



FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

IMPORTANT NOTICE

TO: Candidates
FROM: Kristi Reid Willis, Chief
Bureau of Election Records *KRW*
DATE: February 4, 2019
SUBJECT: Email Notifications

The Division of Elections uses email for all notifications not required by the Florida Election Code. This includes all courtesy notices such as reminders for campaign treasurer reports, qualifying information, handbook updates, etc. **If you wish to receive such notices, you must provide email addresses to the Division via the Electronic Filing System (EFS).** At this time, the system allows you to provide email addresses for the candidate, the campaign, the primary treasurer, and each deputy treasurer. Please see the attached instructions for adding the email contacts to the EFS.

If you have any questions, please contact the Help Desk at 850-245-6280.

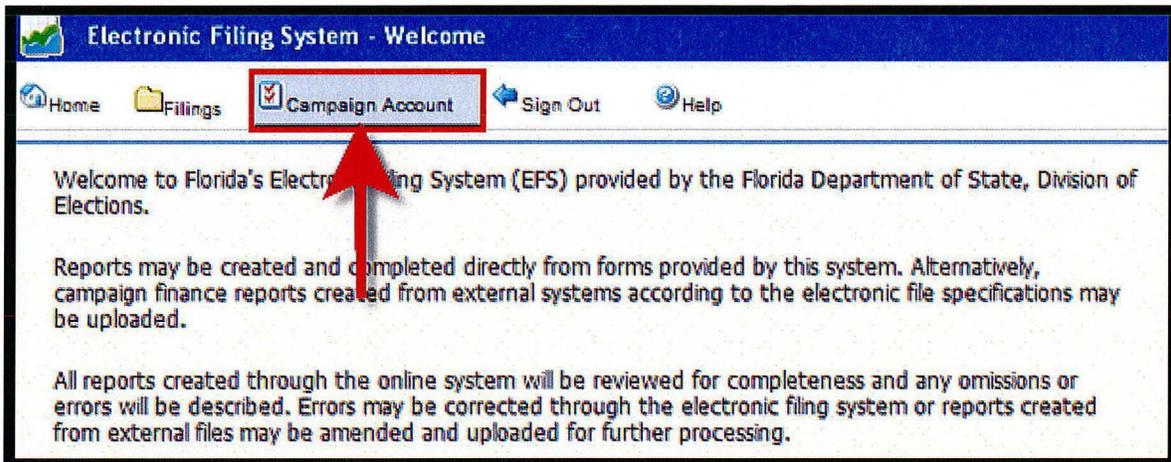
KRW/slb

Attachment

pc: Treasurers

Main/Candidate's Email

- From the **EFS Welcome** screen, click **Campaign Account**.



- The Division of Elections will send notifications to the email addresses you enter in **Main Acct Email** and **Candidate's Email**. After entering the email addresses, enter the Candidate's **PIN** number and then click **Save**.

Contact Office Account Password Treasurer

Account PIN Management

Name:
Last: Allen First: Joe
Middle: Suffix:
Title: Mr. Salutation: Mr.

Address: 3930 S. Roosevelt Boulevard Phone: (305) 294-8304
#N108
Key West Florida 33040-0000

Main Acct Email:
Candidate's Email:

Public Email:
Public URL:

Modification: 6/5/2009 3:48:05 PM By: jimcollins

PIN: Save

The "Main Acct" and "Candidate's" email is where the Division will send notifications.

The "Public Email" is what will appear on the Division's website.

Enter candidate's pin and click save

Treasurer's Email

- Click **Treasurer**.
- Enter the treasurer's email address next to **Email**.
- Enter the treasurer's **PIN** number and then click **Save**.

Account: [] []
Last Web Access: 01/10/2011 14:31:00
Contact: Account Password: Treasurer
Account: PIN Management: []
Sequence: 2 Appointment Type: Primary Treasurer
Last: Jones First: John
Middle: [] Title: MR
Sal: [] Suffix: []
Address: [] [] Suppress Address []
Phone 1: [] Phone 2: []
Appt Date: 1/10/2006 Date Withdrawn: []
Modification: 8/27/2009 By: 41703
Email: []
PIN: [] Save

This page may also be used to update mailing address and phone numbers.

Enter email

Enter treasurer pin and click save

Deputy Treasurer's Email

To add or change the deputy treasurer's email address, select the correct **Sequence** number and then follow the instructions in **Treasurer's Email** above.

Account: [] []
Last Web Access: 01/12/2011 09:29:18
Contact: Account Password: Treasurer
Account: PIN Management: []
Sequence: 1 Appointment Type: Deputy Treasurer
Last: 2 First: M
Middle: [] Title: MS
Sal: MS Suffix: []

Select correct sequence number
See screen shot above for detail instructions.