

Prepping for the Primary Election

Clerk's Association Northern District 2026 Spring Meeting

Jason Jacobs and Anola Gallion, Proficiency Management Leads



PROPRIETARY
& CONFIDENTIAL

February 26, 2026
GOCIVIX.COM

Pre-Election Tasks - Acknowledgements

- RUN A PENDING VOTER LISTING – ACKNOWLEDGEMENT CARDS NOT SENT REPORT TO VIEW WHICH REGISTRATIONS ARE CURRENTLY PENDING AND STILL NEED TO BE SENT ACKNOWLEDGEMENT CARDS.
- THE PENDING PERIOD WILL NOT BEGIN, AND THESE VOTERS WOULD BE PREVENTED FROM POTENTIALLY MOVING INTO ACTIVE STATUS UNTIL THE CARDS ARE GENERATED AND SENT.

PENDING VOTER LISTING - ACKNOWLEDGEMENT CARDS NOT SENT			
HENDRICKS COUNTY: 39 PENDING VOTERS			
PRECINCT: GUILFORD 18: 4 PENDING VOTERS			
<u>NAME</u>	<u>RESIDENCE ADDRESS</u>	<u>MAILING ADDRESS</u>	<u>DOB</u>
BOURNE, BRENDA S.			09/06/1960
BOURNE, BRENDA S.			09/06/1960
HAMERSLEY, JASON ALLEN			12/22/1991
KIRKPATRICK, LUKE TANNER			06/29/1993

Pre-Election Tasks - Locations

Update Poll Locations/Vote Centers and Hours

- REMEMBER TO UPDATE YOUR POLLING LOCATIONS/VOTE CENTER LOCATIONS, AND THEIR HOURS.
- **THIS INFORMATION APPEARS ON INDIANAVOTERS.COM FOR VOTERS TO VIEW.**
- FOR PRECINCT-LEVEL POLLING LOCATIONS, GO TO POLL > LOCATION.
- FOR EARLY VOTING AND VOTE CENTER LOCATIONS, GO TO ADMINISTRATION > COUNTY > SATELLITE VOTING MAINTENANCE

Election: 2024 General Election Show All ⓘ

Township:

Voting Precinct:

Facility Name:

Starts With... Contains...

Facility Address: Number Half Pre Street Street Type Apt. # Post

City State Zip

Statewide Search

Search Results

Facility Name	Facility Address	Voting Room	County	Precinct(s)
BRAMBLE CONSERVATION CLUB	1024 BRAMBLE ROAD		Marion	CRANE, PERRY 7
DOVER HILL CHRISTIAN UNCL...	15581 N ST RD 450		Marion	MITCHELTRFF, NORTH CENTER
SAINT JOHN'S CENTER - Per...	408 CHURCH STREET		Marion	PERRY 1, PERRY 2, PERRY 3...
SAINT MARTIN'S CHURCH HALL	520 WHITEHOLD RD		Marion	PERRY 5, RUTHERFORD
SAINT MARY'S CHURCH HALL	2nd AND HIGH STREET		Marion	EAST MEMPHIS, NORTH HALBE...
SIGNALS AMERICAN LEGION	224 HIGH STREET	Family room	Marion	LOST RIVER, SOUTH CENTER...

Satellite Voting Address Maintain

Name:

Address:

GIS Lat/Long:

GIS Revision Date:

Voting Room:

Default Location:

Early Voting:

Used on Election Day:

Time Zone: Eastern Central

Dates/Times: to to

Seal/Serial #'s:

Pre-Election Tasks – Results Reporting

Selecting your Election Night Results Reporting Preference (no later than 6 p.m., Friday, May 1)

Summary Level Reporting: Hand Entry of overall Vote Totals

County Preferences
Preference Type: Election Night Reporting

Preference Option	Preference Type
<input type="checkbox"/> Precinct Level Hand Entry (You MUST also enable the Precinct Level Reporting Preference to utilize Hand Entry)	Election Night Reporting
<input type="checkbox"/> Precinct Level Reporting	Election Night Reporting

Precinct Level Reporting: Results upload from EMS Vendor on Election Night (Requires Mapping)

County Preferences
Preference Type: Election Night Reporting

Preference Option	Preference Type
<input type="checkbox"/> Precinct Level Hand Entry (You MUST also enable the Precinct Level Reporting Preference to utilize Hand Entry)	Election Night Reporting
<input checked="" type="checkbox"/> Precinct Level Reporting	Election Night Reporting

NOTE: There is state legislation currently pending that may become final as Indiana law during the next couple of weeks. We will keep you advised if and when that proposal becomes State law.

Precinct Level Hand Entry: Hand Entry of Vote Totals from every precinct

County Preferences
Preference Type: Election Night Reporting

Preference Option	Preference Type
<input checked="" type="checkbox"/> Precinct Level Hand Entry (You MUST also enable the Precinct Level Reporting Preference to utilize Hand Entry)	Election Night Reporting
<input checked="" type="checkbox"/> Precinct Level Reporting	Election Night Reporting

Summary Level Results Reporting

Election: 2024 Primary Election
County: Blackford
Last Change: 5/7/2024 7:46:13 PM by Kpitts1

These numbers entered by State or County officials are based on County reported results and are unofficial until the County certifies them. Frequently hit the 'Save' button at the bottom of this page to avoid data loss and SVRS timeout while entering results.

US President - Democratic

Candidate Name	Ballot Name	Party	Total Votes
Biden, Joseph	Joseph R Biden Jr.	Democratic	240

US President - Republican

Candidate Name	Ballot Name	Party	Total Votes
Haley, Nikki	Nikki R. Haley	Republican	189
Trump, Donald	Donald J. Trump	Republican	1130

zOLD United States Senator from Indiana - Democratic

Candidate Name	Ballot Name	Party	Total Votes
Carmichael, Robert	Marc Carmichael	Democratic	125
McCray, Valerie	Valerie McCray	Democratic	129

zOLD United States Senator from Indiana - Republican

Candidate Name	Ballot Name	Party	Total Votes
Banks, James	Jim Banks	Republican	1096

Validate Results Save Cancel

100 % of Precincts Reporting

Results are Final and Certified

- MANUAL ENTRY OF **ONLY** THE TOTAL VOTES CAST FOR EACH CANDIDATE.
- REQUIRES ATTACHING PRECINCT LEVEL RESULTS TO CEB FORMS DURING POST-ELECTION PROCESSING.
- PRECINCT LEVEL (UPLOAD) PREFERENCES REVERT TO SUMMARY LEVEL IF MAPPING IS NOT COMPLETE BY 6 P.M., FRIDAY, NOVEMBER 1.

Precinct Level Hand Entry Results Reporting

Election: 2026 Primary Election ⓘ
County: Clay
Office: Clay County Treasurer
Last Change:

These numbers entered by State or County officials are based on County reported results and are unofficial until the County certifies them. Frequently hit the 'Save' button at the bottom of this page to avoid data loss and SVRS timeout while entering results.

Precinct Name	Tyler (Chuck) Jones Republican	Total
BRAZIL 1	123	0
BRAZIL 2	211	0
BRAZIL 3	46	0
BRAZIL 4	0	0
BRAZIL 5	0	0
BRAZIL 6	0	0
CASS	0	0
DICK JOHNSON	0	0
DICK JOHNSON NV	0	0
HARRISON 1	0	0
Total Votes	0	0

123

Validate Results Save Cancel

0 % of Precincts Reporting


Results are Final and Certified

- MANUAL ENTRY OF **ALL** VOTE TOTALS FROM EACH PRECINCT FOR EACH CANDIDATE.
- CHANGE OFFICES IN THE DROP-DOWN BOX AND CHANGE PAGES FOR MORE PRECINCTS.
- **DO NOT** ENTER TOTAL VOTES CAST IN FIRST BOX AND COME BACK LATER TO COMPLETE ENTRY.

Precinct Level Results (Upload) Reporting

- REQUIRES MAPPING OF OFFICES, CANDIDATES, ETC. PRIOR TO THE ELECTION
- UPLOAD OF A PRECINCT RESULTS FILE FROM YOUR VOTING SYSTEM VENDOR'S EMS SYSTEM.
- CSV IS THE PREFERRED FILE TYPE FOR UPLOADING
- AFTER VALIDATING THE UPLOAD FILE, RETURN TO THE OFFICE RESULTS PAGE TO CONFIRM TOTALS, VALIDATE AND SAVE RESULTS

Election > Election Results > Election Results Upload

Election:* 2024 General Election 

County: Johnson

Import File: No file chosen
 Includes Header Row

NOTE: There is state legislation currently pending that may become final as Indiana law during the next couple of weeks. We will keep you advised if and when that proposal becomes State law.

Precinct Level Results - Mapping

Administration > County > Mapping Upload

- UPLOAD A “ZERO FILE” FROM YOUR VOTING SYSTEM VENDOR’S EMS SYSTEM.
- MATCH THE VENDOR VALUE FIELD FROM THE ZERO FILE TO THE SVRS VALUE FOR EACH CATEGORY
- IF A CANDIDATE IS RUNNING FOR MULTIPLE OFFICES, THE OFFICE NAME FOR THE CANDIDATE IN THE VENDOR VALUE WILL DISPLAY AS (MULTIPLE) AND MAY BE USED IN ALL AREAS FOR THE CANDIDATE DURING MAPPING

Election*: 2024 Primary Election
 County: Whitley
 FMS System*: MicroVote
 Import File: Choose File | No file chosen
 Includes Header Row

Validate File Cancel

Complete: Yes

SVRS Field	EMS System Field	Last Saved By	Timestamp
Offices	Reportname	jhockemeyer	4/15/2024 2:36:41 PM
Candidates	CandidateName	jhockemeyer	4/15/2024 10:04:47 AM
Precincts	PctName	jhockemeyer	4/15/2024 10:06:20 AM
Vote Count	TotalVotes	jhockemeyer	4/15/2024 10:06:29 AM
Referendums			
Referendum Yes/No			
Referendum Count			

Complete

Mapping Detail

SVRS Value	Vendor Value
Andy Zay United States Representative, Third District - Republican Party	Andy Zay ((R) U.S. Representative District 3)
Brad Chambers Governor - Republican Party	Brad Chambers ((R) Governor)
Brandon C. Forrester Union East Republican Precinct Committeeman, Whitley County - Republican Party	
Caleb M Wakeman Columbia South Republican Precinct Committeeman, Whitley County - Republican Party	Caleb M. Wakeman (MULTIPLE)
Caleb M Wakeman Whitley County Republican Convention Delegate - Republican Party	Caleb M. Wakeman (MULTIPLE)

Public Site – IndianaVoters.com

INDIANAVOTERS.COM IS AVAILABLE TO THE PUBLIC TO VIEW ELECTION RESULTS AND PERFORM MANY OTHER TASKS, INCLUDING UPDATING VOTER REGISTRATIONS AND SUBMITTING ABSENTEE APPLICATIONS

MANY ITEMS ENTERED IN SVRS WILL DISPLAY ON THIS SITE INCLUDING, BUT NOT LIMITED TO: POLLING LOCATIONS/VOTE CENTERS, VOTING HOURS, WHO'S ON THE BALLOT AND A VOTER PORTAL WHERE VOTERS MAY TRACK THE STATUS OF THEIR ABSENTEE BALLOT.

The screenshot displays the IndianaVoters.com website interface. At the top, there are four navigation buttons: "WHO'S ON THE BALLOT" (with a ballot icon), "VOTING HOURS" (with a clock icon), "FIND MY POLLING LOCATION" (with a location pin icon), and "UPDATE REGISTRATION" (with a laptop icon). Below this is the main content area for the "Indiana Election Results" for November 5, 2024. It features a progress indicator showing "100.0% of 5,073 Precincts Reporting" and a timer for "29:27". A sidebar on the left lists election categories: Federal (Presidential Electors, US Senator, US Representative), State (Governor & Lt. Governor, Attorney General, State Senator, State Representative, Judge, Circuit Court, Judge, Superior Court, Judge, Probate Court), and Local (Clerk of the Circuit Court, County Auditor, County Recorder, County Treasurer, County Coroner, County Surveyor). A central map of Indiana is shown with a "View List" button. On the right, a "BY COUNTY" dropdown menu lists counties: Adams, Allen, Bartholomew, Benton, Blackford, Boone, Brown, Carroll, and Cass. A message above the dropdown instructs users to select an office and county to view results.

After Hours 2FA Validation

County Preferences	
Preference Type:	[All Preference Types]
Preference Option	Preference Type
<input checked="" type="checkbox"/> ABS Batch Sort	ABS Batch Sort
<input checked="" type="checkbox"/> After Hours Validation	Security
<input type="checkbox"/> Batch Auto Activate Registrations	Batch Auto Activate Registrations

Access via
**Administration > System >
County Preferences >
After Hours Validation**

- SVRS INCLUDES SPECIFIC TIMES WHERE ADDITIONAL 2FA VALIDATION IS REQUIRED TO LOG IN, INCLUDING ON WEEKENDS
- COUNTY USERS MAY SET SPECIFIC DATES AND TIMES FOR THIS ADDITIONAL 2FA TO BE IN PLACE, SPECIFICALLY DURING EARLY VOTING.
- BEST PRACTICES ARE TO SET ANY ADDITIONAL DATES AND HOURS FOR OUTSIDE OF NORMAL WORKING HOURS AND/OR EXTENDED EARLY VOTING DATES AND TIMES.

Add Additional Verification From:

Time of day: 12:00 AM to 12:00 AM

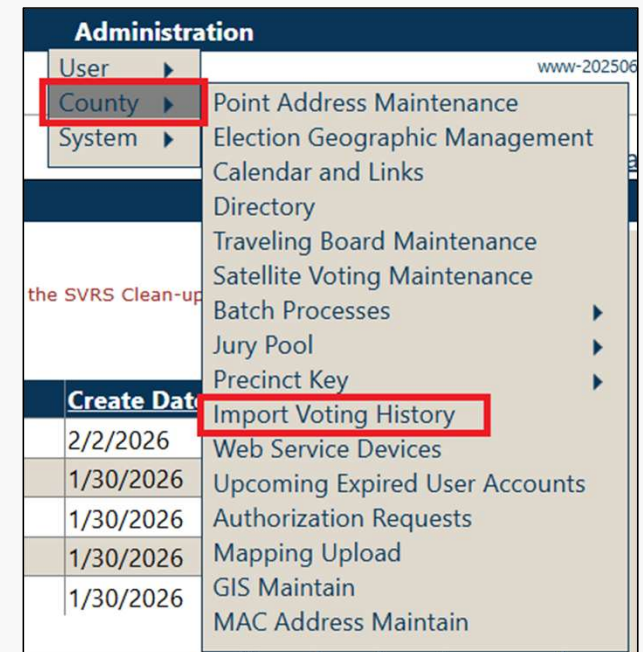
Day(s) of the week:
 Monday
 Tuesday
 Wednesday

Date Range: [12] to [12]

Category:
Normal Operating Hours
Election Hours
Early Voting
Election Day

Post-Election Processing Reminders

- MANUALLY ENTER ALL PROVISIONAL BALLOTS AND REMEMBER TO UPDATE THEM AFTER THE PROVISIONAL HEARING(S)
- UPDATE ALL ABSENTEE BALLOTS PROPERLY, RUN ABSENTEE BALLOT BATCH AND IMPORT VOTE HISTORY PROCESSES TO APPLY VOTE HISTORY
- ENSURE RESULTS ARE UPDATED AND MARKED FINAL AND COMPLETE **AFTER** ALL CEB HEARINGS HAVE BEEN CONDUCTED
- PROCESS AND FINALIZE **ALL** NECESSARY CEB FORMS
- RUN GET WINNERS PROCESS TO ATTACH WINNERS FROM THE PRIMARY TO THE GENERAL ELECTION.



Step-by-Step Instructions to Review

- **ALL** ABSENTEE STEP-BY-STEPS
- ELECTION PREP CHECK LIST
- COUNTY ELECTION RESULT ENTRY
- POLL OVERVIEW/VOTE CENTER SATELLITE LOCATION SETUP
- EPOLLBOOK OVERVIEW
- PRECINCT LEVEL MAPPING AND RESULTS UPLOAD
- CEB FORM GENERATION
- POST ELECTION PROCESSING
- 2FA AFTER HOURS VALIDATION
- COUNTY DIRECTORY USE AND MAINTENANCE

All documents are on the **INSVRS County Portal**
Email INSVRShelpdesk@gocivix.com to request access



Upcoming Web Training Schedule

- **EPOLLBOOK OVERVIEW – 3/5 AT 11 A.M.**
- **PREPARING FOR THE 2026 PRIMARY – 3/11 AT 1 P.M. & 3/12 AT 11 A.M.**
- **ABSENTEE & CURE PROCESS OVERVIEW – 3/17 AT 1 P.M. & 3/19 AT 11 A.M.**
- **ELECTION RESULTS MAPPING – 3/24 AT 1 P.M. & 3/26 AT 11 A.M.**
- **MARCH BUILD PLACEHOLDER – 3/31 AT 1 P.M. & 4/2 AT 11 A.M.**
- **INDIANAVOTERS.COM FUNCTIONALITY AND COUNTY INPUTS – 4/6 AT 1 P.M. & 4/9 AT 11 A.M.**
- **COUNTY ELECTION RESULTS ENTRY – 4/14 AT 1 P.M. & 4/16 AT 11 A.M.**
- **CERTIFICATE OF ERROR PROCESSING – 4/21 AT 1 P.M. AND 4/23 AT 11 A.M.**
- **POST-ELECTION PROCESSING – 4/30 AT 11 A.M. & 5/7 AT 11 A.M.**
- **CEB FORM GENERATION OVERVIEW – 5/12 AT 1 P.M. & 5/14 AT 11 A.M.**
- **PETITIONS OVERVIEW – 5/19 AT 1 P.M. & 5/21 AT 11 A.M.**
- **ELECTION, OFFICE, CANDIDATE, AND REFERENDUM SETUP – 5/26 AT 1 P.M. & 5/28 AT 11 A.M.**
- **U.S. DISTRICT COURT DATA PROCESSING – 6/2 AT 1 P.M. & 6/4 AT 11 A.M.**

All trainings are conducted through Microsoft Teams. Dates and times are Eastern Time and subject to change.

How to Contact CIVIX

1. HELPDESK
2. MICROSOFT TEAMS
3. HELPDESK CONTACT:

1-888-467-8771

INSVRSHelpDesk@gocivix.com



PROPRIETARY
& CONFIDENTIAL



QUESTIONS?