# ELECTRONIC SUBMISSION OF BACKUP DOCUMENTATION

You may submit backup documentation for matching claims through an electronically scanned submission, which means that your campaign no longer needs to submit photocopies of backup documentation for submission on disclosure statement filing days. Electronic submission of documentation is not mandatory, so your campaign may continue to submit copies by mail or hand-delivery to the CFB.

This document explains how to scan, organize, and electronically submit your backup documentation. These requirements ensure sufficient document quality, organization, and security, and allow the CFB to upload and review these documents once they arrive.

## GETTING STARTED

*Q*:  What are the advantages and disadvantages of submitting backup documentation electronically?

*A*:  The advantages are less paper used by campaigns and less money spent on postage. The main disadvantage involves scanning requirements that are specific and possibly time consuming. The CFB cannot estimate how time consuming the process will be in comparison to the traditional method of making and submitting photocopies.

*Q*:  What are the technical requirements for scanning backup documentation?

*A*:  To scan and submit documentation electronically, you must:

- Use a scanner that can scan at a 300 d.p.i. resolution. You should be able to determine the resolution through your scanner's software settings during the scanning process. Check your scanner's user guide or contact the manufacturer's technical support for confirmation.

- Save your backup documentation as PDFs. If you want to use any other format, you must first consult your Candidate Services (CSU) liaison. There may be issues that need to be worked out in advance of an electronic submission using other formats.

*Q*:  Do I need to scan my documents in color?

*A*:  No. Scan your documents in black and white because they result in smaller file sizes, which are easier to work with and require less memory.

*The quality of the scanned image will depend on the quality of the document that is being scanned. If you have a choice of scanning an original document or photocopy, the original will usually yield a better quality scanned image.*

## ORGANIZING YOUR DOCUMENTATION

*Q*: How should I assemble my submission?

*A*: Follow the three steps listed below:

1. Create a folder on your computer's **C:\ drive** and name it **Backup Documentation**.

2. Within that folder, create sub-folders for each disclosure statement for which you are submitting backup documentation.

3. Name the sub-folders as follows: [**Election Cycle**] [**Candidate ID**] [**Candidate Last Name**], **DS** [**Number**]. Example: 2013 1389 Rosario DS 6.

*Find your Candidate ID under the Candidate Info section of your C-Access account's home page.*

*Q*: Does each scanned document need a C-SMART transaction ID number?

*A*: Yes. Write the C-SMART transaction ID number on each piece of backup documentation **before** scanning. If there are multiple pages pertaining to the same transaction, write the transaction ID on each page.

*Q*: How should I scan the documentation?

*A*: Scan the documentation following the three steps listed below:

1. Once you enter and save the transaction in C-SMART, note the C-SMART transaction ID number on each page of backup documentation. If you have several pages of backup documentation pertaining to the same transaction (e.g., credit card contribution backup documentation), write the C-SMART transaction ID on each page and scan the pages together.

2. Place documents on the scanner bed or feeder facing the same direction so that the orientation of all images in a particular file is facing in the same direction (either portrait or landscape). When a file is opened, pages should not need to be rotated in order to view the image. This helps the CFB readily identify the documents and work with them in an efficient manner. Please keep in mind:

   • When scanning multiple checks on one page, make sure the checks are facing the same direction and transaction ID numbers are visible on or next to each check.

   • When scanning a contribution card with a money order or check on the same page, make sure the contribution card and money order or check are facing the same direction, and the transaction ID number is visible on the backup.

   • When scanning multiple contribution cards on one page (e.g., for cash contributions), make sure the contribution cards are facing the same direction and the transaction ID numbers appear on each contribution card.

   • When scanning multiple pages for a single transaction (e.g., for credit card contributions), scan all pages belonging to that transaction together, make sure the pages are facing the same direction, and the transaction ID number is on each page.

*Use the Backup Documentation Guidance Document for examples on how to properly scan multiple pieces of backup to a single page.*

3. Scan the documentation. In most cases, you should be able to scan an entire reporting period's worth of backup documentation into a single PDF. You may also scan your documentation in batches so that you have anywhere from 50 to 100 pages of backup in a single PDF. When you have several pages of backup documentation belonging to the same transaction, make sure they are scanned together in the same batch.

*Q*: What should I name my scanned files?

*A*: There is no need to rename the files from the unique default names assigned by the scanning software as long as you:

1. Save the file in the correct folder.
2. Write the C-SMART transaction ID number on each document before scanning.
3. Scan and save together documents belonging to the same transaction ID.

   However, you may find it easier to keep things organized and accessible if you name the files using an obvious identifier.

## SUBMISSION

*Q*: How do I electronically submit backup documentation?

*A*: You have three options for electronically submitting your backup documentation:

- ❦ Google Drive (recommended)
- ❦ CD, DVD
- ❦ Flash drive

Campaigns with Google Drive accounts may upload and share backup documentation with the CFB directly from their computer(s). Creating a Google Drive account is easy, and you do not need a Gmail account to access Google Drive. Click **here** to learn more about Google Drive and for instructions on creating an account.

> Disclaimer: By using Google Drive, you agree to Google's terms of service and privacy policies.

*Q*: How can I submit my backup documentation using Google Drive?

*A*: Campaigns may upload and share backup documentation with the CFB by following the step-by-step instructions listed below:

Step 1: Go to **drive.google.com** and login to your Google Drive account.

> Recommendation: Make sure the email address associated with the account is the candidate's, treasurer's, committee's, or other campaign staff listed on your Filer Registration or Certification. This allows the CFB to confirm that the submission is coming from an authorized campaign representative. Check your Campaign Profile in **C-Access** to see the names and email addresses of campaign staff disclosed to the CFB.

⚠️ **COMPLIANCE ALERT**

If you are scanning multiple documents on one page, make sure they do not overlap or cover transaction-specific information.

⚠️ **COMPLIANCE ALERT**

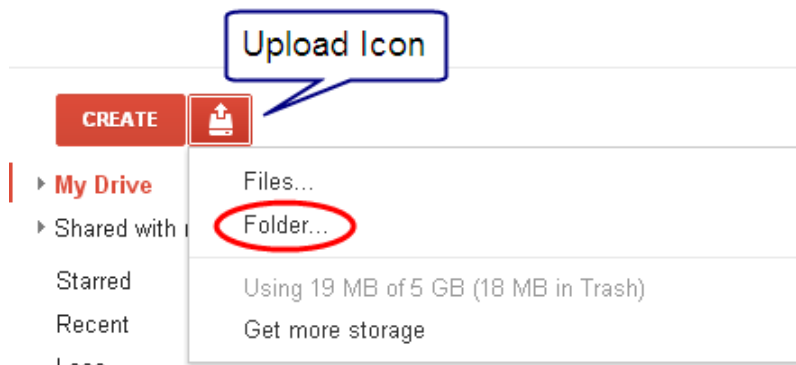Check the scanned backup documentation before submission. If the images are not readable, identifiable, or if the transaction ID number(s) are missing, the CFB will reject your submission which could result in a missing or late disclosure statement filing subject to penalties.

⚠️ **COMPLIANCE ALERT**

Make sure all documentation is scanned and saved in the single folder that you will be submitting to the CFB.

Step 2: Click the **Upload icon** that is located to the right of the **Create button**, select **Folder**, and upload the sub-folder containing your backup documentation.

Upload Icon

CREATE
▸ My Drive — Files...
▸ Shared with — Folder...
Starred — Using 19 MB of 5 GB (18 MB in Trash)
Recent — Get more storage

*Google Chrome automatically allows users to upload folders with this step. Internet Explorer and Firefox users must download the Java applet to enable folder uploads.*

Step 3: To share your folder with the CFB:

- Right click on the folder and select **Share**.

          OR

- Select the folder and click the **Share button** below the Google search bar.


Share

When the Share Settings window appears:

- Make sure **Who has access** is set to **Private**. If it is not set to private, click **Change**, select **Private** under **Visibility Options**, and click **Save**.
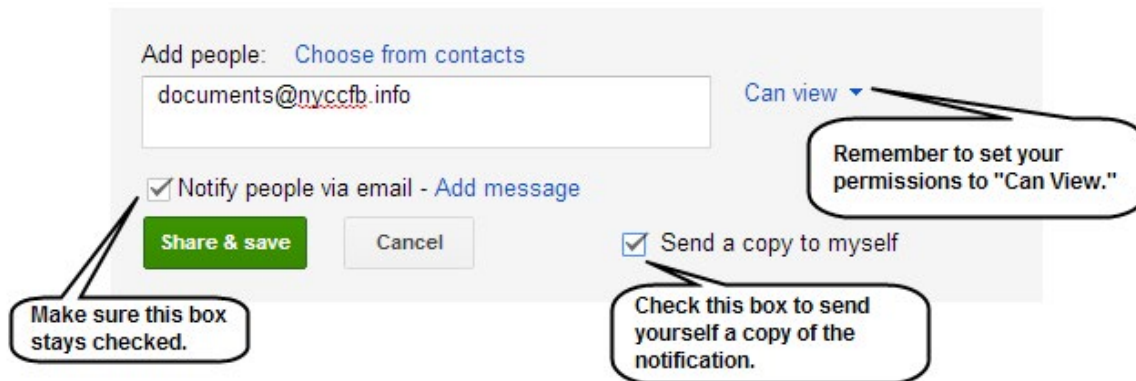
Who has access

🔒 Private - Only the people listed below can access          Change...
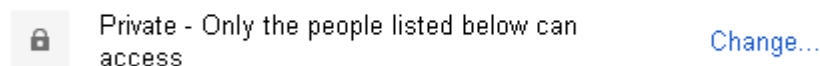
- Go to **Add people**, type documents@nyccfb.info, change the permissions on the right from **Can Edit** to **Can View,** and click **Share & Save**. The CFB cannot access or see your backup documentation unless you complete this step. You should also click **Send a copy to myself** to get a copy of the share notification you sent to the CFB.

Only when you have clicked **Share & Save** will the CFB have access to your shared files, which will then be considered part of your disclosure statement.

*Q*: What is Google Drive's storage capacity?

*A*: The first 5GB of storage is available free of charge. Check your settings to see how much free space you have left in your Google Drive account.

*Q*: How can I submit my backup documentation using a CD, DVD, or flash drive?

*A*: Once you are finished scanning and saving the files in their appropriate sub-folder on your computer, insert a blank CD, DVD, or flash drive into your computer. When the window for the correct disk drive appears, you can copy or "drag-and-drop" the sub-folder that contains your backup documentation into the window for that drive.

In most cases, you should be able to fit your entire submission on one CD, DVD, or flash drive, depending on the medium's storage capacity. If the submission is too large to fit, you may use multiple CDs, DVDs, or flash drives. Label the CD or DVD as follows: [**Election Cycle**] [**Candidate ID**] [**Candidate Last Name**], **DS** [**Number**] **Backup Documentation**. Example: 2013 1389 Rosario DS 6 Backup Documentation. If your submission is on multiple CDs or DVDs, they should be labeled 1 of 2, 2 of 2, etc.

NOTE: The CFB will archive your submission, so submitted media will not be returned.

*Q*: Can I scan my backup documentation and email it to the CFB?

*A*: No. The CFB is not able to accommodate email submission of backup documentation in a manner that would ensure the security of the files and provide a receipt. In addition, some internet service providers have restrictions on the size and type of email attachments, which could present problems when you are trying to send the files.

*Q*: What should I do with the folders and sub-folders I created on my computer?

*A*: Save your folders and sub-folders to an external source in case something happens to your computer, and always keep your originals.

⚠ **COMPLIANCE ALERT**

In the unlikely event you forget to include a piece of required backup documentation in the folder you just shared with the CFB, immediately contact your CSU liaison for further guidance.

*After saving your backup, click on the files to make sure they can be opened.*

📞 **CONTACT US**

For additional assistance, contact your Candidate Services liaison at 212-409-1800 or CSUmail@nyccfb.info.