

Placing Orders/
Obtaining Quotes:
Phoenix Graphics
Election Portal

1. Once your election is created, click **'Order Now'** 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:** A table with columns for Description and Election Date. One entry is visible: "School Election - May 17, 2022" with an "Order Now" button circled in red.
- Ballots and Materials:** A section titled "Last Order - by Product" which currently displays "No Data".
- Recent Orders:** A table with columns for Order #, Election, Ordered Date, and Status. It currently displays "No data available".
- Recent Activity:** A list of three "New Election Created" events, each with a date and description.
- Upcoming Events:** A list of five events, including "Last day" and "Certification" events, each with a date and description.

On the left side, there is a navigation menu with categories: Orders (Dashboard, Elections, Order History), Configurations (Contacts, Preferences), Useful Links (Track and Trace), and Admin (Election Calendar, User Manager). The Phoenix Graphics, Inc. logo and contact information are located in the bottom left corner.

Phoenix Graphics, Inc.
+1(585) 232-4040
+1(800) 262-3202
elections@phoenix-graphics.com

2. **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 once each Product is completed and in your cart.

The screenshot shows a web browser window with the URL `elections.phoenix-graphics.com/dashboard`. The page title is "School Election - May 17, 2022". A progress bar at the top indicates four steps: 1. Product (Election Day Ballots), 2. Order Quantity, 3. Stub, and 4. Options. The "Product" step is currently active. Below the progress bar, a "Select a Product" dialog is displayed. It features a "Show all products" toggle switch and three product cards, each with a radio button for selection. The middle card, "Election Day Ballots Scannable w/ Stub", is selected and highlighted with a green checkmark. A red circle is drawn around this selected card. At the bottom of the page, there are two buttons: a red "Cancel" button on the left and a blue "Continue" button on the right, which is also circled in red.

3. Enter the Quantities of: **'Ballots'**, **'Sample Ballots'**, and **'Test Ballots'** you would like to receive.
See *"How to view previous orders"* instructions to learn how to view recent order specifications and quantities.

Phoenix Graphics Election Port x +

elections.phoenix-graphics.com/dashboard

School Election - May 17, 2022

Product Election Day Ballots

Order Quantity Quantity Required

Stub

Options

Search

Name	Ballots	Sample Ballots	Test Ballots
Phoenix Graphics, Inc	1500	10	10

Rows per page: 15 1-1 of 1

Back Cancel Continue

4. Review your Stub. Check for misspellings and other errors. 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 Portal | elections.phoenix-graphics.com/dashboard

School Election - May 17, 2022

Product Election Day Ballots | Order Quantity | Stub | Options

Stub Information

Municipality Phoenix Graphics	District Info 1 Fast	Checkbox 1 AFFIDAVIT
Election Name Secure Ballot	District Info 2 Easy	Checkbox 2 EMERGENCY
Line 2 (optional) Ordering Portal	District Info 3 Helpful	

Stub Preview

Box# PHOENIX GRAPHICS (Numbering Sequence 1-1500)
SECURE BALLOT Book No. 30 of 30
ORDERING PORTAL No. 1500
May 17, 2022

Fast
Easy
Helpful
 AFFIDAVIT EMERGENCY

* This preview is for content only. Due to discrepancies in
typesets and browser rendering, the actual printed
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

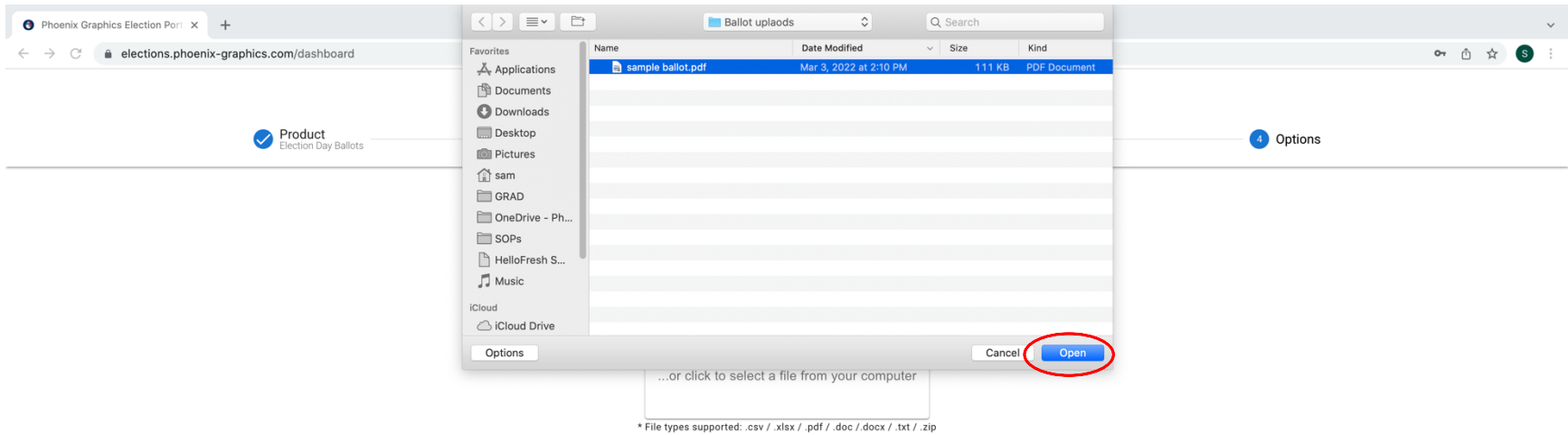
5. **(SKIP TO STEP 7:** IF your *Ballot File* is not ready at this time or you would only like to obtain a quote.)

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

The screenshot shows a web browser window with the URL `elections.phoenix-graphics.com/dashboard`. The page title is "School Election - May 17, 2022". A progress bar at the top indicates four steps: "Product" (checked), "Order Quantity" (checked), "Stub" (checked), and "Options" (active). Below the progress bar, the "Ballot Options" section contains a checkbox for "Require test ballot approval before printing election day ballots". The "Files Uploads" section is highlighted with a red circle and contains a white box with an upload icon, the text "Drag and drop to upload!", and "...or click to select a file from your computer". Below this box, it lists supported file types: ".csv / .xlsx / .pdf / .doc / .docx / .txt / .zip". At the bottom of the page, there are buttons for "Back", "Cancel", "Order Now", and "Add To Cart".

6. IF you clicked on the box to upload a file from your computer: Select the *Ballot File*, click *'open'*.
Skip this step if you used the drag & drop feature)



Back Cancel

Order Now

Add To Cart

7. Once the file is uploaded, 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.phoenix-graphics.com/dashboard`. The page title is "School Election - May 17, 2022". A progress bar at the top indicates the current step is "Options" (4), with previous steps "Product" (1), "Order Quantity" (2), and "Stub" (3) completed. The main content area is titled "Files Uploads" and displays a single file upload: "sample_ballot.pdf" with a size of "0.1 MB". Below the file list, a note states: "* File types supported: .csv / .xlsx / .pdf / .doc / .docx / .txt / .zip". At the bottom of the page, there are three buttons: "Back" (black), "Cancel" (red), and "Add To Cart" (green). The "Add To Cart" button is circled in red.

8. At this time, if you have other Election Ballot types or Election Materials to order, please add them to your cart by repeating steps 1-7.

The screenshot shows the Phoenix Graphics, Inc. dashboard. The left sidebar contains navigation links: 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. A 'Create New' button is at the bottom.
- Ballots and Materials:** A section titled 'Last Order - by Product' showing 'No Data'.
- Recent Orders:** A table with columns 'Order #', 'Election', 'Ordered Date', and 'Status', showing 'No data available'.
- Recent Activity:** A list of three 'New Election Created' events for School Elections on 02/18/2022 and 03/21/2022.
- Upcoming Events:** A list of events including 'Last day' for designating Early Voting sites (05/01/2022), 'Certification' of primary ballots by SBOE (05/04/2022) and CBOE (05/05/2022), and a 'Deadline' to transmit ballots (05/13/2022).

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

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

The screenshot shows the Phoenix Graphics, Inc. dashboard interface. The browser address bar displays "elections.phoenix-graphics.com/dashboard". The top right corner features a shopping cart icon with a red circle and the number "2" next to it, indicating items in the cart. The dashboard is divided into several sections:

- Upcoming Elections:** A table with columns for Description and Election Date. It lists "School Election - May 17, 2022" with an "Order Now" button.
- Ballots and Materials:** A section titled "Last Order - by Product" showing "No Data".
- Recent Activity:** A vertical list of three "New Election Created" events, each with a date (02/18/2022, 02/18/2022, and 03/21/2022).
- Upcoming Events:** A list of events with dates, including "Last day" (05/01/2022), "Certification" (05/04/2022 and 05/05/2022), and "Deadline" (05/13/2022).
- Recent Orders:** A table with columns for Order #, Election, Ordered Date, and Status, currently showing "No data available".

The left sidebar contains navigation links for Dashboard, Orders, Elections, Order History, Configurations, Contacts, Preferences, Useful Links, Track and Trace, Admin, Election Calendar, and User Manager. The bottom left corner includes the Phoenix Graphics, Inc. logo and contact information: +1(585) 232-4040, +1(800) 262-3202, and elections@phoenix-graphics.com.

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

The screenshot displays the Phoenix Graphics, Inc. dashboard. The main content area is divided into several sections: 'Upcoming Elections' with a table listing a 'School Election - May 17, 2022' and an 'Order Now' button; 'Ballots and Materials' showing 'No Data'; 'Recent Orders' with a table header and 'No data available'; and 'Recent Activity' with a vertical timeline of 'New Election' events. A 'Shopping Cart' sidebar is open on the right, showing items for 'School Election - May 17, 2022', including 'Election Day Ballots' and 'Absentee Ballots', with an 'Estimated Cost' of \$900.15. A green 'Checkout' button in the cart is circled in red. The bottom left corner features 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

Upcoming Elections

Description	Election Date ↑	
School Election - May 17, 2022	05/17/2022	Order Now

[Create New](#)

Ballots and Materials

Last Order - by Product

No Data

Recent Orders

Order # ↓	Election	Ordered Date	Status
No data available			

Recent Activity

- New Election**
School Election
02/18/2022
- New Election**
School Election
02/18/2022
- New Election**
School Election
03/21/2022

Shopping Cart

School Election - May 17, 2022

- Election Day Ballots**
1,500 Ballots
10 Sample Ballots
10 Test Ballots
Scannable
w/ Stub
\$725.15
- Absentee Ballots**
100 Ballots
10 Test Ballots
Scannable
\$175.00

Estimated Cost **\$900.15**

[Checkout](#)

or

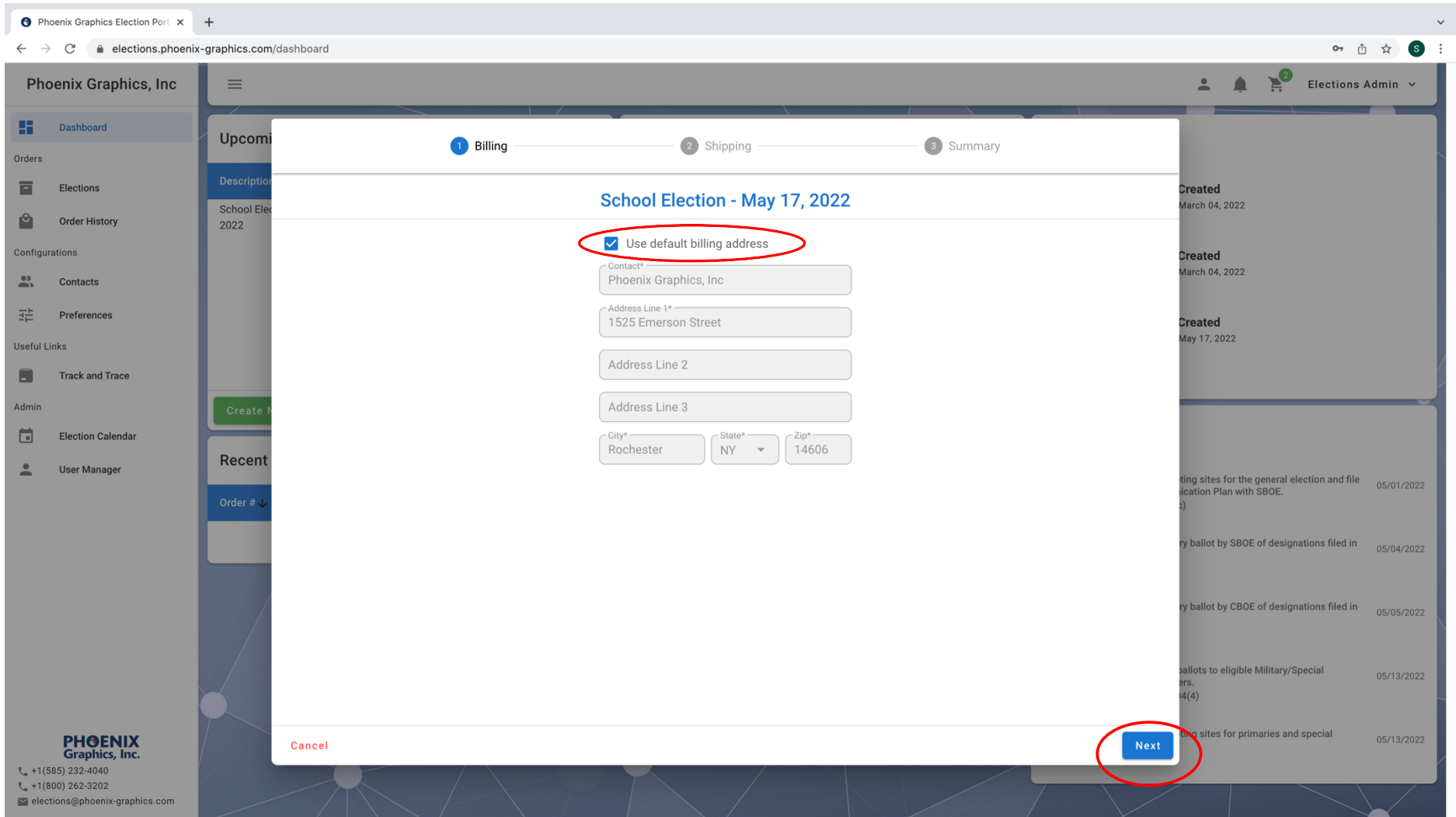
[Order More](#)

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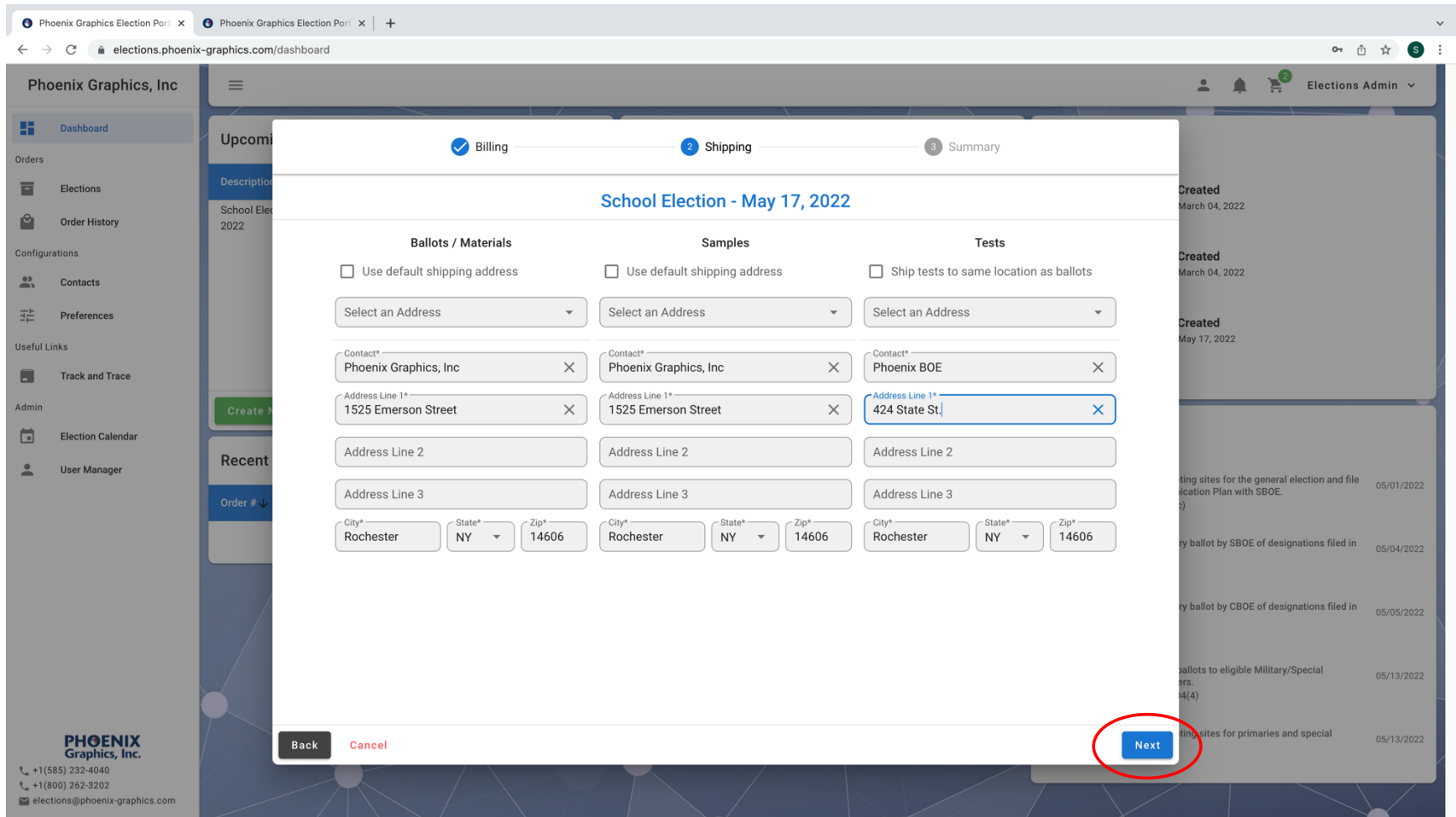
11. Verify/update that your billing address is correct and click **'Next'**.

PLEASE click **'Use default billing address'** to verify the billing address we have on file is the correct address. If it is not, type in the correct address. see **'Setting a default billing address'** instructions to adjust your billing information for your next order.



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

NOTE: Most **Tests** go to your **County Board of Elections** unless your school owns the voting machine and/or is doing testing/programming on-site.



On this *Summary* screen you can: Review your order and submit AND/OR print a quote for your order.

13. To print a quote for your order: click the **Printer Icon**.

14. To submit your order: click '**Submit Order**'.

(We recommend that you submit your order at this time even if you do not have your ballot files)

The screenshot shows the Phoenix Graphics, Inc. dashboard with the 'Summary' screen for a 'School Election - May 17, 2022'. The screen is divided into several sections:

- Progress:** Billing (checked), Shipping (checked), Summary (active).
- Title:** School Election - May 17, 2022
- Bill To:** Phoenix Graphics, Inc, 1525 Emerson Street, Rochester, NY 14606
- Ship To:** Phoenix Graphics, Inc, 1525 Emerson Street, Rochester, NY 14606
- Products Ordered:**
 - Election Day Ballots:** 1,500 Ballots, 10 Sample Ballots, 10 Test Ballots. Price: \$725.15. Note: * Please send election details to your Board of Elections for ballot creation.
 - Absentee Ballots:** 100 Ballots, 10 Test Ballots. Price: \$175.00. Note: * Please send election details to your Board of Elections for ballot creation.
- Total Estimated Cost:** \$900.15
- Buttons:** Back, Cancel, **Printer Icon** (circled in red), **Submit Order** (circled in red).

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

15. 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.

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	Qtys	Estimated Cost
Election Day Ballots	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>		
Absentee Ballots	100 Ballots	
- Scannable	10 Test Ballots	\$175.00
<i>* Please send election details to your Board of Elections for ballot creation.</i>		
Total Estimated Cost		\$900.15

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

Thank you!

Team Phoenix

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