IDAHO
Secretary of State's Office

Campaign Finance User Guide

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Create a Candidate Profile Account

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

Step 2: Click on 'Create an Account.'

Fig. 1

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

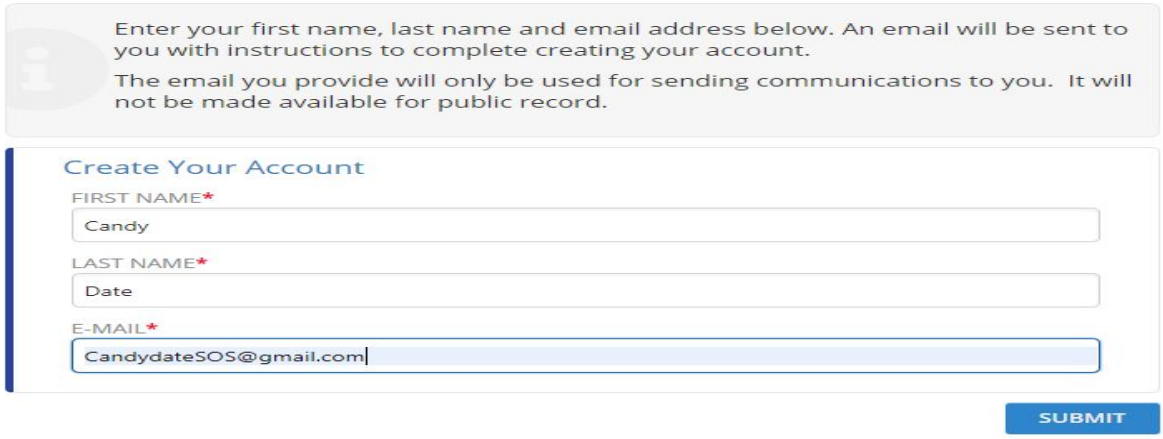


Fig. 2

Step 4: Close window or minimize.

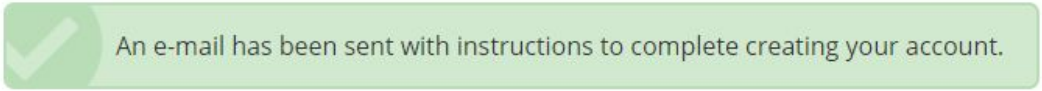


Fig. 3

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

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

Step 7: Click ‘Complete Creating Account’ link.

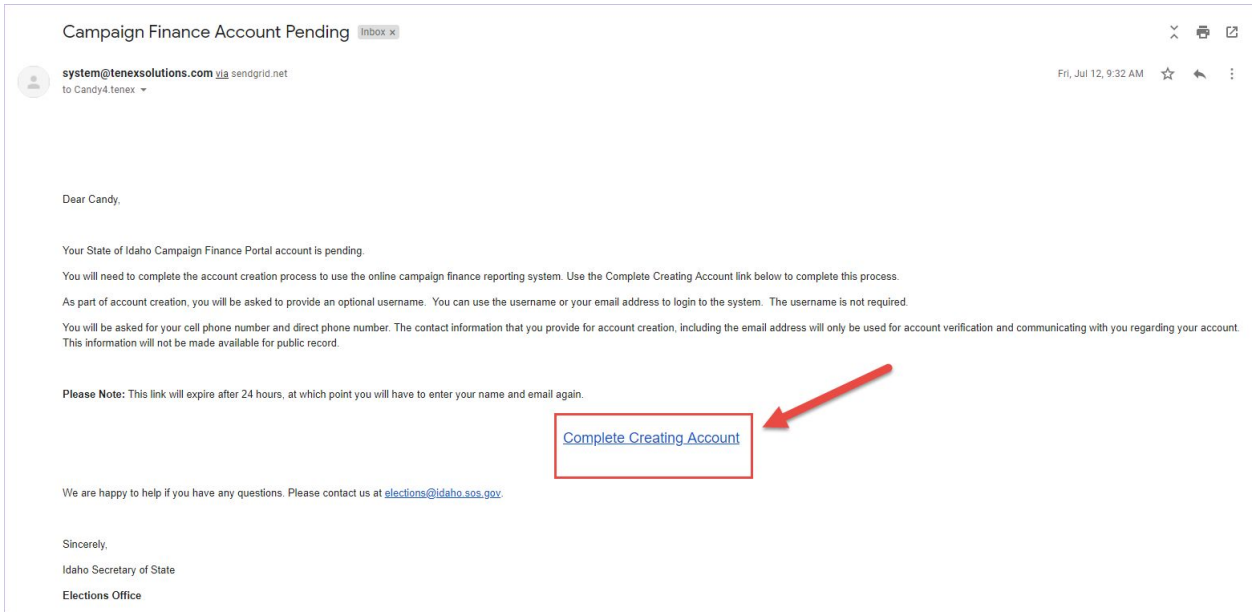


Fig. 4

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

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

First Name=
Last Name=
Email=
USERNAME=
PASSWORD=
CELL (optional)
BUSINESS PHONE (optional)
HOME PHONE (optional)

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

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

Fill out the Campaign General Info.

Election Year=
Jurisdiction=
Office Sought=
Party=

Business Phone= your work number
Campaign Email=
Address=
Mailing Address different=

Click ‘Next.’

BUSINESS PHONE*
(208) 332-2832

EXT

CELL PHONE
(___) ___-____

CAMPAIGN EMAIL*
CandydateSOS@gmail.com

HOME PHONE
(___) ___-____

Candidate Address Info

ADDRESS 1*
700 W Jefferson St

ADDRESS 2

ADDRESS 3

CITY*
Boise

STATE*
ID

ZIP CODE*
83720

Mailing Address

My mailing address is different from my residential address: ○ Yes ● No

NEXT >

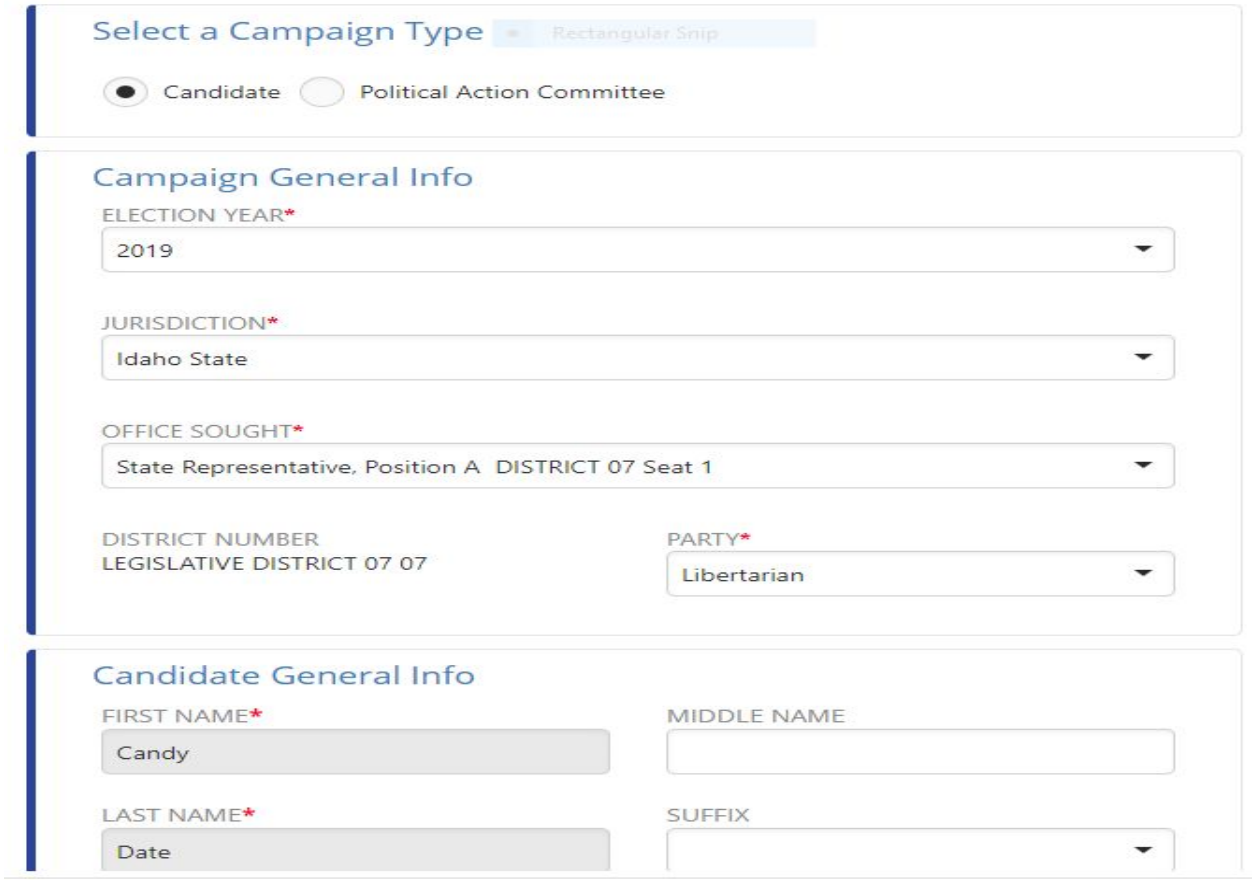


Fig. 5

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

Treasurer Appointment=
Treasurer Details=
Treasurer Email=

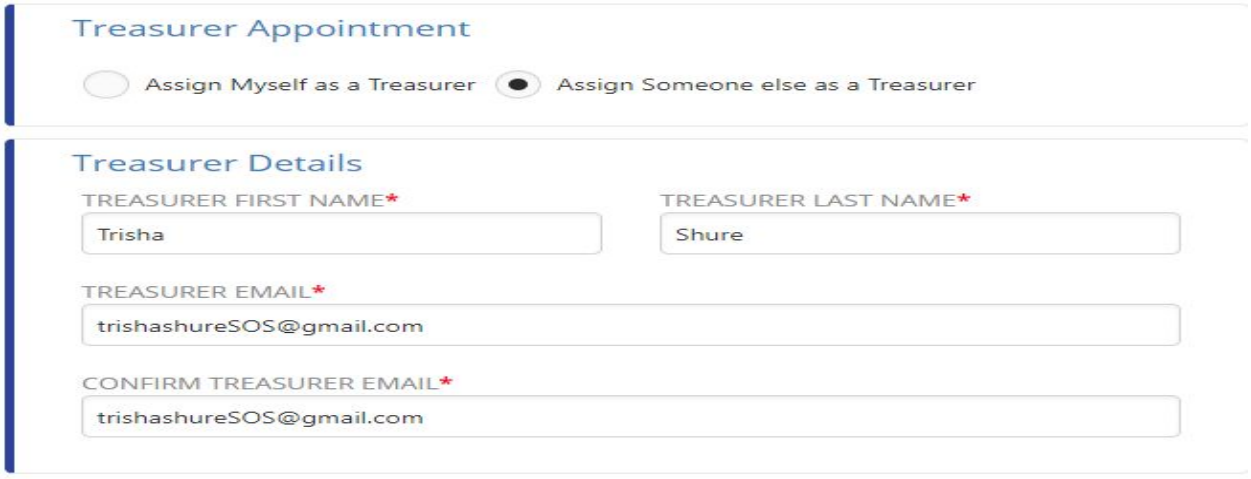


Fig. 6

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

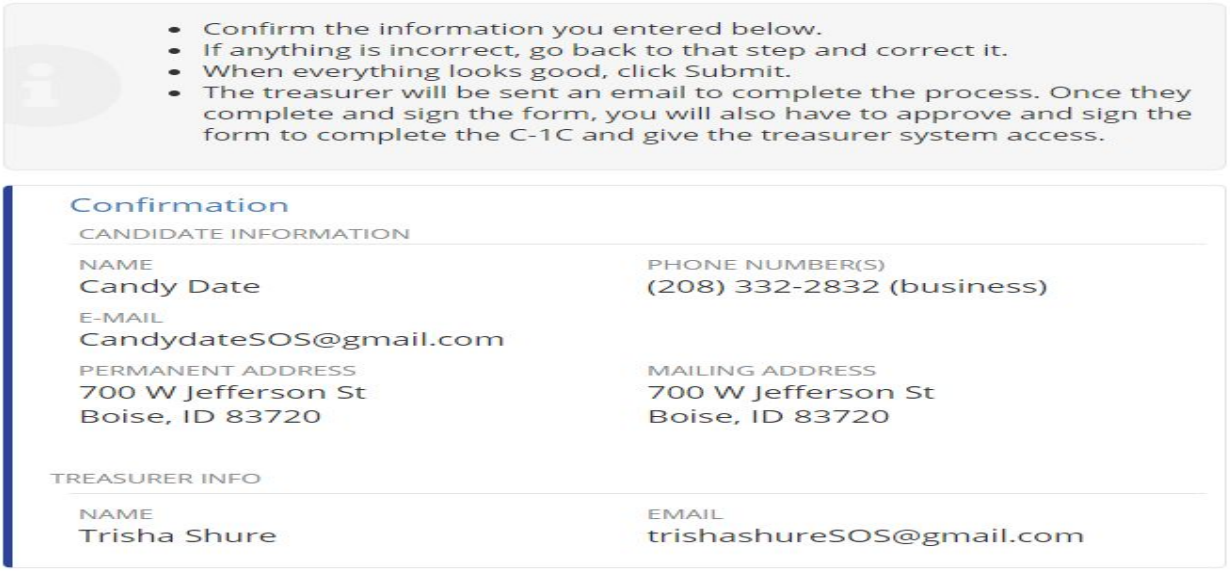


Fig. 7

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

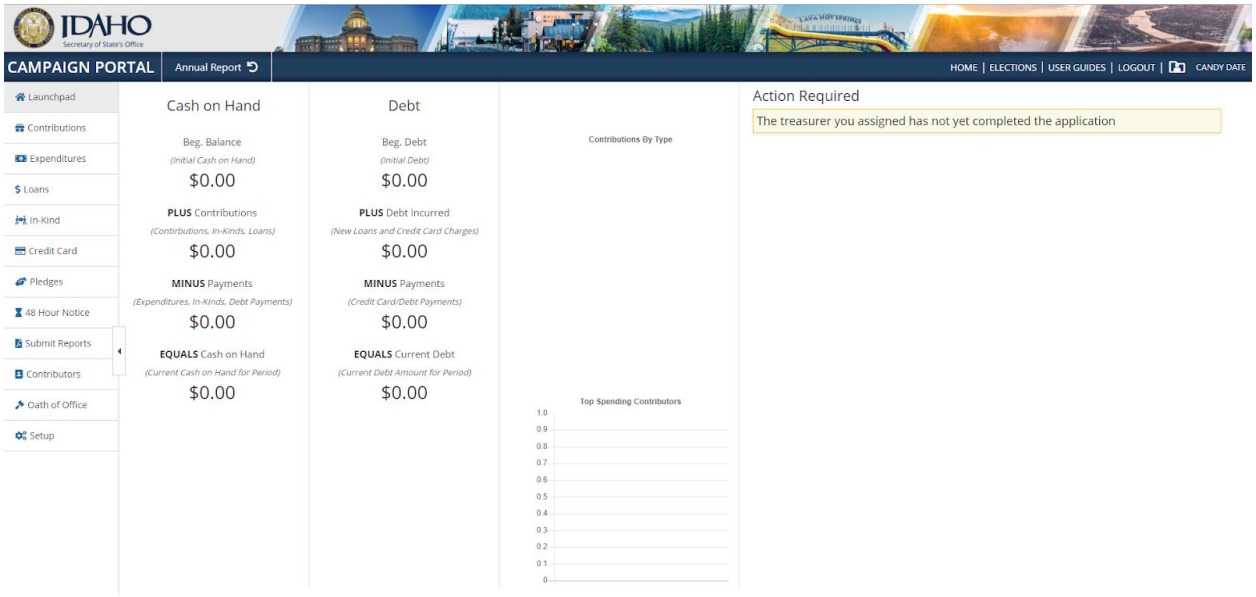


Fig. 8

The link for the Campaign Finance Portal is:
https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx

Create a PAC Profile Account

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

Step 2: Click on 'Create an Account.'

Fig. 1

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

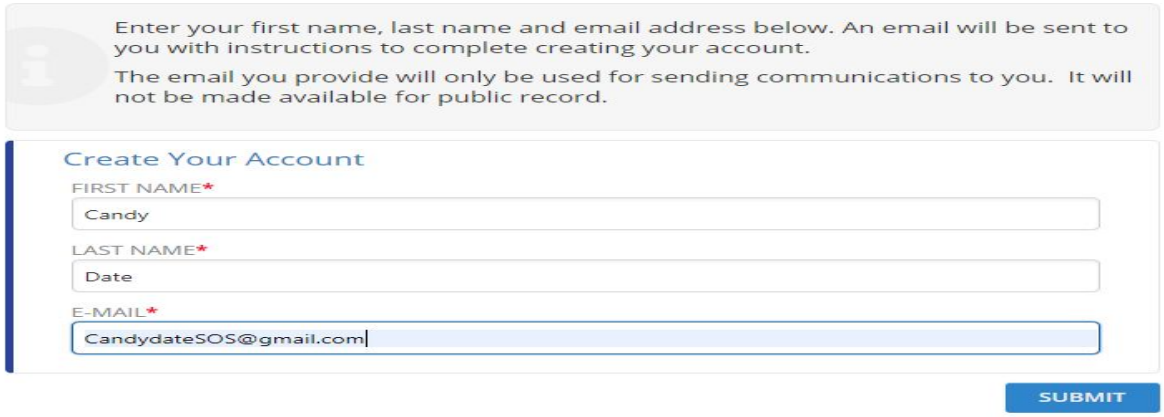


Fig. 2

Step 4: Close window or minimize.

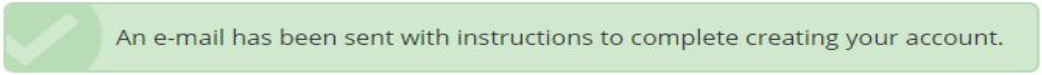


Fig. 3

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

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

Step 7: Click ‘Complete Creating Account’ link.

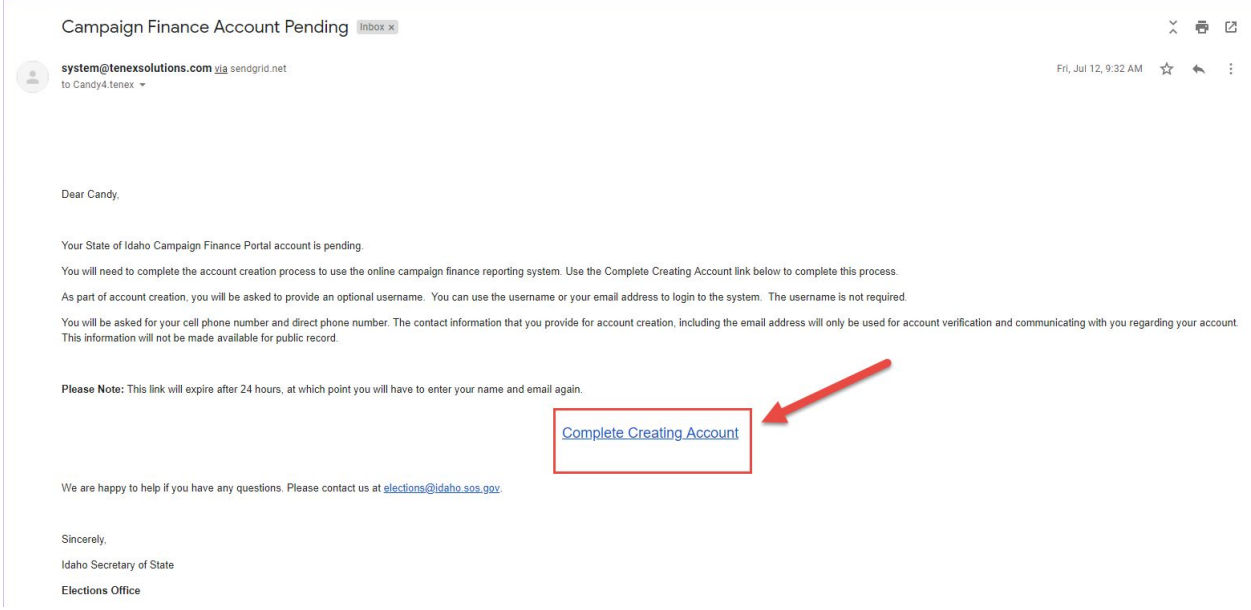


Fig. 4

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

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

First Name=
Last Name=
Email=
USERNAME=
PASSWORD=
CELL (optional)
BUSINESS PHONE (optional)
HOME PHONE (optional)

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

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

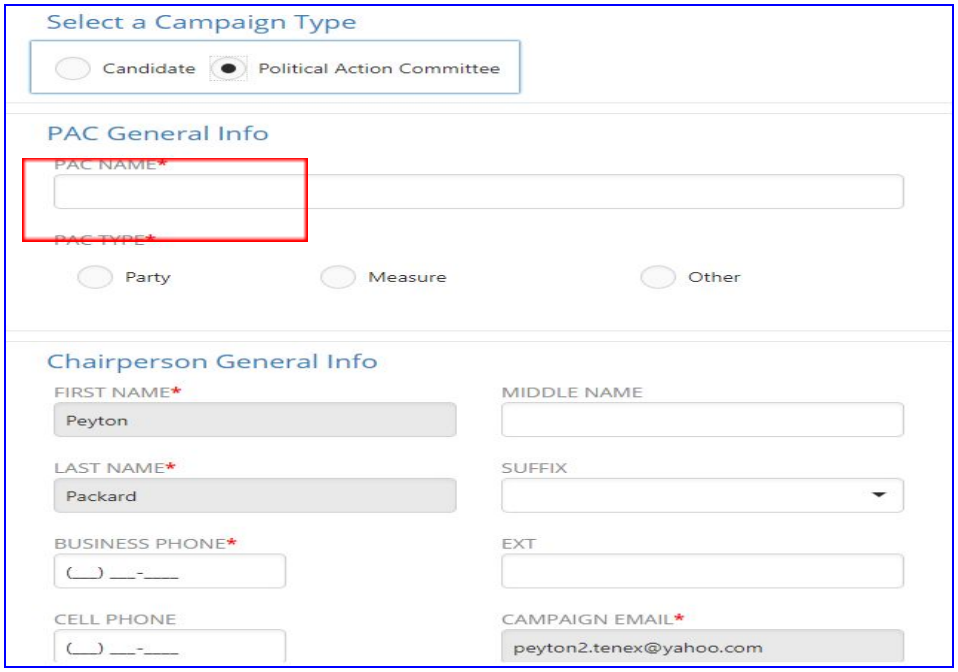


Fig. 5

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

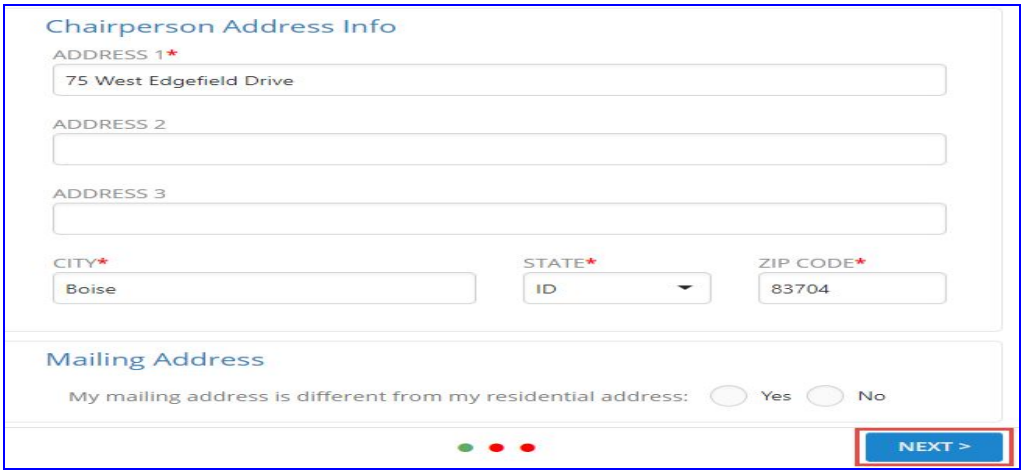


Fig. 6

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

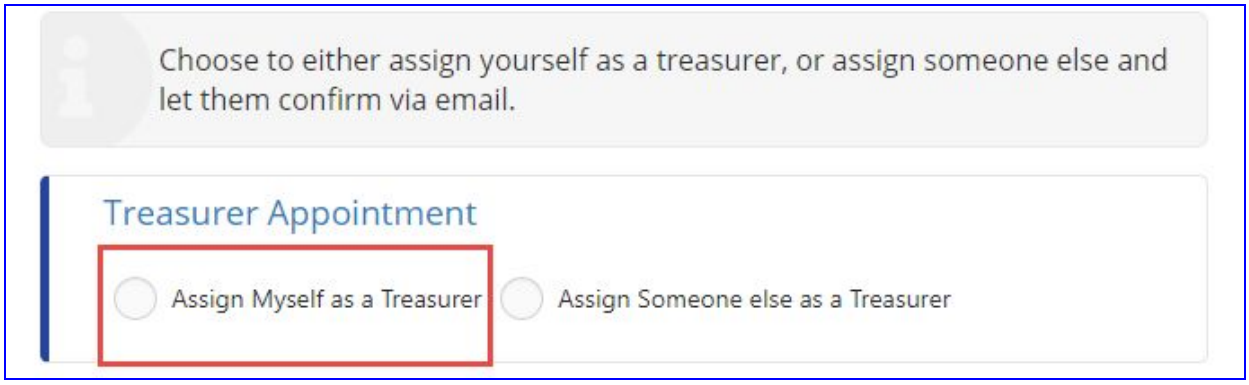


Fig. 7

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

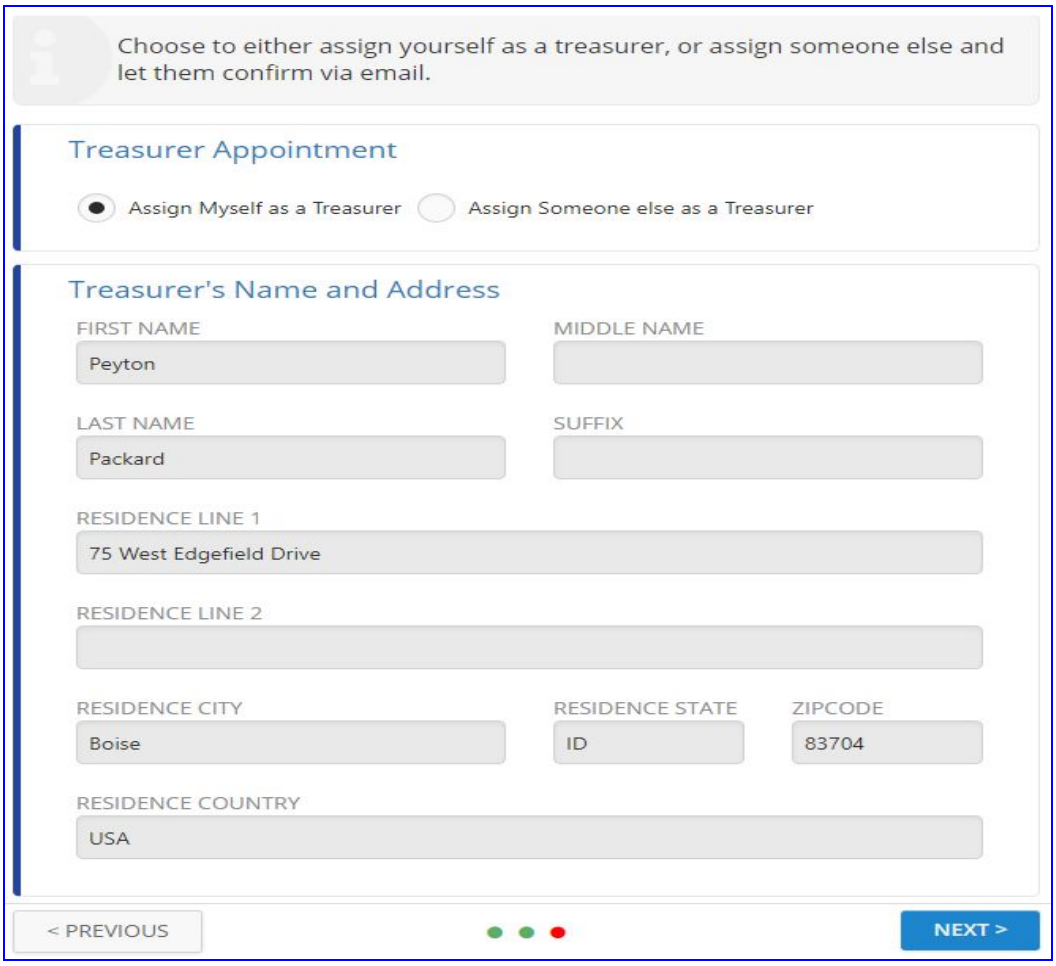


Fig. 8

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

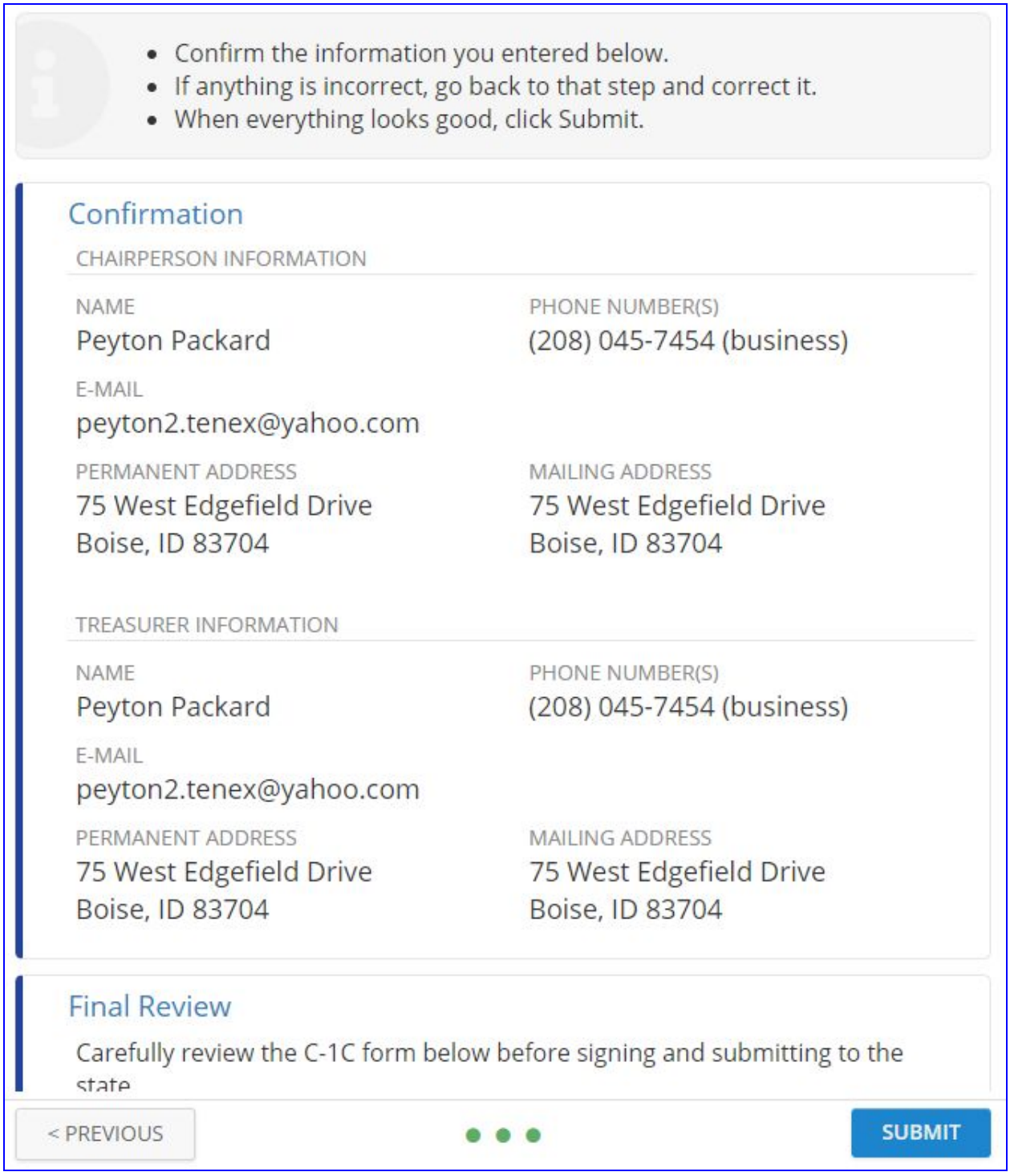


Fig. 9

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

C-1C
Rev. 1/1

STATE OF IDAHO
OFFICE OF THE SECRETARY OF STATE
LAWERENCE DENNEY

APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR COMMITTEES

(Please Print or Type)

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

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

I, Peyton Packard, do hereby certify and appoint the following individual who is a
Name of Committee Chairman

registered elector of the state of Idaho as the political treasurer for the above named candidate or committee:

CERTIFICATION AND APPOINTMENT

Party: ☐ Other ☐ Measure: ☑

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

Peyton Packard
Signature of Chairman

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

Peyton Packard
Signature of Poltical Treasurer

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

- 11 -

Fig. 10

Step 17: Electronically sign and click ‘Submit.’

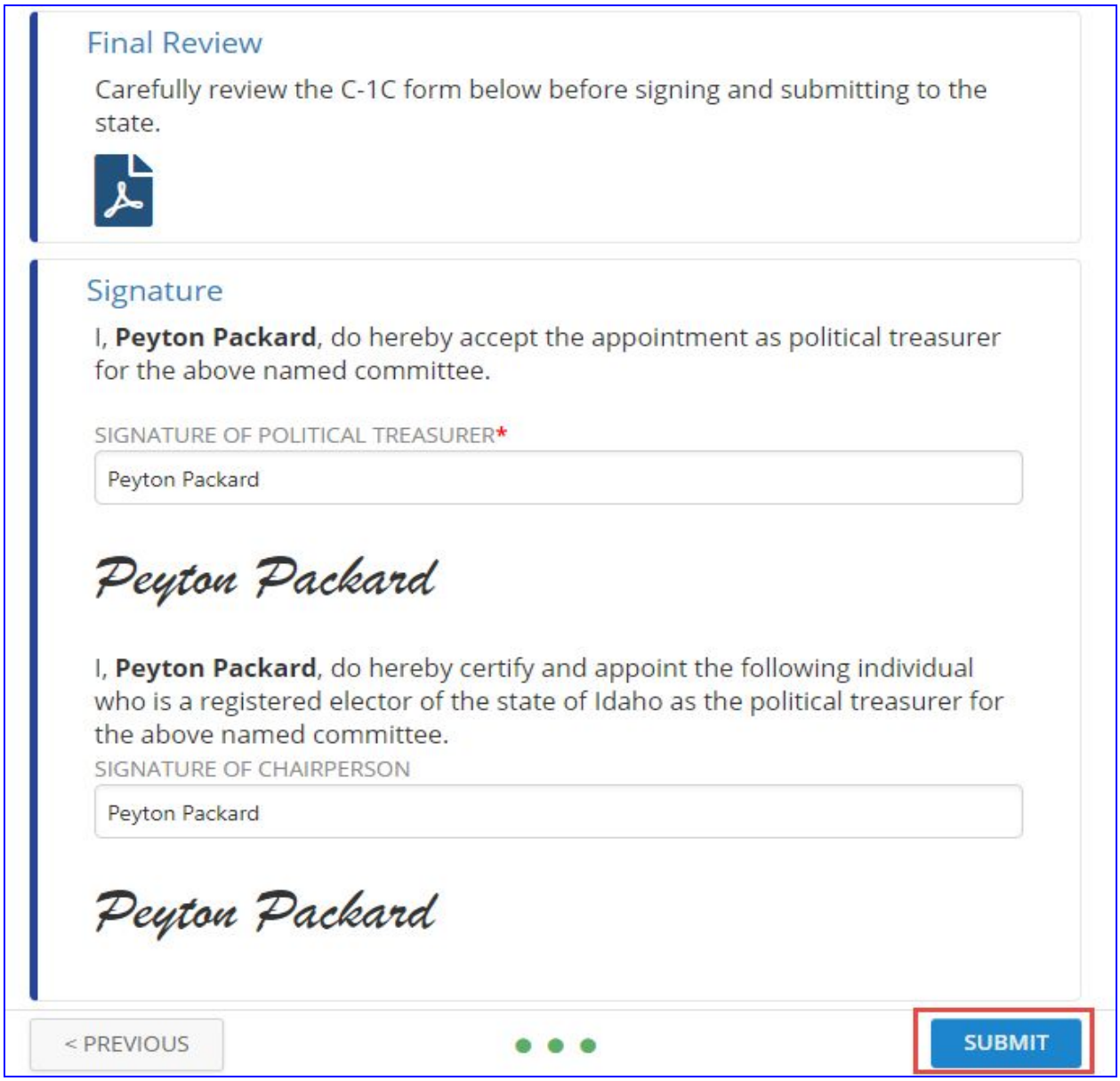


Fig. 11

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

Fig. 12

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

Once approved the Candidate will receive the following email:

Fig. 13

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

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

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

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

Fig. 14

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

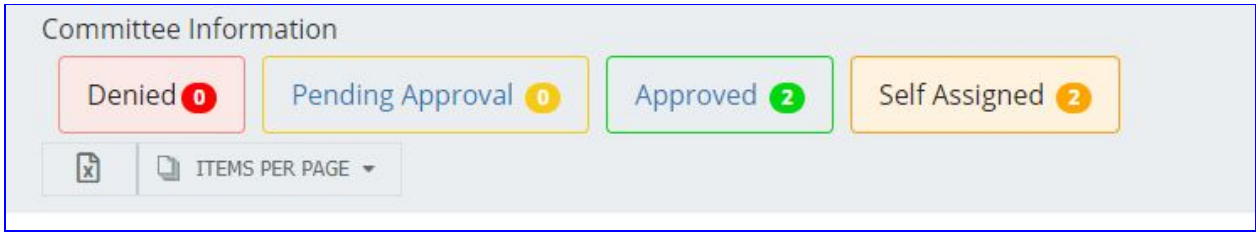
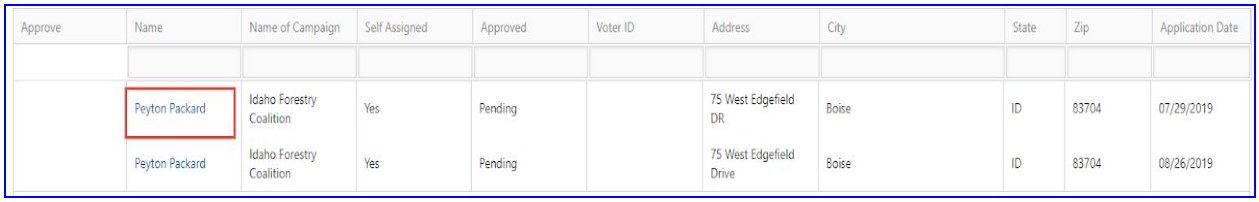


Fig. 15

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



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

Fig. 16

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

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

Fig. 17

Step 28: The process is now complete and you can proceed to the Campaign Finance portal at:
https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx

Create a Treasurer Profile Account

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

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

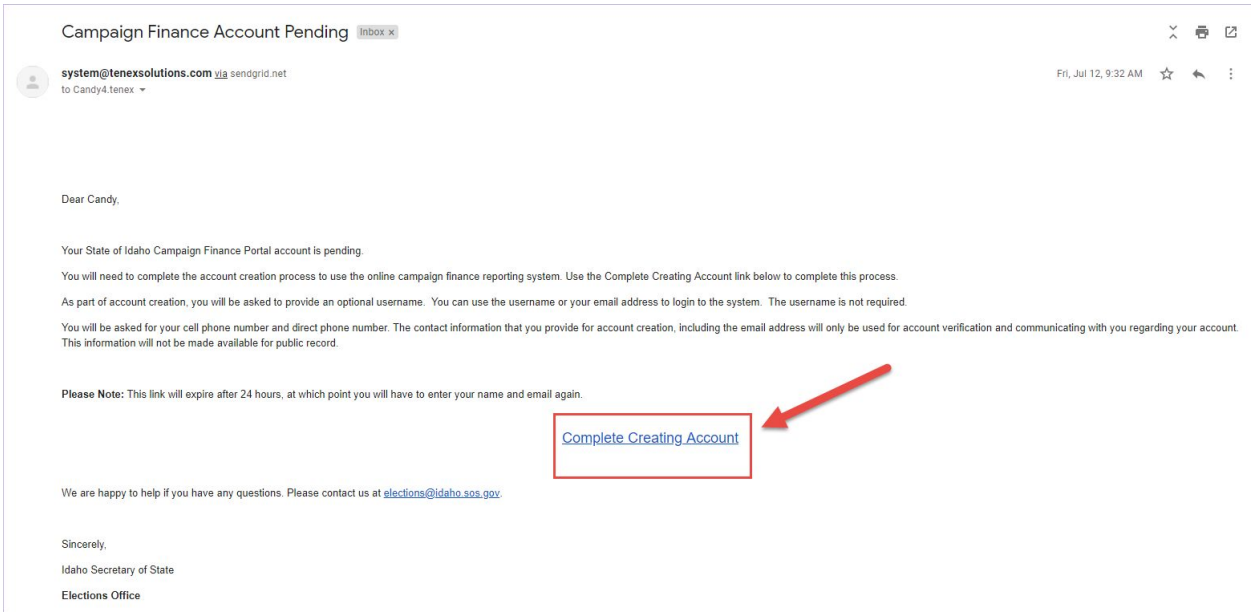


Fig. 1

Step 3: Click 'Complete Creating Account' link.

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

First Name=
Last Name=
Email=
Username=
Password=
CELL (optional)
BUSINESS PHONE (optional)
HOME PHONE (optional)

Step 5: Click ‘Next.’

Step 6: Add the address then click ‘Next.’

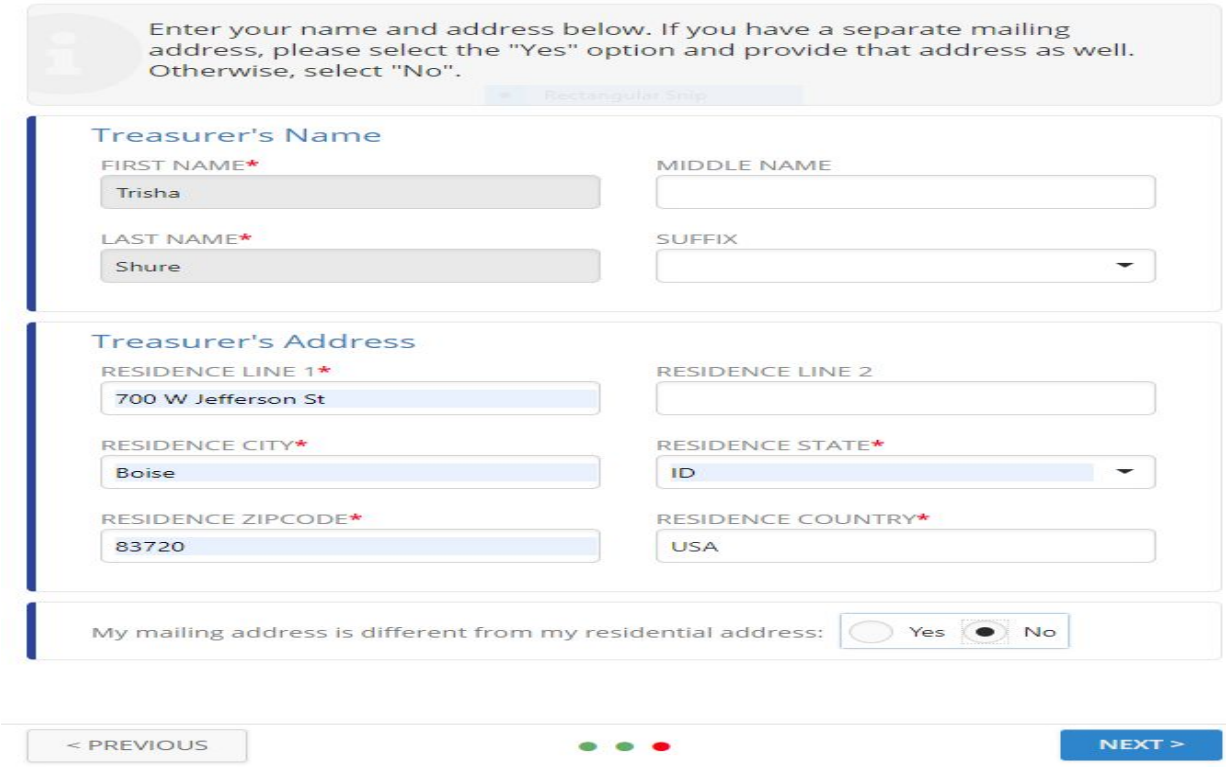


Fig. 2

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

Step 8: Electronically sign and click ‘Submit.’

Fig. 3

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

Fig. 4

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

Once approved the Candidate will receive the following email:

Fig. 5

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

The appointed Treasurer will then receive the following email:

Campaign Finance Treasurer Approved By Candidate Inbox ×

system@tenexsolutions.com via sendgrid.net
to trishashureSOS

Rectangular Snip

Dear Trisha,

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

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

Add Contribution by Company

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

Step 2: Login to Campaign Finance as a Treasurer.

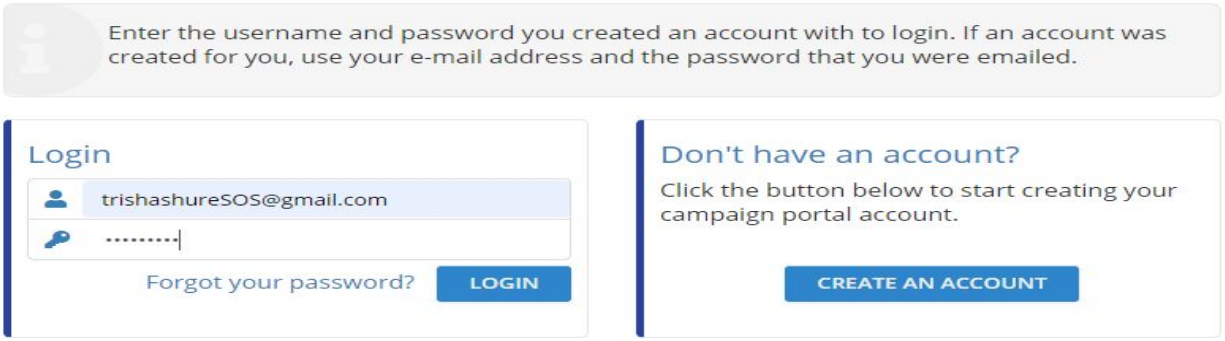


Fig.1

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

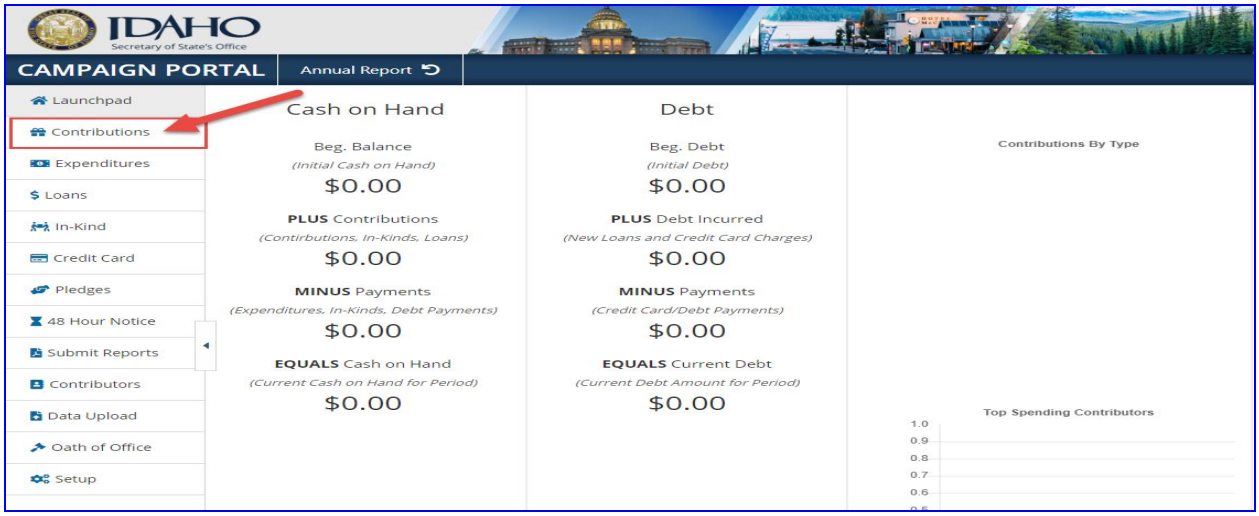


Fig 2.

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

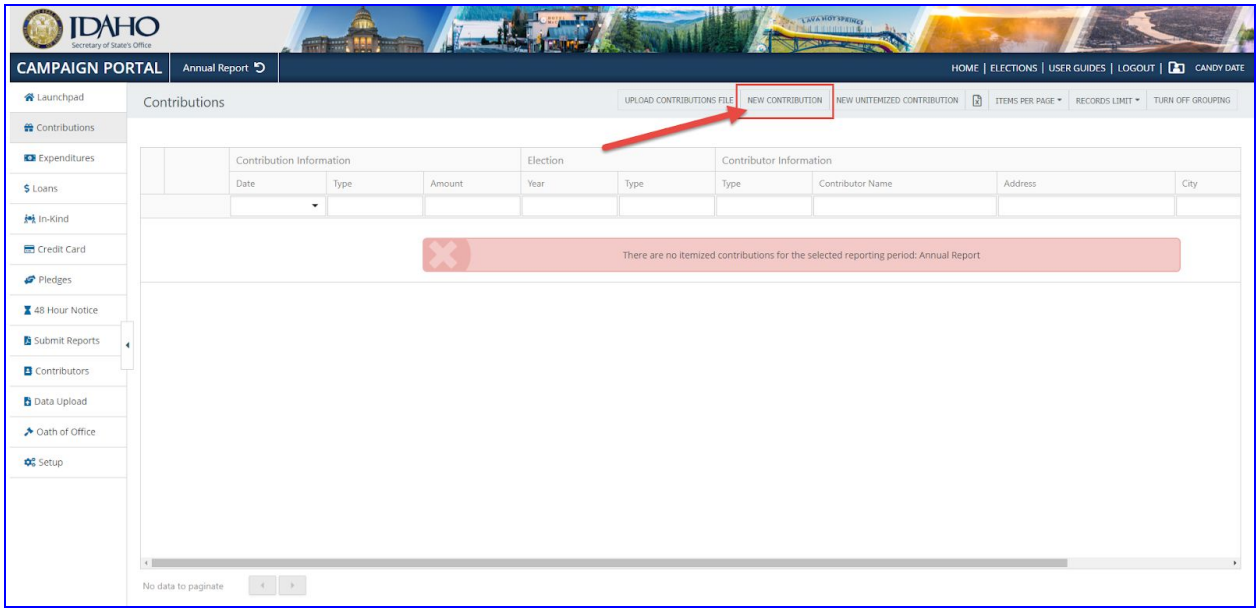


Fig. 3

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

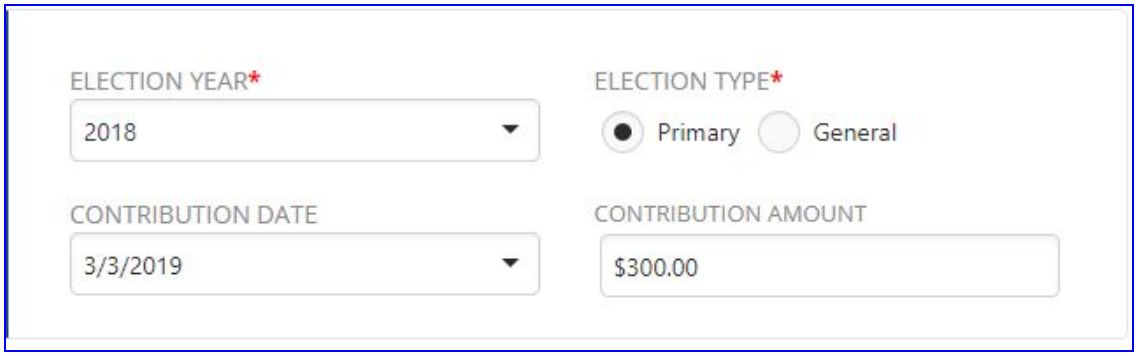


Fig. 4

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

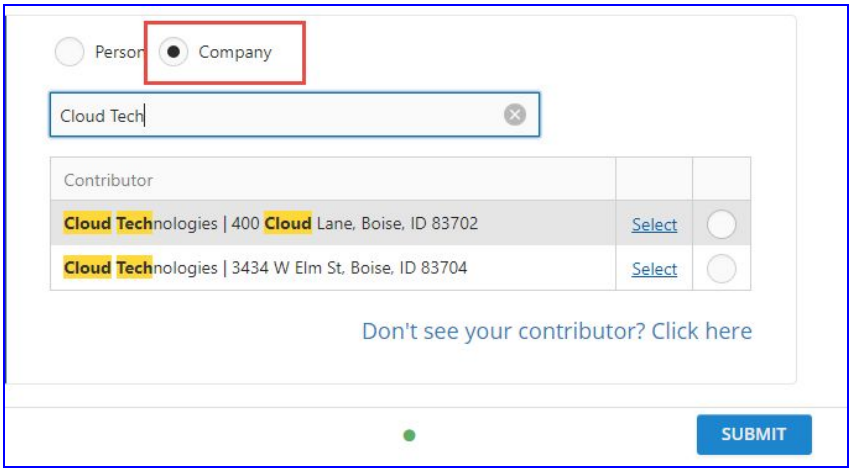


Fig. 5

Step 7: Click ‘SUBMIT.’

Fig. 6

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

Adding Company Contributors to List

Step 1: Enter all of the Information regarding the contribution

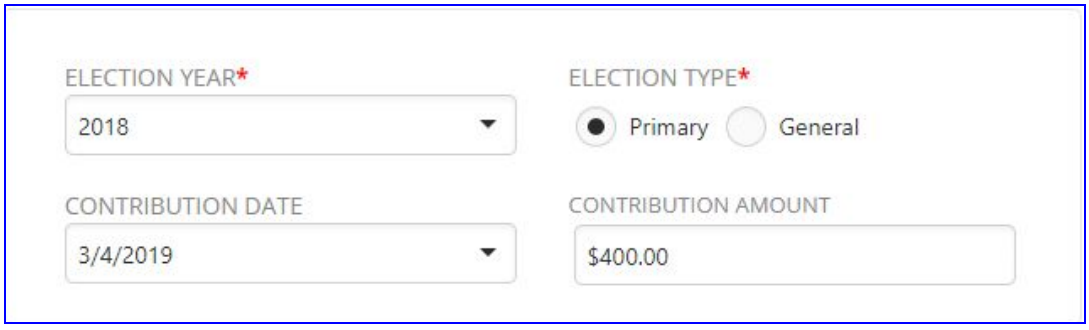


Fig. 1

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

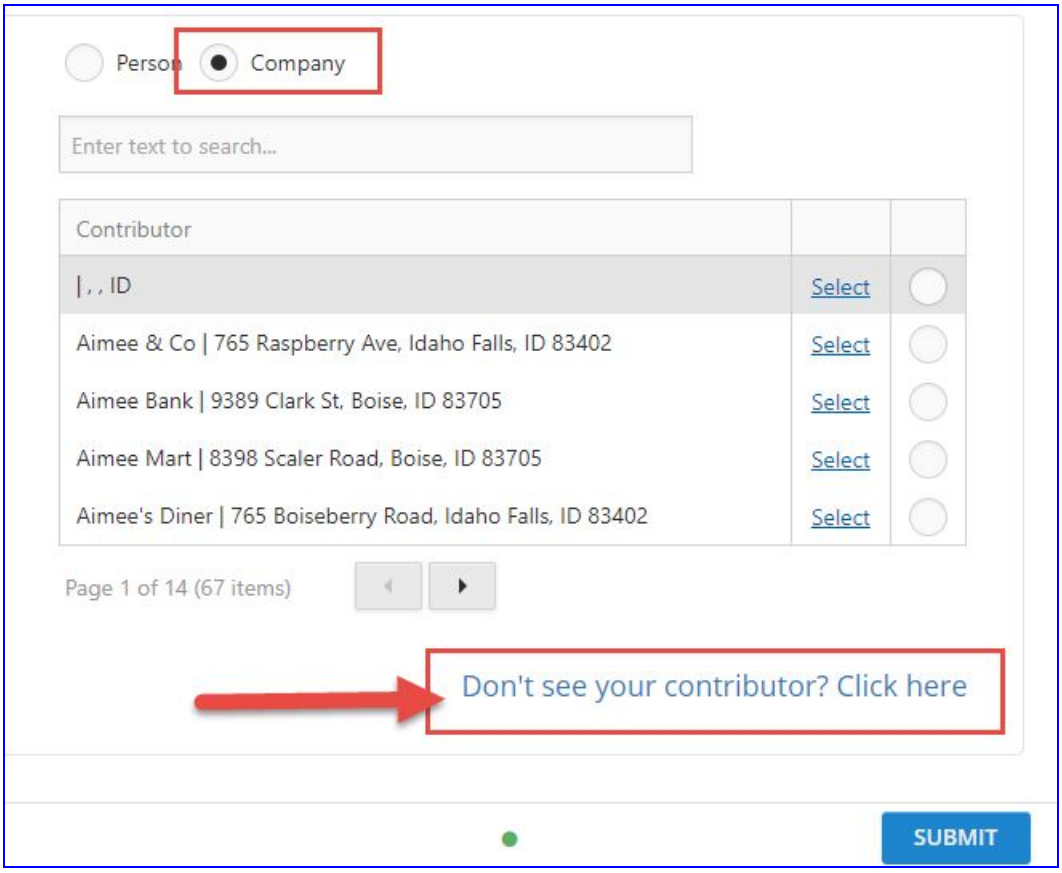


Fig. 2

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

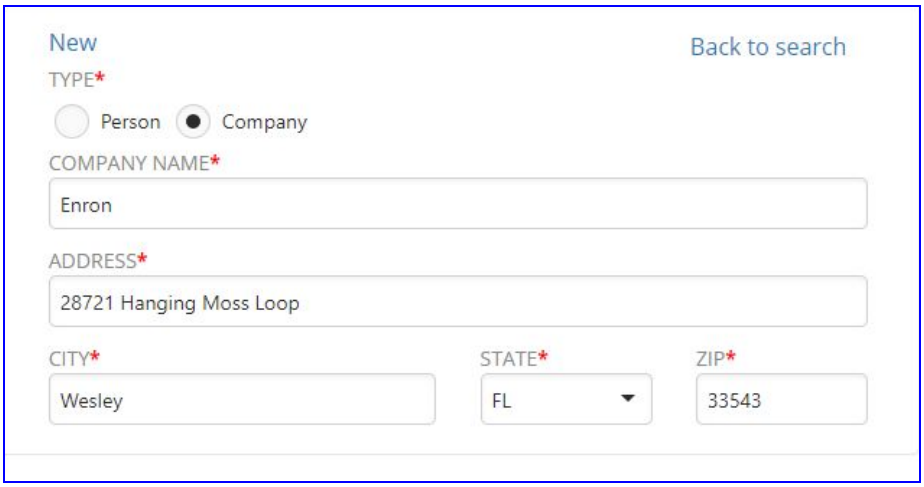


Fig. 3

Step 4: Click ‘SUBMIT.’

Fig. 4

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

Add Contribution by Person

Adding Personal Contributions

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

Step 2: Login to Campaign Portal as a Treasurer.

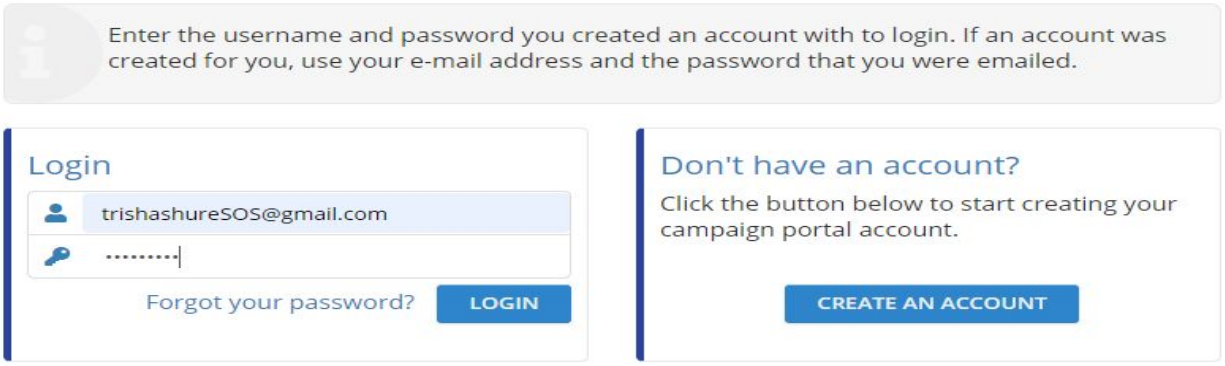


Fig. 1

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

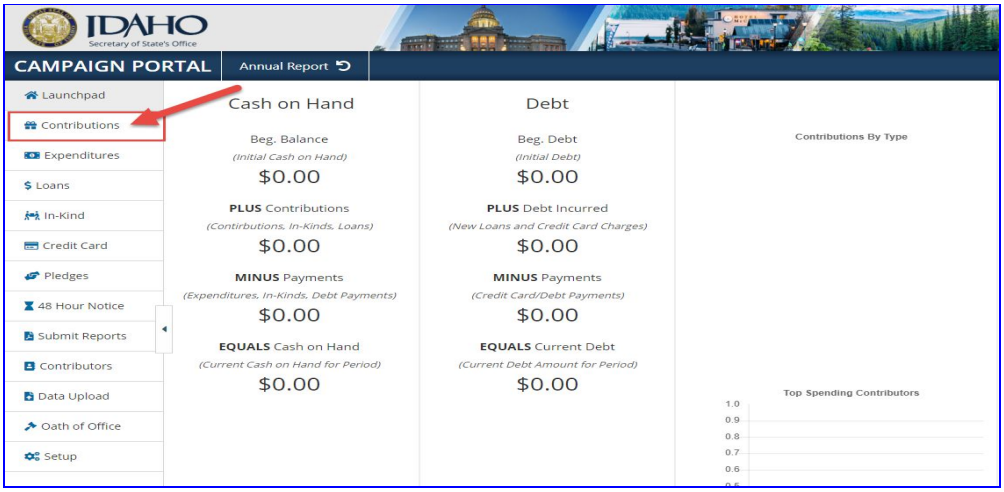


Fig. 2

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

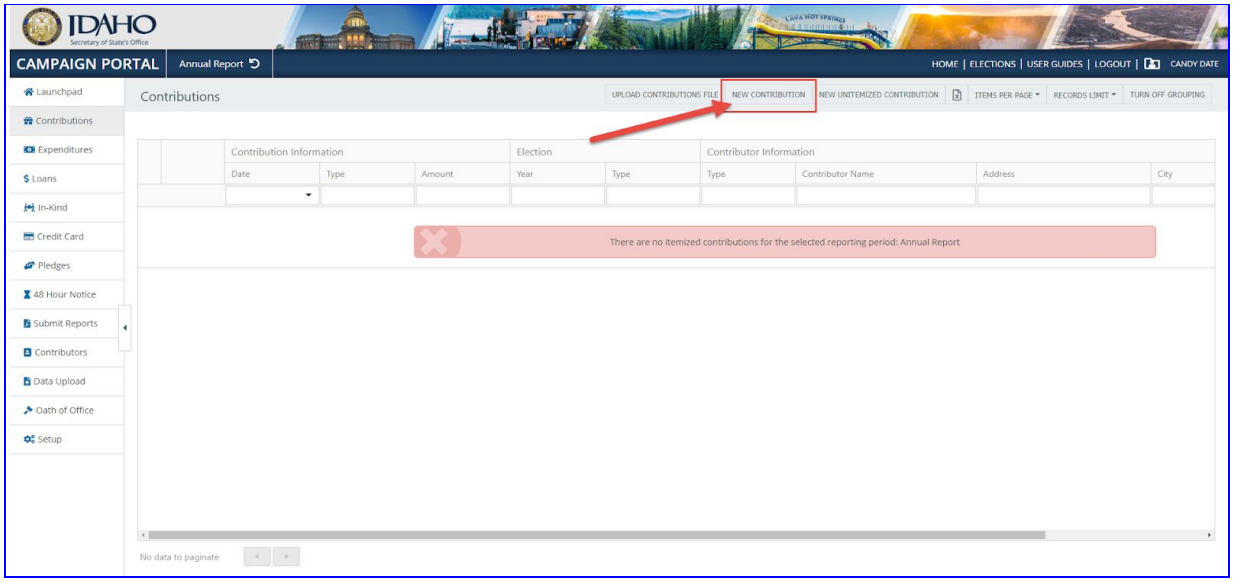


Fig. 3

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

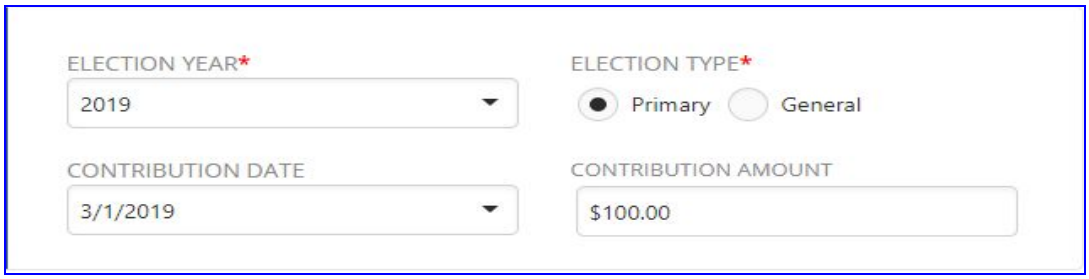


Fig. 4

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

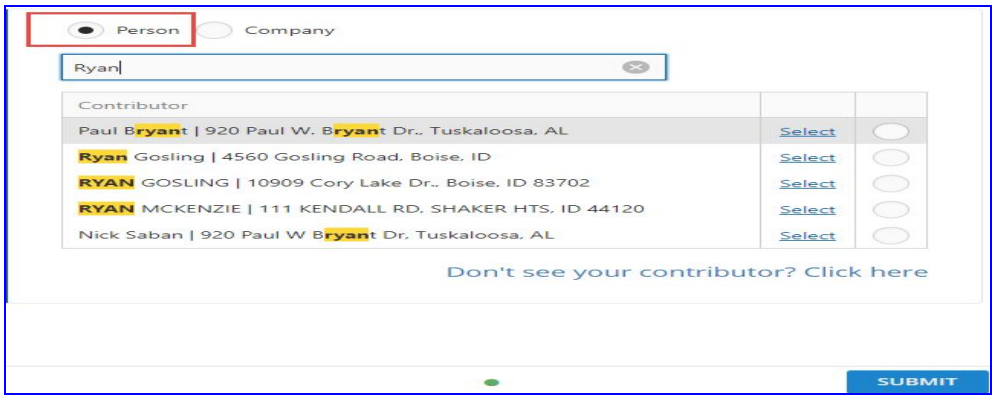


Fig. 5

Step 7: Click ‘SUBMIT.’

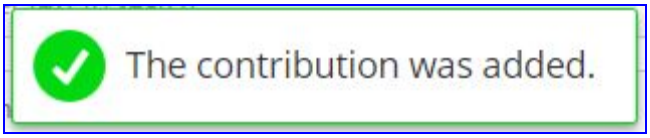


Fig. 6

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

Add Person Not in list

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

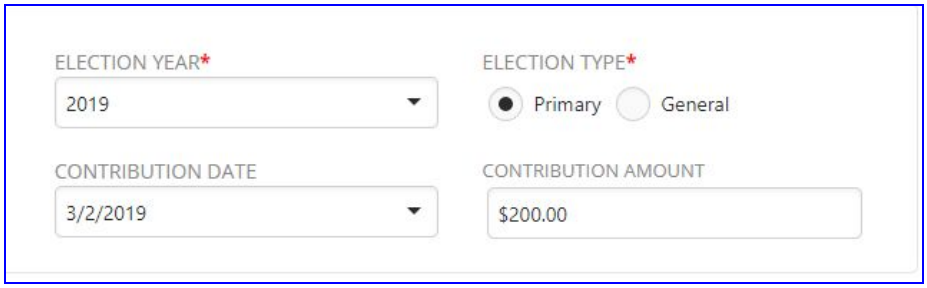


Fig. 1

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

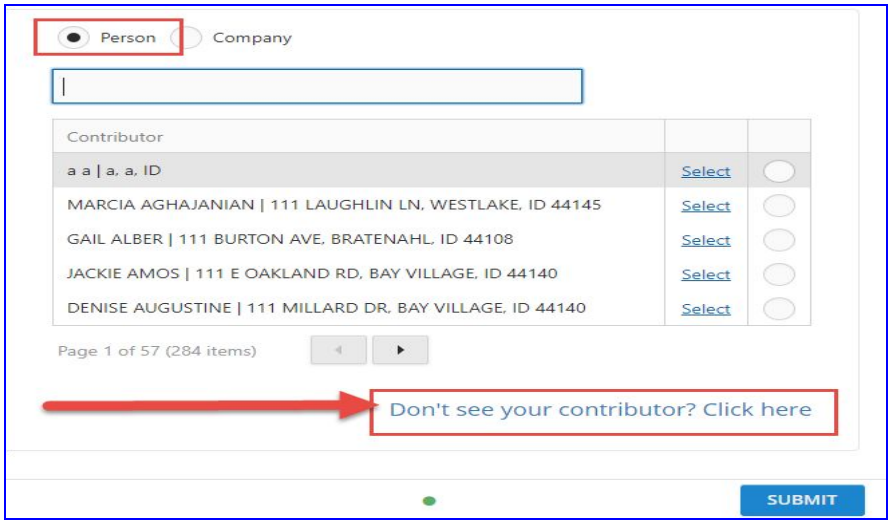


Fig. 2

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

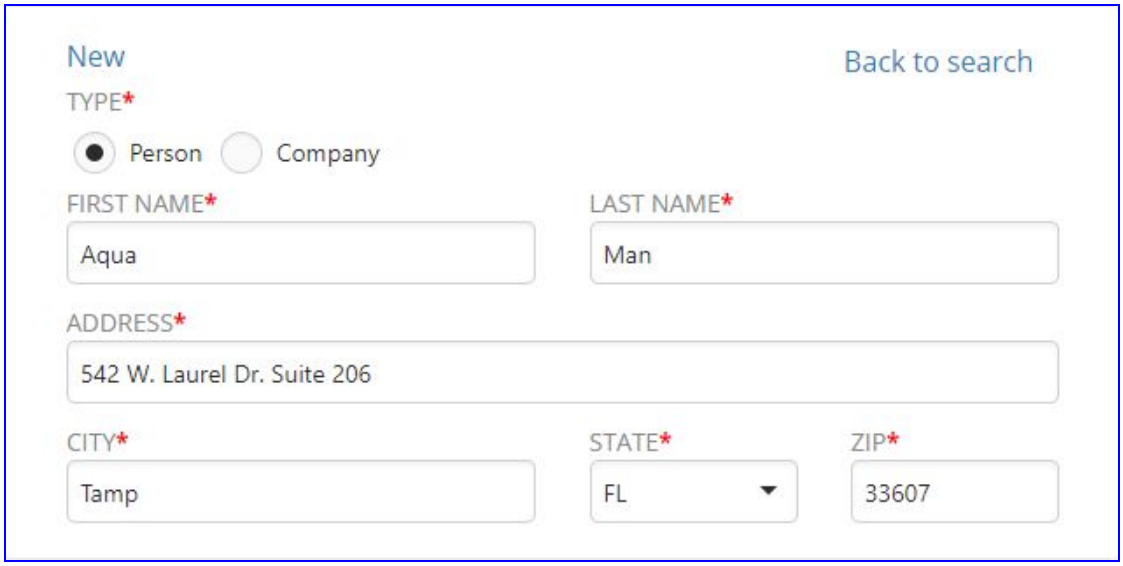


Fig. 3

Step 4: Click ‘SUBMIT.’

Fig. 4

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

48 Hour Notice

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

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

Fig.1

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

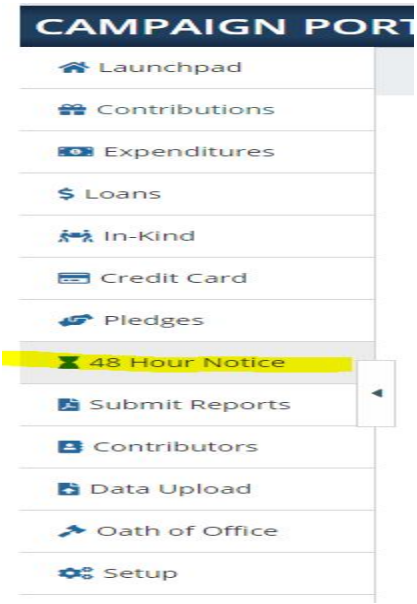


Fig. 2

Step 3: The contribution will be listed here.

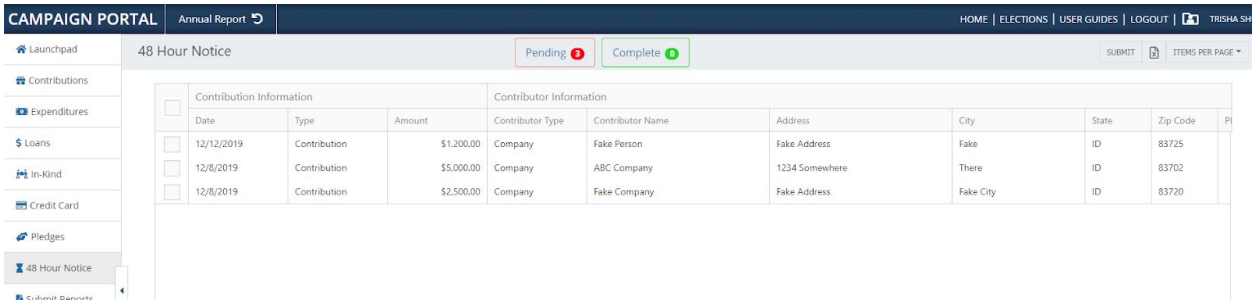


Fig. 3

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

Fig. 4

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

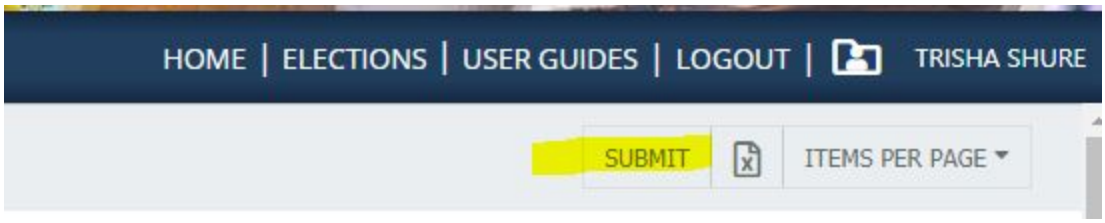


Fig. 5

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

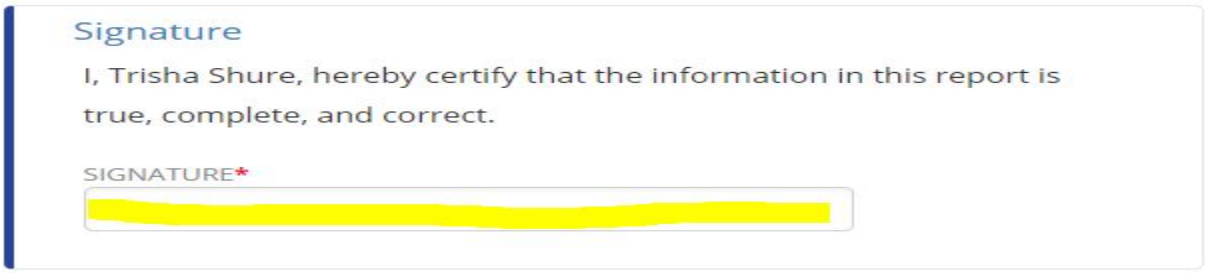


Fig. 6

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

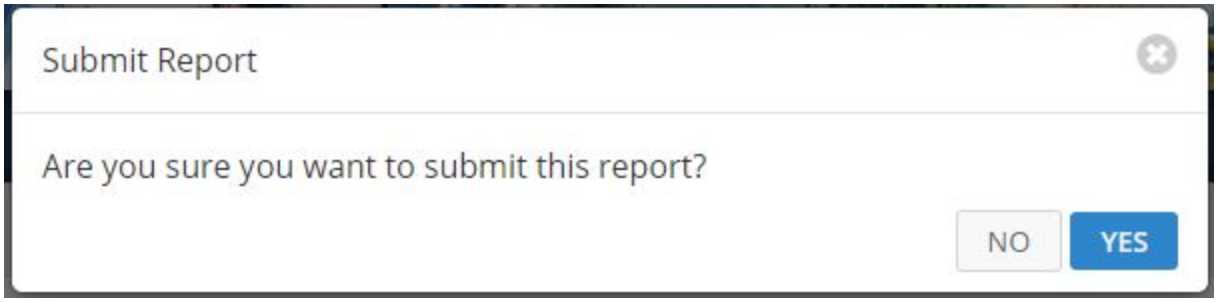


Fig. 7

Step 8: You will receive this confirmation:

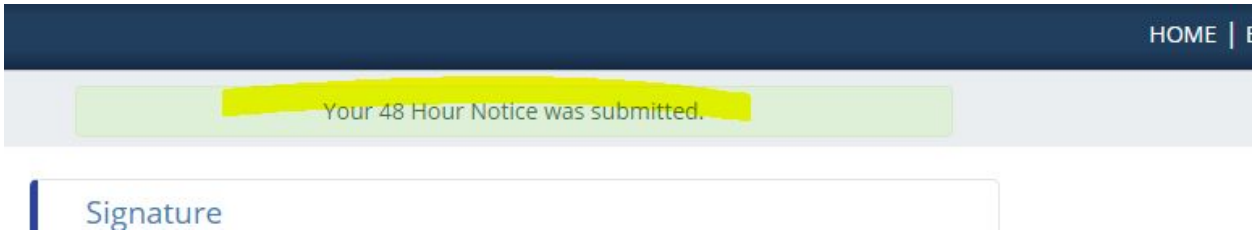


Fig. 8

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

Edit/Delete Contributions

Edit Contributions

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

Step 2: Login to Campaign Finance as a Treasurer.

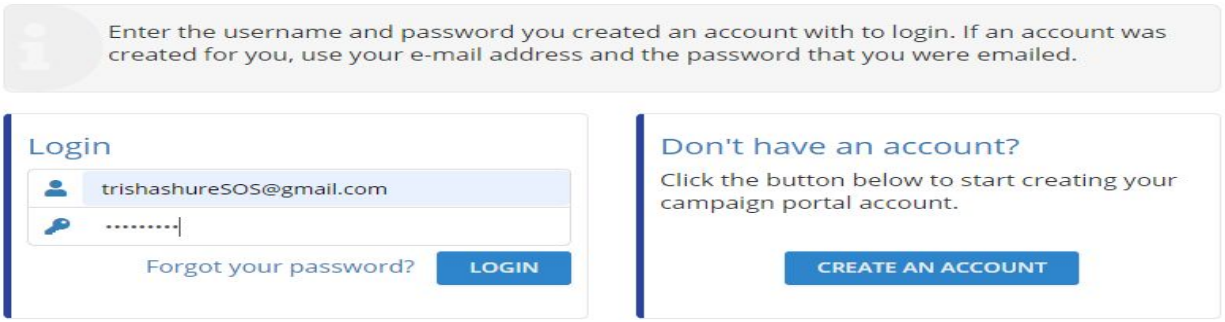


Fig. 1

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

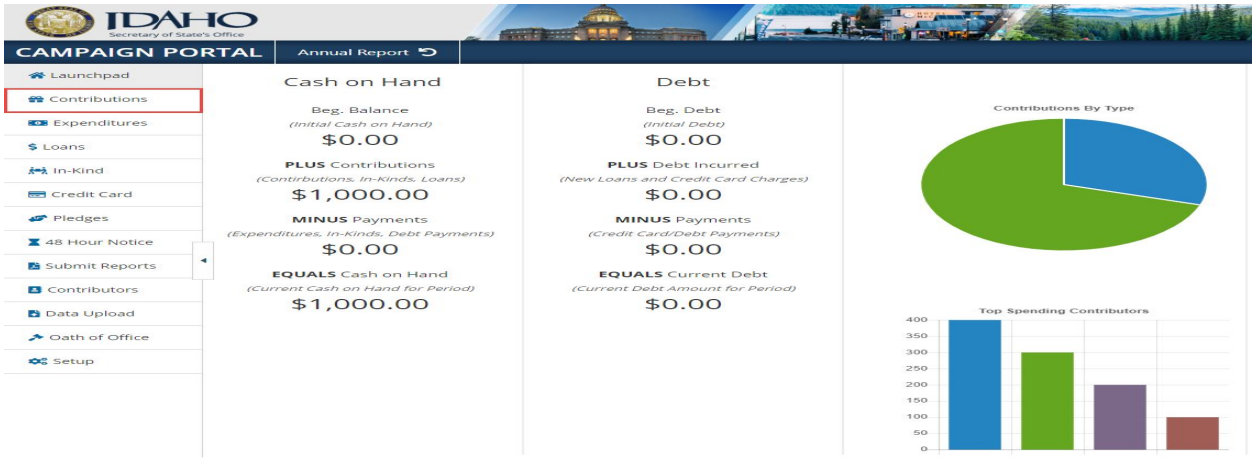


Fig. 2

Step 4: View all contributions.

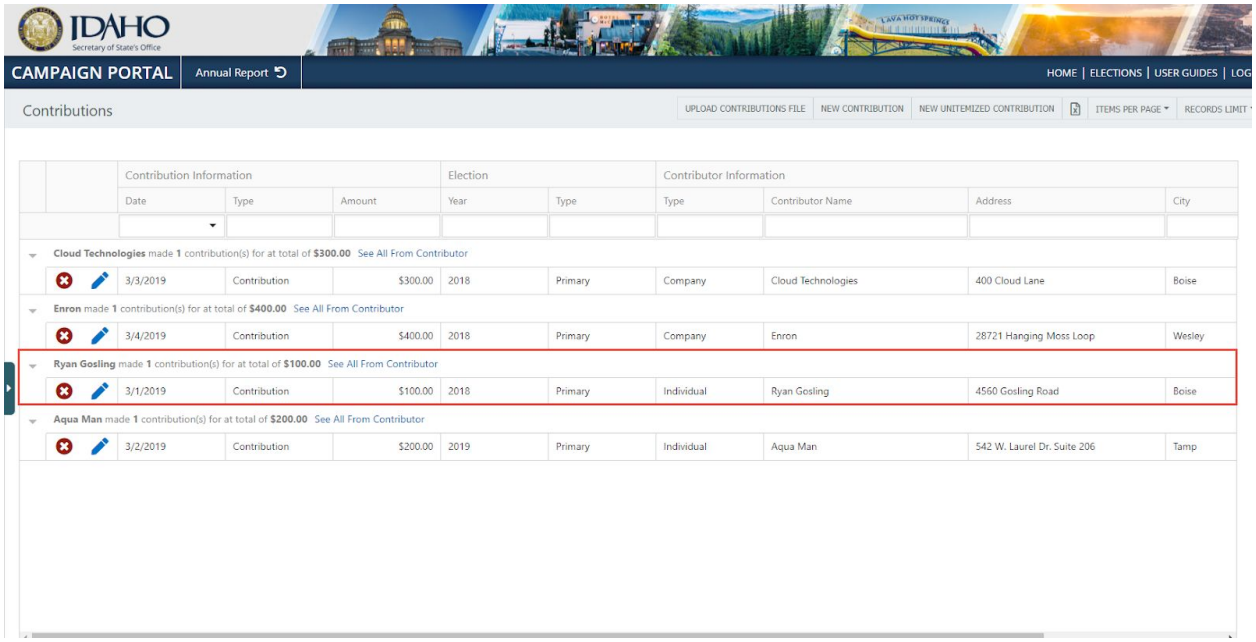


Fig. 3

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

Fig. 4

Step 6: Make the necessary changes.

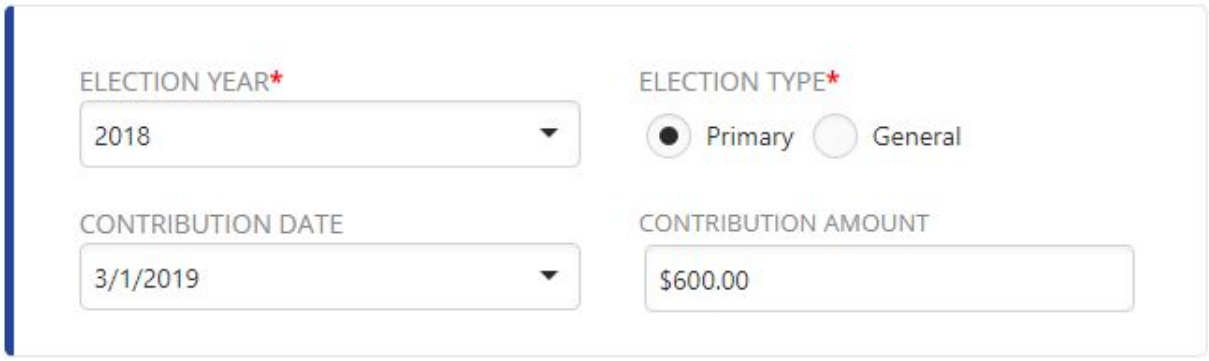


Fig. 5

Step 7: Click ‘SUBMIT.’

Fig. 6

Step 8: Verify contribution edit.

Fig. 7

Delete Contributions

Step 1: Select ‘Contributions’ from the left hand side.

Fig. 1

Step 2: View all contributions.

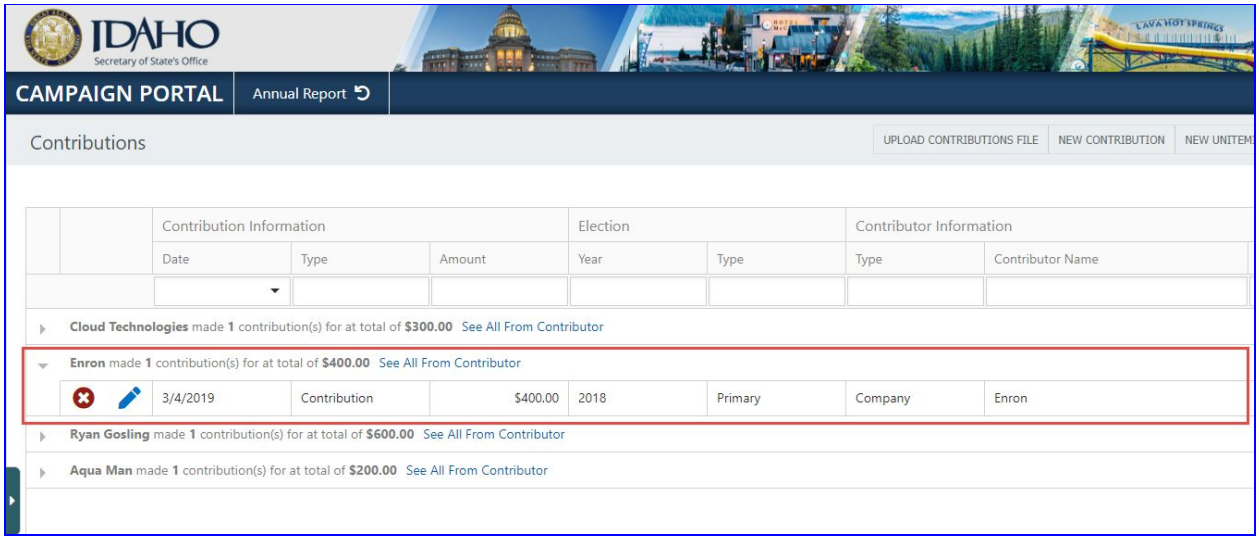


Fig. 2

Step 3: Click the red "X" next to the Contribution.

Fig. 3

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

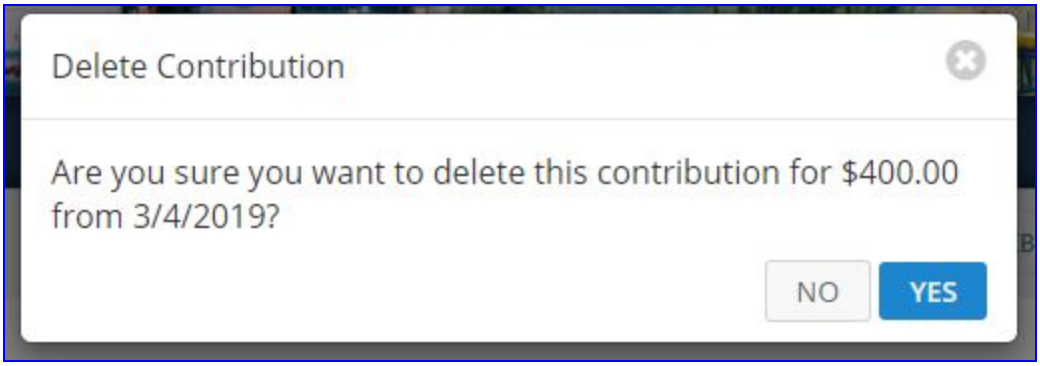


Fig. 4

Step 5: Verify the contribution was deleted.

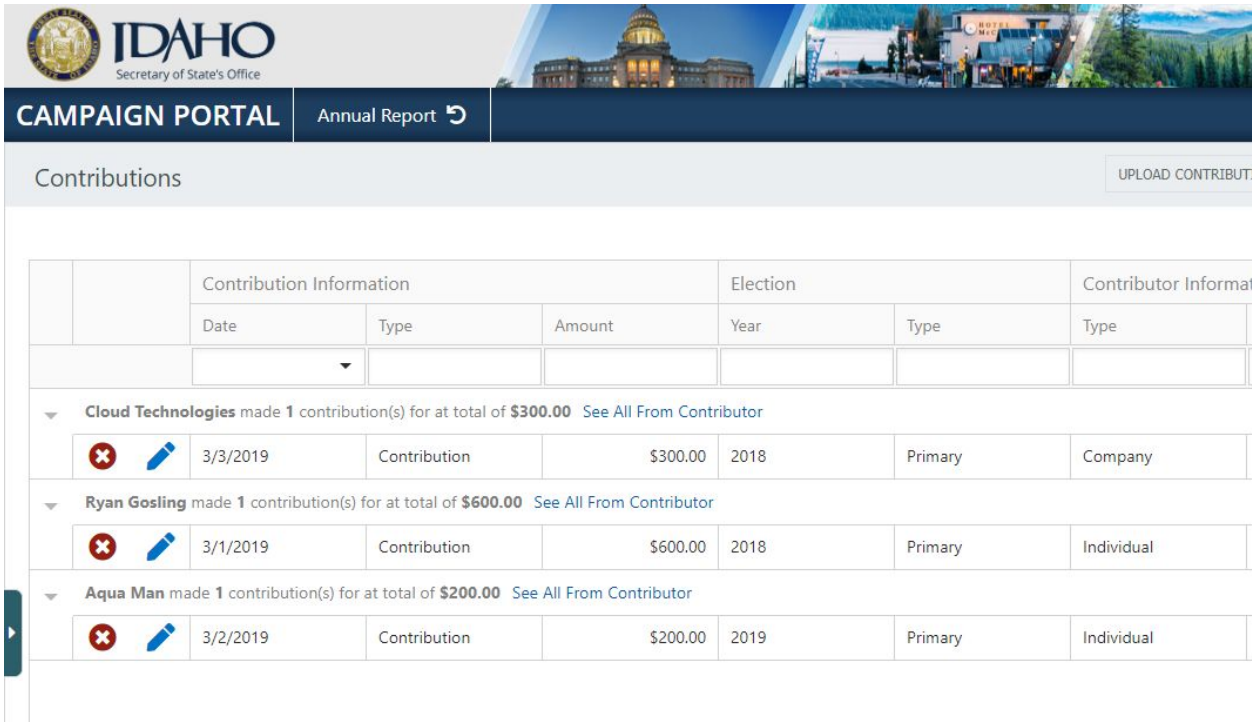

IDAHO
Secretary of State's Office
CAMPAIGN PORTAL
Annual Report
Contributions
UPLOAD CONTRIBUT
Contribution Information
Election
Contributor Informat
Date
Type
Amount
Year
Type
Type
Cloud Technologies made 1 contribution(s) for at total of $300.00 See All From Contributor
3/3/2019 Contribution $300.00 2018 Primary Company
Ryan Gosling made 1 contribution(s) for at total of $600.00 See All From Contributor
3/1/2019 Contribution $600.00 2018 Primary Individual
Aqua Man made 1 contribution(s) for at total of $200.00 See All From Contributor
3/2/2019 Contribution $200.00 2019 Primary Individual

Fig. 5

Return a Contribution

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

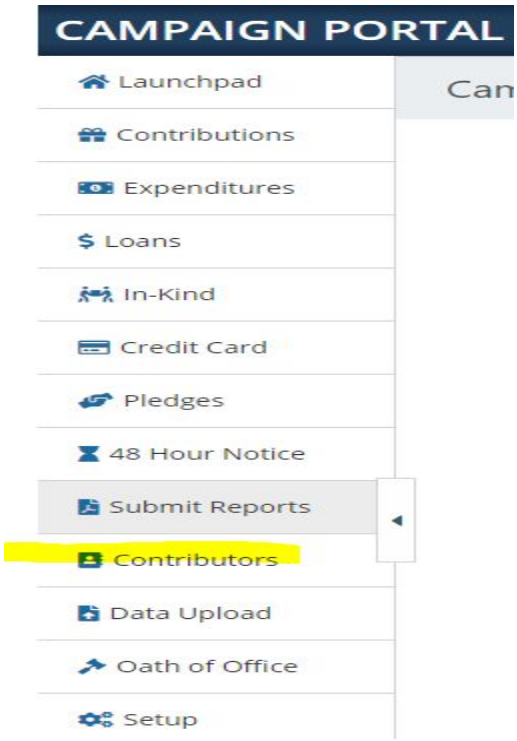


Fig. 1

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

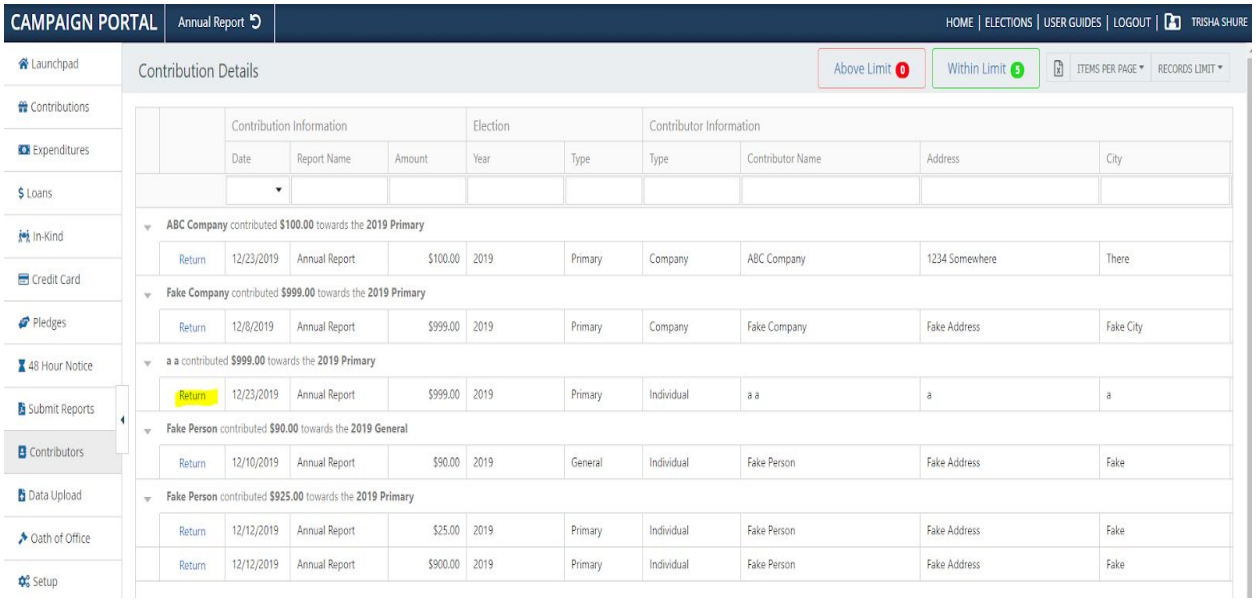


Fig. 2

Step 3: Add the return date and click ‘Save.’

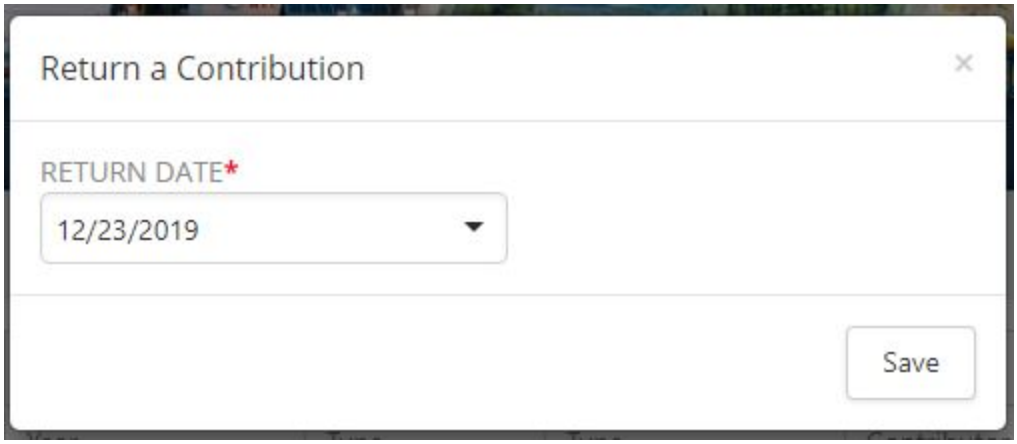
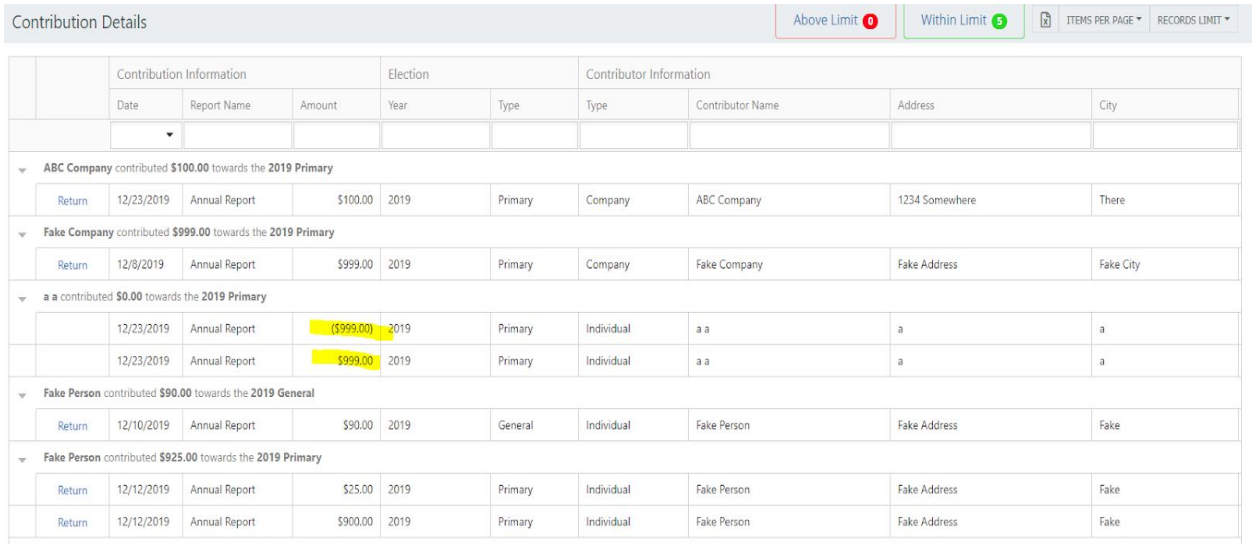


Fig. 3

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



Contribution Details

Above Limit 0 | Within Limit 5 | ITEMS PER PAGE | RECORDS LIMIT

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

Fig. 4

Add an Expenditure

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

Step 2: Login to Campaign Finance as a Treasurer.

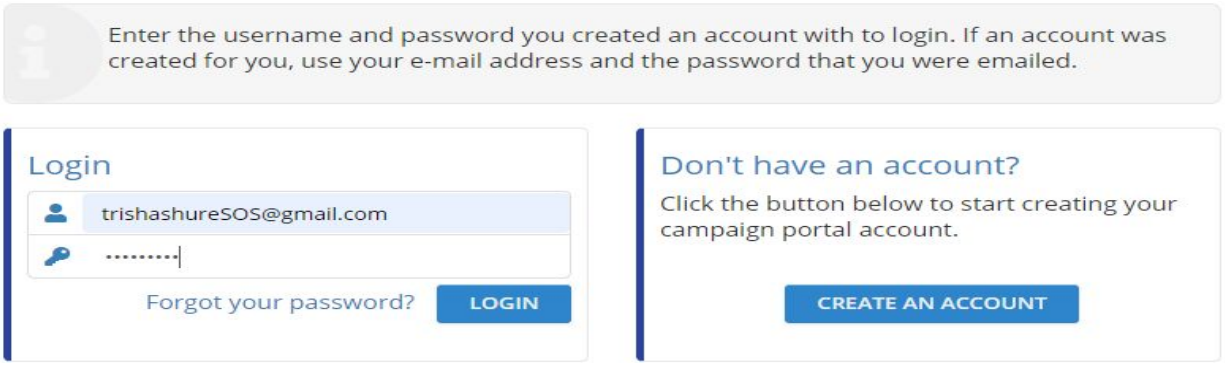


Fig. 1

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

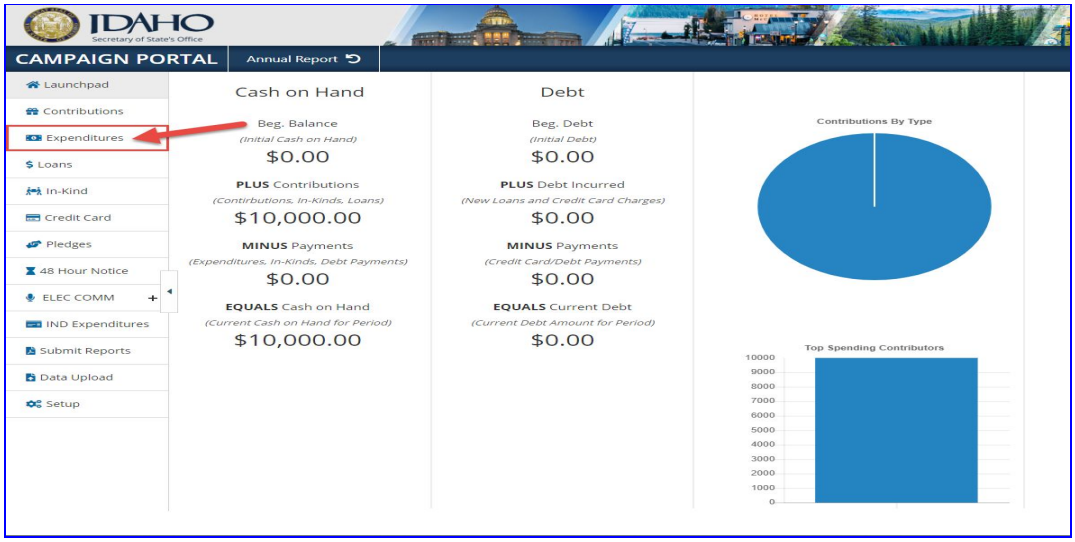


Fig. 2

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

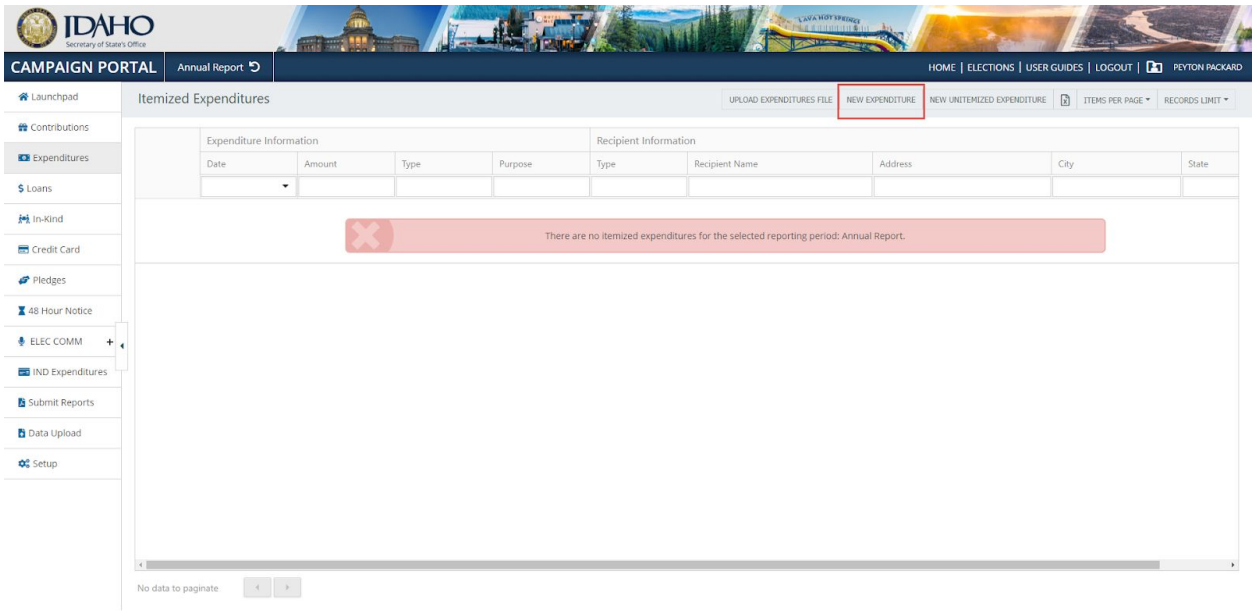


Fig. 3

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

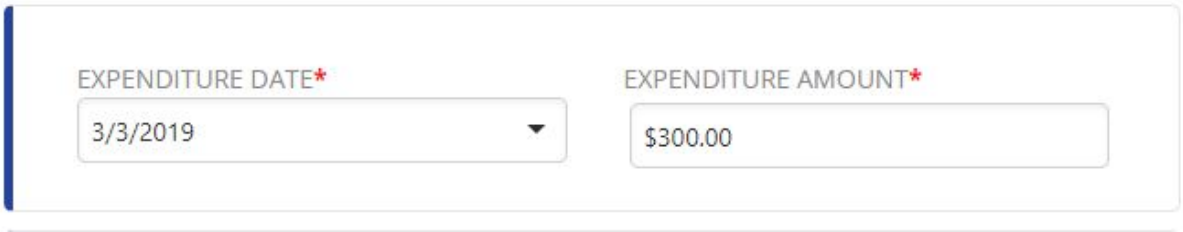


Fig. 4

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

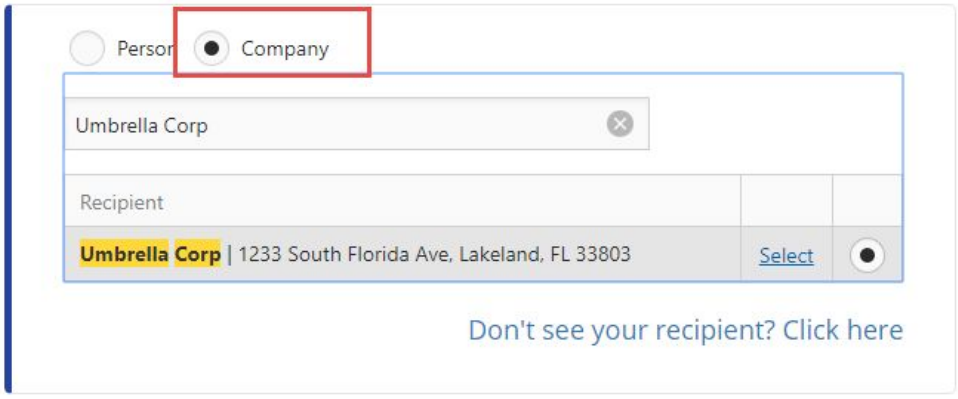


Fig. 5

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

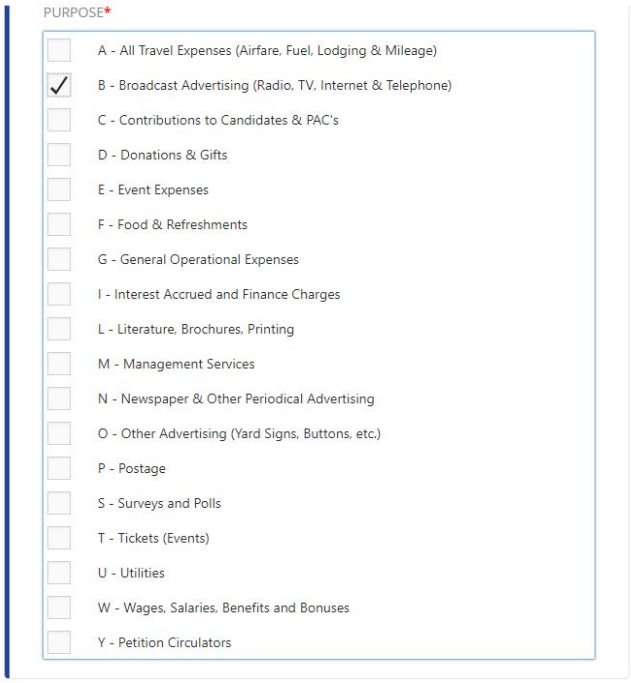


Fig. 5

Step 8: Click ‘SUBMIT.’

Fig. 7

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

Adding a Company/Person to the Recipient List

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

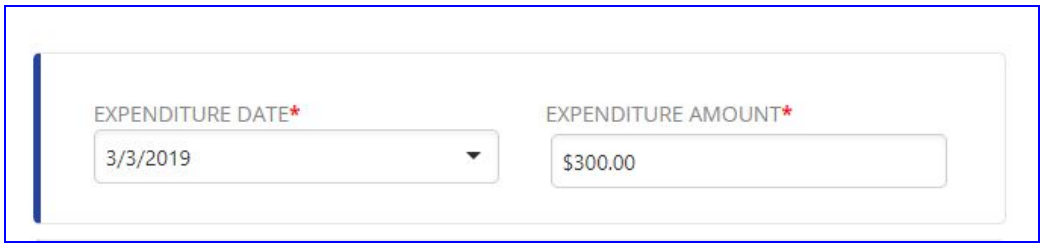


Fig. 1

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

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

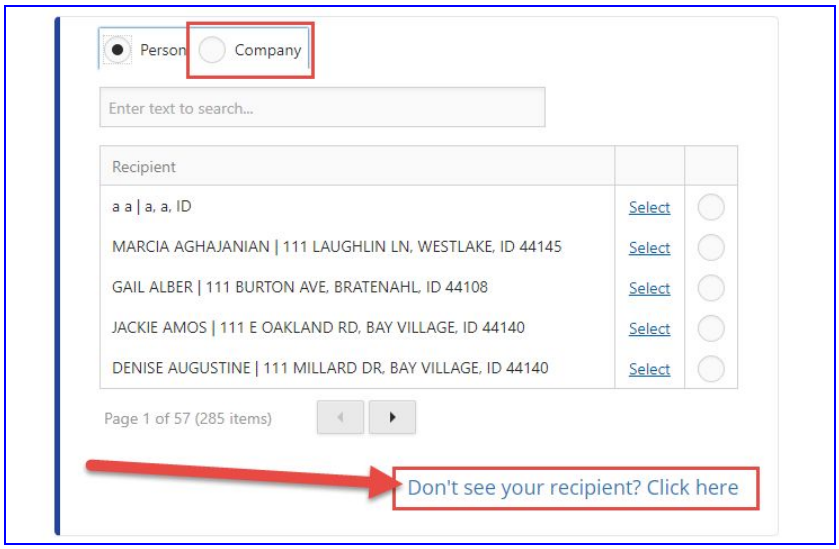


Fig. 2

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

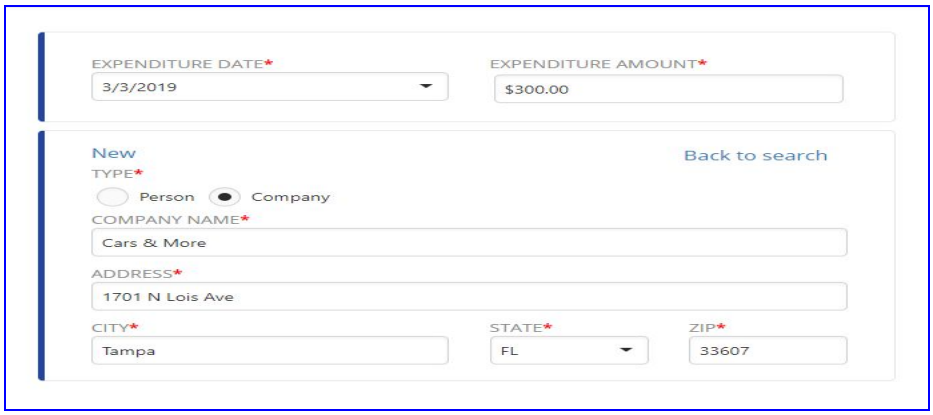


Fig. 6

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

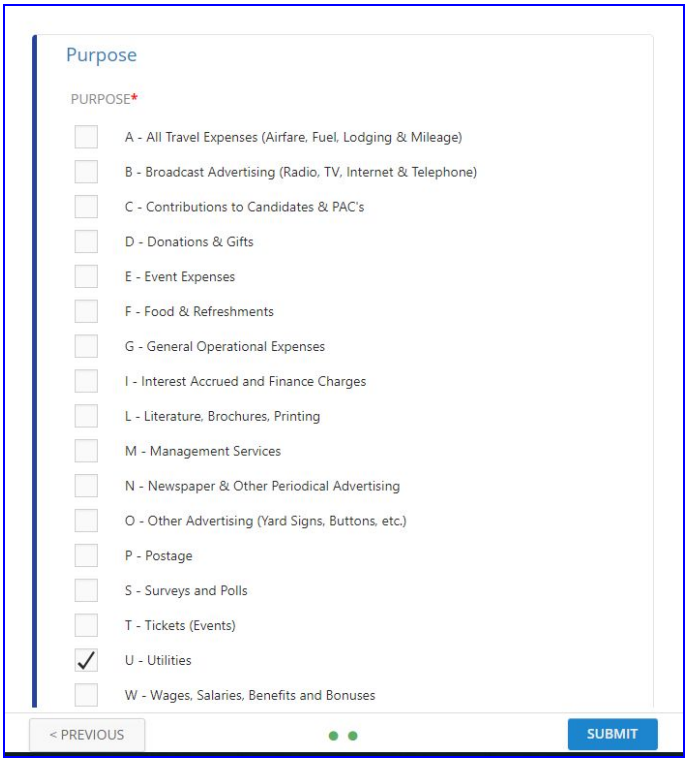


Fig. 7

Step 6: Click ‘SUBMIT.’

Fig. 8

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

Add New Company/Person to Expenditure List

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

Step 2: Login to Campaign Finance as a Treasurer.

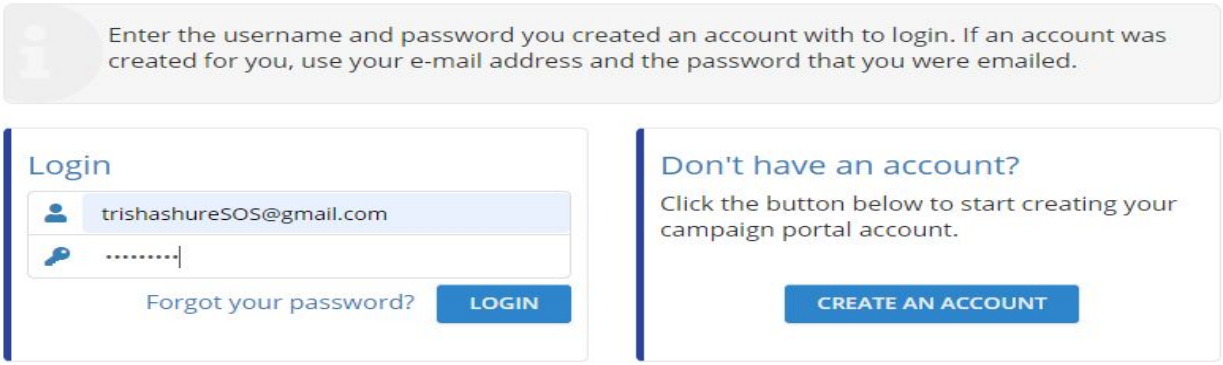


Fig. 1

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

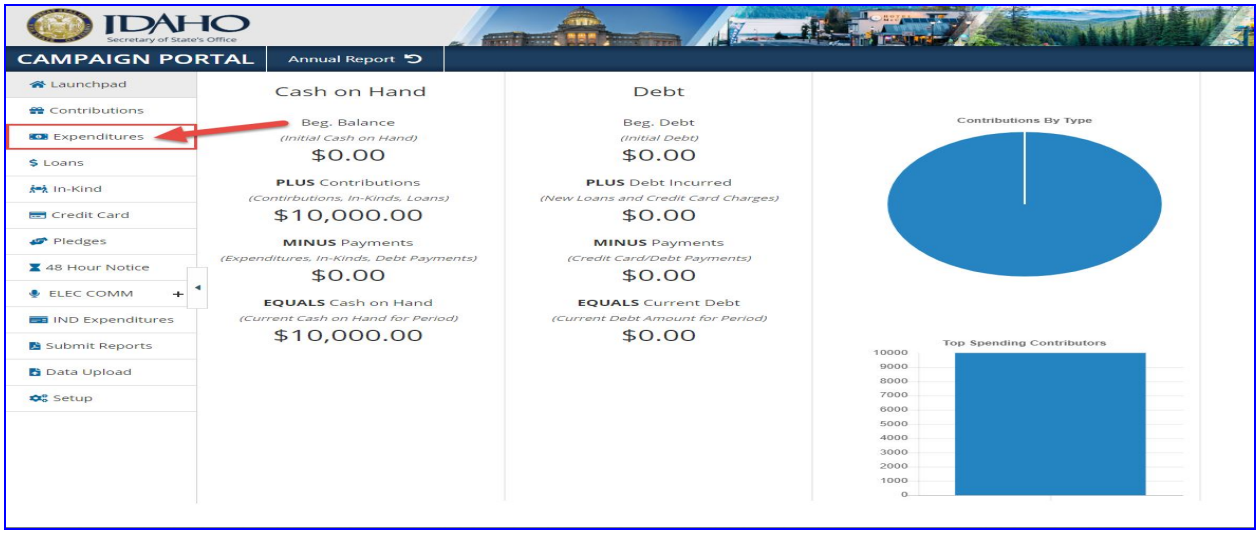


Fig. 2

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

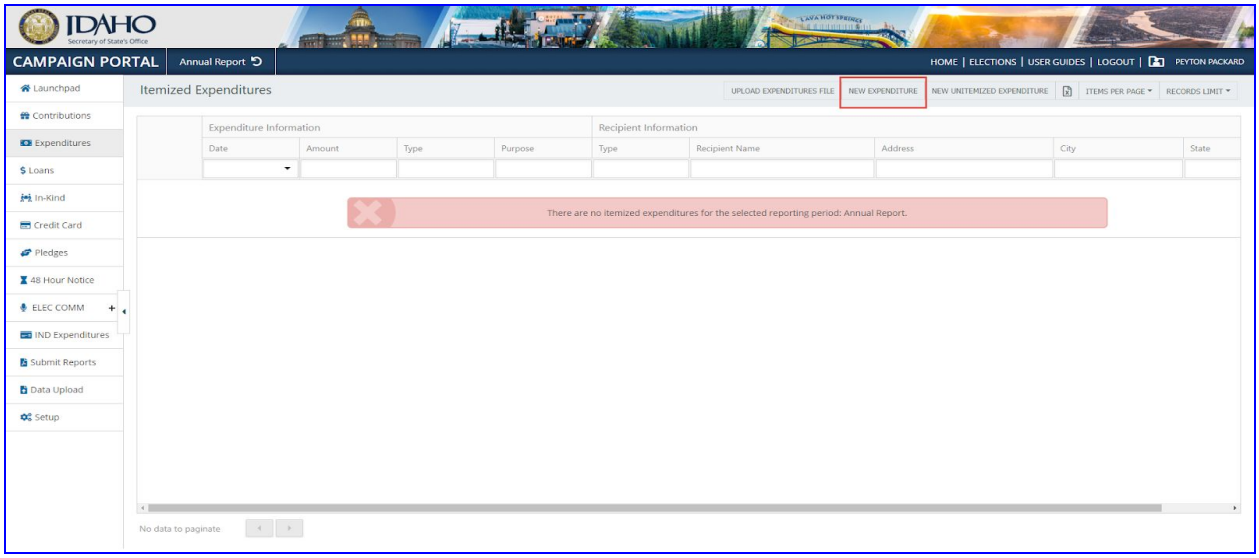


Fig. 3

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

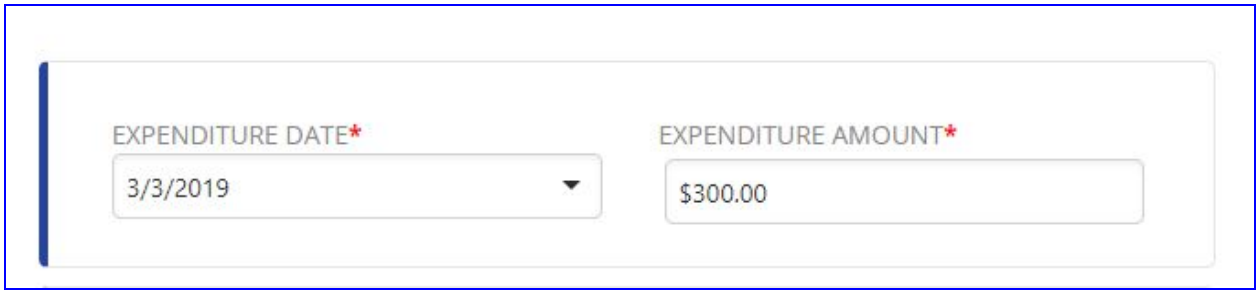


Fig. 4

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

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

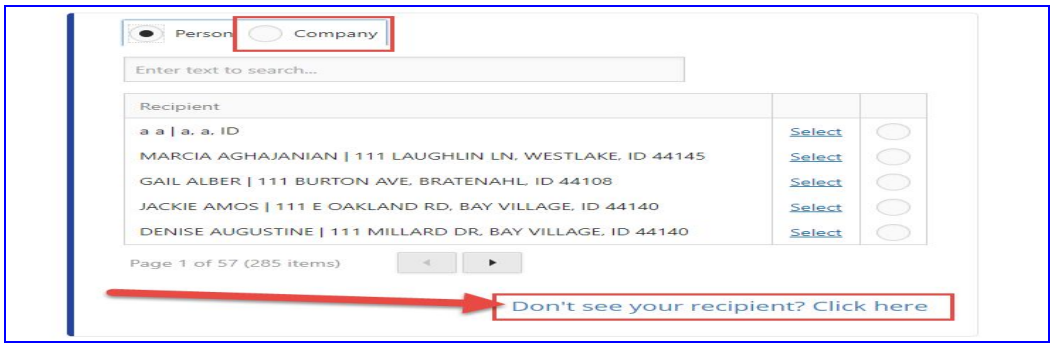


Fig. 5

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

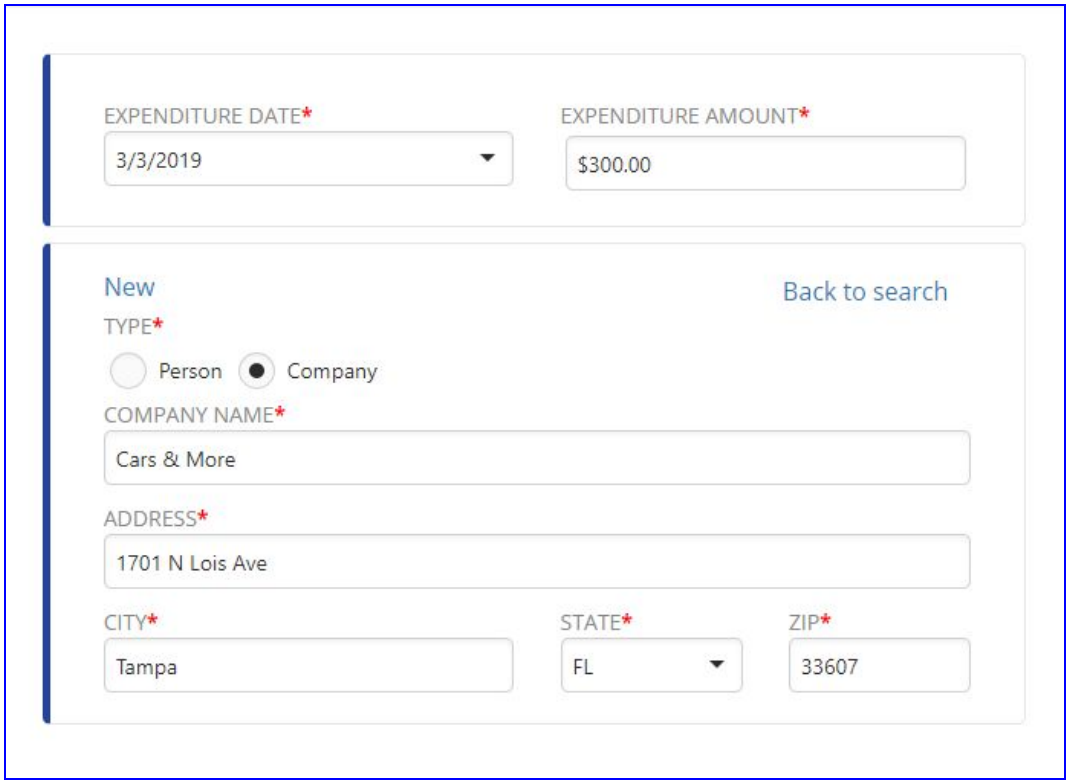


Fig. 6

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

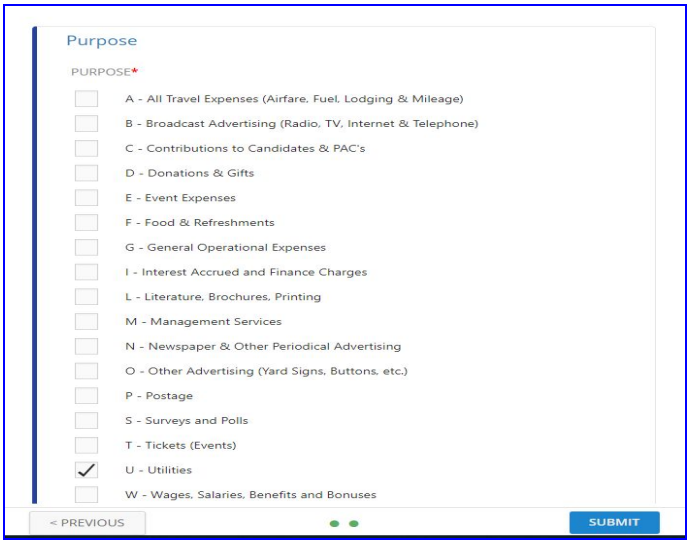


Fig. 7

Step 10: Click ‘SUBMIT.’

Fig. 8

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

Edit a Company/Person

Step 1: View All Expenditures

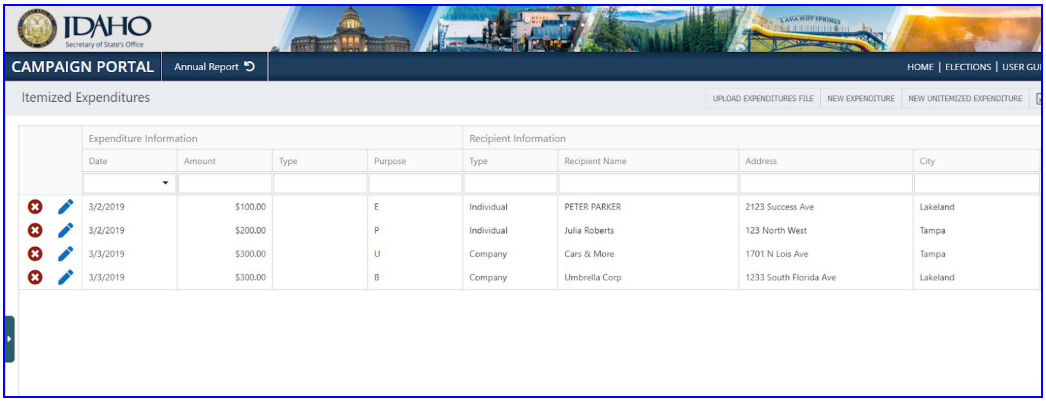


Fig. 1

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

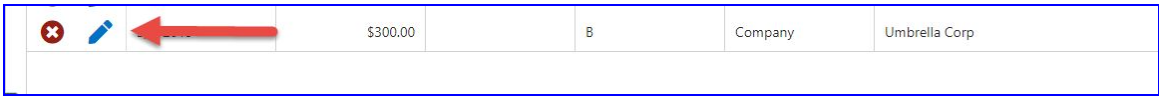


Fig. 2

Step 3: Make the desired changes.

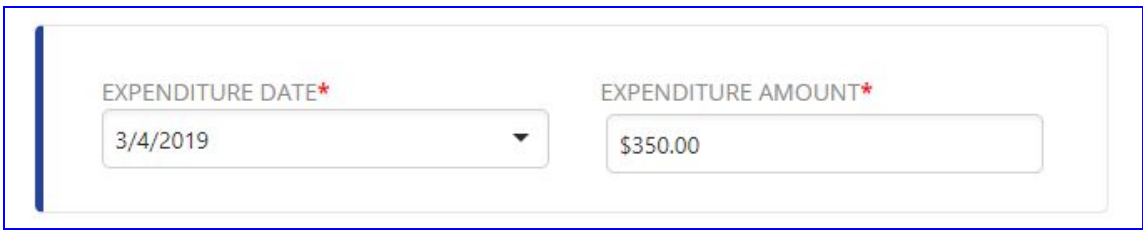


Fig. 3

Step 4: Click ‘SUBMIT.’

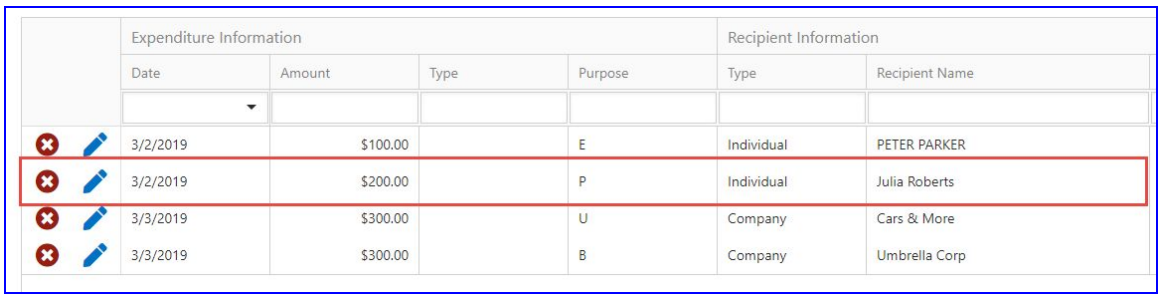
Fig. 4

Step 5: Verify modified Expenditure.

Fig. 5

Delete Personal Recipient

Step 1: View All Expenditure.



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

Fig. 1

Step 2: Click the red "X" next to the expenditure.

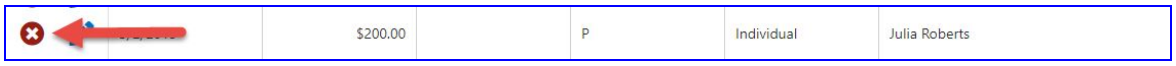


Fig.2

Step 3: Pop-up confirming Deletion of Expenditure.

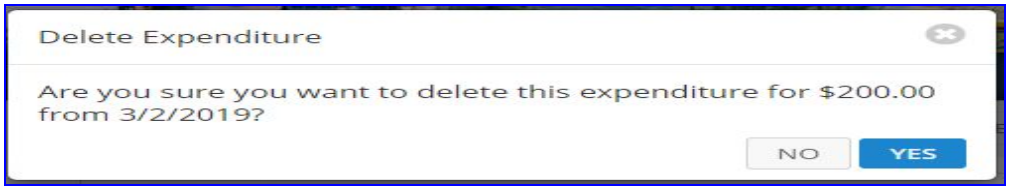


Fig. 3

Step 4: Click the 'Yes.'

Step 5: Verify Deleted Expenditure

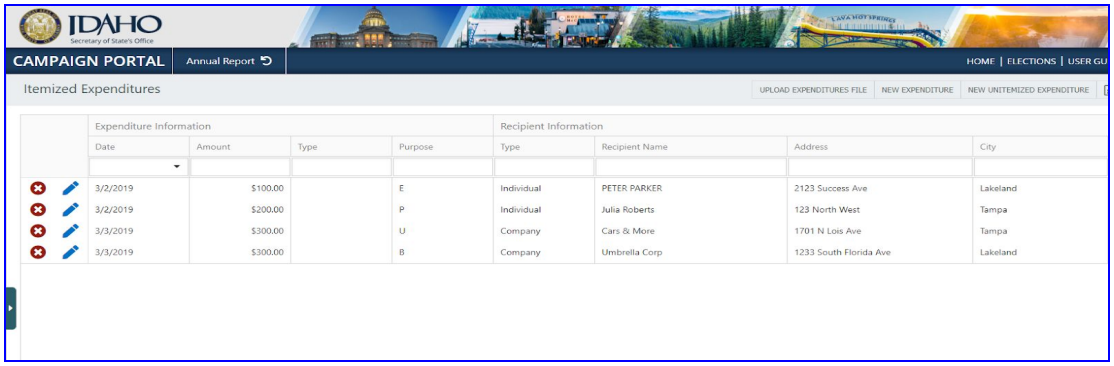

IDAHO
Secretary of State's Office
CAMPAIGN PORTAL
Annual Report
HOME | ELECTIONS | USER GU
Itemized Expenditures
UPLOAD EXPENDITURES FILE
NEW EXPENDITURE
NEW UNITEMIZED EXPENDITURE
Expenditure Information
Recipient Information
Date
Amount
Type
Purpose
Type
Recipient Name
Address
City
3/2/2019 $100.00 E Individual PETER PARKER 2123 Success Ave Lakeland
3/2/2019 $200.00 P Individual Julia Roberts 123 North West Tampa
3/3/2019 $300.00 U Company Cars & More 1701 N Lois Ave Tampa
3/3/2019 $300.00 B Company Umbrella Corp 1233 South Florida Ave Lakeland

Fig. 4

Edit an Expenditure

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

Step 2: Login to Campaign Finance as a Treasurer.

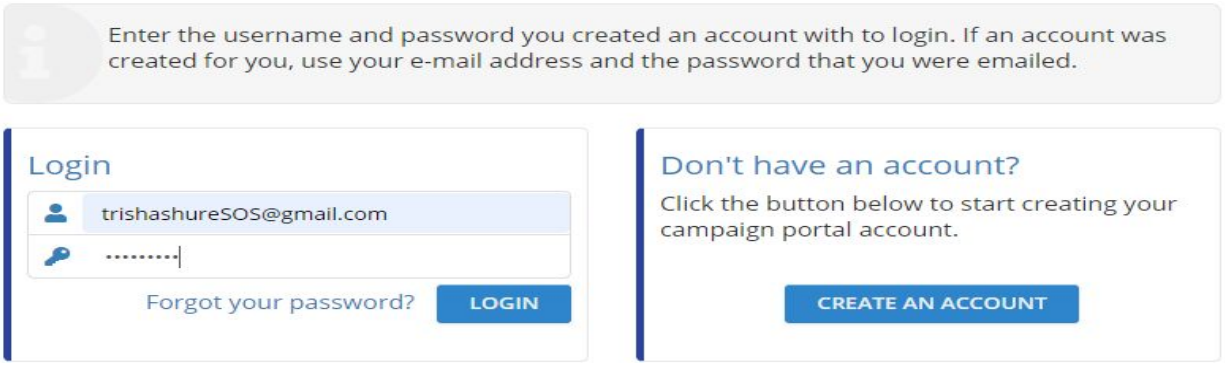


Fig. 1

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

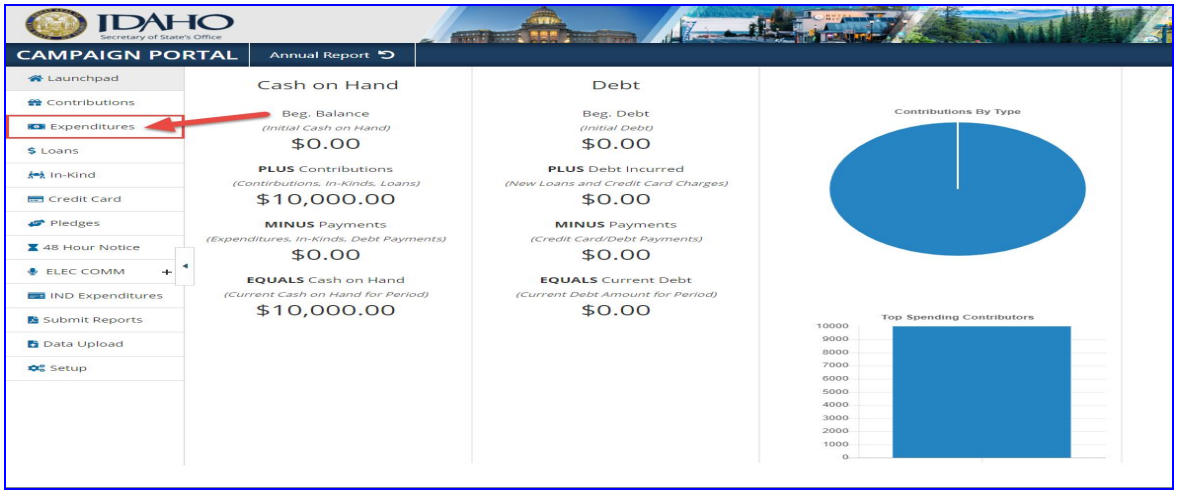


Fig. 2

Step 4: View 'All Expenditure.'

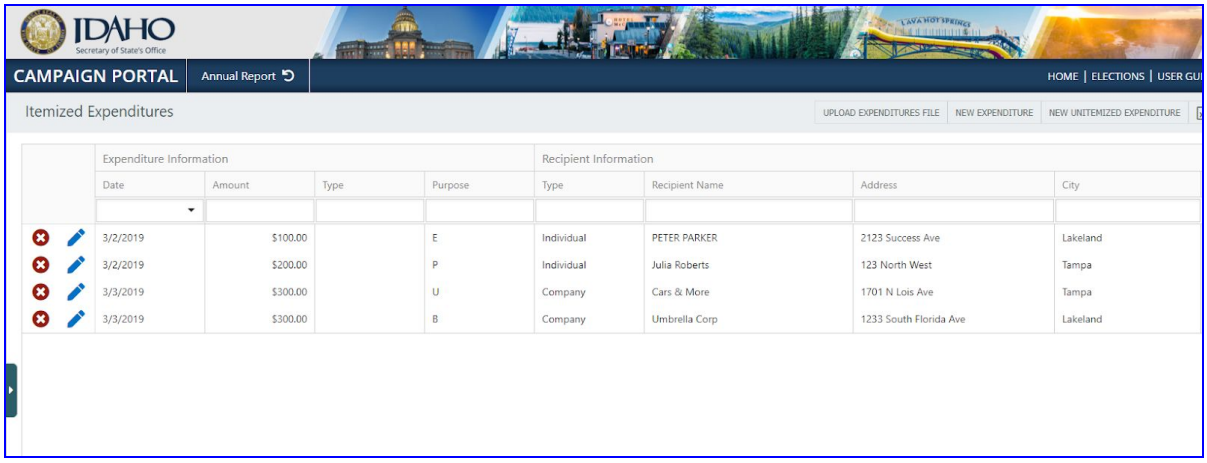


Fig. 3

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

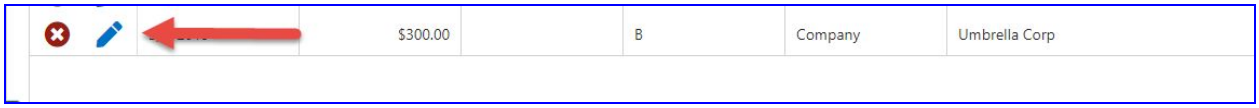


Fig. 4

Step 6: Make the desired changes.

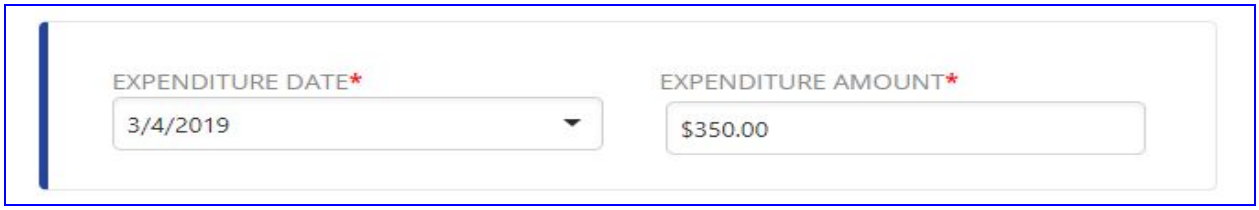


Fig. 5

Step 7: Click 'SUBMIT.'

Fig. 6

Step 8: Verify modified Expenditure.

Fig. 7

Delete an Expenditure

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

Step 2: Login to Campaign Finance as a Treasurer.

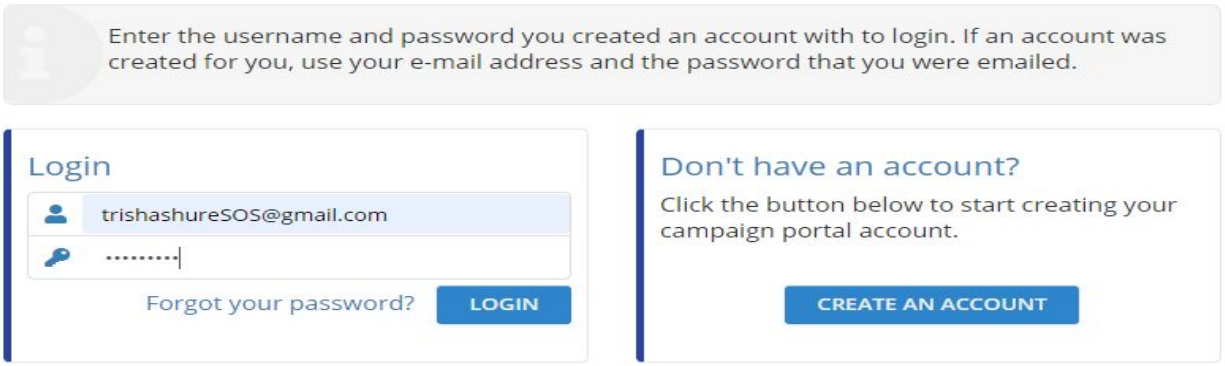


Fig. 1

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

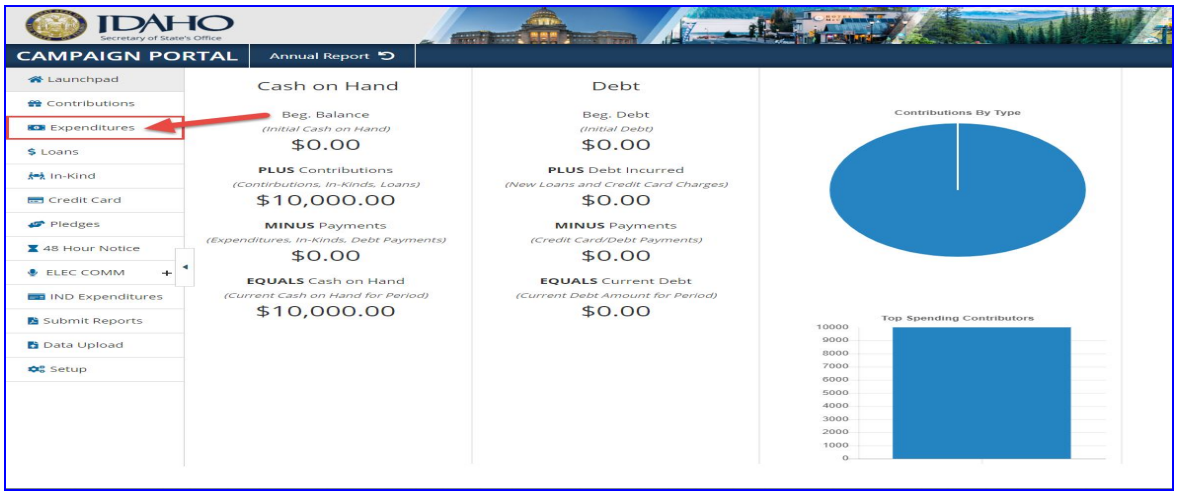
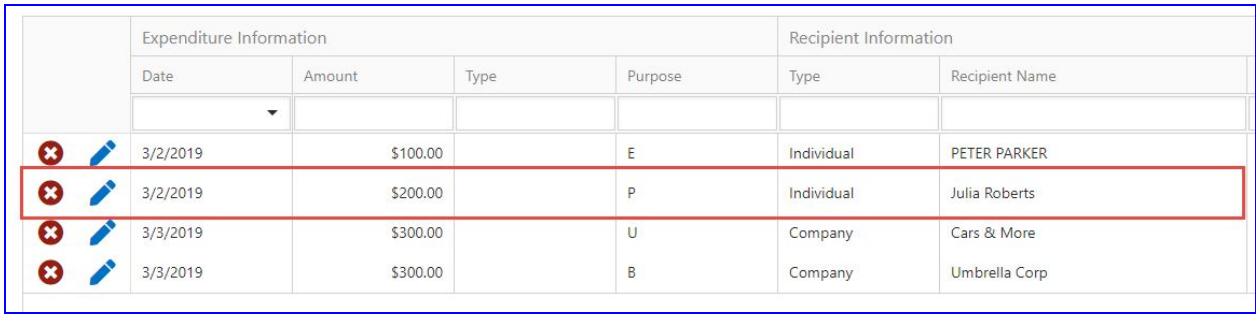


Fig. 2

Step 4: View 'All Expenditure.'



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

Fig. 3

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

$200.00		P	Individual	Julia Roberts

Fig. 4

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

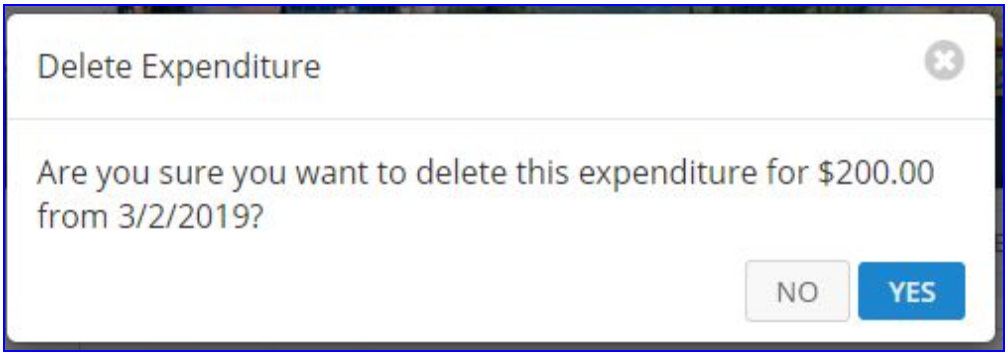
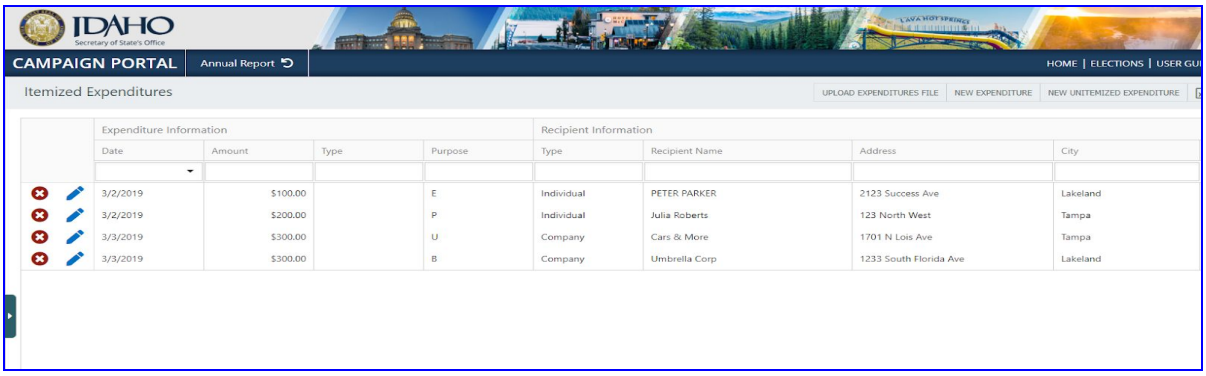


Fig. 5

Step 7: Verify expenditure deleted.



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

Fig. 6

In-Kind Contributions

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

Step 2: Login to Campaign Portal as Treasurer.

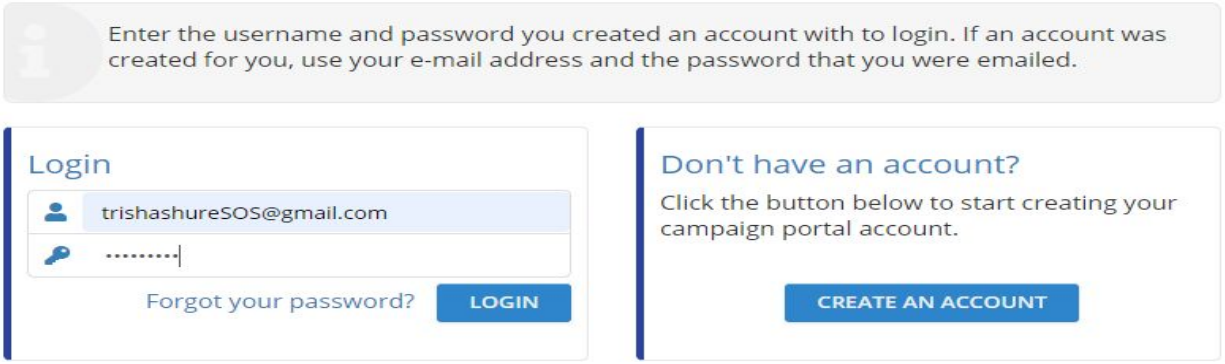


Fig.1

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

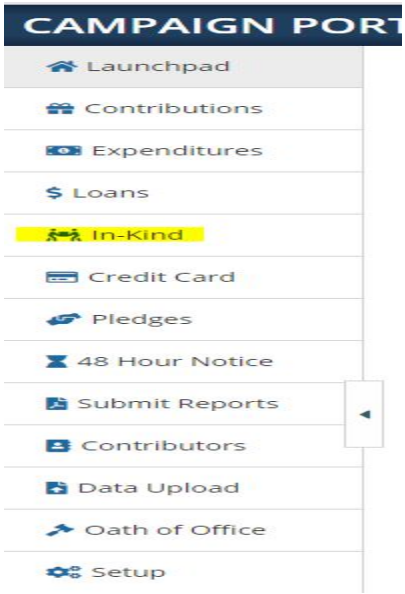


Fig. 2

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

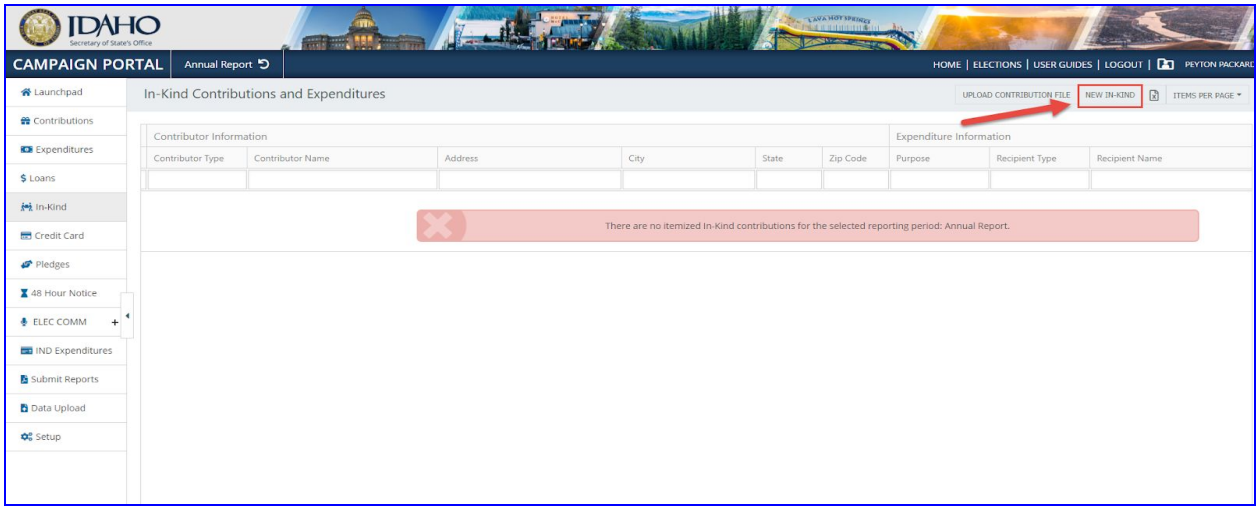


Fig. 3

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

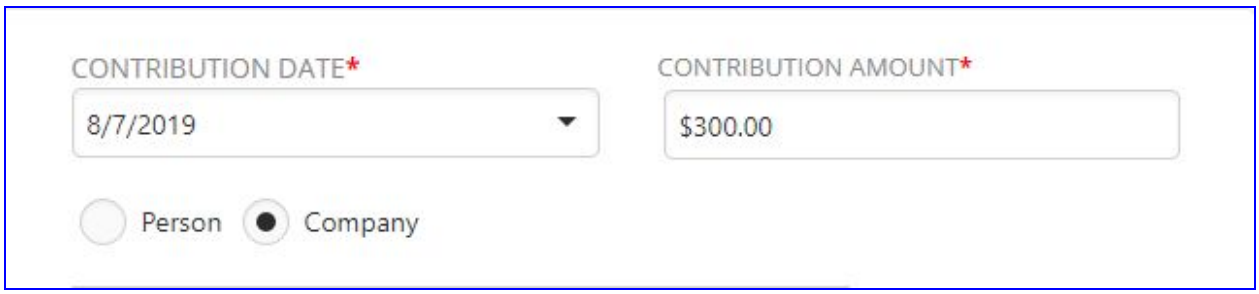


Fig. 4

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

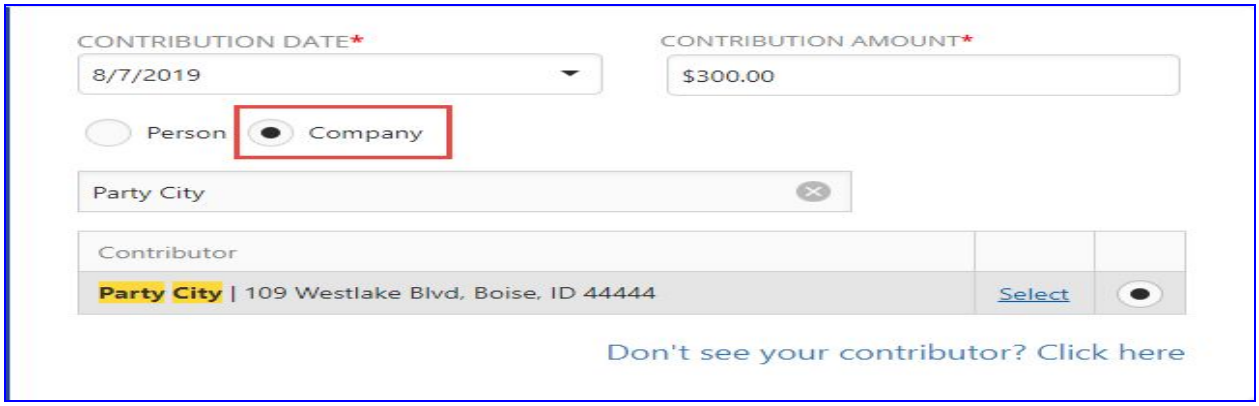


Fig. 5

Step 7: Click ‘Next.’

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

Fig. 6

Step 9: Select expenditure purpose and click ‘Submit.’

Fig. 7

Fig. 8

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

Adding In-Kind Contributions: Not in list

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

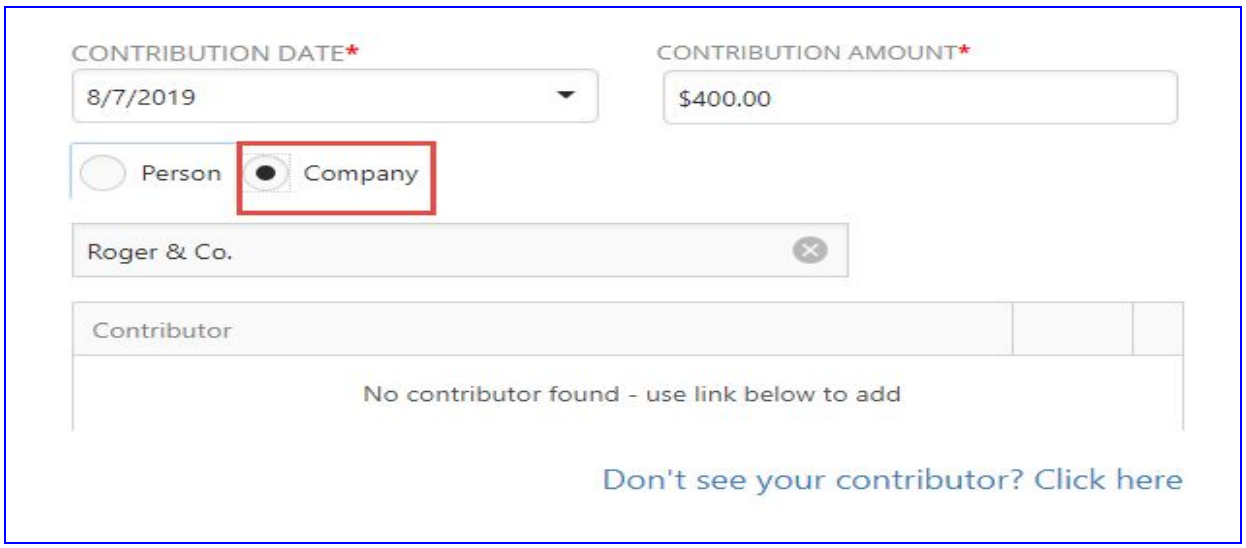


Fig. 1

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

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

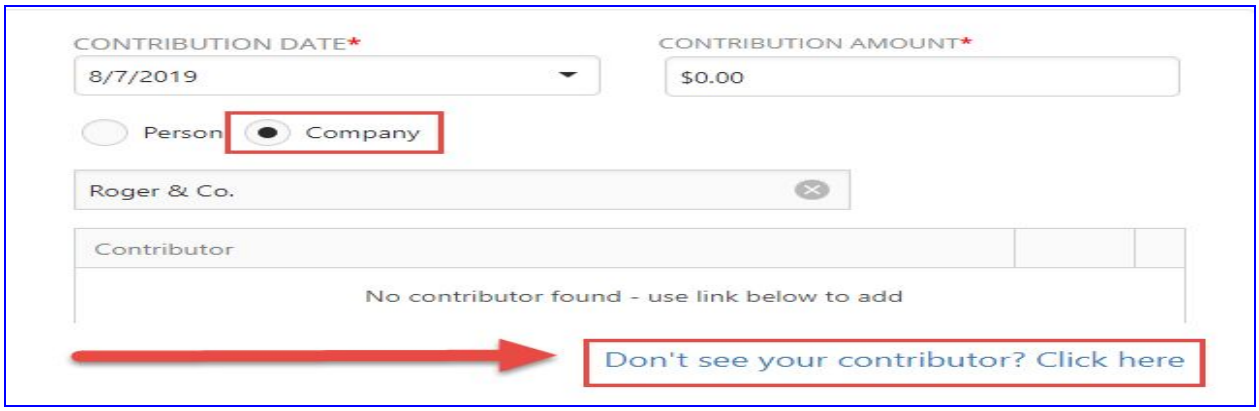


Fig. 2

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

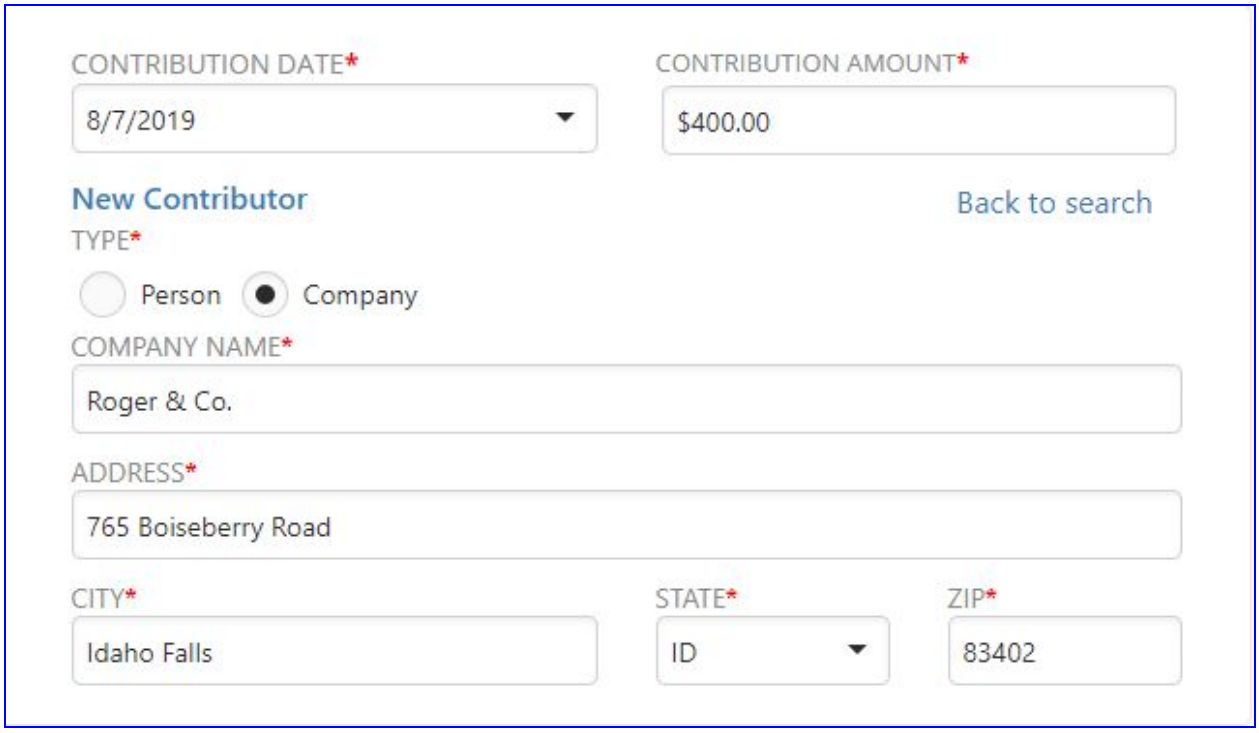


Fig. 3

Step 5: Select purpose for expenditures.

Fig. 4

Step 6: Click ‘Submit.’

Fig. 5

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

Make a Loan Payment

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

Step 2: Login to Campaign Finance as a Treasurer.

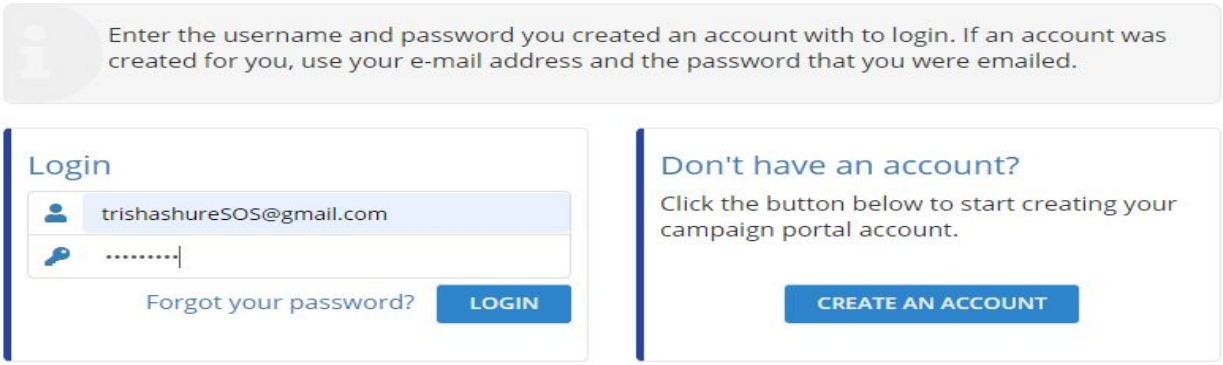


Fig. 1

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

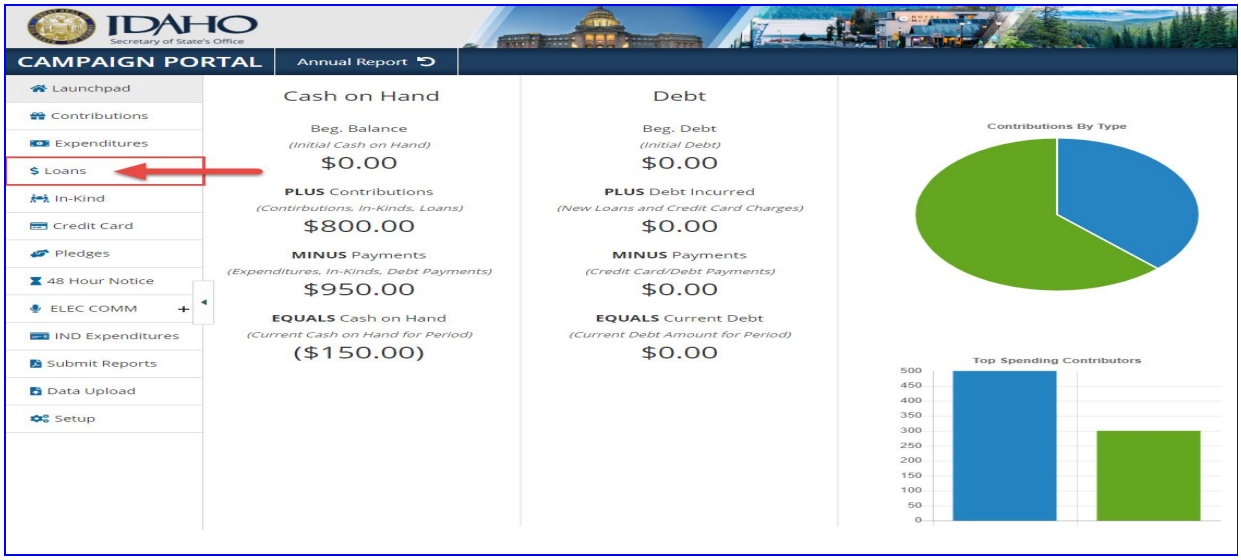


Fig. 2

Step 4: Identify specific loan.

Fig. 3

Step 5: Click ‘Make Payment’ link.

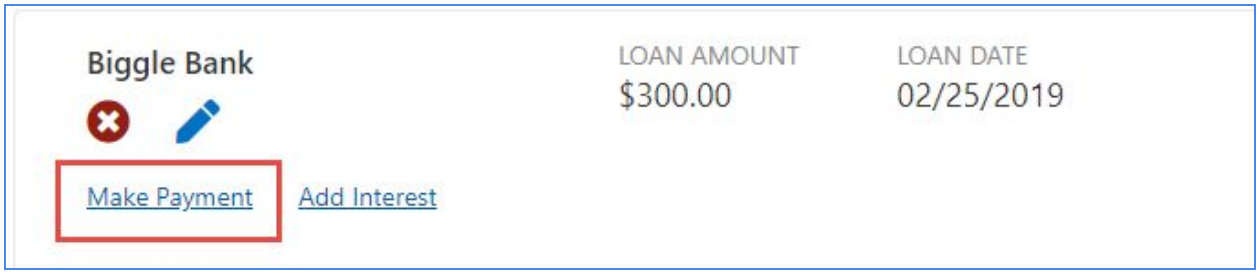


Fig. 4

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

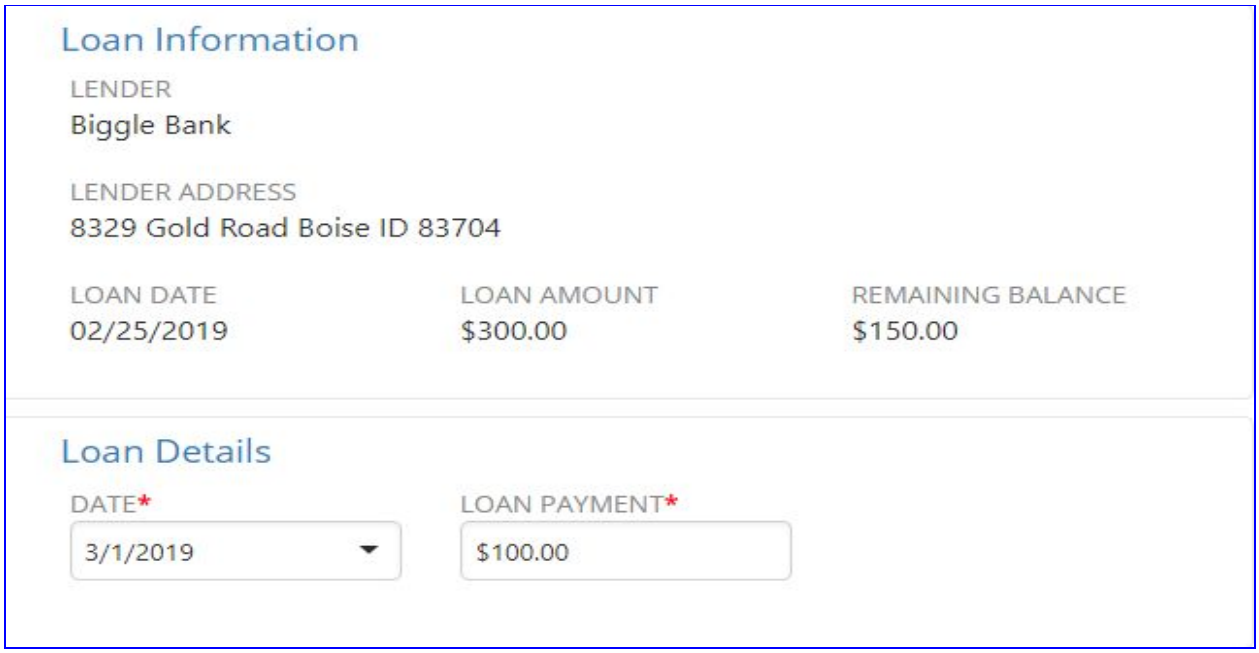


Fig. 5

Step 7: Click “Submit”.

Step 8: Payment Successful!

Fig. 6

Add a New Loan

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

Step 2: Login to Campaign Finance as a Treasurer.

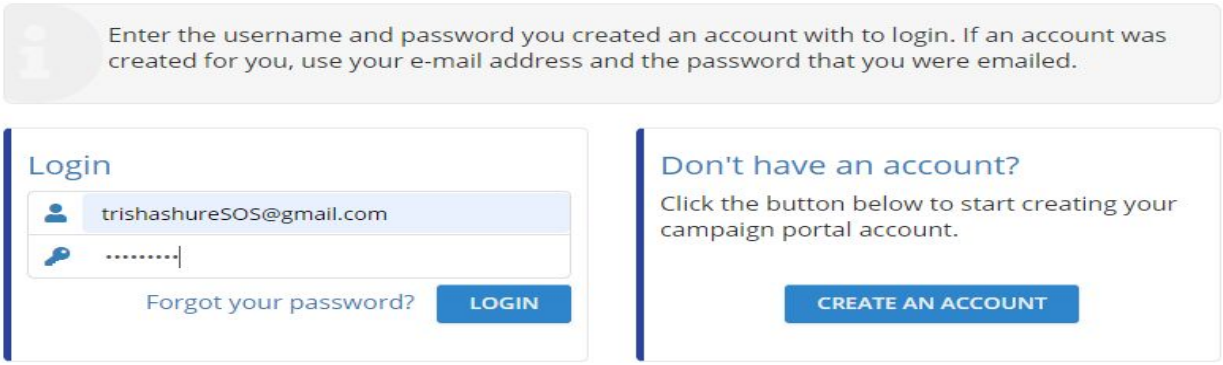


Fig. 1

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

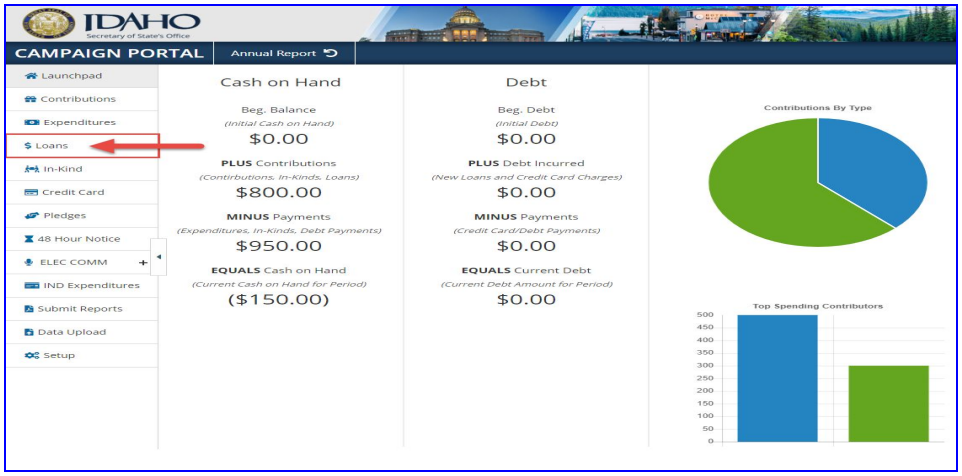


Fig. 2

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

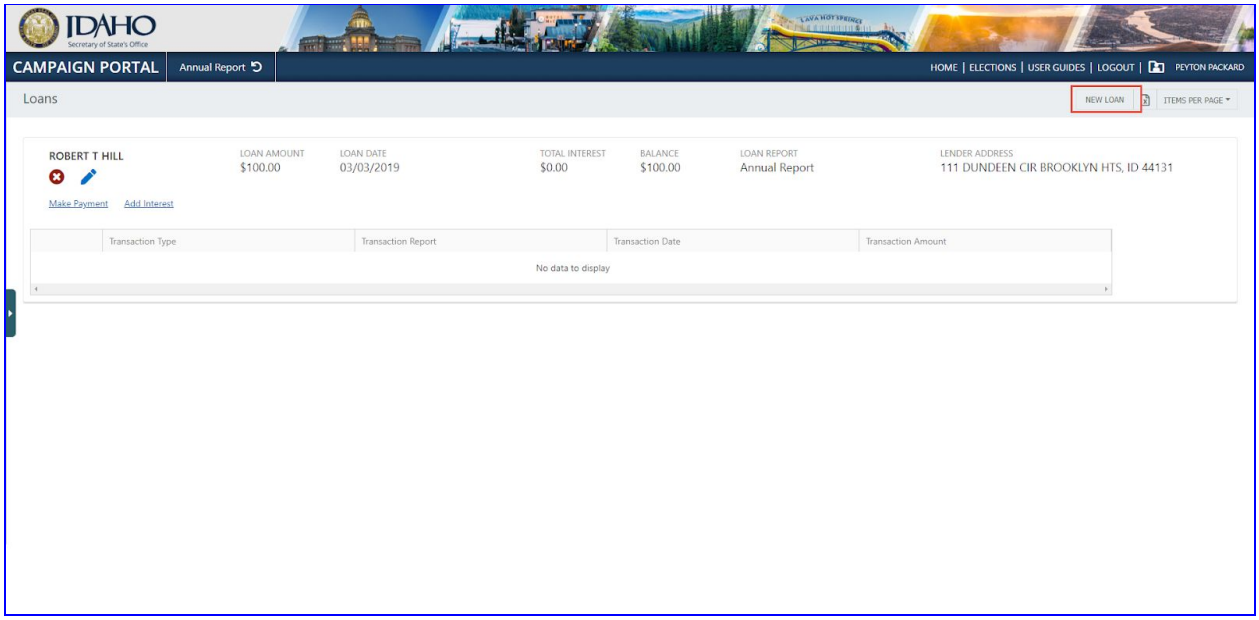


Fig. 3

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

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

Fig. 4

Step 7: Click ‘Submit.’

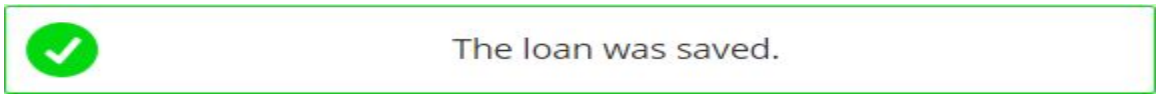


Fig. 5

Add a New Loan Company

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

Step 2: Login to Campaign Finance as a Treasurer.

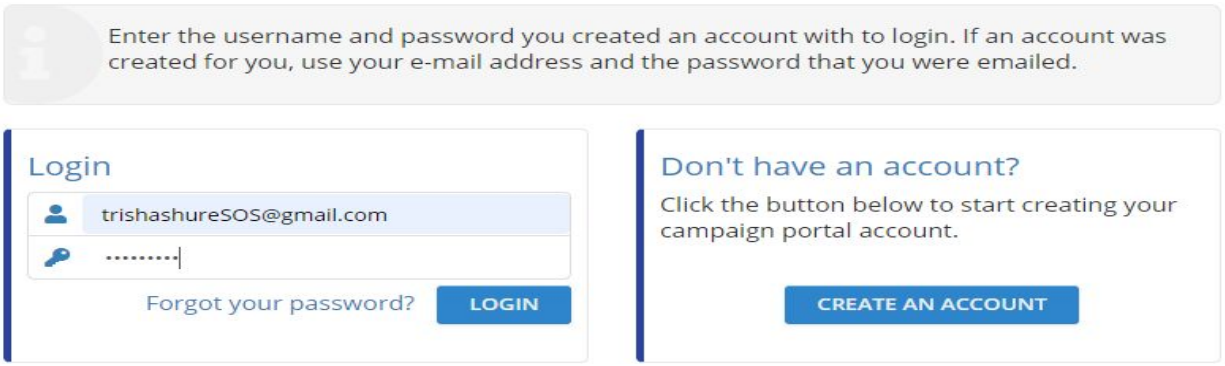


Fig. 1

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

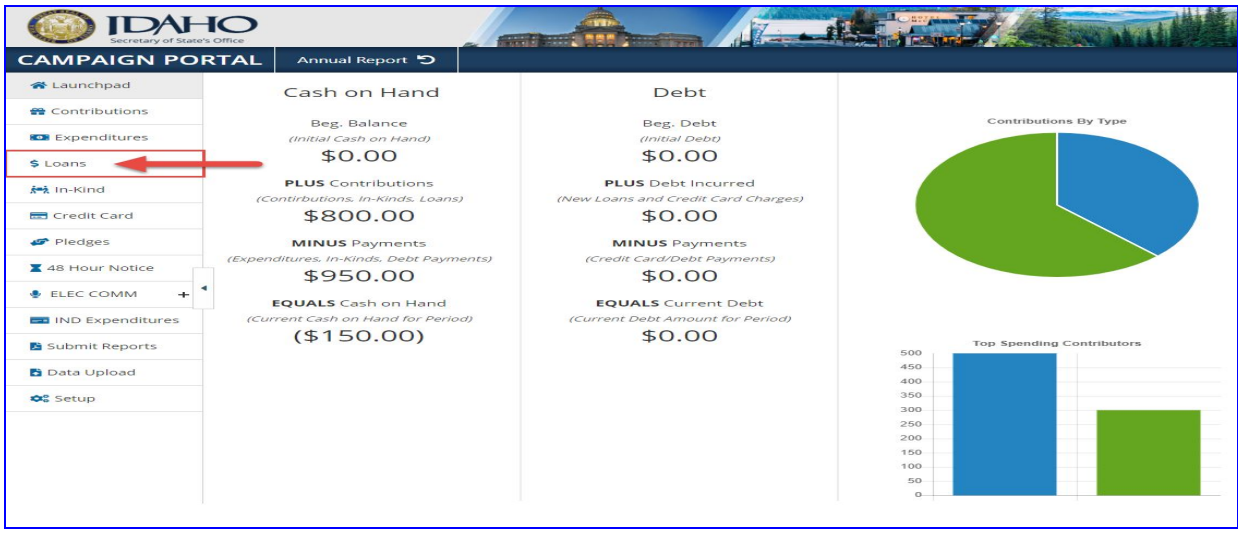


Fig. 2

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

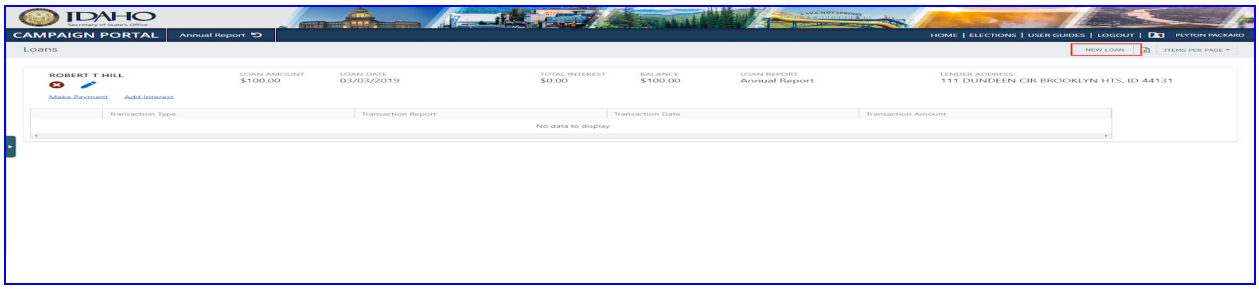


Fig. 3

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

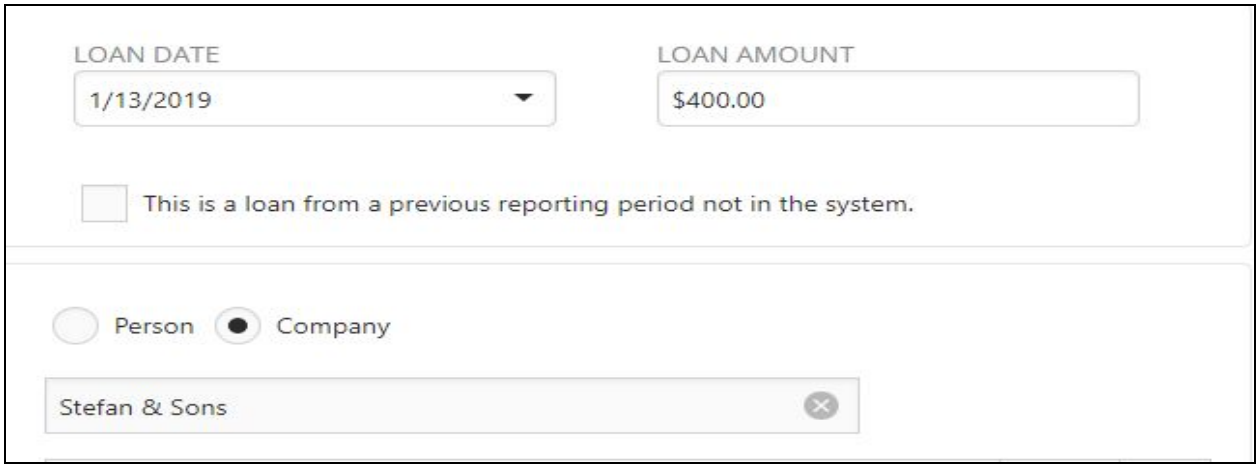


Fig. 4

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

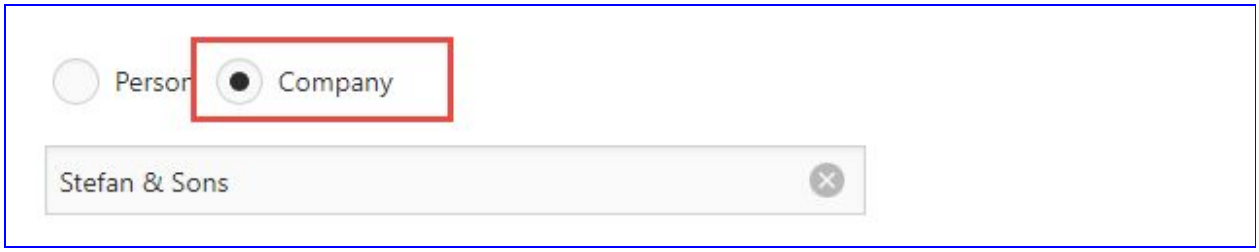


Fig. 5

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

Fig. 6

Step 8: Click ‘SUBMIT.’

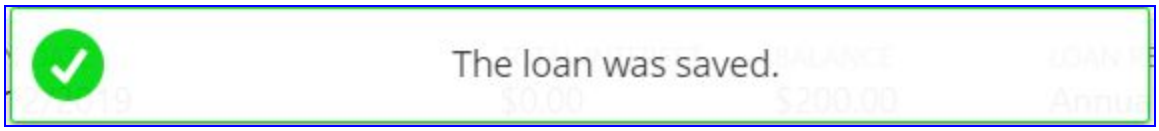


Fig. 7

Add a New Loan by Person

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

Step 2: Login to Campaign Finance as a Treasurer.

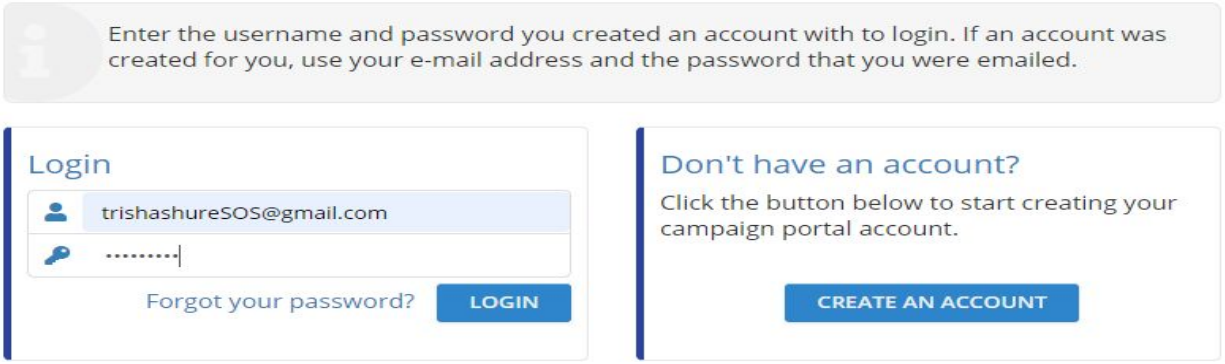


Fig. 1

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

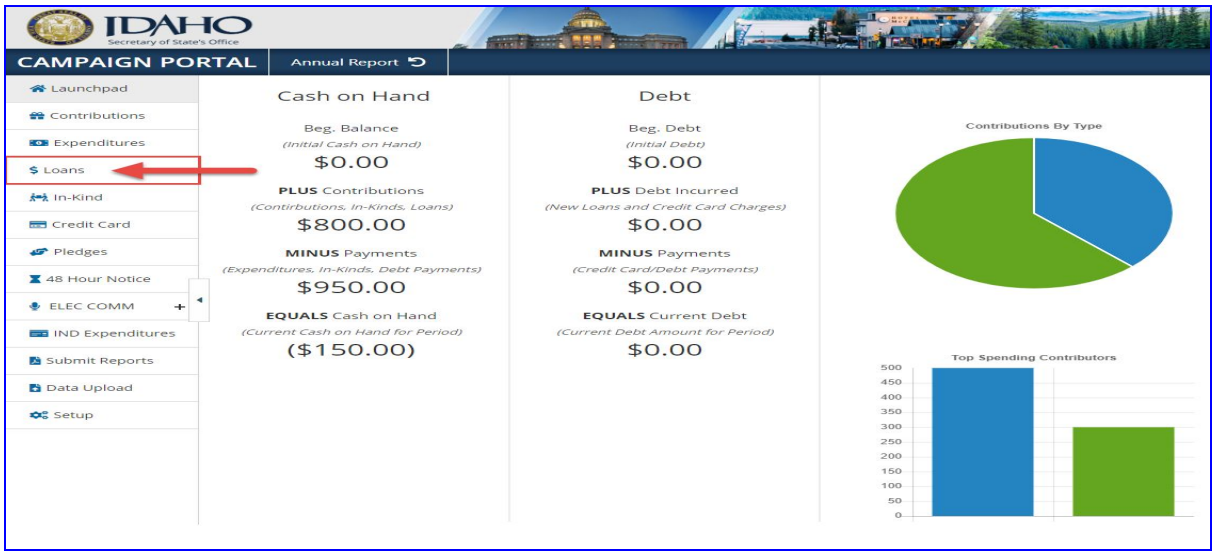


Fig. 2

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

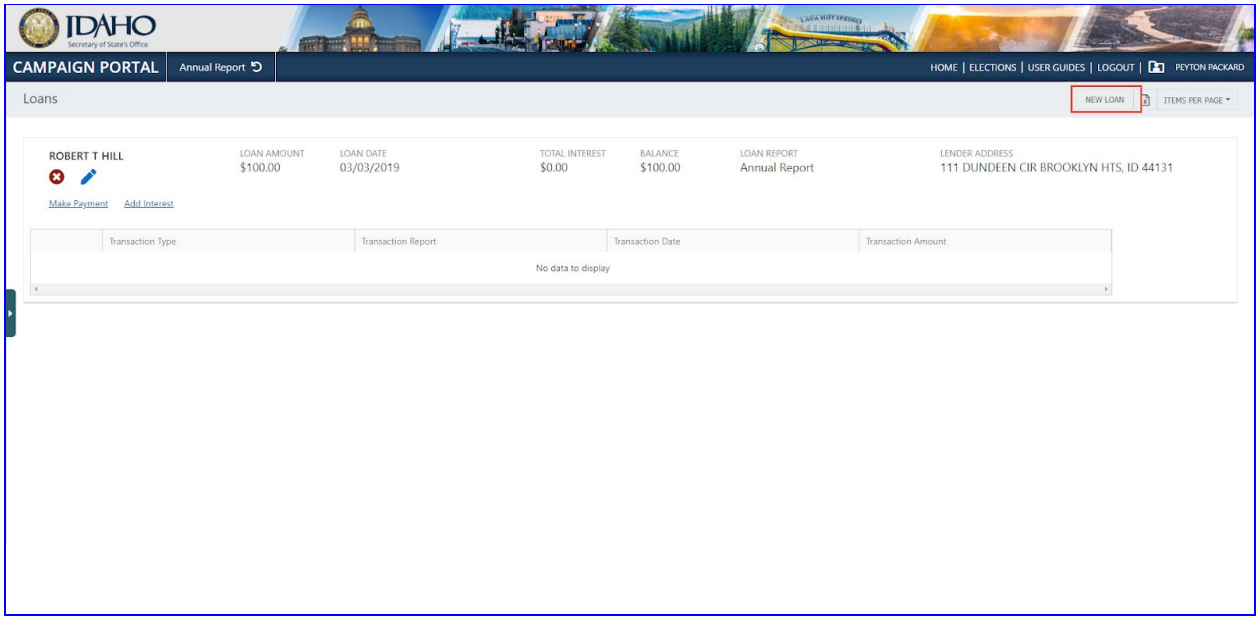


Fig. 3

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

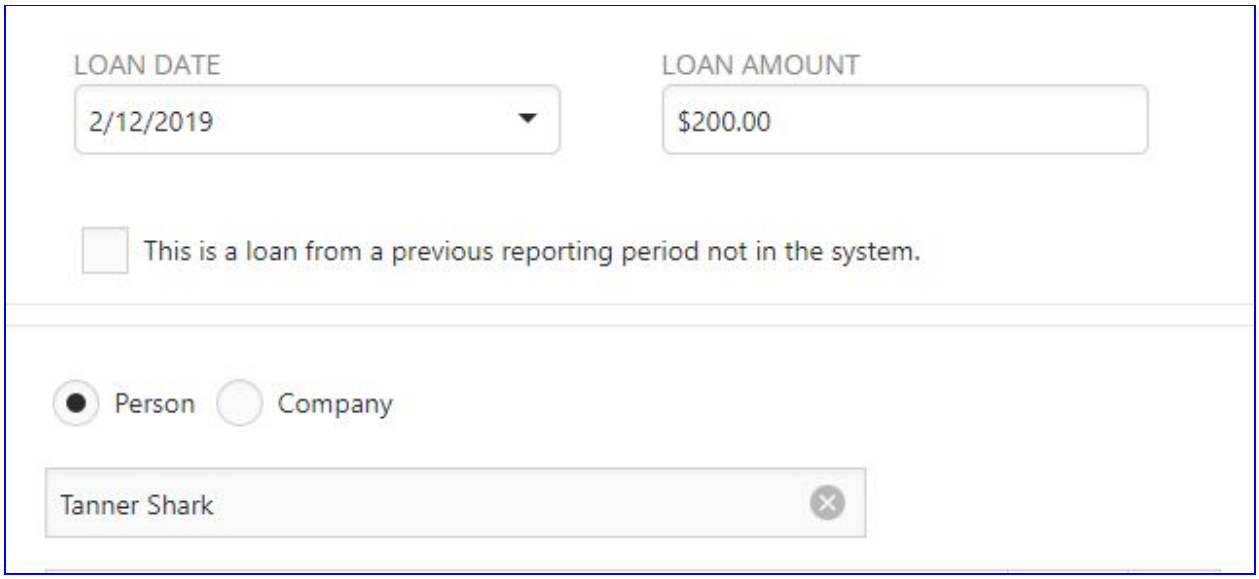


Fig. 4

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

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

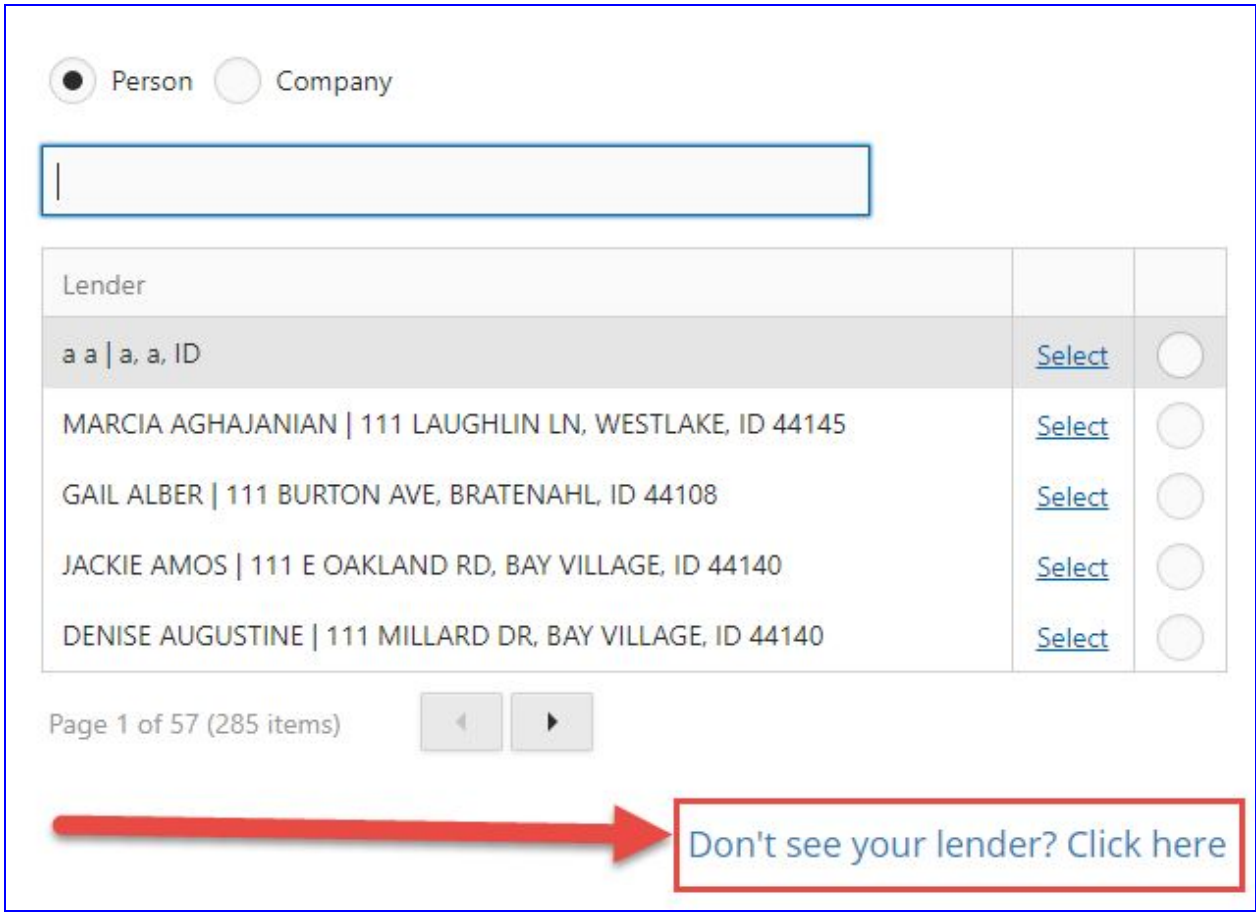


Fig. 5

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

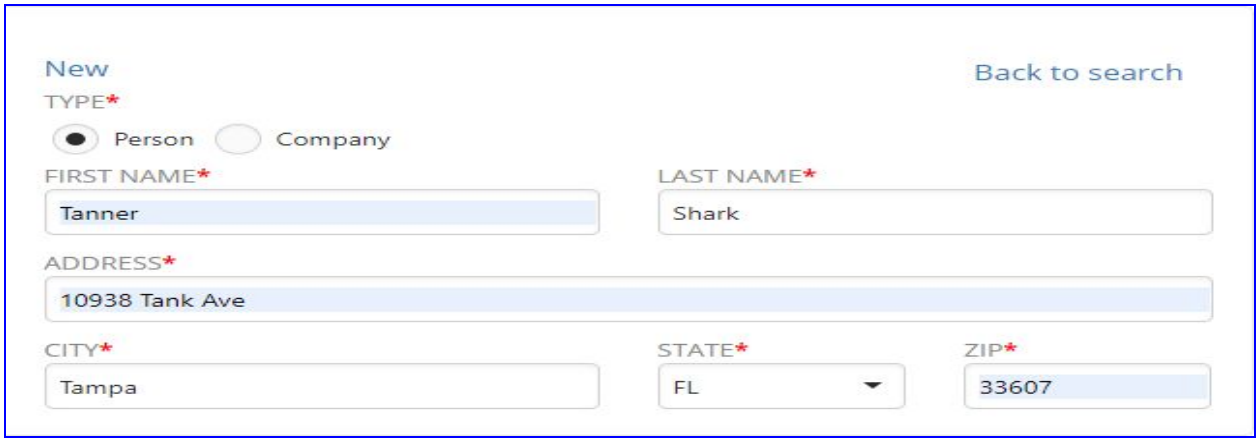


Fig. 6

Step 9: Click ‘SUBMIT.’

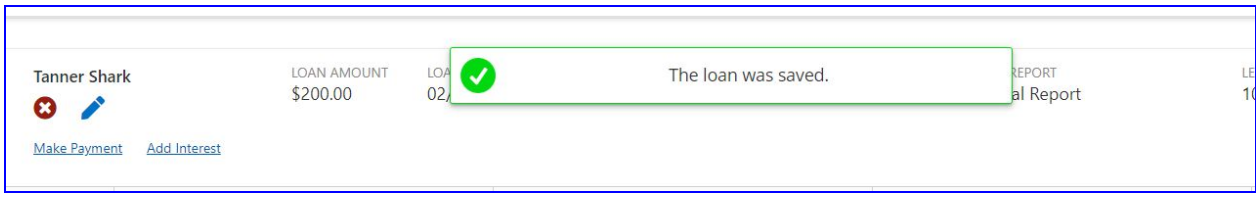


Fig. 7

Edit Loan Information

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

Step 2: Login to Campaign Finance as a Treasurer.

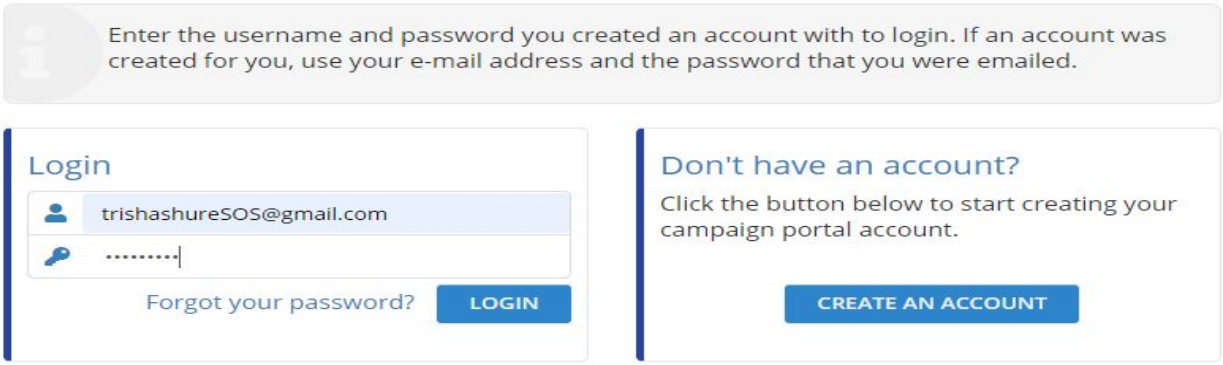


Fig.1

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

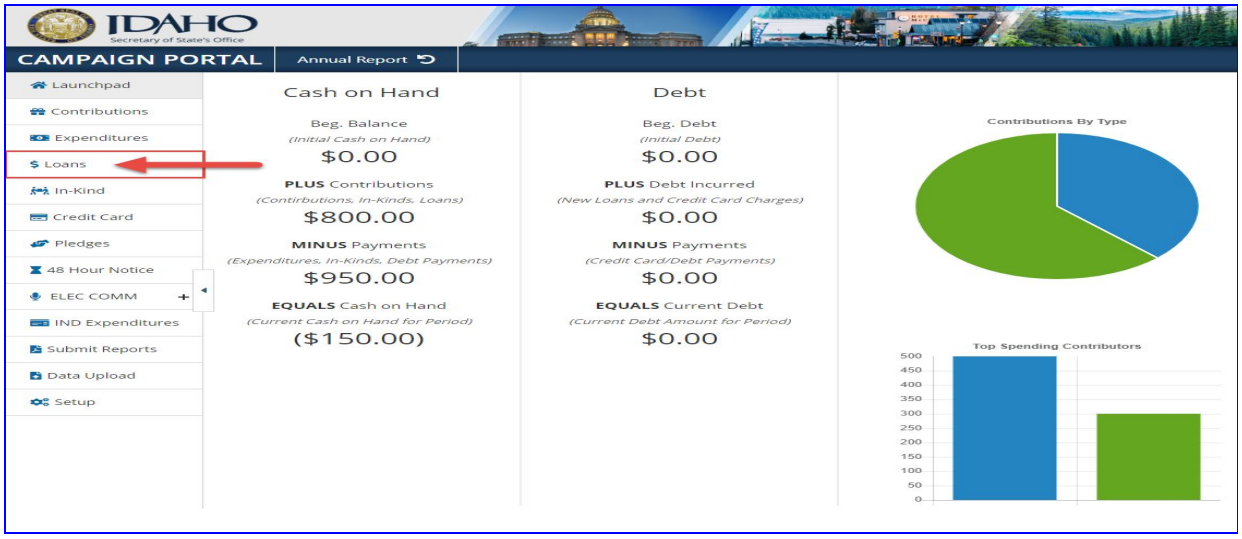


Fig. 2

Step 4: Identify specific loan.

Fig. 3

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

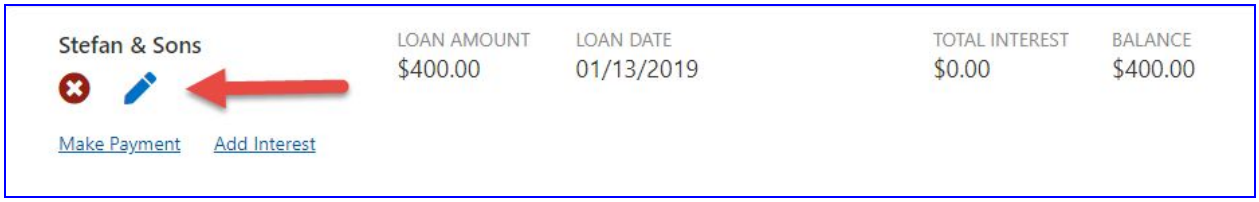


Fig. 4

Step 6: Make the needed changes.

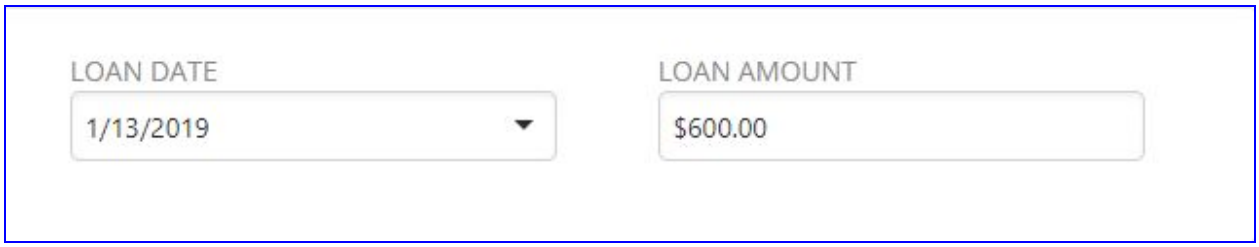


Fig. 5

Step 7: Click “SUBMIT”.

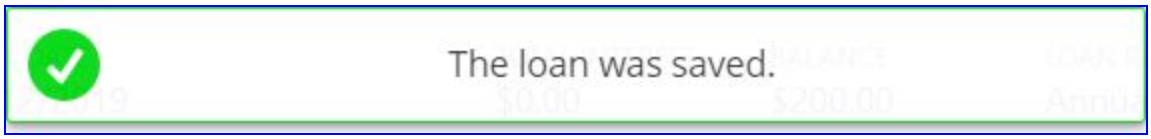


Fig. 6

Edit a Payment in Loans

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

Step 2: Login to Campaign Fortal as a Treasurer.

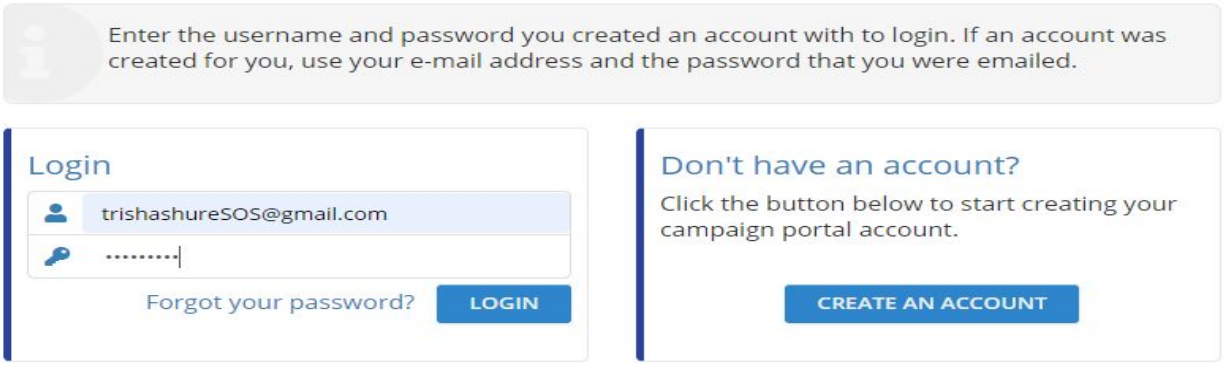


Fig. 1

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

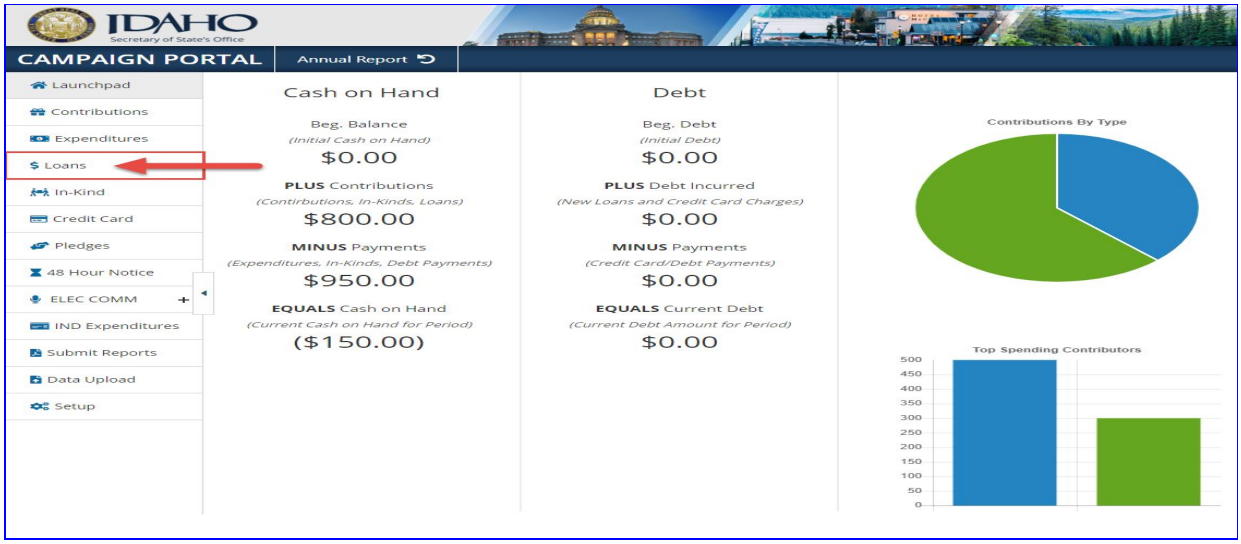


Fig. 2

Step 4: Identify specific payment.

Fig. 3

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

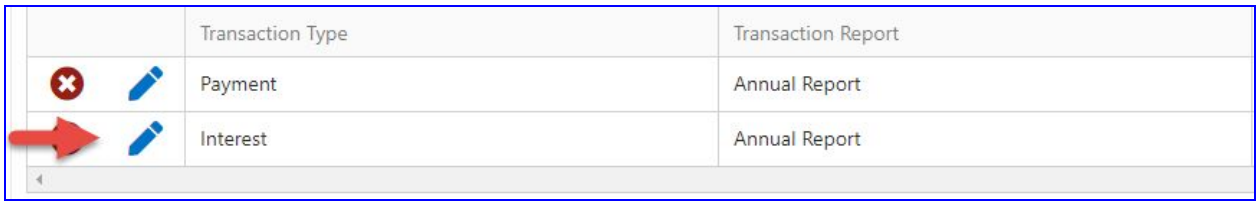


Fig. 4

Step 6: Make the necessary changes.

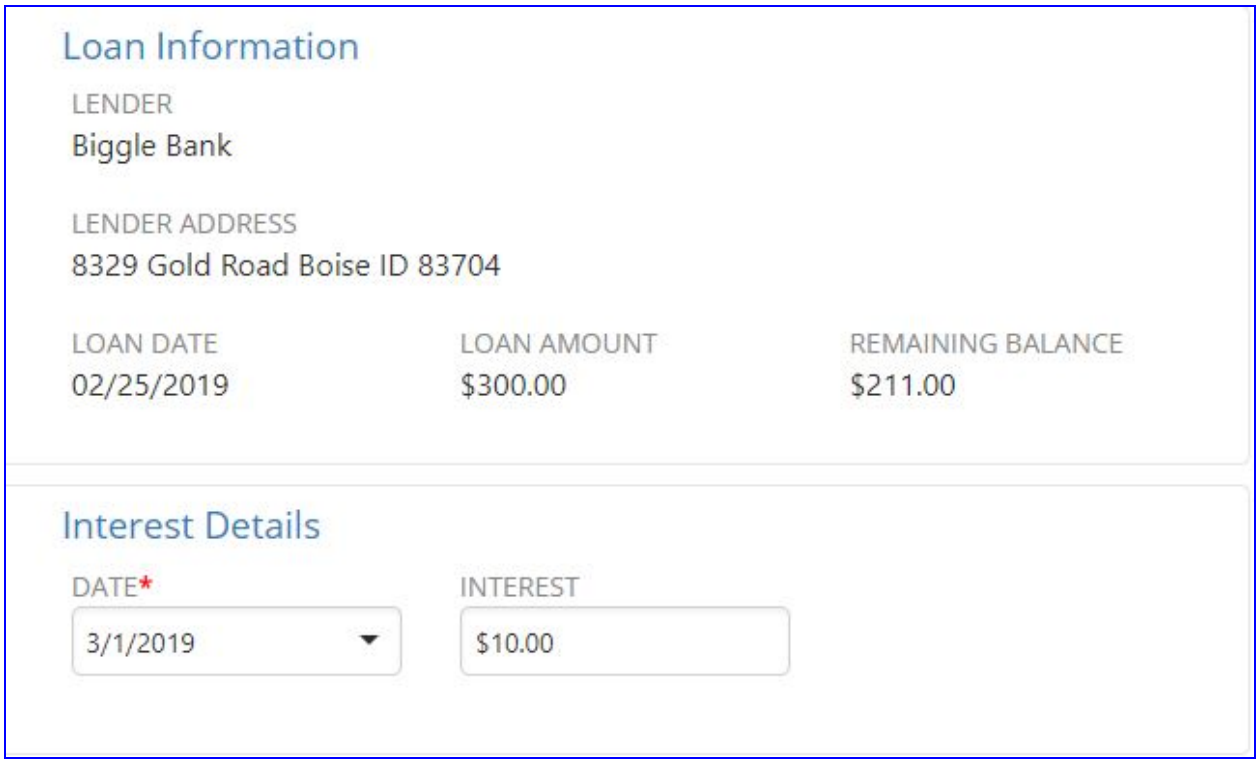


Fig. 5

Step 7: Click “SUBMIT”.

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

Fig. 6

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

Fig. 7

Deleting a Loan Payment

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

Step 2: Login to Campaign Finance as a Treasurer.

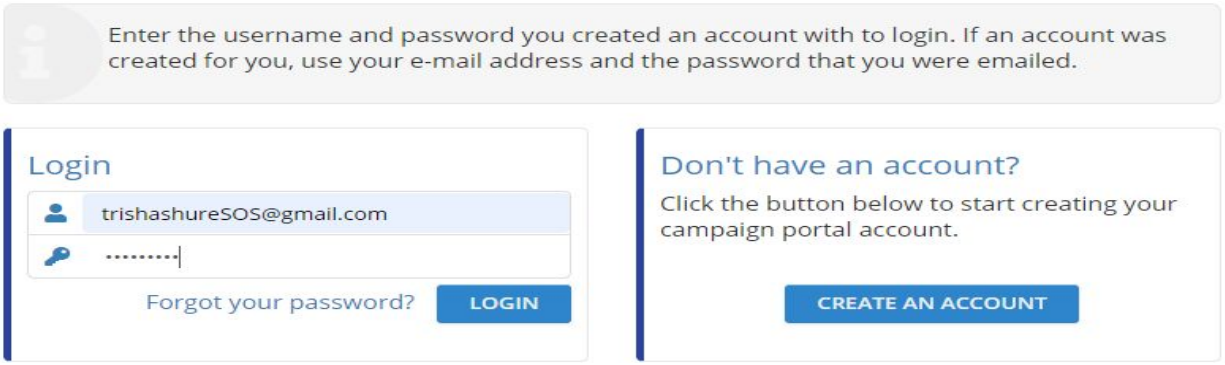


Fig. 1

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

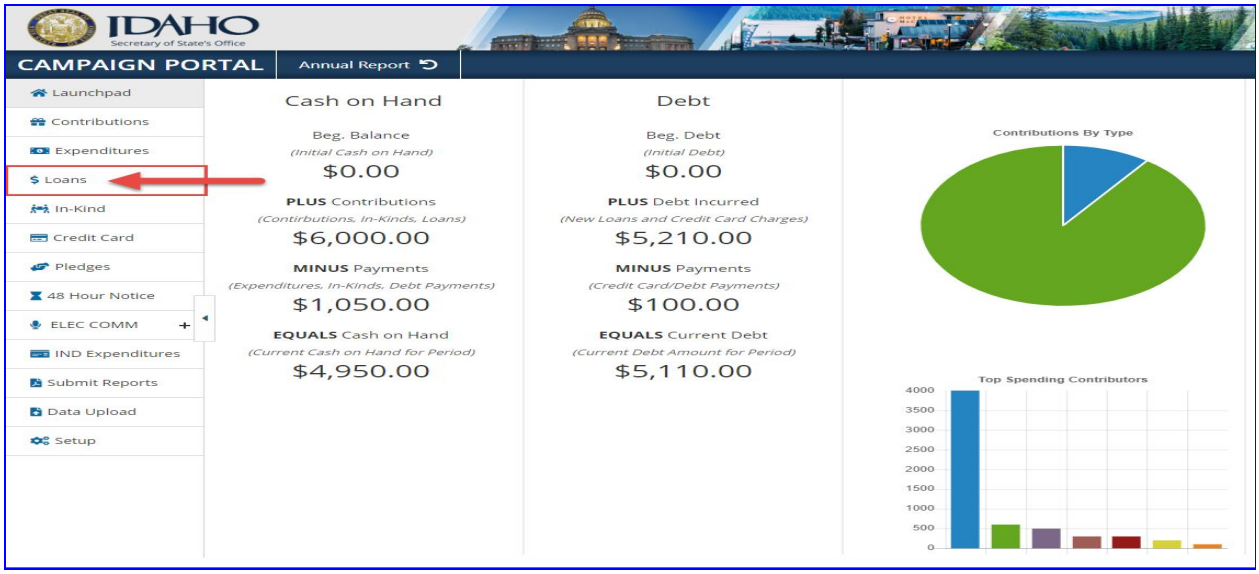


Fig. 2

Step 4: View all Loans.

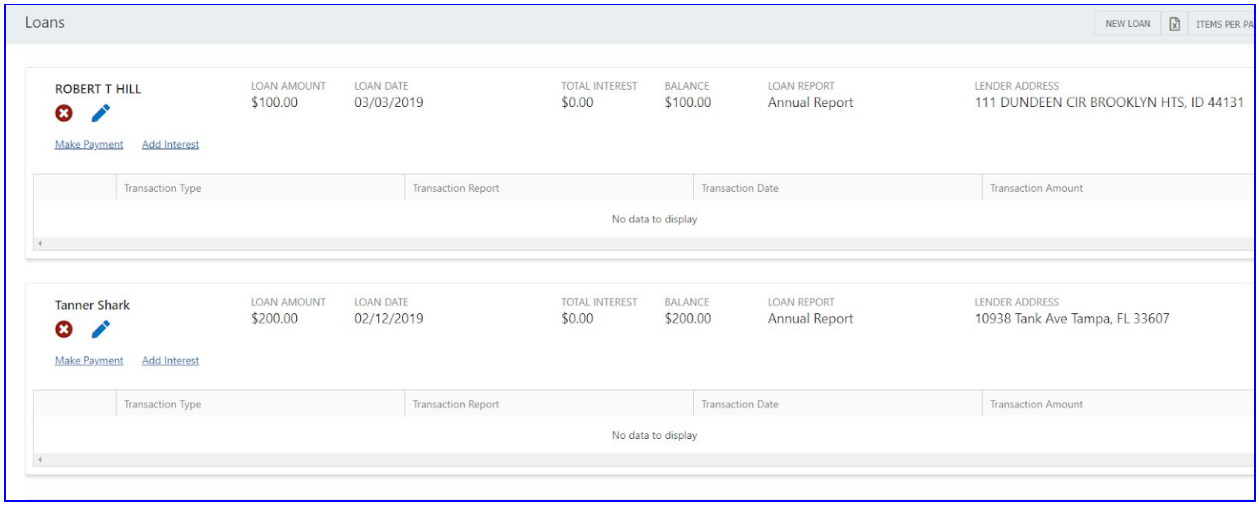


Fig. 3

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

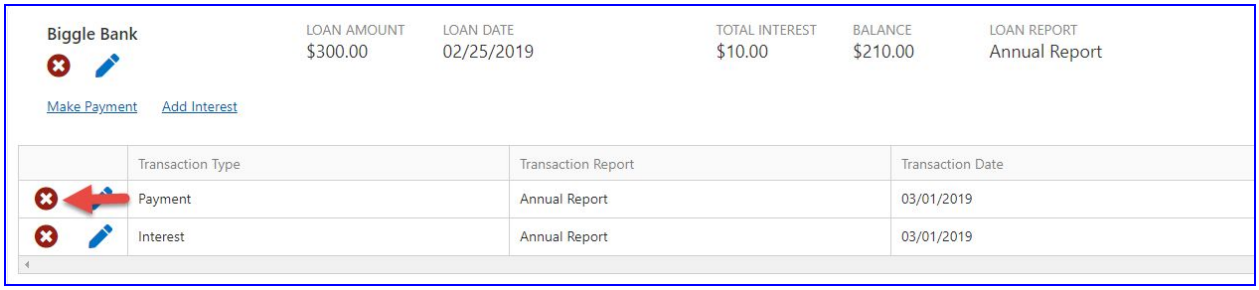


Fig. 4

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

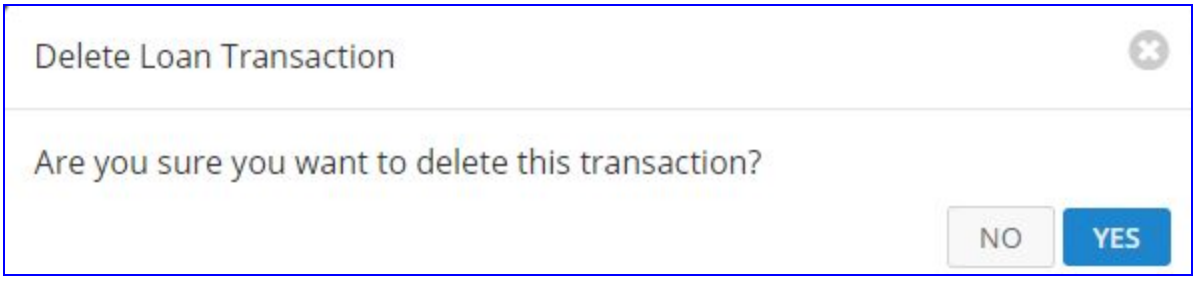


Fig 5.

Step 7: Click the 'Yes' button. Loan payment deleted.

Deleting a Loan

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

Step 2: Login to Campaign Finance as a treasurer.

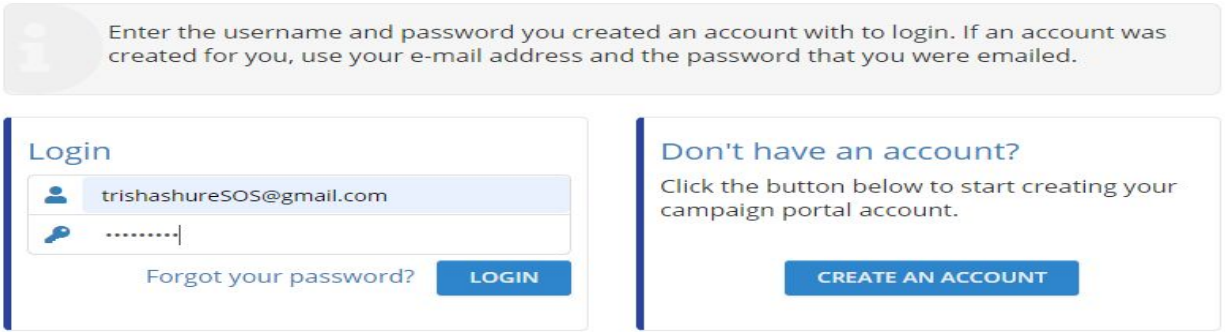


Fig. 1

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

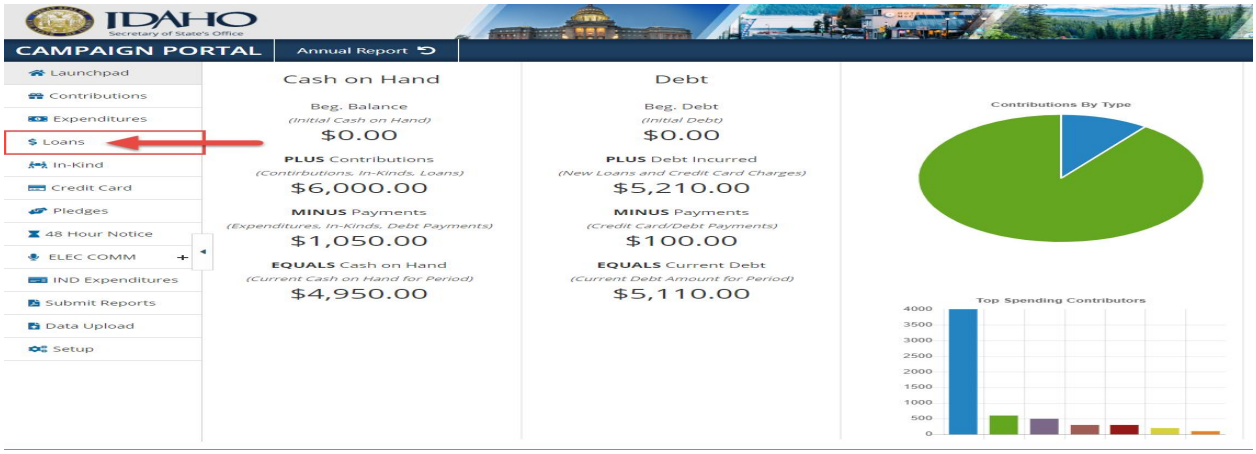


Fig. 2

Step 4: View all Loans.

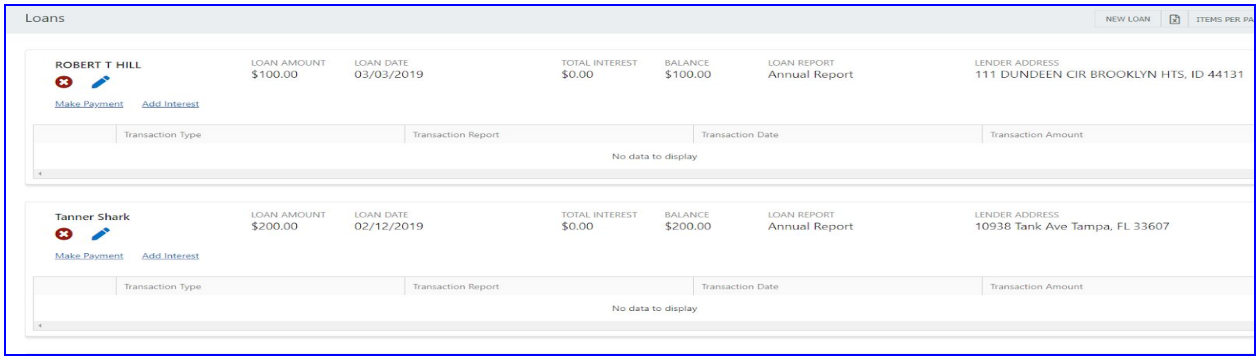


Fig. 3

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

Fig. 4

Step 6: Confirm deletion of loan.

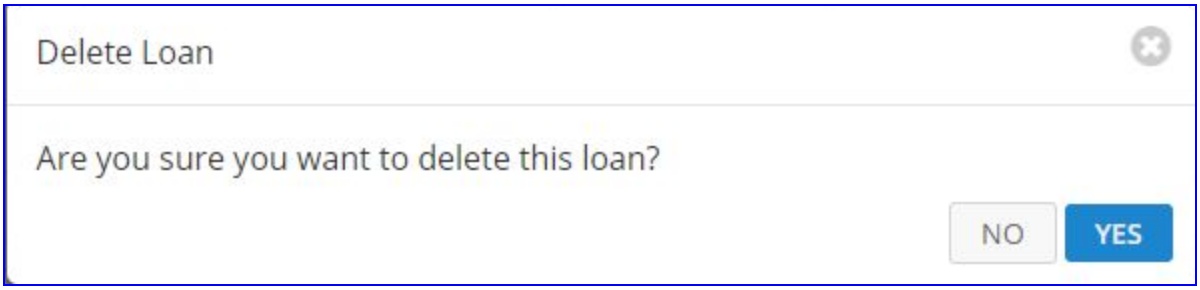


Fig. 5

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

Download an Excel File in Loans

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

Step 2: Login to Campaign Portal as a Treasurer.

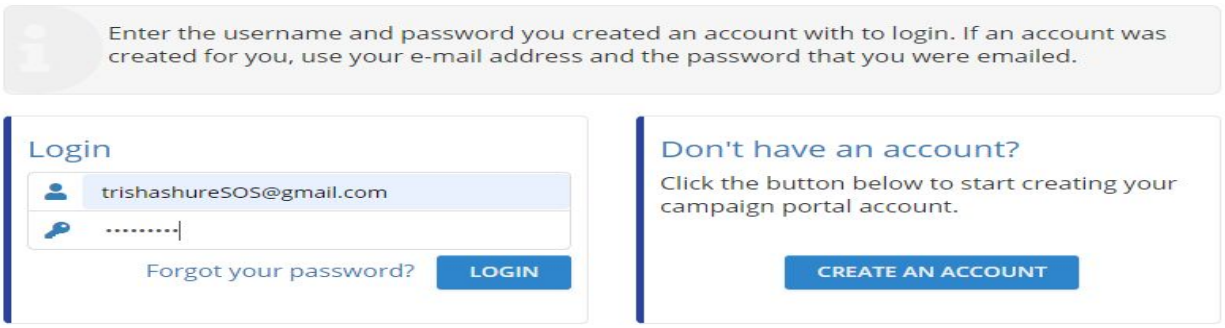


Fig. 1

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

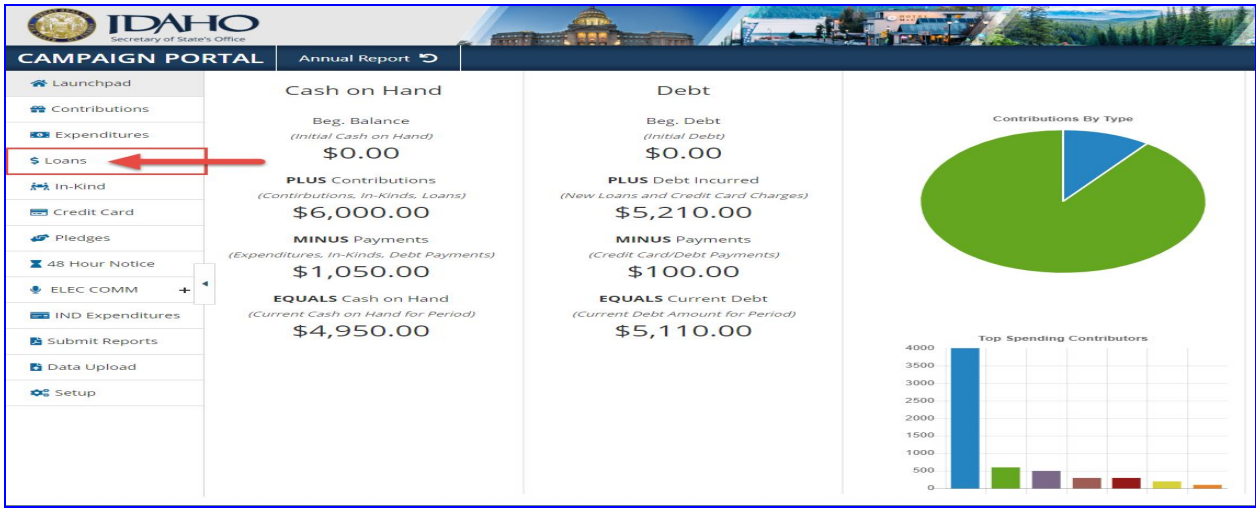


Fig. 2

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

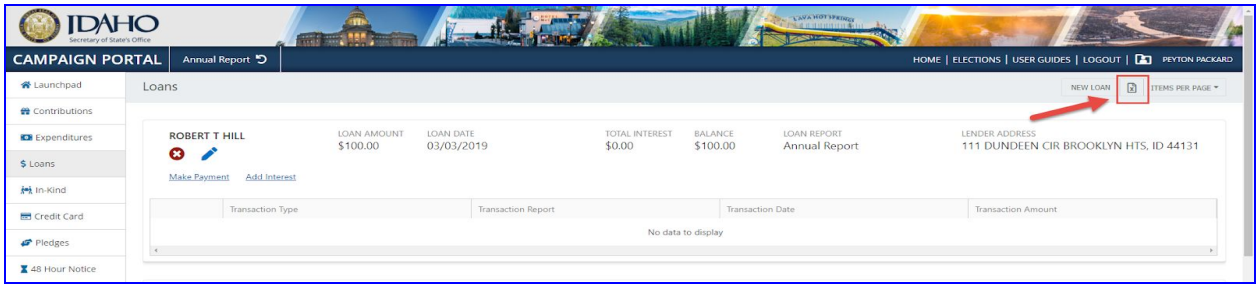


Fig. 3

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

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

Fig. 4

Pledges

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

Step 2: Login to Campaign Finance as a Treasurer.

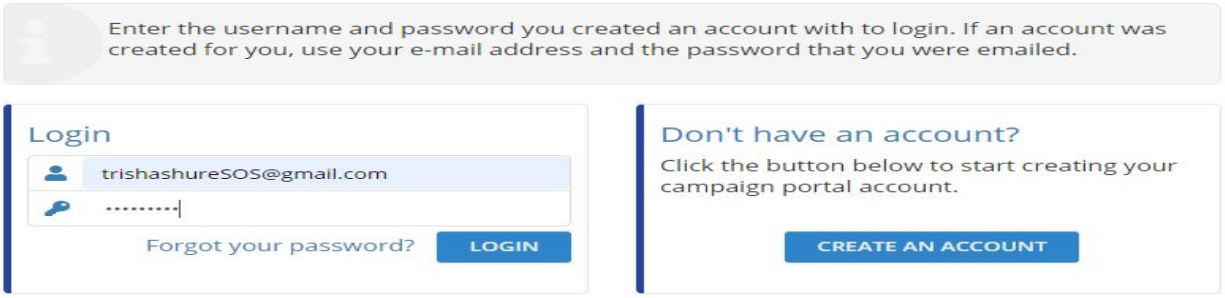


Fig. 1

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

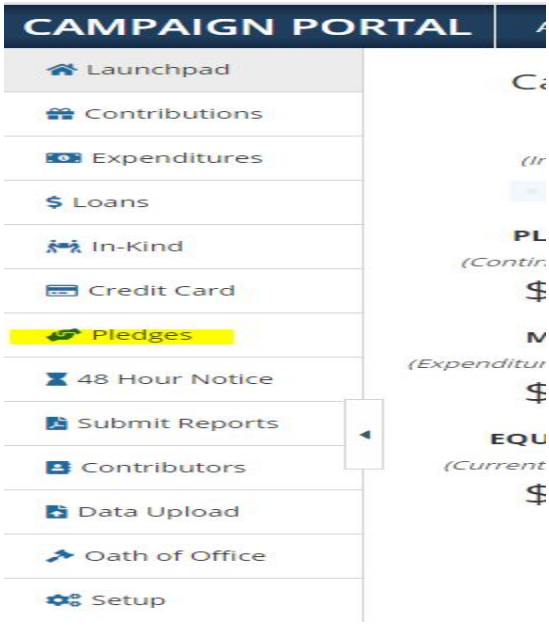


Fig. 2

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

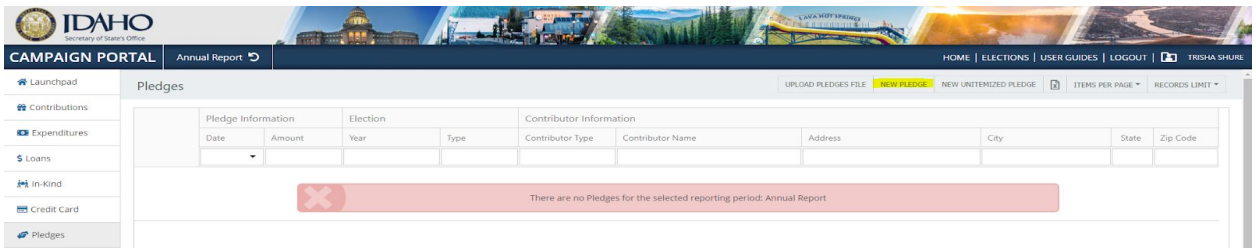


Fig. 3

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

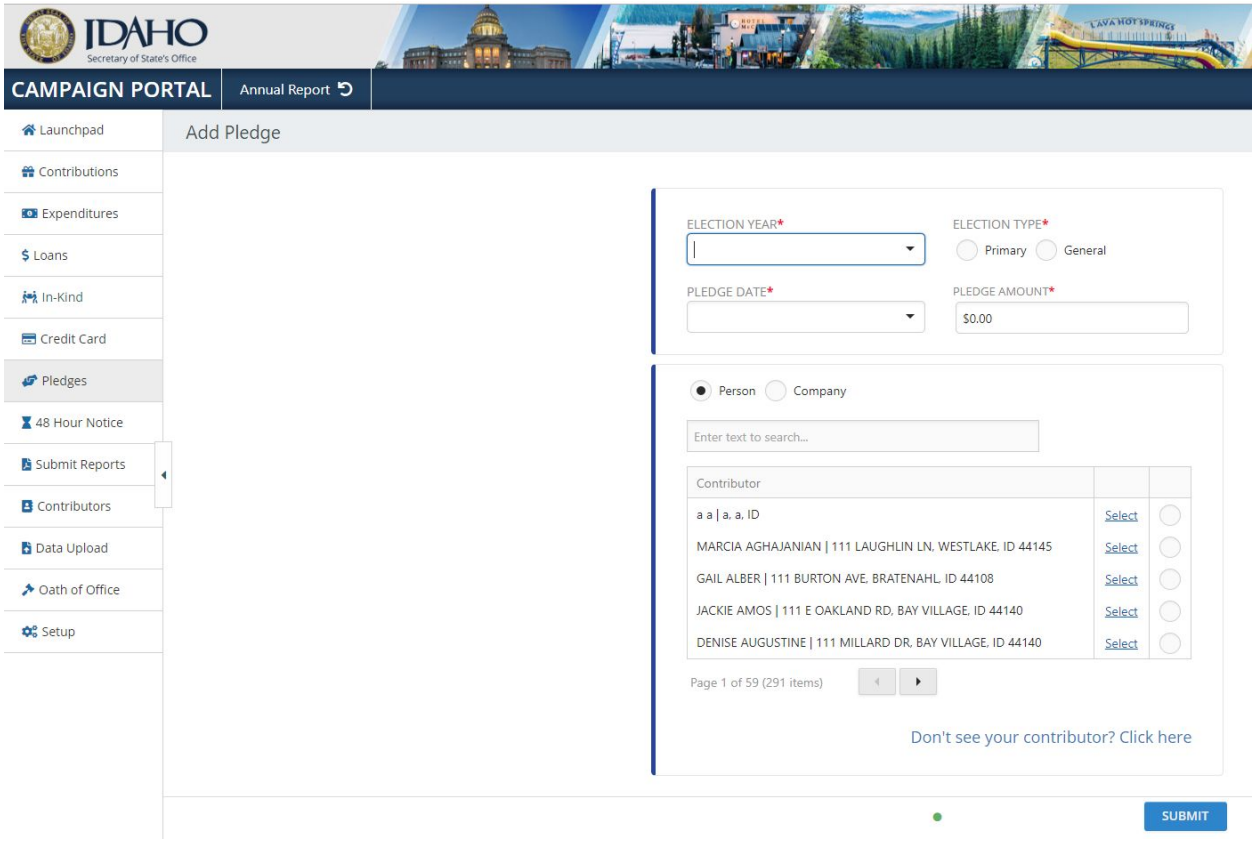


Fig. 4

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

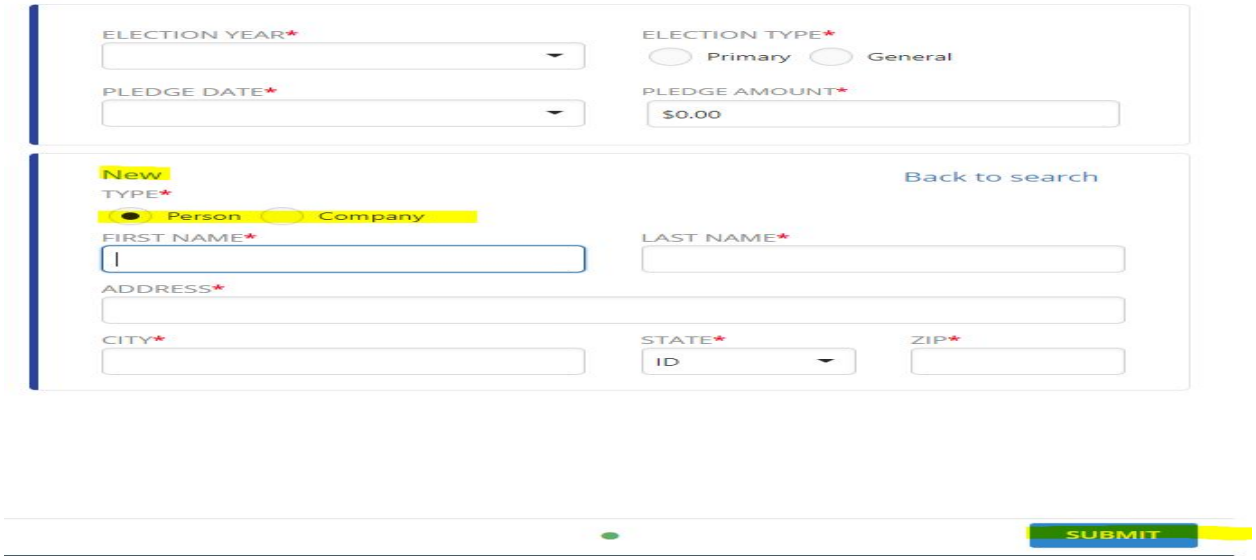


Fig. 5

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

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

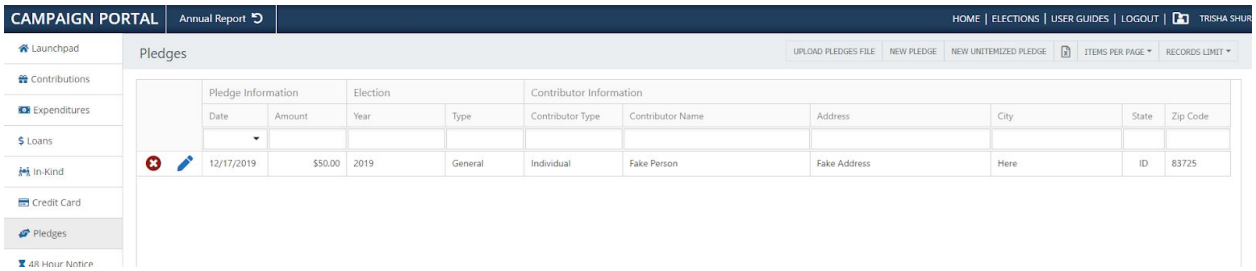


Fig. 6

Credit Card

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

Step 2: Login to Campaign Finance as a Treasurer.

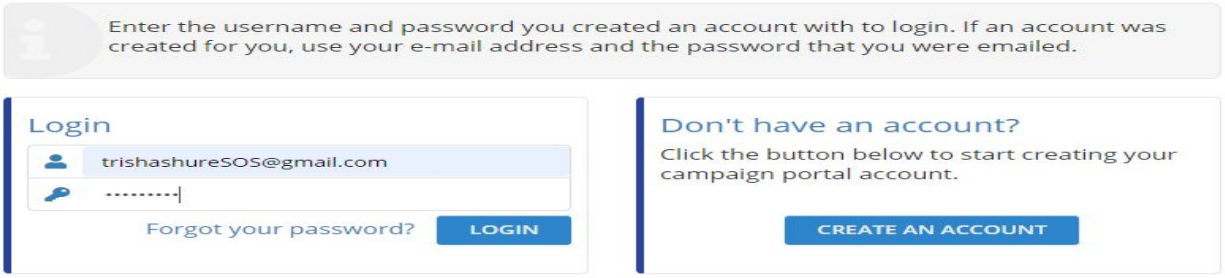


Fig.1

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

Fig. 2

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

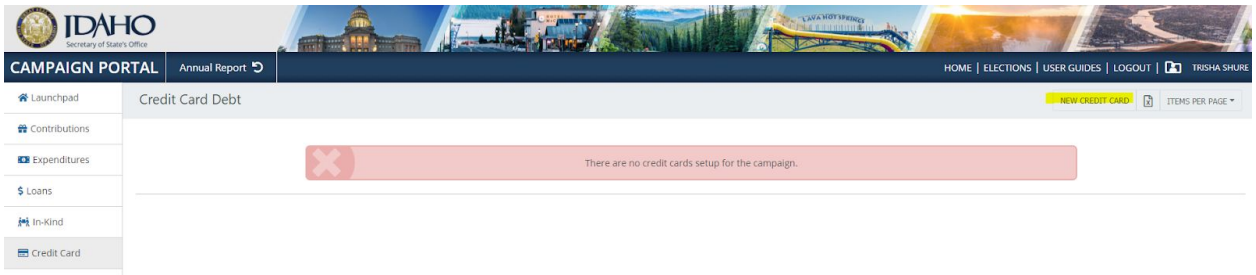


Fig. 3

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

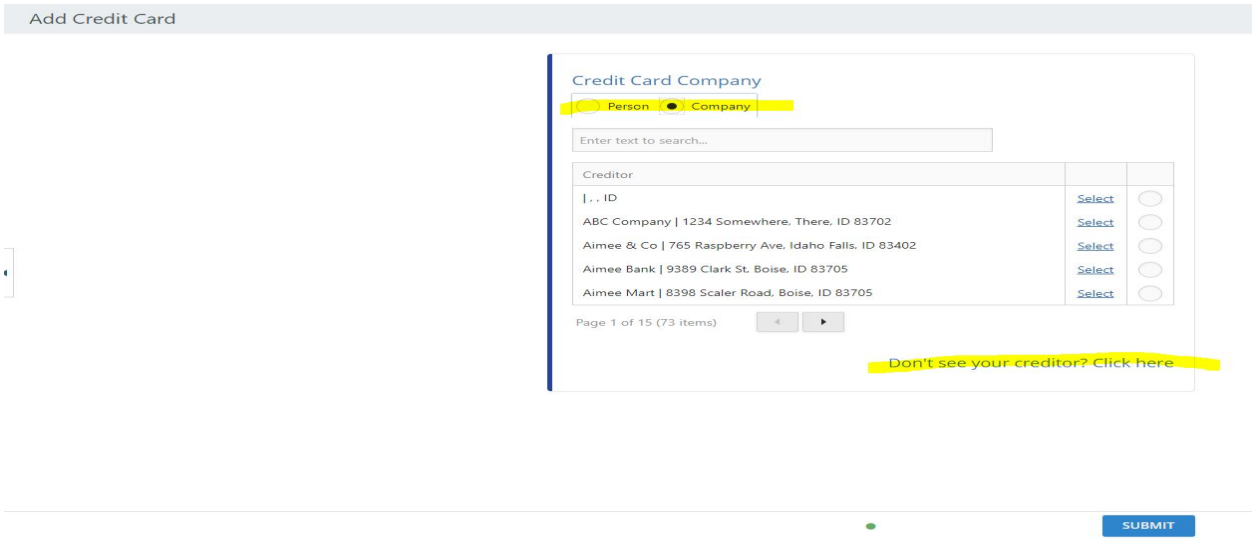


Fig. 4

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

Fig. 5

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

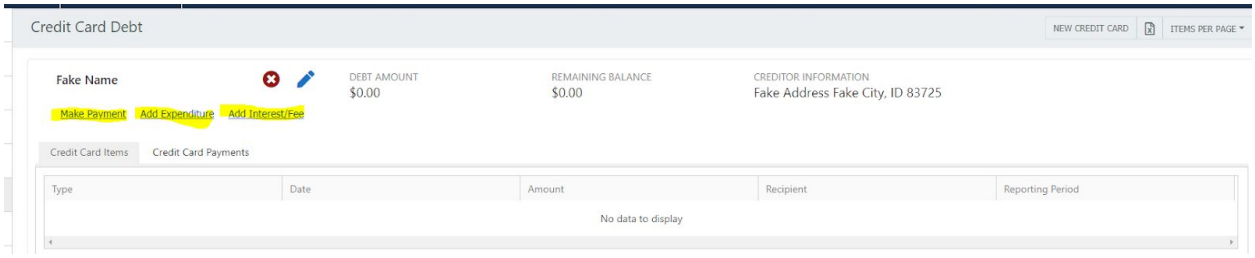


Fig. 6

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

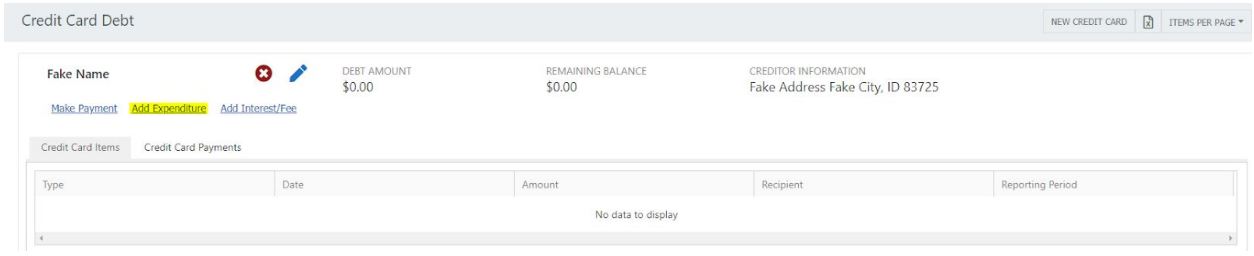


Fig. 7

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

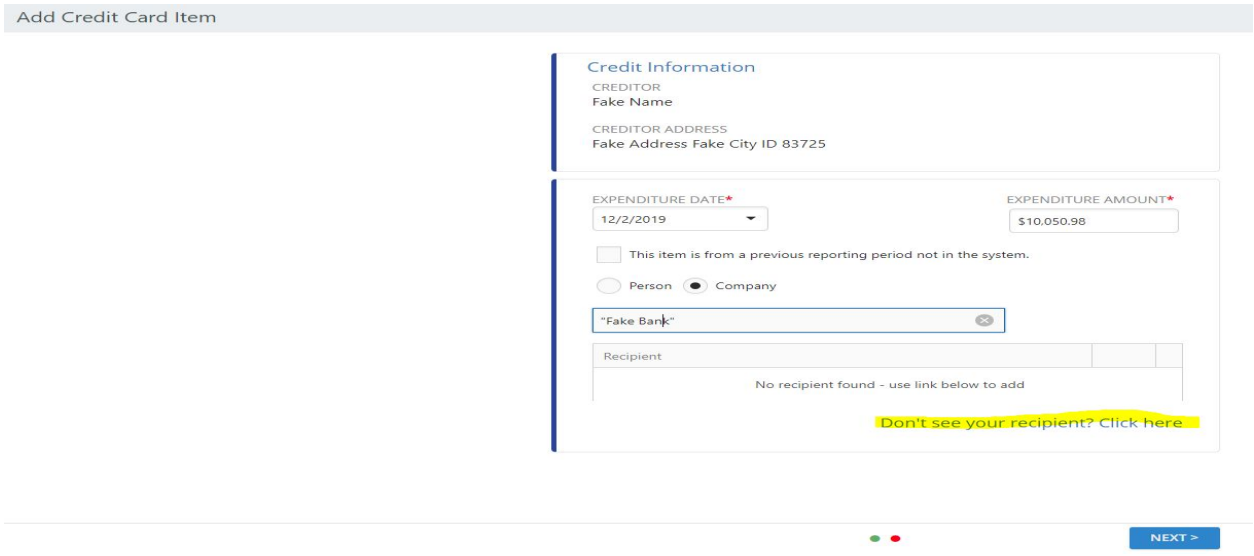


Fig. 8

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

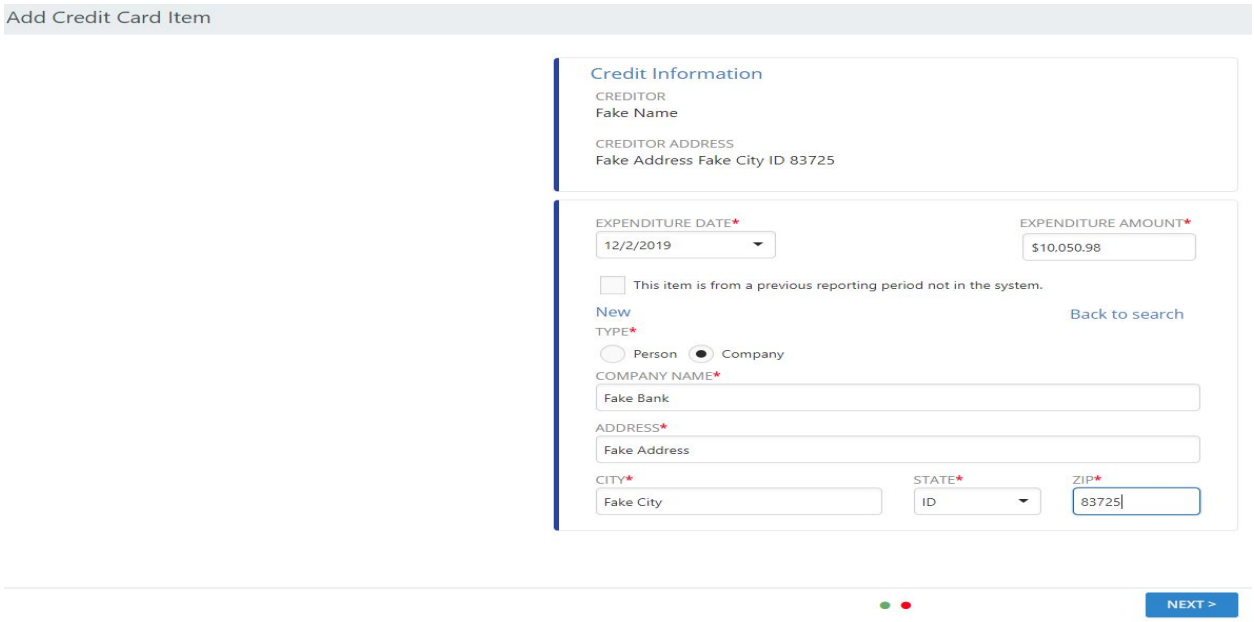


Fig. 9

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

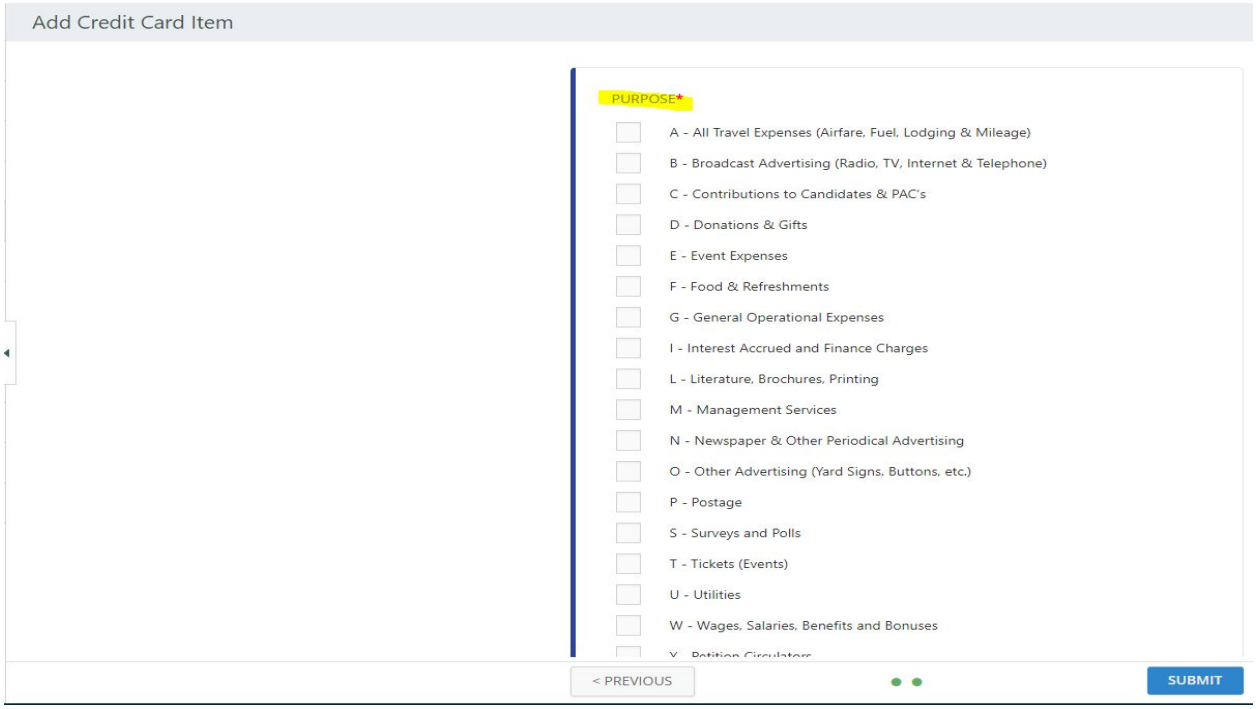


Fig. 10

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

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

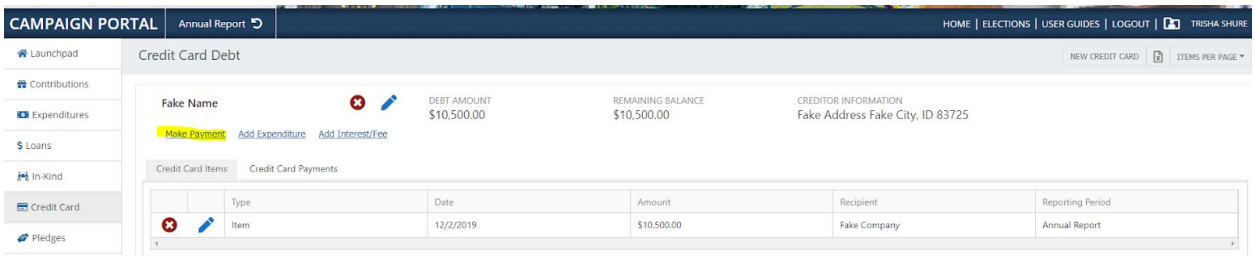


Fig. 11

Step 14: Fill in payment information then click ‘Submit.’

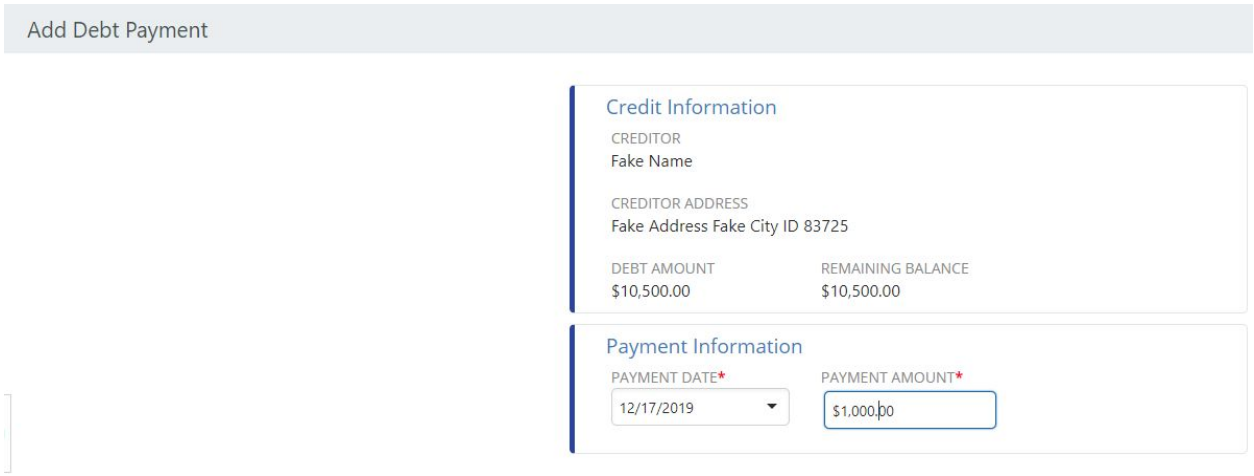


Fig. 12

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

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

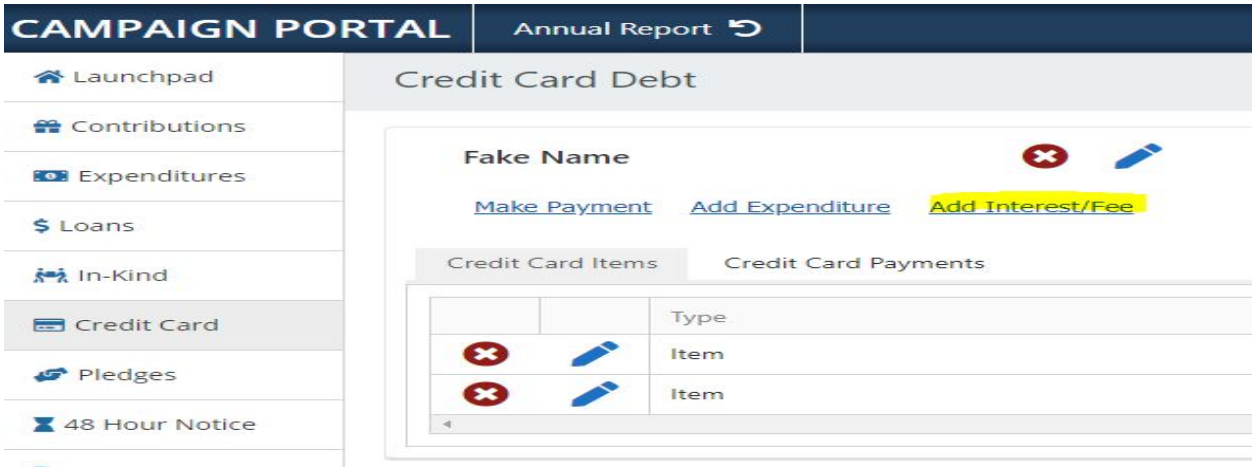


Fig. 13

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

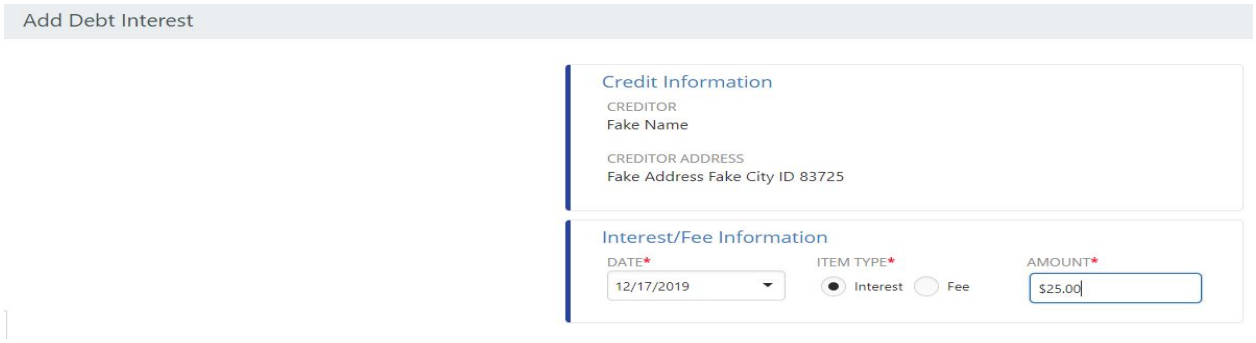


Fig. 14

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

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

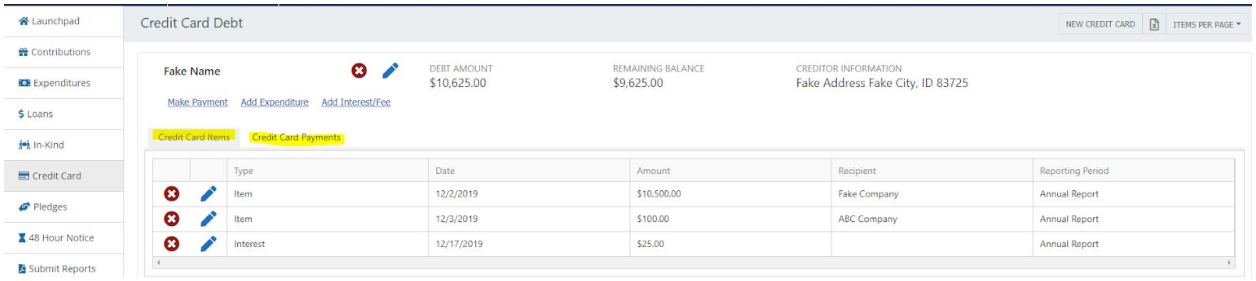


Fig. 15

How to Submit Reports

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

Step 2: Login to Campaign Finance as a Treasurer.

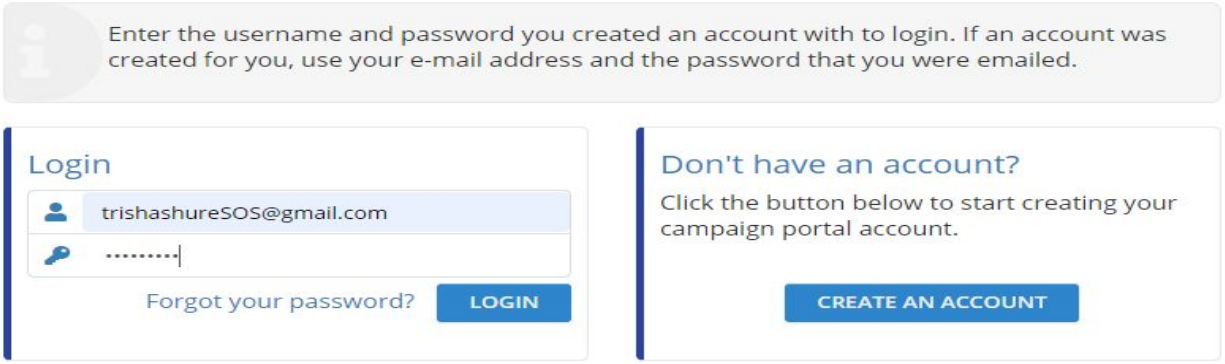


Fig. 1

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

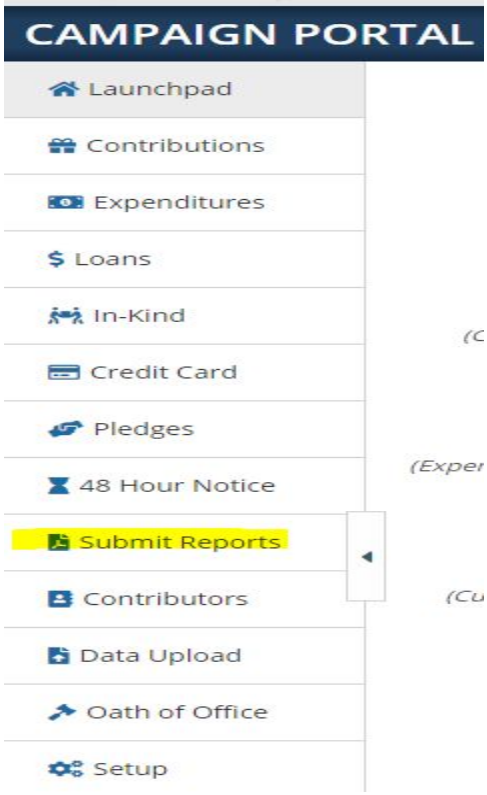


Fig. 2

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

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

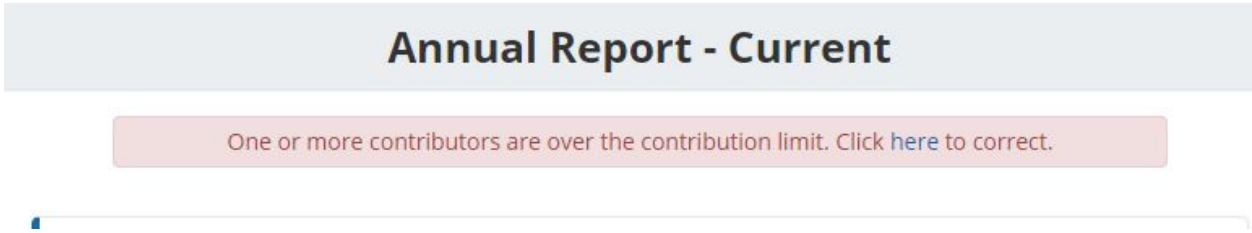


Fig. 3

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

Fig. 4

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

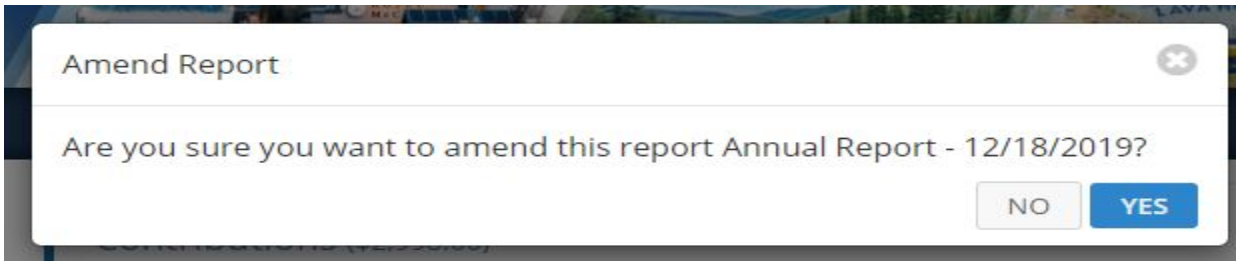


Fig. 5

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

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

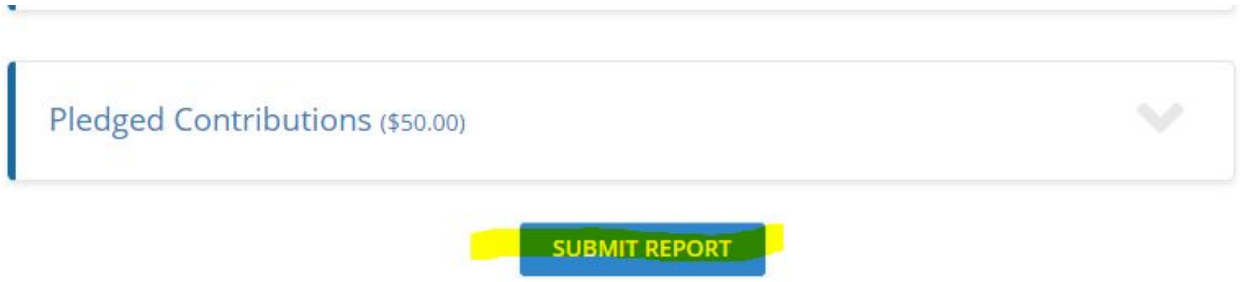


Fig. 6

Print Report PDF

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

Fig. 1