

CANDIDATE QUALIFYING FOR MAYOR OR CITY/VILLAGE/TOWN GOVERNING BOARD MEMBERS

1. A candidate qualifying for office who is the incumbent or otherwise currently holds a position requiring the filing of Form 1 or Form 6 must login to EFDMS via the “I am a Filer” button and electronically file their disclosure form. The law permits the filer to print and take the Certification/Receipt of Filing to their Qualifying Officer instead of printing the disclosure form for qualifying purposes. Candidates should make sure that they print the correct Verification/Receipt of Filing for the disclosure form required for qualification purposes.

2. Non-incumbent candidates who do not otherwise hold a position requiring the filing of a Form 1 or Form 6 must login to EFDMS via the “I am a Candidate” button and select the elective office they seek from the drop-down menu and enter their election date. The system will populate the correct form for the office. These candidates will not file electronically with the Commission (their form status in EFDMS will always reflect “in progress”). Importantly, because this category of candidates does not file electronically, they do not have the option to print a Verification/Receipt of Filing. They must print their completed disclosure and upload the attachments to file with the Qualifying Officer.

Form 1 and Form 6 must be **completed** and **filed** with the Qualifying Officer before the end of the Qualifying Period. Failure to do so will result in disqualification from running for office for the current election year.