

# CONTRIBUTIONS

You may begin entering contributions you have received, by following the steps outlined below:

Select whether you would like to upload multiple Contributions and/or Expenditures or if you would like to add Contributions individually.

### Electronic Filing

#### Candidate Campaign Disclosure

New functionality in 2017, Candidates filing new/original Candidate Campaign Disclosures can upload multiple (Individual/Group) Contributions and/or Expenditures using the Excel template available below or given to you by the Ethics Commission. **This upload functionality is not available for amendment filings and ONLY pertains to original filings.** Please use this required template if you want to upload multiple Contributions and/or Expenditures. You must keep information in this restricted template and will not be able to upload a modified template.

After you have downloaded and entered information in the Excel template provided, you can continue here to choose to 'Upload multiple Contributions and/or Expenditures' or continue to add Contributions then Expenditures one at a time. You can also select the option to add these later and continue to other sections of the Campaign Disclosure Report.

[DOWNLOAD EXCEL TEMPLATE](#)

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Contributions and Expenditures

How would you like to continue?

Upload multiple Contributions and/or Expenditures

Add Contributions individually

[Next »](#)

**Please Note:** Uploading multiple Contributions and/or Expenditures is a new functionality starting in 2017 and is **optional**. If you would like to upload multiple Contributions and/or Expenditures, you must download and save the Excel Template required for upload. This Excel Template is available in the application and contains a worksheet template for Individual Contributions, Group Contributions, and Expenditures. The same information in the Excel is the same information you would need to input if you were adding Contributions or Expenditures on at a time.

<a href="#">Individual Contributions</a>	<a href="#">Group Contributions</a>	<a href="#">Expenditures</a>
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Do NOT edit the template or worksheets or else you will not be able to upload your data. **Uploading functionality is only available for Original, Non Filed filings.**

## UPLOADING CONTRIBUTIONS AND/OR EXPENDITURES

**Step 1 -** Select the radio button 'Upload multiple Contributions and/or Expenditures' and click 'Next' to be directed to the Upload page. **Please read the instructions for the upload carefully on the page.** You will again be able to download and save the Excel Template to your computer. You will also be able to rename the template file. Because the application will time out, you will want to fill out the template you saved to your computer and login when you are ready to upload your file.

### ***Candidate Campaign Disclosure: Upload Contributions and/or Expenditures***

- To upload multiple contributions and/or expenditures at one time, please download and use the Excel template provided. Please make sure you have eliminated any duplicates before you upload the Excel file (.xls or .xlsx format). Filers should be aware, uploading a template with previously uploaded or entered contributions and/or expenditures will result in a potential for duplicate entries. If duplicates are uploaded, the filer will have the option to review each item line by line on the review pages (Contributions and Expenditures have a separate review page) and edit and/or delete the entry.
- If you have already successfully uploaded contributions and/or expenditures, you will need to create a new file with the new contribution and expenditure data using the template provided or remove the data you have already uploaded in your current template before uploading more contributions and/or expenditures.
- If the file you attempt to upload contains invalid information or possible duplicate information, your file will not upload successfully. You will receive a detailed report by line item of what is invalid or possibly duplicate. You will need to correct your Excel template and repeat Steps 1 and 2 to attempt to upload your file again if there are errors. If there are only duplicates and you have reviewed them and know they are not duplicates, you will just need to locate the file once more and upload the file again to confirm upload.
- If you would like to add each contribution and expenditure one at a time, click the Back button to start the workflow.

When entering Contribution amounts, do **NOT** include a dollar sign (\$). This will change the formatting in this field from General to Number — which will make the file invalid.

## Electronic Filing

### Candidate Campaign Disclosure: Upload Contributions and/or Expenditures

#### Instructions (Please Read)

To upload multiple contributions and/or expenditures, please download and use the Excel template provided below if you do not have this already. Please make sure you have eliminated any duplicates before you upload the Excel file (.xls or .xlsx format). Filers should be aware, uploading a template with previously uploaded or entered contributions and/or expenditures will result in a potential to duplicate entries. If duplicates are uploaded, the filer will have the option to review each item line by line on the review page and edit and/or delete the entry.

If you have already successfully uploaded contributions and/or expenditures, you will need to create a new file with the new contribution and expenditure data using the template provided or remove the data you have already uploaded in your current template before uploading more contributions and/or expenditures.

If the file you attempt to upload contains invalid information or possible duplicate information, your file will not upload successfully. You will receive a detailed report by line item of what is invalid or possibly a duplicate. You will need to correct your Excel template and repeat Steps 1 and 2 to attempt to upload your file again.

If you would like to add each contribution and expenditure one at a time, click the Back button.

[DOWNLOAD EXCEL TEMPLATE](#)

#### Upload Multiple Contributions and/or Expenditures

##### Step 1: Choose Excel File


No file chosen

##### Step 2: Upload File

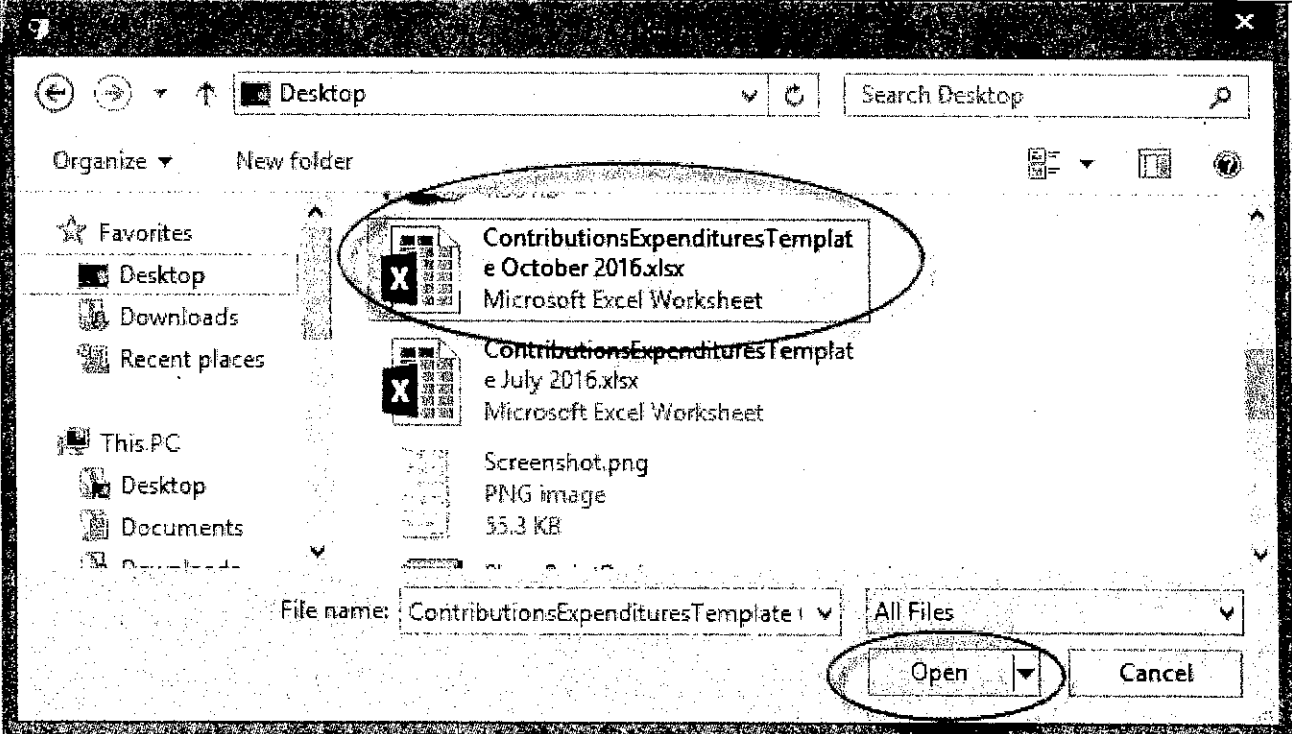
**Step 2 -** Upload the Contribution/Expenditure Excel template. To do this, follow the steps outlined at the bottom of the application page. Step 1: Choose/locate the Excel file where you saved it on your computer.

— Upload Multiple Contributions and/or Expenditures —

Step 1: Choose Excel File

  No file chosen

Step 2: Upload File



— Upload Multiple Contributions and/or Expenditures —

Step 1: Choose Excel File

No file chosen

**Step 3 -** Once you have located the Excel Template file, the shortened name will appear. The file is not uploaded yet. Step 2: Click 'Upload File' button to process upload.

--- Upload Multiple Contributions and/or Expenditures ---

Step 1: Choose Excel File


Choose File Contribution...f 2016.xlsx

Step 2: Upload File

Upload File ←

**Step 4 -** If your file contains valid data with no potential duplicates, you will see a message that the Contributions and/or Expenditures uploaded and saved successfully. To continue, select upload additional Contributions and/or Expenditures, continue to loans section, or review or edit the information you have already entered (Contributions or Expenditures have to be edited in their respective review sections), and click 'Next'.

**Electronic Filing**  
Candidate Campaign Disclosure: Contributions and/or Expenditures Upload

 **Contributions and/or Expenditures uploaded and saved successfully.**

How would you like to continue?

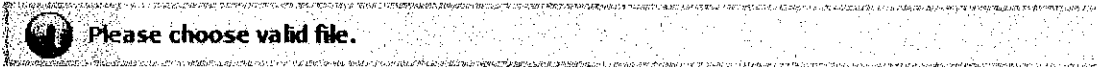
- Upload additional Contributions and/or Expenditures
- Continue to Loans
- Review or edit Contributions
- Review or edit Expenditures

**Next »**

## ERRORS OR WARNINGS

### Invalid Upload

You must use the Contributions/Expenditures Excel Template provided in the application or provided by Ethics Commission, House Ethics Committee, or Senate Ethics Committee. If you change the template format or upload other documents, you will receive an error.

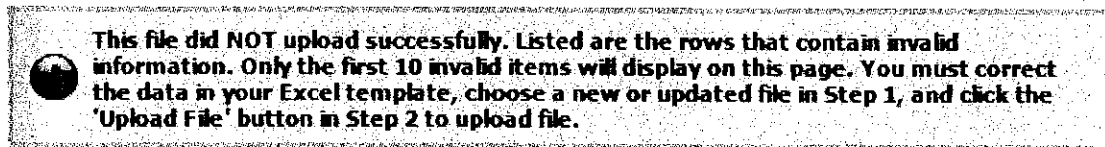


### Errors

If the template file you attempt to upload contains invalid information, your file will not upload successfully. You will receive a detailed report by line item of what is invalid. You must correct your Excel Template with valid information and repeat Steps 1 and 2 in the upload section to attempt to upload your file again.

### Electronic Filing

#### Candidate Campaign Disclosure: Upload Contributions and/or Expenditures



### Duplicates

If the template file you attempt to upload contains possible duplicate information, your file will not upload successfully. You will receive a detailed report by line item of what is possibly duplicate.

If these are duplicates, you will need to correct your Excel template and repeat Steps 1 and 2 to attempt to upload your file again.

If these are NOT duplicates, you don't have to correct the file, but you will need confirm the upload of that file by re-selecting the file in Step 1 and then clicking 'Upload File' in Step 2 of the upload section to attempt to upload your file again.

## Electronic Filing

### Candidate Campaign Disclosure: Upload Contributions and/or Expenditures



**Row 6:** This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

**Row 7:** This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

**Row 8:** This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

**Row 9:** This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

**Row 10:** This file has not uploaded as worksheet 'Individual Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

**Row 6:** This file has not uploaded as worksheet 'Group Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

**Row 7:** This file has not uploaded as worksheet 'Group Contributions' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

**Row 6:** This file has not uploaded as worksheet 'Expenditures' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.

**Row 7:** This file has not uploaded as worksheet 'Expenditures' may contain possible duplicates from previously entered data. If duplicates are uploaded, filer will need to go through each item line by line on the Contribution and Expenditure Review Pages and click each to edit or delete item as they do now.



To confirm the upload of file 'ContributionsExpendituresTemplate October 2016 2.xlsx', please re-select this file below in Step 1 and then click 'Upload File' in Step 2. Or choose another file in Step 1 and then click 'Upload File' in Step 2 to upload a new or updated file.



To view all errors and warnings, please [download and view this Excel document by clicking here.](#)