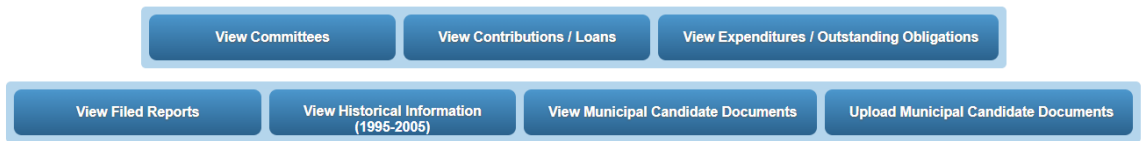


How to Pull Contributions

- 1. Select "Disclosures"



- 2. Select "View Contributions/Loans"



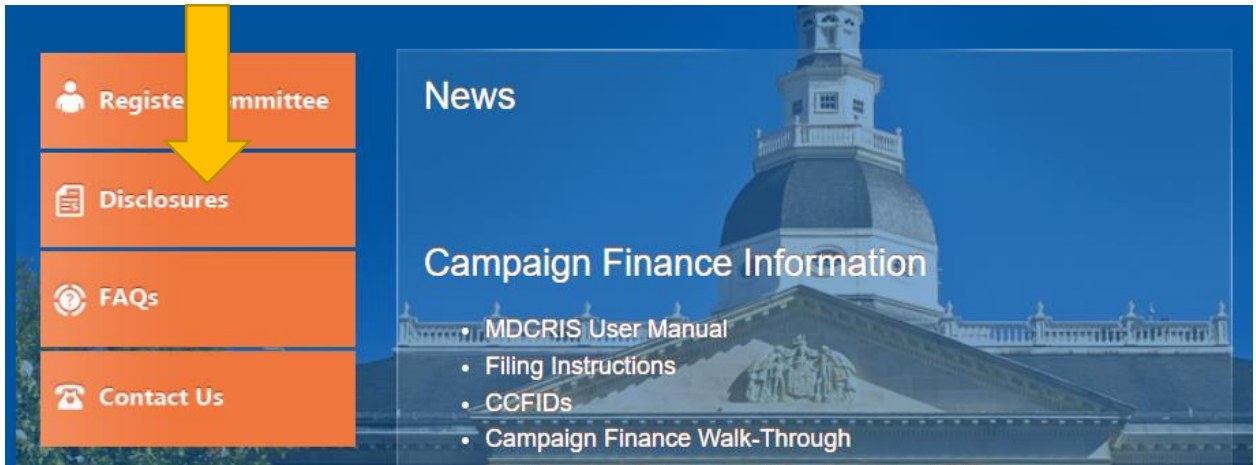
- 3. Enter committee name and select "search."

- Download contribution data by selecting the Excel icon.

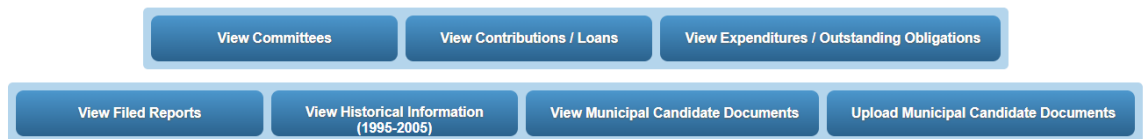
| Contribution | Contributor Name | Contributor Address | Contributor Type | Employer Name | Employer Occupation | Contribution Type | Contribution Amount |
|--------------|------------------|---------------------|------------------------------------|---------------|---------------------|-------------------|---------------------|
| 10/15/2021 | | | Individual - Matching fund request | | | Check | 250.00 |
| 11/04/2021 | | | Individual - Matching fund request | | | Check | 250.00 |
| 11/02/2021 | | | Individual - Matching fund request | | | Check | 250.00 |
| 11/04/2021 | | | Individual | | | Check | 250.00 |
| 11/07/2021 | | | Individual - Matching fund request | | | Check | 250.00 |
| 11/07/2021 | | | Individual | | | Check | 60.00 |

How to Pull Expenditure Records

- Select “Disclosures”



- Select “View Expenditures/Outstanding Obligations”





HOW TO PULL CONTRIBUTION & EXPENDITURE REPORTS: EXCEL

3. Enter committee name and select “search.”

View Expenditures / Outstanding Obligations Information
Please choose at least one search filter.

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Payee [Text Field: Name / Business Name / Committee Name] [Text Field: F...] [Dropdown: Payee Type--] Committee Name(Payer) [Dropdown: --Select Committee Type--] | Location [Text Field: Street] [Text Field: City] [Dropdown: --Select State--] [Text Field: Zip] [Text Field: Code] [Dropdown: --Select--] | Report Details [Dropdown: --Select Expense Category--] [Dropdown: --Select Expenditure Purpose--] |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

[Search] [Clear]

4. Download Expenditure data by selecting the Excel icon.

[Search] [Clear]

Drag a column header and drop it here to group by that column

| Expenditure | Payee Name | Address | Payee Type | Amount | Committee Name | Expense Category | Expense Purpose | Expense Toward |
|-------------|------------|---------|------------|--------|----------------|------------------|-----------------|----------------|
|-------------|------------|---------|------------|--------|----------------|------------------|-----------------|----------------|