

Memorandum

To: General Assembly candidate committees

From: Campaign Finance Division

Date: 12/16/2014

Re: Processing fee for paper reports

1VAC20-90-20. Filing Fee:

This regulation requires all General Assembly members which file their campaign finance reports on paper with the State Board of Elections to pay a \$25 administrative fee per report filed (to include large pre-election contribution reports). The payment is due by the deadline for filing the report or the report will not be considered timely filed. Indigent committees may request a waiver from the State Board of Elections.

If you do not wish to pay this fee you may file electronically using the Department of Elections' (ELECT) online application called COMET. Getting started is easy. Simply follow the instructions below to create a new user account and campaign committee statement of organization.

E-filing Instructions for the COMET System:

Creating a New Account

To begin using COMET, Click here: <https://cf.sbe.virginia.gov>.¹

Once you reach the COMET log on page, the application will prompt you click the "Register here" link if you don't have an account. This link will take you to the "Create a New Account" page.

Enter a valid e-mail address and choose a secure password. The password must be at least 8 characters long and contain at least 1 number and 1 upper case letter.

¹ For more detailed help you can access the COMET user's manual here:
<http://elections.virginia.gov/Files/CandidatesAndPACs/COMET/COMETUserManual.pdf>

Type the verification words shown in the picture in the text box below. If you cannot read what is in the picture, click the top button on the bar immediately to the right of the picture to change the words. To submit your registration click the yellow “Register” button. You should then see a screen that says “Register Success.”

Shortly after registering, you should receive an email with a link to a special activation log on screen.² Proceed to the activation log on page and enter your account information in the space provided. Then click the yellow “Log On” button.

You should be taken to a page where you will be prompted to enter your contact information. You must enter the required information before you can use the system. Required fields are indicated by asterisk.

After clicking the yellow “Create” button, you should be taken to your COMET home screen.

Creating a New Statement of Organization

Once you register as a user and login you will see links to file Statement of Organizations (SOOs) for the different committee types. Click on the link for your committee type to create a new SOO and enter your information in the required fields. When you’re done, highlight “Submit Statement of Organization” radio button. Then click the yellow “Save” button, this electronically submits the Statement to ELECT.

After submission you will be taken back to your homepage. You should be prompted to print, sign, and mail ELECT a copy of your SOO. Your committee is officially registered once ELECT has received and accepted your printed and signed SOO.

Current Paper Filers

If you are already filing paper reports and want to switch to electronic filing, please call Rise Miller at ELECT to get access to COMET. You can reach her at (804) 864-8921 or at rise.miller@elections.virginia.gov.

² If you do not receive the e-mail within 15 minutes, try registering again.