CANDIDATE GUIDE

HOW TO CREATE A NOMINATION PETITION ONLINE

Candidates running for county, city, town, and precinct committeeman office in Arizona may collect 100% of their required nomination petition signatures through the E-Qual system. E-Qual enables eligible voters to electronically sign these petitions. Arizona Online Petition Portal allows candidates to create and manage their online nomination petitions for elections by participating jurisdictions. The use of this system is authorized by Arizona Revised Statutes § 16-317 (A).

In addition to electronic petitions, paper petitions will still be accepted and are encouraged as a supplement to the online signatures for the purpose of building a cushion. When circulating petitions in hard copy, please make sure the information on the paper forms matches the information on the electronic forms.

Before any signature is collected, a Statement of Interest form must be filed with your election office.

For candidates who do not wish to use the E-Qual system, the existing hard copy nomination petition process can still be used as an alternate option.

Please contact your election office with any questions.

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STEP-BY-STEP INSTRUCTIONS

CREATE AN ACCOUNT OR LOG IN IF YOU HAVE AN ACCOUNT

1. GO TO THE ONLINE PETITION PORTAL FOR LOCAL OFFICES

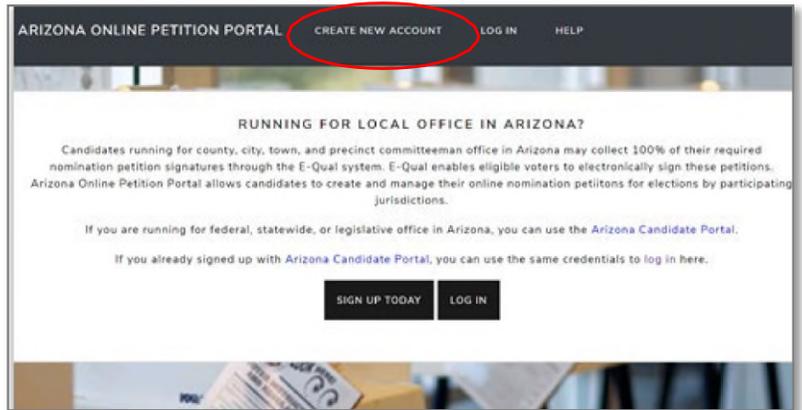https://apps.azsos.gov/apps/election/eps/Portal/

Please note, local candidates CANNOT use the regular Arizona Candidate Portal. The regular Arizona Candidate Portal is used for federal, legislative or state candidacy. Local candidates must use the Arizona Online Petition Portal for local offices.

2. CREATE NEW ACCOUNT

If you have never used E-QUAL as a candidate, click 'Create New Account' from the top menu bar or 'Sign Up Today' on the home page.

If you have run for a federal, legislative or state office, you can sign in using the same log in information (user name/password) that you use to sign into the regular Arizona Candidate Portal.

3. FILL OUT THE FORM

Fill out the form and click 'Create My Account'.

You should get a message saying that a confirmation email has been sent to your email. Go to your email inbox. Open the email that was sent from the Arizona Secretary of State. Click the link inside to confirm your email. You should now be able to log in to the petition portal. If you are not seeing the e-mail after a few minutes, check your spam folder.
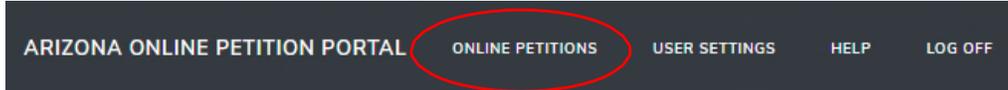
4. LOG IN

Enter your account email address and password and click 'Log In'.

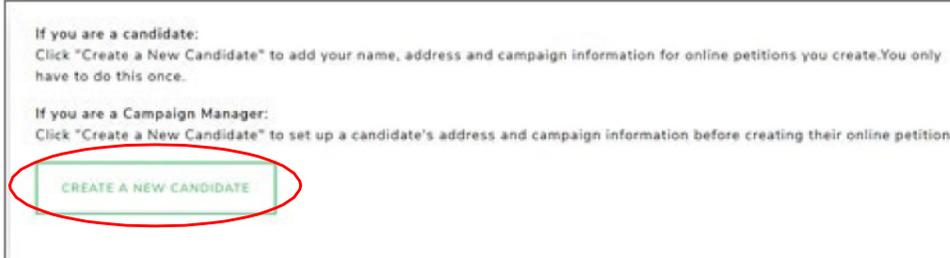# CREATE A CANDIDATE

1. CLICK 'ONLINE PETITIONS'

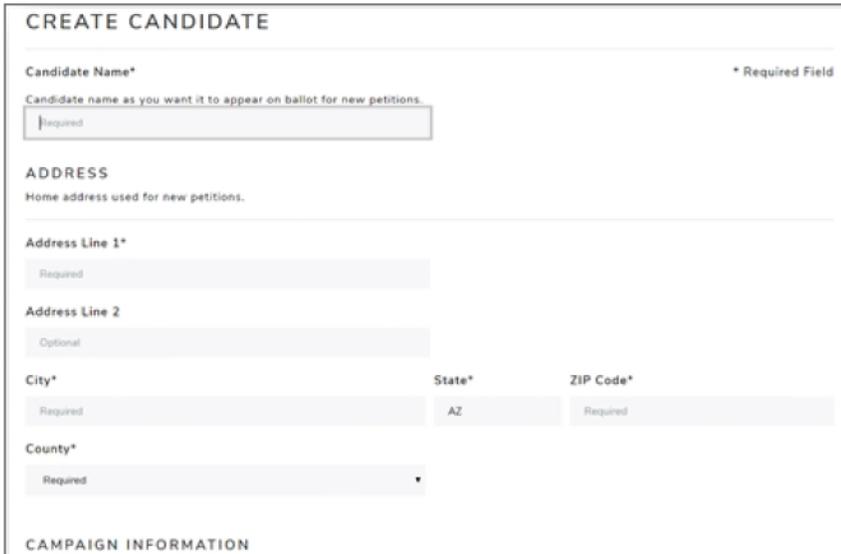Click 'Online Petitions' in the top menu.

2. CLICK 'CREATE A NEW CANDIDATE'

Click 'Create a New Candidate.'

3. FILL OUT THE FORM

Fill out your candidate information and click 'Save Candidate Information' at the bottom when you are done. Please note that the information entered here will be auto filled when creating your petition.

To update, click the candidate name and edit the information. Any changes here are only good for newly created petitions. If a petition is currently open, **any changes made here will not be reflected on the open petition.**

CAMPAIGN MANAGERS: If you are a campaign manager and will be monitoring multiple candidates, you can do this by following the above steps to create additional candidates. The candidates will be listed for you to view.

CREATE A PETITION

1. CLICK 'CREATE NEW PETITION'

This button is found to the right of the candidate name.

From the drop-down menu under 'Jurisdiction' select the jurisdiction. Under 'Election Year', select the election's year if it hasn't been automatically selected for you. Under 'Office' select which office you are seeking. If the election is partisan, you will have to also select your party. If more than one election is returned, select the election you are running in.

Click 'Next' to go to the next screen. Note: If there is only one option in a dropdown, that option will automatically be selected for you.
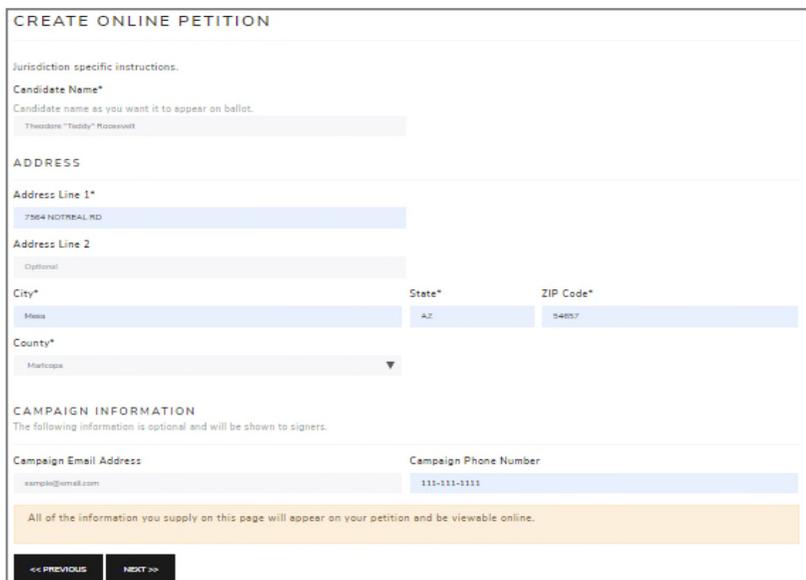

2. CANDIDATE INFORMATION

The candidate information is auto filled from the 'Create Candidate' form. In this form you can update all the fields.

The last two fields of this form 'Campaign Email Address' and 'Campaign Phone Number' are optional and will be displayed on your petition form for public viewing.

Enter your name in the 'Candidate Name' field as you would like it to appear on the ballot.

Please review other important reminders for candidates listed on the next page before completing this form.

Important Reminders for Candidates:

1. When typing your name into the 'Candidate Name' field, type your name as you would like to see it appear on the ballot.
2. In the 'Address' field, a physical (residential) address is required. Do not enter any PO box addresses.
3. Review the information entered carefully before creating a new petition. Once a petition is created, the information cannot be modified. If changes are needed, the petition would need to be voided (releasing any signatures collected to that point) or closed, and a new petition created.
4. Please contact your Election Office with any questions.

DOUBLE CHECK YOUR INFORMATION! Once your petition has been created, the **ONLY** way to change this information is to void (remove all signatures) or close (cannot accept new signatures) your petition and create a new one with the correct information. **THE INFORMATION PROVIDED HERE GOES ON YOUR PETITION!** After you have reviewed your information, click "Next".

3. REVIEW & CREATE PETITION

On the third and final screen, you will be asked to review the petition text.

Once you click on 'Create Petition' the information on the petition CANNOT be changed. If you wish to change anything at this point, click 'Previous' before clicking on 'Create Petition.' Once everything looks good, click 'Create Petition" to finish the creation process.

REVIEW

Review the following and click "Create Petition" button at the bottom of the page.

ENGLISH

NOMINATION PETITION FOR CITY COUNCIL MEMBER

I, the undersigned, a qualified elector residing within District 1 of the City of Phoenix, Arizona, hereby join in a petition for the nomination of Theodore "Teddy" Roosevelt, who resides at 7564 NOTREAL RD Mesa AZ 54657 in the City of Phoenix, Arizona, for the office of City Council Member from District 1, to be voted for at the municipal election to be held in the City of Phoenix, on the 3rd day of November, 2020, and I hereby affirm that I am qualified to vote for this office, that I have not signed and will not sign a petition nominating any other candidate for the above named office, and that my actual residence is as set opposite my name below. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the County Recorder for purposes of updating my voter registration file.

ESPAÑOL

PETICIÓN DE NOMBRAMIENTO PARA MIEMBRO DEL CONCEJO MUNICIPAL

Yo, el que firma abajo, soy un elector calificado que reside dentro del distrito 1 de la municipalidad de Phoenix, Arizona, y por medio de la presente me uno a la petición para el nombramiento de Theodore "Teddy" Roosevelt, que reside en el 7564 NOTREAL RD Mesa AZ 54657 en la Municipalidad de Phoenix, Arizona, para el puesto de Miembro del Concejo Municipal para el Distrito 1, para ser elegido en la elección municipal que se llevara a cabo en la Municipalidad de Phoenix, el día martes, 3 de noviembre de 2020, y por la presente afirmo que estoy calificado para votar para este puesto, que no he firmado y que no firmaré una petición nombrando a ningún otro candidato para el puesto mencionado arriba, y que mi domicilio es el que aparece abajo, al lado de mi nombre. Asimismo, declaro que si he decidido utilizar un buzón de correo postal en esta petición, mi dirección de residencia no ha cambiado desde la última vez que se la proporcioné al Registrador del Condado para actualizar los datos de mi registro electoral.

<< PREVIOUS   CREATE PETITION   CANCEL

You will be returned to the Online Petitions page and the petition you just created will be listed below your candidate name.

PETITIONS FOR THEODORE "TEDDY" ROOSEVELT   CREATE NEW PETITION

JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS	
City of Phoenix	2020 General Election	City Council District 1	May 01, 2020 @ 01:40 PM	Open	View

HOW TO SHARE A DIRECT LINK TO YOUR PETITION

When you create a petition, a direct link to your petition is created. You can post that link on your website, in email, social media communication, etc. When voters click on your direct link, they will be sent directly to your online petition for signing.

1. GO TO THE PETITION DETAILS PAGE

Click 'View' next to the open petition to open the petition details page.

2. FIND THE LINK & SHARE

Find the E-QUAL link and share it, as needed.

(To sign your own petition - Click on your direct link and follow the instructions to sign in as a voter.)

HOW TO VOID A PETITION

1. UNDERSTAND WHAT VOIDING A PETITION MEANS

You can void an open petition, but you cannot void one once it has been closed or filed. Voiding a petition releases any E-QUAL signatures collected and <u>cannot be undone</u>. If the petition was created for the wrong office or jurisdiction, the candidate would want to void it. If the candidate decides not to run, they can void their petition which would allow voters to sign another candidate's petition.

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2. VOID THE PETITION

Click 'View' next to the petition to view the petition details.

Click 'Void Petition'

You will get a popup message asking you to confirm the action. Click 'Yes, I want to void this petition.'

You will now see that your petition has been voided and you can no longer view it.

HOW TO CLOSE A PETITION

1. UNDERSTAND WHAT CLOSING A PETITION MEANS

When you close a petition, this means voters cannot add more signatures to your petition. This action cannot be undone. However, you can create supplemental petitions to gather more signatures up to the minimum number of signatures for the office, if needed.

2. CLOSING THE PETITION

From the petition details screen, click 'Close Petition'

You will get a popup message asking you to confirm the action. Click 'Yes, I want to close this petition.'

You will now see that your petition has been closed.

HOW TO SUBMIT A PETITION

1. UNDERSTAND WHAT SUBMITTING A PETITION MEANS

If your election office has enabled online submission, you can submit your E-Qual petition signatures online instead of printing the report to file in person. You have to close your petition before you will be able to submit it.

Note: You still have to file all your other candidate documentation, including any signatures gathered in person, with your election office. Contact your election office for further information.

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2. SUBMITTING THE PETITION

From the petition details screen, click 'Submit Petition to Filing Office'

Election:	City of Tempe 2022 Primary Election March 08, 2022	Office:	City of Tempe City Council
Date Opened:	January 14, 2021	Signatures Collected in E-Qual:	0
Campaign Contact Information:		Status:	Closed January 14, 2021 @ 08:36 AM
Collection Starts:	December 30, 2020 @ 08:00 AM	Filing Period:	January 13, 2021 @ 11:59 PM to January 25, 2021 @ 11:59 PM

GUIDES

2022 City Council Candidate Election

VOTER SIGNATURES

Search: [   ]   CLEAR SEARCH   ⊞ EXPORT ALL TO CSV

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
		There are no voter signatures for this petition at this time.			

Showing 0 to 0 of 0 entries

Previous   Next

VOID PETITION	PRINT PETITION AND SIGNATURES	SUBMIT PETITION TO FILING OFFICE

You will get a popup message asking you to confirm the action. Click 'Yes, submit this petition.'

×

ARE YOU SURE YOU WANT TO SUBMIT THIS?

This action cannot be undone. After clicking "Yes", please wait until the process completes and you are returned to your petition.

YES, SUBMIT THIS PETITION.	NO

You will now see that your petition has been submitted.

HOW TO PRINT A PETITION

1. VIEW THE PETITION

Click on "View" at the right hand side of the petition to open the petition details page

2. PRINT THE PETITION

From the petition details page, click 'Print Petition and Signatures'. You will be directed to a PDF which you can download, save and print.

HOW TO SEARCH AND EXPORT VOTER SIGNATURES

1. VIEW THE PETITION

Click 'View' next to the open petition to open the petition details page.

2. PRINT THE PETITION

Just above the voter signature table, use the search field to search signatures and/or click on 'Export All to CSV' to download a .csv file of all the petition's signatures.