



Getting Started in Campaign Finance Reporter Online

Minnesota Campaign Finance and Public Disclosure Board

Most treasurers are [required to file campaign finance reports electronically](#). **If you are migrating from Campaign Finance Reporter to Campaign Finance Reporter Online (CFRO), please do not follow the steps listed below and instead follow the instructions in [this tutorial video](#).** If you use a third-party vendor to file campaign finance reports, you do not need to make any changes.

If you do not currently use Campaign Finance Reporter and are transitioning from filing reports using a paper or PDF form to using CFRO, please follow the instructions below.

- First, contact Jon Peterson by email at jon.c.peterson@state.mn.us to request a CFRO username and password. When doing so, please include the name and Board registration number of the committee, fund, or party unit for which you are the treasurer.
- Second, navigate to the following web address, enter your one-time username and password, then select Sign in: logon.cfb.mn.gov/sso/. We recommend that you bookmark this webpage for future use.
- Third, after logging on, review the Preconfigured account setup page. 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. We suggest changing your username, and you must change your password the first time you sign on to the setup page. You may use your email address as your username. When finished, select Create account in the lower left corner of the page.
- Fourth, you will receive a verification email with the subject Email Verification. The email will contain an activation link. Select the link from the email to activate your CFRO account.
- Fifth, sign in to CFRO using the username and password that you created at the following link: logon.cfb.mn.gov/sso/. After signing in you may select Report online to begin viewing and entering data. You may also select Grant reporting rights to allow someone else to view data or to both view and enter data in CFRO.

Several short tutorial videos that describe how to use CFRO are available on the Board's website at cfb.mn.gov/filer-resources/self-help/education-and-tools/online-videos/. Please contact Board staff with any questions about using CFRO.