



CANDIDATE GUIDE

HOW TO CREATE A NOMINATION PETITION ONLINE

Candidates running for Mayor or Councilmember in the City of Scottsdale may collect 100% of their required nomination petition signatures through the E-Qual system. E-Qual enables eligible voters to electronically sign these petitions. The Arizona Online Petition Portal allows candidates to create and manage their online nomination petitions for elections by participating jurisdictions. The use of this system is authorized by [Arizona Revised Statutes § 16-317 \(A\)](#).

In addition to electronic petitions, paper petitions will still be accepted and are encouraged as a supplement to the online signatures for the purpose of building a cushion. When circulating petitions in hard copy, please make sure the information on the paper forms matches the information on the electronic forms.

Before any signature is collected, a Statement of Interest form must be filed with the City of Scottsdale City Clerk's Office.

For candidates who do not wish to use the E-Qual system, the existing hard copy nomination petition process can still be used as an alternate option.

Please contact the Scottsdale City Clerk's Office at 480-312-2411 or blane@scottsdaleaz.gov with any questions.

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CREATE AN ACCOUNT OR LOG IN IF YOU HAVE AN ACCOUNT

1. GO TO THE ONLINE PETITION PORTAL FOR LOCAL OFFICES

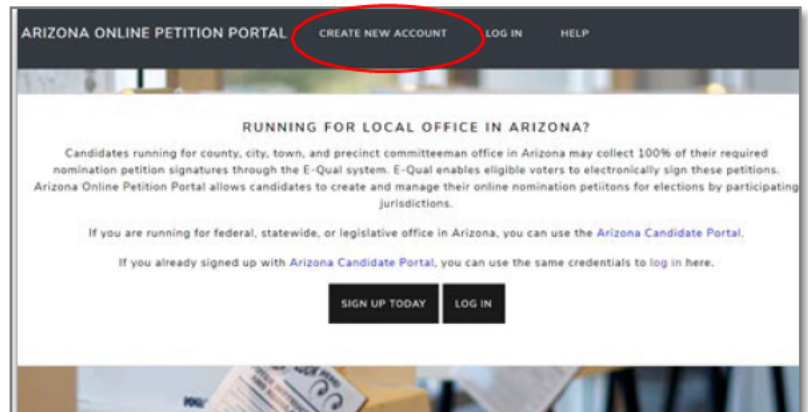
<https://apps.azsos.gov/apps/election/eps/Portal/>

Please note, local candidates CANNOT use the regular Arizona Candidate Portal. The regular Arizona Candidate Portal is used for federal, legislative, or state candidacy. Local candidates must use the Arizona Online Petition Portal for local offices.

2. CREATE NEW ACCOUNT

If you have never used E-Qual as a candidate, click 'Create New Account' from the top menu bar or 'Sign Up Today' on the home page.

If you have run for a federal, legislative, or state office, you can sign in using the same log in information (username/password) that you use to sign into the regular Arizona Candidate Portal.



3. FILL OUT THE FORM

Fill out the form and click 'Create My Account'.

You should get a message saying that a confirmation email has been sent to your email. Go to your email inbox. Open the email that was sent from the Arizona Secretary of State. Click the link inside to confirm your email. You should now be able to log in to the petition portal. If you are not seeing the e-mail after a few minutes, check your spam, junk, or "other" folder.

CREATE NEW ACCOUNT

Please use a reliable email address that you check regularly and will be able to access should you ever need to reset your account. This email address will not be published. It is solely for communication between the registrant and the administrator. Your account will remain with you through future election cycles.

If you already signed up with [Arizona Candidate Portal](#), you can use the same credentials to log in here.

Please fill out the form below to get started. All fields are required.

First Name*	Last Name*
Required	Required
Email Address*	Confirm email address*
Required	Required
Password*	Confirm password*
Required	Required

Your password must be at least 6 characters long and contain one digit.

CREATE MY ACCOUNT

4. LOG IN

Enter your account email address and password and click 'Log In'.

LOG IN

LOG IN OR CREATE A NEW ACCOUNT TO CREATE ONLINE CANDIDATE NOMINATION PETITIONS.

If you already signed up with [Arizona Candidate Portal](#), you can use the same credentials to log in here.

Email Address*

Required

Password*

Required

LOG IN

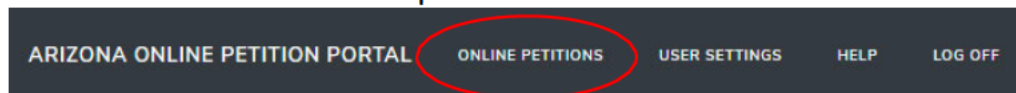
[Create New Account](#)

[Forgot your password?](#)

CREATE A CANDIDATE

1. CLICK 'ONLINE PETITIONS'

Click 'Online Petitions' in the top menu.



2. CLICK 'CREATE A NEW CANDIDATE'

Click 'Create a New Candidate.'

If you are a candidate:
Click "Create a New Candidate" to add your name, address and campaign information for online petitions you create. You only have to do this once.

If you are a Campaign Manager:
Click "Create a New Candidate" to set up a candidate's address and campaign information before creating their online petition.

[CREATE A NEW CANDIDATE](#)

3. FILL OUT THE FORM

Fill out your candidate information and click 'Save Candidate Information' at the bottom when you are done. Please note that the information entered here will be auto filled when creating your petition.

CREATE CANDIDATE

Candidate Name* * Required Field
Candidate name as you want it to appear on ballot for new petitions.

ADDRESS
Home address used for new petitions.

Address Line 1*

Address Line 2

City* State* ZIP Code*

County*

CAMPAIGN INFORMATION

To update, click the candidate name and edit the information. Any changes are only good for newly created petitions. If a petition is currently open, any changes made here will not be reflected on the open petition.

CAMPAIGN MANAGERS: If you are a campaign manager and will be monitoring multiple candidates, you can do this by following the above steps to create additional candidates. The candidates will be listed for you to view.

PETITIONS FOR CANDIDATE 3					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	August 2, 2022 Primary Election	City Council	09/24/2021	Open	View

PETITIONS FOR CANDIDATE 4					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	August 2, 2022 Primary Election	City Council	09/24/2021	Open	View

CREATE A PETITION

1. CLICK 'CREATE NEW PETITION'

This button is found to the right of the candidate's name.

If you are a candidate:
Click on the candidate name to update your name, address and campaign information for any new petitions you create.

If you are a Campaign Manager:
Click "Create a New Candidate" to create new candidates and add their petitions. Click on the candidate name to update the candidate's name, address and campaign information for new petitions.

CREATE A NEW CANDIDATE

PETITIONS FOR CANDIDATE 6

CREATE NEW PETITION

From the drop-down menu under 'Jurisdiction' select "City of Scottsdale". Under 'Election Year', select the election's year if it hasn't been automatically selected for you. Under 'Office' select which office you are seeking. If more than one election is returned, select the election you are running in.

Click 'Next' to go to the next screen. Note: If there is only one option in a dropdown, that option will automatically be selected for you.

CREATE ONLINE PETITION

IMPORTANT: Before a candidate may begin collecting signatures they MUST file a statement of interest with the filing office for which they are running.

Jurisdiction*
Required

Election Year*
Required

Office*
Required

Election*
Required

NEXT >>

2. CANDIDATE INFORMATION

The candidate information is auto filled from the 'Create Candidate' form. In this form you can update all the fields.

The last two fields of this form 'Campaign Email Address' and 'Campaign Phone Number' are optional and will be displayed on your petition form for public viewing.

Enter your name in the 'Candidate Name' field as you would like it to appear on the ballot.

Please review other important reminders for candidates listed on the next page before completing this form.

CREATE ONLINE PETITION

Candidate Name*
Candidate name as you want it to appear on ballot.
Candidate 6

ADDRESS
Address Line 1*
3939 N Drinkwater Blvd
Address Line 2
Optional

City*
City of Scottsdale

State*
AZ

ZIP Code*
85251

County*
Maricopa

CAMPAIGN INFORMATION
The following information is optional and will be shown to signers.

Campaign Email Address
candidate6@candidate6.com

Campaign Phone Number
555-867-5309

All of the information you supply on this page will appear on your petition and be viewable online.

<< PREVIOUS NEXT >>

Important Reminders for Candidates:

1. When typing your name into the "Candidate Name" field, type your name as you would like to see it appear on the ballot.
2. Review the information entered carefully before creating a new petition. Once a petition is created, the information cannot be modified. If changes are needed, the petition would need to be voided (releasing any signatures collected to that point) or closed, and a new petition created.
3. Candidates can only collect up to the minimum number of signatures needed to be placed on the ballot for the respective office using E-QUAL (1,000 signatures for Councilmember).
4. Additional hard-copy petition sheets with signatures can be submitted to the City Clerk's Office to supplement your online petition. Sample petition sheets for hard-copy circulation can be found online in our Campaign Forms. If you plan to circulate petitions in hard copy to supplement your online petition, please make sure the information on the paper forms matches the information on the electronic forms.
5. Please contact the Scottsdale City Clerk's Office with any questions at 480-312-2411 or blane@scottsdaleaz.gov.

Important Reminders for Candidates:

1. When typing your name into the 'Candidate Name' field, type your name as you would like to see it appear on the ballot.
2. Review the information entered carefully before creating a new petition. Once a petition is created, the information cannot be modified. If changes are needed, the petition would need to be voided (releasing any signatures collected to that point) or closed, and a new petition created.
3. Candidates can only collect up to the minimum number of signatures needed to be placed on the ballot for the respective office using E-QUAL (1,000 signatures for Councilmember).
4. Additional hard-copy petition sheets with signatures can be submitted to the City Clerk's Office to supplement your online petition. Sample petition sheets for hard-copy circulation can be found online in our [Campaign Forms](#). If you plan to circulate petitions in hard copy to supplement your online petition, please make sure the information on the paper forms matches the information on the electronic forms.
5. Please contact the Scottsdale City Clerk's Office with any questions at 480-312-2411 or blane@scottsdaleaz.gov.

DOUBLE CHECK YOUR INFORMATION! Once your petition has been created, the **ONLY** way to change this information is to void (remove all signatures) or close (cannot accept new signatures) your petition and create a new one with the correct information. **THE INFORMATION PROVIDED HERE GOES ON YOUR PETITION!** After you have reviewed your information, click "Next".

3. REVIEW & CREATE PETITION

On the third and final screen, you will be asked to review the petition text.

Once you click on 'Create Petition' the information on the petition **CANNOT** be changed. If you wish to change anything at this point, click 'Previous' before clicking on 'Create Petition.' Once everything looks good, click 'Create Petition' to finish the creation process.

REVIEW

Review the following and click "Create Petition" button at the bottom of the page.

ENGLISH

CITY OF SCOTTSDALE - NONPARTISAN NOMINATION PETITION

I, the undersigned, a qualified elector of the county of Maricopa, state of Arizona, and of Scottsdale, Arizona, hereby nominate Candidate 6 who resides at 3939 N Drinkwater Blvd City of Scottsdale AZ 85251 in the City of Scottsdale, for the office of City Council to be voted at the Primary Election to be held August 2, 2022, and hereby declare that I am qualified to vote for this office and that I have not signed and will not sign any nomination petitions for more persons than the number of candidates necessary to fill such office at the next ensuing election. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes of updating my voter registration file.

ESPAÑOL

CIUDAD DE SCOTTSDALE - PETICIÓN PARA NOMINACIÓN NO PARTIDISTA

Yo, el/la abajo firmante, elector/a calificado/a del condado de Maricopa, estado de Arizona, y de Scottsdale, Arizona, por este medio nomino a Candidate 6, quien reside en 3939 N Drinkwater Blvd City of Scottsdale AZ 85251 en la Ciudad de Scottsdale, para el cargo de Concejal en la votación de la elección Primaria que se llevará a cabo en 2 de Agosto de 2022, y en esto declaro que estoy calificado/a para votar para este cargo y que no he firmado y no firmaré cualquier petición de nominación para más personas que el número de candidatos necesario para llenar dicho cargo en la siguiente elección. Más aún, declaro que si opto por usar un apartado postal como domicilio en esta petición, el domicilio de mi residencia no ha cambiado desde la última vez que lo reporté al registrador del condado con el propósito de actualizar el archivo de mi registro electoral.

[<< PREVIOUS](#) [CREATE PETITION](#) [CANCEL](#)

You will be returned to the Online Petitions page and the petition you just created will be listed below your candidate name.

PETITIONS FOR CANDIDATE 6					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	August 2, 2022 Primary Election	City Council	09/27/2021	Open	View

HOW TO SHARE A DIRECT LINK TO YOUR PETITION

When you create a petition, a direct link to your petition is created. You can post that link on your website, in email, social media communication, etc. When voters click on your direct link, they will be sent directly to your online petition for signing.

1. GO TO THE PETITION DETAILS PAGE

Click 'View' next to the open petition to open the petition details page.

City of Scottsdale	August 2, 2022 Primary Election	City Council	09/27/2021	Open	View
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2. FIND THE LINK & SHARE

Find the E-Qual link and share it, as needed.

ONLINE PETITION			
Candidate Name:	Candidate 6	E-Qual Link:	https://goqa.azsos.gov/ccjg
Election:	City of Scottsdale August 2, 2022 Primary Election August 02, 2022	Office:	City of Scottsdale City Council
Date Opened:	September 27, 2021	Signatures Collected in E-Qual:	0
Campaign Contact Information:	candidate6@candidate6.com 555-867-5309	Status:	Open
Collection Starts:	September 28, 2021 @ 08:00 AM	Filing Period:	March 07, 2022 @ 08:00 AM to April 04, 2022 @ 05:00 PM

(To sign your own petition - Click on your direct link and follow the instructions to sign in as a voter.)

HOW TO VOID A PETITION

1. UNDERSTAND WHAT VOIDING A PETITION MEANS

You can void an open petition, but you cannot void one once it has been closed or filed. Voiding a petition releases any signatures collected and cannot be undone. If the petition was created for the wrong office or jurisdiction, the candidate would want to void it. If the candidate decides not to run, they can void their petition which would allow voters to sign another candidate's petition. Before voiding, it is recommended that you download a file of voters who signed the petition. The last page of this guide has instructions on how to download voter information. This file will include email addresses of any voter who provided it, allowing you to contact the voter if you wanted them to sign a newly created petition.

2. VOID THE PETITION

Click 'View' next to the petition to view the petition details.

City of Scottsdale	August 2, 2022 Primary Election	City Council	09/27/2021	Open	View
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Click 'Void Petition'

ONLINE PETITION

Candidate Name:	Candidate 6	E-Qual Link:	https://goqa.azsos.gov/ccjg
Election:	City of Scottsdale August 2, 2022 Primary Election August 02, 2022	Office:	City of Scottsdale City Council
Date Opened:	September 27, 2021	Signatures Collected in E-Qual:	0
Campaign Contact Information:	candidate6@candidate6.com 555-867-5309	Status:	Open
Collection Starts:	September 28, 2021 @ 08:00 AM	Filing Period:	March 07, 2022 @ 08:00 AM to April 04, 2022 @ 05:00 PM

GUIDES

[Candidate E-Qual Guide](#)
[Voter E-Qual Guide](#)
[Candidate Resources and Forms](#)
[Council Election Website](#)

VOTER SIGNATURES

Search: CLEAR SEARCH EXPORT ALL TO CSV

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
There are no voter signatures for this petition at this time.					

Showing 0 to 0 of 0 entries

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VOID PETITION CLOSE PETITION PRINT ONLINE PETITION AND SIGNATURES

You will get a popup message asking you to confirm the action. Click 'Yes, I want to void this petition.'

ARE YOU SURE YOU WANT TO VOID THIS?

Voiding your petition will discard all signatures gathered for this particular petition. This action cannot be undone.

YES, I WANT TO VOID THIS PETITION. NO

You will now see that your petition has been voided and you can no longer view it.

PETITIONS FOR CANDIDATE 6					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	August 2, 2022 Primary Election	City Council	09/27/2021	Voided	

HOW TO CLOSE A PETITION

1. UNDERSTAND WHAT CLOSING A PETITION MEANS

When you close a petition, this means voters cannot add more signatures to your petition. This action cannot be undone. However, you can create supplemental petitions to gather more signatures up to the minimum number of signatures for the office, if needed.

2. CLOSING THE PETITION

From the petition details screen, click 'Close Petition'

ONLINE PETITION

Candidate Name:	Candidate 6	E-Qual Link:	https://goqa.azsos.gov/ecjg
Election:	City of Scottsdale August 2, 2022 Primary Election August 02, 2022	Office:	City of Scottsdale City Council
Date Opened:	September 27, 2021	Signatures Collected in E-Qual:	0
Campaign Contact Information:	candidate6@candidate6.com 555-867-5309	Status:	Open
Collection Starts:	September 28, 2021 @ 08:00 AM	Filing Period:	March 07, 2022 @ 08:00 AM to April 04, 2022 @ 05:00 PM

GUIDES

[Candidate E-Qual Guide](#)
[Voter E-Qual Guide](#)
[Candidate Resources and Forms](#)
[Council Election Website](#)

VOTER SIGNATURES

Search: [CLEAR SEARCH](#) [EXPORT ALL TO CSV](#)

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
There are no voter signatures for this petition at this time.					

Showing 0 to 0 of 0 entries

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VOID PETITION

CLOSE PETITION

PRINT ONLINE PETITION AND SIGNATURES

You will get a popup message asking you to confirm the action. Click 'Yes, I want to close this petition.'

ARE YOU SURE YOU WANT TO CLOSE THIS?

Closing your petition means voters can't add more signatures. This action cannot be undone. You can, however, create a new supplemental petition to gather more signatures.

[YES, I WANT TO CLOSE THIS PETITION.](#) [NO](#)

You will now see that your petition has been closed.

PETITIONS FOR CANDIDATE 6					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	August 2, 2022 Primary Election	City Council	09/27/2021	Closed	View

HOW TO SUBMIT A PETITION

1. UNDERSTAND WHAT SUBMITTING A PETITION MEANS

You can submit your E-Qual petition signatures online instead of printing the report to file in person. You must close your petition before you will be able to submit it. You can submit your petitions starting Monday, March 7, 2022. Online petitions (along with other required documentation) must be submitted to the City Clerk's Office by 5:00 p.m. on Monday, April 4, 2022.

Note: You still must file all your other candidate documentation, including any signatures gathered in person, with the Clerk's Office. Call 480-312-2411 or email blane@scottsdaleaz.gov for information.

2. SUBMITTING THE PETITION

From the petition details screen, click 'Submit Petition to Filing Office'

ONLINE PETITION

Candidate Name:	Candidate 6	E-Qual Link:	https://goqa.azsos.gov/ccjg
Election:	City of Scottsdale August 2, 2022 Primary Election August 02, 2022	Office:	City of Scottsdale City Council
Date Opened:	September 27, 2021	Signatures Collected in E-Qual:	0
Campaign Contact Information:		Status:	Closed September 27, 2021 @ 08:14 PM
Collection Starts:	September 28, 2021 @ 08:00 AM	Filing Period:	March 07, 2022 @ 08:00 AM to April 04, 2022 @ 05:00 PM

GUIDES

[Candidate E-Qual Guide](#)
[Voter E-Qual Guide](#)
[Candidate Resources and Forms](#)
[Council Election Website](#)

VOTER SIGNATURES

Search: [CLEAR SEARCH](#) [EXPORT ALL TO CSV](#)

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
There are no voter signatures for this petition at this time.					

Showing 0 to 0 of 0 entries

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VOID PETITION

PRINT PETITION AND SIGNATURES

SUBMIT PETITION TO FILING OFFICE

You will get a popup message asking you to confirm the action. Click 'Yes, submit this petition.'

X

ARE YOU SURE YOU WANT TO SUBMIT THIS?

This action cannot be undone. After clicking "Yes", please wait until the process completes and you are returned to your petition.

YES, SUBMIT THIS PETITION.

NO

You will now see that your petition has been submitted.

PETITIONS FOR CANDIDATE 6

[CREATE NEW PETITION](#)

JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	August 2, 2022 Primary Election	City Council	09/27/2021	Closed Submitted 09/27/2021	View

HOW TO PRINT A PETITION

1. VIEW THE PETITION

Click on “View” at the right-hand side of the petition to open the petition details page

PETITIONS FOR CANDIDATE 6					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	August 2, 2022 Primary Election	City Council	09/28/2021	Closed	View

2. PRINT THE PETITION

From the petition details page, click ‘Print Petition and Signatures’. You will be directed to a PDF which you can download, save, and print.

ONLINE PETITION

Candidate Name:	Candidate 6	E-Qual Link:	https://goqa.azsos.gov/cjg
Election:	City of Scottsdale August 2, 2022 Primary Election August 02, 2022	Office:	City of Scottsdale City Council
Date Opened:	September 28, 2021	Signatures Collected in E-Qual:	0
Campaign Contact Information:		Status:	Closed September 28, 2021 @ 08:13 AM
Collection Starts:	September 20, 2021 @ 08:00 AM	Filing Period:	September 27, 2021 @ 08:00 AM to September 28, 2021 @ 12:00 PM

GUIDES

Candidate E-Qual Guide
Voter E-Qual Guide
Candidate Resources and Forms
Council Election Website

VOTER SIGNATURES

Search:

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
There are no voter signatures for this petition at this time.					

Showing 0 to 0 of 0 entries

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HOW TO SEARCH AND EXPORT VOTER SIGNATURES

1. VIEW THE PETITION

Click ‘View’ next to the open petition to open the petition details page.

City of Scottsdale	August 2, 2022 Primary Election	City Council	09/28/2021	Closed	View
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2. PRINT THE PETITION

Just above the voter signature table, use the search field to search signatures and/or click on ‘Export All to CSV’ to download a .csv file of all the petition’s signatures.

VOTER SIGNATURES

Search:

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
[REDACTED]	[REDACTED]	[REDACTED] SCOTTSDALE, AZ, 85258		Maricopa	09/24/2021
[REDACTED]	[REDACTED]	[REDACTED] SCOTTSDALE, AZ, 85257		Maricopa	09/24/2021

Showing 1 to 2 of 2 entries

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