



# The Colorado Secretary of State *Presents*

## Online VRD

A tool for your VRD to link to the Secretary of State's voter registration website to register voters online and view a daily report of your VRD's online registrations.

### Get Active

When your VRD is approved you will also receive a unique URL for OnLine VRD (OLVRD).

### How it works

1. Our office will send you an email with your unique URL using your **VRD number**.

Sample:

<https://www.sos.state.co.us/voter?vrdid=vrd001>

2. Use the URL to create a link on your website, on circulator tablets, create a QR code, etc.

- A button or link helps prevent typing errors in the URL address.
- The link must be used for each voter registration application, even if more than one registration is input during the same browser session.

3. Designate a specific campaign or circulator ID by including the additional, optional "campaign" **parameter**, and then the **name of your choice**.

Sample:

<https://www.sos.state.co.us/voter?vrdid=vrd001&campaign=university>

### Reports

You must request access to the report function when you submit your statement of intent for VRD approval status.

The report will be generated daily. Each day the report will overwrite the previous day's report including cumulative data for all the registrations submitted by your VRD to date.

The report will include new and modified registrations and contain the following fields:

First name, Last name  
Address, City, State, Zip code  
Phone number  
VRD name  
VRD campaign  
Date registration submitted

### Accessing your VRD Report

1. Use an FTP client, like FileZilla, to access your report.
2. We will send you the URL to our server.
3. Make sure to use explicit FTP encryption.
4. If you are using a firewall, please make sure that port range 5001-5080 is open.
5. You will receive your login and password via email.