

#### Frequently Asked Questions - Adding Candidates

- 1. Q Will a filing official add candidates?
  - **A** Yes, a filing official will add candidates to the Fair Political Practices Commission e-filing system.
- 2. Q Can a filing official delete a candidate if not qualified?
  - **A** No. Please contact the FPPC at <a href="mailto:Form700@fppc.ca.gov">Form700@fppc.ca.gov</a> to remove the candidate.
- 3. Q When can a filing official add a candidate to the FPPC system?
  - A During the dates of the declaration of candidacy.
- **4. 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 <a href="mailto:Form700@fppc.ca.gov">Form700@fppc.ca.gov</a> to have the entry removed not later than ten calendar days after the last day to declare candidacy

#### **Adding Candidates**

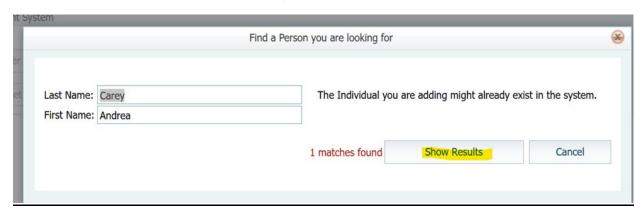
a. Under "Filer Management", select "Add Filer".



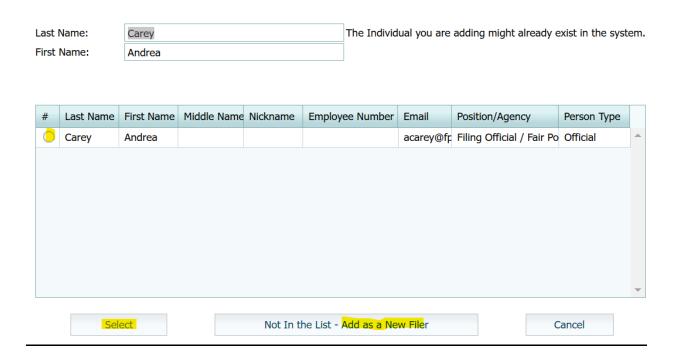


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b. Enter the filer's first and last name, then "Show Results".



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**".





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d. Select "Candidate" and use the drop-down menu to enter the position information

Last Name:	Carey
First Name:	Andrea
Middle Name:	
Salutation:	
Nickname:	
Filer has a	new email address
Email:	acarey@fppc.ca.gov
LoginID:	acarey@fppc.ca.gov
	Add Home Address
Position Information	
Position Type:	Regular Filer Candidate
Agency:	
Position:	
Position start dat	re: 12/10/2024
Address/Phone is Different than Division or Agency's Address/Phone	
Sav	Cancel



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e. Click "Continue".



f. Not later than ten calendar days after the last day to declare candidacy, notify the FPPC at <a href="form700@fppc.ca.gov">Form700@fppc.ca.gov</a> of any candidates who did not qualify to run for office.