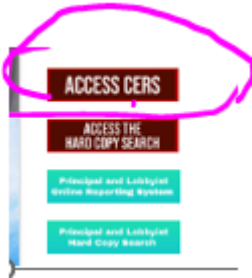


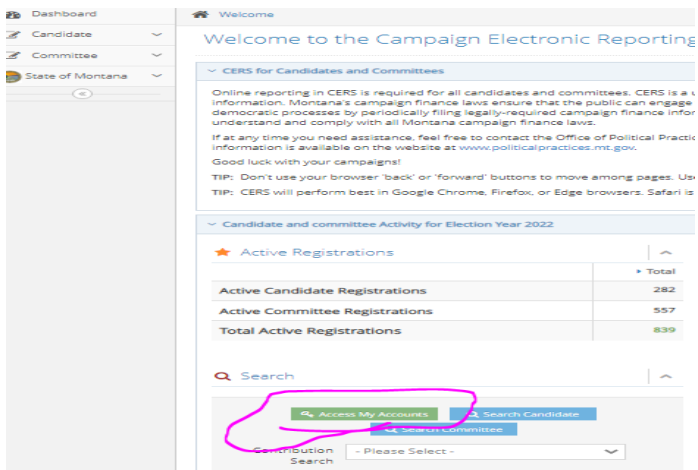
## How to file the C1 or C1A on CERS: "Statement of Candidacy"

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.**



**This is what you will see if you have not filed electronically in the past:**

- **click on ADD NEW REGISTRATION**

The screenshot shows a search interface with tabs for 'Candidates', 'Committees', 'Access ID', and 'Search'. On the left, there are search filters: 'Candidate Search', 'Committee Search', 'Contribution Search', 'Expenditure Search', and 'How to Search CERS'. The main search area contains fields for 'Last Name' (with 'lastname' entered), 'First Name' (with 'firstname' entered), 'Middle Initial', 'Election Year' (a dropdown menu), 'Campaign Type' (a dropdown menu), 'Office Sought' (a dropdown menu), 'County' (a dropdown menu), and 'Political Party' (a dropdown menu). At the bottom, there are three buttons: '+ Add New Registration' (circled in pink), 'Search Candidate', and '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 the C1A – Statement of Candidacy:

The screenshot shows the 'Register for Statement of Candidate' form. At the top, it says 'Register for Statement of Candidate » to be filed for Statewide, State District, County, Municipal, or School Office.' Below this is a dropdown menu for '\*Campaign Type' with 'City' selected and highlighted in yellow. The form is divided into several sections: 'County, Municipal, or School Office Registration', 'Candidate Information', 'CCPP Administration', 'Campaign Treasurer Information', and 'Deputy Treasurer Information'. The 'Candidate Information' section includes fields for '\*Last Name' (with 'lastname' entered), '\*First Name' (with 'firstname' entered), 'MI', '\*Mailing Address', '\*City', '\*State' (with 'Montana' selected), '\*Zip', '\*Physical Address', 'City', 'State' (with '- Please Select -' selected), 'Zip', 'Home Phone', 'Alternate Phone', 'Official campaign email address', '\*Election Year' (with '2023' selected and highlighted in yellow), '\*Office Sought' (with '- Please Select -' selected), '\*Resident County' (with '- Please Select -' selected and highlighted in yellow), '\*Political Party' (with '- Please Select -' selected), and a radio button selection for reporting status. Below this is a section for '\*Bank Name', '\*Bank Address', 'City', 'State' (with '- Please Select -' selected), and 'Zip'. The 'Campaign Treasurer Information' section includes fields for '\*Last Name', '\*First Name', 'MI', '\*Mailing Address', '\*City', '\*State' (with 'Montana' selected), '\*Zip', '\*Physical Address', 'City', 'State' (with '- Please Select -' selected), 'Zip', 'Phone', 'Alternate Phone', and 'Email address'. The 'Deputy Treasurer Information' section has a table with columns for 'Name', 'Mailing Address', 'Physical Address', 'Phone', 'Alternate Phone', and 'Email Address', and buttons for 'Add', 'Edit', and 'Delete'. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in pink.

- 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 CIA (Statement of Candidate) filing required. You are done!***

Helpful Links:

Reporting Calendars : [Reporting Calendars \(mt.gov\)](#) (Calendar and Training Schedule)

Candidate and committee information: [Candidate and Committee Information \(mt.gov\)](#)