



How to View Campaign Disclosure Reports on the State Board of Elections' Website

Follow these steps to look up contributions and expenditures in campaign disclosure reports filed with North Carolina's State Board of Elections

STEP 1: Go directly to:

<http://www.sboe.state.nc.us/items.aspx?id=2&s=2>

OR go to the State Board of Elections' home page at:

www.sboe.state.nc.us/

In left margin, click on Campaign Finance, then select **Search Reports**.

STEP 2: Follow the instructions for specifying the reports you want. You can type in just the last name (or just the first name) of candidate to get options of committees with that name. Choose the committee or candidate you want from the search results and click. For PACs or political parties, type in one of the key words in the committee name.

Note that the bottom of the screen gives abbreviations to use for political party names.

STEP 3: After clicking on a specific committee/candidate name, you get options of reports to view in various election years. In general, there are 4 reports in the election year and 2 reports in the non-election year. You can view many of the reports in two ways: (A) Some are PDF files ("IMAGE" reports), which are scanned pages of the actual disclosure report submitted; or (B) some reports are submitted electronically or the Board keyboards in the data from paper into the Board's electronic database ("DATA"). The "48 hour" reports, filed in the last days before the primary or general election, should be incorporated into later disclosure reports, but sometimes the committee forgets to do this.

STEP 4: If you click on a DATA report, you'll get a screen that shows the parts of the report (cover page, summary page with financial totals, contributions, expenditures, etc.) Choose the section you want to see. You can use the EDIT function to SELECT ALL, then COPY, then PASTE into your own Excel spreadsheet. You can also search for a name while the report is still on-line by using the EDIT function on your software and choosing FIND.

If you click on an IMAGE report, all the pages submitted for that report will appear in a PDF file.

*For questions, call the State Board of Elections at 919-733-7173 and ask for the Campaign Finance Section.
Prepared by Democracy North Carolina, November 2009.*