

# 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  
(850) 245-6240

## **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](mailto: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).**

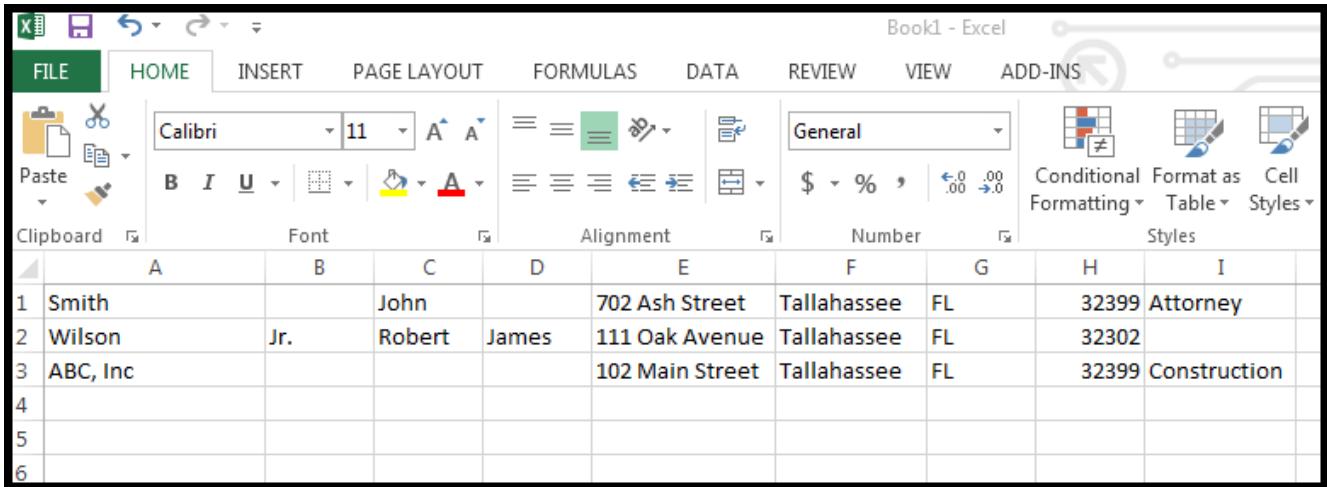
If a file is large, it may be compressed using standard compression utilities. The compressed file would have the extension .zip (12345\_MUC\_2013.zip) and would contain only one file named as specified above.

### **Record Definition**

<b>Field</b>	<b>Data Item</b>	<b>Max Size</b>	<b>Valid Values</b>	<b>Comments</b>
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)	<b>U.S.P.S. abbr.</b>	
8	Zip	char (9)		
9	Occupation	char (30)		Required if > \$100.00

## Create MUC File

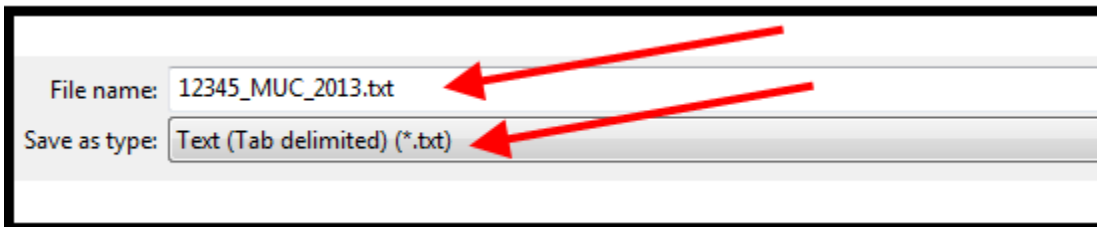
If you are not using software that provides this file, create a simple excel spread sheet with the required information in accordance with the above specifications.



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**.

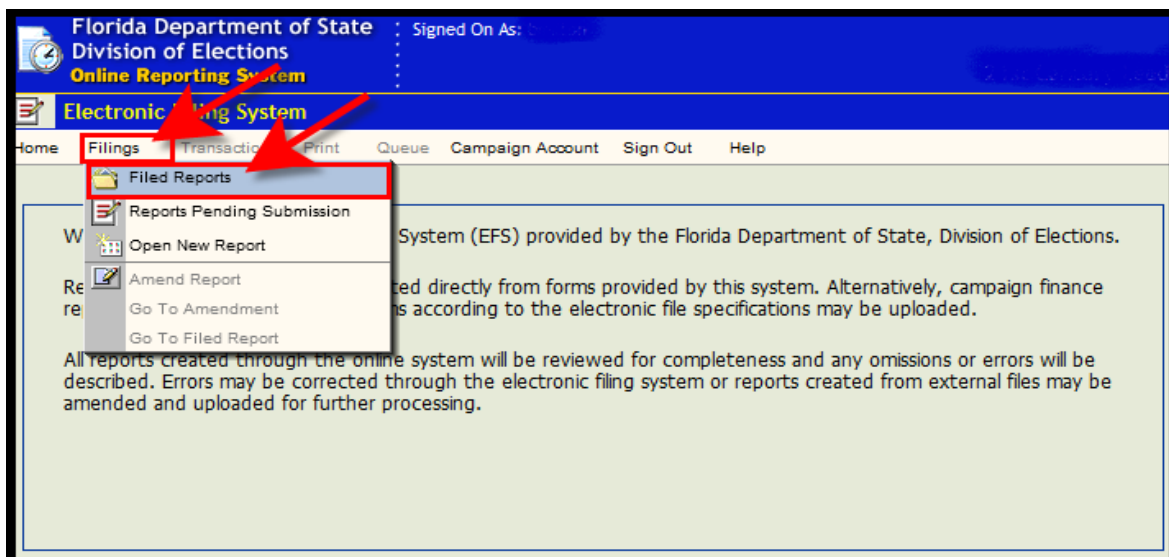
Enter your **Password** (the password is case sensitive).

Click **Sign In**.

The screenshot shows the login page for the Florida Department of State Division of Elections Campaign Finance Online Reporting System. 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 titled "Campaign Finance Online Reporting System" with a sub-section "EFS USER PAGE" featuring five red stars. To the right, there is a login form with fields for "Id Number" and "Password", a "Sign In" button (highlighted with a red box and a red arrow), and a "Recover password" button. A message above the form states: "This is a password protected area. Passwords are case sensitive. Please enter your user information below and click the 'Sign In' button." 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) 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**



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

Seq	Report Year	Election ID	Report Type	Date Filed	Complete Status	Amended	Items In Queue
<a href="#">18</a>	2012	20121106-GEN	G2	03/08/2014	No Detail Records Found	N	0
<a href="#">17</a>	2012	20121106-GEN	F2	03/14/2014	No Detail Records Found	N	0
<a href="#">13</a>	2013	20141104-GEN	Q1	03/09/2014	Incomplete Detail Records	N	0
<a href="#">12</a>	2013	20141104-GEN	M10	03/08/2014	Incomplete Detail Records	N	0
<a href="#">11</a>	2013	20141104-GEN	Q3	03/09/2014	Incomplete Detail Records	N	0
<a href="#">10</a>	2014	20141104-GEN	G7	12/05/2013	Complete Detail Records	N	0
<a href="#">8</a>	2012	20121106-GEN	Q1	07/18/2013	Incomplete Detail Records	N	0
<a href="#">6</a>	2012	20121106-GEN	G1	07/05/2013	Incomplete Detail Records	Y	0
<a href="#">4</a>	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
<a href="#">Select</a>	2013	06/27/2014	Create Report	0	0	0	0

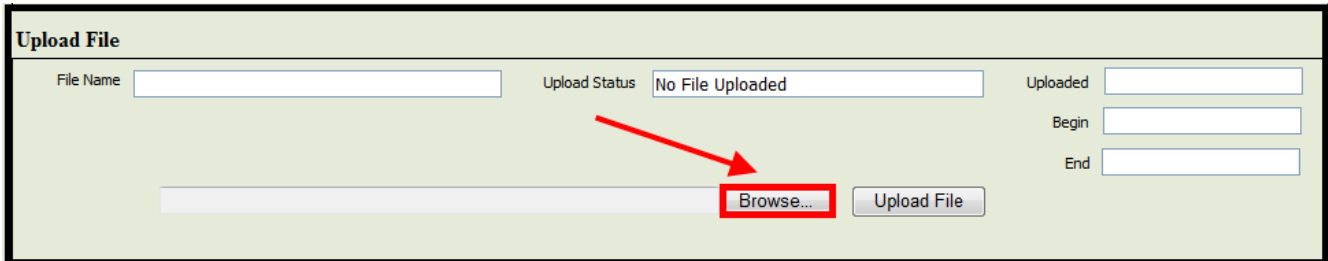
**IMPORTANT:** If [Select](#) is not underlined/grayed out and the status is “Report Not Required,” there were no contributions reported using the contribution type “MUC” in the treasurer reports for the previous calendar year. If the reports contain multiple uniform contributions but the contributions 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
<a href="#">Select</a>	2013	06/27/2014	Amending	3	0	0	0
<a href="#">Select</a>	2012	06/27/2013	Filed	5	0	0	0
<a href="#">Select</a>	2011	06/27/2012	Filed	5	0	0	0
<a href="#">Select</a>	2010	06/27/2011	Create Report	0	0	0	0
<a href="#">Select</a>	2009	06/27/2010	Pending	0	0	46	5
<a href="#">Select</a>	2008	06/27/2009	Pending	0	0	3	0
<a href="#">Select</a>	<del>2007</del>	06/27/2008	Report Not Required	<del>0</del>	<del>0</del>	0	0

## Upload MUC File into EFS

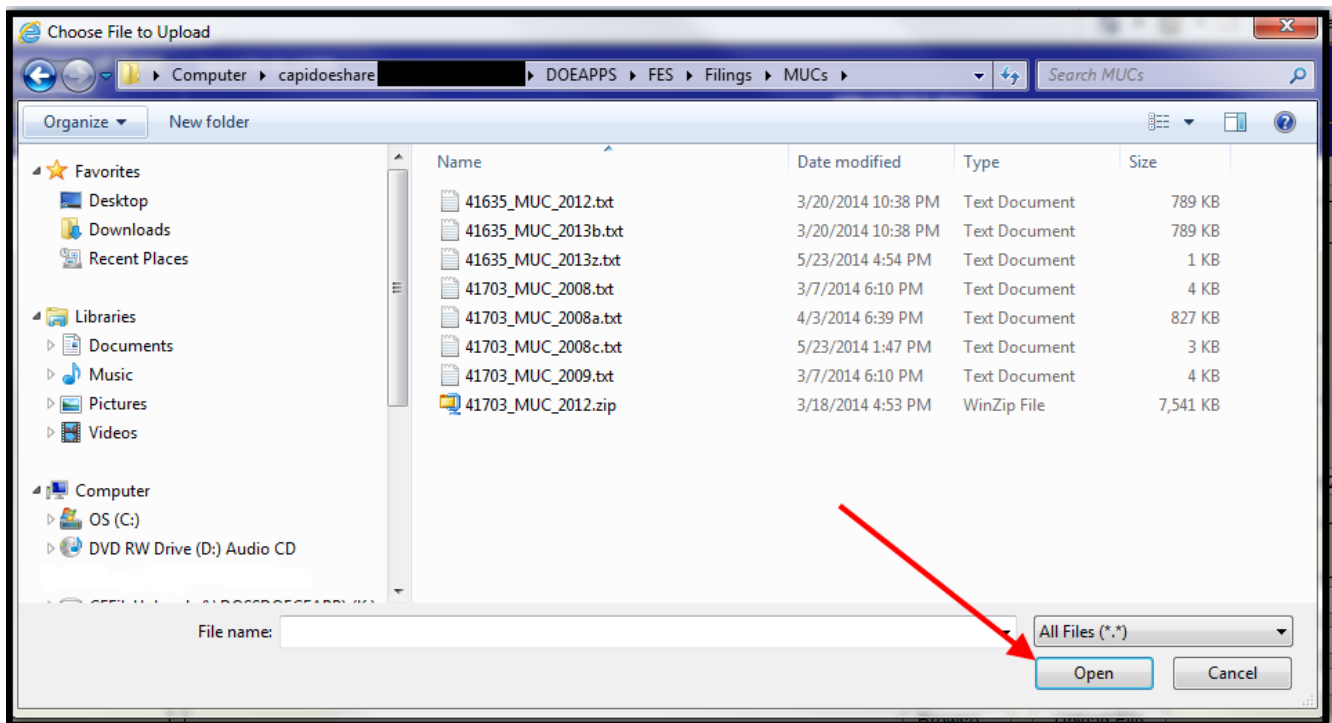
Each file upload will overwrite the previous uploaded data. Therefore, every upload file must contain **all** the records for the reporting year whether a file is being uploaded for an amendment or an original report.

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 text area. At the bottom right of the form, there are two buttons: "Browse..." and "Upload File". The "Browse..." button is highlighted with a red rectangular box, and a red arrow points from the text "Click on Browse." above to this button.

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



Click **Upload File**.

**Upload File**

File Name  Upload Status  Uploaded

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

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

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

Begin

End



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	

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

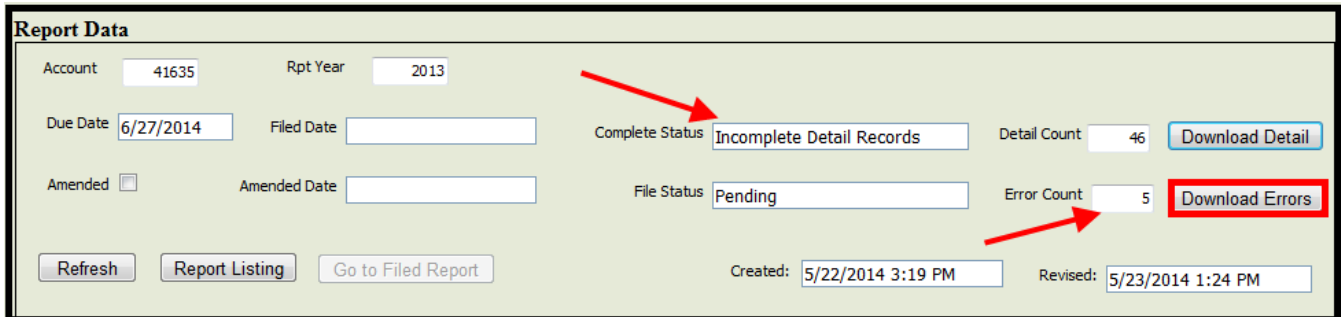
**Upload File**

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.**

## Review Upload

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

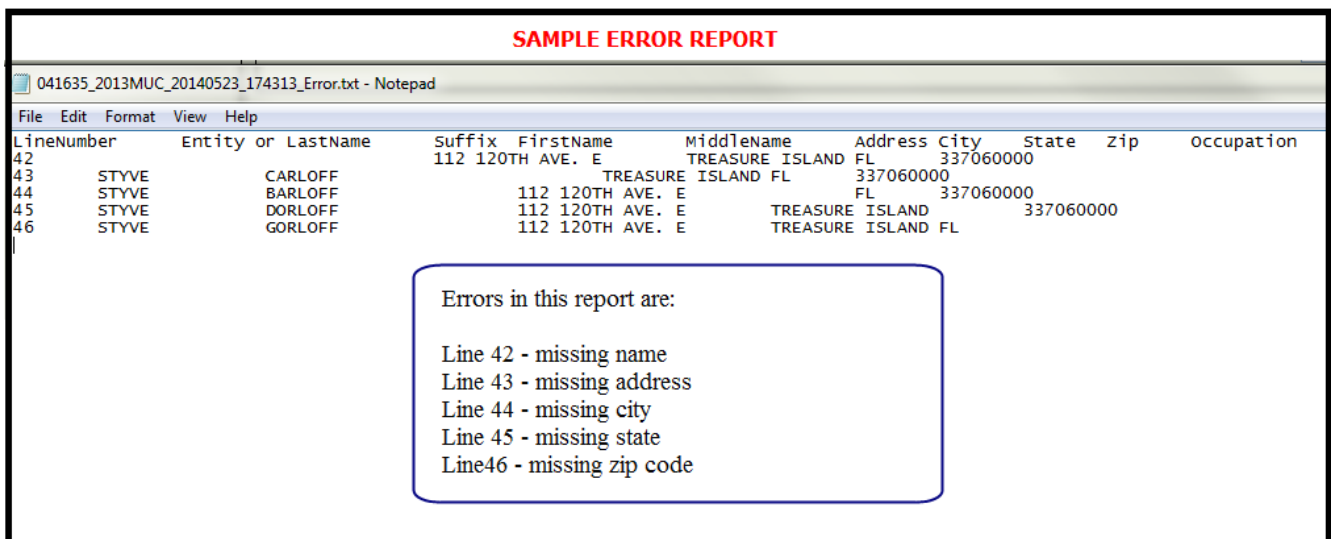


The screenshot shows a 'Report Data' form with the following fields and values:

- 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:
- 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 from the 'Complete Status' field to the 'Download Errors' button.

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

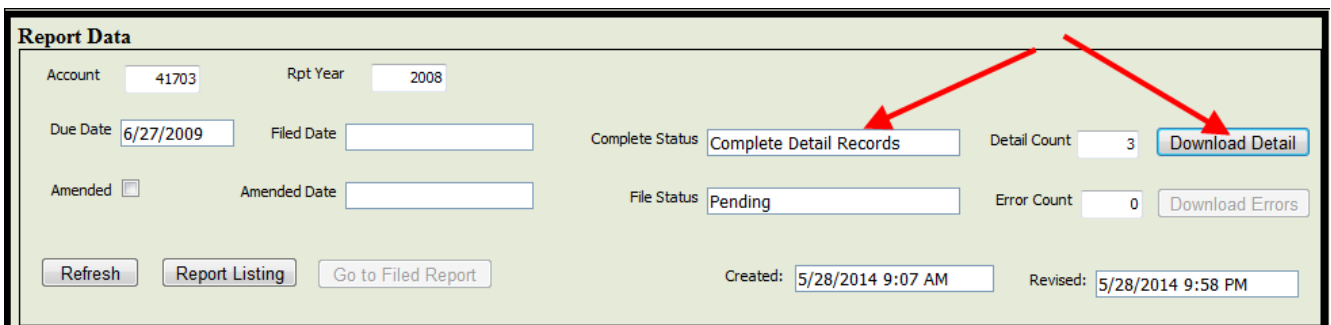
LineNumber	Entity or LastName	Suffix	FirstName	MiddleName	Address	City	State	Zip	Occupation
42			112 120TH AVE. E	TREASURE ISLAND FL	337060000				
43	STYVE	CARLOFF		TREASURE ISLAND FL	337060000				
44	STYVE	BARLOFF	112 120TH AVE. E	FL	337060000				
45	STYVE	DORLOFF	112 120TH AVE. E	TREASURE ISLAND	337060000				
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:
- 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 from the 'Complete Status' field to the 'Download Detail' button.

## 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
<a href="#">Select</a>	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**  
[Begin Filing](#) **2** [Cancel Filing](#)  
[File Report](#) **4** [Delete Temp](#)