



Central Count Coding Form Instructions

These instructions are designed to assist you with the completion of the Central Scanner Coding Form. The information collected from this form is vital to coding elections according to your requirements. We ask that this form is completed for each election as information may have changed from the last election. Please disregard any fields that do not pertain to your county.

SECTION ONE: Election Specifications Information

Jurisdiction Title: Enter the Jurisdictional Title. (*Example: County name, City name, School name, etc...*)

Election Date: Enter the date of the election.

Election Type: Check the appropriate box next to the type of Election for which you are ordering coding services.

SECTION TWO: Hardware & Software Specifications

Scanner Model: Check the box next to the scanner model number that you will be using in your election. Also, please fill in the total number of scanners you will be using for your election.

Reporting Software: If you will not be using reporting software check “no” and skip to the Voter Turnout question. If using Reporting Software, please check the appropriate box next to the software that you have.

SECTION THREE: Central Scanner Coding Service Specifications

Number of Chips or Boards to Code: Enter the number of chips or boards you will be needing. This will not necessarily correspond with the number of scanners you have. Remember, you may require back up chips or boards. Also please keep in mind there is a base charge of \$350 for each chip or board coded for your election.

Do you conduct Absentee Voting: Check this option if your jurisdiction has Absentee Voting. If you do have Absentee Voting, list the type of equipment used.

- This is different than Early Voting.

How do you report Absentee: This option is used to set up the Absentee ballot tabulation information in the coding.

- If your jurisdiction tabulates the Absentee ballots in one precinct, check **Single Precinct**.
- If your jurisdiction tabulates the Absentee ballots in the individual precincts, check **Duplicate set of Precincts**.
- If your jurisdiction tabulates the Absentee ballots with Election Day ballots check **With Election Day**.

Do you conduct Early Voting: Check this option if your jurisdiction has Early Voting and reports these results separately from the Absentee results. If you do have Early Voting, list the type of equipment used.

- This is different than Absentee Voting.

If yes, how do you report Early Voting: If your jurisdiction does have Early Voting, select the option on how to report the tabulation of Early Voting ballots.

- If your jurisdiction tabulates Early Voting in one precinct, check **Single Precinct**.
- If your jurisdiction tabulates Early Voting in the individual precincts, check **Duplicate set of Precincts**.
- If your jurisdiction tabulates Early Voting by styles, check **by Ballot Style**.

How are your ballots printed: This option will designate what type of ballots are used for this election.

If the ballots are printed by styles, select **by Style**.

If the ballots are printed by precincts, select **by Precinct**.

Sort winners to the top: Select this option if you would like to have the winners sorted to the top position on the summary report generated from the scanners. In addition, asterisks will appear to the left of the winning candidate's name. In the event of a tie, the word "TIE" will appear to the left of the candidates' names.

Report by party: This selection is only used in Primary elections. Select this option if you would like the races of one party listed first and then the races of the other party listed next on the summary report generated from the scanners.

Report by alternating parties: This selection is only used in Primary elections. Select this option if you would like the races listed on the summary reports in an alternating pattern between parties. First, the race of one party will be listed, and then the race of the other party will be listed next on the summary report. Please select the party that needs to be listed first: List Republican Party first or List Democratic Party first.

Separate Boards for each Party: Select this option if the parties need to be programmed on separate boards or chips.

Do not program any township or precinct write-in only races: Select this option if you do not want the township or precinct races with only write-ins (no candidates) programmed. These races will not appear on the summary report.

Do not program any write-in only races: Select this option if you do not want any races that have only write-ins (no candidates) programmed.

Specific Race Titles attached: Select this option if you want specific race titles to appear on your reports. List the titles on a separate page, and attach it to this form. Please keep in mind that race titles can only contain 40 characters. Anything more will be dropped off at the end or abbreviated.

Specific Race Order for Report attached (if different than what appears on the ballots): Select this option when you want the races to appear in a certain order other than the ballot order. Races are listed in the order they appear on the ballot and alphabetically by cities/towns, and so on.

ELECTION DAY PROGRAMMING FORM

Section One: Election Specifications

Jurisdiction Title:

Election Date:

Election Type: Primary General Special Municipal

School Constitutional Other _____

Section Two: Hardware & Software Specifications

Scanner Model: 115 315 150 550 650

How many Scanners? _____

Reporting Software: YES NO

If Yes, what type? ERS ERM AERO

Section Three: Central Scanner Coding Service Specifications

Number of Chips or Boards to Code: _____

Do you conduct Absentee Voting? Yes No
If yes, what type of equipment will be used? _____

How do you report Absentee Results? Single Precinct Duplicate set of Precinct

Do you conduct Early Voting? Yes No
If yes, what type of equipment will be used? _____

How do you report Early Vote Results? Single Precinct Duplicate set of Precinct

How are your Ballots Printed? With Election Day Other
 By Style By Precinct

Special request

Sort Winners to Top? Yes No

Report by party (Primary Election) Yes No

Report by Alternating Parties (Primary Election) List Republican Party first List Democratic Party first

Separate Boards for each Party Yes No

EXCLUDE any township or precinct level write-in only races (no candidates filed) Yes No

EXCLUDE any write-in only races (no candidates filed) Yes No

Specific Race Titles attached (there is a 40 character limit) Yes No

Specific Race Order for Report attached (if different than what appears on ballot) Yes No

Additional Comments:
