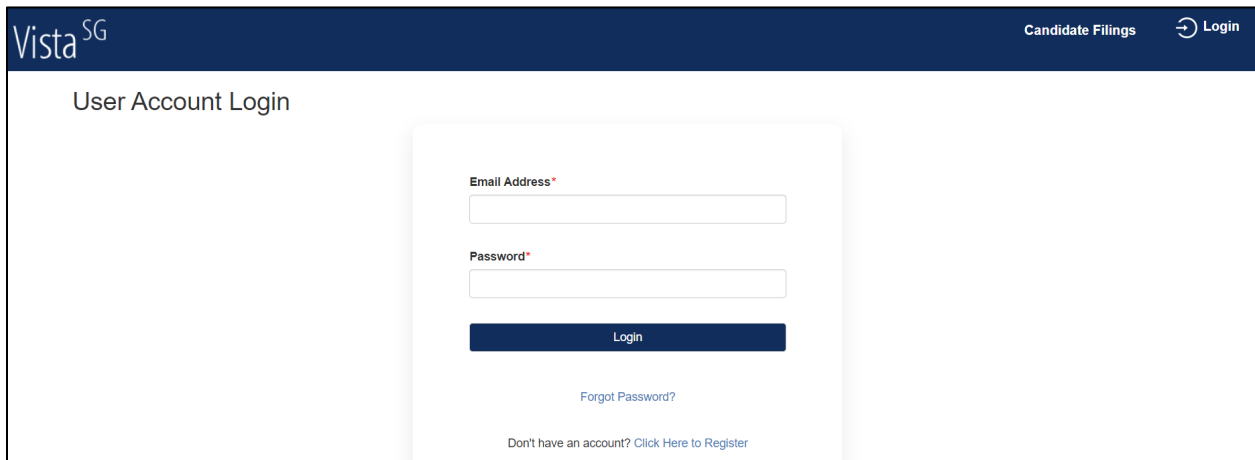


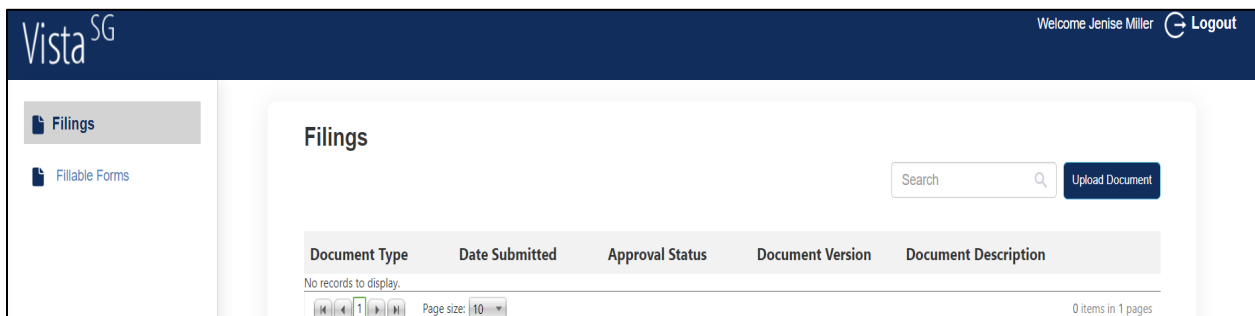
Filling out forms on Campaign Finance Portal for Karnes County (VistaSG)

1. Go to the log in page: <http://cf.vistasg.com/KarnesCo/Login.aspx>
At the top right of the screen, click on Login or fill out the information below: email address and password. If you have not already set up an account, click on the blue ink that says “Click Here to Register”

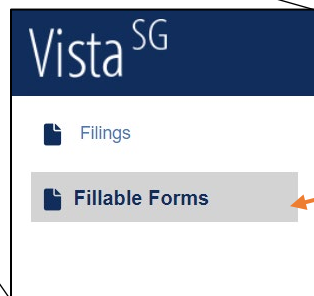


The screenshot shows the VistaSG User Account Login page. At the top left is the VistaSG logo. At the top right, there are links for "Candidate Filings" and "Login". The main heading is "User Account Login". Below this is a white box containing a login form with two input fields: "Email Address*" and "Password*". Below the fields is a blue "Login" button. Underneath the button are links for "Forgot Password?" and "Don't have an account? Click Here to Register".

2. Once you are logged in, it will show your name at the top right: “Welcome John Doe”
If you have previously started reports or submitted reports, they will show up under the Filings area.
Reports to fill out are all listed to the left of the screen, under the words Vista SG. Click on **Fillable Forms**.



The screenshot shows the VistaSG Filings page. At the top left is the VistaSG logo. At the top right, it says "Welcome Jenise Miller" and "Logout". On the left side, there is a sidebar with two menu items: "Filings" and "Fillable Forms". The main content area is titled "Filings" and contains a search bar, an "Upload Document" button, and a table with columns: "Document Type", "Date Submitted", "Approval Status", "Document Version", and "Document Description". Below the table, it says "No records to display." and "Page size: 10". At the bottom right, it says "0 items in 1 pages".



Click on **Fillable Forms**

The forms will open up on your page. The forms are listed on two pages, so if you do not see the form that you are looking for, click on page 2 at the bottom of the page.

Document Type	Document Description	Document Version
Form AJCTA	Amended appointment of a campaign treasurer by a judicial candidate	Revised 1/1/2022
Form CIQ	Conflict of interest questionnaire for vendor doing business with local governmental entity	Revised 1/1/2021
Form CIS	Local government officer conflicts disclosure statement	Revised 8/17/2022
Form JCTA	Appointment of a campaign treasurer by a judicial candidate	Revised 1/1/2022
Form COR_COH	Correction/Amendment affidavit for candidate/officeholder	Revised 4/16/2021
Form ACTA	Amended appointment of a campaign treasurer by a candidate	Revised 1/1/2022
Form AS IF-SPAC	As if-specific-purpose committee campaign finance report	Revised 12/08/2020
Form CFCP	Code of fail campaign practices	Revised 1/1/2021
Form C/OH	Candidate/Officeholder campaign finance report	Revised 8/17/2020
Form UD	Unsworn declaration	Revised 7/9/2020

Most local candidates are going to be filling out the form C/OH – when you click on the word Form C/OH the below picture will open up on your screen. When you have finished, you can save the form or submit the form. When you submit the form, the Elections Office will receive an email and then we will process your upload and it will be posted to the website.

CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT		FORM C/OH COVER SHEET PAGE 1	
The C/OH Instruction Guide explains how to complete this form.		1 Filer ID (Ethics Commission Filers)	2 Total pages filed:
3 CANDIDATE / OFFICEHOLDER NAME	MS / MRS / MR FIRST MI	OFFICE USE ONLY	
	NICKNAME LAST SUFFIX		
4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS <input type="checkbox"/> Change of Address	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE	Date Received	
	AREA CODE PHONE NUMBER EXTENSION	Date Hand-delivered or Date Postmarked	
6 CAMPAIGN TREASURER NAME	MS / MRS / MR FIRST MI	Receipt #	Amount \$
	NICKNAME LAST SUFFIX	Date Processed	
		Date Imaged	