



*State of New Jersey*

RONALD DEFILIPPIS  
Chairman

**ELECTION LAW ENFORCEMENT COMMISSION**

Respond to:  
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October 5, 2016

Dear Electronic Filer:

Please be advised that you are receiving this correspondence as a current user of the R-1 Electronic Filing Software (REFS). The IT staff of the Election Law Enforcement Commission (ELEC) has been working diligently on upgrades to REFS to assist users and to accommodate advances in technology. The new version eliminates the need to receive a candidate identification number and has been enhanced for ease of use. As such, the new version of REFS is currently available, **and necessary to allow users to file in the future.**

The new version can be downloaded directly from the following link:

[http://www.elec.nj.gov/refs\\_setup/publish.htm](http://www.elec.nj.gov/refs_setup/publish.htm)

The IT and Compliance staff will be available to assist all users in downloading the new version and accomplishing a conversion of databases. The implementation of the new version should take approximately 20-30 minutes, depending upon the amount of information required for conversion.

Instructions for the download and conversion are enclosed and can also be accessed on ELEC's website. Additionally, IT staff will be available to walk you through the process. In order to connect with an IT staff member, you may call ELEC at any time Monday through Friday 9:00 a.m. to 5:00 p.m., or you may send an email to [EFiling@elec.nj.gov](mailto:EFiling@elec.nj.gov) and provide your name, telephone number and a day and time. A member of the IT staff will communicate with you to accommodate your schedule.

Lastly, REFS training seminars are scheduled for Thursday, October 13, 2016 and Wednesday, November 16, 2016 at 10:00 a.m. You may register for those seminars through the website should you desire instruction on the use of the software. Simply click on "Candidates and Committees", "Electronic Filing", "REFS Training Seminars" and complete the REFS reservation form.

The transition to the new software should be accomplished as soon as possible to allow for continuous electronic filing. **Failure to download the new software and convert your databases will result in an inability to file in the future.** Should you have any questions or concerns, or need assistance relative to this matter, please do not hesitate to contact us.

Sincerely yours,

Stephanie A. Olivo, Esq.  
Director of Compliance