

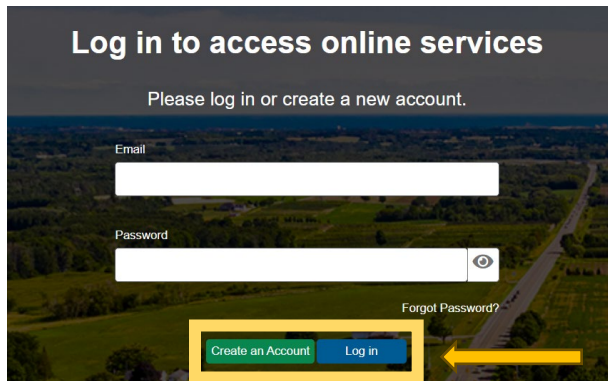
Election Signs Application Process

Below you will see the step by step process to submit your Election Sign Application, if you require any assistance throughout the application process, please contact the Municipal Law Enforcement Division, bylawenforcement@clarington.net.

Step One: Creating an Account

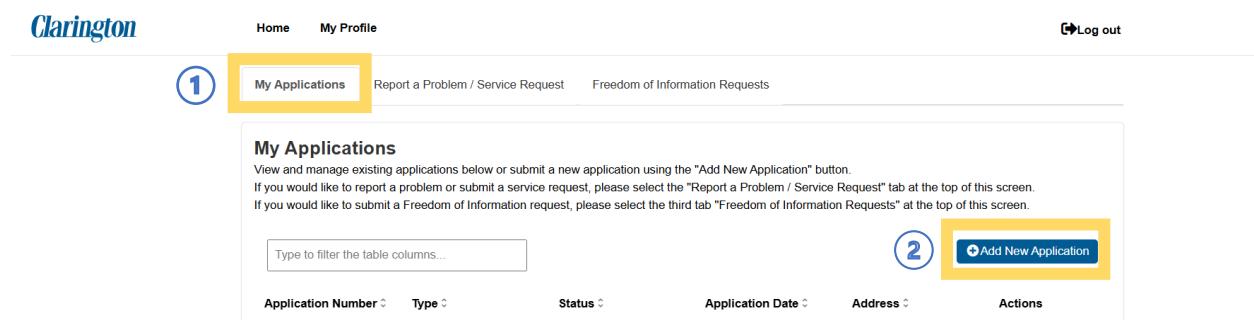
To apply for an Election Sign Application, you must have a Service Clarington Portal account. If you already have an account, please sign in using your existing credentials. If you do not have an account, you can create one using the link provided below.

<https://service.clarington.net/citizenportal/app/login>



Step Two: Create an Election Sign Application

1. Once you have logged into your account, ensure you are on the “My Applications” tab.
2. You will now click on the “Add New Application” button on the right-hand side of your screen.



Step Three: Complete your application

1. Select Election Sign Application

2. Select the option that best describes your application, the options will be Candidate or Third Party (TPA)
3. In the description write a brief reason for your application, for example: Applying to place signs withing the Municipality of Clarington for the Municipal Elections.
4. Once complete press “Continue” to proceed.

New Application
Select the application type.

You must select “Continue” at the bottom of each page until you reach the confirmation screen. If you do not select “Continue” on each page and you do not reach the confirmation “Thank You” screen, your submission is not complete and staff will not receive your submission.

1 Application Type Election Sign Application 2 Sub Type Candidate Third Party (TPA)

3 Application Details Provide a detailed description of your application. Description * Required field.

4 Cancel Continue

5. Search for your address.
6. “Select” the address.
7. Once complete press “Continue” to proceed.

5 Search Address 40 TEMPERANCE STREET

6 Search

Select Addresses 40 TEMPERANCE STREET BOWMANVILLE ON , L1B 1A8 [PIN: 269350009] Select

7 Continue

8. Complete the rest of the Application Details, once complete press “Continue” to proceed.

Step Four: Supporting Documents

1. You will now upload your required documents, you are required to submit either a complete Nomination Form or TPA Registration Form. Choose the option you will be uploading from the drop down.
2. Drag and drop your file into the File box or upload the document by pressing Browse.
3. Once the document has been dragged and dropped or selected by yourself choose the "Upload Document" option.
4. Once complete press "Continue" to proceed.

Upload New Document
Please upload document files for your application

1 Document Type Description

 * Required field.

Detail

2 File
 Drag or **Browse** to select file(s) to upload
 * Required field.

3 **Upload Document**
 4 **Continue**

Step Five: Fees & Payment

You have successfully completed your application and now are required to make your \$250.00 deposit. Please Select "Pay Selected Fees" and continue with payment, once completed your application will be reviewed by our administrative staff.

Please visit our website below for more information on regulations and enforcement process with your Election Sign Application.

The [Election Sign By-law](#) governs election signs for all levels of government.

- [Municipal Election Sign Regulations \(PDF\)](#)
- [Federal/Provincial Election Sign Regulations \(PDF\)](#)