## How to use the Florida Voter Registration Report

Navigate to <u>https://sales.gooutdoorsflorida.com</u> and enter the Agent ID, Username, and Password. Your Agent ID and Username will be provided to you, and you will create your password upon your first login attempt.



Once logged in you will be taken to the home page and should see a tile that says 'View Reports,' click on the view reports tile.



Once on the Reports screen select the 'Voter Registration Report.'

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AgentD 920005 - Voter Registration User Name - Voter Registration Role: Voter Registration Report			
• 1999-2021 State of Florida. This website has a privacy policy. Please read it here: Privacy Policy			

Enter the Start Date, End Date, and County that you would like to pull Voter Registration information for and select 'View Report.' For example, enter 11/01/2021 for Start Date, 11/30/2021 for End Date, and Leon for County, this will give me the information for anyone who signed up to receive Voter Registration information in Leon County for November 2021.

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Voter Registration Report						
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11/01/2021 12:00:00 AM	1	1/30/2021 12:00:00 AM	Select All	Q View Report		
			Lafayette			
		AgentiD. 930005 - Voter Registration User read it here: Privacy Policy	Name: Voter Registration Role: Voter Registration Report			

The report will populate the requested information and can be exported by selecting 'Export drop down menu' button. The report can be exported into Word, Excel, PDF, or CSV.

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License Year Name	Vote Address1	er Registra	ation Repor	t	Zip	County				
2021 HUNG THANK	1 1010 High Meadow Dr		Tallahassee	FL	32311	Leon				
2021 ANDREA TALISHA DARLING	1712 Corey Wood Cir		Tallahassee	FL	32304	Leon				