Uploading Election Results

Election results are uploaded:
> ➢ *Initially* at 8:00 pm Election Day
> ➢ Daily (when there are more than 500 ballots on hand)

When election results are uploaded, a team consisting of the **Election Supervisor or Election Coordinator** and **another Election staff member:**

FOR FIRST UPLOAD ON ELECTION NIGHT *(skip for subsequent uploads)*
1. **Joins** Election Night Results Support WebEx then **continues** to step 2.
   - Information and link sent by SOS prior to Election Day

FOR SUBSEQUENT UPLOADS *(no WebEx necessary)*
2. **Retrieves** a new, sealed flash drive from drawer in Admin Office in the Election Center.
   - Flash drives are security-sealed and supplied from the State
   - Each flash drive may be used only ONCE

3. **Inserts** flash drive into USB port on Clear Ballot Admin workstation.

4. **Logs in** to Clear Ballot Admin station located in Admin Office.

5. **Clicks** Reports for *ElectionName* on dashboard's title bar and **selects** Download XML Results from the drop-down list.
   - **Downloads** completed file from Actions menu in new window that opens (XML file will be at the top of the list)
   - **Saves** to flash drive

6. **Clicks** Reports for *ElectionName* on dashboard's title bar and **selects** Generate PDF Report from the drop-down list (this is the Summary Report).

7. **Chooses** report parameters:
   - Report Type = Votes by Geography, Contests by Counter Group
   - Type of Geography = Precincts
   - Level of Detail = Grand Total only
   - **Checks** boxes for "Sort choices by their order (not Vote total)" and "Hide Counter Group subtotals"

8. **Clicks** Start Report then **downloads** completed file from Actions menu in new window that opens (PDF/Summary Report will be at the top).

9. **Prints** Summary Report, **saves** to flash drive then **removes** flash drive from computer.

10. **Locks** Clear Ballot Admin station and **logs in** to workstation that has internet access.

11. **Inserts** flash drive into USB port and **opens** drive.

12. **Logs in** to VoteWA > Election Management > Returns, **clicks** "Upload files for election night reporting."

13. **Clicks** Select and **locates** XML results file from open flash drive folder then **clicks** Transfer after dot turns GREEN.

14. **Clicks** Results tab and, with another election worker, **verifies** results in VoteWA match the Summary Report printed from the Clear Ballot Admin station.

15. **Clicks** Publish, **updates** Ballots remaining to count and the Next Ballot Count time, then **clicks** Update Next Count Time and Remaining Ballots.

16. **Goes to** Current Election page on Auditor's website and **clicks** to View Results.
    - https://www.whatcomcounty.us/1732/Current-Election

17. **Confirms** that results displaying on website match results on Summary Report/in VoteWA.
    - **Presses** F5 or **refreshes** screen (if needed)

18. Once results appear on website, **emails** Summary Report and XML results file to the State.
    - VRSupport@sos.wa.gov

19. **Waits** for confirmation from the State WebEx that results have uploaded correctly.

References: RCW 29A.60.060, WAC 434-250-110