

## C-SMART HELP

### CANDIDATE PERSONAL POLITICAL CONTRIBUTIONS

If a candidate contributes over \$400 from their personal funds to another non-candidate political committee that is supporting/opposing candidates in New York City, it is considered campaign-related. These contribution(s) must be disclosed to the CFB and are subject to the contribution limit as well as the committee's spending limit. They can also lead to public funds payment reductions. Review Chapter 3 of the [Handbook](#) for more information.

These instructions are not for reporting monetary or in-kind contributions from the candidate to his/her own campaign. Those should be entered like any other contribution.

#### **HOW TO ADD A CANDIDATE PERSONAL POLITICAL CONTRIBUTION**

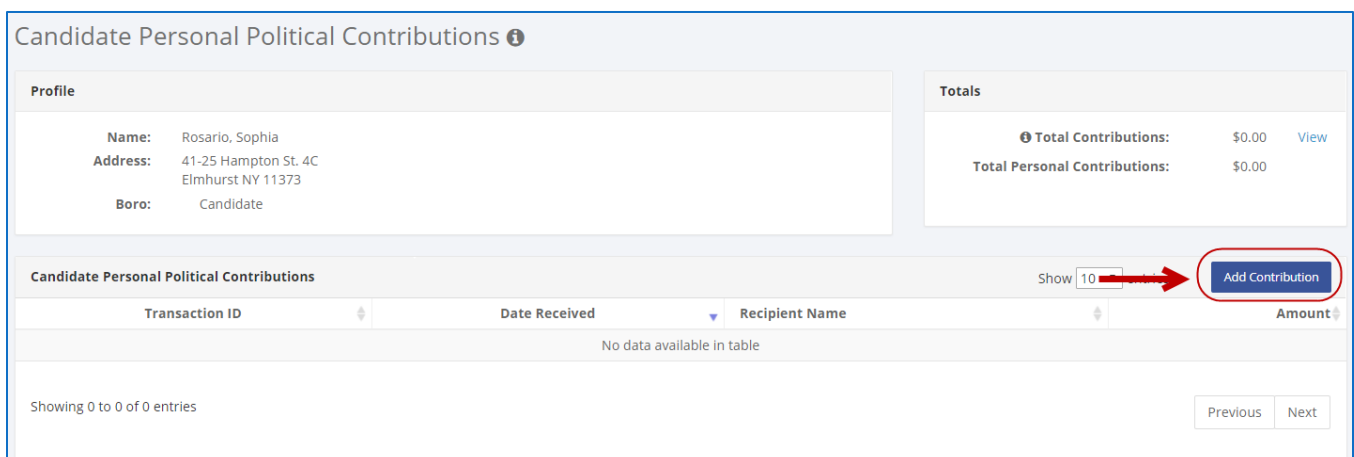
1. Go to **Candidate Personal Political Contributions**.

➤ Hover your cursor over **Transactions** and click **Candidate Personal Political Contributions**.



The screenshot shows the C-SMART New York City Campaign Finance Board interface. The user is logged in as 'Election Cycle 2021 - Sophia Rosario' with the user ID 'srosar1389'. The 'Transactions' menu is open, showing various categories: RECEIPTS (Monetary Contributions, In-Kind Contributions, Loans, Other Receipts, Committee Transfers In), DISBURSEMENTS (Bills, Advances, Petty Cash, Committee Transfers Out), OTHER (Affiliations, Partnership/LLC Attributions, Subcontractors), and TOOLS (IMPORT CONTRIBUTIONS, FUNDRAISING EVENTS, MERGE DUPLICATE NAMES). The 'Candidate Personal Political Contributions' option under the 'OTHER' category is highlighted with a red circle and a red arrow pointing to it.

2. Click **Add Contribution**.



The screenshot shows the 'Candidate Personal Political Contributions' page. The profile information for 'Rosario, Sophia' is displayed, including her address (41-25 Hampton St, 4C, Elmhurst NY 11373) and her role as 'Candidate'. The 'Totals' section shows 'Total Contributions: \$0.00' and 'Total Personal Contributions: \$0.00'. The 'Candidate Personal Political Contributions' table is currently empty, with a message 'No data available in table'. The 'Add Contribution' button is highlighted with a red circle and a red arrow pointing to it.

Transaction ID	Date Received	Recipient Name	Amount
No data available in table			

Showing 0 to 0 of 0 entries

### 3. Enter and save the contribution details.

- C-SMART will alert you if you leave out required information. Complete the fields below:
  - ◆ **Recipient Name:** Select the recipient of the contribution from the drop-down list.
  - ◆ **Contribution Date:** Enter the date the candidate made the contribution.
  - ◆ **Amount:** Enter the amount of the contribution.
  - ◆ **Notes:** Enter any additional information. The CFB cannot review what you enter in this field. Your notes will be saved across all related transactions.
- Then, click **Save**.

#### Candidate Personal Political Contributions - Add Contribution

Profile	Totals
<b>Name:</b> Rosario, Sophia <b>Address:</b> 41-25 Hampton St. 4C Elmhurst NY 11373 <b>Boro:</b> Candidate	<b>Total Contributions:</b> \$0.00 <a href="#">View</a> <b>Total Personal Contributions:</b> \$0.00


#### Enter Details

**\*Recipient Name:** NYC PAC

**\*Contribution Date:** 01/10/2019

**\*Amount:** \$ 450.00

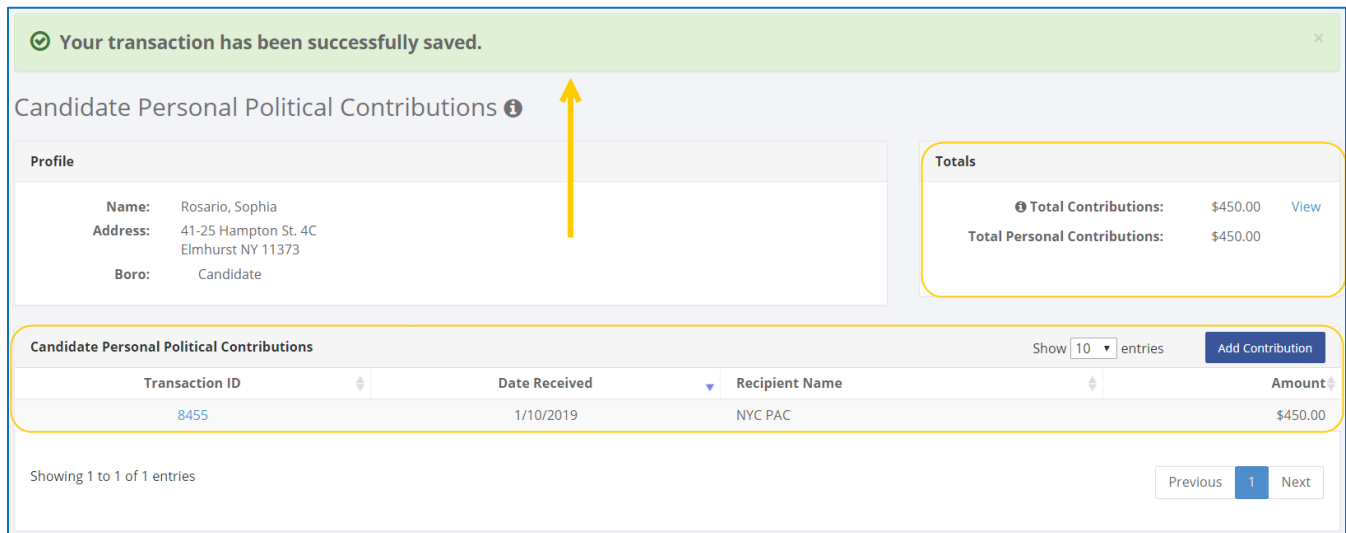
**Notes:**  
[For Campaign Use Only]



**Best Practice:** Use the tab key to navigate between fields.

**Important:** Upon clicking **Save**, if a warning message pops up, read it. It might refer to a potentially urgent compliance issue.

4. The transaction has been successfully saved.



The screenshot displays the C-SMART interface for Candidate Personal Political Contributions. At the top, a green notification bar states "Your transaction has been successfully saved." Below this, the page title "Candidate Personal Political Contributions" is shown with an information icon. A yellow arrow points to this title. The profile information for Rosario, Sophia is displayed, including her address (41-25 Hampton St. 4C, Elmhurst NY 11373) and her role as a Candidate. A "Totals" box on the right shows "Total Contributions: \$450.00" and "Total Personal Contributions: \$450.00". Below the profile and totals, a table lists the contributions. The table has columns for Transaction ID, Date Received, Recipient Name, and Amount. One entry is shown: Transaction ID 8455, Date Received 1/10/2019, Recipient Name NYC PAC, and Amount \$450.00. The page also includes a "Show 10 entries" dropdown, an "Add Contribution" button, and pagination controls showing "Showing 1 to 1 of 1 entries" with "Previous", "1", and "Next" buttons.

✔ Your transaction has been successfully saved.

### Candidate Personal Political Contributions ⓘ

**Profile**

**Name:** Rosario, Sophia  
**Address:** 41-25 Hampton St. 4C  
Elmhurst NY 11373  
**Boro:** Candidate

**Totals**

📌 **Total Contributions:** \$450.00 [View](#)  
**Total Personal Contributions:** \$450.00

Candidate Personal Political Contributions Show 10 entries [Add Contribution](#)

Transaction ID	Date Received	Recipient Name	Amount
8455	1/10/2019	NYC PAC	\$450.00

Showing 1 to 1 of 1 entries Previous 1 Next

- Once you click **Save**, C-SMART will return you to the **Candidate Personal Political Contributions** page. The **Totals** box and list of contributions will be updated to reflect the newly saved transaction.

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**Best Practice:** Write the C-SMART **transaction ID** on all related documentation (copies of checks, bank statements, receipts, etc.).

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## HOW TO EDIT A CANDIDATE PERSONAL POLITICAL CONTRIBUTION

### 1. Go to **Candidate Personal Political Contributions**.

- Click the contribution's **Transaction ID** OR enter it into the **Search Transaction ID** bar.

### Candidate Personal Political Contributions ?

**Profile**

**Name:** Rosario, Sophia  
**Address:** 41-25 Hampton St. 4C  
Elmhurst NY 11373  
**Boro:** Candidate

**Totals**

**Total Contributions:** \$450.00 [View](#)  
**Total Personal Contributions:** \$450.00


**Candidate Personal Political Contributions** Show 10 entries [Add Contribution](#)

Transaction ID	Date Received	Recipient Name	Amount
8455	1/10/2019	NYC PAC	\$450.00

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

OR

**C-SMART**  
New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

Help srosar1389

8455

Add Name

8455 - Candidate Personal Contributions

Transactions Documentation Reports Submission

### 2. Click **Edit**.

### Candidate Personal Political Contribution

Transaction ID: 8455 Statement: N/A [Back to Candidate Personal Political Contributions](#)

[Edit](#) [Delete](#)

**Profile**

**Name:** Rosario, Sophia  
**Address:** 41-25 Hampton St. 4C  
Elmhurst NY 11373  
**Boro:** Candidate

**Totals**

**Total Contributions:** \$450.00 [View](#)  
**Total Personal Contributions:** \$450.00

**Contribution Details**

<b>Recipient Name:</b>	NYC PAC Political Party Committee	<b>Address:</b>	100 Church Street 12 New York NY 10007
<b>Contribution Date:</b>	1/10/2019	<b>Boro:</b>	Manhattan
<b>Amount:</b>	\$450.00		
<b>Notes:</b>	<div></div>		

Entered By: srosar1389 Date: 01/10/2019 02:14 PM Updated By: srosar1389 Date: 01/10/2019 02:14 PM

3. Modify the necessary fields and click **Save**.

### Candidate Personal Political Contributions - Edit Contribution

Transaction ID: 8455 Statement: N/A

**Profile**

**Name:** Rosario, Sophia  
**Address:** 41-25 Hampton St. 4C  
 Elmhurst NY 11373  
**Boro:** Candidate

**Totals**

**Total Contributions:** \$450.00 [View](#)  
**Total Personal Contributions:** \$450.00

**Edit Details**

**\*Recipient Name:** NYC PAC

**\*Contribution Date:** 01/10/2019

**\*Amount:** \$ 450.00

**Notes:**  
 [For Campaign Use Only]

**Save**
Cancel

4. The contribution has been successfully edited.

**Your transaction has been successfully saved.** x

### Candidate Personal Political Contributions i

**Profile**

**Name:** Rosario, Sophia  
**Address:** 41-25 Hampton St. 4C  
 Elmhurst NY 11373  
**Boro:** Candidate

**Totals**

**Total Contributions:** \$450.00 [View](#)  
**Total Personal Contributions:** \$450.00

**Candidate Personal Political Contributions** Show 10 entries [Add Contribution](#)

Transaction ID	Date Received	Recipient Name	Amount
8455	1/10/2019	NYC PAC	\$450.00

Showing 1 to 1 of 1 entries Previous **1** Next



## HOW TO DELETE A CANDIDATE PERSONAL POLITICAL CONTRIBUTION

1. Go to the Candidate Personal Political Contributions page.
  - Click the contribution's **Transaction ID** or enter it into the **Search Transaction ID** bar.

Candidate Personal Political Contributions ⓘ

**Profile**

**Name:** Rosario, Sophia  
**Address:** 41-25 Hampton St. 4C  
Elmhurst NY 11373  
**Boro:** Candidate

**Totals**

**Total Contributions:** \$450.00 [View](#)  
**Total Personal Contributions:** \$450.00

**Candidate Personal Political Contributions** Show 10 entries [Add Contribution](#)

Transaction ID	Date Received	Recipient Name	Amount
8455	1/10/2019	NYC PAC	\$450.00

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

OR

NYC C-SMART New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

Help srosar1389

8455

Add Name

8455 -- Candidate Personal Contributions

Transactions Documentation Reports Submission

2. Click **Delete** to proceed.

Candidate Personal Political Contribution [Back to Candidate Personal Political Contributions](#)

Transaction ID: 8413 Statement: N/A

[+ Add](#) [Delete](#)

**Profile**

**Name:** Rosario, Sophia  
**Address:** 41-25 Hampton St. 4C  
Elmhurst NY 11373  
**Boro:** Candidate

**Totals**

**Total Contributions:** \$50.00 [View](#)  
**Total Personal Contributions:** \$50.00

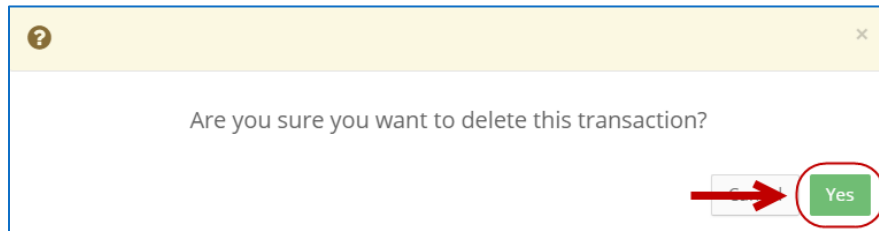
**Contribution Details**

**Recipient Name:** PAC for NYC Political Action Committee  
**Address:** 100 Church Street 12 FL  
New York NY 10007  
**Boro:** Manhattan

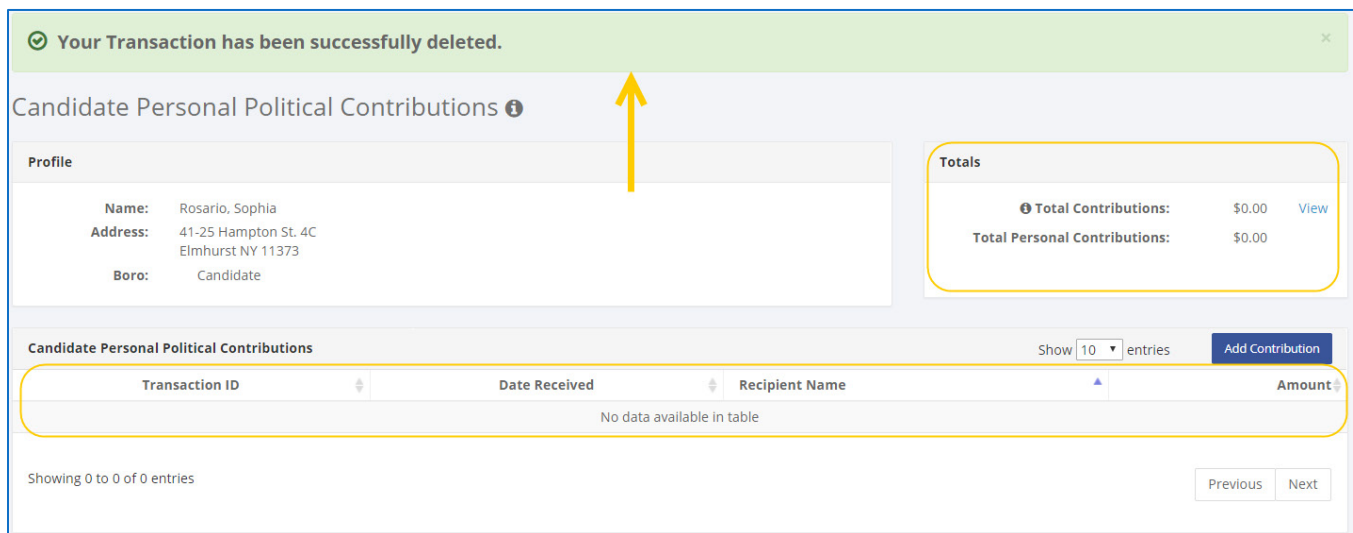
**Contribution Date:** 10/18/2018  
**Amount:** \$50.00  
**Notes:**

Entered By: srosar1389 Date: 10/18/2018 04:41 PM Updated By: srosar1389 Date: 10/18/2018 04:41 PM

- Click **Yes** on the window that opens to complete the deletion.



3. The contribution has been successfully deleted.



✔ Your Transaction has been successfully deleted.

### Candidate Personal Political Contributions ⓘ

**Profile**

**Name:** Rosario, Sophia  
**Address:** 41-25 Hampton St. 4C  
Elmhurst NY 11373  
**Boro:** Candidate

**Totals**

Total Contributions:	\$0.00	<a href="#">View</a>
Total Personal Contributions:	\$0.00	

Candidate Personal Political Contributions Show 10 entries [Add Contribution](#)

Transaction ID	Date Received	Recipient Name	Amount
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

A yellow arrow points from the "Totals" section up to the green success message banner.

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**Important:** You should generally only delete a transaction if it was entered in error.

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