

**Arizona Secretary of State
Citizens Clean Elections Commission**

E- Qual

Simple - Secure - Convenient

**Electronic Petition &
\$5 Qualifying Contribution System**
get started: www.azsos.gov/equal

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INTRODUCTION

E-Qual allows registered voters to securely sign a candidate's nomination petition and/or contribute a \$5 Qualifying Contribution to a participating Clean Elections candidate on the internet. Candidates for **statewide or legislative office** may create an electronic nomination petition using E-Qual and collect signatures electronically from voters that are eligible to sign their nomination petitions. A candidate may collect up to 50% of the minimum number of signatures required for that office utilizing E-Qual. Candidates that choose to participate with the Citizens Clean Elections Commission may create an electronic \$5 Qualifying Contribution Form to collect \$5 contributions from voters. A candidate may collect up to 50% of the minimum number of qualifying contributions required for that office utilizing E-Qual.

[\[Laws 2011, Ch. 332 Sec. 32\]](#)

How it works:

Candidate: A candidate must actively create their own electronic petition and/or \$5 Qualifying Contribution Form - **it is not automatically created**. The candidate is required to have an active committee set up in the Arizona Secretary of State's Campaign Finance System to access E-Qual to create and manage his nomination petition and/or \$5 Qualifying Contribution Form. The candidate must print his nomination petition and/or \$5 Qualifying Contribution Form from E-Qual to file it with the Secretary of State's Office during the candidate filing period.

Users that have been granted "Administrator" or "Enter & File" rights in the Campaign Finance System may access E-Qual. Please contact the Election Services Division at 602-542-8683 or refer to the [Campaign Finance Handbook](#) for assistance with creating a committee or establishing user rights.

Voter: The voter enters his name, birthdate and Arizona Motor Vehicle Division issued Driver License/Identification Card number into E-Qual. This information is verified against the statewide voter registration database. Once the voter is verified as a registered voter, E-Qual determines which nomination petitions the voter is eligible to sign and which candidates the voter is eligible to give a \$5 qualifying contribution based on the voter's registration information. If a voter chooses to sign a petition or give a \$5 contribution, the voter's signature that is on file with the statewide voter registration database is affixed to the nomination petition or \$5 Qualifying Contribution Form. Funds are transferred from the voter to the candidate via PayPal.

Frequently Asked Questions

1. How secure is E-Qual?

Security is very important to the Secretary of State's office. We handle information relayed online with the same commitment given to voters who use EZ Voter, the state's online voter registration program in place since 2002, to ensure a secure environment to conduct these election related transactions. E-Qual utilizes encryption and secured socket layers to transfer and display Web content securely. The data transferred is encrypted so that it cannot be read by anyone except the recipient. This is the same logic and security measures as EZ Voter. The voter will be required to enter his name, date of birth, and Arizona driver license number (AZ DL) or Arizona Identification card number. This information is validated against the statewide voter registration database in real time prior to allowing the voter to sign a petition or contribute a \$5 Qualifying Contribution.

2. How does E-Qual verify the voter?

The voter enters his name, birthdate and driver license/identification number into E-Qual which is verified against the statewide voter registration database. Once the voter is verified, the system knows the party and the district of the voter. E-Qual will check the party of the voter, the district, and how many petitions the voter may have signed electronically when determining which petitions or \$5 Qualifying Contributions to present to the voter.

3. Can a voter without an AZ Driver License or Identification Card use E-Qual?

No. A DL or ID card issued by the Arizona Motor Vehicle Division is required to use E-Qual. Over 95% of all registered voters have an AZ DL or ID card on their voter registration record. The DL or ID card allows the system to access the digitized signature on file with the Statewide Voter Registration Database. Voters without a DL or ID card may use the traditional method of signing paper petitions or \$5 Qualifying Contributions.

4. Does the Secretary of State's Office or the Citizens Clean Elections Commission have access to the funds received for \$5 Qualifying Contributions?

No. The Secretary of State's Office and Clean Elections do not have any way to access the funds. All transactions are handled by the voter, PayPal and the candidate.

5. Why do I have to print out the documents if they are maintained by the Secretary of State's Office?

The Secretary of State's Office considers the electronic nomination petitions and \$5 Qualifying Contribution Forms to be owned by the candidate. Our office does not access the information in E-Qual at any time and hard copy forms must be submitted to our office during the candidate filing period. The Secretary of State's Office is not able to print any documents from a candidate's E-Qual account.

6. How many signatures can I collect through E-Qual?

The law allows for a candidate to electronically obtain 50% of the minimum amount of signatures for the office sought. For example, if the minimum amount of signatures for an office is 261, then E-Qual will allow the candidate to collect 130 through the system. It is recommended that a candidate gather enough signatures through traditional paper petitions to give the candidate an adequate buffer.

7. How many \$5.00 Qualifying Contributions can I collect through E-Qual?

The law allows for a candidate to electronically obtain 50% of the minimum amount of \$5.00 Qualifying Contributions for the office sought. For example, if the minimum amount of \$5.00 Qualifying Contributions for an office is 350, then E-Qual will allow the candidate to collect 175 through the system. It is recommended that a candidate gather enough \$5.00 Qualifying Contributions through the traditional paper form to give the candidate an adequate buffer.

8. As a candidate, can I eliminate a signature from my electronic petition?

Yes. Log onto the Campaign Finance system, view your petition, and select "Remove" by any voter that you wish not to be included. Once a signature is removed, a candidate will not be able to retrieve that signature.

9. As a candidate, can I eliminate a \$5.00 Qualifying Contribution from a voter that was made electronically?

Yes. Log onto the Campaign Finance system, view your \$5.00 qualifying contributions, and select "Remove" by any voter that you wish not to be included. If a candidate removes a \$5.00 contribution from the E-Qual system, the candidate/committee is responsible for initiating a refund to the voter through PayPal and ensuring that the Secretary of State's Campaign Finance System is updated accordingly.

10. As a candidate, do I need to have a PayPal account to collect \$5.00 Qualifying Contributions through E-Qual?

Yes.

11. Does the voter need to have a PayPal account to give a \$5.00 Qualifying Contribution through E-Qual?

No. The voter will be presented with the options to pay with a credit card/debit card or with his PayPal account.

12. I'm not a participating Clean Elections candidate. Can I still use E-Qual to gather signatures on my nomination petition?

Yes. Candidates may use E-Qual to collect nomination petition signatures even if they are not a participating Clean Elections candidate. Alternately, candidates may choose to collect \$5 Qualifying Contributions and not create an electronic nomination petition.

13. Who is the circulator for nomination petitions in E-Qual? Does the circulator have to sign each petition that is printed from E-Qual?

The candidate is considered the circulator for nomination petitions generated from E-Qual. The circulator does not have to sign each petition, but must sign a circulator cover sheet that is printed with the petitions. The cover sheet and petitions must be filed together at the Secretary of State's Office during the candidate filing period.

14. Can federal and/or local candidates use E-Qual?

No. The law only allows for statewide and legislative candidates to use E-Qual.

15. Can E-Qual be used to gather signatures for initiatives, referenda or recalls?

No. E-Qual can only be used to collect signatures for candidate nomination petitions and/or \$5 Qualifying Contributions.

16. If I need to terminate my committee, do I need to do anything with my electronic petition and/or \$5.00 qualification form?

Yes. As long as there is an open electronic petition or electronic \$5.00 qualification form, you will not be able to terminate your committee. You must first close the open electronic petition or electronic \$5.00 qualification form in order to terminate your committee.

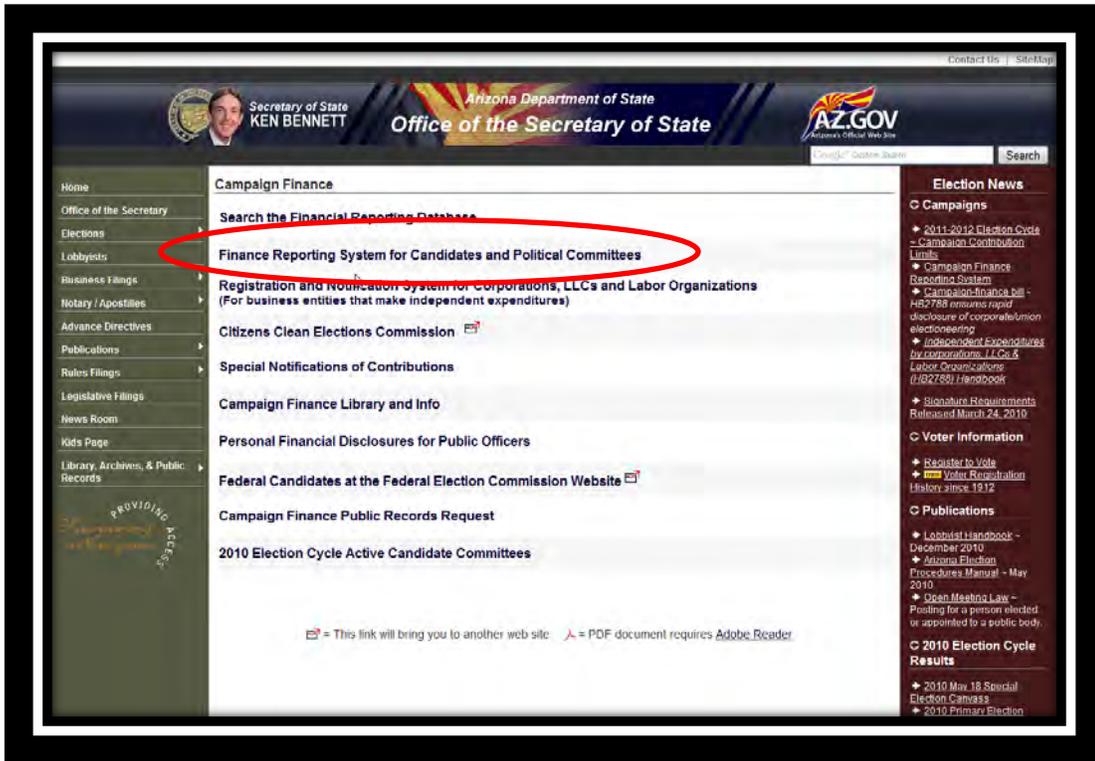
Chapter 1 - Create a New Electronic Nomination Petition

Log onto the SoS Campaign Finance System –

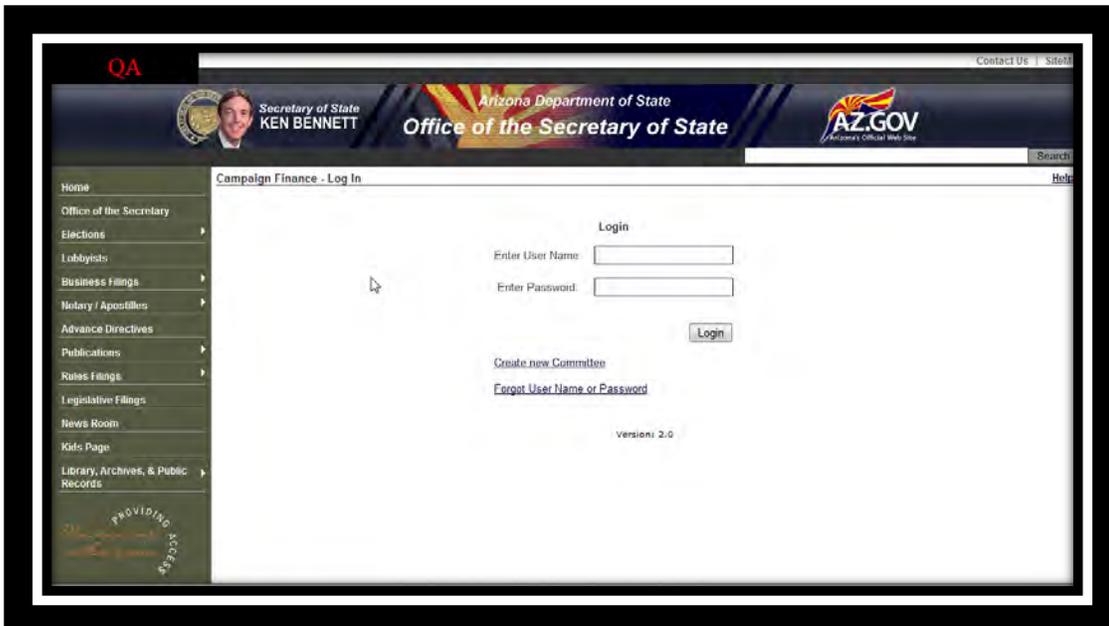
- a. Go to www.azsos.gov. Select “Elections” from the left side of the screen and then select “Campaign Finance”.



- b. Access the Campaign Finance System – select “Finance Reporting System for Candidates and Political Committees”



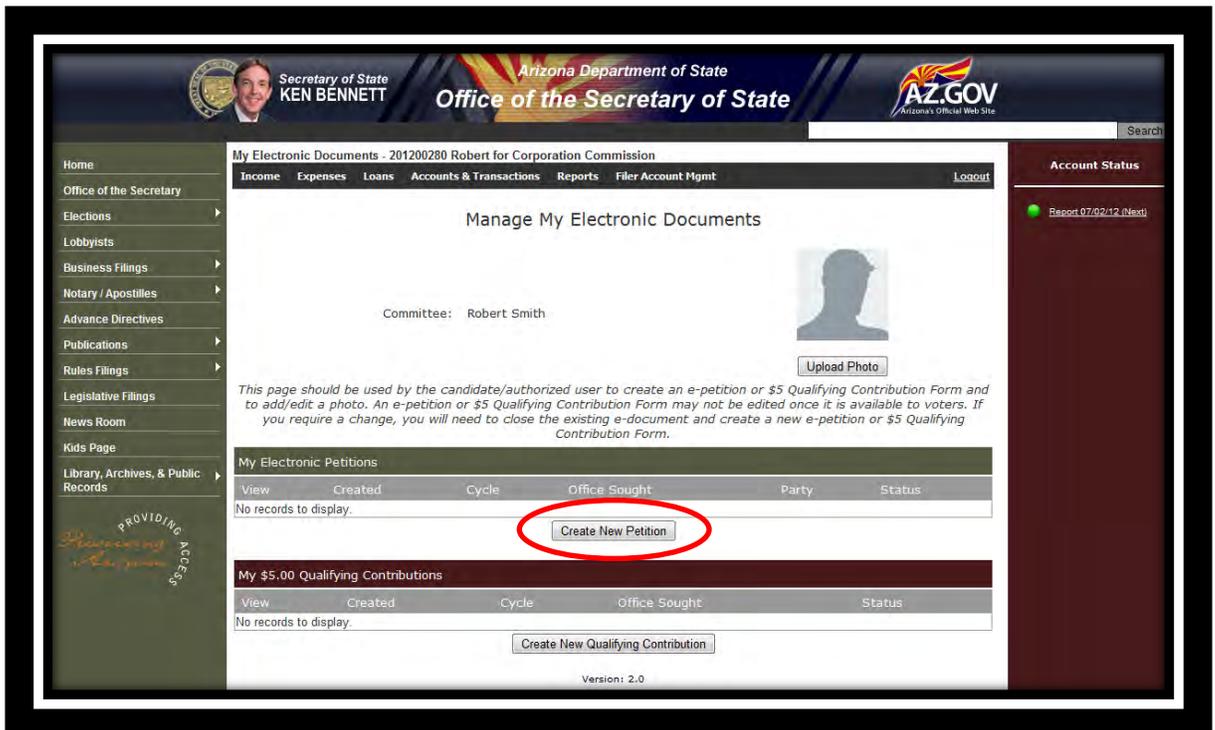
- c. Log onto the Arizona Secretary of State Campaign Finance System using your User Name and Password.



- d. Under the Filer Account Management tab, select the option for E-Qual



- e. In the "Manage My Electronic Documents" screen, click the "Create New Petition" button.



- f. The “Candidate Information” entered on this screen will populate the corresponding fields in the nomination petition. A user should enter the “Candidate Information” **exactly** as it should appear on the petition. **WARNING: A user may not change the “Candidate Information” once the petition is live.** The “Contact Information” will be displayed to the voter when viewing the nomination petition.

QA

Lobbyists
Business Filings
Notary / Apostilles
Advance Directives
Publications
Rules Filings
Legislative Filings
News Room
Kids Page
Library, Archives, & Public Records

PROVIDING ACCESS
Preserving Arizona

Report 07/02/12 (Next)

Create New Petition

CANDIDATE INFORMATION:
Provide the candidate's information as it will appear on the petition.

Cycle: *

Office Sought: *

Political Party: *

Candidate Name: *

Candidate Residence: *

Address 2:

City, State, Zip Code: * AZ * *

County: *

CONTACT INFORMATION:
Provide the contact information for your campaign committee as it will be displayed to voters in the event you reach the maximum number of signatures allowed to be collected via E-Qual.

Name: *

Telephone:

Email Address:

Campaign Web Site URL:

* - Indicates a required field

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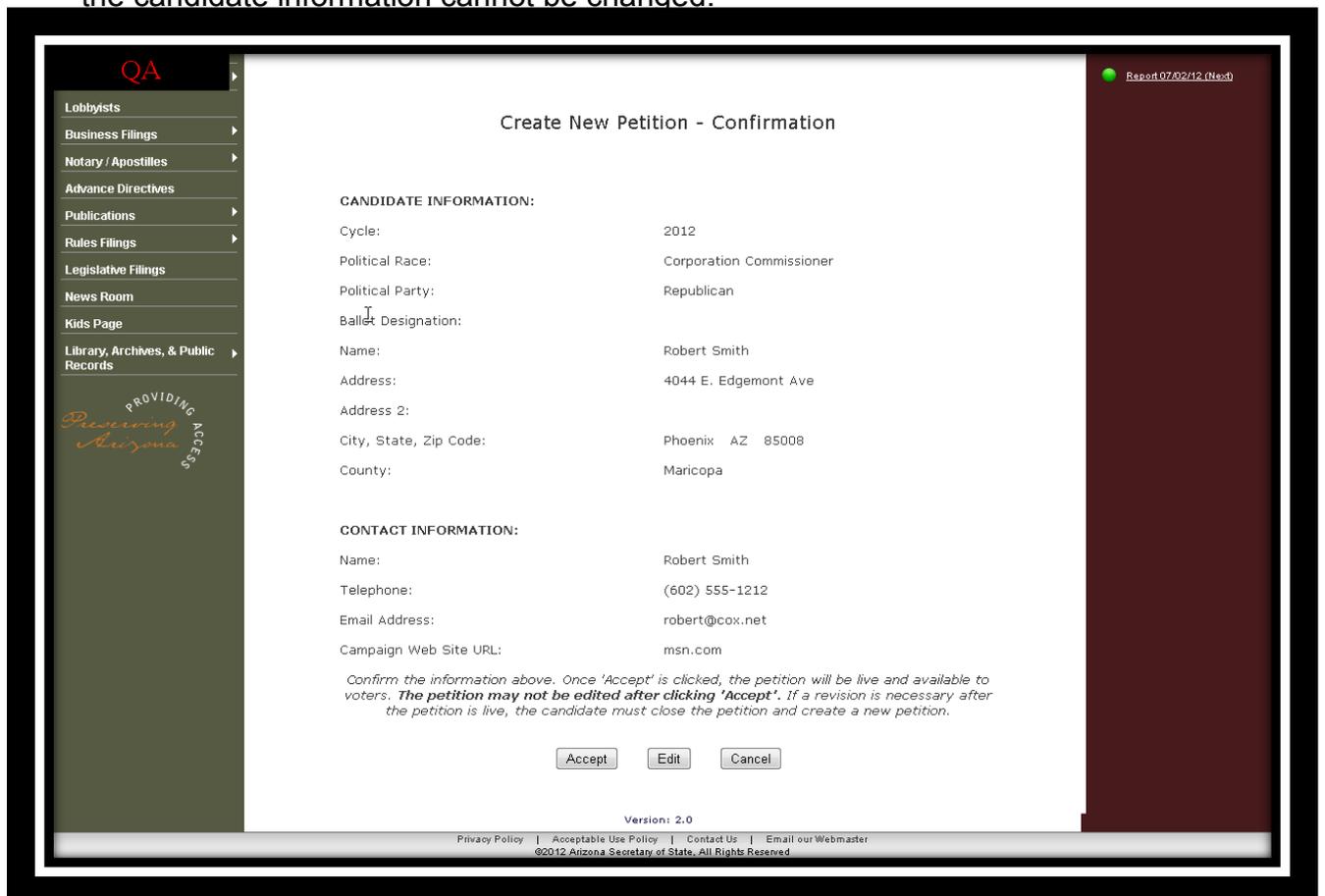
Candidate Information

1. Cycle – Select the election cycle for which the candidate is running.
2. Office Sought – Select the office sought from the drop down list of available offices.
3. Political Party – Select the political party. This selection will determine if the nomination petition created is a Partisan Nomination Petition or a Nomination Petition (For Nomination Other Than by Primary, A.R.S. § 16-341)
4. Ballot Designation (*only for 16-341 (independent) candidates*) – enter a designation under which name the candidate shall be placed on the official ballot. The ballot designation cannot exceed three words.

5. Candidate Name – This field auto-populates based on the committee information in the Campaign Finance System. A user may override the text.
6. Candidate Residence – Enter the residence address of the candidate.
7. Address 2 – This field is not required, but will populate on the petition on the same line as the Candidate Residence if text is entered.
8. City, State, Zip Code – Enter the city, state and zip code of the candidate’s residence address.
9. County – Enter the candidate’s county of residence.

Contact Information

1. Name – Enter the contact name that will display to the voter as the contact for the campaign.
 2. Telephone (*optional*) – Enter the contact telephone number that will display to the voter.
 3. Email Address (*optional*) – Enter the contact email address that will display to the voter
 4. Campaign Web Site URL (*optional*) – Enter the web site URL that will display to the voter
- g.** Review the confirmation page to check for accuracy. Select “EDIT” to return to the previous screen to change information. If the information is correct, select “ACCEPT” to create the petition and allow voters to sign. Once a petition is live, the candidate information cannot be changed.



- h. After clicking “Accept”, the user will be taken to the “Manage My Electronic Documents” page. Under “My Electronic Petitions” there is a line item showing the new petition that was created. The “Open” status indicates it is available for voters to sign. Select “View” to see the petition information and signers.

The screenshot shows the 'Manage My Electronic Documents' page for Robert Smith. The page includes a navigation menu on the left, a header with the Secretary of State's name and logo, and a main content area. The 'My Electronic Petitions' section contains a table with the following data:

View	Created	Cycle	Office Sought	Party	Status
View	2/2/2012	2012	Corporation Commissioner	Republican	Open

A red circle highlights the 'View' link in the first row of the table. Below the table is a 'Create New Petition' button. The page also includes a 'My \$5.00 Qualifying Contributions' section with a 'Create New Qualifying Contribution' button.

- i. Link To: A direct link to the petition may be embedded in the HTML of a candidate’s web page. Knowledge of HTML and skills editing web pages are required for this task.

The screenshot shows the 'Petition Information' page for Robert Smith. The page includes a navigation menu on the left, a header with the Secretary of State's name and logo, and a main content area. The 'Petition Information' section contains the following data:

CANDIDATE INFORMATION:		CONTACT INFORMATION:	
Cycle:	2012	Name:	Robert Smith
Political Race:	Corporation Commissioner	Telephone:	(602) 555-1212
Name:	Robert Smith	Email Address:	robert@cox.net
Address:	4044 E. Edgemoor Ave	Web Site URL:	msn.com
City, State, Zip Code:	Phoenix AZ 85008	Status:	Open
County:	Maricopa		
Link To:	<code>Sign my Petition</code>		

A red arrow points to the 'Link To:' field, which contains an HTML embed code for the petition. Below the 'Link To:' field is a 'Petition Signers' section with a table for adding signers.

Chapter 2 - Create a \$5.00 Qualifying Contribution Form

Select "Create New Qualifying Contribution" button from the "Manage My Electronic Documents" screen.

The screenshot displays the 'Manage My Electronic Documents' page for Robert Smith. The page includes a navigation menu on the left, a header with the Secretary of State's name (Ken Bennett), and a main content area. The 'My \$5.00 Qualifying Contributions' section is currently empty, and the 'Create New Qualifying Contribution' button is highlighted with a red circle.

My Electronic Documents - 201200280 Robert for Corporation Commission

Income Expenses Loans Accounts & Transactions Reports Filer Account Mgmt Logout

Manage My Electronic Documents

Committed Robert Smith

Upload Photo

This page should be used by the candidate/authorized user to create an e-petition or \$5 Qualifying Contribution Form and to add/edit a photo. An e-petition or \$5 Qualifying Contribution Form may not be edited once it is available to voters. If you require a change, you will need to close the existing e-document and create a new e-petition or \$5 Qualifying Contribution Form.

My Electronic Petitions

View	Created	Cycle	Office Sought	Party	Status
View	2/2/2012	2012	Corporation Commissioner	Republican	Open

[Create New Petition](#)

My \$5.00 Qualifying Contributions

View	Created	Cycle	Office Sought	Status
No records to display.				

[Create New Qualifying Contribution](#)

Version: 2.0

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- a. The “Candidate Information” will populate in the \$5 Qualifying Contribution Form. A user should enter the “Candidate Information” **exactly** as it should appear on the form. **WARNING: A user may not change the “Candidate Information” once the \$5 Qualifying Contribution is live.** The “Contact Information” will be displayed to the voter when viewing the \$5 Qualifying Contribution Form.

QA

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News Room
Kids Page
Library, Archives, & Public Records

PROVIDING ACCESS
Preserving Arizona

Create Electronic \$5 Qualifying Contribution Form

CANDIDATE INFORMATION:

Name: *

Office Sought: *

Political Party: *

PAYPAL ACCOUNT INFORMATION:

Account: *

First Name: *

Last Name: *

CONTACT INFORMATION:

Name: *

Telephone:

Email Address:

Web Site URL:

* - Indicates a required field

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Candidate Information

Name – This field auto-populates based on the committee information in the Campaign Finance System. A user may override the text.

Office Sought – Select the office sought from the drop down list of available offices.

Political Party – Select the political party.

PayPal Account Information

PayPal Account – Enter the email associated with the candidate PayPal Account

PayPal First Name – Enter the first name associated with the PayPal Account

PayPal Last Name – Enter the last name associated with the PayPal Account

Note: If you do not have a PayPal account, please see [Chapter 4](#) of this training manual for instructions on setting up a verified PayPal account.

Contact Information

Name – Enter the contact name that will display to voters as the contact for the campaign.

Telephone – Enter the contact telephone number that will display to the voter.

Email Address – Enter the contact email address that will display to the voter

Campaign Web Site URL – Enter the web site URL that will display to the voter

- b. Review the confirmation page to check for accuracy. Select “EDIT” to return to the previous screen and correct information. If the information is correct, select “ACCEPT” to create the \$5 Qualifying Contribution Form and allow voters to contribute. Once a \$5 Qualifying Contribution Form is live, the candidate information cannot be changed.

The screenshot shows a web application interface for the Arizona Secretary of State's office. The main content area is titled "Confirm Electronic \$5 Qualifying Contribution Form". It is divided into three sections: "CANDIDATE INFORMATION:", "PAYPAL ACCOUNT INFORMATION:", and "CONTACT INFORMATION:". Each section lists fields and their corresponding values for Robert Smith. At the bottom of the form, there are three buttons: "Accept", "Edit", and "Cancel". A confirmation message states: "Confirm the information above. This form will be viewed by your contributors." The page also features a left sidebar with navigation links, a top navigation bar with menu items like "Income", "Expenses", and "Loans", and a right sidebar showing "Account Status" with a "Report 07/02/12 (Next)" link. The footer includes "Version: 2.0" and links for "Privacy Policy", "Acceptable Use Policy", "Contact Us", and "Email our Webmaster".

Section	Field	Value
CANDIDATE INFORMATION:	Name:	Robert Smith
	Office Sought:	Corporation Commissioner
	Political Party:	Republican
PAYPAL ACCOUNT INFORMATION:	PayPal Account:	robert2@cox.net
	First Name:	robert
	Last Name:	smith
CONTACT INFORMATION:	Name:	Robert Smith
	Telephone:	(602) 555-1212
	Email Address:	robert2@cox.net
	Web Site URL:	msn.com

After clicking “Accept”, the user will be taken to the “Manage My Electronic Documents” page. Under “My \$5.00 Qualifying Contributions” there is a line item showing the new form that was created. The “Open” status indicates it is available for voters to contribute. Select “View” to see the actual form.

The screenshot shows the 'Manage My Electronic Documents' page for Robert Smith. The page includes a navigation menu on the left, a header with the Secretary of State's name and logo, and two tables: 'My Electronic Petitions' and 'My \$5.00 Qualifying Contributions'. The 'View' link in the second table is circled in red.

My Electronic Documents - 201200280 Robert for Corporation Commission

Income Expenses Loans Accounts & Transactions Reports Filer Account Mgmt Logout

Manage My Electronic Documents

Committee: Robert Smith

Upload Photo

This page should be used by the candidate/authorized user to create an e-petition or \$5 Qualifying Contribution Form and to add/edit a photo. An e-petition or \$5 Qualifying Contribution Form may not be edited once it is available to voters. If you require a change, you will need to close the existing e-document and create a new e-petition or \$5 Qualifying Contribution Form.

My Electronic Petitions

View	Created	Cycle	Office Sought	Party	Status
View	2/2/2012	2012	Corporation Commissioner	Republican	Open

Create New Petition

My \$5.00 Qualifying Contributions

View	Created	Cycle	Office Sought	Status
View	2/2/2012	2012	Corporation Commissioner	Open

Create New Qualifying Contribution

Version: 2.0

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Link To: A direct link to the petition may be embedded in the HTML of a candidate's web page. Knowledge of HTML and skills editing web pages are required for this task.

Secretary of State
KEN BENNETT

Arizona Department of State
Office of the Secretary of State

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Arizona's Official Web Site

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Qualifying Contribution Information - 201200280 Robert for Corporation Comm ...

Income Expenses Loans Accounts & Transactions Reports Filer Account Mgmt Logout

Account Status
Report 07/02/12 (Next)

Manage \$5 Electronic Qualifying Contributions

CANDIDATE INFORMATION:
Name: Robert Smith
Election Cycle: 2012
Office Sought: Corporation Commissioner
Political Party: Republican
Status: Open

PAYPAL ACCOUNT INFORMATION:
Account: robert2@cox.net *
First Name: robert *
Last Name: smith *
Update PayPal Information

* - Indicates a required field

CONTACT INFORMATION:
Name: Robert Smith
Telephone: (602) 555-1212
Email Address: robert2@cox.net
Web Site URL: msn.com

Link To:
Contribute to my

Contributors

First Name	Last Name	Address	Remove	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Chapter 3 - Upload a Photo

- a. Select the button "Upload Photo"

The screenshot shows the Arizona Department of State Office of the Secretary of State website. The header includes the Arizona Department of State logo, the name of the Secretary of State (Ken Bennett), and the AZ.GOV logo. The main content area is titled "Manage My Electronic Documents" and features a profile picture placeholder with an "Upload Photo" button circled in red. Below this, there are two tables: "My Electronic Petitions" and "My \$5.00 Qualifying Contributions".

Committee: Robert Smith

[Upload Photo](#)

This page should be used by the candidate/authorized user to create an e-petition or \$5 Qualifying Contribution Form and to add/edit a photo. An e-petition or \$5 Qualifying Contribution Form may not be edited once it is available to voters. If you require a change, you will need to close the existing e-document and create a new e-petition or \$5 Qualifying Contribution Form.

View	Created	Cycle	Office Sought	Party	Status
View	2/2/2012	2012	Corporation Commissioner	Republican	Open

[Create New Petition](#)

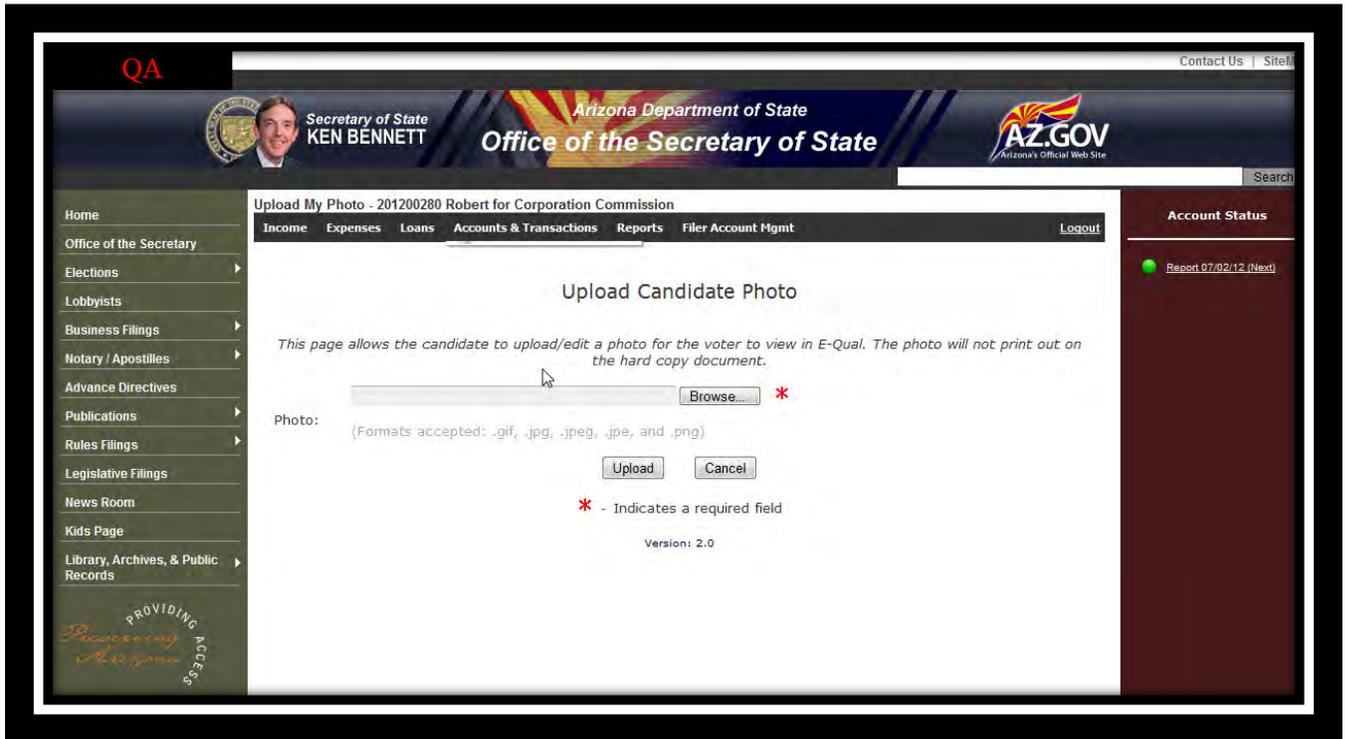
View	Created	Cycle	Office Sought	Status
View	2/2/2012	2012	Corporation Commissioner	Open

[Create New Qualifying Contribution](#)

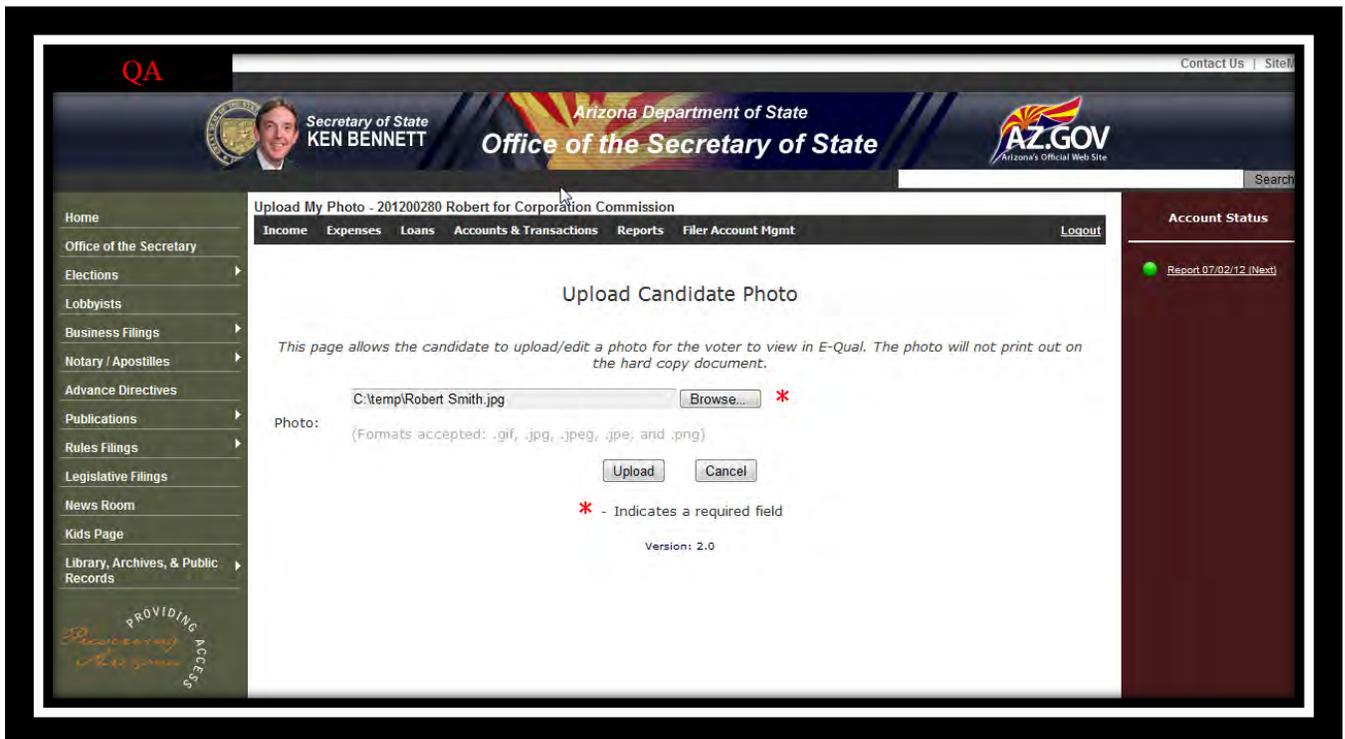
Version: 2.0

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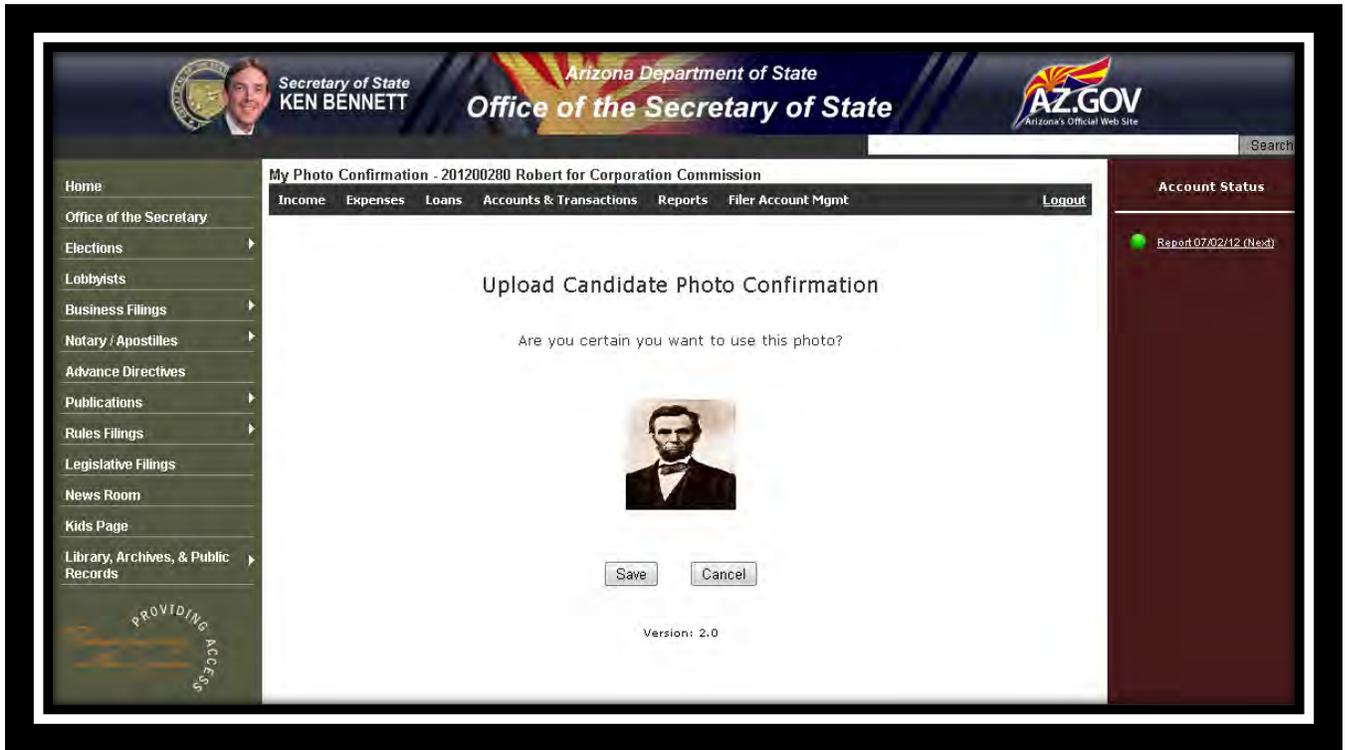
- b. A new window opens up. Select “Browse” and find the photo you wish to upload.



- c. Once you select the photo, select “Upload”.

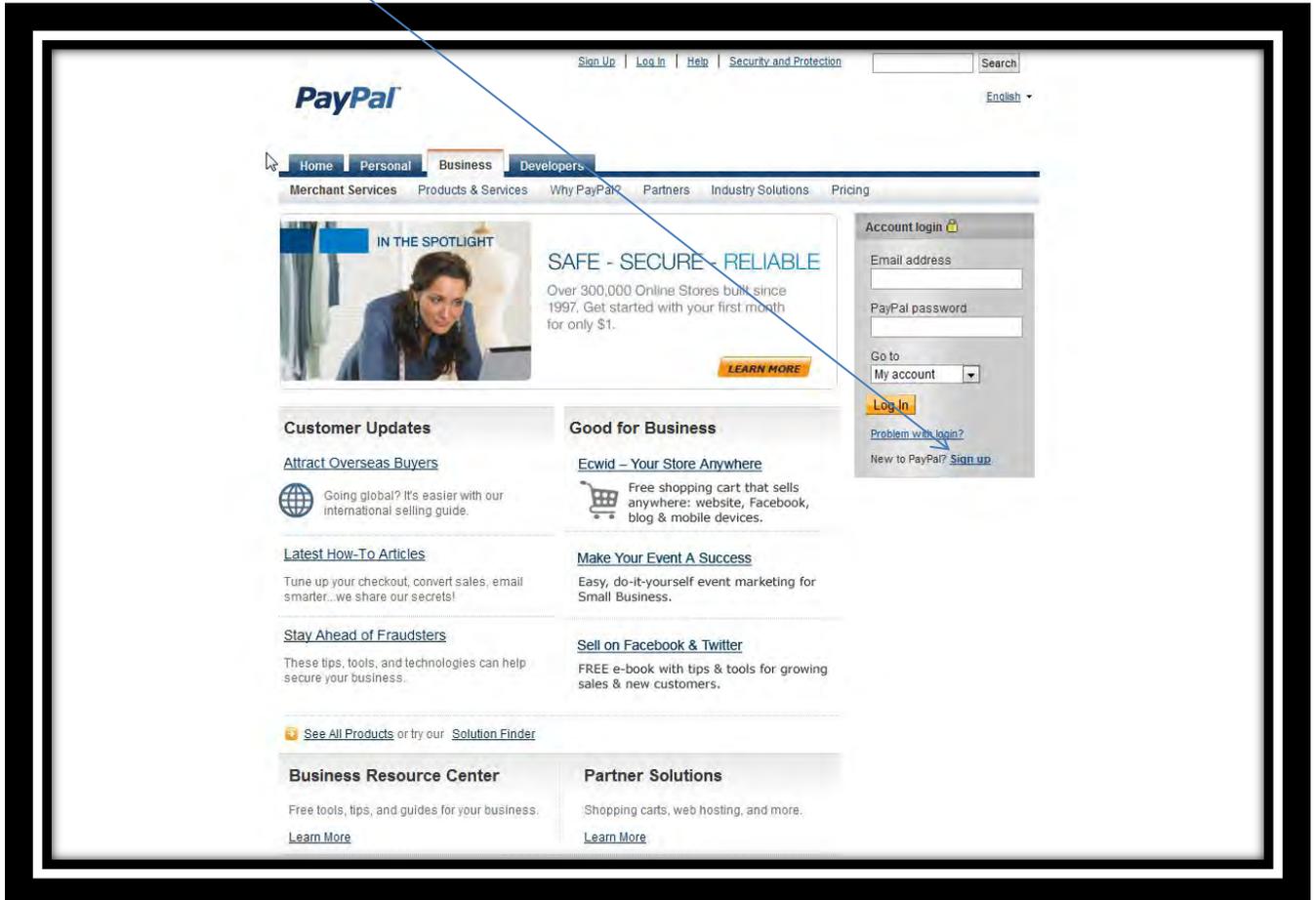


- d. Select "Save" to save picture. The picture will display to the voter on the electronic petition and the electronic \$5.00 Qualifying Contribution Form, but will not print out on the documents.

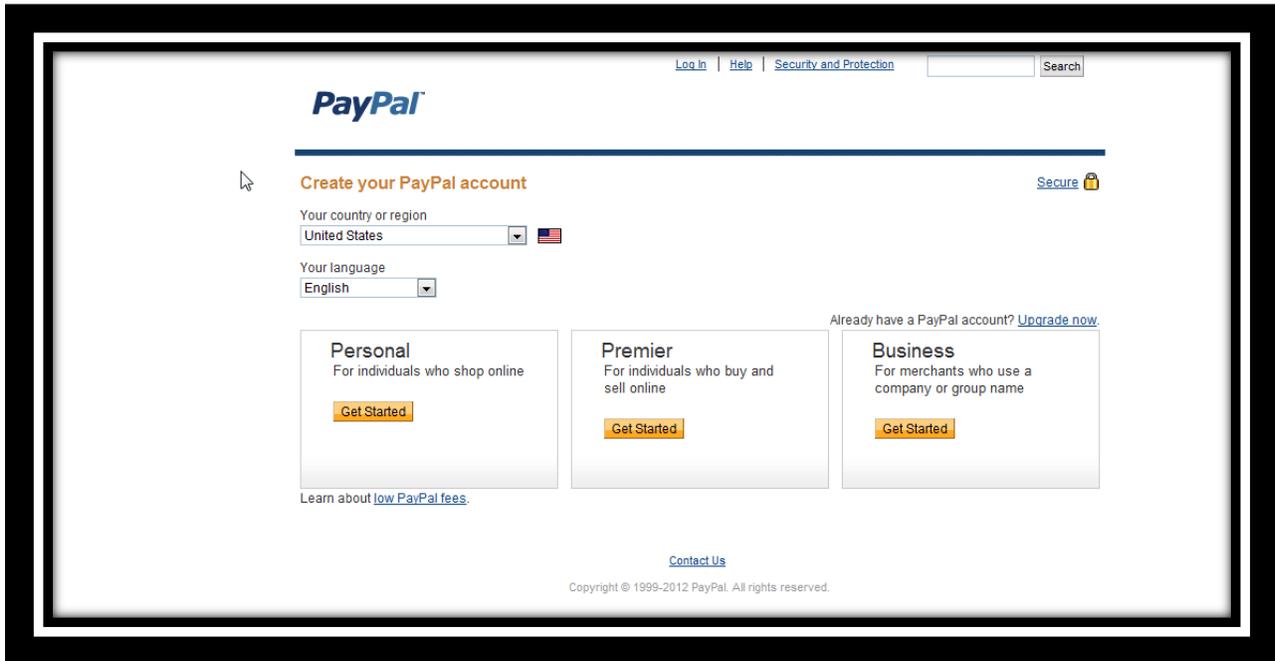


Chapter 4 - Set Up PayPal Account

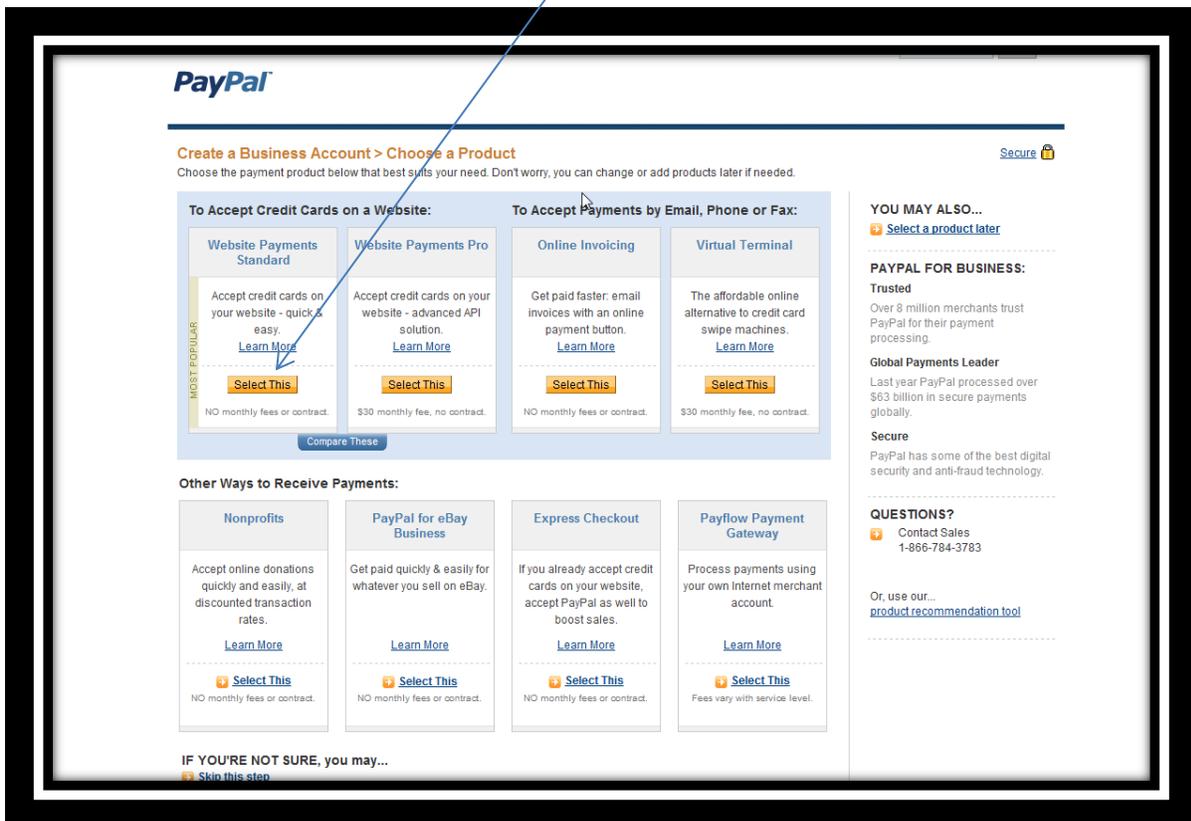
If you do not have a PayPal account that can accept payments already, go to PayPal.com. Select “Sign Up” from the main page. The “Sign Up” link is at the bottom of the “Account Login” section.



a. Select the type of account



b. Select "Website Payments Standard"



c. Fill out the information for PayPal

PayPal

Sign up for Website Payments Standard [Secure](#)

1 Information **2** Account

Business Information
Please enter the information for your group, organization, government entity, individual business, or partnership.

Business type
Individual

Business name
Robert Smith for Corp Com

Address line 1
4044 E. Wilshire Dr

Address line 2 (optional)

ZIP code
85008

City/State
Phoenix AZ

Country
United States

Category [What's this?](#)
Government

Subcategory
Government services (not elsewhere classified)

Date business established
mm / yyyy
01 / 2012

Average transaction price [What's this?](#)
Less than \$25 USD

Average monthly volume [What's this?](#)
Less than \$5,000 USD

Sales venue(s)
 eBay
 Other Marketplace
 My Own Website:
www.azsos.gov

Other

Percentage of annual revenue from online sales [What's this?](#)
Less than 25%

d. Continue to fill out information for PayPal

PayPal

Sign up for Website Payments Standard [Secure](#)

1 Information 2 Account

Business Owner Contact Information

Please enter the contact information for the owner of this business or the primary contact person for this account.

Salutation (optional)
Mr.

First name
Robert

Middle name(s) (optional)

Last name
Smith

Suffix (optional)
-- Choose a Value --

Home Phone
602-881-1263

Mobile Phone (optional)
602-881-1263

Home address
 Same as business address
 Enter different address

PayPal Account Login

To access your PayPal Business account, enter your email address and create a password.

Email Address
For PayPal account login
robert.smith@cox.net

Password
Password must contain at least 8 characters
●●●●●●●●

Re-enter password
●●●●●●●●

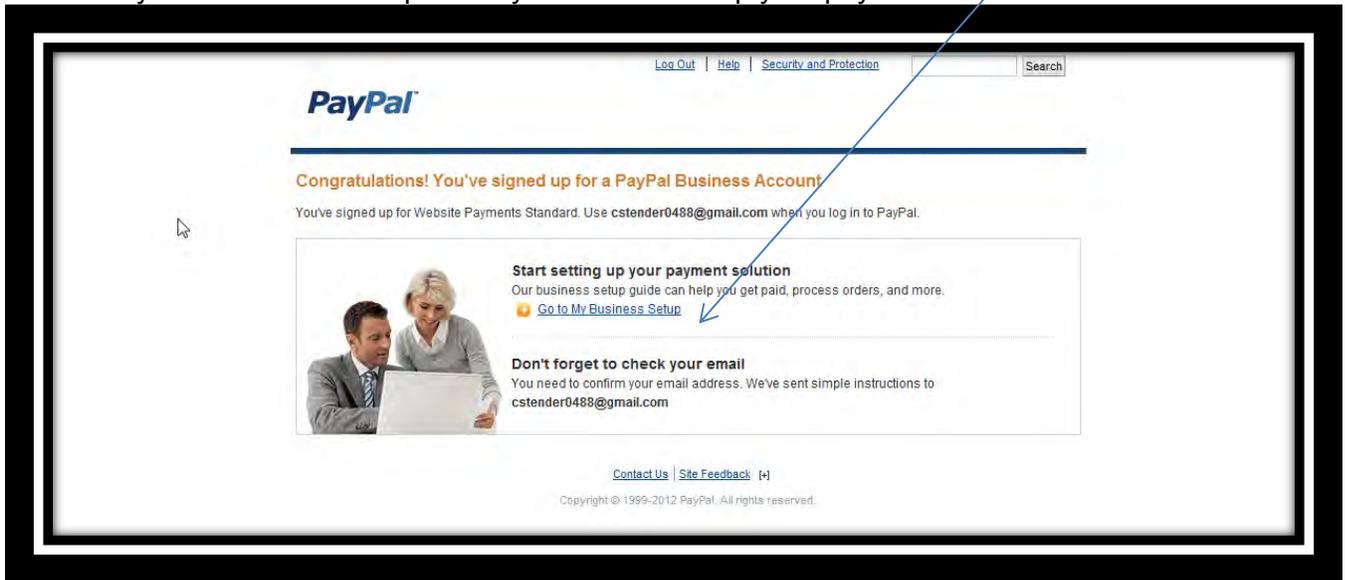
I want to [learn more](#) about granting multiple employees limited access to my Business account.

Password Recovery

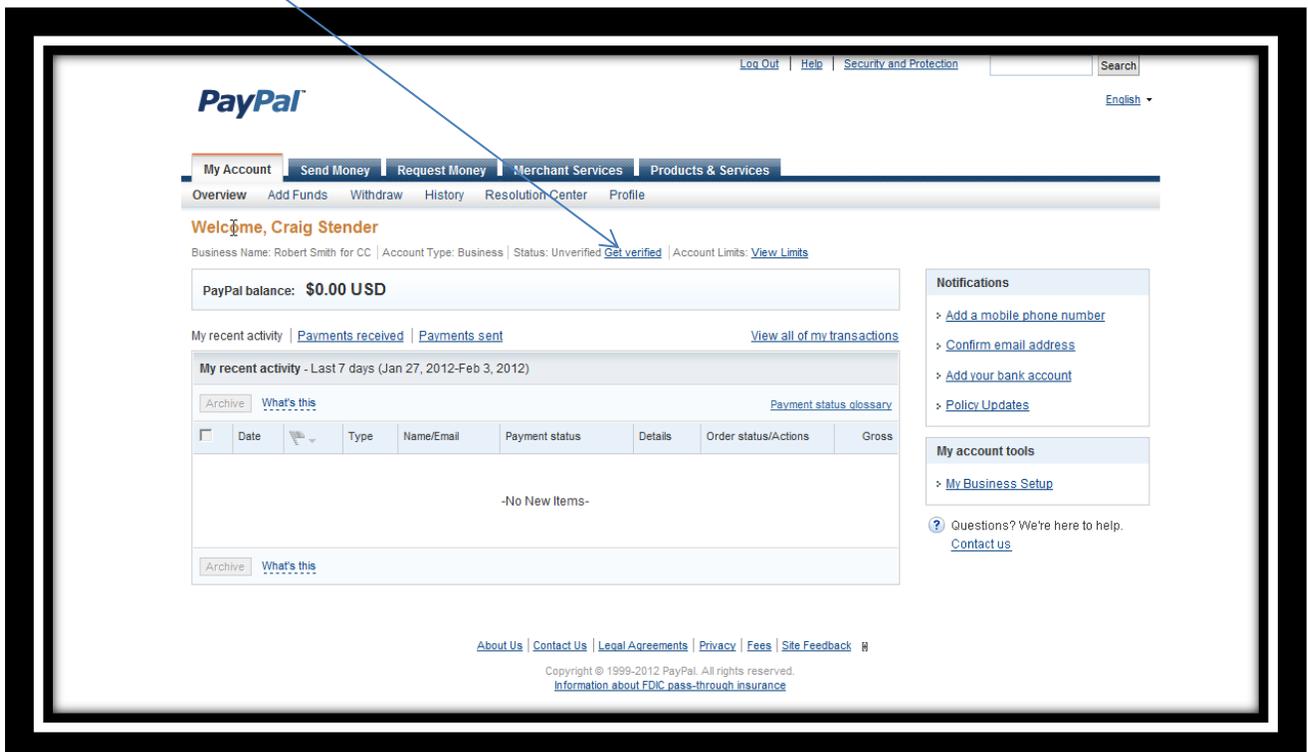
Security question 1 [What's this?](#)
-- Choose one --

Answer

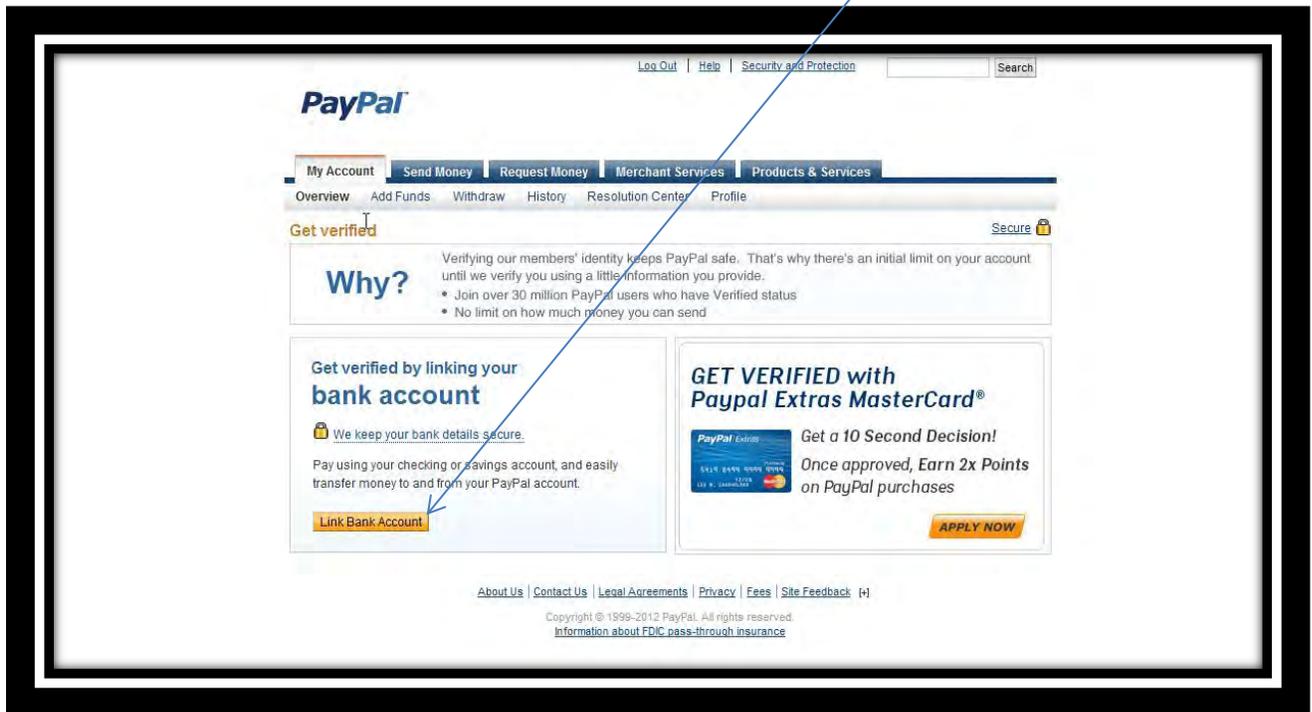
e. PayPal account is set up. Now you need to set up your payment solution.



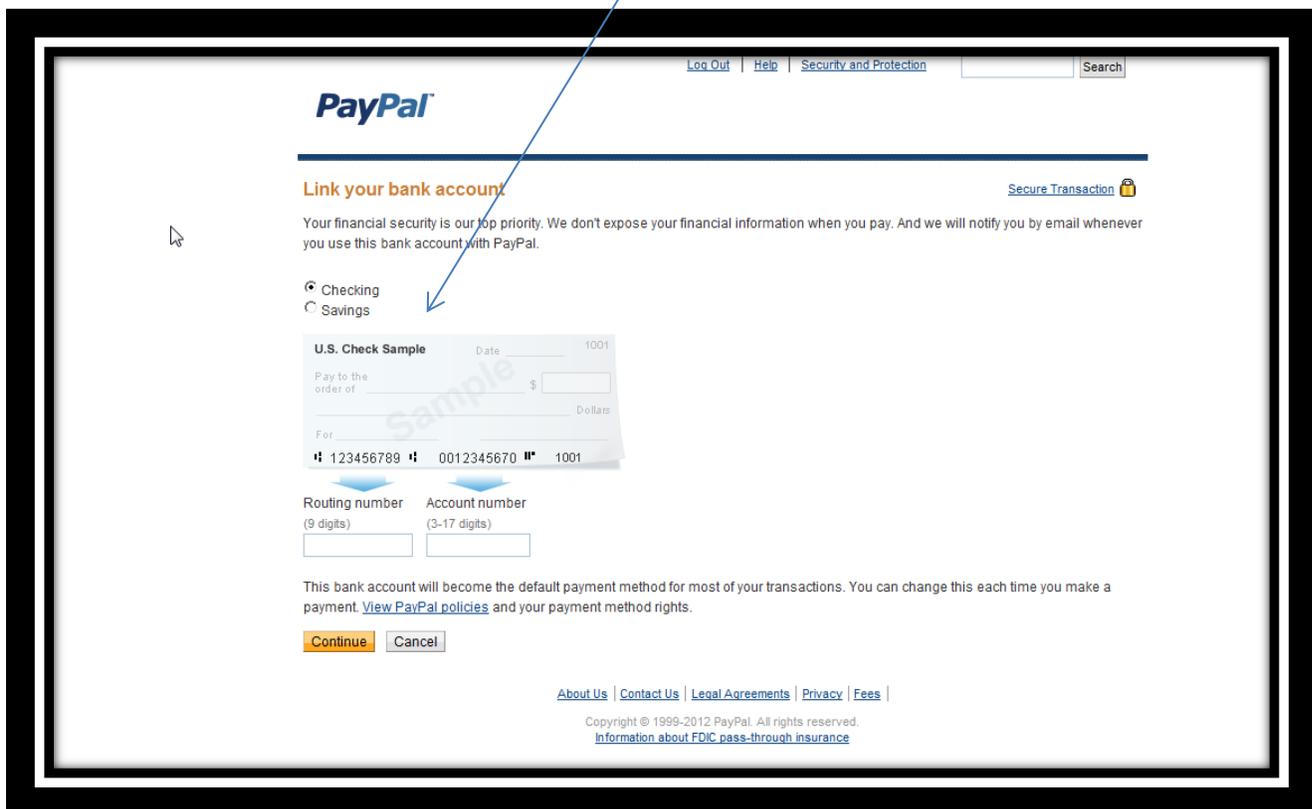
f. The account at this stage is unverified. To use E-Qual, the account needs to be verified. Select "Get Verified"



g. Verify your PayPal account by linking it to a valid bank account.



h. Enter in your banking account information



- i. Confirm your banking information. Once the information is confirmed, your PayPal account will be verified. Once the PayPal account is verified, your \$5.00 Qualifying Contribution Form is ready to accept payments electronically through E-Qual.

PayPal

[Log Out](#) | [Help](#) | [Security and Protection](#)

Confirm your bank account [Secure Transaction](#)

For your security, we need to confirm that you are the owner of this Bank of America (All except WA & ID) account.

Confirm instantly

Enter your online banking login information for **Bank of America (All except WA & ID)**. We will not save this information.

Online ID for your Bank of America (All except WA & ID) account

Passcode for your Bank of America (All except WA & ID) account

Verify Passcode for your Bank of America (All except WA & ID) account

By clicking **Confirm Instantly**, I agree to the instant bank account confirmation [terms and conditions](#).

Confirm in 2-3 days

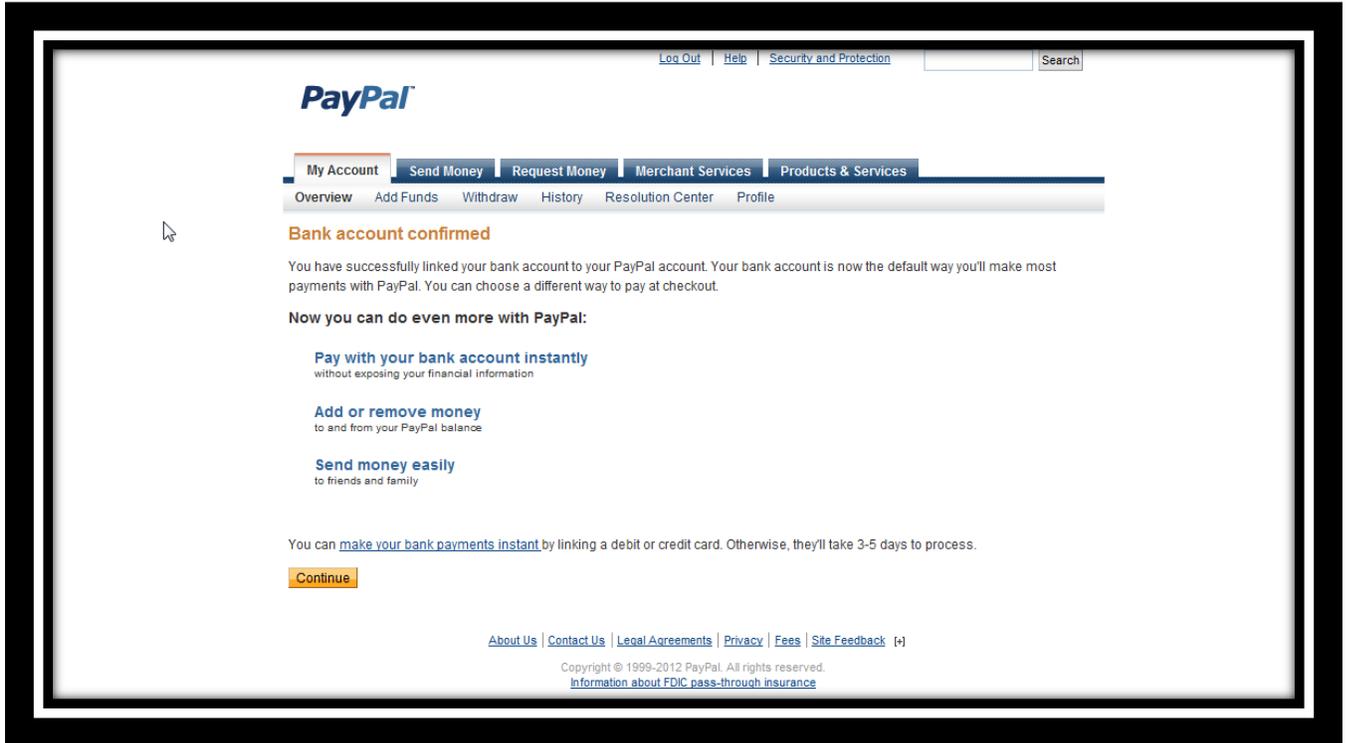
PayPal makes 2 small deposits (less than \$1.00 USD) into your bank account. (We'll retrieve them soon afterwards.) You'll need to:

1. Check your bank account in 2-3 business days for the exact amounts.
2. Log in to your PayPal account.
3. Click **Confirm Bank Account** from your Account Overview and enter the 2 deposit amounts.

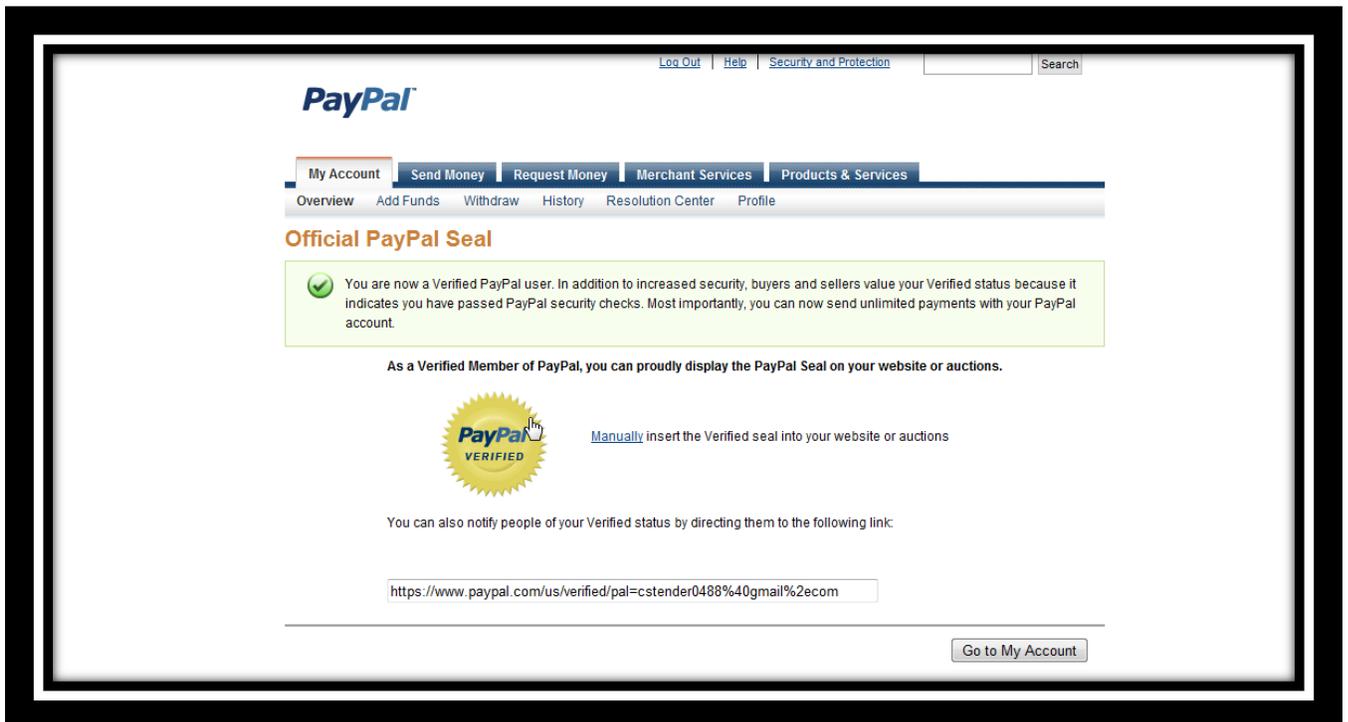
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[Information about FDIC pass-through insurance](#)

j. This screen shows that the bank account has been confirmed.



k. PayPal Account is verified. Again, it is necessary for the PayPal account to be verified in order to start collecting \$5.00 contributions through E-Qual.



Chapter 5 - Petition Maintenance

Select "View" under My Electronic Petitions

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PROVIDING ACCESS

My Electronic Documents - 201200280 Robert for Corporation Commission Logout

Income Expenses Loans Accounts & Transactions Reports Filer Account Mgmt

Manage My Electronic Documents

Committee: Robert Smith



This page should be used by the candidate/authorized user to create an e-petition or \$5 Qualifying Contribution Form and to add/edit a photo. An e-petition or \$5 Qualifying Contribution Form may not be edited once it is available to voters. If you require a change, you will need to close the existing e-document and create a new e-petition or \$5 Qualifying Contribution Form.

My Electronic Petitions

View	Created	Cycle	Office Sought	Party	Status
View	2/2/2012	2012	Corporation Commissioner	Republican	Open

My \$5.00 Qualifying Contributions

View	Created	Cycle	Office Sought	Status
View	2/2/2012	2012	Corporation Commissioner	Open

Version: 2.0

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- a. This screen will allow an authorized user to maintain the petition. The “Remove” button located to the right of each signature line will remove a particular voter’s signature from the petition. This is similar to crossing out a line on a paper petition. The signers may be sorted by clicking on the filter buttons or the data may be exported using the export icons.

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Account Status
Report 07/02/12 (Next)

Petition Information - 201200280 Robert for Corporation Commission Logout

Petition Information

CANDIDATE INFORMATION:

Cycle: 2012
 Political Race: Corporation Commissioner
 Name: Robert Smith
 Address: 4044 E. Edgemont Ave
 City, State, Zip Code: Phoenix AZ 85008
 County: Maricopa

CONTACT INFORMATION:

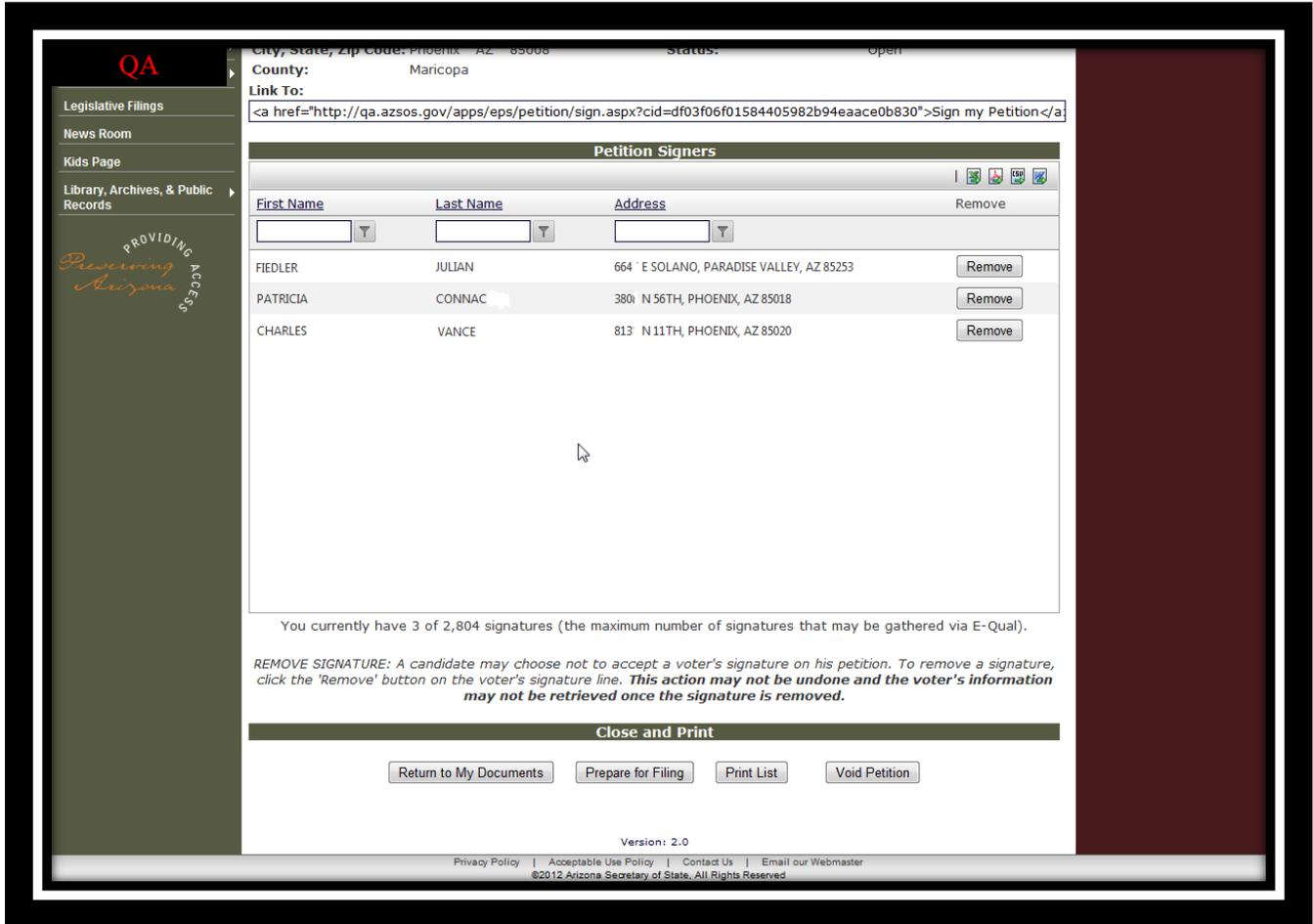
Name: Robert Smith
 Telephone: (602) 555-1212
 Email Address: robert@cox.net
 Web Site URL: msn.com
 Status: Open

Link To:
<http://qa.azsos.gov/apps/eps/petition/sign.aspx?cid=df03f06f01584405982b94eaace0b830> Sign my Petition

Petition Signers

First Name	Last Name	Address	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	
VANCE	CONNACHER	664' E SOLANO, PARADISE VALLEY, AZ 85253	Remove
PATRICIA	CHARLES	380 N 56TH, PHOENIX, AZ 85018	Remove
JULIAN	FIEDL	813 N 11TH, PHOENIX, AZ 85020	Remove

b. Petition action buttons at the bottom of the screen.



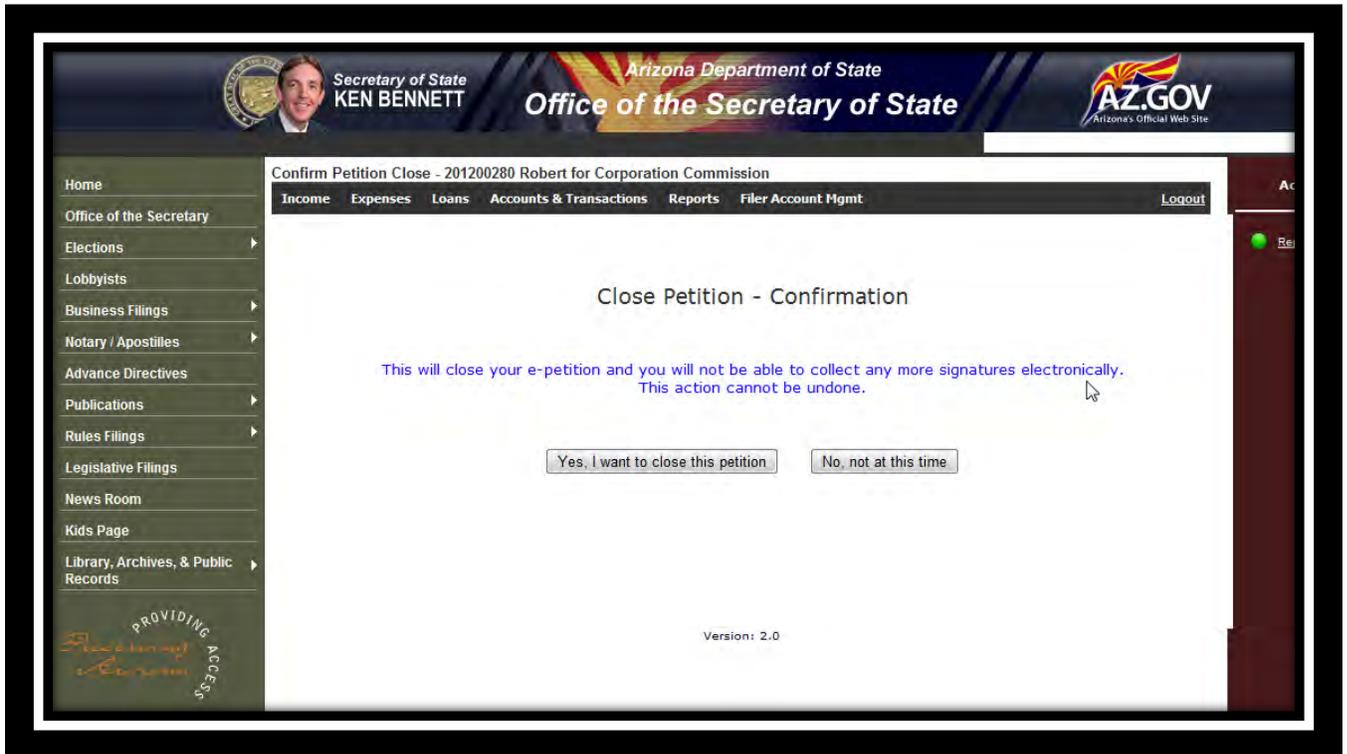
Return to My Documents – This action will take the user back to the main candidate screen.

Prepare for Filing – This action will allow the user to close the petition. This action should be taken when the candidate no longer wishes to collect electronic signatures. At the end of this action, the user will be able to print the electronic petitions. The print out of the electronic petitions along with the traditional paper petitions must be turned in together to the Secretary of State's office during the candidate filing period. **A candidate cannot file electronically.**

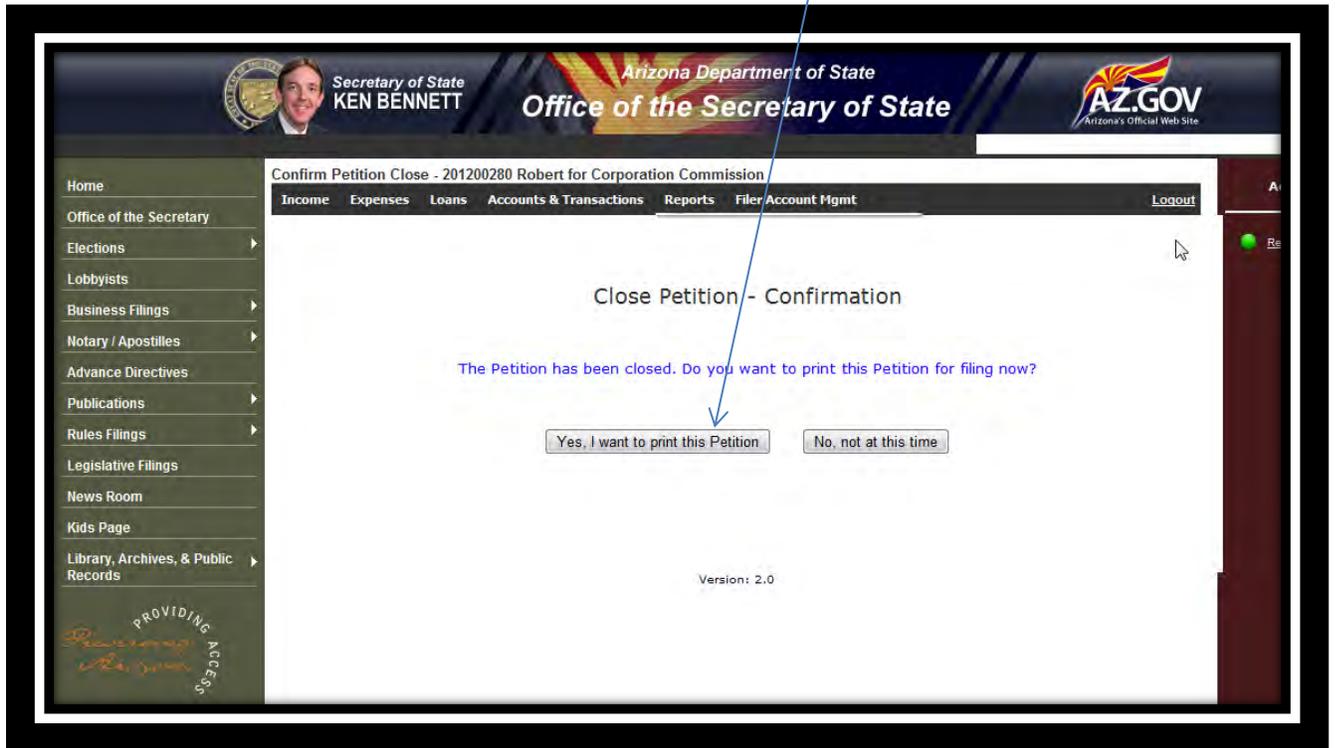
Print List – This action is to print a list of people who have signed the candidate petition. This action does not change the status of the petition. The print list from this action is not the official petitions and cannot be turned in as such.

Void Petition – This action is taken if the candidate is no longer running for the office for which the petition was opened. This action will cancel the petition and free those voters who signed the voided petition to sign another candidate's petition.

- c. This is the screen that appears if the authorized user selected “Prepare for Filing”. The system will ask the user to confirm that they want to close the petition. **The action of closing the petition cannot be undone after the user confirms that is what they wish to do.**



- d. The petition is closed. The ability to print the petition appears. Select “Yes, I want to print this Petition”.



- e. The system will prepare the petition and show it on the screen. The document is made up of three parts. The first part is a Circulator Cover Sheet. This cover sheet must be signed by the candidate and submitted with the petitions to the Secretary of State's Office. The second part is a report on the number of signatures. The third part is the petition pages. The candidate should submit two stacks of petitions to the Secretary of State's Office, those generated from E-Qual and the traditional paper petitions.

**Circulator Cover Sheet
Partisan**

Instructions for Circulator

1. By signing the Circulator Cover Sheet, and by utilizing the Secretary of State's E-Qual System, the Candidate agrees to act as the circulator for all petitions generated from the Secretary of State's E-Qual System.
2. The Candidate is not required to sign each petition that was generated from the Secretary of State's E-Qual System.
3. The Candidate shall sign a Circulator Cover Sheet generated from the Secretary of State's E-Qual System, which contains a Petition ID # on each petition generated, and submit it to the Secretary of State's Office at the time of filing the corresponding nomination petitions.
4. The candidate acknowledges that all petitions circulated outside of the Secretary of State's E-Qual System must be signed by the circulator as prescribed by A.R.S. § 16-321(D) and must otherwise conform to the requirements of A.R.S. §§ 16-314 and 16-315.

Circulator Verification

I, Robert Smith, hereby verify that the following petitions, identified by Petition ID # 15, were obtained through the Secretary of State's E-Qual System, and that each of the names on the petition(s) was signed via the Secretary of State's E-Qual System on the date indicated; that in my belief, because the signatures were gathered via the Secretary of State's E-Qual System, each signer was a qualified elector who resides at the address given as their residence on the date indicated. I further verify that each signer is a member of the party from which the candidate is seeking nomination, or the signer is a member of a political party that is not entitled to continued representation on the ballot, or the signer is registered as independent or no party preferred.

Signature of Circulator

Robert Smith

Typed or Printed Name of Circulator

4044 E. Edgemont Ave

Circulator's Actual Residence Address
(If no street address, a description of residence location shall be included on the petition)

Phoenix AZ 85008

Chapter 6 - \$5.00 Qualifying Contribution Form Maintenance

- a. Select "View" under My \$5.00 Qualifying Contributions

The screenshot shows the 'Manage My Electronic Documents' page for Robert Smith, a candidate for Corporation Commissioner. The page includes a navigation menu on the left, a header with the Secretary of State's name (Ken Bennett), and a main content area with two tables. The 'My \$5.00 Qualifying Contributions' table has a 'View' link highlighted by a blue arrow.

My \$5.00 Qualifying Contributions

View	Created	Cycle	Office Sought	Status
View	2/2/2012	2012	Corporation Commissioner	Open

[Create New Qualifying Contribution](#)

- b. This screen will allow an authorized user to maintain the \$5.00 Qualifying Contribution Form. The remove button located to the right of each contributor will remove that contributor from the candidate's form, but will not generate a refund. A candidate is responsible for initiating refunds through PayPal; E-Qual does not have the capability to issue refunds.

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Recovering Arizona

Qualifying Contribution Information - 201200280 Robert for Corporation Comm ...

Income Expenses Loans Accounts & Transactions Reports Filer Account Mgmt Logout

Manage \$5 Electronic Qualifying Contributions

CANDIDATE INFORMATION:
Name: Robert Smith
Election Cycle: 2012
Office Sought: Corporation Commissioner
Political Party: Republican
Status: Open

PAYPAL ACCOUNT INFORMATION:
Account: robert2@cox.net *
First Name: robert *
Last Name: smith *

CONTACT INFORMATION:
Name: Robert Smith
Telephone: (602) 555-1212
Email Address: robert2@cox.net
Web Site URL: msn.com

Update PayPal Information

* - Indicates a required field

Link To:
<http://qa.azsos.gov/apps/eps/qc/contribute.aspx?cid=083bac6c0b63464292391b7b2dac3e65>>Contribute to my

Contributors				
First Name	Last Name	Address	Remove	Status
KATHRYN	JULIAN	664 E SOLANO, PARADISE VALLEY, AZ 85253	Remove	Completed
MARIE	WINZE	880 N 17TH, PHOENIX, AZ 85021	Remove	Completed
VANCE	KOBOR	50 E SAN JUAN, PHOENIX, AZ 85012	Remove	Completed

You have 3 electronic \$5 qualifying contributions. The maximum allowed to be received electronically is 825 (0 are pending)
 There are currently 3 contributions available to transfer to Campaign Finance

Close and Print

Return to My Documents Prepare for Filing Print List Transfer to Campaign Finance

Petition action buttons at the bottom of the screen.

Return to My Documents – This action will take the user back to the main candidate screen.

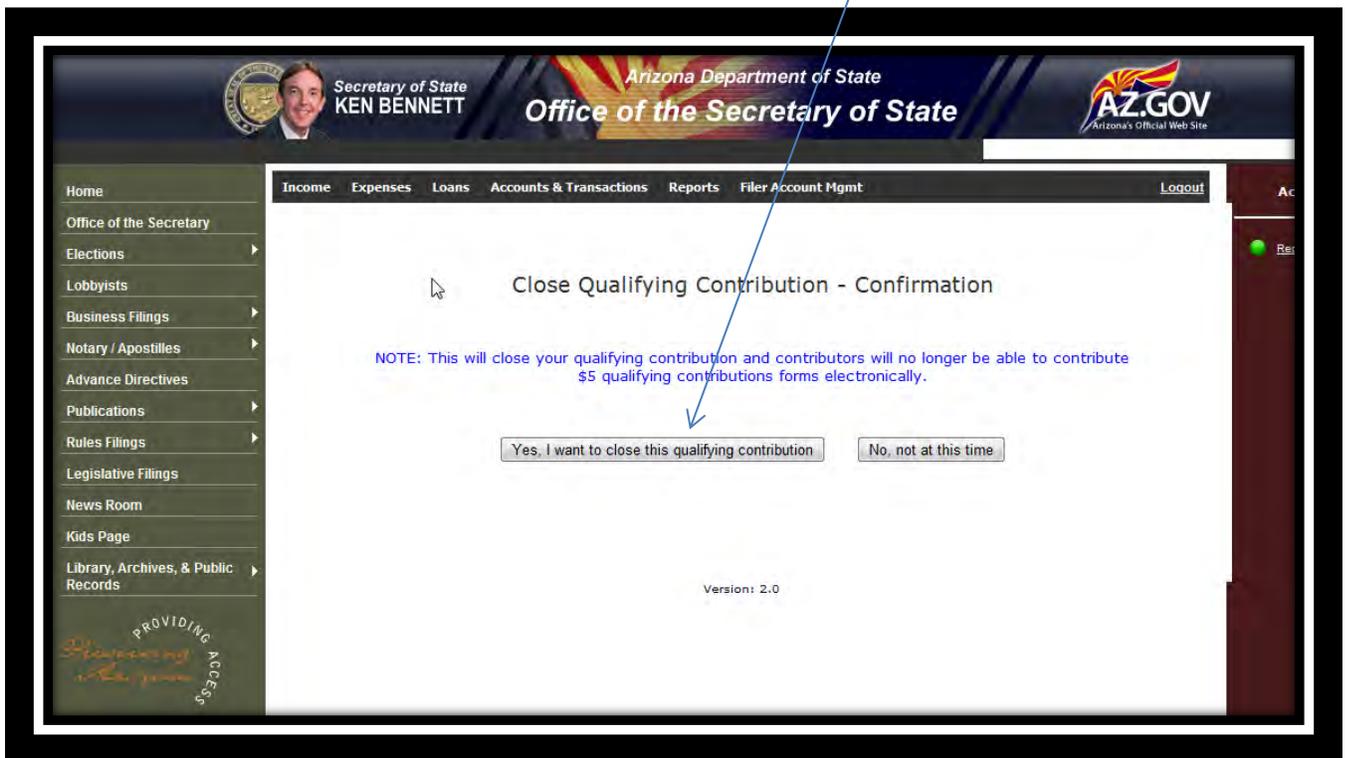
Prepare for Filing – This action will allow the user to close the contribution form. This action should be taken when the candidate no longer wishes to collect electronic \$5 Qualifying Contributions. At the end of this action, the user will be able to print the electronic contribution forms. The print out of the electronic contribution forms along with the paper

forms must be turned in together to the Secretary of State's office during the candidate filing period. **A candidate cannot file electronically.**

Print List – This action is to print a list of people who have contributed electronically. This action does not change the status of the contribution form. The print list from this action is not the official contribution form and cannot be turned in as such.

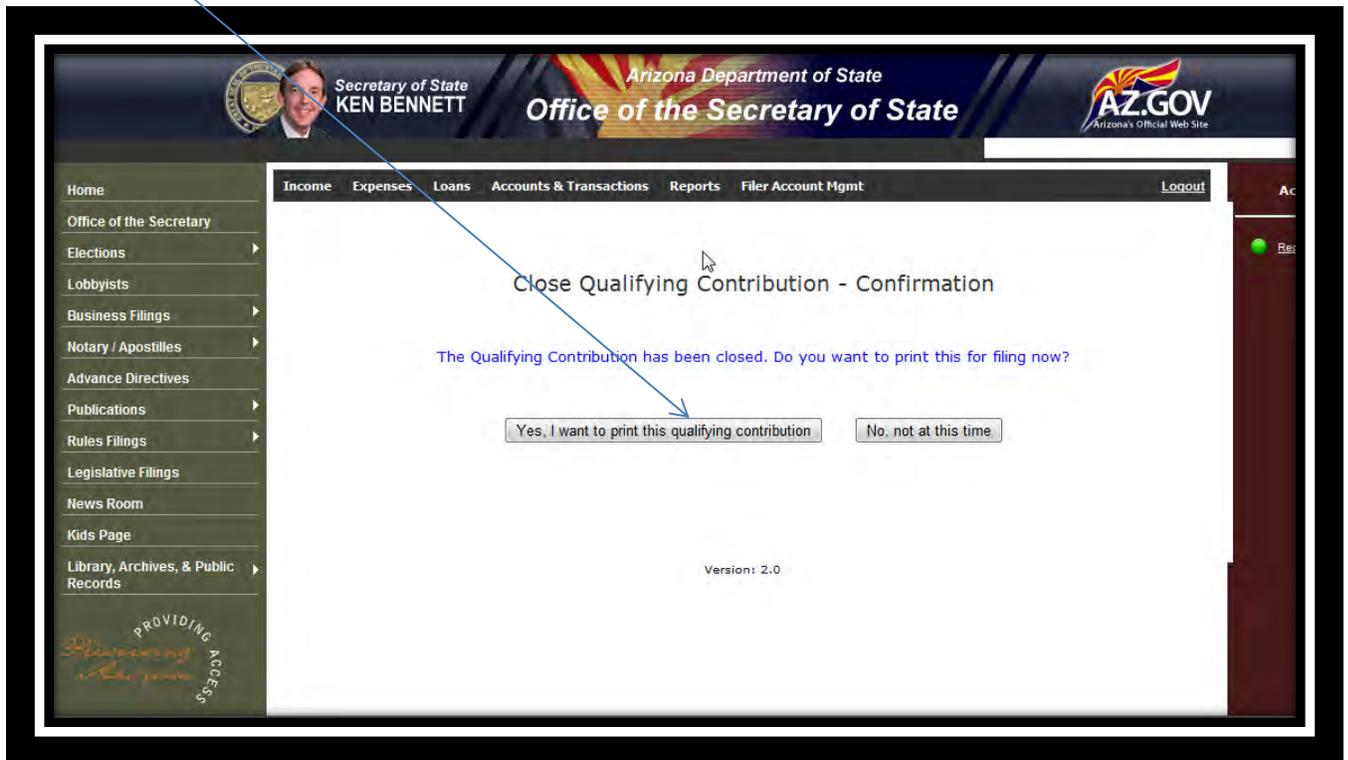
Transfer to Campaign Finance – This action is taken if the candidate would like to transfer the contributor information over to the Campaign Finance System. This action allows the data to be transferred electronically, instead of being manually entered by the candidate.

- c. To close the \$5 Qualifying Contribution Form, select “Yes, I want to close this qualifying contribution”



NOTE: The voter is charged \$5.47 for the transaction. The 47 cents is for the candidate to cover the PayPal transaction. The PayPal transaction amount will differ depending if the voter used a credit card, PayPal Account, checking account, or debit card to pay. It is possible that the candidate will end up with extra funds from the 47 cents per transaction after paying PayPal. The extra amount by Clean Elections Rules should be included in the payment from the Candidate to Clean Elections.

- d. The electronic qualifying contribution form is closed. Select “Yes I want to print this qualifying contribution” to print the report for filing at the Secretary of State’s Office.



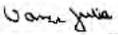
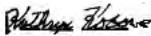
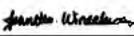
e. Print out the official "Electronic \$5 Qualifying Contribution Report".

Page 1

Electronic \$5 Qualifying Contribution Report



Candidate Name: Robert Smith Office Sought: Corporation Commissioner

Contributor's Name	Signature of Contributor	Voter Registration Address	Date of Contribution	County Voter ID
1. VANCE MILBURN		6647 E SOLANO, PARADISE VALLEY, AZ 85253	02/02/2012	100043895
2. JULIAN, KATHRYN MICHELLE		509 E SAN JUAN, PHOENIX, AZ 85012	02/02/2012	100006105
3. MARIE JEANETTE		8808 N 17TH, PHOENIX, AZ 85021	02/02/2012	100201166

Maricopa

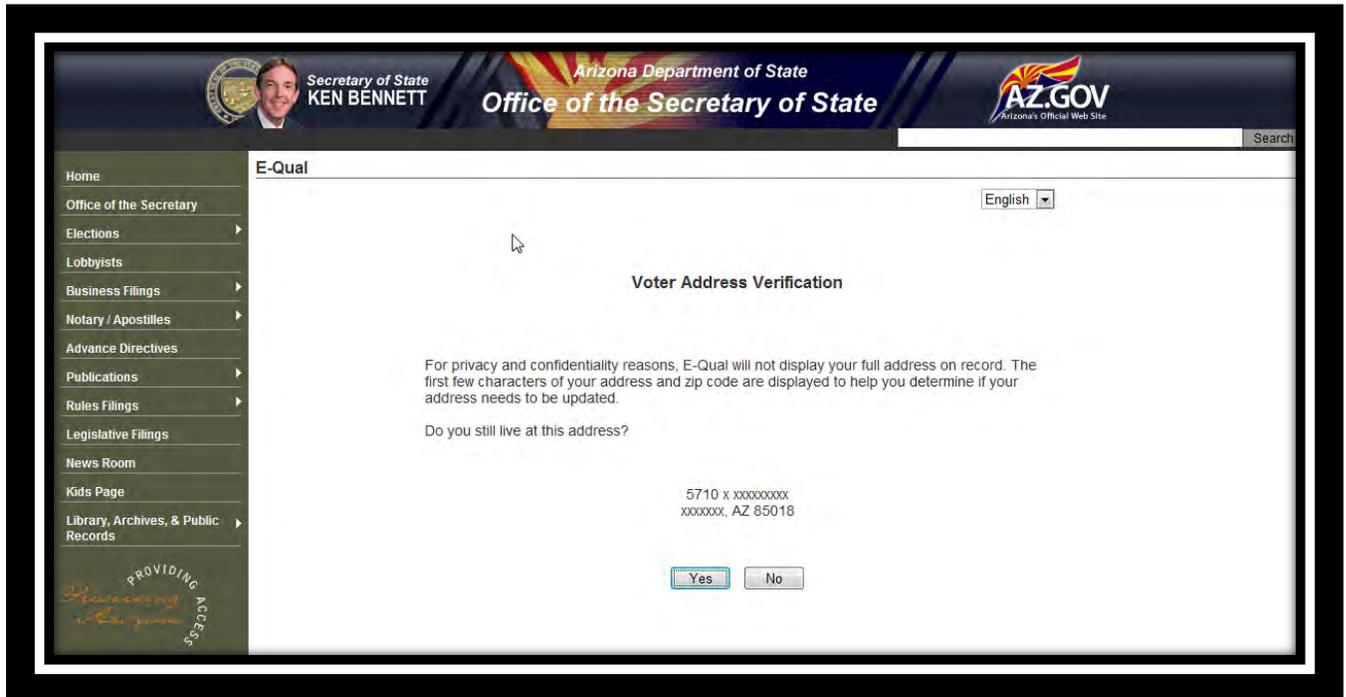
Report ID: 15

Chapter 7 – Voter Experience: Electronic Petition

The following screens are what the voter experiences when signing a petition electronically. The voter must enter his driver license number, date of birth, first name and last name to access E-Qual. All four criteria must match in order to access the voter registration record so the user may proceed. Once the information is matched and the voter registration record is accessed, E-Qual knows the district, party and other registration information about the voter. The voter registration record determines which petitions E-Qual will present to the voter. E-Qual will not allow a voter access to a petition that the voter is not qualified to sign.

The screenshot shows the E-Qual Voter Authentication page. At the top, there is a header with the Arizona Department of State logo, the text "Secretary of State KEN BENNETT", "Arizona Department of State Office of the Secretary of State", and the "AZ.GOV" logo. A search bar is located in the top right corner. On the left side, there is a navigation menu with links to Home, Office of the Secretary, Elections, Lobbyists, Business Filings, Notary / Apostilles, Advance Directives, Publications, Rules Filings, Legislative Filings, News Room, Kids Page, and Library, Archives, & Public Records. The main content area is titled "E-Qual" and features a "Voter Authentication" section. This section includes a paragraph explaining that personal information (driver license number, name, and date of birth) is required to access the voter registration record. Below this is a link for "More information about this system". The authentication form consists of four input fields: "Driver License Number / Non-Operating ID:", "Date of Birth (MM/DD/YYYY):", "First Name:", and "Last Name:". Each field has a red asterisk to its right, indicating it is a required field. A "Submit" button is located below the fields. At the bottom of the form, there is a legend: "* - Indicates a required field".

- a. The system will ask the voter if his address is still correct. The system will show a partial address that can be recognized by the voter, but does not show the entire address for privacy and security reasons. The address is from the voter registration record. If it is still accurate, the voter will select “Yes” below. If it is not, and the user selects “No”, instructions will be given to the voter on how to update his voter registration.



- b. E-Qual will show all the petitions the voter is qualified to sign based on the voter's registration record. The system will only show petitions for those candidates that have chosen to create an electronic petition in E-Qual.

The status of the candidate's petition is displayed on the right. The voter may view the petition by clicking on the candidate's name.

QA

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KEN BENNETT

Arizona Department of State
Office of the Secretary of State

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Arizona's Official Web Site

Search

English

E-Qual

Candidate	Office Sought	Election	Party	Status
ROBERT SMITH	Corporation Commissioner	2012	REP	Open ⁽¹⁾

NOTE: You may sign up to 3 petitions for this office.

[Log off and exit](#)

[Show me the candidates I am eligible to give \\$5 Qualifying Contributions](#)

Explanation of Status Values:

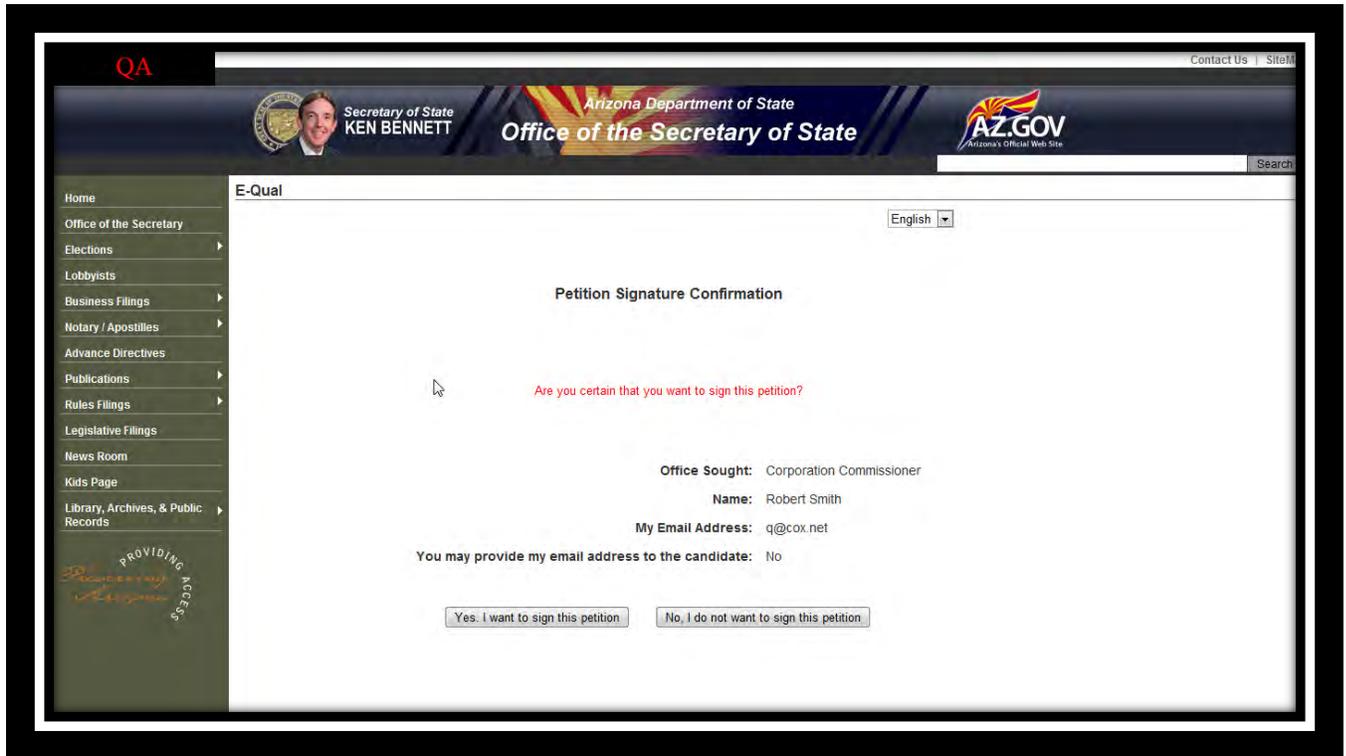
- 1 - This petition is available to you to sign.
- 2 - You already signed this petition.
- 3 - The candidate has closed this petition. If you wish to contact the candidate, please view the petition for contact information.
- 4 - This petition is closed as the candidate has received the maximum number of signatures allowed to be collected via E-Qual. If you wish to contact the candidate, please view the petition for contact information.

PROVIDING ACCESS

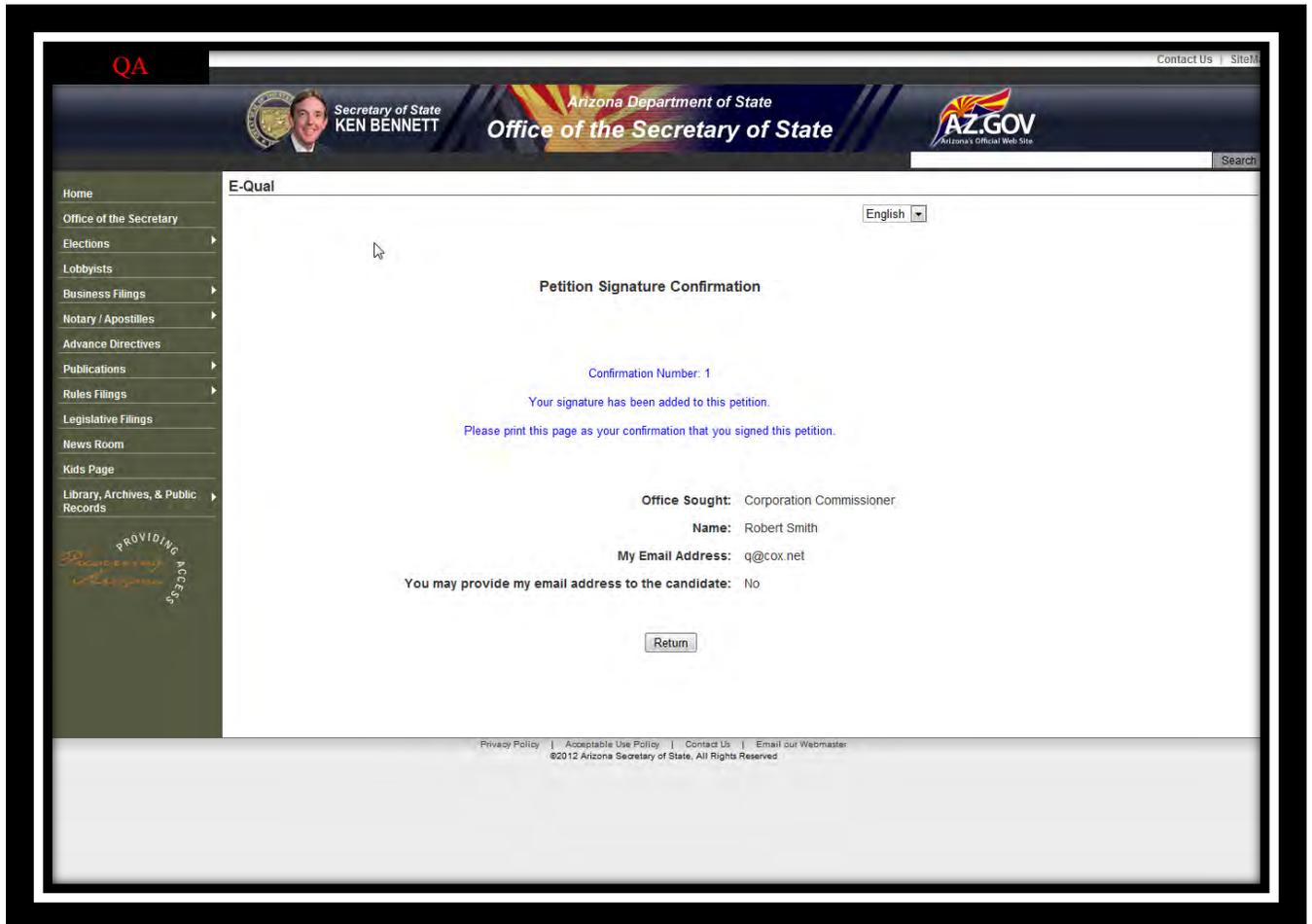
- c. After clicking on the candidate's name, the voter is able to view the petition language and the contact information for the candidate. To sign the candidate's petition, the voter must click the "Yes, I want to sign this petition" button. The voter has the option of providing his email address to the candidate.

The screenshot shows the Arizona Department of State website. At the top, there is a header with the Arizona Department of State logo and the text "Office of the Secretary of State". Below the header, there is a navigation menu on the left with items like "Home", "Office of the Secretary", "Elections", "Lobbyists", "Business Filings", "Notary / Apostilles", "Advance Directives", "Publications", "Rules Filings", "Legislative Filings", "News Room", "Kids Page", and "Library, Archives, & Public Records". The main content area is titled "E-Qual" and "Partisan Nomination Petition". It features a profile picture of Robert Smith and his contact information: Name: Robert Smith, Telephone: (602) 555-1212, Email Address: robert@cox.net, and Web Site URL: msn.com. The form includes a declaration text, a "My Email Address:" field with a red asterisk, a "Verify My Email Address:" field with a red asterisk, and a checkbox for "You may provide my email address to the candidate". There are also links for "Please enter your email address so PayPal may send a confirmation for any transactions you attempt to make." and "I authorize the use of my digitized signature and address to the Secretary of State and County Recorder for the purposes of signing this petition. I hereby affirm that the information I have provided in this application is true and correct and agree that it is my obligation to keep this information up-to-date. I further acknowledge that I am aware that providing false information is a Class 6 felony." At the bottom, there are two buttons: "Yes, I want to sign this petition" and "No, I do not want to sign this petition". A blue arrow points from the text in the question to the "Yes, I want to sign this petition" button.

- d. The voter will receive a confirmation page asking if they are sure they wish to sign the petition. If the voter selects “Yes”, his signature will be placed on the candidate’s petition.



- e. The confirmation page tells the voter the transaction is complete and provides a confirmation number.

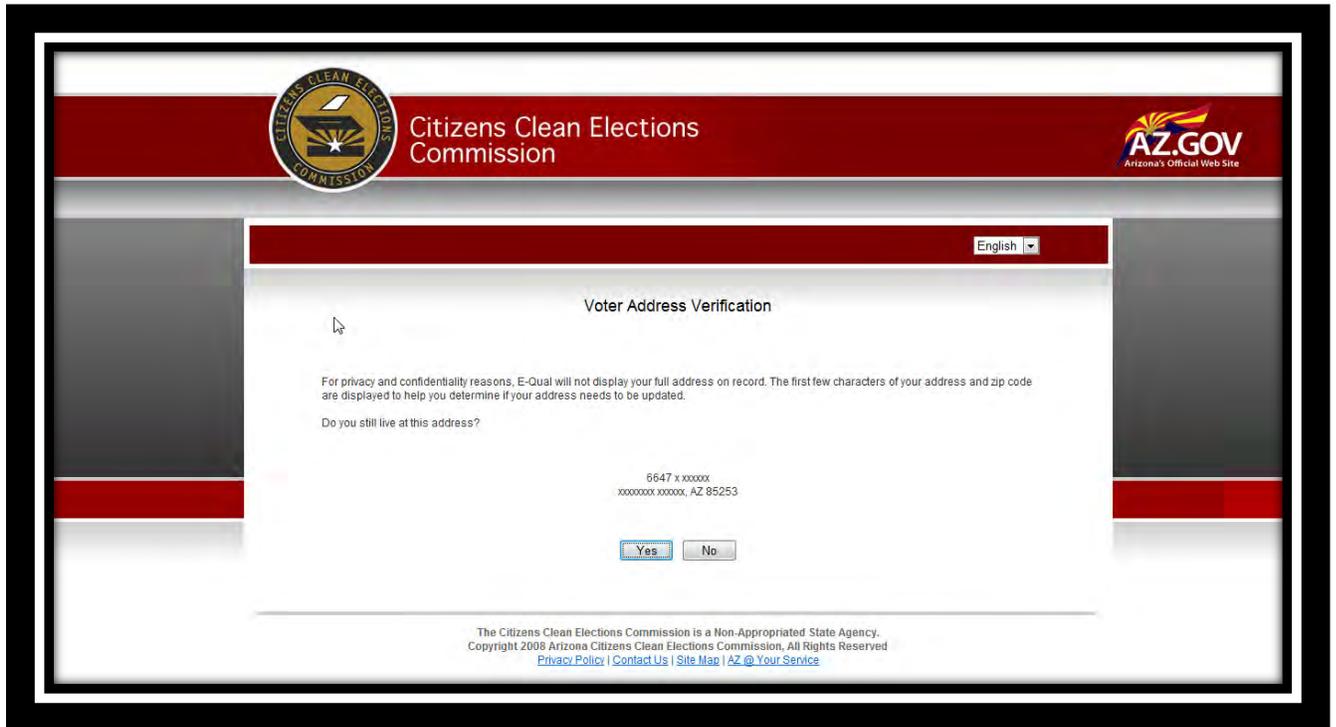


Chapter 8 – Voter Experience: Electronic \$5.00 Qualifying Contribution Form

The following screens are what the voter experiences when contributing a \$5 Qualifying Contribution Form electronically. The voter must enter his driver license number, date of birth, first name and last name to access E-Qual. All four criteria must match in order to access the voter registration record so the user may proceed. Once the information is matched and the voter registration record is accessed, E-Qual knows the district of the voter and which candidates to present to the voter.

The screenshot shows the 'Voter Authentication' page of the Citizens Clean Elections Commission website. The page features a red header with the commission's logo and the text 'Citizens Clean Elections Commission' and 'AZ.GOV Arizona's Official Web Site'. A language dropdown menu is set to 'English'. The main content area is titled 'Voter Authentication' and contains a paragraph explaining that personal information (driver license number, name, and date of birth) is required to access the voter registration record. Below this is a link for 'More information about this system'. The form consists of four input fields: 'Driver License Number / Non-Operating ID', 'Date of Birth (MM/DD/YYYY)', 'First Name', and 'Last Name', each followed by a red asterisk indicating it is a required field. A 'Submit' button is located below the fields. At the bottom of the form, a legend states '* - Indicates a required field'. The footer contains the text: 'The Citizens Clean Elections Commission is a Non-Appropriated State Agency. Copyright 2008 Arizona Citizens Clean Elections Commission, All Rights Reserved' and links for 'Privacy Policy', 'Contact Us', 'Site Map', and 'AZ @ Your Service'.

- a. The system will ask the voter if his address is still correct. The system will show a partial address that can be recognized by the voter, but does not show the entire address for privacy and security reasons. The address is from the voter registration record. If it is still accurate, the voter will select “Yes” below. If it is not, and the user selects “No”, instructions will be given to the voter on how to update his voter registration.



- b. The system shows all the candidates that the voter is qualified to contribute to. The system will show all statewide and legislative candidates within the district the voter lives in.

The screenshot displays the Citizens Clean Elections Commission website. At the top, there is a red header with the commission's logo on the left, the text "Citizens Clean Elections Commission" in the center, and the "AZ.GOV" logo on the right. Below the header, a language dropdown menu is set to "English".

The main content area features a red banner that reads "You Are Eligible To Contribute To The Following Candidates". Below this banner, there is explanatory text: "The Arizona Citizens Clean Elections Act requires candidates to obtain \$5 voter contributions to qualify for public funding. This allows voters to meet with candidates and reduces the influence of outside organizations. Contributing \$5 qualifying contributions is voluntary." It further states that candidates can receive funding after collecting \$5 contributions from registered voters in their district, and that voters can contribute to as many candidates as they choose (one per candidate) if they are registered to vote in the district.

A table lists the eligible candidates:

Candidate	Office Sought	Election	Party	Status
ROBERT SMITH	Corporation Commissioner	2012	REP	Open ¹

Below the table, there is a "Log off and exit" button and a link: "Show me the Petitions that I am able to sign".

An "Explanation of Status Values:" section follows, with five numbered items:

- 1 - This \$5 Qualifying Contribution Form is available to receive contributions.
- 2 - You have already contributed to this candidate.
- 3 - The candidate has closed this \$5 Qualifying Contribution Form. If you wish to contact the candidate, please view the \$5 Qualifying Contribution Form for contact information.
- 4 - This \$5 Qualifying Contribution Form is closed as the candidate has received the maximum number of contributions allowed to be collected via E-Qual. If you wish to contact the candidate, please view the petition for contact information.
- 5 - This \$5 Qualifying Contribution Form is not yet available for contributions. If you wish to contact the candidate, please view the petition for contact information.

At the bottom of the page, a footer contains the text: "The Citizens Clean Elections Commission is a Non-Appropriated State Agency. Copyright 2008 Arizona Citizens Clean Elections Commission, All Rights Reserved." It also includes links for "Privacy Policy", "Contact Us", "Site Map", and "AZ @ Your Service".

- c. To contribute to the candidate, the voter must click the “SUBMIT \$5 Qualifying Contribution” button and enter an email address. The email address is used to send a receipt for the \$5.00 Qualifying Contribution. The voter may choose to share the email address with the candidate.

Citizens Clean Elections Commission **AZ.GOV**
Arizona's Official Web Site

English

Electronic \$5 Qualifying Contribution Form

CANDIDATE INFORMATION:
Name: Robert Smith
Office: Corporation
Sought: Commissioner

CONTACT INFORMATION:
Name: Robert Smith
Telephone: (602) 555-1212
Email Address: robert2@cox.net
Web Site: msn.com
URL:

MY INFORMATION:
My Email Address: *
Verify My Email Address: *

You may provide my email address to the candidate

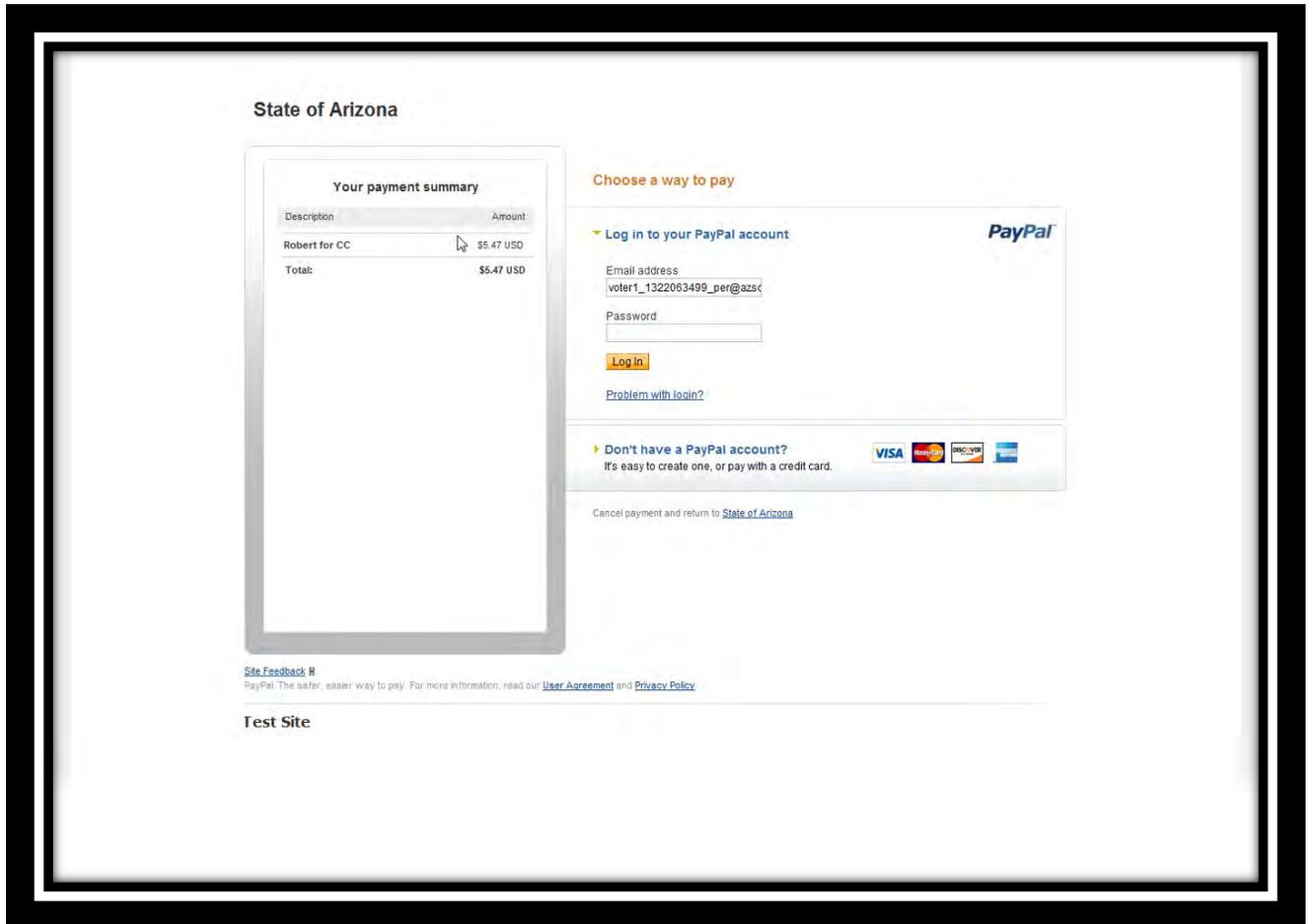
Please enter your email address so PayPal may send a confirmation for any transactions you attempt to make.

You will be directed to a secure PayPal page to complete the electronic \$5 qualifying contribution.

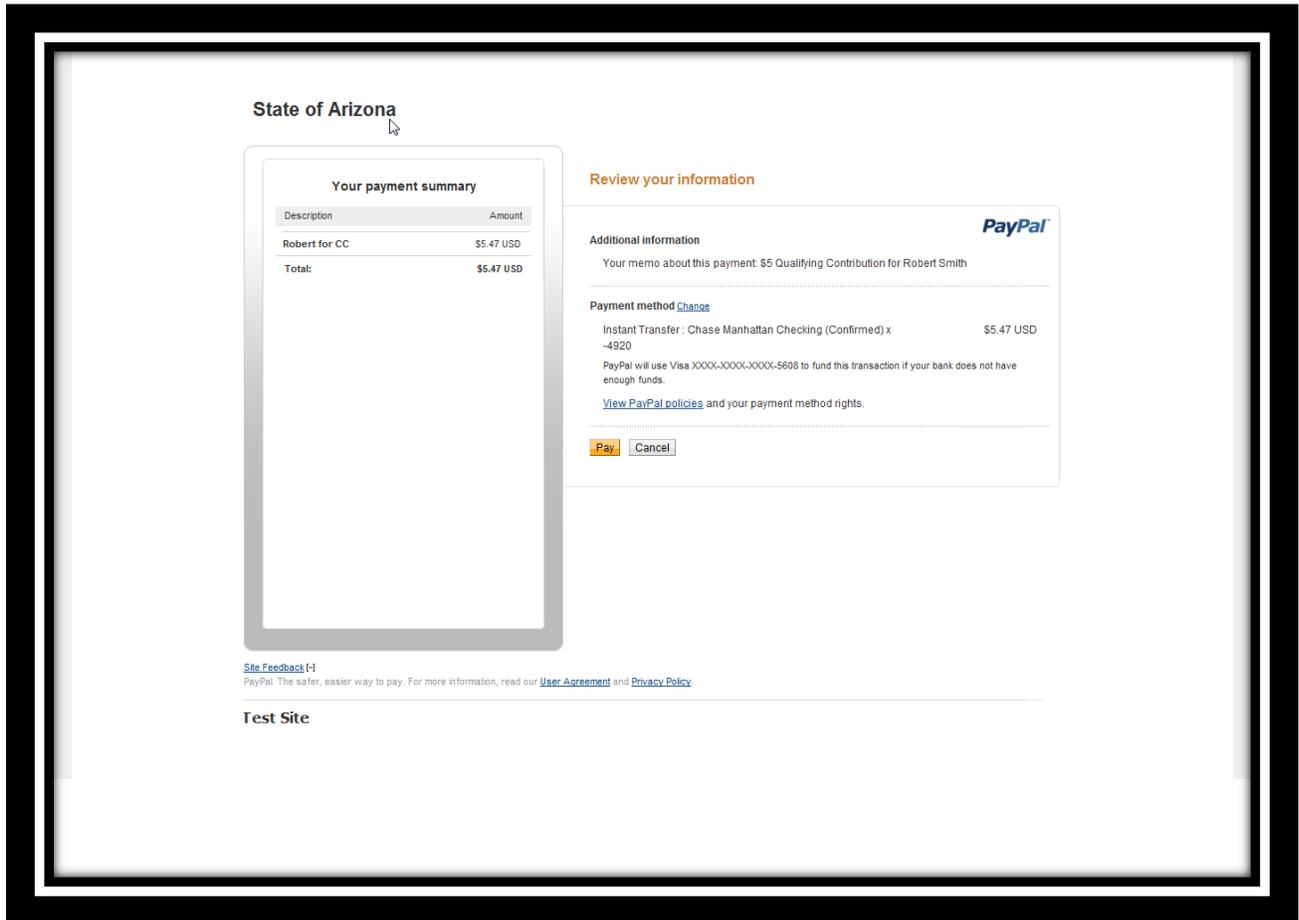
* - Indicates a required field

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- d. The voter is taken to the PayPal payment screen. The voter can pay with their own PayPal account or with a credit or debit card.



- e. The voter confirms his or her information and clicks “Pay” to complete the transaction.



- f. The transaction is complete. The voter sees that the payment was submitted and will be notified by email if the transaction was successful. The voter is given the option to do other transactions.

