

VistaSG Campaign Finance User Guide

Vista^{SG}

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Using the VistaSG Campaign Finance Tool

Using VSG Campaign Finance makes it easy for Election Officials and Candidates to stay in compliance with candidate finance documents.

Candidates can easily create and maintain their own login, submit documents with filable forms or by uploading. Email notifications are sent to both the candidates and elections officials to notify of new documents and status changes.

Elections Officials with administrative access are then able to Reject or Publish the documents. The published documents are then viewable by the public online.

Candidates Account Set-Up:

Candidates will be able to set up their own account by following the steps below.

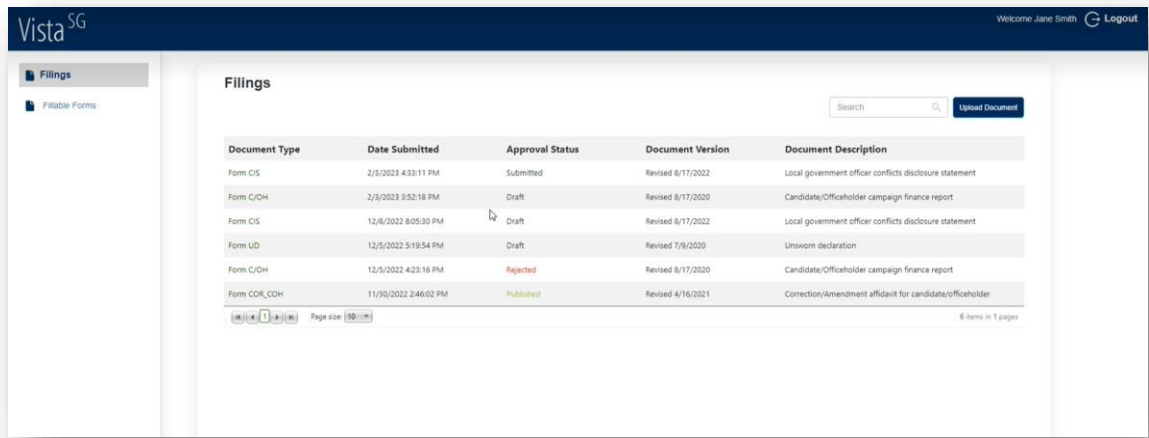
1. Select “Click Here to Register”

The screenshot shows the 'User Account Login' page. At the top left is the 'Vista SG' logo. At the top right are the links 'Candidate Filings' and 'Login'. The main heading is 'User Account Login'. Below this is a form with the following elements: 'Email Address*' input field, 'Password*' input field, a dark blue 'Login' button, a 'Forgot Password?' link, and a 'Click Here to Register' link which is circled in red.

2. Fill in the requested information, then select “Next”

The screenshot shows the 'User Account Info' page. At the top left is the 'Vista SG' logo. At the top right are the links 'Candidate Filings' and 'Login'. The main heading is 'User Account Info'. Below this is a form with the following elements: 'First Name*' input field, 'Last Name*' input field, 'Address1*' input field, 'Address2*' input field, 'City*' input field, 'State*' dropdown menu (showing 'Alaska'), 'Phone*' input field, 'Zip Code*' input field, and 'Select an Office*' dropdown menu (showing 'County Judge'). A dark blue 'Next' button is circled in red.

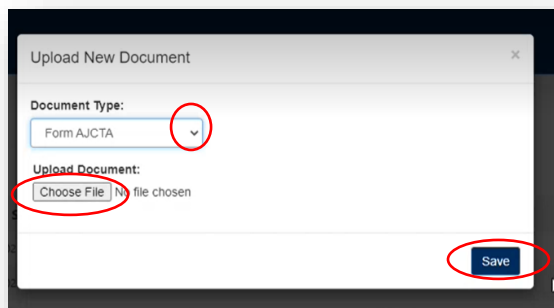
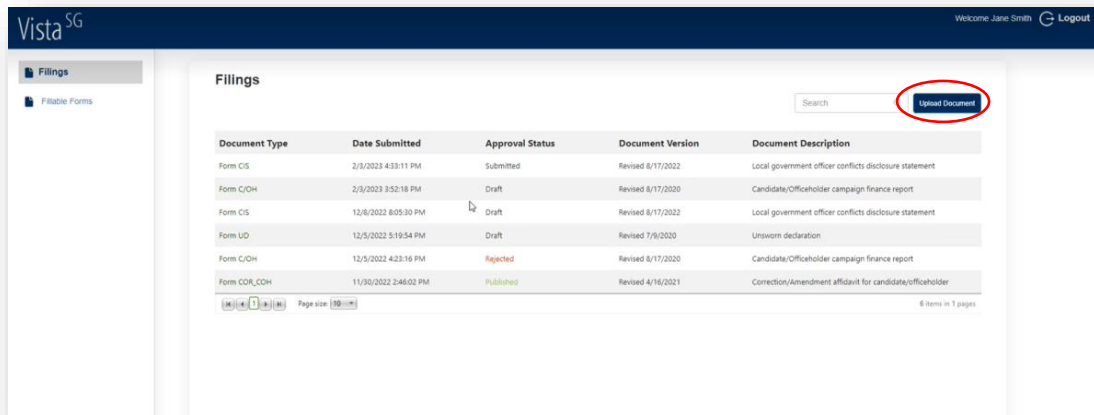
3. Candidates will see all of their filings under “Filings”
 - a. This will show the Document Type, Date Submitted, Approval Status, Document Version, and Document Description.



- To add additional files, the candidates have two options. They can upload OR fill in a fillable form.

To Upload a document

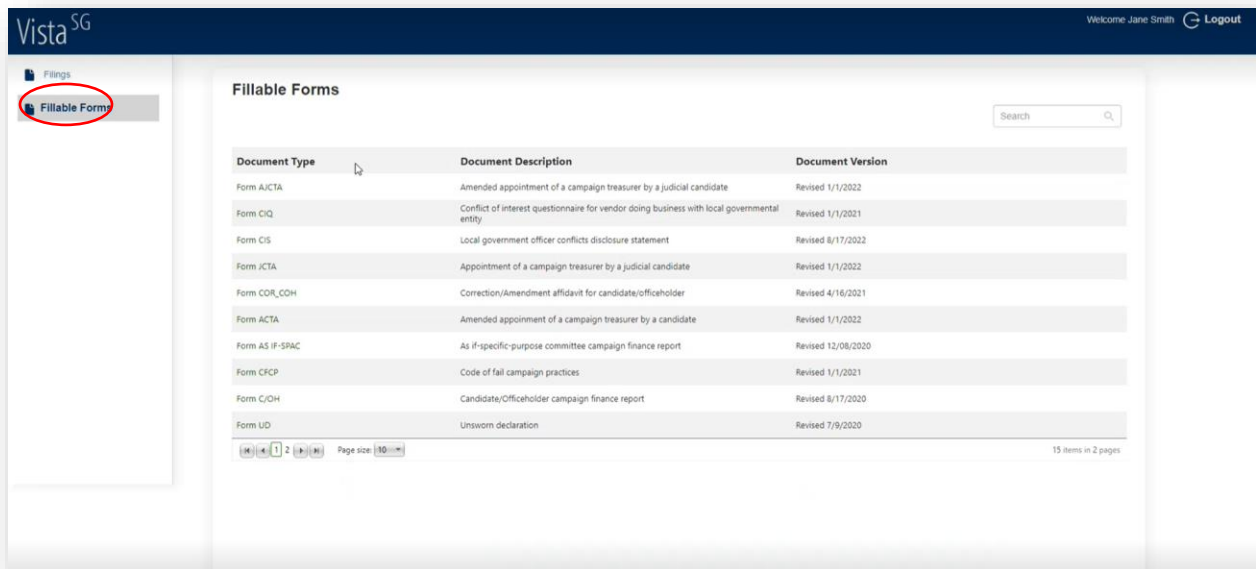
- To upload, click "Upload Document"



6. Select the document Type
7. Choose the file to upload
8. Select “Save”

To use fillable forms

9. Select “Fillable forms” on the left hand side of the screen.



10. Select the hyperlink of the “Document Type” this will take you to the fillable form.
11. Fill in the information on the forms.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ			
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		<table border="1"> <thead> <tr> <th>OFFICE USE ONLY</th> </tr> </thead> <tbody> <tr> <td>Date Received</td> </tr> <tr> <td>I</td> </tr> </tbody> </table>	OFFICE USE ONLY	Date Received	I
OFFICE USE ONLY					
Date Received					
I					
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p>[Redacted]</p>					
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>					
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p>[Redacted]</p> <p>Name of Officer</p>					
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p>[Redacted]</p>					
<p style="text-align: center;"> <input type="button" value="Save Draft"/> <input checked="" type="button" value="Submit"/> <input type="button" value="Revert to Last Saved"/> </p>					

12. Select "Submit" when it is ready to submit.

** Candidates can also select "save draft" to pick back up later OR "revert to last saved" to re-start from the last saved version.

Email Notifications for Candidates Submitting

Candidates will receive the email below when they successfully upload.

Your Document has been saved as draft successfully:

Document Name: Form CIQ
 Uploaded By: Jane Smith

Thanks,
 Team VistaSG