



VoteWA User Guide



Regional Training

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REGISTRANT RECORDS

Multi-Factor Login Instructions

Go to **RCW 42.56.420(4)** and select the correct county (if prompted)

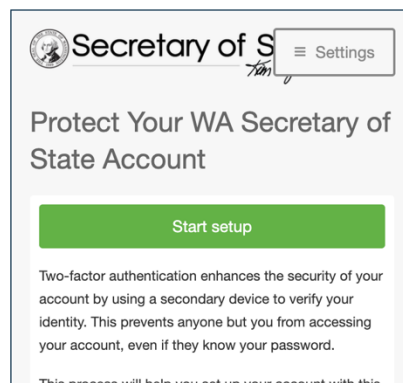


Enter credentials, if your browser does not authenticate automatically.



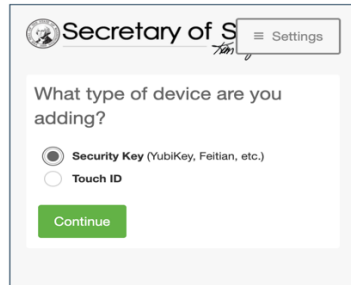
Enroll in multifactor, if using MFA for the first time, then click “Start Setup”

For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)

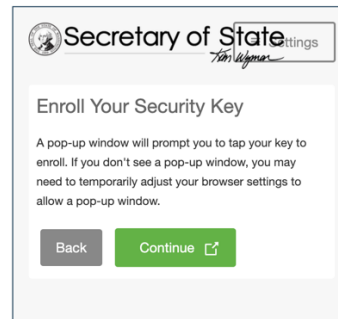


Select “Security Key (Yubikey, Feitian, etc.)” and click “Continue”, then click “Continue” on the following page.

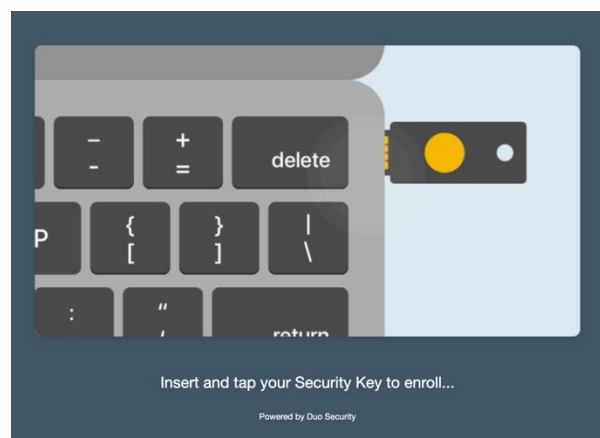
For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



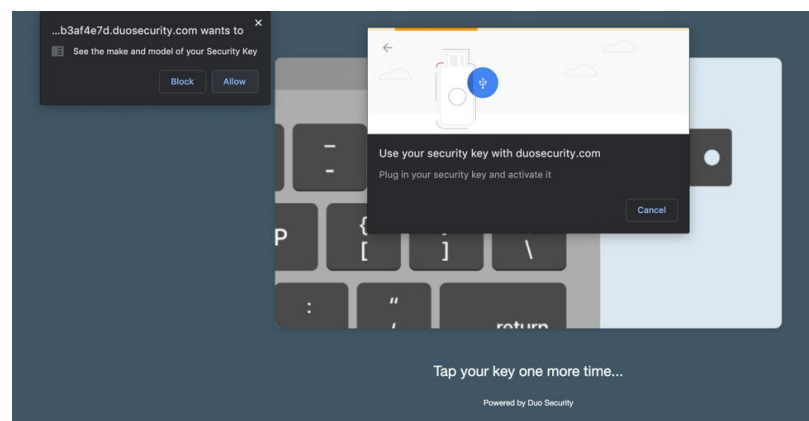
For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



Insert the Yubikey into an available USB port. When the light flashes, tap the button on the Yubikey.




You may be prompted to allow your browser to access the Yubikey. If so, click “Allow”. Tap the button on your Yubikey a second time to complete the enrollment process.

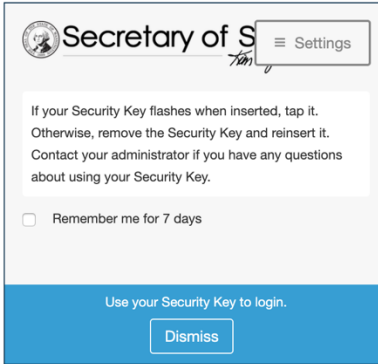


Once enrolled, perform multifactor authentication by inserting and tapping the Yubikey. Check the box to “remember this authentication for 7 days”, if desired.

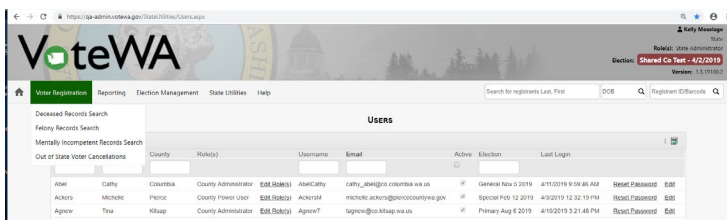
For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



You will be logged in to the VoteWA application



| County | Username | Email | Active | Election | Last Login |
|----------|----------------------|--------------------------|--------|---------------------|----------------------|
| Columbia | County Administrator | justinbsvr@ad.votewa.gov | ✓ | General Nov 5 2019 | 4/11/2019 9:08 AM AD |
| Albany | County Power User | justinbsvr@ad.votewa.gov | ✓ | Special Feb 12 2019 | 4/9/2019 12:32 PM PM |
| Albany | County Administrator | justinbsvr@ad.votewa.gov | ✓ | Primary Aug 6 2019 | 4/10/2019 3:21 AM PM |

Home Screen

The Home Screen is the first screen upon logging in. It is the center of voter registration activity for the County.

At the top of the screen are menu items (red box) used to navigate. Hovering over each menu item will produce a drop-down options list. These menu items, along with the home icon on the far left, are visible on every page in VoteWA.

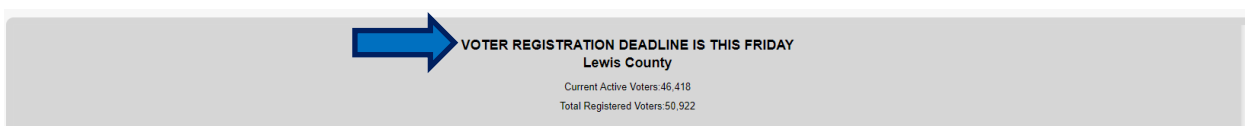


The County's Home Screen is divided into several sections. Below is a typical view. Next to each item is an arrow (blue circle). Click the arrow to expand the table and view the records within each section.

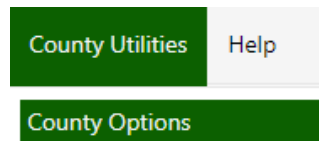
| Lewis County | | |
|------------------------------------------------------------------|-------------------|------------|
| Current Active Voters: 46,418 Total Registered Voters: 50,922 | | |
| Tasks: | | |
| Item | Total Registrants | |
| ▶ DOL Registrations | 1 | |
| ▶ Deceased | 1 | |
| ▶ Forms to be Scanned | 104 | |
| ▶ Flagged Records | 5 | |
| ▶ Attachments Flagged for Removal | 106 | Delete All |
| ▶ Failed ID Check | 36 | |
| ▶ Notice of Incomplete Registration - Over 45 days | 3 | Update All |
| ▶ NCOA In-State Review | 1,857 | |
| ▶ NCOA Cross-State Review | 576 | |
| ▶ Address Updates | 1 | |
| ▶ Attachments from Other Counties | 1 | |
| ▶ Registered Voters with no Precinct Split | 39 | |
| ▶ Residence Addresses to Verify | 5 | |
| ▶ ERIC Cross-State Review | 17 | |
| ▶ ERIC In-State Review | 72 | |
| ▶ Data Integrity Check | 7 | |
| ▶ Failed ID Check for Two Federal General Elections | 34 | |

Home Screen Message

The Secretary of State's office can place messages/announcements on the Home Screen for all counties to see (blue arrow).




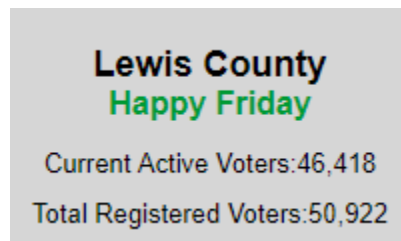
County users with proper permissions can add messages to the home screen. Hover over “County Utilities” and select “County Options.”



The “County Home Screen Message” section will show where to type a message, set an expiration date, and click “Save Message” (blue arrow).

A screenshot of a web form titled "County Home Screen Message". It features a text input field labeled "Message:" containing the text "Happy Friday". Below this is an "Expire Date:" field showing "3/9/2019 12:00 AM" with calendar and clock icons. At the bottom of the form is a grey button labeled "Save Message". A large blue arrow points from the right towards the "Save Message" button.

Navigate back to the home screen to see the message by selecting the home icon . The message will be at the top of the home screen. It will disappear on the expiration date set.



Tasks Table

Click to expand the lists (blue circle) on the Home Screen to see the records in each Task. Once a task has been completed, the task will disappear from the Home Screen.

| Tasks: | |
|-----------------------------------------------------|-------------------|
| Item | Total Registrants |
| ▶ DOL Registrations | 1 |
| ▶ Deceased | 1 |
| ▶ Forms to be Scanned | 104 |
| ▶ Flagged Records | 5 |
| ▶ Attachments Flagged for Removal | 106 |
| ▶ Failed ID Check | 36 |
| ▶ Notice of Incomplete Registration - Over 45 days | 3 |
| ▶ NCOA In-State Review | 1,857 |
| ▶ NCOA Cross-State Review | 576 |
| ▶ Address Updates | 1 |
| ▶ Attachments from Other Counties | 1 |
| ▶ Registered Voters with no Precinct Split | 39 |
| ▶ Residence Addresses to Verify | 5 |
| ▶ ERIC Cross-State Review | 17 |
| ▶ ERIC In-State Review | 72 |
| ▶ Data Integrity Check | 7 |
| ▶ Failed ID Check for Two Federal General Elections | 34 |

Items can be expanded (blue circles) to show additional details about each record. Navigate to each registrant's record by clicking on the Voter ID (green boxes).

ERIC Cross-State Review

17

| Registrant ID | Name | Residence Address | City | Zip | DOB | Status | Status Reason | County | Date Added/Updated |
|---------------|---------------------------|------------------------|-----------|-------|------------|----------|---------------|--------|-----------------------|
| 11222847 | CAMPBELL, JESSICA L | 388 SALMON CREEK RD | TOLEDO | 98591 | 06/12/1987 | Inactive | Inactive | Lewis | 11/13/2018 4:26:25 PM |
| 11819829 | CUNNINGHAM, VALERIE JANE | 2812 BORST AVE | CENTRALIA | 98531 | 12/20/1997 | Active | Active | Lewis | 11/13/2018 4:26:25 PM |
| 11685922 | FOWLER, DYLAN WESLEY | 112 DUSTY LN | CHEHALIS | 98532 | 06/07/1999 | Active | Active | Lewis | 11/13/2018 4:26:25 PM |
| 10759027 | FULLENKAMP, BRANDON SCOTT | 2265 STATE HIGHWAY 508 | ONALASKA | 98570 | 09/19/1992 | Inactive | Inactive | Lewis | 11/13/2018 4:26:25 PM |
| 9217561 | HACKNEY, CLARENCE N | 3702 RUSSELL RD | CENTRALIA | 98531 | 02/19/1973 | Active | Active | Lewis | 11/13/2018 4:26:25 PM |
| 11445329 | HOEFFGEN, KALEB N M | 388 SALMON CREEK RD | TOLEDO | 98591 | 05/05/1989 | Inactive | Inactive | Lewis | 11/13/2018 4:26:25 PM |
| 9787135 | HOLT, SHANNON ROXANNE | 1111 SWANSON DR | CENTRALIA | 98531 | 10/05/1993 | Inactive | Inactive | Lewis | 11/13/2018 4:26:25 PM |
| 10944832 | ISELIN, JAMES HUNTER | 125 GREEN GABLES DR | CENTRALIA | 98531 | 09/04/1996 | Inactive | Inactive | Lewis | 11/13/2018 4:26:25 PM |
| 464865 | JEFFERSON, THOMAS A | 323 S BUCKNER ST | CENTRALIA | 98531 | 12/01/1970 | Inactive | Inactive | Lewis | 11/13/2018 4:26:25 PM |
| 11819923 | JUREK, KAELEN TOMAS | 464 LEUDINGHAUS RD | CHEHALIS | 98532 | 02/26/1999 | Active | Active | Lewis | 11/13/2018 4:26:25 PM |

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Page size: 10

17 Items in 2 pages

Tasks

DOL Registrations Registrations from the Department of Licensing to be processed.

Deceased Registered voters that matched with a deceased record (match screen below).

DECEASED RECORD COMPARISON AND MATCHING

Previous Match Close Next Match

Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Date of Match: Match Type: **Hard**
Source: ERIC

| Deceased Record Data | | Existing Registrant Info |
|----------------------|---------------------|--------------------------|
| Date of Death | 5/2/2018 | Registrant ID: 9339508 |
| Age | | Status: Active |
| Status | | Status Reason: Active |
| DOB | | 11/16/1949 |
| SSN4 | | REDACTED |
| First Name | BARBARA | BARBARA |
| Middle Name | L | L |
| Last Name | SHERMAN | SHERMAN |
| Gender | | F |
| Residence Address | 621 NICK RD TRLR 14 | 621 NICK RD |
| City St Zip | CENTRALIA WA 98531 | CENTRALIA WA 98531 |
| | | REDACTED |

Confirm Match* updates the Registrant Record Status to "Canceled" with a Status Reason of "Deceased".

Confirm Match
No Match

Forms to be Scanned Displays registrants who require documents scanned and uploaded to support a recent update to the record. Click a record from this list to go to their Registrant Info tab with a scan prompt on the bottom left of the screen (below). Click "Scan" (red box) to go to the "Scan Form" page. Once a document has been scanned and uploaded, the item for this record will disappear.

Forms to be Scanned

| Date | | |
|------------|----------------------|-----------------------|
| 01/29/2019 | Scan | Clear |

Flagged Records

Attachments Flagged for Removal Displays records that contain attachments pass the retention period for those documents. Click on the record from this list to go to the Attachments tab to delete the flagged attachment (blue arrow).

| | | | | | | | |
|-----------------|------------------------------------------|------------------|-----------------------|-------------|--------------------|---------------------|------------------|
| Registrant Info | Ballot Info | Provisional | Voting History | Validations | Attachments | Activity | Correspondence |
| Images | IMAGES | | | | | | |
| Signatures | Add New | | | | | | |
| | Attachment Type | Attachment Notes | Date Created | Added By | County | Flagged For Removal | |
| | Washington State Voter Registration Form | | 10/26/2004 6:53:43 AM | Ryan Dosch | Spokane | Yes | View Edit Delete |



Failed ID Check Displays records flagged with “Failed ID Check.” This flag will remain on the record until the ID requirement is satisfied. Click on the record from this list to go to the Attachments tab to click “Add New” and select “Alternative ID” from the Form Type drop-down (blue arrow).

Notice of Incomplete Registration – Over 45 Days Displays records sent a Notice of Incomplete Registration over 45 days ago and still have not been updated.

NCOA In-State Review Displays records with potential National Change of Address In-State matches to be approved or rejected. Click on the voter record ID to bring up a match screen (example below).

NCOA IN-STATE REVIEW

Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Previous Close Next

| NCOA Data | | Existing Registrant Info |
|---------------------------|--------------------|--------------------------|
| Registrant ID | | 8846877 |
| County | | Lewis |
| Name | | AHRENS, DAVID |
| Status | | Active |
| Status Reason | | Active |
| Select Address: | | Residential ▼ |
| Address | | 14 SW 4TH ST |
| City St, Zip | | CHEHALIS WA 98532 |
| NCOA Effective: 11/6/2012 | | |
| Address | 140 6TH ST | 14 4th SW |
| City St, Zip | CHEHALIS, WA 98532 | CHEHALIS, WA 98532 |

Approve New In-County Address
Reject New Address

Approve New Cross-County Address

NCOA Cross-State Review Displays records with potential National Change of Address Cross-State matches to be approved or rejected. Click on the voter record ID to bring up a match screen (example below).

NCOA CROSS-STATE REVIEW

Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Previous Close Next

| NCOA Data | | Existing Registrant Info |
|---------------------------|------------------|--------------------------|
| Registrant ID | | 2258596 |
| County | | Lewis |
| Name | | ALIRE, KEVIN T |
| Status | | Active |
| Status Reason | | Active |
| Select Address: | | Residential ▼ |
| Address | | 70 SW 6TH ST |
| City St, Zip | | CHEHALIS WA 98532 |
| NCOA Effective: 11/8/2016 | | |
| Address | 6049 FUNDY ST | 70 6th SW |
| City St, Zip | AURORA, CO 80019 | CHEHALIS, WA 98532 |

Approve New Address
Reject New Address

Address Updates Displays registrants who indicated a different residence address on their ballot return envelope from their voter registration address. Approve or reject this new address from a match screen.

Attachments from Other Counties Displays registrants who have recently had an image added to their record from a user outside the County. Accept or remove the added images.

Registered Voters with No Precincts Split Displays records with no precinct assignment.

Residence Addresses to Verify Displays registrants with a residence address unverified through “TotalAddress.” Click on a voter ID from this list to launch “TotalAddress.”

ERIC Cross-State Review Displays records with potential ERIC Cross-State matches to be approved or rejected. Click on the voter record ID to bring up a match screen (example below).

ERIC CROSS-STATE REVIEW
Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Close Next

| | ERIC Data | Existing Registrant Info |
|-------------------|----------------------------------------------------|----------------------------------------------------|
| Registrant ID | | 11222847 |
| County | | Lewis |
| Name | CAMPBELL, JESSICA L | CAMPBELL, JESSICA L |
| Residence Address | 4616 SE MILWAUKIE AVE APT 29 PORTLAND, OR 97202 | 388 SALMON CREEK RD TOLEDO, WA 98591 |
| Mailing Address | N/A | 4616 SE MILWAUKIE AVE APT 81 PORTLAND, OR 97202 |
| Registration Date | 3/26/2012 | 6/2/2016 |
| Last Activity | 4/6/2018 | 12/4/2017 |
| Status | | Inactive |
| Status Reason | | Inactive |

Create Voluntary Cancellation Notice?

Yes, Accept Match No, Ignore Match

ERIC In-State Review Displays records with potential ERIC Cross-State matches to be approved or rejected. Click on the voter record ID to bring up a match screen (example below).

ERIC IN-STATE REVIEW
Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Previous Close Next

| | ERIC Data | Existing Registrant Info |
|-------------------|---------------------------------------------------|-----------------------------------|
| Registrant ID | | 11319505 |
| County | Lewis | Lewis |
| Name | BALL, JAMES BRIAN | BALL, JAMES BRIAN |
| Residence Address | 2277 SW SALSURY AVE UNIT 18 CHEHALIS, WA 98532 | 132 PIER RD CHEHALIS, WA 98532 |
| Mailing Address | N/A | N/A |
| Registration Date | 8/16/2016 | 8/16/2016 |
| Last Activity | 6/30/2018 | 11/7/2017 |
| Status | Active | Active |
| Status Reason | Active | Active |

Update Address & Create Acknowledgment Notice?

Yes, Accept Match No, Ignore Match

Data Integrity Check Displays records that match against the Data Integrity Check file upload to be approved or rejected. Click on the voter record ID to bring up a match screen.

Failed ID Check for Two Federal General Elections Displays records that have recently been purged due to an unsatisfied Failed ID flag.

Merges from Other Counties Displays records that have been merged with a surviving record registered in the county. This means another county has merged one of its records into yours. Refer to the **Possible Duplicates** section for more details on how these merges occur.

Voters Transferred Out of County Displays registrants who were previously registered in your county, but recently registered in another county.

Voting History from Other Counties Displays records in your county that have recently had Voting History added from another county. These are often from the result of cross-county elections in which another county was not the lead.

Forms to be Processed Table

This section will display any scanned forms that await processing.

| Forms to be Processed: | | |
|--------------------------------------------|-------|------------------------------|
| Item | Total | |
| ▶ Challenge Letter | 6 | Process Next |
| ▶ Washington State Voter Registration Form | 95 | Process Next |

To view each form, click “Select” (red box).

| ▼ | Washington State Voter Registration Form | 95 | Process Next |
|------------------------|------------------------------------------|---------------|------------------------------|
| Image | Date Added | Scanned By | |
| Select | 10/1/2018 7:08:06 AM | Chad Severson | |
| Select | 10/1/2018 7:08:07 AM | Chad Severson | |
| Select | 10/1/2018 7:08:08 AM | Chad Severson | |
| Select | 10/1/2018 7:08:10 AM | Chad Severson | |
| Select | 10/1/2018 7:08:11 AM | Chad Severson | |
| Select | 10/1/2018 7:08:13 AM | Chad Severson | |
| Select | 10/1/2018 7:08:14 AM | Chad Severson | |
| Select | 10/1/2018 7:08:16 AM | Chad Severson | |
| Select | 10/1/2018 7:08:17 AM | Chad Severson | |
| Select | 10/1/2018 7:08:18 AM | Chad Severson | |

Unsent Notices Table

This section will display generated notices to be processed.

| Unsent Notices: | | | | | | | | |
|----------------------------------------------------|-------|------------|-------------------|---------------------------|------------|-------------|---------------------|--------------------|
| Item | Total | | | | | | | |
| ▶ Notice of ID Required | 2 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of Name Change | 1 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of No Witness Signature | 2 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of Signature Does Not Match - Name Change | 1 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of Too Late | 1 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of Unsigned | 1 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Acknowledgement Notice | 346 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | Send Emails | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of No Signature | 9 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ NVRA Confirmation Mailing | 5 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of No Signature on File | 2 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of Signature Does Not Match | 6 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of Incomplete Registration | 13 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Identification Notice | 34 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Possible Duplicate Notice | 2 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Voluntary Cancellation Notice | 12 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | Send Emails | Print Avery Mailing | Print Dymo Mailing |

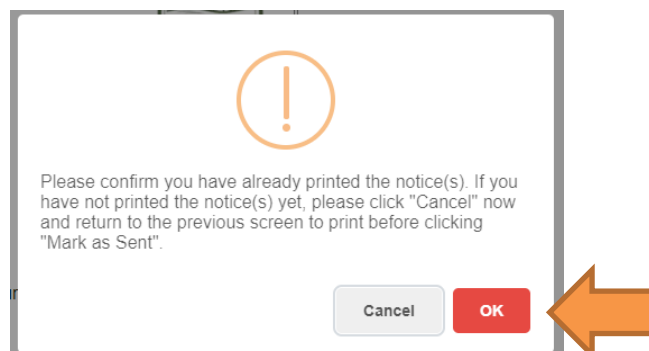
To expand each list, click the arrow (blue circle). To prepare the batch of notices, click the “Batch Immediately” button (blue arrow).

| Unsent Notices: | | | | | | | | |
|-------------------------|-------|------------|-------------------|---------------------------|------------|--|---------------------|--------------------|
| Item | Total | | | | | | | |
| ▶ Notice of ID Required | 2 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of Name Change | 1 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |

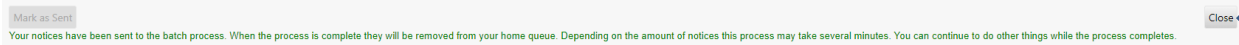
The batch will generate and each notice can be viewed prior to printing. **After the notices have printed,** click the “Mark as Sent” button (green arrow).



After clicking the “Mark as Sent” button, click “Ok” to confirm printing the batch.



Notification will appear on the screen that notices are being marked as sent. Click the “Close” button (blue arrow) to exit this screen.



If the batch is particularly large, click “Send Batch Off to Process” to be notified by email when the batch has generated (orange box, below).

There is also an option to create a data file with the records in each batch. This tool is used for an external printing vendor to prepare and print large batches of notices. Click “Export CSV” (red box) to download a CSV file.

| | | | | | | | | |
|-----------------------------|-----|------------|-------------------|---------------------------|------------|-------------|---------------------|--------------------|
| ▶ Acknowledgement Notice | 346 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | Send Emails | Print Avery Mailing | Print Dymo Mailing |
| ▶ Notice of No Signature | 9 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |
| ▶ NVRA Confirmation Mailing | 5 | Remove All | Batch Immediately | Send Batch Off to Process | Export CSV | | Print Avery Mailing | Print Dymo Mailing |

If the notice template has been marked with the option to be emailed in the Notice Management Tool, a “Send Emails” button will show Green Box (above). This button will queue up email versions of the notice to be sent.

Generate mailing labels in both Avery and Dymo format Purple Box (above).

Notice Responses

This table has a list of voters who responded to a notice via the public portal. The original notice (red box) and the uploaded response (green box) will show. Click “Mark As Read” to remove the record from this list.

| Notice Responses: | | | | | | |
|-------------------|----------|------------------------|------------|----------------------------|--------------|--|
| Notice ID | Response | Notice Type | Date Sent | Response Note | Mark as Read | |
| N-27406 | 5376 | Acknowledgement Notice | 02/12/2019 | Response to notice N-27406 | Mark As Read | |
| N-27398 | 5350 | Identification Notice | 02/12/2019 | Response to notice N-27398 | Mark As Read | |

Activity Table

This table displays relevant information for voter files that does not necessarily require action. The items displayed are for informational purposes (example below).

| Activity: | |
|-------------------------------------------------|---------------------|
| Item | Total Registrants |
| ▶ Registered Voters with no DOB | |
| ▶ Future Voter - Under 18 | |
| ▶ Recently Updated Registrants | |
| ▶ Recently Added Registrants | |
| ▶ Registered After Deadline | |
| ▶ Secure Voters About to Expire | |
| ▶ Mentally Incompetent - Automatic Resolution | |
| ▶ Felon - Automatic Resolution | |
| ▶ Deceased - Automatic Resolution | |
| ▶ Registrants with recently added Attachments | |
| ▶ Absentee Records - PRIMARY 2020 | |
| ▶ Provisional Ballot Logged by Outside County | |
| ▶ Registrants Transferred Out of County | |
| ▶ ACP Secure Voters | |
| ▶ Potential Felons | |
| ▶ Mass Update Undo - Purge Inactive Registrants | Undo All Export CSV |
| ▶ Mass Update Undo - Purge Failed ID Check | Undo All Export CSV |

Audit Summary

This item will display any candidate information that has been edited. It shows the number of edits made and what those edits were.

| Audit Summary: <i>Edits in Last 7 days</i> | | |
|--------------------------------------------|------------|-----------------------------------|
| Section | # of Edits | View |
| Candidate Added | 6 | View Audit Detail |
| Candidate Information | 13 | View Audit Detail |
| Candidates Qualified | 1 | View Audit Detail |

Public Records Requests

When a public records request has been submitted, the request will appear on the home screen to be processed. Click on the title (red box) to begin processing the request.

| Public Records Requests: | | | | | | | | |
|--------------------------|----------------|----------------|--------------|-------------------------|--------------------|------------------|---------------|--------------|
| ID | Title | Requestor Name | Request Date | # of Registrant Records | Fulfillment Status | Fulfillment Date | Delivery Date | Contact Name |
| 3 | Test Request 3 | Matt Bauer | 12/26/2018 | | New | 12/26/2018 | 12/26/2018 | Matt Bauer |

Searching (Quick Search & Advanced Search)

Similar to the menu bar, there are searching features at the top of every page in VoteWA. Use “Quick Search” (green box) to search for a registrant by their Last Name and First Name or Registrant ID.

NOTE: The Name fields on the Quick Search are defaulted to search for registered (Active/Inactive) registrants in your County. A Registrant ID/Barcode search will display registrants in any status statewide. If a more advanced search is desired, use the Advanced Search page to adjust the search parameters.

Data in the last field (Registrant ID/Barcode) can be searched by itself. This field also can read scanned barcodes produced by VoteWA (whether a notice barcode from a mailing, or a registrant ID barcode printed elsewhere).

Search for registrants Last, First DOB 11968085

Type in a Registrant ID to go directly to that voter record.

Registrant ID: 11968085
WONDERLAND, WINTER

County: Lewis Status: ACTIVE
DOB: 06/04/1956 (Age 62) Status Reason: ACTIVE

Type in a voter name; if there is only one match for that voter name, the registrant will appear in a drop-down and clicking on it will bring up the registrant record.

WONDERLAND

WONDERLAND, WINTER
REGISTRANT ID: 11968085
COUNTY: LEWIS
DOB: 6/4/1956 AGE: 62 GENDER:

However, if typing in a registrant name displays multiple matches the names appear in a drop-down.

WONDERLAND|

✓

WONDERLAND, WINTER

REGISTRANT ID: 11968085

COUNTY: LEWIS

DOB: 6/4/1956
AGE: 62
GENDER:

✓

WONDERLAND, WINTER

REGISTRANT ID: 11968086

COUNTY: LEWIS

DOB: 6/5/1934
AGE: 84
GENDER:

If typing a name into the Quick Search box that does not return anything in the drop-down, hit “enter” to will be taken to the Advanced Search page. The DOB search box in the Quick Search function will also bring returns up on this page (below).

ADVANCED SEARCH

Registrant Info

Address

Registrant Status

Districts

Voting

Results Output

Saved Searches

Scheduled Exports

Export Templates

Last Name
First Name
Middle Name
Suffix ALL Gender ALL
Form Language ALL
WA DL/ID #
SSN4
VRWA Registrant ID
Effective Date of Change to
Registration Date to
DOB to 1/29/1988
Age to

Phone
Email
Previous Last Name
Previous First Name
Previous Middle Name
Previous Suffix ALL
Source of Registration
UOCAVA Type
Incomplete Reason

Registrant Record Notes ☐ All Notes

☐ NVRA Flag
☐ UOCAVA
☐ ID Required

Attachment Notes ☐ All Notes

Wildcard Help

County:

The Advanced Search page is an impressive tool in VoteWA. To reach it, select Advanced Search from the Reporting menu (red arrow).



On that page, view a variety of tabs (red box). Pick and choose which data fields to search on (from multiple tabs at a time, if needed) to build a customized search query.

ADVANCED SEARCH

Registrant Info | Address | Registrant Status | Districts | Voting | Results Output | Saved Searches | Scheduled Exports | Export Templates

Last Name First Name Middle Name Suffix ALL Gender ALL Form Language ALL WA DL/ID # SSN4 VRWA Registrant ID Effective Date of Change to Registration Date to DOB to 1/29/1988 Age to

Phone Email Previous Last Name Previous First Name Previous Middle Name Previous Suffix ALL Source of Registration UOCAVA Type Incomplete Reason

Registrant Record Notes ☐ All Notes ☐ NVRA Flag ☐ UOCAVA ☐ ID Required

Attachment Notes ☐ All Notes

Wildcard Help

County: Lewis Search Reset

Note: by default, the Advanced Search is automatically set to search for registrants registered in your County (green box above) and by Active and Inactive registrants (green box below). To adjust these settings, simply change the County or Status to as desired.

ADVANCED SEARCH

Registrant Info | Address | Registrant Status | Districts | Voting | Results Output | Saved Searches | Scheduled Exports | Export Templates

Status

☐ Select All ☒ Active ☐ Canceled ☒ Inactive ☐ Pending ☐ Rejected

Status Reasons

☐ Select All ☐ Active ☐ Moved Out of County ☐ Moved Out of State ☐ Undeliverable Mail

Wildcard Help

County: Lewis Search Reset

In the example below, there are data elements to filter on “Starts With” (red box) for the first name. A wildcard search guide can be expanded at the bottom of the advanced search screen (green box). When done, click the “Search” button (blue arrow).

ADVANCED SEARCH

Last Name: GARCIA
 First Name: A%
 Middle Name:
 Suffix: ALL Gender: ALL
 Form Language: ALL
 WA DL/ID #:
 SSN4:
 VRWA Registrant ID:
 Effective Date of Change:
 Registration Date:
 DOB:
 Age:
 Phone:
 Email:
 Previous Last Name:
 Previous First Name:
 Previous Middle Name:
 Previous Suffix: ALL
 Source of Registration: Select
 UOCAVA Type: Select
 Incomplete Reason: Select
 Registrant Record Notes: ☐ All Notes
 Attachment Notes: ☐ All Notes
☐ NVRA Flag
☐ UOCAVA
☐ ID Required

Wildcard Help
Contains: Objective: Search field for a value that contains SMITH
 Example: %SMITH%
Starts With: Objective: Search field for a value that starts with SMITH
 Example: SMITH%
Ends With: Objective: Search field for a value that ends with SMITH
 Example: %SMITH
Sounds Like: Objective: Search field for a value that sounds like SMITH
 Example: SMITH*

County: Lewis

When the screen refreshes, the search criteria is displayed below.

Red box: Search results may be exported by selecting CSV and clicking “Export.”

Export using template: No Template as CSV 5 Records in 1 Page

Create Notices: Create Notices ☐ Include Voting History ☐ Electronic Format ☐ Printed List ☐ Printed Labels

| Registrant ID | Last Name | First Name | Middle Name | Name Suffix | DOB | Residence Address | Residence City | Residence State | Residence Zip | Mailing Address | Mailing City | Mailing State | Mailing Zip | Effective Date of Change |
|--------------------------|-----------|------------|-------------|-------------|------------|--------------------|----------------|-----------------|---------------|----------------------|--------------|---------------|-------------|--------------------------|
| 5001890 | GARCIA | ABEL | | | 09/15/1981 | 3618 COOKS HILL RD | CENTRALIA | WA | 98531 | 3618-b Cooks Hill Rd | CENTRALIA | WA | 98531 | 08/29/2006 |
| 10742218 | GARCIA | ADAM | THOMAS | | 05/30/1981 | 182 HIGH MEADOW DR | MOSSYROCK | WA | 98564 | PO Box 626 | MOSSYROCK | WA | 98564 | 02/05/2015 |
| 10390181 | GARCIA | ANDRES | ESCALERA | | 09/30/1961 | 450 AUGUSTUS ST | TOLEDO | WA | 98591 | PO Box 713 | TOLEDO | WA | 98591 | 09/27/2013 |
| 439307 | GARCIA | ANDREW | | | 09/09/1967 | 177 WESTLAKE AVE | MORTON | WA | 98356 | PO Box 751 | MORTON | WA | 98356 | 05/31/2006 |
| 11565688 | GARCIA | ANDREW | | | 02/17/1986 | 317 BECK RD | ONALASKA | WA | 98570 | 317-41 Beck Road | ONALASKA | WA | 98570 | 12/20/2016 |

Advanced Search Outputs

Users can customize how their results display by using the Results Output tab (green tab) of the Advanced Search page.

Available fields that can be searched are on the tab (red box) with selected fields to display in results (green box).

By default, there are several fields that will automatically display in the results section. Those fields are the following:

| | |
|--------------------------|---------------------------------|
| Registrant ID | Residence State |
| Last Name | Residence Zip |
| First Name | Mailing Address |
| Middle Name | Mailing City |
| Name Suffix | Mailing State |
| DOB | Mailing Zip |
| Residence Address | Effective Date of Change |
| Residence City | |

To customize or change, move fields from the left box into the right box. Move any field and reorder the order of appearance by clicking and dragging. The selection and order in the “Selected fields to display” is how search results will display in the Advanced Search (example below).

| Registrant ID | Last Name | First Name | Middle Name | Name Suffix | DOB | Residence Address | Residence City | Residence State | Residence Zip | Mailing Address | Mailing City | Mailing State | Mailing Zip | Effective Date of Change |
|---------------|-----------|------------|-------------|-------------|-----|-------------------|----------------|-----------------|---------------|-----------------|--------------|---------------|-------------|--------------------------|
|---------------|-----------|------------|-------------|-------------|-----|-------------------|----------------|-----------------|---------------|-----------------|--------------|---------------|-------------|--------------------------|

To remove outputs from selected fields to display, just click the “<<<” buttons (red box) to clear customization. To set back to default settings, click “Reset to Default” (green box).

ADVANCED SEARCH

Registrant Info Address Registrant Status Districts Voting **Results Output** Saved Searches Scheduled Exports Export Templates

Configure Results Table

Customize your results columns below by selecting which fields to display. You can also re-order the selected fields.

Available fields

Mailing Country
Precinct
Prefix
Street Name
Street Type
Suffix

>>>
All >>

Selected fields to display

<<<
<< All

Last Name (Default)
First Name (Default)
Middle Name (Default)
Name Suffix (Default)
DOB (Default)
Residence Address (Default)

Reset to Default

☒ Restrict private data

Wildcard Help

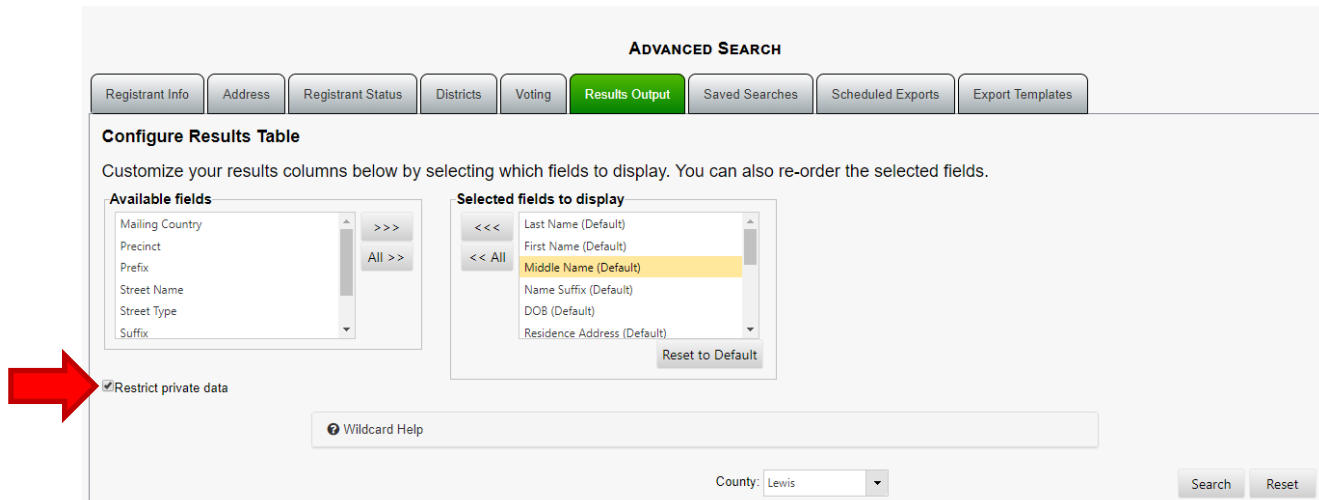
County: Lewis ▼

Search Reset

Also, it is important to note that each user can customize their own search outputs, so outputs can differ from one user to the next. Although all may start out with the default outputs, users can change and save their own outputs over time.

Restricted Data

Administrators have the ability to display restricted data in the Advanced Search. This is also found on the Results Output tab (green tab in screenshot). By default, there is a check in the “Restrict private data” box. When this is checked, only public information is available to choose from.



ADVANCED SEARCH

Registrant Info Address Registrant Status Districts Voting **Results Output** Saved Searches Scheduled Exports Export Templates

Configure Results Table

Customize your results columns below by selecting which fields to display. You can also re-order the selected fields.

Available fields

- Mailing Country
- Precinct
- Prefix
- Street Name
- Street Type
- Suffix

Selected fields to display

- Last Name (Default)
- First Name (Default)
- Middle Name (Default)
- Name Suffix (Default)
- DOB (Default)
- Residence Address (Default)

☒ Restrict private data

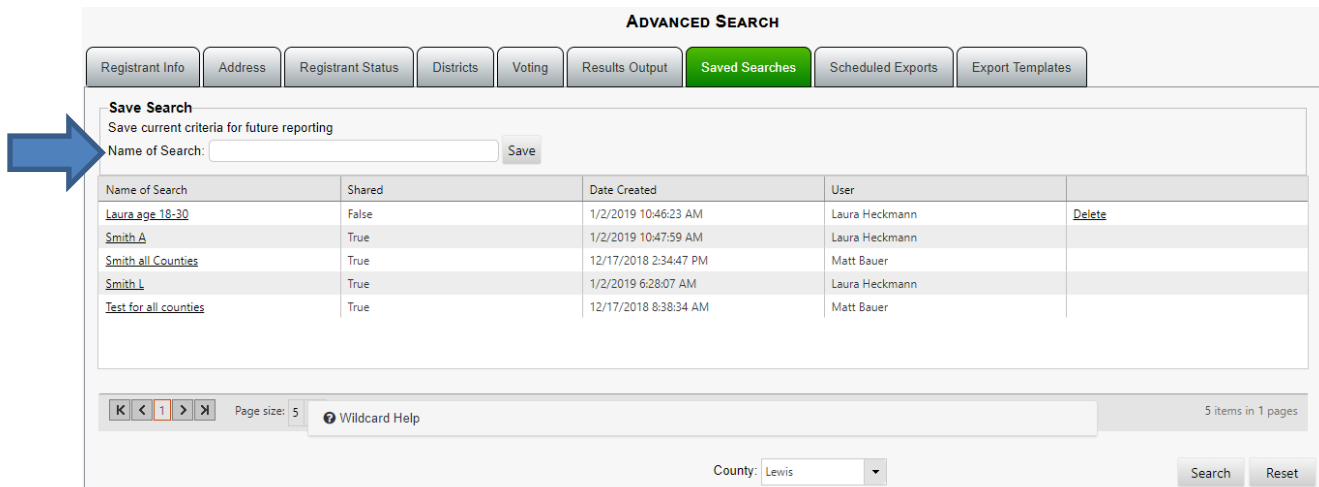
Wildcard Help

County: Lewis

Search Reset

Saved Searches

Searches can be saved on the Advanced Search page and can be run as deemed appropriate. Click the “Saved Searches” tab (green tab below) after conducting the desired search.



ADVANCED SEARCH

Registrant Info Address Registrant Status Districts Voting Results Output **Saved Searches** Scheduled Exports Export Templates

Save Search

Save current criteria for future reporting

Name of Search: Save

| Name of Search | Shared | Date Created | User | |
|-----------------------|--------|-----------------------|----------------|--------|
| Laura age 18-30 | False | 1/2/2019 10:46:23 AM | Laura Heckmann | Delete |
| Smith A | True | 1/2/2019 10:47:59 AM | Laura Heckmann | |
| Smith all Counties | True | 12/17/2018 2:34:47 PM | Matt Bauer | |
| Smith L | True | 1/2/2019 6:28:07 AM | Laura Heckmann | |
| Test for all counties | True | 12/17/2018 8:38:34 AM | Matt Bauer | |

Page size: 5

Wildcard Help

5 items in 1 pages

County: Lewis

Search Reset

Type a name into “Name of Search” field (blue arrow above) and click “Save.” This will save search parameters on this tab and allow an identical search at any time.

Saved searches display for future use.

| RESULTS | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------|-----------|------------|-------------|-------------|------------|-------------------|----------------|-----------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|-------------|--------------------------|--------|
| Export using template: Select a Template as: Select Export Export | | | | | | | | | | 1 Records in 1 Page | | | | | |
| Create Notices: Select a Notice Create Notices | | | | | | | | | | <input type="checkbox"/> Include Voting History <input type="checkbox"/> Electronic Format <input type="checkbox"/> Printed List <input type="checkbox"/> Printed Labels | | | | | |
| <div> <div>K < 1 > X</div> <div>Page size: 20</div> </div> | | | | | | | | | | 1 items in 1 pages | | | | | |
| Registrant ID | Last Name | First Name | Middle Name | Name Suffix | DOB | Residence Address | Residence City | Residence State | Residence Zip | Mailing Address | Mailing City | Mailing State | Mailing Zip | Effective Date of Change | Gender |
| 11968057 | HECKMANN | LAURA | E | | 01/29/1988 | 654 BROWN RD E | CHEHALIS | WA | 98532 | 123 MAIN ST | ROCHESTER | MN | 12345 | 02/27/2019 | |
| 11968057 | HECKMANN | LAURA | E | | 01/29/1988 | 654 BROWN RD E | CHEHALIS | WA | 98532 | 123 MAIN ST | ROCHESTER | MN | 12345 | 02/27/2019 | |
| 11968057 | HECKMANN | LAURA | E | | 01/29/1988 | 654 BROWN RD E | CHEHALIS | WA | 98532 | 123 MAIN ST | ROCHESTER | MN | 12345 | 02/27/2019 | |
| <div> <div>K < 1 > X</div> <div>Page size: 20</div> </div> | | | | | | | | | | 1 items in 1 pages | | | | | |

Scheduled Exports

Click the “Scheduled Exports” tab (blue arrow). Enter an “Export Name” in the field, then choose a “Report Interval” (red box). A report can be run daily, weekly, monthly or yearly. The “More Options:” (purple box) area allows a report to be run indefinitely or to have a set end date.

Click “Save Export” (blue arrow) to schedule the export.

ADVANCED SEARCH

Registrant Info

Address

Registrant Status

Districts

Voting

Results Output

Saved Searches

Scheduled Exports

Export Templates

Extracts

Create a new scheduled export

Export Name*

Export Interval -

Every month on the 1st at 00:00

MORE OPTIONS:

☐ One Time Export?

☒ No End Date

☐ End After

☐ End By

Save Export

YOUR SCHEDULED EXPORTS

| Name | Create Date | Schedule | Next Run | One Time Run |
|------------------------|-------------|----------|----------|--------------|
| No records to display. | | | | |

K < 1 > X

Page size: 5

0 items in 1 pages

DOWNLOAD PAST EXPORTS

| Name | Export Date | |
|--------------------|----------------------|--------------------------|
| VoterHistoryExport | 3/13/2019 8:25:53 AM | Download |

K < 1 > X

Page size: 5

1 items in 1 pages

Wildcard Help

County: Lewis

Search

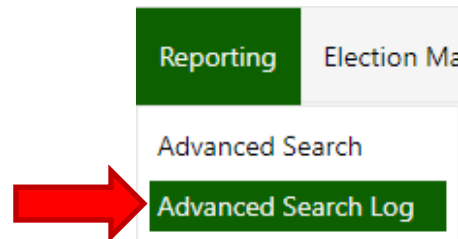
Reset

See scheduled exports in the “Your Scheduled Exports” section (yellow box, above).

As exports run, according to the indicated schedule, access your exports from the “Download Past Exports” section (teal box, above).

Advanced Search Log

Any searches conducted in the Advanced Search are tracked in an Advanced Search Log, which is a page available to administrators. Visit this page from the Reporting menu (red arrow).



This page keeps a record of all searches conducted, and can be queried by Date (and User).

ADVANCED SEARCH LOG

User

Laura Heckmann (Lewis)

☒ Specific Date:

2/27/2019

☐ Date Range:

Search

Reset

Administrators can search on any user in their county. After putting in the search criteria, click the “Search” button (blue arrow) to see the results.

Each line is a specific search, and details are available on the page. To see the specific data fields in the search, click “View Search” (red box) to be navigated to the Advanced Search page to view the search that was conducted

ADVANCED SEARCH LOG

User

Laura Heckmann (Lewis)

☒ Specific Date:

2/27/2019

☐ Date Range:

Search

Reset

Registrant Info Tab

This tab (green) displays the registration data fields and the corresponding assigned districts (red box). The voter's signature is displayed below the district list (blue box). It can also be found on the attachments tab.

If the voter is registered to your county, click the "Update Record" button (blue arrow), to make updates.

Registrant ID: 11968066
WONDERLAND, WINTER

County: Lewis
DOB: 06/05/1934 (Age 84)
Status: **Active**
Status Reason: **Active**

Registrant Info | Ballot Info | Provisional | Voting History | Validations | Attachments | Activity | Correspondence

Residence Address
658 NW LAFAYETTE ST
CHEHALIS, WA 98532

Mailing Address
658 NW LAFAYETTE ST
CHEHALIS, WA 98532

Update Record **Add To Race**

Assigned Districts

| District Type | District Name |
|----------------|------------------------------------------|
| Legislative | Legislative District 20 |
| PCO | CHEHALIS #1 PCO |
| Commissioner | Comm Dist 2 Sub-Dist 5 |
| Commissioner | County Comm Dist #2 |
| Judicial | Court of Appeals, Division 2, District 3 |
| Judicial | Lewis Superior Court |
| Judicial | Supreme Court |
| School | Chehalis School District #302 |
| PRECINCT SPLIT | 0201.1 |
| City/Town | Che Coun Dist #1 |
| City/Town | Chehalis City |
| Congressional | Congressional District 3 |
| PRECINCT | Chehalis #1 |
| Port | Chehalis Port CD #3 |
| Port | Chehalis Port District |
| Public Utility | PUD Dist Comm #2 |
| Public Utility | PUD District |

Default Signature:
[Signature]

SSN: 1234
WA DL/ID #:
Registration Date: 2/22/2019
Effective Date of Change: 2/22/2019
Source of Registration: Armed Forces Recruitment Offices

Gender:
Form Language: English
Phone: (765) 745-6765
Mobile: (899) 456-7834
Email: TEST@TEST.COM
Previous Name:

Unsent Notice(s)

| Notice Name | Date Created | |
|------------------------|----------------------|----------------------|
| Acknowledgement Notice | 2/22/2019 9:27:19 AM | View |

If the registrant is not in your county the "Transfer Record" button appears. Click the "Transfer Voter" button (blue box below).

County Skagit
DOB 01/13/1996 (Age 23)

Transfer Record **Add To Race**

Ballot Info Tab

The “Ballot Info” tab (green tab below) displays current ballots and past election ballot records. Click “Expand” (red box) to view details within each record.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status **ACTIVE**
Status Reason **ACTIVE**

Registrant Info **Ballot Info** Provisional Voting History Validations Attachments Activity Correspondence

Create New Ballot **Ballot Sent 2/7/2019**

| Election | County | Batch # | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Label | Expand |
|--------------------|--------|---------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|--------------|-----------------|-------|--------|
| General 12/30/2018 | Lewis | 1 | Sent | 02/07/2019 | 02/07/2019 | Regular | Mail - In State | | LEWI_PCT013 | LE-071-506474-1 | | |

Pending Ballots
No records to display.

Ballot Records for Past Elections

| Election | County | Batch # | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Label | Expand |
|--------------------|--------|---------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|--------------|-----------------|-------|--------|
| General 12/30/2018 | Lewis | | Sent | 02/07/2019 | 02/07/2019 | Regular | Mail - In State | | LEWI_PCT013 | LE-071-506474-1 | | |

Ballot Tracking

| Tracking Number | Tracking Status | Tracking History |
|-----------------|-----------------|------------------|
| | | |

An expanded view of a current ballot record is below. Any changes or updates made to the ballot record will be logged here.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status **ACTIVE**
Status Reason **ACTIVE**

Registrant Info **Ballot Info** Provisional Voting History Validations Attachments Activity Correspondence

Create New Ballot **Ballot Sent 2/7/2019**

| Election | County | Batch # | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Label | Expand |
|--------------------|--------|---------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|---------------------|-----------------|-------|--------|
| General 12/30/2018 | Lewis | 1 | Sent | 02/07/2019 | 02/07/2019 | Regular | Mail - In State | | LEWI_PCT013 | LE-071-506474-1 | | |
| Change Type | | Field | Old Value | | New Value | | User | | Date Changed | | | |
| Ballot Updated | | Sent | | | Feb 7 2019 12:00AM | | Laura Heckmann | | 2/7/2019 9:36:05 AM | | | |
| Ballot Updated | | Status | Queued | | Sent | | Laura Heckmann | | 2/7/2019 9:36:05 AM | | | |

Provisional Tab

The “Provisional” tab (green tab below) is used to add a provisional ballot to a registrant’s record.

Registrant ID 655573
SMITH, THOMAS GENE

| | | | | | | | |
|-----------------|-------------|--------------------|----------------|-------------|-------------|----------|----------------|
| Registrant Info | Ballot Info | Provisional | Voting History | Validations | Attachments | Activity | Correspondence |
|-----------------|-------------|--------------------|----------------|-------------|-------------|----------|----------------|

Ballot Sent 2/7/2019

New Provisional Ballot

Issued Provisional Ballots and Determination
No records to display.

Click “New Provisional Ballot” (red box, above) to enter all the necessary information associated with a provisional ballot.

Registrant ID 655573

SMITH, THOMAS GENE

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

Ballot Sent 2/7/2019

Voter has already voted in 2018 General Election - 12/30/2018.**Provisional Ballot** For: 2018 General Election - 12/30/2018

Envelope Information

First Name:

Middle Name:

Last Name:

Residence

Address: 453 N 6TH ST

Residence City:

TOLEDO

Residence Zip:

98591-__

Previous Address:

Mailing Address:

DOB:

__/__/__

DL or Last 4 of

SSN:

Provisional Ballot
Reason:

Select

Provisional County:

Lewis

Provisional

Precinct:

Select

Provisional Date:

Provisional Ballot

Receipt #:

Researcher

Determination:

☐ Decision Pending ☐ Counted ☐ Not Counted

Voting Location

Select

Comments

Submit

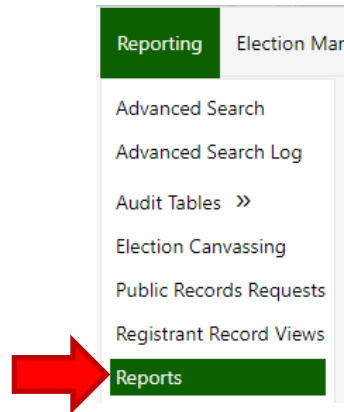
Cancel

| District Type | District Name |
|----------------|------------------------------------------|
| Legislative | Legislative District 20 |
| PCO | TOLEDO PCO |
| Commissioner | Comm Dist 3 Sub-Dist 5 |
| Commissioner | County Comm Dist #3 |
| Fire | Fire Dist. #2-Toledo |
| Judicial | Court of Appeals, Division 2, District 3 |
| Judicial | Lewis Superior Court |
| Judicial | Supreme Court |
| School | Toledo School District #237 |
| PRECINCT SPLIT | 0700.1 |
| Cemetery | Cemetery Dist. #7-Toledo |
| City/Town | Toledo City |
| Congressional | Congressional District 3 |
| PRECINCT | Toledo |
| Public Utility | PUD Dist Comm #3 |
| Public Utility | PUD District |

NOTE: The Residence Address field is connected to TotalAddress. A drop down menu will provide the ability to view district information (green box above) and show whether the registrant has already been issued a ballot for the assigned election.

Click "submit" to save the provisional ballot to the registrant's record (purple box, above).

After provisional ballot history has been added, a report can be run of all registrants who voted with a provisional ballot in a county for the current election. Click the “Reporting” menu and select “Reports” (red arrow).



Select “Provisional Ballots Cast Report” (orange box, below) and click “View Report” (yellow box, below).

REPORTS

| Report: | Description |
|---------------------------------|-----------------------------------------------------------------|
| Provisional Ballots Cast Report | Provisional ballots cast with details for the current election. |

View Report

Voting History Tab

The “Voting History” tab (green tab below) displays all voting history for the registrant.

Voting history is a permanent part of a registrant’s record and may not be removed from VoteWA. However, certain county administrators will have authority to delete voting history if necessary.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status ACTIVE
Status Reason ACTIVE

| Election Date | Election Type | Election Name | County | Vote Type | Voted Where | |
|---------------|---------------|---------------------------|----------|-----------|-------------|--------|
| 02/13/2018 | Special | February Special Election | Lewis | | | Delete |
| 11/07/2017 | General | General Election | Lewis | | | Delete |
| 11/06/2016 | General | General Election | Lewis | | | Delete |
| 02/11/2014 | Special | February Special Election | Lewis | | | Delete |
| 11/05/2013 | General | General Election | Lewis | | | Delete |
| 11/06/2012 | General | General Election | Lewis | | | Delete |
| 08/07/2012 | Primary | Primary | Lewis | | | Delete |
| 02/14/2012 | Special | February Special Election | Lewis | | | Delete |
| 03/10/2009 | Special | March Special Election | Benton | | | Delete |
| 11/04/2008 | General | General Election | Benton | | | Delete |
| 11/02/2004 | General | 2004 General | Thurston | | | Delete |
| 09/14/2004 | Primary | 2004 Primary | Thurston | | | Delete |
| Total: 1 | | | | | | |

Validations Tab

The “Validations” tab (green tab below) displays all records of system data validations against a registrant record (more specifically – ID). This is a display-only page. Validations are **not added** from this tab. Validations are a permanent part of a registrant’s record and cannot be removed from VoteWA.

The example below displays a record with a match on DOL validation.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status **ACTIVE**
Status Reason **ACTIVE**

Registrant Info Ballot Info Provisional Voting History **Validations** Attachments Activity Correspondence

| Type | Date of Match | Match Type | User | Match | No Match | Validation Notes | |
|----------------|---------------|------------|----------------|-------------------------------------|--------------------------|------------------|-------------------------|
| DOL Validation | 02/25/2019 | Match | Laura Heckmann | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | View Record Edit |

For registrants in a county, click “Edit” (red box) to add a note (see below). After inserting the note, click “Update” (blue arrow) to save changes.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status **ACTIVE**
Status Reason **ACTIVE**

Update Record Ballot Info Provisional Voting History **Validations** Attachments Activity Correspondence

| Type | Date of Match | Match Type | User | Match | No Match | Validation Notes | |
|----------------|---------------|------------|----------------|-------------------------------------|--------------------------|------------------|-------------------------|
| DOL Validation | 02/25/2019 | Match | Laura Heckmann | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | View Record Edit |

Validation Notes:
: 94
Update Cancel

Click “View Record” (green box above) to view the screen used to process this validation (as seen below). This is stored permanently with the registrant record.

DRIVER'S LICENSE VALIDATION

Close

Items in YELLOW on the left side of the screen from the WA Dept. of Driver Licensing DO NOT match the information from your voter's file on the right side of the screen.
Date of Match: 2/25/2019

| | Driver's License Data | Existing Registrant Info |
|---------------|-----------------------|--------------------------|
| | | Registrant ID 655573 |
| Status | | Active |
| Status Reason | | Active |
| DOB | 11/15/1939 | 11/15/1939 |
| First Name | Thomas | THOMAS |
| Last Name | SMITH | SMITH |
| | | 124 KODE RD |
| | | CHERHALL WA 98532 |
| DL # | RCW 29A.08.710(2) | |

Attachments Tab

The Attachments tab (green tab below) displays all attachments saved to a registrant record. Users can add, edit, and delete attachments here.

Click to “Edit” (green box below) to edit the attachment type and/or attachment notes. Click “Update” (blue arrow) to save changes.

| Attachment Type | Attachment Notes | Date Created | Added By | County | Flagged For Removal | | | |
|-----------------------------------------------|------------------|----------------------|---------------|--------|---------------------|----------------------|----------------------|------------------------|
| Washington State Voter Registration Form | | 2/22/2019 1:49:04 PM | Chad Severson | Lewis | No | View | Edit | Delete |
| Attachment Type: Washington State Voter Reg | | | | | | | | |
| Attachment Notes: | | | | | | | | |
| Update Cancel | | | | | | | | |

Click “View” (red box) to see the image.

| Attachment Type | Attachment Notes | Date Created | Added By | County | Flagged For Removal | | | |
|------------------------------------------|------------------|----------------------|---------------|--------|---------------------|----------------------|----------------------|------------------------|
| Washington State Voter Registration Form | | 2/22/2019 1:49:04 PM | Chad Severson | Lewis | No | View | Edit | Delete |
| NVRA CONFIRMATION MAILING | | 2/22/2019 9:55:45 AM | Chad Severson | Lewis | No | View | Edit | Delete |

Click “Add New” (red box below) to add an image to a record.

Registrant ID: 655573
SMITH, THOMAS GENE

County: Lewis
DOB: 11/15/1939 (Age 79)

Status: **ACTIVE**
Status Reason: **ACTIVE**

[Registrant Info](#)
[Ballot Info](#)
[Provisional](#)
[Voting History](#)
[Validations](#)
[Attachments](#)
[Activity](#)
[Correspondence](#)

Images IMAGES

Signatures [Add New](#)

| Attachment Type | Attachment Notes | Date Created | Added By | County | Flagged For Removal | | | |
|------------------------------------------|------------------|----------------------|---------------|--------|---------------------|----------------------|----------------------|------------------------|
| Washington State Voter Registration Form | | 2/22/2019 1:49:04 PM | Chad Severson | Lewis | No | View | Edit | Delete |
| NVRA CONFIRMATION MAILING | | 2/22/2019 9:55:45 AM | Chad Severson | Lewis | No | View | Edit | Delete |

A new image can be added by scanning an image or uploading an image (red box).

Registrant ID: 655573
SMITH, THOMAS GENE

County: Lewis
DOB: 11/15/1939 (Age 79)

Status: **ACTIVE**
Status Reason: **ACTIVE**

[Registrant Info](#)
[Ballot Info](#)
[Provisional](#)
[Voting History](#)
[Validations](#)
[Attachments](#)
[Activity](#)
[Correspondence](#)

Images IMAGES

Signatures [Add New](#)

[Scan Image](#) [Upload File](#)

To upload a file click “Upload File.” Choose the file, select a form type, and leave a note if desired. Then click the “Upload” button (blue box).

If the wrong file was chosen, click “Remove” (green box) to remove the file and try again.

The image and its details will be uploaded to the registrant's record.

After clicking "Scan Image," follow the instructions on the page and click "Scan." A preview of the image will display. Click "Process" (blue arrow) to upload the image.

The image and its details will appear on the registrant record (green arrow below).

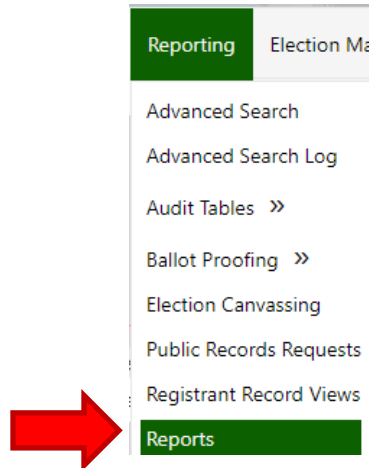
Registrant ID: 655573
SMITH, THOMAS GENE

County: Lewis
DOB: 11/15/1939 (Age 79)

Status: **ACTIVE**
Status Reason: **ACTIVE**

| Attachment Type | Attachment Notes | Date Created | Added By | County | Flagged For Removal | View | Edit | Delete |
|------------------------------------------|------------------|----------------------|----------------|--------|---------------------|------|------|--------|
| Washington State Voter Registration Form | | 2/25/2019 2:08:23 PM | Laura Heckmann | Lewis | No | View | Edit | Delete |
| Washington State Voter Registration Form | | 2/22/2019 1:49:04 PM | Chad Severson | Lewis | No | View | Edit | Delete |
| NVRA CONFIRMATION MAILING | | 2/22/2019 9:55:45 AM | Chad Severson | Lewis | No | View | Edit | Delete |

To run a report of the number of attachments for each record in the County, click the Reporting menu and select Reports (red arrow).



Select “Registrant Record Attachment Counts” from the reports menu (blue box, below). Click “View Report” (teal box, below) to generate.

REPORTS

Report:
Registrant Record Attachment Counts

Description
Registrant Record Attachment Counts.

View Report

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis Status **ACTIVE**
DOB 11/15/1939 (Age 79) Status Reason **ACTIVE**

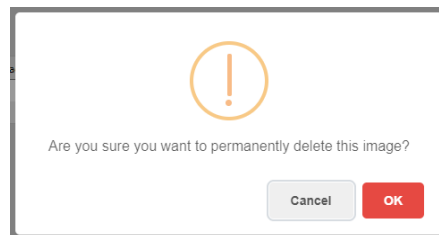
Registrant Info Ballot Info Provisional Voting History Validations **Attachments** Activity Correspondence

Images

Signatures Add New

| Attachment Type | Attachment Notes | Date Created | Added By | County | Flagged For Removal | | | |
|------------------------------------------|------------------|----------------------|---------------|--------|---------------------|------|------|--------|
| Washington State Voter Registration Form | | 2/22/2019 1:49:04 PM | Chad Severson | Lewis | No | View | Edit | Delete |
| NVRA CONFIRMATION MAILING | | 2/22/2019 9:55:45 AM | Chad Severson | Lewis | No | View | Edit | Delete |

Images are a permanent part of a registrant’s record and may not be removed from VoteWA except by certain authorized administrators in each county (red box above). Authorized administrators will see the below message box appear when they click to delete.



Activity Tab

The Activity tab (green tab below) stores all change history for a registrant record. This is a display-only page. History **cannot be added** from this tab. Activity is a permanent part of a record and cannot be deleted from VoteWA.

The Activity tab has 3 tables. The first shows the history of changes to a record (below). Each line displays what was changed, when the change occurred, and which user made the change.

Registrant ID 655573

SMITH, THOMAS GENE

County Lewis

DOB 11/15/1939 (Age 79)

Status **ACTIVE**

Status Reason **ACTIVE**

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

| Change Type | Field | Old Value | New Value | User | County | Date Changed | |
|--------------------|------------------------------|---------------------|---------------------|----------------|--------|------------------------|----------------------|
| Voter Registration | Effective Date of Change | 2010-02-12 | 2019-02-25 | Laura Heckmann | Lewis | 2/25/2019 12:22:00 PM | Undo |
| Voter Registration | How Registered | Online | | Laura Heckmann | Lewis | 2/25/2019 12:22:00 PM | Undo |
| Voter Registration | Reg Form # | Online | | Laura Heckmann | Lewis | 2/25/2019 12:22:00 PM | Undo |
| Voter Registration | Status Reason | Moved Out of County | Active | Chad Severson | Lewis | 2/22/2019 12:29:51 PM | Undo |
| Voter Registration | Status Reason | Active | Moved Out of County | Chad Severson | Lewis | 2/22/2019 11:46:58 AM | Undo |
| Voter Registration | Status Reason | Voter Requested | Active | Chad Severson | Lewis | 2/22/2019 11:38:36 AM | Undo |
| Voter Registration | Status | Canceled | Active | Chad Severson | Lewis | 2/22/2019 11:38:34 AM | Undo |
| Voter Registration | Status Reason | Active | Voter Requested | Chad Severson | Lewis | 2/22/2019 10:18:01 AM | Undo |
| Voter Registration | Status | Active | Canceled | Chad Severson | Lewis | 2/22/2019 10:17:59 AM | Undo |
| Imported | Update Voter Last Voted Date | Nov 7 2017 12:00AM | Feb 13 2018 12:00AM | OSOS System | | 2/23/2018 3:20:06 PM | Undo |
| Imported | Update Voter Last Voted Date | Nov 8 2016 12:00AM | Nov 7 2017 12:00AM | OSOS System | | 11/28/2017 4:55:18 PM | Undo |
| Imported | Update Voter Last Voted Date | Feb 11 2014 12:00AM | Nov 8 2016 12:00AM | OSOS System | | 11/29/2016 10:05:57 AM | Undo |
| Regular | Record Added | | | | | 2/25/2014 10:02:29 PM | Undo |

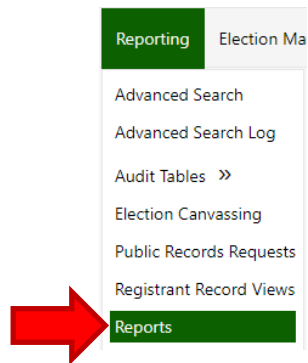
A “Registrant Record Actions” table (below) displays actions to records not prompted from a new registration form. Voting history, images, and merging are recorded here.

| Registrant Record Actions | | | |
|-------------------------------------------------------|----------------|-------------|-----------------------|
| Action | User | County Name | Date Changed |
| Attachment added to this record. | Laura Heckmann | Lewis | 2/25/2019 2:08:23 PM |
| Attachment added to this record. | Chad Severson | Lewis | 2/22/2019 1:49:04 PM |
| Attachment added to this record. | Chad Severson | Lewis | 2/22/2019 9:55:45 AM |
| Voting history added for 02/13/2018 Special election. | Unknown | Unknown | 8/31/2018 1:22:44 PM |
| Voting history added for 11/07/2017 General election. | Unknown | Unknown | 8/31/2018 1:21:19 PM |
| Voting history added for 11/08/2016 General election. | Unknown | Unknown | 8/31/2018 1:13:49 PM |
| Voting history added for 02/11/2014 Special election. | Unknown | Unknown | 8/31/2018 1:00:54 PM |
| Voting history added for 11/05/2013 General election. | Unknown | Unknown | 8/31/2018 1:00:16 PM |
| Voting history added for 11/06/2012 General election. | Unknown | Unknown | 8/31/2018 12:58:09 PM |
| Voting history added for 08/07/2012 Primary election. | Unknown | Unknown | 8/31/2018 12:56:52 PM |
| Voting history added for 02/14/2012 Special election. | Unknown | Unknown | 8/31/2018 12:55:30 PM |
| Voting history added for 03/10/2009 Special election. | Unknown | Unknown | 8/31/2018 12:55:10 PM |
| Voting history added for 11/04/2008 General election. | Unknown | Unknown | 8/31/2018 12:55:07 PM |
| Voting history added for 11/02/2004 General election. | Unknown | Unknown | 8/31/2018 12:54:41 PM |
| Voting history added for 09/14/2004 Primary election. | Unknown | Unknown | 8/31/2018 12:54:39 PM |

The “Registrant Record Views” table (below) lists the times a record has been viewed by VoteWA users.

| Registrant Record Views | | |
|-------------------------|-------------|-----------------------|
| User | County Name | Date Viewed |
| Laura Heckmann | Lewis | 2/25/2019 2:08:24 PM |
| Laura Heckmann | Lewis | 2/25/2019 12:52:34 PM |
| Laura Heckmann | Lewis | 2/25/2019 12:31:22 PM |
| Laura Heckmann | Lewis | 2/25/2019 12:25:08 PM |
| Laura Heckmann | Lewis | 2/25/2019 12:23:13 PM |
| Laura Heckmann | Lewis | 2/25/2019 12:22:03 PM |

An audit report of all changes to voter records in the county can be run using the “Reporting:” menu to select “Reports” (red arrow).



Select “Registrant Record Activity” and select date parameters to generate the report by user.

 A screenshot of a web form titled 'REPORTS'. On the left, under the 'Report:' label, a dropdown menu is set to 'Registrant Record Activity'. Below this, there are radio buttons for 'Specific Date:' and 'Date Range:', with 'Specific Date:' selected. A date field shows '2/25/2019'. Below that is a 'User:' dropdown menu with 'Select' as the current choice. A 'View Report' button is at the bottom left. On the right, under the 'Description' label, the text reads: 'Audit on registrant records displaying changes that occurred and who made the changes.'

Correspondence Tab

The “Correspondence” tab (green tab below) displays all mail, phone, and email correspondence for each registrant. Correspondence can be added, edited, and deleted correspondence here.

NOTE: Most mail correspondence should not have to be manually generated on this page. Mailings are primarily created automatically through user processes in VoteWA, and are queued to be printed in a county’s home queue for batch printing.

Correspondence is a permanent part of a registrant’s record and cannot be deleted. However, mailings that have been created *but have not been sent* can be deleted. Once a registrant has been sent a mailing, the record is permanent.

 A screenshot of the 'Correspondence' tab for a specific registrant. At the top, the registrant's name 'SMITH, THOMAS GENE' and ID '655573' are shown, along with county and DOB information. Below this is a row of tabs: 'Registrant Info', 'Ballot Info', 'Provisional', 'Voting History', 'Validations', 'Attachments', 'Activity', and 'Correspondence' (which is highlighted in green). Under the 'Correspondence' tab, there are three buttons: 'Create Mail Correspondence', 'Create Email Correspondence', and 'Create Phone Correspondence', all enclosed in a green rectangular box. To the right of these buttons is a 'Mailing Label' button. Below the buttons is a table with columns: Notice Name, Notice ID, Notice Notes, Date Created, Created By, Date Sent, Sent By, Time Elapsed (Days), Mark as Returned, Date Returned, Notice Return Reason, Dymo Label, Delete, and Edit. The table contains two rows of data, one for an 'Acknowledgement Notice' and one for an 'NVRA Confirmation Mailing'.

Click one of the three buttons in the green box below to add correspondence to a record.

Click the “Create Mail Correspondence” button to see the following (below). Select a “Notice Name” from the drop-down list, enter notes if desired, and then click “Insert Notice” (blue arrow) to insert an unsent mailing into the registrant’s record.

Correspondence

Create Mail Correspondence Create Email Correspondence Create Phone Correspondence

Notice Name: Acknowledgement Notice

Notes:

Insert Notice Close

After the page refreshes, the record will appear on the page (orange arrow).

| | Notice Name | Notice ID | Notice Notes | Date Created | Created By | Date Sent | Sent By | Time Elapsed (Days) | Mark as Returned | Date Returned | Notice Return Reason | | | |
|----------------------------------------|---------------------------|-----------|--------------|----------------------|----------------|----------------------|---------------|---------------------|------------------|-----------------------|------------------------------------|----------------------------|------------------------|----------------------|
| View Notice to be Sent | Acknowledgement Notice | N-27471 | | 2/25/2019 2:35:59 PM | Laura Heckmann | | | | | | | | | |
| View Sent Notice | NVRA Confirmation Mailing | N-27462 | | 2/22/2019 9:55:01 AM | Chad Severson | 2/20/2019 9:55:45 AM | Chad Severson | | | 2/22/2019 11:29:00 AM | Updated Registration within County | Demo Label | Delete | Edit |
| Total Items: 2 | | | | | | | | | | | | | | |

Click “View Notice to be Sent” (green box) to see a copy of the mailing to be printed and sent to the registrant.

To add email or phone correspondence, click the “Create Phone Correspondence” or “Create Email Correspondence” button.

Note:

Insert Correspondence

Enter the information in the box next to “Note:” then click the “Insert Correspondence” button (orange arrow).

The correspondence is now stored with the voter record.

| Notice Name | Notice ID | Notice Notes | Date Created | Created By | Date Sent | Sent By | Time Elapsed (Days) | Mark as Returned | Date Returned | Notice Return Reason | | | |
|----------------------|-----------|---------------------------------------------------------------|----------------------|----------------|----------------------|---------|---------------------|------------------|---------------|----------------------|----------------------------|------------------------|------------------------|
| EMAIL CORRESPONDENCE | N-27473 | Thomas was emailed a link to our county website on 2/25/2019. | 2/25/2019 2:47:31 PM | Laura Heckmann | 2/25/2019 2:47:31 PM | | 0 | | | | Demo Label | Update | Cancel |

To print mailing labels for this registrant, click the “Mailing Label” button (green box).

| | | | | | | | | | | |
|------------------------------------------------------------------------------------------|-------------|--------------|----------------|-------------|-------------|----------|-----------------------|------------------|---------------|----------------------|
| Registrant Info | Ballot Info | Provisional | Voting History | Validations | Attachments | Activity | Correspondence | | | |
| Create Mail Correspondence Create Email Correspondence Create Phone Correspondence | | | | | | | Mailing Label | | | |
| Notice Name | Notice ID | Notice Notes | Date Created | Created By | Date Sent | Sent By | Time Elapsed (Days) | Mark as Returned | Date Returned | Notice Return Reason |

The label information is editable and may be printed with a Dymo label printer.

MAILING LABEL

Close

NOTE: You must have a Dymo printer installed to print labels.

Registrant Mailing Address

THOMAS GENE SMITH

124 KOBE RD

CHEHALIS WA 98532

Labels

Registrant Seasonal Address

Labels

Adding a New Registrant

Select “Voter Registration” from the top menu bar, then select “Scan Forms” (blue arrow).

Voter Registration

Add Registrant

Deceased Records Search

Felony Records Search

Mentally Incompetent Records Search

Possible Duplicate Registrants »

Process Returned Notices

Purge Registrants »

Scan Forms

UOCAVA Voters

VoteWA

Home Voter Registration Reporting Election Management County Utilities Help

Search for registrants Last, First DOB

Registrant ID/Barcode

Logout

Lewis County

Role(s): County Administrator

Election: **PRIMARY 2019 - 2/15/2019**

Version: 1.3.19049.1

Lewis County

Current Active Voters: 46,444

Total Registered Voters: 51,010

| Total Registrants | |
|---------------------------------------------------|-------|
| Total Registrants | 1 |
| Deceased | 1 |
| ERIC Cross-State Review | 17 |
| ERIC In-State Review | 72 |
| Failed ID Check | 31 |
| Failed ID Check for Two Federal General Elections | 35 |
| Flagged Records | 3 |
| Forms to be Scanned | 89 |
| Inactive Two Federal General Elections | 64 |
| Mass Update - Precinct Split Change | 1 |
| NCOA Cross-State Review | 576 |
| NCOA In-State Review | 1,857 |
| Notice of Incomplete Registration - Over 45 days | 3 |
| Online Voter Registrations (New) | 2 |
| Online Voter Registrations (Update) | 3 |

Calendar & Tasks

Scan voter registration forms individually or in batches. Select the appropriate form type from the “Form Type” drop-down menu (red box). Select the installed scanner in the “Select Source” drop-down (blue box). Click “Scan” (blue arrow)

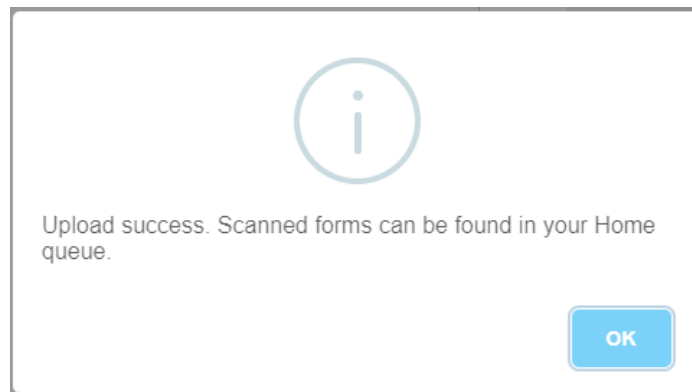
The screenshot shows the 'SCAN FORMS' interface. At the top, there's a navigation bar with links: Voter Registration, Reporting, Election Management, County Utilities, and Help. A search bar is on the right. The main area has a large white box for the scanned image. To the right, there's a control panel. The 'Form Type' dropdown is highlighted with a red box. Below it, the 'Select Source' dropdown is highlighted with a blue box. A blue arrow points to the 'Scan' button.

A preview of the scanned image(s) will show. A box below the form has an image of the clipped signature (blue arrow).

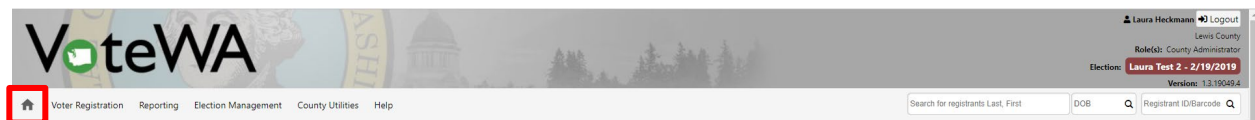
NOTE: If the signature is not completely captured, click and drag a box around the signature and click “Create Signature from Selection” (this button will only appear AFTER clicking and dragging the box). Click “Process” (red box).

The screenshot shows the 'SCAN FORMS' interface with a scanned Washington State Voter Registration Form. The form is displayed in a preview window. Below the form, there's a signature area. A blue arrow points to the signature area. To the right, there's a control panel. The 'Form Type' dropdown is set to 'Washington State Voter Regis'. Below it, the 'Scan Image(s)' section has a 'Select Source' dropdown set to 'Canon DR-C225 TWAIN'. The 'Edit Image(s)' section has a 'Show Image Editor' button. A red box highlights the 'Process' button.

A pop-up window will appear. Click OK.



Click the “Home” icon (red box below) to navigate back to the home screen to process the form.



The scanned forms are on the home screen in the section called “Forms to be Processed.” Expand the arrow next to the appropriate form type (blue arrow). Click “Select” next to the form to process.

| Forms to be Processed: | | | | | |
|------------------------------------------|-----------------------|-------|----------------|-------------|-----------|
| Item | | Total | | | |
| Challenge Letter | | 6 | Process Next | | |
| Washington State Voter Registration Form | | 93 | Process Next | | |
| Image | Date Added | | Scanned By | Date Locked | Locked By |
| Select | 2/19/2019 7:13:29 AM | | Laura Heckmann | | |
| Select | 2/19/2019 7:13:28 AM | | Laura Heckmann | | |
| Select | 2/18/2019 4:19:45 PM | | Laura Heckmann | | |
| Select | 2/18/2019 4:19:43 PM | | Laura Heckmann | | |
| Select | 2/18/2019 11:49:35 AM | | Laura Heckmann | | |
| Select | 2/6/2019 12:26:36 PM | | Chad Severson | | |
| Select | 2/6/2019 12:26:33 PM | | Chad Severson | | |
| Select | 2/6/2019 12:26:31 PM | | Chad Severson | | |
| Select | 1/30/2019 8:46:20 AM | | Chad Severson | | |
| Select | 1/29/2019 9:23:53 AM | | Laura Heckmann | | |

This is the “Process Form” page. The image of the form is on the left and a search screen is on the right. Fill in the fields with the registrant information and click “Search” (red box).

Process Form

Open In New Window

Washington State Voter Registration Form

Instructions

Use this form to register to vote or update your current registration. Print all information clearly using black or blue pen. Mail this completed form to your county elections office (address on back).

Deadline

This registration will be in effect for the next election if submitted no later than the Monday four weeks before Election Day.

Voting

You will receive your ballot in the mail. Contact your county elections office for accessible voting options.

Public Information

Your name, address, gender, and date of birth will be public information.

Notice

Knowing your qualifications for voter registration is a class C felony punishable by imprisonment for up to 5 years, a fine of up to \$10,000, or both.

Public Benefits Offices

If you received this form from a public benefits office, where you received the form will remain confidential and will be used for voter registration purposes only.

Registering or declining to register will not affect the assistance provided to you by any public benefits office. If you decline to register, your decision will remain confidential.

If you believe someone interfered with your right to register, or your right to privacy in deciding whether to register, you may file a complaint with the Washington State Elections Division.

Contact Information

If you need help with this form, contact the Washington State Elections Division.

web: www.vote.wa.gov
call: (800) 448-4881
email: elections@vote.wa.gov
mail: P.O. Box 40229
Olympia, WA 98504-0229

Previous Form Close Next Form

Search for Registrant

Last Name: HECKMANN
First Name: LAURA
SSN: XXXX
DOB: 01/29/1988
WA DLID #: _____
OR
Registrant ID: _____

Search

Delete Image

Form Type: Washington State Voter Registration Form
Scanned By: Laura Heckmann
Scanned Date: 2/19/2019 7:13:28 AM

If the system matches on an existing registrant, the record(s) will appear below the search window. Select one of the existing records by clicking "Select this record" (blue box) or process as a new registration by selecting "Add New Registration" (green box).

Process Form

Open In New Window

Washington State Voter Registration Form

Instructions

Use this form to register to vote or update your current registration. Print all information clearly using black or blue pen. Mail this completed form to your county elections office (address on back).

Deadline

This registration will be in effect for the next election if submitted no later than the Monday four weeks before Election Day.

Voting

You will receive your ballot in the mail. Contact your county elections office for accessible voting options.

Public Information

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Notice

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Public Benefits Offices

If you received this form from a public benefits office, where you received the form will remain confidential and will be used for voter registration purposes only.

Registering or declining to register will not affect the assistance provided to you by any public benefits office. If you decline to register, your decision will remain confidential.

If you believe someone interfered with your right to register, or your right to privacy in deciding whether to register, you may file a complaint with the Washington State Elections Division.

Contact Information

If you need help with this form, contact the Washington State Elections Division.

web: www.vote.wa.gov
call: (800) 448-4881
email: elections@vote.wa.gov
mail: P.O. Box 40229
Olympia, WA 98504-0229

Previous Form Close Next Form

Search for Registrant

Last Name: HECKMANN
First Name: LAURA
SSN: XXXX
DOB: 01/29/1988
WA DLID #: _____
OR
Registrant ID: _____

Search

Delete Image

Form Type: Washington State Voter Registration Form
Scanned By: Laura Heckmann
Scanned Date: 2/19/2019 7:13:28 AM

| | Registrant ID | Match Type | County | Name | SSN4 | DOB | Residence Address | WA DLID # | Status | Status Reason |
|--------------------|---------------|------------|--------|-------------------|------|------------|--------------------------------------------|-----------|--------|---------------|
| Select this record | 11968057 | Soft | Lewis | HECKMANN, LAURA E | 1234 | 01/29/1988 | 321 WINSTON CREEK RD, MOISSYROCK, WA 98564 | | Active | Active |
| Select this record | 11968083 | Soft | Lewis | HECKMANN, LAURA E | | 01/29/1988 | 668 BROCKWAY RD, CHEHALIS, WA 98532 | | Active | Active |

Add New Registration

If the registrant's information does not currently exist in the system, a pop-up window will show. Process the form as a new registration. Click OK.

Process Form

Search for Registrant

Last Name: TEST
First Name: TEST
SSN4: XXXX
DOB: 01/01/1988
VIA DL/ID #:
OR
Registrant ID:

Close Next Form

Washington State Voter Registration Form

Use this form to register to vote or update your current registration. Print all information clearly using black or blue ink. Mail this completed form to your county elections office between 10 days before Election Day.

Deadline: This registration will be in effect for the next election if postmarked no later than the Monday that precedes Election Day.

Voting: You will receive your ballot in the mail. Contact your county elections office for accessible voting options.

Public Information: Your name, address, gender, and date of birth will be public information.

Notice: Providing false information about yourself or your qualifications for voter registration is a Class C felony punishable by imprisonment for up to 5 years, a fine of up to \$5,000, or both.

Public Benefits Offices: If you received this form from a public benefits office, where you received the form with certain confidential and will be used for voter registration purposes only. Registering or declining to register will not affect the assistance provided to you by any public benefits office. If you decline to register, your decision will remain confidential.

Consent Information: If you would like to be added to the Washington State Election System, contact the Washington State Election System.

1 Personal Information

last: first: middle: suffix: DOB: 01/01/1988 gender: male

residential address in Washington apt # city: zip: mailing address, if different city: state and zip: phone number (optional): email address (optional):

2 Citizenship

I am, answer no, do not complete this form.
☐ yes ☐ no I am a citizen of the United States of America.
☐ yes ☐ no I am at least 18 years old by the next election.
☐ yes ☐ no I am currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service. (How outside the United States.)

3 Military / Overseas Status

☐ yes ☐ no I am currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service. (How outside the United States.)

4 Identification: Washington State License, Permit, or ID

If you do not have a Washington driver license, permit, or ID, you may use the last four digits of your Social Security number to register.

5 Change of Name or Address

This information will be used to update your current registration, if applicable.

former last name: first: middle: former residential address: city: state and zip: former residential address: city: state and zip:

6 Declaration

I declare that the facts on this voter registration form are true. I am a citizen of the United States, and have not at this address in Washington for at least 29 days immediately before the next election at which I wish to vote or have 29 days immediately before the next election at which I wish to vote. I am at least 18 years old by the next election. I am not currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service. I am not currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service. I am not currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service.

sign here: date: sign here: date:

Cancel OK

The information you entered does not match any existing registrant records on file. Proceed to enter this registrant with a new record.

Delete Image

Scanned By: Laura Heckmann
Scanned Date: 2/19/2019 7:13:28 AM

This is the “Add Registrant” screen below. It will be populated with the existing record selected or with the new information entered in the search fields. The scanned form is on the right for data entry reference.

Note: The “Open in New Window” button will allow opening the image in a separate window (blue arrow).

Add REGISTRANT

Close Clear All Fields Run Checks

Enter Registrant Info Check DOL Duplicate Record Match Deceased/Election Comp Checks Add Registrant

WA DL/ID # SSN4 DOL Pull XXXX

Last Name* First Name* Middle Name* Suffix* DOB* Gender*
TEST TEST TEST XXXX male

Residence Address* Non-Standard Unit Type* Unit #* City* Zip*
Search for address: Select Select City* Zip* State* Zip*

Mailing Address Foreign Address Line 2 City State Zip

Add Seasonal Address

Phone Mobile Email

U.S. Citizen* Yes No Blank Subscribe to Updates By Email By SMS UOCAVA

Previous Registration Info

Last Name* First Name* Middle Name* Suffix* DOB* Gender*
Address* City* State* Zip*

Office Use Only

Registration Date* Source of Registration* How Registered* Form Language*
Registration Status* Registration Status Reason* Add Note

Open in New Window

Washington State Voter Registration Form

Use this form to register to vote or update your current registration. Print all information clearly using black or blue ink. Mail this completed form to your county elections office between 10 days before Election Day.

Deadline: This registration will be in effect for the next election if postmarked no later than the Monday that precedes Election Day.

Voting: You will receive your ballot in the mail. Contact your county elections office for accessible voting options.

Public Information: Your name, address, gender, and date of birth will be public information.

Notice: Providing false information about yourself or your qualifications for voter registration is a Class C felony punishable by imprisonment for up to 5 years, a fine of up to \$5,000, or both.

Public Benefits Offices: If you received this form from a public benefits office, where you received the form with certain confidential and will be used for voter registration purposes only. Registering or declining to register will not affect the assistance provided to you by any public benefits office. If you decline to register, your decision will remain confidential.

Consent Information: If you would like to be added to the Washington State Election System, contact the Washington State Election System.

1 Personal Information

last: first: middle: suffix: DOB: 01/01/1988 gender: male

residential address in Washington apt # city: zip: mailing address, if different city: state and zip: phone number (optional): email address (optional):

2 Citizenship

I am, answer no, do not complete this form.
☐ yes ☐ no I am a citizen of the United States of America.
☐ yes ☐ no I am at least 18 years old by the next election.
☐ yes ☐ no I am currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service. (How outside the United States.)

3 Military / Overseas Status

☐ yes ☐ no I am currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service. (How outside the United States.)

4 Identification: Washington State License, Permit, or ID

If you do not have a Washington driver license, permit, or ID, you may use the last four digits of your Social Security number to register.

5 Change of Name or Address

This information will be used to update your current registration, if applicable.

former last name: first: middle: former residential address: city: state and zip: former residential address: city: state and zip:

6 Declaration

I declare that the facts on this voter registration form are true. I am a citizen of the United States, and have not at this address in Washington for at least 29 days immediately before the next election at which I wish to vote or have 29 days immediately before the next election at which I wish to vote. I am at least 18 years old by the next election. I am not currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service. I am not currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service. I am not currently serving in the military, active, honorably discharged, and dependent or dependent away from home due to service.

sign here: date: sign here: date:

Add the driver's license number of the voter in the WA DL/ID # field and click "DOL Pull" (red box). This will populate all available information from the license into the appropriate fields.

The screenshot shows the 'ADD REGISTRANT' form. At the top, there are buttons for 'Close' and 'Clear All Fields'. Below these are several yellow chevron buttons: 'Enter Registrant Info', 'Check DOL', 'Duplicate Record Match', and 'Deceased/Felon/Incomp Checks'. Above the 'Check DOL' button is a purple box labeled 'Run Checks'. Below the yellow buttons are input fields for 'WA DL/ID #' and 'SSN4'. The 'DOL Pull' button is highlighted with a red box. To the right of the 'SSN4' field is an 'Open in New Window' button.

If there is no driver's license information, fill in available information for name and date of birth and run the necessary checks (yellow flags).

Three yellow chevron buttons are shown in a row: 'Check DOL', 'Duplicate Record Match', and 'Deceased/Felon/Incomp Checks'.

Click "Run Checks" above the flags (purple box, above). A pop-up window will appear with a spinning circle as the checks are conducted. If all pass, small checkmarks will show next to each yellow flag.

If the DOL check is unable to find a match on either a driver's license number or SSN4, a blue warning appears at the bottom of the screen.

Bypassing the checks will flag the registrant as "Failed ID Check." Selecting "Close and Review Record" will enable editing of the data entered.

A blue banner contains the text 'To BYPASS DOL CHECK CLICK 'BYPASS DOL/SSN4 CHECK''. Below the text are two buttons: 'Bypass DOL/SSN4 Check' and 'Close and Review Record'.

NOTE: The "Failed ID Check" flag will place the registrant in the home queue as "Failed ID Check" (below) until the ID requirement has been satisfied. The registrant will remain active.

| | |
|-------------------|----|
| ▶ Failed ID Check | 31 |
|-------------------|----|

If the duplicate record match finds an existing record, the following screen will be visible:

Red Box: Clicking “Match” will connect the existing voter to the new information and assign it the existing ID.

Green Box: Clicking “No Match” will create a new registration, and NOT link to the potential match.

Yellow Box: If there are multiple matches and none are the new voter, click “Dismiss All Matches” to avoid clicking each one individually.

Blue Box: This button returns to the record without applying any changes.

DUPLICATE RECORD MATCH
Dismiss All Matches
Close and Review Record

| | | Registrant ID | Match Type | County | Name | Residence Address | Zip | SSN4 | DOB | WA DL/ID # | Status | Status Reason | Effective Date of Change |
|-------|----------|---------------|------------|--------|-------------------|-------------------|-------|------|------------|------------|----------|--------------------|--------------------------|
| Match | No Match | 11968057 | Hard | Lewis | HECKMANN, LAURA E | 763 COAL CREEK RD | 98532 | 1234 | 01/29/1988 | | Active | Active | 02/21/2019 |
| Match | No Match | 11968083 | Soft | Lewis | HECKMANN, LAURA E | 658 BROCKWAY RD | 98532 | | 01/29/1988 | | Canceled | Moved Out of State | 02/12/2019 |

If the deceased/felon/incompetent checks match finds an existing record, a variation of this screen will display. If the record is matched to an existing deceased record, the status will update to “Canceled” with a reason of “Deceased.” If the record matches a felony record, the status will update to “Pending” with a status reason of “Potential Felon.”

DECEASED RECORD MATCH
Close and Review Record

| | | Match Type | First Name | Middle Name | Last Name | Suffix | DOB | SSN4 | Residence Address | City St Zip | DOD | Age | Gender |
|-------|----------|------------|------------|-------------|-----------|--------|------------|------|-------------------|------------------|------------|-----|--------|
| Match | No Match | Soft | JAMES | C | WILSON | | 07/10/1963 | 1532 | 123 MAIN ST | TOLEDO, WA 65656 | 10/25/2018 | 55 | M |

The checks can be run at any time during data entry.

The Residence Address (pink box) must match an address point in TotalAddress for easy processing. After entering the first few digits of the street address, select from a drop-down of verified address points. This selection will autopopulate the rest of the address fields.

Residence Address* ☐ Non-Standard

Unit Type Unit #
 City* Zip*

Mailin 678 BURNT RIDGE RD ONALASKA 98570

if diff 678 CHILVERS RD CHEHALIS 98532

Add 678 HAYWIRE RD CHEHALIS 98532

Phone 678 HIGHWAY 603 CHEHALIS 98532

U.S. (678 N FORK RD CHEHALIS 98532

U.S. (678 OPPELT RD CHEHALIS 98532

Yes 678 PLEASANT VALLEY RD MINERAL 98355

Previo 678 SHANKLIN RD ONALASKA 98570

Last 678 SW CHEHALIS AVE CHEHALIS 98532

678 TENNESSEE RD WINLOCK 98596

Address Line 2

City **State** **Zip**


Subscribe to Updates
☐ Email ☐ By SMS ☐ UOCAVA

Middle Name **Suffix**

VoteWA uses TotalAddress, a GIS-based address management software, to automatically assign registrants to the correct precincts.

If different from the residence address, fill in a separate mailing address directly below the residence address. The mailing address is not connected to TotalAddress but is standardized.

Directly below the mailing address, a seasonal address (blue arrow) can be added with an effective term (blue box).



| | | | | | |
|------------------------------------------------------------------------------|----------------------------------|----------------------------------------------|------|---------------------------------------------|-----|
| Mailing Address <small>if different than Residence Address</small> | <input type="checkbox"/> Foreign | Address Line 2 | City | State Select | Zip |
| Seasonal Address | <input type="checkbox"/> Foreign | Seasonal Address Line 2 | City | State Select | Zip |
| Effective From* <input type="text"/> | | Effective To* <input type="text"/> | | <input type="checkbox"/> Recurring Annually | |

Below the address fields is the citizenship selection. Anything other than “yes” will automatically place the registrant into a status of “Rejected” until citizenship requirements are satisfied.

| |
|-------------------------------------------------------------------------------------------------------------------|
| U.S. Citizen* <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Blank |
|-------------------------------------------------------------------------------------------------------------------|

“Subscribe to Updates” (green box) will queue text message or email versions of any correspondence generated for the registrant.

Checking “UOCAVA” (red box) will allow selection of ballot preference and type.

| | | | |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------|---------------------------------------------|
| Subscribe to Updates <input type="checkbox"/> By Email <input type="checkbox"/> By SMS | <input checked="" type="checkbox"/> UOCAVA | Ballot Preference* Email | UOCAVA Type* <input type="text"/> |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------|---------------------------------------------|

After all appropriate fields and record checks have been completed, the “Add Registrant” button will be activated in the upper right-hand corner of the “Add Registrant” screen (green box). Click “Add Registrant.”

| | | | | |
|-------------------------|-------------|--------------------------|--------------------------------|-----------------------|
| ✓ Enter Registrant Info | ✓ Check DOL | ✓ Duplicate Record Match | ✓ Deceased/Felon/Incomp Checks | Add Registrant |
|-------------------------|-------------|--------------------------|--------------------------------|-----------------------|

The screen will refresh with the new registrant's Registrant Info tab (below). **Important: Note the "Unsent Notice(s)" in the registrant's record (blue arrow).**

Registrant ID: 11968086
WONDERLAND, WINTER

County: Lewis
DOB: 06/05/1934 (Age 84)
Status: ACTIVE
Status Reason: ACTIVE

Residence Address: 658 NW LAFAYETTE ST, CHEHALIS, WA 98532
Mailing Address: 658 NW LAFAYETTE ST, CHEHALIS, WA 98532

SSN: 1234
WA DL/DL #: 1234
Registration Date: 2/22/2019
Effective Date of Change: 2/22/2019
Source of Registration: Armed Forces Recruitment Offices

Gender: Male
Form Language: English
Phone: (765) 745-6765
Mobile: (895) 456-7834
Email: TEST@TEST.COM
Previous Name:

Unsent Notice(s)

| Notice Name | Date Created | |
|------------------------|----------------------|----------------------|
| Acknowledgement Notice | 2/22/2019 9:27:19 AM | View |

Update Record Add To Race

UOCAVA: Overseas Military
Ballot Preference: Email
Failed ID Check

| District Type | District Name |
|----------------|------------------------------------------|
| Legislative | Legislative District 20 |
| PCD | CHEHALIS #1 PCD |
| Commissioner | Comm Dist 2 Sub-Dist 5 |
| Commissioner | County Comm Dist #2 |
| Judicial | Court of Appeals, Division 2, District 3 |
| Judicial | Lewis Superior Court |
| Judicial | Supreme Court |
| School | Chehalis School District #302 |
| PRECINCT SPLIT | 0201.1 |
| City/Town | Che Cour Dist #1 |
| City/Town | Chehalis City |
| Congressional | Congressional District 3 |
| PRECINCT | Chehalis #1 |
| Port | Chehalis Port CD #3 |
| Port | Chehalis Port District |
| Public Utility | PUD Dist Comm #2 |
| Public Utility | PUD District |

Clicking the "Unsent Notice(s)" view button (blue arrow above), will navigate to the registrant's Correspondence tab, at which there is a new Acknowledgement Notice waiting to be printed out and mailed to the voter. The "Correspondence Tab" (red box, above) will also bring up the information.

The "Add Registrant" screen can be accessed by hovering over the "Voter Registration" menu at the top of the screen and selecting "Add Registrant" from the drop-down menu (blue arrow).

Voter Registration Reporting Election Management County Utilities Help

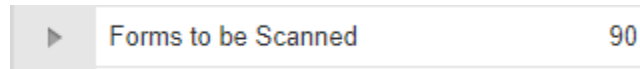
Add Registrant

At the "Add Registrant" screen, the user will be prompted AFTER adding the registrant to scan a form.

| Forms to be Scanned | | |
|---------------------|----------------------|-----------------------|
| Date | | |
| 02/22/2019 | Scan | Clear |

After processing a registration, there is a "Forms to be Scanned" table on the Registrant Info tab for convenience (pictured above). Click "Scan" (purple box) to scan the form and clear this flag.

If this is not done, the registrant record will be flagged in the “Forms to be Scanned” tasks item in the Home queue, and registrants will remain in this list until forms are scanned for each registrant.



Click “Scan” (purple box above) and then on the Scan Forms page (below) choose a Form Type (blue arrow) and click the Scan button (green box).

A screenshot of the 'SCAN FORMS' page. At the top, there is a header bar with an orange gradient. Below the header, on the right side, is a 'Form Type' dropdown menu with 'Select' as the current selection. A blue arrow points to this dropdown. Below the dropdown is a section titled 'Scan Image(s)' which contains a 'Select Source' dropdown menu with 'Canon DR-C225 TWAIN' selected, a checkbox for 'Duplex (Both Sides)', a checkbox for 'Show Scanner Settings on Scan', and a 'Color Mode' section with radio buttons for 'B&W', 'Gray', and 'Color'. The 'Color' radio button is selected. At the bottom of this section is a 'Scan' button, which is highlighted with a green rectangular box.

Once the form is scanned, an image of the form will be visible, as well as the signature box below (red box, below). If the captured signature needs adjustment, click and drag the desired area to save a new signature clip. Then click "Process" (orange box, below).

Scan Form

Print and mail, or use an e-scanner.

Instructions

Use this form to register to vote or update your current registration.
Print all information clearly using black or blue pen. Mail this completed form to your county elections office (address on back).

Deadline
This registration will be in effect for the next election if you mailed it no later than the Monday four weeks before Election Day.

Voting
You will receive your ballot in the mail. Contact your county elections office for accessible voting options.

Public Information
Your name, address, gender, and date of birth will be public information.

Notice
Knowingly providing false information about yourself or your qualifications for voter registration is a class C felony punishable by imprisonment for up to 5 years, a fine of up to \$10,000, or both.

Public Benefits Offices
If you received this form from a public benefits office, where you received the form will remain confidential and will be used for voter registration purposes only.

Registering or declining to register will not affect the assistance provided to you by any public benefits office. If you decline to register, your decision will remain confidential.

If you believe someone interfered with your right to register, or your right to privacy in deciding whether to register, you may file a complaint with the Washington State Elections Division.

Contact Information
If you would like help with this form, contact the Washington State Elections Division.

web www.wvts.wa.gov
call (800) 448-4881
e-mail elections@wvts.wa.gov
mail PO Box 46229
Olympia, WA 98504-0229

Washington State Voter Registration Form

Register online at [www.wvts.wa.gov](#).

1 Personal Information

Last First Middle Suffix

Date of Birth (mm/dd/yyyy) Gender

Residential Address in Washington Apt #

City Zip

Mailing Address, if different

City State and ZIP

Phone Number (optional) Email Address (optional)

2 Qualifications

If you answer no, do not complete this form.

☐ yes ☐ no I am a citizen of the United States of America.
☐ yes ☐ no I will be at least 18 years old by the next election.

3 Military / Overseas Status

☐ yes ☐ no I am currently serving in the military:
Includes National Guard and Reserves,
and spouses or dependents away from home due to service.

☐ yes ☐ no I live outside the United States.

4 Identification - Washington Driver License, Permit, or ID

☐☐☐☐☐☐☐☐☐☐

If you do not have a Washington driver license, permit, or ID, you may use the last four digits of your Social Security number to register.

5 Change of Name or Address

This information will be used to update your current registration, if applicable.

Former Last Name First Middle

Former Residential Address City State and ZIP

6 Declaration

I declare that the facts on this voter registration form are true. I am a citizen of the United States, I will have lived at this address in Washington for at least thirty days immediately before the next election at which I vote. I will be at least 18 years old when I vote. I am not disqualified from voting due to a court order, and I am not under Department of Corrections supervision for a Washington felony conviction.

Sign Here *testing* Date Here

Form Type:

Washington State Voter Registration Form ▼

▶ Scan Image(s)

Select Scanner Canon DR-C225 TWAIN ▼

☐ Scan Both Sides
☐ Discard Blank Images
☒ Show Scanner Settings on Scan
Color Mode ☒ B&W ☐ Gray ☐ Color
Resolution: [300 ▼]

Scan

Attachment Notes:

▶ Edit Image

Show Image Editor

Rotate Right Rotate Left

Process

Signature

testing

After the form has been successfully processed, the registrant's Attachments tab will show the scanned form (blue arrow).

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

Images

Signatures

IMAGES

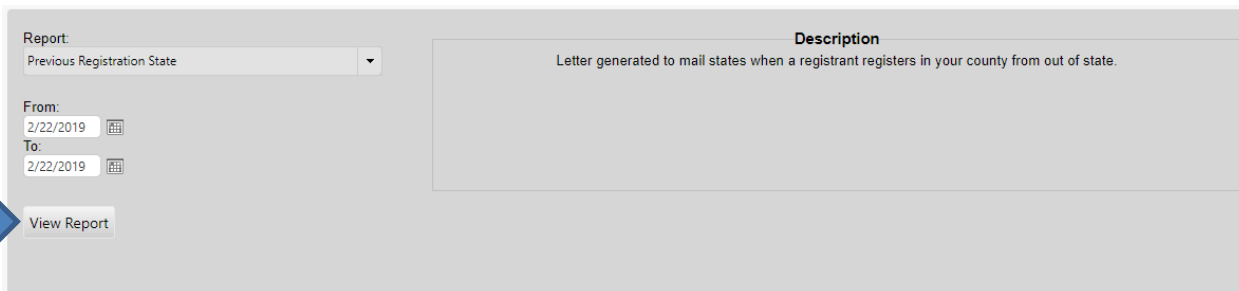
Add New

| Attachment Type | Attachment Notes | Date Created | Added By | County | Flagged For Removal | | | |
|------------------------------------------|------------------|-----------------------|----------------|--------|---------------------|----------------------|----------------------|------------------------|
| Washington State Voter Registration Form | | 2/22/2019 12:20:17 PM | Laura Heckmann | Lewis | No | View | Edit | Delete |

VoteWA generates letters to send to the registrant's previous state of registration. These letters can be found by hovering over "Reporting" at the top of the screen and selecting "Reports" (red box).

The screenshot displays the 'Voter Registration' system interface. The top navigation bar includes links for 'Voter Registration', 'Reporting' (highlighted with a red box), 'Election Management', 'County Utilities', and 'Help'. A search bar on the right allows searching for registrants by last name, first name, or DOB. The main content area is titled 'Lewis County' and shows 'Current Active Voters 46,444' and 'Total Registered Voters 51,012'. A sidebar on the left lists various tasks, with 'Reports' highlighted in green. The 'Reports' dropdown menu is open, showing options like 'Advanced Search', 'Advanced Search Log', 'Audit Tables', 'Election Canvassing', 'Public Records Request', 'Registrant Record View', and 'Reports' (which is highlighted in green).

Select “Previous Registration State.” Select a date range and click “View Report (blue arrow).”



The screenshot shows a web form with the following elements:

- Report:** A dropdown menu currently set to "Previous Registration State".
- From:** A date field set to "2/22/2019" with a calendar icon.
- To:** A date field set to "2/22/2019" with a calendar icon.
- Description:** A text box containing the text: "Letter generated to mail states when a registrant registers in your county from out of state."
- View Report:** A button at the bottom left, which is highlighted by a large blue arrow pointing to it from the left.

This report will generate a separate letter for each state, within the given date range, the registrant’s record specifies as a previous registration state. Below is a preview of the letter.



The preview shows a letter with the following content:

**Voters with Prior Registrations
From Lewis County, Washington**

Dear Sir or Madam:
Enclosed please find a list of all voters who have moved into our county from your county. This list provides detailed information for each voter. Please verify the information for each voter listed.

| Name | Residence Current/Previous | Mailing | DOB / Reg Date | Signature |
|-----------------|----------------------------------|---------|----------------|-----------|
| OHARA, SCARLETT | 657 BUNKER AVE ONALASKA WA 98570 | | 06/04/1934 | |
| | 123 MAIN ST ATLANTA GA 12345 | | 02/22/2019 | |

OFFICE USE ONLY

At the bottom of the Add Registrant screen, see a section labeled “Office Use Only.” This is where you will enter information not found on the voter registration form will be, but will be used throughout VoteWA to track information, populate reports, and maintain voter status.

Purple box: For new registrations, the user will be required to select a **Registration Date** from the calendar. This date will be saved in the system as the original date of registration for this record.

Red box: **Source of Registration** is where the registration came from. This is stored in the system and used in the EAC Survey. Below is the list of options in the Source dropdown (light green box, below). This is a required field.

Light Blue box: **How Registered** is how to indicate how the registration is received from the voter. Below is the list of options in the “How Registered” dropdown (blue box). This is a required field.

Orange box: This is where to select a **Form Language** preference for the voter, if indicated on the registration form. This is not a required field. This selection effects ballot issuance and notice generation, if notices and ballot styles have been created in the selected language. The language preference selected by a voter through Online Voter Registration will show here.

Green box: Registration Status and Registration Status Reason. These are both required fields, and will display in the upper right-hand corner of every voter record. Selecting from the status drop down will determine what selections is listed in the status reason dropdown. **The system will know what notice to generate based on the status of the voter at the time the registration is added or updated.**

For Registration Status: **Active**, the only status reason available will also be **Active** (below). Any registration with a status of active shows up in the quick search and be eligible for ballot issuance for elections within their assigned districts.

| Registration Status* | Registration Status Reason* |
|----------------------|-----------------------------|
| Active | Active |

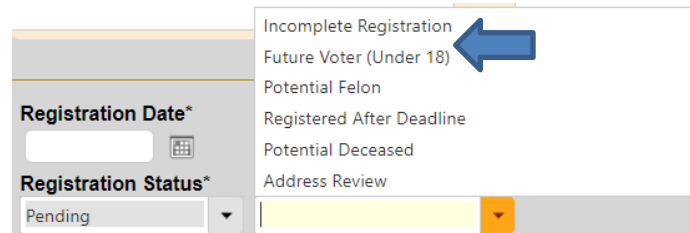
Below are the status reason options for Registration Status: **Rejected**. A registration status of Rejected will not show up in the quick search and will not be issued ballots (this status can be searched on in the advanced search).

| Registration Status* | Registration Status Reason* |
|----------------------|---------------------------------------------------------------------------|
| Rejected | <div>Non Citizen - Invalid Proof</div> <div>Provisional Not Counted</div> |

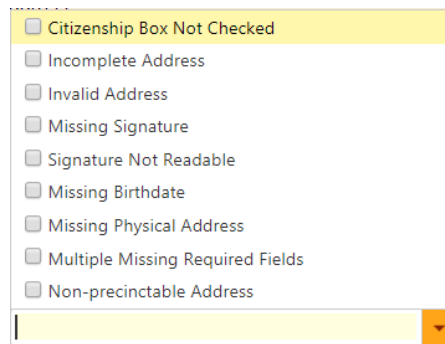
Below are the status reason options for Status: **Canceled**. A registration status of Canceled will not show up in the quick search and will not be issued ballots (this status can be searched on in the advanced search).

| | |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>ast Name</div> <div>ddress</div> <div>Registration Date*</div> <div>Registration Status*</div> | <div>Deceased</div> <div>Declared Incompetent</div> <div>Registration Challenged</div> <div>Felon</div> <div>No ID Provided for Two Federal Elections</div> <div>Voter Requested</div> <div>Inactive for Two Federal Elections</div> <div>No Response to Verification Notice</div> <div>Registered Out of State</div> <div>Duplicate</div> |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

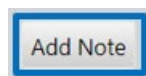
Below are the status reason options for Status: **Pending**. A registration status of Pending will not show up in the quick search and will not be issued ballots (this status can be searched on in the advanced search).

A screenshot of a web form. On the left, there are two fields: "Registration Date*" with a calendar icon and "Registration Status*" with a dropdown arrow. The "Registration Status*" dropdown is open, showing a list of reasons: "Incomplete Registration", "Future Voter (Under 18)", "Potential Felon", "Registered After Deadline", "Potential Deceased", and "Address Review". A blue arrow points to "Incomplete Registration". Below the list is a yellow bar with a dropdown arrow.

When selecting the **Incomplete Registration** Status Reason for a **Pending** status (blue arrow, above), there will be a prompt to select an incomplete reason from the dropdown below. One or multiple reasons can be selected.

A screenshot of a dropdown menu for selecting reasons for incomplete registration. It contains a list of checkboxes: "Citizenship Box Not Checked", "Incomplete Address", "Invalid Address", "Missing Signature", "Signature Not Readable", "Missing Birthdate", "Missing Physical Address", "Multiple Missing Required Fields", and "Non-precinctable Address". Below the list is a yellow bar with a dropdown arrow.

On the right-hand side of the "Office Use Only" section, see a button labeled "Notes" (light blue box, below).



Clicking this button will bring up a free form text box (red box, below), where notes to associate with the record can be entered. These notes will appear on the Registrant Info tab.

A screenshot of a text box labeled "Registrant Record Notes". The text box is empty and has a red border. There is a small icon in the bottom right corner of the text box.

There are differences between updating an existing voter versus adding a new one. For existing voters, you will see several of these fields auto-populated (yellow box, below).

- The Registration Date will be populated with the original date the registration was entered (red arrow)
- The Effective Date of Change will default to the date you update the voter, but is editable (green arrow).

Office Use Only

Registration Date* 03/25/2016

Source of Registration* Walk In

How Registered* Walk In

Form Language Select

Effective Date of Change* 03/25/2016

Registration Status* Active

Registration Status Reason* Active

Ballot Reissue Option*

☐ Yes

☐ No

Add Note

There is one additional status option when updating an existing voter: **Inactive**. Below see the Registration Status Reasons available for an Inactive status. Voters with an inactive status will show up in the quick search, but will not be issued ballots.

Registration Status* Inactive

Registration Status Reason*

Undeliverable Mail

Moved Out of State

Moved Out of County

Address Review

Purple Box, above: Another option is the Ballot Reissue Option. This option will appear when updating an existing voter who is eligible for the selected election. This is a required field before updating the voter if a ballot has already been issued. Clicking “Yes” will place a new ballot into the “Outbound Ballot Processing” page (covered in a separate section of this user guide).

Updating an Existing Registrant

To process a voter registration form, enter the last name of the registrant in the upper right-hand corner of the Quick Search (red box).

The screenshot shows the VoteWA header with the logo on the left and user information on the right. Below the header is a navigation bar with links: Voter Registration, Reporting, Election Management, County Utilities, and Help. In the center of the page is a search bar labeled "Search for registrants Last, First" with a red box around it. To the right of the search bar are fields for "DOB" and "Registrant ID/Barcode".

If a registrant exists in the system, the name(s) will appear in a drop-down (below). Click the name to open the record. If more than one record exists, all will appear in the drop-down.

The screenshot shows a dropdown menu with the name "WONDERLAND, WINTER" selected. Below the dropdown is a card for the registrant with a green checkmark icon. The card displays the following information: "WONDERLAND, WINTER", "REGISTRANT ID: 11968085", "COUNTY: LEWIS", "DOB: 6/4/1956", "AGE: 62", and "GENDER:".

Click the "Update Record" button (blue arrow) and follow the same steps for Adding a New Registrant.

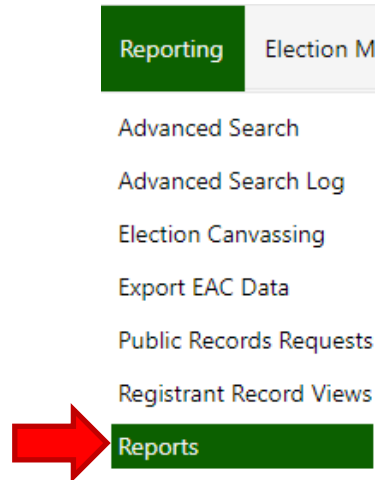
The screenshot shows the registrant record page for "WONDERLAND, WINTER" with Registrant ID 11968085. The page has a header with the registrant's name and ID, and a sidebar with tabs: Registrant Info, Ballot Info, Provisional, Voting History, Validations, Attachments, Activity, and Correspondence. The main content area shows the registrant's information, including Residence Address, Mailing Address, and a "Failed ID Check" message. A blue arrow points to the "Update Record" button. To the right of the "Update Record" button is a table of districts.

| District Type | District Name |
|----------------|------------------------------------------|
| Legislative | Legislative District 20 |
| PCO | AGATE PCO |
| Commissioner | Comm Dist 3 Sub-Dist 3 |
| Commissioner | County Comm Dist #3 |
| Fire | Fire Dist. #6-Chehalis |
| Judicial | Court of Appeals, Division 2, District 3 |
| Judicial | Lewis Superior Court |
| Judicial | Supreme Court |
| School | Chehalis School District #302 |
| PRECINCT SPLIT | 0002.3 |
| PRECINCT | Agate |
| Congressional | Congressional District 3 |
| Port | Chehalis Port CD #1 |
| Port | Chehalis Port District |
| Public Utility | PUD Dist Comm #1 |
| Public Utility | PUD District |

If the name is a match with a registrant registered in another county, click the "Transfer Record" button (green arrow) next to "Add Races" and follow the same steps for Adding a New Registrant. This will or move the registrant to the new county's files.

The screenshot shows two buttons: "Transfer Record" and "Add To Race". A green arrow points to the "Transfer Record" button.

Counties are notified in their home queues whenever their registrants are transferred to another county. For a report of all registrants that have been transferred out of a county, go to the Reporting menu and select Reports (red arrow).



The Registrant Transfers report will generate the report of any registrant records that have been transferred out of a county.

REPORTS

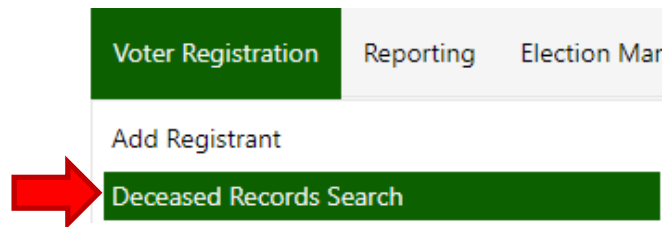
| Report: | Description |
|----------------------|-----------------------------------------------|
| Registrant Transfers | Shows the transfers in and out of the county. |

From: 2/27/2019
To: 2/27/2019

[View Report](#)

Deceased Records Search

All Deceased Records will be stored permanently on the Deceased Records Search page. This page is found under the Voter Registration menu (red arrow).



Use any field (or a combination of fields) to search (green box). The search filter is automatically set to "Contains," so partial names may be searched.

DECEASED RECORDS SEARCH

[Insert New Deceased Record](#)

| | | | |
|---------------------------------------------------------|----------------------|------|-----------------------------------------|
| First Name | <input type="text"/> | SSN4 | <input type="text"/> |
| Middle Name | <input type="text"/> | DOB | <input type="text" value="mm/dd/yyyy"/> |
| Last Name | <input type="text"/> | DOD | <input type="text" value="mm/dd/yyyy"/> |
| City | <input type="text"/> | | |
| Zip | <input type="text"/> | | |
| <div>Search Reset</div> | | | |

Results display at the bottom of the page (blue arrow below). Deceased individuals will be listed here whether registered or not.

DECEASED RECORDS SEARCH

[Insert New Deceased Record](#)

| | | | |
|----------------------------------------------------------------------------|------------------------------------|------|-----------------------------------------|
| First Name | <input type="text"/> | SSN4 | <input type="text"/> |
| Middle Name | <input type="text"/> | DOB | <input type="text" value="mm/dd/yyyy"/> |
| Last Name | <input type="text" value="SMITH"/> | DOD | <input type="text" value="mm/dd/yyyy"/> |
| City | <input type="text"/> | | |
| Zip | <input type="text"/> | | |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | |

Search Results

| Last Name | First Name | Middle Name | Suffix | Gender | SSN4 | DOB | DOD | Residence Address | City | State | Zip | Record Added |
|-----------|------------|-------------|--------|--------|------|------------|-----------|-------------------|--------|-------|-------|----------------------|
| SMITH | MICHAEL | SPENCER | | | | 10/27/1981 | 2/26/2019 | 123 MAIN ST | TOLEDO | WA | 88888 | 2/26/2019 7:16:23 AM |

To insert a deceased record manually, click “Insert New Deceased Record” (orange box below).

DECEASED RECORDS SEARCH

[Insert New Deceased Record](#)

| | | | |
|----------------------------------------------------------------------------|----------------------|------|-----------------------------------------|
| First Name | <input type="text"/> | SSN4 | <input type="text"/> |
| Middle Name | <input type="text"/> | DOB | <input type="text" value="mm/dd/yyyy"/> |
| Last Name | <input type="text"/> | DOD | <input type="text" value="mm/dd/yyyy"/> |
| City | <input type="text"/> | | |
| Zip | <input type="text"/> | | |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | |

The screen below will appear.

DECEASED RECORDS SEARCH

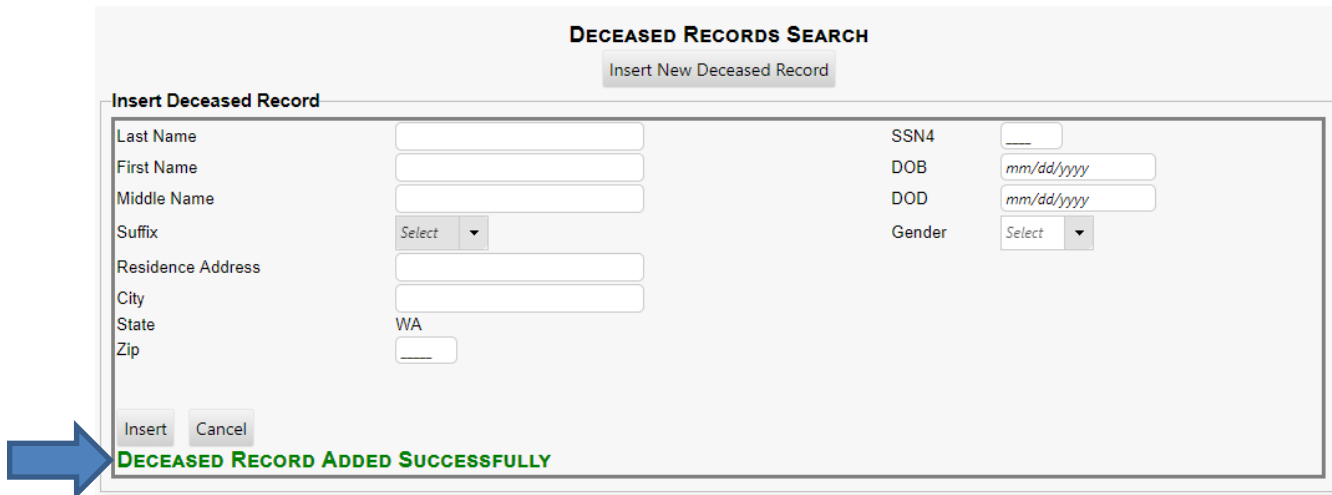
[Insert New Deceased Record](#)

Insert Deceased Record

| | | | |
|-----------------------------------------------------------------------------|-------------------------------------|--------|----------------------------------------|
| Last Name | <input type="text" value="SMITH"/> | SSN4 | <input type="text"/> |
| First Name | <input type="text" value="JASON"/> | DOB | <input type="text" value="6/14/1967"/> |
| Middle Name | <input type="text"/> | DOD | <input type="text" value="2/27/2019"/> |
| Suffix | <input type="text" value="Select"/> | Gender | <input type="text" value="Select"/> |
| Residence Address | <input type="text"/> | | |
| City | <input type="text"/> | | |
| State | <input type="text" value="WA"/> | | |
| Zip | <input type="text"/> | | |
| <input type="button" value="Insert"/> <input type="button" value="Cancel"/> | | | |

Once data have been entered, click “Insert” (red box above). Required fields are Last Name, First Name, DOB, and DOD.

When the record is inserted successfully, the fields will clear and a green message will appear at the bottom of the screen (blue arrow).



DECEASED RECORDS SEARCH

[Insert New Deceased Record](#)

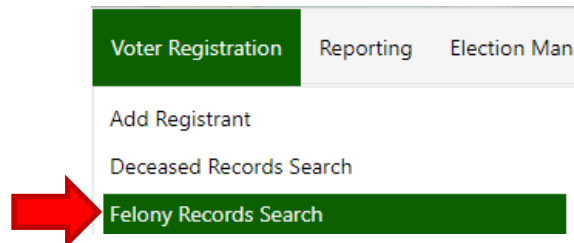
Insert Deceased Record

| | | | |
|-------------------|-------------------------------------|--------|-----------------------------------------|
| Last Name | <input type="text"/> | SSN4 | <input type="text"/> |
| First Name | <input type="text"/> | DOB | <input type="text" value="mm/dd/yyyy"/> |
| Middle Name | <input type="text"/> | DOD | <input type="text" value="mm/dd/yyyy"/> |
| Suffix | <input type="text" value="Select"/> | Gender | <input type="text" value="Select"/> |
| Residence Address | <input type="text"/> | | |
| City | <input type="text"/> | | |
| State | <input type="text" value="WA"/> | | |
| Zip | <input type="text"/> | | |

DECEASED RECORD ADDED SUCCESSFULLY

Felony Records Search

All Felony Records will be stored permanently on the Felony Records Search page. This page is found under the Voter Registration menu (red arrow).



Voter Registration Reporting Election Man...

Add Registrant

Deceased Records Search

Felony Records Search

Use any field (or a combination of fields) to search, then click the “Search” button. The search filter is automatically set to “Contains,” so partial names may be searched.

FELONY RECORDS SEARCH

[Insert New Felony Record](#)

| | | | |
|------------|----------------------|---------------|-----------------------------------------|
| First Name | <input type="text"/> | SSN4 | <input type="text"/> |
| Last Name | <input type="text"/> | DOB | <input type="text" value="mm/dd/yyyy"/> |
| Alias | <input type="text"/> | Sentence Date | <input type="text" value="mm/dd/yyyy"/> |
| City | <input type="text"/> | Case Number | <input type="text"/> |
| Zip | <input type="text"/> | | |

Results display at the bottom of the page (blue arrow). Individuals with felony records will be listed here whether they are registered or not.

FELONY RECORDS SEARCH

[Insert New Felony Record](#)

| | | | |
|------------|---|---------------|------------|
| First Name | T | SSN4 | |
| Last Name | | DOB | mm/dd/yyyy |
| Alias | | Sentence Date | mm/dd/yyyy |
| City | | Case Number | |
| Zip | | | |
| Search | | Reset | |

Search Results

| Last Name | First Name | Middle Name | Suffix | SSN4 | DOB | Residence Address | City | State | Zip | Sentence Date | Case Number | Alias | Record Added | Conviction Satisfied | |
|-----------|------------|-------------|--------|-------------------|------------|-------------------|-----------|-------|-------|---------------|-------------------|-------|-----------------------|--------------------------|----------------------|
| AIKEN | ARTHUR | NATHANIEL | | RCW 29A.08.710(2) | 9/24/1945 | | | | | | RCW 29A.08.710(2) | | 10/2/2018 11:50:05 AM | <input type="checkbox"/> | Edit |
| PETERS | MONTY | SHAYNE | | | 8/23/1959 | 3111 LOMBARD #9 | EVERETT | WA | 98201 | | | | 10/2/2018 11:50:05 AM | <input type="checkbox"/> | Edit |
| THOMAS | TERRY | JEAN | | | 11/26/1962 | 123 MAIN ST | WONERLAND | WA | 88888 | 2/25/2019 | | | 2/26/2019 7:48:13 AM | <input type="checkbox"/> | Edit |
| WHEAT | ANTONIO | NATHANIEL | | | 10/11/1944 | | | | | | | | 10/2/2018 11:50:05 AM | <input type="checkbox"/> | Edit |

To mark a felony conviction as satisfied, **State** users can click “Edit” (green box above). Check the box next to “Conviction Satisfied” (blue arrow) and then click “Update” (orange arrow) to update the record.

| Last Name | First Name | Middle Name | Suffix | SSN4 | DOB | Residence Address | City | State | Zip | Sentence Date | Case Number | Alias | Record Added | Conviction Satisfied | |
|-----------|------------|-------------|--------|-------------------|-----------|-------------------|------|-------|-----|---------------|-------------------|-------|-----------------------|--------------------------|----------------------|
| AIKEN | ARTHUR | NATHANIEL | | RCW 29A.08.710(2) | 9/24/1945 | | | | | | RCW 29A.08.710(2) | | 10/2/2018 11:50:05 AM | <input type="checkbox"/> | Edit |

Conviction Satisfied ☐ [Update](#) [Cancel](#)

When a felony conviction is satisfied, it will not be checked against registrant records in VoteWA again.

To insert a felony record manually, click “Insert New Felony Record” (orange box below).

FELONY RECORDS SEARCH

[Insert New Felony Record](#)

| | | | |
|------------|--|---------------|------------|
| First Name | | SSN4 | |
| Last Name | | DOB | mm/dd/yyyy |
| Alias | | Sentence Date | mm/dd/yyyy |
| City | | Case Number | |
| Zip | | | |
| Search | | Reset | |

The following screen will appear (below).

FELONY RECORDS SEARCH

[Insert New Felony Record](#)

Insert Felony Record

| | | | |
|-----------------------------------------------------------------------------|-------------|---------------|--------------|
| Last Name | SMITH | SSN4 | 1234 |
| First Name | ADAM | DOB | 5/13/1956 |
| Middle Name | | Sentence Date | 2/27/2019 |
| Suffix | Select ▼ | Case Number | 123412341234 |
| Residence Address | 123 MAIN ST | Alias | |
| City | TOLEDO | | |
| State | WA | | |
| Zip | 88888 | | |
| <input type="button" value="Insert"/> <input type="button" value="Cancel"/> | | | |

Once the data is entered, click “Insert” (red box above). Required fields are Last Name, First Name, Residence Address, City, State, Zip, SSN4, DOB, Sentence Date, and Case Number.

When the record is inserted successfully, the fields will clear and a green message at the bottom of the screen will appear (blue arrow).

FELONY RECORDS SEARCH


[Insert New Felony Record](#)

Insert Felony Record

| | | | |
|-----------------------------------------------------------------------------|----------|---------------|------------|
| Last Name | | SSN4 | |
| First Name | | DOB | mm/dd/yyyy |
| Middle Name | | Sentence Date | mm/dd/yyyy |
| Suffix | Select ▼ | Case Number | |
| Residence Address | | Alias | |
| City | | | |
| State | WA | | |
| Zip | 88888 | | |
| <input type="button" value="Insert"/> <input type="button" value="Cancel"/> | | | |
| FELON ADDED SUCCESSFULLY | | | |

Mentally Incompetent Records Search

All Mentally Incompetent Records will be stored permanently on the Mentally Incompetent Records Search page. This page is found under the Voter Registration menu (red arrow).

| | | |
|-------------------------------------------------------------------------------------|--------------------------------------------|--------------|
| Voter Registration | Reporting | Election Man |
| Add Registrant | | |
| Deceased Records Search | | |
| Felony Records Search | | |
|  | Mentally Incompetent Records Search | |

Use any field (or a combination of fields) to search, then click the “Search” button.

MENTALLY INCOMPETENT RECORDS SEARCH

[Insert New Mentally Incompetent Record](#)

| | | | |
|----------------------------------------------------------------------------|----------------------|---------------|-----------------------------------------|
| First Name | <input type="text"/> | SSN4 | <input type="text"/> |
| Last Name | <input type="text"/> | DOB | <input type="text" value="mm/dd/yyyy"/> |
| Alias | <input type="text"/> | Sentence Date | <input type="text" value="mm/dd/yyyy"/> |
| City | <input type="text"/> | Case Number | <input type="text"/> |
| Zip | <input type="text"/> | | |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | |

Results display at the bottom of the page. Individuals with mentally incompetent records will be listed here, whether they are registered or not.

To insert a Mentally Incompetent record manually, click “Insert New Mentally Incompetent Record” (orange box below).

MENTALLY INCOMPETENT RECORDS SEARCH

[Insert New Mentally Incompetent Record](#)

| | | | |
|----------------------------------------------------------------------------|----------------------|---------------|-----------------------------------------|
| First Name | <input type="text"/> | SSN4 | <input type="text"/> |
| Last Name | <input type="text"/> | DOB | <input type="text" value="mm/dd/yyyy"/> |
| Alias | <input type="text"/> | Sentence Date | <input type="text" value="mm/dd/yyyy"/> |
| City | <input type="text"/> | Case Number | <input type="text"/> |
| Zip | <input type="text"/> | | |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | |

The following screen will appear (below).

MENTALLY INCOMPETENT RECORDS SEARCH

[Insert New Mentally Incompetent Record](#)

Insert Mentally Incompetent Record

| | | | |
|-----------------------------------------------------------------------------|----------------------|---------------|----------------------|
| Last Name | SMITH | SSN4 | 1234 |
| First Name | ADAM | DOB | 6/12/1945 |
| Middle Name | <input type="text"/> | Sentence Date | 2/27/2019 |
| Suffix | SWART | Case Number | RCW 26A.08.710(2) |
| Residence Address | 123 MAIN ST | Alias | <input type="text"/> |
| City | TOLEDO | | |
| State | WA | | |
| Zip | 92010 | | |
| <input type="button" value="Insert"/> <input type="button" value="Cancel"/> | | | |

Once all data is entered, click “Insert” (red box above). Required fields are Last Name, First Name, Residence Address, City, State, Zip, SSN4, DOB, Sentence Date, and Case Number.

When the record is inserted successfully, the fields will clear and a green message will be visible at the bottom of the screen (blue arrow).

MENTALLY INCOMPETENT RECORDS SEARCH
[Insert New Mentally Incompetent Record](#)

Insert Mentally Incompetent Record

| | | | |
|-----------------------------------------------------------------------------|-------------------------------------|---------------|-----------------------------------------|
| Last Name | <input type="text"/> | SSN4 | <input type="text"/> |
| First Name | <input type="text"/> | DOB | <input type="text" value="mm/dd/yyyy"/> |
| Middle Name | <input type="text"/> | Sentence Date | <input type="text" value="mm/dd/yyyy"/> |
| Suffix | <input type="text" value="Select"/> | Case Number | <input type="text"/> |
| Residence Address | <input type="text"/> | Alias | <input type="text"/> |
| City | <input type="text"/> | | |
| State | WA | | |
| Zip | <input type="text"/> | | |
| <input type="button" value="Insert"/> <input type="button" value="Cancel"/> | | | |

RECORD ADDED SUCCESSFULLY

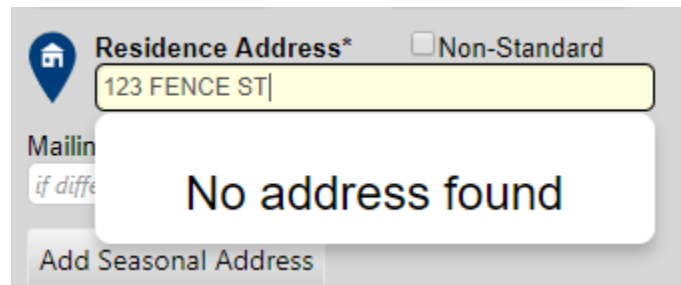
<Page Intentionally Left Blank>

TOTAL ADDRESS

Adding a New Address Point in TotalAddress

TotalAddress allows the user to add an annex or new location within the TotalAddress application.

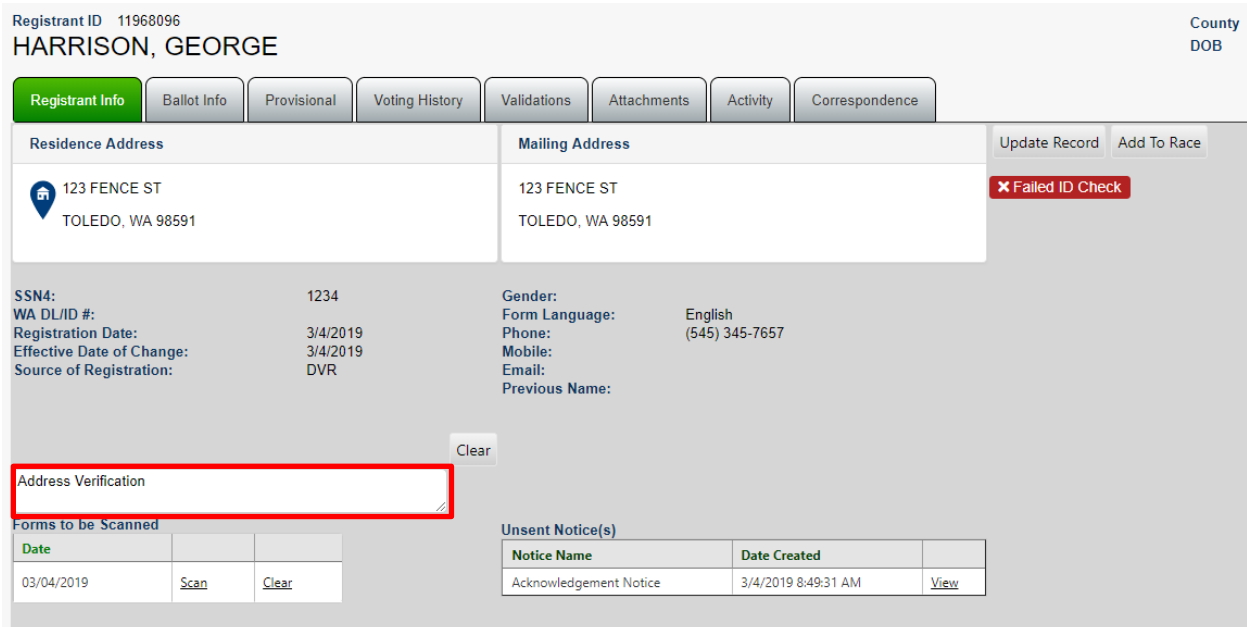
When an address is NOT found, “No address found” will appear (below).



The screenshot shows a web form for adding a residence address. At the top, there is a label 'Residence Address*' and a checkbox for 'Non-Standard'. Below this is a text input field containing '123 FENCE ST'. A large white modal box with the text 'No address found' is centered over the form. To the left of the modal, the word 'Mailing' is partially visible. Below the modal, there is a button labeled 'Add Seasonal Address'.

Complete the address fields with the information provided on the registration form and proceed with completing the registration as normal.

Once the registrant has been successfully added, the message “Address Verification” (red box, below) indicates a queue item to process.

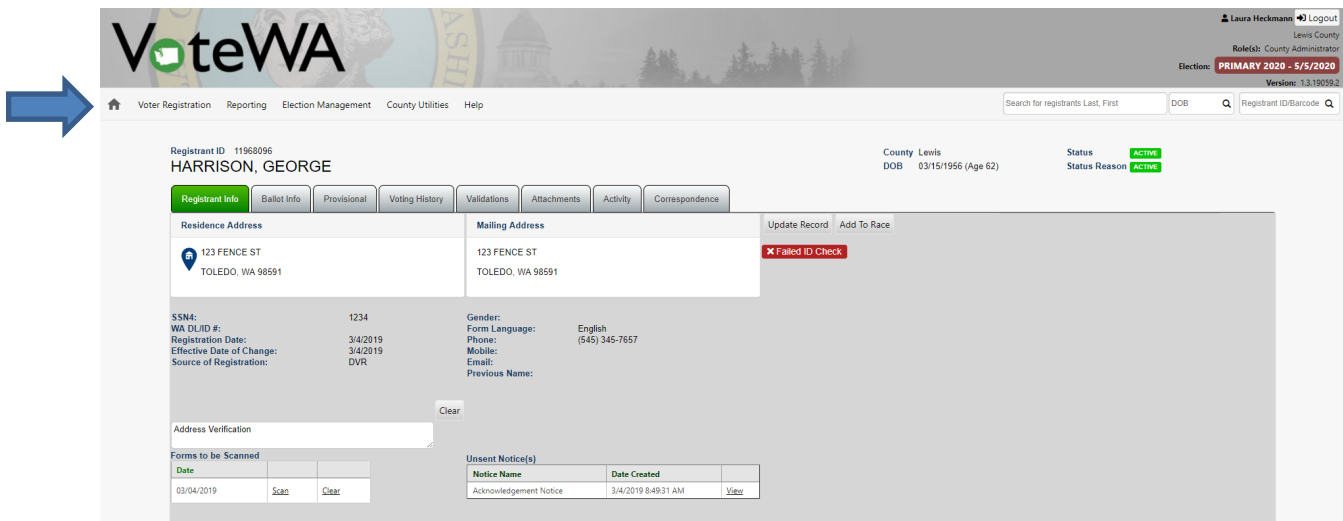


The screenshot shows the registrant profile page for HARRISON, GEORGE. At the top, the Registrant ID is 11968096. Below the name, there are tabs for Registrant Info, Ballot Info, Provisional, Voting History, Validations, Attachments, Activity, and Correspondence. The Registrant Info tab is active. It shows the Residence Address as 123 FENCE ST, TOLEDO, WA 98591 and the Mailing Address as 123 FENCE ST, TOLEDO, WA 98591. There is a red box with the text 'Failed ID Check' next to the Mailing Address. Below the addresses, there are fields for SSN4 (1234), WA DL/ID #, Registration Date (3/4/2019), Effective Date of Change (3/4/2019), Source of Registration (DVR), Gender, Form Language (English), Phone ((545) 345-7657), Mobile, Email, and Previous Name. A 'Clear' button is next to the Address Verification field, which is highlighted with a red box. At the bottom, there are two tables: 'Forms to be Scanned' and 'Unsent Notice(s)'. The 'Forms to be Scanned' table has columns for Date, Scan, and Clear. The 'Unsent Notice(s)' table has columns for Notice Name, Date Created, and View.

| Date | Scan | Clear |
|------------|----------------------|-----------------------|
| 03/04/2019 | Scan | Clear |

| Notice Name | Date Created | View |
|------------------------|---------------------|----------------------|
| Acknowledgement Notice | 3/4/2019 8:49:31 AM | View |

Return to the Home Queue screen by clicking the small house icon in the upper left corner of the screen (blue arrow, below).



Registrant ID 11968096
HARRISON, GEORGE

County: Lewis
DOB: 03/15/1956 (Age 62)
Status: ACTIVE
Status Reason: ACTIVE

Residence Address: 123 FENCE ST, TOLEDO, WA 98591
Mailing Address: 123 FENCE ST, TOLEDO, WA 98591

SSN: 1234
WA DLID #: 3/4/2019
Registration Date: 3/4/2019
Effective Date of Change: 3/4/2019
Source of Registration: DVR

Gender: English
Form Language: (545) 345-7657
Phone: English
Mobile: (545) 345-7657
Email: English
Previous Name: English

Address Verification:

Unsent Notice(s)

| Notice Name | Date Created |
|------------------------|---------------------|
| Acknowledgement Notice | 3/4/2019 8:49:31 AM |

find the queue item under “Tasks” called “Residence Addresses to Verify” (red box, below).

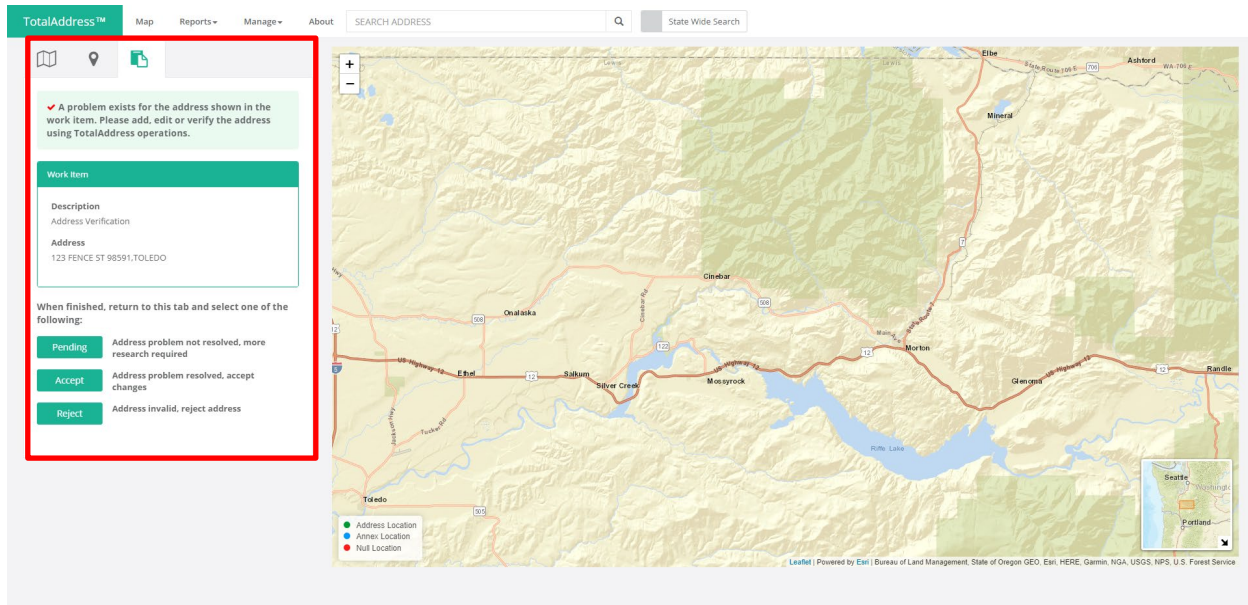
Tasks:

| Item | Total Registrants |
|--------------------------------------------------|-------------------|
| DOL Registrations | 1 |
| Deceased | 2 |
| Forms to be Scanned | 100 |
| Flagged Records | 5 |
| Attachments Flagged for Removal | 106 |
| Failed ID Check | 36 |
| Notice of Incomplete Registration - Over 45 days | 3 |
| NCOA In-State Review | 1,857 |
| NCOA Cross-State Review | 576 |
| Address Updates | 1 |
| Attachments from Other Counties | 1 |
| Registered Voters with no Precinct Split | 39 |
| Residence Addresses to Verify | 5 |

Expand the queue item by clicking the small arrow to the left, expand to list records waiting for address verification (green box, below).

| Residence Addresses to Verify | | 5 | | | | | | | |
|-------------------------------|--------------------------|------------------------|----------|-------|------------|---------|-------------------------|--------|----------------------|
| Registrant ID | Name | Residence Address | City | Zip | DOB | Status | Status Reason | County | Date Added/Updated |
| 1908 | GUENTHER, FRANK G | 11776 US HIGHWAY 12 | RANDLE | 98377 | 01/02/1943 | Active | Active | Lewis | 3/9/2007 10:26:46 AM |
| 11968096 | HARRISON, GEORGE | 123 FENCE ST | TOLEDO | 98591 | 03/15/1956 | Active | Active | Lewis | 3/4/2019 8:49:33 AM |
| 11968082 | LEWIS, AMBER | IN THE HIDDEN BASEMENT | PACKWOOD | 98361 | 09/15/1979 | Active | Active | Lewis | 2/26/2019 3:18:43 PM |
| 506992 | MORRISON, DAVID JONATHAN | 5900 REGENTS LN SE | LACEY | 98513 | 05/12/1951 | Active | Active | Lewis | 1/9/2019 1:30:11 PM |
| 11968084 | WOMAN, WONDER | | | | | Pending | Incomplete Registration | Lewis | 2/12/2019 8:34:25 AM |

Select the Registrant ID (red box, above) to process. TotalAddress will launch in a separate window (below).



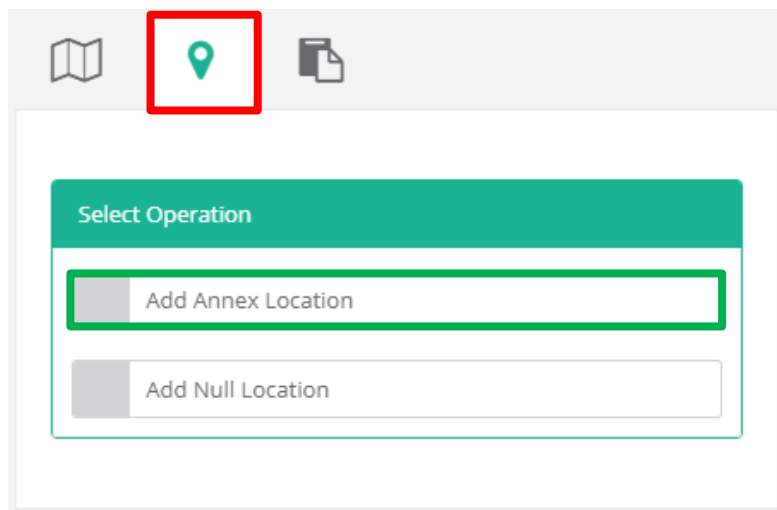
A work item panel on the left of the screen (red box, above) will show three options: Pending, Accept, and Reject.

To avoid adding a new point in TotalAddress, click either “Pending” or “Reject.”

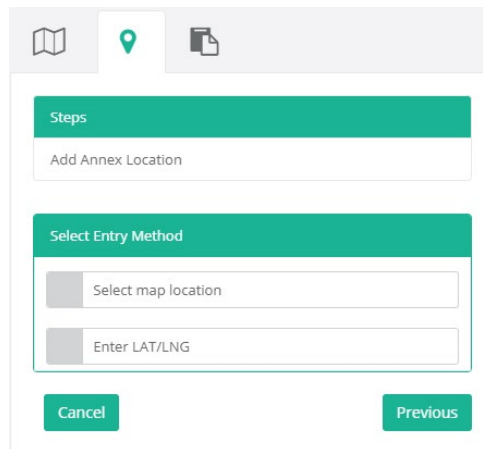
“Pending” will leave the registrant in the “Residences to Verify” queue for further research.

“Reject” will remove this work item from the home queue.

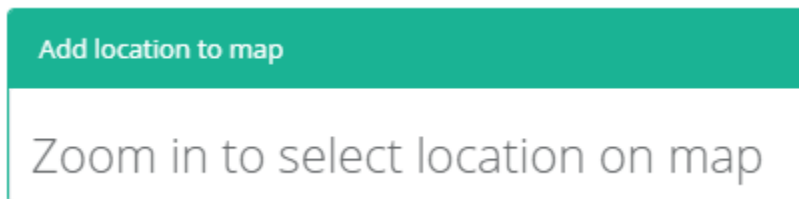
To add a new location in TotalAddress for an unverified address click the “Add Point” tab (red box, below). Then click “Add Annex Location” (green box, below).



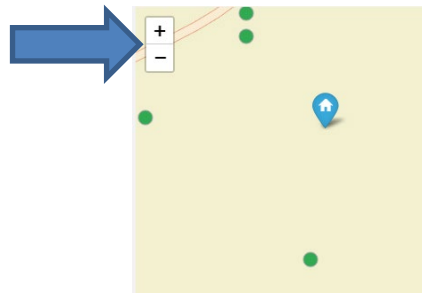
Select a map location or enter LAT/LNG (below).



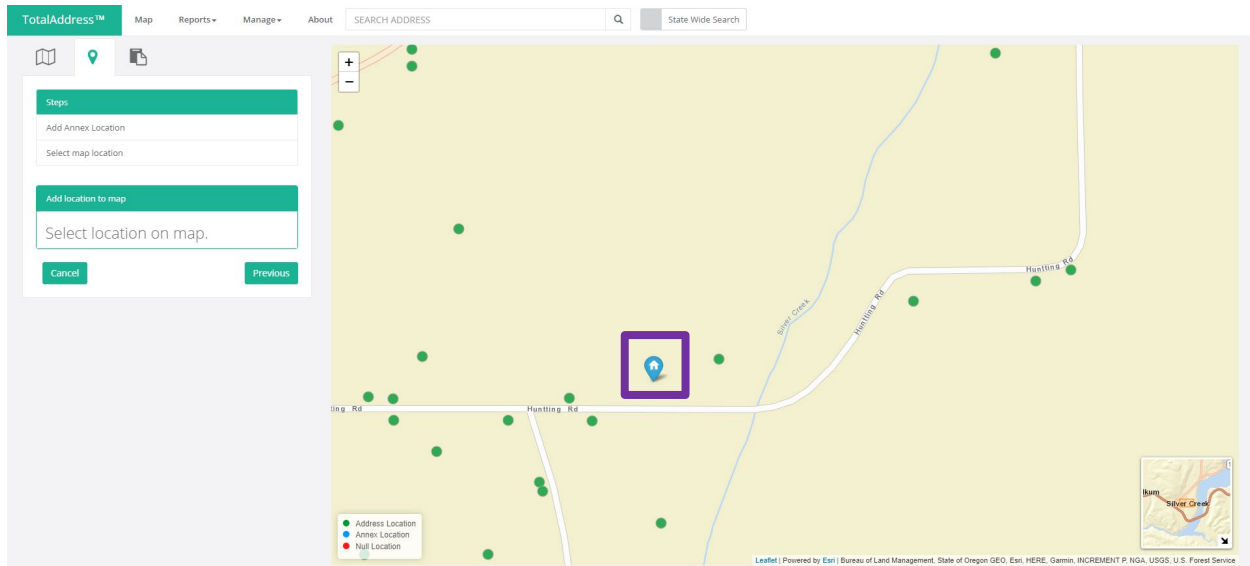
After clicking “Select Map Location,” zoom into the location on the map to drop a point.



Zoom in on the map using the mouse scroll wheel or the + and – buttons in the upper left corner of the map (blue arrow, below).



Green dots and a blue teardrop on the map (purple box below) show the annex point to be dropped. Hover the mouse over the map and click on the spot where the location is to be added.



A loading panel will appear briefly before the next screen appears.

New Address UNINCORPORATED NONE >>

Street Number

STREET NUMBER

The Street Number field is required.

Street Prefix

Street Prefix Type

Street Name

STREET NAME

The Street Name field is required.

Street Type

Street Suffix

City

UNINCORPORATED

Zip Code

NONE

Zip+4 Code

Zip+4 Code

Null

☐

Non Standard

☐

Multiple Units

☐

Type

RESIDENTIAL

Notes

State

WA

County

LEWIS

Precinct Part

NONE

Lat

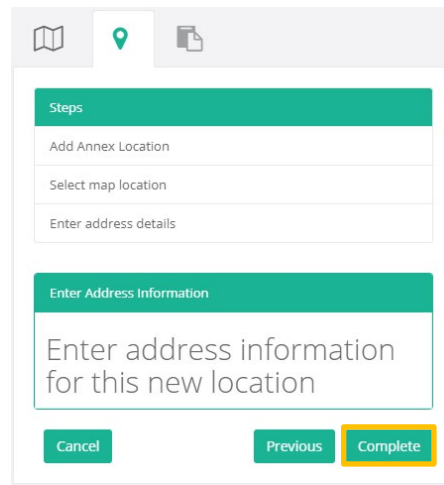
46.525530747630945

Lon

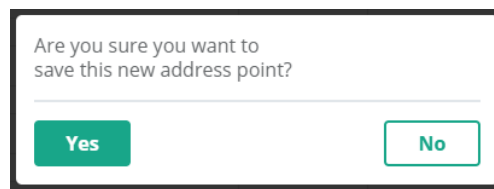
-122.58158683776857

Information on the above screen will be pre-populated based on layers that have been loaded into TotalAddress. Enter information needed to complete the address.

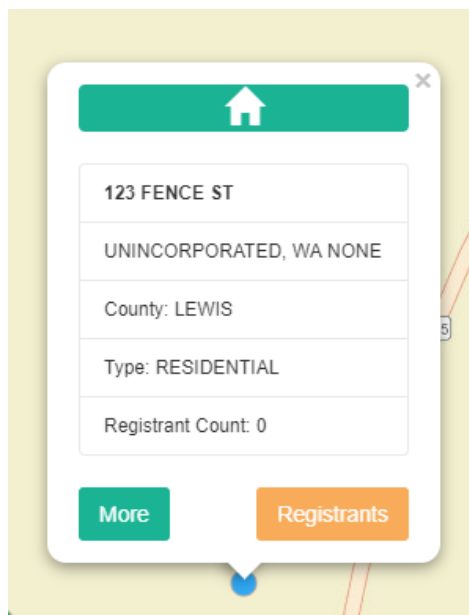
Once entering the information, click “Complete” in the “Add Point” tab (orange box, below)



This will prompt the pop-up below. Click “Yes.”



An address point has been dropped! This will look like a small blue dot on the map, with a pop-up listing the new address information.



Go to the work item tab (blue box, below) to click “Accept” (blue arrow, below).

✓ A problem exists for the address shown in the work item. Please add, edit or verify the address using TotalAddress operations.

Work Item

Description
Address Verification

Address
123 FENCE ST 98591, TOLEDO

When finished, return to this tab and select one of the following:

Pending Address problem not resolved, more research required

Accept Address problem resolved, accept changes

Reject Address invalid, reject address

This will remove this record from the “Residence Addresses to Verify” queue. The address will appear in the address drop-down on the add/update registrant screen (below).

WA DL/ID #

DOL Pull

SSN4

Last Name* First Name Middle Name Suffix DOB* Gender

Residence Address* Non-Standard

123 FENCE ST

Mailin 123 FENCE ST UNINCORPORATED NONE

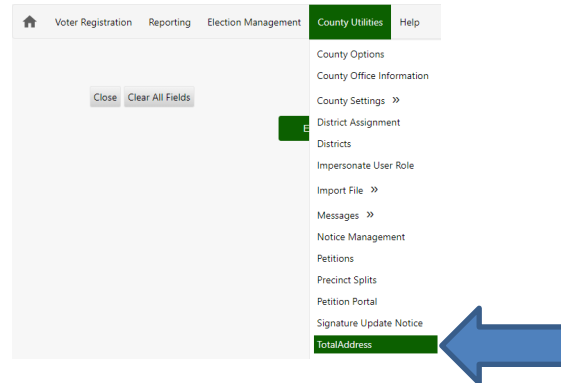
Unit Type Unit # City* Zip*

Address Line 2 City State Zip

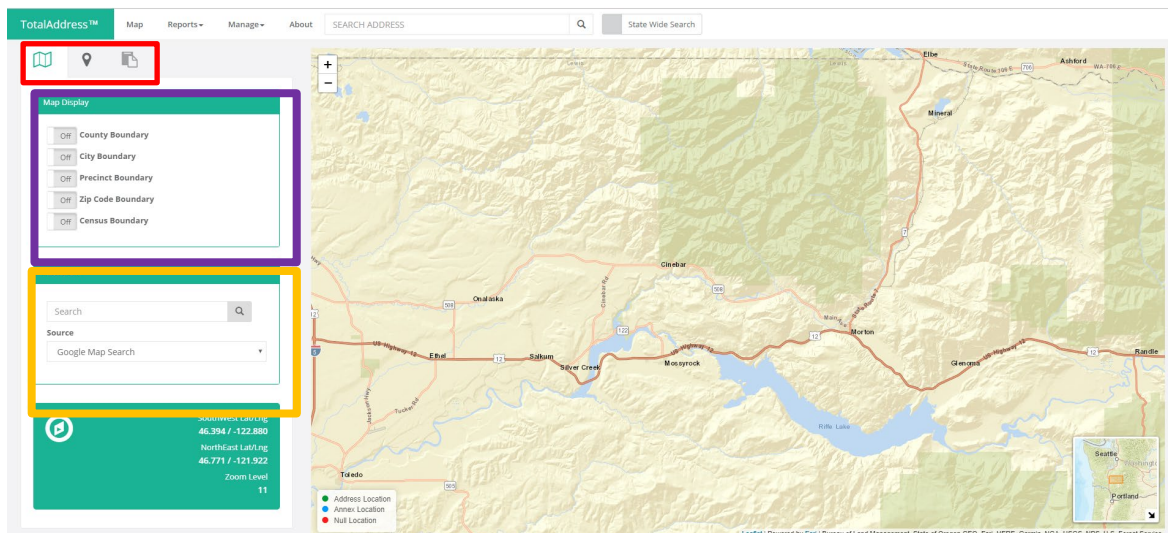
Click on the blue map icon (blue arrow, below) to see a map pop-up showing the dropped point.

The screenshot shows the 'ADD REGISTRANT' form. A map pop-up is visible in the top left corner, showing a satellite view of a location. A blue arrow points from the 'Residence Address' field (123 FENCE ST) to the map pop-up. The form includes fields for Last Name, First Name, Middle Name, Suffix, DOB, Gender, SSN4, DOL Pull, Unit Type, Unit #, City, Zip, and Precinct Split. There are also buttons for 'Run Checks', 'Check DOL', 'Duplicate Record Match', and 'Deceased/Felon/Incomp Checks'.

To add an address point independent of this work flow, select “TotalAddress” from the “County Utilities” menu at the top of the screen (blue arrow, below).



TotalAddress will open in a separate window. Click the “Maps” tab (red box below).



The maps tab will show a panel of layers that can toggle on and off (purple box).

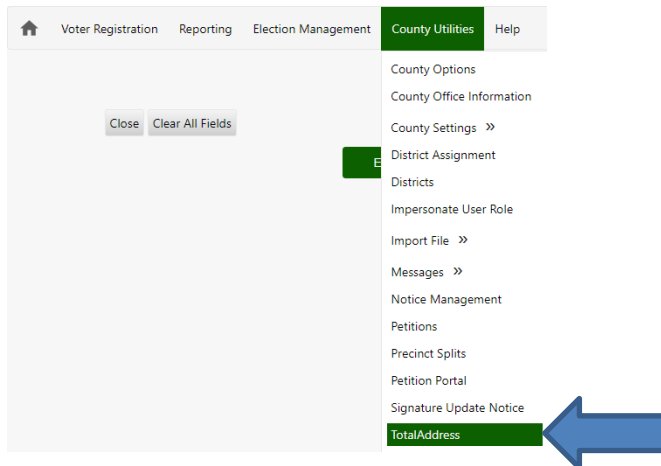
The “Research” box can search an address in an outside source, such as Google Maps (orange box).

To add a new point, click the “Add Point” tab to begin the same process outlined above.

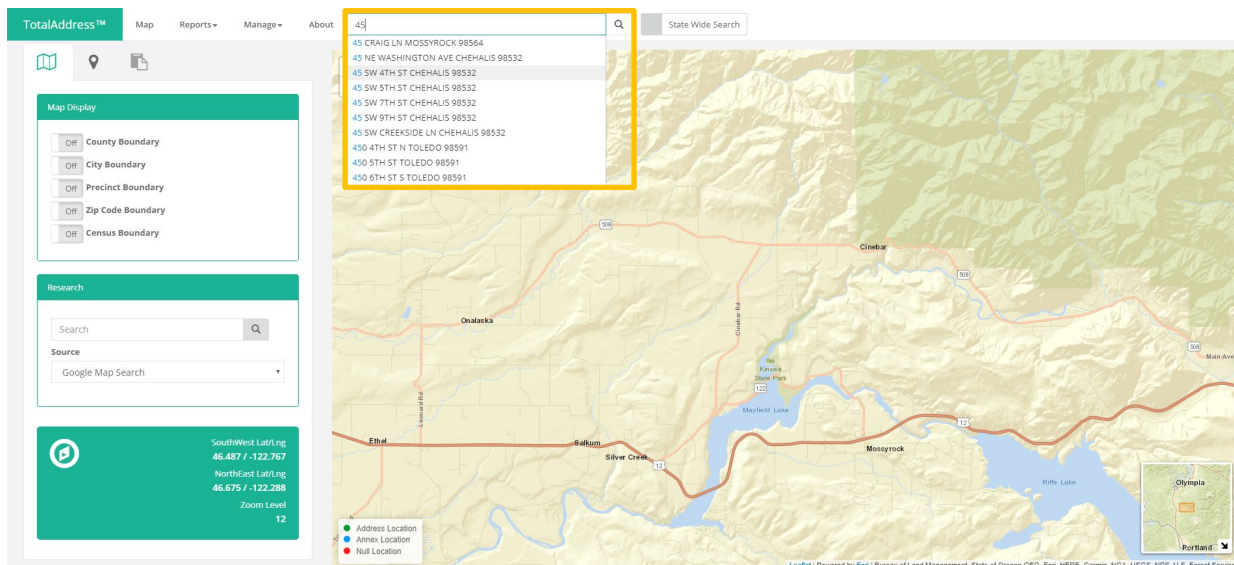
Updating an Existing Address Point in TotalAddress

To update an existing address point in TotalAddress, click directly on a point within TotalAddress.

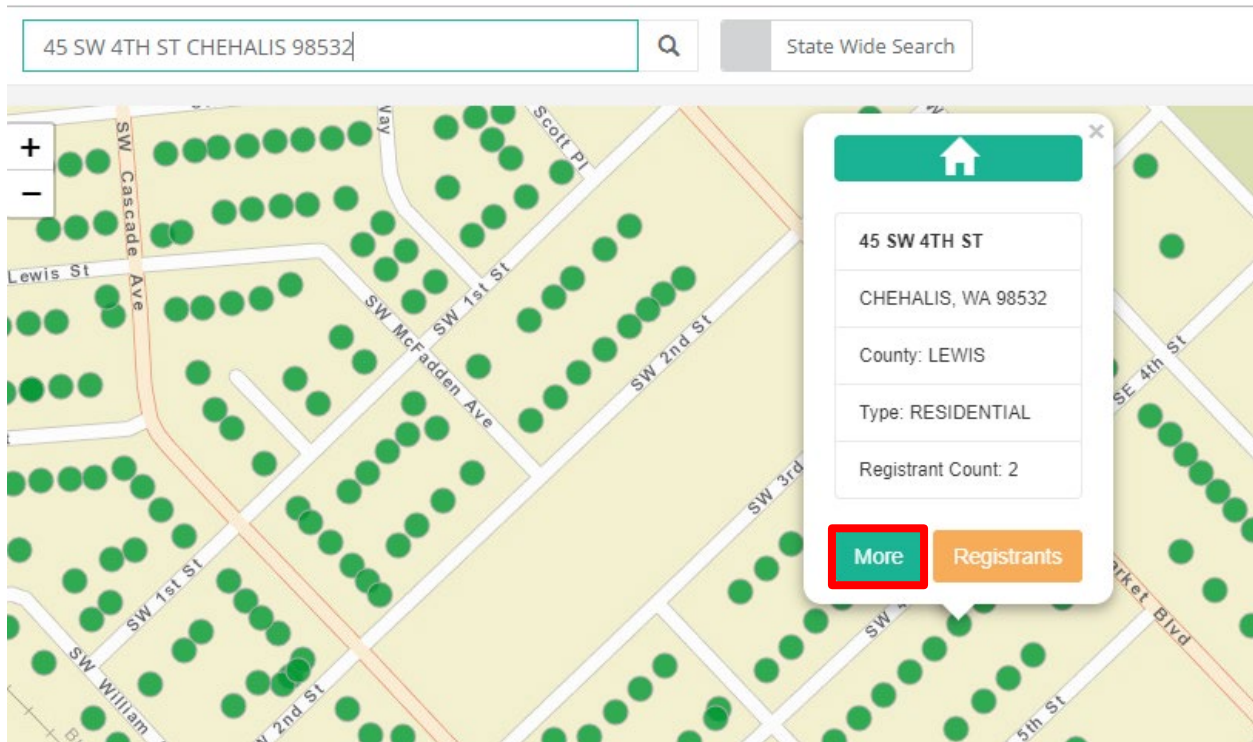
First, launch TotalAddress from the County Utilities menu (blue arrow).



Type the address into the “Search Address” field at the top of the screen (orange box). A drop-down of possible addresses will show. Click the address point to update.

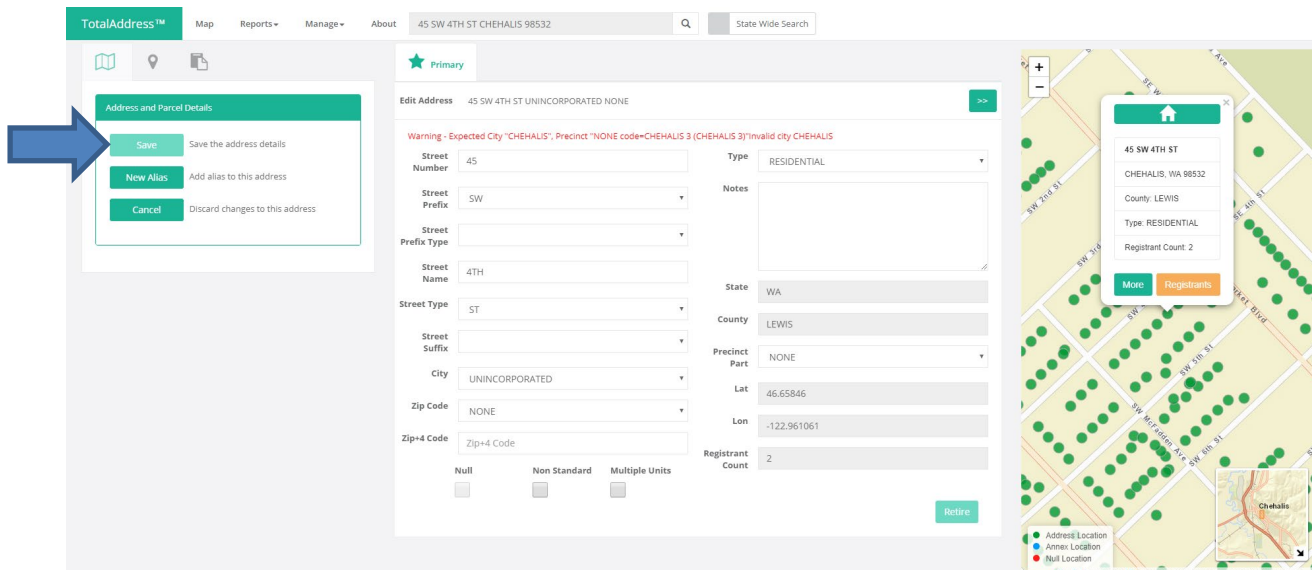


(Click directly on any point at any time to bring up the screen below.)



Click “More” (red box). The details screen for this address point will expand.

Update any editable information and click save (blue arrow).






Null Checkbox:

The NULL checkbox will turn the green dot RED and block the address from being used as a voter registration address (red box). NULL cannot be selected if any registrants are registered at the address.

| | | | |
|--------------------------|--------------------------|--------------------------|-------------|
| Street Number | 45 | Type | RESIDENTIAL |
| Street Prefix | SW | Notes | |
| Street Prefix Type | | State | WA |
| Street Name | 4TH | County | LEWIS |
| Street Type | ST | Precinct Part | NONE |
| Street Suffix | | Lat | 46.65846 |
| City | UNINCORPORATED | Lon | -122.961061 |
| Zip Code | NONE | Registrant Count | 2 |
| Zip+4 Code | Zip+4 Code | | |
| Null | Non Standard | Multiple Units | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Retire | | | |

Select adding a new point as NULL from the “Add Point” tab (red box).



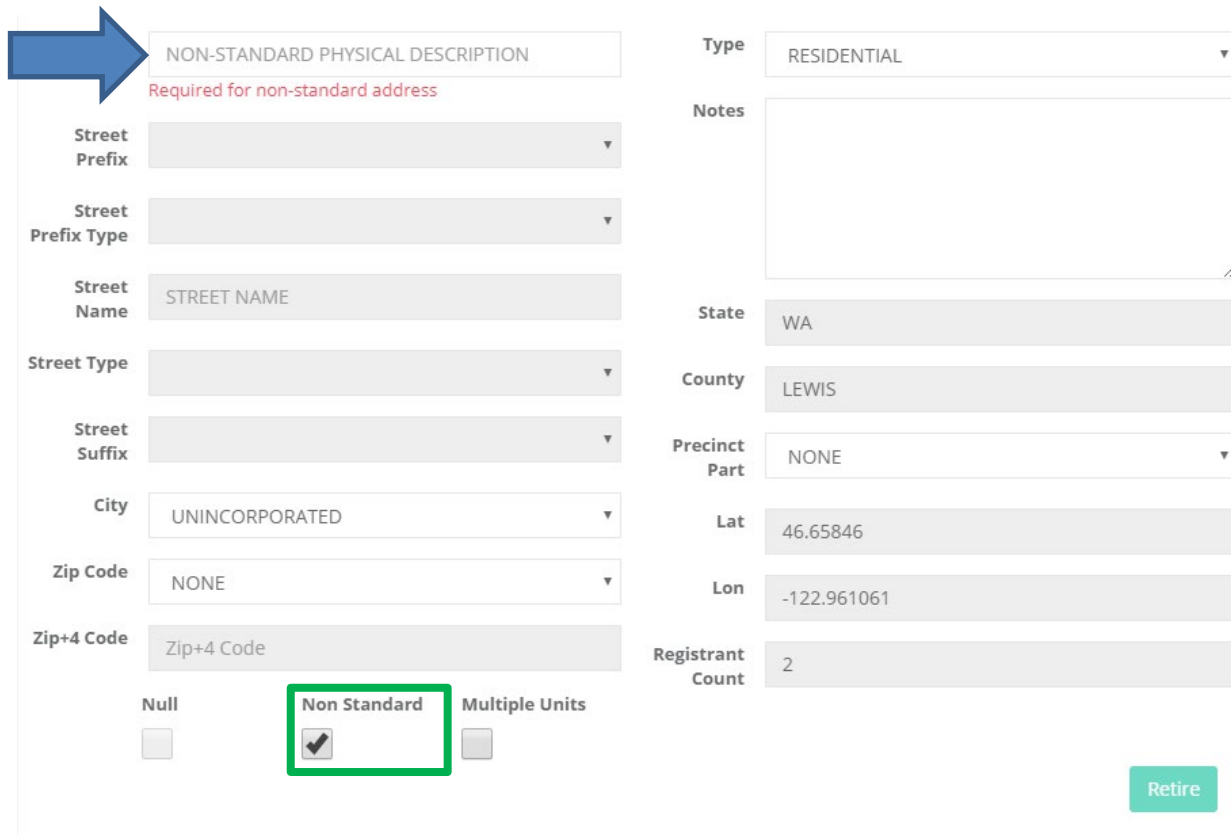
Select Operation

Add Annex Location

Add Null Location

Non-Standard Checkbox

The “Non-Standard” checkbox (green box) will cause a red message to appear underneath the address field (blue arrow) to enter a non-standard physical description. Search for this description in the residence address field on the Add Registrant and Update Record pages.



NON-STANDARD PHYSICAL DESCRIPTION
Required for non-standard address

Street Prefix:

Street Prefix Type:

Street Name: STREET NAME

Street Type:

Street Suffix:

City: UNINCORPORATED

Zip Code: NONE

Zip+4 Code: Zip+4 Code

Null ☐ **Non Standard** ☒ Multiple Units ☐

Type: RESIDENTIAL

Notes:

State: WA

County: LEWIS

Precinct Part: NONE

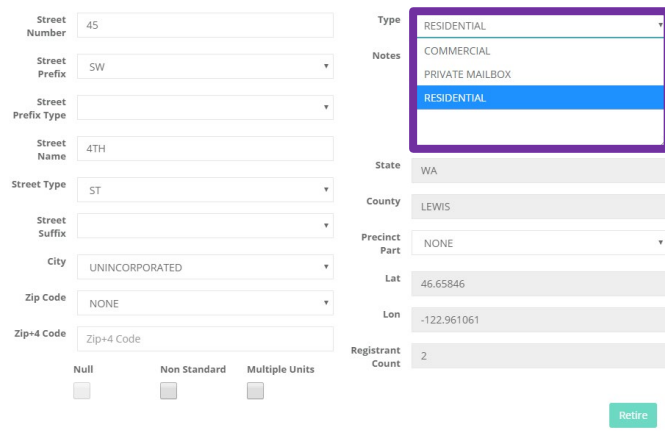
Lat: 46.65846

Lon: -122.961061

Registrant Count: 2

[Retire](#)

From this screen, designate an address point as Commercial or a Private Mailbox (purple box). This designation will trigger an alert when this type of address is used as a residence address on the Add Registrant/Update Record screen. Use this address, but an alert will display at the top of the screen providing notification of the designation.



Street Number: 45

Street Prefix: SW

Street Prefix Type:

Street Name: 4TH

Street Type: ST

Street Suffix:

City: UNINCORPORATED

Zip Code: NONE

Zip+4 Code: Zip+4 Code

Null ☐ Non Standard ☐ Multiple Units ☐

Type: RESIDENTIAL

Notes: COMMERCIAL
PRIVATE MAILBOX
RESIDENTIAL

State: WA

County: LEWIS

Precinct Part: NONE

Lat: 46.65846

Lon: -122.961061

Registrant Count: 2

[Retire](#)

Assign an Alias to the address. Click “New Alias” on the left side of the screen (blue arrow below). A new tab entitled “Alias” will show at the top of the window (orange box below). Assign an alias, for example, “Klondike Road” in place of 45th St SW. Make the alias the primary display (red box, below). Click the “Save” button to save changes (yellow box).

The screenshot displays the 'Edit Address' interface in the VoteWA system. On the left, a sidebar titled 'Address and Parcel Details' contains three buttons: 'Save' (highlighted with a yellow box), 'New Alias' (highlighted with a blue arrow), and 'Cancel' (with a red text label 'Discard unsaved changes'). The main content area shows the address '45 SW 4TH ST UNINCORPORATED NONE'. The 'Alias' tab is selected and highlighted with an orange box. The address details are as follows:

| Field | Value |
|--------------------|----------------|
| Street Number | 45 |
| Street Prefix | SW |
| Street Prefix Type | |
| Street Name | 4TH |
| Street Type | ST |
| Street Suffix | |
| City | UNINCORPORATED |
| Zip Code | NONE |
| Zip+4 Code | Zip+4 Code |

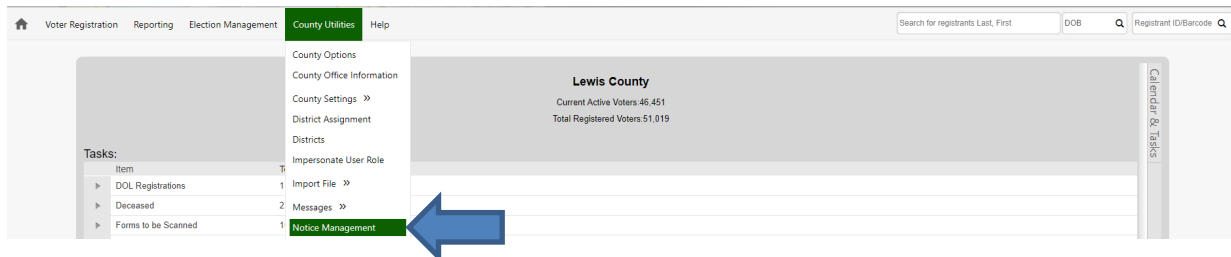
On the right side, there are fields for State (WA), County (LEWIS), Precinct Part (NONE), Lat (46.65846), and Lon (-122.961061). At the bottom right, there are two buttons: 'Retire' and 'Make Primary' (highlighted with a red box). Below the address details, there are three checkboxes: 'Null', 'Non Standard', and 'Multiple Units', all of which are currently unchecked.

NOTICES

Notice Management Tool

All stored notice templates are in the Notice Management Tool.

Hover over the “County Utilities” menu at the top of the screen and select “Notice Management” (blue arrow below).



The home county will be the default in the “County” drop-down (red box). The “Notice Templates” drop-down (green box) will be defaulted to “Select.”

 A screenshot of the 'Notice Management' form. The title 'Notice Management' is at the top in green. Below it, there are two drop-down menus. The first is labeled 'County:' and has 'Lewis' selected; it is enclosed in a red rectangular box. The second is labeled 'Notice Templates:' and has 'Select' selected; it is enclosed in a green rectangular box.

Click the “Notice Templates” drop-down to see the existing templates for your home county, as well as the option to “Create New.”

 A screenshot of the 'Notice Management' form with the 'Notice Templates' drop-down menu open. The 'County' drop-down is still set to 'Lewis'. The 'Notice Templates' drop-down menu is expanded, showing a list of options: 'Select', 'CREATE NEW' (highlighted in blue), 'Acknowledgement Notice', 'Deceased Notice', 'Felony Notice', 'Non-Citizen Notice', 'Notice of No Signature on File', 'NVRA Confirmation Mailing', and 'Voluntary Cancellation Notice'.

Select an existing template. On the right is the notice template. On the left are all the fields that can be updated in that template.

Notice Management

The screenshot displays the 'Notice Management' interface. On the left is a configuration form, and on the right is a preview of the notice template.

Form Fields (Left):

- County:** Lewis (Green box)
- Notice Templates:** Acknowledgement Notice (Green box)
- Previous Versions:** Current (Red box)
- Email Notification:** ☐ (Yellow box)
- Notice Size:** Card - 5.5 x 4.25 (Orange box)
- Name:** Acknowledgement Notice (Light Blue box)
- Description:** Acknowledgement Notice (Light Blue box)
- Service Requested:** Select (Light Green box)
- Response Required:** No (Olive box)
- Days to Respond:** 0 (Olive box)
- Can Be Emailed:** Yes (Dark Red box)
- County Opt Out:** No
- Linked to Master:** Acknowledgement Notice (3400)
- Buttons:** Save, Reset, Duplicate, Delete

Preview (Right):

The preview shows a sample 'Acknowledgement Notice' with the following content:

[REGISTRANT_FIRST_NAME] [REGISTRANT_LAST_NAME]
 [REGISTRANT_MAIL_ADDRESS]
 [REGISTRANT_MAIL_CITY], [REGISTRANT_MAIL_STATE] [REGISTRANT_MAIL_ZIP]

Acknowledgement Notice

Dear [REGISTRANT_FIRST_NAME] [REGISTRANT_LAST_NAME]:

You are hereby being notified of...

Sincerely,
Signature
 [COUNTY_AUDITOR_FIRST_NAME] [COUNTY_AUDITOR_LAST_NAME]
 [COUNTY_AUDITOR_ADDRESS]
 [COUNTY_AUDITOR_CITY], [COUNTY_AUDITOR_STATE] [COUNTY_AUDITOR_ZIP]

[N-NOTICEID]

Green Box: The county and MASTER template drop-downs.

Red Box: The "Previous Versions" drop-down. This will have all previous changes made to this template.

Yellow Box: Checkbox that will adjust the display on the right to email format.

Orange Box: A drop-down list of notice sizes.

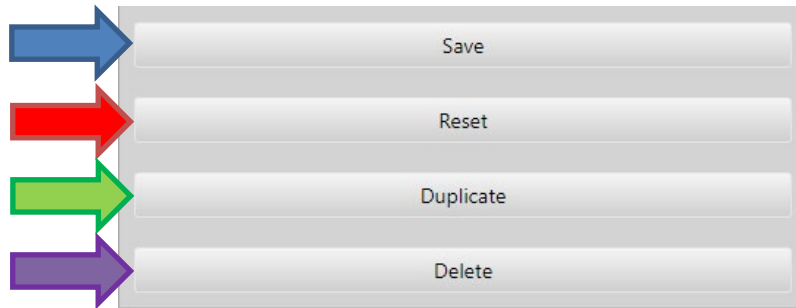
Light Blue Box: The name and description of the notice.

Light Green Box: A drop-down list to choose forwarding or return service.

Olive Box: Fields to indicate if a response is required, and if applicable, within how many days.

Dark Red: A drop-down to choose to send via email or not. Choose "Yes" to create a "Send Emails" button next to the unsent notices waiting in the home queue.

Below these drop-downs are four buttons:



Blue Arrow: **Save**. This saves any changes or updates made to this template..

Red Arrow: **Reset**. This resets the template to when it was last saved.

Green Arrow: **Duplicate**. This creates a duplicate of the template. Edit and either Save or Reset.

Purple Arrow: **Delete**. This deletes the notice template from your county.

NOTE: The Master Template is still available from the “MASTER” selection in the “County” drop-down. Select a template from the MASTER list to view the notice. Then either make a Duplicate or Create County Verison (red box, below).

A screenshot of a web form. At the top, there are four dropdown menus: 'County:' (set to MASTER), 'Notice Templates:' (set to Identification Notice), 'Previous Versions:' (set to Current), and 'Email Notification:' (with an unchecked checkbox). Below these are several text input fields: 'Notice Size:' (set to Letter - 8.5 x 11), 'Name:' (set to Identification Notice), 'Description:' (set to Identification Notice), 'Service Requested:' (set to Select), 'Response Required:' (set to No), 'Days to Respond:' (set to 0), 'Can Be Emailed:' (set to No), and 'County Opt Out:' (set to No). At the bottom of the form, there are two buttons: 'Duplicate' and 'Create County Version'. These two buttons are enclosed in a red rectangular box.

Duplicate will make an exact copy with the option to “Save” or “Reset.”

Create County Version will make an exact copy with all the options.

To create a new template completely from scratch, choose CREATE NEW from the “Notice Templates” drop down. A blank template will display on the right.

Notice Management

| | |
|--------------------------------------|--------------------------|
| County: | Lewis |
| Notice Templates: | CREATE NEW |
| Email Notification: | <input type="checkbox"/> |
| Notice Size: | Select |
| Name: | <input type="text"/> |
| Description: | <input type="text"/> |
| Service Requested: | Select |
| Response Required: | Select |
| Days to Respond: | <input type="text"/> |
| Can Be Emailed: | Select |
| County Opt Out: | No |
| <input type="button" value="Save"/> | |
| <input type="button" value="Reset"/> | |

A rich text editor toolbar with various icons for text formatting, alignment, and editing.

Normal Times New ... 16px B I U abc [bulleted list] [numbered list] [link icon]

A [font color] [background color] [undo] [redo] Zoom [minus] [plus]

[Design] [HTML] [Preview]

Words: 0 Characters: 0

Many tools are available to add and edit both dynamic and static content (green box).

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Acknowledgement Notice

Dear [REDACTED] [REDACTED]:

You are hereby being notified of...

Sincerely,

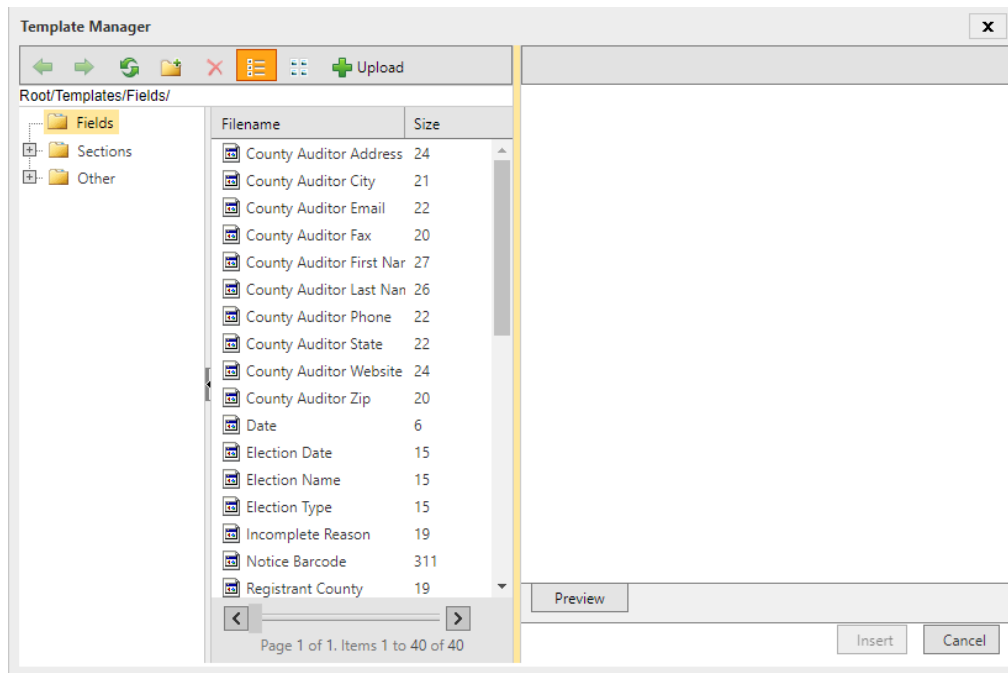
Signature

[REDACTED] [REDACTED]
[REDACTED]
[REDACTED] [REDACTED] [REDACTED]

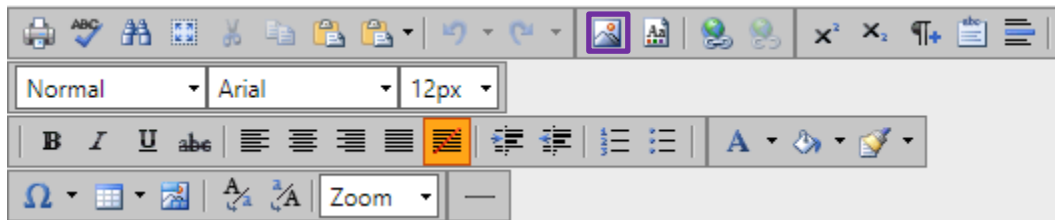
[REDACTED]

[N-NOTICEID]

Dynamic content can be added by clicking the “Aa” button (red box above). A window named Template Manager will open with a list of dynamic content that can be added (below).

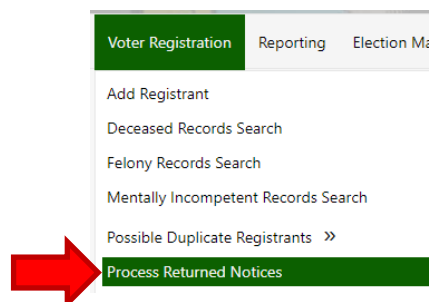


To upload and insert images into the notice, click the Image Manager button (purple box below).



Process Returned Notices

To scan in large batches of returned notices and update all voter records, hover over “Voter Registration” and click “Process Returned Notice” (red arrow).



Step 1: Choose a Notice Name (blue arrow)

Step 2: Choose a Notice Return Reason (orange arrow)

Step 3: Place the notice(s) in the scanner and click Scan (pink arrow).

The screenshot shows the 'Process Returned Notices' interface. It has three steps: Step 1: Notice Name (with a dropdown menu), Step 2: Notice Return Reason (with a dropdown menu), and Step 3: Scan Notices (with a 'Scan' button and a 'Show Scanner Interface?' checkbox). A blue arrow points to Step 1, an orange arrow points to Step 2, and a pink arrow points to the 'Scan' button.

Note: The notice type selected will control what is in the drop-down list for the Return Reason.

The screenshot shows the 'Process Returned Notices' interface with the scanned notice image displayed. The image is an 'Acknowledgement Notice' from Laura Heckmann to Larry Grove. The 'Process Scanned Return(s)' button is highlighted with a green box. The 'Discard All Images' button is also visible. The 'Zoom Level' is set to 100%. The 'Rotate Left' and 'Rotate Right' buttons are also visible. The 'Total Images: 2' and 'Total Notices: 1' are displayed at the bottom right.

When the batch is completed, page through each image to confirm all notices scanned correctly. Click “Process Scanned Return(s)” (green box) to finish the process.

If the Return Reason is “Returned” or “Undeliverable”:

- The notice is marked with the Return Reason on the registrant’s Correspondence tab with the current date/time.
- The image of the scanned notice is saved on the registrant’s Attachments tab.

If the Return Reason is “Canceled Registration”:

- The notice is marked as “Returned” on the registrant’s Correspondence tab with the current date/time.
- The image of the scanned notice is saved on the registrant’s Attachment tab.
- The registrant status is changed to “Canceled” with a status reason “Voter Requested.” This is recorded on the registrant’s Activity tab.

If the Return Reason is “Moved Out of State”:

- The notice is marked as “Returned” on the registrant’s Correspondence tab with the date/time.
- The image of the scanned notice is saved on the registrant’s Attachment tab.
- The registrant’s status is changed to “Canceled” with a status reason “Registered Out of State.” This is recorded in the registrant’s Activity tab.

If the Return Reason is “Updated Registration within County”:

- The notice is marked as “Returned” on the registrant’s Correspondence tab with the current date/time.
- The image of the scanned notice is saved in the registrant’s Attachment tab.

Processing Individual Returned Notice

Notices can be processed individually from the voter’s Correspondence tab (below).

Registrant ID 11968057

HECKMANN, LAURA E

County Lewis

DOB 01/29/1988 (Age 31)

Status ACTIVE

Status Reason ACTIVE

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

Create Mail Correspondence

Create Email Correspondence

Create Phone Correspondence

Mailing Label

Next Unsent Notice

| | Notice Name | Notice ID | Notice Notes | Date Created | Created By | Date Sent | Sent By | Time Elapsed (Days) | Mark as Returned | Date Returned | Notice Return Reason | | |
|----------------------------------|---------------------------|-----------|----------------------------|-----------------------|----------------|-----------------------|----------------|---------------------|------------------|-----------------------|----------------------|----------------------------|----------------------|
| View Sent Notice | NVRA Confirmation Mailing | N-27430 | test | 2/14/2019 8:10:42 AM | Chad Severson | 1/14/2019 8:10:55 AM | Chad Severson | | | 2/14/2019 9:10:00 AM | Moved Out of State | Dymo Label | Edit |
| | EMAIL CORRESPONDENCE | N-26393 | Lewis County UOCAVA Ballot | 1/2/2019 6:36:45 AM | Laura Heckmann | 1/2/2019 9:36:45 AM | | | | | | | Edit |
| View Sent Notice | NVRA Confirmation Mailing | N-24533 | | 12/21/2018 2:24:03 PM | Laura Heckmann | 12/21/2018 2:24:13 PM | Laura Heckmann | | | 12/26/2018 7:42:00 AM | Moved Out of State | Dymo Label | Edit |

Scan the individual barcode on the returned notice to navigate directly into the registrant’s Correspondence tab. Mark the notice as “Returned,” the date it was returned, and select the Notice Return Reason. Enter notes next to each notice by clicking “Edit” (green box) (Optional). A text-entry field will appear under “Notice Notes” (red box). Click “Update” (purple box) to save any changes made.

| | Notice Name | Notice ID | Notice Notes | Date Created | Created By | Date Sent | Sent By | Time Elapsed (Days) | Mark as Returned | Date Returned | Notice Return Reason | | |
|----------------------------------|---------------------------|-----------|--------------|----------------------|---------------|----------------------|---------------|---------------------|------------------|----------------------|----------------------|----------------------------|-----------------------------------------------|
| View Sent Notice | NVRA Confirmation Mailing | N-27430 | test | 2/14/2019 8:10:42 AM | Chad Severson | 1/14/2019 8:10:55 AM | Chad Severson | 0 | | 2/14/2019 9:10:00 AM | Moved Out of State | Dymo Label | Update Cancel |

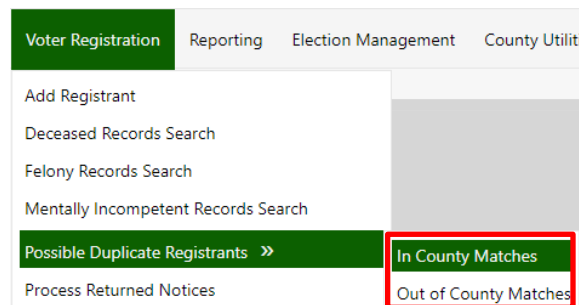
Once a notice is marked as returned in the record, a prompt will appear on the Registrant Info tab to scan the notice associated with the return (below). Click “Scan” to reach the “Scan Forms” page, then scan the notice into the record. The image will be saved in the registrant’s Attachments tab.

| Forms to be Scanned | | |
|---------------------|----------------------|-----------------------|
| Date | | |
| 02/27/2019 | Scan | Clear |
| 02/26/2019 | Scan | Clear |
| 02/21/2019 | Scan | Clear |

Potential Duplicates

Hover over Voter Registration menu and click on “Possible Duplicate Registrants.” From there, choose “In-County Matches” or “Out of County Matches.”

Note: The duplicates are split into two lists (red box): “In-County Matches” (a match in your county’s records) and “Out of County Matches” (a match shared with another record outside your county).



This page will organize all matches in a table. This list can be exported into a report (red circle). Click on the Match Type (orange box) to see a detailed view of each match.

POSSIBLE DUPLICATE REGISTRANTS
LEWIS COUNTY
IN-COUNTY MATCHES

Match Summary
 Matched: 4
 Dismissed: 1
 Hold: 2

Just Match

| Match Type | Registrant ID | Name | Residence Address | DOB | SSN | VALID ID # | Gender | County | Status | STATUS | REGISTRATION DATE | EXPIRATION DATE | LAST VOTE | Hold ID |
|------------|---------------|---------------------------|-----------------------|------------|-----|------------|--------|--------|----------|----------|-------------------|-----------------|------------|--------------------|
| Just | 1802001 | CARROLL, JAMARIA K | 571 BOBBY BAY RD | 10/1/1980 | | | F | Lewis | Active | Active | 10/17/2013 | 10/17/2015 | 2/18/2017 | |
| Sub | 1802002 | MCNEY, WILLIAM DAVID | 275 CENTRAL AVE | 12/29/1950 | | | M | Lewis | Active | Active | 12/22/2012 | 12/22/2015 | 11/03/2016 | Last Threatened |
| Sub | 1802003 | MCNEY, BETH THOMAS | 275 CENTRAL AVE | 12/29/1950 | | | M | Lewis | Active | Active | 12/22/2012 | 12/22/2015 | 11/03/2016 | |
| Sub | 1817295 | KOPKA, BRIAN LANCE | 1844 S. SCHUBERT RD | 9/29/1967 | | | M | Lewis | Active | Active | 10/10/2012 | 10/10/2015 | 11/03/2016 | |
| Sub | 1802050 | KOPKA, STEVEN JOSEPH | 271 SMITH RD | 1/25/1967 | | | M | Lewis | Active | Active | 2/6/2013 | 2/6/2015 | 6/6/2015 | |
| Sub | 1802005 | PERRELLI, JOHN JOSEPH | 484 GORE RD | 5/24/1955 | | | M | Lewis | Active | Active | 3/23/2013 | 3/23/2015 | 11/03/2016 | |
| Sub | 1802042 | PERRELLI, GRANT ALLEN | 751 GARDEN HILL RD | 8/24/1985 | | | M | Lewis | Active | Active | 8/23/2012 | 8/23/2015 | 11/03/2016 | |
| Sub | 1802019 | SCHAMM, JORDAN MICHAEL | 681 SE WASHINGTON AVE | 1/17/1985 | | | M | Lewis | Inactive | Inactive | 5/21/2013 | 5/21/2015 | 11/03/2016 | |
| Sub | 1802018 | SCHAMM, JAMES CHRISTOPHER | 226 E VICKY ST | 1/17/1985 | | | M | Lewis | Active | Active | 5/21/2013 | 5/21/2015 | 11/03/2016 | |
| Sub | 1806034 | SAUCHER, BRITNEY LOUISE | 208 BROWN PRAIRIE RD | 3/24/1983 | | | F | Lewis | Active | Active | 2/6/2016 | 2/6/2018 | 11/23/2017 | |
| Sub | 1819010 | SAUCHER, HENRY | 230 NW OREGON HWY | 2/15/1983 | | | M | Lewis | Active | Active | 10/30/2016 | 10/30/2018 | 11/03/2016 | |
| Sub | 1801058 | JOHNSON, CONSTANCE E LANE | 132 STEDWARD RD | 1/25/1903 | | | F | Lewis | Active | Active | 1/25/2014 | 1/25/2014 | | |
| Sub | 1802015 | JOHNSON, TIFFANY | 615 ORPHEE RD | 1/29/1983 | | | F | Lewis | Active | Active | 6/18/2016 | 6/18/2018 | 10/20/2016 | |

Merge, Dismiss, or Hold the match.

Select the record to keep as the surviving record (red box). Click “Merge” (blue arrow), then click “Ok.”

POSSIBLE DUPLICATE WORK SCREEN

Select the record to be kept as the surviving record.

| Field | Record 1 (Surviving) | Record 2 (Duplicate) |
|--------------------------|------------------------------------|------------------------------------|
| Registration ID | 1029952 | 1029951 |
| County | Leah | Leah |
| Name | RICHEY, WILLIAM DAVID | RICHEY, SETH THOMAS |
| DOB | 12/19/1984 | 12/19/1984 |
| Gender | M | M |
| Residence Address | 275 CENTRAL AVE, OAKLAND, WA 98770 | 275 CENTRAL AVE, OAKLAND, WA 98770 |
| Mailing Address | PO Box 12, OAKLAND, WA 98770 | PO Box 12, OAKLAND, WA 98770 |
| Gender | M | M |
| Previous Name | | |
| Registration Date | 12/21/2012 | 4/20/2011 |
| Effective Date of Change | 12/21/2012 | 4/20/2011 |
| Last Valid | 12/21/2012 | 4/20/2011 |
| WVAF Key | No | No |
| Status | Active | Active |
| Status Reason | Active | Active |
| Default Signature | RCW 29A.08.710(2) | RCW 29A.08.710(2) |

All information from the Ballot Info, Provisional, Voting History, Validations, Activity and Correspondence tabs have been transferred to the surviving record.

County Administrators with proper permissions will have access to an “Unmerge Records” button (orange box) in case an erroneous merge needs to be corrected.

Registration ID: 1029952
RICHEY, WILLIAM DAVID

County: Leah
DOB: 12/19/1984 (Age 28)

Status: **Unmerged**
Status Reason: **Unmerged**

The following records have been merged into this record: 1029951. [Unmerge Records](#)

| Registration Info | Ballot Info | Provisional | Voting History | Validations | Address | Activity | Correspondence |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------|-------------|---------|----------|----------------|
| Residence Address 275 CENTRAL AVE OAKLAND, WA 98770 | Mailing Address PO Box 12 OAKLAND, WA 98770 | Update Record Add To Race | | | | | |
| DOB 12/19/1984 Registration Date 12/21/2012 Effective Date of Change 12/21/2012 Source of Registration RCW 29A.08.710(2) | Gender M Previous Name None Registration Date 12/21/2012 Effective Date of Change 12/21/2012 Source of Registration RCW 29A.08.710(2) | Default Signature RCW 29A.08.710(2) | | | | | |

Below is how the non-surviving record will appear (red text).

Registration ID: 1029951
RICHEY, SETH THOMAS

County: Leah
DOB: 12/19/1984 (Age 28)

Status: **Unmerged**
Status Reason: **Unmerged**

This registration record has been merged with another. The surviving registration ID is: 1029952.

| Registration Info | Ballot Info | Provisional | Voting History | Validations | Address | Activity | Correspondence |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------|-------------|---------|----------|----------------|
| Residence Address 275 CENTRAL AVE OAKLAND, WA 98770 | Mailing Address PO Box 12 OAKLAND, WA 98770 | Update Record Add To Race | | | | | |
| DOB 12/19/1984 Registration Date 4/20/2011 Effective Date of Change 4/20/2011 Source of Registration RCW 29A.08.710(2) | Gender M Previous Name None Registration Date 4/20/2011 Effective Date of Change 4/20/2011 Source of Registration RCW 29A.08.710(2) | Default Signature RCW 29A.08.710(2) | | | | | |

Merged records are permanently marked in the Activity tab.

If the two records do not match, click “Dismiss” (green arrow) to ignore the match. Click “Hold” to keep the two records on the list for further research. Add and save notes.

POSSIBLE DUPLICATE WORK SCREEN

Select the record to be kept as the surviving record.

| Registrant ID | County | Name | DOB | SSN | Address |
|---------------|--------|---------------|------------|-------------|--------------------------------|
| 300123456 | Lewis | BRIGGS, JAMES | 11/11/1980 | 123-45-6789 | 123 Main St, Olympia, WA 98501 |
| 300123457 | Lewis | BRIGGS, JAMES | 11/11/1980 | 123-45-6789 | 123 Main St, Olympia, WA 98501 |

RCW 29A.08.710(2)

Buttons: Dismiss (green arrow), Hold (blue arrow), Add (blue arrow)

The user name will show in a “Held By” column on the list screen (green box).

| Match Type | Registrant ID | Name | Residence Address | DOB | SSN | VA File # | Gender | County | Status | First Election | Registration Date | Effective Date of Change | Last Served | Held By |
|------------|---------------|---------------|------------------------|------------|-------------|-----------|--------|--------|--------|----------------|-------------------|--------------------------|-------------|---------|
| 300 | 300123456 | BRIGGS, JAMES | 1144 S 304th Street RD | 11/11/1980 | 123-45-6789 | | M | Lewis | Active | Active | 10/10/12 | 10/10/12 | 10/10/12 | |
| 300 | 300123457 | BRIGGS, JAMES | 1144 S 304th Street RD | 11/11/1980 | 123-45-6789 | | M | Lewis | Active | Active | 10/10/12 | 10/10/12 | 10/10/12 | |

Click “Add Match” (blue arrow) to add two possible duplicate records to be merged.

POSSIBLE DUPLICATE REGISTRANTS
LEWIS COUNTY
IN COUNTY MATCHES

Match Statistics:
Merged: 4
Dismissed: 1
Held: 3

Add Match

Registrant ID: [Red Box]

Enter the two voter IDs for the voters to merge (red box).

ADD MATCH TO POSSIBLE DUPLICATES LIST

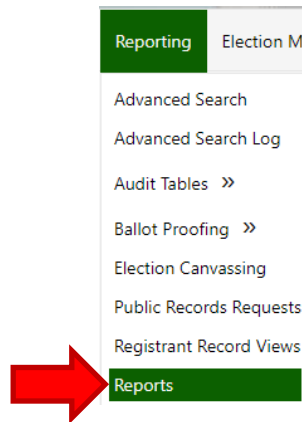
Enter the Registrant IDs of two possible duplicate records.

Registrant ID: [Red Box] Registrant ID: [Red Box]

Display

Click “Display” (blue arrow) to compare the two records and process the match from there.

To run a report of all merge activity, hover over “Reporting” and select Reports (red arrow).

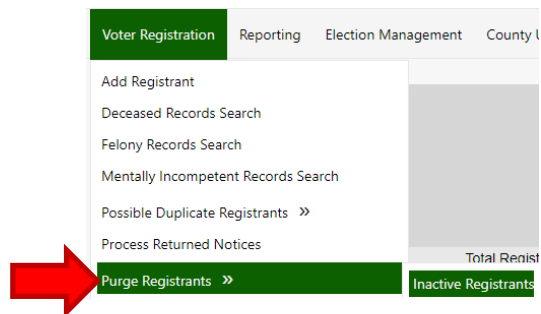


Select the “Registrant Record Merges” report and a date range.

A screenshot of a web application interface for selecting a report. On the left, there is a 'Report:' dropdown menu with 'Registrant Record Merges' selected. Below it are 'From:' and 'To:' date pickers, both set to '3/6/2019'. A 'View Report' button is at the bottom left. On the right, under the heading 'Description', there is a text box containing 'Details on registrant record merges.'

Purge Inactive Registrants

To remove registrants who have been inactive for two federal elections, hover over “Voter Registration,” click “Purge Registrants,” then click “Inactive Registrants” (red arrow).



Blue Box:

Step 1 – Review the list for records that should not be on the list (red box). To remove a record from the list, click in the check box next to the registrant's name (green box).

Click "Remove Registrants from Purge List" (blue arrow) to remove these records from the list. This button **MUST** be clicked, even if there are not any records selected for removal.

Click "Export" (orange box) to export either the selected or unselected records.

Purge Process
Step 1
Remove Registrants from Purge List
If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Reporting
Status: ☐ All ☐ Selected ☐ Deselected
Action:

Registrants Selected: 1

| Registrant ID | Registrant Name | Party | Registration Date | Expiration Date | County | City | Address | Zip | Phone | Email | Status | Status Reason | Last Updated |
|---------------|-----------------|----------|-------------------|-----------------|--------|-------|-------------|-------|--------------|---------------------|--------|------------------------------------|--------------|
| 10000001 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000002 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000003 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000004 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000005 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000006 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000007 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000008 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000009 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |
| 10000010 | BRUCE, JAMES H | Democrat | 10/10/14 | 10/10/17 | Clark | Clark | 1000 1st St | 97001 | 503-233-7777 | jbruce@clark.wa.gov | Active | Inactive for Two Federal Elections | 10/10/17 |

Step 2 – Click "Remove Registrants from Purge List" to activate the "Purge Remaining Registrants" button (red arrow).

Purge Process
Step 1
Remove Registrants from Purge List
If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Step 2
Purge Remaining Registrants
Clicking this button will update all remaining selected registrants to a Status of "Canceled" and a Status Reason of "Inactive for Two Federal Elections".

The records left on the list will automatically be selected and turn yellow.

| ALL 0000000011KLMNOOPRSTUJKWXSZ | | | | | | | | | | | | Page: 1 of 1 Register: 43 Change | | Item 2 of 4 of 43 | |
|---------------------------------|-------------------------|----------|---------------|----------|-----|-------------------|--------------------|-------------|-----------------------|----------------|------------|----------------------------------------|--|-------------------|--|
| Search Menu Filter | | | | | | | | | | | | | | | |
| Register ID | Register Name | Status | Status Reason | DOB | Age | Registration Date | Residence Address | City | Source of Information | Effective Date | Last Visit | | | | |
| 274140 | WFO BUCK USA OFFICE | Inactive | Under Review | 01/11/84 | 73 | 01/02/17 | 333 LAKE AVE | WATSON | RCW 29A.08.710(2) | 6/25/2015 | 11/05/2012 | | | | |
| 2811128 | BOWEN, GABRIEL P | Inactive | Under Review | 12/14/83 | 35 | 06/02/17 | 7900 MARSHALL AVE | CHAGUA | | 6/20/2015 | 11/04/2014 | | | | |
| 1111188 | CORBIN, CORY | Inactive | Under Review | 10/11/87 | 31 | 10/03/17 | 183 10TH ST/2ND DR | CHAGUA | | 6/20/2015 | | | | | |
| 1111185 | CHALK, SARA ANN | Inactive | Under Review | 11/11/86 | 30 | 06/02/17 | 190 ALBANY 300 DR | CHAGUA | | 6/20/2015 | | | | | |
| 2841528 | MUGEL, ANTHONY RAY | Inactive | Under Review | 1/01/88 | 29 | 2/21/2016 | 351 ARBO 476 E DR | CHAGUA | | 7/1/2016 | | | | | |
| 4261152 | JOHNSON, CORINNE P | Inactive | Under Review | 11/01/84 | 74 | 01/15/08 | 334 COLEMAN ST | CHAGUA | | 7/1/2016 | | | | | |
| 4241157 | JOHNSON, DALE R | Inactive | Under Review | 10/06/83 | 34 | 05/02/15 | 550 DODGE HILL RD | CHAGUA | | 7/1/2016 | | | | | |
| 5351142 | BELLY, MICHAEL D | Inactive | Under Review | 7/21/88 | 28 | 10/16/16 | 147 3RD MOORE DR | CHAGUA | | 7/1/2016 | | | | | |
| 4441160 | ROPER, JENNIFER | Inactive | Under Review | 10/29/89 | 27 | 11/12/16 | 106 N HENDERSON RD | CHAGUA | | 7/1/2016 | 01/10/2016 | | | | |
| 1111151 | ROPER, JENNIFER | Inactive | Under Review | 11/14/89 | 27 | 01/12/17 | 82 STEVEN AVE | CHAGUA | | 7/1/2016 | | | | | |
| 4441153 | ROPER, MICHAEL | Inactive | Under Review | 1/14/90 | 26 | 04/17/16 | 1447 NINE ST | CHAGUA | 7/1/2016 | 11/02/2016 | | | | | |
| 4441152 | ROPER, JESSIE | Inactive | Under Review | 01/19/87 | 30 | 01/12/16 | 641 N 30TH ST | CHAGUA | 7/1/2016 | | | | | | |
| 4441155 | ROPER, MONICA MONICA | Inactive | Under Review | 5/05/84 | 32 | 04/14/2016 | 271 N PARK ST AVE | CHAGUA | 7/1/2016 | 11/02/2016 | | | | | |
| 2161152 | BLAIR, AUSTIN R | Inactive | Under Review | 01/19/87 | 30 | 10/01/16 | 242 MARION AVE | CHAGUA | 7/1/2016 | | | | | | |
| 2161151 | BLAIR, CHANTEL R | Inactive | Under Review | 01/14/84 | 33 | 02/04/2016 | 322 LARSON DR | SOUTH COCKE | 7/1/2016 | 11/02/2016 | | | | | |
| 5971161 | BLANKINS, STEPHAN MARIE | Inactive | Under Review | 01/16/84 | 32 | 04/02/17 | 2041 BORDEN AVE | CHAGUA | 7/1/2016 | 11/02/2016 | | | | | |
| 2841172 | LEWIS, LISA | Inactive | Under Review | 10/16/87 | 30 | 01/16/2016 | 230 CHERRY LN | WATSON | 7/1/2016 | | | | | | |
| 2161162 | LEWIS, STEVEN M | Inactive | Under Review | 11/16/85 | 30 | 01/17/16 | 402 SHARON LANE DR | WATSON | 7/1/2016 | | | | | | |
| 3111152 | LEWIS, CAROL ANN | Inactive | Under Review | 01/16/84 | 32 | 11/17/16 | 1112 JOHN RD | CHAGUA | 7/1/2016 | | | | | | |
| 4441163 | LEWIS, DOROTHY W | Inactive | Under Review | 03/11/82 | 34 | 04/17/16 | 2892 JACKSON HAY | CHAGUA | 7/1/2016 | 11/02/2016 | | | | | |
| 3111162 | LEWIS, JAMES W | Inactive | Under Review | 03/01/87 | 30 | 04/17/16 | 111 BOWEN ST | CHAGUA | 7/1/2016 | 11/02/2016 | | | | | |

Click “Purge Remaining Registrants” and then “OK.” The page will refresh, and the list will disappear.

A message will show the number of records purged (red text below).

Purge Process

Step 1

Remove Registrants from Purge List

If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Step 2

Purge Remaining Registrants

Clicking this button will update all remaining selected registrants to a Status of "Canceled" and a Status Reason of "Inactive for Two Federal Elections".

PURGE INACTIVE REGISTRANTS

Reporting

Include: ☒ ALL ☐ Selected ☐ Unselected

Export

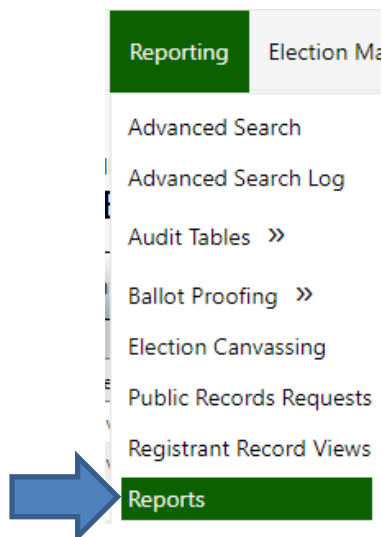
Select Entire List

Unselect Entire List

Registrants Selected:

63 registrants successfully purged.

To view a report of purged voters, hover over “Reporting” and select “Reports” (blue arrow).



Select “Mass Update – Audit Log” and “Purge Inactive Registrants” as the Mass Update Type. Select the batch by date. Click “Export.”

REPORTS

| Report: | Description |
|-------------------------|----------------------------|
| Mass Update - Audit Log | Shows mass update details. |

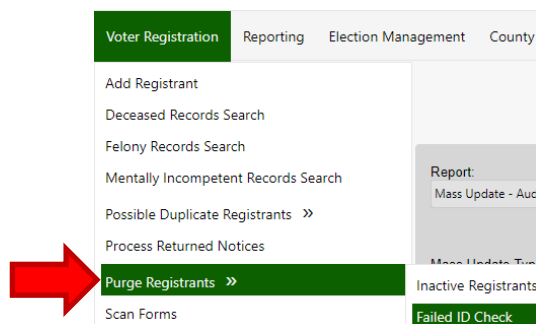
Mass Update Type:
Purge - Inactive Registrants

Mass Update Group:
Group ID 55 (03/06/2015)

Export

Failed ID Check Purge

To remove registrants that are flagged with Failed ID, hover over “Voter Registration” and click “Purge Registrants.” Then click “Failed ID Check” (red arrow).



Blue Box:

Step 1 – Review the list for records that should not be on the list (red box). To remove a record from the list, click in the check box next to the registrant's name (green box).

Click “Remove Registrants from Purge List” (blue arrow) to remove these records from the list. This button MUST be clicked, even if there are not any records selected for removal.

Click “Export” (orange box) to export either the selected or unselected records. This is optional.

Purge Registrants with Failed ID Check

Step 1
Remove Registrants from Purge List
If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Step 2
Purge Remaining Registrants
Clicking this button will update all remaining selected registrants to a Status of "Canceled" and a Status Reason of "Inactive for Two Federal Elections".

Reporting: ☐ All, ☐ Updated, ☐ Unpurged

Select None Link
Unpurge All Link

Registrants Selected: 1

Page 1 of 1 | Registered: 10 |

MA SCORPUS RUS NOTRE DAME

| Reg ID | Registrant Name | Status | Status Reason | DOB | Age | Registration Date | Residence Location | City | County | Zip |
|--------|-------------------------|----------|------------------------------------------|------------|-----|-------------------|--------------------|------------|---------|-------|
| 000000 | AMON, JENNIFER | Active | Active | 9/24/1981 | 38 | 1/15/2018 | 212 1ST ST | MONTGOMERY | ALABAMA | 36101 |
| 000001 | ANDERSON, JENNIFER PAUL | Canceled | No ID Provided for Two Federal Elections | 2/18/1980 | 39 | 2/10/2018 | 401 STOK ROUTE 380 | WILCOX | ALABAMA | 36080 |
| 000002 | ANDERSON, WENDY K | Active | Active | 6/28/1950 | 65 | 8/16/2011 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000003 | ANDERSON, KYLE E | Active | Active | 11/22/1980 | 38 | 9/26/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000004 | BOAL, MARIE E | Active | Active | 6/24/1956 | 62 | 1/10/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000005 | BORRIS, BOWEN ARNOLD | Active | Active | 5/14/1981 | 37 | 1/10/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000006 | BRIDGES, MICHAEL | Active | Active | 10/21/1981 | 36 | 1/10/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000007 | COOPER, LLOYD | Active | Active | 11/12/1981 | 36 | 1/10/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000008 | COOPER, HALL JAMES | Active | Active | 9/28/1980 | 39 | 1/10/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000009 | COOPER, KIMBERLY | Active | Active | 10/21/1980 | 38 | 1/10/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000010 | COOPER, MATTHEW SCOTT | Active | Active | 6/28/1980 | 38 | 1/10/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |
| 000011 | COOPER, MARLA PRINCE | Active | Active | 10/21/1981 | 37 | 1/10/2015 | 101 WILSON RD | WILCOX | ALABAMA | 36080 |

Step 2 – Click “Remove Registrants from Purge List” to activate the “Purge Remaining Registrants” button (red arrow).

Purge Process

Step 1
Remove Registrants from Purge List
If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Step 2
Purge Remaining Registrants
Clicking this button will update all remaining selected registrants to a Status of "Canceled" and a Status Reason of "Inactive for Two Federal Elections".

The records left on the list will automatically be selected and will turn yellow.

| Register ID | Register Name | Status | Status Reason | DOB | Age | Registration Date | Residence Address | City | Source of Registration | Last Update |
|-------------|-----------------------|----------|------------------------------------------|-----------|-----|-------------------|----------------------|---------|------------------------|-------------|
| ✓ 10000001 | WILSON, JAMES ANTHONY | Canceled | No ID Provided for Two Federal Elections | 3/18/1988 | 29 | 8/18/2015 | 480 YVETTE SCOUTS RD | SPokane | RCW | 8/18/2015 |
| ✓ 10000002 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | 20A.08.710(2) | 8/18/2015 |
| ✓ 10000003 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000004 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000005 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000006 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000007 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000008 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000009 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000010 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000011 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000012 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000013 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000014 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000015 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000016 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000017 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000018 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000019 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |
| ✓ 10000020 | WILSON, JAMES ANTHONY | Active | Active | 3/18/1988 | 29 | 8/18/2015 | 128 WILSON RD | SPokane | | 8/18/2015 |

Click “Purge Remaining Registrants” and then “Ok.” The page will refresh, and the list will disappear. A message with the number of records successfully purged will show (red text below).

Step 1

Remove Registrants from Purge List

If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of “Active” and a Status Reason of “Active”.

Step 2

Purge Remaining Registrants

Clicking this button will update all remaining selected registrants to a Status of “Canceled” and a Status Reason of “No ID Provided for Two Federal Elections”.

PURGE REGISTRANTS WITH FAILED ID CHECK

Reporting

Include: ☒ ALL ☐ Selected ☐ Unselected

Export

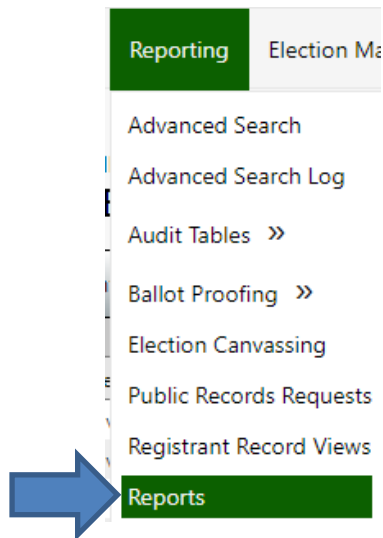
Select Entire List

Unselect Entire List

Registrants Selected:

34 registrants successfully purged.

To view a report of purged voters, hover over “Reporting” and select “Reports” (blue arrow).



Select “Mass Update – Audit Log” and “Purge – Failed ID Check” as the Mass Update Type. Select the batch by date. Click “Export.”

A screenshot of the 'REPORTS' page in the VoteWA application. The page has a header 'REPORTS' in bold. Below the header, there is a form with several fields and a table. The 'Report' dropdown is set to 'Mass Update - Audit Log'. The 'Mass Update Type' dropdown is set to 'Purge - Failed ID Check'. The 'Mass Update Group' dropdown is set to 'Group ID 56 (03/06/2015)'. There is an 'Export' button. To the right of these fields is a table with a header 'Description' and a single row with the text 'Shows mass update details.'

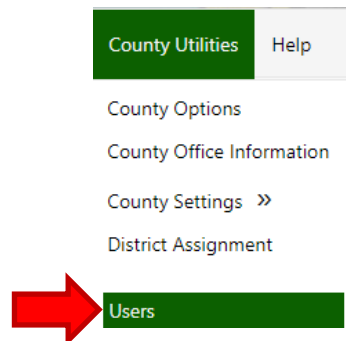
SYSTEM ADMINISTRATION

Users, Roles, and Permissions

In order to access VoteWA, a User must first have an account setup by a System Administrator. This may be setup by a State Administrator, but County Administrators control their own County's user accounts as well.

Manage Users

To manage VoteWA users, click on the "Users" option under the County Utilities menu (red arrow).



On the Users page in VoteWA, all user accounts for your County will be listed. By default, active user accounts are visible. Unclick the checkbox (orange arrow) to see inactive user accounts.

In order to quickly search for a user, type into the search fields above each column (green box). Type in desired information and click "Enter" on the keyboard to filter search results.

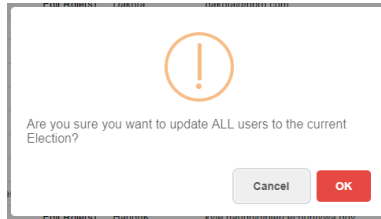
The image shows the 'USERS' page. At the top left, there is a checkbox labeled 'Display only Active Users' which is checked. An orange arrow points to this checkbox. Below it is a link '+ Add new User'. A green box highlights the search fields above the table columns: Last Name, First Name, County, Role(s), Username, Email, Active, and Election. The table lists five users: Ackers, Michelle; Anderson, Julie; Bauer, Matt; Billah, Baki; and Bixler, Dakota. Each row has links for 'Edit Role(s)', 'Reset Password', and 'Edit'.

| Last Name | First Name | County | Role(s) | Username | Email | Active | Election | Last Login | |
|-----------|------------|--------|----------------------|------------------------------|-------------|-------------------------------------|-------------------------------------|---------------------|-----------------------------------------------------|
| Ackers | Michelle | Lewis | County Administrator | Edit Role(s) | AckersM | michelle.ackers@piercecounitywa.gov | <input checked="" type="checkbox"/> | General Dec 30 2018 | Reset Password Edit |
| Anderson | Julie | Lewis | County Administrator | Edit Role(s) | AndersonJ | julie.anderson@piercecounitywa.gov | <input checked="" type="checkbox"/> | General Dec 30 2018 | Reset Password Edit |
| Bauer | Matt | Lewis | County Administrator | Edit Role(s) | MattCounty | matt@bpro.com | <input checked="" type="checkbox"/> | General Dec 30 2018 | Reset Password Edit |
| Billah | Baki | Lewis | County Administrator | Edit Role(s) | Baki County | baki.billah@my3tech.com | <input checked="" type="checkbox"/> | Primary Feb 15 2019 | Reset Password Edit |
| Bixler | Dakota | Lewis | County Administrator | Edit Role(s) | Dakota | dakota@bpro.com | <input checked="" type="checkbox"/> | General Dec 30 2018 | Reset Password Edit |

Assign all users to the current election (whichever election logged into in the upper right-hand corner of the screen) by clicking the button at the bottom of the page (purple arrow).



When a user clicks that button, a popup message appears, asking the user to confirm their action. When finished, all users will be assigned to the current election.



To edit existing an existing user account, click “Edit” (teal box on previous page) on a user’s line.

To add a new user to the system, click “Add new User” (pink box on previous page). These are the fields that will appear.

+ Add new User

| Last Name | First Name | County | Role(s) | Username | Email | Active | Election |
|----------------------|----------------------|----------------------|---------|----------------------|----------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> |

Last Name: Username: Yubikey:

First Name: Active: ☒

County: Lewis ▼

Email:

Election: -Select- ▼

[Insert](#) [Cancel](#)

Blue boxes: Last Name, First Name, and Username are self-explanatory.

Yellow box: “County” will be locked.

Green box: The email address of the user goes into this field.

Red box: Assign the user to a current or upcoming election, when logging in for the first time, an automatic assignment is made to an election (can be changed at any time).

Assign a user role to the account by clicking “Edit Role(s)” (green box) below.

☒ Display only Active Users

USERS

+ Add new User

| Last Name | First Name | County | Role(s) | Username | Email | Active | Election |
|-----------|------------|--------|------------------------------------------------------------|-----------|----------------|-------------------------------------|----------|
| test | | | | | | <input type="checkbox"/> | |
| Test | Laura | Lewis | Edit Role(s) | LauraTest | laura@bpro.com | <input checked="" type="checkbox"/> | |

Manage User Roles

Every User needs to be assigned a User Role in order to access VoteWA. If a User doesn't have a User Role, they will be unable to access the system. Roles assigned to each user are found in the teal box below. These may be updated by clicking on Edit Roles (green box) next to each user.

| USERS | | | | | | | | | |
|-------------------------------------------------------------------------------------------------|------------|--------|----------------------|------------------------------|------------|-------------------------------------|-------------------------------------|---------------------|---------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Display only Active Users + Add new User | | | | | | | | | |
| Last Name | First Name | County | Role(s) | | Username | Email | Active | Election | Last Login |
| Ackers | Michelle | Lewis | County Administrator | Edit Role(s) | AckersM | michelle.ackers@piercescountywa.gov | <input checked="" type="checkbox"/> | General Dec 30 2018 | Reset Password Edit |
| Anderson | Julie | Lewis | County Administrator | Edit Role(s) | AndersonJ | julie.anderson@piercescountywa.gov | <input checked="" type="checkbox"/> | General Dec 30 2018 | Reset Password Edit |
| Bauer | Matt | Lewis | County Administrator | Edit Role(s) | MattCounty | matt@bpro.com | <input checked="" type="checkbox"/> | General Dec 30 2018 | 3/11/2019 12:25:29 PM Reset Password Edit |

When "Edit Roles" is clicked, a modal window opens, which displays the edit panel for that user. It displays the current Role(s) for the user (green box), and when/if that Role is set to expire (teal box). This Role may be deleted or edited (red box). Additionally, there is a Change Log available (blue arrow), which displays the change history for that User. Any changes to their Roles will permanently display there.

User Roles

Laura Test

[+ Add New Role](#)

| Assigned Role(s) | Role Expire Date | |
|----------------------|-----------------------|---------------------------------------------|
| County Administrator | 2/23/2019 12:00:00 AM | Remove Edit |

Change Log

| Field | Old Value | New Value | User | County | Operation | Date Changed |
|------------------|-----------|----------------------|----------------|--------|-----------|----------------------|
| Role Expire Date | | Feb 23 2019 12:00AM | Laura Heckmann | Lewis | Inserted | 2/22/2019 6:14:16 PM |
| Role Name | | County Administrator | Laura Heckmann | Lewis | Inserted | 2/22/2019 6:14:16 PM |

New Role(s) may be added by clicking "Add New Role" (red box). **Note: a user may be assigned to multiple Roles.** In that case, the User will have access to the combined permissions for each associated Role.

User Roles

Laura Test

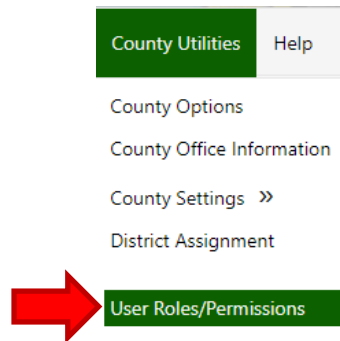
[+ Add New Role](#)

| Assigned Role(s) | Role Expire Date | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------|
| <div> <div>Role Name:</div> <div> <div>County Power User</div> <div>County User</div> <div>Public User</div> <div>Street File Maintenance</div> </div> </div> | | |
| <div> <div>Role Expire Date:</div> <div> <div>Insert</div> <div>Cancel</div> </div> </div> | | |
| County Administ | 2/23/2019 12:00:00 AM | Remove Edit |

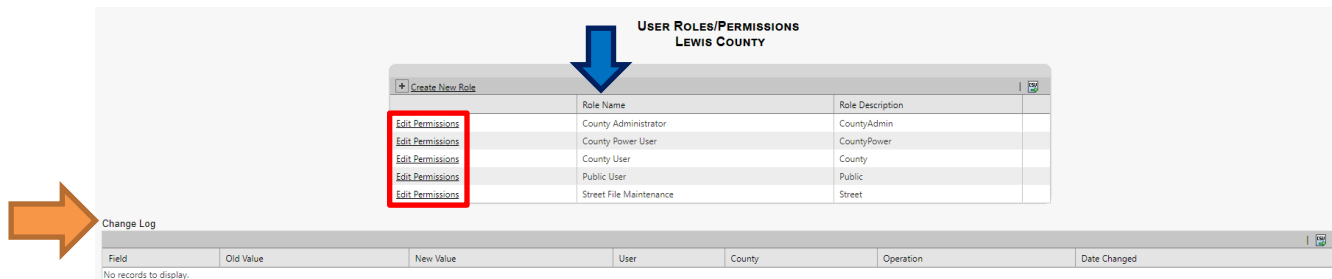
Page 99 | 174

Permissions

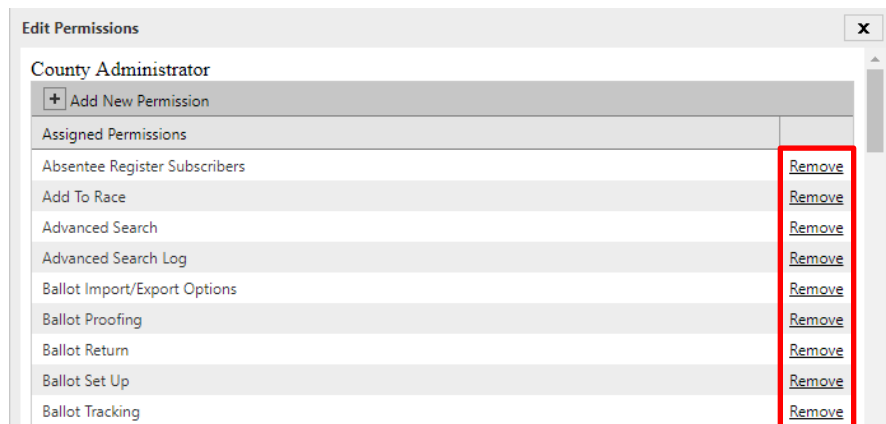
There is an associated set of Permissions for each User Role. To access these permissions, go to “User Roles/Permissions” found under the County Elections drop-down list (red box).



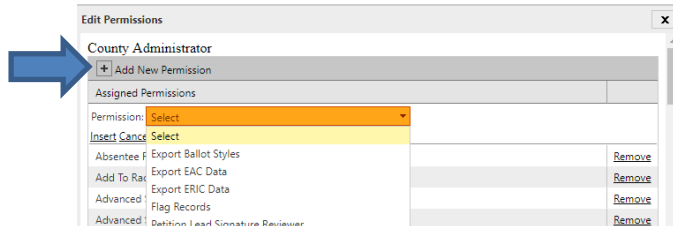
This page lists each system Role (blue arrow) and details about that Role. Changes to this set of system Roles are recorded in the Change Log table below (orange arrow). To see the permissions list for each Role, click “Edit Permissions” (red box) on its associated line. NOTE: County Administrators, which have the most expansive list of County permissions, have a set list of permissions that are built into the system and cannot be edited.




When clicked, the Permissions list for a Role will appear. Each permission may be removed by clicking “Remove” (red box).



Permissions may be added by clicking the “Add New Permission” button (blue arrow). When clicked, a drop-down list of all system permissions appears. This is a list of pre-defined permissions available in the system. Selecting a new value will add it to the current list of permissions for that Role.



Also, there is a Change Log (orange arrow) available for each permission set as well. At the bottom of each permissions list, see a history of what permissions have been added or removed over time, and the date of the change, and which user edited the list.




| Change Log | | | | | | |
|------------|-----------|-----------|------|--------|-----------|--------------|
| Field | Old Value | New Value | User | County | Operation | Date Changed |
| | | | | | | |

Create a New User Role

In addition to the Roles that exist in the system already, Administrators can create new customized User Roles as well. Click “Add New Role” (red arrow) to create a customized Role.

**USER ROLES/PERMISSIONS
LEWIS COUNTY**




| + Create New Role | | | |
|----------------------------------|-------------------------|------------------|--|
| | Role Name | Role Description | |
| Edit Permissions | County Administrator | CountyAdmin | |
| Edit Permissions | County Power User | CountyPower | |
| Edit Permissions | County User | County | |
| Edit Permissions | Public User | Public | |
| Edit Permissions | Street File Maintenance | Street | |

From here, add a Name and Description to the new Role. When done, click “Insert” (blue arrow).

Role Name:

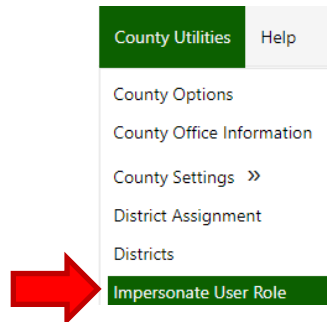
Role Description:

 [Insert](#) [Cancel](#)

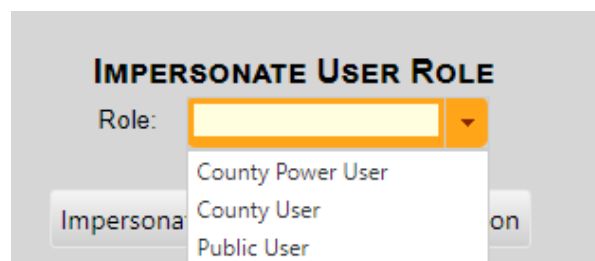
After inserting the new Role, click on “Edit Permissions” to assign specific permissions to that Role.

Impersonation

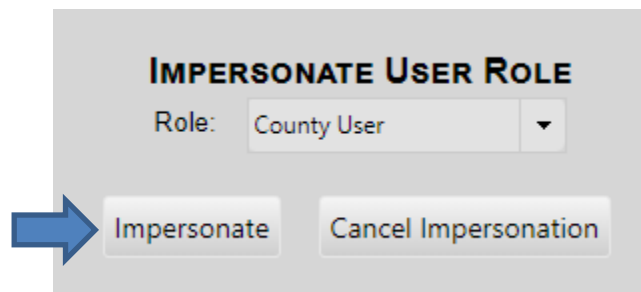
Administrators and Power Users can “impersonate” another, lesser Role for their County by selecting “Impersonate Role” found under the County Utilities menu (red arrow).



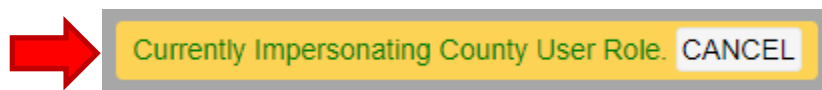
On this page, select a Role to impersonate from a drop-down list of available roles in the system.



Select which Role and then click the “Impersonate” button (blue arrow).



When done, the heading of “Currently Impersonating ____ Role” is at the top of the screen. Click to cancel the impersonation at any time. When impersonating a Role, menu options and permissions change to the Role being impersonated.

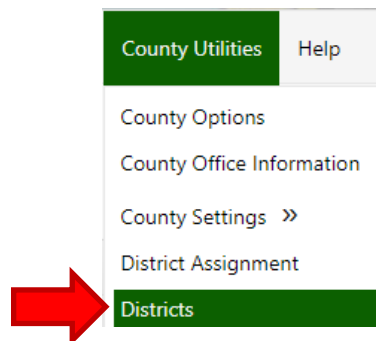


District Management

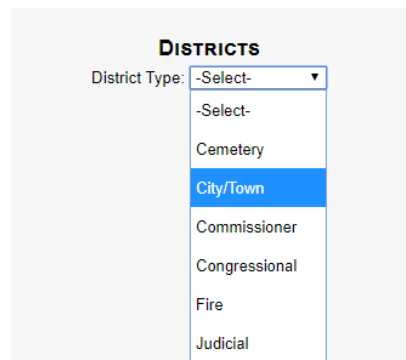
County users need to set up and maintain Countywide and local districts in their county.

Updating Existing Districts

Hover over "County Utilities," then click "Districts." (red arrow).



Choose a district type from the drop-down list.



| DISTRICTS | | | | | |
|--------------------------|-------------------|-------------|--------|---------------|------|
| District Type: City/Town | | | | | |
| Code | Name | Description | Voters | | |
| CHE#45 | CHE COUN DIST #5 | Test!!!! | 2,459 | Copy/Transfer | Edit |
| Cent#1-1 | Cent Coun Dist #1 | | 2,459 | Copy/Transfer | Edit |
| Cent#2-2 | Cent Coun Dist #2 | | 2,197 | Copy/Transfer | Edit |
| Cent#3-3 | Cent Coun Dist #3 | | 2,519 | Copy/Transfer | Edit |
| Cent#4-4 | Cent Coun Dist #4 | | 2,529 | Copy/Transfer | Edit |
| Cntra | Centralia City | | 9,704 | Copy/Transfer | Edit |
| Che#1-1 | Che Coun Dist #1 | | 1,233 | Copy/Transfer | Edit |
| Che#2-2 | Che Coun Dist #2 | | 1,141 | Copy/Transfer | Edit |
| Che#3-3 | Che Coun Dist #3 | | 789 | Copy/Transfer | Edit |
| Che#4-4 | Che Coun Dist #4 | | 1,236 | Copy/Transfer | Edit |
| Chehal | Chehalis City | | 4,399 | Copy/Transfer | Edit |
| Morton | Morton City | | 688 | Copy/Transfer | Edit |
| Mossyr | Mossyrock City | | 297 | Copy/Transfer | Edit |
| Napavi | Napavine City | | 1,126 | Copy/Transfer | Edit |
| Pe Ell | Pe Ell Town | | 423 | Copy/Transfer | Edit |
| Toledo | Toledo City | | 451 | Copy/Transfer | Edit |
| Vader | Vader City | | 383 | Copy/Transfer | Edit |
| Winloc | Winlock City | | 754 | Copy/Transfer | Edit |

Click “Edit” (blue box) to update any relevant information, and then click “Update” (blue arrow, below) to save changes.



Cent#1-1 Cent Coun Dist #1 Copy/Transfer 2,459 Edit

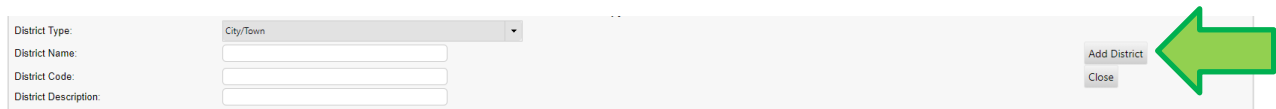
Code: Cent#1-1

Name: CENT COUN DIST #1

Description:

Update Cancel

Click “Copy/Transfer” to make an exact copy of the district boundaries within an existing district (red box above). Select the district type from the “District Type” drop-down to assign the district to another type or copy the district as a whole by leaving the type the same. Fill in the name, code, and description, then click “Add District” (green arrow).



District Type: City/Town

District Name:

District Code:

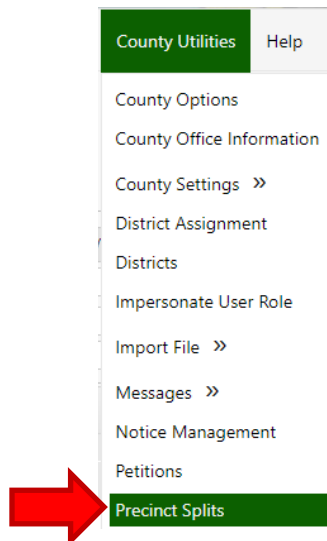
District Description:

Add District Close

Adding a New District / District Assignment

A new district must first be added to existing precinct splits.

Hover over “County Utilities” and then click “Precinct Splits” (red arrow).



This page will show all the precinct splits.

[Create New Precinct](#)

[Create New Precinct Split](#)

PRECINCT SPLITS

| County | Precinct Split Name | # of Voters | Combine |
|--------|---------------------|-------------|---------|
| Lewis | 0001.2 | 189 | Combine |
| Lewis | 0001.3 | 1557 | Combine |
| Lewis | 0001.4 | 10 | Combine |
| Lewis | 0001.5 | 5 | Combine |
| Lewis | 0001.6 | 1 | Combine |
| Lewis | 0002.3 | 544 | Combine |
| Lewis | 0003.1 | 42 | Combine |
| Lewis | 0003.2 | 889 | Combine |
| Lewis | 0003.3 | 443 | Combine |

See a preview window of the districts linked to each precinct split by hovering over the “Edit Districts” link (red box above, preview displayed below).

[Create New Precinct](#)

[Create New Precinct Split](#)

PRECINCT SPLITS

| County | Precinct Split Name | # of Voters | Combine |
|--------|---------------------|-------------|---------|
| Lewis | 0001.2 | 189 | Combine |
| Lewis | 0001.3 | 1557 | Combine |
| Lewis | 0001.4 | 10 | Combine |
| Lewis | 0001.5 | 5 | Combine |
| Lewis | 0001.6 | 1 | Combine |
| Lewis | 0002.3 | 544 | Combine |
| Lewis | 0003.1 | 42 | Combine |
| Lewis | 0003.2 | 889 | Combine |
| Lewis | 0003.3 | 443 | Combine |

Edit Districts

| Precinct Split Name: 0001.2 (21000102) | District Type | Code |
|------------------------------------------|----------------|------------|
| CEMETERY DIST. #10-MINERAL | CEMETERY | CEM10 |
| Legislative District 20 | Legislative | LEG20 |
| ADNA PCO | PCO | PCT001 |
| Comm Dist 1 Sub-Dist 1 | Commissioner | CCOM1-1 |
| COUNTY COMM DIST #1 | Commissioner | CCOM1 |
| Riverside Fire Authority | Fire | RAA1 |
| Court of Appeals, Division 2, District 3 | Judicial | 523 |
| Lewis Superior Court | Judicial | LE-SCT_721 |
| Supreme Court | Judicial | JSUM |
| Adna School District #226 | School | SD226 |
| 0001.2 | PRECINCT SPLIT | 0001.2 |
| ADNA | PRECINCT | 0001 |
| Congressional District 3 | Congressional | CONG3 |
| PUD Dist Comm #2 | Public Utility | PUD2-2 |
| PUD District | Public Utility | PUD |

Click “Edit Districts” next to the precinct split to add a new district.

Click the “Create New District” button (red arrow below) on the next page.

EDIT DISTRICTS WITHIN PRECINCT SPLIT

County: [Lewis](#)

[Return to Precinct Splits](#)

Precinct Split Name: **0001.2**

[Create New District](#)

Available Districts:

- CEMETERY - CEMETERY DIST. #1-WINLOCK COP
- Cemetery - Cemetery Dist. #1-Winlock
- Cemetery - Cemetery Dist. #2-Mossyrock-Salkum
- Cemetery - Cemetery Dist. #3-Doty-Dryad-Meskill**
- Cemetery - Cemetery Dist. #4-Glenoma-Packwood-Randle
- Cemetery - Cemetery Dist. #5-Toledo (Layton Pr)
- Cemetery - Cemetery Dist. #6-Onalaska
- Cemetery - Cemetery Dist. #7-Toledo
- Cemetery - Cemetery Dist. #8-Vader
- Cemetery - Cemetery Dist. #9-Napavine
- Commissioner - Comm Dist 1 Sub-Dist 2
- Commissioner - County Comm Dist #2
- Commissioner - Comm Dist 1 Sub-Dist 3
- Commissioner - County Comm Dist #3
- Commissioner - Comm Dist 1 Sub-Dist 4
- Commissioner - Comm Dist 1 Sub-Dist 5

Linked Districts:

- CEMETERY - CEMETERY DIST. #10-MINERAL
- Commissioner - Comm Dist 1 Sub-Dist 1
- Commissioner - COUNTY COMM DIST #1
- Congressional - Congressional District 3
- Fire - Riverside Fire Authority
- Judicial - Court of Appeals, Division 2, District 3
- Judicial - Supreme Court
- Judicial - Lewis Superior Court
- Legislative - Legislative District 20
- PCO - ADNA PCO
- PRECINCT - ADNA
- School - Adna School District #226
- Public Utility - PUD Dist Comm #2
- Public Utility - PUD District

Enter the information for the new district, then click “Add District” (red arrow).

County: [Lewis](#) [Return to Precinct Splits](#) Precinct Split Name: [0001.2](#)

[Create New District](#)

Create New District

District Type:

District Name:

District Code:

District Description:

[Add District](#) [Close](#)

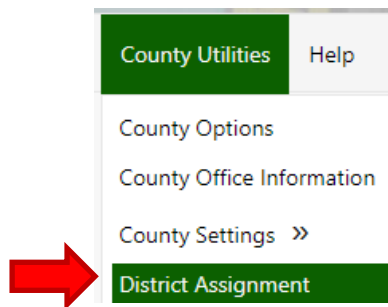
The new district (red box) is now in the system.

County: [Lewis](#) [Return to Precinct Splits](#) Precinct Split Name: [0001.2](#)

[Create New District](#)

Available Districts: 'Cemetery ward 5' was added to '0001.2' Linked Districts:

Hover over “County Utilities” and then click “District Assignment” (red arrow) to assign the district to all the precinct splits required.



Choose the district type (blue arrow), and then choose the district (example below).

The screenshot shows the 'District Assignment' form. A blue arrow points to the 'District Type' dropdown menu, which is currently set to '-Select-'. Below it, the 'District' dropdown menu is also set to '-Select-'. A second screenshot shows the 'District' dropdown menu open, displaying a list of districts. The 'CEMETERY WARD 5 (CMTY 5)' is highlighted in yellow.

District Assignment

District Type: -Select-

District: -Select-

District Assignment

District Type: Cemetery

District: CEMETERY WARD 5 (CMTY 5)

- Cemetery Dist. #1-Winlock (CEM01)
- CEMETERY DIST. #10-MINERAL (CEM10)
- Cemetery Dist. #2-Mossyrock-Salkum (CEM02)
- Cemetery Dist. #3-Doty-Dryad-Meskill (CEM03)
- Cemetery Dist. #4-Glenoma-Packwood-Randle (CEM04)
- Cemetery Dist. #5-Toledo (Layton Pr) (CEM05)
- Cemetery Dist. #6-Onalaska (CEM06)
- Cemetery Dist. #7-Toledo (CEM07)
- Cemetery Dist. #8-Vader (CEM08)
- Cemetery Dist. #9-Napavine (CEM09)
- CEMETERY WARD 5 (CMTY 5)
- CEMETERY DIST #1-WINLOCK COP (1234)

The page is a list of all precinct splits in the county. Assign the new district to the appropriate precinct splits (red box). Click "Update" (orange arrow) to save.

The screenshot shows the 'District Assignment' page. On the left, there is a list of precinct splits, each with a checkbox. The first checkbox is checked, and the entire list is enclosed in a red box. An orange arrow points to the 'Update' button. On the right, the 'District Type' is set to 'Cemetery' and the 'District' is set to 'CEMETERY WARD 5 (CMTY 5)'. At the top, there is an 'Assignment Statistics' box showing 'Total Precinct Splits' as 174 and 'Precinct Splits assigned to District' as 1.

Assignment Statistics

Total Precinct Splits 174

Precinct Splits assigned to District 1

District Assignment

District Type: Cemetery

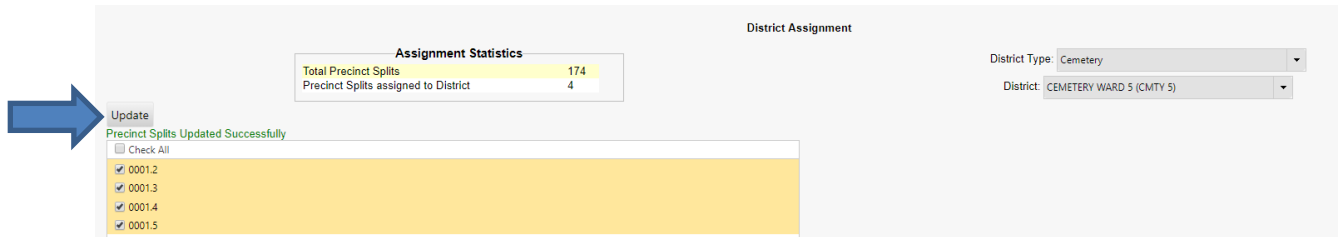
District: CEMETERY WARD 5 (CMTY 5)

Update

Check All

- ☒ 0001.2
- ☐ 0001.3
- ☐ 0001.4
- ☐ 0001.5
- ☐ 0001.6
- ☐ 0002.3
- ☐ 0003.1
- ☐ 0003.2
- ☐ 0003.3
- ☐ 0004.2
- ☐ 0004.3
- ☐ 0004.4
- ☐ 0004.5
- ☐ 0005.1
- ☐ 0005.2
- ☐ 0005.3
- ☐ 0006.2
- ☐ 0006.3
- ☐ 0006.5
- ☐ 0007.1
- ☐ 0007.2
- ☐ 0007.4
- ☐ 0008.1
- ☐ 0008.2

A green message will show on the screen when the precinct splits have been updated successfully (blue arrow).



The screenshot shows the "District Assignment" page. At the top, there is a section for "Assignment Statistics" with a table:

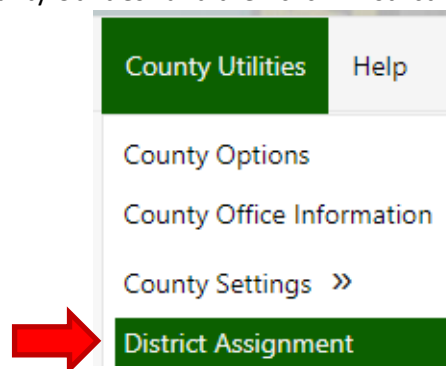
| Assignment Statistics | |
|--------------------------------------|-----|
| Total Precinct Splits | 174 |
| Precinct Splits assigned to District | 4 |

Below the statistics, there is a message: "Precinct Splits Updated Successfully" with a green checkmark. To the right, there are dropdown menus for "District Type" (set to "Cemetery") and "District" (set to "CEMETERY WARD 5 (CMTY 5)"). A blue arrow points to the "Update" button on the left.

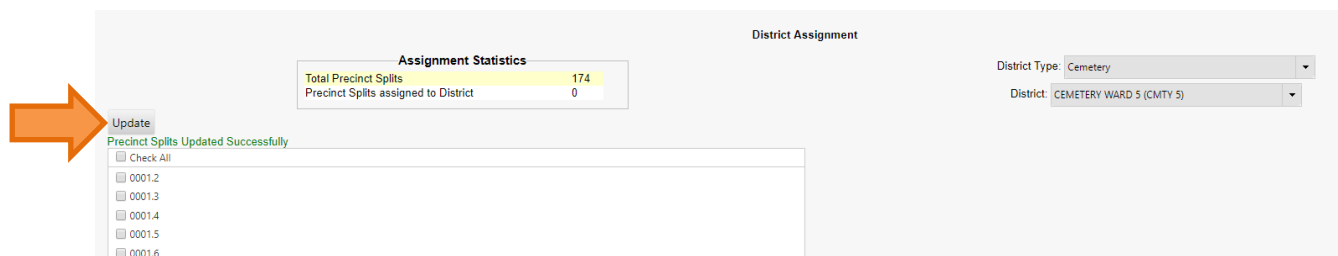
Deleting a District

To delete a district, it must be removed from all associated precinct splits and all voters must be removed from the district. Once the district doesn't have any voters, it automatically becomes deactivated.

Hover over "County Utilities" and then click "District Assignment" (red arrow).



Choose the district type and district to be deleted. **Uncheck** all associated precinct splits tied to that district. Click "Update" (orange arrow) to save changes.



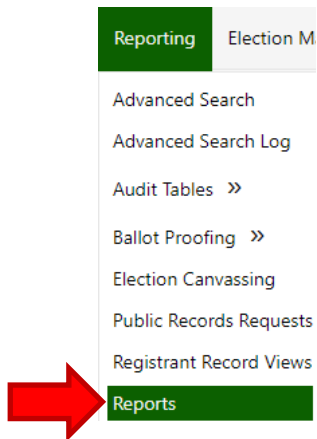
The screenshot shows the "District Assignment" page. The "Assignment Statistics" table now shows:

| Assignment Statistics | |
|--------------------------------------|-----|
| Total Precinct Splits | 174 |
| Precinct Splits assigned to District | 0 |

The "District Type" dropdown is set to "Cemetery" and the "District" dropdown is set to "CEMETERY WARD 5 (CMTY 5)". An orange arrow points to the "Update" button on the left.

Once the district has been deactivated, it will no longer appear in any drop-down lists.

To run a report of voter registration totals in districts, hover over “Reporting” and click “Reports” (red arrow).



Select the “Registrant Totals By District Type” report from the “Reports” drop-down box, then choose a “District Type” and “Registrant Status.” Click “View Report” (orange arrow) to generate the report.

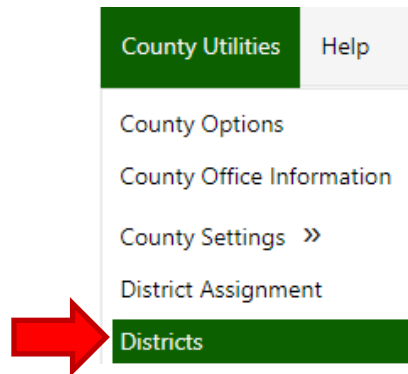
A screenshot of the 'REPORTS' section in the application. It features a form with three dropdown menus: 'Report' (set to 'Registrant Totals by District Type'), 'District Type' (set to 'Select'), and 'Registrant Status' (set to 'Select statuses'). To the right of these is a 'Description' box containing the text 'Voter count breakdown of selected district type.' At the bottom left of the form is a 'View Report' button. A large orange arrow points to this button.

Manage Precincts

Managing precincts is different than managing districts. However, they both are found within the “Districts” page in VoteWA.

Updating an Existing Precinct

Hover over “County Utilities” and click on “Districts” (red arrow).



On this page choose “Precinct” in the “District Type” drop-down list (blue arrow). The page will refresh and show a list of precincts in the county.

A screenshot of the 'DISTRICTS' page. A blue arrow points to the 'District Type' dropdown menu, which is set to 'PRECINCT'. Below the menu is a table of precincts. The table has columns: Code, Name, Description, Mail Only, and Voters. The 'Edit' button for each row is highlighted with a red box.

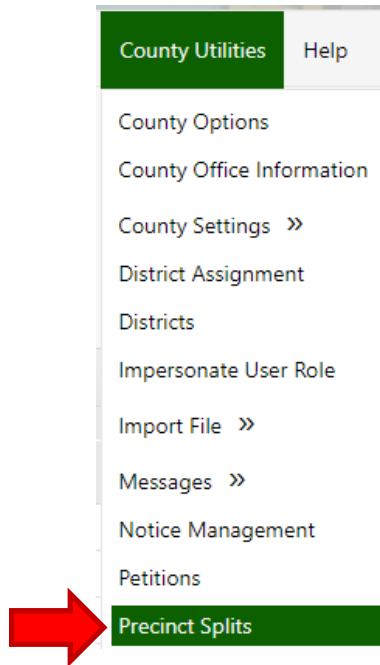
| Code | Name | Description | Mail Only | Voters | Edit |
|------|------------|-------------|--------------------------|---------------------|------|
| 0001 | ADNA | | <input type="checkbox"/> | Copy/Transfer 1,239 | Edit |
| 0002 | Agate | | <input type="checkbox"/> | Copy/Transfer 375 | Edit |
| 0003 | Alpha | | <input type="checkbox"/> | Copy/Transfer 953 | Edit |
| 0004 | Berwick | | <input type="checkbox"/> | Copy/Transfer 1,042 | Edit |
| 0005 | Big Bottom | | <input type="checkbox"/> | Copy/Transfer 768 | Edit |
| 0006 | Bolstfort | | <input type="checkbox"/> | Copy/Transfer 257 | Edit |
| 0007 | Cinebar | | <input type="checkbox"/> | Copy/Transfer 571 | Edit |
| 0008 | Claquato | | <input type="checkbox"/> | Copy/Transfer 665 | Edit |

Click “Edit” (red box, above) to edit the information for any existing precinct and then click “Update” (orange arrow, below) to save changes.

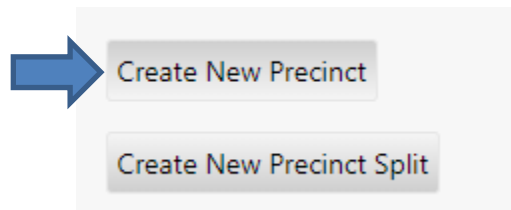
A screenshot of the precinct edit form. The form has fields for Code, Name, Description, and Mail Only. The 'Code' field is set to 0001 and the 'Name' field is set to ADNA. The 'Description' field is empty. The 'Mail Only' checkbox is unchecked. Below the form are two buttons: 'Update' and 'Cancel'. An orange arrow points to the 'Update' button.

Adding a New Precinct

To add a new Precinct, hover over “County Utilities” and then click “Precinct Splits” (red arrow).



Click the “Create New Precinct” button (blue arrow).



Enter the information (red box) and click the “Add Precinct” button (blue arrow).

A screenshot of the 'Create New Precinct' form. The form has three input fields: 'Precinct Name:', 'Precinct Code:', and 'Precinct Description:'. These fields are enclosed in a red rectangular box. To the right of the form, there are two buttons: 'Add Precinct' and 'Close'. A blue arrow points to the 'Add Precinct' button.

On the “Edit Districts within Precinct Splits” page, choose the districts associated with the new precinct (as shown on the list below). Add or remove “Available Districts” to the new precinct using the arrow keys (red box). Click the “Return to Precinct Splits” button at the top to be taken to the “Precinct Splits” page after adding all the districts required.

EDIT DISTRICTS WITHIN PRECINCT SPLIT

County: **Lewis**

Create New District

Return to Precinct Splits

Precinct Split Name: **TEST PRECINCT**

Available Districts:

- CEMETERY - CEMETERY DIST #1-WINLOCK COP
- Cemetery - Cemetery Dist. #1-Winlock
- Cemetery - Cemetery Dist. #10-Mineral
- Cemetery - Cemetery Dist. #2-Mossyrock-Salkum
- Cemetery - Cemetery Dist. #3-Doty-Dryad-Meskill
- Cemetery - Cemetery Dist. #4-Glenoma-Packwood-Randle
- Cemetery - Cemetery Dist. #5-Toledo (Layton Pr)
- Cemetery - Cemetery Dist. #6-Onalaska
- Cemetery - Cemetery Dist. #7-Toledo
- Cemetery - Cemetery Dist. #8-Vader
- Cemetery - Cemetery Dist. #9-Napavine
- Commissioner - Comm Dist 1 Sub-Dist 1
- Commissioner - COUNTY COMM DIST #1
- Commissioner - Comm Dist 1 Sub-Dist 2
- Commissioner - County Comm Dist #2
- Commissioner - Comm Dist 1 Sub-Dist 3
- Commissioner - County Comm Dist #3
- Commissioner - Comm Dist 1 Sub-Dist 4
- Commissioner - Comm Dist 1 Sub-Dist 5
- Commissioner - Comm Dist 2 Sub-Dist 1

>>
 <<

Linked Districts:

PRECINCT - TEST PRECINCT

The new precinct is placed at the end of the list of precinct splits (green box).

PRECINCT SPLITS

Create New Precinct

Create New Precinct Split

| County | Precinct Split Name | # of Voters | Combine | |
|--------|---------------------|-------------|---------|-------------|
| Lewis | 0207.1 | 301 | Combine | Edit |
| Lewis | 0208.1 | 1073 | Combine | Edit |
| Lewis | 0209.1 | 75 | Combine | Edit |
| Lewis | 0300.1 | 1173 | Combine | Edit |
| Lewis | 0400.1 | 492 | Combine | Edit |
| Lewis | 0501.1 | 1730 | Combine | Edit |
| Lewis | 0502.1 | 6 | Combine | Edit |
| Lewis | 0503.1 | 2 | Combine | Edit |
| Lewis | 0600.1 | 632 | Combine | Edit |
| Lewis | 0700.1 | 713 | Combine | Edit |
| Lewis | 0800.1 | 688 | Combine | Edit |
| Lewis | 0900.1 | 1249 | Combine | Edit |
| Lewis | 0004.1 | 710 | Combine | Edit |
| Lewis | 0010.1 | 1664 | Combine | Edit |
| Lewis | TEST PRECINCT | 0 | Combine | Delete Edit |

Page size: 20

175 items in 9 pages

Click “Edit” to edit the precinct split name, then click “Update” (purple arrow) to save changes.

County: **Lewis**

Precinct Split Name: **TEST PRECINCT**

Update Cancel

Edit Districts

0

Combine

Delete

Edit

Page size: 20

175 items in 9 pages

Deleting a Precinct

All voters must be removed from a precinct before it can be deleted.

Note: To “clean up” existing precincts, start with the precinct splits (see next section). First run a list of all the precinct splits for a precinct to be eliminated. The voters in those precinct splits must be moved to new precincts. When all voters have been moved out of a precinct, it can be deleted.

Create New Precinct

Create New Precinct Split

| County | Precinct Split Name | | # of Voters | Combine | |
|--------|---------------------|--------------------------------|-------------|-------------------------|------------------------|
| Lewis | 0207.1 | Edit Districts | 301 | Combine | Edit |
| Lewis | 0208.1 | Edit Districts | 1073 | Combine | Edit |
| Lewis | 0209.1 | Edit Districts | 75 | Combine | Edit |
| Lewis | 0300.1 | Edit Districts | 1173 | Combine | Edit |
| Lewis | 0400.1 | Edit Districts | 492 | Combine | Edit |
| Lewis | 0501.1 | Edit Districts | 1730 | Combine | Edit |
| Lewis | 0502.1 | Edit Districts | 6 | Combine | Edit |
| Lewis | 0503.1 | Edit Districts | 2 | Combine | Edit |
| Lewis | 0600.1 | Edit Districts | 632 | Combine | Edit |
| Lewis | 0700.1 | Edit Districts | 713 | Combine | Edit |
| Lewis | 0800.1 | Edit Districts | 688 | Combine | Edit |
| Lewis | 0900.1 | Edit Districts | 1249 | Combine | Edit |
| Lewis | 0004.1 | Edit Districts | 710 | Combine | Edit |
| Lewis | 0010.1 | Edit Districts | 1664 | Combine | Edit |
| Lewis | TEST PRECINCT | Edit Districts | 0 | Combine | Delete |

Page size: 20 175 items in 9 pages

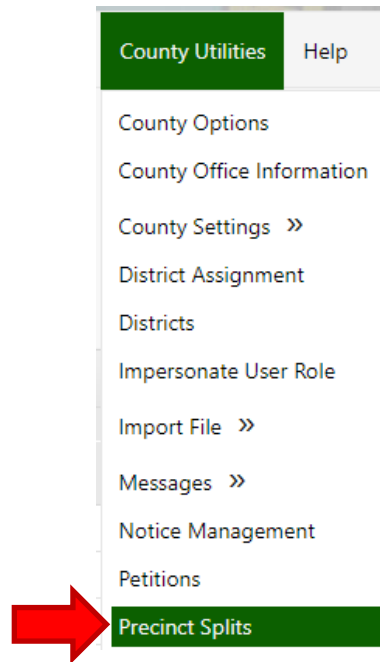
If a precinct does not have any voters in it, the “Delete” link will appear (red box above). Click “Delete” and then click “Ok” to finish the process.

The page will refresh, and the precinct split will disappear from the precinct splits table.

When no precinct splits remain, a precinct is automatically deactivated and will no longer appear in any drop-down lists.

Manage Precinct Splits

Hover over “County Utilities” and then click “Precinct Splits” (red arrow).



Updating an Existing Precinct Split

Click the “Edit” (green box) to update an existing precinct split’s name.

PRECINCT SPLITS

Create New Precinct

Create New Precinct Split

| County | Precinct Split Name | | # of Voters | Combine | |
|---------|---------------------|----------------|-------------|---------|------|
| ▶ Lewis | 0001.2 | Edit Districts | 189 | Combine | Edit |
| ▶ Lewis | 0001.3 | Edit Districts | 1557 | Combine | Edit |
| ▶ Lewis | 0001.4 | Edit Districts | 10 | Combine | Edit |
| ▶ Lewis | 0001.5 | Edit Districts | 5 | Combine | Edit |
| ▶ Lewis | 0001.6 | Edit Districts | 1 | Combine | Edit |
| ▶ Lewis | 0002.3 | Edit Districts | 544 | Combine | Edit |
| ▶ Lewis | 0003.1 | Edit Districts | 42 | Combine | Edit |
| ▶ Lewis | 0003.2 | Edit Districts | 889 | Combine | Edit |
| ▶ Lewis | 0003.3 | Edit Districts | 443 | Combine | Edit |
| ▶ Lewis | 0004.2 | Edit Districts | 577 | Combine | Edit |
| ▶ Lewis | 0004.3 | Edit Districts | 236 | Combine | Edit |
| ▶ Lewis | 0004.4 | Edit Districts | 26 | Combine | Edit |
| ▶ Lewis | 0004.5 | Edit Districts | 6 | Combine | Edit |

Click “Edit Districts” (purple box) to edit the districts linked to the precinct split. Use the arrows in the middle of the page (red circle) to assign and remove available districts from the split. Changes are saved automatically. Click the “Return to Precinct Splits” button at the top of the screen when finished.

County: **Lewis**

[Create New District](#)

EDIT DISTRICTS WITHIN PRECINCT SPLIT

[Return to Precinct Splits](#)

Precinct Split Name: **00012**

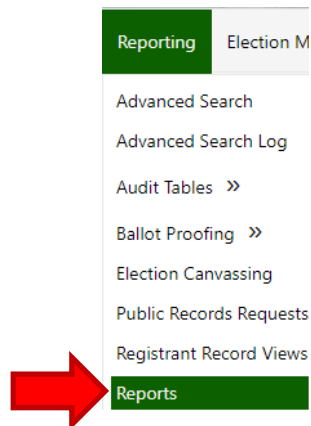
Available Districts:

- CEMETERY - CEMETERY DIST #1-WINLOCK COP
- Cemetery - Cemetery Dist. #1-Winlock
- Cemetery - Cemetery Dist. #2-Mossyrock-Salkum
- Cemetery - Cemetery Dist. #3-Doty-Dryad-Meskill
- Cemetery - Cemetery Dist. #4-Glenoma-Packwood-Randle
- Cemetery - Cemetery Dist. #5-Toledo (Layton Pr)
- Cemetery - Cemetery Dist. #6-Onalaska
- Cemetery - Cemetery Dist. #7-Toledo
- Cemetery - Cemetery Dist. #8-Vader
- Cemetery - Cemetery Dist. #9-Napavine
- Commissioner - Comm Dist 1 Sub-Dist 2
- Commissioner - County Comm Dist #2
- Commissioner - Comm Dist 1 Sub-Dist 3
- Commissioner - County Comm Dist #3

Linked Districts:

- CEMETERY - CEMETERY DIST. #10-MINERAL
- Commissioner - Comm Dist 1 Sub-Dist 1
- Commissioner - COUNTY COMM DIST #1
- Congressional - Congressional District 3
- Fire - Riverside Fire Authority
- Judicial - Court of Appeals, Division 2, District 3
- Judicial - Supreme Court
- Judicial - Lewis Superior Court
- Legislative - Legislative District 20
- PCO - ADNA PCO
- PRECINCT - ADNA
- School - Adna School District #226
- Public Utility - PUD Dist Comm #2
- Public Utility - PUD District

To see a report of all precinct split changes, Hover over “Reporting” and select “Reports” (red arrow).



Select “Precinct Splits Management” from the reports drop down (below), and enter a specific date or a date range (optional). The report generated will display all added, updated, or deleted precinct splits, which user performed each task, and the date and time of the change.

REPORTS

Report: **Precinct Splits Management**

☒ Specific Date: ☐ Date Range:

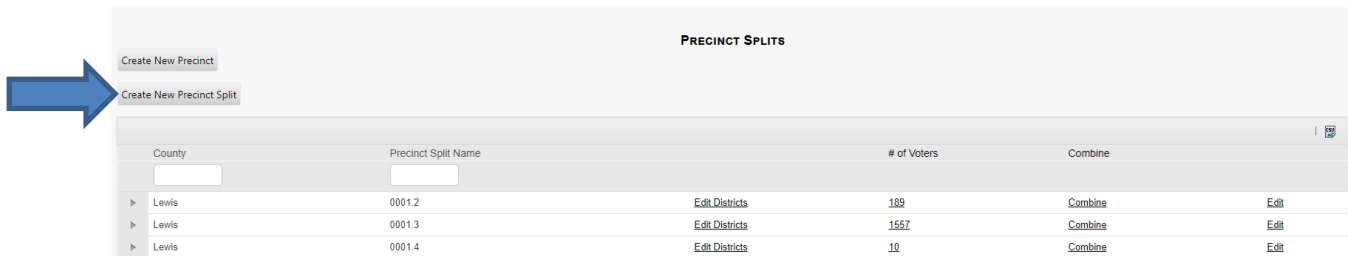
3/11/2019

[View Report](#)

Description
Displays user changes to the precincts.

Adding a New Precinct Split

Click the “Create New Precinct Split” button (blue arrow) to begin.



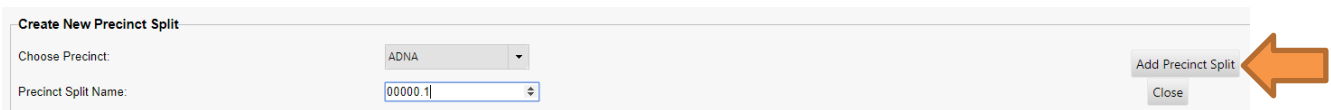
PRECINCT SPLITS

Create New Precinct

Create New Precinct Split

| County | Precinct Split Name | # of Voters | Combine |
|--------|---------------------|-------------|---------|
| Lewis | 0001.2 | 189 | Combine |
| Lewis | 0001.3 | 1557 | Combine |
| Lewis | 0001.4 | 10 | Combine |

Choose a precinct to link the precinct split to from the drop down and assign a name to the new split. Click the “Add Precinct Split” button (orange arrow) to continue.



Create New Precinct Split

Choose Precinct: ADNA

Precinct Split Name: 00000.1

Add Precinct Split

Close

The screen will refresh and change to the “Edit Districts within Precinct Split” page. Assign districts to the new precinct split (below). Click the “Return to Precinct Splits” button to complete the process.



EDIT DISTRICTS WITHIN PRECINCT SPLIT

County: Lewis

Create New District

Return to Precinct Splits

Precinct Split Name: 00000.1

Available Districts:

- CEMETERY - CEMETERY DIST #1-WINLOCK COP
- Cemetery - Cemetery Dist. #1-Winlock
- Cemetery - Cemetery Dist. #10-Mineral
- Cemetery - Cemetery Dist. #2-Mossyrock-Salkum
- Cemetery - Cemetery Dist. #3-Doty-Dryad-Meskill
- Cemetery - Cemetery Dist. #4-Glenoma-Packwood-Randle
- Cemetery - Cemetery Dist. #5-Toledo (Layton Pr)

Linked Districts:

PRECINCT - ADNA

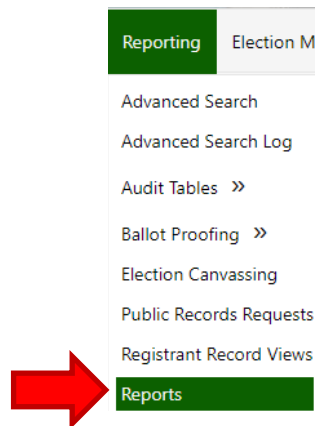
Deleting a Precinct Split

All voters must be removed from a precinct split before it can be deleted (red box). Voters need to be reassigned to a different precinct split. The “Combine” feature (purple arrow) will move voters from one precinct split to another.



| County | Precinct Split Name | # of Voters | Combine | Delete |
|--------|---------------------|-------------|---------|--------|
| Lewis | 0800.1 | 688 | Combine | Edit |
| Lewis | 0900.1 | 1249 | Combine | Edit |
| Lewis | 0004.1 | 710 | Combine | Edit |
| Lewis | 0010.1 | 1664 | Combine | Edit |
| Lewis | 00000.1 | 0 | Combine | Delete |

Run a report of voter registration totals in precinct splits. Hover over “Reporting” and click “Reports” (red arrow).

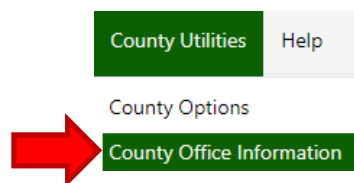


Select the “Precinct Splits” report from the drop-down box. The report will list precinct name, precinct split, active registrants, and inactive registrants.



County Office Information

Hover over “County Utilities” and then click “County Office Information.” (red arrow).



This page lists County Information. It is important to keep up-to-date, as the information is posted on the public portal, and can be imported into notices through the Notice Management Tool.

Click “Edit” (blue box) to update any information on this page.

COUNTY OFFICE INFORMATION

✚ Add New County Official
ESU

| County | Position | First Name | Last Name |
|--------|----------------|------------|-----------|
| Lewis | County Auditor | Larry | Grove |

Delete
Edit

Office Physical Address
351 NW North St
Chehalis WA 98532

Office Phone (360) 740-1278
Toll-Free Number
Fax (360) 740-1421
TDD

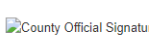
Office Mailing Address
PO Box 29
Chehalis WA 98532

Website
<http://elections.lewiscountywa.gov/>
Public-Facing Email
elections@lewiscountywa.gov
UOCAVA 'Reply to' Email
dakota@bpro.com
UOCAVA cc Email
dakota@bpro.com


County Seal



County Official's Signature



[Delete Signature](#)



[Delete Seal](#)

The “UOCAVA ‘Reply to’ Email” is the email address that appears on outgoing UOCAVA emails.

The “UOCAVA cc Email” is the email address is cc’d on every outgoing UOCAVA email, and the office retains a copy of each email that is sent.

Click “Update” (orange arrow) to save changes made.

County: Lewis

Position: County Auditor

First Name: Larry

Last Name: Grove

Office Physical Address: 351 NW North St

City: Chehalis

State: WA

Zip: 98532

Office Mailing Address: PO Box 29

Mailing City: Chehalis

Mailing State: WA

Mailing Zip: 98532

Office Phone: (360) 740-1278

Phone Ext.:

Toll-Free Number: () - -

Fax: (360) 740-1421

TDD: () - -

Website: http://elections.lewiscountywa.gov/

Public-Facing Email: elections@lewiscountywa.gov

UOCAVA 'Reply to' Email: dakota@bpro.com

UOCAVA cc Email: dakota@bpro.com

Upload County Seal: Select

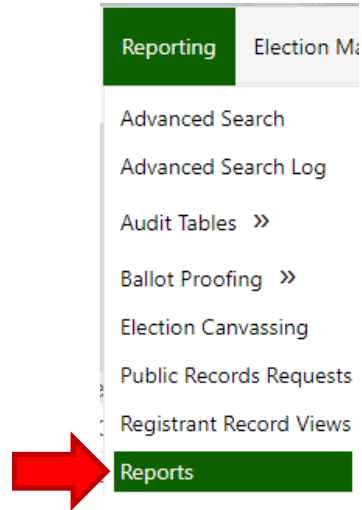
Upload Official's Signature: Select

➔

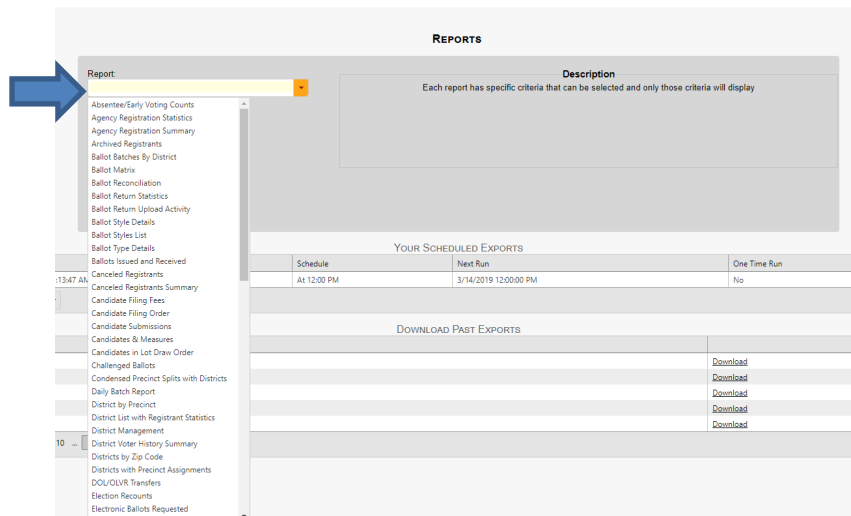
[Update](#)
[Cancel](#)

SYSTEM REPORTS

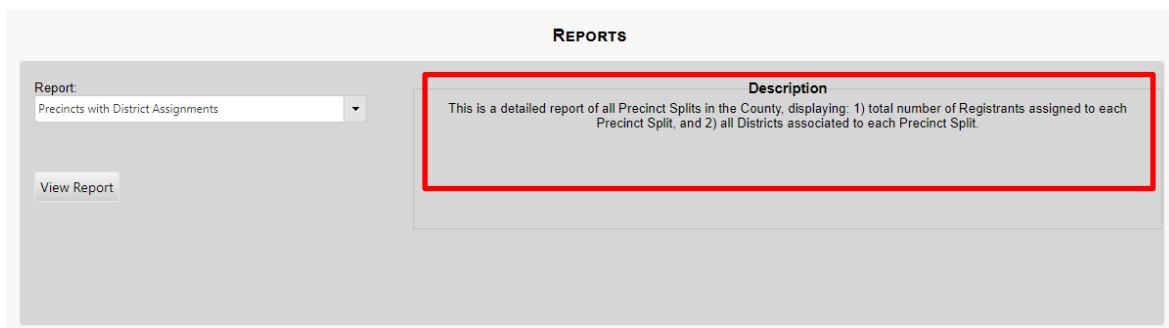
Several types of pre-built reports are available in VoteWA. Hover over “Reporting” and click “Reports” (red arrow).



All pre-built reports will be listed in the drop-down menu (blue arrow).



Each report’s description will appear on the right (red box).



The “Your Scheduled Exports” and “Download Past Exports” (green box) section will appear on this page.

Yellow Box, below: This screen will appear when the report “Ballot Return Statistics” is selected. Reports can be set on a regular schedule and duration. For example, a daily report can run at the end of the day on ballot returns, scheduled here.

Saved exports (red box, below) will appear in the green box under “Your Scheduled Exports” (blue arrow, below). Exports will appear for download in the “Download Past Exports” section (purple arrow, below).

REPORTS

Report:
Ballot Return Statistics

[View Report](#)

Description
Shows the ballot statistics for returned, challenged, etc.

Create a new scheduled export

Export Name:

Export Interval -

Every at

MORE OPTIONS:

☐ One Time Export?

☐ No End Date

☐ End After

☐ End By

Save Export

YOUR SCHEDULED EXPORTS

| Name | Create Date | Schedule | Next Run | One Time Run | |
|----------------|---------------------|-------------|----------------------|--------------|------------------------|
| Ballot Returns | 4/3/2019 1:20:55 PM | At 12:00 PM | 4/4/2019 12:00:00 PM | No | Delete |

1 items in 1 pages

DOWNLOAD PAST EXPORTS

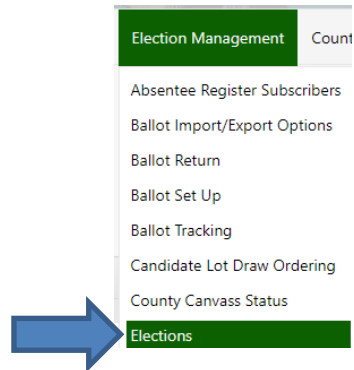
| Name | Export Date |
|------------------------|-------------|
| No records to display. | |

0 items in 1 pages

ELECTIONS SETUP

Assigning an Election

Hover over “Election Management” and click “Elections” (blue arrow).



This page contains both statewide and your county’s elections.

Click “Create new Election” (red box) to create a new election.

| ELECTIONS | | | | | | | | | | | |
|---------------------------------------|----------------------|---------------|--------------------------------|-------------|-------------------------|-------------------|-----------------------|----------------------|-------------------|-------------------|-------------------------------------------------------|
| + Create new Election | | | | | | | | | | | |
| Jurisdiction | Election Type | Election Date | Election Name | Description | UOCAVA Initial Deadline | Books Closed | Voting Open | Voting Closed | Filing Start | Filing End | Books Open (following election) |
| State | Primary | 5/5/2020 | PRIMARY 2020 | | 3/21/2020 | 04/07/20 05:00 PM | 4/17/2020 12:00:00 AM | 5/5/2020 5:00:00 PM | 02/13/19 05:00 PM | 04/30/20 05:00 PM | 5/11/2020 Select |
| Lewis | Special | 7/9/2019 | Chad Upload Test | | 6/9/2019 | 03/05/19 05:00 PM | 6/21/2019 12:00:00 AM | 7/9/2019 5:00:00 PM | 03/01/19 05:00 PM | 03/02/19 05:00 PM | 7/15/2019 Select Edit |
| State | Presidential Primary | 6/4/2019 | June 2019 Presidential Primary | | 5/30/2019 | 05/30/19 05:00 PM | 5/6/2019 12:00:00 AM | 6/4/2019 5:00:00 PM | 05/01/19 05:00 PM | 06/04/19 05:00 PM | 6/10/2019 Select |
| State | Special | 3/26/2019 | Laura Test 2 | | 3/15/2019 | 03/26/19 05:00 PM | 3/8/2019 12:00:00 AM | 3/26/2019 5:00:00 PM | 02/01/19 05:00 PM | 03/29/19 12:00 AM | 4/1/2019 Select |
| State | Primary | 3/26/2019 | PRIMARY 2019 | | 3/15/2019 | 03/29/19 05:00 PM | 3/8/2019 12:00:00 AM | 3/26/2019 5:00:00 PM | 03/01/19 05:00 PM | 02/26/19 05:00 PM | 4/1/2019 Select |
| Lewis | Municipal | 2/26/2019 | Test Municipal | | 2/21/2019 | 02/01/19 05:00 PM | 2/1/2019 12:00:00 AM | 2/26/2019 5:00:00 PM | 02/01/19 05:00 PM | 02/20/19 05:00 PM | 2/27/2019 Select |
| Lewis | Special | 2/21/2019 | Laura's Special Test | | 1/22/2019 | 01/24/19 05:00 PM | 2/3/2019 12:00:00 AM | 2/21/2019 5:00:00 PM | 02/01/19 05:00 PM | 02/21/19 05:00 PM | 2/25/2019 Select |

Note: Once an election has been added it cannot be deleted.

Information entered for a test special election is visible.

Based on the election type selected (blue box), all fields except filing periods will populate automatically, but are editable (yellow box).

The state will set the filing period for all statewide elections. For county elections, county officials will set the filing period (red box, below).

Clicking “Insert” (blue arrow, above) will create an election and return to the Elections page. The newly created election will appear in the elections list (green arrow).

| State | Primary | 4/2/2019 | PRIMARY 2019 | | 2/16/2019 | 03/05/19 05:00 PM | 3/15/2019 12:00:00 AM | 4/2/2019 5:00:00 PM | 03/01/19 05:00 PM | 04/01/19 05:00 PM | 4/8/2019 | Select |
|-------|---------|-----------|-----------------------|-------------------------------|-----------|-------------------|-----------------------|----------------------|-------------------|-------------------|----------|--------|
| Lewis | Special | 3/28/2019 | Test Special Election | This is not a required field. | 2/26/2019 | 01/31/19 05:00 PM | 3/10/2019 12:00:00 AM | 3/28/2019 5:00:00 PM | 03/01/19 05:00 PM | 03/15/19 05:00 PM | 4/1/2019 | Select |

When “Select” is clicked to choose an election (purple box), the election will be highlighted in red. The election will show in the upper right-hand corner of the screen (purple arrow). Click this red highlighted election to return to the Elections page.

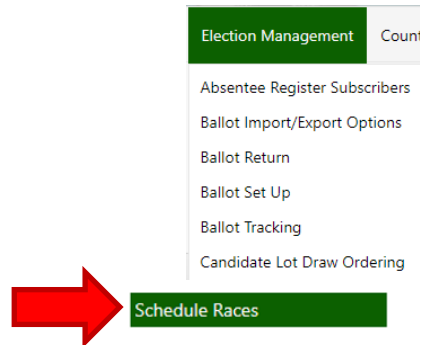
| Jurisdiction | Election Type | Election Date | Election Name | Description | UOCAVA Initial Deadline | Books Closed | Voting Open | Voting Closed | Filing Start | Filing End | Books Open (following election) | |
|--------------|----------------------|---------------|--------------------------------|-------------|-------------------------|-------------------|-----------------------|----------------------|-------------------|-------------------|---------------------------------|-------------|
| State | Primary | 5/5/2020 | PRIMARY 2020 | | 3/21/2020 | 04/07/20 05:00 PM | 4/17/2020 12:00:00 AM | 5/5/2020 5:00:00 PM | 02/13/19 05:00 PM | 04/30/20 05:00 PM | 5/11/2020 | Select |
| Lewis | Special | 7/9/2019 | Chad Upload Test | | 6/9/2019 | 03/05/19 05:00 PM | 6/21/2019 12:00:00 AM | 7/9/2019 5:00:00 PM | 03/01/19 05:00 PM | 03/02/19 05:00 PM | 7/15/2019 | Select Edit |
| State | Presidential Primary | 6/4/2019 | June 2019 Presidential Primary | | 5/30/2019 | 05/30/19 05:00 PM | 5/6/2019 12:00:00 AM | 6/4/2019 5:00:00 PM | 05/01/19 05:00 PM | 06/04/19 05:00 PM | 6/10/2019 | Select |
| State | Special | 3/26/2019 | Laura Test 2 | | 3/15/2019 | 03/26/19 05:00 PM | 3/8/2019 12:00:00 AM | 3/26/2019 5:00:00 PM | 02/01/19 05:00 PM | 03/29/19 12:00 AM | 4/1/2019 | Select |
| State | Primary | 3/26/2019 | PRIMARY 2019 | | 3/15/2019 | 03/28/19 05:00 PM | 3/8/2019 12:00:00 AM | 3/26/2019 5:00:00 PM | 03/01/19 05:00 PM | 03/26/19 05:00 PM | 4/1/2019 | Select |
| Lewis | Municipal | 2/26/2019 | Test Municipal | | 2/21/2019 | 02/01/19 05:00 PM | 2/1/2019 12:00:00 AM | 2/26/2019 5:00:00 PM | 02/01/19 05:00 PM | 02/20/19 05:00 PM | 2/27/2019 | Select |
| Lewis | Special | 2/21/2019 | Laura's Special Test | | 1/22/2019 | 01/24/19 05:00 PM | 2/3/2019 12:00:00 AM | 2/21/2019 5:00:00 PM | 02/01/19 05:00 PM | 02/21/19 05:00 PM | 2/25/2019 | Select |

Some elections have an “Edit” option (green box).

Note: Editing authority is not extended to other counties’ elections, previously completed elections, or statewide elections.

Schedule Races

There is a schedule that tracks when certain races appear on Primary and General ballots. Hover over “Election Management” and click on “Schedule Races” (red arrow) to access this page.



The current election is in the middle of the screen (teal box).

Select the year for the election (red box) to set up. Any races scheduled to appear on the ballot for the year and election type (Primary) will display in the table (green box).

The screenshot shows the 'SCHEDULE RACES' page. At the top, it says 'For June 2019 Presidential Primary - 6/4/2019'. Below this, there is a dropdown menu for 'Election Year' with '2019' selected. A blue arrow points to the 'Setup Election Races' button. A green box highlights a table of races.

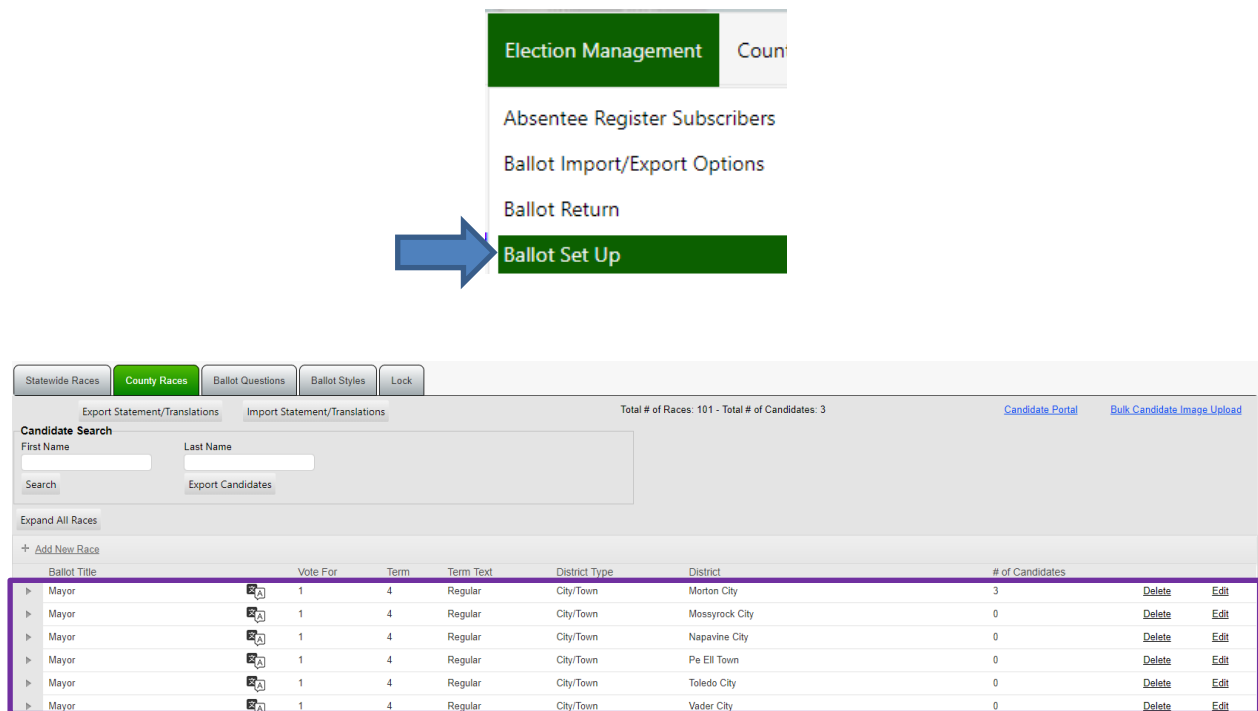
| Ballot Title | Office Seq # | Vote For | Term Length | District Type | District Name | Primary Non-Partisan | Primary Partisan | General |
|--------------|--------------|----------|-------------|---------------|----------------|-------------------------------------|--------------------------|-------------------------------------|
| Mayor | 20005 | 1 | 4 | City/Town | Morton City | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Mayor | 20005 | 1 | 4 | City/Town | Mossyrock City | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Mayor | 20005 | 1 | 4 | City/Town | Napavine City | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Mayor | 20005 | 1 | 4 | City/Town | Pe Ell Town | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Mayor | 20005 | 1 | 4 | City/Town | Toledo City | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Mayor | 20005 | 1 | 4 | City/Town | Vader City | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

NOTE: You cannot edit this list. If you find incorrect or missing information on this page, contact the Office of Secretary of State to update the table.

Click the “Set Up Election Races” button (blue arrow) to add these races to the ballot for the current election.

NOTE: If this button is deactivated, hover over the button for an explanation.

Hover over “Election Management” and click “Ballot Set Up” (blue arrow) to view the races (purple box).

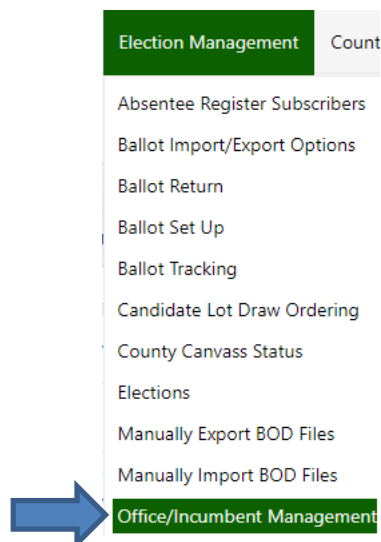


The screenshot shows the VoteWA interface. At the top, the 'Election Management' dropdown menu is open, with 'Ballot Set Up' highlighted by a blue arrow. Below this, the 'County Races' tab is selected, showing a table of races. The table has columns for Ballot Title, Vote For, Term, Term Text, District Type, District, and # of Candidates. The data rows are highlighted with a purple border.

| Ballot Title | Vote For | Term | Term Text | District Type | District | # of Candidates |
|--------------|----------|------|-----------|---------------|----------------|-----------------|
| Mayor | 1 | 4 | Regular | City/Town | Morton City | 3 |
| Mayor | 1 | 4 | Regular | City/Town | Mossyrock City | 0 |
| Mayor | 1 | 4 | Regular | City/Town | Napavine City | 0 |
| Mayor | 1 | 4 | Regular | City/Town | Pe Ell Town | 0 |
| Mayor | 1 | 4 | Regular | City/Town | Toledo City | 0 |
| Mayor | 1 | 4 | Regular | City/Town | Vader City | 0 |

Office/Incumbent Management

Hover over “Election Management” and click Office/Incumbent Management (blue arrow) to access the page to add and edit offices and incumbents.



The screenshot shows the 'Election Management' dropdown menu. The 'Office/Incumbent Management' option is highlighted by a blue arrow.

OFFICE/INCUMBENT MANAGEMENT

District Type: City/Town
District: Cent Coun Dist #1

Address 1: _____ Website: _____
Address 2: _____ Email: _____
City: _____ Phone: () - ____ - ____
State: WA Fax: () - ____ - ____
Zip: _____

Save Contact Info

| Office | Is Vacant | Term Length | Term Type | Salary | Filing Fee | Next Election | Notes | |
|-------------|--------------------------|-------------|-----------|--------|------------|---------------|-------|-------------|
| Coun Dist 1 | <input type="checkbox"/> | | | | | | | Delete Edit |

Refresh

| Last Name | First Name | Display Name | Term Type | Term Start | Term End | Resignation Date | Selected | |
|-----------|------------|-------------------|-----------|------------|------------|------------------|----------|-------------|
| McGee | Cameron | Cameron McGee | Full | 01/01/2018 | | | Elected | Delete Edit |
| Greenwood | Ronald | Ron Greenwood Jr. | Full | 01/01/2014 | 01/01/2018 | | Elected | Delete Edit |
| Coumbs | Lee | Lee Coumbs | Full | 01/01/2010 | 01/01/2014 | | Elected | Delete Edit |

Red box: “District Type” and “District” drop down lists.

Green box: Several fields to add contact information for the district. Click “Save Contact Info” (blue arrow) to update the contact information for the selected district.

Yellow box: A small arrow used to expand the list of incumbents in an office. Click to expand.

Purple box: Click “Add new record” to add a new record to the incumbent list. This will navigate to a new page (example below).

Fill in the appropriate fields for the incumbent. Click “Insert” (red arrow) to add the incumbent to the list.

Refresh

Last Name: _____ First Name: _____ Display Name: _____ Term Type: Select Term Term Start: _____ Term End: _____ Resignation Date: _____ Selected: _____

Insert Cancel

Click “Add new record” (green box) to add and office to a district.

| Office | Is Vacant | Term Length | Term Type | Salary | Filing Fee | Next Election | Notes | |
|-------------|--------------------------|-------------|-----------|--------|------------|---------------|-------|-------------|
| Coun Dist 1 | <input type="checkbox"/> | | | | | | | Delete Edit |

Fill in the appropriate fields (below) and click “Insert” to add the office to this district (blue arrow).

Office: _____ Is Vacant: ☐ Term Length: _____ Term Type: Salary Type Salary: _____ Filing Fee: _____ Next Election: _____

Notes: _____

Insert Cancel

The home screen will show when a new candidate is added. All candidates will be placed under “Incumbents to Process” (below).

Process Incumbents

1

Go To Process Incumbents.

There will be a count of how many offices have eligible incumbents to process (teal box above).

Click “Go To Process Incumbents” (green box above) to get to the “Process Incumbents” page.

PROCESS INCUMBENTS

Save changes

Cancel changes

| | District Type | District Code | Candidate | Term Length | Term | Total Votes | Term Start | Term End | Add to Incumbents |
|---|--------------------------------------------------------|---------------|----------------|-------------|------|-------------|------------|----------|-------------------|
| ▼ | District: Legislative District 20; Race: State Senator | | | | | | | | |
| | Legislative | LEG000013 | BRIAN SMITHLIN | 4 | | 0 | | | |
| | Legislative | LEG000013 | KAREN JOHNSON | 4 | | 0 | | | |

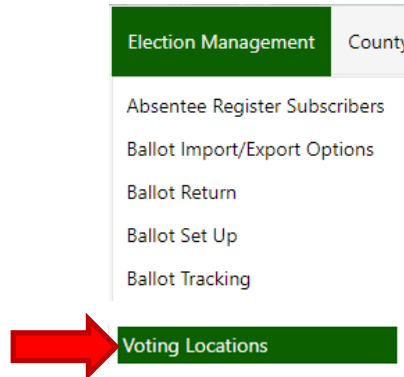
Click “Add to Incumbents” on the far right (red box) to add the winning candidate to the office.

Click in the fields for “Term Start” and “Term End” (purple box) to select the dates.

Click “Save Changes” (blue arrow) to add the incumbent to the Office/Incumbent Management page.

Adding a Voting Location

Hover over “Elections Management” and click “Voting Locations” (red arrow) to access the voting locations page.



On this page, add (red box), edit (teal box), or deactivate (green box) county voting locations. There is an option to designate a voting location as a vote center or a drop box (purple box). A drop box can be designated as drive-up or staffed (yellow box).

| VOTING LOCATIONS | | | | | | | | | |
|----------------------------------------------------------------------|-----------------------|-----------|-------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------|-------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <div> <input checked="" type="checkbox"/> Active Only </div> | | | | | | | | | |
| <div> + Add New Voting Location </div> | | | | | | | | | |
| Location Name | Address | City | Zip | Description | Special Instructions | Location Hours | Is Active | Vote Center | Drop Box |
| Centralia College | Kemp Hall Parking Lot | Centralia | 98531 | The drive through ballot drop box is located in the Kemp Hall parking lot and can be accessed from R | Special Instructions | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <div> <input checked="" type="checkbox"/> Is Drive-Up: Yes <input type="checkbox"/> Is Staffed: No </div> |
| Chehalis Avenue | 242 NW Chehalis Ave | Chehalis | 98532 | The drive through ballot drop box is located at the corner of NW Chehalis Ave and NW Center St with | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <div> <input checked="" type="checkbox"/> Is Drive-Up: Yes <input type="checkbox"/> Is Staffed: No </div> |
| Lewis County Auditor's Office | 351 N.W. North St. | Chehalis | 98532 | | Take exit 77 from I-5. Auditor's Office is at the west end of the Historic Courthouse. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div> <input checked="" type="checkbox"/> Is Drive-Up: No <input type="checkbox"/> Is Staffed: Yes </div> |
| Lewis County Historic Courthouse | 351 N.W. North St. | Chehalis | 98532 | The ballot drop box is located in the lobby and ballots can be dropped off between 8 a.m. and 5 p.m. weekdays and until 8 p.m. on Election Day | Take exit 77 from I-5. Auditor's Office is at the west end of the Historic Courthouse on the main floor. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div> <input checked="" type="checkbox"/> Is Drive-Up: No <input type="checkbox"/> Is Staffed: No </div> |
| Mineral | 104 Front St. W. | Mineral | 98355 | The drive through drop box is located in front of the Mineral Fire Station (Fire District No. 9). | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div> <input checked="" type="checkbox"/> Is Drive-Up: Yes <input type="checkbox"/> Is Staffed: No </div> |

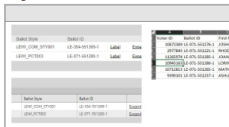
Click “edit” to edit an existing voting location.

| Location Name | Address | City | Zip | Description | Special Instructions | Location Hours | Is Active | Vote Center | Drop Box |
|-------------------|-----------------------|-----------|-------|------------------------------------------------------------------------------------------------------|----------------------|----------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Centralia College | Kemp Hall Parking Lot | Centralia | 98531 | The drive through ballot drop box is located in the Kemp Hall parking lot and can be accessed from R | Special Instructions | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ Is Active
 Location Name:
 Address:
 Latitude:
 Longitude:
 City:
 Zip:
 Description:
 Special Instructions:
 Days Open Before Election:
 Location Hours:

Contact Name:
 Contact Address:
 Contact City:
 Contact Zip:
 Contact Phone Number:
 Contact Second Phone Number:
☐ Contract Required

Location Type
☒ Vote Center
☒ Drop Box
☒ Drive Up
☐ Staffed

Images

 Name: Test
 Description: Testing
 View

Contracts
 No records to display.
 Add File: Select
 *File Name:
 Description:
 *Expires:
 Upload File

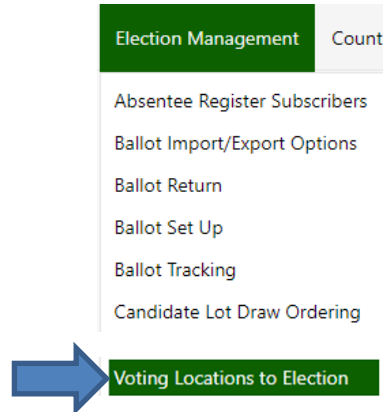
Add File: Select
 *File Name:
 Description:
 Upload File

Update Cancel

Change or update any of the fields shown above. Click “Update” (blue arrow) to save all the changes.

Assigning a Voting Location to an Election

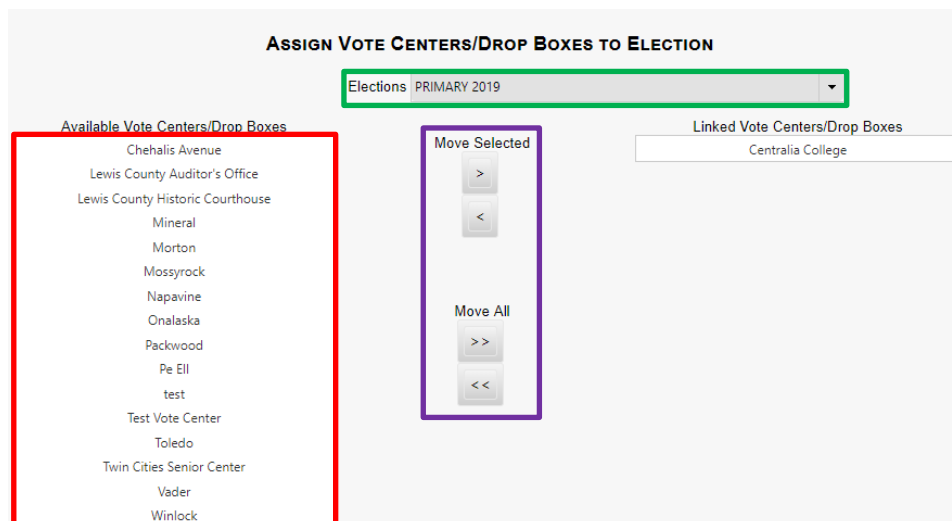
Hover over “Election Management” and click “Voting Locations to Elections” (blue arrow) to assign a vote center or drop box to an election.



First, select the election (green box). The current election will be the default, with different elections listed in the drop-down menu.

Choose the drop box or vote center to be assigned from the list on the left (red box).

Use the arrows in the center to assign the desired drop boxes and vote centers to the election (purple box).



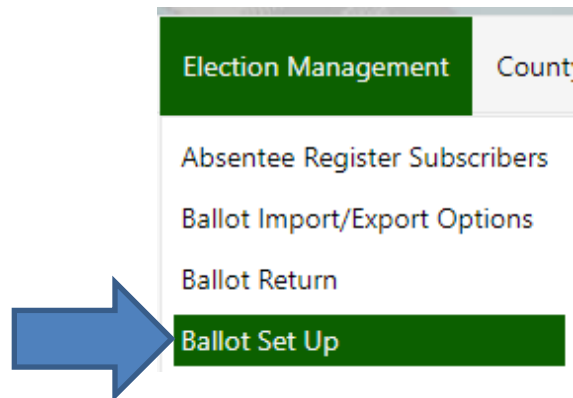
<Page Intentionally Left Blank>

BALLOT SETUP

Adding a Race

A race can be added in two different places - the Schedule Races tab and the Ballot Set Up page.

Hover over “Election Management” and click “Ballot Set Up” (blue arrow) to add a race.



Any races in the assigned election will show on this page (green box).

Select the County Races tab (green tab below) to add races to an election. The Statewide Races tab to the left has races added at the State level. Statewide Races are controlled at the state level.

BALLOT SET UP
For: PRIMARY 2019 - 3/26/2019

Statewide Races **County Races** Ballot Measures Ballot Styles Import/Publish Ballots Lock

Export Statement/Translations Import Statement/Translations Total # of Races: 2 - Total # of Candidates: 5 [Candidate Portal](#) [Bulk Candidate Image Upload](#)

Candidate Search
First Name Last Name
Search Export Candidates

Expand All Races

+ Add New Race

| Ballot Title | | Vote For | Term | Term Text | District Type | District | # of Candidates | | |
|---------------|--|----------|------|-----------|---------------|-------------------------|-----------------|--------|------|
| State Senator | | 1 | 4 | Regular | Legislative | Legislative District 19 | 0 | Delete | Edit |
| AUDITOR | | 1 | 4 | Regular | Countywide | | 5 | Delete | Edit |

Click “Add New Race” to add a new race to an election (red box below)

BALLOT SET UP
For: April Special Election - 4/23/2019

Statewide Races **County Races** Ballot Measures Ballot Styles Import/Publish Ballots Lock

Export Statement/Translations Import Statement/Translations Total # of Races: 2 - Total # of Candidates: 4 [Candidate Portal](#) [Bulk Candidate Image Upload](#)

Candidate Search
First Name Last Name
Search Export Candidates

Expand All Races

+ Add New Race

| Ballot Title | | Vote For | Term | Term Text | District Type | District | # of Candidates | | |
|-------------------|--|----------|------|-----------|---------------|-------------------------|-----------------|--------|------|
| State Senator | | 1 | 4 | Regular | Legislative | Legislative District 19 | 2 | Delete | Edit |
| Coun Pos At-Large | | 1 | 4 | Regular | City/Town | Cent Coun Dist #1 | 2 | Delete | Edit |

Select the race from the drop-down menu at the top of the screen (blue arrow below). The District drop down will populate with available districts for that race (purple box). Select a District and then select the term type (orange box). All other field will autofill.

Fields with an * are required

Races: CITY COUNCIL MEMBER

District Type: City/Town

District: Cent Coun Dist #1

Subdistrict:

Ballot Title: CITY COUNCIL MEMBER

County: Lewis

Vote For: 1

Term: 4

Term Type: - Select Term Type -

Filing Start: 3/1/2019 5:00 PM

Filing End: 3/25/2019 5:00 PM

Word Limit *

Other Word Limit *

Is Filing District At Large

Is Voting District At Large

Filing Fee

Filing Fee Cost *

Additional Requirements:

Insert Cancel

Set the word limit, filing fee, and indicate if the filing and voting districts are “at large” on this page (red box). These fields are tied to online candidate filing and entering candidates.

Enter notes in the “Additional Requirements” field (yellow box). “Additional Requirements” show on the “Add to Race” page.

Click “Insert” (orange arrow above) to add the race to the election.

The race has now been added to the selected election (teal box below).

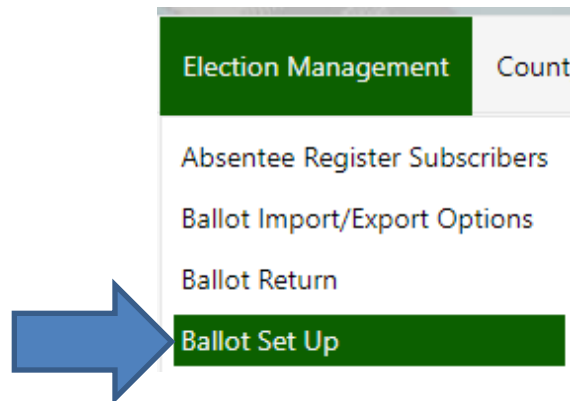
| + Add New Race | | | | | | | |
|---------------------|----------|------|-----------|---------------|-------------|-------------------------|---|
| Ballot Title | Vote For | Term | Term Text | District Type | District | # of Candidates | |
| State Senator | 2 | 1 | 4 | Regular | Legislative | Legislative District 19 | 2 |
| CITY COUNCIL MEMBER | 2 | 1 | 4 | Regular | City/Town | Cent Coun Dist #1 | 0 |
| Coun Pos At-Large | 2 | 1 | 4 | Regular | City/Town | Cent Coun Dist #1 | 2 |

Edit or delete any county races (light green above).

NOTE: On the “County Races” tab there is a small icon next to the Ballot Title of each race (red box below). This means translation is available for that race. Files can be exported out using the “Export Statement/Translations” link in order to translate the statements and then imported into the system with the “Import Statement/Translations” link at the top of the screen (orange box below).

Adding a Candidate (Ballot Set Up)

Hover over “Election Management” and click “Ballot Set Up” (blue arrow below).



Next to each existing race is a small arrow (red box below). Click to expand the race and show any candidates in the race. Click the “Add New Candidate” button (purple box below) to add a candidate to the race manually.

| | | | | | | | | | | | | |
|---------------------------------------------------------------|------------------------------------|------------------------------------|------------------------------------------|----------------------------------------------|----------------------------------------------------------|--------------------------------------------|-----------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------|-----------------------------------------|---------------------------------------|
| <div><div></div><div>State Senator</div></div> | <div><div></div><div>1</div></div> | <div><div></div><div>4</div></div> | <div><div></div><div>Regular</div></div> | <div><div></div><div>Legislative</div></div> | <div><div></div><div>Legislative District 19</div></div> | <div><div></div><div>2</div></div> | <div><div></div><div>Delete</div></div> | <div><div></div><div>Edit</div></div> | | | | |
| <div><div><div></div><div>Add New Candidate</div></div></div> | | | | | | | | | | | | |
| Candidate # | Registrant ID | Candidate Name | Filing Date | Party | Ballot Order | Status | Locked | Write-in | Receipt | Certificate of Election | Certificate of Nomination | Filing Form |
| 35843 | <div><div></div><div></div></div> | Mickey Mouse | 3/14/2019 2:19:05 PM | None | 1 | Pending | <div><div></div><div></div></div> | No | <div><div>Edit</div><div>View</div></div> | <div><div>View</div></div> | <div><div>View</div></div> | <div><div>Scan</div></div> |
| 35844 | <div><div></div><div></div></div> | Minnie Mouse | 3/14/2019 2:20:14 PM | None | 2 | Pending | <div><div></div><div></div></div> | No | <div><div>Edit</div><div>View</div></div> | <div><div>View</div></div> | <div><div>View</div></div> | <div><div>Scan</div></div> |
| <div><div></div><div>CITY COUNCIL MEMBER</div></div> | <div><div></div><div></div></div> | | <div><div></div><div>1</div></div> | <div><div></div><div>4</div></div> | <div><div></div><div>Regular</div></div> | <div><div></div><div>City/Town</div></div> | | <div><div></div><div>Cent Coun Dist #1</div></div> | <div><div></div><div>0</div></div> | | <div><div></div><div>Delete</div></div> | <div><div></div><div>Edit</div></div> |
| <div><div></div><div>Coun Pos At-Large</div></div> | <div><div></div><div></div></div> | | <div><div></div><div>1</div></div> | <div><div></div><div>4</div></div> | <div><div></div><div>Regular</div></div> | <div><div></div><div>City/Town</div></div> | | <div><div></div><div>Cent Coun Dist #1</div></div> | <div><div></div><div>2</div></div> | | <div><div></div><div>Delete</div></div> | <div><div></div><div>Edit</div></div> |

Green box (above): Click “Select” (blue arrow) to add a photo to a candidate record. The photo will upload into the photo editing tool to crop, zoom, resize, etc. Click “Delete Image” (red arrow) to remove the image.

Purple box (above): Enter candidate information in each corresponding field. The TotalAddress link (green arrow) will launch the TotalAddress application to confirm the candidate’s address is in the appropriate jurisdiction.

Enter campaign and contact information in the appropriate fields (above)

Blue box: Copy and paste a statement into this field or type it indirectly.

Candidate Statement

Second Candidate Statement

Petition Filing Date: 3/24/2019 7:33 PM

Filing Status: Pending

Payment Type: [Dropdown]

Filing Delivery: [Dropdown]

Check Number: [Text]

Ballot Order: [Text]

Receipt Number: [Text]

Write-In: ☐

Insert Cancel

Red Box: These fields display the status of the candidate, time of filing and payment information. Payment type, filing delivery and a check and receipt number can also be added.

Click "Insert" To add the candidate (green arrow).

The candidate is now listed under the race (orange box below).

| State Senator | | | | | | | | | | | | Delete | Edit |
|---------------------|---------------|----------------|----------------------|-------|--------------|---------|--------------------------|----------|-----------|-------------------------|---------------------------|-------------|------|
| + Add New Candidate | | | | | | | | | | | | | |
| Candidate # | Registrant ID | Candidate Name | Filing Date | Party | Ballot Order | Status | Locked | Write-In | Receipt | Certificate of Election | Certificate of Nomination | Filing Form | |
| 35843 | 0 | Mickey Mouse | 3/14/2019 2:19:05 PM | None | 1 | Pending | <input type="checkbox"/> | No | Edit View | View | View | View | Scan |
| 35844 | 0 | Minnie Mouse | 3/14/2019 2:20:14 PM | None | 2 | Pending | <input type="checkbox"/> | No | Edit View | View | View | View | Scan |
| 82021 | 0 | First Last | 3/24/2019 8:00:38 PM | None | 3 | Pending | <input type="checkbox"/> | No | Edit View | View | View | View | Scan |

To edit or view a candidate record, click "Edit" or "View" (green box). Click "Scan" (teal box) to attach a form to the record.

Adding a Candidate (Voter Record)

A candidate can be added to a race directly from a voter record. Pull up the voter record using a quick search in the upper right-hand corner of the screen (purple box).

Registrant ID: 12291645
HECKMANN, LAURA E

County: Lewis
DOB: 01/29/1988 (Age 31)

Update Record **Add To Race**

Residence Address: 765 NW FOLSOM ST, CHEHALIS, WA 98532
Mailing Address: 765 NW FOLSOM ST, CHEHALIS, WA 98532

SSN: 1234
WA DL/DL #: 1234
Registration Date: 3/23/2019
Effective Date of Change: 3/23/2019
Source of Registration: DOA

Gender:
Form Language:
Phone:
Mobile:
Email:
Previous Name:

Forms to be Scanned

| Date | Scan | Clear |
|------------|------|-------|
| 03/24/2019 | Scan | Clear |

Unsent Notice(s)

| Notice Name | Date Created |
|------------------------------------------------|----------------------|
| Notice of Registration received after Deadline | 3/04/2019 7:26:42 PM |
| Identification Notice | 3/04/2019 7:26:42 PM |

District Type: District Name

| | |
|----------------|------------------------------------------|
| City/Town | Che Coun Dist #1 |
| City/Town | Chehalis City |
| Commissioner | Comm Dist 2 Sub-Dist 5 |
| Commissioner | County Comm Dist #2 |
| Congressional | Congressional District 3 |
| Judicial | Court of Appeals, Division 2, District 3 |
| Judicial | Lewis Superior Court |
| Judicial | Supreme Court |
| Legislative | Legislative District 20 |
| Library | Timberland Library District |
| PCO | CHEHALIS #1 PCO |
| Port | Chehalis Port CD #3 |
| Port | Chehalis Port District |
| PRECINCT | Chehalis #1 |
| PRECINCT SPLIT | 0201.1 |
| Public Utility | PUD Dist Comm #2 |
| Public Utility | PUD District-At-Large |

Click the “Add To Race” button (red box above) while in the voter record.

Choose from the “Races” drop down list (green box). This drop-down will only display races the voter is eligible to file for office.

Registrant ID: 12291645
HECKMANN, LAURA E

County: Lewis
DOB: 01/29/1988 (Age 31)
Status: ACTIVE
Status Reason: ACTIVE

Cancel
Add To Race

Fields with an * are required

Races: * District: *

Race: AUDITOR Term: 4 District: 4
Director at Large Pos. 4 - EATONVILLE SCHOOL DISTRICT NO. 404 School
School 400 Director District 1 - Sch Dist 400 - Oakville School
School Board Director, District No. 2 - Rochester School District No. 401 School
School 400 Director District 2 - Sch Dist 400 - Oakville School
Director Dist. 3 - EATONVILLE SCHOOL DISTRICT NO. 404 School
School 400 Director District 5 - Sch Dist 400 - Oakville School

Party: No Party Preference * Filing Date: 3/24/2019 8:28 PM

Choose a District in the “District” drop down list. (blue arrow above). Enter party preference in the “Party” field or check the “No Party Preference” box (orange box above). The filing date will auto-populate.

Candidate Information

Upload Image

Photo

Zoom: 100% Size: 0x0px Pos.: (-,-) Last Action: None

Delete

When making changes to photo, click Save Icon or changes will be discarded.

Title

First Name LAURA Middle Name E Last Name HECKMANN Suffix

Residence Address 765 NW FOLSOM ST City CHEHALIS State WA Zip 98532

Ballot Name

Candidate Email

Candidate Phone () - -

Click the “Upload Image” button (orange box above) to add an image to the candidate’s file. The name and address are auto-populated from the voter record. Enter the “Ballot Name” (blue box above) and candidate email and phone, if applicable.

Enter either a new mailing address or copy from the residence address above (blue arrow below).

Campaign Information

Copy Residence Address to Mailing Address

Mailing Address * Mailing City * Mailing State AA * Mailing Zip *

Campaign Email * Campaign Phone () - - Website

Campaign Name Video URL

Candidate Statement

Filing Delivery * Filing Fee * Payment Type *

Check Number Receipt Number

Add To Race

Go To Races

Enter any campaign information in the corresponding fields, including a candidate statement, filing status and payment information.

Click “Add to Race” (red box above) to add the candidate.

Once the candidate has been successfully added to the race, see the message below:

[Add To Race](#)

SUCCESS! Voter LAURA HECKMANN Added to Race AUDITOR. Please click Go To Races to edit this candidate.

[Go To Races](#)

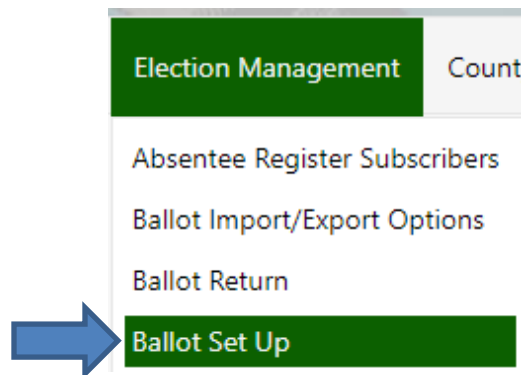
Click “Go To Races” (yellow box above) to view the candidate in the Ballot Set Up page (green box below).

| AUDITOR | | | | | | | | | | | | | 1 | 4 | Regular | Countywide | 5 | Delete | Edit | |
|---------------------|---------------|------------------|----------------------|-------|--------------|-----------|--------------------------|----------|----------------------|-------------------------|---------------------------|----------------------|---|---|---------|------------|---|--------|------|--|
| + Add New Candidate | | | | | | | | | | | | | | | | | | | | |
| Candidate # | Registrant ID | Candidate Name | Filing Date | Party | Ballot Order | Status | Locked | Write-in | Receipt | Certificate of Election | Certificate of Nomination | Filing Form | | | | | | | | |
| 81970 | 24294 | JASON ALAN LEWIS | | | 1 | Qualified | <input type="checkbox"/> | Yes | Edit | View | View | View | | | | | | | | |
| 81975 | 2223226 | BILLIE C JONES | | | 2 | Pending | <input type="checkbox"/> | Yes | Edit | View | View | View | | | | | | | | |
| 82022 | 12291645 | LAURA E HECKMANN | 3/24/2019 8:28:47 PM | None | 3 | Pending | <input type="checkbox"/> | No | Edit | View | View | View | | | | | | | | |
| 35849 | 0 | test test | 3/14/2019 4:43:34 PM | no | 4 | Pending | <input type="checkbox"/> | No | Edit | View | View | View | | | | | | | | |
| 35850 | 0 | Wilma Winter | 3/14/2019 4:44:00 PM | no | 5 | Pending | <input type="checkbox"/> | No | Edit | View | View | View | | | | | | | | |

Note candidate’s status from this view (red box, above). The candidate name color (teal box) corresponds to different statuses for an additional visual aid.

Adding a Ballot Measure (ballot set up)

Hover over “Election Management” and click “Ballot Set Up” to add a Ballot Measure.



Click on the “Ballot Measures” tab (green tab below).

BALLOT SET UP
For: PRIMARY 2019 - 3/26/2019

Statewide Races
County Races
Ballot Measures
Ballot Styles
Import/Publish Ballots
Lock

Export Translations
Import Translations

Export Measures

+ Add New Ballot Measure

| District Type | District | Ballot Measure Name | Ballot Measure Type | Retention Receipt |
|------------------------|----------|---------------------|---------------------|-------------------|
| No records to display. | | | | |

Click “Add New Ballot Measure” (blue box above).

The screenshot shows the 'Add New Ballot Measure' form. The fields are organized as follows:

- Orange Box (above):** A horizontal bar containing 'District Type' (dropdown), 'District' (dropdown), 'Ballot Measure Name' (text), 'Ballot Measure Type' (dropdown), and 'Retention Receipt' (checkbox).
- Red Box (above):** 'Measure Name' (text field).
- Teal Box (above):** 'Office Seq #' (text field) with a note: 'Ballot Order: Office Seq # must be between 900 and 999'.
- Yellow Box (above):** 'Date Received' and 'Date Filed' (both date pickers showing 4/3/2019).
- Green Box (above):** 'Ballot Title' (rich text editor with a toolbar).
- Purple Box (above):** 'Explanatory Statement' (rich text editor with a toolbar).
- Orange Box (above):** 'Short Description' (text field).
- Blue Box (above):** 'For Text', 'Complete Text', 'URL', and 'Against Text' (text fields).
- Green arrow (above):** Points to the 'Insert' button at the bottom left.

Orange Box (above): Select the “District Type” and “District” for the measure. Once a “District Type” is selected, the “District” drop-down will populate accordingly.

Teal Box (above): This number must be set between 900 and 999 in order to save the measure. This is a sequence number that will determine the order the measures will appear on the ballot. This is a required field.

Red Box (above): Enter the name of the Ballot Measure.

Green Box (above): Enter the ballot title content.

Yellow Box (above): “Date Received” and “Date Filed” are auto-populated with the current date. However, the dates are editable.

Purple Box (above): Enter the “Explanatory Statement” directly into this field or copy and paste from a word document. Spell check is active in this window. When the “Design” view is chosen, text can be edited (bold, italics, etc).

Orange Box (above): Type a short description for the measure.

Green arrow (above): Click “Insert” to add the measure.

The measure will now show on the “Ballot Measures” tab in “Ballot Set Up” (teal box below).

Measures can be exported for translation and then imported back into the system using the “Import” button (yellow box, below).

The “Export Measures” button (green box, below) allows exporting measure content into a CSV file.

BALLOT SET UP
For: PRIMARY 2019 - 3/26/2019

Statewide Races | County Races | **Ballot Measures** | Ballot Styles | Import/Publish Ballots | Lock

Export Translations | Import Translations

Export Measures

+ Add New Ballot Measure

| District Type | District | Ballot Measure Name | Ballot Measure Type | Retention Receipt |
|---------------|-------------------|---------------------|---------------------|---------------------------------------------|
| City/Town | Cent Coun Dist #1 | Measure 1 | Local | Edit Delete |

Once a measure has been added, edit it (red arrow, above) to include “For” and “Against” statements and committee information. Below, you will see the “Committee For” and “Committee Against” fields side by side.

The screenshot displays the VoteWA interface for creating a committee. It features two side-by-side panels for 'COMMITTEE FOR' and 'COMMITTEE AGAINST'. Each panel includes a top section for general committee information (Name, Description, Contact details), a middle section for adding members (with a table and 'Add new record' button), and a bottom section for statements (with a rich text editor and 'Approve Statement' checkbox). Below the statements are rebuttal sections with 'Approve Rebuttal' and 'Request Rebuttal' buttons. A 'Save Committee' button is located at the bottom of each panel. Annotations highlight key features: a green box for general info, a red box for adding members, blue arrows for 'Send Instructions', a yellow box for statement editors, an orange box for the 'Approve Statement' checkbox, and a purple box for the rebuttal sections.

Green box (above): Enter general information about the committee itself.

Red box (above): To add committee members, click “Add new record” and enter a first and last name and email address.

Blue arrow (above): “Send Instructions” will generate an email field to type instructions to send to the added committee members.

Yellow box (above): Enter your “For” and “Against” statements.

Orange box (above): To indicate that the statements have been approved, click the “Approve Statement” checkbox.

Purple box (above): Enter the rebuttal for the “For” or “Against” statement.

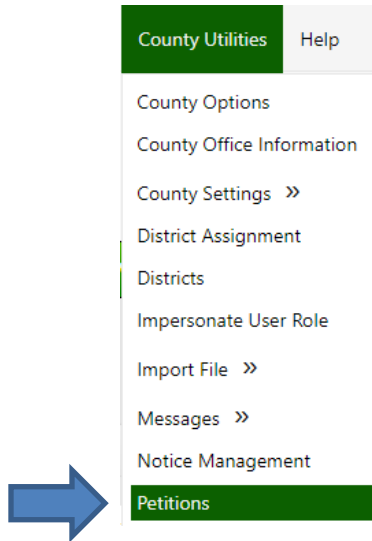
Teal Box (above): View the approval checkbox, however, notice a button labeled “Request Rebuttal.”

This will generate an email window that will allow a rebuttal request to be sent, with a link to the public portal where it can be submitted.

Light Green box (above): When ready to save “For” and “Against” information, click “Save Committee.”

Adding a Measure (Petitions)

Hover over “County Utilities” and click “Petitions” to add a measure through the petitions.



Click “Add New Petition” (red box below).

Petitions

Existing Petitions ☐ Display Archived Petitions

+ Add New Petition

| Name | Description | Petition Type | County | Submitted Date | Determination Date | Circulation Start Date | Circulation End Date | Signatures Required | Lines per Page | Status | Archived? |
|------|-------------|---------------|--------|----------------|--------------------|------------------------|----------------------|---------------------|----------------|--------|--------------------------|
| | | | | | | | | | | | <input type="checkbox"/> |

Petitions

Existing Petitions ☐ Display Archived Petitions

+ Add New Petition

| Name | Description | Petition Type | County | Submitted Date | Determination Date | Circulation Start Date | Circulation End Date | Signatures Required | Lines per Page | Status | Archived? |
|------|-------------|---------------|--------|----------------|--------------------|------------------------|----------------------|---------------------|----------------|--------|--------------------------|
| | | | | | | | | | | | <input type="checkbox"/> |

Name:

Description:

Petition Type:

Submitted Date: 3/25/2019

Determination Date:

Circulation Start Date:

Circulation End Date:

Lines per Page: 20

Registration Date must be at least 10 days prior to Petition's Submitted Date: ☐

Registration Date must be prior to Petition's Submitted Date: ☐

Comments:

Status: Pending

Archived?: ☐

Insert Cancel

Enter in all the fields accordingly as shown above. Click “Insert” (blue arrow above) to add the petition. The petition is now on the list in a “Pending” status. This is the default setting for all newly added petitions but can be updated at any time.

+ Add New Petition

| Name | Description | Petition Type | County | Submitted Date | Determination Date | Circulation Start Date | Circulation End Date | Signatures Required | Lines per Page | Status | Archived? |
|--------------|-----------------------------------------|--------------------------|--------|----------------|--------------------|------------------------|----------------------|---------------------|----------------|---------|--------------------------|
| Test Measure | This is a petition for a ballot measure | Initiative to the People | Lewis | 03/25/2019 | | | | | 20 | Pending | <input type="checkbox"/> |

View Delete Edit

There are options to “View,” “Delete” and “Edit” to the far right of the petition (purple box above). Click “Edit” to update the status of a petition.

| | | | | | | | | |
|--------------|-----------------------------------------|--------------------------|-------|------------|----|---------|--------------------------|------------------------------------------------------------------|
| Test Measure | This is a petition for a ballot measure | Initiative to the People | Lewis | 03/25/2019 | 20 | Pending | <input type="checkbox"/> | View Delete Edit |
|--------------|-----------------------------------------|--------------------------|-------|------------|----|---------|--------------------------|------------------------------------------------------------------|

Name:

Description:

Petition Type:

Submitted Date:

Determination Date:

Circulation Start Date:

Circulation End Date:

Lines per Page:

Registration Date must be at least 10 days prior to Petition's Submitted Date: ☐

Registration Date must be prior to Petition's Submitted Date: ☐

Comments:

Status:

Archived?: ☐

[Update](#) [Cancel](#)

Select the status of the petition from a drop-down menu (orange box above). Click “Update” to save (red arrow above).

| | | | | | | | |
|--------------|-----------------------------------------|--------------------------|-------|------------|----|------------|------------------------------------------------------------------------------------------|
| Test Measure | This is a petition for a ballot measure | Initiative to the People | Lewis | 03/25/2019 | 20 | Sufficient | Receipt View Delete Edit |
|--------------|-----------------------------------------|--------------------------|-------|------------|----|------------|------------------------------------------------------------------------------------------|

Marking the petition as “Sufficient” triggers a “Receipt” link to appear (green arrow above).

Click “View” to add the measure to the Ballot Set Up page (teal box above).

Tabs on this screen allow assigning signature fields, assigning the petition to a district(s), assigning political parties, adding attachments, and viewing statistics.

Click “Create Ballot Measure (red arrow below) to add the measure to the ballot setup page.

Current Petition:

Enter % of registered voters: [Calculate](#)

of Signatures Required: [Set](#)

Local [Create Ballot Measure](#) [View Petition Report](#) [Back to Petition List](#) [Lock Petition Rules](#)

[Assign Signature Fields](#) [Assign Districts](#) [Assign Political Parties](#) [Attachments](#) [Enter Circulated Pages](#) [View Statistics](#)

Assign Districts

District Type:

District:

[Add District](#) [Add All Districts](#)

| District Type | District | |
|---------------|---------------------------|------------------------|
| School | Adna School District #226 | Delete |

The measure will now display on the “Ballot Measures” tab on the Ballot Set Up page (teal box below).

[Statewide Races](#) [County Races](#) [Ballot Measures](#) [Ballot Styles](#) [Import/Publish Ballots](#) [Lock](#)

[Export Translations](#) [Import Translations](#)

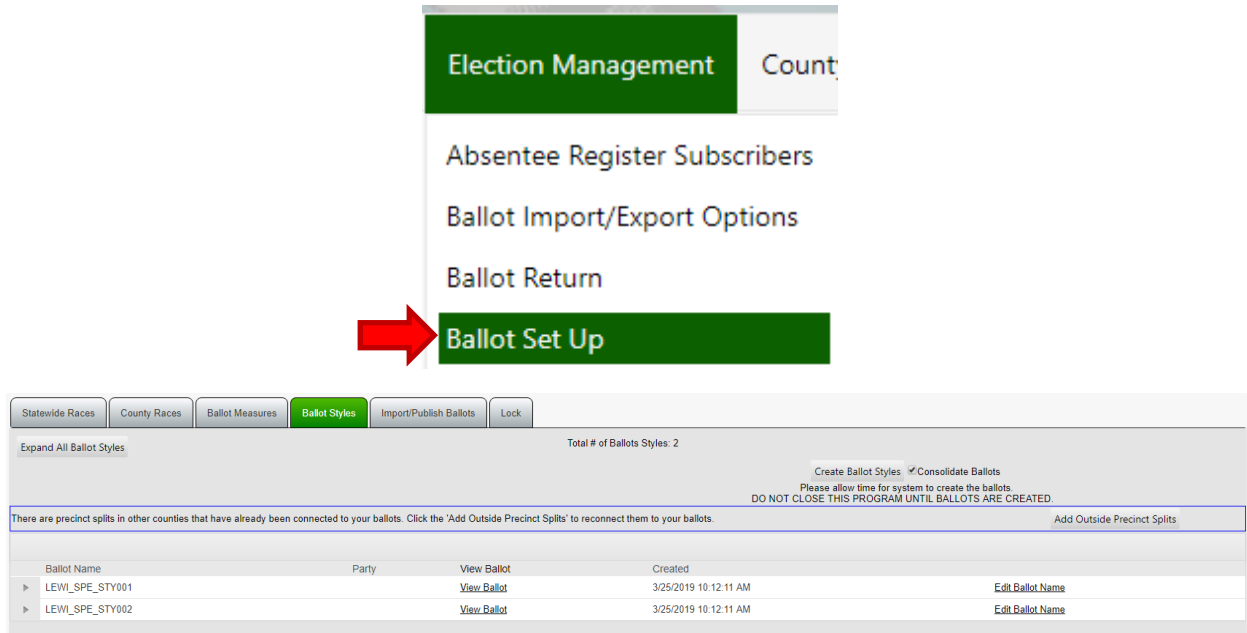
[Export Measures](#)

[+ Add New Ballot Measure](#)

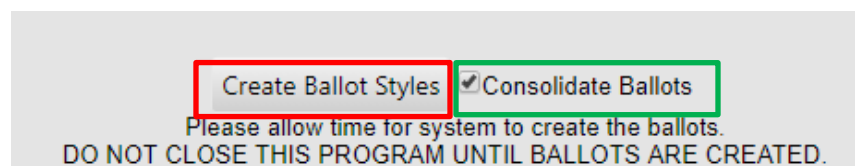
| District Type | District | Ballot Measure Name | Ballot Measure Type | Retention Receipt |
|---------------|---------------------------|---------------------|---------------------|---------------------------------------------|
| School | Adna School District #226 | Test Measure | Local | Edit Delete |

Ballot styles

Hover over “Election Management” and click “Ballot Set Up” (red arrow) to create ballot styles.



Click on the “Ballot Styles” tab. At the top of the screen is a button labeled “Create Ballot Styles” (red box below) and a check box for “Consolidate Ballots” (green box below).



Green box: A CHECKED box will generate ballot styles based on unique combinations of races and measures. An UNCHECKED box will generate ballot styles by precinct.

Red Box: Click the “Create Ballot Styles” button to create ballot styles based on the races and measures entered for that election.


| Ballot Name | Party | View Ballot | Created | |
|-----------------|-------|-----------------------------|-----------------------|----------------------------------|
| LEWI_SPE_STY001 | | View Ballot | 3/25/2019 10:22:10 AM | Edit Ballot Name |
| LEWI_SPE_STY002 | | View Ballot | 3/25/2019 10:22:10 AM | Edit Ballot Name |

Above is an example of the consolidated ballot style generation. One for each unique race.

Purple Box: Click “Edit Ballot Name” to rename the ballot styles. It will open a screen shown below. Enter the Ballot Name into the text field and click “Update” (blue arrow below).



Click the small arrow left of the ballot name to expand each ballot style to see a list of precinct splits and voters associated with that ballot style (red arrow below).



| Ballot Name | Party | View Ballot | Created | |
|-----------------|----------------|-----------------------------|-----------------------|----------------------------------|
| LEWI_SPE_STY001 | | View Ballot | 3/25/2019 10:22:10 AM | Edit Ballot Name |
| County | Precinct Split | | | # Voters |
| Lewis | 0001.2 | | | 123 |
| Lewis | 0001.3 | | | 1,019 |
| Lewis | 0001.4 | | | 5 |
| Lewis | 0001.5 | | | 3 |
| Lewis | 0001.6 | | | 1 |
| Lewis | 0002.3 | | | 347 |
| Lewis | 0003.1 | | | 28 |
| Lewis | 0003.2 | | | 581 |
| Lewis | 0003.3 | | | 277 |

Below is an example of the non-consolidated creation of ballot styles. There is a ballot style to correspond with every precinct in the county.

| Ballot Name | Party | View Ballot | Created | |
|-------------------|-------|-----------------------------|-----------------------|----------------------------------|
| ▶ LEWI_SPE_STY001 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY002 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY003 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY004 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY005 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY006 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY007 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY008 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY009 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY010 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY011 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY012 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY013 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY014 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY015 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY016 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY017 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY018 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY019 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY020 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |
| ▶ LEWI_SPE_STY021 | | View Ballot | 3/25/2019 10:29:20 AM | Edit Ballot Name |

The same features of expanding and renaming apply to this method of creation.

Purple Box: “View Ballot” provides the electronic version of the ballot available through the public portal.

Click on the “Import/Publish Ballots” tab to import the Ballot PDFs as well as publish and unpublish ballot and voter guide content to the public portal After ballots and/or the voter guide are published to the voter portal an “Unpublish” button will appear.

Statewide Races
County Races
Ballot Measures
Ballot Styles
Import/Publish Ballots
Lock

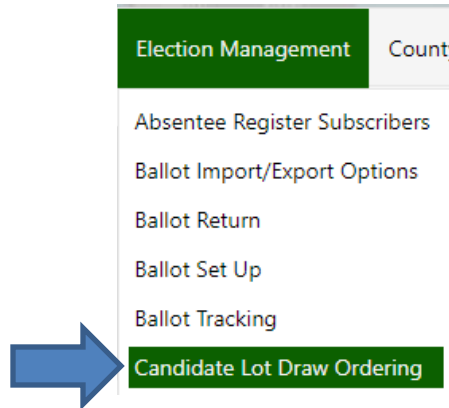
Import Ballot PDFs

PUBLISH BALLOTS TO VOTER PORTAL
PUBLISH VOTER GUIDE TO VOTER PORTAL

Publish Ballots to Voter Portal
Publish Voter Guide to Voter Portal

Candidate Lot Draw Ordering

Hover over “Election Management” and click “Candidate Lot Draw Ordering” (blue arrow) to set candidate order for the ballots.



The screen below will appear:

A screenshot of the 'CANDIDATE LOT DRAW ORDERING' screen. At the top right, the title 'CANDIDATE LOT DRAW ORDERING' is displayed. Below it, a 'Save Changes' button is highlighted with a red box. On the left, a dropdown menu labeled 'Initial Order Lot Draw based on' is highlighted with an orange box; it currently shows 'Candidate Filing'. Below this is a table with two columns: 'Initial Order' and 'Ballot Order'. The table is highlighted with a green box. The table contains three rows of data.

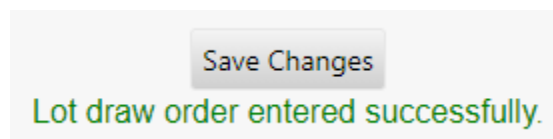
| Initial Order | Ballot Order |
|---------------|--------------|
| 1 | 3 |
| 2 | 2 |
| 3 | 1 |

The maximum number of candidates in one race in the election selected will appear on screen.

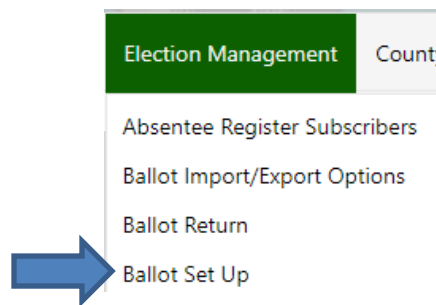
Orange box: Choose to base the initial order on Candidate Filing or Alphabetical.

Green Box: On the left, the initial order will be what selected in the orange drop-down. On the right, manually enter the lot draw order and click “save changes” (red box above).

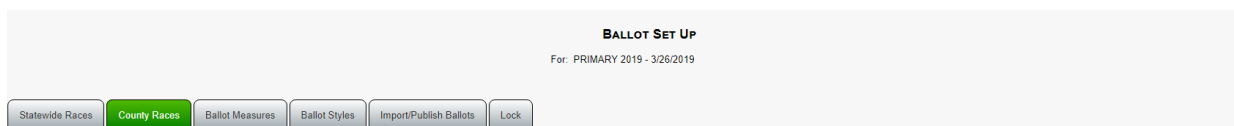
The message below will show after the order has been successfully saved.



Navigate back to the Ballot Set Up Page (blue arrow, below):



Click on the “County Races” tab (green tab below).

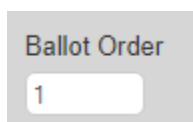


Use the small arrow next to the race to expand the race with the candidates, to be shown in the new order (orange box below).

| | | | | | | | | | | | | | |
|---------------------|---------------|----------------|-----------------------|---------|--------------|------------------|--------------------------|----------|---------|-------------------------|---------------------------|----------------------|----------------------|
| Coun Dist 1 | | 1 | 4 | Regular | City/Town | Che Coun Dist #1 | | 3 | Delete | | Edit | | |
| + Add New Candidate | | | | | | | | | | | | | |
| Candidate # | Registrant ID | Candidate Name | Filing Date | Party | Ballot Order | Status | Locked | Write-in | Receipt | Certificate of Election | Certificate of Nomination | Filing Form | |
| 70068 | 0 | Mason Crosby | 3/24/2019 10:55:23 AM | | 1 | Pending | <input type="checkbox"/> | No | Edit | View | View | View | Scan |
| 70067 | 0 | Mike McCarthy | 3/24/2019 10:54:23 AM | | 2 | Pending | <input type="checkbox"/> | No | Edit | View | View | View | Scan |
| 70066 | 0 | Aaron Rodgers | 3/24/2019 10:53:20 AM | None | 3 | Pending | <input type="checkbox"/> | No | Edit | View | View | View | Scan |

Order can be manually changed within each race by editing each candidate (purple box above).

The “Ballot Order” box is at the bottom of the edit screen for each candidate:

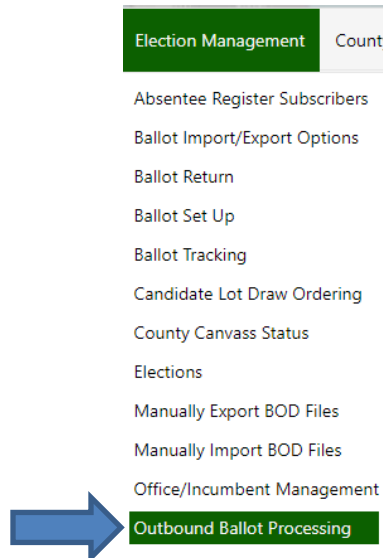


<Page Intentionally Left Blank>

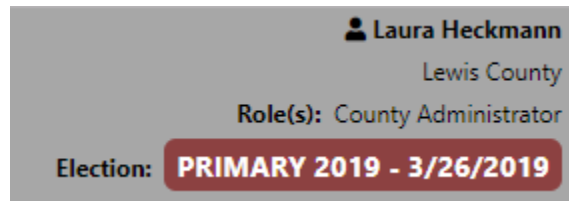
ISSUING & RETURNING BALLOTS

Outbound Ballot Processing

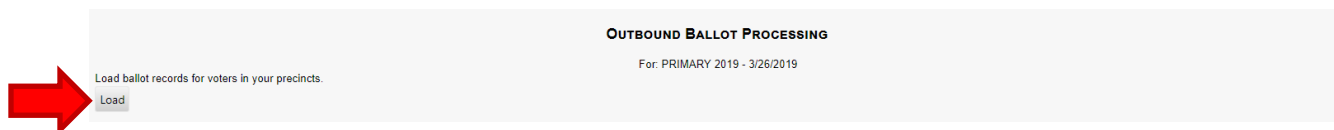
Hover over “Election Management” and click “Outbound Ballot Processing” (blue arrow) to load ballot records for all eligible voters in an election.



Check that the election is selected and displayed at the top:



Click “Load” (red arrow below).



Once ballots have loaded, the following appears:

OUTBOUND BALLOT PROCESSING
 For: PRIMARY 2019 - 3/26/2019

Load ballot records for voters in your precincts.

[Load](#)

Ballots to be sent via MAIL

| Election Type | Language | Ballot Mail Type | Voters | | |
|---------------|----------|-------------------------------------------|--------|----------------------------------|--------------------------------------|
| Primary | English | | 1 | View List (.csv) | Create Mailing Batch |
| Primary | English | Mail - Foreign (UOCAVA Overseas Military) | 1 | View List (.csv) | Create Mailing Batch |
| Primary | English | Mail - In State | 45,926 | View List (.csv) | Create Mailing Batch |
| Primary | English | Mail - In State | 1 | View List (.csv) | Create Mailing Batch |
| Primary | Korean | Mail - In State | 1 | View List (.csv) | Create Mailing Batch |
| Primary | Russian | Mail - In State | 1 | View List (.csv) | Create Mailing Batch |
| Primary | Spanish | Mail - In State | 2 | View List (.csv) | Create Mailing Batch |

Ballots to be sent via EMAIL

| Election Type | Language | Ballot Email Type | Voters | | |
|---------------|----------|-------------------------|--------|----------------------------------|-----------------------------|
| Primary | English | Domestic Military | 234 | View List (.csv) | Send Emails |
| Primary | English | National Guard/Reserves | 1 | View List (.csv) | Send Emails |
| Primary | English | Overseas US Citizen | 118 | View List (.csv) | Send Emails |

Ballots to be sent via FAX

| Election Type | Language | Ballot Fax Type | Voters | | |
|---------------|----------|-------------------|--------|----------------------------------|--------------------------------------|
| Primary | English | Overseas Military | 1 | View List (.csv) | Mark Ballots As Sent |

There are three main categories on this page:

Red box: Ballots to be sent via MAIL Teal box: Ballots to be sent via EMAIL

Purple box: Ballots to be sent via FAX

Categories are determined by the ballot receipt preference and mailing addresses on each voter record.

Within each category, the ballots are broken into "Language" and "Ballot Mail Type" (Mail – In State, Mail – Out of State, and UOCAVA status) (green box below).

| Ballots to be sent via MAIL | | | | | |
|-----------------------------|----------|-------------------------------------------|--------|----------------------------------|--------------------------------------|
| Election Type | Language | Ballot Mail Type | Voters | | |
| Primary | English | | 1 | View List (.csv) | Create Mailing Batch |
| Primary | English | Mail - Foreign (UOCAVA Overseas Military) | 1 | View List (.csv) | Create Mailing Batch |
| Primary | English | Mail - In State | 45,926 | View List (.csv) | Create Mailing Batch |
| Primary | English | Mail - In State | 1 | View List (.csv) | Create Mailing Batch |
| Primary | Korean | Mail - In State | 1 | View List (.csv) | Create Mailing Batch |
| Primary | Russian | Mail - In State | 1 | View List (.csv) | Create Mailing Batch |
| Primary | Spanish | Mail - In State | 2 | View List (.csv) | Create Mailing Batch |

Yellow Box: A count of voters in each category.

Orange Box: A downloadable CSV list of all voters contained in each category.

Blue Box: The "Create Mailing Batch" button is first step in Ballot Processing. This step does NOT mark the ballots as sent. Clicking this button moves the selected category from this list into a "Batches to Process" holding category.


The selected ballots are now in “Batches to Process” that will appear directly below the Ballots to be sent categories, below:

| Batches to Process | | | | | | Date ballots were mailed: 3/25/2019 | | | |
|--------------------|---------------|----------------------|--------------|---------------------------|--------|-------------------------------------|---------------------------|------------------|----------------------|
| Batch # | Election Type | Date Batch Created | Date Printed | Ballot Mail Type | Voters | Print Labels | Print Labels-Optimal Sort | View List (.csv) | Mark Ballots As Sent |
| 30 | Primary | 3/25/2019 3:20:30 PM | | Mail - In State (English) | 45,926 | | | | |

Light Green Box: The batch number for the group of ballots.

Red Box: Date the batch was created.

Teal Box: Ballot labels for each voter. Labels can be printed alphabetically or optimally-sorted. The “Optimal Sort” option will sort labels to receive the best post office rates (based on carrier route) within a given ballot type or precinct.

LE-364-1208234-1

 0001.2 Lewis County
 Primary 03/26/2019

A unique barcode and ID will be associated with each ballot (above). This barcode connects back to both the election and the voter.

Orange Box: The date to be marked in the system as the day the ballot was sent. It will show on the “Ballot Info Tab” on each voter’s record. This gives the opportunity to prepare ballots for mailing before marking them as sent.

Purple Box: Click the “Mark Ballots As Sent” button when ballots are ready to be sent.

Ballots are now marked as sent. The batch is placed into the “Outbound Ballot Processing” page under the “Batches Marked as Sent” category heading (below).

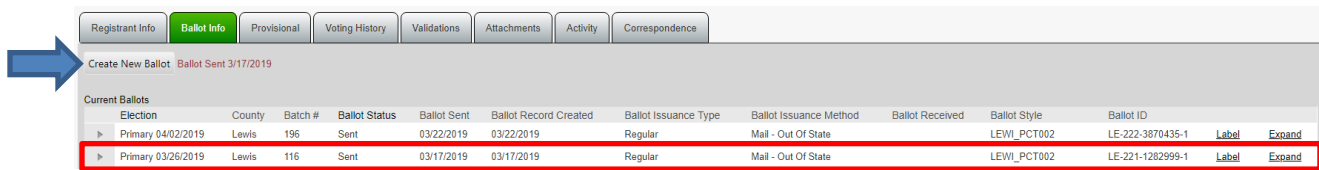
| Batches Marked as Sent | | | | | | Export All First Pass CSV | | | | Export All Second Pass CSV | |
|------------------------|----------|-------------|--------------|----------------------------------------------|--------|---------------------------|---------------------------|------------------|-----------------------|----------------------------|--|
| Batch # | Election | Date Mailed | Date Printed | Ballot Type | Voters | Print Labels | Print Labels-Optimal Sort | View List (.csv) | Export First Pass CSV | Export Second Pass CSV | |
| 25 | Primary | 3/14/2019 | | Mail - Out Of State (English) | 104 | | | | | | |
| 27 | Primary | 3/22/2019 | | Email - Overseas Military (English) | 6 | | | | | | |
| 31 | Primary | 3/25/2019 | | Mail - Foreign - Overseas Military (English) | 1 | | | | | | |

Reissuing Ballots

A ballot can be reissued to a voter instantly or as part of a batch.

To reissue an individual ballot to a voter, pull up the voter record by typing the name into the quick search in the upper right-hand corner of the screen (below).

Click on the “Ballot Info” Tab in the record (green tab below).

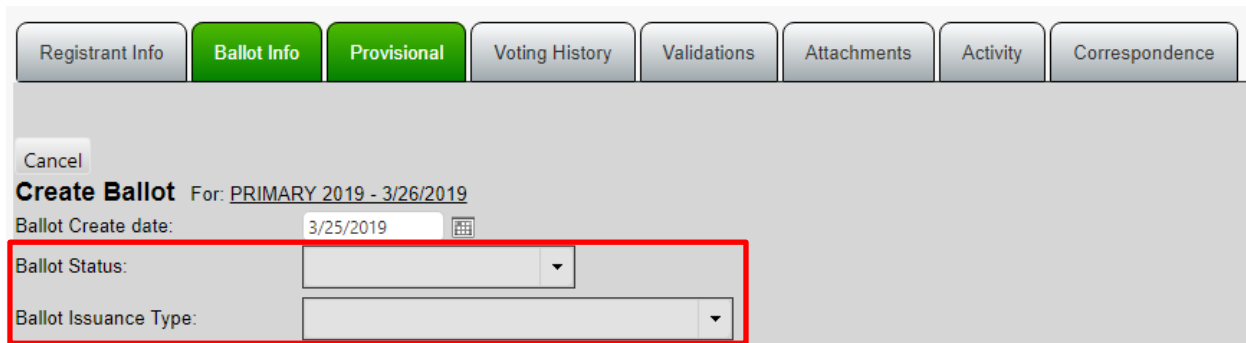


Create New Ballot Ballot Sent 3/17/2019

| Election | County | Batch # | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Label | Expand |
|--------------------|--------|---------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|--------------|------------------|-------|--------|
| Primary 04/02/2019 | Lewis | 196 | Sent | 03/22/2019 | 03/22/2019 | Regular | Mail - Out Of State | | LEWI_PCT002 | LE-222-3870435-1 | Label | Expand |
| Primary 03/26/2019 | Lewis | 116 | Sent | 03/17/2019 | 03/17/2019 | Regular | Mail - Out Of State | | LEWI_PCT002 | LE-221-1282999-1 | Label | Expand |

This tab will show a complete history of this voter’s ballot issuance. Click the “Create New Ballot” (blue arrow above) to reissue a ballot for the selected election. It will open a new window (below).

NOTE: This button will be greyed out for ineligible voters and voters who have already returned a ballot. Only users with proper permissions will have the authority to override this restriction and reissue to a voter with a returned ballot.



Cancel

Create Ballot For: PRIMARY 2019 - 3/26/2019

Ballot Create date: 3/25/2019

Ballot Status:

Ballot Issuance Type:

Select a “Ballot Status” from the drop-down menu and the “Ballot Issuance Type” (red box above). This will generate additional fields:

[Registrant Info](#)
[Ballot Info](#)
[Provisional](#)
[Voting History](#)
[Validations](#)
[Attachments](#)
[Activity](#)
[Correspondence](#)

[Cancel](#)

Create Ballot For: PRIMARY 2019 - 3/26/2019

Ballot Create date:

Ballot Status:

Ballot Issuance Type:

Ballot Issuance Method:

Mail ballots to:
☒ Domestic ☐ Foreign

Address

Address Line 2

City State Zip

[Submit for Batch Processing Later](#) -OR- [Submit and Process Now](#)

Teal Box: The “Submit for Batch Processing Later” button sends the ballot to the “Outbound Ballot Processing” screen. To mail this ballot, complete the previous steps of “Outbound Ballot Processing.” This process will place the ballot into a new batch.

The previous ballot for the selected election will be highlighted red with a status of “Canceled” On the voter’s “Ballot Info” tab (below).

| | | | | | | | | | | | |
|--------------------|-------|----|----------|------------|------------|---------|---------------------|-------------|------------------|-------|--------|
| Primary 03/26/2019 | Lewis | 25 | Canceled | 03/14/2019 | 03/14/2019 | Regular | Mail - Out Of State | LEWI_PCT900 | LE-364-1194836-1 | Label | Expand |
|--------------------|-------|----|----------|------------|------------|---------|---------------------|-------------|------------------|-------|--------|

The new ballot that has been created in the “Pending Ballots” section of the Ballot Info Tab, below:

| Pending Ballots | Election | County | Batch # | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Label | Expand |
|-----------------|--------------------|--------|---------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|--------------|-----------|-------|--------|
| | Primary 03/26/2019 | Lewis | | | 03/25/2019 | 03/25/2019 | Regular | Mail - Out Of State | | | | | |

Yellow Box: The “Submit and Process Now” button will NOT place the ballot into a batch. This method of reissuance will create a single reissuance instantly within the voter record.

A new ballot record will appear on the “Ballot Info” tab (below).

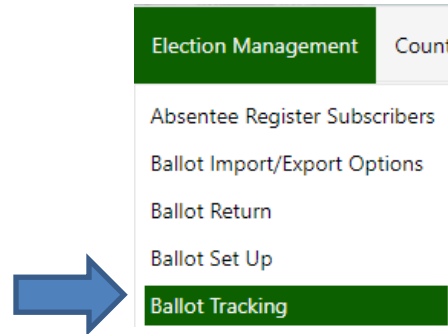
| Current Ballots | Election | County | Batch # | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Label | Expand |
|-----------------|--------------------|--------|---------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|--------------|------------------|-------|--------|
| | Primary 03/26/2019 | Lewis | | Sent | 03/25/2019 | 03/25/2019 | Regular | In Person | | | LE-221-3997616-1 | | Expand |
| | Primary 04/02/2019 | Lewis | 196 | Sent | 03/22/2019 | 03/22/2019 | Regular | Mail - Out Of State | | LEWI_PCT002 | LE-222-3870435-1 | | Expand |
| | Primary 03/26/2019 | Lewis | 116 | Canceled | 03/17/2019 | 03/17/2019 | Regular | Mail - Out Of State | | LEWI_PCT002 | LE-221-1282999-1 | Label | Expand |

Light Green Box: “Ballot ID” for each issued ballot. New labels can be printed from this screen for each ballot (blue arrow above).

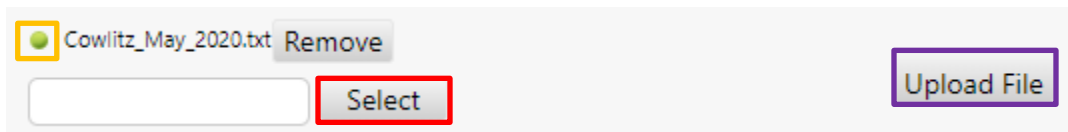
Red Highlight: The previously issued ballot has been marked as “Canceled” and highlighted red.

Ballot Tracking

Hover over “Election Management” and click “Ballot Tracking” (blue arrow) to track the status of ballots by uploading a file from the mail house.



At the top of the screen is a window to upload a file received from the county's mail house:



Click “Select” to locate the file (red box above). Once the file is added, a green dot will show to the left of the file title (orange box above). Click “Upload File” (purple box above) to upload the file.

| | | | Select | | Upload File | | | | | | |
|----------|------------------------|------------------------|-----------------------|----------------------|----------------------|-------------|----------|----------|-------------|------------------------|--|
| Voter ID | Tracking History | Tracking Number | Ballot Sent Date | Ballot Received Date | UOCAVA Email Address | Ballot Type | Status | Rejected | UOCAVA Type | Voter Name | |
| 2232797 | 9516414823428248160237 | 9516414823428248160237 | 3/1/2019 12:00:00 AM | 3/1/2019 12:00:00 AM | | Regular | Accepted | | | GINGER R AUSTIN | |
| 11411404 | 9500115032408253229496 | 9500115032408253229496 | 3/14/2019 12:00:00 AM | | | Regular | Sent | | | AMY ABIGAIL TRUJILLO | |
| 10837993 | 9500111783518253233719 | 9500111783518253233719 | 3/14/2019 12:00:00 AM | | | Regular | Sent | | | KAITLYN DJ MCKNIGHT | |
| 2237610 | 9400109699939201821121 | 9400109699939201821121 | 3/14/2019 12:00:00 AM | | | Regular | Sent | | | MATTHEW JAMES SCHAEFER | |

Once the file is successfully uploaded, it will show in the list on the page (above). The “Tracking History” number and “Tracking Number” fields will populate for each voter in the file (green box above).

| Address | Address2 | City | State | Zip | Country | Ballot Created Date | Ballot Source | Foreign | Phone | UOCAVA Ballot Viewed | Fax | Receive Ballot By |
|-----------------------|----------|---------------|-------|-------|---------|-----------------------|---------------------|---------|-------|----------------------|-----|-------------------|
| PO BOX 134 | | MINERAL | WA | 98355 | | 3/1/2019 8:46:57 AM | Mail - In State | | | | | Mail |
| 2299 NW Sheffield Ave | | BEAVERTON | OR | 97006 | | 3/14/2019 12:34:55 PM | Mail - Out Of State | | | | | Mail |
| Wagner College | | STATEN ISLAND | NY | 10301 | | 3/14/2019 12:34:55 PM | Mail - Out Of State | | | | | Mail |
| 21 Cicada Dr | | MECHANICSBU | PA | 17050 | | 3/14/2019 12:34:55 PM | Mail - Out Of State | | | | | Mail |

There are columns for address information and ballot status for each voter (above).

On the far left-is a column for “Voter ID” (teal box above). This is a hyperlinked to the voter. The tracking information for their ballot will show on their “Ballot Info” tab on their record (yellow box below).

[Registrant Info](#)
[Ballot Info](#)
[Provisional](#)
[Voting History](#)
[Validations](#)
[Attachments](#)
[Activity](#)
[Correspondence](#)

Create New Ballot **VOTED 3/1/2019**

Current Ballots

| Election | County | Batch # | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Label | Expand |
|--------------------|--------|---------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|-----------------|------------------|-----------------------|------------------------|
| Primary 05/05/2020 | Lewis | 22 | Accepted | 03/01/2019 | 03/01/2019 | Regular | Mail - In State | 03/01/2019 | LEWI_PCT035 | LE-358-1194628-1 | Label | Expand |
| Special 02/19/2019 | Lewis | 6 | Accepted | 02/19/2019 | 02/19/2019 | Regular | Mail - In State | 02/19/2019 | LEWI_SPE_STY001 | LE-355-551418-1 | Label | Expand |

Pending Ballots

No records to display.

Ballot Records for Past Elections

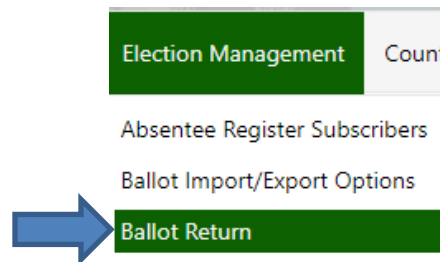
| Election | County | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Expand |
|--------------------|--------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|-----------------|-----------------|------------------------|
| Special 02/19/2019 | Lewis | Accepted | 02/19/2019 | 02/19/2019 | Regular | Mail - In State | 02/19/2019 | LEWI_SPE_STY001 | LE-355-551418-1 | Expand |

Ballot Tracking

| Tracking Number | Tracking Status | Tracking History |
|-----------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 321061804-25040810042 | | Using doesn't yet have a status update on this item shipped from the Post Office. Information is usually updated within the hour of your visit. Please check back soon. |

Ballot Return – Return Tab

Hover over “Election Management” and click “Ballot Return” (blue arrow) to enter and track returned ballots. Submission of accepted ballots on this page will also populate voting history in voter records.



[Return](#)
[Update](#)
[Undo](#)
[Batches](#)

Ballot Return

For: PRIMARY 2019 - 3/26/2019

Select return type

Return Type:

Scan/Enter barcode on ballot envelope or upload ballot sorter file

Ballot Received Date:

Reject Reason:

Scan/Enter Barcode:

Click "Submit" to mark ballots as received

Return Method:

Location:

Manual Batch #:

Ballots scanned so far: 0

| Registrant ID | Ballot Sent | Ballot Received | Voter Name | Voter Status | Phone Number | Email Address | Ballot ID | Reject Reason |
|------------------------|-------------|-----------------|------------|--------------|--------------|---------------|-----------|---------------|
| No records to display. | | | | | | | | |

On the “Return” tab, process returns in batches manually or from a ballot sorter file.

Select a “Return Type” from the drop-down menu (green box above).

“File Upload” is used when ballots have been sorted on a machine for a (below). Select the “Pass Number” from the drop-down menu (green box below). Click “Select” (blue box below) to select the file, then click “Upload and Process” (red box below) to upload the batch.

The screenshot shows the 'Ballot Return' interface for a 'General Election - 11/6/2018'. At the top, there are buttons for 'Return' (green), 'Update', 'Undo', and 'Batches'. The main section is titled 'Ballot Return' and contains the following elements:

- Select return type:** A dropdown menu with 'File Upload' selected.
- Select pass number:** A dropdown menu with 'First Pass' selected, highlighted by a green box.
- Select file to upload and process:** A text input field for 'Upload Ballot Sorter File:' followed by a blue 'Select' button and a red 'Upload and Process' button.

“Manual Batch” is used for all other batch uploads.

The “Scan/Enter barcode on ballot envelope or upload ballot sorter file” (red box below) has three fields (below).

The screenshot shows the 'Scan/Enter barcode on ballot envelope or upload ballot sorter file' section with the following fields:

- Ballot Received Date:** A text input field with '3/26/2019' and a calendar icon, highlighted by an orange box.
- Reject Reason:** A dropdown menu with 'Select reject reason' as the placeholder, highlighted by a red box.
- Scan/Enter Barcode:** A text input field with a vertical cursor, highlighted by a green box.
- Enter:** A button with a blue arrow pointing left, highlighted by a blue box.

Orange box: The date that will populate the “Ballot Date Received” column in a voter’s record.

Red Box: Select from this drop-down to apply a reject reason if needed. If the ballot is not being rejected, skip this field.

Green Box: Scan the unique barcode on the ballot envelope. Use a handheld scanner or enter the barcode ID manually.

Click “Enter” (blue arrow) to add the barcode.

The voter information will appear at the bottom (green arrow below) and a signature verification screen will appear on the right.

Ballot Return

Per: 05JANUARY 2019 - 30JUN2019

Select return type
Return Type:

Scan/Enter barcode on ballot envelope or upload ballot return file
Return Received Date:
Project Name:
Scan Enter Barcode:

Click "Add" button to create location not involved
Return Method:
Location:
Visual Return ID:

Signature Verification
Name: MICHAEL PEREZ ALONSO
Date: 05/01/2019
ID: 104002
DOB: 1040-03-21
Signature:
Return Status:

Ballot return record 1

| Registration ID | Ballot ID | Return Received | Voter Name | Voter Status | Phone Number | Email Address | County/Location of Same County | Election Address | Update Photo Email | Status |
|-----------------|-----------|-----------------|-----------------------|--------------|--------------|-----------------------|--------------------------------|------------------|--------------------|----------|
| 000001 | 000001 | 05/01/2019 | ALONSO, MICHAEL PEREZ | Active | 0 | ALONSO, MICHAEL PEREZ | County/Location of Same County | Election Address | Update Photo Email | 1-114444 |

Purple Box: The Signature Verification box has the voter information and their signature. Compare the signature on screen to the one on the ballot. If satisfied with the signature, leave the “Return Status” as “Accepted.” To reject the signature, select a reason from the “Return Status” drop-down and click “Update” (red arrow above). This reason will appear as a “Reject Reason” in the information below (blue box above) and be applied to the voter record.

Yellow Box: Select from a drop-down to mark the Return Method of the ballot batch.

Red Box: The “Manual Batch #” field is where a batch number can be applied or leave it blank to have the system assign a number automatically.

There are a few options to point out at the bottom of the screen.

| Registrant ID | Ballot Sent | Ballot Received | Voter Name | Voter Status | Phone Number | Email Address | | | | | Ballot ID | Reject Reason | |
|---------------|-------------|-----------------|----------------------|--------------|--------------|---------------------|------------------------------|----------------|--------------------|---------------|-----------|---------------|--------|
| 9966107 | 03/22/2019 | | AADLAND, BONITA FERN | Active | 0 - | AADLAND99@BONITAFKE | Create Notice of Name Change | Update Address | Update Phone/Email | Scan Envelope | 1-1194892 | | Delete |

Blue Arrow: "Create Notice of Name Change" Click if the voter looks to have a different name and needs to update the voter registration. This will queue up a Notice of Name Change for that voter and place it into the Home Screen.

Green Arrow: "Update Address" Click if the voter has listed a different address on their ballot envelope. A new window will open (below). Enter in the new address and click "Queue Change." This will add it the Home Screen for processing.

| | |
|---------------------------------------------|----------------------|
| Address | |
| <input type="text"/> | |
| Unit Type | Unit # |
| Select ▼ | <input type="text"/> |
| City | Zip |
| <input type="text"/> | <input type="text"/> |
| <input type="button" value="Queue Change"/> | |

Purple Arrow: “Update Phone/Email” Click this to update the voter’s phone number and email address from this screen. A new window will open (below). Enter the new phone and/or email and click “Update.” This will instantly update these fields on the voter’s record.

| Phone Number | Email Address | | |
|--------------|-----------------------|--|-----------------------------------------------|
| (0) - | AADLAND99@BONITA.FAKI | | Update Cancel |

Orange Arrow: “Scan Envelope” Click this to scan an image of the envelope to attach to the voter’s record, followed by the “Scan Forms” page.

Click “Submit” (teal arrow below) when done and ready to add the ballot as returned.

Ballot Return
For: ELECTION 2011 - 2012/2013

Select return type
Return Type:

Scan/Enter barcode on ballot envelope or upload ballot scanner file
Ballot Received On: 1/24/2013
Reject Reason:
Scan Envelope Barcode:
Click "Submit" to mark ballots as received
Return Method:
Location:
Manual Date:
Submit

Signature Verification
Name: BONITA FERN ANDINO
Mobi ID: 8464127
ID: 1164852
DOB: 1145-03-21
RCW 29A.06.710(2)
Signature
Return Status: [Update](#)
[Comments](#)

| Registration ID | Ballot Date | Ballot Received | Voter Name | Voter District | Phone Number | Residential Address | Current Address | Signature | Signature Date | Signature ID | Signature Status |
|-----------------|-------------|-----------------|----------------------|----------------|--------------|---------------------|---------------------------------|--------------------|-----------------------|--------------|------------------|
| 8888888 | 01/24/2013 | | AADLAND, BONITA FAKI | 100001 | 0 - | AADLAND@BONITA.FAKI | Current Address: Same as Voting | Envelopes Attached | 1/24/2013 10:00:00 AM | 11714851 | Submitted |

The pop-up below will appear. Click “OK.”

Clicking ""Submit"" will record the date ballots were received for the voters entered below. Are you sure you want to continue?

[Cancel](#) [OK](#)

There will be a message on the screen showing the batch and how many ballots were marked as received (example below).

Batch # 8 - 1 ballots marked as Received

The Ballot Status will now show on the voter's record (below). The ballot status update (orange box) and the Ballot Received date is populated (blue box).

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

Create New Ballot VOTED 3/26/2019

Current Ballots

| Election | County | Batch # | Ballot Status | Ballot Sent | Ballot Record Created | Ballot Issuance Type | Ballot Issuance Method | Ballot Received | Ballot Style | Ballot ID | Label | Expand |
|--------------------|--------|---------|---------------|-------------|-----------------------|----------------------|------------------------|-----------------|--------------|------------------|-------|--------|
| Primary 03/26/2019 | Lewis | 27 | Accepted | 03/22/2019 | 03/22/2019 | UOCAVA | Email | 03/26/2019 | LEWI_PCT900 | LE-364-1194892-1 | | |

The voting history has been added on the Voting History tab for the voter as well. If the ballot had been rejected, that status would be reflected on the Ballot Info tab and the history would NOT be added.

| Registrant Info | Ballot Info | Provisional | Voting History | Validations | Attachments | Activity | Correspondence |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|----------------|-------------|-------------|----------|----------------|
| Election Date: 03/26/2019 Election Type: Primary Election Name: PRIMARY 2019 County: Lewis Vote Type: Absentee Voted Where: Delete | | | | | | | |
| Total: 1 | | | | | | | |

Ballot Return – Update Tab

Hover over “Election Management” and click “Ballot Return” (blue arrow). Then click the “Update” tab (green tab below) to apply updates to ballot batches in bulk.

Green Box: “Select batch to update.” Select a batch number from the drop-down menu. All voters associated with that batch appear at the bottom of the screen (teal box).

Return

Update

Undo

Batches

Ballot Return Update

For: PRIMARY 2019 - 3/26/2019

Select batch to update

Batch Number: 8

Update batch information

Return Method: Mail

Location: Select location

Update batch records

Reject Reason: Select reject reason

Update Batch Info

Mass Update

| Registrant ID | Election Date | Election Type | Ballot Sent | Ballot Received | Voter Name | Voter Status | Ballot ID | Reject Reason | Update |
|---------------|---------------|---------------|-------------|-----------------|----------------------|--------------|-----------|----------------------|--------|
| 99661007 | 03/26/2019 | Primary | 03/22/2019 | 03/26/2019 | AADLAND, BONITA FERN | Active | 1-1194892 | Select reject reason | |

Yellow Box: “Update batch information” allows application of a “Return Method” to an entire batch. Select a method from the drop-down menu. Select a “Location” from the drop-down menu (optional). Click “Update Batch Info” to apply (blue arrow).

Red Box: “Update batch records” allows application of a “Reject Reason” to an entire batch. Select a “Reject Reason” from the drop-down menu. Click “Mass Update” to apply (purple arrow).

Once the updates have been applied, there will be a red message (teal box). The Mass Update will be assigned a group #.

Return **Update** Undo Batches

Ballot Return Update

For: PRIMARY 2019 - 3/26/2019

Select batch to update
Batch Number: 8

Update batch information
Return Method: Mail
Location: Select location Update Batch Info

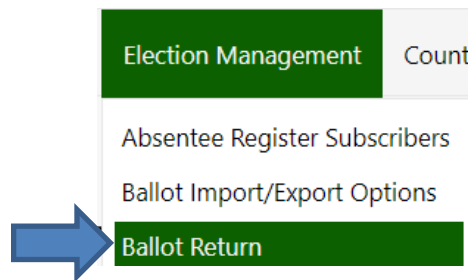
Update batch records
Reject Reason: Empty Envelope Mass Update

Mass Update Group # 59 - 1 records updated.

| Registrant ID | Election Date | Election Type | Ballot Sent | Ballot Received | Voter Name | Voter Status | Ballot ID | Reject Reason | |
|---------------|---------------|---------------|-------------|-----------------|----------------------|--------------|-----------|----------------|---------------------|
| 9966102 | 03/26/2019 | Primary | 03/22/2019 | 03/26/2019 | AADLAND, BONITA FERN | Active | 1-1194892 | Empty Envelope | Update |

Ballot Return – Undo Tab

Hover over “Election Management” and click on “Ballot Return” (blue arrow).



Click on the “Undo” tab (green tab below) to undo mass updates made on the previous tab (Update).

Return Update **Undo** Batches

Ballot Return Undo

For: PRIMARY 2019 - 3/26/2019

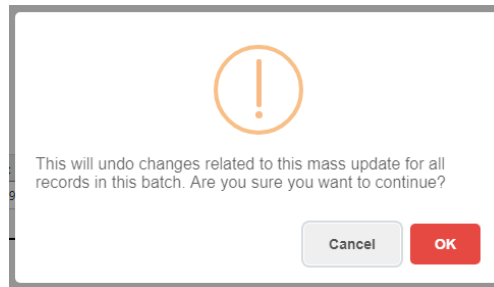
Select batch
Batch Number: 8

Select mass update to undo
Mass Update Group: 59 Mass Update Undo

| Registrant ID | Election Date | Election Type | Ballot Sent | Ballot Received | Voter Name | Voter Status | Ballot ID | Reject Reason |
|---------------|---------------|---------------|-------------|-----------------|----------------------|--------------|-----------|----------------|
| 9966102 | 03/26/2019 | Primary | 03/22/2019 | 03/26/2019 | AADLAND, BONITA FERN | Active | 1-1194892 | Empty Envelope |

Select the “Batch Number” from the drop-down menu (yellow box). Select the “Mass Update Group” # from “Select mass update to undo” (light green box). (This is the number applied to the mass update in the “Update” tab).

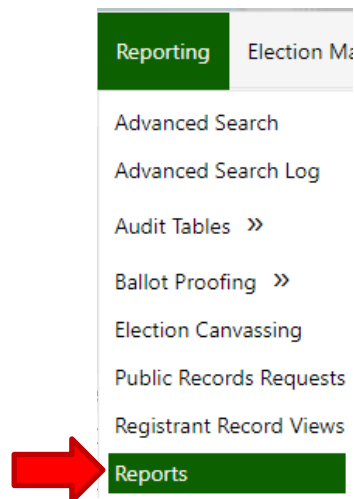
Click “Mass Update Undo” (red arrow) to undo the last action taken on the batch chosen. A pop-up will open. Click “OK.”



A message will show once the undo has been successfully applied.

1 records undone.

Hover over “Reporting” and click “Reports” (red arrow) to view an audit report of all mass updates.



Select the report “Mass Update – Audit Log” From the drop-down menu. Select the “Mass Update Type” and “Mass Update Group.”

Note: If a group number is not added, a date attached to each Group ID.

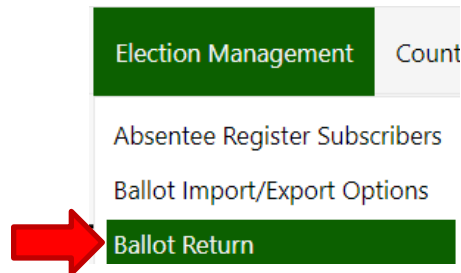
REPORTS

| Report: | Description |
|-------------------------|----------------------------|
| Mass Update - Audit Log | Shows mass update details. |

| | |
|--------------------------|---|
| Mass Update Type: | |
| Ballot Return Change | ▼ |
| Mass Update Group: | |
| Group ID 59 (03/26/2019) | ▼ |
| Export | |

Ballot Return – Batches Tab

Hover over “Election Management” and click “Ballot Return” (red arrow) Click on the “Return” tab (green tab) below to access verification for batches.



| | | | |
|--------|--------|------|---------|
| Return | Update | Undo | Batches |
|--------|--------|------|---------|

| Ballot Batches | | | | | | | |
|------------------------------|---------------|-------------|-------------|----------|----------|------------|----------------|
| For PRIMARY 2019 - 3/26/2019 | | | | | | | |
| Batch Number | Received Date | Batch Total | Processed? | Accepted | Rejected | User ID | Date Processed |
| 1 | 03/14/2019 | 1 | Completed | 1 | 0 | | |
| 101 | 03/22/2019 | 3 | Completed | 3 | 0 | | |
| 2 | 03/14/2019 | 1 | Not Started | 0 | 1 | MattCounty | |
| 3 | 03/14/2019 | 1 | Not Started | 0 | 1 | | |
| 4 | 03/14/2019 | 1 | Completed | 1 | 0 | | |
| 5 | 03/16/2019 | 1 | Not Started | 0 | 1 | | |
| 6 | 03/18/2019 | 1 | Not Started | 0 | 1 | | |
| 7 | 03/21/2019 | 1 | Completed | 1 | 0 | | |
| 8 | 03/26/2019 | 1 | Completed | 1 | 0 | | |

Progress on each batch displays on this screen, with columns for “Received Date,” “Batch Total,” “Processed,” “Accepted,” and “Rejected.” As well as the User ID of who is processing the batch and the date processed.

Click the batch number to review (red box above).

Four signatures will display at a time (below). Update one at a time or click “Update All” (blue arrow). “Update All” will update the four signatures on the page and then bring up the next four, if applicable.

The screenshot displays a grid of signature verification cards. Each card contains the following information:

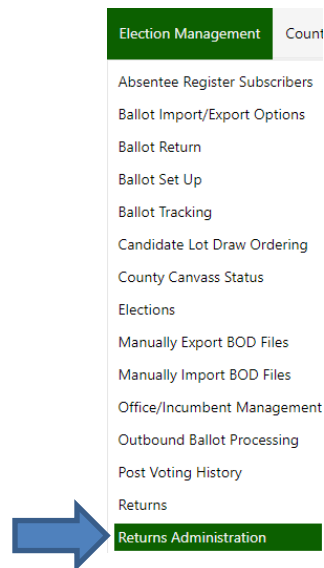
- Signature Verification Header:** Name, Voter ID, and DOB.
- Envelope Signature:** A visual representation of the signature.
- VoteWA Signatures:** A link to view all signatures.
- Return Status:** A dropdown menu showing 'Accepted' and an 'Update' button.
- Comments:** A section for additional notes.
- voter Information:** A section for voter details.
- Ballot Information:** A section for ballot details.
- Residential Address:** A section for the voter's home address.
- Mailing Address:** A section for the voter's mailing address.

A blue arrow points to the 'Update All' button located in the top right corner of the interface.

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ELECTION RETURNS – RETURNS ADMINISTRATION

Hover over “Election Management” and click “Returns Administration” (blue arrow) to process election.



The selected election will show at the top (red arrow below).



Green box: “Create Returns” pushes return data to the “Returns” page for candidates and contests entered in the election.

Teal box: “Unlock Returns” unlocks precincts and opens the canvass to allow data entry.

Purple box: “Unlock Election” allows changes to the canvass and re-verify ballot styles.

Yellow box: “Get Voter Counts” gives a count of all registered voters eligible for the election.

Orange box: “Zero County Returns” clears the returns data and resets the canvass.

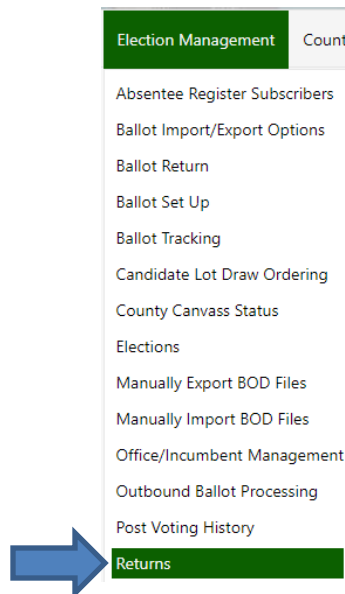
Maroon box: “Finalize Election” sets the returns to “Final” and blocks and further files from being uploaded.

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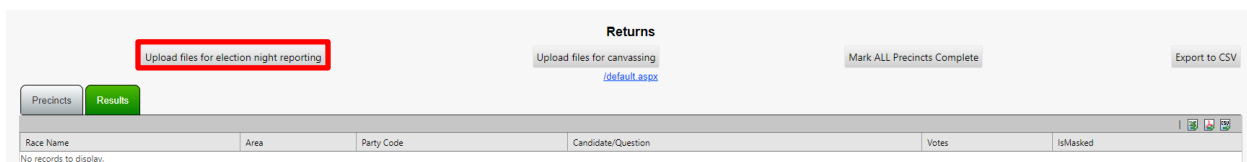
COUNTY UTILITIES

Election Returns – Returns

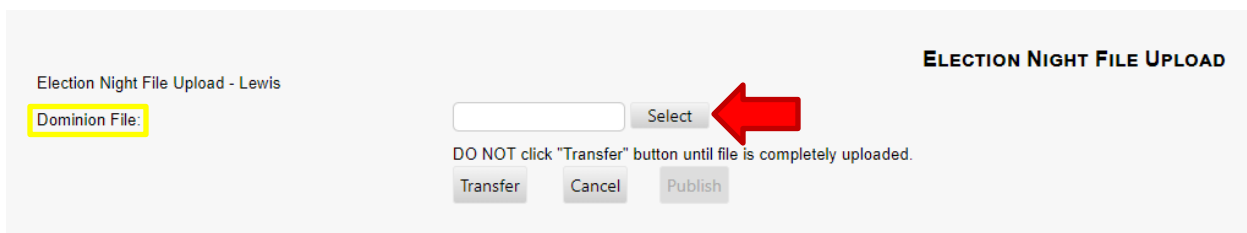
Hover over “Election Management” and click “Returns” (blue arrow) to generate ballot return information.



First, upload the results from the tabulator. Click “Upload files for election night reporting” (red box, below).



This opens the “Election Night File Upload” page (below). Click “Select” to locate the file on the computer (red arrow below). The tabulation vendor for the county is displayed on this page (yellow box below).




NOTE: The tabulation vendor is selected through the “County Utilities” function. If the tabulation vendor has not been selected, the system will prompt for this information.

A green dot will appear next to the file name on screen (orange box below). Click “Transfer” (purple box below) to review the file before publishing.

ELECTION NIGHT FILE UPLOAD

Election Night File Upload - Lewis

Dominion File:


XML Results for Primary2018 (1).xml
Remove

DO NOT click “Transfer” button until file is completely uploaded.

Transfer
Cancel
Publish

The “Returns” page has a “Results” tab (green tab below). This tab will show the uploaded results.

Returns

Results have been finalized by Chad Severson on 3/25/2019 12:04:27 PM

Upload files for election night reporting
Upload files for canvassing
Mark ALL Precincts Complete
Export to CSV

Precincts
Results

| Race Name | Area | Party Code | Candidate/Question | Votes | IsMasked |
|------------------------------------------------------|-------------------------------|------------|--------------------|-------|----------|
| Advisory Vote 2: ghy56 | | | Against | 0 | |
| Advisory Vote 2: ghy56 | | | For | 0 | |
| Referendum Bill 1: This is a Measure | | | Against | 0 | |
| Referendum Bill 1: This is a Measure | | | For | 0 | |
| Local 3: dfj | | | Against | 0 | |
| Local 3: dfj | | | For | 0 | |
| Local 4: My title is very important to this measure! | | | Against | 0 | |
| Local 4: My title is very important to this measure! | | | For | 0 | |
| Local : New School | Boisfort School District #234 | | Against | 0 | |
| Local : New School | Boisfort School District #234 | | For | 0 | |
| Local : Ballot1 | | | Against | 0 | |
| Local : Ballot1 | | | For | 0 | |
| Local : Test | | | Against | 0 | |
| Local : Test | | | For | 0 | |
| State Senator | Legislative District 20 | Par | bnm bnm | 0 | |
| Assessor | | REP | DIANNE DOREY | 0 | |
| AUDITOR | | REP | BEVERLY ANN SMITH | 0 | |
| Auditor | | REP | LARRY GROVE | 0 | |
| Clerk | | REP | SCOTT TINNEY | 0 | |
| Clerk | | | KIRK LAVONT SMITH | 0 | |

NOTE: The green message at the top of the screen indicates results have been locked (green arrow above). This message appears when “Finalize Election” is clicked on the “Returns Administration” page.

The “Precincts” tab (green tab below) is populated after the “Create Returns” button is clicked on the “Returns Administration” page.

On the “Returns” page each precinct can be reported (red box below) individually or click “Mark ALL Precincts Complete” to mark them all at once (purple box below).

Returns

Results have been finalized by Chad Severson on 3/25/2019 12:04:27 PM

Upload files for election night reporting Upload files for canvassing **Mark ALL Precincts Complete** Export to CSV

[/default.aspx](#)

Precincts Results

| Precinct Name | Last Updated | Reported? | | |
|---------------|--------------|--------------------------|------------------|----------------------|
| ADNA | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Albata | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Albha | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Berwick | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Big Bottom | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Boistfort | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #1 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #10 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #11 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #12 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #13 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #2 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #3 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #4 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #5 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #6 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #7 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #8 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Centralia #9 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Chehalis #1 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |
| Chehalis #2 | | <input type="checkbox"/> | Mark as Reported | Mark as Not Reported |

Click on each individual precinct (blue box above) to see contests and votes associated with each one. Manually enter or edit votes, if necessary (yellow box below).

Returns Entry

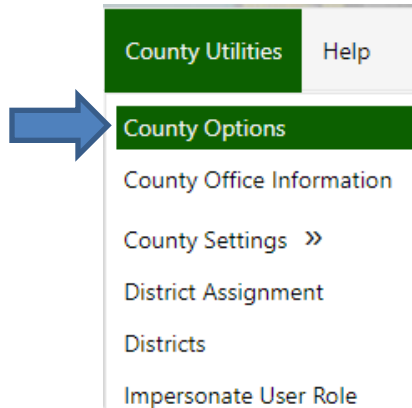
Exit without Saving Save and Submit Export to CSV

Precinct Name: **ADNA**

| # Voters | | Ballots Cast | | | | |
|------------------------------------------------------|-------------------------|--------------|--------------------|------------|-------------|-------|
| 0 | | 0 | | | | |
| Race Name | District | Party Code | Candidate/Question | Is Masked? | Total Votes | Votes |
| Advisory Vote 2: ghj56 | | | For | No | | 0 |
| Advisory Vote 2: ghj56 | | | Against | No | | 0 |
| Referendum Bill 1: This is a Measure | | | For | No | | 0 |
| Referendum Bill 1: This is a Measure | | | Against | No | | 0 |
| Local 3: dfg | | | For | No | | 0 |
| Local 3: dfg | | | Against | No | | 0 |
| Local 4: My title is very important to this measure! | | | For | No | | 0 |
| Local 4: My title is very important to this measure! | | | Against | No | | 0 |
| Local : Ballot1 | | | For | No | | 0 |
| Local : Ballot1 | | | Against | No | | 0 |
| Local : Test | | | For | No | | 0 |
| Local : Test | | | Against | No | | 0 |
| State Senator | Legislative District 20 | | brnm brnm | No | | 0 |
| Assessor | | REP | DIANNE DOREY | No | | 0 |
| Auditor | | REP | LARRY GROVE | No | | 0 |
| AUDITOR | | REP | BEVERLY ANN SMITH | No | | 0 |
| Clerk | | REP | SCOTT TINNEY | No | | 0 |

County Options

Hover over “County Utilities” and click “County Options” (blue arrow) to manage and maintain the visual aspects of the VoteWA system.



On this page there are three different sections (below).

 A screenshot of the 'Lewis County Options' page. The page has a dark grey header with the title 'Lewis County Options'. Below the header, there are three main sections. The first section, 'Candidate Options', is enclosed in a green border and contains checkboxes for 'Allow Italics', 'Allow Bold', 'Allow Underlines', 'Allow All Caps', 'Allow Tables', 'Allow Bullets', and 'Allow Custom Headers', along with a 'Max Length' input field set to 0. The second section, 'Committee Rebuttal Options', is enclosed in a blue border and contains similar checkboxes and a 'Max Length' input field set to 75. Both of these sections have a 'Save Options' button at the bottom. The third section, 'County Home Screen Message', is enclosed in a red border and contains a text area with the message 'This is a test message.', an 'Expire Date' field set to '3/26/2019 12:00 AM', and a 'Save Message' button. A blue 'Message Saved' alert with a red arrow pointing to it is visible above the text area.

Green Box: “Candidate Options” controls Candidate Statements, including the kind of text allowed for online submissions. Edit these options and click “Save Options.”

Blue Box: “Committee Rebuttal Options” controls Committee Statements, including the kind of text allowed. Edit these options and click “Save Options.”

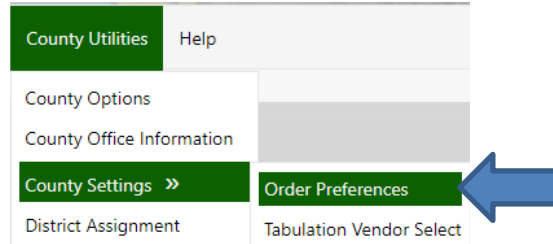
Red Box: “County Home Screen Message” allows display of a message at the top of the County Home Screen. Type the message, choose a date for the message to expire, and click “Save Message.” Once saved, a blue “Message Saved” alert will appear (red arrow).

The message appears on your home screen and will disappear after the date set to expire (below).

Lewis County
This is a test message.
Current Active Voters: 46,456
Total Registered Voters: 51,015

County Settings

Hover over “County Utilities”, then hover over “County Settings” and click on “Order Preferences” (blue arrow) to set certain order preferences and select a tabulation vendor.



Click and drag the Districts up and down the page in the “District Preferences” table to establish the order they will appear on reports.

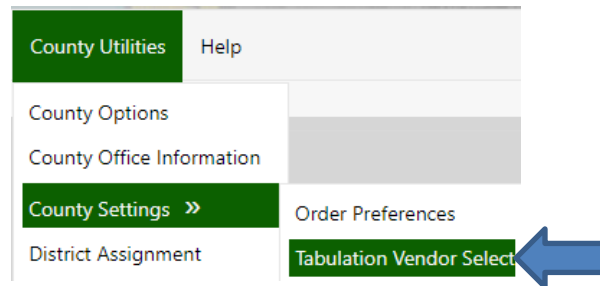
| DISTRICT PREFERENCES (ORDER) | |
|------------------------------|--|
| District Type | |
| Transportation | |
| Cemetery | |
| Legislative | |
| PCO | |
| Federal | |
| Commissioner | |
| Fire | |
| Judicial | |
| Public Hospital | |
| County | |
| Library | |
| School | |
| Water | |
| PRECINCT SPLIT | |
| Precinct | |
| Congressional | |
| City/Town | |
| Tax | |
| Port | |
| Public Utility | |
| Other | |
| State Executive | |
| EMS | |
| Park and Recreation | |

Further down the page is the “Notice Preferences” table. Click and drag the notices up and down in the table to establish the order they will appear on the home screen.

| NOTICE PREFERENCES (ORDER) | |
|--------------------------------------------------|--|
| Notice Name | |
| Felony Notice | |
| Matt Test | |
| Notice of ID Required | |
| Notice of Name Change | |
| Verify Voter Address | |
| Ballot Counted | |
| Online Registration Email | |
| Notice of No Witness Signature | |
| Notice of Signature Does Not Match - Name Change | |
| Ballot Mailed | |
| Ballot Received | |
| Notice of Signed by Power of Attorney | |
| Notice of Too Late | |
| Online Registration Update Email | |
| Ballot Rejected | |
| Notice of Unsigned | |
| Acknowledgement Notice | |
| Notice of No Signature | |
| Deceased Notice | |
| NVRA Confirmation Mailing | |
| Notice of No Signature on File | |
| Notice of Signature Does Not Match | |
| Notice of Incomplete Registration | |
| NCOA Acknowledgment | |
| Identification Notice | |
| Non-Citizen Notice | |
| Notice of Registration received after Deadline | |
| Possible Duplicate Notice | |

Tabulation Vendor Select

Hover over “County Utilities,” then hover over “County Settings” and click on “Tabulation Vendor Select” (blue arrow) to select the tabulation system used in your county. This selection will tell VoteWA what file format when uploading and processing election night returns.

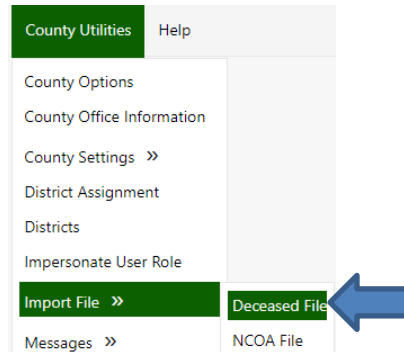


Select the tabulation vendor from the drop-down menu.

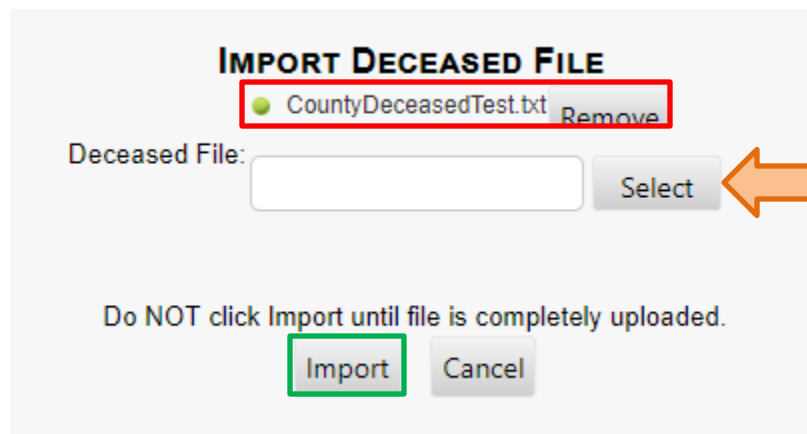
| TABULATION VENDOR |
|--------------------------------|
| Select |
| Select |
| ClearBallot 1.3.3, 1.4 & 1.4.2 |
| Dominion Democracy Suite 5.0 |
| ES&S EVS 5.2.2.0 |
| ES&S Unity 3.4 & 3.4.1 |
| HART HVS 6.2.1 |
| HART Verity 2.0 |

Import File-Deceased Records

Hover over “County Utilities,” then hover over “Import File” and click “Deceased File” (blue arrow) to upload the County Deceased file.



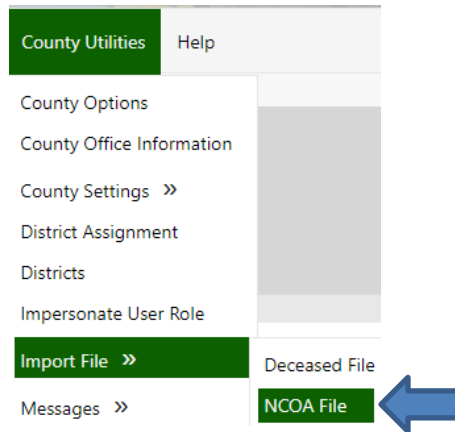
Click the “Select” button (orange arrow, below) to open the deceased file. Choose the file from the computer and click Open.



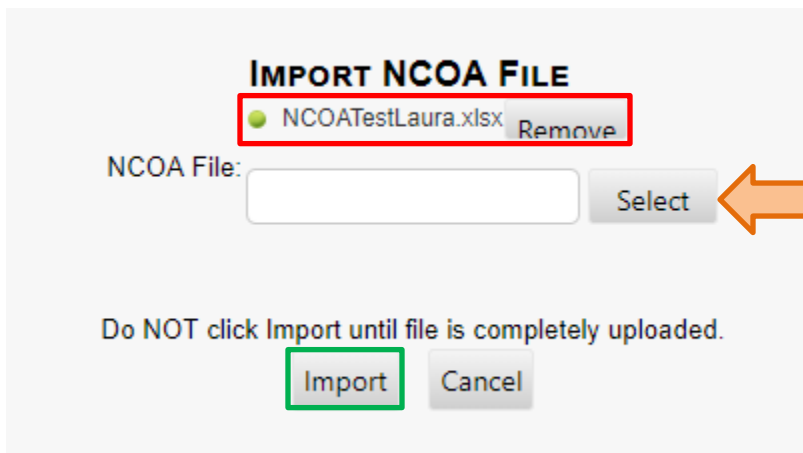
Once the file shows next to the green dot (red box, above), click “Import” (green box, above) to import the file.

Import File-NCOA

Hover over “County Utilities,” then hover over “Import File” and click “NCOA File” (blue arrow) to upload the NCOA file.



Click the “Select” button (orange arrow, below) to open the NCOA file. Choose the file from the computer and click Open.



Once the file shows next to the green dot (red box, above), click “Import” (green box, above) to import the file. Once imported, matches with voter records appear in the home queue, under “NCOA In-State Review” and “NCOA Cross-State Review.”

| | | |
|---|-------------------------|-------|
| ▶ | NCOA In-State Review | 1,988 |
| ▶ | NCOA Cross-State Review | 579 |