

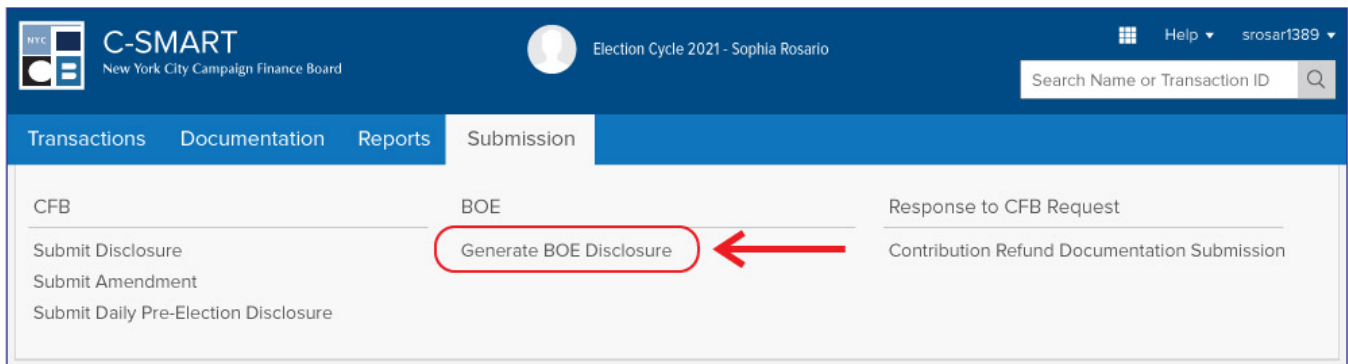
# C-SMART HELP

## 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**.



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**.

Transactions Documentation Reports Submission

## BOE Disclosure ?

1 Select a Filing Period 2 Review Draft 3 Generate BOE File

**\*Filing Period:** 07/16/2018 - July 2018 Periodic  
**\*Filer ID#:** C12345

**\*Committee:** Sophia for Council  
**\*PIN:** 12345678

**\*Filing Type:**  Standard  Amendment

Unitemized Amounts

Initial Summary Information

**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  
E - 11 day Pre-General  
F - 27 day Post-General  
J - January Periodic  
K - July Periodic

**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**.

**BOE Disclosure** ⓘ

1 Select a Filing Period   2 Review Draft   3 Generate BOE File

Select Report: BOE Cover Sheet   [Download Cover, All Schedules & Summary](#)

**STATE OF NEW YORK**  
**BOARD OF ELECTION   DISCLOSURE STATEMENT   COVER PAGE**

ELECTION YEAR	CAND/ COMM ID	BOE ID	STATEMENT NO	STATEMENT PERIOD DATES
2017	1389 / L		6	From: 07/12/2016   To: 01/11/2017

**IDENTIFICATION**   **YOU MUST TYPE OR PRINT LEGIBLY IN BLACK OR BLUE INK**

Full name of Candidate or Committee

**STATEMENT INVENTORY**

Number of Pages	Schedule Amended

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**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](mailto:efsfiling@elections.ny.gov). Click **Close** once finished.

Transactions Documentation Reports Submission

### BOE Disclosure ⓘ

1 Select a Filing Period 2 Review Draft 3 Generate BOE File

Important Next Steps:  
To complete your filing, you must email the file to the State BOE.

Step 1: Download your file: C12345.18K

**Download File**

Step 2: Attach the file to a new e-mail and send it to [efsfiling@elections.ny.gov](mailto:efsfiling@elections.ny.gov).

If you have any questions, contact your Candidate Services Liaison at (212) 409-1800 or [CSUMail@nyccfb.info](mailto:CSUMail@nyccfb.info).  
For your own records, [Download Cover, Schedules & Summary](#).

Report Period Codes (BOE File Name)	BOE Non-Itemized Report & Notifications
A - 32 day Pre-Primary	<a href="#">No-Activity Report</a>
B - 11 day Pre-Primary	<a href="#">24-Hour Notice</a>
C - 10 day Post-Primary	<a href="#">In-Lieu-Of Statement</a>
D - 32 day Pre-General	
E - 11 day Pre-General	
F - 27 day Post-General	
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.