C-SMART HELP

BOE SUBMISSION — PERIODIC DISCLOSURE

HOW TO SUBMIT A PERIODIC DISCLOSURE TO THE BOE

1. Go to Generate BOE Disclosure.

> Hover your cursor over **Submission** and click **Generate BOE Disclosure**.

New York City Campaign Finance Board			Election Cycle 2021 - Sophia Rosario		🗮 Help 🔻 srosa	nr1389 🔻	
						Search Name or Transaction ID	
Transactions	Documentation	Reports	Submission				
CFB			BOE		Response to C	CFB Request	
Submit Disclosu	ire	(Generate BOE	Disclosure	Contribution Re	efund Documentation Submissio	n
Submit Amendn	nent						
Submit Daily Pre	e-Election Disclosure						

- 2. Enter your filing details.
 - > C-SMART will alert you if you leave out required information. Complete the following fields:
 - **Filing Period:** Select the reporting period.
 - **Committee:** Select your committee.
 - Filer ID# and PIN: Enter the filer ID and PIN provided by the NYS Board of Elections.
 - Filing Type: If this is your first filing for a reporting period, select Standard. If you are amending a previously submitted report, select Amendment.
 - **Off-Cycle:** If you are submitting an off-cycle report, or its subsequent disclosure report, use this feature.
 - Unitemized Amounts and Initial Summary Information only rarely apply to campaigns. If you are unsure whether they apply, consult your Candidate Services liaison before entering any information.
 - > Then, click **Next**.

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DE Disclo	sure 0		
 Select a F 	iling Period	Review Dr	aft 3 Generate BOE File
*Filing Period: *Filer ID#:	07/16/2018 - July 20	018 Periodic 🔻	*Committee: Sophia for Council *PIN: 12345678 *Filing Type: Standard Amendment
Unitemized Ame			* *
Report Period C A - 32 day Pre-F B - 11 day Pre-Pr C - 10 day Pre-C D - 32 day Pre-C E - 11 day Pre-G F - 27 day Post-	rimary Primary General eneral		BOE Non-Itemized Report & Notifications No-Activity Report 24-Hour Notice In-Lieu-Of Statement

Important: If you need to file a **No-Activity Report**, **24-Hour Notice**, or **In-Lieu-Of Statement**, use the links underneath **BOE Non-Itemized Report & Notifications**. C-SMART will not allow you to generate a report for a period in which you had no activity.

- 3. Review your draft.
 - C-SMART will preview the BOE Cover Sheet of your statement. To view a specific set of transactions, use the drop-down menu to select a particular schedule. Each schedule contains a different category of transactions (e.g. contributions, expenditures, etc.).
 - If you wish to print and/or save the Cover Sheet, Summary, and Schedules, click Download Cover, All Schedules & Summary. To print and/or save any particular transaction types, select the schedule from the drop-down menu and use the print and save functions in your browser.
 - > When you are ready to proceed, click **Next**.

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	BOARD OF	ELECTION			EW YORK STATEMENT	COVER PAGE	
	ELECTION YEAR	CAND/ COMM ID		STATEMENT NO	STATEMENT STATEMENT PERIOD DATES	3	
		1	DISC	LOSURE	STATEMENT		
	ELECTION YEAR	CAND/ COMM ID 1389 / L	DISC BOE ID	STATEMENT NO	STATEMENT STATEMENT PERIOD DATES	s To: 01/11/2017	

Best Practice: Carefully review your draft and compare the information to the campaign's bank and other records to ensure the information is complete and accurate.

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- 4. Click **Download File** to save the file to your computer.
 - Send the file as an attachment via email to efsfiling@elections.ny.gov. Click Close once finished.

COE Disclosure • • Select a Filing Period • Review Draft • Generate BOE File Cose Important Next Steps: To complete your filing, you must email the file to the State BOE. Step 1: Download your file: C12345:18K For Download File • Download File For your own records, Download Cover, Schedules & Summary. Report Period Codes (BOE File Name) • - 32 day Pre-Primary • - 20 day Pre-General F. 1 day Pre-General • - 27 day Post-General • - 32 day Pre-Primary • - 27 day Post-General • - 27 day Post-General • - 1 day Pre-General • - 27 day Post-General • - 32 day Pre-Primary • - 27 day Post-General • - 27 day Post-General • - 1 day Pre-General • - 27 day Post-General • - 27 day Pre-General • - 1 day Pre-General • - 27 day Post-General • - 27 day Post-General • - 32 day Pre-General • - 1 day Pre-General • - 2 day Pre-General • - 32 day Pre-General <th>ransactions Documentation Repo</th> <th>rts Submission</th> <th></th>	ransactions Documentation Repo	rts Submission	
Important Next Steps: To complete your filing, you must email the file to the State BOE. Step 1: Download your file: C12345.18K Image: Download File Image: Download Score Complexity of Candidate Services Liaison at (212) 409-1800 or CSUMail@nyccfb.info. For your own records, Image: Download Cover, Schedules & Summary. Report Period Codes (BOE File Name) A - 32 day Pre-Primary B - 11 day Pre-General F - 27 day Post-General	OE Disclosure 0		
To complete your filing, you must email the file to the State BOE. Step 1: Download your file: C12345.18K	Select a Filing Period Revie	w Draft 3 Generate BOE File	Close
Step 1: Download your file: C12345.18K Image: Download File Step 2: Attach the file to a new e-mail and send it to efsfiling@elections.ny.gov. If you have any questions, contact your Candidate Services Liaison at (212) 409-1800 or CSUMail@nyccfb.info. For your own records, Download Cover, Schedules & Summary. Report Period Codes (BOE File Name) No-Activity Report & Notifications A - 32 day Pre-Primary No-Activity Report BOE Non-Itemized Report & Notifications No-Activity Report 24-Hour Notice In-Lieu-Of Statement F- 27 day Post-General F- 27 day Post-General J - January Periodic Annuary Periodic			
Image: Step 2: Attach the file to a new e-mail and send it to the fifthing@elections.ny.gov If you have any questions, contact your Candidate Services Liaison at (212) 409-1800 or CSUMail@nyccfb.info. For your own records, Image: Download Cover, Schedules & Summary. Report Period Codes (BOE File Name) A - 32 day Pre-Primary B - 11 day Pre-Primary C - 10 day Post-Primary D - 32 day Pre-General F - 27 day Post-General J - January Periodic		to the State BOE.	
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If you have any questions, contact your Candidate Services Liaison at (212) 409-1800 or CSUMail@nyccfb.info. For your own records,	Download File		
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A - 32 day Pre-Primary No-Activity Report B - 11 day Pre-Primary 24-Hour Notice C - 10 day Post-Primary 24-Hour Notice D - 32 day Pre-General In-Lieu-Of Statement E - 11 day Pre-General In-Lieu-Of Statement F - 27 day Post-General J - January Periodic			
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F - 27 day Post-General J - January Periodic			
J - January Periodic			
K - July Periodic	J - January Periodic		
	K - July Periodic		

Important: Do not attempt to open the file. It is only viewable with BOE software and this may corrupt it.