



Instructions

**Financial Disclosure Online Filing Tool
for
Candidates and Officeholders**

WELCOME!

This booklet is your guide to filing your financial disclosure reports with our new online tool. These instructions are designed to be a reference as you learn to navigate the new tool.

I think you will find it very intuitive, and we hope it makes filing your financial disclosures much easier.

As you use this new tool, I would love to hear your feedback. Please do not hesitate to let us know!

Sherrie



Sherrie Swensen
Salt Lake County Clerk

Text: Larger - Smaller | Change Language

Search Salt Lake County

Clerk / Elections / Financial Disclosure

Elections

- Register to Vote
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Financial Disclosure

2015 Information for Filing Deadlines Coming Soon

Pursuant to changes made by the 2014 Legislature, campaign finance disclosure reporting for local school board candidates is now governed by Salt Lake County Ordinance, Chapter 2.72A. With only a few exceptions, the reporting requirements for local school board candidates are now the same as the requirements for county office candidates. Those exceptions are noted in the "Candidate Finance Disclosure Instructions" link below.

Forms are available in Adobe Acrobat Format. In order to view these files you must have Adobe Acrobat Reader

Finance Disclosure Reports

- Candidates and Office Holders

Ordinances

- Salt Lake County Finance Disclosure Ordinance
- Vendor Campaign Contributions

Online Financial Disclosure Information

- Online Campaign Finance Disclosure Login
- Online Finance Disclosure Authorization Form
- Online Campaign Finance Disclosure User Guide

Salt Lake County Clerk
Election Division
2001 S State Street, #S1-200
PO Box 144575
Salt Lake City, UT 84114-4575

To Get Started:

Go to :
sco.org/clerk/elections/financial-disclosure/,
and click on the link identified by the arrow to
the left.

Or, you may go to: <https://disclosure.sco.org/>.

To create a new account using the Salt Lake County Financial Disclosure Online Tool, start by clicking on “New User.”



Salt Lake County Clerk

- HOME
- PUBLIC SEARCH
- ADVANCED SEARCH
- LOG ON
- NEW USER
- CREATE PAC/PIC
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Salt Lake County Financial Disclosures

[Welcome to Salt Lake County's Financial Disclosures website](#)

Registering as a County or Local School Board Candidate on this site is the first step in registering for Financial Disclosures after the Declaration of Candidacy.

- Political Action Committees and Political Issues Committee are required to register unless a Statement of Organization is filed with the State of Utah in accordance with Utah State law.
- While Financial Disclosure reporting on this site is optional with paper filing as the alternative, filing online provides data collection which meets [Salt Lake County Finance Disclosure Ordinance](#) requirements. In addition, the following is maintained in your account for easier management of your campaign:
 1. All current and upcoming filing deadlines listed on your account with filing reminders to ensure proper filing per the Ordinance
 2. Email notifications to your smart device of upcoming deadlines and filing reminders
 3. Ability to file required data electronically by deadlines and eliminate extra steps required with paper filing
 4. Allows for repetitive data entered during filing to be autopopulated to save time with the filing and reporting process
 5. The Financial Ledger is a balance sheet on account for ease of tracking and ensuring account properly reflects contributions and expenditures

Visit the Frequently Asked Question [FAQ](#) section for detailed instructions on how to [create a new user](#), [create a PAC/PIC](#) which will create the Statement of Organization, locate additional information on PAC/PIC and Small Budget Campaign filing and answer any questions pertaining to the financial disclosure process.

Next Report Due: Due February 1, 2016 *(This is the next business day following the actual due date of January 31, 2016 according to ordinance.)*

NOTE: THIS SITE IS NOT YET COMPATIBLE WITH ALL TABLETS AND SMART PHONES.

Browsers Supported

Below are a list of supported browsers for this website. We strongly recommend that you use one of these browsers for the best experience with this site.



Folder Legend

- Active
- No Activity
- Closed
- Eliminated

Complete the form allowing you to create a new Web Account. All of the shaded fields must be completed. When the form is complete, click the "Register" button.



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Create a New Web Account

By creating a New User, as the candidate, officeholder or filing a Statement of Organization (SOO), I agree to submit and file my campaign finance disclosure reports online utilizing the county's online campaign finance disclosure filing tool. I acknowledge that timely filing of my campaign finance disclosure report is solely my responsibility and that in the event my internet service or the county's internet service is not operating correctly, I must file my campaign disclosure report either by mail, fax, or in person to the Salt Lake County Clerk, Elections Division by the deadlines outlined in law. I will receive email notifications and reporting instructions from the county at the email address entered into this form.

Information about the Web Account

First	Middle	Last	Suffix	Cell Phone Number
Bob		White		(801) 555-5555
User Nick Name	E-mail (The email address supplied will be used to confirm submissions)			
	bobwhite_sample@bobwhiteforoffice.com			
<input type="checkbox"/> Please refer to me by my User Nick Name on the site.				
Street Address	Suite/PO Box	City	State	Zip
111 Constitution Ave		Salt Lake City	UT	88888

User Credentials

User name	Bob W.	
Password	Confirm Password	
*****	*****	
Password Recovery Question	Answer	
mother's maiden name	audubon	
<input type="button" value="Register"/>		



* Fields in blue are required.

Please Note:

- For security purposes, passwords must be at least 6 characters long.
- Should contain both alpha and numeric characters and/or symbols.

At this screen, confirm that your name and username is correct (A). If that is correct, log off (B). If your name and username are not correct, you will need to start as a new user again.



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Salt Lake County Financial Disclosures



Welcome to Salt Lake County's Financial Disclosures website

Registering as a County or Local School Board Candidate on this site is the first step in registering for Financial Disclosures after the Declaration of Candidacy.

- Candidates who qualify as a Small Budget Campaign have reduced filing requirements.
- Political Action Committees and Political Issues Committee are required to register unless a statement of organization is filed with the State of Utah in accordance with Utah State law.
- While Financial Disclosure reporting on this site is optional with paper filing as the alternative, filing online provides data collection which meets [Salt Lake County Finance Disclosure Ordinance](#) requirements. In addition the following is maintained in your account for easier management of your campaign:
 1. All current and upcoming filing deadlines listed on your account with filing reminders to ensure proper filing per the Ordinance
 2. Email notifications to your smart device of upcoming deadlines and filing reminders
 3. Ability to file required data electronically by deadlines and eliminate ensuring paper filing requirements are met
 4. Allows for repetitive data entered during filing to be autopopulated to save time with the filing and reporting process
 5. The Financial Ledger is a balance sheet on account for ease of tracking and ensuring account properly reflects contributions and expenditures

Visit the Frequently Asked Question [FAQ](#) section for detailed instructions on how to [create a new user](#), [create a PAC/PIC](#) which will create the Statement of Organization, locate additional information on PAC/PIC and Small Budget Campaign filing and answer any questions pertaining to the financial disclosure process.

Next Report Due: January 31, 2015.

Additional Financial Disclosure Deadlines: [Click Here](#).

NOTE: THIS SITE IS NOT YET COMPATIBLE WITH ALL TABLETS AND SMART PHONES.

Browsers Supported

Below are a list of supported browsers for this website. We strongly recommend that you use one of these browsers for the best experience with this site.



You will be contacted within 3 working days by the Salt Lake County Election Division to finish setting up your online account.

To finish up your account set-up, the Salt Lake County Election Division will contact you to get information to complete the Statement of Organization form below. Once your account is established, you may edit this form at any time.

Add County Candidates & Office Holders Form

County Candidates & Office Holders Statement of Organization

* Blue fields are required.

Select Users That Have Access to this Entity

Search For Available Users
bo

Selected Users
White, Bob (bobwhite)

Available Users
Smith, Bob (bsmith)
White, Bob (bob w.)

Administrative Fields

Generate Previous Reporting Year

Candidate Information

If candidate is in the top of Selected Users, click Copy to list here.



First: Bob, Middle: , Last: White, Suffix: , Work Phone: , Cell Phone: (801) 555-5555, Home Phone: ,
Office: , District #/County: , Party: ,
Street Address: 111 Constitution Ave, Suite/PO Box: , City: Salt Lake City, State: UT, Zip: 88888

Personal Campaign Committee Secretary

If acting as Secretary for own campaign, click Copy to list self.



Name of Secretary
First: , Middle: , Last: , Suffix: , Work Phone: , Cell Phone: , Home Phone: ,
Street Address: , Suite/PO Box: , City: , State: UT, Zip: ,

Personal Campaign Committee Members

Name of Committee Member
First: , Middle: , Last: , Suffix: , Work Phone: ,



Save Close

You will receive an email, similar to the one below, indicating that your account is enabled.

Dear Robert White,

Thank you for using the Salt Lake County Election Division Financial Disclosure online reporting tool. Your account is now enabled and available to you to access online.

You may login using the username, "bobby".

At your earliest convenience, please login to your account and review the Statement of Organization. Please update or add information appropriate to your campaign committee.

Please contact the Election Division Office directly if you need assistance at (385) 468-8683.

Thank you,

Salt Lake County Elections Division

2001 South State Street, S1-200

PO Box 144575

Salt Lake City, UT 84114-4575

Phone: (385) 468-8683

Email: FinancialDisclosure@slco.org

[Salt Lake County Financial Disclosures](#)

After you log on, your “My Folder” page will have a number of options.

A – Manage folder – This will allow you to see your Statement of Organization and edit it; see your filed and unfiled reports, and give you access to the ledger.

B – Public View – This will show you what the public will see when they look at your filed reports.

C – Financial Ledger – This will take you directly to the ledger for contribution and expenditure entries.

D – Account Management – Update your information here.



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My Folder

My Folders

White, Bob
2015 Sheriff-1

Account Management **D**

[Change Password](#)

[Update Contact Information](#)

[Update Your Security Question/Answer](#)

My Folder Details

Name:
White, Bob (2015 Sheriff-1)

Actions:

- B** [Manage Folder](#) (Update Statement of Organization, Close Account, View Filed Reports) **A**
- [Public View](#)
- [Financial Ledger](#) (Enter Contributions or Expenditures and File Reports) **C**

To Do

Coming Up

Recently Completed

Folder Legend

- Active
- No Activity
- Closed
- Eliminated

Your detailed "Manage Folder" allows you to go to the Financial Ledger to enter transactions. All reports that have been filed or that are pending will be listed under the reporting year tabs.

- HOME
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- ADVANCED SEARCH
- LOG OFF
- MY FOLDER
- CREATE PAC/PIC
- CONTACT
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- Folder Legend**
-  Active
 -  No Activity
 -  Closed
 -  Eliminated

Welcome **Robert White!** Username: bobby

 **White, Robert (2015 Sheriff-1)**
[Public Search](#) > [County Candidates & Office Holders](#) > White, Robert

 **White, Robert - Close Account**
 2015 Sheriff-1

 **Financial Ledger** Click on the Financial Ledger button to enter or amend Contributions and Expenditures.

Reminder: The link to download the spreadsheet is on the bottom of the Financial Ledger.

Reporting Years:

2015

Paper Filed Reports and Organizational Documents:

 [Statement of Organization](#)

Online Filed Reports: Beginning Date: End Date: Due Date: Filed On:

 No Reports Have Been Filed for 2015.

 To search previous years Financial Disclosure reports for County elections, visit [Archives](#)

Pending Reports:* Beginning Date: End Date: Due Date:

	Beginning Date:	End Date:	Due Date:	
 2015 - Interim Report through March 31st	1/1/2015	3/31/2015	4/9/2015	
 2015 - Interim Report Prior to Primary Election	4/1/2015	6/11/2015	6/12/2015	
 2015 - Interim Report Deadline through September 10th	6/12/2015	9/15/2015	9/18/2015	
 2015 - Interim Report Prior to General Election	9/16/2015	10/20/2015	4/21/2015	
 2015 - Year End/Summary	10/21/2015	12/31/2015	1/7/2016	

* You can file these reports from your Financial Ledger.

All Filed Reports:

 [CSV Download of Filed Reports](#)

Users:	First Name:	Last Name:	Email:	Last Activity:
bobby	Robert	White	ckuhn@slco.org	8/21/2015 1:06:41 PM

Associated Pac:	Start Date:	End Date:

After clicking on the Financial Ledger button, a worksheet will appear where you can record contributions and expenditures. (A) Click the “Add” button at the top of each column to make entries. (B) A pop-up window will appear. Once you click “Save”, the entry will appear in the ledger. You can create multiple entries each time you push “Add.” When finished, hit “Cancel” to close the window. (C) The “Show Details” button at the left of each row will reveal the entry’s information and buttons that allow you to edit or delete the entry.

#	Date	Name	Purpose/Address	Contributions (+) Add A	Expenditures (-) Add A	Balance	I	L	A	Show Filters
Manage		Beginning Balance for 2015				\$0.00				
Show Details		Interim Report through March 31st		\$0.00	\$0.00	\$0.00				File Report
Show Details		Interim Report Prior to Primary Election		\$0.00	\$0.00	\$0.00				File Report
Show C		Interim Report Deadline through September 10th		\$0.00	\$0.00	\$0.00				File Report
Show Details		Interim Report Prior to General Election		\$0.00	\$0.00	\$0.00				File Report
Show Details		Year End/Summary		\$0.00	\$0.00	\$0.00				File Report
Year-end Totals:				\$0.00	\$0.00	\$0.00				

Contribution **B**
✕

Amount \$

Name of Contributor

Contributor's Address

1:

2:

City State Zip

Employer of Contributor

Occupation of Contributor

Employer's Address

1:

2:

City State Zip

This field is required.

Contribution Date

In Kind Loan

Employer Information Optional as per Ordinance Requirements

When you click on “Show Details,” the transactions for a particular reporting period are displayed.
 When you click on a particular transaction, you are allowed to amend or delete that transaction.

#	Date	Name	Purpose/Address	Contributions (+) Add	Expenditures (-) Add	Balance	I	L	A	Show Filters
		Manage	Beginning Balance for 2015			\$0.00				
		Hide Details	Interim Report through March 31st		Beginning Balance	\$0.00				File Report
1	3/11/2015	Forrest Gump	• 222 Main, Sandy UT 88888	\$150.00		\$150.00				
2	3/13/2015	Rooster Cogburn	• 333, Magna UT 86666	\$1,000.00		\$1,150.00				
3	3/15/2015	7-11	Slurpees for meeting		(\$47.37)	\$1,102.63				
4	3/15/2015	Smiths	dell tray for meeting		(\$16.18)	\$1,086.45				
Report Totals:				\$1,150.00	(\$63.55)	\$1,086.45				
		Show Details	Interim Report Prior to Primary Election	\$0.00	\$0.00	\$1,086.45				File Report
		Show Details	Interim Report Deadline through September 10th	\$0.00	\$0.00	\$1,086.45				File Report
		Show Details	Interim Report Prior to General Election	\$0.00	\$0.00	\$1,086.45				File Report
		Show Details	Year End/Summary	\$0.00	\$0.00	\$1,086.45				File Report
Year End Totals:				\$1,150.00	(\$63.55)	\$1,086.45				

#	Date	Name	Purpose/Address	Contributions (+) Add	Expenditures (-) Add	Balance	I	L	A	Show Filters
		Manage	Beginning Balance for 2015			\$0.00				
		Hide Details	Interim Report through March 31st		Beginning Balance	\$0.00				
			Beginning Date: 1/1/2015 Ending Date: 3/31/2015							
1	3/11/2015	Forrest Gump	• 222 Main, Sandy UT 88888	\$150.00		\$150.00				Edit Delete
2	3/13/2015	Rooster Cogburn	• 333, Magna UT 86666	\$1,000.00		\$1,150.00				
3	3/15/2015	7-11	Slurpees for meeting		(\$47.37)	\$1,102.63				
4	3/15/2015	Smiths	dell tray for meeting		(\$16.18)	\$1,086.45				

When you have completed the ledger for a particular reporting period and are satisfied with your entries, click on “File Report.” A pop-up will appear to confirm your filing. After that, another pop-up window will appear confirming the filing. You will receive an email verifying the report submission similar to the one below.

#	Date	Name	Purpose/Address	Contributions (+) Add	Expenditures (-) Add	Balance	I	L	A	Show Filters
Manage		Beginning Balance for 2015				\$0.00				
Show Details		Interim Report through March 31st		\$500.00	\$0.00	\$500.00				File Report
Show Details		Interim Report Prior to Primary Election		\$0.00	\$0.00	\$500.00				File Report
Show Details		Interim Report Deadline through September 10th		\$0.00	\$0.00	\$500.00				File Report
Show Details		Interim Report Prior to General Election		\$0.00	\$0.00	\$500.00				File Report
Show Details		Year End/Summary		\$0.00	\$0.00	\$500.00				File Report
		Year-end Totals:		\$500.00	\$0.00	\$500.00				

Confirmation Required



Are you sure you want to submit this Interim Report through March 31st report?

Submission Successful



Report Received!

A notification email has been sent to the address we have on file.

Thank you for turning your report in.

Dear Candidate:

Thank you for filing your 2015 - Interim Report through March 31st. The submission for White, Robert, 2015 Sheriff-1 has been received by the Election Division. Please keep this email for your records. Please contact our office if you need any further assistance.

Thank you,

Salt Lake County Elections Division

2001 South State Street, S1-200

PO Box 144575

Salt Lake City, UT 84114-4575

Phone: (385) 468-8683

Email: FinancialDisclosure@slco.org

[Salt Lake County Financial Disclosures](http://SaltLakeCountyFinancialDisclosures.com)

When you return to “Manage Folder,” you will see that your report has been filed. You will also see upcoming reports and their associated period and filing dates.

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 **White, Bob (2015 Sheriff-1)**
[Public Search](#) > [County Candidates & Office Holders](#) > White, Bob

 **White, Bob - [Close Account](#)**

 **Active** 2015 Sheriff-1

 **Financial Ledger** Click on the Financial Ledger button to enter or amend Contributions and Expenditures.

Reminder: The link to download the spreadsheet is on the bottom of the Financial Ledger.

Reporting Years:

2015

Paper Filed Reports and Organizational Documents:

 [Statement of Organization](#)

Online Filed Reports:	Beginning Date:	End Date:	Due Date:	Filed On:
 To search previous years Financial Disclosure reports for County elections, visit Archives				
2015 - Interim Report through March 31st	1/1/2015	3/31/2015	4/9/2015	4/2/2015

Pending Reports:*	Beginning Date:	End Date:	Due Date:
 2015 - Interim Report Prior to Primary Election	4/1/2015	6/11/2015	6/12/2015
 2015 - Interim Report Deadline through September 10th	6/12/2015	9/15/2015	9/18/2015
 2015 - Interim Report Prior to General Election	9/16/2015	10/20/2015	4/21/2015
 2015 - Year End/Summary	10/21/2015	12/31/2015	1/7/2016

* You can file these reports from your Financial Ledger.

Folder Legend

-  Active
-  No Activity
-  Closed
-  Eliminated

If you want to see what the public will see when they look at financial disclosures, log off and then click on “Public Search”. Then select a drop down menu for which type of disclosure you wish to view.

Salt Lake County Clerk

Public Lake County Financial Disclosures

HOME
PUBLIC SEARCH
ADVANCED SEARCH
LOG ON
NEW USER
CREATE PAC/PIC
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Folder Legend
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No Activity
Closed
Eliminated

log on/Off: 8/20/2010 version: 1.0.0

Salt Lake County Clerk

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PUBLIC SEARCH
ADVANCED SEARCH
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MY FOLDER
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Public Search

Welcome to Public Search. This section allows you to view all filed financial disclosure reports and statements of organizations (if applicable) for County and School Board Committees.

You can browse filed reports using the following list:

- County Candidates & Office Holders
- Local School Board Candidates & Office Holders
- Political Action Committee
- Political Issues Committee

Find Folder GO

For more search options, use 'Advanced Search' on the menu bar above.

To search previous years Financial Disclosure reports for County and Local School Board elections, visit [Archives](#).

Click on the corresponding letter that is the first letter of the last name, find your candidate and click on the name. A list of reports will appear.

This is an example of the public copy of a filed financial disclosure report.



Contributions and Expenditures For County Candidates & Office Holders
2015 Interim Report through March 31st Report
 (Utah Code Section 20A-11)

Print Page

County Candidates & Office Holders Information

Name White, Robert		Phone (xxx) xxx-xxxx	
Street Address xxxxxxxx	Suite PO Box xxxxx	City xxxx	State xx
Office Sheriff	District 1	County	Zip 00000
			Party Unaffiliated

Reporting Period Details

Report Name 2015 Interim Report through March 31st Report	Begin Date 1/1/2015	End Date 3/31/2015	Due Date 4/9/2015	SubmitDate 8/21/2015	Is this report an amendment? <input checked="" type="checkbox"/>
---	-------------------------------	------------------------------	-----------------------------	--------------------------------	--

Balance Summary

	Balance	Year to Date
1 Balance at Beginning of Reporting Period (Refer to line 5 of last report)	\$0.00	
2 Total Contributions Received	\$1,150.00	\$1,150.00
3 Subtotal (Add lines 1 & 2)	\$1,150.00	
4 Total Expenditures Made	\$63.55	\$63.55
5 Ending Balance (Subtract Line 4 from Line 3)	\$1,086.45	

For More Information

Contact the Salt Lake County Clerk's office Email: FinancialDisclosure@slco.org	Phone: (385) 468-8683
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Itemized Contributions Received

I = In Kind, L = Loan, A = Amendment

Date Received	Name of Contributor	Complete Mailing Address	I	L	A	Contribution Amount
3/11/2015	Forrest Gump	xxxxxxxxxxxx, xxxx, xx 00000				\$150.00
3/13/2015	Rooster Cogburn	xxxxxxxxxxxx, xxxx, xx 00000				\$1,000.00
Total Contributions Received						\$1,150.00

Itemized Expenditures Made

I = In Kind, L = Loan, A = Amendment

Exp. Date	Name of Recipient	Purpose	I	L	A	Expenditure Amount
3/15/2015	7-11	Slurpees for meeting				\$47.37
3/15/2015	Smiths	dell tray for meeting				\$16.18
Total Expenditures Made						\$63.55

Ok

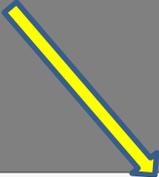
You have the option to download the Import Sheet - a formatted Excel workbook designed to be uploaded to complete your financial disclosures.

You may save it and enter information throughout the reporting period. *It is important to know, that any modifications to this template will make the form unsuitable for uploading.*

First, click on “Download Import Sheet” and open the attachment.

#	Date	Name	Purpose/Address	Contributions (+) Add	Expenditures (-) Add	Balance	L	A	Show Filters
Manage		Beginning Balance for 2015				\$0.00			
Show Details		Interim Report through March 31st		\$14,707.12	\$0.00	\$14,707.12			
Show Details		Interim Report Prior to Primary Election		\$0.00	\$0.00	\$14,707.12			File Report
Show Details		Interim Report Deadline through September 10th		\$0.00	\$0.00	\$14,707.12			File Report
Show Details		Interim Report Prior to General Election		\$0.00	\$0.00	\$14,707.12			File Report
Show Details		Year End Summary		\$0.00	\$0.00	\$14,707.12			File Report
		Year-end Totals:		\$14,707.12	\$0.00	\$14,707.12			

2015 2014 [Download Import Sheet](#) Tasks ?



Microsoft Excel interface showing a spreadsheet template for reporting. The spreadsheet is protected, and the user is prompted to "Enable Editing".

The spreadsheet has columns A through I and rows 1 through 32. The first four rows (1-4) are labeled "Entity", "NAME", "ADDRESS", "PHONE NUMBER", and "DATE".

Instructions for data entry are provided in the right-hand column:

- Instruction:** Click mouse on cell B1 and select the Entity from the Pull Down Menu
- Instruction:** Provide the Name of the Entity as it is Registered in the Disclosure Application
- Instruction:** Provide the Address as it is Registered in the Disclosure Application
- Instruction:** Provide the Phone Number as it is Registered in the Disclosure Application
- Instruction:** Provide the current date for these Contributions & Expenditures

A blue box titled "Using the Excel Import Sheet" contains the following instructions:

- Do not use the spreadsheet to report transactions previously reported – this will result in double reporting.
- The completed spreadsheet will need to be submitted prior to the deadline by email to disclosure@utah.gov.
- The spreadsheet cannot be used to make changes (amendments) to a filed report. *(These need to be reported manually and separately from your regular scheduled report.)*
- The workbook spreadsheets are protected to ensure the data is inputted into the financial disclosures system in the correct format.
- There is no need to provide report

A "Zero Report" section is also present:

Zero Report:
A zero report means that no contributions have been received and no expenditures have been made during the reporting period.

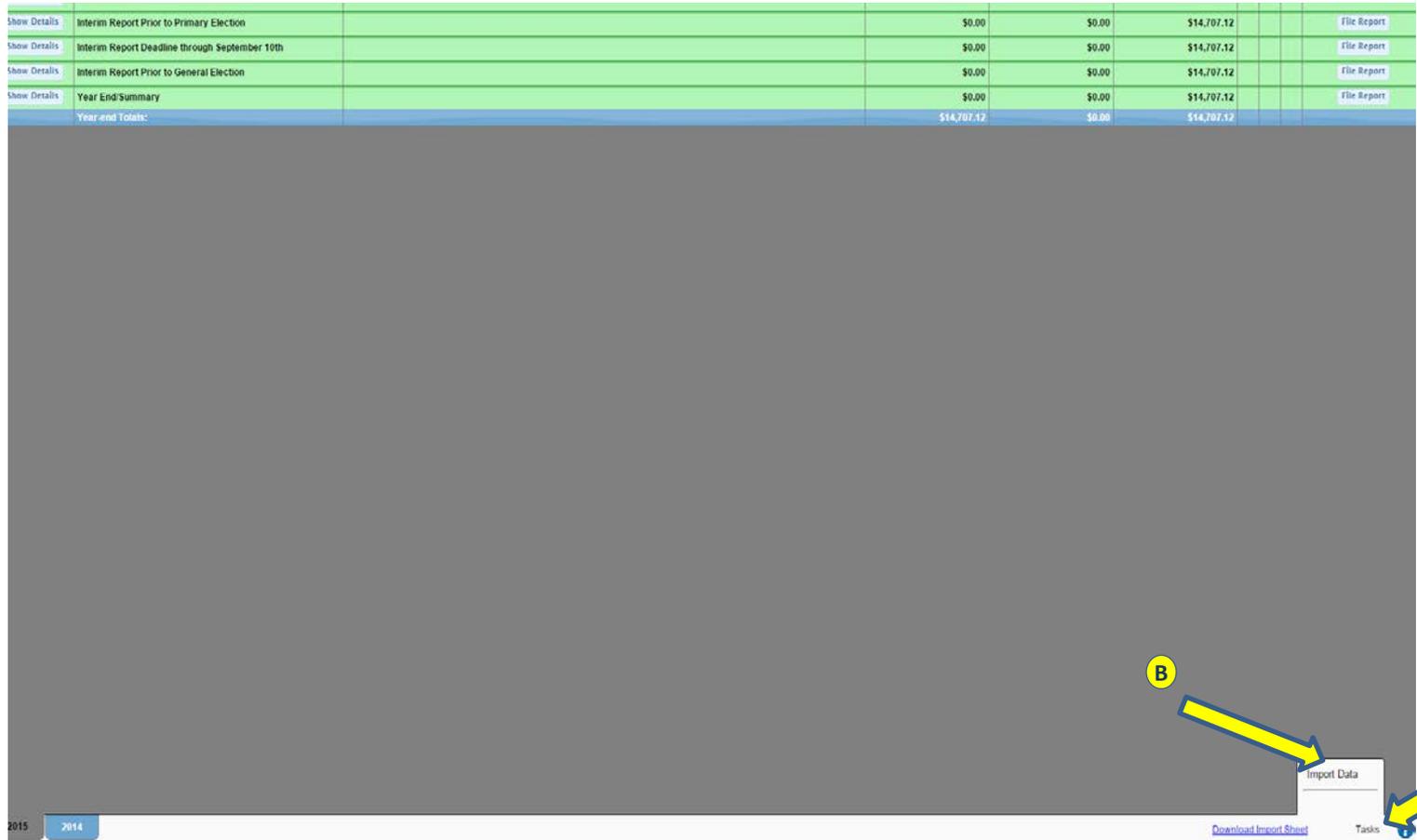
Select Yes for Zero Report =>

The bottom of the spreadsheet shows tabs for "Information", "CONTRIBUTIONS RECEIVED", and "EXPENDITURES MADE". The status bar indicates "Ready".

In order to use the template, first click “Enable Editing” and “Enable Content.” Fill out the required information. At the bottom of the page, you may select the worksheet for contributions or for expenditures.

When you are ready to upload your spreadsheet, go to Financial Ledger in “My Folder.” At the bottom of the ledger, click on “Tasks,” and then on “Import Data.”

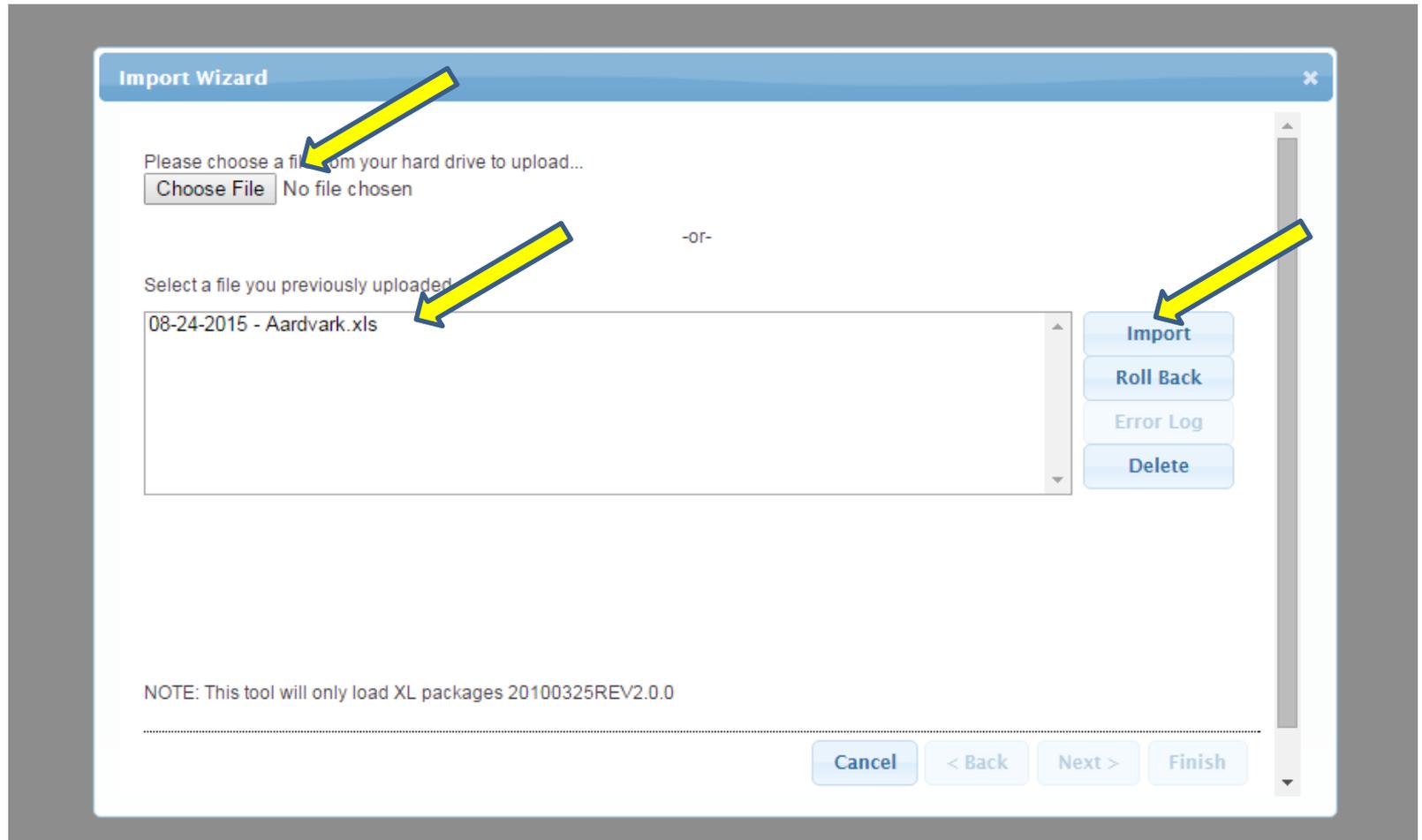
Show Details	Interim Report Prior to Primary Election		\$0.00	\$0.00	\$14,707.12			File Report
Show Details	Interim Report Deadline through September 10th		\$0.00	\$0.00	\$14,707.12			File Report
Show Details	Interim Report Prior to General Election		\$0.00	\$0.00	\$14,707.12			File Report
Show Details	Year End Summary		\$0.00	\$0.00	\$14,707.12			File Report
Year-end Totals:			\$14,707.12	\$0.00	\$14,707.12			



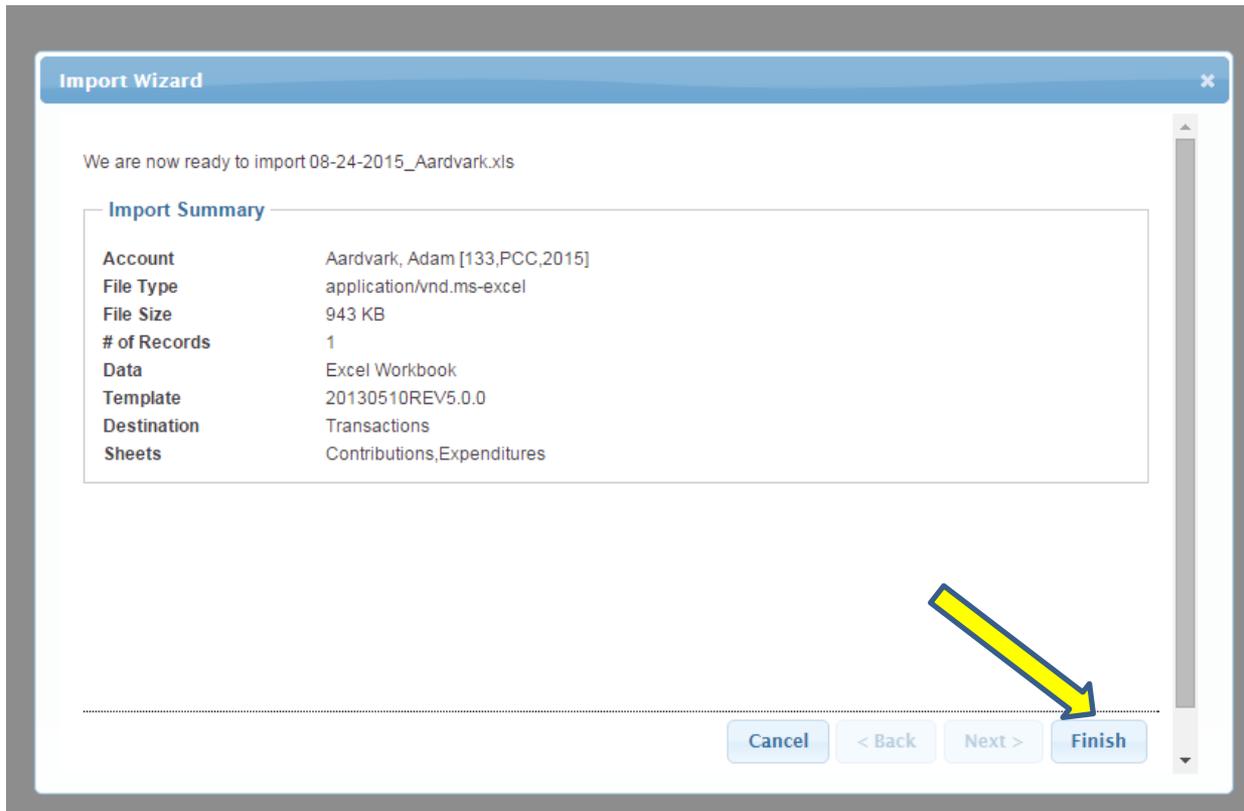
2015 2014

[Download Import Sheet](#) [Tasks](#)

An Import Wizard will appear. Choose the file that you wish to upload. Once selected, click on “Import.”



You will receive an Import Summary. This is confirming that your file uploaded into the Ledger. Click “Finish.”



The screenshot shows a software window titled "Import Wizard" with a close button (X) in the top right corner. The main content area displays the text "We are now ready to import 08-24-2015_Aardvark.xls". Below this is a section titled "Import Summary" containing a table with the following data:

Account	Aardvark, Adam [133,PCC,2015]
File Type	application/vnd.ms-excel
File Size	943 KB
# of Records	1
Data	Excel Workbook
Template	20130510REV5.0.0
Destination	Transactions
Sheets	Contributions,Expenditures

At the bottom of the window, there is a horizontal dotted line above a row of four buttons: "Cancel", "< Back", "Next >", and "Finish". A large yellow arrow with a black outline points directly to the "Finish" button.

Financial Disclosure Reporting Deadlines

2015 Year End Summary – Due February 1, 2016 *(This is the next business day following the actual due date of January 31, 2016 according to ordinance.)*

Period January 1 to March 31, 2016 - Due April 6, 2016

Period prior to the Primary Election April 1 to June 20, 2016 - Due June 21, 2016

Period June 21 to September 10, 2016 - Due September 15, 2016

Period prior to the General Election September 11 to October 31, 2016 - Due November 1, 2016

2016 Year End Summary – Due January 31, 2017

If you have any questions regarding your financial disclosures or using this online tool, please contact the Salt Lake County Election Division at 385-468-8683 or FinancialDisclosure@slco.org.