

2022 committee C- 7/C-7E training

May 2022

What is a C-7?

- Beginning with the 25th day of the month before an election, political committees are required to disclose contributions of \$500.00 or more received from a single source within 2 business days, 13-37-226(2)(c), Mont. Code Ann.
- Form C-7, the Notice of Pre-Election Contributions, is the method committees use to disclose these pre-election contributions

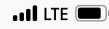
When does a C-7
need to be filed?

- Primary election: May 25 June 6
- General election: October 25
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



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- Login
to CERS,
using Okta

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ew report, click the button below that corresponds to the report you wish to file (e.g. Add New C6, Add New C7). If multiple committee accounts exist next to the relevant committee for the specific report.

or amend a report, check the box next to the relevant report, and then click on the Update or Amend Report button below.

ending 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 checked, check the box to confirm that the report is accurate, and click Certify and File to file the report.

Report List

records Search:

From	To	Report Title	Type	Status	Report
01/2022	03/25/2022	Political Committee Finance Report	C6	Amended	Periodic
07/2021	12/31/2021	Political Committee Finance Report	C6	Filed	Initial

2 of 2 entries

Report Update or Amend Report Add New C6 Add New C7 Go Back Exit

Step 2- Add
New C-7

Committee Campaign Finance Report » (C-7)

Committee Information

Committee Full Name: Montanans Against Initiative 123 (Test) Election Year: 2022

Mailing Address: 1209 8th Ave. Helena, MT 59601 Committee Type: Ballot Issue

Reporting Period: *From From [calendar icon] *To To [calendar icon] Status:

Contributions File Help

Individuals Committee Fundraiser Refunds, Etc Loan Help

Entity	Election Type	Occupation	Employer	Date	Cash/Check Amount	In-Kind Value	In-Kind Description
+ Add Edit Delete << < Page 1 of 0 > >> 5							

Save Exit - Please Select - Download Template Data

Step 3- Enter Contribution/s

Committee Campaign Finance Report » (C-7)

Committee Information

Committee Full Name: Montanans Against Initiative 123 (Test)

Election Year: 2022

Mailing Address: 1209 8th Ave, Helena, MT 59601

Committee Type: Ballot Issue

Reporting Period:

*From

From



*To

To



Status: New

Contributions

File

Help

Individuals

Committee

Fundraiser

Refunds, Etc

Loan

Help

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



Page

1

of 0



5



No

Save

Exit

- Please Select -

Download

Template Data Load

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-4/C-6?

- 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-4 (incidental committees)/C-6 (all other committees) is the committee 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-4/C-6; no need to report on both!

REVIEW

- Questions from participants



What is a C-7E?

- Beginning with the 25th day of the month before an election, political committees are required to disclose expenditures of \$500.00 or more within 2 business days, 13-37-226(2)(d), Mont. Code Ann.
- Form C-7E, the Notice of Pre-Election Expenditures, is the method committees use to disclose these pre-election expenditures

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

- Primary election: May 25 through June 6
- General election: October 25 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

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ew report, click the button below that corresponds to the report you wish to file (e.g. Add New C6, Add New C7). If multiple committee accounts exist next to the relevant committee for the specific report.

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Report List

records Search:

From	To	Report Title	Type	Status	Report
01/2022	03/25/2022	Political Committee Finance Report	C6	Amended	Periodic
07/2021	12/31/2021	Political Committee Finance Report	C6	Filed	Initial

2 of 2 entries

Report Update or Amend Report Add New C6 Add New C7 Add New C7E Exit

Step 2- Add
New C-7E

Campaign Finance Report » (C-7E)

Committee Name: Montanans Against Initiative 123 (Test) Election Year: 2022
Address: 209 8th Ave. Helena, MT 59601 Committee Type: Ballot Issue

Period: *From [From] *To [To] Status: New

Attachments File Help < Prev > Next

Independent Expenditures Help

	Election Type	Description of Expense	Refund	Platform	Quantity	Specific Services	Attachment	Corp Funds	Date	Amount
No records to view										

Page 1 of 0 | 5 | No records to view

Save Exit - Please Select - Download Template Data Load < Prev > Next

Step 3- Enter Expenditure/s

Committee Campaign Finance Report » (C-7E)

Committee Information

Committee Full Name: Montanans Against Initiative 123 (Test)

Election Year: 2022

Address: 1209 8th Ave. Helena, MT 59601

Committee Type: Ballot Issue

Reporting Period:

*From

From



*To

To



Status: New

Buttons

Attachments

File

Help

← Previous

Save and File

Help

Certification

- I certify the foregoing report of committee finances is true, complete and correct to the best of my knowledge, in accordance with Montana Code Annotated Title 13, Chapter 37.
- Check this box to skip the validation of contribution limits.

Certify and File

View Report

Step 4-
Certify and
File

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-4/C-6?

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- Form C-4 (incidentals)/C-6 (all other committees) is the committee finance report
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REVIEW

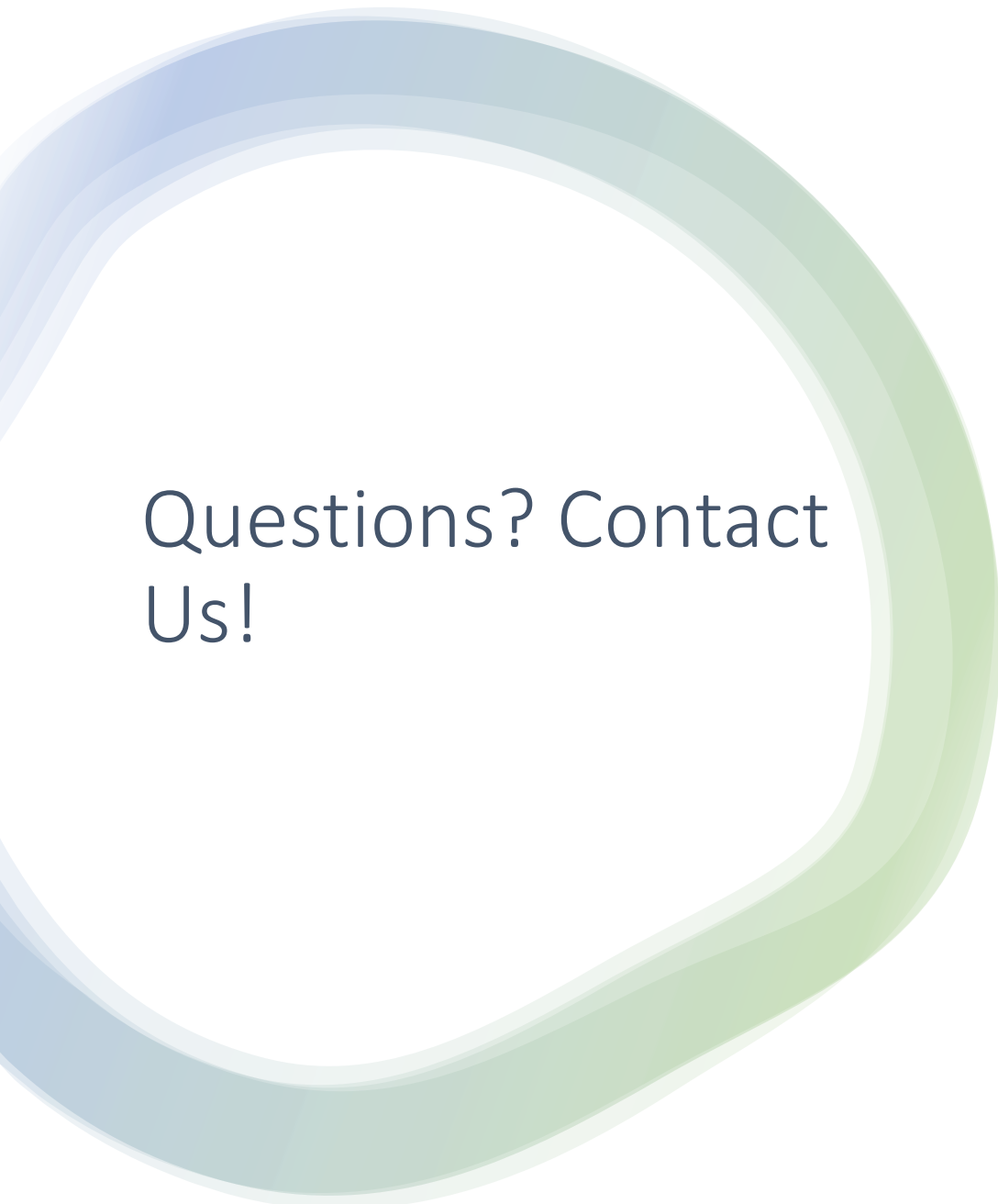
- Questions from participants





Review

- May 25: C-7 and C-7E period begins for the primary election
 - File form C-7 within 2 business days if a contribution of \$500.00 is received from a single source
 - File form C-7E within 2 business days if an expenditure of \$500.00 or more is made
 - Period lasts through June 6, 2022 (the day before Montana's 2022 primary election day)



Questions? Contact
Us!

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