

# **SIGN UP FOR eCRIS ACCOUNT**



## Instruction Manual



The screenshot shows the SEEC eCRIS website interface. At the top is a navigation bar with the SEEC logo and links for eCRIS HOME, eCRIS SEARCH, eCRIS LOGIN, and CONTACT. Below this is a main content area with a welcome message and several sections: eCRIS LOGIN, Latest News/Archives (featuring a 'July 10, 2016 Filing Report' pie chart), eCRIS Useful Links, How to get Started (with a red arrow pointing to 'Sign Up for eCRIS Account'), and Training.

**Welcome to SEEC Campaign Reporting Information System (eCRIS)**

An essential goal of Connecticut's landmark campaign finance reform legislation is to increase transparency in the financing of political campaigns. To accomplish this goal, the State Elections Enforcement Commission (SEEC) was given the responsibility for implementing a new and improved electronic campaign reporting system for candidates, political committees and party committees that are required to file with the SEEC.

SEEC is proud to introduce eCRIS to satisfy this important goal. eCRIS enables candidates, political committee and party committee chairs and treasurers to electronically submit required committee registration information and campaign finance statements detailing the receipts and expenditures of their committee. One of our primary goals is to ensure compliance with the campaign finance laws, eCRIS provides its users with prompts to facilitate compliance. As noncompliance can result in the imposition of significant financial penalties, eCRIS provides users with greater assurance that requirements are satisfied.

**eCRIS Useful Links**

- SEEC Home
- eCRIS Filings Search
- CEP Program
- Filing Calendars
- Login to eCRIS Test Site
- 2016 eCRIS Reports

**How to get Started**

- Sign Up for eCRIS Account**
- Roles and Responsibilities
- Frequently Asked Questions

**Training**

- eCRIS Training
- CEP Training
- Printable Help Documentation

Go to our website: <http://seec.ct.gov/eCrisHome> and click **Sign Up for eCRIS Account**

## Sign Up For Your New SEEC Account

CREATE ACCOUNT      ACTIVATE ACCOUNT      CREATE MEMBERSHIP      COMPLETE

**NOTE:** This account is your personal account.  
We recommend that you create a username that is NOT based on your committee name.

User Name:

Password:  at least 8 characters and include a symbol

Confirm Password:

E-mail:

Phone:

Security Question:  ▼

Security Answer:

[Create User](#)

### Frequently Asked Questions

[Choosing a User Name](#)

Choose a User Name you can easily remember. The following requirements help ensure that your User Name is unique and secure. Your User Name must be 4 - 50 characters in length. Your User Name must be unique. Your User Name is not case sensitive. NOTE: If you try to create an account with a User Name that does not meet these requirements or that is already taken, you will be prompted to try again.

[Choosing a Password / Confirm Password / Password Tips](#)

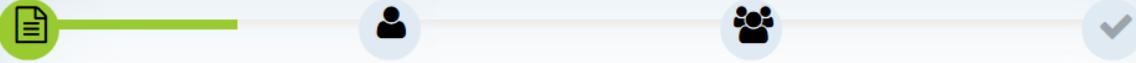
[Provide an E-mail Address](#)

[Provide a Phone Number](#)

[Security Question and provide an Answer:](#)

Please read Frequently Asked Questions before you fill out the form.

## Sign Up For Your New SEEC Account



CREATE ACCOUNT      ACTIVATE ACCOUNT      CREATE MEMBERSHIP      COMPLETE

**NOTE:** This account is your personal account.  
We recommend that you create a username that is NOT based on your committee name.

User Name:	<input type="text" value="Test"/>
Password:	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>
E-mail:	<input type="text" value="manual@gmail.com"/>
Phone:	<input type="text" value="8605556622"/>
Security Question:	<input type="text" value="What city were you born in?"/>
Security Answer:	<input type="text" value="Hartford"/>

Create User

*Note: On the top of the screen you will see which step of the process you are.*

Enter your user name (4-50 characters in length)

Password (8-50 characters in length and must contain at least one special character (e.g. %, @, \_, \$, #). Valid email; Phone number; Security Question (You will need it in the event you forget your password)

Click **“Create User”** when complete. You will be sent an activation email right away.



11/11 08:22/2010 11:29 AM

SEEC.eCris.info@ct.gov

SEEC New Account Activation

To

Cc

 This message was sent with Low importance.

Click on the following link to activate your SEEC account.

<https://seec.ct.gov/SeecSSO2/PublicAccess/ActivateAccount.aspx?id=0716c1a3-2d3a-4dfa-acf3-415a68de369a&AN=ECRIS>

User Name: ccastles

\* PROTECT YOUR PASSWORD. NEVER give your password to anyone, including SEEC employees.

**CT State Elections Enforcement Commission**

**eCRIS Help Desk**

(860) 256-2930

[SEEC.eCris.info@ct.gov](mailto:SEEC.eCris.info@ct.gov)

The email will come from **seec.ecris.info@ct.gov** with the subject of “**SEEC New Account Activation**”

If you didn't see it, look in your “**junk/spam folder**”

Please click on the provided link provided in the email to and activate your eCRIS account

STATE ELECTIONS  
ENFORCEMENT COMMISSION

eCRIS HOME eCRIS SEARCH LOGIN CONTACT

## New Account Activation

CREATE ACCOUNT ACTIVATE ACCOUNT CREATE MEMBERSHIP COMPLETE

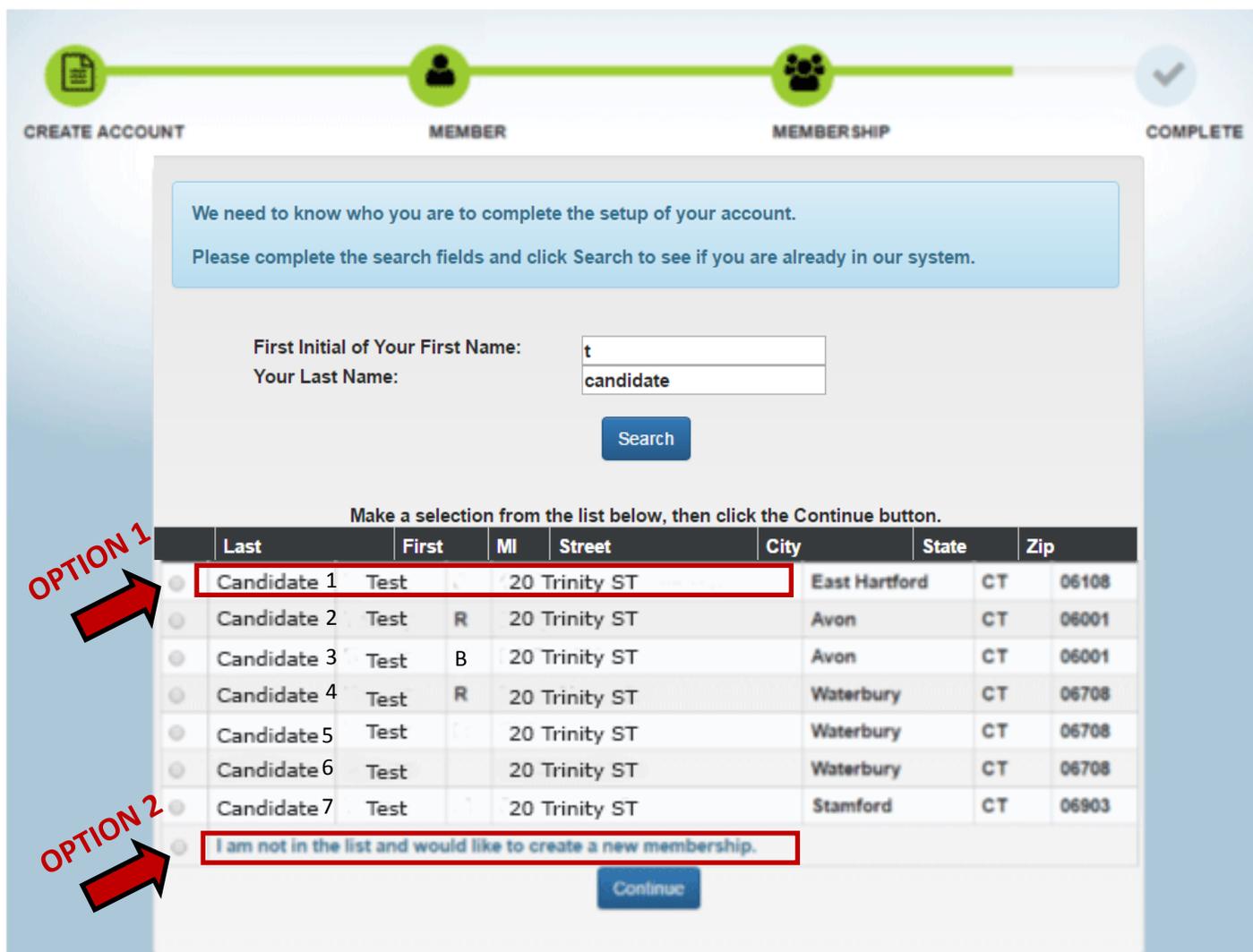
User Name: Test  
Password:

Activate Account

**NOTE:** This is a Restricted Web Site for Official SEEC Business use only. By entering the State Elections Enforcement Commission's secure website, you agree that you will not use any information and services related thereto for any unlawful purpose(s). Unauthorized use or attempts to upload or change information stored in this system may result in civil penalties or criminal prosecution or both. All activities and access attempts are logged.

eCRIS HELP DESK: 860 256-2930

Enter your password and click **“Activate Account”** to activate your account



We need to know who you are to complete the setup of your account.  
Please complete the search fields and click Search to see if you are already in our system.

First Initial of Your First Name:   
Your Last Name:

Make a selection from the list below, then click the Continue button.

	Last	First	MI	Street	City	State	Zip
<input type="radio"/>	Candidate 1	Test		20 Trinity ST	East Hartford	CT	06108
<input type="radio"/>	Candidate 2	Test	R	20 Trinity ST	Avon	CT	06001
<input type="radio"/>	Candidate 3	Test	B	20 Trinity ST	Avon	CT	06001
<input type="radio"/>	Candidate 4	Test	R	20 Trinity ST	Waterbury	CT	06708
<input type="radio"/>	Candidate 5	Test		20 Trinity ST	Waterbury	CT	06708
<input type="radio"/>	Candidate 6	Test		20 Trinity ST	Waterbury	CT	06708
<input type="radio"/>	Candidate 7	Test		20 Trinity ST	Stamford	CT	06903
<input type="radio"/>	I am not in the list and would like to create a new membership.						

Enter your first letter of your first name and your last name and click search. If you see yourself on the list click the option button next to your name.

If you don't see yourself on the list click "I'm not on the list" on the option button located on the bottom of the search results.

Click continue.

*\*\*Details are on following pages*

*\*OPTION 1 Instructions follow*

*\*OPTION 2 Instructions follow*

**You have two options:**

**OPTION 1**

You find yourself on the list. Select your name by clicking the option button next to your name. Next click **“Continue”**. For security purposes you will be directed through our PIN process in order to verify you are who you are claiming to be. Follow OPTION 1 instructions on the following pages.

**OPTION 2**

You are not on the list. Select the **“I’m not on the list”** entry at the bottom of the search results by clicking the option next to it. Next click **“Continue”**. You will be directed to a page where you will enter your name and address.

Follow OPTION 2 instructions on the following pages.

## OPTION 1

We need to know who you are to complete the setup of your account.

Please complete the search fields and click Search to see if you are already in our system.

First Initial of Your First Name:

Your Last Name:

Make a selection from the list below, then click the Continue button.

	Last	First	MI	Street	City	State	Zip
<input checked="" type="radio"/>	Candidate	Test		20 Trinity St	Hartford	CT	06108

Account setup complete!

For security purposes, you will be prompted for a PIN when logging into eCRIS for the first time.

We will mail your PIN to the following address within one business day:

**Test Candidate**  
**20 Trinity ST**  
**Hartford CT 06108**

\*\* If you prefer to have your PIN immediately emailed to you, please select an email address from the following list, then click Email PIN button.

**testcandidate@ct.gov**

If you selected yourself from search results, you will see this page. If we have any email addresses for you on any committee registrations you will be given the option to have your PIN emailed to you immediately. If no, or if not you do noting, your PIN will be mailed to your home address that is displayed on the page.

## OPTION 1



The screenshot shows the eCRIS website interface. At the top is a navigation bar with the following items: STATE ELECTIONS ENFORCEMENT COMMISSION logo, eCRIS HOME (with a home icon), eCRIS SEARCH (with a magnifying glass icon), eCRIS LOGIN (with a person icon), and CONTACT (with an envelope icon). Below the navigation bar is a main content area with the heading "Welcome to SEEC Campaign Reporting Information System (eCRIS)". The text below the heading explains the system's purpose and provides instructions for users. At the bottom of the main content area are three sections: "eCRIS LOGIN" (with a red box around the button), "Latest News" and "Archives" (with a 3D pie chart showing a "July 10, 2016 Filing Report"), and "eCRIS Useful Links" (with a list of links).

**Welcome to SEEC Campaign Reporting Information System (eCRIS)**

An essential goal of Connecticut's landmark campaign finance reform legislation is to increase transparency in the financing of political campaigns. To accomplish this goal, the State Elections Enforcement Commission (SEEC) was given the responsibility for implementing a new and improved electronic campaign reporting system for candidates, political committees and party committees that are required to file with the SEEC.

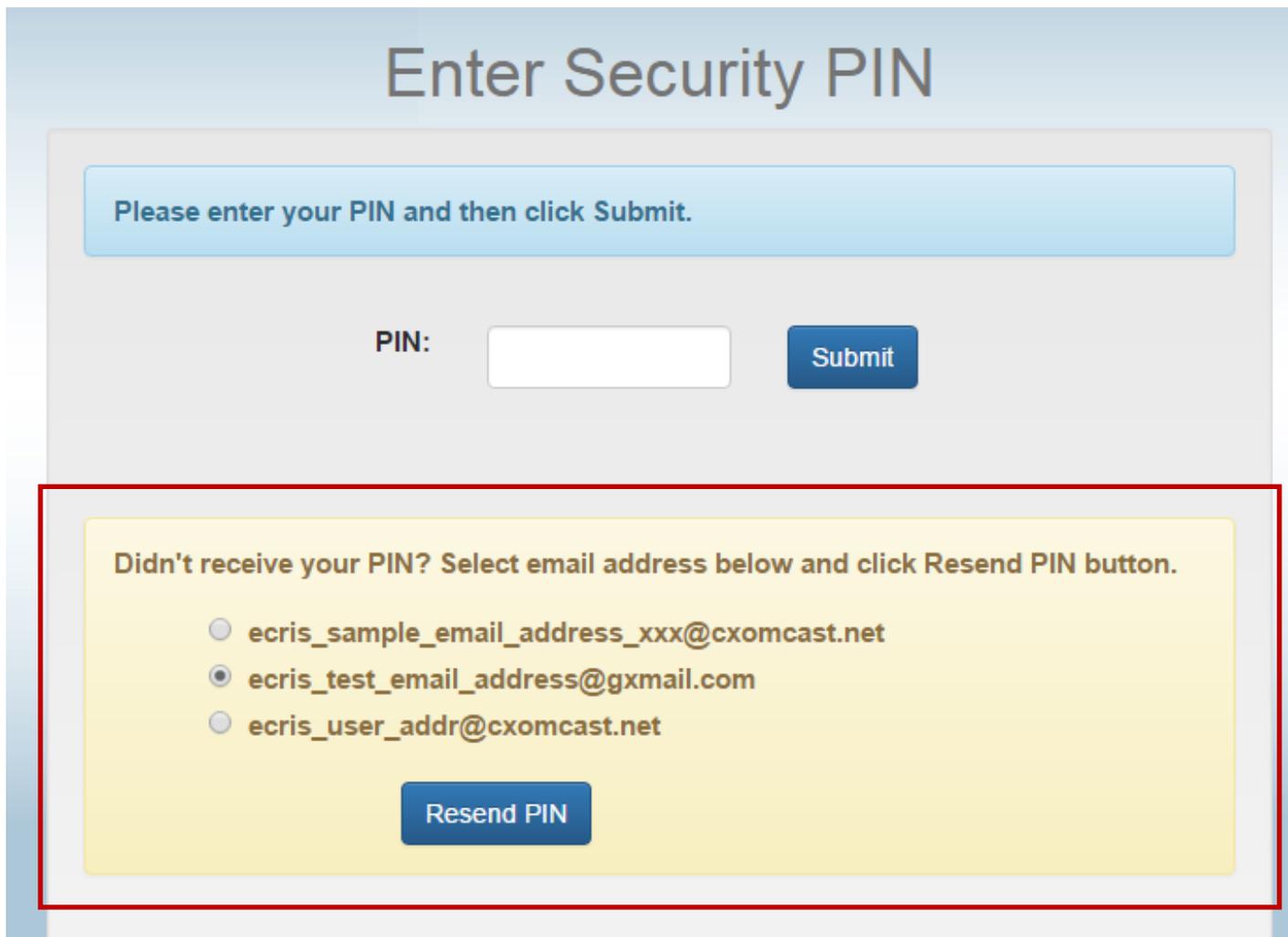
SEEC is proud to introduce eCRIS to satisfy this important goal. eCRIS enables candidates, political committee and party committee chairs and treasurers to electronically submit required committee registration information and campaign finance statements detailing the receipts and expenditures of their committee. One of our primary goals is to ensure compliance with the campaign finance laws, eCRIS provides its users with prompts to facilitate compliance. As noncompliance can result in the imposition of significant financial penalties, eCRIS provides users with greater assurance that requirements are satisfied.

**eCRIS Useful Links**

- SEEC Home
- eCRIS Filings Search
- CEP Program
- Filing Calendars
- Login to eCRIS Test Site
- 2016 eCRIS Reports

Once you receive your PIN (via email or USPS mail to your house), log on to eCRIS  
<http://seec.ct.gov/eCrisHome>

## OPTION 1 - PIN was emailed



The screenshot shows a web interface for entering a Security PIN. At the top, the text "Enter Security PIN" is displayed. Below this, a light blue box contains the instruction "Please enter your PIN and then click Submit." Underneath, there is a label "PIN:" followed by a white text input field and a blue "Submit" button. A yellow box with a red border contains the text "Didn't receive your PIN? Select email address below and click Resend PIN button." Below this text are three radio button options: "ecris\_sample\_email\_address\_xxx@cxomcast.net", "ecris\_test\_email\_address@gxmail.com" (which is selected), and "ecris\_user\_addr@cxomcast.net". A blue "Resend PIN" button is located at the bottom of the yellow box.

Enter your PIN and click "submit". You will be redirected to the eCRIS Member Home page.

If you need PIN reset, you will be given that option by clicking "Resend PIN"

## OPTION 1 - PIN was mailed

### Enter Security PIN

Please enter your PIN and then click Submit.

Your PIN was mailed to your house on 9/1/16. Please allow 3-5 business days for it to arrive.

PIN:

Enter your PIN and click "**Submit**". You will be redirected to the eCRIS Member Home page.

## OPTION 1

**CAMPAIGN REPORTING INFORMATION SYSTEM**  
STATE ELECTIONS ENFORCEMENT COMMISSION

Welcome Test Member      You are logged in as eCRISuser      [Change Password](#)      [My Account](#)

**Committees**

- My Test Committee

**New Committee Registration**

You must be a candidate or chairperson to create a new committee registration

- Register Candidate
- Exploratory Committee
- Party Committee
- Political Action Committee
- Independent Expenditure

**Alerts**      [Subscribe to SEEC eCRIS Alert RSS E-mail Notification](#)

You have no alerts!

[Paper Forms](#)   [Help/Instructions](#)   [Training](#)   [Filing Calendars](#)   [Contact Us](#)   [Quick Links](#)

**CONTACT US**

[SEEC.eCRIS.Info@ct.gov](mailto:SEEC.eCRIS.Info@ct.gov)      (860)256 - 2930

[Http://www.ct.gov/SEEC](http://www.ct.gov/SEEC)

**Latest News/Announcements**

Watch for brand new eCRIS Home page.  
Coming 2/9/2016.

Member's Home

## OPTION 2

New eCRIS User Setup

CREATE ACCOUNT — MEMBER — MEMBERSHIP — COMPLETE

We need to know who you are to complete the setup of your account.  
 Please complete the search fields and click Search to see if you are already in our system.

First Initial of Your First Name:   
 Your Last Name:

Make a selection from the list below, then click the Continue button.

Last	First	MI	Street	City	State	Zip
<input type="radio"/> I am not in the list and would like to create a new membership.						

If you don't find yourself on the list select **"I'm not on the list.."** button and click **"Continue"**

## OPTION 2

STATE ELECTIONS  
ENFORCEMENT COMMISSION

eCRIS HOME eCRIS SEARCH LOGOFF eCRISuser CONT

### Create Member

CREATE ACCOUNT MEMBER MEMBERSHIP COMPLETE

First Name:

MI:

Last Name:

Suffix:

*Primary Residence*

Street:

City:

State:

Zip:

Enter your information and click **“Save”**. You will be redirected to eCRIS Member Home page.

## OPTION 2

MembersHome.aspx

**CAMPAIGN REPORTING  
INFORMATION SYSTEM**  
STATE ELECTIONS ENFORCEMENT COMMISSION

Welcome Test Member      You are logged in as eCRISuser      [Change Password](#)      [My Account](#)

**Committees**

--- You are not associated with any Committee!

**New Committee Registration**

You must be a candidate or chairperson to create a new committee registration

-  [Register Candidate](#)
-  [Exploratory Committee](#)
-  [Party Committee](#)
-  [Political Action Committee](#)
-  [Independent Expenditure](#)

**Alerts**      [Subscribe to SEEC eCRIS Alert RSS E-mail Notification](#)

You have no alerts!

[Paper Forms](#)   [Help/Instructions](#)   [Training](#)   [Filing Calendars](#)   [Contact Us](#)   [Quick Links](#)

**CONTACT US**

 [SEEC.eCRIS.Info@ct.gov](mailto:SEEC.eCRIS.Info@ct.gov)    (860)256 - 2930

 [Http://www.ct.gov/SEEC](http://www.ct.gov/SEEC)

**Latest News/Announcements**



Watch for brand new eCRIS Home page.  
Coming 2/9/2016.

Member's Home

You choose OPTION 2 because you are brand new to our system. If you are a chairperson or candidate, you can register your committee from this screen.

If you are a treasurer or deputy treasurer, you will be automatically assign to your committee when it is registered.