NETFILE

NetFile Major Donor User Guide

NetFile's family of products offers campaigns and campaign treasures the ability to completely automate the labor-intensive e-filing process. With NetFile, there is no software to buy, install or upgrade. Using your favorite web browser, just log in, enter your disclosure data and file the necessary reports in minutes.

NETFILE (MAJOR DONOR) USER GUIDE

NOTICE OF LIABILITY

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Getting Started

Chapter overview

- **What is NetFile - Major Donor?** Explains the benefits of NetFile - Major Donor, as well as the software you need to view, download and print disclosure reports.
- **Frequently Asked Questions** Answers questions that new users often ask.
- **Learning NetFile - Major Donor** Lists resources for learning NetFile - Major Donor.
- **Logging In/Out** Demonstrates how to log into and out of NetFile - Major Donor account.
- **Changing Your Password** Explains this simple procedure.

What is NetFile - Major Donor?

NetFile allows you to quickly and securely enter, manage and share all of your compliance information. NetFile - Major Donor prints the following FPPC reports:

- **461**—Major Donor and Independent Expenditure Committee Campaign Statement
- **497**—Late Contributions Received or Made
- **496** —Late Independent Expenditures

You can electronically transmit completed reports to the California Secretary of State.

What NetFile does for you

With paper reporting, you must re-enter all information by hand every time you create a new document.

Save time and effort

With NetFile, you enter most information just one time, and NetFile records the information in a database. So the next time you need a particular contributor or vendor address for a new report, you can tell NetFile to find it for you.

Reusable records

By creating reusable records, NetFile saves you the time and bother of having to re-enter information every time you create or amend a report.

NetFile is not “formware”

NetFile is not “formware.” That is, it does not duplicate paper forms online. Where would be the time-savings in that? You would still have to enter all information by hand every time you needed to create a new document.

Instead, you create reusable records, or pieces of information, that go together to make up a complete and accurate document.

Required Software

To access the NetFile application, and view, download and print documents, you need the following software.

Web browser

To use NetFile, you must have one of the following web browsers:

- Microsoft Internet Explorer 4.0 or better
- Netscape Navigator 4.0 or better

Acrobat Reader

NetFile delivers reports in a format called Portable Document Format, or PDF. You must have Acrobat Reader installed on your computer in order to read and print reports.

For details on getting and using Acrobat Reader

See “Downloading and Installing Acrobat Reader” on page 38.

WinZip

To minimize download time, NetFile compresses documents using software such as WinZip. After you download a document, you must use this software to expand the file before you can open the document in Acrobat Reader.

For details on getting and using WinZip

See “Downloading and Installing WinZip or MindExpander” on page 36.

MindExpander

Mac users can use MindExpander to unzip files.

For details on getting and using MindExpander

See “Downloading and Installing WinZip or MindExpander” on page 36.

Frequently Asked Questions

Question	Answer
How do I report the payment of a bill on behalf of a committee or a candidate?	Click Write a Check, under the OUTFLOWS heading, to record the date and amount of the bill payment to the business, then click Allocations to allocate the payment to a committee.
How do I make a standard Independent Expenditure?	Click Non-Monetary, under the OUTFLOWS heading, then search for and SELECT the committee or candidate receiving the independent expenditure. In the New Monetary Allocation form, type the date, amount and description of the allocation, and then select the Independent Expenditure option.
How do I make an Independent Expenditure on behalf of a candidate or committee?	Click Write a Check, under the OUTFLOWS heading, to record the date and amount of the payment to the business, then click the Independent Expenditure option. Next, click Allocations to allocate the payment to a committee. When you enter the amount of the allocation, be sure to click the Independent Expenditure option again.
Where do I enter the cover page information?	Select Account Setup, under the MISCELLANEOUS heading, then select Cover Pages.
How do I print a report?	Click Document Index, under the REPORTS heading, and select the document you want. In the File Download dialog box, choose the "Open this file from its current location" option. From Adobe Acrobat's File menu, choose Print.
How do I receive my reports by e-mail?	Click Report Email Address to enter your e-mail address. Then, every time you create a new report, NetFile automatically e-mails it to you.
How do I file a report electronically?	Click Document Index, under the REPORTS heading. Locate the document you want, then click the electronic file icon.
I accidentally created a second entry for a contributor, John Doe, and now each duplicate entry has transactions associated with it. How do I solve this problem?	Click Data Functions, under the MISCELLANEOUS heading, then click Merge Entities, and follow the on-screen instructions.
What don't all of my transactions show up when I print a report? I'm sure I entered them and I can see them in the system?	The state requires that all expenditures (contributions to committees) be made to a Committee or PAC. If you don't select "Committee or PAC" as the category when you create an entity that receives an expenditure, the contribution won't appear on the report. To 'recategorize' an entity, click Exec. Summary, under the REPORTS heading, select the appropriate Info Card link, and search for and SELECT the entity. Click Edit in the upper right corner of the Information Card, then select "Committee or PAC" from the Category drop down menu, and scroll to the bottom of the page and click the Update Record button.

Terms You Need to Know

The following terms appear throughout this document.

Term	Definition
Entity	A general term that refers to a contributor, vendor, borrower, lender, recipient or a miscellaneous source of a transaction.
Database	An electronic filing system for information.
Record	A piece or group of information in a database.
Data Entry Form	An online form through which you enter data into the database.
Field	A text box into which you type individual pieces of data.
Web browser	Software such as Microsoft Internet Explorer or Netscape Navigator that lets you view content from the Internet.
Web address	What you type into a web browser to find a web site. For example, typing www.netfile.net into your web browser takes you to the NetFile web site.
Transaction	A contribution, expenditure, or allocation you record.

Learning NetFile - Major Donor

We are committed to helping you learn NetFile in the shortest time possible.

Using this guide

This guide contains all the information you need to use NetFile - Major Donor.

Recording Inflows and Outflows: Chapter 2 tells you everything you need to know about using forms to enter transactions in NetFile.

Creating Disclosure Reports: Chapters 3 provides instructions on creating, printing, downloading and e-filing reports.

Editing Entities, Affiliations and Transactions: Chapter 4 tells you how to work with entities, establish affiliations between entities, and selectively view and edit transactions.

Required Software: Appendix A tells you how to get, install and use the software you need to view and print reports.

Training by teleconference

NetFile provides training for campaign and lobbyist applications by teleconference every other week. Contact us at support@netfile.com for more information.

E-mail support

If you can't find the information you need in this guide, you can e-mail NetFile technical support at the following e-mail address:

support@netfile.com.

What to include in your e-mail

Try to be as specific in your e-mail as possible regarding the circumstances of your situation. The more detail you can provide, the better our chances of solving the problem quickly.

- What document were you working with?
- What were you trying to accomplish?
- What actions did you take just prior to the problem occurring?

If you are asking about a specific document, be sure to include the document number.

Note: If you encounter a error message while using NetFile, you can automatically e-mail that message to the NetFile technical staff.

Logging In/Out

1) **Start your web browser, and type the web address:** www.netfile.net**.**
2) **On the NetFile entry page, click the LOGIN button.**

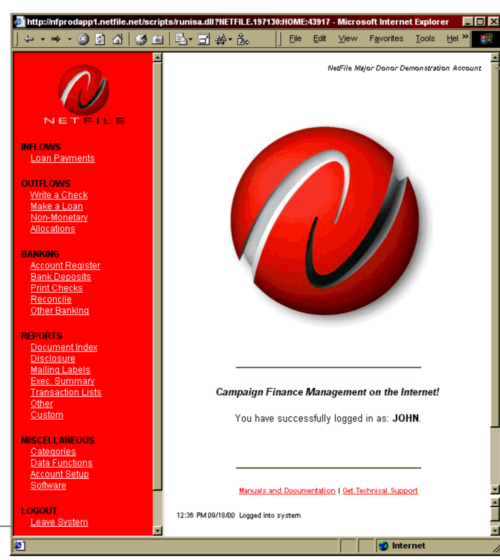
NetFile entry page

3) **Enter your Account name, User Name and Password.**

4) **Click the Log In button to open your Major Donor account.**

⚠ If an error message appears, you probably mistyped either your account or your password. Carefully retype both, then click the Log In button again.

Your Major Donor Account Home



Your account appears here.

To log out, click Leave System.

Changing Your Password

When you set up your NetFile - Major Donor account, NetFile provides you with an 8-digit password. For security reasons, you may wish to change this password periodically.

To change your account password

1) Close all NetFile windows but one.
2) Click Account Setup, under the MISCELLANEOUS heading.
3) Click Change Password.
4) Enter the new password, then enter it again to be sure there’s no mistake.
5) Click the Submit button.

Note: Use only numbers and letters in your password (no apostrophes or other special characters).

CHAPTER 2

Recording Inflows and Outflows

Chapter overview

- **How Do I . . .** Summarizes procedures explained in this chapter.
- **Creating a New Entity** Provides tips on what information to enter when creating a new contributor, vendor, borrower, lender or recipient.
- **Performing a Search** Includes information on how to get the best results when searching for a contributor, vendor, borrower, lender or recipient.
- **Entering Dates and Dollar Amounts** NetFile makes types dates and dollar amounts as quick and easy as possible.
- **Using Quick Cards to Fill Out Forms** Shows you where you need to enter information in NetFile.
- **Instructions for Entering Transactions**
  - Write a Check
  - Allocations
  - Make a Loan
  - Loan Payments
  - Non-Monetary

How Do I . . .

This section summarizes procedures for entering transactions in NetFile - Major Donor. References to detailed instructions are given in italics.

How Do I . . .	From the Major Donor Account Home . . .
Perform a search?	Type only as much of the name as you are sure of. Select "Containing" as the Search Type, then click the Search button. Select the result you want from the search results list. *For details, see "Performing a Search" on page 11.*
Know what information to enter when creating a new contributor, vendor, borrower, lender or recipient?	You're accustomed to filling out the paper forms. Simply enter the same information on the NetFile forms as you would enter on the paper forms. *For details, see "Creating a New Entity" on page 10.*
Enter dollar amounts and dates?	• For the current year, use the MM/DD format, as follows: 09/14 • For other years, include the year, as follows: 09/14/2000 • When entering amounts in NetFile, you need use a decimal point only when the amount actually contains "cents." For example, enter five thousand dollars as 5000; enter five thousand dollars and fifty cents as 5000.50 *For details, see "Performing a Search" on page 11.*
Record an expenditure?	Click Write a Check, under the OUTFLOWS heading. Search for and SELECT a vendor, or create a new one. Enter the check details, and click the Submit button. *For details, see "Write a Check" on page 14.*
Create an allocation?	Click Allocations, under the OUTFLOWS heading. First, search for and select the date of the parent expenditure. Then search for and SELECT the committee to receive the allocation, or create a new one. Enter the allocation details, and click the Submit button. *For details, see "Allocations" on page 14.*
Record a new loan made?	Click Make a Loan, under the OUTFLOWS heading. Search for and SELECT a borrower, or create a new one. Enter the details of the new loan made, and click the Submit button. *For details, see "Non-Monetary" on page 16.*
Record a loan payment received?	Click Loan Payments, under the INFLOWS heading. Select a loan to receive payment, then select the source of the payment. Enter the payment details, and click the Submit button. *For details, see "Loan Payments" on page 15.*
Record a non-monetary expenditure?	Click Non-Monetary, under the OUTFLOWS heading. Search for and SELECT a vendor, or create a new one. Enter the check details, and click the Submit button. *For details, see "Non-Monetary" on page 16.*

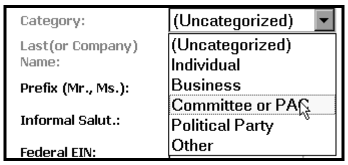
Creating a New Entity

An *entity* is a contributor, vendor, borrower, lender, recipient or a miscellaneous source of a transaction. With NetFile, you only have to create an entity once, thereafter you simply perform a search to include the entity in a report.

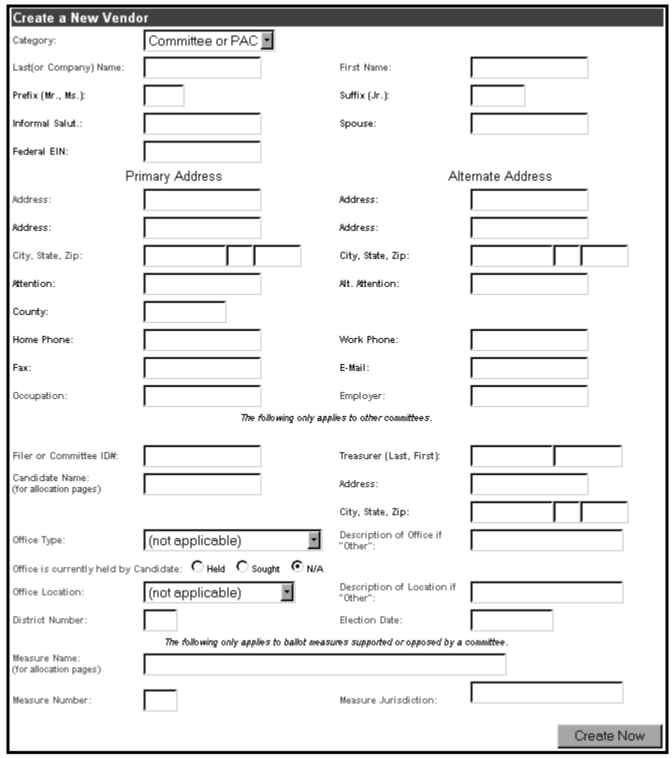
1) Assign a category carefully.

The state requires that all expenditures (contributions to committees) be made to a Committee or PAC. Make sure you select “Committee or PAC” as the category when you create an entity that receives an expenditure; if you don’t, the contribution won’t appear on the report.

2)Enter the information you need.



You know the reports. Just enter the same information you would on a paper form. (Most fields will remain blank.)



3) Click the Create Now button to add the new entity to the database.

About online “Create” forms The forms for creating a new entity are all exactly the same; the name of the form changes according to the type of entity you are creating, but the form itself doesn’t. This means that you need to complete only a few of the fields when creating an new entity.

Performing a Search

NetFile keeps a record of every contributor, vendor, borrower, lender, recipient or other entity you create. To find the one you need for a particular transaction, perform a search.

1) **Set up the search.** You can use any of the three fields either alone or in combination. For example, you could search for someone named Smith who lives in California. Or you could search for all entities with a Stockton address.

   - **Name**. Type the full name if you're sure of the spelling, or type a string of letters the name contains. For example, if you're looking for a contributor named MacArthur, and you can't remember whether it's Mac or Mc, just type Arthur. NetFile will return both spellings.
   - **City** You must spell the city name correctly, in its entirety.
   - **State** Select the state from the dropdown.

2) **Click the Search Now button to display the search results.**

3) **Click the item you want to use in your document.**

If necessary, click the navigation links to move among search results.

By default, NetFile displays 10 items per page. When the search results in more than 10 items, NetFile divides the results into separate pages of 10 items each. For example, if your search returns 29 items, NetFile displays the first 10 results; to view the remaining results, use the navigation links along the bottom of the Search results table.

How may items to display per page?

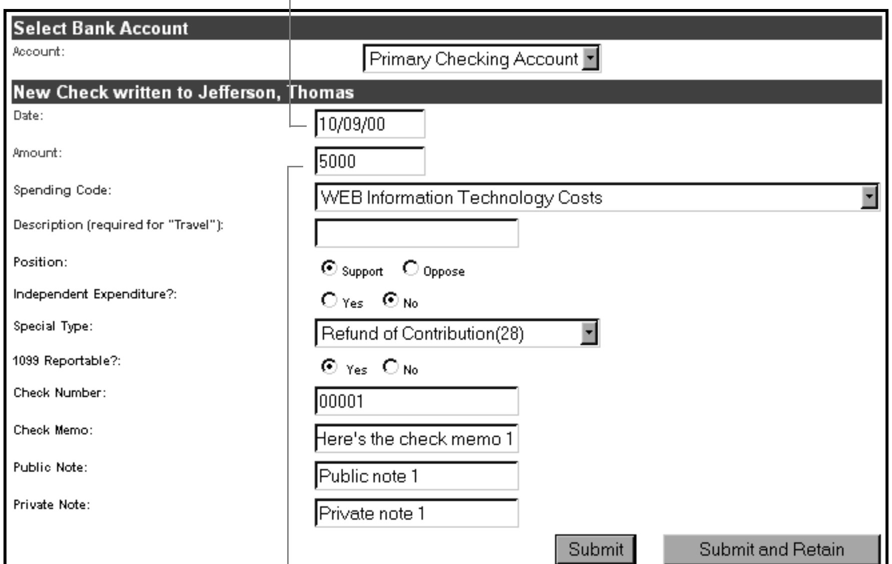
1) Type the number of results you want on a single page.
2) Click the Redraw button.

Entering Dates and Dollar Amounts

NetFile makes typing dates and dollar amounts as quick and easy as possible.

Entering Dates

- For the current year, use the MM/DD format, as follows: **9/14**
- For other years, include the year, as follows: **9/14/99**



Entering Dollar Amounts

- Don't use the dollar sign ($) when entering dollar amounts.
- When entering amounts in NetFile, you need use a decimal point only when the amount actually contains "cents."

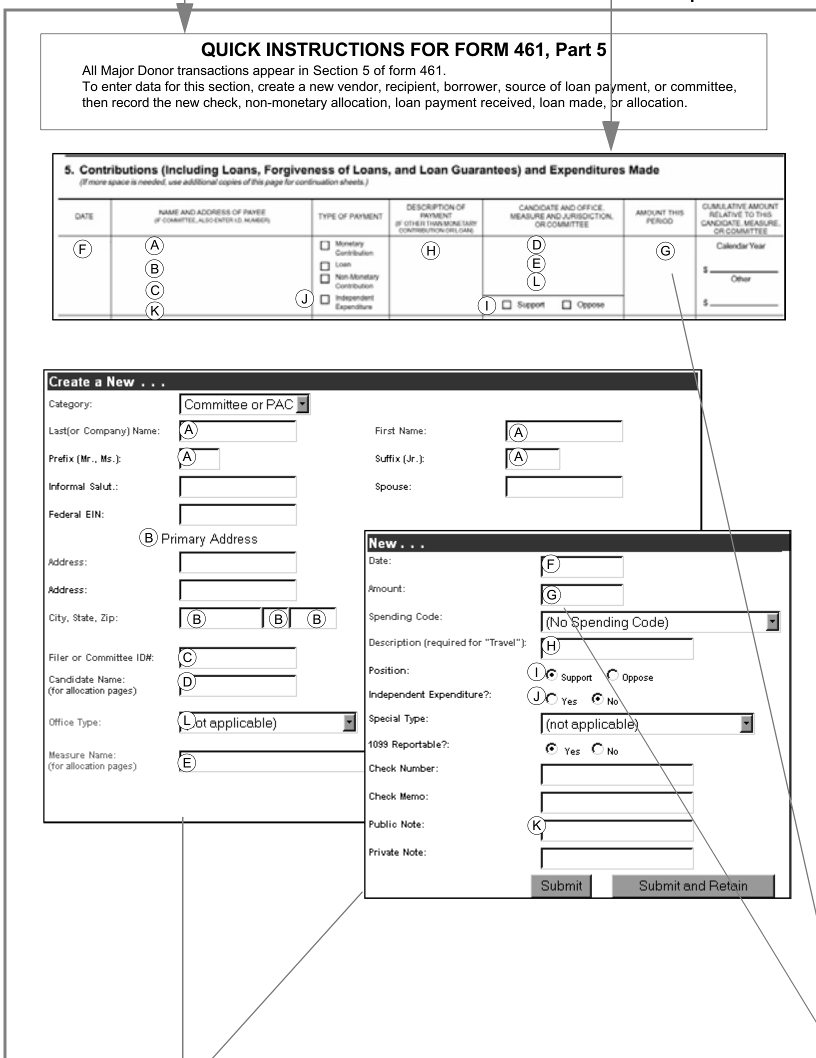
For example, enter five thousand dollars as 5000; enter five thousand dollars and fifty cents as 5000.50

Using Quick Cards to Fill Out Forms

Quick Cards use letters to show you where you need to enter information in NetFile.

Where to find the online forms
Where to find the forms shown in each Quick Card is explained here.

Paper reports
Paper reports are reproduced along the top. Each entry is assigned a letter



NetFile data entry forms

NetFile forms you use to enter data in the paper report are reproduced along the bottom. The fields you can use to enter data in the form are letter-coded.

Match letters from paper to forms
For example, to fill in the Amount This Period column in the paper report, you enter the amount in the Amount field of the NetFile data entry form.

Instructions for Entering Transactions

Write a Check

Use the Write a Check feature to enter the majority of your outflows. Record all direct contributions to committees here, as well as contributions that are to be allocated; that is, payments made to a third party on behalf of a committee or PAC.

1)	**Click Write a Check, under the OUTFLOWS heading.**	
2)	**Search for a "vendor," or create a new one.**	*For instructions on performing a search, see "Performing a Search" on page 11. For instructions on creating a new vendor, see "Creating a New Entity" on page 10.*
3)	**Select the bank account.**	
4)	**Record the check information.**	Type only the information you want to appear on the report. Use Quick Cards to see where to make entries in the form to get the report you want.
5)	**Click the Submit button, or the Submit and Retain button.**	• Click the Submit button to record the payment. • Click the Submit and Retain button to record the payment, and refresh the page and record another payment.

⚠ If you are writing a check to a third party on behalf of a committee or PAC, be sure to use the Allocations feature to allocate the check to the committee or PAC.

Allocations

Make an allocation as the final step in a payment that occurred on behalf of a committee, or as a non-monetary independent expenditure.

1)	**Click Allocations, under the OUTFLOWS heading.**	
2)	**Search for the Parent Expenditure.**	In most cases, the parent expenditure is a check you recorded using the Write a Check feature. 1) Enter the transaction date range that includes the check you want to allocate. 2) Click the Search Now button.
3)	**Select the desired expenditure.**	*For instructions on navigating search results, see "Performing a Search" on page 11.*
4)	**Record the allocation.**	Type only the information you want to appear on the report. Use Quick Cards to see where to make entries in the form to get the report you want.
5)	**Click the Submit button.**	

Make a Loan

Record all loans made to a committee here.

1) **Click Make a Loan, under the OUTFLOWS heading.**

2) **Search for and select a borrower, or create a new one.**

   For instructions on performing a search, see “Performing a Search” on page 11. For instructions on creating a new entity, see “Creating a New Entity” on page 10.

3) **Select the bank account, then record the new loan.**

   Type only the information you want to appear on the report. Use Quick Cards to see where to make entries in the form to get the report you want.

   Don’t enter a percentage sign (%) in the Interest Rate field.

4) **Click the Submit button.**

Loan Payments

Record all payments for loans made to a committee here.

1) **Click Loan Payments, under the INFLOWS column.**

2) **Select the loan.**

   For instructions on navigating search results, see “Performing a Search” on page 11.

3) **Select the source of payment:**
   - Payment Made by Borrower, or Forgiveness of Principal (Skip to step 5 if you select this option.)
   - Payment Made by a Third Party

4) **Search for and select a source of loan payment, or create a new one.**

   For instructions on performing a search, see “Performing a Search” on page 11. For instructions on creating a new entity, see “Creating a New Entity” on page 10.

5) **Select the bank account, then record the new loan payment.**

   Type only the information you want to appear on the report. Use Quick Cards to see where to make entries in the form to get the report you want.

6) **Click the Submit button.**

Non-Monetary

Record all "in-kind" contributions here, as well as many independent expenditures.

1)	**Click Non-Monetary, under the OUTFLOWS heading.**	
2)	**Search for and select a recipient, or create a new one.**	*For instructions on performing a search, see "Performing a Search" on page 11. For instructions on creating a new entity, see "Creating a New Entity" on page 10.*
3)	**Record the allocation.**	Type only the information you want to appear on the report. Use Quick Cards to see where to make entries in the form to get the report you want.
4)	**Click the Submit button.**	

Creating Disclosure Reports

Chapter overview

This chapter provides instructions on creating and working with disclosure procedures.

- **How Do I . . .**
- **FPPC Form 461**
- **FPPC Form 497 (Late Contributions Received or Made)**
- **FPPC Form 496 (Late Independent Expenditures)**
- **Receiving a Report Via E-Mail**
- **Viewing and Printing a Report Online**
- **Downloading, Deleting, Archiving and E-mailing Reports**
- **Electronically Filing a Disclosure Report**
- **Editing Disclosure Reporting Thresholds**

How Do I . . .

This page summarizes procedures for creating and working with disclosure reports. References to detailed instructions are given in italics.

How Do I . . .	**From your Major Donor Account home . . .**
Create a new FPPC Form 461?	Click Disclosure, under the REPORTS heading, then select FPPC Form 461. Fill out the report parameters, then click the Print Form FPPC 461 button. *For details, see "FPPC Form 461" on page 19*.
Create a new FPPC Form 497 (Late Contributions Received or Late Contributions Made)?	Click Disclosure, under the REPORTS heading, then select Late Reports. Fill out the report parameters, select the type of late report you need, then click the View Late Period Transactions button. Select the transactions to report, fill out the remaining report parameters, then click the Print Late Report button. *For details, see "FPPC Form 497 (Late Contributions Received or Made)" on page 20*.
Create a new FPPC Form 496 (Late Independent Expenditures)?	Click Disclosure, under the REPORTS heading, then select Late Reports. Fill out the report parameters, select the type of late report you need, then click View Late Period Transactions. Select the Transactions to report, fill out the remaining report parameters, then click the Print Late Report button. *For details, see "FPPC Form 496 (Late Independent Expenditures)" on page 21*.
Print a Report?	Click Document Index, under the REPORTS heading, and select the document you want. In the File Download dialog box, choose the "Open this file from its current location" option. From Adobe Acrobat's File menu, choose Print. *For details, see "Viewing and Printing a Report Online" on page 23.*
Download, Delete or E-mail a Report?	Click Document Index, under the REPORTS heading, locate the document you want, then click the appropriate icon. *For details, see "Downloading, Deleting, Archiving and E-mailing Reports" on page 24*.
Electronically File a Report?	Click Document Index, under the REPORTS heading, locate the document you want, then click the e-filing icon. *For details, see "Electronically Filing a Disclosure Report" on page 25*.

FPPC Form 461

1) **Click Disclosure, under the REPORTS heading.**

2) **Click FPPC Form 461 - Major Donor Report.**

3) **Select the start and end dates.**

4) **Select to print a portion or an entire report.**
You can print the entire report, the cover page only, or Part V only.

5) **Select to sort by transaction date or name.**
You can sort by the date of the transaction or the name of the transaction, or in no special order.

6) **If necessary, type your e-mail address.**
Once the report is complete, NetFile automatically e-mails the report to the address you enter here.

7) **If you are planning to E-File . . .**
Select Yes to the E-Filing question, then scroll to the bottom of the page and fill out the signatory information.

8) **If you are creating an amendment to an existing campaign statement . . .**
To tell the difference between different amendments to the same report, give each amendment a unique number.
⚠ Use NotePad or some other text editor to type a description of the changes in the amendment, then paste the description into the text box provided.

9) **If desired, select to display "Other" YTD cumulative column.**

10) **If desired, select to display schedules with zero totals. (This results in blank pages.)**

11) **If desired, type explanatory memos for either the Cover Page, Part V, or both.**
In NotePad or some other text editor, type a description of the changes in the amendment, then paste the description into the text box provided.

12) **Click the Print FPPC Form 461 button.**
For details on how to proceed with printing a report, see "Viewing and Printing a Report Online" on page 23.

Quick Cards

Report Section	QuickCard file name
Cover	641 Cover.pdf
Part 5	641 Section 5.pdf

FPPC Form 497 (Late Contributions Received or Made)

1)	**Click Disclosure, under the REPORTS heading.**	
2)	**Click Late Reports.**	
3)	**Select the start and end dates.**	⚠ The range you select must be 30 days or less.
4)	**Select the Report Type.**	• Late Contributions Received (FPPC Form 497) • Late Contributions Made (FPPC Form 497)
5)	**Set up the transaction filter.**	• Enter the name of the contributor or recipient for the desired transaction. • Enter the minimum dollar amount for the transactions.
6)	**Click View Late Period Transactions.**	
7)	**Select the transactions to include in the report.**	If the transaction you are looking for does not display, make sure of the following: • The date range is appropriate. • The transaction has been entered in NetFile. For more information on searching for transactions, see "Creating Transaction Lists" on page 34. • The contributor or recipient of the transaction is categorized as a Committee or PAC. For more information on categorizing an entity, see "Frequently Asked Questions" on page 3.
8)	**Type the late report number.**	Use this field for internal tracking of reports you create.
9)	**If necessary, type your e-mail address.**	Once the report is complete, NetFile automatically e-mails the report to the address you enter here.
10)	**If you are planning to E-File . . .**	Select Yes to the E-Filing question, then scroll to the bottom of the page and fill out the signatory information.
11)	**If you are creating an amendment to an existing campaign statement . . .**	Give the amendment a unique number so you can differentiate between amendments to the same report. ⚠ Use NotePad or some other text editor to type a description of the changes in the amendment, then paste the description into the text box provided.
12)	**Click the Print Late Report button.**	For details on how to proceed with printing a report, see "Viewing and Printing a Report Online" on page 23.

FPPC Form 496 (Late Independent Expenditures)

1) **Click Disclosure, under the REPORTS heading.**

2) **Click Late Reports.**

3) **Select the start and end dates.**

4) **Select Late Independent Expenditures (FPPC Form 496) as the Report Type.**

5) **Set up the transaction filter.**
   - Enter the name of the contributor or recipient for whose transaction you wish to search.
   - Enter the minimum dollar amount for a transaction.
   - Click the View Late Period Transactions button.

6) **Search for and then select the recipient committee.**

7) **Select the transactions to include in the report.**

   If the transaction you are looking for does not display, make sure of the following:
   - The date range is appropriate.
   - The transaction has been entered in NetFile. For more information on searching for transactions, see “Creating Transaction Lists” on page 34.
   - The contributor or recipient of the transaction is categorized as a Committee or PAC. For more information on categorizing an entity, see “Frequently Asked Questions” on page 3.

8) **Type the late report number.**

   Use this field for internal tracking of reports you create.

9) **If necessary, type your e-mail address.**

   Once the report is complete, NetFile automatically e-mails the report to the address you enter here.

10) **If you are planning to E-File . . .**

    Select Yes to the E-Filing question, then scroll to the bottom of the page and fill out the signatory information.

11) **If you are creating an amendment to an existing campaign statement . . .**

    Give the amendment a unique number so you can differentiate between amendments to the same report.

    ⚠ Use NotePad or some other text editor to type a description of the changes in the amendment, then paste the description into the text box provided.

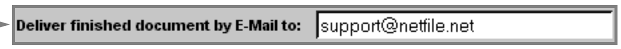
12) **Click the Print Late Report button.**

    For details on how to proceed with printing a report, see “Viewing and Printing a Report Online” on page 23.

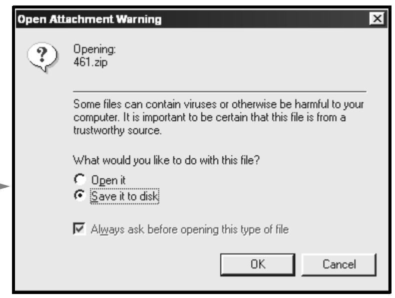
Receiving a Report Via E-Mail

When you create a report, you can enter the e-mail address to which NetFile can e-mail the report.

1) **When creating a report, enter your e-mail address in the space provided.**

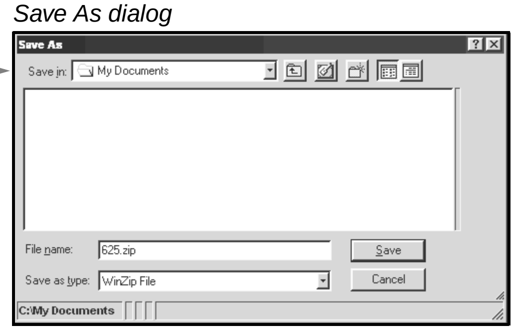


Open Attachment dialog



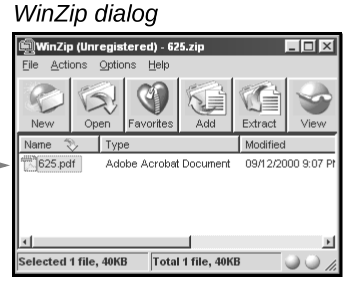
2) **Check your e-mail program.**
Once the e-mail arrives, open it, and do one of the following:
   - Open the zip file directly. (skip to step 6)
   - Save the zip file to disk.

Save As dialog



3) **Save the zip file to the appropriate folder on your computer, then go to that folder and double-click the file.**

WinZip dialog



4) **In the WinZip dialog, double-click the PDF file to open the document in Adobe Acrobat.**

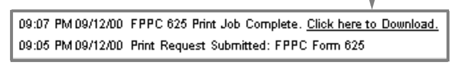
5) **From the Adobe Acrobat File menu, select Print to open your Print dialog.**

Viewing and Printing a Report Online

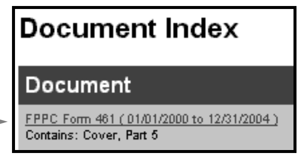
Printing a document in NetFile involves a few extra steps compared to the usual printing process.

1) Do one of the following:

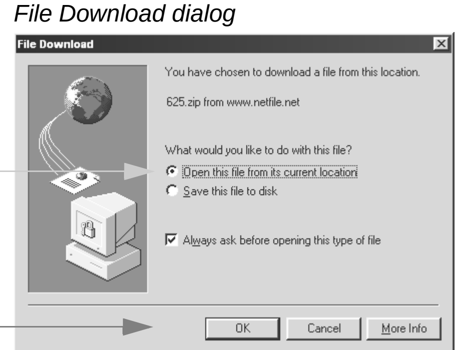
- **Create a report**, and click the Print FPPC Form 461 button or the Print Late Report button. Click the Click here to Download link that appears along the bottom of the page. (This may take a few minutes.)



- **For an existing report**, click Document Index, under the REPORTS heading, then select the document from the list.



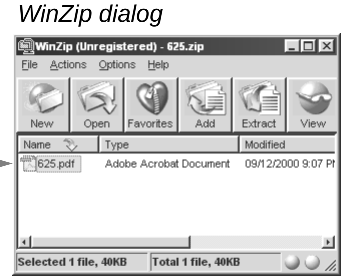
File Download dialog



2) Select Open this file from its current location.

3) Click OK to open the WinZip dialog.

WinZip dialog



4) Double-click the PDF file to open the report in Adobe Acrobat.

5) From the Adobe Acrobat file menu, select Print to open your Print dialog.

Downloading, Deleting, Archiving and E-mailing Reports

The document index stores all reports you generate and print in NetFile. From this central location you can manage all of your reports.

Why archive a document?

- To prevent accidental deletion.
- To shorten the index's load time. The Document Index may be slow to load if it contains a large number of documents. Archiving documents compresses the document (makes the file size smaller) such that the time to load the index is decreased.

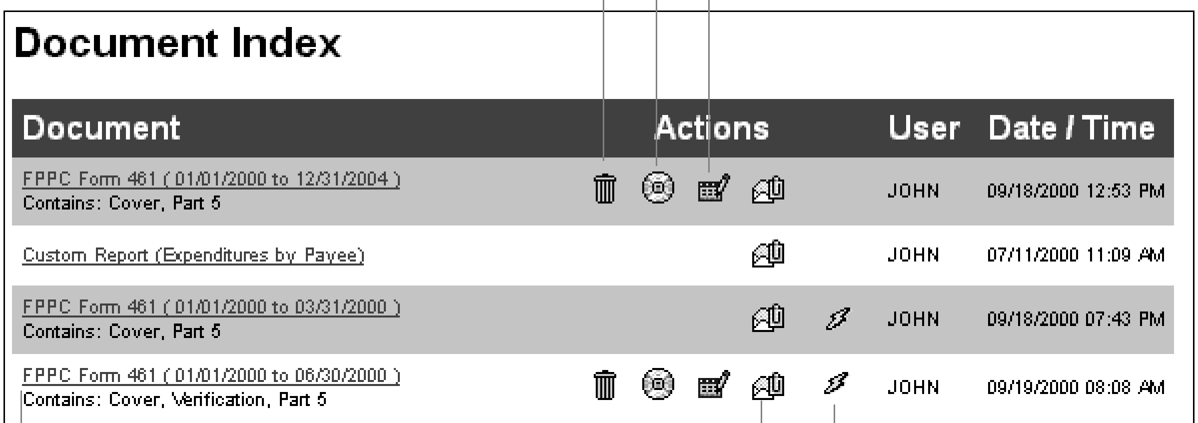
To archive a document, click the Archive icon.

- **If you are the account owner**: The Unarchive icon appears. You can click this icon to unarchive the document.

- **If you are not the account owner**: Both the Trash icon and the Archive icon disappear.

To delete an indexed document, click the Trash icon.

To edit a document's description, click the Edit icon.



To download a document

1) Click the name of the document.
2) In the File download window, make sure Save this file to disk is selected, then click OK.
3) Save the file to your computer.

To e-mail a document

1) Click the E-mail icon. NetFile displays the E-Mail Document page.
2) In the To field, enter the address of the recipient.
3) In the Comments box, enter the text you want to appear in the body of the e-mail.
4) Select the Send Document via E-Mail button.

To E-File a document

1) Click the Electronically File icon.
2) On the E-File Disclosure Document page, select the appropriate e-Filing, then click the Continue button.
3) Enter the appropriate information in the electronic filing form, then select the Submit Electronic Filing button.

Electronically Filing a Disclosure Report

1) **Click Document Index, under the REPORTS heading.**

2) **Locate the document you want, then click the electronic file icon.** 

3) **Select an E-Filing agency, then click the Continue button.**

4) **Enter your E-Filing User Name and Password.**

   To electronically file a report, you must obtain an e-filing user name and password from the CA Secretary of State. If you don't have an ID and Password, you can apply at www.ss.ca.gov

5) **Enter the confirmation FAX Number and E-Mail Address.**

   Be sure to use the format indicated below each field.

6) **If desired, select to have NetFile remember your security credentials.**

   NetFile can remember your User Name, Password and confirmation numbers, so the next time you e-file a report, you don't have to enter this information again.

   For security reasons, some users prefer to re-enter their password every time.

7) **Click the Submit Electronic Filing button.**

   If you attempt to electronically file the same disclosure report with the California Secretary of State, their system is designed to automatically reject the duplicate filing

Editing Disclosure Reporting Thresholds

The default reporting thresholds for Part V of form 461 is $100.00. This means that all transactions under this amount are not itemized on the schedule; rather, they are included under unitemized totals.

To change thresholds

1) Click Account Setup (under the Miscellaneous heading).
2) Click Report Thresholds.
3) Edit the desired dollar amounts for each section.
4) Click the Update Record button.

CHAPTER 4

Editing Entities, Affiliations and Transactions

Chapter overview

- **Contributor Information Cards**
- **Vendor Information Cards**
- **Creating Affiliations**
- **Editing and Removing Affiliations**
- **Editing Transactions**
- **Creating Transaction Lists**

How Do I . . .

This page summarizes editing functions in NetFile. References to detailed instructions are given in italics.

How Do I . . .	From your Major Donor Account home . . .
View an information card?	Click Exec. Summary, under the REPORTS heading, then select either • Contributor Information Card, or • Vendor Information Card, then search for and SELECT the entity you want. For details, see "Contributor Information Cards" on page 29, or "Vendor Information Cards" on page 30.
Create, edit or delete affiliations between entities?	Click Create a New Document, then click Copy an Existing Document, and then search for documents by title or by type (615, 625, 635, 645). In the search results, select the document you want. *For details, see* "Creating Affiliations" on page 31.
View, edit or delete transactions?	Click Exec. Summary, under the REPORTS heading, then select either Contributor or Vendor Info Card as appropriate. Perform a search for and SELECT the desired entity. In the transaction summary, select the transaction you want to work with. *For details, see "Editing Transactions" on page 33*.

Contributor Information Cards

Contributor information cards contain contact, affiliate and transaction information for a specific contributor. To access Contributor Information Cards, click Exec. Summary, select Contributor Info Cards, then search for the contributor you want.

Edit or Delete

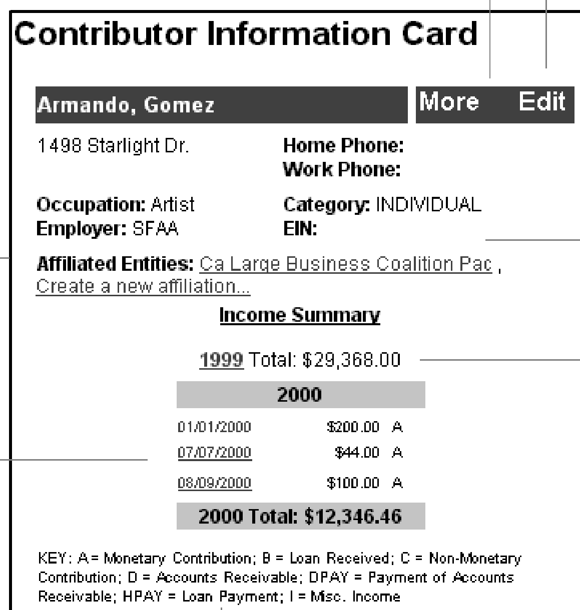
- Click **Edit** to change information.
- To delete, click **Edit**, then scroll to the bottom of the page and click **Delete Record**.

More
Click More to view detailed contact information.

Affiliated Entities

Affiliated entities are contributors or vendors associated with the card.

- Click the name of an affiliate to edit information.
- Click Create a new affiliation to add a new one.



Income Summary
(previous year)

Click a year to view a previous year's transactions.

Income Summary
(current year)

Click a date to view and edit transaction details.

Key	Description
A:	Monetary Contribution
B:	Loan Received
C:	Non-Monetary Contribution
D:	Accounts Receivable
DPAY:	Payment of Accounts Receivable
HPAY:	Loan Payment
I:	Miscellaneous Income

Vendor Information Cards

Vendor information cards contain contact, affiliate and transaction information for a specific vendor. To access Vendor Information Cards, click Exec. Summary, then select Vendor Info Cards, then search for the vendor you want.

Edit or Delete

- Click **Edit** to change information.
- Click **Edit**, then scroll to the bottom of the page and click **Delete Record**.

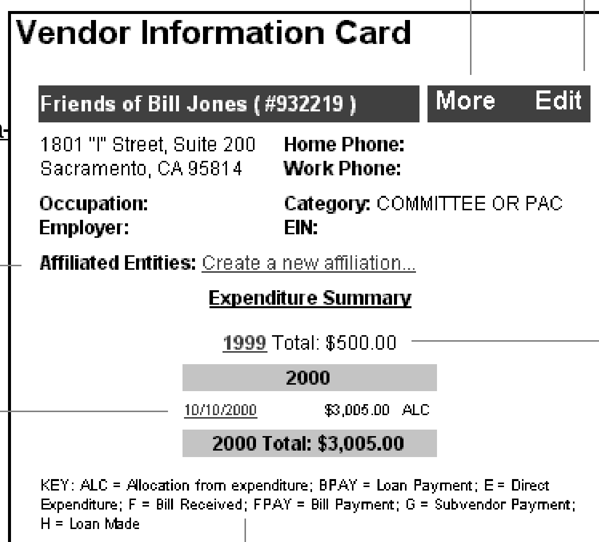
More

Click More to view detailed information.

Affiliated Entities

Affiliated entities are contributors or vendors associated with the card.

- Click the name of an affiliate to edit information.
- Click Create a new affiliation to add a new one.



Expenditure Summary (previous year)

Click a year to view a previous year's transactions (not shown).

Expenditure Summary (current year)

Click a date to view and edit transaction details.

Key	Description
ALC:	Allocation from expenditure
BPAY:	Loan Payment
E:	Direct Expenditure
F:	Bill Received
FPAY:	Bill Payment
G:	Subvendor Payment
H:	Loan Made

Creating Affiliations

An Affiliation between two entities links their records for reporting purposes. You can establish two types of relationships between entities:

- Aggregated Disclosure relationship
- Employer/Employee relationship

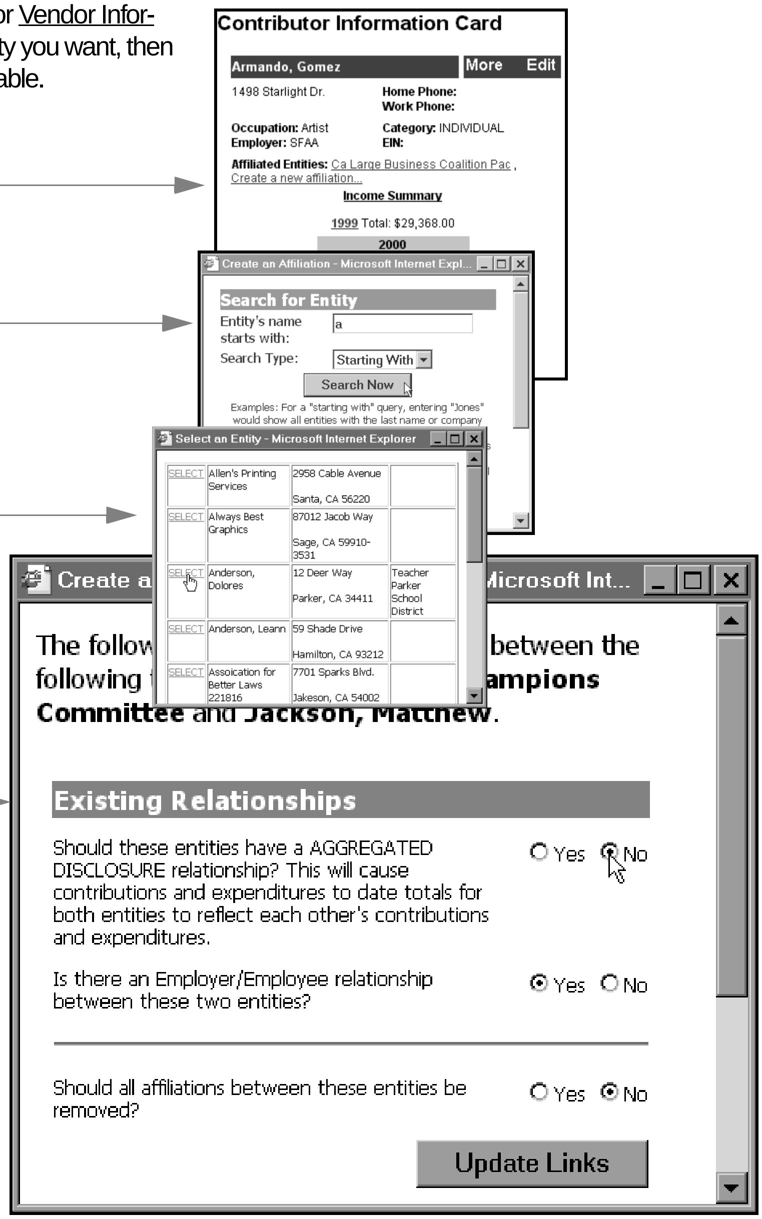
1) Open an Information Card.
Click Exec. Summary, select Contributor or Vendor Information Card, perform a search for the entity you want, then SELECT the entity in the Search results table.

2) Click Create a new affiliation.

3) Search for the new affiliate.

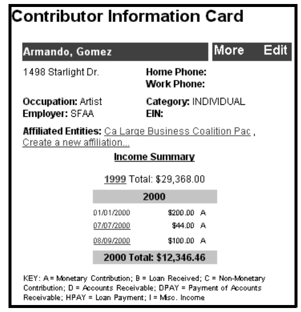
4) Select the new affiliate.

5) Set Existing Relationships.
Edit the Aggregated Disclosure or Employer/Employee relationships as appropriate, then click the Update Links button.



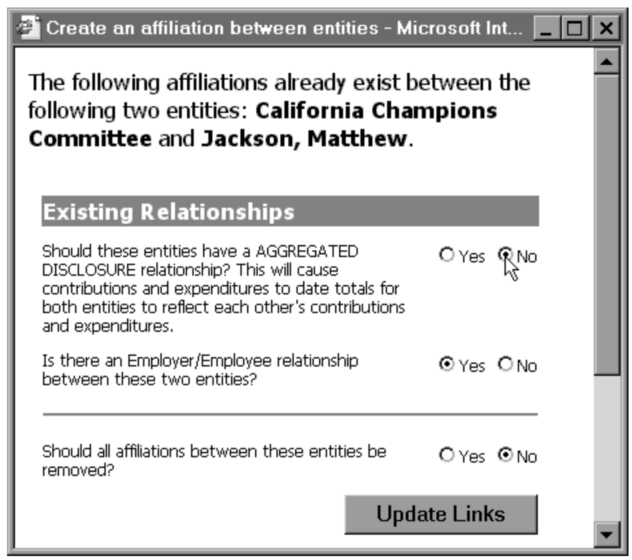
Editing and Removing Affiliations

1) **Open an Information Card.**
Click Exec. Summary, select Contributor Info Card or Vendor Info Card, perform a search for the entity you want, then SELECT the entity in the Search results table.



2) **Click the name of an affiliate to edit it.**
The Create an affiliation pop-up opens.

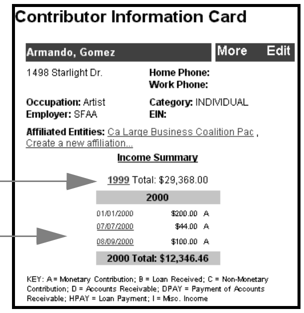
3) **Edit or Remove Existing Relationships.**
- Edit the Aggregated Disclosure or Employer/Employee relationships as appropriate, then click the Update Links button.
- Select to remove all affiliations between the named entities, then click the Update Links button.



Editing Transactions

A *transaction* is record of a contribution, expenditure or allocation you make. Transactions appear in the Income Summary area of the Contributor Info Card, or the Expenditure Summary area of the Vendor Info Card.

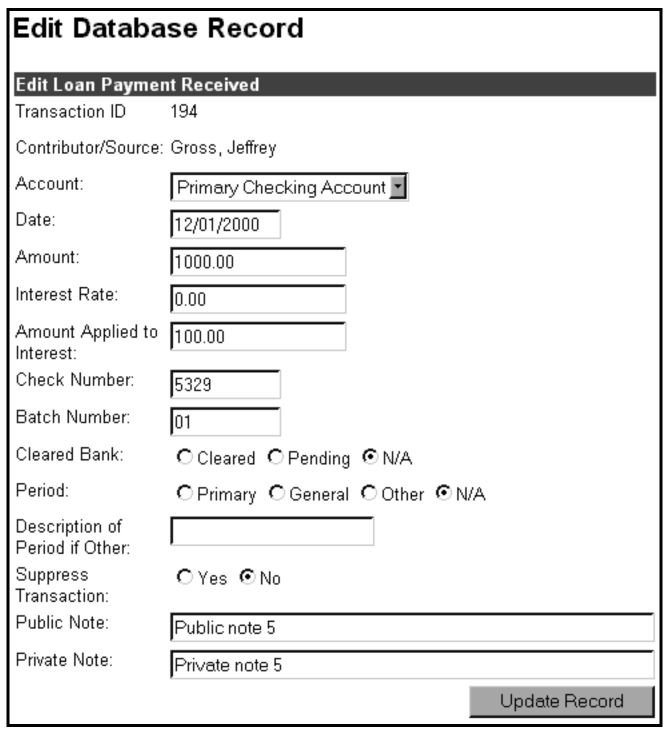
1) **Open an Information Card.**
   Click Exec. summary, select Contributor Info Card or Vendor Info Card, perform a search for the entity you want, then select the entity in the Search results table



2) **If you are editing a previous year's transaction, click the year.**

3) **Click the date of the desired transaction.**
   NetFile displays the Edit Database Record pop-up.

4) **Make the desired edits, then click the Update Record button.**



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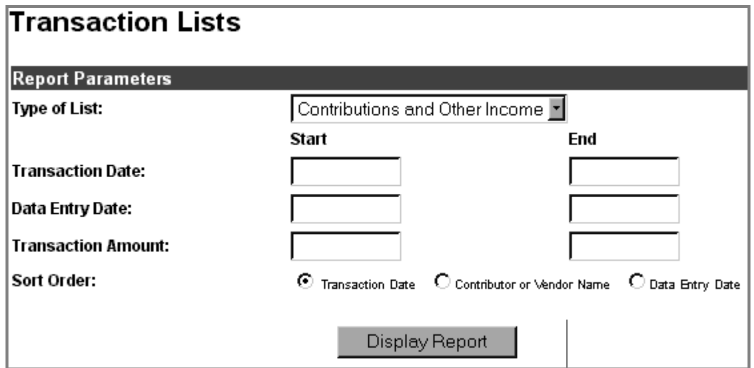
Creating Transaction Lists

You can create custom transaction reports defined by transaction type, date and amount.

1) Click Transaction Lists, under the REPORTS heading.



2) Select the type of List.
- Contributions and Other Income
- Non-Monetary Contributions
- Expenditures

3) Enter a range for one or more report parameters.
- **Transaction Date**: For example, transactions that occurred between 01/01/00 and 01/15/00.
- **Data Entry Date**: For example, all transactions entered into the system between 05/15/00 and 05/22/00.
- **Transaction Amount**: For example, all transactions between 5,000 and 10,000 dollars.

4) Choose the Sort Order, and click Display Record.

APPENDIX A

Required Software

Appendix overview

This chapter contains instructions for downloading and installing:

- **WinZip or MindExpander**
- **Acrobat Reader**

Downloading and Installing WinZip or MindExpander

About compression software

Compression software reduces the size of an electronic file, thus reducing the time it takes to download the file over the Internet. For example, if the original size of a Word document is 2 megabytes (a large file for the web), compression software such as WinZip may cut the file size (and download time) in half.

WinZip

The most popular compression/decompression utility for Windows. WinZip has an easy to use and fairly configurable interface.

MindExpander

MindExpander will expand all popular Internet files. It features built-in support for MacBinary, Zip, BinHex and StuffIt.

Software	Platform	Cost	Features	File Size
WinZip 8.0	PC: 95, 98, NT	$29.00	extra	921 KB
MindExpander 1.0	PC/Mac	Free	minimal	312 KB

To download and install WinZip

1) Do one of the following:
   • Connect to the Internet using your current browser as usual. Type the web address **www.winzip.com** into your browser, then click the Go button.
   • Log in to NetFile as usual. Click Software, under the Miscellaneous heading, then click the WinZip link.
2) On the WinZip home page, click the Order Now button.

WinZip Order Now button

3) To fill out the online order form, follow the online instructions. Once you submit your order, the Download begins.
4) In the File Download dialog box, click OK.
5) In the Save As dialog box, click Save. (Make sure you notice the folder you save WinZip80.exe to.)
6) After the file downloads, double-click WinZip80.exe, then follow the onscreen installation instructions.

To download and install MindExpander

1) Do one of the following:
   • Connect to the Internet using your current browser as usual. Type the web address **www.mindvision.com** into your browser, then click the Go button. On the MindVision home page, click the MindVision Tools link.
   • Log in to NetFile as usual. Click Software, under the Miscellaneous heading, then click the MindExpander link.
2) In the MindExpander download area, click the Download link.

MindExpander download area

3) In the File Download dialog box, click OK.
4) In the Save As dialog box, click Save. (Make sure you notice the folder you save MindExpander.exe to.)
5) After the file downloads, double-click MindExpander.exe, then follow the onscreen installation instructions.

Downloading and Installing Acrobat Reader

Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colors and graphics of any source document, regardless of the application and platform used to create it. PDF files are compact and can be shared, viewed, navigated and printed exactly as intended by anyone with the free Adobe Acrobat® Reader.

Acrobat 3.0 or 4.0?

If you already have Acrobat Reader 3.0 installed on your system, NetFile recommends you upgrade to the 4.0 version. Reader 4.0 is more stable and displays printed graphics much more clearly than the previous version.

If you choose to upgrade to Acrobat Reader 4.0, you must uninstall 3.0 before proceeding with the installation of the new version.

Downloading Acrobat Reader

Before downloading Reader, make sure your computer meets the system requirements listed in the table below.

System requirements for Acrobat Reader

Component	Description
Processor	i486™ or Pentium® processor-based personal computer
Platform	Microsoft® Windows® 95, Windows 98, or Windows NT® 4.0 with Service Pack 3 or later.
RAM	10 MB of available RAM on Windows 95 and Windows 98 (16 MB recommended)
	16 MB of available RAM on Windows NT (24 MB recommended)
Disk Space	10 MB of available hard-disk space

To download and install Acrobat Reader

1) Do one of the following
   • Connect to the Internet using your current browser as usual. Type the web address **www.adobe.com** into your browser. On the Adobe home page, click the Get Acrobat Reader button along the bottom of the screen.
   • Log in to NetFile as usual. Click Software, under the Miscellaneous heading, then click the Acrobat Reader link.
2) Click the Get Acrobat Reader link at the bottom of the page.
3) Complete the three-step process to begin the download.
4) In the File Download dialog box, click OK.
5) In the Save As dialog box, click Save. (Make sure you notice the folder you save ar405eng.exe to.)
6) After the file downloads, double-click ar405eng.exe, then follow the onscreen installation instructions.