

Starting The Campaign

Mandatory electronic reporting – candidates, slates of candidates, committees, and contributing organizations are **required to electronically submit all required campaign finance reports to the Registry of Election Finance** beginning with the 2020 Primary election. See KRS 121.120(6)(i) and 121.180(16). The Registry’s electronic filing system are provided free of charge to all filers.

KREF 001 – When candidates file with the Secretary of State or County Clerk for ballot access, they must also file a Statement of Spending Intent and Appointment of Campaign Treasurer form (KREF 001). This form is used to provide the Registry with candidate information, identify the election date and office sought, designate a campaign treasurer, indicate the financial institution that the campaign will use, and indicate the candidate’s spending intent, which may qualify the candidate for a reporting exemption. See KRS 121.160(1) and 121.180(1). The exemption, further described below, determines how many reports you must file. Candidates may appoint any registered Kentucky voter as campaign treasurer, or serve as their own treasurer. Candidates may choose to file their Statements of intent earlier with the Registry, prior to filing for ballot access, and in fact are required to do so as soon as they begin to receive contributions or make expenditures towards a future election. The process is the same either way, as explained below.

HOW DO I START?

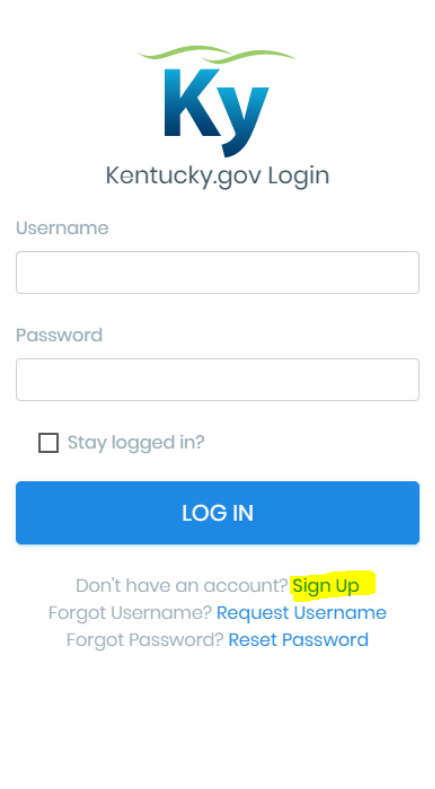
Candidates MUST submit their KREF 001 form electronically to the Registry – In order to comply with the new mandatory electronic filing requirements, **ALL** candidates for office in 2020 must create an account in the Registry’s new electronic filing system and submit their KREF 001 form electronically to the Registry. See KRS 121.120(6)(i) and 121.180(1) & (16).

Step-by-step instructions for creating your Kentucky.gov Single Sign On (SSO) are below.

You will need to go to the <https://secure.kentucky.gov/manageaccount> Registration Page to create a Kentucky.gov user account.

1. REGISTER

- On the Login page, Left-Click on the Sign-Up link.
- Enter your account information and click the **Complete Registration** button at the bottom of the page.



Kentucky.gov New User Registration.

Please provide the following information to create your Kentucky.gov user account. If you have questions about how this information is used, please read our [Privacy Policy](#).

First Name

Middle Name

Last Name

Phone Number

Zip Code

Email Address

☐ I'm outside of the United States

2. EMAIL AUTHENTICATION PROCESS

- An **Activate your Kentucky.gov account** email will be sent to the email used when registering.
- Open your Kentucky.gov account activation email (If you are unable to locate the email, check your SPAM/JUNK folder).



Primary



Social



support

Activate your Kentucky.gov account -

- Click on the activation link in the activation email.

Activate your Kentucky.gov account

Your new Kentucky.gov account has been created. Before you can log in, please activate your account using the link below:

<https://secure.kentucky.gov/g2p/kii.g2p.portal.web.pages.sso/Account/Activate?userId=29158&code=CfDJ8CXaYW1ljXtBtf7igugN6TRzymbekHObubn87%2FuWGXRIQGTa0wUYG5wV6GQvnX4jOIkxr3yLwrhX9EgvlOQwyDSF2IH9q9FhUO2Y5egGQIX9IDteNAZ2RiTeMAUOYKUUqaiUCObIvKl%2BY6T74fRQQgYDiu5174e8ygjM%2BfhrTMVtSis24UT5GVkanGdqWzz6sALT4gMYK9JasiVOIMnLVg%3D&ct=25666511-cc46-4e1c-a0a3-8cdf915607cc>

If you can't click on links in your email application, please copy and paste the above address into your browser.

If you have any questions, please contact the Kentucky.gov webmaster by sending email to support@kentucky.gov.

3. SSO ACCOUNT CREATED

- You have successfully created a user account.
- You may now go to your KEFMS Dashboard.

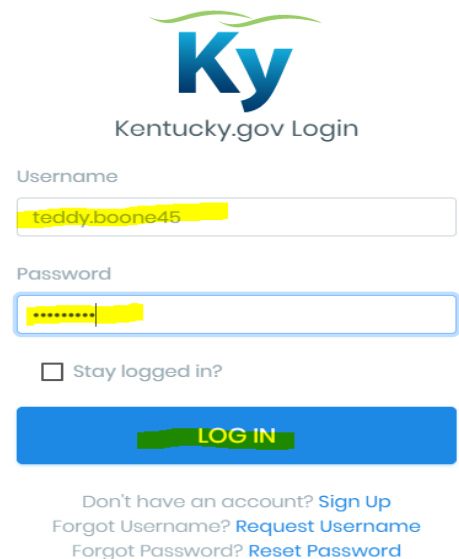
INSTRUCTIONS FOR ACCESSING THE REGISTRY'S ELECTRONIC FILING SYSTEM – In order to initiate the filing process, candidates should go to <https://kref.ky.gov>, click on the "EFILE" button on the Registry's homepage, and follow the instructions found there for creating their account and submitting their KREF 001 form electronically. (See instructions beginning on next page.)

Step-by-step instructions for filing your electronic Statement of Spending Intent are below.

Go to the KEFMS Candidate Dashboard to file your Statement of Spending Intent.

1. LOGIN <https://secure.kentucky.gov/kref/financial>

- Enter Kentucky.gov Single Sign-On (SSO) credentials.
- Left-Click on the **LOG IN** button.



Ky
Kentucky.gov Login

Username
teddy.boone45

Password

☐ Stay logged in?

LOG IN

Don't have an account? [Sign Up](#)
Forgot Username? [Request Username](#)
Forgot Password? [Reset Password](#)

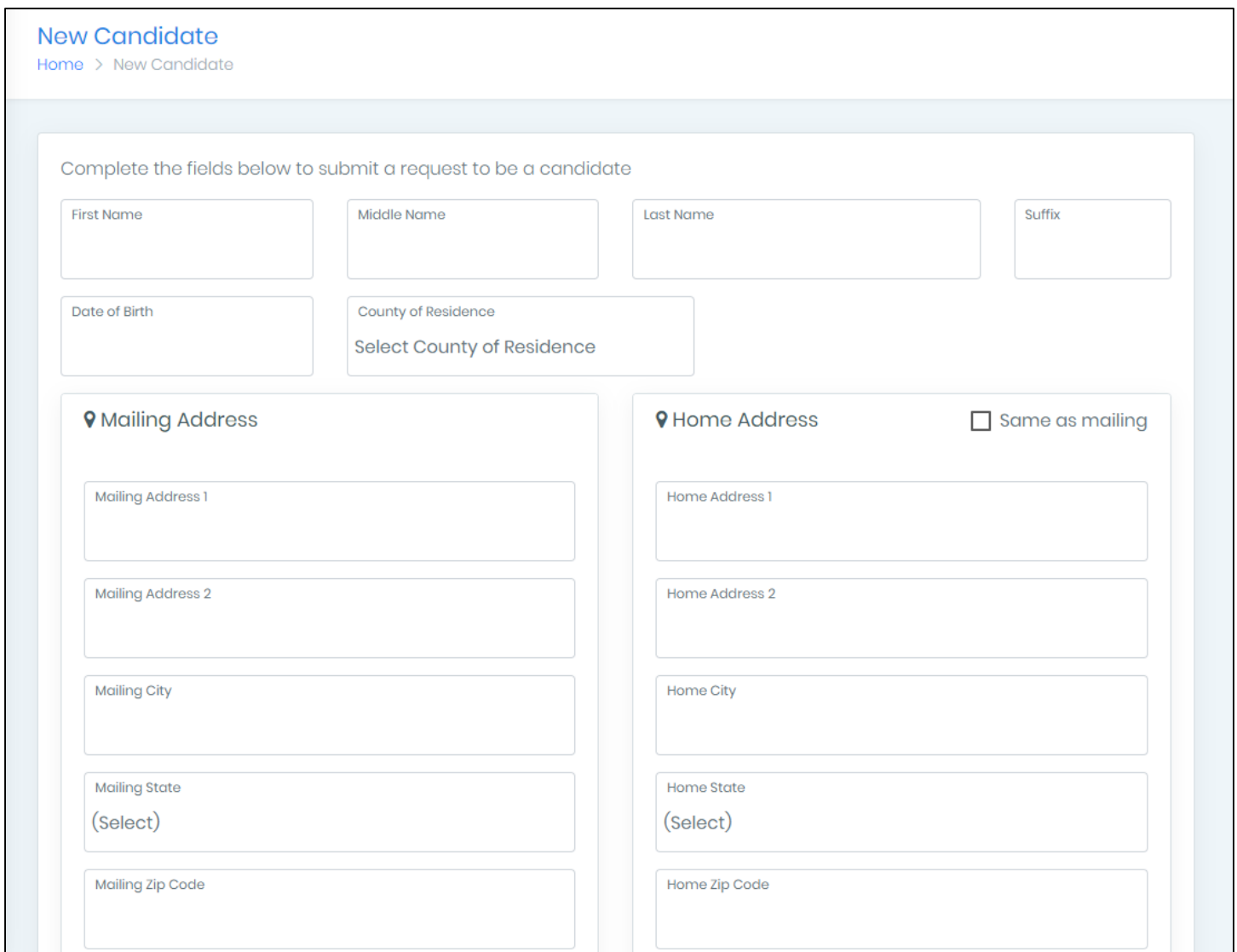
2. LINK USER ACCOUNT TO A NEW CANDIDATE

- An *Authenticate New Candidate* page will appear.
- Select the **I am a new candidate** button.



The screenshot shows the 'Welcome to the KREF Finance Portal' page. Below the title, it says 'Please select an option for public office in the Commonwealth of Kentucky.' There are two buttons: 'I am a new candidate' (highlighted with a yellow border) and 'I am a previous candidate'.

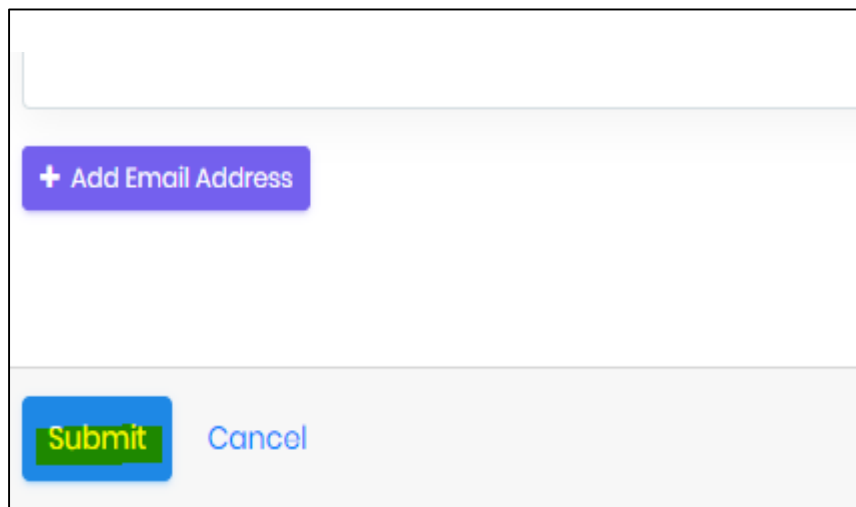
- On the **New Candidate** page, enter your candidate information.



The screenshot shows the 'New Candidate' registration form. At the top, it says 'New Candidate' and 'Home > New Candidate'. Below this, it says 'Complete the fields below to submit a request to be a candidate'. The form has several sections: 'First Name', 'Middle Name', 'Last Name', and 'Suffix' (all text input fields); 'Date of Birth' (text input field); 'County of Residence' (dropdown menu with 'Select County of Residence' as the placeholder); 'Mailing Address' (a group of five text input fields: 'Mailing Address 1', 'Mailing Address 2', 'Mailing City', 'Mailing State (Select)', and 'Mailing Zip Code'); 'Home Address' (a group of five text input fields: 'Home Address 1', 'Home Address 2', 'Home City', 'Home State (Select)', and 'Home Zip Code'); and a checkbox labeled 'Same as mailing' next to the 'Home Address' section.

- Required fields are as follows:
 - First Name

- Last Name
 - Date of Birth
 - County of Residence
 - Mailing Address/Home Address
 - Work Contact Number
 - Home or Cell Contact Number
 - Email Address
- Click the **Submit** or **Update** button.

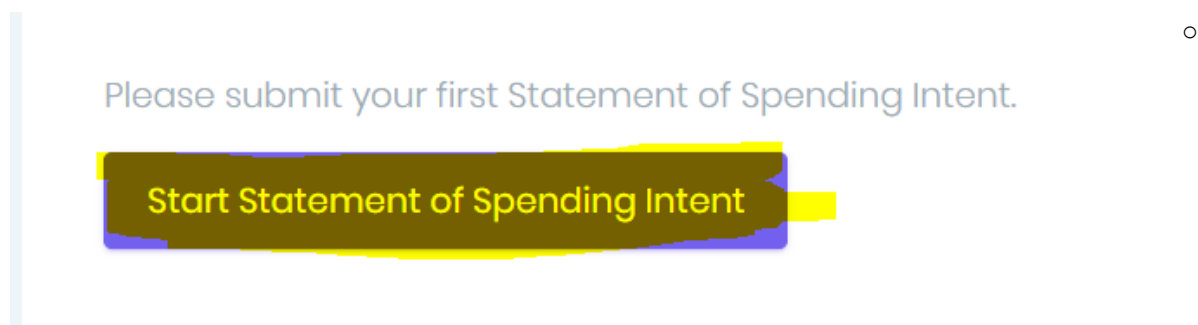


The screenshot shows a form with a light gray background. At the top, there is a white input field. Below it is a purple button with a white plus icon and the text '+ Add Email Address'. At the bottom of the form, there are two buttons: a blue button with the text 'Submit' and a light blue button with the text 'Cancel'.

- The Candidate Dashboard page will appear.

3. START STATEMENT OF SPENDING INTENT

- On the Candidate Dashboard home page, Left-Click on the **Start a Statement of Spending Intent** button at the top right corner of the main content area.



- Complete sections 2 - 5.

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09/15/1978

TEDDY.BOONE@GMAIL.COM

Section 2. Election Information

Date and Type of Election

Select Election Date

Office

Is Candidate the Incumbent for This Office?

☐ Yes ☐ No

Is Candidate Filing as a Write-In Candidate?

☐ Yes ☐ No

This Race is (Check One)

☐ Partisan ☐ Non-Partisan

Section 3. Treasurer Information

☐ Treasurer same as Candidate

First Name

Middle Name

Last Name

Suffix

Address 1

Address 2

Candidate's Telephone Number

(555) 555-5555

Candidate's Alternate Telephone Number

(555) 555-5555

Section 4. Depository Information

Name of Financial Institution Intended for Use as Campaign Depository

Address of Financial institution Intended for Use as Campaign Depository

xcdfg

dsfs dsf dfs KY 45678

SELECTING AN OPTIONAL REQUEST FOR REPORTING EXEMPTION MAY ALLOW YOU TO FILE FEWER FINANCIAL REPORTS

KRS 121.180

Option for Reporting Exemption (KREF 001)

When completing the Statement of Intent and Appointment of Campaign Treasurer *form (KREF 001)*, a candidate may file for a reporting exemption. The exemption the candidate selects determines the amount of money to be raised and spent during the election as well as the number of campaign finance reports to be filed with the Registry. Whether or not a candidate has opposition, the reporting exemption selected determines the reporting requirements for that election.

Think carefully before executing an exemption. If you exceed the limit, you will be fined. Even if the candidate's name is not on the primary ballot, the campaign is responsible for filing the campaign finance statements as indicated on the candidate's KREF 001 form.

Section 5. Statement of Spending Intent and Request for Exemption KRS 121.180(1)

NO EXEMPTION

I (or my campaign committee) expect to raise and/or spend more than \$3,000 during the election as indicated below. I will therefore be required to file all campaign finance reports with the Registry.

I understand that I will have campaign finance reports due as listed below.

This is my intent for the:

☐ **Primary Election (Reports Due: 30 and 15 days before the election and 30 days after the election)**

☐ **General Election (Reports Due: 60, 30 and 15 days before the election and 30 days after the election)**

EXEMPTION

I (or my campaign committee) expect to raise and/or spend \$3,000 or less during the election as indicated below which entitles me to request a reporting exemption.

I understand that I will still have a campaign finance report due 30 days after the election indicated below, unless my campaign exceeds the \$3,000 threshold, at which time I will immediately amend this Spending Intent and file the required campaign finance reports with the Registry.

This is my intent for the:

☐ **Primary Election (Reports Due: 30 days after the election)**

☐ **General Election (Reports Due: 30 days after the election)**

Confirm Intent

Cancel

- Left-Click on **Confirm Intent** button.

A Statement of Spending Intent Candidate Confirmation page will appear.

Statement of Spending Intent, Candidate Confirmation

[Home](#) > Statement of Spending Intent, Candidate Confirmation

Section 1. Candidate Information

Name of Candidate

te b

County of Candidate's Residence

PULASKI

Candidate's Mailing Address: Street, PO Box, Rural Route

ret

City

3324

State

KY

Zip Code

42301

Candidate's Telephone Number

(555) 555-5555

Candidate's Alternate Telephone Number

(555) 555-5555

Candidate's Date of Birth

09/15/1978

Candidate's Email Address

TEDDY.BOONE@GMAIL.COM

Section 2. Election Information

Date of Election

5/21/2024

Type of Election

PRIMARY

Is Candidate the Incumbent for This Office?

No

Is Candidate Filing as a Write-In Candidate?

No

Office Sought

CIRCUIT COURT CLERK

Jurisdiction of Office Sought, including District, Circuit, or Division Number

PULASKI

This Race is (Check One)

Partisan

If Partisan Race, Indicate Candidate's Designation on the Ballot:

Independent

Section 3. Treasurer Information

- Review entered information.
- If errors: Left-Click **Edit Intent** button at the bottom.
- Make the necessary updates.
- Left-Click on **Confirm Intent** button.

Once you are satisfied that the information is correct:

- eSign at the bottom of the page.
- Check the "I certify...." disclaimer checkbox.
- Left-Click the **Candidate Sign Intent** button.

Candidate's Telephone Number (555) 555-5555	Candidate's Alternate Telephone Number (555) 555-5555
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Section 4. Depository Information

Name of Financial Institution Intended for Use as Campaign Depository xcdfg	Address of Financial Institution Intended for Use as Campaign Depository dsfs dsf dfs KY 45678
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Section 5. Statement of Spending Intent and Request for Exemption KRS 121.180(1)

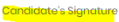
NO EXEMPTION - I (or my campaign committee) expect to raise and/or spend more than \$3,000 during the election(s) as indicated below. I INTEND TO FILE ALL CAMPAIGN FINANCE REPORTS directly with the Registry.

I understand that I will have campaign finance reports due as listed below. This is my intent for the (check all that apply):

This is my intent for the (check all that apply):

Primary Election (Reports Due: 30 and 15 days before the election(s) and 30 days after the election(s))

Section 6. Verification

Candidate's Signature 	Candidate's Signature Date 12/20/2019 8:59:53 AM
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☐ I certify that I have examined this Statement of Spending Intent and Appointment of Campaign Treasurer form and to the best of my knowledge and belief it is true, correct, and complete. I understand that submission of false, erroneous, or incomplete information may subject me to the penalties of KRS 121.990.

Candidate Sign Intent Edit Intent Cancel

If the Candidate is the Treasurer:

- The Statement of Spending Intent will be sent to KREF for review and approval.

If the Candidate is not the Treasurer:

- A Treasurer Invitation to sign the Statement of Intent will be sent to the Treasurer.

Once the Treasurer also eSigns the Statement of Spending Intent, it will be sent to KREF for review and approval.

Go to the KEFMS Candidate Dashboard to file your Statement of Spending Intent.

WHAT IF I CHANGE MY MIND ABOUT THE EXEMPTION?

KRS 121.180

After filing your Statement of Intent and Appointment of Campaign Treasurer *form (KREF 001)*, you may wish to change the amount of money you intend to raise or spend. Candidates may amend the Statement of Intent and Appointment of Campaign Treasurer *form (KREF 001)* and select a different exemption option. The amended form must be filed in a timely manner with the Registry or you will be bound by the original exemption.

(Option A) Intent to Raise or Spend More Than \$3,000 (No reporting exemption)

You will not be exempt from reporting. You will be required to file all pre-election and post-election reports. Depending on when you filed for office, this could include:

Annual Reports (in the year preceding the election)

Primary Election (Reports Due: 30 and 15 days before the election and 30 days after the election)*

General Election (Reports Due: 60, 30 and 15 days before the election and 30 days after the election)*

Special Election (Reports Due: 30 and 15 days before the election and 30 days after the election)*

Unexpired Term (Reports Due: see above for Primary Election Reports Due or General Election Reports Due)*

*(See note below)

(Option B) Intent to Raise or Spend \$3,000 or Less** (Exemption Option) you will be required to file all post-election reports which include:

Primary Election (Reports Due: 30 days after the election)*

General Election (Reports Due: 30 days after the election)*

Special Election (Reports Due: 30 days after the election)*

Unexpired Term (Reports Due: see above for Primary Election Reports Due or General Election Reports Due)*

*(See note below)

Note:

**A 60-Day Post-Election Supplemental Report may be due if the 30-Day Post-Election Report reflects a surplus or debt. An Annual Report may be due if the 60-Day Post-Election Report reflects a surplus or debt or you are running as an incumbent. Candidates must continue to file reports until a final report is filed showing that all outstanding debts have been paid or assumed by the candidate, and that the campaign account has a zero balance. The final report may be filed as soon as these requirements have been met. If you do not close the campaign account on the 30-day post-election report, you must continue filing reports until the campaign has met the above requirements.*

*** House Bill 740 and Senate Bill 216 changed this requirement to KRS Chapter 121, Effective April 14, 2022.*

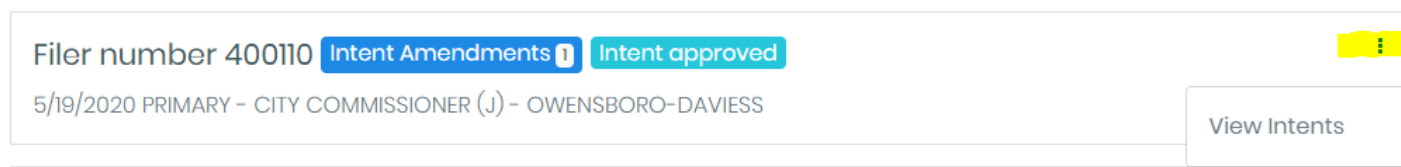
Amending the Statement of Intent and Appointment of Campaign Treasurer (KREF 001) form.

To change your exemption for the primary election, an amended form must be filed with the Registry no later than 30 days before the primary. (See instructions for amending your KREF001 form below.)

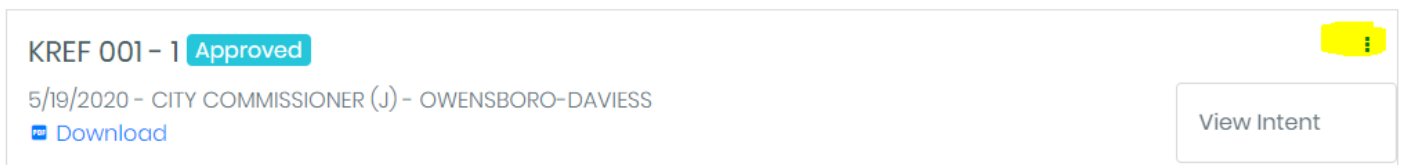
To file or change your exemption for the general election, the amended form must be filed with the Registry no later than 60 days before the general election.

Instructions for Amending the Statement of Intent and Appointment of Campaign Treasurer (KREF 001) form.

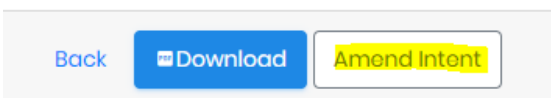
To amend your intent you need to log into your dash board <https://secure.kentucky.gov/kref/financial>
Once logged in look to the right of your file number you will see 3 blue dots click on them and then click view intent



On the next screen click on the same looking 3 blue dots and then click view intent



Now your intent should open. Scroll to the bottom and click amend intent



At this point you can make your changes. Once done scroll to the bottom and give reason for amendment and click confirm amendment to intent

Amendment Reason

✓ **AMENDMENT** (To amend candidate, election, treasurer, or depository information or prior request for exemption. **Please file directly with the Registry.**)

Briefly describe reason for amendment or change:

Confirm Amendment to Intent

Cancel

The next screen, review the information then scroll down and sign intent then check the box and click candidate sign intent.

Section 6. Verification

Candidate's Signature

Candidate's Signature Date

1/6/2020 8:08:43 AM

☐ I certify that I have examined this Statement of Spending Intent and Appointment of Campaign Treasurer form and to the best of my knowledge and belief it is true, correct, and complete. I understand that submission of false, erroneous, or incomplete information may subject me to the penalties of KRS 121.990.

Candidate Sign Intent

Edit Intent

Cancel

Now it has to go back through the approval process so if you have a separate treasurer you may want to inform them they need to review the form and resign it. Once the Treasurer has resigned the form, then it will come to our administrator for approval.