



FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

IMPORTANT NOTICE

TO: Committees and Political Parties

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, 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.

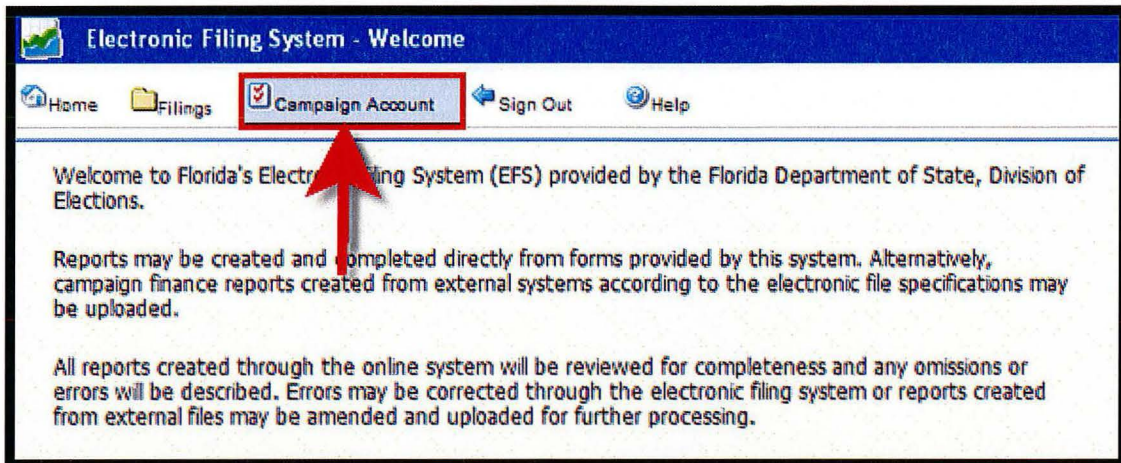
If you have any questions, please contact the Help Desk at 850-245-6280.

KRW/slb

Attachment

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**.

The screenshot shows the 'Account Management' page. It includes fields for 'Name' (Last, First, Middle, Suffix), 'Title', 'Salutation', 'Address', 'Phone', and 'PIN'. The 'Main Account Email' and 'Chairperson's Email' fields are highlighted with a red box. A blue callout box explains that these are the notification email addresses. The 'Save' button is also highlighted with a red box, and a blue callout box instructs to enter the chair's PIN and click save.

Account: [] []
Last Web Access: 01/10/2011 14:31:07

Contact | Account Password | Treasurer

Account PIN Management

Name:
Last: Doe First: M
Middle: Suffix:
Title: Ms. Salutation: Ms.

Address: PO Box 187 Phone: (850) 555-5555
Line 2
Tailor made Florida 32303

Main Account Email: []
Chairperson's Email: []

Public Email: []
Public URL: []

Modification: 1/6/2011 9:47:18 AM By: 41703

PIN: [] Save

Enter chair's pin and click save

The "Main Account" and "Chairperson's" email is where the Division will send notifications.
The "Public Email" is what will appear on the Division's website.

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 14:31:17

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: [] **Enter email**

PIN: [] **Save** **Enter treasurer pin and click save**

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

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.

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.