

## C-SMART HELP

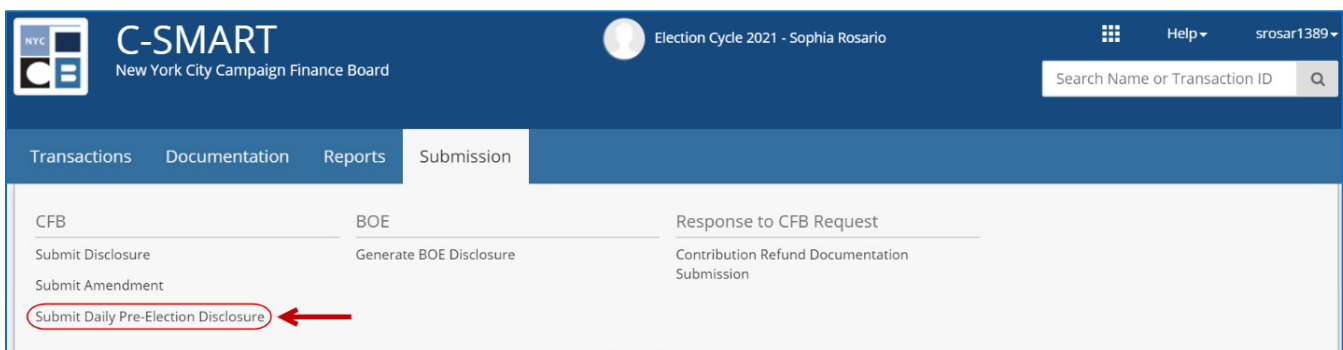
### DAILY PRE-ELECTION DISCLOSURE

In the two weeks before an election, you must disclose monetary contributions, in-kind contributions, advances forgiven, loans, bills forgiven, loans forgiven, and transfers from any single source totaling over \$1,000. You must also disclose expenditures (both paid and incurred) to any single vendor and candidate personal political contributions totaling over \$20,000. Each such transaction must be disclosed within 24 hours.

### SUBMIT DAILY PRE-ELECTION DISCLOSURE

1. Go to **Submit Daily Pre-Election Disclosure**.

- Hover your cursor over Submission and click Submit Daily Pre-Election Disclosure.

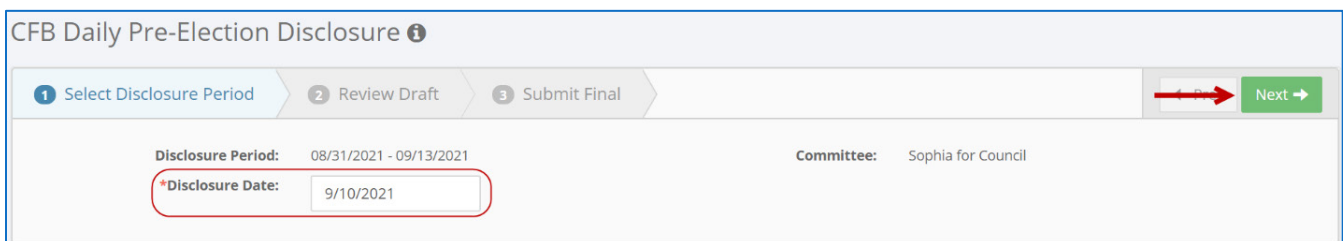


The screenshot shows the C-SMART New York City Campaign Finance Board interface. The user is logged in as 'Election Cycle 2021 - Sophia Rosario' with the user ID 'srosar1389'. The 'Submission' tab is active, and the 'Submit Daily Pre-Election Disclosure' link is highlighted with a red circle and a red arrow pointing to it.

2. Enter the filing details.

- ◆ **Disclosure Date:** Enter the date of the transaction(s).

- Then, click **Next**.



The screenshot shows the 'CFB Daily Pre-Election Disclosure' form. The 'Disclosure Date' field is highlighted with a red circle, and the 'Next' button is highlighted with a red arrow.

### 3. Review a draft of your disclosure statement.

- C-SMART will preview the **Pre-Election Contributions** report, which displays all contributions and loans included in the statement. You can also view spending activity by selecting the Pre-Election Expenditures report from the drop-down menu.
- When you are ready to proceed, click **Next**.

CFB Daily Pre-Election Disclosure 1

1 Select Disclosure Period
2 Review Draft
3 Submit Final

Previous
Next →

Please review your draft submission for accuracy before making your final submission

Select Report: Pre-Election Expenditures

GetPreElectionReportPdf 1 / 1

11/23/2018 4:06:04PM Page 1 of 1

C-SMART

CFB Daily Pre-Election Disclosure

EXPENDITURES MADE IN EXCESS OF \$20,000

Ordered by Name

Election: 2021  
Committee Name: (Sophia for Council 1389/M)  
Disclosure Date: 09/09/2021

*draft*

Vendor Name and Address	Purpose Code:	Amount:
Rower, Bianca 78-42 Northern Blvd Jackson Heights, NY 11372 (N-Code: IND )	Professional Service Explain: Consulting	21,000.00
		Liability Date: 09/09/2021 Trans ID: 8436
		TOTAL: 21,000.00

#### Best Practice:

- ◆ During this period, enter transactions into C-SMART daily and run the **Daily Pre-Election Disclosure** following these instructions. C-SMART will alert you if you have activity to disclose.
- ◆ Carefully review the draft before submitting the final statement and compare the information in it to the campaign's records to ensure the information is complete and accurate.

#### Important:

- ◆ Only the candidate and treasurer may submit disclosure statements, though anyone with C-SMART access can view a draft.
- ◆ C-SMART will not allow you to proceed if you have not entered any transactions that require a pre-election disclosure statement to be filed.

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

**CFB Daily Pre-Election Disclosure**

1 Select Disclosure Period   2 Review Draft   3 Submit Final   **Submit**

**Candidate/Treasurer Verification**

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

Verify as Candidate   Date and Time Verified:

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**

**XXXXX X. XXXXX must read and verify the following by checking the box below:**  
I, XXXXX X. XXXXX, 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 the "Verify" below I am electronically signing my disclosure statement, which shall have the same validity and the effect as a signature affixed by hand.

Verify   Date and Time Verified:

**Confirmation**

**XXXXX X. XXXXX must read and confirm his or her understanding of the following by checking the box below:**  
I, XXXXX X. XXXXX, 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, XXXXX X. XXXXX, 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, XXXXX X. XXXXX, 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:

**Important:**

- ◆ The candidate or treasurer must read and complete these fields in order to submit the statement.

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.

The screenshot shows the C-SMART web interface. At the top, there are navigation tabs: Transactions, Documentation, Reports, and Submission. A green notification banner at the top states: "Your submission with the CFB has been completed." Below this, a yellow arrow points to the "C-SMART WEB PRE-ELECTION DISCLOSURE RECORD" section. A button labeled "Download Pre-Election Report" is circled in yellow. The disclosure record contains the following information:

Candidate: Sophia Rosario (ID: 1885)

This message is an acknowledgment of delivery of your daily pre-election disclosure statement to the Campaign Finance Board. Please review the information below. If any of the information is incorrect, immediately contact your Candidate Services liaison at 212-409-1800 or [CSUMail@nyccfb.info](mailto:CSUMail@nyccfb.info) before the disclosure statement deadline.

Submitted by: srosar1885  
 8/3/2018 4:42:27 PM  
 Election: 9917  
 Committee Name: Sophia For Council

**BOE Note:** A 24 Hour Notice is required for any contribution or loan received which exceeds \$1,000 whose transaction date falls between the cut off of the 11 Day Pre-Election Report and the Election. NOTE: This requirement applies to all Primary, General and Special Elections. To file with the BOE, select "BOE Submission" from the "Submission" menu in C-SMART and then click on the "24-Hour Notice" link in the "BOE Non-Itemized Report and Notifications" box.

This message only acknowledges receipt of your disclosure statement; acceptance of your statement will be determined after a staff review. Your Candidate Services liaison will contact you if this submission cannot be accepted. In C-Access, monitor the status of your filing under the Disclosure Statements tab.

### Best Practice:

- ◆ If you want to save or print the statement, click **Download Pre-Election Report**.

### Important:

- ◆ For a filing to be considered on-time, it must be submitted no later than 11:59 pm on the deadline.
- ◆ The New York State Board of Elections requires a **24 Hour Notice** for any contribution or loan greater than \$1,000 between the cut-off of the **11-Day Pre-Election report** and election day. This applies to all primary, general, and special elections. To file this, select **Generate BOE Disclosure** from **Submission** menu in C-SMART. Then, under **BOE Non-Itemized Report and Notifications** at the bottom of the page, click on **24 Hour Notice**.

<p><b>Report Period Codes (BOE File Name)</b></p> <ul style="list-style-type: none"> <li>A - 32 day Pre-Primary</li> <li>B - 11 day Pre-Primary</li> <li>C - 10 day Post-Primary</li> <li>D - 32 day Pre-General</li> <li>E - 11 day Pre-General</li> <li>F - 27 day Post-General</li> <li>J - January Periodic</li> <li>K - July Periodic</li> <li>L - Off Cycle</li> </ul>	<p><b>BOE Non-Itemized Report &amp; Notifications</b></p> <ul style="list-style-type: none"> <li><a href="#">No-Activity Report</a></li> <li><a href="#">24-Hour Notice</a></li> <li><a href="#">In-Lieu-Of Statement</a></li> </ul>
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