

Absentee Voters

TotalVote is designed to easily allow you to process both in-person absentee voters, as well as process absentee requests you receive via mail.

In-Person Absentee Voting

To process in-person absentee requests, you first must make sure that you have the appropriate election selected in the upper right-hand corner of your screen. For the June 3rd 2014 Primary election, you will want to make sure that you are logged in under that election (**red arrow**).

The screenshot shows the 'SECRETARY OF STATE Jason M. Gant' header with a 'TEST' button and a red arrow pointing to it. Below the header is a navigation menu with 'Home', 'Voter', 'Reports', 'Elections', and 'County Utilities'. A 'Quick Search' bar is present with fields for 'Last Name', 'First Name', and 'Bar Code/Voter ID'. The main content area displays voter information for 'Johnson, Bonnie Q' with fields for Voter ID (507647), DL#, SSN, DOB, Age, Last Reg Date, Status, Party, County, and Last Voted. Below this is a 'Voter Info' tab (highlighted in an orange box) with sub-tabs: 'Edit Voter', 'Absentee', 'Voter History', 'Validate', 'Imaging', 'Change Log', 'Notifications', and 'Add To Race'. The 'Validate' sub-tab is active, showing a 'Vote In Person' button (highlighted in a pink box) for the 'Primary 6/3/2014' election (indicated by a black arrow). The 'Vote In Person' button is also highlighted in a blue box. Below the sub-tabs are fields for Residence Address, Mailing Address, Personal Email, Original Reg. Date, and Source of Registration. A 'Notes' field is also present. On the right side, there is a table of election codes and names, with 'Precinct-3' highlighted in yellow (indicated by a green arrow). Below the table is a table with columns for Name, Address, and City, showing 'Herreid Senior Citizens Center' at '202 Main St N' in 'Herreid'. At the bottom, there is a 'Ballot' table with columns for Ballot and Date, showing 'Primary Republican' on '06/03/2014'. A blue arrow points to the 'Process' button in the bottom right corner.

When absentee voting for this election begins on April 18th, the “Vote In Person” button (**black arrow**) on every voter’s Voter Info tab (**orange box**) will become activated. Behind it is the type and date of the election (**pink box**).

Remember: On the right side of the screen, underneath the voter’s polling place (**blue arrow**), you can see which ballot (**green arrow**) that voter is tied to for the Primary election.

When the voter is ready to vote, click the “Vote In Person” button.

You will arrive on this screen. To continue, click the “Process” button (**blue arrow**).

The screenshot shows the 'SECRETARY OF STATE Jason M. Gant' header with a 'TEST' button and a red arrow pointing to it. Below the header is a navigation menu with 'Home', 'Voter', 'Reports', 'Elections', and 'County Utilities'. A 'Quick Search' bar is present with fields for 'Last Name', 'First Name', and 'Bar Code/Voter ID'. Below the search bar is a 'Process' button (highlighted in a blue box) and a checkbox labeled 'Mark Ballot Received'.

FYI: (Clicking the “Process” button will mark the voter’s ballot with today’s date for both Date Requested and Date Sent. ONLY check the box next to “Mark Ballot Received” if you want to immediately mark it as received. This will not be a common option.)

Immediately, you will be directed to this page. This is where you can print the label that will be attached to the outside of their ballot envelope. For walk in ballots, you **only need the large label (blue arrow)**. However, there are some other options on this screen in case the voter changes their mind and wants to take the ballot home with them —in that case, you can print off mailing addresses so the voter can return their ballot to you.

Must Have Dymo Printer Installed to Print Labels

Close

If the mailing address requested by the Voter isn't listed, just type it into either section below and then choose that section for printing of labels. (Students and Snowbirds are typical voters for this option)

WALK-IN
Large Voter Label With Barcode:
Walk-in Label(s)

Labels
0

Residence Address Label

Voter Mailing Address

Johnson, Bonnie Q

Voter Residence Address

Johnson, Bonnie Q

611 Tower St NW

Herreid SD 57632

Labels
1

Election & Barcode Label

Election and Barcode Info

3 CAMPBELL County

Primary 06/03/2014

BALLOT: Primary Republican

Absentee Seq. #: 1-183781

Labels
2

County Address Label

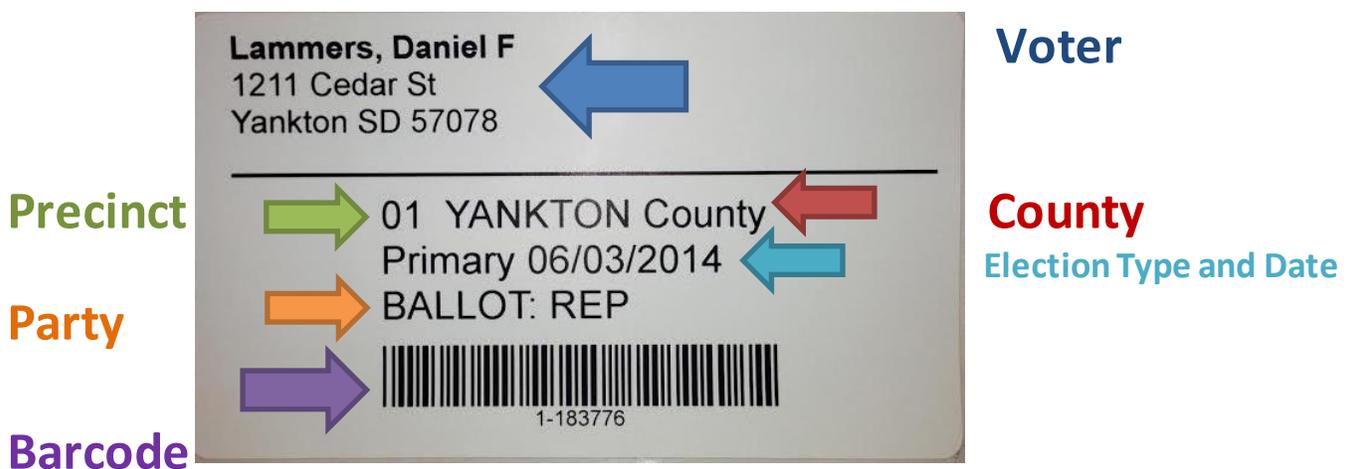
County Address

CAMPBELL COUNTY AUDITOR

PO BOX 37

MOUND CITY SD 57646-0037

The large walk-in label (again, which is attached to the outside of the envelope that the voter hands back to you, containing the absentee ballot), looks like this:



Click the “Close” button (**black circle** in top picture) after you have attached the label to the absentee envelope and given the voter his/her ballot. You are finished with the voter until it is time to mark that ballot as received.

After clicking “Close”, you will be directed to that voter’s Absentee tab, where you can view the Absentee request that you just processed. This record will always stay in the voter’s absentee tab, and you do have the ability to change anything about that request by clicking the “Edit” button. (You can see this at the top of page 5 of this User Manual).

You are free to continue whatever you are doing until the ballot is returned to you. In the meantime, if you were to revisit the voter's page in TotalVote, you can see that the "Vote In Person" button is now deactivated for this election, and there is a message stating that a ballot has been sent (or given) to the voter (**red box**). That message will stay that way until you mark their ballot as received.

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County
507647	<Johnson, Bonnie Q>	00948981		11/19/1946	67	2/22/2012	Active	REP	Campbell

Voter Info | Edit Voter | Absentee | Voter History | Validate | Imaging | Change Log | Notifications | Add To Race

Close | Dymo Label | Absentee Request | **Vote In Person** | Ballot Sent 4/9/2014

Residence Address	City	State	Zip	County
611 Tower St NW	Herreid	SD	57632	Campbell
Mailing Address	City	State	Zip	
611 Tower St Nw	Herreid	SD	57632	
Personal Email	Telephone	Split		
	(605) 889-2303	16000305	<input type="checkbox"/> Poll Worker Int	
Original Reg. Date	Notes:			
10/5/2000				
Source of Registration				
In person at Auditor office				

Code	Name
5	Fifth Judicial Circuit
3	Campbell-3
23	Dist-23
32	Herreid
3	Precinct-3
10-1	Herreid School District 10-1
23	Dist-23
3	Herreid Ward-3

Name	Address
Herreid Senior Citizens Center	202 Main St N

Ballot	Date
Primary Republican	06/03/2014

When you get the ballot back, you will use your Motorola hand scanner to scan the barcode on the absentee label on the outside of the absentee ballot envelope. You should have your cursor in the upper right-hand corner of the screen in the "Bar Code/Voter ID" field (**pink box** below). Scan the barcode.

When the barcode is read, you will be re-directed to the page below.

Here is where you can see the absentee request you are about to process (**blue arrow**). Today's date (**green box**) will automatically fill into the Ballot Received Date, but you can adjust that if you need. Note that you can also reject a ballot here (**orange arrow**), with reasons listed in the "Rejected" drop-down box.

SECRETARY OF STATE

Jason M. Gant



Hi dakota! [Log Out]
Campbell
1,189 Active Voters
Primary Election - 8/3/2014

[Home](#)
[Voter](#)
[Reports](#)
[Elections](#)
[County Utilities](#)

Quick Search

Elec Year	Elec Type	App Rec Date	Bal Sent Date	Bal Rec Date	UOCAVA Email	County	Name	va ID
2014	Primary	04/09/2014	04/09/2014			Campbell	Bonnie Johnson	183781

Close

Ballot Received Date: 4/9/2014

Rejected: ▼

Click Submit to Record the Date the Absentee Ballot was Received

To proceed, simply click "Submit" (**red arrow**) to accept the ballot and mark it as "Received".

The page will refresh and you can see the ballot has been processed (**red circle**).

SECRETARY OF STATE
Jason M. Gant

Hi dakota! [Log Out]
Campbell
1,189 Active Voters
Primary Election - 8/3/2014

TEST

Home Voter Reports Elections County Utilities

Quick Search: Last Name, First Name, Bar Code/Voter ID [Go]

Elec Year	Elec Type	App Rec Date	Bal Sent Date	Bal Rec Date	UOCAVA Email	County	Name	va ID
2014	Primary	04/09/2014	04/09/2014	04/09/2014		Campbell	Bonnie Johnson	183781

Close

Ballot Received Date: 4/9/2014

Rejected

Absentee Ballot Marked RECEIVED 4/9/2014

Click Submit to Record the Date the Absentee Ballot was Received

Submit

You can click the “Close” button (**blue arrow**) to leave this page and return to your Home queue when you are finished.

Immediately, you will see that you have a new Queue item down in your FYI section called “Absentee Requests – 2014 Primary Election”. It will contain the record that you just processed. This is where you can easily track your processed absentee requests.

Home Queue									
TO DO:									
	Action		Number		Print				
>	Documents to be Scanned		1		List				
>	Returned Notices to be Scanned		2		List				
Notices:									
	Action		Number		Print				
>	Unsent Notices - Felony		1		List				
FYI:									
	Action		Number		Print				
▼	Absentee Requests - 2014 Primary Election		1		List				
	Collapse	Link	Voter ID	Name	Residence Address	City	Zip	DOB	DL #
	Select		507647	Johnson, Bonnie Q	611 Tower St NW	Herreid	57632	11/19/1946	00948981

(continued on next page...)

FYI:

If you were to click on that voter again, you can see that their ballot has been processed in their Absentee tab (pink box). That page lists the Absentee Request that you have processed, and you can see that the dates for the absentee ballot (red box) are marked with the day that you processed the in-person request. The green box shows the ballot type.

Also, every absentee request has the ability to be edited or deleted, and you also have the option to re-print the absentee labels if you ever need to do so (orange box).

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
507647	<Johnson, Bonnie Q>	00948981		11/19/1946	67	2/22/2012	Active	REP	Campbell	6/3/2014	
Voter Info	Edit Voter	Absentee	Voter History	Validate	Imaging	Change Log	Notifications	Add To Race			

Elec Year	Election Name-Date	Elec Type	App Rec Date	Bal Sent Date	Bal Rec Date	UOCAVA Email	County	Bal Type	Ballot Mailing Address	Rejected	
2014	2014 Primary Election	Primary	04/09/2014	04/09/2014	04/09/2014		Campbell	Absentee in Person			Dymo Delete Edit

Also, now that you have marked the voter's ballot as received, they are now marked as VOTED in their Voter Info tab (red box). They won't be able to vote again, and they will show as voted in your reports. Also, if you print an election pollbook, the pollbook will state that they have already voted absentee for that election.

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	
507647	<Johnson, Bonnie Q>	00948981		11/19/1946	67	2/22/2012	Active	REP	Campbell	
Voter Info	Edit Voter	Absentee	Voter History	Validate	Imaging	Change Log	Notifications	Add To Race		

Close	Dymo Label	Absentee Request	Vote In Person VOTED 4/9/2014
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Residence Address	City	State	Zip	County
611 Tower St NW	Herreid	SD	57632	Campbell
Mailing Address	City	State	Zip	
611 Tower St NW	Herreid	SD	57632	
Personal Email	Telephone	Split		
	(605) 889-2303	16000305		<input type="checkbox"/> Poll Worker Int
Original Reg. Date	Notes:			
10/5/2000				
Source of Registration				
In person at Auditor office				

Code	Name
5	Fifth Judicial Circuit
3	Campbell-3
23	Dist-23
32	Herreid
3	Precinct-3
10-1	Herreid School District 10-1
23	Dist-23
3	Herreid Ward-3

Name	Address
Herreid Senior Citizens Center	202 Main St

Ballot	Date
Primary Republican	06/03/20

That is how to process in-person absentee voters. Next, we will talk about how to process mail-in absentee requests.

Processing Mail-In requests:

If you receive an absentee request by mail, pull up the voter and click on the “Absentee Request” button (red box).

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County
592886	Cloud, Randall Dean	01427340		05/21/1947	66	7/23/2013	Active	REP	Campbell

Voter Info	Edit Voter	Absentee	Voter History	Validate	Imaging	Change Log	Notifications	Add To Race
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Close	Dymo Label	Absentee Request	Vote In Person	Primary 6/3/2014
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Residence Address	City	State	Zip	County
610 C Ave	Pollock	SD	57648-2419	Campbell
Mailing Address	City	State	Zip	
PO BOX 34	POLLOCK	SD	57648-0034	
Personal Email	Telephone	Split		
	(605) 889-2838	16000202		<input type="checkbox"/> Poll Worker Int
Original Reg. Date	Notes:			
7/23/2013				
Source of Registration				
Driver Licensing				

Code	Name
5	Fifth Judicial Circuit
2	Campbell-2
23	Dist-23
48	Pollock
2	Precinct-2
62-6	Mobridge-Pollock School District 62-6
23	Dist-23
1	School District Polling Place

Name	Address
Pollock Visitors Center	119 Main St

Ballot	Date
Primary Republican	06/0

Immediately, you will be directed to the screen where you can type in the information from their absentee ballot request form.

Year	Date Received	Election	UOCAVA Email	Primary Ballot	Employee	Request Source	UOCAVA Type
No records to display.							

Application for Absentee Ballot Campbell County, South Dakota

Calendar Year for Request: 2014

<input type="checkbox"/> Check All	<input type="checkbox"/> General	<input type="checkbox"/> Primary	<input type="checkbox"/> Municipal	<input type="checkbox"/> School	<input type="checkbox"/> Any Other	<input type="checkbox"/> FWAB	<input type="checkbox"/> FPCA	UOCAVA Type: [Dropdown]	UOCAVA Email: [Text]
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#1. Click which ballots they are requesting.

#2. Check the address where the ballot needs to be sent.

My printed name as it appears on the voter registration list is: **Randall Cloud**
My voter registration residence address is: **610 C Ave Pollock**

#3. Click “Submit and Process Absentee”.

Mail my ballot to address:	PO BOX 34	City:	POLLOCK	ST:	SD	Zip:	57648-0034
Foreign:	[Text]						
Country:	[Text]						
Daytime Phone:	(605) 889-2838						

Submit and Process Absentee

Submit for Batch Processing

Date	Type	Print	Scan
No records to display.			

Green circle: Automatically, TotalVote will fill in the voter’s mailing address for you. However, if the voter wants the ballot sent **somewhere other than** their listed mailing address, you can edit the mailing fields.

If the request is a FWAB or FPCA, check the applicable box. Also, if the request is a UOCAVA request, select the appropriate type and the voter’s email address so the military voter can receive their ballot electronically.

Immediately, you are directed to the scan page, so you can quickly scan the absentee request into your voter's file. If you do not scan this image right away, it will show up in your Home queue as a "Document To Be Scanned".

Navigation: |< < 0 > >| Preview Mode 1X1
Buttons: Remove Selected Images, Remove All Images
Message: [Text Area]
Custom Scan:
Select Source [Dropdown]
 Duplex (Both Sides)
 Automatic Document Feeder
 Discard Blank Images
Pixel Type: B&W Gray Color
Resolution: [Dropdown]
Scan and edit the form before uploading.
Scan and Edit
Scan and upload the form in one step.
Scan and Upload
Image Notes: [Text Area]

After you have scanned in the absentee request, you can now print the absentee labels.

Must Have Dymo Printer Installed to Print Labels [Close]

If the mailing address requested by the Voter isn't listed, just type it into either section below and then choose that section for printing of labels. (Students and Snowbirds are typical voters for this option)

MAILING
Large Voter Label With Barcode & Small:
Mailing Labels (Red box)

Labels: 1 (Red circle) [Mailing Address Label] (Blue box)

Voter Mailing Address
Cloud, Randall Dean
PO BOX 34
POLLOCK SD 57648-0034

Voter Residence Address
Cloud, Randall Dean
610 C Ave
Pollock SD 57648-2419

Labels: 1 (Red circle) [Election & Barcode Label] (Green box) # Labels: 2 (Red circle) [County Address Label] (Orange box)

Election and Barcode Info
2 CAMPBELL County
Primary 06/03/2014
BALLOT: REP Primary Republican
Absentee Seq. #: 1-183782

County Address
CAMPBELL COUNTY AUDITOR
PO BOX 37
MOUND CITY SD 57646-0037

On this page, there are several different types of labels:

green box = The large label that will be attached to the outside of the ballot envelope that will be returned to your office

blue box = The ballot mailing address

orange box = Your own County's return mailing address

You can either print these off *individually* by clicking the grey buttons, OR you can set the overall number of labels you want in the **red circles** and click the top "Mailing Labels" button (**red box**) to print out your desired amount for each label on the screen.

When finished, click the “Close” button on that page. You will be redirected to the voter’s Absentee tab, where you can see the request you just processed. Since this was a mailed request, you will see that just the “Application Received Date” and “Ballot Sent Date” are filled in. The “Ballot Received Date” won’t appear until after the ballot has been returned to your office and processed (**red box**).

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
592886	<Cloud, Randall Dean >	01427340		05/21/1947	66	7/23/2013	Active	REP	Campbell		
Voter Info	Edit Voter	Absentee	Voter History	Validate	Imaging	Change Log	Notifications	Add To Race			

Current Absentee Requests

+ Add new record												Refresh	
Elec Year	Election Name-Date	Elec Type	App Rec Date	Bal Sent Date	Bal Rec Date	UOCAVA Email	County	Bal Type	Ballot Mailing Address	Rejected			
2014	2014 Primary Election	Primary	04/09/2014	04/09/2014			Campbell	Absentee Mail	PO BOX 34, POLLOCK SD 57648-0034				Dymo Delete Edit

Queued Absentee Requests

Past Absentee Requests

Again, FYI: if you were to bring up that voter’s record, it will show have their “Vote In Person” button deactivated, and it will show that a ballot was sent to them, and the date the ballot was sent (**purple box**).

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	
592886	<Cloud, Randall Dean >	01427340		05/21/1947	66	7/23/2013	Active	REP	Campbell	
Voter Info	Edit Voter	Absentee	Voter History	Validate	Imaging	Change Log	Notifications	Add To Race		

Close	Dymo Label	Absentee Request	Vote In Person	Ballot Sent 4/9/2014
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Residence Address	City	State	Zip	County
610 C Ave	Pollock	SD	57648-2419	Campbell
Mailing Address	City	State	Zip	
PO BOX 34	POLLOCK	SD	57648-0034	
Personal Email	Telephone	Split		
	(605) 889-2838	16000202	<input type="checkbox"/> Poll Worker Int	
Original Reg. Date	7/23/2013			
Source of Registration	Driver Licensing			
Notes:				

Code	Name
5	Fifth Judicial Circuit
2	Campbell-2
23	Dist-23
48	Pollock
2	Precinct-2
62-6	Mobridge-Pollock School District 62-6
23	Dist-23
1	School District Polling Place

Name	Address
Pollock Visitors Center	119 Main St

Ballot	Date
Primary Republican	06/03/20:

As before, you can continue to track of all your Absentee Requests right from your Home Queue:

Home Queue

TO DO:

Action	Number	Print
> Documents to be Scanned	1	List

Notices:

Action	Number	Print
> Unsent Notices - Felony	1	List

FYI:

Action	Number	Print
> Absentee Requests - 2014 Primary Election	2	List

Voter Link	Voter ID	Name	Residence Address	City	Zip	DOB	DL #	Status	County
Select	592886	Cloud, Randall Dean	610 C Ave	Pollock	57648-2419	05/21/1947	01427340	Active	Campbell
Select	507647	Johnson, Bonnie Q	611 Tower St NW	Herreid	57632	11/19/1946	00948981	Active	Campbell

> Merges Originating in This County 1 List