

CAMPAIGN FINANCE INFORMATION

All candidates for City Office should contact the County Clerk's Office for information on reporting requirements prior to announcing candidacy, accepting donations or spending money.

Should you have additional questions, please do not hesitate to contact the Elmore County Clerk's Office at (208) 587-2130 ext. 1206.



IDAHO
Secretary of State's Office

Campaign Finance User Guide

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Create a Candidate Profile Account

Step 1. Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Click on 'Create an Account.' (for multiple campaigns see directions at the end of these instructions on page 6)

The screenshot shows two side-by-side panels. The left panel is titled 'Login' and contains two input fields: 'Username/E-mail' with a person icon and 'Password' with a key icon. Below these fields is a link 'Forgot your password?' and a blue 'LOGIN' button. The right panel is titled 'Don't have an account?' and contains the text 'Click the button below to start creating your campaign portal account.' and a blue 'CREATE AN ACCOUNT' button.

Fig. 1

Step 3: Enter your first name, last name and email address, then click 'Submit.'

Enter your first name, last name and email address below. An email will be sent to you with instructions to complete creating your account.
The email you provide will only be used for sending communications to you. It will not be made available for public record.

Create Your Account

FIRST NAME*
Candy

LAST NAME*
Date

E-MAIL*
CandydateSOS@gmail.com

SUBMIT

Fig. 2

Step 4: Close window or minimize.

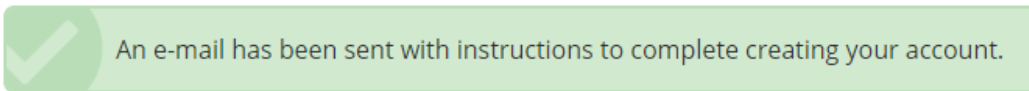


Fig. 3

Step 5: In your email account locate the email from System@tenexsolutions.com entitled Campaign Finance Account Pending.

Step 6: Once you locate the Campaign Finance Account Pending email, open and view the link shown in Fig. 4.

Step 7: Click 'Complete Creating Account' link.

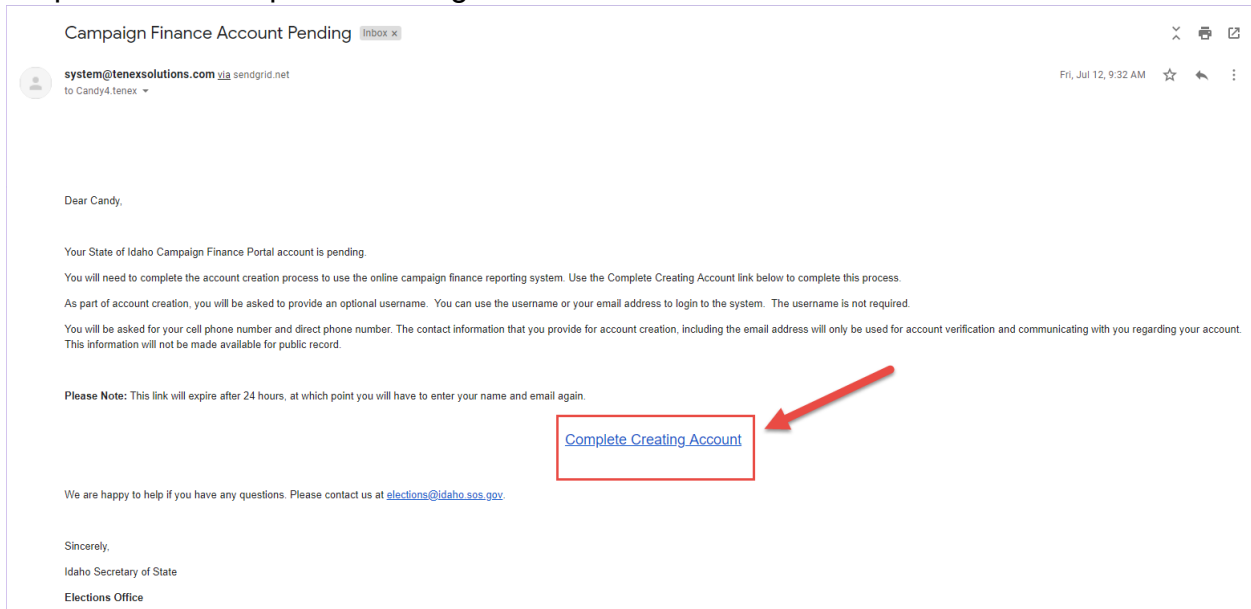


Fig. 4

Step 8: After clicking the link you will be redirected.

Step 9: Fill in the following information to 'Create Your Account.'

First Name=

Last Name=

Email=

USERNAME=

PASSWORD=

CELL (optional)

BUSINESS PHONE (optional)

HOME PHONE (optional)

Step 10: Once the information has been filled in click 'Create Account.'

Step 11: Once Create Account is complete you will start the Candidate campaign profile. Click on 'Candidate.' Clicking on candidate will expand this page. As seen in Fig. 5.

Fill out the Campaign General Info.

Election Year=

Jurisdiction=

Office Sought=

Party=

Business Phone= your work number

Campaign Email=

Address=

Mailing Address different=

Click 'Next.'

Select a Campaign Type Rectangular Snip

Candidate Political Action Committee

Campaign General Info

ELECTION YEAR*
2019

JURISDICTION*
Idaho State

OFFICE SOUGHT*
State Representative, Position A, DISTRICT 07 Seat 1

DISTRICT NUMBER
LEGISLATIVE DISTRICT 07 07

PARTY*
Libertarian

Candidate General Info

FIRST NAME* Candy	MIDDLE NAME
LAST NAME* Date	SUFFIX

BUSINESS PHONE*

EXT

CELL PHONE

CAMPAIGN EMAIL*

HOME PHONE

Candidate Address Info

ADDRESS 1*

ADDRESS 2

ADDRESS 3

CITY*

STATE*

 ▼

ZIP CODE*

Mailing Address

My mailing address is different from my residential address:

 Yes No[NEXT >](#)

Select a Campaign Type Rectangular Snip

Candidate Political Action Committee

Campaign General Info

ELECTION YEAR*
2019

JURISDICTION*
Idaho State

OFFICE SOUGHT*
State Representative, Position A DISTRICT 07 Seat 1

DISTRICT NUMBER
LEGISLATIVE DISTRICT 07 07

PARTY*
Libertarian

Candidate General Info

FIRST NAME*
Candy

MIDDLE NAME

LAST NAME*
Date

SUFFIX

Fig. 5

Step 12. ****Important**** whoever is assigned as treasurer must be registered to vote in the State of Idaho and provide their residence address as listed on their voter record.

Choose 'Assign Someone else as a Treasurer' and fill out the following info:

Treasurer Appointment=

Treasurer Details=

Treasurer Email=

Treasurer Appointment

Assign Myself as a Treasurer Assign Someone else as a Treasurer

Treasurer Details

TREASURER FIRST NAME*
Trisha

TREASURER LAST NAME*
Shure

TREASURER EMAIL*
trishashureSOS@gmail.com

CONFIRM TREASURER EMAIL*
trishashureSOS@gmail.com

Fig. 6

Step 13. You will be asked to confirm the information listed and click 'Submit.'

- Confirm the information you entered below.
- If anything is incorrect, go back to that step and correct it.
- When everything looks good, click Submit.
- The treasurer will be sent an email to complete the process. Once they complete and sign the form, you will also have to approve and sign the form to complete the C-1C and give the treasurer system access.

Confirmation

CANDIDATE INFORMATION

<p>NAME Candy Date</p> <p>E-MAIL CandydateSOS@gmail.com</p> <p>PERMANENT ADDRESS 700 W Jefferson St Boise, ID 83720</p>	<p>PHONE NUMBER(S) (208) 332-2832 (business)</p> <p>MAILING ADDRESS 700 W Jefferson St Boise, ID 83720</p>
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TREASURER INFO

<p>NAME Trisha Shure</p>	<p>EMAIL trishashureSOS@gmail.com</p>
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Fig. 7

Step 14. Set up is complete. You will be brought to this page:

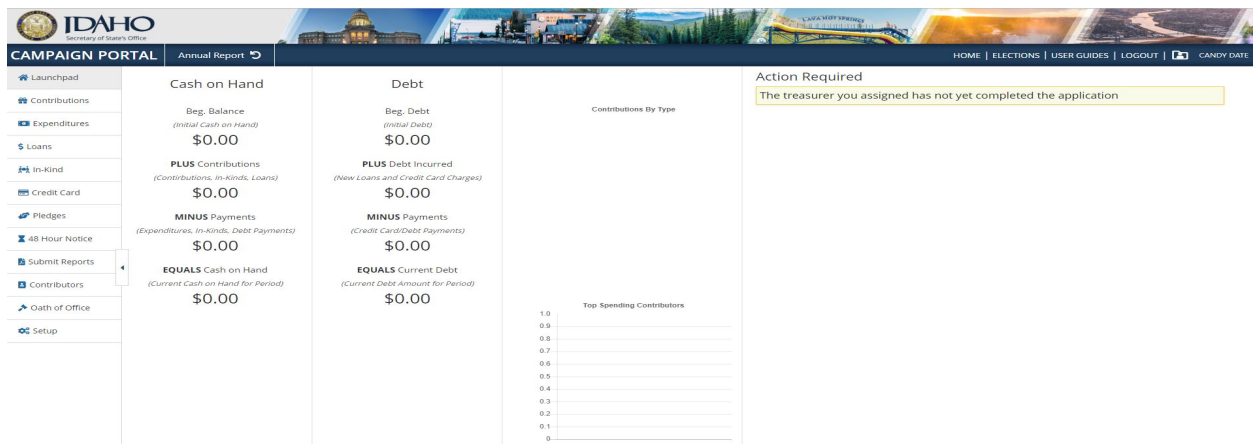


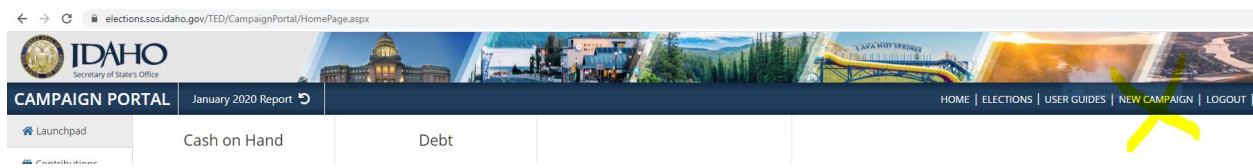
Fig. 8

The link for the Campaign Finance Portal is:

<https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Multiple Accounts:

****If you will have multiple accounts, you can add these additional accounts by clicking on 'New Campaign' from your existing account and the multiple campaigns will all be housed in one account under the same email/password.****



Create a PAC Profile Account

Step 1. Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 2: Click on 'Create an Account.' (for multiple campaigns see directions at the end of these instructions on page 15) Please Note: If you have a Lobbyist Account you will use that same email and password and go straight to Login.

Fig. 1

Step 3: Enter your first name, last name and email address, then click 'Submit.'

Fig. 2

Step 4: Close window or minimize.

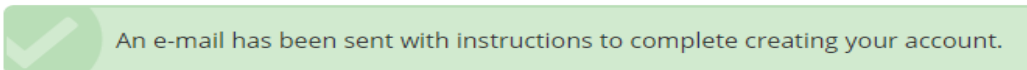


Fig. 3

Step 5: In your email account locate the email from System@tenexsolutions.com entitled Campaign Finance Account Pending.

Step 6: Once you locate the Campaign Finance Account Pending email, open and view the link shown in Fig. 4.

Step 7: Click 'Complete Creating Account' link.

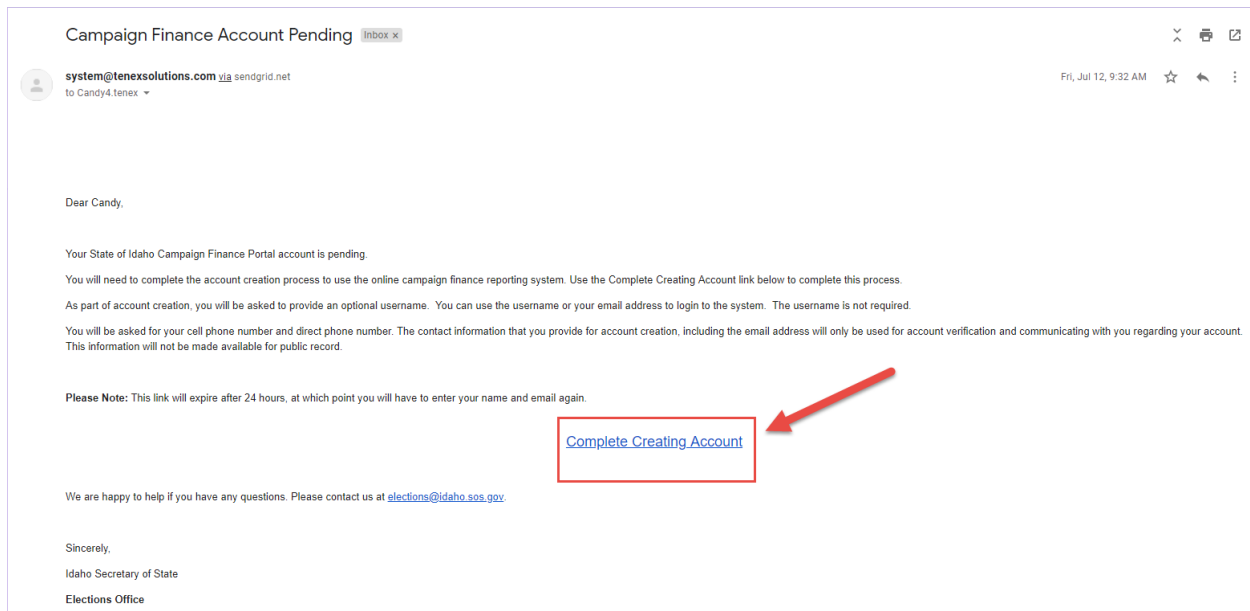


Fig. 4

Step 8: After clicking the link you will be redirected.

Step 9: Fill in the following information to 'Create Your Account.'

First Name=

Last Name=

Email=

USERNAME=

PASSWORD=

CELL (optional)

BUSINESS PHONE (optional)

HOME PHONE (optional)

Step 10: Once the information has been filled in click 'Create Account.'

Step 11: Once Create Account is complete you will start the Candidate campaign profile. Click on 'Political Action Committee.' The page will expand. Fill in the Chairperson's General Information.

Select a Campaign Type

Candidate Political Action Committee

PAC General Info

PAC NAME*

PAC TYPE*

Party Measure Other

Chairperson General Info

FIRST NAME* MIDDLE NAME

LAST NAME* SUFFIX

BUSINESS PHONE* EXT

CELL PHONE CAMPAIGN EMAIL*

Fig. 5

Step 12: Fill out the Chairperson's Address Information then click 'Next.'

Chairperson Address Info

ADDRESS 1*

ADDRESS 2

ADDRESS 3

CITY* STATE* ZIP CODE*

Mailing Address

My mailing address is different from my residential address: Yes No

Fig. 6

Step 13: Click on the appropriate choice to Assign Treasurer.

Choose to either assign yourself as a treasurer, or assign someone else and let them confirm via email.

Treasurer Appointment

Assign Myself as a Treasurer
 Assign Someone else as a Treasurer

Fig. 7

Step 14: Fill in the Treasurer information then click 'Next.'

Choose to either assign yourself as a treasurer, or assign someone else and let them confirm via email.

Treasurer Appointment

Assign Myself as a Treasurer
 Assign Someone else as a Treasurer

Treasurer's Name and Address

FIRST NAME: Peyton

MIDDLE NAME:

LAST NAME: Packard

SUFFIX:

RESIDENCE LINE 1: 75 West Edgefield Drive

RESIDENCE LINE 2:

RESIDENCE CITY: Boise

RESIDENCE STATE: ID

ZIPCODE: 83704

RESIDENCE COUNTRY: USA


< PREVIOUS

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NEXT >

Fig. 8

Step 15: Confirm the information is correct and click 'Submit.'



- Confirm the information you entered below.
- If anything is incorrect, go back to that step and correct it.
- When everything looks good, click Submit.

Confirmation

CHAIRPERSON INFORMATION

<p><small>NAME</small> Peyton Packard</p> <p><small>E-MAIL</small> peyton2.tenex@yahoo.com</p> <p><small>PERMANENT ADDRESS</small> 75 West Edgefield Drive Boise, ID 83704</p>	<p><small>PHONE NUMBER(S)</small> (208) 045-7454 (business)</p> <p><small>MAILING ADDRESS</small> 75 West Edgefield Drive Boise, ID 83704</p>
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TREASURER INFORMATION

<p><small>NAME</small> Peyton Packard</p> <p><small>E-MAIL</small> peyton2.tenex@yahoo.com</p> <p><small>PERMANENT ADDRESS</small> 75 West Edgefield Drive Boise, ID 83704</p>	<p><small>PHONE NUMBER(S)</small> (208) 045-7454 (business)</p> <p><small>MAILING ADDRESS</small> 75 West Edgefield Drive Boise, ID 83704</p>
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Final Review

Carefully review the C-1C form below before signing and submitting to the state

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SUBMIT

Fig. 9

Step 16: Click on the PDF icon embedded in the screen that comes next to view and verify the info on the C-1C.


	C-1C Rev. 1/1																				
STATE OF IDAHO OFFICE OF THE SECRETARY OF STATE LAWRENCE DENNEY																					
APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR COMMITTEES (Please Print or Type)																					
Pursuant to Section 67-6603 (c1), Idaho Code. No Contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name of Committee:</td> <td colspan="3">Idaho Forestry Coalition</td> </tr> <tr> <td>Name of Committee Chairman:</td> <td style="width: 30%;">Peyton Packard</td> <td style="width: 20%;">Party Affiliation:</td> <td></td> </tr> <tr> <td>Home Phone:</td> <td>Work Phone:</td> <td>(208) 045-7454</td> <td>Cell Phone:</td> </tr> <tr> <td>Committee Mailing Address:</td> <td colspan="3">75 West Edgefield Drive Boise, ID 83704</td> </tr> <tr> <td>Chairman E-mail Address:</td> <td colspan="3">peyton2.tenex@yahoo.com</td> </tr> </table>		Name of Committee:	Idaho Forestry Coalition			Name of Committee Chairman:	Peyton Packard	Party Affiliation:		Home Phone:	Work Phone:	(208) 045-7454	Cell Phone:	Committee Mailing Address:	75 West Edgefield Drive Boise, ID 83704			Chairman E-mail Address:	peyton2.tenex@yahoo.com		
Name of Committee:	Idaho Forestry Coalition																				
Name of Committee Chairman:	Peyton Packard	Party Affiliation:																			
Home Phone:	Work Phone:	(208) 045-7454	Cell Phone:																		
Committee Mailing Address:	75 West Edgefield Drive Boise, ID 83704																				
Chairman E-mail Address:	peyton2.tenex@yahoo.com																				
I, <u>Peyton Packard</u> , do hereby certify and appoint the following individual who is a <small>Name of Committee Chairman</small> registered elector of the state of Idaho as the political treasurer for the above named candidate or committee:																					
CERTIFICATION AND APPOINTMENT Party: <input type="checkbox"/> Other: <input type="checkbox"/> Measure: <input checked="" type="checkbox"/>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name of Political Treasurer:</td> <td colspan="3">Peyton Packard</td> </tr> <tr> <td>Home Phone:</td> <td>Work Phone:</td> <td>(208) 045-7454</td> <td>Cell Phone: (208) 045-7454</td> </tr> <tr> <td>Treasurer Mailing Address:</td> <td colspan="3">75 West Edgefield Drive Boise, ID 83704</td> </tr> <tr> <td>Treasurer Residence Address:</td> <td colspan="3">75 West Edgefield Drive Boise, ID 83704</td> </tr> <tr> <td>Treasurer E-mail Address:</td> <td colspan="3">peyton2.tenex@yahoo.com</td> </tr> </table>		Name of Political Treasurer:	Peyton Packard			Home Phone:	Work Phone:	(208) 045-7454	Cell Phone: (208) 045-7454	Treasurer Mailing Address:	75 West Edgefield Drive Boise, ID 83704			Treasurer Residence Address:	75 West Edgefield Drive Boise, ID 83704			Treasurer E-mail Address:	peyton2.tenex@yahoo.com		
Name of Political Treasurer:	Peyton Packard																				
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Treasurer Residence Address:	75 West Edgefield Drive Boise, ID 83704																				
Treasurer E-mail Address:	peyton2.tenex@yahoo.com																				
I, <u>Peyton Packard</u> , do hereby accept the appointment as political treasurer for the above <small>Name of Political Treasurer</small> named candidate.																					
<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center;"><u>Peyton Packard</u></td> </tr> <tr> <td></td> <td style="text-align: center;"><small>Signature of Chairman</small></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Peyton Packard</u></td> </tr> <tr> <td></td> <td style="text-align: center;"><small>Signature of Political Treasurer</small></td> </tr> </table>			<u>Peyton Packard</u>		<small>Signature of Chairman</small>		<u>Peyton Packard</u>		<small>Signature of Political Treasurer</small>												
	<u>Peyton Packard</u>																				
	<small>Signature of Chairman</small>																				
	<u>Peyton Packard</u>																				
	<small>Signature of Political Treasurer</small>																				
RETURN THIS FORM TO: Lawrence Denney Secretary of State Elections Division PO Box 83720 Boise, ID 83720-0080 (208) 334-2852 Fax: (208) 334-2282																					
- 11 -																					

Fig. 10

Step 17: Electronically sign and click 'Submit.'

Final Review


Carefully review the C-1C form below before signing and submitting to the state.



Signature


I, **Peyton Packard**, do hereby accept the appointment as political treasurer for the above named committee.

SIGNATURE OF POLITICAL TREASURER*



I, **Peyton Packard**, do hereby certify and appoint the following individual who is a registered elector of the state of Idaho as the political treasurer for the above named committee.

SIGNATURE OF CHAIRPERSON



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SUBMIT

Fig. 11

Step 18: You will get a green bar confirming the registration is complete.

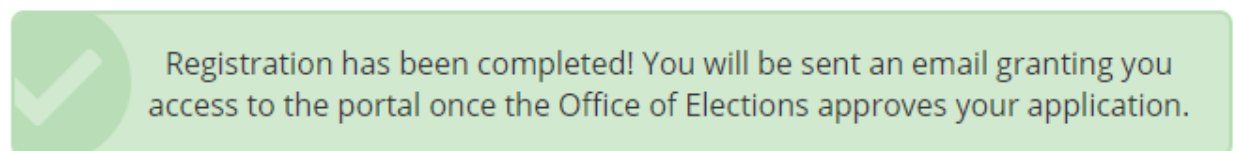


Fig. 12

Step 19: The Idaho Secretary of State office will need to verify both the Candidate and the Treasurer are registered voters in Idaho and then approve their submission. This process will normally be done once daily on scheduled days of business.

Once approved the Candidate will receive the following email:

Campaign Finance Treasurer Approved Inbox x

system@tenexsolutions.com via [sendgrid.net](#)
to CandydateSOS ▾

Dear Candy,

The information for your appointed treasurers has been reviewed and accepted.
You can now complete treasurer appointment and add the designated treasurer to your campaign.
Log back in to the State of Idaho Campaign Finance Reporting system to complete the process.

Fig. 13

Step 20: The Candidate will then need to go back into the system and approve you as their Treasurer.

Step 21: Go to: <https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

Step 22: From the Launchpad click on the Campaign Desk tile.

Step 23: You will see a message that states 'Click here to approve them.'

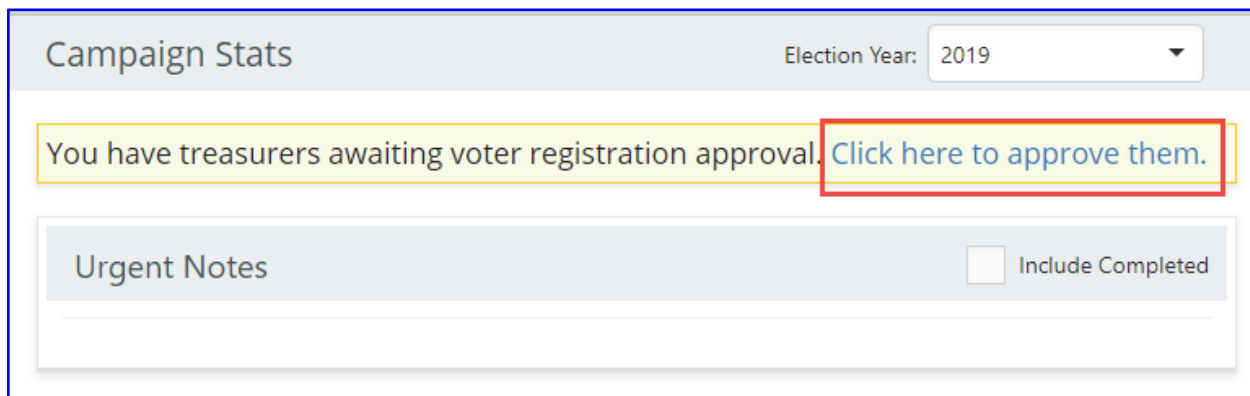


Fig. 14

Step 24: In Committee information you will see an option for 'Self Assigned.'

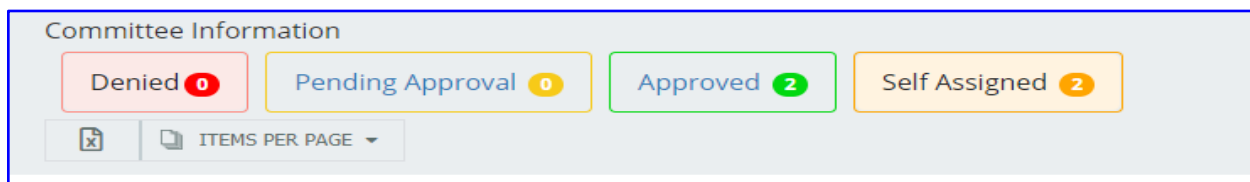


Fig. 15

Step 25: Once Self Assigned is clicked you will see a list of Self Assigned candidates to approve.

Approve	Name	Name of Campaign	Self Assigned	Approved	Voter ID	Address	City	State	Zip	Application Date
	Peyton Packard	Idaho Forestry Coalition	Yes	Pending		75 West Edgefield DR	Boise	ID	83704	07/29/2019
	Peyton Packard	Idaho Forestry Coalition	Yes	Pending		75 West Edgefield Drive	Boise	ID	83704	08/26/2019

Fig. 16

Step 26: Click on the Treasures name you would like to approve.

Step 27: The appointed Treasurer will then receive the following email:

Campaign Finance Treasurer Approved By Candidate Inbox x

system@tenexsolutions.com via sendgrid.net
to trishashureSOS

Rectangular Snip

Dear Trisha,

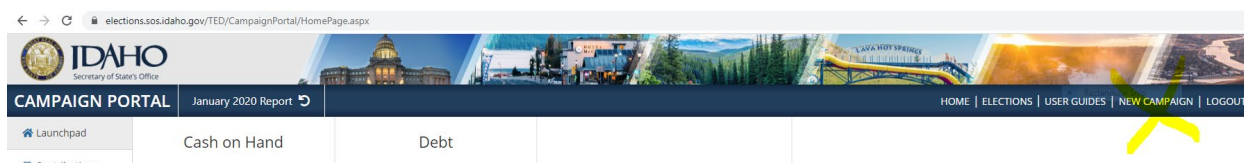
Your treasurer appointment is now complete. You can now log in to the the State of Idaho Campaign Finance Reporting system to file reports.

Fig. 17

Step 28: The process is now complete and you can proceed to the Campaign Finance portal at:

<https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

****If you are a candidate/chairperson for multiple accounts you will add the additional accounts by clicking on 'New Campaign' from the account you have just created and the multiple campaigns will all be housed in one account.****



Create a Treasurer Profile Account

****Treasurers must be registered to vote in the State of Idaho and provide their residence address as listed on their voter record.****

Step 1: **The Candidate must first create their account and list you as the Treasurer.** In doing so you will be sent an email from System@tenexsolutions.com entitled Campaign Finance Account Pending.

Step 2: Once you locate the Campaign Finance Account Pending email, open and view the link shown:

****Helpful tip:** When a candidate and a treasurer share a computer the candidate must logout before the treasurer creates their account, otherwise the treasurer will be brought to the candidates financial screen rather than their account creation screen.

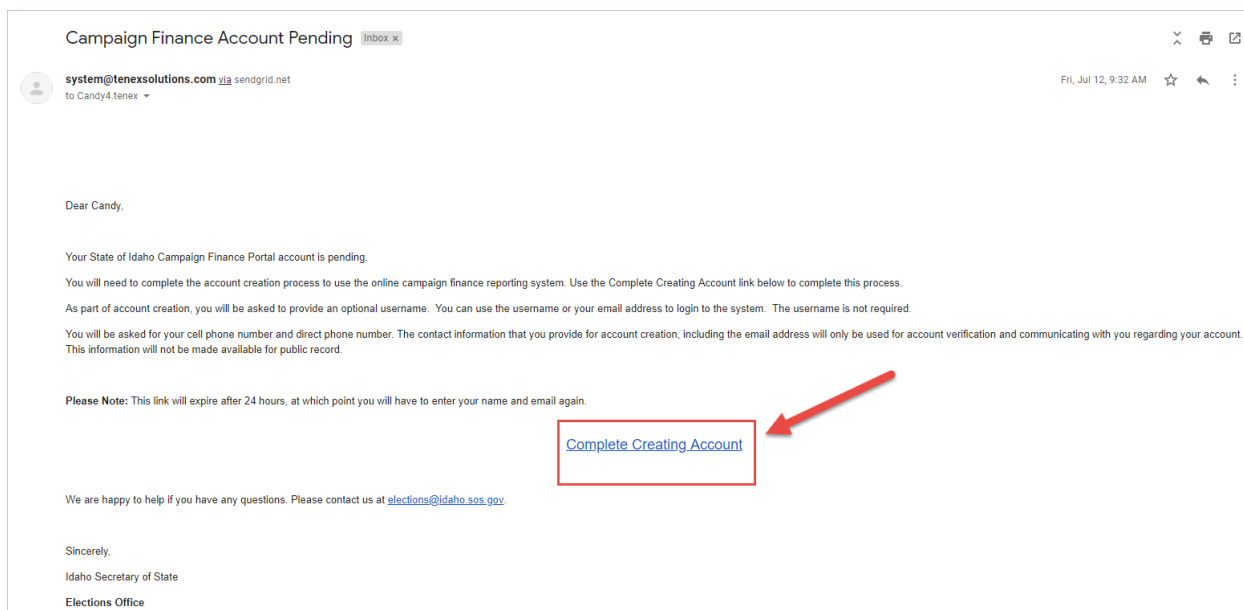


Fig. 1

Step 3: Click 'Complete Creating Account' link. (for multiple campaigns see instructions in the middle of page 19)

Step 4: Fill in the information to Create Your Account.

First Name=

Last Name=

Email=

Username=

Password=

CELL (optional)

BUSINESS PHONE (optional)

HOME PHONE (optional)

Step 5: Click 'Next.'

Step 6: Add the address then click 'Next.'

Enter your name and address below. If you have a separate mailing address, please select the "Yes" option and provide that address as well. Otherwise, select "No".

Rectangular Snip

Treasurer's Name

FIRST NAME* MIDDLE NAME

LAST NAME* SUFFIX

Treasurer's Address

RESIDENCE LINE 1* RESIDENCE LINE 2

RESIDENCE CITY* RESIDENCE STATE*

RESIDENCE ZIPCODE* RESIDENCE COUNTRY*

My mailing address is different from my residential address: Yes No

< PREVIOUS ● ● ● NEXT >

Fig. 2

Step 7: Click on the PDF icon embedded in the screen that comes next to view and verify the info on the C-1C.

Step 8: Electronically sign and click 'Submit.'

You may review your C-1C form by downloading the PDF linked below. Enter your name in the field below and press submit to accept appointment as treasurer.

Final Review

Carefully review the C-1C form below before signing and submitting to the state.



Signature

I, **Tricia Shure**, do hereby accept the appointment as political treasurer for the above named candidate or committee.

SIGNATURE OF POLITICAL TREASURER*

Tricia Shure



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Fig. 3

Step 9: You will get a green bar confirming the registration is complete.

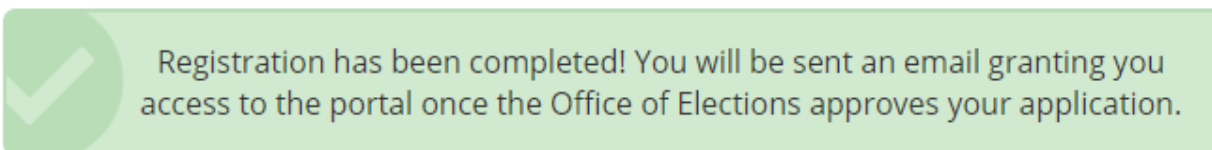


Fig. 4

Step 10. The Idaho Secretary of State office will need to verify both the Candidate and the Treasurer are registered voters in Idaho and then approve their submission. This process will normally be done once daily on scheduled days of business.

Once approved the Candidate will receive the following email:

Campaign Finance Treasurer Approved Inbox x

system@tenexsolutions.com via sendgrid.net
to CandydateSOS ▾

Dear Candy,

The information for your appointed treasurers has been reviewed and accepted.

You can now complete treasurer appointment and add the designated treasurer to your campaign.

Log back in to the State of Idaho Campaign Finance Reporting system to complete the process.

Fig. 5

Step 11. The Candidate will then need to go back into the system and approve you as their Treasurer..

The appointed Treasurer will then receive the following email:

Campaign Finance Treasurer Approved By Candidate Inbox x

system@tenexsolutions.com via sendgrid.net
to trishashureSOS ▾

Rectangular Snip

Dear Trisha,

Your treasurer appointment is now complete. You can now log in to the the State of Idaho Campaign Finance Reporting system to file reports.

The process is now complete and you can proceed to the Campaign Finance portal at:
<https://elections.sos.idaho.gov/TED/CampaignPortal/Landing.aspx>

****If you are a treasurer for multiple campaigns, each subsequent email you receive to create your treasurer account will only require you to sign the C1 and the multiple accounts will all be housed together in this one account.****