

Oklahoma's Official Web Site

COMMITTEE GUIDE Oklahoma Campaign

Reporting System (CRS)

Contents

OVERVIEW	3
REGISTRATION PROCESS (Password and Login Process)	4
CAMPAIGN REPORTING SYSTEM	6
CREATING A CONTRIBUTION AND EXPENDITURE REPORT (C-1R)	8



OVERVIEW



Oklahoma Ethics Commission's Campaign Reporting System

This guide is intended as a desk reference for users of the Oklahoma Ethics Commission's Campaign Reporting System.

Basic Rules

- 1. The Campaign Reporting System is for use by state candidate committees and non-candidate committees in the State of Oklahoma.
- 2. Submitted campaign disclosure reports are disclosed to the public via the Public Disclosure System.

Who Can Use the System?

Only Oklahoma registered candidate and non-candidate committees can use the system to create and report statements of organization, campaign disclosure reports, last minute contribution and expenditure reports, and reports of electioneering communications to the Oklahoma Ethics Commission.

The following reports are accessible online:

- S0-1 Statement of Organization filed by Candidate Committees
- S0-2 Statement of Organization filed by Non-Candidate Committees
- C-1R Contribution and Expenditure Report filed by Candidate and Non-Candidate Committees
- C-3R Statement of Inactivity filed by Candidate and Non-Candidate Committees
 C-4R Last Minute Contribution Report filed by Candidate and Non-Candidate Committees
- C-5R Last Minute Independent Expenditure Report filed by Non-Candidate Committees
- C-6R Report of Electioneering Communications



REGISTRATION PROCESS (Password and Login Process)

Step 1:

New user selects "Need a login?" to begin the registration process.

COKLAHOM/		Oblehense Fiblice
www.ok.go		Commission
Campaign Reporting Syst	len	
Campaign Reporting Home Public Disclosure Helpful Hints	Login Ethics Number:	
Sianoma Ethics Commission	(Login)	
State of Oklahoma Web Sile	Eargel alogin?	
		Select "Need a login" to enter login information for a new committee that has not been registered with the Ethics Commission. (SEE REGISTRATION)
	© Cosyright 2005 Sta	ñs ef Oklaboma

Step 2:

Complete the registration process screens. Your registration request will be sent to the Ethics Commission for approval or denial within 2 business days. If your registration is approved, you will receive an email that validates your account and enables a password selection.

000	Inbox (3831 messages, 536 unread)	0
	Oslata Junk Raphy Raphy All Forward New Get Mail	
States 600 m	S • • Fram Subject	
⊡ Drafts 0 ≪ Sent 000 ► 🗑 Trash	Bildhorns Carpage Okiahons Carpagen Information Destinate System Okiahons Carpage Okiahons Carpage Okiahons Carpagen Information Destorate System Okiahons Carpage Okiahons Carpage Okiahons Carpage Information Destorate System Okiahons Carpage Information Destorate System Okiahons	12 12
Unk () Una Courts () Ethics Agency Updates ()	From: Oklahoma Campaign Information Disclosure System Webmaster -info@www.ok.gov Subject: Oklahoms Campaign Information Disclosure System Account Information Date: Determine 21, 2005 8-20:09 AM CST To: Michelle Colline.	
D'Ans U D'Avards D'b CD	Your account for the Oklahoma Campaign Information Disclosure System has been updated by the administrator. To obtain a paceword as you can be into the Oklahoma Campaign Information Disclosure System select the link below or copy and parter the link alto your toroare.	
Childrens Behavior	https://ntranet.souroklahoma.com/offica/aword_retrieval.phs?df346a273o3a7062c94a50469933049 and follow the concreen prompte.	E
GM Reports	The effics number 203057 has been assigned to your account. This will be your username, and all of your activity will be associated to this number.	Ĕ
Dimport COM	Please memorize this information or put it is a safe place. To keep your information socure, you will be required to change your password wave 36 days. IF you lose your login D or password, please use the following online tool: <u>bloc/staftwarw.ok.gou/ethics/ looit.afte</u>	
+ 0- 111		

Select link in the email message to validate the account and to create security questions and an account password.



Step 3:

The link for Step 2 opens up a page where you can select two security questions and answer them. The security questions serve as an account validation if a password is reset or lost.



Step 4:

Select a password that is compliant with the state's security policy. Remember your password, or keep it in a safe place. You will need your password and ethics number to login to the Campaign Reporting System. You will be required to select a new password every 90 days.

ONLATION		Oklahoma Ethics Commission
Campaign Reporting Syst Campaign Reporting Home Public Disclosure Heighti Hints Contact Us Oblahoms Ethics Commission State of Oklahoma Web Site	Constant Provided Human Create Processory Constant a Password Constant a Password to be used to legin to the Campaign constant an order to be successful: Must be a minimum of 8 characters long Must be a minimum of 8 characters and Pres of consecutive identical characters Pres of consecutive identical characters Constant be al-mument or al-aphrabetics group Examples of valid passwords are: adel435c, AB Password: Password: Password: Password: Password:	Oklahoma Ethics Commission Reporting System. Your password must match the guess (birth date, telephone number, etc.) ik d2Z4b0, etc.
	© Cogyright 1995 State of Oktahor New Dark 1 Refer to 76 State of Attach	n di 11 Mard Ivan



CAMPAIGN REPORTING SYSTEM

Step 1:

Upon initial login into the Campaign Reporting System, you will be required to file an S0-1 or S0-2 for your committee.

CIVI ALION		
CUT VUI		Oklahoma Ethics
Campaign Reporting Syst	lem	Commission
	Main Menu /	
Campaign Reporting Home	Welcome Test 2012 (112001)	
Public Disclosure	You must file a SO-1 before filing online. File SO-1	
Helpful Hints		
Oklahoma Ethics Commission	(Logour)	
State of Oklahoma Web Site		
Logout		
		You must file a statement of organization for your committee (S0-1 for candidate committees or S0-2 for non-candidate committees).

Step 2:

Once you complete and submit an S-01 or S-02 (Statement of Organization) you will have access to the Campaign Reporting System's Main Menu.



OKLAHOM		Oklahoma Ethics
Campaign Reporting Sys	HD	Commission
1.1.2.2.1.3	Marc Manu (
Campaign Reporting Home	Welcome Test 2012 (112001)	
Public Disclosure	Committee Administration	
Helpful Hints	No Pending Reports at this time	
Oklahoma Ethics Commission	File New Reports	
State of Oklahoma Web Site	View Submitted Reports	
Logout	Amena automities Reports	
	(Legost)	
	© Countrient 3884 Sectors of Ontail ones	



CREATING A CONTRIBUTION AND EXPENDITURE REPORT (C-1R)

Step 1:

After initial login into the Campaign Reporting System, you will be ready to file a C -1R for your recently registered committee.

CONT ALLOND		
OKLAHOWA		Oklahoma Ethics
Campaign Reporting Syst	en	Commission
1.1.2.2.2.3	Mawi Maring I	
Campaign Reporting Home	Welcome Test 2012 (112001)	
Public Disclosure	Committee Administration	
Helpful Hints	No Pending Reports at this time	
Oklahoma Ethics Commission	File New Reports	
State of Oklahoma Web Site	View Submitted Reports Amend Submitted Reports	
Logout		
	2	
	(Legout)	
		Select File New Reports on the
		Main Menu. You will have
		access to create a new report
		applicable to your committee
		type and the period
		type and the period.
	© Copyright 2665 State of O	Jahoma Rob Bodd I Fandhack



Step 2:

Select the C-1R from the drop down of available reports.



Step 3:

Select the reporting period for the C -1R. Your options may be quarterly, monthly, annual or based on election dates. The options vary according to your committee type.

Campaign Reporting System Campaign Reporting Home Public Disclosure File a New Report Helpful Hints Choose a reporting period for the C-1R. Quarterty Jan 01. 2005 through Mar 31. 2005 Quarterty Jan 01. 2005 through Jun 30. 2005 State of Oklahoma Quarterty Jul 01. 2005 through Sep 30. 2005 Quarterty Oct 01. 2005 through Dec 31. 2005	Oklahoma Ethics Commission	
Campaign Reporting Main Modul Fair Itwa Report Compaign Reporting File a New Report Public Disclosure Guarterly Jan 01. 2005 through Mar 31. 2005 Oblahoma Ethics Guarterly Jan 01. 2005 through Jun 30. 2005 Oblahoma Ethics Guarterly Jan 01. 2005 through Jun 30. 2005 Guarterly Jul 01. 2005 through Sen 30. 2005 Guarterly Oct 01. 2005 through Dec 31. 2005		
Campaign Reporting Home File a New Report Public Disclosure Choose a reporting period for the C-1R. Helpful Hints Quarterly - Jan 01, 2005 through Mar 31, 2005 Okishoma Ethics Quarterly - Apr 01, 2005 through Jun 30, 2005 Guarterly - Jul 01, 2005 through Sep 30, 2005 Guarterly - Oct 01, 2005 through Dec 31, 2005		1
	Select a reporting per the C-1R report.	iod for
© Copyright 2005 State of Okishoma Help Dask Policies Abeut Okishema's Web Portal Peedback		



Step 4:

If applicable, you will complete information to create the initial C-1R report.

OKLAHOW	Oklahoma E	thics
Campaign Reporting Syst	tim	ssion
11	Main Meny / File New Parport / File C-1R	
ampaign Reporting	Initial C-1R Report	
ublic Disclosure	Our records indicate that this is the first C-1R report being field for your committee. Please answer the following questions in order start the report.	r 10
elpful Hints	* What is the date of the first contribution accepted or expenditure made?	
kishoma Ethics ommission	[1 (mm/dd/yyyy)	
tate of Oklahoma Web Site	* Carry forward amount? (Do not subtract any transfer of debt or loans) Enter zero for no carry forward amount.	
ogout	[•] Do you wish to itemize and report all transactions \$50 or under? You are not required to disclose contributions or expenditures the size in the aggregate. Note: If you decide to itemize, these transactions will be accessible through the public disclosure system. ○ Yes ○ No [•] Is this the final report because you are closing out your committee?	\$50 or
	Back Continue	
	@ Copyright 2005 State of Oklahoma	

Step 5:

The C-1R menu will enable you to enter contributions, expenditures, view the C-1R and submit it to the Oklahoma Ethics Commission.





Step 6:

The manage contributions option allows you to enter contributions into the system for the C -1R report and its schedules. Schedule totals are displayed to assist you.

Comparing Home Test 100000 100000 Public Disclosure Test 100000 100000 Helpful Hints Contribution Type Schedule A 1,045.08 Control Vis Contributions from persons other than committees Schedule A 1,045.08 Oblahoma Ethics Contributions from committees Schedule A -55.08 Commission State of Oklahoma Web Site Schedule A -25.00 Logout In-kind contributions Schedule B 3,000.00 Written agreements Schedule D .00 Logout In-kind contributions Schedule D .00 Written agreements Schedule D .00 .00 Written agreements Schedule A .00 .00	Campaign Reporting Sys	dem			Commission
Campaign Reporting Home Test 100000 100000 Public Disclosure Contribution Type Schedule A 1,045.08 Helpful Hints Contributions from persons other than committees Schedule A 1,045.08 Controlutions from persons other than commission Schedule A -55.08 Oblahoma Ethics Commission Controlutions from committees Schedule A1 -25.00 State of Oklahoma Web Site Controlutions from committees Schedule B1 -25.00 Logost In-kind controlutions Schedule B 3,000.00 Written agreements Schedule D .00 In-kind controlutions Schedule D .00 Written agreements Schedule A .00 Fundraleers Schedule A .00	Campage Reporting of	Main Mons / File C-1R / Contribution Mons			
Contribution Type Schedule Reporting Period Totals Public Disclosure Contribution Type Schedule A 1,045.08 Helpful Hints Contributions from persons other than committees Schedule A 1,045.08 Contributions from persons other than committees Schedule A -55.08 Contributions from committees Schedule A -55.08 Contributions from committees Schedule A -25.00 Contributions from committees Schedule B 3,000.00 Refunds from committees Schedule B 3,000.00 Refunds rom committees Schedule B 00 Logout In-kind contributions Schedule D 00 Written agreements Schedule D 00 Fundraisers Schedule A 00	and the Description	Test 100000 100000			
Public Disclosure Contributions from persons other than committees Schedule A 1,045.08 Heipful Hints Refunds from persons other than committees Schedule A -55.08 Contributions from committees Schedule A -55.08 Oblahoma Ethics Contributions from committees Schedule A State of Oklahoma Web Site Schedule B 3,000.00 Refunds, rebates, interest, sales of assets, etc Schedule B 3,000.00 In-kind contributions Schedule D .00 Written agreements Schedule A .00 Fundraisers Schedule A .00	ampaign Reporting Iome	Contribution Type	Schedule	Reporting Period Totals	
Refunds from persons other than committees Schedule A -55.00 Obtahoma Effics Sommission Contributions from committees Schedule A1 125.00 Refunds from committees Schedule A1 -25.00 Loans, promissory notes, security agreements Schedule B 3,000.00 Refunds, rebates, interest, sales of assets, eta Schedule D 00 In-kind contributions Schedule D 00 Written agreements Schedule D1 00 Fundraisers Schedule A 00	ublic Disclosure	Contributions from persons other than committees	Schedule A	1,045.00	
Contributions from committees Schedule A1 125.00 Divisional Ethics Refunds from committees Schedule A1 -25.00 State of Oklahema Web Site Schedule B 3,000.00 Betunds: rebates, interest, sales of assets, etc O0 00 In-kind contributions Schedule D 00 Written agreements Schedule D1 00 Fundraisers Schedule A 00	lelpful Hints	Refunds from persons other than committees	Schedule A	-55.00	
Oklahoma Ethics Refunds from committees Schedule A1 -25.00 State of Oklahoma Loans, promissory notes, security Schedule B 3,000.00 Web Site Refunds, rebates, interest, sales of assets, etc O0 In-kind contributions Schedule D 00 Written agreements Schedule D1 00 Fundraisers Schedule A 00	onsact us	Contributions from committees	Schedule A1	125.00	
Commission Loans, promissory notes, security agreements Schedule B 3,000.00 State of Oklahoma Web Site Refunds, rebates, interest, sales of assets, etc Schedule C .00 In-kind contributions Schedule D .00 Written agreements Schedule A .00 Fundraisers Schedule A .00	klahoma Ethics	Refunds from committees	Schedule A1	-25.00	
Refunds, rebates, interest, sales of assets, etc Schedule C 00 Logout In-kind contributions Schedule D 00 Written agreements Schedule D1 00 Fundraisers Schedule A 00	tate of Oklahoma	Loans, promissory notes, security agreements	Schedule B	3,000.00	
In-kind contributions <u>Schedule D</u> .00 Written agreements <u>Schedule D1</u> .00 Fundraisers <u>Schedule A</u> .00	veb Site	Refunds, rebates, interest, sales of assets, etc	Schedule C	.00	
Written agreements Schedule D1 00 Fundraisers Schedule A 00	-	In-kind contributions	Schedule D	.00	
Fundralsers Schedule A 00		Written agreements	Schedule D1	.00	
(fack)		Fundraisers	Schedule A	.00	
			(flack)		

Step 7:

Follow the onscreen steps to add a contribution into the system. Below is an example of a schedule transaction.

a.

Campaign Reporting Syste	Man Manu (Ella C.1R (Co	etribulies Marci / Schachale &	_	_	_	Com	inssion
Campaign Reporting Home Public Disclosure Helpful Hints Contact Us Dklahoma Ethics Commission	Schedule A for the To enter a transact Transactions liema please <u>visit Sched.</u> Transactions itema transactions, pleas	reporting period Oct 01, 20 ion on another schedule, h ced as "loans" are pulled fr do B. ced as "written agreements e visit Schedule D1.	DOS to Dec 3 nit the back t om the Sche * are pulled Add a c	11, 2005. Dutton. Indule B. If you n from the Sched	eed to edit or delete t iule D1. If you need to	hese transacti edit or delete	ons, these
itate of Oklahoma Veb Site	Contributor	Occupation and Employer or Principal Business Activity	Date Accepted	Amount of Contribution	Nature of Contribution	Campaign- to-date	Action
	James Spader	Actor Self	Oct 05, 2005	3,000.00	Loan	3,000.00	Use Contributor
	MIKE TOADY	clerk joe's crab shack	Oct 03, 2005	100.00	Written Instrument	100.00	Edit Delete Use Contributor
	Mike Collins	Mechanical Engineer Circer	Oct 02, 2005	1,000.00	Written Instrument	945.00	Edit Delete Use Contributor
			Add a c	nack)		Select a	dd a co e Schec



Campaign Reporting Sec		Commi
Campaign Reporting Sys Campaign Reporting Home Public Disclosure Helpful Hints Contact Us Oklahoma Ethics Commission State of Oklahoma Web Site Logout	Enter a contributor of partial name to sear contributor database	name o ch the

b.

c.

Campaign Reporting Sys	steen			Oklaho Co	ma Ethics mmission
comparison responsing sys	Man Menu / C-1R / Schedule A				
Campaign Reporting Home	Schedule A for the repo	orting period Oct 01, 2005 to Dec 3	1, 2005.		
Public Disclosure		Greate a Ne	W Contributor	9	23
Helpful Hints	Contributor	Address	Occupation, Employer or Principal Business Activity	Campaign-to- date	Action
Contact Us	PAUL J SMITH	201 N. shartel Oklahoma City. OK 73103	clerk test	.00	Enter
Oklahoma Ethics Commission	-	Greate a Ne	w Contributor		CALCULATION DELL
State of Oklahoma Web Site		(8	act)	~	
Logout			If your listed, s contribu	contribute select crea utor.	or is not ate a nev



Campaign Reporting Syst	CITI		Commission
	Main Menu / C-1R / Cortri	buten Menu / Schedule A / Contributor Type / Contri	butsr Name / Gontribulor Info
Campaign Reporting Home	* Street Address:	123 Main Street	
Public Disclosure	* City:	Oklahoma City	2
Helpful Hints	* State:	OK - Oktahoma	
Contact Us	+ 710	72114	
Oklahoma Ethics Commission	2.10.	73418	
State of Oklahoma	* Occupation:	Office Manager	
Longuit	- Employer:	State of Oklahoma	
Logon		(Back) (Continue)	
			Enter contributor address information.

e.

OKLAHOM			Oklahoma Ethics
Campaign Reporting Syst		Contraction and the second	Commission
	Main Menu / C-1R / Sci	adula A (Add Contribution	
Campaign Reporting Home	Contribution D	etall	
Public Disclosure	* Date Accepted	: 10 / 01 / 2005 (mm/dd/yyyy))
Helpful Hints	* Amount:	\$ 100	
Contact Us	Our records ind	cate that this is the first transaction for t	this contributor in the system.
Oklahoma Ethics Commission	If the contributor Do not include the	already has an aggregate amount for the amount of this transaction in the agg	contributions to your committee enter it here. regate amount using to this contribution
State of Oklahoma Web Site	* Previous	contractor has not given any amount p	
Logout	Aggregate Amount:	\$ 50	contributor is entered,
	* Nature of Contribution:	Written instrument	you will be asked to enter an aggregate amount.
		(Back) (Submit Tran	macilien)
		E Convright 2005 State of Okla	homa



f.

www.ok.go						Oklahoma	nission	
Campaign Reporting Sy	stern	Contraction of Contra	_	_				
Campaign Reporting Home	Schedule A for the	reporting period Oct 01, 2	005 to Dec 3	31, 2005				
Public Disclosure	To enter a transac	tion on another schedule, h	it the back i	button.				
Helpful Hints	Transactions item. please visit Schedu	zed as "loans" are pulled fr	om the Sche	edule B. If you n	eed to edit or delete t	hese transacti	ons,	
Contact Us	Transactions Remi	and as fastition agreements	are culled	from the School	ule D1. If you need to	adit or delate	there	
Oklahoma Ethics Commission	transactions, pleas	e visit Schedule D1.	, are puneu	aron one sched	ule D1. Il you need to	Port of defete	u neste	
State of Oklahoma Web Site	Add a contribution							
Logout	Contributor	Occupation and Employer or Principal Business Activity	Date Accepted	Amount of Contribution	Nature of Contribution	Campaign- to-date	Action	
	James Spader	Actor Self	Oct 05, 2005	3,000.00	Loan	3,000.00	Use Contribute	
	MIKE TOADY	cierk joe's crab shack	Oct 03, 2005	100.00	Written Instrument	100.00	Edit Delet Use Contribute	
	Mike Collins	Mechanical Engineer Circor	Oct 02, 2005	1,000.00	Written Instrument	945.00	Edit Delet Use Contribute	
	Joe Smith	Office Manager State Of Oklahoma	Oct 01, 2005	100.00	Written Instrument	150.00	Edit Delet Use Contribute	
			Add a	contribution		2		

Step 8:

Return to the C-1R menu and select the "Manage Expenditure Tool" to enter expenditures for the C-1R report.





Step 9: The manage expenditures option allows you to enter expenditures into the system for the C -1R report ad its schedules. Schedule totals are displayed to assist you.

www.ol.go				Commissio
Campaign Reporting syst	Main Menu / File C-1R / Expenditure Menu			
Campaign Reporting	Test 100000 100000			
lome	Expenditure Type	Schedule	Reporting Period Totals	
ublic Disclosure	Monetary Expenditures	Schedule E	1.00	
leipful Hints	Monetary transfers to other committees	Schedule G	.00	
entact Us	Monetary transfer refunds	Schedule G	.00	
Oklahoma Ethics	In-Kind transfers to other committees	Schedule H	.00	
	Expenditures incurred	Schedule I	.00	
itate of Oklahoma	Loans owed by committee	Schedule J	3,000.00	

Step 10:

Follow the onscreen steps to add an expenditure into the system. Below is an example of a Schedule E transaction.

Campaign Reporting Sys	Main Menu / Fila C-1R / Expenditure	Manu / Schedule E	_			
Campaign Reporting Home Public Disclosure Helpful Hints Centact Us	Schedule E for the reporti Transactions itemized as transactions, please <u>visit</u> To enter a transaction on	ng period Oct 01, 2005 to Dec 31, 2005. "Loan - Payment" are pulled from the So Schedule J. another schedule, hit the back button. <u>Add an expendit</u>	hedule J. If you n	eed to edit or delete	mese	
Oklahoma Ethics Commission	Date	Description and Purpose	Vendor	Amount	Action	
State of Oklahoma	Oct 01, 2005	description - purpose	Test	1.00	Edit Delete Use Vendor	
Logout		(Bott)		Select add the Sched	l expenditi ule E Men	ure fro u.



b.

www.ok.go			Oklahoma Ethic Commissio
Campaign Reporting Syst	am I She Masul (1910) (San	andt en Manu / Echast in E I Vender Mare	Contribution
Campaign Reporting Home Public Disclosure	* Vendor Name:	Sam's Subs	
leipful Hints			
Contact Us			
Oklahoma Ethics Commission			Later a vendor name and hit continue to search the
State of Oklahoma Web Site			vendor database.
.ogout			If the vendor exists, address information will be available for selection and will be pre-populated by the system.
		A Panalaka 1965 State	af Abbilances

c.

Campaign Reporting Syste			Oklahoma Ethics Commission
company reporting syste	Main Nanu / C-18 / Experi	dture Menu / Scheckle E / Ventor Name	/Version Infla
Campaign Reporting Home	* Street Address:	1 Main Street	
Public Disclosure	* City:	Oklahoma City	
leipful Hints	* State:	DK - Oklahoma	
Contact Us	* 700	73110	
Oklahoma Ethics Commission	- 2.p.	(flack) (Continue)	
State of Oklahoma Web Site			<
Logout			Enter vendor address information and hit continue.
		C Copyright 2005 State of	of Oklahoma



www.ok.go			Commission
Campaign reporting sys	Main Manu C-1R / S	ichenkule E / Add Expenditure	
Campaign Reporting Homo	Expenditure	Detail	
Public Disclosure	Expenditure:	10 / 3 / 2005 (mm/dd/yyyy)	
Helpful Hints	* Amount:	\$ 100.00	
Contact Us	1011100000		-
Oklahoma Ethics Commission	* Description:	paint and other supplies	
State of Oklahoma Web Site	* Purpose:	advertising posters	
Logout			
			Enter expenditure detail and select submit transaction.

e.

d.

				Oklaho	ma Ethics
Campaign Reporting Sys	stem				
	Main Nerse / File G-191 / Expenditure N	leru / Schedde E			
ampaign Reporting	Schedule E for the reporting	period Oct 01, 2005 to Dec 31, 2005			2010
ublic Disclosure	transactions, please visit Sc	ioan - Payment, are pulled from the Si hedule J.	chedule J. If you nee	ed to edit or delete t	nese
elpful Hints	To enter a transaction on a	nother schedule, hit the back button.			
entact Us		The transaction was addeed	d successfully.		
Oklahoma Ethics Commission		Add an expendit	ture		
tate of Oklahoma	Date	Description and Purpose	Vendor	Amount	Action
/eb Site	Oct 03, 2005	paint and other supplies - advertising posters	Sam's Subs	100.00	Edit Delete Use Vendor
ogout	Oct 01, 2005	description - purpose	Test	1.00	Edit Delete Use Vendor
		Add an expendit	<u>ture</u>		
		O Copyright 2005 State of Oklahoma			
	Help Desk	Policies About Oklahoma's Web Portal Fe	odback		



Step 11:

From the C -1R menu, you can view the C -1R form before submitting it to the Ethics Commission.





Step 12: Below is an example of the View C-1R form from the C-1R main menu.

OKLAHOMA			Oklahoma Ethics Commission	
Campaign Reporting Syste	Alate Martin 1718 Marcol 17, 18			F
	Sole of Diabota		EC DEFICE USE DNLY	1
Campaign Reporting Home	CAMPAIGN CONTRIBUTIONS AND	C1-R		
Public Disclosure	EXPENDITURES REPORT	Piev. 6/04		
Helpful Hints	74 D 5 3 upp., Dr 62 App., 5 257:10-1-13 and 10-1-14 4. COMMITTEE NAME Text 100000			
Contact Us	2.CONMITTEE ADDRESS (address and street)			
Oklahoma Ethics Commission	2.CTV, STATE, and 2P CODE Poteeu, OK 74953		ECV FECV 100000	
State of Oklahoma	3a CARDOATE CONNITTEES ONLY: Candidate's Name Office Dameil Farra Treat 3b BALLOT MEASURE COMMITTEES DNLY: The or number of ballot measure sup	sought surer ported or opposed	Year of General or Special General Election 2005 Year when ballot measure is on the ballot	
Web Site	4. TYPEISI OF REPORT	arterly [] Armuel	Amended [] FIMAL	
Logout	Period Covered by Report. Beginning Oct 01.2005 Endir	Oec 31, 2005		
	5 CARRY FORWARD amount from line 25 of previous report or transferred from p	revious campaign.	\$ 1,000.00	
			a. Total for this b. Total	
	6. CONTREMENDS ACCEPTED FINON FERSIONS OTHER THAN COMMITTEES [see 3. CONTREMENDS ACCEPTED FINON COMMITTEES [see adjustment activation with 0. CONKO, providency notice or recently symmetry received [see adjustment of con- 8. OTHER RECEPTION - recluring under the 0.78 and 0. 9. OTHER RECEPTION - recluring under the 0.78 and 0. 9. OTHER MORE THE CONTREMENT OF THE OTHER ACTIVATION OF THE 11. INVINCE CONTREMENTANT (see adjustment activation of the person by the endbuild invest and assisting includes on provided to non-conscitute control of the other person of the other person by the pe	s attached schoolde A edua B ed Schedule () solficel action consulties reat	1,145.00, 1,145.00 126.00 128.00 5.000.00 3,000.00 00,000 4.271.00 4,271.00 00,00 4.271.00 50	
	12s. WRITTEN agree wents, promises, or pledges to make contributions (<u>see effects</u>) 13 AGGREGATE TOTAL RECEIPTS (total lines 10, 11, 12 and 12a)	ed achedule 01)	Click specific sc	hedules to
			access transact	ion details.
	14. EXPENDITURES MADE (assisted actually E)	a successibility of the succession of the	101.00 101.00	
	16 NONETARY TRANSFERS (contributions) to other committees [see attached och	webule 0	00 00	
	17 AGGREGATE TOTAL MONETARY EXPENDITURES (add lines 14, 15, and	16	101.00 101.00	
	15.19-RIND TRANSPERS investigated achieves and international states and in a 19.597 ENDITURES INCURRED owned but not ust and international states in a		00, 00	
	20. BALANCE DN LOANS DWED BY committee interational schedule JI	Constant statut	3,000.00	
	21 FUND3 AMU 22 MONETARY 23 DOBUS 20 DISEUSSEM	CASH SUMMAR LABLE prepart amount in RECEIPTS (repeat line 10 crary receipts (adding ENTS (repeat amount on		n, select the version.
	28 Fund a Series 28 Fund a Series carrying or collector particular, the instance or deputy toxicities of a contribute carrying or collector particular, the instance or deputy toxicities or control of a contribute carrying or collector particular, the instance or deputy toxicities or deputy the output or the most of the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or collector particular, the instance or deputy toxicities carrying or carrying o	Alternici (autoract line 24 f Abtion, Riorts aceapting a c Attent et therefor, Algorature Da	ror in Line 24 <u>1 5,170,00</u> extribution requiring a contribution statement <u>di 440</u> this de	
C	(Back) (Primer F	riendly		
	E Copyright 2005 State of Oklahoma Help Desk Policies About Oklahoma's Web Portal F	Feedback		1



Step 13:

Below is an example of the Submit Report to the Oklahoma Ethics Commission option. You are able to review C-1R line item totals before the report is submitted.

OKLAROW			Oklahoma Ethics Commission
Campaign Reporting Sys	Man Menu / Pending Reports / Saturat C-1R		
Compaign Properties	This action will submit the C-1R for the reporting period Oct 01	1, 2005 to Dec 31, 2005.	
Kome	Please confirm that all of your totals are accurate prior to subr	nitting the C-1R.	
Public Disclosure	To view and print the report and the schedules as they will app	pear in the public disclosure <u>click</u>	here.
Helpful Hints	Carry Forward	1,000.00	
Contact Us		Total for this reporting period	Total Campaign-to- date
Oklahoma Ethics Commission	Contributions accepted from persons other than committees (Schedule A)	1,145.00	1,145.00
State of Oklahoma	Contributions accepted from committees (Schedule A1)	126,00	125.00
Web Site	Loans, promissory notes or security agreements received (Schedule B)	3,000.00	3,000.00
	Other receipts (refunds, rebates, interest, sale of assets, etc) (Schedule C)	.00	.00
	Total monetary receipts (Schedule A + Schedule A1 + Schedule B + Schedule C)	4,271.00	4,271.00
	In-kind contributions (Schedule D)	.00	.00
	Written agreements (Schedule D1)	.00	.00
	Aggregate total receipts (Total Monetary Receipts + Schedule D + Schedule D1)	4,271.00	4,271.00
	Expenditures Made(Schedule E)	101.00	101.00
	Monetary Transfers (Schedule G)	.00	.00
	Aggregate total monetary expenditures (Schedule E + Schedule F + Schedule G)	101.00	101.00
	In-kind Transfers (Schedule H)	.00	.00
	Expenditure Incurred (Schedule I)	00.	
	Balance on loans owed by committee (Schedule J)	3,000.00	
	Funds Available	1,000.00	
	Monetary Receipts	4,271.00	
	Total Monetary Receipts	5,271.00	
	Disbursments	101.00	
	Funds Remaining	5,170.00	



Step 14:

The system indicates that the C-1R has been submitted to the Ethics Commission.



