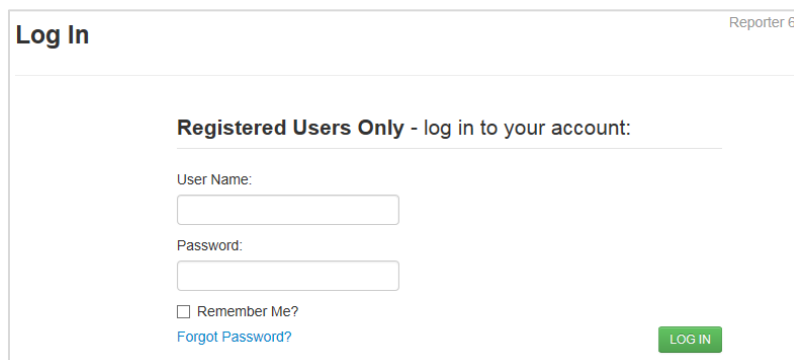> **This manual is for banks that use Internet Explorer 7 or 8.** If you use a later version of Internet Explorer (9-11), Google Chrome, Mozilla Firefox or any other browser, please refer to the Bank Reporter 2.0 manual.

**Bank Reporter 2.0 – IE Edition** is an online reporting application on the Office of Campaign and Political Finance's Electronic Filing System (EFS) that was designed to be compatible with older versions of Microsoft Internet Explorer. This online application allows financial institutions to complete and electronically file campaign finance reports on the Internet, without having to download and install additional software on their computers.

## Logging In and Off of Bank Reporter

You can access the Log In to Bank Reporter by visiting http://ocpfreporter.us/Account/Logon:



To log in to Bank Reporter for the first time, you need a CPF identification number (CPF ID) and password issued by OCPF. Depository financial institutions are assigned CPF IDs and passwords as soon as OCPF receives the CPF Form D 103: Appointment of Depository forms from candidates or committees who designate an institution as the depository for their political campaign accounts.

If you don't want to re-enter your credentials each time you login, you can use the "Remember Me" checkbox to have the application store your login credentials. You will need to have cookies enabled in your Internet web browser and, for security purposes, the cookie will expire three weeks from the time it was set.

### Logging Off

If your session is inactive for 20 minutes, Bank Reporter will automatically log you out. Even if your session times out, any campaign finance information you have entered in a draft report is saved as soon as you click the "Save" button so you will not lose any draft report information.

NOTE: It is a good practice to click on the "Log Off" link on the toolbar to exit Bank Reporter rather than just closing your web browser window. Otherwise, your session could remain active for up to 20 minutes after you leave the Bank Reporter site.

**The Bank Reporter Home Page**

This is the Bank Reporter home page:



 Let's take a closer look at the page options:

Date and Year Selectors

Use these dropdown lists to select the reporting period and the year when creating draft reports.  The default selections for these controls are the current reporting period and the present year.

**NOTE**:  If you used *Web Reporter for Banks* in the past, you will notice that the option to create a report for a full month is gone.  It is no longer an option because the campaign finance law was changed, effective January 1, 2015.  As of January 1ˢᵗ, all banks will file for all candidates and committees, regardless of their status as on- or off-ballot, twice monthly for the entire year.  Please visit www.ocpf.us to view OCPF Memorandum M-90-04 for more information.

Add a report (select a filer)

Use this dropdown menu to create a draft report for a single filer.  Once you select the candidate or committee from the list, you will need to click this button:

Add Report

Use this button to create a draft report for a single filer.

Add Bulk Reports

Use this button to create draft reports for all filers in a reporting period.

The Filer List

Once the reports for the period have been created, a list of all of the candidates and committees who have designated the institution as the depository for their political campaign accounts will appear below the report controls. The filers appear in alphabetical order, with their CPF identification numbers.

| 12345 | Test1, Michael | DRAFT | Delete | Edit | E-File |
|-------|----------------|-------|--------|------|--------|
| 12346 | Test2, James | DRAFT | Delete | Edit | E-File |
| 12347 | Test3, Donald | DRAFT | Delete | Edit | E-File |
| 12348 | Test4, Michelle | DRAFT | Delete | Edit | E-File |
| 12349 | Test5, Joseph | DRAFT | Delete | Edit | E-File |

The list includes all of the draft reports and filed reports for each candidate and committee in the reporting period chosen, the report status, and action buttons for the report. The status and action buttons change depending upon whether a draft report or filed report is listed.

The status of a draft report is "Draft" and the action buttons are for the delete function, editing the report, and e-filing the report. Only draft reports can be deleted from Bank Reporter. To enter information into a draft report, click on the "Edit' button next to the filer's name and the report will open.

The status of a filed report is "Efiled" and the action button is an amend function. If you click on the Amend button, a draft report with the data from the original report is created. You can make any necessary changes and file an amendment to your original report.

The Report View

Summary

| Edit Report : Filer, Michael | 1/1/2015 - 1/15/2015 | |
|---|---|---|
| **Report Summary:** | | |
| | Beginning Balance: | $548.71 |
| | Total Credits: | $100.00 |
| | Subtotal: | $648.71 |
| | Total Expenditures: | $125.00 |
| | Ending Balance: | $523.71 |

In the Summary section, the account summary balance information for the draft is displayed. The beginning balance will default to the ending balance of the last report filed for existing filers or zero for new filers. The beginning balance can be edited, as needed.

Add Report Items

Credits

The filer's deposits and other credits are reported by selecting "Credit" from the "Item Type" dropdown list:



As you enter the information and click on the Save button, the items will be displayed below the data entry area. NOTE: Descriptions should be brief, such as "deposit", "transfer from savings", "bank credit" or "interest."

Expenditures

The filer's account debits are reported by selecting "Expenditures" from the "Item Type" dropdown list:



The information from the filer's checks and debit card activity, as well as other debits, can be entered in the data entry section. As you enter the information and click on the Save button, the items will be displayed below the data entry area.

**NOTE**: The filer should include the purpose for the transaction in the memo section of the check. The filer may also include the vendor's address on his or her check and it can also be entered, if available.

The purpose and address information for debit card transactions will be provided by the filer in a separate application. Typically, the check number, address and purpose fields will be blank for debit card transactions.

E-filing a Report

Reports are e-filed individually using the "E-File" button in the Filer List. When you click the E-file button, a dialog box will open asking you to confirm that you wish to e-file the report.