

## QUICK START GUIDE



### WELCOME TO ELEC'S NEW EFILING APPLICATION

To get started go to: <https://www.njelecefile.com/>

3. You will receive a confirmation email once you submit the registration form. Click the link in the email to complete the registration process.

### Congratulations! You have successfully registered.

#### CREATING A NEW COMMITTEE (R3) OR ELECTION CYCLE (R1)

1. Login to your NJElecEfile account.
2. Click on "Add New Reporting Cycle."
3. From the "Application Selection" screen, choose which reporting form you are submitting (i.e. R-3, R-1)

4. Fill in the requested information and select a Role (i.e. Treasurer, Deputy Treasurer, Candidate, etc.)

#### CREATING YOUR FIRST REPORTING PERIOD

Once you enter and save your committee's information, you will be prompted to create your first reporting period.

#### REGISTRATION PROCESS

In order to register with NJElecEfile, you will need a valid email address and a Registration Number and PIN. If you do not have a Registration Number and PIN, you can apply for one by clicking on the link below:

<https://njelecregister.com/>

#### REGISTER

1. Once you receive your Registration Number and PIN, click on the "Register" button to begin.

2. Complete the registration form and click Register.

In the “Reporting Period Selection” screen, enter your “Report Year” and click the blue check button. A list of reporting periods will appear, select the relevant period and click “Add First Reporting Period.”

**Please note:** The Report Year is the year in which your activity began, not necessarily your election year.

## INVITING USERS

1. Go to **QUICK LINKS > Invite New User**
2. Enter the user’s e-mail address and select their desired role.

## ADDING BANK INFORMATION

1. Go to **QUICK LINKS > ASSETS/BANK ACCOUNTS**.
2. You can enter depository information as well as other assets including, but not limited to, money market accounts and real property.
3. You can also use this screen to transfer funds between your committee accounts as needed.

## ENTERING CONTRIBUTIONS AND EXPENDITURES

1. Go to **QUICK LINKS > CONTRIBUTIONS** to begin entering Contribution Information. You will be able to enter information relevant to the following contribution types:
  - Monetary (including currency)
  - In-kind
  - Adjustments (Refunds of Contributions)
  - Dividends / Interest
  - Loan
2. Go to **QUICK LINKS > EXPENSES** to begin entering Expenditure Information. You will be able to enter information relevant to the following expenditure types:
  - Expenses
  - Other Expenses (R-1 only)
  - Loan Payment
  - Obligation Payment
  - Contribution Made to Others
  - Expense Made on Behalf
  - Owed to Committee
  - Refunded Disbursements / Reimbursements

## VIEW YOUR REPORT

Go to **REPORTING > VIEW REPORTS**. You have the option to view your report in its entirety, or individual schedules as needed.

## FILING WITH ELEC

Go to **QUICK LINKS > FILE WITH ELEC**

1. Users required to electronically sign the report will need to certify to the accuracy of the report prior to filing.
2. When a user is logged in, they can simply click the “Certify” button next to their name, review the certification language that appears in the pop-up window, and confirm they wish to certify the report.
3. If the report requires the electronic signature of any other user(s), the user logged in can either enter that individual’s Registration Number and PIN and certify on their behalf, OR they can send that individual a link requesting they certify the report under their own log-in by clicking the “Request to Certify” button. That user will receive a link they can click in order to certify the report on their own.
4. Once the report is certified, click the “File With ELEC” button. You will be provided with a confirmation number and the option to download or print the filed report for your records.

| Select | Report Name                   | Year | Amendment | Id   | Filed   |
|--------|-------------------------------|------|-----------|------|---------|
| Select | Q202-Q2 QUARTER 2 (JUL 15TH)  | 2020 | 0         | 3138 | Disable |
| Select | Q202-Q1 QUARTER 1 (APR 15TH)  | 2020 | 0         | 3137 | Disable |
| Select | Q2019-Q4 QUARTER 4 (JAN 15TH) | 2019 | 0         | 3136 | Disable |
| Select | Q2019-Q3 QUARTER 3 (OCT 15TH) | 2019 | 0         | 3135 | Disable |
| Select | Q2019-Q2 QUARTER 2 (JUL 15TH) | 2019 | 0         | 3134 | Disable |
| Select | Q2019-Q1 QUARTER 1 (APR 15TH) | 2019 | 0         | 2698 | Disable |
| Select | Q2018-Q4 QUARTER 4 (JAN 15TH) | 2018 | 0         | 2565 | Disable |
| Select | Q2018-Q3 QUARTER 3 (OCT 15TH) | 2018 | 0         | 2564 | Disable |

**Please note:** It is important to understand that the Active Reporting Cycle and Reporting Period are always listed at the top of the application. Any information entered will ONLY be applied to this specific cycle and period. If this is not the cycle and period you are attempting to enter information for, you will need to make the appropriate selections by following the instructions for Selecting a Different Reporting Cycle.

If you should have any questions, please do not hesitate to contact us. (609) 292-8700

## SELECTING A DIFFERENT REPORTING CYCLE

1. Go to **START** tab located at the top left of your screen.
2. In the “Reporting Period Selection” screen, choose the relevant cycle from the “Active Report Cycle(s)” dropdown list.
3. Finally, select the desired reporting period from the “Active Report List”.



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