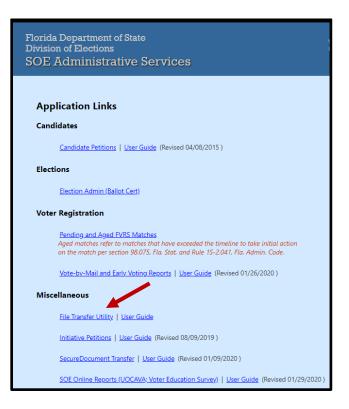# Ballot Certification Instructions

1. Log on through [SOE Administrative Services portal](#)

2. Select the File Transfer Utility from the list of applications.

3. Select Ballot Certification from the list.

4. Click on the file name to View/Save the ballot certification.

5. .pdf ballot certification will display as follows: