



## Frequently Asked Questions – Adding Candidates

- Q** - Will a filing official add candidates?  
**A** - Yes, a filing official will add candidates to the Fair Political Practices Commission e-filing system.
- Q** - Can a filing official delete a candidate if not qualified?  
**A** - No. Please contact the FPPC at [Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov) to remove the candidate.
- Q** - When can a filing official add a candidate to the FPPC system?  
**A** - During the dates of the declaration of candidacy.
- Q** - Does a filing official wait for the candidate to qualify before adding them to the system?  
**A** - The filing official can add the candidate, but if the candidate doesn't qualify, they should contact the FPPC at [Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov) to have the entry removed not later than ten calendar days after the last day to declare candidacy

### Adding Candidates

- Under “**Filer Management**”, select “**Add Filer**”.

The screenshot shows the FPPC Filer Management interface. On the left is a sidebar with navigation links: Change Password, Change Login ID, Change Email, Sign Out, Contact Person, Filer Management (highlighted), Pending Transfers, Filer Issues, Filer Reports, Contact Person Profile, and Agency Profile. The main content area has radio buttons for 'Active', 'Inactive', and 'Both' (selected). Below these is a table with columns: Last Name, First Name, Middle Name, Position, and Disclosure Category. The table contains two rows: 'Agency: Fair Political Practices Commission' and 'Agency: Public Employees Retirement System'. At the bottom, there are several buttons: 'Add Filer' (highlighted with a yellow box), 'Filer Positions', 'Leave Office', 'Transfer', 'Account Info', 'Reset Password', 'View Forms', 'Log a Note', and 'Correspondence'. The text 'Number of records t' is visible in the top right corner.

E-Filing Questions: [Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov)

Advice E-mail: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

FPPC Toll-Free Helpline: 866/275-3772

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- b. Enter the filer's first and last name, then **"Show Results"**.

Find a Person you are looking for

Last Name: Carey First Name: Andrea

The Individual you are adding might already exist in the system.

1 matches found Show Results Cancel

- c. **Select** the individual from the list. If the candidate does not appear in the search results list, click **"Not In the List – Add a New Filer"**.

Last Name: Carey First Name: Andrea

The Individual you are adding might already exist in the system.

#	Last Name	First Name	Middle Name	Nickname	Employee Number	Email	Position/Agency	Person Type
1	Carey	Andrea				acarey@fp	Filing Official / Fair Po	Official

Select

Not In the List - Add as a New Filer

Cancel

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- d. Select “**Candidate**” and use the drop-down menu to enter the position information

<b>Last Name:</b>	Carey
<b>First Name:</b>	Andrea
<b>Middle Name:</b>	
<b>Salutation:</b>	
<b>Nickname:</b>	
<input type="checkbox"/> <b>Filer has a new email address</b>	
<b>Email:</b>	acarey@fppc.ca.gov
<b>LoginID:</b>	acarey@fppc.ca.gov
<b>Add Home Address</b> <input type="checkbox"/>	

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**Position Information**

<b>Position Type:</b>	<input type="radio"/> Regular Filer <input checked="" type="radio"/> <b>Candidate</b>
<b>Agency:</b>	<input type="text"/>
<b>Position:</b>	<input type="text"/>
<b>Position start date:</b>	12/10/2024
<b>Address/Phone is Different than Division or Agency's Address/Phone</b> <input type="checkbox"/>	

Save

Cancel

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- e. Click “Continue”.

A screenshot of a web-based warning dialog box. The title bar at the top reads "Please Select". Inside the box, on the left, is a yellow triangular warning icon with a black exclamation mark. To the right of the icon, the text reads: "The FPPC only requires Form 700 - Candidate Statements from Candidates who have qualified to run for office". Below this text, it asks "Are you sure you want to continue?". At the bottom of the dialog, there are two buttons: "Continue" on the left and "Cancel" on the right.

- f. Not later than ten calendar days after the last day to declare candidacy, notify the FPPC at [Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov) of any candidates who did not qualify to run for office.

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