

Instructions for Accessing the CERS System

1. Go to the COPP's home page and click on the Online Services' page (located on the upper blue horizontal menu bar). To navigate to the CERS system, click Access the Campaign Electronic Reporting System (CERS) under the Campaign Finance section. This brings you to the CERS dashboard.
2. Go to the bottom of the page and click on Access My Account. This will bring you to the ePass home page.
3. Click on the login button.
4. If you are an existing user for ePass, put in your username and password and click the login button. If you have never made an ePass account, you will need to follow the directions to create and login with a new account.
5. Once you have logged into ePass, you will be redirected to the Welcome to the Campaign Online Reporting System home page with the message "You are now logged in."
6. Click on the **Search** tab.
7. Search for your committee or campaign name. If your name is not found, a button will appear for you to **Add New Registration**. Click on the **Add New Registration** button.
8. Go completely through the registration (Statement of Candidate/Organization) and make sure all information is correct. Screenshots below reflect each of the above and below steps to file a Statement of Candidate/Organization.
9. At the bottom, check the box next to the **CERTIFICATION: I hereby verify that the foregoing statements are true, complete, and correct** statement. Then, click **Submit and File**.
10. Once you have filed, you will see your committee name or candidate name under the **Committee or Candidate List**.
11. To file a finance report, check the box in front of your name and click on the **Finance Reports** button.
12. Once in the campaign you can **View, Update or Amend**, or **Add New** C-6, C-4, C-5, C-7 or 7E reports. Use the options of **Go Back** or **Exit** and avoid using your browser's "back" buttons.
13. 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). Then, click the **Search** button.
20. If the entity is listed below, 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 entitie's information. Then, click submit.
22. This will bring you to the detail page. Fill in the remaining fields 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, so 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 where 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. Once the filing is complete, the system will take you back to the Candidate/Committee Report list page.
28. You can now view, amend or add a new report.

1. Go to politicalpractices.mt.gov
2. Click the link that says "Online Services."

to monitor and enforce ethical political practices

COMMISSIONER OF POLITICAL PRACTICES

ONLINE SERVICES | REPORTING CALENDARS | CONTRIBUTION LIMITS | ABOUT US

CAMPAIGN FINANCE DISCLOSURE

LOBBYING

ETHICS

COMPLAINT DOCKET

Jeff Mangan
Commissioner

Welcome to the Commissioner of Political Practices Homepage

Contact Us:

Phone: 406-444-2942
Fax: 406-444-1643
General Email: cpphelp@mt.gov
Compliance Email: cppcompliance@mt.gov
Like us on Facebook!
Follow us on Twitter!
Subscribe to our YouTube!

Search CPPP

3. Click "Access the Campaign Electronic Reporting System (CERS)."



The screenshot shows the official website of the Montana Commissioner of Political Practices. At the top left is the Great Seal of the State of Montana. The header text reads "to monitor and enforce ethical political practices" followed by "COMMISSIONER OF POLITICAL PRACTICES". A navigation bar contains links for "ONLINE SERVICES", "FORMS", "REPORTING CALENDARS", "CONTRIBUTION LIMITS", and "ABOUT US". The main content area is divided into two columns. The left column is titled "Campaign Finance (Candidates and Committees)" and contains a red-bordered link "Access the Campaign Electronic Reporting System (CERS)" with a red arrow pointing to it, followed by a search link and a "Filing a Campaign Finance Complaint" section with sub-links for procedure, form, and policy. The right column is titled "Lobbyists and Principals" and contains a "Report" link, a search link, a "Filing a Lobbying Complaint" section with sub-links, and a "Filing an Ethics Complaint" section with sub-links. The footer is divided into three sections: "CONTACT US" with address and phone number, "FEATURED LINKS" with links to federal and state entities, and "HIGHLIGHTS" with recent decision dates.



to monitor and enforce ethical political practices

COMMISSIONER OF POLITICAL PRACTICES

ONLINE SERVICES FORMS REPORTING CALENDARS CONTRIBUTION LIMITS ABOUT US

Campaign Finance (Candidates and Committees)

Access the Campaign Electronic Reporting System (CERS) (Instructions)

[Search](#) for hard-copy Candidate and Committee activity

Filing a Campaign Finance Complaint

- Complaint Procedure
- Complaint Form
- Confidentiality and Disclosure Policy

[To view all PENDING COMPLAINTS, click HERE.](#)

[To view all COMPLETED DECISIONS, click HERE.](#)

Lobbyists and Principals

Report if you're a Lobbyist or Principal

[Search](#) for Lobbyist and Principal activity

Filing a Lobbying Complaint

- Complaint Procedure
- Complaint Form
- Online (Fillable) Complaint Form

Filing an Ethics Complaint

- Complaint Procedure
- Complaint Form
- Online (Fillable) Complaint Form

CONTACT US
1209 8TH AVE
P.O. BOX 202401
HELENA, MT 59620-2401
406-444-2942

FEATURED LINKS
[Federal Election Commission](#)
[Montana Secretary of State](#)
[Montana Legislature](#)
[Follow the Money.org](#)

HIGHLIGHTS
[12/18/17 - Confidentiality in Ethics Complaints](#)
[10/23/17 - Ninth Circuit Decision Re: Lair v. Motl](#)

Browser address bar: <https://camptrackext.mt.gov/CampaignTrac>

Browser tabs: Oracle Application Ser..., Campaign Report Sear..., Campaign Online Repo..., Campaign Online R...

Page Title: Campaign Online Reporting System

Navigation Menu:

- Dashboard
- Candidate
- Committee
- State of Montana

Sign In

Welcome

ePass Home Version

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:

ktrujillo

Password:

.....

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

Campaign Online Reporting System

Help

Sign Out



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



ect

Campaign Online Reporting System

Help

Sign Out



Welcome

ePass

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

Candidates

Committees

Access ID

Search

*Access ID

14-1959

Update Registration

Reset

Forgot Access ID

Online Services

Commissioner of Political Practices

Privacy & Security

Accessibility

Contact Us

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gn Online Reporting System

? Help

Sign Out



Welcome

ePass

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

*Campaign Type

State District



Statewide or State District Office Registration

Candidate Information

*Last Name

Trujillo

*First Name

Kym

*Mailing Address

Po Box 2012

*City

Helena

*State

Montana



*Zip

596

Physical Address

Physical Address

City

City

State

- Please Select -



Zip

Zip

Home Phone



(406) 444-4627

Alternate Phone



*Official campaign email address

ktrujillo@mt.gov

gn Online Reporting System

Help Sign Out



Welcome

ePass

Phone



Alternate Phone



*Email address

ktrujillo@mt.gov

Deputy Treasurer Information



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 5 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

Showing 1 to 3 of 3 entries

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

<< < 1 > >>

- 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

Select

Campaign Online Reporting System

Help

Sign Out



ktrujil

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

✓ Search

✓ Select

✓ Create New Entity

✓ Cancel

↺ Reset

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

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

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

Help

Sign Out



Welcome

ePass H

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., P	Primary	RETIRED	None			\$ 160.00	



Page

1

of 0



5



View

Save

Cancel

Upload

- Please Select -

Download



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

+

\$ 160.00

\$ 0.00

Subtotal

\$ 160.00

\$ 0.00

3. Expenditures - Total paid out this period

-

\$ 0.00

\$ 0.00

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:

Original Filing for: 05/09/2014 -

Report Type: Initial

Receive and File Date:

Trujillo, Kym

Po Box 2012, Helena, MT 59635

Election Year: 2014

Resident County: Hill

(406) 444-4627

ktrujillo@mt.gov

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
----------	-------------	---------	-------	----------------------

☐ Loans

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

☐ Fundraisers

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

☐ 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

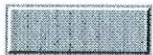
Entity	Election	Purpose	Date
--------	----------	---------	------

☐ Debts

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

☐ Payments Only

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



[Online Services](#)

[Commissioner of Political Practices](#)

[Privacy & Security](#)

[Accessibility](#)

[Contact Us](#)





Campaign Online Reporting System

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Sign Out



ktrujillo_1 (eP...

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 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 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  Status: Pending

Schedule A | Schedule B | Schedule C | Payments | Summary | F

Certify and File

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

☐ 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

← Prev

→ Next

June 2014

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

06/09/2014 



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

« < 1 > »



Campaign Online Reporting System

Help

Sign Out



ktrujillo_1 (eP...



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



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