

Adjutant Software Customer Support Tech Notes

Document Title: Broward County report filing
Document Number: 037
Applies to: Campaign ToolBox Florida

SUMMARY

This Tech Note describes how to file your report with the Broward County Supervisor of Elections.

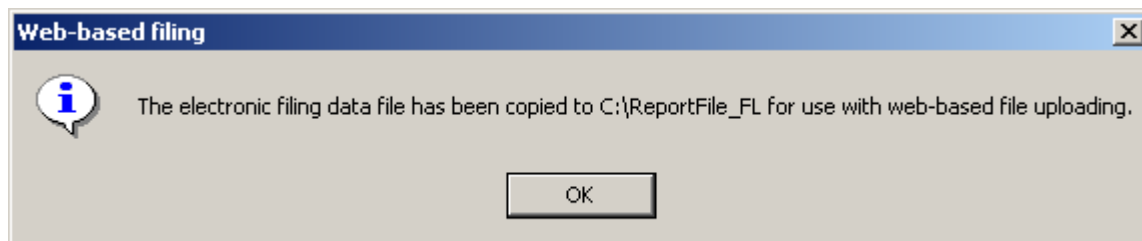
PROCEDURE

Filing your report with the Broward County Supervisor of Elections is as easy as it gets. You simply send them an email and attach a copy of your electronic filing data file. Here is how it is done:

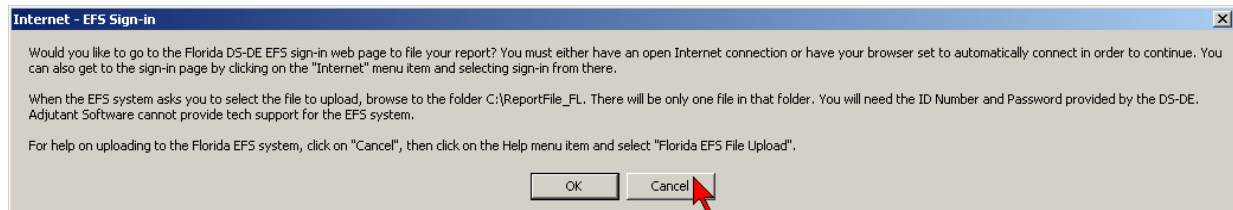
1. In Campaign ToolBox, click on Reports > Statutory Reports. Follow the prompts to create your report. Be sure to print out a paper copy for your own records.



2. Campaign ToolBox will delete any previous files and then create the electronic filing data file and place it in a folder on your computer. This will be located directly under your local disk in C:\ReportFile_FL.

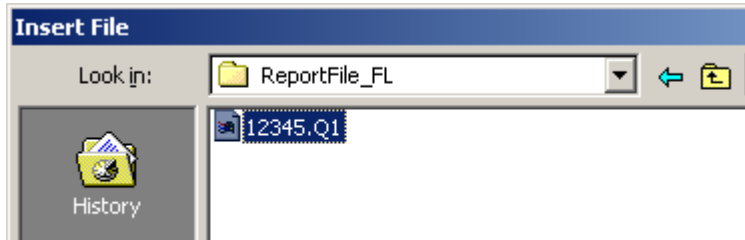


3. When the program asks if you want to log into the EFS sign-in page, click on cancel. At this point, Campaign ToolBox is finished with the process. All further steps are done in your email program.



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4. Create an email and address it to `candidatesupport@browardsoe.org`
5. Click on the "Attach file" icon or menu item (this is usually a paper clip icon). Browse to your local disk C, then to the ReportFile_FL folder. There will be one file in that folder - this is the last report that was created by Campaign ToolBox. Select that file and send the email.



NOTES

1. As an alternative delivery method, you can copy your report file onto a disk and deliver it to the Broward County SOE office located at:

Broward County Supervisor of Elections
Broward Governmental Center
115 S. Andrews Avenue, Room 102
Fort Lauderdale, FL 33301

2. The general phone number for the SOE office is 954-357-7050
3. You can call Mary Cooney, Candidate Qualifying Officer, at 954-712-7960 regarding filing questions.