

State of Wisconsin
Ethics Commission

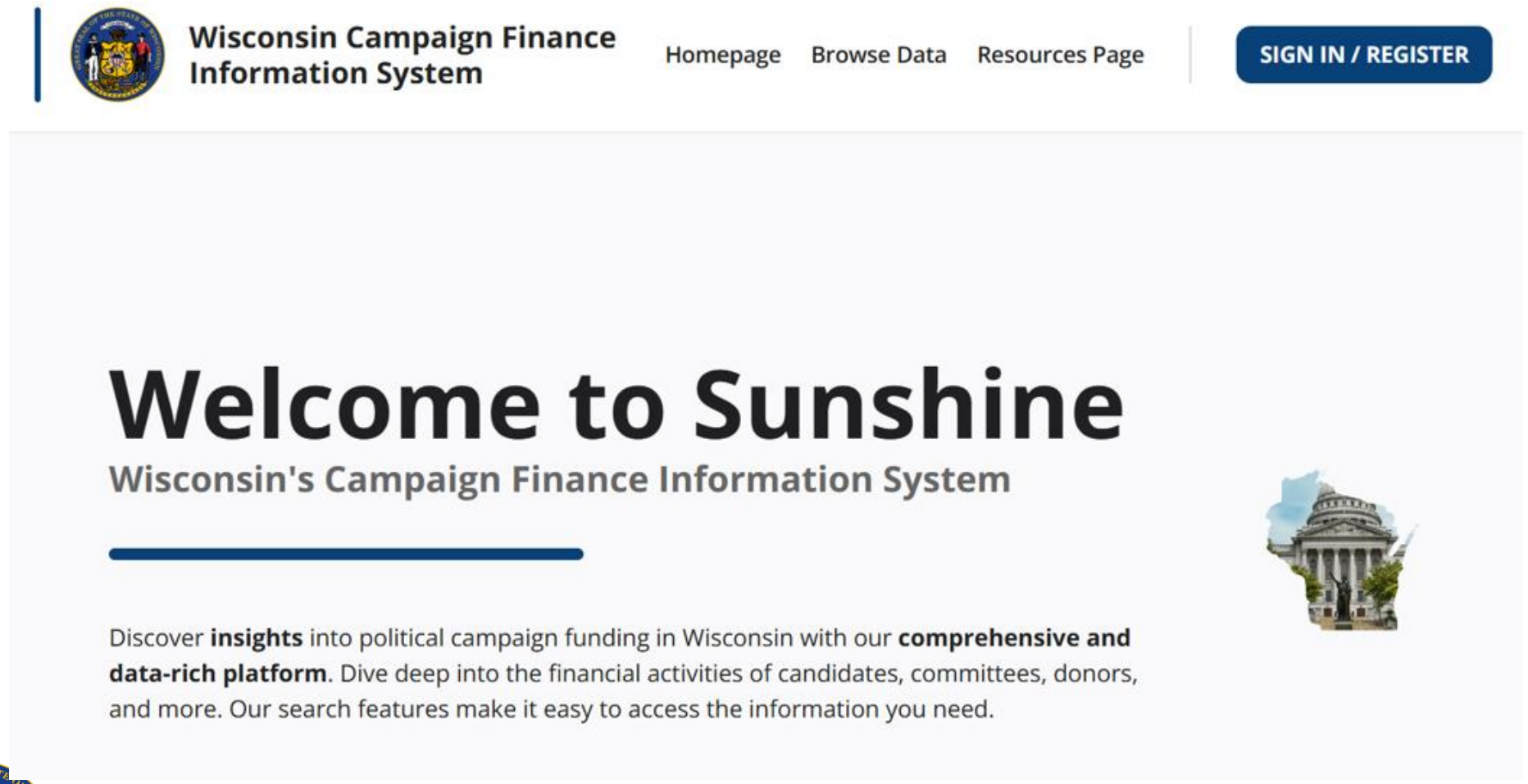
WI Campaign Finance: Conduits Overview

August 2025

Today's Webinar Topics

- Welcome to Sunshine
- Your Dashboard
- Registration
- Reporting of periodic campaign finance reports

Welcome to Sunshine



Sign In

Sign in to
Sunshine

Welcome to Wisconsin Campaign Finance Information System. Sign in with your account to continue.

Email *

Password *

Forgot your password? Click **here** to reset it.

SIGN IN

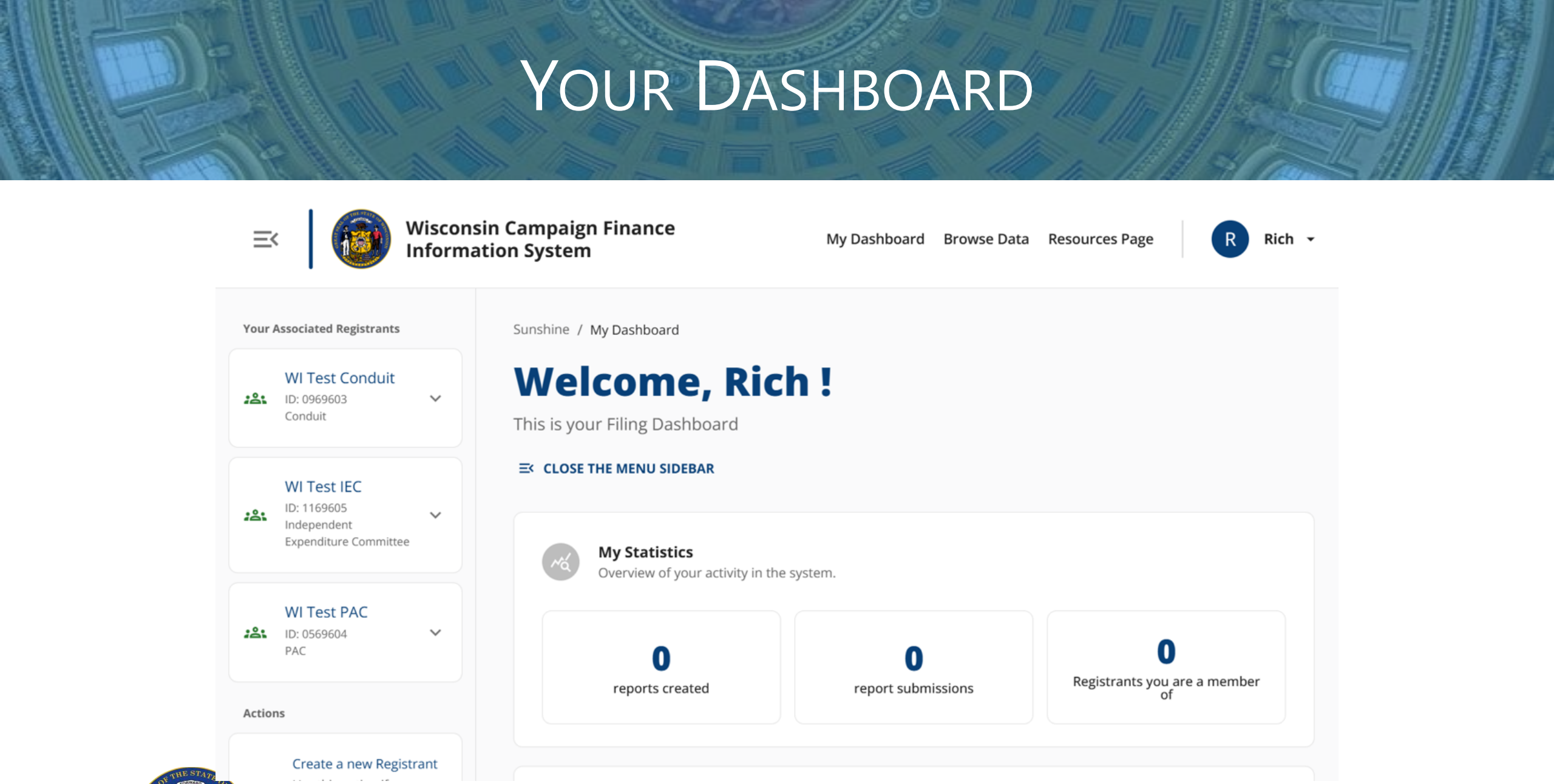
Alternatively, you can sign in using following options:

SIGN IN WITH ENTRA ID - ETHICS

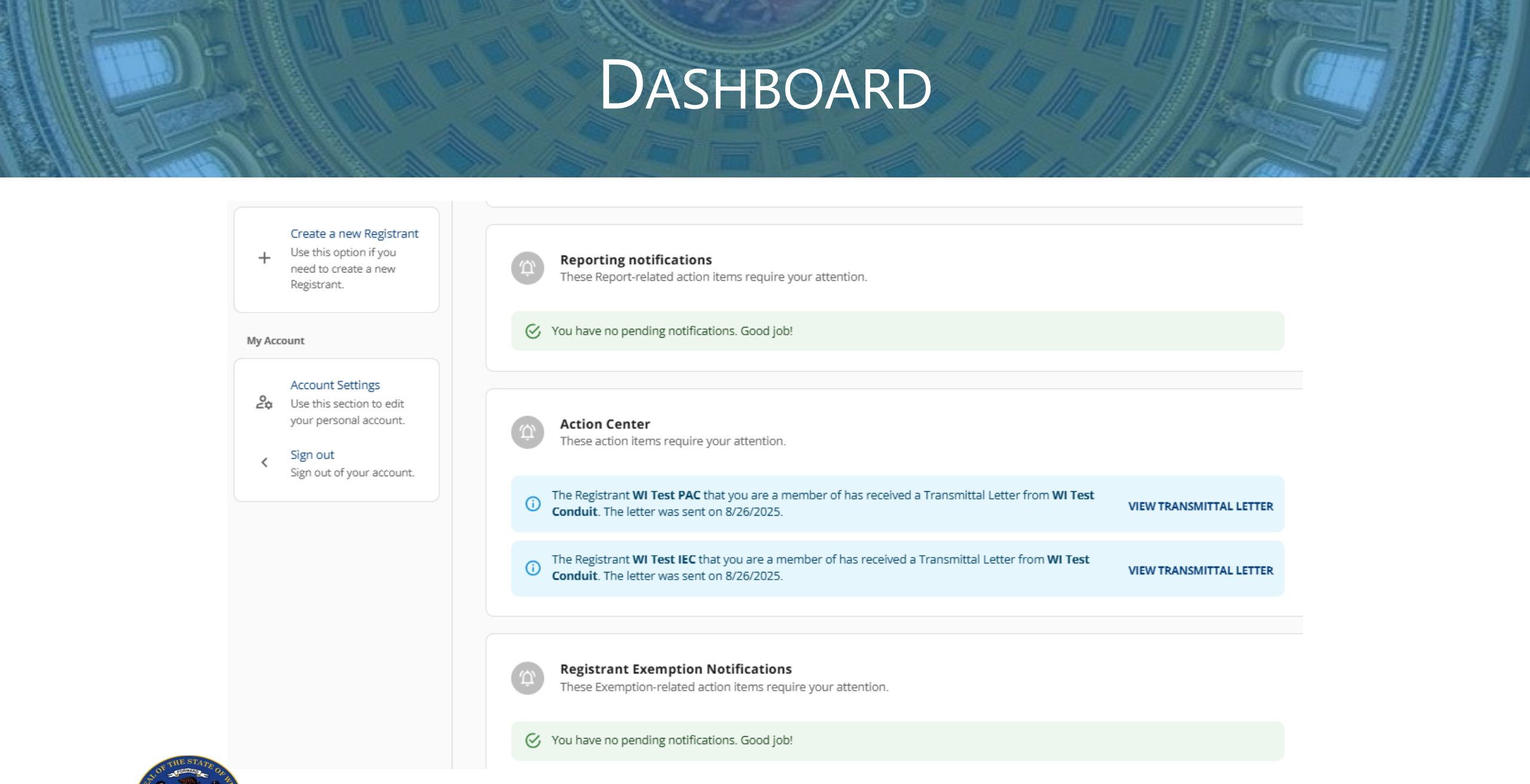
If you do not have an username/password type of an account yet, click below to sign up.



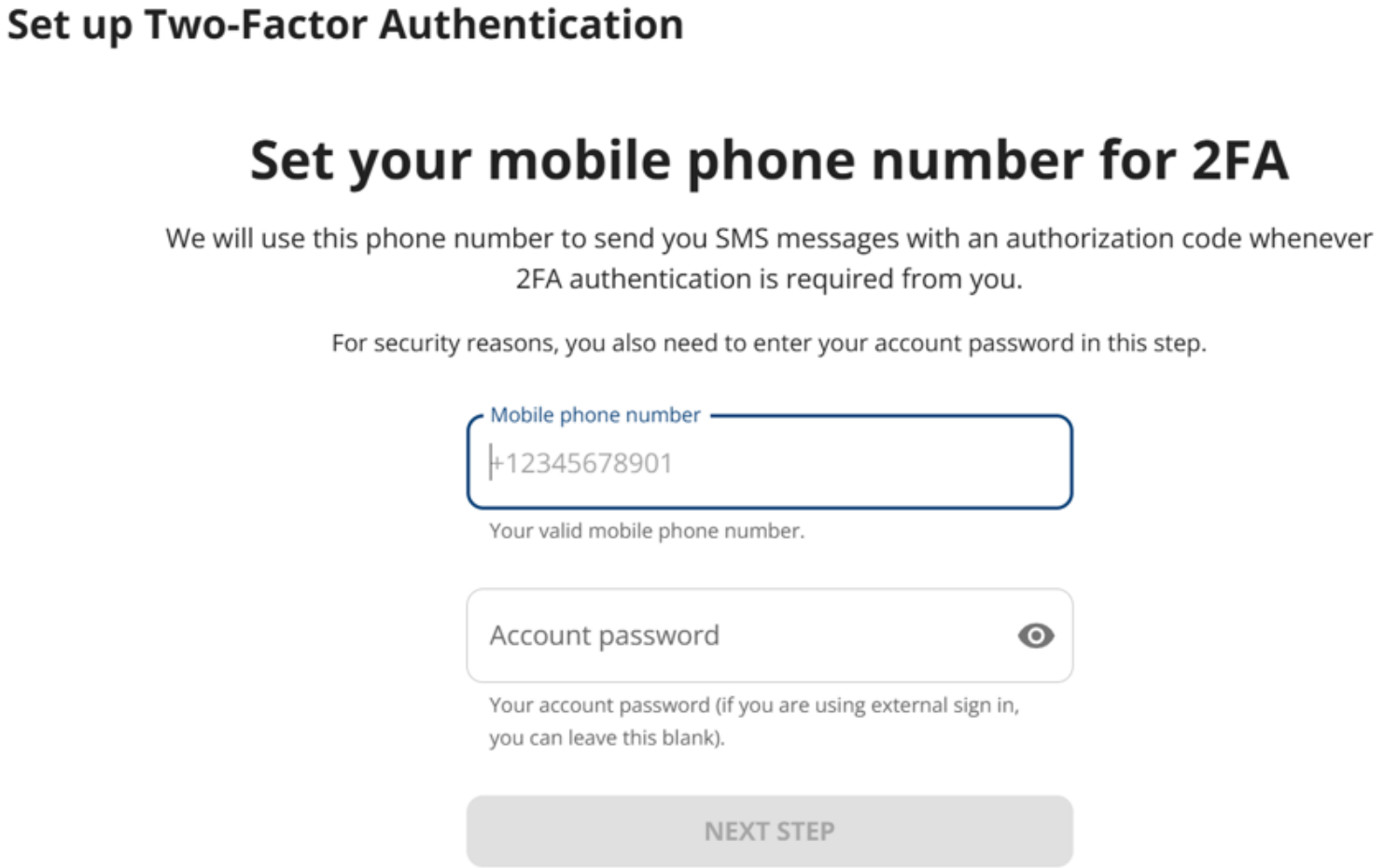
Your Dashboard



Dashboard


Create a new Registrant
Use this option if you need to create a new Registrant.
My Account
Account Settings
Use this section to edit your personal account.
Sign out
Sign out of your account.
Reporting notifications
These Report-related action items require your attention.
You have no pending notifications. Good job!
Action Center
These action items require your attention.
The Registrant WI Test PAC that you are a member of has received a Transmittal Letter from WI Test Conduit. The letter was sent on 8/26/2025.
VIEW TRANSMITTAL LETTER
The Registrant WI Test IEC that you are a member of has received a Transmittal Letter from WI Test Conduit. The letter was sent on 8/26/2025.
VIEW TRANSMITTAL LETTER
Registrant Exemption Notifications
These Exemption-related action items require your attention.
You have no pending notifications. Good job!

Setting up 2 Factor Authentication





State of Wisconsin
Ethics Commission

Registration

- Registration Statement Requirements
- Exempt Status
- Inviting Others

Registration - Exemption

- New Conduits
  - Register "upon its inception and prior to accepting or releasing any… contribution…"

Wis. Stat. § 11.0702.

- If a conduit accepts or releases $2,500 or less in total contributions in a calendar year, it is eligible for exemption. To claim the exemption, select 'Request Exemption Activation' on the View/Change Reg. Information screen on Sunshine.
- If a conduit on exemption exceeds the threshold, it must amend the registration to "Request Exemption Deactivation."
- The conduit is then required to file subsequent campaign finance reports.
- **All conduits and committees are required to renew exemption annually.**
- **This request must be made by 12/31. Committees and Conduits are not allowed to request exemption for current year.**

EXEMPTION

Your Associated Registrants

WI Test Conduit
ID: 0969603
Conduit

Transactions and Reports

- All Transactions
- Reports
- Transmittal Letters

Administration

- View / Change Reg. Information
- View / Edit Members

Registrant Exemption Status
The following section allows you to request the change in report filing exemption status for the Registrant.

This Registrant is not exempt from report filing. If you need to change the exemption status, please submit a request below.

Once you request to change the exemption status of your Registrant, the Staff will be notified and will review your request. In order for your examption status change to be approved, the following requirements must be met:

- Your Committee Type cannot exceed $2,500 in aggregate Contributions, Disbursements and Incurred Obligations during a calendar year.
- Your Committee Type must renew the exemption status each year.
- Your Committee Type can only claim exemption for the next year, not the current one.

Request note (optional)

REQUEST EXEMPTION ACTIVATION

Important Items in Registration Statement

- Contact Information
  - This is how the Commission will contact you regarding filing deadlines, audits, trainings, and all other Commission communications.
  - **Registration must be amended within 10 days of any change in information reported previously.** *e.g.*, Wis. Stat. § 11.0303(3)(a).
  - It is recommended to have at least 2 individuals with Administrator permissions so there is always at least one person able to amend the registration, as well as invite new members.
  - We strongly encourage including multiple email addresses to your registration.
  - Confidential personal phone is required for the conduit administrator and any other custodian of books and accounts. Do not include this number in conduit information, or it will be made public. Only list in the field 'personal phone' with the confidential notice.

Amending Registration

Administrator, Other Custodian, Depository, Other Institution where funds are kept, Sponsor, Additional Contacts, Related PAC, IEC, or Conduit, Related IEC
Information on related Individuals, Organizations and Depositories.

Administrator
Use this area to manage the information for Administrator.

Select an existing Entity or create new
Rich Bohringer

First Name *
Rich

Middle Name

Last Name *
Bohringer

Email *
richbohringer@gmail.com

Personal Phone Number *
6082677735

This personal phone number is confidential. If this phone number is also listed in other sections of this form, it will be made available to the public.

Invite new members

Create a New Invite

You are about to create a New Invite. In order to create it, you need to enter the email of the person you want to invite (either an email address that belongs to an existing user in the system or an email address for which a user invite will be created) and select the role you want to assign to them.

Invitee Email

richard.bohringer@wi.gov

User found.

Role that the user will have

Committee Administrator
Administrator for the Registrant. Has full access.

Report Filer
Report Filer. Can file reports.

Transaction Editor
Transaction Editor. Can edit transactions.

Transaction Viewer
Transaction Viewer. Can view transactions.

Invite New Members



Transactions and Reports

- All Transactions
- Reports
- Transmittal Letters

Administration

- View / Change Reg. Information
- View / Edit Members

Invite a new Member

You can add new members to your Registrant by inviting them.

CREATE A NEW INVITE

Membership Invitations

Shows all of the membership invitations created that are associated with this Registrant.

Invitee name	Invited on	Invited by	Role	Status	Expires / Accepted / Rejected on	Actions
Rich Bohringer	05/02/25	Richard Bohringer, - ETHICS	Committee Administrator	Accepted	05/02/25	•••

Important Reminders on Registration

- **It is very important to keep the conduit registration updated.** The Commission sends filing deadline reminders and audit notices to the email addresses on the registration statement.
  - Failure to receive notice does not exempt a conduit from a reporting requirement. Wis. Stat. § 11.0103(1)(b).
- Every filing period we have a number of 'undeliverable' emails bounce back.
- It may be necessary to check your email's spam filter to make sure communications from the Commission are not being directed into your spam folder.
- Any change of registration information requires an amendment to be filed within ten days of the change.

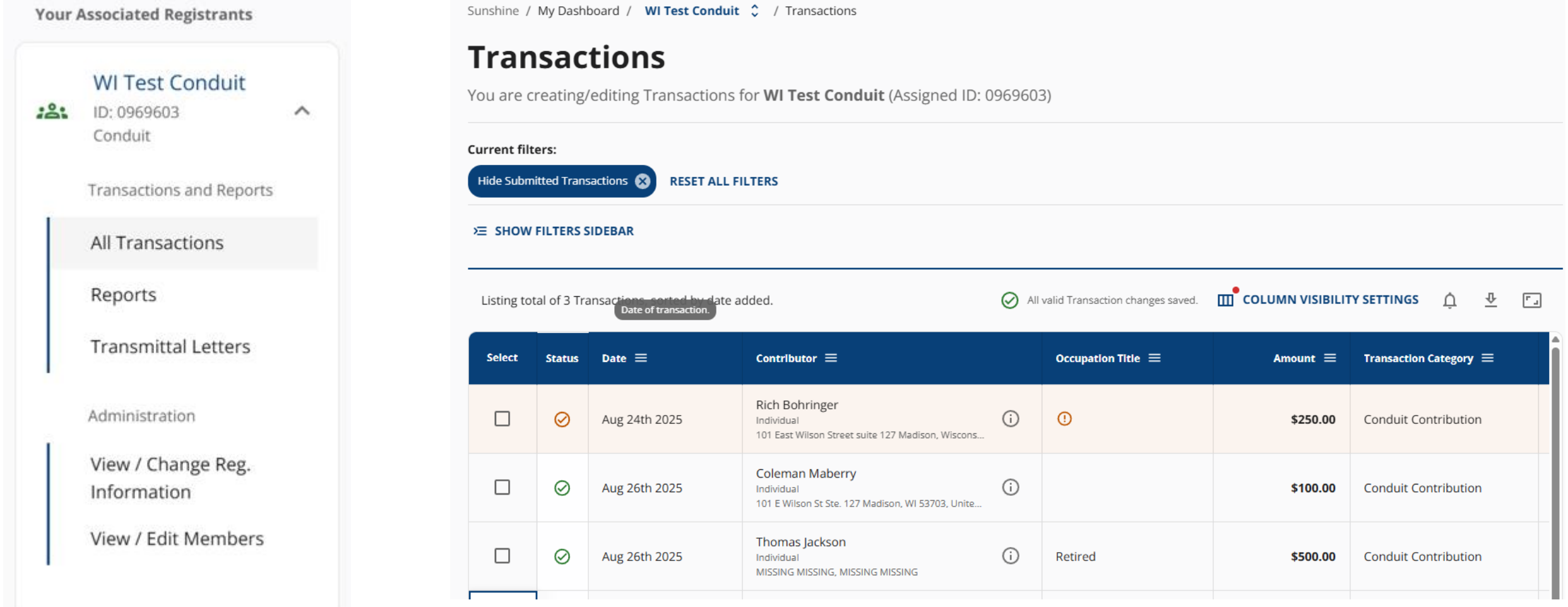


State of Wisconsin
Ethics Commission

Reporting

- Entering Transactions
- Uploading Transactions
- Transmittal Letters
- Submitting Reports

ENTERING TRANSACTIONS

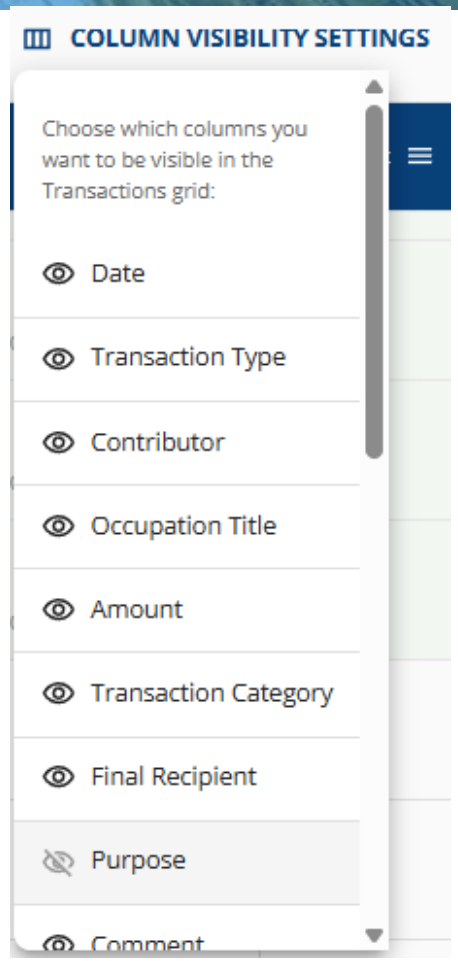


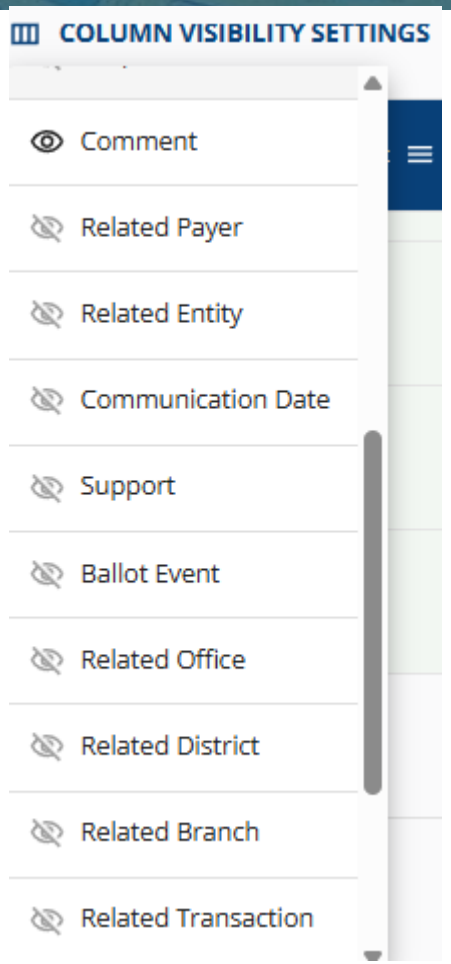
Entering Transactions - Continued

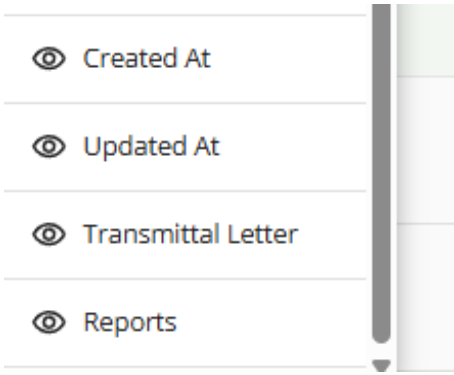
Amount	Transaction Category	Final Recipient	Comment
$250.00	Conduit Contribution	WI Test PAC Registrant | ID: 0569604 PO Box 7125 Madison, Wisconsin 53707-7125,...	
$100.00	Conduit Contribution	WI Test IEC Registrant | ID: 1169605 PO Box 7125 Madison, Wisconsin 53707-7125,...	
$500.00	Conduit Contribution	WI Test PAC Registrant | ID: 0569604 PO Box 7125 Madison, Wisconsin 53707-7125,...	

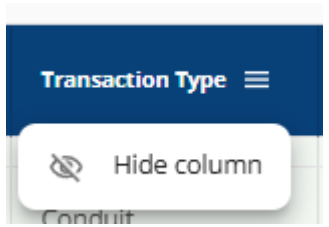
Final Recipient	Comment	Created At	Updated At	Transmittal Letter
WI Test PAC Registrant | ID: 0569604 PO Box 7125 Madison, Wisconsin 53707-7125,...		*8/25/2025, 8:27:45 PM*	*8/26/2025, 9:45:51 AM*	To: WI Test PAC
WI Test IEC Registrant | ID: 1169605 PO Box 7125 Madison, Wisconsin 53707-7125,...		*8/25/2025, 8:29:32 PM*	*8/26/2025, 10:29:14 AM*	To: WI Test IEC
WI Test PAC Registrant | ID: 0569604 PO Box 7125 Madison, Wisconsin 53707-7125,...		*8/25/2025, 8:33:51 PM*	*8/26/2025, 9:45:51 AM*	To: WI Test PAC

Hiding Columns









Uploading transactions

☑	✓	Aug 26th 2025	Thomas Jackson Individual MISSING MISSING, MISSING MISSING	ⓘ	Retired	**$500.00**	Conduit Contributi
☐		*New Transaction date...*					
☐		*New Transaction date...*					
☐		*New Transaction date...*					
☐		*New Transaction date...*					
☐		*New Transaction date...*					

DESELECT ALL

DELETE SELECTED TRANSACTIONS

ASSIGN SELECTED TO A REPORT

CLONE SELECTED

IMPORT TRANSACTIONS

REVALIDATE SELECTED

REVALIDATE UNSUBMITTED TRANSACTIONS

Uploading Transactions

Import Transactions from a file

1 Select File

Select an Excel file containing at least one worksheet with data to import.

You can import transactions from an Excel file in XLSX or XLS format, or a CSV file. After selecting the file, you will be able to select which sheet you want to use, as well as which columns represent the transaction date, description, amount, and other fields.

After you select the sheet and columns, the system will analyze the data and show you a preview of the transactions that will be imported. You will be able to review the transactions, as well as make adjustments or select offered categories, payers, payees and other field values from the system.

File selected: **conduit test upload.xls**

File contains **1** sheet.

To select a different file, drag and drop your file here, or click to select a file

CONTINUE TO DATA MAPPING

Uploading Transactions

Import Transactions from a file

Default Transaction Type

If a row in the imported worksheet does not have a defined Transaction Type, or you do not have a column in the worksheet that maps to the Transaction Type, you can select a default Transaction Type to use for all transactions imported from this worksheet.

Select the Transaction Type to use as default

Conduit Contribution

Map Columns to Transaction Fields (3 Transactions in Sheet)

Select the columns from the worksheet that you want to map to the transaction fields in the system. You can also select "None" if you don't want to import a column.

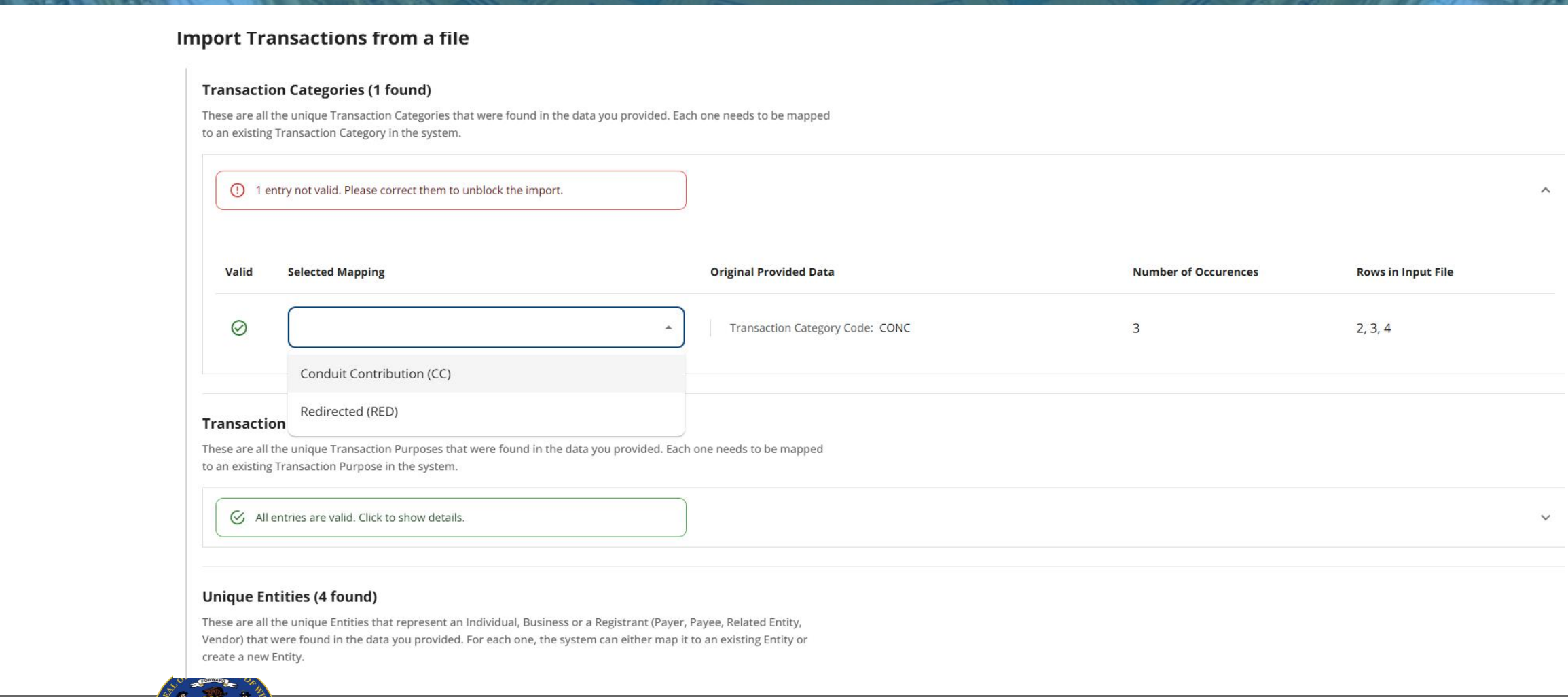
Import Template Detected: Conduit Upload Template Excel

We have detected that you have uploaded a worksheet that the system has an import template for. You can use the template to automatically map the columns to the transaction fields. If you don't want to use the template, you can manually map the columns.

BACK TO FILE SELECTION

CONTINUE TO DATA REVIEW

Uploading Transactions



Uploading Transactions

Other Import-blocking Errors (0 found)

These are errors found in the data you provided that need to be corrected in the original file. Once you correct them, you can upload the file again and re-import the data.

All entries are valid. Click to show details.

Some transactions were found that were already imported.
We have found that some transactions from this exact file and exact sheet, with exact row contents, were already imported. These transactions will be skipped in the next step.
These transactions can be found in the following rows of the file: 2, 3, 4.

There are errors that need to be corrected before you can proceed.
Please correct all errors before you can proceed to the next step. You can review the errors in sections above.

BACK TO DATA MAPPING

COMMIT ENTITIES AND PROCEED

Import Transactions

Transactions Import Review (3 Transactions)

This is the final step before importing the transactions into the system. Please ensure that all the data is correct, as after this step the transactions will be imported into the system and the process cannot be reversed.

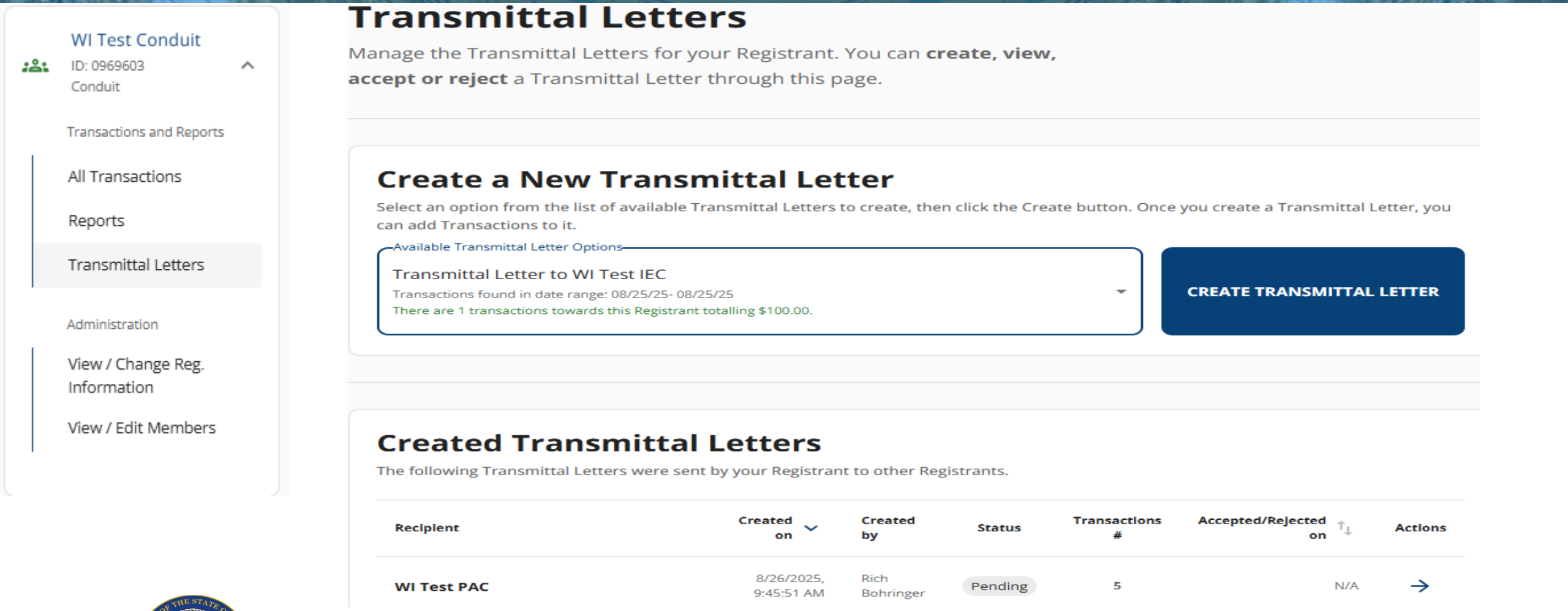
1

Row in sheet	Date	Transaction Type	Contributor	Payee	Amount	Transaction Category	Purpose
Already imported - will skip. 2	August 25th 2025	Conduit Contribution	WI Test Conduit Registrant PO Box 7125 Madison, Wisconsin 53707-7125, United States	Robert C. Procter Individual 6101 Gateway Grn Monona, WI 53716	$200.00	Conduit Contribution (CONC)	-
Already imported - will skip. 3	August 25th 2025	Conduit Contribution	WI Test Conduit Registrant PO Box 7125 Madison, Wisconsin 53707-7125, United States	Timothy J. Roehl Individual 3697 Manistee Way Verona, WI 53593	$100.00	Conduit Contribution (CONC)	-
Already imported - will skip. 4	August 25th 2025	Conduit Contribution	WI Test Conduit Registrant PO Box 7125 Madison, Wisconsin 53707-7125, United States	Sheri L. White Individual 5355 Hansons Lndg Apt 102 Madison, WI 53704	$200.00	Conduit Contribution (CONC)	-

BACK TO DATA REVIEW

IMPORT TRANSACTIONS AND FINISH

TRANSMITTAL LETTERS



TRANSMITTAL LETTERS

Create a New Transmittal Letter

Select an option from the list of available Transmittal Letters to create, then click the Create button. Once you create a Transmittal Letter, you can add Transactions to it.

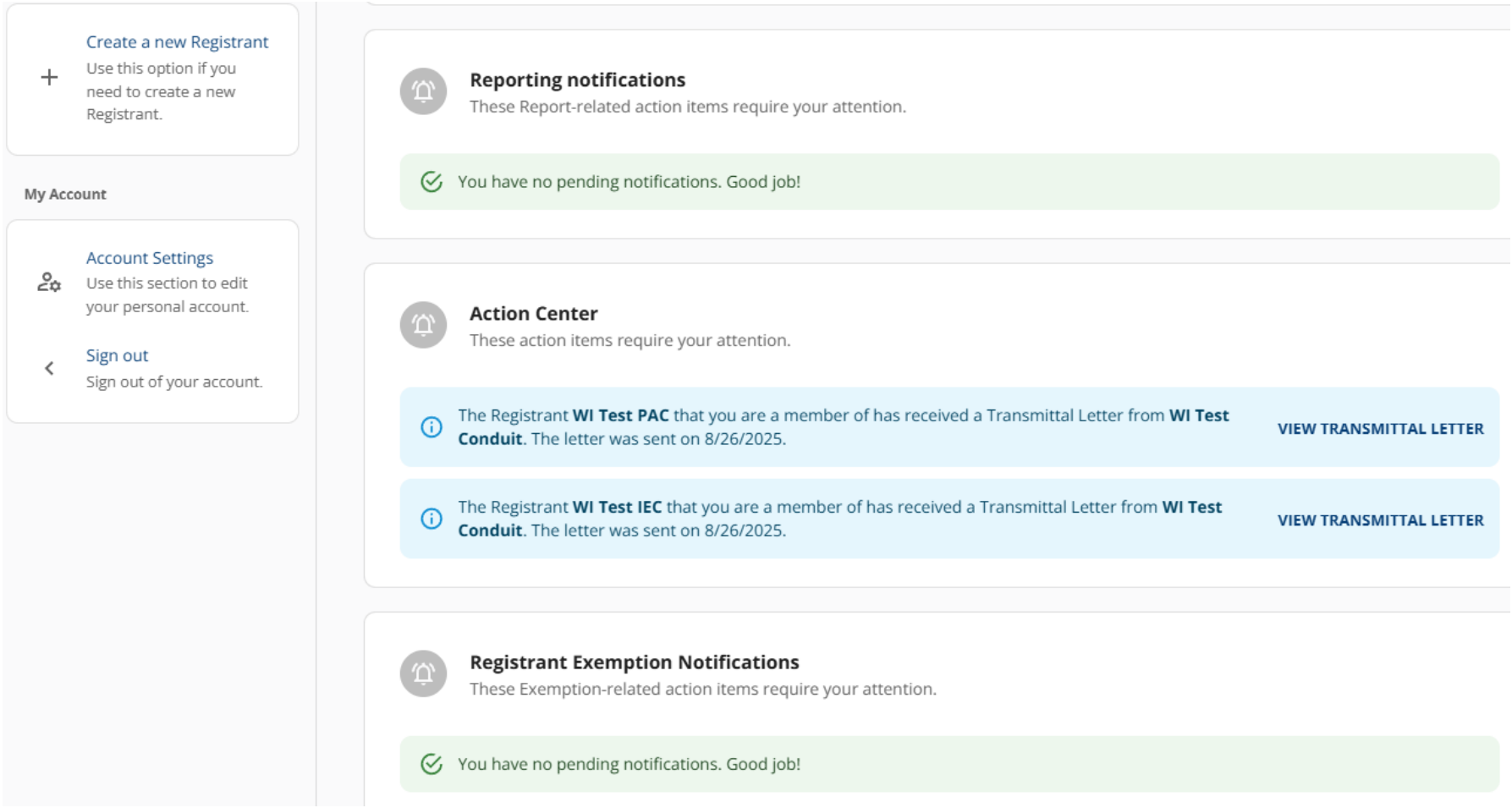
No possible Transmittal Letter options found.

Created Transmittal Letters

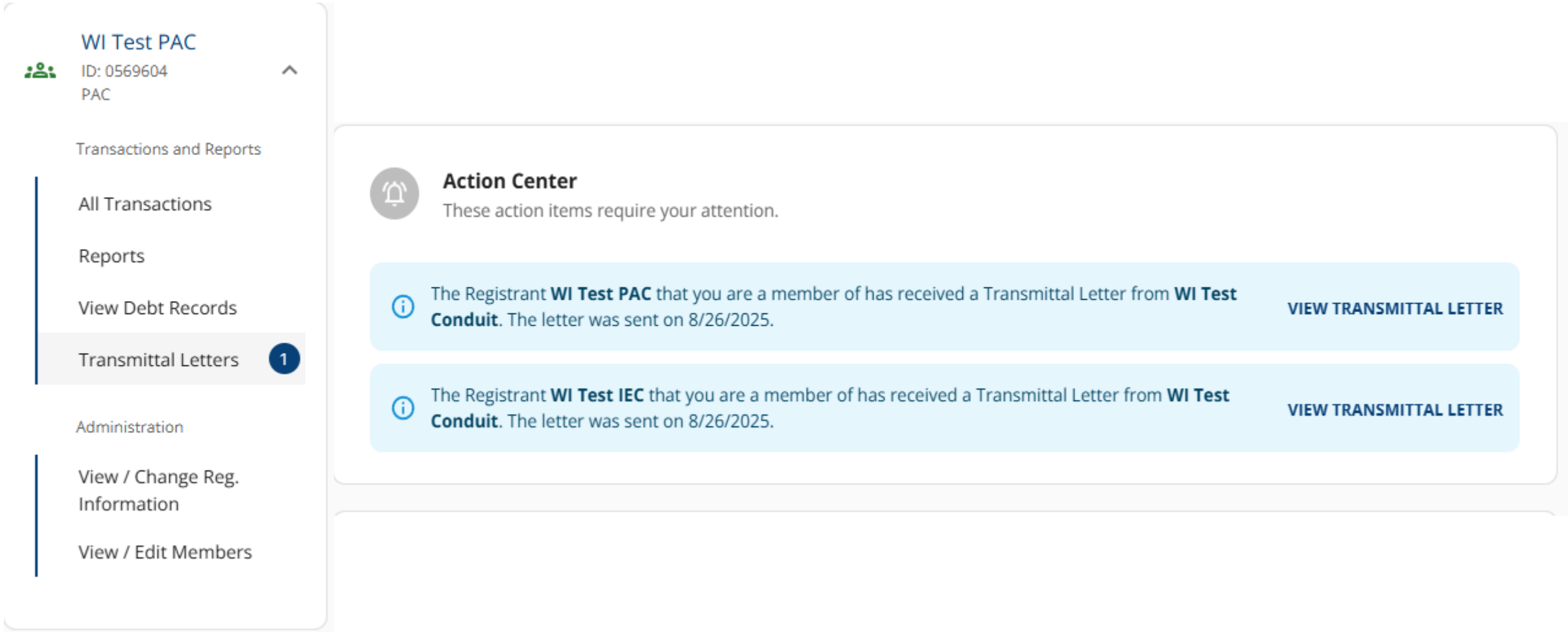
The following Transmittal Letters were sent by your Registrant to other Registrants.

Recipient	Created on	Created by	Status	Transactions #	Accepted/Rejected on	Actions
WI Test IEC	8/26/2025, 9:56:30 AM	Rich Bohringer	Pending	1	N/A	→
WI Test PAC	8/26/2025, 9:45:51 AM	Rich Bohringer	Pending	5	N/A	→

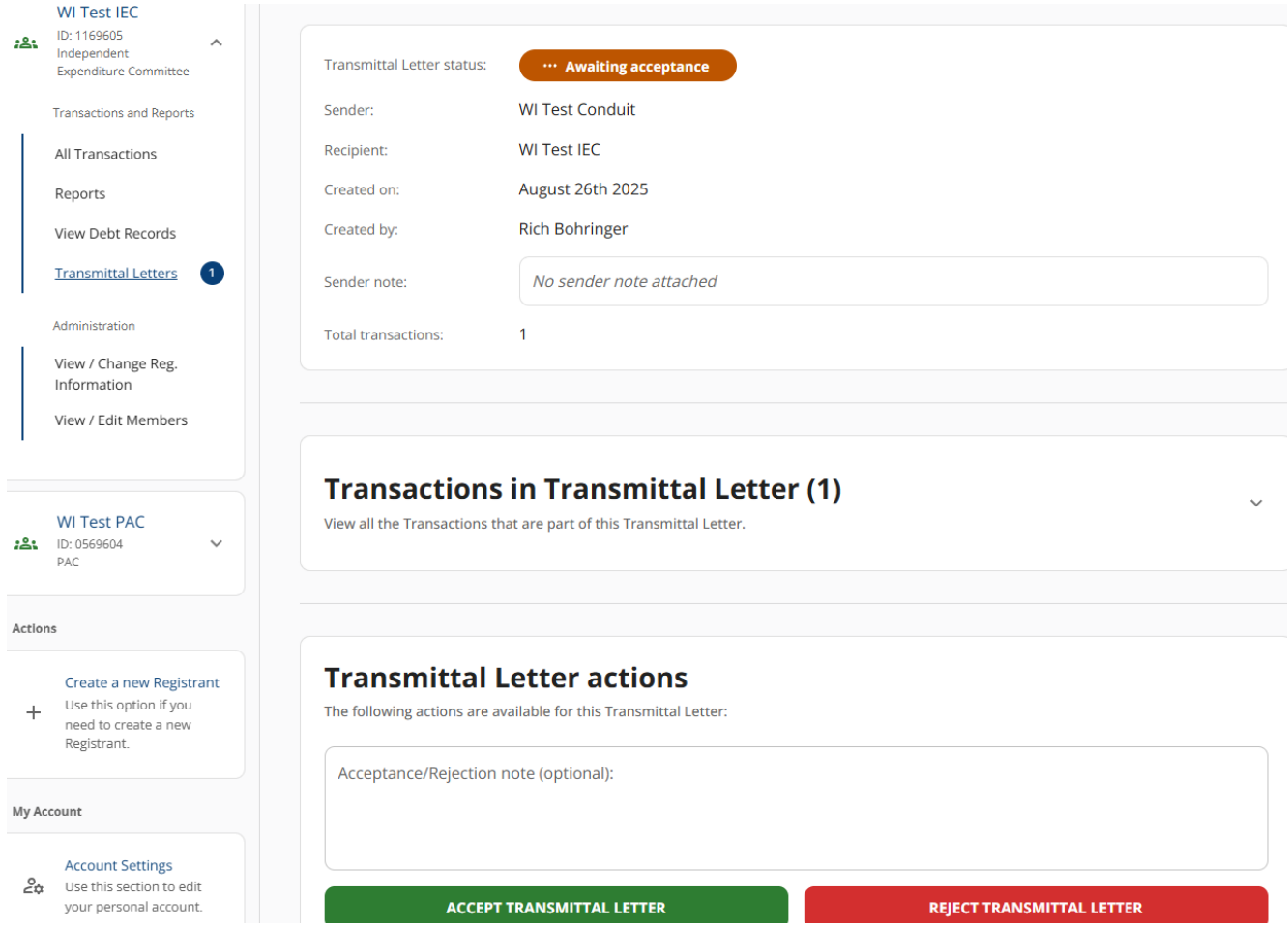
Receiving Committee Dashboard



Receiving Committee Transmittal Letter



Receiving Committee Transmittal Letter



Conduit Transmittal – after acceptance

Created Transmittal Letters

The following Transmittal Letters were sent by your Registrant to other Registrants.

Recipient	Created on	Created by	Status	Transactions #	Accepted/Rejected on	Actions
WI Test IEC	8/26/2025, 9:56:30 AM	Rich Bohringer	Accepted	2	8/26/2025, 10:29:14 AM	→
WI Test PAC	8/26/2025, 9:45:51 AM	Rich Bohringer	Pending	5	N/A	→

Rows per page: 20 1–2 of 2

Who - What

- *Who* must file finance reports?
  - Any conduit not claiming exemption.

- *What* do they have to file?
  - Campaign Finance reports with activity (CF-10);
  - No-activity reports (CF-10A); and
  - Transmittal Letters itemizing the source of all donations

When - Where

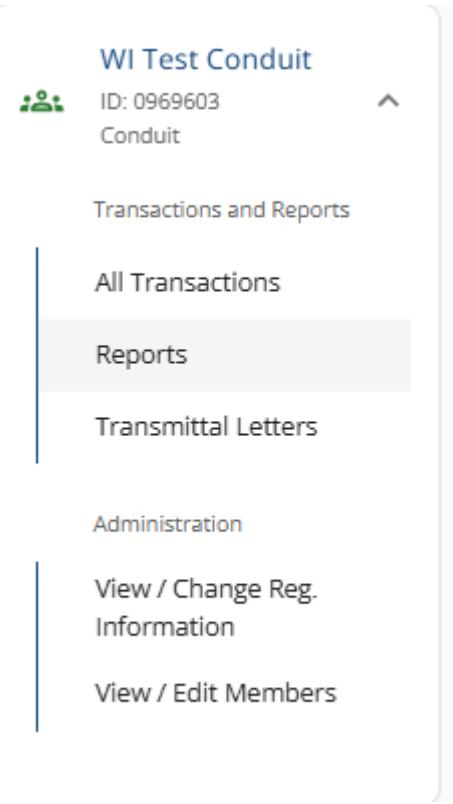
- *When* do I have to file reports?
  - January & July Continuing Reports
    - Due January 15 and July 15 every year
  - September Report
    - Due September 30 of even numbered years
  - Post-Election Reports if supporting a candidate in a special election. Due dates depend on the report. Please see the updated filing calendar for specific due dates.

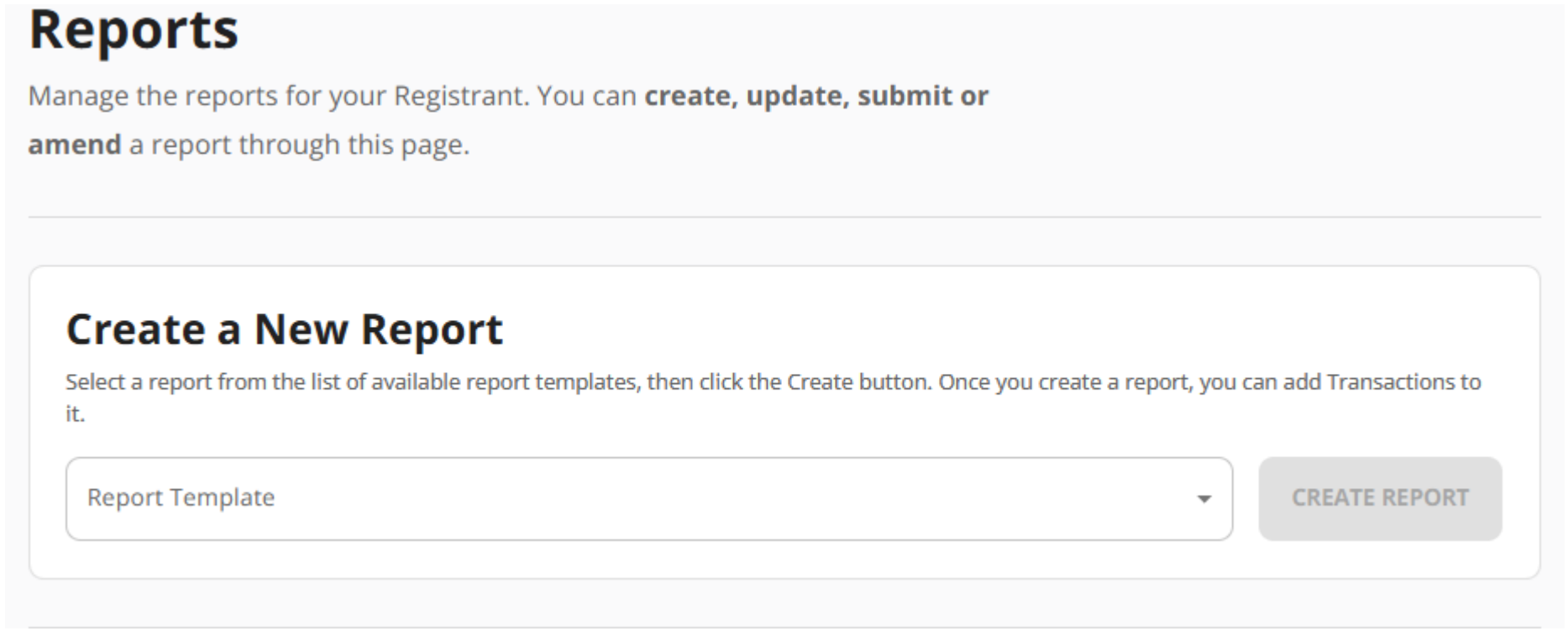
- *Where* do I file reports?
  - All reports are filed online using Sunshine (https://campaignfinance.wi.gov/).

Conduits must continue to file reports until they either request an exemption from filing reports, or request termination.

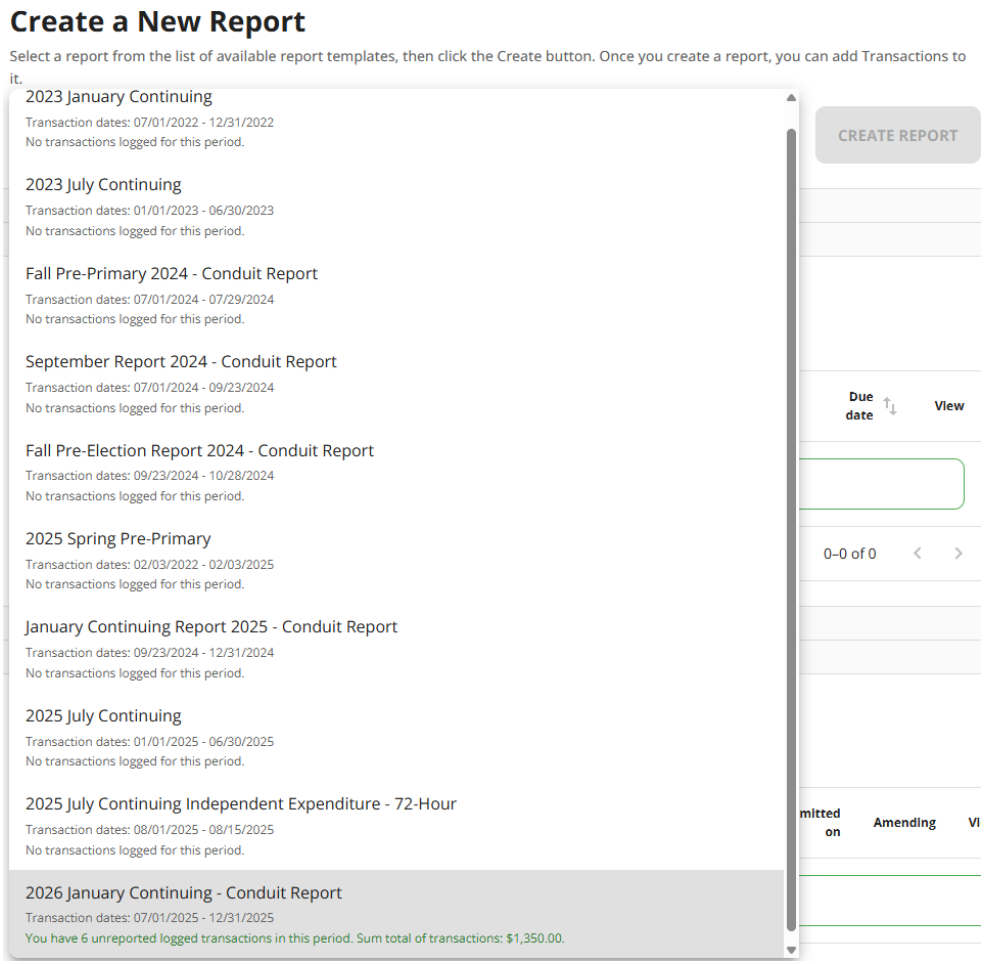
Wis. Stat. §§ 11.0102, 11.1103.

Creating a Report





Creating A Report



Create Report

Create a New Report

You are about to create a New Report **"2026 January Continuing - Conduit Report"**.

Do you want to automatically assign 6 unreported transactions found that fall into the date period for this report (07/01/25 - 12/31/25)?

☑ Automatically assign all eligible transactions (recommended)

CREATE REPORT CANCEL

Filing a Report

Report Overview

Report status:	Not submitted
Created by:	Rich Bohringer
Created on:	August 26th 2025
Total transactions:	6
Report dates span:	June 30th 2025 - December 31st 2025
Report submissions:	*No submissions yet*

Transactions in report (6)

View/edit all the Transactions that are part of this Report.

Report Actions

The following actions are available for this Report:

SUBMIT CONDUIT FINANCE REPORT (CF10)

SUBMIT CONDUIT NO ACTIVITY REPORT (CF-10A)

DELETE REPORT

Filing a Report

Submit Report

You are about to submit the **2026 January Continuing - Conduit Report**, which should include transactions from July 1st 2025 up to December 31st 2025.

You can write an optional description of this Report Submission.

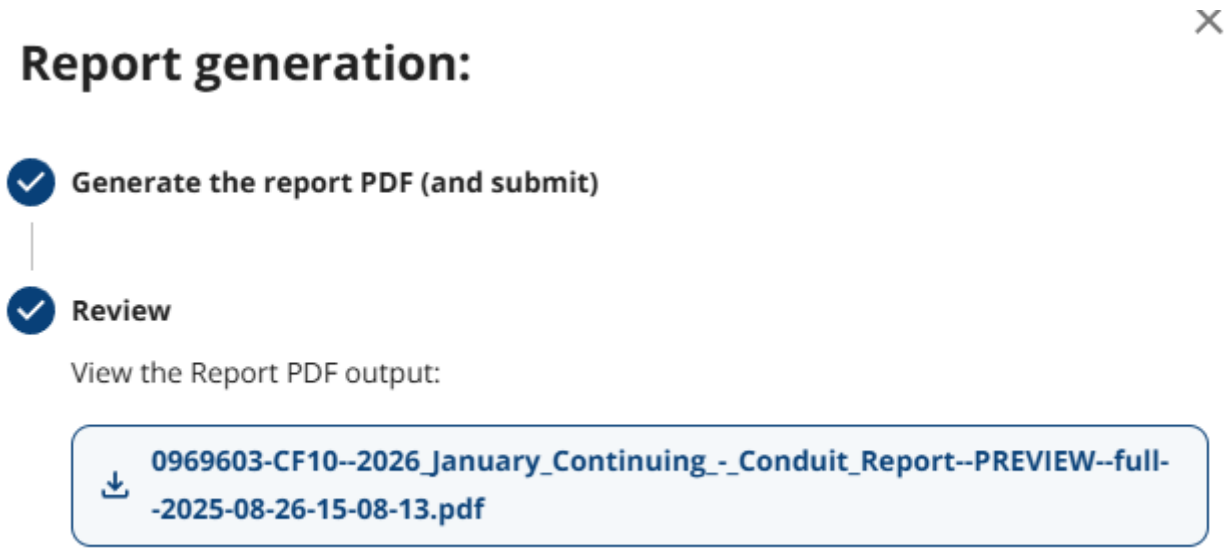
Submission description (optional)

Select the Signatory

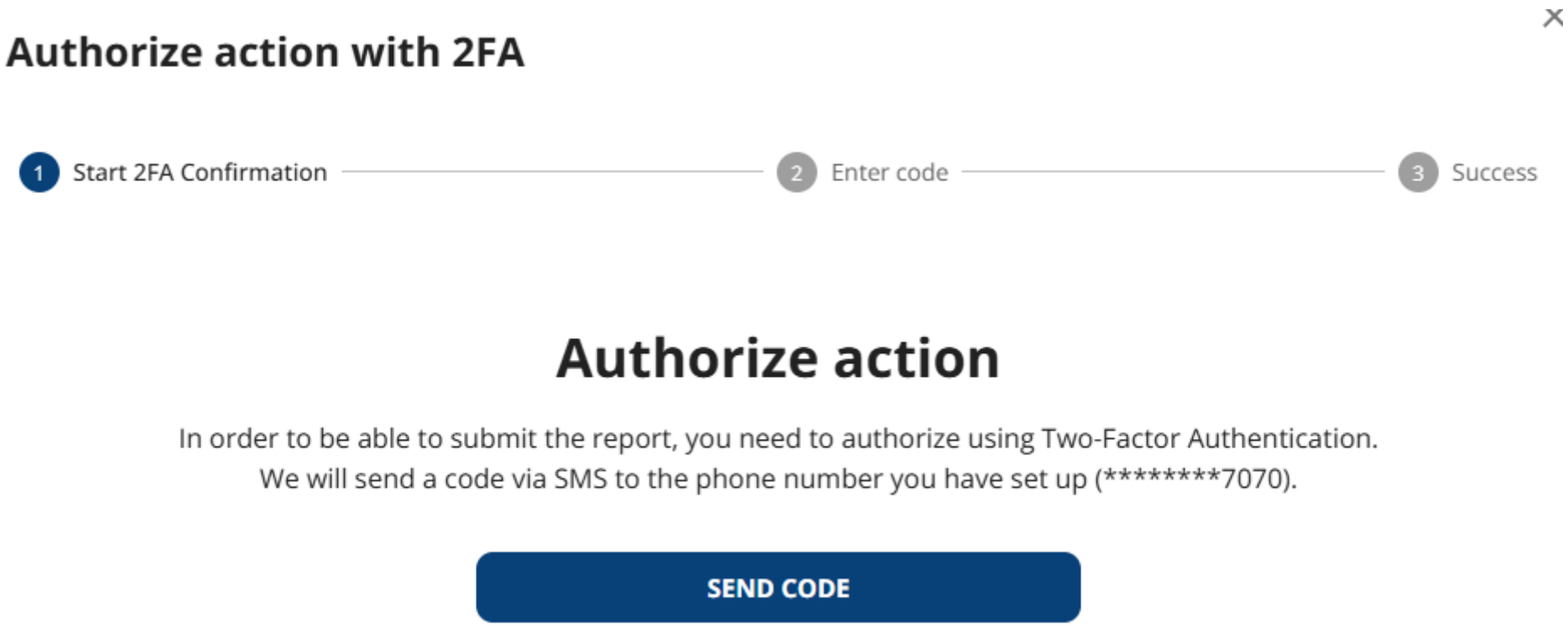
Rich Bohringer (Administrator)

PREVIEW REPORT PDF | SUBMIT CONDUIT FINANCE REPORT (CF10) | CANCEL

How to Preview a Report



Submitting Report



Authorize action with 2FA

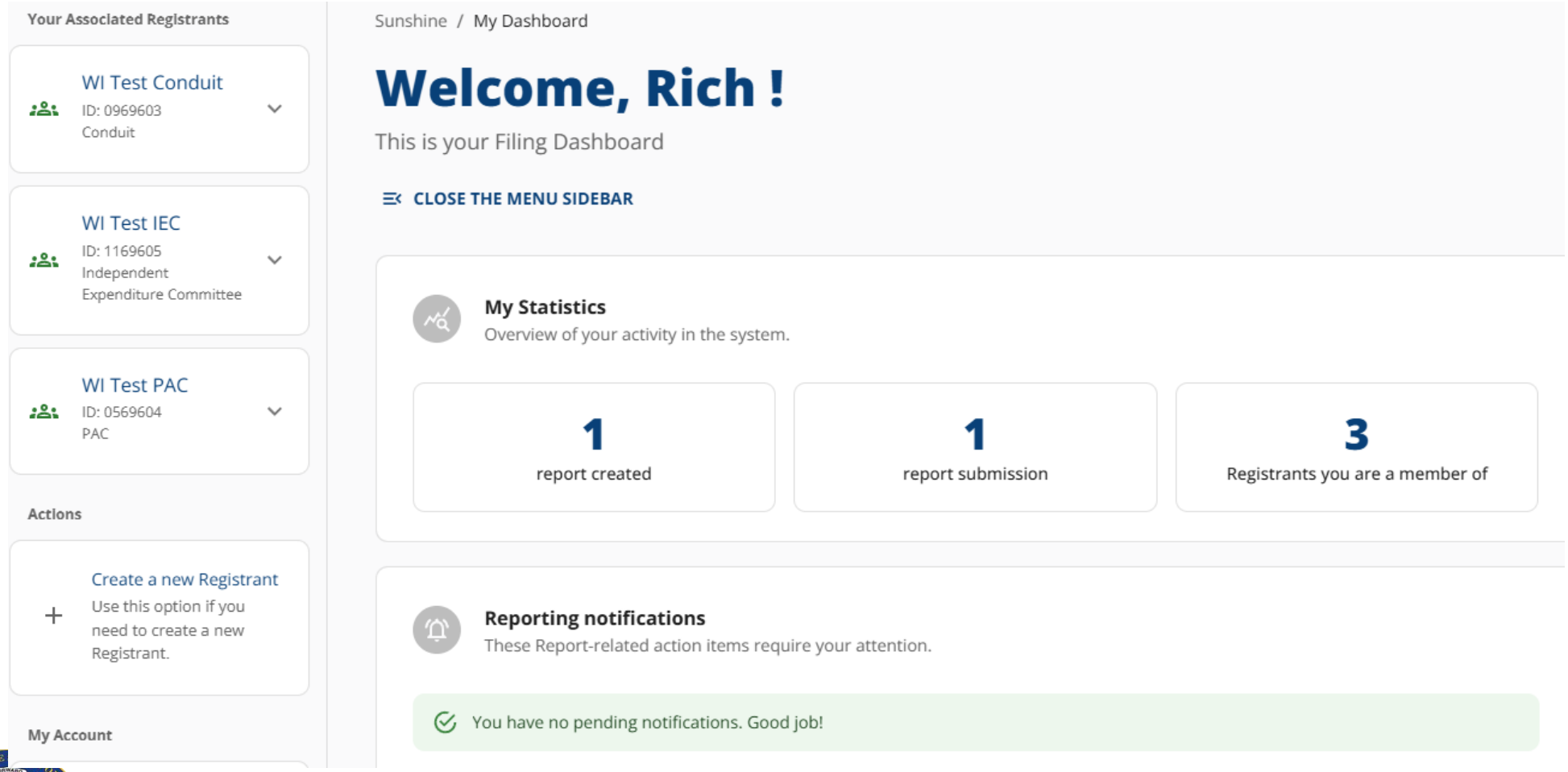
Start 2FA Confirmation — Enter code — 3 Success

Verification successful.

You can now continue with the requested action.

SUBMIT CONDUIT FINANCE REPORT (CF10)

Dashboard – After Filing Report



Amending A Report

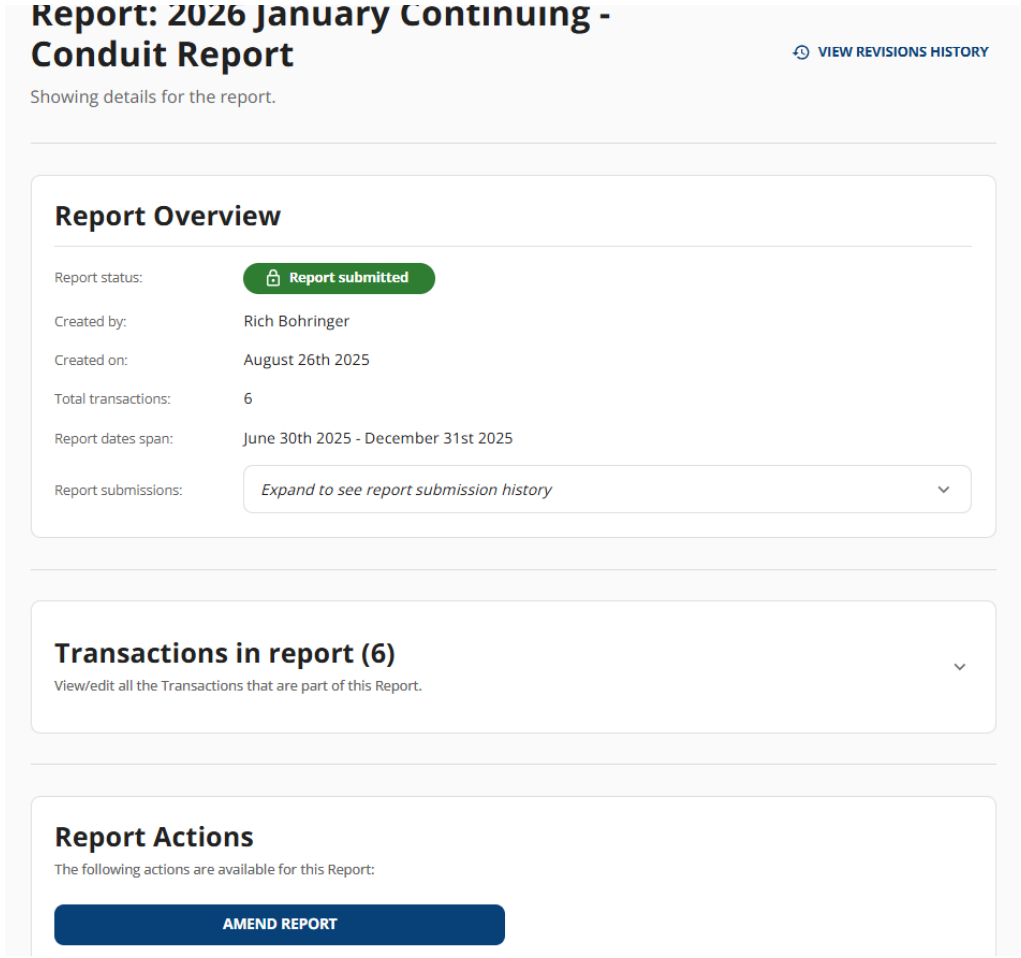
Submitted reports

Reports that you have created and submitted.

e of the report	Created on	Transactions from date	Transactions to date	Transactions #	Submitted on	Amending	View
; January Continuing - Conduit ort - Conduit Finance Report	8/26/2025, 10:42:58 AM	07/01/25	12/31/25	6	08/26/25		→

Rows per page: 20 1–1 of 1

Amending a Report



We're Here to help!

Ethics Commission Staff

Administrator
Daniel Carlton, Jr.

Assistant Administrator
Colette Greve

Staff Counsel
David Buerger

Office Manager
Catherine Luoma

Program Staff

Richard Bohringer

Cole Maberry

Thomas Jackson

Chloe Ruppel

IT Contractors

Kavita Dornala

Ethan Fregien

Where to get more information

- Wisconsin Ethics Commission website (https://ethics.wi.gov)
  - Conduit Overview Page
  - Resources
  - Conduit Manual
- Sunshine (https://campaignfinance.wi.gov/)
  - Resources Page
- Wisconsin Ethics Commission staff:
  campaignfinance@wi.gov or (608) 266-8123





101 East Wilson Street, Suite 127
P.O. Box 7125
Madison, WI 53707-7125