



## Campaign Filer Training for Candidates & Treasurers

Did you know that NetFile offers free telephone training for your campaign committee filers? Well, we do! NetFile offers a 30 minute training session during our normal business hours (M-F, 9am to 5pm). We handle everything once a filer signs up to request a training session.

### How do Filers Sign Up?

It is really easy to sign up. All a filer needs to do is open a web browser and go to: <https://netfile.com/Content/CampaignTraining>. Once the page loads, the filer just needs to provide us with a few pieces of information:

- First Name
- Last Name
- E-Mail Address
- Primary Phone
- Alternate Phone (Not required)
- Best Time to Call
- Committee Name
- Your Position (with the committee).
- Filing Agency

### What Happens Next?

When the filer submits the information on the web form, NetFile's Support personnel receive the request via e-mail and the filer receives a copy of the e-mail as well. Our Support staff then contact the filer to coordinate the training.

### What Can the Filer Expect from the Training?

The training session consists of the following topics:

- How to set up a NetFile User
- How to link to their committee's account to their NetFile User
- How to set up their committee's account
- How to search for and add entities
- How to add common transactions
- How to request further assistance