EasyVote User Guide



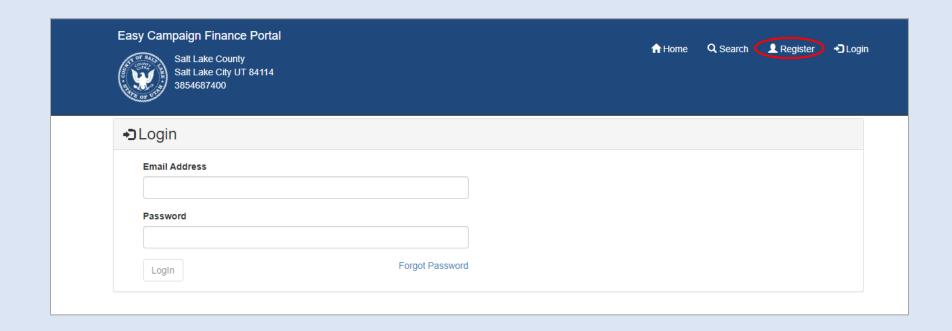
Creating an EasyVote Account



Registering

Go to **EasyVote**.

Click on Register.

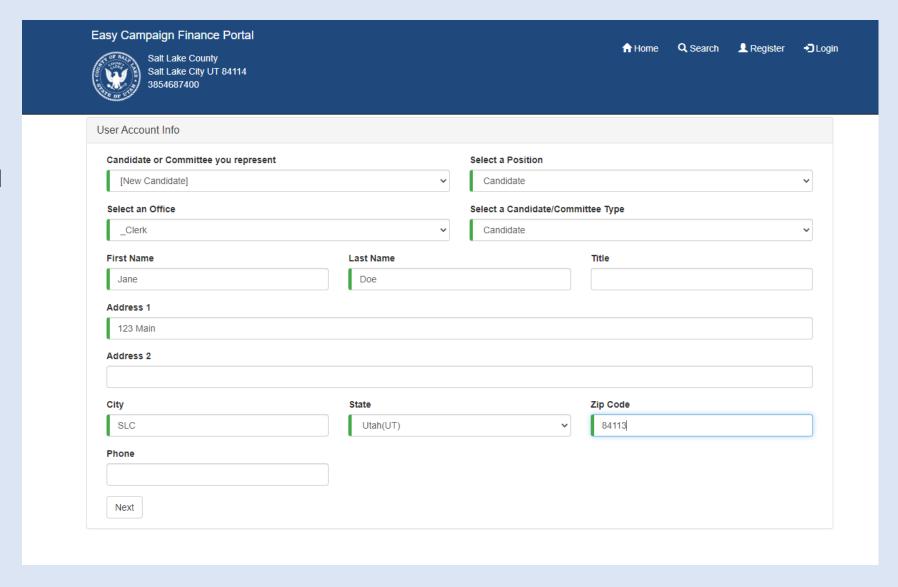




User Account Info

Complete all fields marked with a green bar.

Select Next.

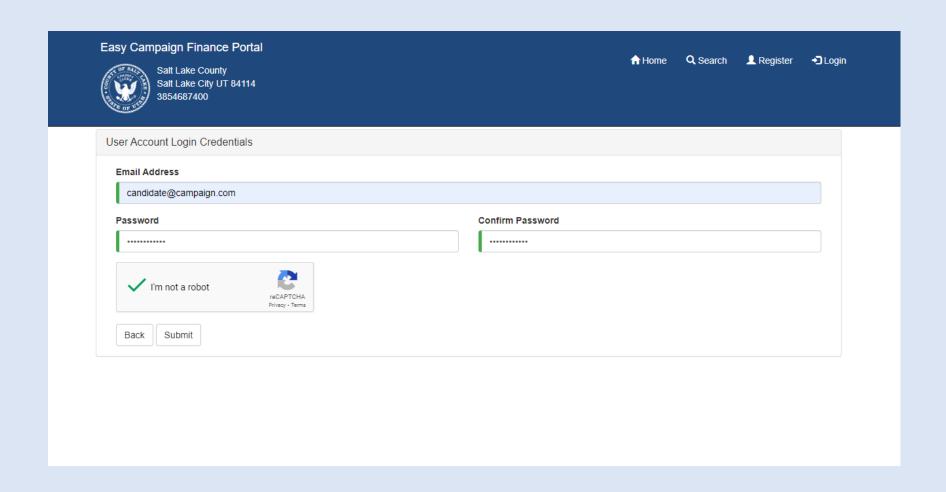




Login

Enter your email address and password.

Select Submit.

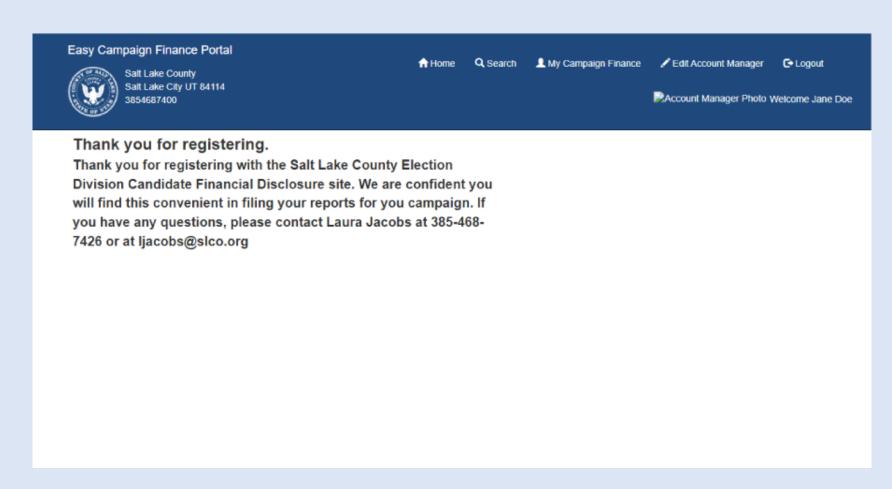




Review and Approval

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.

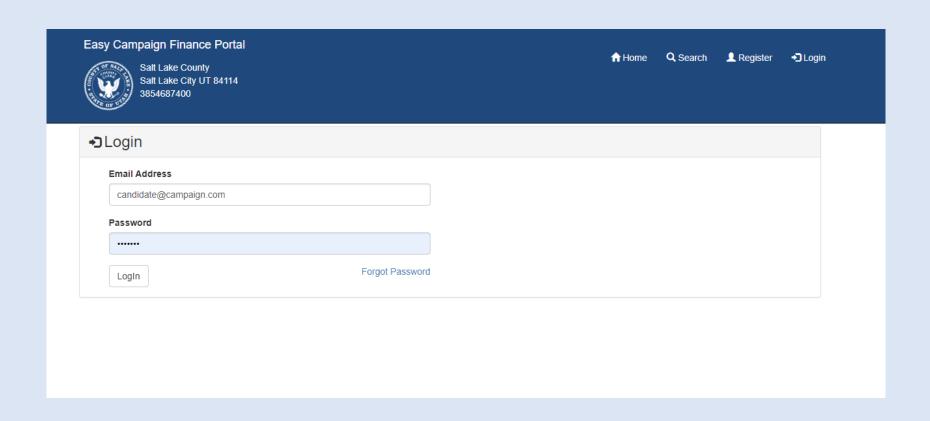




Login

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

Log in to EasyVote.





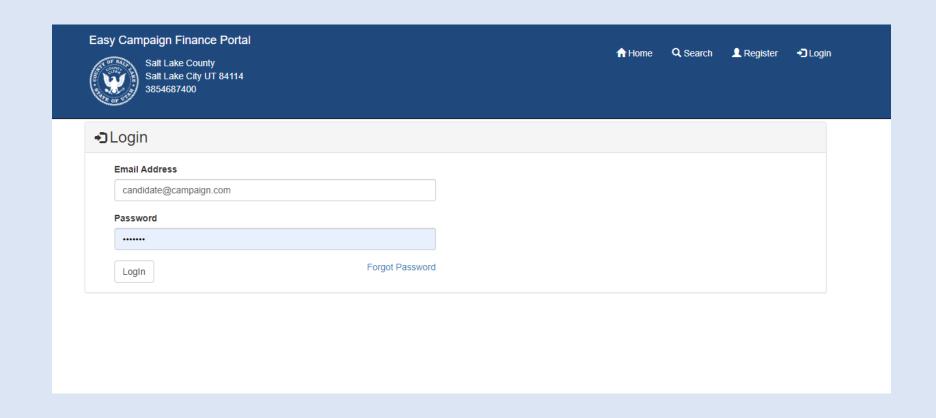
Navigating EasyVote



Dashboard

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

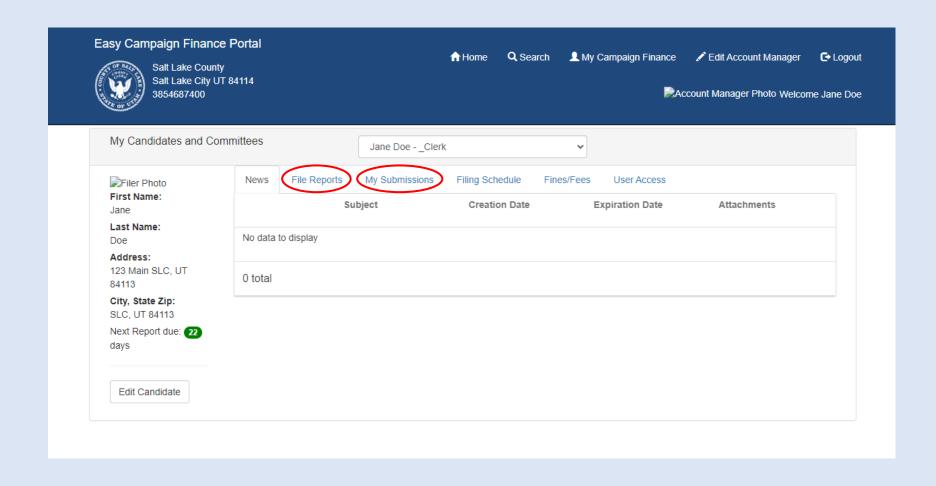
Log in to EasyVote.





Dashboard

The dashboard is where you can file a financial report or check which documents you have already submitted.



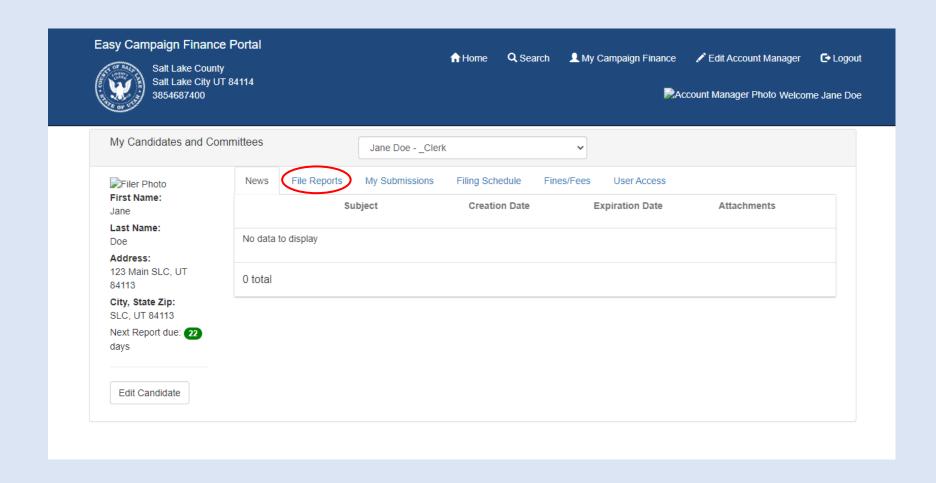


Filing a Report: Statement of Organization



File Reports

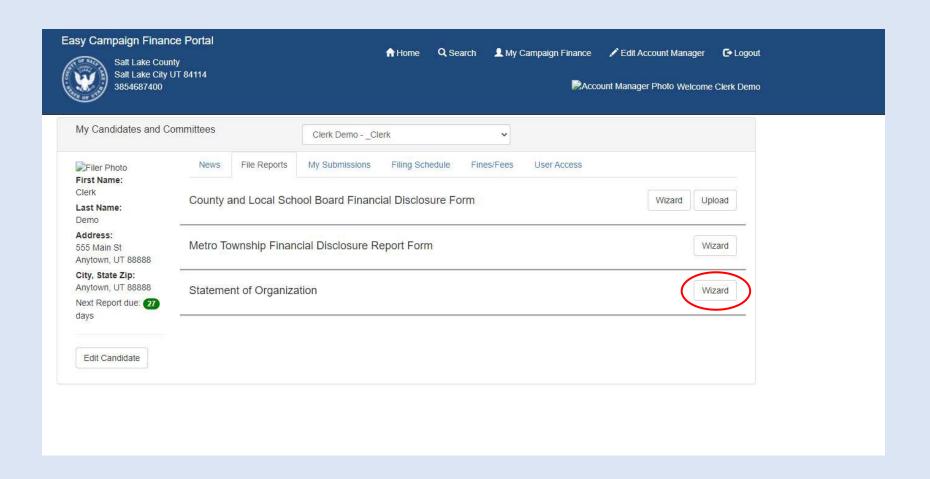
Select File Reports.





Wizard Tool

Select the Wizard button next to Statement of Organization.

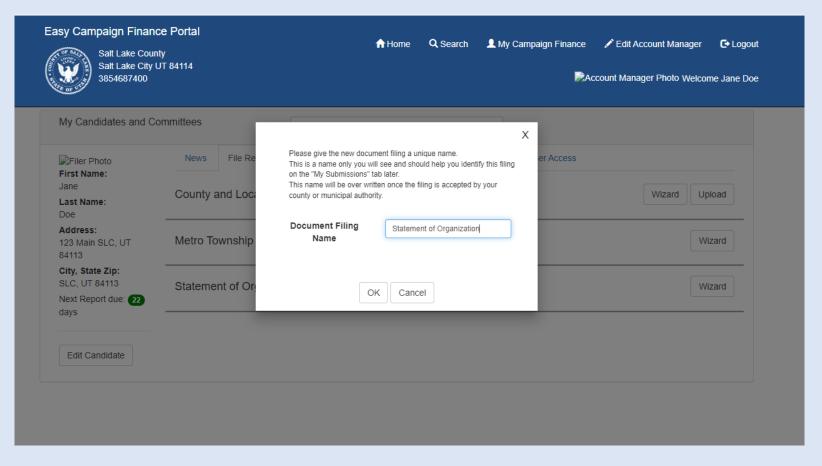




Document Name

It is recommended that you name your document with the type of document and the due date.

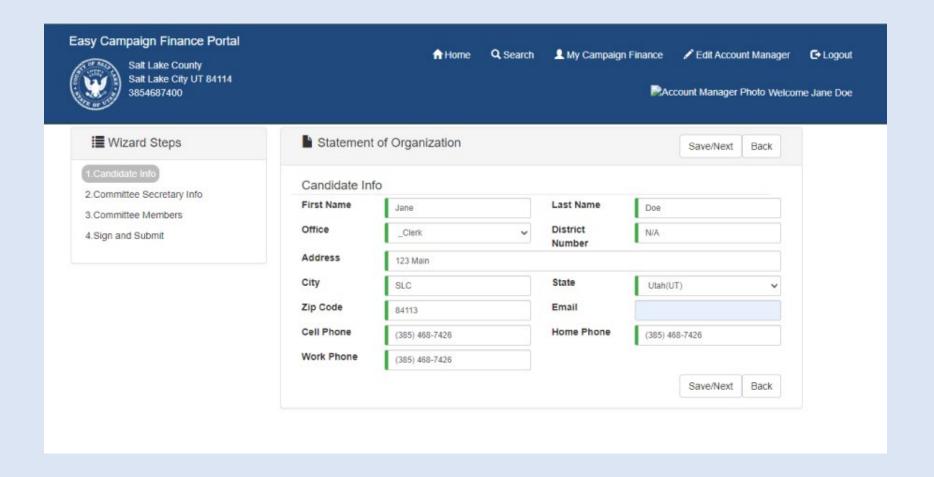
Ex. Statement of Organization *or* Interim Report October 24th





Candidate Info

Complete all fields marked with a green bar.

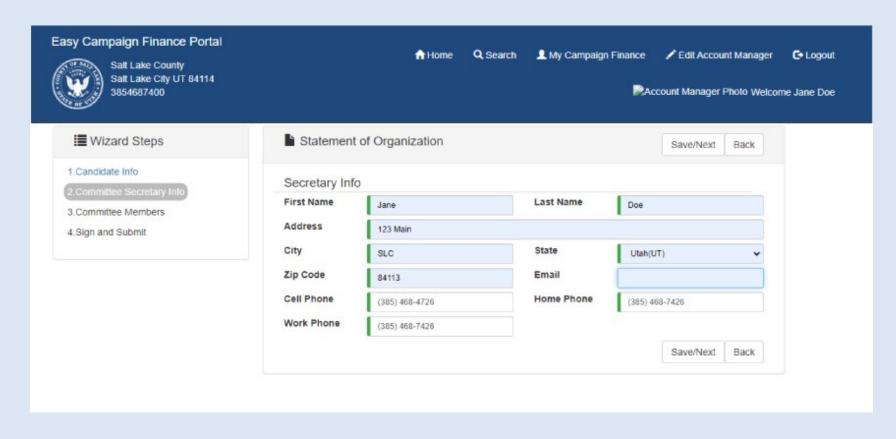




Secretary Info

A campaign secretary may submit financial disclosures on the behalf of the candidate.

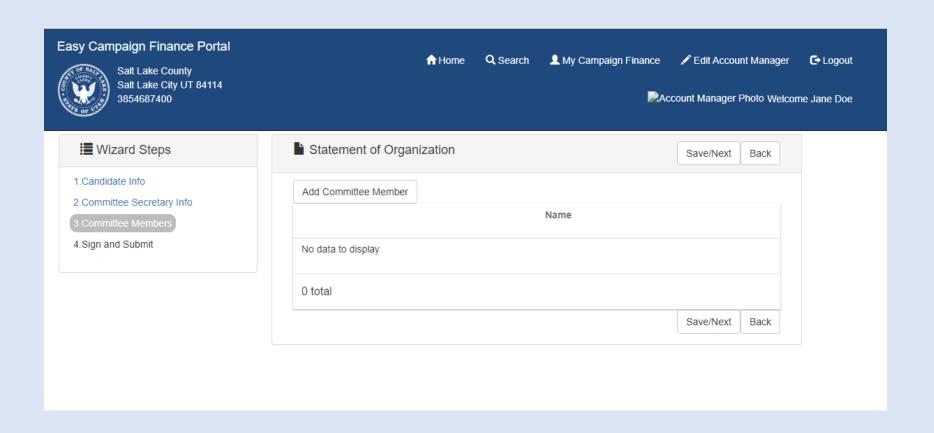
If you choose to not have a campaign secretary, please enter your information again.





Committee Members

If you wish to have additional committee members, you may add them here.

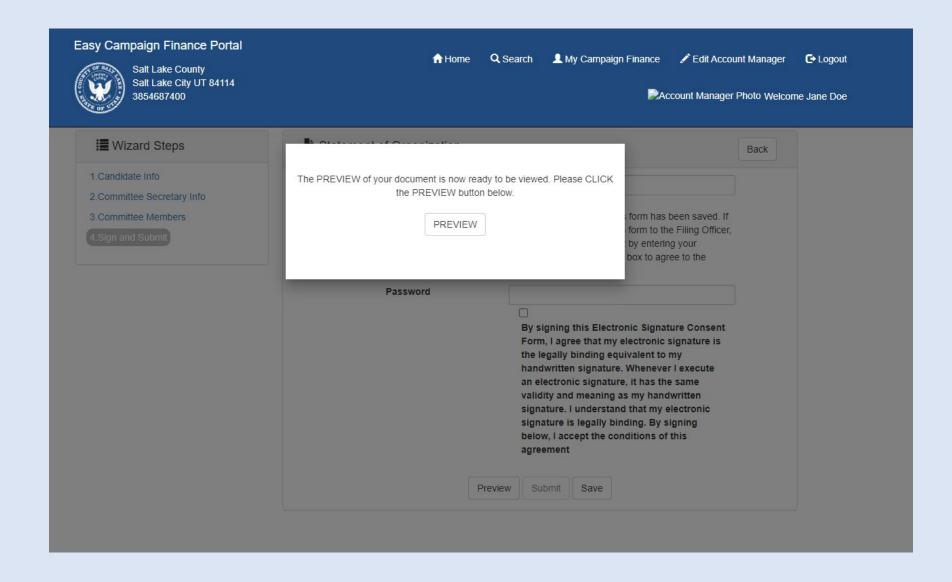




Preview

You can review the information you have entered, in the Preview screen.

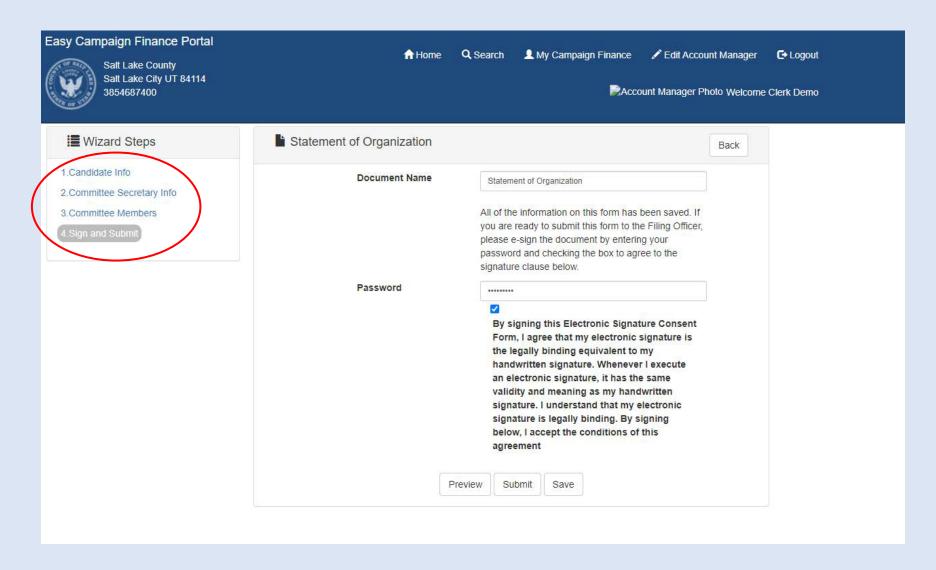
Select Preview.





Corrections

If you wish the make any changes, do by selecting one of the links below Wizard Steps.



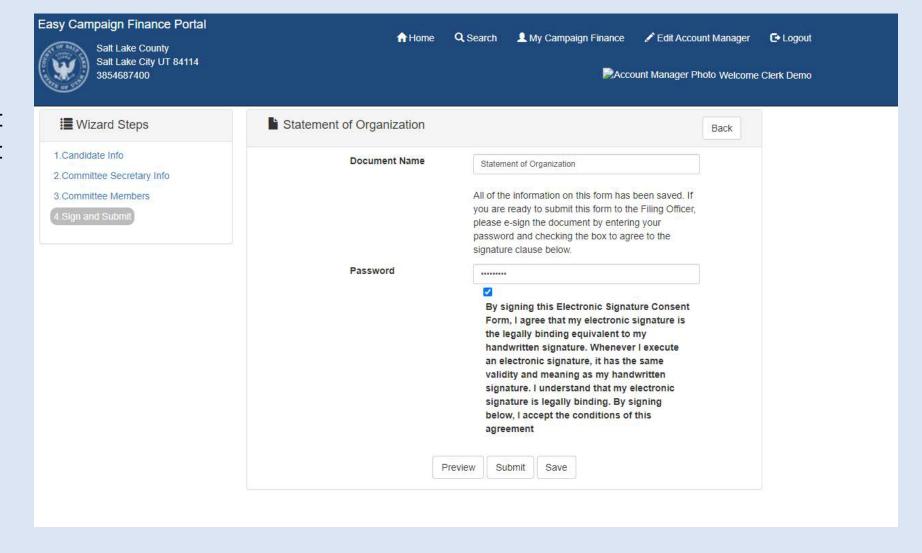


Signing

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

Select Submit.

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



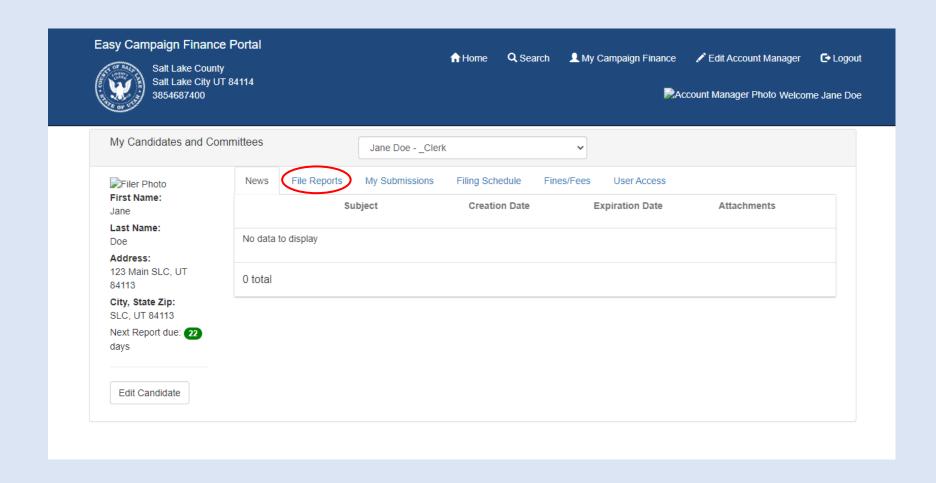


Filing a Report: Financial Disclosure



File Reports

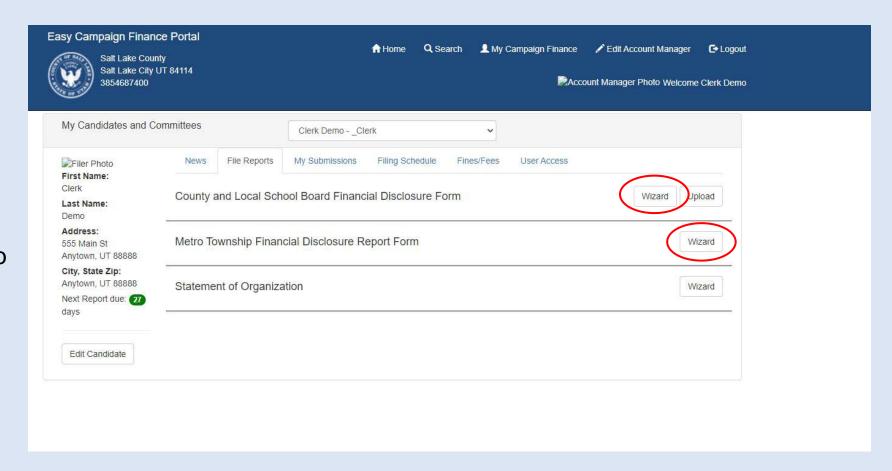
Select File Reports.





Wizard Tool

Select the Wizard button next to "County and Local School Board Financial Disclosure Form" or "Metro Township Financial Disclosure Report Form," depending on the office you are running for.

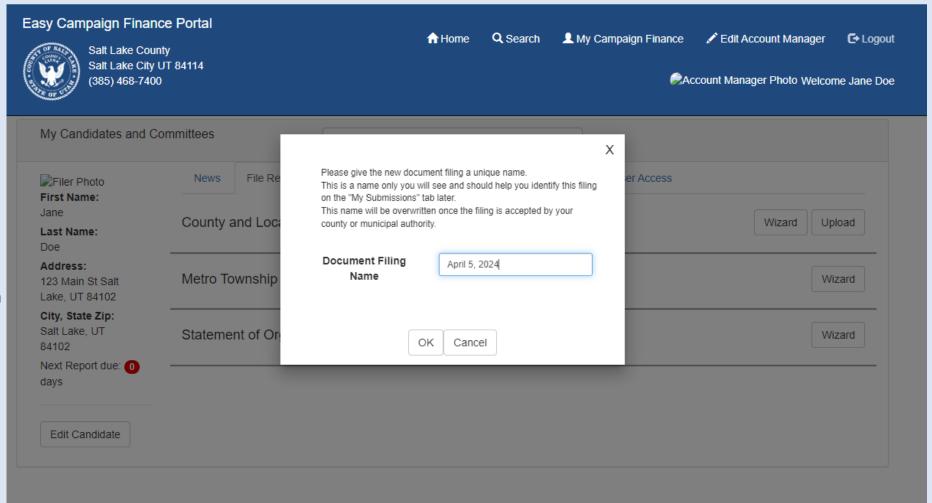




File Name

Name your financial disclosure report.

We recommend using the date the report is due as the report name. For example, if it's due April 5th you will name the document April 5th, 2024.



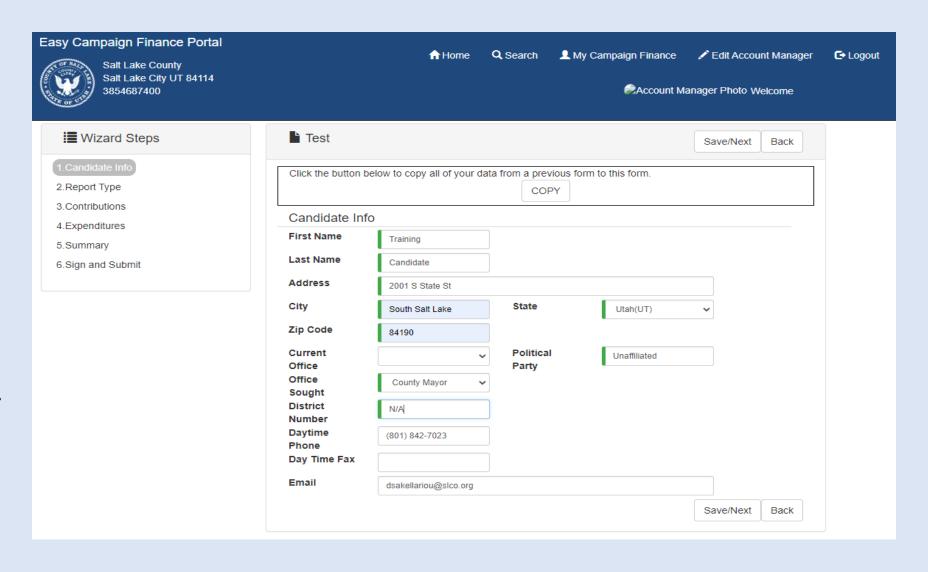


Candidate Info

Fill in the candidate's information.

If the race is non-partisan write N/A for the political party.

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



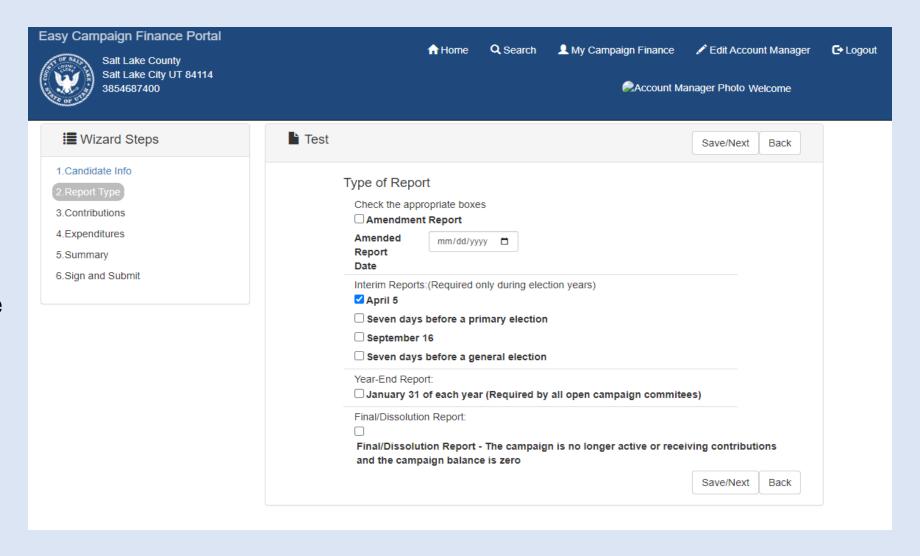


Report Type

Click the box that corresponds with the report being submitted.

If you need to file an amendment, select the date of the report being amended and select the amendment box and write the current date.

If you are dissolving your campaign, select the final/ dissolution box.





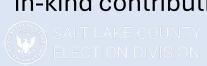
Contributions

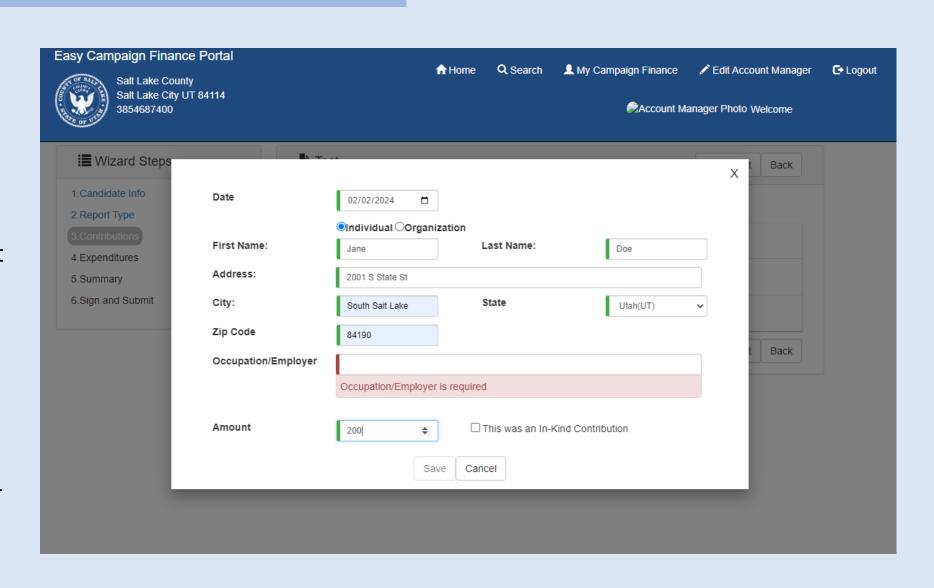
Enter each contribution.

You must enter the date you received the contribution, the contributors name, address, and the amount of the contribution.

If the amount is \$200 or more, you must fill in the Occupation/Employer field.

Select the In-Kind box for in-kind contributions.

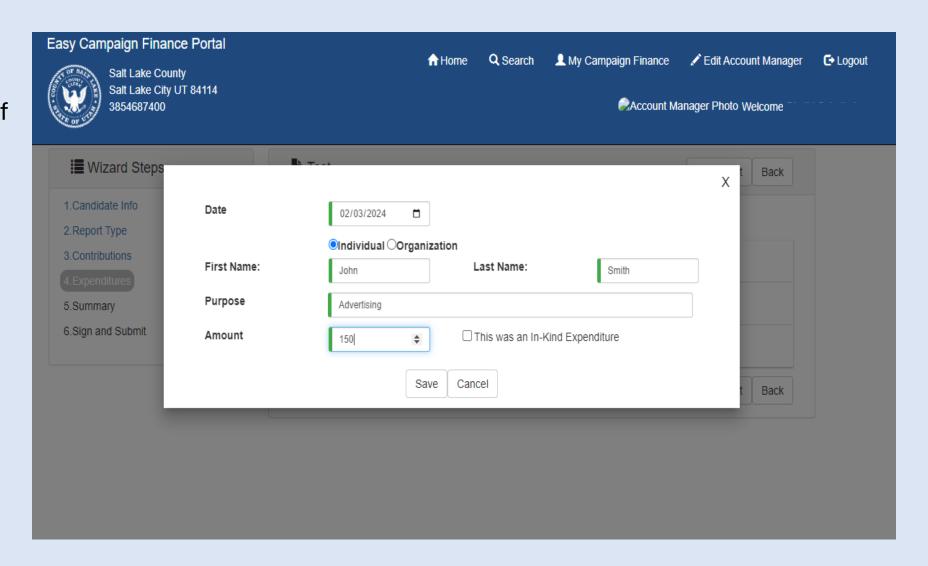




Expenditures

Enter each expenditure.

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

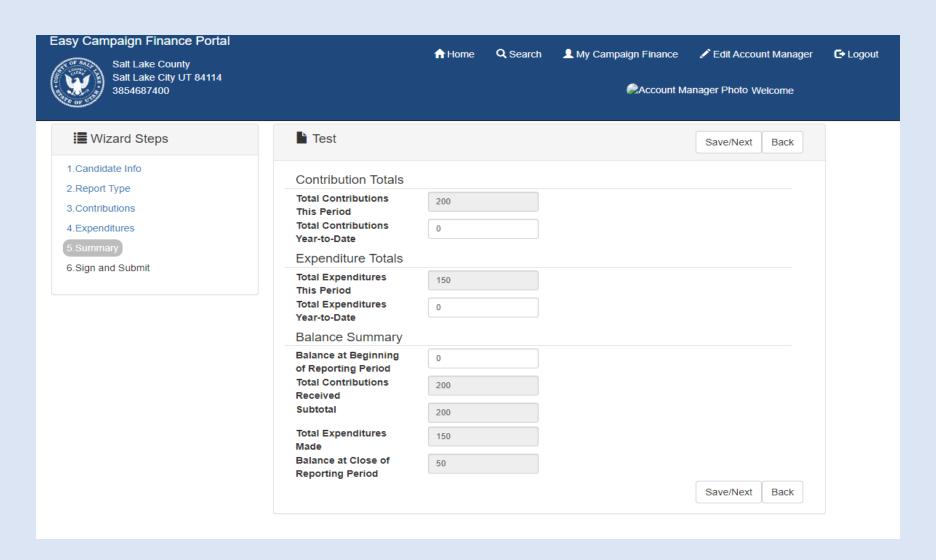




Summary

For your first report you will not need to enter any additional information.

For subsequent reports you will need to enter information. Please refer to- Filing a Report:
Subsequent Financial Disclosures.

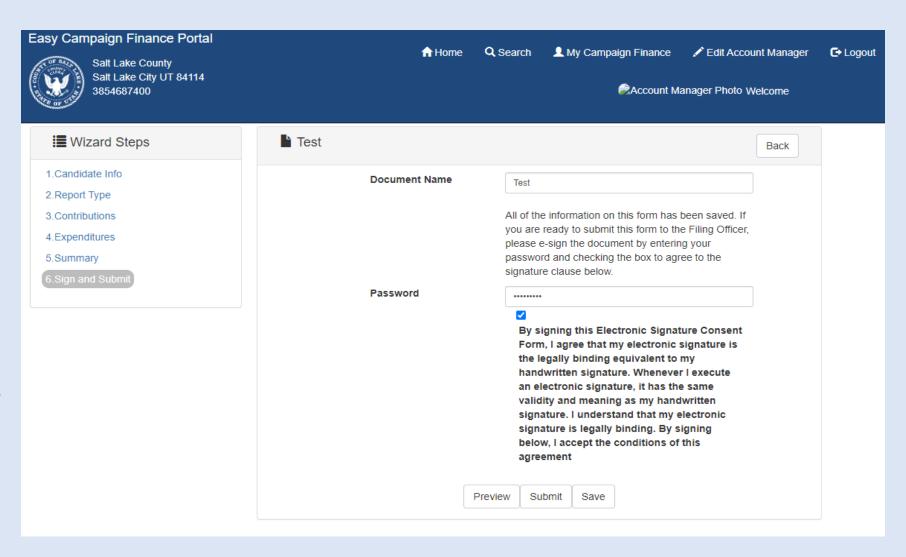




Sign And Submit

To finalize your report, enter your password for EasyVote, select the box once you have read the disclaimer, and select Preview.

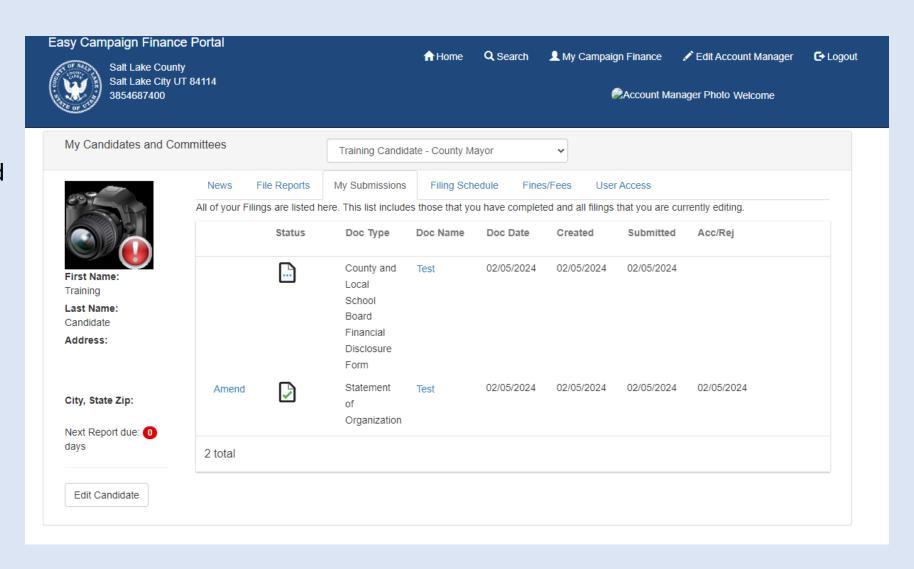
Please review the pop-up report. If the information is correct, return to this page and select Submit.





My Submissions

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



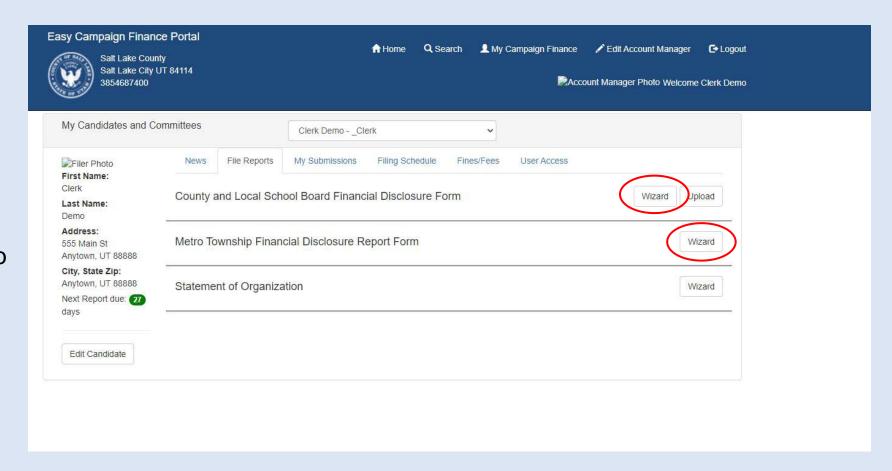


Filing a Report: Subsequent Financial Disclosures



Wizard Tool

Select the Wizard button next to "County and Local School Board Financial Disclosure Form" or "Metro Township Financial Disclosure Report Form," depending on the office you are running for.

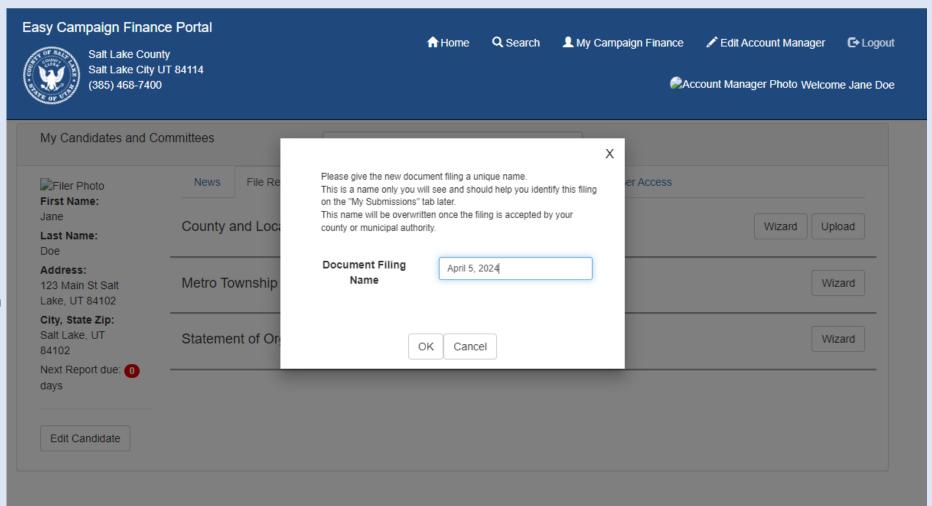




File Name

Name your financial disclosure report.

We recommend using the date the report is due as the report name. For example, if it's due April 5th you will name the document April 5th, 2024.

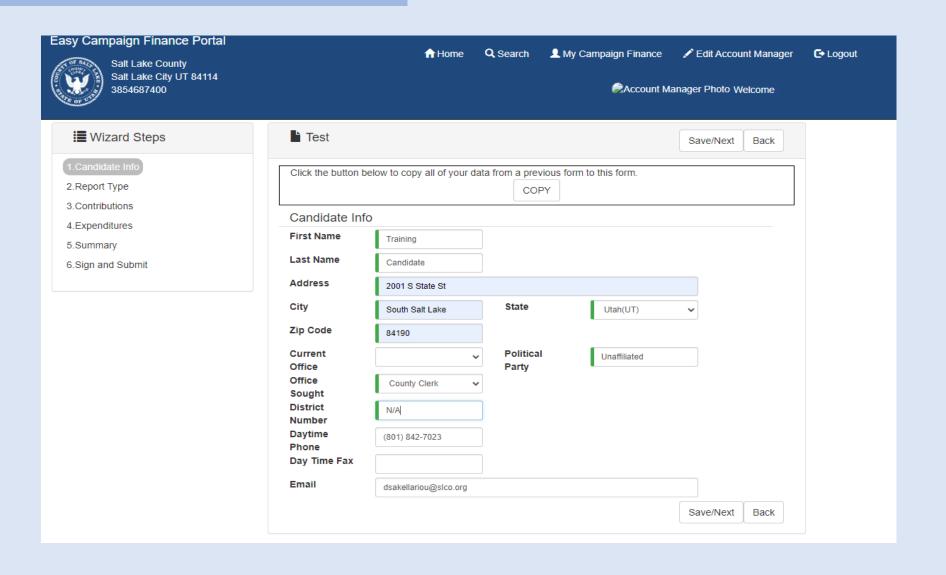




Candidate Info

When you submit a second report do not hit copy.

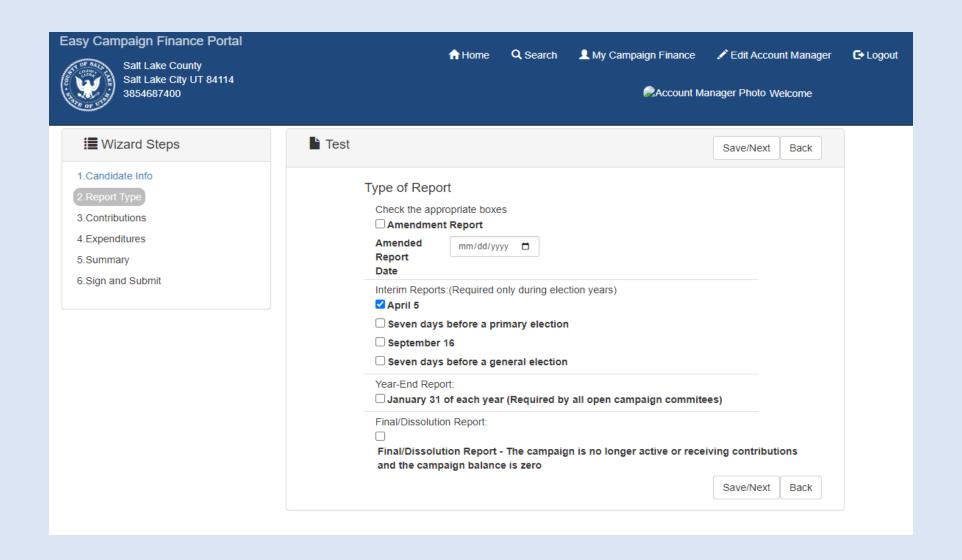
Verify that your information is correct.





Report Type

Select the new report date.

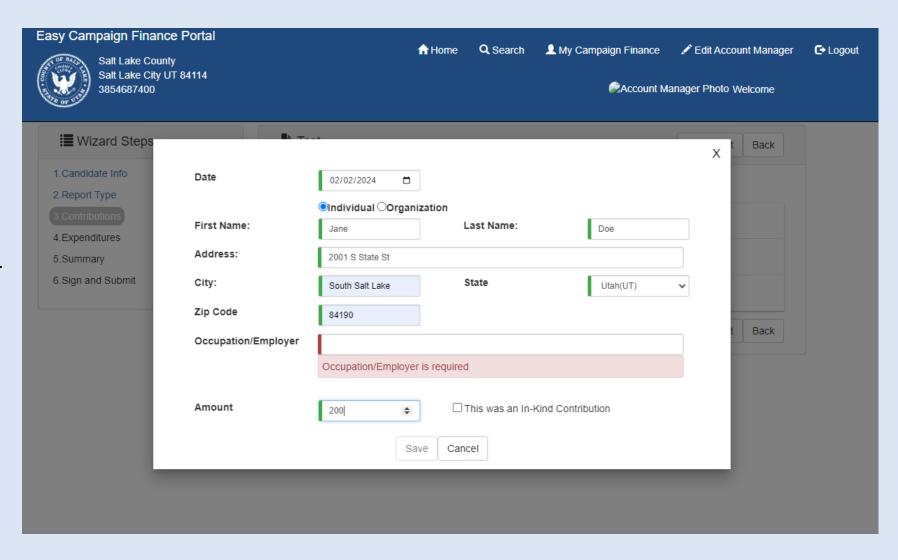




Contributions

Enter each contribution for this period.

This will be any contribution received after the close of the previous period through the close of the current period.

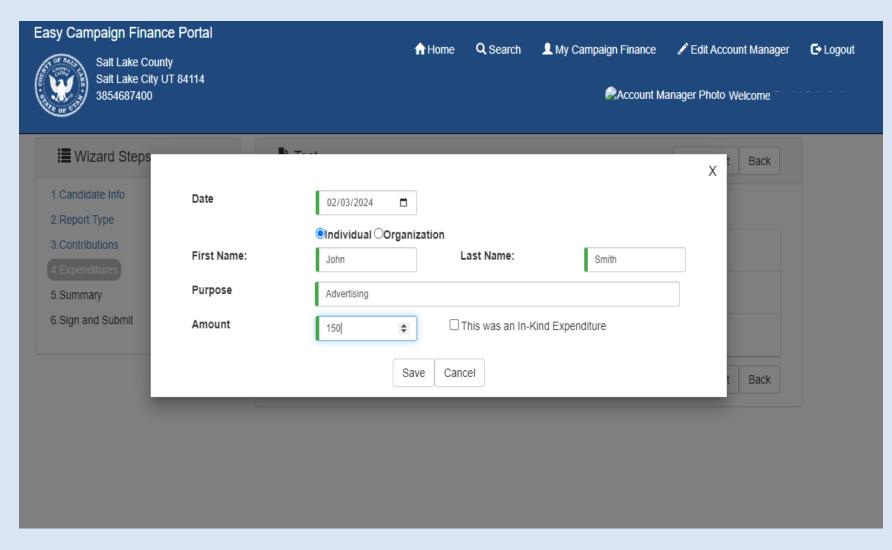




Expenditures

Enter each contribution for this period.

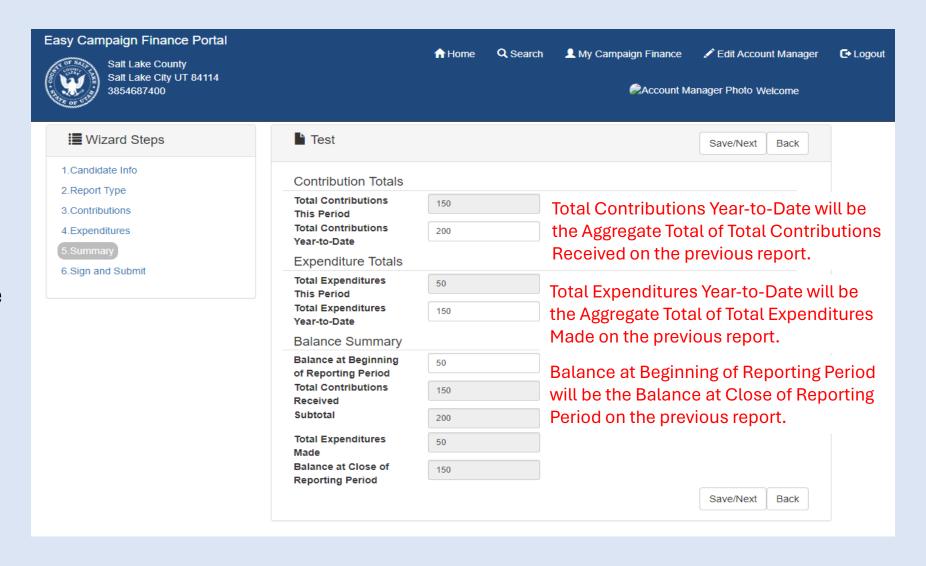
This will be any contribution received after the close of the previous period through the close of the current period.





Summary

Refer to the summary page your previous report to complete the Total Contributions Year-to-Date, Total Expenditures Year-to-Date, and Balance at Beginning of Reporting Period.

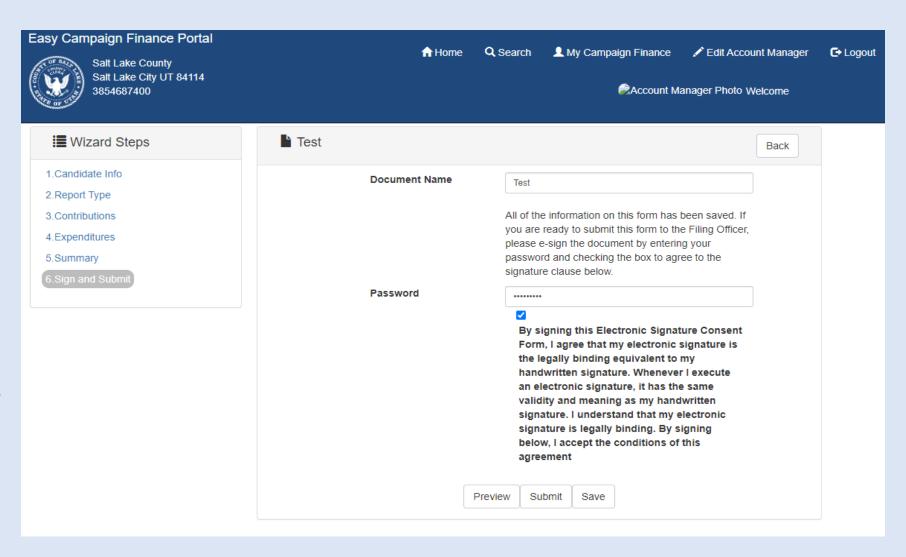




Sign And Submit

To finalize your report, enter your password for EasyVote, select the box once you have read the disclaimer, and select Preview.

Please review the pop-up report. If the information is correct, return to this page and select Submit.





My Submissions

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

