



# **CANDIDATE GUIDE**

## HOW TO CREATE A NOMINATION PETITION ONLINE

For the August 5, 2025 City of Prescott Election for Mayor and three Council Members, candidates may choose to collect up to the **minimum** number of required nomination petition signatures using the Secretary of State's Office (SOS) online petition portal system (E-QUAL). The use of this system is authorized by Arizona Revised Statutes § 16-317 (A).

Using the E-QUAL system, candidates can collect up to 650 signatures. 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.

Petition circulation begins Tuesday, January 7, 2025. **Before any signature is collected, a candidate meeting shall be scheduled with the City Clerk & A Statement of Interest form MUST be filed with the City Clerk's Office.**

Filing of petitions will be between March 10, 2025 and April 7, 2025.

All petitions and other required nomination petition filing documentation must be filed in the City Clerk's Office by 5:00 p.m. on Monday, April 7, 2025. Please note, the City Clerk's Office will not schedule candidate filing appointments after 4:00 p.m. on Monday, April 7, 2025.

For candidates who do not wish to use the E-Equal system, the existing hard copy nomination petition process as outlined in the Candidate Information Packet can still be used as an alternate option for the August 2025 election.

Please contact the Prescott City Clerk Department with any questions at 928-777-1437 or [sarah.siep@prescott-az.gov](mailto:sarah.siep@prescott-az.gov).

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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

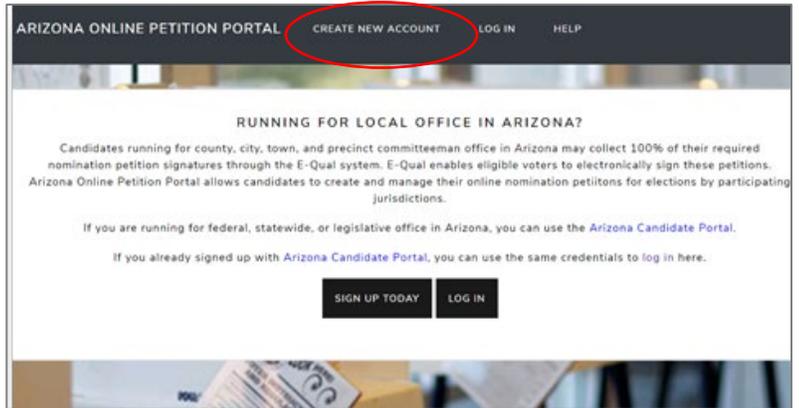
<https://apps.azsos.gov/apps/election/eps/Portal/>

Please note, candidates for the City of Prescott CAN NOT use the regular Arizona Candidate Portal for federal, legislative or state candidacy. Prescott candidates must use the petition portal for local offices.

## 2. CREATE NEW ACCOUNT

If you have never used E-QUAL, 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 (user name/password) that you have used in the past to sign in to the AZ 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 folder.

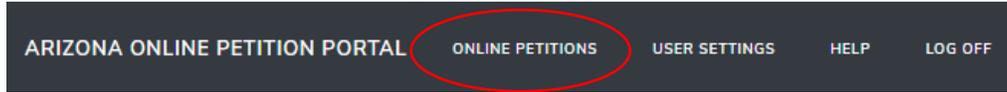
## 4. LOG IN

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

# CREATE A CANDIDATE

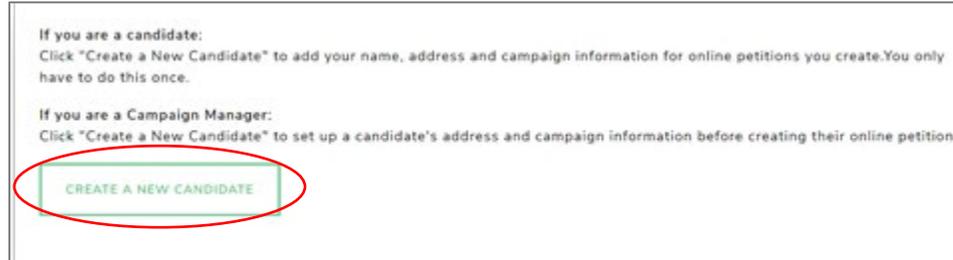
## 1. CLICK 'ONLINE PETITIONS'

Click 'Online Petitions' in the top menu.



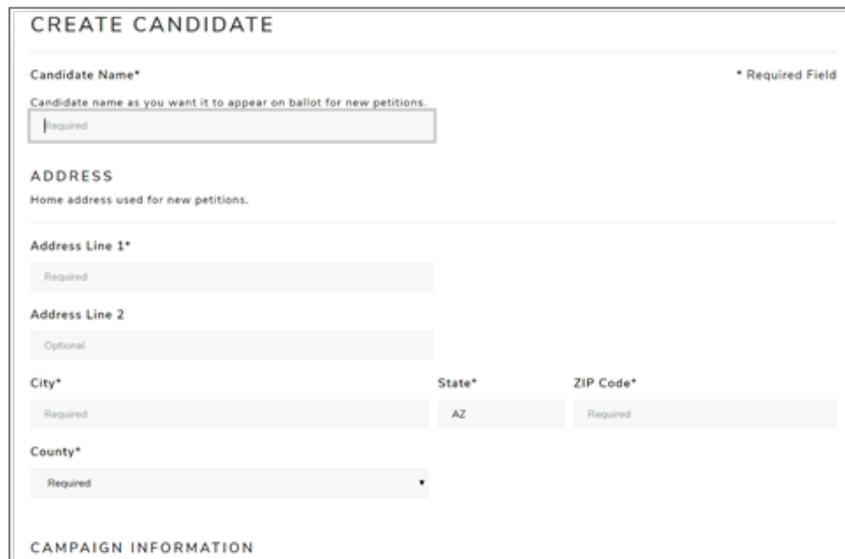
## 2. CLICK 'CREATE A NEW CANDIDATE'

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 in when creating your petition.



**CREATE CANDIDATE**

Candidate Name\* \* Required Field

Candidate name as you want it to appear on ballot for new petitions.

Required

**ADDRESS**

Home address used for new petitions.

**Address Line 1\***

Required

**Address Line 2**

Optional

**City\*** **State\*** **ZIP Code\***

Required AZ Required

**County\***

Required

**CAMPAIGN INFORMATION**

Click the candidate name and edit the information. Any changes here are only good for new 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 and creating additional candidates. The candidates will be listed for you to view.



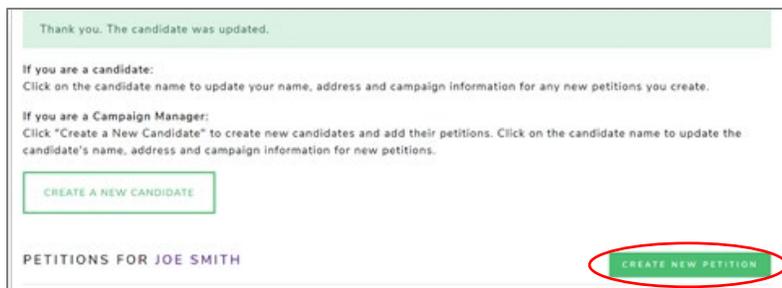
PETITIONS FOR COUNCIL CANDIDATE 1 CREATE NEW PETITION

JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Prescott	City of Prescott Test	Test City Councilmember	10/24/2024	Open	View

# CREATE A PETITION

## 1. CLICK 'CREATE NEW PETITION'

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



Thank you. The candidate was updated.

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 JOE SMITH

CREATE NEW PETITION

From the drop-down menu under 'Jurisdiction' select City of Prescott. Under 'Election Year', 2025 should auto populate. Under 'Office' select which office you are seeking (Mayor or City Councilmember). **Double check you selected the correct options.**

Click 'Next' to go to the next screen. Note: If there is only one option in a drop-down, 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

NEXT >>

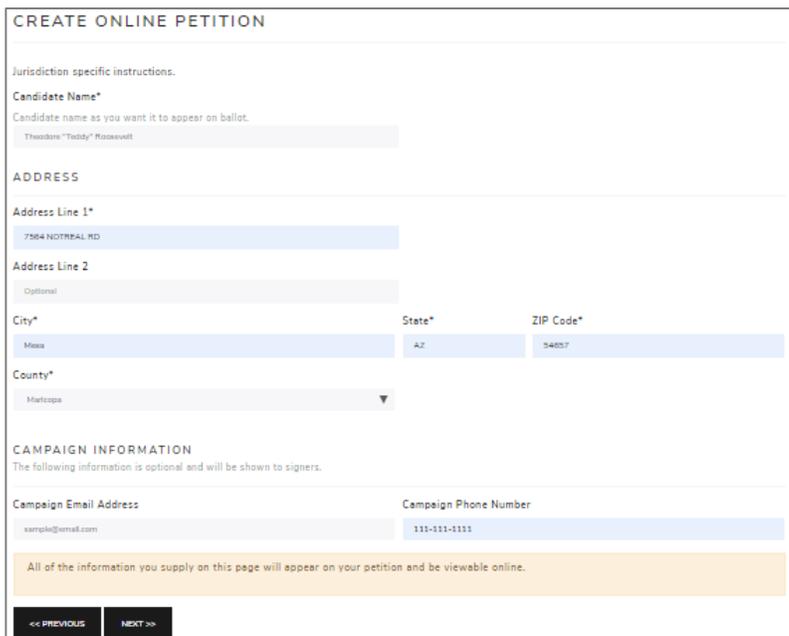
## 2. CANDIDATE INFORMATION

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

The last two boxes of this form 'Campaign Email Address' and 'Campaign Phone Number' are optional fields for voter information/education. Please note this information will be displayed on your petition form for public viewing.

When typing your name in the 'Candidate Name' field, please place your name as you would like it to appear on the ballot.

Full residential addresses are needed, please do not use PO Boxes in any address field.



CREATE ONLINE PETITION

Jurisdiction specific instructions.

Candidate Name\*  
Candidate name as you want it to appear on ballot.  
Theodore "Teddy" Maxwell

ADDRESS

Address Line 1\*  
7564 NOTREAL RD

Address Line 2  
Optional

City\*  
Mesa

State\*  
AZ

ZIP Code\*  
54857

County\*  
Maricopa

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

Campaign Email Address  
sample@email.com

Campaign Phone Number  
111-111-1111

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

<< PREVIOUS    NEXT >>

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

### 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. In the 'Address' field, a physical (residential) address is required. Do not enter any PO box addresses.
3. 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.
4. 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 (650 signatures for the August 5, 2025 Election). Additional hard-copy petition sheets with signatures can be submitted to the City Clerk's Office to supplement your online petition at your candidate filing appointment. Sample petition sheets for hard-copy circulation can be found online on the city website. 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 Prescott City Clerk Department with any questions at 928-777-1437 or [sarah.siep@prescott-az.gov](mailto:sarah.siep@prescott-az.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

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 COUNCIL CANDIDATE 1						CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS		
City of Prescott	City of Prescott Test	Test City Councilmember	10/24/2024	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 Prescott	City of Prescott Test	Test City Councilmember	10/24/2024	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:	Council Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/ckmb">https://goqa.azsos.gov/ckmb</a>
Election:	City of Prescott City of Prescott Test December 03, 2024	Office:	City of Prescott Test City Councilmember
Date Opened:	October 24, 2024	Signatures Collected in E-Qual:	1
Campaign Contact Information:		Status:	Open
Collection Starts:	October 24, 2024 @ 12:00 AM	Filing Period:	October 25, 2024 @ 12:00 AM to November 08, 2024 @ 12:00 AM

(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 E-QUAL 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.

## 2. VOID THE PETITION

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

City of Prescott	City of Prescott Test	Test City Councilmember	10/24/2024	Open	View
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Click 'Void Petition'

### ONLINE PETITION

Candidate Name:	Council Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/ckmb">https://goqa.azsos.gov/ckmb</a>
Election:	City of Prescott City of Prescott Test December 03, 2024	Office:	City of Prescott Test City Councilmember
Date Opened:	October 24, 2024	Signatures Collected in E-Qual:	0
Campaign Contact Information:		Status:	Open
Collection Starts:	October 24, 2024 @ 12:00 AM	Filing Period:	October 25, 2024 @ 12:00 AM to November 08, 2024 @ 12:00 AM

### GUIDES

[Candidate Resources](#)

### 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 Previous Next

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 COUNCIL CANDIDATE 1					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Prescott	City of Prescott Test	Test City Councilmember	10/24/2024	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:	Council Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/ckmb">https://goqa.azsos.gov/ckmb</a>
Election:	City of Prescott City of Prescott Test December 03, 2024	Office:	City of Prescott Test City Councilmember
Date Opened:	October 24, 2024	Signatures Collected in E-Qual:	0
Campaign Contact Information:		Status:	Open
Collection Starts:	October 24, 2024 @ 12:00 AM	Filing Period:	October 25, 2024 @ 12:00 AM to November 08, 2024 @ 12:00 AM

### GUIDES

[Candidate Resources](#)

### 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 Previous Next

[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 COUNCIL CANDIDATE 1					<a href="#">CREATE NEW PETITION</a>
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Prescott	City of Prescott Test	Test City Councilmember	10/24/2024	Voided	
City of Prescott	Test Election	City Councilmember	10/18/2024	Closed	<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 COUNCIL CANDIDATE 1					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Prescott	City of Prescott Test	Test City Councilmember	10/24/2024	Voided	
City of Prescott	Test Election	City Councilmember	10/18/2024	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 to bring in for your filing appointment.

### ONLINE PETITION

Candidate Name:	Council Candidate 1	E-Qual Link:	<a href="https://goqa.azsos.gov/ckmb">https://goqa.azsos.gov/ckmb</a>
Election:	City of Prescott City of Prescott Test December 03, 2024	Office:	City of Prescott Test City Councilmember
Date Opened:	October 24, 2024	Signatures Collected in E-Qual:	0
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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 Previous Next

VOID PETITION CLOSE PETITION PRINT ONLINE PETITION AND SIGNATURES