



## CITY OF NEWPORT BEACH

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newportbeachca.gov/cityclerk

July 18, 2022

Treasurer's Information

Re: Committee Name, ID #

### E-FILING

Filers may now create statements using NetFile, a web-based filing system that allows individuals to electronically track contributions and expenditures and submit campaign statements for free. Alternatively, most third-party campaign accounting systems will produce an electronic file that you may upload to Netfile and use to file your statements electronically. There is no longer a need to deliver statements personally.

### COMPUTER REQUIREMENTS

- Internet access with Internet Explorer (version 8 or newer) or Firefox (version 4 or newer) with JavaScript enabled.
- PDF reader such as Adobe Reader

### ACCESS TO NETFILE

The City Clerk has set up a NetFile account for this committee. The individual who will be managing the NetFile campaign account must create a user ID and then link it to the campaign account by following these instructions:

#### Step 1: Create a User ID

- Go to <https://netfile.com/Filer>
- Click on "Create a New NetFile User"
- Complete the form
- Receive email from NetFile to confirm registration and receive a password

#### Step 2: Link User ID to Campaign Account

- Go back to <https://netfile.com/Filer>
- Log in using the username and password created in Step 1
- Click on "Link Local Campaign Filer Account"
- Enter committee information as follows:

Filer ID: CNB-XXXXXX

Filer Password: TBD

### **THIRD-PARTY SOFTWARE FILE UPLOAD**

Most professional third-party software programs will allow you to export a "CAL file," which contains the information for your filing. Using the Filer ID and Filer Password provided above, you can upload the CAL file by clicking the "Upload a CAL File" link (<https://netfile.com/Filer/Vendor/API>) at <https://netfile.com/filer>.

### **RESOURCES:**

For assistance using NetFile:

- For full instructions on creating a NetFile User ID and linking to the committee, see the document on the NetFile User Log-in page titled, "How to Create a NetFile User and Link to a Campaign Filer Account."
- NetFile provides a 30 minute phone training session for interested filers. To request phone training, complete and submit the form located at <https://netfile.com/Content/CampaignTraining>. There are also videos and printed instructions available on the website at <https://netfile.com/filer>.

For specific questions about campaign reporting: Contact the FPPC at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

For questions regarding this letter, you may contact the office of the City Clerk at 949-644-3005.

Sincerely,

Leilani I. Brown, MMC  
City Clerk