

C-SMART HELP

HOME PAGE

The C-SMART home page is the central hub for all of C-SMART’s primary functions. The home page also displays key dates, a summary of your financial activity, and shortcuts to commonly used pages.

C-SMART
New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

Help ▾ srosar1389 ▾

Transactions
Documentation
Reports
Submission

Certification Deadline: 6/10/2021 Primary Date: 9/14/2021 Election Date: 11/2/2021

\$2,275.00
MONEY RAISED

7
TOTAL CONTRIBUTIONS

105
DAYS LEFT TO NEXT FILING

Enter Transactions

You must enter all financial activity into C-SMART as it occurs. Below are the most commonly used transaction types.

[Enter Monetary Contributions](#)

[Enter Bills](#)

Upload Documentation

Link your scanned documentation to transactions entered into C-SMART.

[Upload Monetary Contribution Documentation](#)

[Upload Bank Record Documentation](#)

[Upload Expenditure Documentation](#)

Submit Disclosure ⓘ

Throughout the election cycle and post-election period, you are required to submit disclosure statement filings to the CFB and the New York State Board of Elections (BOE).

[Submit CFB Disclosure](#)

[Generate BOE Disclosure](#)

Reminder: You must review the [NYC Votes Contributions Report](#), merge any duplicate name records, and claim eligible contributions for match.

Total Financial Activity

AT A GLANCE: FINANCIAL ACTIVITY TO DATE

Date	Receipts (\$k)	Disbursements (\$k)
JUL 12, 2018	~\$1k	~\$1k
JAN 11, 2019	~\$2k	~\$16k

[Current Balance in Cash Flow Report](#)

Disclosure Statement Deadlines

#	FILING DEADLINE	DISCLOSURE PERIOD	STATUS
1	July 16, 2018	January 13, 2018 – July 12, 2018	✓ Submitted
2	January 15, 2019	July 13, 2018 – January 11, 2019	🕒 Next
3	July 15, 2019	January 12, 2019 – July 11, 2019	–
4	January 15, 2020	July 12, 2019 – January 11, 2020	–

[Show More](#)

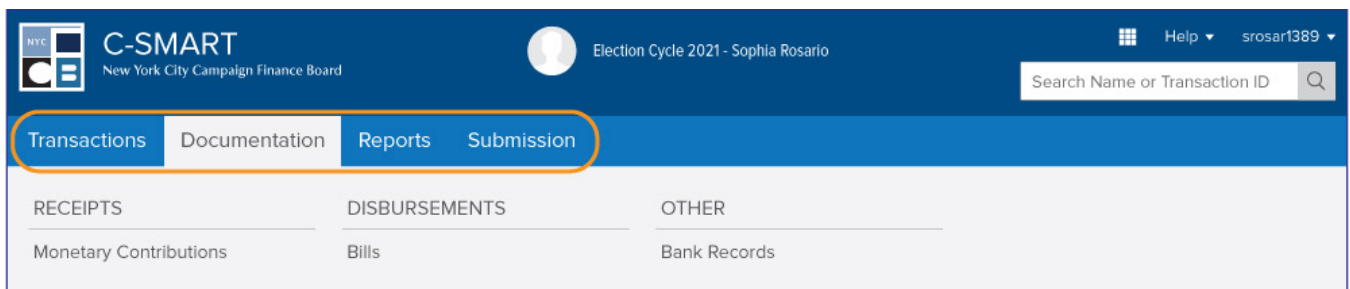
RETURNING TO THE HOMEPAGE

- The C-SMART logo on the upper left-hand side of the screen is actually a link to the homepage, available from any other page within C-SMART.



NAVIGATING TAB MENUS

- You can navigate through C-SMART using the tab bar below the logo. Each option will open up a menu of subpages when you scroll over it. Almost all C-SMART functions fall under the four categories on the tab bar that runs across the screen: **Transactions**, **Documentation**, **Reports**, and **Submission**.
- Hover your cursor over one of these tabs to open a menu of various C-SMART functions.



AUTOMATIC REMINDERS

- At the top of the page, C-SMART will remind you of:
 - ◆ Certification Deadline- the deadline to join the [Matching Funds Program](#) for the selected election cycle
 - ◆ Primary Date – for the selected election cycle, if applicable
 - ◆ Election Date – for the general election or special election, if applicable

Important: C-SMART will also count the number of days until the next [disclosure statement deadline](#), in addition to your total funds raised and total number of contributors.

The screenshot shows the C-SMART user interface. At the top left is the C-SMART logo and the text "New York City Campaign Finance Board". To the right of the logo is the user's profile information: "Election Cycle 2021 - Sophia Rosario". Further right are "Help" and "srosar1389" with a dropdown arrow. A search bar labeled "Search Name or Transaction ID" is located on the right side. Below the header is a navigation bar with tabs for "Transactions", "Documentation", "Reports", and "Submission". A summary box contains three key metrics: "MONEY RAISED" at \$2,275.00, "TOTAL CONTRIBUTIONS" at 7, and "DAYS LEFT TO NEXT FILING" at 105. Above these metrics, a box highlights "Certification Deadline: 6/10/2021", "Primary Date: 9/14/2021", and "Election Date: 11/2/2021".

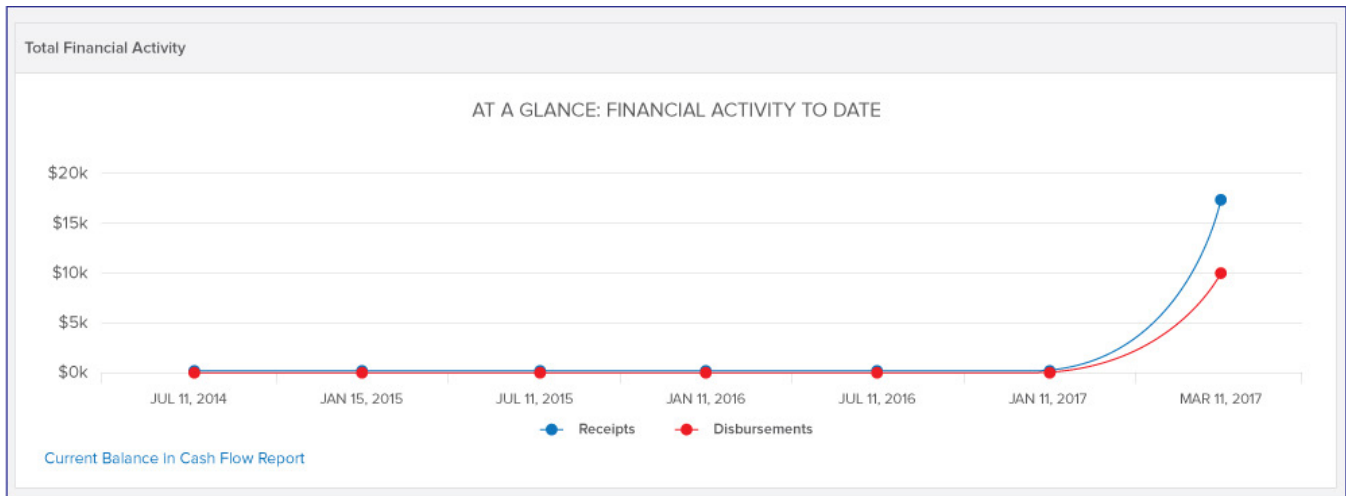
➤ From the homepage, you can access these shortcuts:

- ◆ [Monetary Contributions](#)
- ◆ [Bills](#)
- ◆ [Upload Monetary Contribution Documentation \(Bulk\)](#)
- ◆ [Submit CFB Disclosure](#)
- ◆ [Generate BOE Disclosure](#)
- ◆ [NYC Votes Contributions Report](#)

The screenshot shows the C-SMART homepage with three main action cards. The first card, "Enter Transactions", explains that all financial activity must be entered and lists "Enter Monetary Contributions" and "Enter Bills" as options. The second card, "Upload Documentation", instructs users to link scanned documentation to transactions and provides a link for "Upload Monetary Contribution Documentation (Bulk)". The third card, "Submit Disclosure", explains the requirement to submit disclosure statements to the CFB and the New York State Board of Elections (BOE) and lists "Submit CFB Disclosure" and "Generate BOE Disclosure" as options. At the bottom left is the "nyc votes" logo, and at the bottom right is a reminder: "Reminder: You must review the NYC Votes Contributions Report, merge any duplicate name records, and claim eligible contributions for match."

FINANCIAL ACTIVITY

- The homepage displays a graph of your campaign’s financial activity to date. It include all “receipts” and “disbursements” based on your disclosure statement filings.



DISCLOSURE STATEMENT DEADLINES

- This section lists recent and upcoming disclosure deadlines along with the statement number, disclosure period, and status. Expand the list by clicking **Show More**.

Disclosure Statement Deadlines			
#	FILING DEADLINE	DISCLOSURE PERIOD	STATUS
5	July 15, 2016	January 12, 2016 – July 11, 2016	✓ Submitted
6	January 17, 2017	July 12, 2016 – January 11, 2017	✓ Submitted
7	March 15, 2017	January 12, 2017 – March 11, 2017	🕒 Next
8	May 15, 2017	March 12, 2017 – May 11, 2017	–
9	July 17, 2017	May 12, 2017 – July 11, 2017	–

Show More