Candidates will receive access to the electronic petition and qualifying contribution pages on the first day of their qualifying and petition period.

Candidates will receive a welcome email that will ask the candidate to create a password for the site.

The act of creating a password and signing in for the site is what activates a candidate as “live” on the site, and how a candidate is able to begin collecting petition signatures and/or qualifying contributions.
Your welcome email will be sent to the email you provided to the City Clerk.

Creating your password and logging in will activate your profile on the live petition and/or qualifying contribution site.

Hang on to this email in order to re-login to the sites, or bookmark the url once you’re logged in.
Once logged in, you’ll be taken to the Dashboard.

When you start to collect petitions and/or qualifying contributions, they will be shown here.
You can see specific information about petitions and qualifying contributions from the petitions and donation pages.

You can also export the data from those pages. The export will email directly to whatever email is registered in the system.
At the upper right of the screen you can click the cogwheel icon to access Settings.

From this drop-down menu, you can access My Profile, Change Password, & more.
In My Profile, you can update your picture and other personal information.

You can also update your email. Note that this is the email you will receive notifications and exports.
Unique links can be used by candidates for their email blasts or social media.

These links will route voters directly to a candidates petition or qualifying contribution page as opposed to the main page where voters can pick from all available candidates.

When using these links, please communicate to voters that they will only be able to sign or donate if they are a registered voter in the district of the candidate.

Once a voter has donated or signed for a candidate, they will not be able to donate or sign for that candidate again, even when using a unique link.
This website is an additional tool for collecting petition signatures and qualifying contributions.

Your campaign will still have access to paper petition forms and qualifying contribution receipt books.

The City Clerk’s Office encourages campaigns to use all the tools available to them.