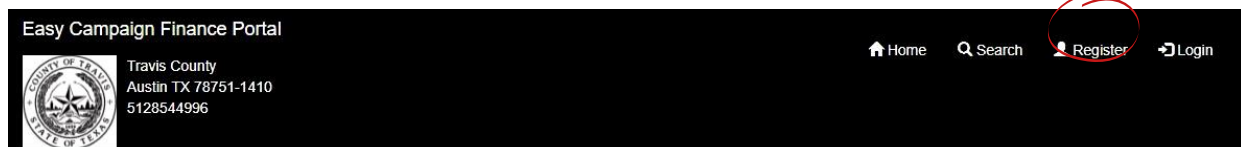




User Guide: Campaign Finance Portal

Creating A New Account

1. Before submitting through the online portal, users must complete the **Travis County Elections Campaign Finance Security Form** and submit it to the Elections Office at campaignfinance@traviscountytexas.gov
2. You will receive a **confirmation email** when the form is approved and you can register online.
3. To register a new account, use your web browser to go to: traviscountytexas.easyvotecampaignfinance.com
4. Click "**Register**" at the top of the page.

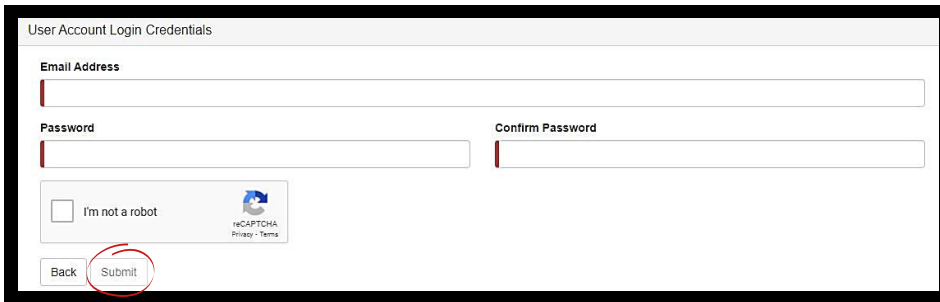


5. Complete the data fields in the "**User Account Info**" screen.
 - **Candidate or Committee You Represent:** When registering, you must select a candidate or committee from the dropdown box.
 - **Select a Position:** As a candidate or office holder, you alone, **not** the Campaign Treasurer, are responsible for filing all Campaign Finance Reports per the Texas Ethics Commission. Select "**Candidate/Self**" in the "**Select a Position**" dropdown box.

A screenshot of the "User Account Info" registration form. The form contains several dropdown menus and text input fields. The dropdown menus are for "Candidate or Committee you represent", "Select a Position", "Select an Office", and "Select a Candidate/Committee Type". The text input fields are for "First Name", "Last Name", "Title", "Address 1", "Address 2", "City", "State", "Zip Code", and "Phone". A "Next" button is located at the bottom left of the form, circled in red.

When you finish, click "**Next**".

6. Complete the User Account Login Credentials page, then click "Submit".

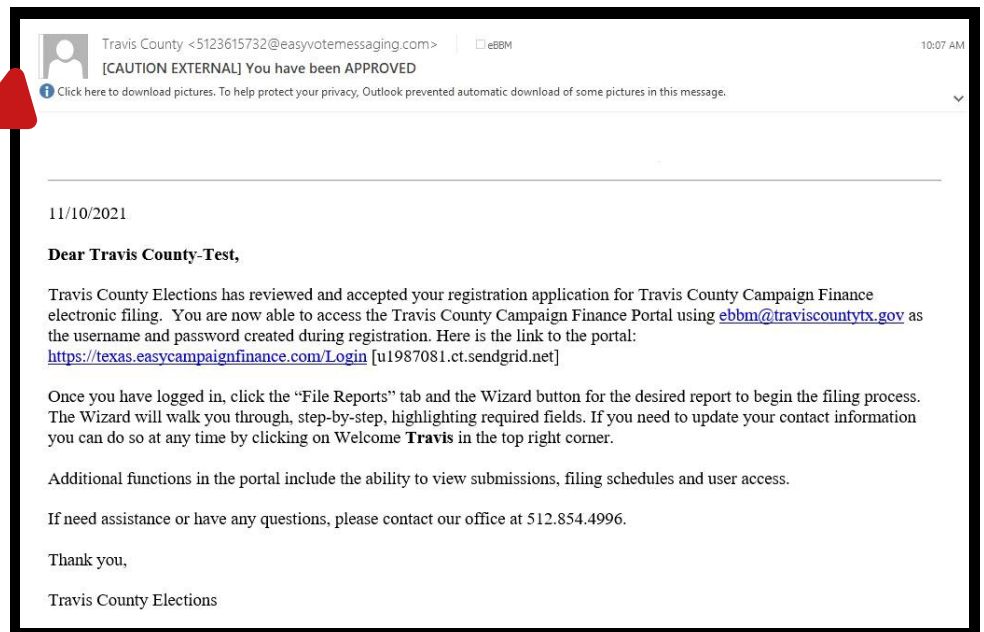


Note:

The email address and password set on this screen will be used to access the Campaign Finance Portal and file all future Campaign Finance Reports. Password must contain at least 1 upper case, 1 lower case, 1 number, 1 symbol with a minimum length of 8 characters.

7. You will receive a prompt showing you that your account has been successfully created and a confirmation email will be sent to the email address that you provided.

Thank you for registering
Thank you for registering with Travis County. You will receive an e-mail shortly with further instruction. If you do not receive the e-mail within 1-2 hours please contact our office at (512)854-4996.



Note:

You will not be able to file reports using the online system until our office has approved your registration application. Your registration can not be approved until we have received the completed Travis County ECF Security Form.

Filing Reports

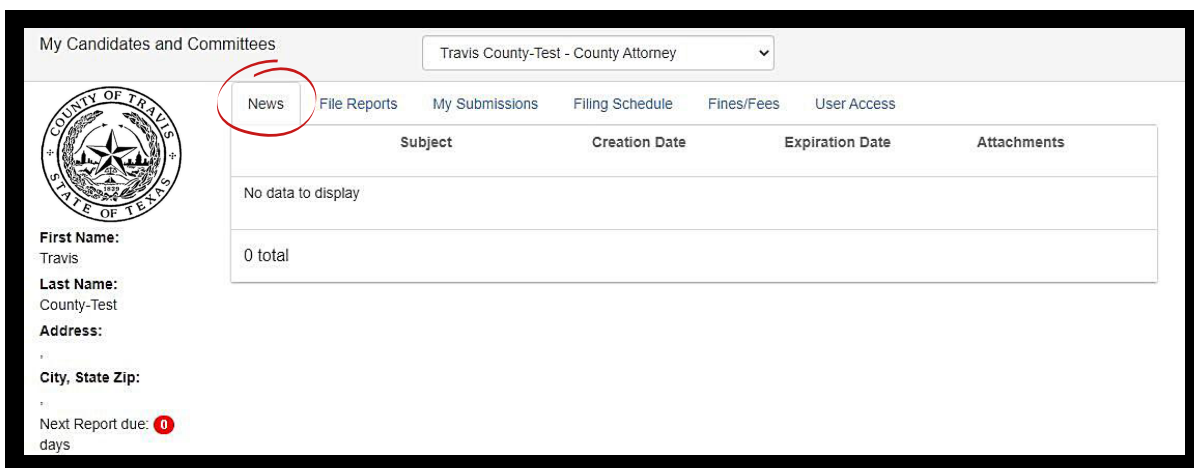
You may now login to the online system to file your Appointment of Campaign Treasurer, Campaign Finance Reports, and other campaign reports.

1. To login, use your web browser to go to:

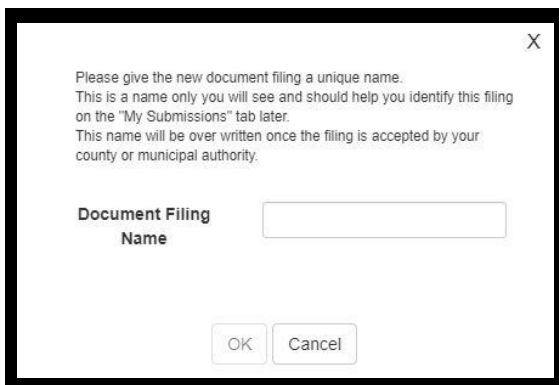
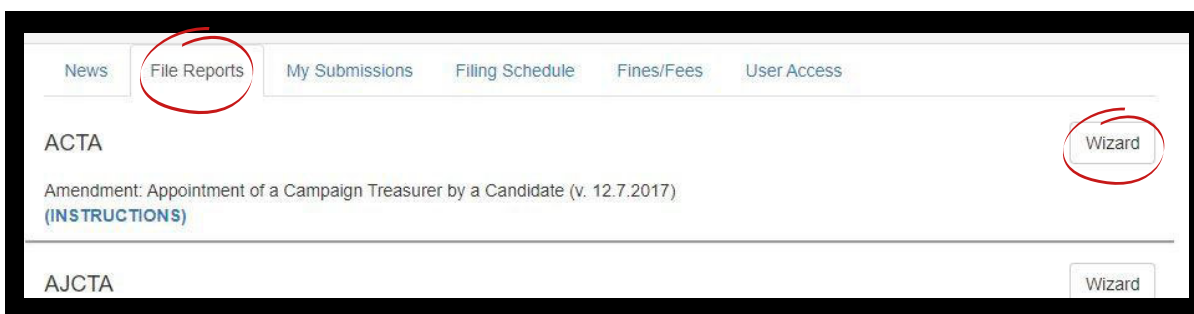
traviscountytexas.easylvotecampaignfinance.com

- Click "**Login**" at the top right corner of the screen.
- Enter your email address and password.

2. Once logged in to your account, the "**News**" tab will display any pertinent information you need to know, including the filing schedule provided by the Texas Ethics Commission.



3. Using the "**File Reports**" tab, you may submit any necessary reports. Click the "**Wizard**" button next to the report you wish to file.



In the prompt that appears, type a file name in the space that says "**Document Filing Name**", then click "**OK**".

4. When completing a document via the Wizard, information about the candidate or committee will be pre-populated into the data fields. Complete each page of the Wizard and click the **"Save/Next"** button to continue to the next page. If you need to return to a previous page, click **"Back"**.

Note:

You must click **"Save/Next"** to save the data on your current screen.

5. The **"Sign and Submit"** page is the last page of a document. It allows you to preview, submit, or save. You must enter your password and check the box to certify that the statements on the form are complete, true, and accurate. The **"Save"** button allows you to save all of your progress, but does not submit the document for approval.

Note:

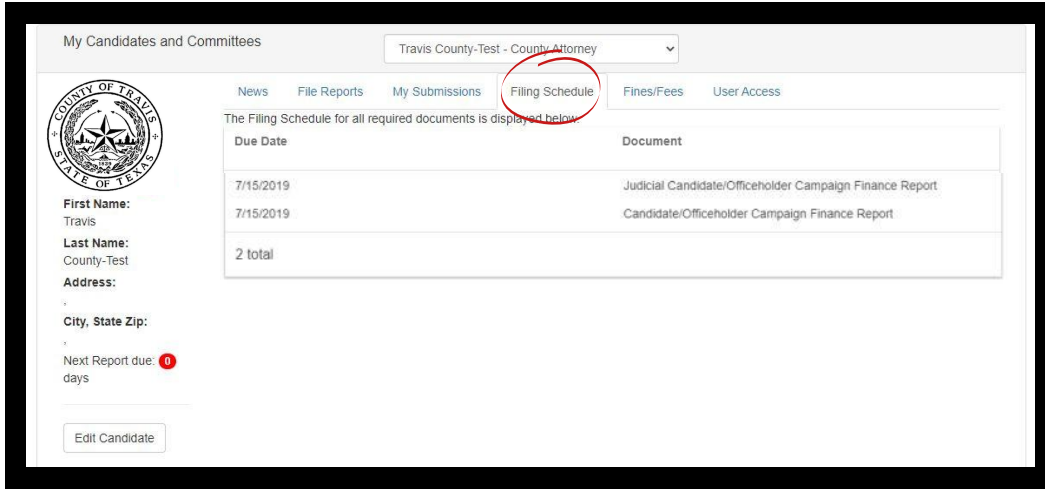
You can continue the document at any time by returning to the **"File Reports"** tab and then by clicking on the corresponding **"Wizard"** button for that form or by going to the **"My Submissions"** tab and clicking **"Edit"** beside the document you wish to continue working on.

6. Once the document has been submitted, it will be listed on the **"My Submissions"** tab. You can amend previously filed documents as needed from the **"My Submissions"** tab as well.

7. You will receive a **confirmation email** once the document has been accepted by our office.

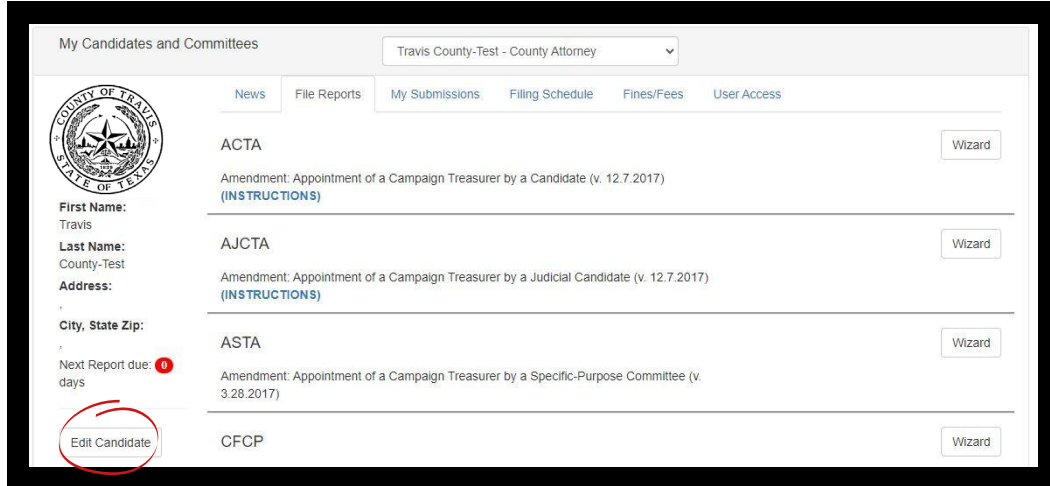
View Filing Schedule

The "Filing Schedule" tab displays due dates for upcoming filings.



Update Your Information

To update or edit your information, click on the "Edit Candidate" button.



Update your information as needed, then be sure to click "Save".

Forgot Your Password?

1. To reset your password, click "**Forgot Password**" from the login screen.



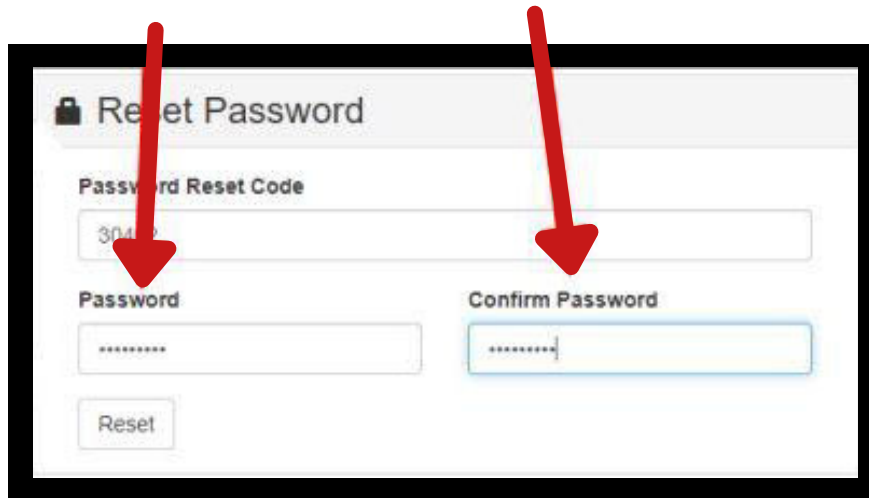
The screenshot shows a login form with the following elements:

- Header: Login
- Form fields: Email Address, Password
- Buttons: Login, **Forgot Password** (circled in red)

2. You will be prompted to enter the email address connected to your account. Enter the email address and click "**Reset**".

3. An **email** will be sent to you with a link to change your password. Click the link.

4. Enter the Password Reset Code from the email, then your new password.



The screenshot shows the password reset form with the following elements:

- Header: Reset Password
- Form fields: Password Reset Code (with value 304), Password, Confirm Password
- Buttons: Reset
- Red arrows point to the Password Reset Code, Password, and Confirm Password fields.

5. You will receive a prompt showing that your password has been successfully reset. Click on "**My Campaign Finance**" to return to the main page.



The screenshot shows the footer of the Easy Campaign Finance Portal with the following elements:

- Header: Easy Campaign Finance Portal
- Navigation links: Home, Search, **My Campaign Finance** (circled in red), Logout
- Contact information: Travis County, Austin TX 78751-1410, 5128544996

You have successfully reset your password.

You are now logged in. To continue use the navigation links in the upper right corner of the page.