



## Filling out forms on Campaign Finance Portal for Parker County (VistaSG)

1. Go to the log in page: <http://cf.vistasg.com/parkerco/Login.aspx>  
At the top right of the screen, click on Login or fill out the information below: email address and password. If you have not already set up an account, click on the blue ink that says "Click Here to Register"

The screenshot shows the "User Account Login" page. At the top left is the "VistaSG" logo. At the top right, there are links for "Candidate Filings" and "Login". The main content area has a white box with the following fields and buttons:

- Email Address\* (text input field)
- Password\* (password input field)
- Login (blue button)
- Forgot Password? (text link)
- Don't have an account? [Click Here to Register](#) (text link)

2. Once you are logged in, it will show your name at the top right: "Welcome Jenise Miller"  
If you have previously started reports or submitted reports, they will show up under the Filings area.  
Reports to fill out are all listed to the left of the screen, under the words Vista SG. Click on **Fillable Forms**.

The screenshot shows the "Filings" page after login. At the top right, it says "Welcome Jenise Miller" and "Logout". On the left sidebar, there are two menu items: "Filings" and "Fillable Forms". The main content area has a search bar, an "Upload Document" button, and a table with the following columns: "Document Type", "Date Submitted", "Approval Status", "Document Version", and "Document Description". Below the table, it says "No records to display." and "Page size: 10". At the bottom right, it says "0 items in 1 pages".



Click on **Fillable Forms**



The forms will open up on your page. The forms are listed on two pages, so if you do not see the form that you are looking for, click on page 2 at the bottom of the page.

Vista<sup>SG</sup>

Fillings

Fillable Forms

### Fillable Forms

Document Type	Document Description	Document Version
Form AJCTA	Amended appointment of a campaign treasurer by a judicial candidate	Revised 1/1/2022
Form CIQ	Conflict of interest questionnaire for vendor doing business with local governmental entity	Revised 1/1/2021
Form CIS	Local government officer conflicts disclosure statement	Revised 8/17/2022
Form JCTA	Appointment of a campaign treasurer by a judicial candidate	Revised 1/1/2022
Form COR_COH	Correction/Amendment affidavit for candidate/officeholder	Revised 4/16/2021
Form ACTA	Amended appointment of a campaign treasurer by a candidate	Revised 1/1/2022
Form AS IF-SPAC	As if-specific-purpose committee campaign finance report	Revised 12/08/2020
Form CFPCP	Code of fair campaign practices	Revised 1/1/2021
Form C/OH	Candidate/Officeholder campaign finance report	Revised 8/17/2020
Form UD	Unsworn declaration	Revised 7/9/2020

Most local candidates are going to be filling out the form C/OH – when you click on the word Form C/OH the below picture will open up on your screen. When you have finished, you can save the form or submit the form. When you submit the form, the Elections Office will receive an email and then we will process your upload and it will be posted to the website.

### CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT

FORM C/OH COVER SHEET PAGE 1

The C/OH Instruction Guide explains how to complete this form.

1 Filer ID (Ethics Commission Filers)		2 Total pages filed:	
3 CANDIDATE / OFFICEHOLDER NAME		OFFICE USE ONLY	
MS / MRS / MR	FIRST	MI	Date Received
NICKNAME	LAST	SUFFIX	
4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS			
ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE			
<input type="checkbox"/> Change of Address			
5 CANDIDATE / OFFICEHOLDER PHONE		Date Hand-delivered or Date Postmarked	
AREA CODE	PHONE NUMBER	EXTENSION	
( )			Receipt #
6 CAMPAIGN TREASURER NAME		Amount \$	
MS / MRS / MR	FIRST	MI	Date Processed
NICKNAME	LAST	SUFFIX	Date Imaged

Save Draft Submit Revert to Last Saved