



# Electronic Filing System (EFS) Software Frequently Asked Questions

## Filer ID and PIN

**Q:** I've used the old (EFS V. 4.) software in the past. I'm now using the new (EFS V. 5.1) software. Do I need a new Filer ID and PIN?

**A:** No, your existing Filer ID and PIN should be used in the new EFS V.5.1 software.

## Starting Balance

**Q:** How do I know what my Starting Balance should be?

**A:** If this is your first report for this Filer ID, your Starting Balance will be \$0. If you have previously filed, go to <http://www.elections.ny.gov/CFViewReports.html> to search for your committee. Click on the summary page for the latest report submitted to NYSBOE from your committee. The ending balance will be the starting balance. Refer to Help/How to/Start a Session in the menu bar at the top of the software.

**Q:** I have reports in the old software (EFS V. 4.0) and need to find my Starting Balance for the new (EFS V. 5.1) software. How do I get the correct Starting Balance?

**A:** Go to <http://www.elections.ny.gov/CFViewReports.html> to search for your committee. Click on the summary page for the latest report submitted to NYSBOE from your committee. The ending balance will be the starting balance. Refer to Help/How to/Start a Session in the menu bar at the top of the software.

## Balances Don't Match

**Q:** My balances don't match. What's the quickest way to identify the balance error(s)?

**A:** Go to <http://www.elections.ny.gov/CFViewReports.html> to view the reports submitted. Start with the last report filed and work backwards until you find the error.

**Q:** When I created and printed my report(s) on the software, my balances were correct. Why was it different after I submitted the report(s)?

**A:** The NYSBOE website has the balance generated from the reports submitted. If your software balance does not match then check your Starting Balance in the new EFS V.5.1. The Starting Balance should be your closing balance of the report filed prior to using the new EFS V.5.1 software. Make

changes if needed. If the balance still does not match, then check the reports submitted to NYSBOE by going to <http://www.elections.ny.gov/CFViewReports.html> and check for errors.

## Changing from V 4.0 to 5.1

**Q:** Can files from the old (EFS V. 4.0) software open on the new (EFS V. 5.1) software without importing?

**A:** No, You will need to import each filing into the new software: *however it is not mandatory to import them into the new software unless you need to amend.* Refer to Help/How to/Import Disclosure Reports in the menu bar at the top of the software.

**Q:** I have reports in EFS V. 4.0 software. Do I need to import them into EFS V. 5.1 software?

**A:** It is not mandatory to import all filings from the old version of software. The new EFS V. 5.1 software has a feature that calculates your balance. You can start with the closing balance of your previous report, *making sure that it matches your balance on the NYSBOE website*, and start with the next filing due. If you have to amend an old filing, you will need to import that filing into the new EFS V.5.1 software. Otherwise, importing filings out of order could give you an incorrect running balance. Refer to Help/How to/Import Disclosure Reports in the menu bar at the top of the software.

## Now Using Mac

**Q:** I have my reports in the old (EFS V. 4.0) software on a PC. Now I'm using the new (EFS V. 5.1) software on a Mac. Do I need to import all of my reports? Do you have other recommendations?

**A:** It is not mandatory to import all filings from the old version of software. The new EFS V. 5.1 software has a feature that calculates your balance. You can start with the closing balance of your previous report, *making sure that it matches your balance on the NYSBOE website*, and start with the next filing due. If you have to amend an old filing, you will need to import that filing into the new EFS V.5.1 software. Otherwise, importing filings out of order could give you an incorrect running balance. Refer to Help/How to/Import Disclosure Reports in the menu bar at the top of the software.

## Backup Vs. Import

**Q:** When I install a new version of the software, is it easier to use the import function on my old reports or the backup tool?

**A:** Most filers (who use V. 4.0) will need to import each report separately. However, if you are a Beta Group member who used the test V. 5.1 software in January 2012, then it is easier to backup your reports using the backup tool, and then restore them.

## Submitting the Report

**Q:** How do I submit the report to you electronically?

**A.** Submitting a report requires two steps. First, you will need to click on **File** in the menu bar and choose **Export (Save to File) a Report to Send to NYSBOE**. Second, you will need to attach the report to an email and send it to [efsfiling@elections.ny.gov](mailto:efsfiling@elections.ny.gov).

Note: You need to select the report you want to submit to NYSBOE before going to **File** in the menu bar.

### Step 1: Export the Report

- Select the **Reporting Cycle**.  
For Primary, General, and Special Election reports, select the **Reporting Period** you want to submit.
- Click **File** then click **Export (Save to File) a Report to Send to NYSBOE**.  
Leave the **Amendment** check box unchecked and click **Continue**.
- Select the directory under **File Name** that you want to save your file to and click **Open**.  
The software will give your file a name, for loading purposes, that consists of your Filer ID, the last two digits of the year and the letter ending to match the report period code (i.e. A00000.10K). **Do not alter the name of the file.**

### Step 2: Email a Report

- Open your email account to write new or compose new mail.
- Type [efsfiling@elections.ny.gov](mailto:efsfiling@elections.ny.gov) in the **To:** address.
- Type **EFS Disclosure Report** in the **Subject**.
- Attach the exported disclosure report, saved in the **Export (Save to File) a Report** step, to the email and click **Send**.

## Amending

**Q:** I have a report in the old (EFS V. 4.0) software that needs to be amended, but I'm using the new (EFS V. 5.1) software now. How should I proceed?

**A:** To amend an old filing, you will need to import that filing into the new EFS V.5.1 software. Once imported, you can make the changes needed then follow the instruction to submit an amendment.

Note: If you are using the running balance feature of the new EFS V.5.1 software, importing filings out of order could give you an incorrect running balance. To continue to use the running balance feature of the software, import all sequential filings. e.g. Only 2012 filings exist in your current software. You need to import a 2010 filing. All filings submitted between the 2010 filing and the first 2012 filing need to be imported. Also refer to Help/How to/Amend a Report in the menu bar at the top of the software.

## Using a Thumb or Jump Drive

**Q:** I want to copy my reports on a thumb drive or flash drive so that I can open them on another computer. How do I do that?

**A:** First, We do not suggest using two computers since the software is a desktop software saved to the computer's hard drive. If you do need to bring your data from one computer to the next, you will need to install the same version of EFS software on the other computer before you can import the files from the first computer. Once you have done that, then save all the exported reports from the first computer to the thumb drive. On the other computer, import the reports. Refer to Help/How to/Import Disclosure Reports in the menu bar at the top of the software.