2021 FINANCIAL DISCLOSURE STATEMENT ELECTRONIC FILING INSTRUCTIONS

STEP ONE: REGISTRATION

1. Go to https://login.cfis.sos.state.nm.us

2. Click REGISTER in the upper right hand corner of the screen

6	NEW MEXICO CAMPAIGN FINANCE SYSTEM	ALL 👻	Search for Candidates/Officeholders, Committees, and Office	Transaction Search	Login	Register
1000 V						

3. Select FINANCIAL DISCLOSURE STATEMENT from the dropdown menu

6	NEW MEXICO CAMPAIGN FINANCE SYSTEM SECRETARY OF STATE	ALL	 Search for Candidates/Officeholders, Commit 	tees, and Offic	Campaign Finance
					Lobbyist Reporting
То	p 10 Earners in Election 2020 \rightarrow	Tot	al Active Political Committees	Top 10 S	Financial Disclosure Statement
	Brian S Colon \$267,539,000			Michelle Luj	an G \$3397,986.68 \$243,060.76

Note: If you already have an account on CFIS, we recommend that you REGISTER using the same email as your existing account so your Financial Disclosure Statement filing can be completed with your existing credentials

4. Fill in requested information on the form. NOTE—any field underlined in RED is a required field. The SUBMIT button in the lower right hand corner will not activate until all required fields are filled.

Please Select www.reason for films. You may add more than one reason for films. I am a 🚳							
Cardidate Cardidate Appointed to Cardidate Ca							
Reporting Individual							
Prefix •	Fist Name	Middle Name		Last Name		Suffix	
Reporting Individual Address Information							
Residence Address			A partment, Building, Suite, etc.				
Cay			NM		25 p Code		
Laling address if different							
Reporting Individual Contact Information							
Phane			Email				
I hereby swear or affirm under penalty of law that all information on this form is true, com	rect, and complete to the best of my knowledge.						
Type Name Here			-	01/06/2021			
	Electronic Signature of Reporting Individual				Date		
							CANCEL SUBMIT

Be certain to click on "Add Reason for Filing" once you have completed your office information:

Candidate Office Jurisdiction District	
Voludate	
Incumbent State Senator T Santa Fe T DISTRICT	
Appointed to	

Provide your electronic signature and click SUBMIT. Recheck that your information is fully complete if the SUBMIT button is not activating...

I hereby swear or affirm under penalty of law that all information on this form is true, con	ect, and complete to the best of my knowledge.	
Suzanne Hursh	01/06/2021	_
Electronic Signature of Reporting Individual	Date	CANCEL SUBMIT

5. You should receive confirmation that your registration has been forwarded for approval:

Thank you for your	Financial Disclosure Statement Filer registration. It has been submitted to the New Mexico Secretary of State for review.
If your system registration is accepted	d, your username and password will be sent to the email address that you provided.
If your registration is not accepted, yo	u will be notified.
Please be advised that the Financial E person(s) holding a legislative or state	Disclosure must be postmarked or received in our office no later than January 31, 2020, for all ewide office for every year that all person(s) hold public office.
If you have any questions or need ass	istance, please contact New Mexico Registrar-Recorder at one of the following:
 Email: <u>https://www.elec</u> Phone: (1-800-477-3632 	tions.state.nm.us/ Toll-Free) or 505-827-3600

6. Once your registration is approved by the Secretary of State's office (SOS), you will receive an email from the SOS with your User Name and a link to AUTHENTICATE your account.

STEP TWO: ACCOUNT AUTHENTICATION

Upon receipt of the authentication email, click on the link provided in the email to be taken to the site. There, you will provide a personal PASSWORD to replace the SOS provided temporary password and create a security question. If you have existing credentials, you will not be required to further authenticate, but will continue to use your established user name, password and security question. Once complete, you will be able to SIGN IN to your CFIS account.

STEP THREE: LOGIN and FILING

- 1. Now that you have your user name and password, go back to the public home page at https://login.cfis.sos.state.nm.us
- 2. This time, click on LOGIN in the upper right hand corner to input your user name and password:

	NEW MEXICO CAMPAIGN FINANCE SYSTEM SECRETARY OF STATE	ALL 👻	Search for Candidates/Officeholders, Committees, and Office	Transaction Search	Login	Register
1007						

3. If you have registered for multiple modules in CFIS (for example, as both a candidate and a Financial Statement filer) you will have the option to login to the correct module. Be certain you select Financial Disclosure Statements at login:

Select One	×
Steve Austin (Elect Steve Austin Committee) - Candidate Candidate, Treasurer Steve Austin - 2020 - Financial Disclosure Statements Financial Disclosure Statements	
CON	FINUE

4. You will be taken to your home page for Financial Disclosure Statements. You can take action from any "TO DO" notices on your home page, or use the left column menu to access Statements for data input and filing:

Home	You are working on behalf of	EXIT	Filer Details	
Administration	Immediate To Do		Registration ID	
 Public Site Logout 	Reports Due: Financial Disclosure Statement 2019 43 Days Late (Due Date: 10/30/2020)		Name Address	
		-ILE STATEMENT	Phone	

5. On your STATEMENTS page, you can view any UNFILED, FILED or PENDING statements, ADD STATEMENT to create an unsolicited statement, or click on the three dot ellipsis to act on any line item on those lists.

Statements					+ ADD ST	ATEMENT
UNFILED FILED	PENDING					
Statement Name	Filed Date	Filing Year	Due Date	Statement Status	Form	_
Financial Disclosure Statement	01/05/2021	2020	01/31/2020	Filed	Financial Disclosure Statement	:
						1 Result

6. Clicking on FILE from whichever option will take you to the FILE DISCLOSURE electronic statement and opens a "conversation" with the system that allows you to disclose all appropriate information. Click on the dropdown arrows on the right to complete data entry for each topic:

← 2020 - Financial Disclosure Statement SAVE	PR	EVIEW	FILE STATEMENT	
Due today				
Reporting Individual - CONTACT INFORMATION				~
Reporting Individual – CURRENT FILING STATUS 🕢				~
3. Reporting Individual - EMPLOYER INFORMATION ②				~
4. Spouse of Reporting Individual - EMPLOYER INFORMATION 🕖				~
5. Reporting Individual & Reporting Individual's Spouse - INCOME SOURCE(S) - SOURCES of GROSS INCOME OVER	\$5,000.00	0		~
6. Reporting Individual & Reporting Individual's Spouse - Areas of Specialization 🍘				~
7. Reporting Individual & Reporting Individual's Spouse - CONSULTING and/or LOBBYING 🕖				~
8. Reporting Individual & Reporting Individual's Spouse - REAL ESTATE 🕢				~
9. Reporting 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 AGENCIE	S			~
13. Reporting Individual & Reporting Individual's Spouse - STATE AGENCY REPRESENTATION 🕢				~
14. Reporting Individual & Reporting Individual's Spouse - GENERAL INFORMATION 🕢				~
Acknowledgements Panel				~

Each dropdown will take you to the section where you can input your data for each topic. For example:

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

As always, any fields underlined in RED require information. The CREATE button to save each section of the disclosure will not activate unless all required fields are completed. When ready, click CREATE for each of the 14 information topics, finishing with the Acknowledgements Panel.

7. When all sections are complete, you may click FILE STATEMENT in the header to file the statement. The FILE STATEMENT button will not activate if any required information or sections are incomplete. Hovering your cursor over the inactive FILE STATEMENT button will show a list of missing information section by section.

The system allows you to save an incomplete report, preview the report before filing, and edit a filed report.

For questions or further assistance, contact the Secretary of State at <u>sos.elections@state.nm.us</u>.