

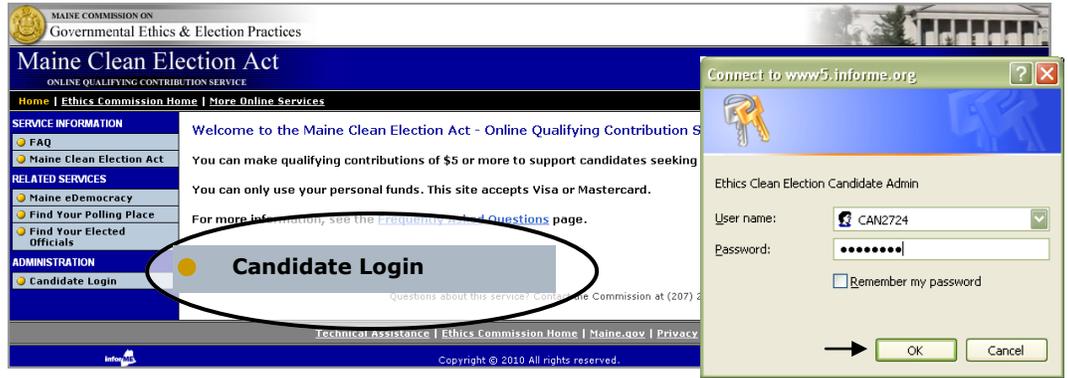
INSTRUCTIONS FOR THE ONLINE QUALIFYING CONTRIBUTION SYSTEM

For MCEA Candidates. How to find out who gave you online qualifying contributions and download forms.

Use your e-filing "User ID and Password" for logging into the Commission's Online Qualifying Contribution website:

<http://www.maine.gov/cleanelections>

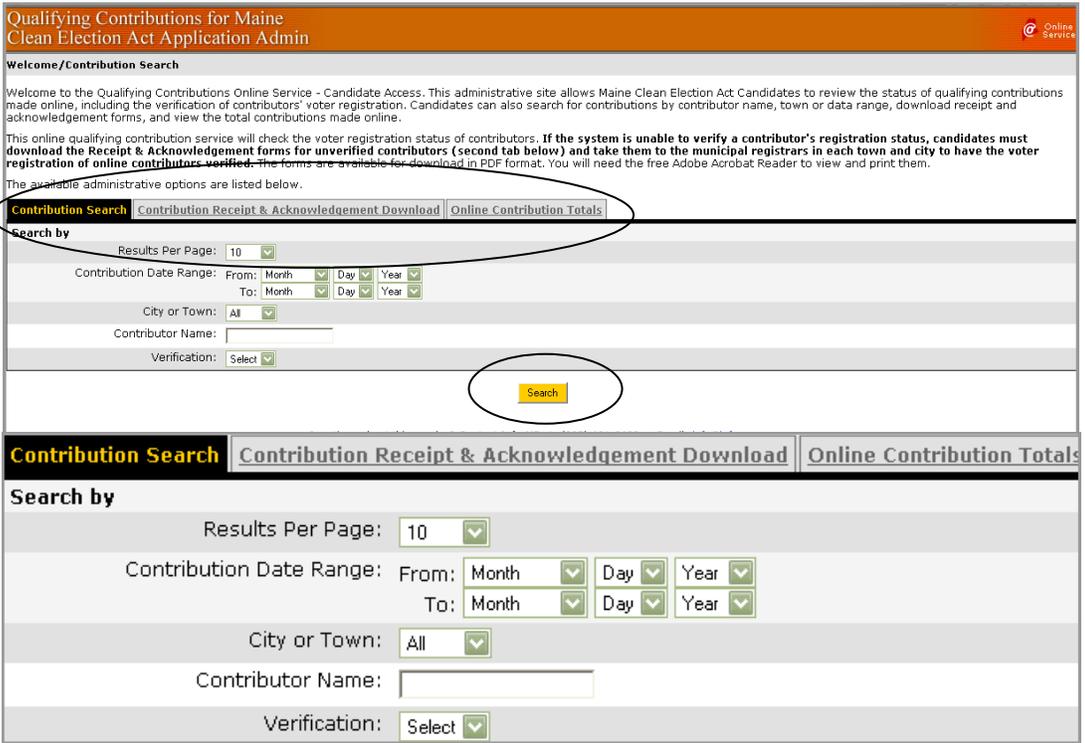
1. Click "Candidate Login."
2. Enter your user ID and password in pop-up box. Password is case sensitive.
3. Click "OK."



Use the three tabs on this screen to navigate the online system.

"Contribution Search" tab:

1. Use dropdown lists to select the criteria that you want to search for.
2. Click "Search" button.
3. Results display as shown at bottom of page.
4. Click "Download Search Results" button to download information to an Excel file. Click "New Search" button to return to search screen. See below.



Example of "Contribution Search" results.

Click on contributor's name to find more information.

For contributions showing "No", download the forms and get them verified by town clerks.

Date of Contribution	City or Town	Contributor Name	Verified Online
01/12/2010	Turner	Ruth Clark	Yes
01/10/2010	Turner	William J. Smith	No



INSTRUCTIONS FOR THE ONLINE QUALIFYING CONTRIBUTION SYSTEM

How to: find out who gave you online qualifying contributions and download forms (continued).

Click **“Contribution Receipt and Acknowledgement Download”** tab:

1. Use dropdown lists to select the information you want to download to Receipt and Acknowledgement forms.
2. Click "Download PDF Form(s)" button.
3. Print forms.
4. For contributions "not verified online" (see example at right), town clerks must verify these by completing the information in the bottom left corner of the form.

Select Contributions by

City or Town:

Verification:

Date Range: From:

To:

MAINE CLEAN ELECTION ACT
ONLINE QUALIFYING CONTRIBUTIONS - RECEIPT AND ACKNOWLEDGEMENT

CANDIDATE'S NAME: (your name is printed here) OFFICE: House Senate Secretary DISTRICT # 0

CONTRIBUTORS FROM THE TOWN OR CITY OF: Biddeford PAGE 1 OF 1

	Date	System ID #	Contributor's Name	Residential Address
1	12/11/2009	5472	William J. Smith (not verified online)	12 Elm Street
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Municipal Registrars: Please circle the number of each contributor who is registered to vote in the district of the candidate. Please complete the statement below by inserting the total number of contributors on this page who are registered in the district. Please also cross out any blank lines or contributors who are not registered in the candidate's district.

I have verified that _____ contributors circled above are registered to vote in the electoral division of the candidate.

Date: _____

Signature of Registrar: _____

Note to Municipal Registrars on Online Qualifying Contributions: This Receipt and Acknowledgement form was automatically generated by the Commission's online qualifying contributors application. The contributors listed on this page have already submitted an electronic signature when they made the online contribution and are not required to sign the paper form. Please contact the Commission staff at 287-4179 if you have any questions.

This document was generated on 12/18/2009 at 12:38:57 AM

Click **“Online Contribution Totals”** tab to get an up-to-date summary of online contributions you have received.

Contributions Totals (as of 02/02/2010 04:18:41 PM)

Total Contributors: 2

Total Contributions: **\$10.00**

Total Verified Contributors: 2

Total Unverified Contributors:

Close window to log out of system.