

## **Links to Forms – Please read the instructions below**

<a href="#">DS-DE 84</a>	Statement of Candidate
<a href="#">DS-DE 9</a>	Appointment of Campaign Treasurer
<a href="#">DS-DE 25</a>	Oath of Candidate – Non Partisan
<a href="#">DS-DE 12</a>	Campaign Treasurer's Report Summary
<a href="#">DS-DE 13</a>	Campaign Treasurer's Report Itemized Contributions
<a href="#">DS-DE 14</a>	Campaign Treasurer's Report Itemized Expenditures
<a href="#">DS-DE 87</a>	Waiver of Report

### **INSTRUCTIONS FOR FILLING OUT ELECTRONIC FORMS:**

There are two options for utilizing our online forms if you are using the Free Adobe Acrobat Reader®:

1. You may print a blank form, fill it out, sign it and send it in.
2. Or, you can type your disclosure information directly on the form and then print it out, sign it and send it in.

#### **For Option 2:**

1. Select the hand tool  from the Acrobat toolbar menu.
2. Move the hand inside a field. Click when it changes to an I-beam pointer .
3. The I-beam pointer allows you to type text. The hand tool will also become a pointer tool when it passes over a check box, which allows you to click and check the box.
4. Press tab to accept the information you have typed and go to the next field.
5. You may also use your mouse to move from field to field.
6. Press shift+tab to accept the information you have typed and go to the previous field.
7. Typed text that goes beyond the limit of a field will not be printed. You may shorten the entry by using generally accepted abbreviations.
8. Use the zoom tool  to magnify the page for easier viewing.

#### **IMPORTANT – PLEASE READ:**

- OPEN UP THE APPROPRIATE SET OF INSTRUCTIONS FOR THE FORM OR PRINT THEM OUT. CAREFULLY READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE FORM. THEY CONTAIN HELPFUL INFORMATION AND EXAMPLES TO ASSIST YOU.
- FORMS CANNOT BE ELECTRONICALLY SUBMITTED.
- USE THE PRINT BUTTON ON THE ADOBE TOOL BAR TO PRINT THE FORM. YOUR INTERNET PRINT BUTTON WILL NOT PRINT THE FORM.

- FILLED-IN FORMS CANNOT BE SAVED ON YOUR COMPUTER WITH ADOBE READER. YOU CAN ONLY PRINT THE FORM AFTER FILLING IT OUT. IF YOU ATTEMPT TO SAVE YOUR FORM, IT WILL CLEAR ALL THE INFORMATION YOU INPUT.
- MAKE SURE THAT YOU MAKE A COPY OF YOUR COMPLETED, SIGNED DISCLOSURE FORM AND KEEP IT WITH YOUR IMPORTANT PAPERS.