



S.E.A.T. Continuing Education

**Overview of absentee voting in I-VOTERS
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Secretary of State's Office
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I-VOTERS Election Checklist

- Set up the election
- Enter absentee ballots requests
- Include certified contests if applicable
- Enter candidates/measures for your county

I-VOTERS Election Checklist

- Share certified contests if applicable
- Generate and rename ballot styles
- For special elections, assign temporary polling locations

I-VOTERS Election Checklist

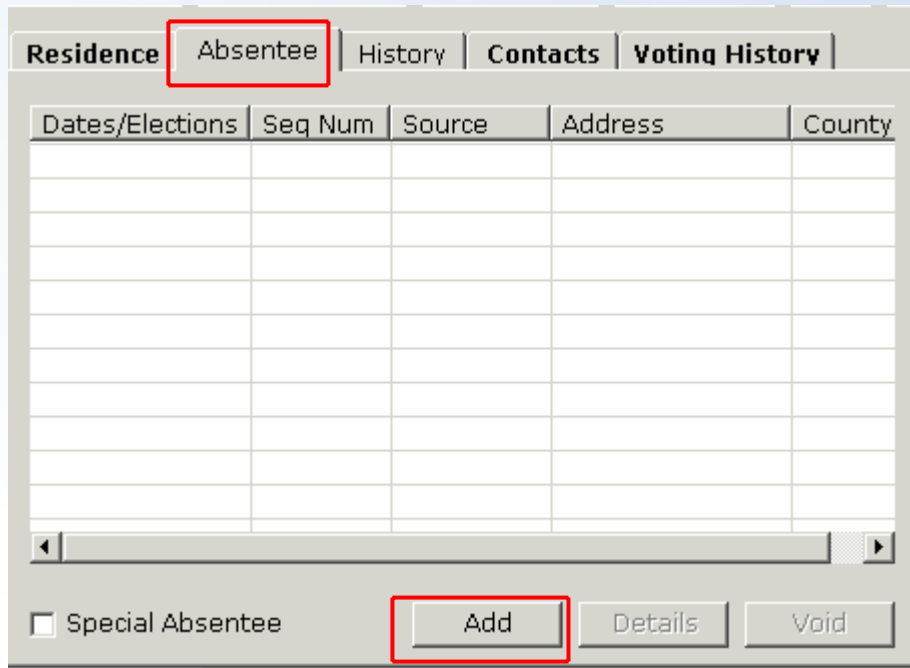
- Pull absentees
- Print absentee labels
- Receive absentee ballots as they come back

I-VOTERS Election Checklist

- After election make address changes made at polls
- Process election registers
- Process absentee ballots (accept or reject)

Entering Absentee Applications

Election Specific Absentee Requests



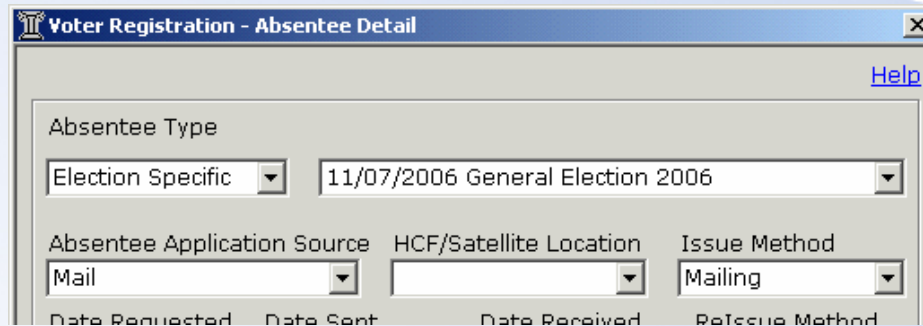
The screenshot shows a software interface for managing voter records. At the top, there are several tabs: "Residence", "Absentee", "History", "Contacts", and "Voting History". The "Absentee" tab is selected and highlighted with a red box. Below the tabs is a table with five columns: "Dates/Elections", "Seq Num", "Source", "Address", and "County". The table is currently empty. At the bottom of the interface, there is a checkbox labeled "Special Absentee" and three buttons: "Add", "Details", and "Void". The "Add" button is highlighted with a red box.

Dates/Elections	Seq Num	Source	Address	County

Special Absentee **Add** Details Void

On the absentee tab of the voter record add the absentee ballot request.

Election Specific Absentee Requests



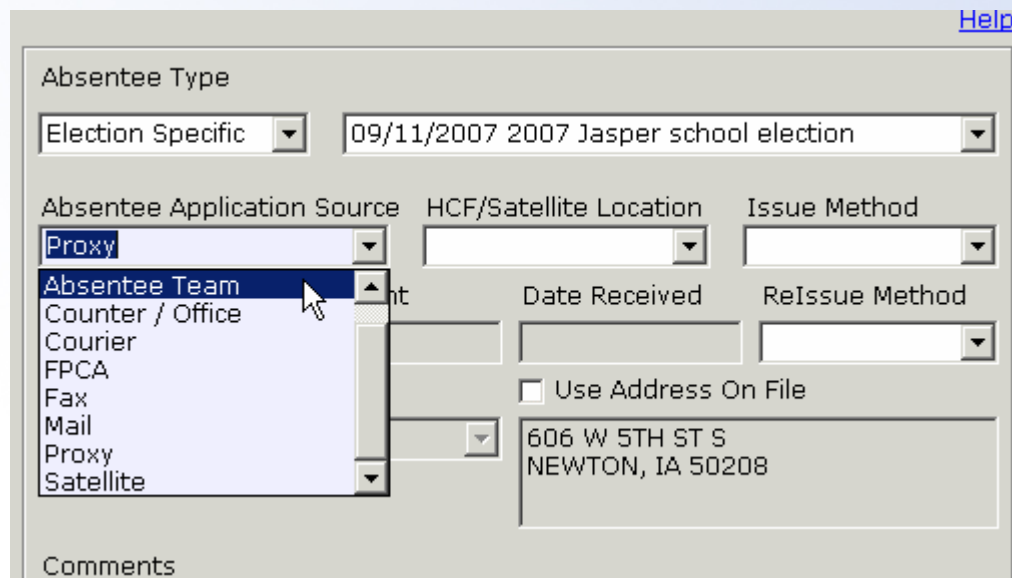
Voter Registration - Absentee Detail

Absentee Type
Election Specific | 11/07/2006 General Election 2006

Absentee Application Source | HCF/Satellite Location | Issue Method
Mail | | Mailing

Date Requested | Date Sent | Date Received | ReIssue Method

- Most of your absentee requests will be entered as election specific for Absentee Type.
- There are several options for Absentee Application Source



Voter Registration - Absentee Detail

Absentee Type
Election Specific | 09/11/2007 2007 Jasper school election

Absentee Application Source | HCF/Satellite Location | Issue Method
Proxy | |

Absentee Team
Counter / Office
Courier
FPCA
Fax
Mail
Proxy
Satellite

Date Received | ReIssue Method

Use Address On File

606 W 5TH ST S
NEWTON, IA 50208

Comments

Absentee Application Sources

- Absentee Team – this is used when the absentee team was sent to the voter's health care facility for them to vote an absentee ballot
- Counter/Office – this is used when the voter votes in the auditor's office
- Courier – this is used if someone other than the voter turns in the absentee ballot application
- FPCA – this is used if the absentee request comes in on the federal postcard application – this will be talked about more later

Absentee Application Sources



- Fax – this is used if the absentee application is received by fax
- Mail – this is used if the absentee application is received in the mail
- Proxy – this can only be used in the general election. This is used if a family member of a military voter requests an absentee ballot to be sent to the military voter
- Satellite – this is used if the voter votes at a satellite location

UOCAVA Absentee Voters

Voter Registration - Absentee Detail

Absentee Type: Military

From: 10/14/2005 To: 11/5/2008

Absentee Application Source: FPCA

HCF/Satellite Location: [Empty]

Issue Method: Mailing

Date Requested: 10/14/2005

Date Sent: [Empty]

Date Received: [Empty]

ReIssue Method: [Empty]

Political Party: [Empty]

Use Address On File

511 Grand AVE # 2
SPENCER IA 51301
SPENCER, IA 51301-3913

Comments: [Empty]

Absentee Address

Country: UNITED STATES OF AMERICA USA

Address: PSC 1 BOX 1629

City/St/Zip: AP AE 09009

Absentee Link

Voter ID: [Empty]

- Select Military, Overseas Civilian or Overseas Military from the Absentee Type drop down.
- Then enter the 2 year date range that the FPCA is good for.
- Select FPCA as the Absentee Application Source
- Select Mailing in the Issue Method
- Enter the address the ballot is to be sent to in the Absentee Address
- Click Update and Save

UOCAVA Absentee Types



- **Military** – this should be used when the voter is a military voter but is stationed in the US.
- **Overseas Military** – this should be used when the voter is in the military and stationed outside of the US.
- **Overseas Civilian** – this should be used the the voter is not in the military but is living outside of the US.

UOCAVA Absentee Issues



- When you pull absentees in election management after you generate your ballot styles, the FPCA requests will automatically be pulled into the election so when you go to print absentee labels the FPCA labels will be there.
- FPCAs are good for all elections that occur for 2 general elections, unless the voter requests ballots for only certain elections. This includes all special elections.

UOCAVA Absentee Issues

- Voter can select to have ballots for only Primary and General Elections.
 - In this case enter separate requests for each election (5/15/08-6/15/08 or 10/15/08-11/15/08). Make sure the date ranges do not overlap.
- Voters can select to only have one ballot sent for one specific election.
 - In that case you would still enter the request as an FPCA request and just make the date range around that one election.


Scanning Absentee Applications

Image

Absentee Ballot Request Form 1/29/2007

Polling Places

Detail Select Sig Update Sig

 **STATE OF IOWA**
OFFICIAL ABSENTEE BALLOT REQUEST FORM
Form SA (Rev-04) Prescribed by the Iowa Secretary of State pursuant to IC Chapter 53

JAN 29 2007

You must fill out the items marked with an asterisk (*). Other items help the auditor get the correct ballot to you. Mail or deliver completed request forms to your local county auditor. The auditor must receive your request by 5 p.m. the Friday before the election.

* PRINT NAME: LINDA E LANGENBERG
First Name Middle Name or Initial Last Name

IOWA DRIVER'S LICENSE #: 979AA8705 DATE OF BIRTH: _____
or Nonoperator ID # or Last 4 digits of SSN

* ADDRESS WHERE I LIVE AND AM REGISTERED TO VOTE: MAIL MY ABSENTEE BALLOT TO THIS ADDRESS:
(if different from address where registered to vote)

• Put your current address here.
• If you have moved, check the box below and fill in your old address and name.

140 PARTRIDGE AVE LUCAS OFFICE BUILDING
Number, street apt

MARION 321 E 12TH ST
City State Zip

IOWA 52302 DES MOINES IA 50319

I have moved. My old address was: _____
Former name: _____ Please change my voter registration record.

Absentee ballots shall be mailed to an address where the voter receives mail. It is illegal to pre-print an address on an absentee ballot request form that will direct the ballot to an address controlled by a political campaign. [53.9]

* Please send me an absentee ballot for the SPECIAL Election to be held on 2/13/07

If this request form is for a Primary Election please send me a ballot for the: DEMOCRATIC PARTY REPUBLICAN PARTY

Please note: If your voter registration record shows a political party different from the one you check above, your registration will be changed to the political party you check on this form.

* Linda Langenberg 1-27-07
YOUR SIGNATURE DATE

For Office Use Only

- Some counties scan in the absentee ballot application. This allows you to look up the voter in I-VOTERS and view the absentee application without searching for the paper copy. This is useful if the voter has a question about their absentee ballot application.

Receiving Absentee Ballots

- When absentee ballots are returned to your office, you need to receive them in I-VOTERS.
- Go into Receive Absentee Ballots from the main screen in I-VOTERS.

Receiving Absentee Ballots

3 different tabs you can choose from:

- Ballots – you receive ballots back under the Ballots tab in most cases.
- Undeliverable – you receive ballots back under the Undeliverable tab when the ballot is returned to your office by the US Postal Service as undeliverable to the voter's address. Receiving the ballot on this tab allows the voter to vote at the polls or allows you to reissue an absentee ballot to a different address.

Receiving Absentee Ballots

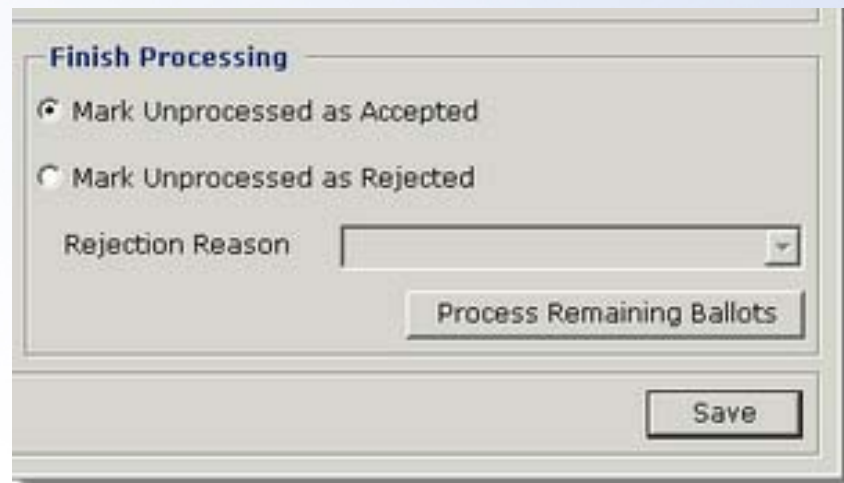


3 different tabs you can choose from:

- Not Voted – you receive ballots back under the Not Voted tab when the voter brings the unvoted ballot back to your office and tells you they want to vote at the polls on election day. Receiving the ballot on this tab allows the voter's name to appear on the election register and allows them to vote at the polls on election day. Also use this tab for ballots surrendered at polls so that you can mark them on the process election register screen.

Processing Absentee Ballots

- Since you will most likely have more accepted absentee ballots than rejected absentee ballots, you should process the rejected ballots first.
- Once you have processed the rejected ballots you can process the rest of the absentee ballots as accepted.



The image shows a screenshot of a software dialog box titled "Finish Processing". It contains two radio button options: "Mark Unprocessed as Accepted" (which is selected) and "Mark Unprocessed as Rejected". Below these options is a "Rejection Reason" label followed by a dropdown menu. At the bottom of the dialog, there are two buttons: "Process Remaining Ballots" and "Save".

Processing Absentee Ballots

Ballot Search

Barcode Abs Seq # Name
Address City

Ballot Details

Voter ID Voter Name
Address Ballot Status

Ballots Sent

Abs Seq #	Barcode	VoterName	Source	Date Sent	Date Received	Ballot Style	Ballot Type

View Absentees

All Absentees
 UnProcessed
 Processed
 Accepted Rejected

Finish Processing

Mark Unprocessed as Accepted
 Mark Unprocessed as Rejected
Rejection Reason

You can search for the ballot by barcode, absentee sequence #, or name.

Processing Absentee Ballots

Ballot Search

Barcode Abs Seq # Name

Address City

Ballot Details

Voter ID Voter Name

Address Ballot Status

Ballots Sent

Abs Seq #	Barcode	VoterName	Source	Date Sent	Date
1	75017...	GEORGE EDWARD ...	Mail	06/08/2007	06/...

Rejection reasons dropdown menu:

- Accepted
- Rejected
- Rejected - Not sealed
- Rejected - No signature
- Rejected - Wrong voting address
- Rejected - Late for election
- Rejected - Surrendered absentee bal
- Rejected - Affidavit not complete
- Rejected - Voted more than one ballo

- Choose the appropriate reason for rejecting the ballot.
- Follow these steps for all ballots that need to be rejected.

I-VOTERS Changes for Replacement Ballots

- I-VOTERS has been changed to accommodate the change in Iowa law that allows a replacement absentee ballot to be sent to a voter who has not sealed their affidavit envelop or who has not included their ballot in the affidavit envelop.
- You will now be able to replace an absentee ballot with the same sequence number as the original absentee ballot once you receive the required follow up absentee ballot request.

I-VOTERS Changes for Replacement Ballots

- After you have received the absentee ballot you will go into Process Absentees and reject the ballot with Defective Affidavit/ Envelope as the reason.

Ballot Details

Voter ID: 1972334 Voter Name: FLOYD JUNIOR HUNDLEY

Address: 103 3RD ST
JANESVILLE, IA 50647 Ballot Status: [Dropdown Menu]

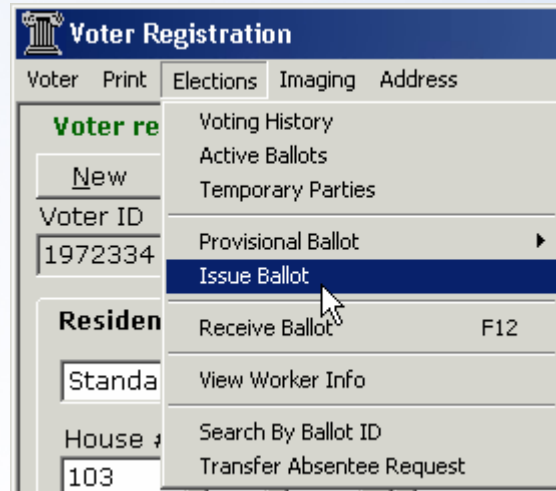
Ballots Sent

Abs Seq #	Barcode	VoterName	Source	Date Sent	Date
5	50016...	FLOYD JUNIOR HUN...	Mail	07/02/2007	07/0

Dropdown Menu Options:
Rejected - Not a registered voter
Rejected - Voter deceased
Rejected - Voter is a convicted felon
Rejected - Returned by Post Office
Rejected - Wrong Precinct
Rejected - Not in affidavit envelope
Rejected - Returned not voted
Defective Affidavit/Envelope

I-VOTERS Changes for Replacement Ballots

- Once you receive the new absentee request form you will go into the voter record and go to the Issue Ballot screen under Elections.



I-VOTERS Changes for Replacement Ballots

- When you issue the replacement ballot it will have the same sequence number as the original ballot. It will also void the original ballot.

Issue Ballot Request Voter Search Help

Election Name: Ballot Type:

Current Ballots

Tracking No	Abs Seq Num	Sent	Received	Style	Precinct	Stage	Ballot Type	Issue Type
5001628...	5	07/02/2007	07/02/2007	001	JV	Processed	Original	Mailed
5001628...	5	07/02/2007		001	JV	Sent	Replacement	Mailed


Print Label

Now Select Label:

Reason For Replacing / Reissuing the Ballot:

I-VOTERS Changes for Replacement Ballots

- To view the ballot you can go into Active Ballots from the Elections dropdown menu in the voter registration record. This is where the sent date and received date will be tracked for the second ballot.

 **Active Election Ballots**

Election Name:

Active Ballots

Ballot Voided	Tracking No	Abs Seq N	Sent Date	Received Date	Print Date	Residential Address	Ballot Style
YES	500162880	5	07/02/200	07/02/2007	07/02/2007	103 3RD ST JANESVILLE, IA 50647	001
NO	500162881	5	07/02/200		07/02/2007	103 3RD ST JANESVILLE, IA 50647	001

I-VOTERS Changes for Replacement Ballots

- Replacing the ballot with a new ballot with the same sequence number will not cause the ballots to show up on the Duplicate Ballot Report.

[Voter Search](#) [Help](#)

Election Date: Jul-24-2007 Election Type: Special Description: Test for Janesville SD

	Voter Name	Current Residential Address	No of Ballots
<input checked="" type="checkbox"/> Election Details			
<input checked="" type="checkbox"/> Include Certified Contests			
<input checked="" type="checkbox"/> Election Template			
<input checked="" type="checkbox"/> Measures & Races			
<input checked="" type="checkbox"/> Post Shared Contests			
<input checked="" type="checkbox"/> Ballot Styles			
<input checked="" type="checkbox"/> Ballot Review			
<input checked="" type="checkbox"/> Print Absentee Labels			
<input checked="" type="checkbox"/> Election Register			
<input checked="" type="checkbox"/> Election Expenses			
Election Results			
<input type="checkbox"/> Process Election Register			
<input type="checkbox"/> Process Absentee Ballots			
Duplicate Ballot Report			
<input type="checkbox"/> Post History & Close Election			
Exit			



Questions?



Thank You !