

2022 candidate C-7/C-7E training

May 2022

What is a C-7?

- Candidates for elected office are required to disclose certain contributions received “between the 15th day of the month preceding an election in which the candidate participates and the day before the election” within 2 business days, 13-37-226(1)(c), Mont. Code Ann.
 - \$250.00 for statewide candidates, \$125.00 for all other candidates
- Form C-7, the Notice of Pre-Election Contributions, is the method candidates use to disclose these pre-election contributions

When does a C-7
need to be filed?

- Primary election: May 15 through June 6
- General election: October 15 through November 7

How do I file a C-7?

- There are four steps to filing a C-7:
 - Step 1: Log into the CERS system
 - Step 2: From the candidate report list, select the 'Add New C7' icon
 - Step 3: Enter relevant contribution/s
 - Step 4: Use the 'File' tab to Certify and File the C-7 report

8:52

LTE

SIGN IN

Formerly ePass Montana

Username

State Employees use your state network username, all others use email address

Remember me

Next

OR



Sign in with Facebook



Sign in with Google



Sign in with Microsoft



Employee Sign-In

Need help signing in?

okta.loginmt.com

Step 1- Log
into CERS,
using Okta

ic Reporting System (reportList) - Google Chrome
cers-ext.mt.gov/CampaignTracker/app/reportList

Sign Out coffee4comis...

Welcome ePass Home Version

Instructions

- ▶ To add a new report, click the button below that corresponds to the report you wish to file (e.g. Add New C5, Add New C7). If multiple candidate accounts exist, you must check the box next to the relevant candidate for the specific report.
- ▶ To update or amend a report, check the box next to the relevant report, and then click on the Update or Amend Report button below.
- ▶ To file a pending report, check the box next to the relevant report, and then click on the Update or Amend Report button to open the report. Once the report is open, click the File tab, check the box to confirm that the report is accurate, and click Certify and File to file the report.

Candidate Report List

Display 5 records Search:

	From	To	Report Title	Type	Status	Report
<input type="checkbox"/>	06/16/2021	07/15/2021	Candidate Campaign Finance Report	C5	Amended	Periodic
<input type="checkbox"/>	05/01/2021	06/15/2021	Candidate Campaign Finance Report	C5	Amended	Initial

Showing 1 to 2 of 2 entries

View Report Update or Amend Add New C7 Add New C7E Go Back Exit

Step 2- 'Add New C7'

Campaign Electronic Reporting System (financeReport) - Google Chrome

cers-ext.mt.gov/CampaignTracker/app/financeReport/newC7Report

SABHRS Administrative Rule... Filing Deadlines -... Campaign Electroni... DLAM Implement -... Political Practices Candidate Filing -... CareHere Patient P...

Campaign Electronic Reporting System

Sign Out coffee4com

Dashboard Welcome ePass Home

Candidate Campaign Finance Report » (C-7)

Candidate Information

Candidate Full Name: Coffee, J **Election Year:** 2021
Mailing Address: 1209 8th Ave. Helena, MT 59601 **Office Sought:** Mayor

Reporting Period: *From 08/15/2021 *To 08/16/2021 **Status:** New

Contributions File Help

Individuals Committee Fundraiser Refunds, Etc Loan Self Help

Entity	Election Type	Occupation	Employer	Date	Cash/Check Amount	In-Kind Value	In-Kind Description	Total to Date
+ Add Edit Delete								

Page 1 of 0 5

No records to view

Save Exit Upload - Please Select - Download

Step 3- Enter Contribution/s

Sign Electronic Reporting System (financeReport) - Google Chrome

cers-ext.mt.gov/CampaignTracker/app/financeReport/newC7Report

SABHRS Administrative Rule... Filing Deadlines -... Campaign Electroni... DLAM Implement -... Political Practices Candidate Filing -... CareHere Patient P...

Sign Out coffee4comis...

Dashboard Welcome ePass Home Versi

Candidate Campaign Finance Report » (C-7)

Candidate Information

Candidate Full Name: Coffee, J **Election Year:** 2021
Mailing Address: 1209 8th Ave. Helena, MT 59601 **Office Sought:** Mayor

Reporting Period: *From 08/15/2021 *To 08/16/2021 **Status:** Pending

Contributions **File** Help

Certify and File Help

Check this box to display the name and address of contributors who have contributed less than \$35.

Certification

I certify the foregoing report of campaign finances is true, complete and correct to the best of my knowledge, in accordance with Montana Code Annotated Title 13, Chapter 37.

[Certify and File](#) [View Report](#)

Step 4-
Certify and
File

Tips for filing a C-7!

- The date range on a C-7 should be limited to include only 2 business days
 - Create and file a new C-7 for each 48-hour period as needed

Tips for filing a C-7!

- A C-7 can include contributions received from more than one source
 - All contributions received within a 48-hour period can be included on one C-7

Tips for filing a C-7

- Remember to include all required contributor information!
 - A contributor's name, address, occupation, and employer must be included on the C-7
 - Describe the specific goods or services contributed in-kind

What is the difference between a C-7 and a C-5?

- Form C-7 is the Notice of Pre-Election Contributions
 - Only allows for reporting of contributions received
 - Cover only short, 48-hour periods
- Form C-5 is the candidate campaign finance report
 - Allows for reporting of both contributions received ***and*** expenditures made
 - Covers entire reporting period
 - Once filed, C-7's Incorporate into the C-5; no need to report qualifying contributions on both!

REVIEW

- Questions from participants



What is a C-7E?

- Candidates for elected office are required to disclose certain expenditures made “between the 15th day of the month preceding an election in which the candidate participates and the day before the election” within 2 business days, 13-37-226(1)(d), Mont. Code Ann.
 - \$250.00 for statewide candidates, \$125.00 for all other candidates
- Form C-7E, the Notice of Pre-Election Expenditures, is the method candidates use to disclose these pre-election expenditures

When does a C-7E
need to be filed?

- Primary election: May 15 through June 6
- General election: October 15 through November 7

How do I file a C-7E?

- There are four steps to filing a C-7E:
 - Step 1: Log into the CERS system
 - Step 2: From the candidate report list, select the 'Add New C7E' icon
 - Step 3: Enter relevant expenditure/s
 - Step 4: Use the 'File' tab to Certify and File the C-7E report

Step 2- 'Add New C7E'

The screenshot shows the Montana Electronic Reporting System interface. At the top, the browser address bar displays "cers-ext.mt.gov/CampaignTracker/app/financeReport/cancel". The page header includes "Welcome" and "Sign Out" options. Below the header, there is a form with "Mailing Address: 1209 8th Ave. Helena, MT 59601" and "Office Sought: Mayor".

The "Instructions" section contains the following text:

- ▶ To add a new report, click the button below that corresponds to the report you wish to file (e.g. Add New C5, Add New C7). If multiple candidate accounts exist, you must check the box next to the relevant candidate for the specific report.
- ▶ To update or amend a report, check the box next to the relevant report, and then click on the Update or Amend Report button below.
- ▶ To file a pending report, check the box next to the relevant report, and then click on the Update or Amend Report button to open the report. Once the report is open, click the File tab, check the box to confirm that the report is accurate, and click Certify and File to file the report.

The "Candidate Report List" section shows a table with 2 entries:

	From	To	Report Title	Type	Status	Report
<input type="checkbox"/>	06/16/2021	07/15/2021	Candidate Campaign Finance Repor	C5	Amended	Periodic
<input type="checkbox"/>	05/01/2021	06/15/2021	Candidate Campaign Finance Repor	C5	Amended	Initial

Below the table, it says "Showing 1 to 2 of 2 entries".

At the bottom of the page, there is a navigation bar with buttons: "View Report", "Update or Amend Report", "Add New", "Add New C7E", "Go Back", and "Exit". A blue arrow points to the "Add New C7E" button, and a yellow arrow points to the "Add New C7E" button from above.

Step 3- Enter Expenditure/s

The screenshot shows the 'Campaign Electronic Reporting System' interface. The browser address bar displays 'cers-ext.mt.gov/CampaignTracker/app/financeReport/newCandidateC7eReport'. The page title is 'Campaign Electronic Reporting System'. The user is logged in as 'coffee4comis...'. The main content area is titled 'Candidate Information' and displays the following details:

- Candidate Full Name: Coffee, J
- Election Year: 2021
- Mailing Address: 1209 8th Ave, Helena, MT 59601
- Office Sought: Mayor

The 'Reporting Period' is set from 08/15/2021 to 08/16/2021, and the 'Status' is 'New'. Below this, there are tabs for 'Expenditures', 'Attachments', 'File', and 'Help'. The 'Expenditures' tab is active, showing a table with the following columns: Entity, Election Type, Description of Expense, Electionee ring, Ref und, Platform, Quantity, Subject Matter, Attachme nt, Date, and Amount. The table is currently empty, with a message 'No records to view' and a pagination control showing 'Page 1 of 0'. At the bottom of the page, there are buttons for 'Save', 'Exit', 'Upload', and 'Download', along with a dropdown menu for '- Please Select -'. The footer contains links for 'Online Services', 'Commissioner of Political Practices', 'Privacy & Security', 'Accessibility', 'Contact Us', and the 'mt.gov' logo.

Step 4- Certify and File

The screenshot shows the Campaign Electronic Reporting System (CERS) interface. The browser address bar displays the URL: `cers-ext.mt.gov/CampaignTracker/app/financeReport/newCandidateC7eReport`. The page title is "Candidate Campaign Finance Report » (C-7E)".

The interface includes a navigation menu on the left with the following items: Dashboard, Candidate, Committee, and State of Montana. The main content area is titled "Candidate Campaign Finance Report" and contains the following information:

- Candidate Information:**
 - Candidate Full Name: Coffee, J
 - Election Year: 2021
 - Mailing Address: 1209 8th Ave. Helena, MT 59601
 - Office Sought: Mayor
- Reporting Period:** *From 08/15/2021 *To 08/16/2021 Status: Pending
- Navigation:** Expenditures, Attachments, File, Help, Prev, Next
- Certify and File Section:**
 - Certification:** I certify the foregoing report of campaign finances is true, complete and correct to the best of my knowledge, in accordance with Montana Code Annotated Title 13, Chapter 37.
 - Buttons: Certify and File, View Report
- Footer:** Save, Exit, Upload, - Please Select -, Download, Prev, Next

Tips for filing a C-7E!

- The date range on a C-7E should be limited to include only 2 business days
 - Create and file a new C-7E for each 48-hour period as needed

Tips for filing a C-7E!

- A C-7E can include more than one expenditure made!
 - All expenditures made within a 48-hour period can be included on one C-7E

Tips for filing a C-7E!

- Remember to describe expenditures with all required detail on a C-7E!
 - Expenditures “made to a consultant, advertising agency, polling firm, or other person that performs services for or on behalf of a candidate” must be “itemized and described in sufficient detail to disclose the specific services performed”, 13-37-229(2)(b), Mont. Code Ann.

What is the difference between a C-7E and a C-5?

- Form C-7E is the Notice of Pre-Election Expenditures
 - Only allows for reporting of expenditures made
 - Cover only short, 48-hour periods
- Form C-5 is the candidate campaign finance report
 - Allows for reporting of both contributions received and expenditures made
 - Covers entire reporting period
 - Once filed, C-7E's Incorporate into the C-5; no need to report an activity on both!

REVIEW

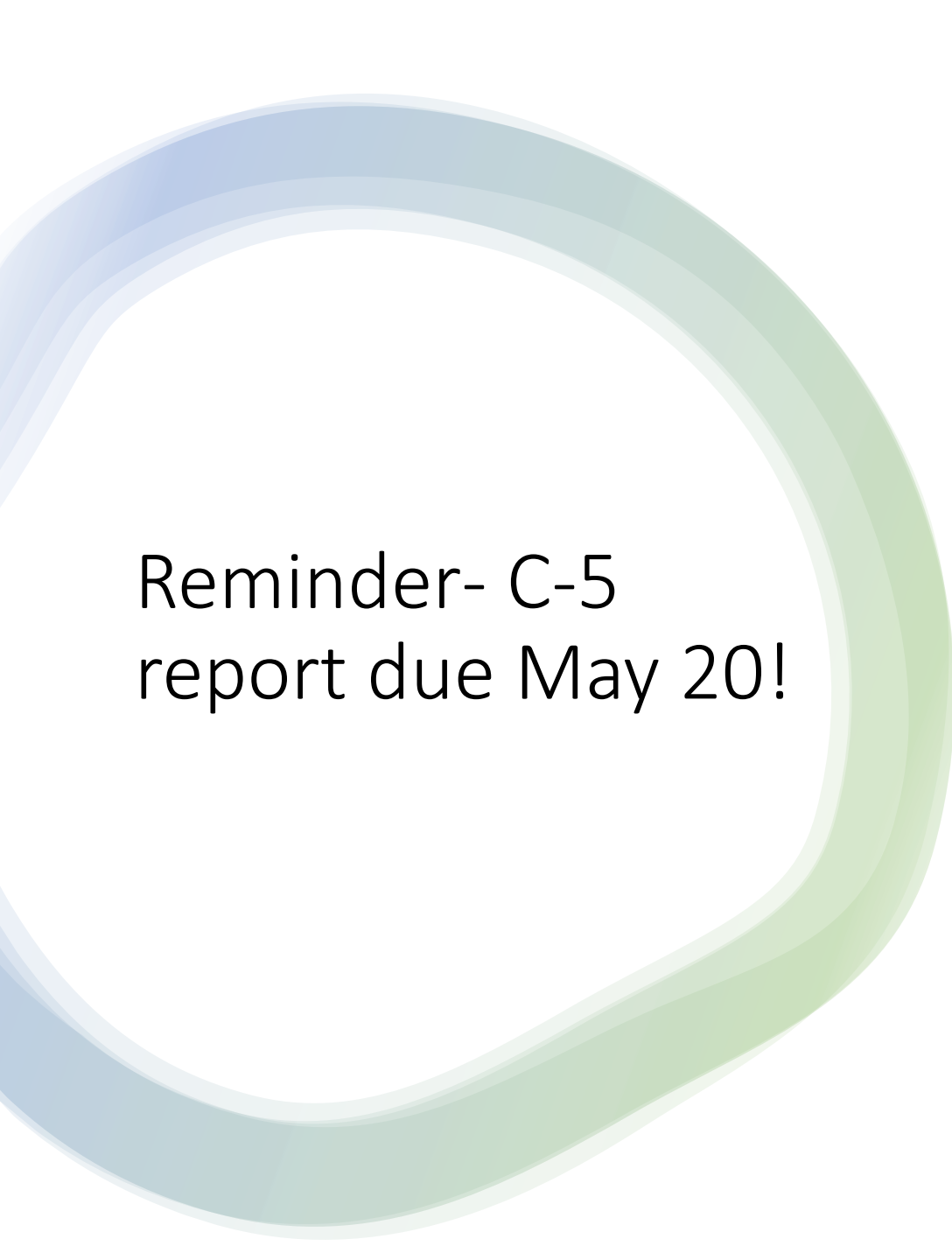
- Questions from participants





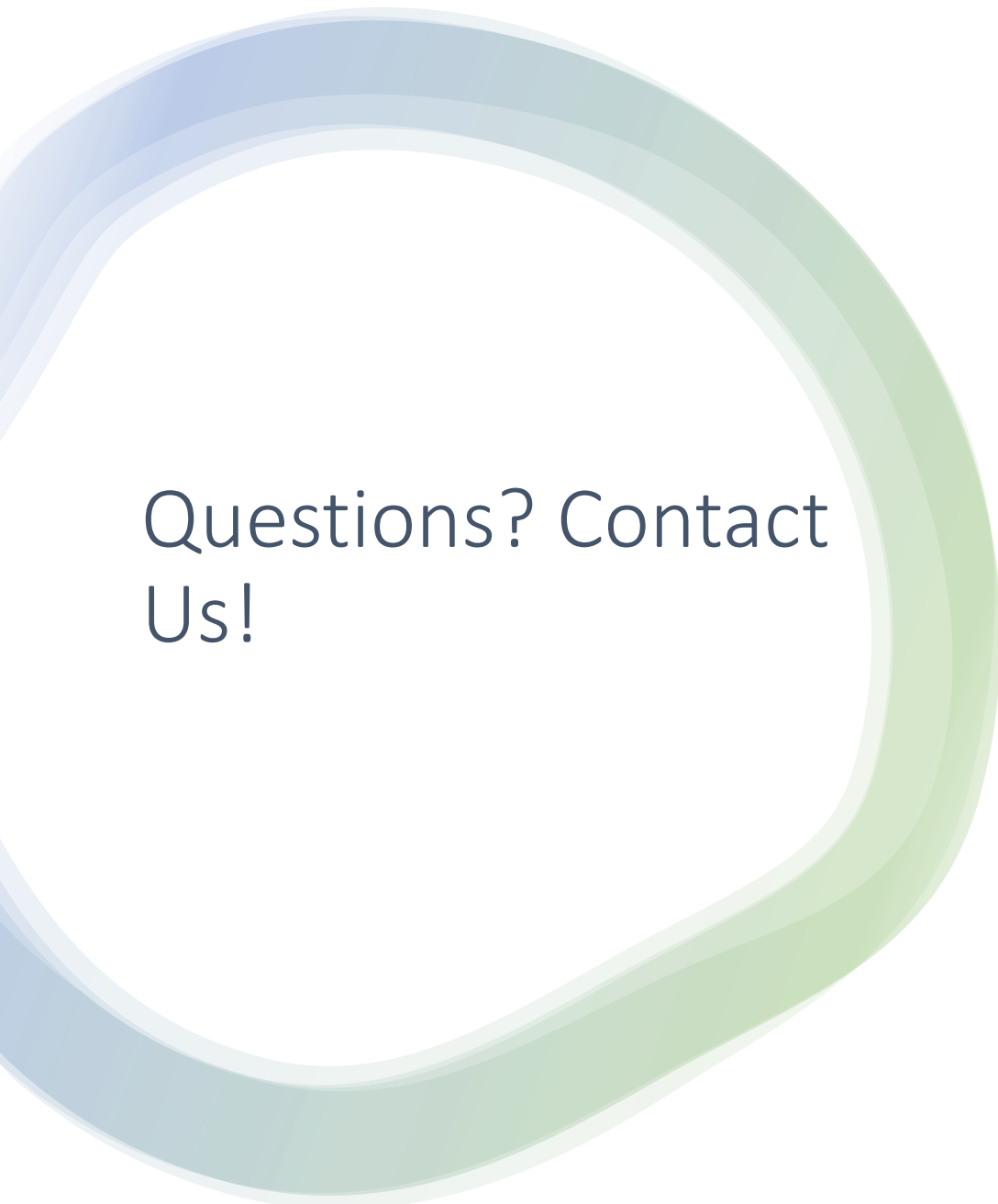
Review

- May 15: C-7 and C-7E period begins for the primary election
 - File form C-7 within 2 business days if a contribution of \$250.00 or more (statewide candidates)/\$125.00 or more (all other candidates) is received from a single source
 - File form C-7E within 2 business days if an expenditure of \$250.00 or more (statewide candidates)/\$125.00 or more (all other candidates) is made
 - Period lasts through June 6, 2022 (the day before Montana's 2022 primary election day)



Reminder- C-5
report due May 20!

- May 20: Periodic C-5 report due
 - Report should include all campaign activity from April 16 through May 14
 - *Please do not wait until the 20th to file this required C-5 campaign finance report!* Candidates can file anytime from the 15th thru the 20th



Questions? Contact
Us!

- <https://politicalpractices.mt.gov/>
- Email: cpphelp@mt.gov and cppcompliance@mt.gov
- Phone: (406) 444-2942
- Facebook/Twitter: @MontanaCOPP