

Electronic Filing of Campaign Disclosure Reports



STATE BOARD OF ELECTIONS
CAMPAIGN DISCLOSURE DIVISION

WHO IS REQUIRED TO FILE DISCLOSURE REPORTS ELECTRONICALLY?

If a political committee has \$10,000 or more in receipts or expenditures, or has a balance of \$10,000 or more at any time during a reporting period, its disclosure reports must be filed electronically. Once a committee passes the electronic filing threshold it must file all reports electronically, even if it drops back below the threshold. If a committee is required to file electronically, paper filings of reports will no longer be acceptable. The Board encourages all political committees to file electronically, even if they do not reach the mandatory electronic filing threshold. Committees that have not reached the threshold have the option of filing any given report electronically or on paper.

WHAT IS IDIS?

IDIS stands for Illinois Disclosure Information System. It is the electronic filing system provided free of charge by the State Board of Elections for use by political committees filing Illinois campaign disclosure reports. The most current version of IDIS is IDISv3.0. This is a web-based program, allowing users to prepare and file their reports electronically without downloading filing software to their computers. The program can be accessed from multiple computers, and more than one person can enter data at the same time. Committee data is stored on the Board's secure server, and is automatically backed up and saved.

To prepare a report using IDIS, all you have to do is enter some basic information about your committee, then enter information about receipts and expenditures. IDIS will prepare the report and all necessary schedules. IDIS will compute all totals, determine whether data should be itemized and determine if an employer and occupation must be disclosed. IDIS requires that you enter names and addresses only once. After that, they will be available for all subsequent filings and can easily be changed if needed. You can view a report at any time and see what it would look like if filed at that point. You can also use a validator feature to determine if there are any errors on the report or if information required by law is missing (such as an address, employer and occupation information or a description of an expenditure). The program will also prompt you if a report or amendment needs to be filed.

The IDIS program can be used with any computer, provided it has an active internet connection.

HOW CAN I START USING IDIS?

There is no actual software to download, but before you can begin using IDIS you must first set up a Filer Account with the State Board of Elections. Committees that filed reports using earlier versions of IDIS will already have an established Filer Account, and may continue to use that information for filing. A Filer Account consists of a user name and password, and can be obtained by calling Campaign Disclosure staff at the Board. The user name and password (chosen by the committee) serve as an electronic signature for filing reports. A report may be filed only if the password matches the security information on file with the Board, so it is important to keep the password and user name secure.

In order to obtain a Filer Account, a committee must choose a user name (no more than 12 characters long) and password (at least 6 characters, case-sensitive) and provide the name of at least one contact person, along with a phone number, 9-digit identification number unique to that person and an e-mail address (if possible). A second contact person may also be designated. Password and contact person information may be changed if necessary. Also, please keep in mind that a Filer Account can only be established after a committee has filed its Statement of Organization with the Board.

Once the Filer Account is established, the IDIS program is accessed from the Board website, www.elections.il.gov, either from a link in the Spotlight section of the homepage, or through a link on the Committees page of the website.

HOW DO I CHANGE A PASSWORD OR CONTACT PERSON?

If you need to change a password or add or change a contact person, call the Board. The information can only be changed if a current contact person contacts the Board and provides his 9-digit personal identification number. This is why two contact people are recommended, even though only one is required. It is also recommended that a new password be selected whenever there is a change in committee officers or contact people.

CAN ALL DISCLOSURE REPORTS BE FILED ELECTRONICALLY?

Most reports can be filed electronically, with two exceptions: A D-1 Statement of Organization cannot be filed electronically; a Schedule A-1 may be filed electronically, but an amendment of an A-1 may not. If a committee needs to amend a Schedule A-1 it should contact Board staff for assistance.

HOW CAN I BE SURE THE BOARD HAS RECEIVED MY FILING?

Reports may be filed electronically 24 hours a day, 7 days a week. Unlike paper reports, the Board office does not have to be open for reports to be filed via the Internet using IDIS v3.0.

When filing electronically, you will see a message informing you if the upload succeeded or failed. If the last message you see is 'Report SUCCESSFULLY filed', your report has been filed. You can then print a filing receipt from your computer, if desired.

If the report filing fails, the program will give you a message explaining why it failed. If you are unable to determine the meaning of the message, please contact the Board.

SHOULD A PAPER COPY BE FILED TOO?

If you file a report with the State Board of Elections electronically, do not also send a paper copy.

HOW CAN I VIEW ELECTRONICALLY FILED REPORTS ON THE INTERNET?

Reports filed electronically may be viewed on the Board website at www.elections.il.gov. Report information may also be printed or downloaded into a database from the website.

CAN IDIS BE USED TO CREATE MAILING LABELS?

Although IDIS is designed to be a record keeping and reporting system and not a campaign management system, it does provide the capability to create mailing labels.

WHERE DO I GET IDIS HELP?

The Board's Campaign Disclosure staff is able to provide instruction in using IDIS, and our IT staff can provide technical support. The program itself has a useful HELP feature that may be accessed from any window.

IDIS training may be arranged by calling either the Springfield or Chicago office. However, we recommend not waiting until the last few days of a filing period to learn how to use the software or file reports – staff availability may be limited at that time.

For more information, complete guidelines, and rules and regulations as set forth by the State Board of Elections, write, call, FAX or e-mail the:

Illinois State Board of Elections
2329 S MacArthur Blvd
Springfield, IL 62704
(217) 782-4141
(800) 527-VOTE (8683)
(217) 782-5959 (FAX)
(217) 782-1518 (TDD)
webmaster@elections.il.gov

or

Illinois State Board of Elections
James R. Thompson Center
100 West Randolph, Suite 14-100
(312) 814-6440
(800) 923-VOTE (8683)
(312) 814-6485 (FAX)
(312) 814-6431 (TDD)

Information including the law, rules and regulations, forms, calendar, and a glossary of terms may be obtained by accessing the State Board of Elections website at www.elections.il.gov.

This brochure is not a complete or fully detailed digest, but an overview intended to help in understanding basic responsibilities under the law. Some of the language in this brochure is presented in simplified form, and should not be considered a substitute for applicable law.

For more complete and authoritative guidance concerning all areas of campaign financial disclosure, refer to actual statutory language and to the State Board of Elections Rules and Regulations. Consultation with professional legal counsel is also encouraged. Additionally, assistance from the State Board of Elections or other governmental authorities, where jurisdiction exists, is encouraged.

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