



Bastrop County Elections

www.bastropvotes.org

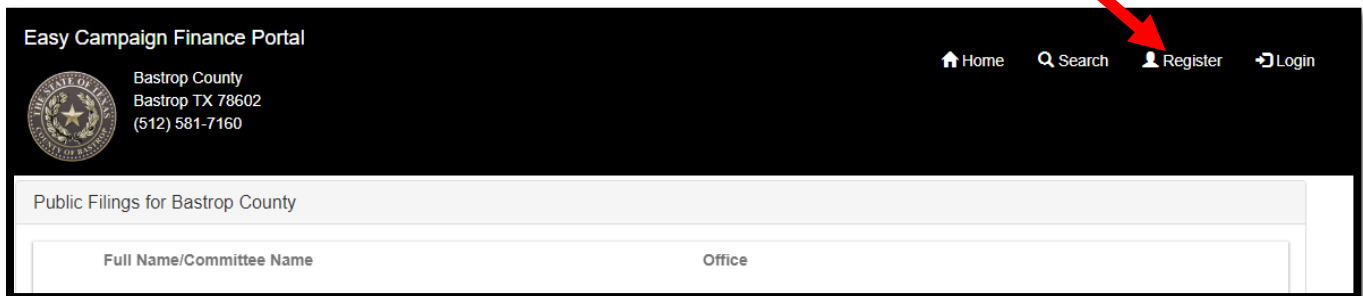
804 PECAN STREET
BASTROP, TX 78602

512.581.7160
elections@co.bastrop.tx.us

Campaign Finance Website- User Guide

CREATING A NEW ACCOUNT

- To register a new account, use your web browser to go to: bastropcountytexas.easycampaignfinance.com click on the **REGISTER** button at the top of the page.



- Complete the data fields in the **USER ACCOUNT INFO** screen, and then click the **NEXT** button.

The screenshot shows the 'User Account Info' registration form. It contains several fields for user information: 'Candidate or Committee you represent' (dropdown), 'Select a Position' (dropdown), 'Select an Office' (dropdown), 'Select a Candidate/Committee Type' (dropdown), 'First Name', 'Last Name', 'Title', 'Address 1', 'Address 2', 'City', 'State' (dropdown), 'Zip Code', and 'Phone'. A 'Next' button is located at the bottom left. Red arrows point to the 'Candidate or Committee you represent' dropdown and the 'Next' button.

- When registering, you must select a candidate/committee from the dropdown box. If the candidate/committee you represent DOES NOT appear in the dropdown box, selection **NEW CANDIDATE** or **NEW COMMITTEE**.

User Account Info

Candidate or Committee you represent: [New Candidate] (dropdown menu)

Select a Position: (dropdown menu)

Select an Office: (dropdown menu)

Select a Candidate/Committee Type: (dropdown menu)

First Name: (text input)

Last Name: (text input)

Title: (text input)

Address 1: (text input)

Address 2: (text input)

City: (text input)

State: (dropdown menu)

Zip Code: (text input)

Phone: (text input)

Next (button)

- As a candidate or office holder, you alone, not the Campaign Treasurer, are responsible for filing all Campaign Finance Reports per the Texas Ethics Commission. Select **CANDIDATE/SELF** in the **SELECT A POSITION** dropdown box.

User Account Info

Candidate or Committee you represent: [New Candidate] (dropdown menu)

Select a Position: Candidate/Self (dropdown menu)

Select an Office: (dropdown menu)

Select a Candidate/Committee Type: (dropdown menu)

First Name: (text input)

Last Name: (text input)

Title: (text input)

Address 1: (text input)

Address 2: (text input)

City: (text input)

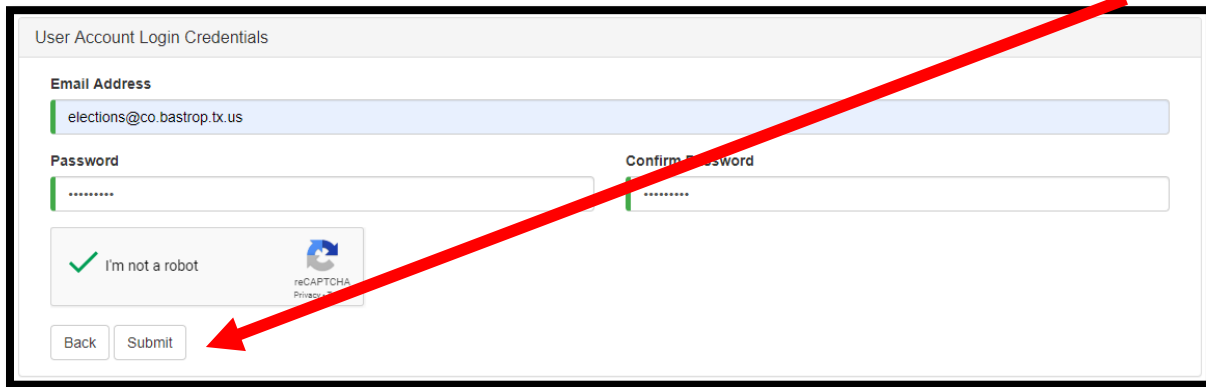
State: (dropdown menu)

Zip Code: (text input)

Phone: (text input)

Next (button)

- Complete the **USER ACCOUNT LOGIN CREDENTIALS** page and then click **SUBMIT**.

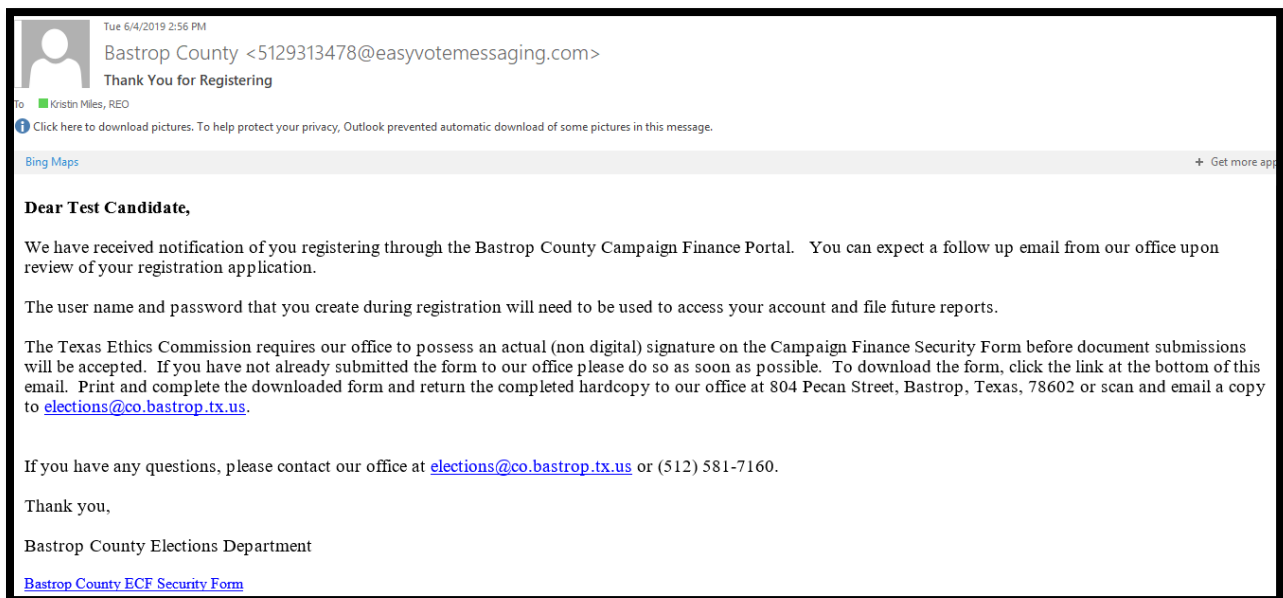


Note: The email address and password set on this screen will be used to access the Campaign Finance Portal and file all future Campaign Finance Reports. Password must contain at least 1 upper case, 1 lower case, 1 number, 1 symbol with a minimum length of 8 characters.

- You will receive a prompt showing that your account has been successfully created.

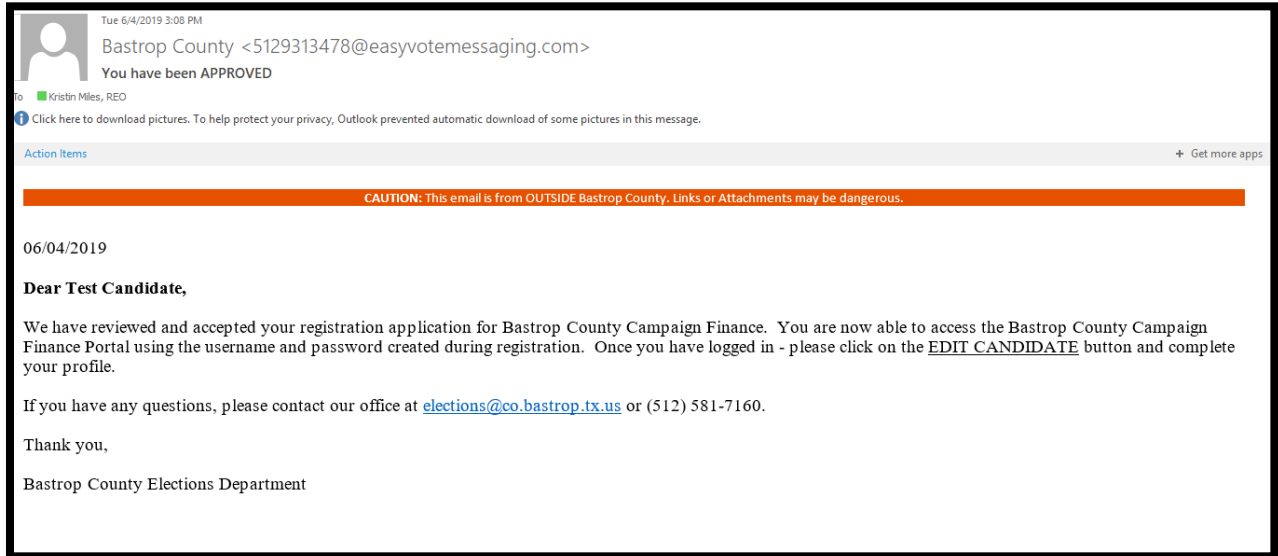
Thank you for registering
Your account has been successfully created. You will receive a welcome email shortly.

- A confirmation email will be sent to the email address that you provided.



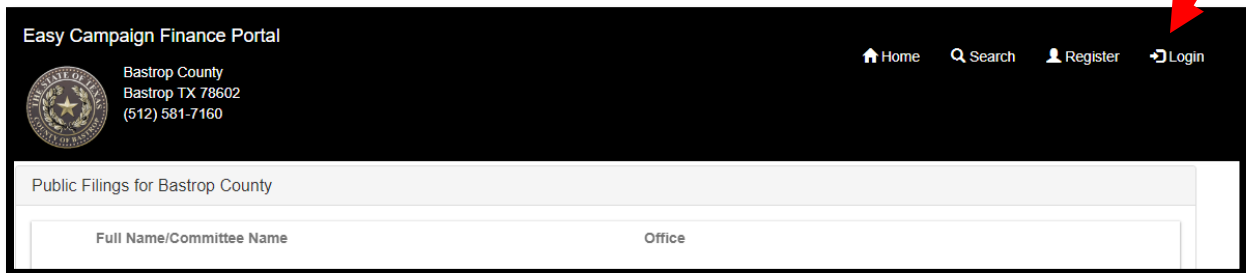
Note: You will not be able to file reports using the online system until our office has approved your registration application. Your registration can not be approved until we have received the completed Bastrop County ECF Security Form.

- Once your registration application has been approved, you will receive a confirmation email.

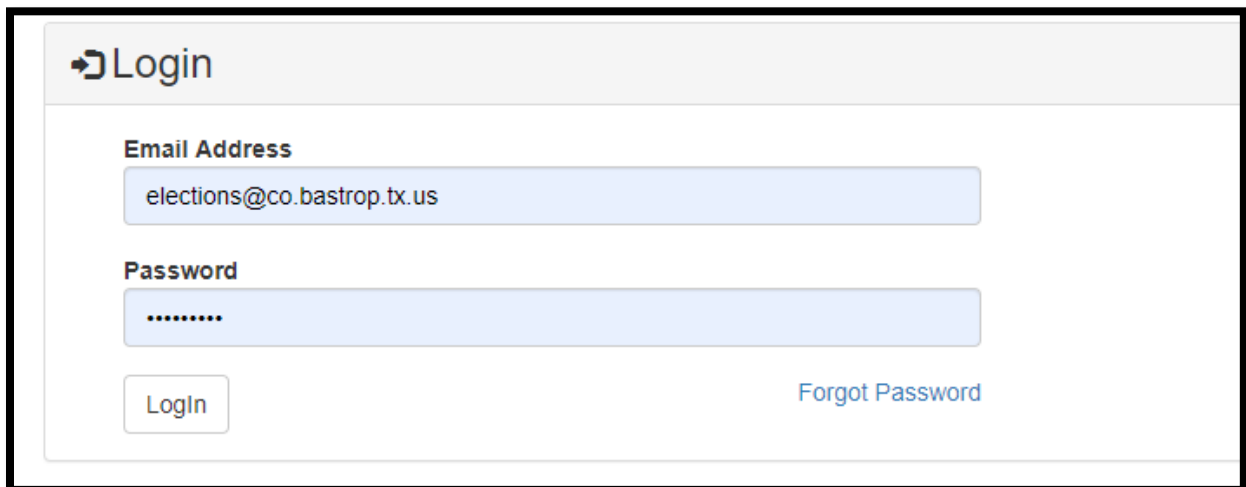


FILING REPORTS

- You may now login to the online system to file your Appointment of Campaign Treasurer, Campaign Finance Reports and other campaign reports. Use your web browser to go to: bastropcountytexas.easylvotecampaignfinance.com click on the **LOGIN** button at the top of the page.



- Enter your **EMAIL ADDRESS** and **PASSWORD**.



- Once logged in to your account, the **NEWS** tab will display any pertinent information you need to know, including the filing schedule provided by the Texas Ethics Commission.

My Candidates and Committees Bastrop Test

News | File Reports | My Submissions | Filing Schedule | Fines/Fees | User Access

First Name: Bastrop
Last Name: Test
Address:
City, State Zip:
Next Report due: 40 days

| Subject | Creation Date | Expiration Date | Attachments |
|------------------------|---------------|-----------------|---|
| > 2019 Filing Schedule | | | 2019 Campaign Finance Filing Schedule |

1 total

Edit Candidate

- Using the **FILE REPORTS** tab, you may submit any necessary reports using the **WIZARD**.

My Candidates and Committees Bastrop Test

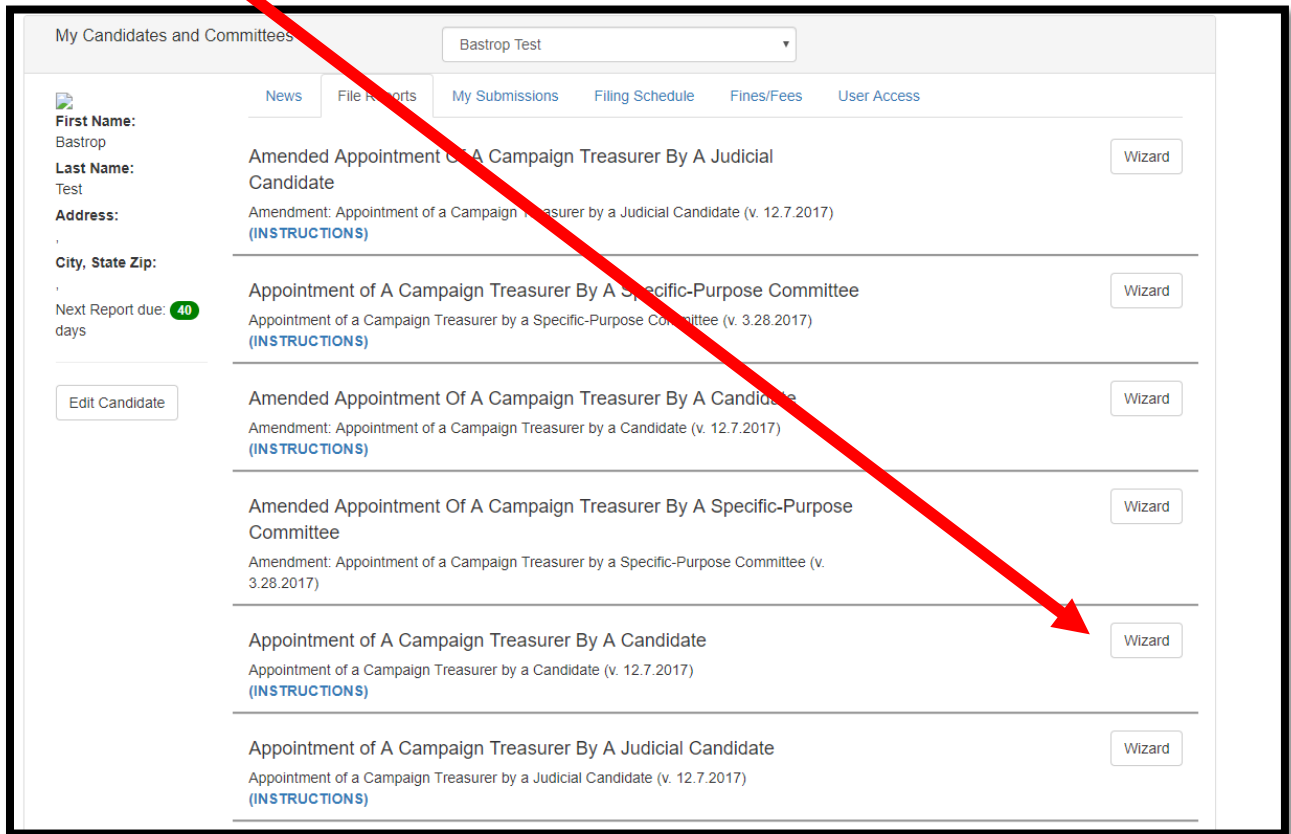
News | File Reports | My Submissions | Filing Schedule | Fines/Fees | User Access

First Name: Bastrop
Last Name: Test
Address:
City, State Zip:
Next Report due: 40 days

Edit Candidate

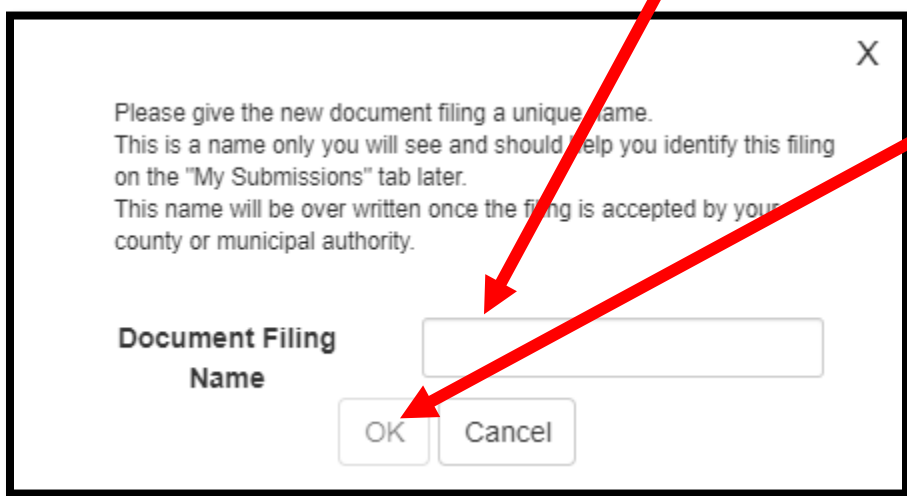
| | |
|--|--------|
| Amended Appointment Of A Campaign Treasurer By A Judicial Candidate Amendment: Appointment of a Campaign Treasurer by a Judicial Candidate (v. 12.7.2017) (INSTRUCTIONS) | Wizard |
| Appointment of A Campaign Treasurer By A Specific-Purpose Committee Appointment of a Campaign Treasurer by a Specific-Purpose Committee (v. 3.28.2017) (INSTRUCTIONS) | Wizard |
| Amended Appointment Of A Campaign Treasurer By A Candidate Amendment: Appointment of a Campaign Treasurer by a Candidate (v. 12.7.2017) (INSTRUCTIONS) | Wizard |
| Amended Appointment Of A Campaign Treasurer By A Specific-Purpose Committee Amendment: Appointment of a Campaign Treasurer by a Specific-Purpose Committee (v. 3.28.2017) | Wizard |
| Appointment of A Campaign Treasurer By A Candidate Appointment of a Campaign Treasurer by a Candidate (v. 12.7.2017) (INSTRUCTIONS) | Wizard |
| Appointment of A Campaign Treasurer By A Judicial Candidate Appointment of a Campaign Treasurer by a Judicial Candidate (v. 12.7.2017) (INSTRUCTIONS) | Wizard |

- Click on the **WIZARD** button next to the report that you wish to file.



The screenshot shows a web interface for "My Candidates and Committees" with a dropdown menu set to "Bastrop Test". The interface has tabs for "News", "File Reports", "My Submissions", "Filing Schedule", "Fines/Fees", and "User Access". On the left, there is a profile section for "Bastrop Test" with fields for "First Name", "Last Name", "Address", and "City, State Zip", along with a "Next Report due" indicator showing "40 days". Below this is an "Edit Candidate" button. The main area displays a list of reports, each with a "Wizard" button to its right. The reports include titles like "Amended Appointment of A Campaign Treasurer By A Judicial Candidate" and "Appointment of A Campaign Treasurer By A Specific-Purpose Committee", along with their respective legal references and "(INSTRUCTIONS)" links. A red arrow points from the top-left towards the "Wizard" button of the second report in the list.

- Enter a file name in the space titled **DOCUMENT FILING NAME** and then click **OK**.



The screenshot shows a dialog box with a close button (X) in the top right corner. The text inside reads: "Please give the new document filing a unique name. This is a name only you will see and should help you identify this filing on the 'My Submissions' tab later. This name will be over written once the filing is accepted by your county or municipal authority." Below the text is a label "Document Filing Name" followed by an empty text input field. At the bottom of the dialog are two buttons: "OK" and "Cancel". Two red arrows point to the input field and the "OK" button respectively.

- When completing a document via the **WIZARD**, information about the candidate/committee will be pre-populated into the data fields (from candidate/committee information) to help save time. Complete each page of the Wizard and then click the **SAVE/NEXT** button to continue on to the next page. (NOTE: you **MUST** click **SAVE/NEXT** to save the data on the current screen.) To return to a previous page, click the **BACK** button.

Wizard Steps

- 1. Candidate Info
- 2. Campaign Treasurer Info
- 3. Modified Reporting
- 4. Sign and Submit

Appointment of a Campaign Treasurer by a Candidate

Save/Next Back

Candidate Information

| | | | |
|----------------|----------------|-----------------|---------|
| Name Prefix | | First Name | Test |
| Middle Initial | | Nickname | |
| Last Name | Candidate | Suffix | |
| Address/PO Box | 804 Pecan St. | | |
| Apt/Suite # | | City | Bastrop |
| State | Texas(TX) | Zip Code | 78602 |
| Phone Number | (512) 581-7160 | Phone Extension | |
| Office Held | | Office Sought | |

Save/Next Back

- The Sign and Submit page is the last page of a document, and it allows you to **PREVIEW**, **SUBMIT**, or **SAVE**. You must enter your **PASSWORD** and check the box **CHECK HERE TO VERIFY THE INFO**. The Save button allows you to save all of your progress, but DOES NOT submit the document for approval. You can continue the document at any time by returning to the **FILE REPORTS** tab and then by clicking on the corresponding **WIZARD** button for that form or by going to the My Submissions tab and clicking **EDIT** beside the document you wish to continue working on.

Wizard Steps

- 1. Candidate Info
- 2. Campaign Treasurer Info
- 3. Modified Reporting
- 4. Sign and Submit

Appointment of a Campaign Treasurer by a Candidate

Back

Document Name

Appointment of a Campaign Treasurer by a Candidate

All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password below.

Password

.....

Check here to verify the info

Preview Submit Save

- Once the document has been submitted it will be listed on the **MY SUBMISSIONS** tab.

My Candidates and Committees

Test Candidate

News File Reports **My Submissions** Filing Schedule Fines/Fees User Access

First Name: Test

Last Name: Candidate

Address: 804 Pecan St. Bastrop, TX 78602

City, State Zip: Bastrop, TX 78602

Next Report due: **40** days

Edit Candidate

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

| Status | Doc Type | Doc Name | Doc Date | Created | Submitted | Acc/Rej |
|--------|--|--|------------|------------|------------|---------|
| | Appointment of A Campaign Treasurer By A Candidate | Appointment of a Campaign Treasurer by a Candidate | 06/04/2019 | 06/04/2019 | 06/04/2019 | |

1 total

- You will receive a confirmation email once the document has been accepted by our office.

Tue 6/4/2019 3:53 PM

Bastrop County <5129313478@easyvotemessaging.com>

Submitted Document has been ACCEPTED

To: Kristin Miles, REO

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email is from OUTSIDE Bastrop County. Links or Attachments may be dangerous.

06/04/2019

Dear Test Candidate,

Your Appointment of A Campaign Treasurer By A Candidate document submission to the Bastrop County Campaign Finance Portal has been accepted and can now be viewed on the public portal.

If you have any questions, please contact our office at elections@co.bastrop.tx.us or (512) 581-7160.

Thank you,

Bastrop County Elections Department

- You may use the **MY SUBMISSIONS** tab to view previously filed documents. You can **AMEND** previously filed documents as needed from the **MY SUBMISSIONS** tab as well.

My Candidates and Committees

Test Candidate

News File Reports My Submissions Filing Schedule Fines/Fees User Access

First Name: Test
Last Name: Candidate
Address: 804 Pecan St. Bastrop, TX 78602
City, State Zip: Bastrop, TX 78602
 Next Report due: 39 days

Edit Candidate

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

| Status | Doc Type | Doc Name | Doc Date | Created | Submitted | Acc/Rej |
|--------|--|--|------------|------------|------------|------------|
| Amend | Appointment of A Campaign Treasurer By A Candidate | Appointment of a Campaign Treasurer by a Candidate | 06/04/2019 | 06/04/2019 | 06/04/2019 | 06/04/2019 |

1 total

- The **FILING SCHEDULE** tab displays due dates for upcoming filings.

My Candidates and Committees

Test Candidate

News File Reports My Submissions Filing Schedule Fines/Fees User Access

First Name: Test
Last Name: Candidate
Address: 804 Pecan St. Bastrop, TX 78602
City, State Zip: Bastrop, TX 78602
 Next Report due: 39 days

Edit Candidate

The Filing Schedule for all required documents is displayed below.

| Due Date | Document |
|-----------|---|
| 7/15/2019 | Judicial Candidate/Officeholder Campaign Finance Report |
| 7/15/2019 | Candidate/Officeholder Campaign Finance Report |

2 total

- To update or edit your information, click on the **EDIT CANDIDATE** button.

My Candidates and Committees

Bastrop Test

News File Reports My Submissions Filing Schedule Fines/Fees User Access

First Name: Bastrop
Last Name: Test
Address: .
City, State Zip: .
 Next Report due: 40 days

Edit Candidate

| Subject | Creation Date | Expiration Date | Attachments |
|------------------------|---------------|-----------------|---------------------------------------|
| > 2019 Filing Schedule | | | 2019 Campaign Finance Filing Schedule |

1 total

- Update Information as needed and then click **SAVE**.

Edit Candidate/Committee Profile

Candidate/Committee Photo:
 NO IMAGE AVAILABLE

Candidate/Committee Name:
 Candidate Committee

First Name:
 Middle Name:
 Last Name:
 Suffix:

Contact Info:
 Primary Phone:
 Cell Phone:
 Secondary Phone:
 Email Address:

Residential Address:
 Address:
 City:
 State:
 Zip Code:

Mailing Address:
 Address:
 City:
 State:
 Zip Code:

Filing Information:
 Candidate/Committee Type:
 Voter Reg. No.:
 Filer ID:
 PIN:
 Office Type:
 First Election Year:
 Threshold Range:

FORGOT YOUR PASSWORD?

- To reset your password click on **FORGOT PASSWORD** on the login screen.

Login

Email Address

Password

[Forgot Password](#)

- In the next window, enter the **EMAIL ADDRESS** associated with your account and click the **RESET** button.

Step 1:
Enter your email address and click the Reset button

Step 2:
An email will be sent to you with a link to change your password. Click the Link.

Step 3:
Enter your new password on the first line and again on second line to confirm the new password.

Reset Password

Email Address
elections@co.bastrop.tx.us

Reset

- An email will be sent to you containing a **PASSWORD RESET CODE**.



- Enter the **PASSWORD RESET CODE**, a new **PASSWORD**, **CONFIRM PASSWORD** and then click **RESET**.

Step 1:
Enter your email address and click the Reset button

Step 2:
An email will be sent to you with a link to change your password. Click the Link.

Step 3:
Enter your new password on the first line and again on second line to confirm the new password.

Reset Password

Password Reset Code
30462

Password
.....

Confirm Password
.....

Reset

- You will receive a prompt showing that your password has been successfully reset. Click on **MY CAMPAIGN FINANCE** to return to the main page.

Easy Campaign Finance Portal

Bastrop County
Bastrop TX 78602
(512) 581-7160

[Home](#) [Search](#) [My Campaign Finance](#) [Logout](#)

Welcome Bastrop Test

You have successfully reset your password.
You are now logged in. To continue use the navigation links in the upper right corner of the page.