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1. SYSTEM REQUIREMENTS

- Windows Operating Systems 7 or higher
- Connecticut EMS is fully supported on the following browsers:
  - Internet Explorer: Version 9.0 or higher
  - Firefox: Version 4.0 or higher
  - Safari: 4.0 or higher
  - Google Chrome: 28.0 or higher
- Minimum screen resolution 1280 x 758 to 1266 x 768

2. REGISTRAR LOGIN

**Purpose:** To allow the Registrar to log in with assigned permissions, change a password, and report a problem to or get help from State Admin (SOTS).

**Figure 2-1 Login screen**
1. The Login page will be displayed in the browser (Fig. 2-1).
2. Click on the “First Time Logging In?” link in the “Login Information” section.
3. The system will display the First Time User Registration screen (Fig. 2-2).
4. Select the town from the “Town” dropdown and “Registrar” from the “Select Role” dropdown. Enter information. Required fields are marked with a red asterisk.
5. Click the “Submit” button. The system will display an alert message. Select OK to close the pop-up.
6. The system will send a request to State Admin for approval of the new user.
7. Once State Admin has approved the user, the system will send a notification email to the Registrar’s email address that was entered on the First Time User Registration screen.
8. The Registrar will now be able to log in from the Login page (Fig. 2-1). In the “Login Information” section, select “Registrar” from the “Select Role” dropdown, enter Username and Password, and click the “Login” button.
9. Passwords expire in 90 days, at which time the user is prompted to enter a new password. The prompt for the password change will begin 10 days prior to the password expiration date. Please note that you may not use any of your last 3 passwords.

Note: Passwords must be between 8-26 characters long and must contain at least one character from three of these four character types:

- Uppercase alpha
- Lowercase alpha
- Numeric
- Special character
How to Log In

1. Enter the URL "CTEMS.SOS.CT.GOV" in the browser’s address bar and click Enter.
2. Select "Registrar" from the "Select Role" dropdown and enter the Registrar Username and Password on the Login Screen (Fig. 2-1). If logging in for the first time, see Section 2 How to Create a First Time User – Registrar.
3. Click the “Login” button.

How to Change a Password

1. From the Dashboard, select the “Maintenance” tab and click on “Change Password” to display the Change Password screen (Fig. 2-3).
2. Enter the Old Password, enter the New Password, and re-enter the New Password. Click the “Change Password” button. The system displays an alert message.

Figure 2-3 Change Password screen

Note: Passwords must be between 8-26 characters long and must contain at least one character from three of these four character types: Uppercase alpha, Lowercase alpha, Numeric, Special character. Please note that you may not use any of your last 3 passwords.

How to Report a Problem or Get Help - from the Login Screen

1. From the Login page, click on the "Report a Problem or Get Help" link (Fig. 2-4).

Figure 2-4 Login screen
2. System displays the **Report a Problem or Get Help** screen (Fig. 2-5).

**Figure 2-5 Report a Problem or Get Help screen**

<table>
<thead>
<tr>
<th>Report a Problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject: EMS Problem</td>
</tr>
<tr>
<td>Town:</td>
</tr>
<tr>
<td>Name:*</td>
</tr>
<tr>
<td>Phone Number:*</td>
</tr>
<tr>
<td>Attachment:</td>
</tr>
<tr>
<td>Please enter your name, phone number and email address so we may contact you</td>
</tr>
</tbody>
</table>

3. Enter information and summarize your problem or question in the "Message" section. Be sure to include your email address. You may attach a file using the “Browse” feature.

4. Click the **Send Message** button. Your message, attachments, and contact information will be sent to the State Admin EMS dashboard.

### 3. REGISTRAR DASHBOARD

**Purpose:** To allow the Registrar to access the functionality of the Connecticut Election Management System.

**The Dashboard Basics**

Once the user has logged in successfully, the system will display the Dashboard (Fig. 3.1), with the following tabs across the top of the screen that allow the user to access the Connecticut Election Management System functions:

- Dashboard
- Candidates
- Reports
- Head Moderator’s Return
- View Stats
- View Question Results
- Maintenance
1. The Dashboard will display two sections: "Active Elections" and "Office Requests" (Fig. 3-1). The system will display Active Elections only for the town in which the Registrar is logged in.

2. The Registrar can view the Offices List, List of Nominees, Grids Report, and Winners Report for an election by clicking the respective link in the "Active Elections" section.

3. The offices which have been requested by the Town Clerk will be displayed under the "Office Requests" section.

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4. MAINTAIN POLLING PLACE

   Purpose: To allow the Registrar to add, edit, and delete Polling Place(s).

   How to Maintain (Add/Edit/Delete) Polling Places
   1. From the Dashboard, select the "Maintenance" tab and click on "Maintain Polling Place" to display the Maintain Polling Place screen (Fig. 4-1).

   Figure 4-1 Maintain Polling Place

   2. To add a polling place, click the "Add Polling Place" button. The system will display data entry fields in the "Add Polling Place" section (Fig. 4-2).
3. Enter the polling place information. A red asterisk indicates a required field.
4. Click the "Add Polling Place" button to save the polling place.
5. The system displays an alert message. Select OK to add the polling place and return to the Maintain Polling Place screen.
6. To edit a polling place, click the "Edit" icon next to the polling place to edit. The system will display data entry fields populated with the current polling place information.
7. Make any desired changes to polling place information and click the "Update" button. The system displays an alert message.
8. To delete a polling place, click the "Delete" icon next to the polling place to be deleted. The system displays an alert message. Select OK to delete the polling place, or select Cancel to go back to the Maintain Polling Place screen.

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5. ASSIGN POLLING PLACE TO ELECTION

Purpose: To allow the Registrar to assign polling places to elections.

How to Assign Polling Places to an Election

1. From the Dashboard, select the "Maintenance" tab and click on "Assign Polling Place to Election" to display the Assign Polling Place to Election screen (Fig. 5-1).
2. To assign polling places, select the election from the dropdown.
3. Select one or multiple polling places to assign by checking the checkbox(es) next to the polling places to be assigned.
4. Click the "Assign Polling Place to Election" button. The system displays an alert message.
5. Select OK to assign polling place(s), or select Cancel to return to the screen without taking any action. If OK is selected, the system adds the polling place(s) and displays the information in a grid below the polling place list (Fig. 5-2).

6. To unassign a polling place, click the “Delete” icon. The system displays an alert message. Select OK to unassign the polling place, or select Cancel to go back to the Assign Polling Place to Election screen without taking any action.
Additional Information:

1. The Registrar can Edit/Delete a polling place if it is NOT assigned to any election.
2. If a polling place is assigned to an election & NO Candidate vote results and stats are entered for that election, then
   a. Registrar can edit the polling place details.
   b. Registrar can delete the polling place by first un-assigning it from the election.
3. If a polling place is assigned to an election and the Candidate Results, Questions Results and Stats are entered and saved by Head Moderator for that election, then
   a. Registrar can edit the polling place name & address only.
   b. Registrar can delete the polling place by first un-assigning it from the election.
   c. Note: The un-assignment of polling place will delete the saved stats.
4. If a polling place is assigned to an election & Candidate Results, Questions Results and the Stats are submitted by HM for that election, then
   a. Registrar CANNOT edit the Polling place details. (See #5 below.)
   b. Registrar CANNOT delete the polling place.
   c. Registrar CANNOT un-assign the polling place.
5. When the Registrar edits a polling place as in #4(a) above, then the system will create a new polling place with the updated information and must keep the old polling place details as-is in order to maintain its previous election history.

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6. MAINTAIN INVENTORY

Purpose: TO ALLOW THE REGISTRAR TO ADD/MAINTAIN INVENTORY FOR A TOWN BASED ON THE ELECTION. ONCE SUBMITTED, THE USER CAN GENERATE A MAINTAIN INVENTORY REPORT FROM THE REPORTS TAB.

How to Maintain Inventory

1. From the Dashboard, select the “Maintenance” tab and click on “Maintain Inventory” to display the **Maintain Inventory** screen. Until inventory has been added, the system displays “No Data Found” (Fig. 6-1).
2. To display inventory previously entered, select the election and click the "Search" button. The system displays any inventory matching the search criteria.
3. Click the “Add Inventory” button to display the Maintain Inventory data entry screen (Fig. 6-2).

Figure 6-2 Maintain Inventory – Data Entry screen

4. Select the Election from the “Election Name” dropdown. Select the Moderator(s), using the type ahead option, and click the “Add” button. The system displays the Moderator and contact number below the search field.
5. Enter the inventory details and click the “Add Inventory” button. An alert message will display.
6. Select OK to add the inventory record and display the Maintain Inventory screen (Fig. 6-3).
Figure 6-3 Maintain Inventory screen - with Summary Row

Maintain Inventory screen with Summary Row

7. To view the inventory, click the “View” icon.
8. To edit the inventory, click the “Edit” icon to display the Maintain Inventory screen. The data entry fields will be populated with information for the polling place inventory.
9. After updating the details, click the “Update” button. The system will display an alert message.
10. To delete the inventory, click the “Delete” icon. The system will display an alert message. Select OK to delete the inventory, or select Cancel to go back to the Maintain Inventory screen.

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7. MAINTAIN HEAD MODERATOR/MODERATOR/DATA ENTRY USER

Purpose: To allow the Registrar to maintain (ADD/EDIT/DELETE) the roles of Head Moderator, Moderator, and Data Entry as Election Management System Users.

How to Add, Edit and Delete Moderator and Data Entry Roles

1. From the Dashboard, select the “Maintenance” tab and click on “Maintain Moderator/Head Moderator” to display the Maintain Moderator/Head Moderator screen. The system displays “No Moderators Found” until a Moderator has been added (Fig. 7-1).

Figure 7-1 Maintain Moderator/Head Moderator screen
2. To add a moderator, click the "Add Moderator" button.
3. The Maintain Moderator/Head Moderator data entry screen will display (Fig. 7-2).

**Figure 7-2 Maintain Moderator/Head Moderator – Data Entry screen**

4. The following roles are available from the “Role” dropdown:
   - Head Moderator
   - Regular Moderator
   - Regular or Absentee Moderator
   - Absentee Moderator
   - Data Entry.
5. Select a role and enter the new user’s information. Required information is indicated by a red asterisk.
6. To indicate that a Regular Moderator or Absentee Moderator has Head Moderator permissions, check the “Select as Head Moderator” checkbox (indicated by arrow in Fig. 7-2).
7. Click the "Add Moderator" button. The system displays an alert message. Select OK to add the moderator and to display the Moderator grid (Fig. 7-3).

**Figure 7-3 Moderator Grid**

8. Username and password are required for Head Moderator and Data Entry, but not for Regular Moderator or Absentee Moderator.
9. If Head Moderator, Absentee Moderator, or Data Entry is selected, the "Polling Place" dropdown is disabled.
10. The Regular Moderators created for one Party-based Election type cannot be used for another Party-based Election type.

11. To edit a Moderator, click the “Edit” icon. The system displays an alert message. Select OK to continue to the data entry screen for that moderator, or select Cancel to close the pop-up without taking any action.

12. After updating the details, click the “Update” button. The system displays an alert message. Click OK to update the moderator’s information.

13. To delete a moderator, click the “Delete” icon. The system displays an alert message. Select OK to delete the record or select Cancel to close the message without taking any action.

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8. VIEW CANDIDATE(S)

Purpose: To allow the Registrar to view candidates. Information from this screen will flow into pre- and post-election reports.

How to View Candidates

1. From the Dashboard, select the “Candidates” tab and click on the “View Candidate(s)” menu item to display the View Candidate(s) screen (Fig. 8-1).

Figure 8-1 View Candidate(s)

![View Candidate(s) Screen](image)

2. To search for a candidate, select an election and enter information in one or more of the following fields: Office, Party, Name on Ballot, First Name, and Last Name. Partial names may be entered.

3. The “Name on Ballot” uses type-ahead search - begin typing the candidate name, and the dropdown will display a list of candidates whose names begin with those letters.

4. Click the “Search” button to display the search results in a grid below the “Search Candidate” section (Fig. 8-2).
9. CERTIFICATION OF BALLOT ORDERED

**Purpose:** To allow the Registrar (and Town Clerk) to certify the number of ballots ordered for a polling place/district.

How to Create a Certification of Ballot Ordered

1. From the Dashboard, select the "Maintenance" tab and click on "Certification of Ballot Ordered" to display the Certification of Ballot Ordered screen. Until a Certification of Ballot Ordered has been created, the system displays "No Data Found" (Fig. 9-1).

Figure 9-1 Certification of Ballot Ordered

2. To create a Certification of Ballot Ordered, click the “Enter Certification of Ballot Ordered” button to display the Certification of Ballot Ordered data entry screen (Fig. 9-2).
3. Select an “Election/Primary Date” and “Polling Place Name” from the respective dropdown.

4. Enter the “Number of Ballots Ordered” and “Percentage of Ballots per Voter Ordered.”

5. Enter Historical Information for the last 4 similar elections. As the “Number of Registered Voters” and “Number Checked as Having Voted” is entered, the system will calculate the “Turnout Percentage.” To add rows, click the add icon.

6. Once data is entered, click the “Certify” button. The system displays an alert message. Select OK to save the Ballot Ordered record details, or select Cancel to go back to the previous screen without taking any action.

7. To view a Ballot Ordered record that has previously been entered for an election, select the election and click the “Search” button. The system displays the Certification of Ballot Ordered summary row for that election.

8. To edit the Ballot Ordered record, click the “Edit” icon next to the record to be edited. The system will display an alert message. Select OK to continue to the Certification of Ballot Ordered grid.

9. After updating the Ballot Ordered details, click the “Update” button. The system will display an alert message. Select OK to update the Ballot Ordered details.

10. To print the Certification of Ballot Ordered report, select “Certification of Ballot Ordered” from the “Reports” tab and click the “Generate Report” button. The system will generate a Certification of Ballot Ordered report.

11. To delete a Ballot Ordered record, click the “Delete” icon. The system displays an alert message. Select OK to delete the record, or select Cancel to close the pop-up without taking any action.

12. The Registrar of Voters must have assigned at least one polling place to the primary/election before this form can be created.

13. Both the Registrar and the Town Clerk must certify the Ballot Ordered.
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10. HEAD MODERATOR’S RETURN TEMPLATE

**Purpose:** To allow the Registrar of Voters or Town Clerk to generate a Head Moderator’s Template. This form is a paper copy of the Head Moderator’s Return. Names of candidates will be in the same order as the tapes for easy data entry.

How to Generate the Head Moderator’s Template

1. From the Dashboard, select the “Reports” tab and click on “Head Moderator’s Return Format” to display the Head Moderator’s Return Format screen (Fig. 10-1).

Figure 10-1 Head Moderator’s Return Format screen

![Head Moderator's Return Format Screen](image)

2. Select the election and click the "Generate Report" button to generate the blank Head Moderator Return template with all the Candidates and Offices listed for the selected election in PDF format (Fig.10-2).
3. The report can be printed from a configured printer.
4. The votes will be manually entered by the Polling Place Moderator and duly signed.

NOTES:

11. HEAD MODERATOR’S RETURN

**Purpose:** To allow the Registrar to view the Head Moderator’s return.

**How to View the Head Moderator’s Return**

1. From the Dashboard, select the “Head Moderator’s Return” tab to display the Head Moderator’s Return screen (Fig. 11-1).

**Figure 11-1 Head Moderator’s Return screen**

2. If returns have previously been entered, a summary row for each return will be displayed. To filter returns by election, select an election from the dropdown and click
the “Search” button to display the results for the selected election that have been submitted by Head Moderator. Each original and amended return that has been submitted for the selected election will be displayed and available to View (Fig. 11-2).

Figure 11-2 Returns for a Selected Election

To view the results, click on the “View” link in the “Actions” section to display a pop-up window that shows the results submitted by the Head Moderator (Fig. 11-3).  
4. Click the “Close” button to close the pop-up window.

Figure 11-3 Head Moderator’s Return Results
12. VIEW STATS

Purpose: To allow the Registrar to view and print the stats submitted by Head Moderator.

How to View and Print Municipal Stats submitted by Head Moderator

1. From the Dashboard, select the “View Stats” tab from Menu Bar to display the View Stats screen (Fig. 12-1).

Figure 12-1 View Stats

2. Select the election and click the “Search” button to display the results submitted by the Head Moderator for the selected election.

3. Click the “View” link in the “Actions” section to display a pop-up window that shows the stats submitted by the Head Moderator (Fig. 12-2).

Figure 12-2 Stats

4. The stats may be printed from this screen by right clicking and selecting “Print.” Use the scroll bars to view all stats.
13. VIEW QUESTIONS RESULTS

**Purpose:** To allow the Registrar to view the Questions Results submitted by the Head Moderator.

**How to View Questions Results**

1. From the Dashboard, select the “View Question Results” tab to display View Questions Results screen (Fig. 13-1).

   **Figure 13-1 View Questions Results screen**

   ![View Questions Results screen](image)

2. Select the election and click the “Search” button to display the Questions Results submitted by Head Moderator in the grid below the “Search Election” section.

3. Click the “View” link in the “Actions” section to display a pop-up window that shows the Question Results submitted by Head Moderator (Fig. 13-2).

4. Click the “Close” button to close the pop-up.

5. Click on “Generate Report” to display a report in PDF format that shows the Questions Results information. The “Generate Report” link will not be available until the Head Moderator has submitted results.
14. REPORTS

**Purpose:** To allow the Registrar to generate reports based on the selection of election and office. All the reports can be generated in PDF and Excel format and downloaded to another device or printed from a configured printer.

**How to Generate Reports**

1. From the Dashboard, select the "Reports" tab to display the Reports screen (Fig. 14-1).

**NOTES:**

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Below is the list of reports:

- Notification of Number of Electors and Number of Polling Places
- List of Offices to be Filled
- List of Nominees
- Question Report
- Grids Report
- Affidavit of Absentee Ballot
- Certification of Ballot Ordered
- Polling Place Report
- Moderator/Head Moderator’s List
- Election Day Registration, Turnout andAbsentee Ballot Statistics
- EDR Ballots Report
- Overseas Ballots Report
- Military Ballot Report
- Presidential Ballot Report
- Provisional Ballot Report
- Winners Notification Report
- Certificate
- Total Votes Cast by Office / Candidate
- Inventory Report
- Election Results by Voting District

2. In order to generate the reports related to results, the Head Moderator’s Return, Stats and Question Results must have been approved/accepted.

3. In order to generate the reports related to the winners, the winners must have been announced.

4. Select the report by clicking the radio button beside the desired report. If the report selected is specific to election or office, dropdowns will be enabled to select the election and/or offices.

5. Click the “Generate Report” button to generate the report.
6. Reports can be generated only for the statistics/results for the town in which the Registrar is logged in.

**How to Generate a Statement of Vote**

1. To generate a **Statement of Vote**, select the “Reports” tab from the Dashboard and click on “Statement of Vote.” The **Statement of Vote** screen will display (Fig. 14-2).

**Figure 14-2 Statement of Vote screen**

2. Select the Election, Office(s), and File Type from the respective dropdowns and click the **“Generate Report”** button.

3. The system will generate the **Statement of Vote** for the selected election and office(s).

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