

The Online Candidate Portal

The Candidate Portal is an online tool where candidates can:

- search the list of electors for the electoral district in which they are running
- view recent changes to the list of electors
- download copies of the list of electors
- view, print, and download forms and other information

The Candidate Portal is accessible using most web browsers at: www.candidateaccess.ca. Firefox or Chrome is recommended for the optimal user experience.

Logging In

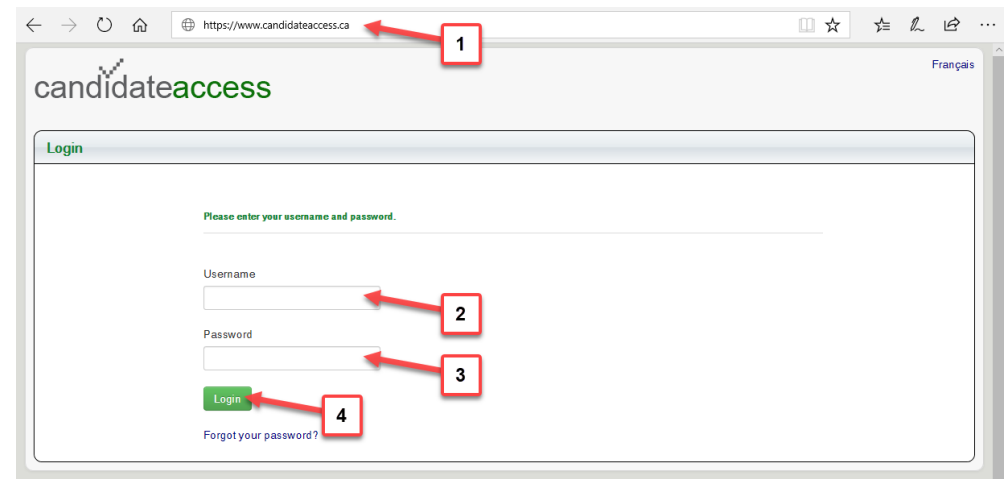
Once the Returning Officer grants a Candidate access to the portal, the Candidate will receive an email containing a username, temporary password, and a link to the portal [1].

When you first log in to the Candidate Portal, you will be prompted to enter your username [2] and temporary password [3].

Once you hit the “login” button [4] you will be prompted to change your password.

Do not share your password with anyone except your official agent.

If at any point, you wish to change your password for the Candidate Portal, log in to the portal and select “Change Password” from the menu bar along the top of the page.



Resetting Your Password

If you forget your password, you must contact your Returning Officer to have it reset. **Returning Officers will not provide a new password over the phone.**

All password resets will be sent to the email address provided in the Nomination Paper. If you wish to change the email address you provided to Elections NWT, you must do so in person at the Office of the Returning Officer.



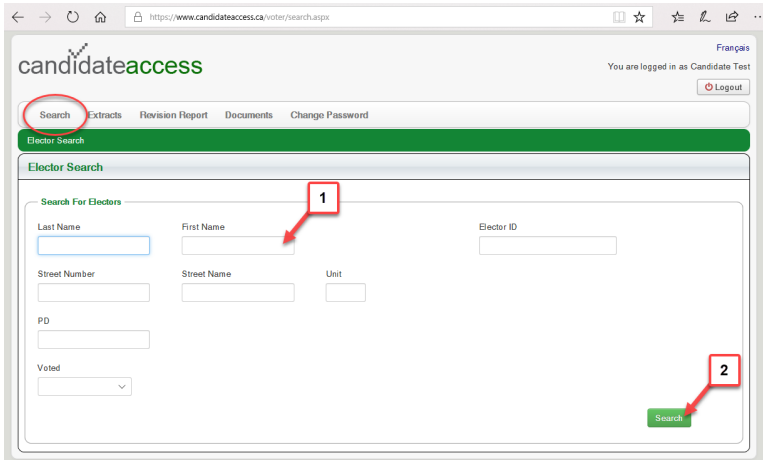
List of Electors: Candidates are entrusted with keeping the List of Electors secure. The List must only be used for your campaign. Any downloaded or printed copies must be destroyed at the end of the campaign period.

Candidate Portal Features

Once you are logged in, you are able to access a number of features from the menu bar at the top of the page:

Search for Electors in your District

Enter the name of an elector in your district [1] and then **Search** [2] to see if that elector is registered, if they have voted, or to confirm their address.

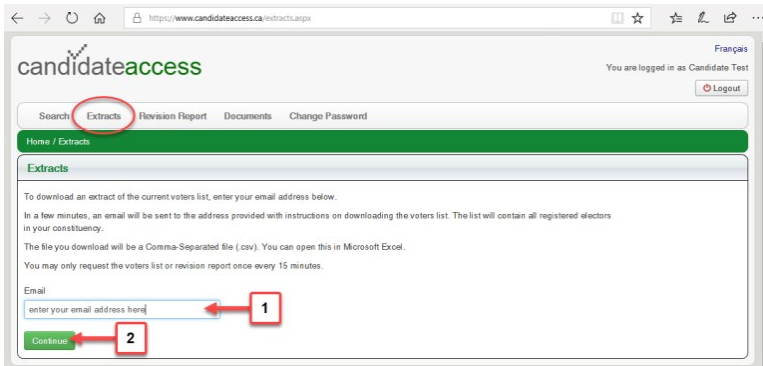


The screenshot shows the 'candidateaccess' website with the user logged in as 'Candidate Test'. The 'Search' menu item is circled in red. Below the menu, the 'Elector Search' form is visible. A red box labeled '1' highlights the 'First Name' input field. A red box labeled '2' highlights the 'Search' button at the bottom right of the form.

View the List of Electors for your District

Enter the email address you want the list of electors sent to [1].

Press **Continue** [2], and an email will be sent to that address containing a link with instructions for downloading an Excel version of the list.

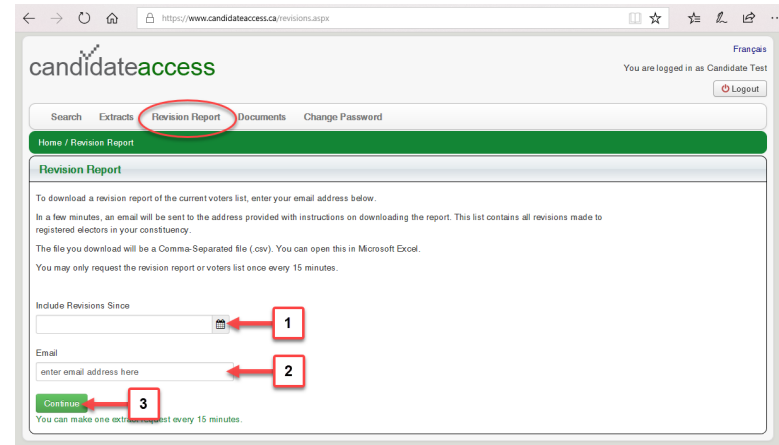


The screenshot shows the 'candidateaccess' website with the user logged in as 'Candidate Test'. The 'Extracts' menu item is circled in red. Below the menu, the 'Extracts' page is visible. A red box labeled '1' highlights the 'Email' input field. A red box labeled '2' highlights the 'Continue' button at the bottom left of the form.

View Changes to List of Electors

Enter the date range for the revisions you wish to view [1], and the email address you want it sent to [2].

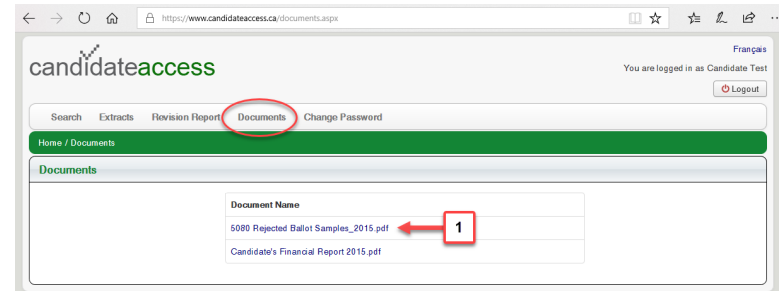
Press **Continue** [3], and an email will be sent to that address containing a link with instructions for downloading an Excel version of the list.



The screenshot shows the 'candidateaccess' website with the user logged in as 'Candidate Test'. The 'Revision Report' menu item is circled in red. Below the menu, the 'Revision Report' page is visible. A red box labeled '1' highlights the 'Include Revisions Since' input field. A red box labeled '2' highlights the 'Email' input field. A red box labeled '3' highlights the 'Continue' button at the bottom left of the form.

Download Documents and Forms

Select a title in the file list to download the pdf [1].



The screenshot shows the 'candidateaccess' website with the user logged in as 'Candidate Test'. The 'Documents' menu item is circled in red. Below the menu, the 'Documents' page is visible. A table lists documents, with a red box labeled '1' highlighting the first entry: '5080 Rejected Ballot Samples_2015.pdf'.

Document Name
5080 Rejected Ballot Samples_2015.pdf
Candidate's Financial Report 2015.pdf

NOTE: various browsers handle downloads differently. Check your browser settings to confirm how and where your selected files will download.