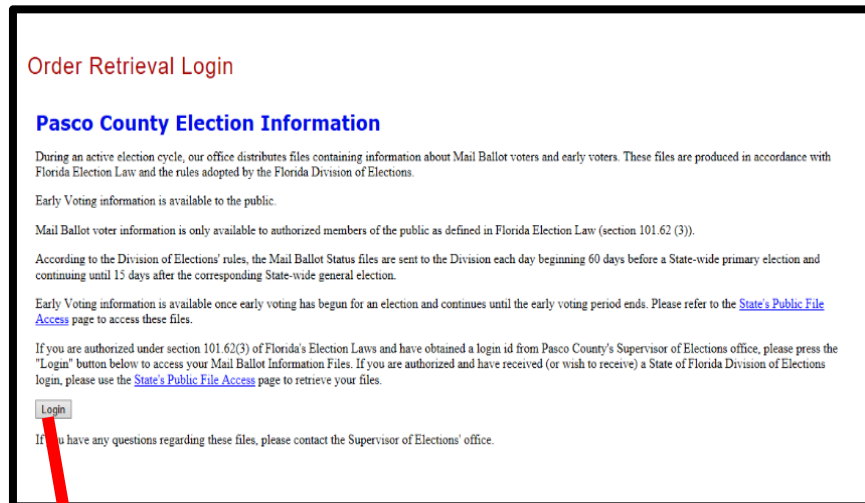


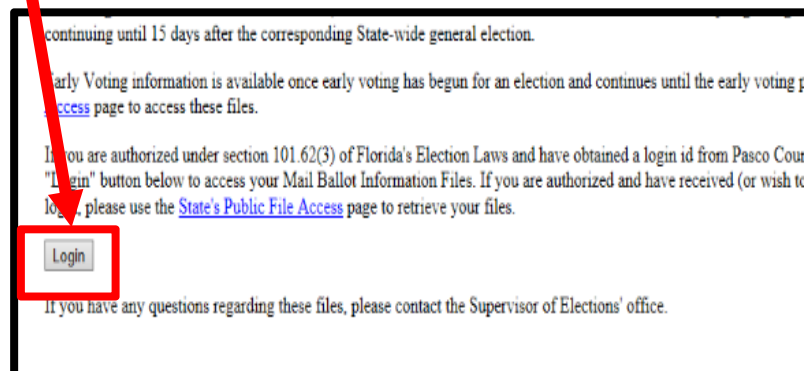
4. Click 'Order Retrieval Login'



5. Order Retrieval Login screen appears



6. Click 'Login'



7. Candidate File Access screen appears

Order Retrieval Login

Candidate File Access

Access to this file download facility is restricted to authorized users as defined in Florida's Election Law, including (but not limited to) sections 97.0585(1) and 101.62(3). If you are not authorized to use this facility, please close this page.

From this page, you can log in and download any of the voter information files that have been prepared for you by the Supervisor of Elections office in this County.

Please enter your User ID

Please enter your password

8. Enter the Numeric ID number and password in the space provided. Passwords and IDs are issued by the elections' office (see screen shot below)

From this page, you can log in and download any of the voter information files that have been prepared for you by the Supervisor of Elections office in this County.

Please enter your User ID

Please enter your password

9. Then click 'Login'. **LOG IN DOES NOT WORK IF YOU HAVE NOT PLACED AN ORDER** (it takes approximately 2 hours for data to upload to your portal after it has been created. Please allow 24-hours for orders to be processed)

10. The Candidate File Access screen now states "Welcome: (Name of Candidate)" ... be sure to read the instructions listed below your name

Order Retrieval Login

Candidate File Access -- Welcome: [REDACTED]

Files are sorted in date descending order

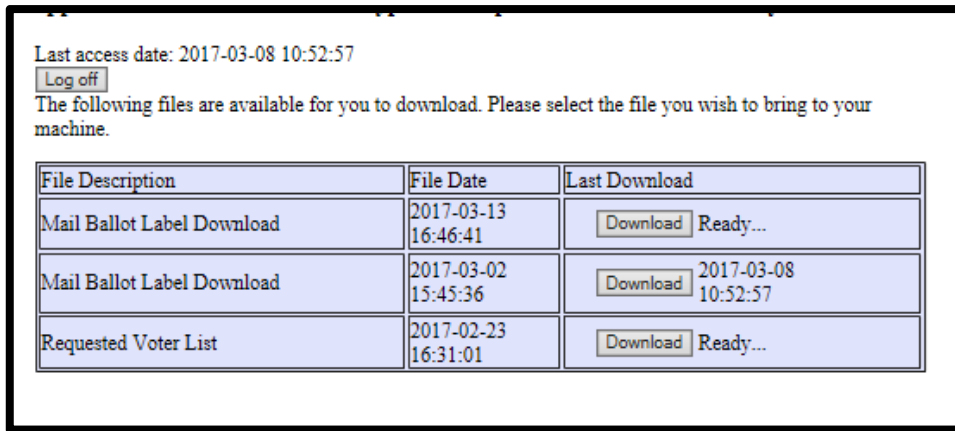
NOTE: When you press the "Download" button for a file, you should be prompted to save the file to a location on your computer. After the download is complete use the application associated with that type file to open the file at the location you chose.

Last access date: 2018-05-03 10:46:06

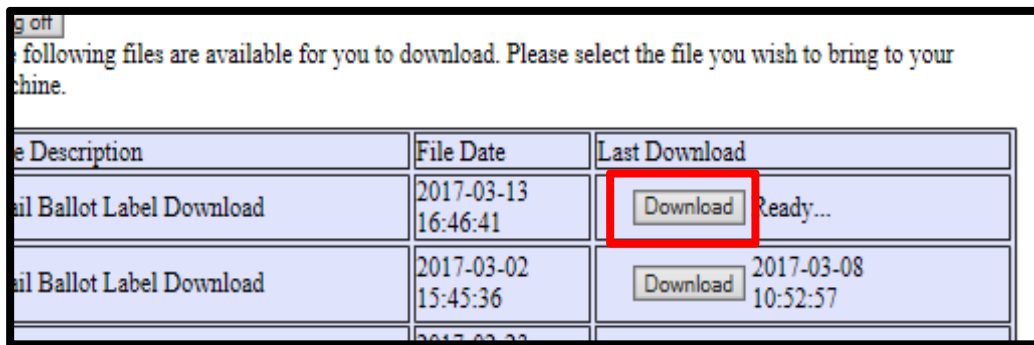
The following files are available for you to download. Please select the file you wish to bring to your machine.

File Description	File Date	Last Download
Requested Voter List	2018-05-02 16:46:38	<input type="button" value="Download"/> 2018-05-03 10:46:53

11. **IF YOU HAVE NOTIFIED THE ELECTIONS' OFFICE** THAT YOU WANT DATA, your files appear under the 'Log off' button with a 'File Description', 'File Date' and 'Last Download'. New Files will appear with 'Download' and 'Ready' under the 'Last Download' column. Files that have already been downloaded will show the date and time the files were accessed



12. **All files** sent to your portal will be in .txt format (text file)
 13. **Click 'Download'** on the file that you wish to access

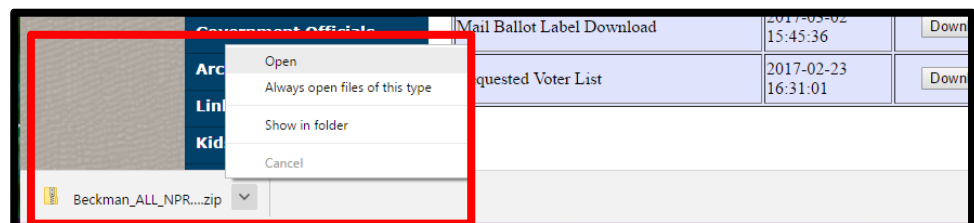


14. The text file will automatically open **OR** a menu bar will open on your screen asking if you would like to Save, Save As, or Cancel (example 1). Menu bars vary according to your operating system (see second example). If a file is "zipped" or "compressed" the data must be extracted before being saved)

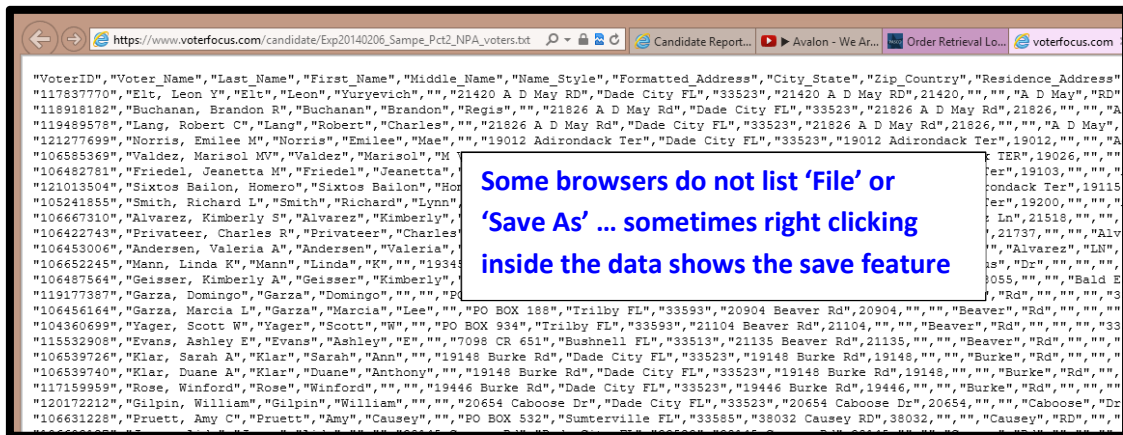
Example 1
saves to
computer



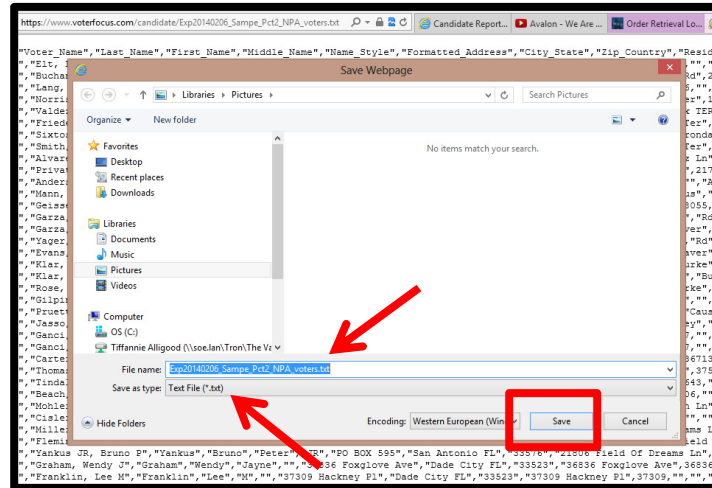
Example 2
Opens in
Notepad



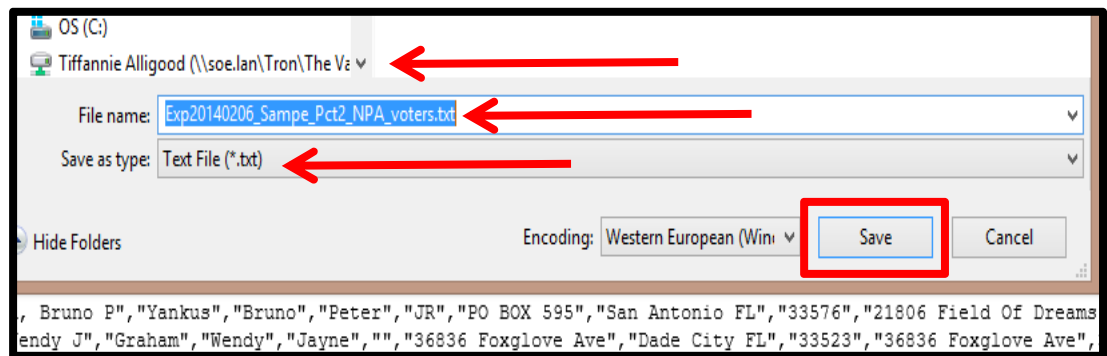
15. Click 'Save As' and save the text file in an easily accessible place on your computer (like your Desktop) ... **continue to step 16** ... **unless** your file opened in Notepad or a browser window (follow steps a. – e. below if the file opened directly into Notepad or a browser window)
 - a. If the text file automatically opens into Notepad or a browser window, you should save the text file to your computer
 - b. From your internet browser's menu, find the 'File|Save As' feature. Click it and the 'Save' dialog window appears on screen (the File|Save As feature location differs with each type of browser, i.e. Explorer, Chrome, Safari, etc...). Sometimes the save feature is available if you right click in the middle of the data. (Notepad is the second example)



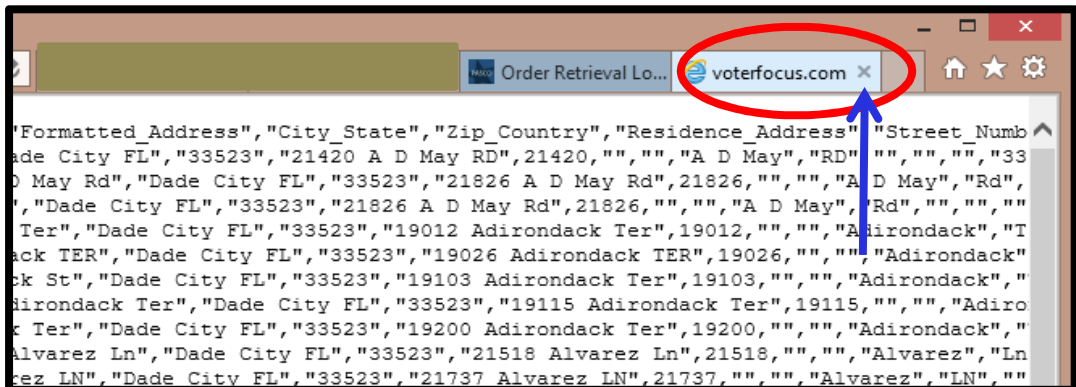
Example of a 'Save' dialog box



- d. A closer look at the Save Dialog Box shows the file path of where the document will be saved, the name of the file you are saving, the file type (should be a text file (*.txt)). Click 'Save' to save the data to the desired location

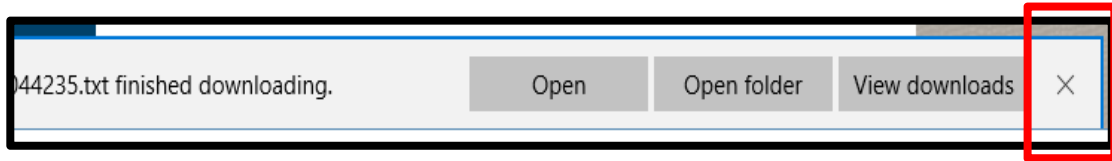


- e. Close Notepad or the browser window that opened up with the txt file



16. Once the text file is saved to your computer the original menu bar shown in Step 14 changes to 'Open, Open folder, View Downloads' (see next screen shot)

17. You can click 'Open' to see the text file (usually in Notepad) or close out of the menu bar and open your file using an application like Microsoft Excel or Access



18. **Log off** the Order Retrieval – Candidate File Access system once all files have been downloaded (files are deleted after a few months but may be accessed until that time)

appear in a new browser window. Typically, the application will prompt you to save the file (i.e. use the File/Save menu).

Last access date: 2014-02-06 12:03:24

The following files are available for you to download. Please select the file to download from the machine.

File Description	File Date	Last Down
Requested Voter List	2014-02-06 09:36:33	<input type="button" value="Down"/>
Absentee Label Download	2014-01-22 15:07:29	<input type="button" value="Down"/>

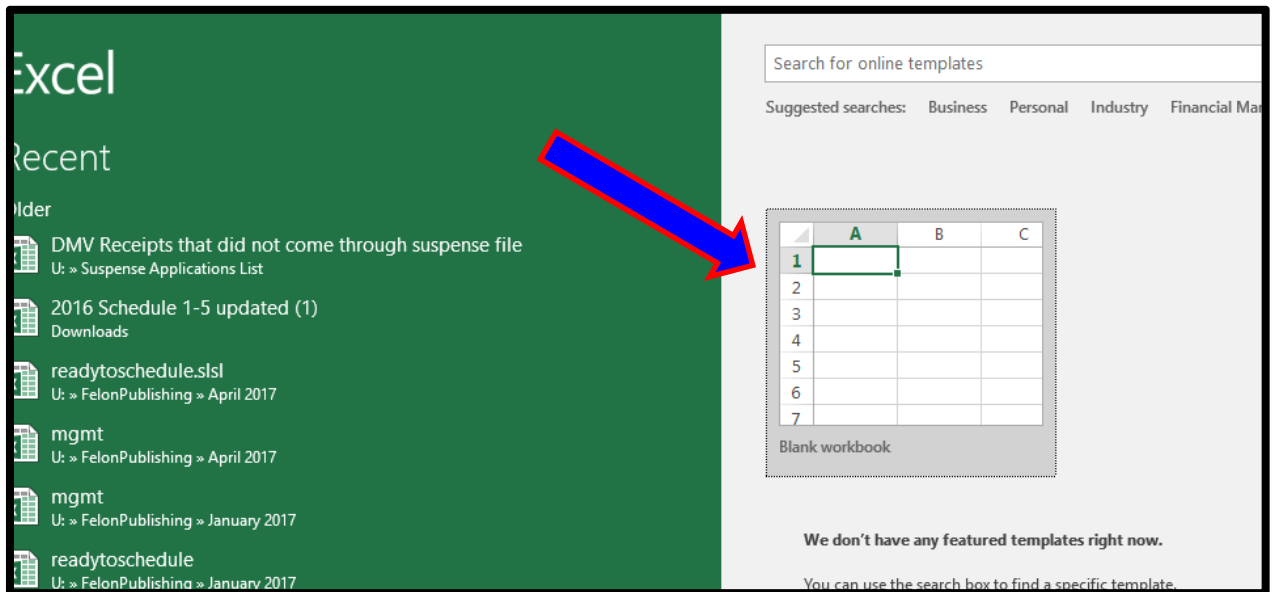
****NOTE: If you are ordering daily vote by mail data, the files are generated at approximately 4:30 p.m. and should be available on your site by approximately 7:00 p.m. The elections' office sends the same daily files to a print house where the mail ballots are assembled and then mailed out the following day.**

USING EXCEL TO OPEN THE DATA

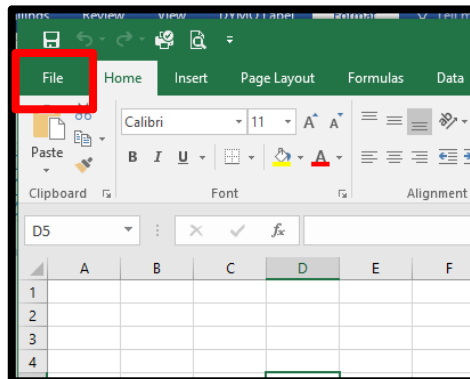
1. **Launch** Excel (icon differs depending on version you are running)
Note: Some steps may differ according to the version of Excel you are running



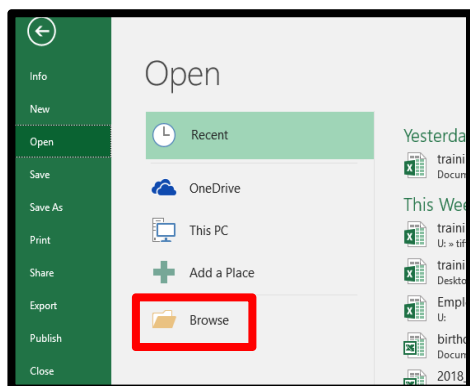
2. Click the blank workbook to open a new workbook



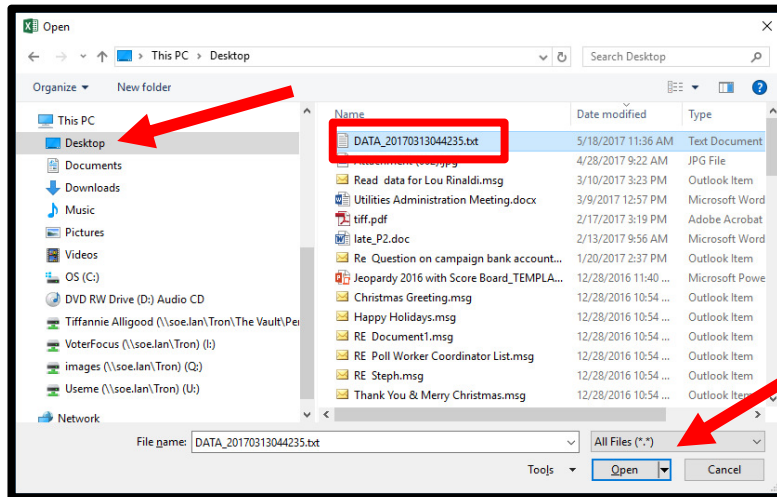
3. Click 'File'



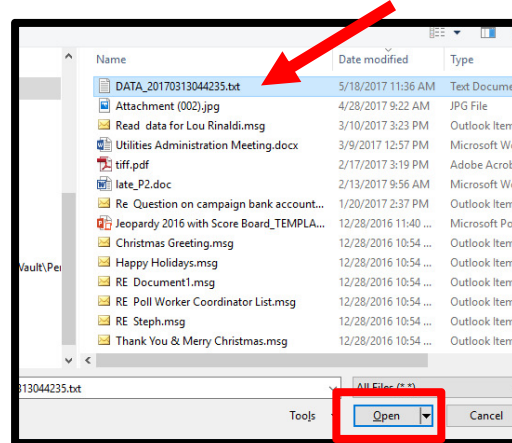
4. Click 'Browse'



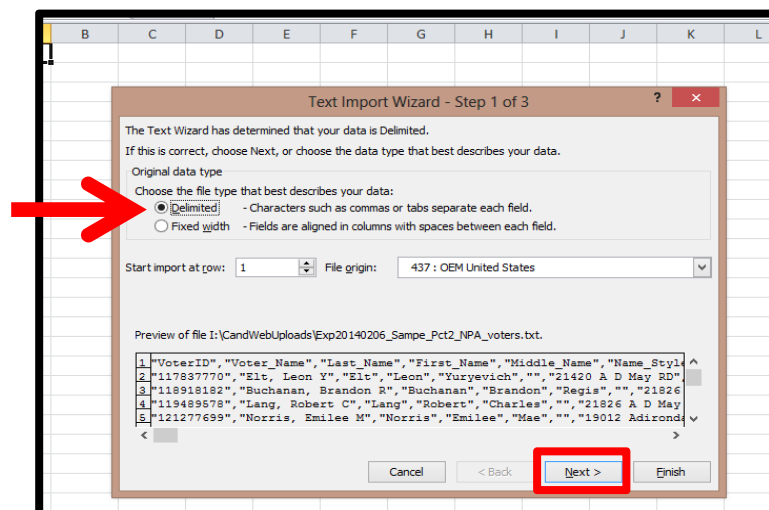
5. **Navigate** to the file path where you saved the data and be sure to select 'All files' so the text file will show up in the list (**NOT** 'All Excel Files' ... lower right-hand corner)



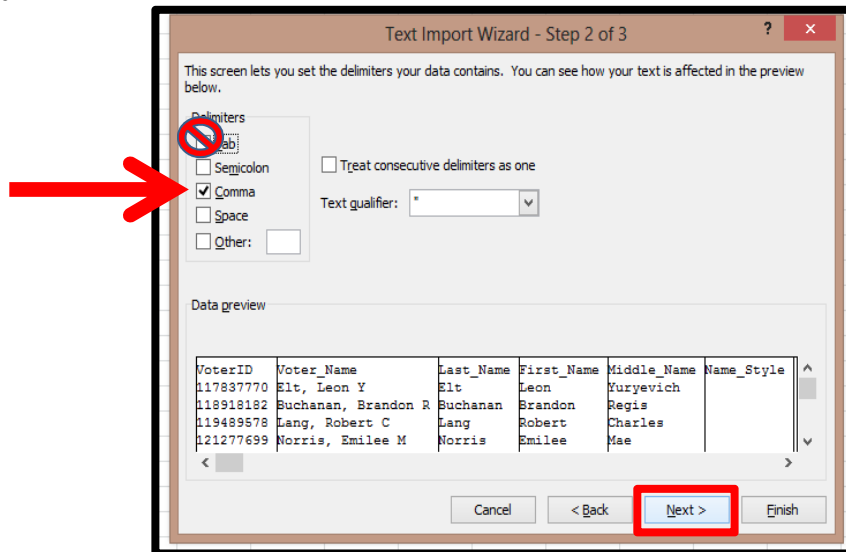
6. **Click** on the data file, then click 'Open'



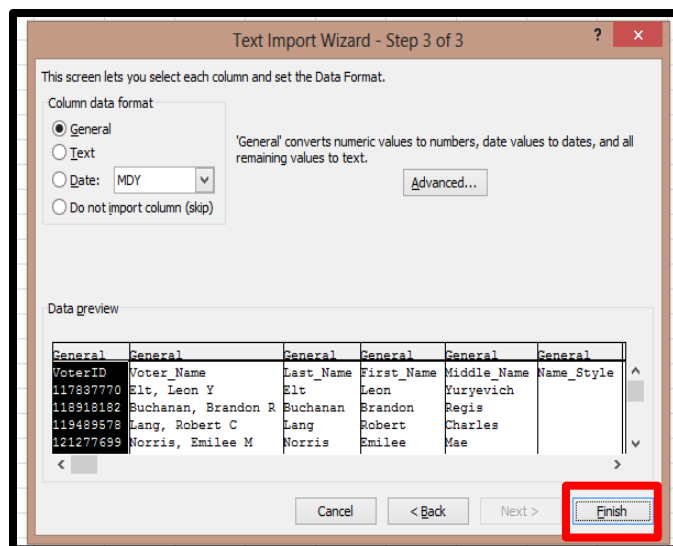
7. Text Import Wizard appears on the screen, on Step 1, **verify** the 'Delimited' radio dial is selected, **then click** 'Next'



8. On Step 2, **check the box** next to 'Comma' ... (**uncheck the box** next to Tab), then click 'Next'



9. On Step 3, click 'Finish'



10. Data is then imported into Excel and can be saved, sorted and/or filtered at your discretion. If your data is "scrambled" you did not follow the instructions in step 8. You will need to close the scrambled file and start again. See next screen shot for an example of what your data should look like if opened correctly

Voter ID	Party	Precinct	Abs_Mil	Sex	Race	Zip_Code	Phone	Name	Email	Address1	Address2	Address3	Address4	Pub
1.22E+08	Rep	60.1 C	F		5	32901		Janis C. Billingsly		892 Wood Melbourne FL 32901				
1.25E+08	Dem	25.1 C	F		5	34652	(727)846-	Michaela M. Hebert		5752 Virgi New Port Richey FL 34652				
1.06E+08	Dem	25.1 C	F		5	34652		Joyce B. Ratliff		7335 Burn New Port Richey FL 34652				
1.2E+08	Npa	25.2 C	M		5	34652		Jarrott A. Jarrothog		7345 Roya New Port Richey FL 34652				
1.07E+08	Npa	50.2 C	F		5	34652	(727)802-	Amanda L. Amandalc		5253 Kapo New Port Richey FL 34652				
1.04E+08	Dem	50.3 C	F		5	34652		Cynthia B. Steele		5428 Charl New Port Richey FL 34652				
1.23E+08	Dem	60.1 C	M		4	34652		Robert W. Figueroa		6105 Adar New Port Richey FL 34652				vale
1.17E+08	Dem	60.1 C	F		5	34652		Barbara Anne T. Harr		5832 Dela New Port Richey FL 34652				
1.25E+08	Npa	60.1 C	M		5	34652		Christos Hatzoudis		5832 Dela New Port Richey FL 34652				
1.24E+08	Dem	60.1 C	M		5	34652		Alex M. Irizarry		5638 La Sa New Port Richey FL 34652				
1.24E+08	Dem	60.1 C	F		5	34652	(347)524-	Sandra Irizarry		5638 La Sa New Port Richey FL 34652				sand
1.07E+08	Idp	60.1 C	F		5	34652		Kim Y. Kim.kristo		5535 Magr New Port Richey FL 34652				
1.21E+08	Idp	60.1 C	M		5	34652		Charles D.bama.styl		5543 Execi New Port Richey FL 34652				
1.06E+08	Rep	60.1 C	M		5	34652	(727)868-	Michael A.visionbuil		6222 Rive New Port Richey FL 34652				
1.22E+08	Npa	60.1 C	F		5	34652	(334)531-	Sara M. M.xoxsaram		5706 Rive New Port Richey FL 34652				xoxs
1.18E+08	Rep	60.1 C	F		5	34652		Alexandra L. Robins		5920 Rive New Port Richey FL 34652				
1.22E+08	Rep	60.1 C	M		5	34652		Paul M. Shoemaker		6016 Gran New Port Richey FL 34652				
1.07E+08	Dem	60.2 C	F		5	34652	(727)768-	Pamela A.pamelaasi		5144 Plea New Port Richey FL 34652				

11. If your file includes voter history, the election dates and codes will appear in the far-right columns. The codes for voting history are listed below

	AW	AX	AY
1	2016 Primary Election(Aug/30/2016)	2016 Municipal Election(Apr/12/2016)	2016 Pres Preference Primary(Mar,
2	N	X	X
3	N		Y
4	N	X	X
5	N	X	X
6			
7	N		
8	N	X	N
9	N	X	N
10	N	X	X
11	N	X	X
12	N	X	N

Voting History codes are as follows:

- Y - voted at polls
- Z - voted provisional at polls (counted)
- E - voted early
- F - voted early by provisional
- A - voted absentee
- B - voted absentee - not counted
- P - voted provisionally - not counted
- N - did not vote
- X - not eligible