Instruction Manual For IDIS Version 3.0

STATE BOARD OF ELECTIONS

CAMPAIGN DISCLOSURE DIVISION

November 2014

Accessing IDIS v 3.0

IDIS 3.0 is a web-based system used to file Illinois Campaign Finance Reports. Committees that are Using IDIS for the First Time must obtain a user name and password to begin. Committees that have previously filed reports in IDIS 2.0 are able to transfer their .xml file into IDIS 3.0 once logged into the system. Transition from IDIS v 2.0 to IDIS v 3.0.

To access the web-based system, open an internet browser and type in the address bar:

https://idis3.elections.il.gov

You will be directed to a log in screen where your user name and password (case sensitive) must be entered.

Every time you use IDIS, you will need to enter your User Name and Password.

Upon logging into IDIS you will be directed to the IDIS v 3.0 homepage. All functions of the system are available from this page including entering receipts, expenditures, entities and accessing and filing Campaign Disclosure Reports.

User Name and Password
The user name is a unique account name that a political committee will choose for the purpose of filing with IDIS 3. You will not be able to electronically file your reports until you have established a user name and password with the State Board of Elections. The user name and password are used solely for the electronic filing of reports and it is used to log in to your account in IDIS v 3.0.

Obtaining a User Name and Password
A user name and password may be obtained by calling the Board at (217)-782-4141 or (312)-814-6440 during business hours and after the political committee has filed a D-1 Statement of Organization. You will be required to provide certain information before a user name and password can be assigned to your committee. The Committee must choose the user name, a password and identify at least one contact person. Two contact people may be listed, but only one is required.

Using IDIS for the First Time

Adding a New Committee

*A committee can only be added one time.

If you are electronically filing for the first time either as a new committee or an existing committee that filed on paper, you will need to create a new committee in IDIS by using the following steps:

1. From the Home Page, click **File** in the top menu, click **Add New Committee.**

2. Enter the committee information in the Name, Address, Scope, Disposition of Funds & Counties tabs, using the **Next** button to navigate, and then click **Finish.**

3. The "Confirm Reporting Information" window appears and displays:

   - The committee's status

   - Next report due

   - Funds available for the next report

4. Review the reporting information for accuracy:

   If the next report due and funds available amount are correct, click **Yes**, then click **OK**. You will be directed to the Home Page to enter entities, committee information and financial transactions.

   If the information is *incorrect*, click **no**. You will be directed to contact the State Board of Elections for assistance entering the correct next report due and amount of available funds. Click **OK.**

What should I do next?

After adding a new committee, you are able to access all areas of the IDIS program including entering D-1 Statement of Organization information, entering entities, financial transactions, and filing Campaign Disclosure Reports. The following is a brief overview of what to do next.

1. Add the Committee's Entities

After adding a new committee, click the **Home Page** icon (top right of the window), then click the **Entities** Icon to add the names and address of the Committee's officers, candidates, donors, and vendors as entities. All entities must be added first prior to entering financial transactions.

2. Add the Committee's D-1 Statement of Organization Information

Click on the **View Committee Details** icon on the top right of the page to enter the details of the D-1 Statement of Organization. This includes candidate, officers, custodians, and financial institution information. See Entering Committee Details for further Instructions.

3. Add the Financial Transactions for the Reporting Period

Click on the **Home Page** to access the icons to enter your financial transactions including **Receipts** , **Expenditures** , and **Debts** .

4. **View and File Campaign Disclosure Reports**

Click on the **Reports** icon to review reports due now, future reports due, previous filed reports, validate and upload (file) campaign disclosure reports.

Adding Candidates

1. To assign candidate(s) to the committee, first enter the candidate's name as an Entity on the **Home Page**

2. Click **View Committee Details** icon .

3. Click the **Candidates** icon .

4. In the **Name** field, type the candidate's name.

5. In the **Office** field, type the office for which the candidate is to be nominated or elected.

6. In the **Party Affiliation** field, use the drop down box to select the Party Affiliation.

7. In the **County of Residence** field, use the drop down box to select the county in which the candidate resides.

8. Click **Save.** The name appears in list in the top window.

Modifying Candidates

NOTE: To modify the candidate's contact information see Modifying Entities.

1. Click **View Committee Details** .

2. Click the **Candidates** icon .

3. Select/ highlight the candidate's name from the list, perform changes in the bottom window, click **Save.**

Deleting Candidates

1. Click **View Committee Details** .

2. Click the **Candidates** icon .

3. Select/ highlight the candidate's name from the list.

4. Click **Delete**, you will receive a confirmation question; click **Delete** to confirm the action.

Adding Officers – Treasurer and Chairman

1. Enter the officer's name as an Entity on the main screen.

2. Click **View Committee Details** .

3. Click the **Officers** icon .

4. In the "Name" field, type the officer's name.

5. In the "Officer Title" field select the officer title using the drop down box.

6. Click **Save.** The name appears in the list in the top window.

Modifying Officers

NOTE: To modify the officer's contact information see Modifying Entities.

1. Click **View Committee Details** .

2. Click the **Officers** icon .

3. Select/ highlight the officer's name that you want to change from the list and perform changes as needed.

4. Click **Save.** The changes appear in the list in the top window.

Deleting Officers

1. Click **View Committee Details** . The "Committee Details" screen appears.

2. Click the **Officers** icon ![Officers] .

3. Select/ highlight the officer's name you want to delete from the list.

4. Click **Delete** and you will receive a confirmation question, click **Delete** to confirm the action.

5. The name is removed from the list in the top window.

Adding Custodians

1. Enter the custodian's name as an Entity on the main screen.

2. Click **View Committee Details** ![icon] .

3. Click the **Custodians** icon ![Custodians] .

4. In the **Name** field, type the custodian's name

5. In the **Custodian Title** field, select the custodian title using the drop down box.

6. Click **Save.** The name is listed in the top window.

Modifying Custodians

NOTE: To modify the officer's personal information, see Modifying Entities.

1. Click **View Committee Details** ![icon] .

2. Click the **Custodians** icon ![Custodians] .

3. Select/ highlight the custodian's name you want to change from the list and perform changes as needed

4. Click **Save**. The changes appear in the list in the top window.

Deleting Custodians
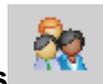
1. Click **View Committee Details** ![icon] .

2. Click the **Custodians** icon ![Custodians] .

3. Select/ highlight the custodian's name from the list.

4. Click **Delete** and you will receive a confirmation question, click **Delete** to confirm the action.

5. The name is removed from the top window.

Adding & Changing Banks

1. Enter the bank name as an Entity.

2. Click **View Committee Details** .

3. Click the **Banks i**con .

4. In the **Name** field, type then bank's name.

5. Click **Save.** The name appears in list in the top window.

NOTE: To modify the Bank contact information, see Modifying Entities.

Deleting Banks

1. Click **View Committee Details** .

2. Click the **Banks i**con .

3. Select/ highlight the bank name from the list.

4. Click **Delete** and you will receive a confirmation question, click **Delete** to confirm the action.

5. The name is removed from the list in the top window.

Changing a Committee's Address

1. Click **View Committee Details** .

2. Click the **Details** icon .

3. Make the address change in the "Name/Address" field.

4. Click **Save**.

TRANSITION FROM IDIS v 2.0 TO IDIS v 3.0

Users can easily transfer committee data from IDIS v 2.0 to IDSI v. 3.0. **Once you have upgraded to the web-based IDISv.3.0 you can no longer use IDISv2.0.**

Importing Data from IDIS v 2.0

1. Open IDIS v 2.0

2. Click **File**, click **Select Committee**. Click on the name of the committee that you want to transfer and select **OK**.

3. Confirm the correct committee was selected. You should see the Committee name at the top of the window in IDIS v 2.0.

4. In the top menu, click **Actions**, **Permanent Transfer of Committee**, then click **Export to XML for Transfer**.

5. The Transfer Committee – Export window appears. Click **Browse**, select the **Desktop** and click **OK,** click **Export.**

6. A message will appear in the Committee Export Window stating "The Committee was exported successfully".

7. Close the IDIS v 2.0 programs.

8. Log into IDIS v 3.0 using the username and password of the committee to be imported.

9. From the main screen click **Actions**, **Permanent Transfer of Committee**, **and Import from XML**. Click **Browse**, select the Desktop, then select the XML file to be imported, click **Open,** and then click **Import**. When the import process is completed, a message will appear stating the committee was imported successfully".

10. A committee may only be transferred one time into IDIS v 3.0.

ACCESS AN EXISTING COMMITTEE

After you have created a New Committee or imported your committee data from IDIS v 2.0, you are able to access your committee data online at any time, from any computer that has internet access. Open your browser window, type in the IDIS v 3.0 address of https://idis3.elections.il.gov and log in using your user name and password. The Committee data is available to you 24 hours a day, 7 days a week. If you should need assistance at any time, please contact the State Board of Elections during regular business hours.

ENTITIES

Adding Entities

1. Click on the **Home Page** icon   .

2. Click the **Entities** icon   .

3. Near the bottom of the screen, under the Details tab, in the "Type" field, select one from the four options available:

    - Business, corporation, financial institution, union, etc
    - Committee
    - Individual
    - Lump sum receipt, fundraiser, lump sum expenditure

4. Enter the entity's name in the "Last/Business Name" and "First Name" fields.

5. Click on the "Address" tab, enter the complete mailing address.

6. Click on the "Contact/ Employer/ Occupation" tab and fill in the employer and occupation (for an individual). Phone, fax and e-mail information are for your internal records only.

7. Click **Save**. Once saved, the entity appears in the top window and the Details tab clears allowing you to enter another entity.

8. The **Clear** button resets the content of the tabs so you may enter a new entity. It **does not** delete any data you have previously entered.

Modifying Entities

1. Click on the **Home Page** icon   .

2. Click the **Entities** icon   .

3. Select/ Highlight the entity that needs correction.

4. Perform changes in the "Details", "Address", and/or "Contact/Employer/Occupation" tabs as needed.

5. Click **Save**. The changes appear in the top window.

Deleting Entities

1. Click on the **Home Page** icon .

2. Click the **Entities** Icon .

3. Select/ Highlight entity to be deleted.

4. Click **Delete** and you will receive a confirmation question, click **Delete** to confirm the action.

5. The name is removed from the top window.

Merging Entities

At any time, users can merge two duplicate Entities entered in the IDIS program. Merging entities is permanent and cannot be undone.

1. Click on the **Home Page** icon .

2. Click the **Entities** Icon .

3. Click **Actions** in the top menu, click **Entities**, and click **Merge.**

4. The "Entity Merge" window appears.

5. Select the name you want to eliminate by typing the name in the "Delete this entity" field

6. In the "Use this entity instead" field type the name you want to use for that entity.

7. Click **Merge.**

8. On the "Merge Entities Box" click **Yes** to permanently merge the entities.

9. Click **Close** to return to the main screen. The names are now merged and the selected entity is listed in all transactions where it was used.

Searching Entities

Quick Entity Search

To quickly find an entity to select, modify or delete, follow these steps:

1. Click on the **Home Page** icon .

2. Click the **Entities** icon .

3. Enable the search by clicking Enable Filter.

4. Using the blank fields on the top of the Entities window, type in your search criteria:
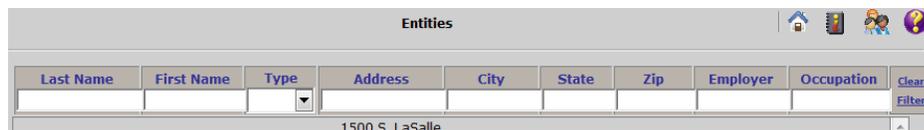
Entities									
Last Name	**First Name**	**Type**	**Address**	**City**	**State**	**Zip**	**Employer**	**Occupation**	Clear Filter
		▼							
			1500 S. LaSalle						

5. Click **Filter** located to the right of the search box to perform the search. The results will be located below the search box.

6. Click **Clear** located at the right of the search box to clear your search and restore all Entities.

Advanced Entity Search

Use the Advanced Entity Search to produce an entity list or print address labels:

1. Click on the **Home Page** icon .

2. Click the **Entities** icon .

3. On the top menu, click **Search,** then **Search Entities.** (You can also click the Search icon located in the top left of the screen.)

4. Enter specific search criteria using the Details, Contact/Employer/Occupation or Contribution tabs, click **Search** on the bottom of the page. You may title the search results by using the Title of Search Result field. (Note – to display the entire entity list; perform a search leaving all the fields blank).

5. Your search Results will be displayed. On the top menu click **Search** to access the print and export list options.

Printing Entities List

1. Perform an [Entities Search.](#)

2. On the top menu of the "Search Entities Results" page click **Search**, click **Print** and choose **Print Entity List**. The list will be formatted into an Adobe .pdf document on a separate window.

3. On the .pdf viewer click the **Print** icon

Printing Entities Labels

1. Perform an [Entities Search.](#)

2. On the top menu of the "Search Entities Results" page, click **Search**, click **Print** and select from labels:

   Avery 5162 – letter size, Height 1.33" Width 4", 14 labels per page
   Avery 5960 – letter size, Height 1" Width 2.63", 30 labels per page

3. The labels will appear in an Adobe .pdf document on a separate window.

4. On the .pdf viewer click the **Print** icon

Exporting Entities

1. Perform an [Entities Search.](#) (Note – to export the entire entity list, perform a search leaving all the fields blank).

2. In the top menu, click **Search**, click **Export.**

3. The "Export Entities" page appears. In the "Format Selection" box choose from the Comma-delimited text (.txt) or Extensible markup language, click **Export.**

   Comma – delimited (txt) – Organizes data in a list as a Text Document in .txt format. A comma-delimited text file surrounds each item of data with quotes and ends each record with a carriage-return/ line feed. These files may be opened using Notepad or Wordpad and may also be imported into Word, Excel and Access.

   Extensible markup language – Organizes date in a list in .xml format. XML is a readable format that consists of an XML document. XML files may be opened in a browser

   (Internet Explorer) and may be imported into Word, Excel, and Access.

4. After clicking **Export** a "File Download" window will appear. You may open or save the file to your computer to use in other programs.

Importing Entities

Users can transfer lists of entities (names and addresses) into IDIS v 3.0

Importing Entities – Text Format

1. Click the **Entities** icon.

2. In the top menu click **Actions**, click **Entities**, and click **Import From File**.

3. On the "Entity Import From File" page, click **Browse.**

4. Select/ highlight the file to import, click **Open**, and click **Next**.

5. On the Import Entities screen select the following format options:

> **Choose the character that separates your fields**: Comma, Tab or Semicolon.

> **First row contains field names**: Click the checkbox to the left if your first row is a list of all the field names. If it is not, do not check the box.

> **Text Delimiter**: Use the drop down box to select how fields are separated: **"**, **'**, or {none}.

6. Click **Next**.

7. Click **Finish** and **Close**

Entities to be imported using Text Delimited (*.txt) must be in a specific format as follows:

Ent (Entity).

Category :

ORG- Use for business, corporation, financial institution, union, etc.,
COM – Committee,
IND-Individual,
LPM-(Lump sum receipts, fundraiser, lump sum expenditure.

LastOnlyName – In the case of a person, the person's last name. In the case of a business or committee, the entire name.

FirstName - An individual's first name.

Prefix - The name prefix or title for an individual. (Mr., Mrs., Miss., Ms., etc.)

Address1 - The street address of the entity.

Address2 - If needed, a second address line. (Example: Suite 123, Apt. 4B, Box 123, etc.)

City - The city of the entity.

State - The two-letter postal abbreviation for the state of the entity.

Zip - The five or nine digit Zip Code of the entity. (Nine digit zip codes should contain a hyphen. Example: 60001-9999)

County – The County the entity resides in.

Phone - The phone number of the entity. (Numbers may contain either slashes or dashes. Example: 217/782-4141, 217-782-4141)

Fax – The fax number of the entity. (Numbers may contain either slashes or dashes. Example: 312/815-6475, 312-814-6475)

EmailAddress – The email address of the entity.

Employer - In the case of an individual (IND), the employer of the person.

Occupation - In the case of an individual (IND), the occupation of the person.

Note: Enclose each value with a Text Delimiter (", ', or {none}) and separate each value with a character that separates your fields (Comma, Tab, Semicolon). All fields must be included. Include a Text Delimiter and a character that separates the fields – even if no data exists for a field. Additionally, the last record in the file must be followed by a carriage return.
The importing committee's name cannot contain any of these characters / : * ? or it will not import correctly.

Examples:

Using "as a text delimiter and a comma as the character separator

Organization entity with First Name (not applicable), Prefix (not applicable), Employer (not applicable) and Occupation (not applicable) missing

"Ent","ORG","State Board of Elections","","","100 W. Randolph","Suite 14-100","Chicago","IL","60601","Cook","312-814-6440","312-814-6448","webmaster@elections.il.gov","",""

<u>Using 'as a text delimiter and a semicolon as the character separator</u>

Individual entity missing Address 2, and Fax.

'Ent';'IND';'Smith';'George';'Mr.';'1234 S.
Walnut';'';'Springfield';'IL';'60001';'Sangamon';'217-555-
1212';'';'gsmith@hotmail.com';'ABC Meet Packing';'Manager'

Importing Entities – Extensible Markup Language Format

Users can transfer a list of entities that was previously exported as an extensible markup language format.

1. Click the **Entities** icon .

2. In the top menu click **Actions**, click **Entities**, and click **Import From File**.

3. On the "Entity Import From File" page, click **Browse.**

4. Select/ highlight the **(*xml)** file to import, click **Open**, click **Next**.

5. Click **Next.**

6. A message will appear stating that the import is complete. You may click the box next to the Show Import Log to receive information regarding which entities imported successfully. Click **Close and Close.**

7. You will be directed back to the Entity list page.

RECEIPTS

When entering in amounts **do not use commas or dollar signs**. All dates must be entered using either slashes or dashes. (Example 07/15/2013 or 7-15-13).

NOTE: If the receipt is for $1,000 or more a Schedule A-1 Report may be triggered. See [Schedule A-1](#) for instructions.

Adding Receipts

If the contributor is not already in the Entities List, you must [add](#) them before entering the contribution.

1. Click the **Receipts i**con .

2. Enter the receipt information under the Receipt Detail tab on the bottom of the page. In the "Receipt Type" field, select the type using the drop down box. Enter the date, amount, and check number if applicable.

3. In the "Received From" field, type the last name or business name of the contributor.

4. If the contribution is an "In-Kind" or "Other Receipt," enter a description.

5. Click **Save**.* The transaction will appear in the top list of Receipts on the top portion of the page.

* If the date of the receipt fell in a prior reporting period, a warning will appear stating that the transaction may trigger an amendment report. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Modifying Receipts

1. Click the **Receipts** icon .

2. Select/highlight the receipt to be changed.

3. Perform changes in the "Receipt Detail" tab, click **Save***. The changes will appear in the list of Receipts on the top portion of the page.

* If the date of the receipt that is modified fell in a prior reporting period, a warning will appear stating that the transaction may trigger an amendment report. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Deleting Receipts

1. Click the **Receipts i**con .

2. Select/highlight the date of the receipt to be deleted.

3. Click **Edit** in the top menu, click **Delete Receipt**. You may also click the Delete button on the bottom of the page.

4. On the next screen, a warning "**Are you sure you want to permanently delete this Receipt from…"** will appear. Click "Delete" to delete the receipt and "Cancel" to return to the Receipts Screen

* A receipt deleted from a prior reporting period may trigger an amended report for that period.

Quick Receipt Search
To quickly find an entity to select, modify or delete, follow these steps:

1. Click the **Home** icon .

2. Click the **Receipts** icon .

3. Enable the search by clicking Enable Filter.

4. Using the blank fields on the top of the Receipts window, type in your search criteria:

Date	Name		Amount	Type	Check #	Clear
	First Name	Last Name				Filter

5. Click **Filter** located to the right of the search box to perform the search. The results will be located below the search box.

6. Click **Clear** located at the right of the search box to clear your search and restore all Receipts.

Advanced Receipt Search

Use the Advanced Receipt Search to produce an entity list or print address labels:

1. Click on the **Home Page** icon .

2. Click the **Entities** icon .

3. On the top menu, click **Search,** then **Search Receipts.** (You can also click the Search icon located in the top left of the screen.)

4. Enter specific search criteria using the Receipt, Contributor, and Vendor tabs, click **Search** on the bottom of the page. You may title the search results by using the Title of Search Result field. (Note – to display the entire receipt list; perform a search leaving all the fields blank).

5. Your search Results will be displayed. On the top menu click **Search** to access the print and export list options.

Printing Receipts List

1. Perform a Receipts Search.

2. On the top menu of the "Search Receipts Results" page click **Search**, click **Print** and choose **Print Entity List**. The list will be formatted into an Adobe .pdf document on a separate window.

3. On the .pdf viewer click the **Print** icon

Exporting Receipts

1. Perform a Receipts [Search.](#) (Note – to export the entire receipt list; perform a search leaving all the fields blank).

2. In the top menu, click **Search**, click **Export.**

3. The "Export Receipts" page appears. In the "Data Selection" choose from All data fields or Name, address, date and amount only options. "Format Selection" box choose from the Comma-delimited text (.txt) or Extensible markup language, click **Export.**

> **Comma** – delimited (txt) – Organizes data in a list as a Text Document in .txt format. A comma-delimited text file surrounds each item of data with quotes and ends each record with a carriage-return/ line feed. These files may be opened using Notepad or WordPad and may also be imported into Word, Excel and Access.

> **Extensible markup language** – Organizes date in a list in .xml format. XML is a readable format that consists of an XML document. XML files may be opened in a browser

> (Internet Explorer) and may be imported into Word, Excel, and Access.

4. After clicking **Export** a "File Download" window will appear. You may open or save the file to your computer to use in other programs.

Repeat Receipt Entry

Use Repeat Entry to enter several similar or re-occurring transactions.

1. To Enter the first receipt, click the **Receipts i**con .

2. Click the **Repeat Entry** icon on the top left of the page.

3. Enter receipt information, click **Save**.

4. The information entered in the "Receipt Type", "Date" and "Amount" fields will remain in the "Receipt Detail" Tab. The "Received From" and "Check #" fields will be blank.

5. To enter the next receipt, enter a new contributor by typing the last name or business name of the contributor in the "Received From" field.

6. Enter the "Date" and the "Check #" if applicable.

7. Click **Save** to enter the repeated entry.

8. Continue entering the repeat receipts as necessary.

9. When all repeated receipts are entered, click the **Repeat Entry** icon

   to disable this feature and click **Clear Form** to rest all fields.

Entering Lump Sum Receipts

To enter a lump sum contribution, you need to create a new entity using the entity type of "Lump sum receipt, fundraiser, lump sum expenditure". This entity will be used for all lump sum transactions during the course of reporting. If an entity for the lump sum receipt is already entered in the program, go to step 5.

1. Click the **Entities** icon .

2. In the "Details" tab, in the "Type" field use the drop down box and select "Lump sum, receipt, fundraiser, lump sum expenditure".

3. In the "Last Name/ Business" field enter in a name to identify this entry as a lump sum. For example "Lump Sum Receipt". This information is for internal records and will not appear on the report.

4. Click **Save.**

5. Click the **Receipts** icon .

6. In the "Receipt Type" field, select the type using the drop down box.

7. Enter the date and total amount of the lump sum.

8. In the "Received From" type the name that you just created for the lump sum receipt.

9. Click **Save**.

Entering Other Receipts

1. Click the **Receipts i**con .

2. In the "Receipt Type" field select **Other Receipt** using the drop down box, Enter the date, amount, and check number if applicable.

3. In the "Received From" field type the last name or business name of the entity.

4. In the "Description" field type in or select the description using the drop down box. You may also type a more specific description in this field.

5. Click **Save**.

Entering In-Kind Contributions

NOTE: If the In-Kind contribution is for $1,000 or more a Schedule A-1 Report may be triggered. See Schedule A-1 for instructions.

1. Click the **Receipts** icon.

2. In the "Receipt Type" field select **In-Kind Contribution** using the drop down box, enter the date, and amount.

3. In the "Received From" field, type the last name or business name of the contributor.

4. In the "Description" field type in or select the description using the drop down box. You may also type a more specific description in this field.

5. In the "Vendor" field, type the last name or business name of the vendor.

6. Click **Save.**

Entering a Loan Received

Loans are funds received by the political committee with an obligation or expectation of repayment.

NOTE: If the loan is for $1,000 or more a Schedule A-1 Report may be triggered. See Schedule A-1 for instructions.

1. If you have not already done so, enter the contributor's name as an Entity.

2. Click the **Receipts** icon.

3. In the "Receipt Type" field, select **Loan Received** using the drop down box.

4. Enter the date, amount of the loan, and check number if applicable.

5. Enter the Loan Endorsers if applicable. See Loan Endorsers for instructions.

6. 6. In the "Select Lender" field, type the last name or business name of the contributor.

7. Two entries related to the loan appears on the report: Schedule A, Part 3 - Loans Received (includes endorser/guarantor information) and Schedule C - Debts and Obligations.

Entering Loan Endorsers

      1. If you have not already done so, enter the endorser's name as an Entity.

      2. Enter the Loan and in the "Receipt Detail" tab, click **Loan Endorsers.** to the right of the Receipt Type field. The "Endorsers" page appears.

      3. In the "Endorser" field, type the last name or business name of the endorser.

      4. Enter the amount they are endorsing, click **Save**.

      5. If multiple entities endorsed the loan then click **Endorser** and add entities as needed, click **Save**, click **Finished – Return to Receipts** button, click **Save**.

      Note: Endorsed amounts must equal the total amount loaned.

Remove Loan Endorsers

      1. Click the **Receipts** icon ![Receipts] .

      2. Select/ highlight the loan transaction.

      3. In the "Receipt Details" tab click **Loan Endorsers**, click on the name of the endorser, and click Delete on the bottom of the form.

      4. Click **Finished – Return to Receipts.**

EXPENDITURES

When entering in amounts **do not use commas or dollar signs**. All dates must be entered using either slashes or dashes. (Example 07/15/2013 or 7-15-13).

Adding Expenditures

If the recipient is not already in the Entities List, you must add them before entering the expenditure.

      1. Click the **Expenditures** icon ![Expenditures] .

      2. In the "Expenditure Type" field, select the type using the drop down box.

      3. Enter the date the expense was made, amount, and check number if applicable.

      4. In the "Expended To" field, type the last name or business name of the entity.

5. In the "Purpose" field, type in or use the drop down box to enter the purpose.

6. Click **Save**.*

* If the date of the expenditure fell in a prior reporting period, a warning will appear stating that the transaction may trigger an amendment report. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Modifying Expenditures

1. Click the **Expenditures** icon .

2. Select/highlight the expenditure to be changed by clicking on the Date of the expenditure you want to change highlighted in blue.

3. Perform changes in the window below in the details tab, click **Save**.

NOTE: Changes may require the filing of an amended report

Deleting Expenditures

1. Click the **Expenditures i**con .

2. Select/highlight the expenditure to be deleted.

3. Click **Edit** in the top menu, click **Delete Expenditure.** You may also click the Delete button at the bottom of the page.

4. On the next page, a warning "**Are you sure you want to permanently delete this expenditure to…"** will appear. Click "Delete" to delete the expenditure and "Cancel" to return to the Expenditures Screen.

* An expenditure deleted from a prior reporting period may trigger an amended report for that period.

Searching Expenditures

Quick Expenditure Search

To quickly find an entity to select, modify or delete, follow these steps:

1. Click on the **Home Page** icon .

2. Click the **Entities** icon .

3. Enable the search by clicking Enable Filter.

4. Using the blank fields on the top of the Expenditures page, type in your search criteria:

Date	Name		Amount	Type	Check #	Clear
	First Name	Last Name		▼		Filter

5. Click **Filter** located to the right of the search box to perform the search. The results will be located below the search box.

6. Click **Clear** located at the right of the search box to clear your search and restore all Expenditures.

Advanced Expenditure Search

Use the Advanced Receipt Search to produce an entity list or print address labels:

1. Click on the **Home Page** icon .

2. Click the **Entities** icon .

3. On the top menu, click **Search,** then **Search Expenditures.** (You can also click the Search icon located in the top left of the screen.)

4. Enter specific search criteria using the Expenditure, Payee, and Beneficiary tabs, click **Search** on the bottom of the page. You may title the search results by using the Title of Search Result field. (Note – to display the entire expenditure list; perform a search leaving all the fields blank).

5. Your search Results will be displayed. On the top menu click **Search** to access the print and export list options.

Printing Expenditures List

1. Perform an Expenditures Search.

2. On the top menu of the "Search Expenditures Results" page click **Search**, click **Print** and choose **Print Entity List**. The list will be formatted into an Adobe .pdf document on a separate window.

3. On the .pdf viewer click the **Print** icon

Exporting Expenditures

1. Perform an Expenditures <u>Search.</u> (Note – to export the entire receipt list; perform a search leaving all the fields blank).

2. In the top menu, click **Search**, click **Export.**

3. The "Export Expenditures" page appears. In the "Data Selection" choose from All data fields or Name, address, date and amount only options. "Format Selection" box choose from the Comma-delimited text (.txt) or Extensible markup language, click **Export.**

   > **Comma** – delimited (txt) – Organizes data in a list as a Text Document in .txt format. A comma-delimited text file surrounds each item of data with quotes and ends each record with a carriage-return/ line feed. These files may be opened using Notepad or WordPad and may also be imported into Word, Excel and Access.

   > **Extensible markup language** – Organizes date in a list in .xml format. XML is a readable format that consists of an XML document. XML files may be opened in a browser

   > (Internet Explorer) and may be imported into Word, Excel, and Access.

4. After clicking **Export** a "File Download" window will appear. You may open or save the file to your computer to use in other programs.

Repeat Expenditure Entry

Use Repeat Entry to enter several similar or re-occurring transactions.

1. Click on the **Expenditures** icon .

2. Click the **Repeat Entry** icon on the top left of the page.

3. Enter the expenditure information; click **Save.**

4. The information entered in the "Expenditure Type","Amount" and "Purpose" fields will remain in the "Expenditure Detail" Tab. The "Date", "Expended To" and "Check #" fields will be blank.

5. To enter the next expenditure, select a new entity by typing the entity last name or business name in the "Expended To" field.

6. Enter the "Date" and "Check #" if applicable.

7. Click **Save** to enter the repeated entry.

8. Continue entering the repeat expenditures as necessary.

9. When all repeated expenditures are entered, click the **Repeat Entry** icon to disable this feature and click **Clear Form** to reset all fields.

Entering Lump Sum Expenditure

To enter lump sum expenditure, you need to create a new entity using the entity type of "Lump sum receipt, fundraiser, and lump sum expenditure". This entity will be used for all lump sum transactions during the course of reporting. If an entity for the lump sum expenditure is already entered in the program, go to step 5.

1. Click the **Entities** icon.

2. In the "Details" tab, in the "Type" field use the drop down box and select "Lump sum, receipt, fundraiser, lump sum expenditure".

3. In the "Last Name/ Business" field enter in a name to identify this entry as a lump sum. For example "Lump Sum Expenditure". This information is for internal records and will not appear on the report.

4. Click **Save.**

5. Click the **Expenditures** icon.

6. In the "Receipt Type" field, select the type using the drop down box.

7. Enter the date and total amount of the lump sum.

8. In the "Expended To" field type name for the lump sum you just created.

9. In the "Purpose" field, use the drop down box to select a purpose. You may also type a more detailed purpose statement in this field.

10. Click **Save**.

Independent Expenditures

Independent expenditures are defined as any expenditure made to expressly advocate for or against the nomination or election of a clearly identified public official or candidate, provided that the spending is **not** made in coordination in any way with the candidate or their committee. If a committee makes independent expenditures in excess of $150 in an aggregate amount during the reporting period, they are reported (itemized) on a Schedule B-9.

NOTE: If the committee makes an Independent Expenditure of $1,000 or more within 30 days prior to the election, the committee must file a Schedule B-1 within 5 business days. See Schedule B-1 for instructions.

Adding Independent Expenditures

1. If you have not done so already, enter the vendor that paid for the expenditure as an Entity.

2. Click the **Expenditures** icon .

3. In the "Expenditure Type" field, select Independent Expenditure using the drop down box.

4. Enter the date the expense was made, amount, and check number if applicable.

5. In the "Expended To" field, click the **Select Entity** link. An "Expended To" window will appear. Use the drop down box to select the vendor that was paid. Click **OK.**

6. In the "Purpose" field, use the drop down box to enter the purpose. You may also type in a more detailed purpose statement in this field.

7. In the Candidate field, type in the name of the candidate(s) who the expenditure was made on behalf of.

8. In the Office field, type in the office the benefiting candidate is seeking.

9. Select if the expense is to support or oppose the benefitting candidate.

10. Click **Save**.

DEBTS AND OBLIGATIONS

OBLIGATIONS

When a committee receives a loan, it is required to report the transaction on the Schedule C – Debts and Obligations. Obligations are loans that are entered as a receipt.

Principal Payment

1. Click the **Debts & Obligations** Icon .

2. On the top window of the Debts & Obligations page, click the loan you want to pay back.

3. On the bottom right, in the "Debt Adjustment" box, enter the date of the payment, the amount and check number if applicable.

4. In the "Type" field, select **Principal** using the drop down box, click **Save.**

Interest Payment on a Loan

1. Click the **Debts & Obligations i**con .

2. On the top window of the Debts & Obligations page, click the loan you want to pay interest.

3. On the bottom right, in the "Debt Adjustment" box, enter the date of the interest payment, the amount and the check number if applicable.

4. In the "Type" field, select **Interest Payment** using the drop down box, click **Save.**

Forgiving a Loan

1. Click the **Debts & Obligations** icon .

2. On the top window of the Debts & Obligations page, click the loan you want to forgive.

3. On the bottom right, in the "Debt Adjustment" box, enter the date and the amount to be forgiven.

4. In the "Type" field, select **Forgiven** using the drop down box, click **Save.**

DEBTS

Debts are financial obligations other than outstanding loans that are incurred by the committee such as a bill that the committee has received, but has not yet paid.

Adding Debts

1. Enter the name of the parties involved in the debt as an Entity. Click the Entity icon ![entity icon], enter the name and address information, then click **Save**.

2. Click the **Debts & Obligations** Icon ![icon].

3. Click **Edit** in the top menu; click **Obligations;** click **Add.** The "Obligation" page appears.
4. In the "Owed To" field, type the last name or business name of the entity that the debt is owed to.

5. Enter the incurred date and amount.

6. In the "Description" field type in the description.

7. Click the **Save** button.

Modifying Debts

1. Click the **Debts & Obligations** icon ![Debts icon].

2. On the top window of the Debts & Obligations page, click the obligation to be changed.

3. Click on **Edit** in the top menu, click **Obligations**, and click **Modify.** The "Obligations" page appears.

4. Perform changes and click **Save.**

Deleting Debts

1. Click the **Debts & Obligations i**con ![Debts icon].

2. Select/highlight the obligation to be deleted.

3. Click **Edit** in the top menu, click **Obligations**, and click **Delete.**

4. On the "Delete" window click **Delete** to confirm the delete.

INVESTMENTS

Investment Purchase

When entering in amounts do not use commas or dollar signs. All dates must be entered using either slashes or dashes. (Example 07/15/2013 or 7-15-13).

1. Enter the name of the parties involved in the investment purchase as an

    Entity. Click the Entities icon , enter the name and address information, then click **Save.**

2. Click the **Expenditures** icon .

3. In the "Expenditure Type" field select "Expenditure" using the drop down box.

4. Enter the date the investment was purchased, amount, check number if applicable.

5. In the "Expended To" field, type the last name or business name of the entity.

6. In the "Purpose" field, type in or select the purpose using the drop down box.

7. **Click** the "Investment" box near the bottom of the window.

8. In the "Number of Shares" field, enter the number of shares if applicable to a stock purchase.

9. Click **Save.***

* If the date of the investment fell in a prior reporting period, the warning window appears after saving the investment. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Modifying Investments

Modify initial investment amount:

1. Click the **Expenditures** icon .

2. Select/highlight the investment to be changed.

3. Perform changes in the Expenditure Detail tab and click **Save.**

* If the date of the investment that is modified fell in a prior reporting period, the warning window appears after saving the investment. Click **Yes** to confirm the date entered. This may trigger an amended report for that period.

Deleting Investments

An investment can **only** be deleted if it is not associated with an Investment Adjustment. The adjustments must be deleted from the adjustment pathway before the expenditure can be deleted.

1. Click the **Expenditures** icon .

2. Select/highlight the investment to be deleted.

3. Click **Edit** in the top menu, click **Delete Expenditure.** Or click the **Delete** button on the bottom of the page.

4. On the "Expenditures" window click **Delete*** to confirm the delete.

* An investment deleted from a prior reporting period may trigger an amended report for that period.

Adding to an Investment

Users can add additional funds to an already acquired investment. To enter in a new investment see Investment purchase.

1. Click the **Investments** icon .

2. On the top window of the Investments page, click the initial investment.

3. On the bottom right, in the "Investment Adjustment" box, enter the date of the addition purchase, amount of addition purchase, number of shares if applicable.

4. In the "Type" field, select **Investment Purchase** using the drop down box, click **Save**

Note: The program automatically creates an Expenditure transaction to correspond with the Investment

Investment Sale

1. From the home screen, click the **Investments** icon .

2. On the top window of the Investments page, click on the investment to be sold or partially sold.

3. On the bottom right, in the "Investment Adjustment" box, enter the date of the sale, amount sold, and number of shares if applicable.

4. In the "Type" field, select **Investment Sale** using the drop down box, click **Save**

Note: The program automatically creates a Receipt to correspond to the sale of the investment.

Investments - Adding Adjustments

Dividends Reinvested

1. Click the **Investments** icon .

2. On the top window of the Investments page, click on investment to be adjusted.

3. On the bottom right, in the "Investment Adjustment" box, enter the date of the adjustment and the amount.

4. In the "Type" field, select **Dividends Reinvested** using the drop down box.

5. Click **Save**.

Interest Reinvested

1. Click the **Investments** icon .

2. On the top window of the Investments page, click on investment to be adjusted.

3. On the bottom right, in the "Investment Adjustment" box, enter the date of the adjustment and the amount.

4. In the "Type" field, select **Interest Reinvested** using the drop down box.

5. Click **Save**.

Interest/ Dividend Received

1. Click the **Investments** icon Investments .

2. On the top window of the Investments page, click on investment to be adjusted.

3. On the bottom right, in the "Investment Adjustment" box, enter the date of the adjustment and the amount.

4. In the "Type" field, select **Interest/ Dividend Received** using the drop down box.

5. Click **Save**.

Investments – Modifying Adjustments

1. Click the **Investments** icon Investments .

2. On the top window of the Investments page, click the initial investment.

3. On the bottom left of the "Investment Adjustment" box click on the adjustment that needs to be changed.

4. In the "Investment Adjustment" box perform changes.

5. Click **Save.**

Investments – Deleting Adjustments

1. Click the **Investments** icon Investments .

2. Click the initial investment.

3. In the lower box on the page, click the adjustment you want to delete.

4. Click the **Delete** button at the bottom of the screen

5. Click **Delete** to confirm the action.

NOTE: You may also click **Edit** in the top menu, and then click **Delete Adjustment.**

STOCKS

To enter a new Stock, see the instructions for Investment Purchase.

Stock Value Increase

1. Click the **Investments** icon .

2. On the top window of the Investments page, click on investment to be adjusted.

3. On the bottom right, in the "Investment Adjustment" box, enter the date of the adjustment and the amount (the amount is how much the Current Value needs to be increased by to equal the stock's value).

4. In the "Type" field, select **Value Increase** using the drop down box.

5. Click **Save**.

Stock Value Decrease

1. Click the **Investments** icon .

2. On the top window of the Investments page, click on investment to be adjusted.

3. On the bottom right, in the "Investment Adjustment" box, enter the date of the adjustment and the amount (the amount is how much the Current Value needs to be increased by to equal the stock's value).

4. In the "Type" field, select **Value Decrease** using the drop down box.

5. Click **Save**.

Stock Split

Before a stock split transaction can be entered the current value of the stock needs to be adjusted to the correct Current Value with a stock value increase or stock value decrease .

1. Click the **Investments** icon .

2. Before a stock split transaction can be entered the current value of the stock needs to be adjusted to the correct Current Value with a stock value increase or stock value decrease.

3. On the top window of the Investments page, click on the original investment you want to apply the stock split.
4. On the bottom right, in the "Investment Adjustment" box, enter the date of the stock split, in the amount field, enter the value of the split stock (half of the current value), and the number of shares prior to the split.

5. In the "Type" field, select **Stock Split** using the drop down box, click **Save**

6. On the top window of the Investments page, click the initial stock investment, click **Edit** in the top menu, click **Investments**, and click **Add Stock Split**. The "Investments" page appears.

7. In the "Invested In" type the entity name from where the stock was purchased. Enter the Split Date, the Split Shares (amount of new shares), the Split Value (half of the current value), click **Save**.

Modifying Stock Split

1. Click the **Investments** icon .

2. On the top window of the Investments page, click the Stock Split (not the initial investment), click **Edit** in the top menu, click **Investments**, and click **Modify Stock Split**.

3. In the "Investments" window perform the changes, click **Save**.

Deleting Stock Split

1. Click the **Investments** icon .

2. Select/highlight the investment that was created with the Stock Split (this investment will be the Stock Split, not the initial investment), click **Edit** in the top menu, click **Investments,** and click **Delete Stock Split**.

3. On the "Delete" screen click **Delete.**

4. Select/ highlight the initial investment.

5. Select/highlight the stock split in the bottom left box.

6. Click the **Delete** button on the bottom of the page.

7. On the "Delete" window, click **Delete** to confirm the delete.

BUNDLERS

Schedule E – Report of Person/s Collecting/ Accepting Contributions in Aggregate of $3,000 or more

In some cases, a political committee may be required to provide information about a person who collects or accepts contributions on behalf of the committee. This information is required if a person **other** than the candidate, committee officers or employees, or a person authorized by the committee to accept contributions takes in an aggregate of $3,000 or more from at least 5 persons.

This does not apply to an entity used for processing financial contributions by credit card or other means.

The requirement also applies only if the collections take place outside the presence of the candidate or a committee sanctioned or coordinated fundraising event.

Entering Bundlers to a Report – Schedule E

1. Enter the name and complete mailing address of each Bundler as an Entity.
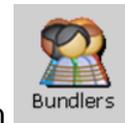
2. On the Home Page, click on the **Bundlers** icon .

3. On the bottom of the page, in the "Name" field , type the last name of the bundler.

4. In the "Report Type" field, use the drop down box to select the Quarterly report that applies.

5. Click **Save**. The name appears in a list at the top of the page. This also generates a Schedule E attached to the selected report.

6. The **Clear Form** button resets the content of the fields so you may enter a new Bundler. It **does not** delete any data you have entered.

Modifying a Bundler

1. Click on the **Bundlers** icon .

2. Click on the name of the Bundler you want to change. The name and the report should appear in the fields in the box below.

3. Perform the changes to either the Bundler's name or Report type on the bottom of the page. Click **Save.** The new information will be listed in the window above and on Schedule E of the selected Report.

4. The **Clear Form** button resets the content of the fields so you may enter a new Bundler. It **does not** delete any data you have entered.

Deleting a Bundler

1. Click on the **Bundlers** icon .

2. Click on the name of the Bundler you want to delete.

3. Click the **Delete** button at the bottom of the screen. NOTE: you may also click **Edit** in the op menu, Click **Delete Bundler**.

4. Click **Delete** on the confirmation page**.** The name is removed from the list and the report.

ASSETS SCHEDULE

This schedule needs to be completed for a Final Report for committees which have assets. An asset may be defined as an item of property other than cash or services, of whatever kind -- tangible or intangible -- that has a fair market or salvage value in excess of $150.

Adding Assets

An asset is added as Expenditure at the time the asset is purchased or at the time the committee receives an In-Kind contribution of items that qualify as an asset. (An example of an asset is office equipment.) For further instruction visit the following links:

Sale of Assets

1. Click the **Receipts** icon .

2. In the "Receipt Type" field, select **Other Receipts** using the drop down box.

3. Enter the date of the sale and amount.

4. In the "Received From" field type the name of the buyer.

5. In the "Description" field, type in or select a description using the drop down box.

6. **Click** the box to the left of "Sale of Asset" near the bottom of the window.

7. Click **Save.** The sale will be shown on the Asset Schedule on the Final Report.

Donation of Assets

1. Click **View Committee Details** icon . The "Committee Details" page appears.

2. Click the **Assets** icon .

3. Enter the Description of the Asset, Date Acquired, Date Donated, and Value.

4. In the "Sold or Donated To" type the name of the entity the assest was sold or donated to
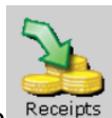
5. Click **Save.**

Delete Asset Donated

1. Click **View Committee Details** icon . The "Committee Details" page appears.

2. Click the **Assets** icon .

3. Select/highlight the asset donated to be deleted.

4. Click **Edit** in the top menu, click **Delete Asset**. You may also click the Delete button on the bottom of the page.

5. Click **Delete** to confirm the delete.

Modify Sale of Asset

1. Click on the **Receipts** icon .

2. Click on the asset entry to be changed.

3. Perform changes in the Receipt Detail tab and click **Save.**

Delete Sale of Asset

1. Click on the Receipts icon ![Receipts] .

2. Click on the asset entry to be deleted.

3. Click **Edit** in the top menu, click **Delete Receipt**. You may also click the Delete button on the bottom of the page.

4. Click **Delete** to confirm the delete.

CAMPAIGN FINANCE REPORTS

IDIS 3.0 automatically generates all campaign finance reports and notifies the user when a report is due in real time. Reports are located in the Reports Mode ![icon] of the program in three categories: Reports Due Now, Future Reports and Previously Filed Reports.

Your computer's date and time settings must be accurate to file campaign finance reports.

Reports Due Now

Reports Due Now lists the reports that are due to the State Board of Elections. The current reporting period is shown at the bottom of the screen.

Viewing Reports Due Now

1. Click the **Reports** icon located on the top right of the page ![icon] .

2. The "Reports Due Now" page appears. You can click on the Reports Due Now Icon located to the left of the page to access current reports at any time. ![Reports Due Now icon]
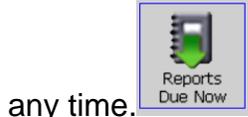
3. All reports that are currently due are list is displayed on the page. This page will show Quarterly and Amended Quarterly Reports, Schedule A-1 Reports, Schedule B-1 Reports.

Future Reports Due

Future Reports lists the campaign disclosure report types, reporting periods, and filing periods that will be due at a future date.

Viewing Future Reports

1. Click the **Reports** icon located at the top right of the page .

2. The "Reports Due Now" page appears.
3. On the left side of the page, click on the **Future Reports Due** icon
    .

4. The upcoming due reports are displayed on the page.

Previously Filed Reports

Previously Filed Reports lists all campaign disclosure reports the committee has filed electronically with the State Board of Elections with IDIS v 3.0 and v 2.0.

Viewing Previously Filed Reports

1. Click the **Reports** icon located at the top right of the page .

2. The "Reports Due Now" page appears.

3. On the left side of the page, click on the **Previously Filed Reports** icon
    .

4. All previously filed reports are displayed on the page.

FILING REPORTS ELECTRONICALLY

To file reports electronically the committee must set up a user name and password with the State Board of Elections. For more information see [User Name](#) or contact the State Board of Elections.

After you have completed entering all your financial transactions, you are ready to print, validate and file your report electronically.

The steps to file D-2 Quarterly, Amended D-2 Quarterly Report, Schedule A-1 and Schedule B-1 are essentially the same. There are separate methods for filing a D-1 Statement of Organization and a Final Report. It is recommended that you view, review and check for errors by viewing and [validating](#) your reports prior to sending them electronically.

All reports, except the D-1 Statement of Organization, can be filed electronically in IDIS v 3.0. See the instructions to create, view, print & file the D-1 Statement of Organization.

SUBMITTER

If someone other than the Candidate or Treasurer is filing the report on the committee's behalf, the complete name and address of the person submitting the report is required.

The Submitter's name is entered on just prior to electronically filing your report.

Filing the D-1 Statement of Organization

The D-1 Statement of Organization cannot be filed electronically, however the user may prepare and print it from the IDIS v 3.0 program to send to the State Board of Elections.

View & Print D-1 Statement of Organization

1. Click **View Committee Details i**con on the top right of the page .

2. Click **Actions** in the top menu, click on **View D-1 Report**.

3. The D-1 will appear in an Adobe .pdf document on a separate window.

4. To print the report, click on the .pdf viewer click the **Print** icon .

Filing the Statement of Organization

1. Print the D-1 Statement of Organization.

2. Review all information for accuracy & completeness.

3. The Treasurer or Candidate must sign and date the report. Note: For a Ballot Initiative Committee the Chairman and Treasurer must sign and date the report.

4. Mail the original to either**:**

State Board of Elections   State Board of Elections
1020 S. Spring Road   James R. Thompson Center
Springfield, IL 62704-2924 or   100 W Randolph St, Ste 14-100

Fax (217) 557-5630   Chicago, IL 60601-3232
                            Fax (312) 814-6485

                        Or

Scan the signed D-1 and attach in an e-mail to D1@elections.il.gov (D-1's only)

Filing D-2 Quarterly Reports

View & Print D-2 Quarterly Report

1. Click on the **Reports** icon on the top right of the page .

2. The "Reports Due Now" page appears.

3. Click on the Quarterly Report you want to file. It will be highlighted in white.

4. Click **View Report** icon on the top left of the page. .
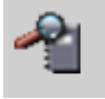
5. The Quarterly Report appears in a new window as an Adobe .pdf file.

6. To print the report, click the **Print** icon or in the top menu click "File" and "Print".

Filing the Quarterly Report

Prior to filing reports electronically, the Candidate and/or the Treasurer needs to be listed in under the Committee Details window. Bundlers, if required, should be entered on the main screen.

1. Click on the **Reports** icon .

2. The "Reports Due Now" page appears.

3. Click on the Quarterly Report you want to file. NOTE – if there is more than one Quarterly Report on the "Reports Due Now" list, you must file them in order from top to bottom.

4. Click the **File Report** icon on the top left of the page .

5. When uploading a report for filings, the program will automatically validate the report and advise you of missing information. If the report has errors, it will ask you to correct these errors prior to filing.

6. Type in the committee password. **The password is case sensitive.**

7. If the committee's address has changed and you have already updated the address in the program, **click** the check box to the left of "Committee Address Changed". If you have not made the change in IDIS 3.0, do so at this time. See Change Committee Address.

8. In the **Treasurer/ Candidate** field, select/highlight the Treasurer or Candidate's name using the drop down box.

9. Under the **Submitter** field, use the drop down box to select the name of the person submitting the report if it is someone other than the Candidate or Treasurer. For more information see Submitter.

10. Click **File Now**. The Filing Messages window will display the filing status of the report. If the report was received by the board it will display "Successfully Filed". If the report was **not** received, it will display that the filing failed, with the reason for the error.

Filing Amended D-2 Quarterly Reports

Amendments are triggered by changes the user manually makes to a previously filed report. IDIS v 3.0 detects changes to data in the Receipts, Expenditures, Debts & Obligations and Investments areas within a reporting period and generates an Amended Report in the Reports Due Now window. Schedule A-1 and Schedule B-1 Reports cannot be amended. Call the State Board of Elections for instructions to handle an amended Schedule A-1 and Schedule B-1.

Creating an Amended D-2 Quarterly Report

1. On the Home Page, Modify the data you need to change in the Receipts, Expenditures, Debts & Obligations and or Investments area as needed.

2. Click Yes on the following message:

> Transaction date falls in a prior reporting period. This may trigger an amendment. Do you wish to save anyway?
>
> [Yes]   [No]

3. Click the **Reports i**con on the top right of the page .

4. In the "Reports Due Now" window, click on the amended report you want to file. It will be highlighted in white.

5. View & file the amended reports as you would file a [Quarterly Report.](#)

   NOTE: When filing multiple amendments, on the **Reports Due Now** window, you must individually file the amended reports in order from top to bottom.

Filing the Amended Quarterly Report

Prior to filing reports electronically, the Candidate and/or the Treasurer needs to be listed in under the [Committee Details](#) window. [Bundlers](#), if required, should be entered on the main screen.

1. After a change has been made to the financial data, IDIS will generate an amended report ready to be filed.

2. Click on the **Reports** icon on the top right of your page . You may also click on the **Amendment Due** button on the bottom of the page.

3. The "Reports Due Now" page appears.

4. Click on the Quarterly Report you want to file. NOTE – if there is more than one Quarterly Report on the "Reports Due Now" list, you must file them in order from top to bottom.

5. Click the **File Report** icon on the top left of the page .

6. When uploading a report for filings, the program will automatically validate the report and advise you of missing information. If the report has errors, it will ask you to correct these errors prior to filing.

7. This page will have two tabs at the top. Click on the **Password/Signers** tab. Type in the committee password. **The password is case sensitive.**

8. If the committee's address has changed and you have already updated the address in the program, **click** the check box to the left of "Committee Address Changed". If you have not made the change in IDIS 3.0, do so at this time. See [Change Committee Address.](#)

9. In the **Treasurer/ Candidate** field, select/highlight the Treasurer or Candidate's name using the drop down box.

10. Under the **Submitter** field, use the drop down box to select the name of the person submitting the report if it is someone other than the Candidate or Treasurer. For more information see [Submitter.](#)

11. Click on the **Reason for Amendment/Filing Results** tab. On the top portion of the box, type in the reason you are amending the report.

12. Click **File Now**. The Filing Messages window will display the filing status of the report. If the report was received by the board it will display "Successfully Filed". If the report was **not** received, it will display that the filing failed, with the reason for the error.

Cancelling an Amended Report

IDIS allows you to cancel an amended report, only in the instance that it was generated in error. Once you cancel the Amendment, it is **permanent**. The user cannot retrieve the canceled amended report.

1. Click the **Reports i**con on the top right of the page .

2. In the "Reports Due Now" window, click on the amended report you want to Cancel.

3. Click **Actions** in the top menu, click **Cancel Amendment.** The "Cancel Amendment" page appears.

4. Review the message displayed on the screen. Click the **Check Box** to the left of the statement "**I understand that canceling an amendment that is required by law may result in fines and other penalties".**

5. Enter/ describe the reason for the cancellation in the area provided, click **Ok**.
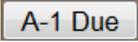
6. The amendment will be removed from the list of reports.

View Canceled Amendments

1. Click on the **Reports i**con on the top right of the page .

2. Click **View** in the top menu, click **Canceled Amendments.**

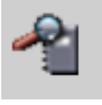# Filing a Schedule A-1 Report of Contributions of $1,000 or more

IDIS v 3.0 will generate a Schedule A-1 Report as long as the contribution(s) are entered timely and the receipt(s) are $1,000 or more. The computer you are using must have the accurate time and date in order for the program to generate the required Schedule A-1.

Creating a Schedule A-1 Report

1. Enter the contribution as a [Receipt(s)](#). A notice at the bottom of the window will indicate that an A-1 Receipt is due. To see the Schedule A-1, click A-1 Due or;

2. Click the **Reports** icon and click the **Reports Due Now** icon Reports Due Now .

3. The Schedule A-1 is now listed and ready to [File](#).

NOTE: Schedule A-1s must be filed within 5 business days after the date of receipt. 30 days prior to an election a committee participates in, Schedule A-1s must be filed within 2 business days after receipt.

View & Print Schedule A-1 Report of Campaign Contributions of $1,000 or more

1. Click on the **Reports** icon .

2. The "Reports Due Now" window appears.

3. Select/ highlight the Quarterly Report.

4. Click **View Report** icon on the top right of the page .

5. The Schedule A-1 Report appears in a new window as an Adobe .pdf file.

6. To print the report, click the **Print** icon or in the top menu click "File" and "Print".

Filing the Schedule A-1 Report of Campaign Contributions of $ 1,000 or more

Prior to filing reports electronically, the Candidate and/or the Treasurer needs to be listed in under the [Committee Details](#) window. [Bundlers](#), if required, should be entered on the main screen.

1. Click on the **Reports** icon on the top right of the page .

2. The "Reports Due Now" window appears.

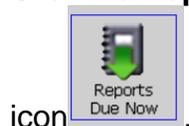3. Click on the **Schedule A-1 Report**

4. Click the **File Report** icon .

5. When uploading a report for filings, the program will automatically validate the report and advise you of missing information. If the report has errors, it will ask you to correct these errors prior to filing.

6. Type in the committee password. **The password is case sensitive.**

7. If the committee's address has changed and you have already updated the address in the program, **click** the check box to the left of "Committee Address Changed". If you have not made the change in IDIS 3.0, do so at this time. See Change Committee Address.

8. In the **Treasurer/ Candidate** field, select/highlight the Treasurer or Candidate's name using the drop down box.

9. Under the **Submitter** field, use the drop down box to select the name of the person submitting the report if it is someone other than the Candidate or Treasurer. For more information see Submitter.

10. Click **File Now**. The Filing Messages window will display the filing status of the report. If the report was received by the board it will display "Successfully Filed". If the report was **not** received, it will display that the filing failed, with the reason for the error.

Filing the Schedule B-1 Report of Independent Expenditures of $1,000 or more

Independent Expenditures are any expenditure(s) made to expressly advocate for or against the nomination or election of a clearly identified public official or candidate, provided that the spending is not made in coordination in any way with the candidate or their committee. If a political committee makes independent expenditures totaling $1,000 or more in the 30 days before an election, the expenditures must be reported on a special report called a Schedule B-1.

Creating a Schedule B-1 Report

1. Enter the Independent Expenditures(s). A notice at the bottom of the window will indicate that a Schedule B-1 Independent Expenditure is due.

2. Click the **Reports** icon and click the **Reports Due Now** icon .

3. The Schedule B-1 indicating the year and type of election (ex. B-1 2011 CP) is now listed and ready to File.

View & Print Schedule B-1 Report of Independent Expenditures of $1,000 or more

1. Click on the **Reports** icon on the top left of the page .

2. The "Reports Due Now" window appears.

3. Click on the **B-1 Report.**

4. Click **View Report** icon .

5. The Schedule B-1 Report appears in a new window as an Adobe .pdf file.

6. To print the report, click the **Print** icon or in the top menu click "File" and "Print".

Filing the Schedule B-1 Report of Independent Expenditures of $1,000 or more

Prior to filing reports electronically, the Candidate and/or the Treasurer needs to be listed in under the Committee Details window. Bundlers, if required, should be entered on the main screen.

1. Click on the **Reports** icon on the top left of the page .

2. The "Reports Due Now" window appears.

3. Select/ highlight the **Schedule B-1 Report**

4. Click the **File Report** icon .

5. When uploading a report for filings, the program will automatically validate the report and advise you of missing information. If the report has errors, it will ask you to correct these errors prior to filing.

6. Type in the committee password. **The password is case sensitive.**

7. If the committee's address has changed and you have already updated the address in the program, **click** the check box to the left of "Committee Address Changed". If you have not made the change in IDIS 3.0, do so at this time. See Change Committee Address.

8. In the **Treasurer/ Candidate** field, select/highlight the Treasurer or Candidate's name using the drop down box.

9. Under the **Submitter** field, use the drop down box to select the name of the person submitting the report if it is someone other than the Candidate or Treasurer. For more information see Submitter.

10. Click **File Now**. The Filing Messages window will display the filing status of the report. If the report was received by the board it will display "Successfully Filed". If the report was **not** received, it will display that the filing failed, with the reason for the error.

FILING FINAL REPORTS

A Final Report is filed when the political committee is no longer accepting or receiving donations and has ceased political activity. In order to file a Final Report, the committee must have an ending balance of $ 0 and all assets must be either sold or donated.

The process to amend a Final report is the same as a Quarterly Report. See the instructions for Amending the D-2 Quarterly Report.

View & Print the Final Report

1. Click **View Committee Details** icon on the top right of the page .

2. Click **Actions** in the top menu, click **View Final Report.**

3. The Final Report appears in a new window as an Adobe .pdf file.

4. To print the report, click the **Print** icon or in the top menu click "File" and "Print".

Filing the Final Report

1. Click **View Committee Details** icon on the top right of the page .

2. Click **Actions** in the top menu, click **Finalize.**

3. The "Finalize Committee" page appears. Review the finalization message and click **Yes** to continue.

4. The following message regarding assets will appear:

Has this committee recorded disposal of all assets in IDIS?

Yes   No
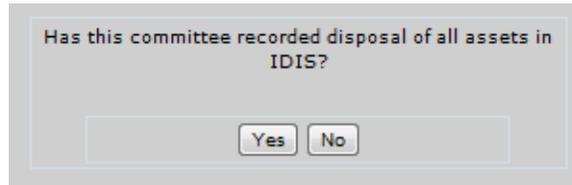
Click **Yes** if the assets have been recorded.

Click **No** if the assets have not been recorded. Follow the steps to record the Sale of Assets or the Disposal of Assets.

5. The program will automatically validate the report. If warnings or errors are detected you will need to fix them prior to filing the report. Click **Close** and follow the instructions for Validating a Report. After all errors and warnings are corrected, follow the directions from Step 1.

6. Type in the committee password. **The password is case sensitive.**

7. If the committee's address has changed and you have already updated the address in the program, **click** the check box to the left of "Committee Address Changed". If you have not made the change in IDIS 3.0, do so at this time. See Change Committee Address.

8. In the **Treasurer/ Candidate** field, select/highlight the Treasurer or Candidate's name using the drop down box.

9. Under the **Submitter** field, use the drop down box to select the name of the person submitting the report if it is someone other than the Candidate or Treasurer. For more information see Submitter.

10. Click **File Now**. The Filing Messages window will display the filing status of the report. If the report was received by the board it will display "Successfully Filed". If the report was **not** received, it will display that the filing failed, with the reason for the error.

VALIDATE A REPORT

Validating a report examines the report for complete information and notifies you what information, required by law, may have been omitted.

Users should validate all reports and correct errors prior to filing with the State Board of Elections.

Validating a Report

1. Click the **Reports** icon on the top left of the page .

2. The "Reports Due Now" window appears by default. If the report is not listed, select Reports Due Now or Future Reports as appropriate to locate the report.

3. Click on the report you want to validate by clicking on the name underlined in blue. It will be highlighted in white when it is selected.

4. Click on the **Validate Report** icon located on the top left of the page

   .

5. The "Warnings and Errors" page will automatically display any detected errors.

6. Click on **Fix Now** link to correct each error. You will be directed to the field that requires correction. Make the corrections in the "Details Tab" and click **Save** on the bottom of the page.

Note: The program will direct you to the next error. When all errors are corrected, a window appears indicating the report has no warnings or errors. You may

Warnings & Error Messages

The "Warnings and Errors" window will list all errors and warnings.

Errors are marked with the symbol. You <u>must</u> correct errors prior to filing. A report that has errors will not be accepted by the server.

Warnings are marked with the symbol. A report with warnings can be filed; however you are advised to correct all warnings and errors before filing a report.

FILING RECEIPT

After the report is accepted by the State Board of Elections server, the user will receive a Receipt Identification next to the report that was filed. This is the only confirmation of electronic filing the committee will receive.

Printing the Receipt

Users can only print filing receipts on reports filed with IDIS 3.0.

1. Click the **Reports** icon on the top left of the page .

2. Click the **Previous Filed Reports** icon to the right of the page .

3. Click on the report that you want to generate a receipt. The selected report will be highlighted in white.

4. Click on the Print Filing Receipt icon at the top of the page. The filing receipt appears in a new window as an Adobe .pdf file.

5. To print the report, click the **Print** icon or in the top menu click "File" and "Print".

MULTIPLE USERS

IDIS v 3.0 allows multiple people to use a single committee file at the same time. It is important to note that multiple people cannot change or modify the same record simultaneously.

DATA BACKUP

IDIS v 3.0 is a web-based filing program. All data entered into the system is stored on the State Board of Elections servers. Your files are backed up daily by the State Board of Elections. You can access your file using any computer that has an internet connection using your User Name and Password to log in.

REACTIVATING A FINALIZED COMMITTEE

1. To reactivate a committee after filing the Final report, a committee must first file a D-1 Statement of Organization with the State Board of Elections within 10 business days of reaching $5,000 in contributions or expenditures. If a committee reactivates in the period of 30 days prior to an election, it must file a D-1, Statement of Organization, within 2 business days.

2. When the State Board of Elections receives the D-1, the committee's status is changed from "Final" to "Active". Contact the Board to confirm the D-1 has been received and processed prior to using IDIS.

3. Once the State Board of Elections has updated the "Active" status, the committee will automatically reactivate when IDIS v 3.0 is started. You may continue using your IDIS file for your re-activated committee.