



PINELLAS COUNTY SUPERVISOR OF ELECTIONS
Acknowledgement of Electronic Filing Information
and Confidential Personal Information to Access
Electronic Filing Sign-In Credentials

Pursuant to Resolution No. 13-32, the Pinellas County Supervisor of Elections requires county candidates, political committees and county executive committees to file campaign treasurer reports electronically.

1. Sign-in Credentials - Candidates, chairpersons and treasurers are issued log-in names and passwords to access the C-Finance module on the Supervisor of Elections' website (VotePinellas.com).

2. PIN - Each candidate, chairperson and treasurer is issued a personal identification number (PIN) that will be used as a legal signature for submitting reports.

Each candidate, chairperson and treasurer is responsible for safeguarding his/her PIN and for notifying the Supervisor of Elections should his/her PIN be lost or become compromised.

3. Filing Reports - Reports shall be completed and filed electronically through the Supervisor of Elections' web site using the C-Finance module **no later than Midnight (Eastern Time) of the reporting due date.**

A report shall be deemed filed and timely upon the issuance of an electronic filing receipt confirming that the report was filed no later than Midnight (Eastern Time) of the reporting due date.

When the report is electronically filed, the "Filing Submitted Page" may be printed and retained for your records as the "Electronic Filing Receipt."

4. Alternative Procedure for Inoperable Electronic Filing System

In the event that the electronic filing system is inoperable on the date a report is due, the report will be accepted as timely filed if filed no later than Midnight (Eastern Time) of the first business day the electronic filing system becomes operable again. No fine will be levied during the period the electronic filing system was inoperable.

5. Reports Not Filed Timely - The relevant penalties in Chapter 106, Florida Statutes shall apply if a required report is not filed by Midnight (Eastern Time) of the due date of a reporting period, unless the electronic filing system was inoperable.

All reports filed through this system are considered to be under oath by the candidate and campaign treasurer or chairman and treasurer of a political committee or executive committee and are subject to the relevant penalties in Chapter 106, Florida Statutes.

I acknowledge and understand the following:

- Campaign Treasurer Reports must be electronically filed **no later than Midnight (Eastern Time)** of the reporting due date as required by law or they are deemed filed late and are subject to the applicable penalties, unless the electronic filing system was inoperable.
- Any reports that I file through the electronic filing system are considered to be certified as to correctness within the meaning of Sections 106.07(5), Florida Statutes. Persons filing reports are subject to penalties as prescribed in Chapter 106, Florida Statutes.
- That I am responsible for protecting my sign-in credentials from disclosure and am solely responsible for all filings on the electronic filing system using these credentials.



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- That I will notify the Supervisor of Elections immediately if I lose these credentials or if they become compromised.
- I will not be provided sign-in credentials until the Supervisor of Elections receives this "Acknowledgment of Electronic Filing Information Form" and the "Confidential Personal Information to Access Electronic Filing Sign-In Credentials Form" signed (original copy to SOE, copy to candidate/chair/treasurer)

Pursuant to Administrative Rule 1S-2.017, each individual who receives secure sign-in credentials (PIN number) to submit campaign treasurer's reports electronically must furnish the Supervisor of Elections with confidential personal information, which involves supplying the answer to a personal question relating to the particular individual. This information will be used by the Supervisor to allow access by the individual in the event that credentials are forgotten or lost.

Please check the box next to one question and provide the answer on the line below:

- What was the name of your first pet? What is your mother's maiden name?
- What was your high school mascot?

Answer: _____

Access to sign-in credentials cannot be made available until we are in receipt of this document.
If you have any questions please contact Wendy Grimes at (727) 464-4987 or
wgrimes@votepinellas.com.

Signature

Date

Signature of the above is the:

- Candidate Political Committee Chair Executive Committee Chair
- Campaign Treasurer Political Committee Treasurer Executive Committee Treasurer
- Organization Chair Organization Treasurer Committeeman/Committeewoman

By signing above, I am representing the following:

Print Name