

Register a Candidate

- Quick Reference Guide -

<https://sunshine.voteidaho.gov>



Go to the home page of Sunshine, Idaho's Campaign Finance System.

Select the **Register** tab.

Select Candidate from the Registration Type dropdown and click on **Register**.

Step 1: Enter Candidacy Information

Select your Election Year, District Type, and Office Sought.

The system will prompt you for additional information when necessary.

Click **Next**.

Step 2: Enter Candidate Details

Enter all required candidate information. Required information is marked with an asterisk.

The candidate's email will be the Candidate's User ID.

Click **Next**.

Note: Mobile Phone will only be used for multi-factor authentication.

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Step 3: Enter Officer Details

The 'Add Officer' form is a modal window with a dark blue header and a white body. It contains several sections of input fields:

- Officer Type:** A dropdown menu set to 'Treasurer' and a button labeled 'Designate the Candidate as the Treasurer'.
- Name:** Three text input fields for 'First Name *', 'Middle Name', and 'Last Name *'.
- Residential Address:** Two text input fields for 'Address 1 *' and 'Address 2', and three dropdown menus for 'City *', 'State * ID', and 'Zip Code *'.
- Mailing Address:** A button 'Same as Residential Address' and two text input fields for 'Address 1 *' and 'Address 2', and three dropdown menus for 'City *', 'State * ID', and 'Zip Code *'.
- Contact Details:** Two text input fields for 'Mobile *' and 'Email *'.

At the bottom right, there are 'Save' and 'Cancel' buttons.

A designation of a Treasurer is required.

Click **+ Add Officer** to enter officer details. Click **Save**.

Click **Next**.

Note: Any officers listed will also receive access to the account.

Step 4: Review and Register

The 'Candidate Registration' page shows a progress bar with four steps: 'Candidacy Details', 'Candidate Details', 'Officer Details', and 'Review and Register'. The 'Review and Register' step is active, indicated by a blue circle with the number 4.

Below the progress bar, there are three sections, each with an 'Edit' button:

- Candidacy Details:** Registration Date (12/19/2023), Election Year (2024), District Type (Legislative), Office Sought (State Representative), District (Legislative District 10), Seat/Zone (A), Party Affiliation (Democratic Party).
- Candidate Details:** Candidate Name (Brent Jones), Campaign Name, Residential Address (123 Main St., Boise, ID 12345), Campaign Mailing Address (123 Main St., Boise, ID 12345), Candidate Email (bjones@mail.com), Mobile Phone ((602) 881-6650).
- Officer Details:** A table with columns: Officer Type, Name, Address, Mobile, Email.

Officer Type	Name	Address	Mobile	Email
Treasurer	Jones, Brent	123 Main St., Boise, ID 12345	(602) 881-6650	bjones@mail.com

At the bottom, there is an 'Attestation' section with a checkbox and the text: 'I hereby swear or affirm under penalty of law that all information on this form is true, correct and complete to the best of my knowledge.' Below this are 'Submit' and 'Cancel' buttons.

Review your registration information.

Click **Edit** to update any information.

After clicking the attestation checkbox, click **Submit**.

Note: You will receive a pending registration email upon submission and an approved email when the state has approved your registration.