

Multiple Uniform Contributions Report User's Guide

May 2014

Florida Department of State
Division of Elections
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, Florida 32399-0250
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Introduction

Each year, political committees must file a multiple uniform contributions (MUC) report with the Division of Elections pursuant to Section 106.07(4)(b), Florida Statutes, which provides:

Multiple uniform contributions from the same person, aggregating no more than \$250 per calendar year, collected by an organization that is the affiliated sponsor of a political committee, may be reported by the political committee in an aggregate amount listing the number of contributors together with the amount contributed by each and the total amount contributed during the reporting period. The identity of each person making such uniform contribution must be reported to the filing officer as provided in subparagraph (a)1. by July 1 of each calendar year, or, in a general election year, no later than the 60th day immediately preceding the primary election.

The MUC report must contain the name and address of all persons who contributed to the political committee and were reported on a campaign finance report for the filing year using the expenditure type of “multiple uniform contribution.” If a person’s aggregate contribution exceeded \$100 during the calendar year, the MUC report must also contain the person’s occupation.

The MUC report must be filed using the Division’s Electronic Filing System (EFS). The EFS is located at:

<https://efs.dos.state.fl.us>

Please note that if a political committee did not report any contributions using the expenditure type of “multiple uniform contribution” during the previous calendar year, the political committee is **not** required to file the MUC report for that calendar year and it will **not** be available in the political committee’s EFS account.

The Division of Elections anticipates that this guide will assist you with timely filing this required report. However, if you need assistance, please contact the EFS Help Desk at:

850-245-6280

or

efs@dos.state.fl.us

MUC File Specifications

File Format - The format will be ASCII character with the fields delimited by tabs, character fields are not quoted, and data records are terminated with a carriage return, ASCII character (CR), followed by a line feed, ASCII character (LF).

File Name - Each report must use the following file naming convention:

IDnumber_MUC_ReportYear.txt, (12345_MUC_2013.txt).

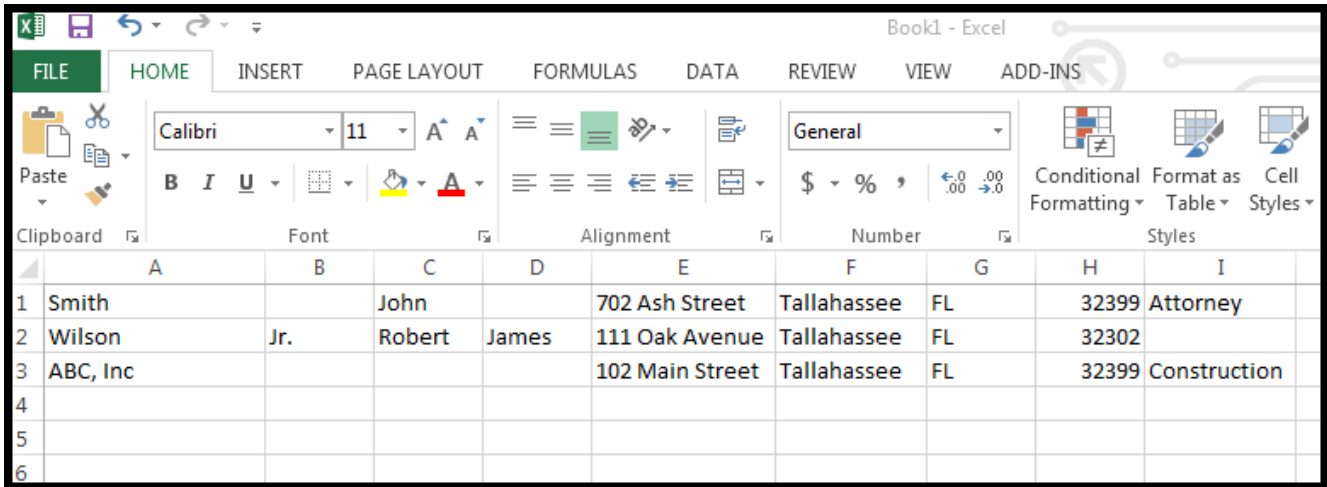
If a file is large, it may be compressed using standard compression utilities. The compressed file would have the extension .zip (12345_MUC_2013.zip) and would contain only one file named as specified above.

Record Definition

Field	Data Item	Max Size	Valid Values	Comments
1	Entity Name or Individual Last Name	char (75) char (65)		
2	Individual Suffix	char (10)		Blank if not individual
3	Individual First Name	char (30)		Blank if not individual
4	Individual Middle Name	char (20)		Blank if not individual
5	Street address	char (75)		
6	City	char (30)		
7	State	char (2)	U.S.P.S. abbr.	
8	Zip	char (9)		
9	Occupation	char (30)		Required if > \$100.00

Create MUC File

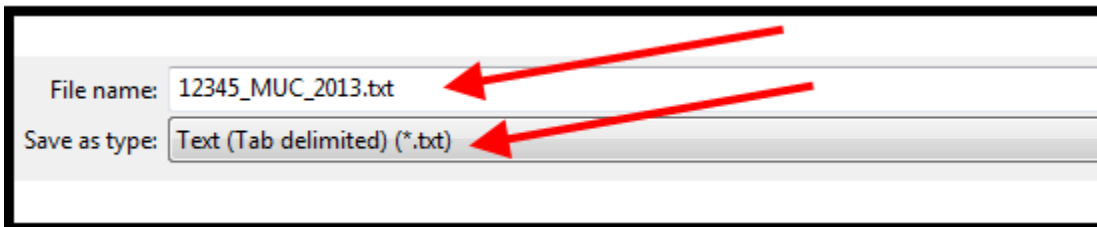
If you are not using software that provides this file, create a simple excel spread sheet with the required information in accordance with the above specifications.



The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I
1	Smith		John		702 Ash Street	Tallahassee	FL	32399	Attorney
2	Wilson	Jr.	Robert	James	111 Oak Avenue	Tallahassee	FL	32302	
3	ABC, Inc				102 Main Street	Tallahassee	FL	32399	Construction
4									
5									
6									

Using the required naming convention (**IDnumber_MUC_ReportYear.txt**), save the file as a tab delimited text file.



Log into the EFS

From Internet Explorer access the EFS at <https://efs.dos.state.fl.us>.

Enter the **Political Committee ID Number**.

Enter your **Password** (the password is case sensitive).

Click **Sign In**.

The screenshot shows the login page for the Florida Department of State Division of Elections' Electronic Filing System (EFS). The page has a blue header with the text "Florida Department of State" and "Division of Elections", along with the URL "http://www.dos.state.fl.us". Below the header, there is a section for "Campaign Finance Online" and "Online Reporting System". A message states: "This is a password protected area. Passwords are case sensitive. Please enter your user information below and click the 'Sign In' button." There are two input fields: "Id Number" and "Password". A red arrow points to the "Sign In" button. Below the "Sign In" button is a "Recover password" button. On the left side, there is a graphic with five red stars and the text "EFS USER PAGE". At the bottom, there is contact information for the Division of Elections, including the address "R.A. Gray Building, Room 316, 500 S. Bronough Street, Tallahassee, Florida 32399-0250", help desk information "(850) 245-6280 (Monday to Friday) Help Hours: 8 a.m - 5 p.m. (6 p.m. on Due Dates)", and an email address "efs@dos.state.fl.us".

Create MUC Report in the EFS

Click **Filings** and select **Filed Reports**

The screenshot shows the EFS interface after logging in. The top navigation bar includes "Home", "Filings", "Transactions", "Print", "Queue", "Campaign Account", "Sign Out", and "Help". The "Filings" menu is open, showing options: "Filed Reports", "Reports Pending Submission", "Open New Report", "Amend Report", "Go To Amendment", and "Go To Filed Report". A red arrow points to the "Filed Reports" option. The main content area displays a message: "System (EFS) provided by the Florida Department of State, Division of Elections. Reports are filed directly from forms provided by this system. Alternatively, campaign finance reports according to the electronic file specifications may be uploaded. All reports created through the online system will be reviewed for completeness and any omissions or errors will be described. Errors may be corrected through the electronic filing system or reports created from external files may be amended and uploaded for further processing."

Click [Go To Multiple Uniform Contributions Reports](#).

Seq	Report Year	Election ID	Report Type	Date Filed	Complete Status	Amended	Items In Queue
18	2012	20121106-GEN	G2	03/08/2014	No Detail Records Found	N	0
17	2012	20121106-GEN	F2	03/14/2014	No Detail Records Found	N	0
13	2013	20141104-GEN	Q1	03/09/2014	Incomplete Detail Records	N	0
12	2013	20141104-GEN	M10	03/08/2014	Incomplete Detail Records	N	0
11	2013	20141104-GEN	Q3	03/09/2014	Incomplete Detail Records	N	0
10	2014	20141104-GEN	G7	12/05/2013	Complete Detail Records	N	0
8	2012	20121106-GEN	Q1	07/18/2013	Incomplete Detail Records	N	0
6	2012	20121106-GEN	G1	07/05/2013	Incomplete Detail Records	Y	0
4	2012	20121106-GEN	F1	05/16/2013	No Detail Records Found	N	0

[Go To Multiple Uniform Contribution Reports](#)

In the table, click on [Select](#) by the report year.

Select Report	Year	Due Date	Status	Details	Errors	Pending Details	Pending Errors
Select	2013	06/27/2014	Create Report	0	0	0	0

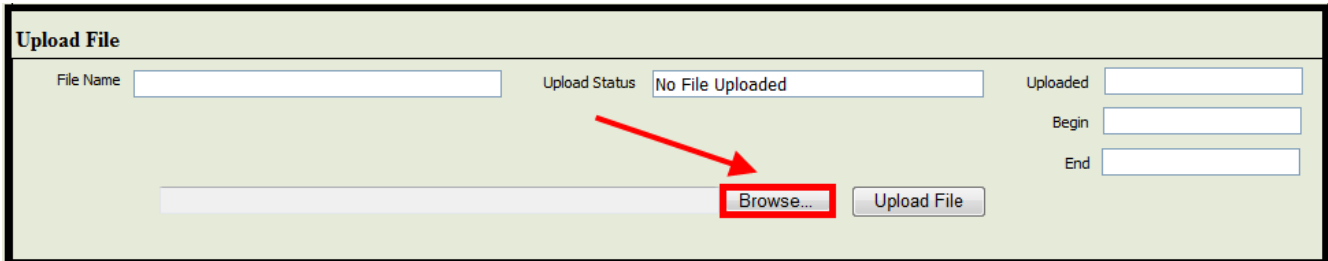
IMPORTANT: If [Select](#) is not underlined/grayed out and the status is “Report Not Required,” there were no contributions reported using the contribution type “MUC” in the treasurer reports for the previous calendar year. If the reports contain multiple uniform contributions but the contributions were incorrectly coded, amend the campaign treasurer reports using MUC as the contribution type. The MUC report will be available once the amended treasurer reports are filed.

Select Report	Year	Due Date	Status	Details	Errors	Pending Details	Pending Errors
Select	2013	06/27/2014	Amending	3	0	0	0
Select	2012	06/27/2013	Filed	5	0	0	0
Select	2011	06/27/2012	Filed	5	0	0	0
Select	2010	06/27/2011	Create Report	0	0	0	0
Select	2009	06/27/2010	Pending	0	0	46	5
Select	2008	06/27/2009	Pending	0	0	3	0
Select	2007	06/27/2008	Report Not Required	0	0	0	0

Upload MUC File into EFS

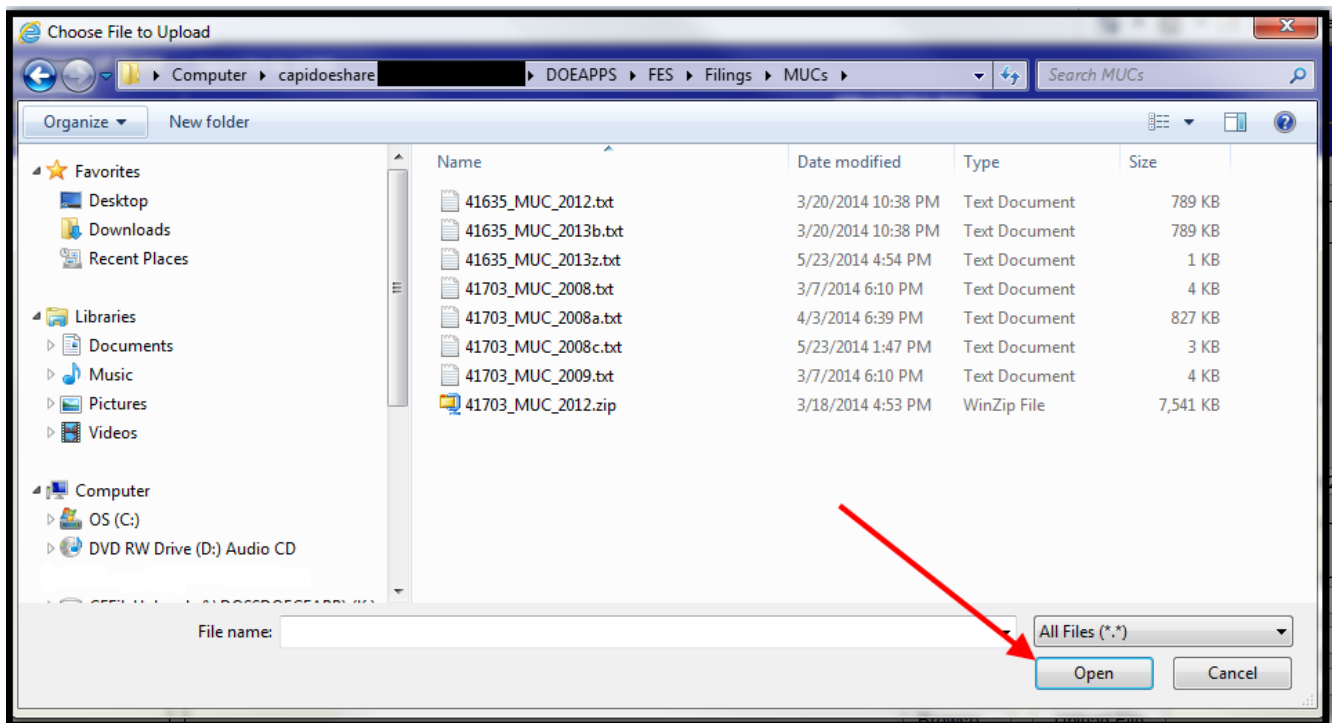
Each file upload will overwrite the previous uploaded data. Therefore, every upload file must contain **all** the records for the reporting year whether a file is being uploaded for an amendment or an original report.

Click on **Browse**.



The screenshot shows a web form titled "Upload File". It contains several input fields: "File Name", "Upload Status" (with the text "No File Uploaded"), "Uploaded", "Begin", and "End". Below these fields is a large empty text area. A red arrow points to a "Browse..." button, which is highlighted with a red box. To the right of the "Browse..." button is an "Upload File" button.

Select the file from your computer to be uploaded. Click on **Open**.



Click **Upload File**.

Upload File

File Name Upload Status Uploaded

Begin

End

Click on **Refresh**.

Report Data

Account Rpt Year

Due Date Filed Date

Complete Status Detail Count

Amended Amended Date

File Status Error Count

Created: Revised:

When you click on **Refresh**, the **Upload File** box will gray out. A message at the top of the Upload File box will alert you to where your file is in the processing queue. If the system has accepted the file, the “Upload Status” will change to “Submitted File for Processing” and the “Upload” field will be populated.

Upload File

Your submittal is next in line for processing.

File Name Upload Status Uploaded

Begin

End

Note: All existing data will be replaced by the next uploaded data file.

Continue to click **Refresh** to see the updated status of the file. Once the file has started to upload, the “Upload Status” will change to “Processing Upload” and the “Begin” field will be populated.

Upload File

File Name Upload Status Uploaded

Begin

End

Note: All existing data will be replaced by the next uploaded data file.

As it uploads, the number of records accepted and rejected will show in the “Detail Count” and “Error Count” fields.

Report Data

Account	41635	Rpt Year	2013	Complete Status	Complete Detail Records	Detail Count	1000	Download Detail
Due Date	6/27/2014	Filed Date		File Status	Pending	Error Count	0	Download Errors
Amended	<input type="checkbox"/>	Amended Date		Created:	5/22/2014 3:19 PM	Revised:	5/23/2014 9:29 AM	

Buttons: Refresh, Report Listing, Go to Filed Report

Red arrows point to the 'Detail Count' and 'Error Count' fields.

Once the file has completed processing, the upload status will change to “File Upload Completed” and the end field will be populated.

Upload File

File Name	041635_2013MUC_20140523_092920.txt	Upload Status	File Upload Completed	Uploaded	5/23/2014 9:29:20 AM
				Begin	5/23/2014 9:29:21 AM
				End	5/23/2014 9:31:48 AM

Note: All existing data will be replaced by the next uploaded data file.

Buttons: Browse..., Upload File

Red arrows point to the 'Upload Status' and 'End' fields.

Review Upload

Incomplete Detail Records – If the Complete Status field is populated with “Incomplete Detail Records,” **do not file** the report.

The screenshot shows a 'Report Data' form with the following fields and values:

- Account: 41635
- Rpt Year: 2013
- Due Date: 6/27/2014
- Filed Date: (empty)
- Complete Status: Incomplete Detail Records
- Detail Count: 46
- Download Detail: (button)
- Amended: (checkbox)
- Amended Date: (empty)
- File Status: Pending
- Error Count: 5
- Download Errors: (button, highlighted with a red box)
- Refresh: (button)
- Report Listing: (button)
- Go to Filed Report: (button)
- Created: 5/22/2014 3:19 PM
- Revised: 5/23/2014 1:24 PM

Red arrows point to the 'Complete Status' and 'Error Count' fields.

Click on **Download Errors** to print an error report. Use this error report to identify and correct the file that was uploaded.

SAMPLE ERROR REPORT

041635_2013MUC_20140523_174313_Error.txt - Notepad

LineNumber	Entity or LastName	Suffix	FirstName	MiddleName	Address	City	State	Zip	Occupation
42			112 120TH AVE. E	TREASURE ISLAND FL	337060000				
43	STYVE	CARLOFF		TREASURE ISLAND FL	337060000				
44	STYVE	BARLOFF	112 120TH AVE. E	FL	337060000				
45	STYVE	DORLOFF	112 120TH AVE. E	TREASURE ISLAND	337060000				
46	STYVE	GORLOFF	112 120TH AVE. E	TREASURE ISLAND FL					

Errors in this report are:

- Line 42 - missing name
- Line 43 - missing address
- Line 44 - missing city
- Line 45 - missing state
- Line 46 - missing zip code

Once you have corrected the errors, upload the file again using the instructions beginning on page 6.

Complete Detail Records - If the Complete Status field indicates “Complete Detail Records,” you are ready to file the report. (If you wish to see the information that was uploaded, click on **Download Details**.)

The screenshot shows a 'Report Data' form with the following fields and values:

- Account: 41703
- Rpt Year: 2008
- Due Date: 6/27/2009
- Filed Date: (empty)
- Complete Status: Complete Detail Records
- Detail Count: 3
- Download Detail: (button)
- Amended: (checkbox)
- Amended Date: (empty)
- File Status: Pending
- Error Count: 0
- Download Errors: (button)
- Refresh: (button)
- Report Listing: (button)
- Go to Filed Report: (button)
- Created: 5/28/2014 9:07 AM
- Revised: 5/28/2014 9:58 PM

Red arrows point to the 'Complete Status' and 'Download Detail' buttons.

File Report

Enter the Chairperson PIN and click on **Begin Filing**.

Select the treasurer from the drop-down. Enter the treasurer's PIN and click on **File Report**.

File Report NOTE: A PIN is the same as your signature attesting under oath to the validity of the report. (s. 106.0705, FS)

Filing Instructions

Step 1: Enter the chairperson's PIN.
Step 2: Select the 'Begin Filing' button.
Step 3: Enter the treasurer's PIN.
Step 4: Select the 'File Report' button.

Chair PIN Entered On

Chairperson PIN **1**

2

Lynn Kramer Treasurer PIN **3a** **3b**

4

Once the report is filed, a receipt will appear. To print the receipt, right click and select print.

Filed Report Receipt

**** Report has been Filed ****

ID: **41635** Name: **TEST PAC**

2013 Print Date: **5/23/2014 6:11:25 PM**

Due: 6/27/2014 Amended

Filed: **5/23/2014 6:11:24 PM** File Status: **Submitted**

Uploaded: **5/23/2014** Upload Status: **File Upload Completed**

Detail Complete: **Incomplete Detail Records**

Detail Count: **46**

Error Count: **5**

To Print: Right Click Mouse and Select 'Print'

Amend Report

To amend the report, choose the report you wish to amend and click on [Select](#).

Select Report	Year	Due Date	Status	Details	Errors	Pending Details	Pending Errors
Select	2013	06/27/2014	Filed	46	5	0	0

Click on [Amend Report](#).

Report Data
Account: 41635 Rpt Yr: 2013
Due: 6/27/2014 Filed Date: 5/23/2014 6:11 PM Complete Status: Incomplete Detail Records Detail Count: 46 [Download Detail](#)
Amended: Amended Date: File Status: Filed Error Count: 5 [Download Errors](#)
File Name: 041635_2013MUC_20140523_181040.txt Upload Status: File Upload Completed Upload Date: 5/23/2014 6:10 PM
[Refresh](#) [Report Listing](#) [Amend Report](#) Created: 5/23/2014 6:11 PM Revised: 5/23/2014 6:11 PM

Using instructions for uploading MUC file beginning on page 6, upload tab delimited file to be used to amend report.

Note: Each file upload will overwrite the previous uploaded data. Therefore, every upload file must contain all the records for the reporting year.

File Amended Report

Enter the Chairperson PIN and click on [Begin Filing](#).

Select the treasurer from the drop-down. Enter the treasurer's PIN and click on [File Report](#).

File Report NOTE: A PIN is the same as your signature attesting under oath to the validity of the report. (s. 106.0705, FS)
Filing Instructions
Step 1: Enter the chairperson's PIN.
Step 2: Select the 'Begin Filing' button.
Step 3: Enter the treasurer's PIN.
Step 4: Select the 'File Report' button.
Chair PIN Entered On
Chairperson PIN: **1**
Treasurer PIN: **3b**
Lynn Kramer **3a** (dropdown)
[Begin Filing](#) **2** [Cancel Filing](#)
[File Report](#) **4** [Delete Temp](#)