

Last Minute Troubleshooting Tips with the New Software for Filing your July Semiannual Report!

WHAT'S MY FILER ID?

If you are a Texas Ethics Commission filer, your account number is also called your Filer ID. It will begin with 000. You can look at your Notice To File email that you received recently informing you of the July 15th filing deadline. Your Filer ID is in the email. Your Filer Type is in the subject line of that email.

You can also search on your name to find your Filer ID at

<https://www.ethics.state.tx.us/php/cesearchSimple.html>.

BAD DATES PREVENT YOU FROM STARTING YOUR REPORT

Starting a report gives a strange message about future dates and will not let you begin your July Semiannual report. This is because one or more of your past reports has an incorrect date. You will need to look through your old filed reports in your "Filed Reports" table for one with a bad start or stop date. To the right of the report that has the bad date, there is a "Correct/Update" action button. Click the "Correct/Update" action button, change the date on the bad report, and **click Continue**. Leave this report in-progress and go back to "Manage My Reports". You should now be able to start the new July Semiannual report (unless you have multiple bad dated reports) and file your Semiannual report. [NOTE: Ignore your in-progress correction report today. Call us tomorrow to ask about your in-progress report where you corrected a bad date.]

INVALID LINE TYPE ON DATA IMPORTS

Importing Contributions/Expenditures returns "invalid line type". It is possible that you have empty rows, illegal characters, missing new columns, and other issues with your .csv file. Try reading the import information provided at https://www.ethics.state.tx.us/whatsnew/elf_filing_info.htm.

CHECK FOR ERRORS GIVES YOU A BLANK PAGE

Clicking on "Check For Errors" never returns any data. Check that you do not have any foreign addresses in your contribution or expenditure list. The postal codes require 6 characters. Canada would be something like A1A1A1. If you cannot figure out something that will allow you to do error checking, put the expenditure/contribution on a memo page with a comment about not being able to pass the error checking and remove it from your list. Call us tomorrow for help in filing a correction.

I AM USING THE LOCAL FILING APPLICATION. HOW DO I ENTER THE TREASURER INFORMATION?

If you are a local filer who files with a local authority, we do not have your treasurer information. You will need to save your PDF and print it on paper, then enter that information by hand or use a PDF writer to edit the PDF. There are several free PDF writers available on the internet.