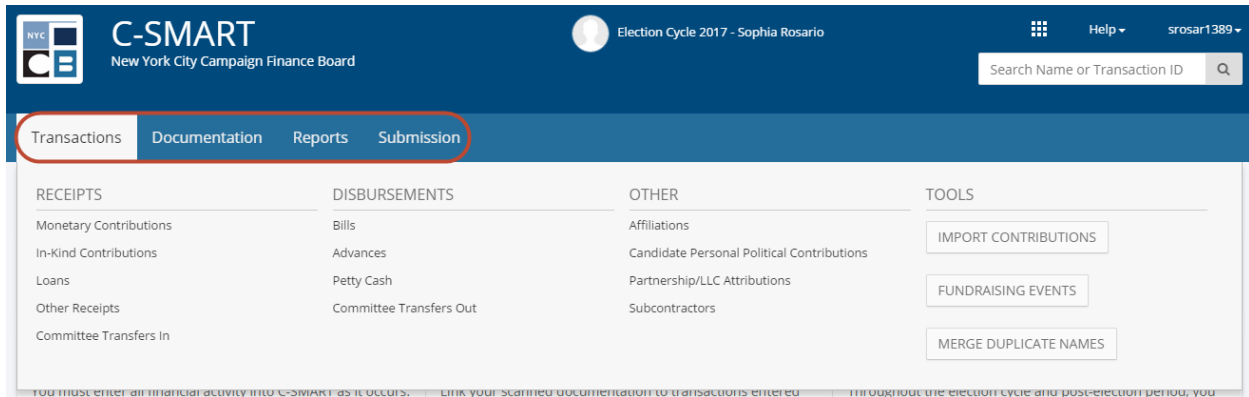


Help Content: Home Page

From the **Home Page**, you can access all of the functions available in C-SMART. The Home Page also displays key dates, a financial summary, and shortcuts to commonly-used functions. You can always return to the Home Page from anywhere in C-SMART by clicking the CFB logo in the upper left corner of the page.

Tab Menus

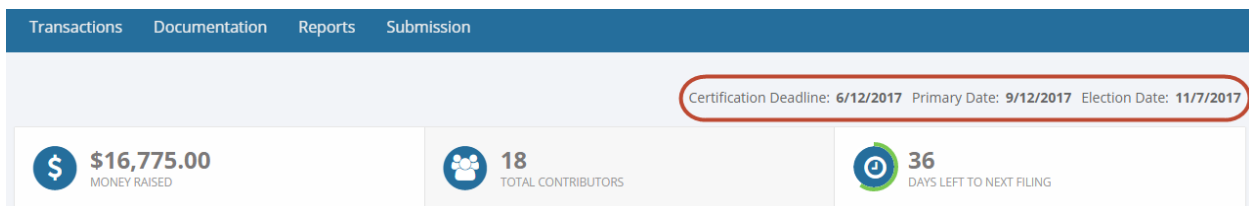
The tab menus are used to navigate through C-SMART. You can access each menu by hovering your mouse over the tab and clicking on the applicable item.



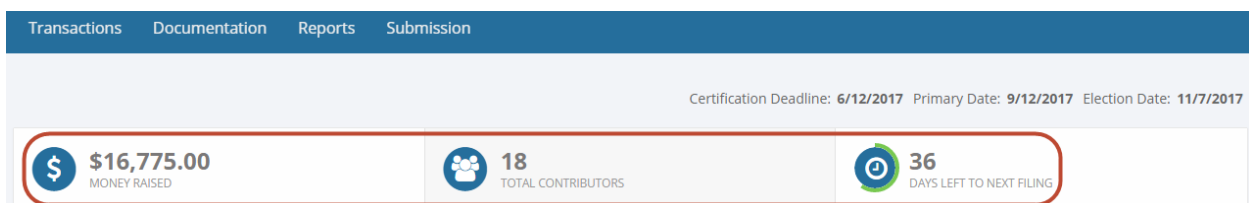
Reminders

Toward the top of the page, C-SMART will remind you of the following dates:

- Certification Deadline- the deadline to submit a Certification to join the [Matching Funds Program](#) for the selected election cycle
- Primary Date- the date of the primary election for the selected election cycle (if applicable)
- Election Date- the date of the general election for the selected election cycle (for special elections, this is the date of the special election)



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



Shortcuts

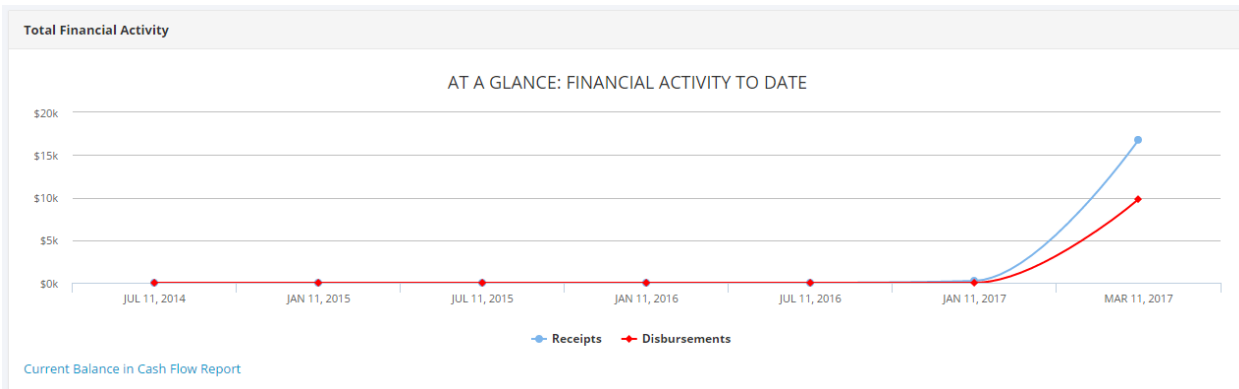
The Home Page provides shortcuts to the following C-SMART functions:

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

Enter Transactions	Upload Documentation	Submit Disclosure
<p>You must enter all financial activity into C-SMART as it occurs. Below are the most commonly used transaction types.</p> <p>Enter Monetary Contributions</p> <p>Enter Bills</p>	<p>Link your scanned documentation to transactions entered into C-SMART.</p> <p>Upload Monetary Contribution Documentation (Bulk)</p>	<p>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).</p> <p>Submit CFB Disclosure</p> <p>Generate BOE Disclosure</p>
<p> Reminder: You must review the NYC Votes Contributions Report, merge any duplicate name records, and claim eligible contributions for match.</p>		

Financial Activity

The Home Page provides a graph representing a summary of your financial activity to date. It displays all receipts and all disbursements over time, based on your disclosure statement filings.



Disclosure Statement Deadlines

This section contains a list of your recent and upcoming disclosure statement deadlines. It will provide the statement number, filing deadline, disclosure period, and submission status. Click **Show More** to include more statements.

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](#)