



OFFICE OF SECRETARY OF STATE FRANCISCO V. AGUILAR

HOW TO CREATE AN ACCOUNT IN AURORA & HOW TO FILE

Financial Disclosure Statements (FDS) & Contributions and Expenses (C&E) Reports

- STEP 1:** Access the Secretary of State's website at: www.nvsos.gov
- STEP 2:** Select the Campaign Finance blue button (left side of screen)
- STEP 3:** You will be directed to the "AURORA Campaign Finance Disclosure" page

IF YOU ALREADY HAVE AN ACCOUNT: Login to file reports. How to file an FDS and C&E report instructions are on page 2 and 3.

IF YOU NEED TO CREATE A NEW ACCOUNT: Follow instructions below.

FIRST SCREEN: Enter your email, password, re-type password, click the box to agree with the Terms and Conditions, click on the square, "I'm not a robot" and select the appropriate pictures, click "Save and Go to the Next Step" button.

SECOND SCREEN: Save your contact information. Mandatory fields have a red star. First Name, Last Name, Address, Zip Code, City, State, County (for NV only), and Email. Click "Save and Go to Next Step" button.

THIRD SCREEN: Create two Security Questions, and then click "Save My Answers".

FOURTH SCREEN: Select an Association Type. Click the drop down to select "Candidate or Appointee" if you are a Candidate or Appointee **OR** "Committee" if you are a PAC. Type candidate's/group's name in the mandatory Name field.

IF YOU ARE A NEW CANDIDATE OR GROUP:

Type your name in the "Name Field". Your name will not be within the drop down list. Please click the blue link to the right: "Other candidate/committee not in list". Fill out the Contact Information page and click Save. A pop up comes up stating to Confirm Request with two buttons: "Yes, assign me to this candidate/group now" (blue button) **OR** "Cancel" (red button). If you click the Yes button, another page emerges asking you to agree with these terms and conditions, see FIFTH and SIXTH SCREEN instructions below.

Type your name in the "Name Field". If the name of the Candidate or Group in which you would like to associate with appears: click Save. A Confirm Request pops up. Click either button: "Yes, assign me to this candidate/group now" (blue button) **OR** "Cancel" (red button). If you click the Yes button, a Request Submitted pops up stating an email has been sent requesting verification that you are authorized to file reports on behalf of this candidate/group. You will receive an email once the verification is complete. Click OK.

FIFTH SCREEN: Click the “I agree to these terms and conditions” square, and then click on the “Create My New Account” blue button. Wait for the Account Activation email from Secretary of State before you can file reports.

SIXTH SCREEN: Sign Up Complete! page stating your new Nevada Secretary of State Aurora web account has been created. **You will receive an email “Your Nevada Secretary of State Account Activation Link. THIS IS NOT AN INSTANTANEOUS email. It can take up to about an hour to receive. Click on this link to activate your newly created account. You will not be able to file a report until you receive the Account Activation email.**

HOW TO FILE A FINANCIAL DISCLOSURE STATEMENT (FDS)

Access the Secretary of State's website at: www.nvsos.gov

Select the Campaign Finance blue button (left side of screen)

You will be directed to the “AURORA Campaign Finance Disclosure” page

To begin filing a FDS, login and select the button “File New Report” and then select “Financial Disclosure Statement and click the "Proceed" button.

- Select the appropriate report to file AND scroll down on the page to enter in filer information, click Save.
- 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.” Select Save & Proceed.
- Begin entering your financial disclosure information as required in sections 1 through 7.
- Select Add New Record; and fill out required information, then click Save.
- If you have nothing to disclose in a particular section, be sure to select "Nothing in this Section".
- You should refer to NRS Chapter 281 should you have any questions as to what financial information you are required to disclose.
- On the summary page, select “Printer Friendly Report” to review your statement prior to submission.
- When you are ready to submit your FDS you will need to select “Submit this Report Now”.
- You will then be required to Declare Under Penalty of Perjury **OR** Under an Oath to God that the statement you are submitting is true and correct. Agree to the Terms & Conditions and type in your name in the rectangle at bottom of page before you "Submit This Report Now".
- If you would like your Aurora contact information updated using the information you used for this report, click the box next to the green Submit button.
- Once filed, you will receive a confirmation e-mail and your submitted report may be viewed on the “My Filings” page.
- If you have entered incorrect information, there is no way to edit a FDS report once it has been filed. You may complete an Amended report with the correct information. Go to your "My Filings" page in Aurora, find the report you want to amend and click the Actions drop down to amend this report.
- If you receive notice of a civil penalty with your e-mail confirmation, please contact the Elections Division at 775-684-5705 or nvelect@sos.nv.gov to resolve.

HOW TO FILE A CONTRIBUTIONS & EXPENSES (C&E) REPORT

Access the Secretary of State's website at: www.nvsos.gov

Select the Campaign Finance blue button (left side of screen)

You will be directed to the "AURORA Campaign Finance Disclosure" page

To begin filing a C&E, login and select the button "File New Report" and then select "Contributions & Expenses Report and click the "Proceed" button.

- Select the appropriate report to file AND scroll down on the page to enter in any filer information.
- Select Save & Proceed.
- You will enter contributions and/or expenses one at a time. When you have finished entering the necessary information for an entry, select "Save and Add Another" to continue to your next entry. Or click the blue link under "Contributions Summary" and "Expenses Summary." This area shows all summarizations and you can type in the totals.
- You can also do a Bulk Upload. This feature allows users to track their contributions and expenses in their own local information system or spreadsheet to be electronically transferred to the Nevada Secretary of State's system all at once without having to double enter this data. The only requirement in using this upload feature is the user has a valid Aurora filing login account and your uploaded files conform to the file specifications and data format. Please see our website: www.nvsos.gov, and search "Bulk Upload" for further instructions.
- You may enter contributions and expenses at any time and save your entries as a draft by selecting "Save" at the bottom of the summary page. You will be able to access your draft report on the "My Saved Filings" page. Remember this report is saved as a draft and you need to go in and submit this report on or before the report due date.
- Make sure to fill in the "Ending Fund Balance", if you have questions, click on the "help square".
- On the summary page, select "Printer Friendly Report" to review your report prior to submission.
- When you are ready to submit, select "Submit this Report Now."
- You will then be required to Declare Under Penalty of Perjury **OR** Under an Oath to God that the statement you are submitting is true and correct. Agree to Terms & Conditions and type your name in the rectangle at the bottom of the page before you may Submit This Report Now.
- If you would like your Aurora contact information updated using the information you used for this report, click the box next to the green Submit button.
- Once filed, you will receive a confirmation e-mail and your submitted report may be available on the "My Filings" page.
- If you have mistakenly entered incorrect information, there is no way to edit a C&E report once it has been filed. You may complete an Amended report with the correct information. Go to your "My Filings" page in Aurora, find the report you want to amend and click the Actions drop down to amend this report.
- If you receive notice of a civil penalty with your e-mail confirmation, please contact the Elections Division at: 775-684-5705 or nvelect@sos.nv.gov to resolve.