



Campaign Finance Online Filing Step-by-Step Guide

May 2020



VotesPA



Election Security



Campaign Finance



Keystone Login



File Business Forms



PA Licensing System
(PALS)



Board Contacts

[Pennsylvania Department of State](#) > [Voting & Elections](#) > [Candidates & Committees](#) > Campaign Finance

Please use the following link to access the Department of State's website:

<https://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance/Pages/default.aspx>

On the DOS website, select the link for Online Reporting and Search.

Please be advised that the Capitol Complex, including the North Office Building and Keystone Building, and state offices at One Penn Center in Harrisburg will be closed to public visitors until further notice. We are unable to accept walk-in customers in our offices, but paperwork addressed to the Department of State can be left in a drop-box outside the Keystone Building at 400 North Street.

For more details, please visit:

- [COVID-19 Related Waived and Suspended Licensing Regulations](#)
- [COVID-19 Related Contact Information and Guidance relating to the](#)

Links

[Waiver Statements](#)

[Webinar Trainings](#)

[2020 Reporting Dates](#)

[Special Election Reporting Dates](#)

[Forms & Reports](#)

[Online Reporting and Search](#)

[Resources](#)





Campaign Finance Reports

- [Search Reports](#)
- [Help](#)
- [Full Campaign Finance Export](#)

Lists

- [Independent Expenditures](#)
- [Failed to File](#)
- [Registered Committees](#)

Report Filing

- [Register/Login to File](#)
- [FAQs](#)

Select *Register/Login to File* on the Department of State's site.

Campaign Finance Home

Reports

Search Reports

Help

List

Independent
Expenditures List

Failed to File List

Report Filing

Register/Login to File

Back To DOS

Enter your Keystone Login credentials

User Name:

Password:

Log In

Enter your
Keystone
Login
Credentials
to log in.

Did you have an account with us prior to June 6, 2019?

*If so, you will need to migrate your previous account information (PA Login) to a new account (Keystone Login), doing so will allow you to access your historical records. If you do not migrate your previous account information to a new account, **your historical records will be LOST.***

For step-by-step instructions on how to migrate a previous account to a new account, please visit our [Keystone Login resource page.](#)

If you do not have a User Name and Password, please register a new account [here.](#)

For new users, select the hyperlink *here* to create a new Keystone Login account.



Register

Personal Information:

First Name *

Last Name *

Date Of Birth *

mm/dd/yyyy

**Complete the registration on Keystone Login.
Fields marked with the red asterisk are required.**

You are only creating an account on Keystone Login. You will do your campaign finance reporting on [campaignfinanceonline.pa.gov](https://www.campaignfinanceonline.pa.gov)

After creating the Keystone Login return to the Login Page on

<https://www.campaignfinanceonline.pa.gov/pages/CFReportSearch.aspx>

After you have created your Keystone Login account and have signed into campaignfinanceonline.pa.gov, you will see the Welcome page.

For new users, you will first need to become the approved filer for your filer ID.

On the left-hand side select *Apply to File*.



Campaign Finance Home

Reports

[Search Reports](#)

[Help](#)

List

[Independent Expenditures List](#)

[Failed to File List](#)

Report Filing

[Filing Home](#)

[Approved Filers](#)

[Apply to File](#)

[Help](#)

[Logout](#)

[Back To DOS](#)

Welcome to Campaign Finance Report Filing Online

All candidates, registered political committees and contributing lobbyists who file their campaign finance reports with the Secretary of the Commonwealth are now able to record their campaign finance data in the Department's online filing database and submit their reports over the Internet. Filing reports through our new system is a safe and time saving process that provides filers with several additional benefits

- If you currently file paper reports, you will now be able to maintain your records online and submit your report at the filing deadline with a click of your mouse.
- If you now use third-party software to prepare your reports and file on diskette, you will be able to upload the data from the software and submit it online to the Department's database.
- You can print copies of the reports from our new program to file with the county boards of elections or for record keeping.
- You will be able to update report information frequently through the reporting period through the Edit process, making it easier to compile the final report as the deadline nears.
- No need to add or subtract. The program will calculate dollar totals based on the data you enter.
- You will not need to separate contributions into categories; simply select whether the contribution was from a political committee or other, and the program will separate them based on the type of contributor and the amount contributed.

CAMPAIGN FINANCE REPORT AFFIDAVITS

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.

Campaign Finance Home

Reports

Search Reports

Help

Report Filing

Filing Home

Approved Filers

Apply to File

Help

Logout


Back To DOS

Report Filing Registration

Political committees, candidates authorized committees, and contributing lobbyists must register receiving or spending funds to influence the outcome of an election of certain PA Candidates questions. The Bureau assigns a seven digit Filer ID to committees and contributing Lobbyists, which 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 Type, then click Add. All reports associated to your Filer ID displays in the grid. From the grid, click on Filer ID and Filer Name to list all reports associated to the Filer ID. You are not permitted to submit a report with an invalid Filer ID number. If you have questions about your Filer ID number, please contact stcampaignfinance@state.pa.us.

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Filer Address:

Contact:

Email: Phone:

Add Filer(s)

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

Filer ID: *

Filer Name:

Filer Type:

Clear

Search

On the Apply to File Screen, you will input the filer ID number(s) that you need to be approved for and then hit *Search*.

Select the *Apply to File* button. This will be sent to The Department of State's staff for approval.

After you are approved you will be the approved filer.



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CAMPAIGN FINANCE STATEMENTS


You may prepare a Campaign Finance Statement online, although the statement cannot be submitted online. You must print the one-page statement, sign it, have it notarized, and mail it to the Department of State by the filing deadline.

PAPER REPORTS, DISKETTES, CDs

The Department will continue to accept reports filed by paper, diskette or CD. The reports must be accompanied by the affidavits on the report cover page, and must be received by the filing deadline to be timely. Disks and CDs must meet the Department's technical specifications.

UNIVERSAL LOG IN AND APPROVAL TO FILE online

In order to file reports online, you must obtain a Commonwealth 'Universal Log In' user ID and password, as well as apply to the Department of State for approval. Selecting the link below will forward you to the appropriate screen(s) for the registration/login/application. If you previously obtained a 'Universal Log In' user ID, you will be prompted to log into the system. If this is the first time that you've applied to file online for a filer, you will then be forwarded to an application screen. You must use the Filer Identification Number that is assigned by the Department. For approval to file reports on behalf of more than one filer, you can enter multiple Filer ID's at the bottom of the application screen. Once you have registered for both a 'Universal Log In' and applied to file online, selecting the link below will automatically forward you either to the login screen (if you are not currently logged in) or to the list of filers for whom you have been granted access.

[Continue to Report Filing](#)

Once you are the approved filer you will need to select the Continue to Report Filing button.

**Campaign Finance Home****Reports****Search Reports****Help****Report Filing****Filing Home****Approved Filers****Apply to File****Help****Logout****Back To DOS**

Report Filing

Welcome to the Department of State's online Campaign Finance Reports program. You have been approved to file reports on behalf of the filer(s) identified below:

Search Criteria

Filer ID:**Filer Name:****Search Filer**

	<u>Filer ID</u>	<u>Filer Name</u>	<u>Filer Type</u>	<u>Address line1</u>	<u>Address line2</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Status</u>
	2020C0225	election date change unconf, candidate	Candidate	660 boas st		harrisburg	PA	17102-	Approved

[Select & Continue](#)

You should see all of the filer ID number that you are the approved filer for. Select the Select & Continue button to continue to reporting.

Campaign Finance Home

Campaign Finance R

Reports	Filer ID: 2020C0225
Search Reports	Filer Name: election date change unconf, candidate
Help	Filer Address: 660 boas st
	City: harrisburg State: PA

Report Filing

[Create a New Campaign Finance Report \(DSEB-502\)](#)

- File if receipts or expenditures during the reporting period exce
 - Print the cover page of completed report
 - Execute the required affidavit(s)
 - Mail the notarized Campaign Finance Report cover page/affidav
- Legislation

Help

[Create a New Campaign Finance Statement \(DSEB-503\)](#)

- File in lieu of full report if the receipts and expenditures during
- Print the Statement and execute the required affidavit(s)
- Mail the notarized Statement to the Bureau of Commissions, El

Select one reporting options to continue.

DSEB-502 is used if the activity for the Cycle is over \$250.

DESB-503 is used if the activity for the Cycle is \$250 or Under. *This report can be completed and saved online, but not submitted.*