

CANDIDATE CAMPAIGN ELECTRONIC REPORTING REQUIREMENTS

Office of the Secretary of State

Ethics Department

1-800-477-3632

www.sos.state.nm.us (Ethics Box)

Filing Campaign Reports Electronically Getting Started

Revised 9/19/2007

State law (1-19-27 and 1-19-29H) mandates that all reporting individuals, both county and state, file campaign reports electronically. Please be sure to file as you will be subject to fines for each report you neglect to file or file late.

1) Accessing the Electronic Reporting System:

In order to file electronically, you will need access to the Internet. The application has been tested to work with Internet Explorer v. 6.0 and later, and Netscape Navigator v. 6.2.3 and later.

Go to <http://www.sos.state.nm.us>. Scroll down and find the box for **Ethics Administration** on the left hand side of the front page. Click on the link to the Candidate On-line Electronic Reporting System that takes you to the **New Mexico Candidate Information** page.

2) Obtaining a User Name and Password:

On the New Mexico Candidate Information page (See #1 above), you will see a number of links under "On-Line Electronic Reporting System (OERS)." Click the link that says Application to Obtain Logon & Password. This will open the **Candidate Vital Information Form**. Print out and fill in all fields on the form.

(Note: You must have at least the latest Adobe Acrobat reader, version 7 to view the form. If you have trouble seeing the form, download the latest, free, Adobe Reader. A link to download the Adobe Reader is near the top of the Candidate Information Page.)

The candidate or anyone the candidate chooses may prepare the electronic campaign reports. If the preparer is someone other than the candidate, the **Candidate Vital Information Form** authorizes the preparer to submit electronic reports on behalf of the candidate.

A report filed electronically shall be electronically authenticated by the candidate or the treasurer of the political committee using an electronic signature in conformance with the "Electronic Authentication of Documents Act" and the "Uniform Electronic Transactions Act."

A user name and password will be emailed to the **preparer's email address** that you enter on the form. Please change your password the first time you log in to the system.

2) Instructions for using the Online Electronic Reporting System:

On the New Mexico Candidate Information page (See #1 above), you will see a number of links under “On-Line Electronic Reporting System (OERS).” Click the link that says [View Instructions for On-line Filing.](#) The instructions will help you fill out your electronic report.

3) Frequently asked questions about the electronic filing of Campaign Reports:

Q. What do I do if I don’t have an email address?

A. You can obtain a free email account on the Internet. Popular places to get free email accounts include: Microsoft: www.hotmail.com, Yahoo: mail.yahoo.com and Google: gmail.google.com.

Q. I don’t have Internet access. How can I fill out these reports on-line?

A. Most public libraries offer access to the Internet. Or, you probably have a friend or family member who would let you use their Internet Access. There is also a computer available at the Secretary of State’s Office.

Q. I don’t know how to use a computer. What should I do?

A. Most people who don’t have computer skills know someone who can help them fill out these reports on-line. It maybe possible that you can get help from your local County Clerk.

Q. I simply cannot file electronic campaign reports. What can I do?

A. You may apply for a hardship waiver. Write a letter to Mary Herrera, the New Mexico Secretary of State, 325 Don Gaspar, Suite 300, Santa Fe, NM 87501. In the letter explain why you cannot file electronic campaign reports and request a hardship waiver. If you are granted a hardship waiver, paper forms will be mailed to you.

Q. Are there penalties if I don’t file campaign reports?

A. Yes. For most reports, the penalty is \$50.00 per business day. The penalty for critical election reports is \$500.00 per day, or more.

Q. I sent in my form requesting a user name and password. I have not gotten anything back. What do I do?

A. Call Patricia Lemus at the Secretary of State’s Office: 505-827-3600.

Q. Who can I talk to when I need help?

A. Call the Secretary of State’s Office at 505-827-3600 and ask for Patricia Lemus or Lupita Blea.