



**CITY OF NEWPORT BEACH**

100 Civic Center Drive  
Newport Beach, California 92660  
949 644-3005 | 949 644-3039 FAX  
[newportbeachca.gov/cityclerk](http://newportbeachca.gov/cityclerk)

July 18, 2022

Treasurer's Information

RE: Filing Deadline Notification - Committee Name, ID #

Dear Treasurer's Name:

This letter serves as notification that your committee must file a First Pre-Election Campaign Statement with our office no later than September 29, 2022. The period covered for this statement is July 1, 2022 through September 24, 2022.

Please make a note that the deadline for filing your Second Pre-Election Campaign Statement is October 27, 2022, and will cover the period from September 25, 2022 through October 22, 2022.

NetFile, the free web-based data entry e-filing system for the City of Newport Beach, allows users to electronically submit disclosure reports as mandated by the California Political Reform Act. Users are able to access the system on any computer with internet access, 24 hour a day, 7 days a week.

Access the system by going to the log-in page at <https://netfile.com/Filer>. If you have not already created a NetFile User, click the "Create a New NetFile User" link. This opens the Create a New NetFile User page. Follow the onscreen instructions. There is a video that you can view that explains this whole process located in the How-To Videos section on the log-in page.

If you are the individual entering transactions into your committee you need to link your NetFile User to the committee account using the "Link Local Campaign Filer Account" link on the NetFile User Home page. Enter the "Committee Name" as found on your FPPC Form 410. Select the Committee Type and then enter your **Filer ID: CNB-XXXXXX**, and your **Filer Password: TBD**

If your committee is inactive, please note that you are responsible for filing campaign statements until the committee is terminated. Termination statements must be filed with the Secretary of State and with the Office of the City Clerk.

For questions regarding this letter, you may contact our office at 949-644-3005.

Sincerely,

Leilani I. Brown, MMC  
City Clerk