

OCPF Reporter 7 E-Filing Instructions: Depository Committees

Log In:

Visit www.ocpf.us. On the right side of OCPF's homepage enter your CPF ID and password then click the "Log In" button.

E-File a Deposit Report:

Click the purple "Create A Deposit Report" tile. Enter the deposit date (dd/mm/yy) and click the "Create" button. To add contributions and any credit card fees to the report select the "Deposit Items" section. Add the contribution information in the fields provided. After completing the fields, click the "Save" button to add the item to the report. Add credit card fees (if needed) by selecting "Merchant Provider Fee" from the drop down menu.

After completing the fields, click the "Save" button to add the item to the report.

Once all of the deposit items have been added, select the "Summary" section, review the legal terms and click the green "E-File Report" button.

Clarify Expenditures:

You bank will electronically file a report each month that includes all expenditures that cleared the account.

To clarify the purpose or vendor information of an expenditure, click on the red "Clarify An Expenditure (Bank-Reported)" tile. Agree to the legal terms at the top of the page by clicking the box. Click the blue "Clarify" button next to the expenditure you need to update. Add the information in either the "Clarified Vendor" field and/or the "Clarified Purpose" field, then click the "Save" button to update the expenditure.

For further guidance, please call 617-979-8300 or email ocpf@cpf.state.ma.us