



# Petition and Qualifying Contribution Website



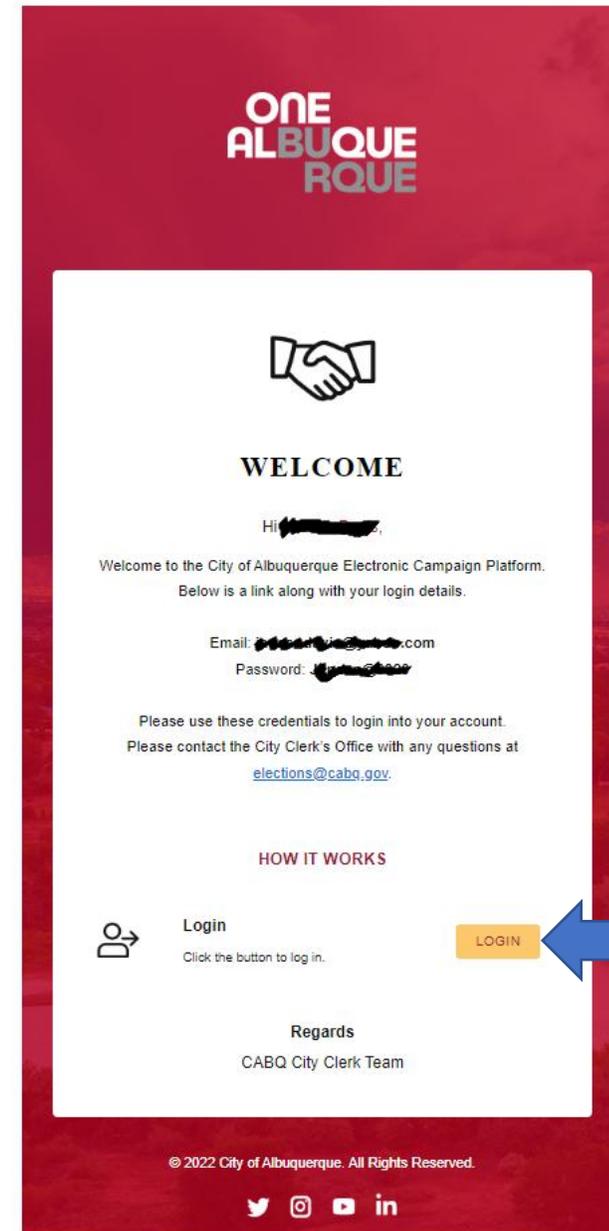
*Candidate guide on how to use the petition and qualifying contribution websites provided by the City Clerk's Office.*

# Welcome Email

At 8:00am the first day of the Qualifying Period, the Campaign Platform will send candidates a welcome email.

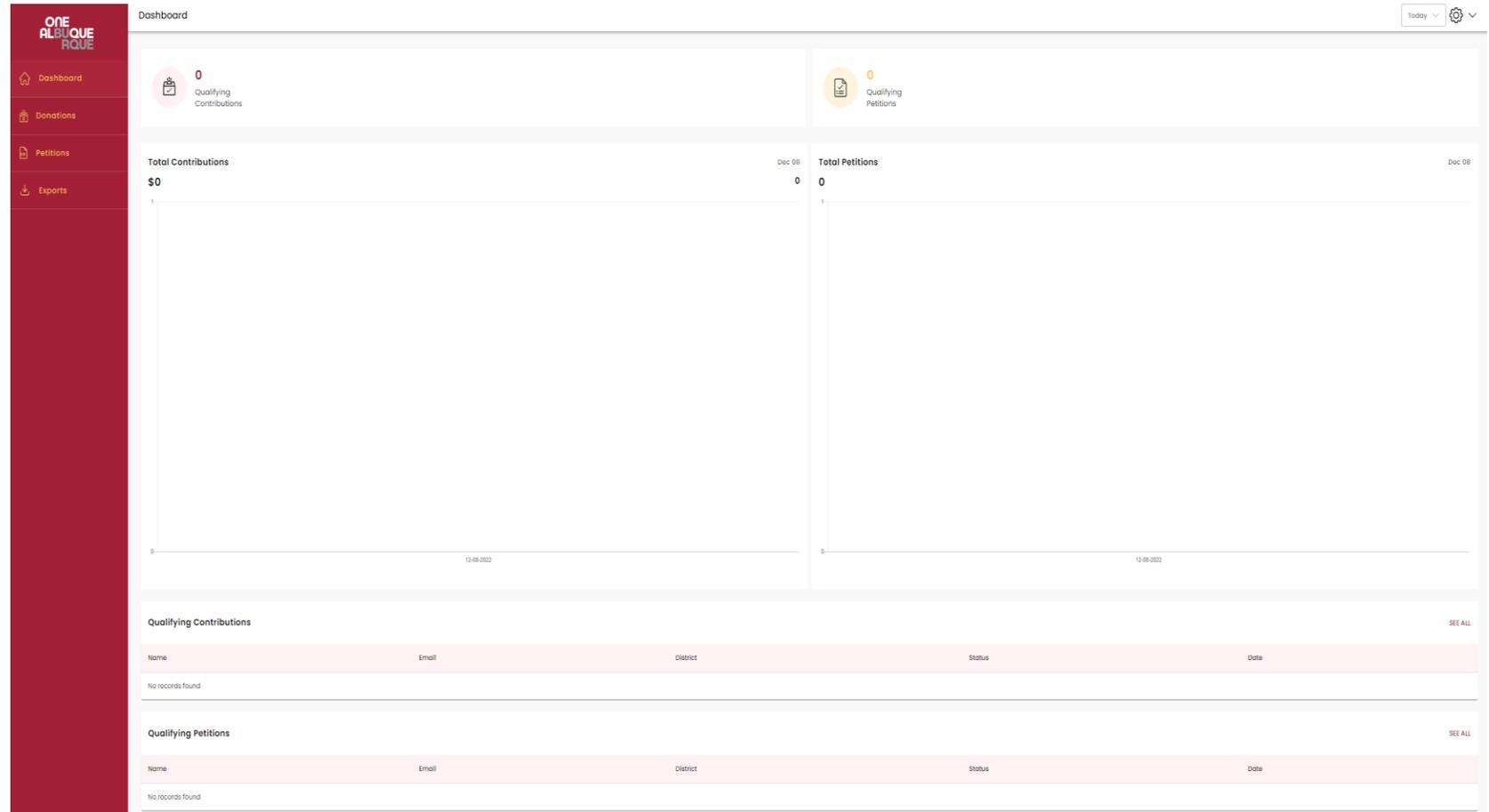
The welcome email will provide candidates with an email/username and password to log into their accounts.

The candidate or representative managing the candidate's emails can click on the "login" button at the bottom right of the email and be taken to a login page where they can enter the email and password as provided in the welcome email.



# Dashboard

- Upon first login, your dashboard will most likely be empty.
- This will be your main page to track the total number of electronic petitions, and if applicable, qualifying contributions to your campaign.



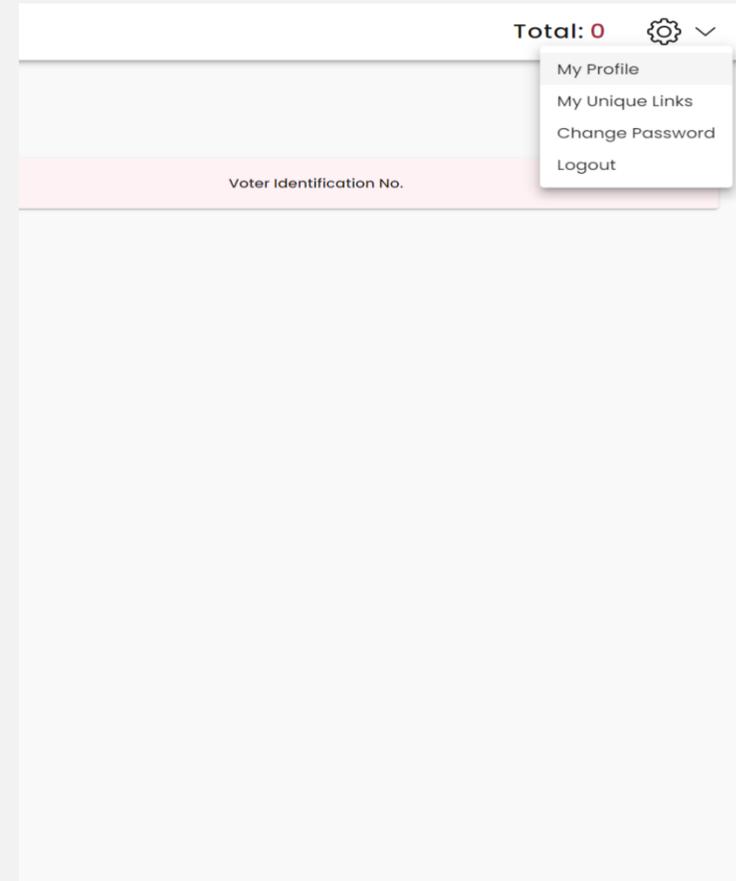
# Dashboard, cont.

From the top right corner of the Dashboard, you can select a timeframe to view total contributions or petitions and also access settings.

The screenshot displays a dashboard interface. At the top left, the word "Dashboard" is visible. On the top right, there is a dropdown menu currently set to "Today" and a settings gear icon. Two blue arrows point down to these elements from the text above. Below the header, there are two main data cards. The first card, titled "Qualifying Contributions", shows a count of "0" and features an icon of a shopping bag with a checkmark. The second card, titled "Qualifying Petitions", also shows a count of "0" and features an icon of a document with a checkmark.

# Settings

- Settings can be accessed by clicking on the wheel at the top right corner of the page.
- In settings, you will be able to update your profile picture by clicking on “My Profile.”
- You can also quickly access your “unique links” to the petition and qualifying contribution page if applicable.
- You can also change your password or log out.



# My Profile

- When you click on “My Profile” basic information that populates the website as well as the petition page becomes available.
- You can update your profile picture by clicking on the picture image and selecting a new image.
- You can also update the email associated with this account, but please note, this will update the account notifications are sent to.
- Please **do not update your name or address.** This information is what will populate your petition form and must match what was provided to the City Clerk.

Total: 0

My Profile

My Unique Links

Change Password

Logout

Voter Identification No.

My Profile

First Name \*

Janaan

Last Name \*

Davis

Address Line 1 \*

1111 Central

Address Line 2 (optional)

City \*

Albuquerque

Email \*

janaandavis@yahoo.com

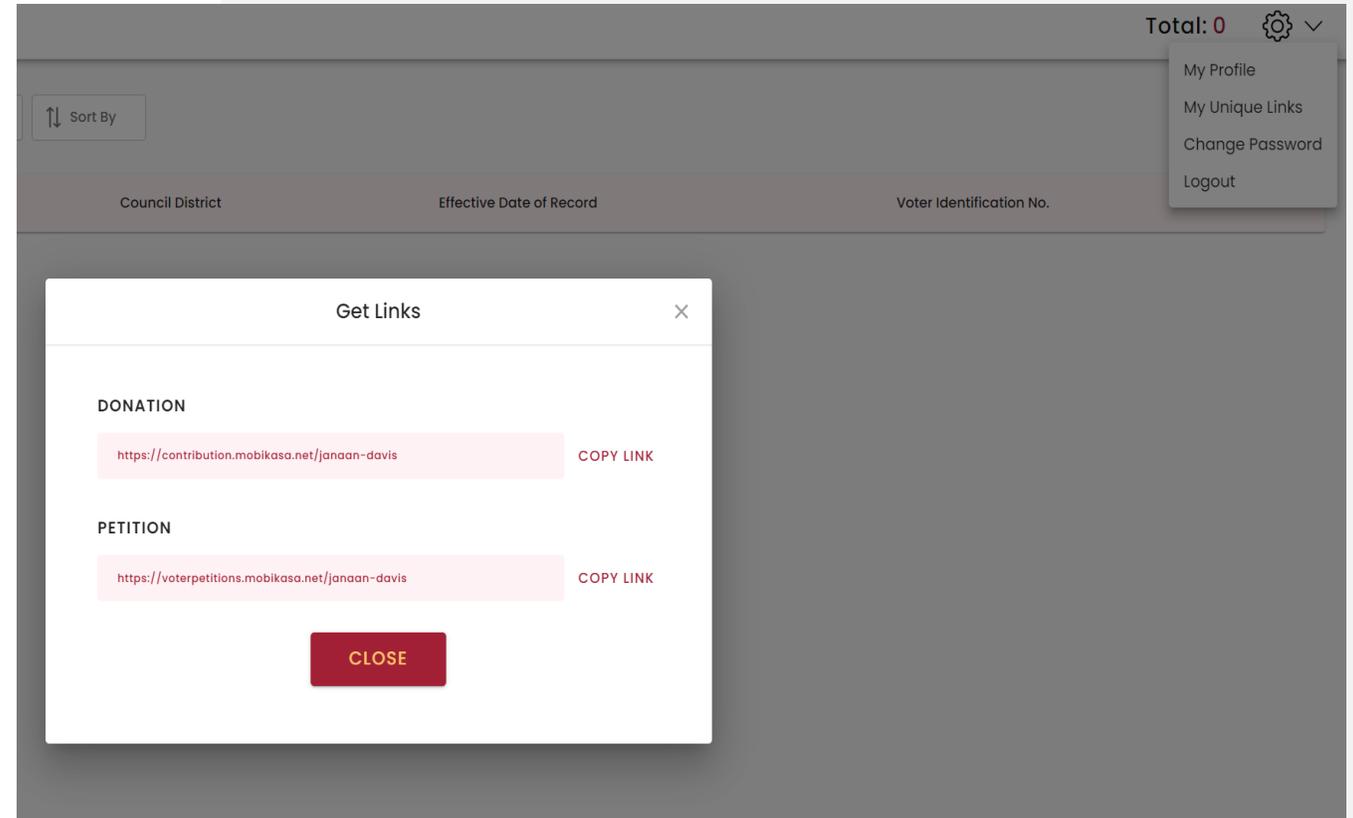
SUBMIT

# Unique Links

If a voter visits the main contribution or petition page from the City Clerk's Office, they will see all potential candidates running and can choose a candidate to sign a petition or contribute a qualifying contribution for.

**Unique Links** provide candidates a direct link to their own petition or qualifying contribution page. Through these links, voters will only see the one candidate rather than choosing from a list of potential candidates they may qualifying to donate or sign for.

These are the links most candidates will use on their websites or social media, rather than the main contribution and petition pages.



The screenshot shows a web application interface. At the top right, there is a user profile menu with the text "Total: 0" and a gear icon. The menu options are "My Profile", "My Unique Links", "Change Password", and "Logout". Below the menu, there is a table with three columns: "Council District", "Effective Date of Record", and "Voter Identification No.". A "Sort By" button is located on the left side of the table. In the foreground, a modal window titled "Get Links" is open. It contains two sections: "DONATION" and "PETITION". Each section has a URL and a "COPY LINK" button. The "DONATION" URL is "https://contribution.mobikasa.net/janaan-davis" and the "PETITION" URL is "https://voterpetitions.mobikasa.net/janaan-davis". A "CLOSE" button is located at the bottom of the modal.



# Unique Links

**Unique Links** for candidates will follow the pattern outlined below. These links will not be live until the beginning of the Qualifying Period at 8:00am.

## **Contribution Page:**

[cleancampaign.cabq.gov/firstname-lastname](https://cleancampaign.cabq.gov/firstname-lastname)

## **Petition Page:**

[petitions.cabq.gov/firstname-lastname](https://petitions.cabq.gov/firstname-lastname)

## **Main Contribution and Petition Pages:**

[cleancampaign.cabq.gov](https://cleancampaign.cabq.gov)

[petitions.cabq.gov](https://petitions.cabq.gov)



The screenshot shows a web application interface. At the top right, there is a 'Total: 0' indicator with a gear icon and a dropdown menu containing 'My Profile', 'My Unique Links', 'Change Password', and 'Logout'. Below this is a table with columns for 'Council District', 'Effective Date of Record', and 'Voter Identification No.'. A 'Sort By' button is visible on the left. A modal window titled 'Get Links' is open, displaying two categories: 'DONATION' and 'PETITION'. Each category has a URL and a 'COPY LINK' button. The 'DONATION' URL is <https://contribution.mobikasa.net/janaan-davis> and the 'PETITION' URL is <https://voterpetitions.mobikasa.net/janaan-davis>. A 'CLOSE' button is located at the bottom of the modal.

# Contributions Dashboard



Donations Total: \$  

QUALIFIED PAYMENT DECLINED

Search...  Filter By  Sort By   Export

Contributor's Full Name	Council District	Effective Date of Record	Voter Identification No.	Actions
No Records Found				

**By clicking on the “donations” tab on the left, you’ll be able to access a list of all electronic qualifying contributions made to the candidate on the website.**

This page will also allow you to search for a specific contribution, to filter by date, and to sort the list of contributions.

On the right you will also be able to request a download of all contributions. Once the export is complete you will receive a notice in your email and can access it from the Exports tab.

# Petitions Dashboard



A screenshot of the 'Petitions' dashboard. On the left is a dark red sidebar with the 'ONE ALBUQUE RQUE' logo and navigation links for 'Dashboard', 'Donations', 'Petitions', and 'Exports'. The main content area is titled 'Petitions' and shows 'Total: 0' with a settings icon. Below the title are search, filter, and sort controls, and an 'Export' button. A table header is visible with columns: 'Signator's Full Name', 'Council District', 'Effective Date of Record', and 'Voter Identification No.'. Below the header, it says 'No Records Found'.

**By clicking on the “petitions” tab on the left, you’ll be able to access all the electronic petitions made to the candidate on the website.**

This page will also allow you to search for a specific petition signature, to filter by date, and to sort the list of petition signatures.

On the right you will also be able to request a download of all petition signatures. Once the export is complete you will receive a notice in your email and can access it from the Exports tab.