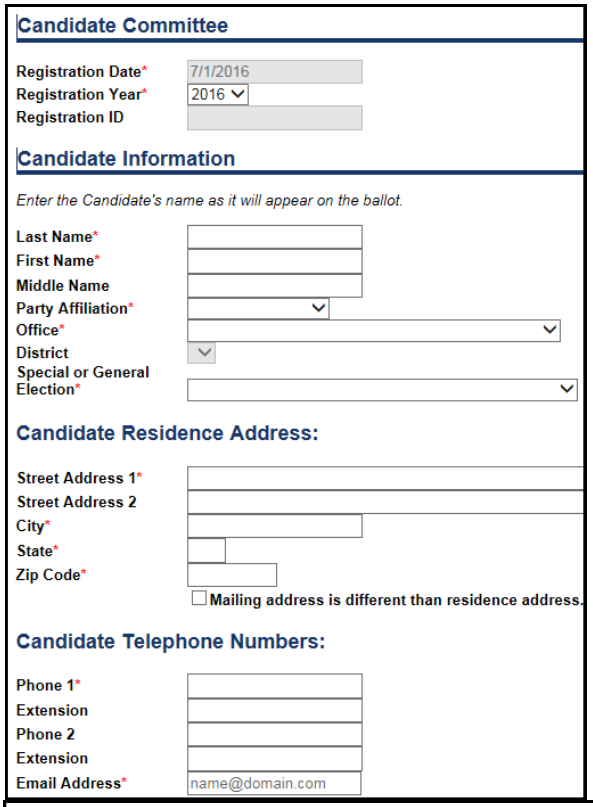
Pre-2015 Committee Transition to The Guardian

Step-by-Step Registration Instructions

1. Use link to register committee. To transition a 2010, 2012, or 2014 candidate committee to The Guardian System you must register using the link below. This is the only way to ensure the correct rules are applied to a 2010, 2012 or 2014 committee.

Click on the blue link: **https://guardian.ok.gov/CampaignFinance/Filings/Registration.aspx?Pre2015=True**

2. Registration Form. Complete the form online. The fields with red asterisks are required.

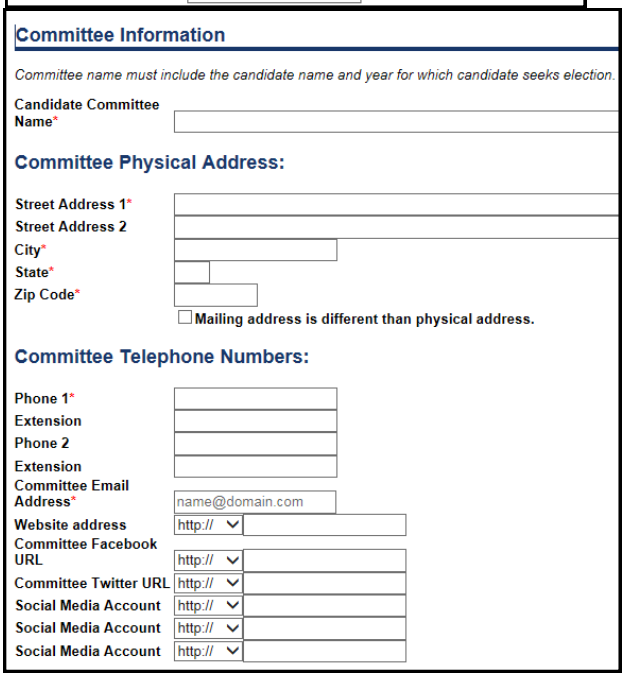


3. The Registration year is the year the committee registers in The Guardian System.

4. Candidate Information. Enter the Candidate's last name, first name, party affiliation, office sought and the year of the Special or General Election for which the Committee was formed.

5. Physical address. Enter the Candidates Residential Address—a physical street address. If you need to also enter a mailing address click on the checkbox next to "Mailing address is different than residence address" and additional boxes will appear to enter a mailing address.

6. Enter the Candidate's telephone number(s) and email address.



7. Committee Name. Enter the Committee Name as listed on your original Statement of Organization.

8. Physical Address. Enter the street address for the committee. If a mailing address also needs to be entered click on the checkbox next to "mailing address is different than physical address" and additional boxes will appear.

9. Complete the phone number and email address fields. It is optional to add website and social media accounts.

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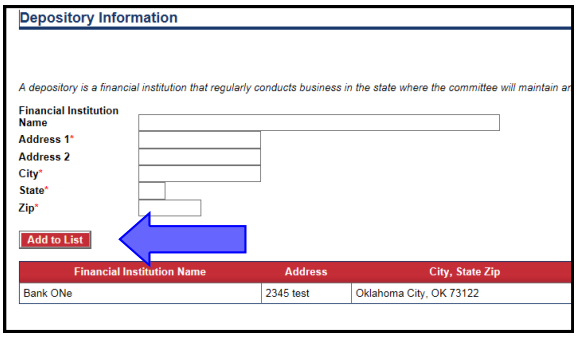
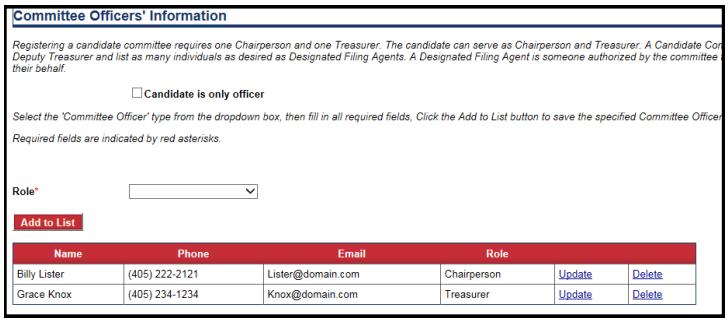
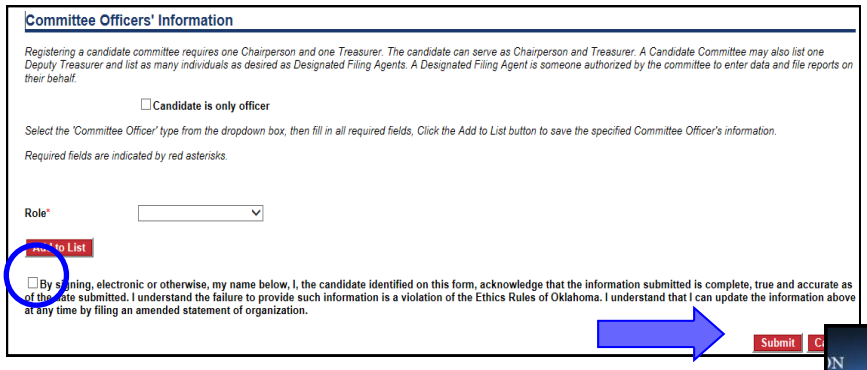


10. Depositories Enter your committee depository/bank information. Click the "add to list" button for it to populate a grid and add additional depositories if needed.

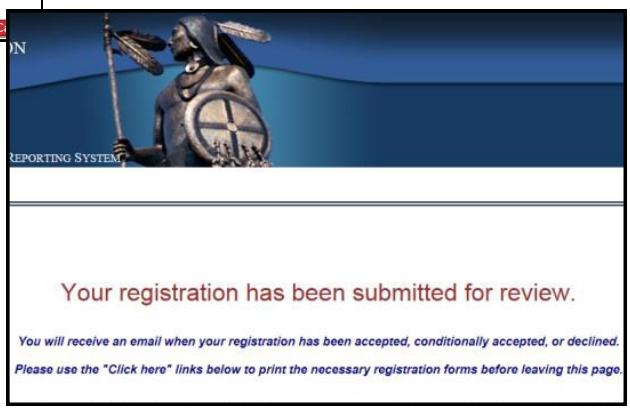


11. Officers & DFA's. In The Guardian each officer and candidate will receive his or her own credentials to access the system. You must enter correct email addresses for each person associated with the account for contact purposes. Do not enter the same email address for multiple officers. Enter each officer and their information and click "add to list" for it to populate in a grid. If the candidate is the only officer, just click the checkbox "Candidate is only officer"

Any person who accesses the committee account must have his or her own credentials. If this committee has someone other than an officer or the candidate enter data or file reports for the committee then select "Designated Filing Agent" (DFA) from the "role" dropdown. Enter that individual's name, address and email address. They will receive their own credentials to access the system. A committee can have multiple DFA's.



12. Digital Signing. Once you have complete the officer section, click the "By signing,…" checkbox at the bottom of the page and the red Submit button to the right.



13. Registration successfully submitted. Once you submit your registration you should see the "registration submitted" page and receive an email confirming the submission. *If you do not see this page, the registration may be missing required information. Go to the top of the page and review the red message that indicates what information is missing.*

14. Staff review. The Ethics staff will review the registration to ensure it is complete and will accept or conditionally accept the registration. Once the staff has accepted or conditionally accepted the registration each officer, candidate, and DFA will receive a username and temporary password via email.

15. Conditional Acceptance. If a registration is conditionally accepted an email will be sent to the committee officers explaining what needs to be resolved. The system can be accessed and information entered during conditional status. *However, reports can not be filed.* Upon correction of the registration the Commission Staff will remove the conditional status so reports can be filed. **You will want to resolve the issues before 4:30 p.m. on Friday, July 29th, to file the 2nd quarter report no later than July 31, 2016.**