

## Important!

Before entering any transactions into ORESTAR the committee must make an important decision about whether or not to use the ORESTAR automatic aggregate calculation function. The Elections Division strongly encourages all committees to use this functionality of ORESTAR to help them comply with Oregon's campaign finance laws.

## Automatically Calculate Contributor/Payee Aggregates and Miscellaneous Transactions

If a committee chooses to use the system aggregate calculation function, no action is needed. This is the default for the system. A committee using the system aggregate calculation function directs ORESTAR to automatically track and calculate grand totals for contributors who give multiple contributions to a committee or payees who a committee may purchase goods or services from more than once during a calendar year. A committee using this function will enter each transaction, regardless of the amount, and the system determines if a transaction should be disclosed to the public or should be included in the appropriate 'miscellaneous under \$100' category and will file all 'miscellaneous' transactions.

To opt out of using the system aggregate calculation function access the following page by clicking on the Preferences tab in the campaign finance portion of the system.

The screenshot shows the ORESTAR web interface. At the top right, it says "Elections Division, 141 State Capitol, Salem, OR 97310-0722, (503) 986-1518" and "January 2, 2007". The main header says "Welcome Jeff Jones to ORESTAR (Elections Reporting) (Version : 1.1)" and "System Validation Committee ( 5643 )". The "Preferences" tab is selected in the navigation menu. Under "Filer Information", the checkbox "Automatically Calculate Contributor/Payee Aggregates and Miscellaneous Transactions" is checked. An "Update" button is visible below the checkbox. The left sidebar contains navigation options: Private Workshop, Search Committees (with dropdowns for by Name, by Election, by Measure/Petition), Add New Committee, Search Transactions, User Management, and Sign out. The footer says "Copyright © Secretary of State, Oregon 2006".

Uncheck the box and click on Update. A pop-up window displays with a warning message about the effects of opting out of the system aggregate calculation function. Click OK on the pop-up screen and click on Update again to confirm the change.

A committee that opts out of using the system aggregate calculation function in ORESTAR must separately track all contributor and payee aggregates in another system and enter miscellaneous contribution or expenditure transactions for each appropriate date (ranges of dates are not allowed). The committee must also enter an aggregate amount for each contribution or expenditure transaction entered, other than 'miscellaneous under \$100.'

**Warning!** If a committee opts out of the system aggregate calculation function, it will be barred from opting back in until the beginning of the next calendar year.