

E-Filing Instructions – Segregated Fund Accounts

Log In:

- Visit www.ocpf.us
- On the right side of OCPF's homepage enter your CPF ID and Password then click the **"Log In"** button

E-File a Donation Report:

- Click on the purple **"E-File A Donation Report"** tile
- Select the applicable month and year from the drop down menus and click the green **"Create"** button
- To add donations to the report select the **"Donations"** section
- Add the donation information in the fields provided. After completing the fields, click the green **"Save"** button to add the item to the report
- Once all of the donation items have been added for the month, select the **"Summary"** section, review the legal terms and click the green **"E-File Report"** button

*For questions, please call **617-979-8300** or email ocpf@cpf.state.ma.us*

