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DIRECTOR

THE COMMONWEALTH OF MASSACHUSETTS  
**OFFICE OF CAMPAIGN & POLITICAL FINANCE**  
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OCPF@MASS.GOV

May 23, 2024

76636

Lynette Hickey  
Haverhill Ward 5 REPWC  
74 Wheeler Avenue  
Haverhill, MA 01832

Dear Ms. Hickey:

OCPF has received the statement of organization for your local party committee.

All committees electronically file their reports using OCPF's Reporter 7 (R7) software. E-filing instructions are attached. Your political committee has been assigned the following identification number:

**CPF ID: 76636**

If you organized using a paper or scanned 101 form, please look for invitation emails sent to the treasurer email address you provided on the form. You'll be asked to provide a password for each account.

OCPF corresponds with committees by email only. Please take a moment to ensure that the email address listed below is accurate. If the email address is not accurate, please email us at [ocpf@mass.gov](mailto:ocpf@mass.gov) with the correct email address.

Treasurer: **[ljhickey73@gmail.com](mailto:ljhickey73@gmail.com)**

It is important to accurately disclose your committee's campaign finance activity. Our office holds virtual one-hour seminars to explain the campaign finance law and how to e-file campaign finance reports. To attend a seminar, register at <https://ocpfreporter.us/SeminarRegistration/> to choose a date and request the video conference login information. In addition, committee treasurers are required to complete online campaign finance training. To access and complete the training, the treasurer should click the 'Tools' tile on the R7 homepage and then click the 'Treasurer Training' tile.

Please contact me at (Sheila.Cole@mass.gov) if you have any questions or need assistance with any campaign finance issue.

In accordance with a ruling by the Supervisor of Public Records, this letter and all correspondence relating thereto is a matter of public record and will be placed in the committee's public file.

Sincerely,

A handwritten signature in black ink that reads "Sheila Cole". The script is cursive and fluid, with the first name "Sheila" and the last name "Cole" clearly distinguishable.

Sheila Cole  
Auditor

## **E-Filing Instructions – Non Depository Committees**

### **Log In:**

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

### **Create a Report:**

- Click on the purple tile to create a report
- Add items to the report in each section by selecting the applicable tab (Receipts, Expenditures, In-Kind Contributions, Liabilities, etc.)
- Within each section, enter the information in the fields provided. After completing the fields, click the **"Save"** button to add the item to the report

### **E-File a Report:**

- Once all report items have been entered select the **"Summary"** tab and review the totals and balances of the report
- Read the legal terms and click the green **"E-File Report"** button (bottom of the page)

**NOTE:** Your report is not electronically filed until the green "E-File Report" button has been clicked. If a red banner is displayed at the top of your screen noting the report is a draft, then it has not yet been electronically filed.

*For questions, please call **617-979-8300** or email **ocpf@mass.gov***

