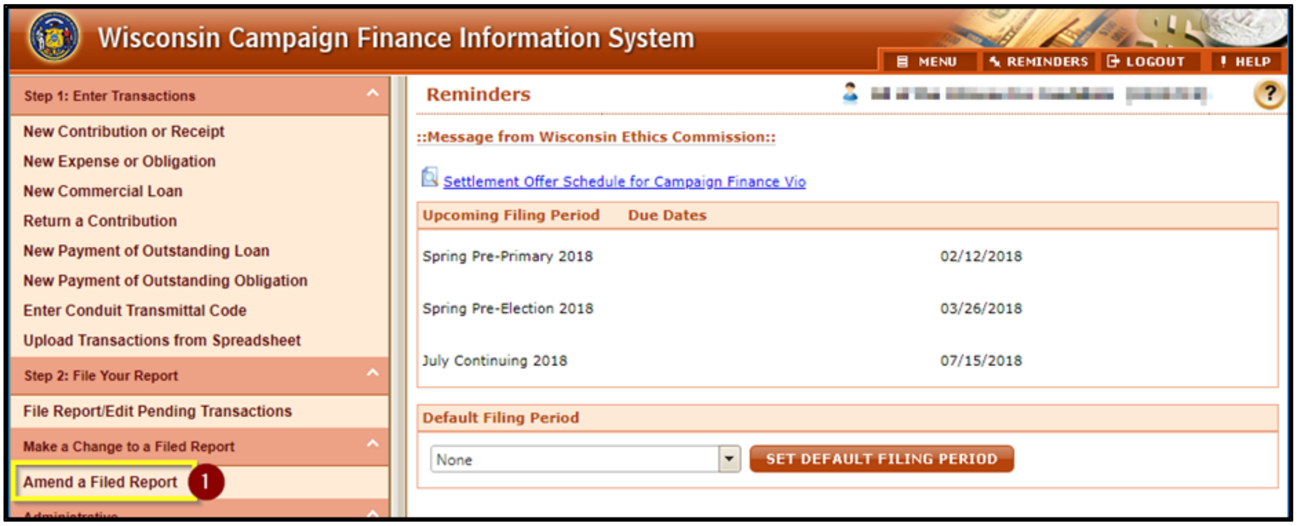
Amending a Report

After a report is filed, committees might need to change or add information to their reports. Any amendment should be filed as soon as possible. When a user adds new transactions or changes previously filed transactions, they do not automatically appear on the previously filed report. In order for these changes to be viewable to the public, the entire report needs to be re-filed.

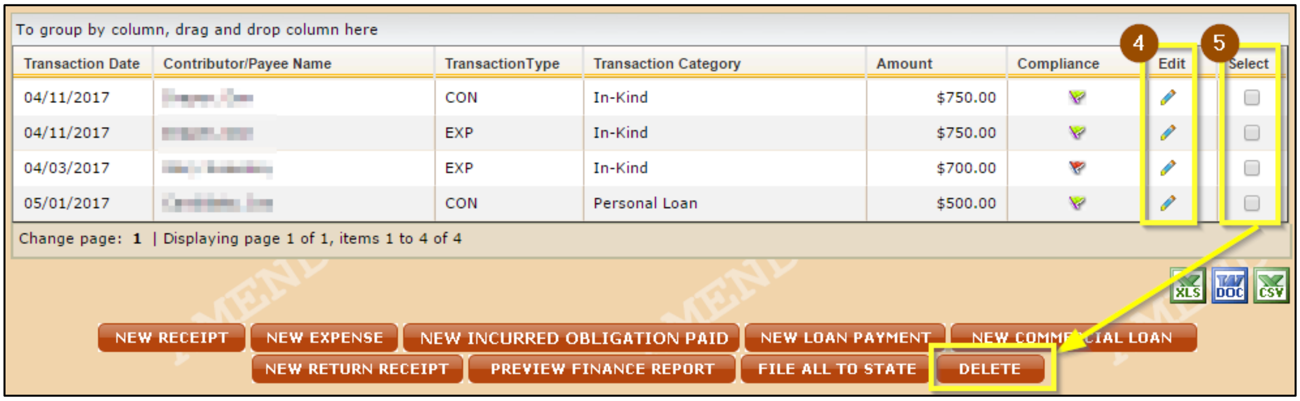
1. After you have logged in, click **Amend Reports/Amend Transactions** under **Make a Change to a Filed Report** from the left-hand menu.



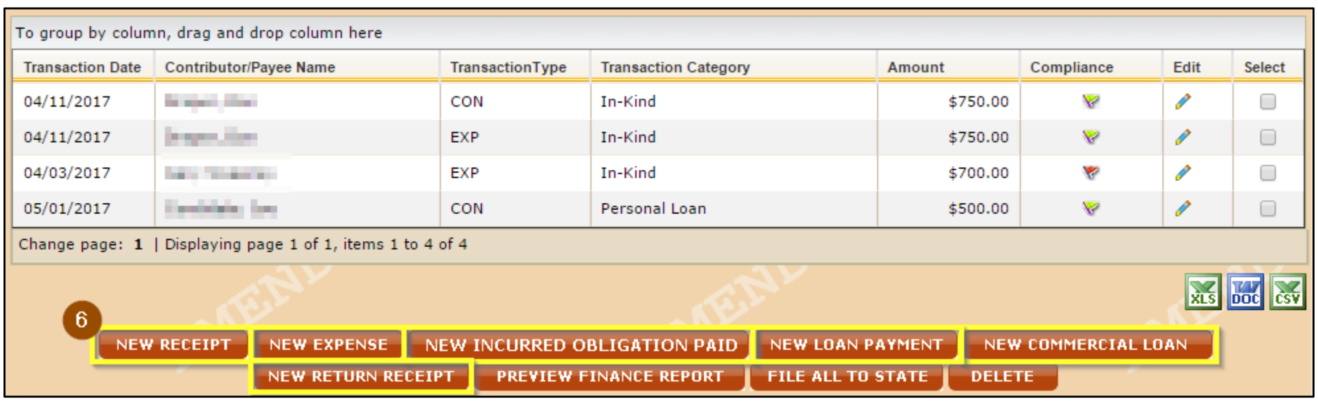
2. In the top row, choose the **Filing Period Name** for the report you would like to amend. If you are looking to edit a specific transaction, you can enter additional criteria to narrow down your results.

3. Press **Search**.

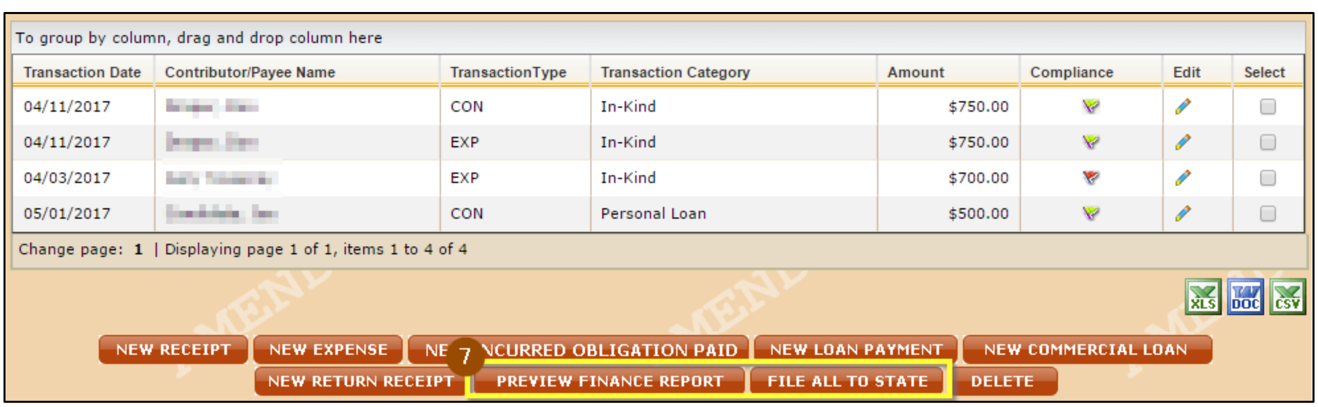
4. All of your committee's transactions for your selected filing period will show on the screen. To edit an existing transaction, click the pencil in the **Edit** column.
5. To delete a transaction, check the **Select Box** at the far right in the row and click **Delete** at the bottom of the window. You may select more than one transaction at a time to delete.



6. To add a new transaction, choose the button for the appropriate transaction type and complete all required fields.



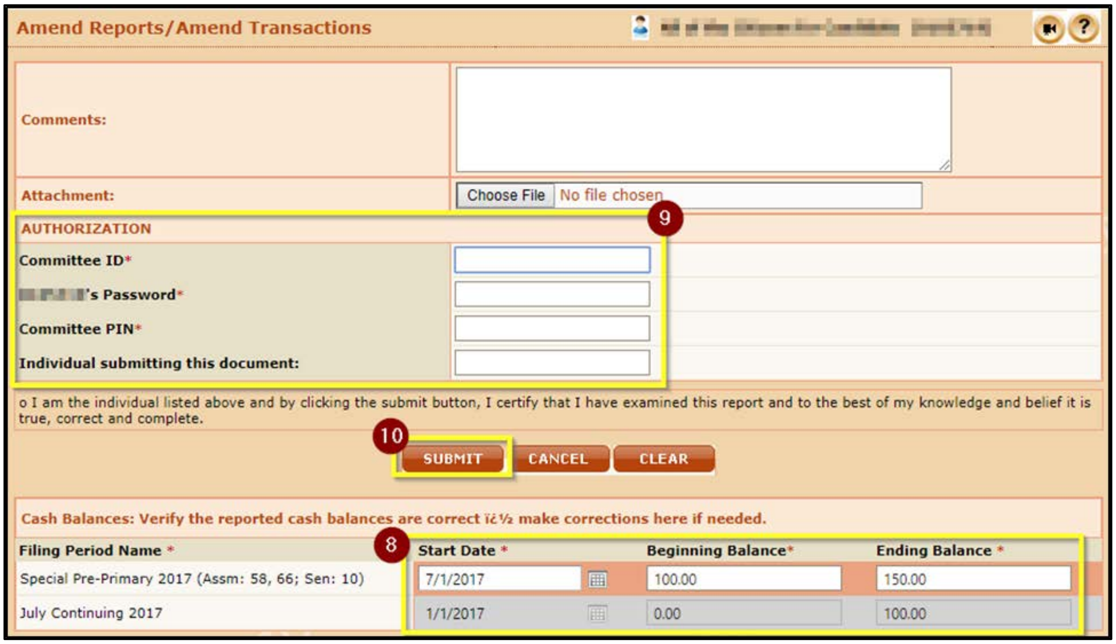
7. Once you have completed all updates to your report, you are ready to refile. You may generate a PDF preview of your report using the **Preview Finance Report** option or you can skip this step and choose **File All to State**.



8. Before you file your report, confirm that your **Beginning Balance** and **Ending Balance** are accurate at the bottom of the page. CFIS will not automatically calculate these balances for you. These balances should come from your bank statement and should reconcile with the transactions you have reported. Your beginning cash balance should always equal the ending cash balance of the previous filing period.

9. 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.

10. Click **Submit**.



11. 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.

Best Practice: After filing your report, view your filed report and confirm that the **Cash Balance Beginning of Report** field, plus the **Total Receipts** field, minus the **Total Disbursements** field, equals the **Cash Balance End of Report** field. If these fields do not balance, your report has an error in its transactions or in its reported cash balances.

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:

1. Login to CFIS and click **View/Edit Registration Information** under the **Administrative** section in the left-hand sidebar.

2. Scroll to the **Committee Information** or **Conduit Information** section at the bottom of the page and reference the **PIN** field.