

# Placing Orders

## Phoenix Graphics

### Election Portal

- On your Dashboard, in the top left under *Upcoming Elections*: prior to submitting all the necessary information for your upcoming election, you will see **'Pending District Data'**. BEFORE your portal will allow you to place on order, Phoenix Graphics requires you submit: your list of offices, candidate's list, election district break down, and consolidation if applicable.

The screenshot displays the Phoenix Graphics Election Portal dashboard for St. Lawrence BOE. The interface includes a sidebar with navigation options like Dashboard, Elections, Order History, and Contacts. The main content area is divided into several sections:

- Upcoming Elections:** A table listing elections with columns for Description, Election Date, and Status. The entry for 'Primary Election - June 28, 2022' has a status of 'Pending District Data', which is circled in red.
- Ballots and Materials:** A pie chart showing the distribution of materials for 'Order #51739 / General Election - November 2, 2021'. The legend includes Election Day Ballots, Election Day Ballots - Samples, Election Day Ballots - Tests, Absentee Ballots, Absentee Ballots - Tests, and Affidavit Ballots.
- Recent Orders:** A table showing completed orders with columns for Order #, Election, Ordered Date, and Status. All listed orders are marked as 'Complete'.
- Recent Activity:** A vertical timeline of events, including 'New Election Created' for various dates and election types.
- Upcoming Events:** A list of tasks and deadlines, such as 'Last day' to designate Early Voting sites and 'Certification' of primary ballots.

At the bottom left, the Phoenix Graphics, Inc. logo and contact information are provided: +1(585) 232-4040, +1(800) 262-3202, and elections@phoenix-graphics.com.

2. Once all *District Data* has been submitted 'Order now' will appear. Click 'Order now' to begin your ordering process

The screenshot shows the Phoenix Graphics Election Portal dashboard. The browser address bar displays 'elections.phoenix-graphics.com/dashboard'. The page features a sidebar with navigation options: Dashboard, Orders (Elections, Order History), Configurations (Contacts, Preferences), Useful Links (Track and Trace), and Admin (Election Calendar, User Manager). The main content area is divided into several sections:

- Upcoming Elections:** A table with columns 'Description' and 'Election Date'. One entry is 'School Election - May 17, 2022' with an 'Order Now' button circled in red.
- Ballots and Materials:** A section titled 'Last Order - by Product' showing 'No Data'.
- Recent Activity:** A list of three 'New Election Created' events with dates: March 04, 2022 (02/18/2022) and May 17, 2022 (03/21/2022).
- Recent Orders:** A table with columns 'Order #', 'Election', 'Ordered Date', and 'Status', showing 'No data available'.
- Upcoming Events:** A list of events including 'Last day' (05/01/2022), 'Certification' (05/04/2022 and 05/05/2022), and 'Deadline' (05/13/2022).

At the bottom left, the Phoenix Graphics, Inc. logo and contact information are provided: +1(585) 232-4040, +1(800) 262-3202, and elections@phoenix-graphics.com.

3. **Select the Product** you would like to order, click **'Continue'**.

NOTE: You are only able to select ONE PRODUCT at a time to add to your cart. You will be able to repeat the ordering process to add more items to your cart before checking out.

Phoenix Graphics Election Portal

elections-dev.phoenix-graphics.com/dashboard

Primary Election - June 28, 2022

1 Product  
Election Day Ballots

2 Order Quantity

3 Stub

4 Options  
Optional

Select a Product

Filters: All Products

Product Type: Ballots

Ballot Type: Scannable

Ballot Options: Any

- Absentee Ballots Scannable
- Affidavit Ballots Scannable
- Election Day Ballots Scannable
- Election Day Ballots Scannable w/ Stub**
- Emergency Ballots Scannable
- Mail-In Absentee Ballots Scannable
- Military Ballots Scannable
- Spanish Absentee Ballots Scannable
- Spanish Affidavit Ballots Scannable
- Spanish Election Day Ballots Scannable
- Spanish Election Day Ballots Scannable w/ Stub
- Special Federal Ballots Scannable
- Test Decks - Premarked Scannable
- Test Decks - Unmarked Scannable

If you require changes to an previously ordered product, please reach out to us directly via phone or email.

Cancel

Continue

First you must select the party you will be placing an order for.

4. On the *Order Quantity* page, In the top left-hand corner, Click, '**CSV Template**' to Download the CVS file with all your Election Districts. Once you have populated all necessary fields of the CVS template save it to your computer. Click '**Data Import**' to upload your ballot IDs and quantities from your CSV. Click '**Continue**'

NOTE: You are only able to order each product once per party, If you would like to make adjustments to the original quantity you ordered, please contact us to make this change.

Primary Election - June 28, 2022

Product Election Day Ballots | Order Quantity Quantity Required | Stub | Options Optional

Party Working Families | Group By None | Search

Name	Sub Division	Election District	Sheet	BallotID	Voters	Ballots	Sample Ballots	Test Ballots
Town of: Phoenix		ED 1	1	1004	4	1250	5	5
Town of: Phoenix		ED 2	1	1005	3	1250	5	5
Town of: Phoenix		ED 4	12	1007	1	1250	5	5
Town of: Phoenix		ED 5	1	1008	1	1250	5	5
Town of: Phoenix		ED 6	1	1009	3	1250	5	5
Town of: Phoenix		ED 7	1	1010	1	1250	5	5
Town of: Phoenix		ED 8	1	1011	1	1250	5	5
Town of: Phoenix		ED 11	12	1014	7	1250	5	5
Town of: Phoenix		ED 13	1	1016	4	1250	5	5
Town of: Phoenix		ED 14	1	1017	1	1250	5	5
Town of: Phoenix		ED 15	1	1018	5	1250	5	5
Town of: Phoenix		ED 16	1	1019	1	1250	5	5
Town of: Phoenix		ED 17	1	1020	1	1250	5	5
Town of: Phoenix		ED 18	1	1021	3	1250	5	5
Town of: Phoenix		ED 19	1	1022	2	1250	5	5

Rows per page: All | 1-15 of 15

Back Cancel Continue

4a. If you do not wish to use our CSV template, there is an option to set quantities based on a percentage.  
Click **'Set Quantities'**, Select the Check Boxes on the left, enter the quantity as a percentage of voter total or a set quantity for each Election district. Click **'Update'**. Verify your information, click **'Continue'**

The screenshot shows a web application interface for 'Primary Election - June 28, 2022'. The interface includes a progress bar with four steps: 'Product Election Day Ballots' (checked), 'Order Quantity Quantity Required' (active), 'Stub', and 'Options Optional'. Below the progress bar are buttons for 'CSV Template', 'Data Import', and 'Set Quantities'. A search bar and a 'Party' dropdown menu are also present. The main area is a table with columns: Name, Sub Division, Election District, Sheet, BallotID, Voters, Ballots, Sample Ballots, and Test Ballots. A 'Totals' row shows 38 voters and 0 ballots. A 'Set Quantities' dialog box is open, allowing users to set quantities for Ballots (110, Percent), Sample Ballots (2, Each), and Test Ballots (5, Each). The 'Update' button in the dialog is circled in red. At the bottom right of the page, a 'Continue' button is also circled in red.

Name	Sub Division	Election District	Sheet	BallotID	Voters	Ballots	Sample Ballots	Test Ballots	
					Totals:	38	0	0	0
Town of: Phoenix		ED 1	1		4	0	0	0	
Town of: Phoenix		ED 2	1		3	0	0	0	
Town of: Phoenix		ED 4	1		0	0	0	0	
Town of: Phoenix		ED 5	1		0	0	0	0	
Town of: Phoenix		ED 6	1		0	0	0	0	
Town of: Phoenix		ED 7	1		0	0	0	0	
Town of: Phoenix		ED 8	1		0	0	0	0	
Town of: Phoenix		ED 11	1		0	0	0	0	
Town of: Phoenix		ED 13	1		0	0	0	0	
Town of: Phoenix		ED 14	1		0	0	0	0	
Town of: Phoenix		ED 15	1		5	0	0	0	
Town of: Phoenix		ED 16	1		1	0	0	0	
Town of: Phoenix		ED 17	1		1	0	0	0	
Town of: Phoenix		ED 18	1		3	0	0	0	

Review your Stub. Select **'I approve stub content'** then click **'Continue'**

NOTE: IF you choose to edit your Stub, when edited, each box under **'Stub Information'** directly affects the **'Stub Preview'**.

NOTE: The Stub you see on this page was created as an exact copy of your previous order.

Phoenix Graphics Election Portals

elections-dev.phoenix-graphics.com/dashboard

Primary Election - June 28, 2022

Product Election Day Ballots

Order Quantity

3 Stub

4 Options Optional

0

Stub Information

Checkbox 1  
AFFIDAVIT

Checkbox 2  
EMERGENCY

Stub Preview

Box#

PHOENIX  
WORKING FAMILIES  
June 28, 2022

Town of: Phoenix  
ED 1

(Numbering Sequence 1-50)  
Book No. 1 of 1

No. 50

AFFIDAVIT  EMERGENCY

Town of: Phoenix ED 1

\* This preview is for content only. Due to discrepancies in typefaces and browser setting we cannot guarantee the information will print in the same style as shown here. The quantity is for visual purposes only. The actual order quantities will print on the stub.

I approve stub content

Back Cancel

Continue

7. (SKIP TO STEP 9: IF your *Ballot File* is not ready at this time or you would only like to obtain a quote.)

Click the box to select a file from your computer.

NOTE: Afterwards, see “*How to upload your **Ballot File** for an order in process*” to learn how to upload your ballot file from the dashboard

Phoenix Graphics Election Portal

elections-dev.phoenix-graphics.com/dashboard

Primary Election - June 28, 2022

Product Election Day Ballots

Order Quantity

Stub

Options 4 Optional

**Files Uploads**

Drag and drop to upload!  
...or click to select a file from your computer

\* If uploading more than 4 files, please upload a .zip file instead

Note: Ballot files are not required to submit an order and can be updated at a later time

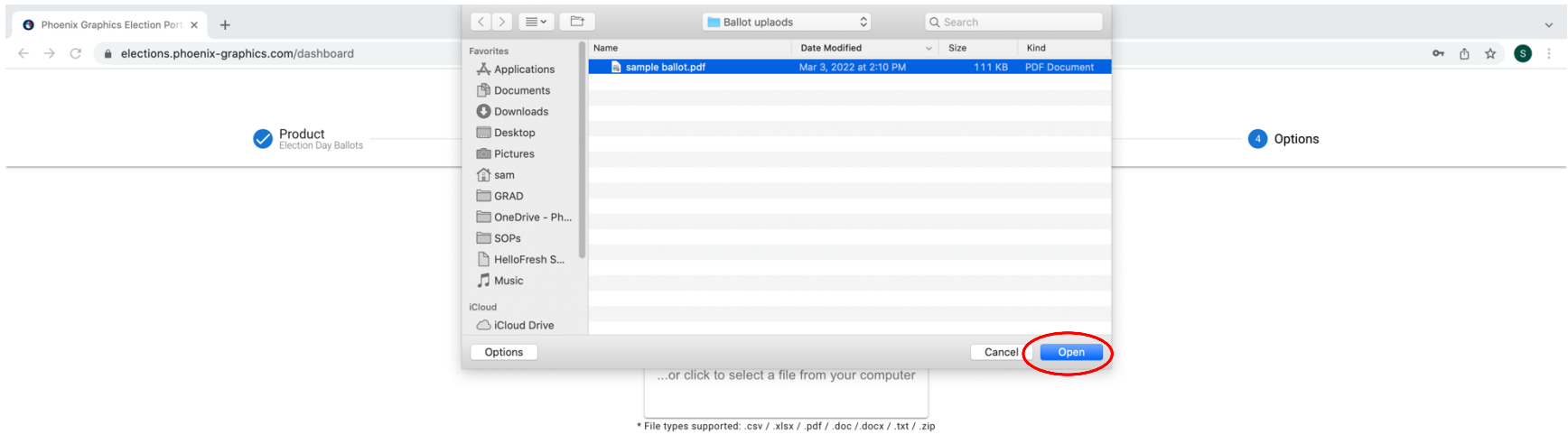
Limit: 25MB/file - .csv / .xlsx / .pdf / .doc / .docx / .txt / .zip supported

Back Cancel

Order Now Add To Cart



8. Select the *Ballot File*, click '**open**'.



9. Click **'Add to Cart'** and you will be directed back to the dashboard.

NOTE: See *"How to upload your ballot file for an order in process"* to learn how to upload your ballot file from the dashboard

The screenshot shows a web browser window with the URL `elections-dev.phoenix-graphics.com/dashboard`. The page title is "Primary Election - June 28, 2022". A progress bar at the top indicates the following steps: Product (Election Day Ballots), Order Quantity, Stub, and Options (Optional). The "Files Uploads" section displays a single file: "1001.pdf" with a size of "0.1 MB". Below the file list, there is a note: "\* If uploading more than 4 files, please upload a .zip file instead" and "Note: Ballot files are not required to submit an order and can be updated at a later time". A limit is specified: "Limit: 25Mb/file - .csv / .xlsx / .pdf / .doc / .docx / .txt / .zip Supported". At the bottom of the page, there are four buttons: "Back", "Cancel", "Order Now", and "Add To Cart". The "Add To Cart" button is highlighted with a red circle.

10. At this time, if you have other Election Ballot types or Election Materials to order, please add them to your cart by repeating steps 1-9.

The screenshot shows a web dashboard for Phoenix Graphics, Inc. The browser address bar displays "elections-dev.phoenix-graphics.com/dashboard". The user is logged in as "Sam DeBiase".

**Phoenix Graphics, Inc.**

**Dashboard**

- Orders
  - Elections
  - Order History
- Configurations
  - Contacts
  - Preferences
- Useful Links
  - Track and Trace
- Admin
  - Election Calendar
  - User Manager

**Upcoming Elections**

Description	Election Date	
Primary Election - June 28, 2022	06/28/2022	<a href="#">Order Now</a>

[Create Election](#)

**Ballots and Materials**

Last Order - by Product

No Data

**Recent Orders**

Order #	Election	Ordered Date	Status
No data available			

**Recent Activity**

**Upcoming Events**

- Last day**  
To designate Early Voting sites for the general election and file Early Voting Communication Plan with SBOE. 9NYCRR6211.1(a),7(c) 05/01/2022
- Certification**  
Certification of primary ballot by SBOE of designations filed in its office. Sec. 4-110 05/04/2022
- Certification**  
Certification of primary ballot by CBOE of designations filed in its office. Sec. 4-114 05/05/2022
- Deadline**  
Deadline to transmit ballots to eligible Military/Special Federal/UOCAVA Voters. Sec. 10-108(1), 11-204(4) 05/13/2022
- Last day**  
To designate Early Voting sites for primaries and special elections. 9NYCRR6211.1(a) 05/13/2022

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elections@phoenix-graphics.com

11. Once all the items you wish to order are in your cart, click the **Cart Icon** on the top right of your dashboard.

Phoenix Graphics Election Portal

elections-dev.phoenix-graphics.com/dashboard

Phoenix Graphics, Inc

am DeBiase

### Upcoming Elections

Description	Election Date	
Primary Election - June 28, 2022	06/28/2022	<a href="#">Order Now</a>

[Create Election](#)

### Ballots and Materials

Last Order - by Product

No Data

### Recent Orders

Order #	Election	Ordered Date	Status
No data available			

### Recent Activity

### Upcoming Events

- Last day**  
To designate Early Voting sites for the general election and file Early Voting Communication Plan with SBOE. 05/01/2022  
9NYCRR6211.1(a),7(c)
- Certification**  
Certification of primary ballot by SBOE of designations filed in its office. 05/04/2022  
Sec. 4-110
- Certification**  
Certification of primary ballot by CBOE of designations filed in its office. 05/05/2022  
Sec. 4-114
- Deadline**  
Deadline to transmit ballots to eligible Military/Special Federal/JOCAVA Voters. 05/13/2022  
Sec. 10-108(1), 11-204(4)
- Last day**  
To designate Early Voting sites for primaries and special elections. 05/13/2022  
9NYCRR6211.1(a)

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12. Please do a quick review to ensure the items in your cart are correct. Click **'Checkout'** to proceed with placing your order.

The screenshot shows the Phoenix Graphics Election Portal dashboard. The main content area is divided into several sections: 'Upcoming Elections' with a table listing 'Primary Election - June 28, 2022' and an 'Order Now' button; 'Ballots and Materials' showing 'No Data'; and 'Recent Orders' also showing 'No data available'. A 'Create Election' button is located below the 'Upcoming Elections' table. On the right side, there is a 'Shopping Cart' panel for 'Primary Election - June 28, 2022' containing items like 'Election Day Ballots' and 'Sample Ballots'. A green 'Checkout' button is circled in red, with an 'Order More' button below it. A 'Recent Activity' and 'Upcoming Events' sidebar is also visible on the right. The footer contains the Phoenix Graphics, Inc. logo and contact information.

Phoenix Graphics, Inc.

Dashboard

Orders

- Elections
- Order History

Configurations

- Contacts
- Preferences

Useful Links

- Track and Trace

Admin

- Election Calendar
- User Manager

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elections-dev.phoenix-graphics.com/dashboard

Phoenix Graphics, Inc.

Upcoming Elections

Description	Election Date	
Primary Election - June 28, 2022	06/28/2022	<a href="#">Order Now</a>

[Create Election](#)

Ballots and Materials

Last Order - by Product

No Data

Recent Orders

Order #	Election	Ordered Date	Status
No data available			

Shopping Cart

Primary Election - June 28, 2022

Election Day Ballots

- 750 Ballots
- 38 Sample Ballots
- 95 Test Ballots

Scannable w/ Stub Working Families

[Checkout](#)

or

[Order More](#)

Recent Activity

Upcoming Events

- Last day: To designate Early Voting Comm. 9NYCRR6211.1(a).7
- Certification: Certification of primary office. Sec. 4-110
- Certification: Certification of primary office. Sec. 4-114
- Deadline: Deadline to transmit Federal/UOCAVA Vo. Sec. 10-108(1), 11-2
- Last day: To designate Early Voting elections. 9NYCRR6211.1(a)

13. Verify/update that your billing address is correct and click 'Next'.

The screenshot shows a web browser window with the URL `elections-dev.phoenix-graphics.com/dashboard`. The page title is "Phoenix Graphics, Inc". The main content area displays a modal form titled "Primary Election - June 28, 2022". The form has three steps: "1 Billing", "2 Shipping", and "3 Summary". The "Billing" step is active. The form includes a checkbox for "Use default billing address" which is checked. Below this are input fields for "Contact\*" (Phoenix Graphics, Inc), "Address Line 1\*" (1525 Emerson Street), "Address Line 2", "Address Line 3", "City\*" (Rochester), "State\*" (NY), and "Zip\*" (14606). A red circle highlights the entire form area. At the bottom right of the form, there is a blue "Next" button, also highlighted with a red circle. At the bottom left, there is a red "Cancel" button. The background shows a sidebar with navigation options like "Dashboard", "Orders", "Elections", "Order History", "Configurations", "Contacts", "Preferences", "Useful Links", "Track and Trace", "Admin", "Election Calendar", and "User Manager".

14. Verify/update that your shipping address(es) are correct and click **'Next'**.

Phoenix Graphics Election Portal

elections-dev.phoenix-graphics.com/dashboard

Phoenix Graphics, Inc

Dashboard

Orders

- Elections
- Order History

Configurations

- Contacts
- Preferences

Useful Links

- Track and Trace

Admin

- Election Calendar
- User Manager

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Upcoming

Primary Election - June 28, 2022

1 Billing 2 Shipping 3 Summary

Primary Election - June 28, 2022

Ballots / Materials	Samples	Tests
<input type="checkbox"/> Use default shipping address	<input type="checkbox"/> Use default shipping address	<input type="checkbox"/> Ship tests to same location as ballots
Select an Address	Select an Address	Select an Address
Contact* Phoenix Graphics, Inc	Contact* Phoenix Graphics, Inc	Contact* Phoenix Graphics, Inc
Address Line 1* 1525 Emerson Street	Address Line 1* 1525 Emerson Street	Address Line 1* 1525 Emerson Street
Address Line 2	Address Line 2	Address Line 2
Address Line 3	Address Line 3	Address Line 3
City* Rochester	City* Rochester	City* Rochester
State* NY	State* NY	State* NY
Zip* 14606	Zip* 14606	Zip* 14606

Back Cancel Next

On this *Summary* screen you can: Review your order and submit.  
**15.** To submit your order: click **'Submit Order'**.

The screenshot shows a web application interface for Phoenix Graphics, Inc. The main content area displays the 'Summary' step of an order process for a 'School Election - May 17, 2022'. The interface includes a progress bar at the top with 'Billing' and 'Shipping' completed, and 'Summary' as the current step. The order details are organized into several sections:

- Bill To:** Phoenix Graphics, Inc, 1525 Emerson Street, Rochester, NY 14606.
- Ship To:** Phoenix Graphics, Inc, 1525 Emerson Street, Rochester, NY 14606.
- Tests:** Phoenix BOE, 424 State St., Rochester, NY 14606.
- Products Ordered:**
  - Election Day Ballots:** 1,500 Ballots, 10 Sample Ballots, 10 Test Ballots. Total: \$725.15.
  - Absentee Ballots:** 100 Ballots, 10 Test Ballots. Total: \$175.00.
  - Total Estimated Cost:** \$900.15.

At the bottom of the modal, there are three buttons: 'Back', 'Cancel', and 'Submit Order'. The 'Submit Order' button is highlighted with a red circle.



16. Once your order is submitted you will receive a confirmation email with your *Products Ordered* and *Shipping information*

Order #53544 - Phoenix Graphics, Inc - Monroe County - School Election - School Election - May 17, 2022 - Order Confirmation

noreply  
To: Elections

Today at 12:59 PM

Elections,

We have received your order and are happy to supply you with all of your NYS-compliant election materials. Phoenix Graphics will provide you with the service and quality needed to perform a successful election. Please do not hesitate to call or email us if you have any questions or concerns.

Phoenix Graphics is fully prepared to handle your mailings, applications and ballots. Our services include envelopes, ballots, inserting, mailing and postal tracking. We have state-of-the-art equipment with camera checks at every station in-house. Please contact us for more information or to request an estimate.

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**Your Order Summary**

---

**Order #:** 53544  
**Order Date:** 3/21/2022, 12:59:05 PM  
**Customer:** Phoenix Graphics, Inc  
**County:** Monroe County  
**Election Type:** School Election  
**Election Date:** May 17, 2022

**Billing**

Phoenix Graphics, Inc  
1525 Emerson Street  
Rochester, NY 14606

**Shipping**

Samples	Tests	Ballots / Materials
Phoenix Graphics, Inc 1525 Emerson Street Rochester, NY 14606	Phoenix BOE 424 State St. Rochester, NY 14606	Phoenix Graphics, Inc 1525 Emerson Street Rochester, NY 14606

**Products Ordered**

Product	Qty's	Estimated Cost
<b>Election Day Ballots</b>	1,500 Ballots	
- Scannable	10 Sample Ballots	\$725.15
- w/ Stub	10 Test Ballots	
<i>* Please send election details to your Board of Elections for ballot creation.</i>		
<b>Absentee Ballots</b>	100 Ballots	
- Scannable	10 Test Ballots	\$175.00
<i>* Please send election details to your Board of Elections for ballot creation.</i>		
<b>Total Estimated Cost</b>		<b>\$900.15</b>

For additional details and order status, [visit the Portal](#).

Thank you!

Team Phoenix

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