NETFILE

# Using the Self-Administrator

## Getting Started

- **Self-Administrator Overview** Employs a scenario to illustrate how the Self Administrator works.
- **Definitions** Explains terms used in the Self-Administrator.
- **Logging In/Out** Shows how to log in to and out of the Self-Administrator.
- **Frequently Asked Questions** Answers questions that Admin Users often ask.

## Accounts, Users and Permissions

- **Accounts** Details how to create, modify and delete accounts.
- **Users** Details how to create, modify and delete users.
- **Permissions** Details how to assign access permissions to users.

## Administration & Security

- **Viewing Ownership Information** Displays information on the client with ownership responsibility.
- **Review Logins by Account or User** Explains your options in searching the Login history.

# Self-Administrator Overview

The client assumes "ownership" for managing accounts, and selects an individual to act as the Admin User—the person who sets up and administers the accounts. Once NetFile sets up the selected individual as the Admin User and provides a password to the Self-Administrator tool, he or she can proceed to set up accounts, users and permissions as summarized below:

## Setup Steps

**Step 1: Create Accounts**
Each PAC requires its own NetFile Account.

**Step 2: Create Users**
Each individual needs a unique user name and password.

**Step 3: Assign Permissions**
Responsibility for each account determines the permission you assign to each user.

## Scenario: Treasury Firm

A treasury firm represents three different political committees:

- PAC1
- PAC2
- PAC3

The treasury firm has five individuals who need to access one or more of these NetFile Accounts.

| Individual | Responsibility |
|---|---|
| Brian Owens | Oversees all three accounts, including the proper e-filing of documents |
| Andrea White | Data entry for the PAC1 Account |
| Susan Brown | Data entry for the PAC2 Account |
| Charlie Green | Data entry for the PAC3 Account |
| Tony Canelli | Lawyer responsible for ensuring all reports meet legal filing requirements for all accounts |

**Table 1: Account, User and Permission setup for the Treasury Firm Scenario**

| Users | PAC1 Account | PAC2 Account | PAC3 Account | Permission Summary |
|---|---|---|---|---|
| bowens | Owner | Owner | Owner | Read/Write access to all data: Only user who can e-file disclose reports |
| awhite | Treasurer | No Access | No Access | Read/Write access to PAC1 Account data |
| sbrown | No Access | Treasurer | No Access | Read/Write access to PAC2 Account data |
| cgreen | No Access | No Access | Treasurer | Read/Write access to PAC2 Account data |
| tcannelli | Lawyer | Lawyer | Lawyer | Read-only access to reports |

# Definitions

| Term | Definition |
|---|---|
| **Ownership** | NetFile clients using the Self-Administrator assume "Ownership" for the accounts they create. An ownership typically represents multiple committees, but may contain only a single committee. |
| **Admin User** | The individual within the Ownership responsible for creating and maintaining accounts, users and permissions. |
| **Account** | A detailed transaction record for a single political committee or organization. |
| **User** | An individual who needs access to an account for purposes of recording transactions, reporting or e-filing. |
| **Permissions** | A set of access rules that determine user access to an account. You can assign the following permissions: |

* **Owner** - The one user who can e-file on behalf of the committee. Can do anything in the account.

* **E-Filer** - Can e-file on behalf of the committee. Can not delete archived documents.

* **Treasurer** - Can do anything in the account.

* **Data Entry Level 3** - Can perform data entry for all receipts and disbursements. No access to reports or bank registers.

* **Data Entry Level 2** - Can perform data entry for Schedule G. No access to reports or bank registers.

* **Data Entry Level 1** - Can perform data entry for contributions only. No access to reports or bank registers.

* **Consultant** - Can generate any report in the system, and can review bank registers. Can't add, alter, or delete data.

* **Attorney** - Can review generated disclosure statements, and can generate other transaction listing type reports for review purposes. Can't add, alter, or delete data.

* **Fundraiser Level 3** - Can review contribution data and advanced contributor-related reports. Can't view expenditure data. Can update contributor contact information. Can't add, alter or delete data.

* **Fundraiser Level 2** - Can only review contribution data and contributor related reports. Can't view expenditure data. Can update contributor contact information. Can't add, alter or delete data.

* **Fundraiser Level 1** - Can only review contribution data and contributor related reports. Can't view expenditure data. Can't add, alter, or delete data.

* **Data Caging Firm** - No access to Netfile web interface. Uses Batch entry to upload contribution data into account. Can insert, update or delete contributor data.

* **No Access** - Can't log into the account at all. Used for temporaraly shutting off access to a user.

# Logging In/Out

1) Log into the Netfile Self-administration page by clicking on the "Netfile self-administration" link on the Netfile home page.


Administrator's Login

2) Enter your Account name, User Name and Password (all provided by Net-File), then click Log In.

*Administration Home Page*

3) To log out of Netfile self-administration web page, click "Exit" on the bottom right of the Administration home page.


To log out, click Exit.

# Frequently Asked Questions

| Question | Answer |
|---|---|
| **How do I create, modify or delete accounts?** | Click Accounts, then click Create a New Account. Fill out the form, and click the Submit button. *For details, see "Accounts" on page 6.* |
| **Can I temporarily disable an account?** | Yes. You can retain an account's data while denying any further access to it. Click Accounts, then click View and Modify Accounts, then click the account you want to disable. Select "Disabled" from the dropdown, then click the Update button. |
| **How do I create, modify or delete users?** | Click Users, then click Create a New User. Fill out the form, and click the Submit button. *For details, see "Users" on page 8.* |
| **How are passwords assigned?** | When you create a new user, NetFile sends the Admin User a confirmation e-mail that includes the new user's password. Advise your users to change this randomly generated password when they log in to NetFile for the first time. |
| **Where do users change their passwords?** | After logging into NetFile, click Account Setup, under the Miscellaneous heading, then click Change Password. |
| **How do I assign permissions?** | Click Permissions, then View or Modify Permissions, then follow the on-screen instructions. *For details, see "Permissions" on page 10.* |
| **What about Security? Can I view a record of login attempts?** | Yes. Click Ownership and Security, then click Review Logins by Account or User, and perform a search. *For details, see "Review Logins by Account or User" on page 11.* |
| **When do changes I make to accounts, users and permissions become active?** | Every time you create, modify or delete an account, user or permission, NetFile sends the Admin User an e-mail confirming that the requested actions have been taken and recorded in the database. |
| **How do I get back to the Administration Home Page?** | Along the bottom of every screen is a list of links. Click the Admin Home link. |

# Accounts

To create, modify or delete accounts, click Accounts from the Administration Home Page.

## Creating a new account

Note that NetFile charges a standard annual fee per account, and creating new NetFile accounts will affect your billing status. For details, please contact sales@netfile.com.

| | | |
|---|---|---|
| 1) | **Click Create a New Account.** | A list of existing accounts appears. |
| 2) | **Name the account.** | Use up to 15 alphanumeric characters. No spaces or special characters such as % & # @. |
| 3) | **Describe the account.** | This description appears on the View Account summary page. |
| 4) | **Select the account type.** | • Slate Mailer Organization<br>• Ballot Measure Committee<br>• PAC<br>• Major Donor<br>• Candidate/Controlled Committee<br>• Federal Candidate Committee<br>• Federal PAC |
| 5) | **Advanced Options apply only to clients who have requested NetFile's assistance in creating their accounts.** | **Permissions** Some clients may have NetFile tech support supply them with default users and permissions<br><br>**Pre-population scripts** Some clients request that NetFile prepare a standard set of information for their accounts. To disable this process, select No. |
| 6) | **Click Submit.** | A message page displays. The Admin User receives an e-mail that confirms the following:<br>• The successful creation of the new account.<br>• The Admin User has Owner permission for the new account. |

7) **Once the account has been added, each additional user will need permissions set to allow the user access to the new account.** **See "View or Modify Permissions" on page 10.**

## Viewing or Modifying an Existing Account

| | | |
|---|---|---|
| 1) | **Click View and Modify Accounts.** | NetFile displays a list of all existing accounts. |
| 2) | **Click the name of the account you want from the list.** | NetFile displays the Edit Account page. |
| 3) | **Modify any of these fields:** | |
| | • Account Description | This description appears on the View Account summary page |
| | • Account Type | • Slate Mailer Organization<br>• Ballot Measure Committee<br>• PAC<br>• Major Donor<br>• Candidate/Controlled Committee<br>• Federal Candidate Committee<br>• Federal PAC |
| | • Disabled? | To deny all user access to an account, select Disable from the dropdown. All account data remains intact, but is inaccessible to users. |
| | • Notify E-mail Address | This field defaults to the e-mail address of the user assigned the owner permission for the account. |

**Note**: E-Filing User is the user assigned the owner permission for the account, and can't be changed on this page. To change the e-filing user, e-mial your request to support@netfile.com.

| | | |
|---|---|---|
| 4) | **Click Update.** | NetFile records your changes and returns you to the Administer Accounts home page. The Admin User receives an e-mail that confirms the changes made to the account. |

## Deleting an account

Deleting an account is permanent and irrevocable, removing all the account's files from the NetFile server.

| | | |
|---|---|---|
| 1) | **Click Delete an Existing Account.** | |
| 2) | **Select the account you want from the dropdown.** | |
| 3) | **Click Continue.** | |
| 4) | **On the Confirmation page, click Delete Account (or click Cancel if you change your mind).** | The Admin User receives an e-mail that confirms the account has been deleted, and attaches an archive of database files for the deleted account, including the following formats:<br>• SCH file: Schema file identifying the layout of the export files.<br>• GBK file: The native backup file from NetFile. |

# Users

To create, modify or delete users, click Users from the Administration Home Page.

## Creating a new user

Note that after creating a user, you must assign the user a permission before the user can access a NetFile account.

| | | |
|---|---|---|
| 1) | **Click Create a New User.** | NetFile displays the Create a New User screen. |
| 2) | **Type the NetFile User Name.** (required) | Up to 15 alphanumeric characters. User names may only contain letters or numbers. No special characters such as % @ # %. |
| 3) | **Type the following optional fields**: | ⚠ NetFile tech support uses this information to contact users who may file an error report. |
| | • Real Name | **Note**: This field also appears on the User List. |
| | • Mailing Address<br>City, State, Zip<br>Phone & Fax | |
| | • E-mail | **Note**: For the user assigned the Owner permission for an account, NetFile automatically sends session activity messages to the address you enter here. |
| 4) | **Click Submit.** | A message page displays. The Admin User receives an e-mail that confirms the following:<br>• The successful addition of a new user.<br>• The new user's password.<br>and reminds the Admin User to assign the new user a permission before the user can access a NetFile account. |
| 5) | **Inform the new user of the newly created user name and password.** | |

## Modifying user information

| | | |
|---|---|---|
| 1) | **Click View or Modify User Information.** | NetFile displays the User List. |
| 2) | **Click the name of the user you want.** | |
| 3) | **Modify any of these fields:** | |
| | • Real Name | **Note**: This field also appears on the User List. |
| | • Mailing Address<br>City, State, Zip<br>Phone & Fax | |
| | • E-mail | **Note**: For the user assigned the permission of the Owner of an account, NetFile automatically sends session activity messages to the address you enter here. |
| 4) | **Click Update.** | A message page displays. The Admin User receives an e-mail that confirms the change request. |

## Permanently deleting a user

Deleting a user is permanent and irrevocable, removing the user record and permissions from all accounts.

| | | |
|---|---|---|
| 1) | **Click Permanently Delete User.** | NetFile displays the Delete and Existing User screen. |
| 2) | **Select the user you want from the dropdown.** | |
| 3) | **Click Continue.** | |
| 4) | **On the Confirmation page, click Delete User (or click Cancel if you change your mind).** | A message page displays. The Admin User receives an e-mail that confirms the deletion of the user. |

# Permissions

To assign or modify permissions, click Permissions from the Administration Home Page.

## Assigning access permissions

Once you create a new user, you must assign the user a permission for each account the user needs to access. You can assign a single user different permissions for different accounts. For example, you might assign a user the owner permission for one account, and the treasurer permission for a different account.

1) **Click View or Modify Permissions.**

2) **Select how to view permissions:**

   - Permissions by User — Leads to a list of all users.
   - Permissions by Account — Leads to a list of all accounts.

   **Click Continue.**

3) **Select the user or account you want, then click Continue.**

4) **Assign permissions as desired**:

**Owner -** The one user who can e-file on behalf of the committee. Can do anything in the account.

**E-Filer** - Can do everything the owner can except delete documents that have been archived.

**Treasurer** - Can do anything in the account except E-File or delete archived documents.

**Data Entry Level 3** - Can perform data entry for all receipts and disbursements. No access to reports or bank registers.

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**Fundraiser Level 1 -** Can only review contribution data and contributor-related reports. Can't view expenditure data. Can't add, alter, or delete other data.

**No Access** - Can't log into the account at all. Used for temporarily turning off access for a user.

5) **Click Update.** — A message page displays. The Admin User receives an e-mail that confirms the permission change.

# Ownership & Security

To view Ownership information or login attempts, click Ownership & Security from the Administration Home Page.

## Viewing Ownership Information

NetFile clients using the Self-Administrator assume "Ownership" for the accounts they create. An ownership typically represents multiple committees, but may only contain a single committee.

1) **Click View Ownership Information.**

2) **The following read-only fields display:**

- Name — Full name of the Netfile client assuming ownership responsibilities.
- Admin User — Individual responsible for account administration.
- Admin e-mail — E-mail address of Admin User
- Pre-population script names — Names of scripts that automatically populate accounts.

3) **Click Return.** — NetFile returns you to the Ownership and Security Home page.

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## Review Logins by Account or User

1) **Click Review Logins by Account or User.**

2) **Select the desired account and/or user from the dropdowns.**
You can run three different types of search:
- **To view all login attempts to an account**, select only the account.
- **To view all login attempts by a user**, select only the user.
- **To view all login attempts by a user to an account**, select both the account and the user.

3) **Select the number of records to display.**

4) **Click Search Now.** — NetFile displays the search results table, as shown below.

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| ACCOUNT | USER NAME | CLIENT IP | INTERFACE | RESULT | DATE / TIME |
|---|---|---|---|---|---|
| ACCOUNTTWO | SSTRUTHERS | 209.209.17.196 | WWW | Login OK | 1/23/2001 12:44:08 PM |

**Interface:** www=NetFile web interface; Batch=Batch Entry utility; Import=Batch Loader utility

**Result:** Login OK, Invalid account user name or password, Account disabled