EMS
(Election Management System)
Review and General Reminders

• ROV should log-in EMS (system require password to be changed every 90 days)
  • User-id & password reset by SOTS use REPORT A PROBLEM on home screen.
• ROVS should review their polling places (state election year)
• Assign polling places for the Primary & General Election at least 30 days prior.
• Enter Polling Place Moderators & Head Moderator
  • Only the Head Moderator & Data Clerk are given username & password
  • Head Moderator & Data Clerk username & password assigned and reset by ROVS.
EMS
(Election Management System)
Primary and Election night reminders
How to complete return

• Primary/Election night Head Moderator required to submit machine totals to SOTS by midnight.
  • Optional – enter (View Stats) statistics on election night (number on the check list, number checked as having voted, number of abs received from town clerk, number rejected, etc.)

• Next day Head Moderator must enter hand counts, Write-in and the statistics to create a complete and final return

• SOTS must receive a complete and final return by Friday.
EMS
(Election Management System)

Review and General Reminders

• Primary & Election Reporting – EMS

• Central Counting of Absentees does not create a polling place.
  • Absentee votes are recorded in appropriate polling place.

• To maintain the integrity of the system: Disable HM & Data Clerk’s password after the Primary/Election is certified.
EMS

Training

• New ROV Training - June
• Refresher Training
  • July - Primary
  • October - November General Election