

C-SMART HELP

MONETARY CONTRIBUTION DOCUMENTATION

HOW TO ADD MONETARY CONTRIBUTION DOCUMENTATION

- Go to the contributor's **Monetary Contributions** page.
 - Click the contribution's **Transaction ID** OR enter it into the **Search Transaction ID** bar.

Monetary Contributions Back to Monetary Contributions

Search by Last Name or Entity Name

Profile				Totals			
Name:	Smith, Mary A	Employer:		Total Contributions:	\$500.00	View	
Address:	886 Gates Avenue 11 Brooklyn NY 11221	Occupation:	Retired	Total Matching Amount:	\$175		
Boro:	Brooklyn Individual	Address:		Total Cash:	\$0.00		

Monetary Contributions

Transaction ID	Date Received	Documentation	Doing Business	Contribution Type	Refunds	Matching Amount	Amount
8390	2/1/2019	0	No	Check	(\$0.00) 0	\$175	\$500.00

OR

NYC C-SMART New York City Campaign Finance Board

Election Cycle 2021 - Sophia Rosario

Help srosar1389

Transactions Documentation Reports Submission

8390

Add Name

8390 - Monetary Contribution

- Click **Add Document**.

Documentation

Type	Date Linked	Submit Date	Statement Number
No records			

- Click **Upload PDF** and select a file from your computer.

- Complete the following fields:
 - Page(s):** Use a dash to select a page range (3-4) or a comma to select non-consecutive pages (1, 3). You also can choose **Select All Pages**.
 - Type:** Indicate the type of document (agreement, check, EFT, etc.) The * indicates the minimum required documentation.

➤ Then, click **Save** to store the document in C-SMART and link it to the transaction.

Add Documentation

Last Name or Entity Name: Smith, Mary A Transaction ID: 8390 Amount: \$500.00 Date: 2/1/2019 Contribution Type: Check File Name: Sample Individual Upload.pdf

Select a PDF file to upload (File size limit 4 MB)

Select page(s) and Type of Document (Indicate multiple pages by comma or dash)

Page(s) Select All Pages Type

*Documentation required for this transaction

PDF Preview

CONTRIBUTION CARD

To comply with New York City Campaign Finance Board reporting requirements, contributors should complete and review the card in its entirety.

SOPHIA FOR COUNCIL

Committee Use Only
Transaction ID: _____

Contribution Type: Check Money Order Cash (maximum of \$100 per contributor)

Important:

- ◆ The maximum allowable file size is 4MB and only PDFs can be uploaded. For help with larger files, contact your Candidate Services liaison.
- ◆ The CFB does not receive uploaded documents until the underlying transaction is submitted in a disclosure statement or an amendment.

4. The document has been successfully uploaded.

✔ You have successfully linked page(s) 1 to Transaction ID: 8390

Monetary Contribution

Transaction ID: 8390 Statement: N/A

Profile

Name: Smith, Mary A	Employer:
Address: 886 Gates Avenue 11 Brooklyn NY 11221	Occupation: Retired
Boro: Brooklyn Individual	Address:

Totals

➊ Total Contributions:	\$500.00	View
Total Matching Amount:	\$0	
Total Cash:	\$0.00	

➤ At this point, C-SMART will return you to the **Monetary Contribution** page. The document is now linked to the transaction.

5. You can return to this page anytime and click **View PDF** to review your upload.

Documentation Add Document				
	Type	Date Linked	Submit Date	Statement Number
View PDF	Check & Contribution	2/1/2019		Delete

HOW TO DELETE MONETARY CONTRIBUTION DOCUMENTATION

- Go to the contributor's **Monetary Contributions** page.
 - Click the contribution's **Transaction ID** OR enter it into the **Search Transaction ID** bar.

Monetary Contributions Back to Monetary Contributions

Search by Last Name or Entity Name

Profile				Totals			
Name:	Smith, Mary A	Employer:		Total Contributions:	\$500.00	View	
Address:	886 Gates Avenue 11 Brooklyn NY 11221	Occupation:	Retired	Total Matching Amount:	\$175		
Boro:	Brooklyn Individual	Address:		Total Cash:	\$0.00		

Monetary Contributions

Transaction ID	Date Received	Documentation	Doing Business	Contribution Type	Refunds	Matching Amount	Amount
8390	2/1/2019	0	No	Check	(\$0.00) 0	\$175	\$500.00

OR

NYC C-SMART Election Cycle 2021 - Sophia Rosario Help srosar1389

New York City Campaign Finance Board

Transactions Documentation Reports Submission

8390

Add Name

8390 - Monetary Contribution

- Click **Delete** under **Documentation** to proceed.

Documentation

	Type	Date Linked	Submit Date	Statement Number
View PDF	Check & Contribution	2/4/2019		

- Click **Yes** on the window that opens to complete the deletion.

Are you sure you want to delete this document?

3. The document has been successfully deleted.

 The document has been successfully deleted. ✕

Monetary Contribution ← Back to Smith, Mary A

Transaction ID: **8390** Statement: **N/A**

+ Add ✎ Edit 🗑 Delete 🖨 Print Letter ✉ Send Email

Profile		Totals	
Name:	Smith, Mary A	Total Contributions:	\$500.00 <a data-bbox="1393 527 1425 548">View
Address:	886 Gates Avenue 11 Brooklyn NY 11221	Total Matching Amount:	\$0
Boro:	Brooklyn Individual	Total Cash:	\$0.00
Employer:			
Occupation:	Retired		
Address:			

Important: You cannot delete documentation after it has been submitted to the CFB.
