

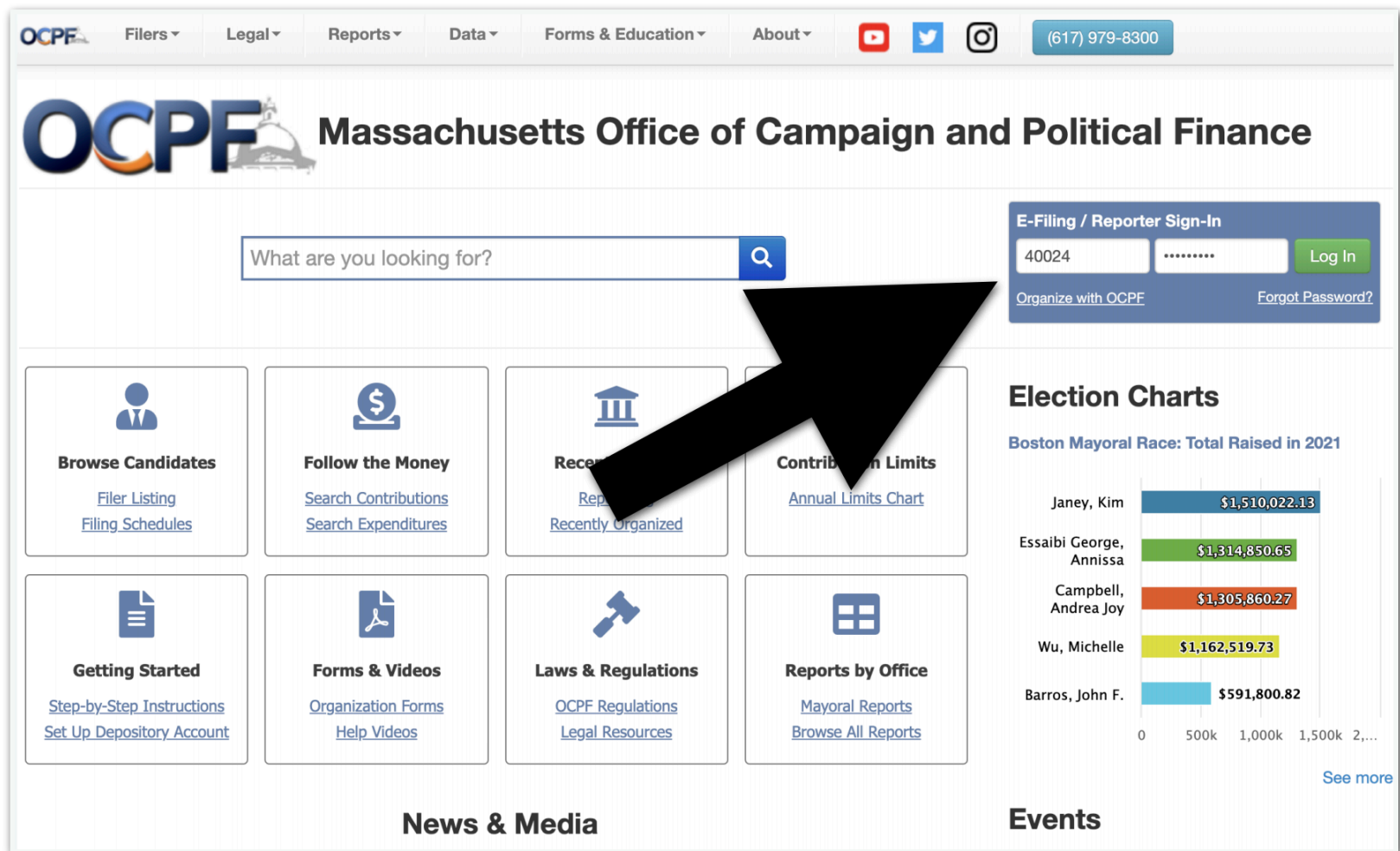
Reporter 7 for local filers

Local municipal filers may use OCPF's filing software, Reporter 7, to create, print, sign and file campaign finance reports with their local election officials.

This illustrated guide displays various Reporter 7 functions, including where to enter information and how to print the report when it is complete.



Sign into R7 at www.ocpf.us



The screenshot shows the homepage of the Massachusetts Office of Campaign and Political Finance (OCPF). The navigation bar at the top includes 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 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 value "40024", a password input field with masked characters, 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 sign-in box. Below the search bar and sign-in box is a grid of eight tiles, each with an icon and a title: "Browse Candidates" (person icon), "Follow the Money" (dollar sign icon), "Recent Reports" (building icon), "Contribution Limits" (dollar sign icon), "Getting Started" (document icon), "Forms & Videos" (document icon), "Laws & Regulations" (gavel icon), and "Reports by Office" (grid icon). To the right of the grid is the "Election Charts" section, which displays a bar chart titled "Boston Mayoral Race: Total Raised in 2021". The chart shows the total amount raised by five candidates: 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), and Barros, John F. (\$591,800.82). The x-axis represents the amount raised, ranging from 0 to 2,000k. A "See more" link is located at the bottom right of the chart.

E-Filing / Reporter Sign-In

40024 [password] Log In

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

Election Charts

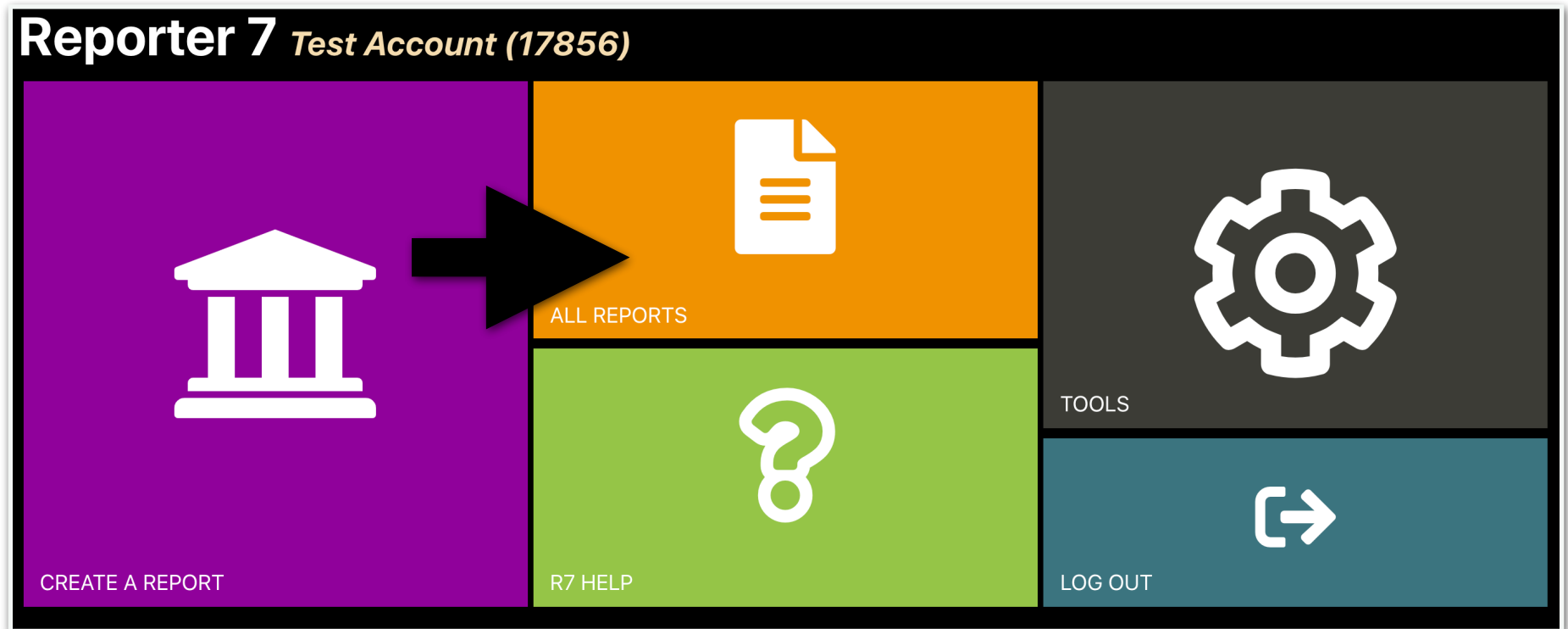
Boston Mayoral Race: Total Raised in 2021

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

[See more](#)

You will need to get an ID number and password from OCPF.

Go to the “all reports” tile to create the report that needs to be filed



Choose the type of report, enter dates for the period, and click create

OCPF Reporter 7 Home Reports Tools

Reports *Test Account (17856)*

2021 2020 2019 2018

Periodic Reports Dissolution

2021
Period

- ✓ Preliminary
- Pre-Election
- Post-Election
- Year-End
- Dissolution

- End Date

Create

Tips: The ending date of the report is 18 days prior to the preliminary or general election. The ending date of a post-election report, for town elections in the spring, is 20 days after the election.

Candidates in fall elections do not file post-election reports.

Your local election official can give you the correct reporting date periods.

IMPORTANT: Please choose the correct report type before creating the report.

This is the summary page, prior to entering information into the various schedules

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

Note the reporting period dates

2021 Pre-election Report (1/1/2021-10/15/2021) *Test Account (17856)*

[Summary](#) [Receipts](#) [Expenditures](#) [Inkind Contributions](#) [Liabilities](#) [Subvendor Payments](#)

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

Year:	2021		
Type:	Pre-election Report		
Date Range:	<input type="text" value="1/1/2021"/> through <input type="text" value="10/15/2021"/>		
Financial Summary	<u>Itemized</u>	<u>Unitemized</u>	<u>Total</u>
Starting Balance:	You will enter the ending balance from the previous report, unless you are a new campaign		<input type="text" value="\$0.00"/>
Receipts:	\$0.00	\$0.00	\$0.00
Expenditures:	\$0.00	\$0.00	\$0.00
Ending Balance:			<u>\$0.00</u>
In-kind Contributions:	\$0.00	\$0.00	\$0.00
Out of Pocket Spending:	\$0.00	\$0.00	\$0.00
Outstanding Liabilities:			\$0.00

Click the receipts schedule to enter contributions for the period

2021 Pre-election Report (1/1/2021-10/15/2021) Test Account (17856)

Summary Receipts Expenditures Inkind Contributions Liabilities Subvendor Payments

Individual Contribution

7/1/2021

\$200

Green

Sally

34343 Main Street

Easton MA 02334

Teacher

Easton High School

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
8/31/2021	Individual	Tavner, John 34343 Patriot Way Woburn, MA	Doctor	Woburn General Hospital		\$500.00	Edit
9/1/2021	Committee	MA & Northern NE Laborers' District Council Pol Action Comm			80479	\$300.00	Edit
8/20/2021	Individual	Jones, Mac 34343 Elm Street Foxborough, MA	Bank President	Foxborough Top Bank		\$1,000.00	Edit

Click save after entering donor information, and the line item will appear below

Click the expenditures schedule to enter expenditures for the period

OCPE Reporter 7 Home Reports Tools

2021 Pre-election Report (1/1/2021-10/15/2021) Test Account (17856)

Summary Receipts **Expenditures** Inkind Contributions Liabilities Subvendor Payments

Expenditure (General)


8/20/2021 \$87

Check# New England Pizza Hut

3333 West Street Anytown MA ▾

Food and Drink For Backyard Mee **Save**

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

Clear Filters 

Date	Type	Check #	Vendor, Address	Purpose	Amount	Actions
9/5/2021	Expenditure		Super Good Graphic T's 333 Main Street Anytown, MA	50 Campaign T-shirts For Volunteers	\$550.00	Edit

Click the in-kind schedule to enter in-kind contributions for the period

OCPE Reporter 7 Home Reports Tools

2021 Pre-election Report (1/1/2021-10/15/2021) *Test Account (17856)*

Summary Receipts Expenditures **Inkind Contributions** Liabilities Subvendor Payments

Committee Inkind Contribution ▾

8/4/2021

\$600

Search Phrase 🔍
▾

ANYTOWN LOCAL PARTY COMMITTEE

3333 Main Street

Anytown

MA

▾

Party Paid For Newspaper Ad

Save

Click the liabilities schedule to enter liabilities for the period

OCPE Reporter 7 Home Reports Tools

2021 Pre-election Report (1/1/2021-10/15/2021) *Test Account (17856)*

Summary Receipts Expenditures Inkind Contributions **Liabilities** Subvendor Payments

Candidate Loan

6/6/2021

Candidate Loan

\$1,000

Save

To print, sign and file the report with your local election official, return to the summary page

2021 Pre-election Report (1/1/2021-10/15/2021) *Test Account (17856)*

Summary

Receipts

Expenditures

Inkind Contributions

Liabilities

Subvendor Payments

Export PDF

Upload Data

Delete

Year:	2021		
Type:	Pre-election Report		
Date Range:	1/1/2021	through	10/15/2021
Financial Summary	<u>Itemized</u>	<u>Unitemized</u>	<u>Total</u>
Starting Balance:			\$0.00
Receipts:	\$2,800.00	\$0.00	\$2,800.00
Expenditures:	\$637.00	\$0.00	\$637.00
Ending Balance:			<u>\$2,163.00</u>
In-kind Contributions:	\$0.00	\$0.00	\$0.00
Out of Pocket Spending:	\$0.00	\$0.00	\$0.00
Outstanding Liabilities:			\$1,000.00
Itemize All Transactions?	<input checked="" type="checkbox"/>		

Click the export to PDF button

2021 Pre-election Report (1/1/2021-10/15/2021) *Test Account (17856)*

[Summary](#)

[Receipts](#)


[Expenditures](#)

[Inkind Contributions](#)

[Liabilities](#)

[Subvendor Payments](#)

 [Export to PDF](#)

 [Upload Data](#)

 [Delete](#)

Year:	2021		
Type:	Pre-election Report		
Date Range:	<input type="text" value="1/1/2021"/> through <input type="text" value="10/15/2021"/>		
Financial Summary	<u>Itemized</u>	<u>Unitemized</u>	<u>Total</u>
Starting Balance:			<input type="text" value="\$0.00"/>
Receipts:	\$2,800.00	\$0.00	\$2,800.00
Expenditures:	\$637.00	\$0.00	\$637.00
Ending Balance:			<u>\$2,163.00</u>
In-kind Contributions:	\$0.00	\$0.00	\$0.00
Out of Pocket Spending:	\$0.00	\$0.00	\$0.00
Outstanding Liabilities:			\$1,000.00
Itemize All Transactions?	<input checked="" type="checkbox"/>		



Commonwealth
of Massachusetts

Form CPF M 102: Campaign Finance Report
Office of Campaign and Political Finance

File with: Director
Office of Campaign and Political Finance
One Ashburton Place Rm. 411
Boston, MA 02108
(617) 979-8300

CPF ID# 17856

Reporting Period: Beginning: 1/1/2021 Ending: 10/15/2021

Type of Report: 2021 Pre-election Report

Account, Test
Full Name of Candidate
Municipal, Local Filer
Office Sought/ District
11111 Test Account
Boston, MA 12345
Residential Address

Test Account
Committee Name
Test Account
Name of Committee Treasurer
11111 Test Account
Boston, MA 12345
Committee Address

SUMMARY BALANCE INFORMATION

Ending balance from previous report:	\$0.00
Total receipts this period:	\$2,800.00
Subtotal:	\$2,800.00
Total expenditures this period:	\$637.00
Ending Balance:	\$2,163.00
Total inkind contributions this period:	\$0.00
Total out of pocket spending this period:	\$0.00
Total outstanding liabilities:	\$1,000.00
Name of Bank Used:	

Affidavit of Committee Treasurer:

I certify that I have examined this report, including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity including all contributions, loans, receipts, expenditures, disbursements, inkind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury:

Treasurer's signature (in ink) _____ Date _____

Affidavit of Candidate (check 1 box only) :

Candidate with Committee and no activity independent of the committee

☐ I certify that I have examined this report, and attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.

Candidate without Committee OR candidate with independent activity filing separate report.

☐ I certify that I have examined this report and attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity including contributions, loans, receipts, expenditures, disbursements, inkind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury:

Candidate's signature (in ink) _____ Date _____

Print, sign and file the report