Craig Latimer
Supervisor *of* Elections
Our Vision: To be the best place in America to vote

GOVERNOR'S STERLING AWARD RECIPIENT
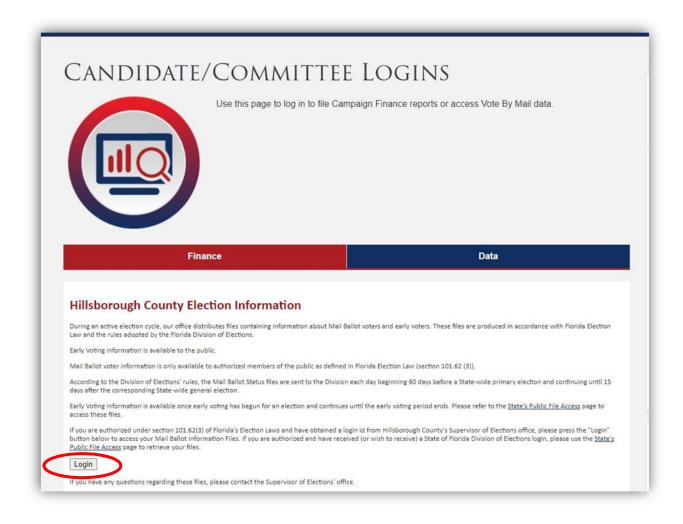
Election Data Guide
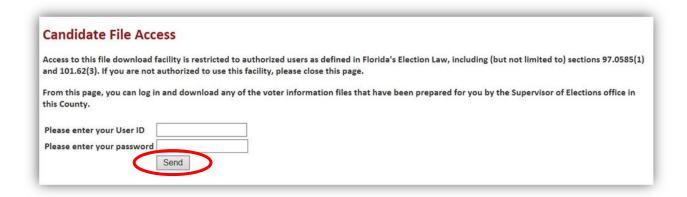
Candidates & Committees

Accessing Election Data from VoteHillsborough.gov

During the election cycle, candidates will be able to access Vote By Mail and Early Voting data files directly from our website. Just follow these four simple steps to retrieve the data.

1. Visit VoteHillsborough.gov

2.   Find and select the **Candidates** tab in the menu on the right corner of your screen

3. Select **Candidate & Committee Logins**

4. Click the **Data** tab
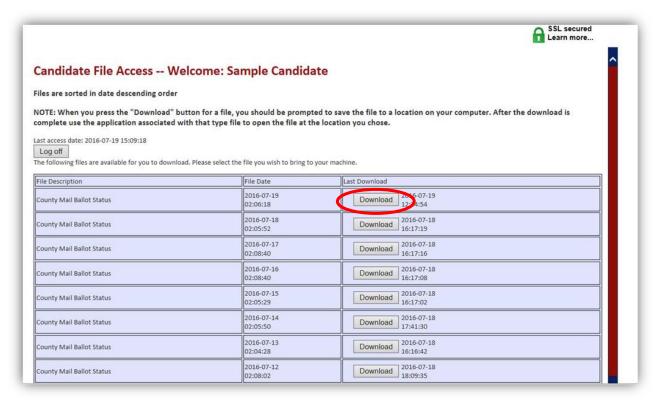
5. Click the log in button at the bottom of the page.

6. Enter the **User ID** and **Password** information provided to you, and press Send.

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.*)

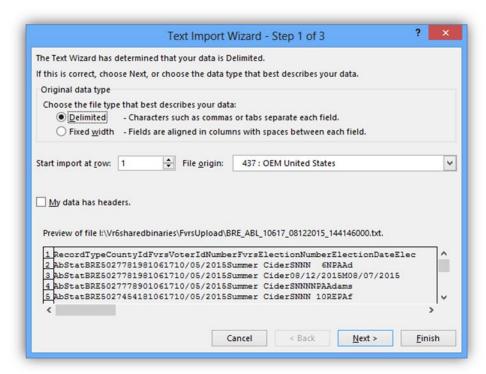7. Click the **Download** button net the data you would like to convert.

8. 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>*.
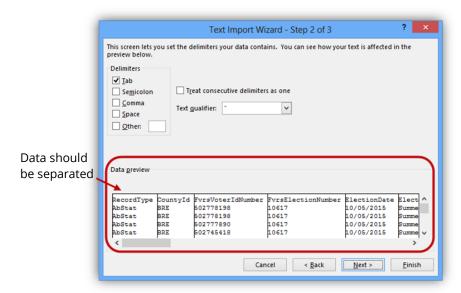
Once downloaded the text file can then be opened in the application of your choice.

Converting Election Data into Excel

1. In Excel, click **File** > **Open** and select the file provided by the Supervisor of Elections.

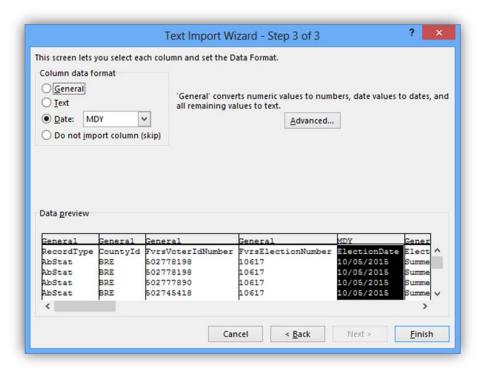2. On the first dialog of the Text Import Wizard, select **Delimited** and click **Next**.

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 below.*)

4. Clear the other check boxes in the **Delimiters** box. Leave the **Text Qualifier**, as quote character ("). Click **Next.**

5. 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.**

   For example, you might, want to change data fields to a **Date** format, as shown in the example here:

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

Understanding Vote By Mail Ballot Data

The Vote By Mail Ballot Data lists Hillsborough 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) 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 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	

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.