

## Candidate Filing for Region 3 is Underway!

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This is a friendly reminder that candidate filing for Region 3 (Tarzana NC) has started and will continue until **Tuesday, March 5, 2019 at 5:00 p.m.**

Please inform all board members and stakeholders who are interested in running for a board seat to sign on to the Candidate Registration Portal and complete a candidate application located on our website here: <https://clerkappsele.lacity.org/nccr/#/login>

Click here to view the deadline dates for Region

3: [https://clerk.lacity.org/sites/g/files/wph606/f/2019%20NC%20Election%20Timeline\\_Revised.pdf](https://clerk.lacity.org/sites/g/files/wph606/f/2019%20NC%20Election%20Timeline_Revised.pdf)

Click here to view the 2019 NC List of

Candidates: <https://clerkappsele.lacity.org/nccandidates/>

Listed below is information on how to run for a board seat and helpful tips you should know to make for a smoother process.

### **HOW TO RUN FOR A BOARD SEAT**

#### **Create an account in the Candidate Registration Portal**

You must first create an account in the Candidate Registration Portal **before** you can create your application. Here is a video to assist with creating an account.

- **2019 Neighborhood Council Candidate Registration Portal - REGISTRATION PROCESS** <https://youtu.be/EVKDoBaUrf8>

#### **Create an application**

The following videos will assist with successfully creating an application, uploading the required documentation to run for office, and adding your candidate photo and statement.

- **How to complete the first of part Neighborhood Council candidate filing application** <https://youtu.be/QWPJV-5rQ3s>
- **How to complete the second part of a Neighborhood Council candidate filing application** <https://youtu.be/QDy8w-mgSGI>
- **How to edit your application and upload an optional candidate statement and photo** <https://youtu.be/Cr90GIZGt2k>

#### **Helpful Tips**

- Submit your application by the **application deadline** even if you are not ready to upload your documents. You still have 3 days after the application deadline to upload/submit the documents. If you miss the application deadline, you will not be able to run for the seat at all.
- Add the City Clerk's email address to your contacts and check your inbox and spam folders often during filing.
- Make sure your documents show:
  - Who you are (a **current** ID with your picture and name on it)
  - How old you are (date of birth for the age requirement),
  - Your qualifying address (it must fall within the NC boundary), and
  - Your stakeholder status (live, work, own business or property, community interest stakeholder, etc.)
  - All forms of documentation must be current and valid. No expired documents will be accepted.
  - A candidate's certification could be held up because of issues with any one of these requirements.
- If you receive an error when uploading documents, check the file extension. The system only allows png, gif, jpg, pdf files. If you're having trouble with a photo, check to see if the file extension is jpeg. If so, remove the "e" and it should work.
- Click on the green "View Document" button to double-check your uploaded files to ensure they are legible, readable, and clear. If you would like to delete a document, click on the red "X" button.
- If you've completed your application and uploaded your docs but see that you are still not certified, check to see if we emailed you to request additional info. or provide instructions on something you need to complete.
- If possible, avoid waiting until the last minute to submit your candidate application or the required documentation. Unforeseen issues may arise that cannot be addressed before the deadline which may prevent you from submitting an application or becoming certified.
- The **deadline time** for all deadline dates is **5:00 p.m.**




If you have any questions or run into any problems using the portal, you can contact us at (213) 978-0444 and we will be happy to assist you.

*Renée McDade*

*Election Administrator*

**City of Los Angeles | Office of the City Clerk | Election Division**

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