

ORESTAR User's Manual: Voters' Pamphlet Filing

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2012

Secretary of State
Kate Brown

Elections Division

office hours: M-F | 8am – 5pm

For ORESTAR assistance, call the Elections Division or email orestar-support.sos@state.or.us.

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Introduction

ORS chapter 260, "Campaign Finance Regulation; Election Offenses," requires disclosure of contributions and expenditures related to any candidate, measure, or political party active in any election including initiative, referendum and recall petition drives. The chapter requires that all political committees and petition committees file campaign finance transactions electronically. It also requires that the Secretary of State provide an electronic filing system to committees free of charge to comply with this requirement.

The system developed by the Secretary of State is called Oregon Elections System for Tracking and Reporting, or ORESTAR. It is a secure web-based application that can be accessed from any computer through the Internet.

The system has been enhanced to support candidacy filings and state Voters' Pamphlet filings. This manual guides users through the process of filing a fee-based or petition filing of Candidate Statements for the state Voters' Pamphlet. There are separate user's manuals for filing and managing a committee's Statement of Organization, for filing campaign finance transactions, and for filing a Declaration of Candidacy using ORESTAR. The ORESTAR Statement of Organization manual also contains instructions for creating user accounts and accessing filings through the ORESTAR Private Workshop. Users may find it useful to review these manuals online while logged in to ORESTAR.

ORESTAR User's Manuals should be used in conjunction with the Candidate's Manual and Campaign Finance Manual, which are also published by the Elections Division. The Candidate's Manual contains information about the legal requirements of candidate filing and voters' pamphlet filing. All Elections Division publications and forms are available at www.oregonvotes.org.

Users can access ORESTAR at www.oregonvotes.org. This site should be bookmarked for repeated use.

Private Workshop

Logging In to ORESTAR

To log in to ORESTAR, go to www.oregonvotes.org and click on **Login** under the ORESTAR logo. Enter the user name and password and click on **Login** again. If you have not established a user name and password, select **Sign Up Now** and follow the instructions for **Creating a User Account** in the *ORESTAR User's Manual: Statement of Organization*, or view the ORESTAR video tutorials available online.

A successful login from www.oregonvotes.org takes a user to the Private Workshop page in ORESTAR. However, in certain circumstances the user may be taken to the Home page of the user management portion of the system. To access the Private Workshop, click on **ORESTAR (Elections Reporting)** in the Applications section of the page.

note

If you are having trouble logging in, close all browsers, open a new browser window and try again.

The Private Workshop is a user's home page in ORESTAR. The Private Workshop is unique to the user.

The screenshot shows the ORESTAR Private Workshop interface for user Kate Brown. The header includes the Oregon Secretary of State's name and contact information for the Elections Division. The main content area displays a table of Active Committees with columns for Committee Name, ID, and actions like Amend, Discontinue, and Campaign Finance. A legend at the bottom identifies the status of each committee.

Committee Name	ID	Actions
Jones, Jane ORESTAR User's Manual Committee (Treasurer)	15137	Amend Discontinue Campaign Finance
ORESTAR Petition (Treasurer)	15138	Amend Discontinue Campaign Finance
ORESTAR System PAC (Treasurer)	15139	Continue With Filing Delete

Legend

- Active (Green triangle)
- Pending Approval (Yellow triangle)
- Pending Insufficient (Orange triangle)
- Discontinued (Black triangle)
- Rejected (Red triangle)
- Work In Progress (Blue triangle)

Navigation Menu

There is a vertical menu bar in the left frame of ORESTAR. Each menu item that is followed by a right arrow (>>), such as **Private Workshop**, can be expanded to show a submenu of pages. Clicking on **Private Workshop** expands/collapses the Active Committees, Discontinued Committees, Candidacy Filings, and Voters' Pamphlet Filings links.

The following is a description of each menu item:

- **Private Workshop**: Displays a user's personal home page in ORESTAR. The Private Workshop defaults to the Active Committees page which contains a list of active committees the user has access to. Links to the Discontinued Committees page, the Candidacy Filings page, and the Voters' Pamphlet Filings page also display when the user expands the Private Workshop menu.

- **Public Search:** Clicking the Public Search menu opens a list of links to the public search pages:
- Committee Search pages that allow a user to search for any committee registered with the Secretary of State. Searches can be performed by name information, election information or by measure or petition information;
 - the Campaign Finance Transaction Search page that allows a user to search for transactions filed with the Secretary of State by all registered committees;
 - the Campaign Finance Certificates Search page that allows a user to search for Certificates of Limited Contributions and Expenditures filed with the Secretary of State by calendar year; and
 - the Candidate Filings Search page that allows a user to search for filings of candidacy for federal or state offices that are filed with the Secretary of State.
- **Submit New Filing:** Clicking the Submit New Filing menu opens links to three filing options:
- File New Political Committee, which links to the Committee Type Information page, the first page when filing a Statement of Organization for a new committee.
 - File Candidacy (federal and state offices), which displays the Candidate Information page, the first page when filing a Declaration of Candidacy. Only candidates for state office, US Senator and Representative in Congress in a primary election may use ORESTAR to file for candidacy.
 - File Voters' Pamphlet Statement/Argument, which displays the filing type page, the first page when filing a Voters' Pamphlet statement or argument.
- **User Management:** Accesses the user management portion of the system where a user can request access to a committee, update profile information or change passwords. Authorized users can also approve an individual's request for access to a committee's account or change a user's role.
- **Sign Out:** Logs the user out of the system. The user should close the browser after logging out.

Private Workshop Pages

The Private Workshop pages and a brief description of each follow:

- **Active Committees:** This page displays a list of active committees associated with the logged-in user. The user's role with each committee determines the function buttons that display.
- **Discontinued Committees:** This page displays a list of discontinued committees associated with the logged-in user. Only the **Campaign Finance** button displays.
- **Candidacy Filings:** This page is used by candidates and it displays a list of candidacy filings the logged-in user has filed.
- **Voters' Pamphlet Filings:** This page displays a list of Voters' Pamphlet statements and arguments the logged-in user is creating or has already filed.

Voters' Pamphlet Filings Page

The Voters' Pamphlet Filings page in the user's Private Workshop, is used for submitting Candidate Statements, Measure Arguments, Fiscal Impact Statements, Explanatory Statements, Citizens' Initiative Review Panel Statements, Major Political Party Precinct Committeeperson Statements (primary election only), and Political Party / Assembly of Electors Statements (general election only). The Voters' Pamphlet Filings page lists each Voters' Pamphlet filing filed and appropriate function buttons display.

The function buttons display only if the action can be performed. For example, a Voters' Pamphlet filing can be amended until 5pm on the Voters' Pamphlet filing deadline. After the filing deadline, the Amend button is no longer available.

See the Elections Division publications and forms for information about filing fees and deadlines associated with filing Voters' Pamphlet statements or arguments, including amending or withdrawing a Voters' Pamphlet filing.

The screenshot displays the Oregon Secretary of State's Private Workshop interface. At the top, it identifies the user as Kate Brown, Oregon Secretary of State, and provides contact information for the Elections Division. The main content area is titled "Private Workshop" and shows a list of "Voters' Pamphlet Filings". A single filing is listed: "2012 Primary Election, Candidate Statement by Fee" by John Smith, Commissioner of the Bureau of Labor and Industries, with ID 05152012-VP-592. The filing status is "Approved" (indicated by a green triangle icon). Two buttons, "Amend" and "Withdraw", are visible next to the filing. A legend at the bottom explains the icons: Pending Approval (yellow triangle), Approved to Circulate (orange triangle), Approved (green triangle), Work In Progress (blue triangle), and Withdrawn (black triangle).

Function Buttons

For each Voters' Pamphlet filing listed in a user's Private Workshop, up to three function buttons display. A brief description of the action performed by each button follows:

- **Amend:** This button allows the user to amend a Voters' Pamphlet filing.
- **Continue with Filing:** This button allows the user to continue with a work in progress Voters' Pamphlet filing. The Continue with Filing button replaces the Amend button when there is a work in progress Voters' Pamphlet filing.
- **Withdraw:** This button allows the user to withdraw a Voters' Pamphlet filing.
- **Delete:** This button allows the user to delete a work in progress Voters' Pamphlet filing. The Delete button replaces the Withdraw button when there is a work in progress Voters' Pamphlet filing.

Legend

Each Voters' Pamphlet filing has an arrow to the left of the election/office information identifying the status of the filing. The statuses are:

- **Pending Approval (yellow):** Used for Voters' Pamphlet petition filings only. Indicates that the user has filed a Voters' Pamphlet filing with the Elections Division but a determination has not been made as to whether the petition is approved to circulate.
- **Approved to Circulate (orange):** Used for Voters' Pamphlet petition filings only. Indicates that the Elections Division has reviewed the petition and approved it to be circulated to gather signatures.
- **Approved (green):** Indicates that the Voters' Pamphlet filing is complete and was filed before the Voters' Pamphlet filing deadline. Note that before a petition filing can be approved, signatures must be verified by the appropriate elections official (i.e., the Secretary of State for candidates for state office, or the appropriate county elections official for candidates for local office). If a county is verifying the signatures, the Voters' Pamphlet filing will not receive a status of Approved until verified signature sheets with sufficient signatures are turned in to the state Elections Division.
- **Work in Progress (blue):** Indicates that the user has started a Voters' Pamphlet filing that has not yet been filed with the Elections Division.
- **Withdrawn (black):** Indicates that the user had filed a Voters' Pamphlet filing, but has chosen to withdraw the filing.

Filing a Candidate Statement

This section guides a user through the process of filing a Candidate Statement for the state Voters' Pamphlet. The Candidate Statement filing must be done by the candidate, or an authorized agent of the candidate, and the filer must be a registered user in ORESTAR. If the filer is not already registered in ORESTAR, the instructions for **Creating a User Account** are located in the *ORESTAR User's Manual: Statement of Organization*.

For county, city and Metropolitan Service District office candidates, if the jurisdiction lies within a county or counties that do not produce a county Voters' Pamphlet, a statement may be filed with the Secretary of State and is included in the state Voters' Pamphlet for each relevant county not producing a county Voters' Pamphlet. Space in the state Voters' Pamphlet for city offices is limited to cities with populations over 50,000. As of July 2011, those cities are Albany, Beaverton, Bend, Corvallis, Eugene, Gresham, Hillsboro, Medford, Portland, Salem and Springfield.

The Candidate Statement may be filed online as either a petition filing (requiring collection of verified signatures) or a fee-based filing. If the Candidate Statement filing is fee-based and is filed in ORESTAR, the filing fee must be paid online by credit card at the time of filing. Both VISA and MasterCard are accepted. Candidate Statement filings that are submitted electronically can also be amended or withdrawn electronically, if necessary. See **Amending a Candidate Statement** and **Withdrawing a Candidate Statement** (pages 25-26) for more information.

Information regarding who has filed a Voters' Pamphlet filing is public record. However, the text of the Candidate Statement is not public record until the fourth business day after the deadline to file (see ORS 251.145). Personal information, such as residence address, home phone number and personal email address of a candidate, can be blocked from public access if the candidate has been granted a public disclosure exemption under ORS 192.445.

note

Alternatively, candidates can file their Candidate Statements using paper form SEL 430, Candidate's Statement for State Voters' Pamphlet.

See form SEL 430 for information about fees and deadlines associated with filing a Voters' Pamphlet Candidate Statement.

Filing a Candidate Statement in ORESTAR

To file a Candidate Statement, log in to ORESTAR (see page 8), access the Private Workshop page and proceed with the following:

- 1 In the left menu bar, click on **Submit New Filing >>** and File Voters' Pamphlet Statement/Argument. Alternatively, use the **File Voters' Pamphlet Statement/Argument** link in the upper right of the Voters' Pamphlet Filings page in your Private Workshop.



- 2 The first of the Voters' Pamphlet Filing entry pages requires that you select the type of Voters' Pamphlet filing. Select **Candidate Statement** and click the **Continue** button.
- 3 The Filing Information page for opens for you to complete. See **Filing Information Tab**, page 16.

Use the tab key on the keyboard to move between fields on a single page or click in the field with the mouse pointer. Use the **Back** and **Next** buttons or click on the tabs in the tab bar to navigate between pages.

Three additional function buttons display on all Voters' Pamphlet Filing entry pages:

- **Save as work in progress** allows a user to save an incomplete filing at any time and immediately continue with the filing or return at a later time to complete the filing. A work in progress filing can be accessed at a later time from a user's Private Workshop by clicking on the **Continue with Filing** button.
- **Submit Filing** performs validation on the Voters' Pamphlet filing and notifies the user of any errors. If no errors are found, the candidate is presented with the Attestation page where the candidate electronically signs the Statement and files it with the Elections Division.
- **Preview** opens a window that displays how the system is interpreting your Candidate Statement. The Preview window does not use exact dimensions of a printed Voter's Pamphlet column, nor does it employ fonts that will be used in print, so there will be differences between Preview and the publication.

Filing Information Tab

Oregon Secretary of State
Kate Brown

Elections Division
255 Capitol St NE, Ste 501, Salem, OR 97310
503.986.1518 or 1.866.ORE.VOTE
January 25, 2012 (Version: v3.6.0.2.0A3)

Private Workshop >>
Public Search >>
My Vote
Election Results
Submit New Filing >>
User Management
Sign out

Elections Home
Elections History
Initiative, Referendum & Referral
Publications and Forms

Voters' Pamphlet Filing
Filing Information | Statement | Uploads

Candidate Statement

Next Save as work in progress Submit Filing Preview

Filing Method: Fee Petition

Filer: Prefix First MI Last Suffix Title
Bobby JE Brown

Filing for Office of:
District, Position, County or City:
Party Affiliation:

Name As It Will Appear on Ballot:

This Information Furnished By as it should appear in the state Voters' Pamphlet
Name of Candidate or Committee:

Mailing Address for Correspondence
Street Address or PO Box:
City, State, Zip Code: Oregon -

Contact Information
Work Phone: (xxx)xxx-xxxx Extension
Home Phone:
Cell Phone:
Fax:
Email Address:

1 Enter the following information:

- **Filing Method:** Select whether you will pay the appropriate Voters' Pamphlet **Fee** or file a **Petition** of the required number of verified signatures.
- **Filer:** The filer's name (first, middle and last) is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) fields can be added if desired.
- **Enter the following information about the office.**
 - Filing for Office of:** Select the office the candidate is filing for.
 - District, Position, County or City:** Select the district, position, county, or city of the office the candidate is filing for.
 - Party Affiliation:** Select the candidate's party affiliation. 'Nonpartisan' will automatically populate if the office selected is nonpartisan.
- **Name As It Will Appear on Ballot:** How the candidate's name will appear on the ballot. If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included as they will not appear on the ballot.

- **This Information Furnished By:** The name of the candidate or committee, as it should appear in the state Voters' Pamphlet.
- **Mailing Address for Correspondence:** The address where the Elections Division should send postal correspondence relating to the Candidate Statement.

note

Most correspondence is sent via email unless the correspondence is specifically required to be sent via the US Postal Service. Email correspondence is sent to the email address listed in **Contact Information**.

- **Contact Information:** Enter work phone, home phone, cell phone, fax, email address. At least one phone number (work, home, or cell) is required. **An email address is required.**

2 Click on **Next**. The Statement page displays.

Statement Tab

The Candidate Statement must begin with the required information which includes “Occupation”, “Occupational Background”, “Educational Background”, and “Prior Governmental Experience”. These 8 words are automatically populated and must be part of the Statement. They count towards the maximum word count of 325.

Generally, anything having a space on either side of it counts as a word. However, bullets and numbers generated in auto-formatted lists are not included in the word count.

- 1 In the four text boxes at the top of the Statement page, enter the following required information. Enter the information as you want it to appear in the Voters' Pamphlet.
 - **Occupation:** The nature of an individual's principal business, whether paid or unpaid. The current full or part-time employment or other line of work, business, craft or professional information.
 - **Occupational Background:** Any previous occupations.
 - **Educational Background:** Any form of training of teaching an individual received.
 - **Prior Governmental Experience:** Any previous appointed or elected position with a governmental organization, whether paid or unpaid.

See the Candidate's Manual for guidelines on ensuring that this required information is complete and accurate. The manual is available at www.oregonvotes.org.

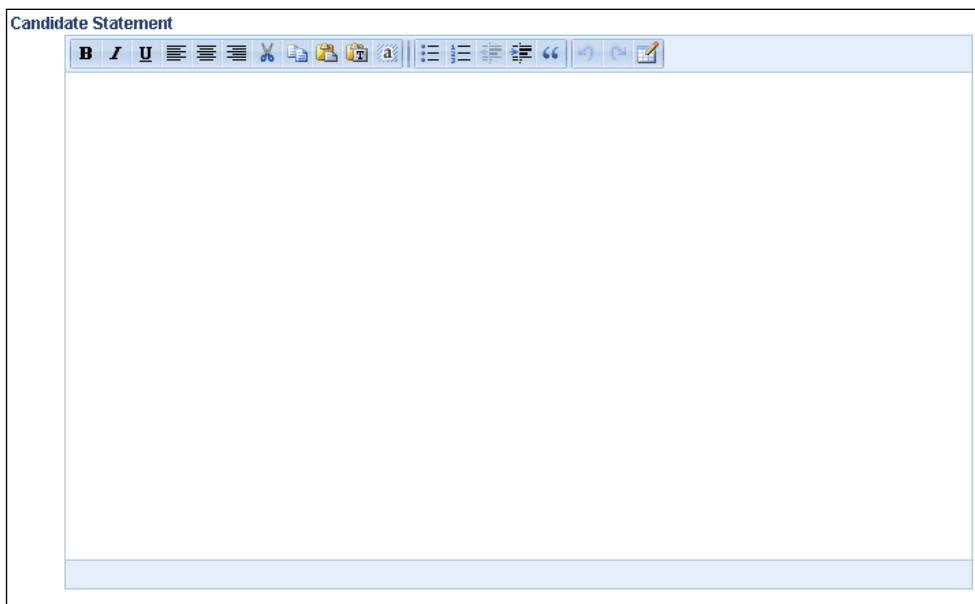
notes

This information can include both paid and unpaid occupations or experience. You do not need to indicate "paid" or "not paid". Use semicolons to separate items such as jobs, organizations, dates, etc.

The word "none" must be used in any section of the required information if the candidate does not have any relevant information for that section. The word "none" counts as part of the word count.

The four text boxes only support plain text. Formatting (e.g., bold text, lists) is not permitted in the required information fields.

- 2 Enter the optional information of your Candidate Statement in the text editor at the bottom of the page.



The following formatting options are available on the toolbar:

Font: Bold, Italic, Underline

Paragraph: Align (Left, Center, Right)

Clipboard: Select All, Copy, Cut, Paste, Paste as Plain Text

List: Insert/Remove Bulleted List, Insert/Remove Numbered List

Indent: Decrease Indent, Increase Indent

Block Quote: Margin is placed on either side of the text contained in the block quote. As a result, the block quote will be narrower than the rest of the text of your Statement.

Undo / Redo

Insert / Edit Table: Use tables to apply two-column formatting to text. Table borders will not be published and cell padding / spacing will not be enforced.

note

It is possible to paste text from a text editor or word processor (e.g., Microsoft Word) into the Candidate Statement. However, it is suggested that you use the Preview button to review the formatting interpretation of the pasted text.

- 3 Click on **Next**. The Uploads page displays.

Uploads Tab



- 1 **Upload portrait.**

A portrait is not required, but you can upload a photograph of the candidate to be published as part of the Candidate Statement. Electronic filers who are filing an electronic Candidate Statement by petition may upload photographs either on the Upload tab or by delivering two print copies to the state Elections Division. Electronic Candidate Statement filers who pay a fee to file can only submit their photographs on the Upload tab, not as hard copies.

notes

Image files will only be accepted in the following file formats: PNG, JPG, GIF, BMP

Photo must be black and white and of sufficient resolution to be printed at 1.5 inches x 1.75 inches.

Photo must be less than 4 years old and only show the face and shoulders of the candidate. The background of the photo must be plain. No judicial robes, uniforms, hats, lapel pins, or other clothing or jewelry that may be construed as representing an organization.

To upload your photograph:

- Click **Upload Picture**. This opens an Upload window.

Upload Voters' Pamphlet Picture

- Click the **Browse...** button to find your image file. Select the file.
- Click the **Upload** button.
- Return to the Candidate Statement.
If the upload succeeded, you will see the photo displayed in the image box.

2 Upload a Statement of Endorsement, if desired.

note

Submit one or more Statements of Endorsement. A Statement can only be submitted as form SEL 400, Statement of Endorsement for State Voters' Pamphlet and can only be uploaded in PDF file format.

To upload a Statement of Endorsement:

- Click the **Add** link in the upper right corner of the Statement of Endorsement box.
- This opens an Upload window.

Upload Voters' Pamphlet Document

- Click the **Browse...** button to find your PDF file. Select the file.
- Click the **Upload** button.

- Return to the Candidate Statement.
If the upload succeeded, you will see the file listed in the Statement of Endorsement box.

note

Once a Statement of Endorsement is added, click its **Remove** link to delete it, or **Review** link to view the document that will be submitted to the Elections Division.

Submit Candidate Statement and Attest

- Click the **Preview** button before you submit your Candidate Statement.
A Preview window opens. Determine whether the Candidate Statement is complete and accurate.
- When the Candidate Statement is ready for submission, click on **Submit Filing**. The filing is validated and if no errors are found, the Attestation page displays for the filer’s electronic signature.

If errors are found during the validation process, the user is returned to the data entry screen where the first error exists. Messages identifying specific errors display above the fields in error. A user must fix all errors and click on **Submit Filing** again.

- The filer must certify on the Attestation page that all information on the filing is true, that the filer is the author of the statement, and that the candidate portrait, if submitted, is less than 4 years old.

The screenshot shows the Oregon Secretary of State website interface. The top navigation bar includes the name 'Kate Brown' and the 'Elections Division' contact details: '255 Capitol St NE, Ste 501, Salem, OR 97310' and phone numbers '503.986.1518 or 1.866.ORE.VOTE'. The date 'January 26, 2012 (Version: v3.6.0.2)' is also present. On the left, a sidebar menu lists various options like 'Private Workshop', 'Public Search', 'My Vote', 'Election Results', 'Submit New Filing', 'User Management', 'Sign out', 'Elections Home', 'Elections History', 'Initiative, Referendum & Referral', and 'Publications and Forms'. The main content area is titled 'Voters' Pamphlet Attestation' and contains the following text: 'By clicking **Continue** below I, Bobby B Brown, am attaching my electronic signature and hereby state: (1) all information provided by me in this filing is true; (2) I am the author of this statement; and (3) the portrait I have provided, if any, is less than 4 years old. If I do not agree to the above I should click **Cancel** to discontinue my filing.' At the bottom of the text are two buttons: 'Continue' and 'Cancel'.

- Read the attestation and if agreed, click on the **Continue** button to attest with your electronic signature.
- Your filing type will determine the next steps. See either:

Completing the Candidate Statement by Fee Method, page 22.

Completing the Candidate Statement by Petition Method, page 24.

Completing the Candidate Statement by Fee Method

- 1 After attestation on a fee-based Voters' Pamphlet filing, ORESTAR will proceed to the Oregon Securepay system where the online payment of the Candidate Statement fee is processed.

note

See the Candidate's Manual and SEL 430 for fees and deadlines for filing for a Candidate Statement.

- 2 The Billing Information page of the online payment checkout displays.

Currently in your cart:

TOTAL:

Billing Information

*First name:

Middle name:

*Last name:

*Street address:

Street address:

*City:

*State:

*Zip code/Postal code:

*Country/Region:

*Phone:

*Email:

Enter the required information from the credit card you are using to make this payment.

<< Back Cancel Continue >>

If you are a guest user and click back, the information above will be erased.

- 3 Enter and confirm your information and click the **Continue >>** button.

- The Shipping Information page displays. For a Voter's Pamphlet filing, nothing is shipped to the user. Check the box that indicates "Shipping address same as billing address" and click **Continue >>**.

- Enter your credit card number and select the expiration month and expiration year on the Payment Information page.

- Click on the **Submit for Payment >>** button on the Payment Information page. The user returns to ORESTAR and a payment confirmation page displays. The information on the page is also emailed to the user.

notes

Wait until you see the payment confirmation page before closing your browser.

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255 Capitol St NE, Ste 504, Salem, OR 97310
503.986.1518 or 1.866.ORE.VOTE
January 26, 2012 (Version: v3.6.0.2)

Private Workshop >>
Public Search >>
My Vote
Election Results
Submit New Filing >>
User Management
Sign out

Elections Home
Elections History
Initiative, Referendum & Referral

Status : **Payment Received**

Order Number : 1548

Payment Received at : 01/26/2012 02:57:44 PM

Amount Received :

Purpose : Voters' Pamphlet Filing - County Office

Although the test confirmation page displayed above does not indicate an Amount Received, your confirmation page will display the amount that will be charged to your credit card.

- Click on the **Continue** button to return to the Private Workshop. The Candidate Statement will have an **Approved** status.
- A Voters' Pamphlet Filing Confirmation email is sent to the Contact Information email address submitted in the filing.

Completing the Candidate Statement by Petition Method

- After attestation on a petition filing, ORESTAR returns to the Private Workshop and the Candidate Statement has a **Pending Approval** status.
- A Voters' Pamphlet Prospective Petition Filing Confirmation email is sent to the contact email address you submitted in the filing. The email confirms that the Elections Division has received the Voters' Pamphlet prospective petition through ORESTAR.
- The Elections Division reviews the prospective petition. You will receive an email notification when the petition status is **Approved to Circulate**.

The Approval to Circulate email will include:

- the signature sheet as a PDF attachment, and
- a copy of the Candidate Statement that must be attached to or copied on the back of the approved signature sheet.

- 4 The petition signatures must be turned in and verified by the appropriate elections official (i.e., the Secretary of State for candidates for state office, or the appropriate county elections official for candidates for local office).

If the Secretary of State is the elections official, and the Elections Division has verified signatures and determined that they are sufficient, you will receive an email from ORESTAR confirming the approval of your Candidate Statement filing. Petition filers are advised to turn in signatures for verification at least 10 days prior to the filing deadline to guarantee that signature verification can be completed by the filing deadline.

If the county is the elections official, the verified signature sheets with sufficient signatures must be recovered from the county and turned in to the state Elections Division by the filing deadline. The Elections Division approves the Candidate Statement and you will receive a confirmation email from ORESTAR.

Amending a Candidate Statement

To amend a Candidate Statement, proceed with the following:

- 1 Click on the **Amend** button associated with the Candidate Statement on the Private Workshop. The Candidate Statement data entry screens display with the data from the most recent filing.
- 2 Make the appropriate changes and click on **Submit Filing**. The Attestation page displays.
- 3 Read the attestation and click on the **File** button to attest and file the amended candidacy filing with the Elections Division.
- 4 ORESTAR sends an email confirming the amendment to your Voters' Pamphlet filing.

notes

The office on a Candidate Statement filing cannot be amended. To change the office on the filing, the candidate must withdraw the Voters' Pamphlet filing and submit a new Candidate Statement.

The Filing Method (Fee, Petition) can be amended such that a petition filing can be changed to a fee filing. However, the Filing Method cannot be amended on a fee filing.

Once a petition filing receives a status of Approved to Circulate, amendments can no longer be made to the information entered in the 'This Information Furnished By' section or to the information on the Statement Tab.

A Candidate Statement can be amended in ORESTAR until 5pm on the Candidate Statement deadline for the election.

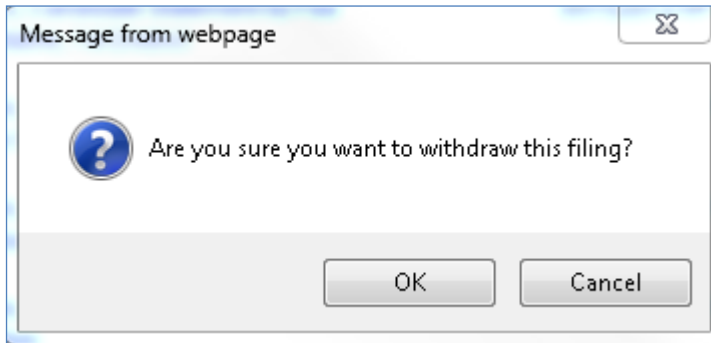
Withdrawing a Candidate Statement

To withdraw a Candidate Statement, proceed with the following:

- 1 Click on the **Withdraw** button associated with the Candidate Statement on the Private Workshop.

note

See the Candidate's Manual for deadlines for filing for a Candidate Statement, including amending or withdrawing the filing.



- 2 A message box displays asking you to confirm the withdrawal. Click OK.
- 3 In your Private Workshop, the Candidate Statement now has a status of **Withdrawn** and the **Amend / Withdraw** buttons are no longer available for this filing.
- 4 For a fee filing, a refund of the filing fee will be processed.

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