

## Help Content: Daily Pre-Election Disclosure

During the two-week period before a primary, general, or special election, you must disclose monetary contributions, in-kind contributions, advances forgiven, loans, bills forgiven, loans forgiven, and Type 1 transfers from a single source totaling over \$1,000. You must also disclose expenditures (whether paid or incurred) to a single vendor and candidate personal political contributions totaling over \$20,000. These transactions must be disclosed within 24 hours of the transaction having taken place. This module explains how to use the Daily Pre-Election Disclosure feature in C-SMART. As with all disclosure statement filings, you can view a draft of the statement and submit the final statement to the CFB using C-SMART. Only the candidate and treasurer are allowed to submit disclosure statements, but anyone with C-SMART access may view a draft.

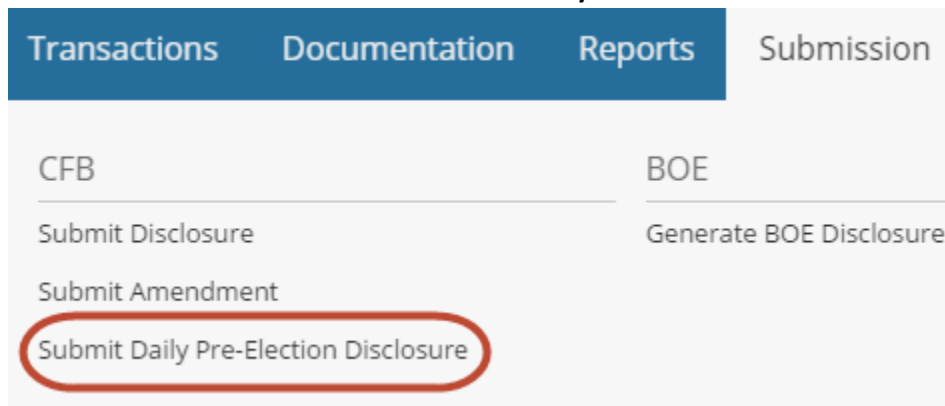
**CANDIDATE SERVICES TIP(S):**

- ✓ *During the two weeks before the election, enter all activity into C-SMART on a daily basis and run the Daily Pre-Election Disclosure feature following these instructions. C-SMART will alert you if you have activity to disclose.*

### SUBMIT DAILY PRE-ELECTION DISCLOSURE

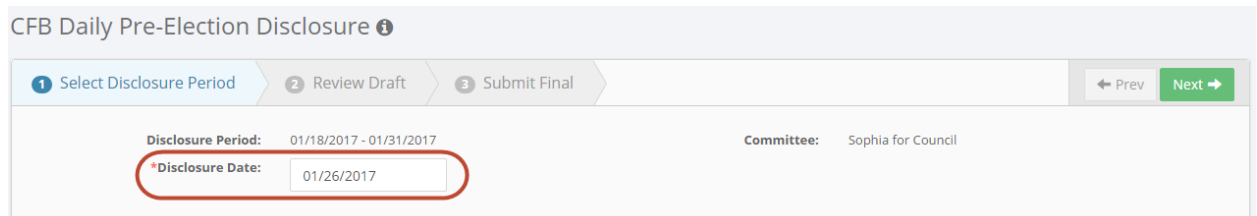
**1. Go to Submit Daily Pre-Election Disclosure.**

Go to **Submission** and then click on **Submit Daily Pre-Election Disclosure**.



**2. Generate a draft.**

- **Disclosure Date:** Enter the date of the transaction(s) for which you are filing the statement. You can do this by entering a date in the field or selecting a date from the calendar.



**CANDIDATE SERVICES TIP(S):**

- ✓ *C-SMART will not allow you to proceed if you have not entered transactions that require a Pre-Election Disclosure statement to be filed.*

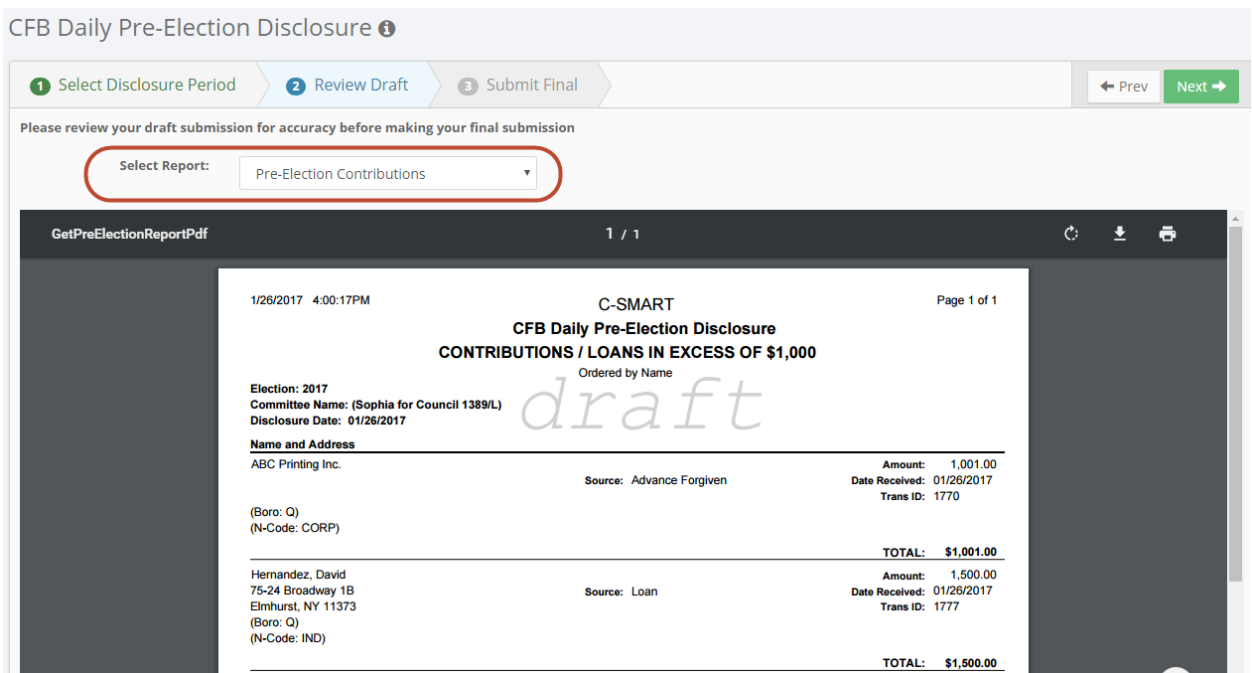
**3. Review the draft report.**

C-SMART will present the Pre-Election Contributions report, which displays all contributions and loans applicable to the statement. You should also select the Pre-Election Expenditures report from the drop-down menu to see if there is activity on that report.

You can use your browser’s save and/or print functions if you wish to keep a copy of the draft.

**CANDIDATE SERVICES TIP(S):**

- ✓ *Closely review the draft before submitting the final statement and compare the information to the campaign’s records to ensure the information is complete and accurate.*



**4. When you are ready to submit the final report, click Next.**

At this point, C-SMART will bring you to the Candidate/Treasurer Verification, Itemized Statement Verification, and Confirmation sections of the submission process. ***The candidate or treasurer must read and complete these fields in order to submit the statement.*** Once you have completed the verifications and confirmation, click **Submit** to submit the disclosure statement.

CFB Daily Pre-Election Disclosure ⓘ

1 Select Disclosure Period   2 Review Draft   3 Submit Final   ← Prev   **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: **01/26/2017 4:01:07 PM**

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:

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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 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: **01/26/2017 4:01:08 PM**

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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: **01/26/2017 4:01:09 PM**

Please allow a few moments for C-SMART to complete the submission process. Once completed, you will receive an on-screen message confirming that your report has been successfully submitted to the CFB. An email will also be sent to both the candidate and the treasurer confirming the submission. Click **Download Pre-Election Report** if you wish to save and/or print the statement for your records.

**✔ Your submission with the CFB has been completed.** ×

**Download Pre-Election Report**

**C-SMART WEB PRE-ELECTION DISCLOSURE RECORD**

Candidate: Sophia Rosario (ID: 1389)

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: Admin  
 1/26/2017 4:05:22 PM  
 Election: 2017  
 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 otifications" 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.

*CANDIDATE SERVICES TIP(S):*

- ✓ *For a filing to be considered on time, it must be submitted to the CFB no later than 11:59 PM on the disclosure statement due date.*
- ✓ *The New York State Board of Elections requires a 24 Hour Notice to be filed for any contribution or loan received in excess of \$1,000 whose transaction date falls between the cut-off of the 11-Day Pre-Election report and the election. This requirement applies to all primary, general, and special elections. To file the 24 Hour Notice, select [Generate BOE Disclosure](#) from the **Submission** menu in C-SMART. Then, from the BOE Non-Itemized Report and Notifications box, click on [24 Hour Notice](#).*