



Reporter 7 Illustrated guide for depository candidates and committees

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Summary of the Depository System

1. E-file deposit reports shortly after making a deposit at the bank
2. Make all expenditures using the committee checking account or committee debit card
3. The bank will file a report each month, itemizing expenditures and providing a summary total of all deposits
4. Clarify committee debit card expenditures monthly

HOW TO E-FILE A DEPOSIT REPORT

STEP 1: Log into Reporter 7 via the OCPF website,
www.ocpf.us

The screenshot shows the OCPF website homepage. At the top, there is a navigation menu with links for Filers, Legal, Reports, Data, Forms & Education, and About. A phone number (617) 979-8300 is displayed in a blue box. The main header features the OCPF logo and the text "Massachusetts Office of Campaign and Political Finance". Below the header is a search bar with the placeholder text "What are you looking for?". A large black arrow points from the search bar to the "E-Filing / Reporter Sign-In" button. The sign-in button contains a text input field with "40024", a password input field with ".....", and a "Log In" button. Below the sign-in button are links for "Organize with OCPF" and "Forgot Password?". The main content area is divided into several sections: "Browse Candidates" (with links for Filer Listing and Filing Schedules), "Follow the Money" (with links for Search Contributions and Search Expenditures), "Recent Activity" (with links for Report Log and Recently Organized), "Contribution Limits" (with link for Annual Limits Chart), "Getting Started" (with links for Step-by-Step Instructions and Set Up Depository Account), "Forms & Videos" (with links for Organization Forms and Help Videos), "Laws & Regulations" (with links for OCPF Regulations and Legal Resources), and "Reports by Office" (with links for Mayoral Reports and Browse All Reports). On the right side, there is an "Election Charts" section titled "Boston Mayoral Race: Total Raised in 2021" with a horizontal bar chart showing the following data:

Candidate	Total Raised
Essaibi George, Annisia	\$1,190,095.26
Janey, Kim	\$1,171,172.34
Wu, Michelle	\$1,162,519.73
Campbell, Andrea Joy	\$1,142,142.09
Barros, John F.	\$591,490.82

Below the chart is a "See more" link. At the bottom of the page, there are sections for "News & Media" and "Events".

HOW TO FILE A DEPOSIT REPORT

STEP 2: Create a “deposit report” by clicking the purple tile.

TIP: One deposit = One deposit report.



Reporter 7 *Tank Dep Committee (40024)*

 CREATE A DEPOSIT REPORT	 CLARIFY AN EXPENDITURE (BANK-REPORTED)	 UPDATE OCCUPATION/EMPLOYER	 TOOLS
 CONTINUE EDITING YOUR 5/5/2022 DEPOSIT	 ALL REPORTS	 FILE A REIMBURSEMENT REPORT	
	 R7 HELP	 FILE A CREDIT CARD REPORT	 LOG OUT

HOW TO FILE A DEPOSIT REPORT

STEP 3: Enter the date of the deposit and click
“create.”

Reporter 7 *Tank Dep Committee (40024)*

 Create A Deposit Report:

HOW TO FILE A DEPOSIT REPORT

STEP 4: Click the "Deposit Items" tab.

OCPF Reporter 7 Home Reports Tools

8/12/2021 Deposit (#372) *Tank Dep Committee (40024)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary Deposit Items Fees

Export to PDF Upload Data Delete

Deposit Date:		8/12/2021
Itemized Receipts:	\$0.00	
Unitemized Receipts:	\$0.00	
Receipt Total:		\$0.00
Merchant Provider Fees:	\$0.00	
Net Deposit:		\$0.00
Itemize All Transactions?		<input checked="" type="checkbox"/>

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that: 1) you are the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf; and 2) this report has been examined and approved for filing by the candidate and the committee treasurer (if applicable) and that it is, to the best of your knowledge and belief, a true and complete statement of all campaign finance activity.

HOW TO FILE A DEPOSIT REPORT

STEP 5: Enter the contributor information and click "save." Continue to enter contributor information until all donors are itemized.

OCPE Reporter 7 Home Reports Tools

8/12/2021 Deposit (#372) *Tank Dep Committee (40024)*

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Summary **Deposit Items** Fees

Individual Contribution ▾

Check ▾ \$1,000

Tavner John

3456 Patriot Way Anytown MA ▾

Engineer Energy Corp.

Save

Filters: Filter by Name --- ALL RECORD TYPES --- ▾ Start Date End Date Minimum Amount Maximum Amount Clear Filters

⏏

Date	Type	Name, Address	Occupation	Employer	Other	Amount	Actions
------	------	---------------	------------	----------	-------	--------	---------

HOW TO FILE A DEPOSIT REPORT

STEP 5.1: If the contribution was made by credit or debit card, enter the merchant provider fee (such as PayPal, WinRed and ActBlue). Please remember to enter the full amount of each contribution under the deposit items tab (Step 5), then account for the fee here (Step 5.1).

OCPE Reporter 7 Home Reports Tools

8/12/2021 Deposit (#372) *Tank Dep Committee (40024)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary Deposit Items **Fees**

Merchant Provider Fee ▾

PAY PAL \$20

Processing Fee

Filters: Filter by Name --- ALL RECORD TYPES --- Start Date End Date Minimum Amount Maximum Amount Clear Filters

Date	Type	Name, Address	Description	Amount	Actions
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HOW TO FILE A DEPOSIT REPORT

STEP 6: To file the report, after all contributors have been entered, click the “summary” tab.

OCPE Reporter 7 Home Reports Tools

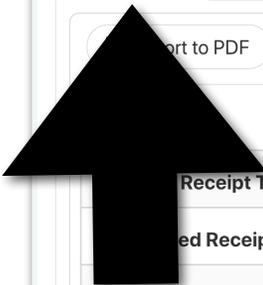
8/12/2021 Deposit (#372) *Tank Dep Committee (40024)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button. ×

Summary Deposit Items Fees

[Print to PDF](#) [Upload Data](#) [Delete](#)

		8/12/2021
Receipt Total:	\$1,000.00	
Unrecorded Receipt Total:	\$0.00	
Receipt Total:		\$1,000.00
Merchant Provider Fees:	\$0.00	
Net Deposit:		\$1,000.00
Itemize All Transactions?		<input checked="" type="checkbox"/>



HOW TO FILE A DEPOSIT REPORT

STEP 7: Scroll down until you see the “e-file report” button. E-file the report.

Summary Deposit Items Fees

Export to PDF Upload Data Delete

Deposit Date:		8/12/2021
Itemized Receipt Total:	\$1,000.00	
Unitemized Receipt Total:	\$0.00	
Receipt Total:		\$1,000.00
Merchant Provider Fees:	\$0.00	
Net Deposit:		\$1,000.00
Itemize All Transactions?		<input checked="" type="checkbox"/>

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that you, the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf, have examined and approved for filing by the candidate and the committee treasurer (if applicable) and that it is, to the best of your knowledge and belief, a true and accurate statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period. Filing the campaign finance activity of all persons acting under the authority or on behalf of the candidate and/or committee in accordance with the requirements of M.G.L. c. 55. Moreover, by clicking the "E-File Report" button to file an electronic campaign finance report or financial activity statement with OCPF is your electronic signature of the report.

E-File Report

HOW TO REPORT CREDIT AND DEBIT CARD CONTRIBUTIONS

CANDIDATES AND COMMITTEES IN THE DEPOSITORY SYSTEM OF REPORTING FREQUENTLY RAISE MONEY BY CREDIT OR DEBIT CARD, TYPICALLY THROUGH MERCHANT VENDORS SUCH AS PAYPAL, ACTBLUE, AND WINRED.

THIS ILLUSTRATED GUIDE SHOWS HOW TO ACCOUNT FOR CREDIT AND DEBIT CARD MERCHANT PROVIDER FEES WHEN E-FILING A DEPOSIT REPORT.



HOW TO REPORT CREDIT AND DEBIT CARD CONTRIBUTIONS

STEP 1: Log into Reporter 7 at www.ocpf.us

The screenshot shows the OCPF website interface. At the top, there is a navigation menu with links for Filers, Legal, Reports, Data, Forms & Education, and About. Social media icons for YouTube, Twitter, and Instagram are also present, along with a phone number: (617) 979-8300. The main header features the OCPF logo and the text "Massachusetts Office of Campaign and Political Finance". Below the header is a search bar with the placeholder text "What are you looking for?". To the right of the search bar is a large black arrow pointing towards the "E-Filing / Reporter Sign-In" box. This box contains fields for "User ID" and "Password", a "Log In" button, and links for "Organize with OCPF" and "Forgot Password?". Below the search bar and sign-in box is a grid of eight service tiles, each with an icon and a title. The tiles are: "Browse Candidates" (with links for Filer Listing and Filing Schedules), "Follow the Money" (with links for Search Contributions and Search Expenditures), "Recent Activity" (with links for Report Log and Recently Organized), "Contribution Limits" (with link for Annual Limits Chart), "Getting Started" (with links for Step-by-Step Instructions and Set Up Depository Account), "Forms & Videos" (with links for Organization Forms and Help Videos), "Laws & Regulations" (with links for OCPF Regulations and Legal Resources), and "Reports by Office" (with links for Mayoral Reports and Browse All Reports). To the right of the grid is an "Election Charts" section titled "Boston Mayoral Race: Total Raised in 2021". It features a horizontal bar chart with the following data:

Candidate	Total Raised
Janey, Kim	\$1,334,466.08
Essaibi George, Annissa	\$1,235,122.65
Wu, Michelle	\$1,162,519.73
Campbell, Andrea Joy	\$1,142,142.09
Barros, John F.	\$591,490.82

The x-axis of the chart is labeled with values 0, 500k, 1,000k, and 1,5... A "See more" link is located at the bottom right of the chart area.

HOW TO REPORT CREDIT AND DEBIT CARD CONTRIBUTIONS

STEP 2: Click the purple tile to create a deposit report

Reporter 7 *Tank Dep Committee (40024)*

 CREATE A DEPOSIT REPORT	 CLARIFY AN EXPENDITURE (BANK-REPORTED)	 UPDATE OCCUPATION/EMPLOYER
	 ALL REPORTS	 FILE A REIMBURSEMENT REPORT
 CONTINUE EDITING YOUR 5/5/2022 DEPOSIT	 R7 HELP	 FILE A CREDIT CARD REPORT

HOW TO REPORT CREDIT AND DEBIT CARD CONTRIBUTIONS

STEP 3: Enter the date the money was deposited into the committee bank account and click “create”

Reporter 7 *Tank Dep Committee (40024)*

 Create A Deposit Report:

HOW TO REPORT CREDIT AND DEBIT CARD CONTRIBUTIONS

STEP 4: Click the “deposit items” tab to enter contributor information

OCPE Reporter 7 Home Reports Tools

8/24/2021 Deposit (#377) *Tank Dep Committee (40024)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button. ✕

Summary Deposit Items Fees

Export to PDF Upload Data Delete

Deposit Date:		8/24/2021
Itemized Receipt Total:	\$0.00	
Unitemized Receipt Total:	\$0.00	
Receipt Total:		\$0.00
Merchant Provider Fees:	\$0.00	
Net Deposit:		\$0.00
Itemize All Transactions?		<input checked="" type="checkbox"/>



HOW TO REPORT CREDIT AND DEBIT CARD CONTRIBUTIONS

STEP 5: Enter the contributor information, including the full amount contributed prior to the merchant provider fee, and click “save.”

OCPE Reporter 7 Home Reports Tools

8/24/2021 Deposit (#377) *Tank Dep Committee (40024)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary Deposit Items Fees

Individual Contribution

Credit Card	\$500
Reyes	Hugo
4343 Main Street	Boston MA 02108
College Professor	University of Massachusetts Lowell

Save

HOW TO REPORT CREDIT AND DEBIT CARD CONTRIBUTIONS

STEP 6: To account for the fee, click the “fees” tab and enter the merchant provider fee, then click save

OCPF Reporter 7 Home Reports Tools

8/24/2021 Deposit (#377) *Tank Dep Committee (40024)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button. ✕

Summary Deposit Items **Fees**

Merchant Provider Fee ▾

PAYPAL \$20

Processing Fee **Save**

Filters: Filter by Name --- ALL RECORD TYPES --- ▾ Start Date End Date Minimum Amount Maximum Amount

Clear Filters

Date	Type	Name, Address	Description	Amount	Actions
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HOW TO REPORT CREDIT AND DEBIT CARD CONTRIBUTIONS

STEP 7: Click the summary tab, and e-file the report

Summary Deposit Items Fees

Print to PDF Upload Data Delete

Report Date:		8/24/2021
Itemized Receipt Total:	\$500.00	
Unitemized Receipt Total:	\$0.00	
Receipt Total:		\$500.00
Merchant Provider Fees:	\$20.00	
Net Deposit:		\$480.00
Itemize All Transactions?		<input checked="" type="checkbox"/>

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that: 1) you are the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf; and 2) this report has been examined and approved for filing by the candidate and the committee treasurer (if applicable) and to the best of your knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority of the candidate and/or committee in accordance with the requirements of M.G.L. c. 55. Moreover, clicking the "E-File Report" button to file an electronic campaign finance report or financial activity statement with OCPF is your electronic signature of the report.

E-File Report

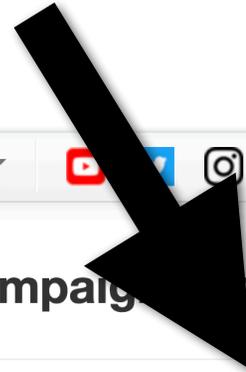
HOW TO AMEND A DEPOSIT REPORT

For depository candidates and committees

If a deposit report that has already been e-filed contains a mistake or omission, the candidate or committee can amend the report.



1. Log into Reporter 7 at www.ocpf.us



OCPF Filers Legal Reports Data Forms & Education About (617) 979-8300

OCPF Massachusetts Office of Campaign and Political Finance

What are you looking for?

E-Filing / Reporter Sign-In
40024
[Organize with OCPF](#) [Forgot Password?](#)

Browse Candidates
[Filer Listing](#)
[Filing Schedules](#)

Follow the Money
[Search Contributions](#)
[Search Expenditures](#)

Recent Activity
[Report Log](#)
[Recently Organized](#)

Contribution Limits
[Annual Limits Chart](#)

Getting Started
[Step-by-Step Instructions](#)
[Set Up Depository Account](#)

Forms & Videos
[Organization Forms](#)
[Help Videos](#)

Laws & Regulations
[OCPF Regulations](#)
[Legal Resources](#)

Reports by Office
[Mayoral Reports](#)
[Browse All Reports](#)

Election Charts

Boston Mayoral Race: Total Raised in 2021

Janey, Kim	\$1,471,508.13
Essaibi George, Annissa	\$1,314,850.65
Wu, Michelle	\$1,162,519.73
Campbell, Andrea Joy	\$1,142,142.09
Barros, John F.	\$590,490.82

[See more](#)

News & Media **Events**

2. Click the “ALL REPORTS” tile

Reporter 7 *Tank Dep Committee (40024)*

 CREATE A DEPOSIT REPORT	 CLARIFY AN EXPENSE (BANK-REPORTED)	 UPDATE OCCUPATION/EMPLOYER
 CONTINUE EDITING YOUR 5/5/2022 DEPOSIT	 R7 HELP	 FILE A REIMBURSEMENT REPORT
		 FILE A CREDIT CARD REPORT

The image shows a grid of seven colored tiles. A large white arrow points down to the orange tile labeled 'ALL REPORTS'. The tiles are: purple (Create a Deposit Report), red (Clarify an Expense), green (Update Occupation/Employer), orange (All Reports), orange (File a Reimbursement Report), green (Continue Editing Your 5/5/2022 Deposit), grey (R7 Help), and teal (File a Credit Card Report).

3. Locate the deposit report that needs to be amended, and click the “Edit” button

Reports *Tank Dep Committee (40024)*

Report Year: 2021

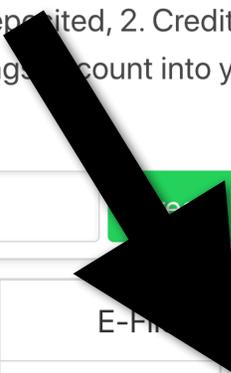
[Deposits](#) [Credit Cards](#) [Reimbursements](#) [Payroll](#) [Subvendors](#) [Year-End Report](#)

Create A New Deposit Report

Deposit reports are filed each time: 1. Checks, cash or money orders are deposited, 2. Credit Card contributions transferred from a 3rd party, 3. funds transferred from a savings account into your depository account.

Deposit Date [Create Report](#)

Status	Seq.	Deposit Date	Receipt Total	Net Deposit	E-Filed	
E-Filed	383	9/1/2021	\$500.00	\$500.00	9/1/2021	Edit
E-Filed	381	8/29/2021	\$1,000.00	\$980.00	8/30/2021	Edit
E-Filed	378	8/25/2021	\$1,000.00	\$1,000.00	8/25/2021	Edit
E-Filed	379	8/25/2021	\$1,000.00	\$980.00	8/25/2021	Edit



4. In this example, we entered an incorrect name and amount, so we click the “deposit items” tab

9/1/2021 Deposit (#383) *Tank Dep Committee (40024)*

This report was e-filed on **9/1/2021**. You can download an e-file receipt by clicking on the **E-File Receipt** button. If you make changes now, you should amend the report to update the e-filed version.

Summary Deposit Items Fees

Export to PDF

Upload Data

E-File Receipt

Deposit Date:

9/1/2021

Itemized Receipt Total:

\$500.00

Unitemized Receipt Total:

\$0.00

Receipt Total:

\$500.00

Merchant Provider Fees:

\$0.00

Net Deposit:

\$500.00

Itemize All Transactions?



5. Locate the line item that needs to be amended and click the “edit” button

9/1/2021 Deposit (#384) *Tank Dep Committee (40024)*

This report was e-filed on 9/1/2021. You can download an e-file receipt by clicking on the **E-File Receipt** button. If you make changes now, you should amend the report to update the e-filed version.

Summary **Deposit Items** Fees

Individual Contribution

Select a tender type:

Amount

Last Name

First Name

Street Address

City

MA

Occupation

Employer

Save

Filters:

Filter by Name

--- ALL RECORD TYPES ---

Start Date

End Date

Minimum Amount

Maximum Amount

Clear Filters



Date	Type	Name, Address	Occupation	Employer	Other	Amount	Actions
9/1/2021	Individual	Jhite, Wames 3434 Main Street Brockton, MA 02301	Bank President	Brockton General Bank		\$500.00	Edit



6. Make the edits and click save

Summary **Deposit Items** Fees

Individual Contribution

Check \$1,000.00

White James

3434 Main Street Brockton MA 02301

Bank President Brockton General Bank

Save Cancel Delete

In this example, we changed the name and amount

Filters: Filter by Name --- ALL RECORD TYPES --- Start Date End Date Amount

Maximum Amount Clear Filters

Date	Type	Name, Address	Occupation	Employer	Other	Amount	Actions
9/1/2021	Individual	Jhite, Wames 3434 Main Street Brockton, MA 02301	Bank President	Brockton General Bank		\$500.00	

7. Return to the summary page

Summary **Deposit Items** Fees

Individual Contribution

Select a tender type: Amount

Last Name First Name

Street Address City MA

Occupation Employer

Save

Filters: Filter by Name --- ALL RECORD TYPES --- Start Date End Date Minimum Amount

Maximum Amount Clear Filters

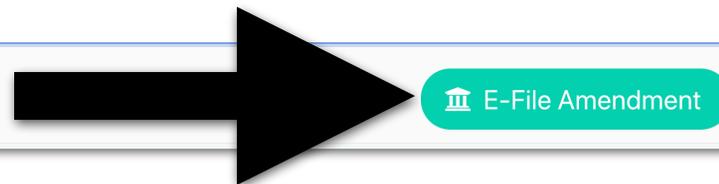
Date	Type	Name, Address	Occupation	Employer	Other	Amount	Actions
9/1/2021	Individual	White, James 3434 Main Street Brockton, MA 02301	Bank President	Brockton General Bank		\$1,000.00	Edit

8. On the summary page, enter the reason for the amendment and click the e-file button

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that: 1) you are the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf; and 2) this report has been examined and approved for filing by the candidate and the committee treasurer (if applicable) and that it is, to the best of your knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of the candidate and/or committee in accordance with the requirements of M.G.L. c. 55. Moreover, clicking the "E-File Report" button to file an electronic campaign finance report or financial activity statement with OCPF is your electronic signature of the report.

Please provide the amendment reason in the box below before clicking E-File:

Originally spelled James White's name incorrectly. Also, the amount was changed from \$500 to \$1,000.



After e-filing, the report has been amended

Updating occupation and employer on Reporter 7

For depository candidates and committees

When a depository candidate or committee receives funds and makes a deposit, the deposit report must be filed, even if the donor did not provide occupation and employer information for a contribution of \$200 or more, in the aggregate for the year.

If and when the committee receives the occupation and employer information, it must then add that information to the already-filed deposit report.



1. Log into Reporter 7 at www.ocpf.us

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Candidate	Total Raised
Janey, Kim	\$1,510,022.13
Essaibi George, Annissa	\$1,314,850.65
Campbell, Andrea Joy	\$1,305,860.27
Wu, Michelle	\$1,162,519.73
Barros, John F.	\$591,800.82

Below the chart is a 'See more' link. At the bottom of the page, there are sections for 'News & Media' and 'Events'.

2. Click the lime green tile

Reporter 7 *Tank Dep Committee (40024)*

 CREATE A DEPOSIT REPORT	 CLARIFY AN EXPENDITURE	 UPDATE OCCUPATION/EMPLOYER
	 ALL REPORTS	 FILE A REIMBURSEMENT REPORT
 CONTINUE EDITING YOUR 5/5/2022 DEPOSIT	 R7 HELP	 FILE A CREDIT CARD REPORT

A large black arrow points from the center of the interface towards the lime green tile labeled "UPDATE OCCUPATION/EMPLOYER".

3. Check the legal disclaimer

OCPE Reporter 7 Home Reports Tools

Update Occupation/Employer

By clicking this box, I certify that the following occupation and employer information is true and accurate to the best of my knowledge, and that I have exercised best efforts in accordance with [970 CMR 1.08](#) to obtain said information.

I also understand that, if the committee subsequently obtains occupation and/or employer information for any contributor for whom that information is currently incomplete, the committee must amend this report to include updated occupation/employer information within thirty (30) days of receiving that information.

Start Date Filter End Date Filter Filter by Occupation Filter by Employer

Show year-to-date of \$200 or more?
 Show with blank employers?
 Show with blank occupations?

Date	Name, Address	Occupation	Employer	Amount	Actions
9/2/2021	Socks, Redmond 1234 Main Street Boston, MA 02108	E-mail sent requesting O and E		\$1,000.00	Update
9/1/2021	Mones, Jac 8888 Main Street Brockton, MA 02301	Bank President	Brockton Bank	\$500.00	Update
9/1/2021	White, James 3434 Main Street Brockton, MA 02301	Bank President	Brockton General Bank	\$1,000.00	Update
9/1/2021	Williams, Mark 3434 Main St. Medford, MA 02153	Doctor	Medford General Hospital	\$1,000.00	Update

4. Locate the contributor and click the update button

Update Occupation/Employer

- By clicking this box, I certify that the following occupation and employer information is true and accurate to the best of my knowledge, and that I have exercised best efforts in accordance with [970 CMR 1.08](#) to obtain said information.
- I also understand that, if the committee subsequently obtains occupation and/or employer information for any contributor for whom that information is currently incomplete, the committee must amend this report to include updated occupation/employer information within thirty (30) days of receiving that information.

🔍 Filter by Name

Start Date Filter

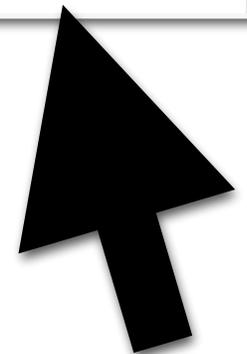
End Date Filter

🔍 Filter by Occupation

🔍 Filter by Employer

- Show contributions with year-to-date of \$200 or more?
- Show contributions with blank employers?
- Show contributions with blank occupations?

Date	Name, Address	Occupation	Employer	Amount	Actions
9/2/2021	Socks, Redmond 1234 Main Street Boston, MA 02108	E-mail sent requesting O and E		\$1,000.00	Update



5. Add the occupation and employer information and click save

Update Occupation/Employer

- By clicking this box, I certify that the following occupation and employer information is true and accurate to the best of my knowledge, and that I have exercised best efforts in accordance with [970 CMR 1.08](#) to obtain said information.
- I also understand that, if the committee subsequently obtains occupation and/or employer information for any contributor for whom that information is currently incomplete, the committee must amend this report to include updated occupation/employer information within thirty (30) days of receiving that information.

Filter by Name

Start Date Filter

End Date Filter

Filter by Occupation

Filter by Employer

- Show contributions with year-to-date of \$200 or more?
- Show contributions with blank employers?
- Show contributions with blank occupations?

Date	Name, Address	Occupation	Employer	Amount	Actions
9/2/2021	Socks, Redmond 1234 Main Street Boston, MA 02108	Scientist	New England Smart Labs Inc.	\$1,000.00	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

When the save button is clicked, the process is finished

HOW TO CLARIFY EXPENDITURES

Each month, banks and credit unions file campaign finance reports disclosing expenditures made by depository candidates and committees.

The banks and credit unions file the reports based on information from committee checks and committee debit cards.

Committees are required to clarify debit card expenditures shortly after a bank files its report.



HOW TO CLARIFY EXPENDITURES

Step 1: Log into Report 7 from the OCPF homepage

The screenshot shows the OCPF homepage with a navigation menu at the top: Filers, Legal, Reports, Data, Forms & Education, and About. There are also social media icons for YouTube, Twitter, and Instagram, and a phone number (617) 979-8300.

The main header features the OCPF logo and the text "Massachusetts Office of Campaign and Political Finance". Below this is a search bar with the placeholder text "What are you looking for?". A large orange arrow points from the search bar to the "E-Filing / Reporter Sign-In" box, which contains a username field (40024), a password field, and a "Log In" button. There are also links for "Organize with OCPF" and "Forgot Password?".

The main content area is divided into several sections:

- Browse Candidates:** Filer Listing, Filing Schedules
- Follow the Money:** Search Contributions, Search Expenditures
- Recent Activity:** Report Log, Recently Organized
- Contribution Limits:** Annual Limits Chart
- Getting Started:** Step-by-Step Instructions, Set Up Depository Account
- Forms & Videos:** Organization Forms, Help Videos
- Laws & Regulations:** OCPF Regulations, Legal Resources
- Reports by Office:** Mayoral Reports, Browse All Reports

On the right side, there is an "Election Charts" section titled "Boston Mayoral Race: Total Raised in 2021". It features a horizontal bar chart with the following data:

Candidate	Total Raised
Janey, Kim	\$1,278,641.58
Essaibi George, Annis	\$1,206,897.96
Wu, Michelle	\$1,162,519.73
Campbell, Andrea Joy	\$1,142,142.09
Barros, John F.	\$591,490.82

At the bottom of the page, there are sections for "News & Media" and "Events".

HOW TO CLARIFY EXPENDITURES

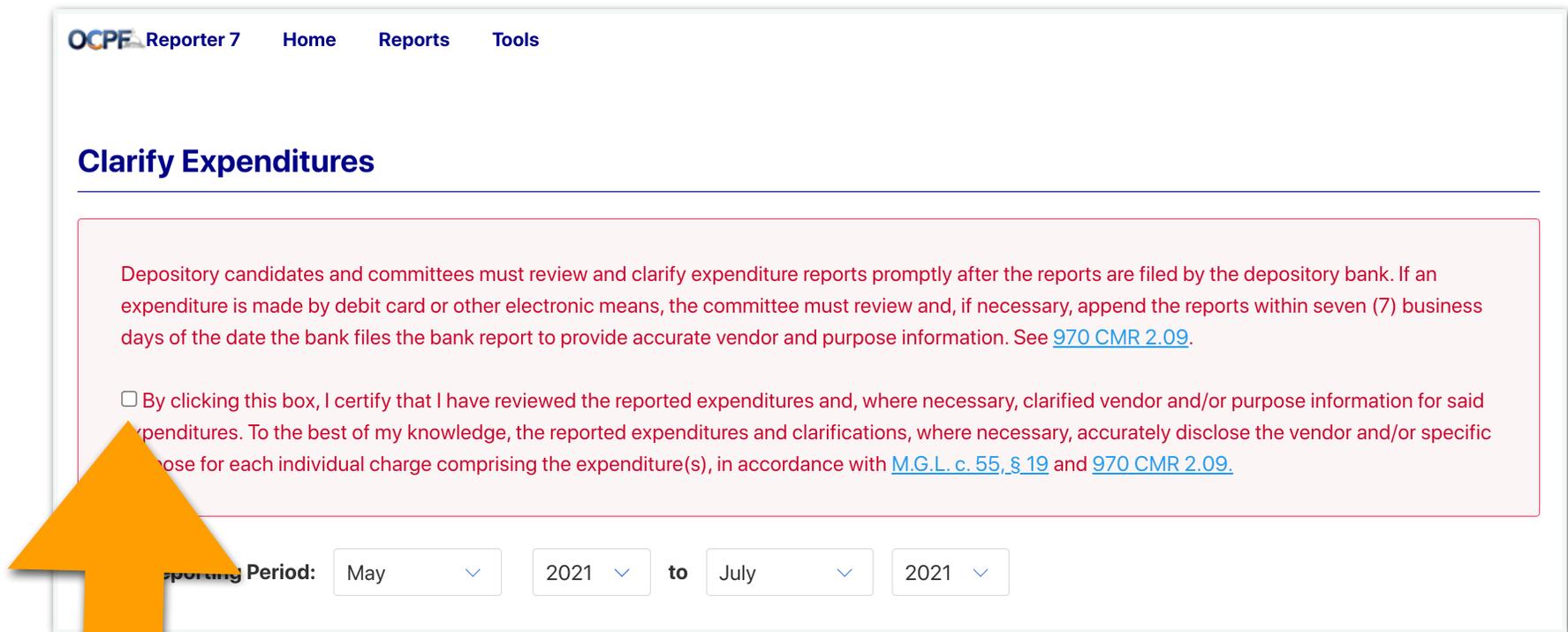
Step 2: Click the red tile

Reporter 7 *Tank Dep Committee (40024)*

 CREATE A DEPOSIT REPORT	 CLARIFY AN EXPENDITURE (BANK-REPORTED)	 UPDATE OCCUPATION/EMPLOYER
	 ALL REPORTS	 FILE A REIMBURSEMENT REPORT
 CONTINUE EDITING YOUR 5/5/2022 DEPOSIT	 R7 HELP	 FILE A CREDIT CARD REPORT

HOW TO CLARIFY EXPENDITURES

Step 3: Click the legal disclaimer



OCPF Reporter 7 Home Reports Tools

Clarify Expenditures

Depository candidates and committees must review and clarify expenditure reports promptly after the reports are filed by the depository bank. If an expenditure is made by debit card or other electronic means, the committee must review and, if necessary, append the reports within seven (7) business days of the date the bank files the bank report to provide accurate vendor and purpose information. See [970 CMR 2.09](#).

By clicking this box, I certify that I have reviewed the reported expenditures and, where necessary, clarified vendor and/or purpose information for said expenditures. To the best of my knowledge, the reported expenditures and clarifications, where necessary, accurately disclose the vendor and/or specific purpose for each individual charge comprising the expenditure(s), in accordance with [M.G.L. c. 55, § 19](#) and [970 CMR 2.09](#).

Reporting Period: May 2021 to July 2021

HOW TO CLARIFY EXPENDITURES

Step 4: Identify the debit card expenditures and click the clarify button

OCPE Reporter 7 Home Reports Tools

Clarify Expenditures

Depository candidates and committees must review and clarify expenditure reports promptly after the reports are filed by the depository bank. If an expenditure is made by debit card or other electronic means, the committee must review and, if necessary, append the reports within seven (7) business days of the date the bank files the bank report to provide accurate vendor and purpose information. See [970 CMR 2.09](#).

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Bank Reporting Period: May 2021 to July 2021

Filter by Name Minimum Amount Maximum Amount

Date	Check#	Vendor, Address	Purpose	Amount	Actions
7/9/2021	DEBIT	Southeast Airlines		\$880.00	
7/8/2021	DEBIT	Eastern Sunrise Inc. 678 Main St. Quincy, MA 01234		\$300.00	
7/4/2021	DEBIT	Western Breeze Catering 1234 Main St. Boston, MA 01234		\$440.00	

HOW TO CLARIFY EXPENDITURES

Step 5: Enter a detailed purpose for the expenditure and click save

Clarify Expenditures

Depository candidates and committees must review and clarify expenditure reports promptly after the reports are filed by the depository bank. If an expenditure is made by debit card or other electronic means, the committee must review and, if necessary, append the reports within seven (7) business days of the date the bank files the bank report to provide accurate vendor and purpose information. See [970 CMR 2.09](#).

By clicking this box, I certify that I have reviewed the reported expenditures and, where necessary, clarified vendor and/or purpose information for said expenditures. To the best of my knowledge, the reported expenditures and clarifications, where necessary, accurately disclose the vendor and/or specific purpose for each individual charge comprising the expenditure(s), in accordance with [M.G.L. c. 55, § 19](#) and [970 CMR 2.09](#).

Bank Reporting Period: May 2021 to July 2021

Filter by Name Minimum Amount Maximum Amount

Date	Check#	Vendor, Address	Purpose	Amount	Actions
7/9/2021	DEBIT	Southeast Airlines	<i>(Travel for national party convention)</i>	\$880.00	Clarify
7/8/2021	DEBIT	Eastern Sunrise Inc. Clarified Vendor	Graphic design for website	\$300.00	Save Cancel
7/4/2021	DEBIT	Western Breeze Catering 1234 Main St. Boston, MA 01234		\$440.00	Clarify

After clicking save on each clarified item, the process is finished

How to disclose subvendor expenditures

A subvendor report is filed when a candidate or committee makes an expenditure of \$5,000 or more, in the aggregate for the calendar year, to a vendor, and the vendor makes expenditures of \$500 or more on behalf of the candidate or committee. The candidate or committee is required to disclose how the vendor spent the money.

This illustrated guide demonstrates how to e-file a subvendor report using Reporter 7, OCPF's e-filing software.



How to disclose subvendor expenditures

Log into Reporter 7 on the front page of the OCPF website.

The screenshot shows the OCPF website interface. At the top, there is a navigation bar with links for Filers, Legal, Reports, Data, Forms & Education, and About, along with social media icons and a phone number (617) 979-8300. Below the navigation bar is the OCPF logo and the text "Massachusetts Office of Campaign and Political Finance". A search bar is present with the placeholder text "What are you looking for?". To the right of the search bar is the "E-Filing / Reporter Sign-In" box, which contains a text input field with the number "40004", a "Log In" button, and links for "Organize with OCPF" and "Forgot Password?". A large black arrow points from the search bar area towards the "E-Filing / Reporter Sign-In" box. Below the search bar and sign-in box are several categorized links: "Browse Candidates" (Filer Listing, Filing Schedules), "Follow the Money" (Search Contributions, Search Expenditures), "Recent Reports" (Report Log, Recently Organized), "Contribution Limits" (Annual Limits Chart), "Getting Started" (Step-by-Step Instructions, Set Up Depository Account), "Forms & Videos" (Organization Forms, Help Videos), "Laws & Regulations" (OCPF Regulations, Legal Resources), and "Reports by Office" (Mayoral Reports, Browse All Reports). To the right of these links is the "Election Charts" section, titled "Boston Mayoral Race: Fundraising in 2021". It features a horizontal bar chart comparing fundraising for two candidates: Wu, Michelle and Essaibi George, Annissa. The chart shows "Raised" (green), "Spent" (orange), and "Independent Support" (cyan) for each candidate. The y-axis represents the amount in dollars, ranging from \$0 to 2,500k. The x-axis represents the amount in thousands of dollars, ranging from 0 to 2,500k. The data points are: Wu, Michelle: Raised \$1,799,114.1, Spent \$1,967,186.36, Independent Support \$950,266.74; Essaibi George, Annissa: Raised \$1,576,034.59, Spent \$1,538,006.84, Independent Support \$672,078.59. A "See more" link is located below the chart. Below the "Election Charts" section is the "News & Media" section, which contains two news items: "Reach OCPF by phone or e-mail" dated 18 Oct 2021, and "2021 is a mayoral election year in 34 cities" dated 17 Oct 2021. At the bottom right, there is an "Events" section titled "Upcoming Seminars" with one event: "Training Seminar, 2 p.m. via Zoom" dated 20 Oct 2021, with the email jtait@cpf.state.ma.us for an invite.

E-Filing / Reporter Sign-In

40004 • [Log In](#)

[Organize with OCPF](#) [Forgot Password?](#)

Browse Candidates
[Filer Listing](#)
[Filing Schedules](#)

Follow the Money
[Search Contributions](#)
[Search Expenditures](#)

Recent Reports
[Report Log](#)
[Recently Organized](#)

Contribution Limits
[Annual Limits Chart](#)

Getting Started
[Step-by-Step Instructions](#)
[Set Up Depository Account](#)

Forms & Videos
[Organization Forms](#)
[Help Videos](#)

Laws & Regulations
[OCPF Regulations](#)
[Legal Resources](#)

Reports by Office
[Mayoral Reports](#)
[Browse All Reports](#)

Election Charts
Boston Mayoral Race: Fundraising in 2021

Candidate	Raised	Spent	Independent Support
Wu, Michelle	\$1,799,114.1	\$1,967,186.36	\$950,266.74
Essaibi George, Annissa	\$1,576,034.59	\$1,538,006.84	\$672,078.59

News & Media

18 Oct 2021 **Reach OCPF by phone or e-mail**

17 Oct 2021 **2021 is a mayoral election year in 34 cities**

Events
Upcoming Seminars

20 Oct 2021 **Training Seminar, 2 p.m. via Zoom**
Email jtait@cpf.state.ma.us for an invite

How to disclose subvendor expenditures

Select the All Reports tile.

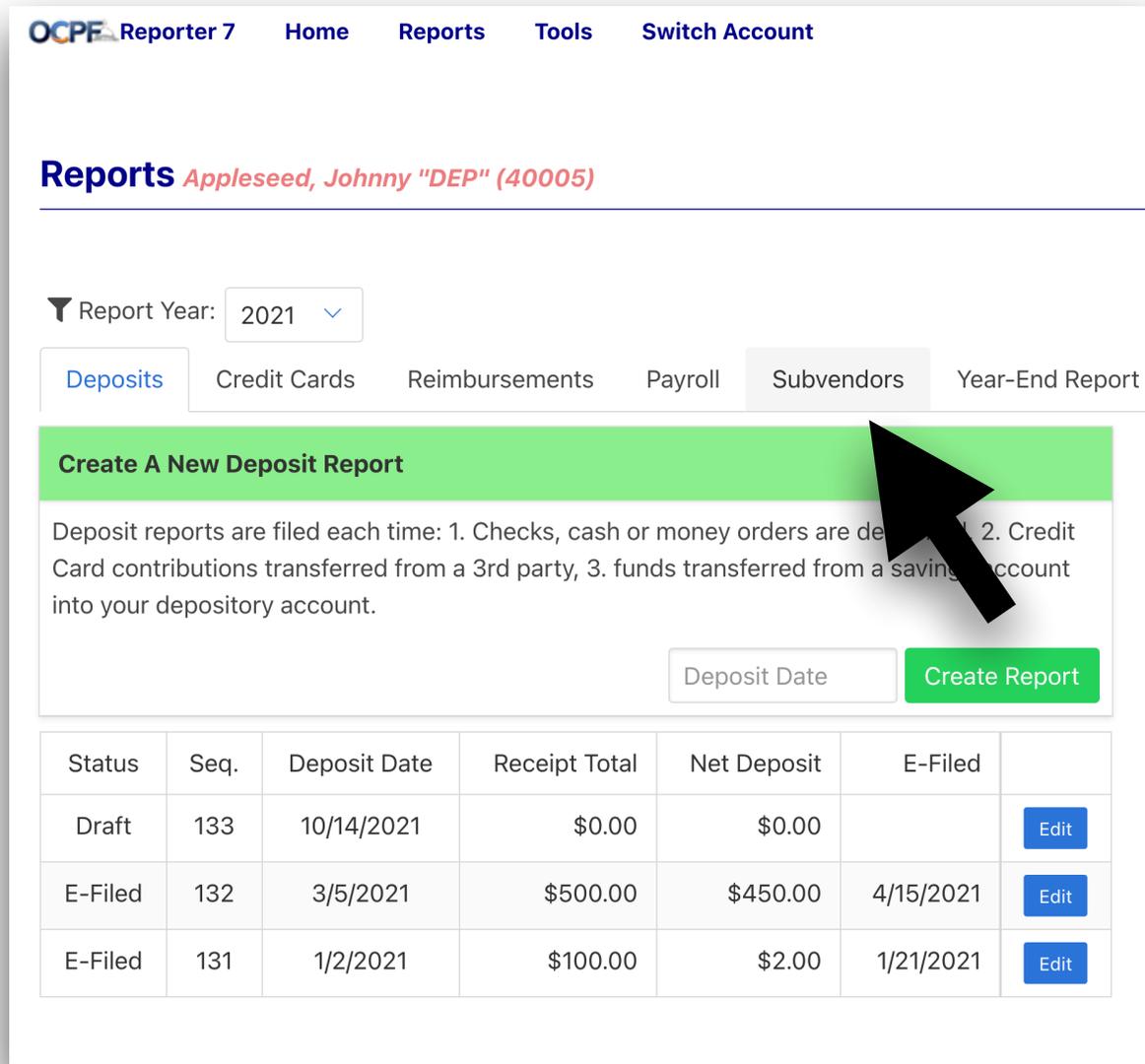
Reporter 7 *Appleseed, Johnny "DEP" (40005)*

 CREATE A DEPOSIT REPORT	 CLARIFY AN EXPENDITURE (BANK-REPORTED)	 UPDATE OCCUPATION/EMPLOYER
	 ALL REPORTS	 FILE AN REIMBURSEMENT REPORT
 CONTINUE EDITING YOUR 10/14/2021 DEPOSIT	 R7 HELP	 FILE A CREDIT CARD REPORT



How to disclose subvendor expenditures

Choose the Subvendors tab.



The screenshot shows the OCPF Reporter 7 interface. At the top, there are navigation links: Home, Reports, Tools, and Switch Account. Below this, the user is logged in as Appleseed, Johnny "DEP" (40005). The Reports section is active, and the Subvendors tab is selected, highlighted in grey. A black arrow points to the Subvendors tab. Below the tabs, there is a green bar with the text "Create A New Deposit Report". Underneath this bar, there is a text box explaining that deposit reports are filed each time: 1. Checks, cash or money orders are deposited, 2. Credit Card contributions transferred from a 3rd party, 3. funds transferred from a savings account into your depository account. To the right of this text is a "Create Report" button. Below the text box is a table with columns: Status, Seq., Deposit Date, Receipt Total, Net Deposit, E-Filed, and an empty column for actions. The table contains three rows of data, each with an "Edit" button in the action column.

OCPE Reporter 7 Home Reports Tools Switch Account

Reports *Appleseed, Johnny "DEP" (40005)*

Report Year: 2021

Deposits Credit Cards Reimbursements Payroll **Subvendors** Year-End Report

Create A New Deposit Report

Deposit reports are filed each time: 1. Checks, cash or money orders are deposited, 2. Credit Card contributions transferred from a 3rd party, 3. funds transferred from a savings account into your depository account.

Deposit Date Create Report

Status	Seq.	Deposit Date	Receipt Total	Net Deposit	E-Filed	
Draft	133	10/14/2021	\$0.00	\$0.00		Edit
E-Filed	132	3/5/2021	\$500.00	\$450.00	4/15/2021	Edit
E-Filed	131	1/2/2021	\$100.00	\$2.00	1/21/2021	Edit

How to disclose subvendor expenditures

Enter the report date and the name of the original vendor, then click Create. Please remember that the expenditure to the original vendor has previously been disclosed by the committee bank.

OCPF Reporter 7 [Home](#) [Reports](#) [Tools](#) [Switch Account](#)

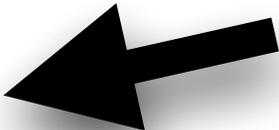
Reports *Appleseed, Johnny "DEP" (40005)*

Report Year:

[Deposits](#) [Credit Cards](#) [Reimbursements](#) [Payroll](#) [Subvendors](#)

2021 Subvendor Report +

Subvendor reports are filed when a committee directly pays a vendor, who in turn, pays another (sub)vendor. These



How to disclose subvendor expenditures

Click the Subvendor Payments tab.

OCPE Reporter 7 Home Reports Tools Switch Account

Subvendor Report *Appleseed, Johnny "DEP" (40005)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary Subvendor Payments

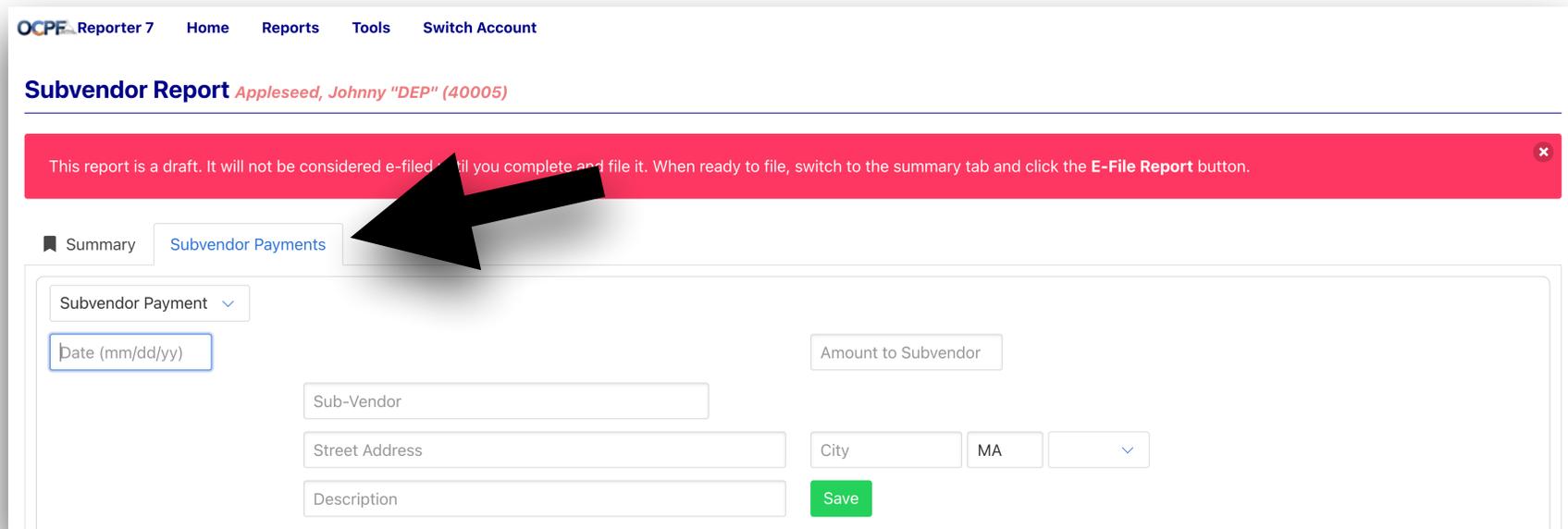
Subvendor Payment ▾

Date (mm/dd/yy) Amount to Subvendor

Sub-Vendor

Street Address City MA

Description Save



How to disclose subvendor expenditures

Enter the subvendor information and click Save. In this example, the vendor, Minuteman West Consulting, paid \$750 to another vendor, Top Stat Polling, for a text poll. Top Stat Polling is the subvendor.

Subvendor Report *Appleseed, Johnny "DEP" (40005)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Rep**

Summary Subvendor Payments

Subvendor Payment ▾

10/18/2021 \$750

Top Stat Polling Company

12345 West Street Springfield MA 01101 ▾

Campaign Poll (text Message) **Save**

Filters: Filter by Name --- ALL RECORD TYPES --- ▾ Start Date End Date Minimum Amount Maximum Amount

Date	Subvendor, Address	Purpose
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How to disclose subvendor expenditures

FINISH: Return to the Summary tab and e-file the report.

Subvendor Report *Appleseed, Johnny "DEP" (40005)*

This report is a draft. It will not be considered final until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary Subvendor Expenditures

Export to PDF Delete

Report Date:	<input type="text" value="10/18/2021"/>
Vendor:	<input type="text" value="Minuteman West"/>
Subvendor Payment Total:	\$750.00

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that: 1) you are the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf; and 2) this report has been examined and approved for filing by the candidate and the committee treasurer (if applicable) and that it is, to the best of your knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of the candidate and/or committee in accordance with the requirements of M.G.L. c. 55. Moreover, clicking the "E-File Report" button to file an electronic campaign finance report or financial activity statement with OCPF is your electronic signature of the report.

E-File Report