



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

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March 7, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18054

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
VoteCal Program Manager

RE: Primary Election: CalVoter II and VoteCal Election Reporting Schedule

Attached is the CalVoter II and VoteCal Election Reporting Schedule for the June 5, 2018, Statewide Primary Election to assist with CalVoter II file management and VoteCal related activities.

Counties should continue to respond to VoteCal messages relating to processing voter registration records and potential match messages.

If you have any questions about this or any other VoteCal matters, please contact the VoteCal Help Desk at (888) 868-3225 or via email at votecalhelp@sos.ca.gov.

Thank you.

June 5, 2018, Statewide Primary Election CalVoter II and VoteCal Election Reporting Schedule

Date	Description
March 7, 2018 (E-90)	NCOA Processing Suspended Secretary of State (SOS) suspends processing National Change of Address Processing pursuant to California Administrative Code, Title 2, Division 7, Chapter 2 Section 20108.50.
April 3, 2018 (E-63)	Auto-County Documentation Available Gubernatorial Primary (GP##.txt) template files and the <i>Auto-County User's Guide</i> will be available for Auto-County election reporting. These files may be retrieved from the VoteCal County Communications Portal.
April 6, 2018 – April 16, 2018 (E-60 – E-50)	60-Day Close of Registration Counties must report no later than E-50 their registration as of E-60. County verifies all eligible voters are entered in the EMS, indicates readiness in their EMS that they are ready for the Report of Registration (ROR), reviews the registration statistics for reasonableness, and sends completed certification to the SOS. SOS generates the 60-day ROR. Counties must verify the election is setup locally in the EMS so that VoteCal will have access to precinct/district mapping associated with that election, enter all online and paper registrations into the EMS with a registration date up to and including E-60, and complete and return the VIG readiness form. SOS requests Voter Information Guide (VIG) mailing list extract from VoteCal and mails state VIG to all households with voters registered as of E-60.
April 23, 2018 – June 1, 2018 (E-43 – E-4)	Certification Testing for Auto-County Election Reporting All counties that will be electronically reporting their election results on Election Night must complete Auto-County Certification no later than E-4. (Please see the <i>Auto-County Users' Guide</i> for more information about certification.)
May 16, 2018 8 a.m. – Noon (E-20)	Test of Election Night Reporting System #1 All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test.
May 21, 2018 – May 29, 2018 (E-15 – E-7)	15-Day Close of Registration Counties must report no later than E-7 their registration as of E-15. County verifies all eligible voters are entered in the EMS, indicates readiness in their EMS that they are ready for the Report of Registration (ROR), reviews the registration statistics for reasonableness, and sends completed certification to the SOS. SOS generates the 15-day ROR.
May 22, 2018 - June 5, 2018 (E-14 - E)	Generate Official List for the Election County requests the Official List from VoteCal using the local county EMS for the June 5, 2018, Statewide Primary Election. This includes any supplemental official lists for polling place rosters.
May 23, 2018 8 a.m. – Noon (E-13)	Test of Election Night Reporting System #2 All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test.
May 30, 2018 8 a.m. – Noon (E-6)	FINAL System Test of Election Night Reporting System All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test.
June 1, 2018 (E-4)	SOV/SSOV Template Files Available SOV/SSOV Template files available on the VoteCal County Communications Portal for reporting Official Canvass Results.

<p>June 5, 2018</p>	<p>ELECTION DAY / Semi-Official Canvass Counties must submit returns at least every two hours until completed. All counties must submit final returns before shutting down. Counties must provide final system generated report and verbally go over final numbers with SOS prior to leaving for the night.</p>
<p>June 7, 2018 – July 5, 2018 (E+2 – E+30)</p>	<p>Official Canvass Counties should submit update reports periodically to update their election returns while they conduct their Official Canvass.</p>
<p>June 7, 2018 – August 4, 2018 (E+2 – E+60)</p>	<p>Apply Voter Participation History to Voter Records County applies voter participation history in the local EMS to each voter who voted in the June 5, 2018, Statewide Primary Election pursuant to California Administrative Code, Title 2, Division 7, Chapter 2, Section 20108.75. Voter participation history for Vote Center regular ballots must be sent to VoteCal when the ballots are issued. For all other ballots, voter participation history should be applied between June 7, 2018 (E+2) and August 4, 2018 (E+60).</p> <p>DFM Counties: Run the “Apply Voter History” process to send the voter participation history to VoteCal.</p> <p>ESSVR Counties: Use the Voter Participation History “SEND” functionality from the VoteCal upload page.</p> <p>Voter participation history information is available to the public on the My Voter Status webpage.</p>
<p>June 11, 2018 (E+6)</p>	<p>NCOA Processing Resumes SOS resumes processing of the change of address notices pursuant to California Administrative Code, Title 2, Division 7, Chapter 2 Section 20108.50.</p>
<p>July 6, 2018 (E+31)</p>	<p>Statement of Vote reporting deadline Counties must submit their SOV/SSOV to SOS no later than E+31.</p>