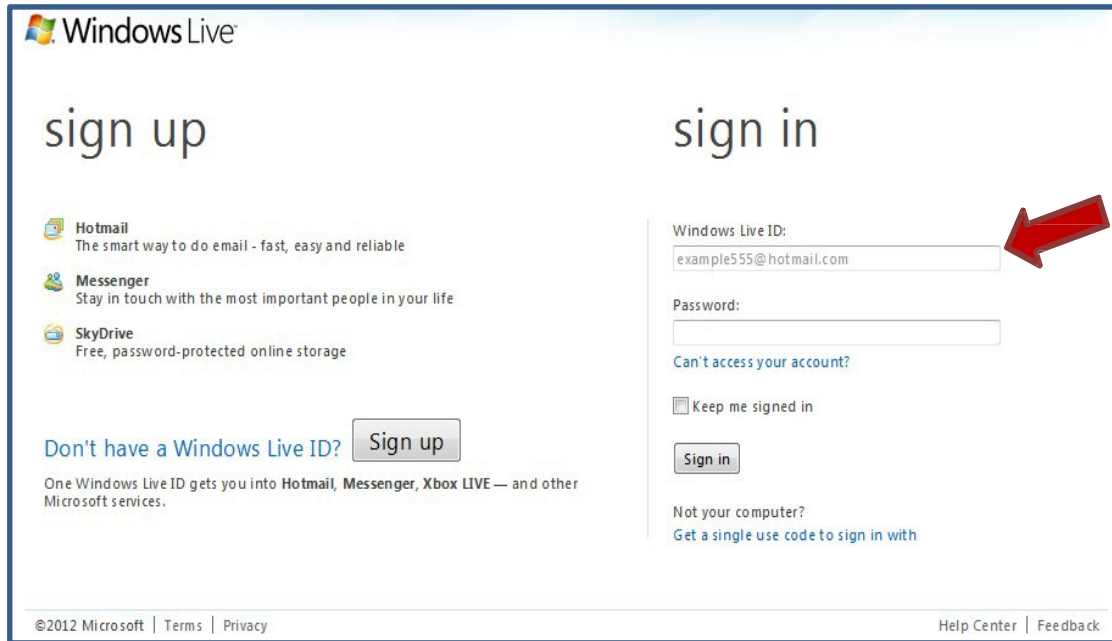


SOE Administrative Services Portal Instructions

Instructions

Go to: <https://soesecure.elections.myflorida.com/SOEAdminServices/>

Sign In:



Windows Live

sign up

Hotmail
The smart way to do email - fast, easy and reliable

Messenger
Stay in touch with the most important people in your life

SkyDrive
Free, password-protected online storage

Don't have a Windows Live ID?

One Windows Live ID gets you into Hotmail, Messenger, Xbox LIVE — and other Microsoft services.

Windows Live ID:
example555@hotmail.com

Password:

Keep me signed in

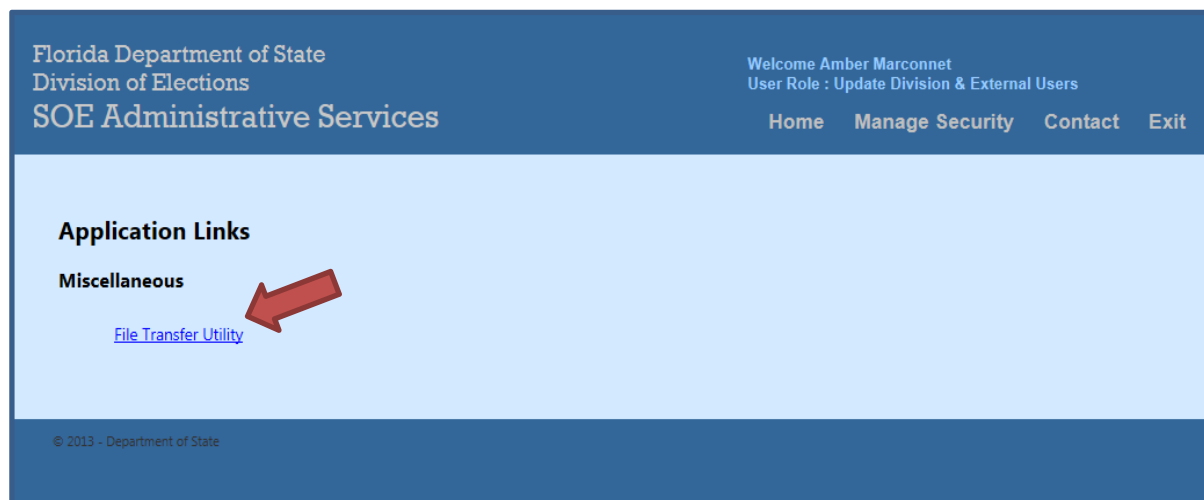
Can't access your account?

Not your computer?
[Get a single use code to sign in with](#)

©2012 Microsoft | [Terms](#) | [Privacy](#) [Help Center](#) | [Feedback](#)

Navigate through the following steps:

After your login you will be on the Home Screen. This will show you the applications you currently have access to:



Florida Department of State
Division of Elections
SOE Administrative Services

Welcome Amber Marconnet
User Role : Update Division & External Users

[Home](#) [Manage Security](#) [Contact](#) [Exit](#)

Application Links

Miscellaneous

[File Transfer Utility](#)

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Please note that only those that are security managers (previously called Admin) will see the Manage Security tab.

SOE Administrative Services Portal Instructions

From here you can proceed to your desired application (*Example: SOE File Utility*):
The old link to the SOE File Utility is no longer active.

Supervisor of Elections

Home
Get or Send Files
Ballot Certification

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 Windows Live Id (Admin Level Feature)

Click a menu item on the left to proceed.

Home
Get or Send Files
Ballot Certification

Select **Get or Send Files** and you will be directed to this screen:

Supervisor of Elections

Home
Get or Send Files
Ballot Certification

Send Files to DOS Get Files from DOS

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

SOE Administrative Services Portal Instructions

Select **Get Files from DOS**:



Select **View Files Available for Download**:



SOE Administrative Services Portal Instructions

Select **Download** to view your file:



Supervisor of Elections

Home

Get or Send Files

Ballot Certification

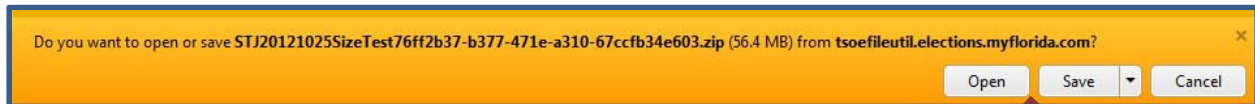
Send Files to DOS Get Files from DOS

View Files Available for Download

View Archived Files

Download	County Code	File Name	File Extension	File Status	File Description	Active Date	DOE Upload Date	Download Selected	Archive Date
Download	STJ	STJ20121025BookCloseTest	.zip	UPL	County Book Closing Report	10/25/2012	10/25/2012 10:37:26 AM	N/A	N/A

It will then prompt you to **Open or Save** your file:



Do you want to open or save STJ20121025SizeTest76ff2b37-b377-471e-a310-67ccfb34e603.zip (56.4 MB) from tsoefileutil.elections.myflorida.com?

Open Save Cancel

Please be sure to save a copy of your file for you to reference when needed.