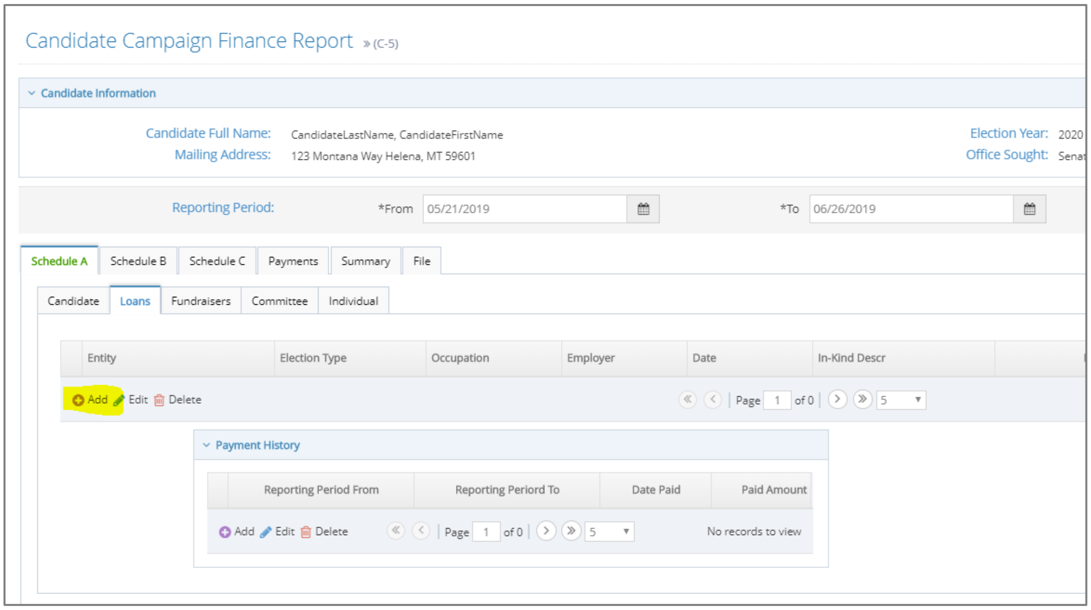
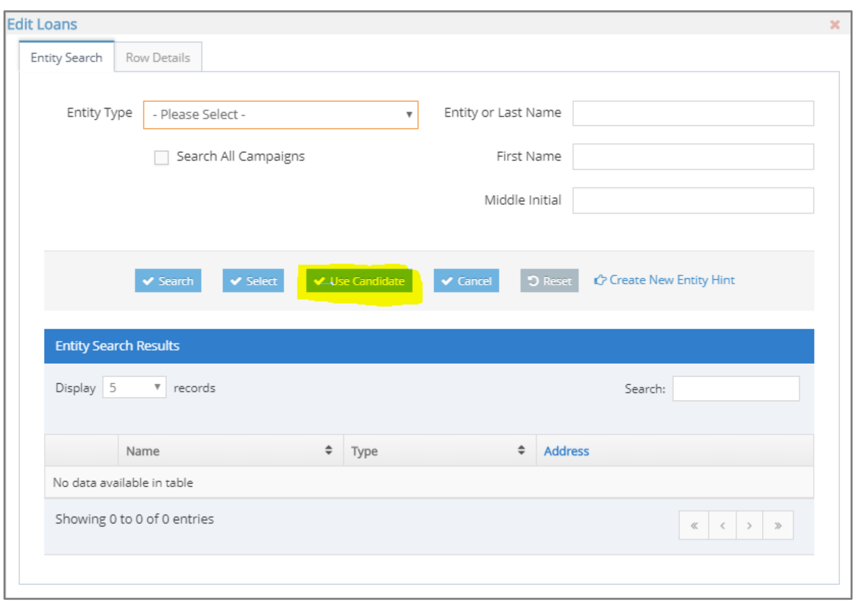
How to Report a Self-Loan to Your Candidate Campaign Account

A personal loan to your campaign or the purchase of any items or use of personal campaign related items are reported under **Section A** in the subtab of **Loan.**

1) To add in a candidate loan, click the purple **Add** option.



2) For every loan a candidate makes to themselves, they will select the blue **Use Candidate** button automatically input their information.



3) On the next screen, report the following details: 1) Election type, 2) Your occupation, 3) Your employer, and 4) the date the transaction was completed.
   - *If you are entering a monetary loan* that you are making to your campaign, add in details about the cash/check amount.
   - *If you purchased campaign items using your personal funds and seek reimbursement from your campaign account*, you will report this as an **In-Kind Contribution** because you are contributing the items and not money to your account. Add in details about: 1) the date the in-kind contribution was given to your campaign, 2) an in-kind description value (Including: a. where the payment was made, b. what was purchased, and c. quantity of purchased items), and 3) the in-kind amount or value of the item.
   - **Note:** If you are entering a loan for a paid campaign communication, you must report the 1) platform, 2) quantities, and 3) subject matter of the ad. See this [Paid Communication Guide] for more details.

   Then, click **Submit.**

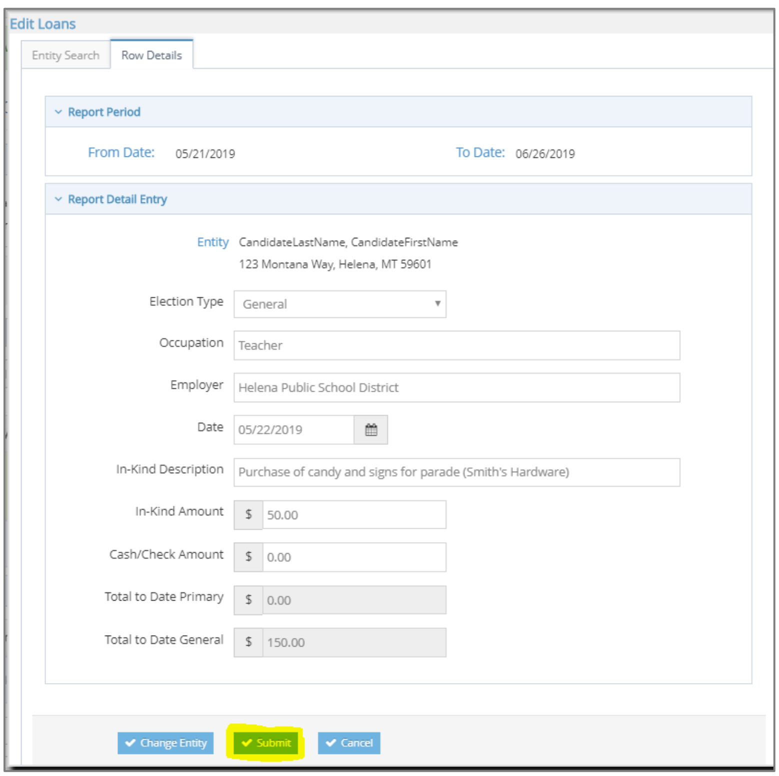
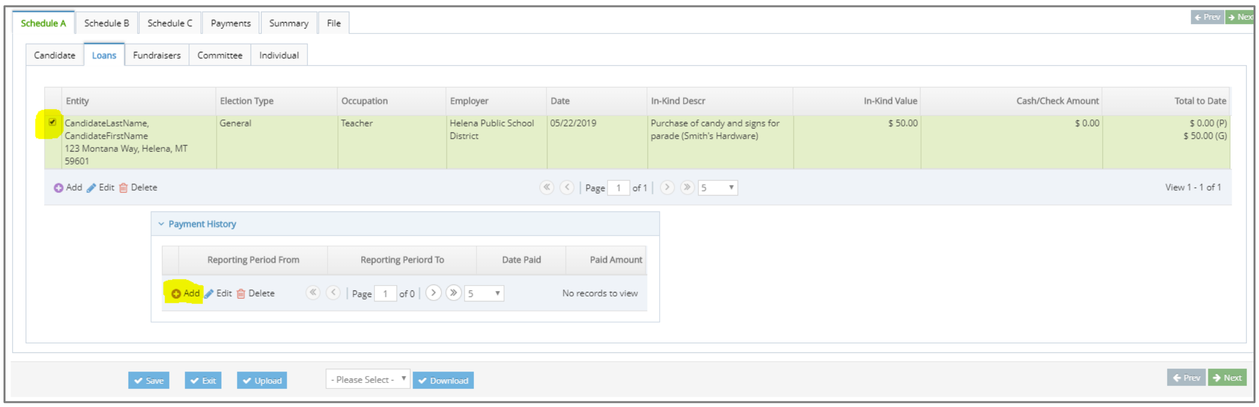


Figure: Example of an in-kind candidate loan

4) When you are redirected to the Campaign Finance Report page, you will see the newly entered loan. Make sure to click **Save**. You will be unable to make a payment on the loan until the loan is saved in the CERS system.

5) To make a payment on a candidate loan, again go to **Schedule A** and to the **Loans** subtab. All loans already entered for the report period will be listed. First, **Check** the box next to the loan you are entering a payment for, and then click the purple **Add** button under the **Payment History** section.

You also have the option to **Edit** previous loan payment information from this screen. If you have a loan that needs be edited from *another* report, you will need to go back to that specific report.



6) On the next screen, enter in the loan payment information of 1) Date and 2) Paid amount. You are able to enter partial payments. Then, click submit.

7) As always, make sure to **Save** all activity.