

## Do You Have a Permanent Password for the Poll Worker Portal?

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

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

Log in to the Portal through a link found on the BOE website. Access the BOE website with the link [votehamiltoncountyohio.gov](http://votehamiltoncountyohio.gov) or by searching "Hamilton County Board of Elections – Home."

Once you are on the website, click on "Poll Workers" in the blue bar near the top of the screen, then click "Become a Poll Worker."

On the "Become a Poll Worker" screen, scroll down until you find the dark blue box titled "Access Poll Worker Portal" and click the box. It will open the "Election Worker Portal" (**Exhibit 1**). Use the Login side and click on "Forgot your password?". On the "Forgot Password" screen (**Exhibit 2**), enter and submit your "Username/E-mail," which is your email address on file with the Hamilton County BOE Poll Worker Department. Within a few minutes, you will receive a "Forgotten Password" email with a "password reset code" for setting up your new password.

Election Worker Portal Hamilton County

Welcome!

Enter the username and password you created an account with to log in. If an account was created for you, use your e-mail address and the password that you were emailed.

Login

Username/E-mail

Password

Forgot your password? Log In

Don't have an account?  
Click the button below to apply for a poll worker portal account.

Apply Online

Exhibit 1

Election Worker Portal Hamilton County

Forgot Password

Enter your username or e-mail address to receive instructions on updating your password.

Forgot your password

Username/E-mail

Submit

Back to login

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 eight 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."

Election Worker Portal Hamilton County

Reset Password

A code to change your password has been sent to your e-mail address. Enter it below, along with your new password.

Update your password

Code

New Password

Confirm Password

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 Portal (**Exhibit 1**) with your email 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 Portal when you receive a screen with a greeting and your name.

If you need help with the Portal or have questions, please contact one of our PEO Supervisors.