

Upload files to an
existing order:
Phoenix Graphics
Election Portal

1. After an order has been placed but files were not uploaded originally, click the *'eyeball'* next to *'action required'*.

The screenshot shows the Phoenix Graphics, Inc. dashboard. The top navigation bar includes the company name, a menu icon, and user information for Sam DeBiase. 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 main content area is divided into several sections:

- Upcoming Elections:** A table with columns for Description and Election Date. It lists a "School Election - May 17, 2022" with an "Order Now" button.
- Ballots and Materials:** A section titled "Last Order - by Product" for "Order #53544 / School Election - May 17, 2022". It features a pie chart showing the distribution of products: Election Day Ballots (blue), Election Day Ballots - Samples (dark blue), Election Day Ballots - Tests (red), Absentee Ballots (green), and Absentee Ballots - Tests (grey).
- Recent Activity:** A vertical timeline of events, including "New Election Created" for School Election - March 04, 2022 (twice) and "Order #53544 Submitted" for School Election - May 17, 2022.
- Recent Orders:** A table with columns for Order #, Election, Ordered Date, and Status. The first row shows Order #53544 for a School Election on May 17, 2022, ordered on 03/21/2022. The status is "Order Received" and "Action Required". A red circle highlights an "eyeball" icon in the rightmost column of this row.
- Upcoming Events:** A list of events with dates, including "Last day" for designating Early Voting sites (05/01/2022), "Certification" of primary ballots (05/04/2022 and 05/05/2022), and a "Deadline" to transmit ballots (05/13/2022).

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

- There will be an **'Upload Now'** button for every type of ballot you ordered. IF the files are the same for your *Election Day Ballots* and your *Absentee Ballots* you only need to upload one file. Click **'Upload now'**, (repeat steps 2-5 as needed).

The screenshot shows the Phoenix Graphics, Inc. dashboard with a modal window for Order #53544. The modal is titled "Order #53544" and "School Election - May 17, 2022". The order status is "Action Required".

Action Items:

- Election Day Ballot files are required in order to continue processing this order. Please upload the required Election Day Ballot files for this election. **Upload Now**
- Absentee Ballot files are required in order to continue processing this order. Please upload the required Absentee Ballot files for this election. **Upload Now**

Products:

Product	Status	Quantity
Election Day Ballots Scannable w/ Stub	Action Required	1,500 Ballots 10 Samples 10 Tests
Absentee Ballots Scannable	Action Required	100 Ballots 10 Tests

File Uploads:

File	Upload Types	Uploaded On
No Files Uploaded		

Shipments:

Product	Ship To	Carrier	Shipped	Tracking
undefined Election Day Ballots	Phoenix Graphics, Inc 1525 Emerson Street Rochester, NY 14606			
undefined Election Day Ballots - Samples	Phoenix Graphics, Inc 1525 Emerson Street			

The background dashboard shows a sidebar with navigation options like Dashboard, Elections, Order History, and a main area with "Upcoming Election" and "Recent Orders" sections. The Phoenix Graphics, Inc. logo and contact information are visible in the bottom left corner.

3. Click on **“Drag and drop to upload!”**

The screenshot shows the Phoenix Graphics Election Portal dashboard. A modal window titled "File Uploader" is open, displaying instructions for uploading files for Order #53544 (School Election - May 17, 2022). The modal contains the text "Drag and drop to upload!" and "...or click to select a file from your computer". A red circle highlights the "Drag and drop to upload!" text. The background dashboard shows the "Order Status" for Order #53544, which is "Action Required". There are two "Action Items" listed: "Election Day Ballot files are required in order to continue processing this order." and "Absentee Ballot files are required in order to continue processing this order.", each with an "Upload Now" button. The dashboard also shows a sidebar with navigation options like "Dashboard", "Orders", "Elections", and "Order History".

Phoenix Graphics, Inc.

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

Phoenix Graphics Election Portal

elections.phoenix-graphics.com/dashboard

Sam DeBiase

Order #53544
School Election - May 17, 2022

Order Status
Order Received Action Required

Action Items

Election Day Ballot files are required in order to continue processing this order.
Please upload the required Election Day Ballot files for this election. Upload Now

Absentee Ballot files are required in order to continue processing this order.
Please upload the required Absentee Ballot files for this election. Upload Now

File Uploader
School Election - May 17, 2022

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

Close Upload

No Files Uploaded

Shipments

Product	Ship To	Carrier	Shipped	Tracking
undefined Election Day Ballots	Phoenix Graphics, Inc 1525 Emerson Street Rochester, NY 14606			
undefined Election Day Ballots - Samples	Phoenix Graphics, Inc 1525 Emerson Street			

Recent Orders

Order #	Description
53544	School Election - May 17, 2022

Upcoming Election

School Election - May 17, 2022

Activity

New Election Created
School Election - March 04, 2022
02/18/2022

New Election Created
School Election - March 04, 2022
02/18/2022

New Election Created
School Election - May 17, 2022
03/21/2022

Order #53544 Submitted
School Election - May 17, 2022
03/21/2022

Upcoming Events

Designate Early Voting sites for the general election and file a Voting Communication Plan with SBOE.
CRR6211.1(a),7(c)
05/01/2022

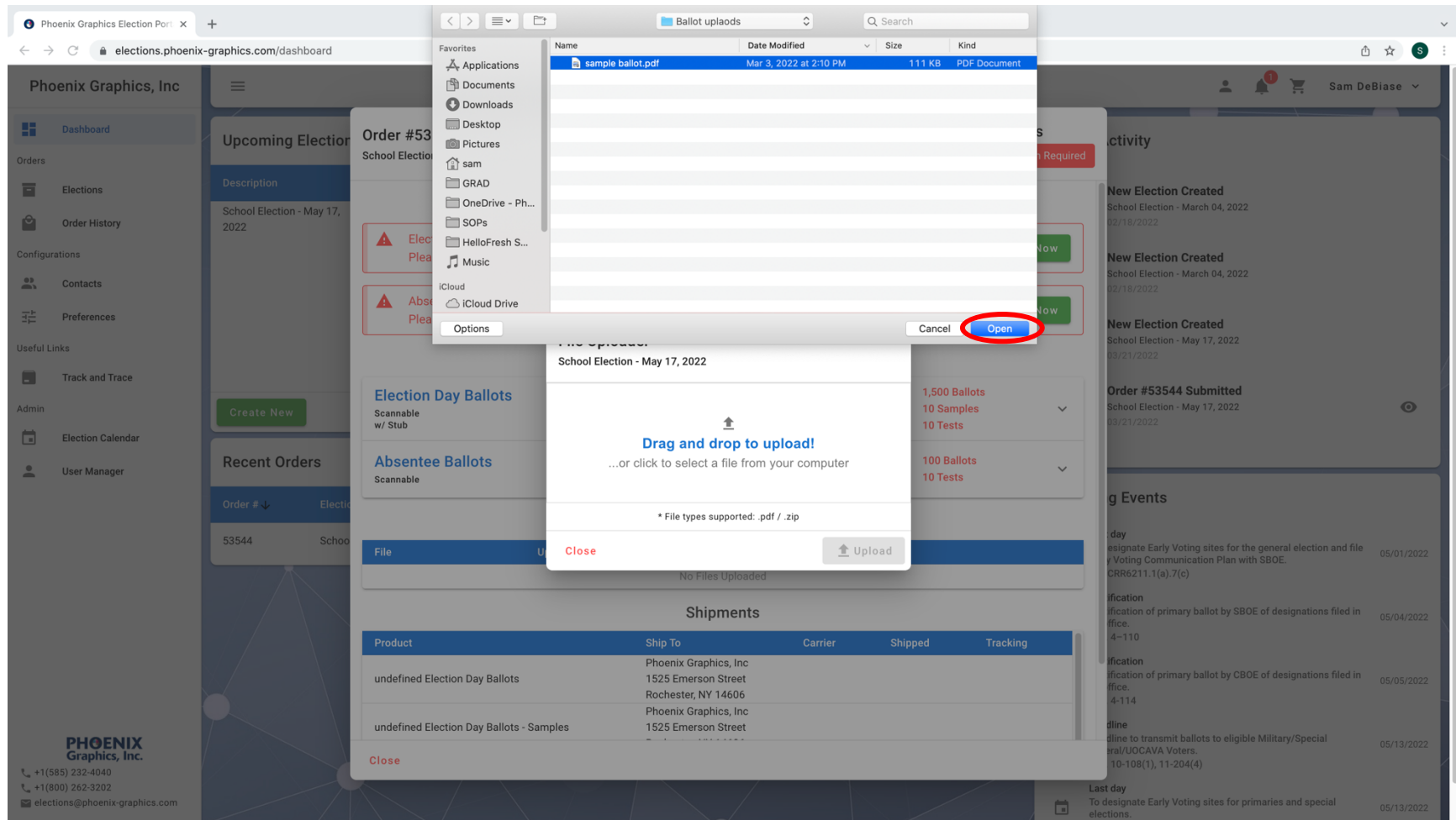
Notification of primary ballot by SBOE of designations filed in office.
4-110
05/04/2022

Notification of primary ballot by CBOE of designations filed in office.
4-114
05/05/2022

Timeline to transmit ballots to eligible Military/Special and UOCAVA Voters.
10-108(1), 11-204(4)
05/13/2022

Last day to designate Early Voting sites for primaries and special elections.
05/13/2022

4. Select a *Ballot File* from your computer, then click **'Open'**.



5. Click **'Upload'**. You will receive a notification this has been completed and your **Action Required** should disappear.

