

Current Users of IDIS v2.0 – Transferring Data from IDIS v2.0 to v3.0

1. Open IDIS v2.0 and check to make sure all data is current.
2. Find your User Name/Filer Account by going into Committee Details in IDIS v2.0 and checking the Filer Account/Purpose tab. You will need that Filer Account/User Name and your Password every time you log into your file. The Filer Account in IDIS v2.0 is the User Name in IDIS v3.0.
3. Make sure the database is backed up before starting the transfer to IDIS v3.0 (to backup, click Actions, database, backup; select the backup location using the Browse button.)
4. From the home page click on Actions – Permanent Transfer of Committee.
5. Click on Export to XML for Transfer.
6. A ‘Transfer Committee – Export’ box appears.
7. Browse and select the Desktop and click OK.
8. You will see the desktop location in the browser field.
9. Click on Export.
10. The message ‘The Committee has been exported successfully’ will appear.
11. The XML file will be on your computer’s desktop with the Committee name underneath it.
12. Log onto the State Board of Elections website, www.elections.il.gov. Access the link to IDIS v3.0 either through the ‘Spotlight’ or ‘Committees’ on the home page.
13. On the IDIS v3.0 login page, type in your FID#/Username and password and click on Log In.
14. Once logged in, click on Actions – Permanent Transfer of Committee – Import from XML.
15. A Committee Import page will appear and again you will need to Browse and find the Committee’s XML file that you exported from IDIS v2.0.
16. Once you locate the XML file, highlight it and click Open.
17. The file location will appear in the browser field.
18. Click on Import. Please wait. This may take a few moments depending on the size of your XML file.
19. Once it is complete, it will read ‘Import complete’. Click OK.
20. From this point on, IDIS v3.0 is very similar to IDIS v2.0. If you need assistance, you may refer to the HELP text or contact any member of the Campaign Disclosure staff at 217-782-4141 (Springfield) or 312-814-6440 (Chicago).

Once you export the Committee you can no longer use IDIS v2.0. From that point forward, you must go to www.elections.il.gov in order to access your committee’s file. A committee may only be transferred one time into IDIS v3.0.