

How to use the City of Albuquerque  
Campaign Finance Reporting Site  
<https://campaignfinance.cabq.gov/>



# Registration

Home Public Site Registration Filer Login

Campaign Finance System Registration | v 20200622.1

Help with this page

Select type of committee:

- Candidate
- Measure Finance Committee
- Lobbyist

Register Cancel

[City of Albuquerque](#) | [Office of the City Clerk](#) | [About Campaign Finance Reporting](#)  
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Click on the Registration tab and then select type.

After you've selected a type, click on "register."



### Committee Details

Registration Date*	<input type="text" value="9/21/2020"/>
Financing Status*	<input type="text"/>
Office*	<input type="text"/>
District	<input type="text"/>
Campaign Website	<input type="text" value="http://"/>
Facebook Account	<input type="text" value="http://"/>
Twitter Account	<input type="text" value="http://"/>
Other Social Media	<input type="text" value="http://"/>

### Committee Member Details

Registering a Candidate requires a Candidate and one Treasurer. A Candidate may also list one Alternate Contact and list as many individuals as desired to receive training on the Campaign Finance Reporting System. Candidates, Treasurers and Alternate Contacts may also be designated to receive training by checking the "Needs Training" checkbox.

Select the "Committee Member" type from the dropdown box, then fill in all required fields. Click the Add to List button to save the specified Committee Member's information.

Required fields are indicated by red asterisks.

Role\*

[Add to List](#)

[Submit](#) [Cancel](#)

Candidates must enter member details for the Candidate and a Treasurer. Alternate contact information can be entered under roles as well.

MFCs must enter member details for Chairperson and a Treasurer. Alternate contacts may be entered under roles as well.

Click "Add to List" when you finish entering each role. Click "Submit" when you have entered all required roles.

Registration as a Candidate will require selection of type of financing, and which office the candidate is seeking. Details of the candidates social media and website are not required.

Registration as an MFC will require a Committee name, purpose, and email account.

### Committee Member Details

Registering a Candidate requires a Candidate and one Treasurer. A Candidate may also list one Alternate Contact and list as many individuals as desired to receive training on the Campaign Finance Reporting System. Candidates, Treasurers and Alternate Contacts may also be designated to receive training by checking the "Needs Training" checkbox.

Select the "Committee Member" type from the dropdown box, then fill in all required fields. Click the Add to List button to save the specified Committee Member's information.

Required fields are indicated by red asterisks.

Role*	<input type="text" value="Candidate"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text"/>
Address*	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Zip*	<input type="text"/>
Area Code*	<input type="text" value="###"/>
Phone*	<input type="text" value="###-####"/>
	<input type="checkbox"/> Needs Training?
Email Address*	<input type="text" value="name@domain.com"/>

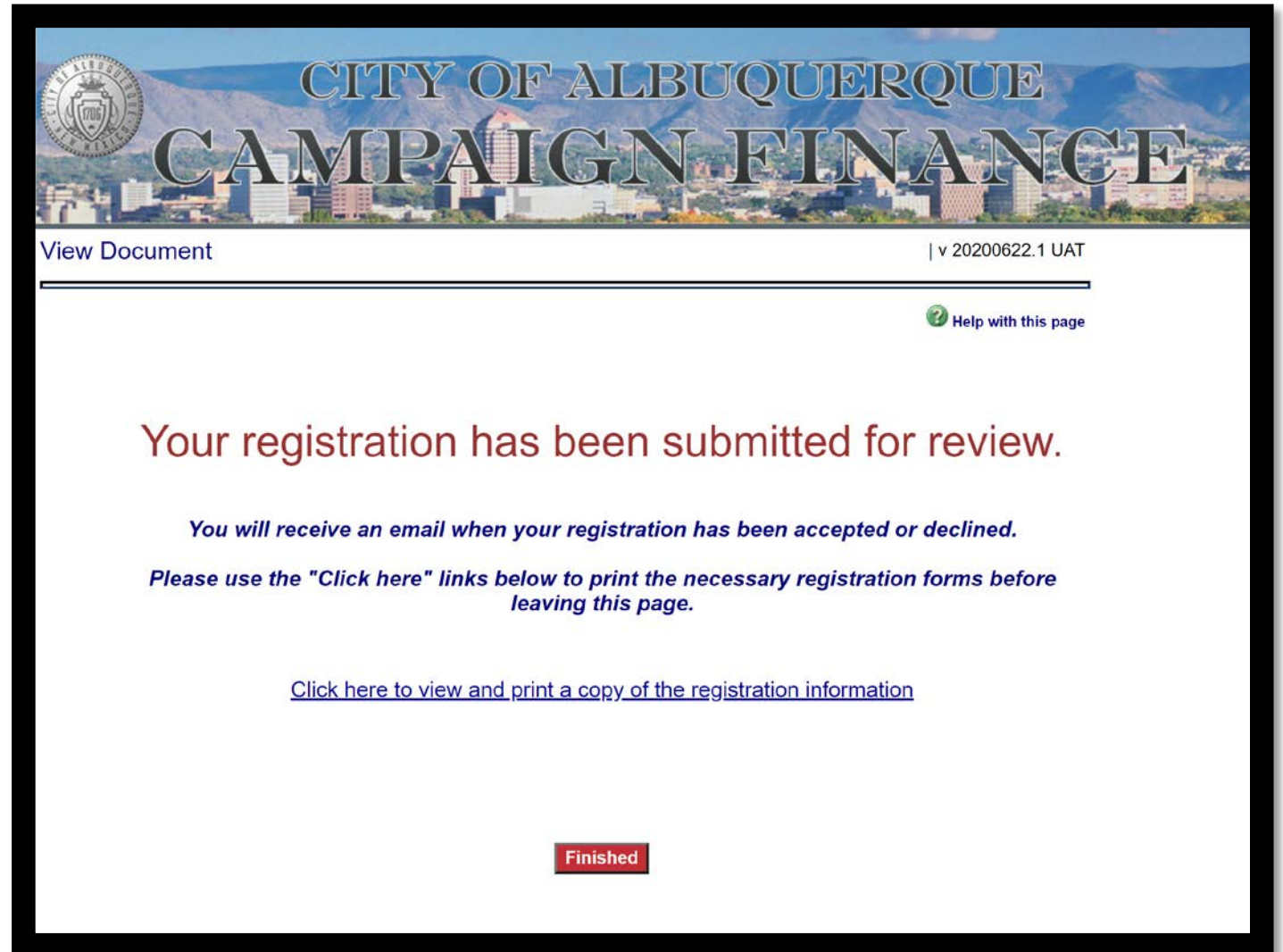
[Add to List](#)

[Submit](#) [Cancel](#)

Once you've finished entered your committee details and roles, your registration will be submitted to the City Clerk's Office for approval.

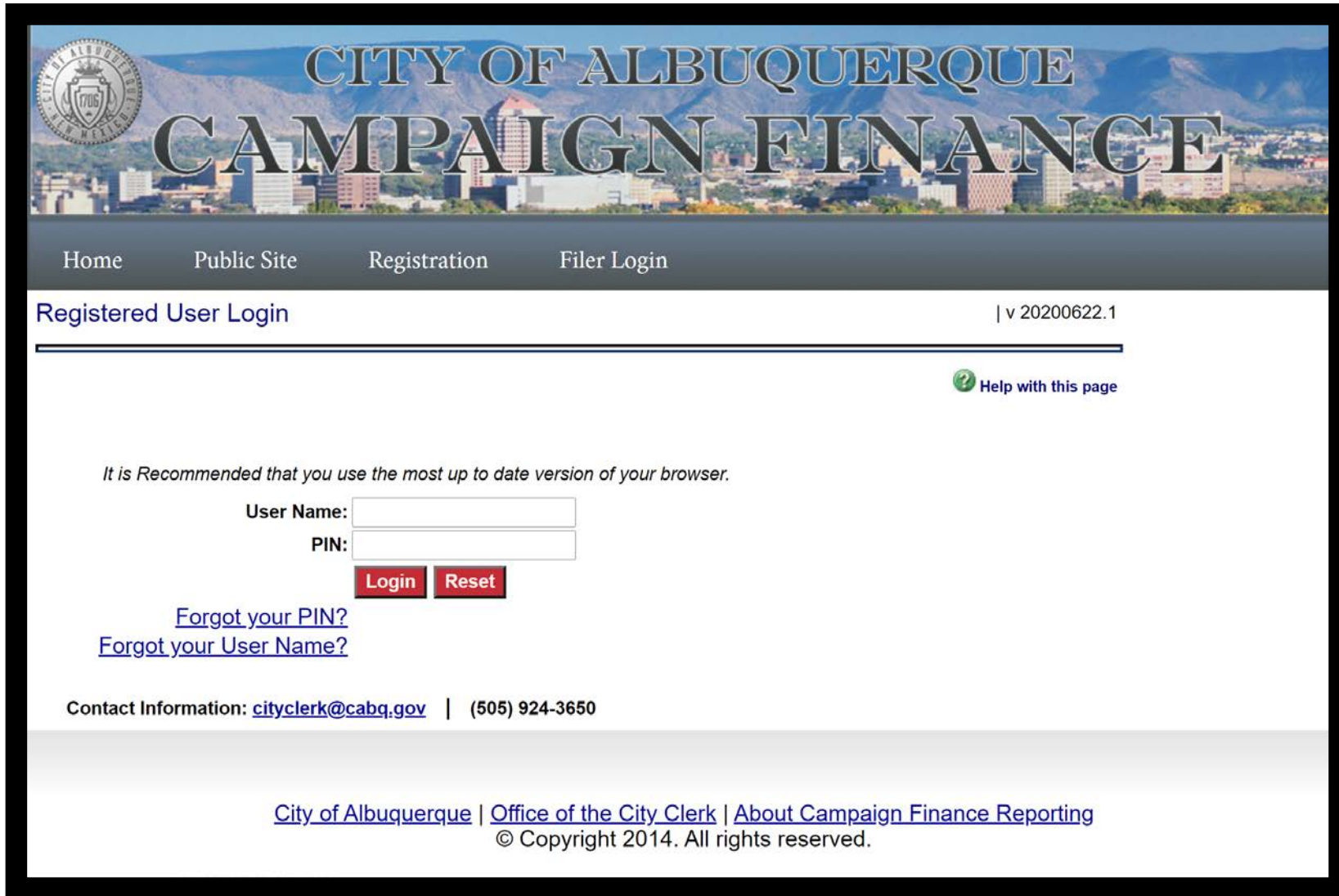
Once the City Clerk's Office has approved your registration, any roles that were entered with corresponding email addresses will receive an email notification along with a User Name and temporary PIN.

If you have any questions at this point, or would like to check on your registration, please email [elections@cabq.gov](mailto:elections@cabq.gov)



The screenshot shows a web page for the City of Albuquerque Campaign Finance. At the top left is the City of Albuquerque seal. The main header reads "CITY OF ALBUQUERQUE CAMPAIGN FINANCE" in large, bold, serif letters. Below the header, there is a navigation bar with "View Document" on the left and "v 20200622.1 UAT" on the right. A "Help with this page" link is visible in the top right corner. The main content area features a large red heading: "Your registration has been submitted for review." Below this, there are two lines of italicized text: "You will receive an email when your registration has been accepted or declined." and "Please use the 'Click here' links below to print the necessary registration forms before leaving this page." A blue underlined link reads "Click here to view and print a copy of the registration information". At the bottom center, there is a red button with the word "Finished" in white text.

# Login



The screenshot shows the login page for the City of Albuquerque Campaign Finance system. At the top left is the City of Albuquerque seal. The main header features a cityscape background with the text "CITY OF ALBUQUERQUE" and "CAMPAIGN FINANCE" in large, bold letters. Below the header is a navigation bar with links for "Home", "Public Site", "Registration", and "Filer Login". The main content area is titled "Registered User Login" and includes a version number "v 20200622.1". A "Help with this page" link is visible. A browser recommendation message states: "It is Recommended that you use the most up to date version of your browser." The login form consists of two input fields: "User Name:" and "PIN:". Below these fields are two red buttons labeled "Login" and "Reset". There are also two links: "Forgot your PIN?" and "Forgot your User Name?". At the bottom, contact information is provided: "Contact Information: [cityclerk@cabq.gov](mailto:cityclerk@cabq.gov) | (505) 924-3650". The footer contains links to "City of Albuquerque", "Office of the City Clerk", and "About Campaign Finance Reporting", along with a copyright notice: "© Copyright 2014. All rights reserved."

The first time you login, you'll need to use the User Name and PIN that was sent via email. The system will then ask you to reset your PIN.

Please select something you can remember and write it down. The City Clerk's Office will be available to reset your PIN, however The City Clerk's Office will only be available during working hours M-F.



# Home

When you first login, your Home screen will show an overview of your account and any reports you've filed. If this is your first time logging in, your totals will all show a zero balance. As you begin to add contributions and expenditures and file required reports, these totals will begin to reflect those entries.

 [Help with this page](#)

## Account Status

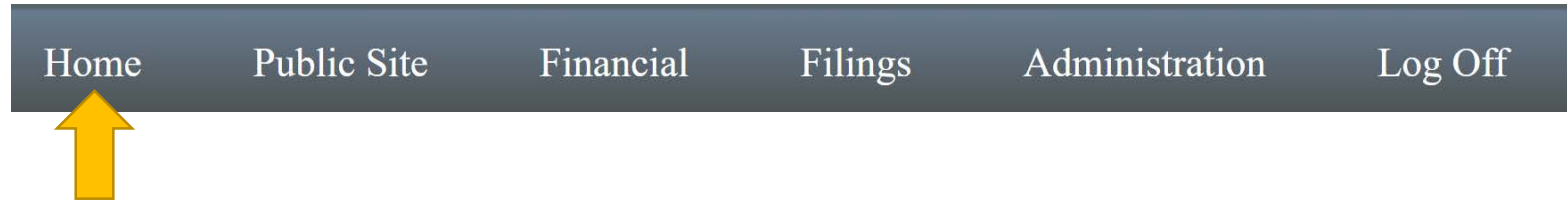
Totals	
Last Filed Ending Balance	\$0.00
Pending Contributions	\$0.00
Pending In-Kind Contributions	\$0.00
Pending Loans, Less Pending Loan Forgiveness	\$0.00
Pending Anonymous Contributions	\$0.00
Pending Expenditures	\$0.00
Pending Debts Incurred	\$0.00

## Filed Transaction History

No reports filed

Transaction Type	Annual Total Filed To Date
Filed Contributions	\$0.00
Filed In-Kind Contributions	\$0.00
Filed Loans, Less Filed Loan Forgiveness	\$0.00
Filed Anonymous Contributions	\$0.00
Filed Expenditures	\$0.00
Filed Debts Incurred	\$0.00

# Home



Further down on the Home screen you'll see a section for report due dates, and documents that you have uploaded.

The Reports Due will show each of the required statements due for your election cycle. It will also update as reports are filed and amended.

Documents are where required forms from the City Clerk's Office can be uploaded. This will be explained in more detail later in the presentation.

## Reports Due

To file your reports, go to the *Filings* menu option above.

Report Name	Period Begin	Period End	Due Date	Report Status
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	Not Filed
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed

## Document Images

Filter By

**Apply Filter**

**Add**

Date	Type	Name		
09/22/2020	Correspondence - Public	<a href="#">CONFIRMATION OF FINAL ACCEPTANCE OF REGISTRATION</a>	Properties	Delete

# Workspace



Committee Administration

Workspace

| v 20200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 710...)

Last Login: Sep 22 2020 8:55AM

[Help with this page](#)

## Candidate

<b>Name:</b>	MIRIAM DIEMER	<b>Candidate ID:</b>	7103
<b>Address:</b>	NORTH VALLEY ALBUQUERQUE, NM 87107	<b>Candidate Status:</b>	Active
<b>Phone:</b>	575-222-2222	<b>Campaign Status</b>	Active
<b>Website and Other Social Media:</b>		<b>Office:</b>	CITY COUNCIL
<b>Email:</b>	<a href="mailto:MDIEMER@CABQ.GOV">MDIEMER@CABQ.GOV</a>	<b>District:</b>	DISTRICT 2
		<b>Financing Status:</b>	PUBLIC FINANCING

## Committee Associates

Officer	Title	Email	Phone	Status	
REBECCA DAVIS	Treasurer	MDIEMER@CABQ.GOV	505-222-2222	Active	<a href="#">Update</a>
MIRIAM DIEMER	Candidate	MDIEMER@CABQ.GOV	575-222-2222	Active	<a href="#">Update</a>

From Administration Workspace, you can view the details of the candidate or committee you entered at registration. The Workspace also keeps an Event Log of user activity on your account. Most items on this page require admin privileges to edit.





# Financial

The screenshot shows the City of Albuquerque Campaign Finance website. At the top, there is a banner with the city seal and the text "CITY OF ALBUQUERQUE CAMPAIGN FINANCE". Below the banner is a navigation menu with tabs: Home, Public Site, Financial (highlighted), Filings, Administration, and Log Off. The main content area is titled "Contribution Administration" and includes a "Candidate/Committee Overview" section with a version number "v 20200622.1 UAT". A "Welcome back" message for "MIRIAM DIEMER" is displayed, along with a "Last Login" timestamp of "Sep 22 2020 3:28PM". A "Help with this page" link is visible. The "Contribution History" section is partially visible, showing a list of contributions and an "Add" button. Below the list, there is a note about viewing or updating prior contributions and instructions on how to work with a specific contribution. At the bottom, there is a link for "Offset Records" and two buttons labeled "Add" and "Find".

The Financial Tab allows the candidate or committee to enter contributions and expenditures as well as any loans or debts.

To get to these pages, hover over the Financial Tab, and then scroll down and click on the item you need to enter.



There are currently no contributions

# Contributions



The first time you log in, your Contribution History will be empty. This page will begin to populate as you add contributions to your committee.

From this page, you can also make edits to contributors you've entered into the system. Once a contributor has been entered into the system, you shouldn't need to reenter their information each time.

To enter a contribution, just click ADD.

## Contribution History

This is a list of the 100 most recent contributions that have been added or updated. New contributions may be added by clicking the *Add* button.

If you wish to view or update prior contributions, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

### *To work with a specific contribution*

Use the Action links next to each individual contribution. If a contribution has been returned, this can be recorded by clicking the *Return* link. Similarly, contributions may be updated or deleted by clicking the appropriate links.

[Click here for information about Offset Records](#)

There are currently no contributions

## Contributor Maintenance

By entering the *Contributor Maintenance* area, you will have the ability to search for a contributor and make any necessary changes to the information that is stored about the selected contributor.

[Update a Contributor](#)



# Contributions

## Contribution

Type*	Monetary
Date*	9/22/2020
Amount*	50.00
Description*	Check #123
EDI Number (EDI Users Only)	

## Contributor Information

	<input type="checkbox"/> Look Up Vendor Information
Type*	Individual
Contributor / Payee	
First Name*	Miriam
Middle Initial / Name	
Last Name*	Diemer
Suffix	

### Individual's Employer and Employer's Address

*if the Individual does not have a separate employer, use personal address*

Employer*	City of Albuquerque
Occupation / Industry*	Government/Civil
Address 1*	Ave NW
Address 2	
City*	Albuquerque
State*	NM
Zip*	87107

[Submit](#) [Cancel](#)

A number of items are required to enter a contribution – this is just some general guidance.

**Type:** Monetary is the most common. Anonymous donations are not allowed, however if you accept one accidentally and need to record it in order to dispose of it, you can use that field. Please do keep track of In-Kind Contributions through this page. Public Funding will only be used for the disbursement from the City. The qualifying contributions are not entered into this system.

**Description:** This field is required and can be used to note cash/check, etc.

**Look Up Vendor:** If your committee has already entered contributors, you can use this field to search for someone's information.

**Employer/Industry:** These are required fields.

# Contributions

Once you've entered a contribution, the table on the Contribution History will begin to populate.

Actions are available to be taken on an entered contribution that **won't** be available once that contribution has been filed in a report.

**Update** will allow you to update information about the contribution, not the contributor. To update information about the contributor, you will have to go to Contributor Maintenance.

**Delete** will delete the contribution.

**Return** will initiate a direct return to the contributor.

## Contribution History

This is a list of the 100 most recent contributions that have been added or updated. New contributions may be added by clicking the *Add* button.

If you wish to view or update prior contributions, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

*To work with a specific contribution*

Use the Action links next to each individual contribution. If a contribution has been returned, this can be recorded by clicking the *Return* link. Similarly, contributions may be updated or deleted by clicking the appropriate links.

[Click here for information about Offset Records](#)

Add Find

Contributor	Contributor Type	Contribution Type	Receipt Date	Amount	Offset	Amended	Filed?	Action
MIRIAM DIEMER	Individual	Monetary - CHECK #123	09/22/2020	\$50.00	No	No	No	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Return</a>



# Update Contributions

Home

Public Site

Financial

Filings

Administration

Log Off



## Contribution

Type\* Monetary  
Date\* 9/22/2020  
Amount\* 50.00  
Description\* CHECK #123  
EDI Number (EDI Users Only)

## Contributor Information

Look Up Vendor Information  
Type\* Individual  
Contributor / Payee DIEMER, MIRIAM  
First Name\* MIRIAM  
Middle Initial / Name  
Last Name\* DIEMER  
Suffix

### Individual's Employer and Employer's Address

*if the individual does not have a separate employer, use personal address*

Employer\* CITY OF ALBUQUERQU  
Occupation / Industry\* Go  
Address 1\* 1309 ARVILLA AVE NW  
Address 2  
City\* ALBUQUERQUE  
State\* NM  
Zip\* 87107

Submit Cancel

To update a contribution that has been entered, click on “update” in the action column. This will allow you to update a few items regarding the contribution including the type, date, amount, description, and even the payee.

You cannot update information about the payee from this view. If what you need to update is information about the payee, you will need to do that from Contributor Maintenance from the main Contribution page.

# Return Contributions



The Return Contribution action will allow you to create a negative contribution to offset a return to the contributor. An explanation is not a required field however we encourage you to use this for administrative purposes.

## Contribution Details

Contributor Name	MIRIAM DIEMER
Contribution Date	9/22/2020 12:00:00 AM
Contribution Type	Monetary
Amount	50.00

## Return Details

Return Date*	<input type="text" value="MM/DD/YYYY"/>
Amount Returned*	<input type="text" value="### or ###.##"/>
EDI Item Number (for EDI users only)	<input type="text"/>
Explanation	<input type="text"/>

**Submit** **Cancel**

# Contributor Maintenance



## Contributor/Payee Update

11/20/200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103)

Last Login: Sep 22 2020 3:56PM

[Help with this page](#)

Type:

Name: 

First Name	MI	Last Name *	Suffix
MIRIAM		DIEMER	

Address 1: \*

Address 2:

City: \*

State: \*

Zip: \*

**Individuals's Employer and Employer's Address**  
*if the Individual does not have a separate employer, use personal address*

Employer: \*

Occupation / Industry: \*

Occupation Comments:

External Reference ID:

From the Contributor Maintenance option, you can make edits to the details of a contributor you have already entered.

Edits will update immediately. However, if you are updating a contributor who has made a contribution in a report that has already been filed, that edit will not be reflected in a previously filed report. For that to be reflected, you will need to refile that report once this edit has been completed.

# Expenditures

Home Public Site **Financial** Filings Administration Log Off

Expenditure Administration Candidate/Committee Overview | v 20200622.1 UAT

Welcome back: MIRIAM DIEMER or Last Login: Sep 23 2020 8:19AM

Help with this page

**Expenditure History**

This is a list of the 100 most recent expenditures. New expenditures may be added by clicking the *Add* button.

If you wish to view or update prior expenditures, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

**To work with a specific expenditure**  
Use the Action links next to each individual expenditure. If an expenditure has been returned, this can be recorded by clicking the *Return* link. Similarly, expenditures may be updated or deleted by clicking the appropriate links.

[Click here for information about Offset Records](#)

There are currently no expenditures

**Payee Maintenance**

By entering the *Payee Maintenance* area, you will have the ability to search for a payee and make any necessary changes to the information that is stored about the selected payee.

[Update a Payee](#)

**Add Find**

To enter an expenditure, hover over the Financial tab and scroll down and click on Expenditures.

The first time you open this page your Expenditure History will be blank. To begin adding expenditures, just click on the “Add” button.





# Expenditures

 [Help with this page](#)

## Expenditure Details

Type*	Monetary
Date*	9/23/2020
Amount*	50.00
Description*	Printing Door Hangers
Purpose*	Printing
EDI Number (EDI Users Only)	

## Payee Information

	<input type="checkbox"/> Look Up Vendor Information
Type*	Business/Group
Contributor / Payee Name*	Diemer Graphics and Prir
Address 1*	123 Central
Address 2	
City*	Albuquerque
State*	NM
Zip*	87102
Owner / Manager*	Miriam Diemer
Business / Activities*	Printing and Design

To enter an expenditure, you will have to enter some required information about the specific expense and the payee.

**Type:** Monetary is the most common type of expense. Disposition of Funds should only be used if you are returning public funds back to the City.

**Description/Purpose:** These are both required fields. Purpose is a dropdown and may not contain exactly what your looking for, but please select something close.

**Type:** The type of payee is required and will change the other required information. For Business/Group you do have to enter a Manager and Activities.

**Look Up:** You can use the Look Up feature if you have previously entered payee information rather than reentering.



# Expenditures

Once expenditures have been entered, they will begin to populate in a table on the main Expenditure page.

This page functions much like the Contributions page. Expenditures can be updated, deleted, or returned by clicking on an Action item.

You can also edit details of a Payee through the Payee Maintenance feature by clicking on Update a Payee.

Just like contributions, once an expenditure has been included in a filing, updates to a payee or an expenditure will require an amendment to the filing.

## Expenditure History

This is a list of the 100 most recent expenditures that have been added or updated. New expenditures may be added by clicking the *Add* button.

If you wish to view or update prior expenditures, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

### To work with a specific expenditure

Use the Action links next to each individual expenditure. If an expenditure has been returned, this can be recorded by clicking the *Return* link. Similarly, expenditures may be updated or deleted by clicking the appropriate links.

[Click here for information about Offset Records](#)

[Add](#) [Find](#)

Payee	Payee Type	Expenditure Type	Expenditure Date	Amount	Offset	Amended	Filed?	Action
DIEMER GRAPHICS AND PRINTING	Business/Group	Monetary - PRINTING DOOR HANGERS	09/23/2020	\$50.00	No	No	No	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Return</a>

## Payee Maintenance

By entering the *Payee Maintenance* area, you will have the ability to search for a payee and make any necessary changes to the information that is stored about the selected payee.

[Update a Payee](#)

# Look Up Features

**Contributor Information**

Look Up Vendor Information

Name

**Find Records**

Name   
Address1   
Address2   
City   
State   
Zip   
Owner / Manager\*   
Business / Activities\*

**Submit** **Cancel**

**Payee Information**

Look Up Vendor Information

Name

**Find Records**

Name   
Address1   
Address2   
City   
State   
Zip   
Owner / Manager\*   
Business / Activities\*

**Submit** **Cancel**

The Contribution and Expenditure entry pages offer committees the ability to look up contributors or payees that have been previously entered into their system. To do this, you can check “Look Up” and then either type in a name below, or just click “Find Records” which will display an entire list of contributors or payees that you have previously entered. From there, you can select the one you’d like to use and it will auto-populate their information.

For candidates or committees who have previously used this system, an Administrator can upload contributors and payees from past cycles into your current profile. Please just request this when you register or at any point once you start using the system.

# Report Due

Home Public Site Financial Filings Administration Log Off

Committee Overview

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103)  
**IMPORTANT: Your report that was due 09/23/2020 has not been filed.**

Help with this page

## Account Status

Totals	
Last Filed Ending Balance	\$0.00
Pending Contributions	\$50.00
Pending In-Kind Contributions	\$0.00
Pending Loans, Less Pending Loan Forgiveness	\$0.00
Pending Anonymous Contributions	\$0.00
Pending Expenditures	\$50.00
Pending Debts Incurred	\$0.00

## Filed Transaction History

No reports filed

Transaction Type	Annual Total Filed To Date
Filed Contributions	\$0.00
Filed In-Kind Contributions	\$0.00
Filed Loans, Less Filed Loan Forgiveness	\$0.00
Filed Anonymous Contributions	\$0.00
Filed Expenditures	\$0.00
Filed Debts Incurred	\$0.00

## Reports Due

To file your reports, go to the *Filings* menu option above.

Report Name	Period Begin	Period End	Due Date	Report Status
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	Past Due
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed

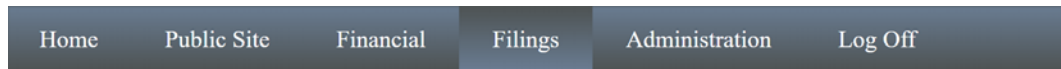
When a report is due, the Home screen will have a reminder at the top of the page, and the Reports Due section will update the status to display which report needs to be filed.

To file the required report, you will need to click on the Filing Tab.

# Filings



From the Filings main page, you can view the list of statements upcoming, due, and past due, as well as a list of filing already submitted.



Filing Administration | v 20200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103) Last Login: Sep 23 2020 10:58AM

Help with this page

Candidate: MIRIAM DIEMER ID: 7103

## Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	Past Due	<a href="#">View/File</a>
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed	

To file a report that is due, click on the View/File option under Action.

## Filing History

Report	Period Begin	Period End	Due Date	Filed	Amended	View	Amend
Candidate Registration				9/22/2020	No	<a href="#">View</a>	<a href="#">Amend</a>

## Committee Information

Candidate or Committee Name  
Address  
City, State, Zip

DIEMER, MIRIAM  
NORTH VALLEY  
ALBUQUERQUE, NM 87107

## Filing Information

Title  
Period Begin  
Period End  
Due Date

FINANCIAL STATEMENT 1  
9/1/2020  
9/22/2020  
9/23/2020

## Summary of activity since last filed report

Type	Sub-Total	Total
Beginning Balance		\$0.00
Contributions		
Monetary Contributions	\$50.00	
Public Funding	\$0.00	
Forgiven Loans	\$0.00	
Returned Contributions	\$0.00	
Total Contributions		\$50.00
Loans		
Loans	\$0.00	
Total Loans		\$0.00
Other Receipts		
In-Kind Contributions	\$0.00	
Anonymous Contributions	\$0.00	
Debts		
Debts Incurred	\$0.00	
Expenditures		
Monetary Expenditures	\$0.00	
Disposition of Funds	\$0.00	
Loan Payments	\$0.00	
Debt Payments	\$0.00	
Returned Expenditures	\$0.00	
Total Expenditures and Payments		\$0.00
Ending Balance		\$50.00

## Unfiled Transactions Prior to this Reporting Period

*The transactions below will be included in this report.*

## Unfiled Contributions and Loans Prior to this Reporting Period

## Unfiled Expenditures Prior to this Reporting Period

## Outstanding Audits

## Affirmation Of Accuracy

On 09/23/2020 MIRIAM DIEMER swears and affirms under penalty of perjury under the laws of the State of New Mexico that this report is true and correct.

# Filings

View/File will populate a screen that displays what your report will look like. From here, you can preview the filing in a PDF, File the report, or cancel the filing if you see something amiss.

Preview will generate a PDF of the report in a pop-up, and you will likely need to allow pop-ups from this website in order to view the report in this format.

Before you can file the report, you will need to click the Affirmation of Accuracy check box that serves as the final signature on the report.

Once you have affirmed the report to be correct, you can click "File."



# Filings

Your filing has been successfully submitted.

[Click here to view and print a copy of the report](#)

Finished

Filing Administration

| v 20200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103)

Last Login: Sep 23 2020 10:58AM

[Help with this page](#)

Candidate: MIRIAM DIEMER ID: 7103

## Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed	<a href="#">View/File</a>

## Filing History

Report	Period Begin	Period End	Due Date	Filed	Amended	View	Amend
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	9/23/2020	No	<a href="#">View</a>	<a href="#">Amend</a>
Candidate Registration				9/22/2020	No	<a href="#">View</a>	<a href="#">Amend</a>

Once you have clicked “File” you will receive the notice that your filing has been submitted. From this screen, you can view the report in a PDF format, or click “Finished” to return to the main Filings page.

The main Filings page will display your upcoming reports due, and a list of your filing history. The report you just submitted will be displayed in the Filing History. From Filing History, you will be able to view the report, or amend the report.

# Amend Filing



## Contribution History

This is a list of the 100 most recent contributions that have been added or updated. New contributions may be added by clicking the *Add* button.

If you wish to view or update prior contributions, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

### To work with a specific contribution

Use the Action links next to each individual contribution. If a contribution has been returned, this can be recorded by clicking the *Return* link. Similarly, contributions may be updated or deleted by clicking the appropriate links.

[Click here for information about Offset Records](#)

Add Find

Contributor	Contributor Type	Contribution Type	Receipt Date	Amount	Offset	Amended	Filed?	Action
MIRIAM DIEMER	Individual	Monetary - CHECK #123	09/22/2020	\$50.00	No	No	<a href="#">Yes</a>	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Return</a>

To amend a filing that has already been submitted, you will have to fix the contribution or expenditures that needs correction in the contribution or expenditure pages.

For example, this contribution has been filed, but if I entered the wrong amount and filed this report, I'd need to come into the Contribution page, and click Update to fix this contribution before I can amend the report I submitted.



# Amend Filing



[Click here for information about Offset Records](#)

Add Find

Contributor	Contributor Type	Contribution Type	Receipt Date	Amount	Offset	Amended	Filed?	Action
MIRIAM DIEMER	Individual	Monetary - CHECK #123	09/22/2020	\$50.00	No	Yes	<a href="#">Yes</a>	
MIRIAM DIEMER	Individual	Monetary - Offset due to update of filed item	09/22/2020	(\$50.00)	Yes	Yes	No	
MIRIAM DIEMER	Individual	Monetary - CHECK #123	09/22/2020	\$100.00	No	No	No	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Return</a>

Once you update the contribution or expenditure that needed correction, the update will display on the main Contribution or Expenditure page. The update will show as an offset, and a new entry.

Because at this point I haven't yet filed the amendment, only the original contribution is showing as having been filed.

Now that I've made the correction, I can return to the Filing page.

# Amend Filing

Filing Administration

| v 20200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103)

Last Login: Sep 23 2020 10:58AM

 Help with this page

Candidate: MIRIAM DIEMER ID: 7103

## Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed	<a href="#">View/File</a>

## Filing History

Report	Period Begin	Period End	Due Date	Filed	Amended	View	Amend
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	9/23/2020	No	<a href="#">View</a>	<a href="#">Amend</a>
Candidate Registration				9/22/2020	No	<a href="#">View</a>	<a href="#">Amend</a>

From the main Filing page, I can now find the report I need to amend, and click on Amend.

## Committee Information

Candidate or Committee Name  
Address  
City, State, Zip

DIEMER, MIRIAM  
NORTH VALLEY  
ALBUQUERQUE, NM 87107

## Filing Information

Title  
Period Begin  
Period End  
Due Date

FINANCIAL STATEMENT 1  
9/1/2020  
9/22/2020  
9/23/2020

## Summary of activity since last filed report

Type	Sub-Total	Total
Beginning Balance		\$0.00
Contributions		
Monetary Contributions	\$100.00	
Public Funding	\$0.00	
Forgiven Loans	\$0.00	
Returned Contributions	\$0.00	
Total Contributions		\$100.00
Loans		
Loans	\$0.00	
Total Loans		\$0.00
Other Receipts		
In-Kind Contributions	\$0.00	
Anonymous Contributions	\$0.00	
Debts		
Debts Incurred	\$0.00	
Expenditures		
Monetary Expenditures	\$0.00	
Disposition of Funds	\$0.00	
Loan Payments	\$0.00	
Debt Payments	\$0.00	
Returned Expenditures	\$0.00	
Total Expenditures and Payments		\$0.00
Ending Balance		\$100.00

## Unfiled Transactions Prior to this Reporting Period

*The transactions below will be included in this report.*

## Unfiled Contributions and Loans Prior to this Reporting Period

## Unfiled Expenditures Prior to this Reporting Period

## Outstanding Audits

## Affirmation Of Accuracy

- On 09/23/2020 MIRIAM DIEMER swears and affirms under penalty of perjury under the laws of the State of New Mexico that this report is true and correct.

Preview File Cancel

# Amend Filing

The Amended report should display the edits I previously made in contributions or expenditures. It won't display them as offsets as they do in the tables, but rather, it will display the new totals as amended.

If the amended report looks correct you can again either preview a PDF of the report, or check the Affirmation of Accuracy, and then click "File" to submit the amended report.



# Upload Required Documents

## Candidate Forms

FORM	REFERENCE	ELECTRONIC DUE DATE
Declaration of Intent	Charter: Article XVI, §4	Anytime after the beginning of the Exploratory Period and before the end of the Qualifying Period.
Candidate Contact Sheet		To be submitted along with Declaration of Intent, or when candidate requests Petitions.
Notice of Weekly Nominating Petitions	Ordinance: § 2-4-12 ROA 1994	Every Tuesday during the Petition Period.
Application for Certification as a Participant Candidate	Charter: Article XVI, § 7	The last day of the Qualifying Period.
Candidate's Acknowledgement of Familiarity with Codes	Charter: Article XIII, § 7	Within three days of receipt of Candidate Guide.
Candidate's Campaign Bank Account Statement	Charter: Article XIII, § 4(b)1	Within three days of filing online campaign finance registration.
Sample Authorization Letter To Bank	Charter: Article XIII, § 4(b)3	Within three days of filing online campaign finance registration.
Candidate's Financial Disclosure Statement	Charter: Article XIII, § 3	Within two days of filing Declaration of Candidacy.
Acknowledgement of Electronic Reporting Training	Charter: Article XIII, § 4(j)1	Due on the date candidate or treasurer took campaign finance reporting training.
Campaign Financing Affidavit	Charter: Article XIII, § 4(c)2	
Agreement Regarding the Use of the Clean Campaign Website		Must be submitted before the City Clerk will add candidate to website.

The City Clerk's Office requires a number of forms to be submitted by Candidates and Committees over the course of the election cycle. To view what these forms are and the dates they are required to be submitted, please refer to the Candidate Guide or the MFC Guide posted on the City Clerk's website.

# Upload Required Documents

From the City Clerk's website, you can download the required form you need to upload. The forms can be found at

[www.cabq.gov/vote/candidate-information/campaign-forms](http://www.cabq.gov/vote/candidate-information/campaign-forms)

This link will take you to a fillable PDF form.

You will need to save the form on your local drive, fill it out electronically, and then save the changes you made to the form.

If you'd prefer forms to submit in person, please email: [elections@cabq.gov](mailto:elections@cabq.gov).

Please do not email the electronic forms to the Clerk's office. The following slides will show you how to upload them back into the Campaign Finance site.



# Upload Required Documents



From the Candidate or Committee Home screen, scroll down to the bottom of the page to the Document Images section.

From there, just click “Add.”

## Document Images

Filter By

All Document Types... ▾

Apply Filter

Add

Date	Type	Name	Properties	Delete
09/22/2020	Correspondence - Public	<a href="#">CONFIRMATION OF FINAL ACCEPTANCE OF REGISTRATION</a>	Properties	Delete

# Upload Required Documents

Upload Documents | v 20200622.1 UAT

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Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103) Last Login: Sep 23 2020 2:37PM

[Help with this page](#)

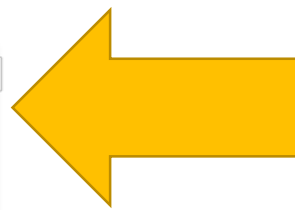
### Image Properties

Committee/Candidate:	MIRIAM DIEMER
Document Type:	Select Document Type...
Document Name:	Select Document Type...
Date Received:	Acknowledgement of Electronic Reporting Training
Privacy Level:	Agreement Regarding the Use of the Clean Campaign Website
Associated Report:	Application for Certification as a Participant Candidate
Comments:	Authorization Letter To Bank
	Campaign Financing Affidavit
	Candidate Contact Sheet
	Candidate's Financial Disclosure Statement
	Candidate's Acknowledgement of Familiarity with Codes
	Candidate's Campaign Bank Account Statement
	Declaration of Intent
	Notice of Weekly Nominating Petitions

Choose File No file chosen

Clear Properties

Cancel



Once you've clicked "Add" the system will direct you to an upload feature.

From here, you can search the drop-down for the Document Type you need to upload back into the system.

# Upload Required Documents

Upload Documents

| v 20200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103)

Last Login: Sep 23 2020 3:33PM

[? Help with this page](#)

## Image Properties

Committee/Candidate:	MIRIAM DIEMER
Document Type:	Campaign Financing Affidavit
Document Name:	Diemer Campaign Financing Affidavit
Date Received:	09/24/2020
Privacy Level:	Public
Associated Report:	Select Report...
Comments:	

Choose File Diemer Campaign Financing Affidavit.pdf

Upload

Clear Properties

Cancel

Once you select the Document Type, you'll need to type in a Document Name. Please select a name that reflects the Candidate or Committee as well as the document type.

Date Received and Privacy are auto-populated based on the type of document.

You can then click on "Choose File" to upload the document from your computer.

Click "Upload" when everything looks correct.



# Upload Required Documents



Home Public Site Financial Filings Administration Log Off  
Committee Overview | v 20200622.1 UAT

## Document Images

Filter By

All Document Types... ▾

Apply Filter

Add

Date	Type	Name		
09/24/2020	Campaign Financing Affidavit	<a href="#">DIEMER CAMPAIGN FINANCING AFFIDAVIT</a>	<a href="#">Properties</a>	Delete
09/22/2020	Correspondence - Public	<a href="#">CONFIRMATION OF FINAL ACCEPTANCE OF REGISTRATION</a>	Properties	Delete

From the Home screen, you will now be able to view the uploaded documents. By clicking on the Name of the document, you will be able to view the PDF of the uploaded document as well.

# Questions

If you need any further assistance with the reporting system, please contact the City Clerk's Office at:

505-924-3650

or email

[elections@cabq.gov](mailto:elections@cabq.gov)