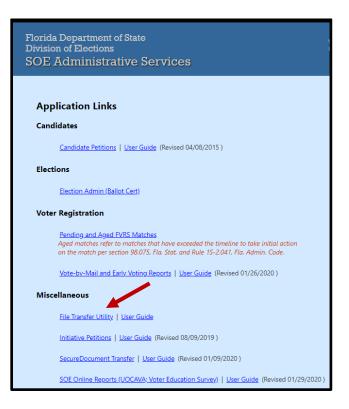


Ballot Certification Instructions

- 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.



DO-BER Ballot Certification Instructions (05/2021)

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

| Supervisor of Elections | | | Welcome Maria Matthews Division of Elections - Elections Director's Office User Role: Download+Archive+Upload | | | |
|----------------------------|------------|------------------------------|---|------------------|--------------|--------------------------|
| Admin Menu Manage Files | Select Col | unty Alachua 🗸 | | | | |
| Ballot Certification | County | View/Save File | Election Date | Election Type | Cert Type | Cert Date |
| Search Results | ALA | 20201103ALA_Cert2102_DOE.pdf | 11/3/2020 12:00:00 AM | GEN | DOE | 9/2/2020 12:00:00 AM |
| Exit | ALA | 20201103ALA_Cert2103_SOE.pdf | 11/3/2020 12:00:00 AM | GEN | SOE | 8/28/2020 12:00:00 AM |

5. .pdf ballot certification will display as follows:

