

City of Dade City Acknowledgement of Electronic Filing Information

Pursuant to Florida law, and at the request of the Dade City Commission for the City of Dade City has adopted Resolution No. 2010-07 regarding electronic filing requirements for campaign finance reports for local candidates and political committees. All of these entities are now required to file reports electronically with the City of Dade City's City Clerk Office via an Internet-based electronic filing system.

1. Sign-in Credentials

Each candidate or political committee will be issued Sign-in Credentials, a log-in name and password, by the Pasco County Supervisor of Elections to access ("sign-in") the system. The candidate or political committee are responsible for safeguarding this sign-in information and for notifying the City Clerk should this information be lost or become compromised.

Please note: Only one log-in name and password will be issued for both the candidate and treasurer (or committee chair and treasurer, as applicable).

2. PIN

The sign-in credentials will serve as a PIN (personal identification number). *This PIN is considered the same as your signature on a paper filed report.*

3. Reports

Reports shall be completed and filed electronically through the Pasco County Supervisor of Elections electronic filing system **not later than Midnight (Eastern Standard Time) of the day designated**. When your report is electronically filed, the "Filing Submitted Page" may be printed and retained for your records as your "Electronic Filing Receipt."

4. Alternative Procedure for Inoperable Electronic Filing System

In the event that the electronic filing system is inoperable on the date a report is due, the report will be accepted as timely filed if filed **not later than Midnight (Eastern Standard Time)**, of the first business day the electronic filing system becomes operable again. No fine will be levied during the period the electronic filing system was inoperable. A report shall be deemed filed through the electronic filing system upon the issuance of an electronic filing receipt indicating and verifying that the report was filed.

5. Reports Not Timely Filed

If a required report is not filed timely, the relevant penalty sections in Chapter 106, Florida Statutes, shall apply. All reports filed via this system are considered to be

City of Dade City
Acknowledgement of Electronic Filing Information
(Continued from Page 1)

under oath by the candidate and treasurer or chair and treasurer of a political committee and are subject to all relevant penalties in Chapter 106, Florida Statutes.

I acknowledge that I have received a copy of the following:

- Copy of this Acknowledgement
- Copy of Resolution No. 2010-07
- Copy of Section FS 106.0705 Electronic filing of campaign treasurer's reports

I also acknowledge that I understand the following:

- Campaign reports must be electronically filed **not later than Midnight (Eastern Standard Time)** of the day designated as required by law or they are deemed late-filed and will be subject to the applicable penalties.
- Any reports that I file through the electronic filing system are considered to be certified as to correctness within the meaning of Sections 106.07(5), Florida Statutes. Persons filing reports are subject to penalties as prescribed in Chapter 106, Florida Statutes.

Finally, I acknowledge that I am responsible for protecting my sign-in credentials from disclosure and am solely responsible for all filings on the electronic filing system using these credentials. Furthermore, I acknowledge that I will notify the City Clerk immediately upon either losing these credentials or in the event they become compromised.

Signature

Print Name

Signature of the above is the:

☐ Candidate

☐ Political Committee Chair or ☐ Political Committee Treasurer

By signing above as the "Political Committee Chair or Political Committee Treasurer"
I am representing the following Committee:

Insert the Committee's name above

Date: _____, 20____

Effective: 5/2010