

## **Migration from CFR to CFRO**

## Minnesota Campaign Finance and Public Disclosure Board

Most treasurers are <u>required to file campaign finance reports electronically</u>. If you are migrating from Campaign Finance Reporter to Campaign Finance Reporter Online (CFRO), please follow the steps listed below, which are demonstrated within <u>this tutorial video</u>. If you have filed paper reports in the past and have not used CFR, please <u>contact Board staff</u> for assistance accessing or using CFRO. If you use a third-party vendor to file campaign finance reports, you do not need to make any changes.

## If you currently use Campaign Finance Reporter, please follow the instructions below.

1. If you have not done so already, initialize the 2023 calendar year within CFR. A bulletin describing that process is available <u>here</u> and a tutorial video demonstrating that process is available <u>here</u>.

2. <u>Download the Campaign Finance Reporter beta version</u> software. The beta version software must be downloaded to the same computer that contains your existing installation of Campaign Finance Reporter. Open the beta version software, log into the 2023 calendar year, then navigate to Tools and select Migrate committee:



Enter your email address twice, select Verify email address, enter the verification code sent to your email address and click Validate verification code, then select Upload files for committee:



Suite 190 • Centennial Office Building • 658 Cedar Street • St. Paul, MN 55155-1603 651-539-1180 • 800-657-3889 • Fax 651-539-1196 • 800-357-4114 • cf.board@state.mn.us For TTY/TDD communication, contact us through the Minnesota Relay Service at 800-627-3529

😰 Campaign Finance Reporte	r - 2023 Vote for Wagner	-	×	
File Record Keeping Edit/Vi	na áneory Data-Merne Reports Tools Heln		1 for	an e
	Campaign Finance Reporter M	ligration		
	Email verification succes	sful		
	Click upload files to continue migration			
	Upload files for committee	I migration		
	- 0			

3. After the upload is complete you will receive another email stating that Campaign Finance Reporter Online is now available for your committee. It can take up to 10 minutes to receive this email. Within the email, click the link with the URL <u>logon.cfb.mn.gov/sso/login</u> and proceed to log into Campaign Finance Reporter Online using the temporary username and password contained in the email. Much of the required information is loaded based on your registration information. If changes have occurred, please update your contact information within the page and later contact Board staff for help in amending your registration information. Change your password and change your username as well, if desired, then select Create account.

Camp	aign finance reporter online available	€∨
	CFR Online <cfr.cfb@state.mn.us></cfr.cfb@state.mn.us>	0 4 4 7
0	To: Olson, Andrew (CFB)	Thu 3/30/2023 11:50 AM
	The Campaign Finance Board has created the following temporary accounts for your committee.	
	To access the system, you will have to create an account on the Board's website. Enter the following one-time username and password.	
	Then click the "sign in" button. Do not click the "Don't have an account" button. After you have signed in, complete the form to create your permanent account on the Board's site.	
	If you already have an existing account with the board, after you sign in with the temporary credentials, you will be able to link to that account by clicking the "use my existing account" bar at the top of the screen.	
	https://logon.cfb.mn.gov/sso/login	
	Leon Wagner (Candidate)	
	Username: 10001-17001	
	One-time password: AB6HV	
	kertu virtanen (ireasurer)	
	One-time password: QR5TY	
	Instructions on the account creation process are available at this link:	
	https://cfb.mn.gov/pdf/quicklinks/sso_role_account_instructions.pdf	
	If you have any questions, please contact Jon Peterson at jon.c.peterson@state.mn.us or 651-539-1186.	

reconfigured account setup			
5	Use my existing MyCFB account	t	
Please Note: On completion, the system will verify that	you have provided an active email address prior to activating this account.		×
First name	Middle name	Last name	
Kerttu		Virtanen	
Username Required			
Password Required	* Confirm password Required		
		<b></b>	
Password requirements: 5 to 20 characters with at least one digit, one upper case l Show password characters	etter, one lower case letter, and one special symbol: &*!@#\$%		
Email address Required	* Confirm email address Required		
가장 승규는 가장 가지 않는 것 같아. 가장님은 것 같아. 가장님께 있는 것 같아. 가장 않는 것 같아. 가장 않는 것 같아. 가장 말 것 같아. 가 않 ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ?	andrew.d.olson@state.mn.us		
andrew.d.olson@state.mn.us	and an an an an a start and a		

4. You will receive one more email prompting you to activate your Campaign Finance Reporter Online account. Click the activation link in the email, log into Campaign Finance Reporter Online with your new username and password, then select Report online. You will then be able to enter the committee's transactions in Campaign Finance Reporter Online, and any data that you previously entered within Campaign Finance Reporter within the 2023 calendar year will have been transferred to the Campaign Finance Reporter Online application.

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To: Olson, A	Olson, Andrew (CFB)			
The Campai	ampaign Finance Board has received your request to create an online account.			
Activate you	your account by clicking the activate link below.			
https://logo	n.cfb.mn.gov/sso/login/verify/email	Va3ZpcnRhbmVuMzlx/M7	oSXuuafA3ddQmVpBPh/	
This link wil	l expire in 24 hours.			
Thank you!	The link is not working. Complet	ied.		
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Campaign Finance Board					
Home Edit profile Log out					
Committees available for online campaign finance reporter					
Registered name	Officer name				
Vote for Wagner	Virtanen, Kerttu	Report online	Grant reporting rights		
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Several short tutorial videos that describe how to use CFRO are available on the Board's website at <u>cfb.mn.gov/filer-resources/self-help/education-and-tools/online-videos/</u>. Please <u>contact Board staff</u> with any questions about using CFRO.