MICHELE REAGAN
Secretary of State
State of Arizona

MEMORANDUM

DATE: January 13, 2016

TO: Citizen Clean Elections Commission (CCEC) Participating Candidates

FROM: Eric H. Spencer
State Election Director, Arizona Secretary of State's office

SUBJECT: New electronic filing procedures for CCEC Participating Candidates

The Secretary of State's office is pleased to announce, effective January 19, 2016, that candidate filing under the Citizens Clean Elections Act will be conducted **electronically** through the Secretary of State's office.

The following 4 documents must be emailed to the Secretary of State's office in PDF-formatted files, and named accordingly:

1) Application for Certification as a Participating Candidate (if not previously submitted)
   a) Please name file: "YYYY MMDD Last Name, First Name - Candidate Certification"

2) Application to Receive Participating Funds & Qualifying Contributions
   a) Please name file: "YYYY MMDD Last Name, First Name - Funding Certification"

3) List of Contributions of $5
   a) Please name file: "YYYY MMDD Last Name, First Name - QC List"

4) Electronic $5 Qualifying Contribution Report and $5 Qualifying Contribution Slips (consolidated)
   a) Please name file: "YYYY MMDD Last Name, First Name - QCs"
   b) If the candidate gathered Qualifying Contributions through E-Qual:
      - One consolidated PDF must contain both (1) the list of QCs gathered through E-Qual (the "Electronic $5 Qualifying Report"); and (2) scanned versions of the $5 Qualifying Contribution slips.
      - The E-Qual report should be listed first, followed by the QC slips.
      - The E-Qual report itself may be displayed in landscape or portrait format, but the names must be displayed horizontally so they are readable.

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- The Qualifying Contribution slips must be scanned and sorted by county, in county alphabetical order.

c) If the candidate did not gather Qualifying Contributions through E-Qual, the Qualifying Contribution slips must be scanned and sorted by county, in county alphabetical order.

Once the required documents are in PDF format and appropriately named, they must be emailed to the Secretary of State's office at ccec@azsos.gov. Please be mindful of the file size in order to ensure the documents are received by the Secretary of State's office.

Participating candidates are still statutorily required to submit their original Qualifying Contribution slips to the Secretary of State's office as well. The Secretary of State will accept those slips via hand-delivery or mail, however please note that the Secretary of State's office cannot process the required paperwork—including Qualifying Contribution slips—unless they are submitted electronically and in accordance with the process described in this memorandum.

Participating candidates are also required to submit a check to the Secretary of State's office, made payable to the Citizens Clean Elections Fund, that corresponds to the number of Qualifying Contributions submitted. Candidates may hand-deliver or mail the check to the Secretary of State's office, c/o Election Services, 1700 W. Washington St., 7th Floor, Phoenix AZ 85007-2808.

For more information on qualifying as a participating candidate, including relevant filing deadlines, please visit the Citizens Clean Elections Commission website at: http://www.azcleanelections.gov/voters/education.

Should you have any questions regarding the Secretary of State's office procedures, including how to generate the required reports through the Secretary of State's campaign finance website, please contact our office at 602-542-8683 for assistance.

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