

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: "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 of the page, there is an "Election Charts" section titled "Boston Mayoral Race: Total Raised in 2021". This section contains 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

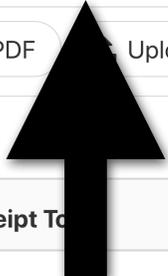
8/24/2021 Deposit (#377) *Tank Dep Committee (40024)*

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:		<input type="text" value="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
------	------	---------------	-------------	--------	---------

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