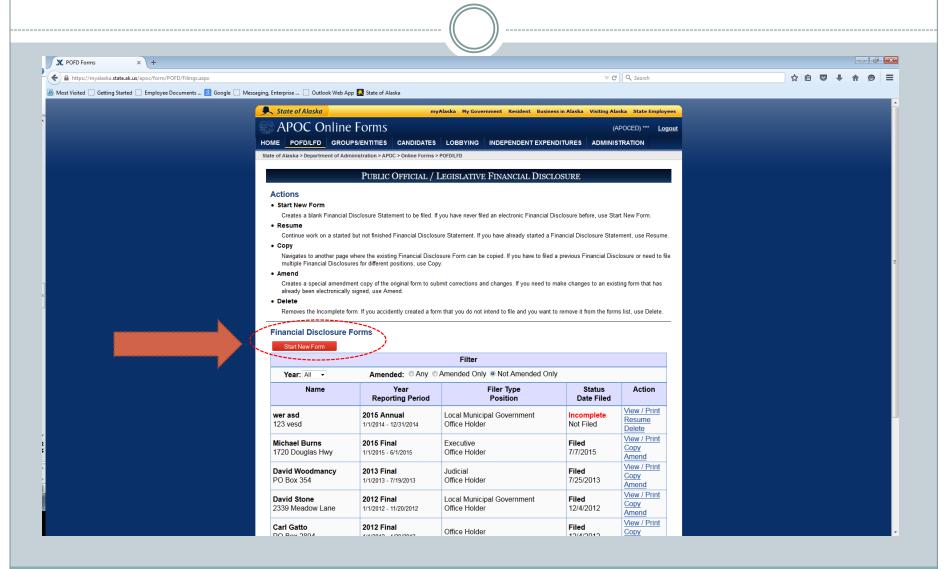
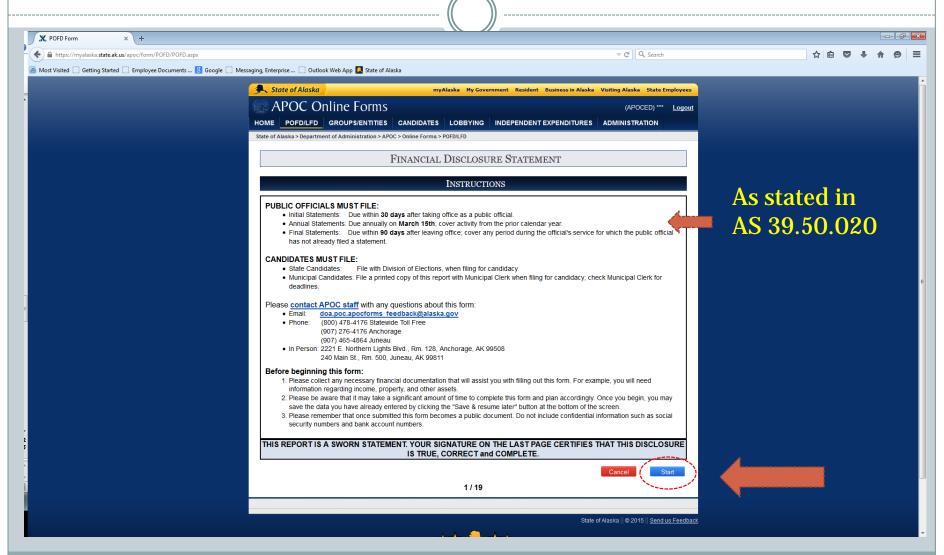
Part 3 Starting a New POFD

In this section you will learn how to begin a new POFD.

Let's start a new form, click the red button



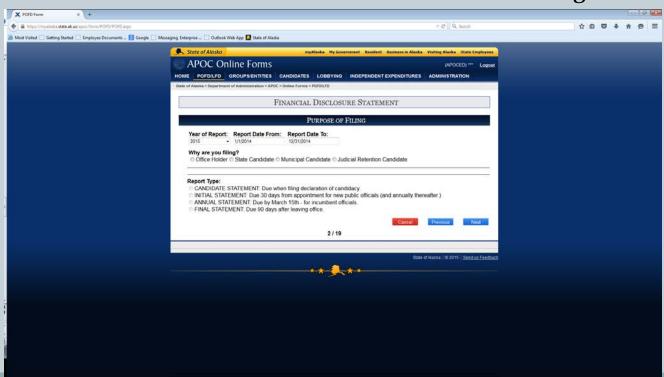
Important deadlines and instructions here. When ready click the blue "Start" button



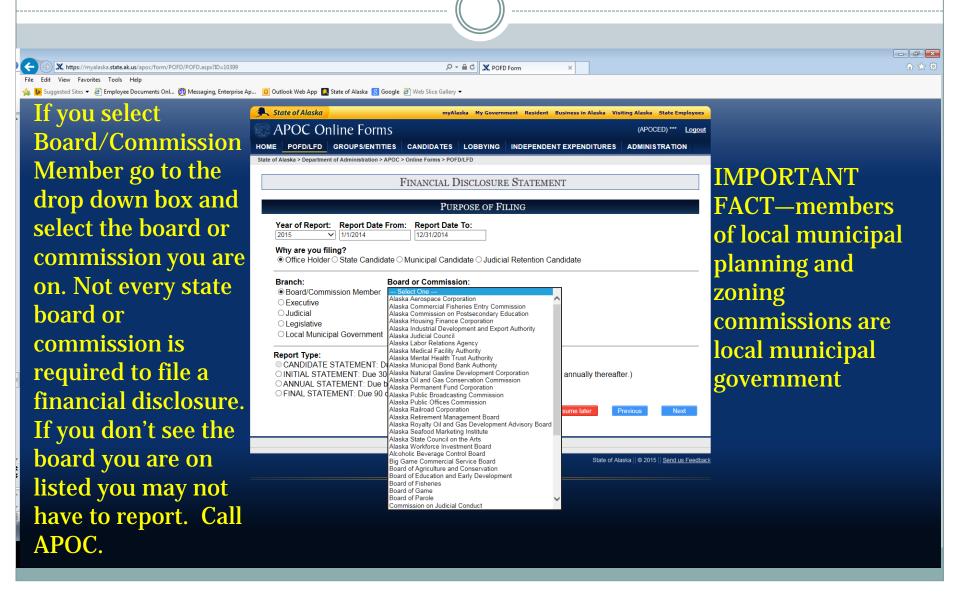
It's important to start correctly!

The Year of Report is the year you are reporting in; the Report date from and to is the previous year unless this is a final POFD (we'll deal with finals in a little bit). "Why are you filing" is self-explanatory—each will bring you a menu to choose from. The report type is important so that you appear in the right place. When done hit the blue next button. You can come back and make changes later.

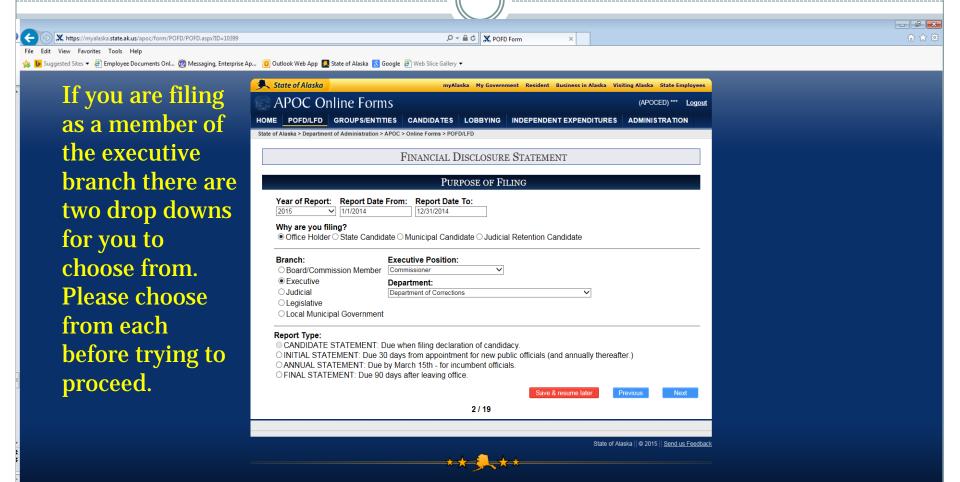
IMPORTANT
FACT—
members of
local
municipal
planning and
zoning
commissions
are local
municipal
government.



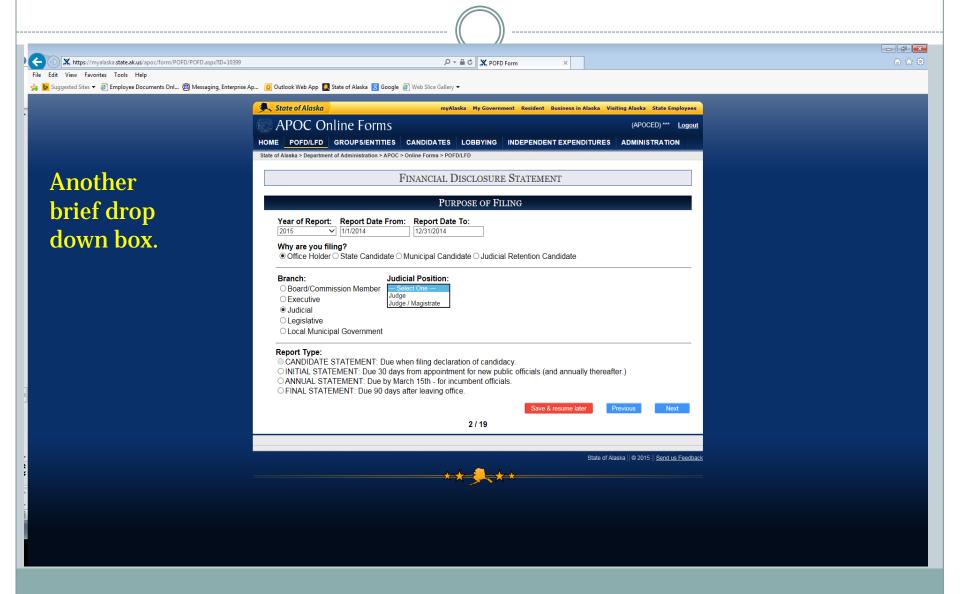
Why are you filing? Boards and Commissions



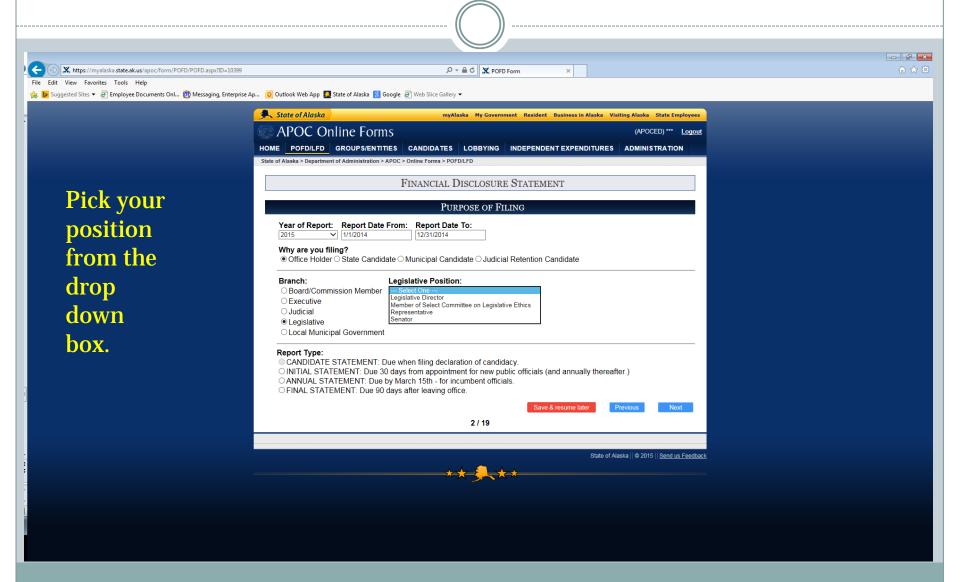
Why are you filing? Executive Branch



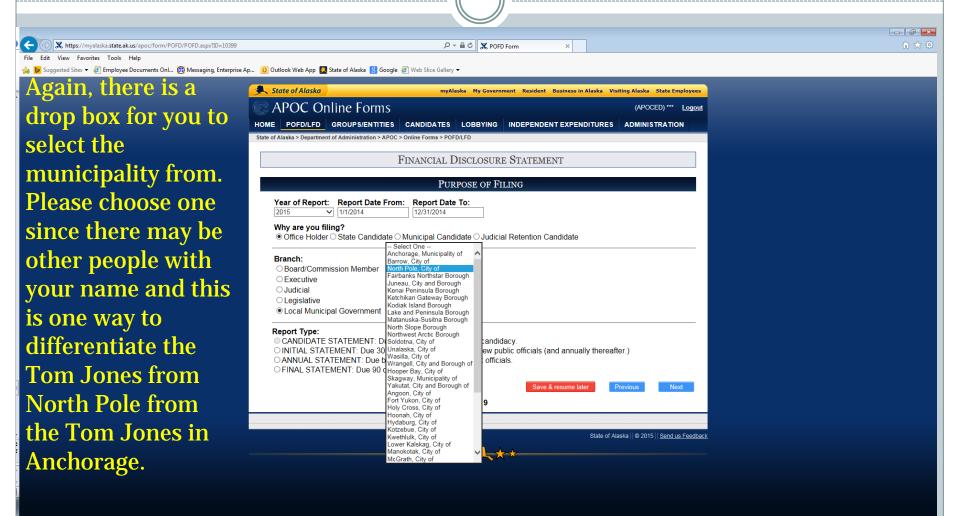
Why are you filing? Judicial Branch



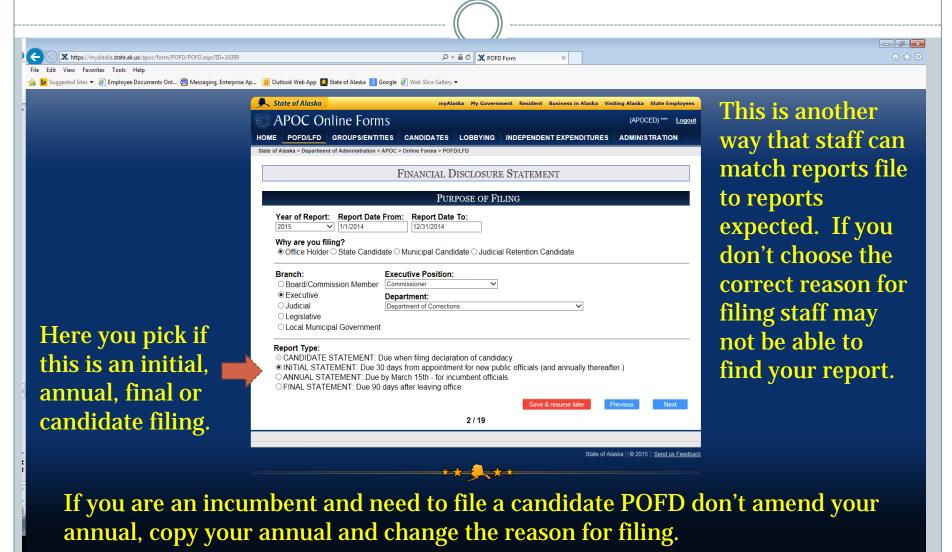
Why are you filing? Legislative Branch



Why are you filing? Local Municipal Government



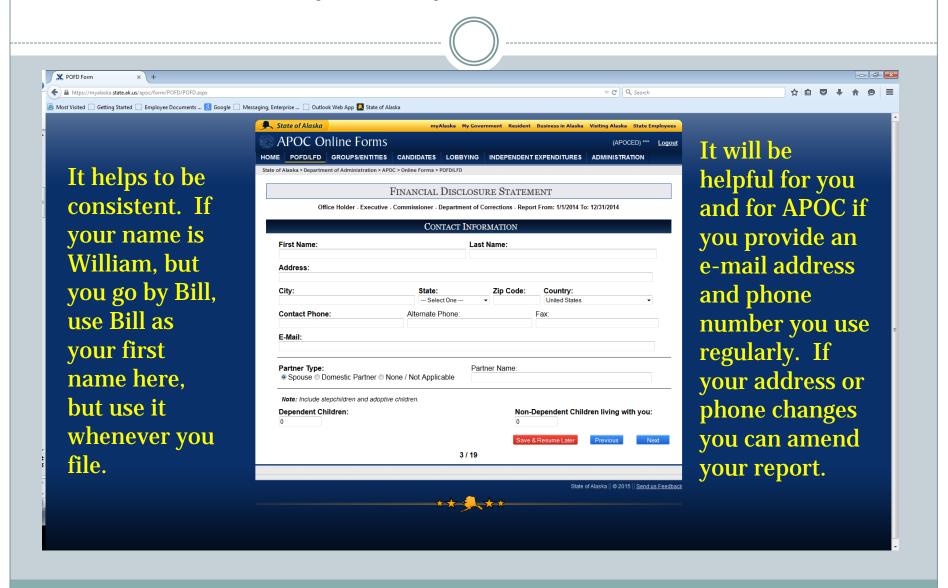
Pick the type of report



Help us help you!

The information on page 2 of the form is more important to you than you might think. It allows APOC staff to ensure that you have filed on time. We match what you put on page 2 to a set of expectations. When the information on page 2 does not match the expectations staff can't always see your report. So, if you are filing for the election for the state senate, but on page 2 you say you're running for a council seat in Wasilla, staff or others won't see your report and assume that you haven't reported.

You've already logged in and entered the reasons you're reporting. Page 3 is where you enter your contact information.



This is how it would look filled out

