

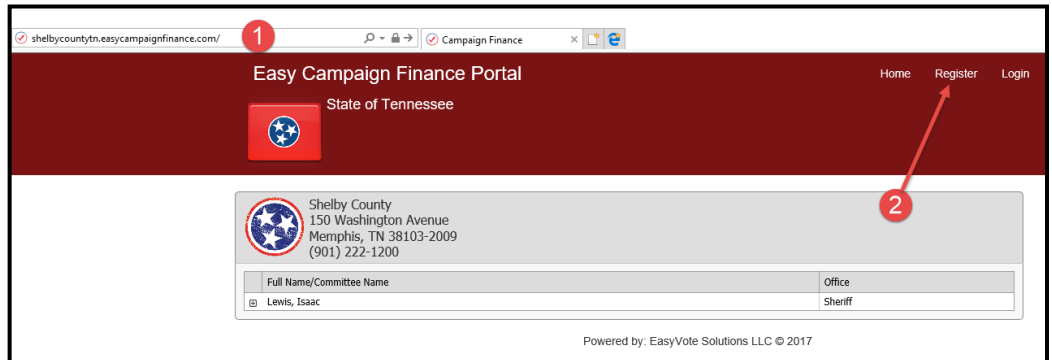
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HOW TO REGISTER FOR CANDIDATE/COMMITTEE PORTAL

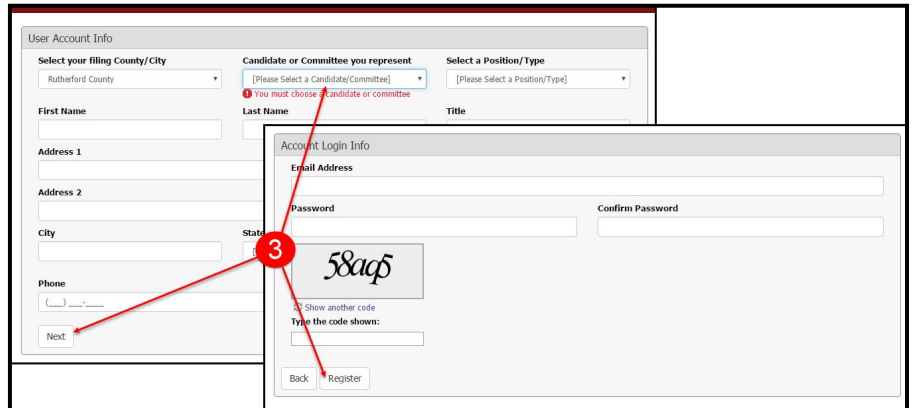
1. Go to the Davidson County TN Campaign Finance website (davidsoncountyttn.easycampaignfinance.com)
2. To create a new account, click on the **Register** button at the top right of page.

3. Complete the data fields in User Account Info screen, and then click the **Next** button. Complete the remaining fields in the final registration screen and then click the **Register** button to submit your registration.



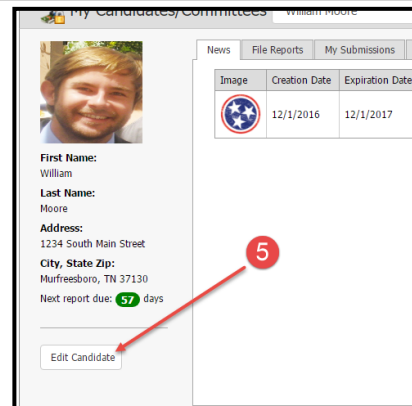
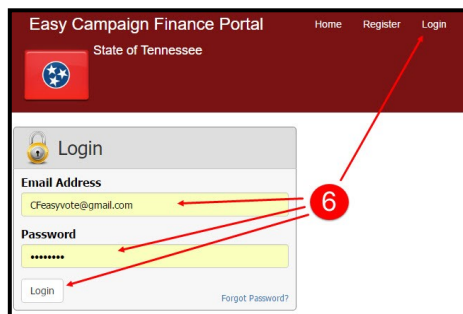
Note: When registering, you must select a candidate/committee from the dropdown box. If the candidate /committee you represent DOES NOT appear in the dropdown box—you MUST contact your Elections office and have them add the candidate/committee you are wanting to manage, before you can register for the system.

4. You will receive an email from the Elections Office, once they have approved your registration. **NOTE:** If you login before your registration is approved—none of the reports will be available for you to file. Once you have been approved all tabs will available for use.
5. Once you have logged into the system—please click on the Edit Candidate button on the bottom left and make sure all information is correct for the candidate/committee you are filing for.



CANDIDATE/COMMITTEE PORTAL

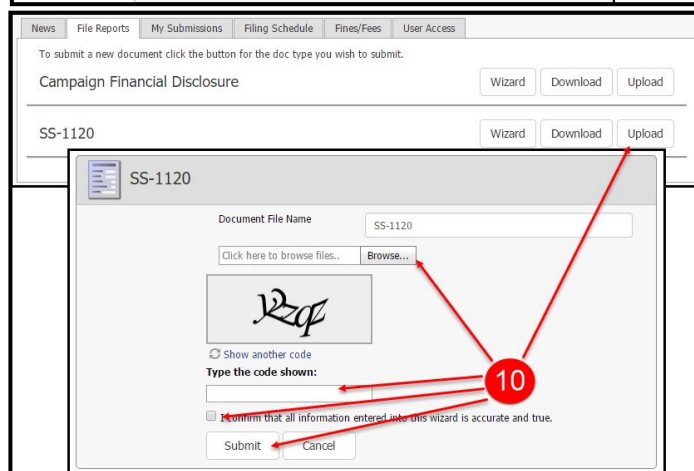
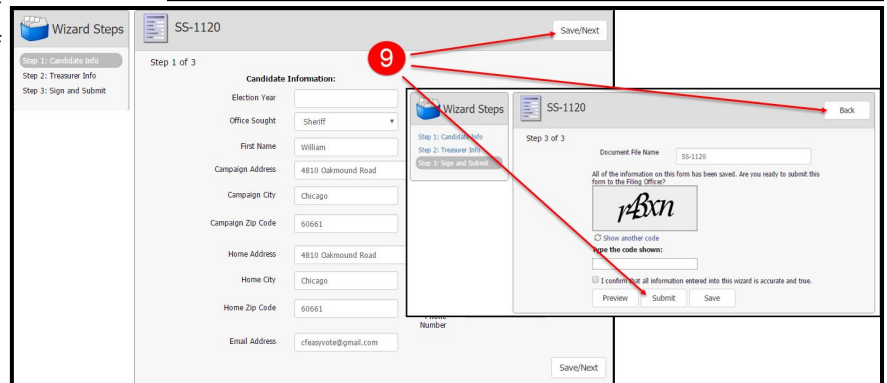
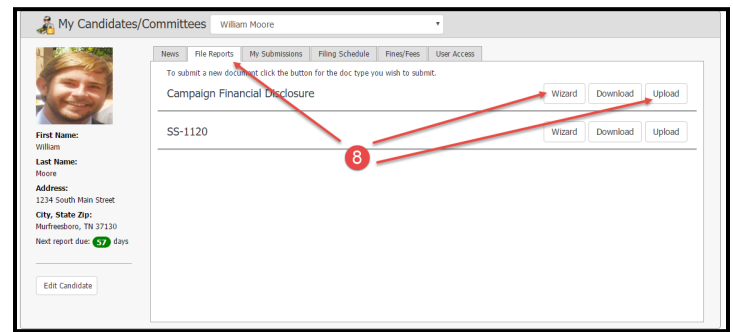
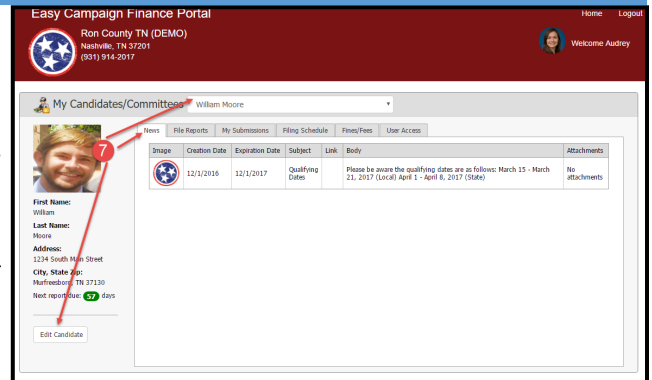
6. Click on the **Login** button to access your account. Then enter your Email Address and Password, after which you can update your information, file a document, view any incurred fines or fees, and designate account managers. **NOTE:** Documents under *File Reports* tab WILL NOT be visible until you have been approved as a user for the system.



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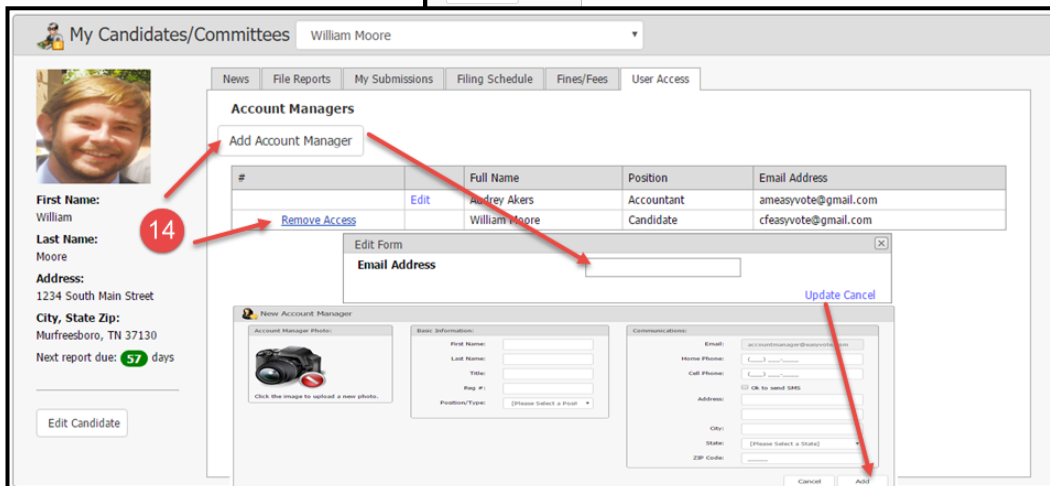
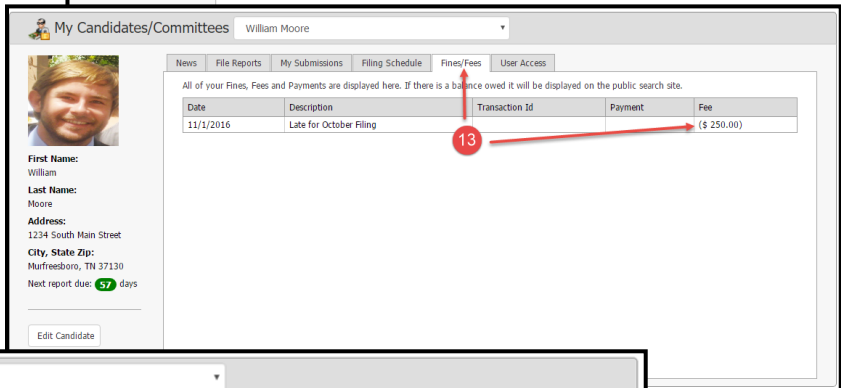
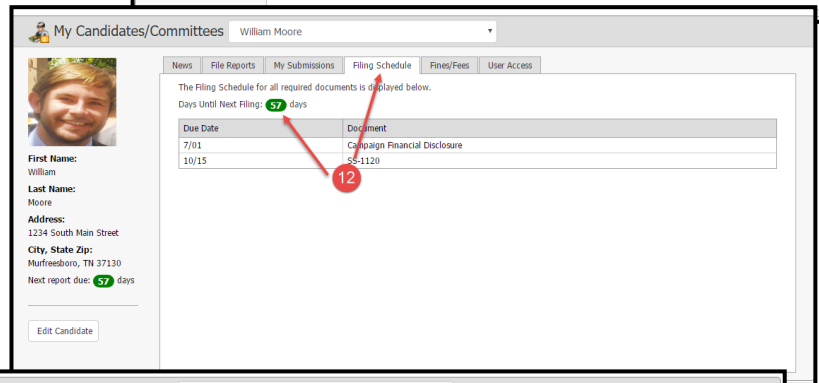
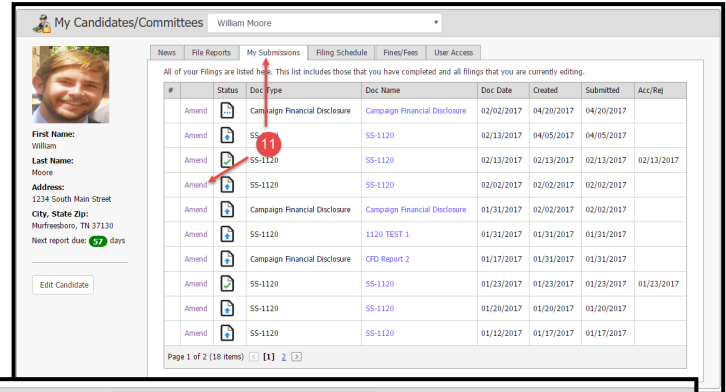
- After you log in to your account, the first tab you see will be the **News** tab which displays any pertinent information you need to be aware of. If you are an Account Manager for multiple accounts, select the appropriate **Candidate/Committee** from the dropdown box. You can also click on the **Edit Candidate** button to update a candidate/committee information.
- The **File Reports** tab allows you to submit documents by either completing the document using the **Wizard** or by **Uploading** the document (the documents **WILL NOT** be visible until you have been approved for access to the system).
- When completing a document via the **Wizard**, information about the candidate/committee will be pre-populated into the data fields (from candidate/committee information) to help save time. Complete each page of the **Wizard** and then click the **Save/Next** button to continue on to the next page. (**NOTE:** you **MUST** click **Save/Next** to save the data on the current screen.) To return to a previous page, click the **Back** button. The Sign and Submit page is the last page of a document, and it allows you to **Preview**, **Submit**, or **Save**. The **Save** button allows you to save all of your progress, but **DOES NOT** submit the document for approval. You can continue the document at any time by returning to the **File Reports** tab and then by clicking on the corresponding **Wizard** button for that form or by going to the **My Submissions** tab and clicking **Edit** beside the document you wish to continue working on.
- To **Upload** a document, click the **Upload** button beside the document name you are uploading. Click the **Browse** button to select a file from your computer and then complete the **security code** and click the check-box to accept the **Oath**. Click the **Submit** button when you are ready to upload your document.



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11. The **My Submissions** tab displays the history for all of the Candidate/Committee documents. Documents can be amended by clicking on the **Amend** button. If you start a document and Save it—**Edit** and **Delete** will be an option. Click **Edit** beside the document you want to work on.
12. The **Filing Schedule** tab displays any due dates pertaining to required documents.
13. The **Fines/Fees** tab displays the history of any assessed fines/fees and any corresponding Payments or Credits.
14. The **User Access** tab allows you to control Account Manager access to your account. Click on the **Add Account Manager** button to add an account manager. Enter the email address of the account manager you are adding. Then complete the data fields and click the **Add** button. Click on the **Remove Access** button next to an Account Manager's name to revoke access to an account. (**NOTE:** If the person already exist in the system—you will get a notice that says the email is already registered. You will need to contact your Election Office to get them to add the person as your Account Manager.)



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UPDATE INFORMATION/RESET PASSWORD

15. To **update** or **edit** your Account Manager information, click on your name in the top right corner where your **name** appears after the word “**Welcome**”. To **update** or **edit** the candidate/committee information, click on the **Edit Candidate** button at the bottom left side of the page.
16. To reset your password or if you have forgotten your password for access to the Campaign Finance website, click on the **Forgot Password?** button, on the login screen. In the next window, enter the **email address** associated with your account and click the **Reset** button. A password reset code will be sent by either a text message or email. Enter that code into the **Password Reset Code** field and then enter your new password. You will need to type the new password into two separate fields to help avoid any typing errors, then click the **Reset** button.

