

Instructions for e-ENR

The Election Night Reporting (e-ENR) Electronic Filing Program has been developed to provide for electronic transmission of county-by-county election night returns. In addition, the program provides faster and more accurate information to the public. The instructions below are provided to assist you with completing your online filing. These instructions can be used in conjunction with the instructional aids in the application. These instructional aids include:

- Help Function: As you go through the program/system/forms, you will find a "Help Button" will direct you to contact Evelyn Quiroga at the Bureau of Elections at 517-335-2790 or quirogae1@michigan.gov.
- Instructions on the pages: Throughout the application, the wording has been carefully designed to assist you in completing the forms.
- Each county will receive a walk through training over the phone before the election.
- Bureau staff will be available the entire election night to assist when needed.

Required Browser and JAVA Script Enabled

You must have Internet Explorer 6.x or higher for using the application. All users must have JAVA Script enabled on their chosen browser.

GETTING STARTED

1. Go to the website link provided to you via email by the Bureau of Elections. The link cannot be provided here for security reasons.

The first page you will see is the Login page. See illustration and instructions below to complete the form.

The screenshot shows the Michigan Department of State website header with the Secretary of State's name, Terri Lynn Land. Below the header is a navigation bar with links to Michigan.gov Home, SOS Home, Elections in Michigan Home, and Contact SOS. A red asterisk indicates required fields. The main form area is titled "LOGIN FOR ELECTION NIGHT RESULTS KEYING" and contains two input fields: "Login ID" and "Password", both with red arrows indicating required fields. Below the fields are "Login" and "Clear All" buttons. At the bottom of the page, there is a footer with various policy and service links, and a copyright notice for 2001-2006 State of Michigan.

Login ID#: Enter the Login ID provided by the Bureau of Elections.

If you do not have your Login ID, contact the Bureau of Elections at 517-373-2540 for assistance.

Password: Enter the password assigned to the county exactly as it was provided to you. If you need to request a password, Contact the Bureau of Elections.

Click the “Login” Button to continue into the e-ENR program.

If any of the information in the Login page is incorrect, you will be given an opportunity to correct the information. A window will appear that explains the error. You can then correct the information.

Abort the session, by closing the browser, and contact the Bureau of Elections at 517-373-2540 if you believe you accessed the incorrect county information.

SELECT THE REPORT TO BE FILED

After successfully entering the login information, you will proceed to a page to the Election Night Results Keying page.

Department of State
Terri Lynn Land, Secretary of State

Michigan.gov
An Official State of Michigan Web Site

[Michigan.gov Home](#) | [SOS Home](#) | [Elections in Michigan Home](#) | [Contact SOS](#)

ELECTION NIGHT RESULTS KEYING

ELECTION YEAR: 2002	ELECTION TYPE: Primary	ELECTION DATE: 08/06/2002
COUNTY NAME: ALCONA	OFFICE/PROPOSALS: -All Statewide Offices and Proposals-	<input type="button" value="Key Results"/> <input type="button" value="Reset"/>

OFFICIAL COUNTY CANVASS PRINTING

Once you have submitted "Official" results for the county, you will be able to generate the Official County Canvass report.

Official Canvass printing requires the use of [Adobe Acrobat Reader](#). Once the Reader is installed, or if you know you already have it, press the button below to generate your county's Official Canvass for later submission to the Bureau of Elections.

Office/Proposals: Can be used to select a specific office or proposal to key. Generally, you would leave this at the default position

Key Results: Click to move to the key entry screen. You may key and resubmit your numbers at any time to correct results. Hint: The numeric key pad and “Enter” key works best for keying the results

Reset: Click to reset the screen.

Generate Official Canvass: This button generates your official canvass form that must be signed by your County Board of Canvassers and the County Seal applied to it. You will mail this form back to the Bureau of Elections as in previous years. **Only use when you have entered all of your final numbers.** *Note: You can only generate the Official Canvass after you have submitted your official results to the Bureau of Election electronically: See “SUBMIT YOUR RESULTS! Re-Enter Password For Security” below.*

Help: Click the Help button to access contact information for Evelyn Quiroga at the Bureau of Elections at 517-335-2790 or quiroga1@michigan.gov.

KEYING RESULTS INTO THE SCREEN



Department of State

Terri Lynn Land, Secretary of State



[Michigan.gov Home](#) | [SDS Home](#) | [Elections in Michigan Home](#) | [Contact SDS](#)

ELECTION NIGHT RESULTS KEYING

ELECTION YEAR: 2002		ELECTION TYPE: Primary		ELECTION DATE: 08/06/2002	
COUNTY NAME: ALGER			OFFICE/PROPOSALS: -All Statewide Offices and Proposals-		
POLL BOOK TOTAL FOR COUNTY:		2266			
TOTAL VOTES PER CANDIDATE OR BALLOT PROPOSAL					
OFFICE DESCRIPTION	PARTY	COM ID#	CANDIDATE NAME	TOTAL VOTES	
Governor	REP	510463	Posthumus Dick	315	
Governor	REP	510336	Schwarz John Joe	46	
Governor	REP	510276	Brown Angelo Scott	0	
Governor	DEM	510216	Blanchard James J.	466	
Governor	DEM	510359	Bonior David E.	439	
Governor	DEM	510278	Granholm Jennifer M.	761	
Governor	DEM	510527	Stevenson Tracey Elaine	0	
United States Senator	REP	-244	Raczkowski Andrew	295	
United States Senator	DEM	-242	Levin Carl	1336	
Representative in Congress	REP	-271	Birgel Don	134	
Representative in Congress	REP	-233	Hooper Don	159	
Representative in Congress	DEM	-229	Stupak Bart	1443	
State Senator	REP	510738	Schoenow David	283	
State Senator	DEM	511104	Bovin Doug	374	
State Senator	DEM	510992	Prusi Michael	1228	
State Representative	REP	511004	Hafeman Jim	260	
State Representative	DEM	509576	Adamini Stephen	1241	
Judge of the Court of Appeals	NPA	510684	Brennan, Jr Thomas E.	284	
Judge of the Court of Appeals	NPA	510520	Cavanagh James G.	698	
Judge of the Court of Appeals	NPA	510689	Schuette Bill	304	
Judge of the District Court	NPA	510993	Harmon Kirt L.	550	
Judge of the District Court	NPA	510935	Luoma Mark E.	925	
Judge of the District Court	NPA	505593	Plackowski Bruce E.	493	
State Proposal	NPA	-291	Yes	1039	
State Proposal	NPA	-292	No	827	
State Proposal	NPA	-293	Yes	807	
State Proposal	NPA	-294	No	1078	

Entering Fields:

Poll Book Total for the County: Enter the Poll Book Total (number of voters participating in the election) for the County. *Note this is a Required Field.*

Total Votes: Enter the total votes for each candidate based on the information in the description fields.

Pre-filled Fields: All of the other fields on the screen are description fields only and cannot be changed.

Submit Results: Click when all of your numbers are entered. Do not submit partial results. *Contact the Bureau of Elections if you do not have your complete results by 2:00am EST the morning following the election.*

Help: Click the Help button to access contact information for Evelyn Quiroga at the Bureau of Elections at 517-335-2790 or quiroga1@michigan.gov.

SUBMIT YOUR RESULTS! Re-Enter Password For Security

Password: Enter the password assigned by the Bureau of Elections.

Return To Form: Click to go back to correct or double-check the form.

Submit Report: Click to submit the report.

Results are Official: When you are ready to submit your final numbers, check this box to indicate the results are official and final. You will not be able to submit it any further changes without the assistance of the Bureau of Elections. You may now log back into the system and print your Official Canvass Report. See a sample of the first page of the Official Canvass at the end of this document.



The screenshot shows the Michigan Department of State website header with the Michigan seal and the text 'Department of State Terri Lynn Land, Secretary of State' and 'Michigan.gov'. Below the header is a navigation bar with links: Michigan.gov Home, SOS Home, Elections in Michigan Home, and Contact SOS. A red asterisk indicates required fields. The main form is titled 'SUBMIT ELECTION NIGHT RESULTS: RE-ENTER PASSWORD FOR SECURITY' and contains the following fields:

County Name :	ALGER
Login ID :	county2
Password :	<input type="password"/>
Election Year/Type :	2002 Primary
Results are OFFICIAL :	<input type="checkbox"/> (You will NOT be able to change the Vote Totals after this)

At the bottom of the form are two buttons: 'Submit Results' and 'Return To Form'. The footer contains a list of links: Michigan.gov Home, SOS Home, Site Map, FAQ, Online Services, Forms & Resources, Contact SOS, State Web Sites, Privacy Policy, Link Policy, Accessibility Policy, Security Policy, Michigan News, and Michigan.gov Survey. The copyright notice at the bottom reads 'Copyright © 2001-2006 State of Michigan'.

An online screen will appear to inform you that your filing has been received.

Sample of Canvass:

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying http://boedev.nicusa.com/eenr_dev/eenr. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons (Back, Forward, Stop, Refresh, Home, Search, Favorites, Print, Save, Copy, Paste), and a status bar at the bottom showing "Done" and "Internet".

The main content area of the browser displays a form titled "MICHIGAN DEPARTMENT OF STATE" and "OFFICIAL COUNTY VOTES TOTAL (Summary of County Canvasser's Statement) Primary Election Tuesday, August 6, 2002". The form is for County CLINTON (County Code: 19) and includes contact information for the Michigan Department of State Bureau of Elections. It also contains instructions for completion, including a list of five steps.

MICHIGAN DEPARTMENT OF STATE
Bureau Of Elections
P.O. Box 20126
Lansing, Michigan 48901
Phone: (517) 373-2540

OFFICIAL COUNTY VOTES TOTAL
(Summary of County Canvasser's Statement)
Primary Election
Tuesday, August 6, 2002

County: CLINTON
County Code: 19

Return To: MICHIGAN DEPARTMENT OF STATE
Bureau Of Elections
P.O. Box 20126
Lansing, Michigan 48901
Phone: (517) 373-2540

IMPORTANT
FIVE STEPS FOR COMPLETION OF FORM

- 1.) Check for candidate name omissions on this form by comparing it against the candidate names printed on county's ballots. If an omission is found, contact the Department of State's Bureau of Elections in Lansing.
- 2.) Enter all totals in words and numerals. Example: Three Hundred and twenty-one (321). Do not fail to enter county's Poll Book total below. When entering total number of votes cast for all candidates for a particular office, DO NOT include write-in votes cast for individuals who did not submit a Declaration of Intent form.
- 3.) Double check all entries for errors. There can be no discrepancies in the totals recorded on this form, the totals entered on the Official County Canvasser's Statement and the precinct results certified for your county. Complete accuracy is of extreme importance as the totals entered on this form represent the official record of the election.
- 4.) After completing the form, affix all required signatures and county seal on the last page.
- 5.) Mail the original copy of this form to the Department of State's Bureau of Elections as soon as it is completed.

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