

Campaign Finance Online Keystone Login Migration

As a part of the Commonwealth enterprise security initiative, all public facing applications are to be migrated to the Keystone Login platform, migrating from the current PA Login platform. The following job aid provides information to help users migrate their accounts and roles to the Keystone Login platform for the Campaign Finance Online website.

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Keystone Login

Keystone Login Account

Effective June 6th, 2019, the Campaign Finance Online website will no longer accept user accounts from the PA Login platform. Going forward, all users are required to create a new (or associate an existing) Keystone Login Account to access the Campaign Finance Online website. Users can create their Keystone Login Account by accessing the Keystone Login website below:

https://keystonelogin.pa.gov/

Campaign Finance Online

In order to ease the transition to the Keystone Login platform, modifications have been made to step existing Campaign Finance (CF) Online users through the process to migrate their existing PA Login Account to a new Keystone Login Account. Once a user's account is migrated, the user will be able to access the application with no change to their respective user role or activity. Also, once the user's account is migrated, they will not be prompted to migrate their account during subsequent successful logins.

It should be noted that public access to the Campaign Finance Online website will not be affected by these changes.

Link New Keystone Login Account with an Existing PA Login Account

The process begins with the user establishing a Keystone Login account. Once this is accomplished, at the Campaign Finance Online Login Page, the user enters their Keystone Login Account User Name and Password and clicks [Log In].

Pennsylvania's Voter Registry SURE 1-866-4PA-SURE	Department of State Statewide Uniform Registry of Electors (SURE) Project Campaign Finance Online Keystone Login Migration June 6, 2019
pennsylvania Pa	nia
Campaign Finance Home	Log In
Reports	User Name: testverify
Search Reports	Password:
Help	Log In
List	If you do not have a User Name and Password, please register with Keystone Login
Independent Expenditures List	
Failed to File List	
Report Filing	
Register/Login to File	
Back To DOS	

Figure 1 – CF Online Login Page

The user must successfully log into the Campaign Finance Online website for the process to begin.

Once the user successfully logs into the Campaign Finance Online website, a 'PA Login Account' pop-up message displays and prompts the user to confirm that they have a PA Login Account by clicking **[Yes]**; the user will be directed to the Campaign Finance Online Home page upon clicking **[No]**.

By clicking **[No]** or by completing the migration process, the user will no longer be prompted again upon successful login.



Thank you for logging in with your new account (Keystone Login)!		
Did you have an account with us prior to June 6, 2019?		
If you select yes, you will be prompted to enter your previous account information (PA Login), doing so will allow you to access your records.		
If you select no, your historical records will be LOST.		
Selecting no, is ONLY recommended for NEW FILERS .		
Yes No		
Commonwealth of PA Privacy Statement.		

Figure 2 - PA Login Message

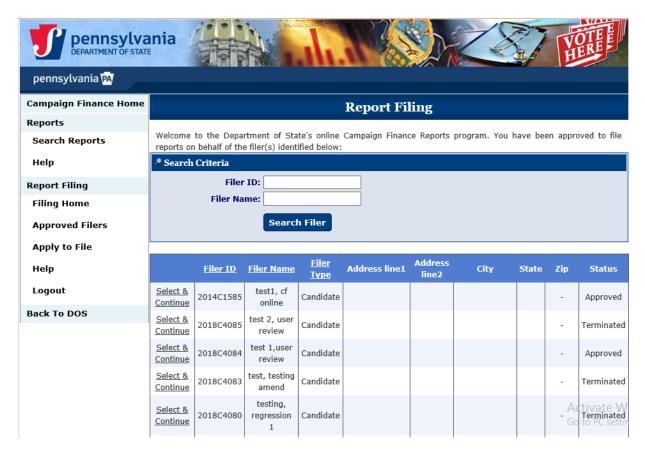
When the user clicks **[Yes]**, the migration process will begin by displaying the Campaign Finance PA Login Page. The user enters their PA Login Account User Name and Password and clicks **[Log In]**.

DEPARTMENT OF STATE	
pennsylvania 🕅	
ampaign Finance Home	Enter your PA Login credendtials
eports	User Name: test003
Search Reports	Password: •••••••
elp	
ependent penditures List	
led to File List	
ort Filing	
gister/Login to File	
ck To DOS	

Figure 3 - PA Login Prompt

Upon successful validation of the user's PA Login credentials, the Campaign Finance Online Home Page displays. At this point the migration from PA Login to Keystone Login for the user is complete. The user no longer will need his/her PA Login credentials for Campaign Finance Online.





Link New Keystone Login Account with an Invalid Existing PA Login Account User Name or Password

This scenario follows the same flow as described previously but the user is unable to validate his/her PA Login account. Once again, starting from the Campaign Finance Online Login Page, the user enters their corresponding Keystone Login Account User Name and Password and clicks [Log In].



Figure 4 – CF Online Login

The user must successfully log into the Campaign Finance Online website for the process to begin.

Once the user successfully logs into the Campaign Finance Online website, a 'PA Login Account' pop-up message displays and prompts the user to confirm that they have a PA Login Account by clicking **[Yes]**; the user will be directed to the Campaign Finance Online Home page upon clicking **[No]**.

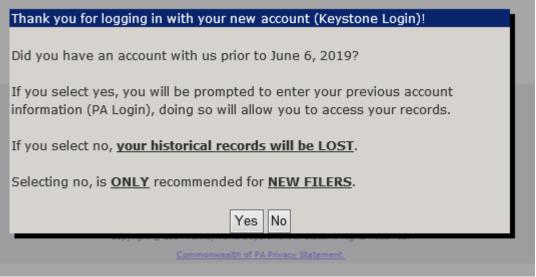


Figure 5 - PA Login Message



When the user clicks **[Yes]**, the migration process will begin by displaying the Campaign Finance PA Login Page. The user enters their PA Login Account User Name and Password and clicks **[Log In]**.

DEPARTMENT OF STATE		Z
pennsylvania 🔤		
mpaign Finance Home	Enter your PA Login credendtials	
ports	User Name: test003	
Search Reports	Password:	
Help		Log In
t		
ependent spenditures List		
led to File List		
ort Filing		
egister/Login to File		
ck To DOS		

Figure 6 - PA Login Prompt

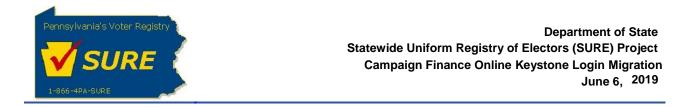
If the user enters an invalid PA Login Account User Name or Password and clicks **[Log In]**, an error message displays to indicate the validation error and provides the user with the option to enter the correct PA Login Account User Name or Password.

Enter your PA Login credentials		
If you select cancel, the linking process will be cancelled and you will be navigated back to the main screen.		
User Name: daffyduck Password:		
Your login attempt was not successful. Please try again. Log In Cancel		

Figure 7 - Invalid PA Login Message

Once the user enters the correct user name or password, the Campaign Finance Online Home Page displays.

If the user cannot validate his/her PA Login credentials, he/she must click the [Cancel] button.



Link New Keystone Login Account with an Existing, Linked PA Login Account

This scenario follows the same flow as described previously but the user is unable to validate his/her PA Login account. Once again, starting from the Campaign Finance Online Login Page, the user enters their corresponding Keystone Login Account User Name and Password and clicks [Log In].

DEPARTMENT OF STATE	nia
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ampaign Finance Home	Log In
eports	User Name: testverify
Search Reports	Password:
elp	Log In
	If you do not have a User Name and Password, please register with <u>Keystone</u>
pendent enditures List d to File List	
t Filing	
ister/Login to File	
To DOS	

Figure 8 – CF Online Login

The user must successfully log into the Campaign Finance Online website for the process to begin.

Once the user successfully logs into the Campaign Finance Online website, a 'PA Login Account' pop-up message displays and prompts the user to confirm that they have a PA Login Account by clicking **[Yes]**; the user will be directed to the Campaign Finance Online Home page upon clicking **[No]**.



Thank you for logging in with your new account (Keystone Login)!		
Did you have an account with us prior to June 6, 2019?		
If you select yes, you will be prompted to enter your previous account		
information (PA Login), doing so will allow you to access your records.		
If you select no, your historical records will be LOST.		
Selecting no, is ONLY recommended for NEW FILERS .		
Selecting no, is <u>ONLY</u> recommended for <u>NEW FILERS</u> .		
Yes No		
fes No		
Commonwealth of PA Privacy Statement.		

Figure 9 - PA Login Message

When the user clicks **[Yes]**, the migration process will begin by displaying the Campaign Finance PA Login Page. The user enters their PA Login Account User Name and Password and clicks **[Log In]**.

DEPARTMENT OF STATE	nia
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Campaign Finance Home	Enter your PA Login credendtials
Reports	User Name: test003
Search Reports	Password:
Неір	Log III
ist	
Independent Expenditures List	
Failed to File List	
eport Filing	
Register/Login to File	
ack To DOS	

Figure 10 - PA Login Prompt

When the user clicks **[Yes]**, the migration process will begin by displaying the Campaign Finance PA Login Page. The user enters their PA Login Account User Name and Password and clicks **[Log In]**.

The 'PA Login Account is linked' pop-up message is displayed. The user has the option to call the Help Desk to link their PA Login Account to a different Keystone Login Account.



Department of State Statewide Uniform Registry of Electors (SURE) Project Campaign Finance Online Keystone Login Migration June 6, 2019

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Campaign Finance Home		
Reports	User Name: test003	
Search Reports Help	Password:	
List Independent Expenditures List Failed to File List	PA Login Account is linked Your PA Login account has already been linked to a different Keystone Login account. You will be redirected to Campaign Finance Online. Please contact the Help Desk (1-866-472-7873 (3) if you have any questions or if you feel this is incorrect.	
Report Filing Register/Login to File Back To DOS	OK	

Figure 11 - Account Already Linked Message

Upon clicking **'OK'**, the Campaign Finance Online Home Page displays, and the user role associated with the Keystone Login Account has no specific roles or rights.

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pennsylvania 🗛		
Campaign Finance Home	Welcome to Campaign Finance Report Filing Online	
Reports		
Search Reports Help	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	
List	 If you currently file paper reports, you will now be able to maintain your records online and submit your report at 	
Independent Expenditures List	 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. 	
Failed to File List	 You can print copies of the reports from our new program to file with the county boards of elections or for record keeping. 	
Report Filing	You will be able to update report information frequently through the reporting period through the Edit process,	
Filing Home	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.	
Approved Filers	 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 	
Apply to File	amount contributed.	
Help	CAMPAIGN FINANCE REPORT AFFIDAVITS	
Logout	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 us to the Department of State. Reports must be submitted by the filing dealline; the affidavits must be received in the Department no later	
Back To DOS		
	than ten calendar days after the filing deadline. Activate W	
	CAMPAIGN FINANCE STATEMENTS Go to PC setting	

Figure 12 – CF Online Home Page



Attempt to Logon with an Invalid Keystone Login Account User Name or Password

If a user does not remember his/her Keystone Login account credentials, the following scenario will apply. From the Campaign Finance Online Login Page, if the user enters an invalid Keystone Login Account User Name or Password and clicks [**Log In**], an error message is displayed to indicate the error and provides the user with the option to enter their correct Keystone Login Account User Name or Password or access the Keystone Login Registration Page to create a Keystone Login account for the new user during the first attempt.



Figure 13 - CF Online Login

The below pop-up message will be displayed if an invalid username or password is provided by the new user for the first attempt only.

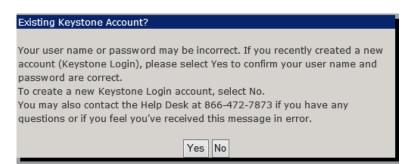


Figure 14 - Keystone Login Validation Message



If the user clicks 'No', the user is redirected to the Keystone Login Registration Page to create a Keystone Login Account after clicking 'OK' for the below pop-up message.

DEPARTMENT OF STATE	nia
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Campaign Finance Home	
Reports	User Name: testwithoutmfa
Search Reports	Password:
Help	Log In
List	If you do not have a User Name and Password, please register with Kevstone Login
Independent Expenditures List Failed to File List	Create Keystone Account You will be redirected to the Keystone Login Registration page to create a Keystone Login account. Once your registration is complete, you may return to Campaign Finance Online to log in with your new Keystone Login credentials.
Report Filing	OK
Register/Login to File	
Back To DOS	

Figure 15 - Keystone Login Redirect Message

If the user clicks 'Yes' to the Existing Keystone Account option, an error message is displayed to indicate the error and provides the user with the option to enter their correct Keystone Login Account User Name or Password.

DEPARTMENT OF STATE	
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Campaign Finance Home	Log In
Reports	User Name: testverify
Search Reports	Password:
Help	Invalid Username or Password. After 3 incorrect attempts, your Keystone Login account may be locked. Please visit the Keystone Login page for more information at <u>https://keystonelogin.pa.gov/</u>
List	
Independent Expenditures List	Log In
Failed to File List	If you do not have a User Name and Password, please register with <u>Keystone Login</u>
Report Filing	
Register/Login to File	
Back To DOS	

Figure 16 - Invalid Username or Password Message

Note: The same error message will be displayed when subsequent attempts are made to login with an invalid user name or password.