



COMMISSIONER OF POLITICAL PRACTICES

STATE OF MONTANA

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How to file the C1 or C1A on CERS: **"Statement of Candidacy"**

This is just a simple step by step to complete their Statement of Candidacy without having to look all this information up:

- www.politicalpractices.mt.gov
- Click on **ACCESS CERS** button under Commissioner Mangan's photo.
- Click on the green button, Access my accounts.
 - Create an epass.
- Once created, this will bring you back to CERS
- Click on SEARCH button and then enter last name, first name ---- **search candidate**. (Unless you have run before and entered information into CERS, your name will not come up).
- **no matter what comes up, click on ADD NEW REGISTRATION** *(If your name is in there from a previous year, click to the left of your name in the square, then ADD NEW REGISTRATION).*
- **Beginning with the top section *Campaign Type...please select (click on the type of office you are running for – city, county, school, state district, etc)** and then fill out everything down to the Deputy Treasurer section and hit SAVE.
Once you hit save here, it will either show any errors or it will take you to the next page where you need to click in the box that says you certify all information is correct, then Submit and File.

If any questions, please call us at 444-2942 or email us at cpphelp@mt.gov . Thank you.

Also, Here is a link that shows how to navigate through CERS.
http://politicalpractices.mt.gov/Portals/144/Education%20and%20Resources/PDF_guides/Candidate%20Guide%20to%20CERS.pdf?ver=2019-12-31-161846-293