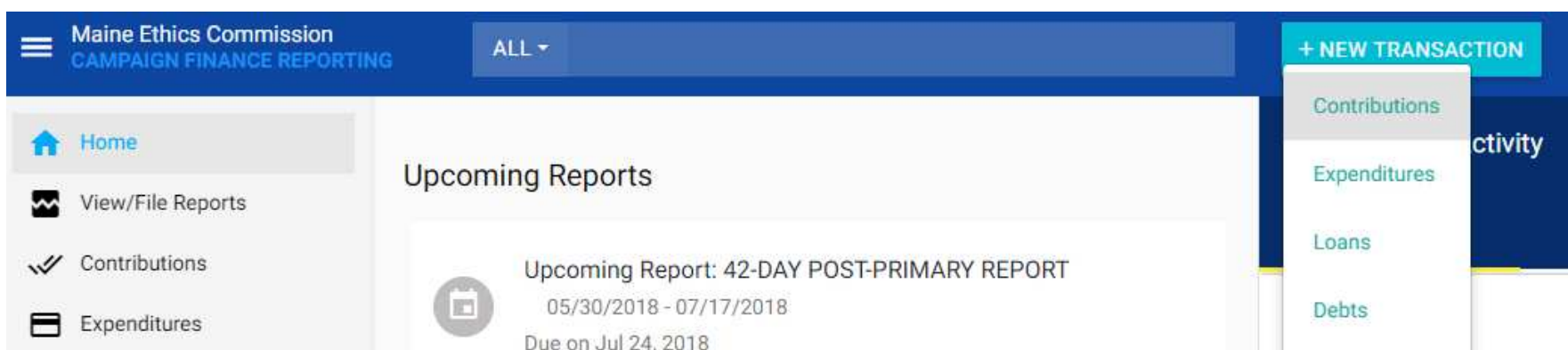


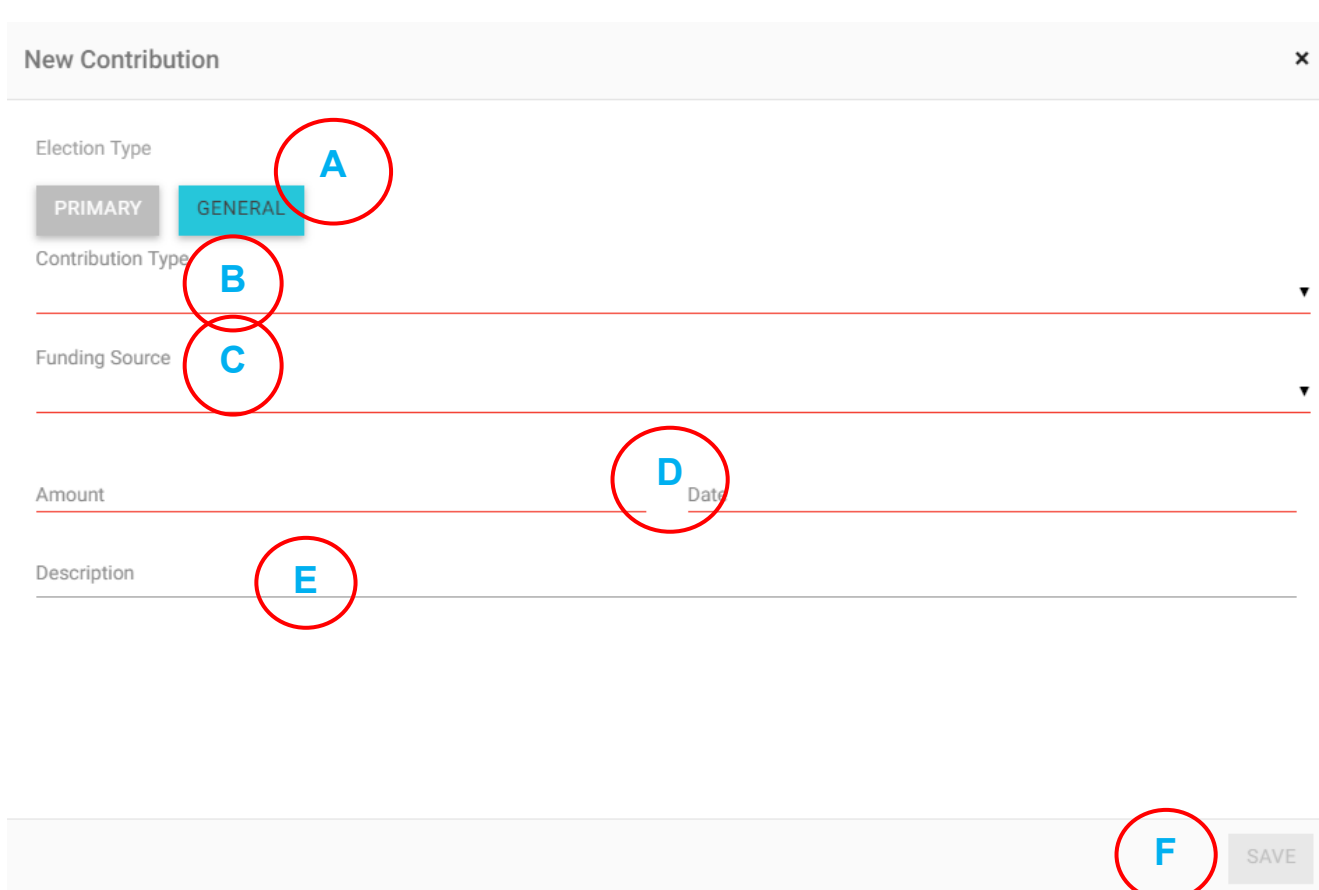
# Maine Campaign Finance E-Filing Help: Adding & Managing Contributions

## Adding a Contribution:

Once you are logged in, you can add a new contribution from anywhere on the website. Just simply go to the [+ NEW TRANSACTION](#) button at the top of page, and click it to open a menu, and then choose Contributions.



This will bring up a box where you can enter all of your contribution's information. You are required to enter the election the contribution is for, the contribution type and source, the details of the contributor, and the date and amount of the contribution. Anything that is underlined in red must be completed before you can save the contribution.



**A) Election Type** - Choose which election this contribution was received for.

**B) Contribution Type** - See more guidance below image.

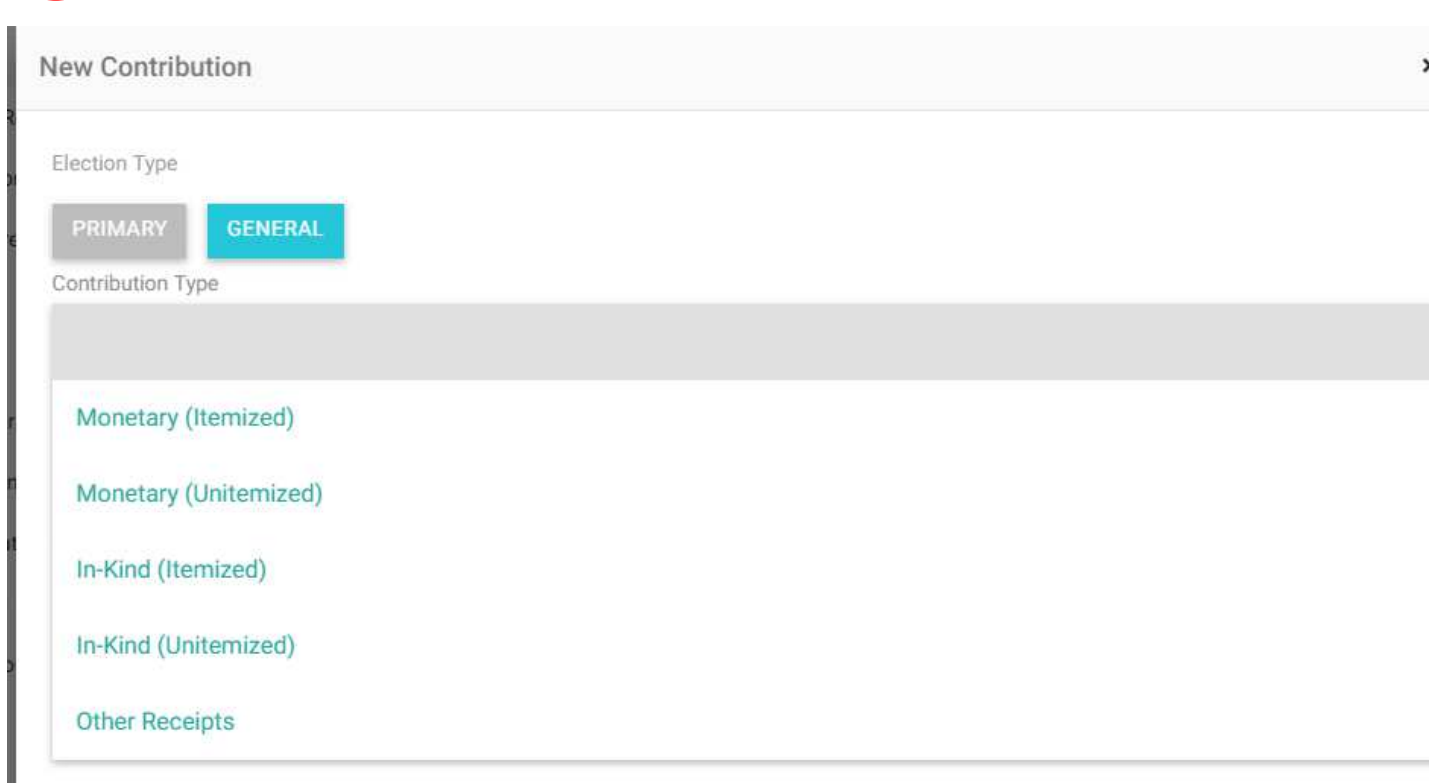
**C) Funding Source** - See more guidance below image.

**D) Amount and Date** - Enter the amount of the contribution (no dollar sign needed), and the date it was received.

**E) Description** - This field is optional for most types of contributions.

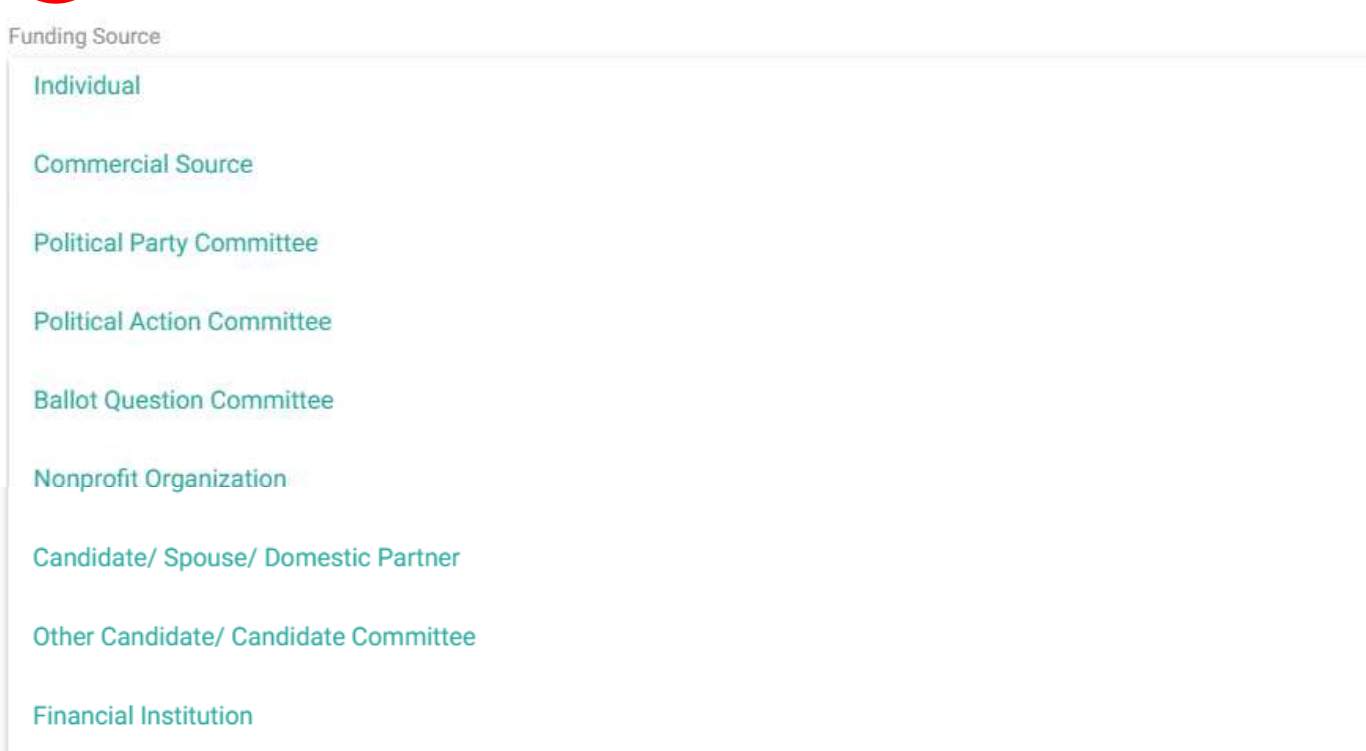
**F) Save Button** - Unless this button is blue, not all of the required information has been entered, and the contribution cannot be saved yet.

## **B) Contribution Type**



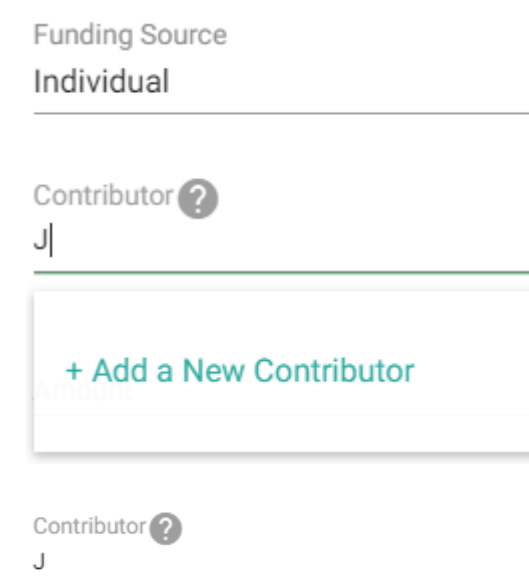
There are several contribution types to choose from, the most common being Monetary (Itemized), Monetary (Unitemized), and In-Kind (Itemized). If you need help choosing the right type, please refer to your candidate guidebook, or contact your Candidate Registrar. If you are required to choose an Itemized type, then you will be required to enter specific information about the contributor in the next step (Funding Source).

## **C) Funding Source**

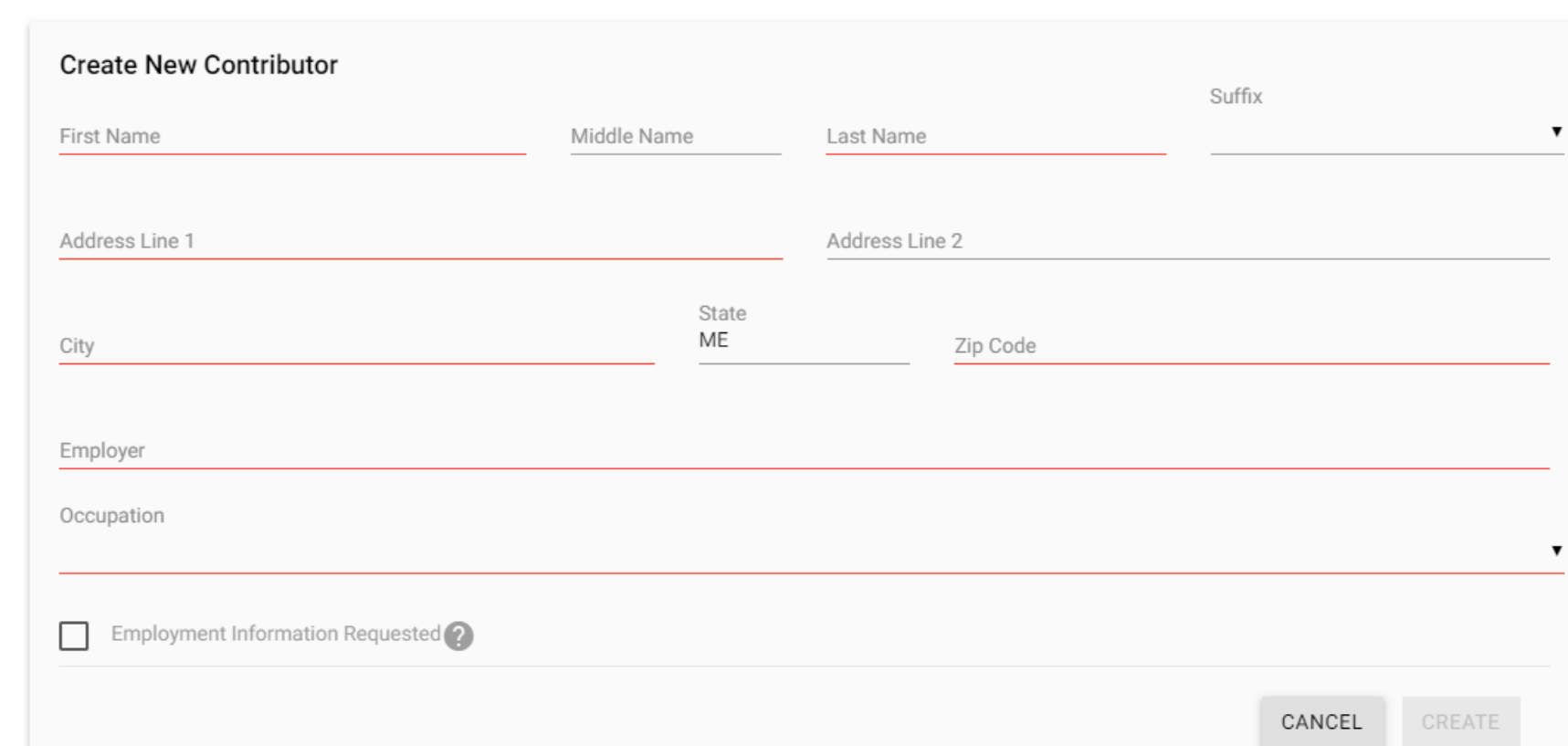


There are multiple funding sources to choose from, if you choose an Itemized contribution type. No matter which one you choose, you will be required to enter their address information (if you have not already entered a contribution from this entity), and their occupation and employment information if they are a person.

## **C1) Contributor**



When you choose a funding source, another field will open up below, asking for the contributor's name. When you begin typing the name, previously entered contributors that match what you have entered will show up, as well as a "+ Add New Contributor" option. Either select the appropriate contributor, or choose to add a new one. Choosing to add a new one will open a box in which you can enter all of the contributor's information (see image below). Remember, the Create button will not work until all required information has been entered. After your choose or create your contributor, you can go on entering the rest of the contribution's information.



Once you save your contribution, you will see a message confirming the contribution has been successfully entered at the bottom of the screen

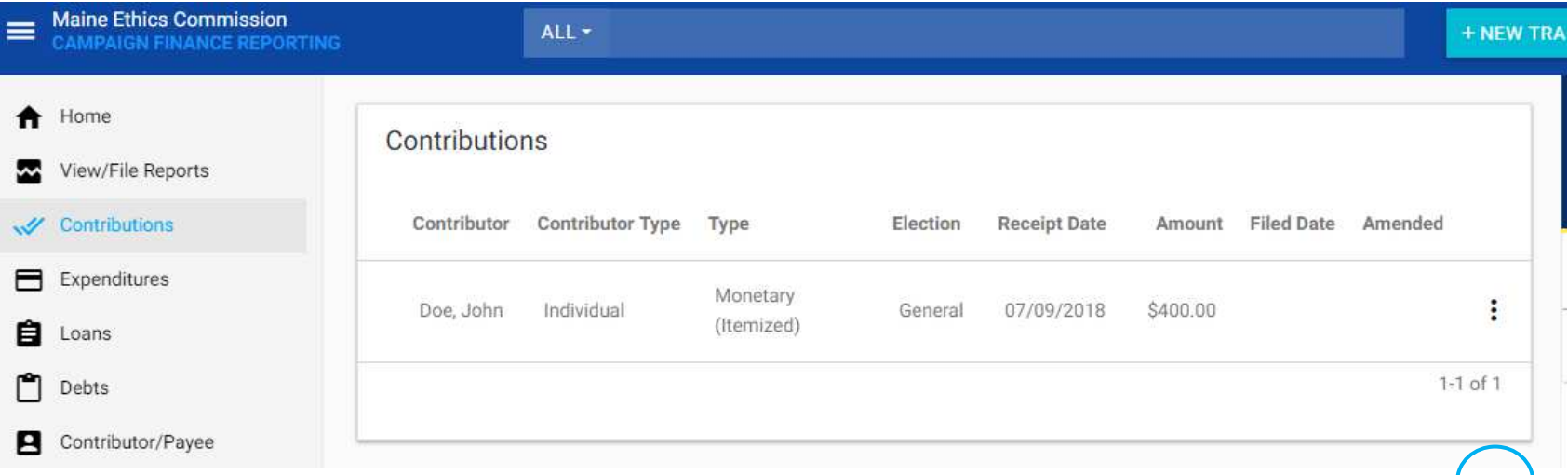
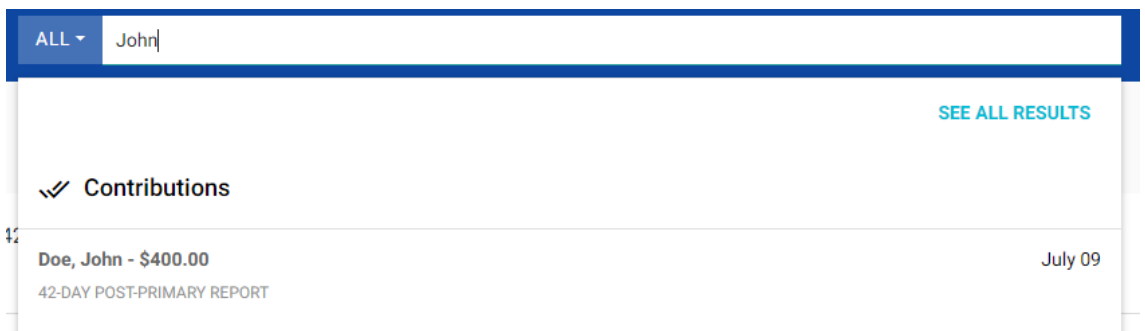
The contribution has been successfully added.

The box where you add contributions will revert to being blank, so you can add another contribution if you need to. If you are done entering contributions, simply click the X at the top right hand corner of the box.

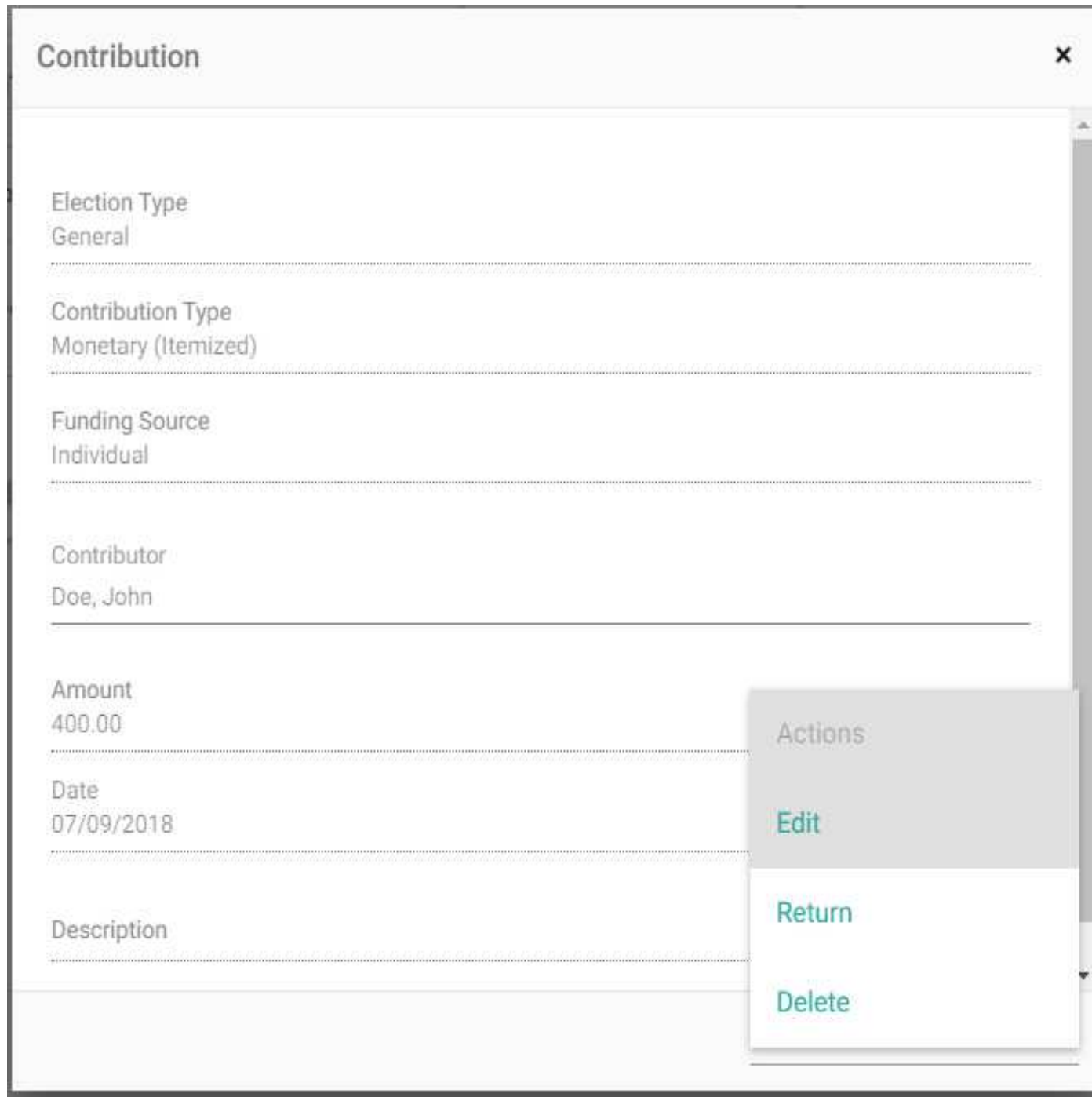
# Maine Campaign Finance E-Filing Help: Adding & Managing Contributions

## Managing Contributions:

If you need to change anything about a saved or filed contribution, you can do so easily. Either search for the contribution in the search bar at the top of the page, using the name of the contributor (image to the right) - Or go to the Contributions page by clicking on the Contributions tab on the left-side menu (image below)



Clicking on the appropriate search result, or clicking the **⋮** to the right of the contribution on the Contributions page and selecting “Edit” will bring up a box where you can make changes to the contribution. Click the **Actions** button in the lower right-hand corner to begin making your changes.



### Edit & Amend

Edit (if the contribution has not been filed) and Amend (if the contribution has been filed), allows you to change the election type, contributor, date, and amount of the contribution. If the contribution has not been filed in a report, you can also change the contribution type and funding source. If the contribution has been filed and you need to change one of those details, you will need to delete the contribution, and add it again.

### Return

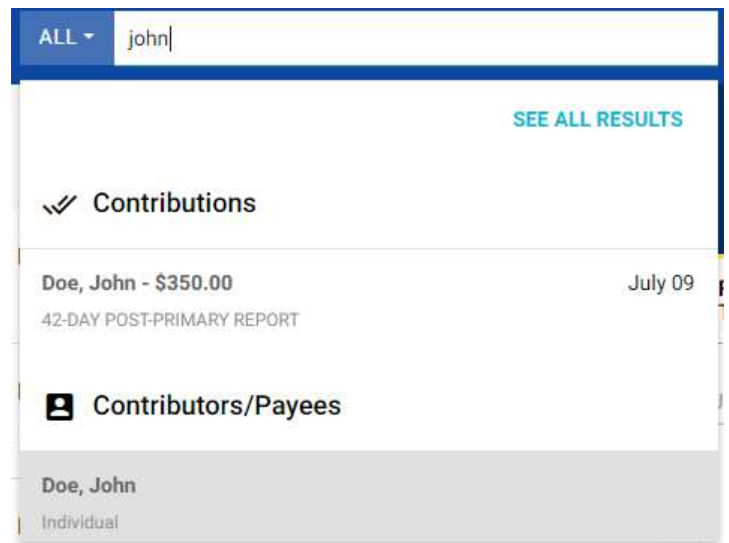
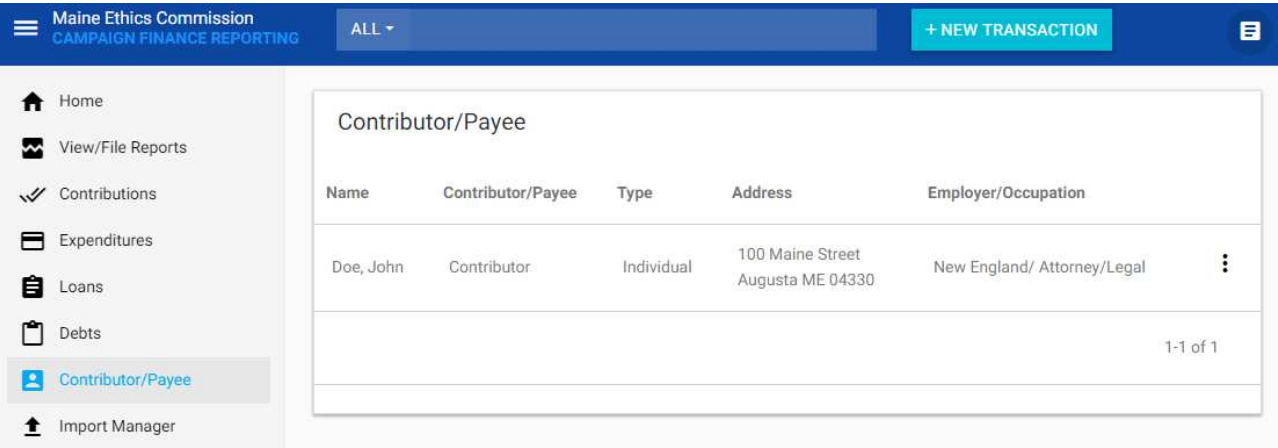
If you return or refund a contribution, either in whole or in part, you need to report that. By clicking “Return” you get fields to input the amount of the return, the date of the return, and the reason why you are making the return (which is a required field).

### Delete

If a contribution was entered in error, or it’s been filed and you need to change the contribution type or funding source, you need to delete the contribution. You will be asked to confirm if you want to delete once you select that option.

## Managing Contributors:

If you need to change anything about a contributor, you can do so easily. Either search for the contribution in the search bar at the top of the page, using the name of the contributor (image to the right) - Or go to the Contributor/Payee page by clicking on the Contributor/Payee tab on the left-side menu (image below)



Clicking on the appropriate search result, or clicking the **⋮** to the right of the contributor on the Contributor/Payee page and selecting “Edit” will bring up a box where you can make changes to the contributor. Click the **Actions** button in the lower right-hand corner to begin making your changes. Simply make the changes you need, and click “Update.”

Once you have made your changes, follow the steps above for amending a contribution to make the contributor changes take effect. Be sure to click on the “Updated Contributor” button to make the contribution update with contributor’s corrected information. You can then refile the affected report (see our other help pages for information on refiling and amending reports) so the contributor’s correct information will appear on the appropriate report.

