

## Do You Have Your Permanent Password for the Election Worker Portal?

If you are a PEO for the Franklin County Board of Elections (BOE) and have not created a permanent password for the Election Worker Portal (EWP), why not create your password now. Once you have your password, you can access the EWP any time convenient for you.

### Guide for Creating Your EWP Password the First Time or if You Forgot or Lost Your Password

Log in to the EWP through a link for it in a Franklin County BOE email or through the BOE website. Access the BOE website with the link [vote.franklincountyohio.gov](http://vote.franklincountyohio.gov) or by searching "Franklin County Board of Elections – Home." Once you are on the website, click on "MENU" at the top of the screen. You will be taken to a second screen where you will see a column with the heading "POLL WORKER." Click on the first link in that column: "Be a Poll Worker." On the next screen, you will find the "Election Worker Portal" (**Exhibit 1**). Use the "Login" side and go straight to – and click on – "Forgot your password?"

You now will be on the "Forgot Password" screen (**Exhibit 2**), where you will enter and submit your "Username/E-mail," which is your email address on file with the Franklin County BOE PEO Division. Within a few minutes, you will receive a "Forgotten Password" email with a "password reset code" for setting up your password. You must retrieve this email without your exiting the EWP.

Exhibit 1

Exhibit 2

While waiting for the email with the password reset code, create (and write down) your new password, which must: (1) be at least seven characters long; (2) have at least one capital letter; and (3) have at least one special character only from this short list: &, @, %, !, \$, ^, ~, or \*

Do not use any other special characters (including punctuation) in your new password.

Once you receive the password reset code, put it in the first/top box ("Code") on the "Reset Password" screen (**Exhibit 3**). Put your newly created password in the second/middle box ("New Password"). Confirm your new password in the third/bottom box ("Confirm Password"), and then click on "Submit."

Exhibit 3

If you submitted the password reset correctly, you will get the message "Password successfully reset – To log in with your new password, [CLICK HERE.](#)" Wait a couple minutes before you log in to the EWP (**Exhibit 1**) with your username and new password to allow the system to catch up and recognize the new password (so you do not get an "invalid username or password" message). You will know that you logged in correctly to the EWP when you receive a screen with a greeting and your name.

If you need help with the EWP or have questions, please email [peo@vote.franklincountyohio.gov](mailto:peo@vote.franklincountyohio.gov) or call the PEO Division at 614-525-5393.