Online Filing System Guide for State & County Candidates

Become a Candidate by:

A. Raise or Spend in Excess of $1000

B. Qualify with Political Party

C. File Petition as Independent Candidate

File Electronically an Appointment of Principal Campaign Committee Form with Secretary of State within 5 days at fcpa.alabamavotes.gov

Steps to Set Up Committee Online:

a. Committee Registration
b. Select Committee Type (Candidate)
c. Complete Principal Campaign Committee Form
d. Submit
e. Print Completed Form with Date & Time Stamp
f. ALL Committee Members must sign form
g. Mail Committee Form with signatures to SOS Office
h. For Emergency Activations Fax or Email Your Form

Once Received, Secretary of State Activates Account and Emails User Name & Pin Number to all Committee Members

Log in at fcpa.alabamavotes.gov

See Quick Reference Steps for Filing Campaign Finance Reports Electronically

Refer to www.alabamavotes.gov & Click 'Candidates' & then 'Online Filing Info' for overview of online filing

QUICK REFERENCE STEPS FOR FILING CAMPAIGN FINANCE REPORTS ELECTRONICALLY

FIRST STEP:

FILE ELECTRONICALLY AN APPOINTMENT OF PRINCIPAL CAMPAIGN COMMITTEE FORM

1. Go to **fcpa.alabamavotes.gov** website
2. Click on **"Committee Registration"**
3. Select Committee Type: check **"Principal Campaign Committee"** then click **"Next"**
4. Complete Full Name of Candidate information
5. Complete Address of Committee
6. Complete Type of Committee
7. Add committee members
8. After all information has been entered, click the red **"Submit"** button at the bottom of the page.
9. The screen will show **"Your registration has been submitted."** Click on the **"** Click here to view and print a copy of this filing**"** Print, sign (everyone on the committee must sign), and mail to the Elections Division. **(Mail signed and completed form to: Elections Division, Alabama Secretary of State, P.O. Box 5616, Montgomery, AL 36103-5616.)**
10. Once the Elections Division receives your signed Appointment of Principal Campaign Committee form, your account will be activated and you will receive a username and pin via email to log into your account.

SECOND STEP:

OPT INTO THE FILING CALENDAR

(Note: Once the threshold amount has been met, you must begin filing campaign finance reports.)

1. Login to your account at **fcpa.alabamavotes.gov**, click red **"Registered User Login"** button
2. Click on **"Overview"** tab at the top of the page right below the picture
3. Find the box outlined in blue that states **"Need to begin filing reports that are not shown in the Reports Due list below?"** Click on **"Click Here"**
4. Click on the link for the report that you need added. (First Link is for monthly /weekly filing schedule: Third Link is for the Annual Reports)
5. Click on the drop down box next to **"Participating in Election:"** Select the appropriate election.
6. Next, select the type of election by clicking on the corresponding button below the drop down box.
    a. Primary and General (For candidates qualifying with a Major Political Party)
    b. General Only (For independent and Minor Party Candidates)
    c. Runoff
7. Next, **"Need to report activity as of this date:"** (Enter the date on which you met the filing requirement threshold) then click **"Assign Schedule"**
8. Filing schedule will appear in the **"Reports Due"** under the **"Overview"** and **"File Reports"** tabs.

THIRD STEP:

INPUT CONTRIBUTIONS/INKIND, OTHER RECEIPTS AND EXPENDITURES INTO THE SYSTEM
(Note: See Candidate Filing Guide Fifteenth Edition for more information on Itemized, Non-Itemized, Major Contribution, etc.)

1. Click on the **"Contributions/InKind"** tab at the top of the page right below the picture
   a. Click the red **"Add"** button
   b. Complete the required information for the Contribution and then click **"Save"**
2. Click on the **"Other Receipts"** tab at the top of the page right below the picture
   a. Click the red **"Add"** button
   b. Complete the required information for the Other Receipts (Loans, Interest, etc.) then click **"Save"**
3. Click on the **"Expenditures"** tab at the top of the page right below the picture
   a. Click on the red **"Add"** button
   b. Complete the required information for the Expenditures then click **"Save"**
      i. **Credit Card Transactions:** Click on the drop down box under **"Expenditure Type"** select **"Line of Credit Expenditure"** to report the actually date and purpose of the credit card transaction. This will appear on Form 6. When making a payment to your credit card for transactions reported on Form 6, click on the drop down box under **"Expenditure Type"** select **"Itemized"** and click on drop down box **"Purpose"** select **"Loan Repayment."**

FOURTH STEP:

REVIEW AND FILE REPORT

1. Click on the **"File Reports"** tab at the top of the page right below the picture
2. Go to **"Reports Due"** then click on the red **"View/File"**
3. Check to make sure all Contributions, Other Receipts, and Expenditures are listed on the Summary of Activity. To preview the full report click on red **"Preview"** button on the left bottom of the Summary of Activity page.
4. Then click the red **"File"** button on the right bottom of the Summary of Activity page to file your report.
5. To check to see if your report has been filed click the **"File Reports"** tab at the top of the page right below the picture and look under the **"Filing History"** to find the report.

FIFTH STEP:

AMEND REPORTS

1. Correct the errors under the **Contributions/InKind**, **Other Receipts**, and **Expenditures** tabs.
2. Then click on the **"File Reports"** tab go to **Filing History** and then find the report that needs to be amended and click on the blue **"Amend"** button.
3. Amend all subsequent reports after the report that was just amended.