

# IEDS Help:

## Submissions



Submitting a Regular Disclosure Filing..... [Page 1](#)

Submitting an Amendment..... [Page 3](#)

## Submitting a Regular Disclosure Filing

Independent Spenders are only required to submit disclosure reports during the year of the election. If it is more than two weeks before the election, reports are due weekly on Mondays and cover all reportable activity that occurred in the previous week (Monday through Sunday). In the two weeks before both the Primary and General Elections, filings are due daily and cover all reportable activity that occurred on the previous day. If no reportable activity has occurred, you are not required to submit a disclosure report (for information on what is considered reportable activity, please see the [Independent Spenders Guide](#)).

1. If you have entered reportable activity, a blue **File with CFB** button will appear on your home screen when the report is due; click to begin the filing process. Alternatively, you can select **File with CFB** in the sidebar and click the blue button that appears next to the report that is due.



2. Click through the submission tabs by pressing the **Next** button; each tab will show you the information that will be included in the report. Carefully review all information to ensure all data is accurate. If corrections are needed, cancel the filing by clicking the CFB logo at the top left of the screen to return to the homepage, make your changes, and rerun the filing.



- The **Filing Reports** tab will show you system-generated compliance messages that may help you notice issues that were overlooked. Carefully review each report and make any necessary corrections before submitting your filing. To make these changes, click on the row and you will be taken to the appropriate screen and then returned here.



- Review and mark the check box next to each verification statement in the **Submit Filing** tab and press **Submit** to send your disclosure report to the CFB.



- ◆ **NOTE:** The submit button will remain unclickable until all verification statement boxes have been marked.

## Submitting an Amendment

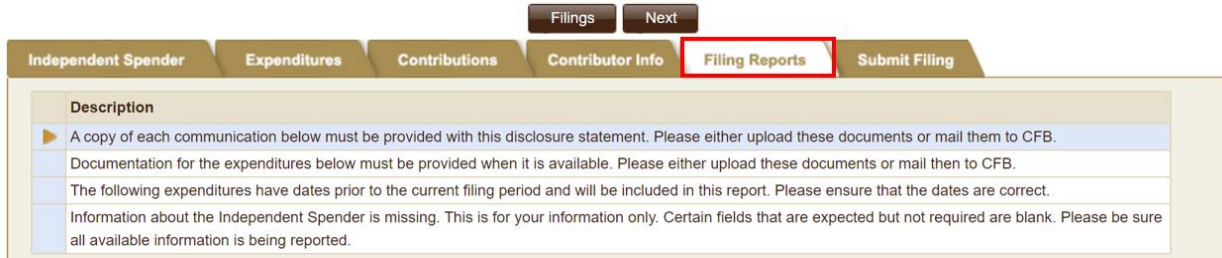
When you make any changes to the data for previously disclosed information, IEDS will prompt you to file an amendment. You should submit your amendment as soon as possible to ensure that all of your reporting is accurate and up to date. Amendments pick up all changes made in the system.

1. If you have changed any previously reported data, IEDS will prompt you to file an amendment with a blue **File Amendment** button on your home screen; click to begin the amendment submission process.

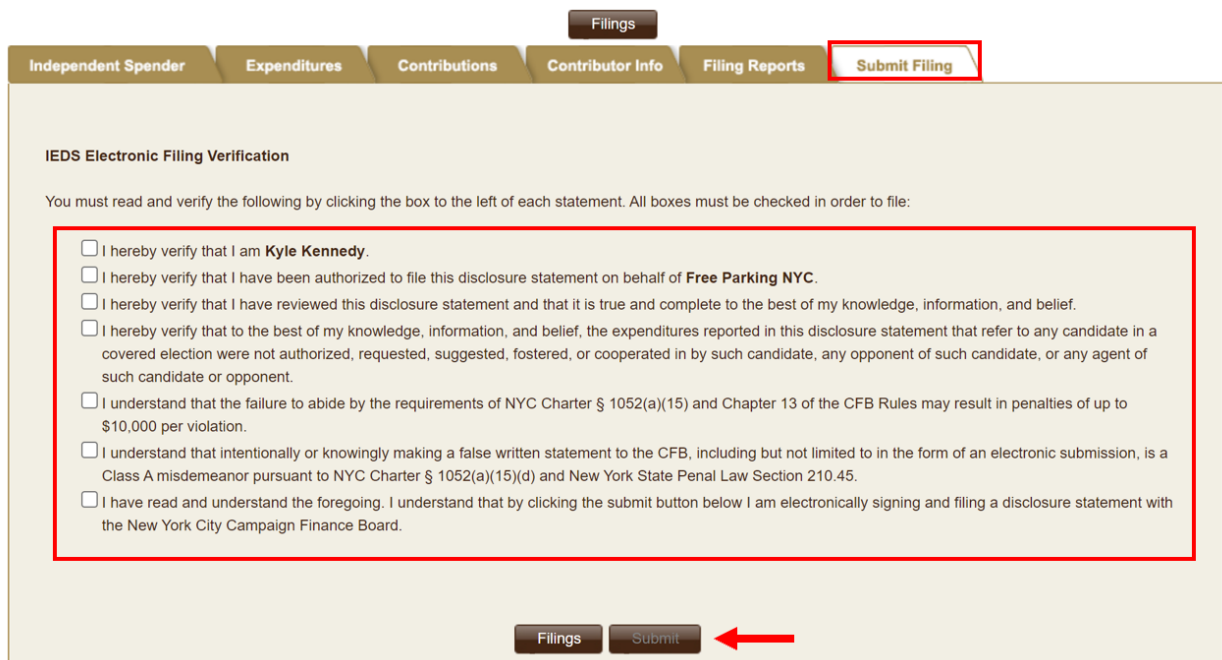
2. Click through the submission tabs by pressing the **Next** button; each tab will show you the information that will be included in the report. Carefully review all information to ensure all data is accurate. The **Expenditures**, **Contributions**, and **Contributor Info** tabs will show both the updated data included in the Amendment in black text, and the previously reported data in red text. If corrections are needed, cancel the filing by clicking the CFB logo at the top left of the screen to return to the homepage, make your changes, and rerun the filing.

| Expenditure Date | Vendor    | Vendor Address               | Purpose  | Amount      | Unpaid Amount |
|------------------|-----------|------------------------------|----------|-------------|---------------|
| 04/10/2023       | ABC Corp. | 123 Main Street, Anytown, NY | Printing | \$15,000.00 | \$0.00        |
| 04/07/2023       | ABC Corp. | 123 Main Street, Anytown, NY | Printing | \$15,000.00 | \$0.00        |

- The **Filing Reports** tab will show you system-generated compliance messages that may help you notice issues that were overlooked; carefully review each report and make any necessary corrections before submitting your filing. To make these changes, click on the row and you will be taken to the appropriate screen and then returned here.



- Review and mark the check box next to each verification statement in the **Submit Filing** tab and press **Submit** to send your disclosure report to the CFB.



- ◆ **NOTE:** The submit button will remain unclickable until all verification statement boxes have been marked.