

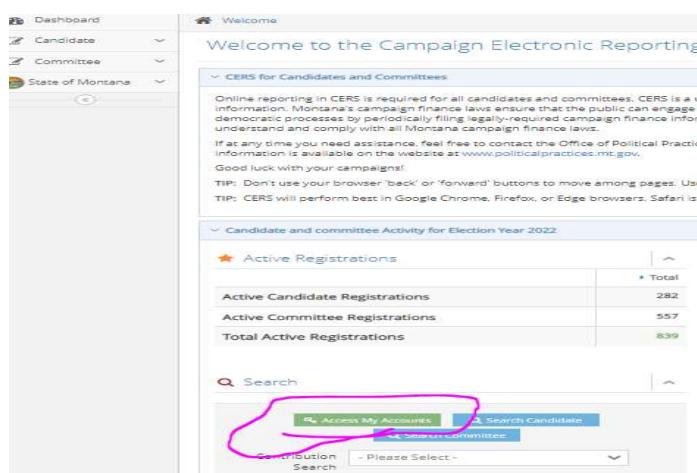
How to file the C1 or C1A on CERS: "Statement of Candidacy"

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**

Candidates Committees  Access ID 

Candidate Search	Last Name <input type="text" value="lastname"/>	Campaign Type 
Committee Search	First Name <input type="text" value="firstname"/>	Office Sought 
Contribution Search	Middle Initial <input type="text"/>	County 
Expenditure Search	Election Year 	Political Party 
How to Search CERS	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="+ Add New Registration"/> <input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px;" type="button" value="Search Candidate"/> <input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px;" type="button" value="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:

Register for Statement of Candidate to be filed for Statewide, State District, County, Municipal, or School Office.

*Campaign Type: City 

County, Municipal, or School Office Registration

+ Candidate Information

*Last Name <input type="text" value="lastname"/>	*First Name <input type="text" value="firstname"/>	MI <input type="text"/>
*Mailing Address		
*City <input type="text"/>	*State 	*Zip <input type="text"/>
Physical Address		
City <input type="text"/>	State 	Zip <input type="text"/>
Home Phone 	Alternate Phone 	
Official campaign email address <input type="text"/>		
*Election Year 	*Office Sought 	
*Resident County 	*Political Party 	
<input type="checkbox"/> <small>(Select one) Statement of Reporting Status</small> <input checked="" type="radio"/> <small>B) I certify that the total amount of contributions or expenditures will not exceed \$500 (including personal funds); however if more than \$500 is received and/or expended, within 5 days of reaching this threshold I will file an initial financial report (Form C-5) and I will file additional financial reports according to schedule.</small> <input type="radio"/> <small>C) I expect to receive contributions and/or make expenditures exceeding \$500 (including personal funds). I will file financial reports (Form C-5) according to schedule.</small>		
*Bank Name <input type="text"/>		
*Bank Address <input type="text"/>		
*City <input type="text"/>	*State 	*Zip <input type="text"/>

+ COPP Administration

+ Campaign Treasurer Information

*Last Name <input type="text" value="lastname"/>	*First Name <input type="text" value="firstname"/>	MI <input type="text"/>
*Mailing Address		
*City <input type="text"/>	*State 	*Zip <input type="text"/>
Physical Address		
City <input type="text"/>	State 	Zip <input type="text"/>
Phone 	Alternate Phone 	
Email address <input type="text"/>		

+ Deputy Treasurer Information

<input type="checkbox"/> Name <input type="text"/>	Mailing Address <input type="text"/>	Physical Address <input type="text"/>	Phone <input type="text"/>	Alternate Phone <input type="text"/>	Email Address <input type="text"/>
<input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px;" type="button" value="Add"/> <input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px;" type="button" value="Edit"/> <input style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px;" type="button" value="Delete"/>					

 Save 

- 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 C1A (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 \(mt.gov\)](#)