



Wendy Sartory Link
Palm Beach County Supervisor of Elections

CANDIDATE GUIDE TO ACCESSING ELECTION DATA

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**FOR MORE INFORMATION
VISIT VOTEPALMBEACH.GOV**

**ARE YOU
READY
TO
VOTE?**

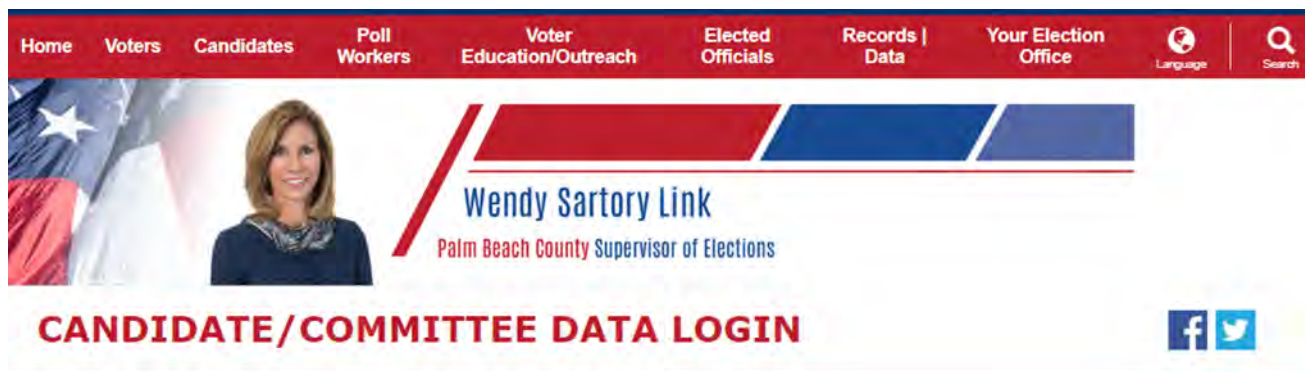
Accessing Election Data from VotePalmBeach.gov

During the Election Cycle, candidates will be able to access Vote-by-Mail and Early Voting data files directly from our website. Simply, follow these four steps to receive the data.

1. Visit www.votepalmbeach.gov and find the "Candidate/Committee Data Login" link in the "Candidates" menu bar. Click on the gray "Login" button at the bottom of the page.



2. Enter the User ID and password information provided to you and press the gray, "Login" button.



Candidate File Access

Access to this file download facility is restricted to authorized users as defined in Florida's Election Law, including (but not limited to) sections 97.0585(1) and 101.62(3). If you are not authorized to use this facility, please close this page.

From this page, you can log in and download any of the voter information files that have been prepared for you by the Supervisor of Elections office in this County.

Please enter your User ID

Please enter your password



3. After logging in, you'll see a list of files you are authorized to download. Please note that the files are cumulative, meaning that each file is a complete replacement of the previous file.

Candidate File Access -- Welcome: Sample Candidate

Files are sorted in date descending order

NOTE: When you press the "Download" button for a file, you should be prompted to save the file to a location on your computer. After the download is complete use the application associated with that type file to open the file at the location you chose.

Last access date: 2016-07-19 15:09:18

Log off

The following files are available for you to download. Please select the file you wish to bring to your machine.

File Description	File Date	Last Download
County Mail Ballot Status	2016-07-19 02:06:18	<input type="button" value="Download"/> 2016-07-19 12:34:54
County Mail Ballot Status	2016-07-18 02:05:52	<input type="button" value="Download"/> 2016-07-18 16:17:19
County Mail Ballot Status	2016-07-17 02:08:40	<input type="button" value="Download"/> 2016-07-18 16:17:16
County Mail Ballot Status	2016-07-16 02:08:40	<input type="button" value="Download"/> 2016-07-18 16:17:08
County Mail Ballot Status	2016-07-15 02:05:29	<input type="button" value="Download"/> 2016-07-18 16:17:02
County Mail Ballot Status	2016-07-14 02:05:50	<input type="button" value="Download"/> 2016-07-18 17:41:30
County Mail Ballot Status	2016-07-13 02:04:28	<input type="button" value="Download"/> 2016-07-18 16:16:42
County Mail Ballot Status	2016-07-12 02:08:02	<input type="button" value="Download"/> 2016-07-18 18:09:35

4. When you click download, you will be asked if you want to open or save the file. Click "Save". The file name is *<county ID>_ABL_FVRS election number>_ (date of run) _ <time of run>*.



5. The text file can then be opened in the application of your choice.

Understanding the Vote By Mail Ballot Request Information File

Vote By Mail Ballot Request Information File— Lists county voters who have requested a Vote By Mail ballot for an election, the status of the request, and other relevant data. Voters with protected addresses are excluded from the file.

This file is automatically created and sent to FVRS daily (overnight) by the FVRSElecFiles program beginning 60 days prior to an election and ending on the 15th day after the election. If a general election is preceded by a primary, a separate file is sent for each election.

The file contains information processed up to the close of business on the day prior to the overnight run. Each daily file contains all Vote By Mail voters to date, not just new additions. The file name is <county ID>_ABL_<FVRS election number>_<date of run>_<time of run>.

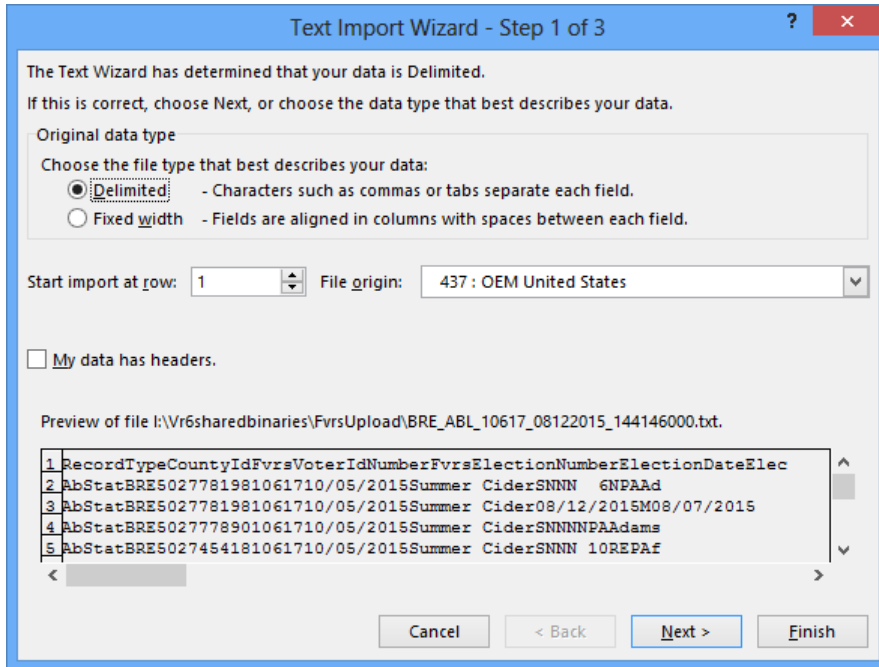
Contents of the file, reading left to right:

County ID	Voter registration ID	FVRS Election number
Election date	Election name	Date absentee summary record last updated
Absentee request status: C—Canceled E—Voter error N—Unsigned P—Provided R—Requested (for this election) S—Requested (all- elections/FPCA) U—Returned Undeliverable V—Voted	Absentee request date	Absentee delivery date
Absentee return date	Absentee request canceled date	Military flag
Overseas flag	Military dependent flag	Precinct
Party	Voter name	Mailing address
Email address	Fax number	

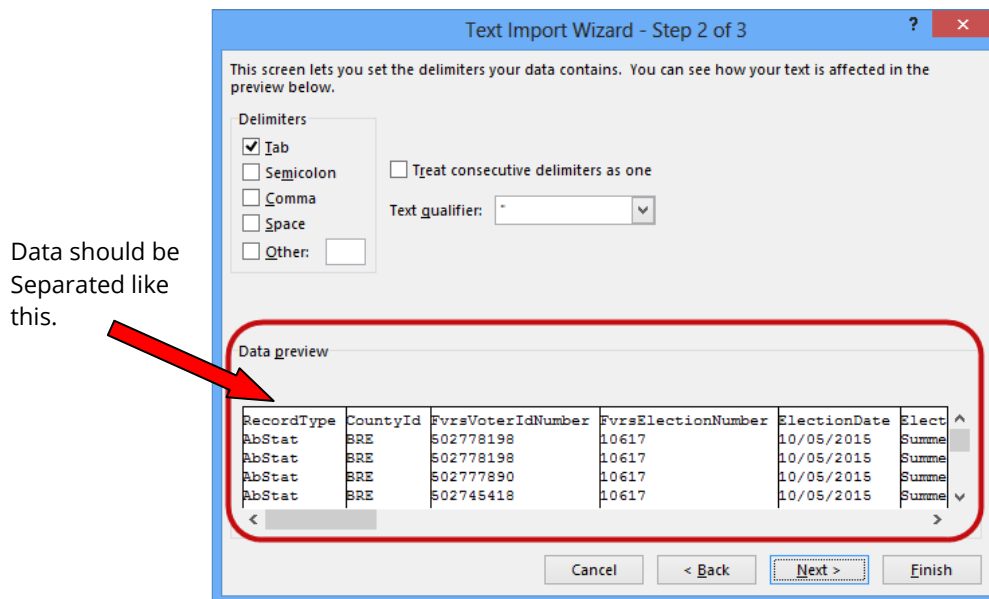
Note The Vote By Mail request status "S" denotes voters who have a standing request, while "R" denotes voters who requested a ballot for this election only. When Vote By Mail requests are generated for all elections voters, all "S" voters who are eligible to vote in the election will subsequently appear twice in the Vote By Mail Ballot Request Information File: once with the "S" status and again with the "R" status. Any all-elections/FPCA voters who are not eligible to vote in the election will only be listed once—with the S status. Those voters will not be listed again with an "R" status, since they will not receive a ballot.

Loading the File into Excel

- 1 In Excel, click File > Open and select the file provided by the Supervisor of Elections.
- 2 On the first dialog of the Text Import Wizard, select **Delimited** and click **Next**.



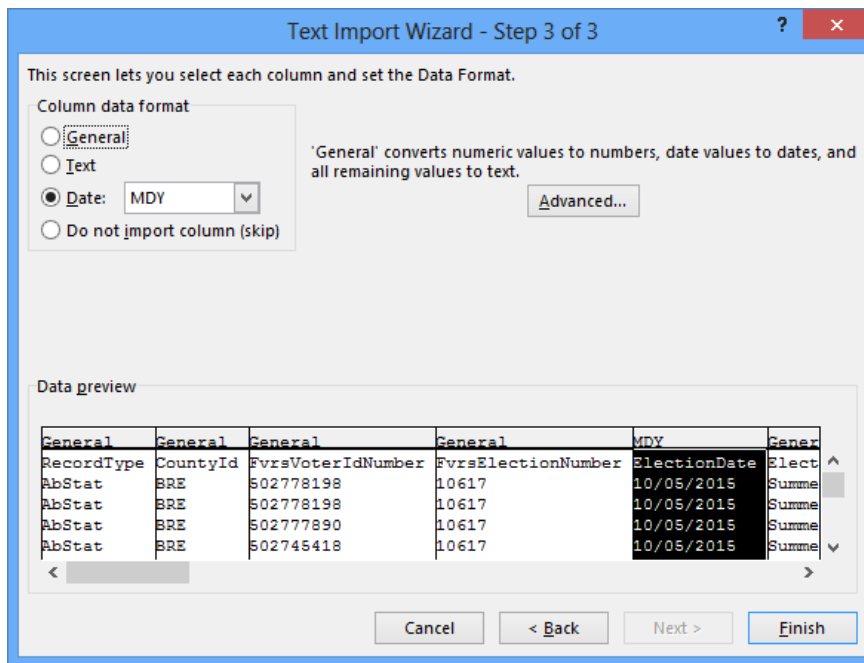
- 3 On the second dialog, under **Delimiters**, select **Tab** if the file does not contain commas or **Comma** if the file has commas between the data elements. If you aren't sure which delimiter to use, select the one that separates the data in Excel's **Data Preview** pane so it looks like the example here:



Data should be separated like this.

Clear the other check boxes in the **Delimiters** box. For the **Text Qualifier**, select the double-quote character ("). Click **Next**.

- 4 The third dialog of the wizard shows the data format at the top of each column. By default, all columns are formatted as **General**, which aligns all fields to the left. You can change the format of any column by clicking in it and selecting a different format under **Column data format**. You might, for example, want to change data fields to a **Date** format, as shown in the example here:



- 5 Click **Finish** to load the file into an Excel worksheet.

If you plan to create mailing labels using the mail merge capability in Microsoft Word, you will need to save the Excel worksheet as a text (TXT) file.

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Supervisor of Elections

Palm Beach County, FL

List of Mailing Cities

CITY CODES	
0	Unincorporated
1	Atlantis
2	Boynton Beach
3	Belle Glade
4	Boca Raton
5	Briny Breezes
6	Cloud Lake
7	Delray Beach
8	Greenacres
9	Glen Ridge
10	Gulfstream
11	Highland Beach
12	Haverhill
13	Hypoluxo
14	Juno Beach
15	Jupiter Inlet Colony
16	Jupiter
17	Lantana
18	Lake Clarke Shores
19	Loxahatchee Groves
20	Lake Park
21	Lake Worth Beach
22	Manalapan
23	Mangonia Park
24	North Palm Beach
25	Ocean Ridge
26	Pahokee
27	Palm Beach
28	Palm Beach Gardens
29	Palm Beach Shores
30	Palm Springs
31	Riviera Beach
32	Royal Palm Beach
33	South Bay
34	South Palm Beach
35	Tequesta
36	Village Of Golf
37	Wellington
38	Westlake
39	West Palm Beach

CITY WARD CODES	
11	Ward 1
21	Boynton Beach Dist 1
22	Boynton Beach Dist 2
23	Boynton Beach Dist 3
24	Boynton Beach Dist 4
31	Ward 1
41	Ward 1
51	Ward 1
61	Ward 1
71	Ward 1
81	Ward 1
91	Ward 1
101	Ward 1
111	Ward 1
121	Ward 1
131	Ward 1
141	Ward 1
151	Ward 1
161	Ward 1
171	Ward 1
181	Ward 1
191	Ward 1
201	Ward 1
211	Ward 1
221	Ward 1
231	Ward 1
241	Ward 1
251	Ward 1
261	Ward 1
271	Ward 1
281	Ward 1
291	Ward 1
301	Ward 1
311	Ward 1
321	Ward 1
331	Ward 1
341	Ward 1
351	Ward 1
361	Ward 1
371	Ward 1
381	Ward 1
391	Ward 1

TAXING CODES	
TAC	Acme Improvement District
TBC	Briger Comm Dev Dist
TBT	Boca Raton Taxing Dist
TEN	Lox Environ Imprv Dist
THC	Hamal Comm Dev Dist
THY	Hypo Haverhill Comm Dist
TIT	Indian Trail Imprv Dist
TJC	Journeys Comm Dev Dist
TJI	Jupiter Inlet Dist
TLI	Library District
TMC	Monterey Comm Dev Dist
TMH	Marsh Harbour Comm Dev
TNI	Northern Imprv Dist
TOO	Osprey Oaks Comm Dev
TOP	Old Palm Comm Dev
TPC	Plantation Comm Dev Dist
TPO	Port Of Palm Beach
TRC	Renaissance Comm Dev
TSB	Sonoma Bay Comm Dev
TSI	Seminole Imprv Dist
TTC	Terracina Comm Dev Dist
TTO	Thousand Comm Dev Dist
TVC	Vista Comm Dev Dist
TWC	Winston Comm Dev Dist
TWP	Wyndam Park Comm Dev

RACE CODES	
1	AMERICAN INDIAN/ALASKAN
2	ASIAN OR PACIFIC ISLANDER
3	BLACK, NON HISPANIC
4	HISPANIC
5	WHITE, NON HISPANIC
6	OTHER
7	MULTI-RACIAL
9	UNKNOWN

TALLY TYPE	
Y	POLLS
Z	VOTED AT POLLS BY PROVISIONAL (COUNTED)
N	DID NOT VOTE
A	VOTE BY MAIL (COUNTED)
B	VOTE BY MAIL (NOT COUNTED)
P	PROVISIONAL (NOT COUNTED)
X	INELIGIBLE TO VOTE
E	EARLY VOTED
F	EARLY VOTED BY PROVISIONAL (COUNTED)