



## 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 register a new committee, party unit, or political fund with the Board, the treasurer will receive a temporary username and password for Campaign Finance Reporter Online (CFRO) by email. If you don't receive an email after your registration form has been processed, or if you intend to begin using CFRO for the first time rather than filing paper reports or electronic reports using third-party software, please contact us by email at [cfb.reports@state.mn.us](mailto:cfb.reports@state.mn.us) to request a CFRO username and password. When doing so, please include the name and Board registration number (if known) of the committee, fund, or party unit for which you are the treasurer. Once you receive your temporary username and password for CFRO, complete the following steps.

1. Navigate to the following web address, enter your temporary username and password, then select Sign in: [logon.cfb.mn.gov/sso/](http://logon.cfb.mn.gov/sso/). We recommend that you bookmark this webpage for future use.

2. After signing in, review the Preconfigured account setup page. Much of the required information is loaded based on your registration information. If any of the information is inaccurate, please update it and then 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 in. You may use your email address as your username. When finished, select Create account in the lower left corner of the page.

If you have an existing CFRO username and password, such as if you are the treasurer for another committee, fund, or party unit, you may select the blue button labeled Use my existing MyCFB account at the top of the Preconfigured account setup page to link the new committee, fund, or party unit to your existing username, and thereby avoid having two different usernames.

3. Unless you linked the new committee, fund, or party unit to a pre-existing username, 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.

4. Sign in to CFRO using the username and password that you created at the following link: [logon.cfb.mn.gov/sso/](http://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. A tutorial video demonstrating how to sign in is available [here](#). You may also navigate to the CFRO sign in page by going to the Board's homepage at [cfb.mn.gov](http://cfb.mn.gov), and then click the button in the lower left corner labeled "Sign In to Reporting Applications" or "Access Reporting Applications" (depending on whether you are already signed in).

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/](http://cfb.mn.gov/filer-resources/self-help/education-and-tools/online-videos/). Please contact Board staff with any questions about using CFRO.