



# Filing a No Activity Report

All active, non-exempt committees must file a campaign finance report every six months, in January and July of each year. Additional election-related reports may be due depending on the activity and type of committee. In periods where a committee has neither accepted contributions nor disbursed funds, a no activity report (CF-2A) form should be filed. Follow the directions below to file a no activity report:

1. Click **File Report/Edit Pending Transactions** under **Step 2: File Your Report** from the left-hand menu.

Upcoming Filing Period	Due Dates
Spring Pre-Primary 2018	02/12/2018
Spring Pre-Election 2018	03/26/2018
July Continuing 2018	07/15/2018

2. In the top row, choose the **Filing Period Name** for the report you would like to file. If you are looking to file a 72-hour report, you can enter more search criteria to find just the transactions you need to file.
3. Press **Search**.

5. Click **File No Activity** at the bottom of the screen.

Transaction Date	Contributor/Payee Name	Transaction Type	Transaction Category	Amount	Address Line1	Address Line2	City	State	Zip	Compliance	<input type="checkbox"/> 72 Hr. Reports	Edit <input type="checkbox"/>
No records to display.												

- Complete your **Authorization** information to electronically sign your report. If you have forgotten your PIN, review **What is my committee's PIN?** at the bottom of this page.
- Click **Submit**.

The screenshot shows a web form titled "File Report/Edit Pending Transactions". At the top, there is a "Comments:" text area and an "Attachment:" field with a "Choose File" button and "No file chosen" text. Below this is the "AUTHORIZATION" section, which is highlighted with a yellow box and a red circle containing the number 6. This section contains four input fields: "Committee ID\*", "Committee's Password\*", "Committee PIN\*", and "Individual submitting this document:". Below the input fields is a text box with a disclaimer: "I am the individual listed above and by clicking the submit button, I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete." At the bottom of the form, there are three buttons: "SUBMIT", "CANCEL", and "CLEAR". The "SUBMIT" button is highlighted with a yellow box and a red circle containing the number 7.

- Your report is now filed! You can view your filed report by clicking **View/Print**. A copy of the report will also be emailed to the email addresses on file for your committee. If you do not receive a confirmation email, please contact Ethics Commission staff to confirm your report has been correctly filed and your email address is correct.

### What is my committee's PIN?

Your committee's PIN is used along with your password for e-signature when submitting reports or amending your registration. You can view or change your committee's PIN following the directions below:

- Login to CFIS and click **View/Edit Registration Information** under the **Administrative** section of the left-hand menu.
- Scroll to the **Committee Information** or **Conduit Information** section at the bottom of the page and reference the **PIN** field.

The screenshot shows the "Committee Information" section of a form. It contains several input fields: "Committee Name\*", "Acronym (if any)", "PIN\*", "Email\*", "Phone\*", and "Phone 2". The "PIN\*" field is highlighted with a yellow box. Below the "Committee Name\*" field, there is a note: "Choose a 4-digit PIN. This PIN will be used to electronically sign reports and registration amendments."