RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

IMPORTANT NOTICE

TO: Committees and Political Parties

FROM: Kristi Reid Willis, Chief   *KRW*
Bureau of Election Records

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, special election notices, 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 committee, the chairperson, the primary treasurer, and each deputy treasurer. Please see the attached instructions for adding the email contacts to the EFS. If you are an officer for more than one committee, please add your email to each account. When generic emails are sent out, you will only receive one email even if you have signed up for more than one account. However, if the notice is targeted to certain types of committees or committees with special interests, the email address must be attached to a specific account in order for you to receive the notice.
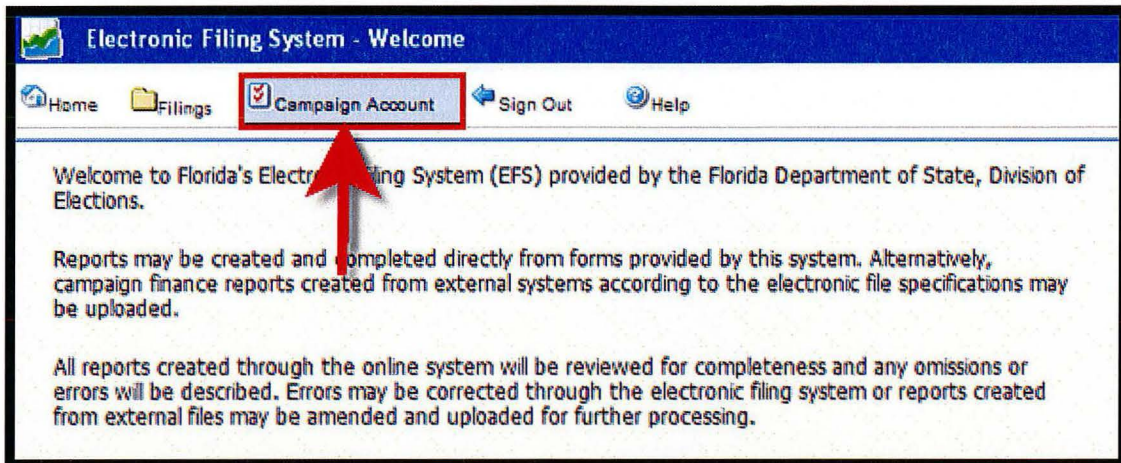
If you have any questions, please contact the Help Desk at 850-245-6280.

KRW/slb

Attachment

Division of Elections
R.A. Gray Building, Suite 316 • 500 South Bronough Street • Tallahassee, Florida 32399
850.245.6240 • 850.245.6260 (Fax) • DOS.MyFlorida.com/elections

FLORIDA
★DIVISION OF★
ELECTIONS

Main/Chairperson'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 **Chairperson's Email**. After entering the email addresses, enter the Chairperson's **PIN** number and then 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**.

Deputy Treasurer's Email

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