

Transcript of Video

How to Return Petitions Electronically:

In this video will show you how to transmit your petitions to the Division of Elections.

If you have not already done so, please save all of the signed petitions and additional candidate forms into a folder.

Once all of the documents are in one folder, you will need to combine these files into a single zip file.

If you are using a Windows computer, to create a single zip file simply right click your mouse and select “send to compressed zipped folder to create a zip file.

Examine the new file that you have created to ensure that the file size does not exceed the 25 megabyte limit that the Division of Elections can receive.

If your file does exceed 25 megabytes, you will need to split your zip file into multiple files to get it under the limit.

Be sure to send each zipped file in a separate email.

To reduce the file size, blank pages should not be included.

Now that you have created a zip file, you are ready to transmit the file to the Division of Elections.

Follow these next steps to transmit your petition: open a new email and select the “Attach File” tab. Browse and select the zip file. Type in the email address for the recipient. These are included in the instructions. Remember to include a subject line and a message in the body. Once complete, send your email.

Be advised that you may not submit petitions using any cloud-based document/storage service or online application including, but not limited to, Amazon WorkDocs, Apple iCloud Drive, DropBox, Google Drive, Microsoft OneDrive, and Nextcloud.

Thank you for watching our video.