

Electronic Filing of Personal Financial Affairs Statement

Public officials and candidates may file their annual Personal Financial Affairs Statement electronically over the Internet. The F-1 electronic filing process provides an easy way for elected officials, state appointed officials, and candidates to comply with state reporting requirements.

Officials may use agency computers and staff to file annual F-1 reports (since filing is a requirement of holding public office).

Minimum system requirements for Macintosh & Windows compatible PC's			
	<u>Adobe Acrobat</u>	<u>Internet Explorer</u>	<u>Netscape</u>
Windows PC	5.0x or higher	5.0x or higher	4.7x or higher
Macintosh	5.0x or higher	5.5x or higher	4.7x or higher
Macintosh OS X	7.0 or higher		

How to File Electronically

To electronically file, go to the PDC web page at www.pdc.wa.gov and perform the following steps:

- Click *Filer Resources* tab
- Click *Electronic Filing* button
- Select *Personal Financial Affairs Statement*
- Click *create a user account*
- Follow the prompts

Creating an account is a one-time requirement. Returning users will log in the application with the e-mail address that was used when the account was created and their password.

First time electronic filers **MUST** initially complete a full F-1 report and F-1 Supplement, if necessary. In subsequent years, the electronic report will automatically fill in the information previously submitted and changes to the report can be made on-line for purposes of submitting that year's report.

Filer Help:

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Electronic Filing

Candidates & Political Committees



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"It is the intent of the legislature to ensure that the commission provide the general public timely access to all contribution and expenditure reports submitted by candidates, continuing political committees, bona fide political parties, lobbyists, and lobbyists' employers."

RCW 42.17.460

The Law

All candidates and political committees, including ballot measure committees, who expended \$10,000 or more last year, or expect to spend \$10,000 in the current year, are required to submit campaign finance reports electronically.

The Commission may make exceptions on a case-by-case basis for candidates whose authorized committees lack the technological ability to file reports electronically.

Online Reporting of Campaign Activity (ORCA) Software

The Commission has developed free campaign finance reporting software for use in filing Washington State disclosure reports electronically. The ORCA program is NOT campaign management software; it is designed specifically to meet the reporting requirements under RCW 42.17.

The ORCA software will compile the following reports:

PUBLIC DISCLOSURE REPORTS	
C-1	Registration Statement for Candidates
C-1pc	Registration Statement for Political Committees
C-3	Monetary Contributions (Deposits)
Attachment Au	Auction Report
C-4	Summary of Total Contributions and Expenditures
Schedule A	Cash Receipts and Expenditures
Schedule B	In-Kind Contributions, Pledges, Orders, Debts, Obligations
Schedule C	Corrections
Schedule L	Loans

Each report is automatically produced by the ORCA software and can be electronically filed over the Internet and/or printed for hardcopy filing. The C-1 and C-1pc may not be filed electronically – the registrations require an original signature for processing.

If your campaign or political committee is currently using campaign finance software other than ORCA software, the Commission's Information Technology staff can send you a vendor kit that, with some advanced programming, may enable your campaign to file electronically using your current software.

ORCA Hardware and Operating System Requirements

The system requirements for the ORCA software are outlined below. This software is for candidates and political committees filing Campaign Reports ("C" Series).

The minimum requirements to run ORCA are: Windows 2000; Pentium 1 Ghz, 256MB of RAM; 500MB free hard drive space; Java Runtime Environment 1.5 update 10, and an Internet connection.

NOTE: In order for the software to produce accurate reports, all of the campaign's receipts and expenditures must be entered. This means that if you initially file paper reports and then switch to electronic filing mid-campaign, you will enter the transactions that have already been reported.

Downloading and Installing ORCA

Install the software from www.pdc.wa.gov/filers/orca. Simply click "download ORCA" and follow the prompts. You should have an icon titled **ORCA** on your Desktop after downloading. If an icon is not on your desktop, you can find the ORCA program by clicking "Start" and "All Programs."

ORCA was developed by PDC staff and released in January 2006. The software is continually being enhanced and updated to keep up with changing campaign finance disclosure laws. After the initial download, users should

regularly click "ORCA Web Update" to ensure that they are using the latest version of the software.

You can enter campaign transactions after installing the ORCA software. You will not be able to transmit reports without a filer ID issued by Public Disclosure Commission staff. Obtain a filer ID by submitting the appropriate signatures and passwords to the Public Disclosure Commission. The process is explained in more detail in the next section. After you submit passwords and necessary signature(s), you will be given a Filer ID that enables you to transmit reports.

Electronic Filing Registration

It is necessary to register and acquire a PDC-issued filer identification before filing electronically. Follow these simple steps:

GO TO: www.pdc.wa.gov/filers/orca
 CLICK ON: Registration & Filing Instructions
 CLICK ON: Candidate or Political Committee
 Follow the Instructions

At this point you will need to complete and mail the signature authorization letter and the electronic filing password form found as part of the instructions. Faxes are not accepted because we need to have an original signature on file.

Public Disclosure Commission
 711 Capitol Way Room 206
 PO Box 40908
 Olympia, WA 98504-0908

We will e-mail your campaign or committee a filer ID after we receive your signature authorization. Once you receive the filer ID, you can file campaign finance reports electronically.

NOTE: You must have a current C-1 Candidate Registration Statement or a C-1pc Committee Registration Statement on file with the Commission prior to receiving a Filer ID.