

## **E-Filing Instructions – Non 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

### **Create a Report:**

- Click on the purple tile to create a report
- Add items to the report in each section by selecting the applicable tab (Receipts, Expenditures, In-Kind Contributions, Liabilities, etc.)
- Within each section, enter the information in the fields provided. After completing the fields, click the "**Save**" button to add the item to the report

### **E-File a Report:**

- Once all report items have been entered select the "**Summary**" tab and review the totals and balances of the report
- Read the legal terms and click the green "**E-File Report**" button (bottom of the page)

**NOTE:** Your report is not electronically filed until the green "E-File Report" button has been clicked. If a red banner is displayed at the top of your screen noting the report is a draft, then it has not yet been electronically filed.

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

