


Maine Campaign Finance E-Filing Help: Your New Dashboard

Welcome to your new home page! This is your dashboard, which will take you anywhere you need to go. This page includes a helpful labeled map, to show you where everything is. The following pages include more specific guidance for parts of your dashboard.


The screenshot shows the dashboard interface for the Maine Ethics Commission Campaign Finance Reporting. It features a top navigation bar with a hamburger menu, the text 'Maine Ethics Commission CAMPAIGN FINANCE REPORTING', a filter dropdown set to 'ALL', a '+ NEW TRANSACTION' button, and a user profile icon. A left sidebar contains a 'Main Menu' with items like Home, View/File Reports, Contributions, Expenditures, Loans, Debts, Contributor/Payee, Import Manager, Administration, Public Site, Guidance on Reporting, and Logout. The main content area is divided into 'Upcoming Reports' and 'Recently Filed Reports'. The 'Upcoming Reports' section lists three reports with their due dates and date ranges. The 'Recently Filed Reports' section shows a '24 Hour Report for Expenditures' filed on 05/11/2018. On the right, a 'Reporting Activity' ticker shows a 'Running Total Of All Transactions' of \$8,042.00 and a list of recent transactions with dates and amounts. Red circles with letters A through E highlight specific features: A (New Transaction Button), B (Upcoming Reports), C (Reporting Activity Ticker), D (Recently Filed Reports), and E (Main Menu).

A) + New Transaction Button - Any time you need to add a contribution, expenditure, debt, or loan, you can click this button and begin the process of adding it directly from your home page, or any other page on this website. No need to navigate to a different page!

B) Upcoming Reports - This is a list of your upcoming reports, including the date range they cover and when they are due. Your dashboard will have direct links for previewing and filing for a report that is due soon.

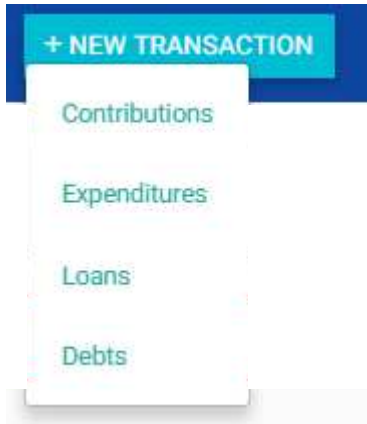
C) Reporting Activity Ticker - This menu updates in real time with any activity you enter into the website, to help you keep track of what you entered and what your balance is. The ticker collapses to make more room on the page if you click 

D) Recently Filed Reports - This part of your dashboard displays your recently filed reports, so you can quickly access them to view, print, or make amendments.

E) Main Menu - This menu, which is explained in further detail on a later page, gives you access to all areas of your account you may need to access. This menu collapses to make more room on the page if you click 

Maine Campaign Finance E-Filing Help: + New Transaction & Main Menu

No more navigating to different screens to add a transaction! You can add any type of transaction into your reports by simply clicking this one button, directly from your dashboard. And, your easily accessible main menu takes you directly to other important areas of your account.



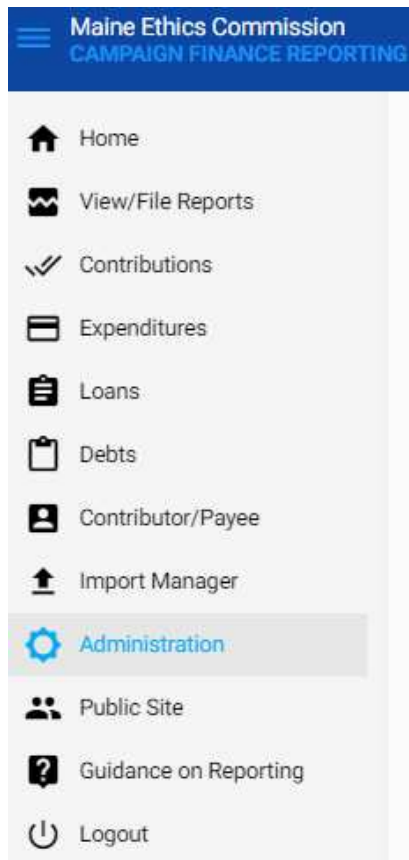
+ New Transaction Button - The first step to filing any report is to add your transactions. When you click on the + New Transaction button, it will open a menu with four different transaction types for you to choose from. When you choose a transaction type, a window will pop-up so you can begin entering your information. This button is accessible from any screen you might be on.


Contributions - Click Contributions to enter any type of contribution, either cash (monetary) or in-kind, and also transactions like interest, or sales of campaign equipment.

Expenditures - Click Expenditures to enter a monetary expenditure.

Loans - Click Loans to enter a loan given to your campaign (a contribution that you expect pay back).

Debts - Click Debts to enter a debt—you have incurred a debt if your campaign has placed an order, or received goods and services that have not been paid for by the end of a reporting period.



Main Menu - Being able to easily navigate this website is our first priority. This menu offer direct links to other pages you may need to access on our website. Remember, clicking  will collapse (and expand) this menu.

Home - This will take you to your dashboard.

View/File Reports - This will take you to the page where you can see your report summaries, view a preview of a report, and file and amend your reports.

Contributions - This will take you to a page where you can edit, amend, delete, and return any of your contributions.

Expenditures - This will take you to a page where you can edit, amend, delete, and return any of your expenditures.

Loans - This will take you to a page where you can edit, amend, delete, and repay any of your loans.

Debts - This will take you to a page where you can edit, amend, delete, and enter payments for any of your debts.

Contributor/Payee - This will take you to a page where you can make changes to your entered contributors, payees, or lenders.

Import Manager - This will take you to a page that allows you to import your EDI uploads, and manage any past data uploads.

Administration - This will take you to a page where you can change your password and view your account and registration information. Please see the next page in this document for more information on your Administration page.

Public Site - This will take you to the Commission's public site where you can search for any other candidate's or committee's reports, and search and download financial data.

Guidance on Reporting - This is a link that takes you to the Commission's webpage that has all of the forms and guides for reporting and campaign finance laws on it.

Logout - Clicking here will log you out of your secure account.