

## Candidate SEI Filing Guide

**All filings are submitted through MapLight:  
<https://minneapolis.maplight.com/public>**

Welcome to MapLight, the portal for filing campaign finance reports and statements of economic interest for the City of Minneapolis. MapLight helps you conveniently and securely submit your filings and make them available for the public. This is a guide to filing your Statement of Economic Interest (SEI), but if you need to file a campaign finance report, please see the Campaign Finance Filer Guide.

While we hope this guide provides you with everything you need to file, please reach out with any questions, difficulties, or ideas on how we can improve your experience.

You can reach us by email at [mpls.campaigns@minneapolismn.gov](mailto:mpls.campaigns@minneapolismn.gov) or by phone at 612.331.8683.

Happy Filing!

Minneapolis Campaign Finance Team

## Getting Started: Create your User Account and Campaign

You must have an account to work in MapLight. Your account must be connected to a Campaign, which organizes your filings. To get started, the first step is to create your user account.

If you have already created an account in MapLight you can skip to the *Completing your SEI* step.

### Create your User Account

1. Open a web browser and go to <https://minneapolis.maplight.com/account/signup>.
2. Fill in the fields for *Email*, *Phone* and *Password* and click **Submit**.
  - *Passwords must contain an uppercase and lowercase letter, a number, and special character.*

**Because working in MapLight is campaign activity, government emails and phones should not be used for your user account or campaign.**

3. A verification email will be sent to the email you used. Enter the code from the email and press **Submit** to continue.
4. On the next page, enter your name and address. Press **Submit**.
  - *This address is the home or business where you would like to receive communications related to your filings. This address will be public information on your campaign finance filings if you are the Candidate.*

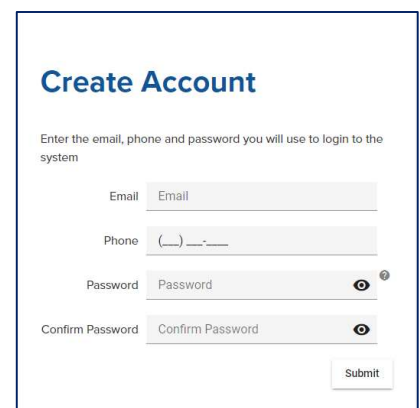


Figure 1 Account Creation Page

- For the next step, you must either connect your account to an existing Campaign (**Option 1**) or create a new Campaign (**Option 2**). If you are new to MapLight and have not yet created your campaign, go to **Option 2**.

## Option 1: Connect to an Existing Campaign

- Click **Select your Campaign**
- Enter the name your Campaign in the search box.
  - Select the correct Campaign from the list and click **Submit**.
- The Candidate or Treasurer from that Campaign will be notified for your request.
  - *To work in MapLight, your account must be connected to a Campaign. You can either create a new Campaign or connect to an existing Campaign by requesting access.*

## Option 2: Create a New Campaign

- Click **Create a New Campaign**
- Fill in the fields in the *Campaign Information* section using the dropdown menus.
- The next step depends on whether you are the Candidate for the Campaign:
  - If you are the Candidate for this Campaign, select **I am the Candidate for this Campaign**. This will automatically fill the *Candidate Contact Information* section with your contact information.
  - If you are not the Candidate, select **I am the Treasurer for this Campaign** and enter the Candidate information in the *Candidate Information* sections.
    - *Candidate Contact information is the home or business information where a candidate would prefer to receive communications from us. It will be made public on campaign reports.*
    - *You and the Candidate will both receive messages sent to your Campaign.*
- Click **Next**.
- In the *Business Information* section, enter the contact information that will appear on the Candidate's Statements of Economic Interest.
  - Enter the occupation and employer for the Candidate.
    - *This information will be made public.*
- Click **Next**.
- Enter a personal phone number and email address where we will be able to reach the Candidate after the Campaign ends or the Candidate leaves office.
  - *Personal Contact Information will only be used if we cannot reach you by your other contact information. It will not be made public.*

The screenshot shows a web form titled "Campaign Creation" with three tabs: "1. CAMPAIGN INFORMATION", "2. BUSINESS INFORMATION", and "3. PERSONAL". The "CAMPAIGN INFORMATION" section includes fields for "Campaign Name", "Office Sought", and "Election Date". The "Candidate Information" section has two radio button options: "I am the Candidate for this Campaign" (selected) and "I am the Treasurer for this Campaign". Below these are fields for "Candidate First Name" and "Candidate Last Name". The "Candidate Contact Information" section includes fields for "Address 1", "Address 2", "City", "State", "Zip Code", "Candidate Phone", and "Candidate Email". A "Tennessee Warning Notice" is visible at the bottom of the form.

Figure 2 Campaign Account Creation Page

8. Click **Next**.

**It is very important that we are able to reach candidates to provide reminders and support for required reports. Some reporting requirements occur a year or more after the election is over and whether the candidate currently holds office.**

9. The next step (Adding Officers to your Campaign) is optional and unnecessary for filing an SEI. To skip it, press **Submit** at the bottom of the page.

- *Officers can be added to your campaign later, if needed. See the MapLight Campaign Finance Filing Guide to read more about adding Officers.*

Figure 3 Business Information Page

## Completing your SEI

You must file an SEI within 14 days of filing your affidavit of candidacy. For detailed information on the SEI requirements see Minnesota Statute 10A.09.

1. Click **Campaign Dashboard** on the navigation bar.
2. Click **Filings** on the lefthand menu.
3. Click **Statement of Economic Interest** under *Filings*.
4. Verify that your contact and business information are correct.
  - *Use the links near the bottom of the page to update the information, if necessary.*
5. Click **Continue**.
6. Read and fill out each information section.
  - *You can put "0"s into sections that do not apply to you.*
  - *Consider consulting an attorney or your financial planner if you have questions.*
7. Read and check the boxes at the bottom of the page, if they are true.
  - *Fill in the name of the person preparing the statement, if it is not the candidate.*
8. Fill in your First Name and Last Name
9. Click **Submit**.

**Tennessen Warning Notice:** *The information requested on this site is to satisfy the requirements of the disclosure forms provided by the Campaign Finance Board, and to assist in the efficient administration of the site. The information provided will be used to help complete your disclosure forms and allow us to communicate with you about deadlines for required forms and any questions this office may have in the process of collecting these filings. Unless otherwise indicated, this information is required to satisfy the legal requirements for disclosure. The contents of all disclosure filings are a matter of public record. Failure to provide required information may result in penalties under MN Statutes 10A.09 or 211A.05.*

**Legal Disclaimer:** *This document has general information about campaign finance reports. It is not legal advice nor a comprehensive list of campaign finance laws. We recommend that candidates seek legal counsel to ensure compliance. Election law is the final authority in all matters.*