

## E-Filing Instructions – Depository Committees

### Log In:

- Visit [www.ocpf.us](http://www.ocpf.us)
- On the right side of OCPF's homepage enter your CPF ID and Password then click the **"Log In"** button

### E-File a Deposit Report:

- Click on the purple **"Create A Deposit Report"** tile
- Enter the deposit date (dd/mm/yy) and click the **"Create"** button
- To add contributions and any credit card fees to the report select the **"Deposit Items"** section
- Add the contribution information in the fields provided. After completing the fields, click the **"Save"** button to add the item to the report
- Add credit card fees (if needed) by selecting **"Merchant Provider Fee"** from the drop down menu. After completing the fields, click the **"Save"** button to add the item to the report
- Once all of the deposit items have been added, select the **"Summary"** section, review the legal terms and click the green **"E-File Report"** button

### Clarify Expenditures:

- Twice per month your bank will electronically file a report that includes all expenditures that cleared the account
- To clarify the purpose or vendor information of an expenditure, click on the red **"Clarify An Expenditure (Bank-Reported)"** tile
- Agree to the legal terms at the top of the page by clicking the box
- Click the blue **"Clarify"** button next to the expenditure you need to update
- Add the information in either the **"Clarified Vendor"** field and/or the **"Clarified Purpose"** field, then click the **"Save"** button to update the expenditure

*For questions, please call 617-979-8300 or email [ocpf@cpf.state.ma.us](mailto:ocpf@cpf.state.ma.us)*

