



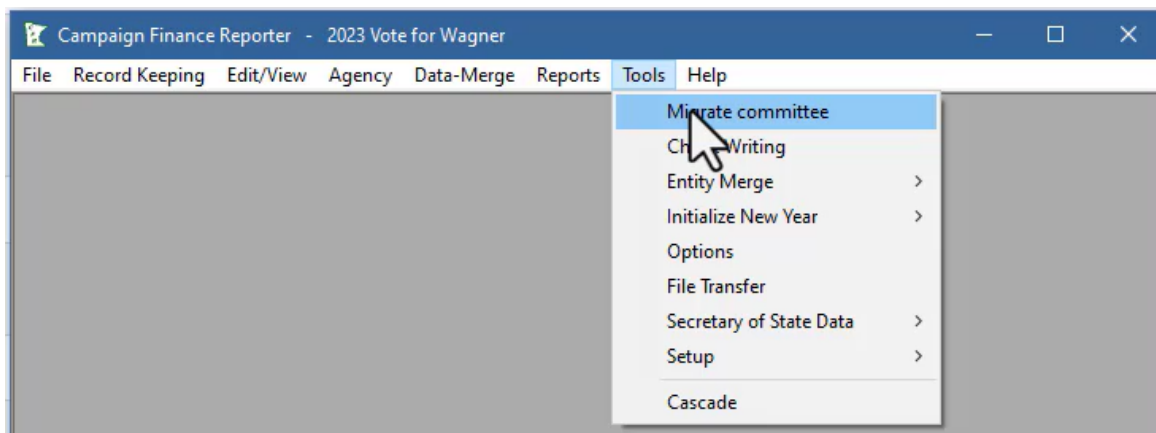
Migration from CFR to CFRO

Minnesota Campaign Finance and Public Disclosure Board

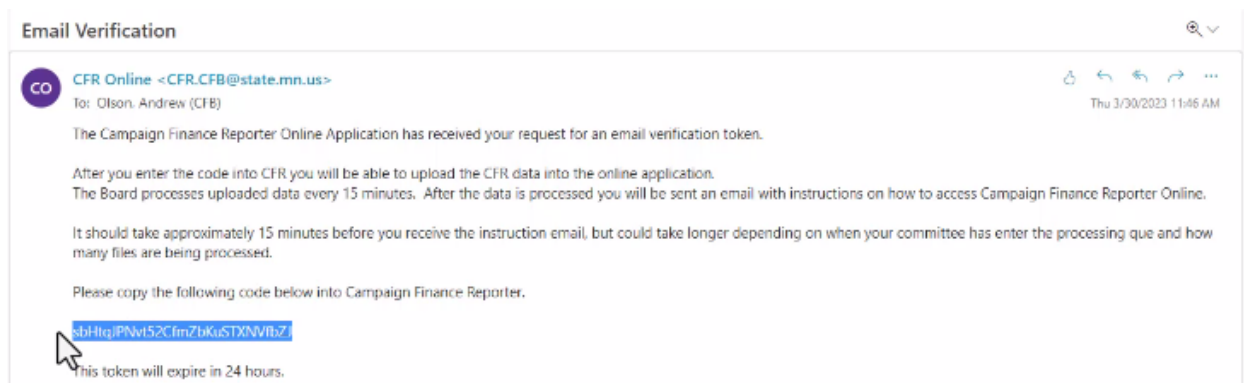
Most treasurers are [required to file campaign finance reports electronically](#). If you are migrating from Campaign Finance Reporter to Campaign Finance Reporter Online (CFRO), please follow the steps listed below, which are demonstrated within [this tutorial video](#). If you have filed paper reports in the past and have not used CFR, please [contact Board staff](#) for assistance accessing or using CFRO. If you use a third-party vendor to file campaign finance reports, you do not need to make any changes.

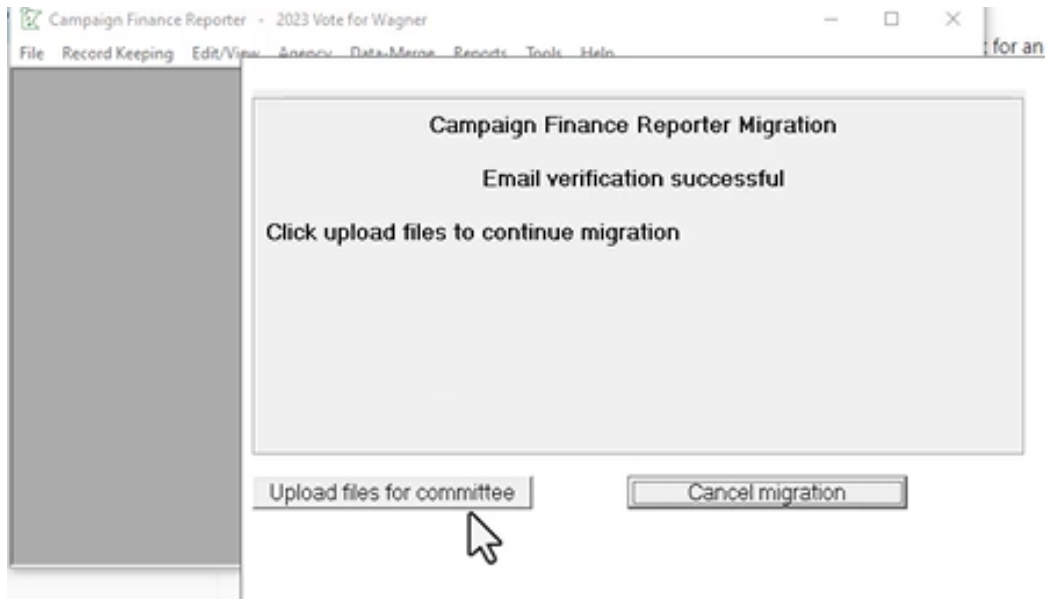
If you currently use Campaign Finance Reporter, please follow the instructions below.

1. If you have not done so already, initialize the 2023 calendar year within CFR. A bulletin describing that process is available [here](#) and a tutorial video demonstrating that process is available [here](#).
2. [Download the Campaign Finance Reporter beta version](#) software. The beta version software must be downloaded to the same computer that contains your existing installation of Campaign Finance Reporter. Open the beta version software, log into the 2023 calendar year, then navigate to Tools and select Migrate committee:

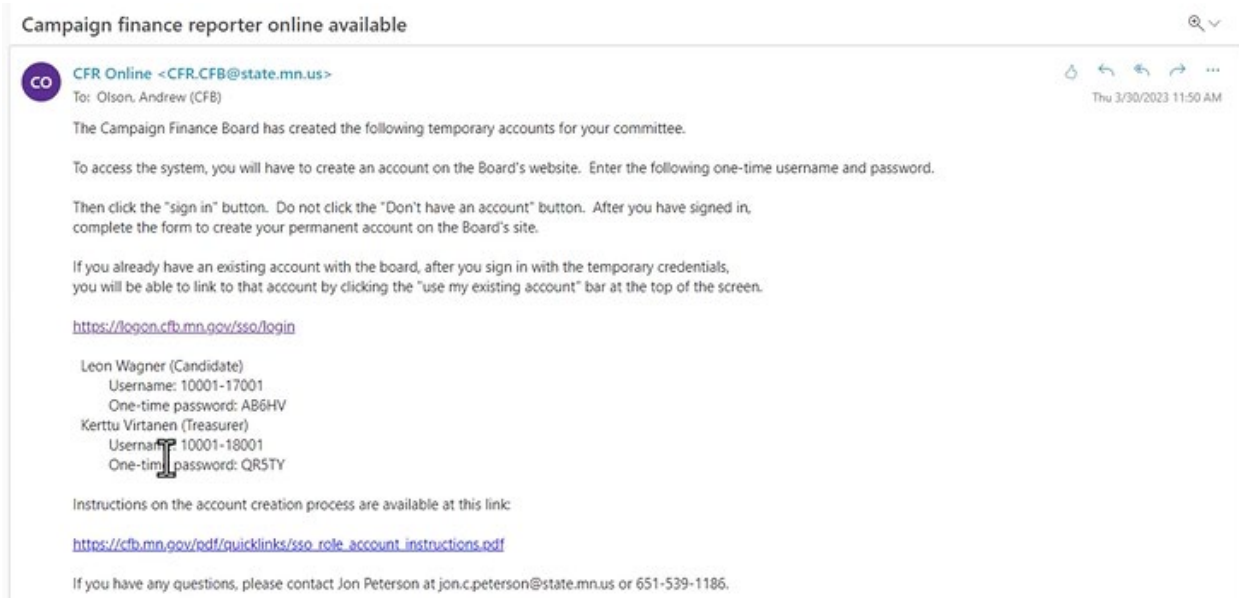


Enter your email address twice, select Verify email address, enter the verification code sent to your email address and click Validate verification code, then select Upload files for committee:





3. After the upload is complete you will receive another email stating that Campaign Finance Reporter Online is now available for your committee. It can take up to 10 minutes to receive this email. Within the email, click the link with the URL logon.cfb.mn.gov/sso/login and proceed to log into Campaign Finance Reporter Online using the temporary username and password contained in the email. Much of the required information is loaded based on your registration information. If changes have occurred, please update your contact information within the page and later contact Board staff for help in amending your registration information. Change your password and change your username as well, if desired, then select Create account.



Campaign Finance Board

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Preconfigured account setup

Use my existing MyCFB account


Please Note: On completion, the system will verify that you have provided an active email address prior to activating this account. ×

First name Kerttu	Middle name	Last name Virtanen
* Username Required <input type="text"/>		
* Password Required	* Confirm password Required	
Password requirements: 6 to 20 characters with at least one digit, one upper case letter, one lower case letter, and one special symbol: &!*@#%\$ Show password characters		
* Email address Required andrew.d.olson@state.mn.us	* Confirm email address Required andrew.d.olson@state.mn.us	
Secondary email address (Optional) <input type="text"/>	Confirm secondary email address <input type="text"/>	

3:30 / 6:11 User information

4. You will receive one more email prompting you to activate your Campaign Finance Reporter Online account. Click the activation link in the email, log into Campaign Finance Reporter Online with your new username and password, then select Report online. You will then be able to enter the committee's transactions in Campaign Finance Reporter Online, and any data that you previously entered within Campaign Finance Reporter within the 2023 calendar year will have been transferred to the Campaign Finance Reporter Online application.

Email Verification

 Campaign Finance Board Website <SingleSignOn.CFB@state.mn.us>
To: Olson, Andrew (CFB)

The Campaign Finance Board has received your request to create an online account.

Activate your account by clicking the activate link below.

<https://logon.cfb.mn.gov/ssso/login/verify/email/a3Zncn8hbmVuMzlx/M7oSXuuafA3ddQmVo8Ph/>

This link will expire in 24 hours.

[Thank you!](#) [The link is not working.](#) [Completed.](#)

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KVirtanen321 [I forgot my username](#)

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..... [I forgot my password](#)

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Committees available for online campaign finance reporter

Registered name	Officer name		
Vote for Wagner	Virtanen, Kerttu	Report online	Grant reporting rights



Several short tutorial videos that describe how to use CFRO are available on the Board's website at cfb.mn.gov/filer-resources/self-help/education-and-tools/online-videos/. Please [contact Board staff](#) with any questions about using CFRO.