



# Arkansas Secretary of State

## Mark Martin

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500 Woodlane, Room 026 ♦ Little Rock, Arkansas 72201-1094 ♦ 501.682.5070

### Online Filing Instructions

Please follow the instructions below to set up your Arkansas.gov account for online filing:

[-http://www.sos.arkansas.gov/elections/Pages/financialDisclosure.aspx](http://www.sos.arkansas.gov/elections/Pages/financialDisclosure.aspx)

-From the Financial Disclosure webpage, click on “File Financial Disclosure Reports.”

-This will bring you to a login page. Underneath the login portal, click on “Create a New Account.”

-Complete the requested information (i.e., Login, Password, Name, Email).

-Click on “Create Account.” You will then be asked to login using the same information that you provided.

*Please keep all email and login information for future use. This information will be needed every time you use your online filing account.*

-Once you have logged in, you will be directed to the “Single Sign-on Portal.”

-You will then locate the type of report that you would like to file (i.e., Contributions and Expenditures, Lobbyist Reporting, Political Action Committee Reporting, Statement of Financial Interest, etc.).

-To the right of the report, you will click on “Register for Access.”

-Complete the requested information (Type of Lobbyist, whether it be for a firm or an individual, Registration Year, Address, and Contact Number).

*-If the lobbyist is a firm, be sure and enter all authorized lobbyists for the firm by clicking the tab labeled “Add Name.” The information that is entered here will be automatically generated to the Signature Card.*

-After this information is completed, enter your username and password again, then click on “Submit Registration.”

-After submitting the registration, print out your Signature Card, have it notarized and return it to the address above. Once we receive the Signature Card, we will approve your registration. Once it has been approved, you will receive a confirmation email to the address provided when you registered.

-You are now ready to file your reports online.



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If you have any questions concerning online filing, please feel free to contact the Elections Division of the Secretary of State's office at 501-682-5070.