



# **CANDIDATE GUIDE FOR MAYOR**

## **HOW TO CREATE A NOMINATION PETITION ONLINE**

Candidates running for Mayor 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](mailto:blane@scottsdaleaz.gov) with any questions.

# Table of Contents

## STEP-BY-STEP INSTRUCTIONS

CREATE AN ACCOUNT OR LOG IN IF YOU HAVE AN ACCOUNT.....	3
CREATE A CANDIDATE.....	4
CREATE A PETITION.....	5
HOW TO SHARE A DIRECT LINK TO YOUR PETITION.....	7
HOW TO VOID A PETITION.....	8
HOW TO CLOSE A PETITION.....	9
HOW TO SUBMIT A PETITION .....	10
HOW TO PRINT A PETITION .....	11
HOW TO SEARCH AND EXPORT VOTER SIGNATURES.....	11

# CREATE AN ACCOUNT OR LOG IN IF YOU HAVE AN ACCOUNT

## 1. GO TO THE ONLINE PETITION PORTAL FOR LOCAL OFFICES

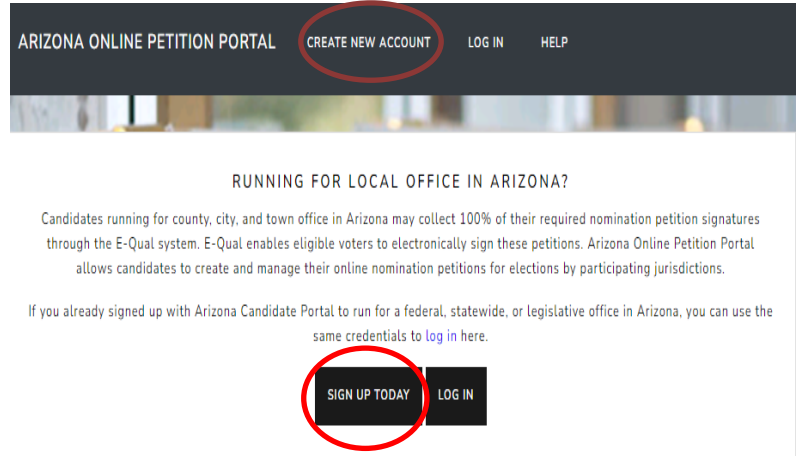
<https://apps.azsos.gov/apps/election/eps/Portal/>

Please note, local candidates **cannot** use the Arizona Candidate Portal, which is used for federal, legislative, or state candidacies. 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 in to the 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.

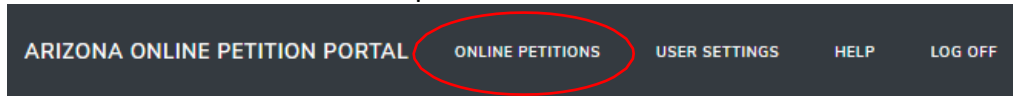
## 4. LOG IN

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

# CREATE A CANDIDATE

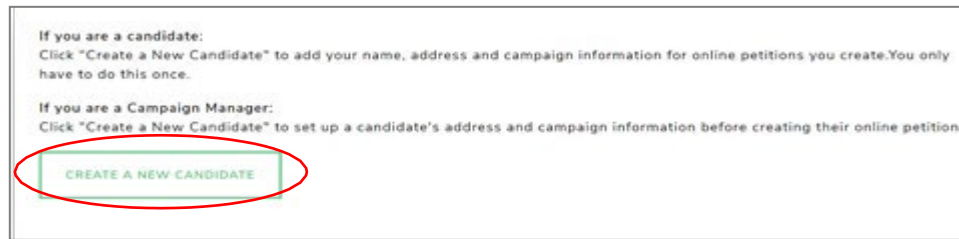
## 1. CLICK 'ONLINE PETITIONS'

Click 'Online Petitions' in the top menu.



## 2. CLICK 'CREATE A NEW CANDIDATE'

Click 'Create a New Candidate.'



## 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.  
Mayor Candidate 1

ADDRESS  
Home address used for new petitions.

Address Line 1\*  
3939 N Drinkwater Blvd

Address Line 2  
Optional

City\* State\* ZIP Code\*  
City of Scottsdale AZ 85251

County\*  
Maricopa

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

Campaign Email Address Campaign Phone Number  
Campaign email address for new petitions. Campaign phone number for new petitions.  
test@test.com 555-555-5555

SAVE CANDIDATE INFORMATION CANCEL

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 MAYOR CANDIDATE 1					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
PETITIONS FOR COUNCIL CANDIDATE 11					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	

# 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 MAYOR CANDIDATE 1

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\*  
City of Scottsdale

Election Year\*  
2024

Office\*  
Mayor

Election\*  
2024 City of Scottsdale Primary Election August 06, 2024

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 "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.  
Mayor Candidate 1

ADDRESS

Address Line 1\*  
3939 N Drinkwater Blvd

Address Line 2  
Optional

City\*  
Scottsdale

State\* ZIP Code\*  
AZ 85251

County\*  
Maricopa

Important Reminders for Candidates:

- When typing your name into the "Candidate Name" field, type your name as you would like to see it appear on the ballot.
- 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. Before voiding a petition, it is recommended that you download and save a copy of the file that notes the individuals that have signed the impacted petition. This can assist you in contacting voters and asking they sign your new petition once available.
- 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 Mayor and Councilmember).
- 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.
- Please contact the Scottsdale City Clerk's Office with any questions at 480-312-2411 or blane@scottsdaleaz.gov.

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

Campaign Email Address Campaign Phone Number  
test@test.com 555-555-5555

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. Make sure to enter your Scottsdale residential address.
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. Before voiding a petition, please download and save a copy of the file that notes the individuals that have signed the impacted petition. This can assist you in contacting voters and asking them to sign your new petition once available.
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 Mayor).
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 hard-copy petitions to supplement your online petition, please make sure the information on the hard-copy 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](mailto: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. 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, click 'Previous' before clicking on 'Create Petition.' Once everything looks accurate, click 'Create Petition' to finish the creation process.

CREATE ONLINE PETITION

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 Mayor Candidate 1 who resides at 3939 N Drinkwater Blvd City of Scottsdale AZ 85251 in the City of Scottsdale, for the office of Mayor to be voted at the Primary Election to be held August 6, 2024, 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 Mayor Candidate 1, quien reside en 3939 N Drinkwater Blvd City of Scottsdale AZ 85251 en la Ciudad de Scottsdale, para el cargo de Alcade en la votación de la elección Primaria que se llevará a cabo en agosto 6, 2024, 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 MAYOR CANDIDATE 1					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	2024 City of Scottsdale Primary Election	Mayor	08/31/2023	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	2024 City of Scottsdale Primary Election	Mayor	08/31/2023	Open	<a href="#">View</a>
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## 2. FIND THE LINK AND SHARE

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

### ONLINE PETITION

Candidate Name:	Mayor Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/cdnj">https://goqa.azsos.gov/cdnj</a>
Election:	City of Scottsdale 2024 City of Scottsdale Primary Election August 06, 2024	Office:	City of Scottsdale Mayor
Date Opened:	August 31, 2023	Signatures Collected in E-Qual:	0
Campaign Contact Information:		Status:	Open

(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	2024 City of Scottsdale Primary Election	Mayor	08/31/2023	Open	View
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Click 'Void Petition'

### ONLINE PETITION

Candidate Name:	Mayor Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/cdnj">https://goqa.azsos.gov/cdnj</a>
Election:	City of Scottsdale 2024 City of Scottsdale Primary Election August 06, 2024	Office:	City of Scottsdale Mayor
Date Opened:	08/31/2023	Signatures Collected in E-Qual:	2
Campaign Contact Information:	test@test.com 555-555-5555	Status:	Open
Collection Starts:		Filing Period:	August 31, 2023 @ 12:00 PM to

### GUIDES

[Candidate E-Qual Guide](#)  
[Voter E-Qual Guide](#)  
[Candidate Resources and Forms](#)  
[City of Scottsdale 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

[Previous](#) [Next](#)

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.

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

JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS
City of Scottsdale	2024 City of Scottsdale Primary Election	Mayor	08/31/2023	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:	Mayor Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/cdnj">https://goqa.azsos.gov/cdnj</a>
Election:	City of Scottsdale 2024 City of Scottsdale Primary Election August 06, 2024	Office:	City of Scottsdale Mayor
Date Opened:	<b>08/31/2023</b>	Signatures Collected in E-Qual:	<b>2</b>
Campaign Contact Information:	test@test.com 555-555-5555	Status:	Open
Collection Starts:	August 31, 2023 @ 08:00 AM	Filing Period:	August 31, 2023 @ 12:00 PM to

**GUIDES**  
Candidate E-Qual Guide  
Voter E-Qual Guide  
Candidate Resources and Forms  
City of Scottsdale 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

**VOID PETITION** **CLOSE PETITION** PRINT ONLINE PETITION AND SIGNATURES SUBMIT PETITION TO FILING OFFICE

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 COUNCIL CANDIDATE 3 CREATE NEW PETITION

JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	2024 City of Scottsdale Primary Election	Mayor	08/31/2023	<b>Closed</b>	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 11, 2024. Online petitions (along with other required documentation) must be submitted to the City Clerk's Office by 5:00 p.m. on Monday, April 8, 2022.

**Note: On the same day you submit your E-Qual petitions, you must file all your other candidate documentation, including any signatures gathered in person, with the Clerk's Office. Please submit your E-Qual petitions during your filing meeting after all other documentation has been confirmed. Call 480-312-2411 or email [blane@scottsdaleaz.gov](mailto:blane@scottsdaleaz.gov) for more information.**

## 2. SUBMITTING THE PETITION

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

### ONLINE PETITION

Candidate Name:	Mayor Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/cdnj">https://goqa.azsos.gov/cdnj</a>
Election:	City of Scottsdale 2024 City of Scottsdale Primary Election August 06, 2024	Office:	City of Scottsdale Mayor
Date Opened:	08/31/2023	Signatures Collected in E-Qual:	2
Campaign Contact Information:	test@test.com 555-555-5555	Status:	Closed
Collection Starts:		Filing Period:	August 31, 2023 @ 12:00 PM to

### GUIDES

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

### VOTER SIGNATURES

Search:  CLEAR SEARCH EXPORT ALL TO CSV

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
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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.'

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.

JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	2024 City of Scottsdale Primary Election	Mayor	08/31/2023	Closed Submitted 12/14/2023	<a href="#">View</a>

# 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 MAYOR CANDIDATE 1					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Scottsdale	2024 City of Scottsdale Primary Election	Mayor	08/31/2023	Open	<a href="#">View</a>

## 2. PRINT THE PETITION

From the petition details page, click ‘Electronic Petition Signature Report (PDF)’. You will be directed to a PDF which you can download, save, and print.

## ONLINE PETITION

Thank you. The petition was submitted.

Candidate Name:	Mayor Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/cdnj">https://goqa.azsos.gov/cdnj</a>
Election:	City of Scottsdale 2024 City of Scottsdale Primary Election August 06, 2024	Office:	City of Scottsdale Mayor
Date Opened:	August 31, 2023	Signatures Collected in E-Qual:	2
Campaign Contact Information:	mayorcandidate1@mayor.com 555-555-5555	Status:	Closed December 14, 2023 @ 07:33 PM
			Submitted December 14, 2023 @ 07:33 PM <a href="#">Electronic Petition Signature Report (PDF)</a>

# 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	2024 City of Scottsdale Primary Election	Mayor	08/31/2023	Closed	<a href="#">View</a>
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## 2. SEARCH OR EXPORT 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: <input type="text"/>			CLEAR SEARCH		EXPORT ALL TO CSV	
LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED	
	JEFF			Maricopa	09/01/2023	
	NICOLE			Maricopa	09/01/2023	

Showing 1 to 2 of 2 entries

Previous **1** Next