


## Filing a report with activity in CFIS

-  All active, non-exempt registrants must file a campaign finance report every six months, in January and July of each year. Additional reports are needed depending on the activity and type of committee. If a committee files their report on CFIS, paper copies of the report do not need to be sent to the G.A.B. Conduit Committees will first need to generate transmittal letters before filing reports. For filing 48 Hour Reports, please see the *Filing a Late (48 Hour) Report* directions.

## File a Report in CFIS

1. From the left-hand menu, click **Edit/File Pending Transactions**.
2. In the top row of the search screen, select the **Filing Period Name** from the dropdown. Click **Search**.
3. Review your transactions from the grid result for accuracy. You can narrow your search results by choosing to use more than one filter option.

**Edit/File Pending Transactions** Your Committee Name Here 010XXXX

Filing Period Name:  Filing Year:

Transaction Type:  Transaction Category:  Contributor/Payee Name:

Transaction Date Range:  To:

Amount Range:    Non-Compliant  Not Yet Filed 48 Hr. Report

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To group by column, drag and drop column here

Transaction Date	Contributor/Payee Name	Transaction Type	Transaction Category	Amount	Address Line1	Address Line2	City	State	Zip	Compliance	48 Hr. Reports	Edit
05/01/2014	Smith, Joe	CON	Monetary	\$1000.00	123 Main St		Anytown	Wisconsin	55555			

Change page: **1** | Displaying page 1 of 1, items 1 to 1 of 1

4. The report can be filed by either clicking **Preview Finance Report** to review the entire report before filing or clicking **File All to State**, which will not generate a report to preview.

### a. Preview Finance Report

- i. To preview the report, click **Preview Finance Report** at the bottom of the **Edit/File Pending Transactions**.

**Edit/File Pending Transactions** Your Committee Name Here 010XXXX

**LAST REPORT FILED**

Filing Period Name:  End Date:  Ending Balance:

**CASH BALANCES**

Filing Period Name:  Start Date:  Beginning Balance:

- ii. Enter the date the report begins and beginning balance. If you do not remember your beginning balance, the ending balance of the last report filed in CFIS for your committee is displayed below your committee name. Click **Submit**.
- iii. Click **View/Print** report to preview a pdf version of the report.

**:: Preview Finance Report ::**

**Print the following Reports**

<b>GAB 2</b>	<b>VIEW / PRINT</b>
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FILE ALL TO STATE

BACK

1. If everything is correct, minimize the preview and click **File All to State**.
2. If information needs to be changed on the report, make updates as necessary, then repeat Steps 1 and 4.
- iv. Re-enter the beginning date of the report, beginning and ending balance. Notes and attachments are not required, but can be included.
- v. Enter your electronic signature. Your signature should include your committee's seven-digit GAB ID number, your unique password, the last four (4) digits of the bank account number, and the name of the person filing. If you do not know the last four (4) digits of the bank account number you can check this information by clicking on **View/Edit Registration Information** on the left hand side.
- vi. Click **Submit**. Your report has now been filed, and you should receive a confirmation email with a PDF copy of the report attached. You will also be taken to another screen where you can view or print the report. Click on **View/Print** to print the report for your records. Since you submitted the report through CFIS, you do not have to mail a paper copy to the G.A.B.

**b. File All to State**

- i. Enter the date the report begins, beginning and ending balance. If you do not remember your beginning balance, the ending balance of the last report filed in CFIS for your committee is displayed below your committee name. Notes and attachments are not required, but can be included.
- ii. Enter your electronic signature. Your signature should include your seven-digit GAB ID number, your unique password, the last four (4) digits of the bank account number, and the name of the person filing. If you do not know the last four (4) digits of the bank account number you can check this information by clicking on **View/Edit Registration Information** on the left hand side.



## Campaign Finance Procedures

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- iii. Click **Submit**. Your report has now been filed, and you should receive a confirmation email with a PDF copy of the report attached. You will also be taken to another screen where you can view or print the report. Click on **View/Print** to print the report for your records. Since you submitted the report through CFIS, you do not have to mail a paper copy to the G.A.B.
- c. If this is the final report and you are closing the committee, you must click **Request for Termination** before filing the report. See the section on *Terminating a Committee* for more information.