



Managing Online Submissions in the EAVS Portal

Many states rely on local jurisdictions to provide significant amounts of data for the 2024 Election Administration and Voting Survey (EAVS), and other states and territories report their survey data as a single jurisdiction. These states and territories may benefit from using the online template as part of their data submission. The online template provides a user-friendly way to enter and error-check data in an item-by-item fashion and makes it easy for state or territory points of contact (POC) to access and review the data that have been submitted by local officials. Though this process is detailed in the [EAVS Data Collection Template User Guide](#) that is available on the Resources page of the EAVS Portal, this newsletter provides an overview of how to use the online template as a state or territory election official.

1. The state POC will distribute passwords that local officials can use to access the online template. State POCs can access a list of these passwords by logging in to the EAVS portal and navigating to the State Files page. Territory POCs can also access their password here. If you do not see the document with the password list in your state or territory's State Files page, please contact the EAVS project team at eavs@forsmarsh.com.
2. Local and territory officials will complete the online template at <https://survey.eavsportal.com/>. Officials can refer to "The Online Template" section of the [EAVS Data Collection Template User Guide](#) for step-by-step instructions on accessing and navigating the template and entering, error-checking, and submitting data.
3. Once a local jurisdiction or territory submits its online template, the data will be made available in a new file on the State Files page of the EAVS Portal. The file will be named "2024_EAVS_Online_Data," and the file name will include the date the file was generated (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.

This file will be refreshed 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.



Arizona Files

File Upload

File Path

Upload File

Downloads

- 2016_EAVS_Data_Certified_AZ.xlsm
- 2016_Statutory_Overview_AZ.pdf
- 2018_EAVS_Data_Certified_AZ.xlsm
- 2018_Policy_Survey_AZ.pdf
- 2020_EAVS_Data_Certified_AZ.xlsm
- 2020_Policy_Survey_AZ.pdf
- 2022_EAVS_Data_Certified_AZ.xlsm
- 2022_Policy_Survey_AZ.pdf
- 2024_EAVS_Excel_Template_AZ.xlsm
- **2024_EAVS_Online_Data_20241125_1000_AZ.xlsm**
- 2024_EAVS_Online_Passwords_AZ.pdf
- 2024_Policy_Survey_AZ.pdf
- Tracking_Status_EAVS_AZ.txt

States that have multiple jurisdictions using the online template can use the State Files page of the EAVS Portal to track each jurisdiction’s progress. The Online Survey Tracking Status table lists each jurisdiction in your state along with the status of its survey (i.e., Not Started, In Progress, Complete, or Data Edits), 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.

Note that because the completion percentage includes any items that have been prefilled based on the state’s 2024 Policy Survey responses or at the state POC’s request, a jurisdiction’s completion percentage may be greater than 0% even if it has not yet accessed the online survey. Also, because the denominator of the completion percentage calculation includes non-required survey items (e.g., optional comment spaces, optional “Other” items within certain questions), a jurisdiction’s EAVS submission may be functionally complete even if its completion percentage is not 100%.



Online Survey Tracking Status

Last Updated: Monday, October 7, 2024 12:24:29 PM EST

Jurisdiction	Status	% Complete	Last Accessed (EST)
ACCOMACK COUNTY	Completed	100%	2024-10-01 17:09:51
ALBEMARLE COUNTY	Not Started	0%	--
ALEXANDRIA CITY	Not Started	0%	--
ALLEGHANY COUNTY	Data Edits	77%	2024-10-02 09:14:29
AMELIA COUNTY	In Progress	69%	2024-10-04 13:26:44
AMHERST COUNTY	Completed	100%	2024-10-03 14:13:26
APPOMATTOX COUNTY	Not Started	0%	--
ARLINGTON COUNTY	In Progress	11%	2024-10-05 10:38:25
AUGUSTA COUNTY	Not Started	0%	--
BATH COUNTY	Not Started	0%	--
BEDFORD COUNTY	Not Started	0%	--
BLAND COUNTY	Not Started	0%	--
BOTETOURT COUNTY	Not Started	0%	--
BRISTOL CITY	Not Started	0%	--
BRUNSWICK COUNTY	Not Started	0%	--

Showing 1 to 15 of 133 entries

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- 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 EAVS project team. The “Error Check” button located in cell A2 of the Excel 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. 6: Data Validations in the 2024 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 updates can be made. Any data updates made to the “2024_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 to eavs@forsmarsh.com.
6. The EAVS project team will review the data submission and send a written memo with the results of that review—a future newsletter that will be released in January 2025 will describe the project team’s data review process and what state and territory POCs can expect in their review memo. When the memo is sent, the jurisdictions’ online templates will be reopened so that edits and corrections can be made for the state or territory’s final submission, as outlined in Step 2.
7. Once all of the state 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).

Reminder of EAVS Deadlines

The first draft of your state or territory’s EAVS data submission is due to the EAVS project team on **February 3, 2025**. 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 18, 2025**, which will allow your state or territory sufficient time to address data quality issues before final data submissions are due on **March 3, 2025**.

The 2024 EAVS data set will be locked on **March 31, 2025**. After that date, no new data or data corrections will be accepted until after the data and report have been made public.

Contacting the EAVS Project Team for Assistance

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 or by phone at 833-987-7424. All inquiries will receive a response within 1 business day.

Please note that the EAVS help desk will be closed on the federal holidays of December 25, January 1, January 20, and February 17. Any inquiries made on those days will receive a response on the next business day.