the green "New Disclosure/Edit Statement of Organization" tab on the committee homepage. Both links go to the same page on the SD SOS website.

The screenshot shows the user interface of the Campaign Finance Reporting System. At the top, it says "Welcome, Nick's Test PAC" with navigation links for "Search Committees" and "Committee Home Page". A "Logout" link is also visible. The main content area features the "Campaign Finance REPORTING SYSTEM" logo. Below the logo, there are two green navigation links: "To Form a Committee File a Statement of Organization" and "View Printable Paper Forms". A red arrow points to the second link. To the right, there is a section titled "File a New Campaign Finance Disclosure Statement" with instructions on filing deadlines and a link to "click here" for paper forms. Another red arrow points to this link. At the bottom, there is a section for "Upcoming Filing Dates" with a table of dates for various election cycles.

Upcoming Filing Dates			
Post-Primary (non-winner) - December 15, 2015	Year-End - January 01, 2016	Pre-Primary - May 27, 2016	Pre-General - October 28, 2016

Secretary of State's Office Administrators

4.2 How to Submit Paper Forms

Paper-filed forms/reports must be submitted to the SD Secretary of State's office via fax, email, or physical mail prior to the filing deadline. For contact information, see the cover of this manual.

4.3 How Paper Forms get onto the CFRS

After a committee Treasurer sends their paper documents to the SD SOS office, they will be reviewed and if completed properly, they will then be filed and scanned and uploaded into the CFRS system. The Treasurer will be able to log into their account and see these documents on the committee home page under the green "Uploaded Documents" tab. In the area below the green tabs, there is a grid containing all uploaded paper documents for that committee (pictured on the next page). To view one of these documents as a PDF, click on the linked document "Type" on the far-left of the grid. Note that the "Year" on the grid is the year the document was filed for. For example, a 2015 Year-End uploaded in January of 2016 will say 2015 under "Year."

Committee Treasurers cannot upload their own documents into the CFRS. See section 4.2 on how these will get uploaded.

Logout change password

Campaign Finance
REPORTING SYSTEM

New Disclosure/Edit Statement of Organization	This is your Committee Home Page page. Your Statewide Political Action Committee is: Active Committee's Current Balance: \$499,999.00
Uploaded Documents	
Documents Created but Unsubmitted	
Documents Submitted - Pending SOS Office Action	
Documents Returned by SOS Office	
Documents Approved by SOS Office	

Uploaded Documents:

(uploaded documents related to your committee)

Type	Year	Date Uploaded
Statement of Organization	2015	12/3/2015
Ballot Question Statement	2015	12/3/2015

4.4 How Current Balance is Updated

When a committee files on paper a report that affects its current balance (or cash on hand), SD SOS personnel will manually adjust the committee’s balance via the administrator portion of the CFRS. This balance can be seen from the committee homepage, no matter which green tab is selected. For an illustrative example, see the above screenshot from sub-section 4.3. If you notice your balance is incorrect, please contact SOS personnel before starting your report. If you start your report with the wrong balance, it will carry that number through the entire report and the entire report will be wrong.

4.5 How to Check for Outstanding Debts/Obligations

When SD SOS personnel upload a disclosure report for a committee that only files on paper, they also indicate whether this most recent report includes outstanding debts or obligations. The Treasurer of a paper-filing committee can see if this indicator has been set to “Yes” or “No” by logging into their account and looking at their committee homepage. Depending on the indication, one of two messages will be displayed to let the Treasurer know if they have outstanding debts or obligations (pictured below).

New Disclosure/Edit Statement of Organization	This is your Committee Home Page page. Your Legislative Committee is: Active Committee's Current Balance: ██████████ An administrator has indicated that your committee files on paper only. Because of this, you are not permitted to work on or submit any web forms. Your committee had no outstanding debts or obligations on your most recently filed disclosure report.
Uploaded Documents	
Documents Created but Unsubmitted	
Documents Submitted - Pending SOS Office Action	
Documents Returned by SOS Office	
Documents Approved by SOS Office	

New Disclosure/Edit Statement of Organization	This is your Committee Home Page page. Your Legislative Committee is: Active Committee's Current Balance: ██████████ An administrator has indicated that your committee files on paper only. Because of this, you are not permitted to work on or submit any web forms. Your committee had outstanding debts and/or obligations on your most recently filed disclosure report.
Uploaded Documents	
Documents Created but Unsubmitted	
Documents Submitted - Pending SOS Office Action	
Documents Returned by SOS Office	
Documents Approved by SOS Office	

Section 5: Searchable Records

5.1 Approved Documents are Public Records

All Treasurers should be aware that once a campaign finance document has been reviewed for completeness and filed by the SD SOS office, it becomes a public record for anyone to access.

5.2 Committee Names and Types are Searchable

Committee Names and Committee Types are searchable via the search page at <https://sdcfr.sdsos.gov/Search/Search.aspx>. Documents can be found when you search for the committee.

5.3 Paper-Filed Documents are Viewable on the Committee Homepage but the Document and Data Contained within are Not Searchable

When SD SOS personnel upload a paper-filed document, the CFRS records the type of document being uploaded (such as Statement of Organization, Pre-General Disclosure, Ballot Question Statement, Amendment or etc.), the committee it is associated with, the filing deadline the document counts for (if applicable), as well as the document's "date filed." The CFRS doesn't know anything else about the document, like if it has an ending balance greater than \$10,000, or if Bill Smith made a donation. For this reason, uploaded paper-filed documents are not searchable.

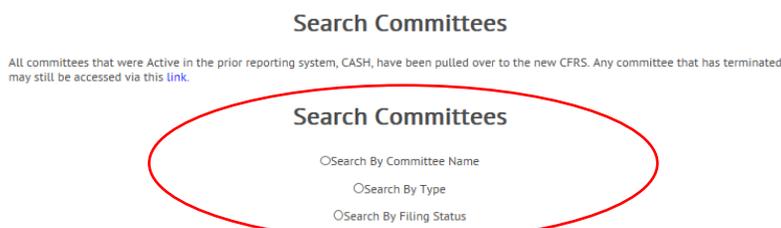
However, if a committee has uploaded documents, the Treasurer can view them on their committee's homepage. Sub-section 4.3 (How Paper Forms Get onto the CFRS) details how to look these up and how to view the actual PDFs of the reports.

5.4 How to Search

Online-filed disclosures are searchable at <https://sdcfr.sdsos.gov/Search/Search.aspx> (pictured below). Two different search criteria are provided: Committee Name and Disclosure Type.

To select a committee name, click on Committee Name and a drop-down will appear that may be scrolled through and searched, or it is also possible to start typing in the drop-down and it will find any names in the list that match what is typed. For example, if I want to find Bill Smith for Legislature, I could just type "Smith" and all committees with "Smith" in their name should appear in the list to choose from.

Once the desired search criteria have been entered, clicking the green "Search" button will initiate the search. Results will appear in a grid below the criteria.



5.5 How to Export Search Results

After running a search, the results will appear in a grid below the green “Search” button. At this point, it is possible to export the results using the green “Export to CSV” button.

12-27-23. Sale and certain uses of information in statements prohibited--Misdemeanor. No information copied, or otherwise obtained, from any statement, or copy, reproduction, or publication thereof, filed with the secretary of state, county auditor, or other person in charge of conducting the election under this chapter may be sold or utilized by any person for any commercial purpose or for the purpose of soliciting contributions. Any violation of this section is a Class 2 misdemeanor. Source: SL 2007, ch 80, § 33.

Note that information found through this search utility only reflects the current content of the CFR database. Any documents that have not been submitted by committees and approved by the Secretary of State's office will not be available until the submission process is completed.

Search Committees

All committees that were Active in the prior reporting system, CASH, have been pulled over to the new CFRS. Any committee that has terminated may still be accessed via this [link](#).

Search Committees

Search By Committee Name
 Search By Type
 Search By Filing Status

Select Committee Type:
 Select Committee Status:

Committee Name	Committee Type	Candidates	Chair	Treasurer
#sdthing2do	Statewide Ballot Question Committee		Doug Sombke	Karla Hofhenke
A Better South Dakota PAC	Statewide Political Action Committee (PAC)		Stanford Adelstein	Stanford Adelstein
ActBlue South Dakota	Statewide Political Action Committee (PAC)		Steve Gold	Erin Hill
Action Committee For Ethanol (ACE PAC)	Statewide Political Action Committee (PAC)		Brian Jennings	Shannon Gustafson
AFSCME People (Public Employees Organized to Promote Legislative Equality)	Statewide Political Action Committee (PAC)		Lee A. Saunders	Laura Reyes
Alanna Silvis	Legislative Committee - SD Senate	Alanna Silvis	Alanna Silvis	Alanna Silvis
All South Dakota PAC	Statewide Political Action Committee (PAC)		Stanford Adelstein	Stanford Adelstein
Alexi for House	Legislative Committee - SD House of Representatives	Michele Alvine	Michele Alvine	David G. Johnson
Anderson For House	Legislative Committee - SD House of Representatives	David Anderson	David Anderson	David Anderson
Angie For Senate	Legislative Committee - SD Senate	Angie Buhl O'Donnell	Angie Buhl	Jacob O'Donnell

Page size: 30/100 529 items in 53 pages

A CSV file contains comma separated values, and it can be opened in Microsoft Excel, just like a spreadsheet. Once the button is clicked, the file should download.

Committee Name	Committee Type	Candidate First Name	Candidate Last Name	Chairperson First Name	Chairperson Last Name	Treasurer First Name	Treasurer Last Name
#sdthing2do	Statewide Ballot Question Committee			Doug	Sombke	Karla	Hofhenke
A Better South Dakota PAC	Statewide Political Action Committee (PAC)			Stanford	Adelstein	Stanford	Adelstein
Aberdeen Small Business PAC	Statewide Political Action Committee (PAC)			Travis	Schaunaman	Mark	Rich
ActBlue South Dakota	Statewide Political Action Committee (PAC)			Steve	Gold	Erin	Hill
Action Committee For Ethanol (ACE PAC)	Statewide Political Action Committee (PAC)			Brian	Jennings	Shannon	Gustafson
Action For The Environment	Statewide Ballot Question Committee			Richard	Fort	Gary	Heckenlaible
AFSCME-People (Public Employees Organized to Promote Legislative Equality)	Statewide Political Action Committee (PAC)			Lee A.	Saunders	Laura	Reyes
Alanna Silvis	Legislative Committee - SD Senate	Alanna	Silvis	Alanna	Silvis	Alanna	Silvis
Alex Jensen For District 12 House	Legislative Committee - SD House of Representatives	Alex	Jensen	Alex	Jensen	Alex	Jensen
All South Dakota PAC	Statewide Political Action Committee (PAC)			Stanford	Adelstein	Stanford	Adelstein
Anderson For House	Legislative Committee - SD House of Representatives	David	Anderson	David	Anderson	David	Anderson
Angie For Senate	Legislative Committee - SD Senate	Angie	Buhl	Angie	Buhl	Jacob	O'Donnell
Ann Tornberg For District 18 Senate	Legislative Committee - SD Senate	Ann	Tornberg	Ann	Tornberg	Michelle	Andrews
Anna Takes Shield For District 27	Legislative Committee - SD House of Representatives	Anna	Takes The Shield	Anna	Takes The Shield	Anna	Takes The Shi
Arch Beal For House	Legislative Committee - SD House of Representatives	Arch	Beal	Arch	Beal	Timothy	Haight
Associated General Contractors of South Dakota Building Chapter PAC	Statewide Political Action Committee (PAC)			Bryce	Healy	Bryce	Healy
Aurora County Republican Party	County Political Party			Dan	Hargreaves	Joyce	Schuman
Bartels for House	Legislative Committee - SD House of Representatives	Hugh	Bartels	Hugh	Bartels	Clair	Konold

Section 6: Printing Documents

6.1 How to Print Documents in the CFRS

There are two ways for a committee Treasurer to access a document in such a way that it can be printed:

- 1) All documents that have been started, submitted, returned, filed, or uploaded can be accessed via the committee homepage. For example, to print a filed disclosure, a Treasurer would log in to their account and go to their committee homepage. They would then select the bottom green “Documents Approved by SOS office” tab, find the applicable type of document in the “Filed Disclosures” grid, click the green drop-down arrow, click the “PDF Link,” and be taken to a page where the PDF opens up.

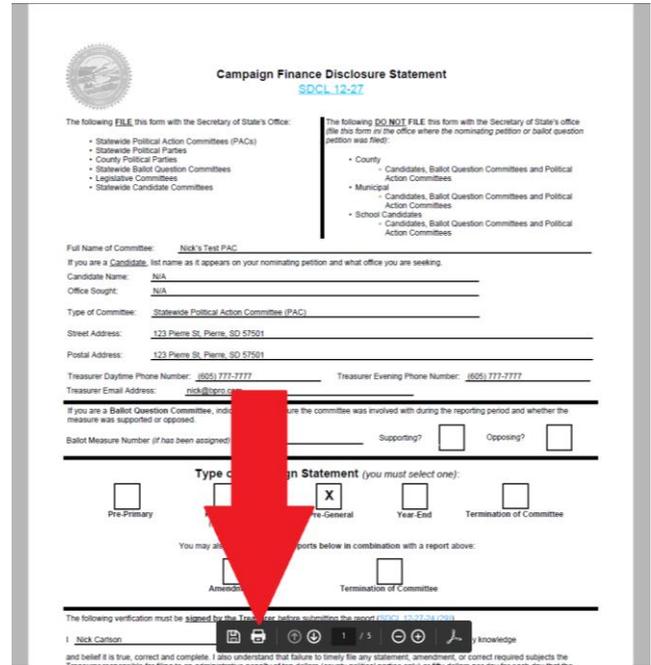
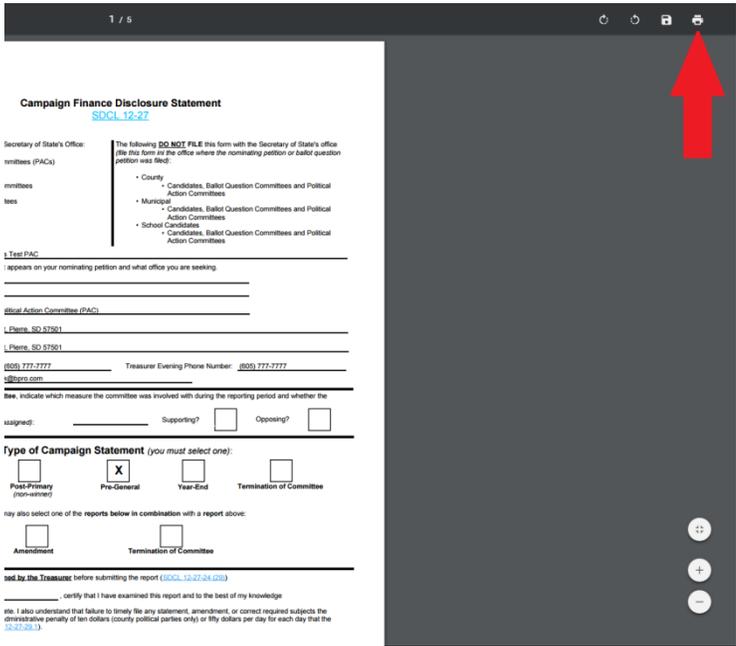


Filed Disclosures

Click to Review	Document Type	Number		
>	Post-Primary (non-winner)	0		
∨	Pre-General	1		
	PDF Link	Starting Balance	Ending Balance	Date/Time Filed
	PDF	\$499,999.00	\$499,999.00	Dec 1 2015 4:47PM
>	Pre-Primary	0		
>	Termination	0		
>	Year End	1		

At this point, what a Treasurer will see depends partially on what browser they are using, and partially on whether or not a PDF reader is installed on their computer. Google Chrome, for example, has a PDF reader built in, and is not known to have difficulty opening PDFs. Treasurers who use Internet Explorer, on the other hand, are **highly recommended** to install Adobe Acrobat Reader on their computer, which is available for free through the Adobe website <https://get.adobe.com/reader/>. This will provide a smoother experience for opening PDFs and printing them, although it may be necessary to wiggle the mouse pointer around a bit on the page, since many PDF readers will auto-hide their buttons during periods of inactivity. Note that mobile devices should not have difficulty opening PDFs in the way described above.

If a Treasurer’s browser is able to open the PDF and view it, then a print button should appear somewhere on the page as well. Below are screenshots of where to find the print button on Google Chrome (pictured first) and Internet Explorer (pictured second, with Acrobat Reader installed). Notice that both examples also provide a save button.



The process of finding other documents through the committee homepage is virtually the same: select the corresponding green tab, look in the grid, drop down the green arrow, and click the PDF link to open the file.

2) The other way to access and print a document is specific to online disclosures that have not yet been submitted (meaning they are in progress, or have been returned for revision). When a Treasurer opens the Document Review page for a disclosure, the PDF of the report, in its current state of completion, appears below (pictured below in Internet explorer with Acrobat Reader installed). Notice that the same buttons pictured on the previous page of this manual also appear here. Thus, the print button that appears when hovering over the document can be used to print it.

