



2022 Filing Day Guide

Financial Disclosure Statements

Basic Info – Financial Disclosure Statements (FDS):

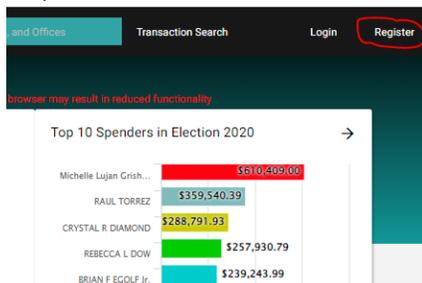
New candidates (not an incumbent) for **legislative** or **statewide** office, *must* complete a financial disclosure statement. They will need to register as a 2022 Financial Disclosure Filer in the Campaign Finance Information System (CFIS) at **login.cfis.state.nm.us**. After registering, FDS filers will need to file the statement in their FDS account.

Paper forms are no longer accepted—this process must be completed through the online system.

Individuals with a FDS requirement will also need to file a Candidate Campaign Committee Registration; the FDS and the CCCR need to be registered in CFIS separately. The FDS filers will register as a “Financial Disclosure Filer” in addition to their “Campaign Finance” committee registration.

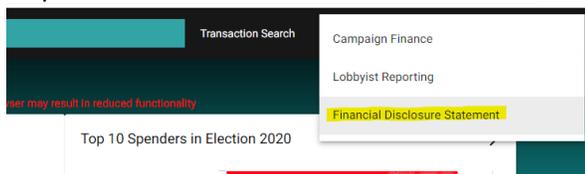
To Register for a FDS Account:

Step 1:



The filer will need to Register at <https://login.cfis.sos.state.nm.us/#/index> and find the register button on the top right.

Step 2:



The filer will choose the appropriate registration type. (i.e. Financial Disclosure Statement)

Step 3:

Please Select your reason for filing. You may add more than one reason for filing. I am a

- Candidate
- Incumbent
- Appointed to
- Employee of

The registrant will then need to select the appropriate reason for filing; and select “Submit” in the first section. The candidate will then enter information where it is required.

Step 4:

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.

Dolly Parton 03/07/2022

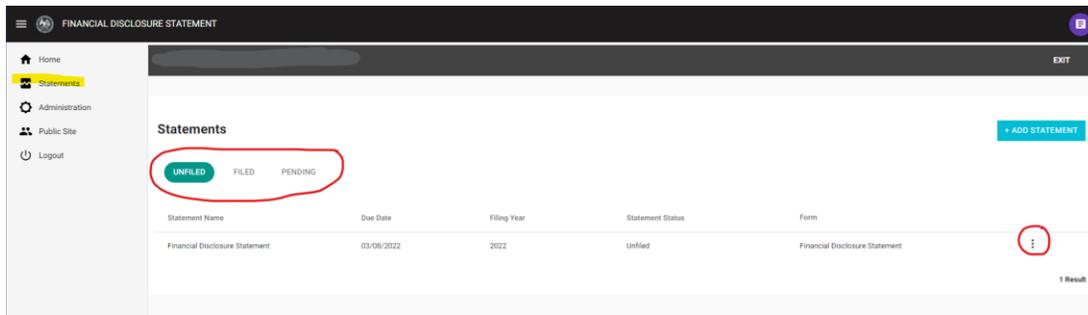
Electronic Signature of Reporting Individual Date

Once all of the required fields are complete, the candidate will check the box to affirm that the information is “true, correct, and complete” to their knowledge; they will also type their name and select “submit.”

To File the FDS:

Once the candidate’s registration has been accepted, they can log in and file their FDS. (Please note: Registrations are processed by SOS staff/approval is not automatic/instantaneous).

Under “Statements” – the unfiled FDS will appear under the “Unfiled” section. To file, the candidate will click on the three vertical dots on the right-hand side of the screen. (See picture below).



Form

Financial Disclosure Statement

⋮

From there, the candidate will enter responses to each of the fourteen questions (using the drop-down icon to expand each question). Note: There is an option to select “None” if a section does not apply.

← 2022 - 2022 Financial Disclosure Statement SAVE PREVIEW FILE STATEMENT

Due in 1 day

Click each heading section to verify or add information. You must either add a disclosure or click none to each section before you file the statement.
If you have more than one disclosure in a section, you may continue to click add disclosure to add items.

Reporting Individual – CONTACT INFORMATION ▼

Reporting Individual – CURRENT FILING STATUS ? ▼

3. Reporting Individual - EMPLOYER INFORMATION ? ▼

4. Spouse of Reporting Individual - EMPLOYER INFORMATION ? ▼

After the questions have been complete, the filer will expand the “Acknowledgements Panel” and check the box affirming that the information is “true, correct, and complete” to the best of their knowledge – before scrolling to the top of the page to select “File Statement.” (See screenshots below).

14. GENERAL INFORMATION/MEMO FIELD ? ∨

Acknowledgements Panel ∧

I hereby swear or affirm under penalty of perjury that the foregoing information is true, correct and complete to the best of my knowledge.

← 2022 - 2022 Financial Disclosure Statement SAVE PREVIEW FILE STATEMENT

Due in 1 day

Click each heading section to verify or add information. You must either add a disclosure or click none to each section before you file the statement.
If you have more than one disclosure in a section, you may continue to click add disclosure to add items.

In the pop-up window, the candidate will type their name, their title and select “Agree”



I hereby swear or affirm, under penalty of law, that all the information on this form is true, correct and complete to the best of my knowledge.

Bruce Wayne
Electronic Signature of Reporting Individual

Candidate - County Sheriff | 03/07/2022
Title | Date

CANCEL AGREE

After the FDS has been filed, the form can be viewed/printed. It will be under “Statements” and “Filed.”

Statements

UNFILED **FILED** PENDING

Statement Name	Filed Date	Filing Year	Due Date	Statement Status
Financial Disclosure Statement	03/07/2022	2022	03/08/2022	Filed

The candidate will select the three vertical dots on the right-hand side of the page, and “View.”

Form

Financial Disclosure Statement ⋮

View

If you need further assistance, please contact:
(505) 827-3600, option 2
Or email us at sos.elections@state.nm.us