DOs and DON'Ts – Some pointers to assist you with using your software

DO update your software to the latest version before submitting a report.

DO backup your software regularly. If your computer crashes, and you have no backup, all data will be lost. See the topic Backup your Database for more details.

DO remember to email a completed report to the State Board of Elections. Reports are not transmitted automatically; you must attach a report to an email and send to the appropriate address.

DO remember to mail or hand deliver a signed cover page for each electronic report you file, including amendments. Report cover pages should be postmarked or hand-delivered by the report due date.

DON'T enter duplicate names in the database. When entering transactions you should use the Find Contributor or Find Payee buttons <u>FIRST</u>. Only if you do not locate a name in your database should you use Add Contributor or Add Payee. If you find that you have already entered duplicate names in the database, there are instructions in the software help files to correct this. Go to Help→ CF Remote Help, select "Other" from the content list and then select "Removing Duplicate Names from CF Remote Software."

DON'T select "Print Report" in the Method drop-down box on the Save Official Report screen. If you intend to file electronically via e-mail, you must choose the "Save File to Disk" option. If you wish to print your report to review it prior to submitting it, you should go to Reporting→ Report Information, highlight the report you wish to print, select "View Report," and print using the printer icon in the top left hand corner.