

Public and Media:

1. How do I search the campaign finance reports?



2. Why can't I find a certain candidate's report or a political action committee (PAC) report?

- Check the spelling of the candidate or committee name.
- Make sure you are in the correct election year.
- The candidate or committee may not have filed their report yet.
- When a candidate or committee files a report, there is a potential delay of up to 15 minutes before the report appears online.

3. Which candidates are required to file campaign finance reports online?

- Candidates for the offices of Governor, Secretary of State, Auditor, Treasurer, Attorney General, Commissioner of Agriculture, and Justice of the State Supreme Court of Appeals are required to file campaign finance reports online. Other candidates may utilize the online system to file campaign finance reports.

4. Can I search by contributor name?

- Yes, for those candidates that filed their campaign finance reports online. Click "Advanced Search" on any screen to conduct a contributor name search.

5. When are campaign finance reports due?

- The filing period for the **Primary First and/or Annual Report** is March 29-April 4. The report is due April 4, 2014. This report covers all transactions from March 30, 2013 to March 28, 2014.
- The filing period for the **Pre-Primary Report** is April 28-May 2, 2014. The report is due May 2, 2014. This report covers all transactions from March 29-April 27, 2014.
- The filing period for the **Post-Primary Report** is May 26-June 23, 2014. The report is due June 23, 2014. This report covers all transactions from April 28-May 25, 2014.
- The filing period for the **General First Report** is September 22-September 26, 2014. The report is due September 26, 2014. This report covers all transactions from May 26-September 21, 2014.
- The filing period for the **Pre-General Report** is October 20-October 24, 2014. The report is due October 24, 2014. This report covers all transactions from September 22-October 19, 2014.

- The filing period for the **Post-General Report** is November 17-December 15, 2014. The report is due December 15, 2014. This report covers all transactions from October 20-November 16, 2014.

6. What is the purpose of the chart on the home page?

- The chart on the home page shows the total contributions and total expenditures for all candidates for the 2014 election year. You can also change the election cycle to see totals from earlier election cycles.

7. How does a candidate gain access to file reports online?

- Contact the Elections Division at 304-558-6000 to request an account for the online campaign finance reporting system.

8. I don't see my question listed here. How can I contact your office?

- There are several options to contact the Elections Division office.
 - [Use the online chat tool](#)
 - Call the Secretary of State's Office at 304-558-6000 or 1-866-767-8683
 - Email us at elections@wvsos.com
 - Our mailing address is:

West Virginia Secretary of State's Office
Building 1, Suite 157-K
1900 Kanawha Blvd. East
Charleston, WV 25305

Candidates:

1. Why don't all of the expenditures and contributions I entered show on a report?

- The most common reason for this is the filer entered the wrong date for a transaction. Check the date on the missing transaction to make sure the correct date is entered.
- The candidate or committee might have filed their transaction under the wrong account. (Example: Sam Williamson ran in 2012 and 2014, and therefore has two accounts. He might have mistakenly filed his 2014 information under his 2012 campaign).

2. How do I review my report before submitting?

- When you login you will see a list of the reports for each filing period. Each reporting period will have a "Review and Submit" button located on the far right. Click on that button to review the report. After you review the report, scroll to the bottom of the page to either submit the report or close the report if you need to later make edits to the transactions. Once the report has been submitted, your only option is to "Review" or amend the report.



Report	Period	Report status	Due date	
First-Primary - P1	Mar 30, 2013 to Mar 28, 2014	Submitted	Mar 29, 2014 to Apr 4, 2014	Review
Pre-Primary - P2	Mar 29, 2014 to Apr 27, 2014	Submitted	Apr 28, 2014 to May 2, 2014	Review
Post-Primary - P3	Apr 28, 2014 to May 25, 2014	Not Submitted	May 26, 2014 to Jun 23, 2014	Review and Submit

These submitted reports can only be reviewed.

This report can be reviewed and submitted.

3. Can I edit the information I have entered?

- Yes, you can edit a transaction at any time. If the transaction is on a report that has already been submitted, you will be required to submit an amendment, which appears automatically in the reports list.

4. Can I file an amendment to a report previously submitted online?

- Yes. Once a report has been initially submitted, editing the transactions that need to be corrected or adding the new transactions will now show on the amended report. An amendment will automatically be added to the reports list for the filer to review and submit.



Post-Primary - P3 (A)	Apr 28, 2014 to May 25, 2014	Submitted	May 26, 2014 to Jun 23, 2014	Review
Post-Primary - P3 (A)	Apr 28, 2014 to May 25, 2014	Submitted	May 26, 2014 to Jun 23, 2014	Review
Post-Primary - P3 (A)	Apr 28, 2014 to May 25, 2014	Not Submitted	May 26, 2014 to Jun 23, 2014	Review and Submit Amendment

This amendment of the P3 report is due.

- If you are prompted to submit an amendment, this means you changed something that appeared on the original report. This may be a transaction amount, transaction date, fundraiser name or date. Any amendment in a report that affects the totals of one report could cause an amendment in all subsequent reports.

5. The CFRS will not let me submit a subsequent report until I have submitted an earlier report that is due. Why?

- The reports are sequential and are to be filed in order. The CFRS utilizes best accounting principles. The financial reports are a history of the financial transactions incurred by your committee. The ending balance on the first report is the beginning balance on the next report.

6. What can I do if I cannot get my balances to match from one report to the next?

- Contact the Elections Division at 304-558-6000 to help you research the problem.

7. Why can't I find the transactions I entered for my fundraiser?

- A single fundraiser may appear on more than one report based upon the dates of the related contribution and expenditure transactions. The transactions will be on the report that covers the period when the transactions occur. Check the dates you entered for the fundraiser transactions and match those dates to the appropriate reporting schedule.

8. I am having difficulty uploading the bulk data. How can I get help with this?

- Often the problem is the file format. Please review your file format to make sure you have the necessary fields in each row. The uploaded bulk data must be in .txt format. For detailed information please reference the instruction manual under the Help section located in the upper right corner.

9. I don't see my question listed here. How can I contact your office?

- Within the CFRS filer's portal, there is a Help link in the upper right corner. Click Help to see your help options.

