



Arkansas Secretary of State Online Filing Portal

Welcome and Overview

Welcome to the Arkansas Secretary of State's Online Filing Portal for county candidates. Please note the following before registering:

- All filing requirements, reporting periods, and due dates are established by the **Arkansas Ethics Commission**
- Review all applicable requirements before beginning registration.
- Only register if your campaign's financial activity meets the threshold requiring registration, as outlined in the official filing calendar.
- This portal is for **Campaign Contribution and Expenditure Reports** for county-level candidates.

This tutorial will guide you through registration, setup and to maneuver your account.

Step-by-Step Registration

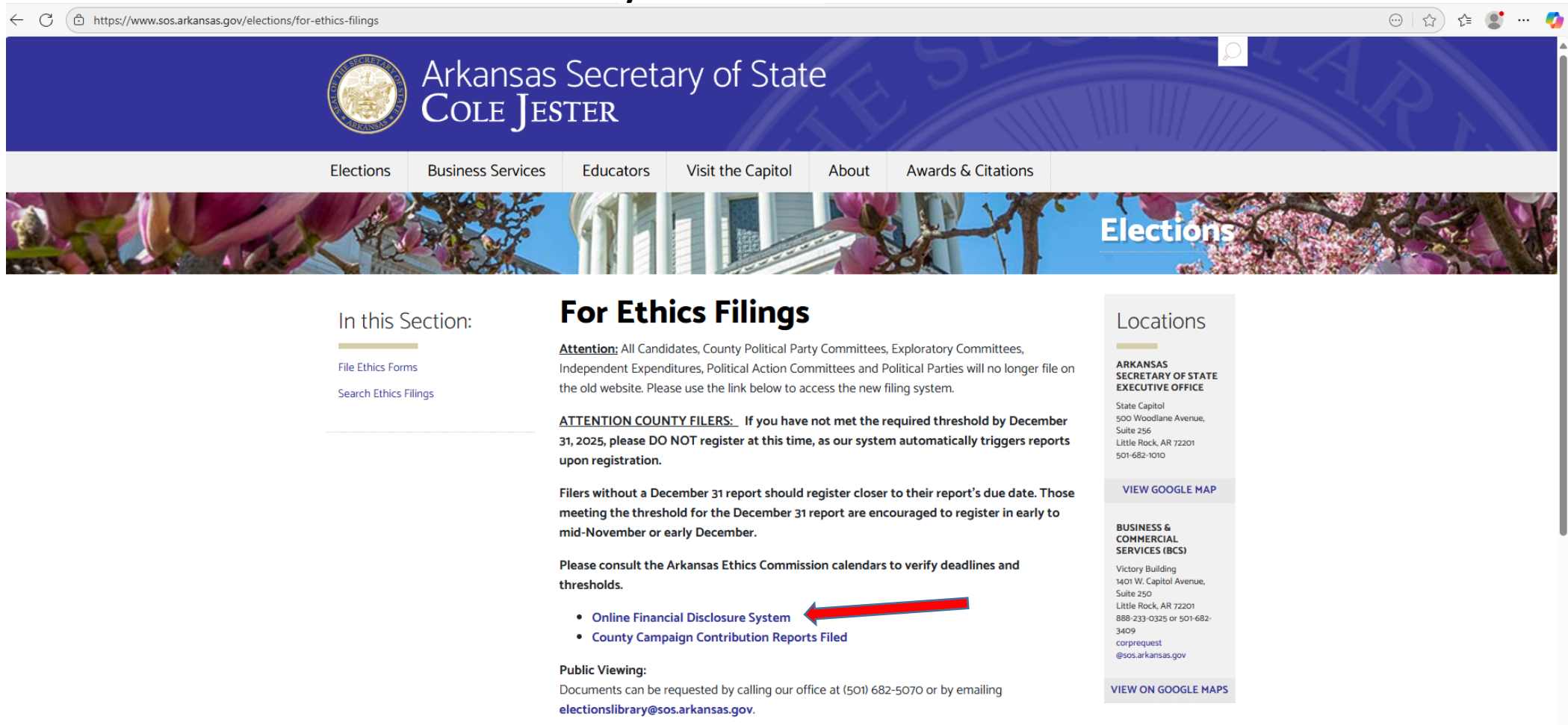
Step 1–6: Access the Portal

1. Go to the **Arkansas Secretary of State** website.
2. Hover over the **Elections** tab.
3. Click **Ethics Filings**.



Step-by-Step Registration

4. Select the **Online Financial Disclosure System** link.



The screenshot shows the website of the Arkansas Secretary of State, Cole Jester. The header includes the state seal and navigation links: Elections, Business Services, Educators, Visit the Capitol, About, and Awards & Citations. A banner image with the word 'Elections' is displayed. The main content area is titled 'For Ethics Filings' and contains the following text:

In this Section:

- [File Ethics Forms](#)
- [Search Ethics Filings](#)

For Ethics Filings

Attention: All Candidates, County Political Party Committees, Exploratory Committees, Independent Expenditures, Political Action Committees and Political Parties will no longer file on the old website. Please use the link below to access the new filing system.

ATTENTION COUNTY FILERS: If you have not met the required threshold by December 31, 2025, please DO NOT register at this time, as our system automatically triggers reports upon registration.

Filers without a December 31 report should register closer to their report's due date. Those meeting the threshold for the December 31 report are encouraged to register in early to mid-November or early December.

Please consult the Arkansas Ethics Commission calendars to verify deadlines and thresholds.

- [Online Financial Disclosure System](#)
- [County Campaign Contribution Reports Filed](#)

Public Viewing:

Documents can be requested by calling our office at (501) 682-5070 or by emailing electionslibrary@sos.arkansas.gov.

Locations

ARKANSAS SECRETARY OF STATE EXECUTIVE OFFICE

State Capitol
500 Woodlane Avenue,
Suite 256
Little Rock, AR 72201
501-682-1010

[VIEW GOOGLE MAP](#)

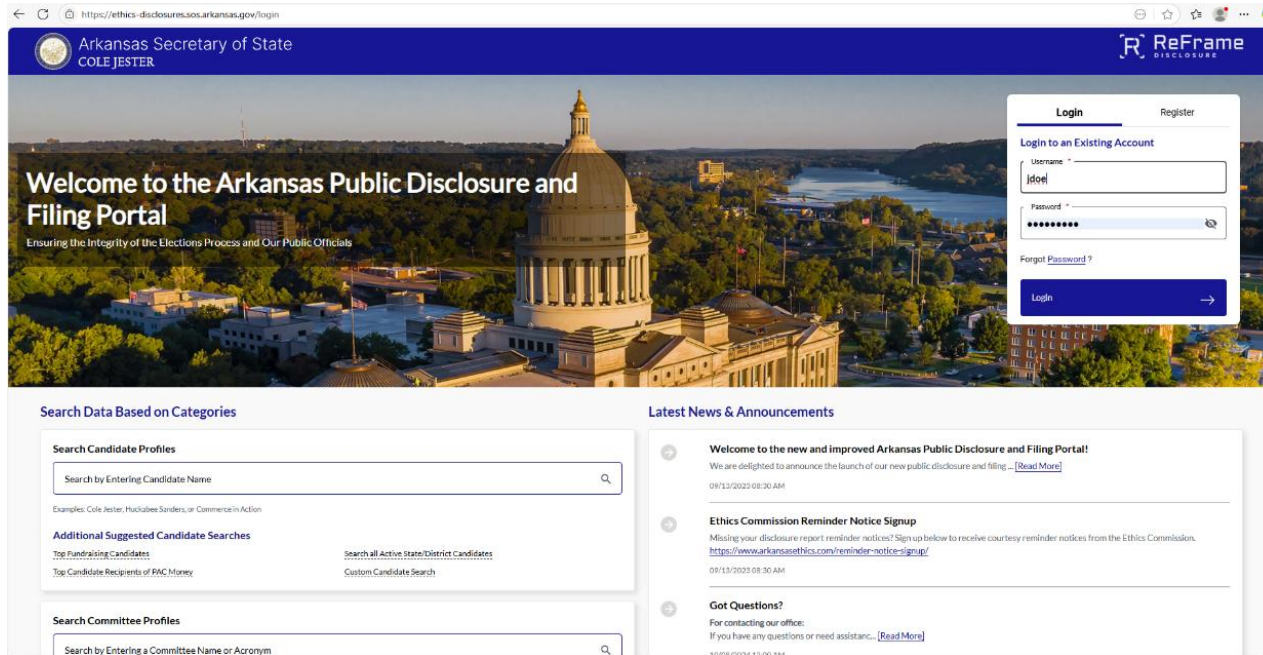
BUSINESS & COMMERCIAL SERVICES (BCS)

Victory Building
1401 W. Capitol Avenue,
Suite 250
Little Rock, AR 72201
888-233-0325 or 501-682-3409
corprequest@sos.arkansas.gov

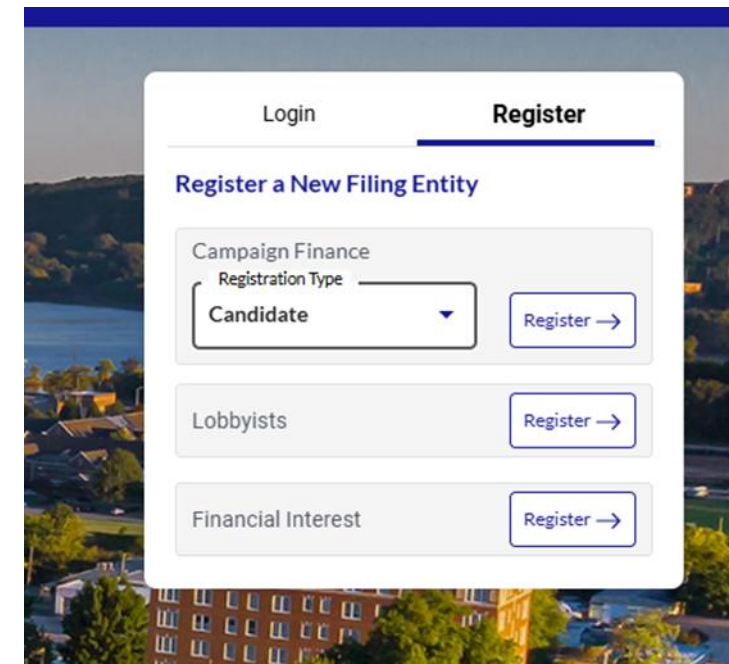
[VIEW ON GOOGLE MAPS](#)

Step-by-Step Registration

5. In the top-right corner, **click Register**.
6. Choose Candidate as your Registration Type, **then click Register**



The screenshot shows the Arkansas Secretary of State's Public Disclosure and Filing Portal. The header includes the state seal and the name 'COLE JESTER'. A large banner image of the Arkansas State Capitol is in the background. On the right, there is a 'Login' and 'Register' toggle. The 'Login' form has fields for 'Username' (with 'jdoel' entered) and 'Password' (with masked characters and an eye icon). Below the password field is a 'Forgot Password?' link and a 'Login' button with a right arrow. The 'Register' tab is currently inactive. The main content area is divided into two sections: 'Search Data Based on Categories' on the left and 'Latest News & Announcements' on the right. The search section includes 'Search Candidate Profiles' and 'Search Committee Profiles' with input fields and search buttons. The news section contains three items: a welcome message, an ethics commission reminder notice, and a 'Got Questions?' link.

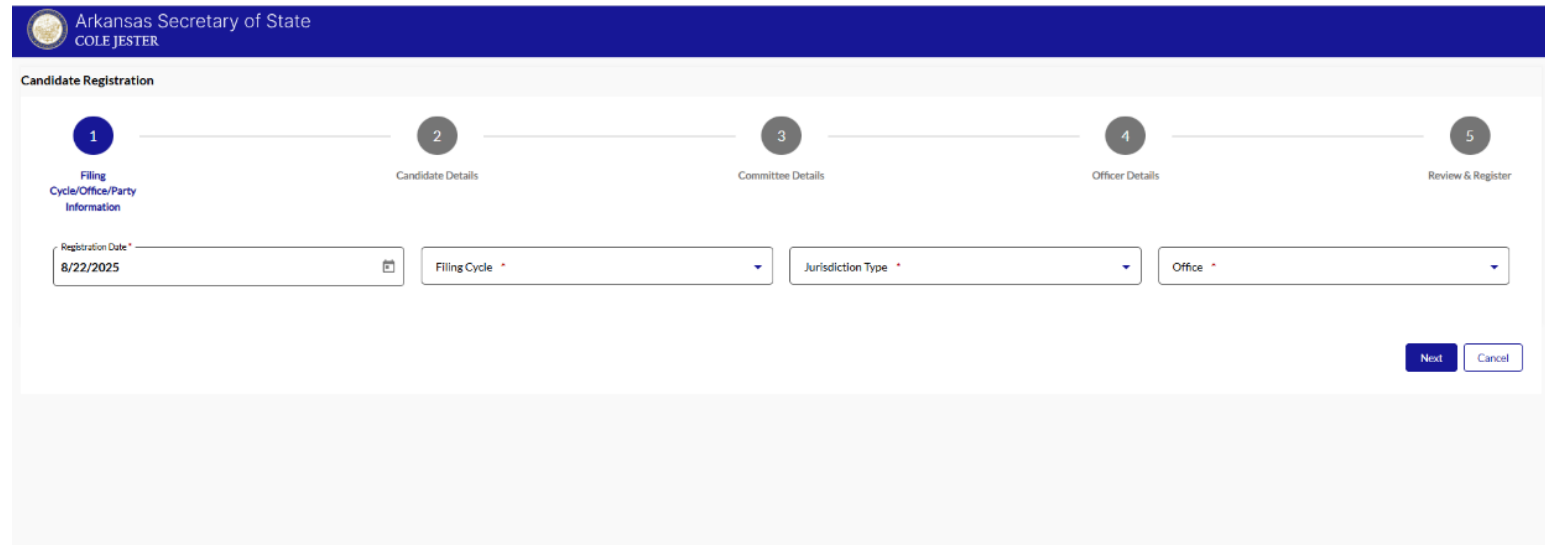


This is a close-up of the 'Register' form. It has a 'Login' and 'Register' toggle at the top, with 'Register' being the active tab. The title is 'Register a New Filing Entity'. There are three registration categories, each with a 'Registration Type' dropdown menu and a 'Register' button with a right arrow. The first category is 'Campaign Finance', with 'Candidate' selected in the dropdown. The second category is 'Lobbyists'. The third category is 'Financial Interest'.

Step-by-Step Registration

Completing Registration

7. Enter your **Registration Date**.
 - This may be a past date if you have already filed reports
8. Select your **Filing Cycle Type**.
9. Choose your **Jurisdiction Type**.
10. Select the **Office** you are filing for.
 - Additional fields will appear depending on your position.
11. Click **Next** once all information is entered.



The screenshot shows the 'Candidate Registration' form for the Arkansas Secretary of State, COLE JESTER. The form is divided into five steps: 1. Filing Cycle/Office/Party Information, 2. Candidate Details, 3. Committee Details, 4. Officer Details, and 5. Review & Register. Step 1 is currently active. The form fields include: 'Registration Date' with a calendar icon and the date '8/22/2025'; 'Filing Cycle' with a dropdown arrow; 'Jurisdiction Type' with a dropdown arrow; and 'Office' with a dropdown arrow. At the bottom right, there are 'Next' and 'Cancel' buttons.

Candidate Information

12. Enter your **Candidate Details**.

- All information becomes **public**.
- The system uses **two-step authentication**. A mobile number is recommended for faster access to authentication codes.

Arkansas Secretary of State
COLE JESTER

Candidate Registration

1 Filing Cycle/Office/Party Information 2 **Candidate Details** 3 Committee Details 4 Officer Details 5 Review & Register

Personal Details

Title First Name * Middle Name Last Name *

Suffix

Address Details

Address 1 * Address 2

City * State * AR Zip Code *

Contact Details

Phone * Mobile ⓘ Email * Alternate Email

Next Back Cancel

Committee Information

13. If you have a **Campaign Committee**, enter committee details.

- If you do not have a committee, click **Next** to continue.

Arkansas Secretary of State
COLE JESTER

Candidate Registration

Progress: 1. Filing Cycle/Office/Party Information (checked), 2. Candidate Details (checked), 3. Committee Details (active), 4. Officer Details, 5. Review & Register

Candidate Committee Details (This step is optional) ☐ Does the candidate have a campaign committee?

Next Back Cancel

Arkansas Secretary of State
COLE JESTER

Candidate Registration

Progress: 1. Filing Cycle/Office/Party Information (checked), 2. Candidate Details (checked), 3. Committee Details (active), 4. Officer Details, 5. Review & Register

Candidate Committee Details (This step is optional) ☒ Does the candidate have a campaign committee?

Committee Name *

Address 1 * Address 2

City * State * AR Zip Code *

Next Back Cancel

Officer Information

14. If a committee is listed, you must designate an **officer**.
- If no officer is available, go back and select **No committee**.

 Arkansas Secretary of State
COLE JESTER

Candidate Registration

✓

✓

✓

4

5

Filing Cycle/Office/Party Information

Candidate Details

Committee Details

Officer Details

Review & Register

* If the candidate has a committee, the designation of at least one officer that is a Treasurer or a Chairperson is required. Other officers can be added optionally.

+ Add Officer

Officer Type	Name	Address	Phone	Email	Actions
No data available					

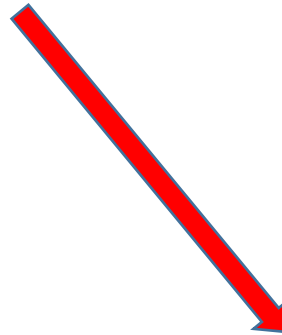
Items per page: 10 0 - 0 |< < > >|

Next Back Cancel

Final Review and Submission

15. Review all information carefully for accuracy.

16. Once confirmed, click the **red button** in the lower-left corner to submit.



✓

Filing Cycle/Office/Party Information

✓

Candidate Details

✓

Committee Details

✓

Officer Details

5

Review & Register

Filing Cycle/Office/Party Information

Registration Date

09/30/2025

Jurisdiction

Baxter

Filing Cycle

2026 Partisan Filing Cycle

Party

Democratic Party

Jurisdiction Type

County

Office

Circuit Clerk

Edit

Candidate Details

Title

First Name

Middle Name

Last Name

Suffix

Address 1

Address 2

City

State

Zip Code

Phone

Mobile

AR

72205

(000) 000-0000

Email

Alternate Email

janedoe@email.com

Committee Details

Committee Name

Address 1

Address 2

City

State

Zip Code

Officer Details

Officer Type	Name	Address	Phone	Email
No data available				

Edit

☐ 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.*

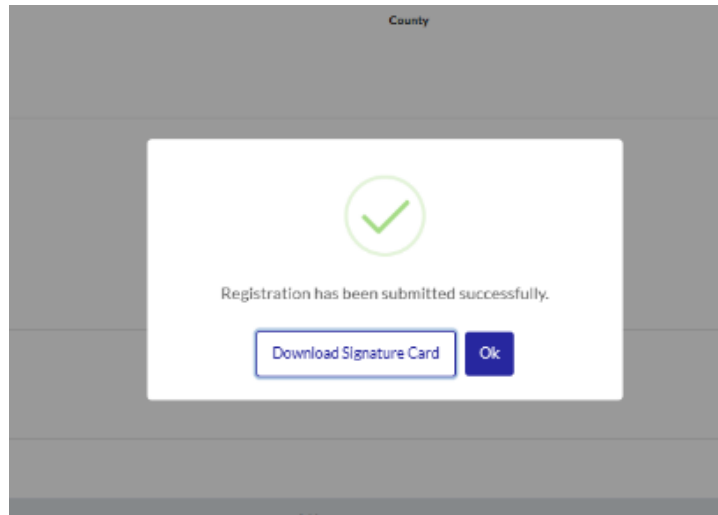
Submit

Cancel

Signature Card Submission

17. Download the Signature Card.

- Print, sign, and have it notarized.
- All listed officers must sign.
- Submit the original signed document to the Secretary of State's Office either:
 - By **mail**, or
 - By **in-person delivery**



Signature Card For the Electronic Filing of Campaign Contributions and Expenditure Reports

Please complete the following form and return to

Office of the Secretary of State
Attention: Elections
500 Woodlane Ave Ste 26,
Little Rock, AR 72201-1094

By completing this form you are agreeing to be bound by an electronic signature, which will take the form of your username and password when used to file Campaign Contributions and Expenditure Reports electronically.

I Jane Doe do swear and affirm that the signature provided below belongs to me. I agree that by signing this document my signature, for purposes of electronic reporting, will take on the form of a username and password to be provided by the Arkansas Secretary of State. And I understand that when using the aforementioned username and password, I am swearing and affirming that all information entered, filed and contained on the Campaign Contributions and Expenditure Report therein is true and correct.

Office Sought: County Sheriff Year of Election: 2025

Address as filed 123 ABC St., Little Rock, AR 72204

Contact Number (888) 888-8888

Candidate Jane Doe Signature _____

Representative _____ Signature _____

State of Arkansas

County of _____

Subscribe and sworn before me this _____ day of _____ 20 _____
(Legible Notary seal)

Notary Signature _____
My Commission Expires _____

Account Setup

18. After the Secretary of State receives your Signature Card, you'll receive an email from **Ethics-Disclosure** with a **SETUP link**.

- Create your **Password** and **Security Question**.
- Sign in with your **Username** (the email used during registration) and your new password.

✓ You are now ready to file **Campaign Contribution and Expenditure Reports online**

Financial Disclosure Account Tutorial

This portion is designated to showing how to work the Financial Disclosure System.

The screenshot shows the login page of the Arkansas Public Disclosure and Filing Portal. The page features a blue header with the Arkansas Secretary of State's name, COLE JESTER, and the ReFrame Disclosure logo. A large banner image of the Arkansas State Capitol is in the background. The main heading reads "Welcome to the Arkansas Public Disclosure and Filing Portal" with the tagline "Ensuring the Integrity of the Elections Process and Our Public Officials". On the right, there is a login form with fields for "Username" (containing "JDoe") and "Password". A red error message "Password is required" is displayed below the password field. Links for "Forgot Password?" and "Login" are present. Below the banner, the page is divided into two columns. The left column, titled "Search Data Based on Categories", includes a "Search Candidate Profiles" section with a search bar and examples, and a "Search Committee Profiles" section. The right column, titled "Latest News & Announcements", contains three news items: a welcome message to the new portal, an ethics commission reminder notice sign-up, and a "Got Questions?" section with contact information.

ethics-disclosures.sos.arkansas.gov/login

Arkansas Secretary of State
COLE JESTER

ReFrame
DISCLOSURE

Welcome to the Arkansas Public Disclosure and Filing Portal

Ensuring the Integrity of the Elections Process and Our Public Officials

Login Register

Login to an Existing Account

Username *
JDoe

Password *
Password is required

Forgot [Password ?](#)

Login →

Search Data Based on Categories

Search Candidate Profiles

Search by Entering Candidate Name

Examples: Cole Jester, Huckabee Sanders, or Commerce In Action

Additional Suggested Candidate Searches

[Top Fundraising Candidates](#)[Search all Active State/District Candidates](#)[Top Candidate Recipients of PAC Money](#)[Custom Candidate Search](#)

Search Committee Profiles

Search by Entering a Committee Name or Acronym

Latest News & Announcements

Welcome to the new and improved Arkansas Public Disclosure and Filing Portal!

We are delighted to announce the launch of our new public disclosure and filing... [\[Read More\]](#)
09/13/2023 08:30 AM

Ethics Commission Reminder Notice Signup

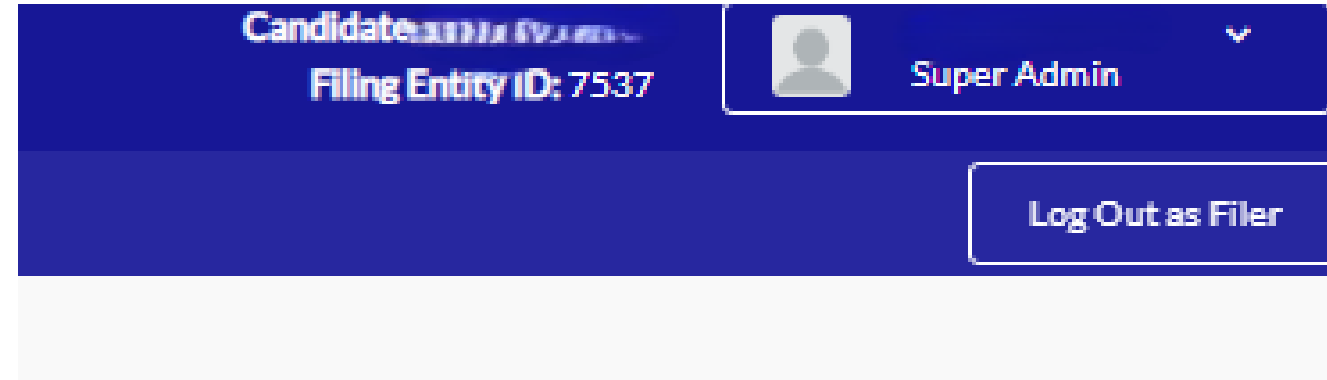
Missing your disclosure report reminder notices? Sign up below to receive courtesy reminder notices from the Ethics Commission.
<https://www.arkansasethics.com/reminder-notice-signup/>
09/13/2023 08:30 AM

Got Questions?

For contacting our office:
If you have any questions or need assistance... [\[Read More\]](#)

Account Display

- Once logged in, your account page will display in the top right corner:
- **Candidate Name**
- **Filing Entity ID** – This number uniquely identifies your account with the Secretary of State office.



Dashboard

The Dashboard provides an overview of your account activity:

- **Reminders Section** – Shows all reports that are due.
- **File Now Button** – Allows you to begin filing reports once transactions are entered.
 - *Note:* Clicking "File Now" does **not** automatically submit the report.

**Arkansas Secretary of State**
COLE JESTER

Candidate: ██████████
Filing Entity ID: 7537

 Super Admin ▼

Log Out as Filer

Dashboard Account Overview Transactions Reports Public View

Logged in as ██████████

Reminders



Overdue Report due on 04/13/2025
2025 Q1 Quarterly Report (01/03/2025 - 03/28/2025)

File Now Preview



Overdue Report due on 07/16/2025
2025 Q2 Quarterly Report (04/03/2025 - 07/01/2025)

Preview



Report to File due on 10/15/2025
2025 Q3 Quarterly Report (07/01/2025 - 09/30/2025)

Preview



2025 Q4 Quarterly Report (10/01/2025 - 12/31/2025)
Due in 94 days (01/15/2026)

Preview



2026 January Monthly Report (01/01/2026 - 01/31/2026)
Due in 130 days (02/20/2026)

Preview



2026 March Monthly Report (03/01/2026 - 03/31/2026)
Due in 191 days (04/22/2026)

Preview

2
Pending Transactions



View ↗

8
Unfiled Reports



View ↗

Financial Summary

Filed Information

Unfiled Information

	Cumulative Totals
Interest	\$0.00
Total Loans	\$0.00
Total Monetary Contributions	\$0.00
Total Expenditures	\$0.00
Balance of Funds as of	\$0.00

Account Overview

This section provides detailed account information:

- **Profile** – Displays your account profile and registration details.
- **Download Registration** – A copy of your registration can be downloaded.
- **Amend Registration Tab** – Allows you to make changes to your registration.
- **Terminate Tab** – To terminate your account if needed.
- **Documents** – Shows all correspondence.
- **Event Log** – Displays:
 - Who logged in
 - Event description
 - Date and time
- **Administrative Notes** – Reserved for Arkansas Secretary of State notations (*not used by candidates*).

Account Overview

Dashboard

Account Overview

Transactions

Reports

Public View

Log Out as Filer

Profile

Documents

Event Log

Administrative Note

Filing Cycle/Office/Party Information

Amend Registration

Terminate

Registration Date

01/01/2025

Jurisdiction

██████████

Filing Cycle

2026 Partisan Filing Cycle

Party

██████████

Jurisdiction Type

County

Office

County Sheriff

Candidate Details

Title

██████████

Suffix

██████████

State

AR

Email

██████████

First Name

██████████

Address 1

██████████

Zip Code

██████████

Middle Name

██████████

Address 2

██████████

Phone

██████████

Last Name

██████████

City

██████████

Mobile

██████████

Committee Details

Committee Name

State

Address 1

Zip Code

Address 2

City

Officer Details

Officer Type	Name	Address	Phone	Email
No data available				

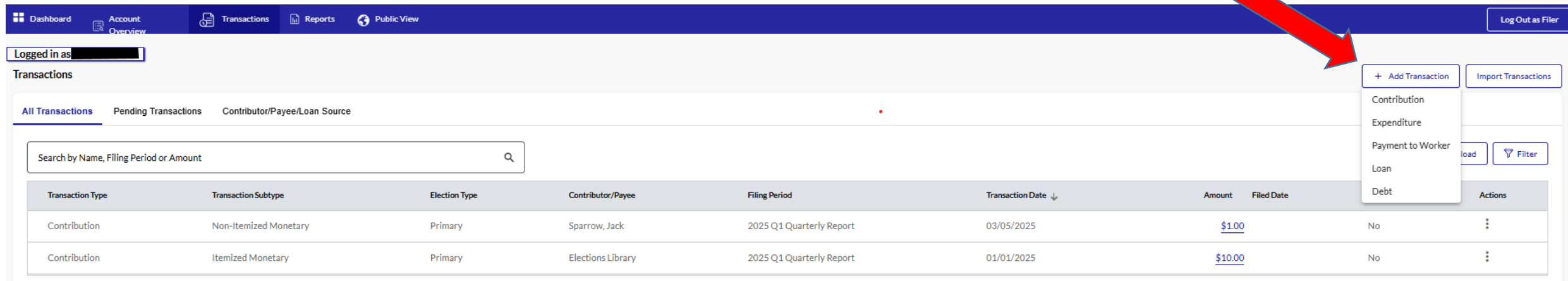
Registration Amendment History

Date	Amended Description	Type	Actions
01/01/2025		Original	Download

Transactions

Adding Transactions

1. Select **Transactions** from the top left menu (third option under Arkansas Secretary of State).
2. Click **+ Add Transaction** at the top right.
3. Choose the **type of transaction** (e.g., Contribution, Expenditure, etc.).



The screenshot shows the 'Transactions' page in a web application. The top navigation bar is dark blue with links for 'Dashboard', 'Account Overview', 'Transactions', 'Reports', and 'Public View'. A 'Log Out as Filer' button is in the top right. Below the navigation bar, a 'Logged in as' dropdown shows a redacted name. The main section is titled 'Transactions' and has tabs for 'All Transactions', 'Pending Transactions', and 'Contributor/Payee/Loan Source'. A search bar is present with the placeholder 'Search by Name, Filing Period or Amount'. A table displays transaction data with columns: Transaction Type, Transaction Subtype, Election Type, Contributor/Payee, Filing Period, Transaction Date, Amount, Filed Date, and Actions. Two transactions are listed: a \$1.00 contribution to Sparrow, Jack and a \$10.00 contribution to Elections Library. A red arrow points to the '+ Add Transaction' button in the top right corner, which has a dropdown menu open showing options: Contribution, Expenditure, Payment to Worker, Loan, and Debt.

Transaction Type	Transaction Subtype	Election Type	Contributor/Payee	Filing Period	Transaction Date	Amount	Filed Date	Actions
Contribution	Non-Itemized Monetary	Primary	Sparrow, Jack	2025 Q1 Quarterly Report	03/05/2025	\$1.00	No	⋮
Contribution	Itemized Monetary	Primary	Elections Library	2025 Q1 Quarterly Report	01/01/2025	\$10.00	No	⋮

Contributions

1. Select **Contribution Type** (e.g., Itemized Monetary, Non-Itemized Monetary).
2. Select **Election Type** (Primary, General, etc.).
3. Enter the **date** of the transaction.
4. Enter the **funding source** and add the **Contributor**.
 - *Note:* Contributor's information must be added.
5. Enter the **amount** of the transaction.
 - *Note:* The **Description** field is optional.
6. Click **Save** (below the Description field on the right).
7. A confirmation message will appear. You can then enter another transaction if needed.
 - *Note:* Some contribution types may require additional fields.

New Contribution
Transactions > New Contribution

Contribution Type *
Itemized Monetary

Election Type *

Transaction Details ⓘ

Date *

Funding Source *

Contributor *

Amount *

External Contribution ID

Cumulative Total for this Contributor ⓘ

Itemized Monetary Contribution Amount	\$0.00
Non-Itemized Monetary Contribution Amount	\$0.00
Itemized NonMoney Contribution Amount	\$0.00
Cumulative Total for this Election	\$0.00

Save Cancel

Expenditures

1. Select **Expenditure Type** (e.g., Itemized Monetary, Non-Itemized Monetary).
2. Select **Category** (Filing Fee, Fundraising, etc.)
3. Select **Election Type** (Primary, General, etc.).
4. Enter the **date** and **amount** of the transaction.
 - *Note:* Description is optional.
5. Click **Save**.
6. A confirmation message will appear. You can add another transaction if needed.
 - *Note:* Some expenditure types may require additional fields.

New Expenditure
Transaction > New Expenditure

Expenditure Type * Itemized Monetary	Category *
Election Type *	Transaction Date * 
Transaction Details ⓘ	
Payee Type *	Q Payee *
Amount *	External Expenditure ID
Description	

[Save](#) [Cancel](#)

Reports

This section displays all reports with details:

- **Report Name**
- **Start Period / End Period**
- **Due Date**
- **Report Version / Type**
- **Actions**

Arkansas Secretary of State
COLE JESTER

Candidate: [REDACTED]

Filing Entity ID: 7537

Super Admin

Log Out as Filer

Dashboard

Account Overview

Transactions

Reports

Public View

Logged in as [REDACTED]

Reports

Pending

Filed

Search By Report Name or Report Year

Filter

Report Name	Start of Period	End of Period	Due Date ↑	Report Version	Report Type	Actions
2025 Q1 Quarterly Report	01/03/2025	03/28/2025	04/13/2025	Pending	Scheduled Financial Report	⋮
2025 Q2 Quarterly Report	04/03/2025	07/01/2025	07/16/2025	Pending	Scheduled Financial Report	⋮
2025 Q3 Quarterly Report	07/01/2025	09/30/2025	10/15/2025	Pending	Scheduled Financial Report	⋮
2025 Q4 Quarterly Report	10/01/2025	12/31/2025	01/15/2026	Pending	Scheduled Financial Report	⋮

Reports Cont.

This section displays two tabs:

Filed Reports

- Shows reports that have been filed.

Pending Reports

- Shows reports that have not yet been filed.
- Preview Filing** – Click the three dots on the far right to preview.
- Submit Filing** – Click the three dots to submit filing.

Reports

Pending

Filed

Search By Report Name or Report Year

Filter

Report Name	Start of Period	End of Period	Due Date ↑	Report Version	Report Type	Actions
2025 Q1 Quarterly Report	01/03/2025	03/28/2025	04/13/2025	Pending	Scheduled Financial Report	Preview Submit Filing
2025 Q2 Quarterly Report	04/03/2025	07/01/2025	07/16/2025	Pending	Scheduled Financial Report	
2025 Q3 Quarterly Report	07/01/2025	09/30/2025	10/15/2025	Pending	Scheduled Financial Report	

Submit Filing

- Attention: Please Do Not check the optional square box unless this is your final report ending the filing cycle.

1. Select the **Election Type**.
2. Enter the **Balance** of funds at beginning of the reporting period
 - Note: This amount will vary by filer. Also, this section may begin with a zero balance.
3. Review all information before submission.
4. Click the **File** button.

Arkansas Secretary of State
COLE JESTER

Dashboard Account Overview Transactions Reports Public View

Logged in as [redacted]

Report Summary
2025 Q1 Quarterly Report

Start of Period: 01/03/2025
End of Period: 03/28/2025
Due Date: 04/13/2025
183 Days Late

☐ Check here if you are ready to end your campaign and file your Last Final report. Disposal of surplus campaign funds is required. After filing this report, please remember to terminate your account on the Account Overview Page. Filing the Last and Final Report does not terminate your account.

Election Type *

Summary	Primary Election Reporting Period	Primary Cumulative Total
Balance of Campaign funds at beginning of reporting period	For Reporting Period ①	
Interest earned on campaign account	\$0.00	\$0.00
Total Loans	\$0.00	\$0.00
Total Monetary Contributions	\$11.00	\$11.00
Total Expenditures	(\$0.00)	(\$0.00)
Balance of campaign funds at close of reporting period	\$11.00	

Preview File Cancel

Submit Cont.

1. Enter **Officer's Name**.
2. Enter **Title**.
3. Select the box to Certify your report is correct.

Arkansas Secretary of State
COLE JESTER

Candidates
Filing Entity ID: 7557

Super Admin

Log Out as Filer

DashboardAccount OverviewTransactionsReportsPublic View

Logged in as [REDACTED]

Report Summary

2025 Q1 Quarterly Report

Start of Period

01/03/2025

End of Period

03/28/2025

Due Date

04/13/2025

183 Days Late

☐ Check here if you are ready to end your campaign and file your Last Final report. Disposal of surplus campaign funds is required. After filing this report, please remember to terminate your account on the Account Overview Page. Filing the Last and Final Report does not

Rejection Type
General

Summary

Balance of Campaign funds at beginning of reporting period
Interest earned on campaign account
Total Loans
Total Monetary Contributions
Total Expenditures
Balance of campaign funds at close of reporting period

Acknowledgment

Name *

Name is required

Title *

Date *

10/13/2025, 1:02 PM

☐ I certify to the best of my knowledge and belief that the information disclosed in this report is a complete, true, and accurate financial statement of my (the candidate's) campaign contributions and expenditures.

SubmitCancel

Public View

- Displays the information visible to the public.

