



# Portal Account Instructions

## Welcome to the FVAP Portal

The following information is provided for you, an Installation Voting Assistance Officer (IVAO), as a guide in tracking your voting assistance metrics. If you have any questions or need further assistance, please contact your SVAO or FVAP via email [vote@fvap.gov](mailto:vote@fvap.gov) or phone (800)438-8683.

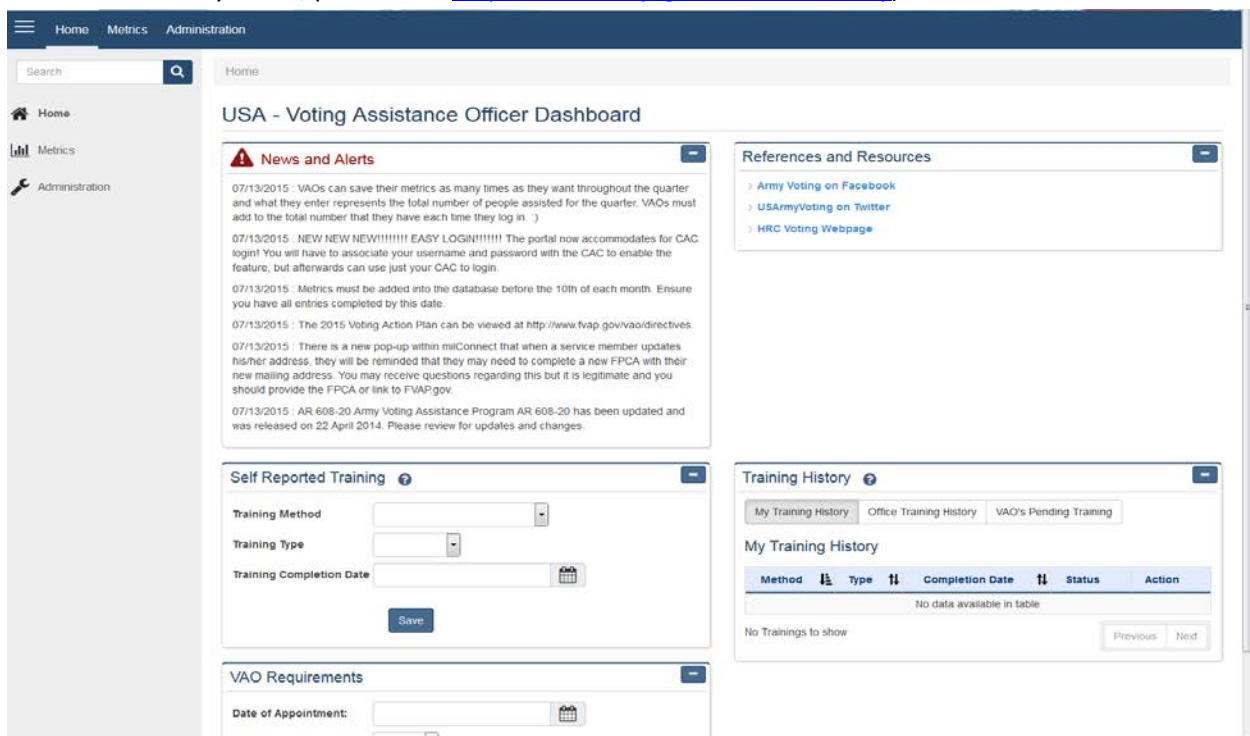
## IVAO account

Below is the activity/functionality that the Portal offers to you as of 9/15/2015, by Tab Name.



## HOME

- Upon logging in to the Portal, this is the view of your Dashboard
- News and Alerts that your SVAO has posted for your Service will display here
- References and Resources your SVAO shares are accessible here
- Enter your Training method, type and completion date; methods include in-person workshops and online
- Input your Date of Appointment and if you have a Continuity Book (to learn more about the Continuity Book , please visit <http://www.fvap.gov/vao/continuity>)



## METRICS

- Input your voting assistance metrics by selecting the Metrics tab
  - Metrics are collected as prescribed by your Service. The current quarter is indicated in the top Left Corner
  - When you login to input your metrics, you will see a screen with text fields where you can enter in your metrics. All your metrics are cumulatively stored here.

Metrics / My Metrics

### PENTAGON Unit Metrics

United States Army You have not saved metrics for this quarter.

Quarter 3 (July 1 - September 30)

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Federal Write-In Absentee Ballot (FWAB)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
General Voting Information	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0	0

Forms Distributed		
	FPCA	FWAB
Hard Copy	<input type="text" value="0"/>	<input type="text" value="0"/>
Electronic	<input type="text" value="0"/>	<input type="text" value="0"/>
Referred Voter to FVAP.gov	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0

- Enter in your new total metrics in the appropriate data field. For example, let's say that this week you assisted 3 Military Personnel with FPCAs and 13 Military Personnel with FWABs. Enter the data by adding what is currently in this view with your new numbers. So you would enter in 3 for Military Personnel with FPCAs (0 + 3) and 20 for Military Personnel with FWABs (7 + 13). Then select Save. In this example I have highlighted the 2 fields to populate.

- Before entering in new metrics:

Metrics / My Metrics

Saved

## PENTAGON Unit Metrics

United States Army

Quarter 3 (July 1 - September 30)

Metrics last saved: 08/31/2015 9:36:42 AM

You have saved metrics for this quarter.

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	0	7	7
Federal Write-In Absentee Ballot (FWAB)	7	7	7
General Voting Information	7	7	7
Total	14	21	21

Forms Distributed		
	FPCA	FWAB
Hard Copy	0	7
Electronic	7	7
Referred Voter to FVAP.gov	7	7
Total	14	21

Save

- After entering in new metrics:

Metrics / My Metrics

Saved

## PENTAGON Unit Metrics

United States Army

Quarter 3 (July 1 - September 30)

Metrics last saved: 08/31/2015 9:36:42 AM

You have saved metrics for this quarter.

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	3	7	7
Federal Write-In Absentee Ballot (FWAB)	20	7	7
General Voting Information	7	7	7
Total	14	21	21

Forms Distributed		
	FPCA	FWAB
Hard Copy	0	7
Electronic	7	7
Referred Voter to FVAP.gov	7	7
Total	14	21

Save

- At the end of each Quarter, the metrics input form will close and submit by 12am ET on the last day of the Quarter (if you have adjustments that need to be made, they must be made by your Service Voting Action Officer <http://www.fvap.gov/vao/svao>)

## MISSING METRICS REPORT

- In order for you to see a list of units who are missing metrics select the Missing Metrics Report under the Metrics tab.
- You can search for a Unit, IVAO or IVA Office to review Missing Metrics summary by typing in the name of the Service Unit in the text field below the header.

VAO / Missing Metrics Report

### Missing Metric Report

Service Unit Name:  VAO Type:

Show:  records

Service Unit	Missing Metrics	Saved Metrics	Total Unit Metrics	Action
0001 HQ BATTLEFLD CO DT	1	0	1	<a href="#">View Details</a>
0003 IN GRP FIFE/DRUM	1	1	2	<a href="#">View Details</a>
0003 IN HHC	1	0	1	<a href="#">View Details</a>
0004 AV 02 AVI RGT A	1	0	1	<a href="#">View Details</a>
0018 MP BDE	1	0	1	<a href="#">View Details</a>
0055 SC EAC COMCAM	2	1	3	<a href="#">View Details</a>
0079 OD ORD BN (EOD)	1	0	1	<a href="#">View Details</a>
0082 CS HHC SUSTAIN BDE	2	0	2	<a href="#">View Details</a>
0085 CA CA BRIGADE	1	0	1	<a href="#">View Details</a>
0089 MP HHC MP BRIGA	1	0	1	<a href="#">View Details</a>

- View Details at the Unit level showing the Missing Metrics, Saved Metrics, and the Total Unit Metrics. In this case, there are three user accounts associated with this Service Unit; one has submitted metrics, and two have not.

VAO / Missing Metrics Report

### Missing Metric Report

Service Unit Name:  VAO Type:

Show:  records

Service Unit	Missing Metrics	Saved Metrics	Total Unit Metrics	Action
0055 SC EAC COMCAM	2	1	3	<a href="#">View Details</a>

Showing 1 to 1 of 1 records

Previous **1** Next

- Click view details to review the users that have NOT input metrics. You can see what metrics have not been updated, the status of the user account and their last login date.

VAO / Missing Metrics Report

### Missing Metric Report

Service Unit Name: 0055 SC EAC COMCAM VAO Type: ▼ Search Export Email Addresses

Show 20 ▼ records

Service Unit	Missing Metrics	Saved Metrics	Total Unit Metrics	Action												
0055 SC EAC COMCAM	<div>2</div> <table border="1"> <thead> <tr> <th>Account Name</th> <th>Missing Metric</th> <th>Status</th> <th>Last Login Date</th> </tr> </thead> <tbody> <tr> <td>Chong, Brandon 1LT</td> <td>Unit Metrics</td> <td>Active</td> <td>04/25/2015 12:54:23 PM</td> </tr> <tr> <td>Cooper, Ashley</td> <td>Unit Metrics</td> <td>Active</td> <td></td> </tr> </tbody> </table>	Account Name	Missing Metric	Status	Last Login Date	Chong, Brandon 1LT	Unit Metrics	Active	04/25/2015 12:54:23 PM	Cooper, Ashley	Unit Metrics	Active		<div>1</div>	<div>3</div>	<span>Close Details</span>
Account Name	Missing Metric	Status	Last Login Date													
Chong, Brandon 1LT	Unit Metrics	Active	04/25/2015 12:54:23 PM													
Cooper, Ashley	Unit Metrics	Active														

Showing 1 to 1 of 1 records Previous 1 Next

## SERVICE UNIT METRICS

- Service Unit Metrics will display all Service Units in your Service who have entered metrics.

Metrics / Service Unit Metrics

### United States Army Metrics Rollup

Name:  Type: Both Search Export Metrics

Show 20 ▼

Unit	Last Metric Update	Service Members Assisted	Dependents Assisted	Others Assisted
PENTAGON	08/31/2015 9:36:42 AM	14	21	21

Showing 1 to 1 of 1 Previous 1 Next

- Search your Units by typing in the name of the Service Unit in the text field below the header, Name and then select Search.
- The search will display the Service Unit, Last Metric update date, and the metrics associated with the number of members being assisted (Service Members Assisted, Dependents Assisted and Others Assisted).
- Click on the Unit Name to review the summary of total data entered in that Quarter for that Unit

## PENTAGON

## United States Army

[Unit Metrics](#) [Office Metrics](#)

## Voters Assisted

Personnel Assisted			
	Military	Spouses/Dependents	Other Civilians
Federal Post Card Application (FPCA)	0	7	7
Federal Write-In Absentee Ballot (FWAB)	7	7	7
General Voting Information	7	7	7
Total	14	21	21

## Forms Mailed

Forms Distributed		
	FPCA	FWAB
Hard Copy	0	7
Electronic	7	7
Referred Voter to FVAP.gov	7	7
Total	14	21

- You can also export the metrics in an Excel format

## United States Army Metrics Rollup

Name  Type

[Export Metrics](#)Show 

Unit	Last Metric Update	Service Members Assisted	Dependents Assisted	Others Assisted
PENTAGON	08/31/2015 9:36:42 AM	14	21	21

Showing 1 to 1 of 1

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