



For the 2020 Election, the City Clerk's Office has launched an online electronic filing system, called the E-Filing System, for all filers (officeholders, candidates, political action committees and anyone required to file the Schedule ATX.1 or Schedule ATX 8). **All filers must electronically file all campaign finance reports starting with the July 15, 2020 Report.**

The new E-Filing System will streamline the filing process by allowing filers to file their reports from any location at their convenience by providing built in validation checks to reduce errors on the reports and eliminate the requirement for filers to submit a separate data file. Please refer to the 2020 Filing Schedule located on the [November 2020 Election Webpage](#) for a complete list of filing deadlines.

### **Who must use the E-Filing System**

**All filers must electronically file all campaign finance reports starting with the July 15, 2020 Report.**

Filers will be able to file the following reports using the E-Filing System:

- Texas Ethics Commission Candidate/Officeholder Campaign Finance Report (C/OH Forms)
  - Semi-Annual Report (C/OH Form) for Candidates, Officeholders and PACs
  - 30<sup>th</sup> Day Pre-Election Report (C/OH Form) for Candidates, Officeholders and PACs
  - 8<sup>th</sup> Day Pre-Election Report (C/OH Form) for Candidates, Officeholders and PACs
  - Candidate/Officeholder Report of Unexpended Contributions
  - C/OH Final Report
  - 15<sup>th</sup> Day after Campaign Treasurer Appointment Report
  - Exceeded \$500 Limit Report
- Texas Ethics Commission Correction Affidavit for Candidate/Officeholder (COR-C/OH Form)
- Statement of Financial Information (SFI) for Candidates and Officeholders
- Personal Financial Statement (PFS) for Candidates and Officeholders
- Schedule ATX 1 – Direct Campaign Expenditures
- Schedule ATX 5 – Bundling Report
- Schedule ATX 7 – Pre-Election Report – Candidates
- Schedule ATX 7 – Pre-Election Report – Political Action Committees
- Schedule ATX 8 – Report of Covered Transfers Supporting Direct Campaign Expenditures (for anyone required to file)
- *Schedule ATX.6 Exemption Statement is no longer required*

### **Requesting an Account for the E-Filing System**

In order to file electronically and obtain an E-Filing account and password, candidates and political action committees will need to submit the following two forms to the City Clerk's Office:

- Appointment of a Campaign Treasurer by a Candidate (CTA)
- Campaign Finance Contact Form

The CTA form will still be required to be submitted in hard copy to the City Clerk's Office. The CTA form can be accessed by the following link: <https://www.ethics.state.tx.us/forms/coh/cohfrm.php>.

The Campaign Finance Contact Form can be filled out and submitted online by the following link: [https://cityofaustin.formstack.com/forms/campaign\\_finance\\_contact\\_form](https://cityofaustin.formstack.com/forms/campaign_finance_contact_form). In order to prevent any delay in filing your report, please submit the Contact Form at least one business day in advance of filing your campaign finance report.

Once both forms have been submitted, the City Clerk's Office will create a user account in the E-Filing System for the filer. The filer will receive an email from [donotreply@ethicsefile.com](mailto:donotreply@ethicsefile.com) email address with the filer's "Filer ID" and full login information.

The E-Filing System can be accessed by the following link: <https://austintexas.ethicsefile.com/EFLFilerWeb/pages/login/statewideLogin>.

### **Training and One-On-One Assistance**

The City Clerk's Office will host a series of training to introduce filers (Candidates and Political Action Committees) to the E-Filing System. Below is a list of dates and times of scheduled trainings. Attendees must register at least two business days in advance by calling the City Clerk's Office at 512-974-2210 or emailing the City Clerk's Office at: [efiling@austintexas.gov](mailto:efiling@austintexas.gov).

- June 22 at 10:00 a.m. – 12:00 p.m. (PAC's are required only for the first hour)
- June 26 at 2:00 – 4:00 p.m. (PAC's are required only for the first hour)
- July 7 at 10:00 a.m. – 12:00 p.m. (PAC's are required only for the first hour)
- July 8 at 2:00 – 4:00 p.m. (PAC's are required only for the first hour)

All trainings will be hosted at City Hall, located at 301 W. 2<sup>nd</sup> Street. As needed, the City Clerk's Office will announce more trainings leading up to filing deadlines occurring in the fall of 2020.

Any **candidate** requiring access to a computer to file their reports electronically may schedule a time with the City Clerk's Office, located at City Hall, 301 W. 2<sup>nd</sup> Street. The City Clerk will have a computer available on the following dates during the business hours of 8 AM – 4 PM, Monday through Friday:

- July 14 (July 15 C/OH Report)
- July 15 (July 15 C/OH Report)
- August 18 (SFI and PFS Reports)
- August 19 (SFI and PFS Reports)

To schedule a computer reservation on the dates listed above, please call the City Clerk's Office at 512-974-2210 or email the City Clerk's Office at [efiling@austintexas.gov](mailto:efiling@austintexas.gov).