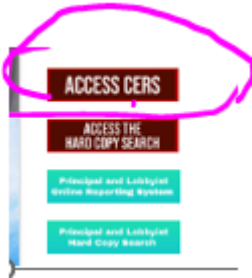


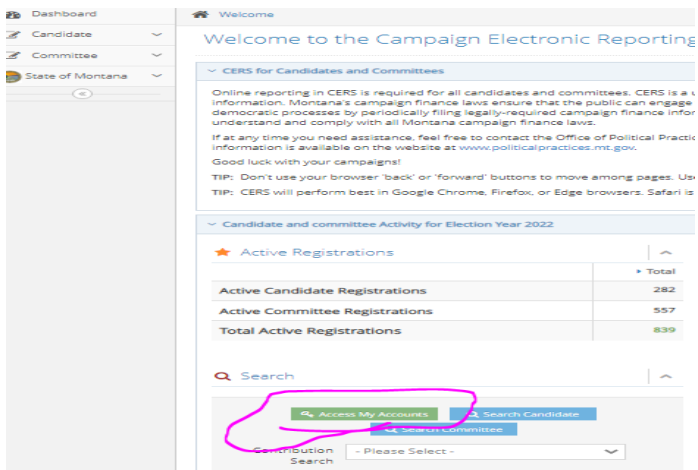
How to file the C1 or C1A on CERS: "Statement of Candidacy"

This is just a simple step by step to complete their Statement of Candidacy without having to look all this information up:

- <https://politicalpractices.mt.gov/>
- Click on **ACCESS CERS** on right side of the page under "About Us".



- Click on the green button, **Access my accounts.**



- This will take you to OKTA. If you do not have an OKTA account, drop to the bottom of that page, click on the little blue letters that say "sign up".

- Once created, this will bring you back to CERS (Campaign Electronic Reporting System).
- Click on **SEARCH** tab and then enter last name, first name ---- **search candidate.**



This is what you will see if you have not filed electronically in the past:

- , click on **ADD NEW REGISTRATION**

The screenshot shows the search interface with the following elements:

- Navigation tabs: Candidates, Committees, Access ID, Search
- Search filters:
 - Last Name: lastname
 - First Name: firstname
 - Middle Initial: (empty)
 - Election Year: (dropdown)
 - Campaign Type: - Please Select -
 - Office Sought: - Please Select -
 - County: - Please Select -
 - Political Party: - Please Select -
- Buttons: + Add New Registration (circled in pink), Search Candidate, Reset

Click on the ADD NEW REGISTRATION tab as circled above.

If you have used CERS prior to this election year and your name shows up, then just click to the left of your name, then click ADD NEW REGISTRATION.

For bank, you can enter name and address of personal bank.

For Treasurer, you can be the treasurer. If that changes, you can always amend the registration.

This below is a snapshot of the C1A – Statement of Candidacy:

The screenshot shows the 'Register for Statement of Candidate' form with the following sections:

- Campaign Type:** City (highlighted in yellow)
- County, Municipal, or School Office Registration**
 - Candidate Information:**
 - *Last Name: lastname, *First Name: firstname, MI: MI
 - *Mailing Address: Mailing Address
 - *City: City, *State: Montana, *Zip: Zip
 - Physical Address: Physical Address
 - City: City, State: - Please Select -, Zip: Zip
 - Home Phone: (with phone icon), Alternate Phone: (with phone icon)
 - Official campaign email address: Official campaign email address
 - *Election Year: 2023 (highlighted in yellow)
 - *Office Sought: - Please Select -
 - *Resident County: - Please Select - (highlighted in yellow)
 - *Political Party: - Please Select -
 - *Select one Affiliant of Reporting Status:
 - B) I certify that I expect the total amount of contributions or expenditures will not exceed \$500 (including personal funds); however if more than \$500 is received and/or expended, within 5 days of reaching this threshold I will file an initial financial report (form C-5) and I will file additional financial reports according to schedule.
 - C) I expect to receive contributions and/or make expenditures exceeding \$500 (including personal funds). I will file financial reports (form C-5) according to schedule.
 - *Bank Name: Bank Name
 - *Bank Address: Bank Address
 - *City: City, *State: - Please Select -, *Zip: Zip
 - CCPP Administration**
 - Campaign Treasurer Information:**
 - *Last Name: Last Name, *First Name: First Name, MI: MI
 - *Mailing Address: Mailing Address
 - *City: City, *State: Montana, *Zip: Zip
 - Physical Address: Physical Address
 - City: City, State: - Please Select -, Zip: Zip
 - Phone: (with phone icon), Alternate Phone: (with phone icon)
 - Email address: Email address
 - Deputy Treasurer Information:**
 - Name, Mailing Address, Physical Address, Phone, Alternate Phone, Email Address
 - Buttons: Add, Edit, Delete
- Buttons:** Save (circled in pink), Cancel

- Beginning with the top section *Campaign Type...please select (click on the type of office you are running for – city, county, school, state district, etc) Fill out everything down through the Treasurer section and hit **SAVE**.

- **Once you hit save here, it will either show any errors or it will take you to the next page where you need to click in the box that says you certify all information is correct, then Submit and File. This is the C1A (Statement of Candidate) filing required. You are done!**

Helpful Links:

Reporting Calendars : [Reporting Calendars \(mt.gov\)](#) (Calendar and Training Schedule)

Candidate and committee information: [Candidate and Committee Information \(mt.gov\)](#)