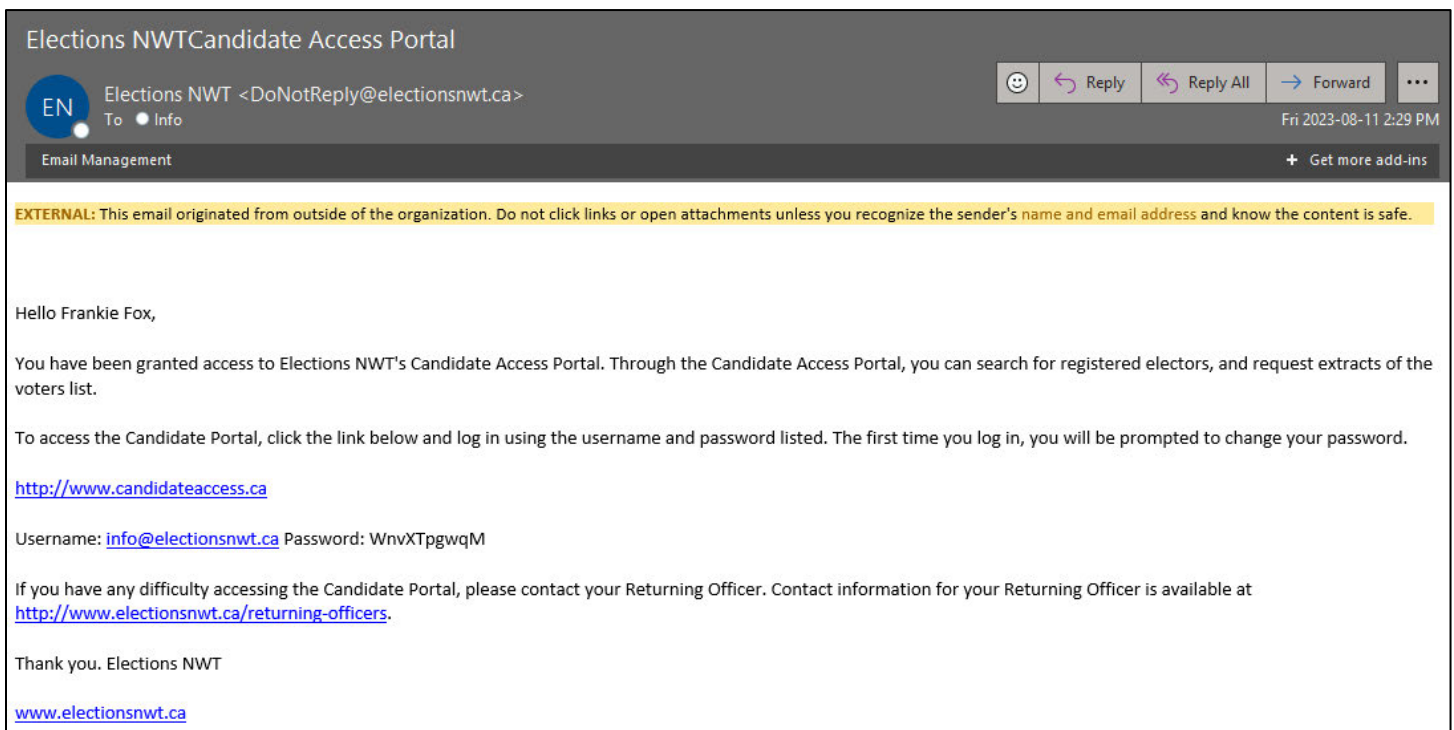ELECTIONSNWT **X** ÉLECTIONSTNO

Candidate Access User Guide

Elections NWT will be providing candidates access to a digital portal which will provide you access to a variety of information. This portal can be used to download important documents, request extracts of the voters list, request extracts of a revision report or search for electors individually.

This user guide will explore each of these features and help you get the most out of this exciting candidate tool.


To begin:

You have been granted access to this portal based on the email address provided on your Candidate Registration form. There will only be 1 user account granted per candidate. It is up to you to best manage the information in this portal and have the best suited person on your campaign be given access.

Elections NWTCandidate Access Portal

Elections NWT <DoNotReply@electionsnwt.ca>
To ● Info
☺ | ↩ Reply | ↩↩ Reply All | → Forward | ···
Fri 2023-08-11 2:29 PM

Email Management
+ Get more add-ins

EXTERNAL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender's name and email address and know the content is safe.

Hello Frankie Fox,

You have been granted access to Elections NWT's Candidate Access Portal. Through the Candidate Access Portal, you can search for registered electors, and request extracts of the voters list.

To access the Candidate Portal, click the link below and log in using the username and password listed. The first time you log in, you will be prompted to change your password.

http://www.candidateaccess.ca

Username: info@electionsnwt.ca Password: WnvXTpgwqM

If you have any difficulty accessing the Candidate Portal, please contact your Returning Officer. Contact information for your Returning Officer is available at http://www.electionsnwt.ca/returning-officers.

Thank you. Elections NWT

www.electionsnwt.ca

You will have received an introductory email with a link to access the Candidate Access portal and to change your password from the temporary password you were initially assigned.

You will be prompted to change your password as well as provide acknowledgement of the appropriate uses of the voters list as per the *Elections and Plebiscites Act.*
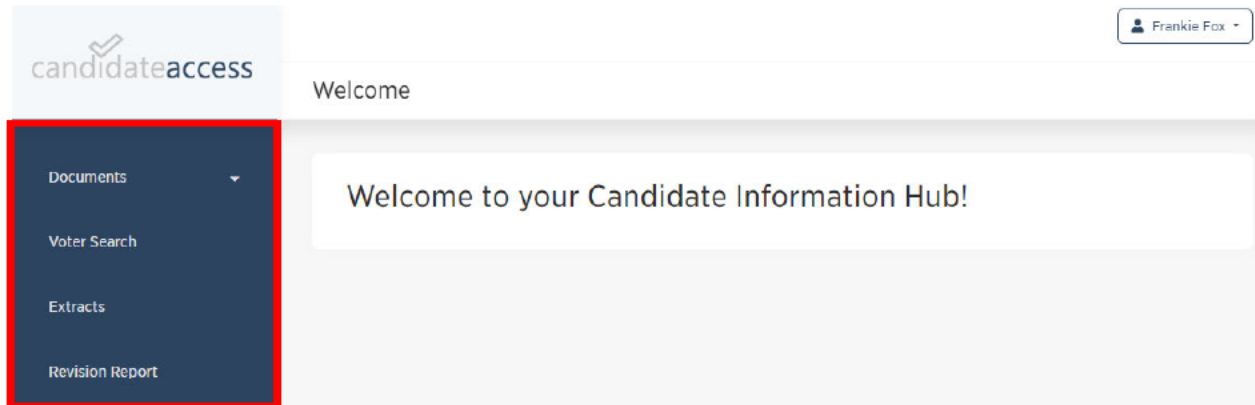
Once you have changed your password you will be directed to the Candidate Access home screen.

All the functions available to you are listed on the menu on the left side:

- Documents
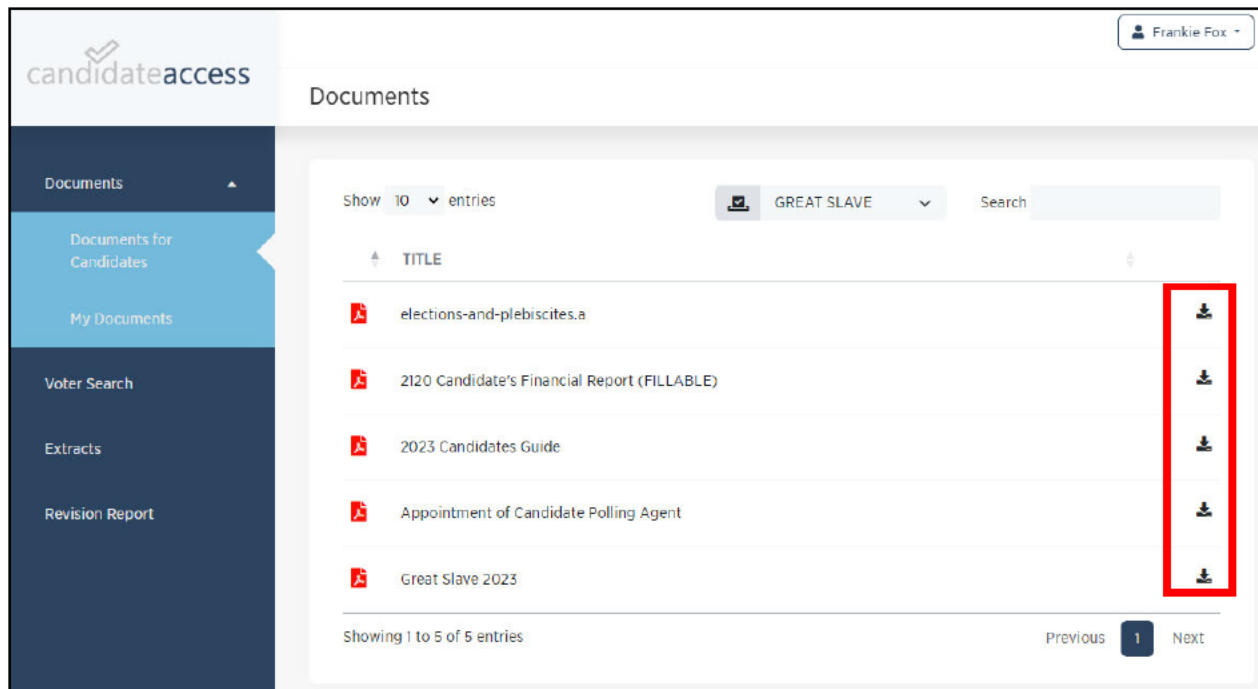- Voter Search
- Extracts
- Revision Report

Documents

This is where Elections NWT will upload all documents required during the election period. Examples of documents provided are the following:

- Candidates Guide
- Maps of your district
- Candidate Finance Forms
- The Elections and Plebiscites Act
- Appointment of Candidate Polling Agent form
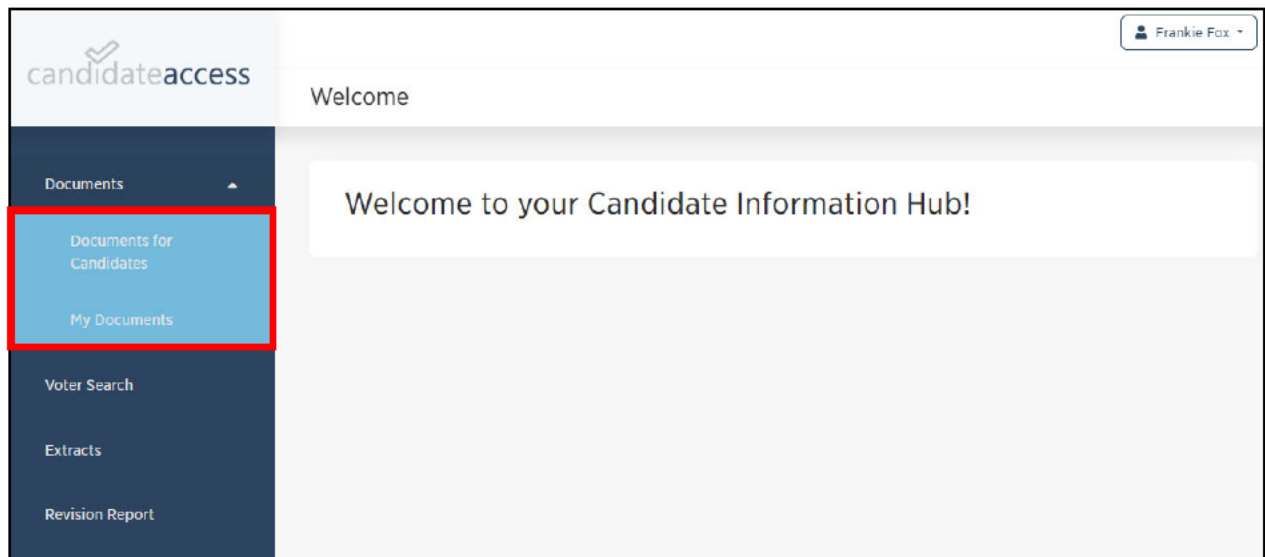
To access these documents, click on '**Documents**' to expand. Select '**Documents for Candidates**'

This will bring up the entire list of documents available that have been uploaded by Elections NWT. To download a copy of any document, click on the down arrow highlighted in the red box.

Please note that the documents listed in this manual are not exhaustive. Elections NWT may add more documents for candidates as deemed necessary.

Voter Search

This feature will allow you to search for any elector. Simply type in their name and hit search. Please note that last name is mandatory, first name is not. As you type in the last name, a drop-down menu will appear. To ensure you have entered the correct spelling of the elector's name, select their last name from the drop-down menu.

If you searched for a specific elector, their name, property address, and poll will be displayed. If you searched by last name, you will see all electors within your district with that last name. Alternatively, you can also search by address and have all electors at that address displayed. You will only be allowed to search for electors within your district.

If the elector has voted, you will also see a green checkmark on the right under the VOTED column.

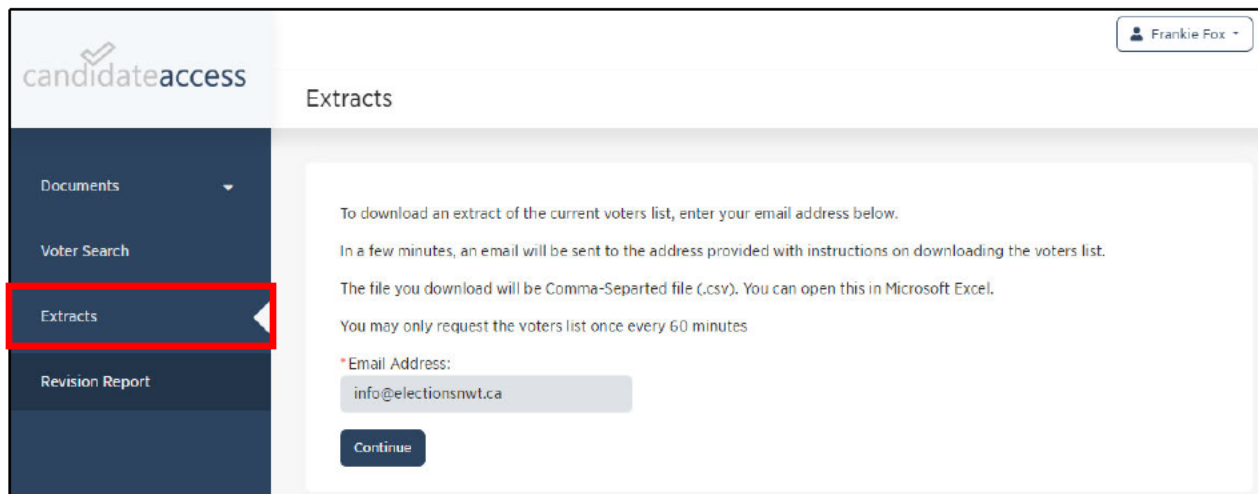| NAME	PROPERTY ADDRESS	POLL	WAF	VOTED
JANE TESTING DOE	32 CON RD 101	003	03	✓

IMPORTANT:

The information contained in the voters list may only be used for the election and for no other purpose. It must be destroyed at the end of the election.

Extracts

You will be using this tab to request copies of the voters list. The contents of the voters list are:

- Elector ID number
- Elector name
- Property Address
- District and Poll
- Voted status

You will be able to request a voters list extract **once every 60 minutes**.

The email address for receiving the extract will be defaulted to the email used when you log-in. You cannot change this email address. Elections NWT will only permit one log-in per candidate to have access to the voters list. Once downloaded, you may distribute to your campaign team as required.

The voters list extract itself will not be sent directly to this email; however, an email will be sent containing a link to the online extract file. Once the email containing the link to the extract has been received, click on the link (outlined in red). You will be redirected to the download page. You will be redirected to another login screen. This is for security purposes. Enter your credentials again to download the file.

ELECTIONSNWT X ÉLECTIONSTNO

Candidate Access Portal Revision Report Extract Ready for Download

EN   Elections NWT <DoNotReply@electionsnwt.ca>
To ● Info

☺ | ↩ Reply | ↩ Reply All | → Forward | ...
Fri 2023-08-11 3:57 PM

Email Management   + Get more add-ins

EXTERNAL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender's name and email address and know the content is safe.

Hello,

A revision report extract from the Candidate Access Portal is now complete, and ready to be downloaded from the following address:

https://smex-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fwww.candidateaccess.ca%2fextracts%2fdownload%3fg%3d0476a43c%2de3c5%2d48ea%2d9fa1%2d3f8ab479c17b&umid=786db1c1-668b-4ec0-9588-9c8388f063f5&auth=a27a50769ea7a6b98fc484a9784dd0a9288f51a8-c6557df1fce4c941f7f7ca9efb2573fd6528c93e

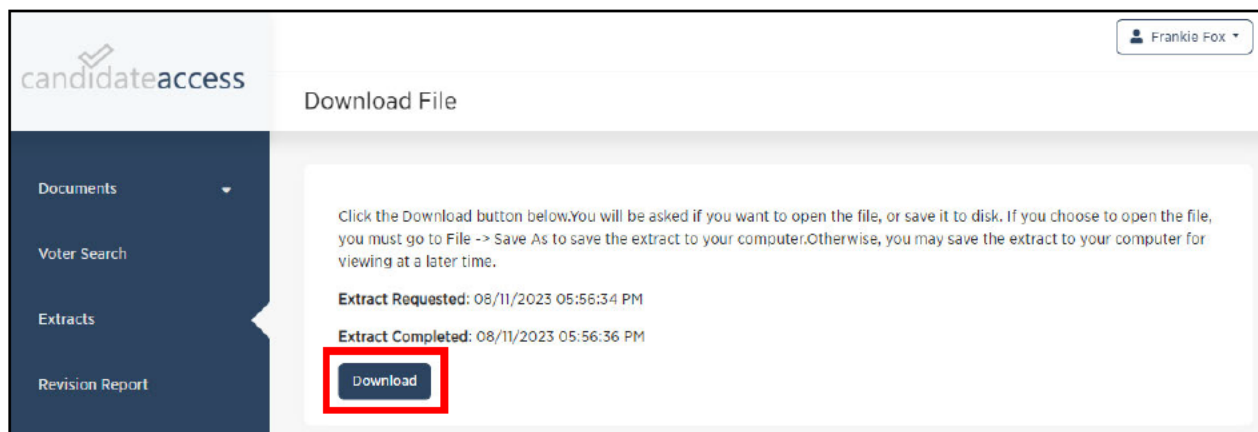If you cannot click on the link above, copy and paste the link into your browser's address bar.

Date Requested: Friday, August 11, 2023 3:56:34 PM

Please note that this extract may not be available for download after 7 days.

Sincerely,

Candidate Access Portal

The download page:

You may download the voter's list extract. The extract will be downloaded as an Excel file. Once the file has been downloaded, an option will come up for you to open the file or to save it. For more convenient access, you may save a copy to your computer in a location that is secure, but easily accessible. With the excel file, you may wish to adjust the columns to be able to expand all the information within. The information can be sorted by name, address, or poll.

To organize the information in Excel

If your data shows up squished together and you need to expand the columns, hover your mouse over the column divider lines and click and drag the left edge of the column to expand or shrink it. Make sure your curser changes to the following image for this to work. ↔
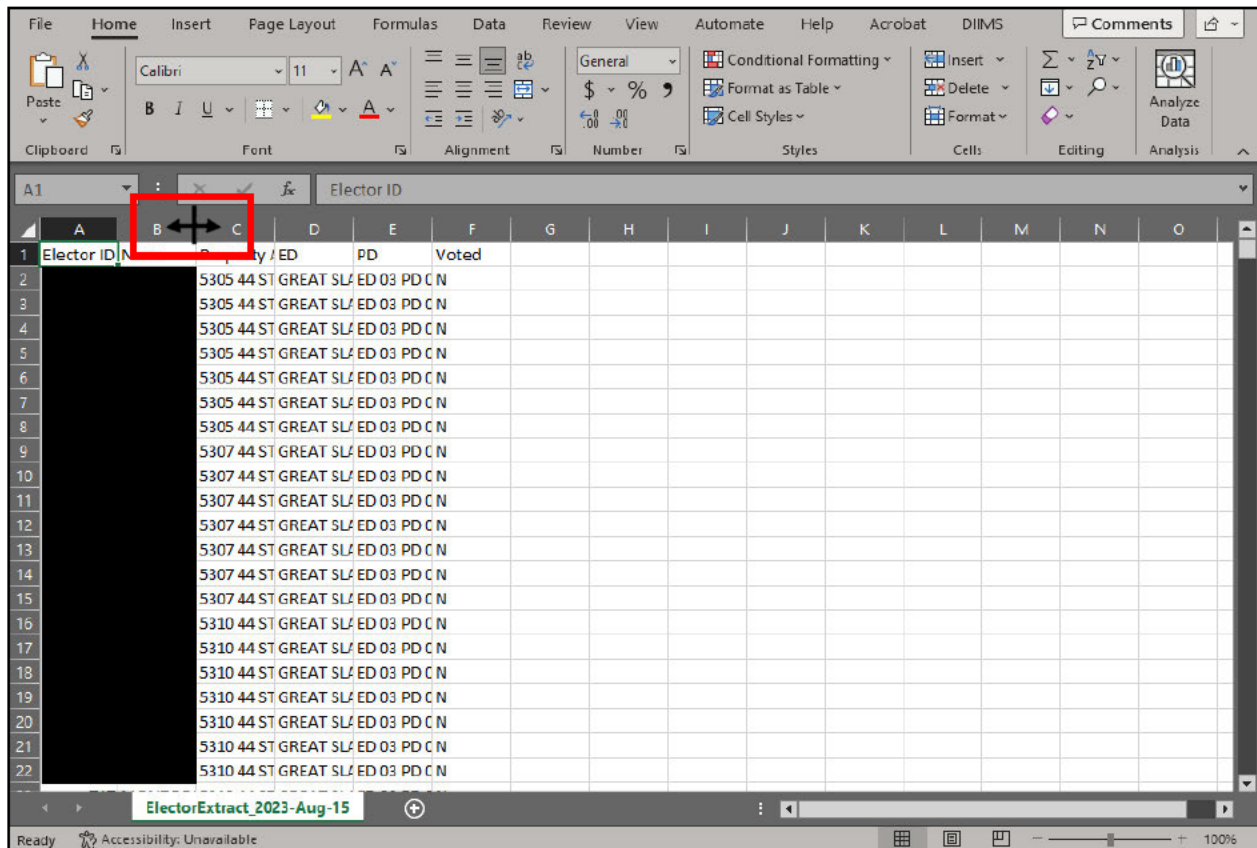
The voters list will already come pre-organized by address. This can be useful when used for campaigning as you will have the registered elector(s) at each address, and you can do an easy search for the information based on the alphabetical listing of property addresses.
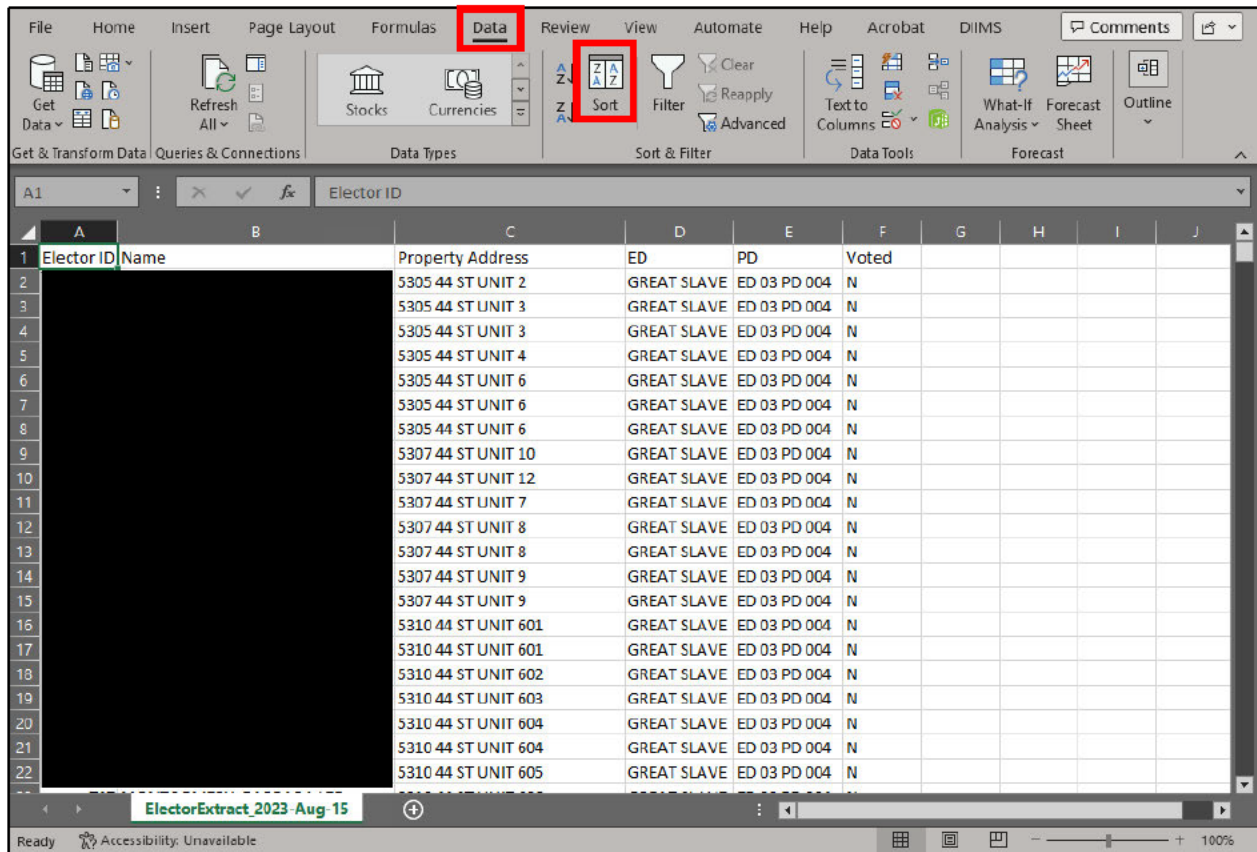
If you would like to have the data organized by address, but within each individual polling division (ex: All addresses listed alphabetically for Poll 1, then Poll 2, etc), you must select the entire workbook by pushing Ctrl + A on your keyboard.

Once the entire workbook is selected, click on '**Data**' and then '**Sort**'. Outlined in Red in the above Excel image.

Make sure you select '**my data has headers**' and then select how you would like your data sorted from the drop-down menu.
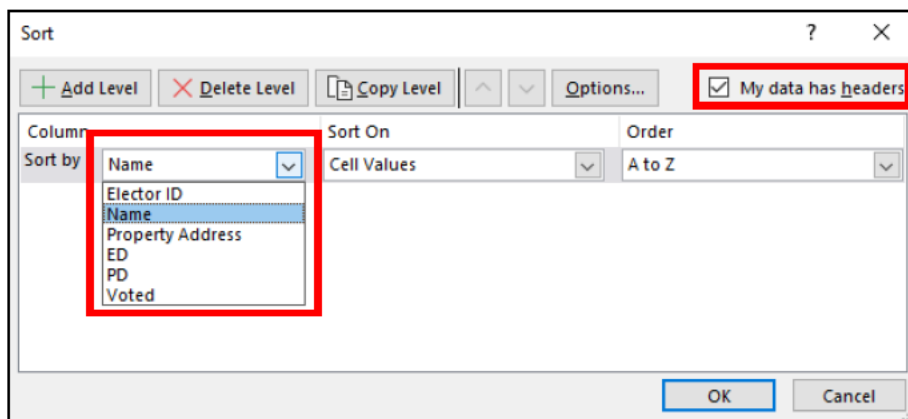
1. Select PD
2. Click 'Add Level'
3. Select Property Address

This will organize your spreadsheet by poll first, then by property address.

Revision Report

A revision report provides information on any new additions to the voters list since the last time you requested an extract. A revision report can be requested on any polling day at 60-minute intervals.

The process for downloading this report is the same as other extracts.

Note: by being given access to Candidate Access and the voters list, you will abide by the signed Declaration of Candidate requirements as included in the nomination package including:

- I understand the list of electors may only be used for the purposes of communicating with electors in accordance with the *Act*.
- I will take appropriate measures to protect the confidentiality of the personal information contained in the lists.
- I will not keep a copy of the lists and will return or securely dispose of my copy at the end of the election.

You as Candidate/Official Agent are responsible for the protection of the personal data you have been given access to.

For any questions on Candidate Access please contact the OCEO at
info@electionsnwt.ca