## **IEDS Help:**

## **Submissions**



Submitting a Regular Disclosure Filing	Page 1

Submitting an Amendment..... Page 3



## Submitting a Regular Disclosure Filing

Independent Spenders are only required to submit disclosure reports during the year of the election. If it is more than two weeks before the election, reports are due weekly on Mondays and cover all reportable activity that occurred in the previous week (Monday through Sunday). In the two weeks before both the Primary and General Elections, filings are due daily and cover all reportable activity that occurred on the previous day. If no reportable activity has occurred, you are not required to submit a disclosure report (for information on what is considered reportable activity, please see the Independent Spenders Guide).

 If you have entered reportable activity, a blue File with CFB button will appear on your home screen when the report is due; click to begin the filing process. Alternatively, you can select File with CFB in the sidebar and click the blue button that appears next to the report that is due.

Independent Spender: Free F	Parking NYC	ELECTION 2023 : All Council Districts 🕡			
Home	Dashboard				
Communications & Expenditures	Messages from CFB	Filings			
	» No CFB Messages found.	Next Regular Filing 05/01/2023 File with CFB			
Contributions	System Alerts				
Name Maintenance	» You have made expenditures or received contributions during	Resources			
File with CFB	this period that must be reported by 05/01/2023.	» <u>Guide to Independent Expenditures</u> » <u>Independent Expenditure Disclosure Statement Deadlines</u>			
Reports	» You have spent at least \$1,000, so all communications you				
Setup and Administration 🔹		» <u>CFB Website Independent Expenditures Page</u> » <u>CFB Searchable Database</u>			
Logout		SED Searchable Database     IEDS Registration Guide			
		» 2013 IE vs Campaign Spending Charts			

 Click through the submission tabs by pressing the Next button; each tab will show you the information that will be included in the report. Carefully review all information to ensure all data is accurate. If corrections are needed, cancel the filing by clicking the CFB logo at the top left of the screen to return to the homepage, make your changes, and rerun the filing.

	Filings Next	_			
Independent Spender Expenditures Contributions	Contributor Info Filing R	eports 🔰 Submit Fi	ling		
Election Cycle: 2023: All Council Districts	Filing Due Date:	05/01/2023	Filed Date:	05/01/2023	
Independent Spender					
Name: Free Parking NYC					
Address: Church St, New York, NY 10007					
Email Address: kkennedy@nyccfb.info Phone Number: (555) 555-5555					
Website URL: FreeParkingNYC					



3. The **Filing Reports** tab will show you system-generated compliance messages that may help you notice issues that were overlooked. Carefully review each report and make any necessary corrections before submitting your filing. To make these changes, click on the row and you will be taken to the appropriate screen and then returned here.

Filings Next								
ndep	pendent Spender Expenditures Contributions Contributor Info Filing Reports Submit Filing							
	Description							
•	A copy of each communication below must be provided with this disclosure statement. Please either upload these documents or mail them to CFB.							
	Documentation for the expenditures below must be provided when it is available. Please either upload these documents or mail then to CFB.							
	The following expenditures have dates prior to the current filing period and will be included in this report. Please ensure that the dates are correct.							
Information about the Independent Spender is missing. This is for your information only. Certain fields that are expected but not required are blank. Please be sure all available information is being reported.								

4. Review and mark the check box next to each verification statement in the **Submit Filing** tab and press **Submit** to send your disclosure report to the CFB.

			Filings			
Independent Spender	Expenditures	Contributions	Contributor Info	Filing Reports	Submit Filing	
IEDS Electronic Filing V	<b>/erification</b> the following by clicking	g the box to the left of e	each statement. All boxe	s must be checked ii	n order to file:	
I hereby verify th covered election such candidate d I understand tha \$10.000 per viol	hat I am <b>Kyle Kennedy</b> . hat I have been authorized hat I have reviewed this of hat to the best of my kno were not authorized, re- or opponent. t the failure to abide by f ation.	ed to file this disclosure disclosure statement a wledge, information, a quested, suggested, fo the requirements of NY	e statement on behalf of nd that it is true and com nd belief, the expenditur stered, or cooperated in 'C Charter § 1052(a)(15	Free Parking NYC. aplete to the best of r es reported in this di by such candidate, and Chapter 13 of t	my knowledge, informatior sclosure statement that re any opponent of such can the CFB Rules may result	n, and belief. :fer to any candidate in a ididate, or any agent of in penalties of up to
I understand tha Class A misdem	t intentionally or knowing eanor pursuant to NYC	gly making a false writt Charter § 1052(a)(15)(	en statement to the CFE d) and New York State F	8, including but not li Penal Law Section 21	mited to in the form of an e	electronic submission, is a
I have read and understand the foregoing. I understand that by clicking the submit button below I am electronically signing and filing a disclosure statement with the New York City Campaign Finance Board.						
			Filings Submit	•		

• **NOTE:** The submit button will remain unclickable until all verification statement boxes have been marked.



## **Submitting an Amendment**

When you make any changes to the data for previously disclosed information, IEDS will prompt you to file an amendment. You should submit your amendment as soon as possible to ensure that all of your reporting is accurate and up to date. Amendments pick up all changes made in the system.

1. If you have changed any previously reported data, IEDS will prompt you to file an amendment with a blue **File Amendment** button on your home screen; click to begin the amendment submission process.

Independent Spender: Free	Parking NYC	ELECTION 2023 : All Council Districts			
Home	Dashboard				
Communications &	Messages from CFB	Filings			
Expenditures	» No CFB Messages found.	Amendment Due			
Contributions	System Alerts	Next Regular Filing 05/08/2023			
Name Maintenance	» You have made changes to previously reported data and must				
File with CFB	file an amendment before your next regular filing.	Resources         » Guide to Independent Expenditures         » Independent Expenditure Disclosure Statement Deadlines         » CFB Website Independent Expenditures Page         » CFB Searchable Database			
Reports	» You have spent at least \$1,000, so all communications you produce must state "Paid for by Free Parking NYC"				
Setup and Administration	produce materials of by Free Faiking (Free				
Logout					
		» IEDS Registration Guide			
		» 2013 IE vs Campaign Spending Charts			

2. Click through the submission tabs by pressing the Next button; each tab will show you the information that will be included in the report. Carefully review all information to ensure all data is accurate. The Expenditures, Contributions, and Contributor Info tabs will show both the updated data included in the Amendment in black text, and the previously reported data in red text. If corrections are needed, cancel the filing by clicking the CFB logo at the top left of the screen to return to the homepage, make your changes, and rerun the filing.

Filings	Next	-			
Independent Spender Expenditures Contributions Contribu	tor Info Filing Re	ports Submit Fi	ling		
Election Cycle: 2023: All Council Districts	Amendment		Filed Date:	05/01/2023	
Independent Spender					
Name: Free Parking NYC					
Address: Church St, New York, NY 10007					
Email Address: kkennedy@nyccfb.info Phone Number: (555) 555-5555					
Website URL: FreeParkingNYC					

Expenditure Date	Vendor	Vendor Address	Purpose	Amount	Unpaid Amount
04/10/2023	ABC Corp.	123 Main Street, Anytown, NY	Printing	\$15,000.00	\$0.00
<del>04/07/2023</del>	ABC Corp.	123 Main Street, Anytown, NY	Printing	\$15,000.00	\$0.00



3. The **Filing Reports** tab will show you system-generated compliance messages that may help you notice issues that were overlooked; carefully review each report and make any necessary corrections before submitting your filing. To make these changes, click on the row and you will be taken to the appropriate screen and then returned here.

Filings Next								
ndep	endent Spender	Expenditures	Contributions	Contributor Info	Filing Reports	Submit Filing		
	Description							
	A copy of each comm	unication below must b	e provided with this dis	closure statement. Plea	se either upload these	documents or mail them to CFB.		
	Documentation for the	e expenditures below m	ust be provided when	it is available. Please eit	ner upload these docu	ments or mail then to CFB.		
	The following expendi	tures have dates prior t	to the current filing per	iod and will be included i	n this report. Please e	nsure that the dates are correct.		
Information about the Independent Spender is missing. This is for your information only. Certain fields that are expected but not required are blank. Please be sure all available information is being reported.								

4. Review and mark the check box next to each verification statement in the **Submit Filing** tab and press **Submit** to send your disclosure report to the CFB.

			Filings			
Independent Spender	Expenditures	Contributions	Contributor Info	Filing Reports	Submit Filing	
IEDS Electronic Filing V	<b>/erification</b> the following by clicking	g the box to the left of e	each statement. All boxe	s must be checked ii	n order to file:	
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I understand tha Class A misdem	t intentionally or knowing eanor pursuant to NYC	gly making a false writt Charter § 1052(a)(15)(	en statement to the CFE d) and New York State F	8, including but not li Penal Law Section 21	mited to in the form of an e	electronic submission, is a
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			Filings Submit	•		

• **NOTE:** The submit button will remain unclickable until all verification statement boxes have been marked.