2018 EAVS Frequently Asked Questions (FAQs)

This document is intended to address many of the common questions that state and local election officials encounter when completing the 2018 Election Administration and Voting Survey (EAVS). If your question is not covered here, please reach out to our technical support team via phone or email.

EAVS Deadlines

Data Submission

Q: When is my data due?

A: State EAVS points of contact (POCs) should submit their state's data no later than February 1, 2019. Data should be entered into the Data Aggregation Template, error checked, and uploaded to the State Files page of the EAVS Portal (https://eavsportal.com).

State EAVS POCs may request that local election officials submit their jurisdiction data earlier than February 1 so that the state can review jurisdiction data before it is submitted.

Data Certification

Q: When is my certified data due?

A: State EAVS points of contact (POCs) should submit their state's corrected and certified data no later than March 1, 2019. The signed certificate and final dataset should be uploaded to the State Files page of the EAVS Portal (https://eavsportal.com).

State EAVS POCs may request that local election officials submit data corrections earlier than March 1 so that the state can review jurisdiction data before it is certified.

EAVS Portal

EAVS Portal Credentials

Q: How do I log in to the EAVS Portal (https://eavsportal.com)?

A: Only state election officials who have been designated as their state's point of contact (POC) for EAVS will receive login credentials. State POCs should contact the EAVS technical support team via phone or email if they have lost their credentials or are experiencing difficulty logging in to the Portal.

Local election officials who are completing EAVS at the request of their State EAVS POC can access the Downloads, Links, and Resources tabs of the Portal without login credentials.

Online Template

Additional information about using the Online Template can be found in the Guide to Using the 2018 EAVS Data Templates document on the Resources tab of the EAVS Portal.

Finding the Online Template

Q: Where do I find the Online Survey Template?

A: The Online Template can be accessed by navigating to https://survey.eavsportal.com. This URL can also be accessed through the Links tab of the EAVS Portal.

Local election officials who are completing EAVS at the request of their state EAVS point of contact (POC) will need a password to access the Online Survey Template. Local election officials do not need to log in to the EAVS Portal with a username and password in order to access the Online Template; they should instead contact their State EAVS POC to obtain their assigned password.

State EAVS POCs have a list of their jurisdictions' Online Survey Template passwords on the State Files page of the EAVS Portal.

Customizing the Online Template for Jurisdictions

Q: I am a State EAVS POC and want to customize the Online Survey Template so that some answers are pre-filled or so that jurisdictions answer only certain questions or sections of the survey. How do I do this?

A: Contact the EAVS technical support team via email. If you wish to pre-fill some responses into the Online Survey Template, you can download a copy of the Excel Data Aggregation Template from the State Files page of the EAVS Portal, enter the responses into that spreadsheet, and send it to the EAVS technical support team. The Online Survey Template can be customized to either save or not save edits to the pre-filled items, according to the state's needs.

Customizing the Online Survey Template takes approximately three business days.

Saving Progress in the Online Template

Q: Will the Online Survey Template save my progress as I enter data? Can I complete the Online Survey Template in multiple sessions?

A: The Online Survey Template will automatically save your progress whenever you click the blue "Continue" button at the bottom of each screen.

If you need to end your session, please ensure that you have clicked the "Continue" button before you close your browser window. Once you log into the Online Survey Template again, all of your previously-entered data will be there.

Q: How do I error check my data in the Online Survey Template?

A: Error checks will automatically run each time the blue "Continue" button is clicked on a page. Relevant validation messages will appear in red text on the page. If multiple items are identified for review, they will be numbered accordingly.

Please carefully review every validation message you receive. When corrections are necessary, make them directly to the appropriate item in the Online Survey Template. If your data submissions are correct but the template still shows an error, use the comments boxes appended to each question to explain.

Excel Data Aggregation Template

Additional information about using the Excel Data Aggregation Template can be found in the Guide to Using the 2018 EAVS Data Templates document on the Resources tab of the EAVS Portal.

Error Checks in the Data Aggregation Template

Q: How do I error check my data in the Data Aggregation Template?

A: Error checks can be run by clicking the grey "Error Check" button in cell A5. Relevant validation messages will appear in a separate tab labeled with your state's name, and cells in the "RequiredVariables" tab will be color-coded according to error type.

Please carefully review every validation message you receive. When corrections are warranted, make them directly to the appropriate cell in the Data Aggregation Template. If your data submissions are correct but the template still shows an error, use the comments boxes for each question to provide an explanation.

Be aware that the error checks may take several minutes to run, particularly for states with more than a few dozen jurisdictions. Please do not interrupt Excel while it is running the error checking macros.

EAVS Survey Questions

The full set of survey instructions for EAVS can be found in the PDF version of the survey instrument, available in the Downloads tab of the EAVS Portal (https://eavsportal.com). Question-specific instructions can also be found in the A Closer Look videos on the Resources tab of the EAVS Portal. Additional state-specific guidance can be found on the State Files page of the EAVS Portal.

Please carefully read through all the instructions for a section before beginning to answer any of the questions in the section.

Classifying Registration Forms in Questions A3-A7

Q: Will all the registration forms I report in A3 (Total Registration Forms Processed: 2016-2018) be reported again in A4-A7 (Total Registration Forms Processed, by Source)?

A;   All registration forms reported in A3 will be reported again in A4 according to the mode used to submit the form.

New registration forms reported in A3b will be reported again in A5 according to the mode used to submit the form. Duplicates of existing valid registrations reported in A3d will be reported again in A6 according to the mode used to submit the form. Invalid or rejected registration forms reported in A3e will be reported again in A7 according to the mode used to submit the form.

New pre-registrations of persons under age 18 reported in Question A3c will be reported again in A5, A6, or A7 (depending on whether the form was accepted as a new registration, a duplicate of an existing form, or was invalid or rejected) according to the mode used to submit the form.

Questions A3f (changes to name, party, or within-jurisdiction address change), A3g (address changes that cross jurisdiction lines), A3h (other), A3i (other), and A3j (other) currently do not have any correlating question within A5-A7, but should be reported within A4 (total forms received) according to the mode used to submit the form.

The unit to report in these questions is registration forms, not registration update transactions.

You may also use the comments boxes in A3 and A4-A7 to provide context to your answers.

Reporting Automatic Voter Registrations in Questions A4-A7

Q: My state has automatic voter registration. How do I answer questions A4-A7?

A: A4-A7 is concerned with the mode by which a registration form is submitted. If the voter's automatic registration is triggered when they renew their driver's license at the state motor vehicle office, for instance, then the registration is considered to have been submitted through the motor vehicle office and should be recorded in A4d, A5d, A6d, or A7d as appropriate.