

Candidate Account Set-Up:

Candidates will be able to set up their own account by following the steps below.

1. Select "Click Here to Register."

The screenshot shows a registration and login interface. At the top, there is a label "Email Address*" followed by a text input field containing "birundham@vistasg.com". Below this is a label "Password*" followed by a password input field with a visibility toggle icon. A dark blue "Login" button is positioned below the password field. Under the "Login" button is a link "Forgot Password?". Below that is the text "Don't have an account? Click Here to Register", where "Click Here to Register" is circled in red. Below this is the text "How to register? Click Here to See Video", where "Click Here to See Video" is also circled in red. At the bottom, there is a small line of text: "Log in with a social account: Facebook, Google, LinkedIn, Twitter, Apple".

**Election offices can also direct candidates to watch the video for step-by-step instructions on how to register that displays on the registration/login page for candidates.*

2. Fill in the requested information, then select "Next."

The screenshot shows a registration form titled "User Account Info" under the header "Test Vistasg Co" and "Admin Filings". The form contains several input fields: "First Name*", "Last Name*", "Address1*", "Address2", "City*", "State*" (with a dropdown menu showing "Alaska"), "Phone*", and "Zip Code*". At the bottom, there is a "Select an Office*" dropdown menu with "County Judge" selected.

3. Candidates will see all their filings under the "Filings" tab.
 - a. This will show the Document Type, Date Submitted, Approval Status, Document Version, and Document Description.

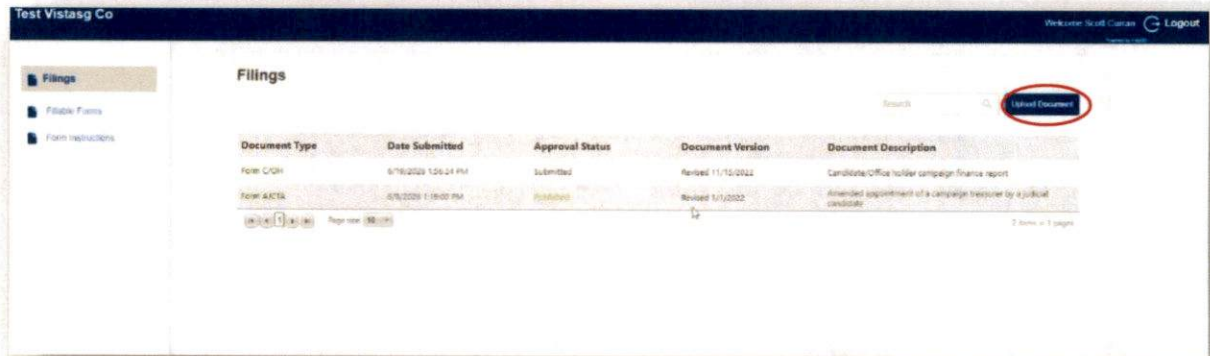
Document Type	Date Submitted	Approval Status	Document Version	Document Description
Form LQR	5/19/2023 1:35:21 PM	Submitted	Revised 11/13/2022	Candidate/Office holder campaign finance report
Form AACTA	6/1/2023 1:19:00 PM	Pending	Revised 1/1/2022	Amended appointment of a campaign treasurer by a judicial candidate

4. To add additional files, the candidates have two options. They can upload OR fill in a fillable form.

**** Candidates can also view "Form Instructions" from the Texas Ethics Commission website, by selecting the link on the Filings page.**

Candidates: Uploading a Document

5. To upload, click "Upload Document."



The screenshot shows the 'Upload New Document' modal window. It has a title bar with a close button. The form contains the following elements:

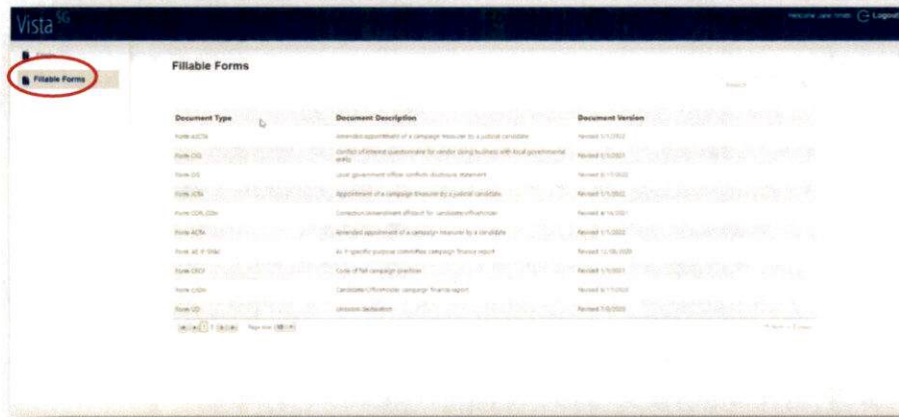
- Document Type:** A dropdown menu with 'Form C/OH' selected.
- Upload Document:** A section with a 'Choose File' button and the text 'No file chosen'.
- Save:** A blue button at the bottom right.

6. Select the document type.
7. Choose the file to upload.
8. Select "Save."

** If a candidate does not know how to fill out a particular form, there is a link to the form instructions on the left-hand side of the filings page. Look for, "Form Instructions."

Candidates: To use fillable forms

9. Select **"Fillable Forms"** on the left-hand side of the screen.



10. Select the hyperlink of the desired document type. The corresponding fillable form will open.
11. Fill in the information on the forms.

Candidates: Fillable Form Buttons Explained from left to right:

CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT **FORM C/OH COVER SHEET PG 1**

The C/OH instruction Guide explains how to complete this form.

1 Filter ID (Ethics Commission Filter) 2 Total pages filed

3 CANDIDATE / OFFICEHOLDER NAME
 MS / MRS / MR FIRST MI
 Nickname LAST SUFFIX
 ADDRESS / PO BOX APT / SUITE # CITY STATE ZIP CODE
☐ Change of Address

4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS

5 CANDIDATE / OFFICEHOLDER PHONE
 AREA CODE PHONE NUMBER EXTENSION
 Date hand-delivered or Date Postmarked

6 CAMPAIGN TREASURER NAME
 MS / MRS / MR FIRST MI
 Nickname LAST SUFFIX
 Receipt # Amount \$
 Date Processed
 Date Imaged

Back to Documents Save Draft Revert to Last Saved Add Manage Load PDF Submit

- "Back to Documents": This will take the candidate back to the document list
- "Save Draft": This will allow the candidate to save the progress on the PDF at any point and come back later to complete.
- "Revert to Last Saved": This will allow the candidate to revert to the last version of the saved draft in the event the new information entered needs to be removed and start over.
- "Add": This drop-down provides the following options: Add Contributor, Add Expenditures, Add Investments.
 - Select either Add Contributor, Add Expenditures, or Add Investments
 - Fill in all the information and select "Save."

Add Contributor

Contribution Schedule
 Schedule A1

☐ Out of State

Full Name Pac ID #

Address City State

Zip code Principal Occupation/Job title Employer

Date Amount
 mm/dd/yyyy

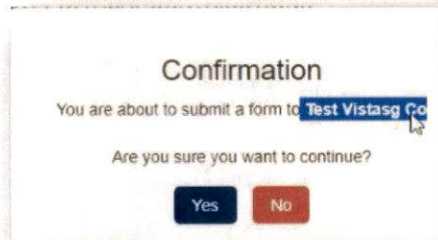
Save Reset Done

- e. “Manage”: This is a drop down with the following options: Manage Contributor, Manage Expenditures, Manage Investments.
- In order to edit any Contributor, Expenditure, or Investment that has been added, you will select the Manage drop down and select either: Manage Contributor, Manage Expenditures, or Manage Investments.
 - In order to make an edit, locate the Contributor, Expenditure, or Investment that needs to be edited and select the blue pen and paper icon.
 - Update the information that needs to be modified, then select the blue pen and paper icon again to save the changes.
**To delete the Contributor, Expenditure, or Investment click the red “X” icon under the Delete Column.*

- f. “Load PDF”: Automatically inserts all saved contributors, expenditures, and investments into the generated PDF.
- Select the check box that says, “Check if you want to add the automated filter signature.”
 - Candidate must enter their name for the signature in the Filer Name box.

- g. Select "Submit": Once the form is filled out completely, the candidate can select submit which will then trigger email notifications.

A confirmation will be displayed for the candidate to confirm they would like to submit.



** The system automatically applies a date and time stamp when the filing is received by the Elections Office.*

Email Notifications for Candidates Submitting

Candidates will receive the email below when they successfully upload.

Your Document has been saved as draft successfully:

Document Name: Form CIQ

Uploaded By: Jane Smith

Thanks,

Email Notifications for Elections Admins

Subject: [External]:Document Submitted successfully

Your Document has been submitted successfully:

Document Name: Form CIQ

Document Type: Form CIQ

Document Description: Conflict of interest questionnaire for vendor doing business with local governmental entity

Uploaded on: 2/8/2023 1:39:46 AM

Uploaded By: saurabh Deore

Thanks,