

On-Line Reporting of Campaign Activity (ORCA)

(3 hours)

This hands-on course will help you understand the benefits of electronically filing contribution and expenditure reports and how to use the Public Disclosure Commission's e-filing software, ORCA. You will practice setting up a campaign for electronic filing, entering different kinds of contributions and expenditures, entering fundraisers, filing reports, and correcting mistakes.

Course Objectives: Upon completion of this course you should be able to:

- install the ORCA software
- create a data set
- enter campaign transactions
- generate contribution & expenditure reports
- electronically file reports
- back-up and restore campaign data
- correct data and amend reports
- import and export campaign contacts

Anyone who has registered a campaign or political committee in Washington State may e-file reports. Electronic filing is required if:

- a candidate expects to spend \$10,000 on the campaign or ran for the same office before and spent \$10,000 on the prior campaign,
- a ballot measure committee or other type of single-election year committee expects to spend \$10,000 on the campaign or spent \$10,000 on an earlier campaign, or
- a continuing committee expects to spend \$10,000 this year or spent \$10,000 last year.