

# How To View Campaign Disclosure Reports on The State Board of Elections' Website

Follow these steps to look up contributions and expenditures in campaign disclosure reports filed with North Carolina's State Board of Elections  
OR to search for a donor OR to search for an electioneering committee

## **LOOKING UP CANDIDATES, PACs OR POLITICAL PARTIES:**

**STEP 1:** Go directly to: [http://www.app.sboe.state.nc.us/webapps/cf\\_rpt\\_search\\_org/](http://www.app.sboe.state.nc.us/webapps/cf_rpt_search_org/)

**OR** go to the State Board of Elections' home page at: [www.sboe.state.nc.us/](http://www.sboe.state.nc.us/)

On the Quick Link tabs at the top, click on "**Campaign Reports**"

Then click on "Campaign Finance Report Search"

**STEP 2:** Type in just the last name (or just the first name) of candidate to get options of committees with that name. Choose the committee or candidate you want and click. For PACs or political parties, type in one of the key words in the committee name. Note that the bottom of the screen gives abbreviations to use for political party names.

**STEP 3:** After clicking on a specific committee/candidate name, you get options of reports to view. In general, there are 4 reports in the election year and 2 reports for the non-election year. You can often view reports in two ways: (A) some are PDFs ("IMAGE"), which are scanned pages of the disclosure report submitted; or (B) some reports are submitted electronically or the Board keyboards in the data from paper into the Board's electronic database ("DATA"). The "48 hour" reports, filed in the last days before an election, should be incorporated into later disclosure reports, but sometimes committees forget to do this.

**STEP 4:** If you click on a DATA report, you'll get a screen that shows the parts of the report (cover page, summary page with financial totals, contributions, expenditures, etc.) Choose the section you want to see. You can use the EDIT function to SELECT ALL, then COPY, then PASTE into your own Excel spreadsheet. You can also search for a name while the report is still on-line by using the EDIT function on your software and choosing FIND. If you click on an IMAGE report, the pages submitted for that report appear in a PDF file.

**ADVANCED SEARCH:** You can use a different system to search for a donor to any candidate, or search all reports for a candidate, or do other searches. This method is being developed and feedback to State Board of Elections is encouraged. Go to: [http://www.app.sboe.state.nc.us/webapps/cf\\_trans\\_search/](http://www.app.sboe.state.nc.us/webapps/cf_trans_search/)

**ELECTIONEERING AND INDEPENDENT COMMITTEES:** To find disclosure reports for 527 committees, c-4s and other entities that spend money to influence election outcomes, go to: [http://www.app.sboe.state.nc.us/webapps/cf\\_rpt\\_search\\_type/](http://www.app.sboe.state.nc.us/webapps/cf_rpt_search_type/) and use the scroll feature to choose a year and committee type. Look at electioneering committees and two types of independent committees; look at all of them for the group you seek.

*For questions, call the State Board of Elections at 919-733-7173 and ask for the Campaign Finance Section. Prepared by Democracy North Carolina, May 2008*