Campaign Finance e-Filing

The e-filing system is designed to allow authorized users to enter data directly online rather than hand-filling paper forms or using a “fillable” PDF. Data entered in the e-filing system will be processed and reported on state-approved campaign finance forms, retained to help the committee populate future reports quickly, and will be easily searchable by the committee and the public.

The system also assists the user by searching ahead to offer matching contributors (previously entered) and suggests addresses for new contributors. The system will “do the math” when it comes to tracking and calculating various cumulative totals throughout the report. These new features will help reduce the amount of data entry required and help the committee keep accurate records.

Please contact us at (734) 222-6730 or elections@washtenaw.org if you need a username and password.

For information on required reports, filing deadlines, manuals and other information please visit Washtenaw.org/CampaignFinance.

A Note for First Time Users

When logging in for the first time it is unlikely that there will be any data in the system for your committee. You will need your last previously filed report to enter certain data in your first report in the e-filing system. If you don’t have this report handy, find it at Washtenaw.org/CampaignFinance.

Your committee’s initial report in the e-filing system will become the basis for “previous reporting period” data for the next reporting period.

Please visit https://CampaignFinance.US/MI-Washtenaw/eFile to log in.

Enter your email, which is not case sensitive and your password, which IS case sensitive.
Home Screen

Following your successful login you will arrive at the e-filing homepage, which will look like this:

The home screen is divided into two sections, the top section is for “Documents being worked on” and the bottom section is for “Documents already submitted.”

Creating A New Filing

When you are ready to begin your first filing, press the “Start a New Document” button at the bottom of the home page. You will see a pop-up window offering a choice of different filing documents. Once all schedules have been completed the report will be validated when the “submit” button has been hit, allowing an opportunity to fix errors detected by the system before the final submission.
Creating A New Filing

When you are ready to begin your filing, press the “Start a New Document” button at the bottom of the home page. You will see a pop-up window offering a choice of different filing documents.

Select the report you are creating and press “Start Document”.

A new document will be created and your browser will load that document, which consists of a cover page and summary page.

The next step is to add the schedules by clicking the “Add New Schedule” button at the bottom left of the screen.
Pressing the “Add New Schedule” button will allow you to check the schedules that you wish to add to your filing. Press “Add Schedule(s)” and these documents will be added to the list that begins with just a Cover Page and a Summary Page.
Preparing Your Document

The home screen is divided into two sections, the top section is for “Documents being worked on” and the bottom section is for “Documents already submitted.”

Filings previously submitted are listed in the lower portion of the screen (previously filed report are not editable).
To open a document for editing, click on the document name. A new document will initially have only a Cover and a Summary page. New pages can be added by clicking on the “Add New Schedule” button. Any page or schedule in the reporting document can be edited by clicking on the page/schedule you wish to prepare.

For details on completing any individual schedule or mandated filing, please go to www.washtenaw.org/campaignfinance.
Contributors and Payees

The system remembers previous entries so when entering a previous contributor or a repeat purchase, a dropdown list of the most likely matching choices appears. Select the existing contributor and their correct address will load into the form with all corresponding information.

If the information is new, as you type an address you can select among possible choices, continue typing until only one choice is left to select or type a new value that isn't currently in the system. This will work the same for your expenditure entries.
When entering a new Contributor or Payee, the system still helps by offering suggested addresses based on your typing, helping to ensure the proper address appears in the public record.

Whatever the data being entered, contribution or payment, each transaction is recorded separately. Each item is entered on a form and saved when the user presses save and an empty form remains, ready for the next entry. This tool was designed with the idea that it can be used real-time at a fundraiser to record contributions.

Since eFiler is replicating a paper filing, the service does the following:

- Carries over data from previous eFilings
  - Loans, Bank Balances, Payables,
  - Contributor and Vendor information
- Tracks Individual and PAC contributions throughout the cycle
  - Warns when exceeds limits
- Organizes items into proper formats
  - 4 contributions per page
  - 5 expenditures per page
- Subtotals each Page
- Totals all Contributions or Expenditures
- Fills in Schedule Totals into the Summary Page

Summary Page

When opening the Summary Page, you will be shown the current totals of all Schedules currently stored in this document and all previous “carried over” data from your committee's previous eFilings.

If this is your committee's first filing or first filing using the eFiler Service, your committee's previous totals will be $0. If you previously filed a report on paper, you should enter theses values from your previous paper filings in the appropriate entry box on the Summary Page.
Previewing Your Report

The eFiler service stores all your submitted data in the database. The eFiler can also create the paper report, via PDF as defined by law and the format that Michigan's County Clerks work with and present to the public.

If you wish to preview documents prior to submission, just press the preview button and a report will be created as well as a link to a PDF that will be emailed to your login address when the report is complete.

Please Note: The more pages in the document, the longer the delay in receiving the email. Please notify your Clerk if you haven't received an email with a link to the requested document within 15 minutes.

Completing Your Document, Validating and Submitting to the Clerk

Once all schedules have been completed and reviewed by you. It is time to validate your document, fix any of the errors found and then submit it to the County Clerk's Election office. This validation will also occur when you press submit.

To validate your filing document, return to the home page. In the list of “Documents being worked on”, note the three small icons to the right of each document.

- The magnified glass will generate a pdf report and an email with a link will be sent to your login address when the report is ready to view.

- The arrow icon will initiate a validation test of your document and report any errors found. This is the best way to ensure that your filing is correct and will be accepted by the clerk.

- The trash can will delete your report if you decide it’s no longer needed.

Submitting your document will have the effect of locking the document from editing. Your document will no longer appear in the “being worked on” portion of the screen, but only on the bottom under “Documents already submitted”.

Enter Document Home

Users of eFiler can submit any document by clicking on the document name and entering the Document Home and click on the Submit Statement button at the bottom right of the screen.

When you click the Submit Document button, eFiler will validate your document. If correct, the following window will popup:
Click “Submit Document” and **WAIT** for this last popup.

If you accept, click to confirm this is your committee’s official submission. Your report is now submitted, with a timestamp of when you pressed submit.