

Qualified Voter File

Chapter 6 - Absentee Voter Tracking

QVF Help Desk

2/28/2020

QVF Chapter 6 contains information on the following:

- Generating absentee applications for permanent absentee voters
- Exporting permanent AV voter info to a .CSV file
- Processing absentee ballot requests for Military and Overseas voters
- Recording information about absentee voter applications and ballots
- Generating mailing labels for absentee ballots
- Spoiling or rejecting a ballot

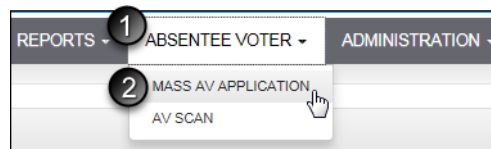
Table of Contents

Mass AV	2
Dual AV Applications	5
Inconsistent Dual AV Applications	5
Exporting Permanent Absentee Voter Data for Applications	5
Introduction to AV Tracking Preferences	6
Other AV Screen Options and Functions	7
AV Details (Manual AV Tracking)	8
To Send and Print an Application/Label to Default Address	9
To Send and Print an Application/Label to a Different Address	9
Edit Application Status	10
Application Undeliverable	10
Application Invalid	10
To Receive an Application and Send a Ballot to Default Address	11
To Receive an Application and Send a Ballot to a Different Address	12
To Receive a Ballot	14
Edit Ballot Status	14
Spoil a Ballot	14
Reject a Ballot	15
Mark a Ballot as Undeliverable	15
Making Corrections	15
AV Scan	15
To Send an Application	18
To Receive an Application and Send a Ballot to the Default Address	19
To Receive an Application and Send a Ballot to a Different Address	21
To Receive a Ballot	23
Mark Ballots Undeliverable	24
Auto OK	24
ID-Unconfirmed Notice	25
If a voter marked ID-Unconfirmed requests an AV application:	25
If a voter marked ID-Unconfirmed requests an AV Ballot:	25
If the voter marked ID-Unconfirmed returns the ballot:	25
If the voter is still marked ID-Unconfirmed on Election Day:	25
Error Messages	26
Print Queue	26
MOVE Ballots	28
Federal Write-In Absentee Ballots (FWABs)	29

Mass AV

To generate and print absentee ballot applications for your permanent absentee list of voters:

1. Click the Absentee Voter menu
2. Click Mass AV Application
3. Review your selections for Region Type, Region, and Main Election, Precinct Type, etc. and change them if necessary.



Note: To print dual applications for a Primary and the corresponding General Election, select the Primary date from the Main Election drop-down, and the General date from the Secondary/General drop-down. Please refer to the *Dual AV Applications* section of this manual for further details.

4. Select the precinct(s) for which you want to record applications
5. Click Search

Note: By default, all Perm AV voters will be included in your search results unless you specify otherwise from the Perm AV Voters drop-down menu. The search may include: All permanent absentee voters, those without applications sent, or those whose applications have not yet been returned.

The Search portion of the screen collapses and the search results grid displays the permanent absentee voters, selected automatically.

6. Change the printing options if you want something other than the defaults set in you AV Preferences (Output Format and Print Now/Print Later)
7. Click Preview/Print to go to the Printing Options menu based upon your selected output

	PRECINCT	FULL NAME ^	ZIP CODE	8/7 APP SENT	8/7 APP RECD
<input checked="" type="checkbox"/>	00001	MCQVF, BAILEY LYNN	49948		
<input checked="" type="checkbox"/>	00001	MCQVF, FRANKIE JO	49948		
<input checked="" type="checkbox"/>	00001	MCQVF, JEAN ELYSE	49948		

a. If Output Format = Applications (QVF Front, Pre Printed, Postcard)

From the Printing Options window that appears, choose from the following options to print:

1. Select the precinct or ballot information you want included from the Precinct Label drop-down menu. This will help you sort the applications and can even identify the type of ballot the voter should receive once the application is returned.
2. Change the sorting if necessary from the Sort By drop-down menu.
3. Click OK

PRINTING OPTIONS

***PRECINCT LABEL**

WARD PRECINCT

***SORT BY**

PRECINCT/NAME

OK CLOSE

b. If Output Format = Label

From the Printing Options window that appears, choose from the following options to print:

1. Select the Extra Address Label Option
 - **Mailing/Residential Address** – one label per voter. Prints the permanent mailing address when available; otherwise the residential address prints
 - **Residential Address Only** – regardless of a permanent mailing address, one label is printed per voter with the residential address only
 - **Residential and Mailing Address** – a residential address label is printed for each voter and a second label is printed for those with a permanent mailing address

PRINTING OPTIONS

***EXTRA ADDRESS LABEL**

PRINT MAILING/RESIDENTIAL ADDRESS

***LABEL COUNT**

LABEL (2 ACROSS)

***PRECINCT LABEL**

WARD PRECINCT

***SORT BY**

PRECINCT/NAME

OK CLOSE

2. Label Count (if it needs to be changed)
3. Select the precinct or ballot information you want included from the Precinct Label drop-down menu. This will help you sort the applications and can even identify the type of ballot the voter should receive once the application is returned.
4. Change the sorting if necessary from the Sort By drop-down menu
5. Click OK

The absentee ballot applications for the selected voters will be downloaded and opened in a new tab as a PDF. Click the printer icon to print the applications. The icon may vary depending on your PDF program.



Once printing is complete, close the .pdf tab and return to the QVF Mass AV page to complete the next step of the process to save the applications to the QVF database.

To record the date that the applications are sent:

(If you have logged out of the QVF and started a new session from the time you generated the applications, perform Steps 1-5 to search and select the permanent absentee voters again before completing the steps below.)

12 RESULTS

RECORD SENT DATE **1**

OUTPUT FORMAT: QVF APP (FRONT) PREVIEW/PRINT

TOGGLE FILTER HEADER RESET FILTERS SELECT ALL SELECT NONE

Page 1 of 2 DISPLAYING 1 TO 10 OF 12 ITEMS.

	PRECINCT	FULL NAME *	ZIP CODE	11/8 APP SENT	11/8 APP RECD
<input checked="" type="checkbox"/>	00002	MCQVF, ALICE	49965		
<input checked="" type="checkbox"/>	00001	MCQVF, ANDREW ANN	49952		
<input checked="" type="checkbox"/>	00001	MCQVF, ANDREW M	49948		
<input checked="" type="checkbox"/>	00002	MCQVF, CHERYL ROBERTA			
<input checked="" type="checkbox"/>	00001	MCQVF, DAVID			
<input checked="" type="checkbox"/>	00002	MCQVF, DEREK KAY			
<input checked="" type="checkbox"/>	00001	MCQVF, JAMES			
<input checked="" type="checkbox"/>	00002	MCQVF, LINDA D			
<input checked="" type="checkbox"/>	00002	MCQVF, MILTON DOYLE			
<input checked="" type="checkbox"/>	00001	MCQVF, OLIVER JACOB			

12 RECORDS SELECTED

APPLICATION SENT DATE

YOU ARE ABOUT TO PERMANENTLY SAVE THE SELECTED ABSENTEE VOTER APPLICATIONS TO THE DATABASE WITH THE SENT DATE INDICATED BELOW. PLEASE ADJUST THIS DATE IF YOU WOULD LIKE TO RECORD A DIFFERENT SENT DATE.

APPLICATION SENT DATE: 09/14/2016 **2**

3 OK CLOSE

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

1. Click Record Sent Date
2. From the Application Sent Date window that appears, record the date the applications will be mailed to voters
3. Click OK

The App Sent column in the search results grid is updated with the sent date.

FULL NAME ▲	ZIP CODE	11/8 APP SENT	11/8 APP RECD
MCQVF, ALICE	49965	09/14/2016	
MCQVF, ANDREW ANN	49952	09/14/2016	
MCQVF, ANDREW M	49948	09/14/2016	
MCQVF, CHERYL ROBERTA	49965	09/14/2016	
MCQVF, DAVID	49948	09/14/2016	
MCQVF, DEREK KAY	49965	09/14/2016	
MCQVF, JAMES	49948	09/14/2016	
MCQVF, LINDA D	49965	09/14/2016	
MCQVF, MILTON DOYLE	49965	09/14/2016	
MCQVF, OLIVER, JACOB	49948	09/14/2016	

Dual AV Applications

To print or save dual applications, both election dates (Primary and corresponding General) must be selected when completing Step 3 of the process (See pg. 2). This will ensure that both election dates are listed on the application and the voter can request a ballot for one or both election dates.

Inconsistent Dual AV Applications

If you try to issue a dual application to a voter who is only eligible to receive an application for one of those election dates, a red icon appears next to their name. This typically happens when a voter is moving. When this occurs, deselect the voter to proceed with the dual applications for other voters. You may also choose to exclude those voters by checking the “Do Not Show Inconsistent Voters” in the Search section.

#		PRECINCT	FULL NAME ▲
#	<input type="checkbox"/>	00001	MCQVF, BAILEY LYNN
#	<input type="checkbox"/>	00001	MCQVF, FRANKIE JO
	<input type="checkbox"/>	00001	MCQVF, JEAN ELYSE

*REGION

BOHEMIA TOWNSHIP (09460)

☒ DO NOT SHOW INCONSISTENT VOTERS

Exporting Permanent Absentee Voter Data for Applications

Permanent absentee voter data can be exported in a .CSV file to send to a vendor for printing applications. The Precinct Type used to generate this file will be the Precinct value used within the file. Therefore, if you want Ballot Style or Counting Board information on the applications, choose the corresponding Precinct Type from the drop-down menu.

After selecting your region, election date(s), precincts and voters, perform the following steps:

1. Choose “Export To CSV/Text” from the Output Format menu
2. Click Preview/Print
3. Save the file

OUTPUT FORMAT

1 **EXPORT TO CSV/TEXT** ▼

☒ PRINT NOW ☐ PRINT LATER

2 **PREVIEW/PRINT**

COPYRIGHT 2016 STATE OF MICHIGAN

Do you want to open or save **AbsenteeVoterDataCSV.csv** (3.02 MB) from **test-qvf.sos.state.mi.us**?

Open **Save** ▼ Save and open

3

Introduction to AV Tracking Preferences

The defaults selected in your profile preferences will carry over to your AV Details and AV scan screens. To revisit the default settings without leaving the AV module, click the AV Preferences button shown on the AV Details or AV Scan screens.

The screenshot shows the 'AV PREFERENCES' window with the following sections and settings:

- AV GENERAL**
 - AV SCAN POP-UP DISPLAY TIME (SEC.): 600
 - SET PRINT NOW AS DEFAULT: ☒
 - STICK AV RECEIVE DATE: ☐
 - BALLOT NUMBER LOCKOUT TYPE: NONE
 - AUTO INCREMENT BY: NONE
 - SHOW AV TOOLTIP: ☒
- AV APPLICATION**
 - *AV APP OUTPUT FORMAT: SELECT
 - *AV PRECINCT TYPE: WARD PRECINCT
 - SHOW PERM AV: ☐
 - PRINT CLERK TITLE ON AV APP: ☐
- AV LABEL**
 - *AV LABEL OUTPUT FORMAT: DYMO ADDRESS LABEL
 - *AV LABEL PRECINCT TYPE: WARD PRECINCT
 - *AV LABEL SORT OPTION: SELECT
 - *PRINT QUEUE SORT OPTION: SELECT
 - EXTRA LABEL: ☒
 - DUPLICATE DYMO LABEL: ☐
 - INCLUDE BALLOT NUMBER: ☒
- MASS AV LABEL**
 - EXTRA ADDRESS LABEL: PRINT RESIDENTIAL ANI
 - AV OUTPUT FORMAT: SELECT

AV General Preferences

AV Scan Pop-Up Display Time (Sec): number of seconds the confirmation screen appears when using the Auto OK feature in AV Scan

Set Print Now as Default: generates the application, mailing label, or ballot label to print immediately. When this option is not checked, Print Later is the default and items will go to the Print Queue instead

Stick AV Receive Date: remembers the last application received date used and pre-fills the date in the field

Ballot Number Lockout Type: allows QVF to accommodate duplicate ballot numbers, depending on the number sequence(s) used

None: allows you to duplicate a ballot number at any time

Precinct: allows you to issue a ballot number once per precinct

Counting Board: allows you to issue a ballot number once per Counting Board

Ballot Style: allows you to issue a ballot number once per ballot style (this is usually the best option)

Auto Increment: determines how the ballot number will auto advance. QVF can remember the last number used by precinct, ballot style, counting board, or election

Show AV Tooltip: Conveniently located hover box appears when resting your mouse over the “Absentee Voter” button from the voter registration screen showing the application and ballot sent and received dates and the ballot number where applicable

AV Application Preferences

AV App Output Format: the default format to print an application or mailing label for an application. You can select QVF printed, Pre-Printed or post cards printing

AV Precinct Type: the default precinct type to use when searching for voters when processing absentees. You can sort by Ward Precinct, School Precinct, Combined Precinct, ballot style, and counting board

Show PERM AV: Select the show Perm AV check box if you would like the Perm AV box on the AV applications. If you do not maintain a Perm AV list, you would not select this box

Print Clerk Title on AV App: add or remove the clerk title to the absentee voting applicatio

AV Label Preferences

AV Label Output Format: default preference for a single label printer or sheets of labels. The AV label choices are Labels 2 or 3 across and dymo label printing

AV Label Precinct Type: precinct type or ballot style information that you want included on an application or ballot label. You can sort by Ward Precinct, School Precinct, Combined Precinct, ballot style, and counting board

AV Label Sort Option: sorts labels on a sheet by precinct and name or precinct and address. You can sort by precinct/name or precinct/address

Print Queue Sort Option: sorts labels printed from the Print Queue either by last name, ballot number, or issued time. The sort options are by name, ballot number, issued time, precinct/name, precinct/ballot number or precinct/issued time

Extra Label: prints an extra label with the residential address when a voter also uses a permanent mailing or alternate address

Duplicate Dymo Label: prints a duplicate label from the single label printer

Include Ballot Number: prints the ballot number on the label

Mass AV Label

Extra Address Label: designates the type of address to use when including an extra label from the Mass AV module. Extra label printing can be sorted by Print mailing/residential address, print residential address only, or print residential and mailing address

AV Output Format: select how you would like your mass av labels printed by QVF App (front), Pre Printed App, postcard, label 2 or 3 across, or if you would like to export to CSV (excel)

Other AV Screen Options and Functions

Main Election: The upcoming election date.

Secondary/General Election: When the upcoming election is a Primary, the corresponding General Election can be selected from this menu to record a dual application, which is an application for an absentee ballot for both the Primary and General Election dates.

Application History –

Undeliverable – check this box when an application is returned from the Post Office as undeliverable

Invalid/Invalid Reason – check this box if a voter was not eligible to receive an application or if the application was denied and indicate the reason from the drop-down menu

Invalid Description - use this field to describe why an application was invalid, when "OTHER" is selected from the Invalid Reason menu

App Address: the address where the application is sent. When available, the voter's permanent mailing address is used by default; otherwise, the residential address is used. If the absent voter application is being mailed to an alternate address different from the permanent mailing or residential, it can be entered here.

Ballot Address: the address where the ballot is sent. When available, the voter's permanent mailing address is used by default; otherwise, the residential address is used. If the voter requests the ballot be mailed to an alternate address different from the permanent mailing or residential, it can be entered here.

Preview: will generate a copy of an application (after a sent date has been saved) based on AV Preferences.

Dymo Label: will print a copy of the mailing label for an application or ballot and will also operate to include and extra label or duplicate label based on other AV Label Preference

AV Details (Manual AV Tracking)

1. Perform a voter search
 - a. Click the Voter menu and select a voter search option
 - b. Enter some of the voter's information into the search criteria fields
 - c. Click Search
2. Locate your voter in the search results grid and click their Edit button
3. At the bottom of the Voter's record click their Absentee Voter button

1 **VOTER** **a** **REPORTS**

- VOTER SEARCH BY NAME
- VOTER SEARCH BY ID
- RECENT RECORDS VIEWED
- VOTER REG / QUICK MATCH

VOTER CRITERIA

VOTER ID/DLN:

LAST NAME: MCQVF

FIRST NAME: RHONDA

MIDDLE NAME:

DOB:

SSN4:

VOTER ADDRESS: ☐ NTH ONLY

☐ EXACT MATCH ON VOTER NAME

STATUS CRITERIA

☒ ACTIVE

☒ CHALLENGE

☒ VERIFY

☐ CANCEL

☐ REJECT

SELECT VOTERS

☒ MY VOTERS

☐ STATE WIDE

VOTER OPTIONS

☐ PERM AV'S ONLY

☒ SHOW MOVERS

SEARCH **CLEAR**

REQUEST MERGE **VOTER LIST** **VOTER DETAIL** **MASTER CARD** **ID CARD** **ADDRESS LABEL**

ADVANCED SEARCH

TOGGLE FILTER HEADER RESET FILTERS SELECT ALL SELECT NONE

Page 1 of 1 10 10 DISPLAYING 1 TO 1 OF 1 ITEMS.

	M	S	NAME	ADDRESS	CITY/STATE/ZIP	DOB	COUNTY	JURISDICTION	EDIT	
+			A	MCQVF, RHONDA RHAMELL	2285 STATE HIGHWAY M38	NISULA CITY MI 49952	06/04/1993	ONTONAGON	BOHEMIA TOWNSHIP	2 EDIT
+ TOTAL: 0										

MCQVF, ALICE A

46000 ASPEN RD TOIVOLA MI, 49965

VOTER

NTH ADDR

☒ MAILING ADDR

DISTRICT

STATUS

CCD

IVF

HISTORY

INSPECTOR

*REGISTRATION DATE
10/01/2018

VOTER ID

CCD
NONE

IVF
N

*LAST NAME
MCQVF

*FIRST NAME
ALICE

MIDDLE NAME
A

NAME SUFFIX
▼

*GENDER
FEMALE ▼

FORMER NAME

*DATE OF BIRTH
01/11/1996

HOUSE NUMBER
46000

H SFX

PREFIX

STREET NAME
ASPEN

TYPE
RD

S SFX

RES EXT

POST OFFICE CITY
TOIVOLA

STATE
MI

ZIPCODE
49965

FIND ADDRESS

LAST 4

PHONE NUMBER

*ID CONFIRMED
CONFIRMED ▼

PERM AV
☐

DIGITAL SIGNATURE
PRIMARY SECONDARY

UOCAVA STATUS
MILITARY ▼

NO IMAGE

UOCAVA STATUS DATE
10/01/2018

REGISTRATION LOCATION
SELECT ▼

RESIDENCY VERIFICATION
SELECT ▼

EMAIL

SAVE

UPDATE EAC ☒

COMMENTS

OUT OF STATE ADDRESS

ABSENTEE VOTER

ID CARD

MASTER CARD

ELECTION INFORMATION **4**

REGION : BOHEMIA TOWNSHIP

*MAIN ELECTION
5/8/2018 MAY CONSOLIDATED ▼

SECONDARY/GENERAL ELECTION
SELECT ▼

VOTER INFORMATION **5**

NAME : MCQVF, RHONDA RHAM

STATUS : ACTIVE

PERM AV : NO

PRECINCT / BS
: 00001 / 1B

AVCB :

SCHOOL DIS : ONTONAGON AREA S...

DOB / AGE : 6/4/1993 24

TRANSITION : NO

ADDRESS : 2285 STATE HIGHWAY M
NISULA CITY MI 49952

4. Review the Election information and make any changes if necessary
5. Review the Voter Information: status, precinct, ballot style, age, and signature

- Ballot Options and Print Options will default to the preferences set in your profile. The Ballot Options section is collapsed but can be viewed by clicking on the heading.

Note: Click the AV Preferences button to see or change your default AV processing options.

BALLOT OPTIONS > 6
PRINT OPTIONS v
*PRINT NOW *PRINT LATER
AV PREFERENCES

To Send and Print an Application/Label to Default Address

To record an application with the default application address, proceed with the following steps. To record an application to an address different from the one identified by the App Address button, skip to *“To Send and Print an Application/Label to a Different Address”*.

- Enter a date in the Applications Sent field either manually (MM/DD/YYYY), or select a date from the calendar icon
- Click Save

An application or mailing label will be generated based on your av preferences and printing options.

The App Address button will indicate with a red letter if the application or label will be printed with the:

- residential address (R),
- permanent mailing address (M).

ABSENTEE VOTER DETAILS
SAVE / PRINT 2 CLOSE
ELECTION INFORMATION v
REGION : BOHEMIA TOWNSHIP
*MAIN ELECTION
11/6/2018 STATE GENERAL v
SECONDARY/GENERAL ELECTION
SELECT v
APPLICATIONS 11/6/2018 STATE GENERAL
SENT 08/01/2019 1 RECEIVED UOCAVA STATUS SELECT PERM AV FPCA
APPLICATION STATUS v
APP ADDRESS M DELETE APP PREVIEW DYMO LABEL

To Send and Print an Application/Label to a Different Address

Follow the steps listed below if the application is being sent to an address different from the one identified by the App Address button.

- Enter a date in the Applications Sent field
- Click App Address
- Enter the alternate application mailing address
- Click Close

APPLICATIONS
SENT 05/31/2018 1 RECEIVED
APPLICATION STATUS v
APP ADDRESS R 2

- Click Save/Print on the AV Details screen, and an application or label will be generated based on your preferences.

Note: If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

ADDRESS INFORMATION - APPLICATION

☐ INTERNATIONAL ADDRESS

ATTENTION LINE

*ADDRESS LINE 1

1245 BISON LN

ADDRESS LINE 2

*CITY STATE *ZIPCODE

DENVER CO 84578

START DATE END DATE

SENT RECEIVED UOCAVA STATUS

05/31/2018 NON-UOCAVA ☐ FPCA

APPLICATION STATUS

APPLICATION HISTORY

SENT	RECEIVED	STATUS
5/31/2018		ACTIVE

5 SAVE / PRINT **4 CLOSE**

The App Address button will update to reflect the type of address being used (residential, mailing, alternate) after the date has been saved and the Application History grid will populate with the status of the application.

Note: You can add date ranges for alternate application and ballot addresses to be recorded for the appropriate Election Date

To generate a copy of an application, click Preview.

To generate another mailing label, click Dymo Label. When "Extra Label" is checked in AV Preferences, this generates two labels - one with the application address and one with the residential address. When "Duplicate Label" is checked in AV Preferences, two labels with the application address will be printed.

Edit Application Status

The application status section can be opened or collapsed by clicking on the small arrow next to the heading. Once an application is recorded with a sent date the application status can be edited before being received.

Application Undeliverable: if an application is returned by the Post Office as undeliverable, check the undeliverable box and click Save to update the application status.

Application Invalid: if an application is invalid you can check the Invalid box and select a reason from the Invalid Reason drop-down menu. If the reason is "OTHER", you must include a brief description.

APPLICATION STATUS

☐ **UNDELIVERABLE** ☐ **INVALID**

INVALID REASON INVALID DESCRIPTION

SELECT

To Receive an Application and Send a Ballot to Default Address

1. Enter a date in the Application Received field
2. Enter a date in the Ballots Sent field
3. Make sure the ballot number being issued to the voter is assigned correctly in the Ballot Number field.

Depending on your profile's auto increment settings, the field may be prefilled for you. If the number shown is not what is being sent to the voter, you can change the number before saving. If you are electronically transmitting a ballot to a voter covered by UOCAVA, refer to the ballot numbering instructions in the "MOVE Ballots" section of this manual.

4. Make sure the Delivery Method is recorded correctly. Postal Mail is the default, but if a ballot is being issued in person, update the delivery method accordingly. If the ballot is being sent by fax or email to a voter covered by UOCAVA, refer to the instructions in the "MOVE Ballots" section of this manual.
5. Click Save/Print to record the date, ballot number, and generate a ballot mailing label according to your selected print options

LS

5 SAVE / PRINT CLOSE

APPLICATIONS 8/7/2018 STATE PRIMARY

SENT 05/31/2018 RECEIVED 06/08/2018 UOCAVA STATUS NON-UOCAVA

PERM AV
FPCA

APPLICATION STATUS

APP ADDRESS DELETE APP PREVIEW DYMO LABEL

APPLICATION HISTORY

SENT	RECEIVED	STATUS
5/31/2018		ACTIVE

BALLOTS

SENT 06/08/2018 BALLOT NUMBER 501 RECEIVED FWAB RECEIVED

DELIVERY METHOD POSTAL MAIL EMAIL ADDRESS

BALLOT STATUS

BALLOT ADDRESS DYMO LABEL

To send a ballot to an alternate address, skip to the "To Receive an App and Send a Ballot to a Different Address" section

THE CHANGES TO AV APPLICATION AND BALLOT HAS BEEN SAVED SUCCESSFULLY.

Once the steps above have been completed, you will see the Application History and Ballot History grids update to show the application and ballot dates and status.

Note: If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

APPLICATIONS 11/5/2019 NOVEMBER CONSOLIDATED

SENT 08/26/2019 RECEIVED 08/26/2019 UOCAVA STATUS NON-UOCAVA

PERM AV
FPCA

APPLICATION STATUS

APP ADDRESS DELETE APP PREVIEW DYMO LABEL

APPLICATION HISTORY

SENT	RECEIVED	STATUS
8/26/2019	8/26/2019	ACTIVE

BALLOT ADDRESS R		DELETE BALLOT		★ DYMO LABEL	
BALLOT HISTORY					
	BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED
<input checked="" type="checkbox"/>	00000501	8/8/2018			ACTIVE

To Receive an Application and Send a Ballot to a Different Address

If the ballot is being sent to an address different than what is indicated on the Ballot Address button, proceed with the following steps to generate a ballot mailing label with the correct mailing address prior to saving the date and ballot number.

1. Enter a date in the Application Received field
2. Enter a date in the Ballots Sent field
3. Make sure the ballot number being issued to the voter is assigned correctly in the Ballot Number field.

Depending on your profile's auto increment settings, the field may be prefilled for you. If the number shown is not what is being sent to the voter, you can change the number before saving. If you are electronically transmitting a ballot to a voter covered by UOCAVA, refer to the ballot numbering instructions in the "MOVE Ballots" section of this manual.

4. Make sure the Delivery Method is recorded correctly. Postal Mail is the default, but if a ballot is being issued in person, update the delivery method accordingly. If the ballot is being sent by fax or email to a voter covered by UOCAVA, refer to the instructions in the "MOVE Ballots" section of this manual.

APPLICATIONS				11/5/2019 NOVEMBER CONSOLIDATED	
SENT		RECEIVED		UOCAVA STATUS	
08/26/2019		08/26/2019 1		NON-UOCAVA	
				<input type="checkbox"/> PERM AV <input type="checkbox"/> FPCA	
APPLICATION STATUS ▾					
APP ADDRESS R		DELETE APP		PREVIEW DYMO LABEL	
APPLICATION HISTORY					
BALLOTS					
SENT 2		BALLOT NUMBER 3		RECEIVED	
08/26/2019		00000123			
*DELIVERY METHOD		EMAIL ADDRESS		PHONE NUMBER	
POSTAL MAIL 4					
BALLOT STATUS ▾					
<input type="checkbox"/> △ UNDELIVERABLE <input type="checkbox"/> 🗳️ SPOIL <input type="checkbox"/> ⊘ REJECT					
BALLOT REJECTION REASON					
SELECT					
5 BALLOT ADDRESS R		DELETE BALLOT		DYMO LABEL	

5. Click Ballot Address
6. Enter the alternate mailing address indicated on the voter's absentee application. You can click Clear to erase the existing information and enter an alternate mailing address or click Copy Residential or Copy App Address
7. Click Close
8. Click Save/Print to record the date, ballot number, and generate a ballot mailing label according to your selected print options

Note: If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

Note: You can add date ranges for alternate application and ballot addresses to be recorded for the appropriate Election Date

COPY APP ADDRESS

COPY RESIDENTIAL

COPY PERM MAILING ADDRESS

CLEAR

INTERNATIONAL ADDRESS

ATTENTION LINE

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE

ZIPCODE

START DATE

END DATE

1245 BISON LN

DENVER

CO

84578

8

SAVE / PRINT

7

CLOSE

✓ THE CHANGES TO AV APPLICATION AND BALLOT HAS BEEN SAVED SUCCESSFULLY. ✕

Once the steps above have been completed, you will see the Application History and Ballot History grids update to show the application and ballot dates and status. The Ballot Address button also updates to reflect the type of address the ballot will be sent to (residential, mailing, alternate).

Note: After a *ballot* has been *saved*, you can use the Dymo Label button in the Ballots section of the screen to print another ballot mailing label to a single label printer.

APPLICATIONS

8/7/2018 STATE PRIMARY

SENT

RECEIVED

UOCAVA STATUS

05/31/2018

06/08/2018

NON-UOCAVA

PERM AV

FPCA

APPLICATION STATUS

APP ADDRESS

DELETE APP

PREVIEW

DYMO LABEL

APPLICATION HISTORY

SENT	RECEIVED	STATUS
5/31/2018	8/8/2018	ACTIVE

BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED	STATUS
00000501	6/8/2018				ACTIVE

To Receive a Ballot

1. Enter a date in the Ballots Received field either manually (MM/DD/YYYY), or select a date from the calendar icon
2. Click Save

A green confirmation message appears at the top of the screen when the ballot has been received successfully and the Ballot History grid will update with the received date.

BALLOT HISTORY						
	BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED	STATUS
<input checked="" type="checkbox"/>	501	4/4/2018	4/18/2018	POSTAL MAIL		ACTIVE

Edit Ballot Status

The functions to change a ballot's status to spoiled, rejected, or undeliverable are found under the Ballot Status heading. If the Ballot Status section is collapsed, click the heading to open the spoil, reject and undeliverable options.

BALLOT STATUS

☐ UNDELIVERABLE ☐ SPOIL ☐ REJECT

BALLOT REJECTION REASON
SELECT

BALLOT HISTORY

BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED	STATUS
00000501	7/23/2018		POSTAL MAIL		ACTIVE

Spoil a Ballot

1. Click the Spoil box to spoil the current Active ballot listed in the Ballot History grid
2. Click Save/Print

To issue a new ballot, refer to the *"To Send a Ballot"* section of this manual.

Reject a Ballot

1. Click the Reject box to reject the current Active ballot listed in the Ballot Status grid
2. Select a Ballot Rejection Reason from the drop-down menu
3. Click Save/Print

Mark a Ballot as Undeliverable

1. Click the Undeliverable box to indicate that the current Active ballot was returned from the Post Office
2. Click Save/Print

Making Corrections

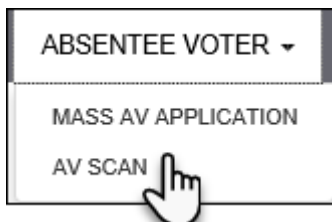
Delete App: Clicking this button deletes the application. Use this to correct any errors made while recording the application, then record the application with the correct information. Applications can only be deleted if a ballot is not already assigned.

Delete Ballot: Clicking this button deletes the ballot. Use this to correct any errors made while recording the ballot, and then record the correct information.

Undo: To undo the last action performed, click the undo button, the title of which will identify the action being undone, such as “Undo Spoil”.

AV Scan

AV scan lets you record your absentee voter information more quickly by pre-filling a date into specified fields. It can be used to manually search a voter's name, id number, or ballot number. It can also be used to search by scanning a barcode from an application or label. It is helpful to process several voters at once efficiently. There is also an Auto OK feature which reduces the number of mouse clicks required to enter the information. When processing AVs in the AV Scan, the last six transactions will be displayed in the Activity Log to help you keep track of what has been done each time you open the module.



To access AV Scan, click the Absentee Voter menu and select AV Scan.

Make sure you have the search criteria set the way you want. They may already be set based upon your account Preferences or you can make changes. For dual applications, select the primary election date from the Main Election menu and the corresponding general election date from the Secondary/General menu. Keep in mind that if you are responsible for absentee voters from a neighboring jurisdiction, you may need to set your region to something broader than your Jurisdiction, such as School District.

HOME > AV SCAN

SEARCH ▾

*MAIN ELECTION
11/5/2019 NOVEMBER CONSOLIDATED ▾

*REGION TYPE
JURISDICTION ▾

SEARCH TERM

NO SEARCH TERM ENTERED.

SECONDARY/GENERAL ELECTION
SELECT ▾

*REGION
BOHEMIA TOWNSHIP (09460) ▾

☐ SEARCH ONLY UOCAVA VOTERS

☐ PROCESS PERM AV

SEARCH CLEAR

Note: to process only voters with a Military or Overseas Civilian UOCAVA status, check the “Search Only UOCAVA Voters” box.

Add a checkmark to the action(s) you wish to assign a date to. The date will default to the current date or you can change the date by clicking the calendar icon.

Important: Review your default AV processing settings by clicking the AV Preferences button before you begin recording applications or ballots. This will open a pop-up of your AV Preferences without leaving the AV Scan module.

☐ SEND APP ☐ RECEIVE APP ☐ SEND BALLOT ☐ RECEIVE BALLOT

☐ AUTO OK ☐ PERM AV

☒ PRINT NOW ☐ PRINT LATER ☐ MARK BALLOTS UNDELIVERABLE

*DATE 08/20/2019

Search for a voter by typing in the name (last name, first name), ballot number, or voter id number. When a search is performed, the search criteria section will collapse, and matches will display in a grid below the Search Term field.

SEARCH

SEARCH TERM

MCQVF, PHILLIP ☐ SEARCH ONLY UOCAVA VOTERS

☐ PROCESS PERM AV

SEARCH FOR LAST NAME "MCQVF", AND FIRST NAME "PHILLIP".

SEARCH **CLEAR**

TOGGLE FILTER HEADER **RESET FILTERS**

Page 1 of 1 10 **DISPLAYING 1 TO 1 OF 1 ITEMS.**

DLN	NAME	DOB	RES. ADDRESS	BLT.#	MA	EDIT
555222888999	MCQVF, PHILLIP ZOLTAN	11/10/1950	2021 STATE HIGHWAY M38, NISULA CITY MI 49952			EDIT

☐ SEND APP ☒ RECEIVE APP ☒ SEND BALLOT ☐ RECEIVE BALLOT

☐ AUTO OK ☐ PERM AV **PROCESS**

***DATE** 08/20/2019

BALLOT SENT 08/20/2019

AV PREFERENCES **CLEAR CHECKBOXES** **AV DETAILS**

☒ PRINT NOW ☐ PRINT LATER ☐ MARK BALLOTS UNDELIVERABLE

When a match is found, select the voter and click Process. The voter's AV Details will open in a pop-up window.

If you search for the voter by scanning a barcode instead, the AV Details screen will appear automatically without having to click Process.

The AV Details button on this screen takes you to the selected voter's AV Details page in order to make edits to their application or ballot status or print additional copies of applications or

labels without leaving the AV Scan module.

The Edit button on this screen takes you out of the AV Scan module and to the voter's registration record.

Note: Voters with a permanent mailing address will be indicated with a "Y" in the Mailing Address (MA) column. QVF uses mailing addresses by default when available rather than the residential address.

You can add a voter to the perm av list easily and quickly search for a voter and mark them as Perm AV without selecting an election date. You can use an election date if you chose.

1. Check "process AV"
2. Search for voter
3. Check "perm av"

Voter is then marked as a perm av voter

SEARCH TERM

MCQVF, SANDRA **2** ☐ SEARCH ONLY UOCAVA VOTERS

1 ☒ PROCESS PERM AV

SEARCH FOR LAST NAME "MCQVF", AND FIRST NAME "SANDRA".

SEARCH **CLEAR**

TOGGLE FILTER HEADER **RESET FILTERS**

Page 1 of 1 10 **DISPLAYING 1 TO 1 OF 1 ITEMS.**

PERM AV	DLN	NAME	DOB	RES. ADDRESS	BLT.#	MA	BT	EDIT
<input checked="" type="checkbox"/>	T152579737295	MCQVF, SANDRA	11/11/1979	4238 WOLF CREEK ACRES RD, TOIVOLA MI 49965				EDIT

3 ☐ SEND APP ☐ RECEIVE APP ☐ SEND BALLOT ☐ RECEIVE BALLOT

☐ AUTO OK ☐ PERM AV **PROCESS**

***DATE** 01/01/0001

To Send an Application

Check the Send App box and search for the voter by scanning a barcode or searching by the name and clicking Process.

1. The chosen date is populated in the application sent field
 - a. If the application is being sent to an address different from the type of address indicated on the App Address button, click the App Address button to change the address that will be saved/printed on the application or label.

- residential address (R)
- permanent mailing address (M)
- alternate address (A) - does not carry over from one election to the next

- b. Enter the alternate application mailing address
- c. Click Close

2. Click Save/Print

Once the application sent date is saved, an application or mailing label will be generated based on your printing options and the address used will be indicated on the App Address button. The pop-up window closes, returning you to the AV Scan screen to process the next voter.

To Receive an Application and Send a Ballot to the Default Address

Check the Receive App and Send Ballot boxes and search for the voter by scanning a barcode or searching by the name and clicking Process. When the Receive App and Send Ballot boxes are checked, an additional "Ballot Sent Date" field appears, allow you to more easily record different dates to the application and ballot if necessary.

ADDRESS INFORMATION - APPLICATION

☐ INTERNATIONAL ADDRESS

ATTENTION LINE

ADDRESS LINE 1

1245 BISON LN

ADDRESS LINE 2

*CITY STATE *ZIPCODE
 DENVER CO 84578

START DATE END DATE

C CLOSE

SEARCH SEARCH TERM

MCQVF, BEN

☐ SEARCH ONLY UOCAVA VOTERS

☐ PROCESS PERM AV

SEARCH FOR LAST NAME "MCQVF", AND FIRST NAME "BEN".

TOGGLE FILTER HEADER RESET FILTERS

Page 1 of 1 10 DISPLAYING 1 TO 1 OF 1 ITEMS.

DLN	NAME	DOB	RES. ADDRESS	BLT.#	MA	EDIT
	MCQVF, BEN	01/20/1996	47763 LOTS RD, TOIVOLA MI 49965			<input type="button" value="EDIT"/>

☐ SEND APP ☒ RECEIVE APP ☒ SEND BALLOT ☐ RECEIVE BALLOT

☐ AUTO OK ☐ PERM AV

*DATE 08/20/2019

BALLOT SENT 08/20/2019

☒ PRINT NOW ☐ PRINT LATER

☐ MARK BALLOTS UNDELIVERABLE

Important: Before saving the ballot number, review your ballot and printing options to make sure AV Scan operates the way you need it to.

- **Ballot Number Lockout:** allows the recording of duplicate ballot numbers based on the option selected
- **Auto Increment:** auto advances the ballot number based upon the option selected
- **Print Options:** print now prints a ballot mailing label from the Dymo label printer. Print later sends a ballot mailing label to the Print Queue to print on a full sheet of labels

- The chosen date from the previous screen is populated in the Application Received field.
 - If the application is from a voter covered by UOCAVA, indicate the UOCAVA status in the menu and if the application was the Federal Post Card Application, also check the FPCA box.
- The chosen date from the previous screen is populated in the Ballot Sent field
- Enter the ballot number being issued to the voter if it is not pre-populated in the Ballot Number field. Make sure the ballot number being issued to the voter is assigned correctly. Depending on your profile's auto increment settings, the field may be prefilled for you. If the number is not what is being sent to the voter, you can change the number before saving. If you are electronically transmitting a ballot to a voter covered by UOCAVA, refer to the ballot numbering instructions in the *"MOVE Ballots"* section of this manual.
- Make sure the Delivery Method is recorded correctly. Postal Mail is the default, but if a ballot is being issued in person, update the delivery method accordingly. If the ballot is being sent by fax or email to a voter covered by UOCAVA, refer to the instructions in the *"MOVE Ballots"* section of this manual.
- Click Save/Print

To send a ballot to an alternate address, skip to the "To Receive an App and Send a Ballot to a Different Address" section

Note: If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

To Receive an Application and Send a Ballot to a Different Address

If the ballot is being sent to an address different from the voter's residential or permanent mailing address, proceed with the following steps to generate a ballot mailing label with the correct mailing address prior to saving the date and ballot number.

Check the Receive App and Send Ballot boxes, search for the voter by scanning a barcode or searching the name and clicking process.

SEARCH >

SEARCH TERM

MCQVF, BAILEY

☐ SEARCH ONLY UOCAVA VOTERS

☐ PROCESS PERM AV

SEARCH FOR LAST NAME "MCQVF", AND FIRST NAME "BAILEY".

SEARCH CLEAR

TOGGLE FILTER HEADER RESET FILTERS

Page 1 of 1 10 DISPLAYING 1 TO 1 OF 1 ITEMS.

DLN	NAME 1	DOB 2	RES. ADDRESS	BLT.#	MA	EDIT
M999888777666	MCQVF, BAILEY LYNN	11/25/1961	29349 DISHNEAU RD, MASS CITY MI 49948		Y	EDIT

☐ SEND APP ☒ RECEIVE APP ☒ SEND BALLOT ☐ RECEIVE BALLOT

☐ AUTO OK ☐ PERM AV PROCESS

*DATE 08/20/2019

BALLOT SENT 08/20/2019

AV PREFERENCES CLEAR CHECKBOXES AV DETAILS

Important: Before saving the ballot number, review your ballot and printing options to make sure AV Scan operates the way you need it to. These are also found under AV Preferences.

- **Ballot Number Lockout:** allows the recording of duplicate ballot numbers based on the option selected
- **Auto Increment:** auto advances the ballot number based upon the option selected
- **Print Options:** print now prints a ballot mailing label from the Dymo label printer. Print later sends a ballot mailing label to the Print Queue to print on a full sheet of labels

BALLOT OPTIONS

BALLOT NUMBER LOCKOUT TYPE

BALLOT STYLE

AUTO INCREMENT BY

BALLOT STYLE

PRINT OPTIONS

☐ *PRINT NOW ☒ *PRINT LATER

AV PREFERENCES

1. The chosen date from the previous screen is populated in the Application Received field.
 - a. If the application is from a voter covered by UOCAVA, indicate the UOCAVA status in the menu and if the application was the Federal Post Card Application, also check the FPCA box.

APPLICATIONS 8/7/2018 STATE PRIMARY

SENT RECEIVED 1 UOCAVA STATUS

05/31/2018 NON-UOCAVA ☐ FPCA

Note: If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

2. The chosen date from the previous screen is populated in the Ballot Sent field
3. Enter the ballot number being issued to the voter if it is not pre-populated in the Ballot Number field. Make sure the ballot number being issued to the voter is assigned correctly. Depending on your profile's auto increment settings, the field may be prefilled for you. If the number is not what is being sent to the voter, you can change the number before saving. If you are electronically transmitting a ballot to a voter covered by UOCAVA, refer to the ballot numbering instructions in the "MOVE Ballots" section of this manual.

4. Make sure the Delivery Method is recorded correctly. Postal Mail is the default, but if a ballot is being issued in person, update the delivery method accordingly. If the ballot is being sent by fax or email to a voter covered by UOCAVA, refer to the instructions in the "MOVE Ballots" section of this manual.
5. Click Ballot Address

The screenshot shows the 'BALLOTS' form. Callout 2 points to the 'SENT' date field (05/31/2018). Callout 3 points to the 'BALLOT NUMBER' field (501). Callout 4 points to the 'DELIVERY METHOD' dropdown menu (POSTAL MAIL). Callout 5 points to the 'BALLOT ADDRESS' button at the bottom left.

6. Enter the alternate mailing address indicated on the voter's absentee application. You can click Clear to erase the existing information and enter an alternate mailing address or click Copy Residential if the application is going to the residential address rather than the permanent mailing address
7. Click Close. The alternate address is applied and the address window closes.
8. Click Save/Print to record the date, ballot number, and generate a ballot mailing label according to your selected print options

The screenshot shows the 'ADDRESS INFORMATION - BALLOT' form. Callout 6 points to the 'CLEAR' button. Callout 7 points to the 'CLOSE' button at the bottom right.

Once the ballot sent date is saved, a ballot label will be generated based on your printing options and pop-up closes, returning you to the AV Scan screen. The Activity Log will display a record of the transaction. The activity log also provides a ballot received tally by session.

The screenshot shows the 'ACTIVITY LOG' pop-up. Callout 8 points to the 'SAVE / PRINT' button. The log shows a record for 'RACHELLE ROBIN MCQVF' with a tally of 'RECEIVED SINGLE APP.' and 'SENT BALLOT# 501'.

ACTIVITY LOG

BALLOTS RECEIVED : 3

To Receive a Ballot

Check the Receive Ballot box, search for the voter by scanning a barcode or searching the name and clicking process.

SEARCH

SEARCH TERM

MCQVF, BAILEY

☐ SEARCH ONLY UOCAVA VOTERS

☐ PROCESS PERM AV

SEARCH FOR LAST NAME "MCQVF", AND FIRST NAME "BAILEY".

SEARCH **CLEAR**

TOGGLE FILTER HEADER **RESET FILTERS**

Page 1 of 1 10 **DISPLAYING 1 TO 1 OF 1 ITEMS.**

DLN	NAME	DOB	RES. ADDRESS	BLT.#	MA	EDIT
M999888777666	MCQVF, BAILEY LYNN	11/25/1961	29349 DISHNEAU RD, MASS CITY MI 49948		Y	EDIT

☐ SEND APP ☐ RECEIVE APP ☐ SEND BALLOT ☒ **RECEIVE BALLOT** ***DATE** 08/20/2019

☐ AUTO OK ☐ PERM AV **PROCESS**

AV PREFERENCES **CLEAR CHECKBOXES** **AV DETAILS**

☒ **PRINT NOW** ☐ **PRINT LATER** ☐ **MARK BALLOTS UNDELIVERABLE**

1. The chosen date from the previous screen is populated in the Ballot Received field
2. Click Save/Print

BALLOTS

SENT 06/08/2018 **BALLOT NUMBER** 00000501 **RECEIVED** 06/12/2018 **FWAB RECEIVED**

***DELIVERY METHOD** POSTAL MAIL **EMAIL ADDRESS**

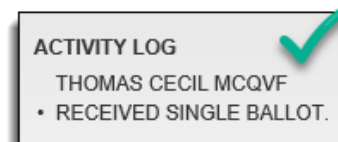
BALLOT STATUS

BALLOT ADDRESS **DELETE BALLOT** **DYMO LABEL**

BALLOT HISTORY

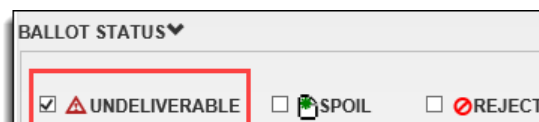
	BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED	STATUS
	00000501	6/8/2018		POSTAL MAIL		ACTIVE

The AV Details pop-up closes, returning you to the AV Scan. The Activity Log will display a record of the transaction.



Mark Ballots Undeliverable

From AV Scan, check the “Mark Ballots Undeliverable” box and process the voter to indicate the current active ballot was undeliverable. This can also be done from AV Details under the “Ballot Status” section. Click on the heading to open or collapse the section.



Auto OK

The Auto OK function allows you to enter dates and ballot numbers efficiently without the need to type anything or click the Save button. It is a tool to quickly enter information into QVF after the processes of verification have already been completed. When the Auto OK box is checked, a screen pops up explaining its purpose and to proceed with caution.

When checked, the Auto OK will enter the information into the specified fields based on your selected date and av processing preferences (the lockout, auto increment, and print options set in your profile). A confirmation screen will appear briefly (display time is set in your profile preferences). The primary signature will appear in the box unless a secondary signature is available. If you wish to quickly record the receipt of a large quantity of ballots, check the “Auto OK” and “Receive Ballot” boxes and begin scanning the returned ballot envelopes.

☐ SEND APP ☐ RECEIVE APP ☐ SEND BALLOT ☐ RECEIVE BALLOT *DATE 08/26/2019

☒ AUTO OK ☐ PERM AV PROCESS

AV PREFERENCES CLEAR CHECKBOXES

☐ PRINT NOW ☒ PRINT LATER ☐ MARK BALLOTS UNDELIVERABLE

CONFIRM

The “Auto OK” checkbox allows users to save time by avoiding the need to click the [OK] button after processing each voter.

The AV Scan module allows the user, among other things, to send and/or receive both applications and/or ballots for a series of voters. In an effort to reduce errors and ensure that all data is entered completely, the system automatically displays a confirmation screen while processing each voter. This screen allows the user to review and adjust details particular to each action, ensuring that data is accurate and complete prior to committing the action to the live database. The system therefore requires the user to click [OK] when the user is satisfied with the information they have reviewed, or [CANCEL] if they want to cancel the action for some reason.

If you wish to skip the review process for any action, check the “Auto OK” box. this will eliminate the need to click [OK] on the confirmation screen.

Click [YES] to turn on this feature, or [NO] to leave it turned off.

VOTER INFORMATION

NAME : MCQVF, RAJEEV ROLLIN
STATUS : ACTIVE
PERM AV : NO
PRECINCT / BS : 00001 / 1B
SCHOOL DIS : ONTONAGON AREA SCHOOLS
DOB / AGE : 5/7/1993 24
IN TRANSITION : NO
STATE HIGHWAY M38
LA CITY MI 49952

Janice F. Smith

NO IMAGE

ID-Unconfirmed Notice

A voter marked ID-Unconfirmed will need to meet the federal identification requirement before their ballot can be tabulated. See the Election Official's Manual Ch. 2 on Voter Registration for a list of acceptable documents.

If a voter marked ID-Unconfirmed requests an AV application:

- If the voter submitted a voter registration form at the same time as the AV app with their DLN/PID or last 4 of their SSN, wait 2 days to see if the voter's status updates to ID-Confirmed. If the status updates, issue the application.
- If the 2 days have elapsed and the voter status has not updated, or if the voter did not provide documentation to meet the federal ID requirement, issue the AV application along with the ID-Unconfirmed notice (that will pop up in a new tab in QVF as you send the voter the application). The notice can be reprinted from the ID Unconfirmed button.

If a voter marked ID-Unconfirmed requests an AV Ballot:

- Issue the ballot along with the ID-Unconfirmed notice (that will pop up in a new tab in QVF as you send the voter the ballot). The notice directs the voter to not place the required documentation in the ballot return envelope. The notice can be reprinted from the ID Unconfirmed button.

2/18/2020
ELSPETH JOIE MCQVF
3579 EAGLE NEST WAY
TOIVOLA MI 49965

Dear Voter,

I have received your:

☐ Voter Registration Application
☐ Absent Voter Ballot Application
☐ Absent Voter Ballot

However, you have not yet met the federal identification requirement, and you will not be able to vote in Michigan until you have satisfied this requirement.

You may satisfy the requirement by providing the information or documents listed below.

Your Name _____

Provide one of the following numbers:

Your Michigan driver's license number or Michigan state identification card number:

____ - ____ - ____ - ____ - ____ - ____

OR

Last four digits of your social security number:

XXX-XX-____

Or provide a COPY of one of the following:

- a current and valid photo identification (such as a driver's license or personal ID card from any state)
- a paycheck stub, utility bill, bank statement or a government document that lists your name and address.

DO NOT SEND ORIGINAL DOCUMENTS


You may mail, hand deliver, fax, or scan or take a picture and send via email this form or any other document you are using to satisfy the requirement. If you have been issued a ballot, do not return your documentation in the same envelope as the ballot to ensure proper processing.

ELSIE SULKANEN
BOHEMIA TOWNSHIP
572 ROUSSEAU RD
MASS CITY MI 49948-9738

If the voter marked ID-Unconfirmed returns the ballot:

- If the voter still has not provided the required identification documentation:
 - Receive the ballot in QVF, set the ballot aside, and wait to see if the information comes in before election day.
 - If the voter provides the information prior to election day, update the voter's ID Confirmed field and process the ballot as usual.

EFFECTIVE THROUGH:

 DYMO LABEL

ID UNCONFIRMED

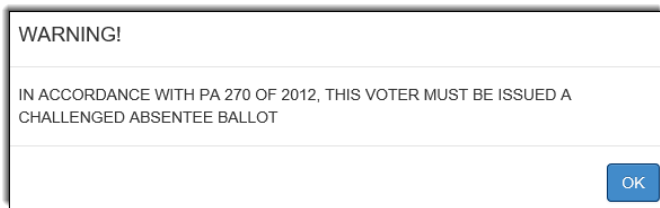
If the voter is still marked ID-Unconfirmed on Election Day:

- Send the ballot to the precinct or AV Counting Board for processing, keeping it separate from the other ballots. Instruct the election inspectors to open the ballot envelope to see if the voter returned the required documentation along with the AV ballot.
 - If no documentation is provided, the ballot **may not be counted** and should be returned to the clerk and rejected as ID-Unconfirmed.
 - If the documentation is included with the ballot, the ballot should be processed as usual and the documentation returned to the clerk, who will update the voter's ID Confirmed field.

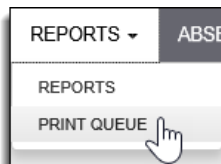
Error Messages

When a voter is ineligible to vote by absentee ballot, QVF will display a message indicating the reason you are unable to record an application or a ballot. An application/ballot cannot be recorded in QVF unless/until the reason for the error message is resolved. The procedures for meeting such requirements can be found in the [Election Officials' Manual Chapter 2](#).

- Inactive Voter Status (IVF – Y-C):** Voters who are in the inactive voter file because a notice was sent to confirm their address should resolve the status issue before receiving a ballot. If they do not, they are still eligible to receive an absentee ballot; however, that ballot must be processed as a challenged ballot on Election Day and QVF will alert you to this fact. Click OK on the warning pop-up to continue issuing the ballot. For further detail on the IVF, please refer to the [Election Officials' Manual Chapter 2](#). The procedure for preparing challenged ballots can be found in the [Election Officials' Manual, Chapter 11](#).



Print Queue



When generating absent voter applications, application mailing labels, or ballot mailing labels, using the Print Later option sends items to the Print Queue, so they can be printed later one at a time or in batches.

A search form titled "DOCUMENT PRINT QUEUE SEARCH". It has three dropdown menus: "*PRINT TYPE" with "AV LABEL" selected, "REGION TYPE" with "JURISDICTION" selected, and "REGION NAME" with "BOHEMIA TOWNSHIP (09460)" selected. Below these is a checkbox labeled "INCLUDE ALREADY PRINTED DOCUMENTS" which is unchecked. In the bottom right corner, there is a blue button with the text "SEARCH" in white. A mouse cursor is pointing at the "SEARCH" button.

1. In the Print Queue, search for documents by Print Type, such as AV App or AV Label; Region Type, and Region
2. Click Search and a list of documents yet to be printed appears

To include items that have already been printed in your search, check the appropriate box and click Search.

Select the items you wish to print with the check marks or the Select All button

Click Print Document

Review print options and make changes if necessary. Print options will vary by type of print job (AV App, AV Label)

Click OK

A new tab will open in the web browser with the selected documents

Print the documents

After printing, close the tab to return to the Print Queue

When items have printed successfully, and you no longer need them in the Queue, click Mark Printed. Items previously selected to print will remain checked. If you want items to appear as *not printed*, deselect them before clicking Mark Printed.

MOVE Ballots

Only voters with a UOCAVA status of Military, Overseas Civilian, or Overseas-Legacy who have submitted an absent voter application or Federal Post Card Application within the calendar year are eligible to receive an electronically transmitted ballot. Once a UOCAVA voter's application has been received in QVF, you will be able to generate a PDF file containing their ballot and related voting and mailing instructions. This file can then be saved to your computer and attached to an email sent to the voter or printed and sent by fax.

If the voter submitted an application prior to 45 days before the upcoming election and the regular ballots ordered by the county are not available, you can use QVF to generate a MOVE ballot to fulfill their request to meet the 45-day deadline to send their ballot either by postal mail, fax, or email.

When a voter submits an absentee ballot application, the receipt of that application can be recorded directly on the voter's record. The date of the application is also recorded, and this information is linked to their absentee voter details screen. The UOCAVA status and original application received date is pre-filled for every election they are eligible to vote in through the calendar year.

If the voter submitted the Federal Post Card Application (FPCA) which doubles as a voter registration and absentee ballot application, you must select "Federal Post Card Application" from the Registration Location menu before saving the application date in order to indicate the use of the specific form and get the FPCA indicator box checked for Federal reporting purposes. For further detail and instructions regarding voters covered by UOCAVA and the MOVE ballot process, please refer to the *Military and Overseas Voter Manual*.

To receive a New Application

1. Enter a date in the Application Received field either manually (MM/DD/YYYY), or select a date from the calendar icon
2. Record the voter's UOCAVA status in the drop-down menu
 - a. If the application was specifically a Federal Post Card Application, make sure the FPCA box is checked as well
3. Click Save

To Record a MOVE Ballot

1. Enter a date in the Ballots Sent field either manually (MM/DD/YYYY), or select a date from the calendar icon
2. Record the ballot number. If the ballot is being sent by email, fax, or if it is a printed copy of the QVF generated MOVE ballot being sent by postal mail record the ballot with an "ET" number. Your first ballot will be ET1, then ET2, and so on.
3. Record the Delivery Method as requested by the voter on their application. Postal Mail is the default, but if a ballot is being sent by fax or email, update the delivery method accordingly.
 - a. For emailed ballots, record the email address the ballot is being sent to
 - b. For MOVE ballots sent by postal mail, click the Ballot Address button to enter the address the voter requested the ballot be mailed to
4. Click Save

The ballot sent date and ballot number will be saved and a label, if necessary, will be generated based upon your selected print options.

To Generate a MOVE Ballot

The MOVE button appears only after a voter's application received date and UOCAVA status have been saved. To generate a PDF file containing the voter's ballot and instructions, proceed with the following steps:

1. Click MOVE BALLOT
2. A pop-up displays when the file is available to download. Click OK

The file should appear at the bottom of your screen, though the appearance will vary depending upon your web browser. These instructions are for Internet Explorer 11 and Adobe Acrobat Reader DC.

3. Choose Open to view the file. Review the ballot and instructions for accuracy. The ballot generated is specific to the ballot style QVF determines that voter should receive based on their address and associated districts.

4. Save the file to your computer
5. Open a new email message and attach the MOVE Ballot file. For a sample email message, refer to the *MOVE Email Message Template* available in the Elections eLearning Center.
6. Send the email with the MOVE ballot to the voter

For further detail and instructions regarding voters covered by UOCAVA and the MOVE ballot process, please refer to the *Military and Overseas Voter Manual*.

Federal Write-In Absentee Ballots (FWABs)

You may receive a Federal Write-In Ballot from a military or overseas voter for you to count in the event the ballot the clerk already sent is not returned in time to count on election day. If you receive an FWAB, you must record the receipt of the FWAB as it will act as a place-holder for the clerk-issued ballot in case it needs to be sent to the polls on election day to duplicate and tabulate.