

REQUEST FOR ELECTRONIC FILING/ACCESS PASSWORD

This form authorizes the Office of the City Secretary to issue the password/access to the electronic filing system for the individual noted in Box 3. The individual responsible for filing reports must complete the form and return it by mail or hand delivery to the City of Dallas, Office of the City Secretary, 1500 Marilla Street, 5DS, Dallas, TX 75201, or by fax to 214-670-5029.

It is your responsibility to protect your password. If you forget your password, contact the Office of the City Secretary at 214-670-5657. You will be given your password ONLY after you correctly answer the question you provided in Box #9.

INSTRUCTIONS FOR COMPLETING "FORM PASS."

The following numbers correspond to the numbered boxes on "FORM PASS."

1. **Filer Account #.** This does not apply to City of Dallas filers. It only applies to filers with the State of Texas. City of Dallas filers leave this blank.
2. **Name of Candidate/Political Action Committee (PAC).** Enter name of candidate/PAC. You must submit one Form "PASS" for each candidate/PAC filing electronic reports for each requested password.
3. **Name of Individual Requesting Password.** If you are the candidate/officeholder, **SKIP** this section.
4. **Address.** Enter the complete address of the individual requesting the password.
5. **Telephone Number.** Enter a work/other telephone number of the individual requesting the password, including the area code and, if applicable, the extension number.
6. **E-mail Address.** Enter the e-mail address of the individual requesting the password.
7. **Office Held.** If you are an officeholder, enter the office currently held. If not applicable, **Skip** this section.
8. **Office Sought.** If you are a candidate, enter the office you seek. If not applicable, **SKIP** this section.
9. **Secret Question.** Enter a question. Chose a question that only you know the answer. If you forget your password, this is the question you will be required to correctly answer.
10. **Answer to Question.** Enter the answer to the question you entered in Box #9. For your security and convenience, make sure the answer is something that only you know and that is extremely difficult for others to guess, even if they are asked your question. If you forget your password, this is the answer you will be required to give to the question in Box #9 before the password is issued.
11. **Filer Signature.** The filer requesting the password must sign the statement (if applicable). Sign after reading the statement.
12. **Filer/Individual Requesting Password.** The filer and individual requesting the password must sign the statement (if applicable). Sign after reading the statement.

DISCLAIMER: All passwords will remain in effect until Form C/OH-FR or Form PASS-R are received.

REQUEST FOR ELECTRONIC FILING/ACCESS PASSWORD

FORM PASS

<p>Please print or type everything other than your signature. See back for additional explanation about completing this document.</p>		1	FILER ACCOUNT #
2	NAME OF CANDIDATE / POLITICAL ACTION COMMITTEE (PAC)	OFFICE USE ONLY Date Received	
3	NAME OF INDIVIDUAL REQUESTING PASSWORD (If applicable)		
4	ADDRESS OF INDIVIDUAL REQUESTING PASSWORD	ADDRESS (No PO Box, please) APT / SUITE # CITY STATE ZIP CODE Date Hand-delivered or Postmarked	
5	TELEPHONE NUMBER Work Other	AREA CODE PHONE NUMBER EXTENSION () ()	PASSWORD
6	EMAIL ADDRESS		
7	OFFICE HELD (If applicable)		
8	OFFICE SOUGHT (If applicable)		
9	SECRET QUESTION		
10	ANSWER TO QUESTION		
11	FILER SIGNATURE (IF APPLICABLE)	<p>I swear that I am the person required by Title 15, Election Code, to file campaign finance reports with the Office of the City Secretary, the local filing authority for the Texas Ethics Commission. This document is my official password request for the purpose of filing electronic campaign finance reports with the Office of the City Secretary.</p> <p>_____</p> <p style="text-align: center;">Signature of Filer</p>	
12	FILER/INDIVIDUAL REQUESTING PASSWORD (IF APPLICABLE)	<p>I swear that I am the person required by Title 15, Election Code, to file campaign finance reports with the Office of the City Secretary, the local filing authority for the Texas Ethics Commission; and I authorize the individual listed below to receive a password and access my electronic campaign finance reports.</p> <p>_____</p> <p style="text-align: center;">Signature of Filer</p> <p>I swear that I am the individual listed in Box 3 authorized to receive a password and access the filer's electronic campaign finance reports.</p> <p>_____</p> <p style="text-align: center;">Signature of Individual Requesting Password</p>	

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