

HOW TO FILE INDEPENDENT SPENDING REPORTS

- INDEPENDENT CANDIDATE SPENDING (18A)
- ELECTIONEERING COMMUNICATIONS (EC)
- BALLOT QUESTION SPENDING (22/22A)

This illustrated guide demonstrates how to [register](#) to file an independent spending report, and how to file such reports.



HOW TO FILE INDEPENDENT SPENDING REPORTS

The first step is to [register](#) at www.ocpf.us by clicking the “Getting Started” button

The screenshot shows the OCPF website homepage. 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. The main header features the OCPF logo and the text "Massachusetts Office of Campaign and Political Finance". Below the header is a search bar and an "E-Filing / Reporter Sign-In" section with fields for User ID and Password, and a Log In button. 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), "Laws & Regulations" (with links for OCPF Regulations and Legal Resources), and "Reports by Office" (with links for Mayoral Reports and Browse All Reports). A large black arrow points to the "Getting Started" button. To the right, there is an "Election Charts" section titled "Boston Mayoral Race: Fundraising in 2021" with a horizontal bar chart showing fundraising amounts for Michelle Wu and George Annissa Essaibi. The chart shows raised and independent support in green and spent and independent oppose in orange. Below the chart is a "See more" link. At the bottom, there is a "News & Media" section with two news items: "Reach OCPF by phone or e-mail" dated Oct 2021 and "2021 filing dates for municipal candidates who file with their local election officials" dated Oct 2021. To the right of the news section is an "Events" section with an "Upcoming Seminars" item: "Training Seminar, 2 p.m. via Zoom" dated Oct 2021, with an email address for invites.

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

Election Charts
Boston Mayoral Race: Fundraising in 2021

Candidate	Raised	Spent
Wu, Michelle	\$1,799,114.1	\$1,967,186.36
Essaibi George, Annissa	\$1,576,034.59	\$1,538,006.84

News & Media

13 Oct 2021 Reach OCPF by phone or e-mail

12 Oct 2021 2021 filing dates for municipal candidates who file with their local election officials

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

HOW TO FILE INDEPENDENT SPENDING REPORTS

From the Getting Started page, choose “Independent Spending Reports”

The screenshot shows the OCPF website's navigation menu at the top, including links for Filers, Legal, Reports, Data, Forms & Education, and About. A search bar is also present. The main heading is "Getting Started: Organize with OCPF". Below this, there is a grey box with instructions: "Please choose the candidate and committee type to get step-by-step instructions on how to organize with OCPF." and "There are more than 50 banks participating in Depository Reporting System. Click [here](#) for the list of banks." A list of categories follows, each with a right-pointing arrow:

- Statewide candidates for Statewide office
- Governor's Council candidates for Governor's Council
- House and Senate candidates for House or Senate
- County and District candidates for County and District offices
- Mayoral candidates in all cities in the Commonwealth of Massachusetts
- City Council candidates for cities with populations of more than 65,000
- Political Action Committees (PACs) that File with OCPF raise and spend money to support or oppose candidates
- Statewide Issue Committees for questions appearing on the state election ballot
- Independent Expenditure Committees (IECs) for independent expenditure committees
- Segregated Accounts for candidates wanting to establish recount, legal defense or inaugural funds, and state party committees wanting to establish legal defense funds
- Independent Spending Reports** Register to file Independent Spending Reports
- Local Offices all other municipal offices with reporting requirements to local election officials

A large black arrow points from the top of the list down to the "Independent Spending Reports" link.

HOW TO FILE INDEPENDENT SPENDING REPORTS

Click the register link

Independent Spending Reports *Register to file Independent Spending Reports* >

There are four types of independent spending reports: [Independent Expenditures](#), [Electioneering Communications\(EC\)](#), [Ballot Question Spending](#), [Political Spending Reports](#)

Step 1 → Click [here](#) to register with OCPF. ⓘ

Step 2 → Start using [Reporter](#) to prepare and file an Independent Spending Report. ⓘ



HOW TO FILE INDEPENDENT SPENDING REPORTS

Fill in the registration information and click “register”

Register to File Independent Spending Reports

Massachusetts Office of Campaign & Political Finance

If you have already registered to file Independent Spending Report with OCPF, please click [here](#) to sign-in using your email address.

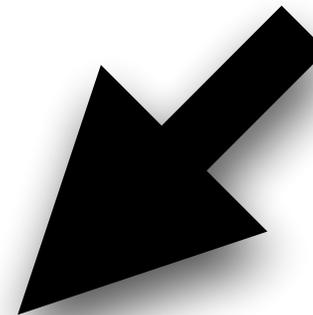
Registration for Independent Spending Reports:

Individuals or entities that have not organized with OCPF that wish to file the following types of reports:

Independent Spending (18A)	+
Electioneering Communications (EC)	+
Ballot Question Spending (22/22A)	+

Email Address (will also be used as Username):	<input type="text" value="jasonstreetqb1@gmail.com"/>
First Name:	<input type="text" value="Jason"/>
Last Name:	<input type="text" value="Street"/>
Organization (if applicable):	<input type="text" value="Street Consulting, Inc."/>
Political Committee Name (if applicable):	<input type="text" value="Committee Name"/>
Password (Minimum 8 characters):	<input type="password" value="ocpfcompliance"/>
Verify Password:	<input type="password" value="ocpfcompliance"/>

Register



HOW TO FILE INDEPENDENT SPENDING REPORTS

Click the link to log in

Register to File Independent Spending Reports

Massachusetts Office of Campaign & Political Finance

If you have already registered to file Independent Spending Report with OCPF, please click [here](#) to sign-in using your email address.

Registration for Independent Spending Reports:

Individuals or entities that have not organized with OCPF that wish to file the following types of reports:

Independent Spending (18A)	+
Electioneering Communications (EC)	+
Ballot Question Spending (22/22A)	+

Thank you for registering with OCPF. Please click [here](#) to log in and file reports.

WARNING

DO **NOT** REGISTER HERE IF YOU REPRESENT ONE OF THE FOLLOWING:

- A candidate
- A ballot question committee
- A local party committee
- An independent expenditure PAC
- A traditional PAC seeking to file periodic campaign finance reports (traditional PACs that file periodic reports must, however, register here)

If you do represent one of these types of entities, please contact OCPF (617-979-8300) for instructions on organizing and e-filing most campaign finance reports.



HOW TO FILE INDEPENDENT SPENDING REPORTS

Log in with the e-mail address and password

[Click here](#) for a direct link to the log-in page

 Reporter 7 / Bank Reporter

OCPF REPORTER 7

Username:

 jasonstreetqb1@gmail.com

Password:



Remember Me

Log-In

[Forgot Password?](#)

HOW TO FILE INDEPENDENT SPENDING REPORTS

Click the “create a draft report” button

The screenshot shows the OCPF Reporter web application interface. At the top, there is a navigation bar with the OCPF Reporter logo, a 'Reports' dropdown menu, and a 'Log Off' link. Below the navigation bar, the main content area is titled 'Miscellaneous Reports' with a subtitle 'Including 18As, 18Fs, CPF22s & CPF111 reports'. A prominent green button labeled 'Create a Draft Report' is located on the left side of this section. A large black arrow points directly to this button. Below the 'Miscellaneous Reports' section, there is a section for 'Current Draft Reports' with the subtitle 'These reports have not been e-filed.' This section contains a table with the following columns: 'Reporting Period', 'Candidate(s)/BQ', 'Total Expenditures', 'Total Receipts', and 'Actions'. Below this, there is a section for 'Previously Filed Reports' with the subtitle 'These reports have been e-filed.' This section also contains a table with the following columns: 'Filed', 'Reporting Period', 'Candidate(s)', 'Total Expenditures', 'Total Receipts', and 'Actions'.

HOW TO FILE INDEPENDENT SPENDING REPORTS

Create the type of report. In this example, we will chose an independent expenditure report.

OCPE Reporter Reports ▾ Log Off

Create a Draft Report

Review the report types below and select the one appropriate to your reporting requirements

Independent Expenditure Report CPF 18A Report

Select this report type if you are an individual, group, association, corporation, labor union, political committee or other entity who has made independent expenditures of more than \$250 in a calendar year to support or oppose one or more candidates.

[What is an "Independent Expenditure"?](#)

 [Create a Draft 18A Report](#)

Electioneering Communication Report CPF 18F Report

Select this report type if you are an individual, group, association, corporation, labor union or other entity, other than a registered political committee, who has: 1) made or contracted to make electioneering communication expenditures of more than \$250 (aggregated) in a calendar year; and 2) received more than \$250 from another party for the purpose of making the expenditure(s).

[What is an "Electioneering Communication"?](#)

[Create a Draft 18F Report](#)

Ballot Question Spending Report CPF 22 or 22A Report

Select this report type if you gave, paid, expended or contributed (or promised to give, pay, expend or contribute) money or any other thing of value to influence or affect the vote on any question submitted to the voters.

[Create a Draft 22/22A Report](#)

HOW TO FILE INDEPENDENT SPENDING REPORTS

Provide a date

OCPF Reporter Reports ▾ Log Off

File an Independent Expenditure Report

[Return to Draft Reports](#)

Please provide a utilization date for each expenditure reflecting when the expenditure was utilized, e.g. when a mailing was sent.

Report Summary **Filer Information** Expenditures

Date: ←

Total Expenditures: \$0.00 [Add Item](#)

E-File

Checking the box below to file an electronic campaign finance report with OCPF is your electronic signature of the report. By checking the box, you are certifying under the penalties of perjury that all of the statements made in the report are true and accurate and that the expenditures being reported are independent expenditures, as defined by M.G.L. c. 55, section 1, in that: 1) the individual(s) or group who made the expenditure(s) described herein did not solicit or receive any contributions in contemplation of such expenditure(s); and 2) the individual(s) or group who made the expenditure(s) described herein did not, in making such expenditure(s), cooperate, consult, or act in concert with or at the request or suggestion of any candidate, or political committee organized on behalf of any candidate, or any agent of a candidate or any political committee.

I agree to the legal terms above.

HOW TO FILE INDEPENDENT SPENDING REPORTS

Select the “Filer Information” tab and select the filer type. In this example, Street Consulting, Inc., is the filer, so we choose “Corporation or Organization.”

File an Independent Expenditure Report

[Return to Draft Reports](#)

Please provide a utilization for each expenditure reflecting when the expenditure was utilized, e.g. when a mailing was sent.

[Report Summary](#) **Filer Information** [Expenditures](#)

Filer Type:
 Corporation or Organization
 Individual
 Governmental Unit

E-File

Checking the box below to file an electronic campaign finance report with OCPF is your electronic signature of the report. By checking the box, you are certifying under the penalties of perjury that all of the statements made in the report are true and accurate and that the expenditures being reported are independent expenditures, as defined by M.G.L. c. 55, section 1, in that: 1) the individual(s) or group who made the expenditure(s) described herein did not solicit or receive any contributions in contemplation of such expenditure(s); and 2) the individual(s) or group who made the expenditure(s) described herein did not, in making such expenditure(s), cooperate, consult, or act in concert with or at the request or suggestion of any candidate, or political committee organized on behalf of any candidate, or any agent of a candidate or any political committee.

I agree to the legal terms above.

HOW TO FILE INDEPENDENT SPENDING REPORTS

Enter the filer information

OCPF Reporter Reports ▾ Log Off

File an Independent Expenditure Report

[Return to Draft Reports](#)

Please provide a utilization date for each expenditure reflecting when the expenditure was utilized, e.g. when a mailing was sent.

[Report Summary](#) **Filer Information** [Expenditures](#)

Filer Type: Corporation or Organization ▾

Filing Entity: Street Consulting, Inc.

1234 Main Street

Anytown

MA 01234

Officer: Jason Street

CEO

HOW TO FILE INDEPENDENT SPENDING REPORTS

Click the “Expenditures” tab, enter the independent spending information, and click save. In this example, the company paid for an independent expenditure mailing to support Timothy Riggins.

OCPF Reporter Reports ▾ Log Off

File an Independent Expenditure Report

[Return to Draft Reports](#)

Please provide a utilization date for each expenditure reflecting when the expenditure was utilized, e.g. when a mailing was sent.

Report Summary Filer Information **Expenditures**

10/10/21	Northeast Printing Company	Mailing to District 4 residents in Anyt
\$10,000	1234 Main Street	Timothy Riggins ▾
10/13/2021	Anytown MA 01234	Supported ▾

[Save](#)

Date Utilized	Name	Address	City	State	Zip	Amount	Purpose	Position	Candidate
Total Expenditures:						\$0.00			

HOW TO FILE INDEPENDENT SPENDING REPORTS

To file, return to the “Report Summary” tab, agree to the legal terms, and click the e-file button.

OCPF Reporter Reports Log Off

File an Independent Expenditure Report

[Return to Draft Reports](#)

Please provide a utilization date for each expenditure reflecting when the expenditure was utilized, e.g. when a mailing was sent.

Report Summary **Filer Information** Expenditures

Date: 10/13/2021

Total Expenditures: \$10,000.00 [Add Item](#)

E-File

Checking the box below to file an electronic campaign finance report with OCPF is your electronic signature of the report. By checking the box, you are certifying under the penalties of perjury that all of the statements made in the report are true and accurate and that the expenditures being reported are independent expenditures, as defined by M.G.L. c. 55, section 1, in that 1) the individual(s) or group who made the expenditure(s) described herein did not solicit or receive any contributions in contemplation of such expenditure(s); and 2) the individual(s) or group who made the expenditure(s) described herein did not, in making such expenditure(s), cooperate, consult, or act in concert with or at the request or suggestion of any candidate or political committee organized on behalf of any candidate, or any agent of a candidate or any political committee.

I agree to the legal terms above.

[E-File](#)