

# Online Candidate Filing

Online filing opens Monday of the filing period at 8 a.m. on our website: [sanjuancountywa.gov/1296/Online-Candidate-Filing](https://sanjuancountywa.gov/1296/Online-Candidate-Filing)

Online Candidate Filing

Use this button to enter the Online Candidate Filing Portal.  
For best results, use a PC or laptop with Google Chrome or MS Edge.

## Step 1: Sign In

Enter your information and click **Login** to locate your voter registration record.

If you need to update your voter registration, do so at [VoteWA.gov](https://VoteWA.gov) before you file a Declaration of Candidacy.

### Step 1: Sign In

**Step 1/7**

**Welcome to the Candidate Portal!**

**Are you prepared to file for office?**

1. Verify your [voter registration](#) information is correct.
2. Provide an email address. We send important notifications about your filing status and pamphlet profile.
3. Pay your filing fee if the office you file for requires a fee. Your declaration will be approved only when the fee is paid. All filing fees are non-refundable and non-transferable should you file for the wrong office. You may pay online with a Visa, MasterCard, or AmEx.
4. Use Google Chrome on a PC or laptop for best results.
5. You are responsible for ensuring that you meet all qualifications of the office. If you have questions, contact the jurisdiction of the office for which you are filing.
6. If you are unable to file online, please contact your [county](#) or [state](#) elections office for more information.

**Deadlines:**

- Online filing for office ends at 5:00 PM on Friday, May 10. All declarations of candidacy and filing fees must be received before 5:00 p.m. on Friday.  
If you wish to withdraw, submit a Withdrawal of Candidacy form to your county or state elections office by 5:00 p.m. on Monday, May 13, 2024.
- State and county voters' pamphlet deadlines vary. Not all offices appear in voters' pamphlets. Contact your [county](#) or [state](#) elections office for deadlines, guidelines and more information.

Please enter your information to locate your voter registration record.

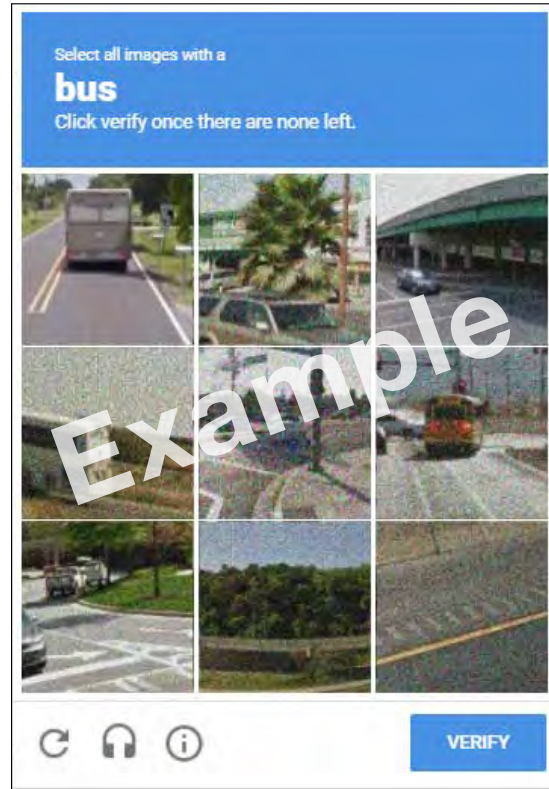
First Name:	<input type="text" value="JANE"/>
Last Name:	<input type="text" value="DOE"/>
Date of Birth:	<input type="text" value="01/01/2005"/>

[Login](#)

# Online Candidate Filing

Complete the CAPTCHA to proceed.

Example shown is for illustrative purposes only.



## Step 1B: Verify Registration Information

Verify or update your voter registration.

Contact your county elections office to process any updates **before** you file for office.

## Step 1B: Verify Registration Information

Your name and address must match your voter registration information below. If your registration information is:

- Correct - click the **Verify** button to continue.
- Incorrect - click the **Update** button to correct your voter information prior to submitting a declaration of candidacy. Before you continue, contact your county elections office to process this update.

### Verify Registration Information

**Registered Name:** DOE, JANE , IV

**Date of Birth:** 01/01/2005

**Residential Address:** 520 UNION AVE SE, OLYMPIA, WA, 98501

**Mailing Address:** PO BOX 40229, OLYMPIA, WA, 98504

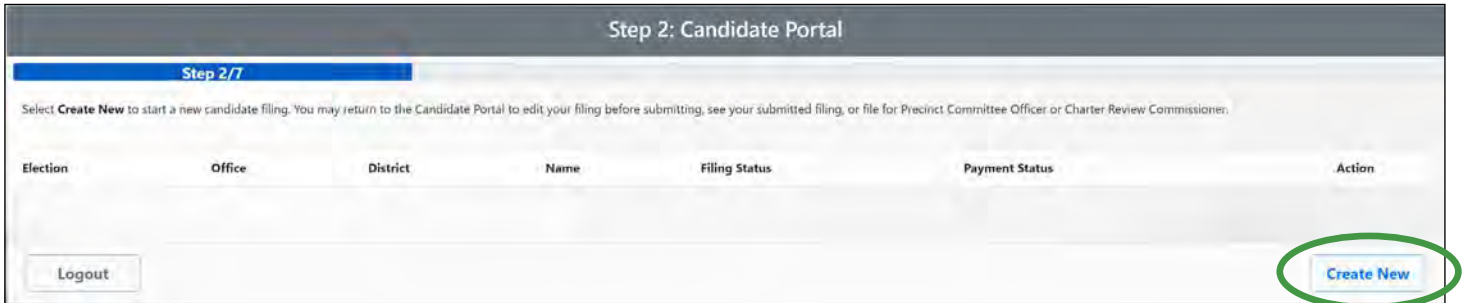
Update

Verify

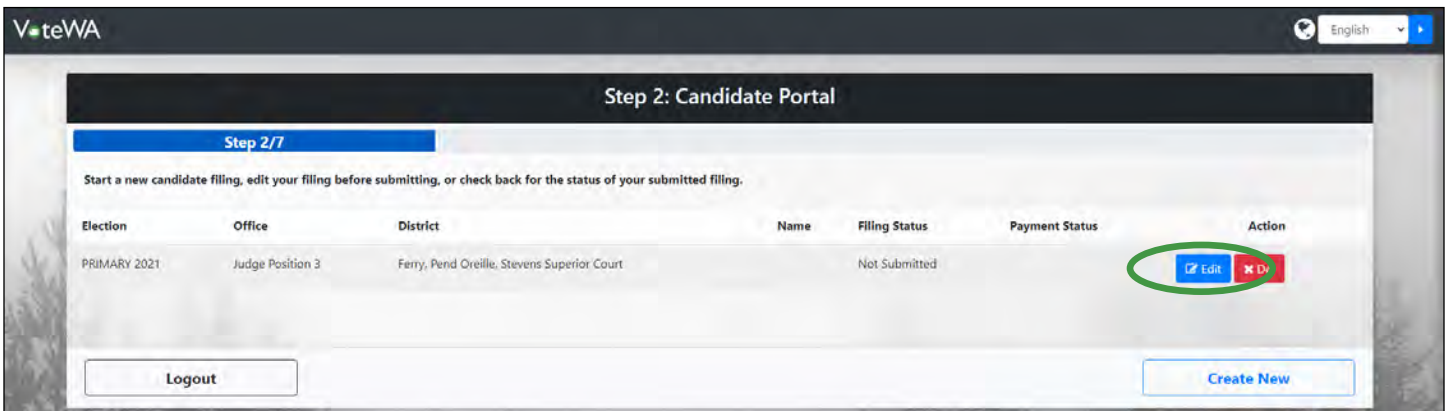
# Online Candidate Filing

## Step 2: Candidate Portal

Select the **Create New** button to begin your declaration.

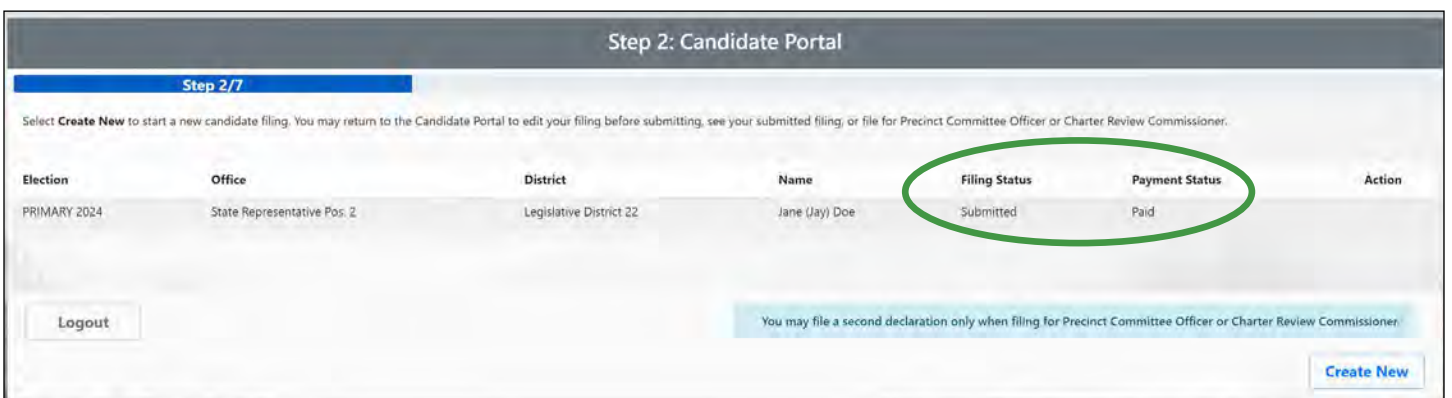


Select the **Edit** button next to an incomplete declaration to finish filing.



Return to this page any time to view your filing status.

You may file a second declaration only when filing for Precinct Committee Officer or Charter Review Commissioner.



# Online Candidate Filing

## Step 3: Office

**You are responsible for meeting all qualifications and filing for the correct office.**  
Contact the district authority to clarify office qualifications.

To find your desired office, select the district type.

Step 3: Office

Step 3/7

Select the type of office for which you are filing as a candidate.

District Type (Select One)

- (Select One)
- Commissioner
- Judicial
- Legislative
- Precinct
- Public Utility
- Statewide

Back

A complete list of offices available to you within that type will appear below.  
Select the **Start** button next to your office of choice.

Step 3: Office

Step 3/7

Select the type of office for which you are filing as a candidate.

District Type Legislative

Select the office and position for which you are filing as a candidate.

Election	Ballot	Term Length	Filing Fee	Action
PRIMARY 2024 (08/06/2024)	LEGISLATIVE DISTRICT 22, State Senator	4 Years	\$601.91	<a href="#">Start</a>
PRIMARY 2024 (08/06/2024)	LEGISLATIVE DISTRICT 22, State Representative Pos. 1	2 Years	\$601.91	<a href="#">Start</a>
PRIMARY 2024 (08/06/2024)	LEGISLATIVE DISTRICT 22, State Representative Pos. 2	2 Years	\$601.91	<a href="#">Start</a>

# Online Candidate Filing

## Step 4: Candidate Information

All information entered is public information and will be publicly available (**RCW 29A.24.072**).

**A**

**1** Ballot Name

Enter your name below exactly as you wish it to appear on the ballot. You may use a nickname by which you are commonly known as for your first name, but your last name must be the name under which you are registered to vote.

Titles denoting past or present occupations, including military rank, positions on issues and political affiliation, symbols, or anything designed to mislead voters is not allowed.

Ballet Name: Jane (Jay) Doe

**2** Contact Information

This information will be used by the elections office to contact you. You will be notified via this email regarding filing approval. If you have filed for an office that will appear in voters' pamphlets, you will receive emailed instructions on how to submit information for the pamphlet. Tip: Candidate information is public.

Phone Number: (360) 725-5785

Email: candidatesupport@sos.wa.gov

**3** Campaign Contact Information

Encouraged, but not required. If the race you file for appears in voters' pamphlets, this information will be published in voters' pamphlets to be used by voters who wish to contact you. It can be the same as your candidate contact information or campaign specific.

Phone Number: (360) 902-4160

Email: elections@sos.wa.gov

Website: sos.wa.gov/elections

**4** Campaign Mailing Address

This address will be published on the online voters' guide and may be published in voters' pamphlets. You may enter a campaign mailing address or check the box to copy your current voter registration address.

Use address on file:

Address Line 1: PO BOX 40329

City: OLYMPIA

State: WA

Zip: 98504

**5** Party Preference

**Party Preference**

For a partisan office only, you may choose to state a political party that you prefer.

A preference does not imply that you have been nominated or endorsed by the party, or that the party approves of or associates with you.

If you choose to state a party preference, enter the name of the party (limited to 18 characters). Your party preference will appear in the parenthesis below your name. The first letter of each word or abbreviation will be capitalized. Acronyms will be printed in all capital letters.

If you do not choose to state a party preference, "States No Party Preference" will be printed on the ballot and appear in voters' pamphlets.

No changes to party preference will be accepted between the primary and the general election.

States No Party Preference:

Prefer: Salmon You Party

Back Continue

### A – Candidate Information

The portal will automatically populate your voter registration address and mailing address. If this is incorrect, stop here and contact your county elections office to update your voter registration before proceeding.

### Section 1 – Ballot Name

Enter your ballot name exactly as you wish it to appear on the ballot. You may use a nickname by which you are commonly known for your first name, but the last name must be the name under which you are registered to vote.

Titles denoting occupations, including military rank, positions on issues, political affiliation, symbols, or anything intentionally designed to mislead voters are not acceptable and will be removed prior to placement on the ballot or in the Voters' Pamphlet.

### Section 2 – Contact Information (for administrative purposes)

Provide an official **candidate** email and phone number for direct communication with the filing office. We will use this email address to send confirmations of receipt, notice of approval, Voters' Pamphlet submission links, and direct emails from our office.

# Online Candidate Filing

## Step 4: Candidate Information, continued

### Section 3 – Campaign Contact Information (for voters)

This information is displayed on the "Candidates Who Have Filed" list, <https://voter.votewa.gov/CandidateList.aspx>, and printed in the statewide Voters' Pamphlet.

You may provide an alternative **campaign** email and phone number **for voters**. This optional field allows you to display an alternative method of contact different from your candidate contact. They may be the same if you wish.

We strongly recommend that you provide a campaign email address, phone number, and website for publication.

You may update campaign information until the Friday after the Primary Election to appear in the printed statewide Voters' Pamphlet. Changes after this deadline will appear in the Online Voters' Guide only.

### Section 4 – Campaign Mailing Address

For online display on the "Candidates Who Have Filed List" and Online Voters' Guide, you may choose to display a campaign mailing address instead of your voter registration address.

You may not use government offices for campaign or candidate information.

### Section 5 – Party Preference

Nonpartisan offices will not provide a party preference.

If you are filing for a partisan office, you may state the party name you prefer using 18 characters or less.

The first letter of each word of the party preference will be capitalized (example: Progress For All). Acronyms or initialisms will appear in all caps with or without periods.

You may not edit your party preference after the deadline for withdrawal of candidacy.

Your party preference will appear on the ballot and in the Voters' Pamphlet.

If you choose not to state a party preference, select the checkbox next to that option. "States No Party Preference" will appear with your ballot name.

A candidate's party preference plays no role in the process.

Party preference is entirely your decision and does not imply you have been nominated, endorsed, or approved by the party.

# Online Candidate Filing

## Step 5: Summary

Review your information before you continue.

Screenshots provided are for illustrative purposes only. Actual website details may vary and are subject to change without notice.

### Step 5: Summary

Step 5/7

Please review this summary of your declaration before you select **Continue** to affirm the Oath. You will receive notifications and deadlines at the candidate email address provided. Filing fees are nonrefundable, even in the event of a withdrawal or if you file for the wrong office. The amount of the filing fee is determined in state law. (RCW 29A.24.091 and 131)


Eligible Office	
<b>Office:</b>	State Representative Pos. 2
<b>Ballot Name:</b>	Jane (Jay) Doe
<b>Party:</b>	Prefers Salmon Yoga Party
<b>District:</b>	Legislative District 22

Candidate Declaration	
<b>Registered Name:</b>	JANE DOE
<b>Date of Birth:</b>	01/01/2005
<b>Residential Address:</b>	520 UNION AVE SE, OLYMPIA, WA, 98501
<b>Mailing Address:</b>	PO BOX 40229, OLYMPIA, WA, 98504
<b>Candidate Phone:</b>	(360) 725-5785
<b>Candidate Email:</b>	candidatesupport@sos.wa.gov
<b>Campaign Mailing Address:</b>	PO BOX 40229 OLYMPIA, WA 98504
<b>Campaign Phone:</b>	(360) 902-4180
<b>Campaign Email:</b>	elections@sos.wa.gov
<b>Website:</b>	sos.wa.gov/elections
<b>Payment Amount:</b>	\$601.91

Read and affirm the Declaration of Candidacy Oath.

*"I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.*

*I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington."*



### Declaration of Candidacy Oath

By submitting this Declaration of Candidacy you affirm the following oath:

*"I declare that the above information is true, that I am a registered voter residing at the address listed above, that I am a candidate for the office listed above, and that, at the time of filing this declaration, I am legally qualified to assume office.*

*I swear, or affirm, that I will support the Constitution and laws of the United States, and the Constitution and laws of the State of Washington."*

In order to complete this transaction, click on the button "I Affirm the Oath and I Wish to File" below. If you do not wish to proceed click the "Cancel" button.

# Online Candidate Filing

## Step 6: Payment

If your office requires a filing fee, your declaration is incomplete until the required fee is paid.

All filing fees are non-refundable.

Enter your payment information and click **Submit & Pay** to complete the filing.

You must submit your declaration by 5 p.m. sharp of the last day of filing, May 9, 2025.

The screenshot shows a web form titled "Step 6: Payment" with a sub-header "Step 6/7". The form is labeled "Payment Information" and features logos for VISA, Mastercard, and AMERICAN EXPRESS. Below the logos, it says "or pay by cash or check". The form contains the following fields:

- First Name (FIRST NAME)
- Last Name (LAST NAME)
- Card Number (CARD NUMBER)
- Expiration (EXPIRATION)
- CVC (CVC)
- Billing Address (ADDRESS)
- City (CITY)
- State (State dropdown)
- Zip (Zip)
- Email Address (Email)
- Phone Number (PHONE)

At the bottom of the form, there are two buttons: "Back" on the left and "Submit & Pay \$601.91" on the right. The "Submit & Pay \$601.91" button is circled in green.

# Online Candidate Filing

## Step 7: Summary

A final summary shows the information submitted to the filing office and provides receipt of payment.

Print or screenshot this page for your records.

### Step 7: Summary

Step 7/7

Thank you for filing online. You have submitted your Declaration of Candidacy. Your elections office will send important email notices including a unique link to submit a voters' pamphlet profile if the race you filed for appears in voters' pamphlets.

Filing fees are nonrefundable, even in the event of a withdrawal or if you filed for the wrong office (RCW 29A.24.131). Print this page for your records.

You may return to the candidate portal to see your submitted filing or file a second declaration (only when filing for Precinct Committee Officer or Charter Review Commissioner).

#### Eligible Office

**Office:** State Representative Pos. 2  
**Ballot Name:** Jane (Jay) Doe  
**Party:** Prefers Salmon Yoga Party  
**District:** Legislative District 22

#### Candidate Declaration

**Registered Name:** JANE DOE  
**Date of Birth:** 01/01/2005  
**Residential Address:** 520 UNION AVE SE, OLYMPIA, WA, 98501  
**Mailing Address:** PO BOX 40229, OLYMPIA, WA, 98504  
**Candidate Phone:** (360) 725-5785  
**Candidate Email:** candidatesupport@sos.wa.gov  
**Campaign Mailing Address:** PO BOX 40229 OLYMPIA, WA 98504  
**Campaign Phone:** (360) 902-4180  
**Campaign Email:** elections@sos.wa.gov  
**Website:** sos.wa.gov/elections  
**Payment Method:** Credit Card  
**Payment Amount:** \$601.91  
**Payment Status:** Paid  
**Receipt Number:** 4493847

[Print Summary](#) [Logout](#) [Candidate Portal](#)

Click **Candidate Portal** to return to Step 2 to view your filing status.

Screenshot of submitted filing below (Step 2).

### Step 2: Candidate Portal

Step 2/7

Select **Create New** to start a new candidate filing. You may return to the Candidate Portal to edit your filing before submitting, see your submitted filing, or file for Precinct Committee Officer or Charter Review Commissioner.

Election	Office	District	Name	Filing Status	Payment Status	Action
PRIMARY 2024	State Representative Pos. 2	Legislative District 22	Jane (Jay) Doe	Submitted	Paid	

[Logout](#) [Create New](#)

You may file a second declaration only when filing for Precinct Committee Officer or Charter Review Commissioner.