

STATE OF NEVADA



OFFICE OF SECRETARY OF STATE ROSS MILLER

**HOW TO FILE ELECTRONICALLY ON AURORA –  
C&E REPORT AND FINANCIAL DISCLOSURE STATEMENT**

FIRST STEP, access Secretary of State's Website at: [www.nvsos.gov](http://www.nvsos.gov)

SECOND STEP, go to the "Election Center" column on the home page and select the appropriate filing:

- File Contributions & Expenses Reports; or
- File Financial Disclosure Statement

THIRD STEP, you will be at the page titled "AURORA: Online Financial Disclosure and Campaign Contributions & Expenses Filing System."

- Login if you already have an online filing account with the Elections Division; OR
- Create a new account

***IF YOU ALREADY HAVE AN ACCOUNT*** → skip to "Third Screen" directions.

***IF YOU NEED TO CREATE A NEW ACCOUNT*** →

FIRST SCREEN: you will enter your login, password, name, email and Association (for "Association" you will need to select "Individual")

SECOND SCREEN: you will select the individual the account will be associated with online filing account.

- IF you have filed a Contributions & Expenses (C&E) Report in the past, please locate your name under the "Select Existing Individual" menu.
  - If you select an existing name, but the existing information has changed, please contact the Elections Division to update the information in AURORA by calling (775) 684-5705.
- IF you have not filed a C&E Report in the past (or cannot find your name in the existing individual menu), enter your name and appropriate information into the "Enter New Individual" menu.
- **"Individual Type" Selection:** This is a required field. You will need to choose "Political Candidate"

- **“Office” Selection:** This is an optional field. If your office is not listed, please contact the Elections Division (775-684-5705) and AURORA will be updated to include the office you are seeking.

*Be sure to select “Save” before you move on to the next page!*

THIRD SCREEN: next you will see the “My Saved Filings” screen. If this is a newly created account, you will not see any reports listed on this page. In the future, this will be the page that you will be directed to when you login. This page will show you all of your filed reports and unfiled reports (i.e., saved drafts of reports that have not yet been filed).

- To begin filing a FDS or C&E Report, select the link titled “Click here to create a new filing.”

FOURTH SCREEN: please pick which report you want to file and select “Proceed.”

## **FILING A FINANCIAL DISCLOSURE STATEMENT →**

FIRST, select the appropriate report to file AND enter in the filer information.

- Please Note: you will need to select “2012 Candidate Financial Disclosure.”
- You will be required to fill in the boxes for “Length of Residence in NV” and “Length of Residence in District Where Registered to Vote.”
- If you are filing an amended report, please select as appropriate on this page.
- Select Save & Proceed at the bottom of the page before moving on.

SECOND, you will next need to select “Type of Filing” by checking “CANDIDATE” and select “Save”

THIRD, enter your financial disclosure information as required in Sections A through F.

- Select the blue plus sign (+) to enter or “add” a new record; be sure to select “Save” after each entry.
- If you have nothing to disclose in a particular section, be sure to select that you have nothing to declare.
- You should refer to NRS Chapter 281 should you have any questions as to what financial information you are required to disclose.

FOURTH, when you are finished filling out all the sections of the FDS, it is recommended that you review your statement prior to submitting.

- On the summary page, select “Printer Friendly Report” to review your statement prior to submission.
- Please make sure that your financial disclosures have been entered accurately.

FIFTH, when you are ready to submit your FDS you will need to select “Submit Report” on the summary page.

- You will then be required to Declare Under Penalty of Perjury that the statement you are submitting is true and correct. You will also be required to agree to the Terms & Conditions and type in your name before you may formally submit your report.
- This page also allows you to review your FDS prior to submission by selecting “Review FDS one last time in its entirety.”
- When you are ready to submit, select “Submit this Report Now.”
- Once filed, you will receive a confirmation e-mail and your submitted report may be viewed on the “My Saved Filings” page.

***When you are finished with your report, be sure to select “Logout” in the upper right hand corner of the screen!!***

## **FILING A CONTRIBUTIONS & EXPENSES REPORT →**

FIRST, select the appropriate report to file AND enter in your candidate information.

- Please Note: your first filing will be “Report #1 – Due 05/22/2012.”
- If you are filing an amended report or filing on behalf of a Legal Defense Fund, please select as appropriate on this page.
- Select Save & Proceed at the bottom of the page before moving on.

SECOND, you will now be at the summary page of your C&E Report. To begin entering contributions and expenses, please scroll down to the bottom of the page where there is a drop down for entering different types of contributions and expenses.

- You will enter contributions and/or expenses one at a time. For each contribution or expense, you will be required to enter certain information required by law. When you have finished entering the necessary information for an entry, select “Save and Add Another” to continue to your next entry.
  - PLEASE NOTE: Aurora will require you to enter in the information required by law before you can save and add another entry.
- If you are entering in a loan and select “Check here if loan” → 2 more boxes will appear on the page. If the loan IS NOT guaranteed by a 3<sup>rd</sup> party or a forgiven loan you will may disregard the two boxes.
- Be sure to fill in Lines 7 and 11 of your summary page, which require you to report the aggregate of your individual contributions and expenses that do not exceed \$100.
- You may enter contributions and expenses at any time and save your entries as a draft by simply selecting “Exit” at the bottom of the summary page. You will be able to access your draft report on the “My Saved Filings” page.
- You should refer to NRS Chapter 294A should you have any questions as to what you are required to report.

THIRD, when you are finished entering in contributions and expenses, it is recommended that you review your report prior to submitting.

- On the summary page, select “Printer Friendly Report” to review your report prior to submission.
- Please make sure that your contributions and expenses have been entered accurately and are being reported into the correct category.

FOURTH, when you are ready to submit your report you will need to select “Submit Report” on the summary page.

- You will then be required to (1) Declare Under Penalty of Perjury; or (2) Declare Under an Oath to God, that the report you are submitting is True and Correct. You will also be required to agree to the Terms & Conditions and type in your name before you may formally submit your report.
- This page also allows you to review your report prior to submission by selecting “Review C&E Report one last time in its entirety.”
- When you are ready to submit, select “Submit this Report Now”
- Once filed, you will receive a confirmation e-mail and your submitted report may be viewed on the “My Saved Filings” page.

***When you are finished with your report, be sure to select “Logout” in the upper right hand corner of the screen!!***