



Managing Online Submissions Through the EAVS Portal

For states that rely on local jurisdictions to directly provide data for the 2020 Election Administration and Voting Survey (EAVS), as well as for territories and states that report their EAVS data as a single jurisdiction, the project team recommends using the online template to collect that data. The online template provides a user-friendly way to enter and error check data in an item-by-item fashion. This template also makes it easy for state or territory points of contact (POC) to access and review the data that have been submitted by local officials. This process is detailed in the [EAVS Template User Guide](#) on the Resources page of the EAVS Portal (<https://eavsportal.com/Home/Resources#userguide>), but here is an overview of what happens:

1. The state POC will distribute passwords for local officials to access the online template. A list of these passwords is available on the State Files page of the EAVS Portal (POCs will need to log in with their EAVS Portal credentials to access it). Territory POCs will also use the password that is available on the EAVS Portal.
2. Local or territory officials will complete the online template at <https://survey.eavsportal.com/>. Officials can refer to the section of the EAVS Template User Guide that covers the online template for step-by-step instructions on how to access the template, navigate through it, enter and error check data, and submit their data.
3. Once a local jurisdiction or territory submits its online template, the data will be made available on the State Files page of the EAVS Portal. The file will be named "2020_EAVS_Online_Data" and the file name will include the date of the file (in the format YYYYMMDD) and your state's or territory's postal code. This file will refresh every day with any new data that were submitted. The date in the file name will assist with version control—if you need to access a previous version of this file, contact the EAVS project team. This file will have the same layout and error-checking capabilities as the Excel template and can be used to prepare your state's or territory's data for submission to the project team.

The screenshot shows the "Alabama Files" page on the EAVS Portal. At the top, there is a navigation bar with links for HOME, DOWNLOADS, LINKS, RESOURCES, and STATE FILES, along with a user greeting "Welcome EAVS_AL!" and a "LOG OFF" button. The main content area is titled "Alabama Files" and contains two sections: "File Upload" and "Downloads". The "File Upload" section has a "File Path" input field with a "Choose File" button and the text "No file chosen", and a red "Upload File" button below it. The "Downloads" section lists several files, with "2020_EAVS_Online_Data_20201210_AL.xlsm" highlighted by a red rectangular box. Other files listed include "2016_EAVS_Final_AL.xlsm", "2016_Statutory_Overview_AL.pdf", "2018_EAVS_Final_AL.xlsm", "2018_Policy_Survey_AL.pdf", "2020_EAVS_Excel_Template_AL.xlsm", "2020_EAVS_Online_Passwords_AL.pdf", "2020_Policy_Survey_AL.pdf", and "Tracking_Status_EAVS_AL.txt".



For states that have multiple jurisdictions using the online template, the State Files page of the EAVS Portal can be used to track each jurisdiction’s progress. The Online Survey Tracking Status table lists each jurisdiction in your state along with its status (Not Started, In Progress, or Complete), the percentage of questions the jurisdiction has completed, and a time stamp of when the jurisdiction last accessed the online template. This table shows up to 15 jurisdictions at a time; additional jurisdictions can be shown by clicking the “Previous” or “Next” buttons below the table. The table can also be sorted by clicking on any of the table headers. The information in this table will update every 8 hours.

Online Survey Tracking Status

Last Updated: Thursday, December 10, 2020 6:22:22 AM EST

| Jurisdiction | Status | % Complete | Last Accessed (EST) |
|-----------------|-------------|------------|---------------------|
| AUTAUGA COUNTY | In Progress | 16% | 2020-12-04 16:05:01 |
| BALDWIN COUNTY | In Progress | 25% | 2020-12-02 14:16:42 |
| BARBOUR COUNTY | In Progress | 12% | 2020-11-30 14:37:10 |
| BIBB COUNTY | In Progress | 13% | 2020-11-30 17:53:43 |
| BLOUNT COUNTY | Not Started | 0% | -- |
| BULLOCK COUNTY | In Progress | 7% | 2020-11-30 14:45:05 |
| BUTLER COUNTY | In Progress | 13% | 2020-11-30 15:02:55 |
| CALHOUN COUNTY | In Progress | 1% | 2020-11-30 15:35:22 |
| CHAMBERS COUNTY | In Progress | 1% | 2020-11-30 15:44:29 |
| CHEROKEE COUNTY | In Progress | 14% | 2020-12-01 13:19:22 |
| CHILTON COUNTY | In Progress | 12% | 2020-12-01 13:56:32 |
| CHOCTAW COUNTY | In Progress | 1% | 2020-12-01 14:05:23 |
| CLARKE COUNTY | In Progress | 11% | 2020-12-01 14:17:18 |
| CLAY COUNTY | In Progress | 19% | 2020-12-08 11:38:33 |
| CLEBURNE COUNTY | In Progress | 20% | 2020-12-08 11:21:47 |

Showing 1 to 15 of 67 entries

Previous **1** 2 3 4 5 Next

- Once all of the online data have been submitted, the state or territory POC will carefully review the data before submitting it to the project team. The Error Check button located in cell A5 of the online data file will run a series of macros to examine the data for math errors, logic errors, conflicts with the Policy Survey, and missing data (see [Vol. 5: Data Validations in the 2020 EAVS Templates](#) for more detail on these macros).



If any data errors are found at this stage, contact the EAVS project team for assistance in reopening the jurisdiction's online template so the update can be made. Any data updates made to the 2020_EAVS_Online_Data file downloaded from the EAVS Portal will not be reflected in the online template unless the state or territory POC contacts the EAVS project team to request this.

5. Once the state or territory POC has reviewed the data, they will submit it to the EAVS project team by uploading it to the State Files page of the EAVS Portal or sending it via email.
6. The EAVS project team reviews the data submission and sends a written memo with the results of that review—stay tuned for a future newsletter that will describe what to expect in this memo. When the memo is sent, the jurisdictions' online templates will be reopened so that edits and corrections can be made for the state's or territory's final submission, as outlined in Step 2.
7. Once all of the state's or territory's jurisdictions have completed their data corrections in the online template, the POC will review the data (as outlined in Step 4) and re-submit the final submission to the EAVS project team (as outlined in Step 5).

The Election Assistance Commission (EAC) has also released a new video to provide support to POCs who collaborate with local jurisdictions to collect EAVS data. This video, titled "Webinar: Working with Local Jurisdictions for the 2020 EAVS," discusses how to customize the online template for jurisdictions, as well as advice from local election officials. This video, and other videos about the EAVS, can be viewed on the Resources page of the EAVS Portal (<https://eavsportal.com/Home/Resources#videos>).

Reminder of EAVS Deadlines

The first draft of your state's or territory's EAVS data submission is due on **February 1, 2021**. States and territories that submit data on or before this date are guaranteed to receive the results of their data review from the project team no later than **February 15, 2021**, to allow them sufficient time to address data quality issues before final data submissions are due on **March 1, 2021**.

The 2020 EAVS data set will be locked on **March 30, 2021**, and after that date, no new data or data corrections will be accepted until after the data and report have been made public.

How to Contact the EAVS Project Team

The EAVS project team is available to assist with any questions you have about the EAVS, including data collection processes, due dates, technical issues, or any questions about the data that will be provided. The project team can be contacted by email at eavs@forsmarshgroup.com; all inquiries will receive a response within one business day.