



## Managing Online Submissions Through the EAVS Portal

For states that rely on local jurisdictions to directly provide data for the 2022 Election Administration and Voting Survey (EAVS) and for territories and states that report their EAVS data as a single jurisdiction, the EAVS 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 Data Collection Template User Guide](#) that is available on the Resources page of the EAVS Portal, 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 Data Collection 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 "2022\_EAVS\_Online\_Data," and the file name will include the date of the file (in the format YYYYMMDD), a time stamp of when the file was last updated (in the format HHmm, using the 24-hour clock in eastern time), and your state or territory's postal abbreviation code.

A screenshot of the "Nevada Files" page on the EAVS Portal. The page has a light blue background. At the top, the title "Nevada Files" is displayed in a bold, dark blue font. Below the title, there is a section titled "File Upload" in a bold, dark blue font. Under "File Upload", there is a "File Path" label followed by a text input field containing "Choose File" and "No file chosen". Below the input field is a red button with the text "Upload File" in white. Further down, there is a section titled "Downloads" in a bold, dark blue font. Below "Downloads", there is a list of file names, each preceded by a bullet point. The file name "2022\_EAVS\_Online\_Data\_20221205\_1400\_NV.xlsm" is highlighted with a red rectangular border. The other file names in the list are: "2016\_EAVS\_Final\_NV.xlsx", "2016\_Statutory\_Overview\_NV.pdf", "2018\_EAVS\_Final\_NV.xlsm", "2018\_Policy\_Survey\_NV.pdf", "2020\_EAVS\_Final\_NV.xlsm", "2020\_Policy\_Survey\_NV.pdf", "2022\_EAVS\_Excel\_Template\_NV.xlsm", "2022\_EAVS\_Online\_Passwords\_NV.pdf", "2022\_Policy\_Survey\_NV.pdf", and "Tracking\_Status\_EAVS\_NV.txt".



This file will refresh every 2 hours between 6:00 a.m. and 6:00 p.m. eastern time with any new data that were submitted. The date and time 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 or territory’s data for submission to the EAVS project team.

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 2 hours between 6:00 a.m. and 6:00 p.m. eastern time.

### Online Survey Tracking Status

Last Updated: Monday, December 5, 2022 2:08:55 PM EST

Jurisdiction	Status	% Complete	Last Accessed (EST)
ANDERSON COUNTY	Not Started	0%	--
ANDREWS COUNTY	Completed	100%	2022-11-22 13:46:33
ANGELINA COUNTY	Not Started	0%	--
ARANSAS COUNTY	Completed	100%	2022-11-23 11:43:38
ARCHER COUNTY	Not Started	0%	--
ARMSTRONG COUNTY	Not Started	0%	--
ATASCOSA COUNTY	Not Started	0%	--
AUSTIN COUNTY	Not Started	0%	--
BAILEY COUNTY	Not Started	0%	--
BANDERA COUNTY	Completed	100%	2022-12-05 11:32:50
BASTROP COUNTY	In Progress	14%	2022-11-29 09:37:55
BAYLOR COUNTY	Not Started	0%	--
BEE COUNTY	Completed	100%	2022-11-30 14:13:56
BELL COUNTY	In Progress	24%	2022-11-29 17:06:02
BEXAR COUNTY	Not Started	0%	--

Showing 1 to 15 of 254 entries

[Previous](#)
1
2
3
4
5
...
17
[Next](#)

- Once all of the online data have been submitted for each jurisdiction, the state or territory POC will carefully review the data before submitting it to the project team. The Error Check button located in



Cell A2 of the online Excel 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 2022 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 2022\_EAVS\_Online\_Data file downloaded from the EAVS Portal will not be reflected in the jurisdictions' online templates unless the state or territory POC contacts the EAVS project team to request this update.

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 ([eavs@forsmarsh.com](mailto:eavs@forsmarsh.com)).
6. The EAVS project team will review the data submission and send 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 resubmit the final submission to the EAVS project team (as outlined in Step 5).

The Election Assistance Commission (EAC) has made a video resource to provide support to POCs who collaborate with local jurisdictions to collect EAVS data. This video, titled "2022 EAVS Webinar: Working with Local Jurisdictions," discusses how to customize the online template for jurisdictions and provides advice from state POCs who have worked closely with local election officials in the past to collect their state's EAVS submission. 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 or territory's EAVS data submission is due on **February 1, 2023**. States and territories that submit data on or before this date are guaranteed to receive the results of their data review from the EAVS project team no later than **February 15, 2023**, which will allow your state or territory sufficient time to address data quality issues before final data submissions are due on **March 1, 2023**.

The 2022 EAVS data set will be locked on **March 30, 2023**, 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 submitted. The EAVS project team can be contacted by email at [eavs@forsmarsh.com](mailto:eavs@forsmarsh.com) or by phone at 800-889-7738; all inquiries will receive a response within 1 business day.