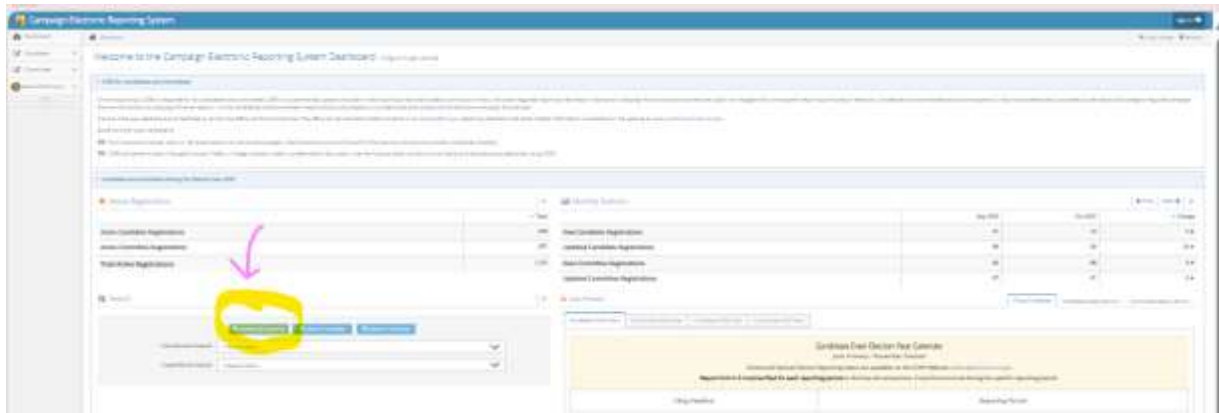


This is just a simple step by step to complete their Statement of Candidacy without having to look all this information up:

- <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.
- Once signed in, this will bring you back to CERS (Campaign Electronic Reporting System).
- Below is what you should see – click to left of your name, then ADD NEW REGISTRATION



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

For bank, you can enter name and address of personal bank.

For **Treasurer**, you can be the treasurer.

- 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!