

# Nevada Secretary of State Francisco V. Aguilar



How to Create a New Account in Aurora to  
File Required Reports for the Nevada Secretary of State 1



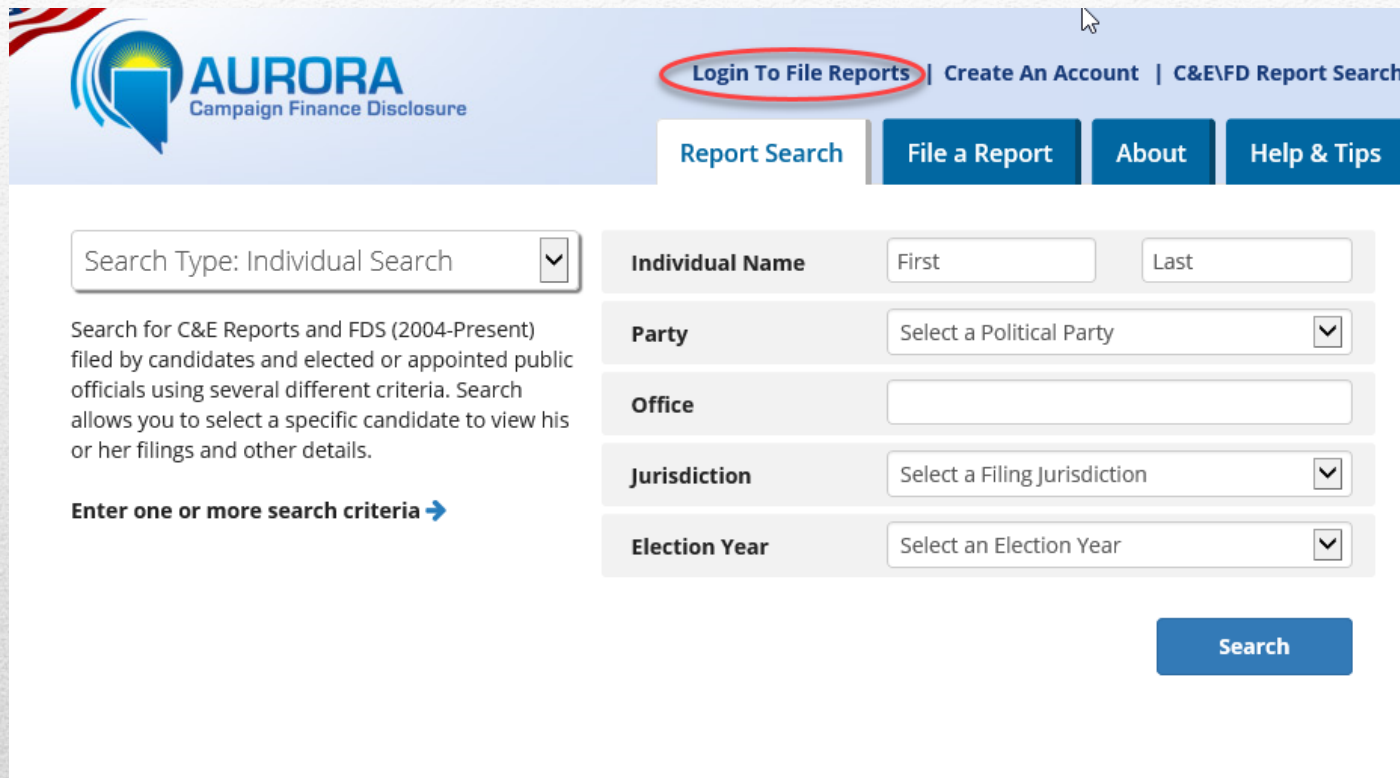
# SOS Website



Go to [www.nvsos.gov](http://www.nvsos.gov) and click on blue “Campaign Finance” button

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# Registering In Aurora



The screenshot shows the Aurora Campaign Finance Disclosure website. The header includes the Aurora logo and navigation links: [Login To File Reports](#) (circled in red), [Create An Account](#), and [C&E\FD Report Search](#). Below the header are buttons for [Report Search](#), [File a Report](#), [About](#), and [Help & Tips](#).

On the left, there is a search type dropdown menu set to "Individual Search". Below it, a text box explains: "Search for C&E Reports and FDS (2004-Present) filed by candidates and elected or appointed public officials using several different criteria. Search allows you to select a specific candidate to view his or her filings and other details." Below this is a link: "Enter one or more search criteria →".

On the right, there are input fields for:


- Individual Name**: First and Last name fields.
- Party**: A dropdown menu with "Select a Political Party".
- Office**: A text input field.
- Jurisdiction**: A dropdown menu with "Select a Filing Jurisdiction".
- Election Year**: A dropdown menu with "Select an Election Year".

A blue **Search** button is located at the bottom right of the form area.

Click on blue link “Login To File Reports”  
and this will bring you to the login page




# Registering In Aurora



Login To File Reports | Create An Account | C&E\FD Report Search

Report Search | File a Report | About | Help & Tips

## Login

Email or login name 

Password

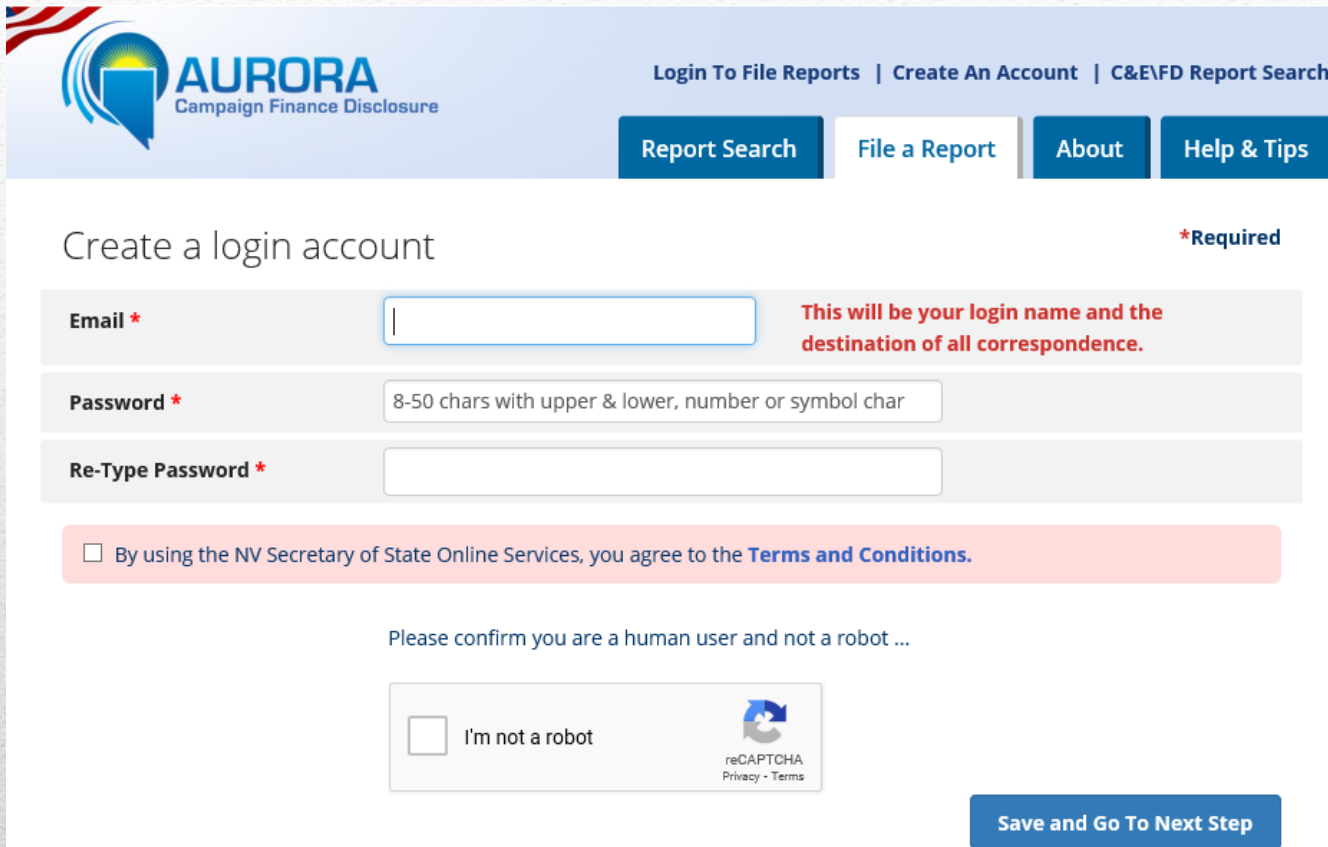
[Forgot your password?](#)

Login here to access the Aurora campaign finance and financial disclosure electronic filing system where you may file Contributions and Expenses reports and Financial Disclosure Statements with the Nevada Secretary of State's Elections Division.

Click on green button “Create An Account”

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# Registering In Aurora (cont.)



The screenshot shows the Aurora Campaign Finance Disclosure website. At the top, there is a navigation bar with the Aurora logo and links for "Login To File Reports", "Create An Account", and "C&EFD Report Search". Below this are four buttons: "Report Search", "File a Report", "About", and "Help & Tips". The main content area is titled "Create a login account" with a "\*Required" indicator. It contains three input fields: "Email \*" (with a note: "This will be your login name and the destination of all correspondence."), "Password \*" (with a note: "8-50 chars with upper & lower, number or symbol char"), and "Re-Type Password \*". Below these fields is a checkbox for "By using the NV Secretary of State Online Services, you agree to the Terms and Conditions." followed by the text "Please confirm you are a human user and not a robot ...". This is followed by a reCAPTCHA box with the text "I'm not a robot" and a "Save and Go To Next Step" button.

**AURORA**  
Campaign Finance Disclosure

Login To File Reports | Create An Account | C&EFD Report Search

Report Search | File a Report | About | Help & Tips

Create a login account \*Required


Email \*  This will be your login name and the destination of all correspondence.

Password \*  8-50 chars with upper & lower, number or symbol char

Re-Type Password \*

☐ By using the NV Secretary of State Online Services, you agree to the [Terms and Conditions](#).

Please confirm you are a human user and not a robot ...

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms


Save and Go To Next Step

Enter your email, password, re-type password, click the box to agree with the Terms and Conditions, Click the square, “I’m not a robot” and select the appropriate pictures. Click “Save and go to the Next Step”.





# Individual Information

 My Filings | FAQ | Edit Personal Info | Change Password | Logout

Report Search | File a Report | About | Help & Tips

Save your contact information \*Required


(associated with the person using this system, which may be different than the candidate or group you are representing)

First Name *	<input type="text" value="Kristen"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Rhynes"/>
Suffix	<input type="text"/>
Organization	<input type="text"/>
Country *	<input type="text" value="UNITED STATES"/>
Address *	<input type="text" value="101 N. Carson"/>
Address 2	<input type="text"/>
Zip Code *	<input type="text" value="89701"/>
City *	<input type="text" value="Carson City"/>
State *	<input type="text" value="Nevada"/>
County	<input type="text" value="Carson City"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email *	<input type="text" value="rhynesk@sos.nv.gov"/> <span style="color: red;">This will be your login name and the destination of all correspondence.</span>
Password	<a href="#">Click here to change your password</a>
Association *	<input type="text" value="Kris Rhynes (Political Candidate)"/>

Exit | Edit Security Questions | Save



# Office



[Login To File Reports](#) | [Create An Account](#) | [C&E\FD Report Search](#)

[Report Search](#) | [File a Report](#) | [About](#) | [Help & Tips](#)

### Create Campaign Association Request

Association Type \*

Candidate or Appointee

Name \*

Debra Harry

Other candidate not in list

Please enter the **Candidate or Appointee** information associated with your account.

First Name \*

Debra

Middle Name

Last Name \*

Harry

Mailing Address \*

101 N. Carson

Mailing City \*

Carson City

Mailing State \*

NV

Mailing Zip \*

89701

Email \*

blondie@sbcglobal.net

Phone

District (if applicable)

Individual Type \*

Political Candidate

Office

District Court Judge, District 1, Department 1

Associated Party

Select a Party ...

Clear All Fields

Save



# Security Questions

## Create Security Questions

Please answer two security questions not easily guessed by someone other than your self. These answers will help us identify you in case you forget your password in the future.

### Question 1:

Question:

[Click here to choose a security question](#)

Answer:

### Question 2:

Question:

[Click here to choose a security question](#)

Answer:

Save My Answers

Create two Security Questions. Click “Save My Answers”



# Association

## Create Campaign Association Request

Association Type *	Candidate or Appointee	▼
Name *		<a href="#">Other candidate not in list</a>
<a href="#">Clear All Fields</a>		<a href="#">Save</a>

**Candidate or Appointee:** Click the drop down to select “Candidate or Appointee”. Type candidate’s name in the mandatory Name field. If this is a **new** Aurora account: Your name will not be within the dropdown list. Please click the blue link to the right: “Other candidate not in list”.

**PAC, PACAD, etc.:** Click the drop down to select "Committee". Type group's name in the mandatory Name field.

**If the name of the Candidate or Group you would like to associate to appears, click the name, then click Save.**

# Association (cont.)

Please enter the **Candidate or Appointee** information associated with your account.

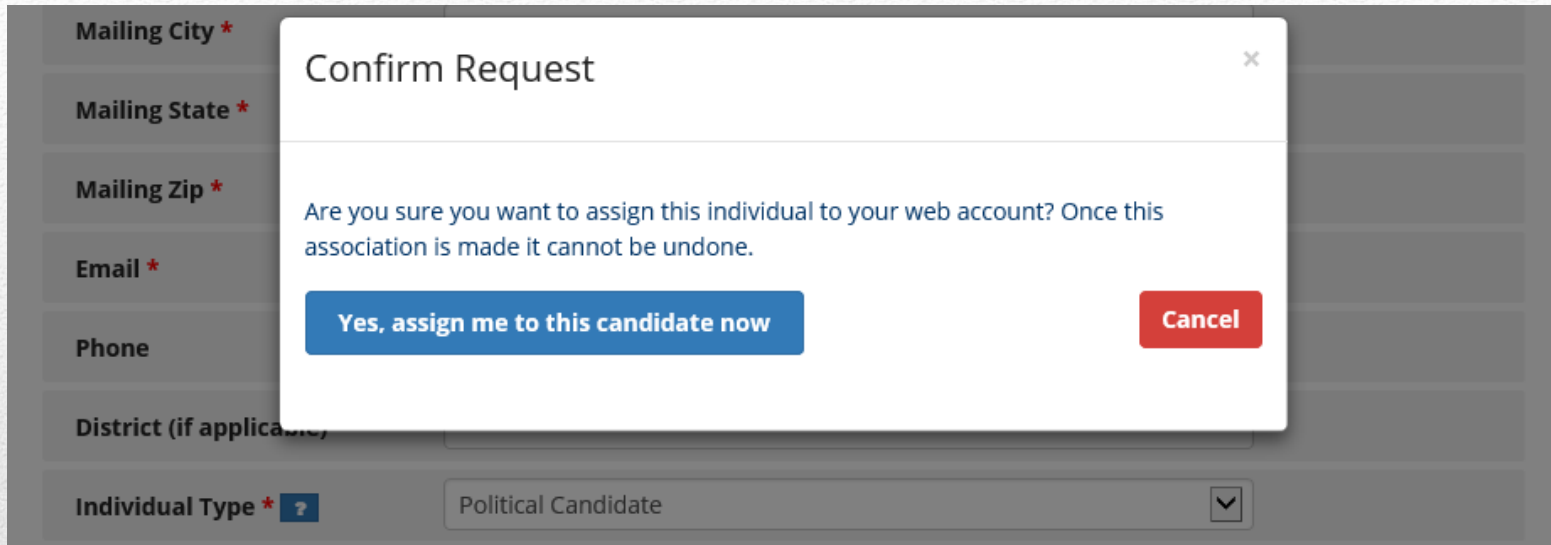
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Mailing Address *	<input type="text"/>
Mailing City *	<input type="text"/>
Mailing State *	<input type="text"/>
Mailing Zip *	<input type="text"/>
Email *	<input type="text"/>
Phone	<input type="text"/>
District (if applicable)	<input type="text"/>
Individual Type * ?	<input type="text" value="Select an individual type ..."/> ▼
Office	<input type="text" value="Select a Political Office ..."/> ▼
Associated Party	<input type="text" value="Select a Party ..."/> ▼
<a href="#">Clear All Fields</a>	<a href="#">Save</a>

If you clicked on the link “Other candidate not in list” this page will appear.  
Fill out the Contact Information and click Save.

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# Association (cont.)



The screenshot shows a web form with several input fields: "Mailing City \*", "Mailing State \*", "Mailing Zip \*", "Email \*", "Phone", "District (if applicable)", and "Individual Type \*". The "Individual Type" field is a dropdown menu with "Political Candidate" selected. A modal dialog titled "Confirm Request" is overlaid on the form. The dialog contains the text: "Are you sure you want to assign this individual to your web account? Once this association is made it cannot be undone." Below the text are two buttons: a blue button labeled "Yes, assign me to this candidate now" and a red button labeled "Cancel".

A Confirm Request pops up. Click button: “Yes, assign me to this candidate/group now” (blue button) OR “Cancel” (red button). If you click the Yes button, a Request Submitted pops up stating an email has been sent requesting verification that you are authorized to file reports on behalf of this candidate/group. You will receive an email once the verification is complete. Click OK.

# Terms and Conditions



[Login To File Reports](#) | [Create An Account](#) | [C&EFD Report Search](#)

[Report Search](#) [File a Report](#) [About](#) [Help & Tips](#)

**Please carefully review the following terms and conditions of creating this account. By clicking the checkbox below you acknowledge and agree to these terms and conditions:**

You are declaring, under penalty of perjury, that the information you are about to submit to the Secretary of State for the State of Nevada is true and correct, is not submitted for any improper purpose, and that you are authorized to submit the information. You understand it is unlawful to submit any illegal, unauthorized, fraudulent, forged, deceptive, defamatory, illicit, or improper information, as defined by state and federal law, to the Secretary of State, and agree to indemnify the Secretary of State, and any other parties entitled thereto, for any damages incurred for any unlawful, unauthorized, fraudulent, forged, deceptive, defamatory, illicit, or improper information, as defined by the federal and state law, submitted to the Secretary of State by my use of this electronic filing system. You further understand that you may be subject to criminal and/or civil penalties for submitting any unlawful unauthorized, fraudulent, forged, deceptive, defamatory, illicit, or improper information, as defined by federal and state law. You understand and agree that all information submitted is the property of the Secretary of State, and may be monitored for all lawful purposes. You further understand that during such monitoring, all information, including personal information placed on this system, may be examined, copied, and used for any authorized purpose.

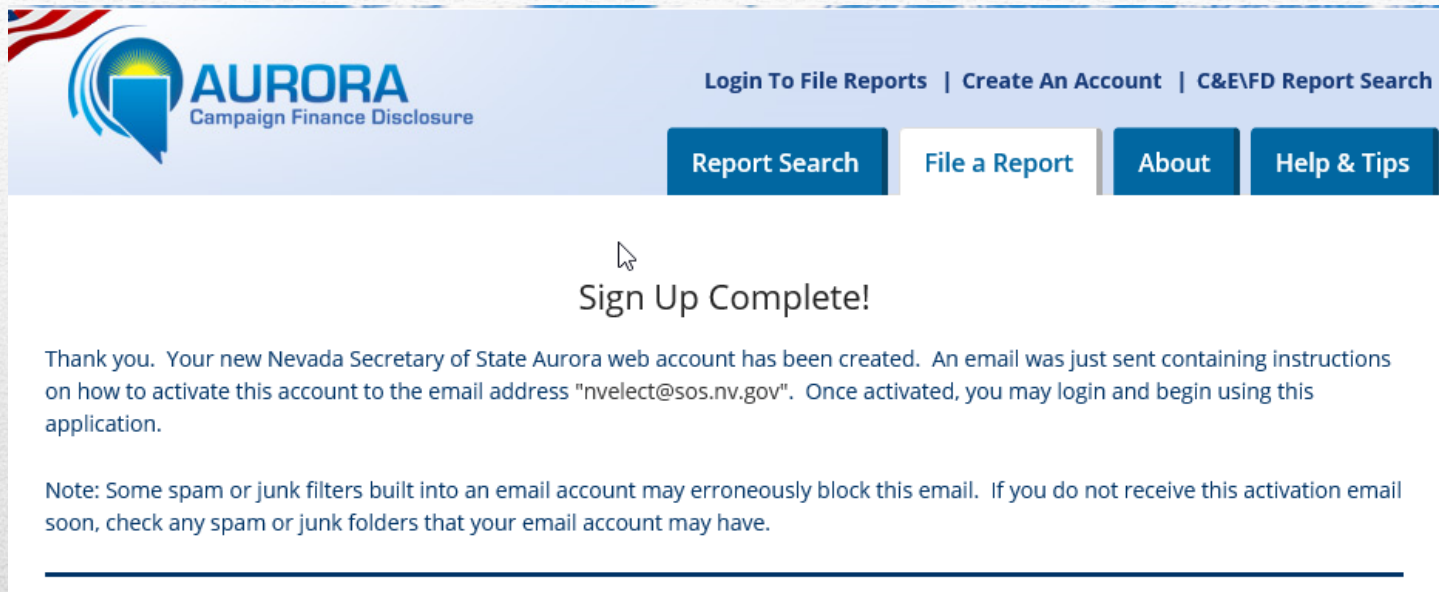
☒ I agree to these terms and conditions

[Create My New Account](#)

Check the box “I agree to these terms and conditions”.  
Click on “Create My New Account”



# Account Created



The screenshot shows the AURORA Campaign Finance Disclosure website. The header includes the AURORA logo on the left and navigation links on the right: "Login To File Reports", "Create An Account", and "C&E\FD Report Search". Below these are four buttons: "Report Search", "File a Report", "About", and "Help & Tips". The main content area displays a confirmation message: "Sign Up Complete!" with a mouse cursor icon above it. The message states: "Thank you. Your new Nevada Secretary of State Aurora web account has been created. An email was just sent containing instructions on how to activate this account to the email address 'nvelect@sos.nv.gov'. Once activated, you may login and begin using this application." Below this is a note: "Note: Some spam or junk filters built into an email account may erroneously block this email. If you do not receive this activation email soon, check any spam or junk folders that your email account may have."

**AURORA**  
Campaign Finance Disclosure

Login To File Reports | Create An Account | C&E\FD Report Search

Report Search | File a Report | About | Help & Tips


**Sign Up Complete!**

Thank you. Your new Nevada Secretary of State Aurora web account has been created. An email was just sent containing instructions on how to activate this account to the email address "nvelect@sos.nv.gov". Once activated, you may login and begin using this application.

Note: Some spam or junk filters built into an email account may erroneously block this email. If you do not receive this activation email soon, check any spam or junk folders that your email account may have.

# New Campaign Association Request

New Campaign Association Request Submitted



hdu@sos.nv.gov  
To  
Cc

↩ Reply

↩ Reply All

→ Forward

...

Thu 4/15/2021 8:55 AM

The following filer has submitted a Campaign Association Request to file reports on behalf of your Candidate or Appointee Finance Disclosure system (<https://www.nvsos.gov/SOSCandidateServices>): , using the Nevada Secretary of State's Aurora Campaign

Requesting User:

**Please respond to this request by [clicking here](#).**

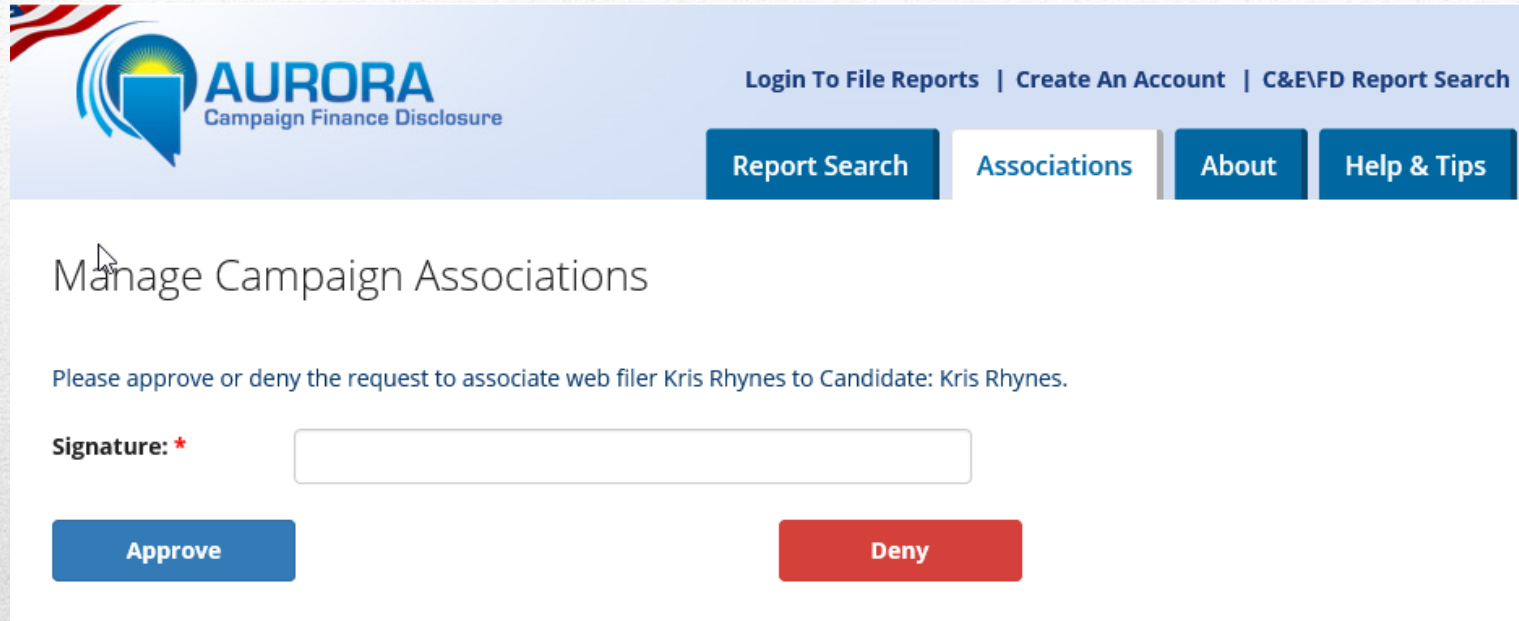
If you are no longer a Candidate or Appointee, please contact the Elections Division to update your status. Otherwise, in order to ensure there are no delays in filing your reports, please respond as soon as possible. The filer cannot file reports on your behalf until you approve this request. Your ability to respond to this request will expire after 3 days.

-Nevada Secretary of State's Elections Division

You will receive an email “New Campaign Association Request Submitted”. To accept or deny this request, click on the blue link “clicking here”.



# Manage Campaign Associations



The screenshot shows the AURORA Campaign Finance Disclosure website. The header includes the AURORA logo and navigation links: 'Login To File Reports', 'Create An Account', 'C&E\FD Report Search', 'Report Search', 'Associations' (selected), 'About', and 'Help & Tips'. The main content area is titled 'Manage Campaign Associations' and contains a message: 'Please approve or deny the request to associate web filer Kris Rhynes to Candidate: Kris Rhynes.' Below this is a 'Signature: \*' label and an empty text input box. At the bottom are two buttons: 'Approve' (blue) and 'Deny' (red).

Type your name in the Signature box and click either “Approve” or “Deny”.

# Wait for Activation Email



**AURORA**  
Campaign Finance Disclosure

Login To File Reports | Create An Account | C&E\FD Report Search

Report Search | File a Report | About | Help & Tips

### Login

**This account is not yet activated. You must activate it via instructions emailed to this email address during the account creation process. If you would like this email re-sent please click [here](#).**

Email or login name   

Password

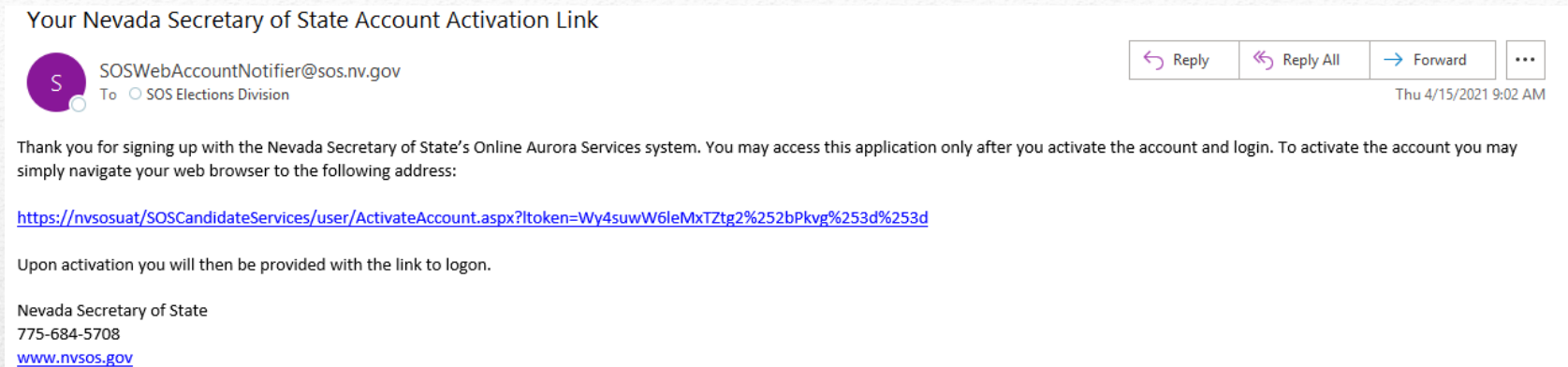
[Forgot your password?](#)

Login here to access the Aurora Campaign finance and financial disclosure electronic filing system where you may file Contributions and Expenses reports and Financial Disclosure Statements with the Nevada Secretary of State's Elections Division.

You will not be able to file a report until you receive the Account Activation email. If you do not receive this email, login to Aurora and the above message pops up, click “here” to have this email resent.



# Activation Email



THIS IS NOT AN INSTANTANEOUS EMAIL. It can take between a minute to about an hour to receive.

Once you receive “Your Nevada Secretary of State Account Activation Link email, click on the blue link to activate your newly created account.

You may now login to file reports through Aurora.