



# QUALIFIED VOTER FILE

# Basic User Training

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REVISED DECEMBER 2020

# Training Agenda

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## Introduction

- Security Requirements

## Segment 1

- Voter Search

## Segment 2

- Absentee Voting

## Segment 3

- Election Tasks & Timeline

## Conclusion

- Next Steps

# Course Requirements: QVF Basic User Curriculum

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## Curriculum

### ● PreWork



**QVF Basic User Training Handouts**  
QVF Basic User Training Handouts



#### **QVF Troubleshooting Guide**

Document providing instructions on troubleshooting various issues that QVF Users may experience impacted by settings outside of the QVF programming, such as: problems printing voter id or master cards, barcode scanner not working properly, and getting the most recent updates to the website.



#### **\* QVF Profile Preferences**

Revised 11/2019 Software manual describing how to customize your QVF account with default settings. These preferences enhance the user experience and increase efficiency by requiring fewer clicks for various menus and processes. Preferences include (but are not limited to): default election date; de... [read more](#)

### ● Online Training



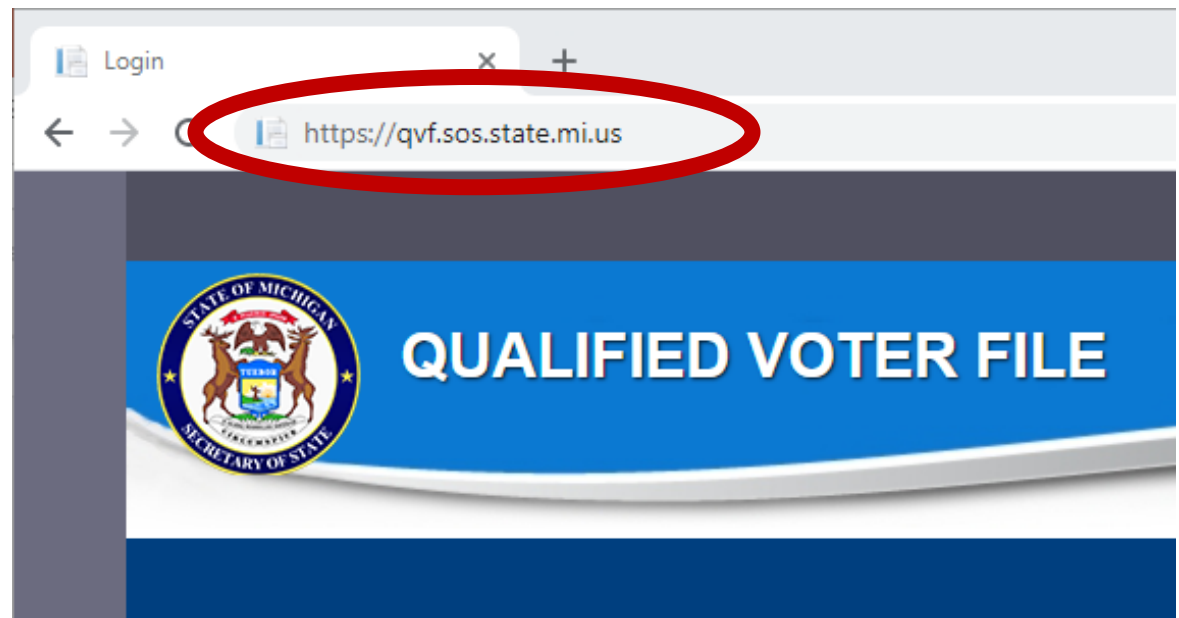
#### **QVF Basic User Training**

QVF Basic User Training. If you are trying to get access to QVF please complete the QVF basic User Curriculum. The End User Agreement is available in the curriculum. You need to complete the Basic User Training and then send the End User Agreement back to QVF

# How do I access QVF?

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 Windows 10



# How does a new user get their own QVF account?

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## eLearning

Request an eLearning account

Use link on eLearning login page

## QVF Training

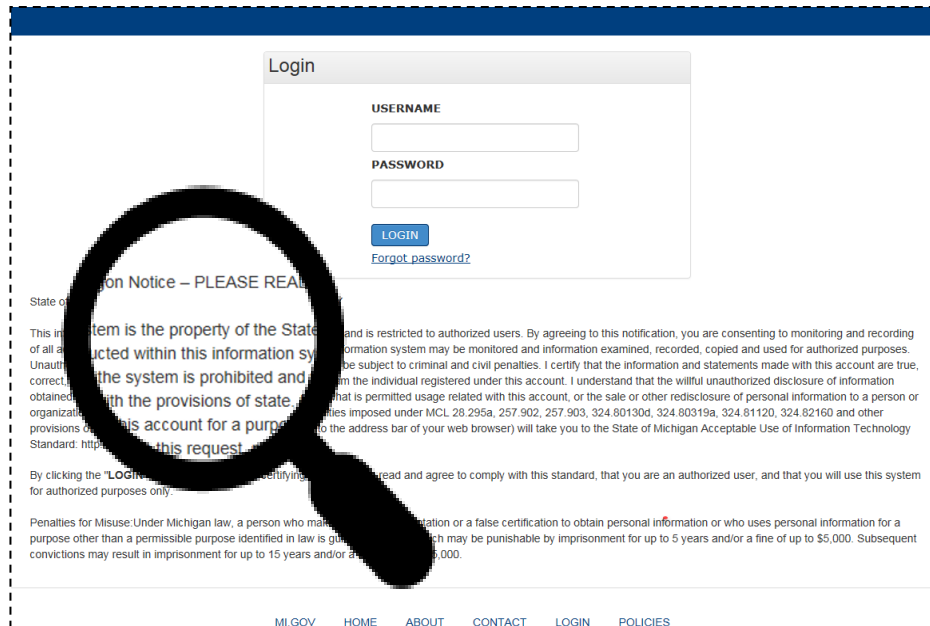
Each Basic User: Basic User Curriculum

Each Complete User: QVF Complete\*

*\*While in-person QVF training is unavailable, take **QVF Basic to Complete** after this Basic curriculum for Complete QVF access.*

# Account Security

- ❑ Certify that you are the individual registered under this account
- ❑ Change your password regularly and never share or save it



The image shows a screenshot of a login page. At the top, there is a blue header bar. Below it, a white box contains the login form with the following elements:

- Login** (title)
- USERNAME** (label) with an input field
- PASSWORD** (label) with an input field
- LOGIN** (button)
- [Forgot password?](#) (link)

Below the login form, there is a section titled "Privacy Notice – PLEASE READ" with the following text:

State of Michigan  
This information system is the property of the State of Michigan and is restricted to authorized users. By agreeing to this notification, you are consenting to monitoring and recording of all activity conducted within this information system. Information in this system may be monitored and information examined, recorded, copied and used for authorized purposes. Unauthorized use of this system is prohibited and may be subject to criminal and civil penalties. I certify that the information and statements made with this account are true, correct and complete. I understand that the willful unauthorized disclosure of information obtained from this account for a purpose not permitted by the provisions of state law, or the sale or other redisclosure of personal information to a person or organization, is prohibited under the provisions of state law. Penalties imposed under MCL 28.295a, 257.902, 257.903, 324.80130d, 324.80319a, 324.81120, 324.82160 and other provisions of state law. Clicking on the address bar of your web browser will take you to the State of Michigan Acceptable Use of Information Technology Standard: <http://www.michigan.gov/ait>

By clicking the "LOGIN" button, you are certifying that you read and agree to comply with this standard, that you are an authorized user, and that you will use this system for authorized purposes only.

Penalties for Misuse: Under Michigan law, a person who makes a false certification to obtain personal information or who uses personal information for a purpose other than a permissible purpose identified in law is guilty of a crime which may be punishable by imprisonment for up to 5 years and/or a fine of up to \$5,000. Subsequent convictions may result in imprisonment for up to 15 years and/or a fine of up to \$10,000.

At the bottom of the page, there is a navigation menu with the following links: [MI.GOV](#), [HOME](#), [ABOUT](#), [CONTACT](#), [LOGIN](#), [POLICIES](#)

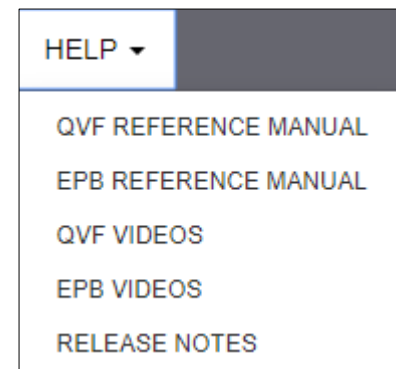
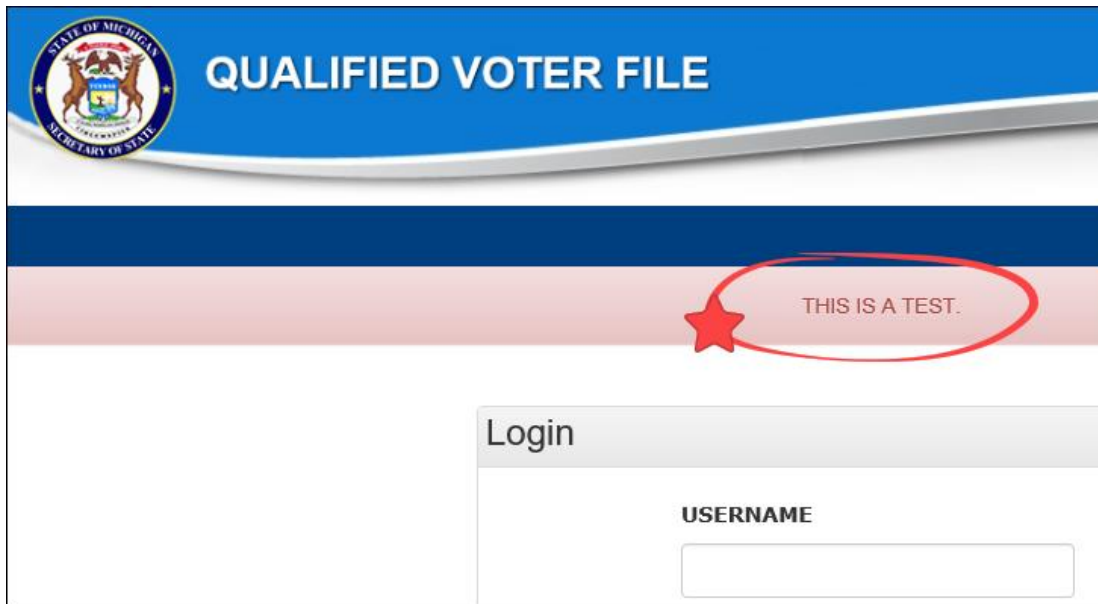
# Log into QVF for the first time

- You will be emailed a QVF username
- You will be emailed (separately) a link to change your password.
- Change your password and never share or save it
- Carefully read and accept the user agreement.
- See your local user admin for more information on Multifactor Authentication (MFA)

A screenshot of the QVF User Agreement page. The page has a blue header with the Michigan State seal and the text "TEST 12/19/2020" and "QUALIFIED VOTER FILE". Below the header is a navigation menu with links: HOME, INBOX, VOTER, REPORTS, ABSENTEE VOTER, ADMINISTRATION, ELECTIONS, LOOKUP, HELP. The main content area is titled "QUALIFIED VOTER FILE USER AGREEMENT" and contains several sections of text, including "Software Intent", "Security", "Username and Password", "System Support", and "Agreement Signature". At the bottom of the page, there is a blue button labeled "I AGREE".

# New Features

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# Electronic Resources

The image displays two overlapping browser window screenshots. The top window shows the Michigan Elections eLearning Center homepage at [mielections.csod.com/Content/mielections/default.aspx](http://mielections.csod.com/Content/mielections/default.aspx). The URL is circled in red. The page features a blue header with the text "Michigan Elections eLearning Center" and a login form with fields for "User Name" and "Password". A "HELP" dropdown menu is open, listing resources: QVF REFERENCE MANUAL, EPB REFERENCE MANUAL, QVF VIDEOS, EPB VIDEOS, and RELEASE NOTES.

The bottom window shows a login page at [training-qvf.sos.state.mi.us/Account/Login?ReturnUrl=%2f](http://training-qvf.sos.state.mi.us/Account/Login?ReturnUrl=%2f). The URL is circled in red. The page includes the Michigan State Seal and the text "QUALIFIED VOTER FILE". A "LOGIN" button and a "USERNAME" input field are visible at the bottom right.

# Troubleshooting Guide

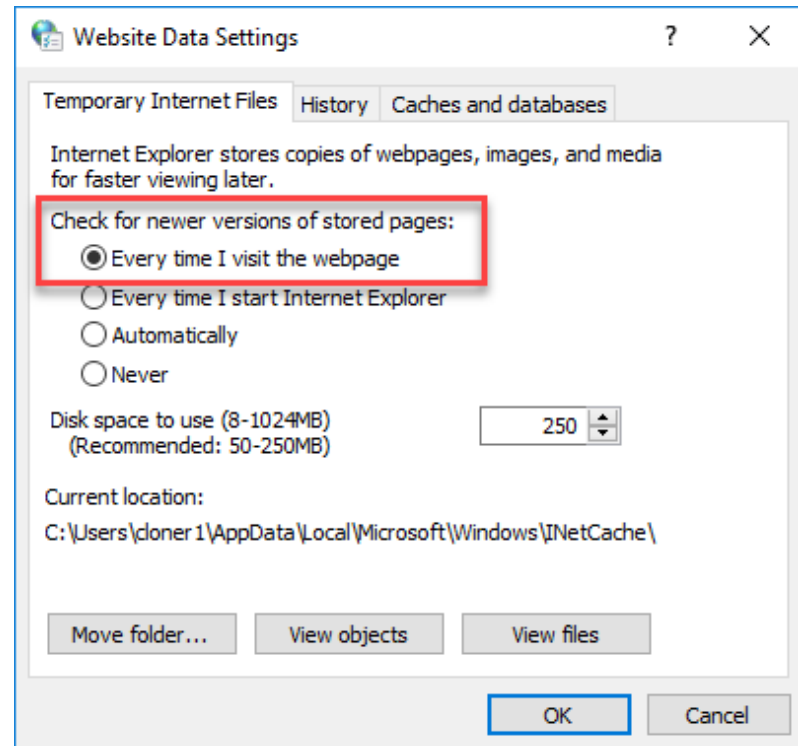
## Web browser settings

- ✓ Disable Pop-up Blocker
- ✓ Computer display settings
- ✓ PDF settings
- ✓ Printing settings
- ✓ Barcode scanner configuration

## IE 11 requires further settings changes

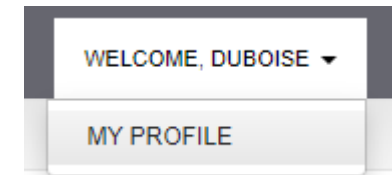
- ✓ Turn off IE Compatibility Mode
- ✓ Check Browser Version (IE 11, not IE 10)
- ✓ Turn off IE cache
- ✓ Add to IE's Trusted sites

**Document available in eLearning Center or QVF Help menu**



# QVF Preferences

- Set default options at first log in
- Adjusting Preferences is important and greatly beneficial because saving selections streamlines your workflows
- Get the dates, labels, formats, and other options you want
- Do more work with fewer clicks!



PROFILE DETAILS | MY PREFERENCES

### GENERAL PREFERENCES

|                         |  |   |
|-------------------------|--|---|
| REGION TYPE             | JURISDICTION   | ▼ |
| REGION                  | BOHEMIA TOWNSHIP (09460)   | ▼ |
| ELECTION DATE           | 5/7/2019 MAY CONSOLIDATED  | ▼ |
| SECONDARY ELECTION DATE | SELECT   | ▼ |
| REMEMBER VOTER SEARCH   | <input type="checkbox"/>   |   |
| SELECT VOTERS FROM      | <input checked="" type="radio"/> MY VOTERS <input type="radio"/> STATEWIDE |   |

**VOTER SEARCH BY STATUS**

- ACTIVE
- CHALLENGE
- VERIFY
- CANCEL
- REJECT

### PRINTING PREFERENCES

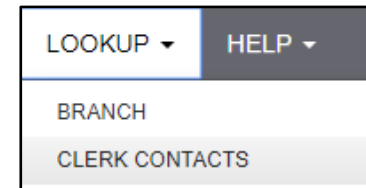
|                              |                          |                              |                          |
|------------------------------|--------------------------|------------------------------|--------------------------|
| <b>ID CARD</b>               |                          | <b>ADDRESS LABEL</b>         |                          |
| PRE-PRINTED IDCARD TEMPLATE  | MER(MICHIGAN ELECTIC) ▼  | *ADDRESS LABEL               | DYMO ADDRESS LABEL ▼     |
| ID CARD PRINTING OPTIONS     | QVF - PRINTED FRONT ▼    | *ADDRESS LABEL PRECINCT TYPE | BALLOT STYLE ▼           |
| HIDE BAR CODE ON ID CARD     | <input type="checkbox"/> | *ADDRESS LABEL SORT OPTION   | PRECINCT/NAME ▼          |
| SHOW CLERK NAME ON ID CARD   | <input type="checkbox"/> | EXTRA ADDRESS LABEL          | <input type="checkbox"/> |
| <b>MASTER CARD</b>           |                          | <b>NOTICE</b>                |                          |
| MASTER CARD PRINTING OPTIONS | PRE-PRINTED FORM ▼       | *NOTICE OUTPUT FORMAT        | MAILING LABELS ▼         |

### AV PREFERENCES

|                   |  |                 |  |
|-------------------|--|-----------------|--|
| <b>AV GENERAL</b> |  | <b>AV LABEL</b> |  |
|-------------------|--|-----------------|--|

# Clerk Contacts

- Informs Voter ID Cards & MVIC/OVR sites
- Edit existing contact info
- Delete former staff in Edit button menu
- Add new staff with Add Contact (clerk required; others optional)



**CLERK CONTACT CRITERIA**

SEARCH TEXT

**SEARCH** **RESET** **ADD CONTACT**

TOGGLE FILTER HEADER    RESET FILTERS    CUSTOM SORT    SHIFT KEY FOR MULTIPLE

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

| COUNTY ^1 | JURISDICTION ^2    | NAME ^3         | ROLE(S)                 | ACTIONS       |
|-----------|--------------------|-----------------|-------------------------|---------------|
| ONTONAGON | ALL                | PREISS, STACY C | CLERK                   | <b>VIEW</b>   |
| ONTONAGON | BERGLAND TOWNSHIP  | SORELLE, IRENE  | CLERK                   | <b>VIEW</b>   |
| ONTONAGON | BOHEMIA TOWNSHIP   | SULKANEN, ELSIE | CLERK                   | <b>EDIT</b>   |
| ONTONAGON | CARP LAKE TOWNSHIP | REATH, NANCY    | CLERK, PRIMARY QVF USER | DELETE        |
| ONTONAGON | GREENLAND TOWNSHIP | KAARTO, CORRIE  | CLERK                   | ADDRESS LABEL |

# Adding/Updating Contacts

### CLERK CONTACT ✕

**CONTACT INFO** ROLES ADDRESSES MAP HOURS / LOCATION

TITLE  
CLERK

\*FIRST NAME  
FIRSTNAME

\*LAST NAME  
LASTNAME

\*BUSINESS ADDRESS LINE 1  
572 ROUSSEAU RD

BUSINESS ADDRESS LINE 2

\*CITY  
MASS CITY

\*STATE  
MICHIGAN

\*ZIP  
49948-9738

MAINTAINS PERM AV LIST  
SELECT

FAX NUMBER

\*PHONE NUMBER  
(906) 883-3466

EXTENSION

\*EMAIL  
CLERK@BOHEMIATWPMI.ORG

\*COUNTY  
ONTONAGON

\*JURISDICTION  
BOHEMIA TOWNSHIP

EFFECTIVE DATE

MODIFICATION DATE  
4/1/2020 10:10:42 AM

CLERK CONTACT DETAILED REPORT ADDRESS LABEL SAVE CLOSE

# Segment 1: Voter Search

## Voter Search Results

[HOME](#) > VOTER SEARCH BY NAME

**VOTER CRITERIA**

VOTER ID/DLN

LAST NAME

FIRST NAME

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

**ADVANCED SEARCH** >

TOGGLE FILTER HEADER   RESET FILTERS   SELECT ALL   SELECT NONE


Page 1 of 16   10   DISPLAYING 1 TO 10 OF 154 ITEMS.

| + | M                        | S | NAME ^ | ADDRESS                  | CITY/STATE/ZIP | DOB              | COUNTY     | JURISDICTION | ACTIONS          |                                     |
|---|--------------------------|---|--------|--------------------------|----------------|------------------|------------|--------------|------------------|-------------------------------------|
| + | <input type="checkbox"/> |   | A      | MCQVF, A ANTONIO         | 46032 LOTS RD  | TOIVOLA MI 49965 | 01/26/1947 | ONTONAGON    | BOHEMIA TOWNSHIP | <input type="button" value="EDIT"/> |
| + | <input type="checkbox"/> |   | A      | MCQVF, AARON ARIELLE     | 46018 LOTS RD  | TOIVOLA MI 49965 | 01/12/1947 | ONTONAGON    | BOHEMIA TOWNSHIP | <input type="button" value="EDIT"/> |
| + | <input type="checkbox"/> |   | A      | MCQVF, ABAGAIL ALBERT    | 46053 LOTS RD  | TOIVOLA MI 49965 | 02/16/1947 | ONTONAGON    | BOHEMIA TOWNSHIP | <input type="button" value="EDIT"/> |
| + | <input type="checkbox"/> |   | A      | MCQVF, ABBY ARLINE       | 46134 LOTS RD  | TOIVOLA MI 49965 | 05/08/1947 | ONTONAGON    | BOHEMIA TOWNSHIP | <input type="button" value="EDIT"/> |
| + | <input type="checkbox"/> |   | A      | MCQVF, ABDULAZIZ ALFONZO | 46079 LOTS RD  | TOIVOLA MI 49965 | 03/14/1947 | ONTONAGON    | BOHEMIA TOWNSHIP | <input type="button" value="EDIT"/> |
| + | <input type="checkbox"/> |   | A      | MCQVF, ABIGAIL ANNA      | 46014 LOTS RD  | TOIVOLA MI 49965 | 01/08/1947 | ONTONAGON    | BOHEMIA TOWNSHIP | <input type="button" value="EDIT"/> |
| + | <input type="checkbox"/> |   | A      | MCQVF, ADA ADINA         | 46095 LOTS RD  | TOIVOLA MI 49965 | 03/30/1947 | ONTONAGON    | BOHEMIA TOWNSHIP | <input type="button" value="EDIT"/> |
| + | <input type="checkbox"/> |   | A      | MCQVF, ADA ANA ALIENE    | 46135 LOTS RD  | TOIVOLA MI 49965 | 05/08/1947 | ONTONAGON    | BOHEMIA TOWNSHIP | <input type="button" value="EDIT"/> |
| + | <b>TOTAL:</b>            |   |        |                          |                |                  |            |              |                  | 0                                   |

# QVF Voter Search

VOTER ▾ REPORTS ▾

VOTER SEARCH BY NAME

VOTER SEARCH BY ID 

RECENT RECORDS VIEWED ▶


**VOTER CRITERIA**

VOTER ID/DLN

LAST NAME

FIRST NAME

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

**ADVANCED SEARCH** ▶

# Advanced Voter Search

**ADVANCED SEARCH** 

ADVANCED SEARCH  

**VOTER ADDRESS CRITERIA**

HOUSE NUMBER   
PREFIX   
ADDRESSLINE2

STREET NAME   
SUFFIX   
TYPE

**REGION CRITERIA**

COUNTY   
P.O. CITY

JURISDICTION   
PRECINCT

DISTRICT TYPE 1   
DISTRICT TYPE 2   
DISTRICT TYPE 3   
DISTRICT TYPE 4

DISTRICT 1   
DISTRICT 2   
DISTRICT 3   
DISTRICT 4

**MAILING ADDRESS CRITERIA**

INCLUDE VOTERS WITH MAILING ADDRESSES  
 INCLUDE VOTERS WITHOUT MAILING ADDRESSES  
 INCLUDE VOTERS WITH OR WITHOUT MAILING ADDRESSES

**VOTER COMMENT CRITERIA**

INCLUDE VOTERS WITH COMMENTS  
 INCLUDE VOTERS WITHOUT COMMENTS  
 INCLUDE VOTERS WITH OR WITHOUT COMMENTS



# Anatomy of a Voter Record

|                       |  |  |                      |  |              |             |         |           |
|-----------------------|--|--|----------------------|--|--------------|-------------|---------|-----------|
| MCQVF, ALICE A        |  |  |                      | 46000 ASPEN RD TOIVOLA MI, 49965         |              |             |         |           |
| VOTER                 | NTH ADDR                                       | <input checked="" type="checkbox"/> MAILING ADDR | DISTRICT             | STATUS                                   | CCD          | IVF         | HISTORY | INSPECTOR |
| * REGISTRATION DATE   |  | VOTER ID   |                      | CCD                                      | IVF          |             |         |           |
| 10/01/2018            |  |  |                      | NONE                                     | N            |             |         |           |
| * LAST NAME           | * FIRST NAME                                   | MIDDLE NAME                                      | NAME SUFFIX          | * GENDER                                 |              |             |         |           |
| MCQVF                 | ALICE  | A  |                      | FEMALE                                   |              |             |         |           |
| FORMER NAME           |  |  |                      | * DATE OF BIRTH                          |              |             |         |           |
|                       |  |  |                      | 01/11/1996                               |              |             |         |           |
| HOUSE NUMBER          | H SFX  | PREFIX   | STREET NAME          | TYPE                                     | S SFX        | RES EXT     |         |           |
| 46000                 |  |  | ASPEN                | RD                                       |              |             |         |           |
| POST OFFICE CITY      |  |  | STATE                | ZIPCODE                                  | FIND ADDRESS |             |         |           |
| TOIVOLA               |  |  | MI                   | 49965                                    |              |             |         |           |
| LAST 4                | PHONE NUMBER                                   |  | * ID CONFIRMED       | PERM AV                                  |              |             |         |           |
|                       |  |  | CONFIRMED            | <input type="checkbox"/>                 |              |             |         |           |
| DIGITAL SIGNATURE     |  |  |                      | UOCAVA STATUS                            |              |             |         |           |
| PRIMARY               |  | SECONDARY  |                      | MILITARY                                 |              |             |         |           |
| NO IMAGE              |  |  |                      | DELETE                                   |              |             |         |           |
|                       |  |  |                      | UOCAVA STATUS DATE                       |              |             |         |           |
|                       |  |  |                      | 04/01/2019                               |              |             |         |           |
|                       |  |  |                      | FPCA <input checked="" type="checkbox"/> |              |             |         |           |
| REGISTRATION LOCATION |  | RESIDENCY VERIFICATION                           |                      | EMAIL                                    |              |             |         |           |
| SELECT                |  | SELECT   |                      |  |              |             |         |           |
| SAVE                  | UPDATE EAC <input checked="" type="checkbox"/> | COMMENTS   | OUT OF STATE ADDRESS | ABSENTEE VOTER                           | ID CARD      | MASTER CARD |         |           |

**VOTER DETAILS**

**STATUS:**  
ACTIVE

**COUNTY:**  
ONTONAGON

**JURISDICTION:**  
BOHEMIA TOWNSHIP

**PRECINCT:**  
00002

**WARD:**  
NONE

**SCHOOL DISTRICT:**  
ADAMS TOWNSHIP  
SCHOOL DISTRICT

**POLLING LOCATION:**  
MISERY BAY TOWN H...  
MISERY BAY ROAD  
TOIVOLA, MI 49965

**OPERATOR:**  
DUBOISE

**ENTRY DATE:**  
10/23/2018

**EFFECTIVE FROM:**  
10/1/2018

**EFFECTIVE THROUGH:**

DYMO LABEL

# History Tab

## Change History

[VOTER](#)
[NTH ADDR](#)
[MAILING ADDR](#)
[DISTRICT](#)
[STATUS](#)
[CCD](#)
[IVF](#)
[HISTORY](#)
[INSPECTOR](#)

**CHANGE HISTORY** ▼

[TOGGLE FILTER HEADER](#)
[RESET FILTERS](#)

PAGE 1 OF 1    10    DISPLAYING 1 TO 4 OF 4 ITEMS.

| DESCRIPTION   | DATE       | VOTER IDENTIFICATION | USER NAME   |
|---|------------|----------------------|-------------|
| LONG MOVE (8/14/2017) TO 14718 WILLOWBROOK DR, LAKE ODESSA MI 48849 (ODESSA TOWNSHIP)   | 06/15/2017 | 33375041             | DLTOQVF@830 |
| LONG MOVE (8/21/2006) TO 809 S COCHRAN AVE, CHARLOTTE MI 48813 (CHARLOTTE CITY)   | 06/23/2006 | 33375041             | DLTOQVF@226 |
| LONG MOVE (9/15/2004) TO 108 GATEWOOD DR APT 2C2, LANSING MI 48917 (DELTA CHARTER TOWNSHIP)   | 09/17/2004 | 33375041             | DLTOQVF@226 |
| HISTORY STARTED WITH A REG DATE OF 9/25/2002 FOR DARREL LEE DUBOIS JR OF 8171 W MOUNT HOPE HWY, VERMONTVILLE MI 49096 (SUNFIELD TOWNSHIP) WITH A STATUS OF ACTIVE | 01/12/2003 | 33375041             | STATE       |

04/04/2019

**CHANGE HISTORY FOR**  
**DARREL LEE DUBOIS JR**  
**14718 WILLOWBROOK DR LAKE ODESSA MI 48849**

[PRINT CHANGE HISTORY](#)

| Description   | Date / Time           | User Code |
|---|-----------------------|-----------|
| LONG MOVE (8/14/2017) to 14718 WILLOWBROOK DR, LAKE ODESSA MI 48849 (ODESSA TOWNSHIP)   | 6/15/2017 2:01:07 PM  |           |
| LONG MOVE (8/21/2006) to 809 S COCHRAN AVE, CHARLOTTE MI 48813 (CHARLOTTE CITY)   | 6/23/2006 7:35:50 PM  |           |
| LONG MOVE (9/15/2004) to 108 GATEWOOD DR APT 2C2, LANSING MI 48917 (DELTA CHARTER TOWNSHIP)   | 9/17/2004 7:37:25 PM  |           |
| History started with a reg date of 9/25/2002 for DARREL LEE DUBOIS JR of 8171 W MOUNT HOPE HWY, VERMONTVILLE MI 49096 (SUNFIELD TOWNSHIP) with a status of ACTIVE | 1/12/2003 10:49:14 AM |           |
| <b>Total</b>  | <b>4</b>              |           |

[VOTING HISTORY](#) ▶

[PRINT VOTING HISTORY](#)

## Voting History


[PRINT VOTING HISTORY](#)

# Digitized Signature

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# AV Tracking Shortcut



ABSENTEE VOTER DETAILS

**ELECTION INFORMATION** ▾

REGION : BOHEMIA TOWNSHIP

**\*MAIN ELECTION**

11/6/2018 STATE GENERAL ▾

**SECONDARY/GENERAL ELECTION**

SELECT ▾

---

**VOTER INFORMATION**

NAME : MCQVF, ALICE A

STATUS : ACTIVE

PERM AV : NO

PRECINCT / BS : 00002 / 4473

AVCB :

SCHOOL DIS : ADAMS TOWNSHIP S...

DOB / AGE : 1/11/1996 23

TRANSITION : NO

ADDRESS : 46000 ASPEN RD  
TOIVOLA MI 49965

NO IMAGE

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**BALLOT OPTIONS** ▸

**PRINT OPTIONS** ▾

\*PRINT NOW
  \*PRINT LATER

**APPLICATIONS** 11/6/2018 STATE GENERAL

SENT:  RECEIVED:  UOCAVA STATUS:   PERM AV

FPCA

APPLICATION STATUS ▸

APPLICATION HISTORY ▾

---

**BALLOTS**

SENT:  BALLOT NUMBER:  RECEIVED:  FWAB RECEIVED:

\*DELIVERY METHOD:  EMAIL ADDRESS:  PHONE NUMBER:

BALLOT STATUS ▾

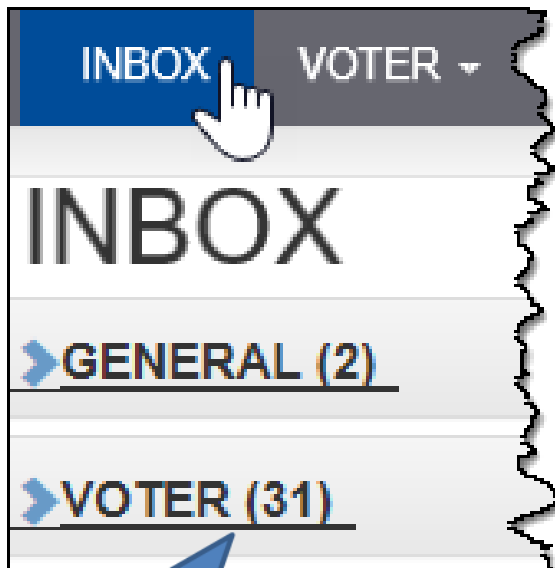
UNDELIVERABLE
  SPOIL
  REJECT

BALLOT HISTORY ▾

| BALLOT NUMBER | SENT      | RECEIVED  | DELIVERY METHOD | FWAB RECEIVED | STATUS |
|---------------|-----------|-----------|-----------------|---------------|--------|
| 00000150      | 10/1/2018 | 10/8/2018 | POSTAL MAIL     | 10/2/2018     | ACTIVE |

# Inbox Notifications

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- General Communications, such as reminders and deadlines
- Voter registration changes

Click a heading to open or collapse the section

# General Inbox Messages

▼GENERAL (2)

TOGGLE FILTER HEADER    RESET FILTERS

Page 1 of 1    25    DISPLAYING 1 TO 2 OF 2 ITEMS.

| JURISDICTION     | TYPE             | DATE       | MESSAGE  | RESPONSE |
|------------------|------------------|------------|--|----------|
| BOHEMIA TOWNSHIP | ACTION ITEM      | 11/03/2017 | THE MOVE BALLOT DEADLINE FOR THE MAY 2018 ELECTION IS 3/24/2018. | NEW      |
| BOHEMIA TOWNSHIP | INFORMATION ONLY | 10/20/2017 | THIS IS A GENERAL INBOX MESSAGE FOR UAT 2.                       | NEW      |

►VOTER (31)

►REQUESTS (4)

MESSAGE

THE MOVE BALLOT DEADLINE FOR THE MAY 2018 ELECTION IS 3/24/2018. BALLOT ADMINISTRATION MUST BE COMPLETED BY THIS DATE.

RESPONSE

NEW

CLOSE

RESPONSE

NEW

NEW

NEW

READ

CLOSED

# Voter Notifications

## Filter and Search tools

- Type, School District and Effective Dates
- View messages that were already closed
- Hide your own transactions
- Filter columns by content: Moved To, Moved From, Source and others...

▼ VOTER (31)

TYPE: ALL ▼

\*SCHOOL DISTRICT: ALL ▼

EFFECTIVE FROM: [ ] [ ]

EFFECTIVE TO: [ ] [ ]

SHOW CLOSED MESSAGE

HIDE OWN TRANSACTIONS

TOGGLE FILTER HEADER

RESET FILTERS

SELECT ALL

SELECT NONE

Page 1 of 7

5

DISPLAYING 1 TO 5 OF 31 ITEMS.

| <input type="checkbox"/> | JURISDICTION ▲1 | EFF. DATE ▼2 | ACTION/TYPE ▲4 | SOURCE   | VOTER ID      | VOTER NAME ▲3 |
|--------------------------|-----------------|--------------|----------------|----------|---------------|---------------|
|                          | SELECT ▼        |              | SELECT ▼       | SELECT ▼ | BEGINS WITH ▼ | BEGINS WITH ▼ |

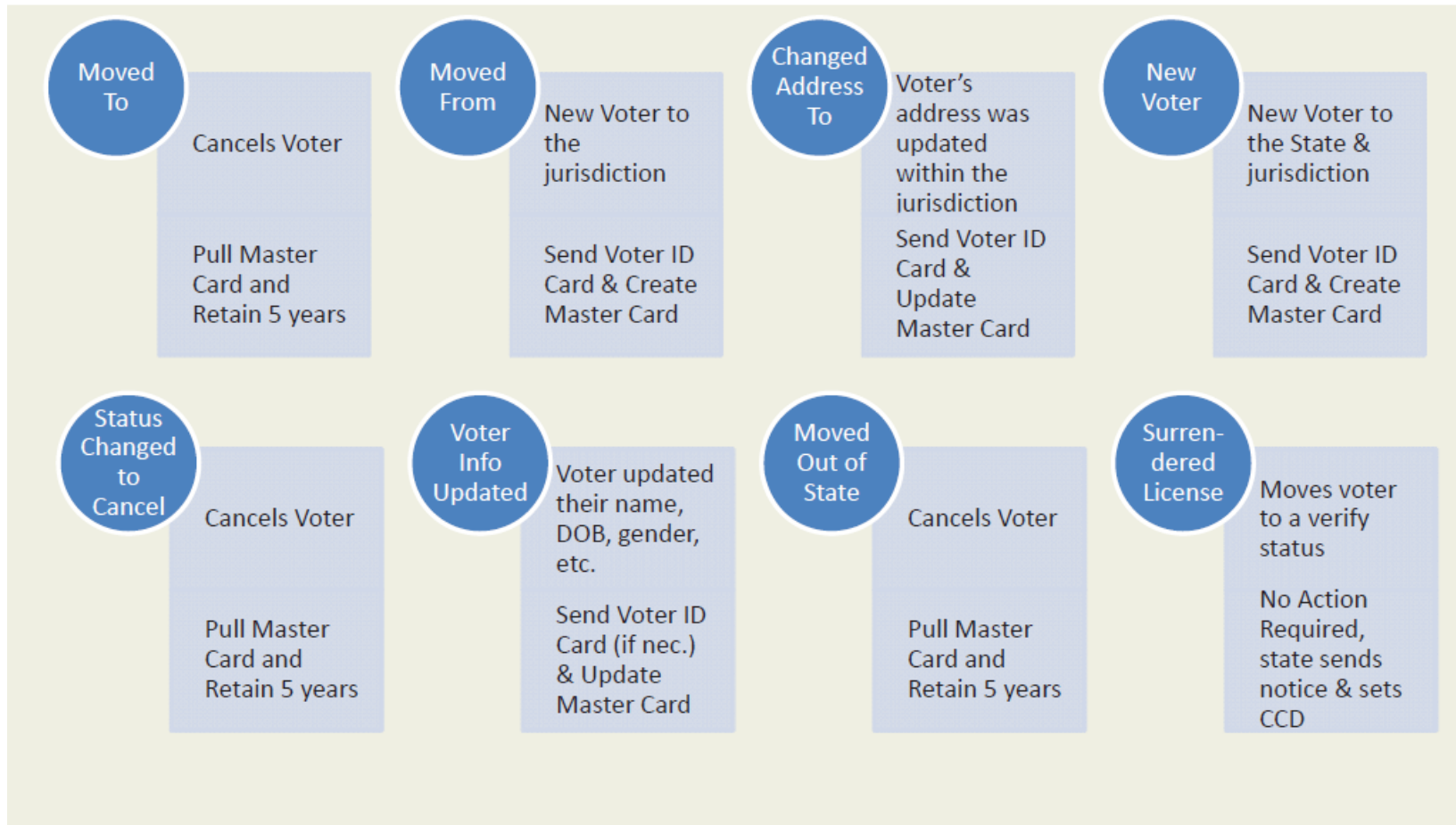
# Voter Notifications

| TOGGLE FILTER HEADER                |                                  | RESET FILTERS | SELECT ALL   | SELECT NONE                 |                                  |                             |                        |
|-------------------------------------|----------------------------------|---------------|--|-----------------------------|----------------------------------|-----------------------------|------------------------|
| Page 2 of 71                        |                                  | 5             | DISPLAYING 6 TO 10 OF 352 ITEMS.                                   |                             |                                  |                             |                        |
| <input type="checkbox"/>            | VOTER NAME ^                     | EFF. DATE     | ACTION/TYPE  | SOURCE                      | VOTER ID                         | JURISDICTION                | EDIT                   |
|                                     | IS EQUAL TO <input type="text"/> |               | SELECT <input type="text"/>  | SELECT <input type="text"/> | IS EQUAL TO <input type="text"/> | SELECT <input type="text"/> |                        |
| <input type="checkbox"/>            | MCQVF, CAITLYN CARLOS            | 03/14/2018    | MOVED FROM -- 19882 FREDERICK ST HOUGHTON MI 49931 (HOUGHTON CITY) | DLTOQVF@382                 | C548325489083                    | BOHEMIA TOWNSHIP            | <a href="#">EDIT</a>   |
| <input checked="" type="checkbox"/> | MCQVF, CALEB CECIL               | 04/23/2018    | MOVED FROM -- 19922 FREDERICK ST HOUGHTON MI 49931 (HOUGHTON CITY) | DLTOQVF@382                 | C548325489123                    | BOHEMIA TOWNSHIP            | <a href="#">✓ EDIT</a> |
| <input type="checkbox"/>            | MCQVF, CALEY CHEHATA             | 05/10/2018    | MOVED FROM -- 19939 FREDERICK ST HOUGHTON MI 49931 (HOUGHTON CITY) | DLTOQVF@382                 | C548325489140                    | BOHEMIA TOWNSHIP            | <a href="#">EDIT</a>   |
| <input type="checkbox"/>            | MCQVF, CALVIN CLAUDE             | 01/13/2018    | MOVED FROM -- 19822 FREDERICK ST HOUGHTON MI 49931 (HOUGHTON CITY) | DLTOQVF@382                 | C548325489023                    | BOHEMIA TOWNSHIP            | <a href="#">EDIT</a>   |
| <input type="checkbox"/>            | MCQVF, CAMERON COVEN             | 01/17/2018    | MOVED FROM -- 19826 FREDERICK ST HOUGHTON MI 49931 (HOUGHTON CITY) | DLTOQVF@382                 | C548325489027                    | BOHEMIA TOWNSHIP            | <a href="#">EDIT</a>   |

*Signature*



# Inbox



# Voter Notifications

---


## Source:

- MVIC & @830 = SOS online voter registrations
- ROCKTHEVOTE and other 3<sup>rd</sup> Party applications

Registration applications must be processed in a timely manner, with or without receiving paperwork

- Online transactions:
  - MVIC, ExpressSOS, and Third-Party websites
- Paper applications without an inbox notice
- Signatures are available in QVF, even with Statewide search

# Voter Registration: Quick Match



## QUALIFIED VOTER FILE

[HOME](#) [INBOX](#) [VOTER](#) [REPORTS](#) [ABSENTEE VOTER](#) [ADMINISTRATION](#) [ELECTIONS](#) [LOOKUP](#) [HELP](#) [TOOLS](#)

WELCOME, DUBOISE

[HOME](#) > QUICK MATCH


ENTER THE DRIVER'S LICENSE NUMBER(DLN), LAST NAME AND FIRST INITIAL, AND THE DATE OF BIRTH(DOB) OF THE VOTER YOU ARE TRYING TO REGISTER.

**LICENSE NUMBER**

**NO LICENSE NUMBER**

**\*FULL LAST NAME**

**\*FIRST INITIAL**

**\*DOB**  

[QUICK MATCH](#) [CLEAR](#)

|                                     |   | ST | LICENSE NUMBER | DOB        | NAME         | ADDRESS                              | REG DATE   |
|-------------------------------------|---|----|----------------|------------|--------------|--------------------------------------|------------|
| <input checked="" type="checkbox"/> | ✓ | A  | D112345678902  | 11/02/1970 | MCQVF, DIANA | 7002 ALGOMAH RD, MASS CITY, MI 49948 | 02/02/1972 |
| <input type="checkbox"/>            | ✓ | A  | D112345678902  | 11/02/1970 | MCQVF, DIANA | 7002 ALGOMAH RD, MASS CITY, MI 49948 | 02/02/1972 |

✓ This is excellent because all fields match.

[MOVE IN](#) [REQUEST MERGE](#) [OPEN VOTER](#) [DUPLICATE REGISTRATION](#)

# Voter Registration: Registering a New Voter


The screenshot shows the Michigan Secretary of State's website for the Qualified Voter File. The page has a blue header with the Michigan state seal and the text "QUALIFIED VOTER FILE". Below the header is a dark navigation bar with links: HOME, INBOX, VOTER, REPORTS, ABSENTEE VOTER, ADMINISTRATION, ELECTIONS, LOOKUP, HELP, TOOLS. On the right of the navigation bar is "WELCOME, DUBOISE". Below the navigation bar is a breadcrumb trail: HOME > QUICK MATCH. The main content area contains a search instruction: "ENTER THE DRIVER'S LICENSE NUMBER(DLN), LAST NAME AND FIRST INITIAL, AND THE DATE OF BIRTH(DOB) OF THE VOTER YOU ARE TRYING TO REGISTER." There are two main input sections. The first section has two columns: "LICENSE NUMBER" with a text input field containing "D123456789000" and "NO LICENSE NUMBER" with a checkbox. The second section has three columns: "\*FULL LAST NAME" with a text input field containing "MCQVF", "\*FIRST INITIAL" with a text input field containing "D", and "\*DOB" with a date input field containing "04/01/1980" and a calendar icon. Below these sections are two buttons: "QUICK MATCH" (highlighted in blue) and "CLEAR". At the bottom, there is a message: "YOUR SEARCH DID NOT YIELD ANY VOTER RESULTS, PLEASE SELECT 'REGISTER NEW VOTER' TO ENTER THE VOTER IN THE SYSTEM." and a blue button labeled "REGISTER NEW VOTER".

**QUALIFIED VOTER FILE**

HOME INBOX VOTER ▾ REPORTS ▾ ABSENTEE VOTER ▾ ADMINISTRATION ▾ ELECTIONS ▾ LOOKUP ▾ HELP ▾ TOOLS ▾ WELCOME, DUBOISE ▾

HOME > QUICK MATCH

ENTER THE DRIVER'S LICENSE NUMBER(DLN), LAST NAME AND FIRST INITIAL, AND THE DATE OF BIRTH(DOB) OF THE VOTER YOU ARE TRYING TO REGISTER.

|  |                          |                                    |                                |   |
|--|--------------------------|------------------------------------|--------------------------------|---|
| <b>LICENSE NUMBER</b>                      | <b>NO LICENSE NUMBER</b> | <b>*FULL LAST NAME</b>             | <b>*FIRST INITIAL</b>          | <b>*DOB</b>   |
| <input type="text" value="D123456789000"/> | <input type="checkbox"/> | <input type="text" value="MCQVF"/> | <input type="text" value="D"/> | <input data-bbox="1561 903 1725 953" type="text" value="04/01/1980"/>  |

**QUICK MATCH**

YOUR SEARCH DID NOT YIELD ANY VOTER RESULTS, PLEASE SELECT "REGISTER NEW VOTER" TO ENTER THE VOTER IN THE SYSTEM.

**REGISTER NEW VOTER**

# Registering a Voter Within 14 Days of an Election

| REGISTRATION LOCATION   | RESIDENCY VERIFICATION   | EMAIL |
|-------------------------|--|-------|
| CLERKS OFFICE AND OTH ▾ | <b>SELECT</b><br>DL/PID CONFIRMED RESIDENCY<br>ID/AFFIDAVIT + OTHER RESIDENCY CONFIRMATION<br>NO RESIDENCY VERIFICATION<br>NOT REGISTERING FOR THIS ELECTION |       |

## Residency Verification Breakdown

|  |  |   |
|--|--|---|
| <b>DL/PID Confirmed Residency</b>                  | Voter's DL or PID bears their registration address   | Registration effective today<br><b>Regular Ballot</b>   |
| <b>ID/Affidavit + Other Residency Confirmation</b> | Voter presents another form of ID or the Affidavit of Voter Not in Possession of Photo ID, plus other confirmation of residency in the city/township | Registration effective today<br><b>Challenged Ballot</b>  |
| <b>No Residency Confirmation</b>                   | Voter does not present confirmation of residency   | Registration +15 days. (Not qualified for this election until residency confirmation presented).<br><b>No Ballot can be issued.</b> |
| <b>Not Registering for this election</b>           | Voter does not wish to be registered for this election   | Registration is +15 days.<br><b>No Ballot can be issued.</b>  |

# Segment 2: Absentee Voting Street Index

Street Index is the backbone of QVF

- Links voters to districts and determines ballot style

What's in it?

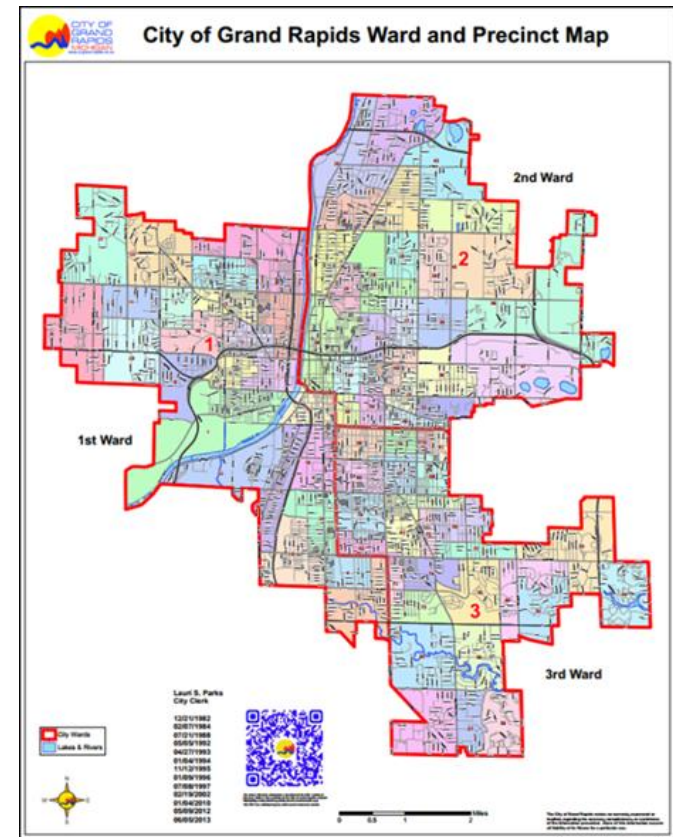
- Street Index Report
- Permanent Geography module

Errors in the Street Index?

- Wrong jurisdiction
- Wrong precinct list
- Wrong ballot style

Check your resources!

- Assessing or Equalization
- County GIS



# Street Index Lookup

ELECTIONS ▾   LOOKUP ▾   HELP ▾

- CLERK CONTACTS
- COUNTY LOOKUP
- DISTRICT LOOKUP
- JURISDICTION LOOKUP
- PERMANENT GEOGRAPHY LOOKUP
- PRECINCTS AND POLLING LOCATIONS
- STREET INDEX LOOKUP

\*REGION TYPE JURISDICTION ▾

\*REGION BOHEMIA TOWNSHIP (09460) ▾

REQUEST NEW

SEARCH CLEAR

NUMBER  PARITY BOTH ▾

STREET  NTH

POCITY

ZIPCODE

TOGGLE FILTER HEADER

RESET FILTERS

Page 1 of 1

25 ▾

DISPLAYING 1 TO 3 OF 3 ITEMS.

| STREET NAME ▲1 | JURISDICTION     | NUMBERS ▼2    | EXTENSION | ZIPCODE | COUNTY    |                  |
|----------------|------------------|---------------|-----------|---------|-----------|------------------|
| ROSSEAU RD     | BOHEMIA TOWNSHIP | 101 - 571 B   |           | 49948   | ONTONAGON | REQUEST CHANGE ▾ |
| ROUSSEAU RD    | BOHEMIA TOWNSHIP | 100 - 199 B   |           | 49948   | ONTONAGON | REQUEST CHANGE ▾ |
| ROUSSEAU RD    | BOHEMIA TOWNSHIP | 5000 - 5999 B |           | 49948   | ONTONAGON | REQUEST CHANGE ▾ |

# Street Index Help

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Changes and corrections to the Street Index must be communicated to the Bureau of Elections

- Street Index Lookup
- Work with a QVF Complete user to coordinate changes
- Contact Nicholas Daum
  - [daumn1@michigan.gov](mailto:daumn1@michigan.gov)
  - 517-335-1003

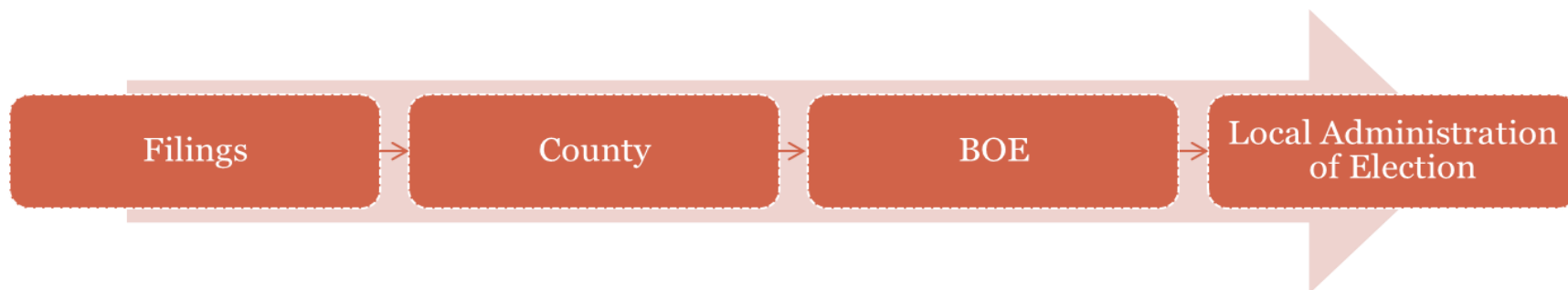


# Election Administration

---

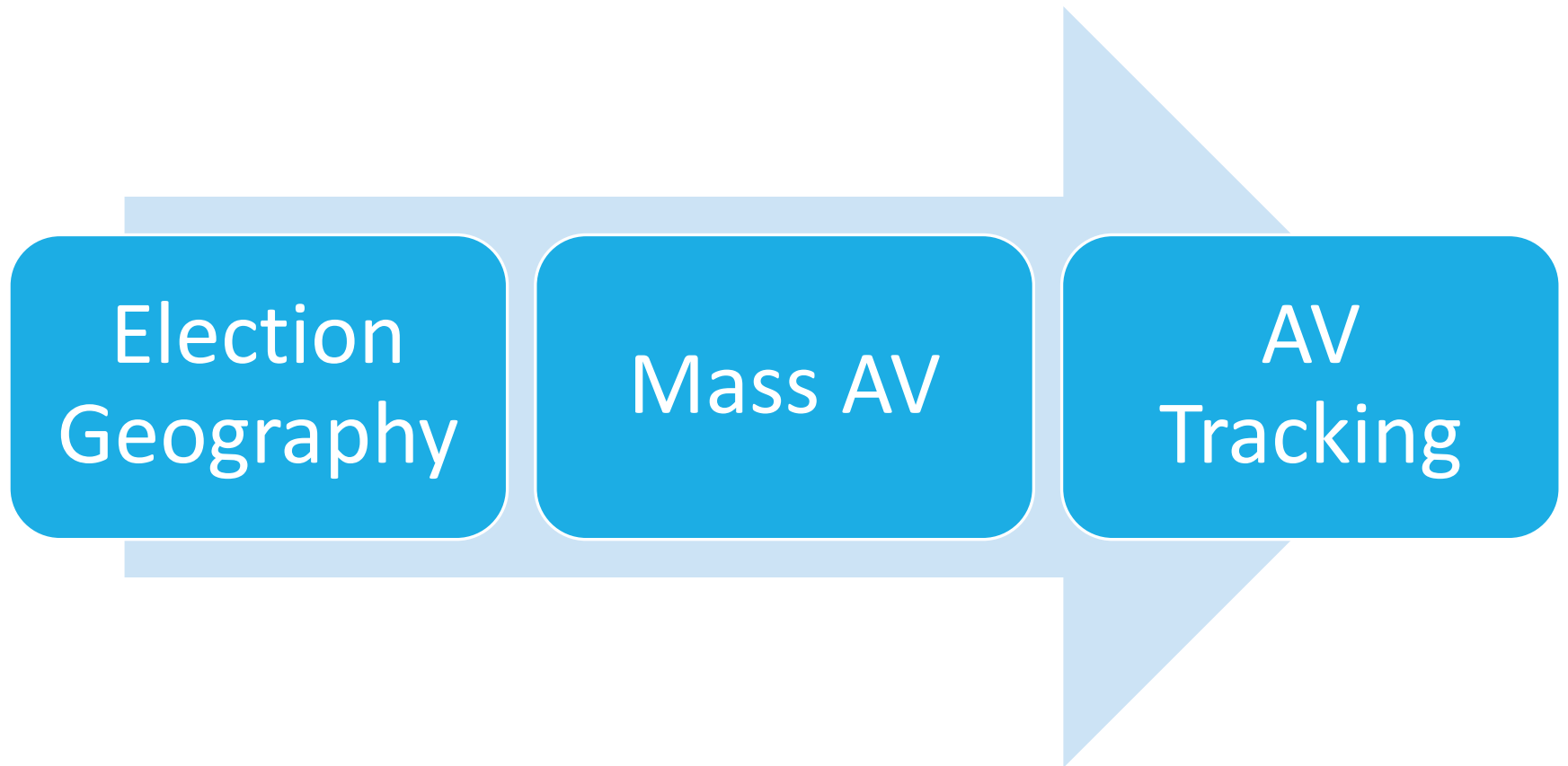
Before absent voter application/ballot processing begins for a particular election, Counties work to establish offices, proposals, and assign election tasks in QVF

- Filings are taken by the County or forwarded to the County by the local clerk
- County completes the steps in the Ballot Administration module (and, for consolidated elections, the Duty List)
- Local clerk can begin election administration in QVF

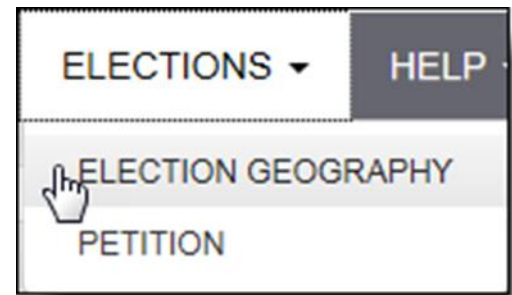


# Local Election Administration after County completes Ballot Admin

---



# Election Geography



**Combine Precincts**

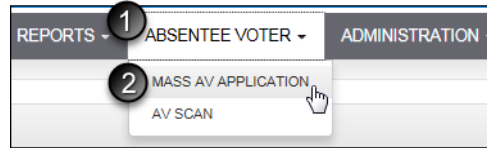
**Ballot Style Alias**

**Temporary  
Polling Location  
Change**

**AV Counting Board**

# Mass AV Applications

- Apps for Perm AV List



SEARCH

\*MAIN ELECTION: 8/4/2020 STATE PRIMARY

SECONDARY/GENERAL ELECTION: 11/3/2020 STATE GENERAL

\*REGION TYPE: JURISDICTION

\*REGION: BOHEMIA TOWNSHIP (09460)

DO NOT SHOW INCONSISTENT VOTERS

\*INCLUDE/EXCLUDE VOTERS: ONLY PERM AV

VOTER GROUP: ONLY UNSENT APPLICATIONS

\*PRECINCT TYPE: COMBINED PRECINCT

\*PRECINCT SELECTOR (2 SELECTED): 00001, 00002

SELECT ALL, SELECT NONE, SHOW JURISDICTION, SEARCH

SEARCH

6 RESULTS

RECORD SENT DATE

OUTPUT FORMAT: QVF APP (FRONT), PRE PRINTED APP, POSTCARD, LABEL (2 ACROSS), LABEL (3 ACROSS), EXPORT TO CSV/TEXT

PRINT NOW, PRINT LATER, PREVIEW/PRINT

TOGGLE FILTER HEADER, RESET FILTERS, SELECT ALL, SELECT

Page 1 of 1, 10, DISPLAYING 1 TO

| <input checked="" type="checkbox"/> | 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    |              |              |

# Mass AV Applications

**OUTPUT FORMAT**

PRINT NOW  PRINT LATER

**PREVIEW/PRINT**

- QVF APP (FRONT)
- PRE PRINTED APP
- POSTCARD
- LABEL (2 ACROSS)
- LABEL (3 ACROSS)
- EXPORT TO CSV/TEXT

- App or Postcard Options

**PRINTING OPTIONS**

\*PRECINCT LABEL

BALLOT STYLE

\*SORT BY

PRECINCT CODE

OK CLOSE

- Label Options

**PRINTING OPTIONS**

\*EXTRA ADDRESS LABEL

PRINT MAILING/RESIDENTIAL ADDRESS

PRINT RESIDENTIAL ADDRESS ONLY

PRINT RESIDENTIAL AND MAILING ADDRESS

LABEL (3 ACROSS)

\*PRECINCT LABEL

BALLOT STYLE

\*SORT BY

PRECINCT CODE

OK CLOSE

# Mass AV Applications

➤ Don't forget to save the date!

**RECORD SENT DATE**

TOGGLE FILTER HEADER    RESET FILTERS    SELECT

Page 1 of 2    10

**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**

03/09/2018

OK    CLOSE

|                                     | PRECINCT | FULL NAME             |
|-------------------------------------|----------|-----------------------|
| <input checked="" type="checkbox"/> | 00002    | MCQVF, CHARLES ARTHUR |
| <input checked="" type="checkbox"/> | 00002    | MCQVF, DAMIEN MAYNARD |
| <input checked="" type="checkbox"/> | 00001    | MCQVF, ELSIE E        |
| <input checked="" type="checkbox"/> | 00001    | MCQVF, LORRAINE       |
| <input checked="" type="checkbox"/> | 00002    | MCQVF, NANCY          |
| <input checked="" type="checkbox"/> | 00002    | MCQVF, NORMA          |
| <input checked="" type="checkbox"/> | 00002    | MCQVF, PEGGY          |
| <b>TOTAL: 15</b>                    |          |                       |

| FULL NAME ▲           | 5/8 APP SENT |
|-----------------------|--------------|
| MCQVF, CHARLES ARTHUR | 03/09/2018   |
| MCQVF, DAMIEN MAYNARD | 03/09/2018   |
| MCQVF, ELSIE E        | 03/09/2018   |

# Absentee Voter Tracking

- Perform a voter search
- Find the voter and click Edit
- Click the Absentee Voter button

MCQVF, ABIGAIL ALPHA A112345678902      46002 LOTS RD BOHEMIA MI, 4996

| VOTER               | <a href="#">NTH ADDR</a> | <a href="#">MAILING ADDR</a> | <a href="#">DISTRICT</a> | <a href="#">STATUS</a> | <a href="#">CCD</a> | <a href="#">IVF</a> | <a href="#">HISTORY</a> |
|---------------------|--------------------------|------------------------------|--------------------------|------------------------|---------------------|---------------------|-------------------------|
| * REGISTRATION DATE | VOTER ID                 |                              | CCD                      | IVF                    |                     |                     |                         |
| 02/02/1992          | A112345678902            |                              | NONE                     | N                      |                     |                     |                         |

REGISTRATION LOCATION:       EMAIL:

   UPDATE EAC

# AV Processing: AV Details

DRESS

ABSENTEE VOTER

ID CARD

**ELECTION INFORMATION**

REGION : BOHEMIA TOWNSHIP

**\*MAIN ELECTION**

5/8/2018 MAY CONSOLIDATED ▾

**SECONDARY/GENERAL ELECTION**

SELECT ▾

**VOTER INFORMATION**

NAME : MCQVF, NANCY LEE

STATUS : ACTIVE

PERM AV : NO

PRECINCT / BS : 00002 / 2A


AVCB : AVCB1

SCHOOL DIS : ADAMS TOWNSHIP S...

DOB / AGE : 1/14/1937 80

TRANSITION : NO

ADDRESS : 5305 SHEA RD  
TOIVOLA MI 49965



- Review your Election Date (set in Preferences)
- Note the Precinct, Ballot Style (BS), and Signature
- Check ballot lockout, auto increment settings and print options
- Verify or change default settings under AV Preferences

**BALLOT OPTIONS ▾**

**BALLOT NUMBER LOCKOUT TYPE**

PRECINCT ▾

**AUTO INCREMENT BY**

PRECINCT ▾

**STICK AV RECEIVE DATE**

**PRINT OPTIONS ▾**

**\*PRINT NOW**  **\*PRINT LATER**

AV PREFERENCES



# Basic AV Tracking

## ABSENTEE VOTER DETAILS

SAVE / PRINT
CLOSE

**ELECTION INFORMATION** ▾

REGION : BOHEMIA TOWNSHIP

**\*MAIN ELECTION**

11/6/2018 STATE GENERAL ▾

**SECONDARY/GENERAL ELECTION**

SELECT ▾

**VOTER INFORMATION**

NAME : MCQVF, ALICE A

STATUS : ACTIVE

PERM AV : NO

PRECINCT / BS : 00002 / 4473

AVCB :

SCHOOL DIS : ADAMS TOWNSHIP S...

DOB / AGE : 1/11/1996 23

TRANSITION : NO

ADDRESS : 46000 ASPEN RD  
TOIVOLA MI 49965

NO IMAGE

**BALLOT OPTIONS** ▸

**PRINT OPTIONS** ▾

\*PRINT NOW  \*PRINT LATER

AV PREFERENCES

APPLICATIONS 11/6/2018 STATE GENERAL

|  |   |                                       |                                  |
|--|---|---------------------------------------|----------------------------------|
| SENT                                     | RECEIVED                                | UOCAVA STATUS                         |                                  |
| <input type="text" value=""/>            | <input type="text" value="10/01/2018"/> | <input type="text" value="MILITARY"/> | <input type="checkbox"/> PERM AV |
| <input checked="" type="checkbox"/> FPCA |   |                                       |                                  |

**APPLICATION STATUS** ▸

APP ADDRESS M
DELETE APP
PREVIEW
DYMO LABEL

APPLICATION HISTORY ▾

BALLOTS

|   |                                       |   |   |
|---|---------------------------------------|---|---|
| SENT                                    | BALLOT NUMBER                         | RECEIVED                                | FWAB RECEIVED                           |
| <input type="text" value="10/01/2018"/> | <input type="text" value="00000150"/> | <input type="text" value="10/08/2018"/> | <input type="text" value="10/02/2018"/> |

|  |                               |                               |
|--|-------------------------------|-------------------------------|
| *DELIVERY METHOD                         | EMAIL ADDRESS                 | PHONE NUMBER                  |
| <input type="text" value="POSTAL MAIL"/> | <input type="text" value=""/> | <input type="text" value=""/> |

**BALLOT STATUS** ▾

UNDELIVERABLE  SPOIL  REJECT

**BALLOT REJECTION REASON**

BALLOT ADDRESS M
MOVE BALLOT
DYMO LABEL

DELETE BALLOT

**BALLOT HISTORY** ▾

| BALLOT NUMBER | SENT      | RECEIVED  | DELIVERY METHOD | FWAB RECEIVED | STATUS |
|---------------|-----------|-----------|-----------------|---------------|--------|
| 00000150      | 10/1/2018 | 10/8/2018 | POSTAL MAIL     | 10/2/2018     | ACTIVE |



# Basic AV Editing

UNDO SPOILED

DELETE BALLOT

DELETE APP



**APPLICATION STATUS** ▼


 UNDELIVERABLE      INVALID

**INVALID REASON**      **INVALID DESCRIPTION**

SELECT ▼     




---

**APPLICATION HISTORY**  

|   | SENT      | RECEIVED  | STATUS |
|---|-----------|-----------|--------|
|  | 3/20/2018 | 3/26/2018 | ACTIVE |

---

**BALLOT STATUS**

 UNDELIVERABLE      SPOIL      REJECT

**BALLOT REJECTION REASON**

SELECT ▼

# MOVE Ballots

SAVE / PRINT CLOSE

**APPLICATIONS** 8/7/2018 STATE PRIMARY

SENT RECEIVED ✓ UOCAVA STATUS

07/09/2018 OVERSEAS CIVILIAN ✓  FPCA

APPLICATION STATUS >

APP ADDRESS R DELETE APP PREVIEW DYMO LABEL

APPLICATION HISTORY

**BALLOTS**

SENT ✓ BALLOT NUMBER RECEIVED FWAB RECEIVED

07/09/2018 ET1

\*DELIVERY METHOD EMAIL ADDRESS PHONE NUMBER

EMAIL SAMPLE@YAHOO.COM

BALLOT STATUS >

BALLOT ADDRESS R MOVE BALLOT DYMO LABEL

# AV Scan

HOME INBOX VOTER ▾ REPORTS ▾ ABSENTEE VOTER ▾ ADMINISTRATION ▾ ELECTIONS ▾ LOOKUP ▾ HELP ▾

WELCOME, DUBOISE ▾

[HOME](#) > AV SCAN

## SEARCH ▾

### \*MAIN ELECTION

5/5/2020 MAY 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

## ACTIVITY LOG

BALLOTS RECEIVED : 0

SEND APP  RECEIVE APP  SEND BALLOT  RECEIVE BALLOT

AUTO OK  PERM AV

PROCESS

\*DATE

04/17/2020



BALLOT SENT

04/17/2020



AV PREFERENCES

CLEAR CHECKBOXES

PRINT NOW  PRINT LATER

MARK BALLOTS UNDELIVERABLE

# AV Reports

---

**Ballots Sent & Returned Summary** - a total of ballots sent, returned, outstanding; and a breakdown of ballot types (UOCAVA & FWAB)

**AV List** - good for Election Day absentee ballot processing

**Daily AV** - good for fulfilling a FOIA request for AV transactions occurring within a specific date range

**Election Day FWAB No AV Ballot** - Federal Write-in Absentee Ballots to be counted on Election Day

**AV Delivery** - address type and delivery method for ballots

**Move Application/Ballot**- report by election date of Military and Overseas voters

**Cancelled/Rejected/Moved Out Ballot List** - a report of Voters with absentee ballots who were cancelled, rejected, or moved out will appear on this report. May supplement your AV List when balancing your absentee ballots.

**AV Rejected:** Ballots marked rejected and the reason for rejection

**UOCAVA and FCPA by Year** - a list of those voters placed on a UOCAVA status by year, including an indication if they applied by FPCA form

# AV List

- Good for Election Day AV ballot processing
- Absentee Ballot report includes names, ballot numbers, dates, and ballot status

### AV LIST

**\*REGION TYPE**  
JURISDICTION

**\*ELECTION DATE**  
11/08/2016 - STATE GENERAL

**\*PRECINCTS**  
00001  
00002  
All None  
 JURIS  
Selected Count =2

**\*EXCLUDE VOTERS WHO HAVE NOT RETURNED BALLOT**  
NO

**\*REGION**  
BOHEMIA TOWNSHIP (09460)

**\*PRECINCT TYPE**  
COMBINED

**\*EXCLUDE REJECTED BALLOT**  
NO

**\*RETURNED BALLOT FIRST**  
NO

**\*SORT BY**  
COMBINED PRECINCT AND LAST NAME

**\*SHOW BALLOTS RETURNED AFTER**  
11/15/2017 9:41 AM

**\*REPORT FORMAT**  
PDF

CONTINUE CANCEL

# Daily AV

- Good for fulfilling a FOIA request for AV transactions occurring within a specific date range

### DAILY AV

**\*REGION TYPE**  
JURISDICTION

**\*ELECTION DATE**  
11/08/2016 - STATE GENERAL

**\*PRECINCTS**  
00001  
00002  
All None  
 JURIS  
Selected Count =2

**\*REPORT STYLE**  
AV DAILY  
LABEL (2 ACROSS)  
LABEL (3 ACROSS)

**\*REGION**  
BOHEMIA TOWNSHIP (09460)

**\*PRECINCT TYPE**  
COMBINED

**\*APPLICATIONS/BALLOTS**  
SEND APP  
RECEIVE APP  
SEND BALLOT  
RECEIVE BALLOT

**\*START DATE**  
11/15/2017

**\*END DATE**  
11/15/2017

**\*REPORT FORMAT**  
PDF

CONTINUE CANCEL

# Cancelled/Rejected/Moved Out Report

- A report of Voters with absentee ballots who were cancelled, rejected, or moved out.
- May supplement your AV List when balancing your absentee ballots.

| 04/04/2019  |                        | CANCELLED/REJECTED/MOVED OUT BALLOTS FOR INGHAM (33) |                      |          |                         | 1 |
|---|------------------------|--|----------------------|----------|-------------------------|---|
|   |                        | 05/07/2019 - MAY CONSOLIDATED                        |                      |          |                         |   |
| COMBINED 02012  |                        |  |                      |          |                         |   |
| Voter Name / Mailed To Address  | Status / Reasons       | Ballot #   | Date Ballot Returned | Rejected | Ballot Rejection Reason |   |
| HOFFMEYER, CHARLES CHRISTOPHER<br>517 HAMILTON AVE, LANSING, MI 48910 | MOVED OUT<br>4/20/2019 | 00012028   |                      |          |                         |   |
| Subtotal  | 1                      |  |                      |          |                         |   |



# UOCAVA & FPCA by Year

- A list of those voters placed on a UOCAVA status by year, including an indication if they applied by FPCA form

## UOCAVA AND FPCA BY YEAR

**\*REGION TYPE**  
JURISDICTION

**\*REGION**  
BOHEMIA TOWNSHIP (09460)

**\*YEAR**  
2018

**\*VOTER TYPE**  
ALL VOTERS

**\*REPORT FORMAT**  
PDF

**UOCAVA STATUS**  
OVERSEAS CIVIL

**UOCAVA STATUS DATE**  
03/22/2018

FPCA

CONTINUE CANCEL

# Precinct List

- A list of eligible voters for use the precinct on Election Day in the event the Electronic Pollbook becomes unavailable
- Print Monday after 4 p.m. immediately before election

### PRECINCT LIST REPORT

|   |   |
|---|---|
| <b>*REGION TYPE</b><br>JURISDICTION   | <b>*REGION</b><br>DAYTON TOWNSHIP (19980) |
| <b>*ELECTION DATE</b><br>08/07/2018 - STATE PRIMARY   | <b>*PRECINCT TYPE</b><br>COMBINED         |
| <b>*PRECINCTS</b><br>00001<br><input type="button" value="All"/> <input type="button" value="None"/><br><input type="checkbox"/> JURIS<br>Selected Count =1 | <b>*BAR CODES</b><br>NONE                 |
| <b>*USER DEFINED TOP</b><br>None  | <b>*PRINT BALLOT STYLE</b><br>YES         |
| <b>*BREAK ON LAST NAME</b><br>NO  | <b>*REPORT ORIENTATION</b><br>PORTRAIT    |
| <input type="button" value="NOTES"/>  | <b>*USER DEFINED BOTTOM</b><br>None       |
|   | <b>*GROUP BY</b><br>COMBINED              |
|   | <b>*REPORT FORMAT</b><br>PDF              |

# Segment 3

## QVF Election Administration Task Calendar

| Timeline   | Task  | Description  |
|------------|---|--|
| 80-60 days | Ballot Admin* (Counties)  | Offices, Proposals, Duty List  |
| 60-45 days | Ballot Alias, Combine Precincts, update Polling Locations, AVCB (if necessary)                                      | Election Geography*  |
|            | Review Duty List & Candidate List for non-State and Federal Elections   | Reports  |
| 45 days    | Existing UOCAVA absentee voter ballots sent   | AV Scan & AV Details   |
|            | Send AV applications to permanent AV voters, if not done already  | Mass AV  |
|            | Ongoing processing of AV ballot requests  | AV Scan & AV Details   |
|            | Any outstanding voter registrations processed in QVF should be completed by this time, and keep processing promptly | Quick Match*<br>(Basic users process registrations occurring within 14 days of Election Day) |

*\*Access limited based on account type*

## Task calendar cont'd.

| Timeline                                       | Task  | Description   |
|--|---|---|
| Day before Election, after 4pm                 | Export files, install and prepare E-Pollbook software   | EPB & other...  |
|  | Print a paper precinct list (paper backup)  | Reports   |
| Within 1 wk after Election                     | Update voting history   | Import voting history file, and complete manual adjustments |
| 7 days after certification of Election results | Uninstall E-Pollbook program, delete all election related files from the laptop and the flash drive <i>*unless subject to audit, recount, or court stay</i> | EPB laptop  |
| Every 30-60 days                               | EPB Laptop updates:<br>Microsoft, anti-virus, malware detection   | EPB laptop (ongoing maintenance)                            |
| 90-20 days before Election                     | Practice using EPB: export, installation, processing voters, reports....<br><i>*do not practice importing history</i>                                       | EPB (ongoing practice & maintenance)                        |

----- Repeat -----

# Duty List

## DUTY LIST ✕

**\*REGION TYPE**

JURISDICTION
▼

**\*ELECTION DATE**

05/08/2018 - MAY CONSOLIDATED
▼

**\*REGION**

BOHEMIA TOWNSHIP (09460)
▼

**\*REPORT FORMAT**

PDF
▼

CONTINUE

CANCEL

11/29/2017 8:41:39 AM

## DUTY LIST

Page 1

05/08/2018 - MAY CONSOLIDATED  
BOHEMIA TOWNSHIP (09460)  
JURISDICTION

**BOHEMIA TOWNSHIP (09460)**

| PRECINCT CODE | DPA NAME      | BALLOT STYLE ALIAS/NAME | POLLING LOCATION   |
|---------------|---------------|-------------------------|--------------------|
| 00001         | J09460/W00001 | 1A                      | ROUSSEAU TOWN HALL |

| <u>ASSIGN BALLOT STYLE ALIAS</u> | <u>ASSIGN POLLING LOCATIONS</u> | <u>COMBINE PRECINCTS</u> | <u>ISSUE AV APPLICATIONS</u> | <u>ISSUE AV BALLOTS</u>  | <u>RECEIVE AV APPLICATIONS</u> | <u>RECEIVE AV BALLOTS</u> | <u>ISSUE MOVE BALLOTS</u> | <u>PRINT PRECINCT LIST EXPORT EPB</u> |
|----------------------------------|---------------------------------|--------------------------|------------------------------|--------------------------|--------------------------------|---------------------------|---------------------------|---------------------------------------|
| BOHEMIA TOWNSHIP (09460)         | BOHEMIA TOWNSHIP (09460)        | BOHEMIA TOWNSHIP (09460) | BOHEMIA TOWNSHIP (09460)     | BOHEMIA TOWNSHIP (09460) | BOHEMIA TOWNSHIP (09460)       | BOHEMIA TOWNSHIP (09460)  | BOHEMIA TOWNSHIP (09460)  | BOHEMIA TOWNSHIP (09460)              |

# Security Standards

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- **Protect** your computer and network
- **Protect** access to Qualified Voter File and E-Pollbook software resources
- **Protect** voter records



# Don't Forget!

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## Complete the rest of the curriculum

- Print *QVF Troubleshooting Guide*
  - Set up browser & workstation printing
- Print *QVF Profile Preferences*
  - Set up account defaults

## Practice exercises are available from eLearning

- You may request a “training” account

## Software Support

- QVF website
  - Help > QVF Reference Manual
  - Help > Release Notes
- eLearning Center = manuals & video tutorials
- Help Desk 800-310-5697 & [QVFHelpDesk@michigan.gov](mailto:QVFHelpDesk@michigan.gov)