
Lunch and Learn: Getting Ready for Your First Filing in the new MD CRIS & You Did Not Meet Your Thresholds

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MARYLAND STATE
BOARD OF ELECTIONS
Verified. Open. Trusted. Empowering.

Presented on January 20, 2026

Welcome to Lunch and Learn

- A service provided by the MD State Board of Elections (SBE) and the Division of Candidacy and Campaign Finance (CCF) to assist candidates, their advocates and the citizens of Maryland on how to operate as a public finance (PF) candidate.
 - Understand the rules of PF and how they differ from a traditional / regular candidate committee.
 - Understand the mechanics of reporting your transactions into MD Campaign Reporting Information System (CRIS).

MD SBE is Multiple Websites

- The Main Page
 - Business Contribution Disclosure System (BCDS)
 - Campaign Reporting Information System (CRIS)
 - Election History & Voter Registration Information

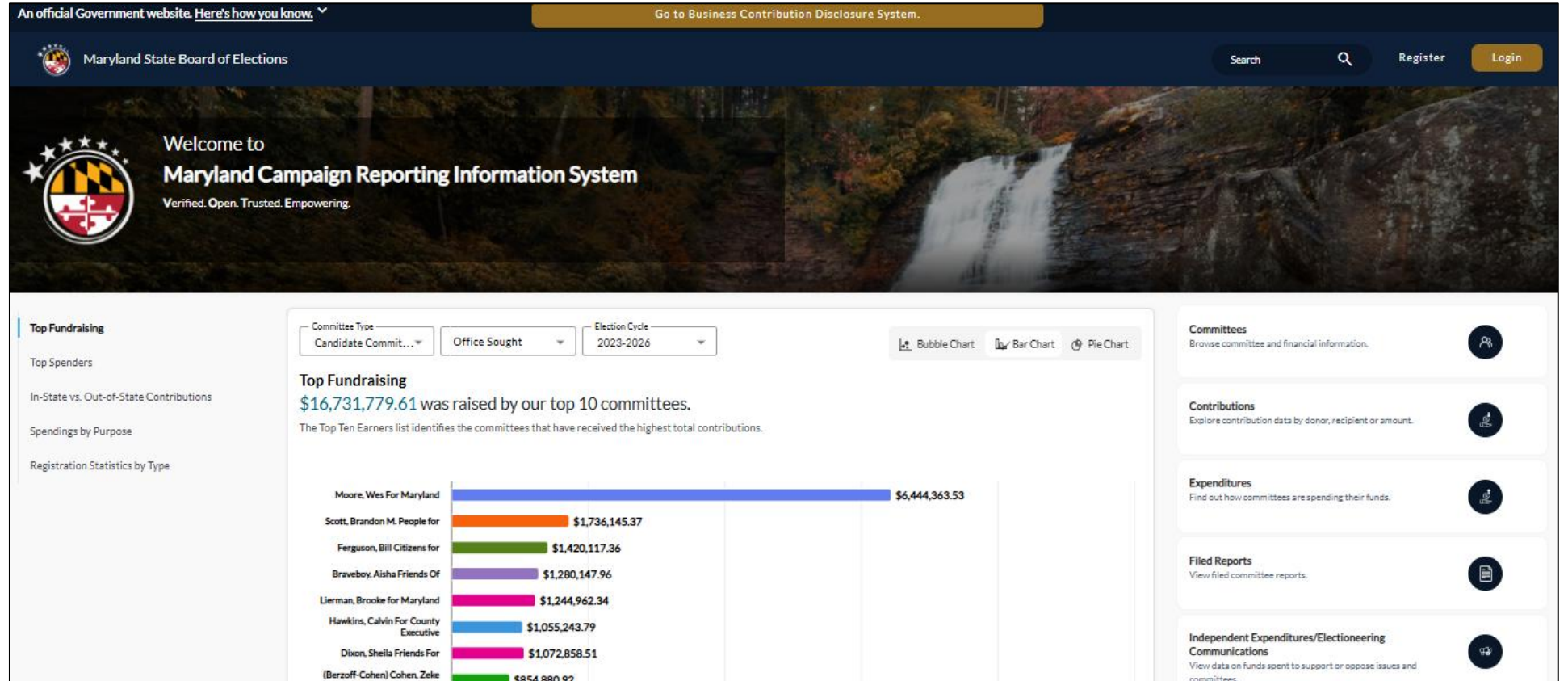


Continue to Bookmark This Landing Page

- In your browser
- Refer back to it often.



The new CRIS



New Campaign Reporting Information System
(went live on Fri. Dec. 5)

<https://campaignfinance.maryland.gov/login>

Latest Public Finance (PF) News


- 50 candidates have filed for PF, 3 more pending
- 11 candidates have already qualified
 - Howard (6), Montgomery (4), and Anne Arundel (1)
- 3 candidates have withdrawn from Public Financing.

- Four committees are being reviewed right now.

- Several more are close to filing their initial matching fund report (MFR).

Matching Fund Report (MFR) Schedule

- Can file on either MFR date or a statutory date.
- Different deadlines


Maryland State Board of Elections
 Matching Funds Reporting Schedule

Notes	Report	Due Date	Transaction Beginning Date	Transaction Ending Date
	Matching Fund (Optional)	01/06/2026	One Day After Your Last Campaign Finance Report Submission	01/05/2026
State Law	2026 Annual Report (Required)	01/21/2026	One Day After Your Last Campaign Finance Report Submission	1/14/2026
	Matching Fund (Optional)	02/03/2026	1/15/2026	02/02/2026
	Matching Fund (Optional)	02/17/2026	One Day After Your Last Campaign Finance Report Submission	02/16/2026
State Deadline	Last Day to File a Statement of Organization	02/24/2026		
	Matching Fund (Optional)	03/03/2026	One Day After Your Last Campaign Finance Report Submission	03/02/2026
	Matching Fund (Optional)	03/17/2026	One Day After Your Last Campaign Finance Report Submission	03/16/2026
	Matching Fund (Optional)	04/07/2026	One Day After Your Last Campaign Finance Report Submission	04/06/2026
	Matching Fund (Optional)	04/21/2026	One Day After Your Last Campaign Finance Report Submission	04/20/2026
	Matching Fund (Optional)	05/05/2026	One Day After Your Last Campaign Finance Report Submission	05/04/2026

Revised 01-28-2026

What We Will Cover Today

- Five Things to Learn
 - How to File Your 2026 Annual Report – If you will NOT have hit your qualifying thresholds OR you don't want to submit a matching fund report just yet.
 - Filing Your First Report / Cash Balances
 - Non-County Donations
 - Getting Help
 - Problems Uploading Receipts into new CRIS
 - Things That Are Different in new CRIS
 - Help Section

1. When to File Your 2026 Annual Report

This webinar is for those that are already certified / qualified OR want to submit your initial matching fund report (MFR)

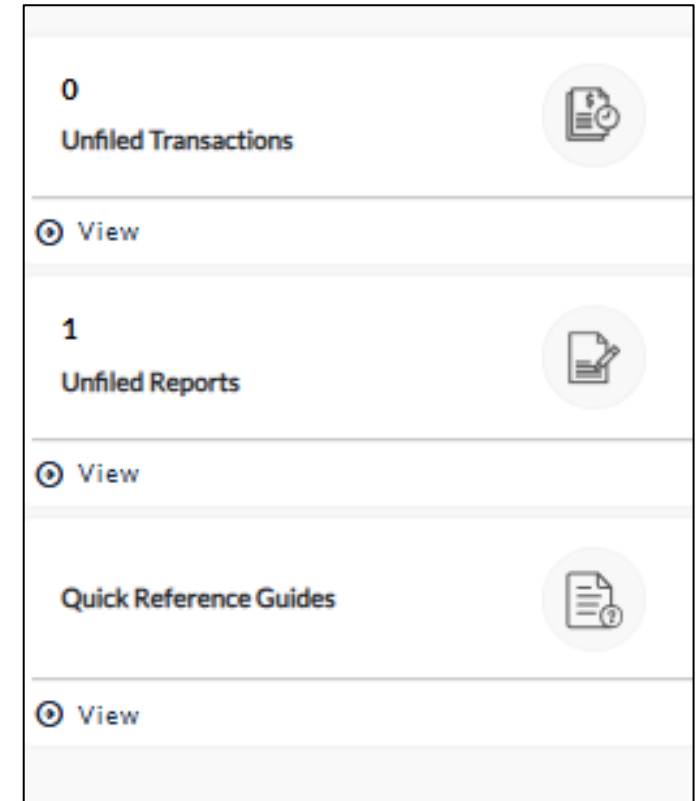
- All candidate committees, not just public finance ones, have to file their 2026 Annual.
 - All transactions through Wed. Jan 14, 2026, at 11:59PM
 - 2026 Annual Report is due Wed. Jan. 21, 2026, at 11:59PM
- If you have not met your qualifying thresholds, you still have to file.

1. When to File Your 2026 Annual Report

- Bottom line: you file your 2026 Annual regardless of where you are on qualifying.

1. From Your Dashboard

- This will show you how many transactions you have in the application that have not been filed as part of a report
- Includes contributions, expenditures, loans, outstanding obligations and public money received.
- If this number is not higher than your thresholds for qualification than DO NOT FILE a MFR



1. From Your Dashboard

- If you have outstanding financial issues fix those before you file.

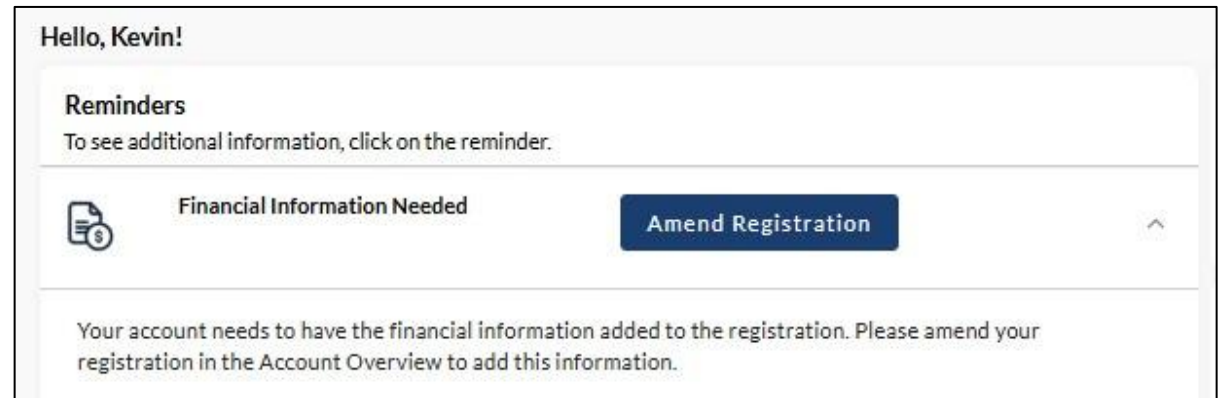


Logged in as VK PFC 1-15-2026-1 - Prince George's

Hello, Kevin!



Reminders
To see additional information, click on the reminder.

 Financial Information Needed [Amend Registration](#) 



Hello, Kevin!

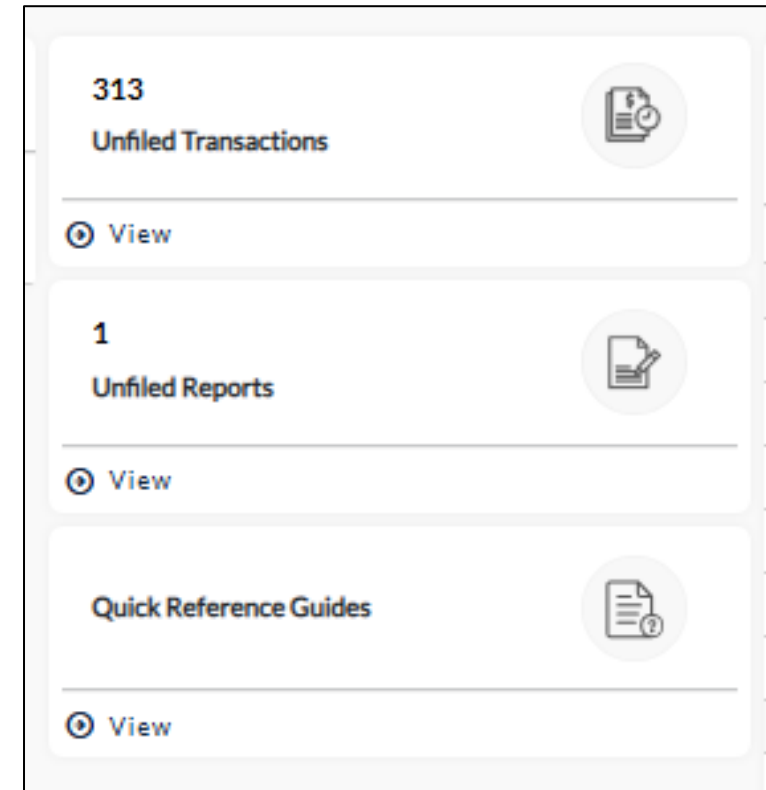
Reminders
To see additional information, click on the reminder.

 Financial Information Needed [Amend Registration](#) 

Your account needs to have the financial information added to the registration. Please amend your registration in the Account Overview to add this information.

1. From Your Dashboard

- Shows All of Your Unfiled Reports
- As of 1/20/26 you should have only 1 “unfiled reports”



1. From Your Dashboard

- Select the 2026 Annual Report


The screenshot shows a user dashboard for Kevin. At the top, it says "Hello, Kevin!". Below that is a "Reminders" section with the instruction "To see additional information, click on the reminder." There is a single reminder card with a checkmark icon, titled "Report to File due on 01/21/2026" and "2026 Annual (01/11/2025 - 01/14/2026)". To the right of the card are two buttons: "Preview Filing" and "Go to Filing Screen". A dropdown menu is open from the "Go to Filing Screen" button, showing three options: "Go to Filing Screen", "File Regular Disclosure Report", and "File Affidavit (ALCE) Report".

1. From Your Dashboard

- MISSION CRITICAL
- If you use the Matching Fund Report (MFR)
- AND
- You do not have the number of donors and money raised from the county you could knock yourself out of the program.

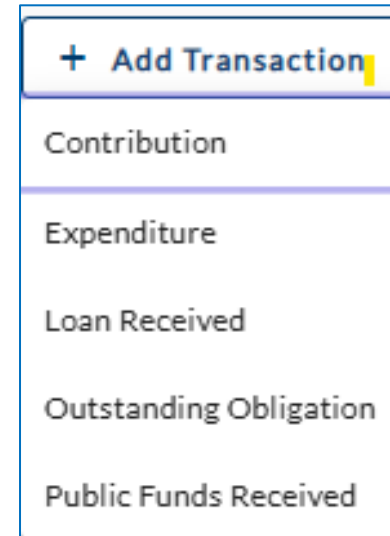
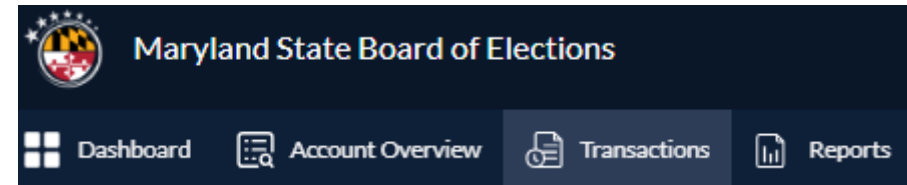
2. Cash Balances – far right of the screen

- Again, this webinar is for those that have NOT reached their threshold for Public Matching Funds.
- This should be your first filing (as a public finance candidate) so your balances should be zero.

Financial Summary 		
Ending Cash Balance: \$0.00		
Filed Transactions <i>(*Includes any transactions filed)</i>	This Period	Cycle to Date
MONETARY TRANSACTIONS		
A. Prior Report Balance	\$0.00	
B. Total Contributions	+ \$0.00	\$0.00
C. Total Loans Received	+ \$0.00	\$0.00
D. Total Expenditures	- \$0.00	\$0.00
E. Ending Cash Balance	= \$0.00	
F. Outstanding Obligations	\$0.00	\$0.00
IN-KIND TRANSACTIONS		
G. Total In-Kind Contributions	\$0.00	\$0.00
H. Total In-Kind Expenditures	\$0.00	\$0.00
TRANSACTION TOTALS		
I. Total Contributions <i>(B + G)</i>	\$0.00	\$0.00
J. Total Expenditures <i>(D + H)</i>	\$0.00	\$0.00

2. Make Sure All of Your Transactions are Entered

- Have You Entered ALL of your Transactions
- Add a Transaction



2. Filing Your First Report

- Far left-hand side of dashboard

Hello, Kevin!

Reminders
To see additional information, click on the reminder.

<input checked="" type="checkbox"/>	Report to File due on 01/21/2026 2026 Annual (01/09/2025 - 01/14/2026)	Preview Filing	Go to Filing Screen	▼
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Maryland State Board of Elections
Campaign Finance Report

SECTION 1: Committee Information

2. Filing Your First Report

- From “Go to Filing Screen” follow the prompts.

Hello, Kevin!

Reminders
To see additional information, click on the reminder.

<input checked="" type="checkbox"/>	Report to File due on 01/21/2026 2026 Annual (01/09/2025 - 01/14/2026)	Preview Filing	Go to Filing Screen
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1 Request Matching Funds

2 Review & Submit

STEP 1/2 Request Matching Funds

Check here if you are requesting additional matching funds?

[Cancel](#) [Preview](#) [Next](#)

2026 Annual

Starting of Reporting Period:	01/09/2025
End of Reporting Period:	01/14/2026
Due Date:	01/21/2026
Filed Date:	

2. Filing Your First Report

- Use just like you are balancing your check book.

Bank Account Details

Bank Account Balance refers to the amount of money in your account as of the reporting end date.

Deposits In Transit refers to receipts that the committee has received but have not yet been deposited or cleared by the financial institution in the committee's designated campaign account.

Uncleared Check Amount refers to expenditures made by the committee that have not yet been cashed by the vendor or the individual to whom the expenditure was made.

Note: If the check or reimbursement remains uncashed by the vendor or individual, the expenditure becomes as In-kind contribution to the committee and is subject to contribution limits.

Fund Type	Account Type	Bank Account Name	Bank Account Number	Bank Account Balance	Deposits In Transit	Unclear Check Amount	Ending Bank Account Balance
Electoral	Checking	M&T Bank	9888280113	\$0.00	\$0.00	\$0.00	\$0.00
Total Ending Bank Account Balance:							\$0.00

Cancel Save

2. Filing Your First Report

- A Final Review and then Submit.

STEP 2/2 Review & Submit

Matching Funds Request Details

Date of Request: Date of Last Request:

Amount of Prior Distribution	Aggregate Amount Received to Date	Eligible Contributions Received Since Last Request	Total Amount of Additional Public Contributions Requested

Bank Account Balance Details [Edit Bank Balance](#)

Note: To update your bank balance details click the edit button.

Fund Type	Account Type	Bank Account Name	Bank Account Number	Bank Account Balance	Deposits In Transit	Unclear Check Amount	Ending Bank Account Balance
Electoral	Checking	bny	111	\$0.00	\$0.00	\$0.00	\$0.00
Total Ending Bank Account Balance:							\$0.00

Disclosure Report Details

2. Filing Your First Report

- A Final Review and then Submit.

B. Total Contributions	+	\$0.00		\$0.00
C. Total Loans Received	+	\$0.00		\$0.00
D. Total Expenditures	-	\$0.00		\$0.00
E. Ending Cash Balance	=	\$0.00		
F. Outstanding Obligations	=	\$0.00		\$0.00

[Back](#) [Cancel](#) [Preview](#) [File](#)

2. Filing Your First Report

- Treasurer and one other officer needs to sign their report.

Attestation

Role *

Name
kevin.gillogly@maryland.gov

Secondary Signer *

Date
01/20/2026

I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief.

Cancel Submit

3. Receipts for Non county residents

- SBE asks for receipts from non-county (or non-state for Gubernatorial) donors.
- New CRIS can't accept non county (non state) right now.
 - We will fix that later.
 - Will not keep you from getting your matching funds.

3. Receipts for Non county residents

- Collect the non-county donors.
- Get their receipts.
 - When we have a fix, I will alert you.
- Again: Will NOT keep you from getting your matching funds.

4. How to Learn in new CRIS

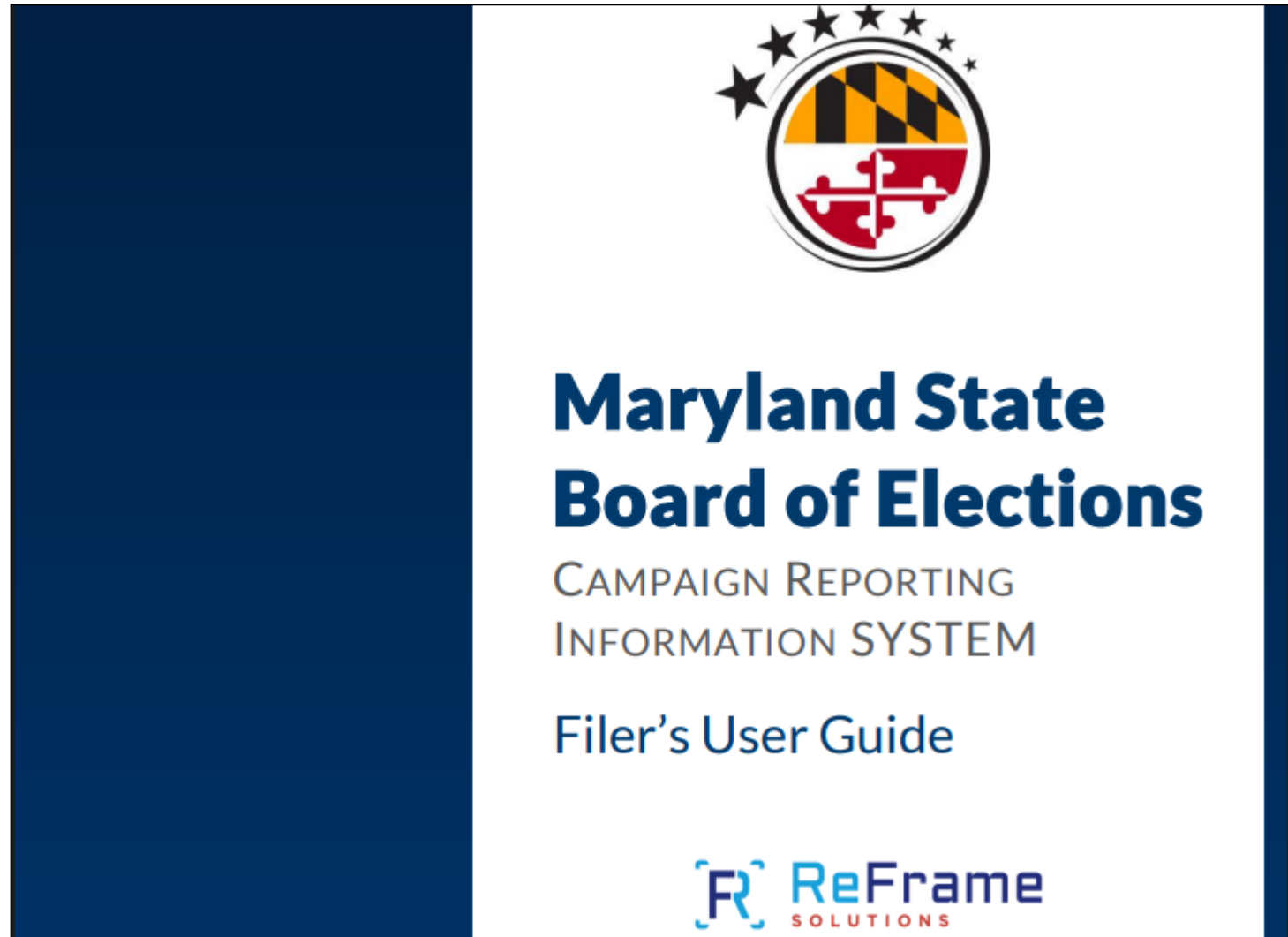
- Filer's Dashboard is your friend

The screenshot displays a grid of six panels, each with a title and a list of links. The 'Filer Dashboard' panel is circled in red. The panels are:

- Filer Dashboard**
 - [Complete Filer's Guide](#)
 - [Getting to Know Your Filer's Dashboard](#)
- Account Functions**
 - [Adding a New Contributor](#)
 - [Account Overview Page](#)
- Disclosure Reports**
 - [Previewing a Disclosure Report](#)
 - [File a Regular Disclosure Report](#)
 - [File an Affidavit \(ALAC\) Report](#)
 - [Amend a Disclosure Report](#)
 - [View Reports](#)
- Transactions**
 - [Interacting with Your Transactions](#)
 - [Adding a Contribution](#)
 - [Overview of the Import Process](#)
 - [Importing Transactions](#)
 - [Correct Import Errors](#)
 - [Transactions Page](#)
- Registrations**
 - [Amending Your Registration](#)
 - [Forgot Your Password](#)
 - [Switch Between Multiple Accounts](#)

4. How to Learn in new CRIS

- User's Guide



4. How to Learn in new CRIS

- On Wed Jan 21st will be here to help after hours.
- Previously not done.

Questions

Future Lunch and Learns

- Mon. Feb. 2nd, Noon. How to Cure/ Amend / Edit Transactions in new MD CRIS

CCF Staff Directory

If you have technical questions call 410-269-2840 (M-F: 8:00AM to 5:00PM) or email: ccf.sbe@maryland.gov

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