



Wendy Sartory Link
Palm Beach County Supervisor of Elections

CANDIDATE GUIDE TO ACCESSING ELECTION DATA

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FOR MORE INFORMATION
VISIT PBCELECTIONS.ORG

**ARE YOU
READY
TO
VOTE?**

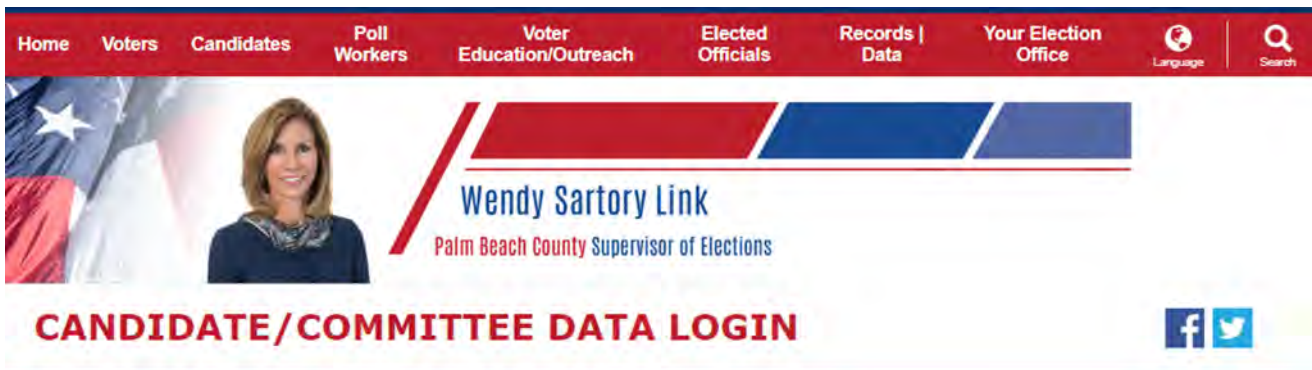
Accessing Election Data from PBCelections.org

During the Election Cycle, candidates will be able to access Vote-by-Mail and Early Voting data files directly from our website. Simply, follow these four simple steps to receive the data.

1. Visit www.pbcelections.org and find the "Candidate/Committee Data Login" link in the "Candidates" menu bar. Click on the gray "Login" button at the bottom of the page.



2. Enter the User ID and password information provided to you and press the gray, "Login" button.



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



3. After logging in, you'll see a list of files you are authorized to download. Please note that the files are cumulative, meaning that each file is a complete replacement of the previous file.

Candidate File Access -- Welcome: Sample Candidate

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: 2016-07-19 15:09:18

Log off

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 |
|---------------------------|------------------------|--|
| County Mail Ballot Status | 2016-07-19 02:06:18 | <input type="button" value="Download"/> 2016-07-19 12:34:54 |
| County Mail Ballot Status | 2016-07-18 02:05:52 | <input type="button" value="Download"/> 2016-07-18 16:17:19 |
| County Mail Ballot Status | 2016-07-17 02:08:40 | <input type="button" value="Download"/> 2016-07-18 16:17:16 |
| County Mail Ballot Status | 2016-07-16 02:08:40 | <input type="button" value="Download"/> 2016-07-18 16:17:08 |
| County Mail Ballot Status | 2016-07-15 02:05:29 | <input type="button" value="Download"/> 2016-07-18 16:17:02 |
| County Mail Ballot Status | 2016-07-14 02:05:50 | <input type="button" value="Download"/> 2016-07-18 17:41:30 |
| County Mail Ballot Status | 2016-07-13 02:04:28 | <input type="button" value="Download"/> 2016-07-18 16:16:42 |
| County Mail Ballot Status | 2016-07-12 02:08:02 | <input type="button" value="Download"/> 2016-07-18 18:09:35 |

4. When you click download, you will be asked if you want to open or save the file. Click "Save". The file name is *<county ID>_ABL_FVRS election number>_ (date of run) _<time of run>*.



5. The text file can then be opened in the application of your choice.

Understanding the Vote By Mail Ballot Request Information File

Vote By Mail Ballot Request Information File— Lists county voters who have requested a Vote By Mail ballot for an election, the status of the request, and other relevant data. Voters with protected addresses are excluded from the file.

This file is automatically created and sent to FVRS daily (overnight) by the FVRSElecFiles program beginning 60 days prior to an election and ending on the 15th day after the election. If a general election is preceded by a primary, a separate file is sent for each election.

The file contains information processed up to the close of business on the day prior to the overnight run. Each daily file contains all Vote By Mail voters to date, not just new additions. The file name is <county ID>_ABL_<FVRS election number>_<date of run>_<time of run>.

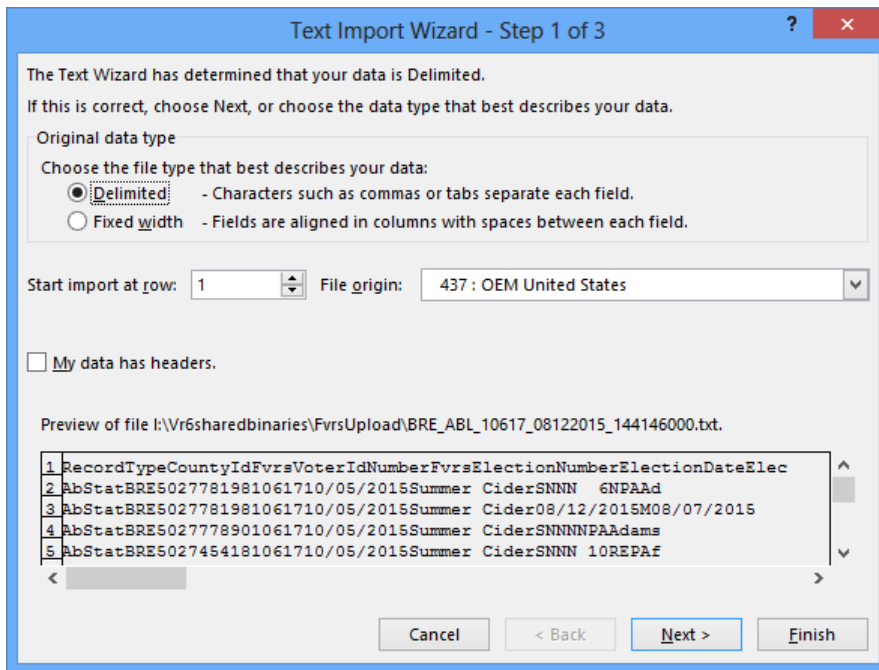
Contents of the file, reading left to right:

| | | |
|--|--------------------------------|---|
| County ID | Voter registration ID | FVRS Election number |
| Election date | Election name | Date absentee summary record last updated |
| Absentee request status: C—Canceled E—Voter error N—Unsigned P—Provided R—Requested (for this election) S—Requested (all- elections/FPCA) U—Returned Undeliverable V—Voted | Absentee request date | Absentee delivery date |
| Absentee return date | Absentee request canceled date | Military flag |
| Overseas flag | Military dependent flag | Precinct |
| Party | Voter name | Mailing address |
| Email address | Fax number | |

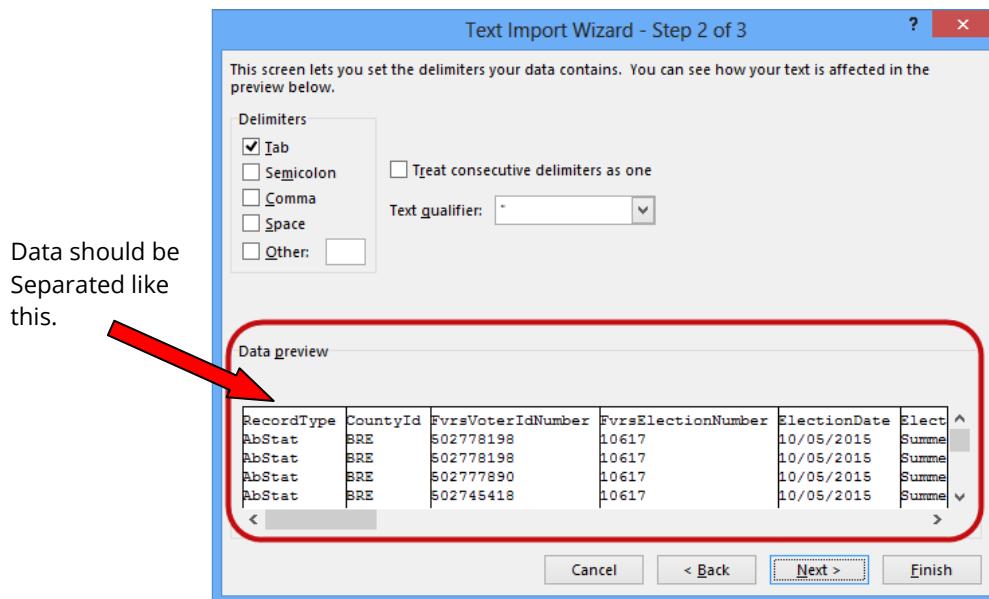
Note The Vote By Mail request status "S" denotes voters who have a standing request, while "R" denotes voters who requested a ballot for this election only. When Vote By Mail requests are generated for all elections voters, all "S" voters who are eligible to vote in the election will subsequently appear twice in the Vote By Mail Ballot Request Information File: once with the "S" status and again with the "R" status. Any all-elections/FPCA voters who are not eligible to vote in the election will only be listed once—with the S status. Those voters will not be listed again with an "R" status, since they will not receive a ballot.

Loading the File into Excel

- 1 In Excel, click File > Open and select the file provided by the Supervisor of Elections.
- 2 On the first dialog of the Text Import Wizard, select **Delimited** and click **Next**.



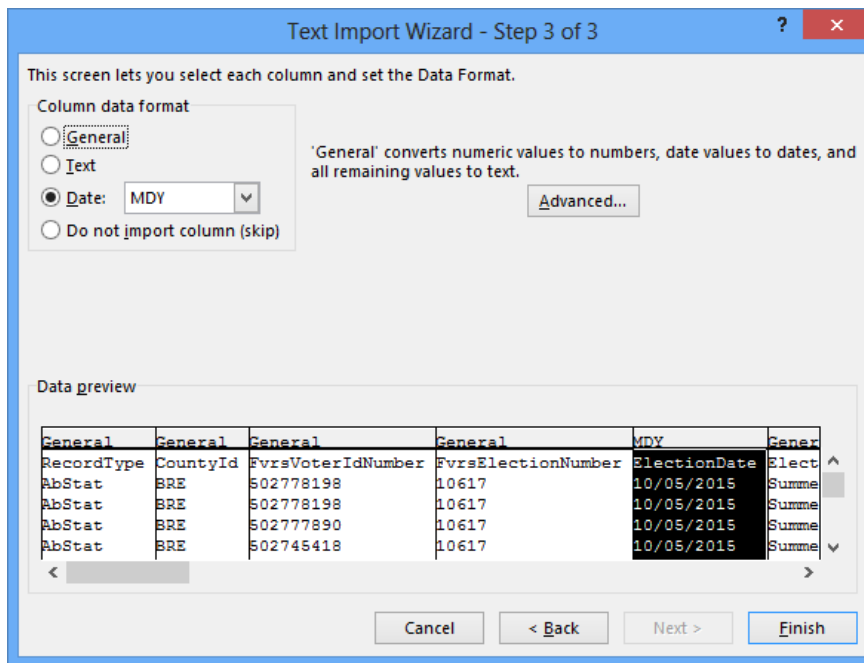
- 3 On the second dialog, under **Delimiters**, select **Tab** if the file does not contain commas or **Comma** if the file has commas between the data elements. If you aren't sure which delimiter to use, select the one that separates the data in Excel's **Data Preview** pane so it looks like the example here:



Data should be separated like this.

Clear the other check boxes in the **Delimiters** box. For the **Text Qualifier**, select the double-quote character ("). Click **Next**.

- 4 The third dialog of the wizard shows the data format at the top of each column. By default, all columns are formatted as **General**, which aligns all fields to the left. You can change the format of any column by clicking in it and selecting a different format under **Column data format**. You might, for example, want to change data fields to a **Date** format, as shown in the example here:



- 5 Click **Finish** to load the file into an Excel worksheet.

If you plan to create mailing labels using the mail merge capability in Microsoft Word, you will need to save the Excel worksheet as a text (TXT) file.

Wendy Sartory Link
Supervisor of Elections

Palm Beach County, FL

List of Mailing Cities

| CITY CODES | |
|------------|----------------------|
| 0 | Unincorporated |
| 1 | Atlantis |
| 2 | Boynton Beach |
| 3 | Belle Glade |
| 4 | Boca Raton |
| 5 | Briny Breezes |
| 6 | Cloud Lake |
| 7 | Delray Beach |
| 8 | Greenacres |
| 9 | Glen Ridge |
| 10 | Gulfstream |
| 11 | Highland Beach |
| 12 | Haverhill |
| 13 | Hypoluxo |
| 14 | Juno Beach |
| 15 | Jupiter Inlet Colony |
| 16 | Jupiter |
| 17 | Lantana |
| 18 | Lake Clarke Shores |
| 19 | Loxahatchee Groves |
| 20 | Lake Park |
| 21 | Lake Worth Beach |
| 22 | Manalapan |
| 23 | Mangonia Park |
| 24 | North Palm Beach |
| 25 | Ocean Ridge |
| 26 | Pahokee |
| 27 | Palm Beach |
| 28 | Palm Beach Gardens |
| 29 | Palm Beach Shores |
| 30 | Palm Springs |
| 31 | Riviera Beach |
| 32 | Royal Palm Beach |
| 33 | South Bay |
| 34 | South Palm Beach |
| 35 | Tequesta |
| 36 | Village Of Golf |
| 37 | Wellington |
| 38 | Westlake |
| 39 | West Palm Beach |
| | |
| | |
| | |

| CITY WARD CODES | |
|-----------------|----------------------|
| 11 | Ward 1 |
| 21 | Boynton Beach Dist 1 |
| 22 | Boynton Beach Dist 2 |
| 23 | Boynton Beach Dist 3 |
| 24 | Boynton Beach Dist 4 |
| 31 | Ward 1 |
| 41 | Ward 1 |
| 51 | Ward 1 |
| 61 | Ward 1 |
| 71 | Ward 1 |
| 81 | Ward 1 |
| 91 | Ward 1 |
| 101 | Ward 1 |
| 111 | Ward 1 |
| 121 | Ward 1 |
| 131 | Ward 1 |
| 141 | Ward 1 |
| 151 | Ward 1 |
| 161 | Ward 1 |
| 171 | Ward 1 |
| 181 | Ward 1 |
| 191 | Ward 1 |
| 201 | Ward 1 |
| 211 | Ward 1 |
| 221 | Ward 1 |
| 231 | Ward 1 |
| 241 | Ward 1 |
| 251 | Ward 1 |
| 261 | Ward 1 |
| 271 | Ward 1 |
| 281 | Ward 1 |
| 291 | Ward 1 |
| 301 | Ward 1 |
| 311 | Ward 1 |
| 321 | Ward 1 |
| 331 | Ward 1 |
| 341 | Ward 1 |
| 351 | Ward 1 |
| 361 | Ward 1 |
| 371 | Ward 1 |
| 381 | Ward 1 |
| 391 | Ward 1 |
| | |
| | |
| | |

| TAXING CODES | |
|--------------|---------------------------|
| TAC | Acme Improvement District |
| TBC | Briger Comm Dev Dist |
| TBT | Boca Raton Taxing Dist |
| TEN | Lox Environ Imprv Dist |
| THC | Hamal Comm Dev Dist |
| THY | Hypo Haverhill Comm Dist |
| TIT | Indian Trail Imprv Dist |
| TJC | Journeys Comm Dev Dist |
| TJI | Jupiter Inlet Dist |
| TLI | Library District |
| TMC | Monterey Comm Dev Dist |
| TMH | Marsh Harbour Comm Dev |
| TNI | Northern Imprv Dist |
| TOO | Osprey Oaks Comm Dev |
| TOP | Old Palm Comm Dev |
| TPC | Plantation Comm Dev Dist |
| TPO | Port Of Palm Beach |
| TRC | Renaissance Comm Dev |
| TSB | Sonoma Bay Comm Dev |
| TSI | Seminole Imprv Dist |
| TTC | Terracina Comm Dev Dist |
| TTO | Thousand Comm Dev Dist |
| TVC | Vista Comm Dev Dist |
| TWC | Winston Comm Dev Dist |
| TWP | Wyndam Park Comm Dev |

| RACE CODES | |
|------------|---------------------------|
| 1 | AMERICAN INDIAN/ALASKAN |
| 2 | ASIAN OR PACIFIC ISLANDER |
| 3 | BLACK, NON HISPANIC |
| 4 | HISPANIC |
| 5 | WHITE, NON HISPANIC |
| 6 | OTHER |
| 7 | MULTI-RACIAL |
| 9 | UNKNOWN |

| TALLY TYPE | |
|------------|---|
| Y | POLLS |
| Z | VOTED AT POLLS BY PROVISIONAL (COUNTED) |
| N | DID NOT VOTE |
| A | VOTE BY MAIL (COUNTED) |
| B | VOTE BY MAIL (NOT COUNTED) |
| P | PROVISIONAL (NOT COUNTED) |
| X | INELIGIBLE TO VOTE |
| E | EARLY VOTED |
| F | EARLY VOTED BY PROVISIONAL (COUNTED) |