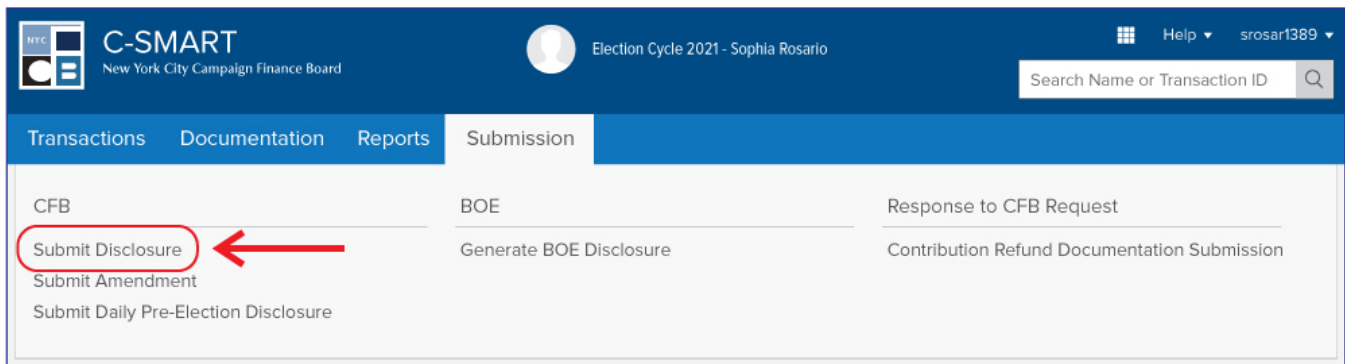


C-SMART HELP

CFB SUBMISSION — DISCLOSURE STATEMENTS

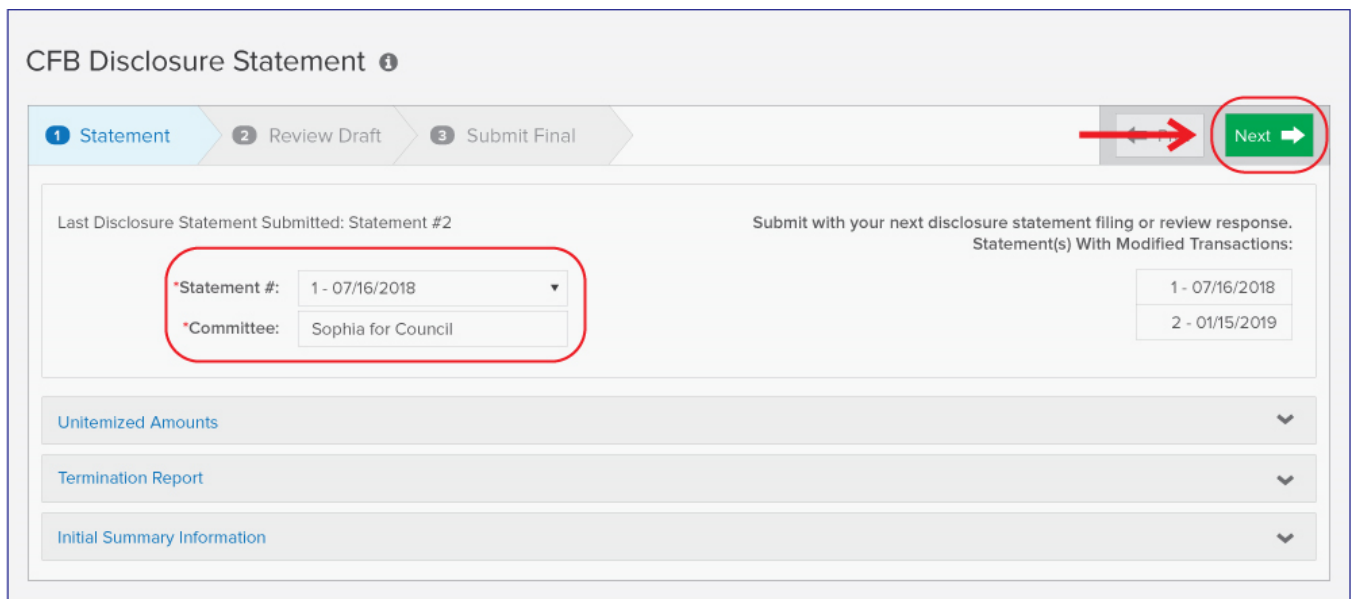
HOW TO SUBMIT A DISCLOSURE STATEMENT TO THE CFB

1. Go to **Submit Disclosure**.
 - Hover your cursor over **Submission** and click **Submit Disclosure**.



The screenshot shows the C-SMART interface. At the top, there is a header with the NYC C-SMART logo, the text "New York City Campaign Finance Board", a user profile for "Election Cycle 2021 - Sophia Rosario", and a search bar. Below the header is a navigation bar with tabs for "Transactions", "Documentation", "Reports", and "Submission". The "Submission" tab is active. Underneath, there are three main categories: "CFB", "BOE", and "Response to CFB Request". Under "CFB", the "Submit Disclosure" link is circled in red, with a red arrow pointing to it from the right. Other links under "CFB" include "Submit Amendment" and "Submit Daily Pre-Election Disclosure". Under "BOE", there is a link for "Generate BOE Disclosure". Under "Response to CFB Request", there is a link for "Contribution Refund Documentation Submission".

2. Enter your filing details.
 - C-SMART will alert you if you leave out required information. Complete the following fields:
 - ◆ **Statement #:** Select the statement number.
 - ◆ **Committee:** Select your committee.
 - ◆ **Statements with Modified Transactions:** Previously submitted disclosures that have been since modified will appear here.
 - Then, click **Next**.



The screenshot shows the "CFB Disclosure Statement" form. At the top, there is a progress bar with three steps: "1 Statement", "2 Review Draft", and "3 Submit Final". The "Next" button is circled in red, with a red arrow pointing to it from the left. Below the progress bar, there is a section for "Last Disclosure Statement Submitted: Statement #2". To the right, there is a message: "Submit with your next disclosure statement filing or review response. Statement(s) With Modified Transactions:". Below this, there are two dropdown menus: "*Statement #:" with the value "1 - 07/16/2018" and "*Committee:" with the value "Sophia for Council". To the right of these dropdowns, there are two more dropdown menus: "1 - 07/16/2018" and "2 - 01/15/2019". At the bottom, there are three expandable sections: "Unitemized Amounts", "Termination Report", and "Initial Summary Information".

Important:

- ◆ C-SMART will prevent you from submitting a disclosure statement before the start of the filing period.
- ◆ You must file amendments for the CFB to review your changes to a previous filing. Before your next filing, submit amendments for these statements, in order of oldest to newest. To review which statements were modified, use the [Modified Statements report](#) from the Reports menu.

Best Practice:

- ◆ The unitemized amounts, termination report, and initial summary information only rarely apply to campaigns. If you are unsure whether they apply to your campaign, consult your Candidate Services liaison.
-

3. Review a draft of your disclosure statement.

- C-SMART will preview the **CFB Cover Sheet** for your statement. Review the **Statement Inventory** to confirm totals of all transactions. To view a set of transactions, use the drop-down menu to select a particular schedule. Each schedule contains a different category of transactions.
 - If you wish to print and/or save the Cover Sheet, Summary, and all schedules, click **Download Cover, All Schedules & Summary**. If you want to print and/or save particular transaction types, select the schedule from the drop-down menu and use the print/save button in your browser.
 - When you are ready to proceed, click **Next**.
-

Best Practice: Carefully review your draft and compare the information to the campaign's bank and other records to ensure the information is complete and accurate.

4. Complete the **Candidate/Treasurer Verification, Itemized Statement Verification, and Confirmation**, and click **Submit**.

CFB Disclosure Statement ?

1 Statement 2 Review Draft 3 Submit Final

← Prev Submit

Candidate/Treasurer Verification

Candidate or Treasurer must read and verify the following by selecting the appropriate button below:
I hereby verify that I am the candidate or the principal/primary committee for which this disclosure statement is to be filed.

Verify as Candidate Date and Time Verified:

I hereby verify that I am on record with the Campaign Finance Board as the treasurer of the principal/primary committee for which this disclosure statement is to be filed.

Verify as Treasurer Date and Time Verified:

Itemized Statement Verification

XXXXX X. XXXXX must read and verify the following by checking the box below:
I, XXXXX X. XXXXX, candidate/treasurer, hereby verify that this disclosure statement is true and correct to the best of my knowledge, information and belief and I understand that by clicking 'Verify' below I am electronically signing my disclosure statement, which shall have the same validity and effect as a signature affixed by hand.

Verify Date and Time Verified:

Confirmation

XXXXX X. XXXXX must read and confirm his or her understanding of the following by checking the box below:
I, XXXXX X. XXXXX, understand that intentionally or knowingly making a false statement, including but not limited to in the form of an electronic submission, or intentionally or knowingly violating any provision of the New York City Campaign Finance Act, is a Class A misdemeanor pursuant to Section 3-71(3) of the Act.
I, XXXXX X. XXXXX, understand that knowingly making a false written statement, including but not limited to in the form of an electronic submission, is a Class A misdemeanor pursuant to New York State Penal Law Section 210.45.
I, XXXXX X. XXXXX, understand that knowingly offering false written information, including but not limited to in the form of an electronic submission, with the belief that it will become a part of the records of a public office, and with the intent to defraud, is a Class E felony pursuant to New York State Penal Law Section 175.35.

I have read and understand the foregoing Date and Time Verified:

Important:

- ◆ The candidate or treasurer must read and complete the verifications and confirmation to submit the statement.
- ◆ Allow C-SMART several moments to load the next page.

CFB Disclosure Statement ?

- 1 Statement
- 2 Review Draft
- 3 Submit Final



Candidate/Treasurer Verification

Candidate or Treasurer must read and verify the following by selecting the appropriate button below:

I hereby verify that I am the candidate or the principal/primary committee for which this disclosure statement is to be filed.

Verify as Candidate Date and Time Verified: 10/03/2018 10:26:43 AM

I hereby verify that I am on record with the Campaign Finance Board as the treasurer of the principal/primary committee for which this disclosure statement is to be filed.

Verify as Treasurer Date and Time Verified:

Itemized Statement Verification

Sophia Rosario must read and verify the following by checking the box below:

I, Sophia Rosario, candidate/treasurer, hereby verify that this disclosure statement is true and correct to the best of my knowledge, information and belief and I understand that by clicking "Verify" below I am electronically signing my disclosure statement, which shall have the same validity and effect as a signature affixed by hand.

Verify Date and Time Verified: 10/03/2018 10:26:44 AM

Confirmation

Sophia Rosario must read and confirm his or her understanding of the following by checking the box below:

I, Sophia Rosario, understand that intentionally or knowingly making a false statement, including but not limited to in the form of an electronic submission, or intentionally or knowingly violating any provision of the New York City Campaign Finance Act, is a Class A misdemeanor pursuant to Section 3-711(3) of the Act.

I, Sophia Rosario, understand that knowingly making a false written statement, including but not limited to in the form of an electronic submission, is a Class A misdemeanor pursuant to New York State Penal Law Section 210.45.

I, Sophia Rosario, understand that knowingly offering false written information, including but not limited to in the form of an electronic submission, with the belief that it will become a part of the records of a public office, and with the intent to defraud, is a Class E felony pursuant to New York State Penal Law Section 175.35.

I have read and understand the foregoing Date and Time Verified: 10/03/2018 10:26:45 AM

5. Your disclosure statement has been successfully submitted to the CFB.
 - After the submission is processed, a confirmation message will appear on-screen. The candidate and treasurer will also each receive a confirmation email.

✔ **Your submission with the CFB has been completed. Time to file with the New York State Board of Elections!**

[Download Cover, All Schedules & Summary](#)

C-SMART WEB SUBMISSION RECORD

Candidate: Sophia Rosario (ID: 1389)

Thank you for submitting your disclosure statement with the New York City Campaign Finance Board (CFB). This message confirms receipt of your disclosure statement filing or amendment. Review the information below. If any of the information is incorrect, contact your Candidate Services Liaison @ (212) 409-1800 or CSUMail@nycffb.info before the disclosure statement deadline.

If this filing includes documentation submitted electronically using C-SMART, there may be a delay in transmission of your documentation depending on the file size(s). Check your committee's Document Status found in [C-Access](#) to confirm receipt and acceptance of your filing. During this transmission period you will not be able to re-submit your filing for this statement number until complete.

Submitted by: Sophia Rosario (srosar1389) 10/3/2018 10:20:13 AM
Election: 2021
Committee Name: Sophia for Council
Statement #: 1
Matching amount claimed this period: \$125
Contribution documentation included with this filing: Y

IMPORTANT: If you claimed any contributions for matching funds during this reporting period (as indicated above), you must submit backup documentation for those contributions. Your disclosure statement will not be considered timely and complete unless the required backup documentation is received by the disclosure statement deadline. During the election year, within a four-day turnaround, backup documentation must be received by 5:00pm on the filing due date in order for your committee to be considered for a potential public funds payment.

This message only acknowledges receipt of your disclosure statement filing; acceptance of the entire filing (including documentation) will be determined after CFB staff review.

Next Steps
You must file your disclosure statement with the New York State Board of Elections.
[Generate BOE Disclosure](#)

Important:

- ◆ Filings must be submitted no later than **11:59 pm** on the deadline to be considered on-time. However, to receive public funds payment within a four-day turnaround period, your disclosure statement and backup documentation must be filed with the CFB and accepted by close of business by the statement's due date.

Best Practice:

- ◆ Save and/or print your statement for your records by clicking **Download Cover, All Schedules & Summary**.
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