



IDAHO

Secretary of State's Office

Campaign Finance User Guide

Table of Contents

Create a Candidate Profile Account.....	pg. 1
Create a Political Action Committee.....	pg. 7
Create a Treasurer Profile.....	pg.16
Contributions	
-Add a Contribution by a Company.....	pg.20
-Add a Contribution by a Person.....	pg.25
-48 Hour Notice.....	pg.29
-Edit/Delete Contributions.....	pg.32
-Return a Contribution.....	pg.92
Expenditures	
-Add an Expenditure.....	pg.39
-Add New Company/Person to Expenditure List.....	pg.44
-Edit an Expenditure.....	pg.50
-Delete an Expenditure.....	pg.52
In Kind Contribution.....	pg.54
Loans	
-Make a Loan Payment.....	pg.60
-Add a New Loan.....	pg.62
-Add a New Loan by Company.....	pg.64
-Add a New Loan by Person.....	pg.67
-Edit Loan Information.....	pg.71
-Edit a Payment in Loans.....	pg.73
-Deleting a Loan Payment.....	pg.76
-Deleting a Loan.....	pg.78
-Download an Excel File in Loans.....	pg.80
Pledges.....	pg.82
Credit Cards.....	pg.85
How to Submit Your Reports.....	pg.91

Create a Candidate Profile Account

Step 1. Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

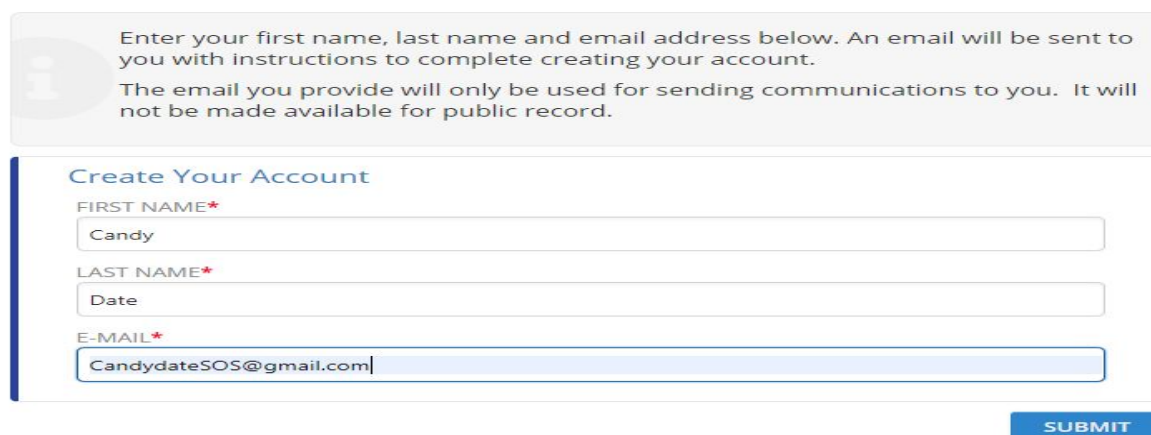
Step 2: Click on 'Create an Account.'



The screenshot shows two side-by-side panels. The left panel is titled 'Login' and contains two input fields: 'Username/E-mail' and 'Password'. Below these fields is a link 'Forgot your password?' and a blue 'LOGIN' button. The right panel is titled 'Don't have an account?' and contains the text 'Click the button below to start creating your campaign portal account.' and a blue 'CREATE AN ACCOUNT' button.

Fig. 1

Step 3: Enter your first name, last name and email address, then click 'Submit.'



The screenshot shows a form titled 'Create Your Account'. At the top, there is an information icon and text: 'Enter your first name, last name and email address below. An email will be sent to you with instructions to complete creating your account. The email you provide will only be used for sending communications to you. It will not be made available for public record.' Below this, there are three input fields: 'FIRST NAME*' with the value 'Candy', 'LAST NAME*' with the value 'Date', and 'E-MAIL*' with the value 'CandydateSOS@gmail.com'. A blue 'SUBMIT' button is located at the bottom right of the form.

Fig. 2

Step 4: Close window or minimize.



The screenshot shows a green rectangular message box with a white checkmark icon on the left. The text inside the box reads: 'An e-mail has been sent with instructions to complete creating your account.'

Fig. 3

Step 5: In your email account locate the email from System@tenexsolutions.com entitled Campaign Finance Account Pending.

Step 6: Once you locate the Campaign Finance Account Pending email, open and view the link shown in Fig. 4.

Step 7: Click 'Complete Creating Account' link.

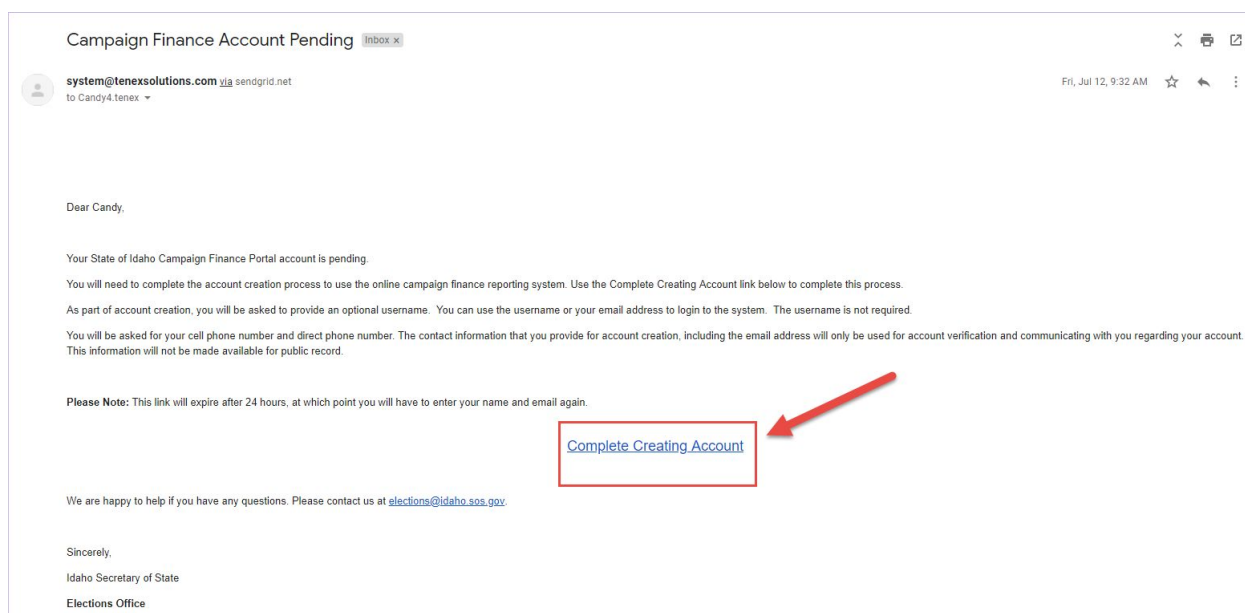


Fig. 4

Step 8: After clicking the link you will be redirected.

Step 9: Fill in the following information to 'Create Your Account.'

First Name=

Last Name=

Email=

USERNAME=

PASSWORD=

CELL (optional)

BUSINESS PHONE (optional)

HOME PHONE (optional)

Step 10: Once the information has been filled in click 'Create Account.'

Step 11: Once Create Account is complete you will start the Candidate campaign profile. Click on 'Candidate.' Clicking on candidate will expand this page. As seen in Fig. 5.

Fill out the Campaign General Info.

Election Year=

Jurisdiction=

Office Sought=

Party=

Business Phone= your work number

Campaign Email=

Address=

Mailing Address different=

Click 'Next.'

Select a Campaign Type Rectangular Snip	
<input checked="" type="radio"/> Candidate <input type="radio"/> Political Action Committee	

Campaign General Info	
ELECTION YEAR*	
2019	
JURISDICTION*	
Idaho State	
OFFICE SOUGHT*	
State Representative, Position A DISTRICT 07 Seat 1	
DISTRICT NUMBER	PARTY*
LEGISLATIVE DISTRICT 07 07	Libertarian

Candidate General Info	
FIRST NAME*	MIDDLE NAME
Candy	
LAST NAME*	SUFFIX
Date	

BUSINESS PHONE*

(208) 332-2832

EXT

CELL PHONE

() -

CAMPAIGN EMAIL*

CandydateSOS@gmail.com

HOME PHONE

() -

Candidate Address Info

ADDRESS 1*

700 W Jefferson St

ADDRESS 2

ADDRESS 3

CITY*

Boise

STATE*

ID

ZIP CODE*

83720

Mailing Address

My mailing address is different from my residential address:

☐ Yes ☒ No

NEXT >

Select a Campaign Type

Rectangular Snip

☒ Candidate

☐ Political Action Committee

Campaign General Info

ELECTION YEAR*

2019

JURISDICTION*

Idaho State

OFFICE SOUGHT*

State Representative, Position A DISTRICT 07 Seat 1

DISTRICT NUMBER

LEGISLATIVE DISTRICT 07 07

PARTY*

Libertarian

Candidate General Info

FIRST NAME*

Candy

MIDDLE NAME

LAST NAME*

Date

SUFFIX

Fig. 5

Step 12. Choose 'Assign Someone else as a Treasurer' and fill out the following info:

Treasurer Appointment=

Treasurer Details=

Treasurer Email=

Treasurer Appointment

☐ Assign Myself as a Treasurer

☒ Assign Someone else as a Treasurer

Treasurer Details

TREASURER FIRST NAME*

Trisha

TREASURER LAST NAME*

Shure

TREASURER EMAIL*

trishashureSOS@gmail.com

CONFIRM TREASURER EMAIL*

trishashureSOS@gmail.com

Fig. 6

Step 13. You will be asked to confirm the information listed and click 'Submit.'

- Confirm the information you entered below.
- If anything is incorrect, go back to that step and correct it.
- When everything looks good, click Submit.
- The treasurer will be sent an email to complete the process. Once they complete and sign the form, you will also have to approve and sign the form to complete the C-1C and give the treasurer system access.

Confirmation

CANDIDATE INFORMATION

<p>NAME Candy Date</p> <p>E-MAIL CandydateSOS@gmail.com</p> <p>PERMANENT ADDRESS 700 W Jefferson St Boise, ID 83720</p>	<p>PHONE NUMBER(S) (208) 332-2832 (business)</p> <p>MAILING ADDRESS 700 W Jefferson St Boise, ID 83720</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------

TREASURER INFO

<p>NAME Trisha Shure</p>	<p>EMAIL trishashureSOS@gmail.com</p>
-------------------------------------	--------------------------------------------------

Fig. 7

Step 14. Set up is complete. You will be brought to this page:

IDAHO
Secretary of State's Office

HOME | ELECTIONS | USER GUIDES | LOGOUT | CANDY DATE

CAMPAIGN PORTAL | Annual Report

- Launchpad
- Contributions
- Expenditures
- Loans
- In-Kind
- Credit Card
- Pledges
- 48 Hour Notice
- Submit Reports
- Contributors
- Oath of Office
- Setup

Cash on Hand	Debt	Contributions By Type
Beg. Balance (Initial Cash on Hand)	Beg. Debt (Initial Debt)	
\$0.00	\$0.00	
PLUS Contributions (Contributions, In-Kinds, Loans)	PLUS Debt Incurred (New Loans and Credit Card Charges)	
\$0.00	\$0.00	
MINUS Payments (Expenditures, In-Kinds, Debt Payments)	MINUS Payments (Credit Card/Debt Payments)	
\$0.00	\$0.00	
EQUALS Cash on Hand (Current Cash on Hand for Period)	EQUALS Current Debt (Current Debt Amount for Period)	
\$0.00	\$0.00	

Top Spending Contributors

1.0	
0.9	
0.8	
0.7	
0.6	
0.5	
0.4	
0.3	
0.2	
0.1	
0	

Action Required

The treasurer you assigned has not yet completed the application

Fig. 8

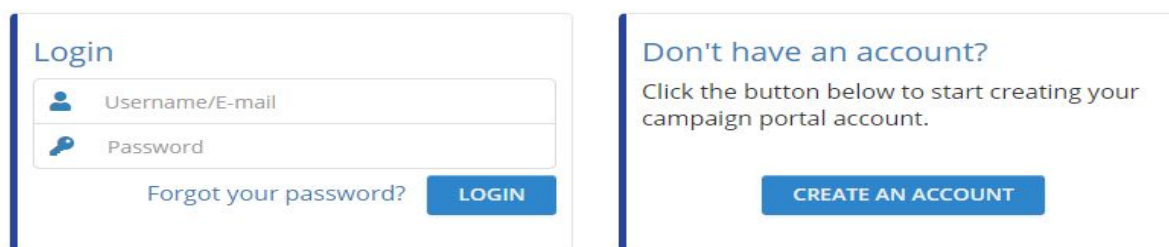
The link for the Campaign Finance Portal is:

<https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Create a PAC Profile Account

Step 1. Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

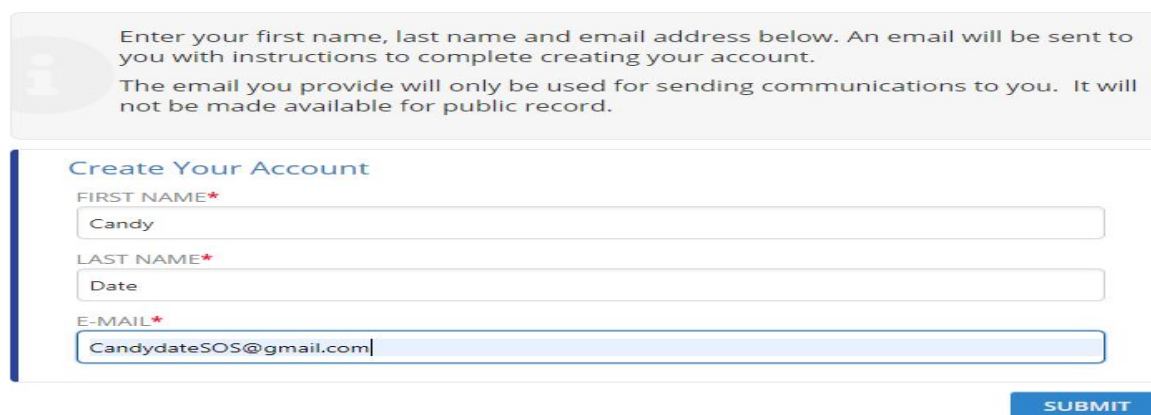
Step 2: Click on 'Create an Account.'



The screenshot shows two side-by-side panels. The left panel, titled 'Login', contains a 'Username/E-mail' field with a person icon, a 'Password' field with a key icon, a 'Forgot your password?' link, and a blue 'LOGIN' button. The right panel, titled 'Don't have an account?', contains a text prompt 'Click the button below to start creating your campaign portal account.' and a blue 'CREATE AN ACCOUNT' button.

Fig. 1

Step 3: Enter your first name, last name and email address, then click 'Submit.'



The screenshot shows a 'Create Your Account' form. At the top, a grey box with an information icon contains the text: 'Enter your first name, last name and email address below. An email will be sent to you with instructions to complete creating your account. The email you provide will only be used for sending communications to you. It will not be made available for public record.' Below this, the form has three input fields: 'FIRST NAME*' with 'Candy', 'LAST NAME*' with 'Date', and 'E-MAIL*' with 'CandydateSOS@gmail.com'. A blue 'SUBMIT' button is at the bottom right.

Fig. 2

Step 4: Close window or minimize.

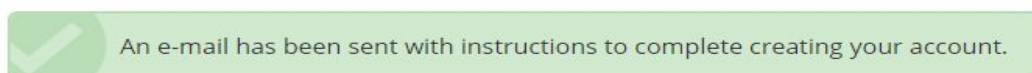


Fig. 3

Step 5: In your email account locate the email from System@tenexsolutions.com entitled Campaign Finance Account Pending.

Step 6: Once you locate the Campaign Finance Account Pending email, open and view the link shown in Fig. 4.

Step 7: Click 'Complete Creating Account' link.

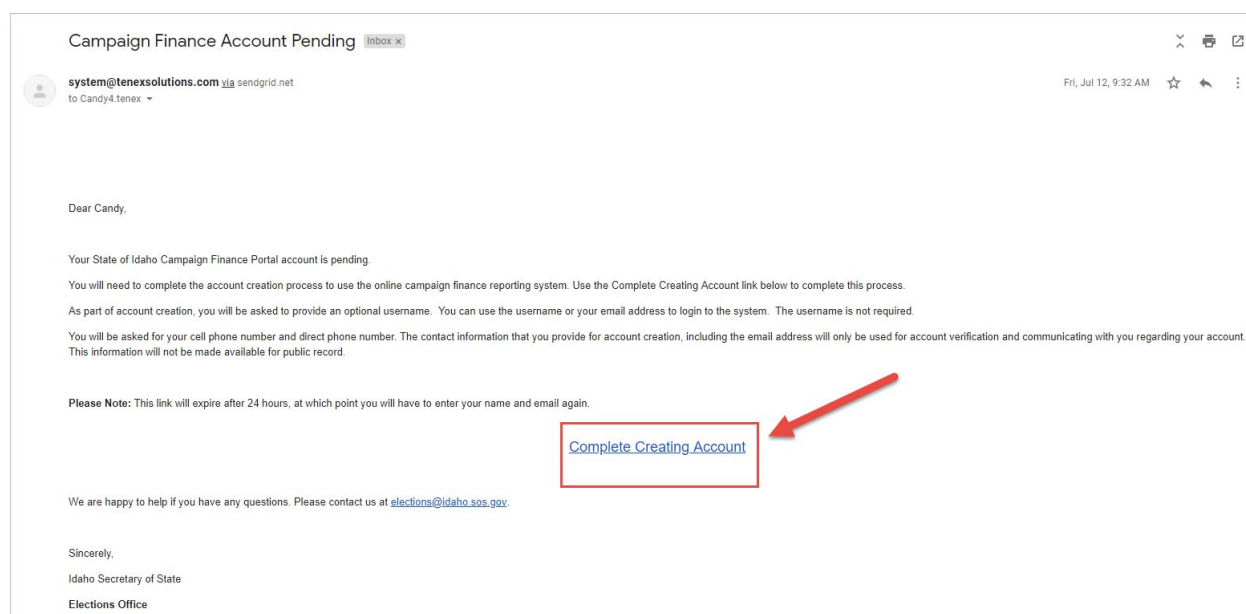


Fig. 4

Step 8: After clicking the link you will be redirected.

Step 9: Fill in the following information to 'Create Your Account.'

First Name=

Last Name=

Email=

USERNAME=

PASSWORD=

CELL (optional)

BUSINESS PHONE (optional)

HOME PHONE (optional)

Step 10: Once the information has been filled in click 'Create Account.'

Step 11: Once Create Account is complete you will start the Candidate campaign profile. Click on 'Political Action Committee.' The page will expand. Fill in the Chairperson's General Information.

Select a Campaign Type

☐ Candidate
 ☒ Political Action Committee

PAC General Info

PAC NAME*

PAC TYPE*

☐ Party
 ☐ Measure
 ☐ Other

Chairperson General Info

FIRST NAME* MIDDLE NAME

LAST NAME* SUFFIX

BUSINESS PHONE* EXT

CELL PHONE CAMPAIGN EMAIL*

Fig. 5

Step 12: Fill out the Chairperson's Address Information then click 'Next.'

Chairperson Address Info

ADDRESS 1*

ADDRESS 2

ADDRESS 3

CITY* STATE* ZIP CODE*

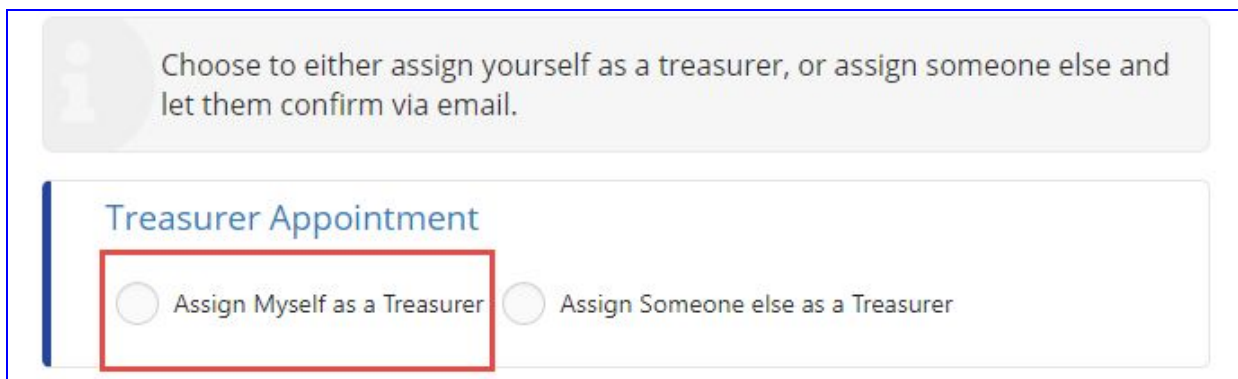
Mailing Address

My mailing address is different from my residential address: ☐ Yes ☐ No

NEXT >

Fig. 6

Step 13: Click on the appropriate choice to Assign Treasurer.



Choose to either assign yourself as a treasurer, or assign someone else and let them confirm via email.

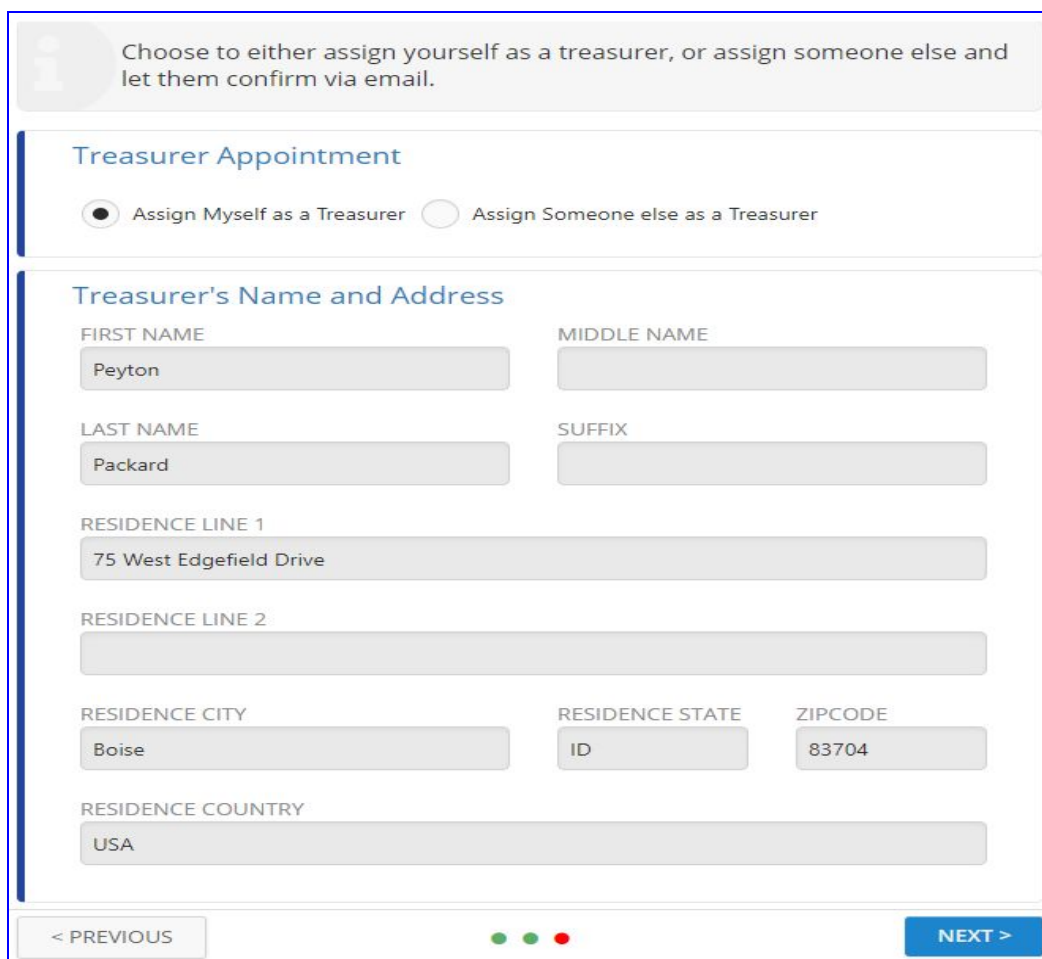
Treasurer Appointment

☐ Assign Myself as a Treasurer ☐ Assign Someone else as a Treasurer

The screenshot shows a web form titled 'Treasurer Appointment'. At the top, there is a grey box with an information icon and the text: 'Choose to either assign yourself as a treasurer, or assign someone else and let them confirm via email.' Below this, the title 'Treasurer Appointment' is displayed in blue. Underneath the title, there are two radio button options: 'Assign Myself as a Treasurer' and 'Assign Someone else as a Treasurer'. The first option is selected, and its label is enclosed in a red rectangular box.

Fig. 7

Step 14: Fill in the Treasurer information then click 'Next.'



Choose to either assign yourself as a treasurer, or assign someone else and let them confirm via email.

Treasurer Appointment

☒ Assign Myself as a Treasurer ☐ Assign Someone else as a Treasurer

Treasurer's Name and Address


FIRST NAME: Peyton
MIDDLE NAME:
LAST NAME: Packard
SUFFIX:
RESIDENCE LINE 1: 75 West Edgefield Drive
RESIDENCE LINE 2:
RESIDENCE CITY: Boise
RESIDENCE STATE: ID
ZIPCODE: 83704
RESIDENCE COUNTRY: USA

< PREVIOUS . . . NEXT >

The screenshot shows the same 'Treasurer Appointment' form as Fig. 7, but now the 'Assign Myself as a Treasurer' radio button is selected. Below the appointment options, there is a section titled 'Treasurer's Name and Address' with several input fields. The fields are filled with the following information: FIRST NAME: Peyton, MIDDLE NAME: (empty), LAST NAME: Packard, SUFFIX: (empty), RESIDENCE LINE 1: 75 West Edgefield Drive, RESIDENCE LINE 2: (empty), RESIDENCE CITY: Boise, RESIDENCE STATE: ID, ZIPCODE: 83704, and RESIDENCE COUNTRY: USA. At the bottom of the form, there are navigation buttons: '< PREVIOUS' and 'NEXT >'. Between these buttons are three small circles: the first two are green and the third is red, indicating the current step in the process.

Fig. 8

Step 15: Confirm the information is correct and click 'Submit.'



- Confirm the information you entered below.
- If anything is incorrect, go back to that step and correct it.
- When everything looks good, click Submit.

Confirmation

CHAIRPERSON INFORMATION

NAME	PHONE NUMBER(S)
Peyton Packard	(208) 045-7454 (business)
E-MAIL	
peyton2.tenex@yahoo.com	
PERMANENT ADDRESS	MAILING ADDRESS
75 West Edgefield Drive	75 West Edgefield Drive
Boise, ID 83704	Boise, ID 83704

TREASURER INFORMATION

NAME	PHONE NUMBER(S)
Peyton Packard	(208) 045-7454 (business)
E-MAIL	
peyton2.tenex@yahoo.com	
PERMANENT ADDRESS	MAILING ADDRESS
75 West Edgefield Drive	75 West Edgefield Drive
Boise, ID 83704	Boise, ID 83704

Final Review


Carefully review the C-1C form below before signing and submitting to the state

[< PREVIOUS](#)[SUBMIT](#)

Fig. 9

Step 16: Click on the PDF icon embedded in the screen that comes next to view and verify the info on the C-1C.

C-1C
Rev. 1/1



STATE OF IDAHO
OFFICE OF THE SECRETARY OF STATE
LAWRENCE DENNEY

**APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER
FOR COMMITTEES**
(Please Print or Type)

Pursuant to Section 67-6603 (c1), Idaho Code. No Contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.

Name of Committee:		Idaho Forestry Coalition	
Name of Committee Chairman:		Peyton Packard	Party Affiliation:
Home Phone:	Work Phone:	(208) 045-7454	Cell Phone:
Committee Mailing Address:		75 West Edgefield Drive Boise, ID 83704	
Chairman E-mail Address:		peyton2.tenex@yahoo.com	

I, Peyton Packard, do hereby certify and appoint the following individual who is a
Name of Committee Chairman
registered elector of the state of Idaho as the political treasurer for the above named candidate or committee:

CERTIFICATION AND APPOINTMENT

Party: ☐ Other: ☐ Measure: ☒

Name of Political Treasurer:		Peyton Packard	
Home Phone:	Work Phone:	(208) 045-7454	Cell Phone: (208) 045-7454
Treasurer Mailing Address:		75 West Edgefield Drive Boise, ID 83704	
Treasurer Residence Address:		75 West Edgefield Drive Boise, ID 83704	
Treasurer E-mail Address:		peyton2.tenex@yahoo.com	

I, Peyton Packard, do hereby accept the appointment as political treasurer for the above
Name of Political Treasurer
named candidate.

Peyton Packard
Signature of Chairman

Peyton Packard
Signature of Political Treasurer

RETURN THIS FORM TO:
Lawrence Denney Secretary of State Elections Division
PO Box 83720 Boise, ID 83720-0080
(208) 334-2852 Fax: (208) 334-2282

- 11 -


Fig. 10

Step 17: Electronically sign and click 'Submit.'

The screenshot shows a web form with two main sections: 'Final Review' and 'Signature'. The 'Final Review' section has a heading and a paragraph asking the user to review the C-1C form. Below it is a PDF icon. The 'Signature' section contains a statement of acceptance by 'Peyton Packard', a text input field with 'Peyton Packard', a handwritten signature 'Peyton Packard', a statement of certification, another text input field with 'Peyton Packard', and a second handwritten signature 'Peyton Packard'. At the bottom, there is a '< PREVIOUS' button, three green progress dots, and a 'SUBMIT' button which is highlighted with a red border.

Final Review

Carefully review the C-1C form below before signing and submitting to the state.



Signature

I, **Peyton Packard**, do hereby accept the appointment as political treasurer for the above named committee.

SIGNATURE OF POLITICAL TREASURER*

Peyton Packard

Peyton Packard

I, **Peyton Packard**, do hereby certify and appoint the following individual who is a registered elector of the state of Idaho as the political treasurer for the above named committee.

SIGNATURE OF CHAIRPERSON

Peyton Packard

Peyton Packard

< PREVIOUS ● ● ● **SUBMIT**

Fig. 11

Step 18: You will get a green bar confirming the registration is complete.



Fig. 12

Step 19: The Idaho Secretary of State office will need to verify both the Candidate and the Treasurer are registered voters in Idaho and then approve their submission. This process will normally be done once daily on scheduled days of business.

Once approved the Candidate will receive the following email:



Fig. 13

Step 20: The Candidate will then need to go back into the system and approve you as their Treasurer.

Step 21: Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 22: From the Launchpad click on the Campaign Desk tile.

Step 23: You will see a message that states 'Click here to approve them.'

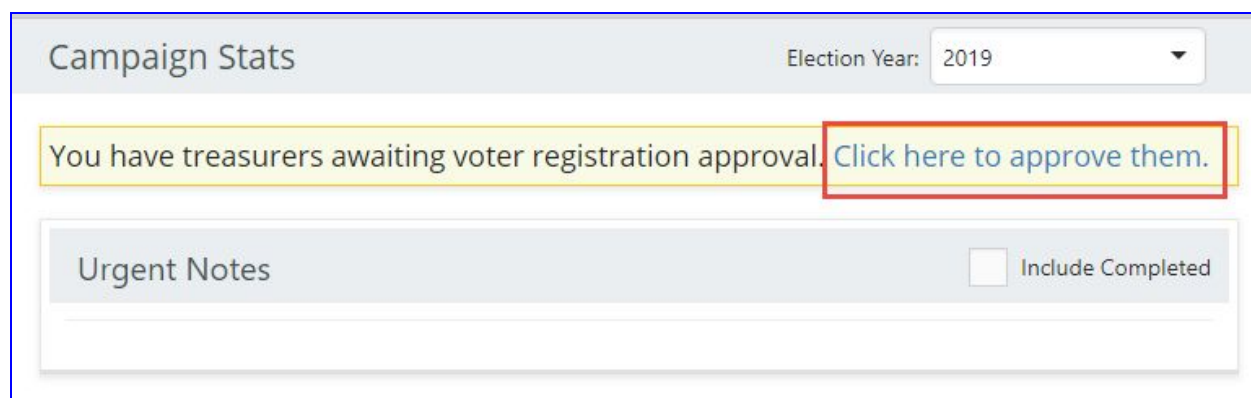


Fig. 14

Step 24: In Committee information you will see an option for 'Self Assigned.'

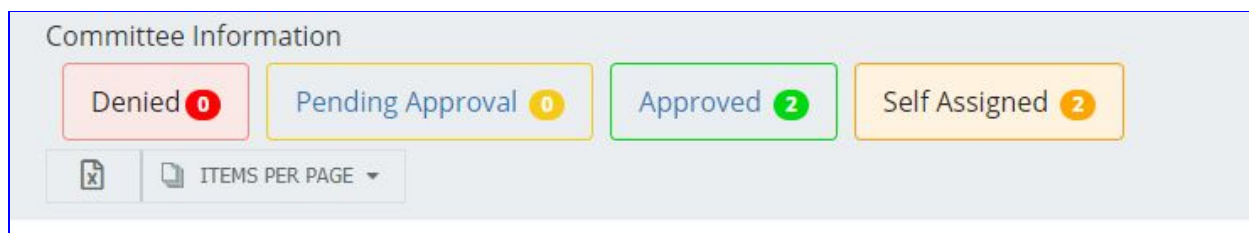


Fig. 15

Step 25: Once Self Assigned is clicked you will see a list of Self Assigned candidates to approve.

Approve	Name	Name of Campaign	Self Assigned	Approved	Voter ID	Address	City	State	Zip	Application Date
	Peyton Packard	Idaho Forestry Coalition	Yes	Pending		75 West Edgefield DR	Boise	ID	83704	07/29/2019
	Peyton Packard	Idaho Forestry Coalition	Yes	Pending		75 West Edgefield Drive	Boise	ID	83704	08/26/2019

Fig. 16

Step 26: Click on the Treasures name you would like to approve.

Step 27: The appointed Treasurer will then receive the following email:

Campaign Finance Treasurer Approved By Candidate Inbox x

system@tenexsolutions.com via sendgrid.net
to trishashureSOS ▾

✱ Rectangular Snip

Dear Trisha,

Your treasurer appointment is now complete. You can now log in to the the State of Idaho Campaign Finance Reporting system to file reports.

Fig. 17

Step 28: The process is now complete and you can proceed to the Campaign Finance portal at:

<https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Create a Treasurer Profile Account

Step 1: The Candidate must first create their account and list you as the Treasurer. In doing so you will be sent an email from System@tenexsolutions.com entitled Campaign Finance Account Pending.

Step 2: Once you locate the Campaign Finance Account Pending email, open and view the link shown:

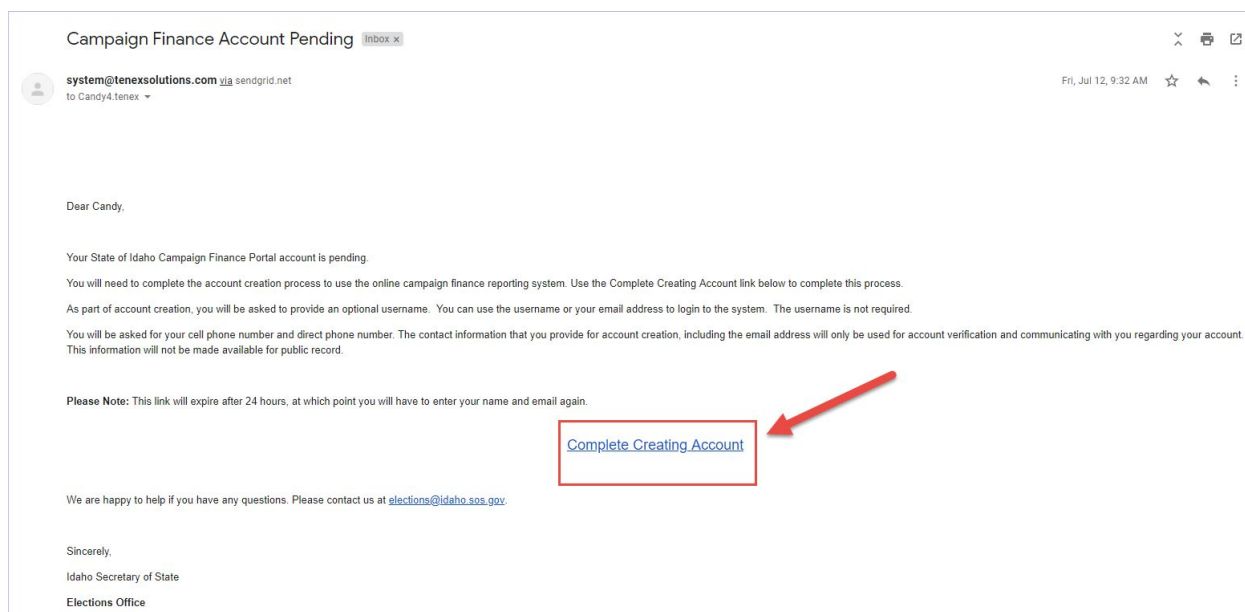


Fig. 1

Step 3: Click 'Complete Creating Account' link.

Step 4: Fill in the information to Create Your Account.

First Name=

Last Name=

Email=

Username=

Password=


CELL (optional)

BUSINESS PHONE (optional)

HOME PHONE (optional)

Step 5: Click 'Next.'

Step 6: Add the address then click 'Next.'



Enter your name and address below. If you have a separate mailing address, please select the "Yes" option and provide that address as well. Otherwise, select "No".

Rectangular Sign

Treasurer's Name

FIRST NAME*
Trisha

MIDDLE NAME

LAST NAME*
Shure

SUFFIX

Treasurer's Address

RESIDENCE LINE 1*
700 W Jefferson St

RESIDENCE LINE 2

RESIDENCE CITY*
Boise

RESIDENCE STATE*
ID

RESIDENCE ZIPCODE*
83720

RESIDENCE COUNTRY*
USA

My mailing address is different from my residential address: ☐ Yes ☒ No

< PREVIOUS

● ● ●

NEXT >

Fig. 2

Step 7: Click on the PDF icon embeded in the screen that comes next to view and verify the info on the C-1C.

Step 8: Electronically sign and click 'Submit.'

You may review your C-1C form by downloading the PDF linked below. Enter your name in the field below and press submit to accept appointment as treasurer.

Final Review
Carefully review the C-1C form below before signing and submitting to the state.



Signature
I, **Tricia Shure**, do hereby accept the appointment as political treasurer for the above named candidate or committee.

SIGNATURE OF POLITICAL TREASURER*

Tricia Shure

Tricia Shure



< PREVIOUS

SUBMIT

Fig. 3

Step 9: You will get a green bar confirming the registration is complete.



Fig. 4

Step 10. The Idaho Secretary of State office will need to verify both the Candidate and the Treasurer are registered voters in Idaho and then approve their submission. This process will normally be done once daily on scheduled days of business.

Once approved the Candidate will receive the following email:

Campaign Finance Treasurer Approved Inbox x

system@tenexsolutions.com via sendgrid.net
to CandydateSOS ▾

Dear Candy,

The information for your appointed treasurers has been reviewed and accepted.

You can now complete treasurer appointment and add the designated treasurer to your campaign.

Log back in to the State of Idaho Campaign Finance Reporting system to complete the process.

Fig. 5

Step 11. The Candidate will then need to go back into the system and approve you as their Treasurer..

The appointed Treasurer will then receive the following email:

Campaign Finance Treasurer Approved By Candidate Inbox x

system@tenexsolutions.com via [sendgrid.net](#)
to trishashureSOS ▾

✉ Rectangular Snip

Dear Trisha,


You treasurer appointment is now complete. You can now log in to the the State of Idaho Campaign Finance Reporting system to file reports.

The process is now complete and you can proceed to the Campaign Finance portal at:
<https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>


Add Contribution by Company


Step 1: Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.

 Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login





[Forgot your password?](#)

Don't have an account?

Click the button below to start creating your campaign portal account.

Fig.1

Step 3: Select 'Contributions' from the left hand side.

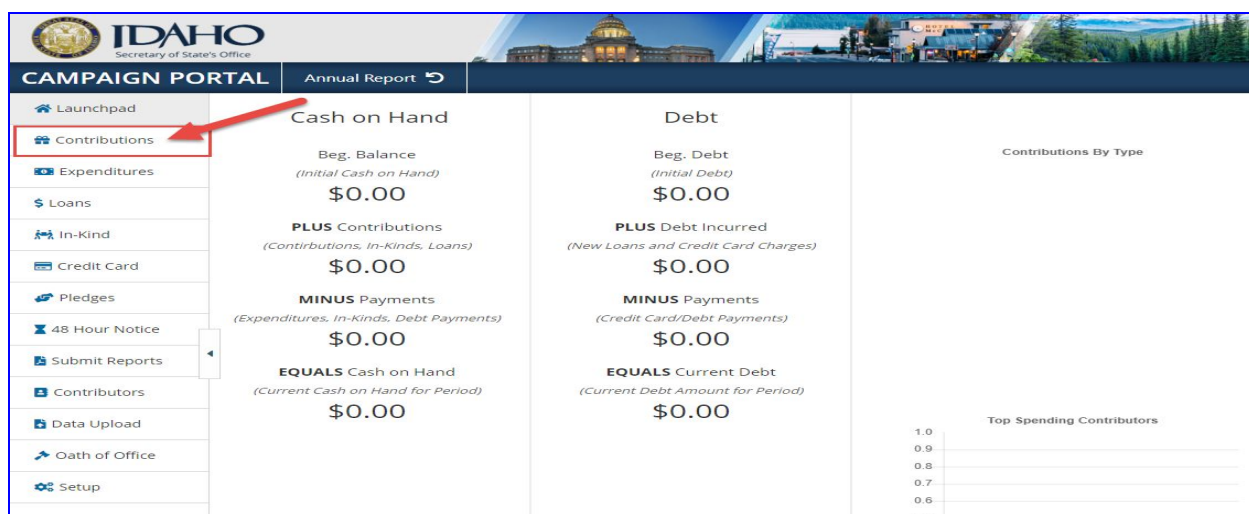


Fig 2.

Step 4: Click on 'New Contribution' on the top right-hand corner.

IDAHO
Secretary of State's Office

CAMPAIGN PORTAL Annual Report

HOME | ELECTIONS | USER GUIDES | LOGOUT | CANDY DATE

Launchpad Contributions Expenditures Loans In-Kind Credit Card Pledges 48 Hour Notice Submit Reports Contributors Data Upload Oath of Office Setup

Contributions

UPLOAD CONTRIBUTIONS FILE NEW CONTRIBUTION NEW UNITEMIZED CONTRIBUTION ITEMS PER PAGE RECORDS LIMIT TURN OFF GROUPING

Contribution Information			Election		Contributor Information			
Date	Type	Amount	Year	Type	Type	Contributor Name	Address	City
<div> There are no itemized contributions for the selected reporting period: Annual Report </div>								

No data to paginate

Fig. 3

Step 5: Enter all of the Information regarding the contribution.

ELECTION YEAR*

2018

ELECTION TYPE*

☒ Primary ☐ General

CONTRIBUTION DATE

3/3/2019

CONTRIBUTION AMOUNT

\$300.00

Fig. 4

Step 6: Select 'Company' and choose a name option from the search filter.

☐ Person
 ☒ Company

Cloud Tech

Contributor		
Cloud Technologies 400 Cloud Lane, Boise, ID 83702	Select	<input type="radio"/>
Cloud Technologies 3434 W Elm St, Boise, ID 83704	Select	<input type="radio"/>

Don't see your contributor? [Click here](#)

SUBMIT

Fig. 5

Step 7: Click 'SUBMIT.'

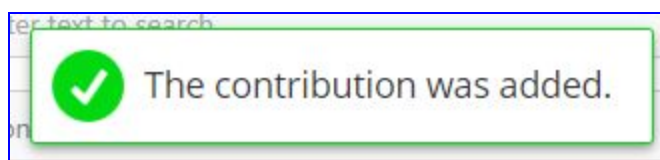


Fig. 6

* A green message will appear confirming your contribution has been added. Once you see this, the form will clear and your ready to add your next contribution.

Adding Company Contributors to List

Step 1: Enter all of the Information regarding the contribution

ELECTION YEAR*

2018

ELECTION TYPE*

☒ Primary ☐ General

CONTRIBUTION DATE

3/4/2019

CONTRIBUTION AMOUNT

\$400.00

Fig. 1

Step 2: Click on 'Don't see your contributor?'

☐ Person
 ☒ Company

Enter text to search...

Contributor		
ID	Select	<input type="radio"/>
Aimee & Co 765 Raspberry Ave, Idaho Falls, ID 83402	Select	<input type="radio"/>
Aimee Bank 9389 Clark St, Boise, ID 83705	Select	<input type="radio"/>
Aimee Mart 8398 Scaler Road, Boise, ID 83705	Select	<input type="radio"/>
Aimee's Diner 765 Boiseberry Road, Idaho Falls, ID 83402	Select	<input type="radio"/>

Page 1 of 14 (67 items) ◀ ▶

[Don't see your contributor? Click here](#)

[SUBMIT](#)

Fig. 2

Step 3: Enter all of the necessary information for new contributor.

New [Back to search](#)

TYPE*

☐ Person
 ☒ Company

COMPANY NAME*

Enron

ADDRESS*

28721 Hanging Moss Loop

CITY* STATE* ZIP*

Wesley FL 33543

Fig. 3

Step 4: Click 'SUBMIT.'



Fig. 4

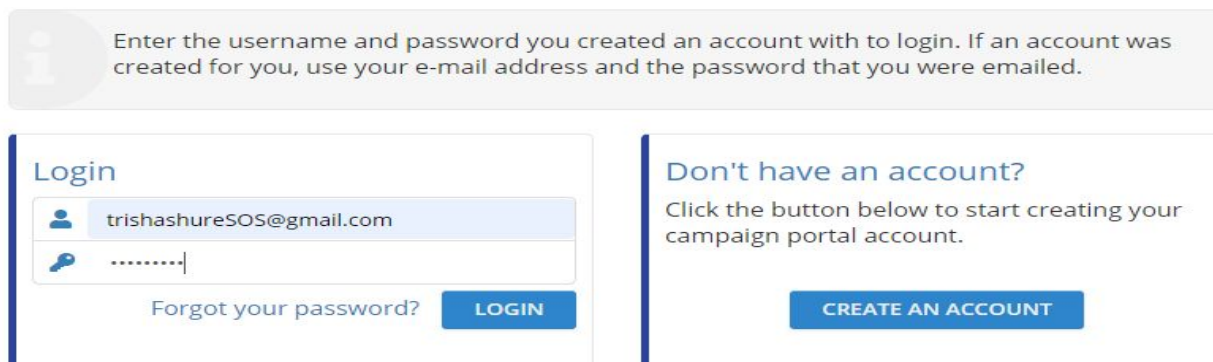
* A green message will appear confirming your contribution has been added. Once you see this, the form will clear and you're ready to add your next contribution.

Add Contribution by Person

Adding Personal Contributions

Step 1: Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Portal as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

Username: trishashureSOS@gmail.com

Password:

[Forgot your password?](#) **LOGIN**

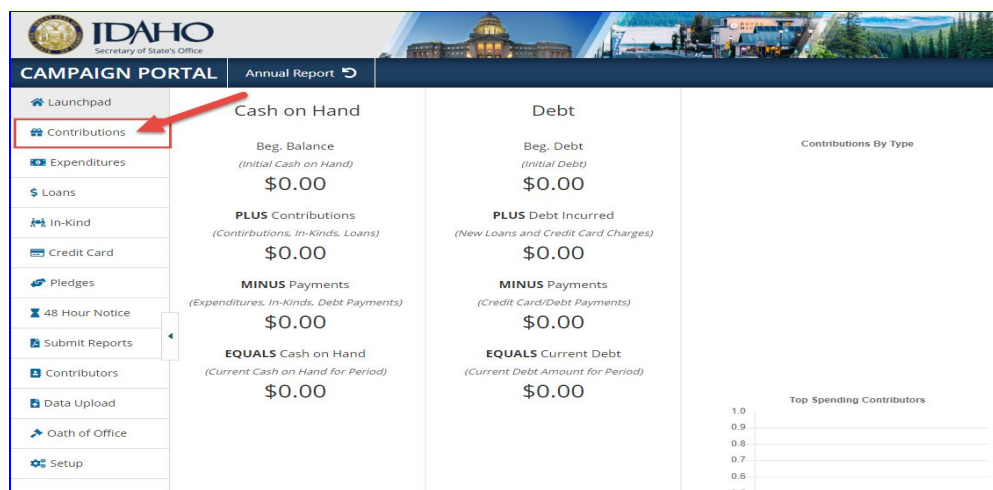
Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select 'Contributions' from the left hand side.



IDAHO Secretary of State's Office		CAMPAIGN PORTAL		Annual Report
Launchpad	Cash on Hand	Debt	Contributions By Type	
Contributions	Beg. Balance (Initial Cash on Hand)	Beg. Debt (Initial Debt)		
Expenditures	\$0.00	\$0.00		
Loans	PLUS Contributions (Contributions, In-Kinds, Loans)	PLUS Debt Incurred (New Loans and Credit Card Charges)		
In-Kind	\$0.00	\$0.00		
Credit Card	MINUS Payments (Expenditures, In-Kinds, Debt Payments)	MINUS Payments (Credit Card/Debt Payments)		
Pledges	\$0.00	\$0.00		
48 Hour Notice	EQUALS Cash on Hand (Current Cash on Hand for Period)	EQUALS Current Debt (Current Debt Amount for Period)		
Submit Reports	\$0.00	\$0.00		
Contributors			Top Spending Contributors	
Data Upload			1.0	
Oath of Office			0.9	
Setup			0.8	
			0.7	
			0.6	
			0.5	
			0.4	

Fig. 2

Step 4: Click on 'New Contribution' in the top right-hand corner.

The screenshot shows the IDAHO CAMPAIGN PORTAL interface. The top navigation bar includes 'HOME | ELECTIONS | USER GUIDES | LOGOUT | CANDY DATE'. The left sidebar lists various options: Launchpad, Contributions, Expenditures, Loans, In-Kind, Credit Card, Pledges, 48 Hour Notice, Submit Reports, Contributors, Data Upload, Oath of Office, and Setup. The main content area is titled 'Contributions' and features buttons for 'UPLOAD CONTRIBUTIONS FILE', 'NEW CONTRIBUTION' (highlighted with a red arrow), 'NEW UNITEMIZED CONTRIBUTION', 'ITEMS PER PAGE', 'RECORDS LIMIT', and 'TURN OFF GROUPING'. Below these buttons is a table with columns for 'Contribution Information' (Date, Type, Amount), 'Election' (Year, Type), and 'Contributor Information' (Type, Contributor Name, Address, City). A red message box states: 'There are no itemized contributions for the selected reporting period: Annual Report'. At the bottom, it says 'No data to paginate' with navigation arrows.

Fig. 3

Step 5: Enter all of the information regarding the contribution.

The screenshot shows a form for entering contribution information. It includes the following fields:

- ELECTION YEAR***: A dropdown menu with '2019' selected.
- ELECTION TYPE***: Radio buttons for 'Primary' (selected) and 'General'.
- CONTRIBUTION DATE**: A dropdown menu with '3/1/2019' selected.
- CONTRIBUTION AMOUNT**: A text input field containing '\$100.00'.

Fig. 4

Step 6: Select 'Person' and choose a name option from the search filter.

The screenshot shows the contributor selection form. At the top, the 'Person' radio button is selected and highlighted with a red box. Below it is a search input field containing 'Ryan'. A list of contributors is displayed with their names, addresses, and a 'Select' button next to each. The contributors are:

- Paul Bryant | 920 Paul W. Bryant Dr., Tuscaloosa, AL
- Ryan Gosling | 4560 Gosling Road, Boise, ID
- RYAN GOSLING | 10909 Cory Lake Dr., Boise, ID 83702
- RYAN MCKENZIE | 111 KENDALL RD. SHAKER HTS, ID 44120
- Nick Saban | 920 Paul W Bryant Dr, Tuscaloosa, AL

Below the list is a link that says 'Don't see your contributor? Click here'. At the bottom right is a blue 'SUBMIT' button.

Fig. 5

Step 7: Click 'SUBMIT.'

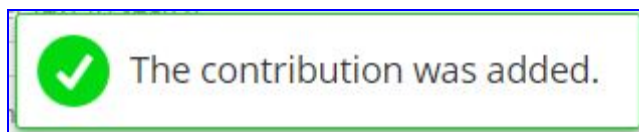


Fig. 6

* A green message will appear confirming your contribution has been added. Once you see this, the form will clear and you're ready to add your next contribution.

Add Person Not in list

Step 1: Enter all of the Information regarding the contribution.

The form contains four fields:

- ELECTION YEAR***: A dropdown menu with '2019' selected.
- ELECTION TYPE***: Two radio buttons, 'Primary' (selected) and 'General'.
- CONTRIBUTION DATE**: A dropdown menu with '3/2/2019' selected.
- CONTRIBUTION AMOUNT**: A text input field containing '\$200.00'.

Fig. 1

Step 2: Click on link 'Don't see your contributor?'

The form shows a search interface for contributors. At the top, there are two radio buttons: 'Person' (selected) and 'Company'. Below them is a search input field. A table lists contributors with columns for 'Contributor', 'Select', and a radio button. The table contains five entries:

Contributor	Select	
a a a, a, ID	Select	<input type="radio"/>
MARCIA AGHAJANIAN 111 LAUGHLIN LN, WESTLAKE, ID 44145	Select	<input type="radio"/>
GAIL ALBER 111 BURTON AVE, BRATENAH, ID 44108	Select	<input type="radio"/>
JACKIE AMOS 111 E OAKLAND RD, BAY VILLAGE, ID 44140	Select	<input type="radio"/>
DENISE AUGUSTINE 111 MILLARD DR, BAY VILLAGE, ID 44140	Select	<input type="radio"/>

Below the table, it says 'Page 1 of 57 (284 items)' with navigation arrows. At the bottom, there is a red arrow pointing to a link that says 'Don't see your contributor? Click here'. A 'SUBMIT' button is located at the bottom right.

Fig. 2

Step 3: Enter all of the necessary information for new contributor.

New [Back to search](#)

TYPE*
☒ Person ☐ Company

FIRST NAME*
Aqua

LAST NAME*
Man

ADDRESS*
542 W. Laurel Dr. Suite 206

CITY*
Tamp

STATE*
FL

ZIP*
33607

Fig. 3

Step 4: Click 'SUBMIT.'

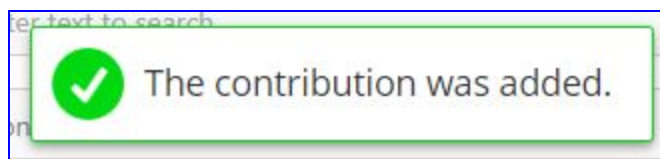


Fig. 4

* A green message will appear confirming your contribution has been added. Once you see this, the form will clear and you're ready to add your next contribution.

48 Hour Notice

When a \$1000+ contribution is recorded, the Tenex system will notify you that the contributor met or exceeded the yearly limitation and therefore requires an additional step for you to send a notice to the Secretary of State. These instructions show you the steps to do so.

Step 1: When a recorded contribution meets or exceeds the contribution limit you will see this warning:

Contributor has exceeded the yearly contribution limit.

Fig.1

Step 2: Click on 48 Hour Notice on the left hand side.

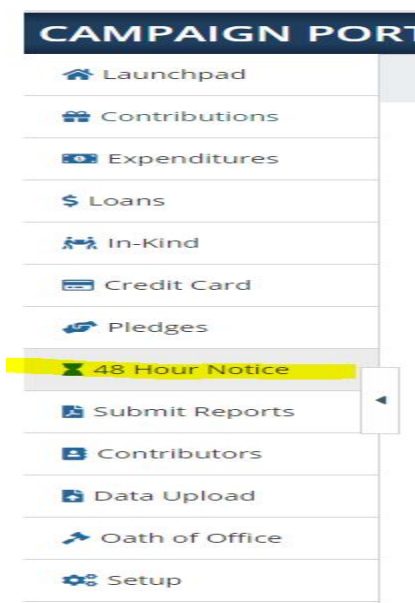


Fig. 2

Step 3: The contribution will be listed here.

CAMPAIGN PORTAL Annual Report [↶](#) HOME | ELECTIONS | USER GUIDES | LOGOUT | TRISHA SH

48 Hour Notice Pending Complete SUBMIT ITEMS PER PAGE ▾

Contribution Information				Contributor Information						
<input type="checkbox"/>	Date	Type	Amount	Contributor Type	Contributor Name	Address	City	State	Zip Code	PI
<input type="checkbox"/>	12/12/2019	Contribution	\$1,200.00	Company	Fake Person	Fake Address	Fake	ID	83725	
<input type="checkbox"/>	12/8/2019	Contribution	\$5,000.00	Company	ABC Company	1234 Somewhere	There	ID	83702	
<input type="checkbox"/>	12/8/2019	Contribution	\$2,500.00	Company	Fake Company	Fake Address	Fake City	ID	83720	

[Launchpad](#) [Contributions](#) [Expenditures](#) [Loans](#) [In-Kind](#) [Credit Card](#) [Pledges](#) [48 Hour Notice](#) [Submit Dashboard](#)

Fig. 3

Step 4: Click on the box before the contribution(s).

48 Hour Notice

<input checked="" type="checkbox"/>	Contribution Inform
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	12/12/2019
<input checked="" type="checkbox"/>	12/8/2019
<input checked="" type="checkbox"/>	12/8/2019

Fig. 4

Step 5: Then click on 'Submit' on the right hand side.

HOME | ELECTIONS | USER GUIDES | LOGOUT | TRISHA SHURE

SUBMIT ITEMS PER PAGE ▾

Fig. 5

Step 6: Digitally sign to certify the contribution information and then click on 'Submit.'

Signature

I, Trisha Shure, hereby certify that the information in this report is true, complete, and correct.

SIGNATURE*

Fig. 6

SUBMIT

Step 7: Click 'YES' if you want to submit this report.



Fig. 7

Step 8: You will receive this confirmation:

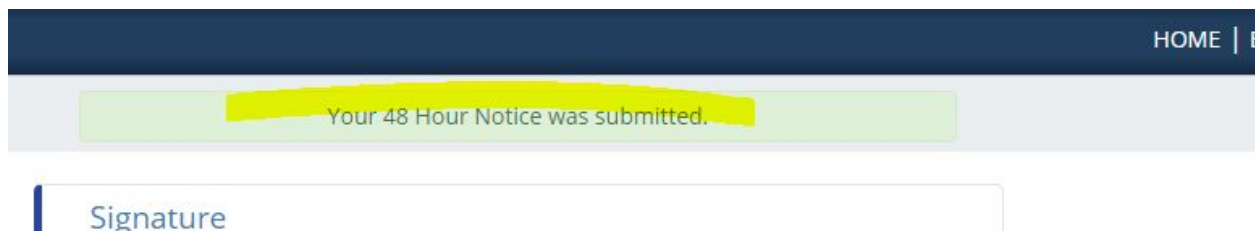


Fig. 8

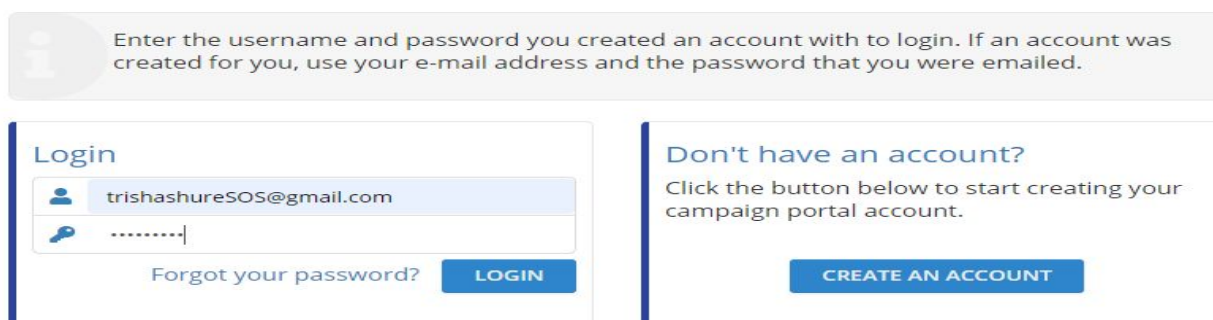
Step 9: The 48 hour notice Over-the-Limit notification to the Secretary of State Office is complete.

Edit/Delete Contributions

Edit Contributions

Step 1: Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

trishashureSOS@gmail.com

.....

[Forgot your password?](#) **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select 'Contributions' from the left hand side.

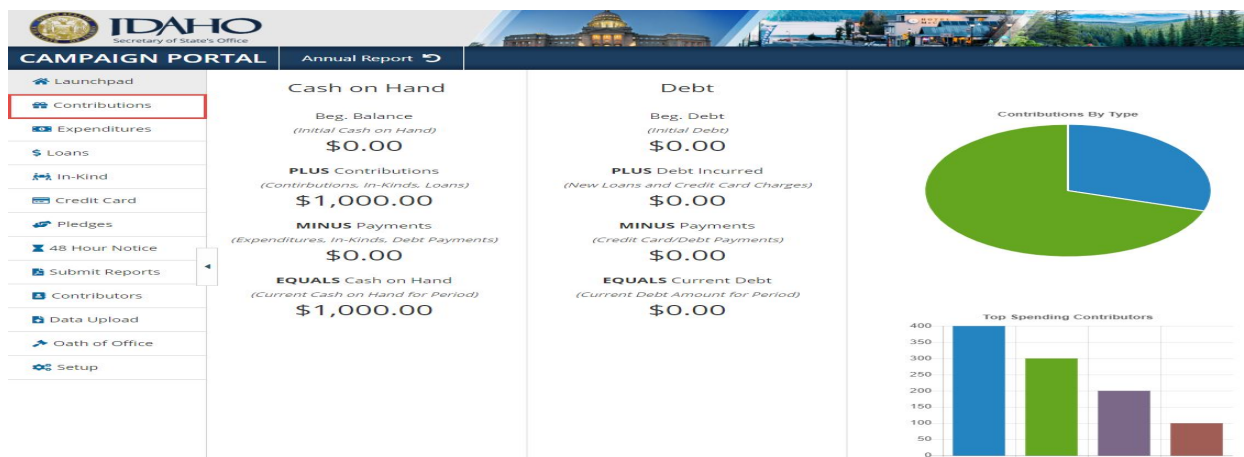


Fig. 2

Step 4: View all contributions.

IDAHO

Secretary of State's Office

CAMPAIGN PORTAL

Annual Report

HOME | ELECTIONS | USER GUIDES | LOG

Contributions

UPLOAD CONTRIBUTIONS FILENEW CONTRIBUTIONNEW UNITEMIZED CONTRIBUTIONITEMS PER PAGERECORDS LIMIT

Contribution Information			Election		Contributor Information				
Date	Type	Amount	Year	Type	Type	Contributor Name	Address	City	
<div>Cloud Technologies made 1 contribution(s) for at total of \$300.00 See All From Contributor</div> <div><div></div><div></div><div>3/3/2019</div><div>Contribution</div><div>\$300.00</div><div>2018</div><div>Primary</div><div>Company</div><div>Cloud Technologies</div><div>400 Cloud Lane</div><div>Boise</div></div> <div>Enron made 1 contribution(s) for at total of \$400.00 See All From Contributor</div> <div><div></div><div></div><div>3/4/2019</div><div>Contribution</div><div>\$400.00</div><div>2018</div><div>Primary</div><div>Company</div><div>Enron</div><div>28721 Hanging Moss Loop</div><div>Wesley</div></div> <div>Ryan Gosling made 1 contribution(s) for at total of \$100.00 See All From Contributor</div> <div><div></div><div></div><div>3/1/2019</div><div>Contribution</div><div>\$100.00</div><div>2018</div><div>Primary</div><div>Individual</div><div>Ryan Gosling</div><div>4560 Gosling Road</div><div>Boise</div></div> <div>Aqua Man made 1 contribution(s) for at total of \$200.00 See All From Contributor</div> <div><div></div><div></div><div>3/2/2019</div><div>Contribution</div><div>\$200.00</div><div>2019</div><div>Primary</div><div>Individual</div><div>Aqua Man</div><div>542 W. Laurel Dr. Suite 206</div><div>Tamp</div></div>									

Fig. 3

Step 5: Click on the pencil icon next to the contribution you want to edit.

Ryan Gosling made 1 contribution(s) for at total of \$100.00 See All From Contributor									
✕		3/1/2019	Contribution	\$100.00	2018	Primary	Individual		
Aqua Man made 1 contribution(s) for at total of \$200.00 See All From Contributor									

Fig. 4

Step 6: Make the necessary changes.

ELECTION YEAR*	ELECTION TYPE*
2018	<input checked="" type="radio"/> Primary <input type="radio"/> General
CONTRIBUTION DATE	CONTRIBUTION AMOUNT
3/1/2019	\$600.00

Fig. 5

Step 7: Click 'SUBMIT.'



Fig. 6

Step 8: Verify contribution edit.

▼ Ryan Gosling made 1 contribution(s) for at total of \$600.00 See All From Contributor								
✖	✎	3/1/2019	Contribution	\$600.00	2018	Primary	Individual	Ryan Gosling
▼ Aqua Man made 1 contribution(s) for at total of \$200.00 See All From Contributor								

Fig. 7

Delete Contributions

Step 1: Select 'Contributions' from the left hand side.



Fig. 1

Step 2: View all contributions.

IDAHO
Secretary of State's Office

CAMPAIGN PORTAL Annual Report

Contributions

UPLOAD CONTRIBUTIONS FILE NEW CONTRIBUTION NEW UNIT

Contribution Information			Election		Contributor Information	
Date	Type	Amount	Year	Type	Type	Contributor Name
Cloud Technologies made 1 contribution(s) for at total of \$300.00 See All From Contributor						
Enron made 1 contribution(s) for at total of \$400.00 See All From Contributor						
3/4/2019	Contribution	\$400.00	2018	Primary	Company	Enron
Ryan Gosling made 1 contribution(s) for at total of \$600.00 See All From Contributor						
Aqua Man made 1 contribution(s) for at total of \$200.00 See All From Contributor						

Fig. 2

Step 3: Click the red “X” next to the Contribution.

Enron made 1 contribution(s) for at total of \$400.00 See All From Contributor

X	3/4/2019	Contribution	\$400.00	2018	Primary	Company
---	----------	--------------	----------	------	---------	---------

Fig. 3

Step 4: Confirm deletion of contribution by clicking 'YES.'


Delete Contribution

Are you sure you want to delete this contribution for \$400.00 from 3/4/2019?


NO YES

Fig. 4

Step 5: Verify the contribution was deleted.


IDAHO
 Secretary of State's Office

CAMPAIGN PORTAL
 Annual Report ↻



Contributions
 UPLOAD CONTRIBUTOR







Contribution Information				Election		Contributor Information
Date	Type	Amount	Year	Type	Type	
▼ Cloud Technologies made 1 contribution(s) for at total of \$300.00 See All From Contributor						
 	3/3/2019	Contribution	\$300.00	2018	Primary	Company
▼ Ryan Gosling made 1 contribution(s) for at total of \$600.00 See All From Contributor						
 	3/1/2019	Contribution	\$600.00	2018	Primary	Individual
▼ Aqua Man made 1 contribution(s) for at total of \$200.00 See All From Contributor						
 	3/2/2019	Contribution	\$200.00	2019	Primary	Individual

Fig. 5

Return a Contribution

Step 1: Click on 'Contributors' on the left hand side of the launchpad.

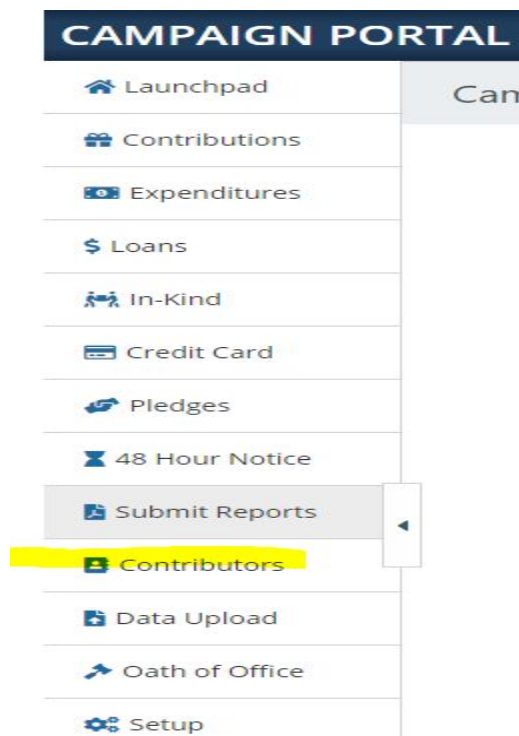


Fig. 1

Step 2: Identify the contribution you would like to return and click on the 'Return' link.

CAMPAIGN PORTAL

Annual Report

HOME

ELECTIONS

USER GUIDES

LOGOUT

TRISHA SHURE

Launchpad

Contributions

Expenditures

Loans

In-Kind

Credit Card

Pledges

48 Hour Notice

Submit Reports

Contributors

Data Upload

Oath of Office

Setup

Contribution Details

Above Limit0

Within Limit3

ITEMS PER PAGE

RECORDS LIMIT

Contribution Information				Election		Contributor Information			
Date	Report Name	Amount	Year	Type	Type	Contributor Name	Address	City	
ABC Company contributed \$100.00 towards the 2019 Primary									
Return	12/23/2019	Annual Report	\$100.00	2019	Primary	Company	ABC Company	1234 Somewhere	
Fake Company contributed \$999.00 towards the 2019 Primary									
Return	12/8/2019	Annual Report	\$999.00	2019	Primary	Company	Fake Company	Fake Address	
a a contributed \$999.00 towards the 2019 Primary									
Return	12/23/2019	Annual Report	\$999.00	2019	Primary	Individual	a a	a	
Fake Person contributed \$90.00 towards the 2019 General									
Return	12/10/2019	Annual Report	\$90.00	2019	General	Individual	Fake Person	Fake Address	
Fake Person contributed \$925.00 towards the 2019 Primary									
Return	12/12/2019	Annual Report	\$25.00	2019	Primary	Individual	Fake Person	Fake Address	
Return	12/12/2019	Annual Report	\$900.00	2019	Primary	Individual	Fake Person	Fake Address	

Step 3: Add the return date and click 'Save.'

Return a Contribution

RETURN DATE*

12/23/2019

Save

Fig. 3

Step 4: The contributor will now have a deposit and a debit line to zero out the contribution.

Contribution Details

Above Limit 0

Within Limit 5

ITEMS PER PAGE

RECORDS LIMIT

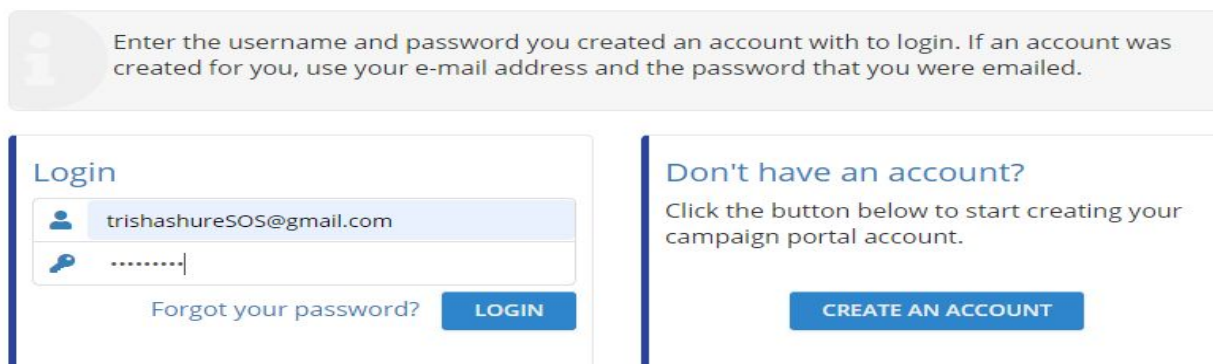
Contribution Information			Election		Contributor Information				
Date	Report Name	Amount	Year	Type	Type	Contributor Name	Address	City	
ABC Company contributed \$100.00 towards the 2019 Primary									
Return	12/23/2019	Annual Report	\$100.00	2019	Primary	Company	ABC Company	1234 Somewhere	There
Fake Company contributed \$999.00 towards the 2019 Primary									
Return	12/8/2019	Annual Report	\$999.00	2019	Primary	Company	Fake Company	Fake Address	Fake City
a a contributed \$0.00 towards the 2019 Primary									
	12/23/2019	Annual Report	(\$999.00)	2019	Primary	Individual	a a	a	a
	12/23/2019	Annual Report	\$999.00	2019	Primary	Individual	a a	a	a
Fake Person contributed \$90.00 towards the 2019 General									
Return	12/10/2019	Annual Report	\$90.00	2019	General	Individual	Fake Person	Fake Address	Fake
Fake Person contributed \$925.00 towards the 2019 Primary									
Return	12/12/2019	Annual Report	\$25.00	2019	Primary	Individual	Fake Person	Fake Address	Fake
Return	12/12/2019	Annual Report	\$900.00	2019	Primary	Individual	Fake Person	Fake Address	Fake

Fig. 4

Add an Expenditure


Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>


Step 2: Login to Campaign Finance as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

 trishashureSOS@gmail.com



[Forgot your password?](#) **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select 'Expenditures' from the left hand side.

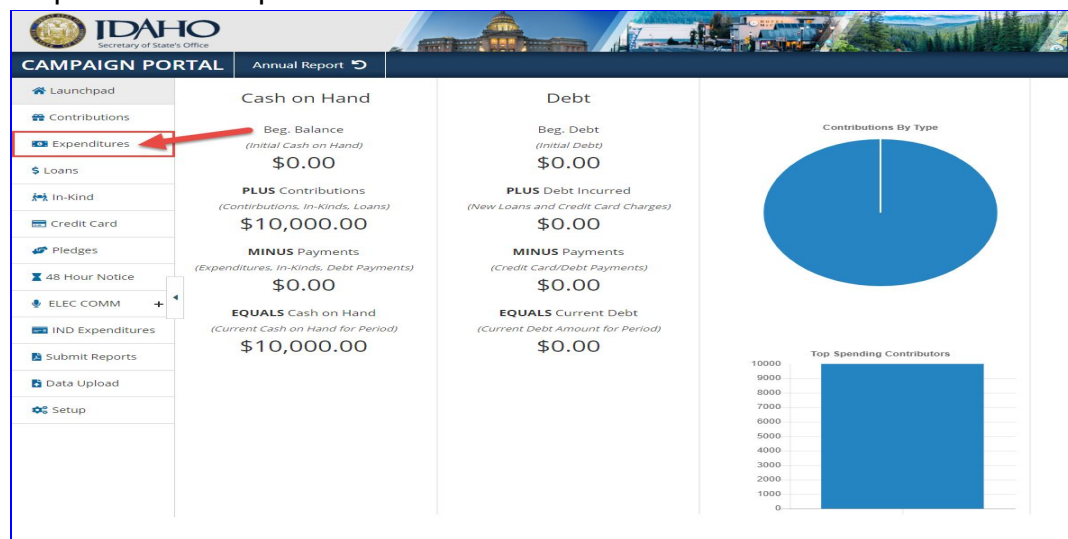


Fig. 2

Step 4: Click on 'New Expenditure' on the top right corner in Expenditures module.

Fig. 3

Step 5: Enter all of the Information regarding the expenditure.

Fig. 4

Step 6: Select 'Person or Company' and choose a name option from the search filter.

Fig. 5

Step 7: Select all of the 'Purposes' that apply to our expenditure.

PURPOSE*

- ☐ A - All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- ☒ B - Broadcast Advertising (Radio, TV, Internet & Telephone)
- ☐ C - Contributions to Candidates & PAC's
- ☐ D - Donations & Gifts
- ☐ E - Event Expenses
- ☐ F - Food & Refreshments
- ☐ G - General Operational Expenses
- ☐ I - Interest Accrued and Finance Charges
- ☐ L - Literature, Brochures, Printing
- ☐ M - Management Services
- ☐ N - Newspaper & Other Periodical Advertising
- ☐ O - Other Advertising (Yard Signs, Buttons, etc.)
- ☐ P - Postage
- ☐ S - Surveys and Polls
- ☐ T - Tickets (Events)
- ☐ U - Utilities
- ☐ W - Wages, Salaries, Benefits and Bonuses
- ☐ Y - Petition Circulators

Fig. 5

Step 8: Click 'SUBMIT.'

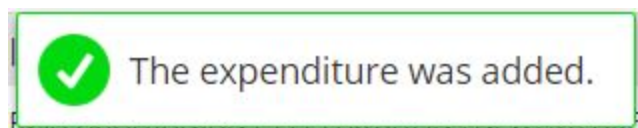


Fig. 7

* A green message will appear confirming your expenditure has been added. Once you see this, the form will clear and your ready to add your next expenditure.

Adding a Company/Person to the Recipient List

Step 1: Enter all of the Information regarding the expenditure.

EXPENDITURE DATE* EXPENDITURE AMOUNT*

3/3/2019 \$300.00

Fig. 1

Step 2: Select 'Company' and choose a name option from the search filter.

Step 3: To add Recipient Click on link “Don't see your recipient.”

Person ☐ Company ☒

Enter text to search...

Recipient		
a a a, a, ID	Select	<input type="radio"/>
MARCIA AGHAJANIAN 111 LAUGHLIN LN, WESTLAKE, ID 44145	Select	<input type="radio"/>
GAIL ALBER 111 BURTON AVE, BRATENAH, ID 44108	Select	<input type="radio"/>
JACKIE AMOS 111 E OAKLAND RD, BAY VILLAGE, ID 44140	Select	<input type="radio"/>
DENISE AUGUSTINE 111 MILLARD DR, BAY VILLAGE, ID 44140	Select	<input type="radio"/>

Page 1 of 57 (285 items) [Don't see your recipient? Click here](#)

Fig. 2

Step 4: Enter all of the necessary information for new recipient.

EXPENDITURE DATE* 3/3/2019 EXPENDITURE AMOUNT* \$300.00

New TYPE* ☐ Person ☒ Company [Back to search](#)

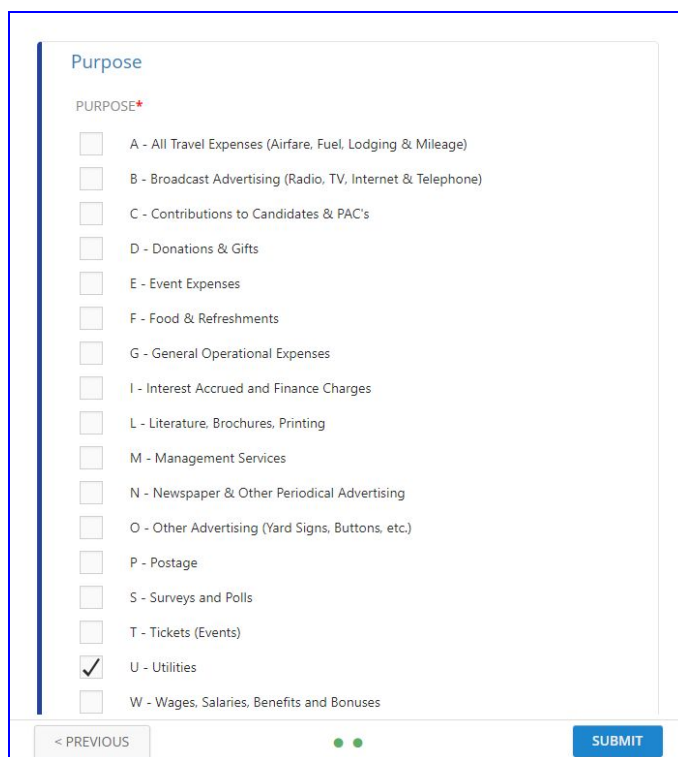
COMPANY NAME* Cars & More

ADDRESS* 1701 N Lois Ave

CITY* Tampa STATE* FL ZIP* 33607

Fig. 6

Step 5: Select all of the 'Purposes' that apply to our expenditure.



Purpose

PURPOSE*

- ☐ A - All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- ☐ B - Broadcast Advertising (Radio, TV, Internet & Telephone)
- ☐ C - Contributions to Candidates & PAC's
- ☐ D - Donations & Gifts
- ☐ E - Event Expenses
- ☐ F - Food & Refreshments
- ☐ G - General Operational Expenses
- ☐ I - Interest Accrued and Finance Charges
- ☐ L - Literature, Brochures, Printing
- ☐ M - Management Services
- ☐ N - Newspaper & Other Periodical Advertising
- ☐ O - Other Advertising (Yard Signs, Buttons, etc.)
- ☐ P - Postage
- ☐ S - Surveys and Polls
- ☐ T - Tickets (Events)
- ☒ U - Utilities
- ☐ W - Wages, Salaries, Benefits and Bonuses

< PREVIOUS SUBMIT

Fig. 7

Step 6: Click 'SUBMIT.'

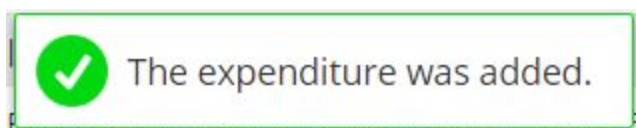



Fig. 8

* A green message will appear confirming your expenditure has been added. Once you see this, the form will clear and you're ready to add your next expenditure.


Add New Company/Person to Expenditure List


Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.

 Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login





[Forgot your password?](#)

Don't have an account?

Click the button below to start creating your campaign portal account.

Fig. 1

Step 3: Select 'Expenditures' from the left hand side.

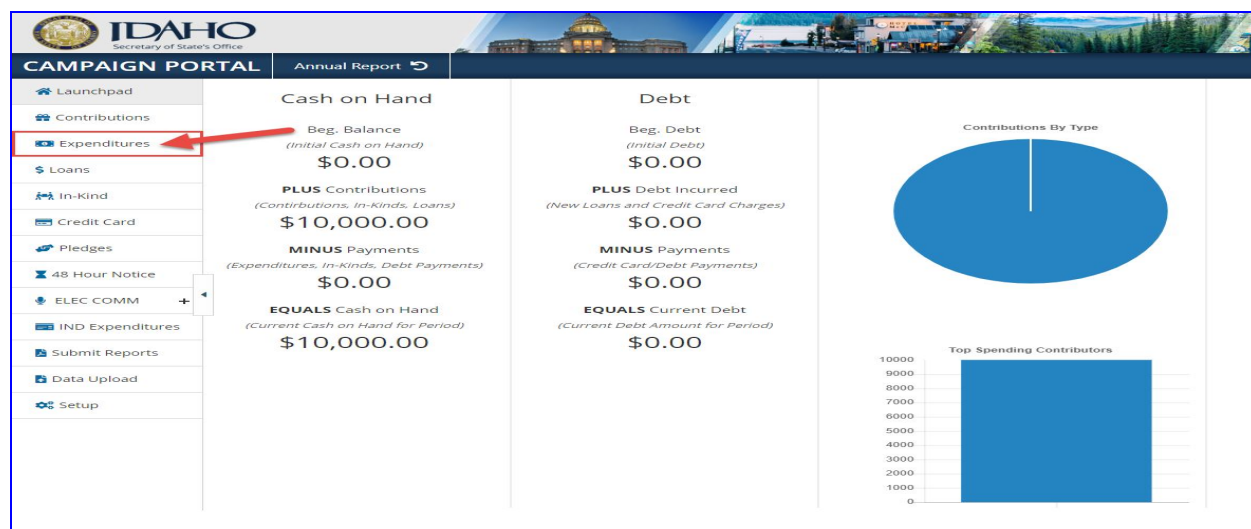


Fig. 2

Step 4: Click on 'New Expenditure' on top right corner in Expenditures module.

Fig. 3

Step 5: Enter all of the Information regarding the expenditure.

Fig. 4

Step 6: Select 'Company or Person' and choose a name option from the search filter.

Step 7: To add a new Company or Person click on link "Don't see your recipient?"

Fig. 5

Step 8: Enter all of the necessary information for new recipient.

EXPENDITURE DATE* 3/3/2019 EXPENDITURE AMOUNT* \$300.00

New Back to search

TYPE* ☐ Person ☒ Company

COMPANY NAME* Cars & More

ADDRESS* 1701 N Lois Ave

CITY* Tampa STATE* FL ZIP* 33607

Fig. 6

Step 9: Select all of the 'Purposes' that apply to your expenditure.

Purpose

PURPOSE*

- ☐ A - All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- ☐ B - Broadcast Advertising (Radio, TV, Internet & Telephone)
- ☐ C - Contributions to Candidates & PAC's
- ☐ D - Donations & Gifts
- ☐ E - Event Expenses
- ☐ F - Food & Refreshments
- ☐ G - General Operational Expenses
- ☐ I - Interest Accrued and Finance Charges
- ☐ L - Literature, Brochures, Printing
- ☐ M - Management Services
- ☐ N - Newspaper & Other Periodical Advertising
- ☐ O - Other Advertising (Yard Signs, Buttons, etc.)
- ☐ P - Postage
- ☐ S - Surveys and Polls
- ☐ T - Tickets (Events)
- ☒ U - Utilities
- ☐ W - Wages, Salaries, Benefits and Bonuses

< PREVIOUS SUBMIT

Fig. 7

Step 10: Click 'SUBMIT.'



Fig. 8

* A green message will appear confirming your expenditure has been added. Once you see this, the form will clear and you're ready to add your next expenditure.

Edit a Company/Person

Step 1: View All Expenditures

Expenditure Information				Recipient Information			
Date	Amount	Type	Purpose	Type	Recipient Name	Address	City
3/2/2019	\$100.00		E	Individual	PETER PARKER	2123 Success Ave	Lakeland
3/2/2019	\$200.00		P	Individual	Julia Roberts	123 North West	Tampa
3/3/2019	\$300.00		U	Company	Cars & More	1701 N Lois Ave	Tampa
3/3/2019	\$300.00		B	Company	Umbrella Corp	1233 South Florida Ave	Lakeland

Fig. 1

Step 2: Click on the pencil icon next to the Expenditure you want to edit.

			\$300.00		B	Company	Umbrella Corp
--	--	--	----------	--	---	---------	---------------

Fig. 2

Step 3: Make the desired changes.

Fig. 3

Step 4: Click 'SUBMIT.'



Fig. 4

Step 5: Verify modified Expenditure.

		3/4/2019	\$350.00	P	Company	Umbrella Corp
--	--	----------	----------	---	---------	---------------

Fig. 5

Delete Personal Recipient

Step 1: View All Expenditure.

		Expenditure Information				Recipient Information	
		Date	Amount	Type	Purpose	Type	Recipient Name
		3/2/2019	\$100.00		E	Individual	PETER PARKER
		3/2/2019	\$200.00		P	Individual	Julia Roberts
		3/3/2019	\$300.00		U	Company	Cars & More
		3/3/2019	\$300.00		B	Company	Umbrella Corp

Fig. 1

Step 2: Click the red “X” next to the expenditure.

		3/2/2019	\$200.00	P	Individual	Julia Roberts
--	--	----------	----------	---	------------	---------------

Fig.2

Step 3: Pop-up confirming Deletion of Expenditure.

Delete Expenditure


Are you sure you want to delete this expenditure for \$200.00 from 3/2/2019?

NO YES

Fig. 3

Step 4: Click the ‘Yes.’

Step 5: Verify Deleted Expenditure


IDAHO
 Secretary of State's Office

CAMPAIGN PORTAL | Annual Report ↻

[HOME](#) | [ELECTIONS](#) | [USER GU](#)

Itemized Expenditures
 [UPLOAD EXPENDITURES FILE](#)
[NEW EXPENDITURE](#)
[NEW UNITEMIZED EXPENDITURE](#)

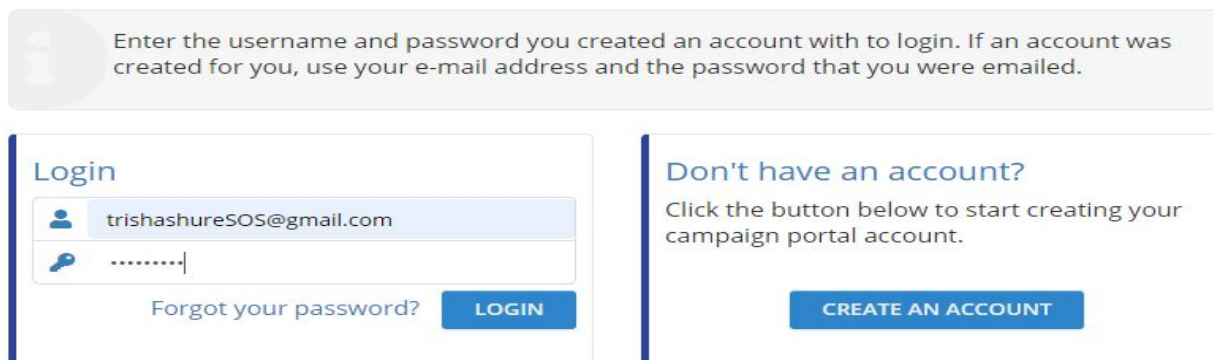
Expenditure Information					Recipient Information			
	Date	Amount	Type	Purpose	Type	Recipient Name	Address	City
✖	3/2/2019	\$100.00		E	Individual	PETER PARKER	2123 Success Ave	Lakeland
✖	3/2/2019	\$200.00		P	Individual	Julia Roberts	123 North West	Tampa
✖	3/3/2019	\$300.00		U	Company	Cars & More	1701 N Lois Ave	Tampa
✖	3/3/2019	\$300.00		B	Company	Umbrella Corp	1233 South Florida Ave	Lakeland

Fig. 4

Edit an Expenditure

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

trishashureSOS@gmail.com

.....

Forgot your password? **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select 'Expenditures' from the left hand side.

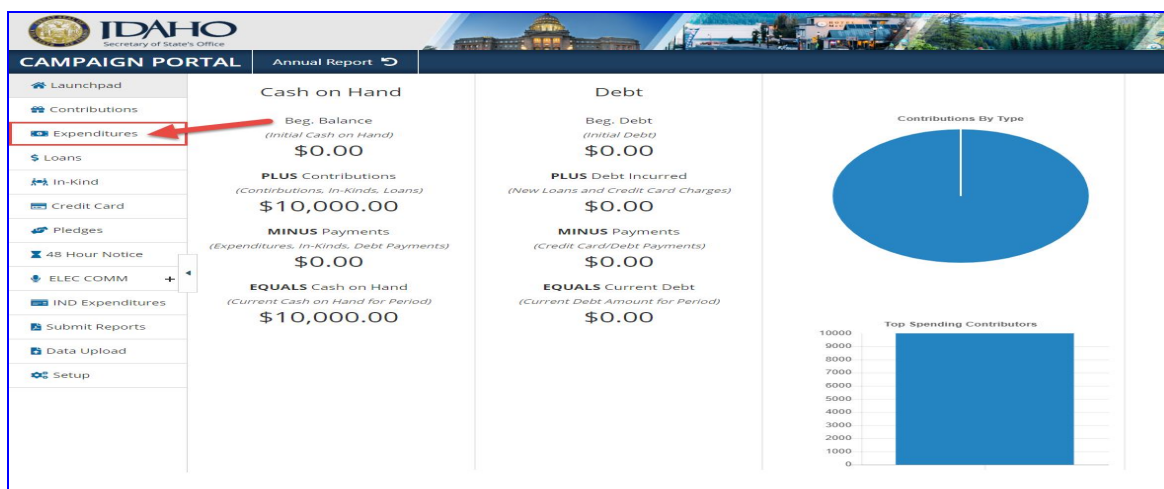


Fig. 2

Step 4: View 'All Expenditure.'

IDAHO
Secretary of State's Office

CAMPAIGN PORTAL Annual Report

HOME | ELECTIONS | USER GUI

Itemized Expenditures

UPLOAD EXPENDITURES FILE NEW EXPENDITURE NEW UNITEMIZED EXPENDITURE

Expenditure Information					Recipient Information			
Date	Amount	Type	Purpose	Type	Recipient Name	Address	City	
3/2/2019	\$100.00		E	Individual	PETER PARKER	2123 Success Ave	Lakeland	
3/2/2019	\$200.00		P	Individual	Julia Roberts	123 North West	Tampa	
3/3/2019	\$300.00		U	Company	Cars & More	1701 N Lois Ave	Tampa	
3/3/2019	\$300.00		B	Company	Umbrella Corp	1233 South Florida Ave	Lakeland	

Fig. 3

Step 5: Click on the pencil icon next to the Expenditure you want to edit.

			\$300.00		B	Company	Umbrella Corp
--	--	--	----------	--	---	---------	---------------

Fig. 4

Step 6: Make the desired changes.

EXPENDITURE DATE*

3/4/2019

EXPENDITURE AMOUNT*

\$350.00

Fig. 5

Step 7: Click 'SUBMIT.'

The Changes Were Saved

Fig. 6

Step 8: Verify modified Expenditure.


		3/4/2019	\$350.00		P	Company	Umbrella Corp
--	--	----------	------------------------------------------------------	--	---	---------	---------------

Fig. 7


Delete an Expenditure


Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.

 Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login





[Forgot your password?](#)

Don't have an account?

Click the button below to start creating your campaign portal account.

Fig. 1

Step 3: Select 'Expenditures' from the left hand side.

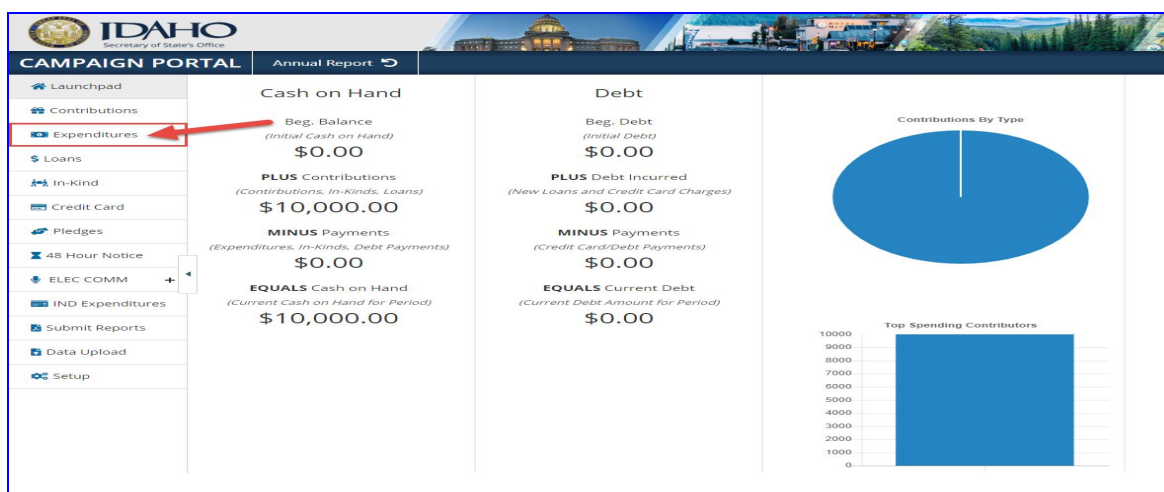


Fig. 2

Step 4: View 'All Expenditure.'









	Expenditure Information				Recipient Information	
	Date	Amount	Type	Purpose	Type	Recipient Name
 	3/2/2019	\$100.00		E	Individual	PETER PARKER
 	3/2/2019	\$200.00		P	Individual	Julia Roberts
 	3/3/2019	\$300.00		U	Company	Cars & More
 	3/3/2019	\$300.00		B	Company	Umbrella Corp

Fig. 3

Step 5: Click the red “X” next to the expenditure.



 		\$200.00		P	Individual	Julia Roberts
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	----------	--	---	------------	---------------

Fig. 4

Step 6: Confirm and click ‘Yes’ on the pop-up confirming the deletion of the expenditure.

Delete Expenditure

Are you sure you want to delete this expenditure for \$200.00 from 3/2/2019?

NO
YES

Fig. 5

Step 7: Verify expenditure deleted.










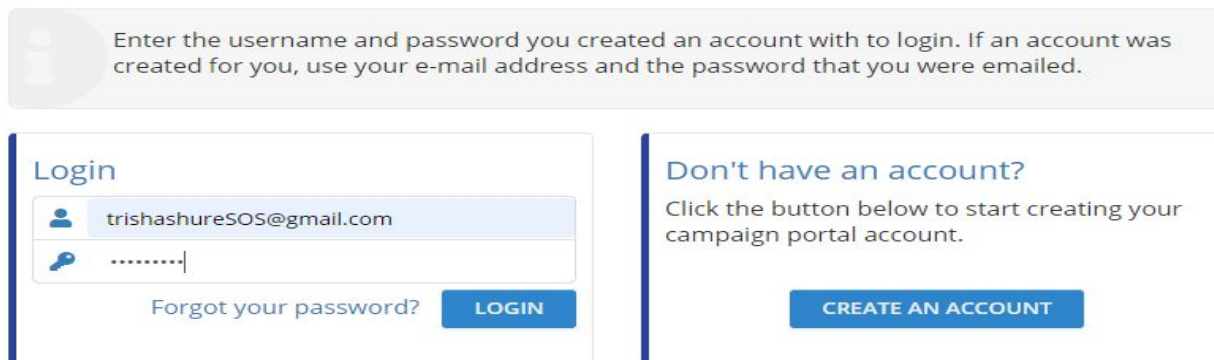
<div>  <div> CAMPAIGN PORTAL Annual Report </div> <div> HOME ELECTIONS USER GUIDE </div> </div>								
Itemized Expenditures								
<div> <div> <div> <div> </div> <div> </div> </div> <div> <div> </div> <div> </div> </div> </div> </div>								
<div> <div> <div> <div> </div> <div> </div> </div> <div> <div> </div> <div> </div> </div> </div> </div>								
<div> <div> <div> <div> </div> <div> </div> </div> <div> <div> </div> <div> </div> </div> </div> </div>								
 	3/2/2019	\$100.00		E	Individual	PETER PARKER	2123 Success Ave	Lakeland
 	3/2/2019	\$200.00		P	Individual	Julia Roberts	123 North West	Tampa
 	3/3/2019	\$300.00		U	Company	Cars & More	1701 N Lois Ave	Tampa
 	3/3/2019	\$300.00		B	Company	Umbrella Corp	1233 South Florida Ave	Lakeland

Fig. 6

In-Kind Contributions

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Portal as Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

trishashureSOS@gmail.com

.....

Forgot your password? **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig.1

Step 3: Select 'In-Kind' from the left-hand side.



Fig. 2

Step 4: Click on 'New In-Kind' on the top right corner.

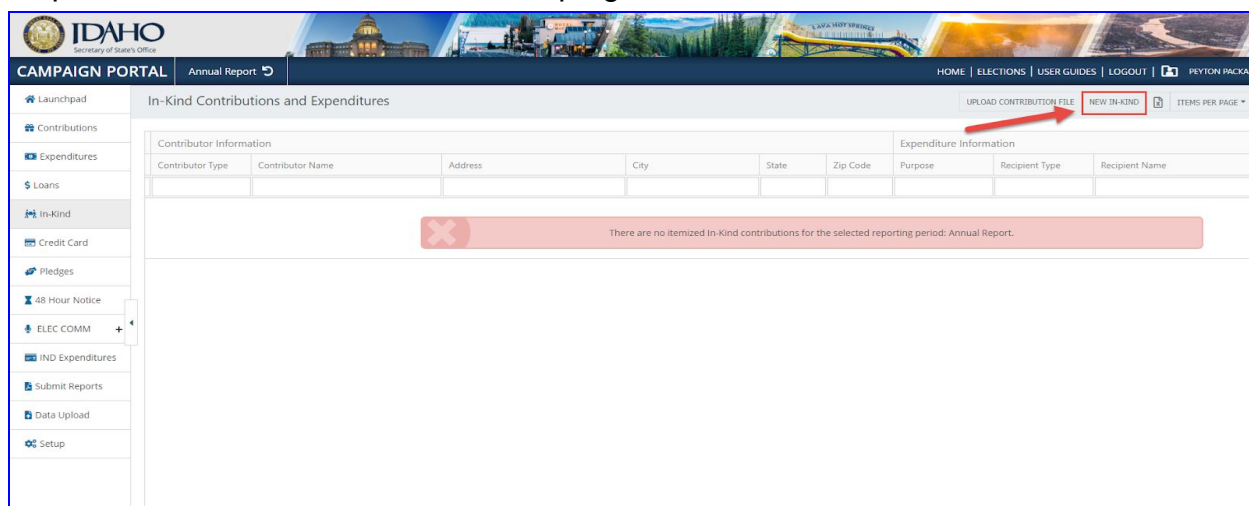


Fig. 3

Step 5: Enter all of the information regarding the In-kind contribution.

This screenshot shows a portion of the contribution form. It includes two input fields: 'CONTRIBUTION DATE*' with the value '8/7/2019' and a dropdown arrow, and 'CONTRIBUTION AMOUNT*' with the value '\$300.00'. Below these fields are two radio buttons labeled 'Person' and 'Company'. The 'Company' radio button is selected.

Fig. 4


Step 6: Select 'Person or Company' and choose the correct match from the drop down menu. If the contributor is new go to **Adding In-Kind Contributions: Not in list** instructions below.

This screenshot shows the same contribution form as Fig. 4, but with additional information. Below the radio buttons, there is a dropdown menu for 'Party City' with a close button (X). Below this, a table lists contributors. The first entry is 'Party City | 109 Westlake Blvd, Boise, ID 44444', which is highlighted. To the right of this entry is a 'Select' button and a radio button. The 'Company' radio button is selected. At the bottom of the form, there is a link: 'Don't see your contributor? Click here'.

Fig. 5

Step 7: Click 'Next.'

Step 8: Enter all of the information regarding the In-kind expenditure. Click 'Next.'



Expenditure Information

Expenditure Amount
\$300.00

☐ Person ☒ Company

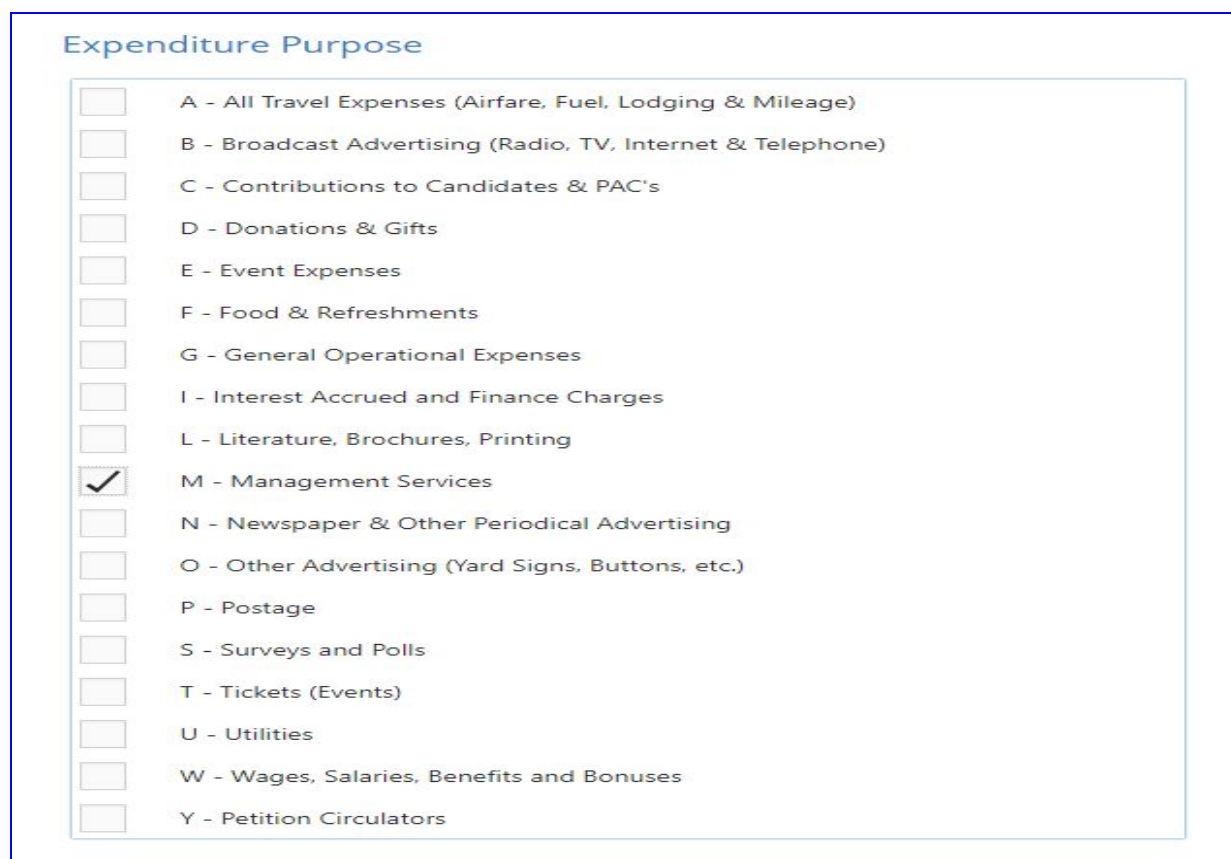
Party City

Recipient
Party City | 109 Westlake Blvd, Boise, ID 44444 [Select](#) ☒

[Don't see your recipient? Click here](#)

Fig. 6

Step 9: Select expenditure purpose and click 'Submit.'



Expenditure Purpose

- ☐ A - All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- ☐ B - Broadcast Advertising (Radio, TV, Internet & Telephone)
- ☐ C - Contributions to Candidates & PAC's
- ☐ D - Donations & Gifts
- ☐ E - Event Expenses
- ☐ F - Food & Refreshments
- ☐ G - General Operational Expenses
- ☐ I - Interest Accrued and Finance Charges
- ☐ L - Literature, Brochures, Printing
- ☒ M - Management Services
- ☐ N - Newspaper & Other Periodical Advertising
- ☐ O - Other Advertising (Yard Signs, Buttons, etc.)
- ☐ P - Postage
- ☐ S - Surveys and Polls
- ☐ T - Tickets (Events)
- ☐ U - Utilities
- ☐ W - Wages, Salaries, Benefits and Bonuses
- ☐ Y - Petition Circulators

Fig. 7



er text to search

☒ The contribution was added.

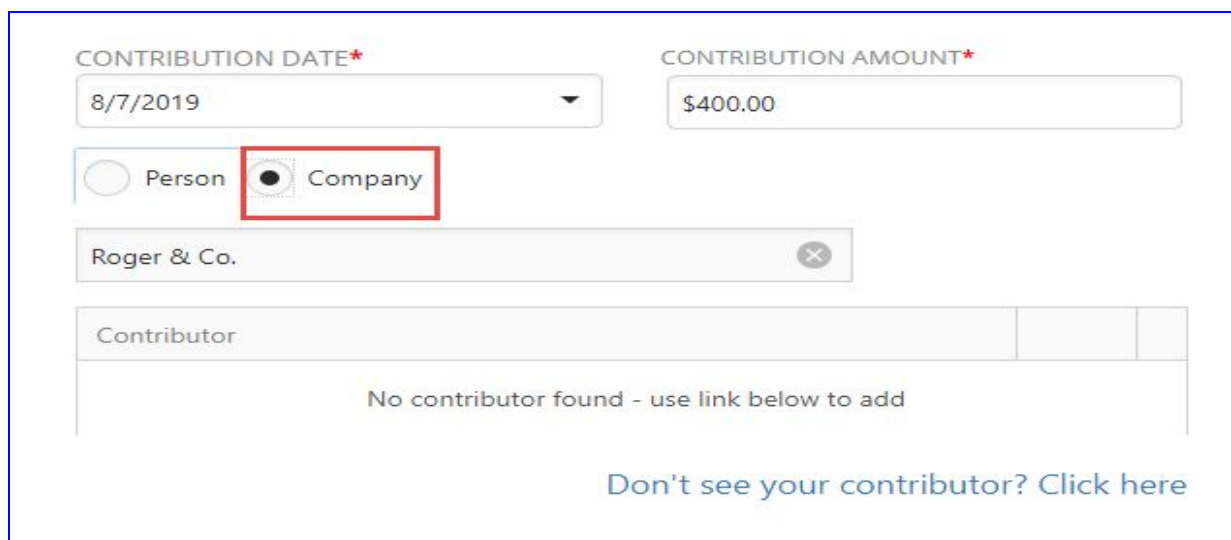
in

Fig. 8

* A green message will appear confirming your contribution has been added. Once you see this, the form will clear and your ready to add your next contribution.

Adding In-Kind Contributions: Not in list

Step 1: Enter all of the Information regarding the contribution.



CONTRIBUTION DATE* 8/7/2019

CONTRIBUTION AMOUNT* \$400.00

☐ Person ☒ Company

Roger & Co.

Contributor

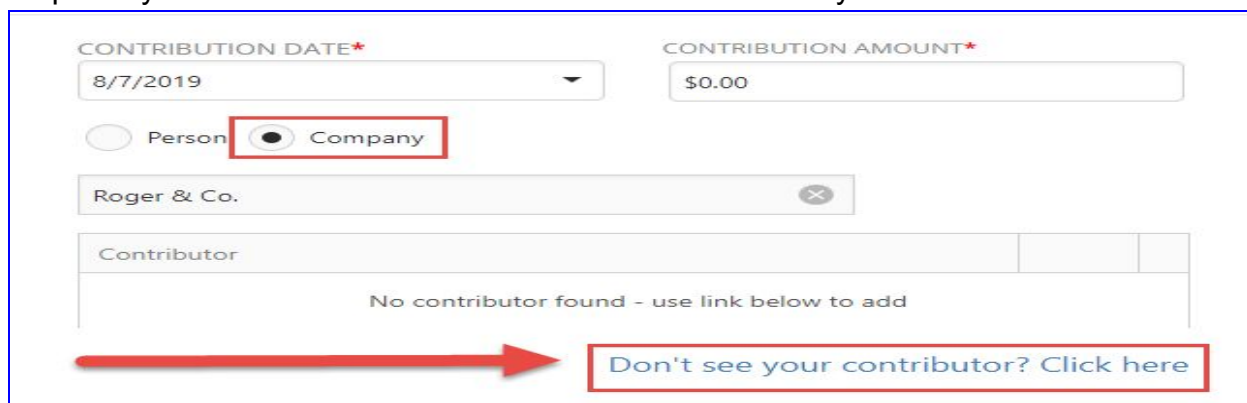
No contributor found - use link below to add

[Don't see your contributor? Click here](#)

Fig. 1

Step 2: Select 'Company' and choose a name option from the search filter.

Step 3: If you can't find contributor. Click on link 'Don't see your contributor.'



CONTRIBUTION DATE* 8/7/2019

CONTRIBUTION AMOUNT* \$0.00

☐ Person ☒ Company

Roger & Co.

Contributor

No contributor found - use link below to add

[Don't see your contributor? Click here](#)

Fig. 2

Step 4: Using the reference page enter all of the necessary information. Click 'Next.'

CONTRIBUTION DATE*		CONTRIBUTION AMOUNT*	
8/7/2019 ▼		\$400.00	
New Contributor		Back to search	
TYPE*			
<input type="radio"/> Person <input checked="" type="radio"/> Company			
COMPANY NAME*			
Roger & Co.			
ADDRESS*			
765 Boiseberry Road			
CITY*	STATE*	ZIP*	
Idaho Falls	ID ▼	83402	

Fig. 3

Step 5: Select purpose for expenditures.

Expenditure Purpose

<input type="checkbox"/>	A - All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
<input type="checkbox"/>	B - Broadcast Advertising (Radio, TV, Internet & Telephone)
<input type="checkbox"/>	C - Contributions to Candidates & PAC's
<input checked="" type="checkbox"/>	D - Donations & Gifts
<input type="checkbox"/>	E - Event Expenses
<input type="checkbox"/>	F - Food & Refreshments
<input type="checkbox"/>	G - General Operational Expenses
<input type="checkbox"/>	I - Interest Accrued and Finance Charges
<input type="checkbox"/>	L - Literature, Brochures, Printing
<input type="checkbox"/>	M - Management Services
<input type="checkbox"/>	N - Newspaper & Other Periodical Advertising
<input type="checkbox"/>	O - Other Advertising (Yard Signs, Buttons, etc.)
<input type="checkbox"/>	P - Postage
<input type="checkbox"/>	S - Surveys and Polls
<input type="checkbox"/>	T - Tickets (Events)
<input type="checkbox"/>	U - Utilities
<input type="checkbox"/>	W - Wages, Salaries, Benefits and Bonuses
<input type="checkbox"/>	Y - Petition Circulators

Fig. 4

Step 6: Click 'Submit.'



Fig. 5

* A green message will appear confirming your contribution has been added. Once you see this, the form will clear and you're ready to add your next contribution.

Make a Loan Payment

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.

Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

[Forgot your password?](#)

Don't have an account?

Click the button below to start creating your campaign portal account.

Fig. 1

Step 3: Select “Loans” from the left hand side.

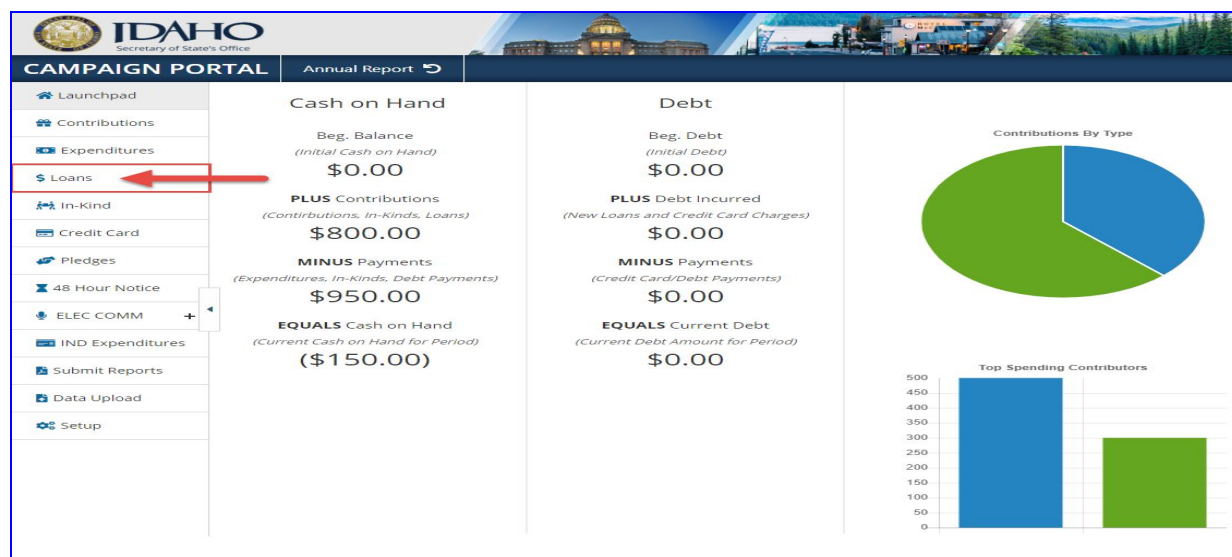


Fig. 2

Step 4: Identify specific loan.

Biggle Bank Make Payment Add Interest	LOAN AMOUNT \$300.00	LOAN DATE 02/25/2019	TOTAL INTEREST \$0.00	BALANCE \$300.00	LOAN REPORT Annual Report
-------------------------------------------------------------------------------------	--------------------------------	--------------------------------	---------------------------------	----------------------------	-------------------------------------

Fig. 3

Step 5: Click ‘Make Payment’ link.



Biggle Bank  		LOAN AMOUNT \$300.00	LOAN DATE 02/25/2019
Make Payment		Add Interest	

Fig. 4

Step 6: Fill out the “Loan Details” information.

Loan Information LENDER Biggle Bank LENDER ADDRESS 8329 Gold Road Boise ID 83704		
LOAN DATE 02/25/2019	LOAN AMOUNT \$300.00	REMAINING BALANCE \$150.00

Loan Details	
DATE* <input type="text" value="3/1/2019"/>	LOAN PAYMENT* <input type="text" value="\$100.00"/>

Fig. 5

Step 7: Click “Submit”.

Step 8: Payment Successful!


	The loan payment was successfully processed! Click Here to view.
-------------------------------------------------------------------------------------	----------------------------------------------------------------------------------

Fig. 6


Add a New Loan


Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.

 Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

 trishashureSOS@gmail.com



[Forgot your password?](#)

LOGIN

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select “Loans” from the left hand side.

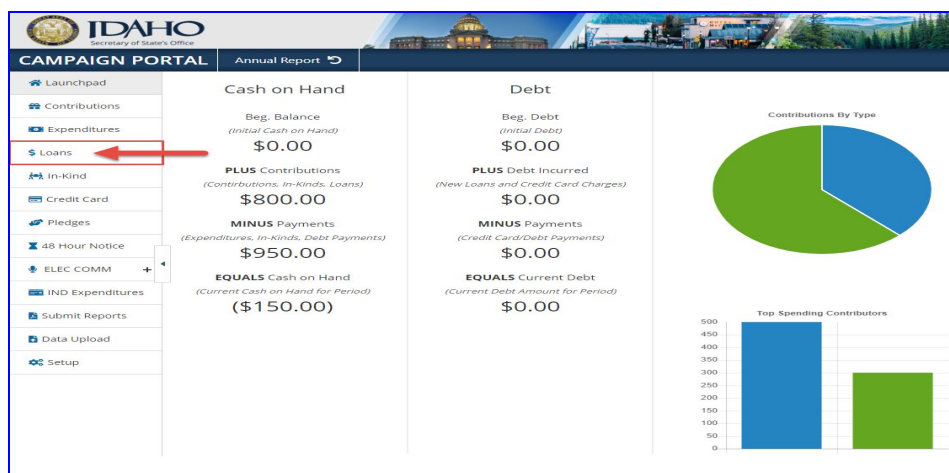


Fig. 2

Step 4: Click on ‘New Loan’ on the top right corner.

IDAHO
Secretary of State's Office

CAMPAIGN PORTAL Annual Report

HOME | ELECTIONS | USER GUIDES | LOGOUT | PEYTON PACKARD

Loans

NEW LOAN

ROBERT T HILL

LOAN AMOUNT \$100.00

LOAN DATE 03/03/2019

TOTAL INTEREST \$0.00

BALANCE \$100.00

LOAN REPORT Annual Report

LENDER ADDRESS 111 DUNDEEN CIR BROOKLYN HTS, ID 44131

Make Payment Add Interest

Transaction Type	Transaction Report	Transaction Date	Transaction Amount
No data to display			

Fig. 3

Step 5: Enter all of the Information regarding the loan.

Step 6: Select "Company" and choose a name option from the search filter. If the company name is not located, click on 'Don't see your lender? Click here.'

Don't see your lender? Click here

Fig. 4

Step 7: Click 'Submit.'



Fig. 5

Add a New Loan Company

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.

Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

[Forgot your password?](#)

Don't have an account?

Click the button below to start creating your campaign portal account.

Fig. 1

Step 3: Select “Loans” from the left hand side.

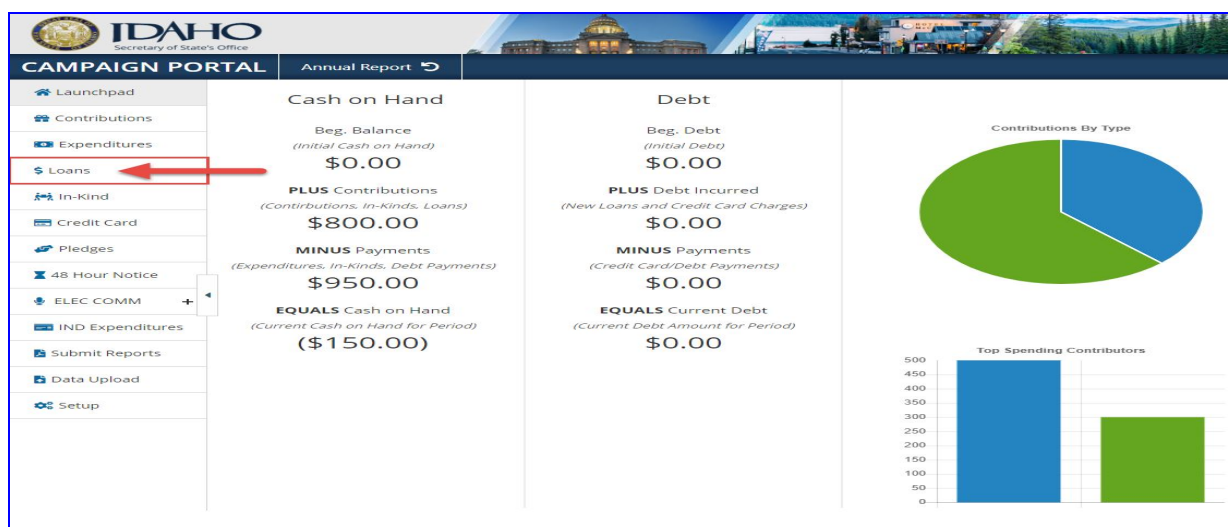
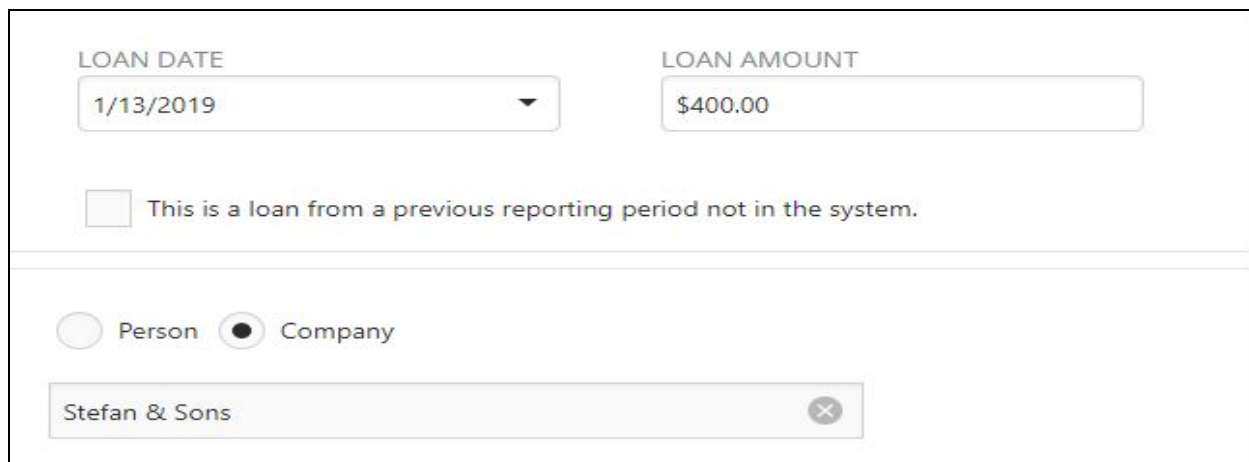


Fig. 2

Step 4: Click on ‘New Loan’ on the top right corner.

Fig. 3

Step 5: Enter all of the information regarding the loan.



LOAN DATE
1/13/2019

LOAN AMOUNT
\$400.00

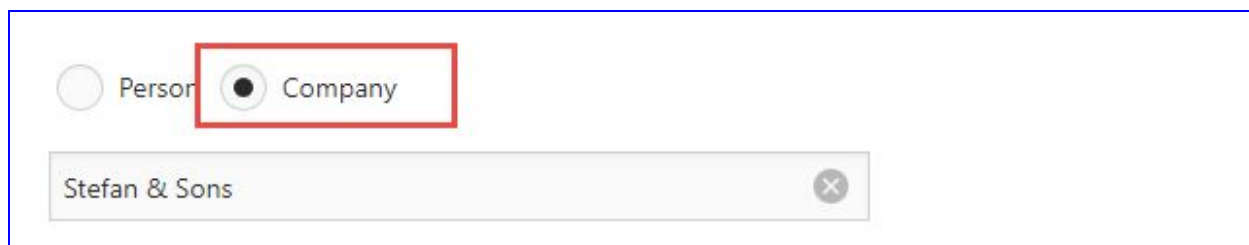
☐ This is a loan from a previous reporting period not in the system.

☐ Person ☒ Company

Stefan & Sons

Fig. 4

Step 6: Select “Company” and choose a name option from the search filter. If you can't find lender. Click on “Don't see your lender? Click here.”

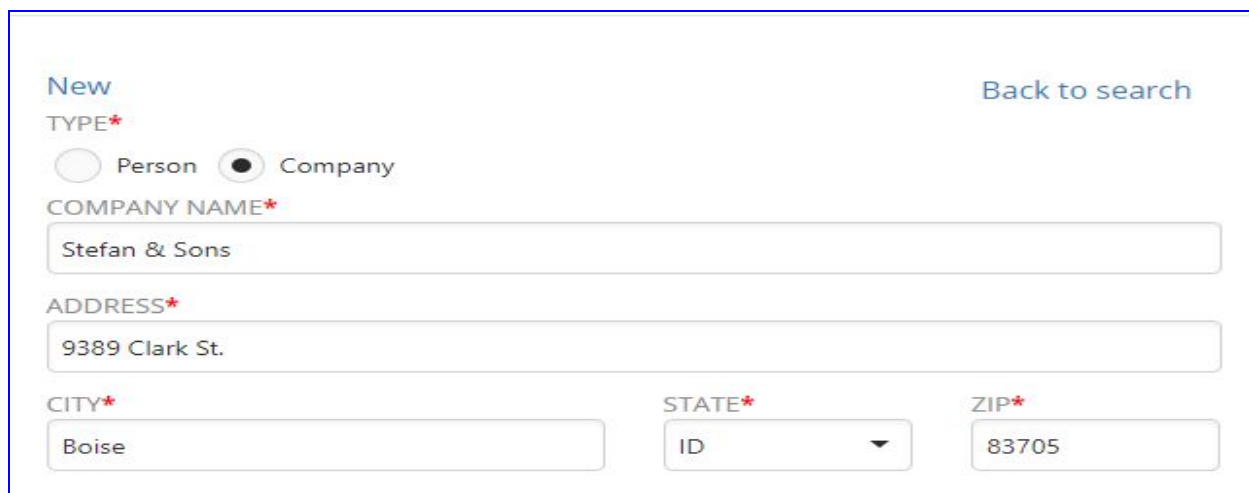


☐ Person ☒ Company

Stefan & Sons

Fig. 5

Step 7: Enter all of the necessary information for loan.



New [Back to search](#)

TYPE*

☐ Person ☒ Company

COMPANY NAME*

Stefan & Sons

ADDRESS*

9389 Clark St.

CITY*

Boise

STATE*

ID

ZIP*

83705

Fig. 6

Step 8: Click 'SUBMIT.'

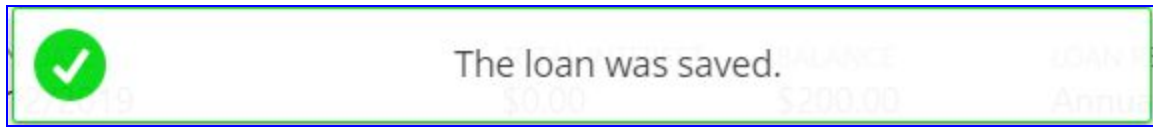


Fig. 7

Add a New Loan by Person

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.

Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

[Forgot your password?](#)

LOGIN

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select “Loans” from the left hand side.

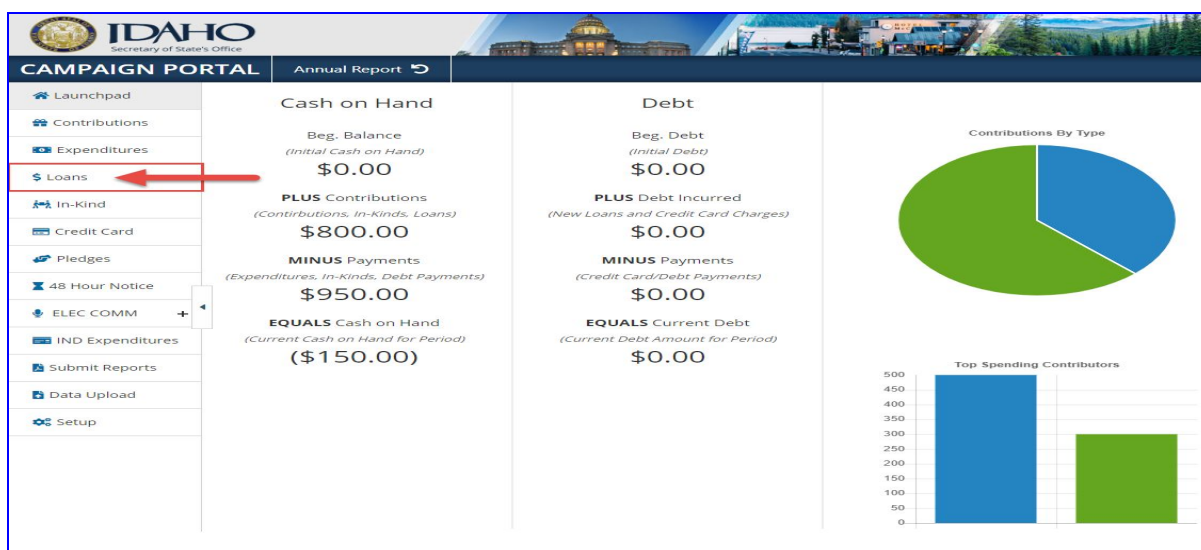


Fig. 2

Step 4: Click on ‘New Loan’ on the top right-hand corner.

The screenshot shows the 'Loans' section of the Idaho Campaign Portal. At the top, there's a header with the Idaho Secretary of State's Office logo and navigation links like 'HOME', 'ELECTIONS', 'USER GUIDES', 'LOGOUT', and 'PEYTON HACKARD'. Below the header, the 'Loans' tab is active. A 'NEW LOAN' button is highlighted with a red box. The main content area displays details for a loan to 'ROBERT T HILL'. The loan amount is \$100.00, the loan date is 03/03/2019, and the total interest is \$0.00. The balance is \$100.00. The loan report is an 'Annual Report'. The lender address is '111 DUNDEEN CIR BROOKLYN HTS, ID 44131'. Below this, there's a table with columns for 'Transaction Type', 'Transaction Report', 'Transaction Date', and 'Transaction Amount'. The table is currently empty, showing 'No data to display'.

Fig. 3

Step 5: Enter all of the information regarding the loan.

The screenshot shows the loan entry form. It has two main sections. The top section contains a 'LOAN DATE' dropdown menu with '2/12/2019' selected and a 'LOAN AMOUNT' text input field with '\$200.00' entered. Below these is a checkbox labeled 'This is a loan from a previous reporting period not in the system.' The bottom section has two radio buttons: 'Person' (which is selected) and 'Company'. Below the radio buttons is a search filter input field containing the text 'Tanner Shark' and a close button (X).

Fig. 4

Step 6: Select 'Person' and choose a name option from the search filter.

Step 7: Can't find lender? Click on "Don't see your lender? Click here"

☒ Person
 ☐ Company

Lender		
a a a, a, ID	Select	<input type="radio"/>
MARCIA AGHAJANIAN 111 LAUGHLIN LN, WESTLAKE, ID 44145	Select	<input type="radio"/>
GAIL ALBER 111 BURTON AVE, BRATENAHL, ID 44108	Select	<input type="radio"/>
JACKIE AMOS 111 E OAKLAND RD, BAY VILLAGE, ID 44140	Select	<input type="radio"/>
DENISE AUGUSTINE 111 MILLARD DR, BAY VILLAGE, ID 44140	Select	<input type="radio"/>

Page 1 of 57 (285 items) ◀ ▶



[Don't see your lender? Click here](#)

Fig. 5

Step 8: Enter all of the necessary information for the new lender.

[New](#)
[Back to search](#)

TYPE*
 ☒ Person
 ☐ Company

FIRST NAME*
 LAST NAME*

ADDRESS*

CITY*
 STATE*
 ZIP*

Fig. 6

Step 9: Click 'SUBMIT.'




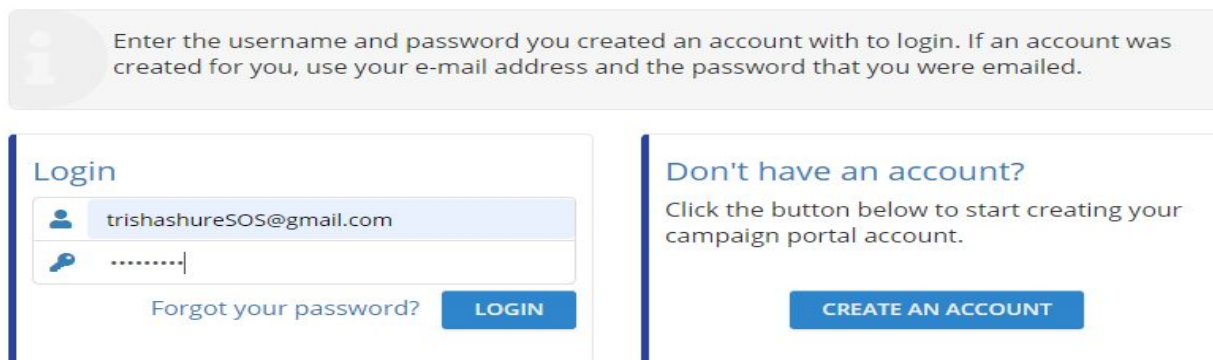
Tanner Shark	LOAN AMOUNT	LOAN	 The loan was saved.	REPORT	LE
 	\$200.00	02/		al Report	10
Make Payment Add Interest					

Fig. 7

Edit Loan Information

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

trishashureSOS@gmail.com

.....

[Forgot your password?](#) **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig.1

Step 3: Select “Loans” from the left hand side.

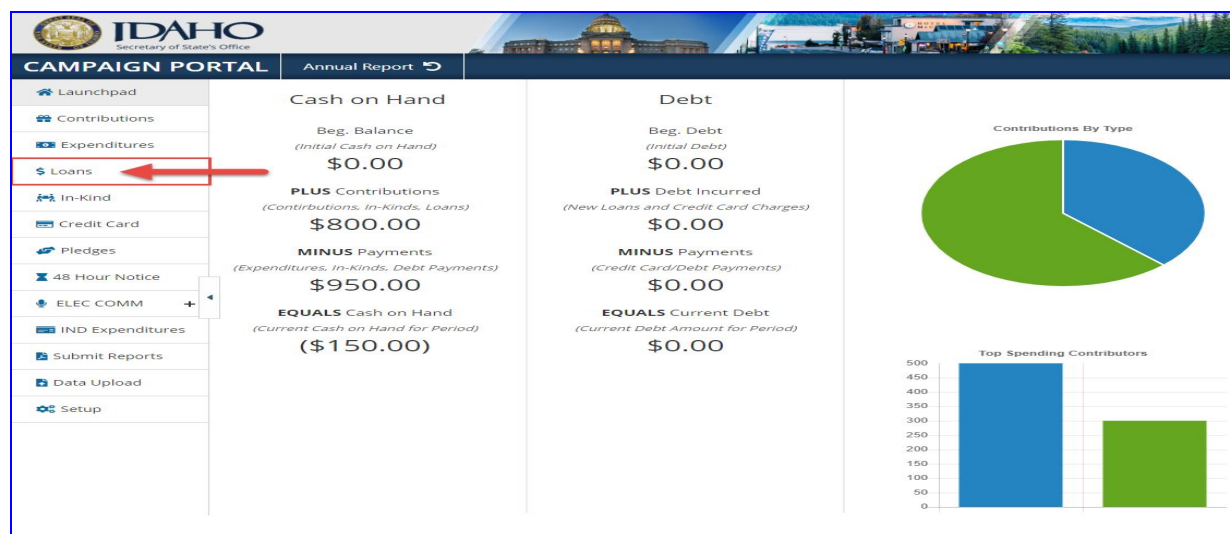


Fig. 2

Step 4: Identify specific loan.

Stefan & Sons  	LOAN AMOUNT \$400.00	LOAN DATE 01/13/2019	TOTAL INTEREST \$0.00	BALANCE \$400.00	LOAN REPORT Annual Report
Make Payment Add Interest					

Fig. 3

Step 5: Click on the pencil icon next to the record you want to edit.



Stefan & Sons		LOAN AMOUNT	LOAN DATE	TOTAL INTEREST	BALANCE
		\$400.00	01/13/2019	\$0.00	\$400.00
Make Payment Add Interest					

Fig. 4

Step 6: Make the needed changes.

LOAN DATE	LOAN AMOUNT
1/13/2019	\$600.00

Fig. 5

Step 7: Click "SUBMIT".


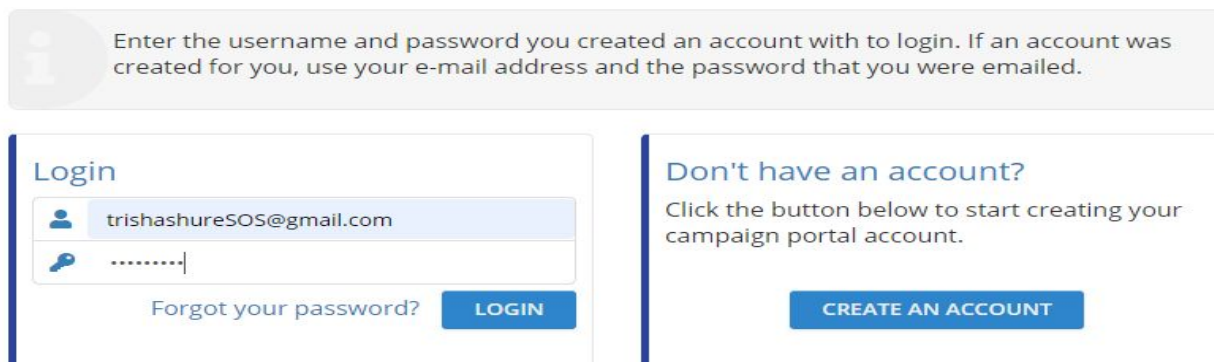
	The loan was saved.
------------------------------------------------------------------------------------	---------------------

Fig. 6

Edit a Payment in Loans

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Portal as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

trishashureSOS@gmail.com

.....

Forgot your password? **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select “Loans” from the left hand side.

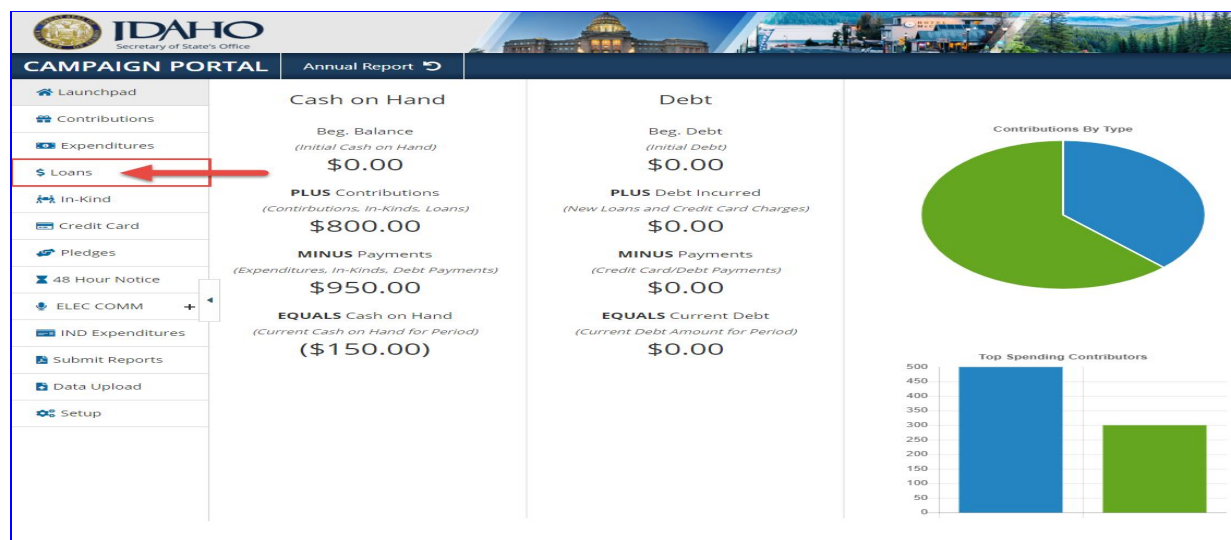


Fig. 2

Step 4: Identify specific payment.






		LOAN AMOUNT \$300.00	LOAN DATE 02/25/2019	TOTAL INTEREST \$5.50	BALANCE \$205.50	LOAN REPORT Annual Report
Make Payment Add Interest						
	Transaction Type	Transaction Report	Transaction Date			
 	Payment	Annual Report	03/01/2019			
 	Interest	Annual Report	03/01/2019			

Fig. 3

Step 5: Click on the pencil icon next to the record you want to edit.


	Transaction Type	Transaction Report
 	Payment	Annual Report
 	Interest	Annual Report

Fig. 4

Step 6: Make the necessary changes.

Loan Information

LENDER
Biggle Bank

LENDER ADDRESS
8329 Gold Road Boise ID 83704

LOAN DATE 02/25/2019	LOAN AMOUNT \$300.00	REMAINING BALANCE \$211.00
-------------------------	-------------------------	-------------------------------

Interest Details

DATE*

INTEREST

Fig. 5

Step 7: Click "SUBMIT".



Fig. 6


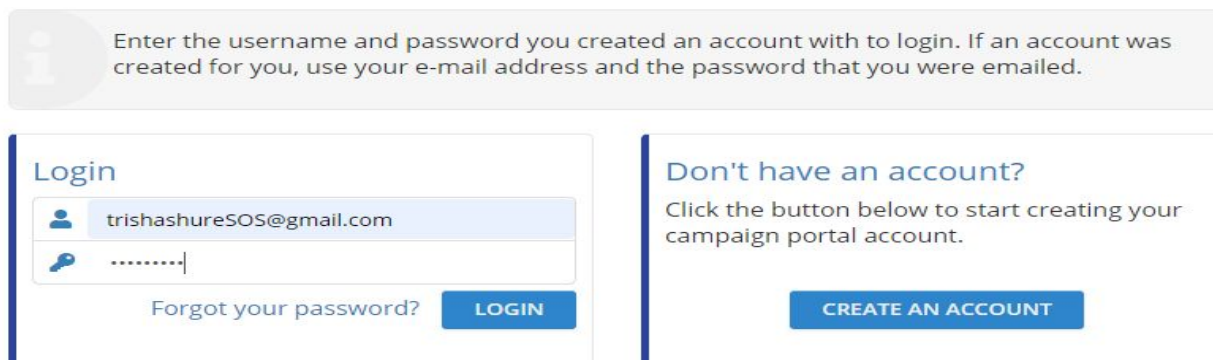
Biggle Bank		LOAN AMOUNT	LOAN DATE	TOTAL INTEREST	BALANCE
		\$300.00	02/25/2019	\$10.00	\$210.00
Make Payment Add Interest					

Fig. 7

Deleting a Loan Payment

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

trishashureSOS@gmail.com

.....

Forgot your password? **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select 'Loans' from the left hand side.

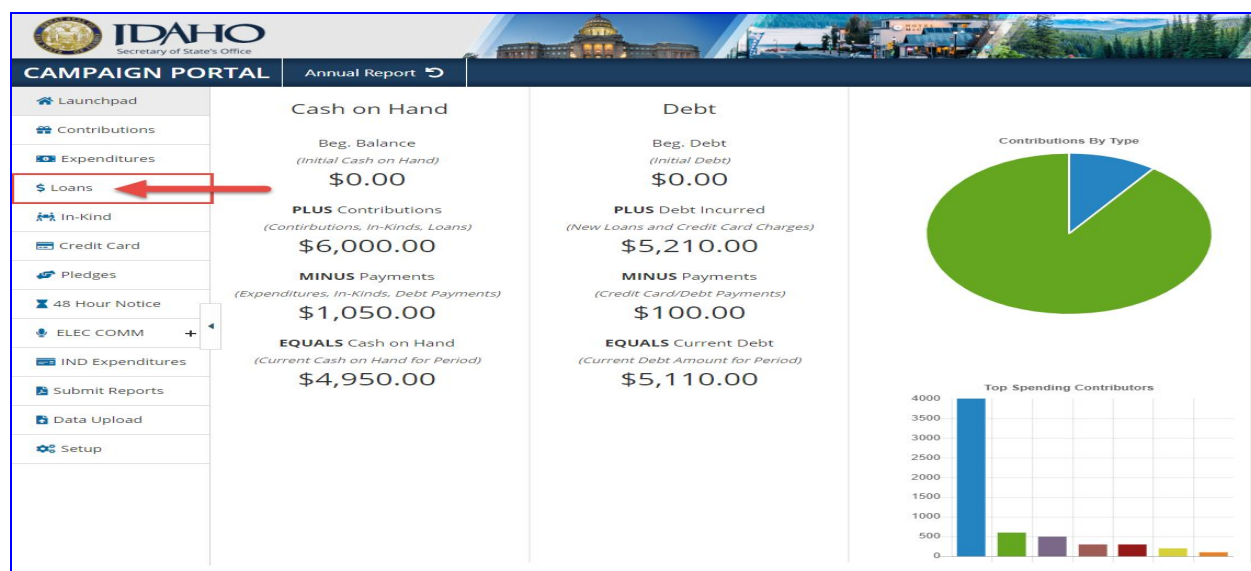


Fig. 2



Step 4: View all Loans.

Loans

NEW LOAN

ITEMS PER PAGE

ROBERT T HILL



LOAN AMOUNT
\$100.00

LOAN DATE
03/03/2019

TOTAL INTEREST
\$0.00

BALANCE
\$100.00

LOAN REPORT
Annual Report

LENDER ADDRESS
111 DUNDEEN CIR BROOKLYN HTS, ID 44131

[Make Payment](#)

[Add Interest](#)

Transaction Type



Transaction Report

Transaction Date

Transaction Amount

No data to display

Tanner Shark



LOAN AMOUNT
\$200.00

LOAN DATE
02/12/2019

TOTAL INTEREST
\$0.00

BALANCE
\$200.00

LOAN REPORT
Annual Report

LENDER ADDRESS
10938 Tank Ave Tampa, FL 33607

[Make Payment](#)

[Add Interest](#)

Transaction Type

Transaction Report

Transaction Date



Transaction Amount

No data to display

Fig. 3

Step 5: Click on the red “X” for the loan you wish to delete.

Biggle Bank



LOAN AMOUNT

\$300.00

LOAN DATE

02/25/2019

TOTAL INTEREST

\$10.00

BALANCE

\$210.00

LOAN REPORT

Annual Report

[Make Payment](#)

[Add Interest](#)





	Transaction Type	Transaction Report	Transaction Date
 	Payment	Annual Report	03/01/2019
 	Interest	Annual Report	03/01/2019

Fig. 4

Step 6: Pop-up confirming Deletion of loan transaction.

Delete Loan Transaction

Are you sure you want to delete this transaction?

NO YES

Fig 5.

Step 7: Click the ‘Yes’ button. Loan payment deleted.


Deleting a Loan


Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a treasurer.

Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

 trishashureSOS@gmail.com



[Forgot your password?](#) **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select 'Loans' from the left hand side.

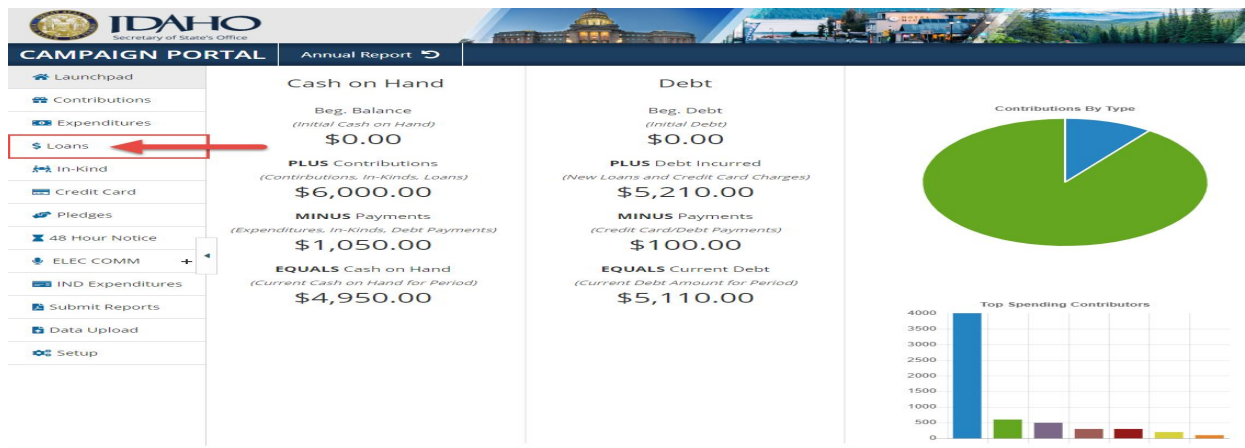


Fig. 2

Step 4: View all Loans.

Loans

NEW LOAN

ITEMS PER PAGE

ROBERT T HILL

[Make Payment](#)

[Add Interest](#)

LOAN AMOUNT

\$100.00

LOAN DATE

03/03/2019

TOTAL INTEREST

\$0.00

BALANCE

\$100.00

LOAN REPORT

Annual Report

LENDER ADDRESS

111 DUNDEEN CIR BROOKLYN HTS, ID 44131

Transaction Type

Transaction Report

Transaction Date

Transaction Amount

No data to display

Tanner Shark

[Make Payment](#)

[Add Interest](#)

LOAN AMOUNT

\$200.00

LOAN DATE

02/12/2019

TOTAL INTEREST

\$0.00

BALANCE

\$200.00

LOAN REPORT

Annual Report

LENDER ADDRESS

10938 Tank Ave Tampa, FL 33607

Transaction Type

Transaction Report

Transaction Date

Transaction Amount

No data to display

Fig. 3

Step 5: Click the red “X” next to the loan.

Stefan & Sons	LOAN AMOUNT \$600.00	LOAN DATE 01/13/2019	TOTAL INTEREST \$0.00	BALANCE \$600.00	LOAN REPORT Annual Report
 	Make Payment	Add Interest			

Fig. 4

Step 6: Confirm deletion of loan.

Delete Loan

Are you sure you want to delete this loan?

NO

YES

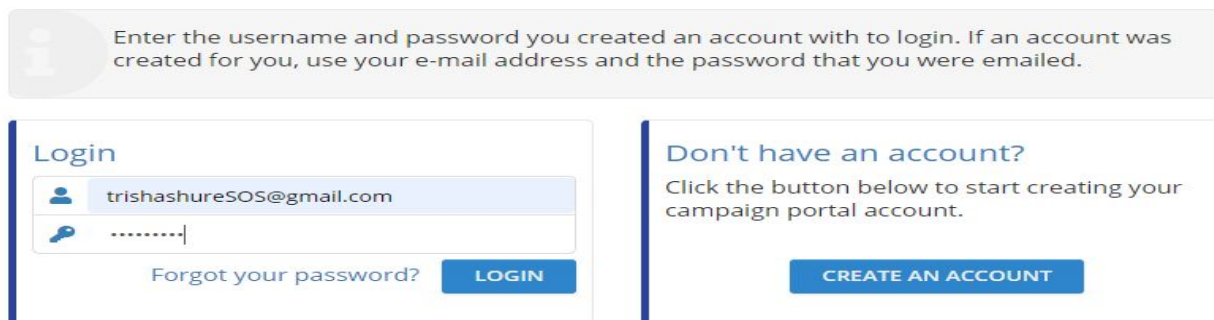
Fig. 5

Step 7: Click the ‘Yes’ button. Loan deleted.

Download an Excel File in Loans

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Portal as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

Username: trishashureSOS@gmail.com

Password:

[Forgot your password?](#) **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select “Loans” from the left hand side.

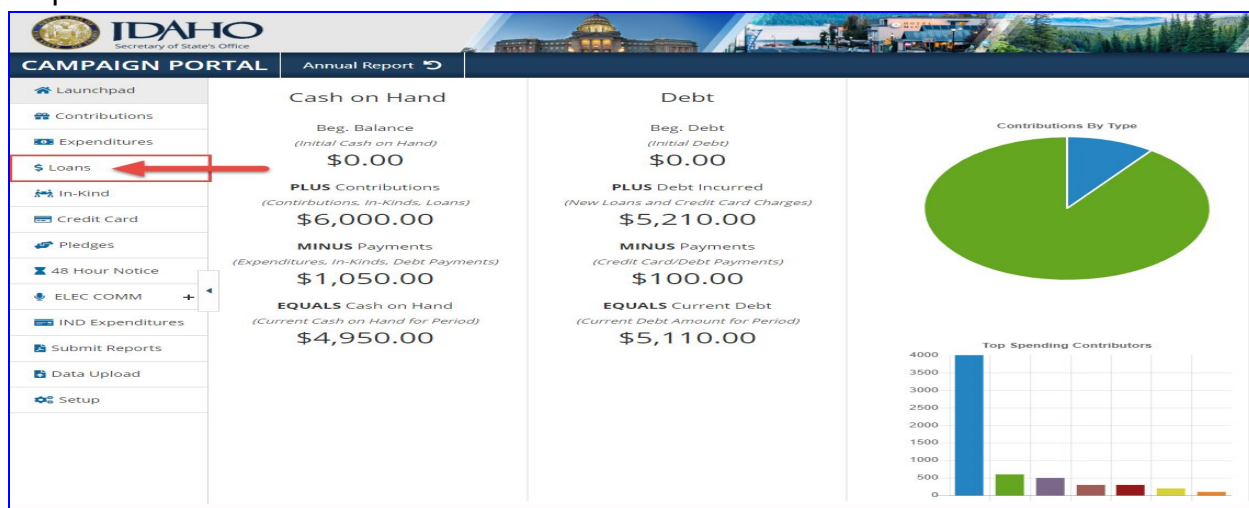


Fig. 2

Step 4: Click the EXCEL icon on the top right.

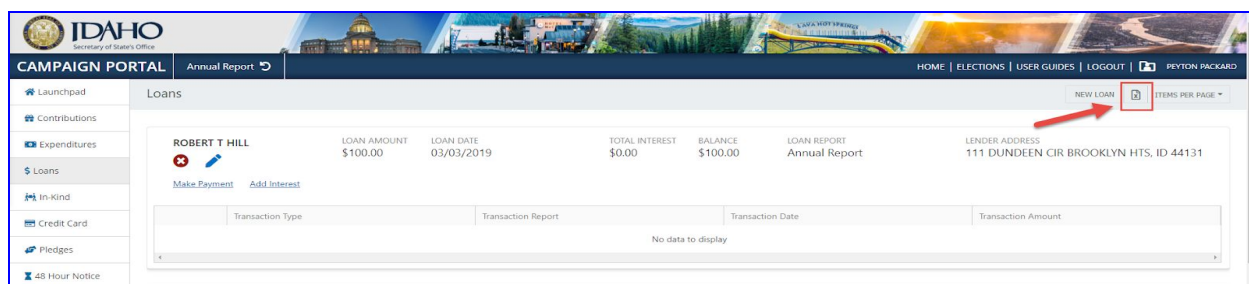


Fig. 3

Step 5: Check Downloaded Document, confirm matches Loan Launchpad data.



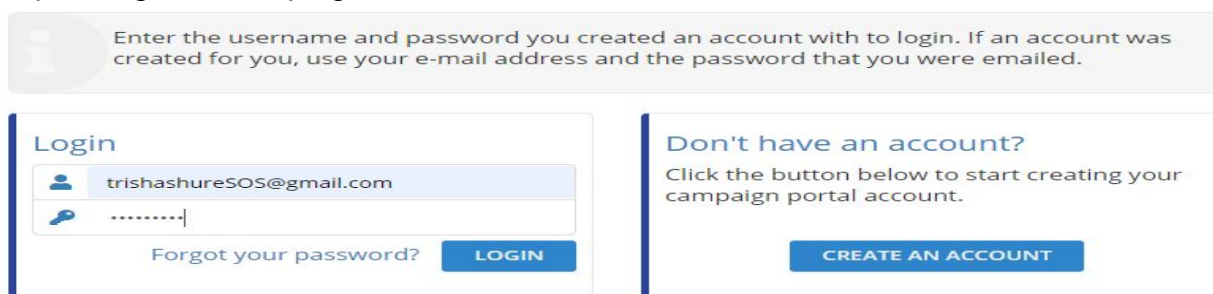
	A	B	C	D	E	F
1	Lender Name	Lender Address	City	State	Zip Code	Loan Date
2	ROBERT T HILL	111 DUNDEEN CIR	BROOKLYN HTS	ID	44131	03/03/2019
3	Tanner Shark	10938 Tank Ave	Tampa	FL	33607	02/12/2019
4	Biggle Bank	8329 Gold Road	Boise	ID	83704	02/25/2019
5	Stefan & Sons	9389 Clark St.	Boise	ID	83705	01/13/2019
6	Politica Loans	2938 Diplomacy Street	Tampa	ID	33606	12/10/2018
7						

Fig. 4

Pledges

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

trishashureSOS@gmail.com

.....

Forgot your password? **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Click on 'Pledges' on the left-hand side.

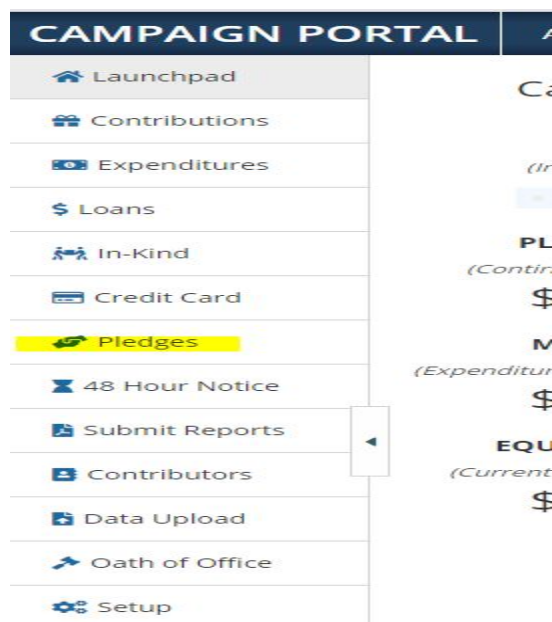
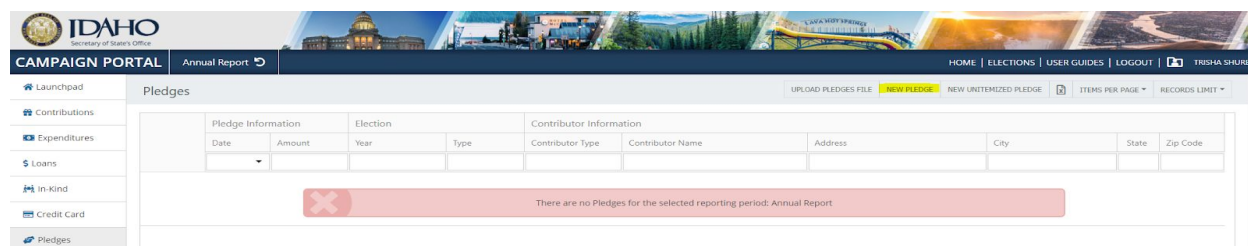


Fig. 2

Step 4: Click on 'New Pledge' on the top right-hand side.



IDAHO
Secretary of State's Office

CAMPAIGN PORTAL | Annual Report

HOME | ELECTIONS | USER GUIDES | LOGOUT | TRISHA SHURE

UPLOAD PLEDGES FILE | **NEW PLEDGE** | NEW UNITEMIZED PLEDGE | ITEMS PER PAGE | RECORDS LIMIT

Pledge Information		Election		Contributor Information					
Date	Amount	Year	Type	Contributor Type	Contributor Name	Address	City	State	Zip Code
There are no Pledges for the selected reporting period: Annual Report									

Fig. 3

Step 5: Add the pledge information and select contributor from the list. For a new contributor click on 'Don't see your contributor?'

IDAHO
Secretary of State's Office

CAMPAIGN PORTAL Annual Report

Launchpad Add Pledge

Contributions

Expenditures

Loans

In-Kind

Credit Card

Pledges

48 Hour Notice

Submit Reports

Contributors

Data Upload

Oath of Office

Setup

ELECTION YEAR*

ELECTION TYPE*

Primary General

PLEDGE DATE*

PLEDGE AMOUNT*

\$0.00

Person Company

Enter text to search...

Contributor	Select	
a a a. a. ID	Select	
MARCIA AGHAJANIAN 111 LAUGHLIN LN. WESTLAKE, ID 44145	Select	
GAIL ALBER 111 BURTON AVE. BRATENAH, ID 44108	Select	
JACKIE AMOS 111 E OAKLAND RD, BAY VILLAGE, ID 44140	Select	
DENISE AUGUSTINE 111 MILLARD DR, BAY VILLAGE, ID 44140	Select	

Page 1 of 59 (291 items)

Don't see your contributor? Click here

SUBMIT

Fig. 4

Step 6: To add a new contributor click which applies: 'Person' or 'Company,' complete the information and click on 'SUBMIT.'

New TYPE*

Person Company

FIRST NAME*

LAST NAME*

ADDRESS*

CITY*

STATE*

ID

ZIP*

Back to search

SUBMIT

Fig. 5

Step 7: You will see a pop up saying ‘Your Pledge Was Added.’

Step 8: Go back to the Pledge tab on the left-hand side and verify pledge was added.

CAMPAIGN PORTAL

Annual Report

HOME | ELECTIONS | USER GUIDES | LOGOUT

TRISHA SHUR

Launchpad

Contributions

Expenditures

Loans

In-Kind

Credit Card

Pledges

48 Hour Notice

Pledges

UPLOAD PLEDGES FILE

NEW PLEDGE

NEW UNITEMIZED PLEDGE

ITEMS PER PAGE

RECORDS LIMIT

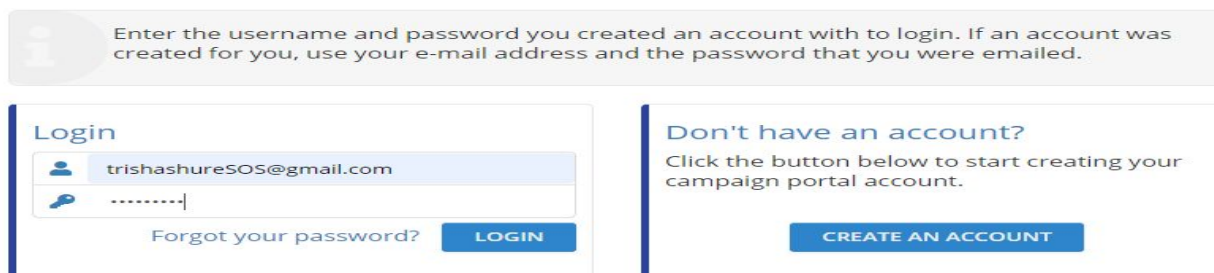
Pledge Information		Election		Contributor Information						
Date	Amount	Year	Type	Contributor Type	Contributor Name	Address	City	State	Zip Code	
									</	

Fig. 6

Credit Card

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

trishashureSOS@gmail.com

.....

Forgot your password? **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig.1

Step 3: Select 'Credit Card' from the left hand side.



Fig. 2

Step 4: Click on 'New Credit Card' on the right-hand side.

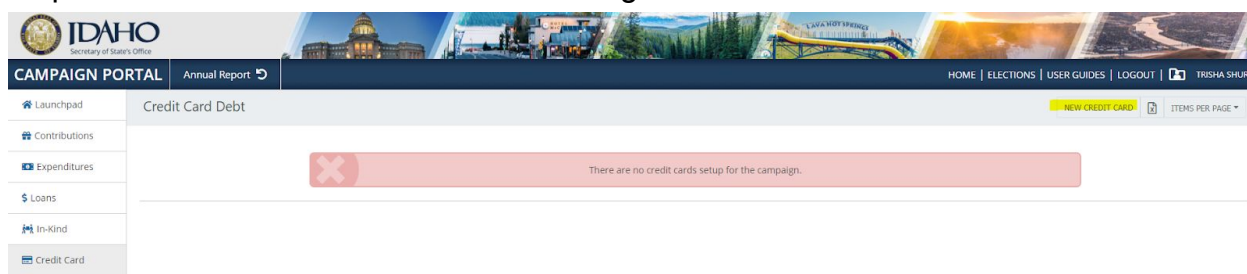


Fig. 3

Step 5: Select 'Person' or 'Company' and select the Creditor from the list. If the Creditor name is not in the list click on 'Don't see your creditor?' and click 'SUBMIT.'

Add Credit Card

Credit Card Company

☒ Person
 ☐ Company

Enter text to search...

Creditor		
... ID	Select	<input type="radio"/>
ABC Company 1234 Somewhere, There, ID 83702	Select	<input type="radio"/>
Aimee & Co 765 Raspberry Ave, Idaho Falls, ID 83402	Select	<input type="radio"/>
Aimee Bank 9389 Clark St, Boise, ID 83705	Select	<input type="radio"/>
Aimee Mart 8398 Scaler Road, Boise, ID 83705	Select	<input type="radio"/>

Page 1 of 15 (73 items)

[Don't see your creditor? Click here](#)

SUBMIT

Fig. 4

Step 6: If adding a new Credit Card Company or Person you will fill out the information and click 'SUBMIT.'

Credit Card Company

New

Back to search

TYPE*

☒ Person
 ☐ Company

FIRST NAME*

LAST NAME*

ADDRESS*

CITY*

STATE*

ZIP*

Fig. 5

Step 7: You will then choose what your transaction is: Make Payment (go to Step 13 , Add Expenditure (go to Step 8) or Add Interest/Fee (go to Step 16)

Fig. 6

Step 8: To add an expenditure click on 'Add Expenditure.'

Fig. 7

Step 9: To add the Person or Company click on 'Don't see your recipient?' and then click 'NEXT.'

Fig. 8

Step 10: Fill out the information then click 'Next.'

Add Credit Card Item

Credit Information

CREDITOR
Fake Name

CREDITOR ADDRESS
Fake Address Fake City ID 83725

EXPENDITURE DATE*
12/2/2019

EXPENDITURE AMOUNT*
\$10,050.98

☐ This item is from a previous reporting period not in the system.

New
TYPE*
☐ Person ☒ Company

COMPANY NAME*
Fake Bank

ADDRESS*
Fake Address

CITY*
Fake City

STATE*
ID

ZIP*
83725

[Back to search](#)

[NEXT >](#)

Fig. 9

Step 11: Click on the appropriate 'Purpose' then click 'SUBMIT.'

Add Credit Card Item

PURPOSE*

☐ A - All Travel Expenses (Airfare, Fuel, Lodging & Mileage)

☐ B - Broadcast Advertising (Radio, TV, Internet & Telephone)

☐ C - Contributions to Candidates & PAC's

☐ D - Donations & Gifts

☐ E - Event Expenses

☐ F - Food & Refreshments

☐ G - General Operational Expenses

☐ I - Interest Accrued and Finance Charges

☐ L - Literature, Brochures, Printing

☐ M - Management Services

☐ N - Newspaper & Other Periodical Advertising

☐ O - Other Advertising (Yard Signs, Buttons, etc.)

☐ P - Postage

☐ S - Surveys and Polls

☐ T - Tickets (Events)

☐ U - Utilities

☐ W - Wages, Salaries, Benefits and Bonuses

☐ V - Political Campaign

[< PREVIOUS](#)
[SUBMIT](#)

Fig. 10

Step 12: A pop up will say 'the debt item was added.'

Step 13: To make a payment click on Credit Card tab on the left-hand side and then click 'Make a Payment.'

The screenshot shows the 'Credit Card Debt' page in the Campaign Portal. The left sidebar has a 'Credit Card' tab selected. The main content area shows a 'Fake Name' with a red 'X' and a blue pencil icon. Below it are links for 'Make Payment', 'Add Expenditure', and 'Add Interest/Fee'. The 'DEBT AMOUNT' is \$10,500.00 and the 'REMAINING BALANCE' is \$10,500.00. The 'CREDITOR INFORMATION' is 'Fake Address Fake City, ID 83725'. Below this is a table with two tabs: 'Credit Card Items' and 'Credit Card Payments'. The 'Credit Card Items' tab is active, showing a table with one item.

Type	Date	Amount	Recipient	Reporting Period
Item	12/2/2019	\$10,500.00	Fake Company	Annual Report

Fig. 11

Step 14: Fill in payment information then click 'Submit.'

The screenshot shows the 'Add Debt Payment' form. It has two main sections: 'Credit Information' and 'Payment Information'. The 'Credit Information' section includes fields for 'CREDITOR' (Fake Name), 'CREDITOR ADDRESS' (Fake Address Fake City ID 83725), 'DEBT AMOUNT' (\$10,500.00), and 'REMAINING BALANCE' (\$10,500.00). The 'Payment Information' section includes a 'PAYMENT DATE*' dropdown menu set to '12/17/2019' and a 'PAYMENT AMOUNT*' input field set to '\$1,000.00'.

Fig. 12

Step 15: A pop up will say 'the debt payment was added.'

Step 16: To add interest click on the Credit Card tab on the left-hand side and then click 'Add Interest/Fee.'

The screenshot shows the 'Credit Card Debt' page in the Campaign Portal. The left sidebar has a 'Credit Card' tab selected. The main content area shows a 'Fake Name' with a red 'X' and a blue pencil icon. Below it are links for 'Make Payment', 'Add Expenditure', and 'Add Interest/Fee'. The 'DEBT AMOUNT' is \$10,500.00 and the 'REMAINING BALANCE' is \$10,500.00. The 'CREDITOR INFORMATION' is 'Fake Address Fake City, ID 83725'. Below this is a table with two tabs: 'Credit Card Items' and 'Credit Card Payments'. The 'Credit Card Items' tab is active, showing a table with two items.

Type
Item
Item

Fig. 13

Step 17: Add the interest/fee information and click 'SUBMIT'.

Add Debt Interest

Credit Information

CREDITOR
Fake Name

CREDITOR ADDRESS
Fake Address Fake City ID 83725

Interest/Fee Information

DATE*
12/17/2019

ITEM TYPE*
☒ Interest
☐ Fee

AMOUNT*

Fig. 14

Step 18: A pop up will say 'the debt fee was added.'

Step 19: To view credit card expenditures and payments click on the appropriate view on the main page of Credit Card.

Launchpad

Contributions

Expenditures

Loans

In-Kind

Credit Card

Pledges

48 Hour Notice

Submit Reports

Credit Card Debt

NEW CREDIT CARD

ITEMS PER PAGE

Fake Name

Make Payment

Add Expenditure

Add Interest/Fee

DEBT AMOUNT

\$10,625.00

REMAINING BALANCE

\$9,625.00

CREDITOR INFORMATION

Fake Address Fake City, ID 83725

Credit Card Items

Credit Card Payments

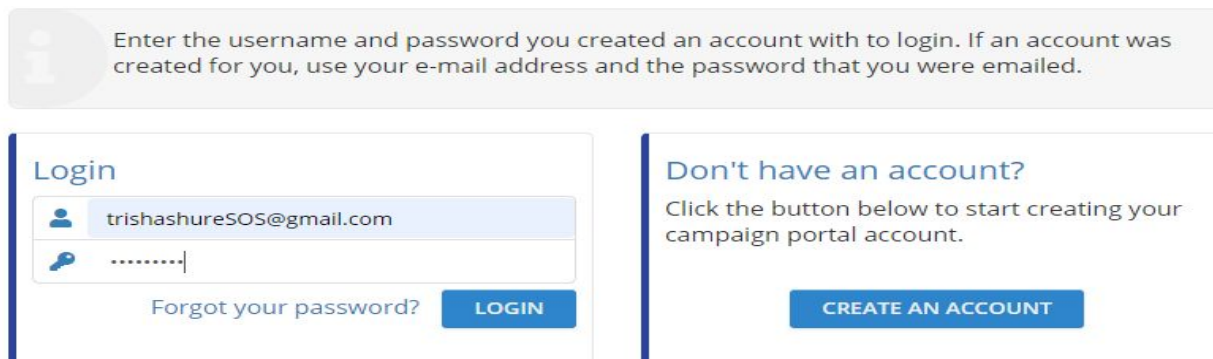
	Type	Date	Amount	Recipient	Reporting Period
<div><div></div><div></div></div>	Item	12/2/2019	\$10,500.00	Fake Company	Annual Report
<div><div></div><div></div></div>	Item	12/3/2019	\$100.00	ABC Company	Annual Report
<div><div></div><div></div></div>	Interest	12/17/2019	\$25.00		Annual Report

Fig. 15

How to Submit Reports

Step 1: Go to: <https://elect.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Login to Campaign Finance as a Treasurer.



Enter the username and password you created an account with to login. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

[Forgot your password?](#) **LOGIN**

Don't have an account?

Click the button below to start creating your campaign portal account.

CREATE AN ACCOUNT

Fig. 1

Step 3: Select 'Submit Reports' from the left hand side.

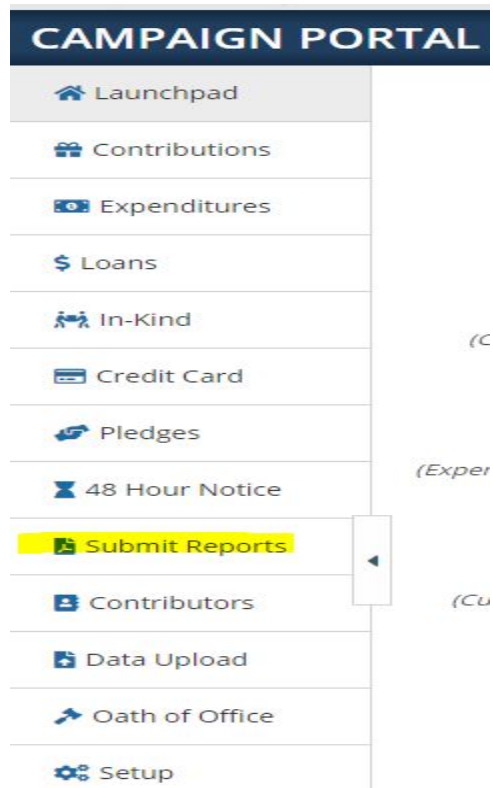


Fig. 2

Step 4: All the categories (contributions, expenditures, loans, credit cards, debt and pledged contributions) must be in compliance before Tenex will allow you to submit a

report. You will receive a warning if there is an item to be reconciled and the 'Submit' button on the bottom will be missing until the correction is made.



Fig. 3

Step 5: When all the categories are in compliance you will see a 'Submit' button on the bottom. Confirm you want to submit the report. You will then receive a confirmation that the form was successfully submitted.



Fig. 4

Step 6: To Amend a report click on 'Amend' on the bottom,

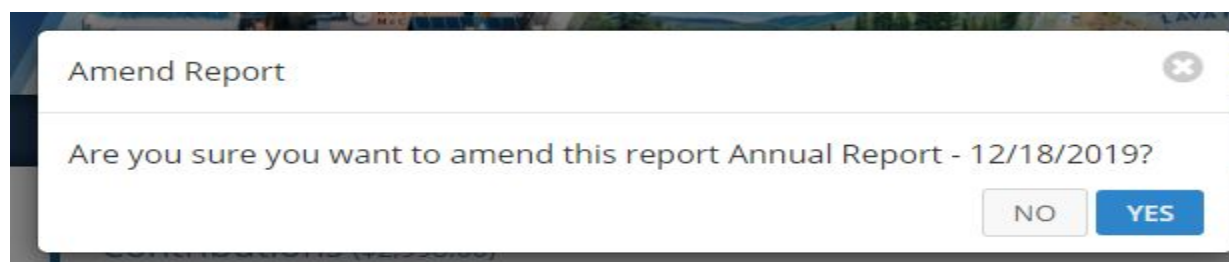


Fig. 5

Step 7: Go back in to the category listed on the left hand side of the launchpad and make the necessary amended corrections.

Step 8. Go back in to 'Submit Reports' on the left hand side of the launchpad. Click on 'Submit Report' on the bottom and then confirm you want to submit. You will then receive a confirmation that the report was submitted.

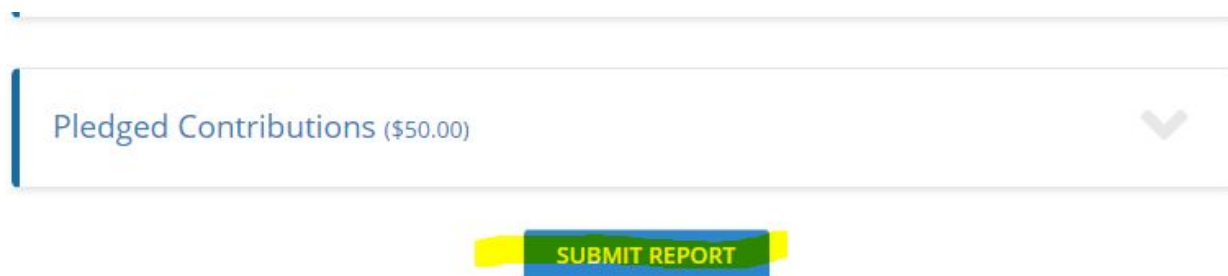


Fig. 6

Print Report PDF

Step 1: To view and retain a copy of the report for your records you can click on the pdf icon at the bottom.



Fig. 1

