

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 VistaSG User Account Login page. The header includes the VistaSG logo and links for "Candidate Filings" and "Login". The main content area is titled "User Account Login" and contains a login form with fields for "Email Address*" and "Password*", a "Login" button, and links for "Forgot Password?" and "Don't have an account? Click Here to Register".

Vista^{SG} Candidate Filings Login

User Account Login

Email Address*

Password*

Login

Forgot Password?

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 VistaSG Filings page. The header includes the VistaSG logo, the user name "Welcome Jenise Miller", and a "Logout" link. The left sidebar has a "Filings" section with a "Fillable Forms" link. The main content area is titled "Filings" and contains a search bar, an "Upload Document" button, and a table with columns: "Document Type", "Date Submitted", "Approval Status", "Document Version", and "Document Description". The table is currently empty, showing "No records to display." and "0 items in 1 pages".

Vista^{SG} Welcome Jenise Miller Logout

Filings

Fillable Forms

Filings

Search Upload Document

Document Type	Date Submitted	Approval Status	Document Version	Document Description
No records to display.				

Page size: 10 0 items in 1 pages

This is a zoomed-in view of the left sidebar from the previous screenshot. It shows the "VistaSG" logo at the top, followed by two links: "Filings" and "Fillable Forms". The "Fillable Forms" link is highlighted with a grey background, and an orange arrow points to it from the text "Click on Fillable Forms".

Vista^{SG}

Filings

Fillable Forms

Click on **Fillable Forms**



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^{SG}

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

The C/OH Instruction Guide explains how to complete this form.

3 CANDIDATE / OFFICEHOLDER NAME

MS / MRS / MR FIRST MI
NICKNAME LAST SUFFIX

4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS

ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
☐ Change of Address

5 CANDIDATE / OFFICEHOLDER PHONE

AREA CODE PHONE NUMBER EXTENSION

6 CAMPAIGN TREASURER NAME

MS / MRS / MR FIRST MI
NICKNAME LAST SUFFIX

1 Filer ID (Ethics Commission Filers)

2 Total pages filed:

OFFICE USE ONLY

Date Received

Date Hand-delivered or Date Postmarked

Receipt # Amount \$

Date Processed

Date Imaged

Save Draft

Submit

Revert to Last Saved