



CITY OF PHILADELPHIA

How To Use Philadelphia's CAMPAIGN FINANCE Filing System



Philadelphia Board of Ethics
1515 Arch St., 18th Floor
Philadelphia, PA 19102
(215) 686-9450
www.phila.gov/ethicsboard

Office of the City Commissioners
City Hall, Room 142
Philadelphia, PA 19107
(215) 686-3469
www.philadelphiavotes.com

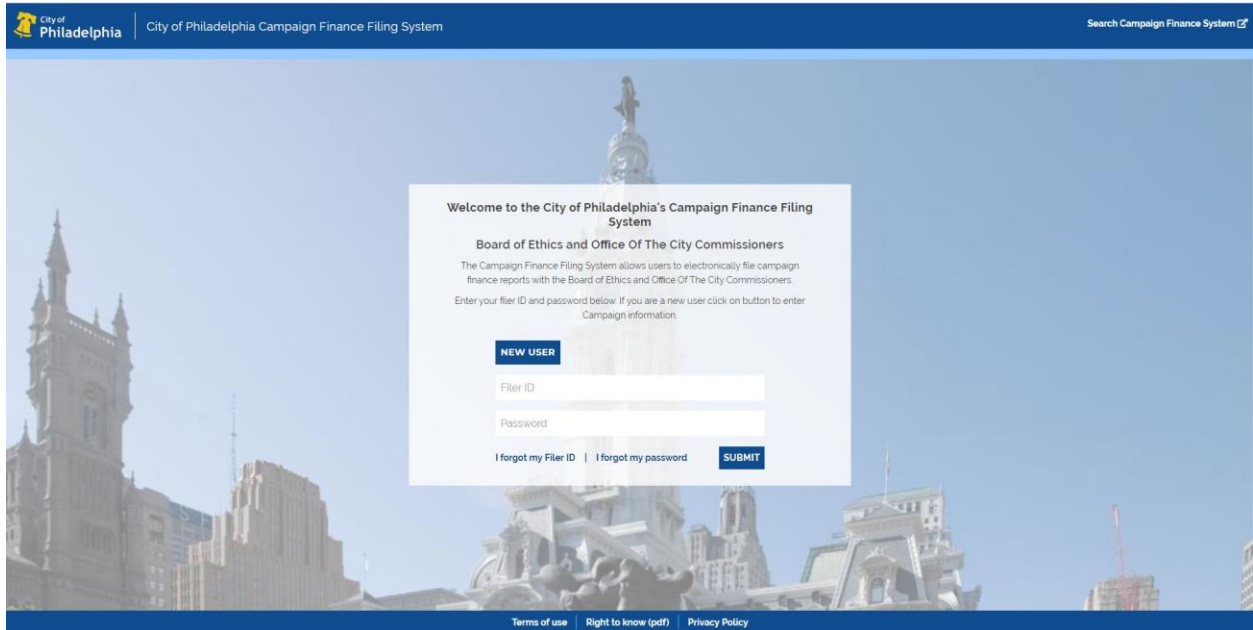
campaign.finance@phila.gov

Table of Contents

Logging on; setting up a new account	pg. 3
Creating a report	pg. 5
Entering transactions into a report	pg. 6
Filing a report	pg. 8
Printing the cover page of a report.....	pg. 10
Amending a report	pg. 11
Filing a termination report	pg. 11
How to file a statement instead of a report	pg. 12
Importing transactions from text files.....	pg. 13
Exporting transactions as text files	pg. 14



In order to log onto the filing system go to <https://apps.phila.gov/campaign-finance/auth/>

The screenshot shows the login interface for the City of Philadelphia's Campaign Finance Filing System. The header includes the City of Philadelphia logo and the system name, with a search bar on the right. The main content area features a welcome message from the Board of Ethics and Office of the City Commissioners, explaining the system's purpose. Below this, there is a 'NEW USER' button, input fields for 'Filer ID' and 'Password', and a 'SUBMIT' button. Links for 'I forgot my Filer ID' and 'I forgot my password' are also present. The background is a faded image of the Philadelphia skyline.

City of Philadelphia | City of Philadelphia Campaign Finance Filing System | Search Campaign Finance System

Welcome to the City of Philadelphia's Campaign Finance Filing System

Board of Ethics and Office Of The City Commissioners

The Campaign Finance Filing System allows users to electronically file campaign finance reports with the Board of Ethics and Office Of The City Commissioners.

Enter your filer ID and password below. If you are a new user click on button to enter Campaign information.

NEW USER

Filer ID

Password

[I forgot my Filer ID](#) | [I forgot my password](#) **SUBMIT**

[Terms of use](#) | [Right to know \(pdf\)](#) | [Privacy Policy](#)

If you have not created an account, click the **“New User”** button.

Note: Accounts for the prior filing system did not transfer to the new system. Users who had an account under the old system will have to reestablish their account. You can reuse your old Filer ID Number if you choose.

If you have already created an account, enter the filer ID and password and login.



After clicking the “**New User**” button, you will be directed to this page to set up you account:

New User Information
Build your Campaign Finance profile

Back To Login

Name of committee, candidate, or other person that will be filing reports

Filer ID field

Enter contact info for person who will be filling out reports

Submit

[Terms of use](#) | [Right to know \(pdf\)](#) | [Privacy Policy](#)

Enter all of the requested information. If you have a filer ID number from the prior City system or from the Department of State, please enter it in the relevant box. If you don’t have a filer ID number, leave the box empty and the system will automatically assign a new number to you.

The contact information should be for the person who will actually be submitting reports on behalf of the filing entity.

Note: Sometimes the state drop down gets stuck. If this happens, refresh the page and re-enter your information.

After you submit your account information, you will get an email providing your Filer ID Number and a link to verify your account.

Dear John Doe,

Please confirm your account within 5 minutes by clicking [here](#).

After you confirm, you will be able to access the Campaign Finance system using your Filer ID, **20191702**, and the password you had provided during registration for *Philly Test for Council*.

If you have any questions, please contact the Board of Ethics or the City Commissioners at the City of Philadelphia.



When you log into the system for the first time after setting up your account, you will be directed to this page:

City of Philadelphia | City of Philadelphia Campaign Finance Filing System

Philly Test for Council
20191702
Manage Profile

Search Campaign Finance System | Logout

Dashboard ?

2019 Create Report

Create Report

Cycle Summary

Start Date
03/08/2019
Pick or enter start date

End Date

Status

Beginning Cash Balance	Amount: \$0.00	Other Receipts	Amount: \$0.00	Expenditures	Amount: \$0.00
Unitemized In-Kind Contributions	Amount: \$0.00	Itemized In-Kind Contributions	Amount: \$0.00	Unpaid Debts	Amount: \$0.00
Unitemized Monetary Contributions	Amount: \$0.00	Itemized Monetary Contributions	Amount: \$0.00	Ending Cash Balance	Amount: \$0.00

☐ Amend Report
Amending current report

☐ Termination Report
Check to mark this report as a termination report

☐ File Statement
If activity in cycle did not exceed \$500

FILE REPORT

PREVIEW REPORT SAVE DRAFT

Monetary Contributions In-Kind Contributions Other Receipts Expenditures Unpaid Debts

Terms of use | Right to know (pdf) | Privacy Policy

Click the **“Create Report”** drop down menu and choose which report you would like to create. Once the report is created you can begin entering transactions.

Create Report

- Cycle 1 - Sixth Tuesday Pre-Primary
- Cycle 101 - Fourth Tuesday Pre-Primary
- Cycle 201 - Final Tuesday Pre-Primary
- Cycle 10a - 24-Hour Pre-Primary - Contributions
- Cycle 10b - 24-Hour Pre-Primary - Expenditures
- Cycle 3 - Thirty Day Post-Primary
- Cycle 4 - Sixth Tuesday Pre-General
- Cycle 401 - Fourth Tuesday Pre-General
- Cycle 5 - Second Friday Pre-General
- Cycle 501 - Final Tuesday Pre-General
- Cycle 11a - 24-Hour Pre-General - Contributions
- Cycle 11b - 24-Hour Pre-General - Expenditures
- Cycle 6 - Thirty Day Post-General
- Cycle 7 - 2019 Annual Report
- Cycle 8 - Special Second Friday Pre-Election
- Cycle 9 - Special Thirty Day Post-Election



The queue at the top of the page shows any reports you have filed or are currently working on.

Be sure to enter the correct start date. For the first report you file in a calendar year, the start date is January 1st of that year. For each subsequent report, the start date is the day after the close of the last report you filed. You can find the filing schedule [here](#).

You will have to manually enter your beginning cash balance as well as any unitemized monetary or in-kind contributions.

The screenshot displays the City of Philadelphia Campaign Finance Filing System interface. At the top, a navigation bar includes the City of Philadelphia logo, the system name, and user information (Philly Test for Council, 20195702, Manage Profile). A search bar and a 'Logout' link are also present. Below the navigation bar, a 'Queue' section shows a table of reports. The first report is a 'Draft' for '2019.2 Second Friday Pre-Primary' with a start date of 03/27/2019 and an ending balance of \$0.00. A yellow arrow labeled 'Queue' points to this table. Below the queue, the '2019 Cycle 2 - Second Friday Pre-Primary' report is selected. The 'Cycle Summary' section shows fields for 'Start Date' (03/27/2019) and 'End Date' (04/03/2019). A yellow arrow labeled 'Enter Start Date' points to the 'Start Date' field. The 'Cycle Summary' also includes a table for 'Manually enter amounts' with fields for 'Beginning Cash Balance', 'Unitemized In-Kind Contributions', 'Unitemized Monetary Contributions', 'Itemized In-Kind Contributions', 'Itemized Monetary Contributions', 'Expenditures', 'Unpaid Debts', and 'Ending Cash Balance'. A yellow arrow labeled 'Manually enter amounts' points to this table. Below the 'Cycle Summary', there are checkboxes for 'Amended Report', 'Termination Report', and 'File Statement'. A yellow arrow labeled 'Itemized transaction tabs' points to the 'Monetary Contributions' tab. The 'Transaction Detail' section shows fields for 'Contributor Type', 'Contributor Name', 'Contributor Address', 'City', 'State', 'Zip Code', 'Description', and 'Date' (03/08/2019). A yellow arrow labeled 'Enter Transaction' points to the 'Description' field. Below the 'Transaction Detail' section, there is an 'Employer Info' section with fields for 'Employer Name', 'Employer Address', 'City', 'State', and 'Zip Code'. A yellow arrow labeled 'Be sure to SAVE after entering a transaction' points to the 'SAVE' button. At the bottom, there is a 'Transactions List' section with a search bar and a table showing 'Type', 'Name', 'Address', 'Date', 'Amount', and 'Actions'. The table currently shows 'No matching records'.

Status	Cycle	Description	Start Date	End Date	Ending Balance	Filed At	Filed With	Actions
Draft	2019.2	Second Friday Pre-Primary	03/27/2019	04/03/2019	\$0.00			

Field	Amount
Beginning Cash Balance	\$0.00
Unitemized In-Kind Contributions	\$0.00
Unitemized Monetary Contributions	\$0.00
Itemized In-Kind Contributions	\$0.00
Itemized Monetary Contributions	\$0.00
Expenditures	\$0.00
Unpaid Debts	\$0.00
Ending Cash Balance	\$0.00

Type	Name	Address	Date	Amount	Actions
No matching records					



Use the five tabs to enter your itemized transactions (monetary contributions, in-kind contributions, expenditures, debts, and other receipts).

As you enter transactions, they will fill up the transactions list for that tab.

Transaction Detail

Contributor Type: ▼ Contributor Name:

Contributor Address: City: State: ▼ Zip Code:

Description: Select Date: \$

Employer Info
(Needed if individual has contributed over \$250 in reporting cycle)

Employer Name:

Employer Address: City: State: ▼ Zip Code:

Transactions List

Filter:

Type	Name	Address	Date	Amount	Actions
Individual	Frank Philly	1234 Main St Philadelphia, PA 19134	03/30/2019	\$200.00	Edit Print Delete

As you enter contributions, expenditures, and other transactions, the fields in blue in the cycle summary will automatically populate.

2019 Cycle 2 - Second Friday Pre-Primary

Cycle Summary

Start Date: Pick or enter start date

End Date: 04/03/2019

Status: Draft

Beginning Cash Balance	Amount: \$0.00	Other Receipts	Amount: \$0.00	Expenditures	Amount: \$0.00
Unitemized In-Kind Contributions	Amount: \$0.00	Itemized In-Kind Contributions	Amount: \$0.00	Unpaid Debts	Amount: \$0.00
Unitemized Monetary Contributions	Amount: \$0.00	Itemized Monetary Contributions	Amount: \$0.00	Ending Cash Balance	Amount: \$0.00

☐ Amend Report
☐ Termination Report
☐ File Statement

FILE REPORT

PREVIEW REPORT **SAVE DRAFT**

How to Use Philadelphia's Campaign Finance Filing System



Once you have entered all of your transactions, carefully review the report. If you wish, you can generate a PDF of the report prior to filing by clicking the “Preview Report” button.

Note: Please make sure your pop-up blocker is off or allows pop-ups from the Filing System.

City of Philadelphia Campaign Finance Filing System

2019 Cycle 2 - Second Friday Pre-Primary

Status	Cycle	Description	Start Date	End Date	Ending Balance	Filed At	Filed With	Actions
Draft	2019.2	Second Friday Pre-Primary	03/27/2019	04/03/2019	\$0.00			

2019 Cycle 2 - Second Friday Pre-Primary

Cycle Summary

Start Date: 03/27/2019

End Date: 04/03/2019

Status: Draft

Beginning Cash Balance: Amount \$0.00

Other Receipts: Amount \$0.00

Expenditures: Amount \$0.00

Unitemized In-Kind Contributions: Amount \$0.00

Itemized In-Kind Contributions: Amount \$0.00

Unpaid Debts: Amount \$0.00

Unitemized Monetary Contributions: Amount \$0.00

Itemized Monetary Contributions: Amount \$0.00

Ending Cash Balance: Amount \$0.00

☐ Amend Report: Amending current report

☐ Termination Report: Check to mark this report as a termination report

☐ File Statement: If activity in cycle did not exceed \$250

Preview Report **PREVIEW REPORT** **SAVE DRAFT**

When you are ready to file, click the “File Report” button.

City of Philadelphia Campaign Finance Filing System

2019 Cycle 2 - Second Friday Pre-Primary

Status	Cycle	Description	Start Date	End Date	Ending Balance	Filed At	Filed With	Actions
Draft	2019.2	Second Friday Pre-Primary	03/27/2019	04/03/2019	\$0.00			

2019 Cycle 2 - Second Friday Pre-Primary

Cycle Summary

Start Date: 03/27/2019

End Date: 04/03/2019

Status: Draft

Beginning Cash Balance: Amount \$0.00

Other Receipts: Amount \$0.00

Expenditures: Amount \$0.00

Unitemized In-Kind Contributions: Amount \$0.00

Itemized In-Kind Contributions: Amount \$0.00

Unpaid Debts: Amount \$0.00

Unitemized Monetary Contributions: Amount \$0.00

Itemized Monetary Contributions: Amount \$0.00

Ending Cash Balance: Amount \$0.00

☐ Amend Report: Amending current report

☐ Termination Report: Check to mark this report as a termination report

☐ File Statement: If activity in cycle did not exceed \$250

FILE REPORT **PREVIEW REPORT** **SAVE DRAFT**



After clicking the **“File Report”** button, the electronic certification for the report will appear.

Click "YES" to affirm to the Board the accuracy of the report

The individual who takes responsibility for the content of the report must enter his/her contact info

File Report

Status	Cycle	Description	Start Date	End Date	Ending Balance	Filed At	Filed With	Actions
Draft	2019.2	Second Friday Pre-Primary	03/27/2019	04/03/2019	\$400.00			

PREVIEW REPORT

I affirm that the information contained in the electronic filing submitted together with this statement is true, correct and complete to the best of my knowledge and belief.

☐ Yes ☐ No

Name _____

Phone _____

Email _____

☒ File Campaign Report with Board of Ethics and Office of The City Commissioners

Noted to file with only one officer?

FILE REPORT

NOTE:

Reports and statements filed by candidate committees and political committees. The individual who signs this form may, with the committees, be jointly and severally subject to civil penalties if the report or statement contains any material misstatements or omissions.

Reports and statements filed by candidates as individuals. A candidate may be subject to civil penalties if his or her report or statement contains any material misstatements or omissions.

After completing the electronic certification and clicking the **“File Report”** button you will receive a confirmation email.

This email confirms that on 03/14/2019 at 10:37 AM EST, you electronically submitted a 2019 Second Friday Pre-Primary campaign finance report to the Philadelphia Board of Ethics and Office of City Commissioners. Please print this email for your records.

If you believe you received this email in error please contact campaign.finance@phila.gov or call Board of Ethics at (215) 686-9450 or City Commissioners at (215) 686-3469 for assistance.

The filing system allows you to electronically submit campaign finance reports to both the Board of Ethics and the Office of the City Commissioners. When you fill out the electronic certification and click **“File Report”** your filing with the Board of Ethics will be complete and you will receive the confirmation email.



To complete your filing with the City Commissioners, you will need to print the first page of the report, sign, and have it notarized. You must deliver the signed and notarized cover page to City Hall, Room 142. In order to print the first page of the report, select the report in the queue and then click the **“Preview Report”** button.

Dashboard ?

2019 Create Report EXPORT TRANSACTIONS

Select a Campaign Finance Report

Status	Cycle	Description	Start Date	End Date	Ending Balance	Filed At	Filed With	Actions
Filed	2019.2	Second Friday Pre-Primary	03/27/2019	04/03/2019	\$400.00	03/14/2019	Board of Ethics and Office Of The City Commissioners	
Draft	2019.3	Thirty Day Post-Primary	05/01/2019	06/04/2019	\$400.00			
Filed	2019.11A	24-Hour Pre-General - Contributions	10/23/2019	11/05/2019	\$550.00	03/14/2019	Board of Ethics and Office Of The City Commissioners	

SELECT REPORT

2019 Cycle 2 - Second Friday Pre-Primary

Cycle Summary

Start Date: 03/27/2019
End Date: 04/03/2019
Status: Filed

Beginning Cash Balance	Amount: \$1,000.00	Other Receipts	Amount: \$0.00	Expenditures	Amount: \$850.00
Unitemized In-Kind Contributions	Amount: \$100.00	Itemized In-Kind Contributions	Amount: \$0.00	Unpaid Debts	Amount: \$0.00
Unitemized Monetary Contributions	Amount: \$100.00	Itemized Monetary Contributions	Amount: \$450.00	Ending Cash Balance	Amount: \$400.00

☐ Amend Report
☒ Termination Report
☐ File Statement

FILE REPORT

PREVIEW REPORT

Terms of use Right to know (pdf) Privacy Policy

This will generate a PDF of the report, from which you can print out the first page.

City of Philadelphia City of Philadelphia Campaign Finance Filing System Search Campaign Finance System

Preview: 2019 Cycle 2 - Second Friday Pre-Primary

Commonwealth of Pennsylvania
Campaign Finance Report
(Note: This report must be clear and legible. It may be typed or printed in blue or black ink.)

File Identification Number: 17760755	Report Filed By: CANDIDATE	1. CANDIDATE	2. COMMITTEE	3. LOBBYIST
Name of Filing Committee, Candidate or Lobbyist: Philly Test for Council				
Street Address: 1515 Arch St.				
City: Philadelphia		State: PA	Zip Code: 19111	
TYPE OF REPORT	6th Tuesday Pre-Primary	1.	2nd Friday Pre-Primary	2. X
	6th Tuesday Pre-Election	4.	2nd Friday Post-Election	5.
	Other	7.	YEAR	2019
Name of Office Sought by Candidate: City Council		DATE OF ELECTION: MO: 5 DAY: 21 YEAR: 2019		District Number: PH4
Office Code: PH4		Party Code: OTH		County Code:
Summary of Receipts and Expenditures from: 3 30 2019 To: 4 1 2019		FOR OFFICE USE ONLY		
A. Amount Brought Forward From Last Report		\$1,000.00		
B. Total Monetary Contributions and Receipts (From Schedule I)		\$250.00		

Terms of use Right to know (pdf) Privacy Policy



If you need to file an amended report, click the **“Amend Report”** box and the system will create a draft amended report.

The screenshot shows the 'City of Philadelphia Campaign Finance Filing System' interface. At the top, there's a header with the City of Philadelphia logo and navigation links. Below the header, there's a 'Select a Campaign Finance Report' section with a table showing a draft report for '2019.2 Second Friday Pre-Primary'. Below this, there's a '2019 Cycle 2 - Second Friday Pre-Primary' section with a 'Cycle Summary' form. The form includes fields for 'Start Date' (03/27/2019) and 'End Date' (04/03/2019). It also has a grid of input fields for various financial items: Beginning Cash Balance (\$0.00), Other Receipts (\$0.00), Expenditures (\$0.00), Unitemized In-Kind Contributions (\$0.00), Itemized In-Kind Contributions (\$0.00), Unpaid Debts (\$0.00), Unitemized Monetary Contributions (\$0.00), Itemized Monetary Contributions (\$0.00), and Ending Cash Balance (\$0.00). At the bottom of the form, there are three checkboxes: 'Amend Report' (checked), 'Termination Report', and 'File Statement'. A yellow arrow points to the 'Amend Report' checkbox, which is also circled in red.

If you need to file a termination report, click the **“Termination Report”** box prior to filing and the system will mark it as termination report.

The screenshot shows the same 'City of Philadelphia Campaign Finance Filing System' interface, but with the 'Termination Report' checkbox selected and circled in red. The 'Cycle Summary' form now shows different values: Beginning Cash Balance (\$1,000.00), Other Receipts (\$0.00), Expenditures (\$450.00), Unitemized In-Kind Contributions (\$100.00), Itemized In-Kind Contributions (\$0.00), Unpaid Debts (\$0.00), Unitemized Monetary Contributions (\$100.00), Itemized Monetary Contributions (\$450.00), and Ending Cash Balance (\$400.00). The 'Amend Report' checkbox is now unchecked, and the 'Termination Report' checkbox is checked. The 'File Statement' checkbox remains unchecked.



If you need to file a statement instead of a full report, click the **“File Statement”** box

City of Philadelphia | City of Philadelphia Campaign Finance Filing System

Philly Test for Council 20191703 Manage Profile

Search Campaign Finance System Logout

Dashboard ?

2019 Create Report IMPORT TRANSACTIONS EXPORT TRANSACTIONS

Select a Campaign Finance Report

Status	Cycle	Description	Start Date	End Date	Ending Balance	Filed At	Filed With	Actions
Draft	2019 2	Second Friday Pre-Primary	03/27/2019	05/06/2019	\$10,800.00			

SELECT REPORT

2019 Cycle 2 - Second Friday Pre-Primary

Cycle Summary

Start Date 03/27/2019
Pick or enter start date

End Date 05/06/2019
Status Draft

Beginning Cash Balance	Amount \$10,000.00	Other Receipts	Amount \$0.00	Expenditures	Amount \$0.00
Unitemized In-Kind Contributions	Amount \$500.00	Itemized In-Kind Contributions	Amount \$0.00	Unpaid Debts	Amount \$0.00
Unitemized Monetary Contributions	Amount \$800.00	Itemized Monetary Contributions	Amount \$0.00	Ending Cash Balance	Amount \$10,800.00

☐ Amend Report
Amending current report

☐ Termination Report
Check to mark this report as a termination report

☐ File Statement
If activity in cycle did not exceed \$250

File Statement

PREVIEW REPORT SAVE DRAFT

Terms of use Right to know (pdf) Privacy Policy

Clicking the File Statement box will close all of the transaction tabs. You will enter your Beginning and Ending Cash Balances, Unitemized monetary, and in-kind contributions, and any Debts.



Campaign Finance transactions can be imported to a selected campaign finance report from text files in the appropriate format. Click on the **“Import Transactions”** drop down menu and select which category of transactions to import (Contributions, Expenditures, Receipts, or Debt).

The screenshot shows the 'City of Philadelphia Campaign Finance Filing System' interface. At the top, there's a header with the City of Philadelphia logo and navigation links. Below the header, there's a section for '2019' with a 'Create Report' button and a dropdown menu labeled 'IMPORT TRANSACTIONS'. A red circle highlights this dropdown menu, and a yellow arrow points to it with the text 'Import Transactions'. Below this, there's a table titled 'Select a Campaign Finance Report' with columns for Status, Cycle, Description, Start Date, End Date, Ending Balance, Filed At, Filed With, and Actions. The table shows a 'Draft' report for '2019 Cycle 2 - Second Friday Pre-Primary'. Below the table, there's a 'SELECT REPORT' button. Further down, there's a 'Cycle Summary' section for '2019 Cycle 2 - Second Friday Pre-Primary' with fields for Start Date (03/27/2019), End Date (05/06/2019), and Status (Draft). There are also checkboxes for 'Amend Report', 'Termination Report', and 'File Statement'. At the bottom, there are buttons for 'PREVIEW REPORT' and 'SAVE DRAFT'.

Select the appropriate file from your computer. Only one category may be imported at a time. After the category is imported they will populate the appropriate tab.

The screenshot shows the 'City of Philadelphia Campaign Finance Filing System' interface. At the top, there's a header with the City of Philadelphia logo and navigation links. Below the header, there's a section for '2019' with a 'Create Report' button and a dropdown menu labeled 'IMPORT TRANSACTIONS'. A red circle highlights this dropdown menu, and a yellow arrow points to it with the text 'Import Transactions'. Below this, there's a table titled 'Select a Campaign Finance Report' with columns for Status, Cycle, Description, Start Date, End Date, Ending Balance, Filed At, Filed With, and Actions. The table shows a 'Draft' report for '2019 Cycle 3 - Thirty Day Post-Primary'. Below the table, there's a 'SELECT REPORT' button. Further down, there's a 'Cycle Summary' section for '2019 Cycle 3 - Thirty Day Post-Primary' with fields for Start Date (05/01/2019), End Date (06/04/2019), and Status (Draft). There are also checkboxes for 'Amend Report', 'Termination Report', and 'File Statement'. At the bottom, there are buttons for 'PREVIEW REPORT' and 'SAVE DRAFT'. A dialog box titled 'Import Contrib.txt' is open, showing the text 'This file is to contain contributions from Schedule I Parts A, B, C and D and Schedule II, Parts F and G.' and a button labeled 'Select Contrib.txt file' which is highlighted with a red circle.



Campaign Finance transactions can be exported from a selected campaign finance report as text files in a state-compliant format. Click on the **“Export Transactions”** drop down menu and select which category of transactions to export (Contributions, Expenditures, Receipts, or Debt). Then select the folder on your computer to place them. Only one category may be exported at a time.

The screenshot shows the City of Philadelphia Campaign Finance Filing System interface. At the top, there is a header with the City of Philadelphia logo and the text "City of Philadelphia Campaign Finance Filing System". On the right, there is a user profile section for "Philly Test for Council" with the ID "17760755" and a "Manage Profile" link. Below the header, there is a search bar and a "Logout" link. The main content area is titled "Select a Campaign Finance Report". It features a table with columns: Status, Cycle, Description, Start Date, End Date, Ending Balance, Filed At, Filed With, and Actions. The table lists two reports: "Filed" for "2019.2 Second Friday Pre-Primary" and "Draft" for "2019.3 Thirty Day Post-Primary". Below the table is a "SELECT REPORT" button. A yellow arrow points to the "EXPORT TRANSACTIONS" dropdown menu in the top right corner of the main content area. The dropdown menu is currently open, showing the "EXPORT TRANSACTIONS" option.

The screenshot shows the same City of Philadelphia Campaign Finance Filing System interface, but with a confirmation dialog box open. The dialog box is titled "Before you proceed..." and contains the text: "We are about to generate and download a text file format (Contrib.txt) document with all your transactions for 2019 Cycle 2 - Second Friday Pre-Primary. would you like to proceed?". There are two buttons: "YES" and "NO". The "YES" button is highlighted. The background of the interface is dimmed, showing the same "Select a Campaign Finance Report" section as the previous screenshot.



Questions?

Contact us at:

Philadelphia Board of Ethics
1515 Arch St., 18th Floor
Philadelphia, PA 19102
(215) 686-9450
www.phila.gov/ethicsboard

Office of the City Commissioners
City Hall, Room 142
Philadelphia, PA 19107
(215) 686-3469
www.philadelphiavotes.com

campaign.finance@phila.gov

