Instructions for CERS 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-filling 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 Search tab
9. Search for your Committee/Campaign: If not found, a button will appear for you to Add New Registration.
10. Click on the Add New Registration button
11. Go completely through the registration (Statement of Candidate/Organization) and make sure all information is correct.
12. 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
13. Now you will see the Committee name or candidate name under the Committee or Candidate List
14. Check the box in front of your name and click on the Finance Reports button.
15. Once in the campaign you can View, Update or Amend, Add New, C-6, C-4, C-5, C-7 or C-7E Go Back or Exit
16. If you are entering a new C-5 or C-6 click on that button.

17. Now you will see all the C-5/C-6 Schedules click on the tab that indicates what you are trying to do then click the +Add symbol
18. This will bring you to a search screen
19. Check the box next to Search All Campaigns/Committees 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
20. 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.
21. If the name is not found, then go to the New Entity tab and enter the Entities information then click submit.
22. This will bring you to the detail page
23. Fill the remaining field and click the Submit button.
24. 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.
25. You can click on the summary at any time, so long as you have saved the information and see what the totals are for the Report.
26. 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
27. 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
28. Once the filing is complete the system will take you back to the Candidate/Committee Report list page.
29. You can now view, amend or add a new report.
30. 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.