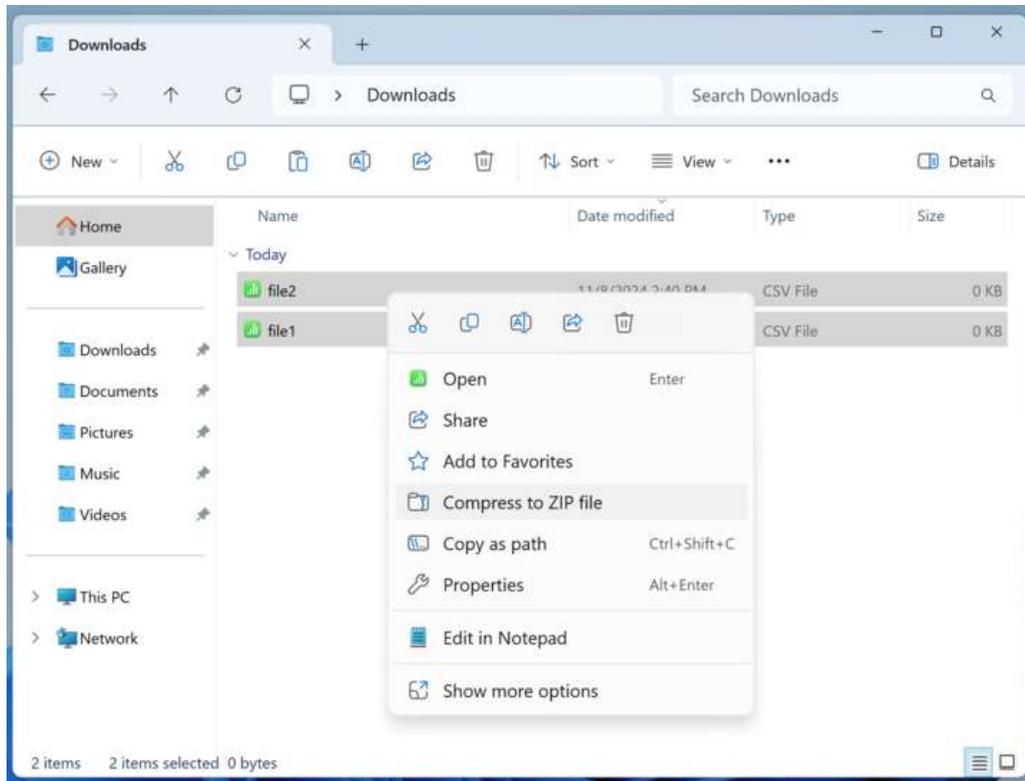




## ESS File Uploading Instructions

- ◆ Download the Ballot Review file in the .xlsx format
  - Open in Excel
  - Resave the file as .csv
  
- ◆ Download the CVR file in the .xlsx format
  - Open in Excel
  - Resave the file as .csv
  - **Select both the CVR file & the Ballot Review files (together) by holding down the Ctrl key (on your keyboard) and selecting the CVR file & the Ballot Review file. With both files highlighted, Right click (mouse) and choose "Compress to Zip file".**





- ◆ Open a New Excel Spreadsheet
  - Create Ballot Manifest (see example)
  - Save as Ballot Manifest .csv file
  - Upload into Arlo

### ESS Ballot Manifest Example

Container: Any name of your choice.

Tabulator: Pulled from Machine column in Ballot Review file.

Batch Name: Pulled from Batch column in Ballot Review file

Number of Ballots: Total number of ballots from each Tabulator/Batch Name (use CVR file to determine).

Container	Tabulator	Batch Name	Number of Ballots
EV – A	Central Count - 123456789	A0070-Courthouse - 2	49
EV – B	Central Count - 234567890	A0071-Courthouse - 2	50
EV – C	Central Count - 345678901	A0072-Courthouse - 2	51
A	Poll Place – 00456123	A0009-Courthouse - 2	47
A	Poll Place - 00567234	A0010-Courthouse - 2	45
A	Poll Place - 00678345	A0011-Courthouse - 2	53

If you have questions or receive any error messages while uploading files, please contact me. I'm happy to help. Heather Hardy / [hardyh@sos.nv.gov](mailto:hardyh@sos.nv.gov) / 775 722-6710