



# VoteWA User Guide



Regional Training

# TABLE OF CONTENTS

**Registrant Records ..... 5**

- Multi-Factor Login Instructions..... 5
- Home Screen..... 8
- Home Screen Message..... 8
- Tasks Table..... 10
- Tasks..... 11
- Forms to be Processed Table ..... 14
- Unsent Notices Table ..... 15
- Notice Responses..... 16
- Activity Table..... 17
- Audit Summary ..... 17
- Public Records Requests ..... 17
- Searching (Quick Search & Advanced Search) ..... 18
- Advanced Search Outputs..... 22
- Restricted Data ..... 24
- Saved Searches ..... 24
- Scheduled Exports..... 25
- Advanced Search Log ..... 26
- Registrant Info Tab..... 27
- Ballot Info Tab..... 28
- Provisional Tab..... 29
- Voting History Tab..... 31
- Validations Tab..... 32
- Attachments Tab..... 33
- Activity Tab ..... 36
- Correspondence Tab..... 37
- Adding a New Registrant ..... 39
- OFFICE USE ONLY ..... 51
- Updating an Existing Registrant ..... 55
- Deceased Records Search ..... 57
- Felony Records Search ..... 59
- Mentally Incompetent Records Search..... 61

<b>Total Address .....</b>	<b>65</b>
Adding a New Address Point in TotalAddress.....	65
Updating an Existing Address Point in TotalAddress .....	74
Null Checkbox: .....	76
Non-Standard Checkbox .....	77
<b>Notices.....</b>	<b>79</b>
Notice Management Tool .....	79
Process Returned Notices .....	83
Processing Individual Returned Notice .....	85
Potential Duplicates .....	86
Purge Inactive Registrants .....	90
Failed ID Check Purge.....	93
<b>System Administration .....</b>	<b>97</b>
Users, Roles, and Permissions.....	97
Manage Users .....	97
Manage User Roles .....	99
Permissions .....	100
Create a New User Role .....	101
Impersonation.....	102
District Management .....	103
Updating Existing Districts .....	103
Adding a New District / District Assignment.....	104
Deleting a District.....	108
Manage Precincts.....	109
Updating an Existing Precinct .....	110
Adding a New Precinct.....	111
Deleting a Precinct.....	113
Manage Precinct Splits.....	114
Updating an Existing Precinct Split .....	114
Adding a New Precinct Split.....	116
Deleting a Precinct Split.....	116
County Office Information .....	117
<b>System Reports .....</b>	<b>119</b>

<b>Elections Setup</b> .....	<b>121</b>
Assigning an Election .....	121
Schedule Races.....	123
Office/Incumbent Management .....	124
Adding a Voting Location .....	127
Assigning a Voting Location to an Election .....	129
<b>Ballot Setup</b> .....	<b>131</b>
Adding a Race.....	131
Adding a Candidate (Ballot Set Up).....	133
Adding a Candidate (Voter Record) .....	136
Adding a Ballot Measure (ballot set up) .....	138
Adding a Measure (Petitions) .....	142
Ballot styles .....	144
Candidate Lot Draw Ordering .....	146
<b>Issuing &amp; Returning Ballots</b> .....	<b>149</b>
Outbound Ballot Processing) .....	149
Reissuing Ballots .....	151
Ballot Tracking.....	154
Ballot Return – Return Tab .....	155
Ballot Return – Update Tab.....	159
Ballot Return – Undo Tab.....	160
Ballot Return – Batches Tab.....	162
<b>Election Returns – Returns Administration</b> .....	<b>165</b>
<b>County Utilities</b> .....	<b>167</b>
Election Returns – Returns.....	167
County Options .....	170
County Settings .....	171
Tabulation Vendor Select.....	172
Import File-Deceased Records .....	173
Import File-NCOA .....	174

## 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.

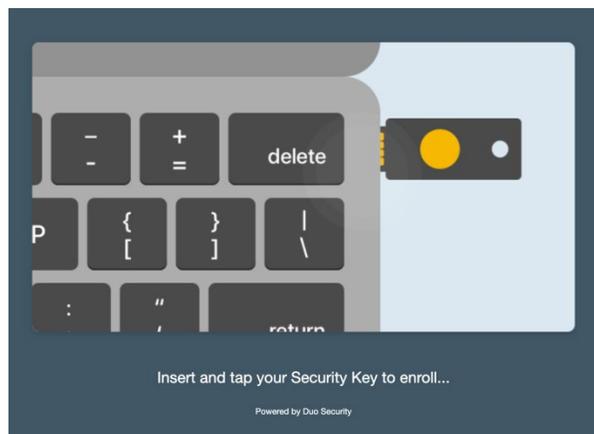
For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



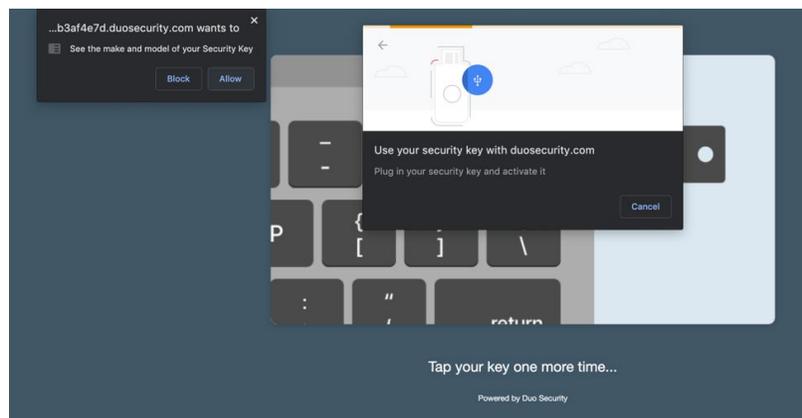
For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



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.

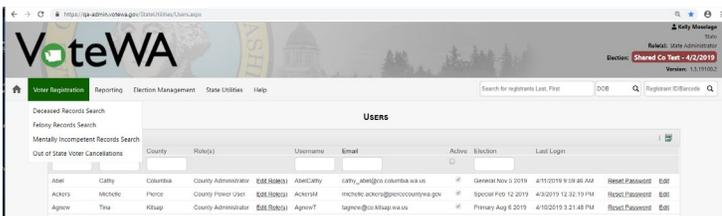
For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



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	Role(s)	Username	Email	Active	Elections	Last Login
Cathy	County Administrator	ESB1638N3	AKC1CATY	cathy_bell@co.columbia.wa.us	General Nov 05 2019	4/11/2019 9:09:20 AM
Adkins	County Power User	ESB1638N3	AKC1MS	michelle.ackins@percocomm.wa.gov	Special Pct 12 2019	4/3/2019 12:32:19 PM
Agnew	County Administrator	ESB1638N3	AgnewT	agnew@co.klickap.wa.us	Primary Aug 6 2019	4/10/2019 3:21:48 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:

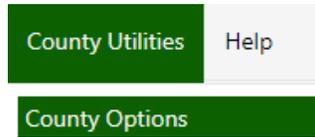
Item	Total Registrants	
▶ DOL Registrations	1	
▶ Deceased	1	
▶ Forms to be Scanned	104	
▶ Flagged Records	5	
▶ Attachments Flagged for Removal	106	Delete All
▶ Failed ID Check	36	
▶ Notice of Incomplete Registration - Over 45 days	3	Update All
▶ NCOA In-State Review	1,857	
▶ NCOA Cross-State Review	576	
▶ 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 the "County Home Screen Message" form. The form has a title bar "County Home Screen Message". Below the title bar, there is a text input field labeled "Message:" containing the text "Happy Friday". Below the message field is an "Expire Date:" field containing "3/9/2019 12:00 AM" with calendar and clock icons. At the bottom of the form is a "Save Message" button. 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).

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

## 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**

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

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

Deceased Record Data		Existing Registrant Info
Date of Death	5/2/2018	Registrant ID <a href="#">9339508</a>
Age		Status Active
Status		Status Reason Active
Status Reason		
DOB		11/16/1949
SSN4		XXXXXXXXXX
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
		XXXXXXXXXX

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

**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	<a href="#">Scan</a>	<a href="#">Clear</a>

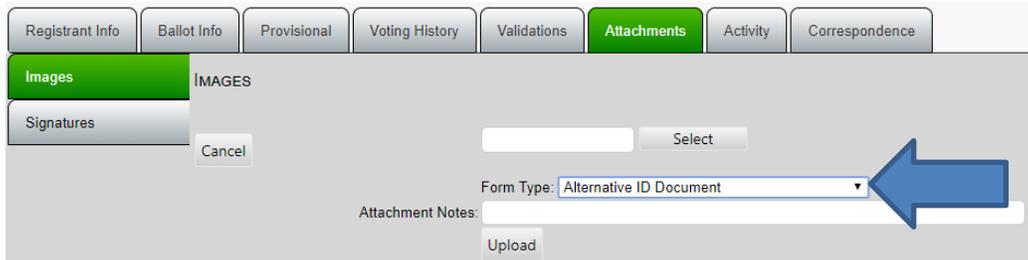
## Flagged Records

**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																		
<div style="display: flex; border-bottom: 1px solid gray;"> <div style="background-color: #90EE90; padding: 2px 5px; margin-right: 5px;">Images</div> <div style="padding: 2px 5px;">IMAGES</div> </div> <div style="display: flex; border-bottom: 1px solid gray;"> <div style="background-color: #cccccc; padding: 2px 5px; margin-right: 5px;">Signatures</div> <div style="padding: 2px 5px;">Add New</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Attachment Type</th> <th>Attachment Notes</th> <th>Date Created</th> <th>Added By</th> <th>County</th> <th>Flagged For Removal</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Washington State Voter Registration Form</td> <td></td> <td>10/26/2004 6:53:43 AM</td> <td>Ryan Dosch</td> <td>Spokane</td> <td style="background-color: #FF0000;">Yes</td> <td style="text-align: center;"><a href="#">View</a></td> <td style="text-align: center;"><a href="#">Edit</a></td> <td style="text-align: center;"><a href="#">Delete</a></td> </tr> </tbody> </table>								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	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
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Washington State Voter Registration Form		10/26/2004 6:53:43 AM	Ryan Dosch	Spokane	Yes	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>																	

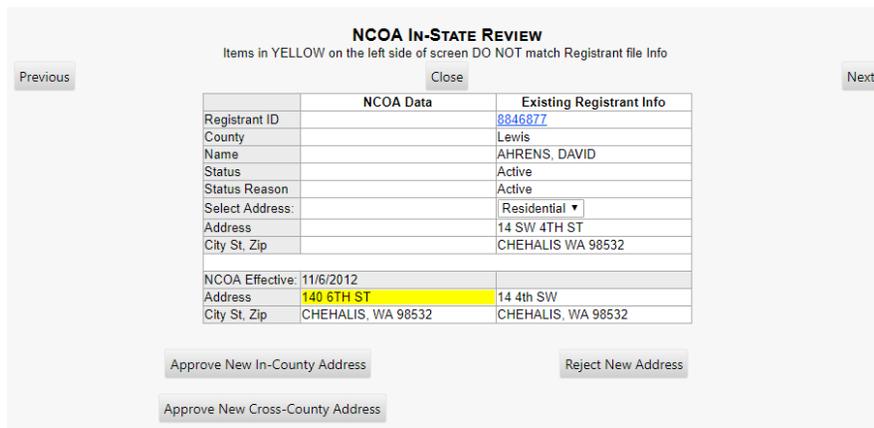


**Failed ID Check** Displays records flagged with “Failed ID Check.” This flag will remain on the record until the ID requirement is satisfied. Click on the record from this list to go to the Attachments tab to click “Add New” and select “Alternative ID” from the Form Type drop-down (blue arrow).



**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 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).



**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		<a href="#">11222847</a>
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		<a href="#">11319505</a>
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	<a href="#">Process Next</a>
▶ Washington State Voter Registration Form	95	<a href="#">Process Next</a>

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

Washington State Voter Registration Form			95	<a href="#">Process Next</a>
Image	Date Added	Scanned By		
<a href="#">Select</a>	10/1/2018 7:08:06 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:07 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:08 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:10 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:11 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:13 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:14 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:16 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:17 AM	Chad Severson		
<a href="#">Select</a>	10/1/2018 7:08:18 AM	Chad Severson		

Page size: 10

## 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

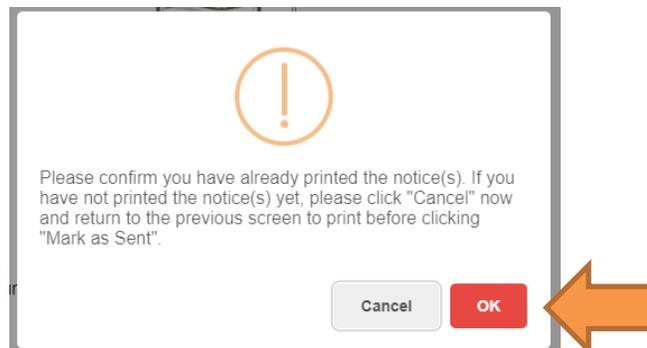
To expand each list, click the arrow (blue circle). To prepare the batch of notices, click the “Batch Immediately” button (blue arrow).

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 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:			Total Registrants
Item			
▶ 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		<input type="button" value="Undo All"/>	<input type="button" value="Export CSV"/>
▶ Mass Update Undo - Purge Failed ID Check		<input type="button" value="Undo All"/>	<input type="button" value="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	<a href="#">View Audit Detail</a>
Candidate Information	13	<a href="#">View Audit Detail</a>
Candidates Qualified	1	<a href="#">View Audit Detail</a>

## 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 being processing the request.

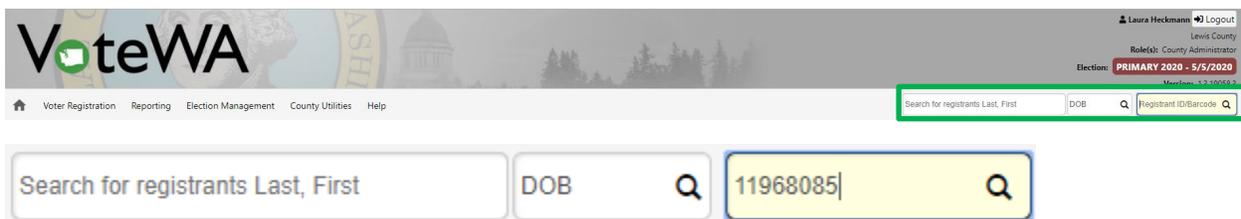
Public Records Requests:								
ID	Title	Requestor Name	Request Date	# of Registrant Records	Fulfillment Status	Fulfillment Date	Delivery Date	Contact Name
3	<span style="border: 1px solid red; padding: 2px;">Test Request 3</span>	Matt Bauer	12/26/2018		New	12/26/2018	12/26/2018	Matt Bauer

## Searching (Quick Search & Advanced Search)

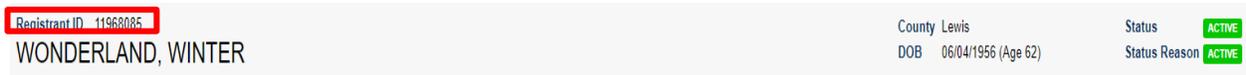
Similar to the menu bar, there are searching features at the top of every page in VoteWA. Use “Quick Search” (green box) to search for a registrant by their Last Name and First Name or Registrant ID.

**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).



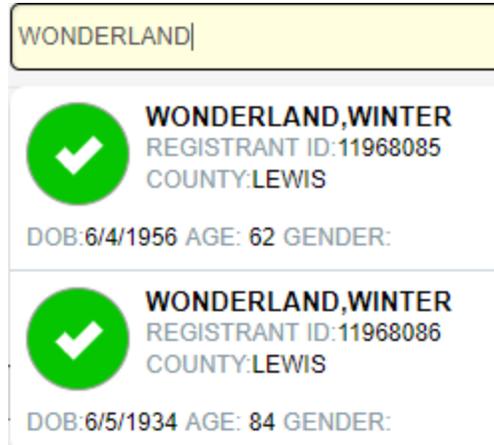
Type in a Registrant ID to go directly to that voter record.



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.



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



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**

Last Name  Phone   
 First Name  Email   
 Middle Name  Previous Last Name   
 Suffix ALL  Gender ALL  Previous First Name   
 Form Language ALL  Previous Middle Name   
 WA DL/ID #  Previous Suffix ALL   
 SSN4  Source of Registration   
 VRWA Registrant ID  UOCAVA Type   
 Effective Date of Change  to  Incomplete Reason   
 Registration Date  to   
 DOB  to 1/29/1988   
 Age  to

Registrant Record Notes  All Notes  
 NVRA Flag  
 UOCAVA  
 ID Required

Attachment Notes  All Notes

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

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

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**

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

Last Name:

First Name:

Middle Name:

Suffix:  Gender:

Form Language:

WA DL/ID #:

SSN4:

VRWA Registrant ID:

Effective Date of Change:  to

Registration Date:  to

DOB:  to

Age:  to

Phone:

Email:

Previous Last Name:

Previous First Name:

Previous Middle Name:

Previous Suffix:

Source of Registration:

UOCAVA Type:

Incomplete Reason:

Registrant Record Notes  All Notes

NVRA Flag

UOCAVA

ID Required

Attachment Notes  All Notes

**Wildcard Help**

<b>Contains:</b> Objective: Search field for a value that contains SMITH Example: %SMITH%	<b>Starts With:</b> Objective: Search field for a value that starts with SMITH Example: SMITH%	<b>Ends With:</b> Objective: Search field for a value that ends with SMITH Example: %SMITH	<b>Sounds Like:</b> Objective: Search field for a value that sounds like SMITH Example: SMITH*
---	--	--	--

County:

↓

Search Reset

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:  as CSV Export 5 Records in 1 Page

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

5 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
<a href="#">5001890</a>	GARCIA	ABEL			09/15/1981	3618 COOKS HILL RD	CENTRALIA	WA	98531	3618-b Cooks Hill Rd	CENTRALIA	WA	98531	08/29/2006
<a href="#">10742218</a>	GARCIA	ADAM	THOMAS		05/30/1981	182 HIGH MEADOW DR	MOSSYROCK	WA	98564	PO Box 626	MOSSYROCK	WA	98564	02/05/2015
<a href="#">10390181</a>	GARCIA	ANDRES	ESCALERA		09/30/1961	450 AUGUSTUS ST	TOLEDO	WA	98591	PO Box 713	TOLEDO	WA	98591	09/27/2013
<a href="#">439307</a>	GARCIA	ANDREW			09/09/1967	177 WESTLAKE AVE	MORTON	WA	98356	PO Box 751	MORTON	WA	98356	05/31/2006
<a href="#">11565688</a>	GARCIA	ANDREW			02/17/1986	317 BECK RD	ONALASKA	WA	98570	317-41 Beck Road	ONALASKA	WA	98570	12/20/2016

5 items in 1 pages

## 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:

<b>Registrant ID</b>	<b>Residence State</b>
<b>Last Name</b>	<b>Residence Zip</b>
<b>First Name</b>	<b>Mailing Address</b>
<b>Middle Name</b>	<b>Mailing City</b>
<b>Name Suffix</b>	<b>Mailing State</b>
<b>DOB</b>	<b>Mailing Zip</b>
<b>Residence Address</b>	<b>Effective Date of Change</b>
<b>Residence City</b>	

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	Selected fields to display
Mailing Country	<<< Last Name (Default)
Precinct	<< All First Name (Default)
Prefix	Middle Name (Default)
Street Name	Name Suffix (Default)
Street Type	DOB (Default)
Suffix	Residence Address (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:

## 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:

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

Page size: 5

Wildcard Help

5 items in 1 pages

County:

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  Include Voting History  Electronic Format  Printed List  Printed Labels

K < 1 > X Page size: 20 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	

K < 1 > X Page size: 20 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	<a href="#">Download</a>

K < 1 > X Page size: 5 1 items in 1 pages

Wildcard Help

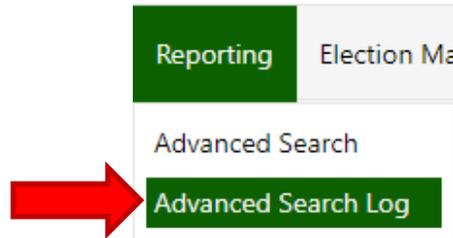
County: Lewis Search Reset

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

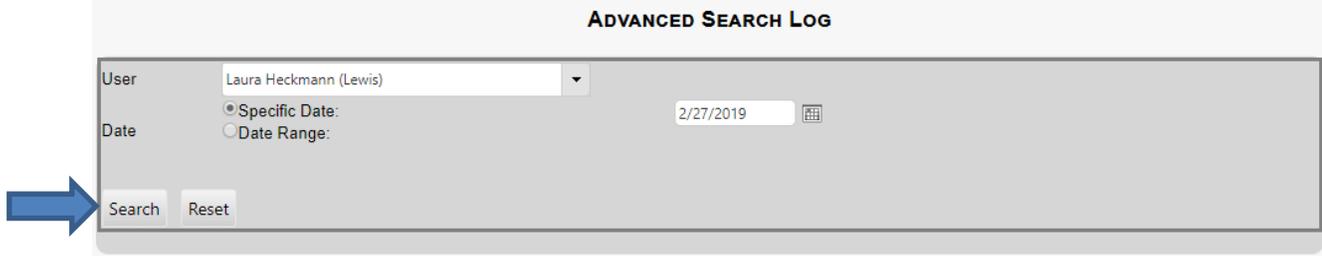
As exports run, according to the indicated schedule, access your exports from the “Download Past Exports” section (teal box, above).

### 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).



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) | Date: 2/27/2019

Search Results

	User	County	Type	Date Searched
<a href="#">View Search</a>	Laura Heckmann	Lewis	View	2/27/2019 3:07:49 PM
<a href="#">View Search</a>	Laura Heckmann	Lewis	View	2/27/2019 2:48:49 PM
<a href="#">View Search</a>	Laura Heckmann	Lewis	View	2/27/2019 2:37:00 PM
<a href="#">View Search</a>	Laura Heckmann	Lewis	View	2/27/2019 1:51:05 PM
<a href="#">View Search</a>	Laura Heckmann	Lewis	View	2/27/2019 1:44:44 PM
<a href="#">View Search</a>	Laura Heckmann	Lewis	View	2/27/2019 11:11:42 AM
<a href="#">View Search</a>	Laura Heckmann	Lewis	View	2/27/2019 11:11:34 AM
<a href="#">View Search</a>	Laura Heckmann	Lewis	Canned Report	2/27/2019 11:00:00 AM
<a href="#">View Search</a>	Laura Heckmann	Lewis	View	2/27/2019 9:24:47 AM

### 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: 11968086  
**WONDERLAND, WINTER**  
 County: Lewis  
 DOB: 06/05/1934 (Age 84)  
 Status: **Active**  
 Status Reason: **Active**

Update Record Add To Race

- UOCAVA: Overseas Military
- Ballot Preference: Email
- Failed ID Check

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: *WINTER*

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

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

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

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

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	
General 12/30/2018	Lewis		Sent	02/07/2019	02/07/2019	Regular	Mail - In State		LEWI_PCT013	LE-071-506474-1	<b>Expand</b>

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

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

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

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

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

Provisional Ballot Reason:

Provisional County:

Provisional Precinct:

Provisional Date:

Provisional Ballot Receipt #:

Researcher Determination:  Decision Pending  Counted  Not Counted

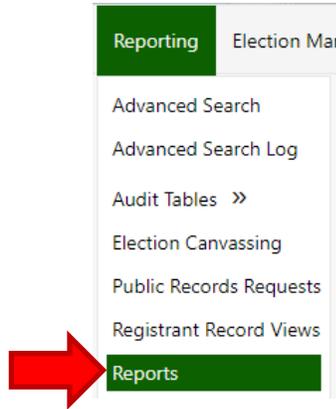
Voting Location:

Comments:

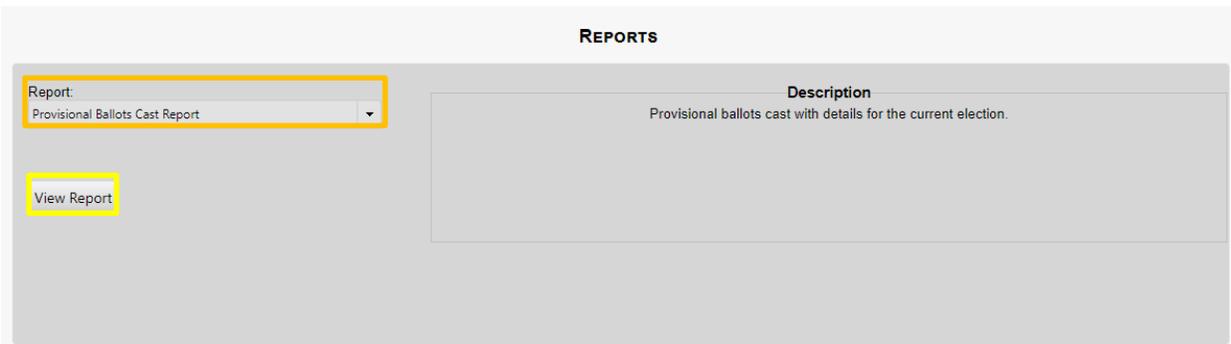
*NOTE: The Residence Address field is connected to TotalAddress. A drop down menu will provide the ability to view district information (green box above) and show whether the registrant has already been issued a ballot for the assigned election.*

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).



### 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      Status ACTIVE  
DOB 11/15/1939 (Age 79)      Status Reason ACTIVE

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

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
11/08/2016	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"/>		<a href="#">View Record</a> <span style="border: 1px solid red; padding: 2px;">Edit</span>

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"/>		<a href="#">View Record</a> <span style="border: 1px solid red; padding: 2px;">Edit</span>

Validation Notes:



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**

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
Status		Registrant ID <a href="#">655573</a>
Status Reason		Active
DOB	11/15/1939	11/15/1939
First Name	Thomas	THOMAS
Last Name	SMITH	SMITH
		124 KOBE RD
		CHERHALLS 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	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

Attachment Type:

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	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
NVRA CONFIRMATION MAILING		2/22/2019 9:55:45 AM	Chad Severson	Lewis	No	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

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

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](#)
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	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
NVRA CONFIRMATION MAILING		2/22/2019 9:55:45 AM	Chad Severson	Lewis	No	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

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

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](#)
IMAGES
RCW 29A.08.710(2)

[Signatures](#)
[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**

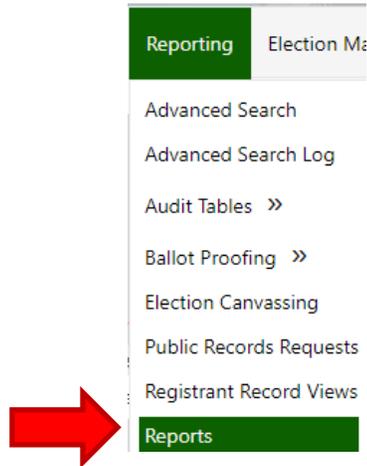
Registrant Info | Ballot Info | Provisional | Voting History | Validations | **Attachments** | Activity | Correspondence

**Images** | IMAGES

Signatures → Add New

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

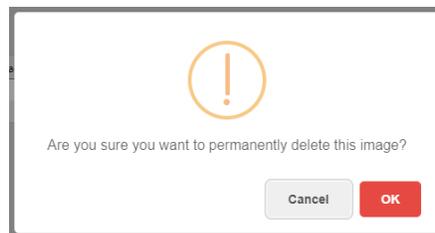
To run a report of the number of attachments for each record in the County, click the Reporting menu and select Reports (red arrow).



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



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 <b>ACTIVE</b> Status Reason <b>ACTIVE</b>				
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	<a href="#">Undo</a>
Voter Registration	How Registered	Online		Laura Heckmann	Lewis	2/25/2019 12:22:00 PM	<a href="#">Undo</a>
Voter Registration	Reg Form #	Online		Laura Heckmann	Lewis	2/25/2019 12:22:00 PM	<a href="#">Undo</a>
Voter Registration	Status Reason	Moved Out of County	Active	Chad Severson	Lewis	2/22/2019 12:29:51 PM	<a href="#">Undo</a>
Voter Registration	Status Reason	Active	Moved Out of County	Chad Severson	Lewis	2/22/2019 11:46:58 AM	<a href="#">Undo</a>
Voter Registration	Status Reason	Voter Requested	Active	Chad Severson	Lewis	2/22/2019 11:38:36 AM	<a href="#">Undo</a>
Voter Registration	Status	Canceled	Active	Chad Severson	Lewis	2/22/2019 11:38:34 AM	<a href="#">Undo</a>
Voter Registration	Status Reason	Active	Voter Requested	Chad Severson	Lewis	2/22/2019 10:18:01 AM	<a href="#">Undo</a>
Voter Registration	Status	Active	Canceled	Chad Severson	Lewis	2/22/2019 10:17:59 AM	<a href="#">Undo</a>
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	<a href="#">Undo</a>
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	<a href="#">Undo</a>
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	<a href="#">Undo</a>
Regular	Record Added					2/25/2014 10:02:29 PM	<a href="#">Undo</a>

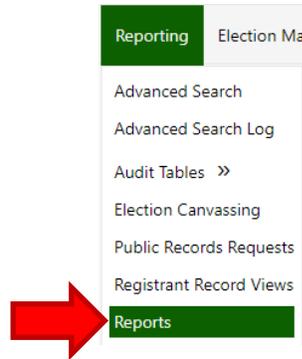
A “Registrant Record Actions” table (below) displays actions to records not prompted from a new registration form. Voting history, images, and merging are recorded here.

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.

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.

**REPORTS**

<p><b>Report:</b>          Registrant Record Activity</p> <p><input checked="" type="radio"/> Specific Date:  <input type="radio"/> Date Range:          2/25/2019</p> <p><b>User:</b>          Select</p> <p><input type="button" value="View Report"/></p>	<p style="text-align: center;"><b>Description</b></p> <p style="text-align: center;">Audit on registrant records displaying changes that occurred and who made the changes.</p>
--	---

## 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.

Registrant ID: 655573  
**SMITH, THOMAS GENE**      County: Lewis      Status: ACTIVE  
 DOB: 11/15/1939 (Age 79)      Status Reason: ACTIVE

	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			
<a href="#">View Notice to be Sent</a>	Acknowledgement Notice	N-27469		2/25/2019 12:21:59 PM	Laura Heckmann							<a href="#">Dymo Label</a>	<a href="#">Delete</a>	<a href="#">Edit</a>
<a href="#">View Sent Notice</a>	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	<a href="#">Dymo Label</a>	<a href="#">Delete</a>	<a href="#">Edit</a>
Total Items: 2														

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.

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			
<a href="#">View Notice to be Sent</a>	Acknowledgement Notice	N-27471		2/25/2019 2:35:59 PM	Laura Heckmann									
<a href="#">View Sent Notice</a>	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	<a href="#">Dymo Label</a>	<a href="#">Delete</a>	<a href="#">Edit</a>
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.

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

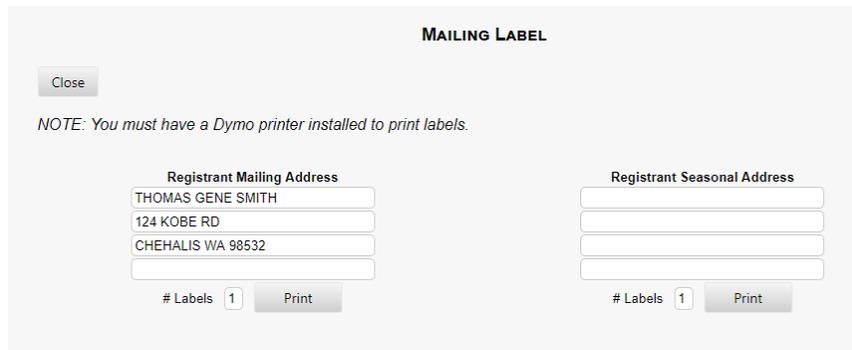
The correspondence is now stored with the voter record.

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				<a href="#">Dymo Label</a>	<a href="#">Update</a>	<a href="#">Cancel</a>

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

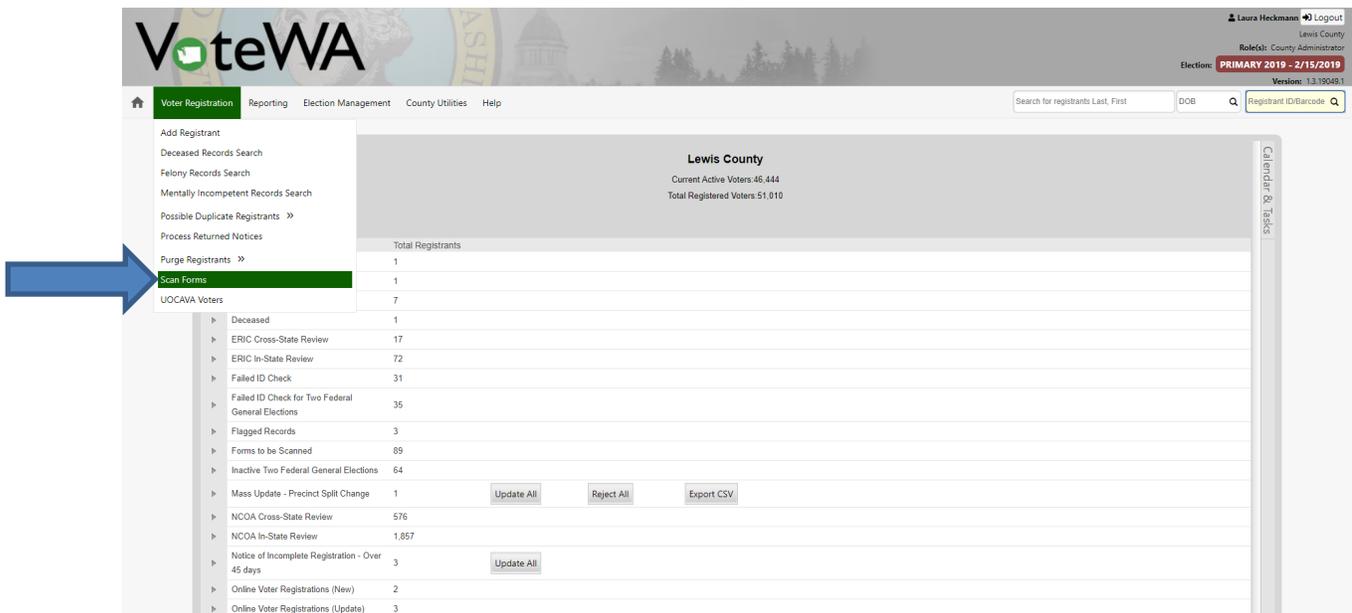


The label information is editable and may be printed with a Dymo label printer.

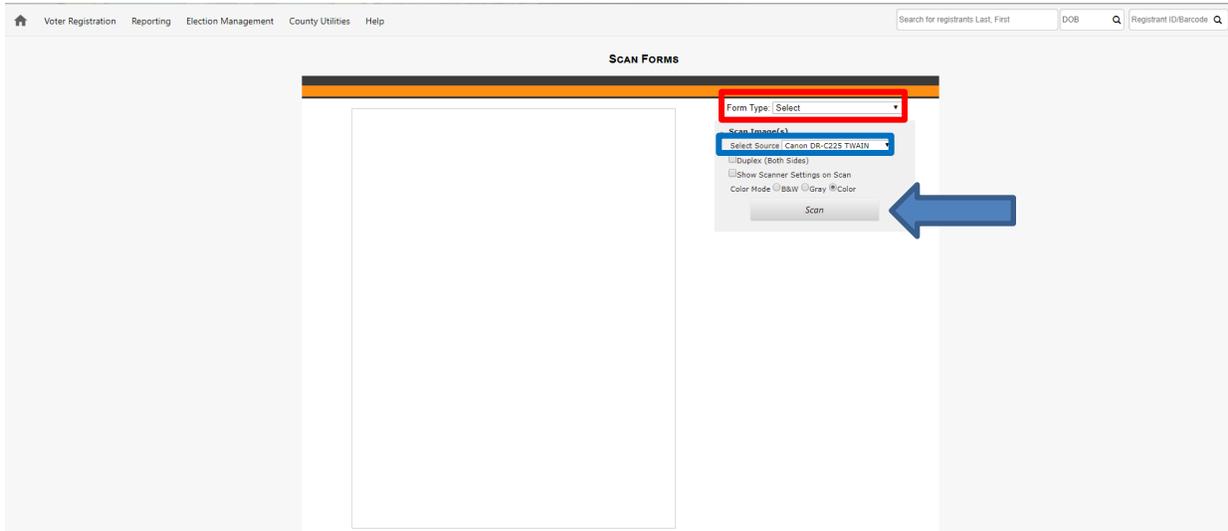


## Adding a New Registrant

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

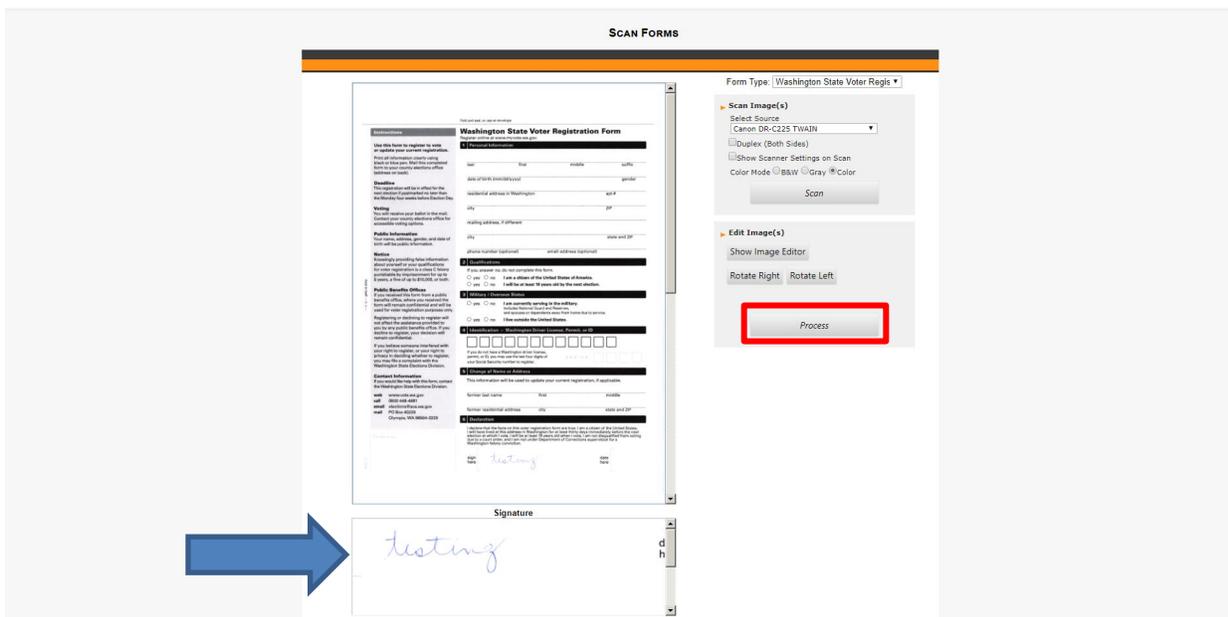


Scan voter registration forms individually or in batches. Select the appropriate form type from the “Form Type” drop-down menu (red box). Select the installed scanner in the “Select Source” drop-down (blue box). Click “Scan” (blue arrow)

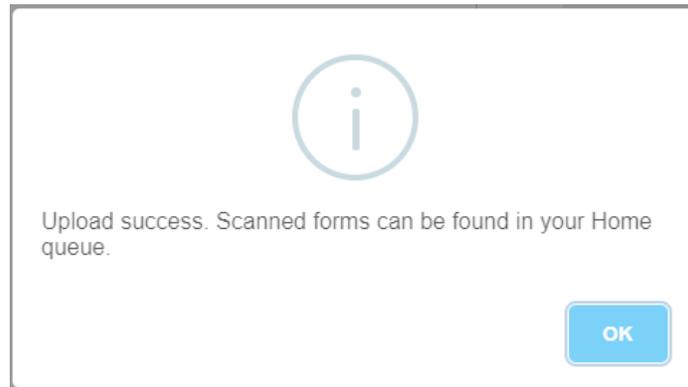


A preview of the scanned image(s) will show. A box below the form has an image of the clipped signature (blue arrow).

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).



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.



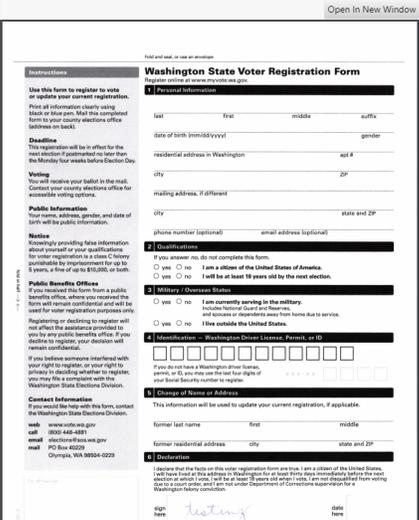
The scanned forms are on the home screen in the section called “Forms to be Processed.” Expand the arrow next to the appropriate form type (blue arrow). Click “Select” next to the form to process.

Forms to be Processed:

Item	Total	
Challenge Letter	6	<a href="#">Process Next</a>
Washington State Voter Registration Form	93	<a href="#">Process Next</a>
Image	Date Added	Scanned By
<a href="#">Select</a>	2/19/2019 7:13:29 AM	Laura Heckmann
<a href="#">Select</a>	2/19/2019 7:13:28 AM	Laura Heckmann
<a href="#">Select</a>	2/18/2019 4:19:45 PM	Laura Heckmann
<a href="#">Select</a>	2/18/2019 4:19:43 PM	Laura Heckmann
<a href="#">Select</a>	2/18/2019 11:49:35 AM	Laura Heckmann
<a href="#">Select</a>	2/6/2019 12:26:36 PM	Chad Severson
<a href="#">Select</a>	2/6/2019 12:26:33 PM	Chad Severson
<a href="#">Select</a>	2/6/2019 12:26:31 PM	Chad Severson
<a href="#">Select</a>	1/30/2019 8:46:20 AM	Chad Severson
<a href="#">Select</a>	1/29/2019 9:23:53 AM	Laura Heckmann

Page size: 10 | 93 items in 10 pages

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).



**Washington State Voter Registration Form**

**Restrictions:** 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:** 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.

**Contact Information:** If you need help with this form, contact the Washington State Elections Division.

web: [www.vote.wa.gov](http://www.vote.wa.gov)  
 call: (800) 448-4881  
 email: [election@vote.wa.gov](mailto:election@vote.wa.gov)  
 mail: PO Box 40229  
 Olympia, WA 98504-0229

[Previous Form](#)    [Close](#)    [Next Form](#)

**Search for Registrant**

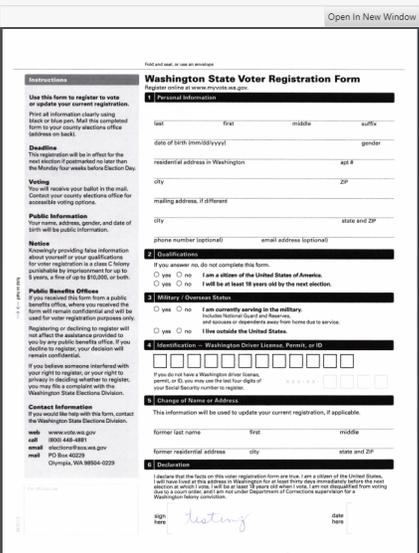
Last Name: HECKMANN  
 First Name: LAURA  
 SSN: XXXX  
 DOB: 01/29/1988  
 WA DLID #: \_\_\_\_\_  
 OR  
 Registrant ID: \_\_\_\_\_

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).



**Washington State Voter Registration Form**

**Restrictions:** 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.

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**Contact Information:** If you need help with this form, contact the Washington State Elections Division.

web: [www.vote.wa.gov](http://www.vote.wa.gov)  
 call: (800) 448-4881  
 email: [election@vote.wa.gov](mailto:election@vote.wa.gov)  
 mail: PO 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: \_\_\_\_\_

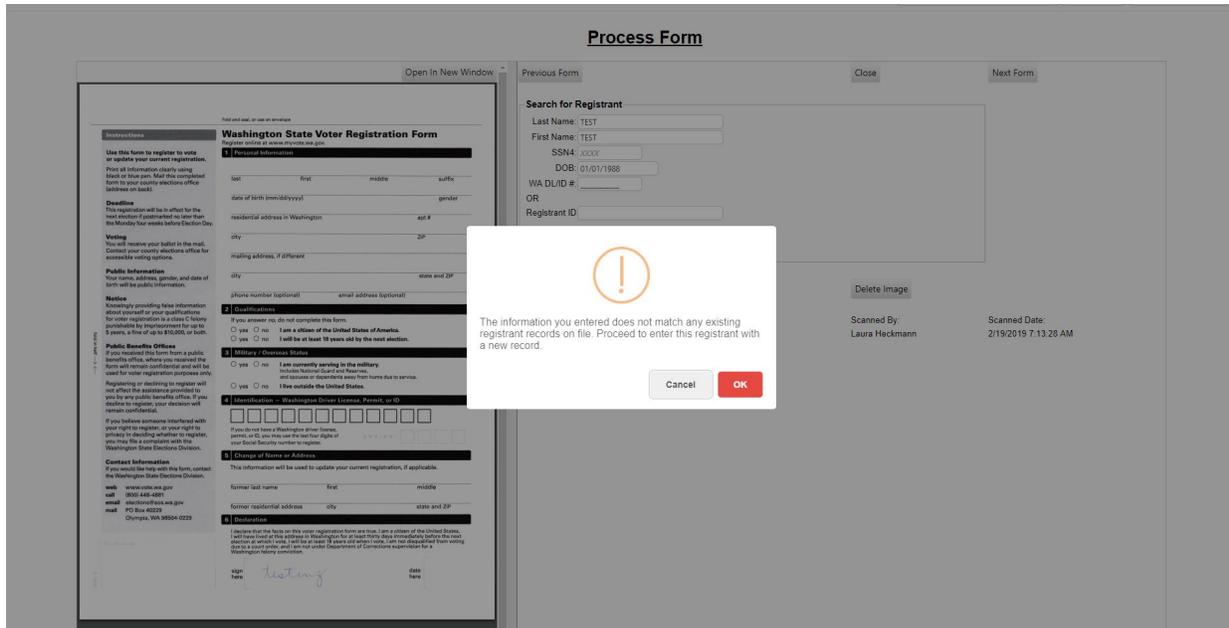
Search

	Registrant ID	Match Type	County	Name	SSN4	DOB	Residence Address	WA DLID #	Status	Status Reason
<span style="border: 2px solid blue; padding: 2px;">Select this record</span>	11968057	Soft	Lewis	HECKMANN, LAURA E	1234	01/29/1988	321 WINSTON CREEK RD, MOSSYROCK, WA 98554		Active	Active
<span style="border: 2px solid gray; padding: 2px;">Select this record</span>	11968082	Soft	Lewis	HECKMANN, LAURA E		01/29/1988	668 BROCKWAY RD, CHEHALIS, WA 98532		Active	Active

Add New Registrant    [Delete Image](#)

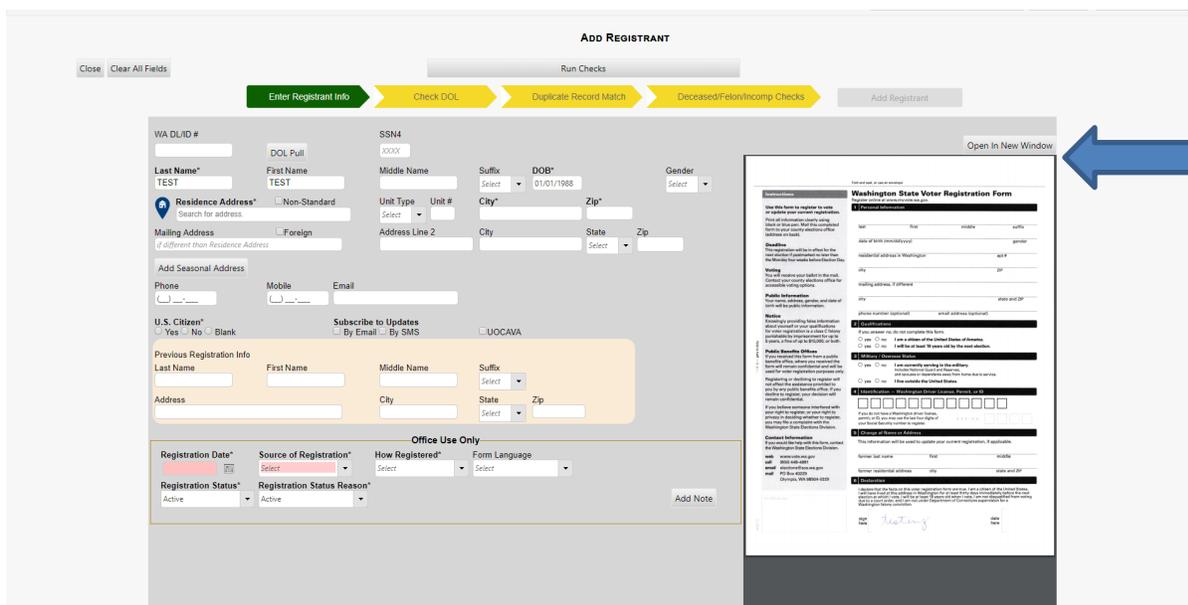
Form Type: Washington State Voter Registration Form  
 Scanned By: Laura Heckmann  
 Scanned Date: 2/19/2019 7:13:28 AM

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.



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.

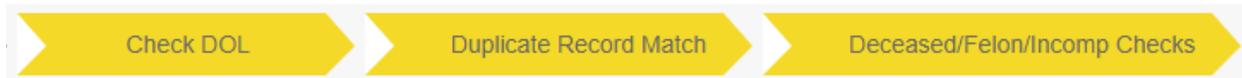
**Note:** The "Open in New Window" button will allow opening the image in a separate window (blue arrow).



Add 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.



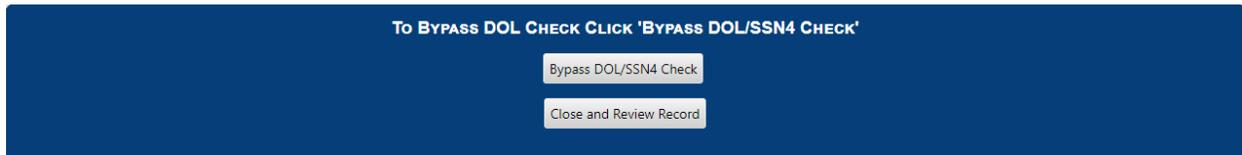
If there is no driver’s license information, fill in available information for name and date of birth and run the necessary checks (yellow flags).



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.



**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.



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													
<input type="button" value="Dismiss All Matches"/>													
<input type="button" value="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
<input type="checkbox"/> Match	<input type="checkbox"/> No Match	11968057	Hard	Lewis	HECKMANN, LAURA E	763 COAL CREEK RD	98532	1234	01/29/1988		Active	Active	02/21/2019
<input type="checkbox"/> Match	<input type="checkbox"/> 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													
<input type="button" value="Close and Review Record"/>													
		Match Type	First Name	Middle Name	Last Name	Suffix	DOB	SSN4	Residence Address	City St Zip	DOD	Age	Gender
<input type="checkbox"/> Match	<input type="checkbox"/> 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.

The screenshot shows a registration form with a dropdown menu for "Residence Address\*". The dropdown is open, showing a list of address points starting with "678". The selected address is "678 BURNT RIDGE RD ONALASKA 98570". Other fields visible include "Unit Type", "Unit #", "City\*", and "Zip\*". Below the dropdown, there are fields for "Address Line 2", "City", "State", and "Zip". There are also checkboxes for "Subscribe to Updates" (Email, By SMS, UOCAVA) and "UOCAVA".

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).

The screenshot shows two address sections. The top section is 'Mailing Address' with a 'Foreign' checkbox, 'Address Line 2', 'City', 'State' (dropdown), and 'Zip' fields. Below it is the 'Seasonal Address' section, also with a 'Foreign' checkbox, 'Seasonal Address Line 2', 'City', 'State' (dropdown), and 'Zip' fields. A blue arrow points to the 'Seasonal Address' section. Below the 'Seasonal Address' fields, there are 'Effective From\*' and 'Effective To\*' date pickers, and a 'Recurring Annually' checkbox. A blue box highlights these date pickers.

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.

The screenshot shows a 'U.S. Citizen\*' section with three radio button options: 'Yes' (selected), 'No', and '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.

The screenshot shows the bottom section of the form. It includes a 'Subscribe to Updates' section with 'By Email' and 'By SMS' checkboxes (highlighted with a green box). To the right is a 'UOCAVA' checkbox (highlighted with a red box). Further right are 'Ballot Preference\*' and 'UOCAVA Type\*' dropdown menus.

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.”

The screenshot shows a progress bar with five steps: 'Enter Registrant Info', 'Check DOL', 'Duplicate Record Match', 'Deceased/Felon/Incomp Checks', and 'Add Registrant'. The 'Add Registrant' button is highlighted with a green box.

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**

Navigation: 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

- UOCAVA: Overseas Military
- Ballot Preference: Email
- Failed ID Check

Notice Name	Date Created	
Acknowledgement Notice	2/22/2019 9:27:19 AM	<a href="#">View</a>

Unsent Notice(s)

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 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

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).

Navigation: Voter Registration | Reporting | Election Management | County Utilities | Help

Dropdown: Add Registrant

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

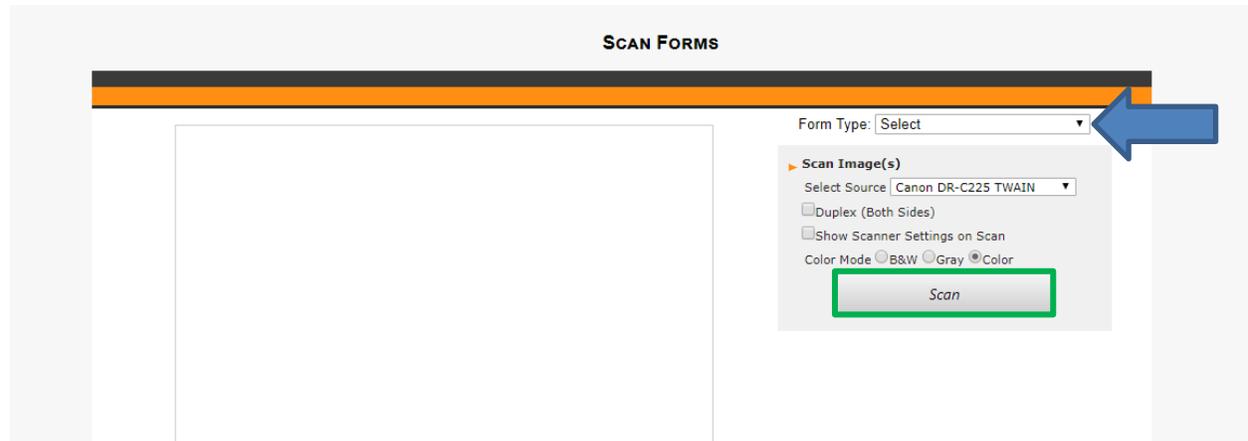
Forms to be Scanned		
Date		
02/22/2019	<a href="#">Scan</a>	<a href="#">Clear</a>

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.

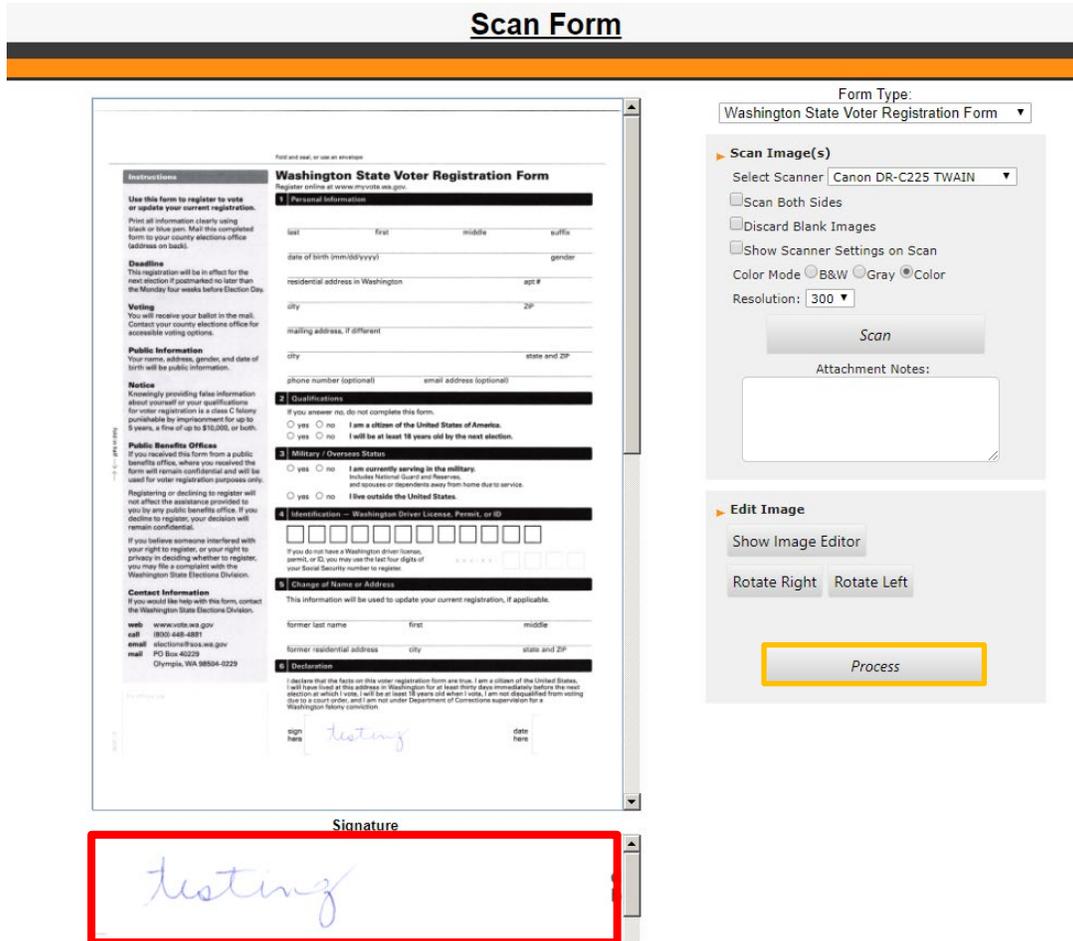
If this is not done, the registrant record will be flagged in the “Forms to be Scanned” tasks item in the Home queue, and registrants will remain in this list until forms are scanned for each registrant.



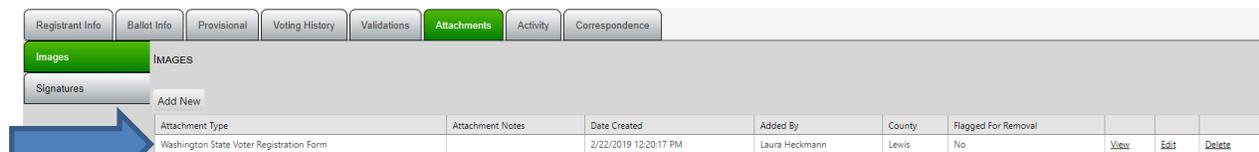
Click “Scan” (purple box above) and then on the Scan Forms page (below) choose a Form Type (blue arrow) and click the Scan button (green box).



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).



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



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).



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

The screenshot shows a web interface for generating a report. On the left, there is a 'Report:' dropdown menu set to 'Previous Registration State'. Below it are 'From:' and 'To:' date pickers, both set to '2/22/2019'. A blue arrow points to a 'View Report' button. On the right, a 'Description' box contains the text: 'Letter generated to mail states when a registrant registers in your county from out of state.'

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.

**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    [Dropdown]

- Non Citizen - Invalid Proof
- Provisional Not Counted

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).

ast Name    [Input]

ddress    [Input]

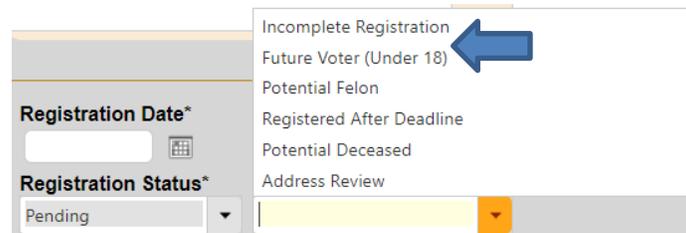
Registration Date\*    [Input]

Registration Status\*    Registration Status Reason\*

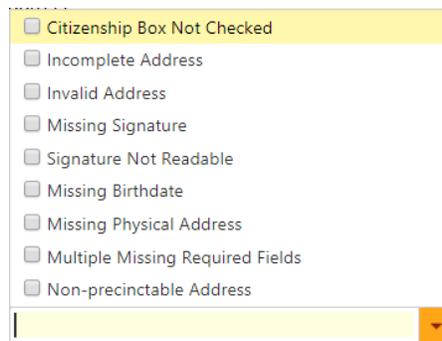
Canceled    [Dropdown]

- Deceased
- Declared Incompetent
- Registration Challenged
- Felon
- No ID Provided for Two Federal Elections
- Voter Requested
- Inactive for Two Federal Elections
- No Response to Verification Notice
- Registered Out of State
- Duplicate

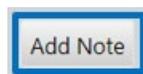
Below are the status reason options for Status: **Pending**. A registration status of Pending will not show up in the quick search and will not be issued ballots (this status can be searched on in the advanced search).



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.



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.



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).

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.

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

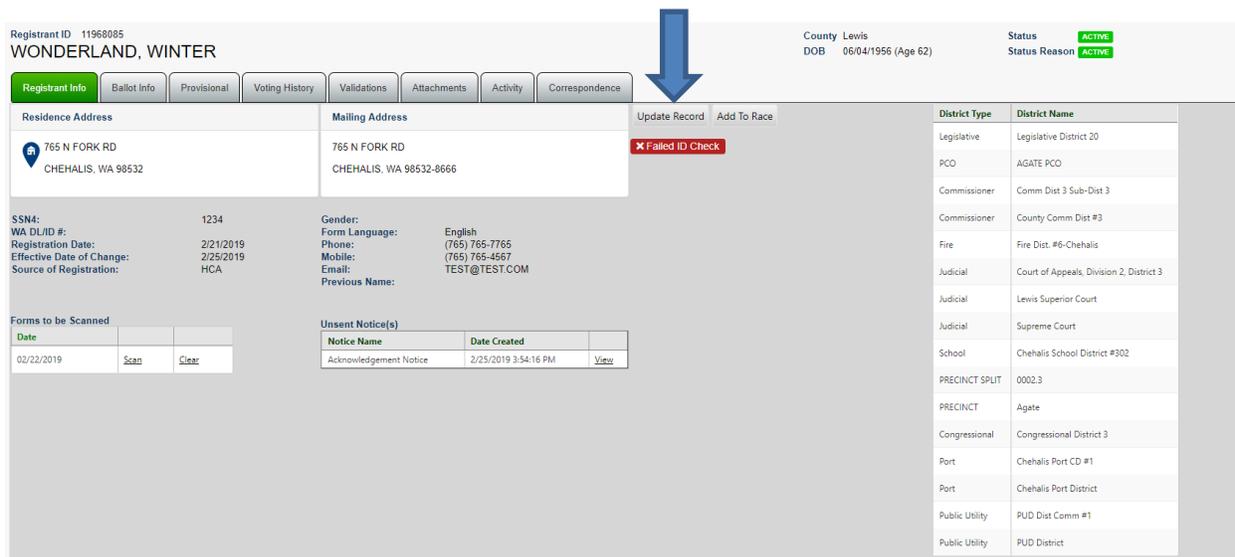
To process a voter registration form, enter the last name of the registrant in the upper right-hand corner of the Quick Search (red box).



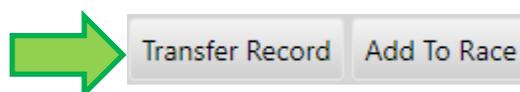
If a registrant exists in the system, the name(s) will appear in a drop-down (below). Click the name to open the record. If more than one record exists, all will appear in the drop-down.



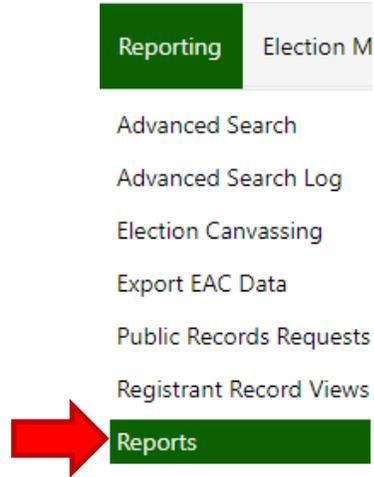
Click the “Update Record” button (blue arrow) and follow the same steps for Adding a New Registrant.



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.



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"/>		
<a href="#">Search</a>	<a href="#">Reset</a>		

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

**DECEASED RECORDS SEARCH**

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

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**

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"/>		

The screen below will appear.

**DECEASED RECORDS SEARCH**

**Insert Deceased Record**

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

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 <span style="border: 1px solid gray; padding: 2px;">Select ▼</span>	Gender <span style="border: 1px solid gray; padding: 2px;">Select ▼</span>
Residence Address <input type="text"/>	
City <input type="text"/>	
State <span style="border: 1px solid gray; padding: 2px;">WA</span>	
Zip <input type="text"/>	

Insert
Cancel

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"/>	

Search
Reset

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	<input type="text" value="T"/>	SSN4	<input type="text" value=""/>
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"/>		

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"/>	<a href="#">Edit</a>
PETERS	MONTY	SHAYNE			8/23/1959	3111 LOMBARD #8	EVERETT	WA	98201				10/2/2018 11:50:05 AM	<input type="checkbox"/>	<a href="#">Edit</a>
THOMAS	TERRY	JEAN			11/25/1962	123 MAIN ST	WONERLAND	WA	88888	2/25/2019			2/26/2019 7:48:13 AM	<input type="checkbox"/>	<a href="#">Edit</a>
WHEAT	ANTONIO	NATHANIEL			10/11/1944								10/2/2018 11:50:05 AM	<input type="checkbox"/>	<a href="#">Edit</a>

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"/>	<a href="#">Edit</a>

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	<input type="text"/>	SSN4	<input type="text" value=""/>
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"/>		

Search    Reset

The following screen will appear (below).

**FELONY RECORDS SEARCH**

[Insert New Felony Record](#)

**Insert Felony Record**

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

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	<input type="text"/>	SSN4	<input type="text" value=""/>
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	<input type="text" value="WA"/>		
Zip	<input type="text" value="88888"/>		

**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
<p>Add Registrant</p> <p>Deceased Records Search</p> <p>Felony Records Search</p> <p> <b>Mentally Incompetent Records Search</b></p>		

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"/>		

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"/>		

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 05 / 10(2)
Residence Address	123 MAIN ST	Alias	<input type="text"/>
City	TOLEDO		
State	WA		
Zip	92010		

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	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"/>		

**RECORD ADDED SUCCESSFULLY**



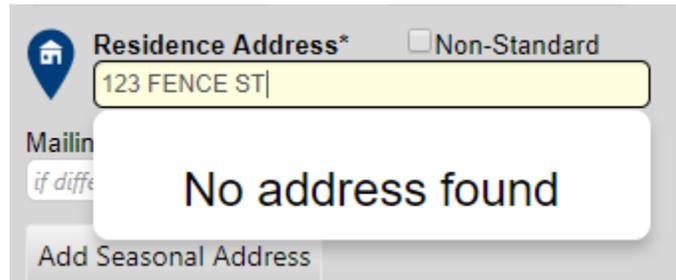
*<Page Intentionally Left Blank>*

## 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).



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.

Registrant ID 11968096 County  
**HARRISON, GEORGE** DOB

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

Residence Address		Mailing Address		Update Record	Add To Race
	123 FENCE ST TOLEDO, WA 98591	123 FENCE ST TOLEDO, WA 98591		<b>Failed ID Check</b>	

SSN4: 1234      Gender:      Form Language: English  
 WA DL/ID #:      Phone: (545) 345-7657  
 Registration Date: 3/4/2019      Mobile:  
 Effective Date of Change: 3/4/2019      Email:  
 Source of Registration: DVR      Previous Name:

Address Verification Clear

Forms to be Scanned			Unsent Notice(s)		
Date	Scan	Clear	Notice Name	Date Created	View
03/04/2019	<a href="#">Scan</a>	<a href="#">Clear</a>	Acknowledgement Notice	3/4/2019 8:49:31 AM	<a href="#">View</a>

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

VoteWA

Home Voter Registration Reporting Election Management County Utilities Help

Search for registrants Last, First DOB Register ID/Barcode

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  
✖ Failed ID Check

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 (645) 345-7657  
 Form Language: English (645) 345-7657  
 Phone: (645) 345-7657  
 Mobile: (645) 345-7657  
 Email: (645) 345-7657  
 Previous Name:

Address Verification:  Clear

Forms to be Scanned

Date	Scan	Clear
03/04/2019	<input type="button" value="Scan"/>	<input type="button" value="Clear"/>

Unsent Notice(s)

Notice Name	Date Created
Acknowledgement Notice	3/4/2019 8:49:31 AM <a href="#">View</a>

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

**Tasks:**

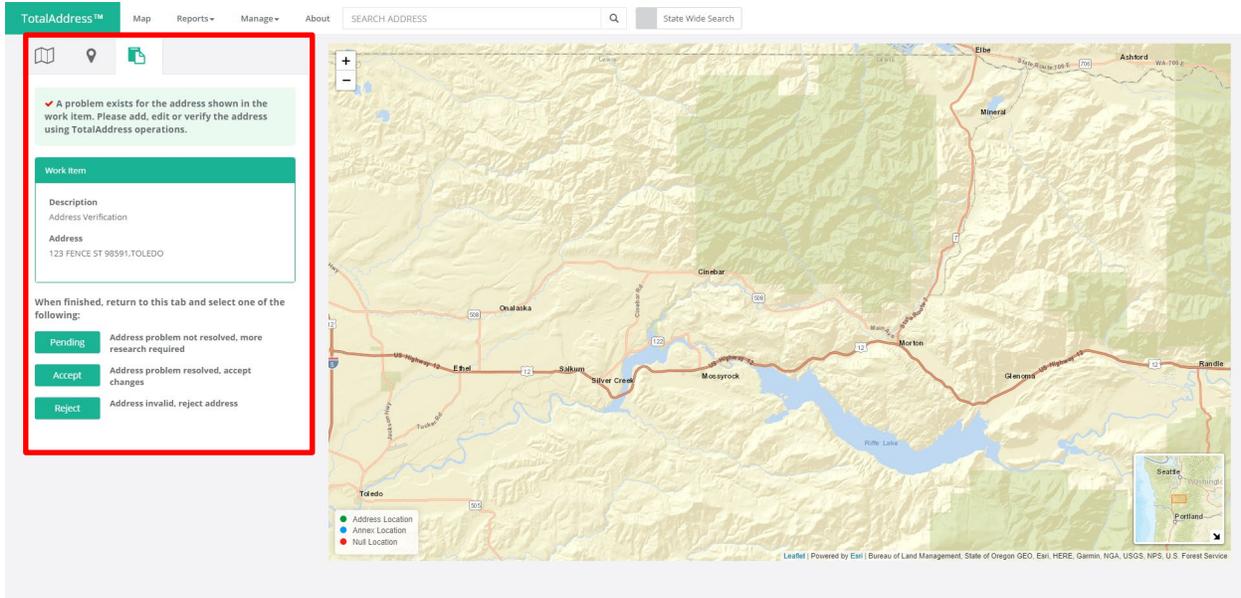
Item	Total Registrants
▶ DOL Registrations	1
▶ Deceased	2
▶ Forms to be Scanned	100
▶ Flagged Records	5
▶ Attachments Flagged for Removal	106
▶ Failed ID Check	36
▶ Notice of Incomplete Registration - Over 45 days	3
▶ NCOA In-State Review	1,857
▶ NCOA Cross-State Review	576
▶ Address Updates	1
▶ Attachments 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).



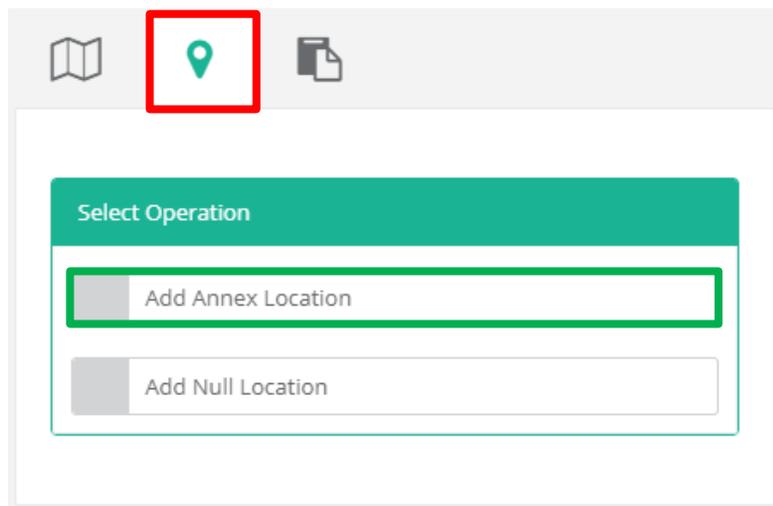
A work item panel on the left of the screen (red box, above) will show three options: Pending, Accept, and Reject.

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).

Steps

Add Annex Location

Select Entry Method

Select map location

Enter LAT/LNG

Cancel Previous

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

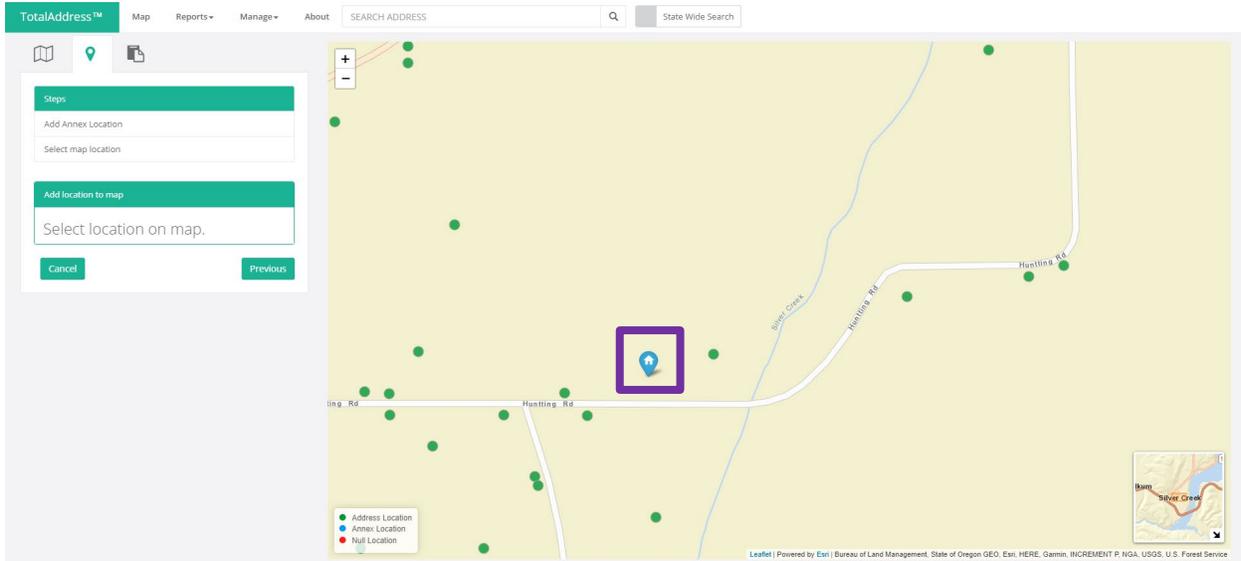
Add location to map

Zoom in to select location on map

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.



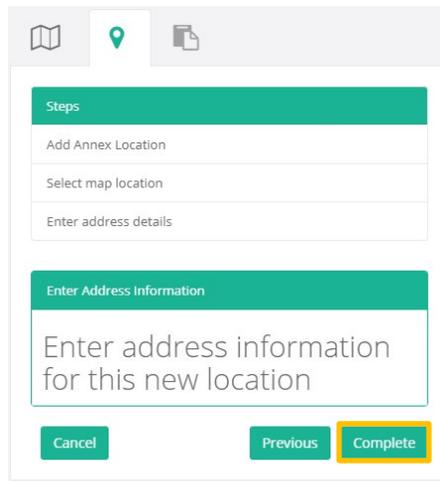
A loading panel will appear briefly before the next screen appears.

New Address UNINCORPORATED NONE
>>

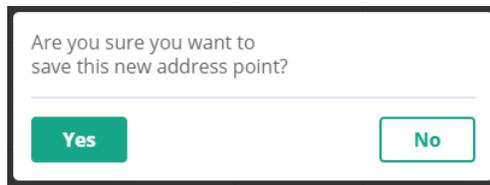
<p><b>Street Number</b> <input style="width: 90%;" type="text" value="STREET NUMBER"/> <span style="color: red; font-size: small;">The Street Number field is required.</span></p> <p><b>Street Prefix</b> <input style="width: 90%;" type="text"/></p> <p><b>Street Prefix Type</b> <input style="width: 90%;" type="text"/></p> <p><b>Street Name</b> <input style="width: 90%;" type="text" value="STREET NAME"/> <span style="color: red; font-size: small;">The Street Name field is required.</span></p> <p><b>Street Type</b> <input style="width: 90%;" type="text"/></p> <p><b>Street Suffix</b> <input style="width: 90%;" type="text"/></p> <p><b>City</b> <input style="width: 90%;" type="text" value="UNINCORPORATED"/></p> <p><b>Zip Code</b> <input style="width: 90%;" type="text" value="NONE"/></p> <p><b>Zip+4 Code</b> <input style="width: 90%;" type="text" value="Zip+4 Code"/></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"><b>Null</b> <input type="checkbox"/></div> <div style="text-align: center;"><b>Non Standard</b> <input type="checkbox"/></div> <div style="text-align: center;"><b>Multiple Units</b> <input type="checkbox"/></div> </div>	<p><b>Type</b> <input style="width: 90%;" type="text" value="RESIDENTIAL"/></p> <p><b>Notes</b> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div></p> <p><b>State</b> <input style="width: 90%;" type="text" value="WA"/></p> <p><b>County</b> <input style="width: 90%;" type="text" value="LEWIS"/></p> <p><b>Precinct Part</b> <input style="width: 90%;" type="text" value="NONE"/></p> <p><b>Lat</b> <input style="width: 90%;" type="text" value="46.525530747630945"/></p> <p><b>Lon</b> <input style="width: 90%;" type="text" value="-122.58158683776857"/></p>
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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.

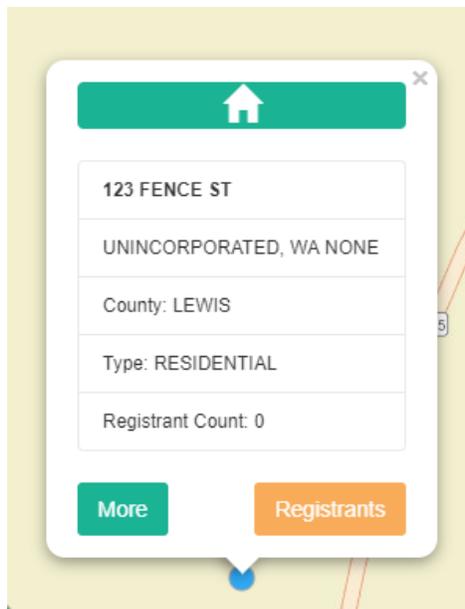
Once entering the information, click “Complete” in the “Add Point” tab (orange box, below)



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

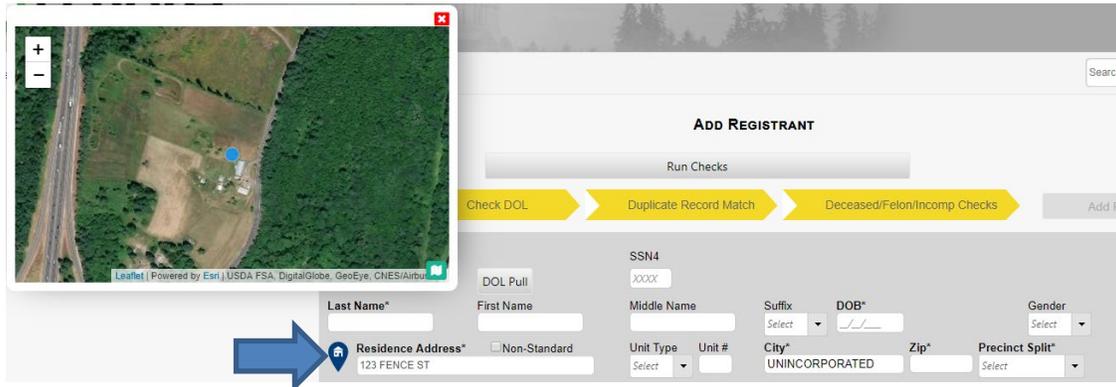
When finished, return to this tab and select one of the following:

- Address problem not resolved, more research required
- Address problem resolved, accept changes
- Address invalid, reject address

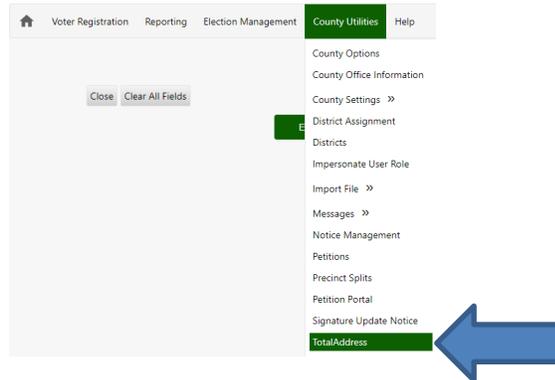
This will remove this record from the “Residence Addresses to Verify” queue. The address will appear in the address drop-down on the add/update registrant screen (below).

WA DL/ID #	DOL Pull	SSN4			
<input type="text"/>	<input type="text"/>	XXXX			
Last Name*	First Name	Middle Name	Suffix	DOB*	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	__/__/__	Select
<input type="checkbox"/> Non-Standard	Unit Type	Unit #	City*	Zip*	
<input type="checkbox"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailin 123 FENCE ST UNINCORPORATED NONE	Address Line 2	City	State	Zip	

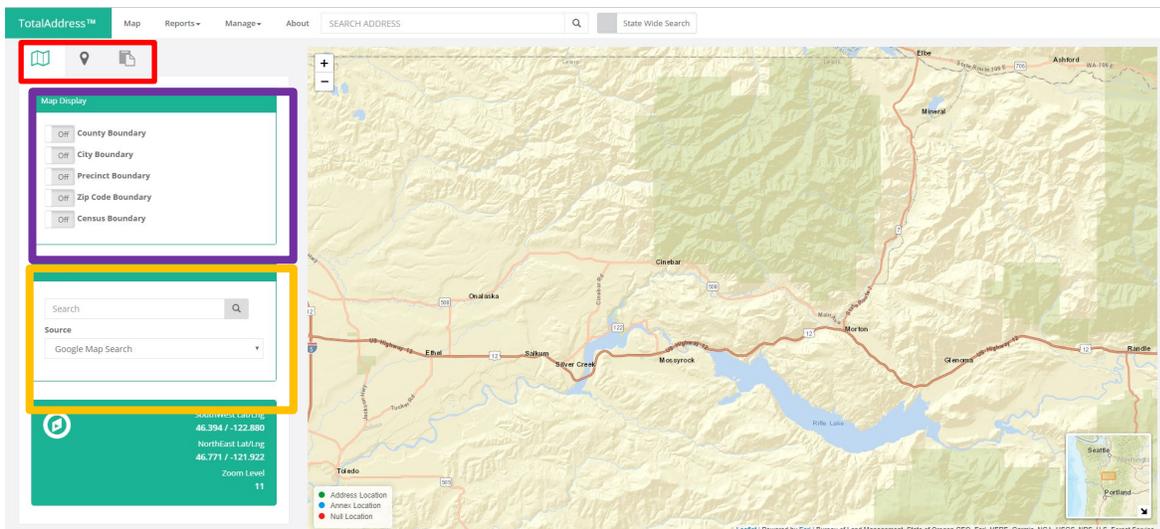
Click on the blue map icon (blue arrow, below) to see a map pop-up showing the dropped point.



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).

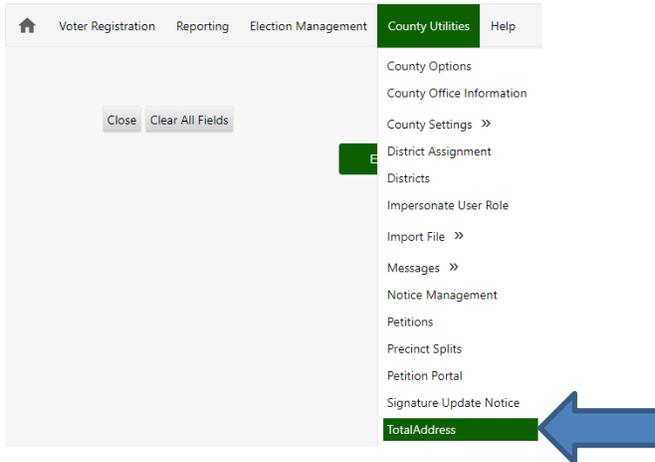
The "Research" box can search an address in an outside source, such as Google Maps (orange box).

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

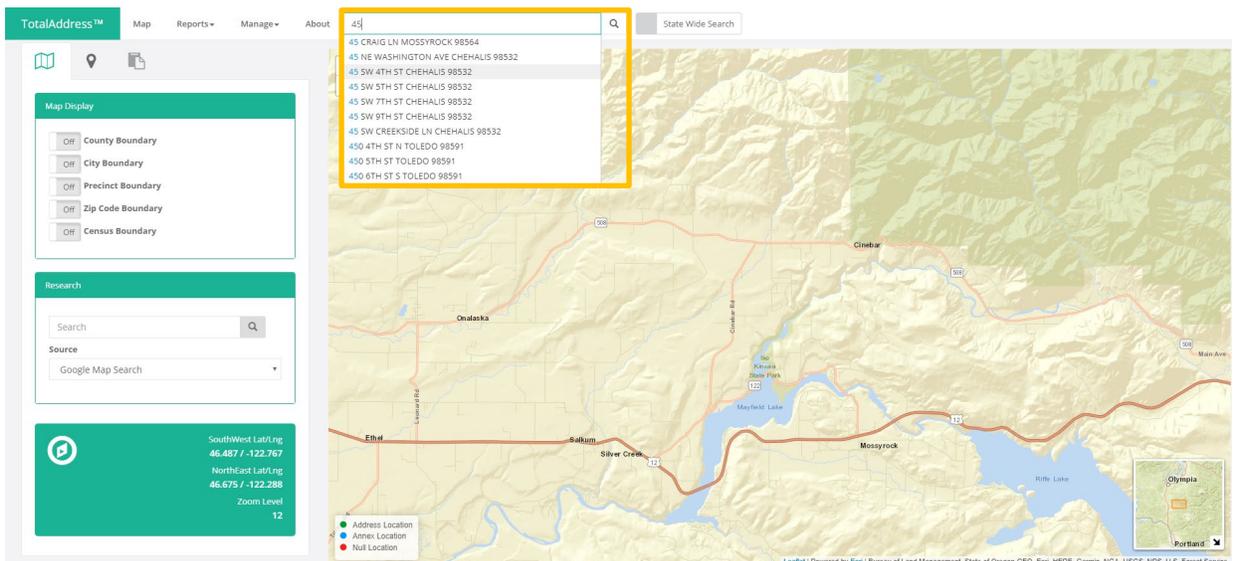
## Updating an Existing Address Point in TotalAddress

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

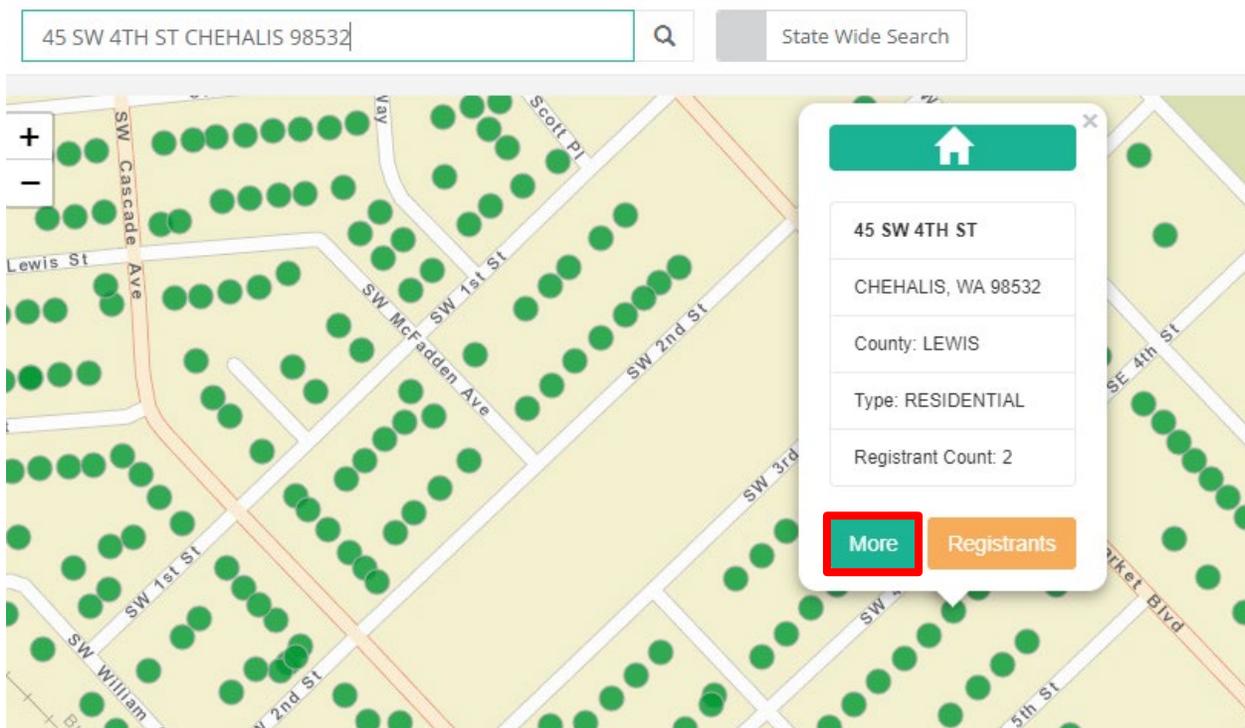
First, launch TotalAddress from the County Utilities menu (blue arrow).



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.

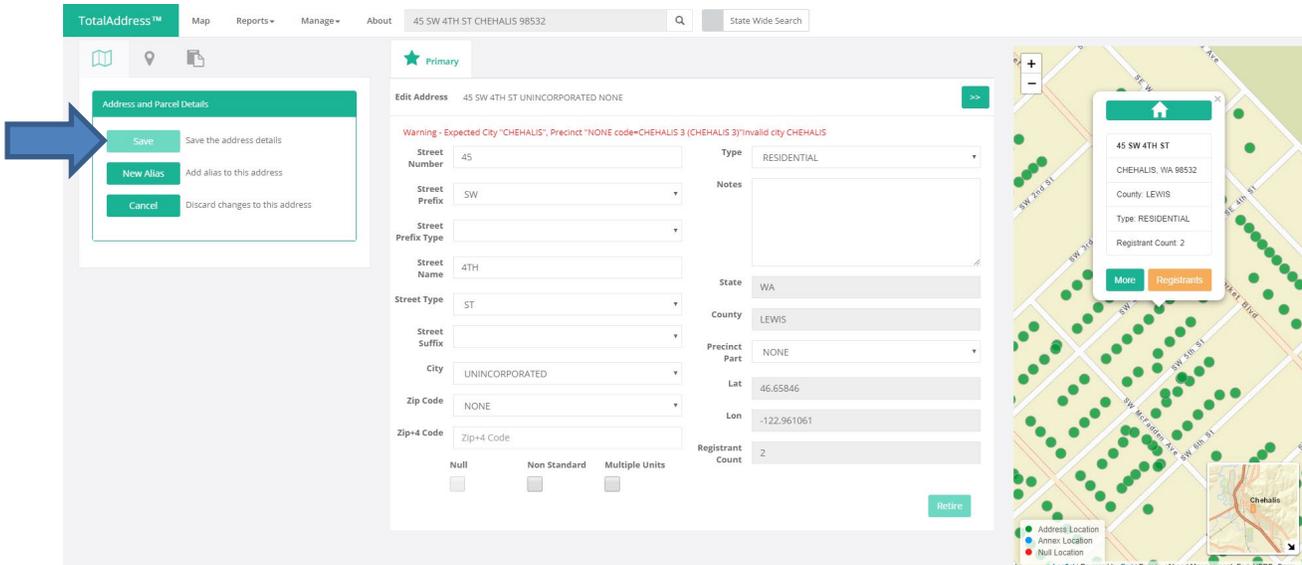


(Click directly on any point at any time to bring up the screen below.)



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.

The screenshot shows a form for adding a new point. On the left, there are several input fields: Street Number (45), Street Prefix (SW), Street Prefix Type, Street Name (4TH), Street Type (ST), Street Suffix, City (UNINCORPORATED), Zip Code (NONE), and Zip+4 Code (Zip+4 Code). Below these fields are three checkboxes: 'Null' (highlighted with a red box), 'Non Standard', and 'Multiple Units'. On the right, there are dropdown menus for Type (RESIDENTIAL), Notes, State (WA), County (LEWIS), and Precinct Part (NONE). Below these are input fields for Lat (46.65846) and Lon (-122.961061), and a field for Registrant Count (2). A 'Retire' button is located at the bottom right.

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

The screenshot shows the 'Add Point' tab interface. At the top, there are three icons: a map, a location pin, and a document. Below the icons is a 'Select Operation' dropdown menu. The menu is open, showing two options: 'Add Annex Location' and 'Add Null Location'. The 'Add Null Location' option is highlighted with a red box.

### 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.

The screenshot shows a form for adding or updating a registrant's address. On the left, there are several input fields: 'NON-STANDARD PHYSICAL DESCRIPTION' (with a red error message 'Required for non-standard address' below it), 'Street Prefix', 'Street Prefix Type', 'Street Name' (containing 'STREET NAME'), 'Street Type', 'Street Suffix', 'City' (containing 'UNINCORPORATED'), 'Zip Code' (containing 'NONE'), and 'Zip+4 Code' (containing 'Zip+4 Code'). Below these fields are three checkboxes: 'Null' (unchecked), 'Non Standard' (checked and highlighted with a green box), and 'Multiple Units' (unchecked). On the right side, there are dropdown menus for 'Type' (RESIDENTIAL), 'Notes', 'State' (WA), 'County' (LEWIS), 'Precinct Part' (NONE), 'Lat' (46.65846), and 'Lon' (-122.961061). At the bottom right, there is a 'Registrant Count' field with the value '2' and a green 'Retire' button.

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.

This screenshot shows the same address form as above, but with the 'Notes' dropdown menu open. The dropdown menu lists three options: 'COMMERCIAL', 'PRIVATE MAILBOX', and 'RESIDENTIAL'. The 'COMMERCIAL' and 'PRIVATE MAILBOX' options are highlighted with a purple box, indicating they are the focus of the instruction. The rest of the form fields and the 'Retire' button are visible in the background.

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 45<sup>th</sup> 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 for the address '45 SW 4TH ST UNINCORPORATED NONE'. On the left, a modal titled 'Address and Parcel Details' is open, featuring a yellow 'Save' button, a green 'New Alias' button, and a red 'Cancel' button. A blue arrow points to the 'New Alias' button. At the top, the 'Primary' tab is selected, and the 'Alias' tab is highlighted with an orange box. The main form contains fields for Street Number (45), Street Prefix (SW), Street Prefix Type, Street Name (4TH), Street Type (ST), Street Suffix, City (UNINCORPORATED), Zip Code (NONE), and Zip+4 Code. On the right, there are fields for State (WA), County (LEWIS), Precinct Part (NONE), Lat (46.65846), and Lon (-122.961061). At the bottom right, there are 'Retire' and 'Make Primary' buttons, with the latter highlighted by a red box.

## 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.”

### Notice Management

**County:** Lewis

**Notice Templates:** Select

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

### Notice Management

**County:** Lewis

**Notice Templates:**

- Select
- CREATE NEW
- Acknowledgement Notice
- Deceased Notice
- Felony Notice
- Non-Citizen Notice
- Notice of No Signature on File
- NVRA Confirmation Mailing
- 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 panel with various fields and buttons. On the right is a preview of an 'Acknowledgement Notice' template, which includes a header, a salutation, a body of text, a signature line, and a barcode area.

**Configuration Panel (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

**Notice Preview (Right):**

Normal Arial 12px

[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.

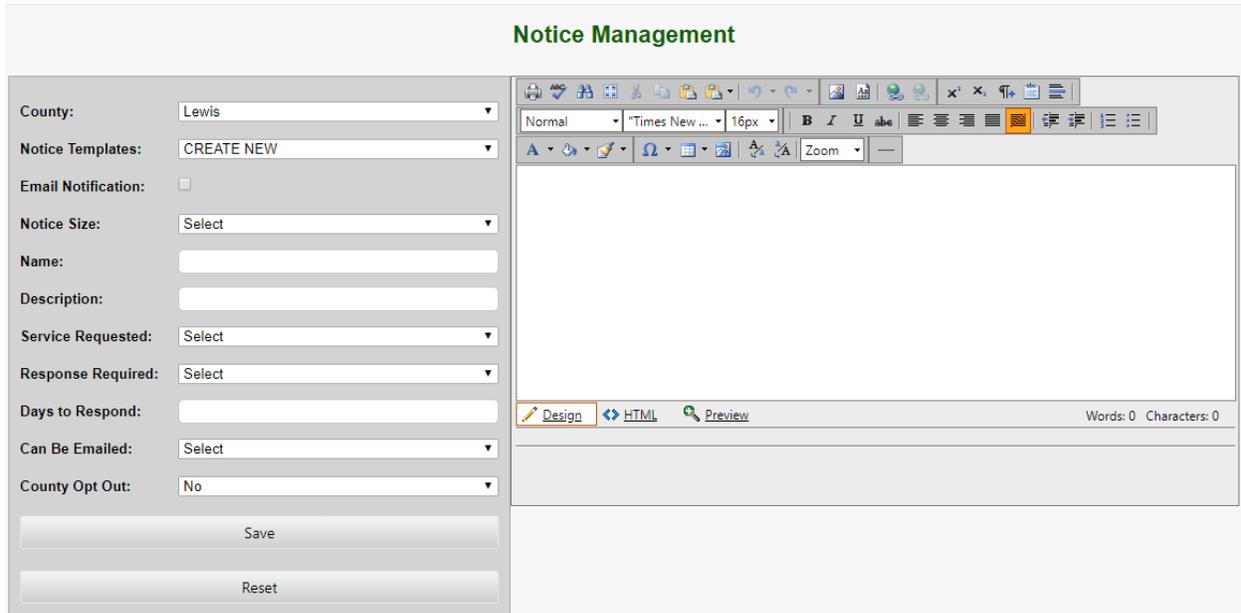
**NOTE: The Master Template is still available from the “MASTER” selection in the “County” drop-down.** Select a template from the MASTER list to view the notice. Then either make a Duplicate or Create County Verison (red box, below).

 A screenshot of a form with the following fields: County (dropdown: MASTER), Notice Templates (dropdown: Identification Notice), Previous Versions (dropdown: Current), Email Notification (checkbox: unchecked), Notice Size (dropdown: Letter - 8.5 x 11), Name (text: Identification Notice), Description (text: Identification Notice), Service Requested (dropdown: Select), Response Required (dropdown: No), Days to Respond (text: 0), Can Be Emailed (dropdown: No), and County Opt Out (dropdown: No). At the bottom, two buttons are highlighted with a red rectangular box: 'Duplicate' and 'Create County Version'.

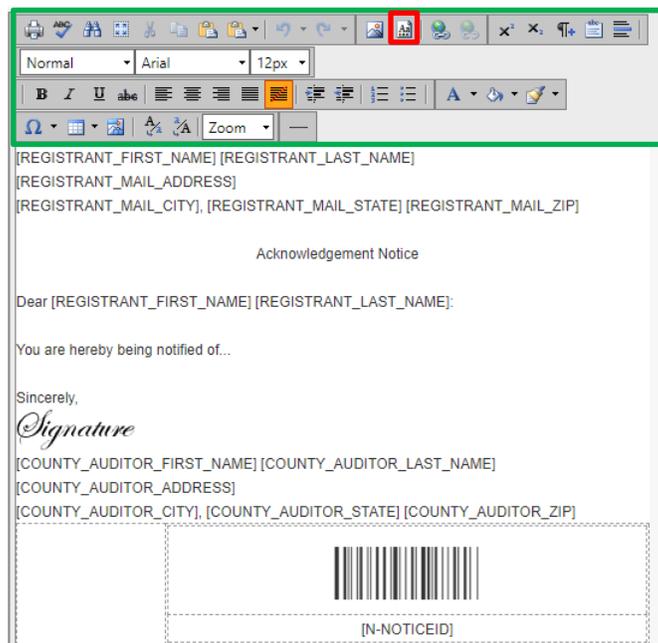
Duplicate will make an exact copy with the option to “Save” or “Reset.”

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

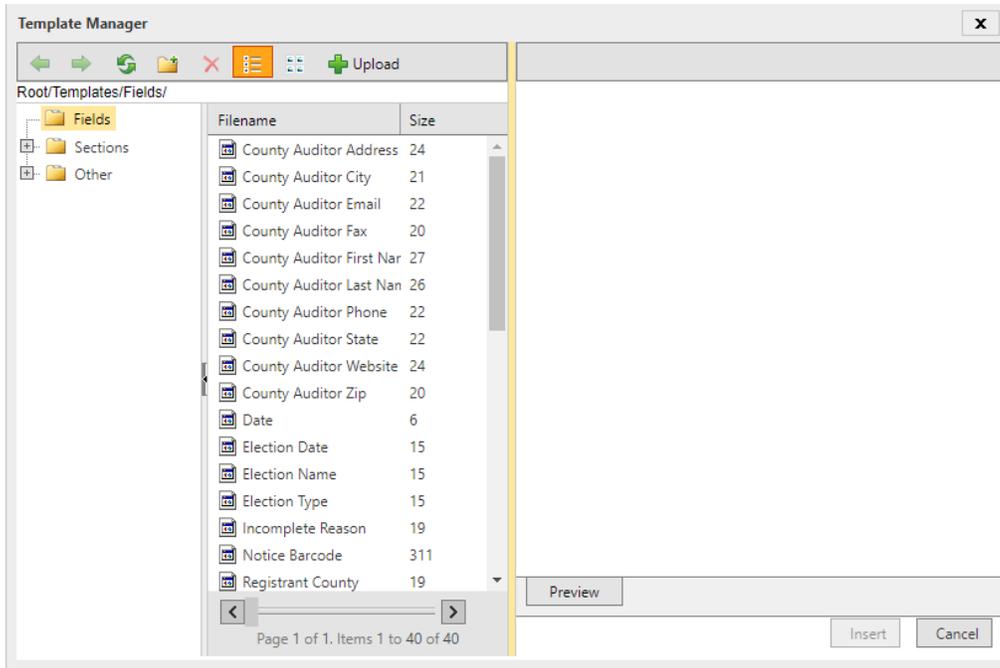
To create a new template completely from scratch, choose CREATE NEW from the “Notice Templates” drop down. A blank template will display on the right.



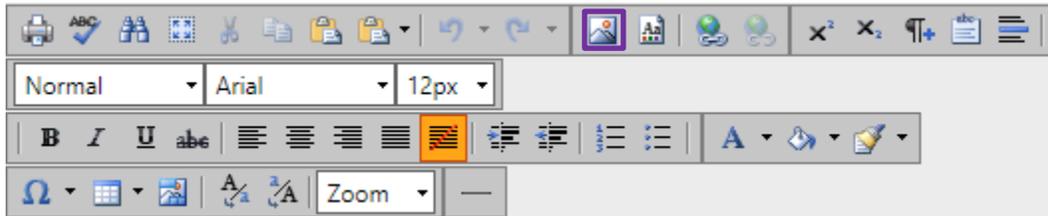
Many tools are available to add and edit both dynamic and static content (green box).



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).

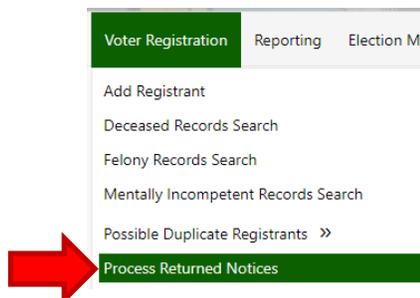


To upload and insert images into the notice, click the Image Manager button (purple box below).



## 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).

**Process Returned Notices**

Step 1: Notice Name  
Acknowledgement Notice

Step 2: Notice Return Reason  
Undeliverable

Step 3: Scan Notices  
Scan Show Scanner Interface?

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

**Process Returned Notices**

Step 1: Notice Name  
Acknowledgement Notice

Step 2: Notice Return Reason  
Undeliverable

Step 3: Scan Notices

Process Scanned Return(s) Discard All Images

Zoom Level: 100%

Rotate Left

Rotate Right

Total Images: 2  
Total Notices: 1

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		
<a href="#">View Sent Notice</a>	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	<a href="#">Dymo Label</a>	<a href="#">Edit</a>
	EMAIL CORRESPONDENCE	N-26393	Lewis County UOCAVA Ballot	1/2/2019 6:36:45 AM	Laura Heckmann	1/2/2019 9:36:45 AM							<a href="#">Edit</a>
<a href="#">View Sent Notice</a>	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	<a href="#">Dymo Label</a>	<a href="#">Edit</a>

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		
<a href="#">View Sent Notice</a>	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	<a href="#">Dymo Label</a>	<a href="#">Update</a> <a href="#">Cancel</a>

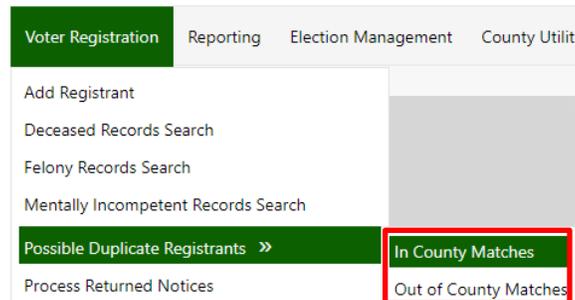
Once a notice is marked as returned in the record, a prompt will appear on the Registrant Info tab to scan the notice associated with the return (below). Click “Scan” to reach the “Scan Forms” page, then scan the notice into the record. The image will be saved in the registrant’s Attachments tab.

Forms to be Scanned		
Date		
02/27/2019	<a href="#">Scan</a>	<a href="#">Clear</a>
02/26/2019	<a href="#">Scan</a>	<a href="#">Clear</a>
02/21/2019	<a href="#">Scan</a>	<a href="#">Clear</a>

### 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**

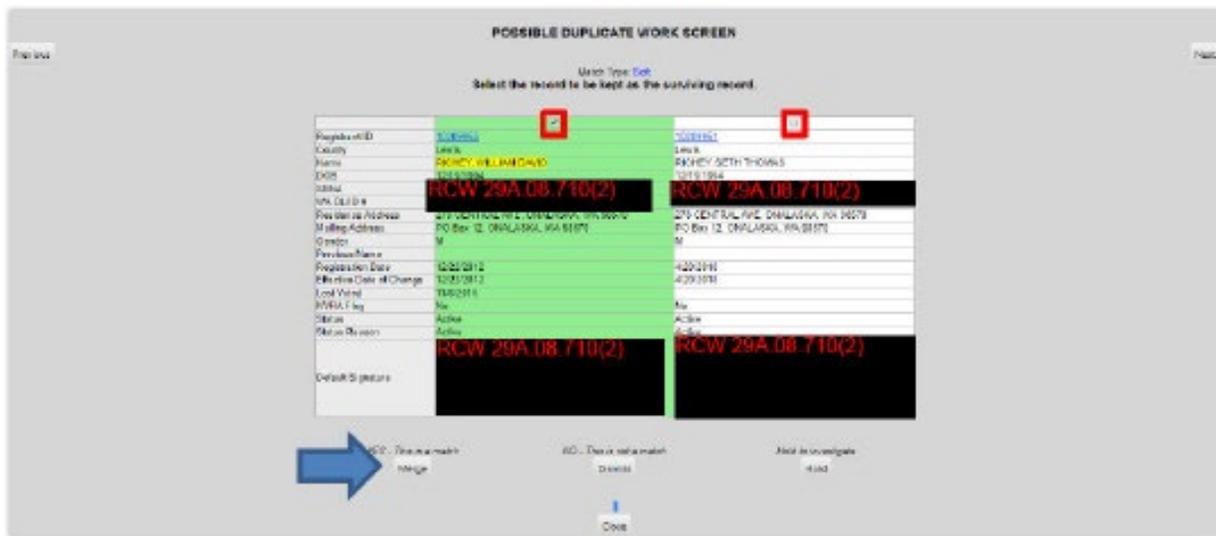
Match Statistics  
 Merged: 4  
 Dismissed: 1  
 Held: 1

Auto Mark

Match Type	Registrant ID	Name	Residence Address	DOB	SSN	VA DL ID #	Gender	County	Status	STATUS Reason	REGISTRATION DATE	REGISTRATION END DATE	REG. YEAR	Held By
Match	182088	CARROLL, JAMBAK	571 BOETTCHER RD	8/3/1980	[REDACTED]		F	Lewis	Active	Active	10/17/2018	10/17/2018	2018/2019	
Sub	1820902	MOOREY, WILLIAM DAVID	275 CENTRAL AVE	11/19/1950	[REDACTED]		M	Lewis	Active	Active	12/22/2012	12/22/2012	1982/2018	Laura Heckman
Sub	1820903	MOOREY, BETH THOMAS	275 CENTRAL AVE	12/29/1950	[REDACTED]		F	Lewis	Active	Active	4/3/2016	4/3/2016		
Sub	1817298	KOPA, BRIAN LANCE	1044 S SCHUBERT RD	9/29/1987	[REDACTED]		M	Lewis	Active	Active	10/30/2012	10/30/2012	1982/2018	
Sub	1820750	KOPA, STONCH JOSEPH	271 SMITH RD	1/25/1967	[REDACTED]		M	Lewis	Active	Active	2/6/2012	2/6/2012	04/2012	
Sub	1820305	DEMPSEY, JOHN JOSEPH	484 OGDEN RD	5/24/1950	[REDACTED]		M	Lewis	Active	Active	3/29/2013	3/29/2013	1982/2018	
Sub	1807383	DEMPSEY, GRANT ALLEN	761 GARDNER HILL RD	8/24/1989	[REDACTED]		M	Lewis	Active	Active	8/29/2012	8/29/2012	1982/2018	
Sub	1820818	SCAMMAN, JORDAN MICHAEL	601 SE WASHINGTON AVE	4/17/1980	[REDACTED]		M	Lewis	Inactive	Inactive	5/21/2013	5/21/2013	1983/2018	
Sub	1800818	SCAMMAN, JARED CHRISTOPHER	226 E VICKY ST	4/17/1980	[REDACTED]		M	Lewis	Active	Active	5/21/2013	5/21/2013	1982/2018	
Sub	1806630	SAUNDERS, BARTNEY LUISIE	208 BREWSTER PARK RD	3/24/1980	[REDACTED]		F	Lewis	Active	Active	3/6/2016	3/6/2016	1973/2017	
Sub	1719820	SAUNDERS, HENRY	230 NW OREGON HWY	2/5/1980	[REDACTED]		M	Lewis	Active	Active	10/30/2008	10/30/2008	1982/2018	
Sub	1818328	JOHNSON, CONSTANCE E LANE	132 STODDARD RD	4/25/1980	[REDACTED]		F	Lewis	Active	Active	4/25/2014	4/25/2014		
Sub	1818215	JOHNSON, TIFFANY	815 OPPELT RD	1/29/1980	[REDACTED]		F	Lewis	Active	Active	8/8/2008	8/8/2008	2010/2018	

Merge, Dismiss, or Hold the match.

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



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.

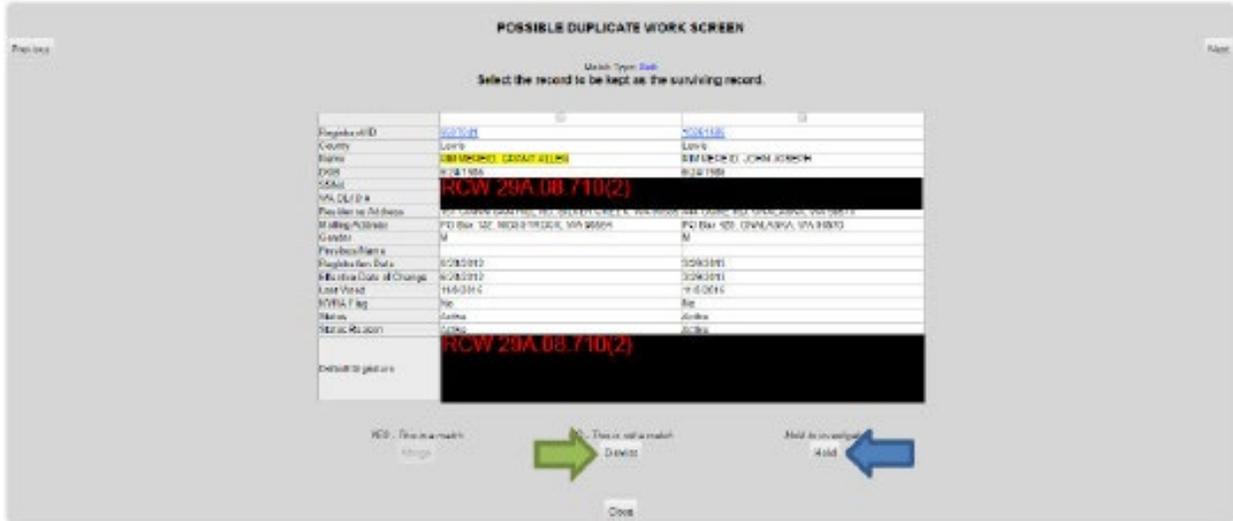


Below is how the non-surviving record will appear (red text).



Merged records are permanently marked in the Activity tab.

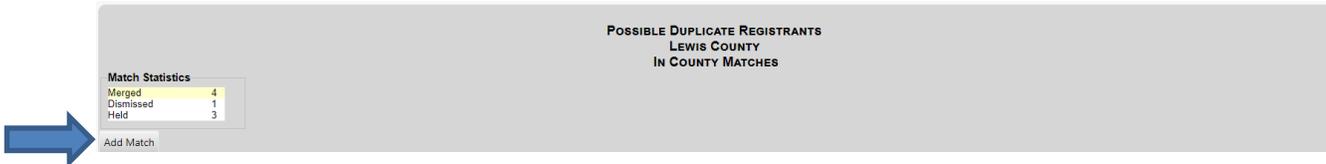
If the two records do not match, click “Dismiss” (green arrow) to ignore the match. Click “Hold” to keep the two records on the list for further research. Add and save notes.



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

Match Type	Registrant ID	Name	Residence Address	DOB	Active VA ID #	Gender	County	Status	Start Location	Registration Date	Effective Date of Change	Last Voted	Held By
3:0	RCW 29A.08.710(2)	KOPRA, ERIC M JAMES	1144 S 3045 0000 RD	1/21/1987	RCW 29A.08.710(2)	M	Lewis	Active	Active	10/10/2012	10/10/2012	11/05/2016	
3:0	RCW 29A.08.710(2)	KOPRA, STEVEN J ROBIN	2713 300TH RD	3/21/1987		M	Lewis	Active	Active	05/05/13	05/05/13	09/09/12	
3:0	RCW 29A.08.710(2)	KOPRA, STEVEN J ROBIN	4140 0000 RD	3/21/1987		M	Lewis	Active	Active	02/10/2011	02/10/2011	11/05/2016	Laura Hyatt

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



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

### ADD MATCH TO POSSIBLE DUPLICATES LIST

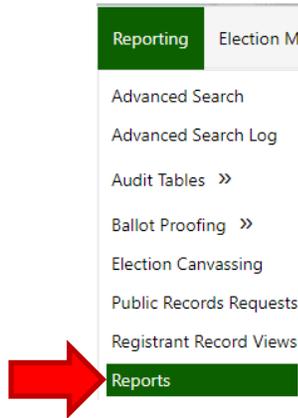
Enter the Registrant IDs of two possible duplicate records.

Registrant ID:       Registrant ID:

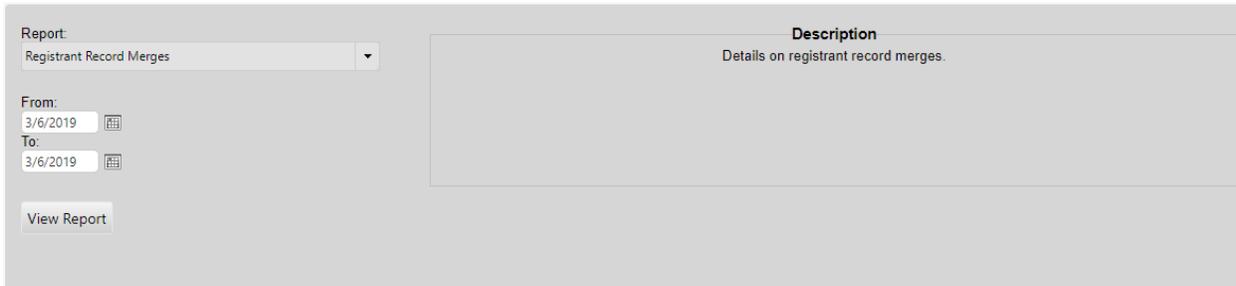
➔

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).

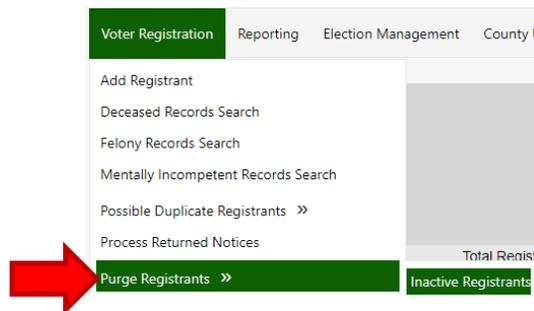


Select the “Registrant Record Merges” report and a date range.



## 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**  
View:  All  Selected  Deselected  
**Export**

**Registrants Selected:**

Check	Registrant ID	Registrant Name	Party	Registration Date	Age	Registration Status	Address	City	County	Registration Date	Last Update
<input checked="" type="checkbox"/>	11234567	BECKY DAVIS BRAD	Democrat	01/11/14	45	2/23/2017	85 L L BETH RD	GRANDVIEW	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	2345678	BROOKS, DAVID HUBBARD	Democrat	01/11/14	70	4/16/2017	513 MAIN AVE	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	3456789	BROWN, DARLYN E	Democrat	11/18/1989	28	6/22/2017	1880 N WALCOTT AVE	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	4567890	CASTER, DON	Democrat	05/21/1970	47	1/29/2017	133 NE S STAFFEE DR	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	5678901	CHIRK, ISA JAHN	Democrat	11/11/1983	34	8/30/2017	98 ACORNWOOD DR	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	6789012	HUGHES, ANANDA WATZ	Democrat	1/30/1988	29	3/23/2016	121 WARD BLVD SW	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	7890123	JOHNSON, CORINNE F	Democrat	11/18/1988	29	8/18/2016	824 COURTLAND ST	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	8901234	JOHNSON, DANIEL	Democrat	11/10/1980	37	4/22/2017	2910 COOKE RD	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	9012345	KELLY, MICHAEL P	Democrat	01/12/1982	35	1/10/2017	141 WYNDHAM DR	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	0123456	KIRBY, JESSICA	Democrat	4/10/1979	38	1/11/1998	484 N HERRINGTON DR	SEASIDE	CLATSOP	01/12/2017	01/12/2017
<input type="checkbox"/>	1234567	KIRBY, SENEVIGLE	Democrat	11/14/1987	29	1/23/2017	822 S TOWER AVE	SEASIDE	CLATSOP	01/12/2017	01/12/2017

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.

Registration ID	Registrant Name	Status	Status Reason	DOB	Age	Registration Date	Residence Address	City	Source of Registration	Inactive Date	Last Used
2541440	BRODERICK LISA GAYLIS	Inactive	Under Inactive Mail	8/11/1944	78	5/14/2017	333 MAAS AVE	WEDDON	RCW 29A.08.710(2)	8/25/2015	11/05/2012
2511246	BROWN GABRIEL	Inactive	Under Inactive Mail	12/14/1933	85	5/8/2017	7900 MANLYNDA AVE	CHICAGO		8/25/2015	11/04/2014
1111738	CARBER DEN	Inactive	Under Inactive Mail	7/23/1977	41	1/29/2017	183 10TH ST NW DR	CHICAGO		8/26/2015	
1111835	CHASE, LISA ANN	Inactive	Under Inactive Mail	1/11/1966	51	8/30/2017	150 ALDWIN BOY DR	CHICAGO		8/26/2015	
2541528	HUGHES, BRANCO MARIS	Inactive	Under Inactive Mail	1/26/1984	33	2/15/2016	151 PINE ST WY DR	CHICAGO		10/7/2015	
4361220	JOHNSON, TORINNE F	Inactive	Under Inactive Mail	11/28/1944	74	8/15/2008	334 COTTAGE ST	CHICAGO		10/7/2015	
4548192	JOHNSON, SAUL E	Inactive	Under Inactive Mail	12/26/1932	84	4/24/2016	3505 CORDS HILL RD	CHICAGO		10/7/2015	
5212120	KELLY, MICHAEL D	Inactive	Under Inactive Mail	7/15/1968	58	5/14/2016	147 JAY DR W 2 E	CHICAGO		10/7/2015	
2241240	KIPP, JESSICA	Inactive	Under Inactive Mail	10/29/1979	38	1/12/2009	106 N HOPKINSON RD	INDIAN		10/7/2015	2/14/2016
11511000	KIPP, DEAN WOOD	Inactive	Under Inactive Mail	11/14/1947	67	7/21/2015	821 STEVENAGE	CHICAGO		10/7/2015	
2211220	KIPP, MICHELLE	Inactive	Under Inactive Mail	12/21/1960	56	2/17/2009	1817 SENE ST	CHICAGO		10/7/2015	11/02/2008
2211202	KIRK, JEFF	Inactive	Under Inactive Mail	8/19/1977	47	4/11/2002	841 W 30TH ST CT	CHICAGO		10/7/2015	
2421220	KIRKUS, MORGAN MARCO	Inactive	Under Inactive Mail	5/25/1994	29	8/24/2005	271 W PARK W 2 E AVE	CHICAGO		10/7/2015	11/07/2010
11091000	KIRKUS, ANTOINETTE	Inactive	Under Inactive Mail	8/16/1967	47	10/07/2008	1802 WARRINGTON	CHICAGO		10/7/2015	
2212120	KIRBY, CHARLES F	Inactive	Under Inactive Mail	5/14/1947	73	10/14/2004	321 LARSON RD	LAUREL GROVE		10/7/2015	11/02/2004
5003180	KISLAKA, BRISLA RENE	Inactive	Under Inactive Mail	2/18/1984	34	8/24/2012	2204 BOKELAVS	CAMPBELL		10/7/2015	11/09/2014
1101110	LEASON, LINDA	Inactive	Under Inactive Mail	10/18/1977	41	5/14/2005	200 CHERRY ST	WEDDON		10/7/2015	
2294120	LEWIS, EVELYN M	Inactive	Under Inactive Mail	1/18/1916	105	2/15/2006	402 SHARBON LANE DR	WINDOCK		10/7/2015	
2211202	LINA, CAR DOBBLAR	Inactive	Under Inactive Mail	3/18/1994	33	1/17/2012	1172 JOHN RD	CHICAGO		10/7/2015	
2418120	LIUKKONEN, EVONNA OP	Inactive	Under Inactive Mail	8/24/1962	54	2/17/2006	3810 WOODHURST	CHICAGO		10/7/2015	11/01/2010
2511100	MAZOUZ, AMELIA	Inactive	Under Inactive Mail	1/21/1987	31	4/21/2006	111 ROBERT RD	CHALMERS	10/7/2015	11/02/2010	

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 INACTIVE REGISTRANTS

**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”.

Select Entire List

Unselect Entire List

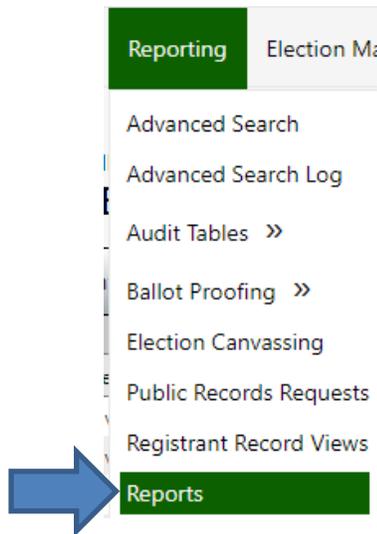
Reporting

Include:  ALL  Selected  Unselected

Export

**Registrants Selected:** 63 registrants successfully purged.

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

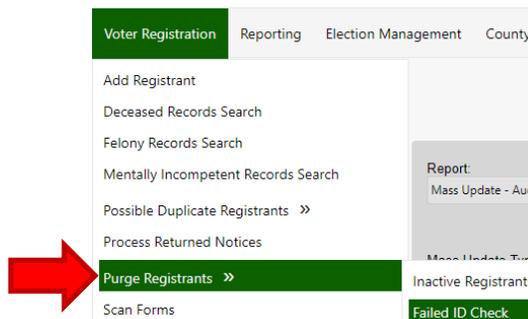


Select “Mass Update – Audit Log” and “Purge Inactive Registrants” as the Mass Update Type. Select the batch by date. Click “Export.”



### 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,  Unprocessed

Buttons:

Registrants Selected: 1

REGISTRATION ID	REGISTRANT NAME	STATUS	STATUS REASON	DOB	AGE	REGISTRATION DATE	REGISTRATION COUNTY	CD	RCW
000000	ANSEN, JENNIFER	Active	Active	9/24/1981	38	1/15/2018	CLATSOP	02	
000001	ANDERSON, HEATHER PAUL	Canceled	No ID Provided for Two Federal Elections	2/18/1980	39	2/10/2018	401 STOK ROUTE 380		RCW 29A.08.710(2)
000002	ANDERSON, WENDY K	Active	Active	6/28/1950	65	8/16/2011	321 WILSON RD		
000003	ANDERSON, KYLE E	Active	Active	11/22/1982	35	9/28/2018	321 WILSON RD		
000004	BOSCH, MARGIE ANN	Active	Active	4/21/1956	62	1/10/2018	181 RIVERSIDE DR		
000005	BORDELL, BOWEN JARROLD	Active	Active	5/24/1976	41	1/10/2018	281 W 19TH ST		
000006	BRIDGEMAN, BRUCE LARRY	Active	Active	3/26/1962	56	1/10/2018	388 RIVERVIEW RD		
000007	COFFEE, LOYD F	Active	Active	11/12/1943	74	1/10/2018	111 GRANITE LN		
000008	COGGSWELL, JAMES K	Active	Active	9/28/1980	38	1/10/2018	1004 GALDIER WAY RD		
000009	CORHAMAN, KENNETH L	Active	Active	9/23/1983	35	1/10/2018	883 US HWY 10		
000010	DEAN, MATTHEW SCOTT	Active	Active	4/25/1980	38	1/10/2018	454 HADSON RD		
000011	DELLAVALLE, MARLA KRISTE	Active	Active	1/22/1971	47	1/10/2018	171 DEERHILL RD		

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.

Registrant ID	Registrant 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	3/15/1988	29	01/10/2015	480 5TH AVENUE SE	SPokane	RCW	01/17/2016
10000002	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane	20A_08_710(2)	01/17/2016
10000003	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane		01/17/2016
10000004	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane		01/17/2016
10000005	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane		01/17/2016
10000006	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane		01/17/2016
10000007	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane		01/17/2016
10000008	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane		01/17/2016
10000009	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane		01/17/2016
10000010	WILSON, JAMES ANTHONY	Active	Active	3/15/1988	29	01/10/2015	128 WHEATON RD	SPokane		01/17/2016

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).

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 “No ID Provided for Two Federal Elections”.

Select Entire List

Unselect Entire List

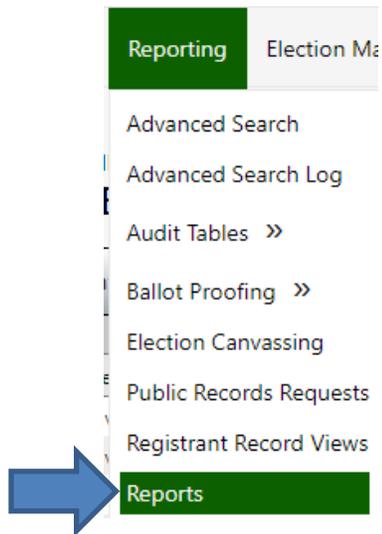
**Reporting**

Include:  ALL  Selected  Unselected

Export

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.”

**REPORTS**

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

Mass Update Type:  
Purge - Failed ID Check

Mass Update Group:  
Group ID 56 (03/06/2015)

Export

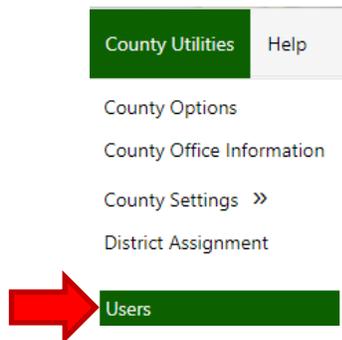
## SYSTEM ADMINISTRATION

### 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.

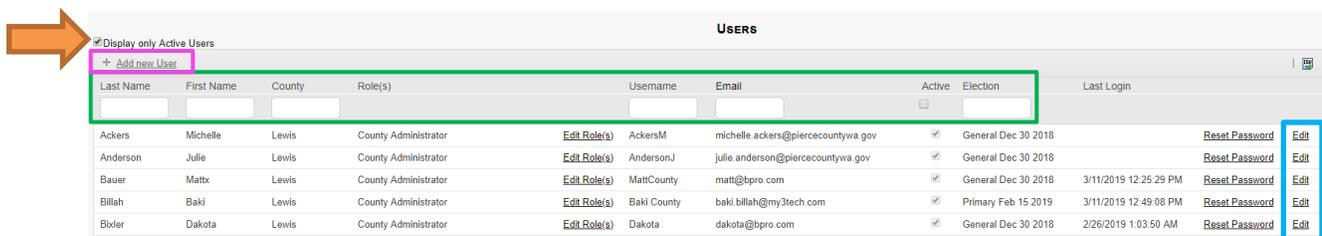
### Manage Users

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

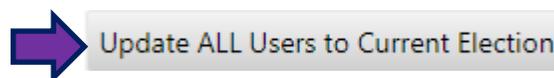


On the Users page in VoteWA, all user accounts for your County will be listed. By default, active user accounts are visible. Unclick the checkbox (orange arrow) to see inactive user accounts.

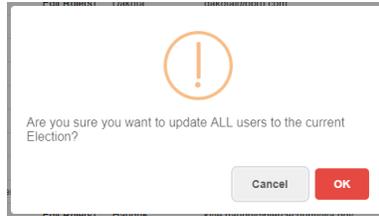
In order to quickly search for a user, type into the search fields above each column (green box). Type in desired information and click "Enter" on the keyboard to filter search results.



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:

Email:

Election:

[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	<a href="#">Edit Role(s)</a>	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									
Last Name	First Name	County	Role(s)	Username	Email	Active	Election	Last Login	
Ackers	Michelle	Lewis	County Administrator	AckersM	michelle.ackers@piercecounitywa.gov	<input checked="" type="checkbox"/>	General Dec 30 2018		Reset Password Edit
Anderson	Julie	Leviss	County Administrator	AndersonJ	julie.anderson@piercecounitywa.gov	<input checked="" type="checkbox"/>	General Dec 30 2018		Reset Password Edit
Bauer	Mattx	Lewis	County Administrator	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** Close

Laura Test

+ Add New Role CSU

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

➔ **Change Log** CSU

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** Close

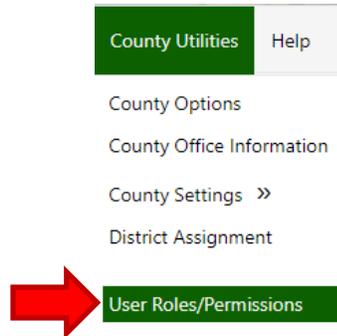
Laura Test

+ Add New Role CSU

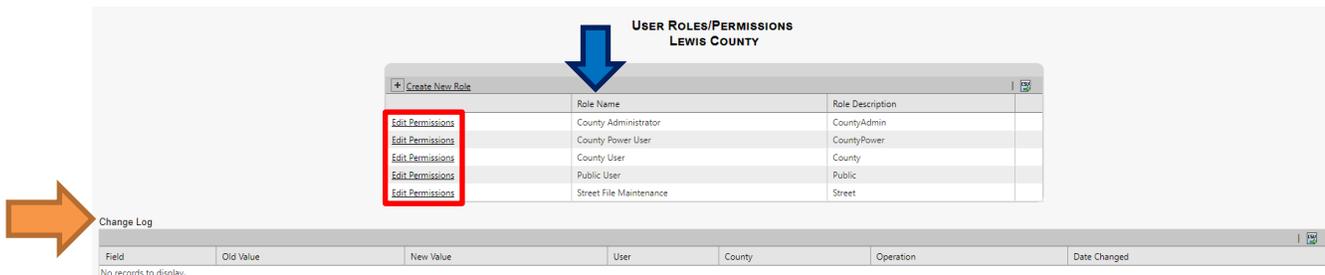
Assigned Role(s)	Role Expire Date	
Role Name: <span style="border: 1px solid orange; padding: 2px;">▼</span> County Power User County User Public User Street File Maintenance County Administ	2/23/2019 12:00:00 AM	Remove Edit

## 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).



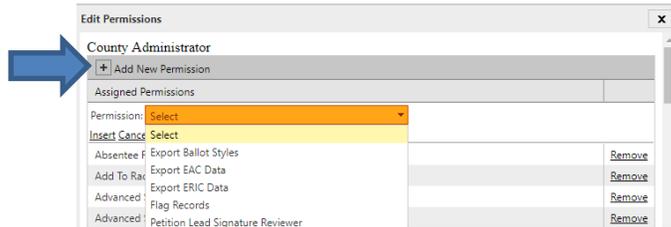
This page lists each system Role (blue arrow) and details about that Role. Changes to this set of system Roles are recorded in the Change Log table below (orange arrow). To see the permissions list for each Role, click “Edit Permissions” (red box) on its associated line. NOTE: County Administrators, 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.

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**

	Role Name	Role Description	
<a href="#">Edit Permissions</a>	County Administrator	CountyAdmin	
<a href="#">Edit Permissions</a>	County Power User	CountyPower	
<a href="#">Edit Permissions</a>	County User	County	
<a href="#">Edit Permissions</a>	Public User	Public	
<a href="#">Edit Permissions</a>	Street File Maintenance	Street	

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

Role Name:

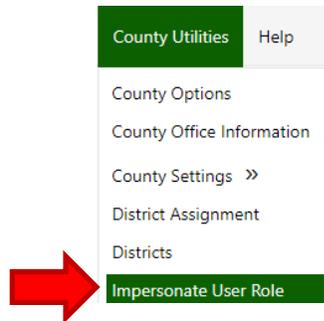
Role Description:

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

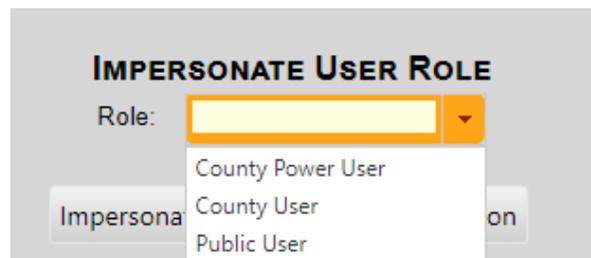
After inserting the new Role, click on “Edit Permissions” to assign specific permissions to that Role.

## Impersonation

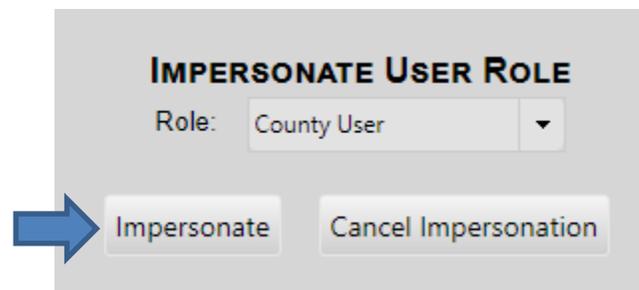
Administrators and Power Users can “impersonate” another, lesser Role for their County by selecting “Impersonate Role” found under the County Utilities menu (red arrow).



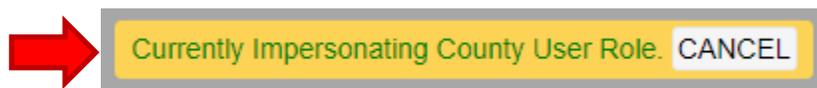
On this page, select a Role to impersonate from a drop-down list of available roles in the system.



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.

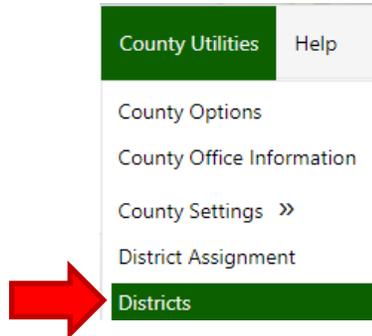


## District Management

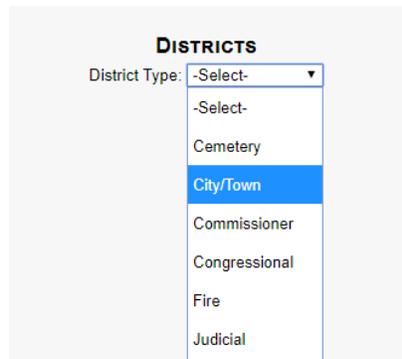
County users need to set up and maintain Countywide and local districts in their county.

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

Page: 1 of 1 Go Page size: 18 Change Item 1 to 18 of 18

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

A screenshot of a district edit form. The form has a header bar with 'Cent#1-1', 'Cent Coun Dist #1', a 'Copy/Transfer' button, and '2,459' votes. Below the header, there are input fields for 'Code' (Cent#1-1), 'Name' (CENT COUN DIST #1), and 'Description'. At the bottom left, there are 'Update' and 'Cancel' buttons. A blue arrow points to the 'Update' button.

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).

A screenshot of a district add form. It includes a 'District Type' dropdown menu set to 'City/Town', and input fields for 'District Name', 'District Code', and 'District Description'. On the right side, there are 'Add District' and 'Close' buttons. A green arrow points to the 'Add District' button.

## 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.

**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
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).

**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
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

**Precinct Split Name: 0001.2 (21000102)**

District Name	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: -Select-      Add District      Close

District Name:

District Code:

District Description:

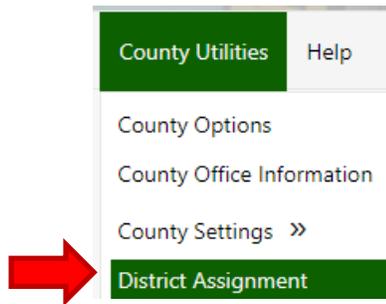
The new district (red box) is now in the system.

County: Lewis      Return to Precinct Splits      Precinct Split Name: 0001.2

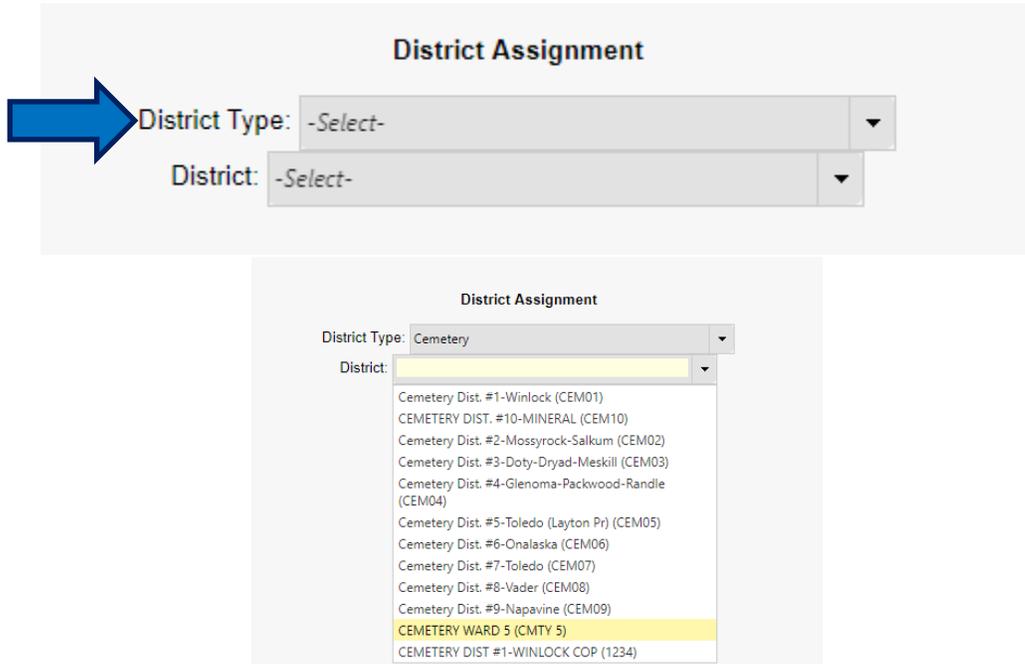
Create New District

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

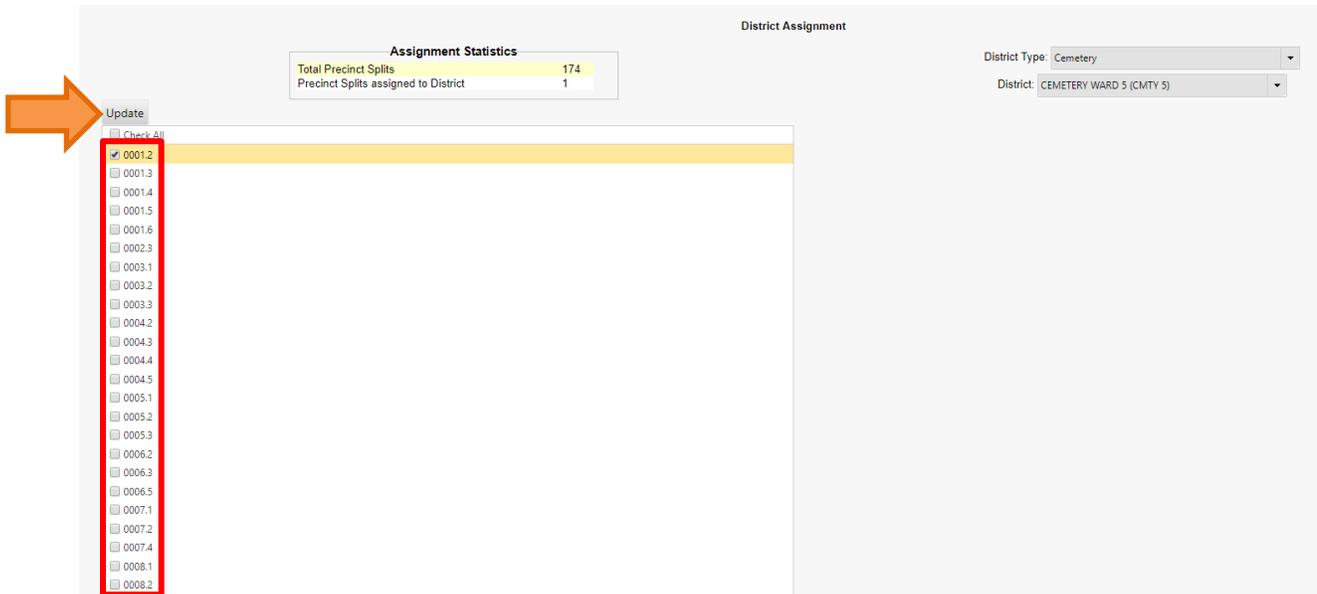
Hover over “County Utilities” and then click “District Assignment” (red arrow) to assign the district to all the precinct splits required.



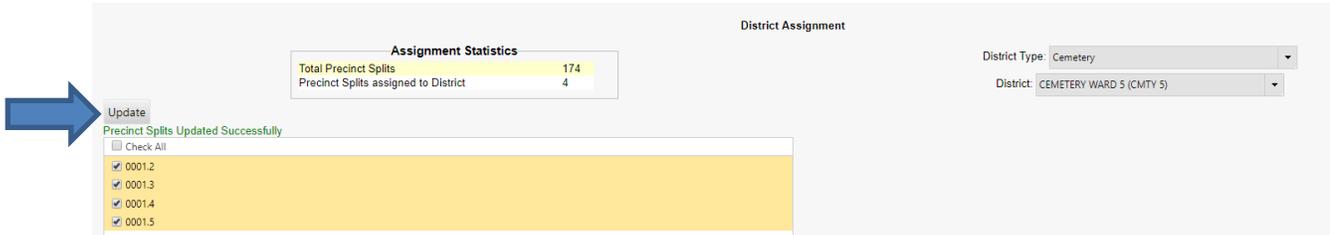
Choose the district type (blue arrow), and then choose the district (example below).



The 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.



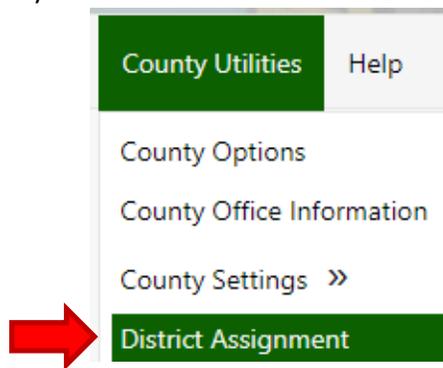
A green message will show on the screen when the precinct splits have been updated successfully (blue arrow).



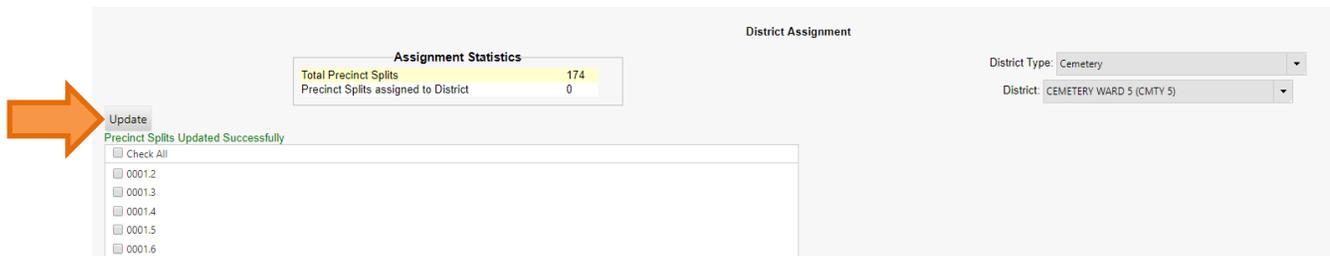
## Deleting a District

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).

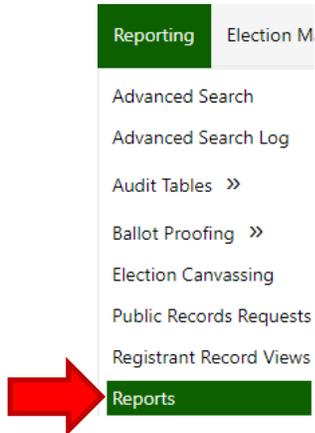


Choose the district type and district to be deleted. **Uncheck** all associated precinct splits tied to that district. Click "Update" (orange arrow) to save changes.



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.

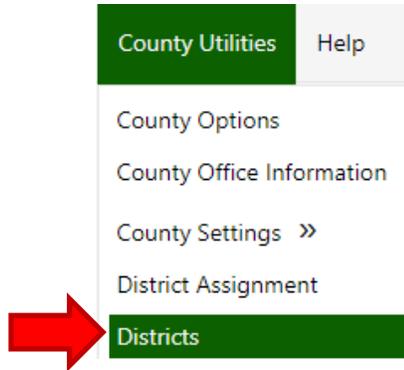
A screenshot of the 'REPORTS' page in the application. The page has a header 'REPORTS' and a main content area. On the left side, there are three dropdown menus: 'Report:' with 'Registrant Totals by District Type' selected, 'District Type:' with 'Select' selected, and 'Registrant Status:' with 'Select statuses' selected. Below these is a 'View Report' button. An orange arrow points to this button from the left. On the right side, there is a table with a header 'Description' and one row containing the text 'Voter count breakdown of selected district type.'

## 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. At the top, there is a dropdown menu for 'District Type' set to 'PRECINCT', with a blue arrow pointing to it. Below is a table with columns: Code, Name, Description, Mail Only, and Voters. The table lists precincts from 0001 to 0008. A red box highlights the 'Edit' link at the end of each row.

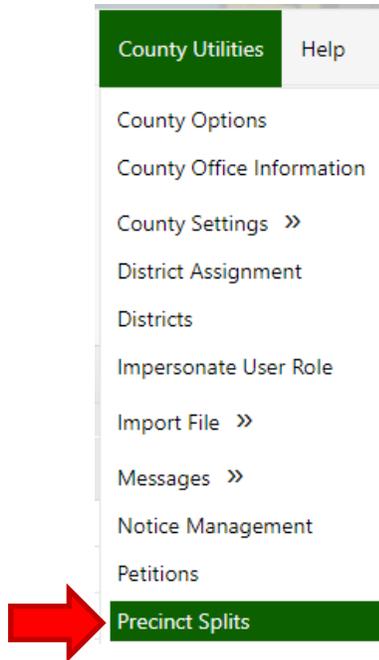
Code	Name	Description	Mail Only	Voters		
0001	ADNA		<input type="checkbox"/>	Cosy/Transfer	1,239	Edit
0002	Agate		<input type="checkbox"/>	Cosy/Transfer	375	Edit
0003	Alpha		<input type="checkbox"/>	Cosy/Transfer	953	Edit
0004	Berwick		<input type="checkbox"/>	Cosy/Transfer	1,042	Edit
0005	Big Bottom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

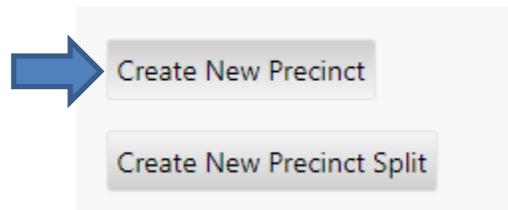
A screenshot of the edit form for a precinct. The fields are: Code: 0001, Name: ADNA, Description: (empty), Mail Only: . At the bottom, there are two buttons: 'Update' and 'Cancel'. An orange arrow points to the 'Update' button.

## 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 a title 'Create New Precinct' and three input fields: 'Precinct Name:', 'Precinct Code:', and 'Precinct Description:'. A red rectangular box highlights these three input fields. To the right of the input fields 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.

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

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

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

## 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	<a href="#">Edit Districts</a>	301	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0208.1	<a href="#">Edit Districts</a>	1073	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0209.1	<a href="#">Edit Districts</a>	75	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0300.1	<a href="#">Edit Districts</a>	1173	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0400.1	<a href="#">Edit Districts</a>	492	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0501.1	<a href="#">Edit Districts</a>	1730	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0502.1	<a href="#">Edit Districts</a>	6	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0503.1	<a href="#">Edit Districts</a>	2	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0600.1	<a href="#">Edit Districts</a>	632	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0700.1	<a href="#">Edit Districts</a>	713	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0800.1	<a href="#">Edit Districts</a>	688	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0900.1	<a href="#">Edit Districts</a>	1249	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0004.1	<a href="#">Edit Districts</a>	710	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	0010.1	<a href="#">Edit Districts</a>	1664	<a href="#">Combine</a>	<a href="#">Edit</a>
Lewis	TEST PRECINCT	<a href="#">Edit Districts</a>	0	<a href="#">Combine</a>	<a href="#">Delete</a>

Page size: 20 | 175 items in 9 pages

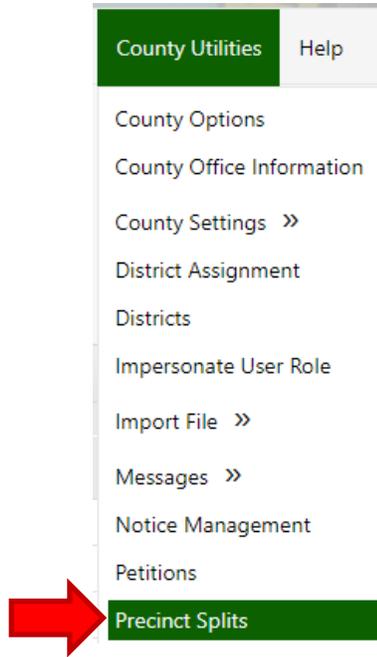
If a precinct does not have any voters in it, the “Delete” link will appear (red box above). Click “Delete” and then click “Ok” to finish the process.

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.

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.

## Adding a New Precinct Split

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

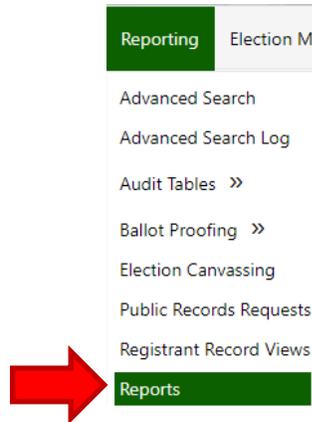
Choose a precinct to link the precinct split to from the drop down and assign a name to the new split. Click the “Add Precinct Split” button (orange arrow) to continue.

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.

## 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.

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

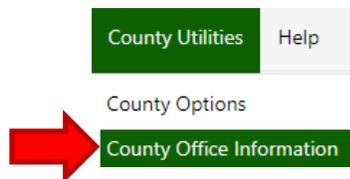


Select the “Precinct Splits” report from the drop-down box. The report will list precinct name, precinct split, active registrants, and inactive registrants.



## 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](#) |

County	Position	First Name	Last Name
Lewis	County Auditor	Larry	Grove

[Delete](#) **Edit**

<b>Office Physical Address</b> 351 NW North St Chehalis WA 98532	<b>Office Mailing Address</b> PO Box 29 Chehalis WA 98532	<b>Website</b> <a href="http://elections.lewiscountywa.gov/">http://elections.lewiscountywa.gov/</a> <b>Public-Facing Email</b> elections@lewiscountywa.gov <b>UOCAVA 'Reply to' Email</b> dakota@bpro.com <b>UOCAVA cc Email</b> dakota@bpro.com	<b>County Seal</b>  LEWIS COUNTY — est. 1843 — <a href="#">Delete Seal</a>
<b>Office Phone</b> (360) 740-1278 <b>Toll-Free Number</b> <b>Fax</b> (360) 740-1421 <b>TDD</b>	<b>County Official's Signature</b>  <a href="#">Delete Signature</a>		

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

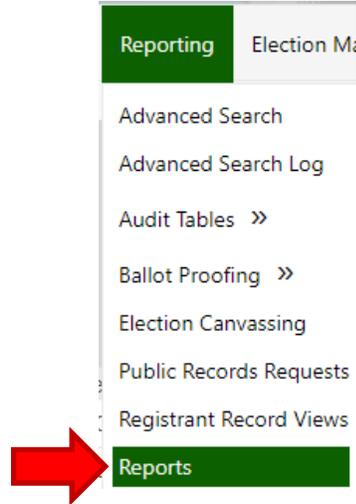
The “UOCAVA cc Email” is the email address is cc’d on every outgoing UOCAVA email, and the office retains a copy of each email that is sent.

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

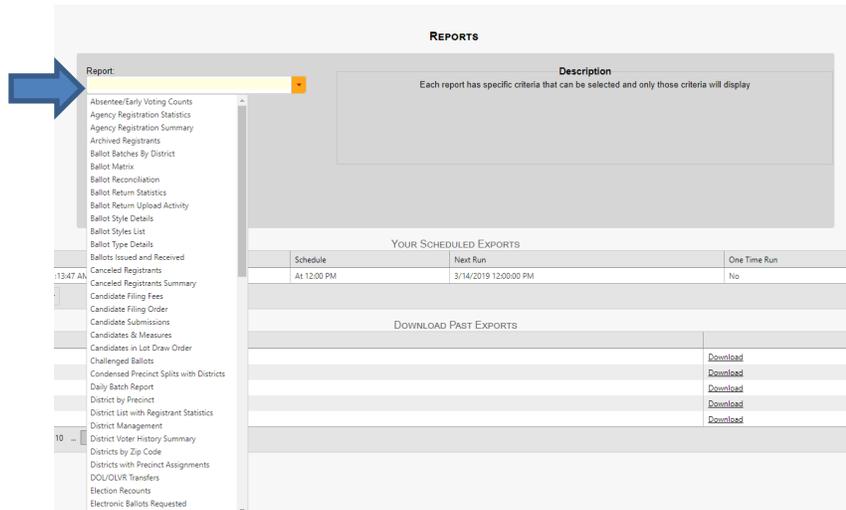
<p>County: <input type="text" value="Lewis"/></p> <p>Position: <input type="text" value="County Auditor"/></p> <p>First Name: <input type="text" value="Larry"/></p> <p>Last Name: <input type="text" value="Grove"/></p> <p>Office Physical Address: <input type="text" value="351 NW North St"/></p> <p>City: <input type="text" value="Chehalis"/></p> <p>State: <input type="text" value="WA"/></p> <p>Zip: <input type="text" value="98532"/></p> <p>Office Mailing Address: <input type="text" value="PO Box 29"/></p> <p>Mailing City: <input type="text" value="Chehalis"/></p> <p>Mailing State: <input type="text" value="WA"/></p> <p>Mailing Zip: <input type="text" value="98532"/></p> <p>Office Phone: <input type="text" value="(360) 740-1278"/></p> <p>Phone Ext.: <input type="text"/></p> <p>Toll-Free Number: <input type="text" value="( ) - - -"/></p> <p>Fax: <input type="text" value="(360) 740-1421"/></p> <p>TDD: <input type="text" value="( ) - - -"/></p>	<p>Website: <input type="text" value="http://elections.lewiscountywa.gov/"/></p> <p>Public-Facing Email: <input type="text" value="elections@lewiscountywa.gov"/></p> <p>UOCAVA 'Reply to' Email: <input type="text" value="dakota@bpro.com"/></p> <p>UOCAVA cc Email: <input type="text" value="dakota@bpro.com"/></p> <p>Upload County Seal: <input type="text"/> <input type="button" value="Select"/></p> <p>Upload Official's Signature: <input type="text"/> <input type="button" value="Select"/></p>
<div style="display: flex; align-items: center;"> <span><a href="#">Update</a> <a href="#">Cancel</a></span> </div>	

## SYSTEM REPORTS

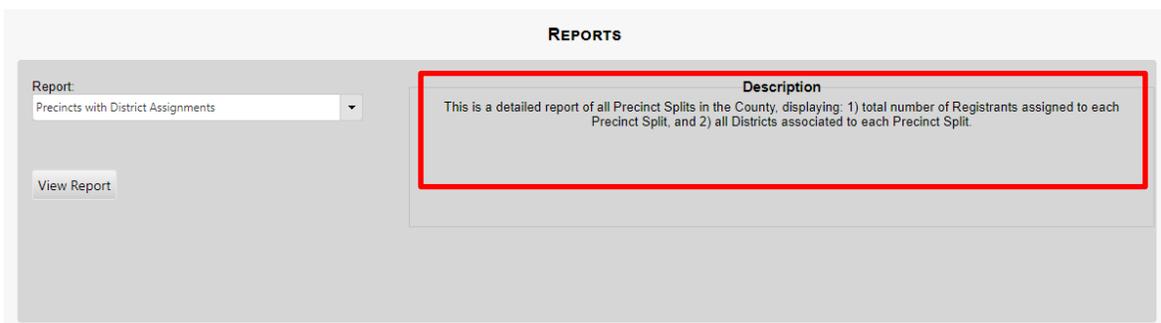
Several types of pre-built reports are available in VoteWA. Hover over “Reporting” and click “Reports” (red arrow).



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: Ballot Returns

Export Interval -  
Every day at 17:00

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	
Ballot Returns	4/3/2019 1:20:55 PM	At 12:00 PM	4/4/2019 12:00:00 PM	No	<a href="#">Delete</a>

⏪ ⏩ ⏴ ⏵ Page size: 5 1 items in 1 pages

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**DOWNLOAD PAST EXPORTS**

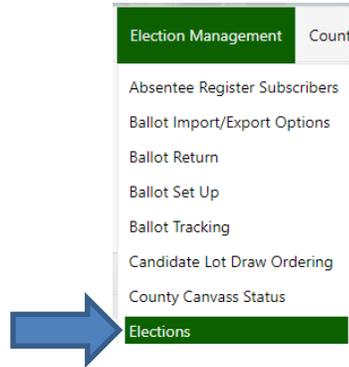
Name	Export Date
No records to display.	

⏪ ⏩ ⏴ ⏵ Page size: 5 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												
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	2/1/2019 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.

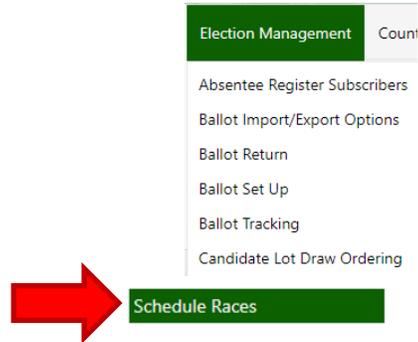
Jurisdiction	Election Type	Election Date	Election Name	Description	UOCAVA Initial Deadline	Books Closed	Voting Open	Voting Closed	Filing Start	Filing End	Books Open (following election)	
State	Primary	5/5/2020	PRIMARY 2020		3/21/2020	04/07/20 05:00 PM	4/17/2020 12:00:00 AM	5/5/2020 5:00:00 PM	02/13/19 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	03/26/19 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' interface. At the top, it says 'For June 2019 Presidential Primary - 6/4/2019'. Below this is a dropdown menu for 'Election Year' with '2019' selected. A blue arrow points to the 'Setup Election Races' button. Below the dropdown is a table of races.

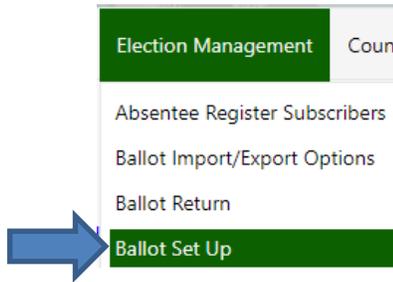
Ballot Title	Office Seq #	Vote For	Term Length	District Type	District Name	Primary Non-Partisan	Primary Partisan	General
Mayor	20005	1	4	City/Town	Morton City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mayor	20005	1	4	City/Town	Mossyrock City	<input 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).



Statewide Races **County Races** Ballot Questions Ballot Styles Lock

Export Statement/Translations Import Statement/Translations Total # of Races: 101 - Total # of Candidates: 3 [Candidate Portal](#) [Bulk Candidate Image Upload](#)

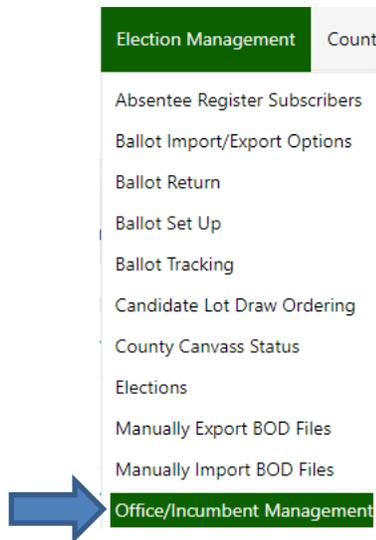
**Candidate Search**  
 First Name  Last Name   
 Search

Expand All Races  
 + Add New Race

Ballot Title		Vote For	Term	Term Text	District Type	District	# of Candidates		
▶ Mayor		1	4	Regular	City/Town	Morton City	3	Delete	Edit
▶ Mayor		1	4	Regular	City/Town	Mossyrock City	0	Delete	Edit
▶ Mayor		1	4	Regular	City/Town	Napavine City	0	Delete	Edit
▶ Mayor		1	4	Regular	City/Town	Pe Ell Town	0	Delete	Edit
▶ Mayor		1	4	Regular	City/Town	Toledo City	0	Delete	Edit
▶ Mayor		1	4	Regular	City/Town	Vader City	0	Delete	Edit

## 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 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	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Legislative	LEG000013	KAREN JOHNSON	4		0				

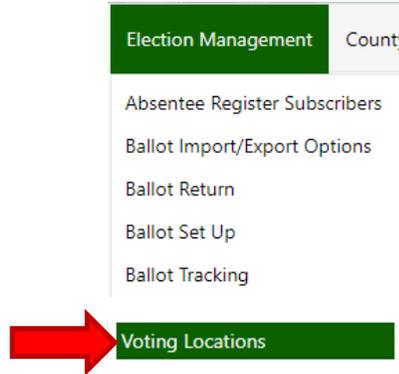
Click “Add to Incumbents” on the far right (red box) to add the winning candidate to the office.

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).

☑ Active Only

**VOTING LOCATIONS**

+ Add New 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 Drive-Up: Yes <input type="checkbox"/> Is Staffed: No	<span style="border: 1px solid teal; padding: 2px;">Edit</span>
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 type="checkbox"/>	<input checked="" type="checkbox"/> Is Drive-Up: Yes <input type="checkbox"/> Is Staffed: No	<span style="border: 1px solid teal; padding: 2px;">Edit</span>
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"/>	<input checked="" type="checkbox"/> Is Drive-Up: No <input type="checkbox"/> Is Staffed: Yes	<span style="border: 1px solid teal; padding: 2px;">Edit</span>
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"/>	<input checked="" type="checkbox"/> Is Drive-Up: No <input type="checkbox"/> Is Staffed: No	<span style="border: 1px solid teal; padding: 2px;">Edit</span>
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"/>	<input checked="" type="checkbox"/> Is Drive-Up: Yes <input type="checkbox"/> Is Staffed: No	<span style="border: 1px solid teal; padding: 2px;">Edit</span>

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

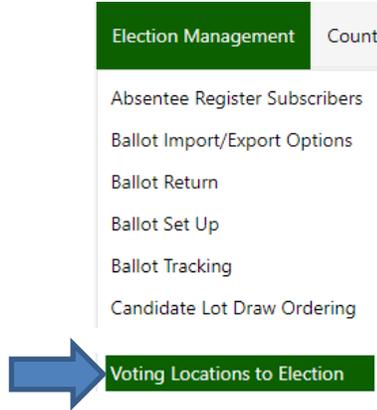
Staffed



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

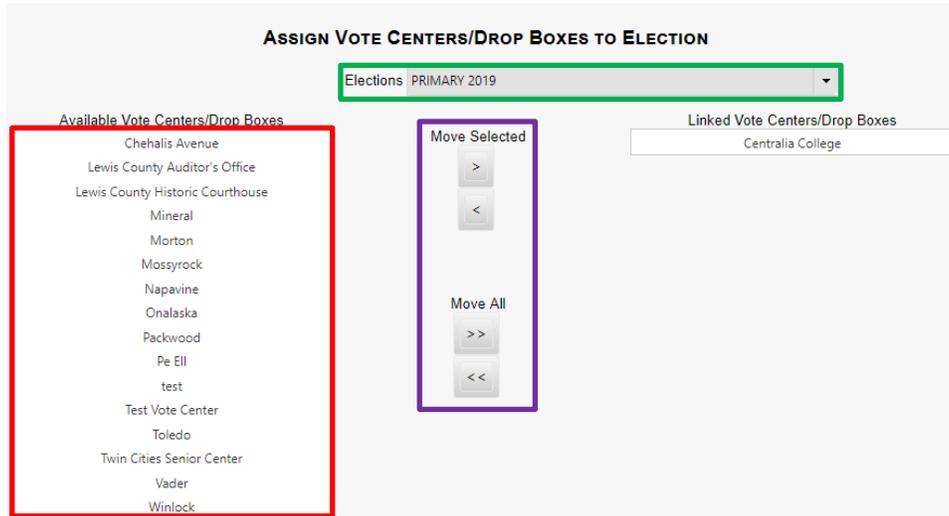
Hover over “Election Management” and click “Voting Locations to Elections” (blue arrow) to assign a vote center or drop box to an election.



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).



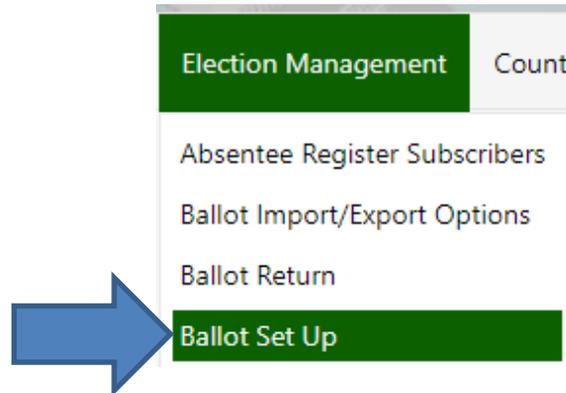
*<Page Intentionally Left Blank>*

## 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	Delete	Edit
▶ 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	Delete	Edit
▶ 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.

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	1	4	Regular	Legislative	Legislative District 19	2	Delete Edit
CITY COUNCIL MEMBER	1	4	Regular	City/Town	Cent Coun Dist #1	0	Delete Edit
Coun Pos At-Large	1	4	Regular	City/Town	Cent Coun Dist #1	2	Delete Edit

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.

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.

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).

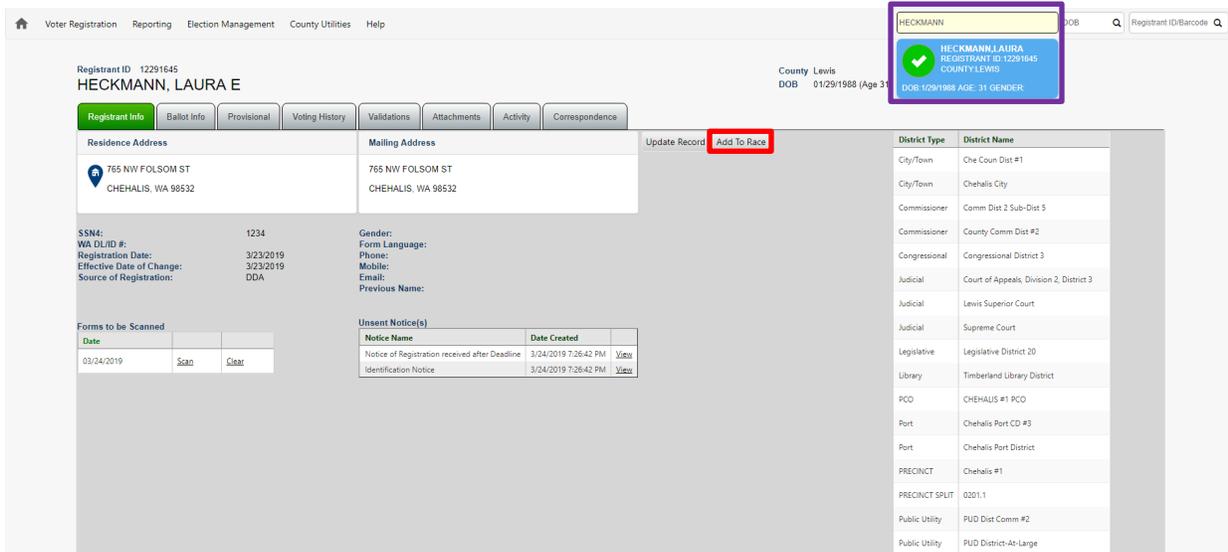
The candidate is now listed under the race (orange box below).

State Senator												
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	<a href="#">Edit</a> <a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Scan</a>
35844	0	Minnie Mouse	3/14/2019 2:20:14 PM	None	2	Pending	<input type="checkbox"/>	No	<a href="#">Edit</a> <a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Scan</a>
82021	0	First Last	3/24/2019 8:00:38 PM	None	3	Pending	<input type="checkbox"/>	No	<a href="#">Edit</a> <a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Scan</a>

To edit or view a candidate record, click "Edit" or "View" (green box). Click "Scan" (teal box) to attach a form to the record.

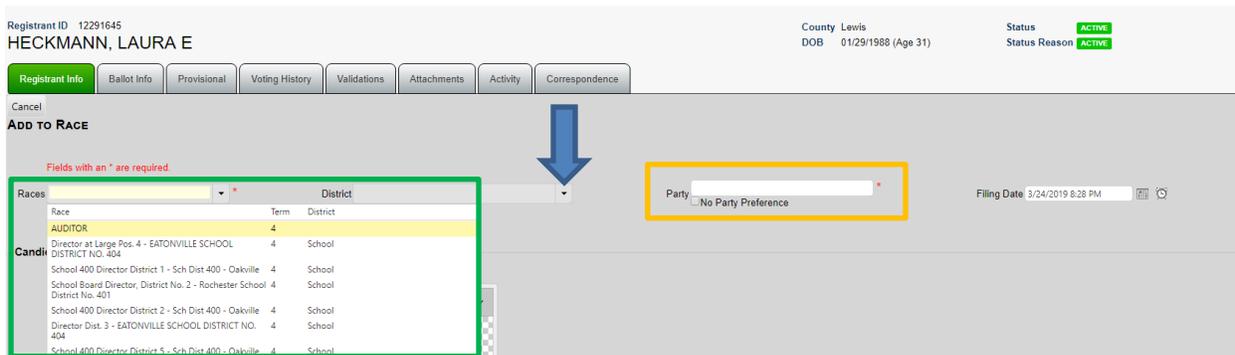
### Adding a Candidate (Voter Record)

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).



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.



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.

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).

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).

Candidate #	Registrant ID	Candidate Name	Filing Date	Party	Ballot Order	Status	Locked	Write-in	Receipt	Certificate of Election	Certificate of Nomination	Filing Form
81970	24234	JASON ALAN LEWIS			1	Qualified	<input type="checkbox"/>	Yes	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Scan</a>
81975	2223226	BILLIE C. JONES			2	Pending	<input type="checkbox"/>	Yes	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Scan</a>
82022	12291645	LAURA E HECKMANN	3/24/2019 8:28:47 PM	None	3	Pending	<input type="checkbox"/>	No	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Scan</a>
35849	0	test test	3/14/2019 4:43:34 PM	no	4	Pending	<input type="checkbox"/>	No	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Scan</a>
35850	0	Wilma Winter	3/14/2019 4:44:00 PM	no	5	Pending	<input type="checkbox"/>	No	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Scan</a>

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.

Election Management
Count

- Absentee Register Subscribers
- Ballot Import/Export Options
- Ballot Return
- ➔
Ballot Set Up

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 form is divided into several sections:

- Header:** '+ Add New Ballot Measure' and a 'Retention Receipt' icon.
- Form Fields:**
  - Orange Box:** 'District Type' (dropdown) and 'District' (dropdown).
  - Teal Box:** 'Office Seq #' (text input) with a note: 'Ballot Order: Office Seq # must be between 900 and 999'.
  - Red Box:** 'Measure Name' (text input).
  - Yellow Box:** 'Date Received' and 'Date Filed' (date pickers), both showing '4/3/2019'.
  - Green Box:** 'Ballot Title' (rich text editor).
  - Purple Box:** 'Explanatory Statement' (rich text editor) with a 'Spell Check' option.
  - Orange Box (bottom):** 'Short Description' (text input).
  - Blue Box:** 'For Text', 'Complete Text', 'URL', and 'Against Text' (text inputs).
- Buttons:** 'Insert' and 'Cancel' at the bottom left, with a green arrow pointing to 'Insert'.

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 user interface for creating a committee. It is organized into four main sections, each highlighted with a colored border:

- Green box (top):** Contains forms for "COMMITTEE FOR:" and "COMMITTEE AGAINST:", each with fields for Committee Name, Description, Contact Last Name, Contact First Name, Contact Phone, and Contact Email.
- Red box (middle):** Contains the "Members:" section for both committees. It features a table with columns for Last Name, First Name, and Email Address. An "Add new record" button is located above the table. A "Send Instructions" button is positioned to the left of the table.
- Yellow box (bottom-left and bottom-right):** Contains the "Statement:" section for both committees. It includes a rich text editor with a toolbar and a "Statement" text area. An "Approve Statement" checkbox is located below the text area.
- Purple box (bottom-left and bottom-right):** Contains the "Rebuttal:" section for both committees. It includes a rich text editor with a toolbar and a "Rebuttal" text area. "Approve Rebuttal" and "Request Rebuttal" buttons are located above the text area.

Additional elements include "Save Committee" buttons at the bottom of each side and blue arrows pointing to the "Send Instructions" buttons in the Members section.

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.

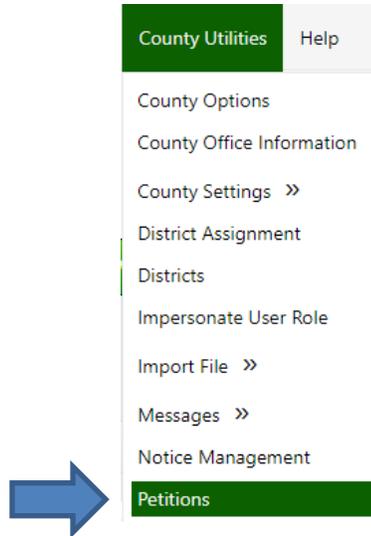
Teal Box (above): View the approval checkbox, however, notice a button labeled “Request Rebuttal.”

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.

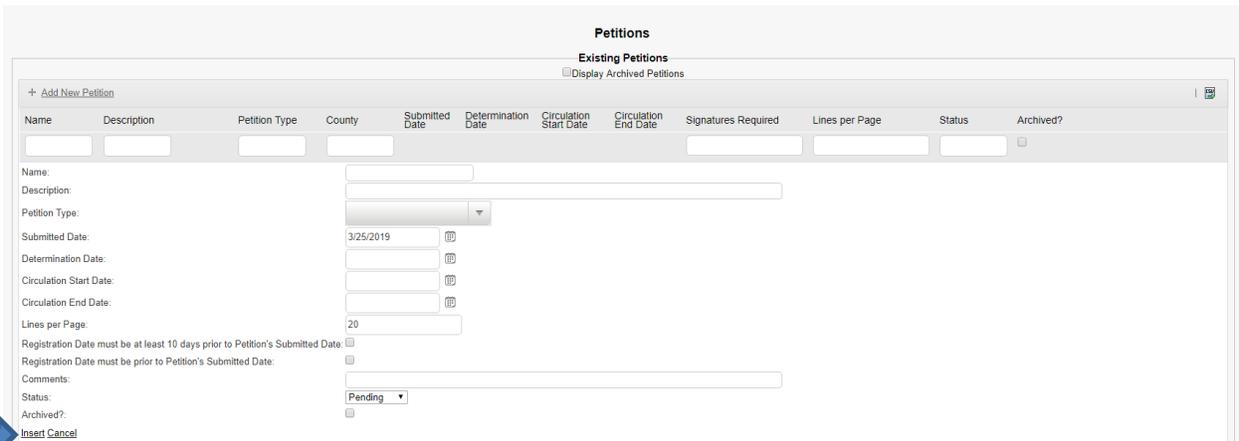
Light Green box (above): When ready to save “For” and “Against” information, click “Save Committee.”

## 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).



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.



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"/>	<a href="#">View</a> <a href="#">Delete</a> <a href="#">Edit</a>
--------------	---	--------------------------	-------	------------	----	---------	--------------------------	--

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	<input type="checkbox"/>	<a href="#">Receipt</a> <a href="#">View</a> <a href="#">Delete</a> <a href="#">Edit</a>
--------------	---	--------------------------	-------	------------	----	------------	--------------------------	--



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: **Test Measure**

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	<a href="#">Delete</a>



The measure will now display on the “Ballot Measures” tab on the Ballot Set Up page (teal box below).

[Slatewide Races](#) [County Races](#) [Ballot Measures](#) [Ballot Styles](#) [Import/Publish Ballots](#) [Lock](#)

[Export Translations](#) [Import Translations](#)

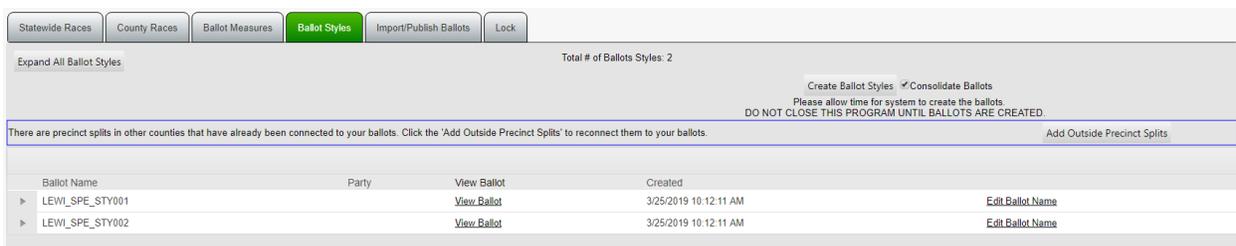
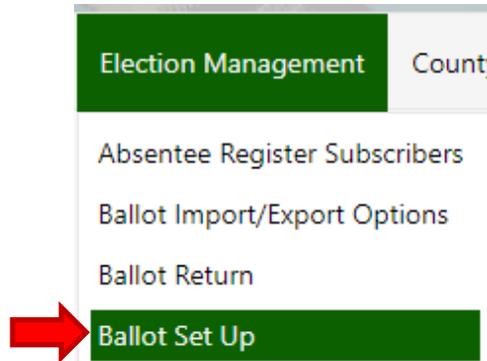
[Export Measures](#)

[+ Add New Ballot Measure](#)

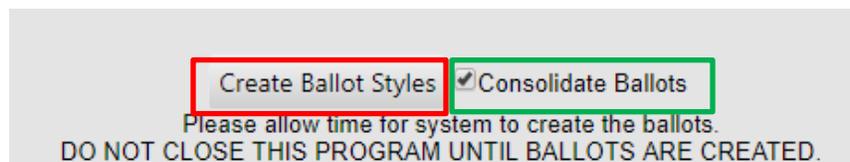
District Type	District	Ballot Measure Name	Ballot Measure Type	Retention Receipt
School	Adna School District #226	Test Measure	Local	<a href="#">Edit</a> <a href="#">Delete</a>

## 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).



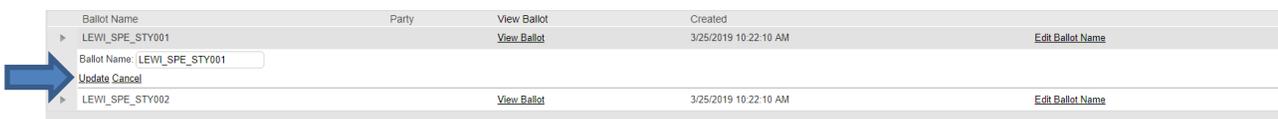
Green box: A CHECKED box will generate ballot styles based on unique combinations of races and measures. An UNCHECKED box will generate ballot styles by precinct.

Red Box: Click the “Create Ballot Styles” button to create ballot styles based on the races and measures entered for that election.



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		<a href="#">View Ballot</a>	3/25/2019 10:22:10 AM	<a href="#">Edit Ballot Name</a>
<b>County</b>				
Lewis	0001.2			# Voters 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		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY002		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY003		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY004		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY005		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY006		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY007		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY008		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY009		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY010		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY011		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY012		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY013		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY014		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY015		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY016		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY017		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY018		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY019		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY020		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>
▶ LEWI_SPE_STY021		<a href="#">View Ballot</a>	3/25/2019 10:29:20 AM	<a href="#">Edit Ballot Name</a>

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**

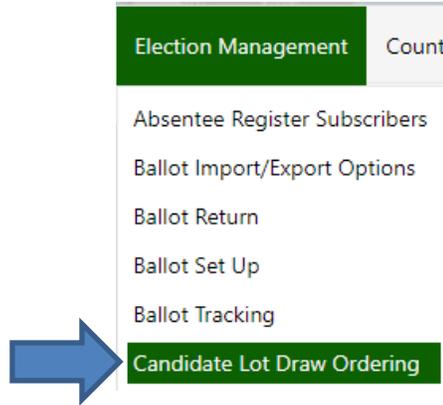
Publish Ballots to Voter Portal

**PUBLISH VOTER GUIDE TO VOTER PORTAL**

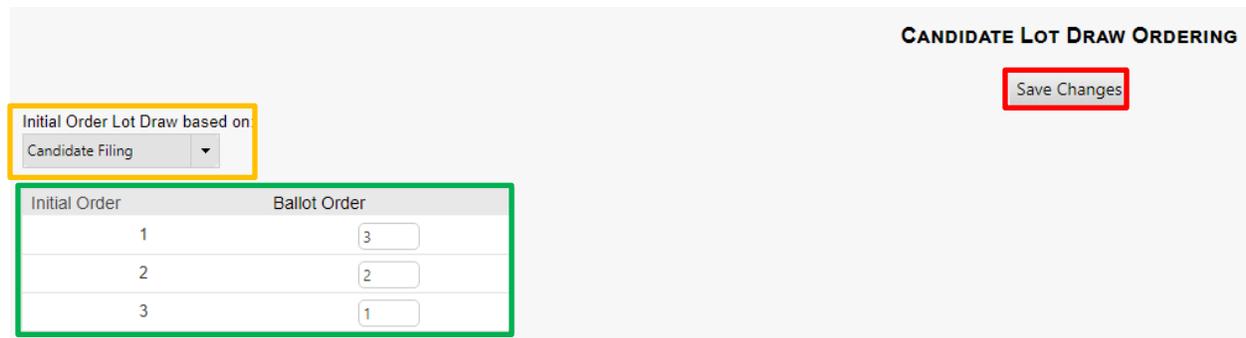
Publish Voter Guide to Voter Portal

### 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:

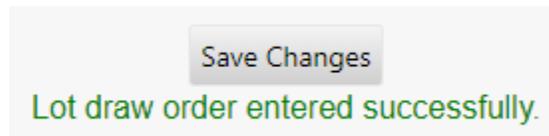


The maximum number of candidates in one race in the election selected will appear on screen.

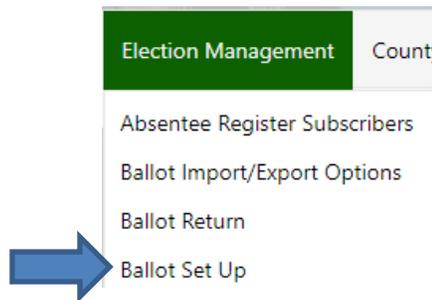
Orange box: Choose to base the initial order on Candidate Filing or Alphabetical.

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).

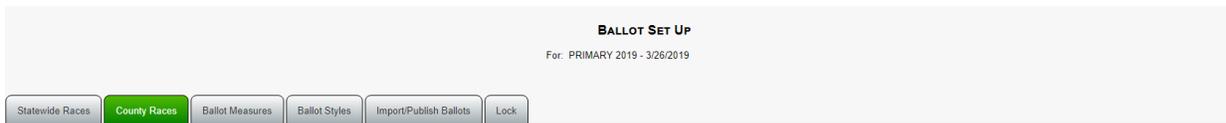
The message below will show after the order has been successfully saved.



Navigate back to the Ballot Set Up Page (blue arrow, below):



Click on the “County Races” tab (green tab below).

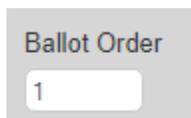


Use the small arrow next to the race to expand the race with the candidates, to be shown in the new order (orange box below).

Candidate #	Registrant ID	Candidate Name	Filing Date	Party	Ballot Order	Status	Locked	Write-in	Edit	Receipt	Certificate of Election	Certificate of Nomination	Filing Form
70066	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:

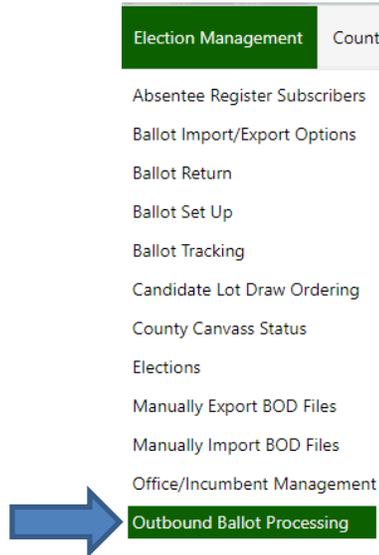


*<Page Intentionally Left Blank>*

## ISSUING & RETURNING BALLOTS

### Outbound Ballot Processing

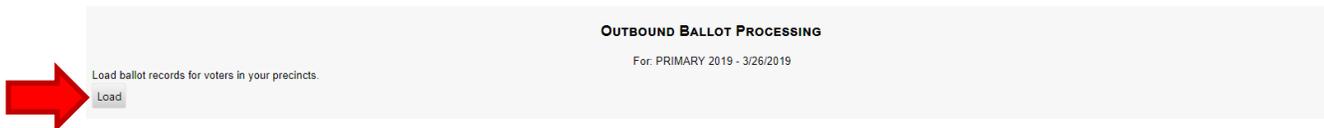
Hover over “Election Management” and click “Outbound Ballot Processing” (blue arrow) to load ballot records for all eligible voters in an election.



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	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	English	Mail - Foreign (UOCAVA Overseas Military)	1	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	English	Mail - In State	45,926	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	English	Mail - In State	1	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	Korean	Mail - In State	1	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	Russian	Mail - In State	1	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	Spanish	Mail - In State	2	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>

Ballots to be sent via EMAIL					
Election Type	Language	Ballot Email Type	Voters		
Primary	English	Domestic Military	234	<a href="#">View List (.csv)</a>	<a href="#">Send Emails</a>
Primary	English	National Guard/Reserves	1	<a href="#">View List (.csv)</a>	<a href="#">Send Emails</a>
Primary	English	Overseas US Citizen	118	<a href="#">View List (.csv)</a>	<a href="#">Send Emails</a>

Ballots to be sent via FAX					
Election Type	Language	Ballot Fax Type	Voters		
Primary	English	Overseas Military	1	<a href="#">View List (.csv)</a>	<a href="#">Mark Ballots As Sent</a>

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	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	English	Mail - Foreign (UOCAVA Overseas Military)	1	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	English	Mail - In State	45,926	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	English	Mail - In State	1	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	Korean	Mail - In State	1	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	Russian	Mail - In State	1	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>
Primary	Spanish	Mail - In State	2	<a href="#">View List (.csv)</a>	<a href="#">Create Mailing Batch</a>

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.



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		
Primary 03/26/2019	Lewis	116	Sent	03/17/2019	03/17/2019	Regular	Mail - Out Of State		LEWI_PCT002	LE-221-1282999-1		

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:

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
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The new ballot that has been created in the “Pending Ballots” section of the Ballot Info Tab, below:

Election	County	Created	Ballot Issuance Type	Ballot Issuance Method	Expand
Primary 03/26/2019	Lewis	03/25/2019	Regular	Mail - Out Of State	Expand

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).

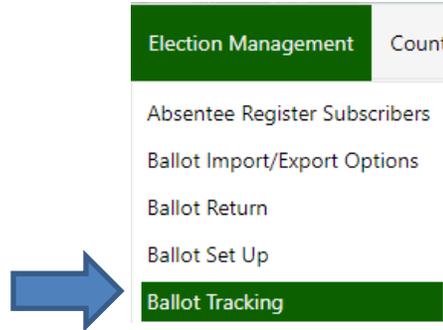
Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
Primary 03/26/2019	Lewis		Sent	03/25/2019	03/25/2019	Regular	In Person			LE-221-3997616-1		Expand
Primary 04/02/2019	Lewis	196	Sent	03/22/2019	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).

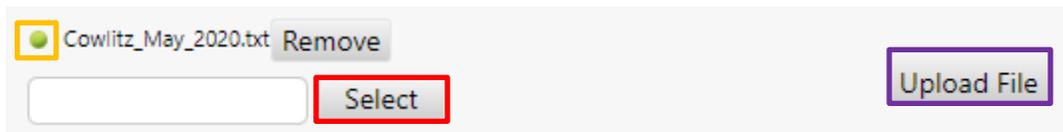
Red Highlight: The previously issued ballot has been marked as “Canceled” and highlighted red.

## 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.

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

Ballot Records for Past Elections

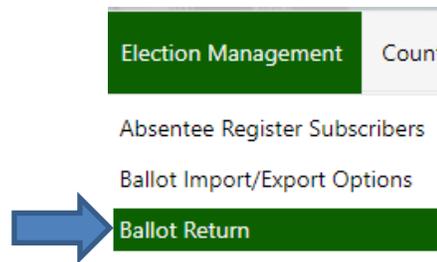
Election	County	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Expand
Special 02/19/2019	Lewis	Accepted	02/19/2019	02/19/2019	Regular	Mail - In State	02/19/2019	LEWI_SPE_STY001	LE-355-551418-1	Expand

Ballot Tracking

Tracking Number	Tracking Status	Tracking History
321061836-2554488100422		voter 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: Manual Batch

Scan/Enter barcode on ballot envelope or upload ballot sorter file  
Ballot Received Date: 3/26/2019  
Reject Reason: Select reject reason  
Scan/Enter Barcode: [input] Enter

Click "Submit" to mark ballots as received  
Return Method: Select return method  
Location: Select location  
Manual Batch #: [input] Submit

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', '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 with 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' interface. It contains the following fields and buttons:

- Ballot Received Date:** A text input field with '3/26/2019' and a calendar icon, highlighted with an orange box.
- Reject Reason:** A dropdown menu with 'Select reject reason' and a downward arrow, highlighted with a red box.
- Scan/Enter Barcode:** A text input field with a vertical cursor, highlighted with a green box.
- Enter:** A button with a blue arrow pointing left, indicating the action to be taken.

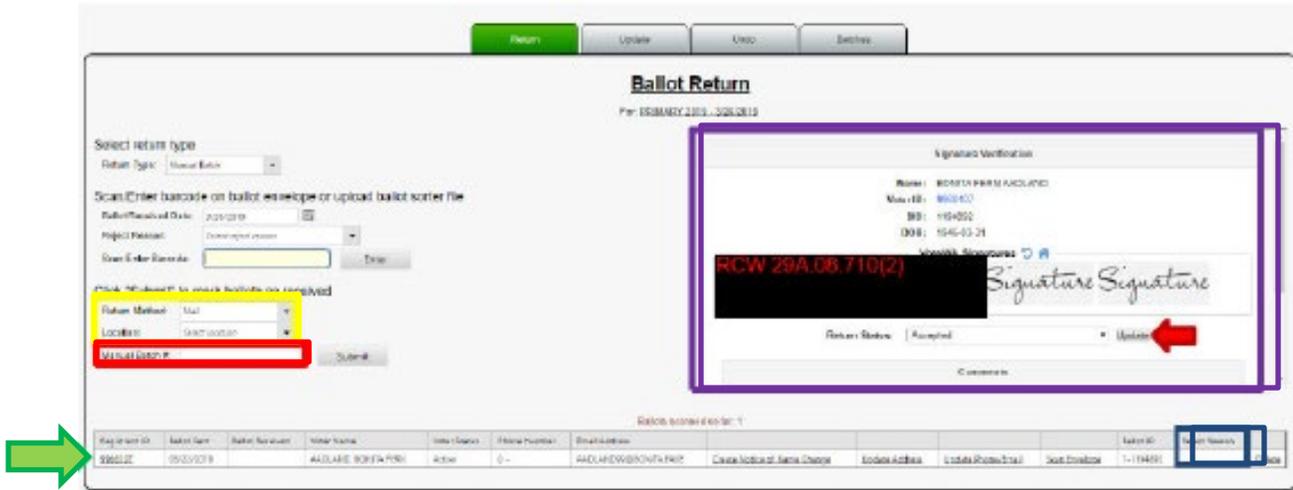
Orange box: The date that will populate the “Ballot Date Received” column in a voter’s record.

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.



**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	Delete
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		

**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

Unit Type  Unit #

Select  City  Zip

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		<a href="#">Update</a> <a href="#">Cancel</a>

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.

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?

There will be a message on the screen showing the batch and how many ballots were marked as received (example below).



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).

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	
Primary 03/26/2019	Lewis	27	Accepted	03/22/2019	03/22/2019	UOCAVA	Email	03/26/2019	LEWL_PCT900	LE-364-1194892-1	Label Expand

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.

Voting History						
Election Date	Election Type	Election Name	County	Vote Type	Voted Where	
03/26/2019	Primary	PRIMARY 2019	Lewis	Absentee		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 Info

Update batch records  
 Reject Reason: Select reject reason

Mass Update

Registrant ID	Election Date	Election Type	Ballot Sent	Ballot Received	Voter Name	Voter Status	Ballot ID	Reject Reason	
9966107	03/26/2019	Primary	03/22/2019	03/26/2019	AADLAND, BONITA FERN	Active	1-1194892	Select reject reason	Update

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

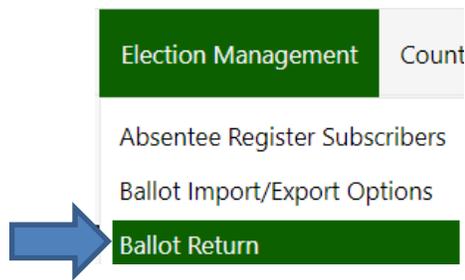
Mass Update Group # 59 - 1 records updated.

Update batch records  
Reject Reason: Empty Envelope Mass Update

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

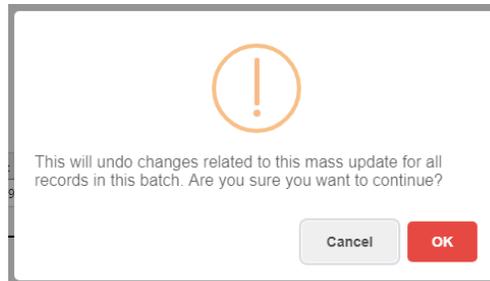
Select mass update to undo  
Mass Update Group: 59

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).

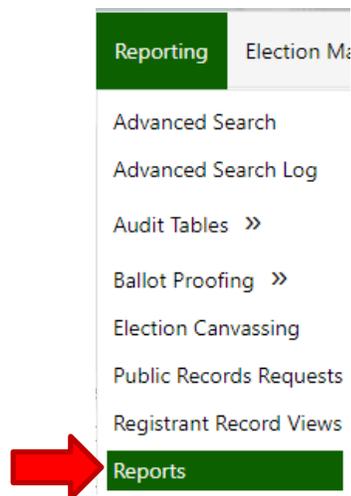
Click “Mass Update Undo” (red arrow) to undo the last action taken on the batch chosen. A pop-up will open. Click “OK.”



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
Report: 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**

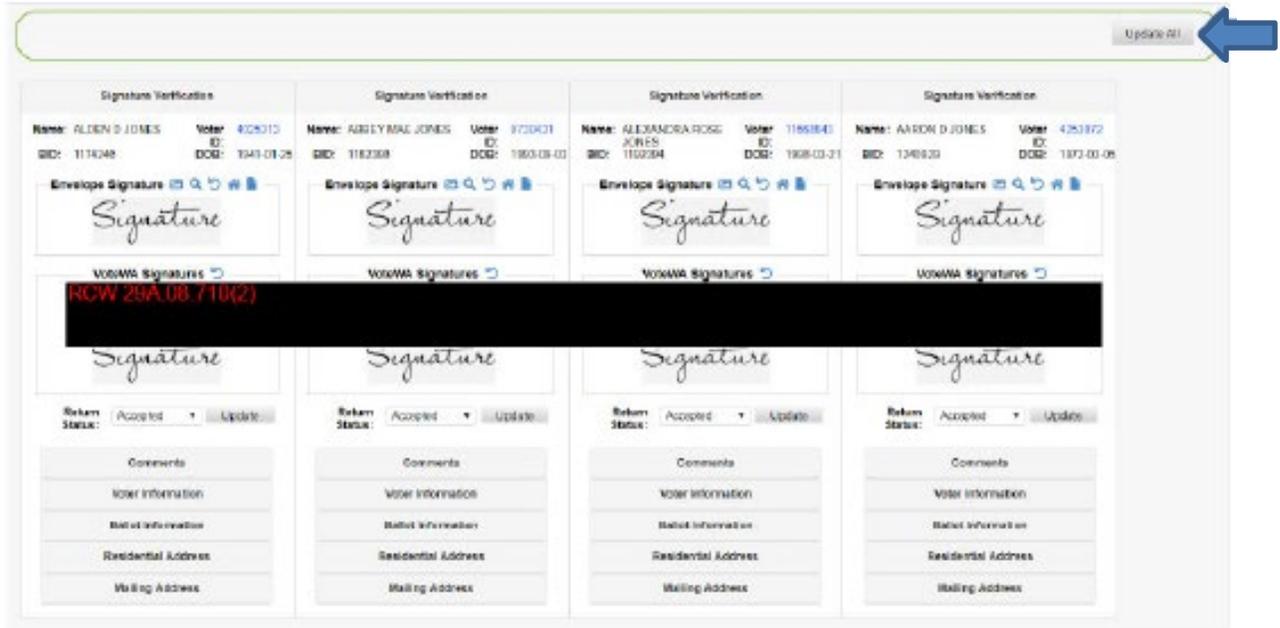
**Ballot Batches**  
For PRIMARY 2019 - 3/26/2019

Batch Number	Received Date	Batch Total	Processed?	Accepted	Rejected	User ID	Date Processed	Report
1	03/14/2019	1	Completed	1	0			<a href="#">View Report</a>
101	03/22/2019	3	Completed	3	0			<a href="#">View Report</a>
2	03/14/2019	1	Not Started	0	1	MattCounty		<a href="#">View Report</a>
3	03/14/2019	1	Not Started	0	1			<a href="#">View Report</a>
4	03/14/2019	1	Completed	1	0			<a href="#">View Report</a>
5	03/16/2019	1	Not Started	0	1			<a href="#">View Report</a>
6	03/18/2019	1	Not Started	0	1			<a href="#">View Report</a>
7	03/21/2019	1	Completed	1	0			<a href="#">View Report</a>
8	03/26/2019	1	Completed	1	0			<a href="#">View Report</a>

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).

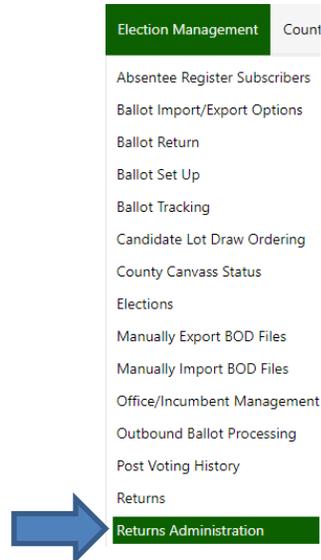
Four signatures will display at a time (below). Update one at a time or click “Update All” (blue arrow). “Update All” will update the four signatures on the page and then bring up the next four, if applicable.



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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.

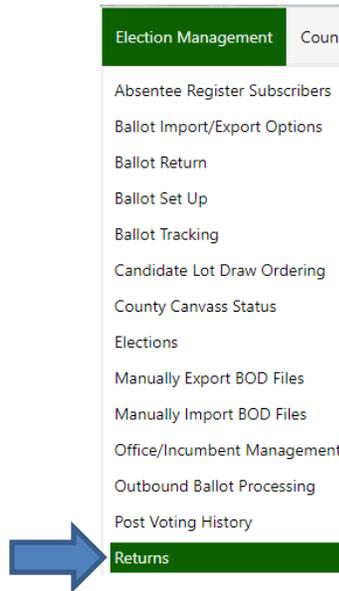
Maroon box: “Finalize Election” sets the returns to “Final” and blocks and further files from being uploaded.

*<Page Intentionally Left Blank>*

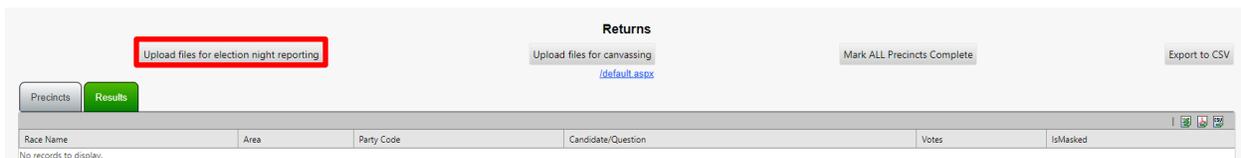
## COUNTY UTILITIES

### Election Returns – Returns

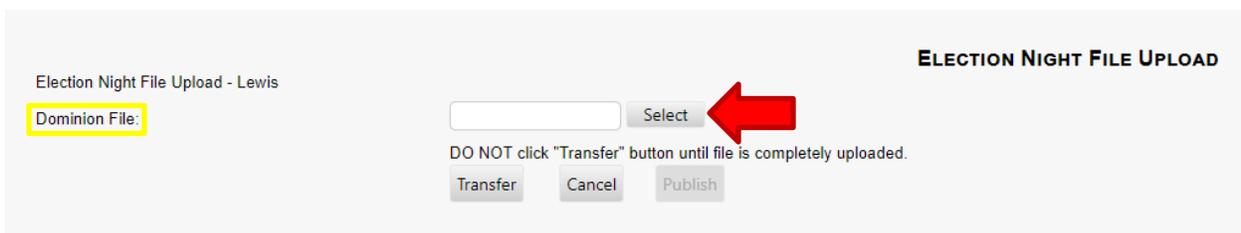
Hover over “Election Management” and click “Returns” (blue arrow) to generate ballot return information.



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

[/default.aspx](#)

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: dfg			Against	0	
Local 3: dfg			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	bmm bmm	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.

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
Alpha		<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
Boisfort		<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**

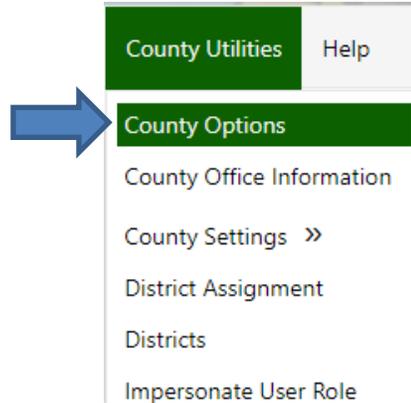
Precinct Name: ADNA

# Voters	Ballots Cast
0	0

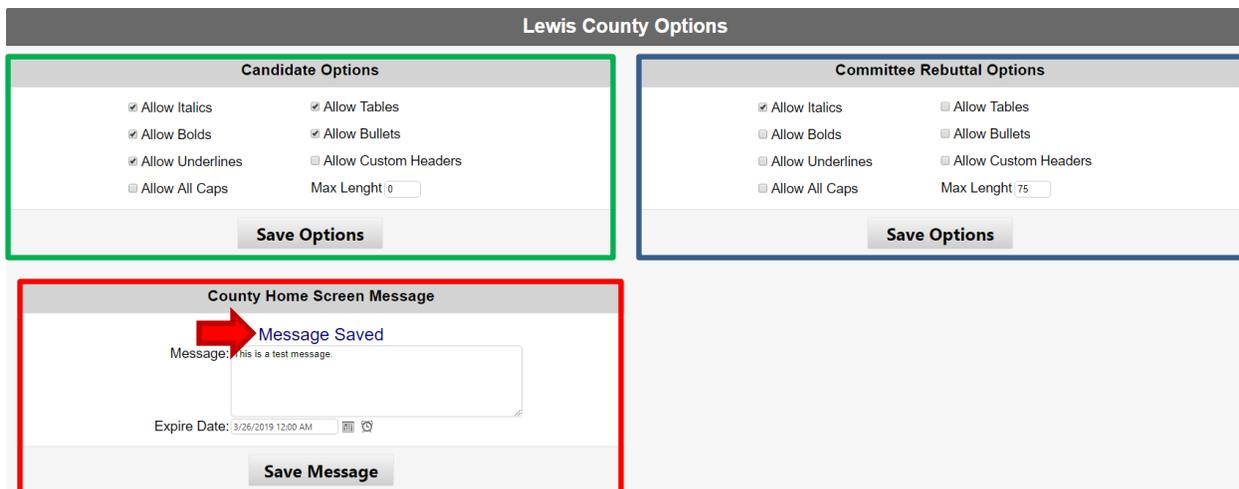
Race Name	District	Party Code	Candidate/Question	Is Masked?	Total Votes	Votes
Advisory Vote 2: ghj56			For	No		0
Advisory Vote 2: ghj56			Against	No		0
Referendum Bill 1: This is a Measure			For	No		0
Referendum Bill 1: This is a Measure			Against	No		0
Local 3: dfg			For	No		0
Local 3: dfg			Against	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		brm brm	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).



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.”

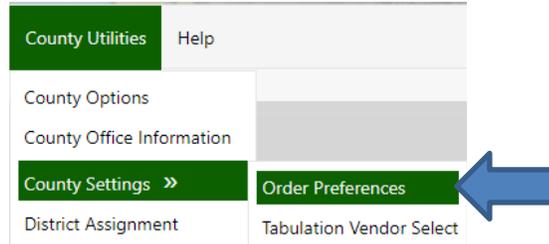
Red Box: “County Home Screen Message” allows display of a message at the top of the County Home Screen. Type the message, choose a date for the message to expire, and click “Save Message.” Once saved, a blue “Message Saved” alert will appear (red arrow).

The message appears on your home screen and will disappear after the date set to expire (below).



## 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.

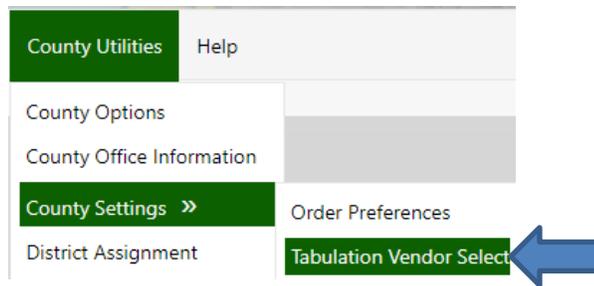
DISTRICT PREFERENCES (ORDER)	
District Type	
Transportation	
Cemetery	
Legislative	
PCO	
Federal	
Commissioner	
Fire	
Judicial	
Public Hospital	
County	
Library	
School	
Water	
PRECINCT SPLIT	
Precinct	
Congressional	
City/Town	
Tax	
Port	
Public Utility	
Other	
State Executive	
EMS	
Park and Recreation	

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.

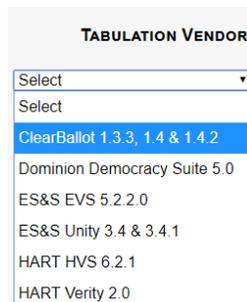
NOTICE PREFERENCES (ORDER)
Notice Name
Felony Notice
Matt Test
Notice of ID Required
Notice of Name Change
Verify Voter Address
Ballot Counted
Online Registration Email
Notice of No Witness Signature
Notice of Signature Does Not Match - Name Change
Ballot Mailed
Ballot Received
Notice of Signed by Power 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.

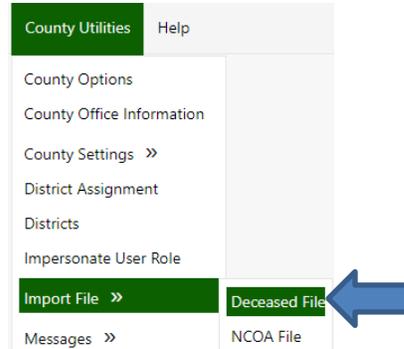


Select the tabulation vendor from the drop-down menu.

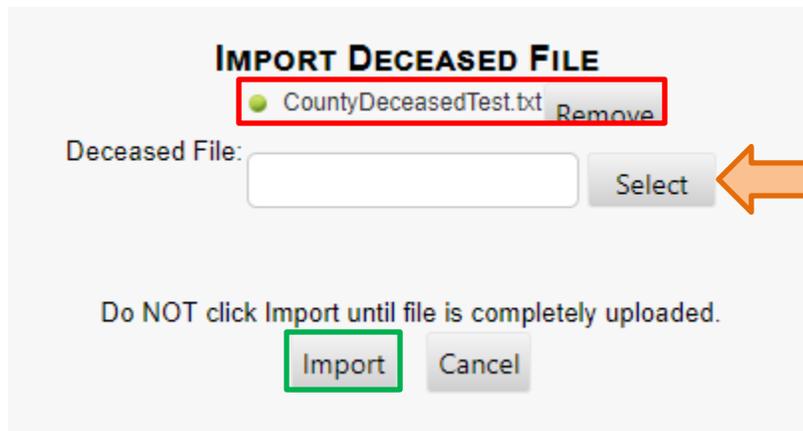


## Import File-Deceased Records

Hover over “County Utilities,” then hover over “Import File” and click “Deceased File” (blue arrow) to upload the County Deceased file.



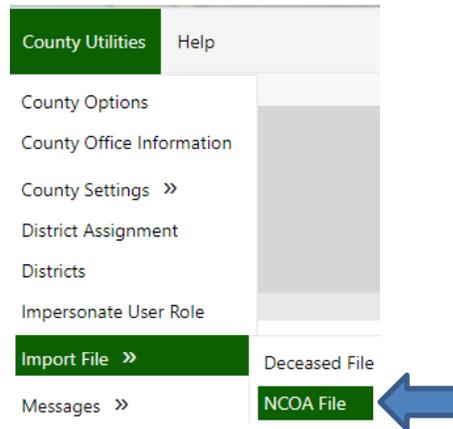
Click the “Select” button (orange arrow, below) to open the deceased file. Choose the file from the computer and click Open.



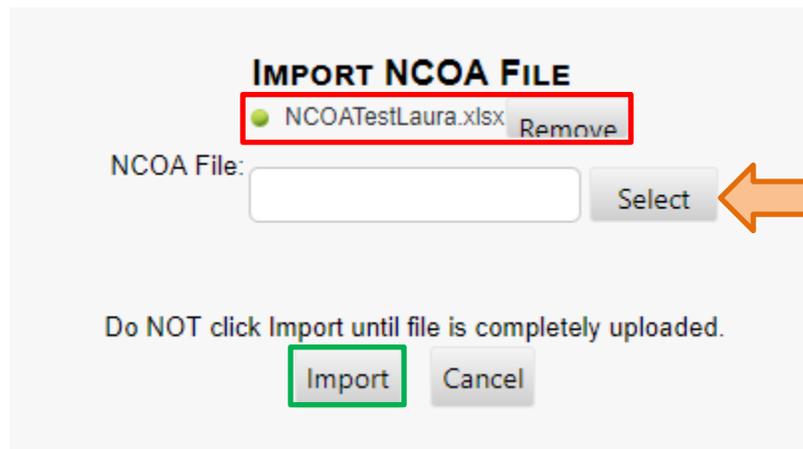
Once the file shows next to the green dot (red box, above), click “Import” (green box, above) to import the file.

## 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