C-SMART HELP

CFB SUBMISSION — DISCLOSURE STATEMENTS

HOW TO SUBMIT A DISCLOSURE STATEMENT TO THE CFB

1. Go to Submit Disclosure.
   ➢ Hover your cursor over Submission and click Submit Disclosure.

2. Enter your filing details.
   ➢ C-SMART will alert you if you leave out required information. Complete the following fields:
     ➢ Statement #: Select the statement number.
     ➢ Committee: Select your committee.
     ➢ Statements with Modified Transactions: Previously submitted disclosures that have been since modified will appear here.
   ➢ Then, click Next.
Important:

- C-SMART will prevent you from submitting a disclosure statement before the start of the filing period.

- You must file amendments for the CFB to review your changes to a previous filing. Before your next filing, submit amendments for these statements, in order of oldest to newest. To review which statements were modified, use the Modified Statements report from the Reports menu.

Best Practice:

- The unitemized amounts, termination report, and initial summary information only rarely apply to campaigns. If you are unsure whether they apply to your campaign, consult your Candidate Services liaison.

3. Review a draft of your disclosure statement.

- C-SMART will preview the CFB Cover Sheet for your statement. Review the Statement Inventory to confirm totals of all transactions. To view a set of transactions, use the drop-down menu to select a particular schedule. Each schedule contains a different category of transactions.

- If you wish to print and/or save the Cover Sheet, Summary, and all schedules, click Download Cover, All Schedules & Summary. If you want to print and/or save particular transaction types, select the schedule from the drop-down menu and use the print/save button in your browser.

- When you are ready to proceed, click Next.

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

**Important:**

- The candidate or treasurer must read and complete the verifications and confirmation to submit the statement.
- Allow C-SMART several moments to load the next page.
CFB Disclosure Statement

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 10:26:43 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 10:26:44 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 10:26:45 AM
5. Your disclosure statement has been successfully submitted to the CFB.

➢ After the submission is processed, a confirmation message will appear on-screen. The candidate and treasurer will also each receive a confirmation email.

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**Important:**

- Filings must be submitted no later than **11:59 pm** on the deadline to be considered on-time. However, to receive public funds payment within a four-day turnaround period, your disclosure statement and backup documentation must be filed with the CFB and accepted by close of business by the statement’s due date.

**Best Practice:**

- Save and/or print your statement for your records by clicking **Download Cover, All Schedules & Summary.**