E-QUAL CANDIDATE GUIDE

How To Close An E-Qual Petition and Create A New One:

Due to the passage of HR2785 on February 9, 2024, candidates using E-Qual should close their existing petitions and create a new petition with the July 30, 2024 Primary Election date.

Please follow this guide to close your petition and open a new one.

Candidates running for county office in Arizona may collect up to 100% of their required nomination petition signatures through the E-Qual system. E-Qual enables eligible voters to electronically sign these petitions.

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.

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 us at campfin@risc.maricopa.gov or 602-372-2262 with any questions.

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STEP-BY-STEP INSTRUCTIONS

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

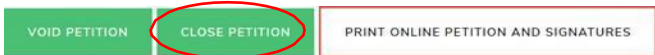From the petition details screen, click 'Close Petition'

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

You will now see that your petition has been closed.

Please note: You do not want to "VOID" the petition, as this will void all signatures collected.

HOW TO CREATE A PETITION

1. CLICK 'CREATE NEW PETITION'

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

From the drop-down menu under 'Jurisdiction', select the jurisdiction. 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 the election is partisan, you will have to also select your party. 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.
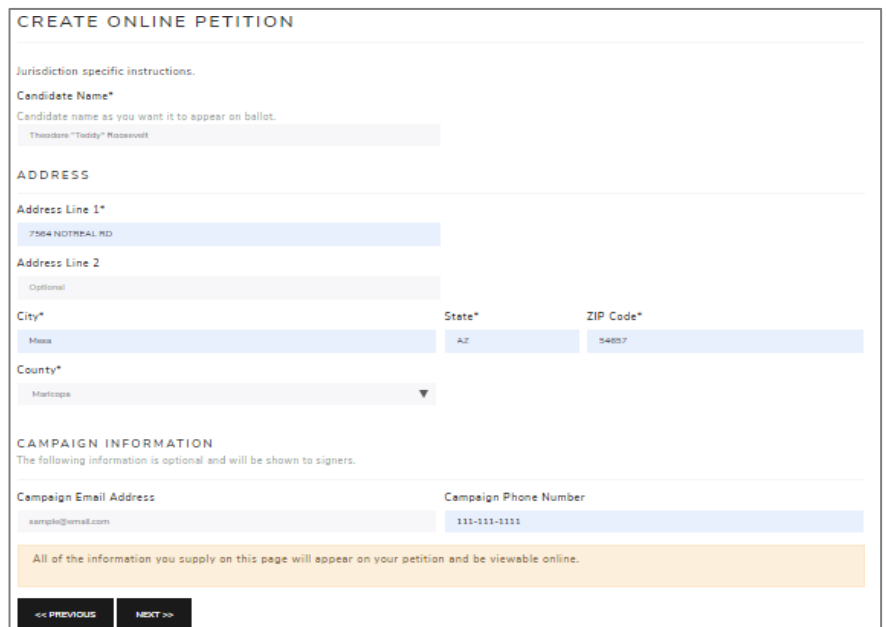
2. CANDIDATE INFORMATION

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.

Important Reminders for Candidates:

a. When typing your name into the 'Candidate Name' field, type your name as you would like to see it appear on the ballot.

b. In the 'Address' field, *a physical (residential) address is required.* **Do not enter any PO box addresses.**

c. 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.

d. Please contact the Maricopa County Elections Department with any questions.

DOUBLE CHECK YOUR INFORMATION! THE INFORMATION PROVIDED HERE GOES ON YOUR PETITION! 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. After you have reviewed your information, click "Next".

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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

NOMINATION PETITION FOR CITY COUNCIL MEMBER

I, the undersigned, a qualified elector residing within District 1 of the City of Phoenix, Arizona, hereby join in a petition for the nomination of Theodore "Teddy" Roosevelt, who resides at 7564 NOTREAL RD Mesa AZ 54657 in the City of Phoenix, Arizona, for the office of City Council Member from District 1, to be voted for at the municipal election to be held in the City of Phoenix, on the 3rd day of November, 2020, and I hereby affirm that I am qualified to vote for this office, that I have not signed and will not sign a petition nominating any other candidate for the above named office, and that my actual residence is as set opposite my name below. 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

PETICIÓN DE NOMBRAMIENTO PARA MIEMBRO DEL CONCEJO MUNICIPAL

Yo, el que firma abajo, soy un elector calificado que reside dentro del distrito 1 de la municipalidad de Phoenix, Arizona, y por medio de la presente me uno a la petición para el nombramiento de Theodore "Teddy" Roosevelt, que reside en el 7564 NOTREAL RD Mesa AZ 54657 en la Municipalidad de Phoenix, Arizona, para el puesto de Miembro del Concejo Municipal para el Distrito 1, para ser elegido en la elección municipal que se llevara a cabo en la Municipalidad de Phoenix, el día martes, 3 de noviembre de 2020, y por la presente afirmo que estoy calificado para votar para este puesto, que no he firmado y que no firmaré una petición nombrando a ningún otro candidato para el puesto mencionado arriba, y que mi domicilio es el que aparece abajo, al lado de mi nombre. Asimismo, declaro que si he decidido utilizar un buzón de correo postal en esta petición, mi dirección de residencia no ha cambiado desde la última vez que se la proporcioné al Registrador del Condado para actualizar los datos 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 THEODORE "TEDDY" ROOSEVELT

CREATE NEW PETITION

JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS	
City of Phoenix	2020 General Election	City Council District 1	May 01, 2020 @ 01:40 PM	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 Phoenix	2020 General Election	City Council District 1	May 01, 2020 @ 01:40 PM	Open	View

2. FIND THE LINK & SHARE

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

ONLINE PETITION

Candidate Name:	Theodore "Teddy" Roosevelt	E-Qual Link:	https://goqa.azsos.gov/cb56
Election:	City of Phoenix 2020 General Election November 03, 2020	Office:	City of Phoenix City Council District 1
Date Opened:	May 01, 2020	Signatures Collected in E-Qual:	0
Campaign Contact Information:	sample@email.com	Status:	Open
Collection Starts:	April 07, 2020 @ 12:00 AM	Filing Period:	April 29, 2020 @ 08:00 AM to July 06, 2020 @ 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 PRINT A PETITION

1. VIEW THE PETITION

Click on "View" at the right-hand side of the petition to open the petition details page.

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.

Please note: A petition must be closed before the "PRINT ONLINE PETITION AND SIGNATURES" option will allow you to print.

If you open a new petition with the July 30, 2024 Primary Election date, **please be sure to print both petitions** created through E-Qual. You should print both the petition with the August 6, 2024 election date and the petition with the July 30, 2024 election date.