



STATE OF DELAWARE
OFFICE OF THE STATE ELECTION COMMISSIONER

ELAINE MANLOVE, STATE ELECTION COMMISSIONER

December 19, 2013

Season's Greetings and a prosperous New Year to you!

Enclosed is the Campaign Finance schedule of reports for 2014, and I would like to introduce you to the new Campaign Finance system, which you will experience the next time you logon to file your 2013 EOY report, due January 20, 2014.

In order to sign on to your committee for the first time, you will need to select "Reconnect to your Committee" option at the lower right on the new Campaign Finance menu. This option will issue you a new temporary password and assign your personal user ID, which you will need to logon to your account. "Reconnect to your Committee" will be required for the Treasurer, and Candidate (Candidate Committee) to file your Campaign Finance reports. Paper reports will no longer be accepted for any committee.

This new menu provides the ability to review all Delaware Campaign Finance filed reports, as well as provide selected search for contributions and expense for all filed reports. Also you will see a DECFRS (Delaware Campaign Finance Reporting System) manual that explains how you enter transactions into the new system. Please review this as it will answer many common questions you may have about this system.

Some changes in the new system will be apparent. Instead of filling out the schedules page by page you will key in (or upload via Excel) your transactions on an entry panel. The system will fill out the schedules for you! You also will not be required to sign and mail the cover sheet anymore!

Please let us know how you like this system, and as always, our staff will be available to assist in your transition to the new system.

Sincerely yours,

A handwritten signature in cursive script that reads "Elaine Manlove".

Elaine Manlove
State Election Commissioner