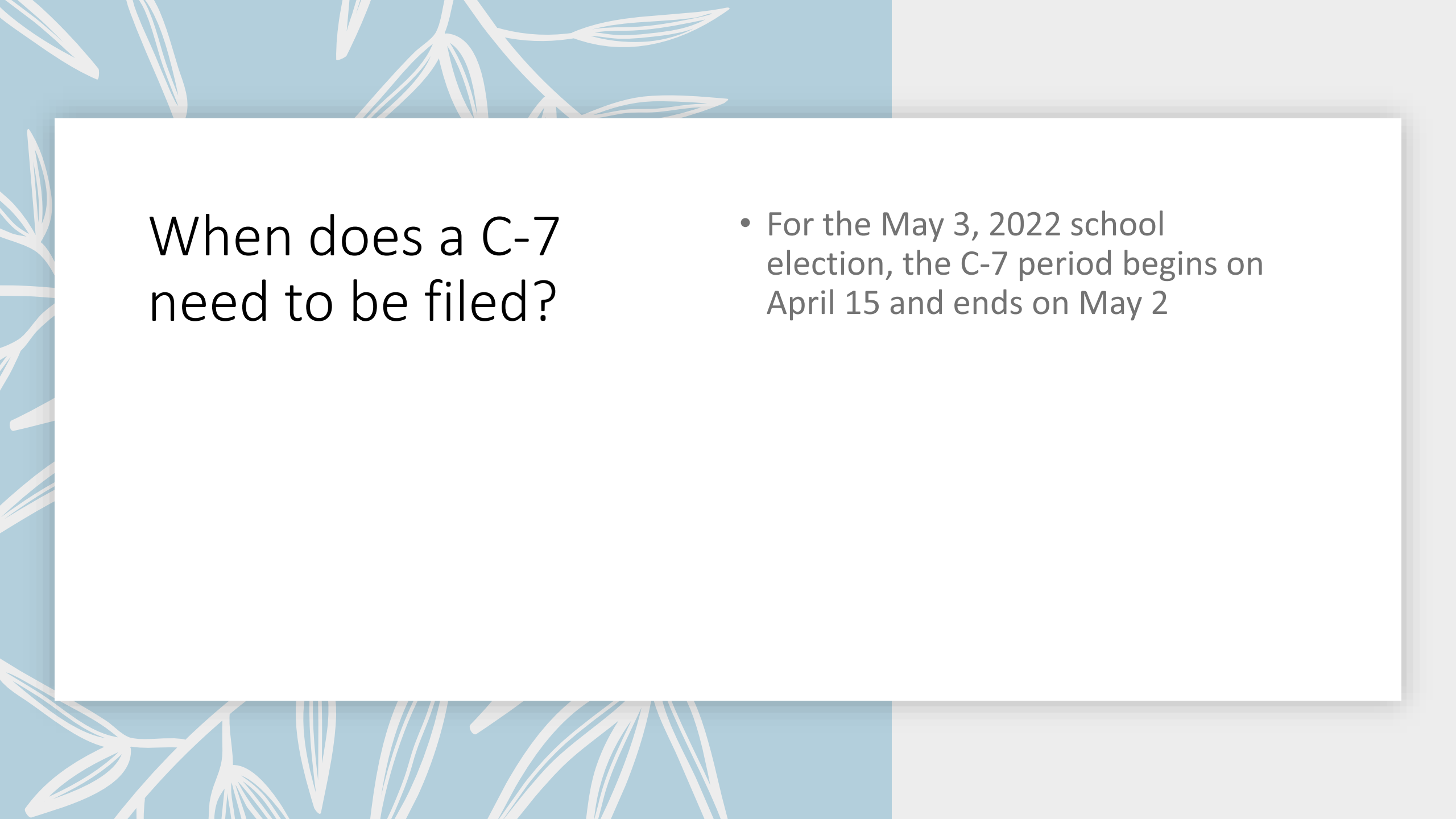


2022 school candidate C-7/C-7E training

April 2022

What is a C-7?

- Candidates for elected office are required to disclose contributions of \$125 or more received “between the 15th day of the month preceding an election in which the candidate participates and the day before the election” within 2 business days, 13-37-226(1)(c), Mont. Code Ann.
- Form C-7, the “Notice of Pre-Election Contributions”, is the method candidates use to disclose these pre-election contributions



When does a C-7
need to be filed?

- For the May 3, 2022 school election, the C-7 period begins on April 15 and ends on May 2

How do I file a C-7?

- There are four steps to filing a C-7:
 - Step 1: Log into the CERS system
 - Step 2: From the candidate report list, select the 'Add New C7' icon
 - Step 3: Enter relevant contribution/s
 - Step 4: Use the 'File' tab to Certify and File the C-7 report

ic Reporting System (reportList) - Google Chrome
cers-ext.mt.gov/CampaignTracker/app/reportList

Sign Out coffee4comis...

Welcome ePass Home Version

Instructions

- ▶ To add a new report, click the button below that corresponds to the report you wish to file (e.g. Add New C5, Add New C7). If multiple candidate accounts exist, you must check the box next to the relevant candidate for the specific report.
- ▶ To update or amend a report, check the box next to the relevant report, and then click on the Update or Amend Report button below.
- ▶ To file a pending report, check the box next to the relevant report, and then click on the Update or Amend Report button to open the report. Once the report is open, click the File tab, check the box to confirm that the report is accurate, and click Certify and File to file the report.

Candidate Report List

Display 5 records Search:

	From	To	Report Title	Type	Status	Report
<input type="checkbox"/>	06/16/2021	07/15/2021	Candidate Campaign Finance Report	C5	Amended	Periodic
<input type="checkbox"/>	05/01/2021	06/15/2021	Candidate Campaign Finance Report	C5	Amended	Initial

Showing 1 to 2 of 2 entries

Step 2- 'Add New C7'

Campaign Electronic Reporting System (financeReport) - Google Chrome

cers-ext.mt.gov/CampaignTracker/app/financeReport/newC7Report

SABHRS Administrative Rule... Filing Deadlines ... Campaign Electroni... DLAM Implement ... Political Practices Candidate Filing ... CareHere Patient P...

Campaign Electronic Reporting System Sign Out coffee4com

Dashboard Welcome ePass Home

Candidate Candidate Campaign Finance Report » (C-7)

Committee

State of Montana

«

Candidate Information

Candidate Full Name: Coffee, J **Election Year:** 2021

Mailing Address: 1209 8th Ave. Helena, MT 59601 **Office Sought:** Mayor

Reporting Period: *From 08/15/2021 *To 08/16/2021 **Status:** New

Contributions File Help ← Prev

Individuals Committee Fundraiser Refunds, Etc Loan Self Help

Entity	Election Type	Occupation	Employer	Date	Cash/Check Amount	In-Kind Value	In-Kind Description	Total to Date
+ Add Edit Delete << < Page 1 of 0 > >> 5 No records to view								

Save Exit Upload - Please Select - Download ← Prev →

Step 3- Enter Contribution/s

Sign Electronic Reporting System (financeReport) - Google Chrome

cers-ext.mt.gov/CampaignTracker/app/financeReport/newC7Report

SABHRS Administrative Rule... Filing Deadlines -... Campaign Electroni... DLAM Implement -... Political Practices Candidate Filing -... CareHere Patient P...

Sign Out coffee4comis...

Dashboard Welcome ePass Home Versi

Candidate Campaign Finance Report » (C-7)

Candidate Information

Candidate Full Name: Coffee, J **Election Year:** 2021
Mailing Address: 1209 8th Ave. Helena, MT 59601 **Office Sought:** Mayor

Reporting Period: *From 08/15/2021 *To 08/16/2021 **Status:** Pending

Contributions **File** Help

Certify and File Help

Check this box to display the name and address of contributors who have contributed less than \$35.

Certification

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

[Certify and File](#) [View Report](#)

Step 4-
Certify and
File

Tips for filing a C-7!

- The date range on a C-7 should be limited to include only 2 business days
 - Create and file a new C-7 for each 48-hour period as needed

Tips for filing a C-7!

- A C-7 can include contributions received from more than one source
 - All contributions received of \$125 or more within a 48-hour period can be included on one C-7

Tips for filing a C-7

- Remember to include all required contributor information!
 - A contributor's name, address, occupation, and employer must be included on the C-7
 - Describe the specific goods or services contributed in-kind

What is the difference between a C-7 and a C-5?

- Form C-7 is the “Notice of Pre-Election Contributions”
 - Only allows for reporting of contributions received
 - Cover only short, 48-hour periods
- Form C-5 is the candidate campaign finance report
 - Allows for reporting of both contributions received ***and*** expenditures made
 - Covers entire reporting period

REVIEW

- Questions from participants



What is a C-7E?

- Candidates for elected office are required to disclose expenditures of \$125 or more made “between the 15th day of the month preceding an election in which the candidate participates and the day before the election” within 2 business days, 13-37-226(1)(d), Mont. Code Ann.
- Form C-7E, the “Notice of Pre-Election Expenditures”, is the method candidates use to disclose these pre-election expenditures

When does a C-7E
need to be filed?

- For the May 3, 2022 school election, the C-7 period begins on April 15 and ends on May 2

How do I file a C-7E?

- There are four steps to filing a C-7E:
 - Step 1: Log into the CERS system
 - Step 2: From the candidate report list, select the 'Add New C7E' icon
 - Step 3: Enter relevant expenditure/s
 - Step 4: Use the 'File' tab to Certify and File the C-7E report

Step 2- 'Add New C7E'

Reporting System (reportList) - Google Chrome
cers-ext.mt.gov/CampaignTracker/app/financeReport/cancel

Administrative Rule... Filing Deadlines -... Campaign Electroni... DLAM Implement -... Political Practices Candidate Filing -... CareHere Patient P... Reading list

Electronic Reporting System Sign Out coffee4comis...

Welcome ePass Home Version

Mailing Address: 1209 8th Ave. Helena, MT 59601 Office Sought: Mayor

Instructions

- To add a new report, click the button below that corresponds to the report you wish to file (e.g. Add New C5, Add New C7). If multiple candidate accounts exist, you must check the box next to the relevant candidate for the specific report.
- To update or amend a report, check the box next to the relevant report, and then click on the Update or Amend Report button below.
- To file a pending report, check the box next to the relevant report, and then click on the Update or Amend Report button to open the report. Once the report is open, click the File tab, check the box to confirm that the report is accurate, and click Certify and File to file the report.

Candidate Report List

Display 5 records Search:

	From	To	Report Title	Type	Status	Report
<input type="checkbox"/>	06/16/2021	07/15/2021	Candidate Campaign Finance Repo	C5	Amended	Periodic
<input type="checkbox"/>	05/01/2021	06/15/2021	Candidate Campaign Finance Repo	C5	Amended	Initial

Showing 1 to 2 of 2 entries

View Report Update or Amend Report Add New Add New C7E Go Back Exit

Step 3- Enter Expenditure/s

The screenshot shows the 'Campaign Electronic Reporting System' interface. The browser address bar displays 'cers-ext.mt.gov/CampaignTracker/app/financeReport/newCandidateC7eReport'. The page title is 'Campaign Electronic Reporting System'. The user is logged in as 'coffee4comis...'. The main content area is titled 'Candidate Information' and includes the following details:

- Candidate Full Name: Coffee, J
- Election Year: 2021
- Mailing Address: 1209 8th Ave, Helena, MT 59601
- Office Sought: Mayor

The 'Reporting Period' is set from 08/15/2021 to 08/16/2021, and the status is 'New'. Below this, there are tabs for 'Expenditures', 'Attachments', 'File', and 'Help'. The 'Expenditures' tab is active, showing a table with the following columns: Entity, Election Type, Description of Expense, Electionee ring, Ref und, Platform, Quantity, Subject Matter, Attachme nt, Date, and Amount. The table is currently empty, with a message 'No records to view' and a pagination control showing 'Page 1 of 0' and '5' records per page. At the bottom of the page, there are buttons for 'Save', 'Exit', 'Upload', and 'Download', along with a footer containing links for 'Online Services', 'Commissioner of Political Practices', 'Privacy & Security', 'Accessibility', 'Contact Us', and the 'mt.gov' logo.

Step 4- Certify and File

The screenshot shows the 'Candidate Campaign Finance Report' (C-7E) form in the Campaign Electronic Reporting System. The browser address bar shows the URL: cers-ext.mt.gov/CampaignTracker/app/financeReport/newCandidateC7eReport. The user is logged in as 'coffee4comis...'. The form includes the following sections:

- Candidate Information:**
 - Candidate Full Name: Coffee, J
 - Election Year: 2021
 - Mailing Address: 1209 8th Ave. Helena, MT 59601
 - Office Sought: Mayor
- Reporting Period:**
 - *From: 08/15/2021
 - *To: 08/16/2021
 - Status: Pending
- Navigation:** Expenditures, Attachments, **File**, Help
- Certification Section:**
 - Buttons: Certify and File, View Report
 - Text: I certify the foregoing report of campaign finances is true, complete and correct to the best of my knowledge, in accordance with Montana Code Annotated Title 13, Chapter 37.
- Footer:** Save, Exit, Upload, - Please Select -, Download

Tips for filing a C-7E!

- The date range on a C-7E should be limited to include only 2 business days
 - Create and file a new C-7E for each 48-hour period as needed

Tips for filing a C-7E!

- A C-7E can include more than one expenditure made!
 - All expenditures made of \$125 or more within a 48-hour period can be included on one C-7E

Tips for filing a C-7E!

- Remember to describe expenditures with all required detail on a C-7E!
 - Expenditures “made to a consultant, advertising agency, polling firm, or other person that performs services for or on behalf of a candidate” must be “itemized and described in sufficient detail to disclose the specific services performed”, 13-37-229(2)(b), Mont. Code Ann.

What is the difference between a C-7E and a C-5?

- Form C-7E is the “Notice of Pre-Election Expenditures”
 - Only allows for reporting of expenditures made
 - Cover only short, 48-hour periods
- Form C-5 is the candidate campaign finance report
 - Allows for reporting of both contributions received ***and*** expenditures made
 - Covers entire reporting period

REVIEW

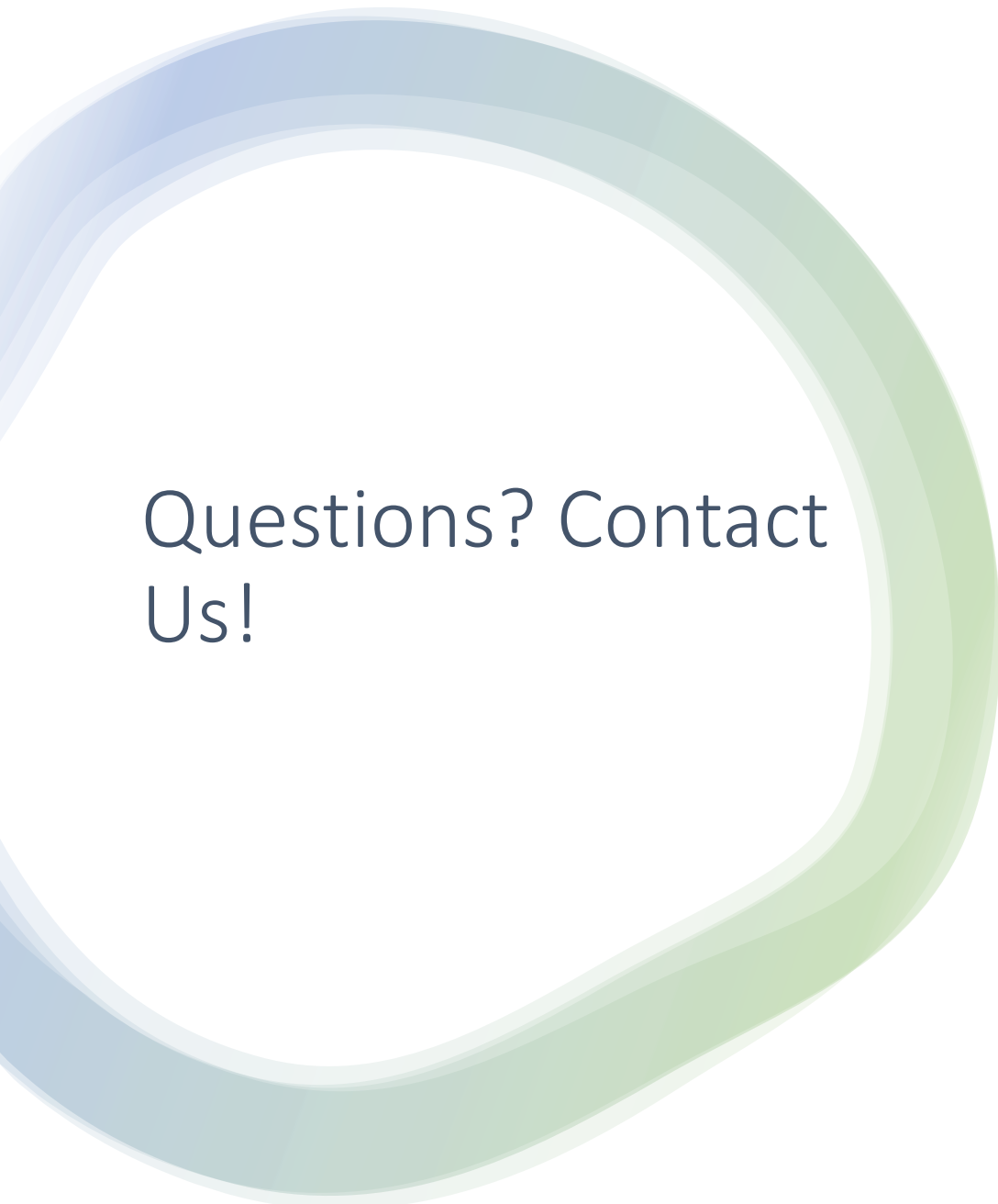
- Questions from participants





Review

- April 15: C-7 and C-7E period begins
 - File form C-7 within 2 business days if a contribution of \$125 or more is received from a single source is received between April 15 and May 2
 - File form C-7E within 2 business days if an expenditure of \$125 or more is made between April 15 and May 2



Questions? Contact
Us!

- <https://politicalpractices.mt.gov/>
- Email: cpphelp@mt.gov and cppcompliance@mt.gov
- Phone: (406) 444-2942
- Facebook/Twitter: @MontanaCOPP