

UseCaseID	UC-CAN001
Module	Candidate
SubModule	
Summary	Create Candidate file for office.
Description	Staff accepts filings for offices in the County of Los Angeles. This use case allows the public to file for an office. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff identifies an open candidate filing period ▪ Staff creates a filing period and identifies applicable districts and offices
Precondition	<ul style="list-style-type: none"> ▪ Staff has set in-person and online filing dates and times ▪ Staff has entered and administered a list of rejected filing reasons
Expected Result	<ul style="list-style-type: none"> ▪ The public was able to use the self-service portal to file for office ▪ Staff was able to create candidate file with unique ID
Detailed Process Flow	<ol style="list-style-type: none"> 1. The public may choose to file for office using the self-service portal <ol style="list-style-type: none"> 1.1. The self-service portal filings shall be available from a date and time administered by staff. 1.2. The system shall provide office filing capability, including write-in candidates. 1.3. The system shall provide for the public user to create a login identification name/number 1.4. The system shall provide a list of the all requirements for that office (residency requirements, etc.) 1.5. The system shall qualify the potential candidate for the office based on the residency requirements. 1.6. The system shall have the capability for the public to enter their candidate information. Candidacy information includes but not limited to the following fields: <ul style="list-style-type: none"> • Name • Address (Street name, City, Zip Code) • Office filing • Email Address • Telephone number • Occupation • Ballot designation • Ballot designation reason. • Candidate statement 1.7. The system shall provide the ability to display the word and character count of the candidate statement. 1.8. The system shall provide the ability for the candidate statement to be other languages such as Spanish. 1.9. The system shall provide the ability to spellcheck the document. 1.10. The system shall provide the ability for statements to be in rich text e.g. bold, color, underline, etc. 1.11. The system shall provide the candidate the ability to securely login into the system to review and edit the candidate information and filing status for the office applied.

	<p>1.12. The system shall have the ability to Qualify a Candidate using a Qualified Flag and issue a qualified date.</p> <p>1.13. The system shall be able to generate email notifications to include but not limited to:</p> <ul style="list-style-type: none"> • Forms been issued and available • Initial system receipt of their filing of completed forms. • Final filing status. • Payment receipt • Payment pending <p>1.14. The system shall automatically generate a candidate filing application number</p> <p>1.15. The system shall display the candidate filling application number</p> <p>1.16. The system shall provide the capability for the public to preview and review their candidate filing</p> <p>2. The system shall provide the ability for the public shall be able pay filing fee on-line</p> <p>2.1. The public can by credit/debit card.</p> <p>2.2. The public can request a fee waiver for specific reasons.</p> <p>3. The public may choose to file for office in-person</p> <p>3.1. The system shall provide the option for staff to select the option to enter candidate information. Candidate information fields include but not limited</p> <ul style="list-style-type: none"> • Name • Address (Street name, city, zip code) • Office Filing • Email address • Telephone address(es) • Occupation • Ballot designation • Ballot designation reason • Candidate statement <p>3.2. The system shall provide the option to create a short name based on the candidates first, middle and last name.</p> <p>3.3. The system shall allow staff to attach documents into the system</p> <p>3.4. The system shall allow staff to make a candidate address confidential and not to appear</p> <p>4. The public shall be able to pay the filing fee by credit card, cash, or check.</p> <p>5. The system shall provide the ability for staff to waive fees using pre-designated reasons.</p> <p>6. The system shall provide a means to track candidate filings.</p> <p>7. The system shall provide a means for a submission to go though varies stages such as application received, payment received/not received/waivered, application accepted, application rejected.</p> <p>8. The system shall allow the public to resubmit an statement for a rejected application for an office without resubmission of all the forms.</p>
Alternative Work Flow	<ul style="list-style-type: none"> ▪ NA
Associated Use Case	
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-CAN001-01 The system shall provide office filing capability, including write-in candidates.</p> <p>UC-CAN001-02 The system shall provide for the public user to create a login identification name/number</p> <p>UC-CAN001-22 The system shall provide a list of the all requirements for that office (residency requirements, etc.)</p>

UC-CAN001-23 The system shall qualify the potential candidate for the office based on the residency requirements.

The system shall have the capability for the public to enter their candidate information.

Candidacy information includes but not limited to the following fields:

- Name
- Address (Street name, City, Zip Code)
- Office filing
- Email Address
- Telephone number
- Occupation
- Ballot designation
- Ballot designation reason.
- Candidate statement

UC-CAN001-03 The system shall provide the option to create a short name based on the candidates first, middle and last name.

UC-CAN001-04 The system shall provide the ability for the candidate statement to be other languages such as Spanish.

UC-CAN001-05 The system shall provide the ability to spellcheck the document.

UC-CAN001-06 The system shall provide the ability for statements to be in rich text e.g. bold, color, underline, etc.

UC-CAN001-07 The system shall provide the candidate the ability to securely login into the system to review and edit the candidate information and filing status for the office applied.

UC-CAN001-08 The system shall have the ability to Qualify a Candidate using a **Qualified Flag** and issue a qualified date.

UC-CAN001-09 The system shall be able to generate email notifications to include but not limited to:

Forms been issued and available

- Initial system receipt of their filing of completed forms.
- Final filing status.
- Payment receipt
- Payment pending

UC-CAN001-10 The system shall automatically generate a candidate filing application number

UC-CAN001-11 The system shall display the candidate filling application number

UC-CAN001-12 The system shall provide the capability for the public to preview and review their candidate filing

UC-CAN001-13 The system shall provide the ability for the public shall be able pay filing fee on-line

UC-CAN001-14 The system shall provide the option for staff to select the option to enter candidate information. Candidate information fields include but not limited

- Name
- Address (Street name, city, zip code)
- Office Filing
- Email address
- Telephone address(es)
- Occupation
- Ballot designation
- Ballot designation reason
- Candidate statement

UC-CAN001-15 The system shall provide the option to create a short name based on the candidates first, middle and last name.

UC-CAN001-16 The system shall allow staff to attach documents into the system

UC-CAN001-17 The system shall allow staff to make a candidate address confidential and not to appear

	<p>UC-CAN001-18 The system shall provide the ability for staff to waive fees using pre-designated reasons.</p> <p>UC-CAN001-19 The system shall provide a means to track candidate filings.</p> <p>UC-CAN001-20 The system shall provide a means for a submission to go through varies stages such as application received, payment received/not received/waivered, application accepted, application rejected.</p> <p>UC-CAN001-21 The system shall allow the public to resubmit an statement for a rejected application for an office without resubmission of all the forms.</p>
Additional Requirements	
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Phillip
Signoff	
Date	07/30/2021