IOWA ETHICS & CAMPAIGN DISCLOSURE BOARD

How to Use the Web Reporting System

Logging In

- Finding the log in site our Web site www.iowa.gov/ethics;
- click Filing Reports(on the left side)

User Name & Password

- Your staff contact will provide your user name and password
- Once logged in your password will need to be changed
- Eight (8) characters- letters, numbers and symbols
- Make sure you have an email address listed as well

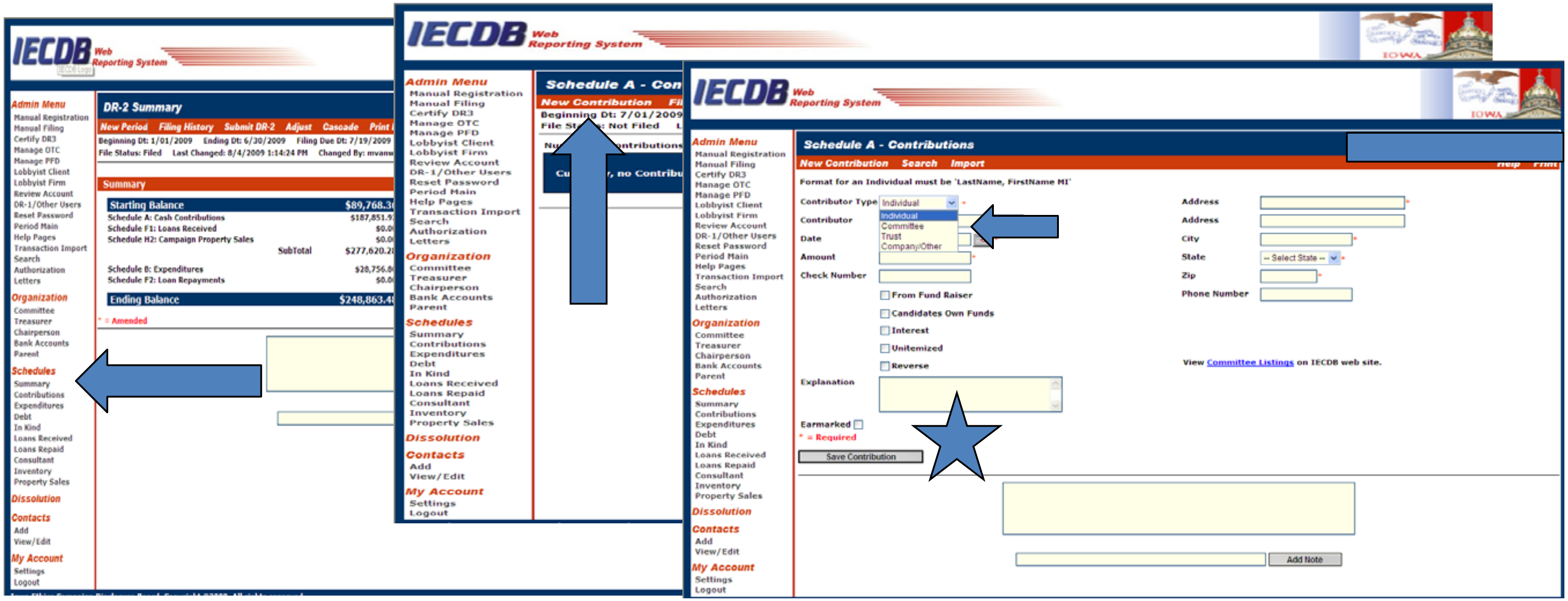
Create a new period

- Under Schedule click “Summary”
- Click New Period

Adding Contributions

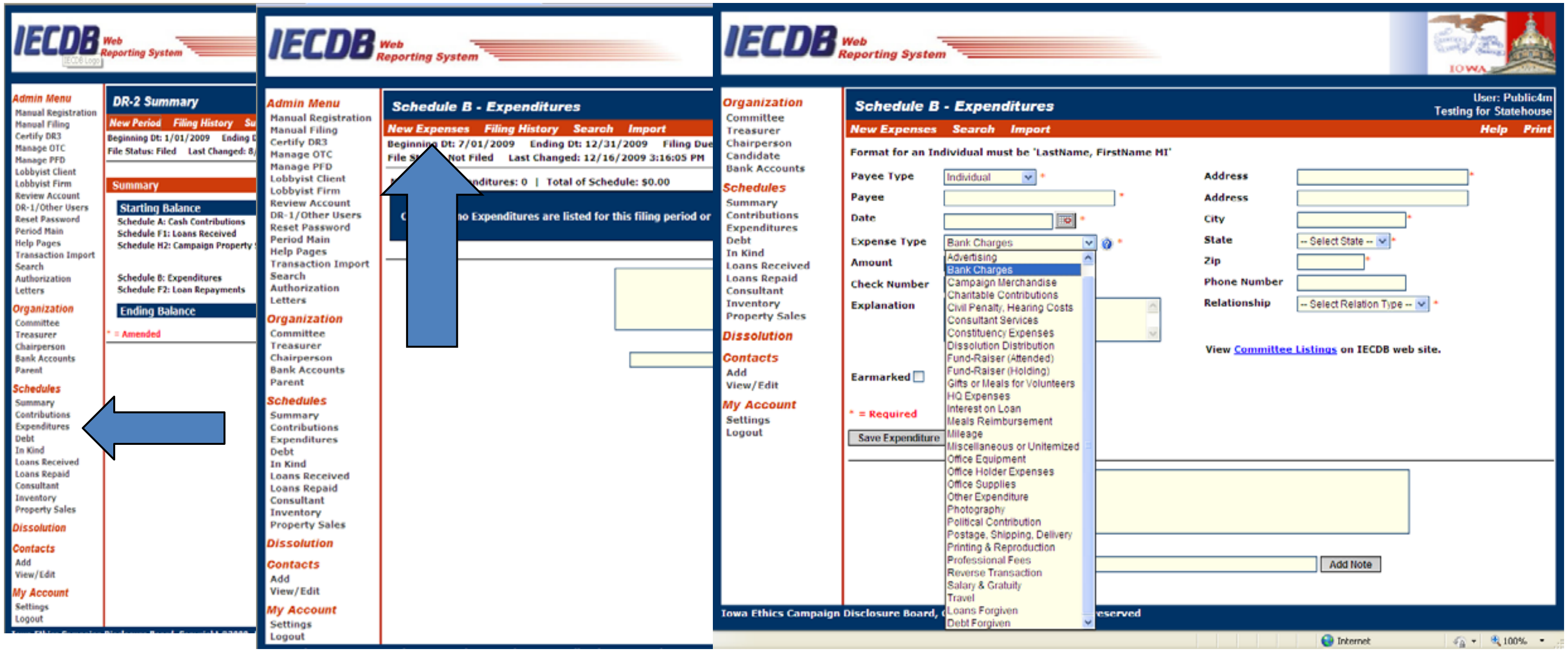
Under "Schedules" click "Contributions" click "New Contributions"

- Select the type from the drop-down and complete the information. If it is a registered committee, you will be able to use type "committee" and enter the committee number or part of the committee name and select it from the list in the system.
- Unitemized receipts and lump sum donations are listed as individual, named "unitemized, unitemized," n/a in address and city field, IA for state and zeros in zip code.
- Click SAVE CONTRIBUTION and then repeat as many times as needed.



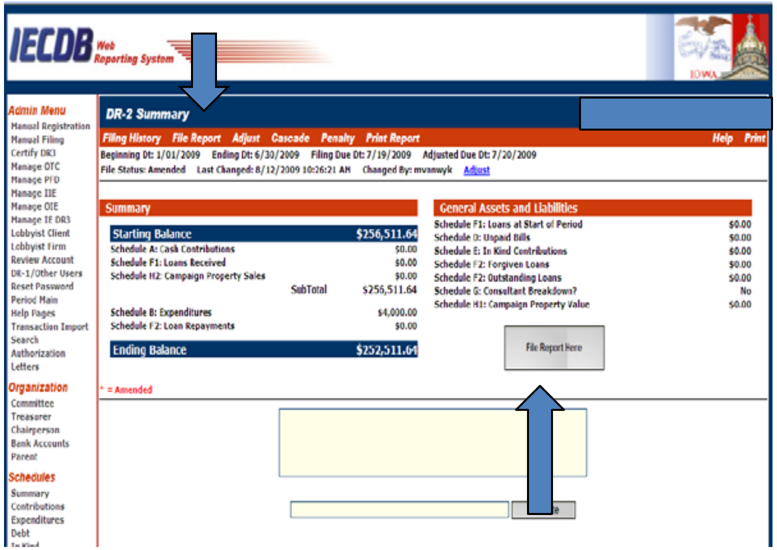
Adding Expenditures

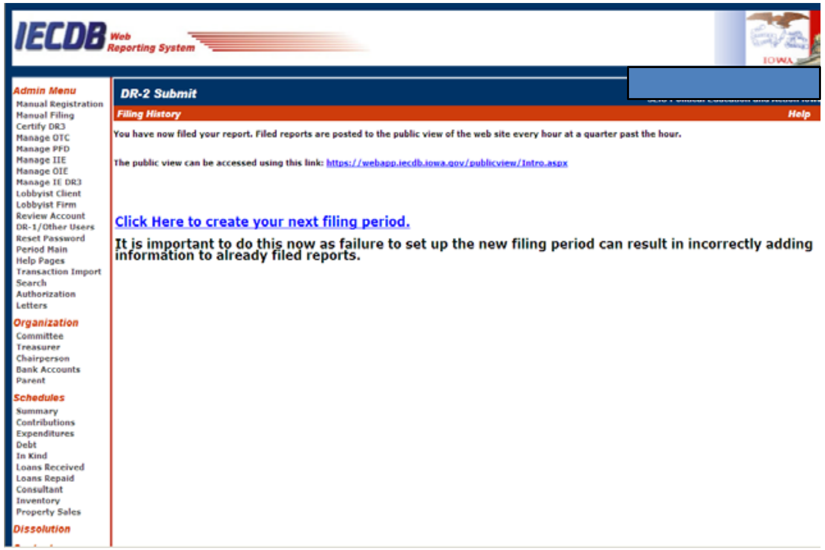
- Expenditures are added the same way as contributions. Start by clicking “Expenditures” and then “New Expenditures” repeat as many times as needed.
- Select the type from the drop-down and complete the information. If it is a registered committee, you will be able to use type “committee” and enter the committee number or part of the committee name and select it from the list in the system.
- Select the description that best describes your transaction or select “other” and provide additional description when required.
- Unitemized receipts and lump sum donations are listed as type “unitemized”.



Filing your Report

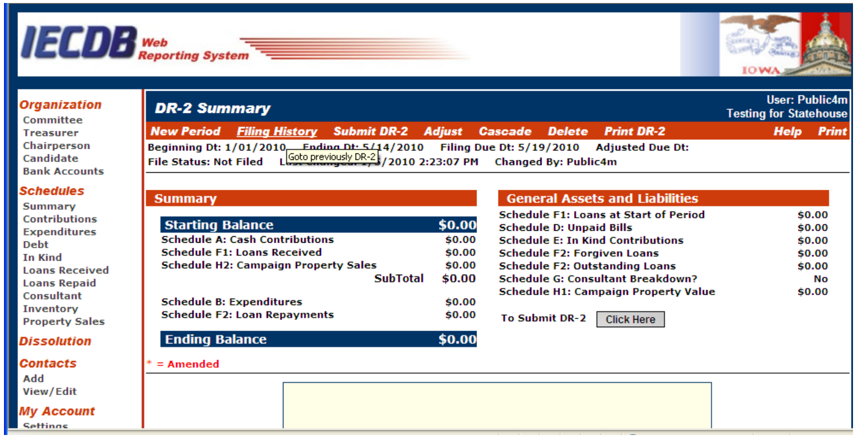
- You can file your report in two locations by either clicking on File Report button.
- It will ask you to confirm that you really want to file it.
- It will take you to a new page that says you have now filed your report.

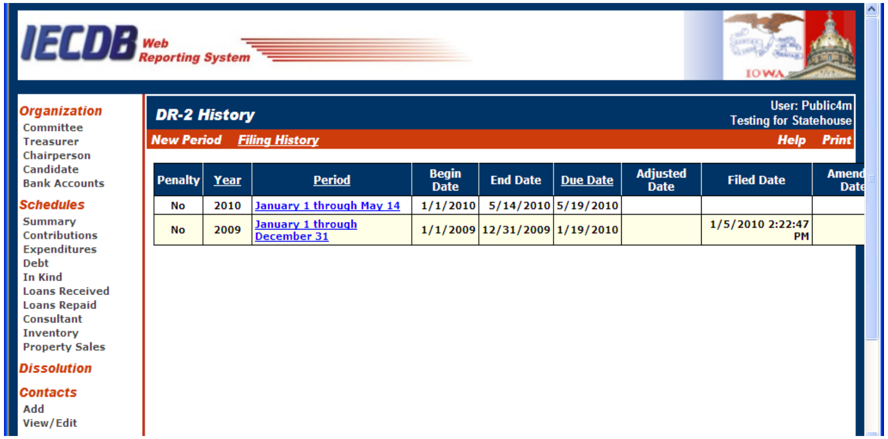




Amending a Report

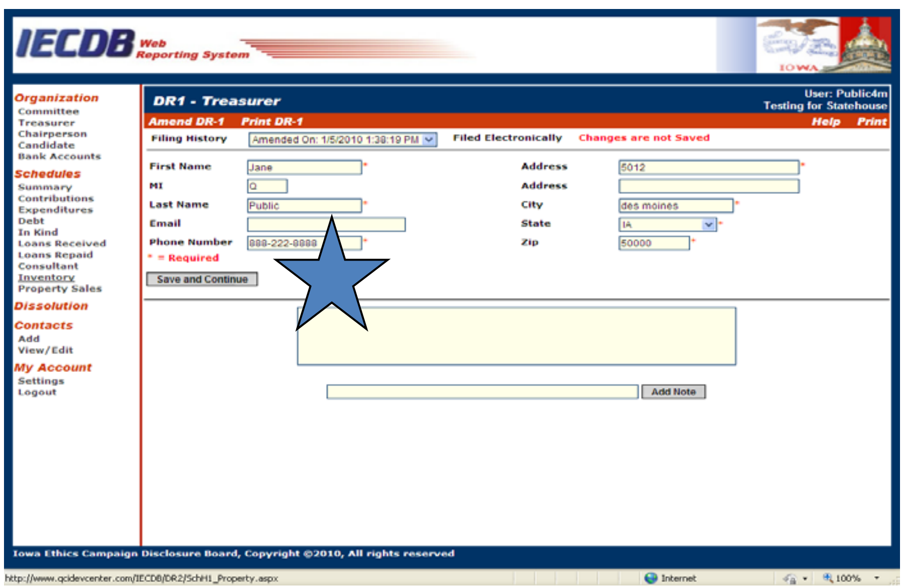
- If not the most recent filing, click on “Filing History.”
- Select the period you need to correct.
- Make the change(s).
- You do not need to submit a filed report again - saving the changes causes it to automatically show as amended.

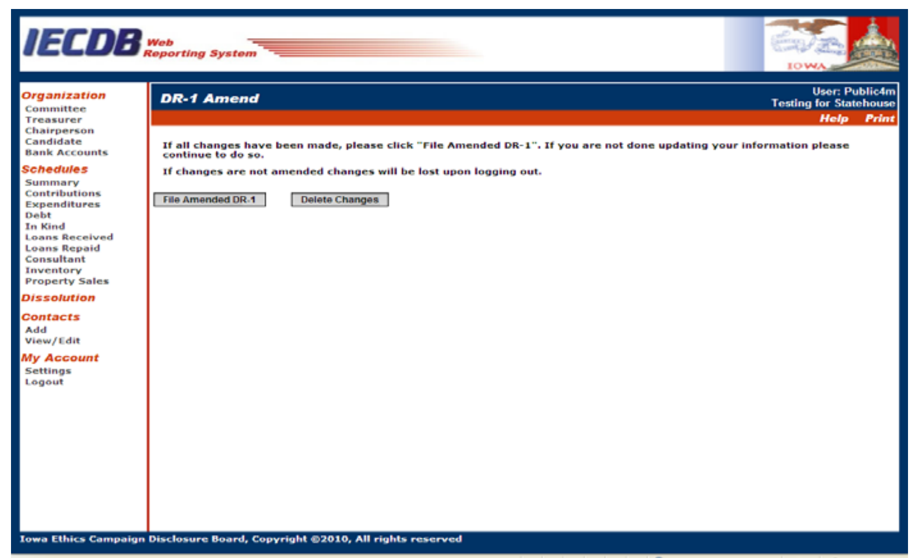




Statement of Organization

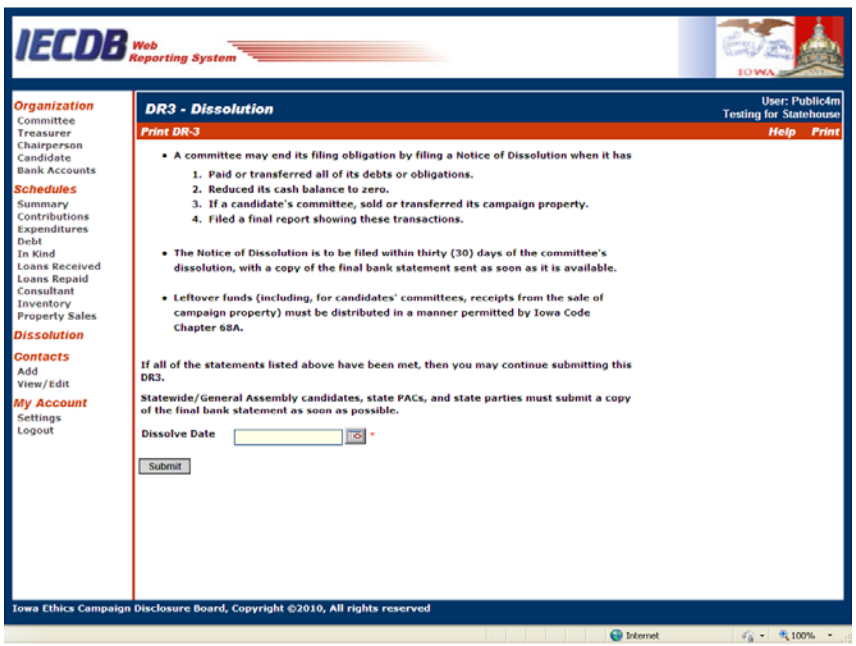
- Under Organization, click information to be updated such as “Treasurer.”
- Make the changes and click on “Save and Continue.” Make any other changes and click “Save and Continue.”
- Finally, click on “File Amended DR-1” to save all changes.

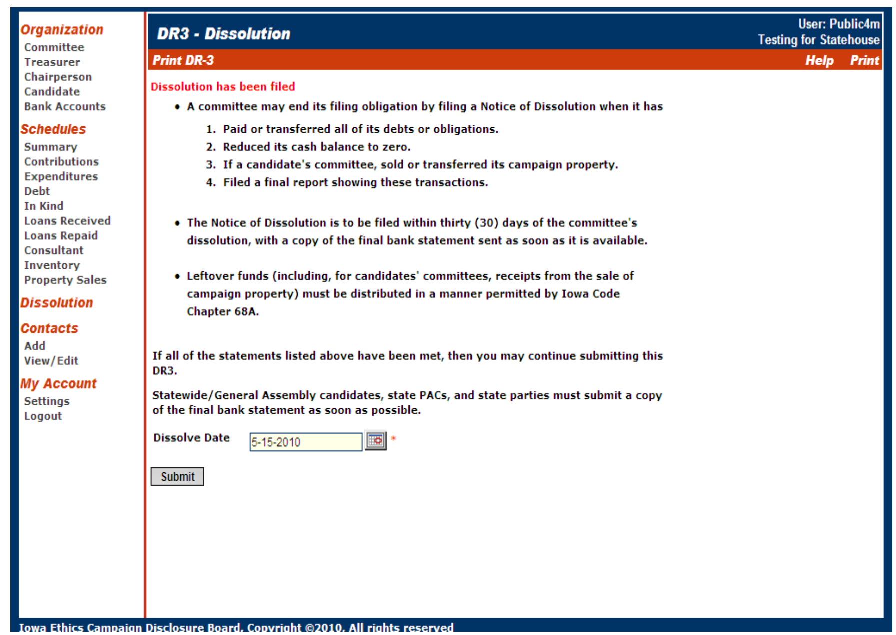




Dissolving or Closing

- Click on Dissolution.
- Read statements to verify you are ready to dissolve.
- If ready to dissolve, enter dissolve date and click on Submit.
- You will be informed that the Dissolution has been filed.





Tips

- Order your transactions by date, name, or amount by clicking on that field heading in the schedule.
- Click on blue question marks in the system for additional HELP.
- Complete HELP text is available on our web site under “Electronic Filing.”
- Use “Search” to sort transactions on a schedule in various ways: