

CANDIDATE QUICKSTART CHECKLIST

- 1. To obtain a discounted filing fee with the Office of Elections, file the "Affidavit to Voluntarily Agree with Campaign Expenditure Limits" with the Campaign Spending Commission. (Check your voluntary expenditure limit at www.hawaii.gov/campaign, under "Qualifying for Public Funds, click on "Expenditure Limits")
- 2. Complete the "Electronic Filing Form-Candidate Committee" and mail or deliver it to the Commission's office to obtain your username and password. (Make sure you have an e-mail address, a Chairperson and a Treasurer.) The username and password will be e-mailed to the e-mail address provided on the form.
- 3. Open a bank account solely for your campaign contributions and expenses. Campaign funds shall not be commingled with any other funds.
- 4. Log-in to the Candidate Filing System at <http://nc.csc.hawaii.gov/cfs> and electronically file your Organizational Report. Now you are registered with the Commission!
- 5. To learn about your responsibilities according to the law go to www.hawaii.gov/campaign, and under "Guide to the Law" click on "Hawaii Revised Statutes" and the "Hawaii Administrative Rules."
- 6. To learn about your responsibilities as a candidate, or as a chairperson or treasurer, go to www.hawaii.gov/campaign, and on the homepage (right sidebar) under the heading "Candidate Committee Guidance," click on "Candidate Committee Guidebook."
- 7. To learn how to enter data and file reports on the Candidate Filing System, go to www.hawaii.gov/campaign, and on the homepage (right sidebar) under the heading "File Reports," click on "Candidate Committees," and click on "Administrator Guide" under the CFS Guidebook heading.
- 8. Attend Candidate Training, check our website under "What's New" for class dates. Otherwise, at www.hawaii.gov/campaign, under "Candidate Committee Guidance," click on "E-Learning Videos."
- 9. If you and/or your Treasurer still have questions or need additional assistance on how to use the Candidate Filing System, check the Commission's website at www.hawaii.gov/campaign for class dates or call our office at (808) 586-0285 for assistance.
- 10. **REMEMBER all disclosure reports are electronically filed.** If you are a new candidate that registered prior to July 1, 2012, your first report is due July 31, 2012. For the appropriate reporting schedule, go to www.hawaii.gov/campaign, under "File Reports," click on Candidate Committees," then click on "Reporting Schedules."
- 11. Call the Campaign Spending Commission at (808) 586-0285 if you have any questions.