

# 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. <u>noreply-petitions@sos.nm.gov</u>
- 2. <u>elections@sos.nm.gov</u>

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:

- Click on this <u>link</u> (<u>https://www.electronicpetitions.elections.sos.nm.gov/signup</u>) 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.

Maggle Toulouse Offver	
Sign Up	
* Indicates Required.	
First Name * Middle Name	
Email *	
Password *	
Confirm Password *	
Select Party * Select County *	
Select Contest *	
Select District Select Division	
· · · ·	
Phone Number	
Address 1 *	
Address 2	
Zip Code *	
SIGNUP	
Aiready 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.

•••••		
Select Party *	Select County *	_
Sig	ın up Details	×
Name:	John Smith Jr.	Ť
Party:	DEMOCRAT	
Contest:	FIRST JUDICIAL DISTRICT JUD	GE
County:	Santa Fe	
District:	District 1	
Division:	Division 5	
Email:	johnsmithmob@gmail.com	
Phone Number:	(123) 456-7890	
Address Line 1:	99 Hudson Street Floor 9	
Address Line 2:	-	
Zip Code:	10013	
10013	IRM CANCEL	↓ 

- 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.

Select Party *     Select County *       DEMOCRAT     -         SANTA FE     -	Į	
Success ×	I	
Congratulations on enrolling in the SOS New Mexico election portal! The review process is currently underway, and you will soon receive an email containing your login details once your candidacy is verified. It is important to check your email regularly, including your spam folder, so that you do not miss the verification email. If you have any questions or concerns throughout the process, please do not hesitate to reach out to Elections@sos.nm.gov for assistance. We wish you the best of luck with your candidacy!		
Go To Home	l	

 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.

<image/> <image/> <text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text>	New Mexico Secretary of State Maggie Toulouse Oliver
<text><text><section-header><text><text><text><text><text><text></text></text></text></text></text></text></section-header></text></text>	
<text><text><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></text></text>	Hi john Smith.
Please contact the SOS New Mexico Office with any questions at Elections@os.nm.gov. Please log in from the link below	You have been Approved for running for FIRST JUDICIAL DISTRICT JUDGE
Please log in from the link below         Login         Cick the button to log in.         LOGIN         Regards         SOS New Mexico Team    9 2023 The Official Website of SOS, New Mexico. All Rights Reserved.	Please contact the SOS New Mexico Office with any questions at Elections@sos.nm.gov.
Login Cick the button to log in. Regards SOS New Mexico Team © 2023 The Official Website of SOS, New Mexico. All Rights Reserved.	Please log in from the link below
Regards SOS New Mexico Team © 2023 The Official Website of SOS, New Mexico. All Rights Reserved.	Click the button to log in.
© 2023 The Official Website of SOS, New Mexico. All Rights Reserved.	Recards
© 2023 The Official Website of SOS, New Mexico. All Rights Reserved.	SOS New Mexico Team
	© 2023 The Official Website of SOS, New Mexico. All Rights Reserved.

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: <u>https://prod-</u> <u>admin.electronicpetitions.elections.sos.nm.gov/login</u>.

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

New Meeton Secretary of State Maggie Toulouse Oil	lver		
Login			
mohduzair@mobikasa.com			
- Fussional	Q		
LOGIN			
Forgot password?			
		1 - 2	

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: <u>https://prod-admin.electronicpetitions.elections.sos.nm.gov/login</u>

Alternatively, candidates can use the link show below:

Lip Codo	
SIGNUP	
Already have an account? Click her	re to sign-in.

# **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

New Mexico Secretary of State	Dashboard	DOWNLOAD PETITIONS
C Dashboard	Position : GOVERNOR	County : Lea
Nominating Petitions		Total Signatures Received
↑ Exports	6 Total Signatures Received	10 12:22:2023 6 6
		0 December

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

	Dashboard		DOWNLOAD PETITIONS
Maggie Toulouse Oliver			You're logged in as Husdon
分 Dashboard	Position : GOVERNOR	County : Lea	My Profile My Unique Link
Nominating Petitions		Total Signatures Received	Logout
£xports		10	
	<b>6</b> Total Signatures Received	5	
		UDecember	

New Mexico Secretary of State	Dashboar	d		DOWNLOAD PETITIONS	<u>نې</u> <
Maggie Toulouse Oliver					
🏠 Dashboard	Positic	Profile		×	
🖹 Nominating Petitions		Name:	Husdon Werk		
个, Exports		Email:	husdonwerk@yopmail.com		
		Position:	GOVERNOR		
		County:	Lea		
		Address:	Hghjghg		
		Phone:	1234567890		
		Zip Code:	12345		
			0		
				December	

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.

New Mexico Secretary of State	Nominating Petitions					Tota	l: 6 (ĝ) ~
🞧 Dashboard	Q Search >	√ Filter By           ↑         ↓	Sort By				
Nominating Petitions	Candidate's Name	Voter Name	County	District	VIN	Effective Date Of Record	Details
▲ Exports	Husdon Werk	CHRISTIFER PABON	Lea	-	160274452	12/21/2023 9:58 AM	0
	Husdon Werk	Kindra Aarstad	Lea	-	2404847	12/21/2023 9:49 AM	0
	Husdon Werk	Rumana Tarefder	Lea	-	2527024	12/21/2023 12:08 AM	0
	Husdon Werk	Alan Goode	Lea	-	160070933	12/20/2023 10:28 PM	0
	Husdon Werk	Lindsey Bachman	Lea	-	2812027	12/20/2023 12:33 PM	0
	Husdon Werk	Amy Velazquez	Lea	-	808139	12/20/2023 6:44 AM	0
						Show 10 - 1	- 6 of 6 items

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

New Mexico Secretary of State	Exports				Total: 2 () ~
Maggie Toulouse Oliver	Q. Sear	ch > 7 Filte	r By		
Nominating Petitions	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 10 - 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: <u>https://www.sos.nm.gov/candidate-and-campaigns/</u>.

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.