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May 22, 2018

17016

Leanne Fay

LaNatra Committee

18 Pembroke Street

Kingston, MA 02364

RE: Treasurer Appointment

Dear Ms. Fay:

On 05/22/2018, our office received a T101: Change of Treasurer form for the LaNatra Committee. Now that you are treasurer of the LaNatra Committee, it is important to accurately disclose all campaign finance activity of the committee. Committees electronically file their reports using OCPF's online filing system, Reporter 6. The following CPF ID # (username) and password have been assigned to the committee:

CPF ID: **17016** PASSWORD: **XXXXXXXXXX**

As treasurer you are required to complete a brief **treasurer training** on our website, www.ocpf.us. In addition, our office holds one-hour seminars each Wednesday at 2 p.m. to assist committees in understanding the campaign finance law. During these seminars there are opportunities to ask questions and receive instruction on how to e-file your reports. Seminars are held in the OCPF conference room in Room 411 at One Ashburton Place in Boston.

Please feel free to contact me should you have any questions or need assistance with any campaign finance issue.

Sincerely,

Jeff Tancreti
jtancreti@cpf.state.ma.us
Auditor

cc: Kathleen R. LaNatra

Electronic Filing Using Reporter 6

- Please visit the OCPF Reporter 6 website, www.ocpfreporter.us.
- Enter your CPF ID number and password in the fields provided and click on the “Log In” button.
- If you do not have a CPF ID number and password, you need to contact OCPF at 617-979-8300. You must have a CPF ID and password to electronically file your report.
- Click on the “Schedules” button on the toolbar at the top of the page. You can enter all of your report information on the schedules.
 - You can move between the schedules by clicking on the “Schedules” button on the toolbar at the top of the screen and selecting the desired schedule from the menu.
- Once you have entered all of your report information, click on the “Reports” button on the toolbar and select “Report List” from the menu.
- Click on the “Create a Draft Periodic Report” button on the left side of the screen to open a wizard that will guide you through setting up your report.
- Once the report is created, you can electronically file the report by clicking on the “E-File” button on the right on the draft report record.
 - Note, you will need to accept the e-filing confirmation dialog by clicking “E-File A Report” again to successfully file your report.