A dark blue ink splatter graphic on a white background, with the text centered within the splatter.

Municipal (city)  
candidate C-7/C-7E  
training

October 2021

# What is a C-7?

- Candidates for municipal elected office are required to disclose contributions of \$125 or more received “between the 15<sup>th</sup> 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.
- Form C-7, the “Notice of Pre-Election Contributions”, is the method candidates use to disclose these contributions

Political Committees are required to file a C-7 for contributions of \$500 or more received between the 25th of the month preceding an election and election day, 13-37-226(2)(c), Mont. Code Ann.

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

- Form C-7 needs to be filed within 2 business days of receiving a contribution of \$125 or more from a single source between the 15<sup>th</sup> day of the month preceding an election in which a candidate participates and the day before the election
  - For ***all*** 2021 municipal (city) candidates, October 15-November 1

# How do I file a C-7?

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

# Step 1- 'Add New C7'

The screenshot shows the Campaign Electronic Reporting System interface. The browser address bar displays `cers-ext.mt.gov/CampaignTracker/app/reportList`. The page title is "Campaign Electronic Reporting System". The user is logged in as "coffee4comis...".

The main content area is titled "Candidate Report List". It includes a search bar and a table with the following data:

	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

Below the table, it says "Showing 1 to 2 of 2 entries". At the bottom of the page, there are several buttons: "View Report", "Update or Amend Report", "Add New C7", "Add New C7E", "Go Back", and "Exit". A blue arrow points to the "Add New C7" button, and an orange arrow points to the first row of the table.

# Step 2- Enter Contribution/s

Campaign Electronic Reporting System (financeReport) - Google Chrome

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

Campaign Electronic Reporting System

Sign Out coffee4comis...

Dashboard Welcome ePass Home Version

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- Certify and File

Campaign Electronic Reporting System (financeReport) - Google Chrome

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

Campaign Electronic Reporting System Sign Out coffee4comis...

Dashboard Welcome ePass Home Version

### Candidate Campaign Finance Report »(C-7)

**Candidate Information**

Election Year: 2021  
Office Sought: Mayor

Report 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



## 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





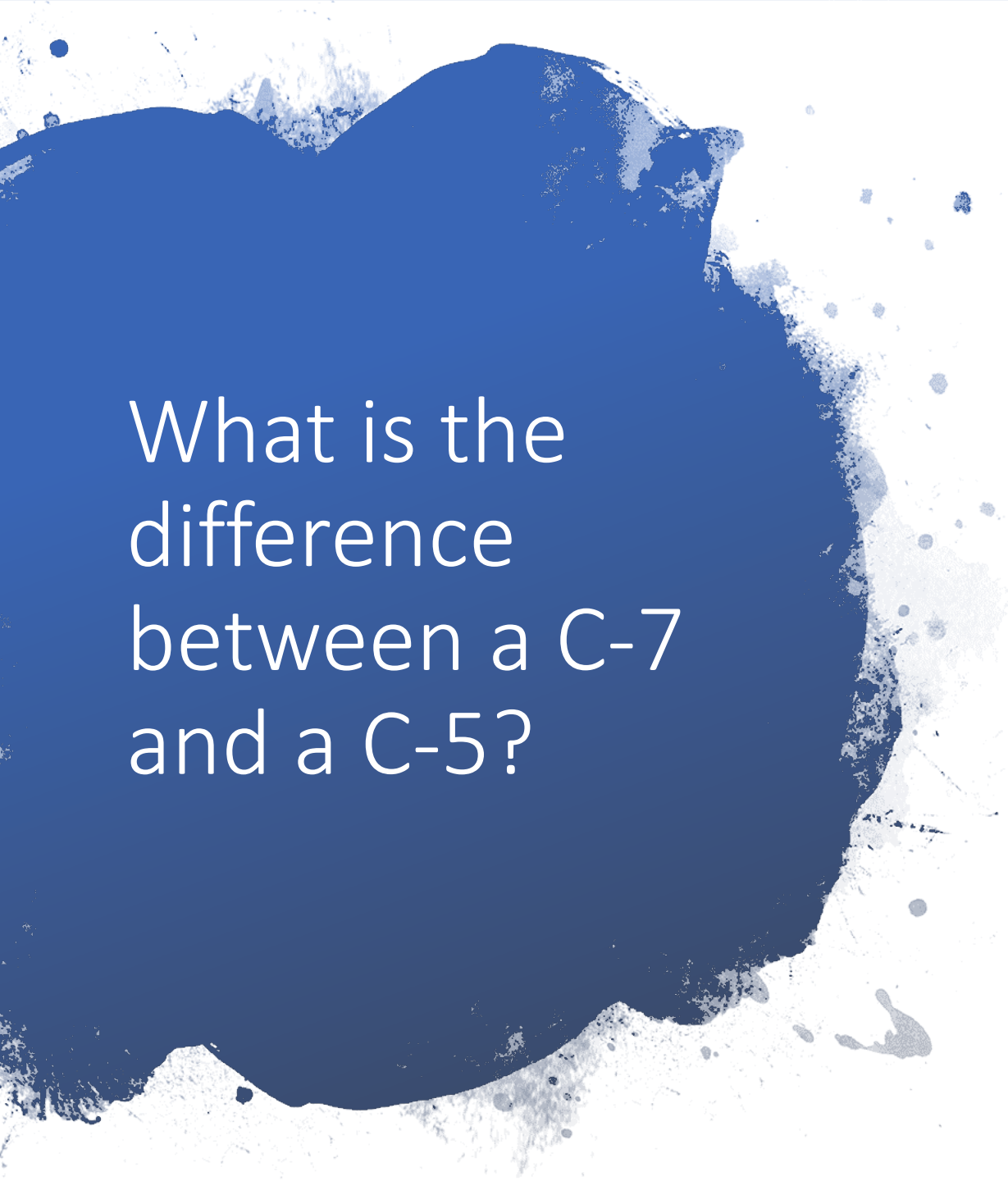
# Tips for filing a C-7!

- A C-7 can include contributions received from more than one source
  - All contributions received of \$125 or more 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

# REVIEW

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- Questions from participants



# What is a C-7E?

- Candidates for elected office are required to disclose expenditures of \$125 or more made “between the 15<sup>th</sup> 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.
- Form C-7E, the “Notice of Pre-Election Expenditures”, is the method candidates use to disclose these expenditures

Political Committees are required to file a C-7E for expenditures of \$500 or more made between the 25th of the month preceding an election and election day, 13-37-226(2)(d), Mont. Code Ann.

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

- Form C-7E needs to be filed within 2 business days of making an expenditure of \$125 or more between the 15<sup>th</sup> day of the month preceding an election in which a candidate participates and the day of the election
  - For ***all*** 2021 municipal (city) candidates, October 15-November 1

# How do I file a C-7E?

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

# Step 1- 'Add New C7E'

The screenshot shows the Campaign Electronic Reporting System (CERS) interface. The browser address bar displays `cers-ext.mt.gov/CampaignTracker/app/financeReport/cancel`. The page title is "Campaign Electronic Reporting System". The user is logged in as "coffee4comis...".

The interface includes a navigation menu on the left with options: Dashboard, Candidate, Committee, and State of Montana. The main content area shows a "Welcome" message and a "Mailing Address" field with the value "1209 8th Ave. Helena, MT 59601". The "Office Sought" is set to "Mayor".

Below the address field, there are instructions for adding, updating, or filing reports. The "Candidate Report List" section shows a table with 2 entries. The "Add New C7E" button is highlighted with a blue arrow.

	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

Buttons: View Report, Update or Amend Report, Add New C7E, Go Back, Exit



# Step 2- Enter Expenditure/s

Campaign Electronic Reporting System (financeReport) - Google Chrome

cers-ext.mt.gov/CampaignTracker/app/financeReport/newCandidateC7eReport

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

Campaign Electronic Reporting System Sign Out coffee4comis...

Dashboard Welcome ePass Home Version

Candidate 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

Expenditures Attachments File Help

Expenditures Help

Entity	Election Type	Description of Expense	Electionee	Ref und	Platform	Quantity	Subject Matter	Attachme nt	Date	Amount
No records to view										

Add Edit Delete

Page 1 of 0 5

Save Exit Upload -Please Select - Download

Online Services Commissioner of Political Practices Privacy & Security Accessibility Contact Us mt.gov

# Step 3- Certify and File

The screenshot displays the 'Candidate Campaign Finance Report' (C-7E) form in the Campaign Electronic Reporting System. The interface includes a navigation menu on the left with options for Dashboard, Candidate, Committee, and State of Montana. The main content area shows the 'Candidate Information' section with fields for Candidate Full Name, Mailing Address, Election Year (2021), and Office Sought (Mayor). Below this, the Reporting Period is set from 08/15/2021 to 08/16/2021, with a Status of Pending. The 'File' button is highlighted with an orange arrow, and the 'Certify and File' button is highlighted with a blue arrow. A red arrow points to the 'Candidate Full Name' field. The 'Certification' section contains a checkbox for certifying the report's accuracy and a 'Certify and File' button.



## 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



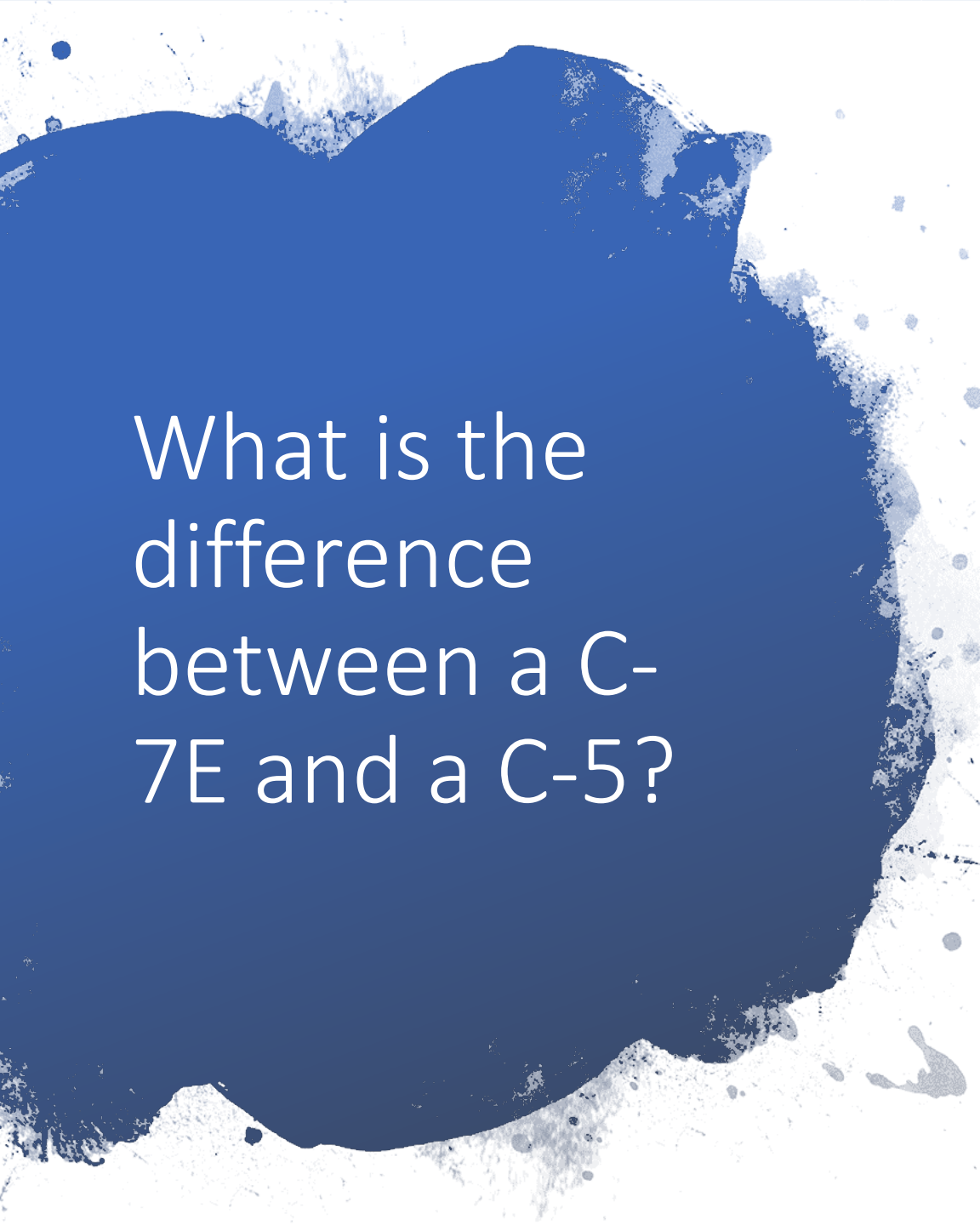
# Tips for filing a C-7E!

- A C-7E can include more than one expenditure made!
  - All expenditures made of \$125 or more 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

# REVIEW

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- Questions from participants



# 2021 municipal (city) general election

- October 15: general election C-7 and C-7E period begins
  - File form C-7 within 2 business days if a contribution of \$125 or more is received from a single source is received between October 15 and November 1
  - File form C-7E within 2 business days if an expenditure of \$125 or more is made between October 15 and November 1
  - Applicable to all candidates!





Questions?  
Contact Us!

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