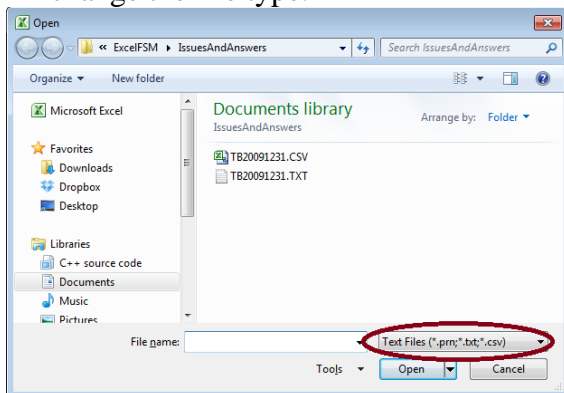


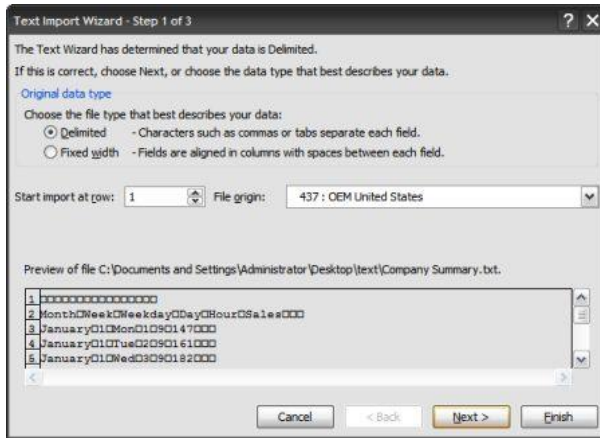
Voter File

Last updated: 2018

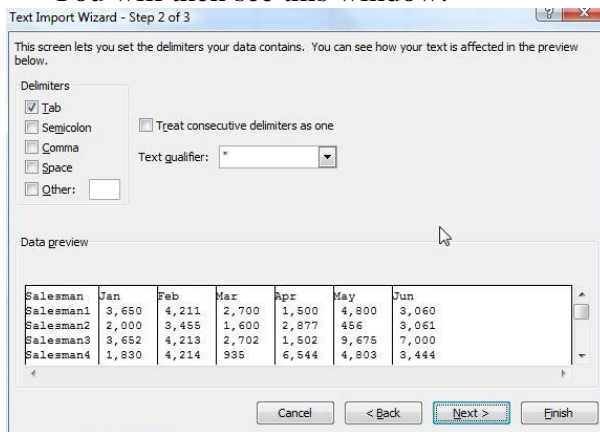
- In order to have a record of the voting activity of those who are registered in Allegheny County, you will need to download the Full Voter Export. This comes from the Pennsylvania Department of State. The cost for this is \$20 per County. ***Remember to call to confirm that the county is updated and file is completed***
- To order the Full Voter Export, go to:
<https://www.pavoterservices.state.pa.us/Pages/PurchasePAFULLVoterExport.aspx>
- Once you enter all of your information, you will submit the request and a confirmation page will come up. *Print this page!* This page has your confirmation number in case you do not receive the file in your email. Within a few hours you should get an email containing the link to download the file. *Check your spam folder for the email, it will often be sent here.* If you have any problems receiving the email, you will need to call the SURE help desk at 1-866-472-7873.
- Open the link provided. On the website you will see various boxes you can select to download files. For example, you can select the box that says ALLEGHENY only and download it to get all Allegheny County voters.
- This file will download in a ZIP format and you will need to extract the file. Open the ZIP and extract the file. We save as excel on a flash drive.
- In order to get the file into an excel format, you will need to open a blank Excel Document. You will then go to Start → Open. You will need to change the file type to all files so you are able to open your extracted file. The picture below shows the dropdown box where you change the file type.



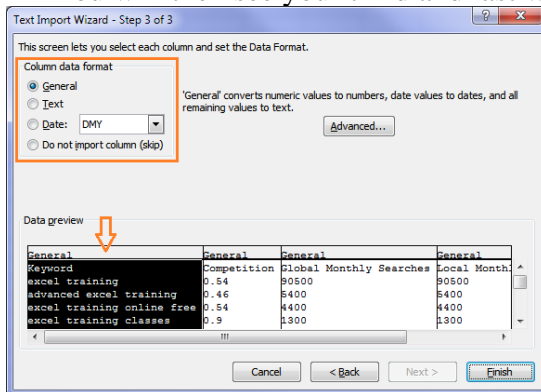
- Then you will select the file you want to open. When you open the text file in Excel, you will see a box pop up that looks like this:



- Make sure the Delimited option is selected and hit Next
- You will then see this window:



- Make sure the Tab option is selected and hit Next
- You will then see your third and last window that looks like this:



- Hit Finish
- You will then see your data in Excel format. There are not headings for the columns, so you will need to add a row and put a heading.
- Once you have your Excel file set up, you will want to sort it by first and last name alphabetically to make it easier to read.