

Instructions for new E-Filing System

1. After requesting an Access ID from our office via email or phone call
2. Go to commissioners home page at www.politicalpractices.mt.gov and click on the New: candidate/Committee E-filing under Featured Online Services
3. You will be on the Campaign Online Reporting System Dashboard page
4. Go to the bottom of the page and click on Access My Account: this will bring you to the E-pass home page
5. Click on the login button
6. If you are an existing user for E-pass put in your username and password and click the login button. If you are not an E-pass existing user you will need to click on the Create an Account and create a username and password.
7. You will go back to the Welcome to the Campaign Online Reporting System home page with the message You are now logged in
8. Click on the Access ID tab
9. Enter the Access ID number sent to your email and click Update Registration button
10. Go completely through the registration (Statement of Candidate) and make sure all information is correct.
11. At the bottom check the box next to the I hereby verify that the foregoing statements are true and correct then click the Amend Filing button
12. Now you will see your name under the Candidate List
13. Check the box in front of your name and click on the Finance Reports button.
14. One in the campaign you can View, Update or Amend, Add a New C-5, Add a New C-7, Go Back or Exit
15. If you are entering a new C-5 click on that button.
16. Now you will see all the C-5 Schedules click on the tab that indicates what you are trying to do then click the +Add symbol
17. This will bring you to a search screen

18. Check the box next to Search All Campaigns and enter the Last name or Entity you are searching for (the search all campaigns check box tells the system to check our data base for the entity) now click the Search button
19. If the entity is listed below then check the box next to the name and click on the Select button next to the Search button above.
20. If the name is not found then go to the New Entity tab and enter the Entities information then click submit.
21. This will bring you to the detail page
22. Fill the remaining field and click the Submit button.
23. Now you will see the entry within the report you can now Add a new entity, Edit the existing Entity or Delete the existing entity or go to another tab to enter other information into the report.
24. You can click on the summary at any time as long as you have saved the information and see what the totals are for the Report.
25. Once you are done entering the data into the report you will go to the File tab were you can file the report or view the report
26. You will need to put in the closing date for the report and check the box next to I certify the foregoing report of campaign finances is complete and correct to the best of my knowledge, in accordance with Montana Code Annotated Title 13, Chapter 37 then click the Certify and File button
27. One the filing is complete the system will take you back to the Candidate Report list page.
28. You can now view, amend or add a new report.
29. The only time you need the access ID will be to connect to the campaign the first time Unless you forget your username and /or password then you will have to have it reset.

Commissioner of Political Practices

Campaign Information | Lobbying | Ethics | Complaints | About the Agency

COPP

Search

Commissioner of Political Practices

Find a Form:

Choose...

Find an Answer:

Choose...

Featured Online Services



REPORT if you're a **lobbyist or a principal**



SEARCH for **lobbyist or principal** activity



New: Candidate/Committee e-filing



SEARCH for **candidate or committee** activity

From the Commissioner...

May 23, 2014

Dear Fellow Montanans:

It is Friday, May 23, 2014. It is 11 days before the votes are counted in Montana's June 3 primary elections. It is also the day after candidates and political committees filed their first campaign finance reports disclosing and reporting to the public the sources of funds, and expenses made, in these primary elections

This office accepts and posts campaign finance reports so that the information can be viewed by the press and public. The idea is that voters learn something about a candidate from disclosure of the individuals and groups providing funds to candidate's campaign, as well as from disclosure of a candidate's campaign expenses. This is the "openness" or transparency that Montanans have time and again stated is important in elections.

You can use the "featured on-line services" function to the immediate left of this letter to access information on the candidate you are interested in. Those candidates who electronically file (e-filing) have campaign finance reports that can be viewed using the file cabinet access symbol. Those candidates who file hard copy reports will have scanned copies of campaign finance reports that can be accessed using the magnifying glass symbol. E-filing is optional so start with the file cabinet portal and if your



Welcome to the Campaign Online Reporting System Dashboard » Sign in to get started.

News and Information

- ▶ All PAC and party committee reports are due January 31, 2014 by 5pm.
- ▶ All statewide candidates and ballot issue committee reports are due March 10, 2014 by 5pm.
- ▶ All statewide incidental committee reports are due March 8, 2014 by 5pm.

Instructions for new candidate registration

▶ Once you request to register a new candidate, there will likely be a time-lag while the request is evaluated by one of us at CPP. Once your request is approved, an email will be sent to you. If you'd like to hurry this process along, send me an email (Contact Us) letting us know you've entered a request to register.

⚠ Don't use your browser 'back' or 'forward' buttons to move among pages. Use the buttons you will find within the service to ensure the process completes properly.

- Access My Accounts
- Search Candidate
- Search Committee

Contribution Search - Please Select -



Welcome to ePass Montana



Home » Welcome to ePass Montana

ePass Montana is a convenient and secure way to access Montana government services.

Instructions

How Do I

Feedback

ePass Montana Login

Hide

Login with ePass Montana

Login with your ePass Montana account. If you do not have an account, you can create one here.



Login



Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions

How Do I

Existing User

Username:

Password:

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account



Welcome

ePass

Welcome to the Campaign Online Reporting System » You are now logged in.

Candidates

Commissioners

Access ID

Search

*Access ID

Update Registration

Reset

Forgot Access ID

Online Services

Commissioner of Political Practices

Privacy & Security

Accessibility

Contact Us



 Welcome

 ePass H

Welcome to the Campaign Online Reporting System » You are now logged in.

[Candidates](#) [Committees](#) [Access ID](#) [Search](#)

*Access ID

 [Update Registration](#) [Reset](#)

 [Forgot Access ID](#)

Welcome

ePass

Amend Statement of Candidate » to be filed for Statewide, State District, County, Municipal, or School

*Campaign Type

Statewide or State District Office Registration

Candidate Information

*Last Name

*First Name

*Mailing Address

*City

*State

*Zip

Physical Address

City

State

Zip

Home Phone

Alternate Phone

*Official campaign email address

g Online Reporting System

Help Sign Out



Welcome

ePass

Phone



Alternate Phone



*Email address

ktrujillo@mt.gov

Deputy Treasurer Information

<input type="checkbox"/>	Name	Mailing Address	Physical Address	Phone	Alternate Phone	Email
--------------------------	------	-----------------	------------------	-------	-----------------	-------

+ Add Edit Delete

I hereby verify that the foregoing statements are true and correct.



Amend Filing

Cancel

- Dashboard
- Candidate
- Committee
- State of Montana

Welcome

ePass Home Version

Welcome to the Campaign Online Reporting System » You are now logged in.

[Candidates](#)
[Committees](#)
[Access ID](#)
[Search](#)

Candidate List

Display records Search:

	Candidate Name	Year	Status	C-3	Address	Campaign	Office	County
<input type="checkbox"/>	Moore, Fredrick "Eric" D.	2014	Active	No	487 Singnal Butte Rd., Miles City, MT 59301	State District	Senate District No. 19	Custer
<input type="checkbox"/>	Trujillo, Kym	2014	Amended	No	Po Box 2012, Helena, MT 59635	State District	District Judge, District 08 Dept. 01	Hill
<input type="checkbox"/>	Trujillo, Kym	2007	Active	No	Po Box 2012, Helena, MT 59635	State District	House District No. 01	Lewis & Clark

- Dashboard
- Candidate
- Committee
- State of Montana

Welcome | ePass Home | Version

	Candidate Name	Year	Status	C-3	Address	Campaign	Office	County
<input type="checkbox"/>	Moore, Fredrick "Eric" D.	2014	Active	No	487 Singnal Butte Rd., Miles City, MT 59301	State District	Senate District No. 19	Custer
<input checked="" type="checkbox"/>	Trujillo, Kym	2014	Amended	No	Po Box 2012, Helena, MT 59635	State District	District Judge, District 08 Dept. 01	Hill
<input type="checkbox"/>	Trujillo, Kym	2007	Active	No	Po Box 2012, Helena, MT 59635	State District	House District No. 01	Lewis & Clark

Showing 1 to 3 of 3 entries

- ✓ Add New Registration
- ✓ View Registration
- ✓ Amend Registration
- ✓ File/View C-3
- ✓ Finance Reports

- Dashboard
- Candidate
- Committee
- State of Montana

Welcome

ePass Home | Version

Candidate Full Name: Trujillo, Kym | Election Year: 2014
Mailing Address: Po Box 2012 Helena, MT 59635 | Office Sought: District Judge, District 08 Dept. 01

> Instructions

Candidate Report List

Display 5 records | Search:

From	To	Report Title	Type	Status	Report
No data available in table					

Showing 0 to 0 of 0 entries

View Report | Update or Amend Report | Add New C5 | Add New C7 | Go Back | Exit

Select

Campaign Online Reporting System

Welcome

ePass Home

Candidate Full Name: Trujillo, Kym

Election Year: 2014

Mailing Address: Po Box 2012 Helena, MT 59635

Office Sought: District Judge, District 08 Dept. 01

Reporting Period: *From 05/09/2014

*To To

Status: New

Schedule A

Schedule B

Schedule C

Payments

Summary

File

Candidate

Loans

Fundraisers

Committee

Individual

Election Type

In-Kind Descr

In-Kind Value

Cash/Check Amount

Total

Add Edit Delete

Page 1 of 0 5

No records to

Save

Cancel

Upload

- Please Select -

Download

Prev

lit Individual Contributors

Entity Search Row Details New Entity

Entity Type - Please Select -

Entity or Last Name

Search All Campaigns

First Name

Middle Initial

Entity Search Results

Display 5 records

Search:

Name	Type	Address
------	------	---------

No data available in table

Showing 0 to 0 of 0 entries

« < > »

Select

Entity Search

Row Details

New Entity

Entity Type - Please Select -



Entity or Last Name Smith

Search All Campaigns

First Name

Middle Initial

Search

Select

Create New Entity

Cancel

Reset

Entity Search Results

Display 5 records

Search:

	Name	Type	Address
<input type="checkbox"/>	Smith, Allen J.	Individual	292 Turtle Lake Loop, Polson, MT 59860
<input checked="" type="checkbox"/>	Smith, Allen	Individual	810 16th Ave. E., Polson, MT 59860
<input type="checkbox"/>	Smith, Allen	Individual	
<input type="checkbox"/>	Smith, Allen	Individual	PO Box 1585, Polson, MT 59860

Select

Entity Search Row Details New Entity

Entity Type - Please Select -

Entity or Last Name Smith

Search All Campaigns

First Name

Middle Initial

Search

Select

Create New Entity

Cancel

Reset

Entity Search Results

Display 5 records

Search:

	Name	Type	Address
<input type="checkbox"/>	Smith, Allen J.	Individual	292 Turtle Lake Loop, Polson, MT 59860
<input checked="" type="checkbox"/>	Smith, Allen	Individual	810 16th Ave. E., Polson, MT 59860
<input type="checkbox"/>	Smith, Allen	Individual	
<input type="checkbox"/>	Smith, Allen	Individual	PO Box 1585, Polson, MT 59860

Select

Entity Search

Row Details

New Entity

Report Period

From Date: 05/09/2014

To Date:

Report Detail Entry

Entity Smith, Allen

810 16th Ave. E., Polson, MT 59860

Election Type

- Please Select -

Occupation

Occupation

Employer

Employer

In-Kind Description

In-Kind Description

In-Kind Amount

\$ In-Kind Amount

Cash/Check Amount

\$ Cash/Check Amount

Total to Date Primary

\$ Total to Date Primary

Select

Entity Smith, Allen
810 16th Ave. E., Polson, MT 59860

Election Type Primary

Occupation RETIRED

Employer None

In-Kind Description In-Kind Description

In-Kind Amount \$ In-Kind Amount

Cash/Check Amount \$ 160.00

Total to Date Primary \$ Total to Date Primary

Total to Date General \$ Total to Date General

Change Entity Submit Cancel

Campaign Online Reporting System

Welcome

Name:
 Mailing Address: Po Box 2012 Helena, MT 59635 Office Sought: District Judge, District 08 Dept. 01

Reporting Period: *From 05/09/2014 *To To Status: New

Schedule A Schedule B Schedule C Payments Summary File

Candidate Loans Fundraisers Committee Individual

	Entity	Election Type	Occupation	Employer	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total
<input type="checkbox"/>	Smith, Allen 810 16th Ave. E., Po	Primary	RETIRED	None			\$ 160.00	

+ Add Edit Delete

Page 1 of 0 5

View

Save Cancel Upload - Please Select - Download

Welcome

ePass

Schedule A Schedule B Schedule C ~~Payments~~ **Summary** File

Reports Summary

Cash Summary: Money Received and Spent

		Primary	General
1. Cash in Bank - Balance from previous report		\$ 0.00	\$ 0.00
2. Receipts - Total Received and deposited this period	+	<u>\$ 160.00</u>	<u>\$ 0.00</u>
	Subtotal	\$ 160.00	\$ 0.00
3. Expenditures - Total paid out this period	-	<u>\$ 0.00</u>	<u>\$ 0.00</u>
4. Cash in Bank - Ending Balance this report		\$ 160.00	\$ 0.00

✓ Save

✓ Cancel

✓ Upload

- Please Select -

✓ Download



Campaign Finance Report View

Candidate Campaign Finance Report (C-5)

Candidate Information

Date Filed: 05/09/2014

D1 Received Date:

C118 Received Date:

Trujillo, Kym

Po Box 2012, Helena, MT 59635

Resident County: Hill

(406) 444-4627

ktrujillo@mt.gov

Original Filing for: 05/09/2014 -

Report Type: Initial

Receive and File Date:

Election Year: 2014

Office Sought: District Judge, District 08 Dept. 01

Political Party: Natural Law

Candidate Type: State District

Current Status: Amended

Treasurer:

Me , You

Po Box Helena, MT 546565

Bank Information:

Valley Bank

Po B Ox 565865 Helena, MT 56565

Summary Report

Cash Summary: Money Received and Spent

		Primary	General
1. Cash in Bank - Balance from previous report		\$0.00	\$0.00
2. Receipts - Total Received and deposited this period	+	<u>\$160.00</u>	<u>\$0.00</u>
	Subtotal	\$160.00	\$0.00
3. Expenditures - Total paid out this period	-	<u>\$0.00</u>	<u>\$0.00</u>
4. Cash in Bank - Ending Balance this report		\$160.00	\$0.00

Candidate Contributions

Election	Description	In-Kind	Value	Cash/Check Amount
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Loans

Entity	Occupation/ Employer	Election	Date	Description	In-Kind Value	Cash/Check Amount
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Fundraisers

Entity	Election	Purpose	Date	Description	In-Kind Value	Cash/Check Amount
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Committee Contributions

Entity	Committee Type	Election	Date	Description	In-Kind Value	Cash/Check Amount
--------	----------------	----------	------	-------------	------------------	----------------------

Individual Contributors (Total Contributions < \$35: \$0.00)

Entity	Occupation/ Employer	Election	Description	In-Kind Value	Cash/Check Amount
Smith, Allen 810 16th Ave. E., Polson, MT 59860	RETIRED None	Primary		\$0.00	\$160.00

Expenditures: Petty Cash

Election	Purpose	Date
----------	---------	------

Expenditures: Other

Entity	Election	Purpose	Date
--------	----------	---------	------

Debts

Entity	Election	Type	Purpose	Date	Debt A
--------	----------	------	---------	------	--------

Payments Only

Entity	Type	Debt Amount	Date
--------	------	-------------	------



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[Commissioner of Political Practices](#)

[Privacy & Security](#)

[Accessibility](#)

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Dashboard

Candidate

Committee

State of Montana

Welcome

ePass Home Version

Candidate Full Name: Trujillo, Kym

Election Year: 2014

Mailing Address: Po Box 2012 Helena, MT 59635

Office Sought: District Judge, District 08 Dept. 01

Reporting Period: *From 05/09/2014

*To To

Status: Pending

Schedule A

Schedule B

Schedule C

Payments

Summary

File

Prev Next

Certify and File

Display contributors name and address that contributed < \$35?

Receive and File Date

Received

Is this a closing report?

Certification

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

✓ Certify and File

✓ View Report

- Dashboard
- Candidate
- Committee
- State of Montana

Welcome

Candidate Full Name: Trujillo, Kym Election Year: 2014
Mailing Address: Po Box 2012 Helena, MT 59635 Office Sought: District Judge, District 08 Dept. 01

Reporting Period: *From 05/09/2014 TO [] Status: Pending

- Schedule A
- Schedule B
- Schedule C
- Payments
- Summary

Certify and File

- Display contributors name and address that contributed < \$35?
- Is this a closing report?

Calendar for June 2014. The date 06/09/2014 is highlighted in blue.

Certification

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

- Certify and File
- View Report



- Dashboard
- Candidate
- Committee
- State of Montana

Welcome

ePass Home Version

Campaign Report List » Finance Reports for candidate.

Candidate Information

Candidate Full Name: Trujillo, Kym Election Year: 2014
 Mailing Address: Po Box 2012 Helena, MT 59635 Office Sought: District Judge, District 08 Dept. 01

Instructions

Candidate Report List

Display 5 records

Search:

	From	To	Report Title	Type	Status	Report
<input type="checkbox"/>	05/09/2014	05/12/2014	Candidate Campaign Finance Report	C5	Filed	Initial

Showing 1 to 1 of 1 entries

- View Report
- Update or Amend Report
- Add New C5
- Add New C7
- Go Back
- Exit



- Dashboard
- Candidate
- Committee
- State of Montana

Welcome

ePass Home Version

Candidate Information

Candidate Full Name:	Trujillo, Kym	Election Year:	2014
Mailing Address:	Po Box 2012 Helena, MT 59635	Office Sought:	District Judge, District 08 Dept. 01

> Instructions

Candidate Report List

Display records Search:

	From	To	Report Title	Type	Status	Report
<input checked="" type="checkbox"/>	05/09/2014	05/12/2014	Candidate Campaign Finance Report	C5	Filed	Initial

Showing 1 to 1 of 1 entries « < 1 > »

- View Report
- Update or Amend Report
- Add New C5
- Add New C7
- Go Back
- Exit