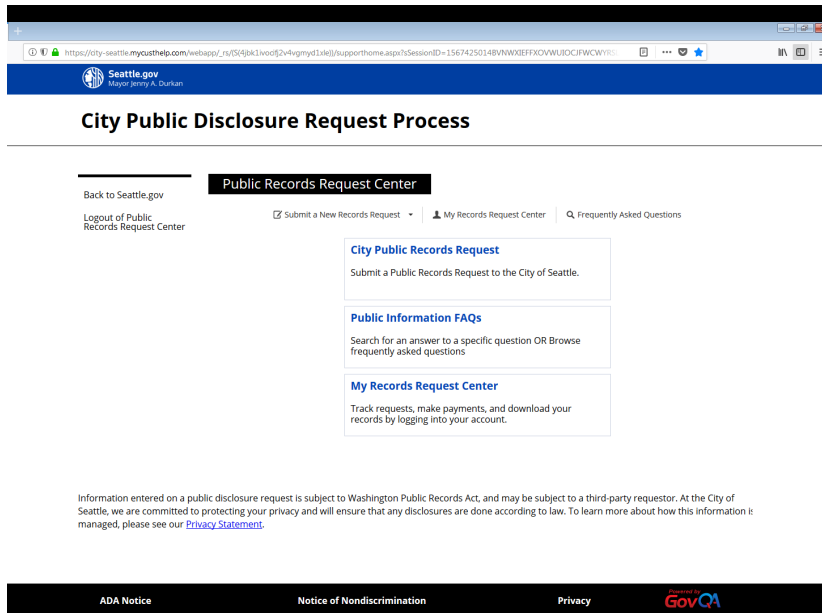


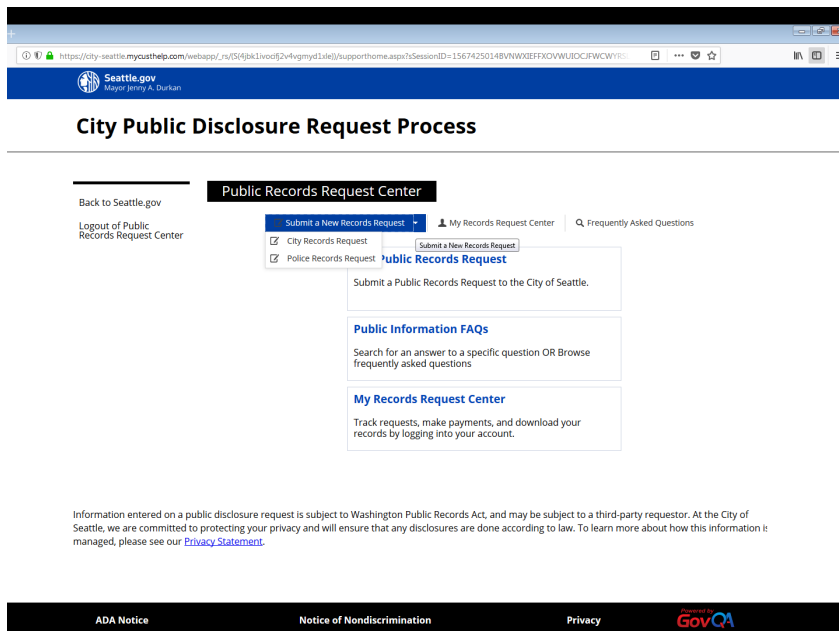
How to Request the King County Elections Seattle Voter File

Step 1: Click on the https link below or copy and paste the web address into your internet browser

[https://city-seattle.mycusthelp.com/webapp/ rs/\(S\(i420ix1r3nopig4ycgag0o3m\)\)/supporthome.aspx](https://city-seattle.mycusthelp.com/webapp/ rs/(S(i420ix1r3nopig4ycgag0o3m))/supporthome.aspx)



Step 2: Click on Submit a New Records Request, and select City Records Request from the drop down



Step 3: A long list of options will be presented for agencies or record types, scroll down the list to “E”

Step 4: Find Ethics & Elections Commission, click Select

The screenshot shows a web browser window with the URL [https://city-seattle.mycushelp.com/WEBAPP/_rs/\(S\(0s2q5glw3y0kr05sazq3c0\)\)/RequestSelect.aspx?SessionID=15674250148VNWKEFFXOVWUOCJFWCV](https://city-seattle.mycushelp.com/WEBAPP/_rs/(S(0s2q5glw3y0kr05sazq3c0))/RequestSelect.aspx?SessionID=15674250148VNWKEFFXOVWUOCJFWCV). The page displays a list of agencies with a 'Select' button next to each. A yellow arrow points to the 'Ethics & Elections Commission' option. The list includes:

- Construction & Inspections
- Economic Development
- Education & Early Learning
- Ethics & Elections Commission**
- Facility Operations
- Finance & Administrative Services
- Fire - 911 Calls
- Fire - General
- Fire - Medical Incident
- Fire - Reports
- Fire Marshal's Office

At the bottom of the page, there are links for ADA Notice, Notice of Nondiscrimination, Privacy, and GovQA.

Step 5: If you already have an account, enter your email address and password. If you need to create an account, click on the Create Account button at the bottom of the page.

The screenshot shows the Seattle.gov Public Records Request Center login page. The URL is [https://city-seattle.mycushelp.com/WEBAPP/_rs/\(S\(0s2q5glw3y0kr05sazq3c0\)\)/RequestLogin.aspx?SessionID=15674250148VNWKEFFXOVWUOCJFWCV](https://city-seattle.mycushelp.com/WEBAPP/_rs/(S(0s2q5glw3y0kr05sazq3c0))/RequestLogin.aspx?SessionID=15674250148VNWKEFFXOVWUOCJFWCV). The page has a blue header with the Seattle.gov logo and Mayor Jenny A. Durkan's name. Below the header, the title 'City Public Disclosure Request Process' is displayed. The main content area is titled 'Public Records Request Center' and includes links for 'Submit a New Records Request', 'My Records Request Center', and 'Frequently Asked Questions'. The 'Login to Public Records Request Center' section welcomes users and provides instructions. Below this, there are input fields for 'Email Address' and 'Password', a 'Submit' button, and a link for 'If you have forgotten your password, click here.' At the bottom, there is a section for 'New User? Click below to create a new account.' with a 'Create Account' button. A yellow arrow points to the 'Create Account' button. At the bottom of the page, there are links for ADA Notice, Notice of Nondiscrimination, Privacy, and GovQA.

Step 6: Complete the Required Fields, all fields with Red Asterisks (*) are Required, any additional information provided is up to you.

Seattle.gov
Mayor Jenny A. Durkan

City Public Disclosure Request Process

Back to Seattle.gov
Logout of Public Records Request Center

Public Records Request Center

☒ Submit a New Records Request | [My Records Request Center](#) | [Frequently Asked Questions](#)

My Information

Please complete as much information as possible. It will provide additional ways to contact you about your requested records, along with more ways to receive documents.

Email Address:*

Password:*

Confirm Password:*

First Name:*

Last Name:*

Phone: EX

Address 1:

Address 2:

City:

ADA Notice | Notice of Nondiscrimination | Privacy | [Powered by GovQA](#)

Step 7: In the Box where it asks you to Describe the Specific Records, please enter your request for the King County Voter Registration File. Scroll to the bottom of the page and Click Submit.

Seattle.gov
Mayor Jenny A. Durkan

City Public Disclosure Request Process

Back to Seattle.gov
Logout of Public Records Request Center

Public Records Request Center

☒ Submit a New Records Request | [My Records Request Center](#) | [Frequently Asked Questions](#)

Request Type: Ethics & Elections Commission

Description: The SEEC is an independent Commission that administers the City of Seattle Elections and Lobbying codes and manages the City's Democracy Voucher program. The SEEC also advises, investigates and adjudicates matters under the City's Code of Ethics and the Whistleblower Protection Code.

Your Contact Information: chrissey.courtney@seattle.gov

Describe the specific records:*

Type of Requester:

This is an optional field and is not required to submit a request.

[File Attachment\(s\)](#)

Please do not attach Personally identifiable information such as driver's license, social security number, etc..

ADA Notice | Notice of Nondiscrimination | Privacy | [Powered by GovQA](#)

Step 8: Once you have submitted the request, you will see an immediate on-screen message, which will provide you with a reference number, as well as the email address connected with the request.

The screenshot shows a web browser window with the URL [https://city-seattle.mycusthelp.com/WEBAPP/_rs/\(\[os2q5glkwr3y0jkr05xzqo3o\]\)//RequestOpen.aspx?sSessionID=15674250148VNWIXIEFFXOVWUIOCJFWCWY](https://city-seattle.mycusthelp.com/WEBAPP/_rs/([os2q5glkwr3y0jkr05xzqo3o])//RequestOpen.aspx?sSessionID=15674250148VNWIXIEFFXOVWUIOCJFWCWY). The page header includes the Seattle.gov logo and Mayor Jenny A. Durkan's name. The main heading is "City Public Disclosure Request Process". Below this, there is a navigation bar with "Public Records Request Center" highlighted. On the left, there are links for "Back to Seattle.gov" and "Logout of Public Records Request Center". The main content area shows the "Public Records Request Center" header, followed by links for "Submit a New Records Request", "My Records Request Center", and "Frequently Asked Questions". The confirmation message includes a "Reference No: C035817-120518" and "Your Contact Information: chrissy.courtney@seattle.gov". The message text reads: "Dear Chrissy Courtney, Thank you for your interest in the City of Seattle. Your request was received on December 05, 2018 and given reference number **C035817-120518** for tracking purposes. You will see this number in the title of any communications about this request. You will hear from a Public Disclosure Officer within five business days regarding the status of your request. Please visit the [Public Records Request Center](#) 'My Records Request Center' page where you can manage your profile and access your request. Your login ID is: chrissy.courtney@seattle.gov." At the bottom, there is a disclaimer: "Information entered on a public disclosure request is subject to Washington Public Records Act, and may be subject to a third-party requestor. At the City of Seattle, we are committed to protecting your privacy and will ensure that any disclosures are done according to law. To learn more about how this information is managed, please see our [Privacy Statement](#)." The footer contains links for "ADA Notice", "Notice of Nondiscrimination", "Privacy", and a "Powered by GovQA" logo.

Back to Seattle.gov

Logout of Public Records Request Center

Public Records Request Center

[Submit a New Records Request](#) | [My Records Request Center](#) | [Frequently Asked Questions](#)

Reference No: C035817-120518

Your Contact Information: chrissy.courtney@seattle.gov

Dear Chrissy Courtney,

Thank you for your interest in the City of Seattle. Your request was received on December 05, 2018 and given reference number **C035817-120518** for tracking purposes. You will see this number in the title of any communications about this request.

You will hear from a Public Disclosure Officer within five business days regarding the status of your request.

Please visit the [Public Records Request Center](#) 'My Records Request Center' page where you can manage your profile and access your request. Your login ID is: chrissy.courtney@seattle.gov.

Information entered on a public disclosure request is subject to Washington Public Records Act, and may be subject to a third-party requestor. At the City of Seattle, we are committed to protecting your privacy and will ensure that any disclosures are done according to law. To learn more about how this information is managed, please see our [Privacy Statement](#).

[ADA Notice](#) | [Notice of Nondiscrimination](#) | [Privacy](#) | [Powered by GovQA](#)

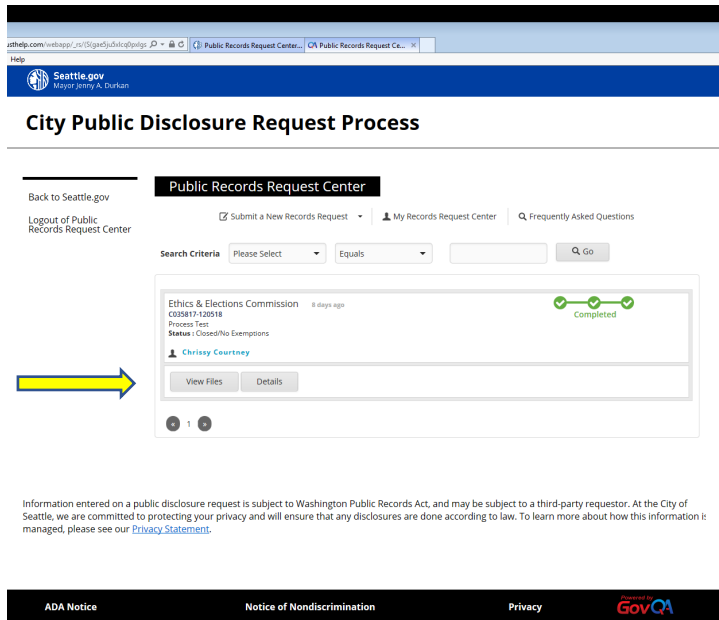
You will also receive a few email notifications:

One email is a generic auto-generated welcome notice containing your Login ID upon registration for an account with the City of Seattle Public Records Request Center. This will come from the email address seattle@mycusthelp.net

Once you have submitted a request, then you will receive an email confirming that your request was received and the details of the request, as well as providing information on how to recover a lost password.

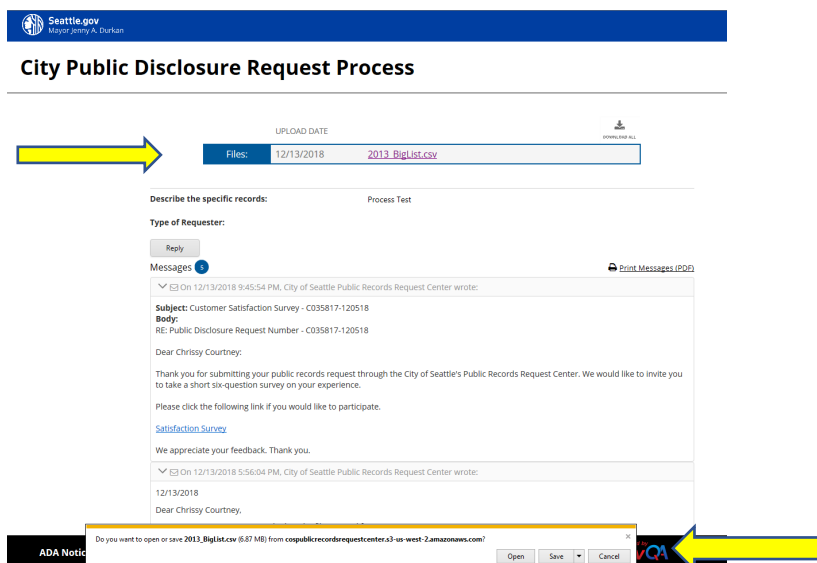
How to Access the File once your Request has been Processed

You will receive an email when your request is completed. It will contain a hyperlink to the Public Records Request Center, where you will be able to log in. Click on View Files.



The screenshot shows the Seattle.gov Public Records Request Center. The header includes the Seattle.gov logo and navigation links. The main content area displays a request for the Ethics & Elections Commission, dated 12/13/2018, with a status of 'Completed'. A yellow arrow points to the 'View Files' button. Below the request details, there is a footer with links for ADA Notice, Notice of Nondiscrimination, Privacy, and GovQA.

Once you click on the file at the top of the page then the option to open, save or cancel will be available at the bottom of your screen. Please save a copy. Each file can only be downloaded 3 separate times. If you find you need to download more than 3 copies, please contact our office.



The screenshot shows the Seattle.gov Public Records Request Center. The header includes the Seattle.gov logo and navigation links. The main content area displays a request for the Ethics & Elections Commission, dated 12/13/2018, with a status of 'Completed'. A yellow arrow points to the 'View Files' button. Below the request details, there is a footer with links for ADA Notice, Notice of Nondiscrimination, Privacy, and GovQA.

Please contact us if you have any questions or need any assistance:

Monday through Friday, 8:00 a.m. - 5:00 p.m.

Street address:

Seattle Municipal Tower
700 5th Ave, Suite 4010

Mailing Address:

PO Box 94729
Seattle, Washington 98124-4729

Democracy Voucher Program Hotline: 206-727-8855

democracyvoucher@seattle.gov

Ethics and Elections Commission Main Line: 206-684-8500

ethicsandelections@seattle.gov

