



INSTRUCTIONS ACCESS TO THE CANDIDATE PORTAL

An updated list of electors, list of revisions, and document download is available every 24 hours.

This access to the List of Electors is provided by Returning Officers during the election period once a candidate has been confirmed. This list is provided under the authority of the *Elections Act* s 49.10(1)(e)(i and ii).

Detailed below is the process to download an extract of the List of Electors for your electoral district, an extract of a List of revisions over a period you specify, and to access documents provided by Elections Yukon or your Returning Officer.

It should take about 2 minutes.

- After confirmation is approved , you will be sent an email from donotreply@electionsyukon.ca to your email as provided in your nomination paper. It will contain a link to a Candidate Access portal <http://www.candidateaccess.ca> and a temporary password.



- Log in using assigned password – it is a string of numbers, letters and symbols and case sensitive. It is easy to make a mistake – the most common is for those who cut and paste and add an extra space.

The screenshot shows the 'candidateaccess' login page. At the top left is the logo 'candidateaccess' with a checkmark icon. Below it is a 'Login' header. The main content area contains the instruction 'Please enter your username and password.' followed by two input fields: 'Username' and 'Password'. Below the password field is a green 'Login' button and a blue link 'Forgot your password?'.

- Once in, you will be asked to change password – note that it must meet strength thresholds to be accepted (it will indicate when 'good')

The screenshot shows the 'candidateaccess' change password page. At the top left is the logo 'candidateaccess' with a checkmark icon. At the top right is the text 'Français'. Below it is a 'Change Password' header. The main content area contains the instruction 'Please complete the form below to continue.' followed by two input fields: 'New Password' and 'Confirm New Password'. Below these fields is a checkbox with the text: 'I do hereby acknowledge I have signed the Declaration for the Use of the List of Electors (as a Member of the Legislative Assembly or Registered Political Party) with Elections Yukon and agree to use the information for electoral purposes only in accordance with the Elections Act (Use of Lists s. 49.13)'. Below the checkbox is a green 'Save' button.

- Check off abbreviated privacy declaration. You have also signed a declaration in your nomination papers.

- You have three-tab options; Extracts (for the list of electors), List of Revisions (for changes from a specified earlier start date to current time), and documents.

- When you continue, you will receive an email indicating how to download the information as authorized

- From your email, click on the link and the file to be downloaded.

- You will be directed to your computer directory to download and save.
- Save it to your device and directory as a searchable excel document or as appropriate. You may want rename it for your ED. It will open as an excel document.
- Close your Download Extract window and you are done!