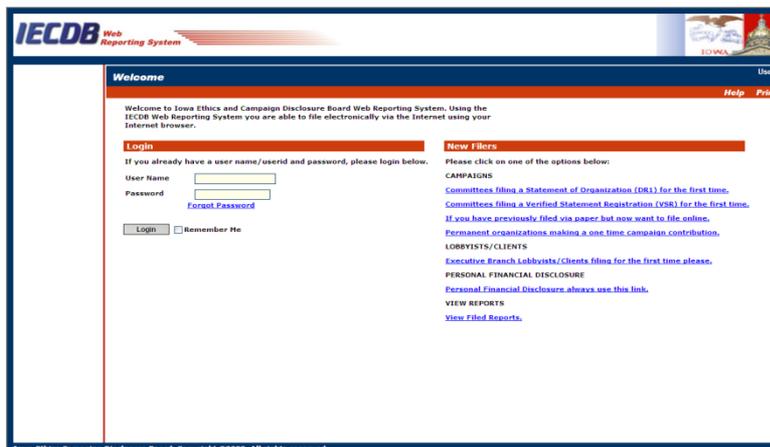


IOWA ETHICS & CAMPAIGN DISCLOSURE BOARD

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)



The screenshot shows the IECDDB Web Reporting System login page. The header includes the IECDDB logo and the text "Web Reporting System". Below the header, there is a "Welcome" message and a "User:" field. The main content area is divided into two columns. The left column contains a "Login" section with a "User Name" input field, a "Password" input field, a "Forgot Password" link, and a "Login" button with a "Remember Me" checkbox. The right column contains a "New Filers" section with a "Please click on one of the options below:" instruction and several links: "CAMPAIGNS", "Committees filing a Statement of Organization (SOR) for the first time.", "Committees filing a Verified Statement Registration (VSR) for the first time.", "If you have previously filed via paper but now want to file online.", "Permanent organizations making a one time campaign contribution.", "LOBBYISTS / CLIENTS", "Executive Branch Lobbyists/Clients filing for the first time please.", "PERSONAL FINANCIAL DISCLOSURE", "Personal Financial Disclosure always use this link.", "VIEW REPORTS", and "View Filed Reports".

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

The screenshot displays the IECDDB Web Reporting System interface. The top navigation bar includes the IECDDB logo and the text 'Web Reporting System'. Below the navigation bar, there are two main panels. The left panel, titled 'DR-2 Summary', shows a sidebar with various menu items such as 'Certify DR3', 'Manage DR1', 'Lobbyist Client', 'Review Account', 'DR-1/Other Users', 'Reset Password', 'Period Main', 'Help Pages', 'Transaction Import', 'Search', 'Authorization', 'Letters', 'Organization', 'Committee', 'Treasurer', 'Chairperson', 'Bank Accounts', 'Parent', 'Schedules', 'Summary', 'Contributions', 'Expenditures', 'Debt', 'In Kind', 'Loans Received', 'Loans Repaid', 'Consultant', 'Inventory', 'Property Sales', 'Dissolution', 'Contacts', 'Add', 'View/Edit', and 'My Account'. The main content area of the 'DR-2 Summary' panel shows 'New Period', 'Filing History', and 'Submit DR-2' buttons, along with 'Beginning Dt: 1/01/2009', 'Ending Dt: 6/30/2009', 'File Status: Filed', and 'Last Changed: 8/4/2009 1:14:24 PM'. The right panel, titled 'Filing Period', shows a 'Year at Beginning of Period' dropdown set to '2009', a 'Filing Period' dropdown set to 'July 1 through December 31', and 'Find Periods' and 'Save' buttons. Below these are 'Period Beginning Date: 7/1/2009' and 'Period Ending Date: 12/31/2009', and 'Filing Deadline Date: 1/19/2010' and 'Adjusted Filing Deadline:'. A blue star is overlaid on the 'Adjusted Filing Deadline' text. The bottom of the interface shows a footer with the text '© 2009 All rights reserved.'

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.

The screenshot displays the IECDB Web Reporting System interface. The main content area is titled "Schedule A - Contributions" and includes a "New Contribution" section. A dropdown menu for "Contributor Type" is open, showing options: Individual, Committee, Trust, and Company/Other. A blue arrow points to the "Committee" option. Below the dropdown, there are fields for "Date", "Amount", "Check Number", and "Explanation". A blue star highlights the "Save Contribution" button. The left sidebar contains a navigation menu with categories like "Admin Menu", "Schedules", "Organization", "Dissolution", "Contacts", and "My Account". A summary table is visible, showing financial data such as "Starting Balance" of \$89,768.31 and "Ending Balance" of \$248,863.41. A blue arrow points to the "Schedules" menu item.

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”.

The screenshot displays the IECDDB Web Reporting System interface, which is divided into several sections. On the left, there is a navigation menu with categories like 'Admin Menu', 'Organization', 'Schedules', 'Dissolution', 'Contacts', and 'My Account'. The main content area is split into two panes. The left pane shows the 'Schedule B - Expenditures' summary, indicating that no expenditures are listed for the current filing period. A blue arrow points to the 'New Expenditures' link in this pane. The right pane shows the 'New Expenditures' form, which includes fields for 'Payee Type', 'Payee', 'Date', 'Amount', 'Check Number', 'Explanation', and 'Address'. A dropdown menu for 'Expense Type' is open, showing various categories such as 'Bank Charges', 'Advertising', 'Office Expenses', 'Campaign Merchandise', etc. Another blue arrow points to the 'Expenditures' link in the left navigation menu. The bottom of the screen shows the 'Iowa Ethics Campaign Disclosure Board' logo and a Windows taskbar with the Internet Explorer browser.

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.

IECD Web Reporting System

DR-2 Summary

Filing History File Report Adjust Cascade Penalty Print Report Help Print

Beginning Dt: 1/01/2009 Ending Dt: 6/30/2009 Filing Due Dt: 7/19/2009 Adjusted Due Dt: 7/20/2009
File Status: Amended Last Changed: 8/12/2009 10:26:21 AM Changed By: mvanwyk Adjust

Summary	General Assets and Liabilities
Starting Balance	Schedule F1: Loans at Start of Period
\$256,511.64	\$0.00
Schedule A: Cash Contributions	Schedule D: Unpaid Bills
\$0.00	\$0.00
Schedule F1: Loans Received	Schedule E: In Kind Contributions
\$0.00	\$0.00
Schedule H2: Campaign Property Sales	Schedule F2: Forgiven Loans
\$0.00	\$0.00
SubTotal	Schedule F2: Outstanding Loans
\$255,511.64	\$0.00
Schedule B: Expenditures	Schedule G: Consultant Breakdown?
\$4,000.00	No
Schedule F2: Loan Repayments	Schedule H1: Campaign Property Value
\$0.00	\$0.00
Ending Balance	
\$252,511.64	

* = Amended

IECD Web Reporting System

DR-2 Submit

Filing History Help

You have now filed your report. Filed reports are posted to the public view of the web site every hour at a quarter past the hour.

The public view can be accessed using this link: <https://webapp.iecd.ia.gov/publicview/Intro.aspx>

[Click Here to create your next filing period.](#)

It is important to do this now as failure to set up the new filing period can result in incorrectly adding information to already filed reports.

Admin Menu
Manual Registration
Manual Filing
Certify DR3
Manage OTC
Manage PFD
Manage IIE
Manage OIE
Manage IE DR3
Lobbyist Client
Lobbyist Firm
Review Account
DR-2/Other Users
Reset Password
Period Main
Help Pages
Transaction Import
Search
Authorization
Letters

Organization
Committee
Treasurer
Chairperson
Bank Accounts
Parent

Schedules
Summary
Contributions
Expenditures
Debt
In Kind
Loans Received
Loans Repaid
Consultant
Inventory
Property Sales

Dissolution

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.

IECD Web Reporting System

User: Public4m
Testing for Statehouse

DR-2 Summary

[New Period](#) [Filing History](#) [Submit DR-2](#) [Adjust](#) [Cascade](#) [Delete](#) [Print DR-2](#) [Help](#) [Print](#)

Beginning Dt: 1/01/2010 End Date: 5/14/2010 Filing Due Dt: 5/19/2010 Adjusted Due Dt:
File Status: Not Filed [Goto previously DR-2](#) / 2010 2:23:07 PM Changed By: Public4m

Summary		General Assets and Liabilities	
Starting Balance	\$0.00	Schedule F1: Loans at Start of Period	\$0.00
Schedule A: Cash Contributions	\$0.00	Schedule D: Unpaid Bills	\$0.00
Debt	\$0.00	Schedule E: In Kind Contributions	\$0.00
In Kind	\$0.00	Schedule F2: Forgiven Loans	\$0.00
Loans Received	\$0.00	Schedule F2: Outstanding Loans	\$0.00
Loans Repaid	\$0.00	Schedule G: Consultant Breakdown?	No
Consultant	\$0.00	Schedule H1: Campaign Property Value	\$0.00
Inventory	\$0.00		
Property Sales	\$0.00		
Ending Balance	\$0.00		

* = Amended

To Submit DR-2 [Click Here](#)

IECD Web Reporting System

User: Public4m
Testing for Statehouse

DR-2 History

[New Period](#) [Filing History](#) [Help](#) [Print](#)

Penalty	Year	Period	Begin Date	End Date	Due Date	Adjusted Date	Filed Date	Amend Date
No	2010	January 1 through May 14	1/1/2010	5/14/2010	5/19/2010			
No	2009	January 1 through December 31	1/1/2009	12/31/2009	1/19/2010		1/5/2010 2:22:47 PM	

Organization

Committee
Treasurer
Chairperson
Candidate
Bank Accounts

Schedules

Summary
Contributions
Expenditures
Debt
In Kind
Loans Received
Loans Repaid
Consultant
Inventory
Property Sales

Dissolution

Contacts

Add
View/Edit

My Account

Settings

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.

IECDB Web Reporting System

User: Public4m
Testing for Statehouse

DR1 - Treasurer
Amend DR-1 Print DR-1
Help Print

Filing History Amended On: 1/5/2010 1:38:19 PM Filed Electronically Changes are not Saved

First Name Jane Address 5012
MI 0 Address
Last Name Public City des moines
Email State IA
Phone Number 000-222-0000 Zip 50000
* = Required

Save and Continue

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http://www.qcdevcenter.com/IECDB/DR2/SCH11_Property.aspx

IECDB Web Reporting System

User: Public4m
Testing for Statehouse

DR-1 Amend
Help Print

If all changes have been made, please click "File Amended DR-1". If you are not done updating your information please continue to do so.
If changes are not amended changes will be lost upon logging out.

File Amended DR-1 Delete Changes

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Internet 100%

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.

The screenshot shows the IECDB Web Reporting System interface. The top navigation bar includes the IECDB logo and the text "Web Reporting System". The user is identified as "Public4m" and is testing for the Statehouse. The main content area is titled "DR3 - Dissolution" and contains the following sections:

- Organization:** Committee, Treasurer, Chairperson, Candidate, Bank Accounts.
- Schedules:** Summary, Contributions, Expenditures, Debt, In Kind, Loans Received, Loans Repaid, Consultant, Inventory, Property Sales.
- Dissolution:** This section contains instructions and a form. It states: "If all of the statements listed above have been met, then you may continue submitting this DR3. Statewide/General Assembly candidates, state PACs, and state parties must submit a copy of the final bank statement as soon as possible." Below this, there is a "Dissolve Date" field with a calendar icon and a "Submit" button.

The screenshot shows the IECDB Web Reporting System interface after the DR3 - Dissolution has been filed. The top navigation bar is the same as in the previous screenshot. The main content area is titled "DR3 - Dissolution" and contains the following sections:

- Organization:** Committee, Treasurer, Chairperson, Candidate, Bank Accounts.
- Schedules:** Summary, Contributions, Expenditures, Debt, In Kind, Loans Received, Loans Repaid, Consultant, Inventory, Property Sales.
- Dissolution:** This section contains instructions and a form. It states: "If all of the statements listed above have been met, then you may continue submitting this DR3. Statewide/General Assembly candidates, state PACs, and state parties must submit a copy of the final bank statement as soon as possible." Below this, there is a "Dissolve Date" field with the value "5-15-2010" and a "Submit" button.

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:

The screenshot shows the IECD Web Reporting System interface for Schedule A - Contributions. The user is logged in as Public4m, Testing for Statehouse. The interface includes a navigation menu on the left with sections for Organization, Schedules, Dissolution, Contacts, and My Account. The main content area has a header with 'New Contribution', 'Search', and 'Import' buttons, along with 'Help' and 'Print' links. Below the header, there are several filter sections: 'Limit by Contribution Type' with a dropdown for 'Contributor Type' set to 'Individual' and radio buttons for 'Used' and 'Not Used'; 'Limit by Date' with a date input field and radio buttons for 'Before', 'After', and 'Not Used'; 'Limit by Amount' with an amount input field and radio buttons for 'Greater', 'Less', and 'Not Used'; 'Limit by Status' with radio buttons for 'Original', 'Amended', 'Adjusted', and 'Not Used'; and 'Limit by Other Options' with checkboxes for 'From Fund Raiser', 'Candidates Own Funds', 'Interest', 'Unitemized', and 'Reverse'. A 'Find Contributions' button is located at the bottom of the filter section.

The screenshot shows the IECD Web Reporting System interface for Schedule B - Expenditures. The user is logged in as Public4m, Testing for Statehouse. The interface includes a navigation menu on the left with sections for Organization, Schedules, Dissolution, Contacts, and My Account. The main content area has a header with 'New Expenses', 'Search', and 'Import' buttons, along with 'Help' and 'Print' links. Below the header, there are several filter sections: 'Limit by Payee Type' with a dropdown for 'Payee Type' set to 'Individual' and radio buttons for 'Used' and 'Not Used'; 'Limit by Date' with a date input field and radio buttons for 'Before', 'After', and 'Not Used'; 'Limit by Amount' with an amount input field and radio buttons for 'Greater', 'Less', and 'Not Used'; and 'Limit by Status' with radio buttons for 'Original', 'Amended', 'Adjusted', and 'Not Used'. A 'Find Expenditures' button is located at the bottom of the filter section.