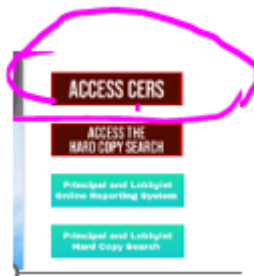


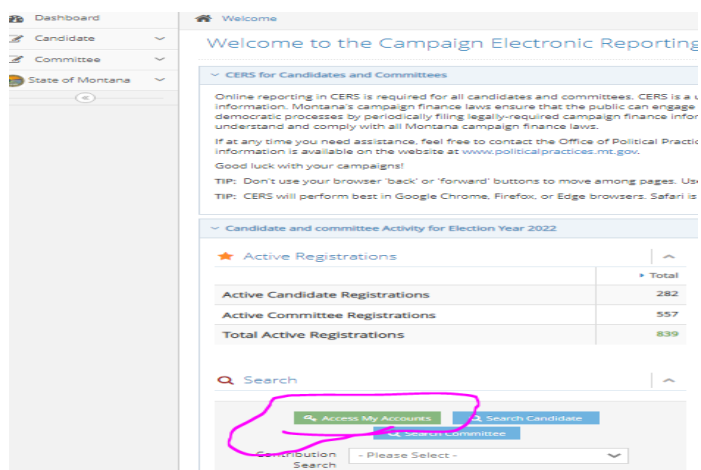
How to file the C1 or C1A on CERS: "Statement of Candidacy"

This is just a simple step by step to complete their Statement of Candidacy without having to look all this information up:

- <https://politicalpractices.mt.gov/>
- Click on **ACCESS CERS** on right side of the page under "About Us".



- Click on the green button, **Access my accounts.**



- This will take you to OKTA. If you do not have an OKTA account, drop to the bottom of that page, click on the little blue letters that say "sign up".

- Once created, this will bring you back to CERS (Campaign Electronic Reporting System).
- Click on **SEARCH** tab and then enter last name, first name ---- **search candidate.**

Campaign Electronic Reporting System Sign Out Create New User belfordt (Adm...)

WELCOME Welcome to the Campaign Electronic Reporting System » You are now logged in.

Candidates Committees Access ID Search

Candidate Search

Committee Search

Contribution Search

Expenditure Search

How to Search CERS

Last Name

First Name

Middle Initial

Election Year

Campaign Type

Office Sought

County

Political Party

Search Candidate **Reset**

This is what you will see if you have not filed electronically in the past:

- , click on **ADD NEW REGISTRATION**

If you have used CERS prior to this election year and your name shows up, then just click to the left of your name, then click ADD NEW REGISTRATION.

This below is a snapshot of Statement of Candidacy:

Register for Statement of Candidate » to be filed for Statewide, State District, County, Municipal, or School Office.

*Campaign Type - Please Select -

Statewide or State District Office Registration

▼ Candidate Information

*Last Name	<input type="text" value="dfd"/>	*First Name	<input type="text" value="dfd"/>	MI	<input type="text" value="MI"/>
*Mailing Address	<input type="text" value="Mailing Address"/>				
*City	<input type="text" value="City"/>	*State	Montana	*Zip	<input type="text" value="Zip"/>
Physical Address	<input type="text" value="Physical Address"/>				
City	<input type="text" value="City"/>	State	- Please Select -	Zip	<input type="text" value="Zip"/>
Home Phone	<input type="text" value="Phone"/>	Alternate Phone	<input type="text" value="Phone"/>		
Official campaign email address	<input type="text" value="Email address"/>				
*Election Year	2022	*Office Sought	- Please Select -		
*Resident County	- Please Select -	*Political Party	- Please Select -		
*Bank Name	<input type="text" value="Bank Name"/>				
*Bank Address	<input type="text" value="Bank Address"/>				
*City	<input type="text" value="City"/>	*State	- Please Select -	*Zip	<input type="text" value="Zip"/>

▼ Campaign Treasurer Information

*Last Name	<input type="text" value="Last Name"/>	*First Name	<input type="text" value="First Name"/>	MI	<input type="text" value="MI"/>
*Mailing Address	<input type="text" value="Mailing Address"/>				
*City	<input type="text" value="City"/>	*State	Montana	*Zip	<input type="text" value="Zip"/>
Physical Address	<input type="text" value="Physical Address"/>				
City	<input type="text" value="City"/>	State	- Please Select -	Zip	<input type="text" value="Zip"/>
Phone	<input type="text" value="Phone"/>	Alternate Phone	<input type="text" value="Phone"/>		
Email address	<input type="text" value="Email address"/>				

▼ Deputy Treasurer Information

<input type="checkbox"/> Name	Mailing Address	Physical Address	Phone	Alternate Phone
Add Edit Delete				

Save Cancel

- Beginning with the top section *Campaign Type...please select (click on the type of office you are running for – city, county, school, state district, etc) Fill out everything down through the Treasurer section and hit **SAVE.**
- Once you hit save here, it will either show any errors or it will take you to the next page where you need to **click in the box that says you certify all information is correct, then Submit and File.** This is the **C1A (Statement of Candidate) filing required. You are done!**

Helpful Links:

Candidate and committee information: [Candidate and Committee Information \(mt.gov\)](#)

If you are on a page, and you want to get back to the home page, just click in the heading “Commissioner of Political Practices” blue area of the page.



Zoom training link on how to file C5 reports:

<https://us02web.zoom.us/rec/play/uHaA3vDzR2T8oMjUSkgSeN0va56AGWPmk2Eqshgcc7LHMVYTedqzUHWox42jvAavKViPJlzeeVCI3m34.w8pfMVeWLE7E-A7Y?>