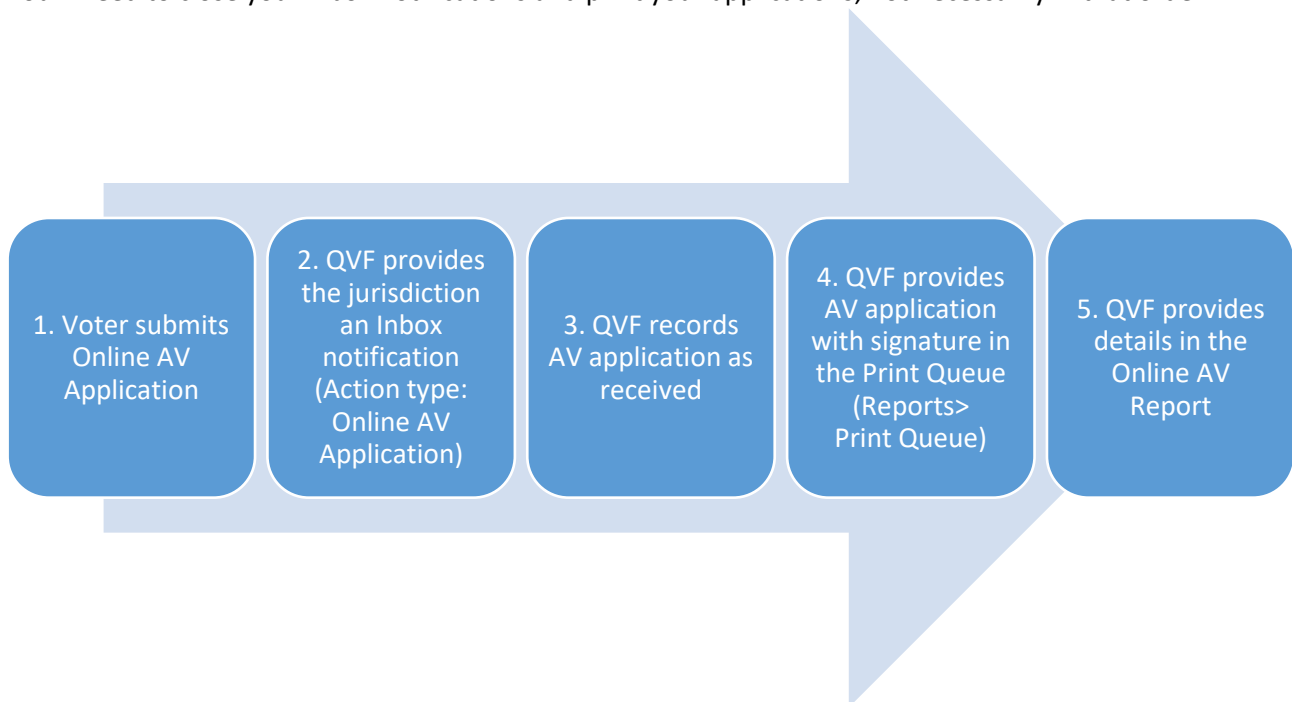


## Receiving and Printing Online AV Applications

Below is an overview of QVF functionality when a voter submits an Online AV Application as well as steps for your actions. When you receive online applications, these steps happen automatically and in real time:

- You get an inbox notification letting you know you've received an online AV application
- The AV application is already marked received in QVF with its received date
- The AV application is already in your Print Queue to be printed as a QVF-Printed application on plain paper.
- An Online AV Report is available to show further details about online AV applications.

You'll need to close your inbox notifications and print your applications, not necessarily in that order.



### 1. Voter Submits Online AV Application

For additional information, see the [Online AV Application Guide](#).

### 2. Processing Online AV Application Inbox Notifications

You receive an Inbox notification in real time each time a voter submits an Online Absent Voter Application. The new Action/Type for these transactions is called **Online AV Application Received** and their Source is MVIC. The notifications are for your information to let you know that online applications are in your Print Queue; these notifications are not required to be printed or retained themselves.

Once your AV ballots have been delivered to your office, some of you with smaller quantities of online AV applications may wish to use these notifications to click Edit to get the voter's record and click Absentee Voter to get to their Absent Voter Details where you can send their ballot. Others will prefer to print the apps from the queue first, then use AV Scan to send ballots quickly.

You have the usual QVF inbox functionalities available to filter on the Action Type, print the [partial] Inbox list if it is helpful as you process your first batches and become more familiar with the process, and set these items to closed.

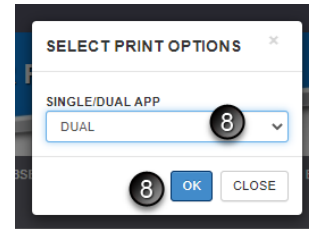
1. Click Inbox
2. Click the Action/Type filter Dropdown to select Online AV Application Received
3. [Once you have ballots, if you wish to edit each record to send the ballot this way, do so here for each. If you'll use the applications and AV Scan, skip this step.]
4. Check the top box to select those notifications
5. Click Set to Closed

3. QVF has already recorded AV application as received  
If you need to review details of a particular transaction, or to proceed to send the ballot from each voter's record via that method, see the prior item's step 3 to edit the voter record (or perform a voter search) and click Absentee Voter to view Absent Voter Details.

#### 4. Printing QVF-Printed Online AV applications in the Print Queue

**Print Queue.** Each voter submission of the AV application online generates an application that is automatically sent to the respective jurisdiction's print queue and includes the voter's digitized signature. QVF only supports the QVF-Printed format which prints on letter-sized plain paper for these applications, not pre-printed nor postcard. You will need to print single apps separately from dual apps.

1. Select Reports, then Print Queue
2. Select Print Type of Online AV App
3. Select/review Region Type (Jurisdiction) (this should be saved in your Profile Preferences)
4. Select Region Name (this should be saved in your Profile Preferences)
5. Click Search
6. Select apps to print
7. Click Print Document
8. Select Print Options of Single/Dual App, then click OK.
9. When items have printed successfully, select them and click Mark Printed.



HOME > REPORTS > PRINT QUEUE

DOCUMENT PRINT QUEUE SEARCH

\*PRINT TYPE **2** REGION TYPE **3** REGION NAME **4**

ONLINE AV APP JURISDICTION LANSING CITY (46000)

INCLUDE ALREADY PRINTED DOCUMENTS  INCLUDE ONLY MY DOCUMENTS

**5** SEARCH

TOGGLE FILTER HEADER RESET FILTERS SELECT ALL SELECT NONE

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

PRINT TYPE	VOTER NAME	REGION	SENT BY	ELECTION DATE	SEC ELECTION DATE	CREATED DATE	PRINTED DATE
<input checked="" type="checkbox"/>	BARNES, ANDRE JAMAL		MVIC	08/04/2020	11/03/2020	08/18/2020	
<input type="checkbox"/>	HARRIS, DARIUS EUGENE		MVIC	11/03/2020		08/15/2020	
<input type="checkbox"/>	HARRIS, THEREASE ELIZABETH		MVIC	08/04/2020		08/15/2020	
<input checked="" type="checkbox"/>	MONTGOMERY, CLAYTON JR		MVIC	08/04/2020	11/03/2020	08/15/2020	
<input checked="" type="checkbox"/>	MONTGOMERY, KALI NICOLE		MVIC	08/04/2020	11/03/2020	08/15/2020	
<input checked="" type="checkbox"/>	MONTGOMERY, RENEE ANNETTE		MVIC	08/04/2020	11/03/2020	08/15/2020	
<b>TOTAL:</b>	<b>4</b>						

**6** **7** PRINT DOCUMENT **8** MARK PRINTED **9** MARK NOT PRINTED

QVF will print your dual or your single apps as selected. If you do not have any apps of the type you select, you will see a message to that effect.

YOU HAVE SELECTED TO PRINT SINGLE APPLICATIONS, BUT NONE ARE PRESENT. PLEASE SELECT DUAL APPLICATIONS AND TRY AGAIN.

The QVF-Printed App will now include:

- Election date for single app or both for dual
- Voter's digitized signature from QVF and date of submission
- Alternate address(es)
- Email and phone number where available
- Precinct Number

Complete and return to: **Michigan Absent Voter Ballot Application** Approved by \_\_\_\_\_

LANSING CITY  
124 W. MICHIGAN AVE., 9TH FLOOR  
CITY CLERK'S OFFICE TESTS  
LANSING MI 48933

Check election(s) which you are requesting ballot(s).  
 BOTH 2020 ELECTIONS   
 ELECTION: 8/4/2020   
 ELECTION: 11/3/2020

ANDRE JAMAL BARNES  
430 W ALLEGAN ST  
LANSING MI 48993

**Future elections**  
 I want to vote absentee in all future elections. Automatically send me an application for every election.

*See reverse side for additional instructions and warnings.*

**1 Sign**  
 I certify that I am a United States citizen and a qualified and registered elector of the Michigan city or township listed above, and I apply for an official ballot, to be voted by me in the election(s) checked above, and the statements in this application are true.  
 X [Signature] 6/16/2020  
 Voter's Signature (Voter must sign - power of attorney is not acceptable) Date

**2 Other**  
 Want your ballot mailed to different address than printed above? [USPS won't forward it]  
 Aug 4 Primary 430 W ALLEGAN ST Date leaving for this address: 6/16/2020 Date of return: 8/20/2020  
 Nov 3 General ADDRESS LINE ONE ADDRESS LINE TWO ADDRESS LINE THREE ADDRESS LINE FIVE Date leaving for this address: 8/21/2020 Date of return: \_\_\_\_\_

**3 Optional**  
 TEST@TEST.COM 999-999-9999  
 Email Address Phone #  
 Your email address and phone number help your clerk contact you if there is a problem with your application or ballot.

CLERK'S USE ONLY		PRIMARY		GENERAL	
Filed:	82811	Mailed:		Mailed:	
Wa/Pvt:		Returned:		Returned:	
		Clerk:		Clerk:	

82811    8582811    8/4/2020

[Barcode]

Ballot No: \_\_\_\_\_  
 Voter No: \_\_\_\_\_  
 ANDRE JAMAL BARNES  
 3701 PALMER ST  
 LANSING MI 48910

APPROVED  
 \_\_\_\_\_  
 (Inspector of Election)

Complete and return to: **MI Absent Voter Ballot Application** Approved by \_\_\_\_\_

LANSING CITY  
124 W. MICHIGAN AVE., 9TH FLOOR  
CITY CLERK'S OFFICE TESTS  
LANSING MI 48933

ELECTION: 8/4/2020

THEREASE ELIZABETH HARRIS  
209 S FAIRVIEW AVE  
LANSING MI 48912

**See other side for additional instructions**

**Future elections**  
 I want to vote absentee in all future elections. Automatically send me an application for every election.

**1 Sign**  
 I certify that I am a United States citizen and that the statements in this absent voter ballot application are true.  
 X [Signature] \_\_\_\_\_  
 Signature Date

**2 Other**  
**Additional Information:**  
 I want your ballot sent to a temporary address.  
 Date leaving for temporary address: \_\_\_\_\_  
 Date of return: \_\_\_\_\_  
 NOTE: Absentee ballots will NOT be forwarded by USPS.

**Contact info for Questions:**  
 Email Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

Clerk's Use Only		
Wa/Pvt	01885	Mailed / /
Filed	/ /	Returned / /
		Ballot No: _____
		Clerk: _____

81885    8/4/2020

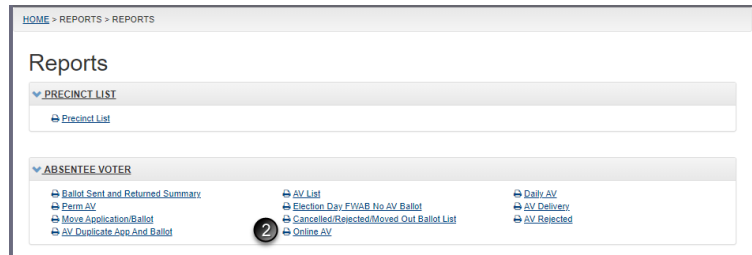
[Barcode]

Ballot No: \_\_\_\_\_  
 Voter No: \_\_\_\_\_  
 Inspector initials: \_\_\_\_\_  
 THEREASE ELIZABETH HARRIS  
 209 S FAIRVIEW AVE  
 LANSING MI 48912

## 5. Online AV Report

Note that while the report date defaults to today's date, you can change the date range of applications included.

1. Click Reports, Reports
2. Click Online AV
3. Select preferred options
4. Click Continue



### ONLINE AV

**\*REGION TYPE**  
JURISDICTION

**\*ELECTION DATE**  
08/04/2020 - STATE PRIMARY

**\*PRECINCTS**

01001  
01002  
01003  
01004  
01005  
01006  
01007  
01008  
01009

JURIS  
Selected Count =45

**\*START DATE**  
06/12/2020

**\*REGION**  
LANSING CITY (46000)

**\*PRECINCT TYPE**  
COMBINED

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

**\*SHOW EMAIL**  
NO

**\*SHOW PHONE NUMBER**  
NO

**\*END DATE**  
06/17/2020

**\*REPORT FORMAT**  
PDF

**3**

**4**

06/17/2020	<b>ONLINE AV SUBMISSION FOR LANSING CITY (46000)</b>	7	
<b>08/04/2020 - STATE PRIMARY</b>			
<b>COMBINED PRECINCT 04044</b>			
Voter #	Voter Name / Mailed to Address	UOCAVA Status ID CONF	App Received
11	DOIN, BRIAN SCOTT 1225 W BARNES AVE, LANSING, MI 48910	NON-UOCAVA	06/15/2020
12	DOIN, GUS RODNEY 1225 W BARNES AVE, LANSING, MI 48910	NON-UOCAVA	06/15/2020
13	DOIN, PATRICIA L 1225 W BARNES AVE, LANSING, MI 48910	NON-UOCAVA	06/15/2020
<b>TOTALS:</b>			<b>Apps Received</b>
<b>Voters 3</b>			<b>3</b>
<b>GRAND TOTALS:</b>			
<b>Voters</b>			<b>Apps Received</b>
<b>13</b>			<b>13</b>