

Sonoma County NetFile Instructions

E-Filing

E-Filing is a paperless filing process. Filers have an option to use the free filer application provided by NetFile, a web-based filing system that allows filers to electronically create and submit campaign statements for free. If you are already using a third-party campaign accounting system, you will not need to use the free filer system as long as your third-party software is approved by the California Secretary of State to produce an electronic file for campaign disclosure statements. You may upload that file to the NetFile system to file your statements electronically. Please note, regardless of whether you use the free filer application or upload a third-party electronic file, any filer who has electronically filed is not required to file a copy of that document in paper format with Sonoma County.

Computer Requirements

- Internet access
- Web browser – any recently updated modern browser
- Zip file utility to open zip files (most modern operating systems have these built in)
- PDF reader such as Adobe Reader

How NetFile Works (the Free Filer System)

The County of Sonoma has set up a NetFile account in their admin system for you. In order to use the Free Filer system you need to go through a one-time only process to create a login account for you and then link your login account to the filer that your agency has set up in their admin system. If you would rather have NetFile do this for you, NetFile offers free online training session for filers to show you how to use the free filer application mentioned above. To request an online training session with a NetFile representative, complete and submit the form located at [Campaign Filer Training](#).

If you would rather create your free filer account yourself, here are the steps:

Note: The individual who will be entering the data into the NetFile Filer system must first create a user ID and then link it to the filer account by following these instructions:

Step 1: Create a NetFile User Log In

- Go to the NetFile User Log In page at <https://netfile.com/filer>
- Click "Create a New NetFile User" in the "Campaign Committee Filers" section
- Enter and submit the email address you want to use for your new NetFile User

- Receive a confirmation e-mail from NetFile
- Click the link in the e-mail to confirm the request

The webpage you come to will need your name and phone number as well as a password you would like to use to log-in. Click the “Create NetFile User” button to complete your log-in profile. You are not done yet. You now need to link your log-in profile to the filer your agency created in their admin system.

Step 2: Link your User Log In to the Agency’s admin filer account

- Go back to the NetFile User Log In page at <https://netfile.com/filer>
- Log in using the email and password created in Step 1
- Click the "Link Local Campaign Filer Account" link
- Enter the Campaign filer information as follows:
 - a) **Enter the Filer Name**
 - b) **Enter the “Filer ID” area with: Filer ID Obtained from County of Sonoma**
 - c) **Enter the “Filer Password” area with: Filer Password Obtained from County of Sonoma**

(Note: Do not attempt to log in with the Filer ID and Filer Password; they are for linking purposes only!)

There are also videos and printed instructions available on the website at <https://netfile.com/filer>.

- NetFile Technical Support - <https://netfile.com/corp/#contact>

Third-Party Software File Upload

If you would rather use third-party software to create and e-file your filing instead of using the Free Filer system, you can. Most professional third-party software programs will allow you to export a "CAL file," which contains the electronic information for your filing. Using the Filer ID and Filer Password provided above, you can upload the CAL file by clicking the [Upload a CAL File](#) link at <https://netfile.com/Filer/Vendor/API>.

Campaign Reporting Assistance

For assistance regarding any legal questions about the content of what you need to report in your filing:

- Contact the FPPC at advice@fppc.ca.gov
- View information about [where and when to file campaign statements](#)
- View information about [FPPC training and outreach](#)