



# Guidance: Report of Registration (ROR)

Issuance Date: September 6, 2016

Revision Date: May 4, 2018

Page 1 of 3

## Background/Purpose

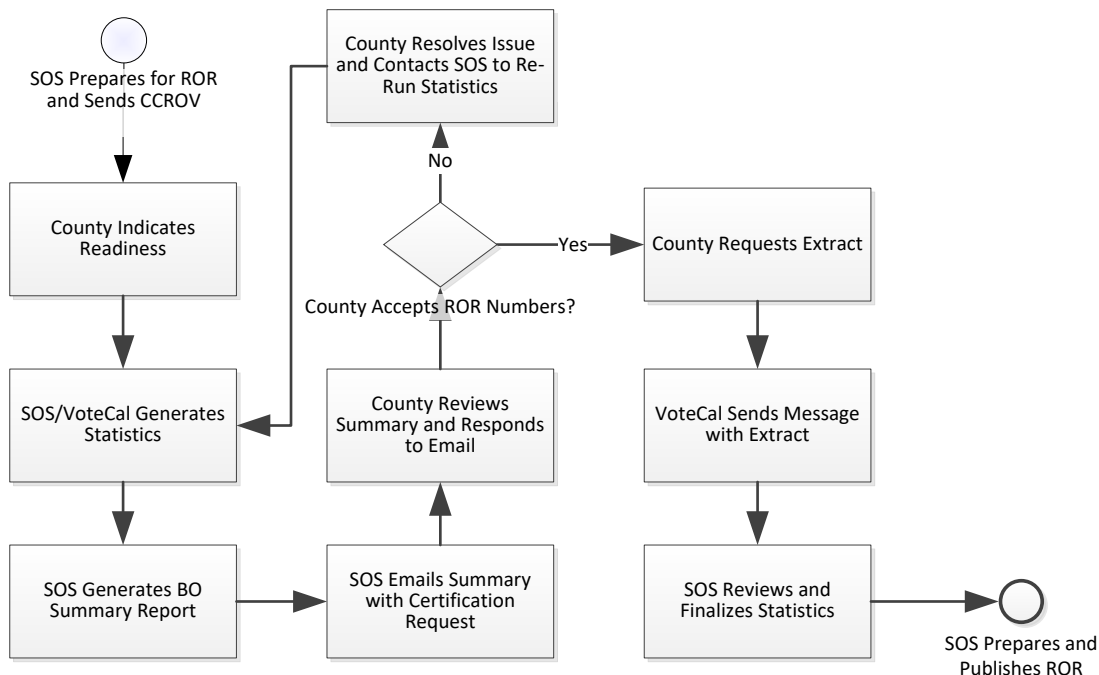
The Secretary of State (SOS) is responsible for generating the Report of Registration (ROR). The VoteCal ROR statistics include all **active** registered voters by district and party within each county as of the established ROR date. However, VoteCal does not include voters with a “pending-registration” status in the ROR. It is the responsibility of the counties to change 17-year-olds, who will be eligible to vote in an upcoming election, from “pending-underage” to “active” status. If you have questions about changing a 17-year-old’s status to active, contact your Election Management System (EMS) vendor for assistance.

## Guidance

The ROR generation uses the county EMS and VoteCal. First, the SOS issues a CCROV to identify when readiness must be indicated by counties through VoteCal. Second, counties use their EMS to indicate readiness, generate a local report of registration, check status, and request statistics. Then, VoteCal generates the statistics. Fourth, the SOS sends counties a summary of the statistics for comparison with their local EMS-generated ROR. The counties will then validate these statistics and informs the SOS of their determination. SOS validates the statistics and then creates and publishes the ROR.

Figure 1: Report of Registration Process provides an overview of the ROR process.

**Figure 1: Report of Registration Process**





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Page 2 of 3

Table 1: Generating the ROR provides additional information on the activities that occur for the ROR process. County EMS vendors will provide detailed instructions on indicating readiness, requesting status of the ROR statistics, etc.

Note: For each step listed with “using (or use) the county EMS,” please refer to the EMS-specific documentation provided to counties by the EMSs for more details.

**Table 1: Generating the ROR**

Activity	Process
<b>SOS Prepares for ROR</b>	<p>Initial ROR setup is performed by the SOS. This includes establishing the ROR date and estimating the number of eligible voters for each county.</p> <ul style="list-style-type: none"> <li>• Prior to the ROR due date, SOS will send out a CCROV to the counties with instructions for completing and submitting ROR Certification to the SOS.</li> <li>• SOS will run an ROR Precincts/Districts report and work with the county and EMS to resolve any discrepancies.</li> </ul>
<b>County Runs Sync Check</b>	<p>A sync check, including the resolution of any differences, is required no more than thirty (30) days prior to any ROR. Your EMS will facilitate this process.</p>
<b>County Indicates Readiness</b>	<p>After the sync check is run, all differences have been resolved, and all new and updated voter registration information is entered <b>using the county EMS, indicate readiness for the ROR.</b> (Review corresponding EMS Guide for detailed instructions.)</p> <p>Next, generate and save your county EMS ROR report. Use this report to compare with the VoteCal statistics.</p> <p>Note: SOS recommends running the EMS ROR at the close of business on the ROR report date (for example, on E-60 or E-15.)</p> <p>VoteCal updates the county readiness status to “Entry Completed.”</p> <p>Potential error messages counties may receive:</p> <ul style="list-style-type: none"> <li>• ROR date not found – received if the date entered does not match the established date in VoteCal</li> <li>• County readiness status already marked as entry completed – received if the county has previously sent county readiness status to VoteCal for the same ROR established date</li> </ul>
<b>SOS/VoteCal Generates Statistics</b>	<p>SOS requests the ROR statistics from VoteCal.</p>
<b>SOS Generates Report and Sends Email to County</b>	<p>SOS creates a summary report of the ROR statistics and sends the county an email with the summary report and a request for certification of the ROR numbers.</p>



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Page 3 of 3

Activity	Process
<b>County Reviews Summary and Responds to Email</b>	County compares the summary report provided by SOS with the EMS-generated ROR. If the county does not agree with the statistics, make corrections and respond to the email requesting SOS re-run the ROR statistics. Once the county accepts the numbers, respond to the email and include the Statement of Certification.  SOS can re-generate the statistics, as needed, prior to finalizing the ROR.
<b>County Checks Status and Requests Extract of ROR Statistics from VoteCal</b>  <b>Note: This is optional; currently there is not a process for using the statistics at the county level</b>	At any time after signaling readiness, counties have the option of checking status and requesting statistics. If SOS has not generated the statistics, counties will only receive the status. <b><i>Using the county EMS, request an extract of the ROR statistics as described in the “County Indicates Readiness” step listed above.</i></b> (For additional information, counties are encouraged to review the corresponding EMS Guide for detailed instructions)  Potential error message counties may receive: <ul style="list-style-type: none"><li>• ROR date not found – received if the date entered does not match the established ROR date in VoteCal</li></ul> After receiving the extract of statistics, contact your EMS if you need further instructions.
<b>SOS Reviews and Finalizes the ROR</b>	SOS reviews the ROR statistics for all 58 counties and verifies the estimate for the number of persons eligible to register to vote. SOS can re-generate statistics as needed prior to finalization. SOS finalizes the ROR.  Finalizing the statistics allows the SOS to prepare for the ROR publication.
<b>SOS Generates ROR</b>	Once the statistics are finalized, SOS generates the reports from Business Objects, exports the data to Excel, and prepares the ROR for publication and posting to the SOS website.

## VoteCal Contact Information

For questions or to report issues, contact the SOS VoteCal Help Desk at 888-868-3225 or by email at [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov).