

Montana Commissioner of Political Practices Candidate Loan to Self - GUIDANCE

(Note – In CERS, always SAVE before you EXIT – Your report will be updated. Do not FILE until after the last day of the reporting period, preferable prior to the due date. Your report is not public until filed)

Candidates, when reporting a loan to your own campaign (to yourself), report under the ‘Contributions’ tab, ‘Loan’ subtab:

- Utilize the ‘Add Candidate Loan’ button. Clicking this button will autofill with the candidate info and not give you the ‘over campaign finance limit’ warning message when saved.
- Complete the remaining fields, submit, and save!

Edit Loans ✕

TIP: Use the **Entity Search** tab to quickly add in and auto-populate details for entities that have already been entered in the CERS system (e.g. for individuals, businesses, and committee entries).

Row Details Entity Search

Use this button to add a loan from self!

Report Period

From Date: 03/05/2020 To Date: 03/15/2020

Report Detail Entry

Add Candidate Loan - OR -

Election Type:

Date of Loan:

Last Name:

First/Middle Initial:

Address:

City/State/Zip:

Employer:

Occupation: