

EasyVote User Guide



SALT LAKE COUNTY CLERK
ELECTION DIVISION

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Creating an EasyVote Account


Registering

Creating an EasyVote Account

Go to [EasyVote](#).

Click on Register.

Easy Campaign Finance Portal

 Salt Lake County
Salt Lake City UT 84114
3854687400

[Home](#) [Search](#) [Register](#) [Login](#)

[Login](#)

Email Address

Password

[Forgot Password](#)

User Account Info

Creating an EasyVote Account

Complete all fields marked with a red or green bar.

Select Next.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
3854687400

Home Search Register Login

User Account Info

Candidate or Committee you represent
[New Candidate]

Select a Position
Candidate

Select an Office
_Clerk

Select a Candidate/Committee Type
Candidate

First Name Jane **Last Name** Doe **Title**

Address 1
123 Main

Address 2

City SLC **State** Utah(UT) **Zip Code** 84113

Phone

Next


Login

Creating an EasyVote Account

Enter your email address
and password.

Select Submit.

Easy Campaign Finance Portal


 Salt Lake County
Salt Lake City UT 84114
3854687400

[Home](#) [Search](#) [Register](#) [Login](#)

User Account Login Credentials

Email Address

Password **Confirm Password**

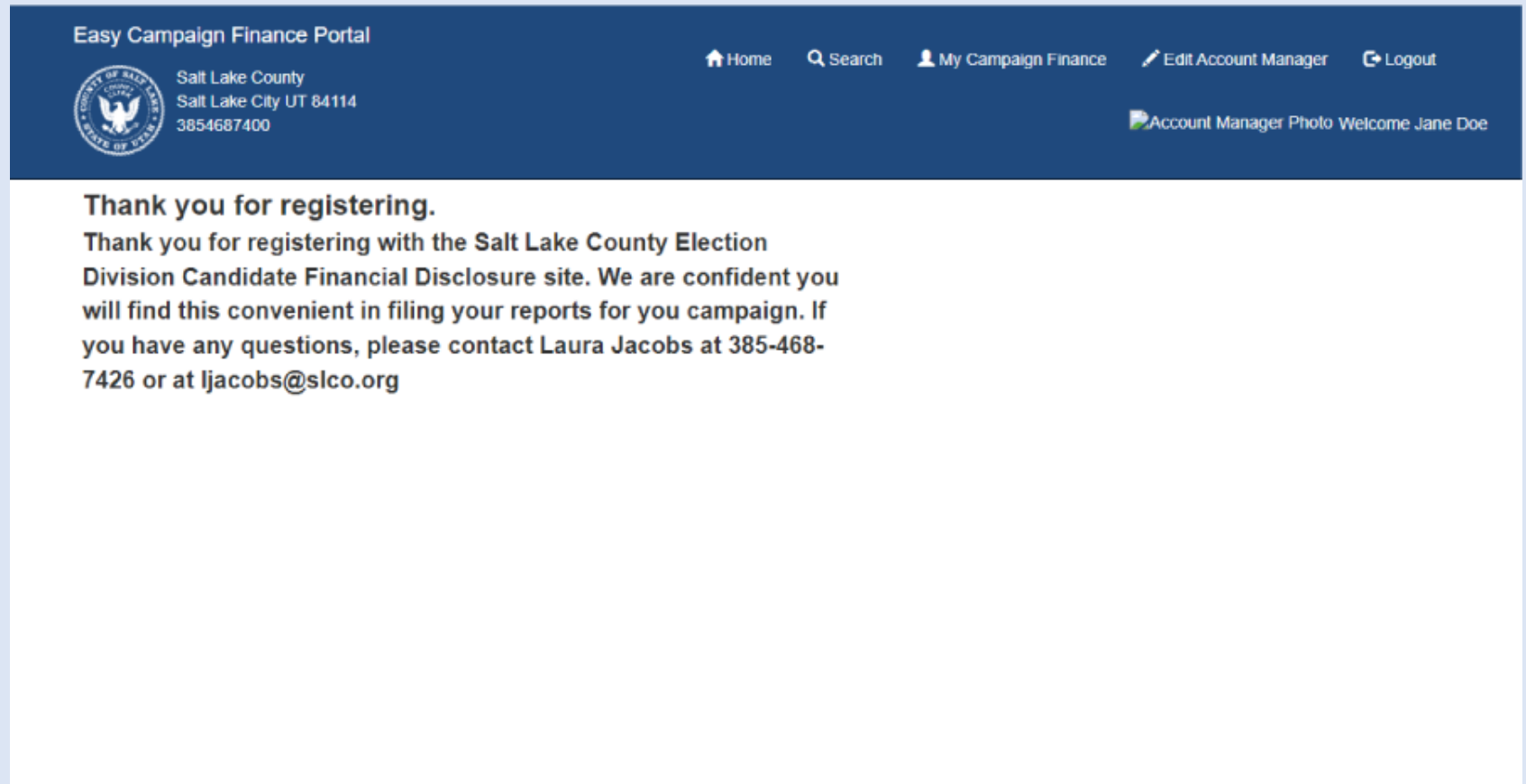
I'm not a robot  reCAPTCHA
Privacy - Terms

Review and Approval

Creating an EasyVote Account

The Election Division will review your account and accept your registration.

While registrations may be approved the same day, we reserve the right to take up to three days to approve your registration.



The screenshot shows the 'Easy Campaign Finance Portal' for Salt Lake County. The header includes the county seal, address (Salt Lake City UT 84114, 3854687400), and navigation links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. A user is logged in as 'Jane Doe'. The main content area displays a 'Thank you for registering' message from the Salt Lake County Election Division, providing contact information for Laura Jacobs.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
3854687400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Thank you for registering.
Thank you for registering with the Salt Lake County Election Division Candidate Financial Disclosure site. We are confident you will find this convenient in filing your reports for you campaign. If you have any questions, please contact Laura Jacobs at 385-468-7426 or at ljacobs@slco.org


Login

Creating an EasyVote Account

You will receive an email once your account has been approved.

Once your account has been approved, you will be able to see your campaign portal.

Easy Campaign Finance Portal

 Salt Lake County
Salt Lake City UT 84114
3854687400

[Home](#) [Search](#) [Register](#) [Login](#)

Login

Email Address

Password

[Forgot Password](#)

Navigating EasyVote

Dashboard

Navigating EasyVote

Updating Account Information

Edit Account Manager allows you update your contact info.

It's recommended that you check OK to Send SMS and provide a cell phone number. This will allow you to reset your password via text.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance **Edit Account Manager** Logout

Account Manager Photo Welcome Jane Doe

Edit Account Manager Profile

Basic Information:	
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>
Title	<input type="text"/>
Reg #	<input type="text"/>
Position/Type	<input type="text" value="Candidate"/>

Communications:	
Email	<input type="text" value="jane@campaign.com"/> <small>Note: Changing your email address does not change the username used for logging into the site. To change your username, you will need to contact your local administrator.</small>
Home Phone	<input type="text" value="(385) 468-7400"/>
Cell Phone	<input type="text" value="(385) 468-7400"/>
OK to Send SMS	<input type="checkbox"/>
Address 1	<input type="text" value="123 Main"/>
Address 2	<input type="text"/>
City	<input type="text" value="SLC"/>
State	<input type="text" value="Utah (UT)"/>
Zip Code	<input type="text" value="84113"/>

Cancel Save

Dashboard

Navigating EasyVote

Updating User Account Access

Under User Access, you can check to see and change who has access to your campaign finance portal.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, there is a navigation bar with links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe, with a welcome message and a photo icon. The main content area is titled 'My Candidates and Committees' and shows a dropdown menu for 'Jane Doe - Canyons School Board'. Below this, there are several tabs: News, File Reports, My Submissions, Filing Schedule, Fines/Fees, and User Access. The 'User Access' tab is highlighted with a red circle. To the left of the table, there is a section for 'Filer Photo' with fields for First Name (Jane), Last Name (Doe), Address (123 Main St Salt Lake, UT 84102), and City, State Zip (Salt Lake, UT 84102). There is also a 'Next Report due' indicator showing 0 days. An 'Edit Candidate' button is located at the bottom left. The 'User Access' table has columns for First Name, Last Name, Position, and Email Address. It lists two account managers: Jane Doe (Candidate, electionsupport@slco.org) and Jane Doe (Candidate, lauraejacobs@comcast.net). An 'Edit' link is present next to the second entry. A summary row indicates '2 total'.

First Name	Last Name	Position	Email Address
Jane	Doe	Candidate	electionsupport@slco.org
Jane	Doe	Candidate	lauraejacobs@comcast.net

Dashboard

Navigating EasyVote

Where to File Reports

The Statement of Organization and Financial Disclosure Forms are found under File Reports.

The screenshot shows the 'Easy Campaign Finance Portal' interface. At the top, there is a dark blue navigation bar with the following elements: the Salt Lake County logo, contact information (Salt Lake County, Salt Lake City UT 84114, (385) 468-7400), and navigation links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. On the right side of the navigation bar, it says 'Account Manager Photo Welcome Jane Doe'. Below the navigation bar, the main content area is titled 'My Candidates and Committees' and features a dropdown menu set to 'Jane Doe - Canyons School Board'. A horizontal menu below this dropdown includes 'News', 'File Reports' (which is circled in red), 'My Submissions', 'Filing Schedule', 'Fines/Fees', and 'User Access'. The 'File Reports' section is active, displaying a list of reports for Jane Doe. The reports listed are: 'County and Local School Board Financial Disclosure Form' with 'Wizard' and 'Upload' buttons; 'Metro Township Financial Disclosure Report Form' with a 'Wizard' button; and 'Statement of Organization' with a 'Wizard' button. On the left side of the report list, there is a 'Filer Photo' section with fields for 'First Name: Jane', 'Last Name: Doe', 'Address: 123 Main St Salt Lake, UT 84102', and 'City, State Zip: Salt Lake, UT 84102'. Below these fields, it indicates 'Next Report due: 0 days' with a red notification icon. At the bottom left of the report list, there is an 'Edit Candidate' button.

Dashboard

Navigating EasyVote

Where to See Filed Reports

Previously submitted Financial Disclosure Reports and the Statement of Organization are found under My Submissions.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

My Candidates and Committees Jane Doe - Canyons School Board

Filer Photo
First Name: Jane
Last Name: Doe
Address: 123 Main St Salt Lake, UT 84102
City, State Zip: Salt Lake, UT 84102
Next Report due: 0 days
Edit Candidate

News File Reports **My Submissions** Filing Schedule Fines/Fees User Access

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

Status	Doc Type	Doc Name	Doc Date	Created	Submitted	Acc/Rej
Amend	Statement of Organization	Statement of Organization	09/19/2024	09/19/2024	09/19/2024	09/19/2024
Amend	County and Local School Board Financial Disclosure Form	April 5, 2024	09/19/2024	09/19/2024	09/19/2024	09/19/2024
	County and Local School Board Financial Disclosure Form	June 18, 2024	09/19/2024	09/19/2024	09/19/2024	

3 total

Filing a Report: Statement of Organization

File Reports

Statement of Organization

To file a Statement of Organization, select File Reports.

Select the Wizard button next to Statement of Organization.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, the header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for 'Home', 'Search', 'My Campaign Finance', 'Edit Account Manager', and 'Logout' are present. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible on the right.

The main content area is titled 'My Candidates and Committees' and shows a dropdown menu for 'Jane Doe - Canyons School Board'. Below this, there are several tabs: 'News', 'File Reports', 'My Submissions', 'Filing Schedule', 'Fines/Fees', and 'User Access'. The 'File Reports' tab is circled in red.

Under the 'File Reports' tab, there are three report entries:

- County and Local School Board Financial Disclosure Form**: Includes 'Wizard' and 'Upload' buttons.
- Metro Township Financial Disclosure Report Form**: Includes a 'Wizard' button.
- Statement of Organization**: Includes a 'Wizard' button, which is circled in red.

On the left side of the report list, there is a 'Filer Photo' section with the following details:

- First Name:** Jane
- Last Name:** Doe
- Address:** 123 Main St Salt Lake, UT 84102
- City, State Zip:** Salt Lake, UT 84102
- Next Report due:** 0 days

An 'Edit Candidate' button is located at the bottom left of the report list.

Document Name

Statement of Organization

It's recommended that you name your document after the type of document *or* the due date.

Ex. Statement of Organization *or* April 5, 2024.

Click OK.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, there is a navigation bar with links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. The main content area shows a profile for 'Jane Doe' with fields for First Name, Last Name, Address, and City, State Zip. A modal dialog box is open in the center, titled 'Document Filing Name'. The dialog contains the following text: 'Please give the new document filing a unique name. This is a name only you will see and should help you identify this filing on the "My Submissions" tab later. This name will be overwritten once the filing is accepted by your county or municipal authority.' Below the text is a text input field containing 'Statement of Organization'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background shows a list of candidates and committees, with 'Jane Doe' listed as a candidate for 'Metro Township' with a 'Statement of Organization' document.

Candidate Info

Statement of Organization

Complete all fields marked with a red or green bar.

Click Save/Next.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Committee Secretary Info
3. Committee Members
4. Sign and Submit

Statement of Organization

Save/Next Back

Candidate Info

First Name	Jane	Last Name	Doe
Office	Canyons School Board	District Number	
Address	123 Main St		
City	Salt Lake	State	Utah(UT)
Zip Code	84102	Email	
Cell Phone		Home Phone	(385) 468-7426
Work Phone			

Save/Next Back

Secretary Info

Statement of Organization

A campaign secretary may submit financial disclosures on your behalf. Their information can be entered here.

If you choose to not have a campaign secretary, please enter your information again.

Click Save/Next.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Committee Secretary Info
3. Committee Members
4. Sign and Submit

Statement of Organization

Secretary Info

First Name: John Last Name: Doe

Address: 123 Main St

City: Salt Lake City State: Utah(UT)

Zip Code: 84111 Email: campaignmanager@candidate.com

Cell Phone: (385) 468-7400 Home Phone: (348) 468-7400

Work Phone: (385) 468-7400

Save/Next Back

Save/Next Back

Committee Members

Statement of Organization

If you wish to add committee members, you can do so here.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Committee Secretary Info
3. Committee Members
4. Sign and Submit

Statement of Organization

Save/Next Back

Add Committee Member

Name
No data to display
0 total

Save/Next Back

Preview

Statement of Organization

You must review your Statement of Organization to verify that the information entered is correct.

Select Preview. This will open a new window or tab with the Statement of Organization.

Once you have confirmed the information is correct, click back on the EasyVote window or tab.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The top navigation bar includes links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. A 'Wizard Steps' sidebar on the left lists: 1. Candidate Info, 2. Committee Secretary Info, 3. Committee Members, and 4. Sign and Submit. A central modal window titled 'Statement of Organization' is open, displaying a message: 'The PREVIEW of your document is now ready to be viewed. Please CLICK the PREVIEW button below.' with a 'PREVIEW' button. Below the modal, a 'Password' field and a checkbox are visible, followed by a consent text: 'By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement'. At the bottom of the modal are 'Preview', 'Submit', and 'Save' buttons.

Corrections

Statement of Organization

If you noticed any information you would like to change, you can navigate back to a previous page and make the corrections.

Quick links to previous pages can be found under the Wizard Steps, highlighted here.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, the header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for 'Home', 'Search', 'My Campaign Finance', 'Edit Account Manager', and 'Logout' are present. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible on the right.

The main content area is divided into two sections. On the left, a 'Wizard Steps' menu is highlighted with a red circle. It contains four items: '1. Candidate Info', '2. Committee Secretary Info', '3. Committee Members', and '4. Sign and Submit'. The 'Sign and Submit' item is highlighted with a grey background.

The right section is titled 'Statement of Organization' and includes a 'Back' button. It contains a 'Document Name' field with the value 'Statement of Organization'. Below this, a message states: 'All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.' A 'Password' field is shown with masked characters '.....'. A checked checkbox is followed by the text: 'By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement'. At the bottom of the form are three buttons: 'Preview', 'Submit', and 'Save'.

Signing

Statement of Organization

To submit your Statement of Organization, you must enter your password, check the box, and click submit.

You will receive an email that your submission has been received.

You will then receive an email once your document has been accepted or rejected.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Committee Secretary Info
3. Committee Members
4. Sign and Submit

Statement of Organization [Back](#)

Document Name

All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.

Password

By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement

[Preview](#) [Submit](#) [Save](#)

Filing a Report: Financial Disclosure

File Reports

Financial Disclosure

To file a Financial Disclosure Report, select File Reports.

Financial Disclosure Reports can be completed through the Wizard tool or uploaded. It is strongly recommended that you use the Wizard tool.

Click Wizard.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

My Candidates and Committees Jane Doe - Canyons School Board

Filer Photo News **File Reports** My Submissions Filing Schedule Fines/Fees User Access

First Name: Jane
Last Name: Doe
Address: 123 Main St Salt Lake, UT 84102
City, State Zip: Salt Lake, UT 84102
Next Report due: 0 days

County and Local School Board Financial Disclosure Form Wizard Upload

Metro Township Financial Disclosure Report Form Wizard

Statement of Organization Wizard

Edit Candidate

File Name

Financial Disclosure

This will open a window prompting you to name your report.

It's recommended you use the date the report is due as the name.

Ex. June 18, 2024

Click OK.

The screenshot shows the 'Easy Campaign Finance Portal' interface. The header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links include Home, Search, My Campaign Finance, Edit Account Manager, and Logout. A user greeting reads 'Account Manager Photo Welcome Jane Doe'. The main content area is titled 'My Candidates and Committees' and displays a profile for 'Jane Doe' with fields for First Name, Last Name, Address, and City, State Zip. A 'Next Report due' indicator shows 0 days remaining. A modal dialog is open, prompting the user to 'Please give the new document filing a unique name.' The dialog text states: 'This is a name only you will see and should help you identify this filing on the "My Submissions" tab later. This name will be overwritten once the filing is accepted by your county or municipal authority.' The 'Document Filing Name' field contains 'June 18, 2024'. The dialog has 'OK' and 'Cancel' buttons.

Candidate Info

Financial Disclosure

Do NOT click copy.

Boxes with a red or green tab must be completed with the candidate's info.

If the race is non-partisan (local school board) write N/A for the political party.

If the race doesn't have a district number (countywide) write N/A.

Click Save/Next.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

June 18, 2024 Save/Next Back

Click the button below to copy all of your data from a previous form to this form

COPY

Candidate Info

First Name Jane

Last Name Doe

Address 123 Main St

City Salt Lake State Utah(UT)

Zip Code 84102

Current Office Political Party

Office Sought Canyons School Bc

District Number

Daytime Phone (385) 468-7426

Day Time Fax

Email

Save/Next Back

Report Type

Financial Disclosure

Select the Report Type. This is the day the report is due.

If you need to file an amendment, go to [Filing a Financial Disclosure Amendment](#).

If you are dissolving your campaign, go to [Dissolving your Campaign](#).

Click Save/Next.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

- 1.Candidate Info
- 2.Report Type
- 3.Contributions
- 4.Expenditures
- 5.Summary
- 6.Sign and Submit

June 18, 2024

Save/Next Back

Type of Report

Check the appropriate boxes

Amendment Report

Amended Report

Date

Interim Reports:(Required only during election years)

April 5

Seven days before a primary election

September 16

Seven days before a general election

Year-End Report:

January 31 of each year (Required by all open campaign committees)

Final/Dissolution Report:

Final/Dissolution Report - The campaign is no longer active or receiving contributions and the campaign balance is zero

Save/Next Back

Contributions

Financial Disclosure

Each contribution must be added individually.

Click Add Contribution.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The header includes the Salt Lake County logo and contact information: Salt Lake County, Salt Lake City UT 84114, and phone number (385) 468-7400. Navigation links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout are present. A user greeting reads 'Account Manager Photo Welcome Jane Doe'.

The main content area is divided into two sections. On the left, a 'Wizard Steps' sidebar lists: 1. Candidate Info, 2. Report Type, 3. Contributions (highlighted), 4. Expenditures, 5. Summary, and 6. Sign and Submit. The right section is titled 'June 18, 2024' and contains an 'Add Contribution' button. Below this is a table with columns for 'Name', 'Date', and 'Amount'. The table is currently empty, displaying 'No data to display' and '0 total'. 'Save/Next' and 'Back' buttons are located at the top and bottom right of the table area.

Contributions

Financial Disclosure

Toggle whether the contribution is from an individual or an organization.

You must enter the date you received the contribution, the contributor's name and address, and the amount of the contribution.

Contributions of \$200 or more must include the contributor's occupation/employer.

Click Save.

*If you navigate away from this page without saving, it will not save the information you entered.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout are present. A user greeting reads 'Account Manager Photo Welcome Jane Doe'. A 'Wizard Steps' sidebar on the left lists: 1. Candidate Info, 2. Report Type, 3. Contributions (highlighted), 4. Expenditures, 5. Summary, and 6. Sign and Submit. The main form area is a modal window for entering contribution details. It includes a date field set to '05/06/2024', radio buttons for 'Individual' (selected) and 'Organization', and input fields for 'First Name' (John), 'Last Name' (Smith), 'Address' (234 Main St), 'City' (Salt Lake City), 'State' (Utah(UT)), 'Zip Code' (84111), and 'Occupation/Employer' (Retired). An 'Amount' field is set to '150', and there is an unchecked checkbox for 'This was an In-Kind Contribution'. 'Save' and 'Cancel' buttons are at the bottom of the modal.

Contributions In-Kind

Financial Disclosure

In-kind donations are non-monetary contributions. They can be either goods or services. You must record the amount or the estimated amount of the in-kind contribution.

Enter the necessary information.

Check the In-Kind box.

This entry will also need to recorded an in-kind expenditure.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout are present. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible. The main content area shows a 'Wizard Steps' sidebar with steps 1 through 6, where '3. Contributions' is selected. A modal form is open for recording a contribution. The form fields are: Date (03/05/2024), Organization Name (SLC Signage), Address (456 Main St), City (Salt Lake City), State (Utah(UT)), Zip Code (84111), Occupation/Employer (Signage), and Amount (300). A checkbox labeled 'This was an In-Kind Contribution' is checked. 'Save' and 'Cancel' buttons are at the bottom of the modal.

Expenditures

Financial Disclosure

Each expenditure must be added individually.

Click Add Expenditure.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

- 1. Candidate Info
- 2. Report Type
- 3. Contributions
- 4. Expenditures
- 5. Summary
- 6. Sign and Submit

June 18, 2024

Save/Next Back

Add Expenditure

Name	Date	Amount
No data to display		
0 total		

Save/Next Back

Expenditures

Financial Disclosure

You must enter the date of the expenditure, who is receiving the money, the purpose of the expense, and the amount of the expenditure.

Click Save.

*If you navigate away from this page without saving, it will not save the information you entered.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout are present. A user greeting reads 'Account Manager Photo Welcome Jane Doe'. The main content area shows a 'Wizard Steps' sidebar with steps 1 through 6, where '4. Expenditures' is the active step. A modal form is open for entering expenditure details:

- Date:** 05/07/2024
- Organization Type:** Individual Organization
- Organization Name:** SLC Signage
- Purpose:** Signage
- Amount:** 100
- This was an In-Kind Expenditure

Buttons for 'Save' and 'Cancel' are at the bottom of the modal. A 'Back' button is visible in the background interface.

Expenditures In-Kind

Financial Disclosure

An in-kind donation must also be recorded as an expenditure.

Enter the necessary information.

Check the In-Kind box.

Click Save.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The top navigation bar includes links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. The main content area shows a 'Wizard Steps' sidebar with steps 1 through 6, where '4. Expenditures' is the current step. A modal form is open for recording an expenditure. The form fields are: Date (03/05/2024), Organization Name (SLC Signage), Purpose (Signage), and Amount (300). The 'Individual' radio button is unselected, and the 'Organization' radio button is selected. A checked checkbox labeled 'This was an In-Kind Expenditure' is present. 'Save' and 'Cancel' buttons are at the bottom of the modal.

Summary

Financial Disclosure

You must hand enter the year-to-date contributions and expenditures. These are the totals for the year.

You must also hand enter the Balance at Beginning of Reporting Period. This is your carryover balance from your previous report.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

June 18, 2024

Save/Next Back

Contribution Totals	
Total Contributions This Period	150
Total Contributions Year-to-Date	700

Total Contributions Year-to-Date is calculated by adding the Total Contributions from this report with the Total Contributions Year-to-Date from the previous report.

Expenditure Totals	
Total Expenditures This Period	100
Total Expenditures Year-to-Date	550

Total Expenditures Year-to-Date is calculated by adding the Total Expenditures from this report with the Total Expenditures Year-to-Date from the previous report.

Balance Summary	
Balance at Beginning of Reporting Period	100
Total Contributions Received	150
Subtotal	250
Total Expenditures Made	100
Balance at Close of Reporting Period	150

The Balance at Beginning of Reporting Period is the Balance at Close of Reporting Period from the previous report.

Save/Next Back

Preview

Financial Disclosure

You must review your Financial Disclosure Report to verify that the information entered is correct.

Select Preview. This will open a new window or tab with the Statement of Organization.

Once you have confirmed the information is correct, click back on the EasyVote window or tab.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, there is a dark blue header with the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links include 'Home', 'Search', 'My Campaign Finance', 'Edit Account Manager', and 'Logout'. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible on the right.

On the left, a 'Wizard Steps' sidebar lists: 1. Candidate Info, 2. Report Type, 3. Contributions, 4. Expenditures, 5. Summary, and 6. Sign and Submit (highlighted).

The main content area shows a 'Preview' modal window with the text: 'The PREVIEW of your document is now ready to be viewed. Please CLICK the PREVIEW button below.' A 'PREVIEW' button is centered in the modal.

Below the modal, a 'Password' field is visible. To the right, there is a section for an 'Electronic Signature Consent Form' with a checkbox and the following text: 'By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement'. At the bottom of this section are 'Preview', 'Submit', and 'Save' buttons.

Corrections

Financial Disclosure

If you noticed any information you would like to change, you can navigate back to a previous page and make the corrections.

Quick links to previous pages can be found under Wizard Steps, highlighted here.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, the header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout are present. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible on the right.

The main content area is divided into two sections. On the left, a 'Wizard Steps' sidebar is highlighted with a red circle. It lists six steps: 1. Candidate Info, 2. Report Type, 3. Contributions, 4. Expenditures, 5. Summary, and 6. Sign and Submit. The 'Sign and Submit' step is currently selected and highlighted in grey.

The right section shows the document signing page for 'June 18, 2024'. It includes a 'Document Name' field with the value 'June 18, 2024' and a 'Password' field with masked characters. A message states: 'All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.' A checkbox is checked, and the text reads: 'By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement'. At the bottom, there are 'Preview', 'Submit', and 'Save' buttons.

Sign And Submit

Financial Disclosure

To finalize your report, enter your password, select the box, and select Submit.

You will receive an email that your submission has been received.

You will then receive an email once your document has been accepted or rejected.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

June 18, 2024 Back

Document Name June 18, 2024

All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.

Password

By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement

Preview Submit Save

My Submissions

Financial Disclosure

You can verify that your report has been submitted by reviewing the “My Submissions” window.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

My Candidates and Committees Jane Doe - Canyons School Board

Filer Photo
First Name: Jane
Last Name: Doe
Address: 123 Main St Salt Lake, UT 84102
City, State Zip: Salt Lake, UT 84102
Next Report due: 0 days

Edit Candidate

News File Reports **My Submissions** Filing Schedule Fines/Fees User Access

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

Status	Doc Type	Doc Name	Doc Date	Created	Submitted	Acc/Rej
Amend	Statement of Organization	Statement of Organization	09/19/2024	09/19/2024	09/19/2024	09/19/2024
Amend	County and Local School Board Financial Disclosure Form	April 5, 2024	09/19/2024	09/19/2024	09/19/2024	09/19/2024
	County and Local School Board Financial Disclosure Form	June 18, 2024	09/19/2024	09/19/2024	09/19/2024	

3 total

Filing a Report: Financial Disclosure Amendment

File Reports

Financial Disclosure- Amendment

To file an Amended Financial Disclosure Report, select the Wizard button next to County and Local School Board Financial Disclosure Form.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, the header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout are present. A user profile section shows 'Account Manager Photo' and 'Welcome Jane Doe'. The main content area is titled 'My Candidates and Committees' and features a dropdown menu for 'Jane Doe - Canyons School Board'. Below this, a navigation bar includes 'News', 'File Reports' (circled in red), 'My Submissions', 'Filing Schedule', 'Fines/Fees', and 'User Access'. The 'File Reports' section lists three forms: 'County and Local School Board Financial Disclosure Form' (with a 'Wizard' button circled in red and an 'Upload' button), 'Metro Township Financial Disclosure Report Form' (with a 'Wizard' button), and 'Statement of Organization' (with a 'Wizard' button'). On the left side of the form list, there is a 'Filer Photo' section with fields for 'First Name: Jane', 'Last Name: Doe', 'Address: 123 Main St Salt Lake, UT 84102', and 'City, State Zip: Salt Lake, UT 84102'. A 'Next Report due: 0 days' notification is also visible. An 'Edit Candidate' button is located at the bottom left of the form list.

File Name

Financial Disclosure- Amendment

This will open a window prompting you to name your report.

It's recommended you use the date the report is due plus amended as the report name.

Ex. June 18, 2024- Amended

Click OK.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The top navigation bar includes links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. The main content area shows a profile for Jane Doe, including her address and the next report due date (June 18, 2024). A modal dialog box is open, prompting the user to provide a unique name for the new document filing. The dialog text reads: 'Please give the new document filing a unique name. This is a name only you will see and should help you identify this filing on the "My Submissions" tab later. This name will be overwritten once the filing is accepted by your county or municipal authority.' The input field contains the text 'June 18, 2024- Amendment'. The dialog has 'OK' and 'Cancel' buttons.

Candidate Info

Financial Disclosure- Amendment

Only in the case of an amendment will you select copy.

You will be given a list of previous reports. Select the report with the data you would like to copy. Click Copy next to the correct report.

Click Save/Next.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The header includes the Salt Lake County logo and contact information (Salt Lake County, Salt Lake City UT 84114, (385) 468-7400) on the left, and navigation links (Home, Search, My Campaign Finance, Edit Account Manager, Logout) on the right. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible in the top right.

The main content area is titled 'June 18, 2024- Amendment' and contains a 'Save/Next' button and a 'Back' button. Below this is a text box with the instruction: 'Click the button below to copy all of your data from a previous form to this form.' A 'COPY' button is located below this text box.

The 'Candidate Info' form includes the following fields:

- First Name: Jane
- Last Name: Doe
- Address: 123 Main St
- City: Salt Lake
- Zip Code: 84102
- Current Office: (dropdown menu)
- Office Sought: Canyons School Bc (dropdown menu)
- District Number: (empty field)
- Daytime Phone: (385) 468-7426
- Day Time Fax: (empty field)
- Email: (empty field)

A modal window titled 'June 18, 2024- Amendment' is open, displaying a table of documents for selection:

Document Name	Last Modified	
June 18, 2024	09/19/2024	Copy
April 5, 2024	09/19/2024	Copy
2024-09-17 instruction test C	09/17/2024	Copy
Test- Saving File	01/16/2024	Copy
Test	06/02/2023	Copy

A 'Cancel' button is located at the bottom of the modal window.

Report Type

Financial Disclosure- Amendment

Check Amendment Report and select the current date.

Check the date of the report you are amending.

Click Save/Next.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

June 18, 2024- Amendment

Save/Next Back

Type of Report

Check the appropriate boxes

Amendment Report

Amended Report Date: 09/19/2024

Interim Reports: (Required only during election years)

April 5

Seven days before a primary election

September 16

Seven days before a general election

Year-End Report:

January 31 of each year (Required by all open campaign committees)

Final/Dissolution Report:

Final/Dissolution Report - The campaign is no longer active or receiving contributions and the campaign balance is zero

Save/Next Back

Contributions

Financial Disclosure- Amendment

If you need to add a missing contribution, add it here.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

June 18, 2024- Amendment

Add Contribution

Name	Date	Amount	
Delete Edit	John Smith	05/06/2024	\$150.00

1 total

Save/Next Back

Expenditures

Financial Disclosure- Amendment

If you need to add a missing expenditure, add it here.

The screenshot shows the 'Easy Campaign Finance Portal' interface. The top navigation bar includes links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. The main content area is divided into two panels. The left panel, titled 'Wizard Steps', lists six steps: 1. Candidate Info, 2. Report Type, 3. Contributions, 4. Expenditures (highlighted), 5. Summary, and 6. Sign and Submit. The right panel, titled 'June 18, 2024- Amendment', contains an 'Add Expenditure' button and a table with the following data:

	Name	Date	Amount
Delete Edit	SLC Signage	05/07/2024	\$100.00

Below the table, it indicates '1 total'. There are 'Save/Next' and 'Back' buttons at the top and bottom right of the table area.

Summary

Financial Disclosure- Amendment

Confirm that the year-to-date totals and the beginning balance are correct.

If you made any changes to your contributions or expenditures, you will need to recalculate your end-of-year totals.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

June 18, 2024- Amendment

Save/Next Back

Contribution Totals	
Total Contributions This Period	250
Total Contributions Year-to-Date	800

Total Contributions Year-to-Date is calculated by adding the Total Contributions from this report with the Total Contributions Year-to-Date from the previous report.

Expenditure Totals	
Total Expenditures This Period	225
Total Expenditures Year-to-Date	675

Total Expenditures Year-to-Date is calculated by adding the Total Expenditures from this report with the Total Expenditures Year-to-Date from the previous report.

Balance Summary	
Balance at Beginning of Reporting Period	100
Total Contributions Received	250
Subtotal	350
Total Expenditures Made	225
Balance at Close of Reporting Period	125

The Balance at Beginning of Reporting Period is the Balance at Close of Reporting Period from the previous report.

Save/Next Back

Preview

Financial Disclosure- Amendment

You must review your Financial Disclosure Amendment Report to verify that the information entered is correct.

Select Preview. This will open a new window or tab with the Statement of Organization.

Once you have confirmed the information is correct, click back on the EasyVote window or tab.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, the header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for 'Home', 'Search', 'My Campaign Finance', 'Edit Account Manager', and 'Logout' are present. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible on the right. On the left, a 'Wizard Steps' sidebar lists: 1. Candidate Info, 2. Report Type, 3. Contributions, 4. Expenditures, 5. Summary, and 6. Sign and Submit (highlighted). The main content area shows a 'June 10, 2024 Amendment' form with a 'Back' button. A white modal window is centered, displaying the message: 'The PREVIEW of your document is now ready to be viewed. Please CLICK the PREVIEW button below.' with a 'PREVIEW' button. Below the modal, a 'Password' field and a checkbox are visible. The checkbox is unchecked, and the text reads: 'By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement'. At the bottom of the form, there are 'Preview', 'Submit', and 'Save' buttons.

Corrections

Statement of Organization

If you noticed any information you would like to change, you can navigate back to a previous page and make the corrections.

Quick links to previous pages can be found under Wizard Steps, highlighted here.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, the header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links for 'Home', 'Search', 'My Campaign Finance', 'Edit Account Manager', and 'Logout' are present. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible on the right.

The main content area is divided into two sections. On the left, a 'Wizard Steps' sidebar is highlighted with a red circle. It contains a list of steps: '1.Candidate Info', '2.Report Type', '3.Contributions', '4.Expenditures', '5.Summary', and '6.Sign and Submit'. The '6.Sign and Submit' step is currently selected and highlighted in grey.

The right section is titled 'June 18, 2024- Amendment' and contains a 'Back' button. Below the title, there are two main fields: 'Document Name' with the value 'June 18, 2024- Amendment' and 'Password' with a masked input field '.....'. A message states: 'All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.' Below this message is a checked checkbox and a paragraph of legal consent text: 'By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement'. At the bottom of the form are three buttons: 'Preview', 'Submit', and 'Save'.

Sign And Submit

Financial Disclosure- Amendment

To finalize your report, enter your password, select the box, and select Submit.

You will receive an email that your submission has been received.

You then receive an email once your document has been accepted or rejected.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

- 1.Candidate Info
- 2.Report Type
- 3.Contributions
- 4.Expenditures
- 5.Summary
- 6.Sign and Submit

June 18, 2024- Amendment Back

Document Name

All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.

Password

By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement

Preview Submit Save

My Submissions

Financial Disclosure- Amendment

You can verify that your report has been submitted by reviewing the “My Submissions” window.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

My Candidates and Committees Jane Doe - Canyons School Board

News File Reports My Submissions Filing Schedule Fines/Fees User Access

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

Status	Doc Type	Doc Name	Doc Date	Created	Submitted	Acc/Rej
Amend	Statement of Organization	Statement of Organization	09/19/2024	09/19/2024	09/19/2024	09/19/2024
	County and Local School Board Financial Disclosure Form	June 18, 2024- Amendment	09/19/2024	09/19/2024	09/19/2024	
Amend	County and Local School Board Financial Disclosure Form	April 5, 2024	09/19/2024	09/19/2024	09/19/2024	09/19/2024
Amend	County and Local School Board Financial Disclosure Form	June 18, 2024	09/19/2024	09/19/2024	09/19/2024	09/19/2024

Filer Photo
First Name: Jane
Last Name: Doe
Address: 123 Main St Salt Lake, UT 84102
City, State Zip: Salt Lake, UT 84102
Next Report due: 0 days
Edit Candidate

Filing a Report: Final/ Dissolution Disclosure

Final/ Dissolution Disclosure

Final/ Dissolution Disclosure

A Final/ Dissolution Disclosure Report is filed when you are dissolving your campaign committee and closing your campaign account. Your campaign account must have a \$0 balance to file the Final/ Dissolution Report.

You must also submit a [Dissolution of a Candidate Campaign Committee](#) form with the Salt Lake County Election Office. It can be emailed to ljacobs@saltlakecounty.gov.

Wizard Tool

Final/ Dissolution Disclosure

To file a Final/Dissolution Report, select the Wizard button next to County and Local School Board Financial Disclosure Form.

The screenshot displays the 'Easy Campaign Finance Portal' for Salt Lake County. The header includes the county logo, contact information (Salt Lake City UT 84114, 385) 468-7400), and navigation links: Home, Search, My Campaign Finance, Edit Account Manager, and Logout. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible on the right.

The main content area is titled 'My Candidates and Committees' and shows a dropdown menu for 'Jane Doe - Canyons School Board'. Below this, there are tabs for 'News', 'File Reports', 'My Submissions', 'Filing Schedule', 'Fines/Fees', and 'User Access'. The 'File Reports' tab is selected and circled in red.

Under the 'File Reports' tab, there are three report entries:

- County and Local School Board Financial Disclosure Form:** This entry has a 'Wizard' button and an 'Upload' button, both of which are circled in red.
- Metro Township Financial Disclosure Report Form:** This entry has a 'Wizard' button.
- Statement of Organization:** This entry has a 'Wizard' button.

On the left side of the report entries, there is a 'Filer Photo' section with fields for 'First Name' (Jane), 'Last Name' (Doe), 'Address' (123 Main St Salt Lake, UT 84102), and 'City, State Zip' (Salt Lake, UT 84102). Below these fields, it says 'Next Report due: 0 days' with a red circle around the '0'. At the bottom left, there is an 'Edit Candidate' button.

File Name

Final/ Dissolution Disclosure

This will open a window prompting you to name your report.

It's recommended you use the type of report as the name.

Ex. Final/Dissolution Disclosure

Click OK.

The screenshot shows the 'Easy Campaign Finance Portal' interface. The header includes the Salt Lake County logo and contact information: 'Salt Lake County, Salt Lake City UT 84114, (385) 468-7400'. Navigation links include 'Home', 'Search', 'My Campaign Finance', 'Edit Account Manager', and 'Logout'. A user greeting 'Account Manager Photo Welcome Jane Doe' is visible on the right. The main content area is titled 'My Candidates and Committees' and displays a profile for 'Jane Doe' with fields for 'Filer Photo', 'First Name', 'Last Name', 'Address', and 'City, State Zip'. A 'Next Report due' indicator shows 0 days remaining. A modal dialog box is open in the foreground, titled 'Please give the new document filing a unique name.' It contains the following text: 'This is a name only you will see and should help you identify this filing on the "My Submissions" tab later. This name will be overwritten once the filing is accepted by your county or municipal authority.' Below the text is a text input field labeled 'Document Filing Name' containing the text 'Final/ Dissolution Report'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Report Type

Final/ Dissolution Disclosure

Check Final/ Dissolution Report.

Click Save/Next.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

Final/ Dissolution Report

Save/Next Back

Type of Report

Check the appropriate boxes

Amendment Report

Amended Report Date

Interim Reports: (Required only during election years)

April 5

Seven days before a primary election

September 16

Seven days before a general election

Year-End Report:

January 31 of each year (Required by all open campaign committees)

Final/Dissolution Report:

Final/Dissolution Report - The campaign is no longer active or receiving contributions and the campaign balance is zero

Save/Next Back

Contributions

Final/ Dissolution Disclosure

If you need to add a contribution, add it here.

The screenshot shows the 'Easy Campaign Finance Portal' interface. The top navigation bar includes links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. The main content area is divided into two sections: 'Wizard Steps' and 'Final/ Dissolution Report'. The 'Wizard Steps' section lists six steps: 1. Candidate Info, 2. Report Type, 3. Contributions (highlighted), 4. Expenditures, 5. Summary, and 6. Sign and Submit. The 'Final/ Dissolution Report' section features an 'Add Contribution' button and a table with columns for Name, Date, and Amount. The table currently displays 'No data to display' and '0 total'. There are 'Save/Next' and 'Back' buttons at the top and bottom of the report section.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

Final/ Dissolution Report

Add Contribution

Name	Date	Amount
No data to display		
0 total		

Save/Next Back

Save/Next Back

Expenditures

Final/ Dissolution Disclosure

If you need to add an expenditure, add it here.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The top navigation bar includes links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. The main content area is divided into two sections: a 'Wizard Steps' sidebar and a 'Final/ Dissolution Report' main panel. The 'Wizard Steps' sidebar lists six steps: 1. Candidate Info, 2. Report Type, 3. Contributions, 4. Expenditures (highlighted), 5. Summary, and 6. Sign and Submit. The 'Final/ Dissolution Report' panel features an 'Add Expenditure' button and a table with columns for Name, Date, and Amount. The table is currently empty, displaying 'No data to display' and '0 total'. 'Save/Next' and 'Back' buttons are present at the top and bottom of the report panel.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

Final/ Dissolution Report

Save/Next Back

Add Expenditure

Name	Date	Amount
No data to display		
0 total		

Save/Next Back

Summary

Final/ Dissolution Disclosure

Confirm that the year-to-date totals and the beginning balance are correct.

The Balance at Close of Reporting Period must be \$0.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

1. Candidate Info
2. Report Type
3. Contributions
4. Expenditures
5. Summary
6. Sign and Submit

June 18, 2024- Amendment

Save/Next Back

Contribution Totals	
Total Contributions This Period	250
Total Contributions Year-to-Date	800

Total Contributions Year-to-Date is calculated by adding the Total Contributions from this report with the Total Contributions Year-to-Date from the previous report.

Expenditure Totals	
Total Expenditures This Period	225
Total Expenditures Year-to-Date	675

Total Expenditures Year-to-Date is calculated by adding the Total Expenditures from this report with the Total Expenditures Year-to-Date from the previous report.

Balance Summary	
Balance at Beginning of Reporting Period	100
Total Contributions Received	250
Subtotal	350
Total Expenditures Made	225
Balance at Close of Reporting Period	125

The Balance at Beginning of Reporting Period is the Balance at Close of Reporting Period from the previous report.

Save/Next Back

Preview

Final/ Dissolution Disclosure

You must review your Final/Dissolution Report to verify that the information entered is correct.

Select Preview. This will open a new window or tab with the Statement of Organization.

Once you have confirmed the information is correct, click back on the EasyVote window or tab.

The screenshot displays the 'Easy Campaign Finance Portal' interface. At the top, there is a navigation bar with links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. The main content area shows a 'Wizard Steps' sidebar with steps 1 through 6, where '6. Sign and Submit' is the current step. A modal window is open, displaying a message: 'The PREVIEW of your document is now ready to be viewed. Please CLICK the PREVIEW button below.' Below the message is a 'PREVIEW' button. The background shows a form with a 'Password' field and a checkbox for an 'Electronic Signature Consent Form'.

Corrections

Final/ Dissolution Disclosure

If you noticed any information you would like to change, you can navigate back to a previous page and make the corrections.

Quick links to previous pages can be found under Wizard Steps, highlighted here.

The screenshot displays the 'Easy Campaign Finance Portal' interface. The top navigation bar includes links for Home, Search, My Campaign Finance, Edit Account Manager, and Logout. The user is logged in as Jane Doe. The main content area is divided into two sections: 'Wizard Steps' and 'Final/ Dissolution Report'. The 'Wizard Steps' section is circled in red and contains a list of steps: 1. Candidate Info, 2. Report Type, 3. Contributions, 4. Expenditures, 5. Summary, and 6. Sign and Submit. The 'Final/ Dissolution Report' section contains a form with fields for Document Name (Final/ Dissolution Report) and Password. Below the password field is a checkbox for 'Electronic Signature Consent' which is checked. The form also includes a 'Back' button and 'Preview', 'Submit', and 'Save' buttons at the bottom.

Sign And Submit

Final/ Dissolution Disclosure

To finalize your report, enter your password, select the box, and click Submit.

You will receive an email that your submission has been received.

You then receive an email once your document has been accepted or rejected.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

Wizard Steps

- 1.Candidate Info
- 2.Report Type
- 3.Contributions
- 4.Expenditures
- 5.Summary
6. Sign and Submit

Final/ Dissolution Report

Document Name: Final/ Dissolution Report

All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.

Password:

By signing this Electronic Signature Consent Form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I understand that my electronic signature is legally binding. By signing below, I accept the conditions of this agreement

Preview Submit Save

My Submissions

Final/ Dissolution Disclosure

You can verify that your report has been submitted by reviewing the “My Submissions” window.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search My Campaign Finance Edit Account Manager Logout

Account Manager Photo Welcome Jane Doe

My Candidates and Committees Jane Doe - Canyons School Board

Filer Photo
First Name: Jane
Last Name: Doe
Address: 123 Main St Salt Lake, UT 84102
City, State Zip: Salt Lake, UT 84102
Next Report due: 0 days

Edit Candidate

News File Reports My Submissions Filing Schedule Fines/Fees User Access

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

Status	Doc Type	Doc Name	Doc Date	Created	Submitted	Acc/Rej
	County and Local School Board Financial Disclosure Form	Final/ Dissolution Report	09/19/2024	09/19/2024	09/19/2024	
Amend	Statement of Organization	Statement of Organization	09/19/2024	09/19/2024	09/19/2024	09/19/2024
Amend	County and Local School Board Financial Disclosure Form	June 18, 2024- Amendment	09/19/2024	09/19/2024	09/19/2024	09/19/2024
Amend	County and Local School Board Financial Disclosure Form	April 5, 2024	09/19/2024	09/19/2024	09/19/2024	09/19/2024

Viewing Published Reports



Viewing Published Reports

Public Search

Reports that have been accepted, are redacted and published. Those reports can be found by clicking on the Home button.

Easy Campaign Finance Portal

Salt Lake County
Salt Lake City UT 84114
(385) 468-7400

Home Search Register Login

Public Filings Elections

Public Filings for Salt Lake County

Full Name/Committee Name	Office	Filer Type	Status
> Bailey, Kathleen	_Copperton Metro Township	Candidate	Active
> Clayton, Sean	_Copperton Metro Township	Incumbent	Active
> Stitzer, Tessa	_Copperton Metro Township	Candidate	Active
> Brems, David	_Emigration Canyon Metro Township	Candidate	Active
> Harris, Catherine	_Emigration Canyon Metro Township	Candidate	Active
> Hawkes, Jennifer	_Emigration Canyon Metro Township	Incumbent	Active
> Tippetts, Tyler	_Emigration Canyon Metro Township	Candidate	Active
> Bush, Kelly	_Kearns Metro Township	Incumbent	Active
> Butterfield, Chrystal	_Kearns Metro Township	Candidate	Active
> Geertsen, Christopher	_Kearns Metro Township	Candidate	Active
> Schaeffer, Patrick	_Kearns Metro Township	Candidate	Active
> Valdez, Jesse	_Kearns Metro Township	Candidate	Active
> Creno, Tracey	_Sheriff	Candidate	Active
> Rivera, Rosie	_Sheriff	Incumbent	Active
> Roberts, Nicholas	_Sheriff	Candidate	Active