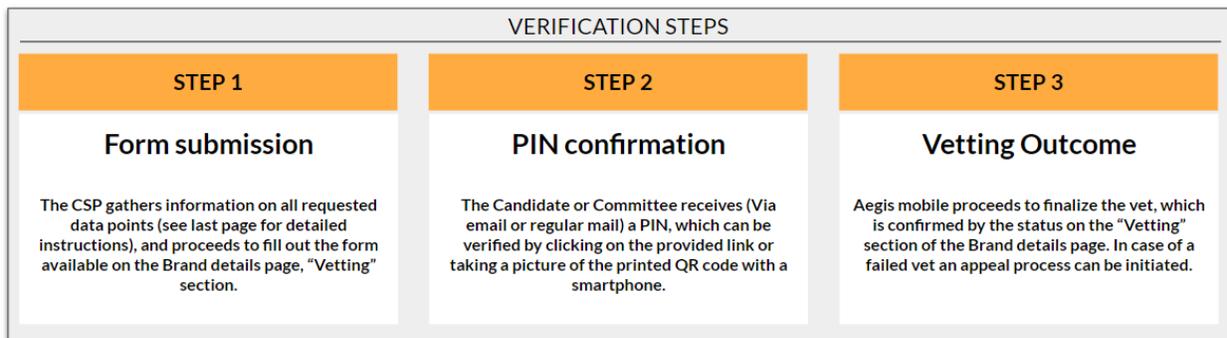# Political Vetting

Through Aegis Mobile

The following entities have access to the "Political" Use Case:

-**Non profit entities with a 501 (c)(3/4/5/6) status** - automatically identified, <u>no need for Vetting</u>

-**Non profit entities with a 527 status** - need to apply for or import Vet

-**Sole Proprietors** - need to apply for or import Vet

VERIFICATION STEPS		
STEP 1	STEP 2	STEP 3
Form submission	**PIN confirmation**	**Vetting Outcome**
The CSP gathers information on all requested data points (see last page for detailed instructions), and proceeds to fill out the form available on the Brand details page, "Vetting" section.	The Candidate or Committee receives (Via email or regular mail) a PIN, which can be verified by clicking on the provided link or taking a picture of the printed QR code with a smartphone.	Aegis mobile proceeds to finalize the vet, which is confirmed by the status on the "Vetting" section of the Brand details page. In case of a failed vet an appeal process can be initiated.

The process begins by selecting the "POLITICAL" vetting type after applying for vetting on the Brand details page

Apply for new Vetting

Select the Vetting Type from the drop-down menu. Once you have selected the type, select the vetting partner and click "Submit". By submitting the Brand for external vetting you accept the Terms & Conditions.

Select Vetting Type
POLITICAL ▼

Select Vetting Partner
Aegis Mobile ▼ *i*

Vetting Price: $64.00 - $91.95 (Depending on the delivery method)
Estimated Time for Vetting: Under normal circumstances, you can expect your PIN code to be sent within one business day of application. Final vetting will occur within an hour of your PIN confirmation action.

Cancel   Next

API documentation: https://csp-api.campaignregistry.com/v1/restAPI

Accuracy of information:

ID numbers must match exactly. We will accommodate minor errors like spelling, punctuation, and typos, and will also accommodate reasonable acronyms. Submitted information needs to match information registered with the electoral authority. EINs need to match the name or submitted name (unless it's a "sole proprietor"). Contact First Name and Contact Last Name must match an authorized name in the political registration (can't be the aggregator's/CSP's contact name, for example). The address also needs to be a valid address that is deliverable by the USPS.

What to do next:

If everything in the prior paragraph matches up, we will be on the path to completion and we will send a PIN (valid for 30 days). Once they verify their PIN the verification will be complete and the record will go into verified status. If anything in the above paragraph doesn't match up, we will fail the record and provide reason codes.

What to do in case of a failed vet:

The submitter will need to review and provide updated information through a new submission. If they believe all the information is already correct, they can submit an appeal by sending an email to appeals@aegismobile.com explaining why they think their submission is correct and matching.

- If it is an EIN matching issue, for example, they can supply an official copy of their IRS EIN letter.
- If we determine that the data provided with additional explanation meets the acceptance criteria we will waive the charge for the failed verification and proceed with PIN verification.
- If a data revision is required, however, we will charge the failure fee ($20) and they will be required to resubmit with corrected data.

<u>Receiving and confirming the PIN (valid for 30 days):</u>

If PIN preference is Email ($64), the filing email address submitted must exactly match the email address contained in the political registration with the electoral authority. It also CANNOT be a "generic" email domain (like google, yahoo, hotmail, etc.) even if it matches. If the email address doesn't meet the requirements for email transmission, we will send via USPS first class mail.

If PIN preference is Express($64+$27.95), in addition to address matching between submitted and official filing, the address must be a physical deliverable address. Express delivery is not available for PO boxes, commercial mail receiving agencies (e.g., Mailboxes Etc, UPS Store, Postal Annex) or general delivery addresses.

If PIN preference is Express or address is invalid for express delivery($64), the PIN will be delivered via USPS first class mail and the express delivery surcharge will NOT be charged.

Verification will be complete only upon verification of the PIN by the authorized person for the candidate or committee. <u>The CSP cannot complete the PIN verification process.</u>

Regardless of the method of delivery, the representative of the campaign or committee will receive a PIN letter similar to the one displayed in the following page. Complete instructions for use are provided in the letter.

> **⌃Aegis**
> Mobile
>
> Aegis Mobile, LLC
> 8850 Stanford Blvd
> Suite 4200
> Columbia MD 21045-4781
>
> Congratulations!
> Your registration with The Campaign Registry (TCR) to engage in 10DLC
> political messaging campaigns has been independently verified through
> AegisCertify™.
>
> Please follow the instructions below to use the supplied PIN (Personal
> Identification Number) to confirm your registration and finalize the process.
>
> **Step One**
> Open the browser on your computer or mobile device and go to
> https://aegiscertify.com
> OR
> Use the camera app on your phone to scan the QR code at right
> to open the embedded link.
>
> **Step Two**
> Verify the PIN as pre-filled by the QR code, or enter it in the web page yourself.
>
> **AegisCertify™ PIN** ( )
>
> **Step Three**
> For extra security please enter the exact same seven-character Brand Identification
> Code you received when you registered with TCR then click Submit.
>
> "Your AegisCertify™ PIN for political messaging was confirmed" means your political
> verification is complete. "Invalid PIN" means please try again or contact Support.
>
> **Support**
> If you have any difficulties completing this process or require further information,
> please contact us at ACsupport@aegismobile.com.
>
> Thank you for using AegisCertify™
>
> Generated at 4/20/2022 7:33:44 PM UTC   AegisCertify is a trademark of Aegis Mobile LLC.

In addition to the PIN code or QR code in the letter, **the recipient will also need to know the TCR Brand ID**, for added security.

The recipient will either use the QR code or visit the web URL provided in the PIN letter, enter the PIN code, enter the Brand ID, and click Submit. Verification should be immediate, and the Aegis system will automatically update the verification record to Complete status and send the result to TCR.

If delivery is by email, the filing email address registered with the electoral authority will receive an email version of the letter.

If delivery is by USPS first class mail, the authorized representative (contact person) for the campaign or committee will receive an envelope in the mail with a return address of Aegis Mobile, 8850 Stanford Blvd, Suite 4200, Columbia, MD 21045-4781. The PIN letter will be contained in the envelope surrounded by a security sheet.

If delivery is express, the authorized representative (contact person) for the campaign or committee will receive a FEDEX overnight envelope directly from Federal Express with a return address of Aegis Mobile, 8850 Stanford Blvd, Suite 4200, Columbia, MD 21045-4781. The PIN letter will be contained in the cardboard envelope.

How to correctly fill out required and optional fields:

TCR	Aegis	
Property Name	**Attribute**	**Comment**
displayName	Candidate Name	If committee is not candidate-specific, enter Committee Name -- exactly as filed with election authority
companyName	Committee Name	If locality does not require a committee to be formed for a candidate, enter Candidate Name -- exactly as filed with election authority
ein	Committee/Campaign EIN	EIN for the registered committee or campaign.
phone	Requestor Phone	Requestor Phone
street	Filing Address Line 1	Mailing address on file with the election authority. Exactly as filed with election authority
city	Filing City	Mailing city on file with the election authority. Exactly as filed with election authority
state	Filing State	Mailing state on file with the election authority. Exactly as filed with election authority
postalCode	Filing Postal Code	Mailing zip on file with the election authority. Exactly as filed with election authority
email	Requestor Email Address	Email address of the person from the committee who initiated the verification request
website	Committee/Campaign Website	URL for the primary website of the committee or campaign

Attribute	Require ment	Max Length	Comment
requestorFirstN ame	Required	100	First name of the person from the committee who initiated the verification request. Exactly as filed with election authority
requestorLastN ame	Required	100	Last name of the person from the committee who initiated the verification request. Exactly as filed with election authority
locale	Required	16	Accepted values are: Federal, State, Local, Tribal
fecCommitteeT ypeCode	Required	1	Required if Federal - Refer 'Committee type codes' table below for accepted values
committeeId	Required	32	Free text field. Required for Federal and any other locale that issues a committee/campaign ID - if not issued, enter "00000"
candidateType	Required	64	Free text field. Required for campaigns. If committee is not candidate-specific, enter "PAC"
stateLocalCom mitteeType	Required	64	Free text field. Required for State, Local, and Tribal -- if Federal, enter "FEDERAL"
localCommittee State	Required	32	If Federal Congress, enter the state to be represented; if President, enter "US". Refer 'FEC Jurisdictions' table below

localCommittee Municipality	Required	64	Free text field. If Federal Congress, enter district to be represented; if President, enter "US"
tribalLocation	Required	64	Free text field. If non-tribal, enter "US"
filingUrl	Required	256	Should be a valid URL format. Election authority website URL where the filing information can be found
filingRecordUrlInstructions	Optional	256	Free text field. Additional instructions to aid in locating the filing record
filingEmail	Optional	128	Free text field. Exactly as filed with election authority. If not supplied, PIN cannot be sent via email.
electionDate	Required	10	Date string in the format yyyy-mm-dd. Must be in the future
pinPreference	Required	16	Accepted values are: Regular, Express, Email