VOTER REGISTRATION & THE REGISTRATION SYSTEM

2017 Election Training

REGISTRATION

REGISTRATION CARD –
COMPLETION REQUIRED TO REGISTER

o Acceptable Forms:
- Idaho's Card
- Federal Post Card Application (FPCA) – and –
- Federal Registration Card

REGISTRATION CARD

FEDERAL POST CARD APPLICATION (FPCA)

REGISTRATION CARD –
SUBMISSION TO COUNTY CLERK

- Must be original card
  - Requires Original Signature
  - Fax and email is not acceptable for registration.
  - FPCA – Fax and email is only ok for the absentee request.

- Must be submitted prior to the close of registration.
  - 25th day before the election
    - Special Districts – Registration only closes in that district.
  - Election Day Registration is available.
    - Polls on Election Day
    - Absentee Polling Place
    - Early Voting Polling Place

PARTY AFFILIATION

o Party Affiliation only affects the voter's ballot options in the Primary Election in even years.

o Must select a party affiliation

o No affiliation selected
  • Automatically designated "Unaffiliated"

o May send elector a letter requesting clarification of party selection if there is any confusion as to their selection.

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INCOMPLETE REGISTRATION CARD

o Contact individual
  • Do not add information without voter's approval.
  • Do not add DL# to card unless it is given by the voter.
    o Can't add DL# after looking up in the DMV system.

o Returning Card:
  • Keep a copy of the card for reference and questions.

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REGISTRATION CARD ENTRY

o To enter registrations go to:
  • Activities
  • Voter Registration

o To review current registrations prior to entry go to:
  • Inquiries
  • Voter Registration

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ENTERING REGISTRATIONS – VOTER INFORMATION

ENTERING REGISTRATIONS – RESIDENCE AND MAILING ADDRESSES

ENTERING REGISTRATIONS – MISCELLANEOUS

VERIFICATION AND VALIDATION

- Verification
  - Elector submits or shows proof of identity
    - Driver's License or ID Card, Bank Statement, Check Stub, any piece of mail with their name and residence address printed on it.
    - This includes any document that would be acceptable for Election Day Registration.

- Validation
  - The Registration System validates the ID listed on the registration card through DMV or SSA.
    - No validation – The elector must show ID prior to voting.
      - This is different than showing ID before voting.

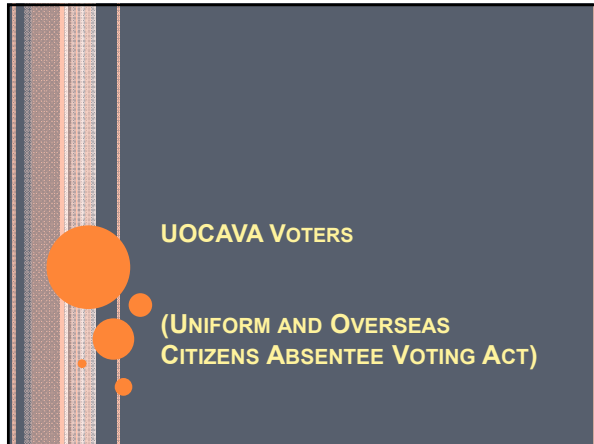## NO VERIFICATION & DOESN'T VALIDATE?

- System flags the voter as needing to show ID before voting.

- Contact the voter and request documentation.
  - EDR documents

- Run "ID Required Before Voting" report to try to clear up before Election Day.

NOTICE OF REGISTRATION

- Notification letter or card
  - Mailed to all mail-in registrants – Federal Requirement
  - Contains
    - Elector's Precinct
    - Elector's Polling Place
    - Elector's Party Affiliation
  - Automatically Generated by Registration System
    - Reminder's Screen
    - Notification Card Report

UOCAVA Voters

(Uniform and Overseas Citizens Absentee Voting Act)

UOCAVA Voters Classifications
FPCA Choices

- Uniformed Services or Merchant Marines on Active Duty and Spouse or Dependents

- Activated National Guard on State orders.

- US Citizen outside the US, and intend to return

- US Citizen outside the US, and return is not certain

- US Citizen outside the US, and never resided in the US

UOCAVA Voters

- Must meet residency requirements
  - 30 days within the State and County prior to registration
  - Use last known address in the County
    - Regardless of how long they have been gone
    - Regardless of who is currently residing at the residence

- 34-104, Idaho Code

UOCAVA REGISTRATION CANCELLATION

○ Overseas Citizens
  ○ May be cancelled just as registered voters within the state.

○ Military Voters and Spouse or Dependents including National Guard Members
  • May **only be cancelled** for not voting in an election during a 4 year period (i.e. purged)
    ○ Except when a registration notice is received from another jurisdiction
  • May **NOT be cancelled** for any other reason

  • 34-420, Idaho Code

UOCAVA REGISTRATION

○ Can complete either the Idaho Registration Form or an FPCA.

○ FPCA acts as both Registration and Absentee Request.
  • Must be received prior to the close of registration if registering to vote.
  • Must be received prior to the close of mail-in absentee voting if FPCA is being used just as an absentee request.

FPCA - ABSENTEE REQUESTS

○ FPCA absentee requests are only good for 1 Primary and 1 General Federal Election or 1 odd year election year.

○ A new FPCA request or absentee request must be received each year.

FPCA – VOTER'S BALLOT RECEIPT OPTIONS

- Ballot Receipt Options
  - Email/Online
  - Mail
  - Fax

- FPCA allows voter to rank the options in order of preference (1 – 3)
  - Must send ballot in accordance with their preference.
  - Email ballot to voter if requested.

FPCA ENTRY – TWO STEPS

- Registration Entry
  - Enter as you would a regular registration card.

- Absentee Entry
  - For new entry go to Activities –> Elections –> Absentee Ballot –> Add Absentee.

  - To review an old entry go to Activities –> Elections –> Absentee Ballot –> Maintain Absentee.

FPCA - ABSENTEE ENTRY

- Use the absentee timeframe
  - Enter the date that the FPCA request was received in the office as the beginning date.
  - Enter a consistent ending date.
    - Recommended: Use the last day of the election year as the ending date (i.e. 12/31/2015).

- Select the appropriate UOCAVA Status.

- Verify the Ballot Mailing Address
  - Update if necessary

PROTECTED ADDRESSES

WHAT ARE THEY?

- Residence Addresses that are exempt from public record.

- Three Types
  - Address Confidentiality Program (ACP)
    - Maintain by the Secretary of State's Office
    - Title 19, Chapter 57, Idaho Code
  - Address Confidentiality Program for Law Enforcement Officers
    - Title 19, Chapter 58, Idaho Code
  - Approved by County Clerk & Prosecuting Attorney
    - Must show good reason
    - Title 74, Chapter 106, subsection 25, Idaho Code

ADDRESS CONFIDENTIALITY PROGRAM REQUIREMENTS

- Requires:
  - An order of protection or certification from a prosecutor stating that the individual is the victim of domestic violence, sexual assault, or stalking;
  - Fear for the safety of self, children, or household members;
  - Live in Idaho;
  - Has recently moved or is intending to move soon to an address unknown to the abuser;
  - Be 18 years old or older, or a parent or guardian acting on behalf of a minor or incapacitated person.
- Approved based on meeting requirements above.
- Information: http://www.sos.idaho.gov/ACP/index.html

ADDRESS CONFIDENTIALITY FOR LAW ENFORCEMENT OFFICERS

o Requires the completion of confidentiality form and presentation to each agency.

o Contact Peace Officer Standards & Training Council (POST) for Information.
  • Address Confidentiality Application for Law Enforcement Officers is available on the POST website under Forms.
  • https://www.post.idaho.gov/Forms/forms.html

REQUIREMENTS FOR APPROVAL BY COUNTY CLERK & COUNTY PROSECUTOR

o Individual must show good cause which may include:
  • Protection of life and property and protection of victims of domestic violence and similar crimes.

o Not Limited to those causes listed above.

o Approval is determined by the County Clerk in consultation with the County Prosecutor.

HOW DOES IT WORK?

o Voter must list a separate mailing address.
o Address Confidentiality Program
  • Uses a PO Box in Boise that is operated by the Secretary of State's Office.
o Address Confidentiality Program for Law Enforcement or Clerk & Prosecutor Approval
  • Recommended to have a PO Box
  • Other address to maintain confidentiality.
    o Business Address
    o Courthouse Address
      o Judges, Court Staff, Etc.
    o Sheriffs Office
      o Officers, Staff, Etc.

VOTER REGISTRATION SYSTEM

○ Entry on the Add or Change Voter Registration screens
- Select "Yes" radio button beneath "Protective Order"
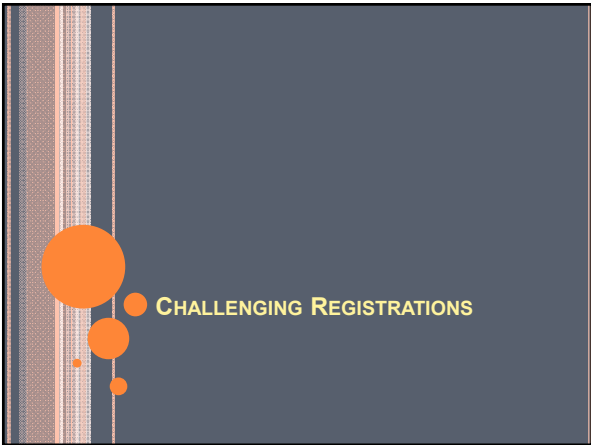- System requires Mailing Address

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PROTECTED ADDRESS – ENTRY

PROTECTED ADDRESSES – LISTS & LABELS

○ Voters residence address will not print on most reports or labels including but not limited to the following:
- Poll Book and Consolidated Poll Book and Primary versions
- Voter Data
- Alpha Voter List
- Absentee Ballot Reports
- Absentee Mailing Labels
- Labels
- Voter History Reports

○ Some reports may include the residence Address for in-office use.

CLERKS & POLL WORKERS INFORMATION

- Protected Addresses are not to be given out to the public.
  - Including the fulfillment of a public records request.

- Voters with protected address can't be kept from voting at the polls and are not required to vote by absentee.

- Poll Workers will not have access to the protected residence addresses and must allow the voter to vote.

- Voters are still to provide photo ID before voting.
  - Poll worker will not write any address information into the poll book for these voters.

CHALLENGING REGISTRATIONS

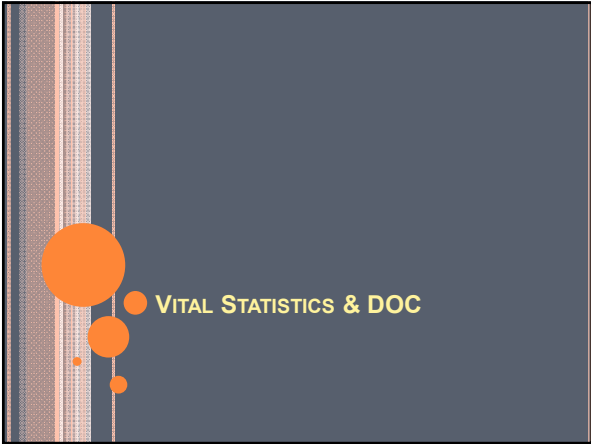## CHALLENGING REGISTRATIONS

- Any voter's registration may be challenged.
  - Residency
  - Age
  - US Citizen Status

- County Clerk may inquire into the validity of any registration at any time.

- An elector may **ONLY** challenge another's registration in the Poll Book on Election Day.

- **Recommendation:** Notify and include your County Prosecutor in this process from the beginning.

Challenge Process

- Mark challenge on voter's registration record within the registration system.
  - Automatically generates Challenge Letter.

- Send Challenge Letter
  - Elector has 20 days from mailing to respond and provide proof to satisfy challenge.
    - Registration system tracks the 20 day deadline.

- County Clerk may request a hearing if they do not feel sufficient proof has been provided.
  - Hearing must be held within 20 days after notice of the hearing has been given.

Challenge Process

- County Clerk makes final determination of the validity of Registration.

- Your County Prosecutor should be included in this process from the beginning.

Vital Statistics & DOC

VITAL STATISTICS

- Death List each month from Vital Statistics
  - Lists individuals who passed away the month before in the state of Idaho.

- Hard Copy
  - Mark off names as you cancel.
  - Search for names that are left to catch individuals whose information from Vital Stats does not match registration information.

- Electronic Match
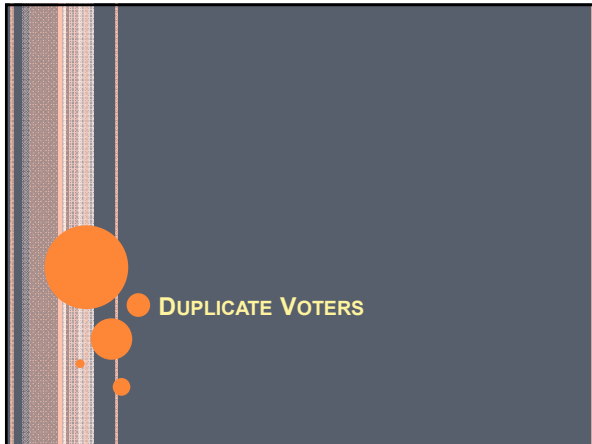 - Match that is not on your list – name appears on another county's list.

DEATHS

- Review Death Notices & Obituaries

- Review Mortuary Websites & Notices

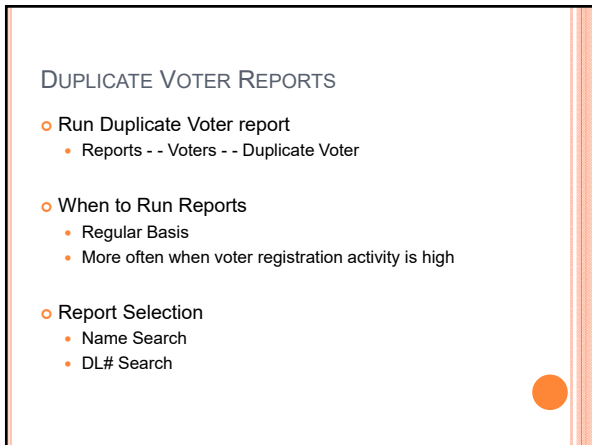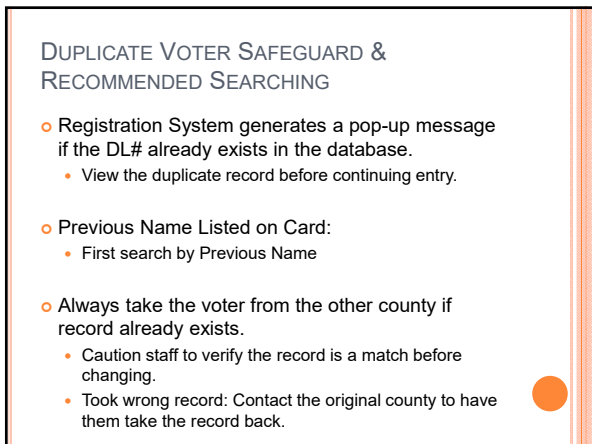- These reviews find individuals who passed away in another state.

DEPARTMENT OF CORRECTIONS (DOC)

- Electronic File received from Department of Corrections.
  - Individuals currently serving a Felony Conviction
    - Per DOC, withheld judgments are served as felony convictions until completion of sentence.

- May verify prior to cancellation:
http://www.idoc.idaho.gov/content/prisons/offender_search

- There is a lag time between the time the individual completes the sentence and when the state DOC system shows completion.
  - Contact our office with any questions.

DUPLICATE VOTERS

DUPLICATE VOTER REPORTS

○ Run Duplicate Voter report
  • Reports - - Voters - - Duplicate Voter

○ When to Run Reports
  • Regular Basis
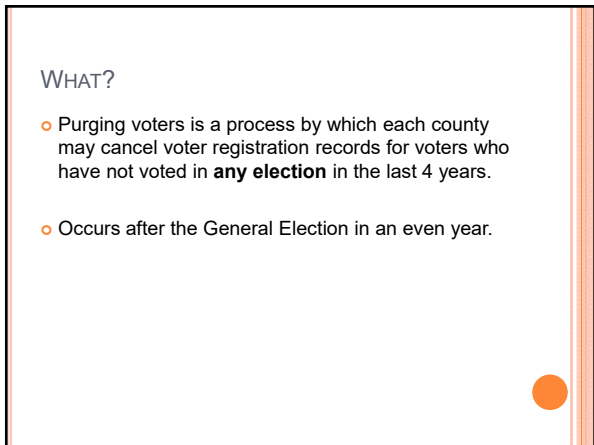 • More often when voter registration activity is high

○ Report Selection
  • Name Search
  • DL# Search

DUPLICATE VOTER SAFEGUARD & RECOMMENDED SEARCHING

○ Registration System generates a pop-up message if the DL# already exists in the database.
  • View the duplicate record before continuing entry.

○ Previous Name Listed on Card:
  • First search by Previous Name

○ Always take the voter from the other county if record already exists.
  • Caution staff to verify the record is a match before changing.
  • Took wrong record: Contact the original county to have them take the record back.

PURGE VOTERS

WHAT?

- Purging voters is a process by which each county may cancel voter registration records for voters who have not voted in **any election** in the last 4 years.

- Occurs after the General Election in an even year.

WHY?

- Purging Voters:
  - Keeps registration list up to date.
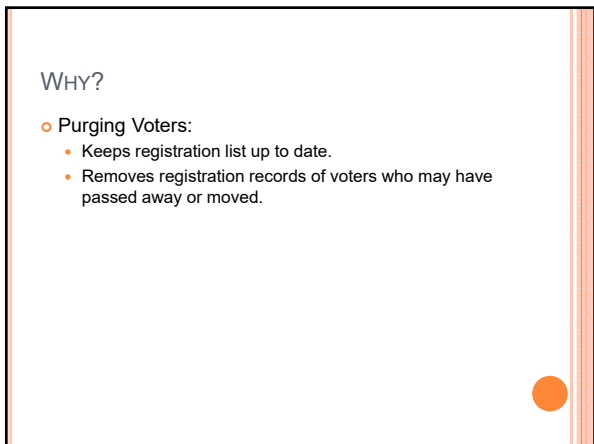 - Removes registration records of voters who may have passed away or moved.
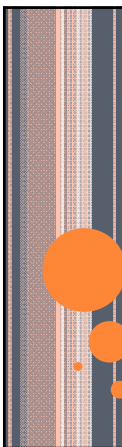
WHEN?

- Purge Voters **after** the 2016 General Election:
  - Registration Cards are entered.
  - Voter History is entered and verified.

- No later than March 8, 2017 as required by 34-435, Idaho Code.
  - Requested process to be completed by January 10th, 2017 in order to supply the most current and updated voter list to the Interstate Cross Check.

HOW?

- Schedule Process
  - Activities -> System -> Batch Process -> Schedule Process
  - Mark the Purge checkbox and click the Start pushbutton.

- Review List of Voters
  - Activities -> System -> Batch Process -> Purge Voters

- Purge Voters
  - Large counties contact the Secretary of State's Office for possibility of mass purging.

INTERSTATE CROSS CHECK

WHAT IS IT?

○ Free service provided by the Secretary of State's Office in Kansas.

○ Combines data from participating states & queries for possible duplicate registrations and possible double voting.

○ Idaho will again be participating in 2017.
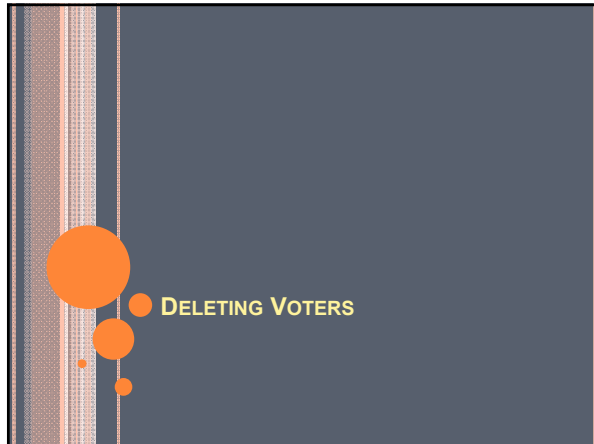

WHAT IS THE COUNTY RESPONSIBILITY?

○ Review the list provided by the Secretary of State's Office of possible matches.
  • Contact the corresponding jurisdiction for additional information if necessary.

○ Challenge registrations of voters whose record appears to be more current in another state.

○ Cancel registrations as necessary after challenge time-frames.
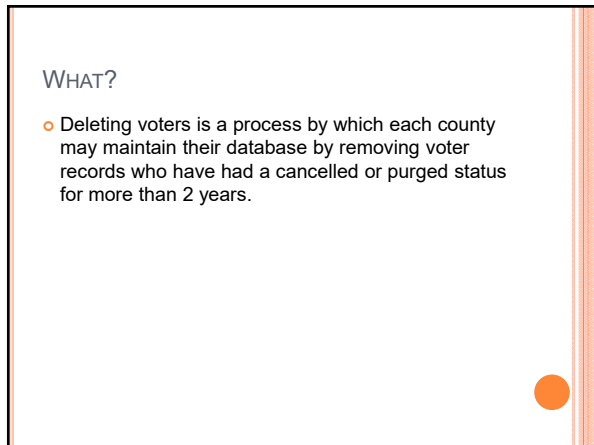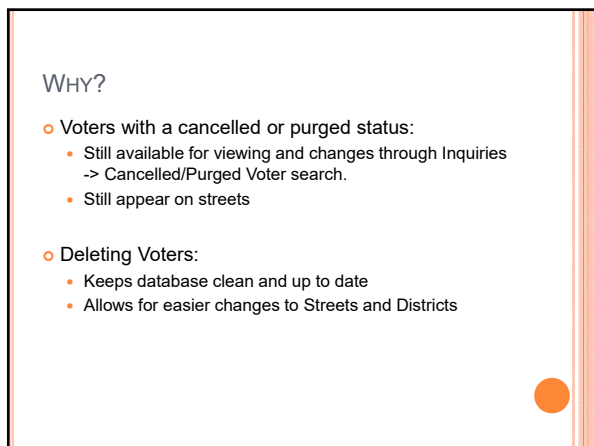

NOTIFY THE SECRETARY OF STATE'S OFFICE

○ Notify the Secretary of State's Office of
  • # of voters cancelled
  • # of voters cancelled by the other state/jurisdiction
  • # of double voters

○ If you have not provided this information for the 2016 list, please do so.

DELETING VOTERS

WHAT?

- Deleting voters is a process by which each county may maintain their database by removing voter records who have had a cancelled or purged status for more than 2 years.

WHY?

- Voters with a cancelled or purged status:
  - Still available for viewing and changes through Inquiries -> Cancelled/Purged Voter search.
  - Still appear on streets

- Deleting Voters:
  - Keeps database clean and up to date
  - Allows for easier changes to Streets and Districts
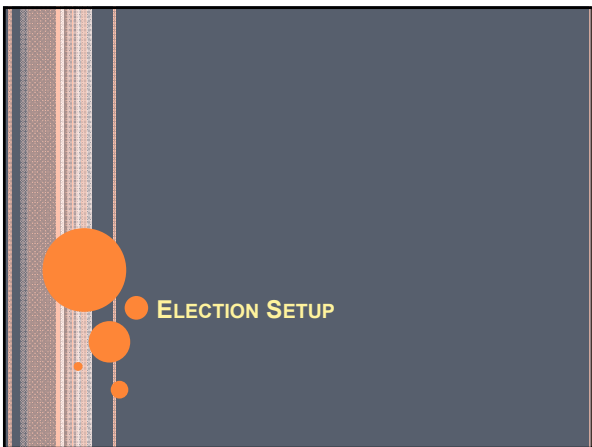
WHEN?

○ Deleting Voters process is done after the General Election and recommended after the Purge Process.

HOW?

○ Similar to the Purge Voter
  • Schedule Process
    ○ Activities -> System -> Batch Process -> Schedule Process
    ○ Set Date and Time
  • Review List of Voters
    ○ Activities -> System -> Batch Process -> Delete Voters
  • Delete Voters

ELECTION SETUP

PARTY AFFILIATION OPTIONS

- There are **NO** Party Affiliation change restrictions in 2017.

- Electors may change their affiliation at any time for any reason.

- Party Affiliation has no impact on a voter's ballot options for any election held in 2017.

SPECIAL DISTRICT ELECTIONS

- County adds any special district elections to the Registration System.

- Single Election
  - Enter 1 election for each special district.

- Consolidated Election if there is more than one election occurring on the same day.
  - Allows for faster entry of absentee requests, ballot identification and entry of voter history.

CREATING SPECIAL DISTRICT ELECTIONS

- Step 1: Create election(s)
  - Each special district needs its own election defined.
    - School Board Members need individual elections because only those voters in that zone are eligible to vote in the election.

- Step 2: Assign Districts
  - Assigning the district/tax code tells the system who is eligible to vote in the election.

- Step 3: Consolidated Elections, if necessary

- Step 4: Create Ballot Codes
  - Ballot Codes identify the ballot(s) the voter receives.

STEP 1: CREATE ELECTION(S)

○ Go to Activities -> Elections -> Maintain Elections.

○ Click the Add New Election pushbutton.

ELECTIONS SCREEN

Maintain Elections	TWIN / TWIN FALLS

[Total no. of Records: 83]

Elections shown are for future and last six years

1. 03/10/2015--BUHL JSD MARCH 2015 Special, Other
2. 03/10/2015--CASSIA SD MARCH 2015 Special, Other
3. 03/10/2015--HAGERMAN JSD-MARCH 2015 Special, Other

19. 11/05/2013--CITY OF BUHL NOV. 2013 Local, City
20. 11/05/2013--CITY OF CASTLEFORD NOV. 2013 Local, City

Next 20 >>

Add New Election   Modify Election

Assign Poll Workers

Assign Voting/Taxing Districts   Assign Annexation

ADD ELECTION SCREEN

Election Type:
    Local or Special
Election Category:
    City, County or Other

Add Election	GEM / GEM

Election Date:

Election Lock Down Date:

Election Name:

Election Type:

Election Category:

Comments [max 250 chars]:

Add Election   Reset

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STEP 2: ASSIGN DISTRICT(S)

o Go to Activities -> Elections -> Maintain Elections.

o Click the Assign Voting/Taxing Districts pushbutton.

ELECTIONS SCREEN

ASSIGN VOTING/TAXING DISTRICTS
DO **NOT** FORGET TO DO THIS!

STEP 3: CONSOLIDATE ELECTIONS

- Go to Activities -> Elections -> Consolidate Elections.

- Click the Add New pushbutton.
  - Enter a unique election name.
  - Add Elections
  - Set Date

CONSOLIDATE ELECTIONS

	Consolidate Elections		TWIN / TWIN FALLS
		Total No Of Consolidated Elections : 12	
	Election	Scheduled Date	User
	MARCH 10, 2015	03/10/2015	V.VARADI
	NOVEMBER 2014 CONSOLIDATED	11/04/2014	V.VARADI
	MARCH 11 2014	03/11/2014	V.VARADI
	NOVEMBER 5 2013	11/05/2013	V.VARADI
	AUGUST 2013 ELECTIONS	08/27/2013	V.VARADI
	MAY 2013 ELECTIONS	05/21/2013	V.VARADI
	MARCH 12 2013 SCHOOL LEVIES	03/12/2013	V.VARADI
	2012 CONSOLIDATED GENERAL	11/06/2012	V.VARADI
	2012 PRIMARY CONSOLIDATED	05/15/2012	TWIN
	KIM-414	03/13/2012	HAYCOCK

1 2
[▼] [Go]
[Next 10]

[Add New] [Modify] [Delete] [Define Ballot Code]

CONSOLIDATE ELECTIONS – ADD ELECTIONS

Add Consolidate Election			TWIN / TWIN FALLS

Name: [   ]

Election Date-Name	Type	Category	
1 [ ]	[ ]	[ ]	[Select Election] [Add Line]

Consolidated Poll Book Data Creation Time

Date: [   ] / [   ] / [   ] (mm/dd/yyyy)

Note: The consolidated poll book report will be available for this election after 8am on the date entered in the Consolidate Poll Book Creation Time

[Done] [Cancel]

STEP 4: CREATE BALLOT CODES

○ Run "**Missing Ballot Codes in Consolidated Elections**"
- Identifies **all** of the combinations of elections within the consolidated election.
- Allows you to easily create ballot codes for each combination of elections.

MISSING BALLOT CODES IN CONSOLIDATED ELECTIONS REPORT

02/24/2014   Consolidated Election Missing BallotCode List - CANYON COUNTY
03/11/2014 - MARCH 11, 2014 CONSOLIDATED SCHOOL ELECTIONS

S No.	Election Names	Precincts	Total Voters	Ballot Code
1	NAMPA SCHOOL LEVY 3/11/2014	26-11, 27-11, 28-11, 29-11, 30-11, 51-12, 52-12, 53-12, 54-12, 56-12, 57-12, 58-12, 59-12, 60-12, 61-12, 62-12, 69-13, 70-13, 71-13, 72-13, 73-13, 74-13, 75-13, 76-13, 77-13, 78-13, 79-13, 80-13, 81-13, 82-13	33897	SCHNA
2	VALLIVUE SCHOOL LEVY 3/11/2014	08-10, 12-10, 16-10, 18-10, 19-10, 26-11, 27-11, 30-11, 31-11, 32-11, 33-11, 34-11, 35-11, 37-11, 43-11, 49-12, 50-12, 51-12, 52-12, 53-12, 54-12, 55-12	15831	SCHVV
3	KUNA JT. SCHOOL LEVY 3/11/2014	26-11, 27-11, 28-11, 29-11, 58-12	1427	SCHKU
4	MIDDLETON SCHOOL LEVY 3/11/2014	02-09, 03-09, 07-10, 20-10, 39-11, 40-11, 41-11, 42-11	7731	SCHMD
5	CALDWELL SCHOOL LEVY 3/11/2014	07-10, 08-10, 09-10, 10-10, 11-10, 12-10, 13-10, 14-10, 15-10, 16-10, 17-10, 18-10, 20-10, 33-11, 34-11, 39-11	11885	SCHCA
6	MERIDIAN JT. SCHOOL LEVY 3/11/2014	42-11, 53-12, 58-12	302	SCHMR

MISSING BALLOT CODES IN CONSOLIDATED ELECTIONS REPORT

02/24/2014   Consolidated Election Missing BallotCode List - CANYON COUNTY
11/05/2013 - NOVEMBER 5, 2013 MUNICIPAL, FIRE, RECREATION   Generate

S No.	Election Names	Precincts	Total Voters	Ballot Code
13	GREATER MIDDLETON REC DISTRICT 11/5/2013, STAR JOINT FIRE DISTRICT 11/5/2013	41-11, 42-11	856	FIRST RECMD
14	GREATER MIDDLETON REC DISTRICT 11/5/2013, STAR MUNICIPAL 11/5/2013	42-11	6	MUNST RECMD
15	GREATER MIDDLETON REC DISTRICT 11/5/2013, MIDDLETON MUNICIPAL 11/5/2013, MIDDLETON RURAL FIRE DISTRICT 11/5/2013	40-11, 41-11, 42-11	2553	MUNMD FIRMD RECMD
16	GREATER MIDDLETON REC DISTRICT 11/5/2013, MIDDLETON MUNICIPAL 11/5/2013, STAR JOINT FIRE DISTRICT 11/5/2013	42-11	46	MUNMD FIRST RECMD
17	GREATER MIDDLETON REC DISTRICT 11/5/2013, STAR JOINT FIRE DISTRICT 11/5/2013, STAR MUNICIPAL 11/5/2013	42-11	3	MUNST FIRST RECMD

CREATE BALLOT CODES

○ Go to Activities -> Elections -> Consolidate Elections.

○ Select the consolidated election and click the Define Ballot Code pushbutton.
- One ballot code per ballot face
- Code determined by County Clerk or staff
- Easy for poll workers to understand

○ **Insert** each ballot code prior to assignment.
- Click on the "Insert" pushbutton after each ballot code entry.

CONSOLIDATE ELECTIONS – BALLOT CODES

CONSOLIDATE ELECTIONS – BALLOT CODES

ASSIGNING BALLOT CODES

o Immediately after inserting all of the ballot codes, process the assignment by clicking on the "**Assign Ballot Code**" pushbutton.
  - The system builds the street data table with the ballot code assignments.

o Wait for this process to complete prior to running any poll books or reports.

BALLOT CODE ASSIGNMENT ACKNOWLEDGEMENT SCREEN

Ballot Code Assignment Request Confirmation	TWIN / TWIN FALLS

The Ballot Code generation you requested has been submitted. Click on the below button to view the status.

Request ID for your submission is: 10000452

Ballot Code Assignment Status

BALLOT CODE ASSIGNMENT - PROCESSING

Ballot Code Assignment Status				TWIN / TWIN FALLS
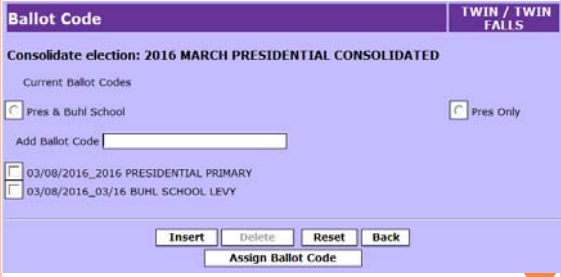
Request ID	Election Name	Date/Time Created	Created By	Status
10000452	2016 MARCH PRESIDENTIAL CONSOLIDATED	11/27/2015 03:59 PM	TWIN	In Process
10000423	NOVEMBER 3 2015	10/22/2015 09:33 AM	V.VARADI	Failed - Contact SOS
10000422	NOVEMBER 3 2015	10/22/2015 09:32 AM	V.VARADI	Completed
10000384	NOVEMBER 3 2015	10/02/2015 10:03 AM	V.VARADI	Completed
10000244	NOVEMBER 3 2015	09/15/2015 09:30 AM	V.VARADI	Completed
10000199	NOVEMBER 3 2015	09/01/2015 11:15 AM	V.VARADI	Completed
10000196	NOVEMBER 3 2015	08/17/2015 11:07 AM	V.VARADI	Completed
10000001	MAY 19, 2015	04/16/2015 08:16 AM	V.VARADI	Completed
10000000	MAY 19, 2015	04/16/2015 08:13 AM	V.VARADI	Completed

RE-ASSIGN BALLOT CODES

○ Re-Assign the ballot codes prior to running any poll book reports.
  • Updates any street ranges and adds any new ranges to the table.

○ Go to Activities -> Elections -> Consolidate Elections.
  • Select Election and click "Define Ballot Code" pushbutton.
  • Click on the "Assign Ballot Code" pushbutton.
  • Wait for this process to complete prior to running any poll books or reports.


RE-ASSIGN BALLOT CODES

Ballot Code	TWIN / TWIN FALLS

Consolidate election: 2016 MARCH PRESIDENTIAL CONSOLIDATED

Current Ballot Codes

☐ Pres & Buhl School   ☐ Pres Only

Add Ballot Code [   ]

☐ 03/08/2016_2016 PRESIDENTIAL PRIMARY
☐ 03/08/2016_03/16 BUHL SCHOOL LEVY

[Insert] [Delete] [Reset] [Back]
[Assign Ballot Code]

CONSOLIDATED ELECTION REPORTS

○ Consolidated Election List

○ Consolidated Elections/Ballot Code Report

○ Consolidated Voter List

○ Consolidated Election/Ballot Code Summary Report
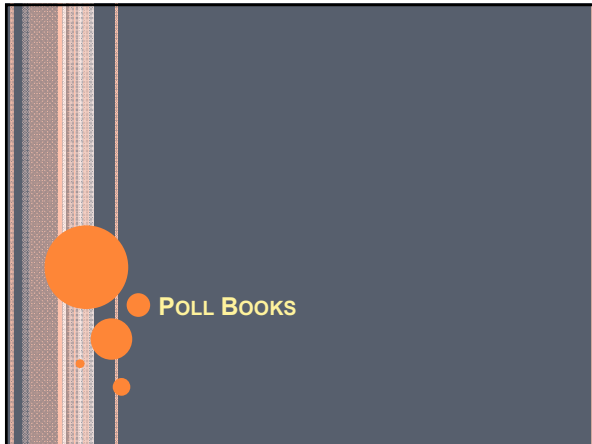
POLL BOOKS

POLL BOOKS

○ Poll Book Report Options
  • Poll Book
  • Consolidated Poll Book
  • Poll Book - Primary Election
  • Consolidated Poll Book - Primary Election

○ May be run with or without an Alpha Break.

○ May be run to split a poll book in to alpha sections
  (i.e. A – K and L – Z).

ALL POLL BOOKS

○ Run poll books as close to the election as you can.
  • System marks absentee ballot information for you.

○ Run all poll books by County Precinct.
  • Do **NOT** combine precincts/districts before printing.
  • Unless approved each precinct should have it's own poll book.

○ A poll book may be run multiple times.
  • Run a test book early to verify voter assignments or consolidations.

○ You can use one selection screen to order all of your precinct's poll books.

ORDERING A REGULAR POLL BOOK

- Go to Reports -> Poll Book -> Poll Book
  - The Poll Book selection screen is displayed.

POLL BOOK SELECTION SCREEN

POLL BOOK

ORDERING CONSOLIDATED POLL BOOK

○ Go to Reports -> Poll Book -> Consolidated Poll Book
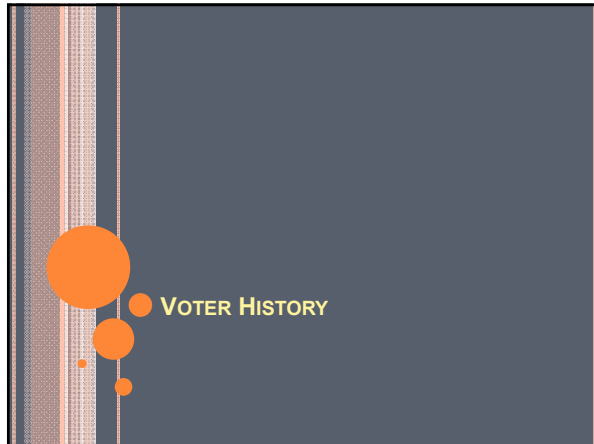- The Consolidated Poll Book selection screen is displayed.

○ The Consolidate Poll Book is only required for precincts that have more than one ballot style being issued.
- You can use the regular poll book for precincts that have one ballot style.
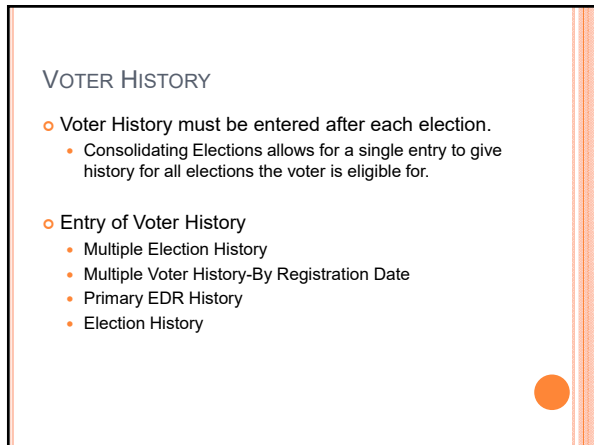
ORDERING A CONSOLIDATED POLL BOOK

CONSOLIDATED POLL BOOK

VOTER HISTORY

VOTER HISTORY

o Voter History must be entered after each election.
  • Consolidating Elections allows for a single entry to give history for all elections the voter is eligible for.

o Entry of Voter History
  • Multiple Election History
  • Multiple Voter History-By Registration Date
  • Primary EDR History
  • Election History
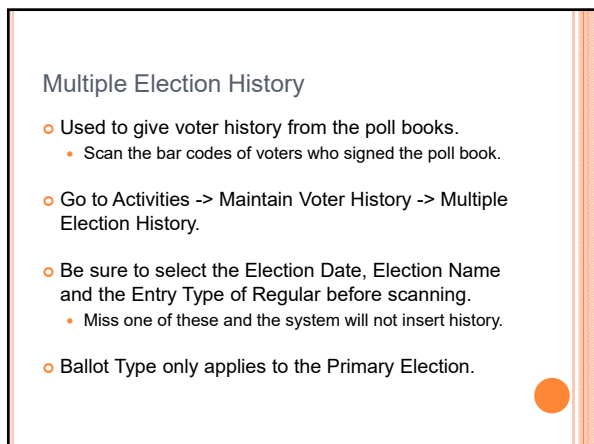
Multiple Election History

o Used to give voter history from the poll books.
  • Scan the bar codes of voters who signed the poll book.

o Go to Activities -> Maintain Voter History -> Multiple Election History.

o Be sure to select the Election Date, Election Name and the Entry Type of Regular before scanning.
  • Miss one of these and the system will not insert history.

o Ballot Type only applies to the Primary Election.

ELECTION HISTORY – POLL BOOK

Maintain Election History Using Barcode Reader	GEM / GEM
Scan Poll Book	

Election Date: | Election Details: | Entry Type : | Ballot Type :

Name--Election Type--Election Category

Consolidate Elections ☐

--ConsoidateElection Name--

Continue Reset

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ELECTION HISTORY – POLL BOOK ENTRY

Maintain Election History Using Barcode Reader	TWIN / TWIN FALLS
Input Of Voting Results	

☐ Verify Voter Data before automatic insertion.

Election Date: | Election Details: | Entry Type : | Ballot Type :

11/04/2014 | Name--Election Type--Election Category
2014 GENERAL--General--State | Regular

Registration Number :

Verify Voter Data

Insert Reset

Multiple Voter History-By Registration Date

o Automatically gives voter history to all voters who have an Election Day Registration date.
  - If a consolidated election is selected, system gives voter history for all elections voter was eligible to vote in based on their residence address.

o Must have entered EDR cards and updated the voter's registration date to match the election prior to using.
  - May order multiple times (i.e. after each precinct entry).

Multiple Voter History-By Registration Date

○ Go to Activities -> Maintain Voter History -> Multiple Voter History – By Registration Date.
  • Select Entry type of "Election Day Registration Voting"

○ Be sure to select the Election Date, Election Name and the Entry type of "Election Day Registration Voting" before scanning.
  • Miss one of these and the system will not insert history.

MULTIPLE VOTER HISTORY-BY REGISTRATION DATE

Maintain Election History Using Barcode Reader	GEM / GEM
Scan Poll Book	

Election Date: **Election Details:** **Entry Type :**

Name--Election Type--Election Category

Consolidate Elections

--ConsoidateElection Name--

Registration Date

Continue   Reset

MULTIPLE VOTER HISTORY-BY REGISTRATION DATE – CONFIRMATION SCREEN

Voter History Confirmation	GEM / GEM

The update to Voter History was successful.

Return

ELECTION HISTORY

o Used to add, modify or delete a single voter's election history.
  • Great for cleanup after giving history from poll books and EDR history.

o Go to Activities -> Maintain Voter History -> Election History.
  • Search for the voter and select their record.
  • The Maintain Election History screen is displayed to update their election history.

MAINTAIN ELECTION HISTORY SCREEN

Maintain Election History			GEM / GEM
Voter Name: TERESA DAWN BOYCE	Voter Identifier: 010290080	Precinct: 01-CE	

Display Signature   Display Reg Card

Election (Election Date — Name):   Election Type :

Election Category: Entry Type :
                       Regular

Comments   Ballot Type :

INSERT   DELETE   UPDATE   Reset

Previous Election History:

Sel	Date	El.Type	Category	En.Type	Prod	CtyVotIn	Comments
☐	11/06/2012	General	State	Election Day Registration Voting	.gem		

Legend :
Sel=Selected Date   Date=Election Date
El.Type=Election Type   Category=Election Category
En.Type=Entry Type   Prod=Id Produced
CtyVotIn=County Voted In

QUESTIONS