

# Hernando County Supervisor of Elections

## Acknowledgement of Electronic Filing

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Pursuant to Florida law, and at the request of the Supervisor of Elections, the Board of County Commissioners of Hernando County has adopted Resolution 2013-97 regarding electronic filing requirements for campaign finance reports for local candidates, political committees and county executive committees of a political party.

**1. SIGN-IN CREDENTIALS**

Each person will be issued an Identification Number and Password.

**2. REPORTS**

Reports shall be completed and filed electronically through the Supervisor of Elections electronic filing system. Reports are due no later than Midnight (Eastern Standard Time) of the day designated. When your report is electronically filed, the "Filing Submitted Page" may be printed and retained for your records as your "Electronic Filing Receipt"

**3. REPORTS NOT TIMELY FILED**

If the required report is not filed on time, the penalty sections in Chapter 106, Florida Statutes, shall apply.

**4. ALTERNATIVE PROCEDURE FOR INOPERABLE ELECTRONIC FILING SYSTEM**

In the event that the electronic filing system is inoperable on the date a report is due, the report will be accepted as timely filed **NO LATER THAN MIDNIGHT (EASTERN STANDARD TIME)**, of the first business day the electronic system becomes operable again. No fine will be levied during the time the system was inoperable. A report shall be deemed filed through the electronic filing system upon issuance of the electronic filing receipt indicating and verifying that the report was filed.

### **Electronic Filing Security Form**

Candidate or Committee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Treasurer name: \_\_\_\_\_

Treasurer phone number: \_\_\_\_\_

User ID# \_\_\_\_\_

Password (at least 8 characters) \_\_\_\_\_

Candidate or Committee electronic pin: \_\_\_\_\_

Treasurer electronic pin: \_\_\_\_\_

\_\_\_\_\_ I understand the following are provided on the Supervisor of Elections' website:

- Electronic Link Resolution

\_\_\_\_\_ I understand the following:

- Campaign reports must be electronically filed no later than Midnight (Eastern Standard Time) of the day designated as required by law or they will be deemed "late-filed" and will be subject to applicable penalties.
- Any reports that I file through the electronic filing system are considered to be certified as to correctness within the meaning of Sections 106.07(5) or 106.29 (2), Florida Statutes.

\_\_\_\_\_ I acknowledge that:

- I am responsible for protecting my sign-in credentials from disclosure and am solely responsible for all filings on the electronic filing system using these credentials.
- I will notify the Supervisor of Elections immediately upon either losing these credentials or in the event that they become compromised.

I understand that if I choose to share the above information with anyone, it shall be only for candidate-related purposes. I also understand that at any point that I feel my campaign electronic filing security has been compromised, it is my responsibility to report the incident and complete a new form to maintain security integrity of the electronic filing process.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

