



Nassau County Supervisor of Elections Acknowledgement of Electronic Filing System Policies

All of these entities are now required to file reports electronically with the Nassau County Supervisor of Elections Office via an Internet-based electronic filing system.

1. Sign-in Credentials

Each candidate and treasurer(s), committee chair and treasurer(s) or political party executive committee member will be issued Sign-in Credentials, a numeric candidate identification number and password, by the Nassau County Supervisor of Elections Office to access (“sign-in”) the system. You are responsible for safeguarding this sign-in information and for notifying the Supervisor of Elections Office should this information be lost or become compromised.

Please note: Only one sign-in name and password will be issued for the candidate and treasurer(s), committee chair and treasurer(s) or political party executive committee member as applicable.

2. PIN

A separate PIN (personal identification number) will be issued to the candidate and treasurer(s), committee chair and treasurer(s), and political party executive committee member and treasurer as applicable. This PIN is considered the same as your signature on a filed paper report.

We strongly encourage you to use the option to change your Candidate (or Committee) password and PIN(s) once you have logged into the system.

3. Reports

Reports shall be completed and filed electronically through the Nassau County Supervisor of Elections electronic filing system **prior to Midnight (Eastern Standard Time) of the day designated**. When your report is electronically filed, the “Filing Submitted Page” may be printed and retained for your records as your “Electronic Filing Receipt.”

4. Alternative Procedure for Inoperable Electronic Filing System

In the event that the electronic filing system is inoperable on the date a report is due, the report will be accepted as timely filed if it is subsequently filed **prior to Midnight (Eastern Standard Time)**, of the first business day the electronic filing system becomes operable again. No fine will be levied during the period the electronic filing system was inoperable. When your report is electronically filed, the “Filing Submitted Page” may be printed and retained for your records as your “Electronic Filing Receipt.”

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5. Reports Not Timely Filed

If a required report is not timely filed, the relevant penalty sections in Chapter 106, Florida Statutes, shall apply. All reports filed via this system are considered to be under oath by the candidate and treasurer(s), chair and treasurer(s) of political committees or county executive committees of a political party and are subject to all relevant penalties in Chapter 106, Florida Statutes.

I acknowledge that I have received access to the following:

- Acknowledgement of Electronic Filing System Policies
- [FS Chapter 106 Campaign Financing](#)
- [Handbook on the Electronic Filing System Guidelines](#)

I also acknowledge that I understand the following:

- Campaign reports must be electronically filed **prior to Midnight (Eastern Standard Time)** of the day designated as required by law or they are deemed late-filed and will be subject to the applicable penalties.
- Any reports that I file through the electronic filing system are considered to be certified as to correctness within the meaning of Sections 106.07(5) or 106.29(2), Florida Statutes. Persons filing reports are subject to penalties as prescribed in Chapter 106, Florida Statutes.

Finally, as a candidate, political committee chair/treasurer(s), county executive committee chair/treasurer(s) or political party executive committee member, I acknowledge that I am responsible for protecting my Sign-in Credentials from disclosure and am solely responsible for all filings on the electronic filing system using these credentials. Furthermore, I acknowledge that I will notify the Supervisor of Elections immediately upon either losing these credentials or in the event they become compromised.

Signature _____ Print Name

- Attended Electronic Filing System Training Session in a previous election cycle.
- Attended Electronic Filing System Training Session _____
Candidate / Treasurer Initial above Staff Initial above
- Declined Electronic Filing System Training Session _____
Candidate / Treasurer Initial above Staff Initial above

Signature of the above is the:

- Candidate or Treasurer for _____
- Political Committee Chair or Treasurer for _____ Political Committee
- Political Party Executive Committee Chair or Treasurer for _____ County Executive Committee
- Political Party Executive Committee Member for _____ County Executive Committee

Date: _____, 20____

Reference: [BOCC Resolution 2009-156](#)