



## Your Guide To Filing Campaign Finance Reports

### New Committees

Both the treasurer and/or candidate, where applicable, will receive an email with their login and password after registering a committee upon activation. To have your committee activated, the Campaign Finance Section of the State Election Commissioner's office must receive your original, signed and notarized Statement of Organization. Once the process is complete, you may follow the instructions below to begin filing your Campaign Finance Reports.

### Previously Established Committees



For committees that are previously established but have not filed a report in CFRS. Both the treasurer and/or candidate, where applicable, need to reconnect to the committee prior to filing, even though only one officer is required to file a report. To reconnect, go to the CFRS homepage and click on the **Reconnect to your Committee** icon located on the lower right portion of the page. It only takes a minute to activate your username and receive an email with your login and password. You will be prompted to provide your committee's Legacy account number during this process. If you do not know your account number, you may contact the Campaign Finance Section at (302)739-4277. Once the treasurer and candidate have reconnected and received the login and password, follow the instructions below to begin filing your Campaign Finance Reports.


**NOTE: Only the registered treasurer or candidate can file Campaign Finance Reports.  
If you are a data entry user, you will not be able to file a Campaign Finance Report.**

#### 1 Login to the system using your credentials.

[cfrs.elections.delaware.gov](https://cfrs.elections.delaware.gov)

#### 2 Enter transactions by clicking the appropriate link on the left menu.

#### 3 Click 'Edit / File Pending Transactions' from the left menu.

To view all transactions that have been entered for the current filing period, click **Search**. You may view, edit or delete individual transactions as well as view any compliance issues here. If the compliance flag  is red, click on it; the system will then alert you to the issue that exists for the selected transaction.

*If you have compliance issues that you do not agree with, you may proceed with filing and subsequently contact the Campaign Finance Section of the State Election Commissioner's office to resolve them.*

#### 4 File a Campaign Finance Report.

Once you have clicked **Search** on the **Edit / File Pending Transactions** screen, you will notice a number of buttons placed below the search grid. You may **Preview Filing** or file a Campaign Finance Report by clicking

**File All to State**

This will file ALL transactions to state. When prompted with "Are you sure you want to file all pending transactions to the state?" click **OK**. On the **Cash Balances** screen, enter your beginning balance (if different from system calculated amount) as well as the ending balance. If you enter an amount different than the system calculated balance, this will be noted as a difference to be reconciled prior to the next Campaign Finance Report. In the authorization section, you must check the box below your name before you can continue. For Candidate Committees, the candidate need not be present should you, the treasurer, file the report. You may still continue by leaving the other officer's section blank and vice versa. They will receive a notice on their **Reminders** screen to verify the filing submitted by you.