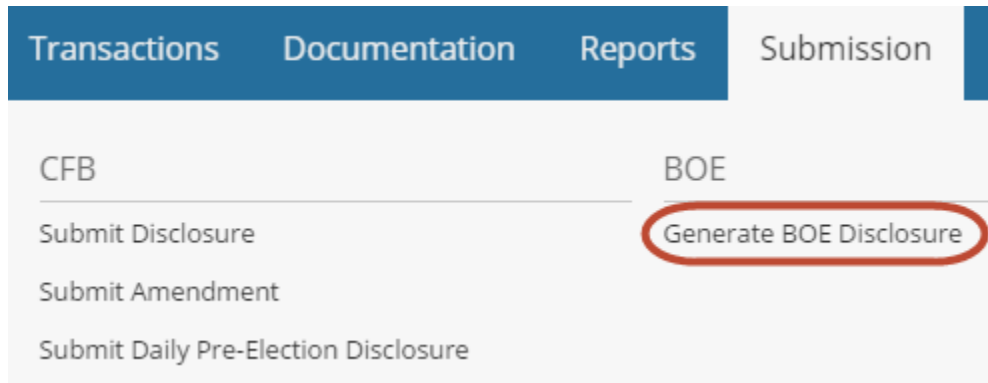


Help Content: BOE Submission

GENERATE BOE DISCLOSURE

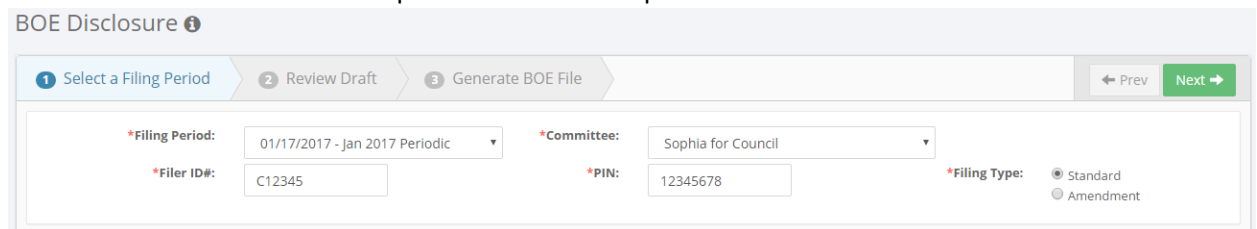
1. Go to Generate BOE Disclosure.

Click **Submission** and then **Generate BOE Disclosure**



2. Generate a draft report.

- **Filing Period:** From the drop-down menu, select the period for which you are submitting the statement.
- **Committee:** If your campaign has more than one CFB committee, select the applicable committee.
- **Filer ID# and PIN:** Enter the Filer ID number and PIN assigned to you by the NYS BOE.
- **Filing Type:** If this is the first time you are filing for the disclosure period, select **Standard**. If you are amending a report you’ve already previously, select **Amendment**.
- **Unitemized Amounts & Initial Summary Information:** If these are applicable to your campaign, enter the information and/or carefully review any information automatically populated by C-SMART.
- Click the **Next** button to proceed to a draft report.



CANDIDATE SERVICES TIP(S):

- ✓ *If you need to file a No-Activity Report, 24-Hour Notice, or In-Lieu-Of Statement, click the applicable link at the bottom of the **Select a Filing Period** screen. C-SMART will not let you generate a report for a period in which there is no activity.*

3. Review the draft report.

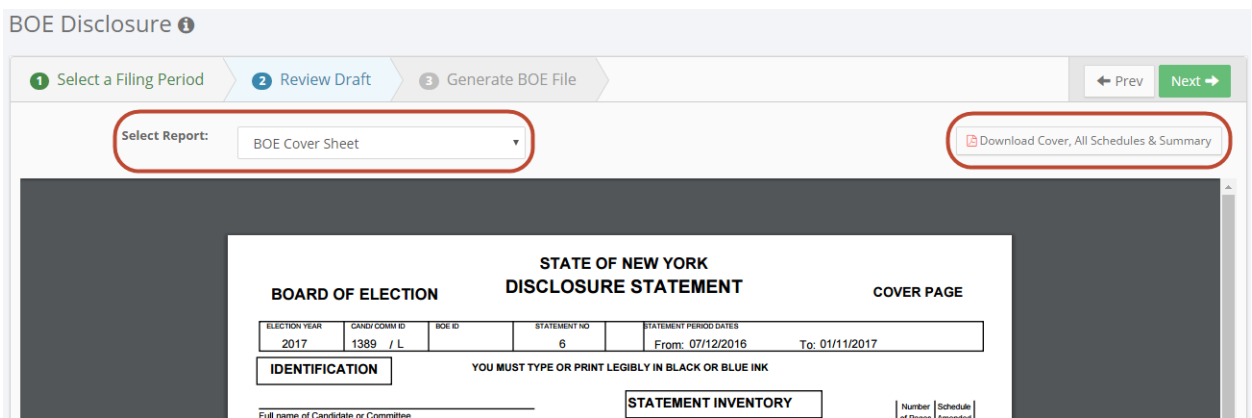
C-SMART will present the BOE Cover Sheet, which displays your committee information and totals for the reporting period. Review the Statement Inventory to confirm totals of all

transactions. To view individual transaction types, use the drop-down menu to select a particular schedule. Each schedule contains a different category of transactions.

If you wish to print and/or save the Cover Sheet, Summary, and all schedules, click the **Download Cover, All Schedules & Summary** button. Or, if you wish to print and/or save particular transaction types, select the schedule(s) from the drop-down menu and use your browser’s print and save functions. When you are ready to submit the final report, click **Next**.

CANDIDATE SERVICES TIP(S):

- ✓ *Closely review the draft before submitting the final statement and compare the information to the campaign’s bank and other records to ensure the information is complete and accurate.*



4. Download your file.


To submit your statement to the NYS BOE, you will download the report from C-SMART and send it to the BOE by email. Click the green **Download File** button, which will start the automatic download. Do not open the file. Instead, simply locate where your browser places automatic downloads.

BOE Disclosure


1 Select a Filing Period > 2 Review Draft > 3 Generate BOE File

Important Next Steps:
To complete your filing, you must email the file to the State BOE.

Step 1: Download your file: **C12345.17J**



Step 2: Attach the file to a new e-mail and send to efsfiling@elections.ny.gov

If you have any questions, contact your Candidate Services Liaison at (212) 409-1800 or CSUMail@nyccfb.info.
For your own records,  [Download Cover, Schedules & Summary](#).

5. **Send your file.**


Once the file has downloaded, attach it to a new email and send it to efsfiling@elections.ny.gov.

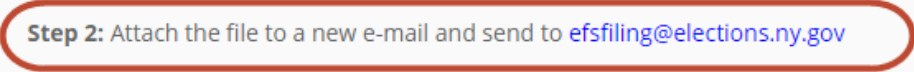
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