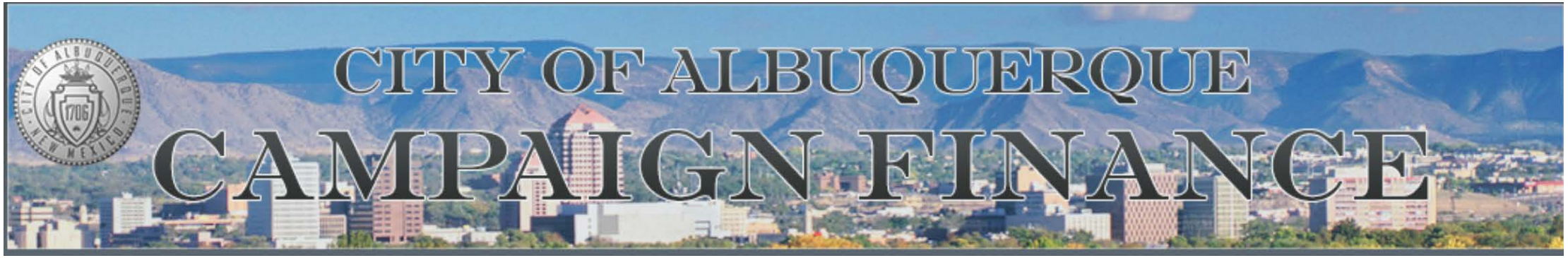


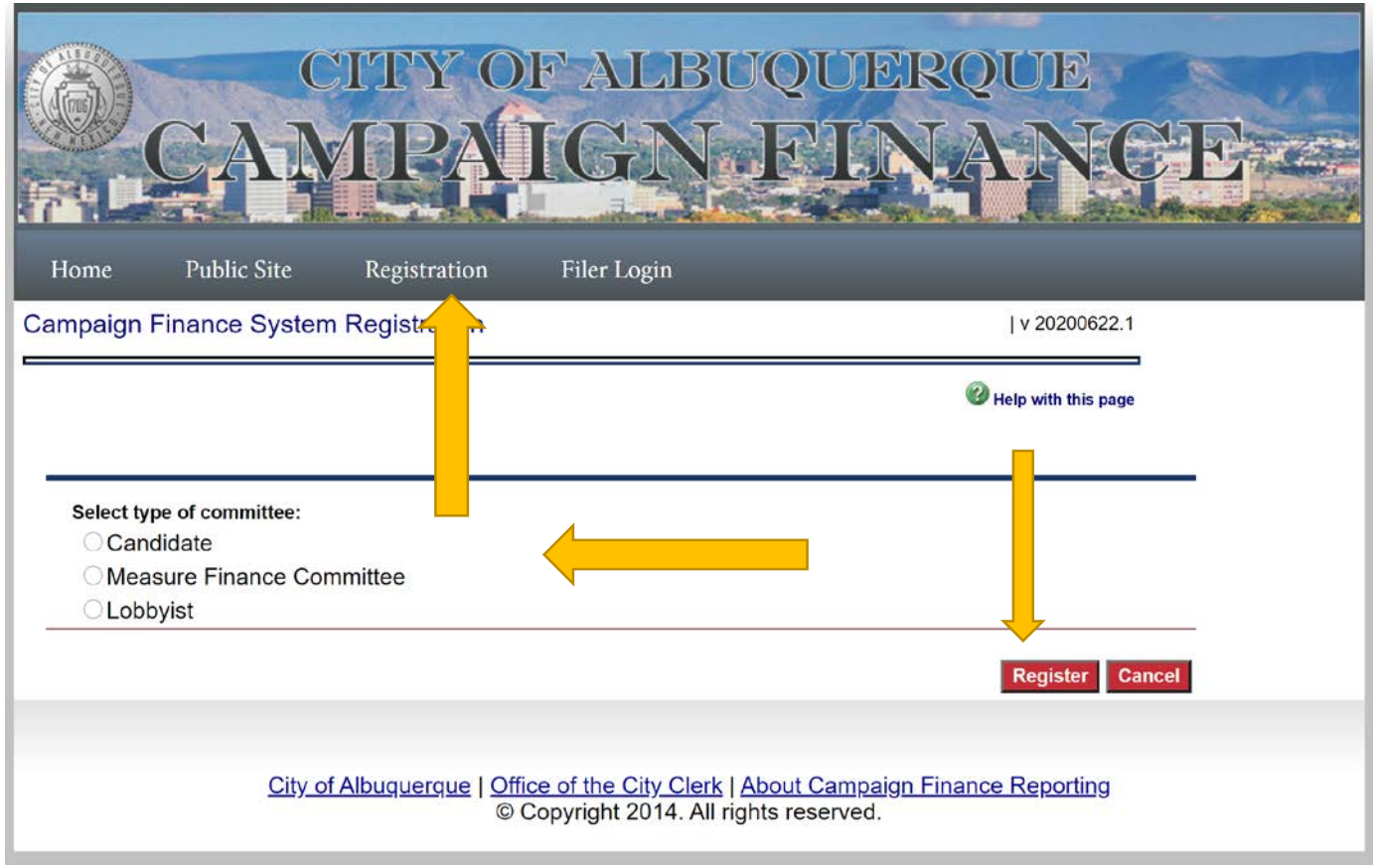
How to use the City of Albuquerque

Campaign Finance Reporting Site

www.campaignfinance.cabq.gov

ONE ALBUQUERQUE city clerk

Registration



Click on the Registration tab and then select type.

After you've selected a type, click on "register."

ONE ALBUQUERQUE city clerk

Registration | v 20200622.1

Help with this page

Committee Details

Registration Date* 9/21/2020
Financing Status*
Office*
District
Campaign Website http://
Facebook Account http://
Twitter Account http://
Other Social Media http://

Committee Member Details

Registering a Candidate requires a Candidate and one Treasurer. A Candidate may also list one Alternate Contact and list as many individuals as desired to receive training on the Campaign Finance Reporting System. Candidates, Treasurers and Alternate Contacts may also be designated to receive training by checking the 'Needs Training' checkbox.

Select the 'Committee Member' type from the dropdown box, then fill in all required fields, Click the Add to List button to save the specified Committee Member's information.

Required fields are indicated by red asterisks.

Role*

Add to List

Submit Cancel

Candidates must enter member details for the Candidate and a Treasurer. Alternate contact information can be entered under roles as well.

MFCs must enter member details for Chairperson and a Treasurer. Alternate contacts may be entered under roles as well.

Click “Add to List” when you finish entering each role. Click “Submit” when you have entered all required roles.

Registration as a Candidate will require selection of type of financing, and which office the candidate is seeking. Details of the candidates social media and website are not required.

Registration as an MFC will require a Committee name, purpose, and email account.

Committee Member Details

Registering a Candidate requires a Candidate and one Treasurer. A Candidate may also list one Alternate Contact and list as many individuals as desired to receive training on the Campaign Finance Reporting System. Candidates, Treasurers and Alternate Contacts may also be designated to receive training by checking the 'Needs Training' checkbox.

Select the 'Committee Member' type from the dropdown box, then fill in all required fields, Click the Add to List button to save the specified Committee Member's information.

Required fields are indicated by red asterisks.

Role* Candidate
First Name*
Middle Name
Last Name*
Suffix
Address*
City*
State*
Zip*
Area Code* ###
Phone* ###-####
Needs Training?
Email Address* name@domain.com

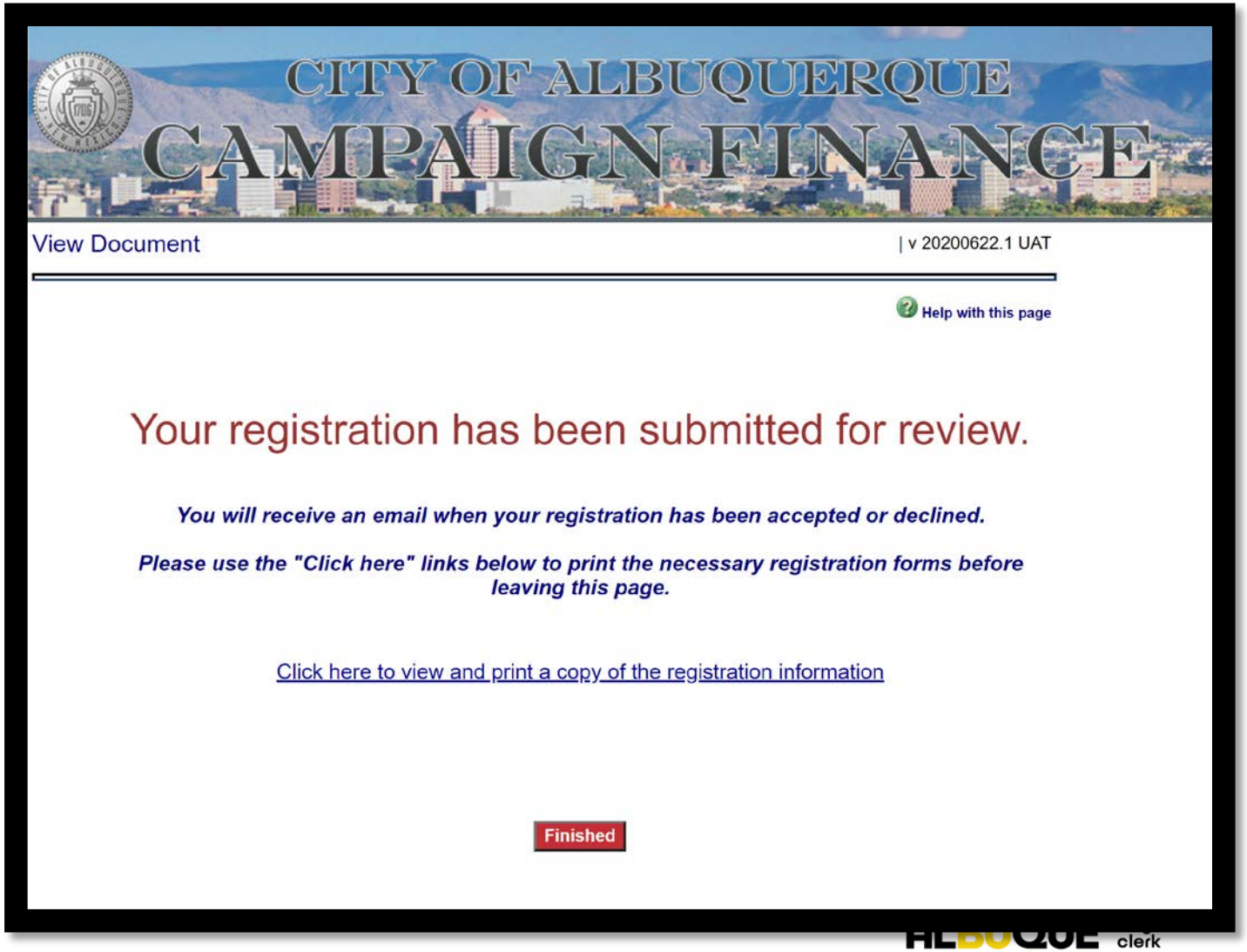
Add to List

Submit Cancel

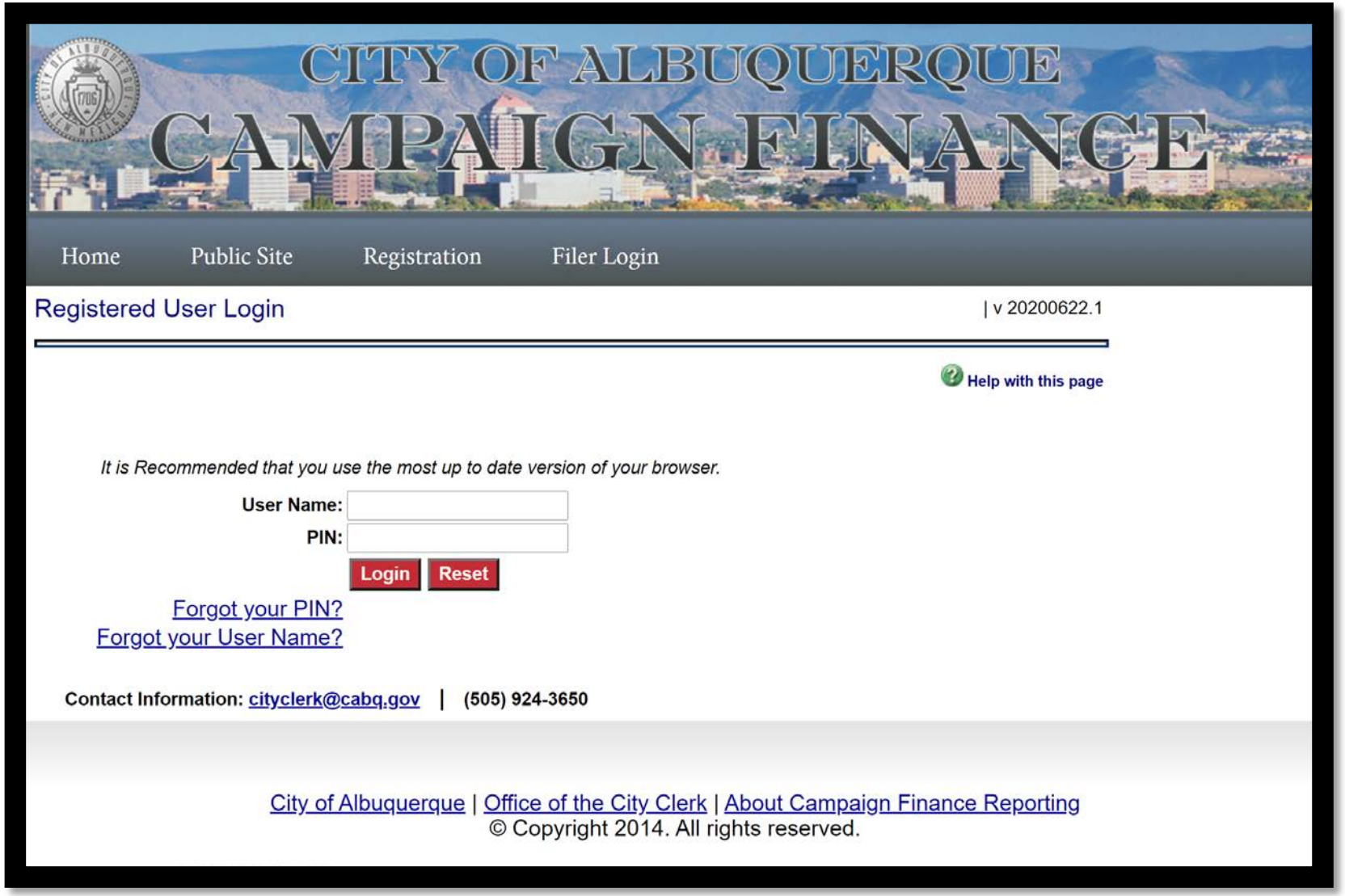
Once you've finished entered your committee details and roles, your registration will be submitted to the City Clerk's Office for approval.

Once the City Clerk's Office has approved your registration, any roles that were entered with corresponding email addresses will receive an email notification along with a User Name and temporary PIN.

If you have any questions at this point, or would like to check on your registration, please email elections@cabq.gov



Login



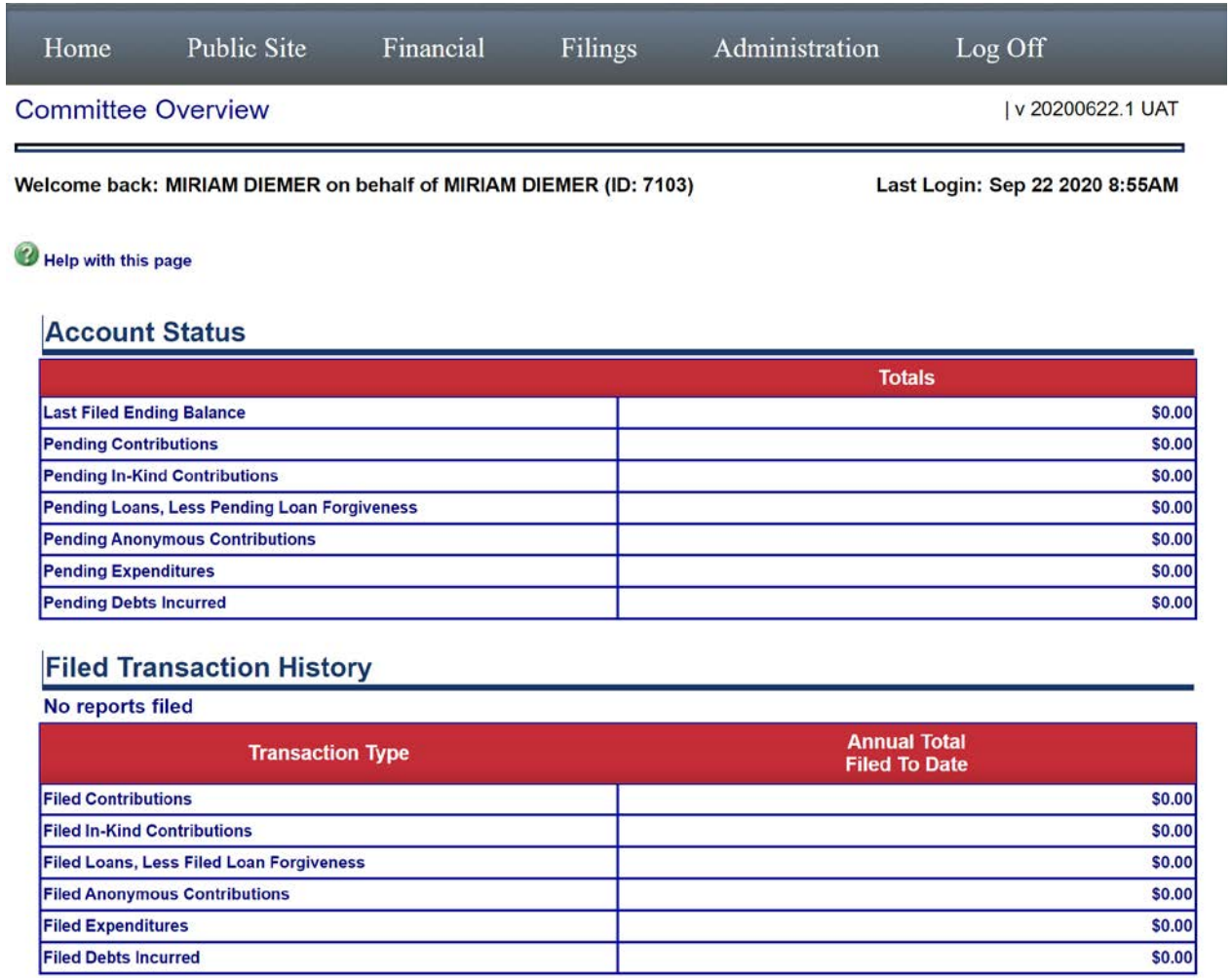
The first time you login, you'll need to use the User Name and PIN that was sent via email. The system will then ask you to reset your PIN.

Please select something you can remember and write it down. The City Clerk's Office will be available to reset your PIN, however The City Clerk's Office will only be available during working hours M-F.

ONE ALBUQUERQUE city clerk

Home

When you first login, your Home screen will show an overview of your account and any reports you've filed. If this is your first time logging in, your totals will all show a zero balance. As you begin to add contributions and expenditures and file required reports, these totals will begin to reflect those entries.



Home | Public Site | Financial | Filings | Administration | Log Off

Committee Overview | v 20200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103) Last Login: Sep 22 2020 8:55AM

Help with this page

Account Status

	Totals
Last Filed Ending Balance	$0.00
Pending Contributions	$0.00
Pending In-Kind Contributions	$0.00
Pending Loans, Less Pending Loan Forgiveness	$0.00
Pending Anonymous Contributions	$0.00
Pending Expenditures	$0.00
Pending Debts Incurred	$0.00

Filed Transaction History

No reports filed

Transaction Type	Annual Total Filed To Date
Filed Contributions	$0.00
Filed In-Kind Contributions	$0.00
Filed Loans, Less Filed Loan Forgiveness	$0.00
Filed Anonymous Contributions	$0.00
Filed Expenditures	$0.00
Filed Debts Incurred	$0.00

ONE ALBUQUERQUE city clerk

Home

Further down on the Home screen you'll see a section for report due dates, and documents that you have uploaded.

The Reports Due will show each of the required statements due for your election cycle. It will also update as reports are filed and amended.

Documents are where required forms from the City Clerk's Office can be uploaded. This will be explained in more detail later in the presentation.

Reports Due

To file your reports, go to the *Filings* menu option above.

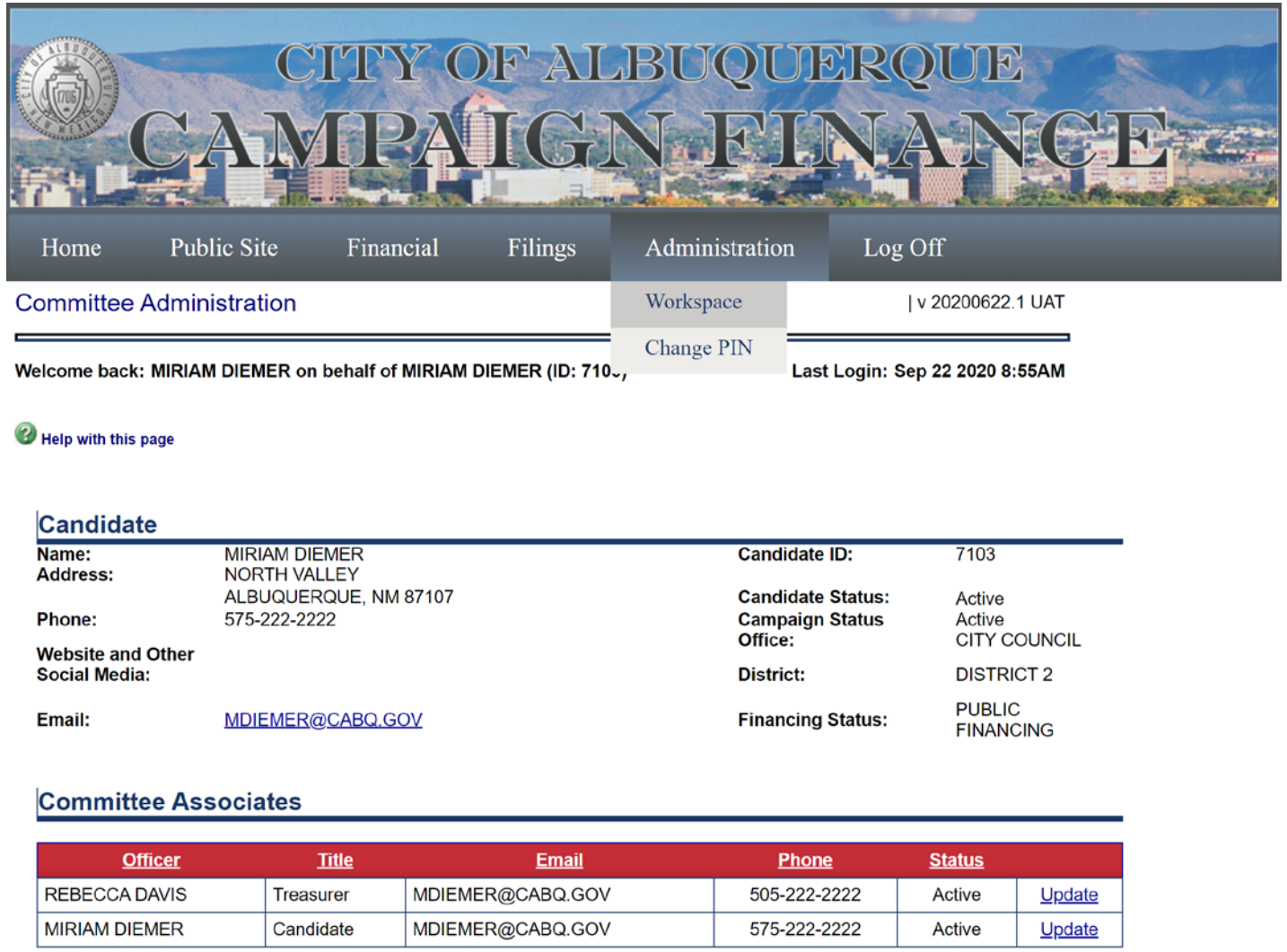
Report Name	Period Begin	Period End	Due Date	Report Status
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	Not Filed
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed

Document Images

Filter By All Document Types... Apply Filter Add

Date	Type	Name		
09/22/2020	Correspondence - Public	CONFIRMATION OF FINAL ACCEPTANCE OF REGISTRATION	Properties	Delete

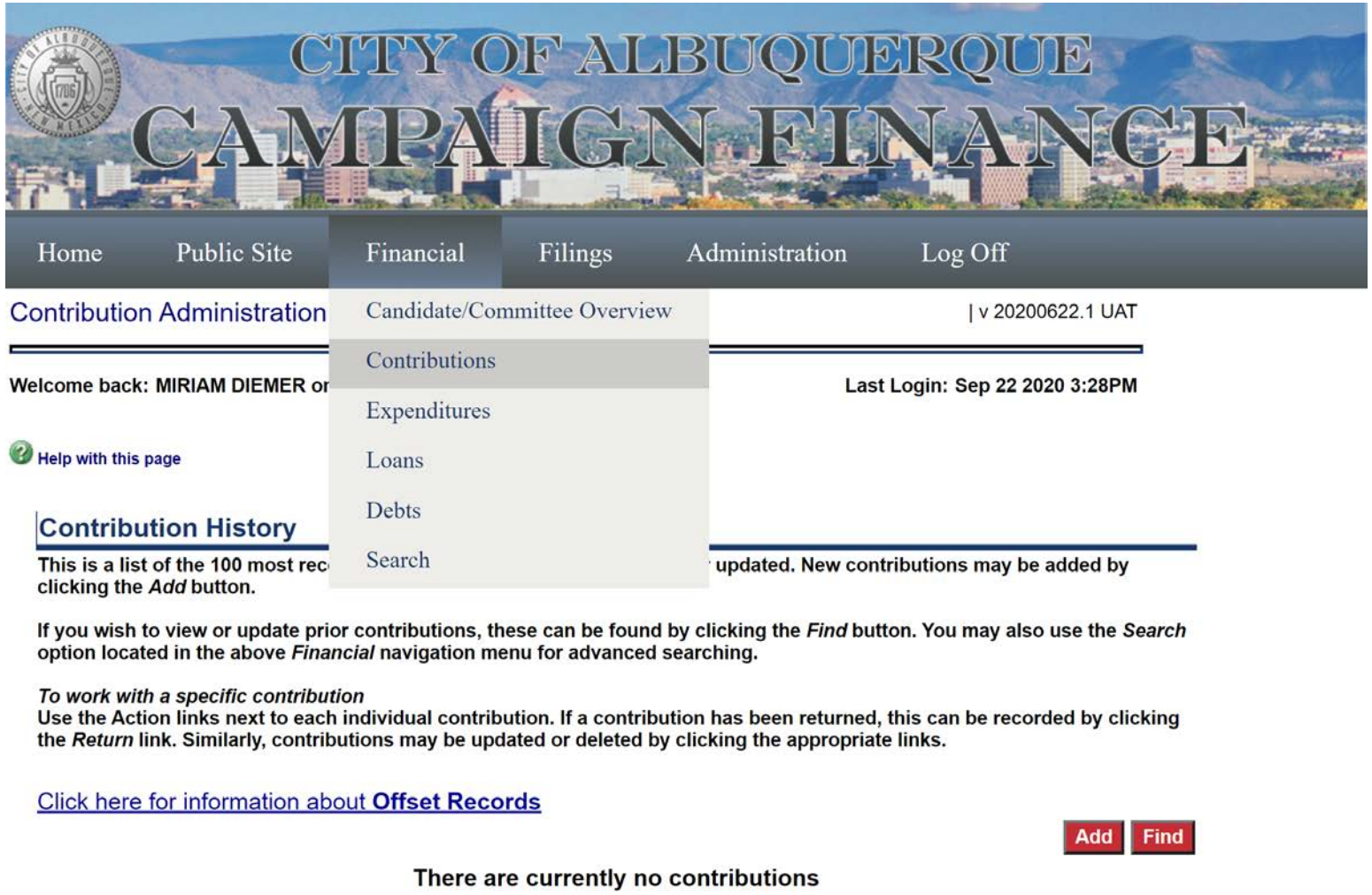
Workspace



From Administration Workspace, you can view the details of the candidate or committee you entered at registration. The Workspace also keeps an Event Log of user activity on your account. Most items on this page require admin privileges to edit.

ONE ALBUQUERQUE city clerk

Financial



The Financial Tab allows the candidate or committee to enter contributions and expenditures as well as any loans or debts.

To get to these pages, hover over the Financial Tab, and then scroll down and click on the item you need to enter.

ONE ALBUQUERQUE city clerk

Contributions

Home | Public Site | Financial | Filings | Administration | Log Off

The first time you log in, your Contribution History will be empty. This page will begin to populate as you add contributions to your committee.

From this page, you can also make edits to contributors you've entered into the system. Once a contributor has been entered into the system, you shouldn't need to reenter their information each time.

To enter a contribution, just click ADD.

Contribution History

This is a list of the 100 most recent contributions that have been added or updated. New contributions may be added by clicking the *Add* button.

If you wish to view or update prior contributions, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

To work with a specific contribution
Use the Action links next to each individual contribution. If a contribution has been returned, this can be recorded by clicking the *Return* link. Similarly, contributions may be updated or deleted by clicking the appropriate links.

Click here for information about **Offset Records**

Add Find

There are currently no contributions

Contributor Maintenance

By entering the *Contributor Maintenance* area, you will have the ability to search for a contributor and make any necessary changes to the information that is stored about the selected contributor.

Update a Contributor

ONE ALBUQUERQUE city clerk

Contributions

Contribution

Type*	Monetary
Date*	9/22/2020
Amount*	50.00
Description*	Check #123
EDI Number (EDI Users Only)	

Contributor Information

Look Up Vendor Information

Type*	Individual
Contributor / Payee	
First Name*	Miriam
Middle Initial / Name	
Last Name*	Diemer
Suffix	

Individual's Employer and Employer's Address

if the Individual does not have a separate employer, use personal address

Employer*	City of Albuquerque
Occupation / Industry*	Government/Civil
Address 1*	[redacted] Ave NW
Address 2	
City*	Albuquerque
State*	NM
Zip*	87107

Submit Cancel

A number of items are required to enter a contribution – this is just some general guidance.

Type: Monetary is the most common. Anonymous donations are not allowed, however if you accept one accidently and need to record it in order to dispose of it, you can use that field. Please do keep track of In-Kind Contributions through this page. Public Funding will only be used for the disbursement from the City. The qualifying contributions are not entered into this system.

Description: This field is required and can be used to note cash/check, etc.

Look Up Vendor: If you're committee has already entered contributors, you can use this field to search for someone's information.

Employer/Industry: These are required fields.

ONE ALBUQUERQUE city clerk

Contributions

Once you've entered a contribution, the table on the Contribution History will begin to populate.

Actions are available to be taken on an entered contribution that ***won't*** be available once that contribution has been filed in a report.

Update will allow you to update information about the contribution, not the contributor. To update information about the contributor, you will have to go to Contributor Maintenance.
Delete will delete the contribution.
Return will initiate a direct return to the contributor.

Contribution History

This is a list of the 100 most recent contributions that have been added or updated. New contributions may be added by clicking the *Add* button.

If you wish to view or update prior contributions, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

To work with a specific contribution
Use the Action links next to each individual contribution. If a contribution has been returned, this can be recorded by clicking the *Return* link. Similarly, contributions may be updated or deleted by clicking the appropriate links.

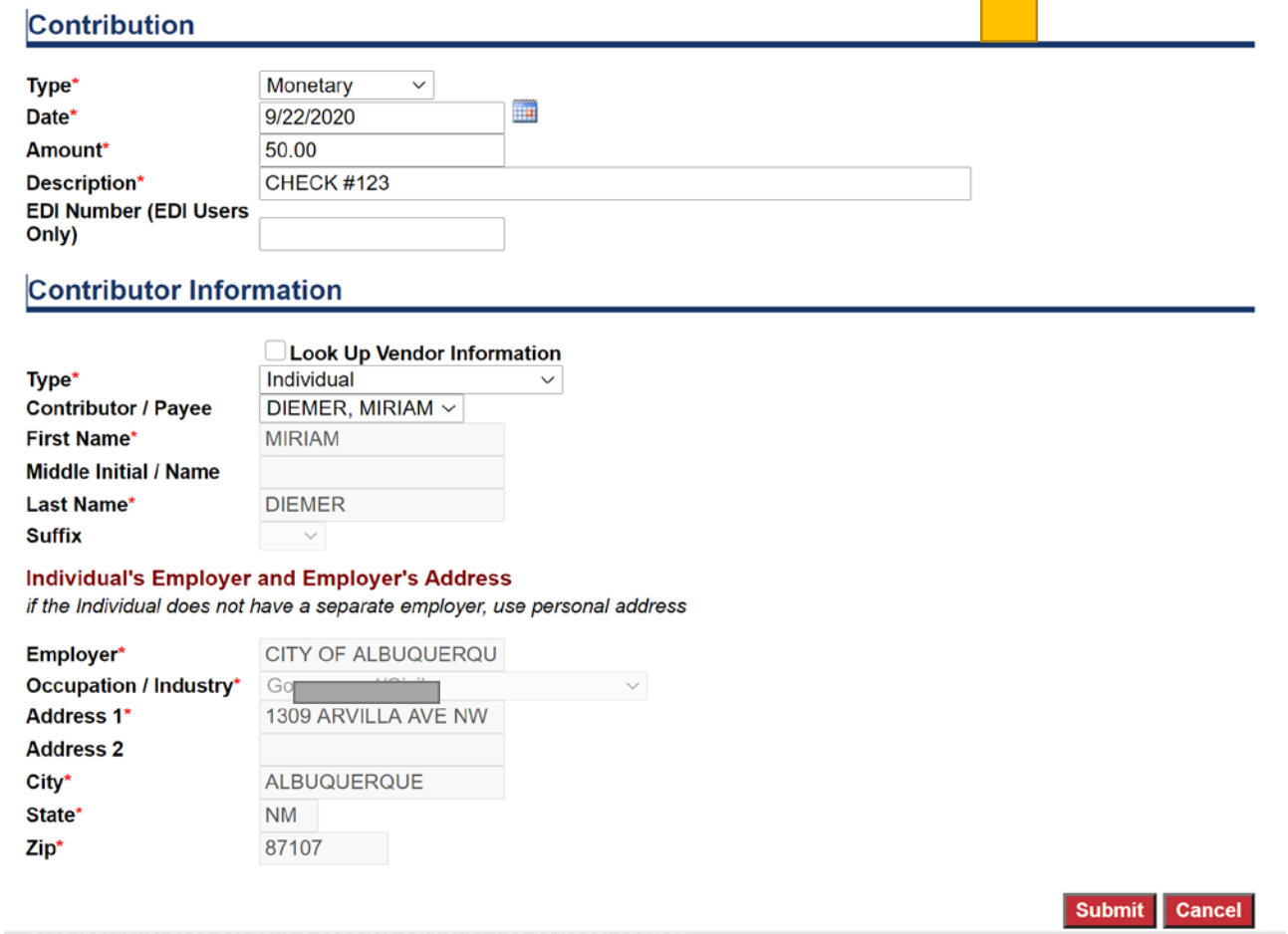
Click here for information about **Offset Records**

Add Find

Contributor	Contributor Type	Contribution Type	Receipt Date	Amount	Offset	Amended	Filed?	Action
MIRIAM DIEMER	Individual	Monetary - CHECK #123	09/22/2020	$50.00	No	No	No	Update Delete Return

ONE ALBUQUERQUE city clerk

Update Contributions

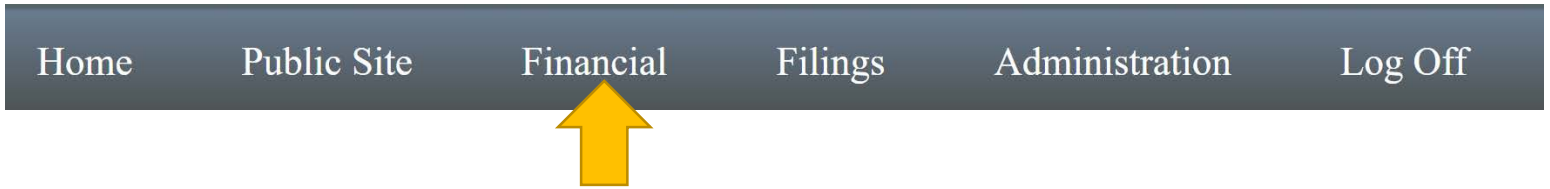


To update a contribution that has been entered, click on “update” in the action column. This will allow you to update a few items regarding the contribution including the type, date, amount, description, and even the payee.

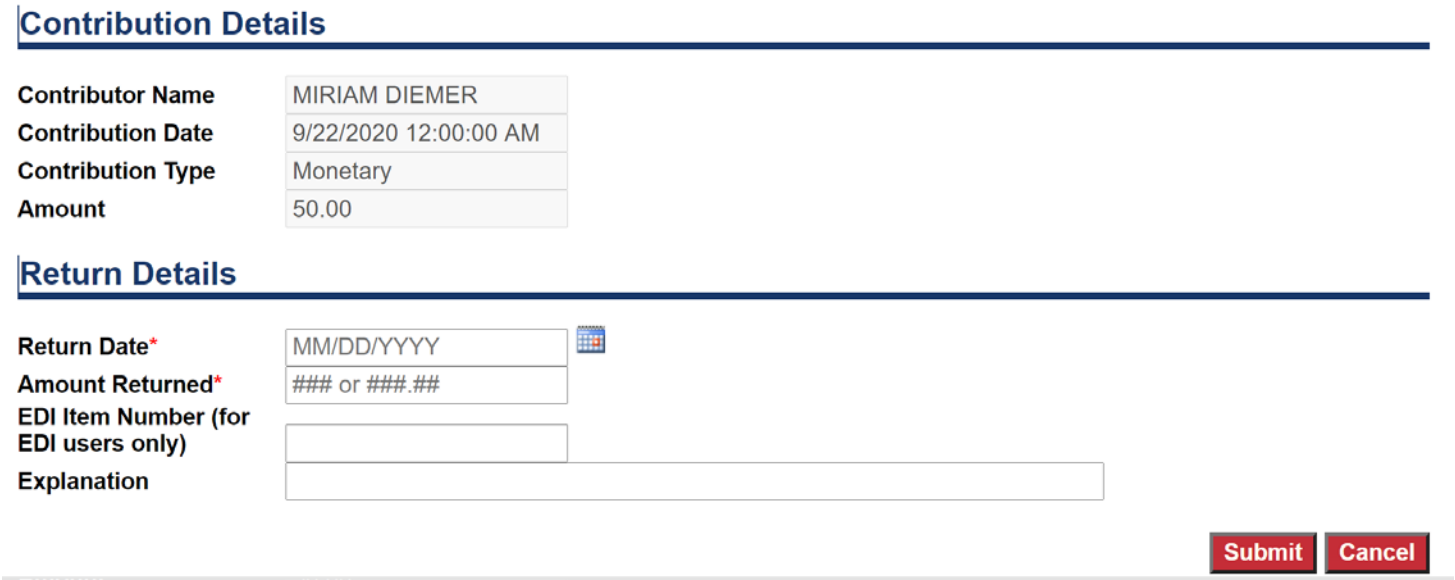
You cannot update information about the payee from this view. If what you need to update is information about the payee, you will need to do that from Contributor Maintenance from the main Contribution page.

ONE ALBUQUERQUE city clerk

Return Contributions

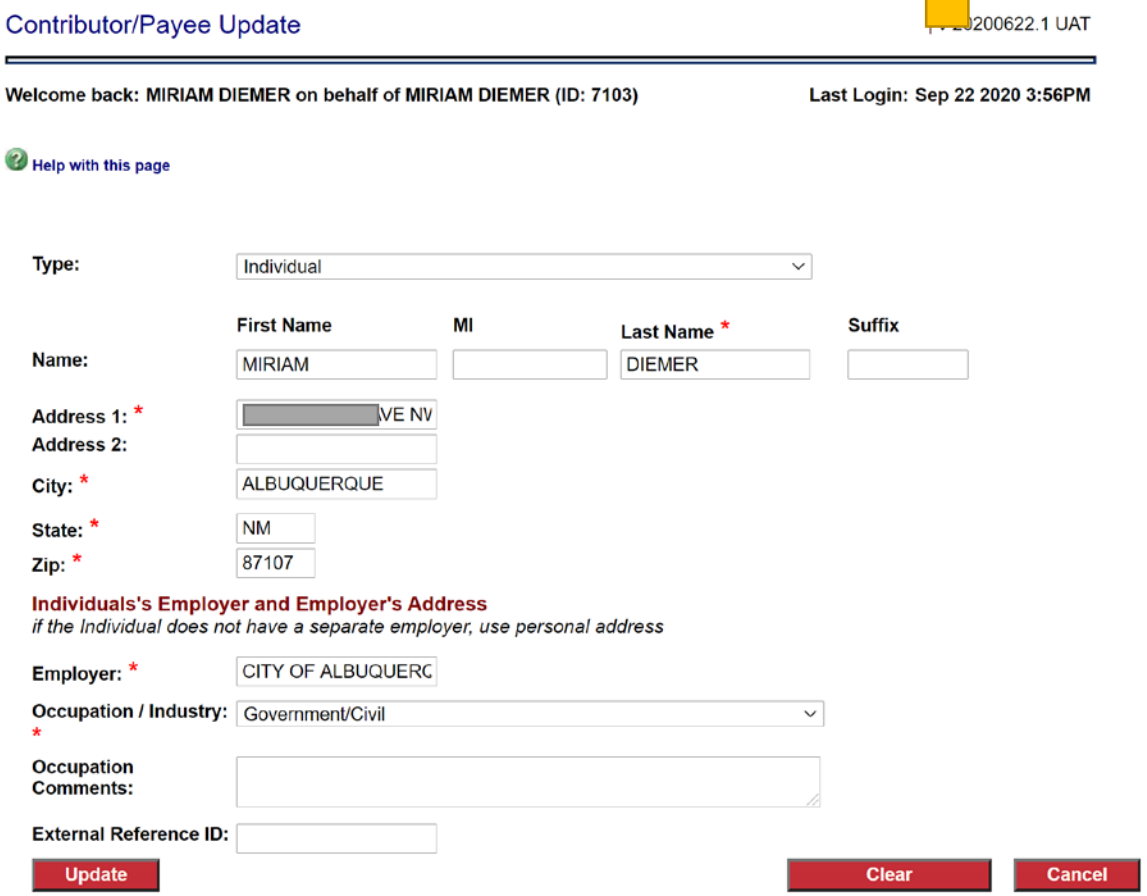


The Return Contribution action will allow you to create a negative contribution to offset a return to the contributor. An explanation is not a required field however we encourage you to use this for administrative purposes.



ONE ALBUQUERQUE city clerk

Contributor Maintenance

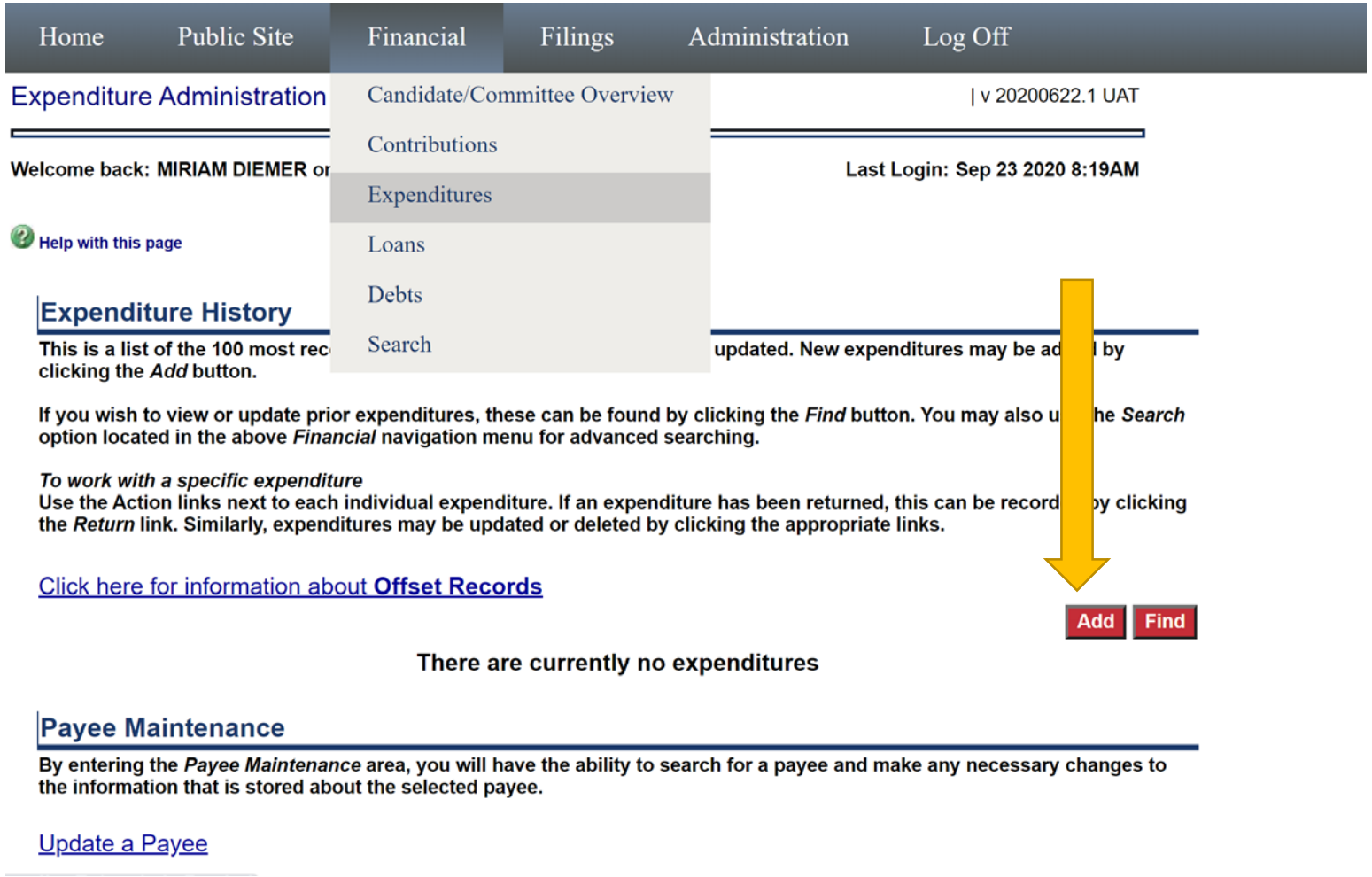


From the Contributor Maintenance option, you can make edits to the details of a contributor you have already entered.

Edits will update immediately. However, if you are updating a contributor who has made a contribution in a report that has already been filed, that edit will not be reflected in a previously filed report. For that to be reflected, you will need to refile that report once this edit has been completed.

ONE ALBUQUERQUE city clerk

Expenditures

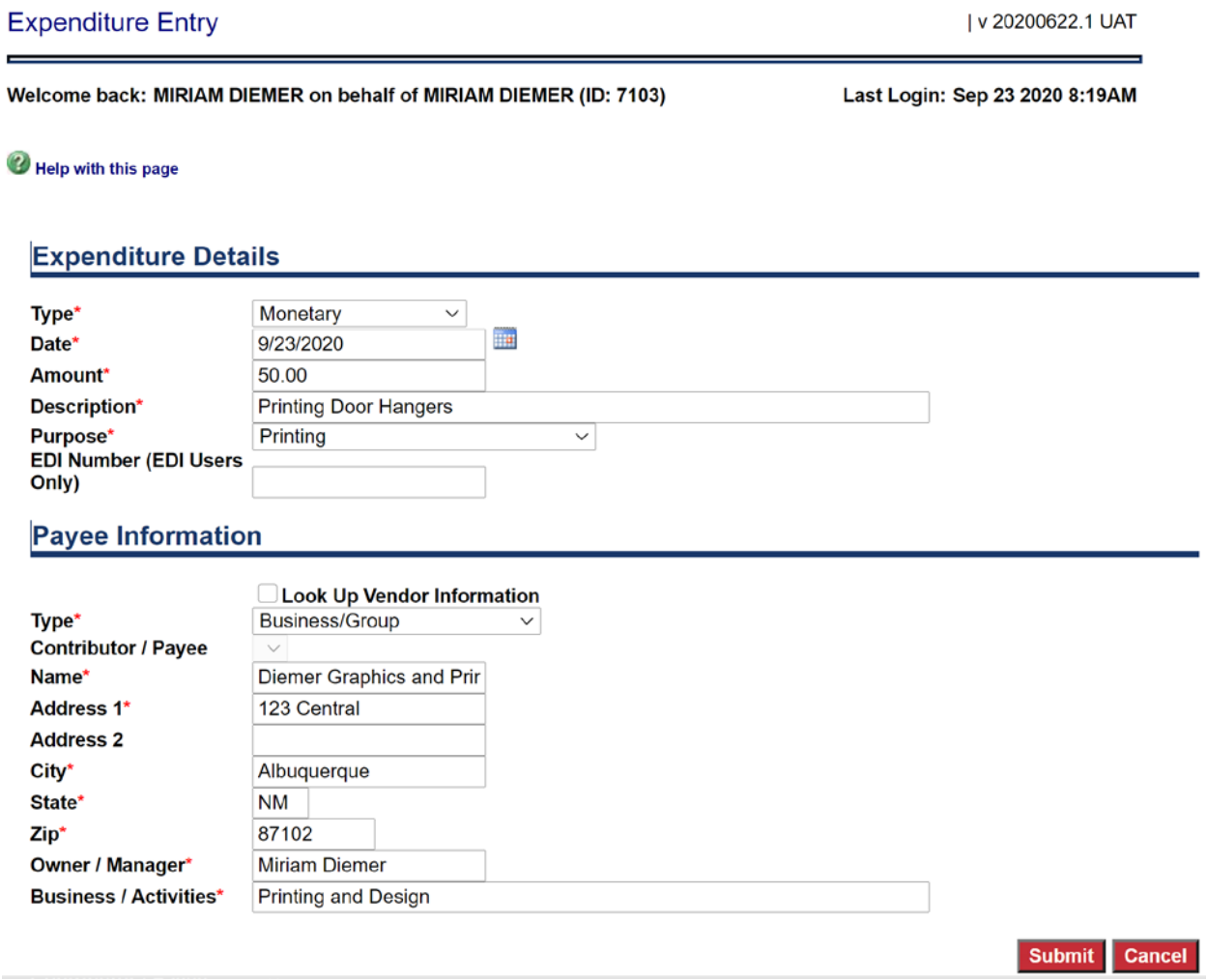


To enter an expenditure, hover over the Financial tab and scroll down and click on Expenditures.

The first time you open this page your Expenditure History will be blank. To begin adding expenditures, just click on the “Add” button.

ONE ALBUQUERQUE city clerk

Expenditures



To enter an expenditure, you will have to enter some required information about the specific expense and the payee.

Type: Monetary is the most common type of expense. Disposition of Funds should only be used if you are returning public funds back to the City.

Description/Purpose: These are both required fields. Purpose is a dropdown and may not contain exactly what your looking for, but please select something close.

Type: The type of payee is required and will change the other required information. For Business/Group you do have to enter a Manager and Activities.

Look Up: You can use the Look Up feature if you have previously entered payee information rather than reentering.

ONE ALBUQUERQUE city clerk

Expenditures

Once expenditures have been entered, they will begin to populate in a table on the main Expenditure page.

This page functions much like the Contributions page. Expenditures can be updated, deleted, or returned by clicking on an Action item.

You can also edit details of a Payee through the Payee Maintenance feature by clicking on Update a Payee.

Just like contributions, once an expenditure has been included in a filing, updates to a payee or an expenditure will require an amendment to the filing.

Expenditure History

This is a list of the 100 most recent expenditures that have been added or updated. New expenditures may be added by clicking the *Add* button.

If you wish to view or update prior expenditures, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

To work with a specific expenditure
Use the Action links next to each individual expenditure. If an expenditure has been returned, this can be recorded by clicking the *Return* link. Similarly, expenditures may be updated or deleted by clicking the appropriate links.

Click here for information about **Offset Records**

Add Find

Payee	Payee Type	Expenditure Type	Expenditure Date	Amount	Offset	Amended	Filed?	Action
DIEMER GRAPHICS AND PRINTING	Business/Group	Monetary - PRINTING DOOR HANGERS	09/23/2020	$50.00	No	No	No	Update Delete Return

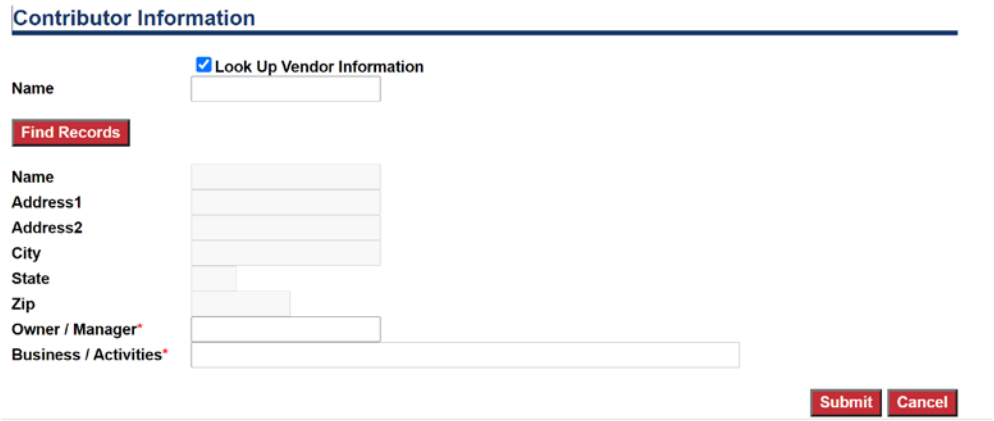
Payee Maintenance

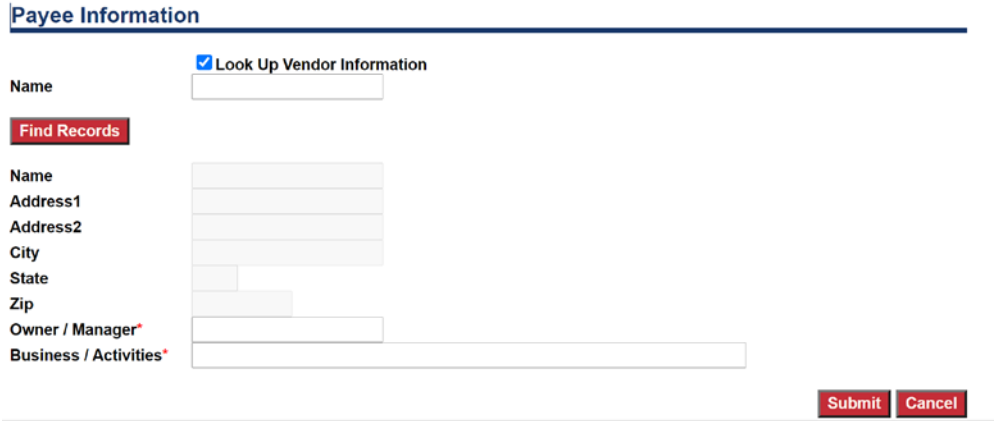
By entering the *Payee Maintenance* area, you will have the ability to search for a payee and make any necessary changes to the information that is stored about the selected payee.

Update a Payee

ONE ALBUQUERQUE city clerk

Look Up Features





The Contribution and Expenditure entry pages offer committees the ability to look up contributors or payees that have been previously entered into their system. To do this, you can check “Look Up” and then either type in a name below, or just click “Find Records” which will display an entire list of contributors or payees that you have previously entered. From there, you can select the one you’d like to use and it will auto-populate their information.

For candidates or committees who have previously used this system, an Administrator can upload contributors and payees from past cycles into your current profile. Please just request this when you register or at any point once you start using the system.

ONE ALBUQUERQUE city clerk

Report Due

Home | Public Site | Financial | Filings | Administration | Log Off

Committee Overview

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103)
IMPORTANT: **Your report that was due 09/23/2020 has not been filed.**

Help with this page

Account Status

	Totals
Last Filed Ending Balance	$0.00
Pending Contributions	$50.00
Pending In-Kind Contributions	$0.00
Pending Loans, Less Pending Loan Forgiveness	$0.00
Pending Anonymous Contributions	$0.00
Pending Expenditures	$50.00
Pending Debts Incurred	$0.00

Filed Transaction History

No reports filed

Transaction Type	Annual Total Filed To Date
Filed Contributions	$0.00
Filed In-Kind Contributions	$0.00
Filed Loans, Less Filed Loan Forgiveness	$0.00
Filed Anonymous Contributions	$0.00
Filed Expenditures	$0.00
Filed Debts Incurred	$0.00

Reports Due

To file your reports, go to the *Filings* menu option above.

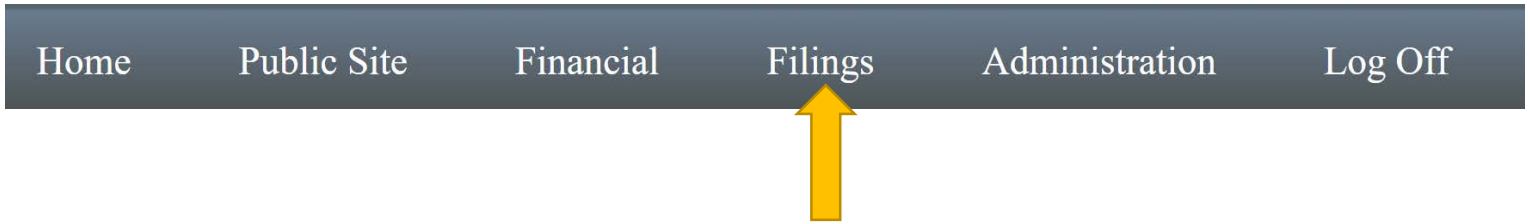
Report Name	Period Begin	Period End	Due Date	Report Status
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	Past Due
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed

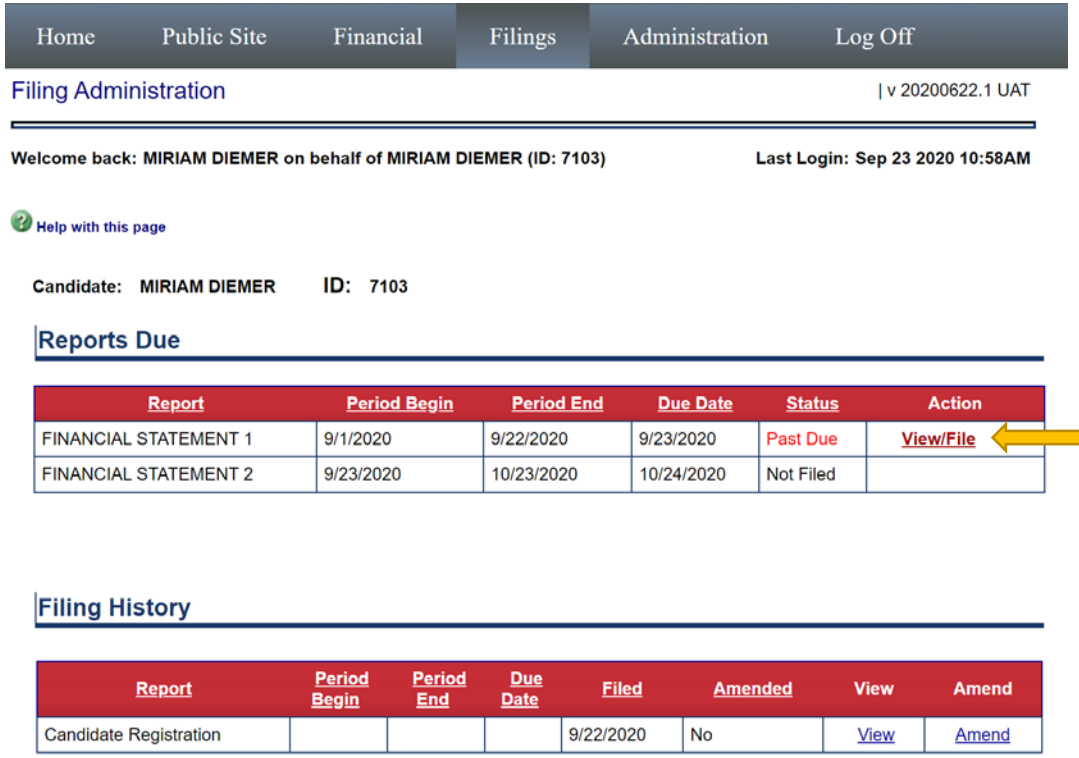
When a report is due, the Home screen will have a reminder at the top of the page, and the Reports Due section will update the status to display which report needs to be filed.

To file the required report, you will need to click on the Filing Tab.

ONE ALBUQUERQUE city clerk

Filings





From the Filings main page, you can view the list of statements upcoming, due, and past due, as well as a list of filing already submitted.

To file a report that is due, click on the View/File option under Action.

ONE ALBUQUERQUE city clerk

Committee Information

Candidate or Committee Name	DIEMER, MIRIAM
Address	NORTH VALLEY
City, State, Zip	ALBUQUERQUE, NM 87107

Filing Information

Title	FINANCIAL STATEMENT 1
Period Begin	9/1/2020
Period End	9/22/2020
Due Date	9/23/2020

Summary of activity since last filed report

Type	Sub-Total	Total
Beginning Balance		$0.00
Contributions		
Monetary Contributions	$50.00	
Public Funding	$0.00	
Forgiven Loans	$0.00	
Returned Contributions	$0.00	
Total Contributions		$50.00
Loans		
Loans	$0.00	
Total Loans		$0.00
Other Receipts		
In-Kind Contributions	$0.00	
Anonymous Contributions	$0.00	
Debts		
Debts Incurred	$0.00	
Expenditures		
Monetary Expenditures	$0.00	
Disposition of Funds	$0.00	
Loan Payments	$0.00	
Debt Payments	$0.00	
Returned Expenditures	$0.00	
Total Expenditures and Payments		$0.00
Ending Balance		$50.00

Unfiled Transactions Prior to this Reporting Period

The transactions below will be included in this report.

Unfiled Contributions and Loans Prior to this Reporting Period

Unfiled Expenditures Prior to this Reporting Period

Outstanding Audits

Affirmation Of Accuracy

☐ * On 09/23/2020 MIRIAM DIEMER swears and affirms under penalty of perjury under the laws of the State of New Mexico that this report is true and correct.

Preview File Cancel

Filings

View/File will populate a screen that displays what your report will look like. From here, you can preview the filing in a PDF, File the report, or cancel the filing if you see something amiss.

Preview will generate a PDF of the report in a pop-up, and you will likely need to allow pop-ups from this website in order to view the report in this format.

Before you can file the report, you will need to click the Affirmation of Accuracy check box that serves as the final signature on the report.

Once you have affirmed the report to be correct, you can click “File.”

ONE ALBUQUERQUE city clerk

Filings

Your filing has been successfully submitted.

Click here to view and print a copy of the report

Finished

Once you have clicked “File” you will receive the notice that your filing has been submitted. From this screen, you can view the report in a PDF format, or click “Finished” to return to the main Filings page.

Filing Administration | v 20200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103) Last Login: Sep 23 2020 10:58AM

Help with this page

Candidate: MIRIAM DIEMER ID: 7103

Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed	View/File

Filing History

Report	Period Begin	Period End	Due Date	Filed	Amended	View	Amend
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	9/23/2020	No	View	Amend
Candidate Registration				9/22/2020	No	View	Amend

The main Filings page will display your upcoming reports due, and a list of your filing history. The report you just submitted will be displayed in the Filing History. From Filing History, you will be able to view the report, or amend the report.

ONE ALBUQUERQUE city clerk

Amend Filing

Contribution History

This is a list of the 100 most recent contributions that have been added or updated. New contributions may be added by clicking the *Add* button.

If you wish to view or update prior contributions, these can be found by clicking the *Find* button. You may also use the *Search* option located in the above *Financial* navigation menu for advanced searching.

To work with a specific contribution
Use the Action links next to each individual contribution. If a contribution has been returned, this can be recorded by clicking the *Return* link. Similarly, contributions may be updated or deleted by clicking the appropriate links.

Click here for information about **Offset Records**

Add Find

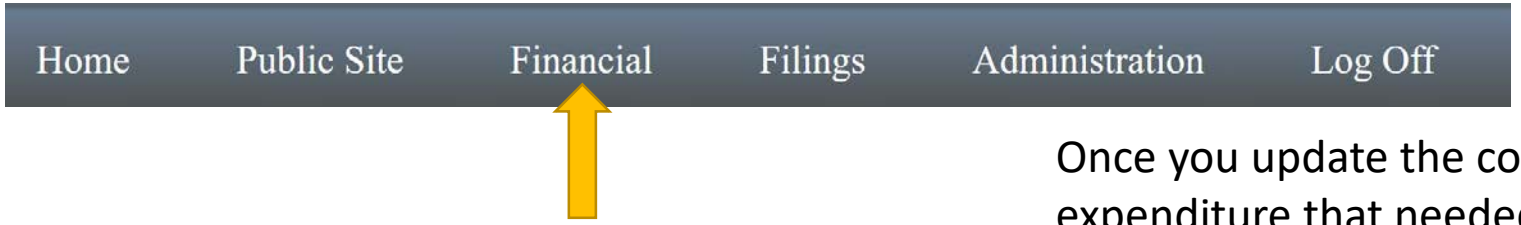
Contributor	Contributor Type	Contribution Type	Receipt Date	Amount	Offset	Amended	Filed?	Action
MIRIAM DIEMER	Individual	Monetary - CHECK #123	09/22/2020	$50.00	No	No	Yes	Update Delete Return

To amend a filing that has already been submitted, you will have to fix the contribution or expenditures that needs correction in the contribution or expenditure pages.

For example, this contribution has been filed, but if I entered the wrong amount and filed this report, I'd need to come into the Contribution page, and click Update to fix this contribution before I can amend the report I submitted.

ONE ALBUQUERQUE city clerk

Amend Filing



Click here for information about **Offset Records**

Add Find

Contributor	Contributor Type	Contribution Type	Receipt Date	Amount	Offset	Amended	Filed?	Action
MIRIAM DIEMER	Individual	Monetary - CHECK #123	09/22/2020	$50.00	No	Yes	Yes	
MIRIAM DIEMER	Individual	Monetary - Offset due to update of filed item	09/22/2020	($50.00)	Yes	Yes	No	
MIRIAM DIEMER	Individual	Monetary - CHECK #123	09/22/2020	$100.00	No	No	No	Update Delete Return

Once you update the contribution or expenditure that needed correction, the update will display on the main Contribution or Expenditure page. The update will show as an offset, and a new entry.

Because at this point I haven't yet filed the amendment, only the original contribution is showing as having been filed.

Now that I've made the correction, I can return to the Filing page.

ONE ALBUQUERQUE city clerk

Amend Filing

Home | Public Site | Financial | Filings | Administration | Log Off

Filing Administration | v 20200622.1 UAT

Welcome back: MIRIAM DIEMER on behalf of MIRIAM DIEMER (ID: 7103) Last Login: Sep 23 2020 10:58AM

Help with this page

Candidate: MIRIAM DIEMER ID: 7103

Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
FINANCIAL STATEMENT 2	9/23/2020	10/23/2020	10/24/2020	Not Filed	View/File

Filing History

Report	Period Begin	Period End	Due Date	Filed	Amended	View	Amend
FINANCIAL STATEMENT 1	9/1/2020	9/22/2020	9/23/2020	9/23/2020	No	View	Amend
Candidate Registration				9/22/2020	No	View	Amend

From the main Filing page, I can now find the report I need to amend, and click on Amend.

ONE ALBUQUERQUE city clerk

Amend Filing

Committee Information

Candidate or Committee Name	DIEMER, MIRIAM
Address	NORTH VALLEY
City, State, Zip	ALBUQUERQUE, NM 87107

Filing Information

Title	FINANCIAL STATEMENT 1
Period Begin	9/1/2020
Period End	9/22/2020
Due Date	9/23/2020

Summary of activity since last filed report

Type	Sub-Total	Total
Beginning Balance		$0.00
Contributions		
Monetary Contributions	$100.00	
Public Funding	$0.00	
Forgiven Loans	$0.00	
Returned Contributions	$0.00	
Total Contributions		$100.00
Loans		
Loans	$0.00	
Total Loans		$0.00
Other Receipts		
In-Kind Contributions	$0.00	
Anonymous Contributions	$0.00	
Debts		
Debts Incurred	$0.00	
Expenditures		
Monetary Expenditures	$0.00	
Disposition of Funds	$0.00	
Loan Payments	$0.00	
Debt Payments	$0.00	
Returned Expenditures	$0.00	
Total Expenditures and Payments		$0.00
Ending Balance		$100.00

Unfiled Transactions Prior to this Reporting Period

The transactions below will be included in this report.

Unfiled Contributions and Loans Prior to this Reporting Period

Unfiled Expenditures Prior to this Reporting Period

Outstanding Audits

Affirmation Of Accuracy

☐ * On 09/23/2020 MIRIAM DIEMER swears and affirms under penalty of perjury under the laws of the State of New Mexico that this report is true and correct.

Preview File Cancel

The Amended report should display the edits I previously made in contributions or expenditures. It won't display them as offsets as they do in the tables, but rather, it will display the new totals as amended.

If the amended report looks correct you can again either preview a PDF of the report, or check the Affirmation of Accuracy, and then click "File" to submit the amended report.

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Upload Required Documents

Candidate Forms

FORM	REFERENCE	ELECTRONIC DUE DATE
Declaration of Intent	Charter: Article XVI, §4	Anytime after the beginning of the Exploratory Period and before the end of the Qualifying Period.
Candidate Contact Sheet		To be submitted along with Declaration of Intent, or when candidate requests Petitions.
Notice of Weekly Nominating Petitions	Ordinance: § 2-4-12 ROA 1994	Every Tuesday during the Petition Period.
Application for Certification as a Participant Candidate	Charter: Article XVI, § 7	The last day of the Qualifying Period.
Candidate's Acknowledgement of Familiarity with Codes	Charter: Article XIII, § 7	Within three days of receipt of Candidate Guide.
Candidate's Campaign Bank Account Statement	Charter: Article XIII, § 4(b)1	Within three days of filing online campaign finance registration.
Sample Authorization Letter To Bank	Charter: Article XIII, § 4(b)3	Within three days of filing online campaign finance registration.
Candidate's Financial Disclosure Statement	Charter: Article XIII, § 3	Within two days of filing Declaration of Candidacy.
Acknowledgement of Electronic Reporting Training	Charter: Article XIII, § 4(j)1	Due on the date candidate or treasurer took campaign finance reporting training.
Campaign Financing Affidavit	Charter: Article XIII, § 4(c)2	
Agreement Regarding the Use of the Clean Campaign Website		Must be submitted before the City Clerk will add candidate to website.
Agreement Regarding the Use of the Electronic Petition Website		Must be submitted before the City Clerk will add candidate to website.

The City Clerk's Office requires a number of forms to be submitted by Candidates and Committees over the course of the election cycle. To view what these forms are and the dates they are required to be submitted, please refer to the Candidate Guide or the MFC Guide posted on the City Clerk's website.

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Upload Required Documents

To access the fillable PDF forms, click on the Public Site tab on the top of your screen.

Then hover over Resources and click on Forms.

Upload Required Documents

From the Downloadable Forms section you can click on and download the required form you need to upload. This link will take you to a fillable PDF form.

You will need to save the form on your local drive, fill it out electronically, and then safe the changes you made to the form.

You can also print these forms and fill them out by hand. You will then need to scan and save them so they can be uploaded back into the system.

Please do not email the electronic forms to the Clerk's office. The following slides will show you how to upload them back into the Campaign Finance site.

Downloadable Forms

This page provides access to forms that are used for campaign finance in the City of Albuquerque.

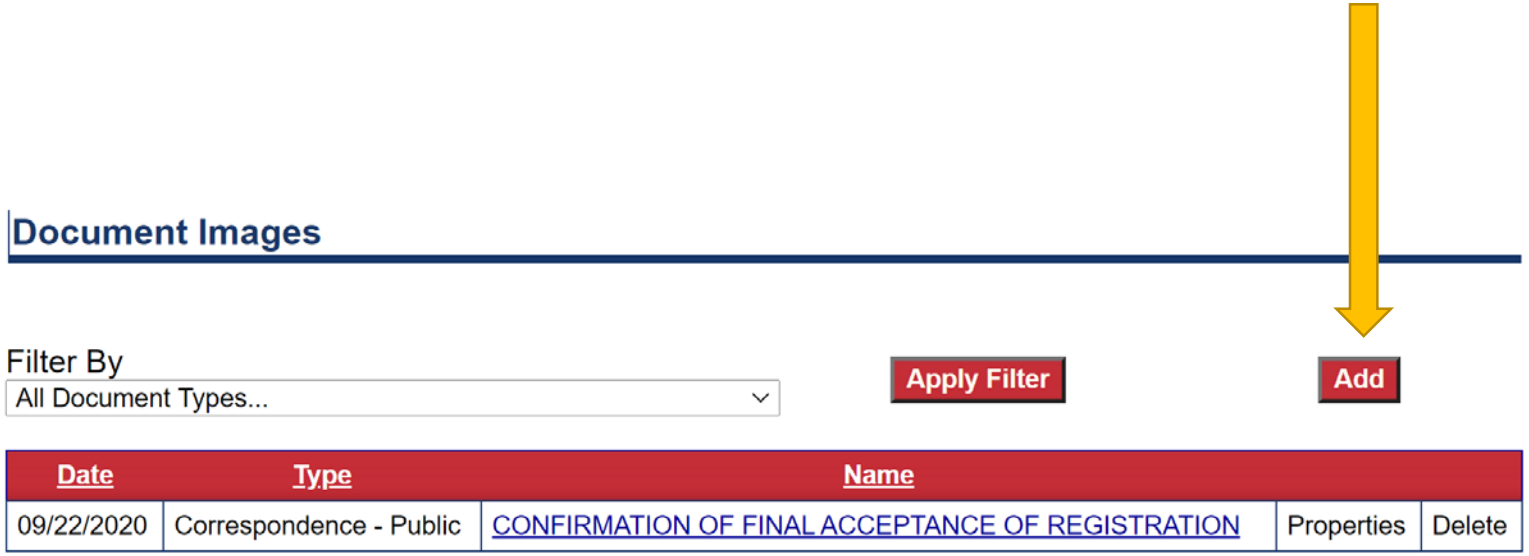
- Declaration of Intent
- Candidate Contact Sheet
- Notice of Weekly Nominating Petitions
- Application for Certification as a Participant Candidate
- Candidate's Acknowledgement of Familiarity with Codes
- Candidate's Campaign Bank Account Statement
- Authorization Letter To Bank
- Candidate's Financial Disclosure Statement
- Acknowledgement of Electronic Reporting Training
- Campaign Financing Affidavit
- Agreement Regarding the Use of the Clean Campaign Website

ONE ALBUQUERQUE city clerk

Upload Required Documents

From the Candidate or Committee Home screen, scroll down to the bottom of the page to the Document Images section.

From there, just click “Add.”



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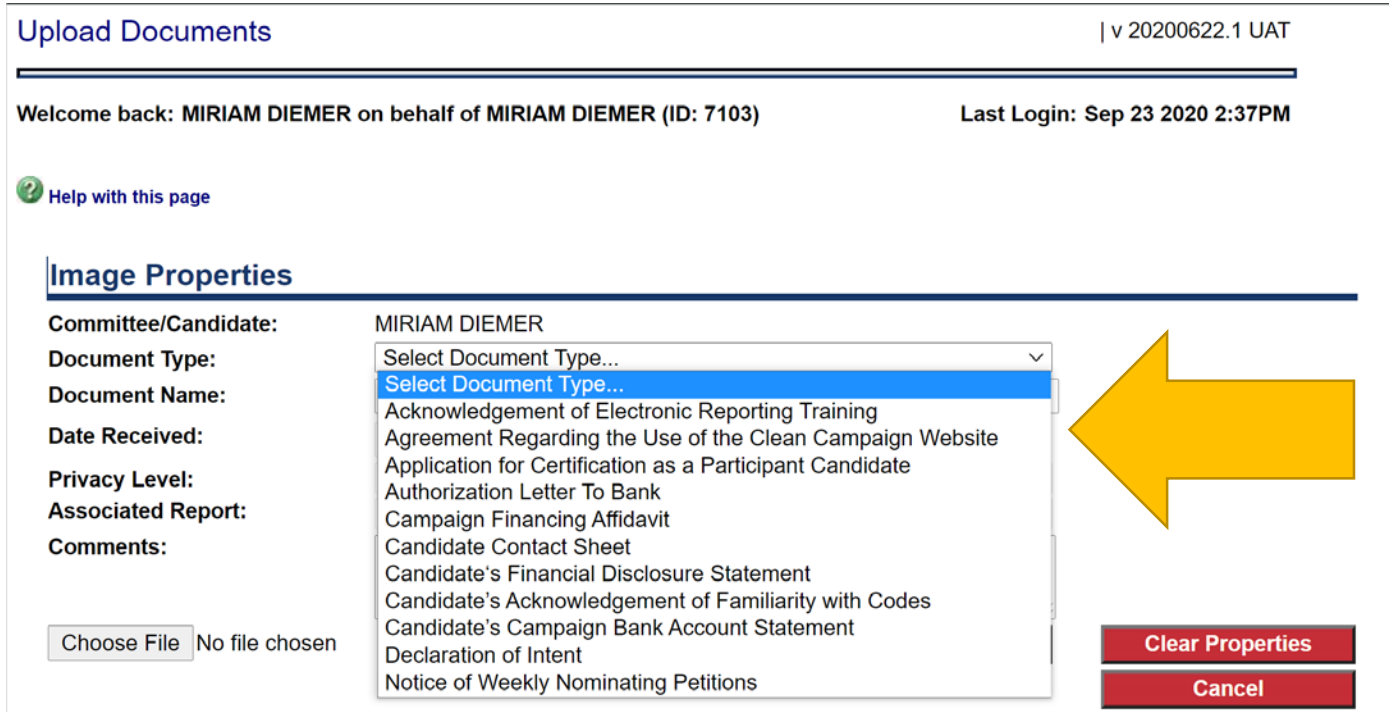
Upload Required Documents

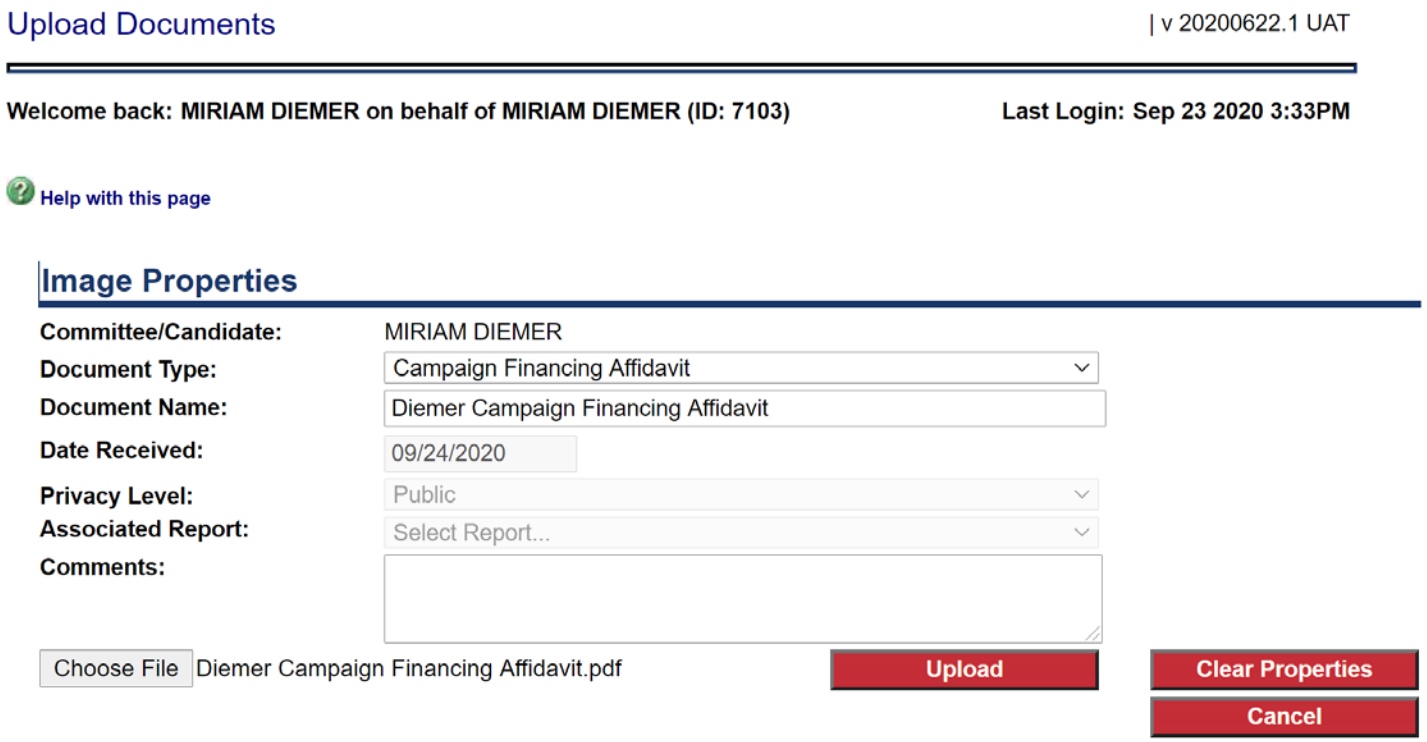


Once you've clicked "Add" the system will direct you to an upload feature.

From here, you can search the drop-down for the Document Type you need to upload back into the system.

ONE ALBUQUERQUE city clerk

Upload Required Documents



Once you select the Document Type, you'll need to type in a Document Name. Please select a name that reflects the Candidate or Committee as well as the document type.

Date Received and Privacy are auto-populated based on the type of document.

You can then click on "Choose File" to upload the document from your computer.

Click "Upload" when everything looks correct.

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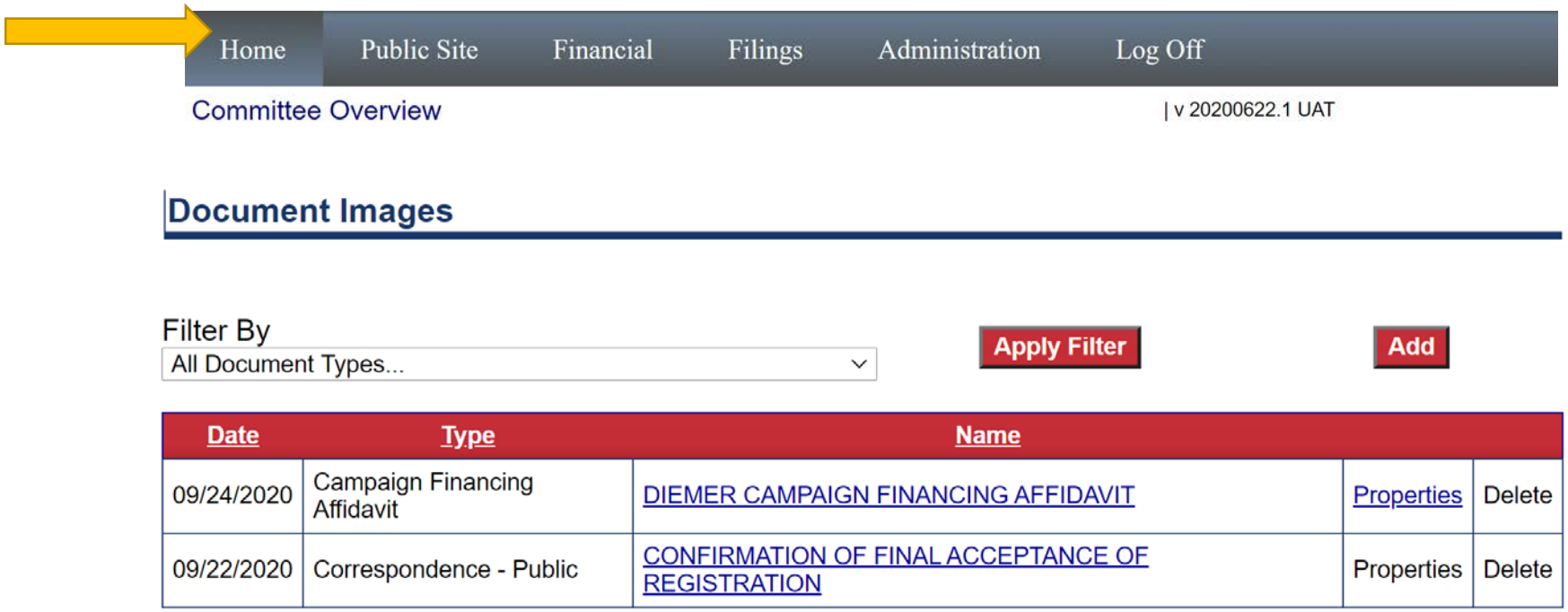
Upload Required Documents



From the Home screen, you will now be able to view the uploaded documents. By clicking on the Name of the document, you will be able to view the PDF of the uploaded document as well.

ONE ALBUQUERQUE city clerk

Questions

If you need any further assistance with the reporting system, please contact the City Clerk's Office at:
505-924-3650
or email
elections@cabq.gov

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