



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 the name 'Arkansas Secretary of State COLE JESTER'. A navigation bar contains links for Elections, Business Services, Educators, Visit the Capitol, About, and Awards & Citations. Below the navigation bar is a banner image with the word 'Elections' in white text. The main content area is divided into three columns. The left column, titled 'In this Section:', contains links for 'File Ethics Forms' and 'Search Ethics Filings'. The middle column, titled 'For Ethics Filings', contains a notice about the new filing system and a list of links, including 'Online Financial Disclosure System' which is highlighted with a red arrow. The right column, titled 'Locations', provides contact information for the Arkansas Secretary of State Executive Office and the Business & Commercial Services (BCS) office.

https://www.sos.arkansas.gov/elections/for-ethics-filings

Arkansas Secretary of State
COLE JESTER

Elections Business Services Educators Visit the Capitol About Awards & Citations

Elections

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 homepage of the Arkansas Public Disclosure and Filing Portal. The header includes 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. On the right side, there is a 'Login' and 'Register' modal. The 'Login' tab is active, showing fields for 'Username' (with 'jdoel' entered) and 'Password' (with masked characters). Below these fields are links for 'Forgot Password?' and a 'Login' button with a right arrow. 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 a 'Search Candidate Profiles' box with a search bar and examples, and a 'Search Committee Profiles' box. The news section contains three items: a welcome message, an ethics commission reminder notice, and a 'Got Questions?' link.

This screenshot shows a close-up of the 'Register' tab within the login/register modal. The title is 'Register a New Filing Entity'. Under the 'Campaign Finance' section, there is a 'Registration Type' dropdown menu with 'Candidate' selected, and a 'Register →' button. Below this, there are two more sections: 'Lobbyists' and 'Financial Interest', each with its own 'Register →' button. The background of the modal shows a blurred view of the Arkansas State Capitol.

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**.
 - County, Municipal, and School Board candidates will select the 2026 Local Candidate Filing Cycle.
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.

*Please note that this training manual is based on selecting offices for **county positions**. If you are filing for a **school board** or **municipal office** position, you should select the office information that corresponds to the position for which you are running.

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. It contains a 'Registration Date' field with the value '6/4/2026'. A red arrow points to the 'Filing Cycle' dropdown menu, which is open and shows a list of options: '2028 Partisan Candidate Filing Cycle', '2026 Special Election Filing Cycle', '2026 Local Candidate Filing Cycle' (highlighted), '2025 Augusta Mayor Special Election Filing Cycle', '2022 Local Filing Cycle', '2024 Local Filing Cycle', and '2026 District 44 Special Election Cycle'. To the right of the 'Filing Cycle' dropdown are 'Jurisdiction Type' and 'Office' dropdown menus. At the bottom right of the form 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

1 Filing Cycle/Office/Party Information 2 Candidate Details 3 Committee Details 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

1 Filing Cycle/Office/Party Information 2 Candidate Details 3 Committee Details 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 |< < > >|

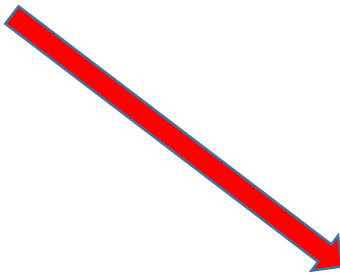
Next

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

Registration Date

08/04/2026

Jurisdiction

Pulaski

Filing Cycle

2026 Local Candidate Filing Cycle

Party

Non-Partisan

Jurisdiction Type

County

Office

County Clerk

Edit

Candidate Details

Title

Jane

Suffix

State

AR

Email

janedoe@mail.com

First Name

Address 1

Zip Code

Alternate Email

Middle Name

Address 2

Phone

Last Name

City

Mobile

123 ABC St.

72205

(000) 000-0000

Edit

Committee Details

Committee Name

Address 1

State

Address 2

City

Edit

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. *

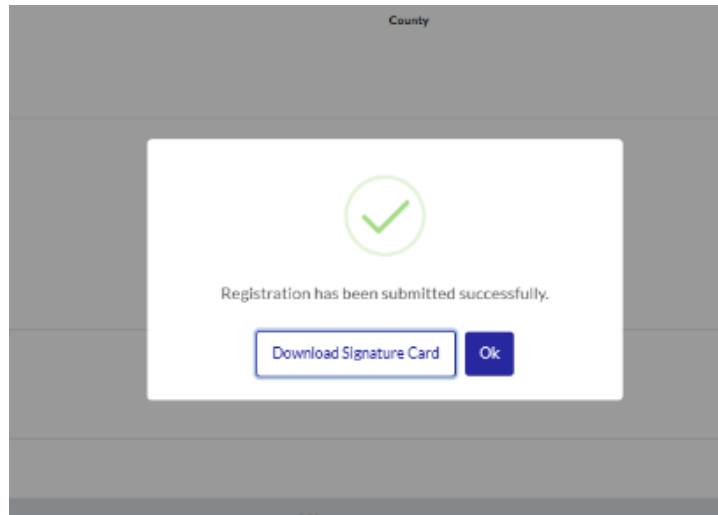
Submit

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 logo and the text "Arkansas Secretary of State COLE JESTER". The main banner image shows the Arkansas State Capitol building with the text "Welcome to the Arkansas Public Disclosure and Filing Portal" and "Ensuring the Integrity of the Elections Process and Our Public Officials". On the right side, there is a login form with fields for "Username" (containing "JDoe") and "Password" (with a red error message "Password is required"). Below the password field is a link for "Forgot Password?". A "Login" button is at the bottom of the form. To the left of the login form, there is a "Search Data Based on Categories" section with a search bar for "Search Candidate Profiles" and a list of suggested searches: "Top Fundraising Candidates", "Search all Active State/District Candidates", "Top Candidate Recipients of PAC Money", and "Custom Candidate Search". Below this is a "Search Committee Profiles" section. On the right side, there is a "Latest News & Announcements" section with three items: "Welcome to the new and improved Arkansas Public Disclosure and Filing Portal!", "Ethics Commission Reminder Notice Signup", and "Got Questions?".

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

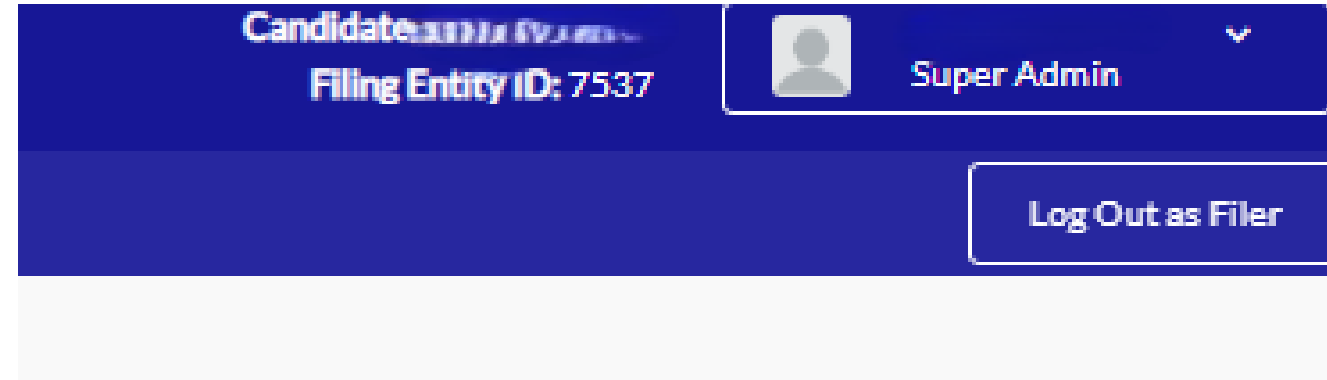
→ **Welcome to the new and improved Arkansas Public Disclosure and Filing Portal!**
We are delighted to announce the launch of our new public disclosure and filing... [\[Read More\]](#)
09/13/2023 08:30 AM

→ **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.
- **Add Report Button**- Allows you to add the reports based off of the Arkansas Ethics Commission filing calendar.
- **File Now Button** – Allows you to begin filing reports once transactions are entered.
 - *Note:* Clicking "File Now" does **not** automatically submit the report.

The screenshot shows the Arkansas Secretary of State's Campaign Finance Dashboard for user COLE JESTER. The interface includes a top navigation bar with links to Dashboard, Account Overview, Transactions, Reports, and Public View. The user is logged in as 'Super Admin'. The main content area is divided into several sections:

- Reminders:** A section titled 'Reminders' with a sub-header 'To see additional information, click on the reminder.' It contains two items:
 - 'Add a Campaign Contribution & Expenditure (C&E) Report.' with a 'Click here to add a report to your account.' link and an 'Add Report' button.
 - '2026 Nov Election Final Report (10/25/2026 - 12/30/2026)' with a 'Due in 169 days (01/20/2027)' note and 'File Now' and 'Preview' buttons.
- Pending Transactions:** A section showing '0' pending transactions with a 'View' link.
- Unfiled Reports:** A section showing '1' unfiled reports with a 'View' link.
- Financial Summary:** A table with two columns: 'Filed Information' and 'Unfiled Information'. It lists various financial items and their cumulative totals.
- Quick Reference Guides:** A section with a 'View' link.

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 Local Candidate 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				

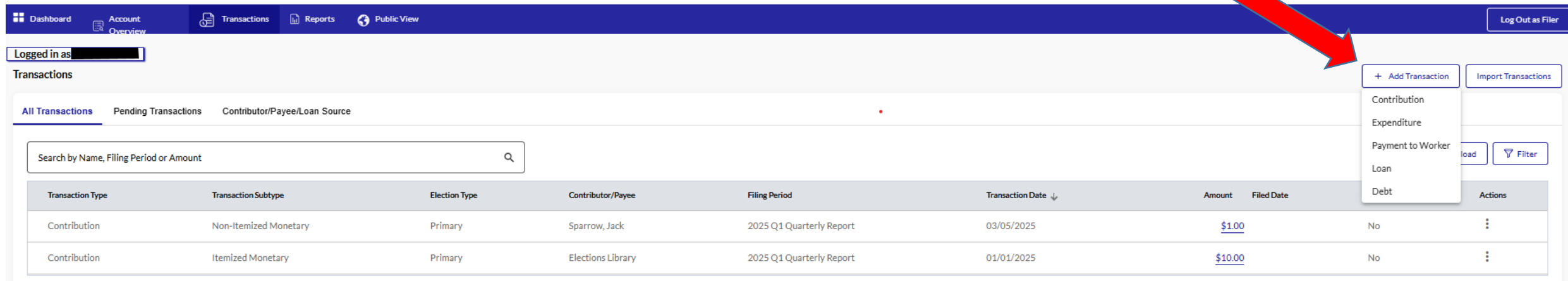
Registration Amendment History

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. On the right side, there are buttons for '+ Add Transaction' and 'Import Transactions'. A red arrow points to the '+ Add Transaction' button, 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:

Filing Entity ID: 7537

Super Admin

Log Out as Filer

Dashboard

Account Overview

Transactions

Reports

Public View

Logged in as

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

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

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

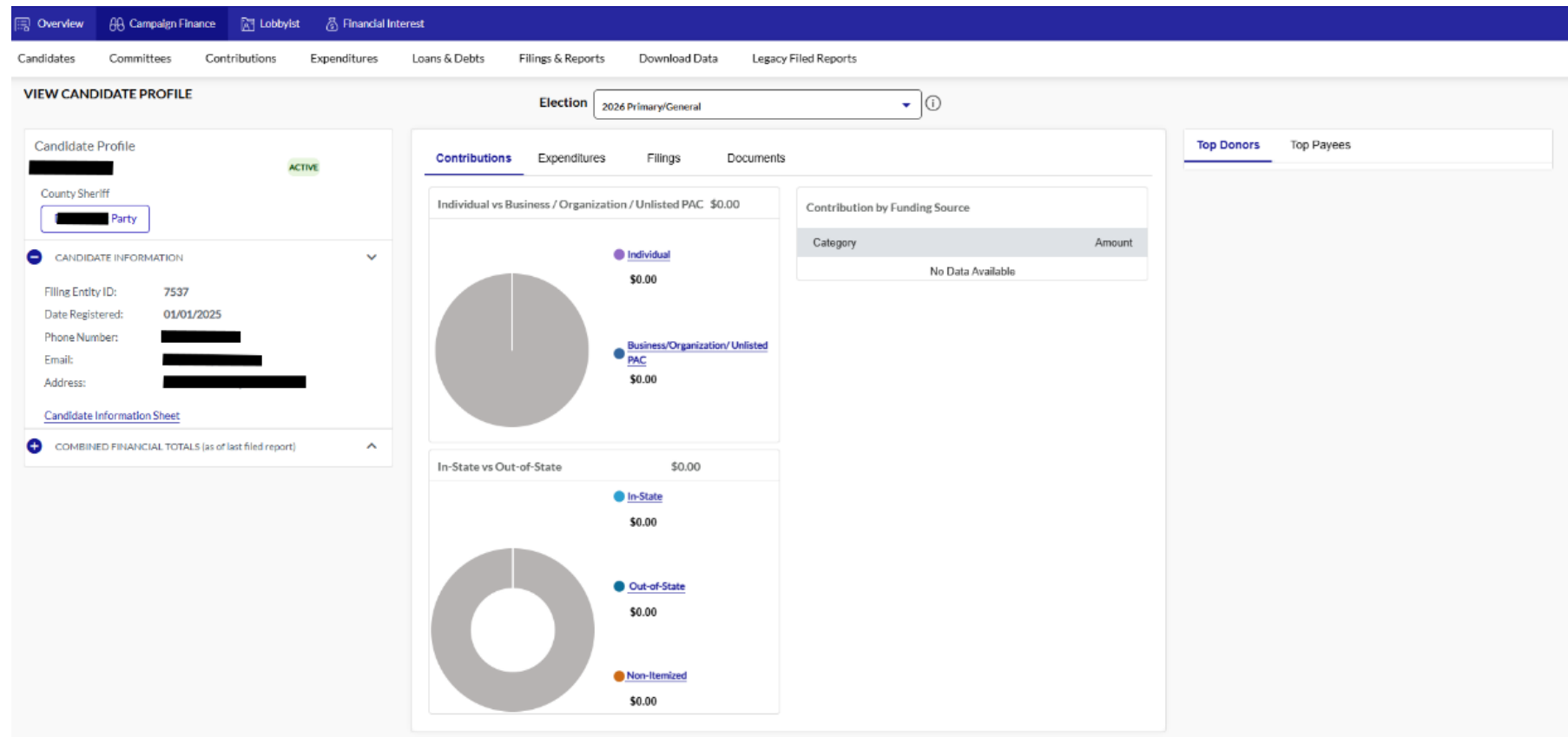
☐ I certify to the best of my knowledge and belief that the information disclosed in this report is a complete, true, and accurate financial statement of my (the candidate's) campaign contributions and expenditures.

Submit

Cancel

Public View

- Displays the information visible to the public.



Contacts — Elections Division

- **Shakari Washington**
Campaign Finance Specialist
Phone: (501) 682-3476
Email: Shakari.Washington@sos.arkansas.gov
- **Kira Reed**
Election Library Representative
Phone: (501) 682-3471
Email: Kira.Reed@sos.arkansas.gov
- **Briana Owens**
Election Library Representative
Phone: (501) 682-3478
Email: Briana.Owens@sos.arkansas.gov