

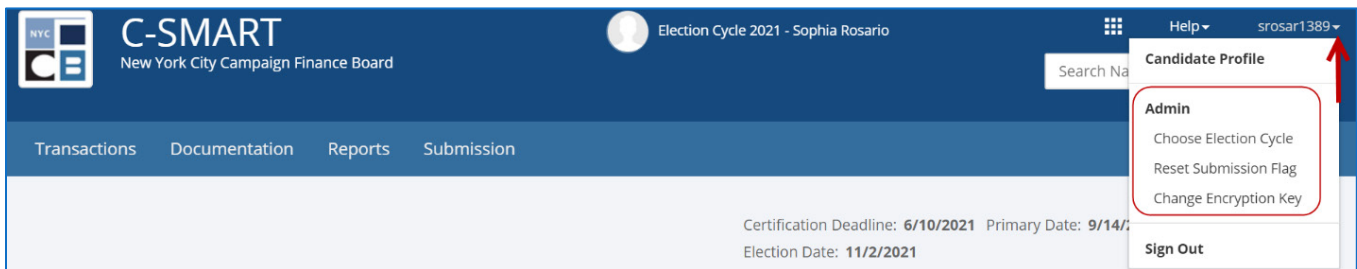
# C-SMART HELP

## THE ADMINISTRATIVE PAGE

The Administrative Page in C-SMART allows you to perform several important functions, including changing the election cycle, resetting the Submission Flag, or changing your encryption key.

### SHORTCUTS

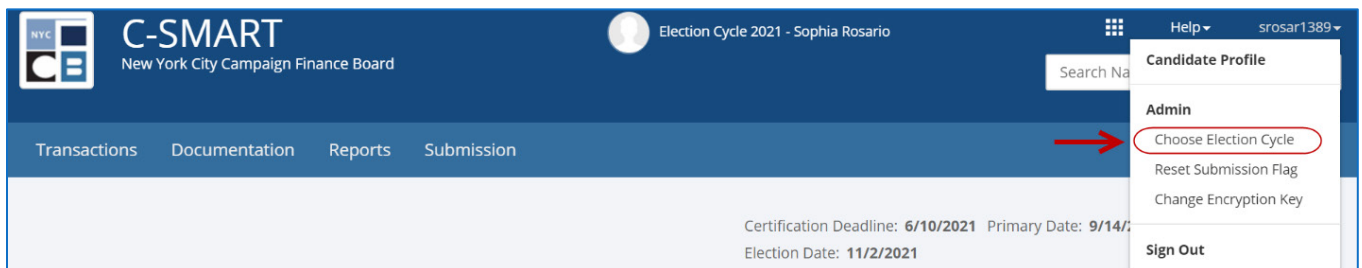
1. Open the **Candidate Profile** menu by clicking the arrow next to your username on the top right-hand corner of the screen.
  - On the menu that opens, you can find shortcuts to the following pages:
    - ◆ Choose Election Cycle
    - ◆ Reset Submission Flag
    - ◆ Change Encryption Key



### CHANGING THE ELECTION CYCLE

If the candidate has run in multiple election cycles, you can access data from those previous elections by changing the election cycle (shown at the top).

1. Open the **Candidate Profile** menu by clicking the arrow next to your username on the top right-hand corner of the screen.
  - Click **Choose Election Cycle** under **Admin**.

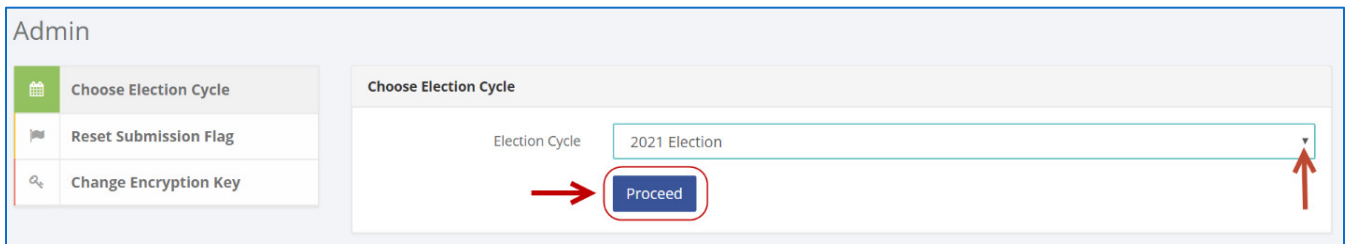


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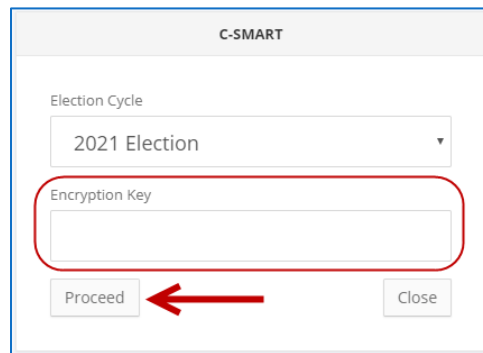
**Important:** You should generally only delete a transaction if it was entered in error.

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2. On the **Admin** page, select an option from the dropdown menu under **Choose Election Cycle**.

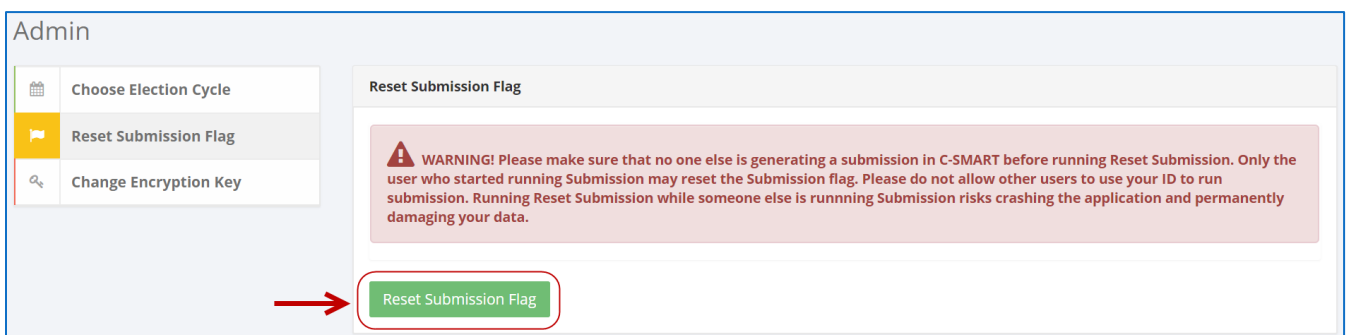
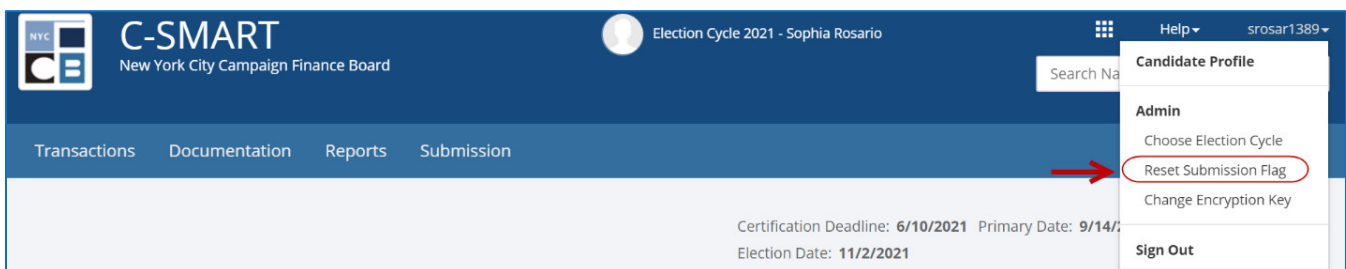


3. Click **Proceed**. You will be prompted to enter your C-SMART encryption key again.



### **RESET SUBMISSION FLAG**

**CFB Submission** and **Generate BOE Disclosure** allow you to automatically generate disclosure statements from your data in C-SMART and to provide to the BOE and CFB. When one of these submission processes is initiated, C-SMART places a flag in the database that prevents anyone else from doing the same. It also prevents another user from modifying data that could affect the submission already in progress. Once the submission process has been completed, the flag will be removed.



**Best practices:** Use the Reset Submission Flag option to clear this flag so that these processes can be completed.

**Important:**

- ◆ Only the user who began the submission process when the error occurred will be allowed to reset the flag.
- ◆ If you need to reset the submission flag, you will be notified when you attempt to submit your disclosure statement

## **CHANGE ENCRYPTION KEY**

All C-SMART data is encrypted and can only be accessed with your encryption key. The CFB will issue your campaign an encryption key when you are first granted a C-SMART account. Only the candidate or treasurer may change the encryption key.

The screenshot shows the 'Admin' interface with a sidebar on the left containing three options: 'Choose Election Cycle', 'Reset Submission Flag', and 'Change Encryption Key'. The main content area is titled 'Change Encryption Key' and contains the following information:

- An information icon followed by text: "Each campaign has only one unique encryption key. You are **not** required to change the default encryption key from the CFB and may continue to use it to access C-SMART. If you have any questions before changing your encryption key, contact your Candidate Services Liaison @ (212) 409-1800 or CSUmail@nyccfb.info."
- A warning icon followed by text: "WARNING! Changes to your default encryption key are not saved by the CFB. There is no recovery option if you lose your encryption key. If you lose your key, all users from your campaign will be locked out of the system."
- An information icon followed by text: "If you choose to change the key, it must be an answer to one of the following questions:"
  1. What is your committee's New York State Board of Elections PIN?
  2. What city or town was the candidate born in?
  3. What street did the candidate grow up on?
- Two input fields: "Enter New Encryption Key:" and "Confirm New Encryption Key:".
- Text at the bottom: "If you have any questions before changing your encryption key, contact your Candidate Services Liaison @ (212) 409-1800 or CSUmail@nyccfb.info."
- A "Proceed" button, which is circled in red and has a red arrow pointing to it from the left.

**Important:** The CFB cannot retrieve your encryption key if it is changed, and if you forget it you will be permanently locked out of your account and your data will be lost. For this reason, we strongly recommend against changing your encryption key.