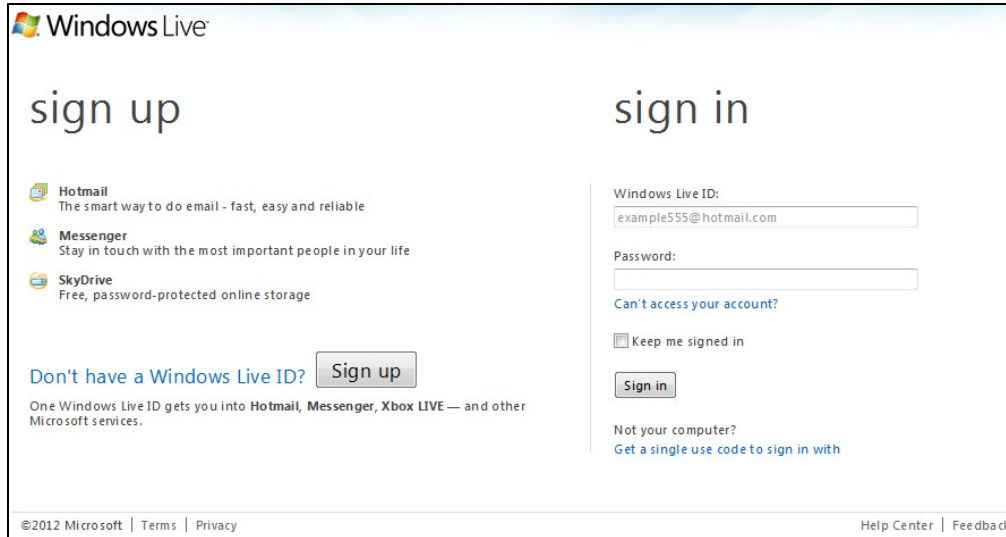
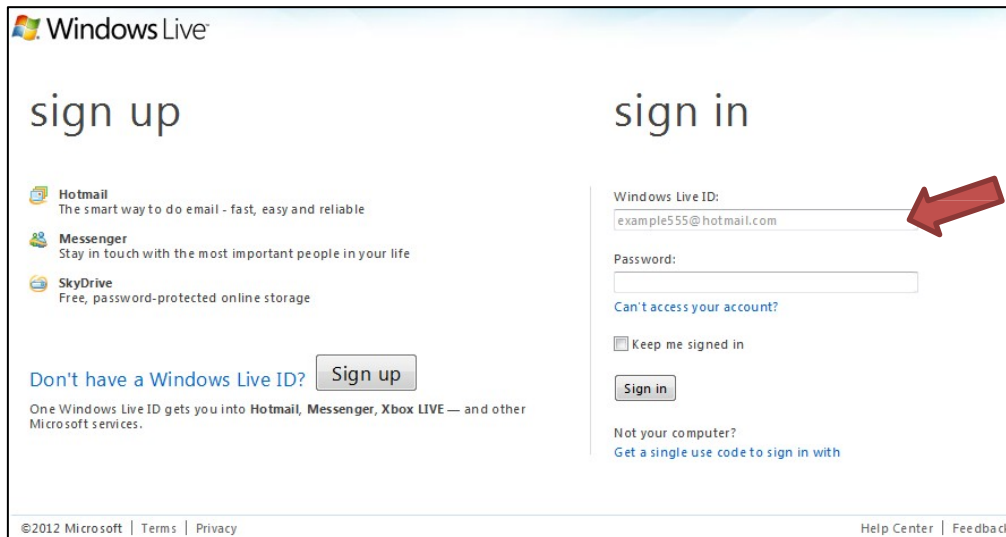


# Ballot Certification Instructions

1. Go to: <https://soesecure.elections.myflorida.com/SOAdminServices/>
2. You will see this screen:

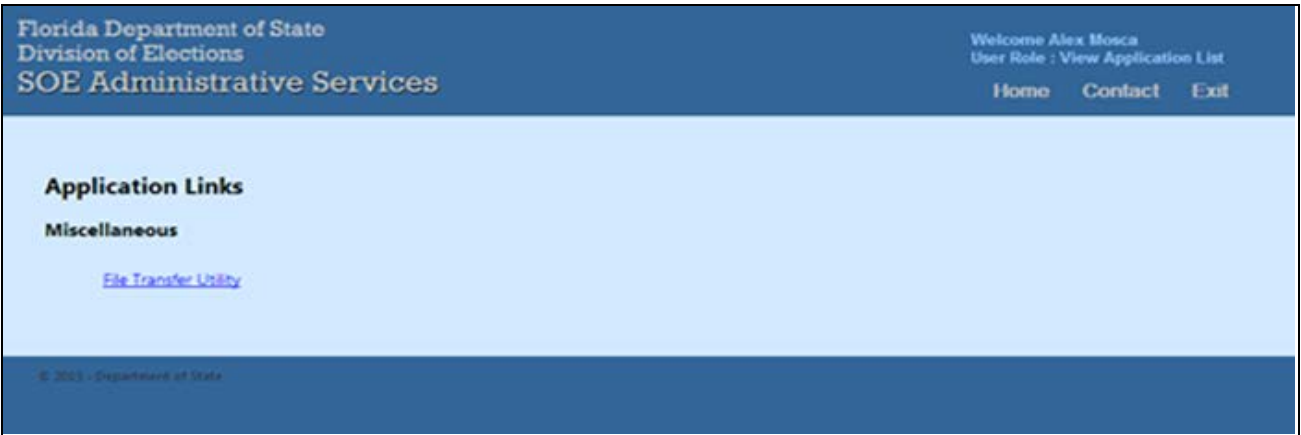


3. Sign in using your Windows Live ID.

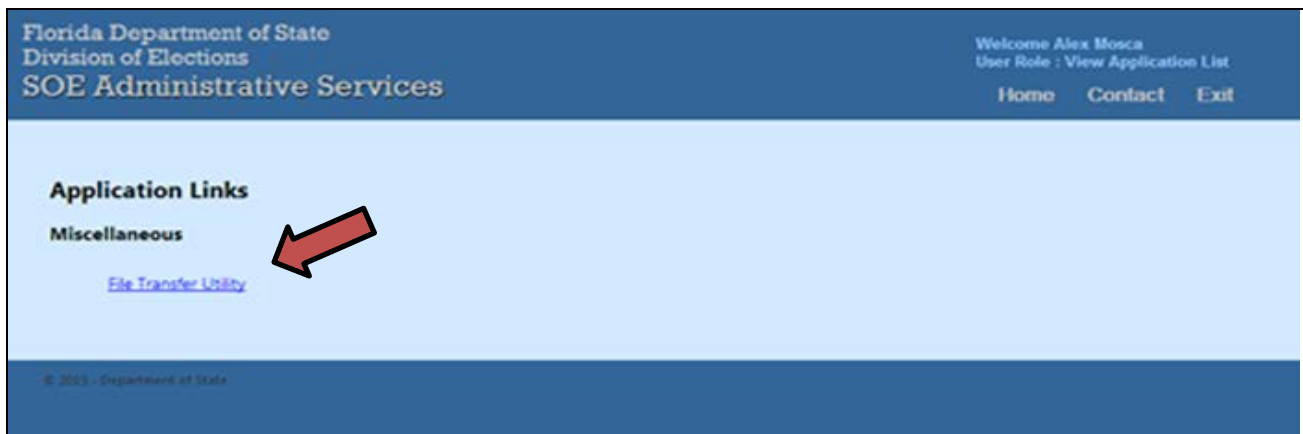


## Ballot Certification Instructions

4. After your login you will be on the Welcome Screen for the administrative services portal:



5. Select the File Transfer Utility from the list of applications available to you.



## Ballot Certification Instructions

6. You will now be logged into the SOE File Transfer Utility

**Admin Menu**

[Manage Files](#)

[Ballot Certification](#)

[Search Results](#)

[Exit](#)

### SOE File Transfer Utility

The SOE File Transfer Utility allows County SOEs to:

- Send files to the Department of State
- Get files from the Department of State
- View and Download Ballot Certifications
- Send an Invitation For Others to Access This Application Via Win

Click a menu item on the left to proceed.

Florida Department of State  
Division of Elections  
Room 316, R.A. Gray Building, 500 Bronough Street  
Tallahassee, FL 32399-0250  
1.850.245.6200

7. Select Ballot Certification from the list on the left.

**Admin Menu**

[Manage Files](#)

[Ballot Certification](#)

[Search Results](#)

[Exit](#)

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# Ballot Certification Instructions

8. You will then be directed to this screen.

The screenshot shows the 'Supervisor of Elections' web application. At the top left, it says 'Supervisor of Elections' and at the top right, 'Welcome' with a 'Log Out' link. Below the header is a navigation menu with 'Home', 'Get or Send Files', and 'Ballot Certification'. The 'Ballot Certification' section contains a table with the following data:

County	View/Save File	Election Date	Election Type	Cert Type	Cert Date
MAN	<a href="#">20120814MAN_Cert24_QP1.pdf</a>	8/14/2012 12:00:00 AM	PRI	QP1	4/20/2012 12:00:00 AM



At the bottom of the page, there is contact information for the Florida Department of State, Division of Elections, and links for Accessibility, Privacy Policy, and Contact Us.

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

This screenshot is identical to the previous one, but with a red arrow pointing to the file name '20120814MAN\_Cert24\_QP1.pdf' in the 'View/Save File' column of the table.

# Ballot Certification Instructions

10. When you click on the link the ballot certification will be displayed.

<p style="text-align: center;"><b>Department of State State of Florida Tallahassee, Florida</b></p> <p>To the Supervisor of Elections</p> <p>In compliance with the provisions of Section 99.061(6), Florida Statutes, I hereby certify that the following named persons have qualified as candidates for the Primary Election to be held on the Fourteenth day of August, 2012 A.D.</p> <p style="text-align: center;"><b>Ballot Certification County, Florida</b></p> <p><b>Republican</b></p> <p><b>State Attorney, 12th Judicial Circuit</b> Ed Brodsky Peter Lombardo</p> <p><b>Public Defender, 12th Judicial Circuit</b> Larry Louis Eger</p> <p><b>Democrat</b></p> <p><b>State Attorney, 12th Judicial Circuit</b> John Torraco</p> <p><b>Nonpartisan</b></p> <p><b>Circuit Judge, 12th Judicial Circuit, Group 3</b> Charles E. Williams</p> <p><b>Circuit Judge, 12th Judicial Circuit, Group 7</b> John F Lakin</p> <p><b>Circuit Judge, 12th Judicial Circuit, Group 13</b> Lee E. Haworth</p> <p style="text-align: center;">Page 1 of 2</p>	<p><b>Circuit Judge, 12th Judicial Circuit, Group 14</b> Frederick P. Mercurio</p> <p><b>Circuit Judge, 12th Judicial Circuit, Group 15</b> Janette Dummigan</p> <p><b>Circuit Judge, 12th Judicial Circuit, Group 16</b> Donna Padar Berlin</p> <p><b>Circuit Judge, 12th Judicial Circuit, Group 20</b> Debra Johns Riva</p> <p><b>Circuit Judge, 12th Judicial Circuit, Group 21</b> Rochelle Taylor Curley</p> <p><i>Where only one name appears as a particular party's nominee or for a nonpartisan office, the name will not appear on the ballot.</i></p> <p> IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed at Tallahassee, the Capital, this the Twentieth day of April, 2012 A.D.</p> <p> Ken Detzner Secretary of State</p> <p style="text-align: center;">Page 2 of 2</p>
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