

Updating occupation and employer on Reporter 7





For depository candidates and committees


When a depository candidate or committee receives funds and makes a deposit, the deposit report must be filed, even if the donor did not provide occupation and employer information for a contribution of \$200 or more, in the aggregate for the year.


If and when the committee receives the occupation and employer information, it must then add that information to the already-filed deposit report.




1. Log into Reporter 7 at www.ocpf.us


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 **Massachusetts Office of Campaign and Political Finance**





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Election Charts
Boston Mayoral Race: Total Raised in 2021

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

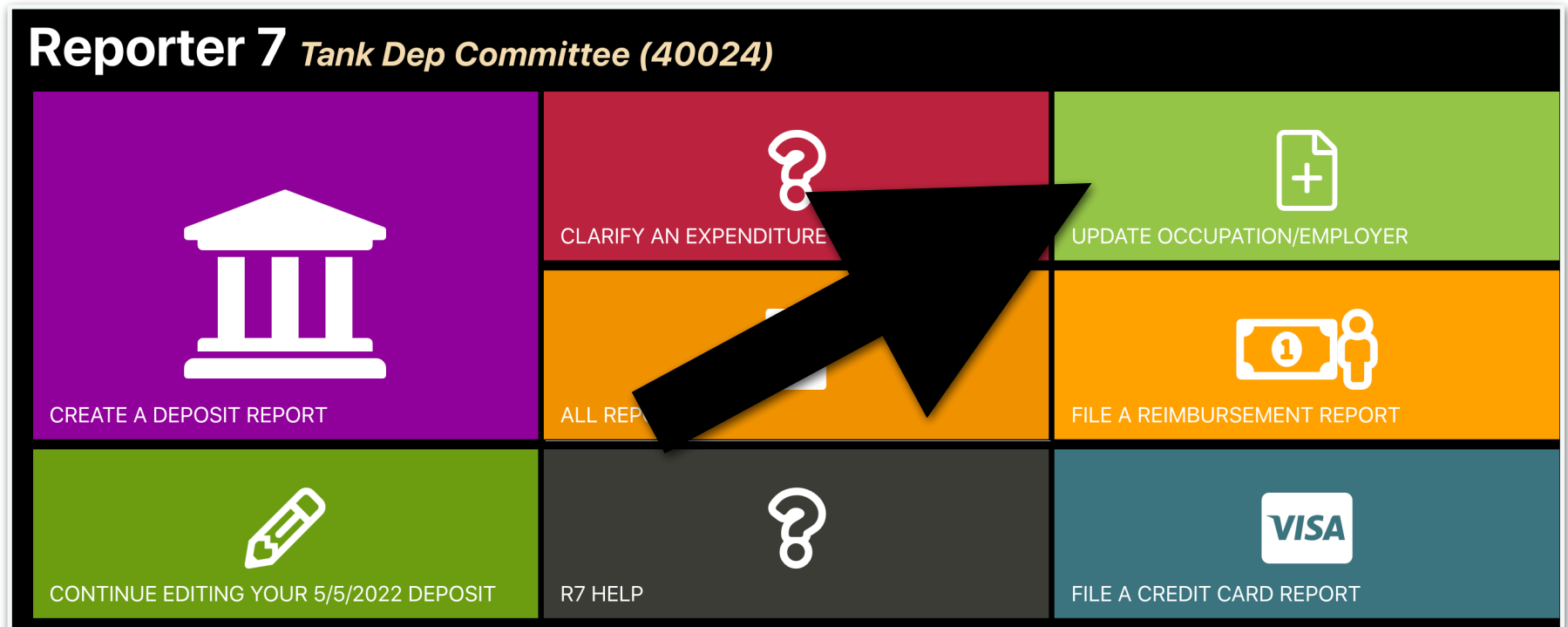
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2. Click the lime green tile



3. Check the legal disclaimer

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Update Occupation/Employer

☒ By clicking this box, I certify that the following occupation and employer information is true and accurate to the best of my knowledge, and that I have exercised best efforts in accordance with [970 CMR 1.08](#) to obtain said information.
I also understand that, if the committee subsequently obtains occupation and/or employer information for any contributor for whom that information is currently incomplete, the committee must amend this report to include updated occupation/employer information within thirty (30) days of receiving that information.

Start Date Filter End Date Filter Filter by Occupation Filter by Employer

☐ Show transactions year-to-date of \$200 or more?
☐ Show transactions with blank employers?
☐ Show transactions with blank occupations?

Date	Name, Address	Occupation	Employer	Amount	Actions
9/2/2021	Socks, Redmond 1234 Main Street Boston, MA 02108	E-mail sent requesting O and E		\$1,000.00	Update
9/1/2021	Mones, Jac 8888 Main Street Brockton, MA 02301	Bank President	Brockton Bank	\$500.00	Update
9/1/2021	White, James 3434 Main Street Brockton, MA 02301	Bank President	Brockton General Bank	\$1,000.00	Update
9/1/2021	Williams, Mark 3434 Main St. Medford, MA 02153	Doctor	Medford General Hospital	\$1,000.00	Update

4. Locate the contributor and click the update button

Update Occupation/Employer

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- I also understand that, if the committee subsequently obtains occupation and/or employer information for any contributor for whom that information is currently incomplete, the committee must amend this report to include updated occupation/employer information within thirty (30) days of receiving that information.

🔍 Filter by Name

Start Date Filter

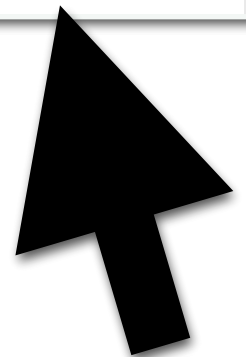
End Date Filter

🔍 Filter by Occupation

🔍 Filter by Employer

- ☐ Show contributions with year-to-date of \$200 or more?
- ☐ Show contributions with blank employers?
- ☐ Show contributions with blank occupations?

Date	Name, Address	Occupation	Employer	Amount	Actions
9/2/2021	Socks, Redmond 1234 Main Street Boston, MA 02108	E-mail sent requesting O and E		\$1,000.00	Update



5. Add the occupation and employer information and click save

Update Occupation/Employer



By clicking this box, I certify that the following occupation and employer information is true and accurate to the best of my knowledge, and that I have exercised best efforts in accordance with [970 CMR 1.08](#) to obtain said information.

I also understand that, if the committee subsequently obtains occupation and/or employer information for any contributor for whom that information is currently incomplete, the committee must amend this report to include updated occupation/employer information within thirty (30) days of receiving that information.

- ☐ Show contributions with year-to-date of \$200 or more?
- ☐ Show contributions with blank employers?
- ☐ Show contributions with blank occupations?

Date	Name, Address	Occupation	Employer	Amount	Actions
9/2/2021	Socks, Redmond 1234 Main Street Boston, MA 02108	Scientist	New England Smart Labs Inc.	\$1,000.00	<div>Save</div> <div>Cancel</div>

When the save button is clicked, the process is finished