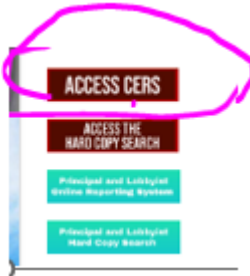


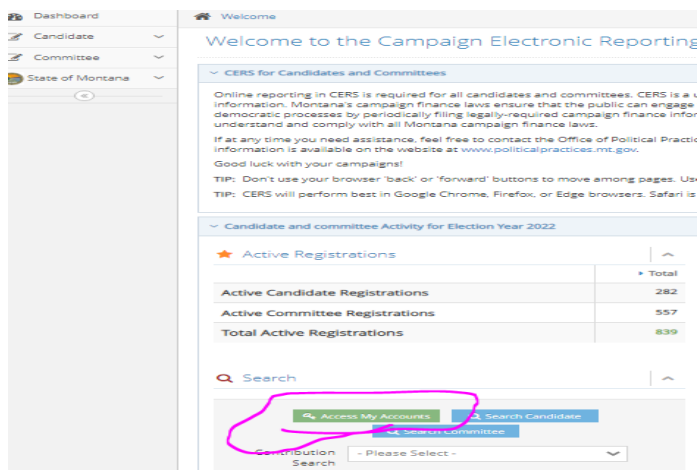
How to file the C1 or C1A on CERS: "Statement of Candidacy"

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

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**

Candidates	Committees	Access ID	Search
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Candidate Search
Committee Search
Contribution Search
Expenditure Search
How to Search CERS

Last Name
First Name
Middle Initial
Election Year

Campaign Type - Please Select -
Office Sought - Please Select -
County - Please Select -
Political Party - Please Select -

Add New Registration Search Candidate Reset

Click on the ADD NEW REGISTRATION tab as circled above.

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.

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

For Treasurer, you can be the treasurer. If that changes, you can always amend the registration.

This below is a snapshot of Statement of Candidacy:

Welcome
version

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
*First Name
MI

*Mailing Address

*City
*State
*Zip

Physical Address

City
State
Zip

Home Phone
Alternate Phone

Official campaign email address

*Election Year
*Office Sought - Please Select -

*Resident County - Please Select -
*Political Party - Please Select -

*Bank Name

*Bank Address

*City
*State
*Zip

Campaign Treasurer Information

*Last Name
*First Name
MI

*Mailing Address

*City
*State
*Zip

Physical Address

City
State
Zip

Phone
Alternate Phone

Email address

Deputy Treasurer Information

☐ 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?>