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# Lunch and Learn: Getting Ready for Your First Filing in the new MD CRIS & You Met Your Thresholds

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

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**Presented on January 16, 2026**

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# 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

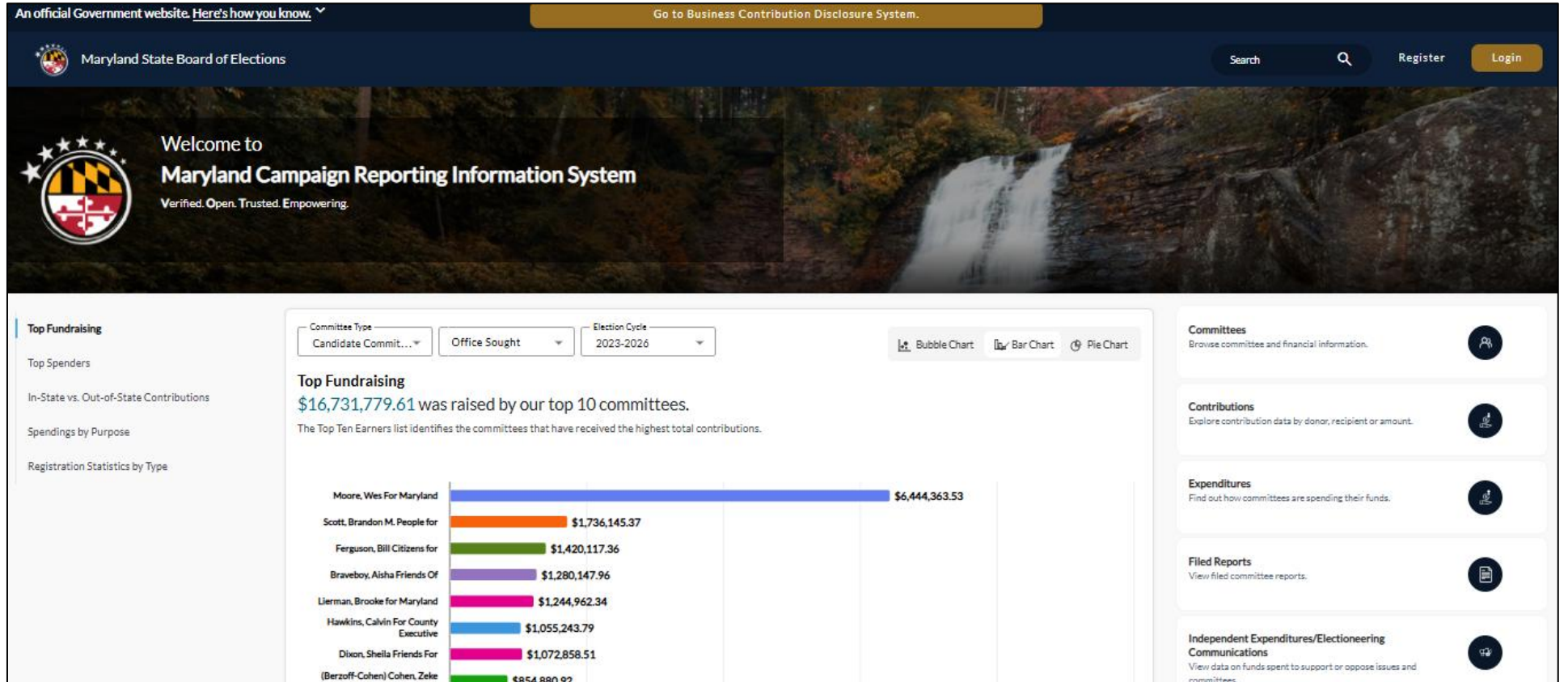


# Continue to Bookmark This Landing Page

- 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>


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# Latest Public Finance (PF) News

- 50 candidates have filed for PF
- 9 candidates have already qualified
  - Howard (4), Montgomery (4), and Anne Arundel (1)
- 3 candidates have withdrawn from Public Financing.
- Five committees are being reviewed right now.
- Several more are close to filing their initial matching fund report.

# 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

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# What We Will Cover Today

- Five Things to Learn
  - How to File Your 2026 Annual Report – If you have hit your qualifying thresholds.
  - Correcting / Curing Old Transactions; Adding Public Funds
  - What to do About Non-County Receipts
  - 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.

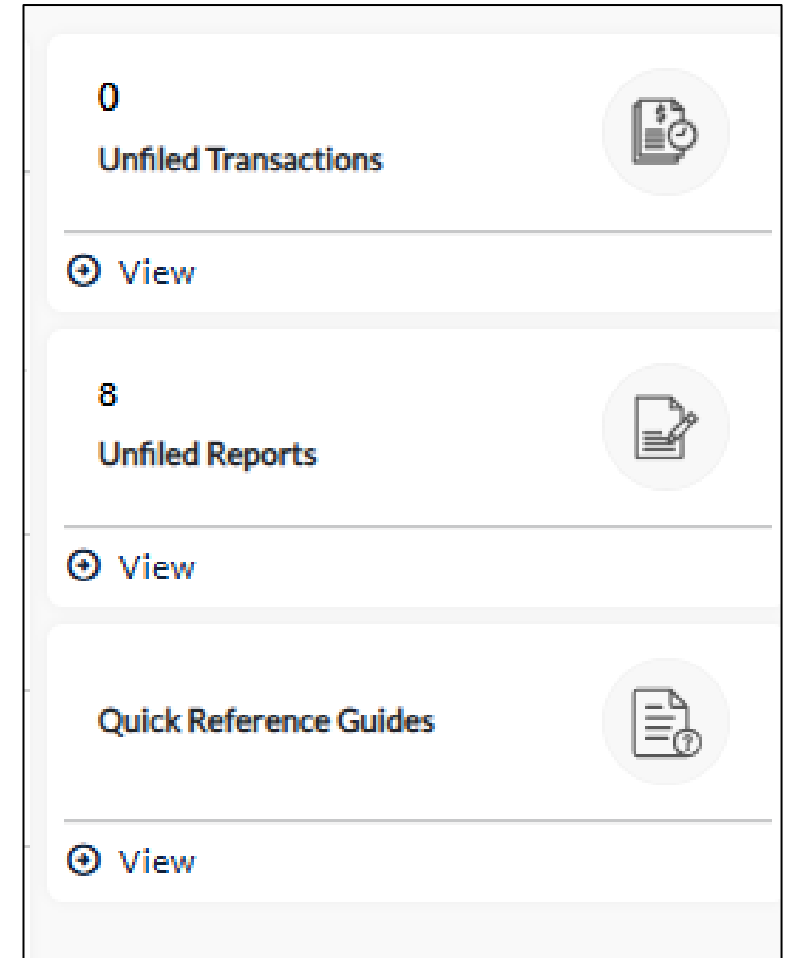
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# 1. When to File Your 2026 Annual Report

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

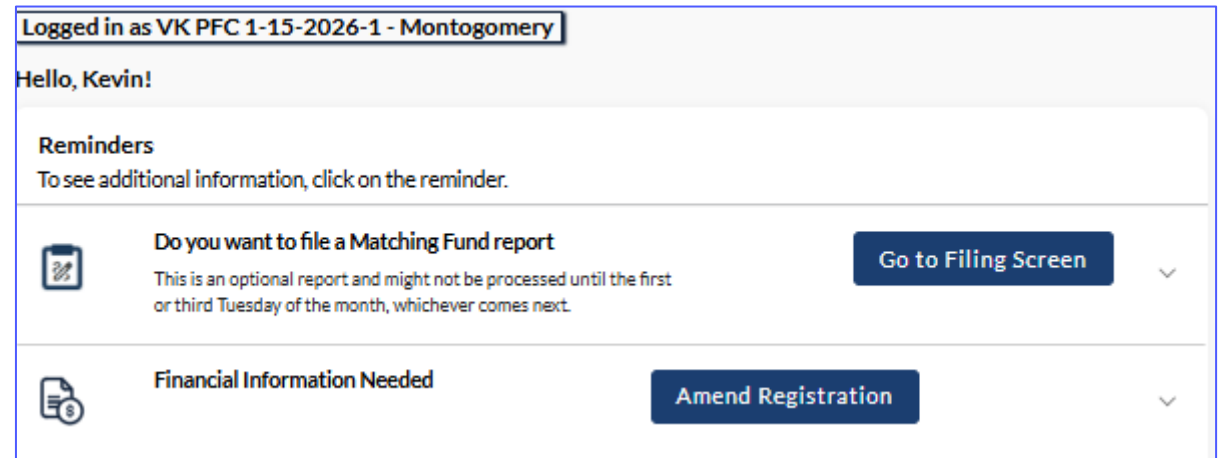
# 1. From Your Dashboard

- 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 are Certified or you want to file your initial MFR this is where you start
- If you have outstanding financial issues fix those before you file.

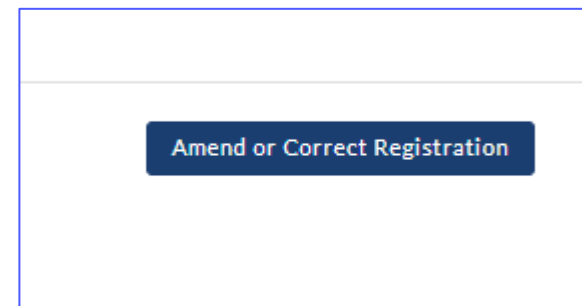


Logged in as VK PFC 1-15-2026-1 - Montgomery

Hello, Kevin!

**Reminders**  
To see additional information, click on the reminder.

	<b>Do you want to file a Matching Fund report</b> This is an optional report and might not be processed until the first or third Tuesday of the month, whichever comes next.	<a href="#">Go to Filing Screen</a>	▼
	<b>Financial Information Needed</b>	<a href="#">Amend Registration</a>	▼



[Amend or Correct Registration](#)

# 1. From Your Dashboard

- Shows All of Your Unfiled Reports
- As of 1/16/26 you should have only 1 or 2 “unfiled reports”

	<b>Report to File due on 01/21/2026</b> 2026 Annual (01/09/2025 - 01/14/2026)	<a href="#">Preview Filing</a>	▼
	<b>2026 Pre-Primary 1 Gubernatorial (01/15/2026 - 05/12/2026)</b> Due in 123 days on (05/19/2026)	<a href="#">Preview Filing</a>	▼
	<b>2026 Pre-Primary 2 Gubernatorial (05/13/2026 - 06/07/2026)</b> Due in 147 days on (06/12/2026)	<a href="#">Preview Filing</a>	▼

Displaying 5/9 Reminders  
[View All Reminders](#)

# 1. From Your Dashboard

- If your dashboard looks like this then just select the 2026 Annual Report
- Please don't report to me directly.
  - Call: 410-269-2840
  - Email: [ccf.sbe@maryland.gov](mailto:ccf.sbe@maryland.gov)

Hello, Kevin!

**Reminders**  
To see additional information, click on the reminder.

	<b>Do you want to file a Matching Fund report</b> This is an optional report and might not be processed until the first or third Tuesday of the month, whichever comes next.	<a href="#">Go to Filing Screen</a>	▼	
	<b>Report to File due on 01/20/2026</b> 2026 Jan 20 Matching Fund Report (09/16/2025 - 01/17/2026)	<a href="#">Preview Filing</a>	<a href="#">Go to Filing Screen</a>	▼
	<b>Report to File due on 01/21/2026</b> 2026 Annual (01/20/2026 - 01/14/2026)	<a href="#">Preview Filing</a>	▼	

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# 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.

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## 2. Correcting / Curing Old Transactions

- Again, this webinar is for those that have already filed a MFR or want to file their first MFR. **If you are not at your thresholds wait for the Tuesday Jan 20, 2026, at Noon webinar.**
- If you have cured the deficiencies from an old report you will need to file an Amended Report.
  - Can be done at the exact same time as your 2026 Annual Report.

○ Mostly duplicate names.

## 2. Amending Deficiencies (If you had filed under the old – legacy – system)

- How to merge duplicates

### Transactions

**All Transactions**   Unfiled Transactions   Contributor/Payee/Loan Source

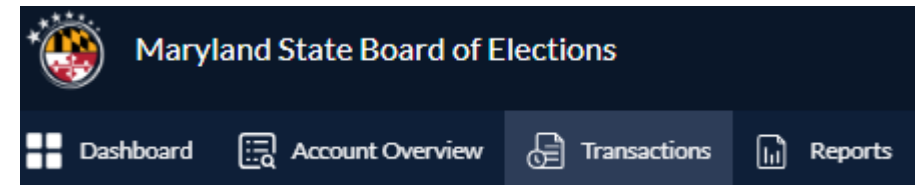
Search by Name, Filing Period, or Amount

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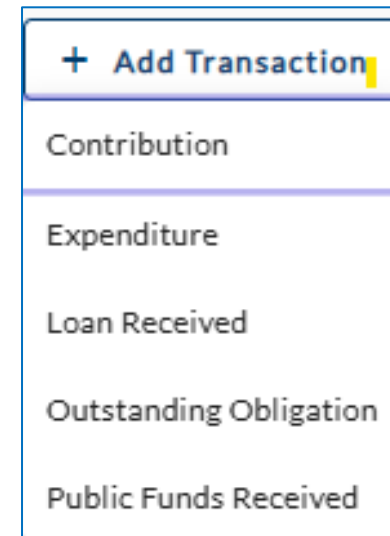
## 2. Amending Deficiencies (If you had filed under the old – legacy – system)

- Choose the one transaction to be the parent
- Others are the children.
  
- If you are having trouble with the merging of duplicates (AND YOU FILED IN THE OLD SYSTEM) call or email.

## 2. How to Enter Your Public Money



- From Transactions
- Add a Transaction



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## 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.

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# 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

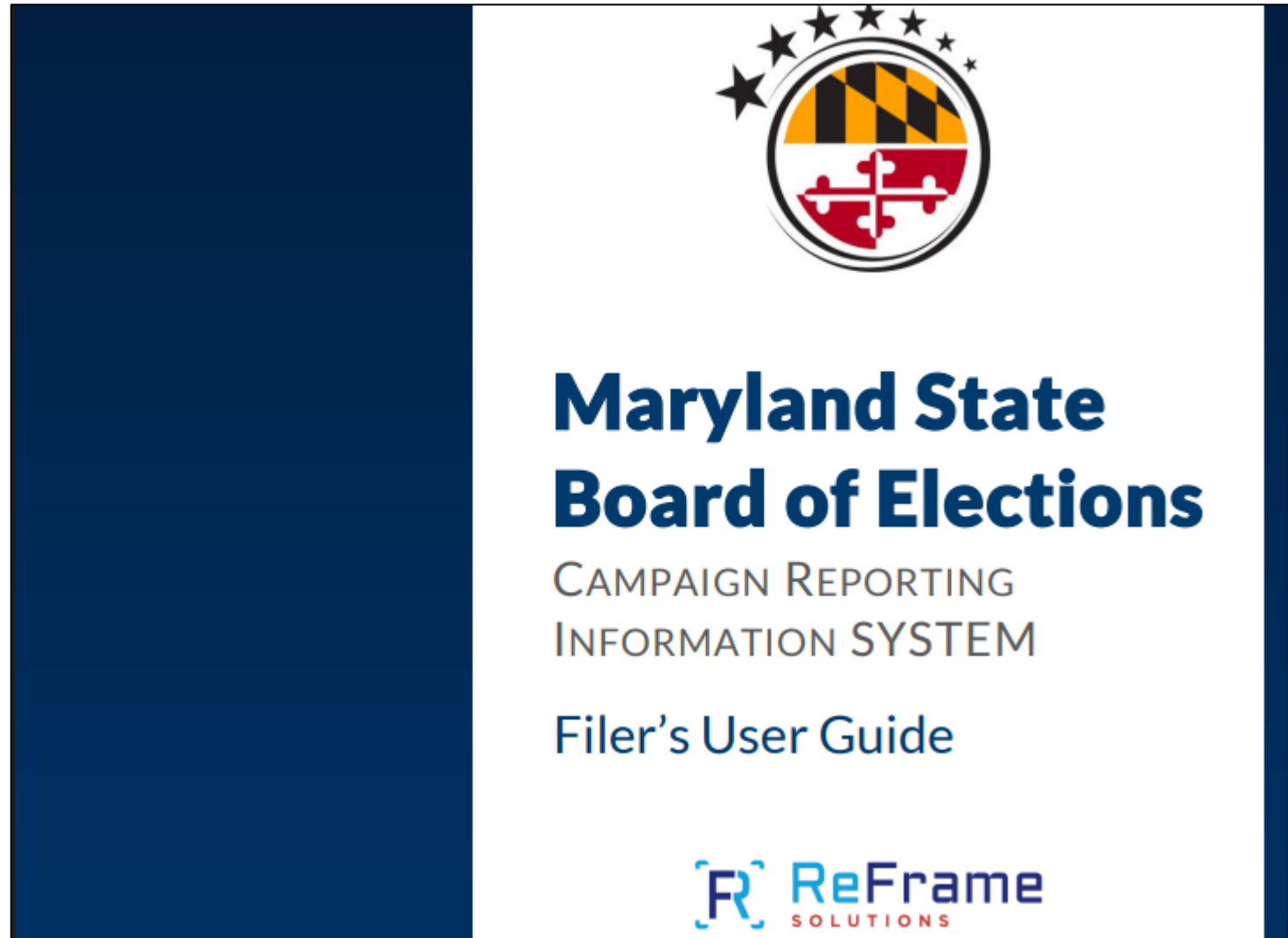
- Filer's Dashboard is your friend

The screenshot displays the CRIS Filer Dashboard interface, organized into five main sections:

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

# 4. How to Learn in new CRIS

- User's Guide



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## 4. How to Learn in new CRIS

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

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# Questions

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# Future Lunch and Learns

- Tues. Jan. 20<sup>th</sup>, Noon. Handling Your First Required Report If You Are NOT Going to Met Your Qualifying Thresholds
- Mon. Feb. 2<sup>nd</sup>, Noon. How to Amend / Edit Transactions in new MD CRIS

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# 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](mailto:ccf.sbe@maryland.gov)

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