



COMMITTEE GUIDE  
Oklahoma Campaign  
Reporting System (CRS)

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## OVERVIEW



### Oklahoma Ethics Commission's Campaign Reporting System

This guide is intended as a desk reference for users of the Oklahoma Ethics Commission's Campaign Reporting System.

#### Basic Rules

1. The Campaign Reporting System is for use by state candidate committees and non-candidate committees in the State of Oklahoma.
2. Submitted campaign disclosure reports are disclosed to the public via the Public Disclosure System.

#### Who Can Use the System?

Only Oklahoma registered candidate and non-candidate committees can use the system to create and report statements of organization, campaign disclosure reports, last minute contribution and expenditure reports, and reports of electioneering communications to the Oklahoma Ethics Commission.

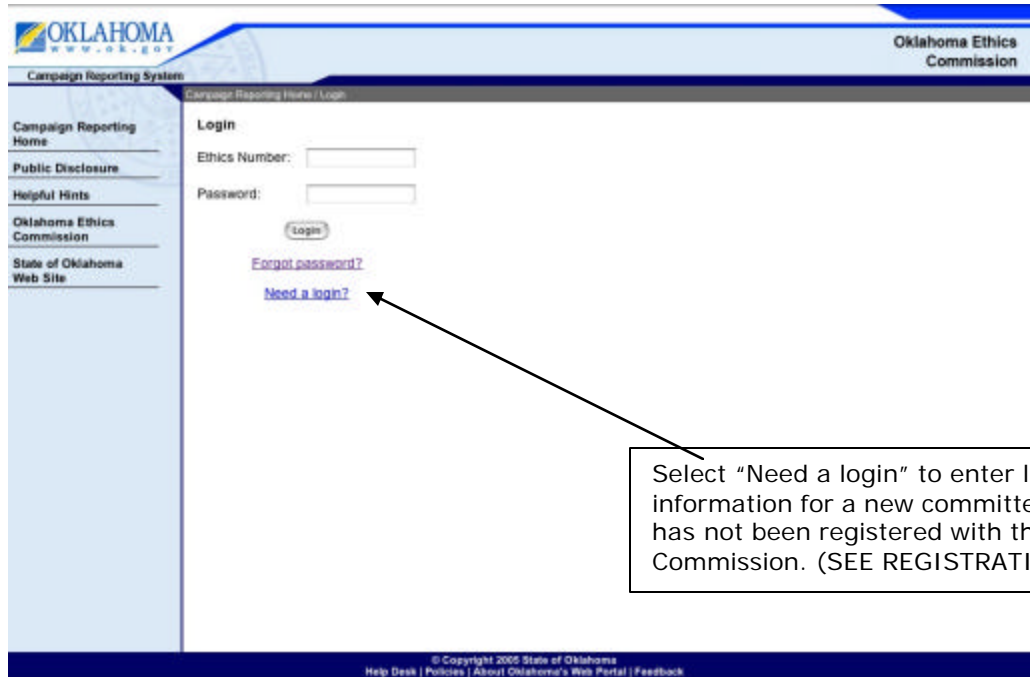
The following reports are accessible online:

- S0-1 – Statement of Organization filed by Candidate Committees
- S0-2 – Statement of Organization filed by Non-Candidate Committees
- C-1R – Contribution and Expenditure Report filed by Candidate and Non-Candidate Committees
- C-3R – Statement of Inactivity filed by Candidate and Non-Candidate Committees
- C-4R – Last Minute Contribution Report filed by Candidate and Non-Candidate Committees
- C-5R – Last Minute Independent Expenditure Report filed by Non-Candidate Committees
- C-6R – Report of Electioneering Communications

## REGISTRATION PROCESS (Password and Login Process)

### Step 1:

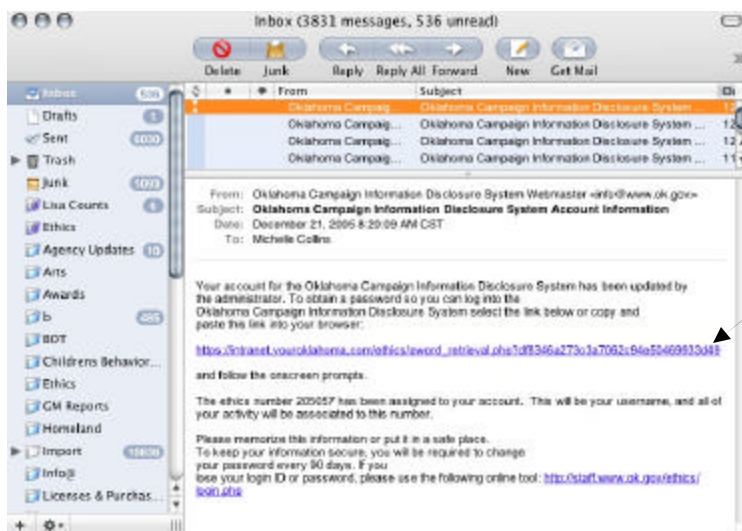
New user selects "Need a login?" to begin the registration process.



Select "Need a login" to enter login information for a new committee that has not been registered with the Ethics Commission. (SEE REGISTRATION)

### Step 2:

Complete the registration process screens. Your registration request will be sent to the Ethics Commission for approval or denial within 2 business days. If your registration is approved, you will receive an email that validates your account and enables a password selection.



Select link in the email message to validate the account and to create security questions and an account password.

**Step 3:**

The link for Step 2 opens up a page where you can select two security questions and answer them. The security questions serve as an account validation if a password is reset or lost.

The screenshot shows the 'Login Security Questions' page. At the top left is the Oklahoma logo and 'www.ok.gov'. At the top right is 'Oklahoma Ethics Commission'. Below the logo is 'Campaign Reporting System' and 'Campaign Reporting Home / Security Questions'. A left sidebar contains links: 'Campaign Reporting Home', 'Public Disclosure', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', and 'State of Oklahoma Web Site'. The main content area is titled 'Login Security Questions' and contains the text: 'In order to help provide as much security as possible for your account, we ask that you answer both of the following security questions. You will be asked to respond to these questions anytime you request your login and password information for the Campaign Reporting System.' Below this are two questions: 'What was the name of your first pet?' with a dropdown menu and an 'Answer' field containing 'cccc'; and 'In what city were you born?' with a dropdown menu and an 'Answer' field containing 'bartlesville'. A 'Submit Answers' button is at the bottom. The footer contains '© Copyright 2005 State of Oklahoma' and links for 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

**Step 4:**

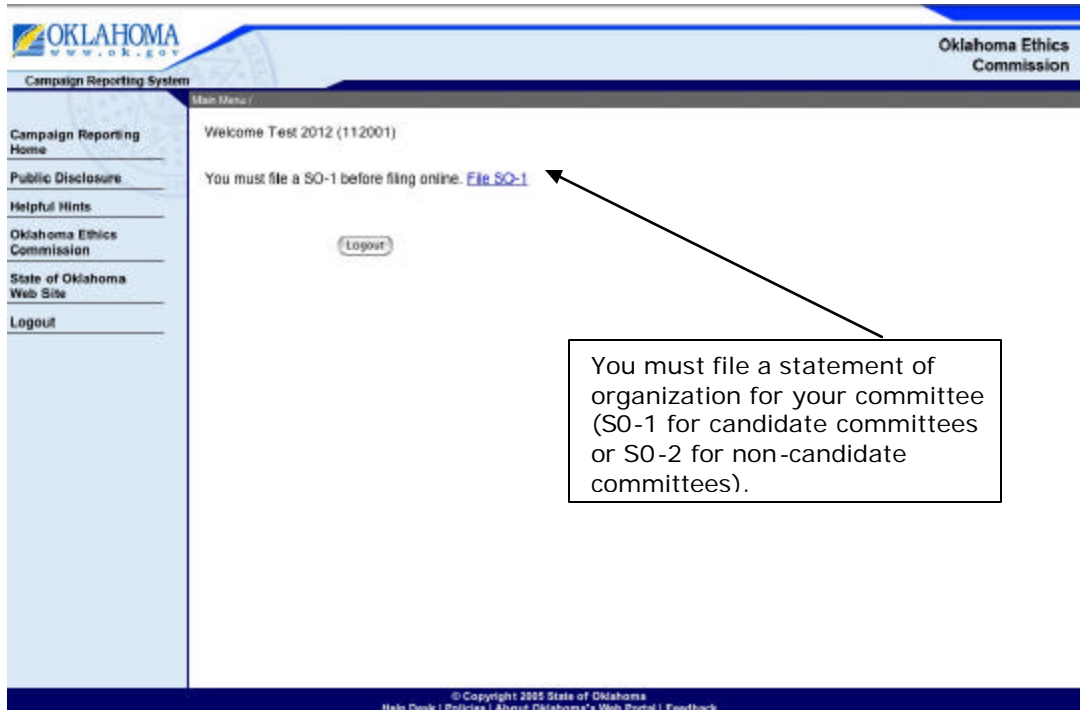
Select a password that is compliant with the state's security policy. Remember your password, or keep it in a safe place. You will need your password and ethics number to login to the Campaign Reporting System. You will be required to select a new password every 90 days.

The screenshot shows the 'Create a Password' page. At the top left is the Oklahoma logo and 'www.ok.gov'. At the top right is 'Oklahoma Ethics Commission'. Below the logo is 'Campaign Reporting System' and 'Campaign Reporting Home / Create Password'. A left sidebar contains links: 'Campaign Reporting Home', 'Public Disclosure', 'Helpful Hints', 'Contact Us', 'Oklahoma Ethics Commission', and 'State of Oklahoma Web Site'. The main content area is titled 'Create a Password' and contains the text: 'Enter a password to be used to login to the Campaign Reporting System. Your password must match the following criteria in order to be successful:'. Below this is a bulleted list of criteria: 'Must be a minimum of 8 characters long.', 'Not based on anything somebody could easily guess (birth date, telephone number, etc.)', 'Free of consecutive identical characters.', 'Can not be all-numeric or all-alphabetical groups.', and 'Examples of valid passwords are: adef435c, A9d2Z4b0, etc.'. Below the list are two password input fields: 'Password: [mask]' and 'Re-Enter Password: [mask]', followed by a 'Submit' button. The footer contains '© Copyright 2005 State of Oklahoma' and links for 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

## CAMPAIGN REPORTING SYSTEM

### Step 1:

Upon initial login into the Campaign Reporting System, you will be required to file an S0-1 or S0-2 for your committee.



### Step 2:

Once you complete and submit an S-01 or S-02 (Statement of Organization) you will have access to the Campaign Reporting System's Main Menu.

The screenshot shows the Oklahoma Campaign Reporting System interface. At the top left is the Oklahoma logo with the text "OKLAHOMA www.ok.gov". To the right of the logo is the text "Oklahoma Ethics Commission". Below the logo is the text "Campaign Reporting System".

On the left side, there is a vertical navigation menu with the following items: "Campaign Reporting Home", "Public Disclosure", "Helpful Hints", "Oklahoma Ethics Commission", "State of Oklahoma Web Site", and "Logout".

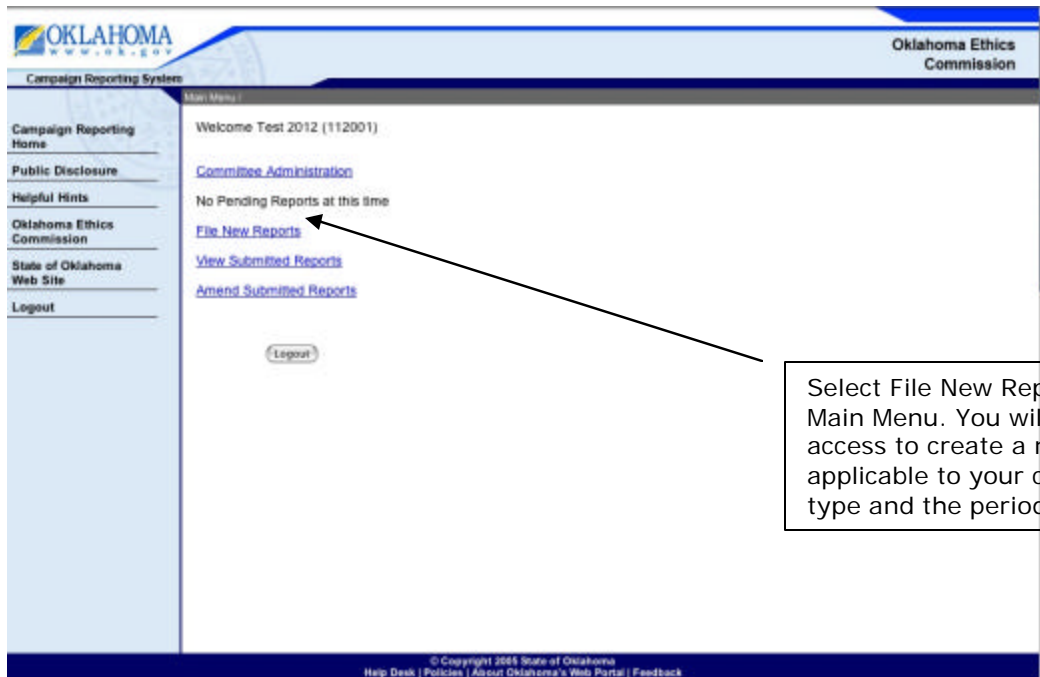
The main content area displays a "My Menu" section with the following items: "Welcome Test 2012 (112001)", "Committee Administration", "No Pending Reports at this time", "File New Reports", "View Submitted Reports", and "Amend Submitted Reports". A "Logout" button is located at the bottom of the main content area.

At the bottom of the page, there is a footer with the text: "© Copyright 2005 State of Oklahoma", "Help Desk | Policies | About Oklahoma's Web Portal | Feedback".

## CREATING A CONTRIBUTION AND EXPENDITURE REPORT (C-1R)

### Step 1:

After initial login into the Campaign Reporting System, you will be ready to file a C -1R for your recently registered committee.



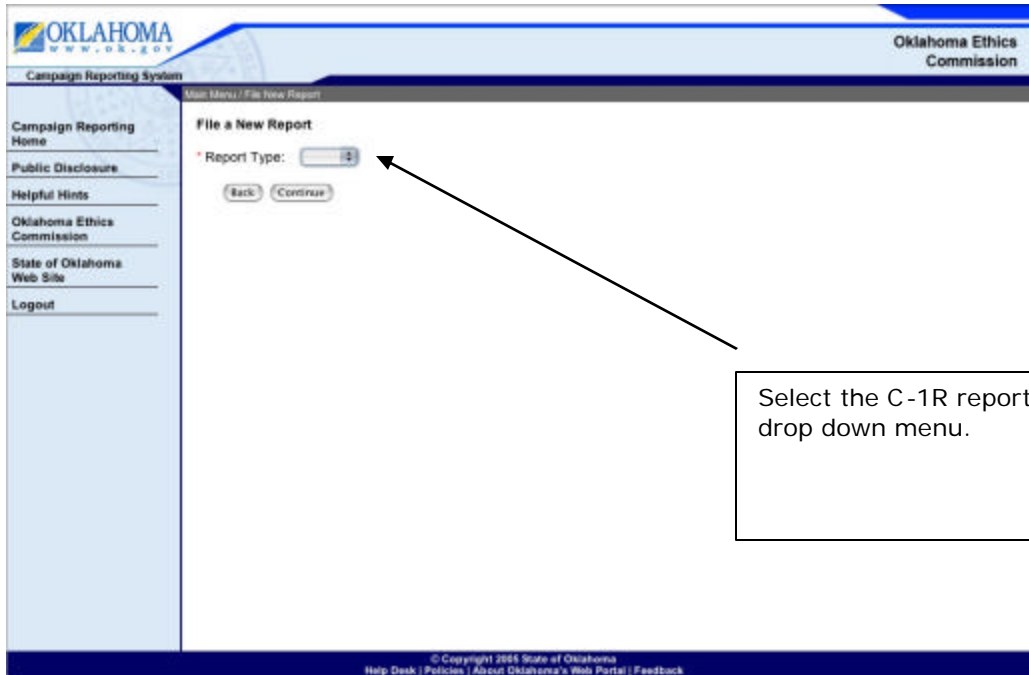
The screenshot shows the main menu of the Oklahoma Campaign Reporting System. The page header includes the Oklahoma logo and the text "Oklahoma Ethics Commission". The main content area displays a welcome message for "Test 2012 (112001)" and a list of menu items: "Committee Administration", "No Pending Reports at this time", "File New Reports", "View Submitted Reports", and "Amend Submitted Reports". A "Logout" button is located at the bottom of the main content area. A callout box with an arrow pointing to the "File New Reports" link contains the following text: "Select File New Reports on the Main Menu. You will have access to create a new report applicable to your committee type and the period."

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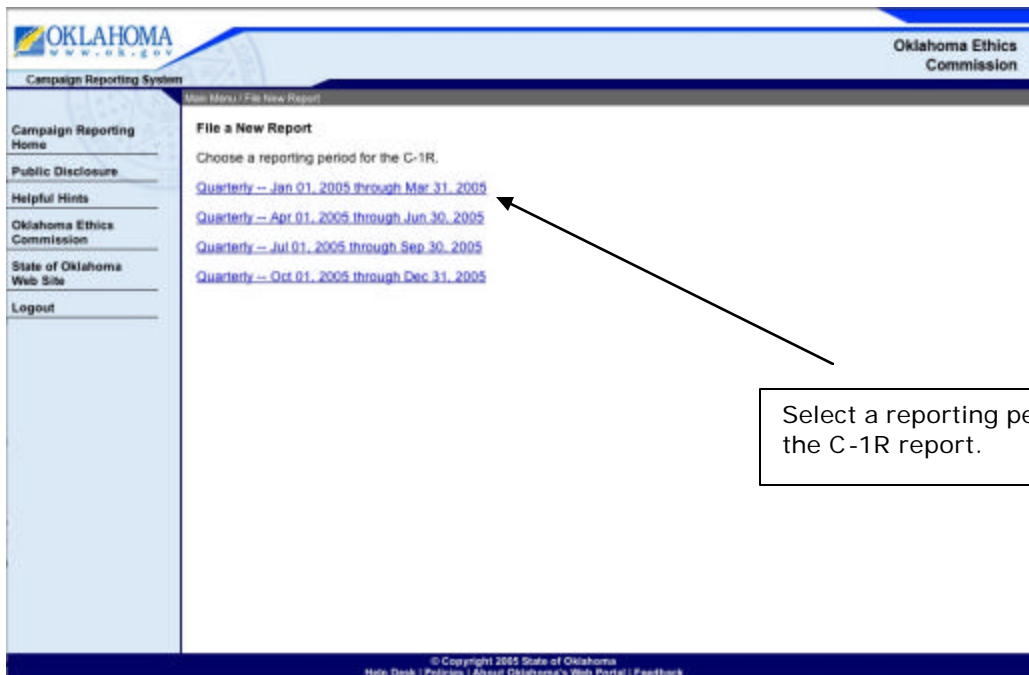
**Step 2:**

Select the C-1R from the drop down of available reports.



**Step 3:**

Select the reporting period for the C-1R. Your options may be quarterly, monthly, annual or based on election dates. The options vary according to your committee type.



**Step 4:**

If applicable, you will complete information to create the initial C-1R report.

The screenshot shows the 'Initial C-1R Report' form in the Oklahoma Campaign Reporting System. The page header includes the Oklahoma logo and 'Oklahoma Ethics Commission'. The left sidebar contains navigation links: Campaign Reporting Home, Public Disclosure, Helpful Hints, Oklahoma Ethics Commission, State of Oklahoma Web Site, and Logout. The main content area is titled 'Initial C-1R Report' and contains the following text: 'Our records indicate that this is the first C-1R report being filed for your committee. Please answer the following questions in order to start the report.' Below this are three questions with input fields and radio buttons: 1. 'What is the date of the first contribution accepted or expenditure made?' with a date picker (mm/dd/yyyy). 2. 'Carry forward amount? (Do not subtract any transfer of debt or loans) Enter zero for no carry forward amount.' with a dollar sign and input field. 3. 'Do you wish to itemize and report all transactions \$50 or under? You are not required to disclose contributions or expenditures \$50 or less in the aggregate. Note: If you decide to itemize, these transactions will be accessible through the public disclosure system.' with 'Yes' and 'No' radio buttons. Below the questions are 'Back' and 'Continue' buttons. The footer contains copyright information for 2005 and links for Help Desk, Policies, About Oklahoma's Web Portal, and Feedback.

**Step 5:**

The C-1R menu will enable you to enter contributions, expenditures, view the C-1R and submit it to the Oklahoma Ethics Commission.

The screenshot shows the C-1R menu in the Oklahoma Campaign Reporting System. The page header includes the Oklahoma logo and 'Oklahoma Ethics Commission'. The left sidebar contains navigation links: Campaign Reporting Home, Public Disclosure, Helpful Hints, Oklahoma Ethics Commission, State of Oklahoma Web Site, and Logout. The main content area is titled 'C-1R for the reporting period Jan 01, 2005 to Mar 31, 2005.' and contains four blue hyperlinks: 'Manage Contributions', 'Manage Expenditures', 'View C-1R Form', and 'Submit report to Oklahoma Ethics Commission'. Below the links is a 'Back' button. The footer contains copyright information for 2005 and links for Help Desk, Policies, About Oklahoma's Web Portal, and Feedback.

**Step 6:**

The manage contributions option allows you to enter contributions into the system for the C-1R report and its schedules. Schedule totals are displayed to assist you.

Test 100000 100000

Contribution Type	Schedule	Reporting Period Totals
Contributions from persons other than committees	<a href="#">Schedule A</a>	1,045.00
Refunds from persons other than committees	<a href="#">Schedule A</a>	-55.00
Contributions from committees	<a href="#">Schedule A1</a>	125.00
Refunds from committees	<a href="#">Schedule A1</a>	-25.00
Loans, promissory notes, security agreements	<a href="#">Schedule B</a>	3,000.00
Refunds, rebates, interest, sales of assets, etc	<a href="#">Schedule C</a>	.00
In-kind contributions	<a href="#">Schedule D</a>	.00
Written agreements	<a href="#">Schedule D1</a>	.00
Fundraisers	<a href="#">Schedule A</a>	.00

[Back](#)

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**Step 7:**

Follow the onscreen steps to add a contribution into the system. Below is an example of a schedule transaction.

a.

Schedule A for the reporting period Oct 01, 2005 to Dec 31, 2005.  
To enter a transaction on another schedule, hit the back button.

Transactions itemized as "loans" are pulled from the Schedule B. If you need to edit or delete these transactions, please [visit Schedule B](#).

Transactions itemized as "written agreements" are pulled from the Schedule D1. If you need to edit or delete these transactions, please [visit Schedule D1](#).

[Add a contribution](#)

Contributor	Occupation and Employer or Principal Business Activity	Date Accepted	Amount of Contribution	Nature of Contribution	Campaign-to-date	Action
James Spader	Actor Self	Oct 05, 2005	3,000.00	Loan	3,000.00	<a href="#">Use Contributor</a> <a href="#">Edit</a> <a href="#">Delete</a>
MIKE TOADY	clerk joe's crab shack	Oct 03, 2005	100.00	Written Instrument	100.00	<a href="#">Use Contributor</a> <a href="#">Edit</a> <a href="#">Delete</a>
Mike Collins	Mechanical Engineer Circor	Oct 02, 2005	1,000.00	Written Instrument	945.00	<a href="#">Use Contributor</a> <a href="#">Edit</a> <a href="#">Delete</a>

[Add a contribution](#)  
[Back](#)

Select add a contribution from the Schedule A Menu.

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b.

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Enter a contributor name or a partial name to search the contributor database.

c.

Contributor	Address	Occupation, Employer or Principal Business Activity	Campaign-to-date	Action
PAUL J SMITH	201 N. shartel Oklahoma City, OK 73103	clerk test	.00	<a href="#">Enter Contribution</a>

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If your contributor is not listed, select create a new contributor.

d.

The screenshot shows the 'Contributor Info' page of the Campaign Reporting System. The left sidebar contains navigation links: Campaign Reporting Home, Public Disclosure, Helpful Hints, Contact Us, Oklahoma Ethics Commission, State of Oklahoma Web Site, and Logout. The main content area has a breadcrumb trail: Main Menu / C-TR / Contributor Menu / Schedule A / Contributor Type / Contributor Name / Contributor Info. The form fields are: Street Address (123 Main Street), City (Oklahoma City), State (OK - Oklahoma), Zip (73118), Occupation (Office Manager), and Employer (State of Oklahoma). There are 'Back' and 'Continue' buttons at the bottom. A callout box with an arrow pointing to the 'Continue' button contains the text: 'Enter contributor address information.'

e.

The screenshot shows the 'Add Contribution' page of the Campaign Reporting System. The left sidebar is identical to the previous screenshot. The breadcrumb trail is: Main Menu / C-TR / Schedule A / Add Contribution. The 'Contribution Detail' section includes: Date Accepted (10 / 01 / 2005), Amount (\$100), and a message: 'Our records indicate that this is the first transaction for this contributor in the system. If the contributor already has an aggregate amount for contributions to your committee enter it here. Do not include the amount of this transaction in the aggregate amount. Enter zero if the contributor has not given any amount prior to this contribution.' The 'Previous Aggregate Amount' field is set to \$50. The 'Nature of Contribution' dropdown is set to 'Written Instrument'. There are 'Back' and 'Submit Transaction' buttons at the bottom. A callout box with an arrow pointing to the 'Previous Aggregate Amount' field contains the text: 'If this is the first time the contributor is entered, you will be asked to enter an aggregate amount.'

f.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Campaign Reporting System

Main Menu / File C-1R / Contribution Menu / Schedule A

Schedule A for the reporting period Oct 01, 2005 to Dec 31, 2005.

To enter a transaction on another schedule, hit the back button.

Transactions itemized as "loans" are pulled from the Schedule B. If you need to edit or delete these transactions, please [visit Schedule B](#).

Transactions itemized as "written agreements" are pulled from the Schedule D1. If you need to edit or delete these transactions, please [visit Schedule D1](#).

The transaction was added successfully.

[Add a contribution](#)

Contributor	Occupation and Employer or Principal Business Activity	Date Accepted	Amount of Contribution	Nature of Contribution	Campaign-to-date	Action
James Spader	Actor Self	Oct 05, 2005	3,000.00	Loan	3,000.00	<a href="#">Use Contributor</a>
MIKE TOADY	clerk Joe's crab shack	Oct 03, 2005	100.00	Written Instrument	100.00	<a href="#">Edit Delete Use Contributor</a>
Mike Collins	Mechanical Engineer Circor	Oct 02, 2005	1,000.00	Written Instrument	945.00	<a href="#">Edit Delete Use Contributor</a>
Joe Smith	Office Manager State Of Oklahoma	Oct 01, 2005	100.00	Written Instrument	150.00	<a href="#">Edit Delete Use Contributor</a>

[Add a contribution](#)

[Back](#)

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**Step 8:**

Return to the C-1R menu and select the "Manage Expenditure Tool" to enter expenditures for the C-1R report.

**OKLAHOMA**  
www.ok.gov

Oklahoma Ethics Commission

Campaign Reporting System

Main Menu / Pending Reports / File C-1R

C-1R for the reporting period Jan 01, 2005 to Mar 31, 2005.

[Manage Contributions](#)

[Manage Expenditures](#)

[View C-1R Form](#)

[Submit report to Oklahoma Ethics Commission](#)

[Back](#)

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**Step 9:**

The manage expenditures option allows you to enter expenditures into the system for the C-1R report and its schedules. Schedule totals are displayed to assist you.

Test 100000 100000

Expenditure Type	Schedule	Reporting Period Totals
Monetary Expenditures	<a href="#">Schedule E</a>	1.00
Monetary transfers to other committees	<a href="#">Schedule G</a>	.00
Monetary transfer refunds	<a href="#">Schedule G</a>	.00
In-Kind transfers to other committees	<a href="#">Schedule H</a>	.00
Expenditures incurred	<a href="#">Schedule I</a>	.00
Loans owed by committee	<a href="#">Schedule J</a>	3,000.00

[Back](#)

**Step 10:**

Follow the onscreen steps to add an expenditure into the system. Below is an example of a Schedule E transaction.

a.

Schedule E for the reporting period Oct 01, 2005 to Dec 31, 2005.

Transactions itemized as "Loan - Payment" are pulled from the Schedule J. If you need to edit or delete these transactions, please [visit Schedule J](#).

To enter a transaction on another schedule, hit the back button.

[Add an expenditure](#)

Date	Description and Purpose	Vendor	Amount	Action
Oct 01, 2005	description - purpose	Test	1.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Use Vendor</a>

[Add an expenditure](#)

[Back](#)

Select add expenditure from the Schedule E Menu.

b.

The screenshot shows the Oklahoma Ethics Commission Campaign Reporting System interface. The top navigation bar includes the Oklahoma logo and the text "Oklahoma Ethics Commission". Below this, a breadcrumb trail reads "Main Menu / C-TR / Expenditure Menu / Schedule E / Vendor Name". The main content area features a form with a label "\* Vendor Name:" followed by a text input field containing "Sam's Subs". Below the input field are two buttons: "Back" and "Continue". An arrow points from a text box to the "Continue" button. The text box contains the following instructions: "Enter a vendor name and hit continue to search the vendor database. If the vendor exists, address information will be available for selection and will be pre-populated by the system." A left-hand sidebar contains a menu with items: "Campaign Reporting Home", "Public Disclosure", "Helpful Hints", "Contact Us", "Oklahoma Ethics Commission", "State of Oklahoma Web Site", and "Logout". The footer contains copyright information: "© Copyright 2005 State of Oklahoma" and links for "Help Desk", "Policies", "About Oklahoma's Web Portal", and "Feedback".

c.

The screenshot shows the Oklahoma Ethics Commission Campaign Reporting System interface, specifically the "Vendor Info" page. The top navigation bar includes the Oklahoma logo and the text "Oklahoma Ethics Commission". Below this, a breadcrumb trail reads "Main Menu / C-TR / Expenditure Menu / Schedule E / Vendor Name / Vendor Info". The main content area features a form with four fields: "\* Street Address:" with "1 Main Street", "\* City:" with "Oklahoma City", "\* State:" with a dropdown menu showing "OK - Oklahoma", and "\* Zip:" with "73118". Below the fields are two buttons: "Back" and "Continue". An arrow points from a text box to the "Continue" button. The text box contains the following instruction: "Enter vendor address information and hit continue." A left-hand sidebar contains a menu with items: "Campaign Reporting Home", "Public Disclosure", "Helpful Hints", "Contact Us", "Oklahoma Ethics Commission", "State of Oklahoma Web Site", and "Logout". The footer contains copyright information: "© Copyright 2005 State of Oklahoma" and links for "Help Desk", "Policies", "About Oklahoma's Web Portal", and "Feedback".



d.

**Expenditure Detail**

\* Date of Expenditure: 10 / 3 / 2005 (mm/dd/yyyy)

\* Amount: \$ 100.00

\* Description: paint and other supplies

\* Purpose: advertising posters

Enter expenditure detail and select submit transaction.

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e.

Schedule E for the reporting period Oct 01, 2005 to Dec 31, 2005.

Transactions itemized as "Loan - Payment" are pulled from the Schedule J. If you need to edit or delete these transactions, please [visit Schedule J](#).

To enter a transaction on another schedule, hit the back button.

The transaction was added successfully.

[Add an expenditure](#)

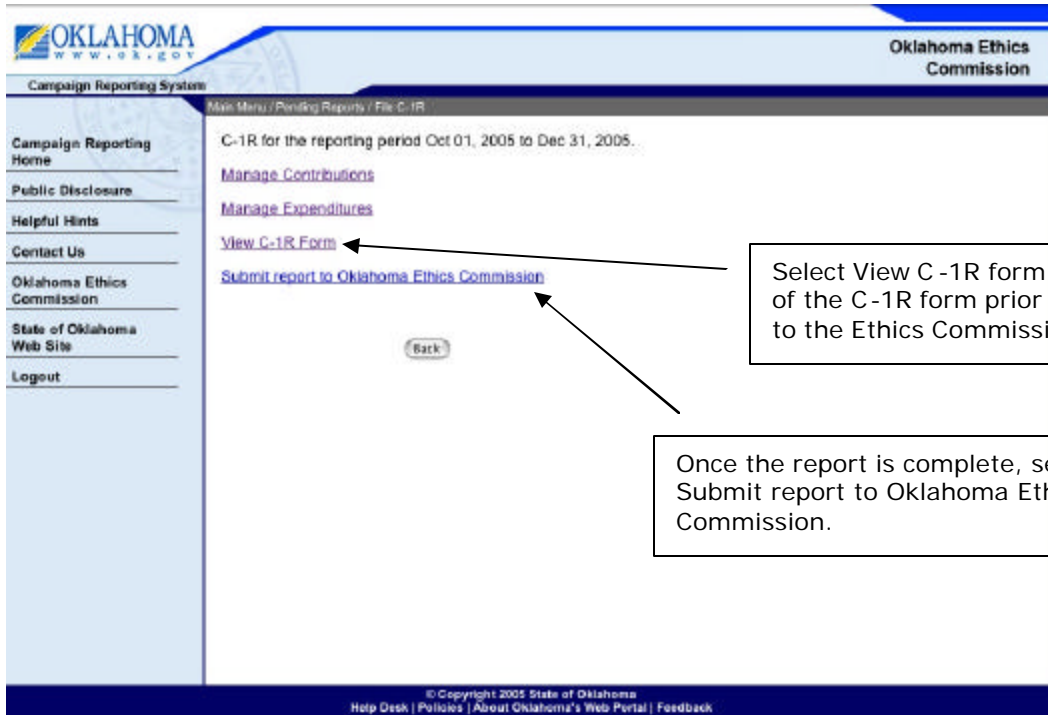
Date	Description and Purpose	Vendor	Amount	Action
Oct 03, 2005	paint and other supplies - advertising posters	Sam's Subs	100.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Use Vendor</a>
Oct 01, 2005	description - purpose	Test	1.00	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Use Vendor</a>

[Add an expenditure](#)

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**Step 11:**

From the C-1R menu, you can view the C-1R form before submitting it to the Ethics Commission.



**Step 12:**

Below is an example of the View C-1R form from the C-1R main menu.

The screenshot displays the 'View C-1R' form for 'DAMIEN PANNA'. The form is titled 'CAMPAIGN CONTRIBUTIONS AND EXPENDITURES REPORT' and is Form C-1-R, Rev. 6/04. It includes fields for Committee Name, Address, City/State/ZIP, and Candidate Name. The report covers the period from Oct 01, 2005 to Dec 31, 2005. A summary table shows total receipts of \$4,271.00 and total expenditures of \$101.00. The form is signed by Michelle T Collins on 1/1/06. A 'Printer Friendly' button is visible at the bottom.


6. CARRY FORWARD amount from line 25 of previous report or transferred from previous campaign.	a. Total for the reporting period	b. Total campaign-to-date
	\$ 1,000.00	
6. CONTRIBUTIONS ACCEPTED FROM PERSONS OTHER THAN COMMITTEES (see attached schedule A)	1,145.00	1,145.00
7. CONTRIBUTIONS ACCEPTED FROM COMMITTEES (see attached schedule A1)	126.00	126.00
8. LOANS, promissory notes or security agreements received (see attached schedule B)	3,000.00	3,000.00
9. OTHER RECEIPTS -- refunds, rebates, interest, sale of assets, etc. (see attached schedule D)	.00	.00
10. TOTAL MONETARY RECEIPTS (total line 6, 7, 8, and 9)	4,271.00	4,271.00
11. IN-KIND CONTRIBUTIONS (see attached schedule C)	.00	.00
12. FUNDS received from a corporation, labor organization or other person by the political action committee for establishment and solicitation costs (only applicable to non-candidate committees)	.00	.00
13. AGGREGATE TOTAL RECEIPTS (total lines 10, 11, 12 and 12a)	4,271.00	4,271.00
14. OFF EXPENDITURES MADE (see attached schedule E)	101.00	101.00
15. INDEPENDENT EXPENDITURES (see attached schedule F -- candidate committees prohibited from making)	.00	.00
16. INSTANT TRANSFERS (contributions) to other committees (see attached schedule G)	.00	.00
17. AGGREGATE TOTAL MONETARY EXPENDITURES (add lines 14, 15, and 16)	101.00	101.00
18. IN-KIND TRANSFERS (see attached schedule H)	.00	.00
19. EXPENDITURES INCURRED owed but not yet paid (see attached schedule I)	.00	.00
20. BALANCE ON LOANS OWED BY committee (see attached schedule J)	3,000.00	3,000.00
CASH SUMMARY:		
21. FUNDS AVAILABLE (equal amount from line 5)	1,000.00	1,000.00
22. MONETARY RECEIPTS (equal line 10, column a)	4,271.00	4,271.00
23. TOTAL MONETARY RECEIPTS (add line 21 and line 22)	5,271.00	5,271.00
24. DISBURSEMENTS (equal amount on line 17, column b)	101.00	101.00
25. FUNDS REMAINING (equal line 23 from line 24)	5,170.00	5,170.00

Click specific schedules to access transaction details.

To print the form, select the printer-friendly version.

**Step 13:**

Below is an example of the Submit Report to the Oklahoma Ethics Commission option. You are able to review C-1R line item totals before the report is submitted.


Oklaoma Ethics Commission

Campaign Reporting System

Home

Public Disclosure

Helpful Hints

Contact Us

Oklaoma Ethics Commission

State of Oklaoma Web Site

Logout

Home / Pending Reports / Submit C-1R

This action will submit the C-1R for the reporting period Oct 01, 2005 to Dec 31, 2005.  
Please confirm that all of your totals are accurate prior to submitting the C-1R.  
To view and print the report and the schedules as they will appear in the public disclosure [click here](#).

Carry Forward 1,000.00

	Total for this reporting period	Total Campaign-to-date
Contributions accepted from persons other than committees (Schedule A)	1,145.00	1,145.00
Contributions accepted from committees (Schedule A1)	126.00	126.00
Loans, promissory notes or security agreements received (Schedule B)	3,000.00	3,000.00
Other receipts (refunds, rebates, interest, sale of assets, etc) (Schedule C)	.00	.00
Total monetary receipts (Schedule A + Schedule A1 + Schedule B + Schedule C)	4,271.00	4,271.00
In-kind contributions (Schedule D)	.00	.00
Written agreements (Schedule D1)	.00	.00
Aggregate total receipts (Total Monetary Receipts + Schedule D + Schedule D1)	4,271.00	4,271.00
Expenditures Made (Schedule E)	101.00	101.00
Monetary Transfers (Schedule G)	.00	.00
Aggregate total monetary expenditures (Schedule E + Schedule F + Schedule G)	101.00	101.00
In-kind Transfers (Schedule H)	.00	.00
Expenditure Incurred (Schedule I)	.00	.00
Balance on loans owed by committee (Schedule J)	3,000.00	3,000.00
Funds Available	1,000.00	1,000.00
Monetary Receipts	4,271.00	4,271.00
Total Monetary Receipts	5,271.00	5,271.00
Disbursements	101.00	101.00
Funds Remaining	5,170.00	5,170.00

**Step 14:**

The system indicates that the C-1R has been submitted to the Ethics Commission.

The screenshot shows the Oklahoma Ethics Commission website. The header includes the Oklahoma logo and 'Oklahoma Ethics Commission'. The main content area displays a confirmation message: 'C-1R for the reporting period Jan 01, 2006 to Mar 31, 2006 has been submitted. You have successfully filed your C-1R to the Oklahoma Ethics Commission. Click here to print a copy of the C-1R submitted. You may also view and print this form and any submitted forms in the future through the Main Menu. The Candidate, or the treasurer for a judicial candidate, must file a written verification form (C-VR) within 5 business days of filing this report.' A 'Main Menu' button is visible below the message. The left sidebar contains navigation links like 'Campaign Reporting Home', 'Public Disclosure', and 'Logout'. The footer contains copyright information for 2005 and links for 'Help Desk', 'Policies', and 'Feedback'.

**Step 14:**

You are required to submit a written verification form (C-VR) to the Ethics Commission within 5 business days of filing the C -1R report.

**Form C-VR**

74 o.s.Supp. 2005, Ch. 62, App.

**VERIFICATION of C-1R, C-3R, or C-4R**

State of Oklahoma )  
                          ) SS.  
                          ) County )

\_\_\_\_\_, of lawful age, being first duly sworn, states candidate's name [print or type]

that he/she is the candidate above named, that he/she has read the contents of the [check one]:

- campaign contributions and expenditures report [Form C-1R]
- statement of inactivity [Form C-3R] or
- last minute contributions/receipts report [Form C-4R]

filed by his/her candidate committee on \_\_\_\_\_, 20\_\_\_\_, for the period from

\_\_\_\_\_ through \_\_\_\_\_, and knows the contents thereof, and that the facts

therein set forth are true and correct. The Year of the General or Special General Election Report for

which the report or statement is being filed is \_\_\_\_\_.

\_\_\_\_\_  
Candidate's Signature

OR

\_\_\_\_\_  
Name of Committee for Judicial Candidate      Signature of the Treasurer of Committee for a Judicial Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

DELIVER OF FAX WITHIN FIVE BUSINESS DAYS OF FILING REPORT TO: Ethics Commission B-5 State Capitol Oklahoma City, OK 73105 (405) 521-3451 Fax (405) 521-4905

\_\_\_\_\_  
Notary Republic (Seal)

My commission expires \_\_\_\_\_