

SOUTH CAROLINA

State Ethics Commission

*Public Disclosure and Accountability Reporting System
Electronic Filing: Operating Disclosure*



IN PARTNERSHIP WITH
SC.GOV

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LOGIN

In order to file your Operating Disclosure, you must login to your account.

To login to your account go to <https://ssl.sc.gov/EthicsRegistration/Login/Login.aspx>

Enter your username and password and click “Login”.

[Home](#) > [Electronic Filing](#)

Accountability Reporting

Electronic Filing

Welcome to the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System.

If you are not currently enrolled with our online service, you'll need to [create a user account](#). You only need to do this once. Please do not signup multiple times.

The public will have access to these reports through the [Public Disclosure and Accountability Reporting System](#).

Login

Username	<input type="text"/>	Forgot your username?
Password	<input type="password"/>	Forgot your password?

Login

If you have not registered for an account, go to:

<https://ssl.sc.gov/EthicsRegistration/Login/Login.aspx> to create a new user account. For help with registering a new user account, please refer to the Registration User Guide.

NAVIGATION

Once you have logged in to your account, you are able to navigate through the various sections of the South Carolina State Ethics Commission Public Disclosure and Accountability Reporting System by using the menu on the left of each page.

Public Disclosure
Electronic Filing <ul style="list-style-type: none"> ▪ Operating Disclosure ▪ Statement Of Organization ▪ Committee Profile ▪ Financial Information
Help With Filing
SC State Ethics Commission
Contact Us
Logout

Public Disclosure - this link provides online access to all Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization that have been filed electronically.

Electronic Filing - this will link to the Login Page for Electronic Filing of Campaign Disclosure reports, Operating Disclosure reports, Statements of Economic Interest and Statements of Organization.

Operating Disclosure - provides a menu of your filed and unfiled reports.

Statement of Organization - provides a menu of your filed and unfiled reports.

Committee Profile - here you can change the committee contact information.

Financial Information - here you can change the committee financial information (savings and checking account numbers and bank location).

Help with Filing - this link will provide access to a glossary of terms and the user guides for filing reports online.

SC State Ethics Commission - direct link to the SC State Ethics Commission website.

Contact Us - provides information on how to contact the SC State Ethics Commission and who to contact for questions regarding specific topics.

Logout - this will end your session and close your account.

MY ACCOUNT - OPERATING DISCLOSURE

Once you have logged in to your account successfully, you will be able to do the following:

- View all Reports
- File a new Operating Disclosure Form
- Edit a saved Operating Disclosure Form
- Amend a filed Operating Disclosure Form
- File a new Statement of Organization
- Edit a saved Statement of Organization

- Amend a filed Statement of Organization
- Update your committee profile
- Update your committee financial information

Your screen will appear as shown:

The screenshot shows the SC State Ethics Commission website. At the top, there is a navigation bar with 'SC.GOV' on the left and 'Online Services' and 'Agency Listing' on the right. Below this is the main header with the South Carolina State Seal, the text 'SOUTH CAROLINA', and the 'State Ethics Commission' logo. Underneath the logo is the text 'Public Disclosure and Accountability Reporting System'. On the left side, there is a vertical menu with the following items: 'Public Disclosure', 'Electronic Filing' (with sub-items: Operating Disclosure, Statement Of Organization, Committee Profile, Financial Information), 'Help With Filing', 'SC State Ethics Commission', 'Contact Us', and 'Logout'. The main content area on the right starts with a 'Home' link, followed by 'Electronic Filing' and 'My Account: Operating Disclosure'. Below that is a 'Directions' section with instructions on how to use the left menu and report links. The 'Working with Reports' section explains the 'Saved' report system. A yellow button labeled 'START A NEW FILING' with a pencil icon is present. Below the button are two tabs: 'Current Filings' (which is active) and 'Archived Filings'. A message states '*** There are no reports. ***'. At the bottom of the page, there is a dark blue footer bar with links for 'Home | Filing | Help | SC State Ethics Commission | Contact', and a copyright notice: 'SC.GOV | Policies | Accessibility | Contact SC.GOV' and 'Copyright © 2007 State of South Carolina'.

Current Filings: This folder contains the most current filed version of your Operating Disclosures or your current Statement of Organization and any “Saved” version of reports. “Saved” reports are originals or amendments that are in edit mode and have not yet been filed.

Archived Filings: This folder contains the outdated versions of all reports that have a more recent version located in the Current Filings folder. These reports can no longer be modified.

Use the left menu to navigate between report types. To view, edit a saved report, or amend a filed one, click the View, Edit or Amend link for the report you wish to work with.

Electronic Filing


My Account: Operating Disclosure

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

START A NEW FILING 

Current Filings Archived Filings					
Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 Saved	2008, April 10th	Original	Edit	Delete
07/03/2007	Filed	2008, January 10th	Original	Amend	

When you select to view **a specific version of a report, edit or amend a report** you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in and whether or not it has been filed.

2008 January 10th Report Review

Name: Senate Democratic Caucus Committee
Filing Type: Original, Not Filed
Directions
To review information you have entered, click each tab above. To modify or delete an entry, click the link for that entry.

Summary Contributions Expenditures

Demographic Information
[798 Hampton Street](#)
Columbia, SC 29201
803.222.2222
Richland County

Report Type
[2008 January 10th Report](#)

To delete a report, see the section titled Delete a Report in this user guide.

STATUS NOTIFICATIONS


Throughout the application you will receive messages at the top of your screen. These messages will appear when:


- you complete a step successfully
- you miskey information or leave a required item empty
- you enter information that may not be valid or acceptable


The error messages will help direct you to correct your mistake. The warning messages will ask you to verify the information you have entered and allow you to modify the information if necessary.

Examples are shown below:



 You have chosen NOT to disclose any contributions at this time. If you would like to file this information, please clear the checkbox below.

 Please select a Contribution Type.


 The description you have entered for this expenditure indicates it may not be valid. Please modify the description or click 'Save' to continue.

SESSION EXPIRED

Your session will expire after 30 minutes of inactivity. When your session expires, the system automatically logs you out of your session. To login to your account, you can use the link provided in the center of the page or click on 'Electronic Filing' from the menu on the left.

Public Disclosure
Electronic Filing
Help With Filing
SC State Ethics Commission
Contact Us
Logout

Electronic Filing

 Your session has expired. Please **login again**.

You may have been inactive for 30 minutes or more. To ensure your privacy, we have automatically ended your session.

START A NEW FILING

To start a new filing, click the “Start a New Filing” button.

The screenshot shows the SC.GOV website for the South Carolina State Ethics Commission. The page title is "State Ethics Commission" with the subtitle "Public Disclosure and Accountability Reporting System". The navigation menu on the left includes "Public Disclosure", "Electronic Filing" (with sub-items: Operating Disclosure, Statement Of Organization, Committee Profile, Financial Information), "Help With Filing", "SC State Ethics Commission", "Contact Us", and "Logout". The main content area has a "Home" link, followed by "Electronic Filing" and "My Account: Operating Disclosure". Under "Directions", it says "Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report." Under "Working with Reports", it says "You may only have one Original version of a 'Saved' report at a time. To begin a new report, first complete and file your Original 'Saved' report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected." A yellow button labeled "START A NEW FILING" with a key icon is highlighted by a green arrow. Below it are "Current Filings" and "Archived Filings" tabs. At the bottom, it says "*** There are no reports, ***". The footer contains "Home | Filing | Help | SC State Ethics Commission | Contact", "SC.GOV | Policies | Accessibility | Contact SC.GOV", and "Copyright © 2007 State of South Carolina".

If this is the first report that you are filing electronically, you will be asked to enter the balance of contributions that you are bringing forward from your most recent operating disclosure report filed. You will only be asked to complete this page one time. Enter the value of your Contributions on Hand and click ‘Next’.

Electronic Filing

Operating Disclosure: Contributions

Please indicate the initial value of all contributions for this campaign **PRIOR** to the implementation of this system.

Contributions on Hand	0.00
-----------------------	------



The first step is to select the Report Type for your Operating Disclosure. You may select Initial and a Quarter or a Quarter and a Final report, but you may not select two quarterly reporting periods. Next, select the filing year of the report you are filing.

Please complete the entire form below. All fields are required.

Initial Filing

Report Type	<input type="checkbox"/> Initial <input type="checkbox"/> April 10 (Q1) <input type="checkbox"/> July 10 (Q2) <input type="checkbox"/> October 10 (Q3) <input type="checkbox"/> January 10 (Q4) <input type="checkbox"/> Final
Filing Year	<input type="text"/>



You may not file two original versions of the same report. Once you have filed a report, you are only able to amend the report.

You may not file an Initial report if you have already filed a report or you have Contributions on Hand or Loans Outstanding that you carried over from the previous reporting period.

Once you have selected your report type and filing year, click 'Next' to proceed to the next screen.

CONTRIBUTIONS

You may begin entering contributions you have received, by following the steps outlined below:

Please complete the form below. To skip this section, use the checkbox below.

Contributor

Have you entered this contributor before? Yes No Not Sure Step 1

Contributor Type Individual Group Step 2

Optional SKIP FOR NOW

Next →

Step 1 - Select whether or not you have entered this contributor in this system before.

Step 2 - Select if this contribution is from an individual or a group.

Option: If you do not have any contributions to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

Step 3 - Click 'Next' when you are finished making your selections.

A. If you selected **No** and **Individual**, then complete the information on the page. Fields marked with an asterisk (*) are required.

Step 1 - Enter the contributor's first name, middle initial, last name, suffix, mailing address, city, state, zip code and occupation

Step 2 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. If you are a political party and you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.

Contributor

*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Last Name	<input type="text"/>
Suffix	<input type="text"/>
*Mailing Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>
*Zip Code	<input type="text"/>
*Occupation	<input type="text"/>

Contribution

*Contribution Type	<input type="radio"/> Individual Contributions or Other
	<input type="radio"/> In-Kind Contributions (Requires a Matching In-Kind Expenditure)
*Contribution Amount \$	<input type="text"/>
*Date Received	<input type="text"/>

[← Back](#) [Save](#)

Step 3 - Once you have entered all of the required information, click ‘Save’ to save this contribution.

B. If you selected **No** and **Group**, then complete the information on the page. Fields marked with an asterisk (*) are required.

Step 1 - Enter the name of the group and its address, city, state, and zip code.

Step 2 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. If you are a political party and you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.

Contributor

*Group Name

*Address

*City

*State

*Zip Code

Contribution

*Contribution Type Individual Contributions or Other
 In-Kind Contributions
(Requires a Matching In-Kind Expenditure)

*Contribution Amount \$

*Date Received

Step 3 - Once you have entered all of the required information, click ‘Save’ to save this contribution.

C. If you selected **Yes** or **Not Sure** and **Individual**, then

Step 1 - Enter the last name of the individual contributor or as many letters as you can recall and click ‘Search’. If you have not entered this contributor before, click ‘Back’ and select ‘No’ from the previous screen.

Search Your Existing Contributors

To locate an existing contributor, search below.

Last Name



Your search will return a list of matching contributors that you have already entered.


Search Your Existing Contributors

To locate an existing contributor, search below.

Last Name

Search Results
Select an existing contributor, update your search criteria or click on 'Back' to add a new contributor.

- [Hamby, Sally - 234 Cherokee Lane](#)
- [Hawthorne, Brandon - 789 Main Street](#)



Step 2 - Select the contributor from whom you have received another contribution by clicking the contributor name. If you do not see the contributor on this list, update your search criteria and search again or click 'Back' to add a new contributor.

Step 3 - Once you have selected your contributor, the contributor information will be completed for you so that you do not have to enter this information repeatedly. Verify the contributor information is correct and make any changes necessary. Any changes you make will apply to all contributions entered for this contributor.

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*First Name	Brandon
Middle Initial	
*Last Name	Hawthorne
Suffix	
*Mailing Address	789 Main Street
*City	Lexington
*State	SC
*Zip Code	29072
*Occupation	store owner

Contribution

*Contribution Type	<input type="radio"/> Individual Contributions or Other <input type="radio"/> In-Kind Contributions (Requires a Matching In-Kind Expenditure)
*Contribution Amount \$	
*Date Received	

[← Back](#) [Save](#)

Step 4 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. If you are a political party and you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.

Step 5 - Click 'Save' to save this contribution.

D. If you selected **Yes** or **Not Sure** and **Group**, then

Step 1 - Enter the group name contributor or as many letters as you can recall and click 'Search'. If you have not entered this contributor before, click 'Back' and select 'No' from the previous screen.

Search Your Existing Contributors

To locate an existing contributor, search below.

Group Name

[← Back](#)

Your search will return a list of matching contributors that you have already entered.

Search Your Existing Contributors

To locate an existing contributor, search below.

Group Name

Search Results

Select an existing contributor, update your search criteria or click on 'Back' to add a new contributor.

- [BC Consulting - 400 Gervais Street](#)
- [Brandt's Supply - 275 Richland Avenue](#)

[← Back](#)

Step 2 - Select the contributor from whom you have received another contribution by clicking the contributor name. If you do not see the contributor on this list, update your search criteria and search again or click 'Back' to add a new contributor.

Step 3 - Once you have selected your contributor, the contributor information will be completed for you so that you do not have to enter this information repeatedly. Verify the contributor information is correct and make any changes necessary. Any changes you make will apply to all contributions entered for this contributor.

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*Group Name

*Address

*City

*State

*Zip Code

Contribution

*Contribution Type Individual Contributions or Other
 In-Kind Contributions
(Requires a Matching In-Kind Expenditure)

*Contribution Amount \$

*Date Received

Step 4 - Enter the type of contribution received, the amount of the contribution and the date the contribution was received. If you are a political party and you enter an In-Kind Contribution, a matching In-Kind Expenditure must be entered.

Step 5 - Click 'Save' to save this contribution.

For every case, after you click 'Save' you will see a message that the contribution was saved successfully. To continue, select add another contribution, continue to the expenditures section or review or edit the information you have already entered and click 'Next'.



Contribution saved successfully.

How would you like to continue?

- Add another contribution
- Continue to Expenditures
- Review or edit information

Next →

If you selected add another contribution, you will be taken back to the screen shown first in this section. You may enter all of your contributions at once or come back to add more later.

EXPENDITURES

LEGISLATIVE CAUCUS

If you are a Legislative Caucus you do not have to itemize your expenditures.

- Step 1 -** Enter the total expenditure amount in the field provided. If you do not have any expenditures, enter '0'.
- Step 2 -** Click 'Save' to continue.

Electronic Filing

Operating Disclosure: Expenditures

Please give the total amount of expenditures for this filing period.
If you do not have any expenditures, enter '0'.

*Total Expenditure Amount \$



POLITICAL PARTY

If you are a political party, you must itemize your expenditures. You may begin entering expenditures you have paid out by following the steps outlined below:


- Step 1 -** Select if you have entered this vendor before.


Vendor

Have you entered this vendor before?

Yes
 No
 Not Sure

SKIP FOR NOW

Optional 



Option: If you do not have any expenditures to enter at this time, mark the checkbox next to 'Skip for Now' to move on to the next section.

- Step 2 -** Click 'Next' when you are finished making your selections.

A. If you selected **No**, then complete the information on the page. Fields marked with an asterisk (*) are required.

- Step 1 -** Enter the vendor's name, address, city, state, and zip code.
- Step 2 -** Enter the type of expenditure paid, the amount of the expenditure, the date the expenditure was paid, and a description of the expenditure. If you enter an In-Kind expenditure, a matching In-Kind Contribution must be entered.
- Step 3 -** Click 'Save' to save this expenditure.

Vendor Information

*Vendor Name

*Address

*City

*State

*Zip Code

Expenditure

*Type In-Kind Expenditure
(Requires a Matching In-Kind Contribution)

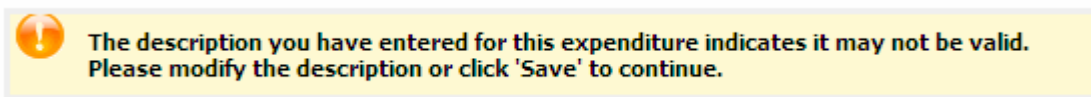
All Other Expenditures

*Expenditure Amount \$

*Date

*Description

If you have entered a description that is questionable, you will see a warning message at the top of your screen indicating that the description you have entered may not be valid.



Review the description and make any changes necessary and click 'Save' to continue. Invalid descriptions include bequest, contribution, donation, endowment, gift, miscellaneous, misc, and others that are similar.

B. If you selected **Yes or Not Sure**, then

Step 1 - Enter the vendor name or as many letters as you can recall and click 'Search'. If you have not entered this vendor before, click 'Back' and select 'No' from the previous screen.

Search Your Existing Vendors

To locate an existing vendor, search below.

Vendor Name

Your search will return a list of matching vendors that you have already entered.

Search Your Existing Vendors

To locate an existing vendor, search below.

Vendor Name

Search Results

Select an existing vendor, update your search criteria or click on 'Back' to add a new vendor.

- [BC Consulting - 345 Logan Road](#)
- [Bojangles - 234 Bluff Road](#)

Step 2 - Select the vendor you have paid by clicking on the vendor name. If you do not see the vendor on this list, update your search criteria and search again or click 'Back' to add a new vendor.

Step 3 - Once you have selected your vendor, the vendor information will be completed for you so that you do not have to enter this information repeatedly. Verify the vendor information is correct and make any changes necessary. Any changes you make will apply to all expenditures entered for this vendor.

If you make any changes to the vendor information it will update all expenditures associated with this vendor.

Vendor Information

*Vendor Name	BC Consulting
*Address	345 Logan Road
*City	Irmo
*State	SC
*Zip Code	29063

Expenditure


*Type	<input type="radio"/> In-Kind Expenditure (Requires a Matching In-Kind Contribution)
	<input type="radio"/> All Other Expenditures
*Expenditure Amount \$	
*Date	
*Description	

[← Back](#) [Save](#)

Step 4 - Enter the type of expenditure paid, the amount of the expenditure, the date the expenditure was paid, and a description of the expenditure. If you enter an In-Kind expenditure, a matching In-Kind Contribution must be entered.

Step 5 - Click 'Save' to save this expenditure.

For each case, after you click 'Save' you will see a message that the expenditure was saved successfully. To continue, select add another expenditure, review or edit the information you have already entered, or review your report and click 'Next'.

 **Expenditure saved successfully.**

How would you like to continue?

- Add another expenditure
- Review or edit information
- Review your report

[Next →](#)

If you selected add another expenditure, you will be taken back to the screen shown first in this section. You may enter all of your expenditures at once or come back to add more later.

You have now completed each section of the campaign disclosure report. Now you may review your report, continue to add entries, edit and delete entries and edit and delete your report. You may also file your report at this time.

REVIEW YOUR REPORT

GENERAL INFORMATION

(1) After each section of the Operating Disclosure form you have the option to “Review or edit information”. If you select this item you will be taken to the review tab of that section.

(2) If you select “Review your report”, you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in. The Summary tab displays your demographic information, report type, contributions and expenditures summary and the balance of contributions.

Legislative Caucus:

2008 January 10th Report Review

Name: Senate Democratic Caucus Committee

Filing Type: Original, Not Filed

Directions

To review information you have entered, click each tab above. To modify or delete an entry, click the link for that entry.

Summary	Contributions	Expenditures
----------------	---------------	--------------

Demographic Information	
798 Hampton Street	
Columbia, SC 29201	
803.222.2222	
Richland County	

Report Type	
2008 January 10th Report	

Contributions	This Period
A. Individual Contributions or other (+)	\$2,650.00
B. In-Kind Contributions (+)	\$200.00
C. Total Contributions (=)	\$2,850.00

Expenditures	This Period
Total Expenditures (=)	\$2,200.00

Balance of Contributions	This Period
A. Contributions on Hand (Beginning this Period)	\$0.00
B. Total Contributions (This Period) (+)	\$2,850.00
C. Total Expenditures (This Period) (-)	\$2,200.00
D. Contributions On Hand (Period End) (=)	\$650.00

Political Party:

2008 January 10th Report Review

Name: The South Carolina Constitutional Party

Filing Type: Original, Not Filed

Directions

To review information you have entered, click each tab above. To modify or delete an entry, click the link for that entry.

Summary

Contributions

Expenditures

Demographic Information

[300 Sumter Street](#)

Bridge, SC 45555

344.444.4444

Abbeville County

Report Type

[2008 January 10th Report](#)

Contributions

This Period

A. Individual Contributions or other (+)	\$1,000.00
B. In-Kind Contributions (+)	\$0.00
C. Total Contributions (=)	\$1,000.00

Expenditures

This Period

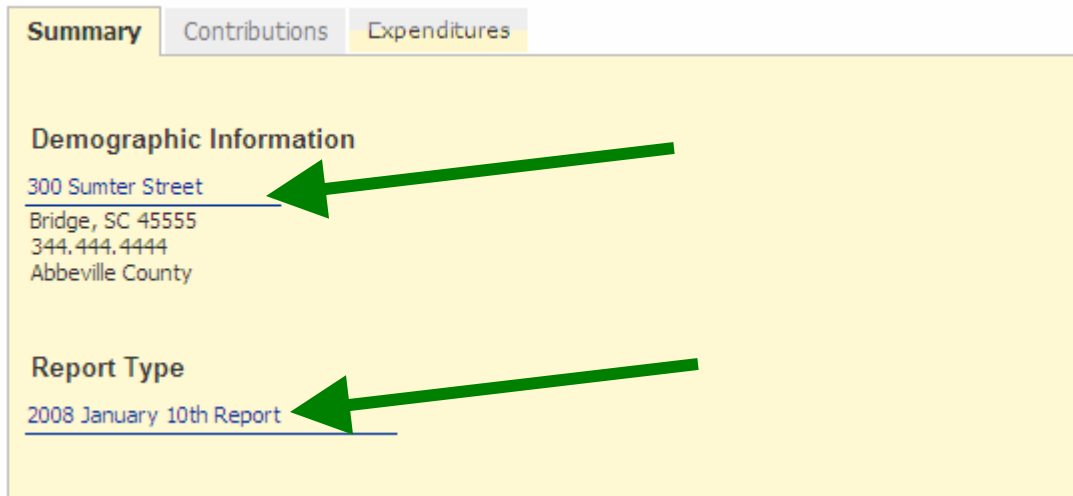
A. In-Kind Expenditures	\$100.00
B. Expenditures (+)	\$350.00
C. Total Expenditures (=)	\$450.00

Balance of Contributions

This Period

A. Contributions on Hand (Beginning this Period)	\$50.00
B. Total Contributions (This Period) (+)	\$1,000.00
C. Total Expenditures (This Period) (-)	\$450.00
D. Contributions On Hand (Period End) (=)	\$600.00

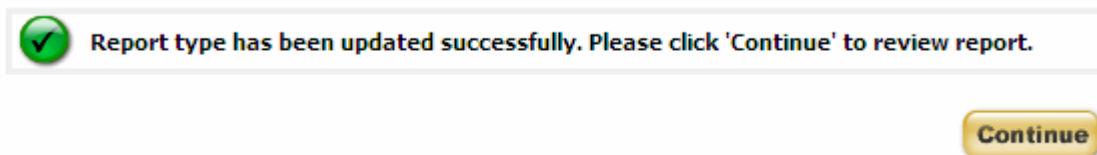
(3) You can edit your demographic information by clicking on the address link. Refer to the section Updating your Profile in this User Guide to see how your changes may affect other reports.



(4) You can edit your report type by clicking on the report link.

Modify your report type as necessary and click 'Save' to continue. If you do not want to modify your report type, click 'Cancel'.

If you change your report type, you will receive a message that the report type has been updated successfully. Click 'Continue' to move on.



(5) Once you are in the report review, you can navigate between sections of the Operating Disclosure using the tabs. All of the contributions you have entered are displayed in the Contributions tab. All of the expenditures you have entered are displayed in the Expenditures tab.

(6) You can add, edit and delete items in each section.

(7) If you have not entered any items in a section, the tab will be empty. The tab will contain a link for you to add an item to that section.

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.

Summary **Contributions** Expenditures

*** No Contributions Reported. ***

[Add a Contribution](#)



(8) If at any time you are done working with your report and want to return to your account page, you can click 'Done' at the bottom of each of the review tab pages or click 'Operating Disclosure' from the menu on the left.

File with the appropriate Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

Return to My Filings

If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.

Print **Done** **File**



ADD ANOTHER ENTRY

Contributions

To add a contribution, click on the 'Add a Contribution' link on the Contributions tab.

Summary **Contributions** Expenditures



[Add a Contribution](#)

Date	Contributor	Address	Occupation	Amount
12/2/2007	Sally Hamby	234 Cherokee Lane Columbia, SC 29203	lawyer	\$200.00
11/17/2007	Brandt's Supply	275 Richland Avenue Columbia, SC 29229		\$1,500.00
11/8/2007	BC Consulting	400 Gervais Street Columbia, SC 29201		\$1,000.00
11/8/2007	Brandon Hawthorne	789 Main Street Lexington, SC 29072	store owner	\$150.00
Total				\$2,850.00

Follow the steps previously outlined in this user guide to add a contribution.

When you have successfully added a contribution, you will see a successful message. Make a selection and click 'Next' to continue.



How would you like to continue?

- Add another contribution
- Continue to Expenditures
- Review or edit information



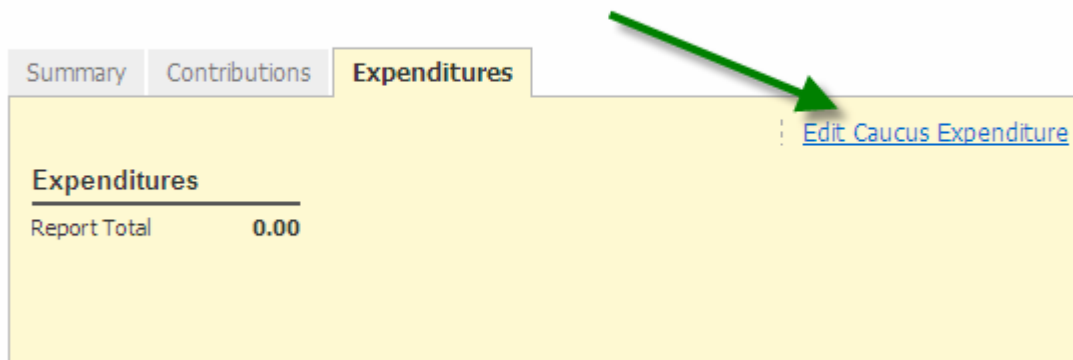
Expenditures

A. Legislative Caucus

When you are stepped through the report, you must at least enter 0.00 for the Total Expenditure Amount in order to review your report. If you entered the 0.00 for the Total Expenditure Amount but need to edit that amount, click on the 'Edit Caucus Expenditure' link on the Expenditures tab. Follow the steps previously outlined in this user guide to enter the information required for this section.

Directions

To review information you have entered, click each tab below. To modify or delete an entry, click the link for that entry.



B. Political Party

To add an expenditure, click on the 'Add an Expenditure' link on the Expenditures tab.

Summary		Contributions		Expenditures	
					Add an Expenditure
Date	Vendor	Address	Description	Amount	
12/18/2007	Bojangles	234 Bluff Road Columbia, SC 29204	broadcast event	\$200.00	
12/4/2007	Bojangles	234 Bluff Road Columbia, SC 29204	donation	\$100.00	
11/8/2007	BC Consulting	345 Logan Road Irmo, SC 29063	advertising	\$150.00	
				Total	\$450.00

Follow the steps previously outlined in this user guide to enter the information required for this section.

When you have successfully added the item, you will see a successful message. Make a selection and click 'Next' to continue.

 **Expenditure saved successfully.**

How would you like to continue?

- Add another expenditure
- Review or edit information
- Review your report

Next →

EDIT OR DELETE AN ENTRY

Contributions

(1) To edit or delete a contribution, click on the Contributor Name link of the contribution you wish to edit or delete in the Contributions tab.

Summary Contributions Expenditures				
Add a Contribution				
Date	Contributor	Address	Occupation	Amount
12/2/2007	Sally Hamby	234 Cherokee Lane Columbia, SC 29203	lawyer	\$200.00
11/17/2007	Brandt's Supply	275 Richland Avenue Columbia, SC 29229		\$1,500.00
11/8/2007	BC Consulting	400 Gervais Street Columbia, SC 29201		\$1,000.00
11/8/2007	Brandon Hawthorne	789 Main Street Lexington, SC 29072	store owner	\$150.00
Total				\$2,850.00

(2) Once you have modified the information necessary or want the item to remain in your report without making changes, click 'Save' to update or keep this item information. If you make any changes to the contributor information, it will update all contributions associated with this contributor.

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*Last Name	<input type="text" value="Hamby"/>
*First Name	<input type="text" value="Sally"/> <i>Only required for Individuals</i>
Middle Initial	<input type="text"/>
Suffix	<input type="text"/>
*Address	<input type="text" value="234 Cherokee Lane"/>
*City	<input type="text" value="Columbia"/>
*State	<input type="text" value="SC"/>
*Zip Code	<input type="text" value="29203"/>
*Occupation	<input type="text" value="lawyer"/>

Contribution


*Contribution Type	<input type="radio"/> Individual Contributions or Other <input checked="" type="radio"/> In-Kind Contributions
*Date	<input type="text" value="December"/> <input type="text" value="2"/> <input type="text" value="2007"/>
*Amount \$	<input type="text" value="200.00"/>

Delete

Save



(3) You will see a message indicating that your contribution has been updated successfully. Click 'Continue' to return to the review section of your report.

 Contribution has been updated successfully. Please click 'Continue' to review report.

Continue

(4) To delete the contribution, click 'Delete'.


If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*Last Name	<input type="text" value="Hamby"/>	
*First Name	<input type="text" value="Sally"/>	<i>Only required for Individuals</i>
Middle Initial	<input type="text"/>	
Suffix	<input type="text"/>	
*Address	<input type="text" value="234 Cherokee Lane"/>	
*City	<input type="text" value="Columbia"/>	
*State	<input type="text" value="SC"/>	
*Zip Code	<input type="text" value="29203"/>	
*Occupation	<input type="text" value="lawyer"/>	

Contribution

*Contribution Type	<input type="radio"/> Individual Contributions or Other
	<input checked="" type="radio"/> In-Kind Contributions
*Date	<input type="text" value="December"/> <input type="text" value="2"/> <input type="text" value="2007"/>
*Amount \$	<input type="text" value="200.00"/>



(5) You will be asked to confirm that you really want to delete this contribution. Click 'Delete' on this page to delete the contribution or 'Cancel' to return to the review section of your report.



Are you sure you want to delete this contribution?

If you make any changes to the contributor information it will update all contributions associated with this contributor.

Contributor

*Last Name	Hamby
*First Name	Sally <i>Only required for Individuals</i>
Middle Initial	
Suffix	
*Address	234 Cherokee Lane
*City	Columbia
*State	SC
*Zip Code	29203
*Occupation	lawyer

Contribution

*Contribution Type	<input type="radio"/> Individual Contributions or Other <input checked="" type="radio"/> In-Kind Contributions
*Date	December 2 2007
*Amount \$	200.00

Delete

Cancel

(6) If you have chosen to delete the contribution, you will see a message that the contribution has been deleted successfully. Click 'Continue' to return to the review section of your report.



Contribution has been deleted successfully. Please click 'Continue' to review report.

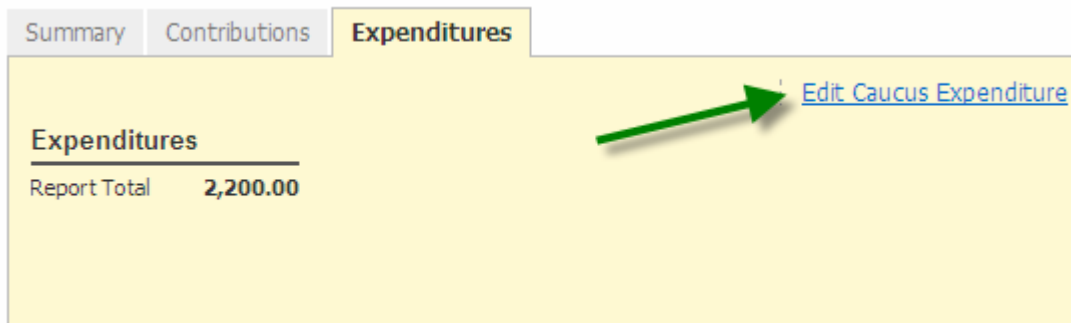
Continue

Expenditures

A. Legislative Caucus

The first time you were taken to the page to enter the Total Expenditure Amount, you are required to enter '0' if you have no expenditures. Therefore, you will only be able to edit the Total Expenditure Amount.

(1) If you are a Legislative Caucus and need to edit the Total Expenditure Amount, click on the link 'Edit Caucus Expenditure' in the Expenditures tab.



Summary Contributions **Expenditures**

[Edit Caucus Expenditure](#)

Expenditures

Report Total 2,200.00

(2) Enter the new Total Expenditure Amount and click 'Save' to update your report.

Electronic Filing

Operating Disclosure: Expenditures

Please give the total amount of expenditures for this filing period.
If you do not have any expenditures, enter '0'.

*Total Expenditure Amount

Delete

Save

(3) You may also choose to delete the amount you have reported. To permanently remove the Total Expenditure Amount, click 'Delete' on the page shown above.

You will be asked if you are sure you wish to delete this amount. Click 'Delete' to delete the item entered or 'Cancel' to return to the review section of your report.



Are you sure you want to delete this expenditure?

Please give the total amount of expenditures for this filing period. If you do not have any expenditures, enter '0'.

*Total Expenditure Amount 2200.00

Delete

Cancel

(4) If you delete the total expenditure amount you will see a status message that the expenditure amount has been deleted successfully. Click 'Continue' to review your report.



Expenditure has been deleted successfully. Please click 'Continue' to review report.

Continue

(5) If you have deleted the Total Expenditure Amount, to enter a new Expenditure Amount you will click on the Expenditures tab, click on the link to Add an Expenditure, enter the Total Expenditure Amount and Click 'Save'.

B. Political Party

(1) To edit or delete an item that you have entered, click on the link of the item you wish to edit or delete in the tab of that section.

Summary		Contributions		Expenditures	
Date	Vendor	Address	Description	Amount	
12/18/2007	Bojangles	234 Bluff Road Columbia, SC 29204	broadcast event	\$200.00	: Add an Expenditure
12/4/2007	Bojangles	234 Bluff Road Columbia, SC 29204	donation	\$100.00	
11/8/2007	BC Consulting	345 Logan Road Irmo, SC 29063	advertising	\$150.00	
Total				\$450.00	

(2) Once you have modified the information necessary or want the item to remain in your report without making changes, click 'Save' to update or keep this item information. If

you make any changes to the vendor information, it will update all expenditures associated with this vendor.

If you make any changes to the vendor information it will update all expenditures associated with this vendor.

Vendor Information

*Vendor Name

*Address

*City

*State

*Zip Code


Expenditure

*Type In-Kind Expenditure
 All Other Expenditures

*Expenditure Amount \$

*Date

*Description



(3) You will see a message indicating that the entry has been updated successfully. Click 'Continue' to return to the review section of your report.

Expenditure has been updated successfully. Please click 'Continue' to review report.

(4) To delete the entry, click 'Delete'.


If you make any changes to the vendor information it will update all expenditures associated with this vendor.

Vendor Information

*Vendor Name	Bojangles
*Address	234 Bluff Road
*City	Columbia
*State	SC
*Zip Code	29204

Expenditure

*Type	<input type="radio"/> In-Kind Expenditure <input checked="" type="radio"/> All Other Expenditures
*Expenditure Amount \$	200.00
*Date	December 18 2007
*Description	broadcast event

Delete  **Save**

(5) You will be asked to confirm that you really want to delete this entry. Click 'Delete' on this page to delete the item entered or 'Cancel' to return to the review section of your report.



Are you sure you want to delete this expenditure?

If you make any changes to the vendor information it will update all expenditures associated with this vendor.

Vendor Information

*Vendor Name	Bojangles
*Address	234 Bluff Road
*City	Columbia
*State	SC
*Zip Code	29204

Expenditure

*Type	<input type="radio"/> In-Kind Expenditure <input checked="" type="radio"/> All Other Expenditures
*Expenditure Amount \$	200.00
*Date	December 18 2007
*Description	broadcast event

Delete



Cancel

(6) If you have chosen to delete the item, you will see a message that the entry has been deleted successfully. Click 'Continue' to return to the review section of your report.



Expenditure has been deleted successfully. Please click 'Continue' to review report.

Continue

RETURNING TO YOUR SAVED REPORT


To work with or view a report, click one of the links to the right of the report.

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

START A NEW FILING 

Current Filings					
Archived Filings					
Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 Saved	2008, April 10th	Original	Edit	Delete
07/03/2007	Filed	2008, January 10th	Original	Amend	

When you select to view **a specific version of a report, edit or amend a report** you will be taken to the Summary tab of your report. The heading displays the year and report type or version that you are working in and whether or not it has been filed.

2008 January 10th Report Review

Name: Senate Democratic Caucus Committee

Filing Type: Original, Not Filed

Directions

To review information you have entered, click each tab above. To modify or delete an entry, click the link for that entry.

Summary	Contributions	Expenditures
----------------	---------------	--------------

Demographic Information

[798 Hampton Street](#)
Columbia, SC 29201
803.222.2222
Richland County

Report Type

[2008 January 10th Report](#)

To delete a report, see the section titled Deleting a Report in this user guide.

FILING YOUR REPORT

When you are ready to file your report, you can do so from any of the tabs in the report review. At the bottom of each page there is a 'File' button. Click 'File' if you are ready to file your report.

File with the appropriate Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

Return to My Filings

If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.



You will be asked to confirm that you want to file your report. Click 'File' if you are ready to file your report. Click 'Back' if you do not want to file your report at this time. All of your information will be saved.

Operating Disclosure: Filing Confirmation

Once your report is filed, the information you have submitted will be publicly accessible. If you need to change any information, you must file an amended report.

CERTIFICATION: I certify that the contents of this statement are true, correct, and complete to the best of my knowledge and belief. I understand that if this statement is not received within five (5) days of the deadline, a late filing penalty of \$100.00 will be levied.

Are you sure you want to file now?



Once you have filed your report, you will receive a confirmation on your screen. Click 'Continue' to return to your My Account page. You can now view or amend this report or start a new filing.

Operating Disclosure: Filing confirmation



Your report has been filed successfully on 7/3/2007 1:07:55 PM. Your confirmation number is ODF4-R222-abceeab3. Your confirmation has been sent to the email address on record. Please print this page for your records.

Click 'Continue' to return to your Operating Disclosure Filings or logout if you are finished.

Continue

You will also receive an email confirmation that you have filed your report. The email message will be sent to the address you have on record with your account. It will be similar to:

Subject: Filing Confirmation

State Ethics Commission
Public Disclosure and Accountability Reporting

Filing Year: 2009

Report Period: April 10th

Operating Disclosure Form, Original

You have successfully filed your report as of 6/29/2007 9:45:49 AM. Your confirmation number is ODF6-R211-ba2cf288.

Please print this page for your records.


Some email providers may prevent the confirmation from appearing in your inbox or may not allow you to receive the confirmation at all. Please be sure to check Junk, Spam or Bulk folders. It is known that filing confirmations are not being received by hotmail email accounts. It is suggested that you do not register with a hotmail email account and if you have that you update your email address to a non-hotmail account.

Once your report is filed, the information you have submitted will be publicly accessible. If you need to change any information, you must file an amended report.

FINAL REPORT

In order to file a Final report, your account balance must be zero. If you have a balance in your account and try to file, you will receive a warning message displayed at the top of the page.

The combined total of all Contributions must equal the total of Expenditures. Without a zero balance for your account, you cannot file a final report.

 **Please go back to choose another report type or file additional Contributions or Expenditures.**


You will not be able to file a final report until your account balance is zero. You can add, edit or delete contributions or expenditures or change your report type in order to file.

If you have already filed a final report and need to continue filing, you must amend your final report and change the report type in order to start a new filing. Please refer to the section Amending a Report for details on how to amend a report.

NEGATIVE CONTRIBUTIONS ON HAND PERIOD END

Balance of Contributions	This Period
A. Contributions on Hand (Beginning this Period)	\$2,650.00
B. Total Contributions (This Period) (+)	\$0.00
C. Total Expenditures (This Period) (-)	\$3,000.00
D. Contributions On Hand (Period End) (=)	(\$350.00)

If you wish to file a report that indicates you have a negative value of contributions on hand for the period end, you will receive a warning message displayed at the top of the page.

 **The Contributions on Hand (Period End) for this reporting period are negative. Click 'Back' to adjust your report or 'File' to file your report.**

You can choose to file this report with a negative value of contributions on hand for the period end and the report will be marked for audit by the State Ethics Commission or the Ethics Committees.

AMENDING A REPORT

In order to make a change to a report that has already been filed, you must file an amendment. To file an amendment, go to your Operating Disclosure Account page and click 'Amend' next to the report that you wish to amend.

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

START A NEW FILING 

Current Filings Archived Filings

Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 Saved	2008, April 10th	Original	Edit	Delete
07/03/2007	Filed	2008, January 10th	Original	Amend	



The most current version of the report will appear in the Current Filings tab and the original or previous version is stored in the Archived Filings tab. Reports stored in Archived Filings can no longer be modified. All filings are publicly accessible.

To update your report, follow the steps previously outlined to add, edit or delete contributions and expenditures. Once you have made the necessary changes to your report, file the report again.

If necessary, you can amend a report more than once. However, you can only work on one amendment at a time.

DELETING A REPORT

You may delete a report that has not been filed. To delete a report, go to your Operating Disclosure Account page and click 'Delete' next to the report that you wish to delete.

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports

You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.


START A NEW FILING 

Current Filings Archived Filings

Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
Not Filed	 Saved	2008, April 10th	Original	Edit	Delete
07/03/2007	Filed	2008, January 10th	Original	Amend	




You will be asked if you are sure you want to delete the report. Click 'Delete' to delete the report or 'Cancel' to keep the report and return to your account page.

 **Are you sure you want to delete this report?**

Delete **Cancel**

If you choose to delete the report, you will see a confirmation message that the report was deleted successfully. Click 'Continue' to return to your account page.

 **Report was deleted successfully. Please click 'Continue' to return to your account.**

Continue

PRINTING A REPORT

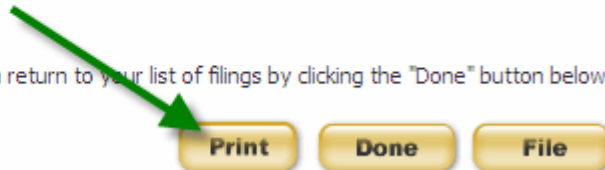
You can print a filed or unfiled copy of your report at any time. To print your report, click 'Print' at the bottom of any of the review tab pages.

File with the appropriate Ethics Commission

If you are satisfied with the information you have entered, you may file your report by clicking the "File" button below.

Return to My Filings

If you are finished viewing this report, you can return to your list of filings by clicking the "Done" button below.



The report will be shown in a print layout (see next page). Scroll down the page to preview the print layout and click 'Print' to print your report. Click 'Go Back' if you do not want to print your report and return to the report review.

Electronic Filing

Operating Disclosure: Review

2008 January 10th Report

Name: The South Carolina Constitutional Party
Filing Type: Original, Not Filed

Demographic Information

300 Sumter Street
Bridge, SC 45555
344.444.4444
Abbeville County

Report Type

2008 January 10th Report

Contributions	This Period
A. Individual Contributions or other (+)	\$1,000.00
B. In-Kind Contributions (+)	\$0.00
C. Total Contributions (=)	\$1,000.00

Expenditures	This Period
A. In-Kind Expenditures	\$100.00
B. Expenditures (+)	\$150.00
C. Total Expenditures (=)	\$250.00

Balance of Contributions	This Period
A. Contributions on Hand (Beginning this Period)	\$50.00
B. Total Contributions (This Period) (+)	\$1,000.00
C. Total Expenditures (This Period) (-)	\$250.00
D. Contributions On Hand (Period End) (=)	\$800.00

Contributions

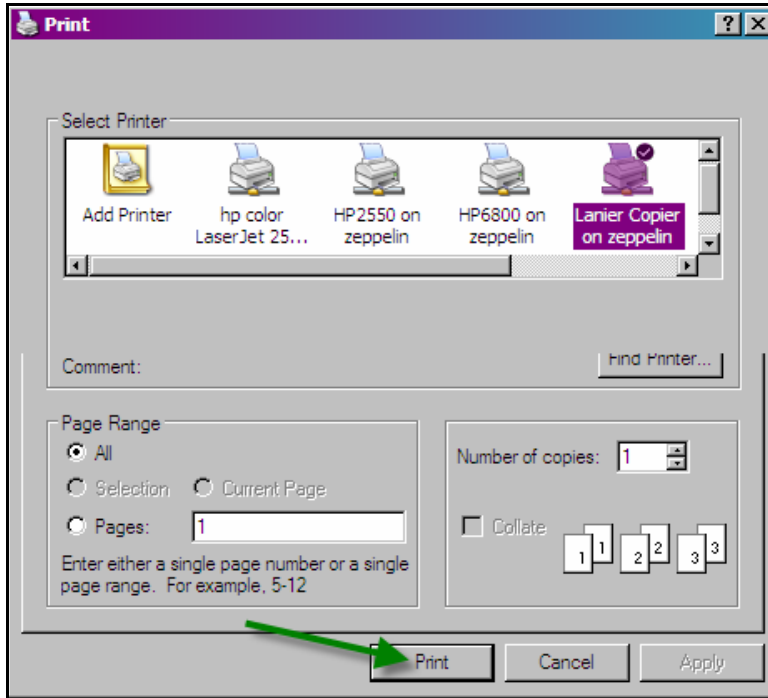
Date	Contributor	Address	Occupation	Amount
12/5/2007	Jake's	798 Main Street Columbia, SC 29201		\$1,000.00
Total				\$1,000.00

Expenditures

Date	Vendor	Address	Description	Amount
12/4/2007	Bojangles	234 Bluff Road Columbia, SC 29204	donation	\$100.00
11/8/2007	BC Consulting	345 Logan Road Irmo, SC 29063	advertising	\$150.00
Total				\$250.00

[Go Back](#) [Print](#)

After you click 'Print' on the print preview, the print set-up window will appear. Select your printer and the number of copies you want to print and click 'Print'.



UPDATING YOUR PROFILE

If you need to update your profile you can do so at any time. You can update your profile by selecting Committee Profile from the menu on the left of the page or by clicking into your profile from the link of your name on the summary page of a report.

The screenshot shows a navigation menu on the left with the following items: Public Disclosure, Electronic Filing, Operating Disclosure, Statement Of Organization, Committee Profile, Financial Information, and Help With Filing. A green arrow points to the 'Committee Profile' item. To the right, the breadcrumb trail is 'Home > Electronic Filing'. The main heading is 'Electronic Filing' with a sub-heading 'Operating Disclosure: Review'. Below this is a tab for '2008 April 10th Report Review'. The details for this report are: Name: Senate Democratic Caucus Committee, Filing Type: Original, Not Filed, and Directions: To review information you have entered, click each tab above. To modify or delete an entry, click the link for that entry.

This is a detailed view of the '2008 April 10th Report Review' page. It features a tabbed interface with the '2008 April 10th Report Review' tab selected. The details are: Name: Senate Democratic Caucus Committee, Filing Type: Original, Not Filed, and Directions: To review information you have entered, click each tab above. To modify or delete an entry, click the link for that entry.

The screenshot shows the 'Summary' tab selected in a section titled 'Demographic Information'. The address listed is: 798 Hampton Street, Columbia, SC 29201, 803.222.2222, Richland County. A green arrow points to the address text.

The location of how you enter into your profile will have the following effects on the reports in your account and any reports that you start after you update your profile.

For Filed Reports

- If you change the profile it is an amendment, therefore you need to choose Amend for that specific report and change the profile within that report. The profile change only applies to that specific report.

For Saved Reports

- If you enter into the profile and modify it from an ORIGINAL report in edit mode, the profile change applies to the report you are working in and the master profile.
- If you enter into the profile and modify it from an AMENDED report in edit mode, the profile change applies to the report only.

For the Master profile


- If the profile is changed from the selecting Profile from the left menu, the profile change applies only to reports started after that change is made.
- No reports in edit or filed mode are updated.

After you have chosen to update your profile, either through a report or the left menu and you have modified the information necessary or want your profile to remain as shown without making changes, click 'Save' to update or keep your profile information.

Please complete the form below. Fields marked by an asterisk (*) are required.


Personal Information

*Mailing Address	798 Hampton Street
*City	Columbia
*State	SC
*SC County	Richland <small>SC Residents Only</small>
*Zip Code	29201
*Phone Number	803 222 2222
*Email	senatedemcomm@yahoo.com



[← Back](#) [Save](#)

You will receive a message indicating that your profile information has been updated successfully. Click 'Continue' to return to your report if you updated your profile from a report or your My Account page if you updated your profile by choosing Profile from the left menu.

 **Profile has been updated successfully. Please click 'Continue' to proceed.**

[Continue](#)

UPDATING YOUR FINANCIAL INFORMATION

Checking account information is required when you register for your account. If you need to edit your financial information at any time you may select Financial Information from the left menu.

Public Disclosure
Electronic Filing
▪ Operating Disclosure
▪ Statement Of Organization
▪ Committee Profile
Financial Information
Help With Filing
SC State Ethics Commission
Contact Us
Logout

You will be taken to the page that contains your financial information:

Financial Information

Savings Account Number	<input type="text"/>
Savings Bank	<input type="text"/>
Savings Bank Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
*Checking Account Number	***** Edit
*Checking Bank	<input type="text" value="BBT"/>
*Checking Bank Address	<input type="text" value="678 Main Street"/>
*City	<input type="text" value="Columbia"/>
*State	<input type="text" value="SC"/>
*Zip Code	<input type="text" value="29201"/>

[← Back](#) [Next →](#)

If you have entered savings account information it will be prepopulated just as the checking account information is prepopulated.

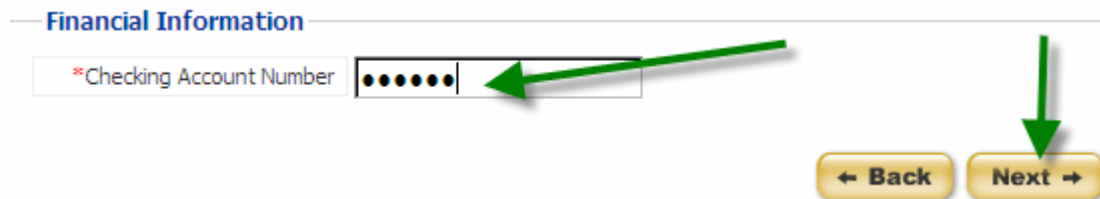
EDIT YOUR ACCOUNT NUMBER

To edit your account numbers, click on the 'Edit' link next to the placeholders for the account number (refer to the image on the previous page). On the next page you will enter your updated account number. As you type in the new account number, placeholders will appear. Click 'Next' when you have updated your account number.


Financial Information

*Checking Account Number

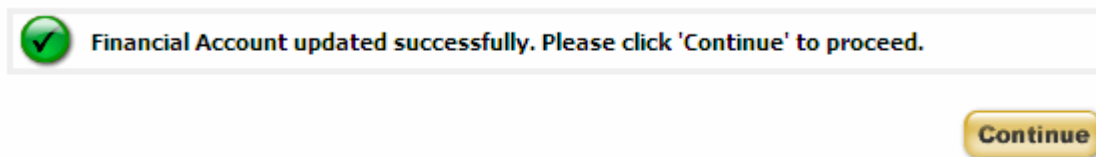
[← Back](#) [Next →](#)



You will receive a status message that your financial information has been updated successfully.

 **Financial Account updated successfully. Please click 'Continue' to proceed.**

[Continue](#)



When you click 'Continue' you will return to the My Account page.

EDIT BANK NAME OR ADDRESS


You may also modify your bank name and address. Highlight the information you need to update and type in the new information.

Financial Information

Savings Account Number	<input type="text"/>
Savings Bank	<input type="text"/>
Savings Bank Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
*Checking Account Number	***** Edit
*Checking Bank	BBT
*Checking Bank Address	678 Main Street
*City	Columbia
*State	SC
*Zip Code	29201

[← Back](#) [Next →](#)


When you have completed the changes you need to make click 'Next'. You will receive a status message that your financial information has been updated successfully.

 **Financial Account updated successfully. Please click 'Continue' to proceed.**

[Continue](#)

When you click 'Continue' you will return to the My Account page.

You may also click on Financial Information to verify your banking information. If you do not wish to make any changes, click 'Next'. You will receive a status message that your financial information has been updated successfully.

 **Financial Account updated successfully. Please click 'Continue' to proceed.**

[Continue](#)

When you click 'Continue' you will return to the My Account page.

LOGOUT

If you are done working with your account and reports, please be sure to logout of the Public Disclosure and Accountability Reporting System by selecting 'Logout' from the menu on the left of the page. This will ensure that you have ended your session.

Home

Electronic Filing
My Account: Operating Disclosure

Directions

Use the left menu to navigate between report types. To review information you have entered, click each tab below. To work with or view a report, click one of the links to the right of the report.

Working with Reports
You may only have one Original version of a "Saved" report at a time. To begin a new report, first complete and file your Original "Saved" report. If you choose to amend a report, you are responsible for making any changes necessary to other reports that may be affected.

START A NEW FILING

Current Filings Archived Filings

Date Filed	Filing Type	Report Type	View	Edit/Amend	Delete
09/05/2007	Filed	2007, July 10th	Original	Amend	
08/03/2007	Filed	2007, April 10th	Original	Amend	

When you have successfully logged out of the system you will see a message indicating that you have logged out. You can login again using the link on the page or by selecting Electronic Filing from the menu on the left.

Electronic Filing
Operating Disclosure: Logged Out

— Logout —

You have logged out successfully. Please [click here](#) to login to your account.