VistaSG Campaign Finance

User Guide

Using the VistaSG Campaign Finance Tool

Using VSG Campaign Finance makes it easy for Election Officials and Candidates to stay in compliance with candidate finance documents.

Candidates can easily create and maintain their own login, submit documents with filable forms or by uploading. Email notifications are sent to both the candidates and elections officials to notify of new documents and status changes.

Elections Officials with administrative access are then able to Reject or Publish the documents. The published documents are then viewable by the public online.

Candidates Account Set-Up:

Candidates will be able to set up their own account by following the steps below.
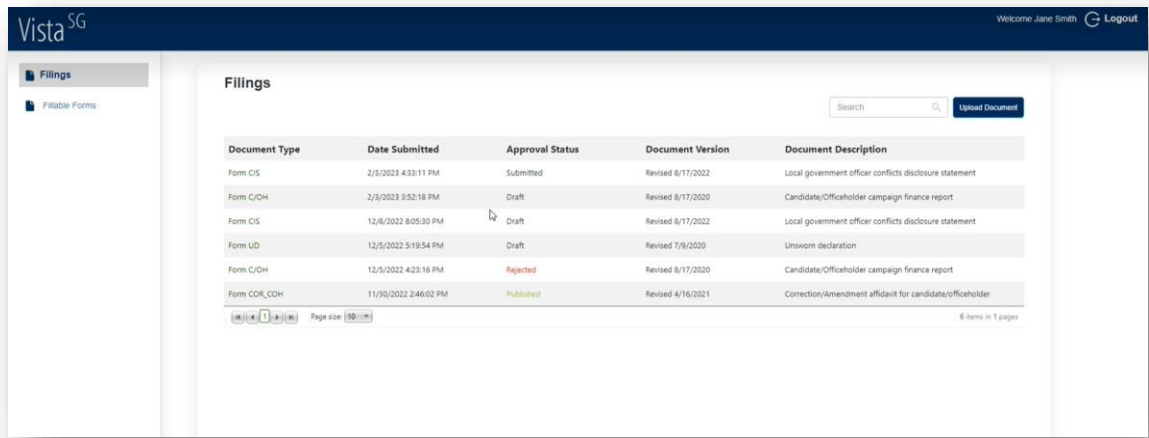
1. Select "Click Here to Register"

2. Fill in the requested information, then select "Next"

3. Candidates will see all of their filings under "Filings"
    a. This will show the Document Type, Date Submitted, Approval Status, Document Version, and Document Description.

4. To add additional files, the candidates have two options. They can upload OR fill in a fillable form.
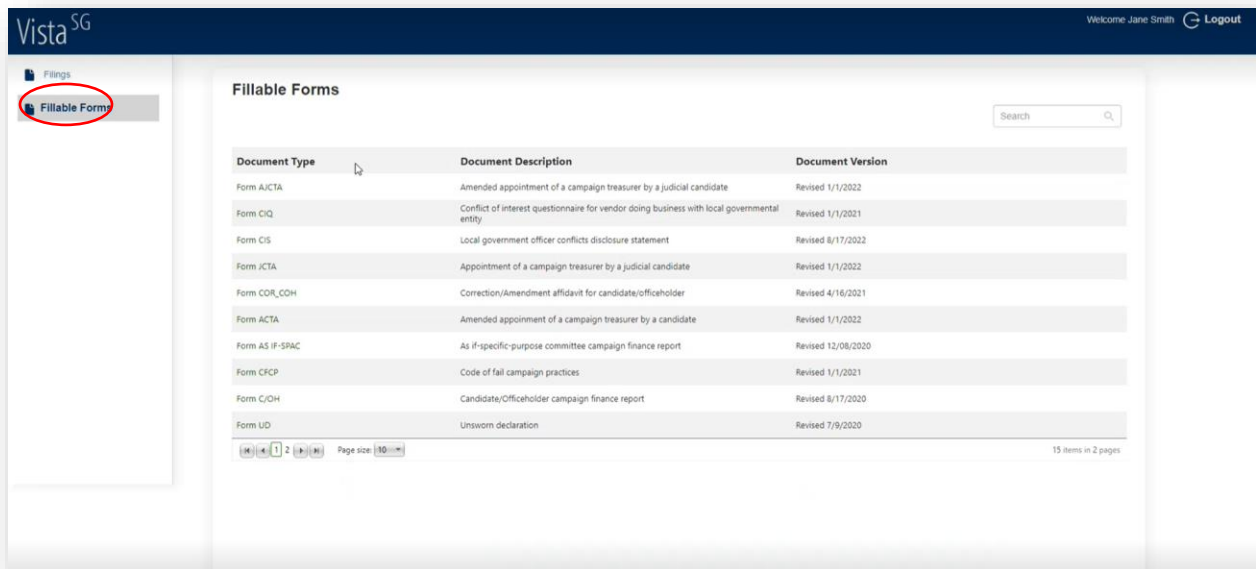
To Upload a document

5. To upload, click "Upload Document"
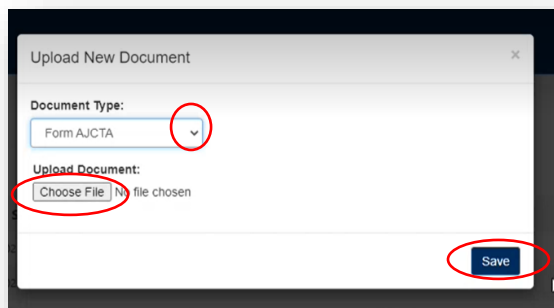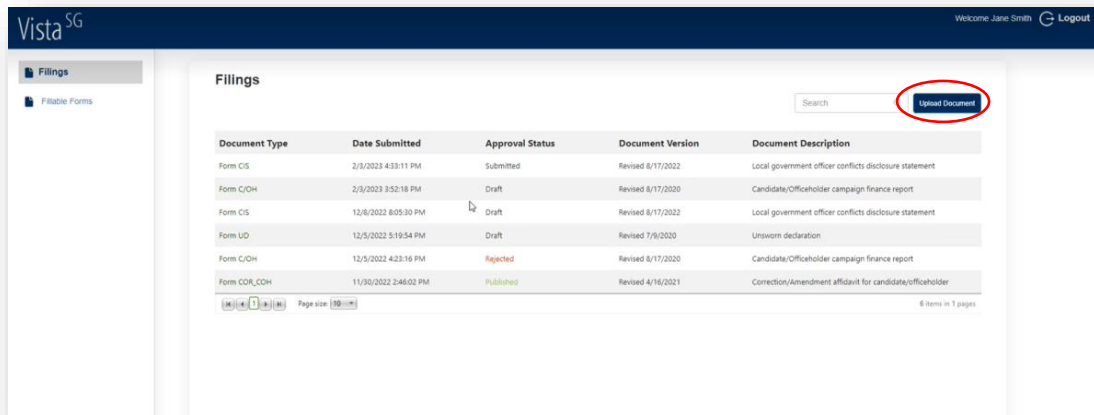
6. Select the document Type
7. Choose the file to upload
8. Select "Save"

To use fillable forms

9. Select "Fillable forms" on the left hand side of the screen.

10. Select the hyperlink of the "Document Type" this will take you to the fillable form.
11. Fill in the information on the forms.

12. Select "Submit" when it is ready to submit.

** Candidates can also select "save draft" to pick back up later OR "revert to last saved" to re-start from the last saved version.

Email Notifications for Candidates Submitting

Candidates will receive the email below when they successfully upload.

Your Document has been saved as draft successfully:

Document Name: Form CIQ
Uploaded By: Jane Smith

Thanks,
Team VistaSG