Electronic Statewide Election Reporting System (eSERS)

Montana Secretary of State

TO JOIN THE AUDIO CONFERENCE:

US TOLL FREE: 1-855-797-9485

ACCESS CODE: 667 106 020

GUIDE TO ENTERING ELECTION RESULTS AND COMPLETING CANVASS REPORT

OCTOBER, 2016

eSERS TRAINING

Included in this training

1. Overview of eSERS
2. Login Instructions
3. Results Entry
4. Entering Write-in Results
5. Finalizing Results on Election Night
6. Entering Provisional/Other Results
7. Canvass Report
8. Recount Canvass Report
9. Public Results Site
10. Potential Recount Calculations

eSERS TRAINING

Reporting Results

- All of the planning and training c
  night when results are reported to the waiting candidates, public and media.
- Timely and accurate results reporting is critical to instill confidence in the election process in the public.
- Results entered by each county into eSERS on election night, are published live so that the public can see statewide and county results as they come in.
- The Election is not over until results have been counted/tabulated and reported – we are ALL tired on election night, but PLEASE DON'T GO HOME WITHOUT COMPLETING YOUR RESULTS REPORTING!

Overview

eSERS TRAINING

Overview of eSERS

- eSERS stands for “Electronic Statewide Election Reporting System”.
- It is the system that collects all election results from each county, and reports those results to the public. Media outlets use eSERS to track results as they come in.
- eSERS also generates the official canvass reports for the county canvass, and for the state canvass.

eSERS TRAINING

Overview of eSERS

- Each county manually enters their precinct level results into eSERS on election night or
- If the county uses ERM, the county uploads results from ERM into eSERS.
- The SOS has an election night results coordinator assigned to each county to assist with getting results into eSERS.
  - Contact information for the eSERS coordinator will be provided to each county.

LOGIN

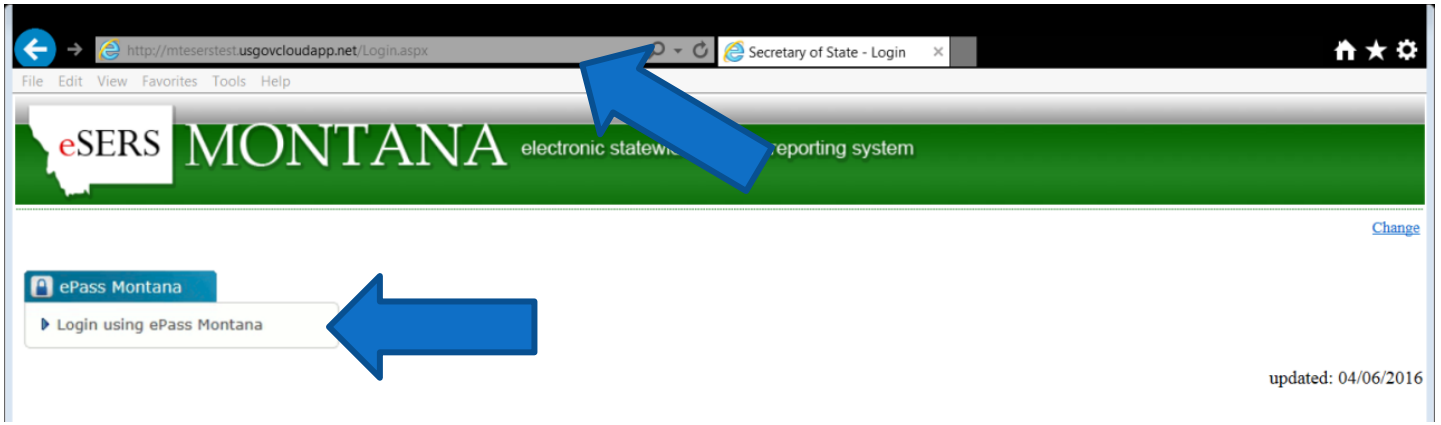
eSERS TRAINING

Logging into eSERS

***Note – the login process and web address for eSERS has changed**

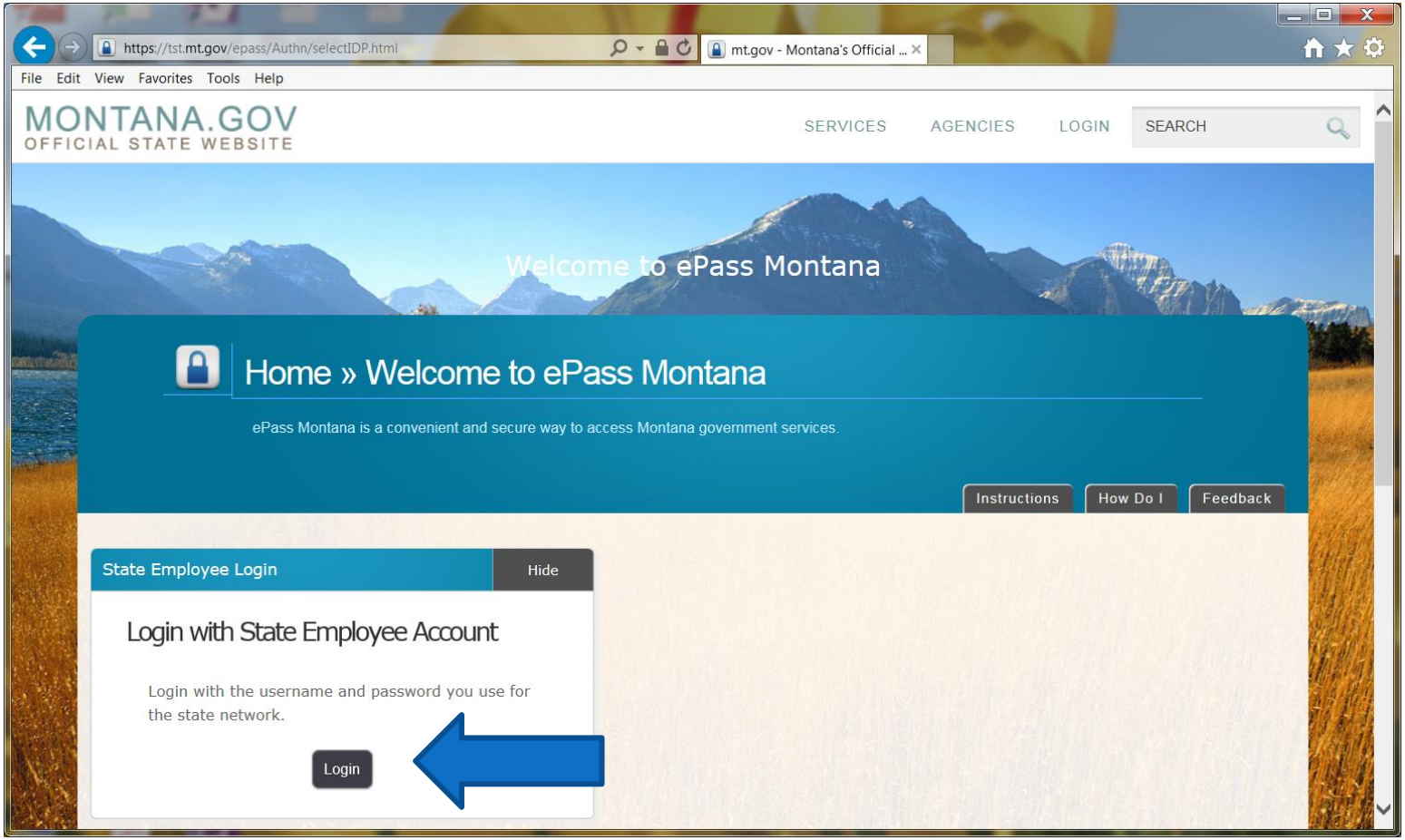
Click on the eSERS logo that is on your computer desktop or, type the following URL into your Internet browser: mtcountyresults.gov

Select "Login using ePass Montana"



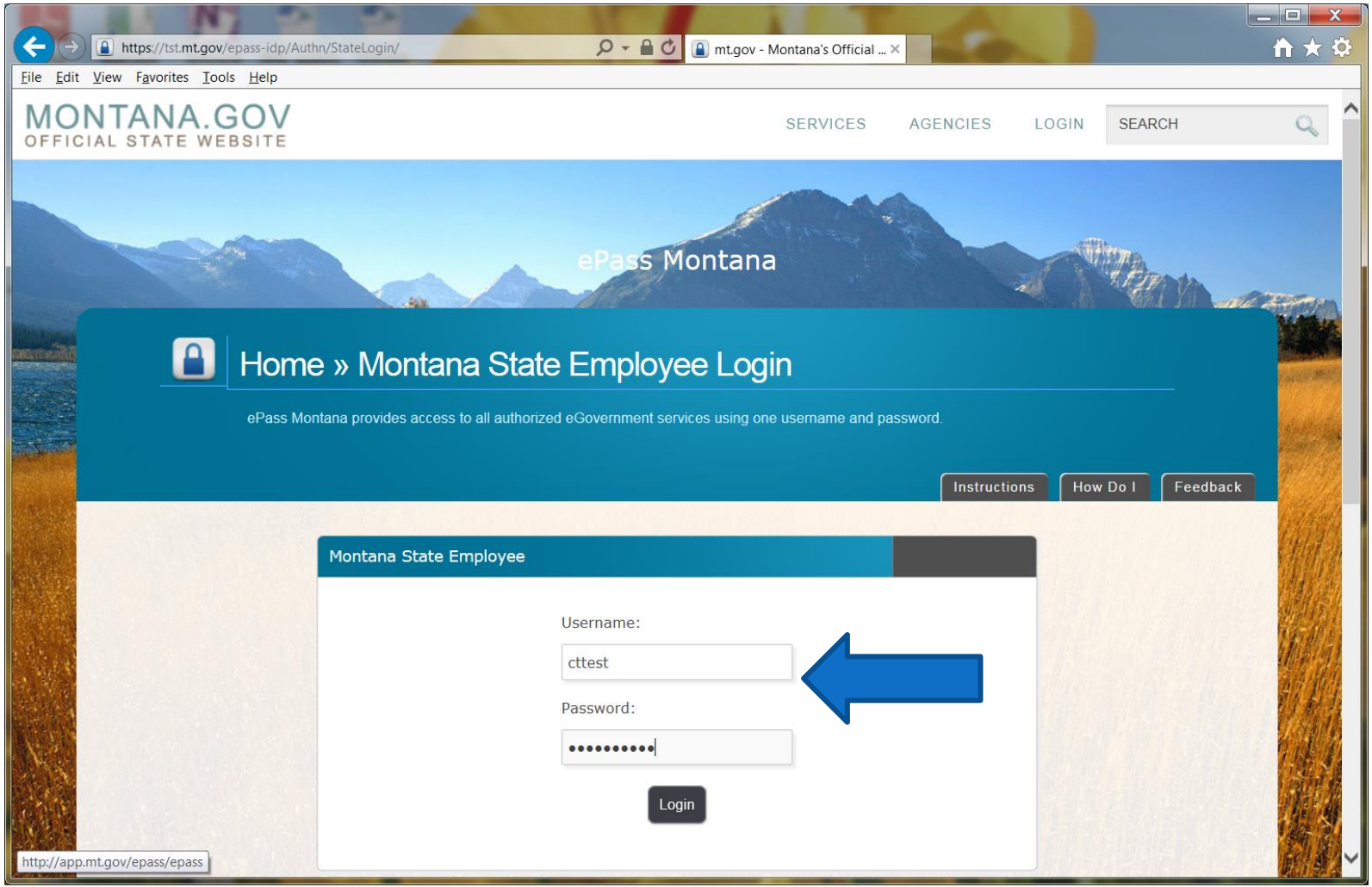
eSERS TRAINING

Logging into eSERS



eSERS TRAINING

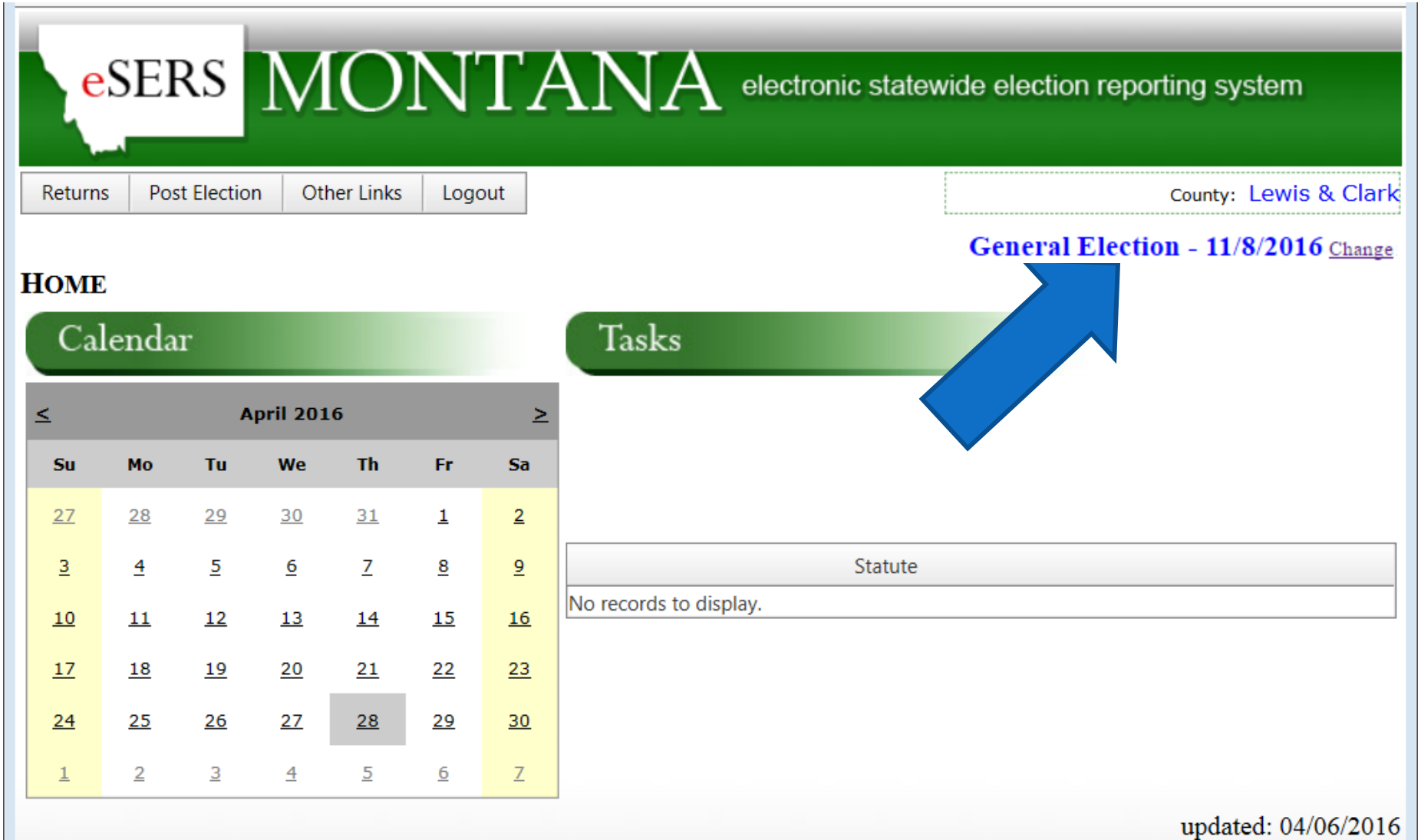
Enter your C# for the user name, and the password you use for Citrix/ePass



RESULTS ENTRY

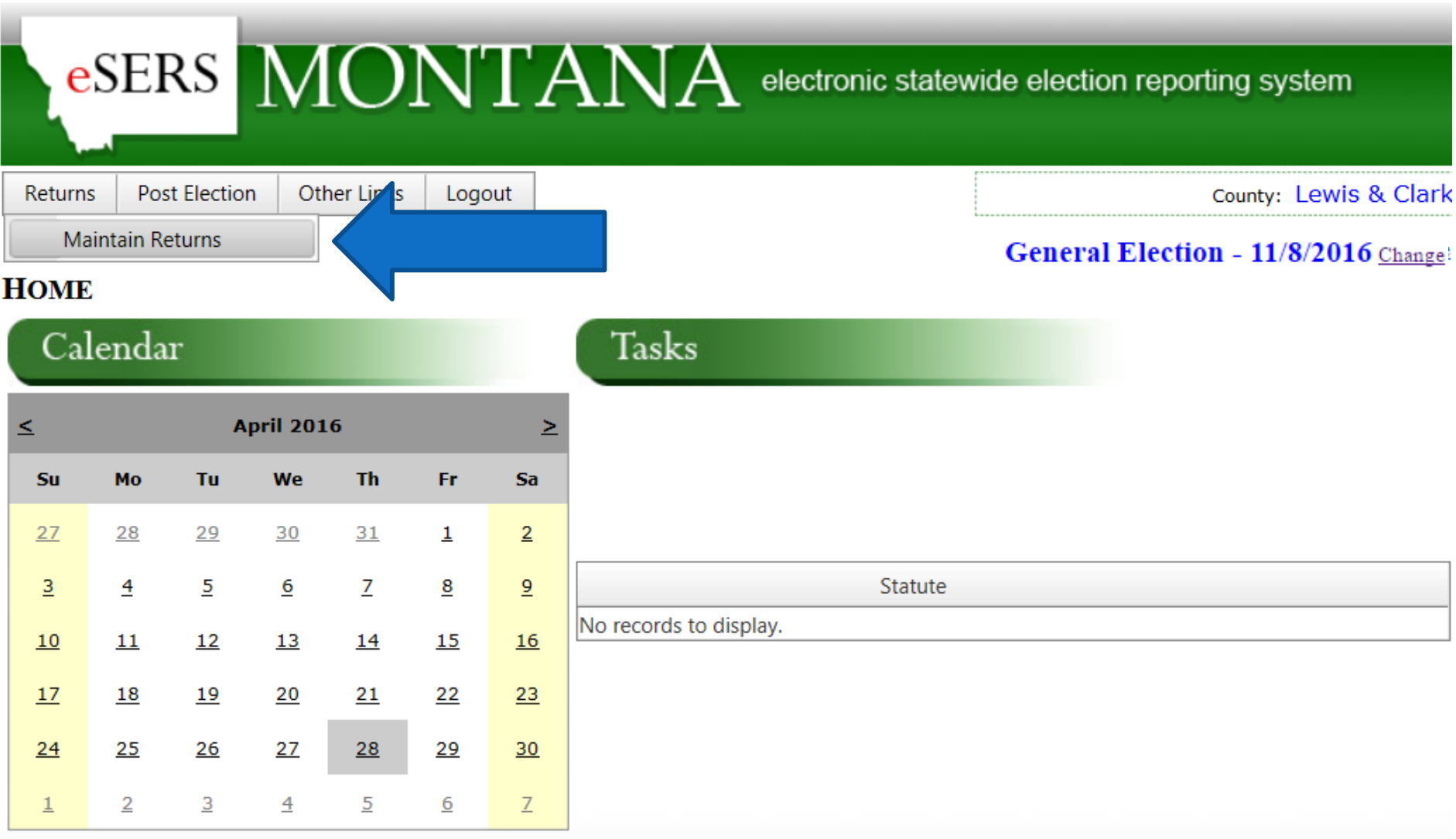
eSERS TRAINING

Results Entry



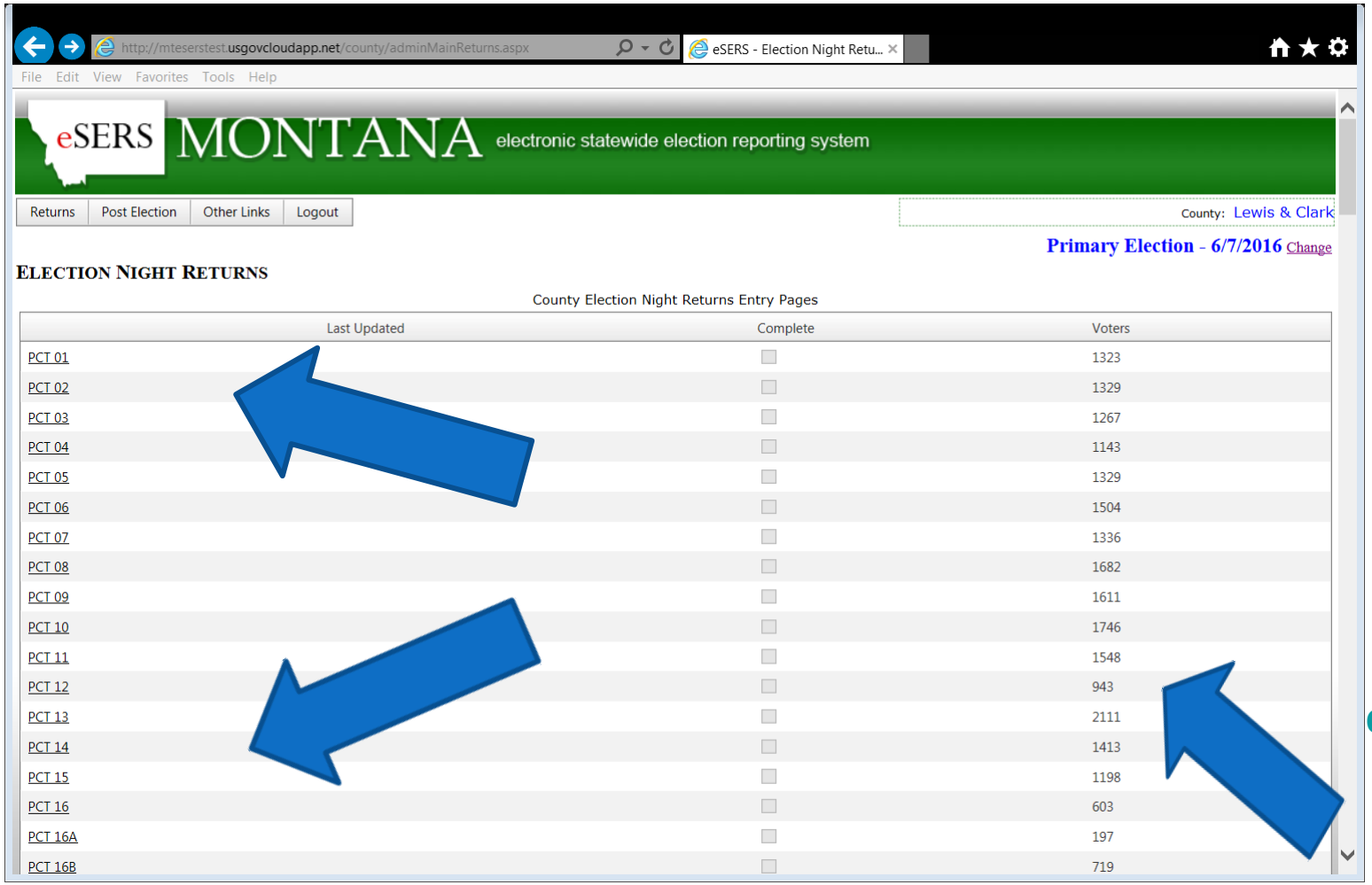
eSERS TRAINING

Results Entry



eSERS TRAINING

Results Entry

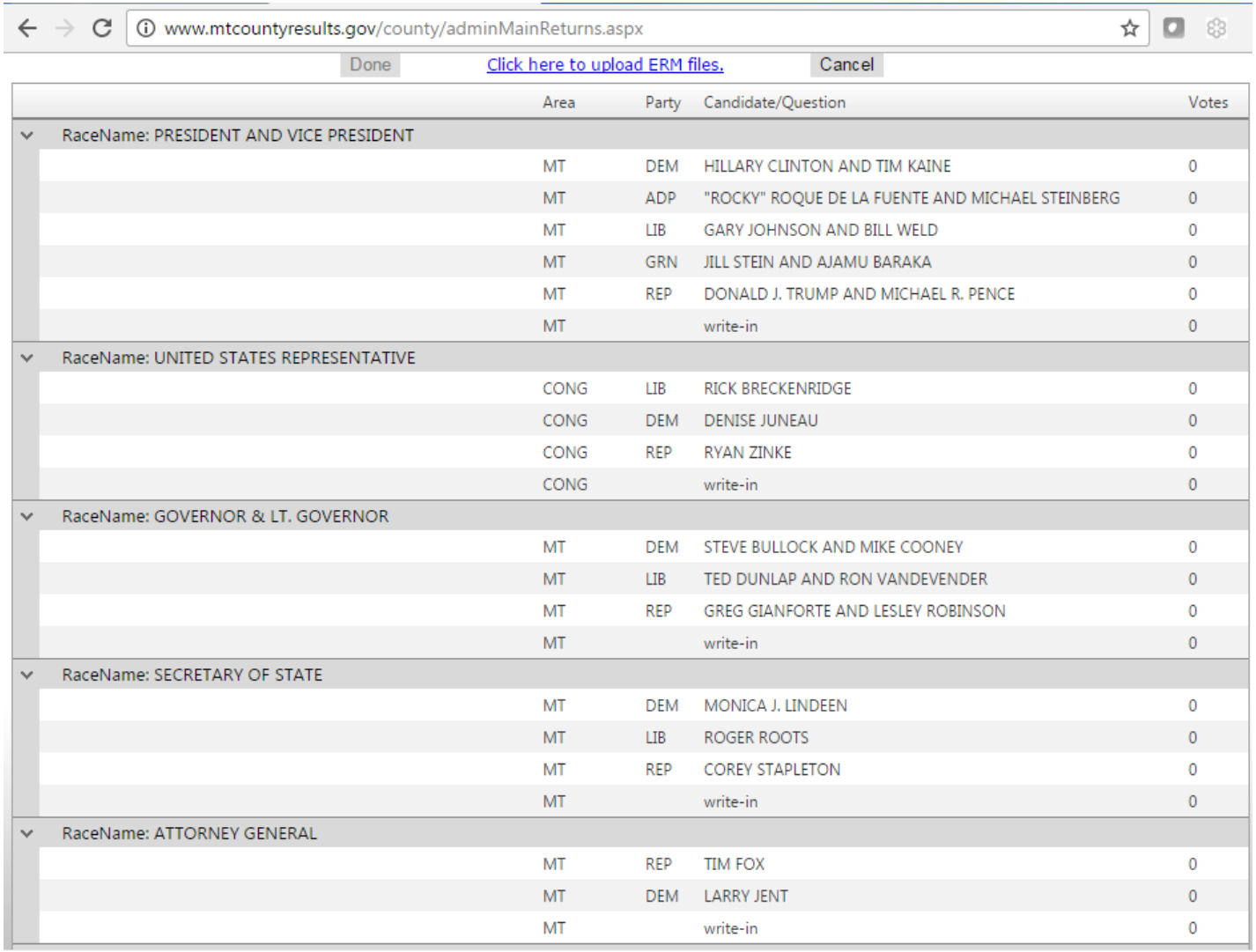


A list of your precincts appears at the top of the page.

Voter registration numbers for each precinct are updated on election day

eSERS TRAINING

Results Entry

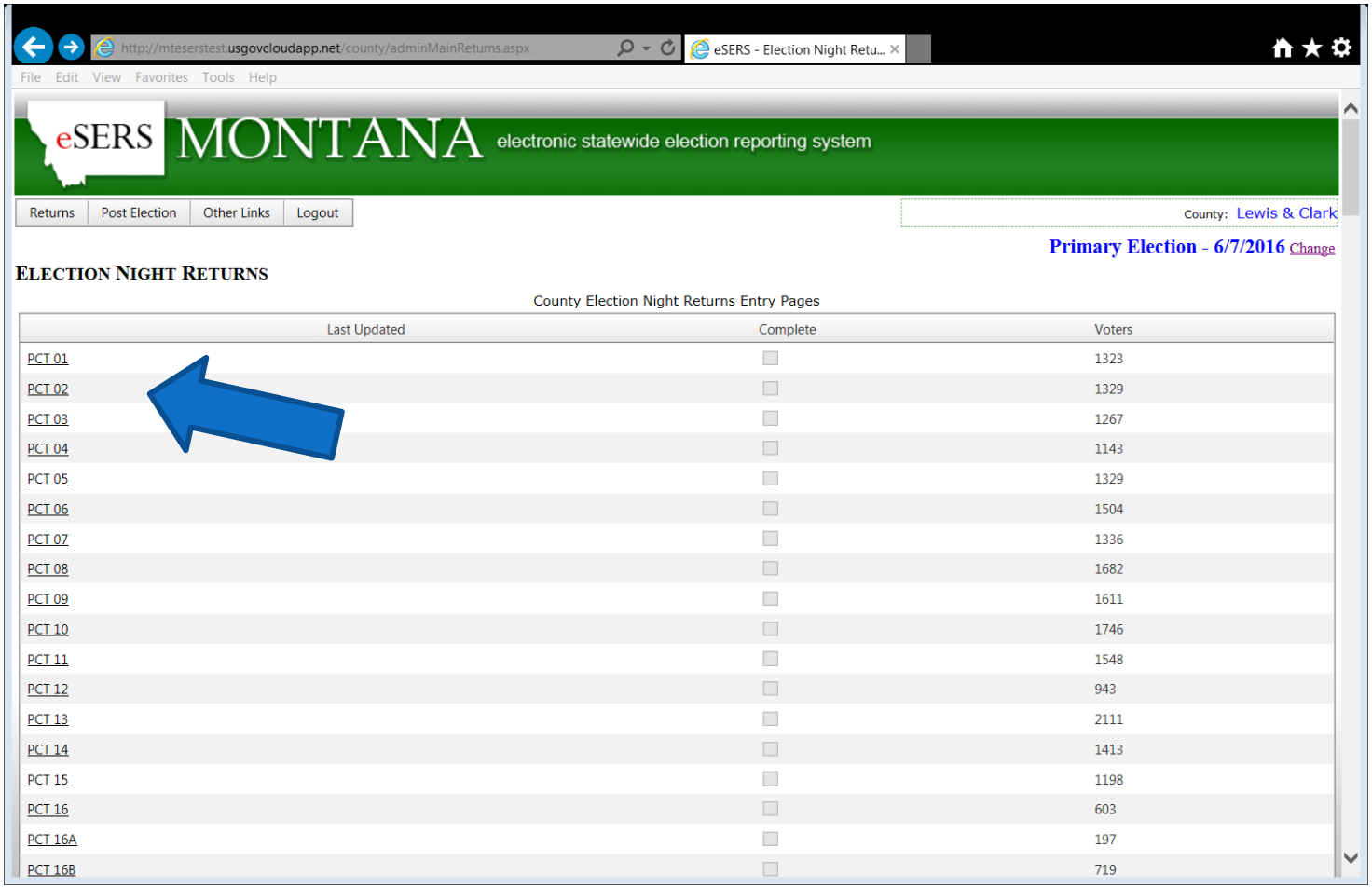


	Area	Party	Candidate/Question	Votes
RaceName: PRESIDENT AND VICE PRESIDENT				
	MT	DEM	HILLARY CLINTON AND TIM KAINE	0
	MT	ADP	"ROCKY" ROQUE DE LA FUENTE AND MICHAEL STEINBERG	0
	MT	LIB	GARY JOHNSON AND BILL WELD	0
	MT	GRN	JILL STEIN AND AJAMU BARAKA	0
	MT	REP	DONALD J. TRUMP AND MICHAEL R. PENCE	0
	MT		write-in	0
RaceName: UNITED STATES REPRESENTATIVE				
	CONG	LIB	RICK BRECKENRIDGE	0
	CONG	DEM	DENISE JUNEAU	0
	CONG	REP	RYAN ZINKE	0
	CONG		write-in	0
RaceName: GOVERNOR & LT. GOVERNOR				
	MT	DEM	STEVE BULLOCK AND MIKE COONEY	0
	MT	LIB	TED DUNLAP AND RON VANDEVENDER	0
	MT	REP	GREG GIANFORTE AND LESLEY ROBINSON	0
	MT		write-in	0
RaceName: SECRETARY OF STATE				
	MT	DEM	MONICA J. LINDEEN	0
	MT	LIB	ROGER ROOTS	0
	MT	REP	COREY STAPLETON	0
	MT		write-in	0
RaceName: ATTORNEY GENERAL				
	MT	REP	TIM FOX	0
	MT	DEM	LARRY JENT	0
	MT		write-in	0

Scroll down the page to get a list of races/ candidates /issues

eSERS TRAINING

Results Entry



Select the first precinct that you receive returns for.

eSERS TRAINING

Results Entry

General Election - 11/8/2016 Change

ELECTION NIGHT RETURNS ENTRY

440 registered voters.

Precinct Name: **PREC 10**

	Area	Party	Candidate/Question	
RaceName: PRESIDENT AND VICE PRESIDENT				
	MT	DEM	HILLARY CLINTON AND TIM KAINE	0
	MT	ADP	"ROCKY" ROQUE DE LA FUENTE AND MICHAEL STEINBERG	0
	MT	LIB	GARY JOHNSON AND BILL WELD	0
	MT	GRN	JILL STEIN AND AJAMU BARAKA	0
	MT	REP	DONALD J. TRUMP AND MICHAEL R. PENCE	0
	MT		write-in	0
RaceName: UNITED STATES REPRESENTATIVE				
	CONG	LIB	RICK BRECKENRIDGE	0
	CONG	DEM	DENISE JUNEAU	0
	CONG	REP	RYAN ZINKE	0
	CONG		write-in	0
RaceName: GOVERNOR & LT. GOVERNOR				
	MT	DEM	STEVE BULLOCK AND MIKE COONEY	0
	MT	LIB	TED DUNLAP AND RON VANDEVENDER	0
	MT	REP	GREG GIANFORTE AND LESLEY ROBINSON	0
	MT		write-in	0

Begin entering results for each candidate in the yellow data entry boxes.

eSERS TRAINING

Results Entry

If you are entering absentee results first, and entering poll results later, the results from the polls must be added to the votes already entered. Example:

Precinct Name: **PREC 10**

	Area	Party	Candidate/Question	
RaceName: PRESIDENT AND VICE PRESIDENT				
	MT	DEM	HILLARY CLINTON AND TIM KAINE	100
	MT	ADP	"ROCKY" ROQUE DE LA FUENTE AND MICHAEL STEINBERG	0
	MT	LIB	GARY JOHNSON AND BILL WELD	0
	MT	GRN	JILL STEIN AND AJAMU BARAKA	0
	MT	REP	DONALD J. TRUMP AND MICHAEL R. PENCE	0
	MT		write-in	0

Candidate Hillary Clinton has 100 absentee votes previously entered for this precinct. After votes at the polls are counted, she has 400 more votes. You should remove the 100 votes and enter 500 votes.

WRITE-IN RESULTS ENTRY

eSERS TRAINING

Enter Write-in Results

General Election - 11/8/2016 Change

ELECTION NIGHT RETURNS ENTRY

440 registered voters.

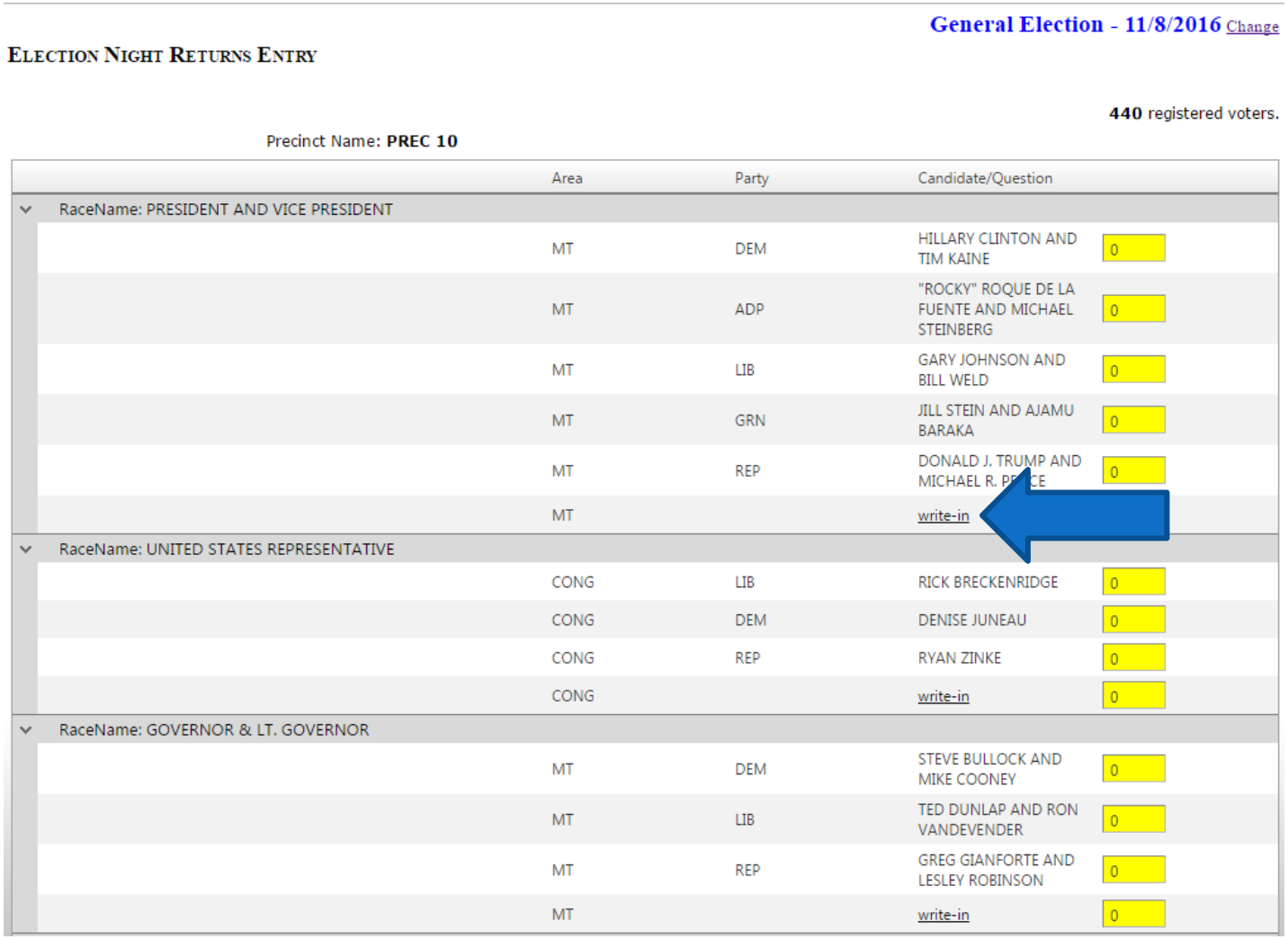
Precinct Name: **PREC 10**

	Area	Party	Candidate/Question	
RaceName: PRESIDENT AND VICE PRESIDENT				
	MT	DEM	HILLARY CLINTON AND TIM KAINE	0
	MT	ADP	"ROCKY" ROQUE DE LA FUENTE AND MICHAEL STEINBERG	0
	MT	LIB	GARY JOHNSON AND BILL WELD	0
	MT	GRN	JILL STEIN AND AJAMU BARAKA	0
	MT	REP	DONALD J. TRUMP AND MICHAEL R. PENCE	0
	MT			0
RaceName: UNITED STATES REPRESENTATIVE				
	CONG	LIB	RICK BRECKENRIDGE	0
	CONG	DEM	DENISE JUNEAU	0
	CONG	REP	RYAN ZINKE	0
	CONG		write-in	0
RaceName: GOVERNOR & LT. GOVERNOR				
	MT	DEM	STEVE BULLOCK AND MIKE COONEY	0
	MT	LIB	TED DUNLAP AND RON VANDEVENDER	0
	MT	REP	GREG GIANFORTE AND LESLEY ROBINSON	0
	MT		write-in	0

Enter the total write-in votes from your tabulator tape/report or from your precinct returns report; go down to the bottom, and hit “submit”.

eSERS TRAINING

Enter Write-in Results Detail



General Election - 11/8/2016 Change

ELECTION NIGHT RETURNS ENTRY

440 registered voters.

Precinct Name: **PREC 10**

	Area	Party	Candidate/Question	
RaceName: PRESIDENT AND VICE PRESIDENT				
	MT	DEM	HILLARY CLINTON AND TIM KAINE	0
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	MT	LIB	GARY JOHNSON AND BILL WELD	0
	MT	GRN	JILL STEIN AND AJAMU BARAKA	0
	MT	REP	DONALD J. TRUMP AND MICHAEL R. PENCE	0
	MT		write-in	
RaceName: UNITED STATES REPRESENTATIVE				
	CONG	LIB	RICK BRECKENRIDGE	0
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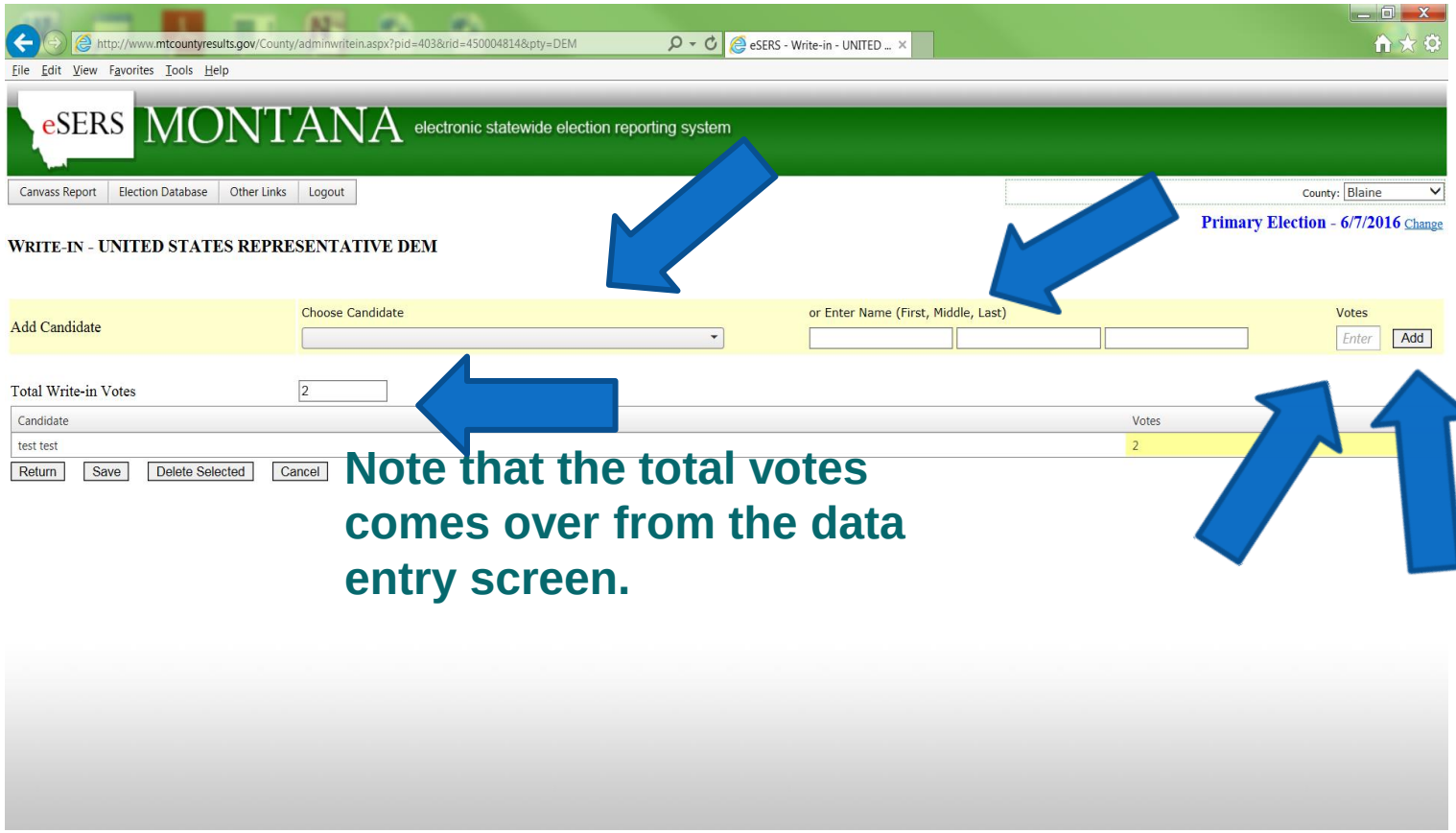
RaceName: GOVERNOR & LT. GOVERNOR				
	MT	DEM	STEVE BULLOCK AND MIKE COONEY	0
	MT	LIB	TED DUNLAP AND RON VANDEVENDER	0
	MT	REP	GREG GIANFORTE AND LESLEY ROBINSON	0
	MT		write-in	0

Come back to the data entry screen and click on "write-in".

<u>Note:</u> you must have already submitted before entering write-in detail or you will lose whatever was entered in the data entry screen.

eSERS TRAINING

Enter Write-in Results Detail



Choose the write-in candidate from the drop-down OR type the candidate name in box.

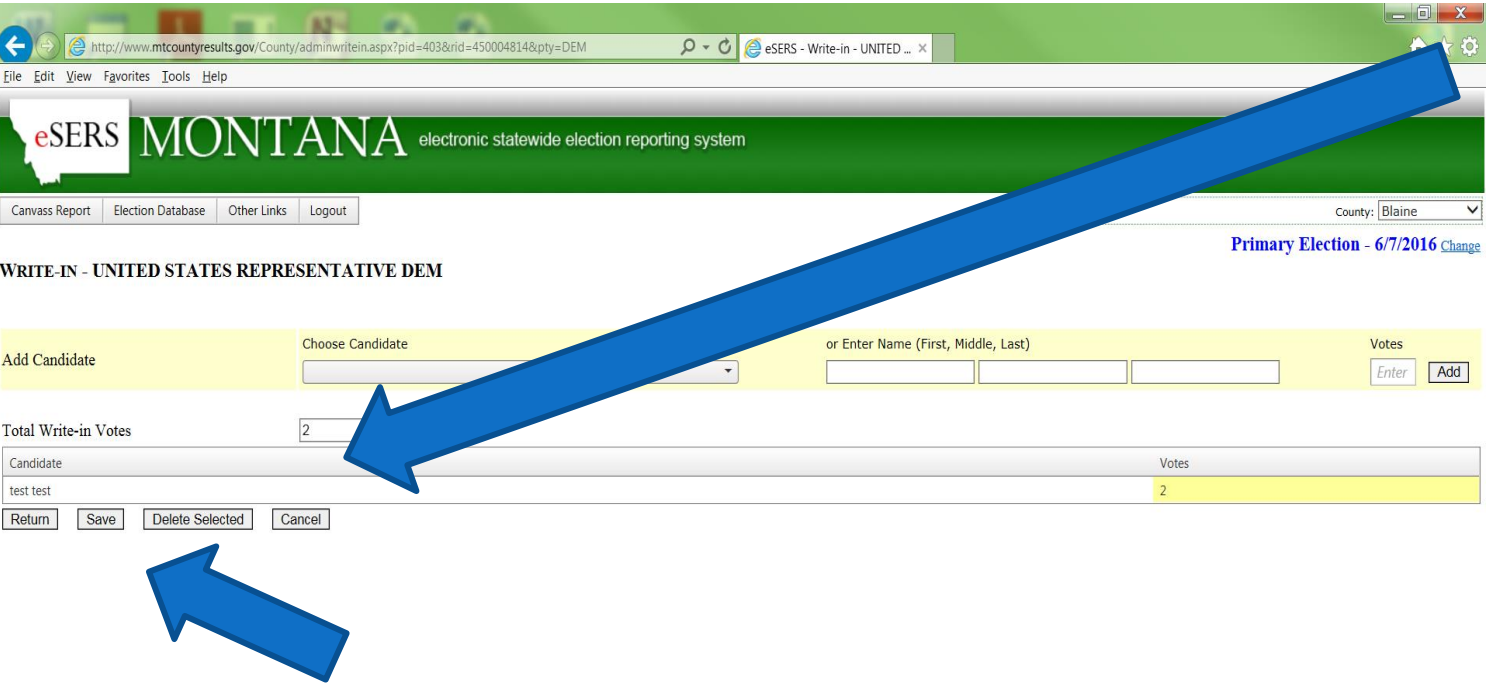
Enter the # of write-in votes for that candidate

Note that the total votes comes over from the data entry screen.

Select “Add”

eSERS TRAINING

Enter Write-in Results Detail

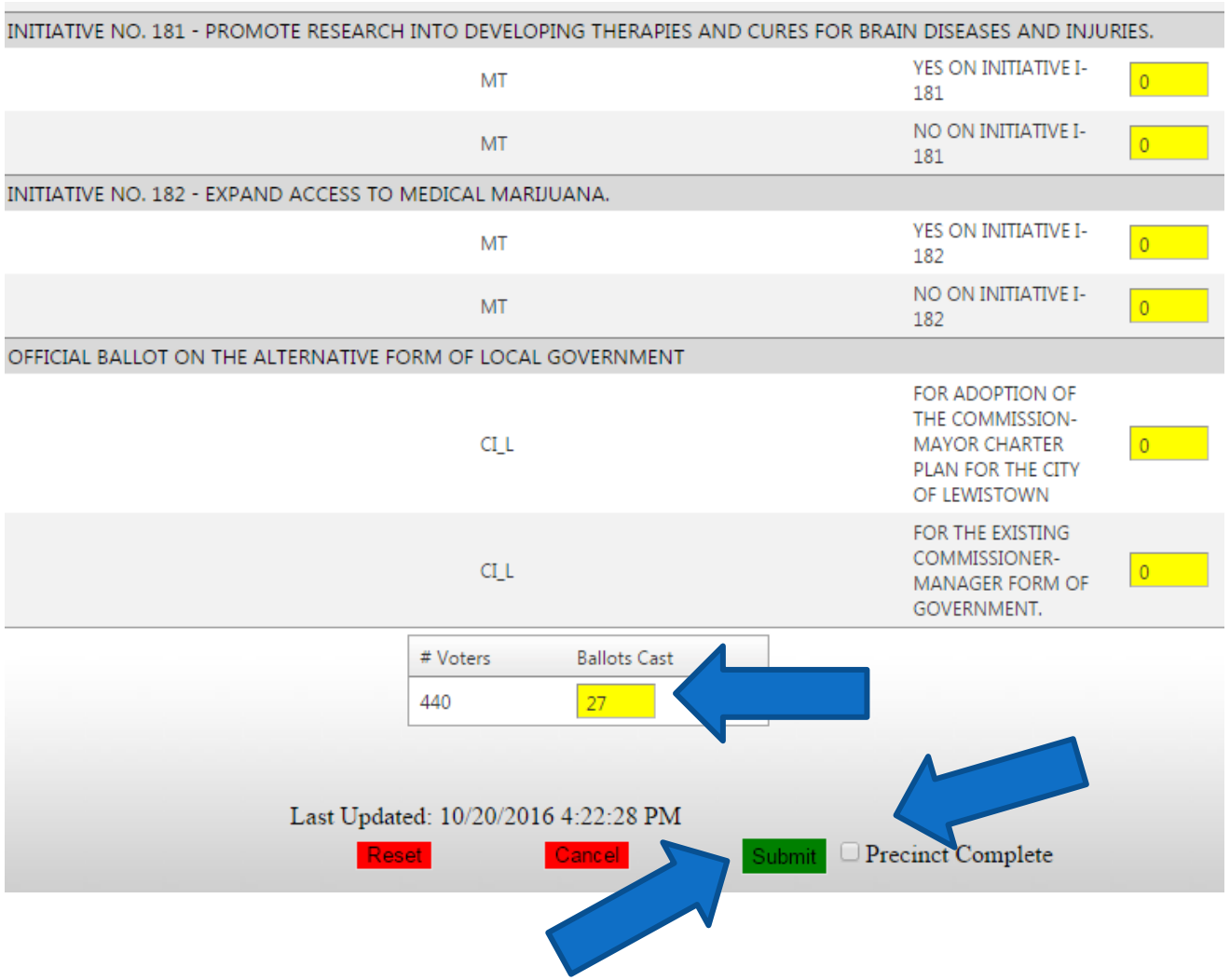


Write-in names entered will appear here. Once write-ins for the office are complete, select "Save" and "Return" to return to the results entry screen.

FINALIZING RESULTS

eSERS TRAINING

Finalizing Results

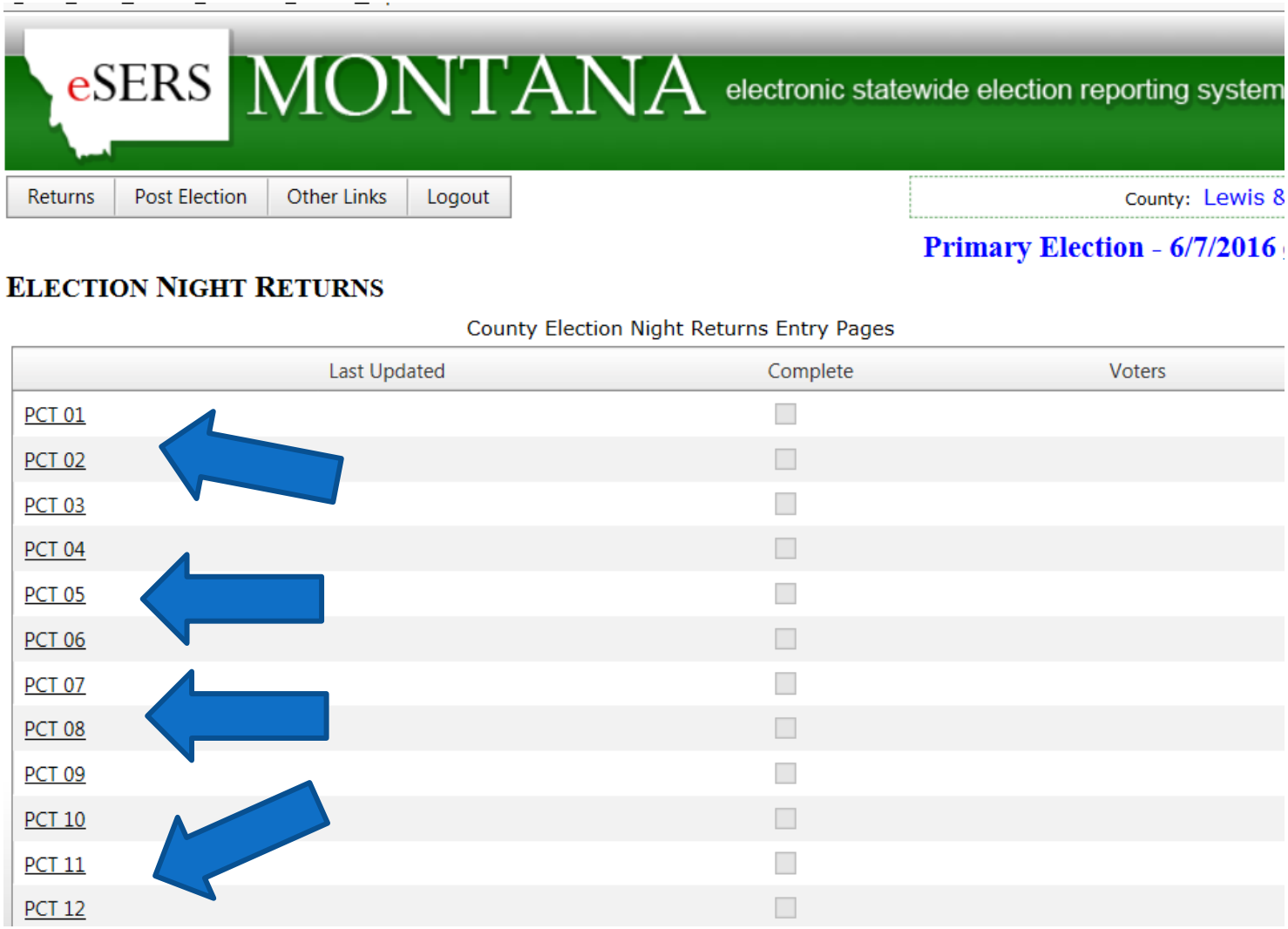


When all results for the precinct are entered, type in the number of ballots cast for the precinct, check Precinct Complete, and hit Submit.

The Precinct Complete checkbox is a critical component of results reporting, and must be checked for each precinct!

eSERS TRAINING

Finalizing Results



Repeat the process for each precinct, checking Precinct Complete when you complete results entry for a precinct.

eSERS TRAINING

Before you go home for the night:

- ✓ **Have you checked "Precinct Complete" for each Precinct?**
- ✓ **Is your "Ballots Cast" number correct for each Precinct?**
  - ✓ Compare carefully to your tabulator tape/report or to your results report from each precinct
  - ✓ Ballots Cast cannot be more than the number of voters
- ✓ **Have you checked in with your SOS Results Coordinator?**

ENTERING PROVISIONAL/ OTHER VOTES

eSERS TRAINING

BUT WAIT…….

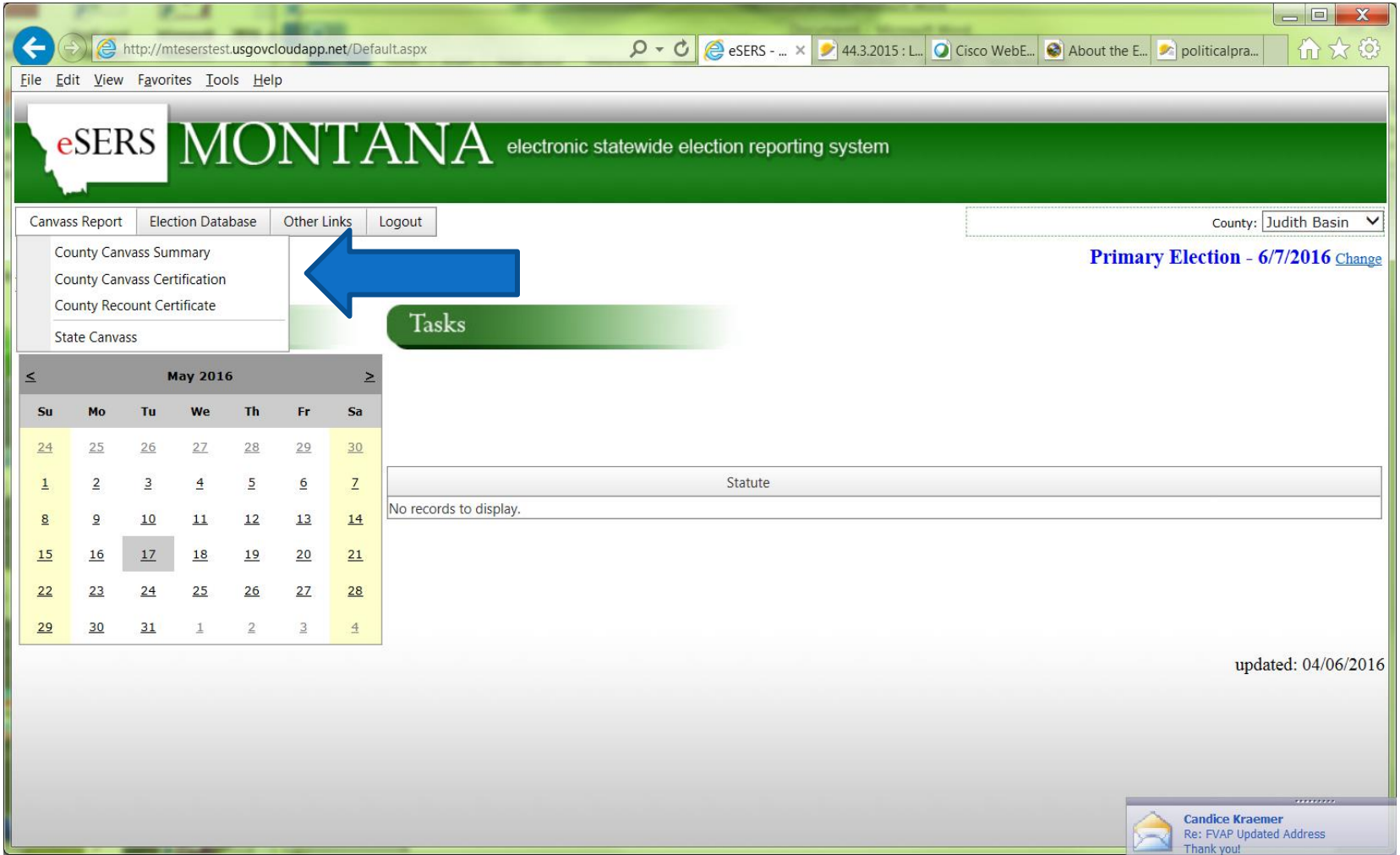
Your work's not done! Provisional ballots not resolved on election day, plus certain eballots and FWABS, must be counted after 3 p.m. the Monday after election day. Results from counting of these ballots must be entered into eSERS.

- Remember that results are cumulative, so you must add the results to the results already entered into eSERS
- Refer to slides #11-14 on how to enter updated results
- Remember to also update "ballots cast"

CANVASS REPORT

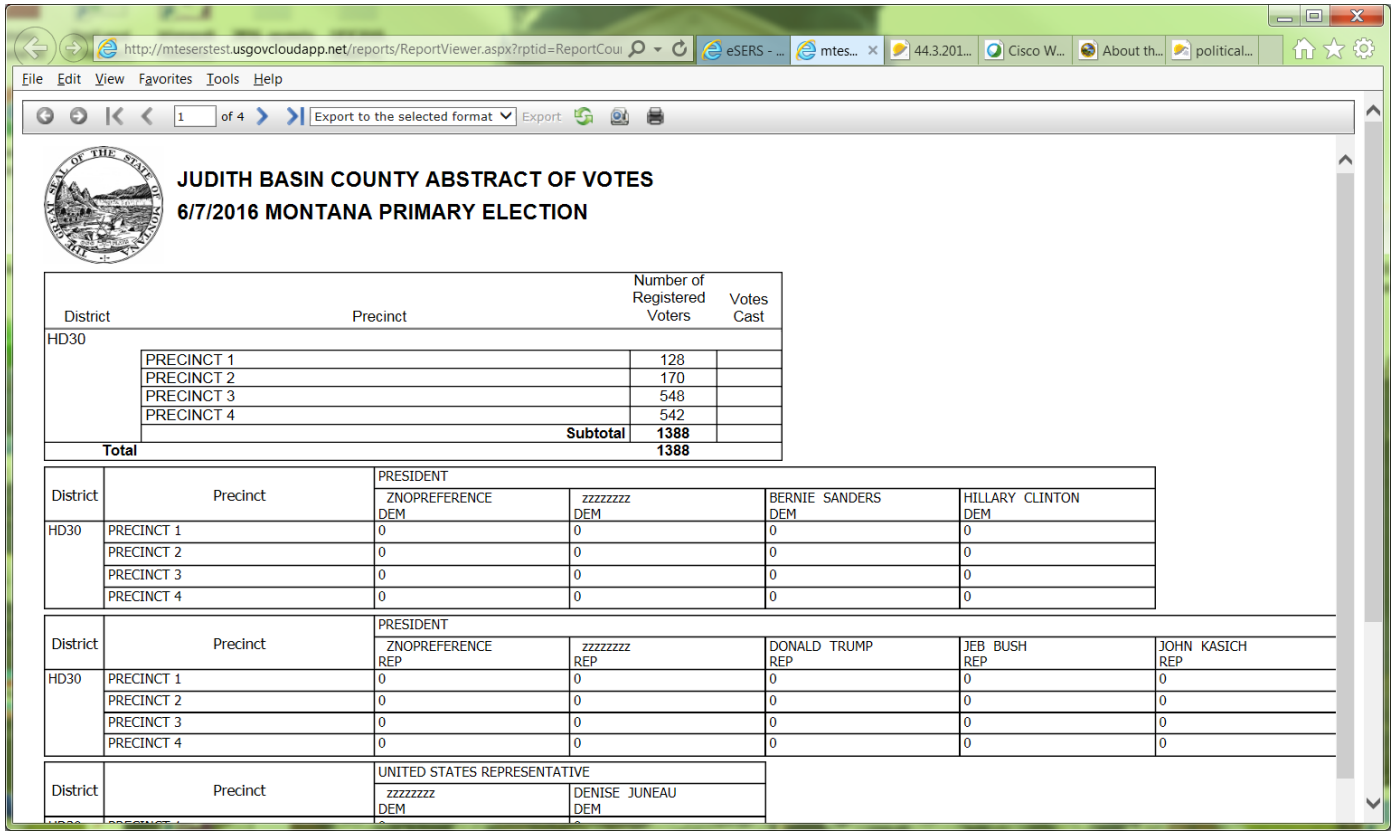
eSERS TRAINING

Canvass Report



eSERS TRAINING

Canvass Report



JUDITH BASIN COUNTY ABSTRACT OF VOTES
6/7/2016 MONTANA PRIMARY ELECTION

District	Precinct	Number of Registered Voters	Votes Cast
HD30			
	PRECINCT 1	128	
	PRECINCT 2	170	
	PRECINCT 3	548	
	PRECINCT 4	542	
	Subtotal	1388	
Total		1388	

District	Precinct	PRESIDENT			
		ZNOPREFERENCE DEM	zzzzzzzz DEM	BERNIE SANDERS DEM	HILLARY CLINTON DEM
HD30	PRECINCT 1	0	0	0	0
	PRECINCT 2	0	0	0	0
	PRECINCT 3	0	0	0	0
	PRECINCT 4	0	0	0	0

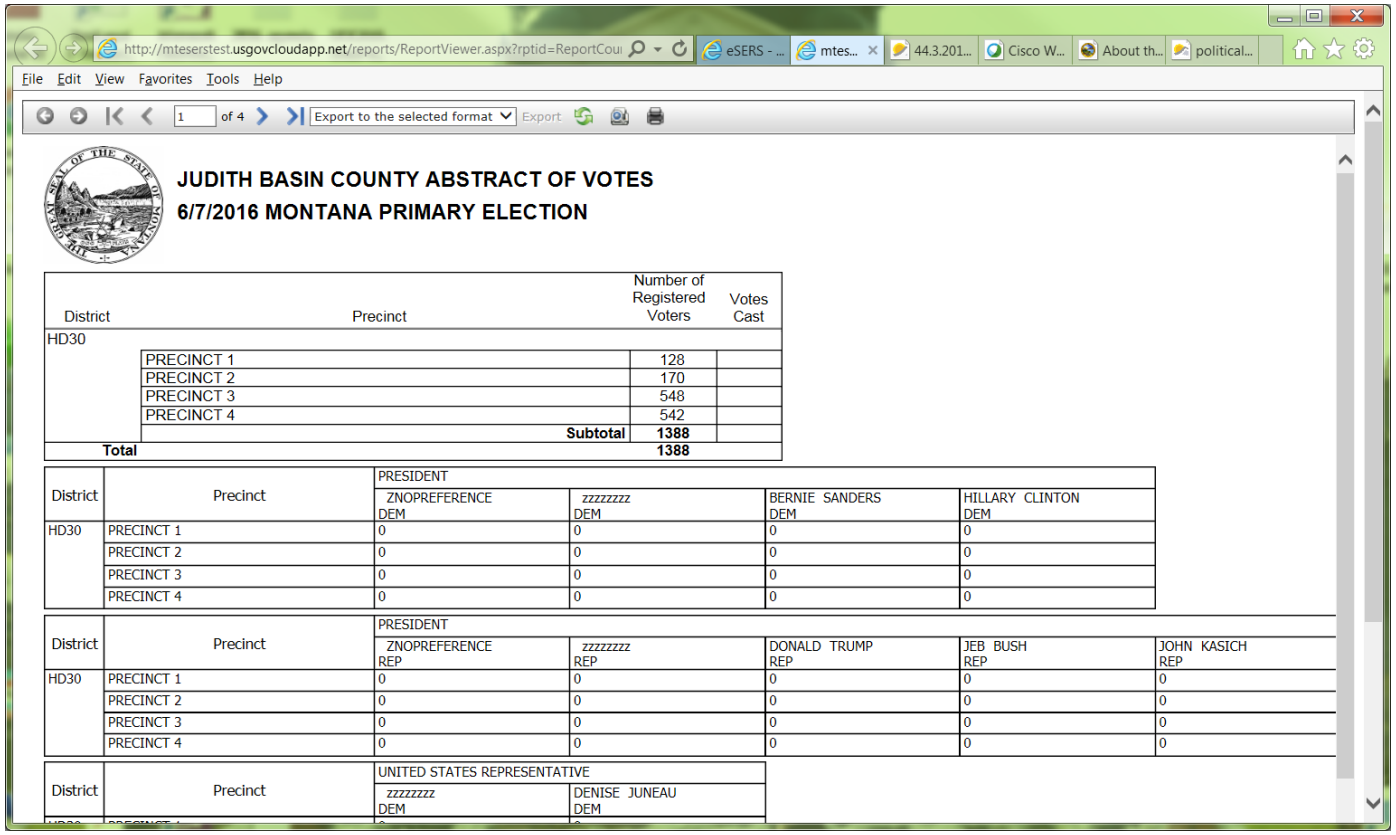
District	Precinct	PRESIDENT				
		ZNOPREFERENCE REP	zzzzzzzz REP	DONALD TRUMP REP	JEB BUSH REP	JOHN KASICH REP
HD30	PRECINCT 1	0	0	0	0	0
	PRECINCT 2	0	0	0	0	0
	PRECINCT 3	0	0	0	0	0
	PRECINCT 4	0	0	0	0	0

District	Precinct	UNITED STATES REPRESENTATIVE	
		zzzzzzzz DEM	DENISE JUNEAU DEM

A report will generate with results entered into eSERS. Check this report carefully before your canvass to make sure that any updates to results have been entered into eSERS and are reflected in this report.

eSERS TRAINING

Canvass Report



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District	Precinct	PRESIDENT			
		ZNOPREFERENCE DEM	zzzzzzzz DEM	BERNIE SANDERS DEM	HILLARY CLINTON DEM
HD30	PRECINCT 1	0	0	0	0
	PRECINCT 2	0	0	0	0
	PRECINCT 3	0	0	0	0
	PRECINCT 4	0	0	0	0

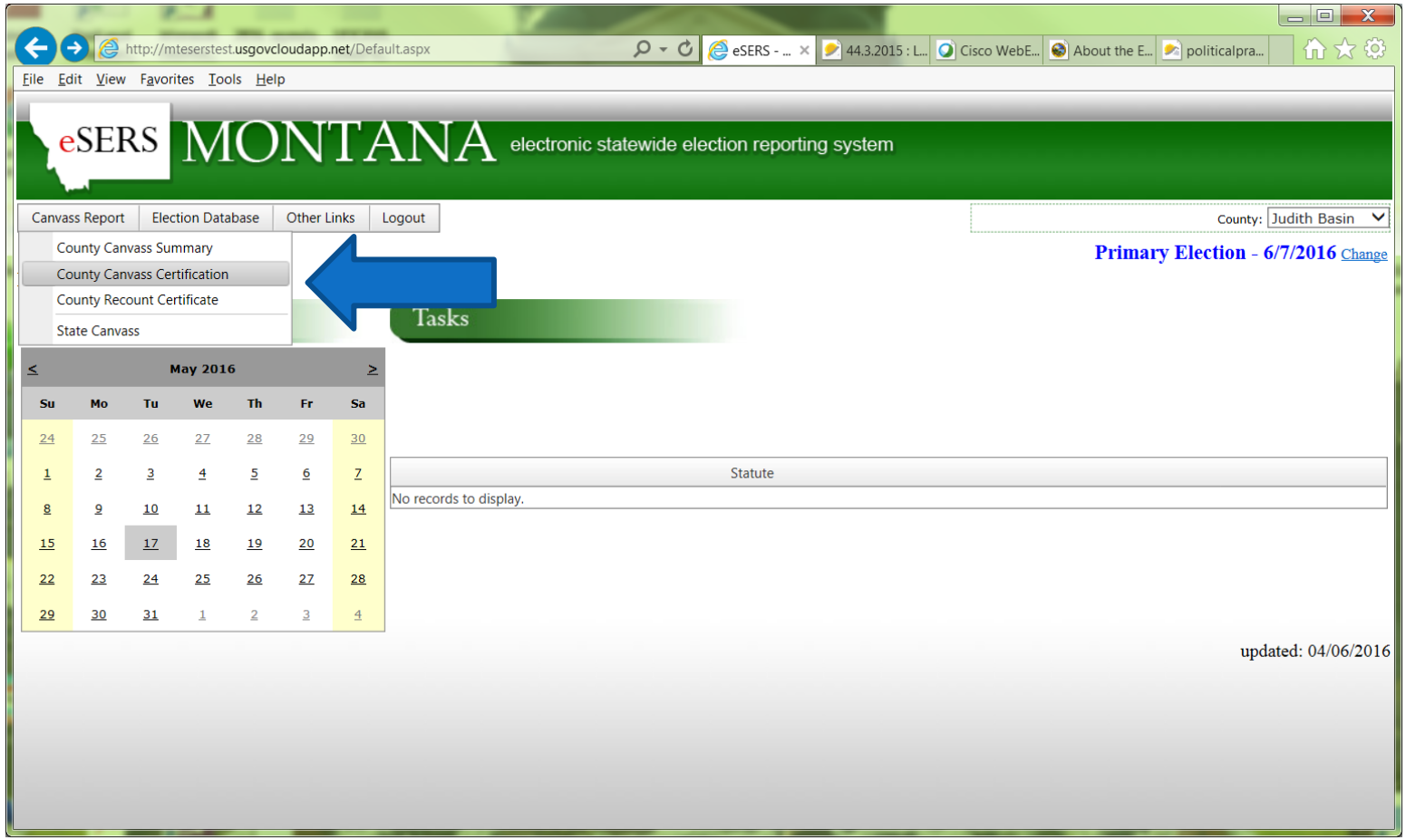
District	Precinct	PRESIDENT				
		ZNOPREFERENCE REP	zzzzzzzz REP	DONALD TRUMP REP	JEB BUSH REP	JOHN KASICH REP
HD30	PRECINCT 1	0	0	0	0	0
	PRECINCT 2	0	0	0	0	0
	PRECINCT 3	0	0	0	0	0
	PRECINCT 4	0	0	0	0	0

District	Precinct	UNITED STATES REPRESENTATIVE	
		zzzzzzzz DEM	DENISE JUNEAU DEM

This report serves as your official canvass that is sent to the SOS after being certified by your county commissioners. Once results are certified to this office, they become the official results and cannot be changed except via a recount or a court order.

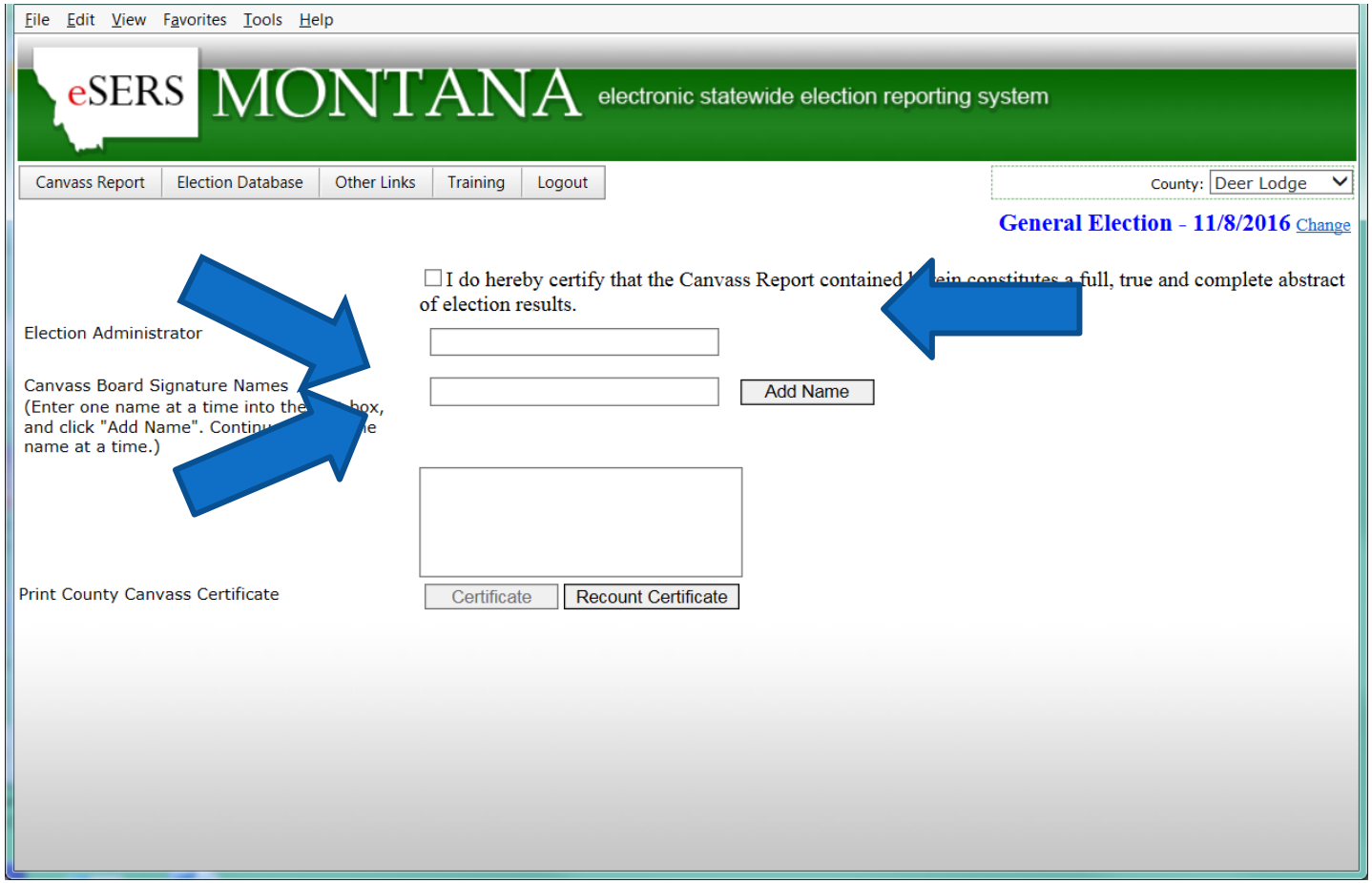
eSERS TRAINING

Canvass Certification/Coversheet



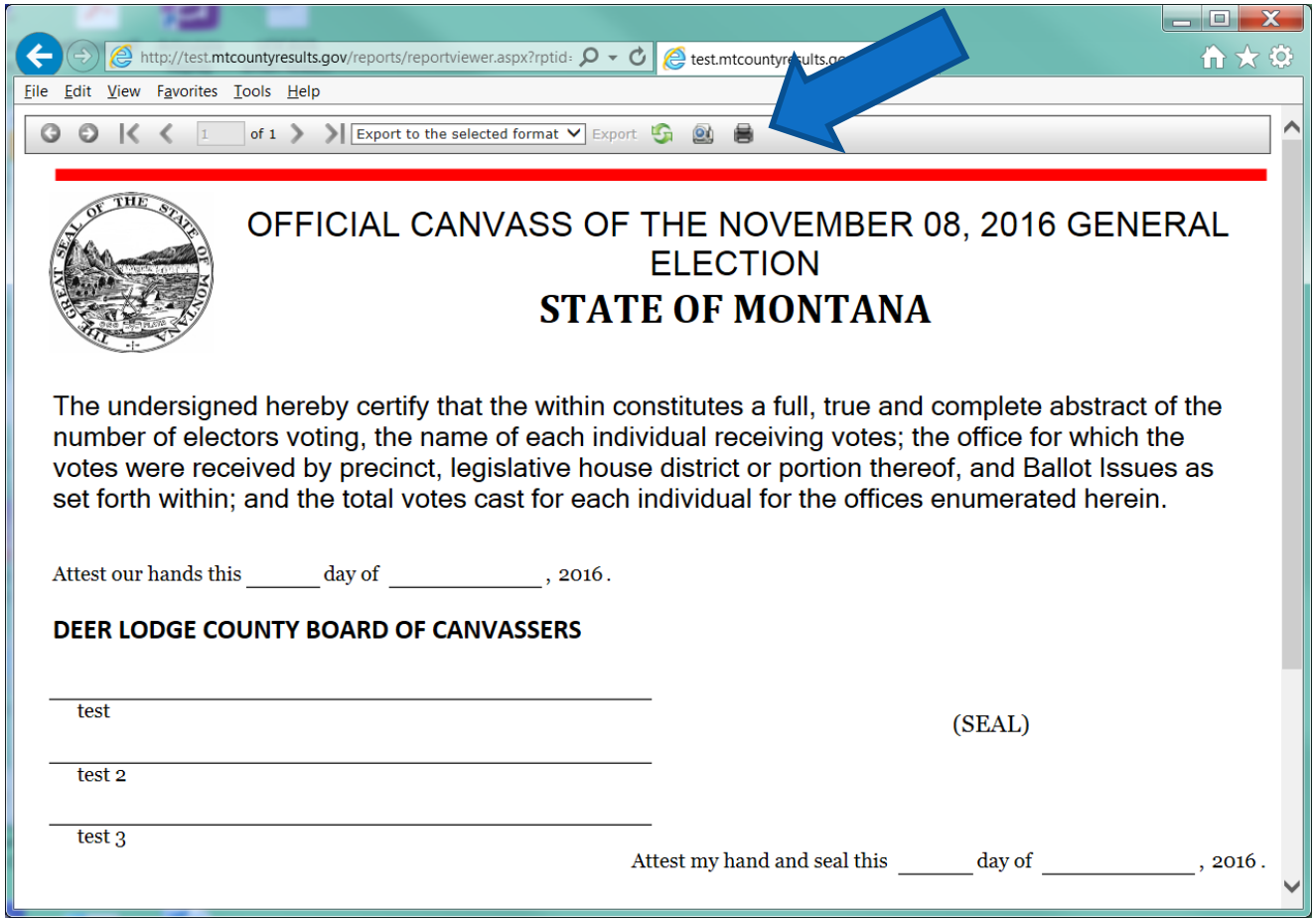
eSERS TRAINING

Canvass Certification/Coversheet



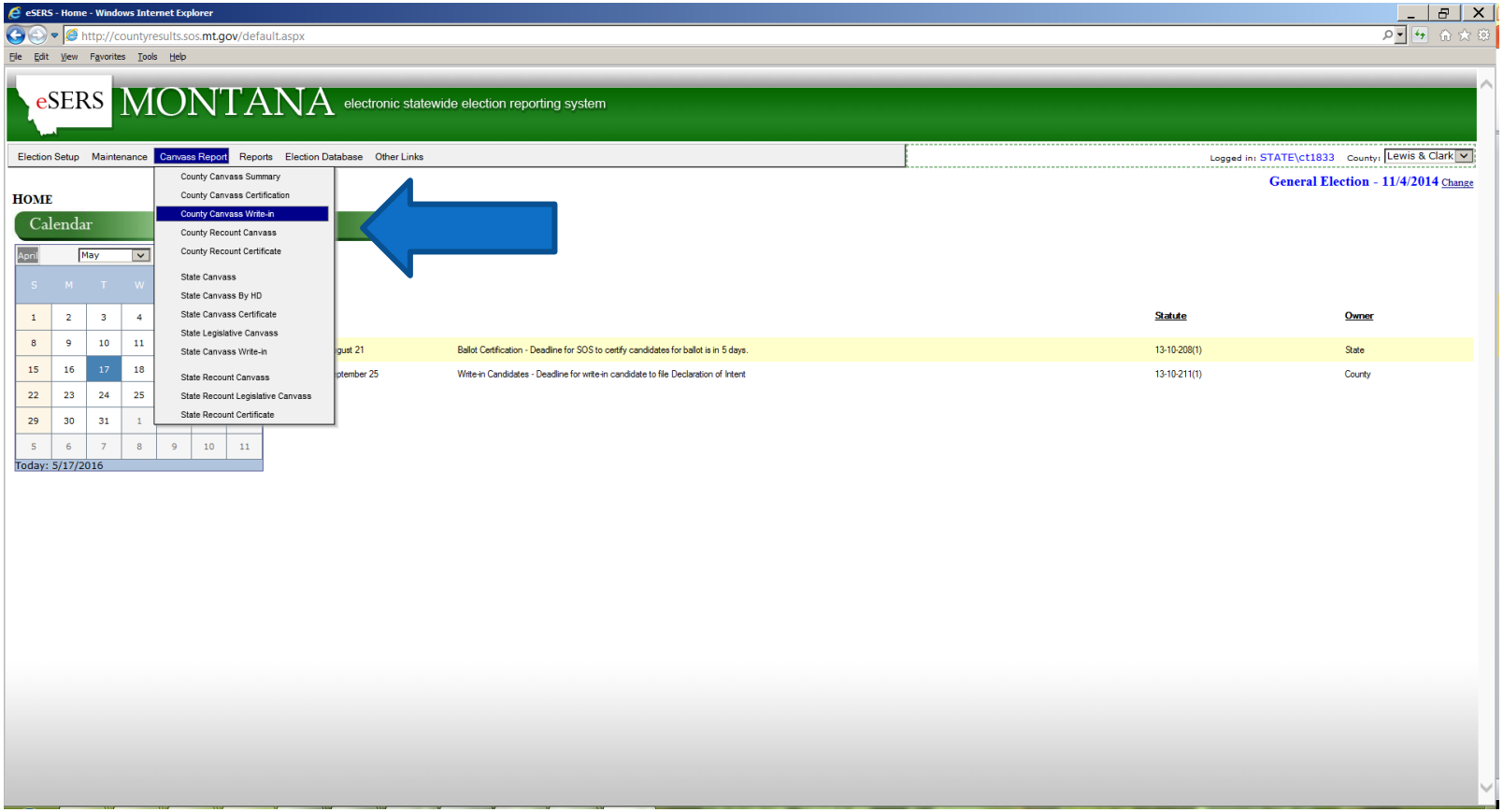
eSERS TRAINING

Canvass Certification/Coversheet



eSERS TRAINING

Write-in Canvass



RECOUNT CANVASS REPORT

eSERS TRAINING

In the event of a recount, the county canvass board must meet to re-canvass the results of the recount.

You follow the same steps as the regular canvass, except there will be a "Recount Canvass Report", and a "Recount Certification" to print, have signed, and sent by certified mail to SOS (unless it's a local race being recounted; the recount report does not need to be sent to SOS for local recounts).

PUBLIC RESULTS SITE

eSERS TRAINING

Public Results Site

- Get to the public results site from the SOS webpage OR
- Get to the public results site directly from the URL:
  - mtelectionresults.gov

eSERS TRAINING

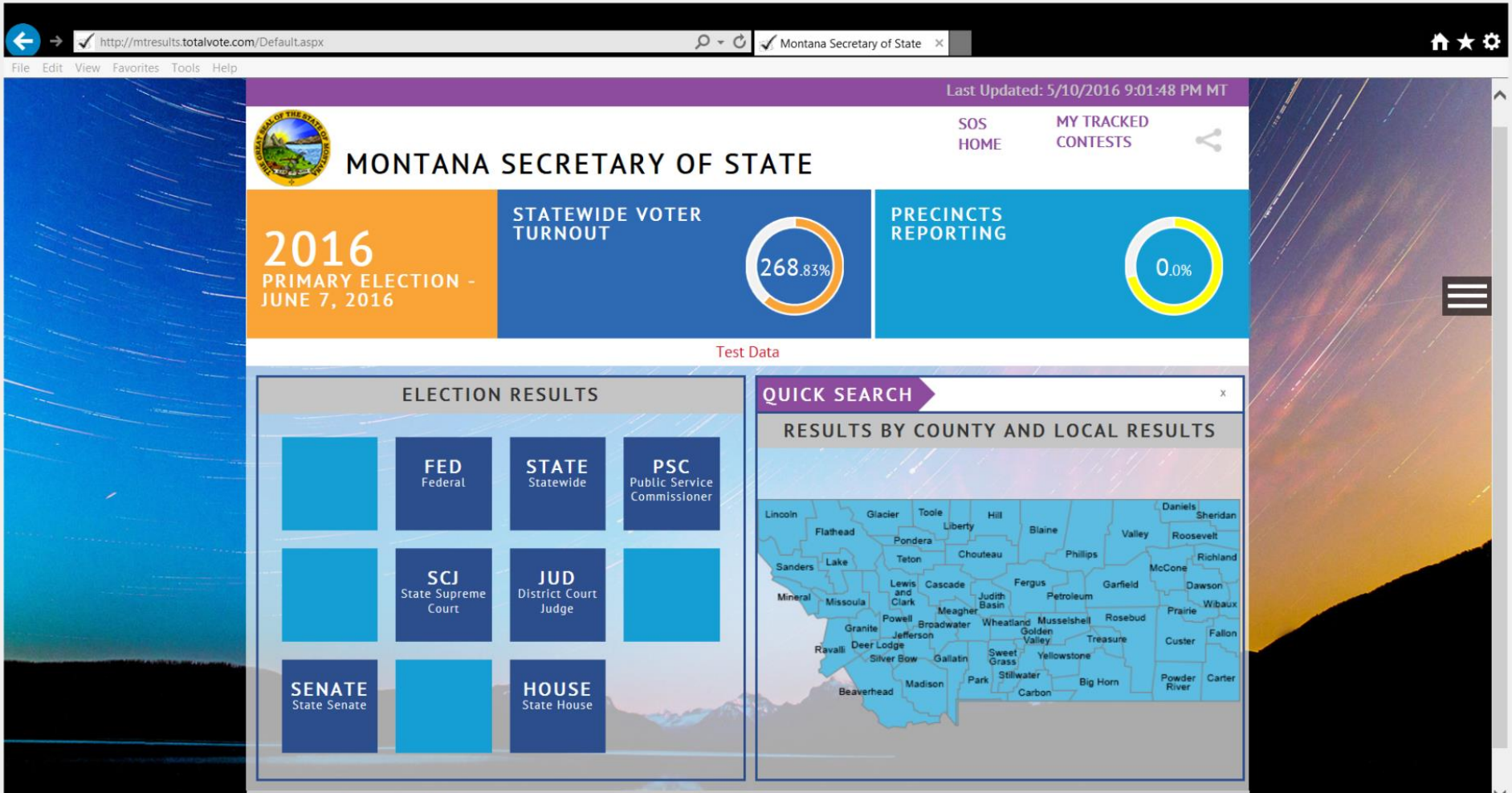
Public Results Site – PLEASE HELP US!

Enter/Upload results into eSERS FIRST. All Montanans are watching the election night results site, and results should be provided to our citizens first, before going to select news outlets.

We get frequent phone calls/social media inquires on "why does X newspaper/TV station already have X county's results, but your website does not."

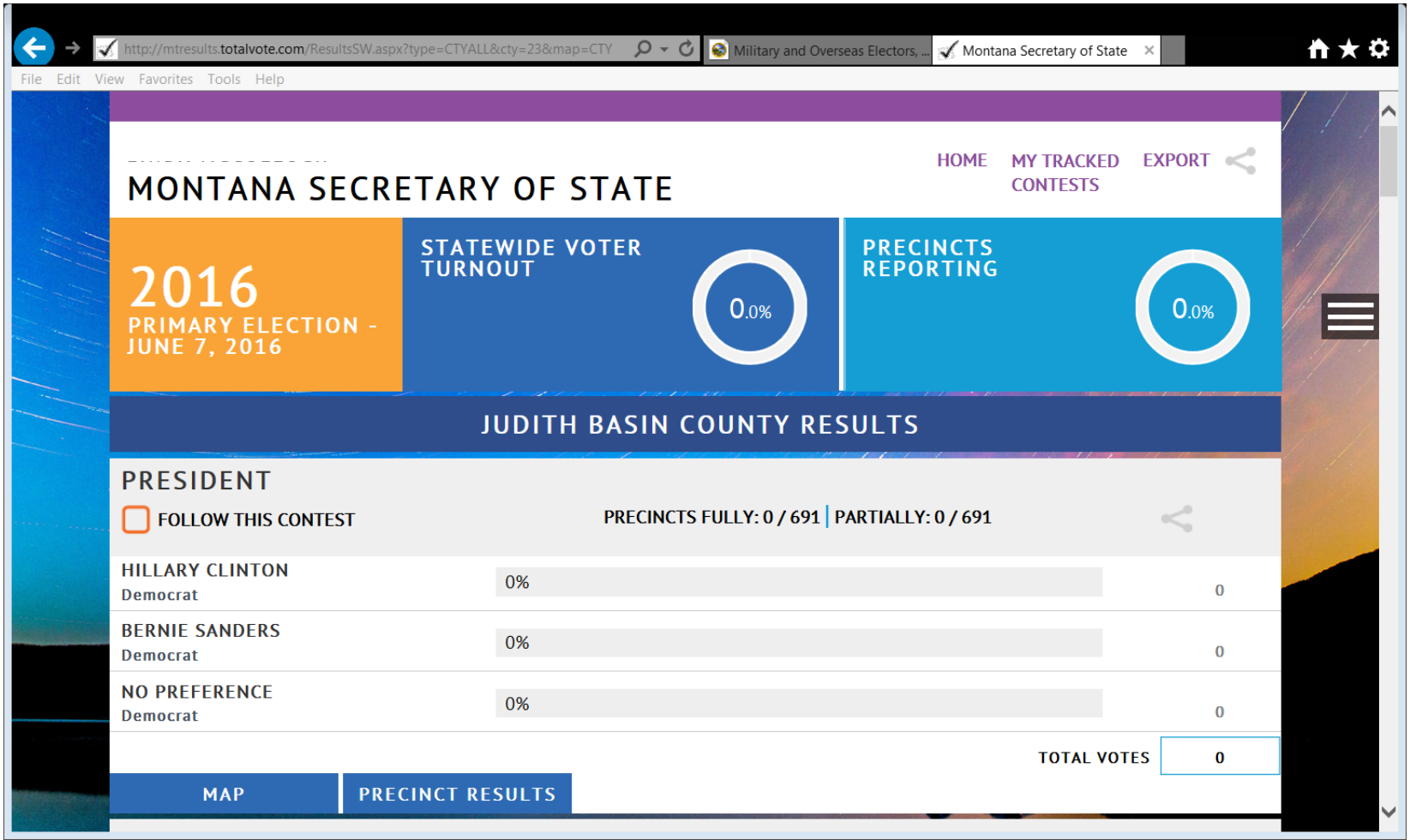
eSERS TRAINING

Public Results Site



eSERS TRAINING

Public Results Site



eSERS TRAINING

Public Results Site

- **All results are exportable**
- **All results can be viewed by state, by county, and by precinct**
- **Turnout is displayed (for state only), and is updated as results come in**
- **Potential recount races are flagged (but only after all precincts for that race are checked as "precinct complete")**

PUBLIC RESULTS SITE

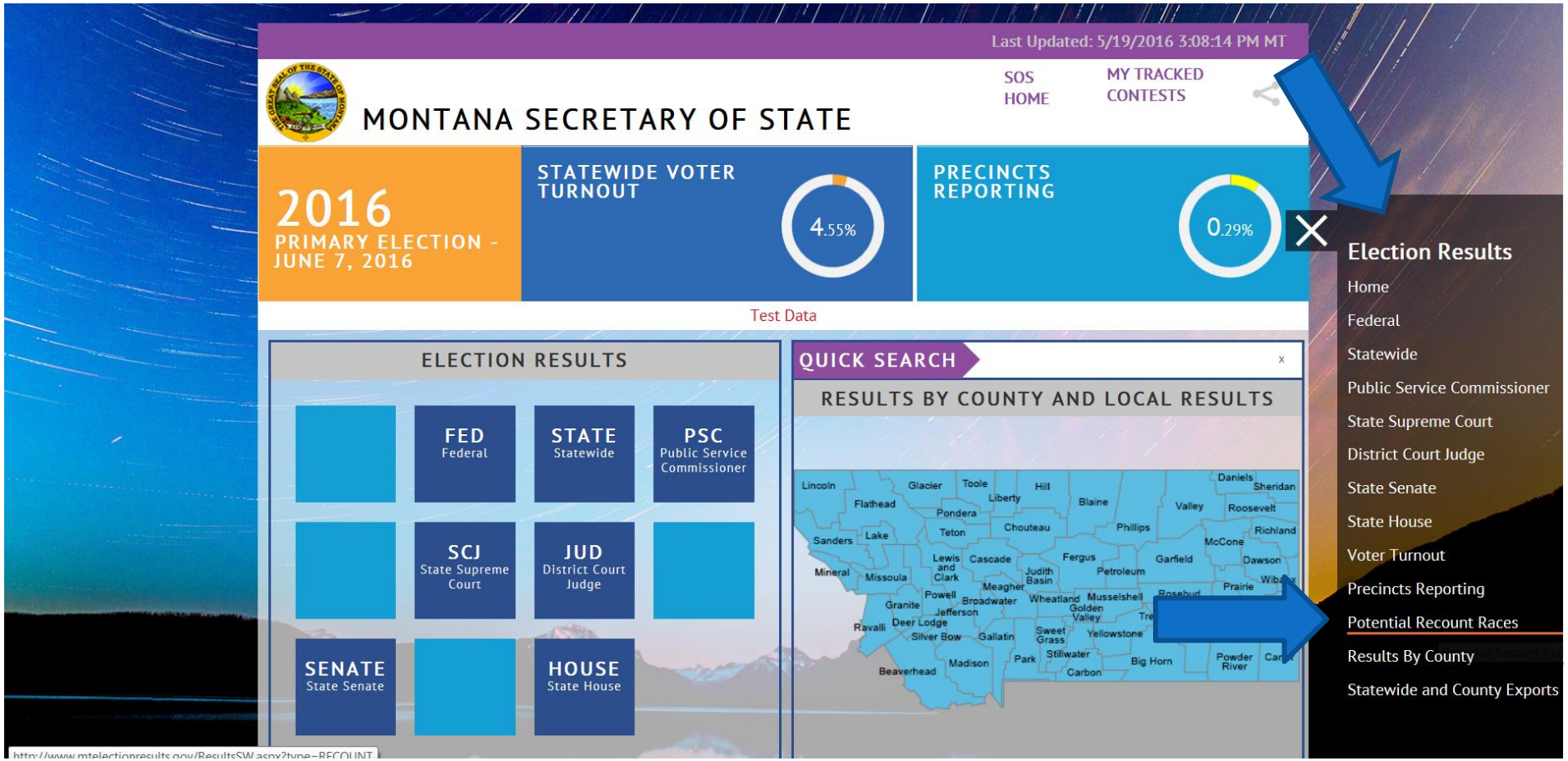
POTENTIAL RECOUNT CALCULATIONS

eSERS TRAINING

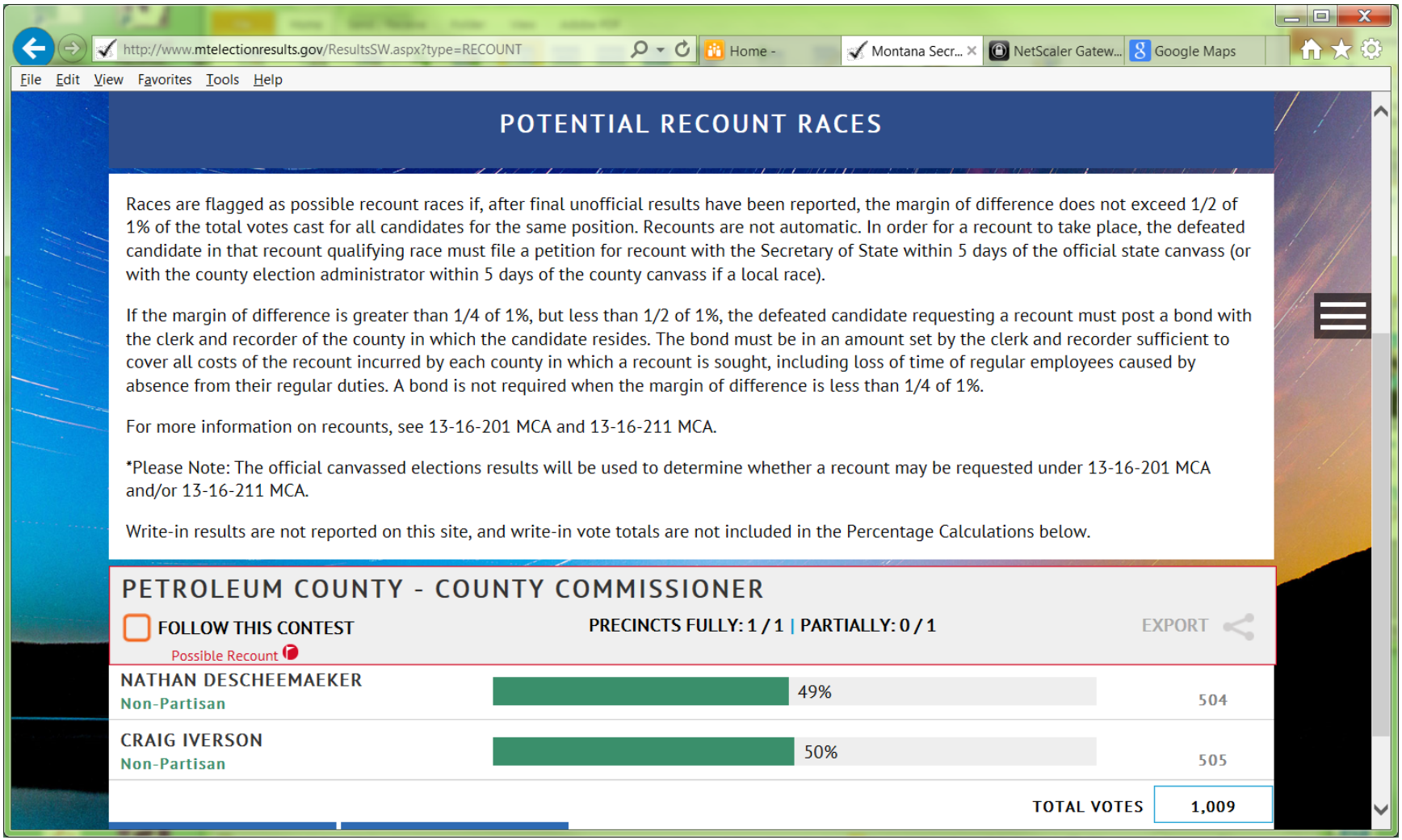
Potential Recount Races

- **eSERS will flag a race as a potential recount if the margin of difference does not exceed 1/2 of 1% once reporting for all precincts for that race are complete.**
- **Remember that recounts are not automatic -**
  - If the margin does not exceed ¼ of 1%, the unsuccessful candidate may petition for a recount
  - If the margin exceeds ¼ of 1%, but does not exceed ½ of 1%, the unsuccessful candidate may petition for a recount and must pay the estimated costs of the recount
- **Potential recounts are calculated after the county or state canvass, depending on if the race is local or state.**

eSERS TRAINING



eSERS TRAINING



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On Election Day/Night, who do I call with questions?

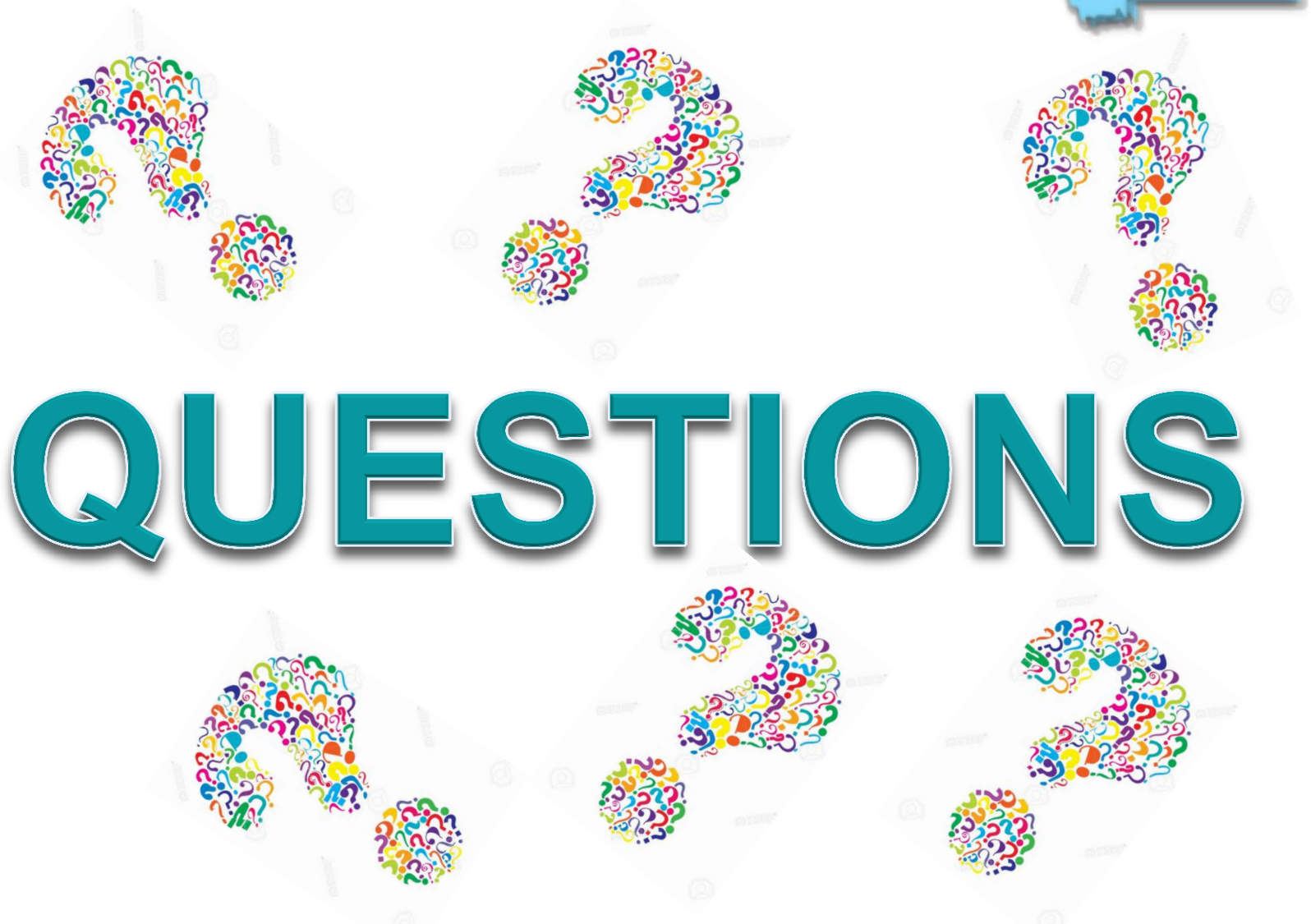
- Call your SOS ENR Coordinator if:
  - You do not know your C#
  - You do not remember the link to get to your data entry
  - You do not remember your ePass log-in information
  - You are having problems with your ERM upload
  - You are having problems with precinct data entry

After Election Day/Night, who do I call with questions?

- Call SOS elections staff

This may be the most watched election in history – and accurate and timely election results have never been more important.

eSERS

The SOS Election Night Reporting Team is here all night to help you!

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