

January 22, 2018

To All Town Clerks:

Re: Notification of Number of Electors and Number of Polling Places (ED-626)

In accordance with CGS § 9-238a. Report to Secretary of number of voting tabulators.

During the first week of February in each year, the town clerk of each town shall notify the Secretary of the State, on a form provided by said Secretary, of the total number of voting tabulators in such town and, in towns divided into voting districts, in addition, the same information for each voting district. If the number of tabulators listed in such notification is less than the number required under section 9-238, the town clerk shall include in such notification an explanation of the discrepancy. Each such clerk shall also file a duplicate copy of such notification with the officials who are required to provide voting tabulators in the clerk's municipality under section 9-238.

To create the report, please sign into the Election Management System (EMS) at the link below.

<https://ctemsadmin.pcctg.net/Security/Login.aspx>

If you do not have a username go to "First Time Logging In?"

If you have forgotten your username or password go to "Report a problem or get help".

Sincerely,

Denise W. Merrill
Secretary of the State

By:

Peggy Reeves

Assistant to the Secretary of the State for Elections, Legislative and Intergovernmental Affairs

Steps:

1. **Sign in as Town Clerk**
2. **From the *Dashboard* go to *MAINTENANCE***
3. **Select *“Notification of # of Electors and # Polling Places”* (5th selection)**
4. **Select voting districts and precincts. (NOTE Towns with local municipal districts DO NOT SELECT YOUR LOCAL DISTRICTS)**
 - a. **If you centrally count absentee ballots select A/B**
5. **Highlight your districts, then click *“Add”***
6. **Enter data that you have obtained from ROVS**
7. **Click *“Save”*, which will bring you back to *“Notification of # of Electors and # Polling Places”* screen**
 - a. **On the *“Notification of # of Electors and # Polling Places”* screen**
 - i. **Go to *ACTION* section by the report that has just been created**
 1. **To view report click the *PDF***
 2. **To edit click the *PENCIL***
 3. **After review save the document**
8. **When complete email the form to : lona.havrilla@ct.gov**
 - a. **DO NOT MAIL A COPY**
9. **Questions or problems go to: *“Report a problem or get help”* on the home screen.**