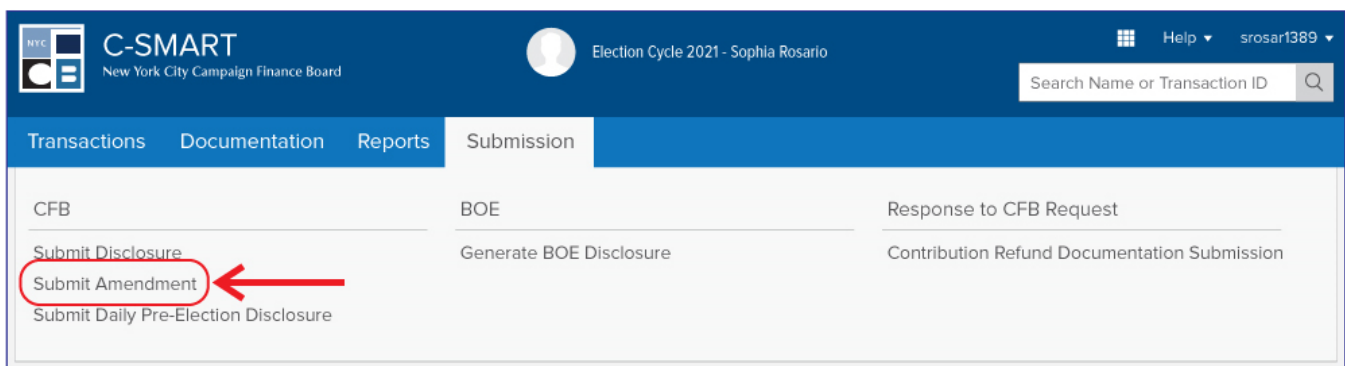


C-SMART HELP

CFB SUBMISSION – AMENDMENTS

HOW TO SUBMIT AN AMENDMENT TO THE CFB

1. Go to **Submit Amendment**.
 - Hover your cursor over **Submission** and click **Submit Amendment**.



Important: You should only submit amendments to the CFB as part of your response to an audit review (e.g., statement review, draft audit report) or with your next disclosure statement filing.

2. Enter your filing details.
 - Complete the fields below:
 - ◆ **Statement #:** Select a statement to amend. You can only amend one statement at a time.
 - ◆ **Committee:** Select your committee.
 - ◆ **Statements with Modified Transactions:** This field displays modified disclosure statements. You must file amendments for the CFB to view any changes, ideally from oldest to newest. You can also use the [Modified Statements report](#).
 - Then, click **Next**.

CFB Disclosure Statement - Amendment ⓘ

1 Statement 2 Review Draft 3 Submit Final

Last Disclosure Statement Submitted: Statement #2

Submit with your next disclosure statement filing or review response.
Statement(s) With Modified Transactions:

*Statement #: 1 - 07/16/2018

*Committee: Sophia for Council

1 - 07/16/2018

2 - 01/15/2019

Unitemized Amounts

Termination Report

Initial Summary Information

Important: Consult your Candidate Services liaison before using the **Unitemized Amounts**, **Termination Report**, and **Initial Summary Information** fields.

3. Review a draft of your disclosure statement.

- When you are ready to proceed, click **Next**.

CFB Disclosure Statement - Amendment ⓘ

1 Statement 2 Review Draft 3 Submit Final

Select Report: CFB Cover Sheet

Download Cover, All Schedules & Summary

ELECTION YEAR	CANDI/COMM ID	BOE ID	STATEMENT NO	STATEMENT PERIOD DATES
2017	1389 / L	C42289	2	From: 07/12/2014 To: 01/11/2015

IDENTIFICATION

Rosario _____ Sophia _____ Sophia for Council
CANDIDATE NAME (LAST) (FIRST) AUTHORIZED COMMITTEE NAME

Davis _____ Alexis _____ Termination Report Date last liability paid _____
COMMITTEE TREASURER NAME (LAST) (FIRST)

MATCHING THRESHOLD CLAIMS

Best Practice:

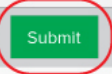
- ◆ Carefully review your draft and compare the information to the campaign’s bank and other records to ensure the information is complete and accurate.
- ◆ Review the **Statement Inventory** to confirm all transaction totals. To view a specific set of transactions, use the drop-down menu to select a specific schedule, each of which contain different categories of transactions (e.g. contributions, expenses, etc.).
- ◆ If you want to print and/or save the cover sheet, summary and all schedules, click **Download Cover, All Schedules & Summary**. You can also print and/or save particular schedule by selecting it from the drop-down menu.

4. Complete the **Candidate/Treasurer Verification, Itemized Statement Verification, and Confirmation**, and click **Submit**.

The screenshot shows the 'CFB Disclosure Statement' interface with three main sections for verification. At the top, there are three steps: '1 Statement', '2 Review Draft', and '3 Submit Final'. A 'Prev' button and a green 'Submit' button are on the right. The first section, 'Candidate/Treasurer Verification', contains two radio button options: 'Verify as Candidate' and 'Verify as Treasurer', each followed by a 'Date and Time Verified:' field. Red arrows point to these radio buttons. The second section, 'Itemized Statement Verification', contains a checkbox labeled 'Verify' followed by a 'Date and Time Verified:' field. A red arrow points to this checkbox. The third section, 'Confirmation', contains a checkbox labeled 'I have read and understand the foregoing' followed by a 'Date and Time Verified:' field. A red arrow points to this checkbox.

CFB Disclosure Statement - Amendment ?

1 Statement 2 Review Draft 3 Submit Final

 Submit

Candidate/Treasurer Verification

Candidate or Treasurer must read and verify the following by selecting the appropriate button below:
I hereby verify that I am the candidate or the principal/primary committee for which this disclosure statement is to be filed.

Verify as Candidate Date and Time Verified: 10/03/2018 10:50:09 AM

I hereby verify that I am on record with the Campaign Finance Board as the treasurer of the principal/primary committee for which this disclosure statement is to be filed.

Verify as Treasurer Date and Time Verified:

Itemized Statement Verification

Sophia Rosario must read and verify the following by checking the box below:
I, Sophia Rosario, candidate/treasurer, hereby verify that this disclosure statement is true and correct to the best of my knowledge, information and belief and I understand that by clicking "Verify" below I am electronically signing my disclosure statement, which shall have the same validity and effect as a signature affixed by hand.

Verify Date and Time Verified: 10/03/2018 10:50:10 AM

Confirmation

Sophia Rosario must read and confirm his or her understanding of the following by checking the box below:
I, Sophia Rosario, understand that intentionally or knowingly making a false statement, including but not limited to in the form of an electronic submission, or intentionally or knowingly violating any provision of the New York City Campaign Finance Act, is a Class A misdemeanor pursuant to Section 3-711(3) of the Act.
I, Sophia Rosario, understand that knowingly making a false written statement, including but not limited to in the form of an electronic submission, is a Class A misdemeanor pursuant to New York State Penal Law Section 210.45.
I, Sophia Rosario, understand that knowingly offering false written information, including but not limited to in the form of an electronic submission, with the belief that it will become a part of the records of a public office, and with the intent to defraud, is a Class E felony pursuant to New York State Penal Law Section 175.35.

I have read and understand the foregoing Date and Time Verified: 10/03/2018 10:50:11 AM

Important:

- ◆ Allow C-SMART several moments to load the next page.
- ◆ You must complete the **Candidate/Treasurer Verification**, **Itemized Statement Verification**, and **Confirmation** to submit your statement.

5. Your amendment has been successfully submitted to the CFB.
 - After the amendment is processed, a confirmation message will appear on-screen. The candidate and treasurer will also each receive a confirmation email.

✔ **Your submission with the CFB has been completed. Time to file with the New York State Board of Elections!**

[Download Cover, All Schedules & Summary](#)

C-SMART WEB SUBMISSION RECORD

Candidate: Sophia Rosario (ID: 1389)

Thank you for submitting your disclosure statement with the New York City Campaign Finance Board (CFB). This message confirms receipt of your disclosure statement filing or amendment. Review the information below. If any of the information is incorrect, contact your Candidate Services Liaison @ (212) 409-1800 or CSUMail@nycfb.info before the disclosure statement deadline.

If this filing includes documentation submitted electronically using C-SMART, there may be a delay in transmission of your documentation depending on the file size(s). Check your committee's Document Status found in [C-Access](#) to confirm receipt and acceptance of your filing. During this transmission period you will not be able to re-submit your filing for this statement number until complete.

Submitted by: Sophia Rosario (srosar1389) 10/3/2018 10:20:13 AM

Election: 2021

Committee Name: Sophia for Council

Statement #: 1

Matching amount claimed this period: \$125

Contribution documentation included with this filing: Y

IMPORTANT: If you claimed any contributions for matching funds during this reporting period (as indicated above), you must submit backup documentation for those contributions. Your disclosure statement will not be considered timely and complete unless the required backup documentation is received by the disclosure statement deadline. During the election year, within a four-day turnaround, backup documentation must be received by 5:00pm on the filing due date in order for your committee to be considered for a potential public funds payment.

This message only acknowledges receipt of your disclosure statement filing; acceptance of the entire filing (including documentation) will be determined after CFB staff review.

Next Steps

You must file your disclosure statement with the New York State Board of Elections.

[Generate BOE Disclosure](#)

Best Practice: Save and/or print your statement by clicking **Download Cover, All Schedules & Summary**.
