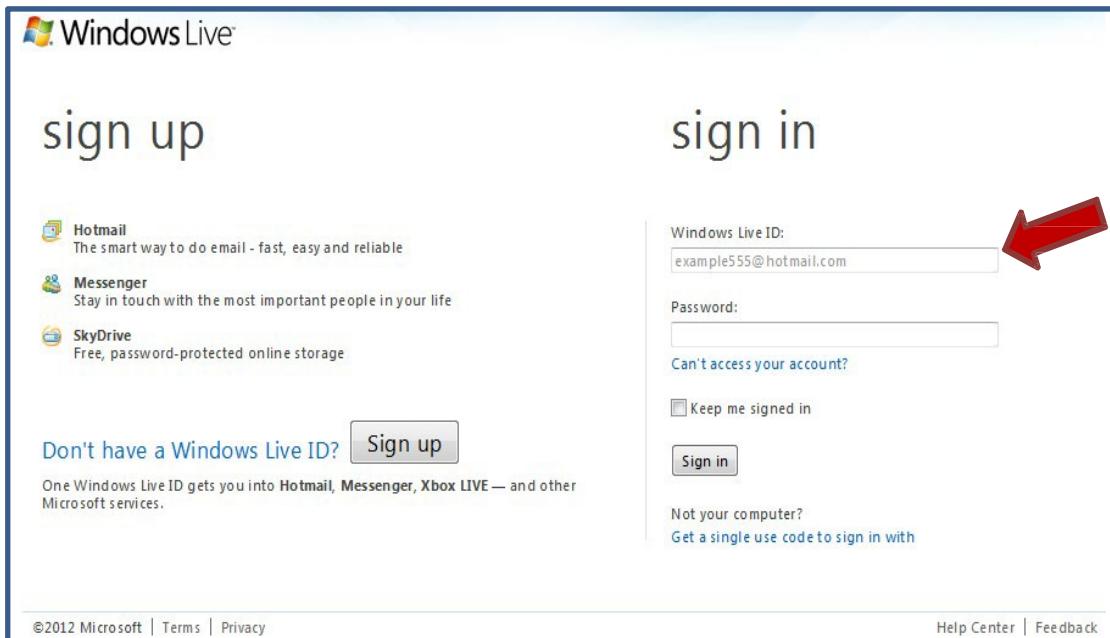


# SOE Administrative Services Portal Instructions

## Instructions

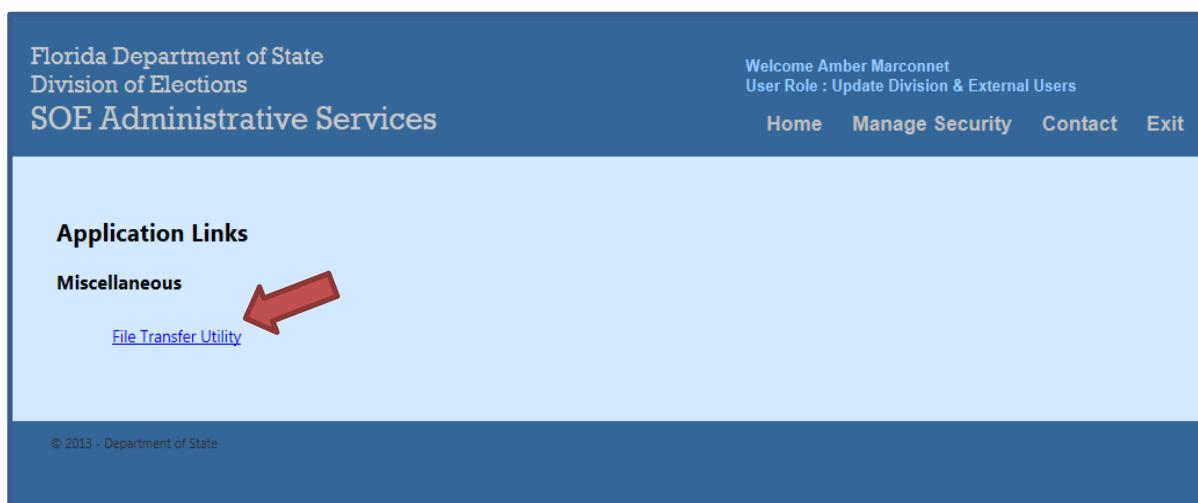
Go to: <https://soesecure.elections.myflorida.com/SOEAdminServices/>

Sign In:



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:



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The old link to the SOE File Utility is no longer active.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**

**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

Send Files to DOS  Get Files from DOS

Get or Send Files

Ballot Certification

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:



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