# Online Filing System Quick Overview

## Fair Campaign Practices Act

### Elections Division ◆ Office of the Secretary of State ◆ State of Alabama
### John H. Merrill, Secretary of State

## ONLINE SYSTEM REGISTRATION

1. Visit website: *fcpa.alabamavotes.gov*

2. Click Committee Registration

3. Committee Registration Documents:

   - Candidates select **Appointment of Principal Campaign Committee (PCC)**
   - Political Action Committees (PACs) select **Statement of Organization**

4. Signed *original* committee document should be mailed to:  **Office of the Secretary of State**
   **Elections Division**
   **PO Box 5616**
   **Montgomery, Alabama  36103**

4. Upon receipt of the signed *original* committee registration document, the Elections Division will activate the FCPA account.  After activation, the registered user will receive two emails: 1) an email with a registration confirmation with their USER NAME; 2) an email with their temporary PIN with a link to the website to change the PIN to one of the user's choosing.

Note—if an FCPA report is due within 5 days, an emergency activation can be granted.  In this circumstance, a committee should fax a copy of the committee registration document to 334-242-2444 so that the account can be immediately activated.  However, the signed *original* committee document should be simultaneously mailed to the Elections Division.

## SYSTEM TABS

The FCPA online filing system is operated by the use of a series of tabbed topic sections.  This guide will give an overview of the contents within each section, as well as a brief description regarding the most frequently used functions in the individual tabbed sections.  For special circumstances or specific guidance, please call the Elections Division at 334-242-7210 or 1-800-274-8683.  To reach the FCPA filing system HELP DESK, call **1-888-864-8910**.

1. *Overview Tab*

   ☞ Account Status—gives an overview of account ending balance and pending transaction balances

   ☞ Transaction History Overview—gives an overview of ending balances by transaction

   ☞ Reports Due—lists upcoming reports with the function to *view* and *file* sequential reports

   ☞ Document Images—contains function to save report images and add supplemental documents

2. *Contributions/In-Kind Tab*

   ☞ Contribution History—listing of posted contributions with the function to *add* new contributions or *update* existing contributions

   ☞ Contribution Maintenance—contains function to search by contributor and perform contributor informational changes

3. *Other Receipts Tab*

   ☞ Receipt History—listing of posted receipts with the function to *add* new receipts or *update* existing receipts (i.e., loans/interest/other)

*(continued from reverse side)*

☞ Receipt Maintenance—contains function to search receipts and perform receipt source informational changes

4. *Expenditures Tab*

☞ Expenditure History—listing of posted expenditures with the function to *add* new expenditures or *update* existing expenditures

☞ Payee Maintenance—contains function to search by payee and perform payee informational changes

5. *File Reports Tab*

☞ Filing History—listing of FILED reports with the function to *view* and *amend* posted reports

☞ Reports Due—lists upcoming reports with the function to *view* and *file* sequential reports

☞ Supplemental Forms—contains function to *add* WAIVER OF REPORT and STATEMENT OF DISSOLUTION reports

6. *Search Tab*

☞ Transaction Search—contains function to quick-search posted transactions

7. *Administration Tab*

☞ Committee—contains function to *update* or perform committee informational changes

Note—if making committee changes or updates, print and have each member sign the *amended* Principal Campaign Committee or Statement of Organization document and mail it to the Elections Division at PO Box 5616, Montgomery, AL 36103.

☞ Officers—listing of current committee officers with the function to *update* or perform informational changes

☞ Campaign—contains function to *add* an election cycle's filing schedule

☞ Filing Schedule—listing of all reports for an election cycle (includes all FILED reports and REPORTS DUE)

☞ Import Data Files—contains function to *import* data files from other computer applications

## ADDING REPORTS NOT FOUND IN THE REPORTS DUE LIST

The option to add reports not found in the Reports Due list can be accessed in two of the tabbed sections of the online filing system—see OVERVIEW or FILE REPORTS tabbed sections for access to this function. In the top center portion of these section pages there is a bordered note which reads, *"Need to begin filing reports that are not shown in the Reports Due list below? click here".* Click the link to begin the process of adding additional reports not listed.

## AMENDING REPORTS

For necessary amendments that are related to the need to *update* or *delete* a posted CONTRIBUTION/OTHER RECEIPT/EXPENDITURE entry, go to the relevant tab and perform the update/deletion activity by accessing the listed transaction in the transaction HISTORY section of the corresponding tabbed section.

Users may *add* any *omitted* transactions by clicking the add button in the corresponding transaction tabbed section.

Users should make all required additions/deletions/updates to transaction entries prior to amending the previously FILED report. Once that task is completed, go to the FILE REPORTS tab and to the FILING HISTORY section to locate the report which should be amended due to the changes that were implemented. Click AMEND so that the new adjustments will be populated into the amended report. Click VIEW to access the amended report. Lastly, click FILE to submit the amended report once you are satisfied that all necessary changes are reflected.

Important—it will be necessary to amend all other subsequent reports listed in the FILING HISTORY section that were FILED *after* the initial report and *prior* to the newly amended report so that the beginning balance in each subsequent report is accurate. The original report remains intact as it was initially filed; any amended reports are filed as separate reports.

## PASSWORD RESET

If a user is unable to access the account due to an expired or lost PASSWORD/PIN, please call the Elections Division at 334-242-7210 or 1-800-274-8683. To reach the FCPA filing system HELP DESK, call **1-888-864-8910**.