



# Maryland State Board of Elections

## BCDS Q&A

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### Questions & Answers for the new Maryland Business Contribution Disclosure System (BCDS)

#### General & Go-Live:

**1. When will the new BCDS go live?**

Monday, November 10<sup>th</sup>

**2. Will my data from the old system transfer to the new one?**

Yes, the data from the old system will be transferred to the new system.

**3. Should I stop entering data in the old system before the go-live?**

No, continue as usual. All data will be transferred.

**4. Will there be downtime before go-live?**

We anticipate that the system will be down for one day, specifically on Sunday, November 9<sup>th</sup>.

We will inform you if additional downtime is necessary.

#### System Access & Accounts:

**5. Will my username and password change?**

Yes, your username and password will change.

**6. Will my BID ID number change?**

No, the BID ID number will not be changed..

**7. How do I login for the first time?**

You will receive an email requesting that you authenticate your account in the new BCDS system. Follow the instructions in the email.

**8. Are there any changes to the login process?**

Yes. The new system will have multi-factor authentication. You will be required to provide a phone number and email to receive a push notification to access your account. Please choose a phone number, such as your cell phone, and an accessible email address when selecting a contact method.

**9. What if I forget my password or am unable to log in?**

Select the "Forgot Password" link on the homepage of the BCDS website.



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### Committee Management:

**10. What happens the first time you log into the new system?**

Please verify and update your BCDS account registration, and make changes if needed.

**11. Can I view past reports and filings?**

Yes, past submissions will be available in your account.

**12. Can I amend past reports?**

Yes, you will be able to amend past reports.

**13. Will I get reminders of filing deadlines?**

Yes, the system will send automated notifications.

### Training & Support:

**14. Will there be training, and who do I contact for help?**

Yes, both virtual and in-person training will be offered. For issues, contact Candidacy and Campaign Finance at [ccf.sbe@maryland.gov](mailto:ccf.sbe@maryland.gov) or call 410-269-2880 during business hours.

**15. When can you request training for BCDS?**

You can find the registration help guide on the site's landing page, and additional help materials will be available once you log in to your account. A user guide can be sent to you, and if you require further training, our office can arrange an overview and support for you. Please remember that user guides and help information cannot be posted on any public sites.

**16. Will there be support for the first filing?**

On the day the reports are due, a support line will be established to assist with report filings. Information on how to join this support line will be emailed out a few days before the due date and will also be posted on the homepage.