



New Mexico Secretary of State

Maggie Toulouse Oliver

Online Candidate Nominating Petition Signature Portal
Candidate User Manual

Release Date	1/3/2023
Version	1.3

Sign-up Process

Prerequisites: To help ensure delivery of notification emails and other communications from the SOS, it is recommended that candidates add the following email address as contacts in the email system candidates will be using as a candidate and with the online portal.

1. noreply-petitions@sos.nm.gov
2. elections@sos.nm.gov

NOTE: Internet searches with wording similar to “How to add a contact in Gmail, Yahoo, etc.” should help candidates find relevant information for specific email providers. Providing detailed guidance is beyond the scope of support services provided by the SOS.

Follow the below-mentioned steps to register to begin collecting candidate nominating petition signatures online:

1. Click on this [link](https://www.electronicpetitions.elections.sos.nm.gov/signup) (<https://www.electronicpetitions.elections.sos.nm.gov/signup>) and open the sign-up form.
2. Candidates need to fill in all the "*" marked (required/mandatory) fields in the Sign-up Form.

Note: Information submitted during sign-up will be used to populate nominating petition headers. Candidates should enter the statutorily required information to appear on their nominating petitions (address as registered, contest, county, etc.). The email and phone number fields are for the purposes of administering and utilizing the portal.

The image shows a screenshot of a web form titled "Sign Up" for the New Mexico Secretary of State's office, headed by Maggie Toulouse Oliver. The form includes several required fields marked with an asterisk (*). The fields are: First Name, Middle Name, Last Name, Suffix, Email, Password, Confirm Password, Select Party, Select County, Select Contest, Select District, Select Division, Phone Number, Address 1, Address 2, and Zip Code. At the bottom of the form, there is a green "SIGNUP" button and a link for users who already have an account.

Sign Up

* Indicates Required.

First Name * Middle Name

Last Name * Suffix

Email *

Password *

Confirm Password *

Select Party * Select County *

Select Contest *

Select District Select Division

Phone Number

Address 1 *

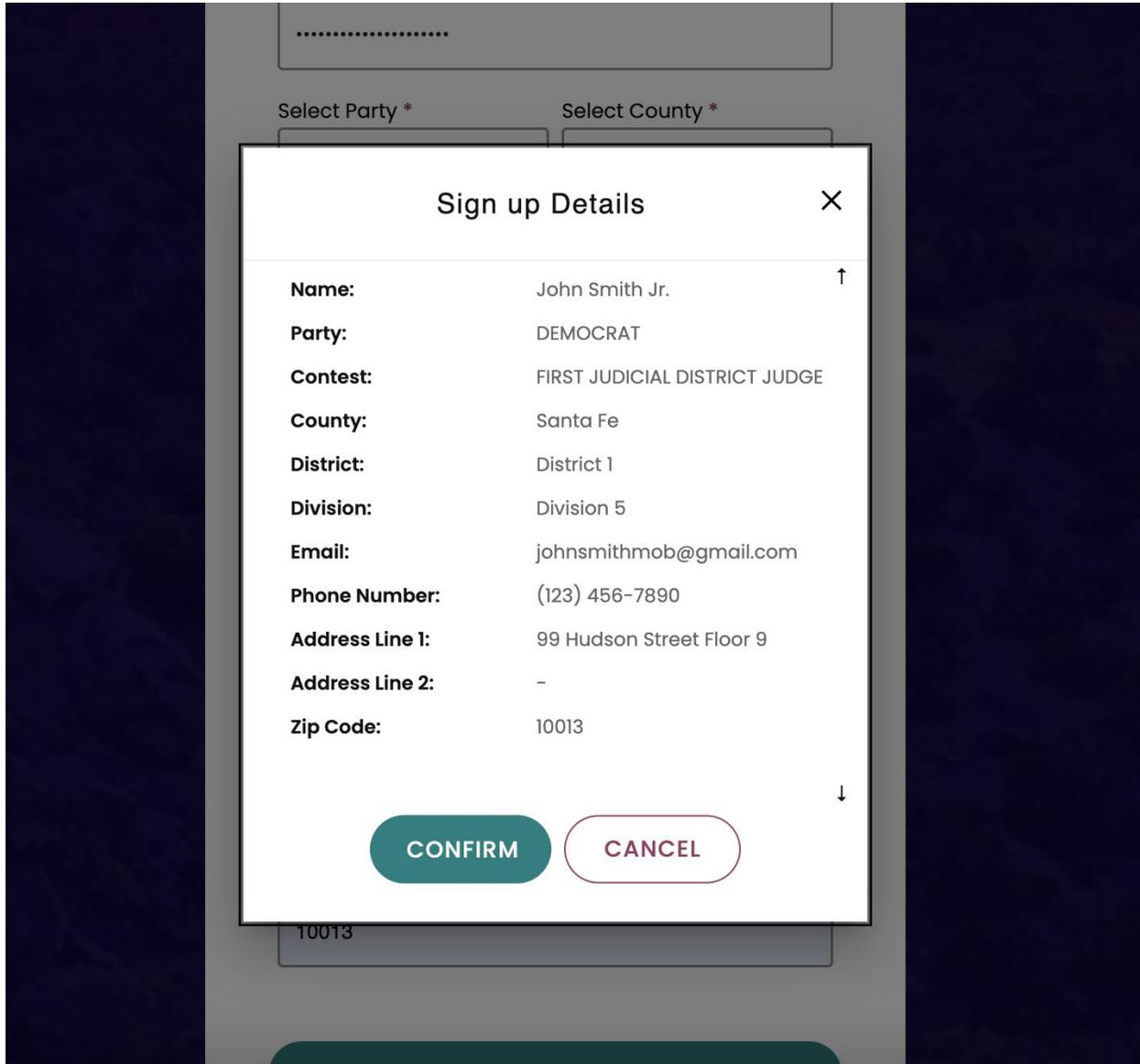
Address 2

Zip Code *

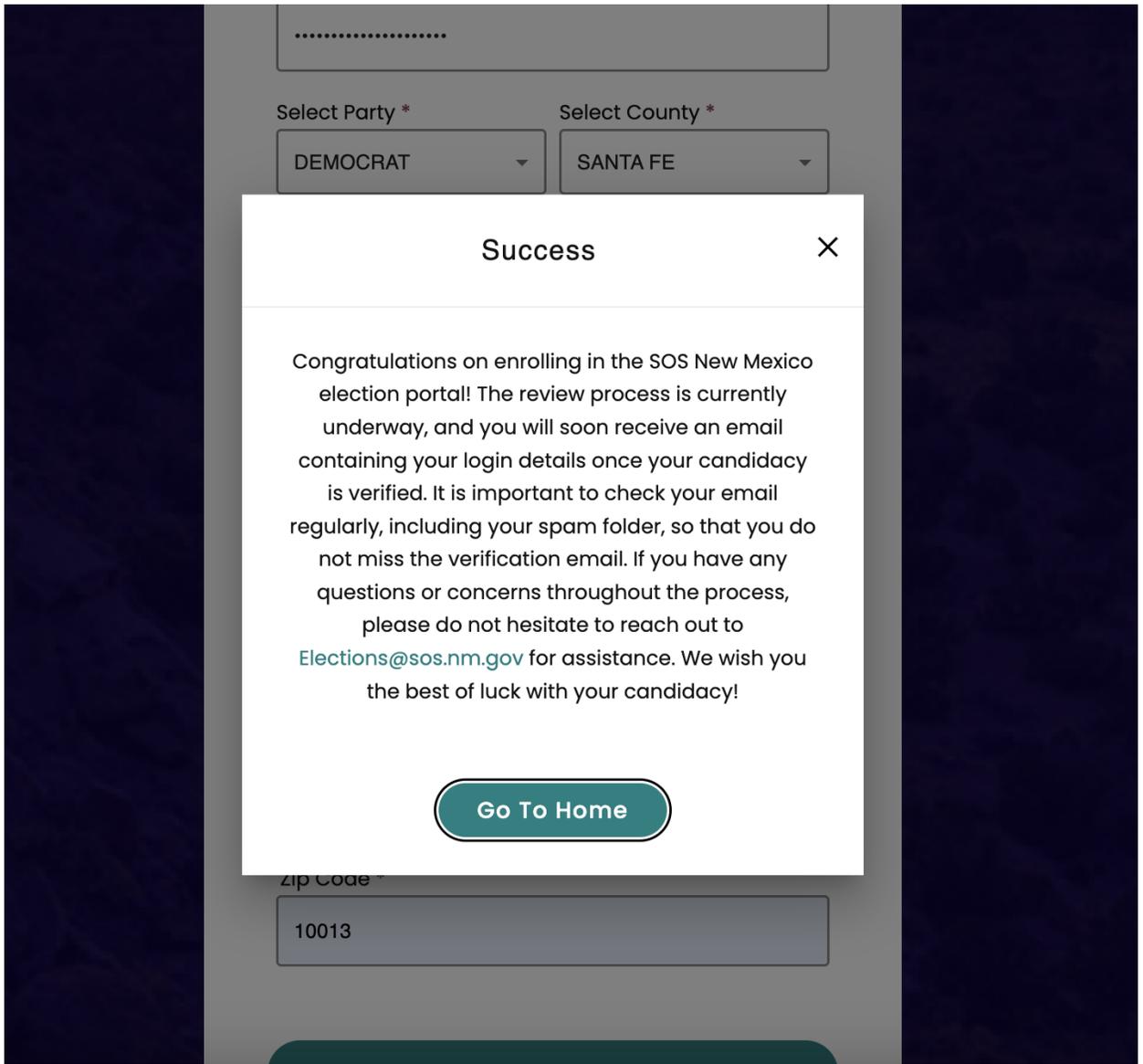
SIGNUP

Already have an account? Click here to sign-in.

3. After completing the form and clicking on the sign-up button, candidates should see the pop-up below and confirm candidate registration details.

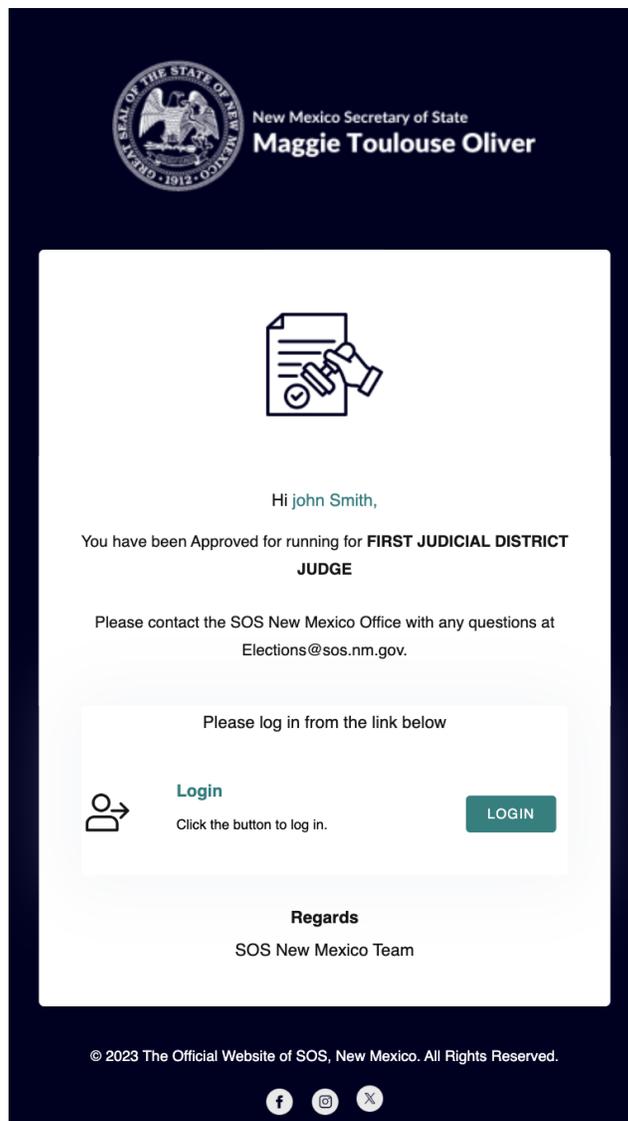


4. Once candidates are satisfied with the details, then click on the confirm button.
5. A success pop-up like the one below should appear. If unsuccessful, please contact the Secretary of State's Office at elections@sos.nm.gov or 1-505-827-3600.



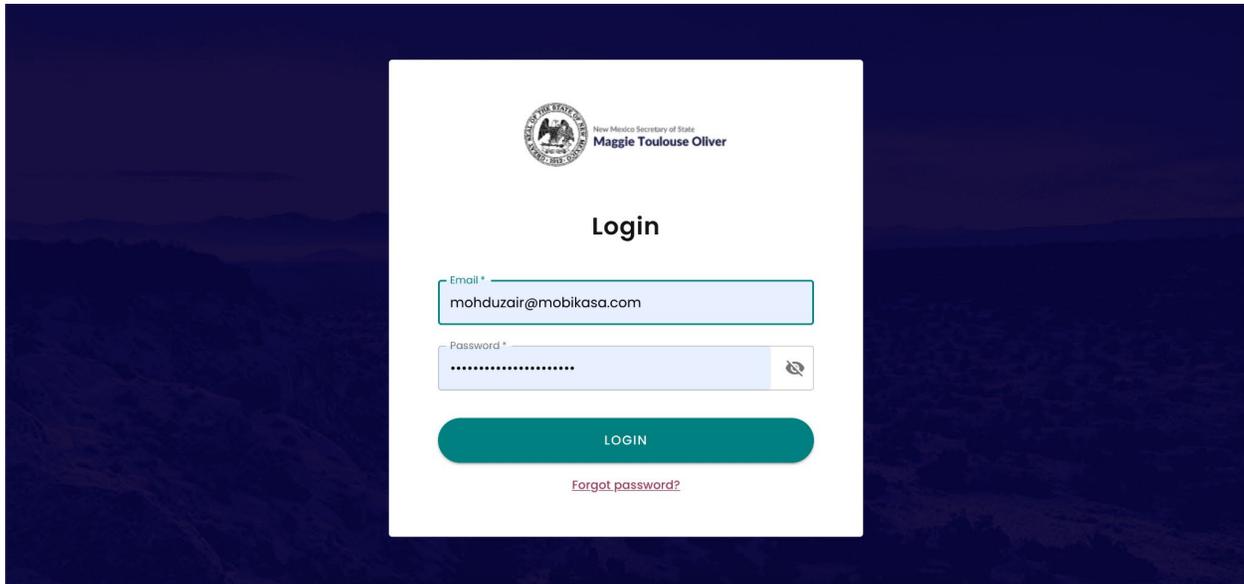
- An administrator must review and approve each candidate's account in the system. Approvals will occur during regular business hours, 8:00 a.m. – 5:00 p.m., Monday – Friday.

Once approved, candidates should receive an email like the one below. Please be sure to check "spam" or "junk" email boxes. Marking the initial email "not spam" or "not junk" should help future emails go directly to an email's inbox.



7. To login into the admin portal, a candidate will need to enter the email and password which candidate created while completing the sign-up process. Please use this link to access the portal: <https://prod-admin.electronicpetitions.elections.sos.nm.gov/login>.

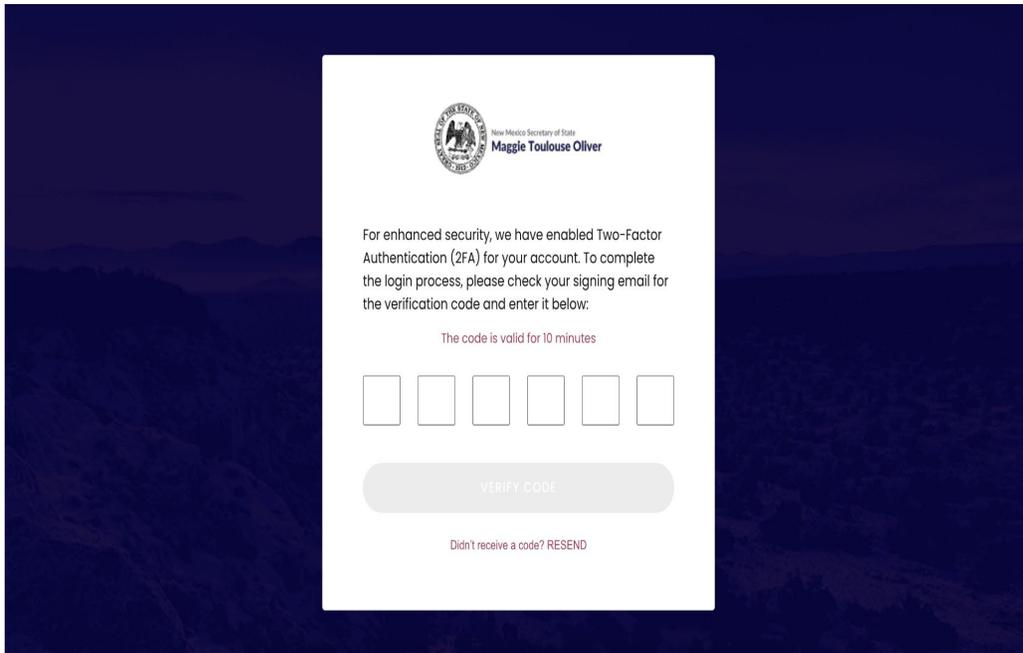
PRO TIP: Candidates should bookmark the login page in their web browser so it's easily accessible in the future.



8. Once candidates click on the login button, candidates will receive an email with a one-time, two-factor password which will be valid for 10 minutes. The email will go to the email used to sign-up as a candidate. Please be sure to check "spam" or "junk" email boxes. Marking the initial email "not spam" or "not junk" should help future emails go directly to an email's inbox.



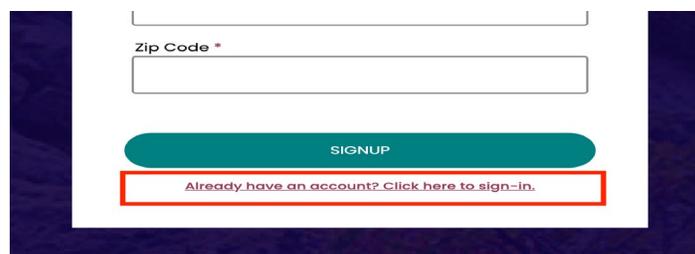
9. If candidates do not receive this email, then candidates may resend the one-time password by clicking the red text below the boxes as shown in the image below.
10. Once candidates have received the one-time password, please enter it into the system to log into the dashboard.



Already have an account?

If a candidate is an existing user, then the candidate can log in using this link: <https://prod-admin.electronicpetitions.elections.sos.nm.gov/login>

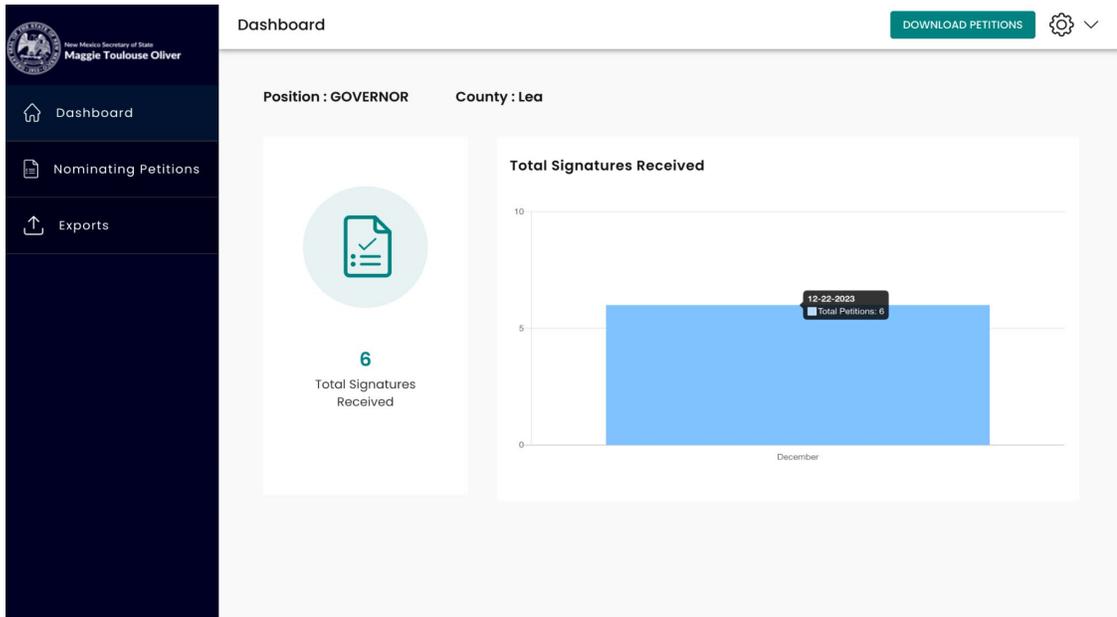
Alternatively, candidates can use the link show below:



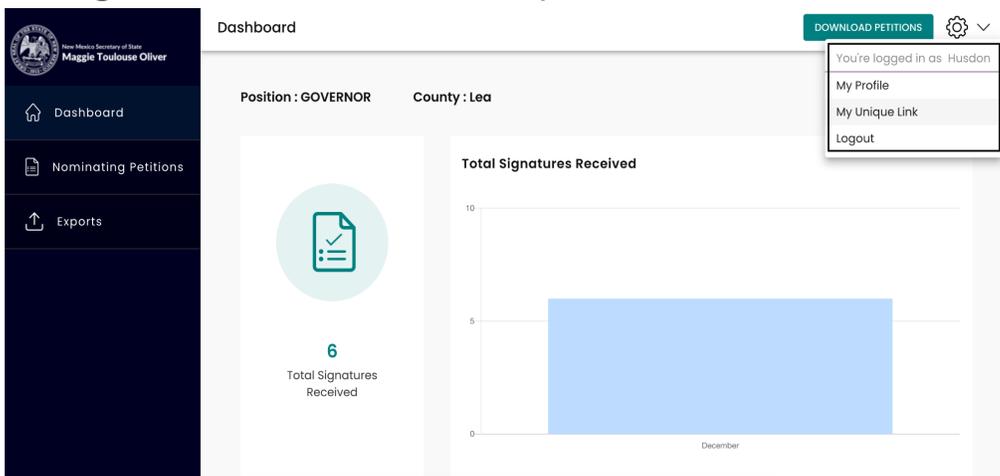
Candidate Dashboard

After logging into the system, each candidate will have access to following information:

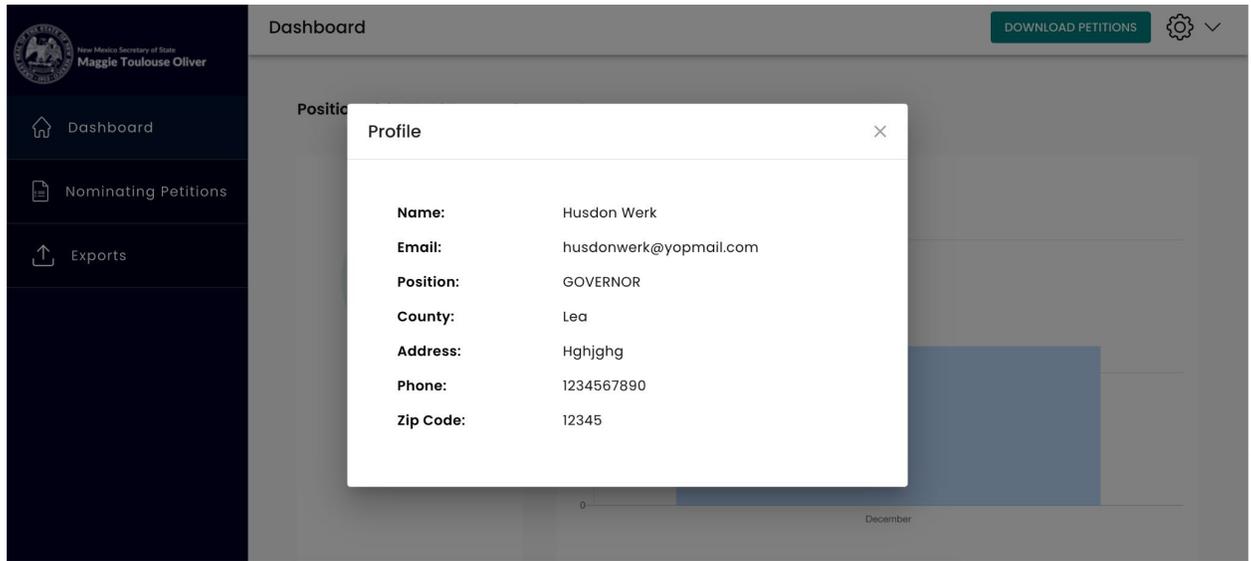
1. Total numbers of signatures received for the candidate and a graph of the number of signatures received by month



2. A "download petition" button from which candidate can download all the signatures from the voter in .pdf format

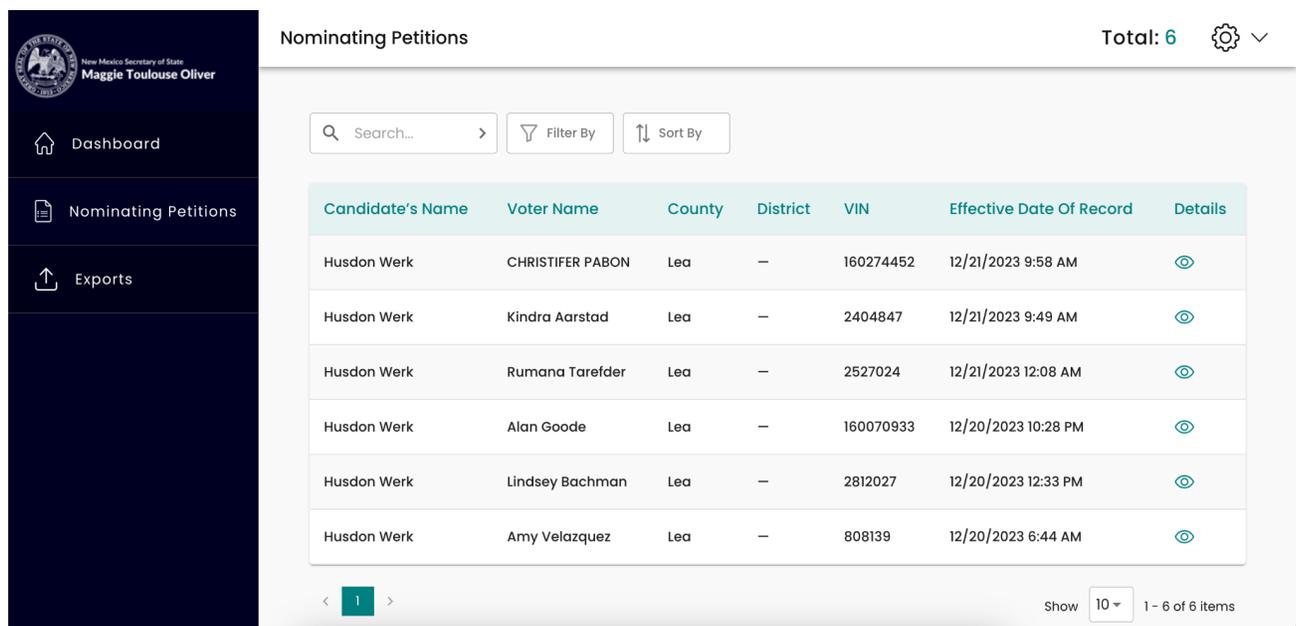


3. The ability to see candidate profile settings



Nominating Petitions

The nominating petitions table, accessible via the candidate dashboard, should display to the candidate all of the nominating petition signatures received from voters.



Whenever candidates export the petition from the download button on their candidate dashboards, the download will be listed in this table.

Exports Total: 2

Search... Filter By Sort By

S.No.	Requester's Name	File Name	Requested on	Action
1	Husdon Werk	Selected Petitions	12/21/2023 1:37 AM	DOWNLOAD
2	Husdon Werk	Selected Petitions	12/20/2023 9:49 AM	DOWNLOAD

< **1** > Show 1 - 2 of 2 items

Candidates MUST print completed online nominating petition pages and include them with required forms when filing for candidacy.

Pursuant to state statute, any person who knowingly falsifies any information on a nominating petition is guilty of falsifying an election document.

More information about filing day, candidacy and campaigns can be found here: <https://www.sos.nm.gov/candidate-and-campaigns/>.

If candidates have any additional questions, please contact the New Mexico Secretary of State's Office at elections@sos.nm.gov or 1-505-827-3600.