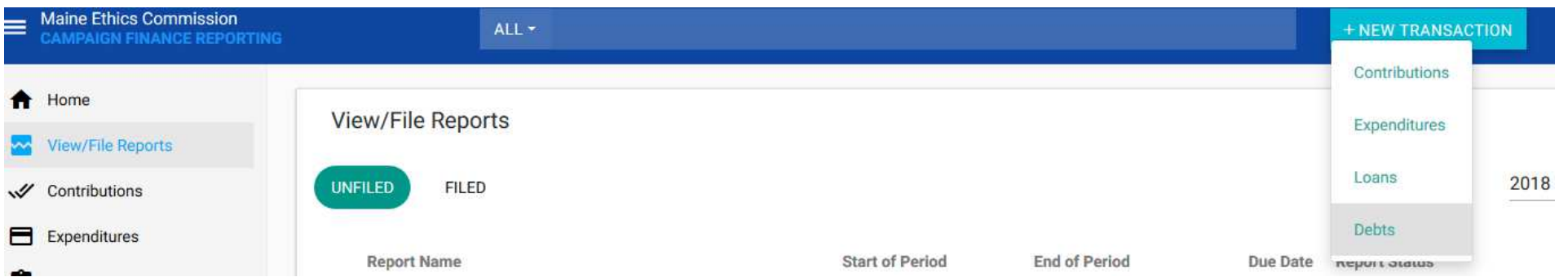


Maine Campaign Finance E-Filing Help: Debts and Debt Payments

Adding a Debt:

Once you are logged in, you can add a new debt from anywhere on the website. Simply go to the button at the top of page, click it to open a menu, and then choose Debts.

+ NEW TRANSACTION



This will bring up a box where you can enter the details of the debt. You are required to enter the payee and the details of the payee, the purpose of the debt, and the date and amount of the debt. Any field underlined in red must be completed before you can save the debt.

The 'New Debt' form has the following fields: Payee Type (dropdown), Payee (text), Purpose (dropdown), Original Debt Amount (text), Date of Obligation (text), and Explanation of Purpose (text). A 'SAVE' button is at the bottom right. Red circles labeled A through E highlight the Payee Type, Purpose, Date of Obligation, Explanation of Purpose, and Save button respectively.

A) Payee Type - Choose what type of entity the payee is. Enter a saved or new Payee below.

B) Purpose - Choose a category that generally describes the purpose of the debt.

C) Amount and Date - Enter the amount of the debt (no dollar sign needed), and the date it was incurred.

D) Explanation of Purpose - Provide a brief description of what was purchased. This is required.

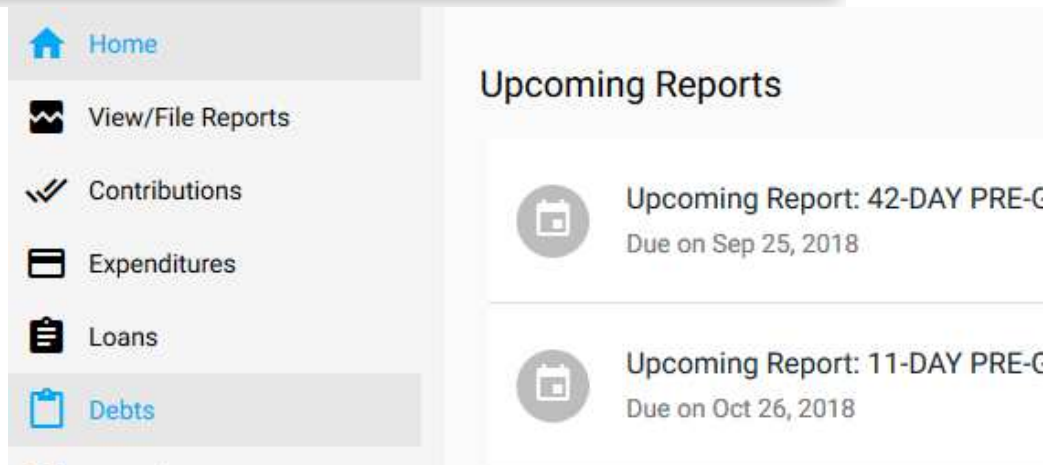
E) Save Button - Unless this button is blue, not all of the required information has been entered, and the debt cannot be saved yet.

In many respects, entering a debt is the same as entering an expenditure. Please refer to the guidance on Expenditures if you require assistance with the above described fields.

The debt has been successfully added.

Once a debt has been saved, you can manage it by going to the Debts section of the website:

From there you will be able to make changes to the debt or record payments to it. You can also make changes to saved payments.



| Debts | | | | | | |
|-------------|--------------------|-----------------|-----------------|--|------------|---------|
| Payee | Date of Obligation | Original Amount | Current Balance | Purpose | Filed Date | Amended |
| Signs Bros. | 07/16/2018 | \$1,000.00 | \$1,000.00 | Printing and graphics (flyers, signs, palmcards, t-shirts, etc.) | | |

[Edit](#)

Clicking the to the right of the debt on the Debts page and selecting "Edit" will bring up a box where you can make changes to the debt. Click the button in the lower right-hand corner to begin making your changes.

The 'Debt' form shows: Payee Type: Business; Payee: Signs Bros.; Purpose: LIT - Printing and graphics (flyers, signs, palmcards, t-shirts, etc.); Original Amount: 1,000.00; Date of Obligation: 07/16/2018; Explanation of Purpose: palm cards. An 'Actions' dropdown menu is open, showing options: Edit, Payment, and Delete.

Edit & Amend

Edit (if the debt has not been filed) and Amend (if the debt has been filed), allows you to change the payee, date, amount, purpose, and explanation of purpose for the debt. If the debt has not been filed in a report, you can also change the payee type. If the debt has been filed and you need to change the payee type, you will need to delete the debt, and add it again. See the guidance on Expenditures for details on these processes.

Payment

To make a whole or partial payment on a debt, select this option to enter the date and amount of the payment. See below.

Delete

If a debt was entered in error, or it's been filed and you need to change the payee type, you need to delete the debt. You will be asked to confirm if you want to delete once you select that option. Once a payment has been made, a debt cannot be deleted.

Maine Campaign Finance E-Filing Help: Debts and Debt Payments, *cont.*

Debt Balance
1,000.00

Payment

Close out debt **A**

Payment Amount **B** Payment Date

Reason

C CANCEL SAVE

After selecting “Payment,” the bottom of the Debt window will expand to reveal the Payment options.

A) Close out debt - Check this box if this is the last payment to be made for the debt. When this debt payment is saved with this option checked, the original amount of the Debt will be changed to be the sum of all of its debt payments, and no more payments can be added. If a debt is closed in error, you will need to update the amount of the debt (using the *Edit* function) in order to add additional payments.

B) Payment Amount & Payment Date - Provide the amount of the payment and the date on which it was made.

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

Once you have created a debt and added payments, you can use the Edit function to edit the debt or make another payment (the Delete option is removed once a payment has been made). The carat **(A)** will expand the debt to reveal the payments that have been added and allow access to the Edit function for the payment **(B)**.

| Debts | | | | | | | |
|------------------------------|--------------------|-----------------|-----------------|--|------------|---------|-----------------------|
| Payee | Date of Obligation | Original Amount | Current Balance | Purpose | Filed Date | Amended | |
| A ^ Signs Bros. | 07/16/2018 | \$1,000.00 | \$500.00 | Printing and graphics (flyers, signs, palmcards, t-shirts, etc.) | 07/16/2018 | | ⋮ |
| | 07/24/2018 | \$500.00 | | Payment | | | B ⋮ Edit |

Debt Payment

Payee
Signs Bros.

Purpose
LIT - Printing and graphics (flyers, signs, palmcards, t-shirts, etc.)

Original Amount
1,000.00

Date of Obligation
07/16/2018

Explanation of Purpose
palm cards

Debt Balance
500.00

Payments

Payment

Payment Amount
500.00

Payment Date
07/24/2018

Reason

Actions
Edit
Delete

Click the **Actions** button in the lower right-hand corner to begin making your changes.

Edit & Amend

Edit (if the payment has not been filed) and Amend (if the payment has been filed), allows you to change the date and amount of the payment.

Delete

If the payment was entered in error, you may delete the payment. You will be asked to confirm if you want to delete once you select that option.