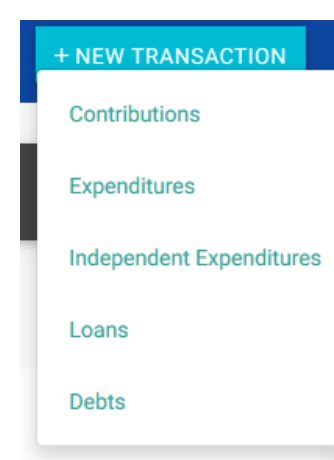


Adding an Independent Expenditure:

- Once you are logged in, you can add a new independent expenditure from anywhere on the website. Go to the "+ New Transaction" button at the top of page, and click it to open a menu.
- Choose "Independent Expenditures."



- Select "Payee Type."
- Select "Payee." Start entering the name. If you have previously entered the payee information, you will be able to select the payee from the resulting dropdown menu. Otherwise, click "Add New Payee," enter the information, and click "Create."
- Select "Purpose" code.
- Enter amount.
- Select date of expenditure.
- Enter a brief description of the expenditure.
- Click "Add Candidate" button.

- Start entering a candidate's first or last name. Remember, you can only enter candidate's for state or county offices. Click the name of the candidate supported or opposed by the IE.
- Enter the proportional amount of the IE related to this candidate. If the IE mentions only one candidate, this amount will equal the amount above. Otherwise, enter an amount proportional to the treatment of each candidate mentioned. If the IE relates to more than one candidate, click "Add Candidate" button again and repeat steps 10 and 11, as necessary, for the amounts allocated to each candidate to equal the amount entered above.
- If all parts required parts of the entry are completed, the "Save" button will turn blue. Click it to complete your IE entry.

- Click the "X" in the upper-right of the modal to return your previous screen.
- Click the "Home" link in the upper-left of the screen.
- You will see an IE report that now needs to be filed. Click "File Report."
- You may wish to click "Preview" to see a PDF preview of your unfiled IE Report. To file the report, click "File Report."

- Click the red "File Report" button, review the certification, then click "Submit." Your IE report is now provisionally filed, but you are not done.
- Click the "View/File" reports link on the upper-left, below the "Home" link.
- Click "Filed Reports."
- Click the vertical ellipses.
- Click "View."
- Print the PDF of the report. Sign the report and get it notarized. Then return the signed and notarized paper copy of the report to the Maine Ethics Commission office within five days of calendar days of the preliminary online filing.

Report Name	Start of Period	End of Period	Due Date	Report Status	Filed Date	Amended Date
Initial Financial Report	01/01/2018	08/31/2018	08/31/2018	Amended	08/31/2018 12:08:56 PM	08/31/2018 3:09:06 PM
60-Day Pre-General Report	08/29/2018	08/29/2018	08/30/2018	Filed	09/04/2018 10:52:41 AM	