



Election Results Reporting

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- Requirements for uploading election night results

- By 7:00 p.m. on the Monday before the election, results of all canvassed and tabulated early voting and absentee ballots from the early voting period are to be uploaded into the county's election management system.
- On election night, all early voting and tabulated absentee results are to be uploaded to the Department of State within 30 minutes after the polls close. The updated election results should then be uploaded to the department at least every 45 minutes until all results are completely reported.

- **Summary Election Results**

- Only summary results are to be reported to the division on election night.
- The supplemental export utility for the voting system should be used to create the summary election results files in XML format.
- If a supplemental export utility has not been created for your voting system, then the voting system's export function should be used to create the summary election results.

• Precinct Election Results

- The precinct election results should be uploaded to the division within 30 days after certification of the results.
- For those counties that have systems unable to create and transmit results in the prescribed XML format, the county should transmit the results in a tab-delimited text file. The division will supply the county with any additional data needed to create the file in this format.
- When a county has fewer than 10 voters who voted a ballot type within a precinct, votes should be reported as zero votes in all subtotal groups except in the “Total Votes” group for that precinct.

- Instructions on how to create XML files, depending on voting system, can be found in:
 - Democracy Suite - Florida Overview Manual
 - GEMS - GEMS XML Export Utility Florida User's Guide
 - EVS - ERM Results Export Program (EXP) User's Guide v. 4.0.0.2 or v. 4.0.0.3 (depends on version of EVS)
 - Unity - ERM Results Export Program (EXP) User's Guide v. 3.1.0.2

- Precinct, candidate and contest code placement can be found in these manuals.

Please contact me if you do not have a copy of the referenced material. I will be happy to send you a copy. You can email me Kristy.Maddox@DOS.MyFlorida.com or call me at (850)245-6230.

Questions or Comments