

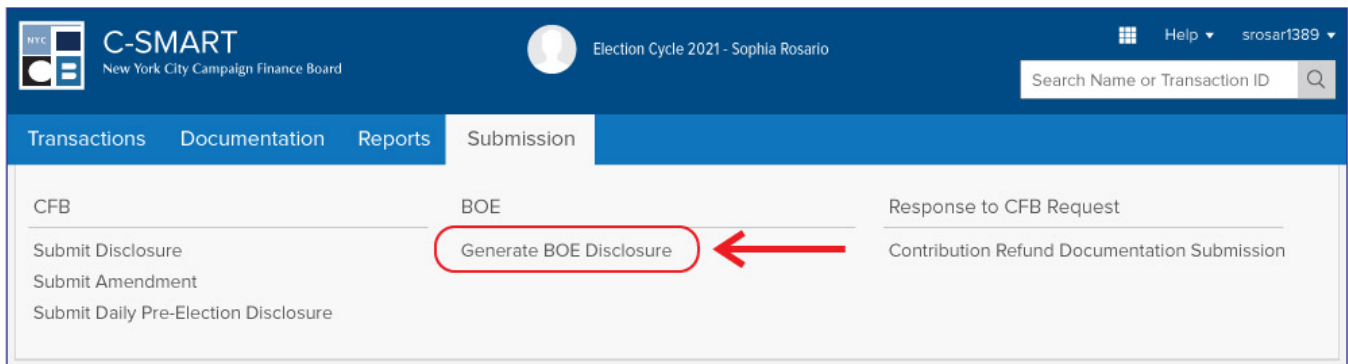
C-SMART HELP

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 Next

*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

Next →

Select Report: BOE Cover Sheet Download Cover, All Schedules & Summary

STATE OF NEW YORK
BOARD OF ELECTION DISCLOSURE STATEMENT COVER PAGE

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

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.

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.

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)	BOE Non-Itemized Report & Notifications
A - 32 day Pre-Primary	No-Activity Report
B - 11 day Pre-Primary	24-Hour Notice
C - 10 day Post-Primary	In-Lieu-Of Statement
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.