

## E-Filing of campaign finance reports is here!

Beginning on January 1<sup>st</sup>, 2021, campaign committees, PACs, and county parties who file campaign finance reports with the Butler County Board of Elections will be able to file their reports electronically. The use of electronic filing is entirely voluntary.

However, we are strongly recommending committees adopt it as we believe you will find it more efficient and easier to complete and file the reports and avoid math errors. You won't need to mail your reports or make a trip to the Board of Elections to get your reports filed anymore if you use this new system. You will be able to file your reports from anywhere and with less risk of errors.

To set up e-filing, you must first set up a user account by visiting the [Ohio Secretary of State's BOE e-filing portal website](#). Once that is completed, you then must electronically file a new Designation of Treasurer for every committee you wish to have the ability to electronically file reports. Note that both the treasurer and deputy treasurer will be required to create a user account to complete the process.

Because the BOE e-filing system is a different system, you will still need to create a user account even if you already have one to electronically file campaign finance reports with the Ohio Secretary of State. Submitting copies of canceled checks, receipts, or bank statements simply requires you to scan them into a .pdf file format and attaching it to your e-filed report. You will get an automated email documenting your electronic filing which will serve as your receipt.

The [Secretary of State's public disclosure website](#) will make committee data searchable online for six years, but all committee filed data will be maintained in BOe-file and accessible for the foreseeable future.

For more information, please consult the [BOe-file Learning Center](#) or contact the Candidate & Ballot Services Department by calling (513) 887-3700, option 3.