

Transcript of Video

How to Download an Electronic Petition:

Hello I am here to show you some easy step by step instructions on how to utilize our electronic petition.

The first thing you want to do is create a folder on your desktop where you can save the electronic petition.

To create a new folder, simply right click your mouse on an empty space on your desktop, next hover over the word new and select folder. Make sure to rename the folder so it is easy to identify.

Your next step will be to download the nominating petition from the Division of Elections website at www.Elections.NJ.gov.

Once you are on the Division of Elections website you want to click on the candidate information tab located at the top of the screen.

Your next step will be to locate the nominating petition for which you are seeking office. For the purpose of this demonstration, I will show how to download a Single Signature nominating petition for partisan candidates who are interested in running for State Senate.

If you are running as an Independent candidate, the process remains the same however, please ensure that you are utilizing the single signature petition of direct nomination.

You will hover your mouse over the single signature nominating petition and simply right click.

The next step is to click on save link as.

From here you will save the petition to the folder you had created.

After you have saved the petition to your folder, you want to open it and complete all of the necessary information such as your party, your legislative district if it applies, your name, your residential address, a post office address if you have one and a candidate email address. Once you have completed all of this information, you will need to save the document by clicking the save icon at the top of the screen.

Your petition is now ready to be sent to your petition signers. The options on how to transmit to your petition signers are as follows: you can email it, place it on your campaigns website, place it on your social media page, you can print it out and fax it, or you can print it out and mail it.

If you do not have the ability to utilize an electronic petition, the traditional petitions are also available.

Thank you for watching our video and please do not forget to watch our other instructional videos on how a petition signer completes their portion on an electronic petition and how to return petitions electronically.