



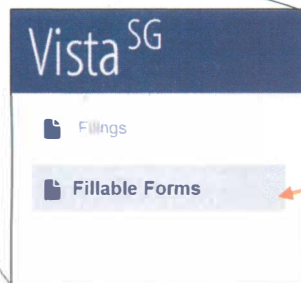
## Filling out forms on Campaign Finance Portal for Gaines County (VistaSG)

1. Go to the log in page: <http://cf.vistasg.com/gainsco/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 "User Account Login" page on the VistaSG portal. At the top left is the "VistaSG" logo, and at the top right are the links "Candidate Filings" and "Login". The main content area contains two input fields: "Email Address\*" and "Password\*", both with asterisks indicating they are required. Below these fields is a blue "Login" button. Underneath the button is a link that says "Forgot Password?". At the bottom of the page, there is a link that says "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 Jenise Miller"  
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 dashboard after a successful login. The top right corner displays "Welcome Jenise Miller" and a "Logout" button. On the left side, there are two menu items: "Filings" and "Fillable Forms". The "Filings" menu item is currently selected, and its content is displayed in the main area. The "Filings" section includes a table with columns for "Document Type", "Date Submitted", "Approval Status", "Document Version", and "Document Description". There is also an "Upload Document" button in the top right corner of the Filings section.



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.

Vista<sup>SG</sup>

Fillings

Fillable Forms

### Fillable Forms

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 C/OH	Local government officer/candidate disclosure statement	Revised 6/17/2022
Form JCTA	Appointment of a campaign treasurer by a judicial candidate	Revised 1/1/2022
Form C/OH_COH	Correction/Amenendment 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 fair 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 Filing) 2 Total pages filed

3 CANDIDATE / OFFICEHOLDER NAME	MS / MRS / MR	FIRST	MI	OFFICE USE ONLY
	NICKNAME	LAST	SUFFIX	Date Received

4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS

Change of Address

ADDRESS / PO BOX APT / SUITE # CITY STATE ZIP CODE

5 CANDIDATE / OFFICEHOLDER PHONE

AREA CODE PHONE NUMBER EXTENSION

Date Hand-delivered or Date Postmarked

6 CAMPAIGN TREASURER NAME

MS / MRS / MR FIRST MI

NICKNAME LAST SUFFIX

Receipt # Amount \$

Date Processed

Date Image?

Save Draft Submit Powered by Luma Systems