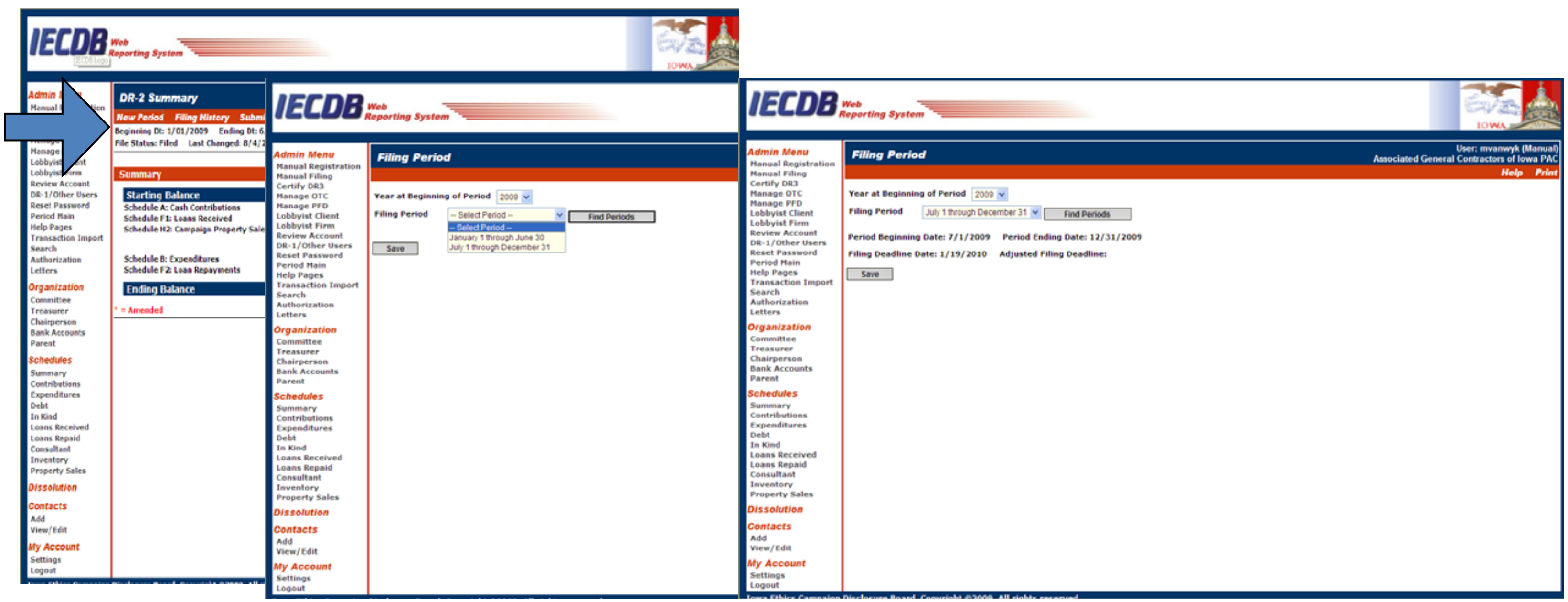
IOWA ETHICS AND CAMPAIGN DISCLOSURE

How to Use the Web Reporting System

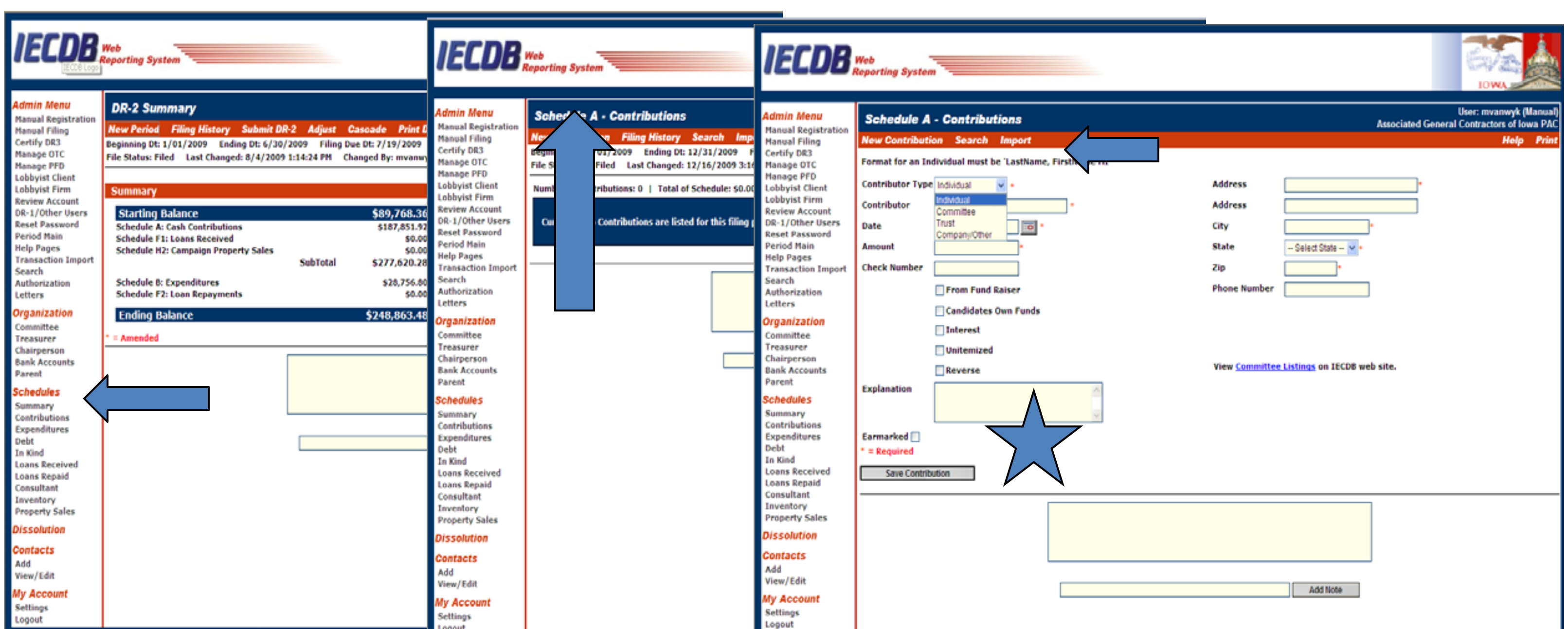
Create a new period

- Click “Summary” under Schedules on the left.
- Click “New Period.”
- Select the year, click “find periods”, select the period, confirm dates, and save.



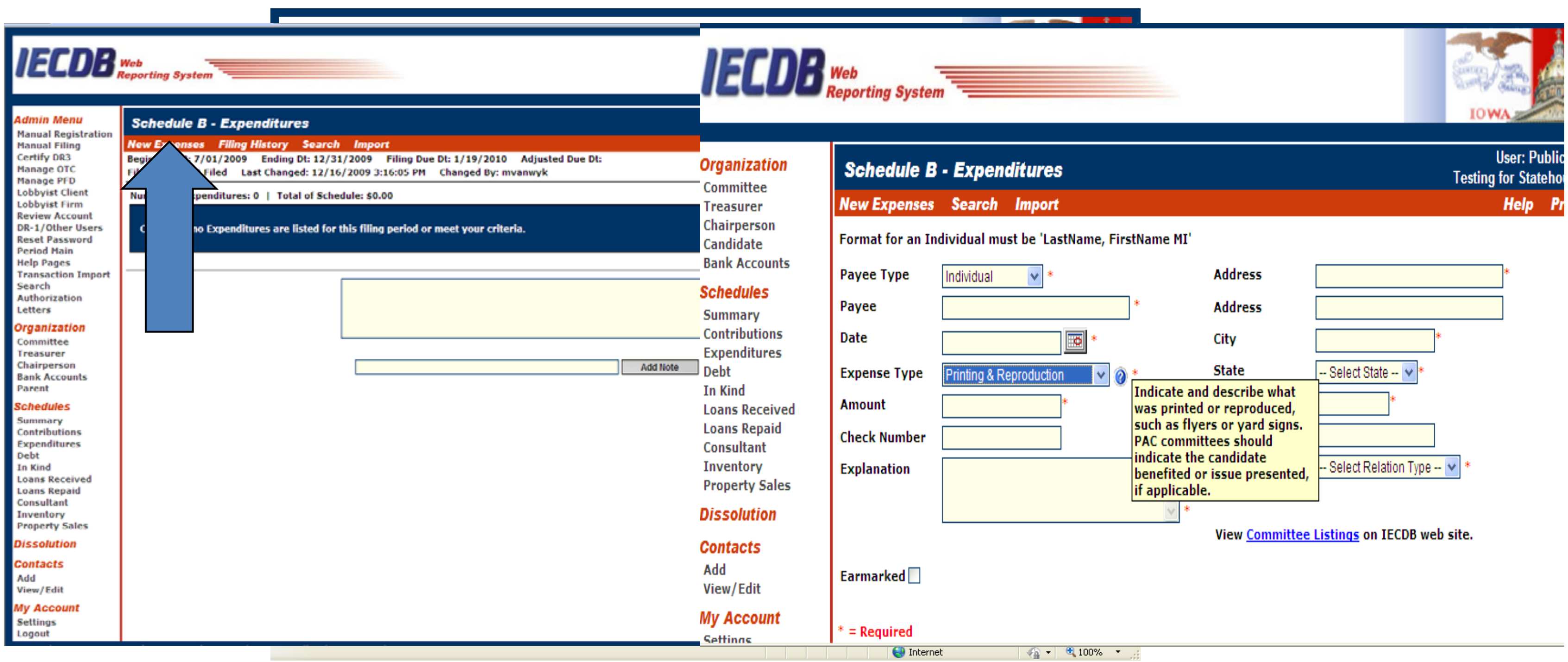
Adding Transactions

- Under "Schedules", click contribution, expenditures, debt, etc.
- Click new contribution, expenditure, etc., select the type from the drop-down and complete the information. If it is a registered committee, you will be able to use type "committee" and enter the committee number or part of the committee name and select it from the list in the system.
- Unitemized receipts and lump sum donations are listed as type "unitemized" and require affirmation that internal records are kept and contributions that need to be disclosed are reported separately.



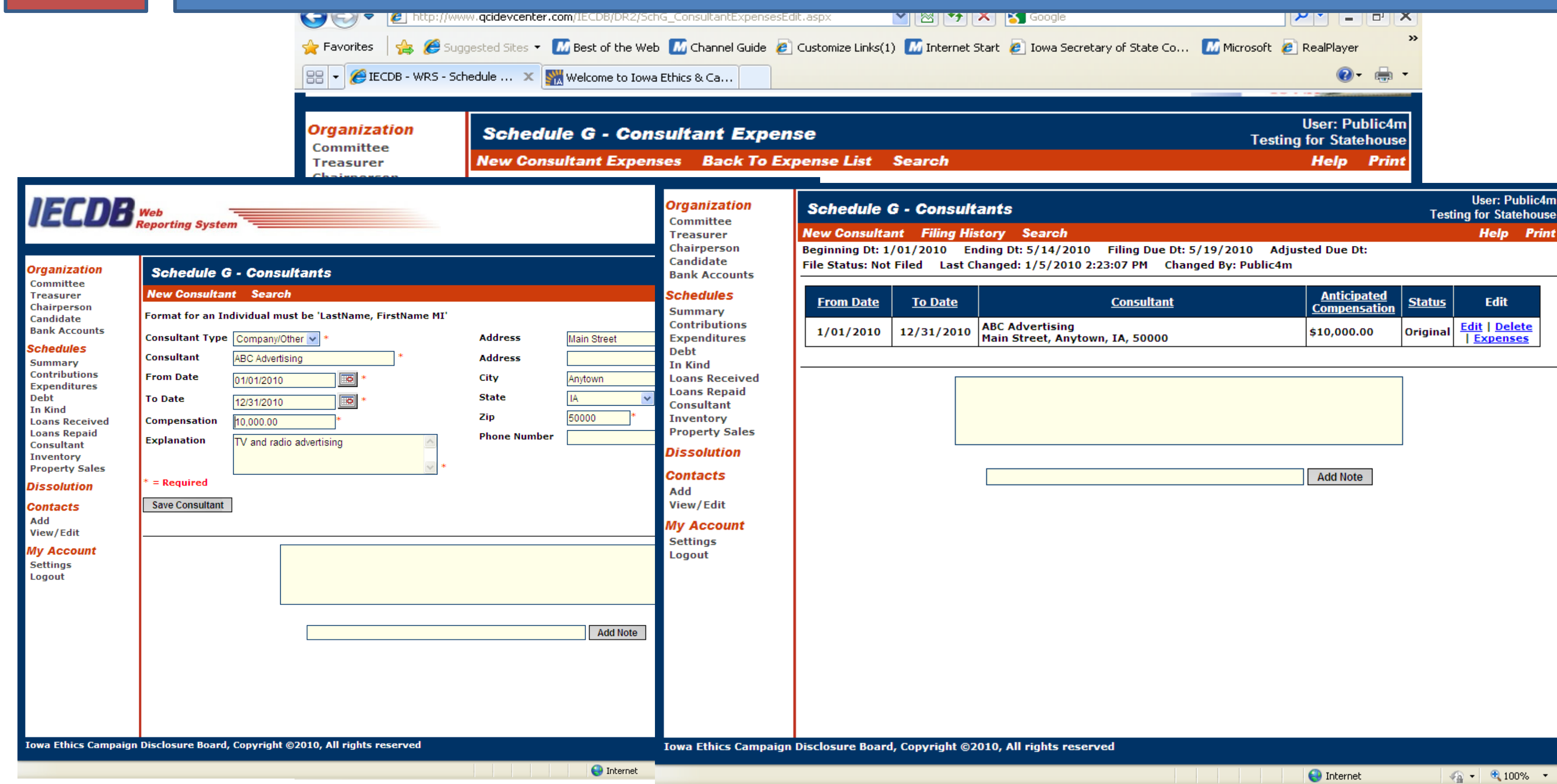
Transactions with Purpose

- Some schedules require you to describe the transaction (expenditure, in-kind, debt) and a drop-down is provided for that purpose.
- Select the description that best describes your transaction or select “other” and provide additional description when required.
- To learn what the type is used for and whether more explanation is needed, click on the Blue question mark next to the type.



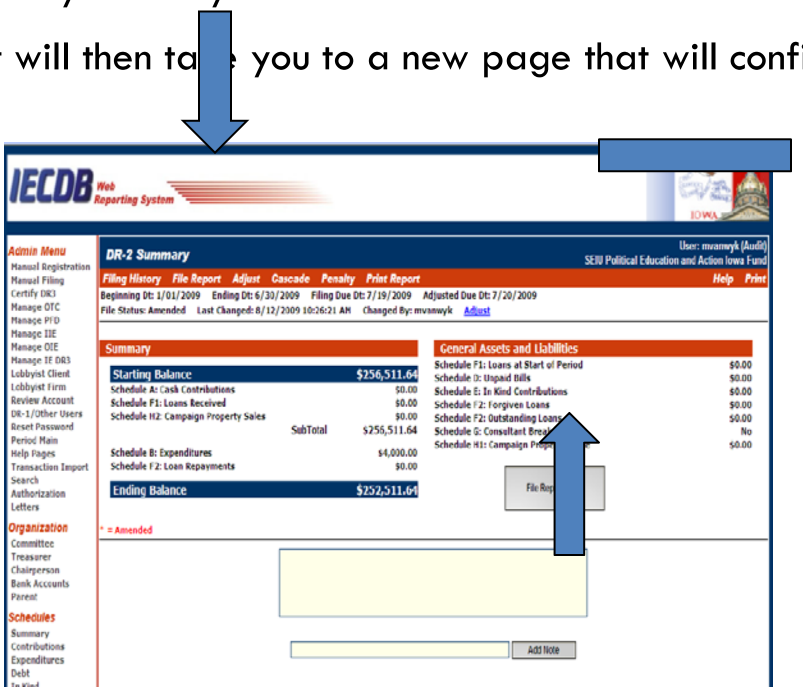
Consultants

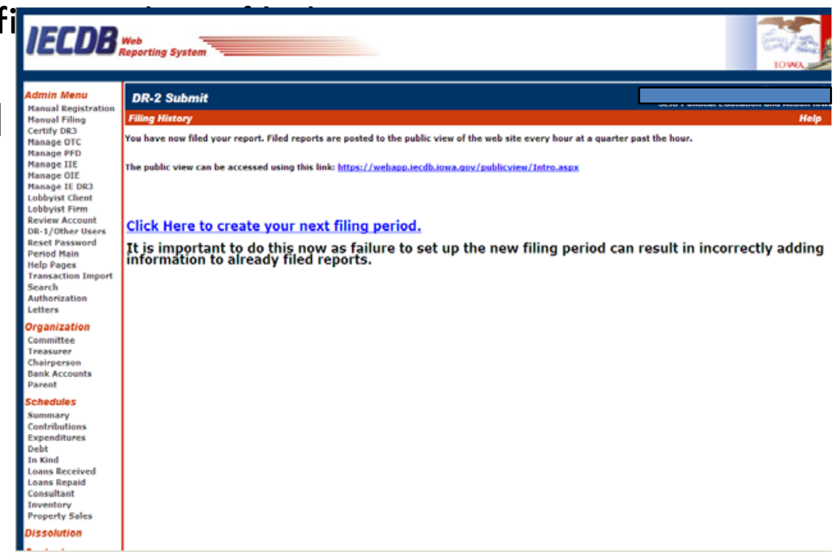
- To disclose third party arrangements with a consultant, under “Schedules,” click “Consultant”.
- To add the consultant click on “New” consultant and complete the required fields. If it was “pay as you go” rather than a contractual agreement, enter the reporting period dates as the contract dates and the total expended during the period as the contract amount.
- To enter the sub vendor information, i.e., payments made by the consultant on behalf of the committee for advertising, click on “expenses” in the Edit column and “New consultant expense.” Enter the information about the sub vendor/advertiser.



Filing your Report

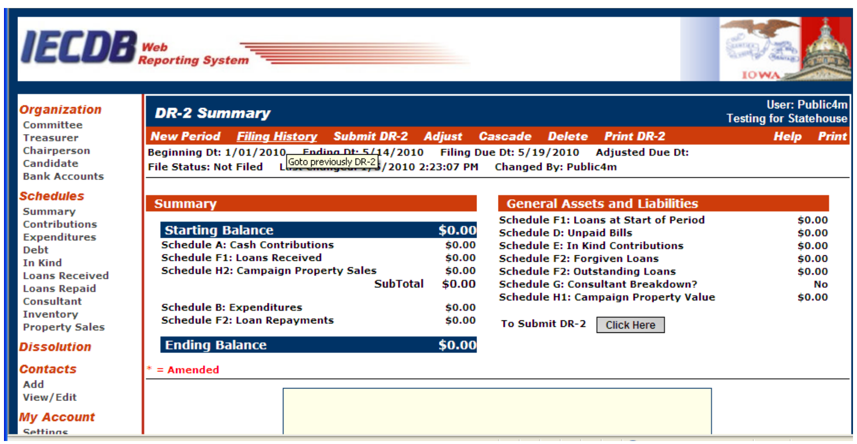
- DO NOT SUBMIT until you are ready to file the report. Use Log out (under My Account) to leave and come back as often as you want for updating prior to due date.
- You can file your report in 2 ways: click on either File Report button and it will ask you to confirm that you really want to file it.
- It will then ta you to a new page that will confi





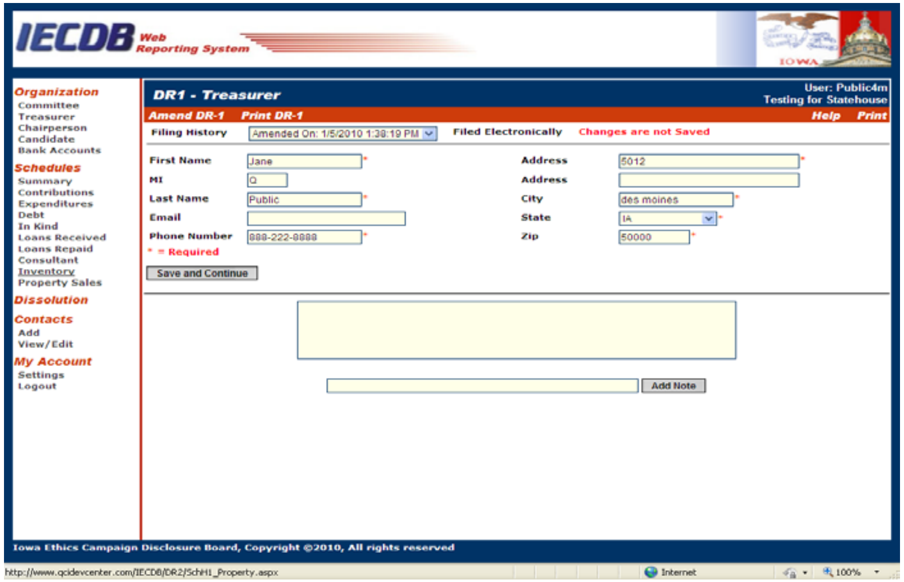
Amending a Report

- If not the most recent filing, click on "Filing History."
- Select the period you need to correct.
- Make the change(s).
- You do not need to submit a filed report again - saving the changes causes it to automatically show as amended.



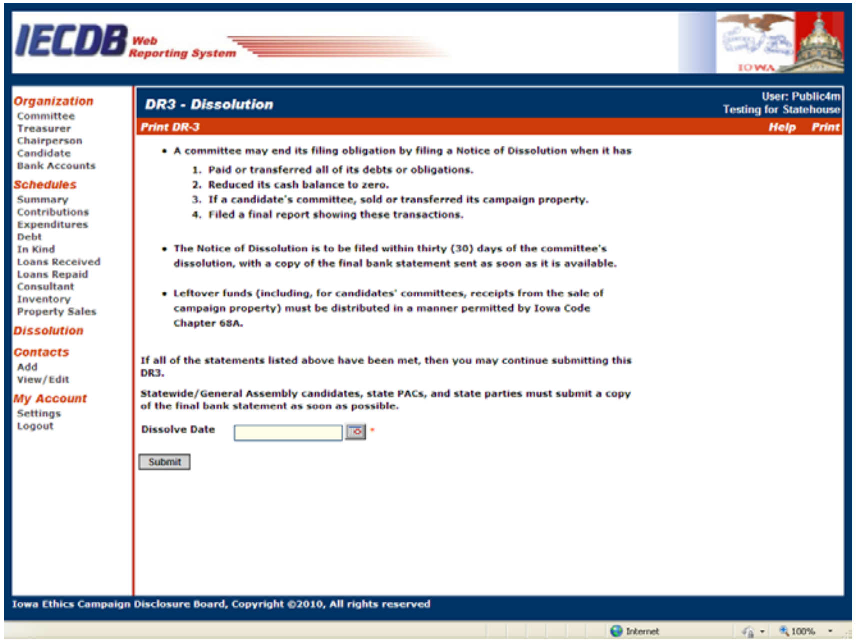
Statement of Organization

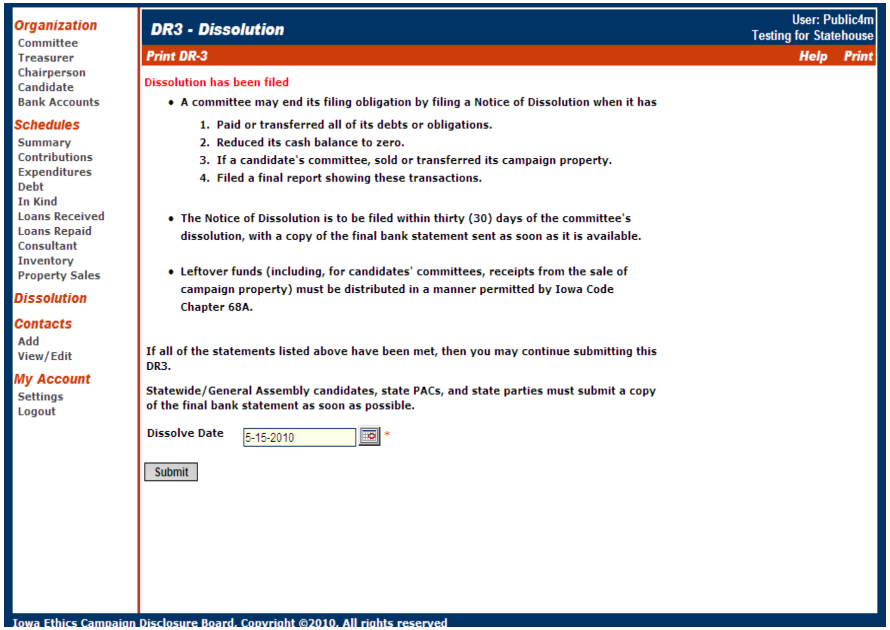
- Under Organization, click information to be updated such as "Treasurer."
- Make the changes and click on "Save and Continue." Make any other changes and click "Save and Continue."
- Finally, click on "File Amended DR-1" to save all changes.



Dissolving or Closing

- Click on Dissolution.
- Read statements to verify you are ready to dissolve.
- If ready to dissolve, enter dissolve date and click on Submit.
- You will be informed that the Dissolution has been filed.





Tips

- Order your transactions by date, name, or amount by clicking on that field heading in the schedule.
- Click on blue question marks in the system for additional HELP.
- Complete HELP text is available on our web site under “Electronic Filing.”
- Use “Search” to sort transactions on a schedule in various ways: