



Electronic Filing  
User Manual



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

**Updated**  
**January 9, 2015**

# Table of Contents

<b>I.</b>	<b>INTRODUCTION</b> .....	<b>3</b>
<b>II.</b>	<b>GETTING STARTED</b> .....	<b>4</b>
A.	ESTABLISHING A ACCOUNT AND A PROFILE.....	4
B.	CREATING A STATEMENT OF ORGANIZATION .....	6
<b>III.</b>	<b>USERS AND PROFILE UPDATES</b> .....	<b>11</b>
<b>IV.</b>	<b>LINE-ITEM ENTRY</b> .....	<b>13</b>
A.	RECEIPTS.....	13
B.	EXPENDITURES .....	16
C.	LOANS/DEBTS.....	19
<b>V.</b>	<b>LARGE DOLLAR AND LARGE PRE-ELECTION CONTRIBUTIONS</b> .....	<b>22</b>
<b>VI.</b>	<b>MANAGING CONTACTS</b> .....	<b>26</b>
<b>VII.</b>	<b>PREPARING AND SUBMITTING YOUR REPORT - EFILERS</b> .....	<b>27</b>
<b>VIII.</b>	<b>TIME OUTS</b> .....	<b>35</b>
<b>IX.</b>	<b>APPROVED VENDORS UPLOADING</b> .....	<b>35</b>
<b>X.</b>	<b>EXPORTING LINE ITEMS TO EXCEL</b> .....	<b>40</b>
<b>XI.</b>	<b>FAQ'S</b> .....	<b>40</b>
<b>XII.</b>	<b>ADDITIONAL QUESTIONS</b> .....	<b>43</b>

# I. INTRODUCTION

The Virginia Department of Elections (ELECT) has developed a new campaign finance electronic report creation and filing application known as COMET (Committee Electronic Tracking System), which enables candidates and committees to report their finances and to electronically file (e-file) required disclosure reports. There is no cost for using COMET.

This new software allows committees to easily submit their expenses, receipts, loans and debt information for quick and easy report filing with the click of just a few buttons.

Candidates and political committees do have the option to contact one of the vendors whose products have been certified by the Department of Elections (ELECT) to meet Elect's requirements. A list of approved vendors can be found by visiting our website:

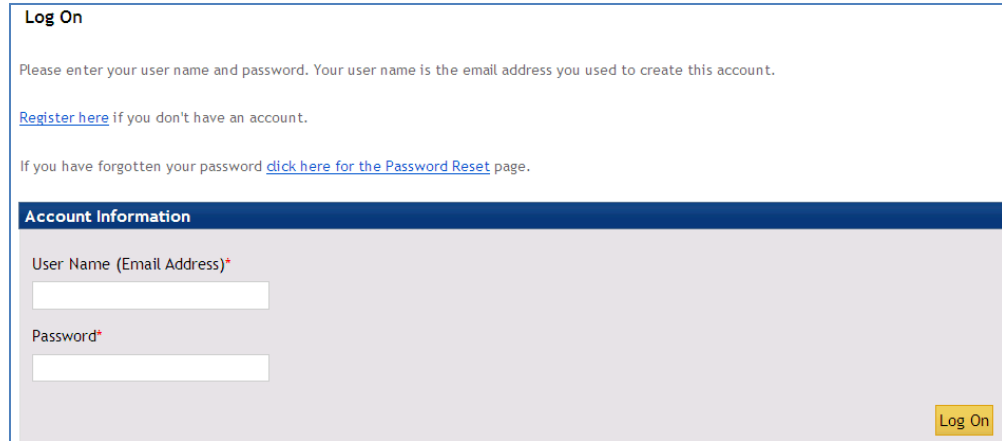
<http://elections.virginia.gov/index.php/candidatepac-info/campaign-finance-filing/>

## II. GETTING STARTED

COMET is a web application which can be retrieved on any computer with access to the Internet. To begin, go to this website: <https://cf.sbe.virginia.gov>

### A. Establishing a Account and a Profile

Once you click the link to the Web site, the application will prompt you to establish your logon credentials by clicking on the [Register Here](#) link.



Log On

Please enter your user name and password. Your user name is the email address you used to create this account.

[Register here](#) if you don't have an account.

If you have forgotten your password [click here for the Password Reset](#) page.

**Account Information**

User Name (Email Address)\*

Password\*

Log On

***NOTE:** Passwords are required to have at least 1 number, 1 upper case character, and contain 8 or more characters.*

You will now be in a screen to “**Create a New Account**” by entering your e-mail address, and a password.



Create a New Account

Use the form below to create a new account.

Passwords are required to have at least 1 number, 1 upper case character, and 8 or more characters in length.

**Account Information**

Email address\*

Password\*

Confirm password

Please copy the verification words from the picture into the box below.



Register

You must also copy the verification words from the picture as instructed on the form. Once you click on the Register button, the application will prompt you with a “**Register Success**” screen.

Once you are registered, you will receive an email with a link to the log on screen. Enter your credentials where provided. Click on the link in the email to login and activate your account. If you do not receive an email within 15 minutes, try registering again.

You must enter Profile (Contact) information (shown below) before you can use the system. Required fields are indicated by asterisk.

\* Required to save the form.

**Contact Information**

Salutation	First Name*	Last Name*	Date of Birth
	Trey	Anastasio	05/21/1963
Residence Address*			Suite Number
1100 Bank Street			
City*	State*	Zip Code*	
Richmond	Virginia	23219	
Email Address	Daytime Phone Number		
	804-864-8901		

Save

After clicking the “Save” button, you will see the “Home” screen (below).

Welcome to the State Board of Election's Committee Tracking System!

**File a Statement of Organization**

- [Candidate Campaign Committee](#)  
The committee designated by a candidate to receive all contributions and make all expenditures for them or on their behalf  
[Show More](#)
- [Federal Political Action Committee](#)  
Any political action committee registered with the Federal Election Commission that makes contributions to candidates or  
[Show More](#)
- [Inaugural Committee](#)  
Any organization, person or group of persons that anticipate receiving contributions or making expenditures,  
[Show More](#)
- [Out of State Political Committee](#)  
An entity subject to § 527 of the United States Internal Revenue Code that is not registered as a political committee or  
[Show More](#)
- [Political Action Committee](#)  
Any organization, person, or group of persons, established or maintained in whole or in part to receive and expend

## **B. Creating a Statement of Organization**

See below for an explanation of each type of committee:

### **1. Candidate Campaign Committee**

The committee designated by a candidate to receive all contributions and make all expenditures for them or on their behalf in connection with their nomination or election. A Candidate's Campaign Committee may not be established for multiple candidates.

### **2. Federal Political Action Committee**

Any political action committee registered with the Federal Election Commission that makes contributions to candidates or political committees registered in Virginia.

### **3. Inaugural Committee**

Any organization, person or group of persons that anticipate receiving contributions or making expenditures, from other than publicly appropriated funds, for the inauguration of the Governor, Lieutenant Governor, or Attorney General.

### **4. Out of State Political Committee**

Means an entity subject to § 527 of the United States Internal Revenue Code that is not registered as a political committee or candidate campaign committee in Virginia and whose contributions made to political committees and candidate campaign committees registered in Virginia is 50% or more of the committee's expenditures made in the form of contributions. The term does not include federal political action committees.

### **5. Political Action Committee**

Any organization, person, or group of persons, established or maintained in whole or in part to receive and expend contributions for the purpose of influencing the outcome of any election. The term shall not include a campaign committee, federal political action committee, out-of-state political committee, political party committee, referendum committee, or inaugural committee.

### **6. Political Party Committee**

Any state political party committee, congressional district political party committee, political party committee for a county or city, other election district political party committee, political party committee for a county or city, other election district political party committee, organized political party group of elected officials, which anticipates receiving contributions or making expenditures in whole or in part, for the purpose of influencing the outcome of an election. **NOTE:** Only Republican or Democratic Parties are eligible for this type. All other political parties must file as a Political Action Committee (PAC).

## 7. Referendum Committee

Any organization, person, group of persons, or committee that makes expenditures to advocate the passage or defeat of a referendum legally placed on the ballot.

Click on the appropriate type of committee from the “File a Statement of Organization” list to open the form. When the Statement of Organization form is open, click “Click to Open” to view instructions for filling out the form.

Click to open the instructions for filling out the form.

of ELECTIONS Home About

**Candidate Campaign Committee**

- \* **Required** to save the form.
- \* **Required** for submission to the State Board of Elections.

**Instructions for Completing this Form** < Click to Open

**General Guidelines**

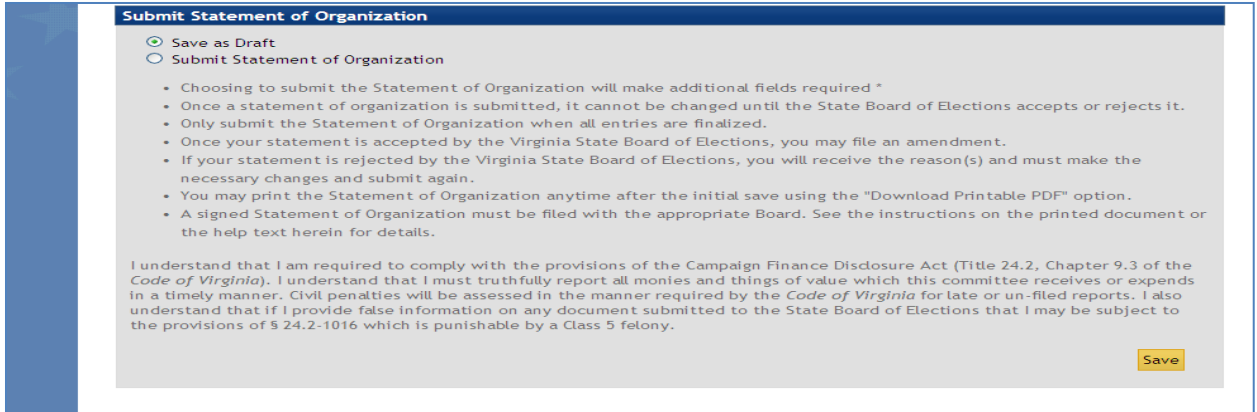
- Candidates for local office who indicate that they will be submitting their reports on paper must submit the original copy of this form to the General Registrar or local electoral board's office.
- Candidates for local office who indicate that they will be submitting their reports electronically must submit the original copy of this form to the General Registrar or local electoral board's office and a copy to the State Board of Elections at 1100 Bank Street, Richmond, VA, 23219.
- For General Assembly Candidates, an original of this form must be submitted to the State Board of Elections at 1100 Bank Street, Richmond, VA 23219 and a copy must be submitted with the local electoral board of the county or city in which the candidate is a resident.
- All requested information on the form is **required** unless otherwise noted below.
- An amended Statement is required to be filed within 10 days of the change if **any** of the information reported on this form changes. Failure to amend this form in a timely fashion may result in civil penalties of up to **\$500** to be assessed according to the procedure described in 524.2-929 of the *Code of Virginia*.

**Choose Office and Date**

- Select whether the office type is Local or State.
- Select the District of the office being sought.
- Select the Office Sought.
- Select the election.

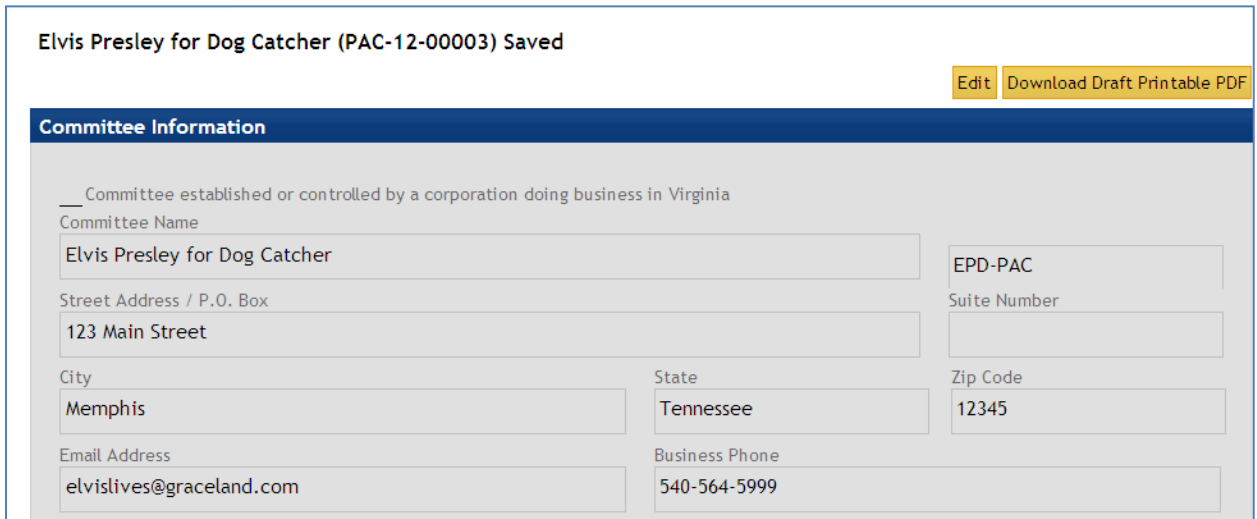
**Committee Information**

As you fill out the form, you can save a draft even before you complete your entries (see below). Click “[Save as Draft](#)”, then click the “[Save](#)” button. It is recommended that you save your work often. The Server will log you off after 30 minutes whether you are active in the system or not. The best way to reset the timer is to save the form.



After clicking the Save button, the document will save and redisplay in read-only format. The following options will be available:

- “Edit” to change the format to edit to continue working on your Statement.
- “Download Draft Printable PDF” to open the document as a .PDF printable report with “Draft” watermark on some pages.
- “Home” to return to Home Page
- “About” for General Site information
- “FAQs” to see list of Frequently Asked Questions

Once the form is complete; it is necessary to submit the Statement of Organization for review by the Department of Elections Campaign Finance Section. Once a Statement of



Organization is submitted, it cannot be changed until the Department of Elections accepts or rejects it. A committee cannot enter transactions or file campaign finance reports until the Statement has been accepted.

To submit the Statement, open the Statement in Edit format, check “Submit Statement of Organization” option. Then click the “Save” button at the bottom of the form to submit the form for acceptance.

The screenshot shows a web form titled "Submit Statement of Organization". At the top, there are two radio button options: "Save as Draft" (unselected) and "Submit Statement of Organization" (selected). Below these options is a list of instructions:

- Choosing to submit the Statement of Organization will make additional fields **required** \*
- **Once a statement of organization is submitted, it cannot be changed until the State Board of Elections accepts or rejects it.**
- Only submit the Statement of Organization when all entries are finalized.
- Once your statement is accepted by the Virginia State Board of Elections, you may file an amendment.
- If your statement is rejected by the Virginia State Board of Elections, you will receive the reason(s) and must make the necessary changes and submit again.
- You may print the Statement of Organization anytime after the initial save using the "Download Printable PDF" option.
- A signed Statement of Organization must be filed with the appropriate Board. See the instructions on the printed document or the help text herein for details.

Below the instructions is a paragraph of legal text: "I understand that I am required to comply with the provisions of the Campaign Finance Disclosure Act (Title 24.2, Chapter 9.3 of the Code of Virginia). I understand that I must truthfully report all monies and things of value which this committee receives or expends in a timely manner. Civil penalties will be assessed in the manner required by the Code of Virginia for late or un-filed reports. I also understand that if I provide false information on any document submitted to the State Board of Elections that I may be subject to the provisions of § 24.2-1016 which is punishable by a Class 5 felony."

At the bottom right of the form is a yellow "Save" button.

After clicking the Save button, you will have the option to open the document as a .PDF printable report. Click “Download Printable PDF” button to review, print and sign the final version of the form, as required for acceptance (see note below).

***Note:** A signed copy of the printed Statement of Organization must be mailed to the Department of Elections (if a candidate for statewide office), to the Department of Elections and the local electoral board of the county or city of the candidate’s residence (if a candidate for the General Assembly) or to the local electoral board for any local candidates. These entities must be in receipt of your Statement of Organization before your Statement will be “accepted”.*

When you click “Home”, a message will display the filing status of the committee you established (below).

## Boston Tea Party

[View](#) | [Download PDF](#)

(FPAC-12-00065)

**Submitted, Awaiting Signed Copy to State Board of Elections (SBE) and then SBE Acceptance**

You will not be able to file contributions until the signed Statement of Organization for this organization has been received by the State Board of Elections

Once the Statement of Organization is “accepted”:

1. All committee members will receive email notifications of the:
  - a. Statement of Organization was accepted;
  - b. Report schedule for the current year
2. The Home page will display more options as discussed below.

COMET allows you to add as many committees as needed. Once you have created one committee’s Statement of Organization, the list of committee types will remain on the left part of the screen. Click on the appropriate committee type if you need to register additional committees.

You may also add other registered users to your committee or request other committees add you as a user in order to allow multiple users to view, update, manage your committee information. See Section IV for more information.

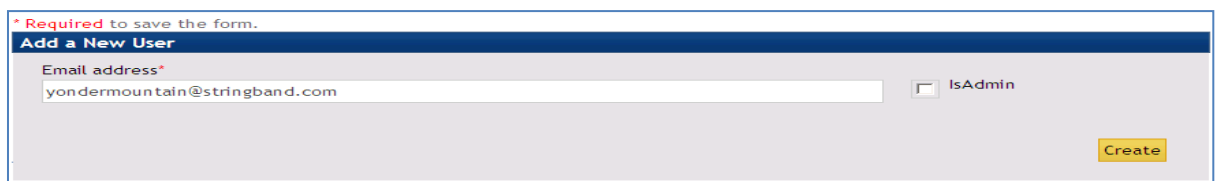
### III. Users and Profile Updates

COMET allows for the creation of multiple “Users” for each Statement of Organization. This allows multiple users to be working on the same committee as needed. To grant additional users to the Statement of Organization, click on the name of the appropriate committee from the Home screen and then click “Users” from the red navigation bar at the top of the screen:



The page will show you a current list of active users on the account. To add additional users to the account, click on “Add New User”.

To add a user, the individual must first register (see section II). Simply type in the person’s email address into the field provided.

A screenshot of a web form titled 'Add a New User'. At the top, there is a red asterisk and the text '\* Required to save the form.'. Below the title is a text input field labeled 'Email address\*' containing the text 'yondermountain@stringband.com'. To the right of the input field is a checkbox labeled 'IsAdmin'. At the bottom right of the form is a yellow 'Create' button.

If the “IsAdmin” option is checked, the user will be granted authority to all functionality of the committee (create, save, submit, and amend the Statement of Organization, enter contacts, users, receipts, loans, debts, expenditures, prepare and file reports). Without the “IsAdmin” option checked for a given individual, they will have limited authority (create, edit, and save the Statement of Organization, enter contacts, receipts, loans, debts, expenditures, prepare reports, but not submit reports or Statements of Organization).

***NOTE:** ELECT strongly recommends that each committee have at least two Admin users to ensure there is a backup that can submit the report in case the primary filer is unable.*

To change a user’s access, from the Home page, click the “Users” button to return to the list of users for the given Committee’s Statement of Organization. Select or Deselect the “IsAdmin” option as appropriate.

To change a user’s email address, they must register with the new address and be added as a user. Deleting users here will not affect their registered account.

#### **Updating and Managing Your Profile**

COMET allows you to update your contact information. However, you cannot change your email address. If you need to update your email address, register with the new email address and have each committee create a user with your new email address.

To update your profile, click on “Profile” at the top right of the screen, then click on Edit and make the necessary changes in the fields provided and click “Save” to save the changes.

## IV. Line-Item Entry

COMET has simplified the entry of required reportable campaign finance transactions. While the reports still separate transactions into different schedules, COMET allows for data entry to be easily completed by any user whether they are old pros or newcomers to campaign finance reporting.





















There are three types of transactions to choose from in COMET: Receipts, Expenditures, and Loans/Debts. Below we will discuss the line-item entry for each transaction type in COMET.

When saving line item receipts, COMET provides the option to “Save” or “Save and New”. When “Save” is selected, the previous page will be displayed after the data on the current page is saved. When “Save and New” is selected, data on the page will be saved and the same page will be redisplayed with fields cleared for entry of the next set of data. “Save and New” feature is advantageous in the case where many line items of the same type need to be entered at once by eliminating the need to re-navigate back to the same page and reducing clicks.

COMET provides a page size option when displaying the list of receipts, loans/debts, and expenditures. Depending on the number of records in your system, page size can be changed in increments of 10. The setting will remain in effect as long as you are logged into your browser. Keep in mind that pages will load slower as more data must be displayed.

To change the page size:

- Click on any of the line item types (Expenditures, Loans / Debts, Receipts)
- Select any of the page size options

↓ Date	↓ Type	↓ Source	Details	↓ Amount	
07/19/2012	Cash Contribution	<a href="#">Jones Advertising</a>		\$500.00	 
07/19/2012	Cash Contribution	<a href="#">Jones Advertising</a>		\$500.00	 
07/17/2012	Cash Contribution	<a href="#">Johnson &amp; Johnson</a>		\$500.00	 
07/15/2012	Cash Contribution	<a href="#">Johnson, Mark</a>		\$500.00	 
07/05/2012	Cash Contribution	<a href="#">Jones Advertising</a>	<a href="#">View Large Contribution Report</a>	\$12,000.00	 
07/03/2012	Cash Contribution	<a href="#">Smith &amp; Co.</a>	<a href="#">View Large Contribution Report</a>	\$2,000.00	 
07/03/2012	Cash Contribution	<a href="#">Smithson, Tom</a>	<a href="#">View Large Contribution Report</a>	\$3,500.00	 
07/02/2012	Cash Contribution	<a href="#">Johnson, Mark</a>		\$12,000.00	 
06/30/2012	Cash Contribution	<a href="#">Jones, Brenda</a>	<a href="#">View Large Contribution Report</a>	\$1,000.00	 
06/22/2012	Cash Contribution	<a href="#">Jones Advertising</a>	<i>This is an automatic entry to provide a Loan Payment...</i>	\$50.00	 

73 Records | Page 3 of 8 | Page Size 10

### A. Receipts

Receipts are transactions which add money or benefit the committee in some way. There are three different types of receipts:

#### Cash Contributions

Cash contributions are direct contributions to your committee. They can be in the form of cash, check, credit card or even a PayPal account. Cash Contributions will appear on

Schedule A of the report where they meet the over \$100 contribution threshold (itemized contribution).

### In-Kind Contributions

In-Kind contributions are gifts of goods or services to the committee (e.g. the gift of a computer for filing campaign finance reports is an in-kind contribution). In-Kind Contributions will appear on Schedule B of the report where they meet the over \$100 contribution threshold (itemized contribution).

### Refund, Rebate or Interest

Sometimes referred to as “other receipts”, these are monies earned from interest on the committee’s account, a refunded expenditure, or a rebate on a purchased item. Refund, Rebate or Interest will appear on Schedule C of the report.



### Adding New Receipts

To enter receipts click on the “Receipts” button in the red navigation bar at the top of your Home screen (or in the yellow boxes below your committee from the Home screen). Click on “**Add a New Receipt**” (see below) to establish a new receipt record.

Receipts for: [Green Tea \(CC-12-00045\)](#)

[Add a New Receipt](#)

**Search Receipts** [Click to Open](#)

↓ Date	↓ Type	↓ Source	Details	↓ Amount
03/05/2012	Cash Contribution	<a href="#">Houston, Wilfred W...</a>	<i>For Signs</i>	\$100.00  

1 Records | Page 1 of 1 | Page Size 10

When creating a receipt, you will have the option to check the box for a “Cash Contribution, In-Kind Contribution, or Refund, Rebate or Interest”. As you click through the different receipt types, the required fields for each will change based on the type of contribution. As you click between “Source” types (Individual or Corporate), you will notice that the required information changes based on the type.

Be sure to enter information required (as noted by the red asterisk) and click “Save” once you are finished. If you click out of this screen before saving, the information entered will be lost.

The fields displayed with blue asterisks are required if the contribution for the contributor exceeds \$100 for the period.

Add a New Receipt Receipt Listing

\* Required to save the form.

**Receipt** ● Cash Contribution ● In-Kind Contribution ● Refund, Rebate, or Interest

Date of Receipt\* Amount\*  
 05/25/2012 500

Memo (committee information - not for report)  
 His middle name is "Frugelhorn" Seriously? And he's in charge of the largest crime family in the world? OMG! LOL?

---

**Source** ● Individual ● Corporate

Last Name\* First Name\* Middle Name (Mr, Ms, Dr) Suffix  
 Corleone Vito Frugelhorn Don

\* Required for any financial source submitted on a report to the State Board of Elections.

Occupation\* Name of Employer or Business\* Primary City and State of Employment or Business\*  
 Godfather Waste Management New York, NY

Address\* Suite/Apt/Floor  
 123 Main St. Suite 233

City\* State\* Zip Code\*  
 New York New York 12345

Save and Return Save and New

**NOTE:** The memo field is for committee reporting only. That information will not be reported publicly and will not be visible to anyone who is not listed as a committee user.

### Searching Receipts

From the "Receipts" home page, you can click on the "Search Receipts" bar to search previously entered receipts. Searching can be done on any part of the name or by date entered.

**Search Receipts** Click to Close

Contact Name Min Date Max Date

Search

Click on the column headings in the list to sort receipts by Date, Type, Source, and Amount.

↑ Date	↑ Type	↑ Source	Details	↑ Amount	
03/09/2012	Cash Contribution	<a href="#">Burns, Montgomery...</a>	This is an automatic entry to provide a Loan Payment...	\$2,500.00	
02/01/2012	Cash Contribution	<a href="#">Smith, Jane</a>		\$45.00	
01/30/2012	In-Kind Contribution	<a href="#">Madsen, Virginia</a>	Stuff	\$500.00	
01/17/2012	In-Kind Contribution	<a href="#">Jackson, Lane</a>	State of the art sound system	\$4,000.00	
01/15/2012	Cash Contribution	<a href="#">Adams, Steve</a>		\$100.00	
01/14/2012	Cash Contribution	<a href="#">Marsden, Polly</a>		\$560.00	
01/14/2012	In-Kind Contribution	<a href="#">Musselman, Larry</a>	Laptop	\$1,500.00	
01/12/2012	In-Kind Contribution	<a href="#">Musselman, Larry</a>	Billboard	\$500.00	
01/10/2012	Cash Contribution	<a href="#">Presley, Elvis</a>	Ain't Nothin but a hounddog!	\$50.00	
01/01/2012	Cash Contribution	<a href="#">Smith, Jane</a>		\$500.00	

10 Records | Page 1 of 1 | Page Size 10

## Editing and Deleting Receipts

There are two icons next to the Amount field (illustrated above). Scrolling your mouse over the icons will bring up a box which describes what action is completed by clicking on the icons. Clicking on the red “X” icon (above) will display a screen to confirm deleting the receipt (Figure A). Clicking on the icon with a pencil (above) will open the screen to allow you to edit the receipt (Figure B).

Figure A:

Date	Type	Source	Details	Amount
01/17/2012	In-Kind Contribution	<a href="#">Jackson, Lane</a>	State of the art sound system	\$4,000.00

Delete this Receipt

[Delete](#)

Figure B:

Receipt ● Cash Contribution ● In-Kind Contribution ● Refund, Rebate, or Interest

Date of Receipt\*  Amount\*  Valuation Basis\*

Memo (committee information - not for report)  In Kind Product or Service\*

Last Modified: 03/12/2012 By: Terri Harman

Source Clear Contact

✓ This record is a complete financial **Source** record.

Last Name  First Name  Middle Name  (Mr, Ms, Dr)  Suffix

Occupation  Name of Employer or Business  Primary City and State of Employment or Business

Address  Suite/Apt/Floor

City  State  Zip Code

**NOTE:** You cannot edit the Source/Contact information from the edit screens. You must click on “Contacts” from the red navigation bar to make edits to individuals or corporations.

## **B. Expenditures**

Expenditures are monies that the committee spent in some manner. There are four different types of expenditures:

### Expense



An expense is the most common type of expenditure and is used to report any expenditure which does not fit in any of the other three categories. Expenses are listed on Schedule D of the report.

### Debt Payment

A debt payment is any payment made to a debt incurred by the committee. If the debt payment is made to reduce or pay off a loan, then it is reported on Schedule E of the report. If the debt payment is to make a payment on any other type of debt, it is listed on Schedule D of the report. The amount owed on the debt is reported on Schedule F.

### Loan Payment

A loan payment is any payment made to pay off a loan to the committee. Loan payments are listed on Schedule E of the report.

### Surplus

A surplus expenditure is only used when a committee is disbursing its surplus funds just before filing a final report. There are statutory limitations for disbursing surplus funds. Surplus is only reported on Schedule I of the committee's final report.

## **Entering New Expenditures**

To enter expenditures click on the "Expenditures" button in the red navigation bar at the top of your screen (or in the yellow boxes below your committee from the Home screen).

Click on "**Add a New Expenditure**" (see below) to establish a new record.

When creating an expenditure, you will have the option to check the box for a "Debt Payment; Expense; Loan Payment; and Surplus". The default type is "Expense". As you click through the different expenditure types, the required fields for each will change. As you click between the "Source" types (Individual or Corporate), you will notice that the required information changes based upon the type.

When saving line item expenditures, COMET provides the option to "Save" or "Save and New". When "Save" is selected, the previous page will be displayed after the data on the current page is saved. When "Save and New" is selected, data on the page will be saved and the same page will be redisplayed with fields cleared for entry of the next set of data. "Save and New" feature is advantageous in the case where many line items of the same type need to be entered at once by eliminating the need to re-navigate back to the same page and reducing clicks.

Be sure to enter information required (as noted by the red asterisk) and click "Save and Return" or "Save and New" once you are finished. If you click out of this screen before saving, then the information entered will be lost.

## **Searching Expenditures**

From the Expenditures home page, you can click on the "Search Expenditures" bar to search previously entered expenditures. Searching can be done on any part of the name or by date entered.

**Search Expenditures** Click to Close

Enter Part of Name  Min Date  Max Date  Search

Click on column headings of the list to sort receipts by Date, Type, Source, and Amount.

Date	Type	Payee	Details	Amount	
03/10/2012	Loan Payment	<a href="#">Burns, Montgomery...</a>	Loan: <a href="#">03/09/12 Burns, Montgomery C. For:\$5000.00 Paid:\$5...</a>	\$2,500.00	 
03/09/2012	Loan Payment	<a href="#">Burns, Montgomery...</a>	Loan: <a href="#">03/09/12 Burns, Montgomery C. For:\$5000.00 Paid:\$5...</a> <i>This is an automatic entry to provide a Loan Payment as p...</i>	\$2,500.00	 
02/29/2012	Loan Payment	<a href="#">Fidelity Loans</a>	Loan: <a href="#">01/02/12 Fidelity Loans For:\$5000.00 Paid:\$600.00</a>	\$100.00	 
02/20/2012	Expense	<a href="#">Redford, Lynn</a>	Authorized By: Fred Services	\$45.00	 
02/15/2012	Expense	<a href="#">Redford, Lynn</a>	Authorized By: Joe Flowers	\$55.00	 
02/13/2012	Loan Payment	<a href="#">Fidelity Loans</a>	Loan: <a href="#">01/02/12 Fidelity Loans For:\$5000.00 Paid:\$600.00</a>	\$500.00	 
02/12/2012	Expense	<a href="#">Redford, Lynn</a>	Authorized By: Fred Test	\$110.00	 
02/08/2012	Expense	<a href="#">Redford, Lynn</a>	Authorized By: Fred Stuff	\$40.00	 
02/05/2012	Expense	<a href="#">Home Depot</a>	Authorized By: Fred Merchandise	\$450.00	 
01/17/2012	Expense	<a href="#">Redford, Lynn</a>	Authorized By: Fred Test	\$23.00	 

10 Records | Page 1 of 1 | Page Size 10

### Deleting and Editing Expenditures

There are two icons next to the Amount field. Scrolling your mouse over the icons will bring up a box which describes what action is completed by clicking on the icons. Clicking on the red "X" icon (above) will open the page to confirm deletion of the expenditure (Figure C). Clicking on the icon with a pencil (above) will open the page to allow you to edit the expenditure (Figure D).

Figure C

**Delete Expenditure**

Date	Type	Source	Details	Amount
02/20/2012	Expense	<a href="#">Redford, Lynn</a>	Authorized By: Fred Services	\$45.00

Delete this Expenditure

Cancel

Figure D

Expenditure			● Debt Payment ● Expense ● Loan Payment ● Surplus		
Date of Expenditure*	Amount Paid*	Authorizing Name*			
02/20/2012	45.00	Fred			
Item, Service or Disposition Description*		Memo (committee information - not for report)			
Services					
Last Modified: 03/14/2012 By: Terri Harman					
Payee					Clear Contact
Last Name	First Name	Middle Name	(Mr, Ms, Dr)	Suffix	
Redford	Lynn				
Address		Suite/Apt/Floor			
2305 Broad					
City	State	Zip Code			
Richmond	Virginia	23222			

**NOTE:** You cannot edit the Source/Contact information from the edit screens. You must click on "Contacts" from the red navigation bar to make edits to individuals or corporations.

## C. Loans/Debts

A loan is money received by the committee which it intends to pay back. Loans are first reported on Schedule E. Upon receiving a loan, the committee owes a debt and must report it on Schedule F until the loan is fully repaid. A debt can also be a service received for which the committee has not yet paid. All debts are reported on Schedule F until they are repaid (which is then reported on Schedule D).

### Entering New Loans/Debts

To enter expenditures, click on the "Loans/Debts" button in the red navigation bar at the top of your screen (or in the yellow boxes below your committee's name from the Home screen).

Click on "**Add a New Loan/Debt**" (see below) to establish a new record.









When creating Loan or a Debt, you will have the option to check the box for a "Loan" or "Debt". The default type is "Loan". As you click through the different types, the required fields for each will change. As you click between the "Lender/Debtholder" types (Individual or Corporate), you will notice that the required information changes based upon type.

When saving line item loans/debts, COMET provides the option to "Save" or "Save and New". When "Save" is selected, the previous page will be displayed after the data on the current page is saved. When "Save and New" is selected, data on the page will be saved and the same page will be redisplayed with fields cleared for entry of the next set of data.

“Save and New” feature is advantageous in the case where many line items of the same type need to be entered at once by eliminating the need to re-navigate back to the same page and reducing clicks.

Be sure to enter information required (as noted by the red asterisk) and click “Save and Return” or “Save and New” once you are finished. If you click out of this screen before saving, then the information entered will be lost. Note that there is an area to enter the Co-Borrower as well.

### Repaying Loans/Debts


↓ Date	↓ Type	↓ Lender	Co-Borrower	Details	↓ Amount	Total Paid	
02/06/2012	Loan	<a href="#">Johnson, Tom</a>			\$500.00	\$500.00	 
01/23/2012	Loan	<a href="#">Moneybags, McGee</a>			\$5,000.00	\$0.00	  
01/11/2012	Loan	<a href="#">Burns, Montgomery C.</a>			\$5,000.00	\$5,000.00	 
12/03/2011	Loan	<a href="#">Wells Fargo</a>			\$5,000.00	\$5,000.00	 

4 Records | Page 1 of 1 | Page Size 10

After entering a new loan/debt, you will notice on the Loans/Debts home screen a money stack icon (above). To make a repayment on a loan, click that icon.

**NOTE:** You can also access loan repayments through the Expenditures home screen by clicking “Add a New Expenditure” and choosing “Loan Payment”. A drop-down box will appear allowing you to choose the loan on which you wish to make a payment. Enter the date and amount to be repaid and click “save”.

Expenditure
● Debt Payment ● Expense ● **Loan Payment** ● Surplus

Date of Expenditure\*   Amount Paid\*

Loan\*  Memo (committee information - not for report)

---

Payee
Clear Contact

Last Name  First Name  Middle Name  (Mr, Ms, Dr)  Suffix

Address  Suite/Apt/Floor

City  State  Zip Code

### Forgiving a Loan/Debt

There may be times when the committee cannot repay its obligation and the lender decides to “forgive” the debt. In this case, the law requires that the forgiven portion of the loan be reported as both a contribution on Schedule A **and** a loan repayment on Schedule E (debt payments are only reported on Schedule D).

To forgive a loan in COMET, open the loan to be forgiven from the Expenditures Home

Screen and click the “Forgive This Loan” button. This will create the appropriate records as required by law in the amount of the loan balance.

Loan / Debt
● Debt ● Loan

Date Received / Incurred\*

Amount\*

**No Payments Made Yet**

Make a Payment on this Loan
Forgive this Loan

Memo (committee information - not for report)

### Searching Loans/Debts

From the Loans/Debts home page, click on the “Search Loans/Debts” bar to search previously entered loan/debt. Searching can be done on any part of the name or by date entered.

Further, you can click on the headings in the graph to sort receipts by Date, Type, Source, Amount and Total Paid.

Search Loans / Debt
▼ Click to Close

Search by Lender Name

Min Date

Max Date

Search

↕ Date	↕ Type	↕ Lender	Co-Borrower	Details	↕ Amount	Total Paid	
02/06/2012	Loan	<a href="#">Johnson, Tom</a>			\$500.00	\$500.00	
01/23/2012	Loan	<a href="#">Moneybags, McGee</a>			\$5,000.00	\$0.00	
01/11/2012	Loan	<a href="#">Burns, Montgomery C.</a>			\$5,000.00	\$5,000.00	
12/03/2011	Loan	<a href="#">Wells Fargo</a>			\$5,000.00	\$5,000.00	

4 Records | Page 1 of 1 | Page Size 10

## V. Large Dollar and Large Pre-Election Contributions

Political committees, not candidate committees, will always be prompted by COMET to file large dollar contributions. Skip to the next section named Filing Large Contribution Reports Prior to General Election for all Committees for details.

When large dollar and pre-election contributions are submitted in COMET, a message will display to prompt the committee to file a large contribution report with the following exception. Large Pre-Election contributions to Candidate Committees based on nominating events or primary dates of an election or any other requirement to file large pre-election reports other than based on election date must be submitted by the committee without a prompt from COMET.

### Filing Large Contribution Reports Prior to Nominating Event and/or Primary date

A receipt that matches large pre-election contributions reporting requirements but not within an election date, will display a link once the receipt is saved named “Create Large Contribution Report”. It is the committee’s responsibility to understand whether the timing requires the filing of a large pre-election contribution based on the timing with regards to Nominating Events and/or primary elections.

1. Create the receipt and save it.
2. Open the receipt to be submitted as a large contribution report.
3. Click on “Create Large Contribution Report” if the contribution is required to be filed as a large pre-election report.

The screenshot shows a web form titled "Receipt" with a dark blue header. Below the header, there are three radio buttons for "Cash Contribution" (selected), "In-Kind Contribution", and "Refund, Re". The form contains several input fields:

- Date of Receipt\***: A text box containing "05/22/2013" with a calendar icon to its right.
- Amount\***: A text box containing "3400.00".
- Valuation Basis\***: A text box containing "Actual Cost".
- Memo (committee information - not for report)**: A large, empty text area with a vertical scrollbar on the right.
- In Kind Product or Service\***: A text box containing "asdf".

At the bottom left of the form, there is a blue link with an information icon: [Create Large Contribution Report](#).

- Click on “Large Contribution Report” to view the prepared report prior to submitting it.

**Receipt**  Cash Contribution  In-Kind Contribution  Refund, Rebate

Date of Receipt\* 05/22/2013 Amount\* 3400.00 Valuation Basis\* Actual Cost

Memo (committee information - not for report) In Kind Product or Service\* asdf

This record has an unsubmitted [Large Contribution Report](#) !

If the report has been prepared but not submitted, you can remove the prepared, unsubmitted report by saving the receipt. The status line will change back to the following: [Create Large Contribution Report](#)

- Click the link in the text “This record has an unsubmitted Large Contribution Report” link to open the page to review and submit the report to the Department of Elections.
- To submit the report, check the “I declare...” statement and click “Submit Report”

**Submit Your Report to the State Board of Elections**

**Schedule B: In-Kind Contributions**

Contributor	Business or Employment Information	Description	Date Received	Contribution	
<a href="#">Turner, David</a> 2349 Pine Richmond, 23222	General CEO Richmond, VA	asdf Actual Cost	05/22/2013	\$ 3400.00	<a href="#">Receipt</a>

**Large Contribution Report for 05/22/2013**

Amended filing

AmendmentCount: 0

**Statement of Treasurer**

You are required to check the box acknowledging that you have read the declaration statement before submitting the report to The State Board of Elections.



I declare, subject to the provisions of § 24.2-1016 which is punishable up to a Class 5 Felony, that this report for 05/22/2013, is to the best of my knowledge and belief true, correct and complete.

[Submit Report](#)

- The large contribution report will be filed and displayed on the public website with the next report upload.

## Filing Large Contribution Reports Prior to General Election for all Committees

Whenever a receipt (cash or in-kind) or loan is entered in COMET that meets the conditions of large (dollar or pre-election) contributions and does not meet the exception described above, COMET will display a message in the details of the line item entry screen to indicate the entry should be filed as a large contribution, as in the example below.

Search Receipts <span style="float: right;">Add a New Receipt</span>				
◀ Click to Open				
↓ Date	↓ Type	↓ Source	Details	↓ Amount
06/01/2012	Cash Contribution	<a href="#">Clark, James</a>	Unfiled Large Contribution Report <a href="#">View Report</a>	\$500.00  

To file the report,

1. Click “View Report”

- (1) From the next page, you will see the report that is ready to be submitted.

2. When the report is ready to be submitted, check the box in the Statement of Treasurer section which affirms that report is true, correct and complete to the best of the filer’s knowledge.

3. Click “Submit Report”

The page will be redisplayed with a confirmation message of the date/time the report was submitted and name of the person who submitted the report. (See example below).

This Report Has Been Submitted				
Schedule A: Direct Contributions				
Contributor	Business or Employment Information	Date Received	Contribution	
<a href="#">Jones Advertising</a> 123 W. 23rd St. New York, 56789	Advertising New York, NY	06/01/2012	\$ 560.00	<a href="#">Receipt</a>

Large Contribution Report for 06/01/2012	
<input type="checkbox"/> Amended filing	Amendment Count: <input type="text" value="0"/>
No Reporting Schedule Available	

Report Submitted
Submitted On: 06/14/2012 By: Terri Harman

An email will be sent to the committee members and the filer to confirm receipt of the report by the Department of Elections. If the report is filed late, additional messages will be emailed to inform committee members of penalties, details as to why, and outstanding amounts owed (if others).

To return to add more line items, click the applicable buttons, in red.

To view the large contribution reports that have been filed, click the “Large Contribution Reports” button.



**To amend a large contribution report:**

1. Select the line item by which the large contribution report was triggered.
  - a. Click “Large Contribution Reports” button
  - b. Locate the large contribution report and click “View”
  - c. From the view of the submitted report, click “Receipt”
2. Make the necessary change(s) to the line item entry.
3. Click Save.
4. From the resulting page, click “View” in the “Related Reports” section by the latest Amendment (see example page below):

**\* VIRGINIA \*  
STATE BOARD  
of ELECTIONS**

**Receipt Updated**  
Receipt for \$500.00 saved.  
Per the code of Virginia, you must file a Large Contribution Report by  
06/04/2012 5:00 PM.

Welcome Terri Harman!  
[Log Off](#) | [Change Password](#) | [Profile](#)

[Home](#) | [About](#) | [FAQs](#)

[Statement of Organization](#) | [Users](#) | [Contacts](#) | [Expenditures](#) | [Loans / Debts](#) | [Receipts](#) | [Reporting](#)

**Review & Submit Large Contribution Report for Committee To Elect Joe Sanderson (CC-12-00001)**

**Large Contribution Reports**

**This Report Has Been Submitted**

**Schedule A: Direct Contributions**

Contributor	Business or Employment Information	Date Received	Contribution
<a href="#">Jones, Brenda</a> 123 Main Richmond, 23123	Chemicals Analyst Richmond, VA	06/02/2012	\$ 500.00 <a href="#">Receipt</a>

**Large Contribution Report for 06/02/2012**

Amended filing

AmendmentCount:

**Related Reports**

Type	From	Status	Received	Due	Filed	Amendment
Contribution	Jones, Brenda 123 Main Richmond, 23123	Timely	06/02/2012	06/04/2012		1 <a href="#">View</a>

**Report Submitted**  
Submitted On: 06/14/2012 By: David Poole

The page will display the large contribution report, including the Amendment Count and the “Amended filing” flag will be checked.

Follow the same steps as taken to file an original report (see steps previous).

If a line item entry is submitted as a large contribution and then the line item is later deleted, the system will treat the change as an amendment of a large contribution report and it must be filed to maintain compliance. These types of reports will display a message that the information was deleted since originally filed as a large contribution.



















If a line item entry is submitted as a large contribution and then changes are made to the line item that eliminates it as meeting large contribution conditions, it will still be treated as a large contribution. Consequently, the change will need to be submitted as an amended large contribution report.

## VI. Managing Contacts

COMET maintains all of your contacts in one location. From your Contacts home screen, you can search and locate every individual and company which has given your committee a contribution or to which you have expended money. Further, you can add contacts to your committee's record for quick finding at a later date.

To access your Contacts home screen, click on "Contacts" in the red navigation bar (or the yellow box underneath the committee's name from your Home screen).

From the Contacts home screen, you can search, edit and view contacts in the same way as you have done for your line-item entries. But the Contacts home screen also allows you to click on a new icon titled, "View Contact Details".



Name	Address	City	State	
<a href="#">Adams, John</a>	26234 Moorefield Parkway	Richmond	Virginia	  
<a href="#">Allen, Allen, Allen &amp; Allen</a>	512 Main	Richmond	Virginia	   <a href="#">Click to view Contact Details</a>
<a href="#">Billboards R Us</a>	2345 Main	Richmond	Virginia	  
<a href="#">Billings, Helen</a>	1523 Monument	Richmond	Virginia	  
<a href="#">Borne, Leslie</a>	1283 Block	Richmond	Virginia	  
<a href="#">Burns, George</a>	123 Elm St	Richmond	Virginia	  
<a href="#">Burns, Montgomery C.</a>	123 Evergreen Terrace Apt. C	Springfield	Tennessee	  
<a href="#">CBS</a>	2312 Grace	Richmond	Virginia	  
<a href="#">CyberCity</a>	1523 Outofthe Way	Richmond	Virginia	  
<a href="#">Davis, Lena</a>	123 jennings	Richmond	Virginia	  

27 Records | Page 1 of 3 | Page Size 10

When you click on a Contact's details you are taken to a screen which allows you to perform multiple tasks on one contact. Click on "Edit Contact" to make changes to the contact's record such as address or occupation. You also have the option of deleting the contact.

**NOTE:** *Deleting a contact will delete ALL transactions related to that contact and may therefore require amendments to be filed.*

The contact details page also allows you to add transactions for the contact. Finally, you can click on the transaction type tabs to see a listing of each transaction entered for that contact (you'll also notice that you can edit those transactions from this screen as well).

<a href="#">Edit Contact</a>	<a href="#">Delete Contact</a>	<a href="#">Add New Contact</a>	<a href="#">Contact Listing</a>	
<b>Contact : Adams, John</b> <a href="#">Click to Open</a>				
<a href="#">Add Expenditure</a>	<a href="#">Add Loan / Debt</a>	<a href="#">Add Receipt</a>		
<a href="#">Expenditures</a>	<a href="#">Loans</a>	<a href="#">Receipts</a>		
Date	Type	Source	Details	Amount
02/14/2012	Cash Contribution	<a href="#">Adams, John</a>		\$110.00  

## VII. Preparing and Submitting Your Report – E-Filers

For committees that indicated reports would be reported through e-filing in COMET, Reports are automatically generated from the receipts, expenditures, loans, and debts entered into COMET. There are 3 steps to filing a report:

1. Select the Reporting Period.
2. Prepare Report for Review.
3. Review Prepared Report and File.

From the Home Page, click “Reporting” with the appropriate Statement of Organization. The report schedule will display for the Committee. Click “File” to start the process.

### Step 1: Select Reporting Period

Statement of Organization | Users | Contacts | Expenditures | Loans / Debts | Receipts | Reporting

Reporting for Test Ref (RC-12-00041)

**Scheduled Reports**

1. **Select Reporting Period**  
Choose a reporting period from the table below to file or amend a report.

2. Prepare Report for Review

3. Review Prepared Report and File

Type	Status	From	To	Filed	Due	
Scheduled		01/01/2012	01/31/2012		04/16/2012	<a href="#">File</a>
Scheduled		04/01/2012	06/01/2012		06/04/2012	
Scheduled		06/02/2012	06/30/2012		07/16/2012	
Scheduled		07/01/2012	08/31/2012		09/17/2012	
Scheduled		09/01/2012	09/30/2012		10/15/2012	
Scheduled		10/01/2012	10/26/2012		10/29/2012	
Scheduled		10/27/2012	11/29/2012		12/06/2012	
Scheduled		11/30/2012	12/31/2012		01/15/2013	

### Step 2: Prepare Report for Review

If this is the Final Report, check “Is Final Report”.

**NOTE:** A Final Report indicates that the committee is disbanding and does not intend to file campaign finance reports in the future. Campaign committees must file a final report with an ending balance of “\$0.00” and repay all debts. Political committees may be able to file final reports with cash on hand assuming certain criteria are met. Please contact the Department of Elections if you have any questions.

If there is no activity to report for the period, check “No Activity”. The report will be prepared with no line items even if there are any for the given reporting period.

[Statement of Organization](#) | [Users](#) | [Contacts](#) | [Expenditures](#) | [Loans / Debts](#) | [Receipts](#) | [Reporting](#)

**Prepare a Report For Test Candidate Committee (CC-12-00079)**

**Prepare a Report for Submission**

- [Select Reporting Period](#)
- Prepare Report for Review**  
If you wish to file a new or amended report for this reporting period, choose the **Prepare Report** button at the bottom of the page. This will create a report that must be reviewed and then submitted.
- Review Prepared Report and Submit

**Baseline Finances for Date Range: 01/01/2012 - 06/30/2012 Due: 07/16/2012**

Before you can file a first report in this system you must provide baseline finance numbers from your last report on the [Baseline Finances](#) page.

**File New Report for Date Range: 01/01/2012 - 06/30/2012 Due: 07/16/2012**

**Is Final Report**  
Check this box ONLY if the committee is closing and intends to raise no additional monies or make expenditures

**No Activity**  
Click this box ONLY if the committee has no financial activity to report for the period.

This will start the filing process. Once your report is prepared you will have the opportunity to review it before submitting the results to the State Board of Elections.

If this is the first report for your committee in COMET, click [Baseline Finances](#) on the page to enter existing amounts to be used in Schedules G & H and click “Save”.

**Baseline Finances for: [Test Candidate Committee \(CC-12-00079\)](#)**

\* **Required** to save the form.

**Baseline Finances**

If this is your first reporting period, you may just enter zero in all the fields.  
If you have existing loans, please enter them on the [Loan Listing](#) page.

Beginning Balance [Line 19 of last report]* 0.00	Beginning Loan Balance [Line 15 of last report]* 0.00
Election Cycle Beginning Balance* 0.00	
Previous Receipts [Line 24 from last report]* 0.00 (Enter zero if first report of election cycle)	Previous Disbursements [Line 28 from last report]* 0.00 (Enter zero if first report of election cycle)

[Save](#)

When all options are selected and ready, click “Prepare Report for Review”. This will create a draft version of the report which can be reviewed prior to submitting to the Department of Elections.

**Prepare a Report For Test Candidate Committee (CC-12-00079)**

**Prepare a Report for Submission**

1. [Select Reporting Period](#)
2. **Prepare Report for Review**  
If you wish to file a new or amended report for this reporting period, choose the **Prepare Report** button at the bottom of the page. This will create a report that must be reviewed and then submitted.
3. Review Prepared Report and Submit

**Baseline Finances for Date Range: 01/01/2012 - 06/30/2012 Due: 07/16/2012**

These numbers come from the Baseline number you provided on the [Baseline Finances](#) page.

Beginning Balance	\$0.00	Beginning Loan Balance	\$0.00
Election Cycle Beginning Balance	\$0.00		
Previous Receipts Total	\$0.00	Previous Disbursements Total	\$0.00

**File New Report for Date Range: 01/01/2012 - 06/30/2012 Due: 07/16/2012**

**Is Final Report**  
Check this box ONLY if the committee is closing and intends to raise no additional monies or make expenditures

**No Activity**  
Click this box ONLY if the committee has no financial activity to report for the period.

This will start the filing process. Once your report is prepared you will have the opportunity to review it before submitting the results to the State Board of Elections.

**Prepare Report for Review**

A message will display to indicate the report is being prepared. This should just take a few minutes, depending upon the size of the report.

The date and time the report was requested will display in the “Report Requested” column.

**Prepare a Report For Test Candidate Committee (CC-12-00079)**

**Prepare a Report for Submission**

1. [Select Reporting Period](#)
2. **Prepare Report for Review**  
If you wish to file a new or amended report for this reporting period, choose the **Prepare Report** button at the bottom of the page. This will create a report that must be reviewed and then submitted.
3. Review Prepared Report and Submit

**Existing Reports for Date Range: 01/01/2012 - 06/30/2012 Due: 07/16/2012**

Report Requested	Report Prepared	Submitted Date	Final	No Activity
8/7/2012 9:59:30 AM				

*Processing Your Report*  
The report started by Terri Harman has been sent to the server and will take a few minutes to be created. This message will update automatically.  
Status: Request In Queue

and Submitted to the State Board of

**Baseline Finances for Date Range: 01/01/2012 - 06/30/2012 Due: 07/16/2012**

These numbers come from the Baseline number you provided on the [Baseline Finances](#) page.

Beginning Balance	\$0.00	Beginning Loan Balance	\$0.00
Election Cycle Beginning Balance	\$0.00		
Previous Receipts Total	\$0.00	Previous Disbursements Total	\$0.00

**Replace Report for Date Range: 01/01/2012 - 06/30/2012 Due: 07/16/2012**

**Is Final Report**  
Check this box ONLY if the committee is closing and intends to raise no additional monies or make expenditures

**No Activity**  
Click this box ONLY if the committee has no financial activity to report for the period.

This will start the replacement process. This will rewrite the existing unsubmitted report with a newly calculated report. Once your report is prepared you will have the opportunity to review it before submitting the results to the State Board of Elections.

[Prepare Report for Review](#)

When the report has been prepared, the “Report Prepared” column will display the date and time of completion. Note the “Submitted Date” column explains that the report has not been submitted at this time.

**Existing Reports for Date Range: 01/01/2012 - 06/30/2012 Due: 07/16/2012**

Report Requested	Report Prepared	Submitted Date	Final	No Activity
8/7/2012 9:59:30 AM	8/7/2012 10:00:00 AM	<b>Not Submitted</b> This report must be Reviewed and Submitted to the State Board of Elections.		<a href="#">Review and Submit</a>

Click “Review and Submit” to see the report that was generated and to subsequently have the option to Submit the report to the Department of Elections.

**Step 3: Review Prepared Report and File**

The report is displayed below starting with the “Report” header information. Click any

of the yellow button letters to view the information on each schedule, as labeled.

**Review & Submit Report for Test Candidate Committee (CC-12-00079)**

**Report** **A** **B** **C** **D** **E - 1** **E - 2** **F** **G** **H**

**Submit Your Report to the State Board of Elections**

- [Select Reporting Period](#)
- [Prepare Report for Review](#)
- Review Prepared Report and Submit**  
Review your report and submit it. Once a report is submitted it cannot be changed; it will have to be amended.

**Report for 01/01/2012 - 06/30/2012**

Amended filing AmendmentCount:

Final Report

**Schedule A and B Contact Statistics**

	Schedule A	Schedule B	Both
Entries	1	0	1
Complete Entries	1	0	1
Completion Rate	% 100.00	% 100.00	% 100

**Statement of Treasurer**

You are required to check the box acknowledging that you have read the declaration statement before submitting the report to The State Board of Elections.

I declare, subject to the provisions of § 24.2-1016 which is punishable up to a Class 5 Felony, that this report for the period 01/01/2012 through 06/30/2012, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.

**Submit Report**

Review the Schedule A and B Contact Statistics section to insure the contact information entered is above the 80% minimum compliance requirement. Contact information that is missing information in the “Blue Asterisked” fields of a contact record would not be counted as a complete entry.

To update records which are incomplete click on Schedule A or B. The form will highlight which records are incomplete. To edit these contacts, you may click “Contacts” in the red navigation bar, search for the contact and click the “Edit Contact Details” icon. Or simply click on the contact’s name in the report and you will go directly to the contact’s record where you can make edits.

Schedule A: Direct Contributions Over \$100 - Committee To Re-Elect Swanson (CC-12-00064)				
<a href="#">Report</a> <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E - 1</a> <a href="#">E - 2</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a>				
Contributor	Business or Employment Information	Date Received	Contribution	Total to Date
Incomplete Contact <a href="#">Johnson, Leroy</a> 1235 Westham Parkway Richmond, VA 23222		01/18/2012	\$ 112.00	\$ 112.00
Incomplete Contact <a href="#">Manchester, Emma</a> 2930 Spruce Richmond, VA 23123		02/14/2012	\$ 500.00	\$ 500.00

**NOTE:** If any changes are made to contacts, line-item entries-whether added, updated or deleted, a new report must be prepared again in order for the changes to be included in the report.

You can change the un-itemized reporting figures on Schedule G at this point.

1. Click “G” button
2. Click “Edit Unitemized”

Schedule G: Statement of Funds - Committee To Elect Joe Sanderson (CC-12-00001)		
<a href="#">Report</a> <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E - 1</a> <a href="#">E - 2</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a>		
Report for 01/01/2012 - 03/25/2012		
	Number of Contributions	Amount
<b>Contributions Received This Period</b>		
1. Schedule A [Over \$100]	16	\$105,301.00
2. Schedule B [Over \$100]	2	\$925.00
3. Un-itemized Cash Contributions [\$100 or less]	1	\$50.00 <a href="#">Edit Unitemized</a>
4. Un-itemized In-Kind Contributions [\$100 or less]	1	\$50.00



3. The “Schedule G: Edit Unitemized” page will display:

Schedule G: Edit Unitemized - Committee To Elect Joe Sanderson (CC-12-00001)

Report A B C D E - 1 E - 2 F G H

**Change Unitemized Contributions**

Unitemized Count\* 1 Unitemized Total\* 50.00

Unitemized In-Kind Count\* 1 Unitemized In-Kind Total\* 50.00

Save

4. Make applicable changes and click “Save”
5. Schedules G and H will be updated accordingly

**NOTE:** When a report is amended, you will have to prepare the report again and go back to Schedule G edit function to re-enter the un-itemized data. It will not be saved for amendments. Likewise, these fields cannot be changed once a report is filed unless the report is amended.

Check the “I declare...” statement in the Statement of Treasurer section to confirm that you have read the agreement. Until this is checked, you will not be able to submit the report.

Review & Submit Report for Test Ref (RC-12-00041)

Report A B C D E - 1 E - 2 F G H

**Submit Your Report to the State Board of Elections**

1. [Select Reporting Period](#)
2. [Prepare Report for Review](#)
3. **Review Prepared Report and File**  
Review your report and submit it. Once a report is submitted it cannot be changed; it will have to be amended.

**Report for 01/01/2012 - 01/31/2012**

Amended filing  Final Report

AmendmentCount: 0

**Schedule A and B Contact Statistics**

	Schedule A	Schedule B	Both
Entries	0	0	0
Complete Entries	0	0	0
Completion Rate	% 100.00	% 100.00	% 100

**Statement of Treasurer**

You are required to check the box acknowledging that you have read the declaration statement before submitting the report to The State Board of Elections.

I declare, subject to the provisions of § 24.2-1016 which is punishable up to a Class 5 Felony, that this report for the period 01/01/2012 through 01/31/2012, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.

Submit Report

If the report is not ready, the prepared report does not have to be submitted or filed. You can enter or update any line-item entries as needed and prepare the report as many times as needed prior to submitting the final report.

**NOTE:** If any changes are made to contacts, line-item entries-whether added, updated or deleted, a new report must be prepared again in order for the changes to be included

*in the report.*

If the report is ready to be submitted, click the “Submit Report” button at the bottom of this page. The Submitted Date column will be updated on page 2.

**Statement of Treasurer**

You are required to check the box acknowledging that you have read the declaration statement before submitting the report to The State Board of Elections.

I declare, subject to the provisions of § 24.2-1016 which is punishable up to a Class 5 Felony, that this report for the period **01/01/2012** through **01/31/2012**, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.

**Submit Report**

Once a report is submitted, the Report Schedule on Step 1 will reflect it. You can click “View or Amend Report” to see the submitted report or elect to Amend the submitted report. If you prepare another report after a report has been submitted, the system will automatically handle the amendment numbering process. A report may be amended as often as necessary.

**Scheduled Reports**

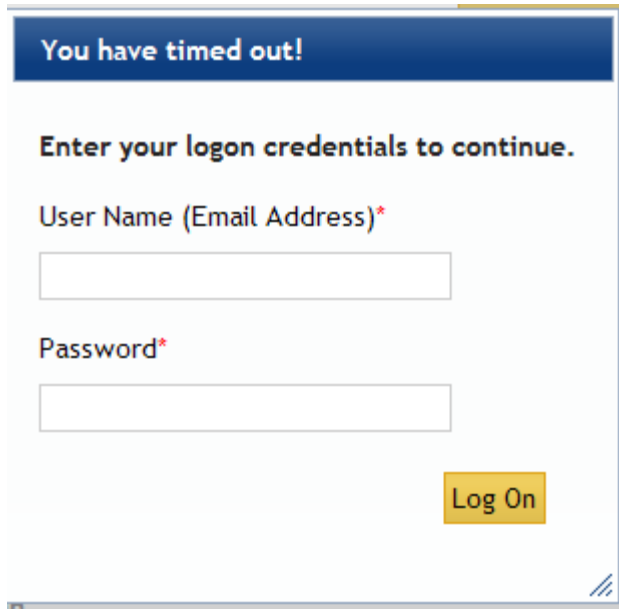
- Select Reporting Period**

Choose a reporting period from the table below to file or amend a report.
- Prepare Report for Review
- Review Prepared Report and File

Type	Status	From	To	Filed	Due	
Scheduled	Late	01/01/2012	01/31/2012	✓	04/16/2012	<a href="#">View or Amend Report</a>
Scheduled		04/01/2012	06/01/2012		06/04/2012	
Scheduled		06/02/2012	06/30/2012		07/16/2012	
Scheduled		07/01/2012	08/31/2012		09/17/2012	
Scheduled		09/01/2012	09/30/2012		10/15/2012	
Scheduled		10/01/2012	10/26/2012		10/29/2012	
Scheduled		10/27/2012	11/29/2012		12/06/2012	
Scheduled		11/30/2012	12/31/2012		01/15/2013	

## VIII. Time Outs

The Server on which this software runs will automatically log you off (time out) after 30 minutes if it does not detect “server” activity. The safest course to take so that data is not lost is to be sure to save your work often. Should the server time out while you are logged in, you will be prompted with the following screen to log back in.



The screenshot shows a web-based login prompt. At the top, a dark blue header bar contains the text "You have timed out!". Below this, the instruction "Enter your logon credentials to continue." is displayed. There are two input fields: the first is labeled "User Name (Email Address)\*" and the second is labeled "Password\*". A yellow "Log On" button is positioned to the right of the password field. The entire form is enclosed in a light gray border.

## IX. APPROVED VENDORS UPLOADING

COMET allows for the uploading of Approved vendor software that generates .xml files which conform to specifications established by the agency. ELECT will accept e-filed campaign finance reports generated by vendor’s software and submitted by candidates and committees registered with ELECT.

To be set up as an Approved Vendor filer, your Statement of Organization will need to state that your committee is using an Approved Vendor under the “Filing Type” section and choose the vendor which you are using.

To upload an .XML file, the user needs to log into COMET, then from the Home Page click “Reporting” under the appropriate committee. The report schedule will display for the Committee.

Reports are automatically generated from the receipts, expenditures, loans, and debts entered into COMET. There are 3 steps to filing a report:

1. Select the Reporting Period.
2. Prepare Report for Review.
3. Review Prepared Report and File.

**Step 1: Select Reporting Period**

Click “File” to start the process

Reporting for Test Ref (RC-12-00041)

**Scheduled Reports**

1. **Select Reporting Period**  
Choose a reporting period from the table below to file or amend a report.
2. Prepare Report for Review
3. Review Prepared Report and File

Type	Status	From	To	Filed	Due	File
Scheduled		01/01/2012	01/31/2012		04/16/2012	<a href="#">File</a>
Scheduled		04/01/2012	06/01/2012		06/04/2012	
Scheduled		06/02/2012	06/30/2012		07/16/2012	
Scheduled		07/01/2012	08/31/2012		09/17/2012	
Scheduled		09/01/2012	09/30/2012		10/15/2012	
Scheduled		10/01/2012	10/26/2012		10/29/2012	
Scheduled		10/27/2012	11/29/2012		12/06/2012	
Scheduled		11/30/2012	12/31/2012		01/15/2013	

**Step 2: Prepare Report for Review**

Click the “Browse” button. Locate the appropriate .xml file on your computer for the report you are trying to upload. Then click the yellow button “Upload Selected File”.

**Prepare a Report for Submission**

1. [Select Reporting Period](#)
2. **Prepare Report for Review**  
If you wish to file a new or amended report for this reporting period, choose the **Upload Report** button at the bottom of the page. This will create a report that must be reviewed and then submitted.
3. Review Prepared Report and Submit

---

**Existing Reports for Date Range: 01/01/2012 - 02/26/2012 Due: 02/29/2012**

Report Requested	Report Prepared	Submitted Date	Final	No Activity	
8/2/2012 4:24:45 PM	8/2/2012 4:24:50 PM	8/2/2012 4:25:10 PM			<a href="#">View</a>
4/3/2012 1:19:37 PM	4/3/2012 1:20:00 PM	4/3/2012 1:21:10 PM			<a href="#">View</a>

---

**Upload XML File**

Choose XML File\*

When the report is uploaded, the “File Uploaded” message will display. Click “Review” to see the report that was generated.

**! File Uploaded**  
Your file has been uploaded and added to the process queue.

---

**Prepare a Report for Submission**

1. [Select Reporting Period](#)
2. **Prepare Report for Review**  
If you wish to file a new or amended report for this reporting period, choose the **Upload Report** button at the bottom of the page. This will create a report that must be reviewed and then submitted.
3. Review Prepared Report and Submit

---

**Existing Reports for Date Range: 01/01/2012 - 03/16/2012 Due: 03/19/2012**

Report Requested	Process Complete	Submitted Date	Final	No Activity	Published	
4/4/2012 4:21:36 PM	4/4/2012 4:21:36 PM		✓			<a href="#">Review</a>

---

**Upload XML File**

Choose XML File\*

### Step 3: Review Prepared Report and File

The report is displayed below starting with the “Report” header information. Click any of the yellow button letters to view the information on each schedule, as labeled. Review the Schedule A and B Contact Statistics section to insure the contact information entered is above the 80% minimum compliance requirement. Contact information that is missing information in the “Blue Asterisked” fields of a contact record would not be counted as a complete entry.

To update records which are incomplete click on Schedule A or B. The form will highlight which records are incomplete. To edit these contacts, you must make changes to the data in your vendor software, recreate the .xml file and upload the data again.

**Schedule A: Direct Contributions Over \$100 - Committee To Re-Elect Swanson (CC-12-00064)**

Report A B C D E-1 E-2 F G H

Contributor	Business or Employment Information	Date Received	Contribution	Total to Date
Incomplete Contact <a href="#">Johnson, Leroy</a> 1235 Westham Parkway Richmond, VA 23222		01/18/2012	\$ 112.00	\$ 112.00
Incomplete Contact <a href="#">Manchester, Emma</a> 2930 Spruce Richmond, VA 23123		02/14/2012	\$ 500.00	\$ 500.00

**NOTE:** If any changes are made to contacts, line-item entries-whether added, updated or deleted, a new report must be prepared again in order for the changes to be included in the report.

Check the “I declare...” statement in the Statement of Treasurer section to confirm that you have read the agreement. Until this is checked, you will not be able to submit the report.

**Review & Submit Report for Test Ref (RC-12-00041)**

Report A B C D E-1 E-2 F G H

**Submit Your Report to the State Board of Elections**

- Select Reporting Period
- Prepare Report for Review
- Review Prepared Report and File  
Review your report and submit it. Once a report is submitted it cannot be changed; it will have to be amended.

**Report for 01/01/2012 - 01/31/2012**

Amended filing AmendmentCount: 0

Final Report

**Schedule A and B Contact Statistics**

	Schedule A	Schedule B	Both
Entries	0	0	0
Complete Entries	0	0	0
Completion Rate	% 100.00	% 100.00	% 100

**Statement of Treasurer**

You are required to check the box acknowledging that you have read the declaration statement before submitting the report to The State Board of Elections.

I declare, subject to the provisions of 5 24.2-1016 which is punishable up to a Class 5 Felony, that this report for the period 01/01/2012 through 01/31/2012, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.

**Submit Report**

If the report is not ready, the prepared report does not have to be submitted or filed. You can enter or update any line-item entries as needed and prepare the report as many times as needed prior to submitting the final report.

**NOTE:** If any changes are made to contacts, line-item entries-whether added, updated or deleted, a new report must be prepared again in order for the changes to be included in the report.

If the report is ready to be submitted, click the “Submit Report” button at the bottom of this page. The Submitted Date column will be updated on page 2.

### Statement of Treasurer

You are required to check the box acknowledging that you have read the declaration statement before submitting the report to The State Board of Elections.

I declare, subject to the provisions of § 24.2-1016 which is punishable up to a Class 5 Felony, that this report for the period **01/01/2012** through **01/31/2012**, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.

[Submit Report](#)

Once a report is submitted, the Report Schedule on Step 1 will reflect it. You can click “View or Amend Report” to see the submitted report or elect to Amend the submitted report. If you prepare another report after a report has been submitted, the system will automatically handle the amendment numbering process. A report may be amended as often as necessary.

### Scheduled Reports

#### 1. Select Reporting Period

Choose a reporting period from the table below to file or amend a report.

2. Prepare Report for Review
3. Review Prepared Report and File

Type	Status	From	To	Filed	Due	
Scheduled	Late	01/01/2012	01/31/2012		04/16/2012	<a href="#">View or Amend Report</a>
Scheduled		04/01/2012	06/01/2012		06/04/2012	
Scheduled		06/02/2012	06/30/2012		07/16/2012	
Scheduled		07/01/2012	08/31/2012		09/17/2012	
Scheduled		09/01/2012	09/30/2012		10/15/2012	
Scheduled		10/01/2012	10/26/2012		10/29/2012	
Scheduled		10/27/2012	11/29/2012		12/06/2012	
Scheduled		11/30/2012	12/31/2012		01/15/2013	

## X. Exporting Line Items to Excel

COMET provides functionality to allow Line Items entered and Contact information to be exported to Excel. From the list of Expenditures, Loans / Debts, Receipts, or Contacts, click “Click to Open” on the “Search...” line.

Receipts for: [Committee To Elect Joe Sanderson \(CC-12-00001\)](#)

[Add a New Receipt](#)

Search Receipts [Click to Open](#)

Date	Type	Source	Details	Amount
06/01/2012	Receipt	...	...	\$750.00

To download all records in the given line item type or Contact:

- Click “Download Records 1 to xx”
- Click “Open” to download all the line items of the given type to Excel.

Search Receipts [Click to Close](#)

Contact Name  [Download Data](#)  
[Download Records 1 to 73](#)

Min Date  Max Date

You can download a subset of the data for line items and contacts. Line item data can be subset based on Contact Last Name and/or Date Range whereas Contact data can only be subset based on Contact Last Name.

To download a subset of the line item records based on Contact Name and/or Date Range:

Enter the Contact Name and/or Min Date and/or Max Date, click Search.

The subsetted data will be displayed. The download link will show the count of records as in “Download Records 1 to xx”.

Click that download link to copy the subset of data to Excel.

To return to the full set of data, blank out the search fields and click “Search”

In Excel, the line item data will include a SourceID and SourceName for each entry. To retrieve the details of that source, export the contact data and use the “CommitteeContactId” value to match to the “SourceID” value in the line item download.

## XI. FAQ’s



- 1. WHO DO I CONTACT IF I HAVE QUESTIONS OR PROBLEMS WITH COMET?**
  - a. You can email your questions, comments and suggestions to [efile@elections.virginia.gov](mailto:efile@elections.virginia.gov) or call the Department of Elections at 804-864-8901 / 1-800-552-9745.
  
- 2. WHY HAS ELECT REPLACED THE DESKTOP VAFILING SOFTWARE?**
  - a. VAFiling (first introduced in 1999) has exceeded its useful lifespan. As the product has aged, ELECT has had to divert more and more of its limited resources to provide Help Desk support for the more than 750 users. The time has come to shift from desktop software installed on each user's PC to a "cloud" application which allows users to access the program through a Web browser.
  
- 3. WILL I BE ABLE TO CONTINUE USING PRIVATE VENDOR SOFTWARE TO FILE MY CAMPAIGN FINANCE REPORTS?**
  - a. Yes. The new system will accept files generated by software on the approved vendor list. ELECT will provide vendors with new specifications and require vendors to be certified under the new system. We anticipate these changes will be minimal. However, it will be the responsibility of the vendor to make any adjustments necessary to certify the software for use by clients.
  
- 4. CAN I USE COMET ON A MAC?**
  - a. Yes. The new system will be compatible with commonly used browsers, regardless of what type of computer (PC or Apple) you are using.
  
- 5. WHERE WILL MY DATA BE STORED AND WHO WILL HAVE ACCESS TO MY INFORMATION?**
  - a. All information entered into the new application will be stored on a server managed and protected by ELECT. Just like the current system, the information you are required to disclose on campaign finance reports will not be visible to the public before the filing deadline and until you tell the system to file your report. However, any information entered (including small donors, whose names are not required to be disclosed publicly) will reside on ELECT's server. We have put in place security measures and administrative policies to ensure the privacy of your information. In addition, the 2010 General Assembly, in anticipation of this system, passed a law that protects your information from requests under Virginia's Freedom of Information Act.
  
- 6. CAN I IMPORT MY VAFILING DATA INTO COMET?**

- a. No. You will retain your legacy data on your desktop. The new system will contain data only from 2012 forward.
- 
- 7. IF I NEED TO AMEND AN OLDER REPORT, WILL I USE VAFILING OR COMET?**
    - a. For now, ELECT expects that reports submitted using VAFiling will need to be amended using VAFiling.
- 
- 8. CAN I USE COMET TO FILE PAPER REPORTS WITH MY LOCAL REGISTRAR?**
    - a. The online system for compiling finance reports will be available only to candidates and committees that chose the e-file option. Paper filers who currently use VAFiling to generate paper reports for submission to local registrars will have the choice of converting to e-filing or reverting to pen and paper. (Will registrars still accept paper reports generated on VAFiling?) Paper filers' interaction with the system will be limited to preparing their Statements of Organization In the new system, e-filers will retain the ability to print their reports on paper for review prior to submitting electronically.
- 
- 9. WILL I BE ABLE TO DOWNLOAD MY DATA INTO A FILE OR SPREADSHEET ON MY COMPUTER?**
    - a. Not yet. We are developing an export feature which will allow you to download your data into Excel or a .csv file which you can then sort or filter to suit your data needs.
- 
- 10. WILL I BE ABLE TO UPLOAD DATA FROM QUICKEN OR OTHER SOFTWARE, SO I DON'T HAVE TO TYPE IT IN TWICE?**
    - a. Not initially, but we intend to look into this as an option in the future.

## **XII. Additional Questions**

If you have additional questions, comments or suggestions, please contact the Department of Elections' Campaign Finance Section at (804) 864-8901 or via email at [efile@elections.virginia.gov](mailto:efile@elections.virginia.gov).