



Petition and Qualifying Contribution Website



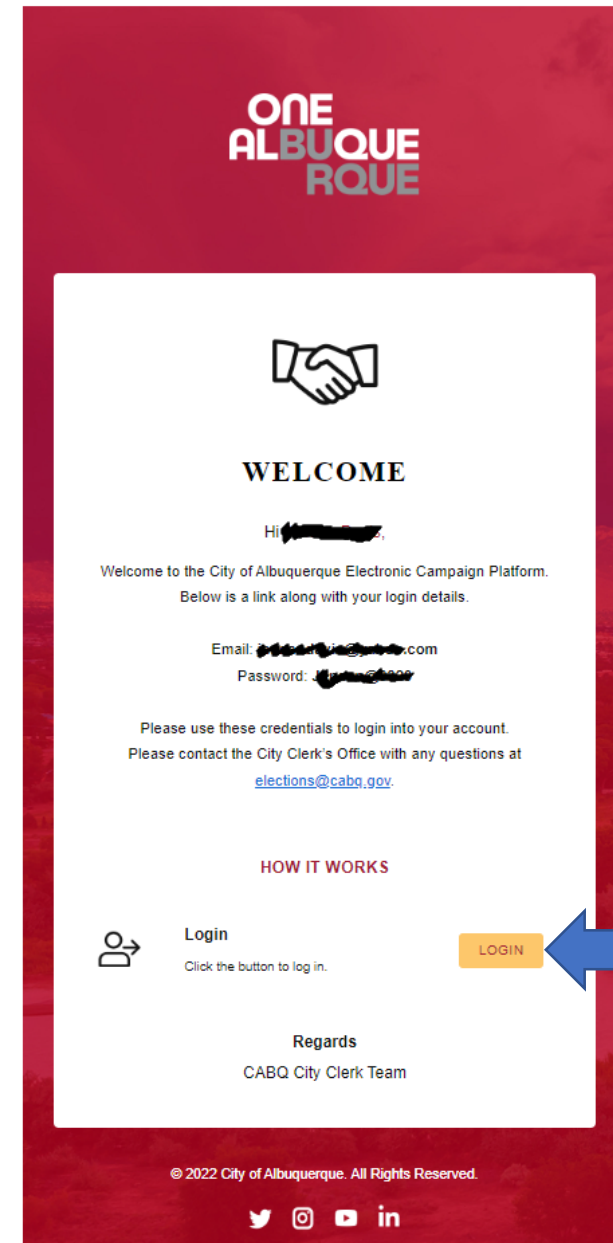
Candidate guide on how to use the petition and qualifying contribution websites provided by the City Clerk's Office.

Welcome Email

On the morning of June 5, the Campaign Platform will send candidates a welcome email.

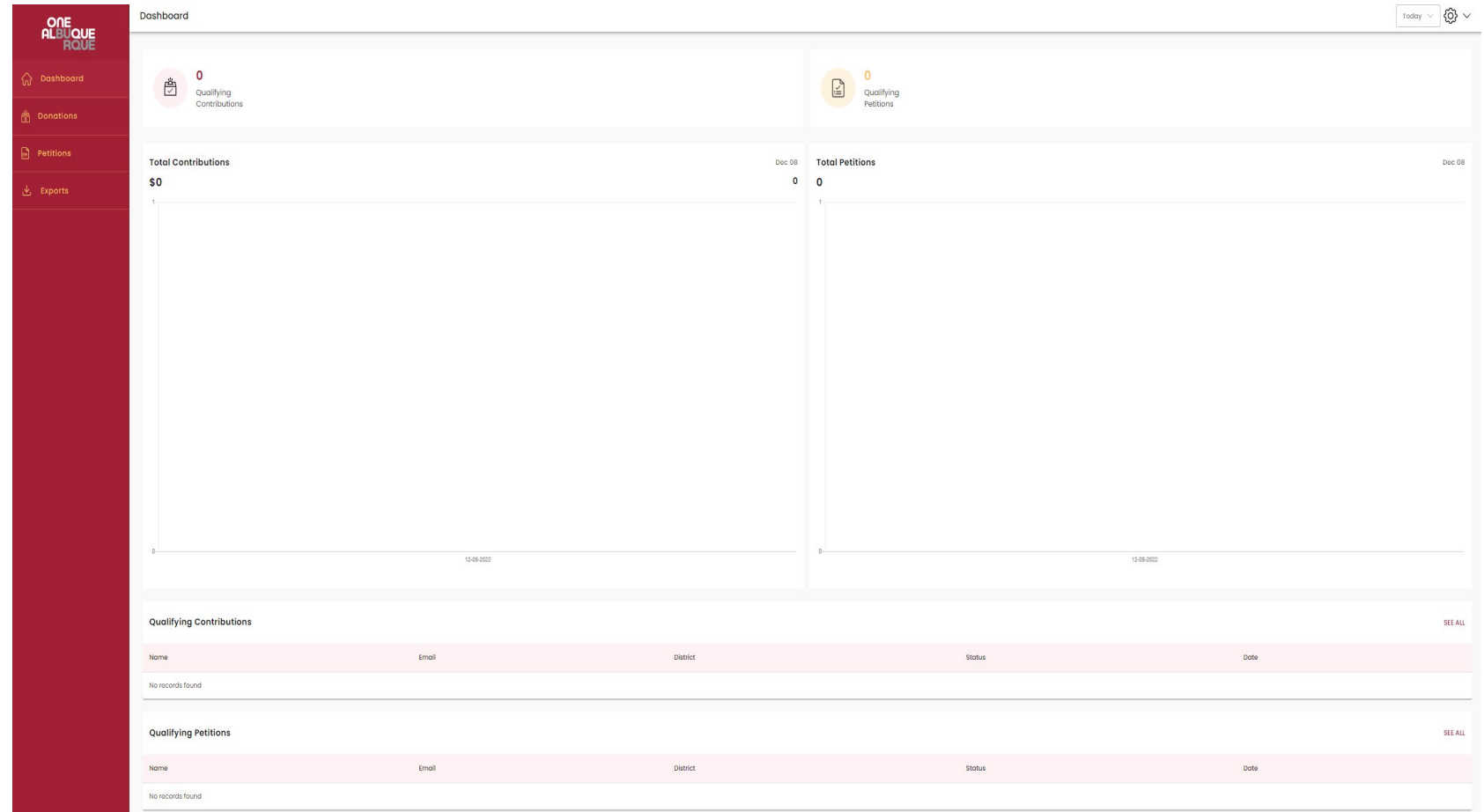
The welcome email will provide candidates with a email and password to log into their accounts.

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.



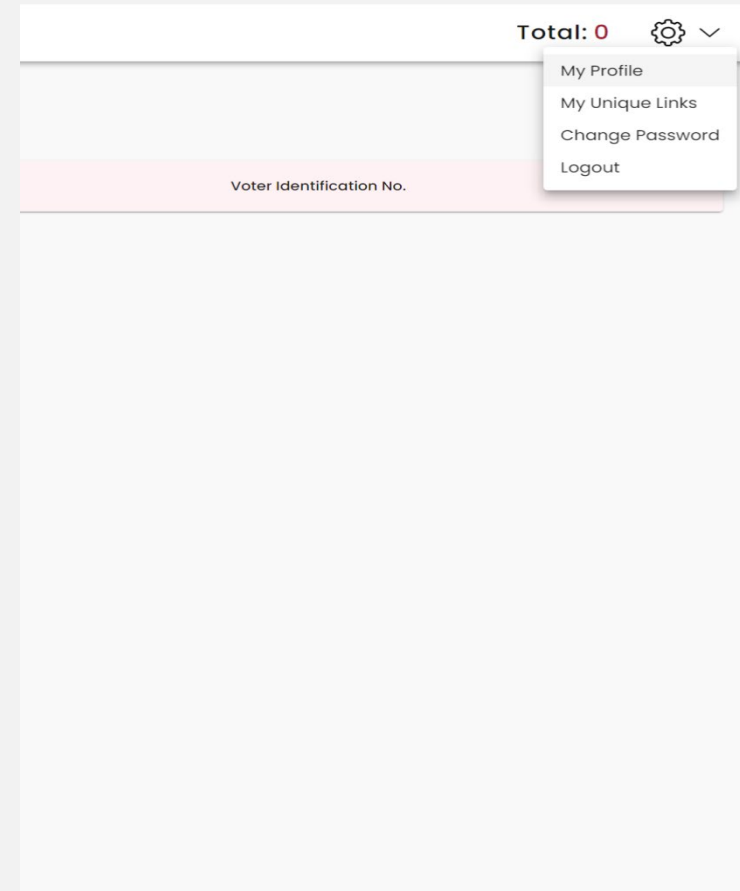
Dashboard, cont.

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

The screenshot displays a dashboard interface. At the top left, the word "Dashboard" is visible. On the right side of the top bar, there is a dropdown menu currently set to "Today" and a settings gear icon. Two blue arrows point downwards from the text above to these two elements. Below the top bar, there are two main data cards. The first card on the left has a pink circular icon with a shopping bag and a checkmark, followed by a large red "0" and the text "Qualifying Contributions". The second card on the right has an orange circular icon with a document and a checkmark, followed by a large orange "0" and the text "Qualifying Petitions".

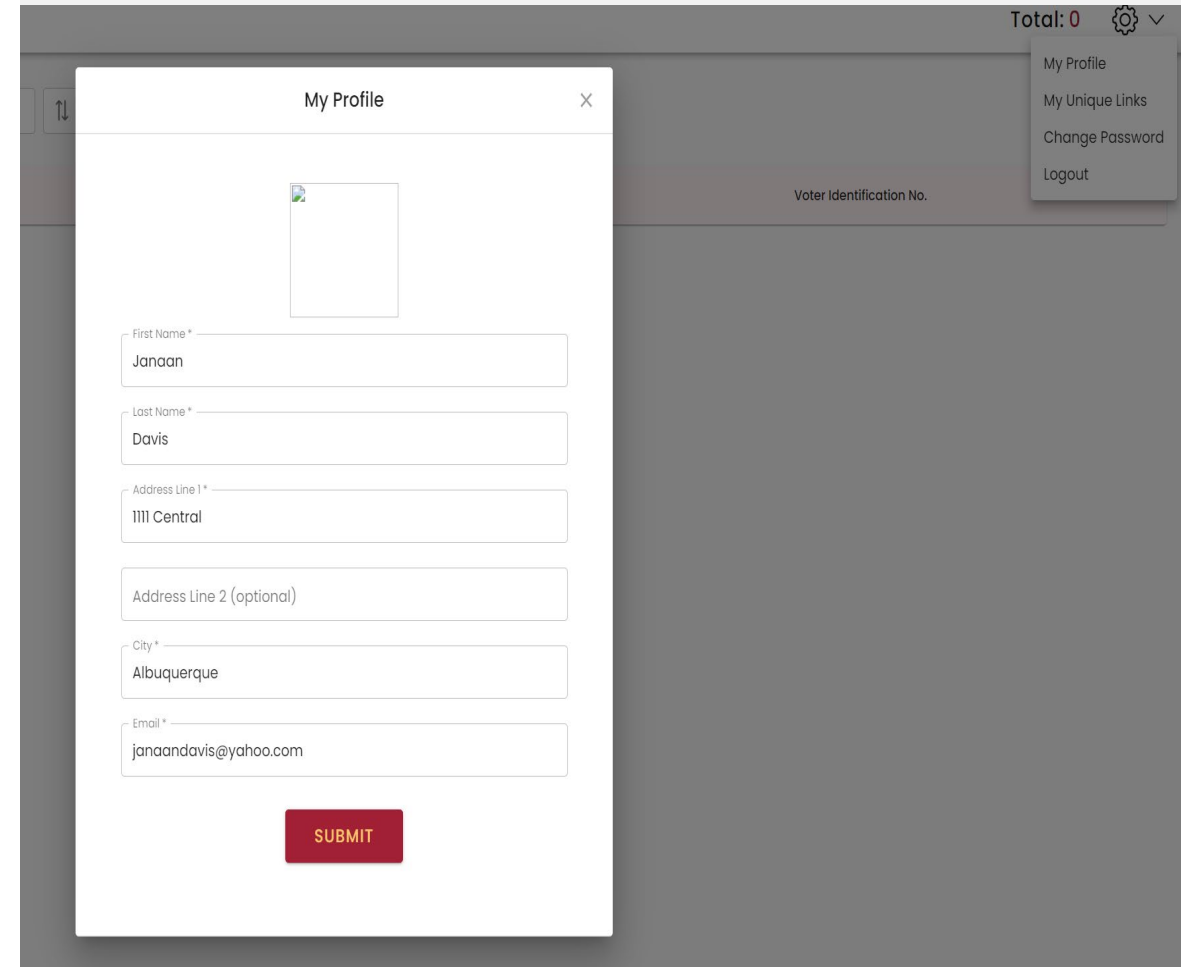
Settings

- 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 simply selecting a new image.
- You can also update the email associated with this account, but please note, this will update the account notifications will be 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 qualify 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 dropdown 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 visible on the left side of the table. In the foreground, a "Get Links" modal window is open, displaying two sections: "DONATION" and "PETITION". Each section contains 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 window.

Unique Links

Unique Links for candidates will follow the pattern outlined below. These links will not be live until June 5 at 8:00am.

Contribution Page:

cleancampaign.cabq.gov/firstname-lastname

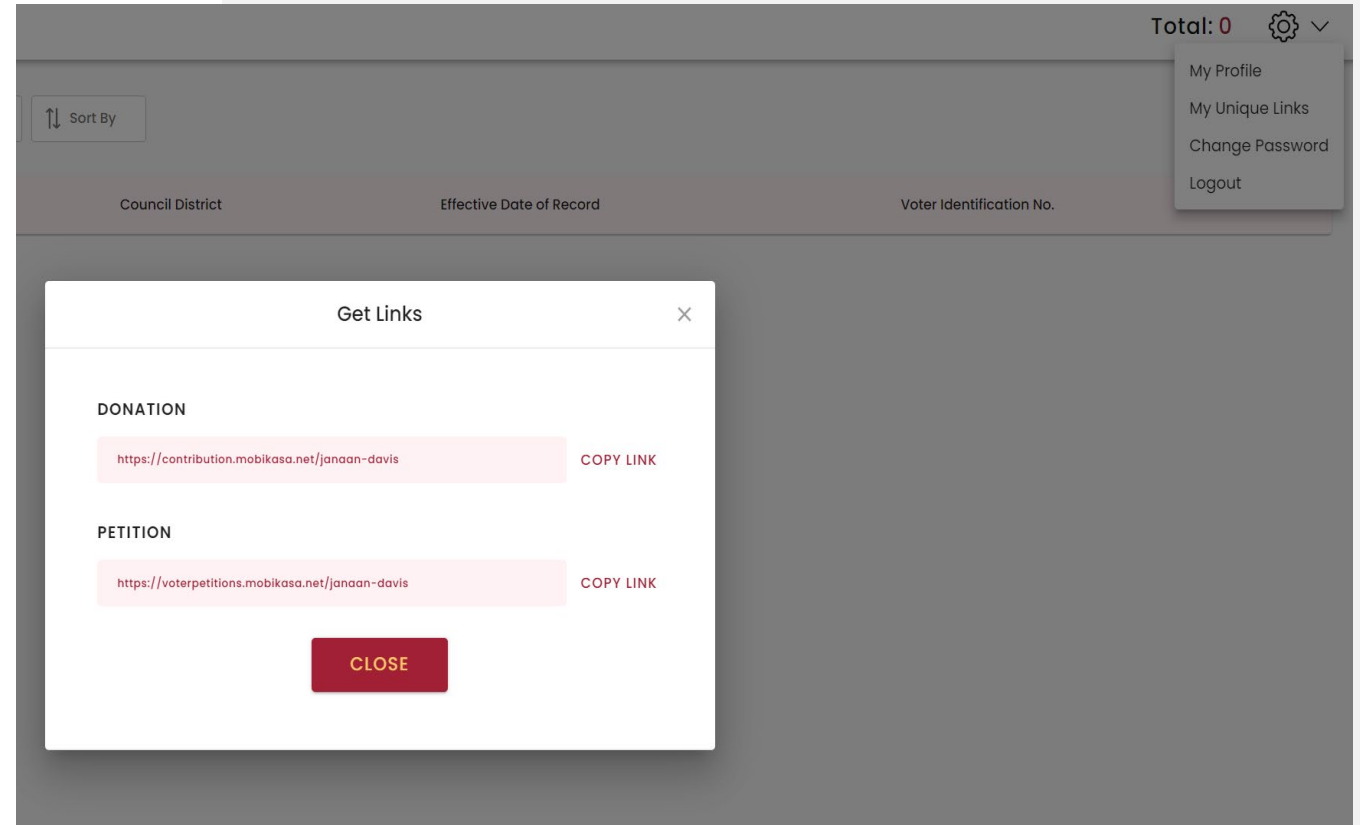
Petition Page:

petitions.cabq.gov/firstname-lastname

Main Contribution and Petition Pages:

cleancampaign.cabq.gov

petitions.cabq.gov



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 interface. On the left is a dark red sidebar with the ONE ALBUQUE RQUE logo at the top and four menu items: Dashboard (with a home icon), Donations (with a gift icon), Petitions (with a document icon), and Exports (with a download icon). The main content area has a white header with "Petitions" on the left, "Total: 0" with a gear icon on the right, and a search bar, "Filter By" button, and "Sort By" button. Below the header is a table with a light pink header row containing "Signator's Full Name", "Council District", "Effective Date of Record", and "Voter Identification No.". The table body shows "No Records Found". An "Export" button with an upward arrow icon is located in the top right of the table area.

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.