

SOP: Submitting a PA Campaign Finance Report On-Line

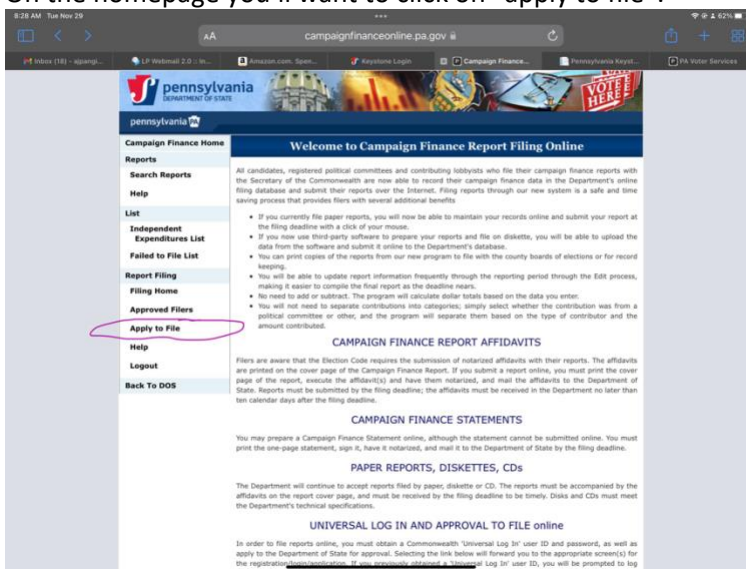
DRAFT 07 December 2022

Know these things:

- Candidates and Campaign Committees both need to submit finance reports. Even if you don't spend \$250 or more, there are still documents that must be submitted to the state in compliance with the reporting deadlines.

Overview of Steps in this Process:

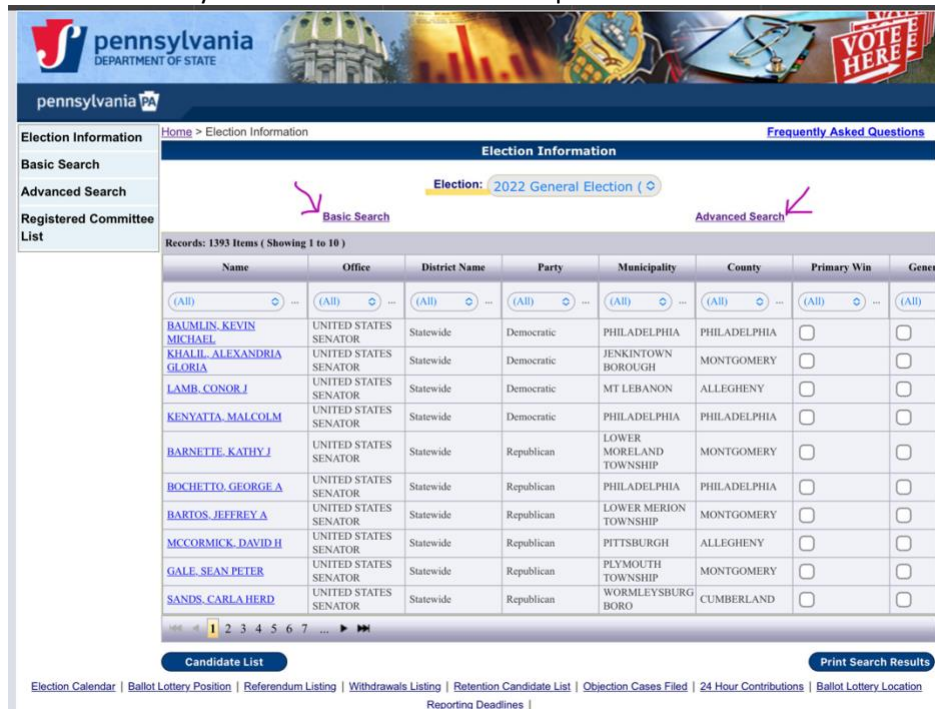
- 1) Establish your Keystone Login
 - 2) Apply to File for your campaign in the Campaign Finance Online portal
 - 3) Create a campaign finance report
 - 4) Submit a campaign finance report
- 1) Establish your Keystone Login
 - a. <https://keystonelogin.pa.gov/>
 - b. This is the system that manages login profiles for on-line systems such as the campaign finance reporting.
 - 2) Apply to File for your campaign in the Campaign Finance Online portal
 - a. Login using the username and password set up at the Keystone Login site
 - b. <https://www.campaignfinanceonline.pa.gov/Pages/Login.aspx>
 - c. You must complete this step whether you're filing on behalf of a campaign finance committee or if you are a candidate filing a report on behalf of yourself
 - d. STEPS TO FOLLOW:
 - i. On the homepage you'll want to click on "apply to file".



- ii. You'll be asked to provide the "Filer ID" of the entity on behalf of which you wish to submit finance reports



- iii. You probably have the Filer ID somewhere in documents verifying receipt of candidate or committee filings; but it's easily obtained from this site <https://www.pavoterservices.pa.gov/ElectionInfo/electioninfo.aspx> Navigate to the Election Information site, make sure you've selected the applicable election, and use Basic or Advanced search options to locate the profile (candidate and/or committee) on behalf of which you want to submit finance reports.



Here's a peak at the options in the advanced search window:

Here's a

[Home](#) > [Election Information](#) > [Basic Search](#) [Frequently Asked Questions](#)

Candidate and Campaign Finance Committee Advanced Search

Name or ID Treasurer
 Office Chairperson
 District Supported Candidate
 Party Election

[Basic Search](#)

When you locate the entity you're looking for in your search results, just click on the name

[Home](#) > [Election Information](#) > [Basic Search](#) [Frequently Asked Questions](#)

Candidate and Campaign Finance Committee Basic Search

Name or ID [Advanced Search](#)

Candidate Search Results

Records: 6 Items (Showing 1 to 6)

Name	Status	Office	District	Party	Election
DANOWSKI, TORREN P.	Approved	REPRESENTATIVE IN THE GENERAL ASSEMBLY	194th Legislative District	Libertarian	2022 General Election
ECKER, TORREN C.	Approved	REPRESENTATIVE IN THE GENERAL ASSEMBLY	193rd Legislative District	Republican	2018 General Election
ECKER, TORREN C.	Approved	REPRESENTATIVE IN THE GENERAL ASSEMBLY	193rd Legislative District	Republican	2022 General Election
ECKER, TORREN C.	Approved	REPRESENTATIVE IN THE GENERAL ASSEMBLY	193rd Legislative District	Republican	2020 Presidential Election
GAGLIARDO, JR., VINCENT D.	Approved	REPRESENTATIVE IN THE GENERAL ASSEMBLY	127th Legislative District	Republican	2022 General Election
KUNSELMAN, DEBORAH ANNE	Terminated	JUDGE OF THE SUPERIOR COURT	Statewide	Democratic	2017 Municipal Election

“filer ID” that you’re looking for is called the Candidate ID:

[Home](#) > [Election Information](#) > [Candidate Information](#) [Frequently Asked](#)

Candidate Information - DANOWSKI, TORREN P

Office Sought: REPRESENTATIVE IN THE GENERAL ASSEMBLY District: 194th Legislative District
 Election Year: 2022 Party: Libertarian
Candidate ID: 2022C1593 Candidate-Status: Approved

Certificate/Commission-Status:

[Details](#) [Petitions](#) [Objections](#) [Committees](#) [CF Reports](#) [24 hr - CF Reports](#) [Results](#)

Approved Date: 07/28/2022	Termination Date:
Candidate Type: Paper	Running Mate Information:
Substituting for:	Substituting by:
Ballot Lottery #: 0	Primary Ballot Position: 0
Ballot Lottery Proxy Name:	Delegate Status:
Cross Filed: No	County: PHILADELPHIA
Mailing Address: -	Municipality: PHILADELPHIA
Email:	Phone: 2159011178
Gender: Male	DOB:
Withdrawal Reason:	Withdrawal Date:

Committee ID:

Or the

[Home](#) > [Election Information](#) > Committee Information [Frequently Asked Questions](#)
Committee Information - WINGFIELD, CHARLES GRASSROOT COM TO ELECT
 Committee ID: 8800069 Address: 4946 ASPEN STREET
 Committee Type: CPC
 Committee Status: Terminated City, State, Zip: PHILADELPHIA PA 191390000
 Registration Date: Termination Date: 12/31/1992 Phone: Fax:
[Supported Candidates](#) [Contributions Made](#) [CF Reports](#) [24 hr - CF Reports](#) [Contacts](#)
 No Records Exist

When you go back to the Report Filer Registration screen on the Campaign Finance page, enter the Filer ID# (Candidate or Committee ID from the Election Information page) and click Search, you should see the name associated with that ID populate, if it's correct then you click on "Apply to File"

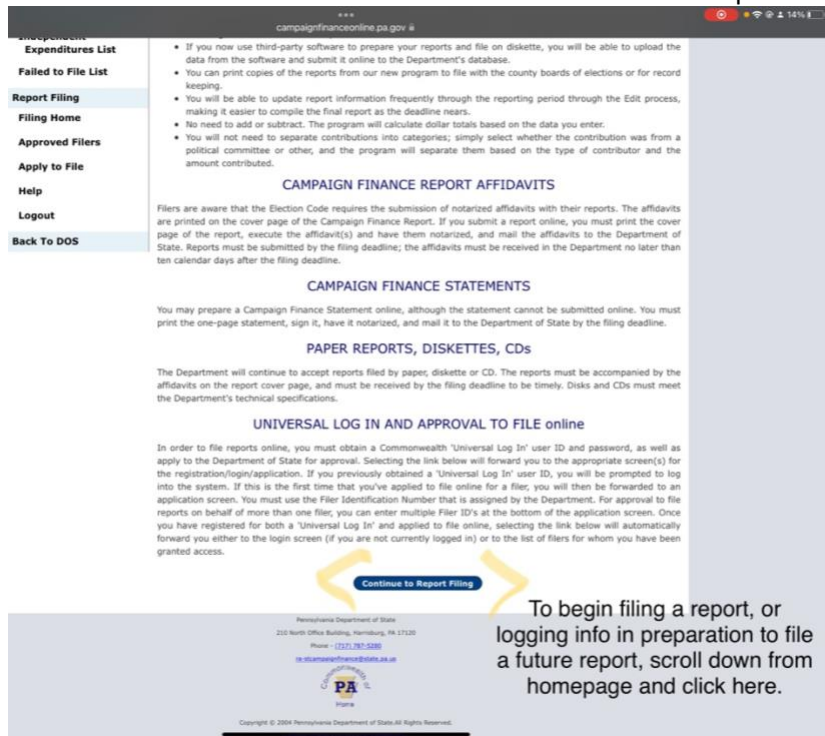
Report Filing Registration
 Political committees, candidates authorized committees, and contributing lobbyists must register with the BCEL prior receiving or spending funds to influence the outcome of an election of certain PA Candidates or statewide ballot questions. The Bureau assigns a seven digit Filer ID to committees and contributing Lobbyists, while a nine digit Filer ID is assigned to Candidates. Candidate Filer IDs change with each nomination petition/paper.
Registered Filers and Filing Information
 You are registered with the following Filer IDs, and Filer Names. To add another Filer ID, enter Filer ID, Filer Name and Filer Type, then click Add. All reports associated to your Filer ID displays in the grid. From the grid, select the Filer and Filer Name to list all reports associated to the Filer ID. You are not permitted to submit a report online if you do not enter a valid Filer ID number. If you have questions about your Filer ID number, please contact the bureau at stcampaignfinance@state.pa.us.
 * Pangia, Autumn
 Filer Address:
 Contact: Email: apforpahouse@gmail.com Phone:
Add Filer(s)
 Fields marked with an asterisk (*) are required. All other fields are optional.
 Filer ID: * 2022C1593 Search
 Filer Name: DANOWSKI, TORREN P
 Filer Type: Candidate
 Apply to File Clear

You should then see a screen like this verifying that your request to file has been submitted

Danowski, Torren
 Filer Address:
 Contact: Email: tpdanowski@gmail.com Phone:
Add Filer(s)
 Fields marked with an asterisk (*) are required. All other fields are optional.
 Filer ID: * Search
 Filer Name:
 Filer Type:
 Clear
Your application to file has been submitted.

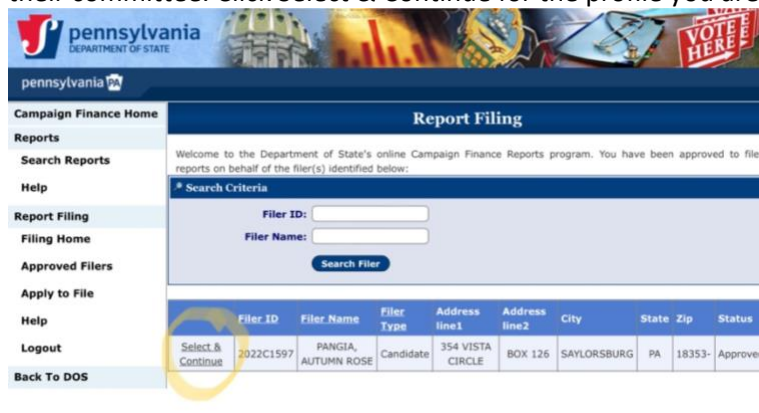
Filer ID	Name	Type
2022C1593	DANOWSKI, TORREN P	Candidate

- iv. You will receive automated e-mails from PA campaign finance verifying that the request was received and that the request was approved.
- 3) Create a campaign finance report:
- a. It's advisable that you create a draft report of your first report early. You can save the draft without submitting, it is relatively easy to add expenses and donations as they arise and advisable not to leave everything until the last minute when you may experience unanticipated technical difficulties.
 - b. The website will time out and you will lose your information if you haven't saved the report, so be sure to save periodically (see step xii).
 - c. STEPS TO FOLLOW:
 - i. Login on the Campaign Finance Reporting site
<https://www.campaignfinanceonline.pa.gov/Pages/Login.aspx>
 - ii. Scroll down on the home screen and click on "Continue to Report Filing"



To begin filing a report, or logging info in preparation to file a future report, scroll down from homepage and click here.

- iii. The next screen will show you all of the ID's this login profile is authorized to file reports for, you may have more than one if you are filing on behalf of both the candidate and their committee. Click Select & Continue for the profile you are creating a report for.



- iv. Select the applicable report type; your first report will most likely be DSEB-502 if you've received or spent more than \$250, or DSEB-503 if receipts and expenditures didn't

Campaign Finance Home

Campaign Finance Report Filing

Filer ID: 2022C1597 **Filer Type:** Candidate

Filer Name: PANGIA, AUTUMN ROSE

Filer Address: 354 VISTA CIRCLE BOX 126

City: SAYLORSBURG **State:** PA **Zip:** 18353-

Report Filing

Create a New Campaign Finance Report (DSEB-502)

- File if receipts or expenditures during the reporting period exceeded \$250.00
- Print the cover page of completed report
- Execute the required affidavit(s)
- Mail the notarized Campaign Finance Report cover page/affidavit(s) to the Bureau of Commissions, Elections and Legislation

Create a New Campaign Finance Statement (DSEB-503)

- File in lieu of full report if the receipts and expenditures during the reporting period did not exceed \$250.00
- Print the Statement and execute the required affidavit(s)
- Mail the notarized Statement to the Bureau of Commissions, Elections and Legislation

Import a Report from Third-Party Vendor Software

- Browse for your .txt files, upload them and submit your report online.
NOTE: you cannot edit your report after it has been uploaded. You must edit within the third-party vendor software program
- Print the cover page of the completed report
- Execute the required affidavit(s)
- Mail the notarized cover page/affidavit(s) to the Bureau of Commissions, Elections and Legislation

Create a New 24 Hour Report

- File if contributions of \$500 or more are received after the final pre-primary or pre-election reports are complete
- Must be filed within twenty-four (24) hours of receipt of the contribution
- Contributions must be reported through and including the day of the primary/election

Amend, Edit, Print, Submit a Prior Report

- Amend or correct a prior report
- Submit a new, amended report to bureau
- Print the cover page of the amended report
- Execute the required affidavit(s)
- Mail the notarized cover page/affidavit(s) to the Bureau of Commissions, Elections and Legislation

exceed \$250

- v. This first screen is very important, be sure you've selected the correct parameters in all of the highlighted sections. The Report Date From should be no later than your oldest reportable donation or expense. The Unitemized Contributions are where you add a tally of any donations worth \$50 or less which you are not including on the report as a separate contribution with donor details. So keep in mind that donations of \$50 or less either get added here, or can be included in the report with full details if you wish, not

Filer Information and Report Cover Page

You can create Campaign Finance Reports online and edit them through out the reporting period. You may then submit reports online to the Department of State prior to the filing deadline. All supporting Schedules and subsequent Parts are considered filed on the date they are electronically received by the department. Filers are aware that the Election Code requires the submission of notarized affidavits with their reports. The affidavits are printed on the cover page of the Campaign Finance Report. If you submit a report online, you must print the cover page of the report, execute the affidavit(s) and have them notarized, and mail the affidavits to the Department of State. Reports must be submitted by the filing deadline; the affidavits must be received in the Department no later than ten calendar days after the filing deadline.

The cover page must be mailed or delivered in person to:
 Department of State, Bureau of Elections, 210 North Office Building, Harrisburg, PA 17120-0029

PANGIA, AUTUMN ROSE		Person Entering Report	
Filer ID:	2022C1597	*Name:	Autumn Pangia
Filer Address:	354 VISTA CIRCLE BOX 126 SAYLORSBURG ,PA ,18353-	*E-mail:	APforPAHouse@gmail.com
		*Phone No:	670-555-2770

Fields marked with an asterisk (*) are required. All other fields are optional.

*Election:	2022 General Election (11/08/2022)	*Cycle:	2nd Friday Pre-Election
Terminated:	No	Amended:	No
Office Sought:	REPRESENTATIVE IN THE GENERAL AS	Election Date:	11/8/2022
Report Date From:	6/1/2022	Report Date through:	6/2/2022
District:	176th Legislative District	Party:	Libertarian
County:	MONROE		
*A. Amount Brought Forward From Last Report			0.00
Unitemized Contributions \$50.00 and under			0.00
Unitemized In-Kind \$50.00 and under			0.00

Show Summary

both.

Click on "Show Summary" to advance to the next screen and enter more expenditures and receipts.

**Note that the "Cycle" report automatically selected, may not be correct, don't assume and examine all the details on this page before proceeding.

- vi. You can just click Save Report now if you want to come back and add details later. Click Enter Data to add expenditure and contribution details.

Fields marked with an asterisk (*) are required. All other fields are optional.

*Election: 2022 General Election (11/08/2022) *Cycle: 2nd Friday Pre-Election

Terminated: No Amended: No

Office Sought: REPRESENTATIVE IN THE GENERAL AS Election Date: 11/8/2022

Report Date From: 6/1/2022 Report Date through: 10/24/2022

District: 178th Legislative District Party: Libertarian

County: MCHURGE

*A. Amount Brought Forward From Last Report: 0.00

Unitemized Contributions \$50.00 and under: 0.00

Unitemized In-Kind \$50.00 and under: 0.00

The following values are calculated based upon the data entry.

B. Total Monetary Contributions and Receipts (From Schedule I): 0.00

C. Total Funds Available (Sum of Line A and B): 0.00

D. Total Expenditures (From Schedule III): 0.00

E. End Cash Balance (Subtract Line D from Line C): 0.00

F. Value of In-Kind Contributions Received (From Schedule II): 0.00

G. Unpaid Debts and Obligations (From Schedule IV): 0.00

Buttons: Preview Report, Print Cover Sheet, Save Report, Submit Report, Enter Data

- vii. The first think you need to do is identify the type of data you are entering from this drop-down menu:

Data Entry [Filer : 2022C1597 / Report: 6/1/2022 - 10/24/2022]

PANGIA, AUTUMN ROSE

Summary of Current Totals			
Total Monetary Contributions and Receipts	0.00	Total Expenditures	0.00
Total Value of In-Kind Contributions Received	0.00	Total Unpaid Debts and Obligations	0.00
Un-Itemized In-Kind Contributions received (\$50 or less)	0.00	In-Kind Contributions received (\$50.01 To \$250)	0.00
In-Kind Contributions received (Over \$250)	0.00	Total In-Kind Contributions received this period	0.00
Un-Itemized Contributions and Receipts (\$50 or less)	0.00	Other Receipts	0.00
Contributions received from Political Committees (\$50.01 To \$250)	0.00	Contributions received from Political Committees (Over \$250)	0.00
All Other Contributions (\$50.01 To \$250)	0.00	All Other Contributions (Over \$250)	0.00

Fields marked with an asterisk (*) are required. All other fields are optional.

Select a section from the drop-down below to begin data entry.

Buttons: Go to Summary, Copy From 24 Hr Rpt

Drop-down menu items are:

1. Part A/C – Contributions Received from Political Committees
2. Part B/D – Other Contributions
3. Part E – Other Receipts
4. Part F/G – In-Kind Contributions Received
5. Expenditures

6. Unpaid Debts

- viii. This example demonstrates adding two expenditures for the same "To Whom Paid" entity; the principles apply generally the same for all data entry category items. Enter all required details and click Save:

The screenshot shows the 'Reports' page for 'PANGIA, AUTUMN ROSE'. It includes a navigation menu on the left and a 'Summary of Current Totals' table. Below the summary is a form for entering an expenditure. The 'To Whom Paid' section is filled with 'Dollar General' information. The 'Amount Paid' section shows a date of 10/28/20 and an amount of \$12.34. A table below lists the entered expenditure.

Summary of Current Totals			
Total Monetary Contributions and Receipts	0.00	Total Expenditures	12.34
Total Value of In-Kind Contributions Received	0.00	Total Unpaid Debts and Obligations	0.00
Un-Itemized Contributions and Receipts (\$50 or less)	0.00	Other Receipts	0.00
Contributions received from Political Committees (\$50.01 To \$250)	0.00	Contributions received from Political Committees (Over \$250)	0.00
All Other Contributions (\$50.01 To \$250)	0.00	All Other Contributions (Over \$250)	0.00

Fields marked with an asterisk (*) are required. All other fields are optional.

Select a section from the drop-down below to begin data entry.

Expenditures Go to Summary

To Whom Paid

*Full Name: Dollar General
 *Mailing Address: 123 Pretend St
 *City: Saylorsburg
 *State: PA *Zip: 18353

Amount Paid

*Date: 10/28/20 *Amount: \$12.34
 *Description:
 Save Clear

Date	Amount
10/03/2022	\$12.34

Delete	Full Name	Address	City	State	Zip
Select/Edit	Dollar General	123 Pretend St	Saylorsburg	PA	18353

This is what it will look like when you enter & save your first Expenditure:

Then

add the date/amount/description of another expenditure made to that same entity:

The screenshot shows the same expenditure entry form, but now with two entries in the table. The second entry has a date of 09/09/2022 and an amount of \$15.99.

Date	Amount
10/03/2022	\$12.34
09/09/2022	\$15.99

Delete	Full Name	Address	City	State	Zip
Select/Edit	Dollar General	123 Pretend St	Saylorsburg	PA	18353

1. Populate the required fields in the To Whom Paid area with the recipient's information (for example: Name, Address, City, State, and Zip).

This is what it looks like when you enter a second expenditure for the same "to whom paid"

To enter for another "to whom paid," you MUST Click CLEAR

- ix. You must click "CLEAR" if you wish to enter expenditures or contributions from a new entity. If you simply change the entity info and click save, you will be changing the entity info for all of the listed expenditures.

The screenshot shows the expenditure entry form with two different entities. The first entry is for 'Dollar General' and the second is for 'USPS'.

Date	Amount
10/05/2022	\$6.99

Delete	Full Name	Address	City	State	Zip
Select/Edit	Dollar General	123 Pretend St	Saylorsburg	PA	18353
Select/Edit	USPS	123 Broad St	Stroudsburg	PA	18353

This is what the screen will look like after you've added expenditures for 2 different "To Whom Paid" entities. Always remember to click "CLEAR" when you want to enter a new "to whom paid"

- x. Once you've created a profile for an entity, you'll only need to select them from the list to add more expenditures or receipts associated with the entity:

Add another expenditure for a previously entered "To Whom Paid" entity any time just by clicking on "Select/Edit" next to that entity. Now you just need to enter date, amount, and description and click SAVE.

Select a section from the drop-down below to begin data entry.

Expenditures Go to Summary

To Whom Paid		Amount Paid										
* Full Name:	Dollar General	* Date:	10/28/2022									
* Mailing Address:	123 Pretend St	* Amount:										
* City:	Saylorsburg	* Description:										
* State:	PA	<input type="button" value="Save"/> <input type="button" value="Clear"/>										
* Zip:	18353	<table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>10/03/2022</td> <td>\$12.34</td> <td>Select</td> </tr> <tr> <td>09/09/2022</td> <td>\$15.99</td> <td>Select</td> </tr> </tbody> </table>		Date	Amount		10/03/2022	\$12.34	Select	09/09/2022	\$15.99	Select
Date	Amount											
10/03/2022	\$12.34	Select										
09/09/2022	\$15.99	Select										

Select/Edit	Delete	Full Name	Address	City	State	Zip
Select/Edit	<input type="button" value="X"/>	Dollar General	123 Pretend St	Saylorsburg	PA	18353
Select/Edit	<input type="button" value="X"/>	USPS	123 Broad St	Stroudsburg	PA	18353

- xi. As already mentioned, the function is very similar when entering contributions.

Contributions function very similarly with use of the Save & Clear buttons.

If someone's total contributions across all donations exceed \$250, you must include their occupation/ employer info. If the person is retired, just enter "Retired" for all spaces and list their residence city/state/zip.

Select a section from the drop-down below to begin data entry.

Part B/D - Other Contributions Go to Summary

Contributor		Contributions	
* Full Name:		* Date:	10/28/2022
* Mailing Address:		* Amount:	
Out-of-Country <input type="checkbox"/>	* City:	<input type="button" value="Save"/> <input type="button" value="Clear"/>	
* State:	* Zip:		

The following Employer information is required if the total contribution is over \$250.00.

* Occupation:

* Employer:

* Employer Address/ Place of Business:

* Employer City:

* Employer State: * Zip:

1. Populate the required fields in the Contributor area with the contributor's information (for example: Name, Address, City, State, and Zip).
2. Populate the required fields in the Contributions area and click Save.

The advice given here about Retired donors is only based on experience with past submissions which haven't been called out as erroneous.

- xii. When you're done entering data for the session, click on "Go To Summary"

And then click on "Save Report"

Save the report and come back to work on it anytime.

Click "Preview Report" anytime to see what the submission will look like in its current state.

- xiii. This is what your available reports will look like. To add more line items to a "Saved/Incomplete Report" simply click on the "Edit" option

- 4) Submit a campaign finance report
 - a. You no longer need to get your campaign finance report notarized and mailed in separately. As detailed in this memo (<https://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance/Documents/1-22-21-Final-Act%202020-15.pdf>) you can submit the cover page of your finance report electronically.
 - b. You must also send the corresponding version of the unsworn declaration form, for some reason there is no link to where those forms can be found in the state's memo; you will find it here: <https://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance/Pages/Unsworn%20Statements.aspx>

- c. As a matter of quick reference, ra-stcampaignfinance@pa.gov Is the e-mail address where you must send your cover page and unsworn declaration form.
- d. STEPS TO FOLLOW:
 - i. When in the view of Editing the report you want to submit, click “Submit Report”

Unitemized In-Kind \$50.00 and under	0.00
The following values are calculated based upon the data entry.	
B. Total Monetary Contributions and Receipts (From Schedule I)	0.00
C. Total Funds Available (Sum of Line A and B)	0.00
D. Total Expenditures (From Schedule III)	35.32
E. End Cash Balance (Subtract Line D from Line C)	-35.32
F. Value of In-Kind Contributions Received (From Schedule II)	0.00
G. Unpaid Debts and Obligations (From Schedule IV)	0.00

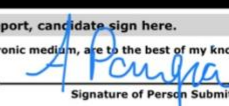
Buttons: Preview Report, Print Cover Sheet, Save Report, **Submit Report**, Enter Data

- ii. Then select “Print Cover Sheet”

Unitemized Contributions \$50.00 and under	195.00
Unitemized In-Kind \$50.00 and under	0.00
The following values are calculated based upon the data entry.	
B. Total Monetary Contributions and Receipts (From Schedule I)	1,505.00
C. Total Funds Available (Sum of Line A and B)	1,505.00
D. Total Expenditures (From Schedule III)	4,420.10
E. End Cash Balance (Subtract Line D from Line C)	-2,915.10
F. Value of In-Kind Contributions Received (From Schedule II)	0.00
G. Unpaid Debts and Obligations (From Schedule IV)	0.00

Buttons: Preview Report, **Print Cover Sheet**

- iii. If you cannot print the cover sheet, you can always choose to save the entire report, the cover sheet is just the first page of the file.
- iv. You don’t have to print and sign and scan the cover sheet, we’ve had success so far with electronically signing the document

AFFIDAVIT SECTION	
PART I - If this is a Committee report, treasurer sign here. If this is a Candidate report, candidate sign here.	
I swear (or affirm) that this report, including the attached schedules filed on paper or by electronic medium, are to the best of my knowledge and belief, true correct and complete.	
Sworn to and subscribed before me this _____ day of _____ 20 _____	
Signature _____	Signature of Person Submitting Report Autumn Pangia
My Commission Expires _____ MO _____ DAY _____ YR _____	Printed Name AJPangia@gmail.com 570-350-2770 Email Area Code Daytime Telephone Number
Part II- If this is a report of a candidate's authorized Committee, Candidate shall sign here.	
I swear (or affirm) that to the best of my knowledge and belief this political committee has not violated any provisions of the act of June 3,1937 (P.L. 1333, No 320) as amended.	
Sworn to and subscribed before me this _____ day of _____ 20 _____	Signature of Candidate _____
Signature _____	Printed Name _____
My Commission Expires _____ MO _____ DAY _____ YR _____	Email _____ Area Code Daytime Telephone Number

12/7/2022 1:41:42 PM

- v. Download the appropriate Unsworn Declaration and sign that also <https://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance/Pages/Unsworn%20Statements.aspx>
- vi. Send an e-mail to ra-stcampaignfinance@pa.gov, attach the signed copies of the submitted Finance Report Cover Sheet and Unsworn Declaration. There is no suggest

subject to use for this e-mail, but it's advised to use the candidate or committee name and the filing period. It is best not to send multiple reports in one e-mail.