

Sign on to the Commissioner of Political Practices

- 1) <https://politicalpractices.mt.gov/>
- 2) Click "ACCESS CERS":
- 3) Click "ACCESS MY ACCOUNTS":
- 4) This takes you to the OKTA sign-in page
 - a. Enter your OKTA email / password / click SIGN IN.
 - b. If you do not have an OKTA, drop down to the bottom of this page and click "Sign up". Follow the instructions/prompts. If you need help, call 406-444-2000 (option #2)
- 5) You will be brought to CERS – should see Candidate Name
- 6) Click on the SEARCH tab and enter candidates' Last Name, First Name – then click SEARCH CANDIDATE (below the 8 boxes)
- 7) Now there will be a new button below the boxes --- ADD NEW REGISTRATION – (If your name is there, click to left of your name, then click "Add New Registration"). If you have not registered on CERS before, just click the "Add New Reg" button.
- 8) This will pull up the Statement of Candidate...

Start with the Campaign Type – then fill out all the information

Once the form is filled out, click the SAVE button. Once you click SAVE, it will either say "success" or it will take you to a box that expects "print". Your last button to click the the SUBMIT AND FILE. Once you do that, you are done!