

Campaign Finance Information System Financial Disclosure Statement Filing

User Guide

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1 Introduction

1.1 Purpose

This training guide is to serve as an outline for trainers from the Bureau of Elections and Ethics Division of the state of New Mexico when training end users in the use of the Financial Disclosure Statement module in the Declare Ethics & Disclosure Suite. It has also been designed to be used by end users as a quick reference to the application. Separate training guides have been developed for training of Administrative users of the Declare Ethics & Disclosure Suite, as well as, for use of the Campaign Finance Module and the Lobbying Module.

1.2 System Overview

1.2.1 Common Screen Elements

Information Icon 🕐

- These appear in various places throughout the application.
- Move your mouse over the icon (no need to click) to see a small pop-up of text which contains information relevant to the function or screen you are on.

Datagrids and Lists

- In many places, you will see data that is displayed in rows contained within multi-paged, sortable datagrids or lists.
- The grids default to 10 rows per page. At the bottom is a small dropdown where you can choose to change the grid to show 25 or 50 rows per page.
- Rows can be sorted by any column by clicking on the column heading. Click again to toggle the sort between ascending and descending sequence.
- Most rows will have one or more actions that can be taken by the user. These will appear in an action menu on each row, which is shown an ellipse icon. Click the icon to view and select the available actions.

Dates

- When clicking into an editable date field, a calendar will pop open for you to select a date. It will default to showing the selection on the current date.
- You may scroll the calendar to get to past or future months. As an alternative, you may also click a specific month/year to get to a specific time frame immediately.
- Clicking a date will select that date, close the calendar, and display the date in the entry field.

Dropdown Lists

• Dropdown lists are used for data entry purposes when there are established standardized choices for the particular data needed. Examples include contribution type, election type, or occupation.

• In some cases, the list includes an "Other" option. If this is selected, a textbox will be shown for you to enter details or a short explanation.

Textboxes

• Textboxes are used for free-form entry of data (examples: names, addresses, city, explanations or descriptions)

Checkboxes

• Often checkboxes will be used to select options.

Action Menus

- In a list, action menus are shown as an ellipse is which can be clicked to show the list of options.
- Action menus may also show up as button. When clicked, it shows the options in a dropdown list.

1.2.2 Required Fields

Required fields are underlined in red. If the red is not present, the field is optional entry.

Occasionally a field may first be displayed as optional entry (no red underline), but during the data entry process it becomes required (red underline appears). This can occur as a result of other data values or dropdown selections that have been made which now require additional data to be provided.

If required fields do not contain data, dialogs cannot be saved. In most cases, the *Save* or *Update* buttons are disabled until all required data is present. In other cases, error messages will be shown to remind you of missing required data if you attempt to save before all required data is entered.

1.2.3 System Notifications

Toast messages

These provide simple feedback in a small panel at the bottom of the screen. They are visible for a short while, long enough to be read, then they disappear. There is no need to respond to toast messages. An example of a toast message would be "Your report has been successfully filed".

Pop-ups

When a message needs to be acknowledged, or you need to verify an action before it can continue, a pop-up message will be shown. You will not be able to proceed without clicking *OK* or *Cancel*. For example, if you enter an edit for a contribution and then close the dialog before saving the updates, a pop-up will be shown at the top of the screen which says, "Closing before saving will discard all progress." If you click *OK*, the dialog is closed as intended. If you click *Cancel*, you are returned to the dialog which remains open.

Emails

The system automatically sends email notifications which include requested information, reminders, or may be triggered by system events. For this reason, it is very important to be sure the system has your

up-to-date email address. For information on updating your email address, see <u>Amending Your</u> <u>Registration</u>.

Notifications include:

- Automatically sent
 - o Confirmation of registration submission
 - o Registration accepted
 - Registration conditionally accepted
 - o Registration rejected
 - User login credential information
 - Username and/or password reminders
- Batch sent
 - o Upcoming statement due reminder
 - Notification of unfiled statements
 - Notification of fines imposed

2 Registration

In order to use the Financial Disclosure Statement Filer Module, of the Declare Product Suite, to input data and file statements, you must register in the system and be assigned login credentials. If you already have login credentials for one of the other two modules, Lobbying or Campaign Finance, registering with the same email will ensure that you do not get a new set of credentials.

2.1 Registering for Access to the Financial Disclosure Statement Filer Module

To begin the registration process, navigate to the Financial Disclosure site and click on the Register link. Select the Financial Disclosure Statement registration option. The Registration Screen will be displayed.

= 🙆	NEW MEXICO CAMPAIGN FINANCE SYSTEM SECRETARY OF STATE		ALL - Search for Candidates/Officeholders, Committees, and Office	5	Transaction Search	Login	Register
	Top 10 Earners in Election 2020	→	Total Active Political Committees	То	Campaign Finance		
	CLEMENTE SANCHEZ \$215,644.00		Other		Lobbyist Reporting		
	GEORGE K MUNOZ JACOB R CANDELARIA JAVIDR I MARTINIZ S81/701.00		Marsé (note- Legialaire Independent Centriveto		Financial Disclosure Statement		

Figure 1: Homepage of the New Mexico Campaign Finance System

2.1.1 Enter Registration Information

Registering is a simple, short process. Select your reason for filing the Financial Disclosure Statement (Candidate / Incumbent / Appointed To / Employee Of). This selection will drive what information is captured next.

Once you have entered the required information, click

ADD REASON FOR FILING button.

If you have more than one reason for filing the Financial Disclosure Statement, you can enter multiple reasons. Entered reasons will be displayed on the registration screen.

Note: The Reason for Filing will determine the due date for the filing of the Financial Disclosure Statement. If two reasons for filing have been entered, the earliest due date will be assigned for the filing.

	i for filling. You may add more than one reason for filling. I am a		
Candidate			
Incumbent	Office		
) Appointed to	Data Assumed Office	ADD DEADON COD EU IND	
) Employee of	Date Assumed Once	ADD REASON FOR FILING	
Reason for filing	Information	Date	Actions
Incumbent	State Representative Bernalillo DISTRICT 10	06/01/2020	I
			:

Figure 2: Financial Disclosure Statement Filer Registration Screen – Reason for Filing

Enter Reporting Individual information on the registration screen.

Note: If a registrant uses the same email that was used for registration with the Campaign Finance Module in the Declare Product Suite then the registrant will be able to use one set of credentials for accessing both modules, Campaign Finance and Financial Disclosure Statement Filer modules.

After reading the acknowledgement statement, check the acknowledgement checkbox and enter your name as the electronic signature. The date defaults to the current date and is a protected field.

Click **SUBMIT** to submit your registration. The SUBMIT button will not be enabled until all required information is entered. You will receive an email confirming the registration submission. A PDF will not be generated until the Financial Disclosure Statement is filed.

Prefix	 First Name 	Middle Name	Last Name	Suffix	
eporting Individual Addr	ess Information				
esidence Address		Apartm	nt, Building, Suite, etc.		
		State			
ity		NM		Zip Code	
] Mailing address if di	ferent				
Mailing address if dr	ferent act Information	Ernail			
Mailing address if di	ferent act Information	Email			
Mailing address if di eporting Individual Cont hone	ferent act Information	Email n on this form is true, correct, and co	nplete to the best of my knowled	ige.	
Mailing address if dr porting Individual Cont none I hereby swear or affi	ferent act Information rm under penalty of law that all informatic	n on this form is true, correct, and co	nplete to the best of my knowled	tge.	
Mailing address if di sporting Individual Cont hone 1 hereby swear or affi upe Name Here	ferent act Information m under penalty of law that all informatic Electronic Signature of Reporting Individ	n on this form is true, correct, and co	nplete to the best of my knowled 06/09/2020 Date	1ge.	

Figure 3: Financial Disclosure Statement Filer Registration Screen – Reporting Individual Information

2.1.2 When your Registration is Accepted

When your Financial Disclosure Statement Filer registration is submitted, the staff of the Bureau of Elections and Ethics Division will review your registration. Once they approve it, your filer account will be made active in the system and you will receive a confirmation email.

2.1.3 Receiving Login Credentials

Login credentials will automatically be assigned to you when the registration is accepted by the New Mexico Secretary of State. You will receive an email with instructions for logging into the application. The credentials generated by following the instruction received will allow you to access the Financial Disclosure Statement Filer module. If the same email was used with both the Financial Disclosure Statement Filer module and the Campaign Finance module, you do not need to authenticate the account again. You can proceed straight to signing in.

3 Your Financial Disclosure Statement Filer Dashboard

3.1 Signing In

To begin the sign in process, navigate to the New Mexico Campaign Finance System public site.

Select the *Login* link in the page header. The Registered User Login dialog will be shown, with space for you to enter your username and password.

Note: If you have forgotten your User Name or Password, there are links to retrieve your User Name and reset your password on the Login dialog.

E WW MEXICO CAMPAIGN FINANCE SYSTEM	ALL 👻	Search for Candidates/Officeholders, Committee	a) molt Officies	Transaction Search	Login Reg	jister
Top 10 Earners in Election 2020	→ Total Ac	tive Political Committees	Top 10 Spende	ers in Election 2020	→	
CLEMENTE SANCHEZ		Other	manda Br	inner 533	200.00	
GEORGE K. MUNOZ \$109,684.00 JACOS R CANDELARIA S87,182.00	Registered	User Login	× Jul.	gana \$10,425.00 \$10,000.00		
JAVIER I MARTINEZ 3817/01.00 JAMES G. TOWAISEND 581,365.00	User Name		Robin Mel Ric	eCov \$3,549.98		
SHANNON EACON DOREEN YYDNNE CAL \$78,773.00 \$72,492.00	Password		SreeCandid DOMMA	ces.A \$1,299.98		
2ACH IVES 571,176.00 563,284.00		Forgot your User Name or Password?	Mei RiceStat	eRep 5150.00	308 40k	
OK 50K 100K 150K 200K 7	5	SIGN IN				
Figure 4: Login Dialog						

Enter your username and password. Click



If you only have access to the Financial Disclosure Statement Filer Module (FDS Module), you will be taken directly to the Filer Dashboard.

If you have access to more than one Declare Module, you will see a list of any committees you are associated to, as well as, your Financial Disclosure Statement Filer account. Select the Financial Disclosure Statement Filer to log into the FDS module. You will then be directed to the Home page for your Financial Disclosure Statement Filer Dashboard.



Figure 5: Select Committee dialog

3.2 Dashboard Overview

3.2.1 Home Page

Upon logging into the system, you will be on the home page for your dashboard. When the home page is first opened, the center portion of the screen shows the Immediate To Do list, the Upcoming Reports list, and the Recently Filed Reports list. These areas will not be visible if there is no data to display.

If you navigate to another functional area from the Dashboard Navigational Menu on the left-hand side of the screen, the center portion of the screen will be overlaid with different functions as you select navigational menu options. Clicking the *Home* menu option returns the screen to its initial format with the three lists.

	INANCIAL DISCLUSURE STATEMENT		
Home	Immediate To Do	Filer Details	1
Statements Administration Public Site	Statements Due: Financial Disclosure Statement 2020 Due Today (Due Date: 06/06/2020)	Registration ID 44326 Name Rived Munster	
	Upcoming Statements	450 Munster St., Anytown, NM 99999	
	Upcoming Statement: 2021 Financial Disclosure Statement 2021 Due on January 31, 2021	Phone (222) 333-3333 Emeil rmunster@test.com	
	Recently Filed Statements		
	2020 Financial Disclosure Statement 2020 This report was re-filed on January 30, 2020.		
Munster, Rheta Rheta Munster			

Figure 6: FDS Module Home Screen

3.2.2 Immediate To Do

The Immediate To Do list shows you items that you need to be aware of or that need to be completed. For example, when a statement is due, an item would show up to remind you to file the statement. There is a link to preview the statement without submitting it, and also a link to directly open the <u>File</u> <u>Statement</u> Dialog where the selected statement can be submitted.

3.2.3 Upcoming Statements

The Upcoming Statements List shows you which statements are going to be coming due.

3.2.4 Recently Filed Statements

The Recently Filed Statements list shows you all statements that were most recently filed. On each, there is a *View* link which will show you a PDF of the filed statement.

3.2.5 Dashboard Navigational Menu

The Dashboard Navigational Menu is on the left side of the screen. Each item in the menu, when clicked, will open up in the center part of the screen. Clicking the *Home* menu option returns the screen to its default view with the Immediate To Do list, the Upcoming Reports list, and the Recently Filed Reports list showing.

Clicking the 🔲 icon in the header above the panel will display/hide the Dashboard Navigational Menu.

3.2.6 Filer Details Panel

Along the right side of the screen is a small panel showing your name, address, phone and email. For more information about this panel, see <u>Filer Details</u> in the Filer Administration section.

4 Filing Statements

4.1 Forms

This system has been configured to allow for the electronic filing of the Financial Disclosure Statement.

4.2 Statements Screen

The Statements Screen is displayed after selecting *Statements* from the Dashboard Navigational Menu.

Statements					
UNFILED FILED F	PENDING				
Statement Name	Due Date	Filing Year	Statement Status	Form	
Financial Disclosure Statement	01/31/2021	2020	Unfiled	Financial Disclosure Statement	1
					1 Result



Statements							
UN	FILED PENDING	Filed Date	Filing Year	Due Date	Statement Status	Form	
^	Financial Disclosure Statement	01/30/2020	2019	01/31/2020	Amended	Financial Disclosure Statement	:
	2020 Financial Disclosure Statement Filing Cycle	01/27/2020	2019	01/31/2020	Filed	Financial Disclosure Statement	:
							1 Result



4.2.1 Unfiled, Filed, and Pending Statements Lists

- On the Statements screen, click the *Unfiled, Filed, or Pending* tabs to see lists of statements in those three categories.
 - **Unfiled** This list includes statements that have not been filed yet. If the statement has been started and saved, but not yet submitted, it still shows in the Unfiled list.
 - Filed Once a statement is filed, it is shown in the Filed list, and is removed from the Unfiled list. If the statement has had an amendment, it also is shown. All versions of a statement (original filing and amendments) are shown in the expandable/collapsible panel under the main report row. This panel is opened and closed by clicking the caret icon next to the statement name.
 - **Pending** This shows any statement that has been started and saved, but not yet submitted. This could be a new statement you are working on, or it could be an amendment to a previously filed statement.
- In each list, the statements have an Action Menu which is obtained by clicking the 📋 icon. It contains one or more options, depending on the status of the statement.
 - Options for unfiled statements that have not yet been started:
 - File This link opens the <u>File Statement</u> dialog where you will enter your statement information and file the statement.
 - o Options for unfiled statements that have been started and saved, but not yet submitted:
 - Preview Clicking this link displays a PDF of the statement as it would look if filed with the statement information that has been added to the statement so far. Note that this action does not file the statement.
 - Resume This link is used to continue working on your statement. It will open the File Report dialog. Your statement information will show up as it was when you last saved the statement, and you may continue entering your statement information.
 - Discard -
 - For an amendment to a filed statement, the *Discard* action removes the pending amendment and all the data entered since the statement was last filed. The last filed version of the statement remains in the Filed list.
 - Options for filed statements:

- *View* displays a PDF of the filed statement. For amended statements, each version can be viewed.
- *Refile* This opens the report filing screen. Your statement information will show up as it was when you last filed the statement. You may make modifications as needed, and, like the original filing process, you can either save the amendment as pending in order to complete it later, or you can file it.

4.3 File Statement Dialog

When the File Statement Dialog is first opened, you will see a header and a list of categories. These category names are actually collapsed panels where different categories of required statement information will be entered. The Financial Disclosure Statement Filing Screen will look like this:

÷	2020 - Financial Disclosure Statement	SAVE	PREVIEW	FILE STATEMENT		
	Due today					
Rep	Reporting Individual – CONTACT INFORMATION					
Rep	Reporting Individual – CURRENT FILING STATUS					
3. R	3. Reporting Individual - EMPLOYER INFORMATION 🕢					
4. S	pouse of Reporting Individual - EMPLOYER INFORMATION				~	
5. R	eporting Individual & Reporting Individual's Spouse - INCOME SOURCE(S) - SOURCES of GROSS INCOM	E OVER \$5,00	0.00		~	
6. R	eporting Individual & Reporting Individual's Spouse - Areas of Specialization ${\it @}$				~	
7. R	eporting Individual & Reporting Individual's Spouse - CONSULTING and/or LOBBYING 🕢				~	
8. R	eporting Individual & Reporting Individual's Spouse - REAL ESTATE 🕖				~	
9. R	eporting Individual & Reporting Individual's Spouse - OTHER BUSINESS INTERESTS OVER $10,000$				~	
10.	Reporting Individual & Reporting Individual's Spouse - BOARD MEMBERSHIP 🕢				~	
11.	Reporting Individual & Reporting Individual's Spouse - PROFESSIONAL LICENSE(S) 🕗				~	
12.	Reporting Individual & Reporting Individual's Spouse - GOODS and/or SERVICES PROVIDED TO STATE A	GENCIES			~	
13.	13. Reporting Individual & Reporting Individual's Spouse - STATE AGENCY REPRESENTATION 🕘					
14.	14. Reporting Individual & Reporting Individual's Spouse - GENERAL INFORMATION 🕖					
Ack	nowledgements Panel				*	

Figure 9: File Financial Disclosure Statement Screen

4.3.1 Header Area and Action Links

The header area includes the name of the report, the number of days until the report is due, an arrow to return to the Statements screen, and these action links:

- Save will save the data you have entered so far, but does not file the statement. This is for your convenience, so you have the ability to stop and resume at a later time without losing anything you have entered. The report will not be visible on the public site if it has been saved, but not yet filed.
- *Preview* will display a draft version of the PDF of the statement as it would look if you filed it with all of the data entered so far. This action does not file the report.

File Statement is used when you are ready to file the statement. Once this is done, the filing
becomes available on the public site to be viewed. After this, any changes needed on the
statement will have to be filed on an amendment. (hint: Hover your mouse over the FILE
STATEMENT button to display what sections of the Financial Disclosure Statement still need to
be completed.

4.3.2 Category panels

The category panels can be expanded or collapsed by clicking the caret icon shown to the right of each heading.

4.3.3 Sequence of Data Entry

It is a good practice to enter the information in the order it is listed. This is because some of the data in an early section may be needed for a later section. For example:

- Reporting Individual CONTACT INFORMATION, Spouse's Name
 - Information entered in Spouse's Name will be used to populate fields in other categories, such as section 4. Spouse of Reporting Individual – EMPLOYER INFORMATION.

4.3.4 Entering the Statement Information

• Some categories are required to have data entered, such as *Filer Information*. This data is not optional. When you expand the category, you see fields for all of the information that should be entered. In the case of filer information, it will be pre-populated where possible from your registration. You may edit this information as needed. You will need to enter Spouse's Name, if applicable.

Reporting Individual – CONTACT INFOR	RMATION			^
Title				
First Name Rheta	Middle Name	Last Name Munster	Suffix	÷
Address Line 1 450 Munster St.		Address Line 2		
City Anytown		State	Zip Code 99999-	
Email				
rmunster@test.com				
Spouse's Name				
First Name	Middle Name	Last Name	Suffix	•

Figure 10: Filer Information Panel

• In other sections, you will have the option to add information if it is applicable to your statement, or you may indicate that you have nothing to report in that section by checking the *None* box provided for that. You must do one or the other.

The *Reporting Individual – EMPLOYER INFORMATION (section 3)* category is an example:

3. Reporting Individual - EMPLOYER INFORMATION 🕢		^
ADD DISCLOSURE	None	

Figure 11: Reporting Individual – EMPLOYER INFORMATION (section 3) panel

- If you have no employment to report, check the None box.
- To add Employer Information, click the *Add Disclosure* button. A dialog to enter the Employer Information will be opened.

Add 3. Reporting Individual - EMPLOYER INFORMATION			⊗
Employer			Â
Name			
Employer Address			
Address Line 1			
Address Line 2			
City	State NM	Zip	
			CANCEL

In this example, you would proceed to enter the information for one employer. The **CREATE** button is enabled for you to save the information to the statement.

When the item is saved, the Add dialog is closed, and you will see the employer has been added to a list in the Employer Information (section 3) category on the report screen. You may continue adding additional employers in the same manner, until all are entered and saved.

Figure 12: Add Employer Information Dialog

4.3.5 Updating or Removing Statement Information

Items added to your statement can be updated or removed if necessary.

3. R	3. Reporting Individual - EMPLOYER INFORMATION 🕜						
A	D DISCLOSURE						
	Employer	Employer Address	Title or Position held by reporting individual	Nature of business or occupation	Employer's Phone N	umber	
	Target	123 Main St, Santa Fe, NM 80388	General Manager	Retail	(480) 083-1212	:	
	Wal-Mart Corporation	234 Apache Blvd, Santa Fe, NM 80388	General Manager	Retail	(480) 123-1212	Update	
4						Remove	

Figure 13: Action Menu to Update or Remove a Disclosure

- Any item can be updated by clicking *Update* in the action menu, which will open an Edit dialog, pre-populated with the information you have entered.
- An item can be removed from the report by clicking *Remove* in the action menu.

4.3.6 Acknowledgements

This section contains one or more acknowledgments that must be confirmed before you can file the statement. Whether there is one acknowledgment or multiple, it is required that you check each box to confirm your acknowledgment and acceptance of what is stated there.

For example:

Acknowledgements Panel	^
I hereby swear or affirm under penalty of perjury that the foregoing information is true, correct and complete to the best of my knowledge.	

Figure 14: Acknowledgements Panel

4.3.7 Filing your Statement

When you are finished entering all information that needs to be included on the Financial Disclosure Statement, you may file it by clicking FILE STATEMENT in the screen header area.

If you have not completed all required entry, the FILE STATEMENT link will be disabled. In this case, when you hover the mouse pointer over the FILE STATEMENT link, you will see a list of what is missing.

Please enter/select
· You have not entered any disclosure into 3. Reporting Individual - EMPLOYER INFORMATION. If you have no disclosures of this type, you must check 'None'.
* You have not entered any disclosure into 4. Spouse of Reporting Individual - EMPLOYER INFORMATION. If you have no disclosures of this type, you must check 'None'.
* You have not entered any disclosure into 5. Reporting Individual & Reporting Individual's Spouse - INCOME SOURCE(S) - SOURCES of GROSS INCOME OVER \$5,000.00. If you have no disclosures of this type, you must check
'None'.
* You have not entered any disclosure into 6. Reporting individual & Reporting individual's Spouse - Areas of Specialization. If you have no disclosures of this type, you must check 'None'.
* You have not entered any disclosure into 7. Reporting Individual & Reporting Individual's Spouse - CONSULTING and/or LOBBYING. If you have no disclosures of this type, you must check 'None'.
• You have not entered any disclosure into 8. Reporting Individual & Reporting Individual's Spouse - REAL ESTATE. If you have no disclosures of this type, you must check 'None'.
* You have not entered any disclosure into 9. Reporting individual & Reporting individual's Spouse - OTHER BUSINESS INTERESTS OVER \$10,000. If you have no disclosures of this type, you must check 'None'.
• You have not entered any disclosure into 10. Reporting Individual & Reporting Individual's Spouse - BOARD MEMBERSHIP. If you have no disclosures of this type, you must check 'None'.
• You have not entered any disclosure into 11. Reporting Individual & Reporting Individual's Spouse - PROFESSIONAL LICENSE(S). If you have no disclosures of this type, you must check 'None'.
* You have not entered any disclosure into 12. Reporting individual & Reporting Individual's Spouse - GOODS and/or SERVICES PROVIDED TO STATE AGENCIES. If you have no disclosures of this type, you must check 'None'.
* You have not entered any disclosure into 13. Reporting Individual & Reporting Individual's Spouse - STATE AGENCY REPRESENTATION. If you have no disclosures of this type, you must check 'None'.
• You have not entered any disclosure into 14. Reporting Individual & Reporting Individual's Spouse - GENERAL INFORMATION. If you have no disclosures of this type, you must check 'None'.
All the Acknowledgements.

Figure 15: Remaining Sections to Complete

After you file your statement, you will receive an email confirming that the statement was successfully filed. The Financial Disclosure Statement will now be available for view on the public site.

4.3.8 Amending your Report

If a statement needs to be amended:

- Locate the statement in the Filed list on the Statements screen.
- Click the *Refile* link in the action menu.
- The File Report dialog will be opened with all of the previously filed information pre-populated.
- Make the necessary changes. As with a new filing, an amendment can be saved to be completed and filed later.
- When you are ready to refile the amended statement, click the File Statement link at the top of the screen.

4.3.9 When it is time to file the next year's statement

When the next year's report is to be filed, you will not initially see it on your Unfiled Statements list. You first need to update your registration, being sure to make any needed updates to your Filing Requirements.

- On the Filer Administration screen, the *Begin Filing for [Year]* button is visible to filers only when there is an active registration schedule for the next filing cycle.
- Clicking the button opens your Registration screen, which will be presented to you prepopulated with your current information.
- Modify any information as needed.
- Click Update.
- You will now be able to proceed to the Statements screen and file the next statement.

Filer Administration 5

The Administration page has a variety of administrative functions and general information about the Financial Disclosure Statement Filer.

= 💩 CANDIDATE'S FINAN	CIAL DISCLOSURE STATEMENT							F
Home Statements Administration	FEES AND FINES CORRE	ESPONDENCE / DOCI	JMENT IMAGES	BEGIN FILING	FOR 2021	USER SETTINGS	Filer Details	1
Logout	Outstanding - Dute	Status	Description	Original Amount	PAY F Balance	FEES OR FINES	Name Steve Austin Address 123 Main St, #400, Santa Fe, NM 80388 Elbone	
	^ 05/28/2020	Outstanding Type	\$50 per day for late filing Amount	\$4,060.00 Date	\$3,860.00	1	(460) 122-8989 Emeil saustnigmail.com	
		Check Credit Card	\$100.00	05/29/2020		1		
Austin, Steve			Total O	utstanding Balance	\$3,860.00			

Figure 16: Filer Administration Page

5.1 Fees and Fines Tab

The Fees and Fines tab shows a list of fees or fines that have been assessed against you and your outstanding balance. From this tab, you can make payments towards any fee or fine. You can combine multiple fines or you can make partial payments. Any payments made towards fees or fines will be visible on the Fees and Fines Tab as a child record of the fee or fine.

5.1.1 Payment Dialog

pay FEES OR FINES button. The Payment Dialog will be displayed. At To make a payment, click on the the top of the screen, a list of all open fees and/or fines will be displayed. You have the option of selecting one fine to pay, multiple fines to pay, or a partial fine to pay.

- To pay for just one fine select only one fine by clicking on one check box. •
- To pay for more than one fine select multiple fines by clicking on multiple check boxes.
- To pay for only a portion of a fine select only one fine by clicking on one checkbox. Click on the action menu next to that fine and select Update Amount. The partial payment panel will display containing information about the fine. Update the Amount to Pay field with a partial payment amount. The Balance After Payment will be calculated. Click on UPDATE to save the partial payment. The payment has not been processed at this point. The Total field reflects the total amount of the payment to be made. If you have selected multiple fines, this amount will display the sum of fees and fines to be paid.

Payment					۲
Fees	Late Filing Fine 06/08/2020 2020 Financial Disclosure Statement	Original Amount Outstanding Balance Amount To Pay	\$200.00 \$200.00 \$200.00	I	
Late Filing Fine	2020 Financial Disclo	sure Statement		Total \$200 .	00
Outstanding Bala Balance after Pay	nce:	\$200.00 Amount to Pay \$50.00 \$150.00			
			c	CANCEL UPDATE CANCEL PAY SELECTED FEES	×

Figure 17: Payment Dialog with Partial Payment Panel Displayed

Once a selection has been made, click on PAY SELECTED FEES button. You will be given the option of paying with an e-check or a credit card. Selecting E-Check will display the E-Check processing dialog. Selecting credit card will display the credit card payment processing site.

Note: There is a convenience fee that will be added to all credit card payments.

5.1.2 E-Check Payment Dialog

To pay with an e-check, first select the payor type. Is an individual or an organization making the payment? Enter payor information and billing information. Specify if the e-check is coming from a checking or savings account. Enter bank information including account number and routing number.

Click on A receipt will be generated and stored in your Correspondence / Document Images tab. You will be returned to the Payment Dialog where the payment will finish processing.

Check Payment	
When you provide a check as payment to the Secretary of Sta from your check to make a one-time electronic fund tra tra Payment Amount: \$150	ite, you authorize the State of New Mexico to either use information nsfer from your account or to process the payment as a check nsaction.
Payor Type	
Billing Address (Address that your financial institution has Country UNITED STATES OF AMERICA	on file)
Street Address	Apartment, Building, Suite, Etc.
City	State VM VIC Zip Code
Country Code +1	✓ Phone
Account Information	
Bank Account Type	×
Bank Name	
Check Number	YOUR NAME 123 678 Main Street Anywhene, M 22345 DATE PAY TO THE ORDER OF DOLLARS
Bank Account Number	Routing Account Number
Re-enter Bank Account Number	
Routing Number	_
	CANCEL PAY USING E-CHE



5.1.3 Credit Card Payment Dialog

To pay with a credit card, enter Billing Information. You will notice that the payment amount listed includes the convenience fee. Once you have verified the payment amount, click Next. Enter Payment Details. Clicking on Cancel Order will return you to the Declare Payment Dialog. Clicking on Next will give you a final opportunity to review the payment information before submittal. Clicking on the Pay button will submit the payment. A receipt will be emailed from the credit card vendor. A receipt will also be generated and stored in the Correspondence / Document Images tab.

***	Payment Review	Receipt			
	Your Order				
equired field	* Required field Total amount	\$151.95	()	10	Payment
			Payment D	etails	
			Court Tons I		* Required
					Mastercard
			O BECIVER DISC	over	
			Card Number *		
			Expiration Dat		
				Ť	
			CVN * This code is a thre	e or four digit num	ber printed on the back or front of credit
			Caros	1-(12)	
Next	Next				
			Back		Next

Figure 19: Credit Card Payment Dialog and Payment Details Panel

5.2 Correspondence / Document Images Tab

The Correspondence / Document Images tab shows a list of any correspondence or documents that have been uploaded to your account by the administrators, including filings that were submitted on paper and scanned. Correspondence includes any auto-imaged generated letters (for example - the registration confirmation letter) and any correspondence sent to you through the Declare product.

-EES AND FINES CORRESPONDENCE / DOCU	MENT IMAGES		202
Document Images			Document Type
Document Name	Document Type	Date Filed	Document Privacy
Late FDS Filing - Fine Assessed	Auto-Imaged Correspondence	06/08/2020	Private
Financial Disclosure Statement Filing Due Today!	Auto-Imaged Correspondence	06/05/2020	Private
Courtesy notice of Financial Disclosure Filing due	Auto-Imaged Correspondence	06/05/2020	Private
FDS Login Credentials	Auto-Imaged Correspondence	06/05/2020	Private
Filer Registration Acceptance Confirmation	Auto-Imaged Correspondence	06/05/2020	Private
			5 Res

The documents in the list can be viewed by clicking the name of the document.

Figure 20: Correspondence / Document Images Tab

5.3 User Login Maintenance

You can change your password and security questions by clicking on one of the options listed.

USER SETTINGS
Change Password
Change Security Questio

Figure 21: User Settings Menu

5.3.1 Changing Password

You have the ability to change your password by clicking on the Change Password option under User Settings on the Administration screen.

- To change your password, start by entering the current password in the Previous Password field.
- Enter the new password.
- Verify the new password by entering it a second time.
- If the password is valid, the Save button will be enabled. Click password.

to	save	the	new

Previous Password (Re-Enter)	⊗
Previous Password (Re-Enter)	
New Password	
Verify New Password	
	2002

Figure 22: Change Password Dialog

5.3.2 Changing Security Question(s)

You have the ability to change your security question by clicking on the Change Security Question option under User Settings on the Administration screen.

- To change your questions or answers, select the question, enter the answer, and verify by entering the answer again.
- Click SAVE CHANGES to save the new question/answer.
- Click the arrows to toggle to any other questions/answers that have been set up.

USER SETTINGS

and selecting

Select Security Questions		×
Security Question		*
Answer		
Verify Answer		
÷	SAVE CHANGES	\rightarrow
4		۱.

Figure 23: Change Security Question Dialog

5.3.3 Filer Details

Basic filer information, such as name, address, phone, and email is shown in the Filer Detail Panel located on the top right side of the Administration Screen.

Clicking the 📃 icon in the header above the panel will display/hide the panel.

Filer Details	-
Registration ID	
44326	
Name	
Rheta Munster	
Address	
450 Munster St., Anytown, NM 99999	
Phone	
(222) 333-3333	
Email	
rmunster@test.com	

Figure 24: Filer Details Panel

5.3.4 Amending Your Registration

To amend your registration, click the 🖍 icon at the top of the Filer Details panel. The Amend Financial Disclosure Statement Filer Registration screen will be displayed populated with registration information. Make the necessary changes.

Click AMEND to save the registration changes. These changes will be reflected on your Financial Disclosure Statement.

Note: If you need to change or add to your reason for filing, you must amend your registration.

6 Public Site for Financial Disclosure Statements

6.1 Overview

The public site is accessible to anyone; no login credentials are needed. On this site, the public user can search for and view information about all Financial Disclosure Statement filers and their reports.

6.1.1 Getting there and back

If you have login credentials for the system, you may go into the public site and return to your dashboard, and go back and forth, without continually logging in and out.

- o If you are logged in, click *Public Site* on the Dashboard Navigational Menu.
- You will be transferred to the public site.
- In the public site, if you have gone there while being logged into your dashboard, you will see a *Home* link in the Public Site Action Menu. Click this link to be returned to your workspace.
- As long as you stay logged in, you may use these two links to go back and forth.
- Once you log out, you can access the public site anytime, but you cannot get back to your dashboard without logging in again.

6.2 Available Public Functionality

6.2.1 Explore Financial Disclosure Statement Filers

Explores are a way to look at general lists of information. Explore Financial Disclosure Statement Filers displays a list of all filers who have filed a Financial Disclosure Statement along with why the statement was filed. This list can be made more specific by using the available filters. Clicking the name of an individual filer opens a detail screen for that filer which includes a filer registration date and a list of all Financial Disclosure Statement is filed, a PDF of it can be viewed.

Clicking on the Download Icon will download the list of filers in the result set in a .csv format.

	MPAIGN FINANCE SYSTEM	ALL Search for Candidates/Officeholders, Committees, and Offices	Transaction Search		
Financial Disclosure Statem	ent Filers				
CLEAR FILTER	File Name	Filing Requirement	Filing Year		
Filing Year	Adams, James	FINANCE, STATE BOARD OF	2020		
2021	Archer, Ryan	ARTS COMMISION, NEW MEXICO	2020		
2020	Austin, Steve	State Senator Bernalillo DISTRICT 10	2020		
	Baker, Brent	State Auditor	2020		
More.*	Bower, Erich J	MINING COMMISSION	2020		
Office	City, Ancient	CULTURAL AFFAIRS, DEPARTMENT OF	2020		
	Cooper 528, Tiffany	Governor	2020		
Jurisdiction	Crane, Ivan	Lieutenant Governor	2020		
District					
· · · · · · · · · · · · · · · · · · ·			Rows per page: 10 - 1-8of 8 < >		

Figure 25: Explore Financial Disclosure Statement Filers

= (MEXICO CAMPAIGN FINANCE SYSTEM ALL Search for Candidates/Officeholders, Committees, and Offices			Transaction Search			
Finan	icial Discl	osure Statement File						
/	Austin,	Steve						
C C	Date Registe	red						
	FILINGS	5						
							2020 -	
		Report Type	Filing Requirement	Filing Year	Filed	Filed Date		
	^	Financial Disclosure Statement	State Senator Bernalillo DISTRICT 10	2020	\checkmark	05/29/2020 Amended		
		Financial Disclosure Statement	State Senator Bernalillo DISTRICT 10	2020		05/29/2020 Filed		
							1 - 1 of 1	

Figure 26: The View Detail screen of the Financial Disclosure Statement Filer

6.2.2 Financial Disclosure Statements

Filed Financial Disclosure Statements can also be accessed by clicking on the Explore Reports option on the public site navigational menu. Like the *Explore Financial Disclosure Statement Filers* functionality, there are filters available so that the group of reports shown in the list can be made more specific.

Note: Only filed Financial Disclosure Statements will be visible.

Clicking on the statement name will display the filed Financial Disclosure Statement in a pdf format. Filer information is redacted for filer privacy. Clicking on the filer name will allow you to drill down to the View Details screen for the Financial Disclosure Statement Filer where all previously filed Financial Disclosure Statements can be viewed.

Clicking on the Additional Columns will allow you to customize the information displayed in your result set. Certain columns can be hidden or displayed based on your data needs.

	MPAIGN FINANCE SYSTEM	ALL 👻 S	earch for Candidates/Officeholders,	Committees, and Offices	Transaction Search		
Financial Disclosure Statements							
CLEAR FILTER						Additional Columns	
Filing Year	Statement Name	Filing Year	Filer Name 🛧	Filing Requirement	Amended	View	
2021	Financial Disclosure Statement	2020	Adams, James	FINANCE, STATE BOARD OF		View	
2020	Financial Disclosure Statement	2020	Archer, Ryan	ARTS COMMISION, NEW MEXICO		View	
1010	Financial Disclosure Statement	2020	Austin, Steve	State Senator Bernalillo DISTRICT 10	v	view ~	
MORF -	Financial Disclosure Statement	2020	Bower, Erich J	MINING COMMISSION		View ¥	
Office	Financial Disclosure Statement	2020	Collins, Quentin	NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT		View Y	
	Financial Disclosure Statement	2020	Crane, Ivan	Lieutenant Governor		View	
Jurisdiction	Financial Disclosure Statement	2020	Day 529, Susan	Lieutenant Governor		View 💙	
-	Financial Disclosure Statement	2020	Free, Fancy	Governor		View	
District	Financial Disclosure Statement	2020	Harrison, Greg	State Representative Catron DISTRICT 49		View	
	Financial Disclosure Statement	2020	Kelly, James	State Auditor	\checkmark	View 🗡	
	Financial Disclosure Statement	2020	Lett, Frank	ECONOMIC DEVELOPMENT DEPARTMENT		View	

Figure 27: Explore Financial Disclosure Statements

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6.2.3 Searches

Searches are intended to zero in on specific filers, more quickly than you may be able to get there using the Explores. For example, you may be looking for a specific filer. It is faster to get to what you need by doing a specific search rather than using the Explores. This can be accomplished from the search bar on the public site heading.

You can search across all reporting entities or you can select a specific type of reporting entity, for example, Financial Disclosure Statement Filer. As you type in the filer's name, the search results will be narrowed down based on your typing. Quick Results will display the first three matches.

Clicking **SEE ALL RESULTS** will display a list of filers who match the entered search criteria. Clicking on a specific filer will take you to the View Detail screen for that filer.

Note: Entering a % into the search bar will bring back all results.



Figure 28: Entity Search Bar with Quick Results