

ORESTAR User's Manual Voters' Pamphlet Filing

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Secretary of State

Elections Division

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Contents

INTRODUCTION	5
PRIVATE WORKSHOP	7
LOGGING IN TO ORESTAR	8
FILING A CANDIDATE STATEMENT	13
FILING A CANDIDATE STATEMENT IN ORESTAR	15
COMPLETING THE CANDIDATE STATEMENT BY FEE METHOD	23
COMPLETING THE CANDIDATE STATEMENT BY PETITION METHOD	25
AMENDING A CANDIDATE STATEMENT	26
WITHDRAWING A CANDIDATE STATEMENT	26
FILING A MEASURE ARGUMENT	29
FILING A MEASURE ARGUMENT IN ORESTAR	31
COMPLETING THE MEASURE ARGUMENT BY FEE METHOD	38
COMPLETING THE MEASURE ARGUMENT BY PETITION METHOD	40
AMENDING A MEASURE ARGUMENT	41
WITHDRAWING A MEASURE ARGUMENT	41

Introduction

[ORS chapter 260](#), “Campaign Finance Regulation; Election Offenses,” requires disclosure of contributions and expenditures related to any candidate, measure, or political party active in any election including initiative, referendum and recall petition drives. The chapter requires that all political committees and petition committees file campaign finance transactions electronically. It also requires that the Secretary of State provide an electronic filing system to committees free of charge to comply with this requirement.

The system developed by the Secretary of State is called Oregon Elections System for Tracking and Reporting, or ORESTAR. It is a secure web-based application that can be accessed from any computer through the Internet.

The system has been enhanced to support candidacy filings and state Voters’ Pamphlet filings. This manual guides users through the process of filing a Candidate Statement, a translated Candidate Statement, a Measure Argument, or a translated Measure Argument for the State Voters’ Pamphlet. There are separate user’s manuals for filing and managing a committee’s Statement of Organization, for filing campaign finance transactions, and for filing a Declaration of Candidacy using ORESTAR. The ORESTAR Statement of Organization manual also contains instructions for creating user accounts and accessing filings through the ORESTAR Private Workshop. Users may find it useful to review these manuals online while logged in to ORESTAR.

ORESTAR User’s Manuals should be used in conjunction with the Candidate’s Manual, Campaign Finance Manual, State Voters’ Pamphlet Manual, the [State Voters’ Pamphlet Quick Guide](#) and the [State Voters’ Pamphlet Translations Quick Guide](#) which are also published by the Elections Division. All Elections Division publications and forms are available at www.oregonvotes.gov.

Users can access [ORESTAR](#) at www.oregonvotes.gov. This site should be bookmarked for repeated use.



Private Workshop

Logging In to ORESTAR

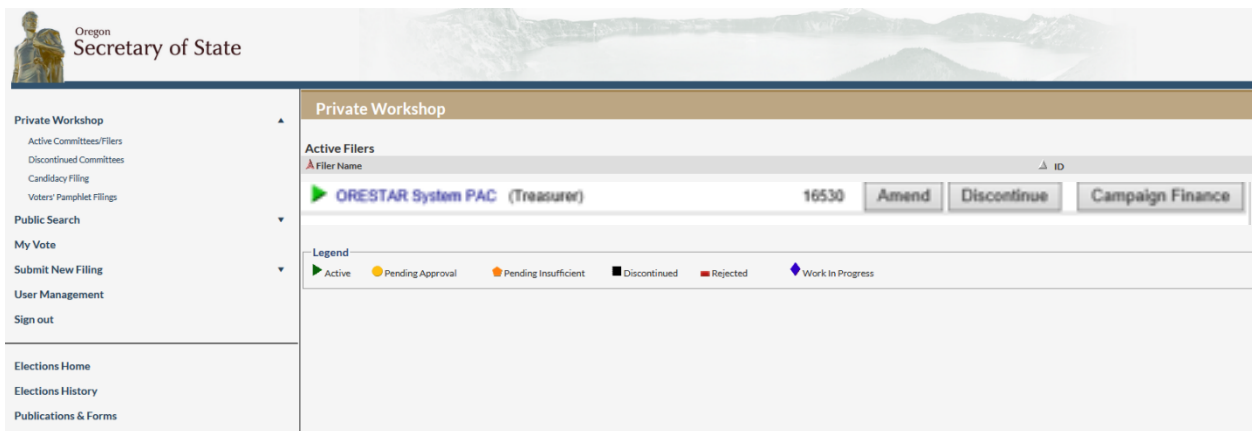
To log in to ORESTAR, go to www.oregonvotes.gov and click on **Elections** and then **ORESTAR Log in**. Enter the username and password and click on **Login** again. If you have not established a username and password, select **Sign Up Now** and follow the instructions for **Creating a User Account** in the *ORESTAR User's Manual: Statement of Organization*, or view the ORESTAR video tutorials available online.

A successful login from www.oregonvotes.gov takes a user to the Private Workshop page in ORESTAR. However, in certain circumstances the user may be taken to the Home page of the user management portion of the system. To access the Private Workshop, click on **ORESTAR (Elections Reporting)** in the Applications section of the page.

note

If you are having trouble logging in, close all browsers, open a new browser window and try again.

The Private Workshop is a user's home page in ORESTAR. The Private Workshop is unique to the user.



Navigation Menu

There is a vertical menu bar in the left frame of ORESTAR. Each menu item that is followed by a right arrow (>), such as **Private Workshop**, can be expanded to show a submenu of pages. Clicking on **Private Workshop** expands/collapses the Active Filers, Discontinued Committees, Candidacy Filings, and Voters' Pamphlet Filings links.

The following is a description of each menu item:

- **Private Workshop:** Displays a user's personal home page in ORESTAR. The Private Workshop defaults to the Active Filers page which contains a list of active committees and independent expenditure filers the user has access to. Links to the Discontinued Committees page, the Candidacy Filings page, and the Voters' Pamphlet Filings page also display when the user expands the Private Workshop menu.

→ **Public Search:** Clicking the Public Search menu opens a list of links to the public search pages:

- Committee/Filer Search pages that allow a user to search for any committee or independent expenditure filer registered with the Secretary of State. Searches can be performed by name information, election information or by measure or petition information;
- the Campaign Finance Transaction Search page that allows a user to search for transactions filed with the Secretary of State by all registered filers;
- the Campaign Finance Certificates Search page that allows a user to search for Certificates of Limited Contributions and Expenditures filed with the Secretary of State by calendar year; and
- the Candidate Filings Search page that allows a user to search for filings of candidacy for federal or state offices that are filed with the Secretary of State.

→ **Submit New Filing:** Clicking the Submit New Filing menu opens links to three filing options:

- Register a Committee/Independent Expenditure Filer, which links to the Filer Type Information page, the first page when filing a Statement of Organization for a new committee or registering as an independent expenditure filer.
- File Candidacy (federal and state offices), which displays the Candidate Information page, the first page when filing a Declaration of Candidacy. Only candidates for state office, US Senator and US Representative in a primary election may use ORESTAR to file for candidacy.
- File Voters' Pamphlet Statement/Argument, which displays the filing type page, the first page when filing a Voters' Pamphlet statement or argument.

→ **User Management:** Accesses the user management portion of the system where a user can request access to a committee, update profile information or change passwords. Authorized users can also approve an individual's request for access to a committee's account or change a user's role.

→ **Sign Out:** Logs the user out of the system. The user should close the browser after logging out.

Private Workshop Pages

The Private Workshop pages and a brief description of each follow:

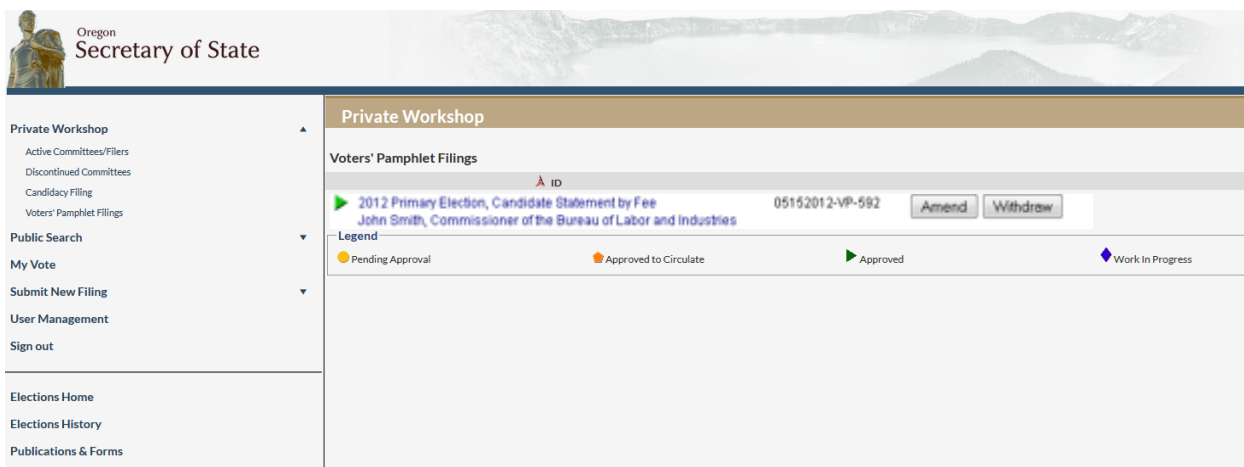
- **Active Filers:** This page displays a list of active committees or independent expenditure filers associated with the logged-in user. The user's role with each filer determines the function buttons that display.
- **Discontinued Committees:** This page displays a list of discontinued committees associated with the logged-in user. Only the **Campaign Finance** button displays.
- **Candidacy Filings:** This page is used by candidates, and it displays a list of candidacy filings the logged-in user has filed.
- **Voters' Pamphlet Filings:** This page displays a list of Voters' Pamphlet statements and arguments the logged-in user is creating or has already filed.

Voters' Pamphlet Filings Page

The Voters' Pamphlet Filings page in the user's Private Workshop, is used for submitting Candidate Statements, translated Candidate Statements, Measure Arguments, translated Measure Arguments, Fiscal Impact Statements, Explanatory Statements, Citizens' Initiative Review Panel Statements, Major Political Party Precinct Committee person Statements (primary election only), and Political Party / Assembly of Electors Statements (general election only). The Voters' Pamphlet Filings page lists each Voters' Pamphlet filing filed and appropriate function buttons display.

The function buttons display only if the action can be performed. For example, a Voters' Pamphlet filing can be amended until 5pm on the Voters' Pamphlet filing deadline. After the filing deadline, the Amend button is no longer available.

See the Elections Division publications and forms for information about filing fees and deadlines associated with filing Voters' Pamphlet statements or arguments, including amending or withdrawing a Voters' Pamphlet filing.



Function Buttons

For each Voters' Pamphlet filing listed in a user's Private Workshop, up to three function buttons display. A brief description of the action performed by each button follows:

- **Amend:** This button allows the user to amend a Voters' Pamphlet filing.
- **Continue with Filing:** This button allows the user to continue with a work in progress Voters' Pamphlet filing. The Continue with Filing button replaces the Amend button when there is a work in progress Voters' Pamphlet filing.
- **Withdraw:** This button allows the user to withdraw a Voters' Pamphlet filing.
- **Delete:** This button allows the user to delete a work in progress Voters' Pamphlet filing. The Delete button replaces the Withdraw button when there is a work in progress Voters' Pamphlet filing.

Legend

Each Voters' Pamphlet filing has an arrow to the left of the election/office information identifying the status of the filing. The statuses are:

- **Pending Approval (yellow):** Used for Voters' Pamphlet petition filings only. Indicates that the user has filed a Voters' Pamphlet filing with the Elections Division, but a determination has not been made as to whether the petition is approved to circulate.
- **Approved to Circulate (orange):** Used for Voters' Pamphlet petition filings only. Indicates that the Elections Division has reviewed the petition and approved it to be circulated to gather signatures.
- **Approved (green):** Indicates that the Voters' Pamphlet filing is complete. Note that before a petition filing can be approved, signatures must be verified by the appropriate elections official (i.e., the Secretary of State for candidates for state office, or the appropriate county elections official for candidates for local office). If a county is verifying the signatures, the Voters' Pamphlet filing will not receive a status of Approved until verified signature sheets with sufficient signatures are turned in to the state Elections Division.
- **Work in Progress (blue):** Indicates that the user has started a Voters' Pamphlet filing that has not yet been filed with the Elections Division.
- **Withdrawn (black):** Indicates that the user had filed a Voters' Pamphlet filing, but has chosen to withdraw the filing.

Filing a Candidate Statement

This section guides a user through the process of filing a Candidate Statement for the state Voters' Pamphlet. The Candidate Statement filing must be done by the candidate, or an authorized agent of the candidate. The filer must be a registered user in ORESTAR. If the filer is not already registered in ORESTAR, the instructions for **Creating a User Account** are located in the [ORESTAR User's Manual: Statement of Organization](#).

For county, city and Metropolitan Service District office candidates, if the jurisdiction lies within a county or counties that do not produce a county Voters' Pamphlet, a statement may be filed with the Secretary of State and is included in the state Voters' Pamphlet for each relevant county not producing a county Voters' Pamphlet. Space in the state Voters' Pamphlet for city offices is limited to cities with populations over 50,000. As of July 2023, those cities are Albany, Beaverton, Bend, Corvallis, Eugene, Gresham, Hillsboro, Medford, Portland, Salem and Springfield.

The Candidate Statement may be filed as either a petition filing (requiring collection of verified signatures) or a fee-based filing. If the Candidate Statement filing is fee-based, the filing fee must be paid online by credit card at the time of filing. Both VISA and MasterCard are accepted. Candidate Statement filings can also be amended or withdrawn electronically, if necessary. See **Amending a Candidate Statement** and **Withdrawing a Candidate Statement** (page 26) for more information.

Any federal or statewide candidate may also submit translated versions of their English candidate statement for inclusion in the online translated State Voters' Pamphlet. Federal and statewide offices include President, Vice President, US Senator, US Representative, Governor, Secretary of State, State Treasurer, Attorney General, Commissioner of the Bureau of Labor and Industries, Judge of the Oregon Supreme Court, Judge of Oregon Court of Appeals, or Judge of the Oregon Tax Court. For statewide office, translated languages may include the five most common languages in Oregon and the five most common languages in any county in Oregon. For eligible offices that are less than statewide, candidates may submit translations in the five most common languages in the state and the five most common languages of each county the office represents. Language lists are available in the [State Voters' Pamphlet Manual](#) and the [State Voters' Pamphlet Translations Quick Guide](#).

Information regarding who has filed a Voters' Pamphlet filing is public record. However, the text of the Candidate Statement is not public record until the fourth business day after the deadline to file (see ORS 251.145). Personal information, such as residence address, home phone number and personal email address of a candidate, can be blocked from public access if the candidate has been granted a public disclosure exemption under ORS 192.445.

See the [State Voters' Pamphlet Manual](#) for information about fees and deadlines associated with filing a Voters' Pamphlet Candidate Statement.



Filing a Candidate Statement in ORESTAR

To file a Candidate Statement, log in to ORESTAR (see page 8), access the Private Workshop page and proceed with the following:

- 1 In the left menu bar, click on **Submit New Filing >>** and File Voters' Pamphlet Statement/Argument. Alternatively, use the **File Voters' Pamphlet Statement/Argument** link in the upper right of the Voters' Pamphlet Filings page in your Private Workshop.

The screenshot shows the Oregon Secretary of State's ORESTAR web application. The header includes the Oregon Secretary of State logo and name. The left sidebar contains a menu with options: Private Workshop, Public Search, My Vote, Submit New Filing (expanded), and Sign out. Under 'Submit New Filing', there are links for 'Register a Committee/Independent Expenditure Filer', 'File Candidacy (federal and state offices)', and 'File Voters' Pamphlet Statement/Argument'. The main content area is titled 'Voters' Pamphlet Filing' and contains three sections: 'Select election:' with a dropdown menu set to '2022 General Election'; 'Select the appropriate filing type:' with radio buttons for 'Candidate Statement' (selected) and 'Measure Argument'; and 'Select filing method:' with radio buttons for 'Fee Filing' (selected) and 'Petition Filing'. 'Continue' and 'Cancel' buttons are present at the top right and bottom right of the form.

- 2 The first of the Voters' Pamphlet Filing entry pages requires that you select the election and type of Voters' Pamphlet filing. Choose the appropriate election and select **Candidate Statement**. Click the **Continue** button.
- 3 The Filing Information page opens for you to complete. See **Filing Information Tab**, page 16.

Use the **tab** key on the keyboard to move between fields on a single page or click in the field with the mouse pointer. Use the **Back** and **Next** buttons or click on the tabs in the tab bar to navigate between pages.

Four additional function buttons display on all Voters' Pamphlet Filing entry pages:

- **Save as work in progress** allows a user to save an incomplete filing at any time and immediately continue with the filing or return at a later time to complete the filing. A work in progress filing can be accessed at a later time from a user's Private Workshop by clicking on the **Continue with Filing** button.
- **Submit Filing** performs validation on the Voters' Pamphlet filing and notifies the user of any errors. If no errors are found, the filer is presented with the Attestation page where the filer electronically signs the Statement and files it with the Elections Division.

- **Preview** opens a window that displays how the system is interpreting your Candidate Statement. The Preview window does not use exact dimensions of a printed Voters' Pamphlet column, nor does it employ fonts that will be used in print, so there will be differences between Preview and the publication.
- **Cancel** returns the user to the Private Workshop without saving the filing.

Filing Information Tab

Oregon Secretary of State

Voters' Pamphlet Filing

Filing Information | Statement | Uploads

Candidate Statement - Fee

Next **Submit Filing** **Preview** **Cancel**

Filer Name: Prefix First MI Last Suffix Title

Election: 2022 General Election

Filing for Office of:

District, Position, County or City:

Party Affiliation:

☐ Use Filer Name as Ballot Name

Name on Ballot: First MI Last Suffix

This Information Furnished By as it should appear in the state Voters' Pamphlet

Name of Candidate or Committee:

Mailing Address for Correspondence

Street Address or PO Box:

City, State, Zip Code: Oregon -

Contact Information

(xxx)xxx-xxxx Extension

Work Phone:

Home Phone:

Cell Phone:

Fax:

Email Address:

1 Enter the following information:

- **Filing Method:** Select whether you will pay the appropriate Voters' Pamphlet **Fee** or file a **Petition** of the required number of verified signatures.

→ **Filer Name:** The filer's name (first, middle and last) is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) fields can be added if desired.

→ **Enter the following information about the office.**

Filing for Office of: Select the office the candidate is filing for.

District, Position, County or City: Select the district, position, county, or city of the office the candidate is filing for.

Party Affiliation: Select the candidate's party affiliation. 'Nonpartisan' will automatically populate if the office selected is nonpartisan.

→ **Name on Ballot:** How the candidate's name will appear on the ballot (first, middle, last and suffix). If a nickname is used in connection with the candidate's full name, the nickname should be in parentheses. Titles and designations (e.g., Dr., CPA) should not be included as they will not appear on the ballot.

→ **This Information Furnished By:** The name of the candidate or committee, as it should appear in the state Voters' Pamphlet.

→ **Mailing Address for Correspondence:** The address where the Elections Division should send postal correspondence relating to the Candidate Statement.

note

Most correspondence is sent via email unless the correspondence is specifically required to be sent via the US Postal Service. Email correspondence is sent to the email address listed in **Contact Information**.

→ **Contact Information:** Enter work phone, home phone, cell phone, fax, email address. At least one phone number (work, home, or cell) is required. **An email address is required.**

2 Click on **Next**. The Statement page displays.

Statement Tab

The Candidate Statement must begin with the required information which includes "Occupation", "Occupational Background", "Educational Background", and "Prior Governmental Experience". These 8 words are automatically populated and must be part of the Statement. They count towards the maximum word count of 325.

Generally, anything having a space on either side of it counts as a word. However, bullets and numbers generated in auto-formatted lists are not included in the word count.

- 1 In the four text boxes at the top of the Statement page, enter the following required information. Enter the information as you want it to appear in the Voters' Pamphlet.
 - **Occupation:** The nature of an individual's principal business, whether paid or unpaid. The current full or part-time employment or other line of work, business, craft or professional information.
 - **Occupational Background:** Any previous occupations.
 - **Educational Background:** Any form of training of teaching an individual received.
 - **Prior Governmental Experience:** Any previous appointed or elected position with a governmental organization, whether paid or unpaid.

See the [State Voters' Pamphlet Manual](#) for guidelines on ensuring that this required information is complete and accurate. The manual is available at www.oregonvotes.gov.

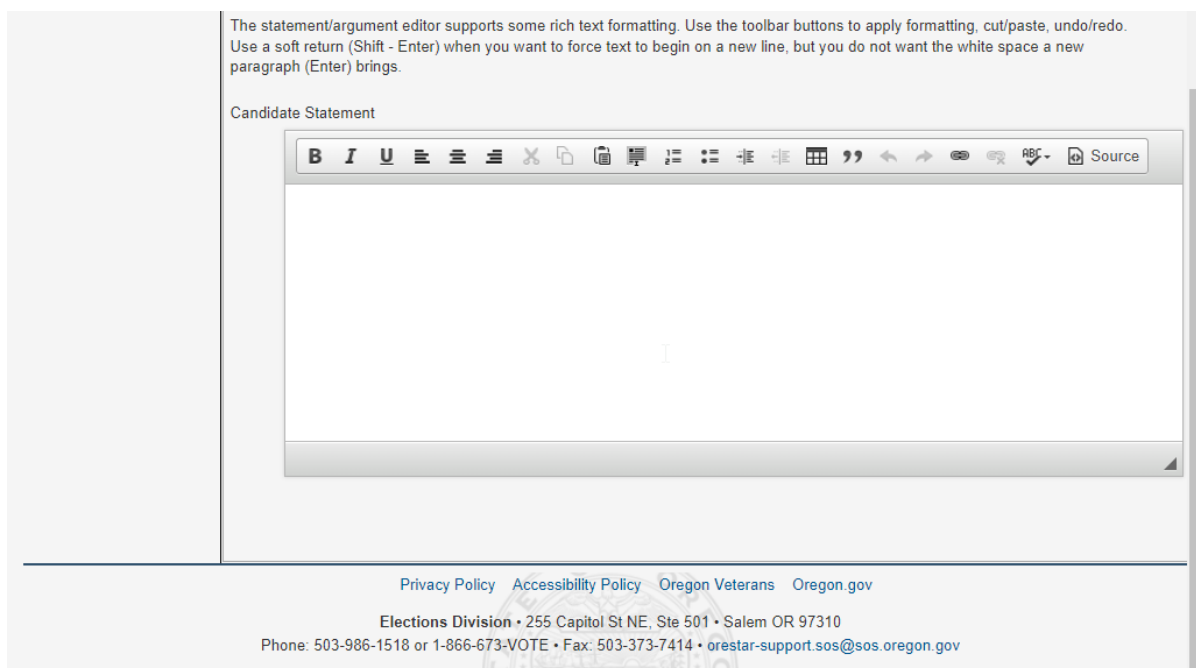
notes

This information can include both paid and unpaid occupations or experience. You do not need to indicate “paid” or “not paid”. Use semicolons to separate items such as jobs, organizations, dates, etc.

The word “none” must be used in any section of the required information if the candidate does not have any relevant information for that section. The word “none” counts as part of the word count.

The four text boxes only support plain text. Formatting (e.g., bold text, lists) is not permitted in the required information fields.

- 2 Enter the optional information of your Candidate Statement in the text editor box at the bottom of the page.



The following formatting options are available on the toolbar:

Font: Bold, Italic, Underline

Paragraph: Align (Left, Center, Right)

Clipboard: Copy, Cut, Paste, Paste as Plain Text, Select All

List: Insert/Remove Numbered List, Insert/Remove Bulleted List

Indent: Increase Indent, Decrease Indent

Insert / Edit Table: Use tables to apply two-column formatting to text. Table borders will not be published and cell padding / spacing will not be enforced.

Block Quote: Margin is placed on either side of the text contained in the block quote. As a result, the block quote will be narrower than the rest of the text.

Undo / Redo

Link / Unlink

Spell Check**note**

It is possible to paste text from a text editor or word processor (e.g., Microsoft Word) into the Candidate Statement. Pasting from a PDF document or email is not recommended. For translated statements, see **Submit a Translated Candidate Statement** (page 22). It is suggested that you use the Preview button to review the formatting interpretation of the pasted text.

- Click on **Next**. The Uploads page displays.

Uploads Tab

The screenshot shows the 'Voters' Pamphlet Filing' interface for the Oregon Secretary of State. The left sidebar contains navigation links: Work Queues, Public Search, My Vote, Submit New Filing (with sub-links for Register a Committee/Independent Expenditure Filer, File Candidacy, File Voters' Pamphlet Statement/Argument), and Sign out. The main content area is titled 'Voters' Pamphlet Filing' and has three tabs: Filing Information, Statement, and Uploads (which is active). Below the tabs is the heading 'Candidate Statement - Fee'. There are buttons for 'Previous', 'Next', 'Submit Filing', 'Preview', and 'Cancel'. A placeholder box for a photo is shown with 'Upload Picture' and 'Remove Picture' buttons. Text below the box specifies allowed image formats (.png, .jpg, .gif, or .bmp) and requirements for the photo (black and white, 1.5 inches x 1.75 inches, less than 4 years old, plain background, no robes/uniforms/hats/lapel pins). A note states: 'NOTE: File uploads cannot be larger than 50 MB.' Below this, a message requires a SEL 400 Statement of Endorsement for each supporting person or organization. A table for 'Statement of Endorsement' has columns for Date, Name of File, and an Add button. The table currently shows 'No Statement of Endorsement'. Another message states that federal or statewide candidates and measure argument filers may submit translated versions of their English submissions. A table for 'Translations of Statement' has columns for Date, Name of File, Language, and an Add button. The table currently shows 'No Translated Statements'. At the bottom, there are links for Privacy Policy, Accessibility Policy, Oregon Veterans, and Oregon.gov, along with the address: Elections Division • 255 Capitol St NE, Ste 501 • Salem OR 97310.

- Upload portrait.**

A portrait is not required, but you can upload a photograph of the candidate to be published as part of the Candidate Statement.

notes

Image files will only be accepted in the following file formats: PNG, JPG, GIF, BMP

Photo must be black and white and of sufficient resolution to be printed at 1.5 inches x 1.75 inches.



Photo must be less than 4 years old and only show the face and shoulders of the candidate. The background of the photo must be plain. No judicial robes, uniforms, hats, lapel pins, or other clothing or jewelry that may be construed as representing an organization.

To upload your photograph:

- Click **Upload Picture**. This opens an Upload window.

Upload Voters' Pamphlet Picture

- Click the **Browse...** button to find your image file. Select the file.
- Click the **Upload** button.
- If the upload succeeded, you will see the photo displayed in the image box.

2 Upload a Statement of Endorsement, if desired.

note

Submit one or more Statements of Endorsement. A Statement can only be submitted as form SEL 400, Statement of Endorsement for State Voters' Pamphlet and can only be uploaded in PDF file format. Multiple endorsement forms can be included in one PDF file.

To upload a Statement of Endorsement:

- Click the **Add** link in the upper right corner of the Statement of Endorsement box.
- This opens an Upload window.

Upload Voters' Pamphlet Document

- Click the **Browse...** button to find your PDF file. Select the file.
- Click the **Upload** button.

- Return to the Candidate Statement.

If the upload succeeded, you will see the file listed in the Statement of Endorsement box.

note

Once a Statement of Endorsement is added, click its **Remove** link to delete it, or **Review** link to view the document that will be submitted to the Elections Division.

3 Submit a Translated Candidate Statement, if desired.

Translated Candidate Statements must be submitted electronically using ORESTAR. Translated statements can only be uploaded in PDF file format. Multiple language translations may only be submitted as one language per PDF file. Translated Statement PDF files should be named as the name of the candidate and the language of translation. Translations do not have a maximum word count but must accurately and completely convey the English statement without changing the intended meaning.

Submit Candidate Statement and Attest

- 1 Click the **Preview** button before you submit your Candidate Statement.
A Preview window opens. Determine whether the Candidate Statement is complete and accurate.
- 2 When the Candidate Statement is ready for submission, click on **Submit Filing**. The filing is validated and if no errors are found, the Attestation page displays for the filer's electronic signature.

If errors are found during the validation process, the user is returned to the data entry screen where the first error exists. Messages identifying specific errors display above the fields in error. A user must fix all errors and click on **Submit Filing** again.

- 3 The filer must certify on the Attestation page that all information on the filing is true, that the filer is the author of the statement, and that the candidate portrait, if submitted, is less than 4 years old.

- 4 Read the attestation and if agreed, click on the **Continue** button to attest with your electronic signature.
- 5 Your filing type will determine the next steps. See either:

Completing the Candidate Statement by Fee Method, page 23.

Completing the Candidate Statement by Petition Method, page 25.

Completing the Candidate Statement by Fee Method

- 1 After attestation on a fee-based Voters' Pamphlet filing, ORESTAR will proceed to the Oregon Securepay system where the online payment of the Candidate Statement fee is processed.

note

See the [State Voters' Pamphlet Manual](#) for fees and deadlines for filing for a Candidate Statement.

- 2 The Payment Process page of the online payment checkout displays.

Payment Process

Complete Customer Billing and Payment Information.

Transaction Summary

Description	Amount
Oregon Elections Payment Processing	\$2,500.00
TOTAL	\$2,500.00

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
10500113	Voters Pamphlet Filing - Representative in Congress	\$2,500.00	1	\$2,500.00

Customer Billing Information

One plate all required fields [?]

Name 

Company Name

Billing Address 

Billing Address 2

Billing City 

Country 

State 

ZIP/Postal Code 

Phone Number 
XXX-XXX-XXXX or XXXXXXXX

Credit Card Information

One plate all required fields [?]

Credit Card Type 

Credit Card Number 

Expiration Date 

Name on Credit Card 
exactly as it appears on the card

- 3 Confirm your billing information.
- 4 Enter your credit card information and click the **Continue** button.

- 5 The Payment Verification page of the online payment checkout displays.

Payment Verification

Review payment information. You may click Edit below to change the billing and payment information if needed. When complete, select Make Payment. You will receive a receipt via email at the end of your successful payment transaction.

Transaction Summary

Description	Amount
Oregon Elections Payment Processing	\$2,500.00
TOTAL	\$2,500.00

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
16500113	Voters Pamphlet Filing - Representative in Congress	\$2,500.00	1	\$2,500.00

Customer Billing Information

Customer Name	Rebekah D Jones
Company Name	
Billing Address	141
Billing Address 2	
Billing City	Salem
Country	US
State	OR
ZIP/Postal Code	97310
Phone Number	5039861518

Payment Method

Credit Card Type	VISA
Credit Card Number	*****1111
Expiration Date	03 2016
Name on Credit Card	Rebekah Jones

Make Payment
Cancel Payment
Edit

- 6 Verify your information and click on the **Make Payment** button. The user returns to ORESTAR and a payment confirmation page displays. The information on the page is also emailed to the user.

notes

Wait until you see the payment confirmation page before closing your browser.





Oregon Secretary of State	
Private Workshop >> Public Search >> My Vote Election Results Submit New Filing >> User Management Sign out	Status : Payment Received Order Number : 1548 Payment Received at : 01/26/2012 02:57:44 PM Amount Received : Purpose : Voters' Pamphlet Filing - County Office Continue
Elections Home Elections History Initiative, Referendum & Referral	

Although the test confirmation page displayed above does not indicate an Amount Received, your confirmation page will display the amount that will be charged to your credit card.

- 7 Click on the **Continue** button to return to the Private Workshop. The Candidate Statement will have an **Approved** status.
- 8 A Voters' Pamphlet Filing Confirmation email is sent to the Contact Information email address submitted in the filing.

Completing the Candidate Statement by Petition Method

- 1 After attestation on a petition filing, ORESTAR returns to the Private Workshop and the Candidate Statement has a **Pending Approval** status.
- 2 A Voters' Pamphlet Prospective Petition Filing Confirmation email is sent to the contact email address you submitted in the filing. The email confirms that the Elections Division has received the Voters' Pamphlet prospective petition through ORESTAR.
- 3 The Elections Division reviews the prospective petition.
You will receive an email notification when the petition status is **Approved to Circulate**.

The Approval to Circulate email will include:

- the signature sheet as a PDF attachment, and
 - a copy of the Candidate Statement that must be attached to or copied on the back of the approved signature sheet.
- 4 The petition signatures must be turned in and verified by the appropriate elections official (i.e., the Secretary of State for candidates for state office, or the appropriate county elections official for candidates for local office).

After the Secretary of State determines that a petition filing contains the required number of valid signatures, you will receive an email from ORESTAR confirming the approval of your Candidate Statement filing. Petition filers are advised to turn in signatures for verification at least 10 business days prior to the filing deadline to guarantee that signature verification can be completed by the filing deadline.

If the county is the elections official, the verified signature sheets with sufficient signatures must be recovered from the county and turned in to the state Elections Division by the filing deadline. The Elections Division approves the Candidate Statement and you will receive a confirmation email from ORESTAR.

Amending a Candidate Statement

To amend a Candidate Statement, proceed with the following:

- 1 Click on the **Amend** button associated with the Candidate Statement on the Private Workshop. The Candidate Statement data entry screens display with the data from the most recent filing.
- 2 Make the appropriate changes and click on **Submit Filing**. The Attestation page displays.
- 3 Read the attestation and click on the **File** button to attest and file the amended candidacy filing with the Elections Division.
- 4 ORESTAR sends an email confirming the amendment to your Voters' Pamphlet filing.

notes

The office on a Candidate Statement filing cannot be amended. To change the office on the filing, the candidate must withdraw the Voters' Pamphlet filing and submit a new Candidate Statement.

The Filing Method (Fee, Petition) can be amended such that a petition filing can be changed to a fee filing. However, the Filing Method cannot be amended on a fee filing.

Once a petition filing receives a status of Approved to Circulate, amendments can no longer be made to the information on the Statement Tab.

A Candidate Statement can be amended in ORESTAR until 5pm on the Candidate Statement deadline for the election.

Withdrawing a Candidate Statement

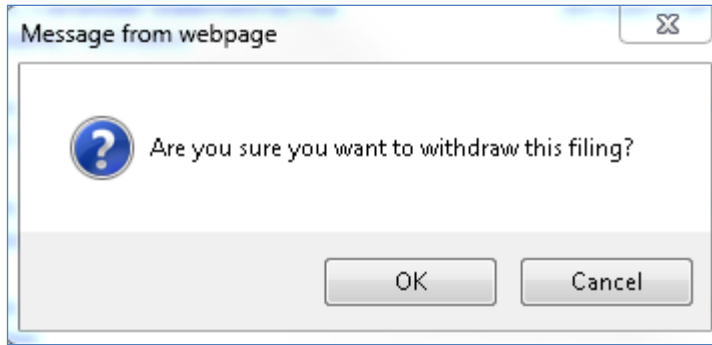
To withdraw a Candidate Statement, proceed with the following:

- 1 Click on the **Withdraw** button associated with the Candidate Statement on the Private Workshop.

note

A Candidate Statement can be withdrawn in ORESTAR until 5:00:00 pm on the Candidate Statement filing deadline for the election.





- 2 A message box displays asking you to confirm the withdrawal. Click OK.
- 3 In your Private Workshop, the Candidate Statement now has a status of **Withdrawn** and the **Amend / Withdraw** buttons are no longer available for this filing.
- 4 For a fee filing, a refund of the filing fee will be processed.

Filing a Measure Argument

This section guides a user through the process of filing a Measure Argument for the State Voters' Pamphlet. The Measure Argument filing must be done by the individual who will be listed as furnishing the information in the Voters' Pamphlet. If the filer is not already registered in ORESTAR, the instructions for **Creating a User Account** are located in the [ORESTAR User's Manual: Statement of Organization](#).

Measure argument filers may submit translations of the English argument for inclusion in the online translated State Voters' Pamphlet. For state measures, translated languages may include the five most common languages in Oregon and the five most common languages of the counties that will vote on the measure. Language lists are available in the [State Voters' Pamphlet Manual](#) and the [State Voters' Pamphlet Translations Quick Guide](#).

The Measure Argument may be filed as either a petition filing (requiring collection of verified signatures) or a fee-based filing. If the Measure Argument filing is fee-based, the filing fee must be paid online by credit card at the time of filing. Both VISA and MasterCard are accepted. Measure Argument filings can also be amended or withdrawn electronically, if necessary. See **Amending a Measure Argument** and **Withdrawing a Measure Argument** (pages 38-39) for more information.

Information regarding who has filed a Voters' Pamphlet filing is public record. However, the text of the Measure Argument is not public record until the fourth business day after the deadline to file (see ORS 251.145).

See the [State Voters' Pamphlet Manual](#) for information about fees and deadlines associated with filing a Voters' Pamphlet Measure Argument.



Filing a Measure Argument in ORESTAR

To file a Measure Argument, log in to ORESTAR (see page 8), access the Private Workshop page and proceed with the following:

- 1 In the left menu bar, click on **Submit New Filing >>** and File Voters' Pamphlet Statement/Argument. Alternatively, use the **File Voters' Pamphlet Statement/Argument** link in the upper right of the Voters' Pamphlet Filings page in your Private Workshop.

- 2 The first of the Voters' Pamphlet Filing entry pages requires that you select the election and type of Voters' Pamphlet filing. Choose the appropriate election and select **Measure Argument**. Click the **Continue** button.
- 3 The Filing Information page opens for you to complete. See **Filing Information Tab**, page 32.

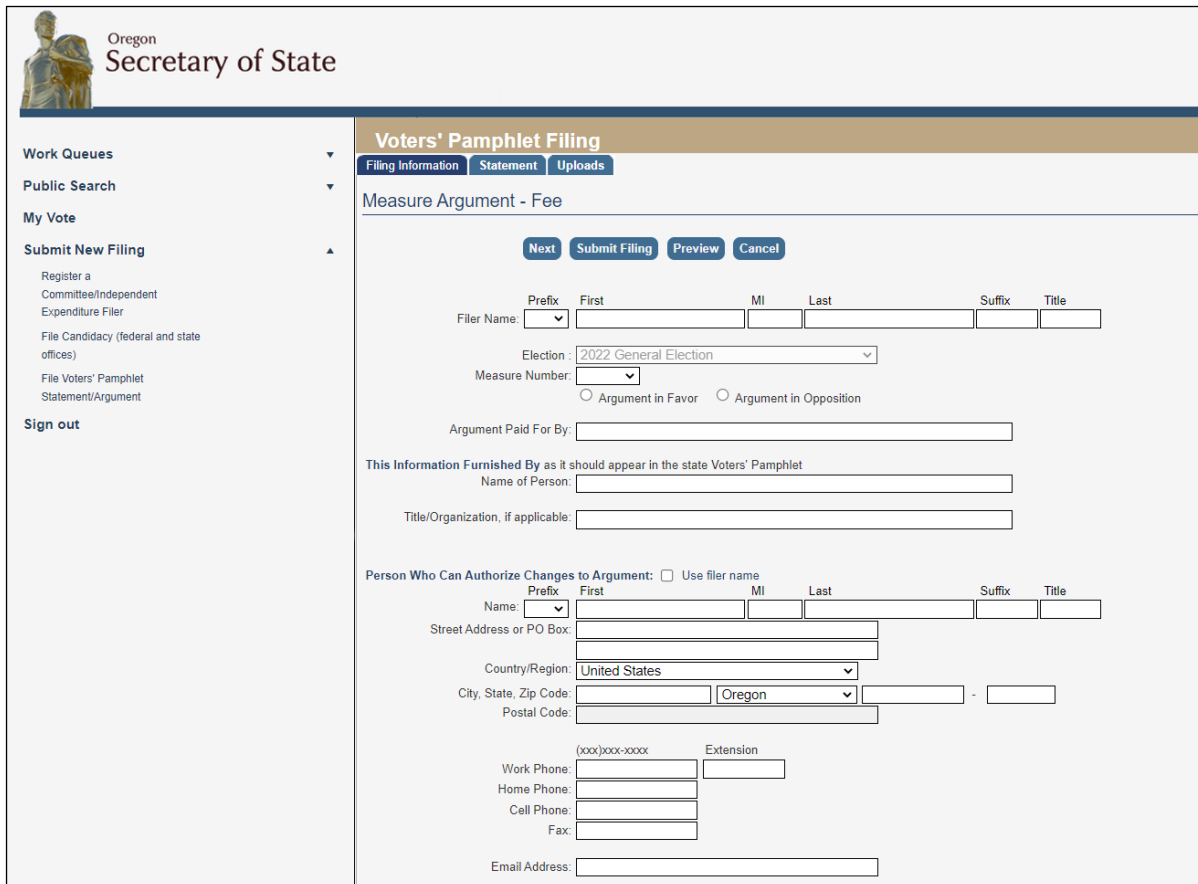
Use the tab key on the keyboard to move between fields on a single page or click in the field with the mouse pointer. Use the **Back** and **Next** buttons or click on the tabs in the tab bar to navigate between pages.

Four additional function buttons display on all Voters' Pamphlet Filing entry pages:

- **Save as work in progress** allows a user to save an incomplete filing at any time and immediately continue with the filing or return at a later time to complete the filing. A work in progress filing can be accessed at a later time from a user's Private Workshop by clicking on the **Continue with Filing** button.
- **Submit Filing** performs validation on the Voters' Pamphlet filing and notifies the user of any errors. If no errors are found, the filer is presented with the Attestation page where the filer electronically signs the Argument and files it with the Elections Division.

- **Preview** opens a window that displays how the system is interpreting the Measure Argument. The Preview window does not use exact dimensions of a printed Voters' Pamphlet column, nor does it employ fonts that will be used in print, so there will be differences between Preview and the publication.
- **Cancel** returns the user to the Private Workshop without saving the filing.

Filing Information Tab



1 Enter the following information:

- **Filing Method:** Select whether you will pay the appropriate Voters' Pamphlet **Fee** or file a **Petition** of the required number of verified signatures.
- **Filer Name:** The filer's name (first, middle and last) is automatically populated from the user profile and cannot be modified. Prefix (Mr. or Ms.), suffix (Jr., Sr., III, etc.) and title (MD, CPA, etc.) fields can be added if desired.
- **Enter the following information about the measure.**

Measure Number: Select the measure supported or opposed.

Favor/Opposition: Select whether the argument is in favor of or in opposition to the selected measure.



→ **Argument Paid For By:** The name of the person or organization paying for the measure argument if the argument is a fee-based filing.

→ **This Information Furnished By** as it should appear in the state Voters' Pamphlet.

Name of Person: The name (first, middle, last and suffix, if applicable) is automatically populated from the Filer Name fields.

Title/Organization, if applicable: The title of the person and/or the name of an organization the person represents can be added if desired.

→ **Person Who Can Authorize Changes to Argument.**

Check the "Use filer name" checkbox if the filer is the person who can authorize changes to the argument. To designate a person other than the filer, enter the person's name. Additionally, enter an address, phone number and email address for the person who can authorize changes. At least one phone number is required.

note

Most correspondence is sent via email unless the correspondence is specifically required to be sent via the US Postal Service. Email correspondence is sent to the email address provided for the person who can authorize changes to the argument.

2 Click on **Next**. The Statement page displays.

Statement Tab

The Measure Argument may not exceed the maximum word count of 325.

Generally, anything having a space on either side of it counts as a word. However, bullets and numbers generated in auto-formatted lists are not included in the word count.

To refer to the measure in the text of the argument prior to a measure number being assigned, type “XX” in place of the number (e.g., Measure XX). The Elections Division will administratively replace XX with the assigned number.

- 1 Enter the Measure Argument in the text editor box on the page.

The following formatting options are available on the toolbar:

Font: Bold, Italic, Underline

Paragraph: Align (Left, Center, Right)

Clipboard: Copy, Cut, Paste, Paste as Plain Text, Select All

List: Insert/Remove Numbered List, Insert/Remove Bulleted List

Indent: Increase Indent, Decrease Indent

Insert / Edit Table: Use tables to apply two-column formatting to text. Table borders will not be published and cell padding / spacing will not be enforced.

Block Quote: Margin is placed on either side of the text contained in the block quote. As a result, the block quote will be narrower than the rest of the text.

Undo / Redo

Link / Unlink

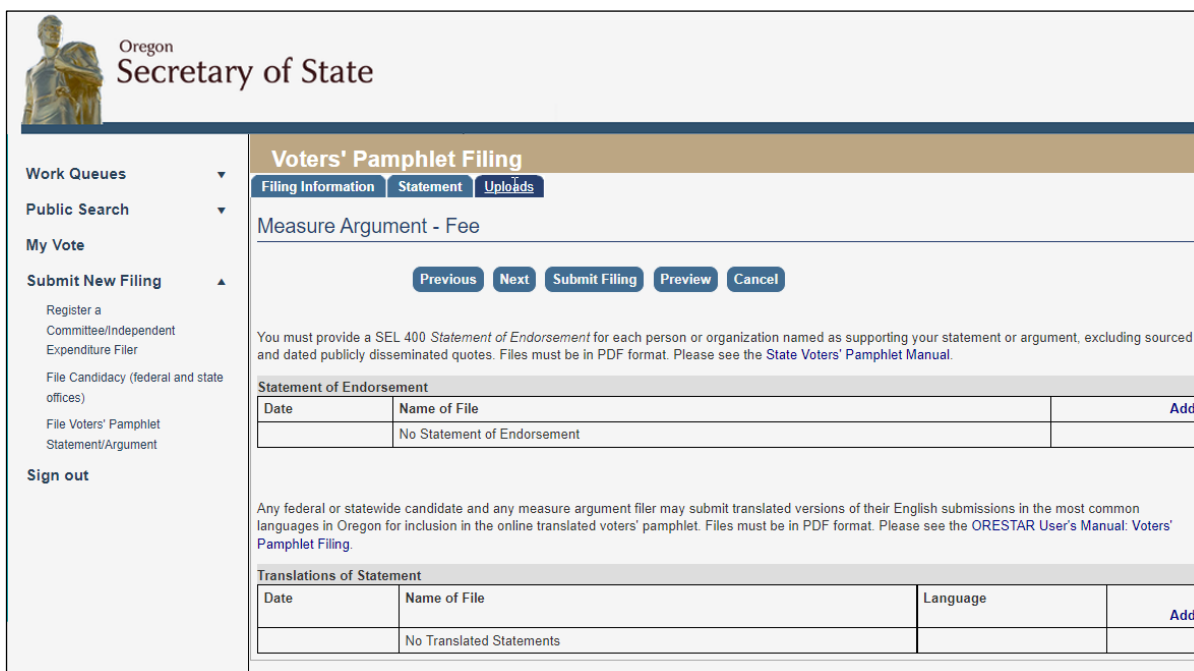
Spell Check

note

It is possible to paste text from a text editor or word processor (e.g., Microsoft Word) into the Measure Argument. Pasting from a PDF document or email is not recommended. For translated measure arguments, see **Submit a Translated Measure Argument**, page 36. It is suggested that you use the Preview button to review the formatting interpretation of the pasted text.

- 2 Click on **Next**. The Uploads page displays.

Uploads Tab



The screenshot shows the Oregon Secretary of State's website interface for filing voters' pamphlets. The left sidebar contains navigation links: Work Queues, Public Search, My Vote, Submit New Filing (with sub-links for Register a Committee/Independent Expenditure Filer, File Candidacy, and File Voters' Pamphlet Statement/Argument), and Sign out. The main content area is titled 'Voters' Pamphlet Filing' and has three tabs: Filing Information, Statement, and Uploads (which is active). Below the tabs, the page is titled 'Measure Argument - Fee' and includes buttons for Previous, Next, Submit Filing, Preview, and Cancel. A text block states: 'You must provide a SEL 400 Statement of Endorsement for each person or organization named as supporting your statement or argument, excluding sourced and dated publicly disseminated quotes. Files must be in PDF format. Please see the State Voters' Pamphlet Manual.' Below this is a table for 'Statement of Endorsement' with columns for Date, Name of File, and an Add link. The table contains one row with 'No Statement of Endorsement'. Another text block states: 'Any federal or statewide candidate and any measure argument filer may submit translated versions of their English submissions in the most common languages in Oregon for inclusion in the online translated voters' pamphlet. Files must be in PDF format. Please see the ORESTAR User's Manual: Voters' Pamphlet Filing.' Below this is a table for 'Translations of Statement' with columns for Date, Name of File, Language, and an Add link. The table contains one row with 'No Translated Statements'.

Statement of Endorsement			
Date	Name of File		Add
	No Statement of Endorsement		

Translations of Statement			
Date	Name of File	Language	Add
	No Translated Statements		

- 1 **Upload a Statement of Endorsement**, if desired.

note

Submit one or more Statements of Endorsement. A Statement can only be submitted as form SEL 400, Statement of Endorsement for State Voters' Pamphlet and can only be uploaded in PDF file format. Multiple endorsement forms can be included in one PDF file.

To upload a Statement of Endorsement:

- Click the **Add** link in the upper right corner of the Statement of Endorsement box.

- This opens an Upload window.



Upload Voters' Pamphlet Document

- Click the **Browse...** button to find your PDF file. Select the file.
- Click the **Upload** button.
- If the upload succeeded, you will see the file listed in the Statement of Endorsement box.

note

*Once a Statement of Endorsement is added, click its **Remove** link to delete it, or **Review** link to view the document that will be submitted to the Elections Division.*

2 Submit a Translated Measure Argument, if desired.

Translated Measure Arguments must be submitted electronically using ORESTAR. Translated Measure Arguments can only be uploaded in PDF file format. Multiple language translations may only be submitted as one language per PDF file. Measure Arguments should be named as the name of Measure and the language of translation. Translations do not have a maximum word count but must accurately and completely convey the English statement without changing the intended meaning.

Submit Measure Argument and Attest

- 1 Click the **Preview** button before you submit your Measure Argument.
A Preview window opens. Determine whether the Measure Argument is complete and accurate.
- 2 When the Measure Argument is ready for submission, click on **Submit Filing**. The filing is validated and if no errors are found, the Attestation page displays for the filer's electronic signature.

If errors are found during the validation process, the user is returned to the data entry screen where the first error exists. Messages identifying specific errors display above the fields in error. A user must fix all errors and click on **Submit Filing** again.

- 3 The filer must certify on the Attestation page that the filer is the author of the argument.

- 4 Read the attestation and if agreed, click on the **Continue** button to attest with your electronic signature.
- 5 Your filing type will determine the next steps. See either:

Competing the Measure Argument by Fee Method, page 35.

Completing the Measure Argument by Petition Method, page 37.

Completing the Measure Argument by Fee Method

- 1 After attestation on a fee-based Voters' Pamphlet filing, ORESTAR will proceed to the Oregon Securepay system where the online payment of the Measure Argument fee is processed.

note

See the [State Voters' Pamphlet Manual](#) for fees and deadlines for filing for a Measure Argument.

- 2 The Payment Process page of the online payment checkout displays.

Payment Process

Complete Customer Billing and Payment Information.

Transaction Summary

Description	Amount
Oregon Elections Payment Processing	\$1,200.00
TOTAL	\$1,200.00

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
16500122	Voters Pamphlet Filing - Measure Argument	\$1,200.00	1	\$1,200.00

Customer Billing Information

Complete all required fields [?]

Name ^{*}

Company Name

Billing Address ^{*}

Billing Address 2

Billing City ^{*}

Country ^{*}

State ^{*}

ZIP/Postal Code ^{*}

Phone Number ^{*}
xxx-xxx-xxxx or xxxxxxxx

Credit Card Information

Complete all required fields [?]

Credit Card Type ^{*}

Credit Card Number ^{*}

Expiration Date ^{*}

Name on Credit Card ^{*}
exactly as it appears on the card

- 3 Confirm your billing information.
- 4 Enter your credit card information and click the **Continue** button.



- 5 The Payment Verification page of the online payment checkout displays.

Payment Verification

Review payment information. You may click Edit below to change the billing and payment information if needed. When complete, select Make Payment. You will receive a receipt via email at the end of your successful payment transaction.

Transaction Summary

Description	Amount
Oregon Elections Payment Processing	\$1,200.00
TOTAL	\$1,200.00

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
16500122	Voters Pamphlet Filing - Measure Argument	\$1,200.00	1	\$1,200.00

Customer Billing Information

Customer Name	Rebekah D Jones
Company Name	
Billing Address	PO Box 594
Billing Address 2	
Billing City	Salem
Country	US
State	OR
ZIP/Postal Code	97310
Phone Number	5035554545

Payment Method

Credit Card Type	VISA
Credit Card Number	*****1111
Expiration Date	02 2018
Name on Credit Card	Rebekah Jones

Make Payment
Cancel Payment
Edit

- 6 Verify your information and click on the **Make Payment** button. The user returns to ORESTAR and a payment confirmation page displays. The information on the page is also emailed to the user.

notes

Wait until you see the payment confirmation page before closing your browser.



The screenshot shows the Oregon Secretary of State's ORESTAR system interface. On the left is a navigation menu with options: Private Workshop (with a dropdown arrow), Active Committees/Filers, Discontinued Committees, Candidacy Filing, Voters' Pamphlet Filings, Public Search (with a right arrow), My Vote, Election Results, Submit New Filing (with a right arrow), User Management, and Sign out. The main content area displays the following information: Status : **Payment Received**, Order Number : 6551130, Payment Received at : 07/16/2014 05:24:20 PM, Amount Received : \$1,200.00, and Purpose : Voters' Pamphlet Filing - Measure Argument. At the bottom right of the main content area is a **Continue** button.

- 7 Click on the **Continue** button to return to the Private Workshop. The Measure Argument will have an **Approved** status.
- 8 A Voters' Pamphlet Filing Confirmation email is sent to the email address submitted in the filing.

Completing the Measure Argument by Petition Method

- 1 After attestation on a petition filing, ORESTAR returns to the Private Workshop and the Measure Argument has a **Pending Approval** status.
- 2 A Voters' Pamphlet Prospective Petition Filing Confirmation email is sent to the contact email address you submitted in the filing. The email confirms that the Elections Division has received the Voters' Pamphlet prospective petition through ORESTAR.
- 3 The Elections Division reviews the prospective petition.
You will receive an email notification when the petition status is **Approved to Circulate**.

The Approval to Circulate email will include:

- the signature sheet as a PDF attachment, and
 - a copy of the Measure Argument that must be attached to or copied on the back of the approved signature sheet.
- 4 The petition signatures must be turned in and verified by the Secretary of State.

After the Secretary of State determines that a petition filing contains the required number of valid signatures, you will receive an email from ORESTAR confirming the approval of your Measure Argument filing. Petition filers are advised to turn in signatures for verification at least 10 business days prior to the filing deadline to guarantee that signature verification can be completed by the filing deadline.



Amending a Measure Argument

To amend a Measure Argument, proceed with the following:

- 1 Click on the **Amend** button associated with the Measure Argument on the Private Workshop. The Measure Argument data entry screens display with the data from the most recent filing.
- 2 Make the appropriate changes and click on **Submit Filing**. The Attestation page displays.
- 3 Read the attestation and click on the **File** button to attest and file the amended argument filing with the Elections Division.
- 4 ORESTAR sends an email confirming the amendment to your Voters' Pamphlet filing.

notes

The Filing Method (Fee, Petition) can be amended such that a petition filing can be changed to a fee filing. However, the Filing Method cannot be amended on a fee filing.

Once a petition filing receives a status of Approved to Circulate, amendments can no longer be made to the information entered in the 'This Information Furnished By' section or to the information on the Statement Tab.

A Measure Argument can be amended in ORESTAR until 5:00:00 pm on the Measure Argument filing deadline for the election.

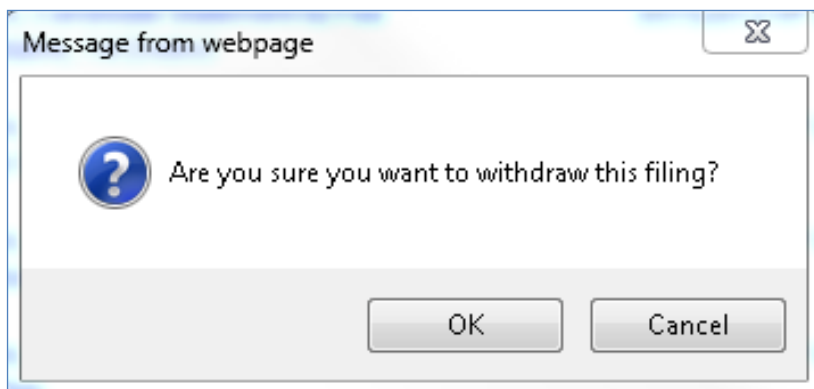
Withdrawing a Measure Argument

To withdraw a Measure Argument, proceed with the following:

- 1 Click on the **Withdraw** button associated with the Measure Argument on the Private Workshop.

note

A Measure Argument can be withdrawn in ORESTAR until 5:00:00 pm on the Measure Argument deadline for the election.



- 2 A message box displays asking you to confirm the withdrawal. Click OK.

- 3 In your Private Workshop, the Measure Argument now has a status of **Withdrawn** and the **Amend / Withdraw** buttons are no longer available for this filing.
- 4 For a fee filing, a refund of the filing fee will be processed.

