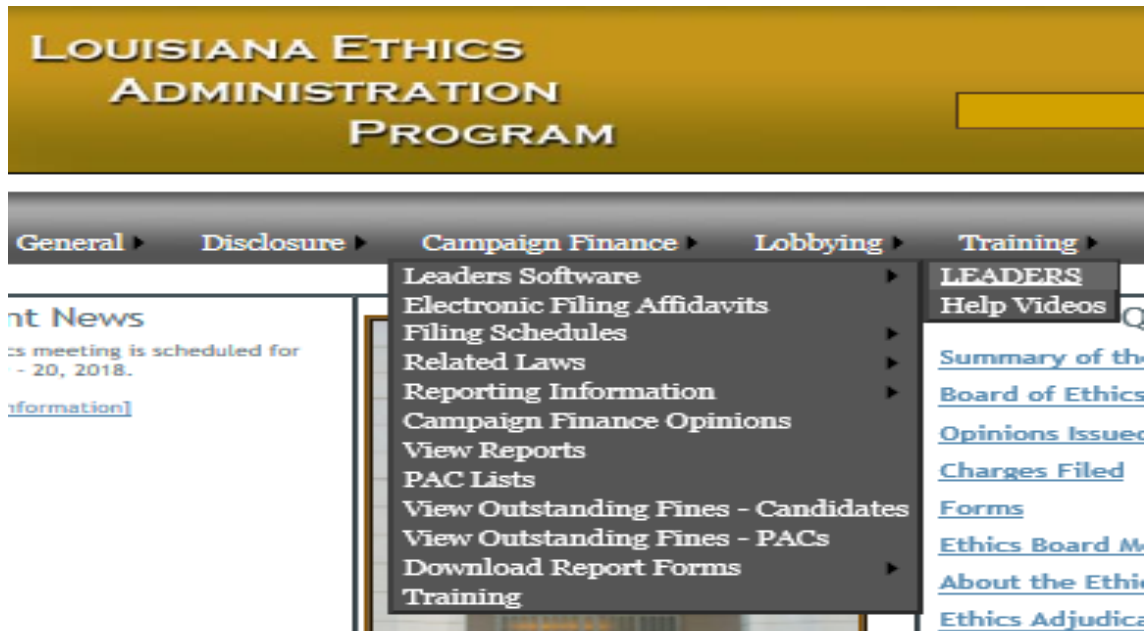
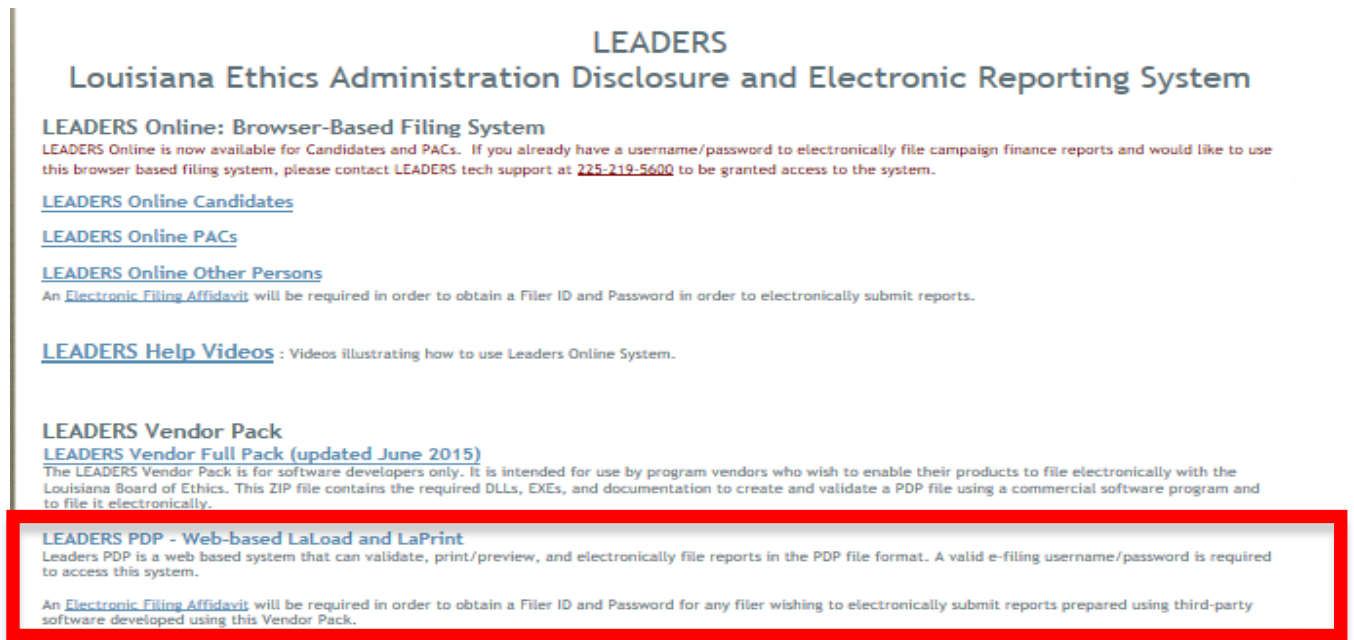


PDP File Upload Instructions

1. Go to www.ethics.la.gov
2. Hover over Campaign Finance, Leaders Software and then click on LEADERS.



3. Click on Leaders PDP Web-based LaLoad and LaPrint



4. Login to Leaders PDP File Validation Tool

Leaders PDP File Validation Tool

Username:

Password:

5. Click Select to find the .pdp file

Home General ▶ Disclosure ▶ Campaign Finance ▶ Lobbying ▶ Training ▶ Contact Us ▶

Please select the PDP file that you wish to validate.

If your file passes validation, you will have the option to print/preview the report or to electronically file the report.

 [Select](#) No uploaded files yet.

[Validate File](#)

[Log Out](#)

6. Click Validate the file

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Please select the PDP file that you wish to validate.

If your file passes validation, you will have the option to print/preview the report or to electronically file the report.

 [Select](#)

[Validate File](#)

Uploaded file information:

Filename: F101.pdp
File Size: 393 bytes

Successfully passed validation.

[Preview Report](#)

[E-file \(Electronically Submit\) Report](#)

[Log Out](#)

7. Once Successfully passed validation

8. Click E- File Report



LOUISIANA ETHICS ADMINISTRATION PROGRAM

File Upload Portal

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Please enter the information below to e-file your report with the campaign finance division of the Louisiana Board of Ethics.

Filer ID: No uploaded files yet.

Password:

E-mail Address:

PDP File: Filename: F101.pdp
File Size: 393 bytes
[Print Preview](#)

This Filing Amends:

9. Enter password and e-mail address(if applicable, enter this filing Amends)



LOUISIANA ETHICS ADMINISTRATION PROGRAM

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Please enter the information below to e-file your report with the campaign finance division of the Louisiana Board of Ethics.

Filer ID: <input type="text"/>	Electronic filing information:
Password: <input type="password"/>	Filename: F101.pdp
E-mail Address: <input type="text"/>	File Size: 393 bytes
PDP File: Filename: F101.pdp File Size: 393 bytes Print Preview	ACCEPTED LA- #####
This Filing Amends: <input type="text"/>	View LA- #####
<input type="button" value="Electronically File"/>	Validate a New PDP File

10. Click Electronically File if everything is done properly you will see Accepted