

Getting started with Campaign ToolBox for Kentucky

Thank you for ordering Campaign ToolBox through the Kentucky Registry of Election Finance.

Please note that while KREF supplies the software, you are responsible for either downloading it from the Internet (no charge) or ordering the software on CD (cost of duplication and shipping).

What you will need

1. Kentucky program from http://www.adjutant.com/programs/ky/ky_main.shtml or CD
2. Invoice (for reference only). This contains your codes needed to register the program.
3. Filer ID number and Candidate ID number (available from KREF).

Installing from the web site

1. Although not required, it's a good idea to uninstall any old copies of Campaign ToolBox from your system before installing the new program (Control Panel, Add/Remove programs).
2. Download the "Trial Mode" program for Kentucky. It should be downloaded into your Windows Desktop. Do not "run" the file from the web site.
3. When the download is complete, run the install program by double clicking on the icon that will appear on your Windows desktop. As with any installation, you should first exit all other programs. Anti-virus programs and utilities such as "Crash Guard" can interfere with the installation process.
4. Unless you have a specific reason to do otherwise, it is best to use the default settings (database files can be stored anywhere on your system).

Getting Started

1. When the program is first loaded, it will start in Trial Mode. You will need to go through the "Initial program setup" sequence to remove the Trial Mode restrictions.
2. During the setup process, you will need to enter the following information exactly as found on the enclosed Invoice. Note that unless it is part of the Reporting entity, "0" is the *number* zero, and not the letter "o", and "1" is the *number* one and not a lower case "L".
 - A. Reporting Entity
 - B. Program expiration date
 - C. Program options code
 - D. Registration code

If you will be filing reports for more than one Reporting Entity, you will need to repeat the Initial Program Setup sequence, creating a new database file for each reporting entity.

Program updates are available by Internet download only. Your program will remind you every 30 days to check the web site for the latest update.

Again, thank you for using Campaign ToolBox. If you need help or experience any problems, and are unable to find the answer in the Help files or Quick Reference Guide, please check the web site, or email, or call me as shown on the bottom of this page.

Sincerely yours,



Stephen McGehee

Adjutant Software

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Order Form for CD - Campaign ToolBox Kentucky

NOTE: Although KREF supplies the software, you are responsible for either downloading it from the Internet (no charge) or ordering the software on CD (cost of duplication and shipping). If you would rather have the program on CD instead of downloading it, please use this order form.

Name of contact person: _____

Address, Major (PO Box or Street): _____

Address, Minor (Org., Suite, etc.): _____

City, State, Zip Code: _____

Phone number with area code: _____

e-mail address: _____

\$13.00 Campaign ToolBox Kentucky CD sent by First Class Mail

\$18.00 Campaign ToolBox Kentucky CD sent by Priority Mail

\$30.00 Campaign ToolBox Kentucky CD sent by FedEx overnight

Payment method: Check Visa Master Card American Express Discover

Credit card number: _____ Exp. date: _____

C.C. Billing street address
with zip code if
different from above _____

For FedEx delivery, you must specify a physical street address. FedEx will not deliver to a PO Box.

If paying by check, please make check payable to "Adjutant Software", and mail it, along with this order form, to Adjutant Software • 2055 Bond Road • DeLand, FL 32720-4531.

If paying by credit card, please either mail the completed order form to the address above, or fax it to 386-738-2124.

Please print clearly

KY download web page - http://www.adjutant.com/programs/ky/ky_main.shtml