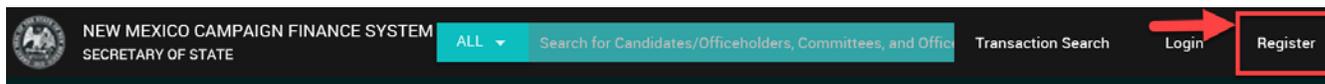


2021 FINANCIAL DISCLOSURE STATEMENT

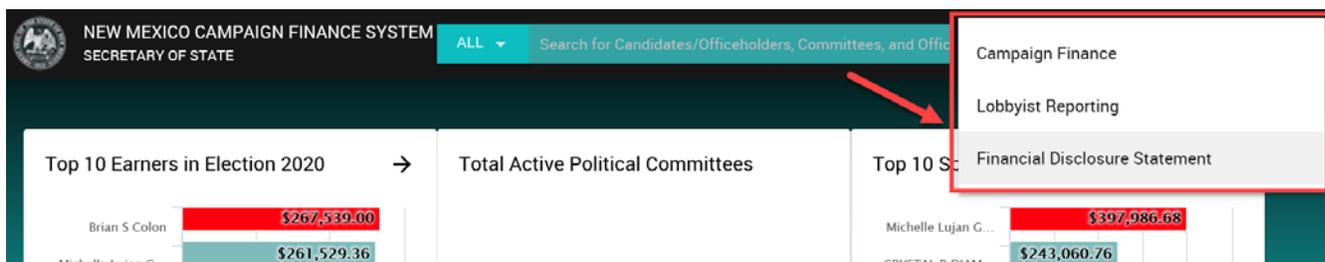
ELECTRONIC FILING INSTRUCTIONS

STEP ONE: REGISTRATION

1. Go to <https://login.cfis.sos.state.nm.us>
2. Click REGISTER in the upper right hand corner of the screen



3. Select FINANCIAL DISCLOSURE STATEMENT from the dropdown menu



Note: If you already have an account on CFIS, we recommend that you REGISTER using the same email as your existing account so your Financial Disclosure Statement filing can be completed with your existing credentials

4. Fill in requested information on the form. NOTE—any field underlined in **RED** is a required field. The SUBMIT button in the lower right hand corner will not activate until all required fields are filled.

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

Candidate
 Incumbent
 Appointed to
 Employee of

Reporting Individual

Title: _____ First Name: _____ Middle Name: _____ Last Name: _____ Suffix: _____

Reporting Individual Address Information

Residence Address: _____ Apartment, Building, Suite, etc.: _____
City: _____ State: _____ Zip Code: _____

Mailing address if different

Reporting Individual Contact Information

Phone: _____ Email: _____

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.

Type Name Here: _____ Electronic Signature of Reporting Individual _____ Date: 01/06/2021 _____

Be certain to click on "Add Reason for Filing" once you have completed your office information:

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

Candidate Office: State Senator Jurisdiction: Santa Fe District: DISTRICT 25
 Incumbent
 Appointed to
 Employee of

ADD REASON FOR FILING ←

Provide your electronic signature and click SUBMIT. Recheck that your information is fully complete if the SUBMIT button is not activating...

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.

Suzanne Hursh 01/06/2021

Electronic Signature of Reporting Individual Date

CANCEL **SUBMIT** →

5. You should receive confirmation that your registration has been forwarded for approval:

 **NEW MEXICO CAMPAIGN FINANCE SYSTEM**

Thank you for your Financial Disclosure Statement Filer registration. It has been submitted to the New Mexico Secretary of State for review.

If your system registration is accepted, your username and password will be sent to the email address that you provided.

If your registration is not accepted, you will be notified.

Please be advised that the Financial Disclosure must be postmarked or received in our office no later than January 31, 2020, for all person(s) holding a legislative or statewide office for every year that all person(s) hold public office.

If you have any questions or need assistance, please contact New Mexico Registrar-Recorder at one of the following:

- Email: <https://www.elections.state.nm.us/>
- Phone: (1-800-477-3632 Toll-Free) or 505-827-3600

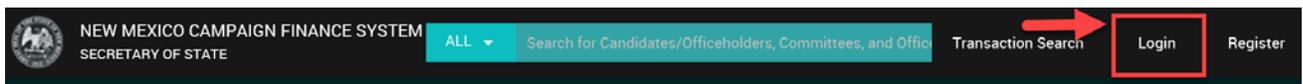
6. Once your registration is approved by the Secretary of State's office (SOS), you will receive an email from the SOS with your User Name and a link to AUTHENTICATE your account.

STEP TWO: ACCOUNT AUTHENTICATION

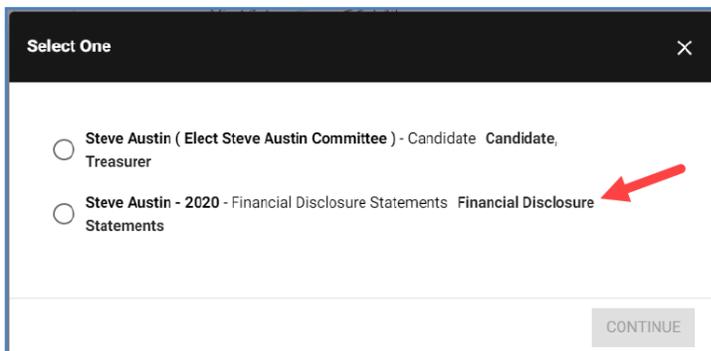
Upon receipt of the authentication email, click on the link provided in the email to be taken to the site. There, you will provide a personal PASSWORD to replace the SOS provided temporary password and create a security question. If you have existing credentials, you will not be required to further authenticate, but will continue to use your established user name, password and security question. Once complete, you will be able to SIGN IN to your CFIS account.

STEP THREE: LOGIN and FILING

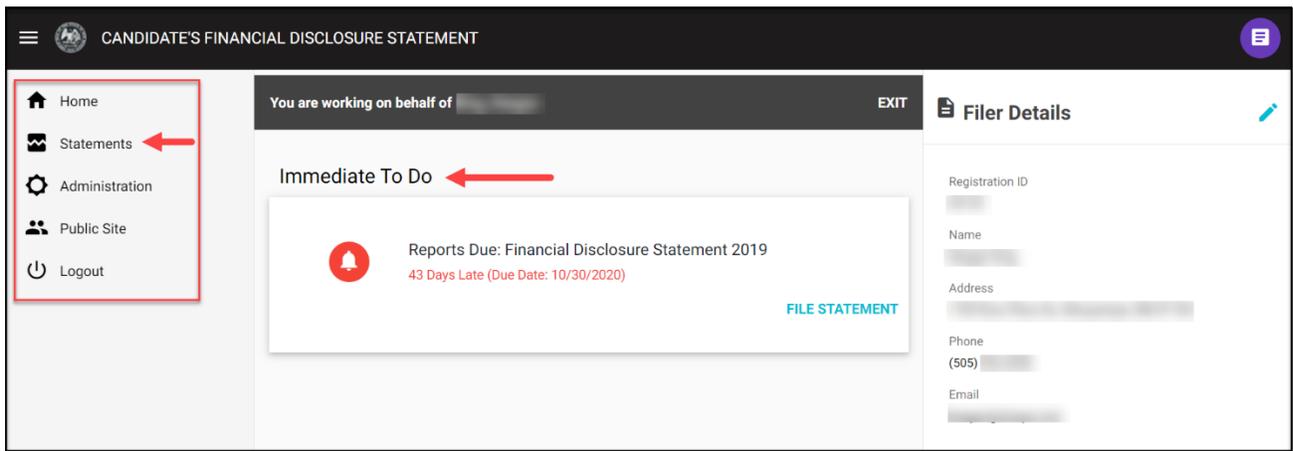
1. Now that you have your user name and password, go back to the public home page at <https://login.cfis.sos.state.nm.us>
2. This time, click on LOGIN in the upper right hand corner to input your user name and password:



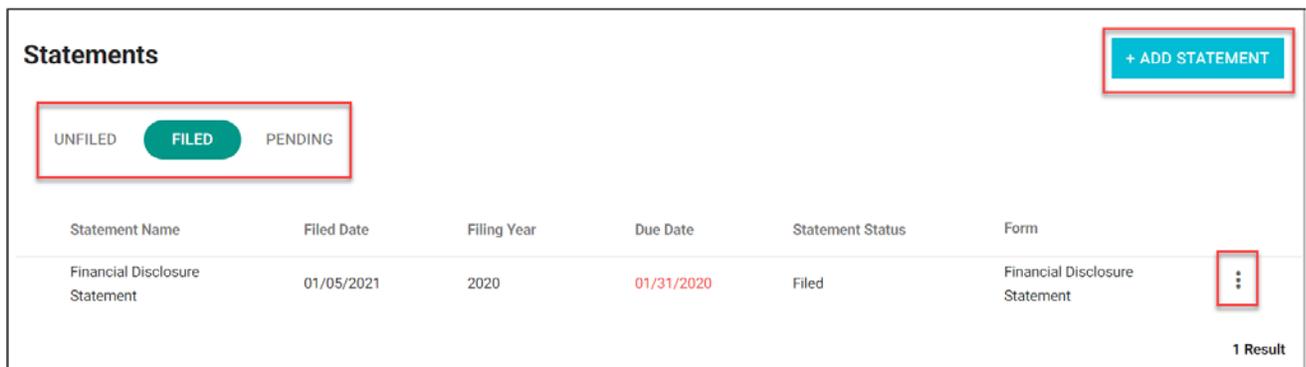
3. If you have registered for multiple modules in CFIS (for example, as both a candidate and a Financial Statement filer) you will have the option to login to the correct module. Be certain you select Financial Disclosure Statements at login:



4. You will be taken to your home page for Financial Disclosure Statements. You can take action from any "TO DO" notices on your home page, or use the left column menu to access Statements for data input and filing:



- On your STATEMENTS page, you can view any UNFILED, FILED or PENDING statements, ADD STATEMENT to create an unsolicited statement, or click on the three dot ellipsis to act on any line item on those lists.



- Clicking on FILE from whichever option will take you to the FILE DISCLOSURE electronic statement and opens a “conversation” with the system that allows you to disclose all appropriate information. Click on the dropdown arrows on the right to complete data entry for each topic:

Each dropdown will take you to the section where you can input your data for each topic. For example:

As always, any fields underlined in **RED** require information. The CREATE button to save each section of the disclosure will not activate unless all required fields are completed. When ready, click CREATE for each of the 14 information topics, finishing with the Acknowledgements Panel.

- When all sections are complete, you may click FILE STATEMENT in the header to file the statement. The FILE STATEMENT button will not activate if any required information or sections are incomplete. Hovering your cursor over the inactive FILE STATEMENT button will show a list of missing information section by section.

The system allows you to save an incomplete report, preview the report before filing, and edit a filed report.

For questions or further assistance, contact the Secretary of State at sos.elections@state.nm.us.