

# Election Systems & Software

MAINTAINING VOTER CONFIDENCE.  
ENHANCING THE VOTING EXPERIENCE.

## Quick Start Guide for

### My ES&S Online Customer Portal

Election Services 1-877-377-8683 Option 6  
[electionservices@essvote.com](mailto:electionservices@essvote.com)

#### **Before you begin Checklist:**

- Did you call or email Election Services with your election date?
- Do you have your Username and Password for the portal? If you don't, did you call or email Election Services for one?
- Username: \_\_\_\_\_ Password: \_\_\_\_\_

#### **Step 1: Getting to the Election Forms**

- Using Internet Explorer, go to [www.essvote.com](http://www.essvote.com) and click on North America.

- Click on the  near the top-right of the page.

- When prompted, enter your Username and Password. Remember, both are case sensitive and there will be no spaces.

- At this screen  select **Go to the Election Forms**.

- Click on the election date for the forms you will be working on

Election List	
Election Date	Election Type
05/13/2008	Primary

## Step 2: Completing the Pre-Election Questionnaire

This form provides information to determine the additional forms you will need to complete.

### Election - 11/20/2008 - Pre-Election Questionnaire

Created: 07/24/2008 By: Modified: 09/15/2008 By:

Click 'Save' before adding Equipment or Software



**Save** Forms Guide Printable **Form Complete** Go Back

General Information	ES&S Services Requested
Account	Ballot Layout <input type="checkbox"/> Y - Yes <i>This is if we do your paper ballot</i>
Contact	Printing <input type="checkbox"/> Y - Yes <i>If we print your paper ballots</i>
Election Date: 11/20/2008	Coding <input type="checkbox"/> Y - Yes <i>If we do your equipment coding</i>
Election Type: 1 - Primary	Audio Files <input type="checkbox"/> Y - Yes <i>If you need audio files</i>
Election Day Time Polls Open: 07:00	Site Support <input type="checkbox"/> Y - Yes <i>If you need support on election day</i>
Election Day Time Polls Close: 19:00	Additional Languages Used
Public Test: 10/09/2008 (mm/dd/yyyy)	Ballot-On-Demand Files <input type="checkbox"/> Y - Yes <i>If you have purchased a ballot printer from ES&amp;S</i>
Pre-Test: 10/09/2008 (mm/dd/yyyy)	Ballots Printed By: 2 - PrecinctID <i>Only if we print your ballots</i>
L&A Test: 10/09/2008 (mm/dd/yyyy)	Additional Notes
Early Vote Date: 10/09/2008 (mm/dd/yyyy)	
Early Vote Time Polls Open: 07:00	
Early Vote Time Polls Close: 19:00	
Absentee Date: 10/09/2008 (mm/dd/yyyy)	
Candidate Certification Date: 10/09/2008 (mm/dd/yyyy)	
Number of Precincts: 15	
Registered Voters: 2400	
Shipping and Billing Info	
Coding Shipping Contact Info	
Coding Billing Contact Info	
Printing Shipping Contact Info	
Printing Billing Contact Info	

**\*\*Complete all applicable fields\*\***

**\*\*Pre-Testing and L&A are testing dates that you may use prior to your election\*\***

**\*\*Early Voting may not apply\*\***

### Election Equipment

Click here to indicate the number of machines you will be using

#### Add Equipment

Equipment	Version	Count
Model 100 Precinct Tabulator		15
Automark		15
Model 650 Central Tabulator		1
iVotronic 15" with RTAL Printe		25

### Election Software

Click here to indicate which software you will be using

#### Add Software

Software
Election Reporting Manager
BOD

Make sure you are completing forms for the correct election date

Fill in the **General Information** section as best you can for this election, then click **Save** button.

Fill in the **ES&S Services Requested** section for this election, and then click **Save**.

Move toward the bottom of the page and click on the **Add Equipment** button to add the equipment you will be using for this election. Click on the magnifying glass to select from a list of all of ES&S equipment.

Election Equipment	
Created: 03/31/2009 By: _____ Modified: By: _____	
<b>Save</b>	
Election Equipment	
Equipment	
Count	<input type="text"/>

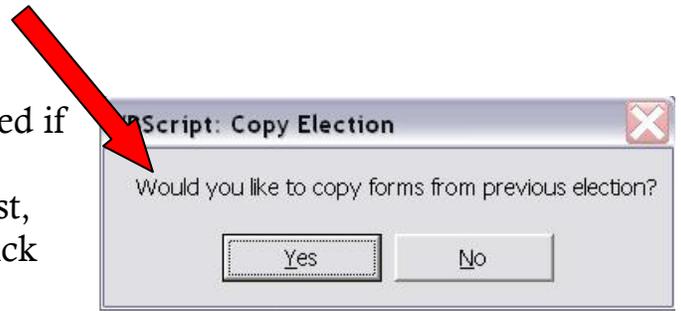
For the Count, let us know how many machines you will be using, click **Save**.

Do the same thing for **Add Software** section, if you will be using ES&S software.

When the Pre-Election Questionnaire is complete, click the **Form Complete** button.

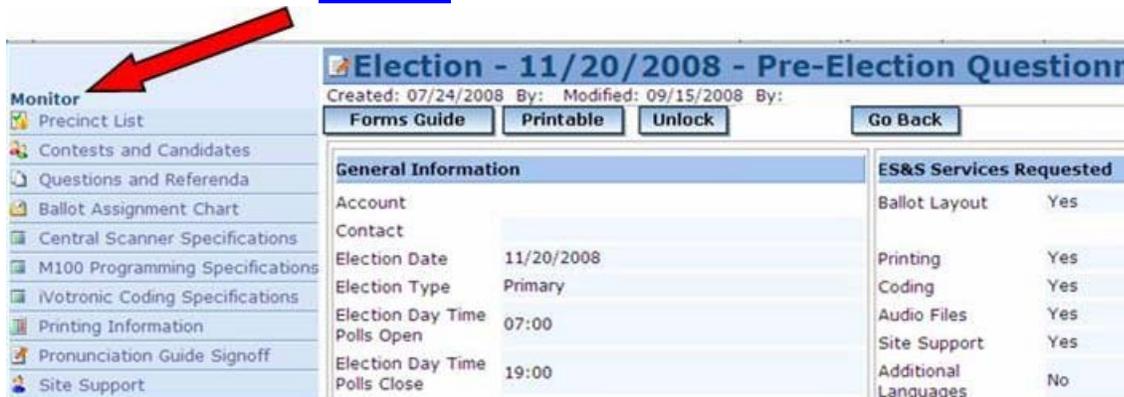
### Step 3: Filling in forms from a previous election

- After clicking **Form Complete** you will be asked if you would like to copy forms from a previous election. If you have completed forms in the past, you can copy forms from a previous election, click **YES**.



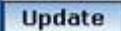
- You will be asked to select the election you want to copy forms from, then click **Continue**. Select the forms you would like to copy then click **Continue**. The next screen will say which forms will be generated, click **Continue**.

You will then see the forms you will need to complete for this election under the **Monitor** Section.



\*\* You will only see the forms you will need for your election.

## Other Tips: For filling out the rest of your forms

- Remember click , ,  often.
  
- When you are finished with your form, click the . This will send your form to Election Services and inform us that you are finished with that form.
  
- Each form has a  button to reference to questions on the forms.
  
- If we are printing your paper ballots, your  form is not due until you have signed off on your proofs. When you fill this form out, you will need to click the  to start. Fill in the top portion and click . When you fill in your quantities below you will have to click the  button to save your quantities. The  button is your save on the bottom portion of the screen.