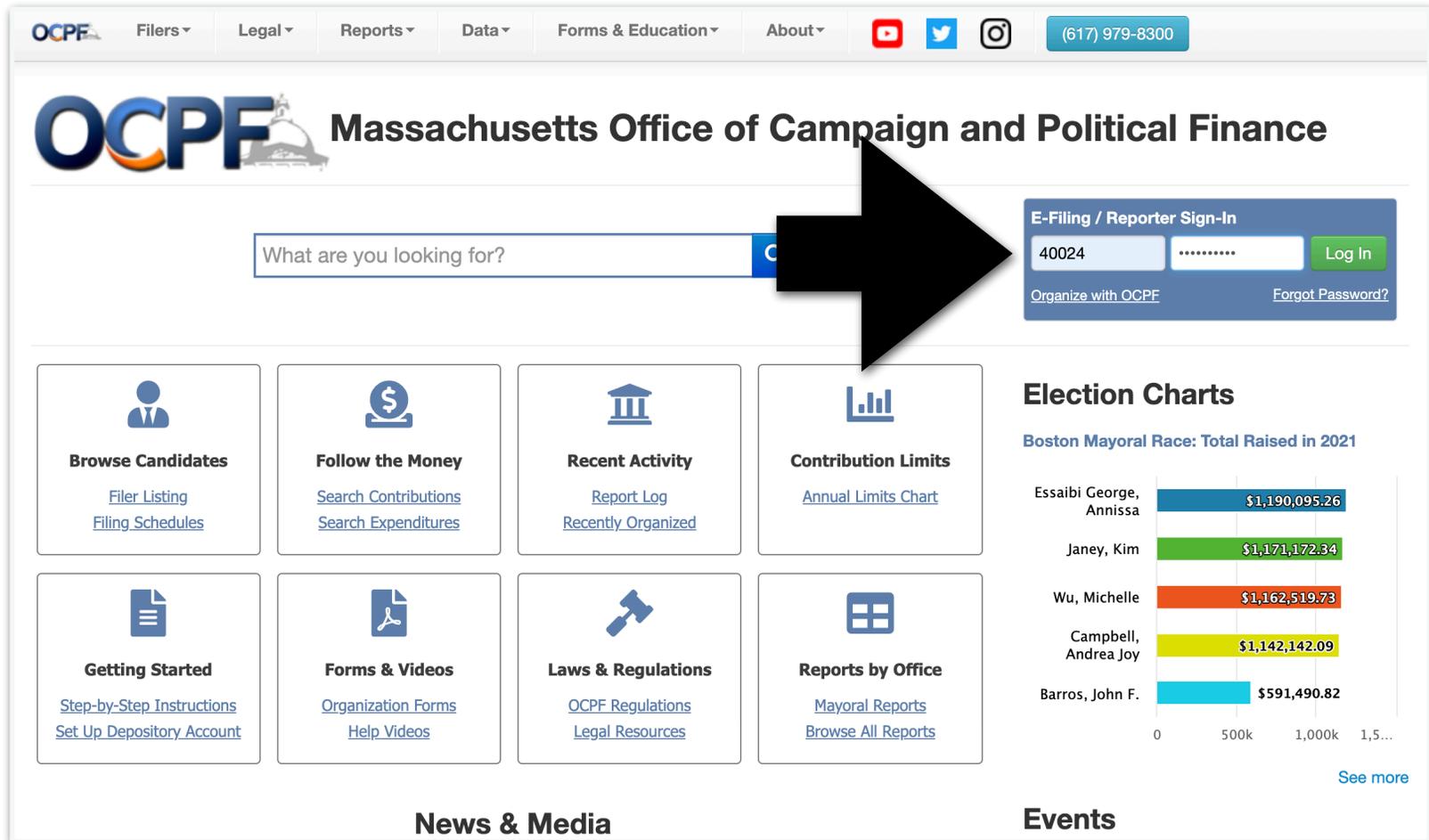


HOW TO E-FILE A DEPOSIT REPORT

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 search bar is located below the navigation menu. A large black arrow points from the search bar to the 'E-Filing / Reporter Sign-In' box. The 'E-Filing / Reporter Sign-In' box contains a username field with '40024', a password field with '.....', and a 'Log In' button. Below the search bar, there are several categories of links: Browse Candidates, Follow the Money, Recent Activity, Contribution Limits, Getting Started, Forms & Videos, Laws & Regulations, and Reports by Office. 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 total amount raised for five candidates. At the bottom, there are sections for 'News & Media' and 'Events'.

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 Log In

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

Candidate	Total Raised
Essaibi George, Annessa	\$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

0 500k 1,000k 1,5...

[See more](#)

News & Media **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)*

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 ▾

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
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

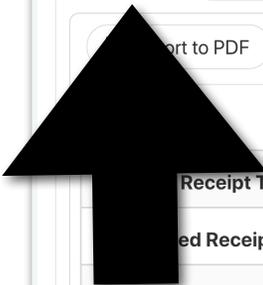
8/12/2021 Deposit (#372) *Tank Dep Committee (40024)*

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