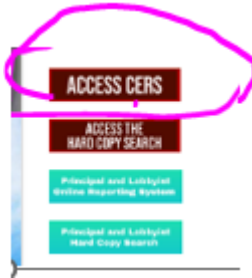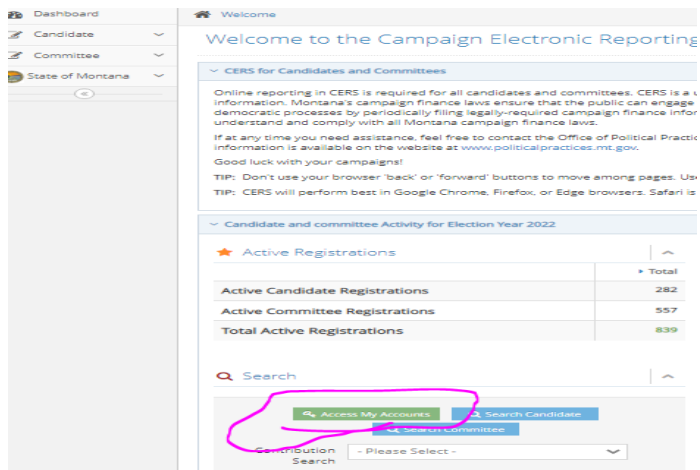How to file the C1 or C1A on CERS: **"Statement of Candidacy"**

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.**

  - o 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.**

  This is what you will see if you have not filed electronically in the past:
- , click on ADD NEW REGISTRATION

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:

- 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.

COMMISSIONER OF POLITICAL PRACTICES
Promoting confidence, transparency, and accountability in Montana's democratic processes.

Zoom training link on how to file C5 reports:

https://us02web.zoom.us/rec/play/uHaA3vDzR2T8oMjUSkgSeN0va56AGWPmk2Eqshgcc7LHMVYTedqzUHWox42jvAav KViPJlzeeVCI3m34.w8pfMVeWLE7E-A7Y?