

ELECTION NIGHT REPORTING

STEP-BY-STEP GUIDE

BIPARTISAN PROCESS

1

Retrieve the iPad and dongle

Located in a black case in the storage compartment of lowest numbered voting machine.

2

Retrieve PollShare Credentials index card

Located in the red security bag.

PollShare Credentials
75 STUTSON STREET CENTER

User 1
Stutson
Password1@

User 2
Stutson1
Password1@

3

Turn on the iPad and unlock the screen

Press the power button on the side of the iPad to turn on
Press the circle "Home" button to unlock

4

Click the "PollShare" icon

This opens the app for upload



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5

Switch to User Login

Press the black text right beneath the "Sign In" button

Secure. Streamline. Simple.

Enter your Username

Enter your Password

Sign In

Switch to User Login

6

Enter usernames and passwords

Listed on the PollShare Credentials index card from red security bag. (see step 2)

User 1

User 2

Username

Username

Password

Password

Sign In

Switch to Admin Login

7

Plug dongle into the iPad

Dongle is inserted into the bottom charge/usb port on iPad

8

Place the red memory stick into the dongle

Can't find your red memory stick or dongle? Call (585) 743-1590

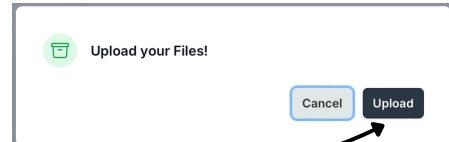
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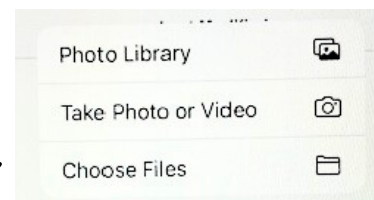
9

In Poll Share app, click “Upload” button



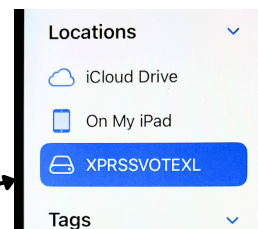
10

Select “Choose Files”



11

Under “Locations” select “XPRESSVOTEXL”



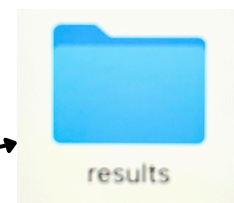
12

Scroll to the bottom and select the folder that starts with “XL”



13

Select the folder titled “results”



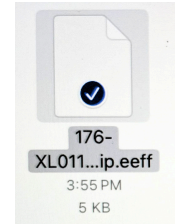
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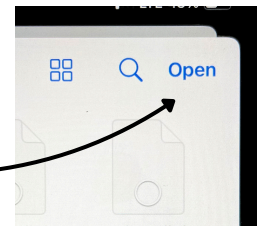
14

Choose the 1st file, ending in "...ip.eeff"



15

Press "Open" in the top right of screen



16

Wait for the checkmark to appear in the bottom right corner of the screen

Text will also appear under "Files"



17

Remove red memory stick & place into the red security bag

18

For each red memory stick at your site, repeat steps 8 & 17 only