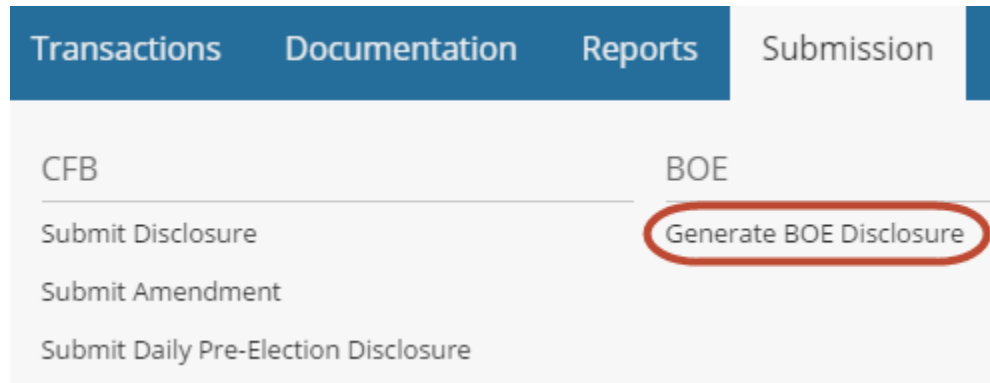


Help Content: BOE Submission**GENERATE BOE DISCLOSURE****1. Go to Generate BOE Disclosure.**

Click **Submission** and then **Generate BOE Disclosure**

**2. Generate a draft report.**

- **Filing Period:** From the drop-down menu, select the period for which you are submitting the statement.
- **Committee:** If your campaign has more than one CFB committee, select the applicable committee.
- **Filer ID# and PIN:** Enter the Filer ID number and PIN assigned to you by the NYS BOE.
- **Filing Type:** If this is the first time you are filing for the disclosure period, select **Standard**. If you are amending a report you've already previously, select **Amendment**.
- **Off Cycle:** If you need to generate an off-cycle report and/or a report immediately following an off-cycle report, click **Off Cycle** after selecting the filing period and the committee and entering your filer ID and PIN. Enter the off-cycle report's cut-off date. After you click Next, you will be prompted to generate and download two separate files: one will be the off-cycle report and the other will be the subsequent disclosure report.
- **Unitemized Amounts & Initial Summary Information:** If these are applicable to your campaign, enter the information and/or carefully review any information automatically populated by C-SMART.
- Click the **Next** button to proceed to a draft report.

CANDIDATE SERVICES TIP(S):

- ✓ *If you need to file a No-Activity Report, 24-Hour Notice, or In-Lieu-Of Statement, click the applicable link at the bottom of the **Select a Filing Period** screen. C-SMART will not let you generate a report for a period in which there is no activity.*

BOE Disclosure ?

1 Select a Filing Period 2 Review Draft 3 Generate BOE File ← Prev Next →

*Filing Period: 01/17/2017 - Jan 2017 Periodic *Committee: Sophia for Council

*Filer ID#: C12345 *PIN: 12345678 *Filing Type: Standard Amendment

Off Cycle Unitemized Amounts Initial Summary Information

Report Period Codes (BOE File Name)

A - 32 day Pre-Primary
 B - 11 day Pre-Primary
 C - 10 day Post-Primary
 D - 32 day Pre-General
 E - 11 day Pre-General
 F - 27 day Post-General
 J - January Periodic
 K - July Periodic
 L - Off Cycle

BOE Non-Itemized Report & Notifications

[No-Activity Report](#)
[24-Hour Notice](#)
[In-Lieu-Of Statement](#)

3. Review the draft report.

C-SMART will present the BOE Cover Sheet, which displays your committee information and totals for the reporting period. Review the Statement Inventory to confirm totals of all transactions. To view individual transaction types, use the drop-down menu to select a particular schedule. Each schedule contains a different category of transactions.

If you wish to print and/or save the Cover Sheet, Summary, and all schedules, click the **Download Cover, All Schedules & Summary** button. Or, if you wish to print and/or save particular transaction types, select the schedule(s) from the drop-down menu and use your browser’s print and save functions. When you are ready to submit the final report, click **Next**.

CANDIDATE SERVICES TIP(S):

- ✓ *Closely review the draft before submitting the final statement and compare the information to the campaign’s bank and other records to ensure the information is complete and accurate.*

BOE Disclosure ?

1 Select a Filing Period 2 Review Draft 3 Generate BOE File ← Prev Next →

Select Report: BOE Cover Sheet [Download Cover, All Schedules & Summary](#)

STATE OF NEW YORK
BOARD OF ELECTION DISCLOSURE STATEMENT COVER PAGE

ELECTION YEAR	CANDY COMM ID	BOE ID	STATEMENT NO	STATEMENT PERIOD DATES
2017	1389 / L		6	From: 07/12/2016 To: 01/11/2017

YOU MUST TYPE OR PRINT LEGIBLY IN BLACK OR BLUE INK

IDENTIFICATION

STATEMENT INVENTORY

Number of Pages | Schedule Attached

Full name of Candidate or Committee

4. Download your file.

To submit your statement to the NYS BOE, you will download the report from C-SMART and send it to the BOE by email. Click the green **Download File** button, which will start the automatic download. Do not open the file. Instead, simply locate where your browser places automatic downloads.

The screenshot shows the 'BOE Disclosure' interface with a progress bar at the top containing three steps: '1 Select a Filing Period', '2 Review Draft', and '3 Generate BOE File'. Below the progress bar, the text reads 'Important Next Steps: To complete your filing, you must email the file to the State BOE.' This is followed by 'Step 1: Download your file: C12345.17J'. A green button with a download icon and the text 'Download File' is highlighted with a red circle. Below this, 'Step 2: Attach the file to a new e-mail and send to efsfiling@elections.ny.gov' is visible. At the bottom, there is contact information for the Candidate Services Liaison and a link to 'Download Cover, Schedules & Summary'.

5. Send your file.

Once the file has downloaded, attach it to a new email and send it to efsfiling@elections.ny.gov.

This screenshot is identical to the one above, showing the 'BOE Disclosure' interface. However, in this version, the 'Download File' button is not highlighted. Instead, the text 'Step 2: Attach the file to a new e-mail and send to efsfiling@elections.ny.gov' is highlighted with a red circle. The rest of the interface, including the progress bar and contact information, remains the same.