



2018 EAVS Newsletter

Volume 5

December 10, 2018

Have a question about the 2018 EAVS? Ask it [here](#) and have it answered in an upcoming webinar!

EAVS Timeline

Congratulations to all on a well-run 2018 general election! The Election Assistance Commission (EAC) appreciates all the hard work that tens of thousands of state and local election officials have done to serve America's voters. With the ballots (mostly) counted, it's time to begin thinking about your EAVS data submission. Important dates to keep in mind are:

- December 10, 2018: Data collection templates released to EAVS state points of contact.
- February 1, 2019: Data submissions due. Early submissions are encouraged and welcome!
- Mid-February 2019: You will receive a memo from Fors Marsh Group with data issues flagged for further review. For more information on how EAC and FMG validate your data submissions, see Vol. 4 of this newsletter.
- March 1, 2019: Final dataset and signed data certification form are due.

EAVS Resources

We know the EAVS can be challenging to complete, so in 2018 the EAC is providing a variety of resources to assist in the process. These resources can answer most of your questions on how to interpret the questions, enter your data into the templates, and submit your data.

EAVS Portal

The resources on the EAVS Portal (<https://eavportal.com/>) are available whenever you need to access them.

- PDF of the 2018 EAVS Instrument (<https://eavportal.com/Home/Downloads>): this document has all the questions and instructions in one location. We recommend having a copy of the survey handy as you compile your data and carefully reading through each section before answering any of the questions in it.
- A Closer Look videos (<https://eavportal.com/Home/Resources>): these six videos take a close look at each section of the survey. They walk you through the instructions for each question, how to answer them, and define important terms.
- Guide to Using the 2018 EAVS Templates (<https://eavportal.com/Home/Resources>): this document provides step-by-step instructions for using the Online Template and Excel Data Aggregation Template to submit your EAVS data. This guide walks you through the process of opening the templates, navigating through them, entering and error checking your data, and submitting your data. Video versions of these instructions are coming soon.
- State-Specific Guidelines (<https://eavportal.com/Upload>; you will need to log in with your portal credentials to access this page): this document contains helpful hints to guide your



state's EAVS responses, based on the information you provided in the Policy Survey and on your state's responses in previous EAVS.

- Jurisdiction Passwords for Online Template (<https://eavsportal.com/Upload>; you will need to log in with your portal credentials to access this page): each local jurisdiction in your state has a unique password they can use to access the Online Template and enter data. Only share these passwords with designated jurisdiction officials; this will prevent unauthorized or mistaken EAVS submissions. We recommend you do not post this document publicly or mass-email the document.
- Preparing for the 2018 EAVS (<https://eavsportal.com/Home/Resources>): in this video, an expert panel offers practical advice on how states can prepare for the 2018 EAVS, reviews key changes made this year, and discusses resources to support survey respondents. EAC Commissioner Christy McCormick moderates a panel that includes David Kuennen from the EAC, David Beirne from the Federal Voting Assistance Program (FVAP), and Krysha Gregorowicz from Fors Marsh Group.
- EAVS Newsletters (<https://eavsportal.com/Home/Resources>): these newsletters have been emailed biweekly during the fall, and all newsletters and their associated resources can be found on the Portal. If you need to remind yourself of changes that have been made to the 2018 EAVS, or want to learn more about the data validation process, the EAVS templates, or how EAVS data is used and reported, the newsletters are a great place to find that information.

Technical Assistance

If you need more individualized support, technical assistance is available as well. You can get in touch with a trained EAVS technical support assistant in one of the following ways:

- Email: EAVS@forsmarshgroup.com. That inbox is accepting inquiries now, and **all requests will be answered within one business day**. When sending an email, it can be helpful to include screenshots of any errors you are experiencing; this will help the project team provide you with customized support.
- Telephone: **beginning on January 2, 2019, our phone line will be staffed from 8 a.m. and 6 p.m. ET**, Monday through Friday (excluding Federal holidays) so you can receive immediate responses to your questions.

Please don't hesitate to reach out to technical assistance if you encounter any difficulties in completing the EAVS. We want to hear about challenges you're having, and we'll work with you to solve them.

Your Questions Wanted for an EAVS Webinar!

Got questions about the 2018 EAVS survey? The EAC and Fors Marsh Group want to hear them! We are soliciting topics for a webinar that will be filmed in early January. This webinar will focus on directly addressing your questions about EAVS. Click [here](#) to submit a question, or email EAVS@forsmarshgroup.com and put "Webinar Q&A" in the subject line. Get in touch with us by December 21 to ensure that your question will be included in the webinar.