Steps to file the required Statement of Contribution 15-5 Form with the Alaska Public Offices Commission (APOC)

*If you are an individual, person, nongroup entity, or group that contributes \$2,000 or more (in the aggregate in a calendar year) to an entity that has made, is making, or you have reason to know is likely to make independent expenditures in candidate elections in the previous or current election cycle, you must file a Statement of Contribution 15-5 Form under AS 15.13.040(r) no later than 24 Hours after making the contribution. The 24-Hour True Source Statement of Contribution filer is required to report and certify the true sources of the contribution, and any intermediaries as defined by AS 15.13.400(18).

The contributor is also required to provide the identity of the true source to the recipient of the contribution simultaneously with providing the contribution itself.

*Instructions to file the **24-Hour True Source** Statement of Contribution 15-5 Form.

- 1. Go to https://alaska.gov/
- 2. Click on the "myAlaska" link at the top of the page.



3. Login to myAlaska.



System Notifications

WARNING! Some PFD applicants have received fraudulent emails requesting they login to myAlaska or the
Residency verifiers. These emails WERE NOT sent by the State of Alaska. We recommend anyone who clicked
their myAlaska password and security question/answer immediately. myAlaska does not send unsolicited en
they update their passwords or account details.

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electrol citizens to interact with multiple State of Alaska services through a single username and password.



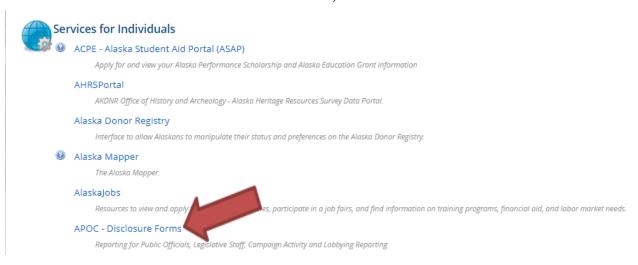
4. Under the "Services" header, click "View Your Services."



Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.

View Your Services

5. Under the "Services for Individuals" header, click "APOC- Disclosure Forms."



6. This will bring you to the "Welcome to APOC Forms Online" Home Page. Click on "Statement of Contributions Forms 15-5" (5th link down).

WELCOME TO APOC FORMS ONLINE

Public Official / Legislative Official Financial Disclosure Form (POFD/LFD)

If you are a:

- Public Official
- · Candidate
- · Member of a State Board or Commission
- Legislator

Who is required to file a Financial Disclosure form under AS 39.50 or AS 24.60

Group / Entity Forms

View or file Group / Entity forms. View Assigned Expectations.

Candidate Forms

View or file Candidate forms. This includes Municipal/Judicial Exemption forms. View Assigned Expectations.

Campaign Disclosure Forms

View or file a Campaign Disclosure form after registering.

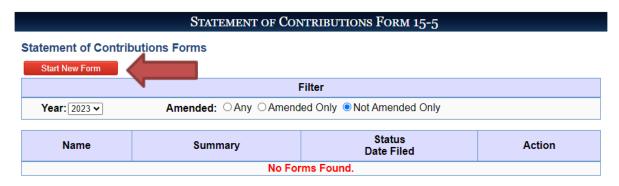
NEW As a result of Ballot Measure 2, additional disclosure requirements went into effect February 28, 2021.

Statement of Contributions Forms 15-5

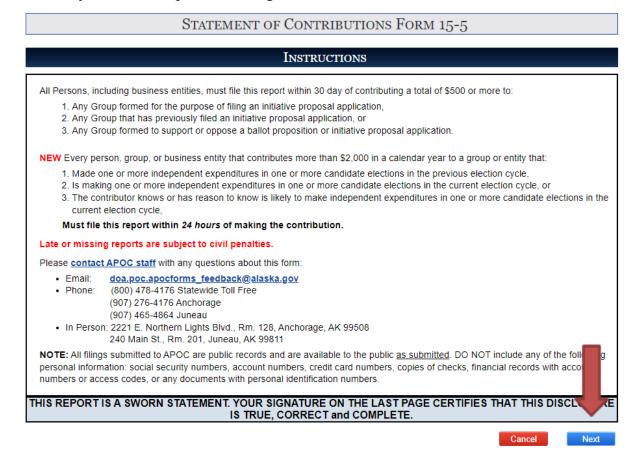
View or file a Statement of Contributions form for contributions to ballot groups and initiative application groups.

NEW As a result of Ballot Measure 2, additional disclosure requirements went into effect February 28, 2021.

7. Click the red button "Start New Form."



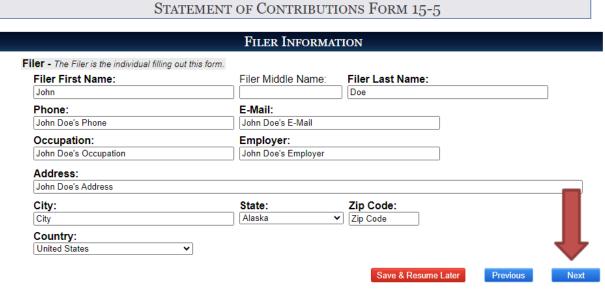
8. When you have completed reading instruction, select "Next" to continue.



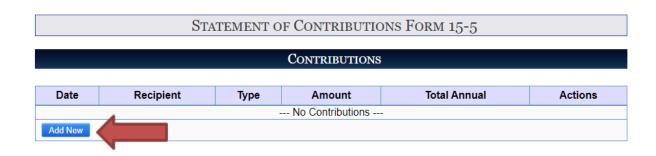
9. Under "Filing Reason" select the first toggle button "Contribution exceeding \$2,000." Select the year in which the contribution was made under "Election Year." Select "individual" if you are a natural person. If you are not a natural person, select "Other." Select "Next" to continue.



10. Fill in the required information as presented including, your first and last name, phone number and email (if applicable), your occupation and employer, followed by your address. Once completed, select "Next" to continue.



11. Select "Add New" to input information about the contribution you've made.



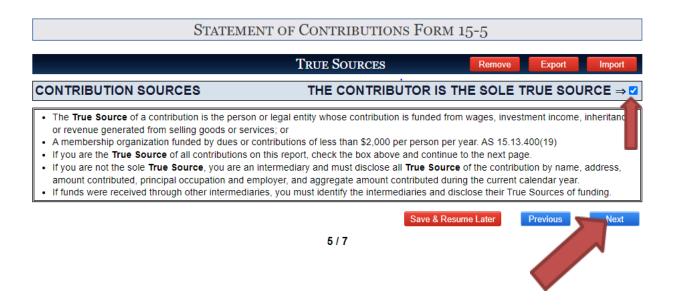
12. Fill out the required information as presented including the date the contribution was made, the type of payment utilized, the amount of the contribution, the total amount of contributions you've made in the aggregate calendar to that same group or entity. Under "Recipient Type" select. "Group or Entity" (you must determine if the recipient is a group or entity registered with APOC). Locate the name of the group or entity you contributed from the "Name of Group Receiving Contribution" list below. Once completed, select "Add Item" then "Next" to continue.

	STA	TEMENT O	F CONTRIBUTIO	ONS FORM 15-5	
COMPREDICTIONS					
Contributions					
Date	Recipient	Туре	Amount	Total Annual	Actions
Date: 6/26/2023	Type:	ransfer 🗸		Amount \$ 2000	:
Total Contributed This Year: \$\[2000 \] * Include value of all (current and past) contributions made in the current calendar year.					
Recipient Type: Group Centity					
Year Filter (O	optional): Election T	ype Filter (Opt	ional): Election Filter ✓ Any	(Optional):	
Name of Group Receiving Contribution: 2023 - Independent Expenditure Group - TEST Not In List					
Note: If the group or entity you contributed to is not in the list with all the filters on 'Any', please contact APOC Staff by phone at (907) 276-4176 or email.					
Add Item C	Cancel				

13. The **true source** of a contribution is the person or legal entity whose contribution is funded from wages, investment income, inheritance, or revenue generated from

selling goods or services; or a membership organization funded by dues or contributions of less than \$2,000 per person per year.

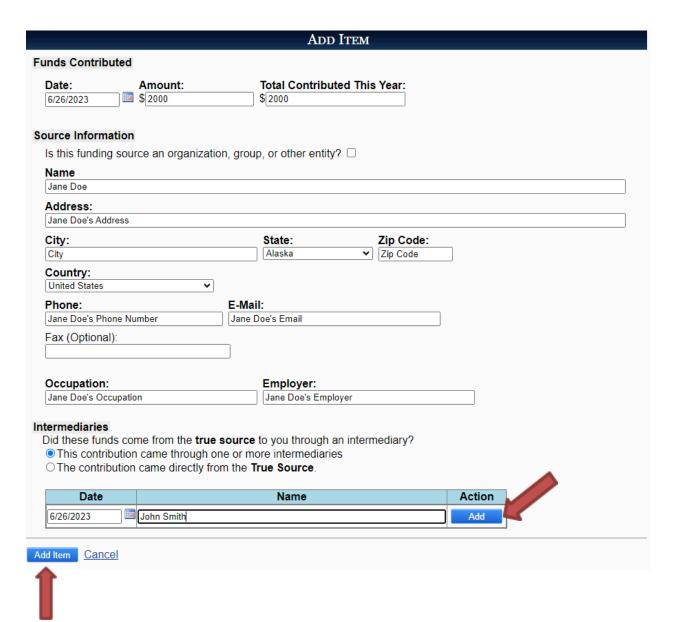
If you are the true source of all contributions on this report, check the box above and select "Next" to continue.



If you are **not** the sole **true source**, you are an intermediary and must disclose all **true sources** of the contribution by name, address, amount contributed, principal

occupation and employer, and aggregate amount contributed during the current calendar year.

If funds were received through other intermediaries, you must identify the intermediaries and disclose their True Sources of funding. Once all required information has been inputted, select "Add" to add any intermediaries as necessary, then select "Add Item" to enter the true source information. Select "Next" to continue.



14. From the "Review Submission" page, scroll down to the bottom of the page reviewing all the information you have inputted. Select "Next" when you are ready to continue.

STATEMENT OF CONTRIBUTIONS FORM 15-5 REVIEW SUBMISSION • You MUST click NEXT and electronically sign this form to submit it to APOC. Otherwise you have NOT filed your disclosure and may be subject to civil penalties for a late filing. • Please carefully review your Statement of Contribution Form below. If corrections are needed use the blue "Previous" and "Next" buttons below to navigate to the appropriate page(s) and make changes before submitting. STATEMENT OF CONTRIBUTIONS FORM 15-5 INCOMPLETE Save & Resume Later Previous Next

15. From the "Certification" page, select both acknowledgment check boxes then select "Finish."

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16. From the "Signing Ceremony" you will need to check the box that states the following: "I have viewed the document I am about to sign." Then type in your myAlaska password and select "Sign and Submit" to complete the 24-Hour True Source Statement of Contribution 15-5 Form.

Signing Ceremony

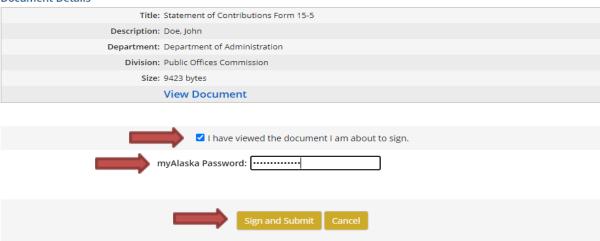
By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the myAlaska Help Center.

Document Details



17. When you see the following page, your 24-Hour True Source Statement of Contribution 15-5 form will be complete.



Please remember, this statement **must be filed within 24-hours of making the contribution**. If you have any questions or need assistance, please do not hesitate to contact APOC.

Alaska Public Offices Commission 2221 E Northern Lights Rm 128 Anchorage, AK 99508 (907) 276-4176/ (800) 478-4176