

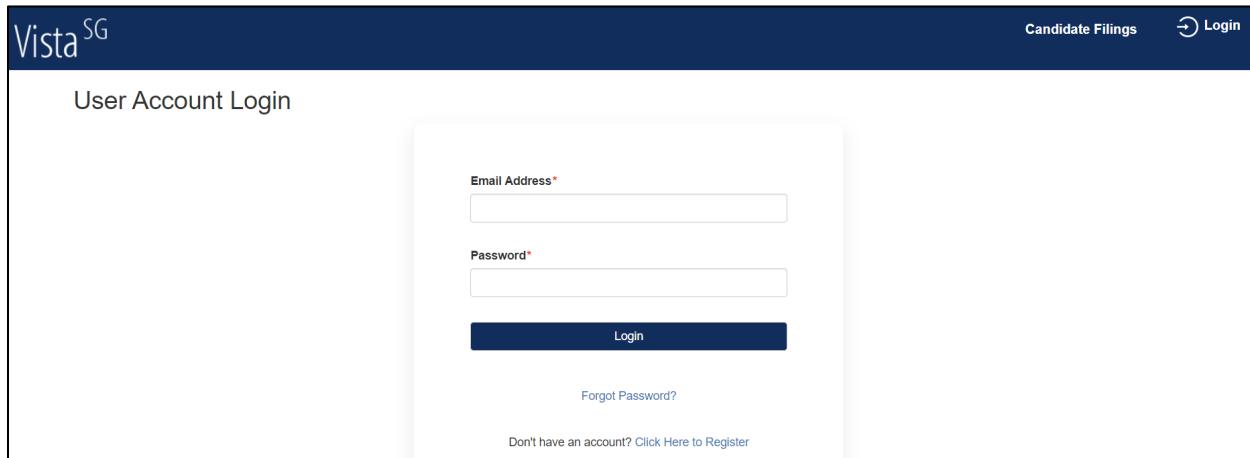
# ATASCOSA COUNTY TEXAS ELECTIONS DEPARTMENT



## **Filling out forms on Campaign Finance Portal for Atascosa County (VistaSG)**

1. Go to the log in page: <http://cf.vistasg.com/atascosaco/Login.aspx>

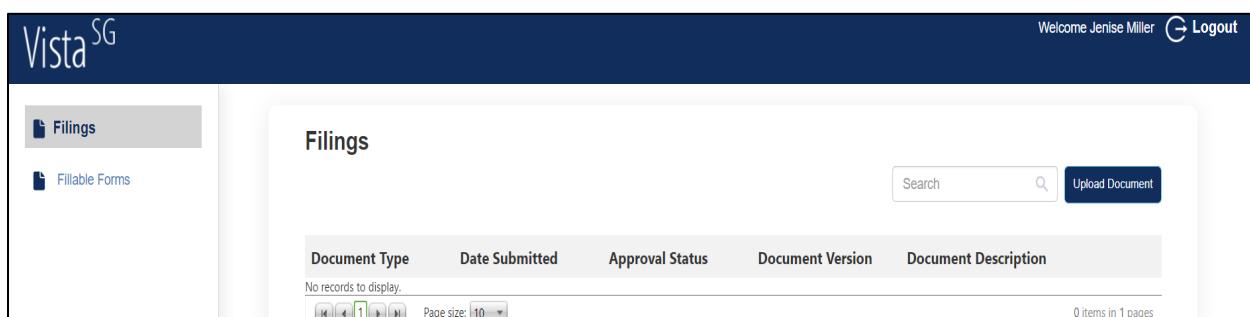
At the top right of the screen, click on Login or fill out the information below: email address and password. If you have not already set up an account, click on the blue ink that says “Click Here to Register”



The screenshot shows the 'User Account Login' page of the Vista SG portal. At the top right, there are links for 'Candidate Filings' and 'Login'. The main area contains fields for 'Email Address\*' and 'Password\*', both marked with red asterisks indicating they are required. Below these fields is a 'Login' button. At the bottom of the form, there are links for 'Forgot Password?' and 'Don't have an account? Click Here to Register'.

2. Once you are logged in, it will show your name at the top right: “Welcome Jenise Miller” If you have previously started reports or submitted reports, they will show up under the Filings area.

Reports to fill out are all listed to the left of the screen, under the words Vista SG. Click on **Fillable Forms**.



The screenshot shows the 'Filings' page of the Vista SG portal. At the top right, it says 'Welcome Jenise Miller' and has a 'Logout' button. The main area is titled 'Filings' and includes a search bar and an 'Upload Document' button. On the left, there is a sidebar with links for 'Filings' and 'Fillable Forms'. The main content area shows a table with columns: Document Type, Date Submitted, Approval Status, Document Version, and Document Description. A message at the top of the table says 'No records to display.' Below the table are navigation icons and a 'Page size: 10' dropdown. At the bottom right, it says '0 items in 1 pages'.





The forms will open up on your page. The forms are listed on two pages, so if you do not see the form that you are looking for, click on page 2 at the bottom of the page.

Vista<sup>SG</sup>

Filings

Fillable Forms

### Fillable Forms

Document Type	Document Description	Document Version
Form AJCTA	Amended appointment of a campaign treasurer by a judicial candidate	Revised 1/1/2022
Form CIQ	Conflict of interest questionnaire for vendor doing business with local governmental entity	Revised 1/1/2021
Form CIS	Local government officer conflicts disclosure statement	Revised 8/17/2022
Form JCTA	Appointment of a campaign treasurer by a judicial candidate	Revised 1/1/2022
Form COR_COH	Correction/Amendment affidavit for candidate/officeholder	Revised 4/16/2021
Form ACTA	Amended appointment of a campaign treasurer by a candidate	Revised 1/1/2022
Form AS IF-SPAC	As if-specific-purpose committee campaign finance report	Revised 12/08/2020
Form CFCP	Code of fair campaign practices	Revised 1/1/2021
Form C/OH	Candidate/Officeholder campaign finance report	Revised 8/17/2020
Form UD	Unsworn declaration	Revised 7/9/2020

Most local candidates are going to be filling out the form C/OH – when you click on the word Form C/OH the below picture will open up on your screen. When you have finished, you can save the form or submit the form. When you submit the form, the Elections Office will receive an email and then we will process your upload and it will be posted to the website.

**CANDIDATE / OFFICEHOLDER  
CAMPAIGN FINANCE REPORT**

**FORM C/OH  
COVER SHEET PAGE**

The C/OH Instruction Guide explains how to complete this form.			1 Filer ID (Ethics Commission Filers)	2 Total pages filed:
<b>3 CANDIDATE / OFFICEHOLDER NAME</b>	MS / MRS / MR	FIRST	MI	<b>OFFICE USE ONLY</b> Date Received
	NICKNAME	LAST	SUFFIX	
<b>4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS</b>	ADDRESS / PO BOX;	APT / SUITE #;	CITY;	STATE; ZIP CODE
<input type="checkbox"/> Change of Address				
<b>5 CANDIDATE/ OFFICEHOLDER PHONE</b>	AREA CODE ( )	PHONE NUMBER	EXTENSION	
<b>6 CAMPAIGN TREASURER NAME</b>	MS / MRS / MR	FIRST	MI	
	NICKNAME	LAST	SUFFIX	
<input type="checkbox"/> Date Hand-delivered or Date Postmarked				
<input type="checkbox"/> Receipt # <input type="checkbox"/> Amount \$				
<input type="checkbox"/> Date Processed				
<input type="checkbox"/> Date Imaged				

**Save Draft** **Submit** **Revert to Last Saved**