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STATEMENT OF SOURCES OF INCOME (SOSOI) INSTRUCTIONS FOR LEGISLATIVE CANDIDATES

1. Go to WWW.MAINECAMPAIGNFINANCE.COM and click the

corner and sign in with the username and password for the SOSOI filing that has been sent to you from ethics@maine.gov; sometimes this email is filtered into junk or spam folders because it is autogenerated.

<u>NOTE</u> – These are different login credentials than the ones you uses to file campaign finance reports. The sites do appear similar, with the biggest distinction being the PURPLE banner – which is a good indicator that you're in the right place to file your SOSOI!

≡ (\$) ETHICS DISCLOSURE

Immediate To Do - File Your Annual Statement

2020 Statement of Sources of Income for Legislators

Statements Due

2. When you login, you will see the page below. Click <u>FILE STATEMENT</u> to start your statement. Remember, you are filing a report for January 1st – December 31st of last year, <u>not</u> the current year. If you win the election, you will file a report that covers the current year next spring.

3. Click through each section and add information as it applies to you. Remember, you are required by law to include the information for your immediate family members who reside with you on this form including significant others, and children.

Due in 22 days on 02/16/2021

A	Home	2020 Statement of Sources of Income for Legislators				PREVIEW FILE STATEMENT	
=	View/File Statements	In Progress					
0	Administration	Filer Information	1				
	Glossary	Filer Details	Filer Details				
	Public Site	Official's Employment					
		Income from Employment by Another	First Name		Lost Name		
U	Logout	Income from Self-Employment	Maine	Middle Name	Legislator	Suffix *	
		Income from Law Practice	Address Line 1				
		Business Entities	0 SHS		Address Line 2		
		Other Sources of Income	Terret City		Date	Zin Cuda	
		Income from Any Other Source	Augusta		ME	04333-0000	
		Loans Received					
		Gifts (including travel)	Phone		Email		
		Honoraria	(207) 000-0000		No_Send.maine.legislator@maine.gov/	tst.	
		Immediate Family Members	House 📝 Senate				
		Compensation income of Immediate Family Members	Filer Type				
		Other Sources of Income of Immediate Family Members	Legislator				
		Positions and Other Activities	Senator	District			
		Positions in Political Committees					
		Business with State Agencies	1			CONTINUE	
		Representing Others before Agencies					
	L	Positions in Organizations					
		Acknowledgement					
Ma	ine Legislator	Acknowledge and File Statement]				

* REGISTER / SIGN IN * button in the upper right

FILE STATEMENT

4. When you have finished completing the pages, you will notice a GREEN checked circle to the right of each section. The system will not allow you to proceed until you have taken action within each section. Once complete, click the CERTIFICATION check box, and then click FILE STATEMENT.

Home Home View/File Statements	← 2020 Statement of Sources In Progress	s of Income for Legislators PREVIEW FILE STATEMENT		
Administration	Filer Information			
Glossary	Filer Details	Acknowledgement		
A Dublin Site	Official's Employment			
	Income from Employment by Another 🤝	Leastify that I have assessed this statement and to the heat of my knowledge it is true payment and exemplate		
U Logout	Income from Self-Employment 🥑	I certify that I have examined this statement and to the best of my knowledge it is true, correct and compete.		
	Income from Law Practice 🥑	FILE STATEMENT		
	Business Entities 🥥	1		
	Other Sources of Income			
	Income from Any Other Source 📀			
	Loans Received 🧿			
	Gifts (including travel) 🥑			
	Honoraria 🥥			
	Immediate Family Members			
	Compensation Income of Immediate Family Members			
	Other Sources of Income of Immediate Family Members			
	Positions and Other Activities			
	Positions in Political Committees			
	Business with State Agencies 🧿			
	Representing Others before Agencies 🧭			
	Positions in Organizations 🥥			
	Acknowledgement			
Maine Legislator	Acknowledge and File Statement			

5. Upon clicking FILE STATEMENT, you will see the acknowledgement below that the SOSOI is filed and no further action is required.



Contact the Ethics Commission at 287-4179 or <u>ethics@maine.gov</u> with questions about how to file your SOSOI.