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I. Qualifying Contributions

A Clean Elections Candidate can collect $5 Qualifying Contributions (QC) during the qualifying period. Before collecting $5 Qualifying Contributions electronically, a candidate must identify their intent to run as a Clean Elections candidate in Candidate Portal. This can be updated in Candidate Portal, under the “Profile” tab:

If a candidate pushes the button “Change to Yes”, the “Qualifying Contribution” tab will appear next to the “Nomination Petitions” tab.

The Secretary of State’s Office has created a new way for a candidate to collect QCs electronically in Candidate Portal through E-Qual. Our office has replaced the Paypal system with Stripe. Stripe Connect and Stripe

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1 A.R.S. § 16-946.
2 For more information on the Clean Elections, please visit: https://www.azcleanelections.gov/run-for-office.
3 Learn more about the stripe account agreement here: https://stripe.com/connect-account/legal.
Checkout facilitate the $5 QC payments between the voter and the candidate. A candidate must follow the instructions below to create a Stripe account connected to the AZSOS E-Qual Stripe Platform. If the Stripe account is not connected to the AZSOS E-Qual Stripe Platform contributions will not be reflected in Candidate Portal.

II. Creating Your Stripe Account

The following are the steps to create a Stripe account to link to Candidate Portal.

1. Open your campaign in Candidate Portal.
2. Click on the “Qualifying Contribution” tab.
3. Click the “Set Up Stripe Payment Account” button to go to the Stripe Payment Account page.

### $5 Qualifying Contributions

Your E-Qual $5 Qualifying Contribution can be created as early as August 1, 2021. Voters may donate using E-Qual until July 26, 2022 11:59:59 PM.

Make sure you've connected a Stripe account. You must have your account set up, connected to AZSOS E-Qual at Stripe and ready to receive payments before you can create your $5 Qualifying Contribution. We don't have an account connected for you yet, please click “Set Up Stripe Payment Account” below to get started.

[Set Up Stripe Payment Account]
Qualifying Contributions – Using Stripe Guide

4. Click the “Create a Stripe Payment Account” to get started. You will be automatically directed to Stripe. You can also click “Connect an Existing Stripe Account to E-Qual” if you have previously created a Stripe account. However, our office highly recommends that you create a new Stripe rather than using an existing one.

**TIP:** Have your bank account and routing number handy.

5. Enter an email address you want to use for your new Stripe account and click “Next” to continue.

**TIP:** With Stripe, you may use one email address for multiple accounts.
6. Stripe requires your account to be secured with a phone number that accepts text messages. Enter your
phone number and click “Send text” to continue setting up phone number account verification.

**TIP:** Have your phone handy, because you will need to enter a code from your device in the next step.

7. Check your phone for a text message from Stripe that contains a 6-digit code. Enter the code to
continue.
8. Upon confirmation of your secure 6-digit code, you will be given an emergency backup code to use in case you don’t have access to your text messages for logging into your account. Click “Next” to continue setting up your account.

**TIP:** Save this backup code in a secure place.

9. Enter your address and select the type of business. Click “Next” to continue.

**TIP:** Your residential address can be used if you select individual for *Type of business.*
10. Complete the Personal Details form and click “Next” to continue.
11. Enter the information requested in Business Details and click “Next” to continue.

**TIP:** You can select “Government services” from the industry dropdown.

**TIP:** Entering your campaign website as the Business website is recommended. A Facebook page or other social media page associated with your campaign will also work.

**TIP:** Under Product Description, we recommend entering “Accept Qualifying Contributions using Arizona Secretary of State's AZSOS E-Qual Platform”. This information is used when Stripe is reviewing your account.
12. Enter the routing number and account number for the bank account that you want to link to your Qualifying Contribution. Click “Next” to continue.
13. Enter your Customer Support details. This is the information the voter will receive on their payment statement. Click “Next” to continue.

**TIP:** We strongly recommend listing your name and “E-Qual” for the Statement Descriptor. This will help minimize confusion when a voter reviews their bank statement later.

**Example:** “John Smith E-Qual.”

Enter “E-QUAL” for the Shortened descriptor.

14. Review your details and submit the account to Stripe.
15. After clicking “Submit” you will be returned to Candidate Portal. The status of your Stripe account can be seen on the Payment Account page. It will show was “requirements.pending_verification” until additional steps are taken.

16. You will need to verify the email address you used for your new Stripe account. The email will be sent from support@stripe.com with the subject “Verify your email to start using Stripe”. If it is not in your inbox, be sure to check your Spam folder.

17. You should also have an email with the subject “Two-step authentication is now enabled on your account”.

18. Now that you’ve verified your email, your Stripe account status will be listed as “under_review” in Candidate Portal. You will receive an email with the subject “We’re reviewing your Stripe account information”.

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19. Stripe will review your account. You may get an email requesting more information. If not, you will eventually get an email from Stripe with the subject “You’re open for business”. Check your Payment Account status in Candidate Portal. If it reads “Your Stripe account appears ready to receive payments”, you are now ready to create your Qualifying Contribution.

**Additional TIPS:**

- If you don’t finish setting up the Stripe account, you can return to where you left off by logging back into Candidate Portal, clicking on the menu option “Qualifying Contribution”, clicking “My Stripe Payment Account”, and then clicking the “Complete Setting Up My Connected Stripe Account” button.
- Your new account must be activated and ready to receive payments before you can create your Qualifying Contribution in Candidate Portal. If it’s not ready, the Payment Account page will show you Stripe’s reason.
- If you already have a Stripe Account:
  - You can connect an existing account to the AZSOS E-Qual Platform on Stripe.com. If connected to our platform, we can view your payment and payout data. Therefore, it is our recommendation that you **ONLY connect accounts that were created specifically for E-Qual qualifying contributions**. Stripe allows you to create multiple accounts under one email address.
  - To connect an existing account, from the Payment Account page in Candidate Portal, click “Connect an Existing Stripe Account to E-Qual” instead of “Create a Stripe Account”. You will be prompted to log into Stripe and select the account you’d like to connect to the AZSOS E-QUAL platform.
III. Creating Your Qualifying Contribution

Now that your Stripe account is “open for business” and connected to the AZSOS E-Qual Stripe Platform, here are the steps to set up your Qualifying Contributions E-Qual.

1. Log into Candidate Portal.
2. Click on your Campaign.
3. Click on the “Qualifying Contribution” tab.
4. Click “Create $5 Qualifying Contribution”.
5. Click “Yes, Create my QC”.
6. Your Qualifying Contribution has now been created. To view, manage, or get the direct link to share with voters, click on “Manage QC”.

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August 1, 2021 @ 12:01 A.M.
IV. Stripe Features

A. Using the Stripe Dashboard

You may use your Stripe Dashboard to view your account details and see your payments and payouts. If you have more than one account, you can switch between them using the dropdown in the upper left-hand corner.

B. Time Zone

The default time zone is UTC. Please make sure your time zone has been adjusted to “America - Phoenix”.

https://support.stripe.com/questions/customize-the-time-zone-on-the-dashboard
Qualifying Contributions – Using Stripe Guide

C. Payments

The Payments list shows all payment related events, including the voter’s name (see the Metadata section). Click on a payment to view more details. Within the details of a payment, the Metadata section lists your QC ID and the name of the voter who initiated the payment from E-Qual.

You can search for an individual payment by entering a Payment Intent Id in the search box. Your Qualifying Contribution details in Candidate Portal will provide you with the Payment Intent Id for each transaction. You can also search by the voter’s name (Example: “Joe Smith”) or by your QC ID (Example: “QC1234”).

D. Payouts

Payout availability depends on several factors including the industry and country you’re operating in, and the risks involved. When you start accepting QCs from voters with Stripe, you won’t receive your first payout until 7–14 days after receiving your first successful payment. The first payout usually takes a little longer to establish the Stripe account. Processing subsequent payouts then happens according to your account’s payout schedule.

For more information, please refer to the following Stripe web pages:

- https://support.stripe.com/questions/payouts-faq
- https://stripe.com/docs/payouts#payout-schedule

E. Refunds

The candidate is responsible handling any refunds in the Stripe Dashboard. There are no fees to refund a payment, but Stripe’s fees on the original payment will not be returned in case of a refund. In E-Qual, we pass Stripe’s fees to the voter. The current fee is $0.46. For more information, please refer to the following Stripe web pages:

- https://stripe.com/docs/refunds#dashboard
- https://support.stripe.com/questions/understanding-fees-for-refunded-payments
Qualifying Contributions – Using Stripe Guide

You must refund at least $5.00 for the contribution to be marked as refunded in Candidate Portal. If a contribution has been refunded, it still shows as “Contributed” to the voter in E-Qual.

V. Processing QCs

A. A Voter’s Contribution is Temporarily Locked After Submitting a QC.

E-Qual allows a voter to contribute one $5 QC per candidate. To keep voters from contributing more than once, we lock each voter’s contribution until we know that the payment was successful, cancelled or abandoned. Until the payment status is confirmed, the voter’s contribution is in pending status. This initial intent to pay is called a Payment Intent and comes with a Payment Intent Id assigned by Stripe. For more information about Payment Intents and their life cycle, including specific statuses please refer to https://stripe.com/docs/payments/intents.

B. A Voter’s Contribution is Cancelled if Payment is Not Completed.

When the voter clicks on “I want to contribute $5.00” on your QC E-Qual page, the Payment Intent is created and the voter is sent to a Stripe payment page to submit their card information. If the voter closes the browser before submitting payment information (or clicks on the back button in the browser), the intended contribution stays on your QC for up to one hour before it then gets cancelled with the cancellation reason “abandoned”. The voter is then allowed to try again in E-Qual.

If the voter clicks on the back button on the Stripe payment page before submitting payment information, the contribution will immediately be cancelled with the cancellation reason “requested_by_customer”.

You will see these cancelled payments in your Stripe Dashboard and in Candidate Portal. Candidate Portal lists the PaymentIntentId with each transaction. You can then use this PaymentIntentId to search for the Payment Intent in Stripe.
Qualifying Contributions – Using Stripe Guide

For more information about the life cycle of Payment Intents, please visit:


C. Payment Method for Voters.

The main payment method for voters is a credit or debit card. Google Pay or Apple Pay are also accepted if it is configured on the device they are using for E-Qual.

**Warning:** Do not change your payment methods in any Stripe account that is connected to the AZSOS E-Qual platform. Different payment methods come with different fees, and E-Qual is set up to only use the Cards payment method.

The voter will receive an emailed receipt upon payment with the subject “Your … Receipt”.

![Receipt Example](image)