

IEDS Help:

Admin



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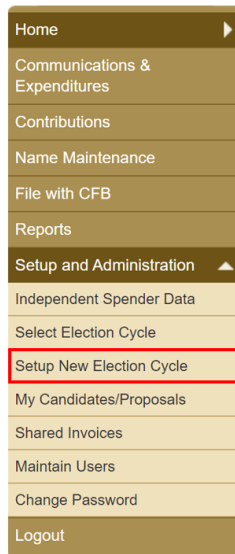
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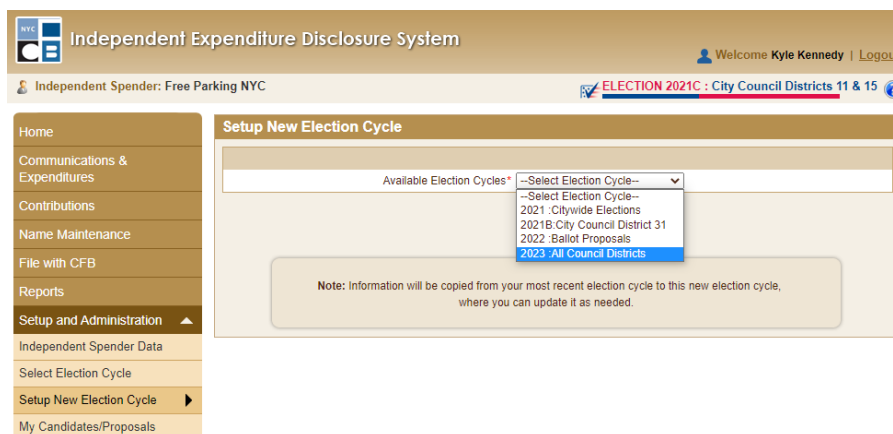
Setting up a New Election Cycle

You can use your existing account by setting up a new election cycle. Please be sure to do this, since otherwise the data you enter will not be properly reported.

1. Once logged into your IEDS account, open the **Setup & Administration** menu in the sidebar and click **Setup New Election Cycle**.



2. Select the upcoming regular or special election cycle from the drop-down menu.

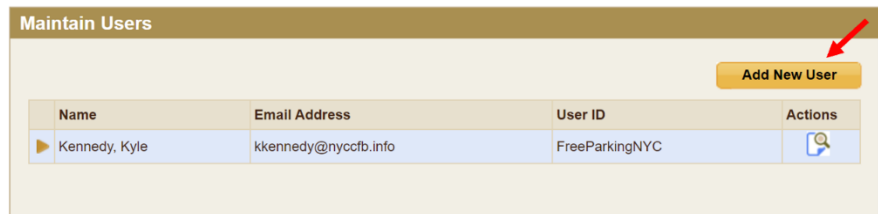


3. IEDS will redirect you to the Independent Spender Data section. If your information remains unchanged from what was provided for your most recent election cycle, you can simply click save. If any of your information has changed, you must update IEDS to reflect those changes.
 - ◆ **NOTE:** if you make any changes to your Authorized Representative, you will be required to submit a new Authorized Representative form before you can file.

Adding a New User

IEDS is a multi-user system that allows multiple individuals to log in and utilize a spender account simultaneously. Each user has their own password, but all users have the same encryption key.

1. Click on **Maintain Users** in the sidebar and then **Add New User**.



2. Enter the **User Details** for the individual and set the permissions for their account; after you are done, press **Save**.

The 'User Details' form contains the following fields:

- Last Name* []
- First Name* []
- User ID* []
- Email Address* []
- Confirm Email Address* []
- Password* []
- Confirm Password* []

The 'Roles' section includes a table of permissions:

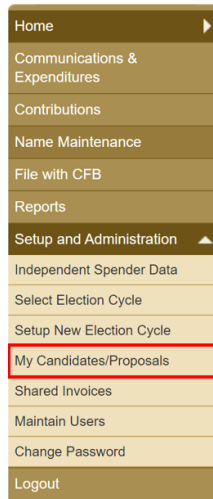
<input checked="" type="checkbox"/>	View
<input type="checkbox"/>	Data Entry
<input type="checkbox"/>	File to CFB
<input type="checkbox"/>	Amend to CFB
<input type="checkbox"/>	Account Administrator
<input type="checkbox"/>	Super User

At the bottom, there are 'Save', 'Clear', and 'Cancel' buttons. A red arrow points to the 'Save' button.

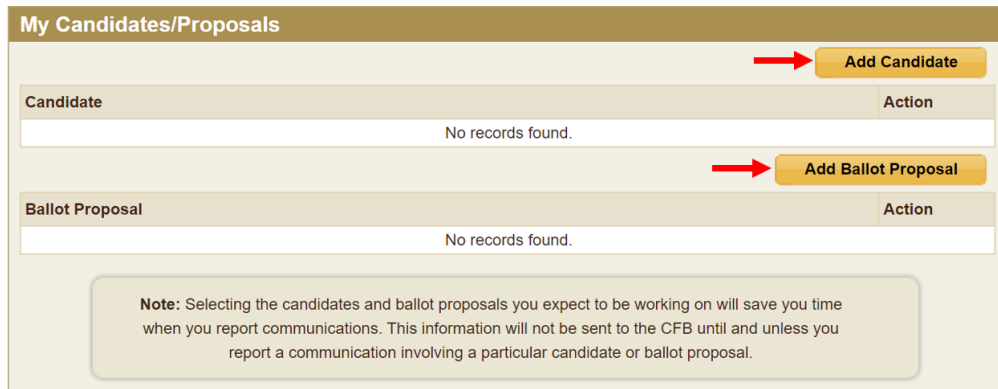
Adding Your Candidates & Ballot Proposals

IEDS allows you to pre-select the candidates and ballot proposals you will be spending on before doing data entry for your first communication. The selected candidates and ballot proposals will be readily available from a drop-down list when entering communications. **The candidates and ballot proposals you pre-select are not visible to CFB staff or the public.**

1. Select **My Candidates/Ballot Proposals** in the sidebar.



2. Click **Add Candidate** or **Add Ballot** proposal.



3. Search for known Candidates or Ballot Proposals first to select ones that already exist in the CFB's records; if you cannot find the Candidate or Ballot Proposal you are looking for, click **Could not find my Candidate/Ballot Proposal** and enter the relevant information in the popup screen.

