

# Absentee Voting

TotalVote is designed to easily allow you to process both in-person absentee voters and voters that request their absentee ballot by 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. If the proper election is not selected, please refer to **Chapter 7: Creating an Election, Adding Candidates and Ballot Questions and Creating Ballots** to either create or choose an election. Then search for the voter that will be voting in-person absentee.

Once absentee voting has begun for the election that is selected in the upper right-hand corner, the **Vote In Person** button (red box) will become activated on every voter's **Voter Info** tab (green box) in your county.

The screenshot shows the TotalVote web application interface. At the top, it displays the Secretary of State's name, Shantel Krebs, and a 'TEST' button. The user is logged in as 'Hi brandon ! Hughes' with 10,938 Active Voters for the Primary Election on 6/7/2016. A search bar is present with fields for Last Name, First Name, and Bar Code/Voter ID. Below the search bar, a table lists voter information for Brandon Claire Johnson (Voter ID: 465710). The 'Voter Info' tab is selected and highlighted in green. The 'Vote In Person' button is highlighted in red. The 'Absentee Request' section shows the voter's residence and mailing addresses in Pierre, SD, and the election date as Primary 6/7/2016. A table of polling places is highlighted in blue, and a table of ballot styles is highlighted in orange.

District Name	Code
Sixth Circuit	6
District 24	24
Pierre City	815
<b>Precinct-31</b>	<b>31</b>
Pierre School District 32-2	322
District 24	24

Polling Place	Address	City	State	Instructions
Blunt City Hall	208 N. Main	Blunt	SD	Vote Center 5
Faith Lutheran Church	714 N. Grand	Pierre	SD	Vote Center 1
Harrold City Auditorium	206 S. Nixon	Harrold	SD	Vote Center 6

Ballot	Date	Election
Republican	06/07/2016	Primary

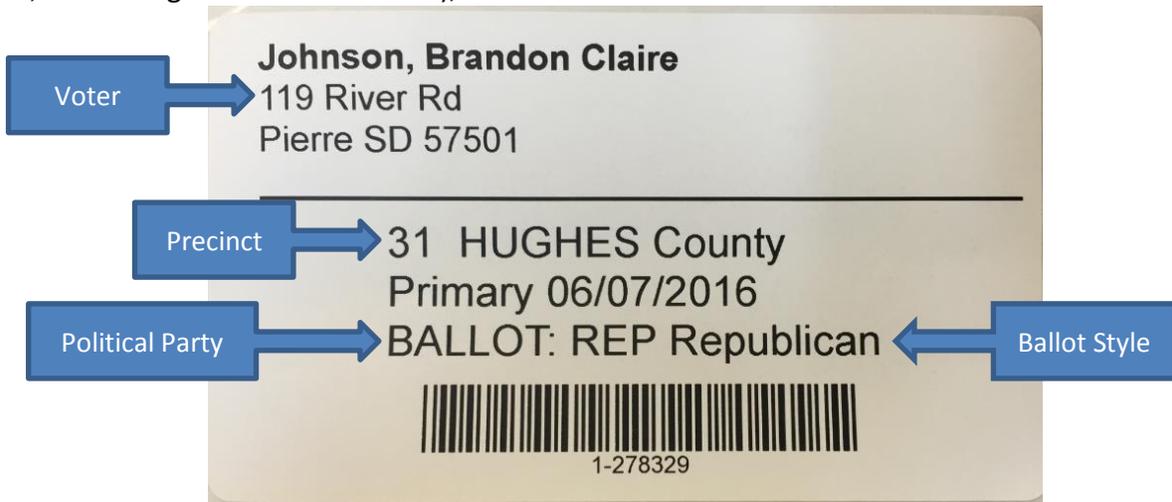
Next to the **Vote In Person** button will be the election (i.e. Primary 6/7/2016) for which absentee voting has begun. This election and date should match the election that is selected in the upper right-hand corner of the screen. A few other items on the screen to notice are the polling place (blue box) and ballot style (orange box) that each voter is linked to. In this example, Hughes County is using Vote Centers so any voter in the county can vote at any Vote Center. If your county does not use Vote Centers, only one polling place should be displayed.

When the voter is ready to vote, click the **Vote In Person** button. You will arrive on this screen.

By clicking the **Vote In Person** button, the Application Received Date and the Ballot Sent Date for the voter have already been populated with today’s date in that voter’s **Absentee** tab. We will review the **Absentee** tab later on in this chapter. If you wish to mark the ballot received and populate the Ballot Received Date for that voter, click the “Mark Ballot Received” checkbox. You do not need to check this box. We will review how to check the ballot in and mark the ballot received a little later in this chapter. If you do not wish to mark the ballot received right away, click the **Process** button.

You will then be directed to the below page where you can print the label that will be attached to the outside of the voter’s absentee 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 labels so the voter can return their ballot to you.

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 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.

Elec Year	Election Name-Date	Elec Type	App Rec Date	Bal Sent Date	Bal Rec Date	UOCAVA Email	County	Absentee Type	Ballot Mailing Address	Rejected	Employee
2015	2016 Primary Election	Primary	09/15/2015	09/15/2015			Hughes	Absentee in Person			Brandon Johnson

You can see on the voter’s **Absentee** tab, the Application Received Date and the Ballot Sent Date have been populated with today’s date. This tab also reflects the Election Year, Election Name – Date, Election Type, UOCAVA e-mail, County, Absentee Type, Ballot Mailing Address, Rejected and the Employee who processed the absentee request.

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.

SECRETARY OF STATE  
Shantel Krebs

Hi brandon ! [ Log Out ]  
Hughes  
10,938 Active Voters  
Primary Election - 6/7/2016

TEST

Home Voter Reports Elections County Utilities

Quick Search [ ] [ ] [ ] Go

Last Name First Name Bar Code/Voter ID

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
465710	Johnson, Brandon Claire	01168212		06/15/1981	34	6/8/2011	Active	REP	Hughes	6/7/2016	

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 9/15/2015**

Residence Address: 119 River Rd, Pierre, SD 57501, Hughes  
 Mailing Address: 119 River Rd, Pierre, SD 57501  
 Email: [ ] Telephone: (605) 280-8701 Split: 36003101 Poll Worker  
 Original Reg. Date: 10/23/2006 SM ID: 23493  
 Source of Registration: In person at Auditor office Notes: [ ]

District Name	Code
Sixth Circuit	6
District 24	24
Pierre City	815
<b>Precinct-31</b>	<b>31</b>
Pierre School District 32-2	322
District 24	24

Polling Place	Address	City	State	Instructions
Blunt City Hall	208 N. Main	Blunt	SD	Vote Center 5
Faith Lutheran Church	714 N. Grand	Pierre	SD	Vote Center 1
Harrold City Auditorium	206 S. Nixon	Harrold	SD	Vote Center 6

Ballot Date Election  
Republican 06/07/2016 Primary

When you get the ballot back, you will use your Motorola hand scanner to scan the barcode on the large 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 (**green** box below). Scan the barcode. When the barcode is read, you will be directed to the page below.

SECRETARY OF STATE  
Shantel Krebs

Hi brandon ! [ Log Out ]  
Hughes  
10,938 Active Voters  
Primary Election - 6/7/2016

TEST

Home Voter Reports Elections County Utilities

Quick Search [ ] [ ] [ ] Go

Last Name First Name Bar Code/Voter ID

### Ballot Check-In

ElecYear	ElecType	AppRecDate	BalSentDate	BalRecDate	UOCAVAEmail	County	Name	Status
2015	Primary	09/15/2015	09/15/2015			Hughes	Brandon Johnson	Active

Ballot Received Date: 9/15/2015

Rejected [ ]

Click Submit to Record the Date the Absentee Ballot was Received

Submit Close

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  
Shantel Krebs

Hi **brandon** | [ Log Out ]  
Hughes  
10,938 Active Voters  
Primary Election - 6/7/2016

TEST

Home Voter Reports Elections County Utilities

Quick Search Last Name First Name Bar Code/Voter ID Go

**Ballot Check-In**

ElecYear	ElecType	AppRecDate	BalSentDate	BalRecDate	UOCAVAEmail	County	Name	Status
2015	Primary	09/15/2015	09/15/2015			Hughes	<a href="#">Brandon Johnson</a>	Active

Ballot Received Date:

Rejected:

Click Submit to Record the Date the Absentee Ballot was Received

Submit Close

To proceed, simply click the **Submit** button to accept the ballot and mark it as "Received".

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

**Ballot Check-In**

ElecYear	ElecType	AppRecDate	BalSentDate	BalRecDate	UOCAVAEmail	County	Name	Status
2015	Primary	09/15/2015	09/15/2015	09/15/2015		Hughes	<a href="#">Brandon Johnson</a>	Active

Ballot Received Date:

Rejected:

Click Submit to Record the Date the Absentee Ballot was Received

**Absentee Ballot Marked RECEIVED 9/15/2015**

Submit Close

You can click the **Close** button to leave this page and return to your Home Screen when you are finished.

Immediately, you will see that you have a new Queue item down in your FYI section called "Absentee Requests – 2016 Primary Election". It will contain the record that you just processed. This is where you can easily track your processed absentee requests.

FYI: Refresh

Action	Number	Print										
▼ Absentee Requests - 2016 Primary Election	1	List										
▼												
Collaps	Voter Link	Voter ID	Name	Residence Address	City	Zip	DOB	DL #	Status	County	Party	Date Added/Updated
Select		465710	Johnson, Brandon Claire	119 River Rd	Pierre	57501	1981		Active	Hughes	REP	9/15/2015 10:52:05 AM

If you were to click on that voter again, you can see that their ballot has been processed in their **Absentee** tab (blue 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 Absentee type.

SECRETARY OF STATE  
Shantel Krebs

Hi brandon ! [ Log Out ]  
Hughes  
10,938 Active Voters  
Primary Election - 6/7/2016

Home Voter Reports Elections County Utilities

Quick Search [ ] [ ] [ ] [ Go ]

Voter ID: 465710 | Name: Johnson, Brandon Claire | DL#: [ ] | SSN: [ ] | DOB: 1981 | Age: 34 | Last Reg Date: 6/8/2011 | Status: Active | Party: REP | County: Hughes | Last Voted: 6/7/2016

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

**CURRENT ABSENTEE REQUESTS**

Elec Year	Election Name-Date	Elec Type	App Rec Date	Bal Sent Date	Bal Rec Date	UOCAVA Email	County	Absentee Type	Ballot Mailing Address	Rejected	Employee			
2015	2016 Primary Election	Primary	09/15/2015	09/15/2015	09/15/2015		Hughes	Absentee in Person			Brandon Johnson	Dymo	Delete	Edit

Queued Absentee Requests [ ]  
Past Absentee Requests [ ]

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 Registration List, the Registration List will state that they have already voted absentee for that election.

SECRETARY OF STATE  
Shantel Krebs

Hi brandon ! [ Log Out ]  
Hughes  
10,938 Active Voters  
Primary Election - 6/7/2016

Home Voter Reports Elections County Utilities

Quick Search [ ] [ ] [ ] [ Go ]

Voter ID: 465710 | Name: Johnson, Brandon Claire | DL#: [ ] | SSN: [ ] | DOB: 1981 | Age: 34 | Last Reg Date: 6/8/2011 | Status: Active | Party: REP | County: Hughes | Last Voted: 6/7/2016

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

**Vote In Person** VOTED 9/15/2015

Close Dymo Label Absentee Request

Residence Address: 119 River Rd, Pierre, SD, 57501, Hughes  
Mailing Address: 119 River Rd, Pierre, SD, 57501  
Email: [ ] Telephone: (605) 280-8701  
Original Reg. Date: 10/23/2006  
Source of Registration: In person at Auditor office

City: Pierre | State: SD | Zip: 57501 | County: Hughes  
City: Pierre | State: SD | Zip: 57501 | Split: 36003101 | Poll Worker [ ]  
SM ID: 23493

District Name | Code  
Sixth Circuit | 6  
District 24 | 24  
Pierre City | 815  
**Precinct-31** | **31**  
Pierre School District 32-2 | 322  
District 24 | 24

Polling Place | Address | City | State | Instructions  
Blunt City Hall | 208 N. Main | Blunt | SD | Vote Center 5  
Faith Lutheran Church | 714 N. Grand | Pierre | SD | Vote Center 1  
Harrold City Auditorium | 206 S. Nixon | Harrold | SD | Vote Center 6

Ballot: Republican | Date: 06/07/2016 | Election: Primary

## PROCESSING ABSENTEE REQUESTS

If you receive an absentee request from a voter who wishes to have their ballot sent to them by mail or electronically (UOCAVA voters only), go to the Voter Info tab for that voter. Click the Absentee Request button (red box).

**SECRETARY OF STATE**  
Shantel Krebs

Hi **brandon** ! [ Log Out ]  
Hughes  
10,938 Active Voters  
Primary Election - 6/7/2016

Home Voter Reports Elections County Utilities

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

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
483126	Aadland, Emily Morgan			1985	29	9/9/2015	Inactive	IND	Hughes	11/6/2012	

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

**Absentee Request** (highlighted in red)

Close Dymo Label Absentee Request Vote In Person Primary 6/7/2016

Residence Address: 610 W Pleasant Dr, Pierre, SD 57501, Hughes

Mailing Address: 610 W PLEASANT DR, PIERRE, SD 57501-1820

Email: (605) 222-0323

Original Reg. Date: 10/26/2011

Source of Registration: Driver Licensing

Notes:

State: SD, Zip: 57501, County: Hughes

City: PIERRE, State: SD, Zip: 57501-1820

Telephone: (605) 222-0323, Split: 36002901, SM ID: 23458

Poll Worker

District Name	Code
Sixth Circuit	6
District 24	24
Pierre City	815
<b>Precinct-29</b>	<b>29</b>
Pierre School District 32-2	322
District 24	24

Polling Place	Address	City	State	Instructions
Blunt City Hall	208 N. Main	Blunt	SD	Vote Center 5
Faith Lutheran Church	714 N. Grand	Pierre	SD	Vote Center 1
Harrold City Auditorium	206 S. Nixon	Harrold	SD	Vote Center 6

Ballot: Democrat (06/07/2016), Non-political (06/07/2016)

You will be directed to the below screen where you can type in the information from their Absentee Ballot Application Form.

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

**Application for Absentee Ballot Hughes County, South Dakota**  
Calendar Year for Request: 2015

[Return to Voter](#) If you are registered as an independent and are requesting a primary ballot, you may have a choice of ballots. Please check one of the following:  Non-Political ballot or  Democratic Party ballot

Check All Close

General  
 Primary  
 Municipal  FWAB  
 School  FPCA  
 Any Other

UOCAVA Type:   
UOCAVA Voter Email:

Submit and Process Absentee Submit for Batch Processing

Delete Click to Delete this Voter's Records from Request Queue

My printed name as it appears on the voter registration list is: **Emily Aadland**  
My voter registration residence address is: **610 W Pleasant Dr Pierre**

Foreign Address

Mail my ballot to address: 610 W PLEASANT DR Changes Needing Proof

City: PIERRE  
ST: SD  
Zip: 57501-1820  
Foreign:   
Country:   
Daytime Phone: (605) 222-0323

Click which election(s) the voter is requesting an absentee ballot for (**blue** box). Then check the address where the voter would like the ballot to be sent. 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 (**green** box). If the request is a Federal Write-in Absentee Ballot (FWAB) or a Federal Post Card Application (FPCA), check the applicable box (**purple** box). Also, if the request is from a UOCAVA voter, select the appropriate type and enter the voter’s email address if the UOCAVA voter requested their ballot to be sent to them electronically (**orange** box).

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

### Application for Absentee Ballot Hughes County, South Dakota

Calendar Year for Request: **2015**

[Return to Voter](#) If you are registered as an independent and are requesting a primary ballot, you may have a choice of ballots. Please check one of the following:  Non-Political ballot or  Democratic Party ballot Close

Check All

General

Primary

Municipal

School

Any Other

FWAB

FPCA

UOCAVA Type:

UOCAVA Voter Email:

Click to Delete this Voter's Records from Request Queue

My printed name as it appears on the voter registration list is: **Emily Aadland**

My voter registration residence address is: **610 W Pleasant Dr Pierre**

Foreign Address

**Mail my ballot to address:**  Changes Needing Proof

**City:**

**ST:**

**Zip:**

**Foreign:**

**Country:**

**Daytime Phone:**

For this example, the voter is registered Independent and therefore, may choose to receive a Democrat ballot or a Non-political ballot (if available). Select the ballot that the voter requested.

#### Submit and Process Absentee

- Application Received Date and Ballot Sent Date will populate with the date the request is entered.
- If the request is from a UOCAVA voter and they wish to receive their ballot electronically, an e-mail will be immediately sent to the voter which will allow the voter to access their ballot.
- This button is only activated during the absentee voting period.

**Submit for Batch Processing**

- Places the request in a queue to be processed at a later date.
- Application Received Date is populated with the date in which the request was entered.

Once you have selected either **Submit and Process Absentee** or **Submit for Batch Processing**, you will be directed to the scan page to quickly scan the absentee request in for that voter. If you do not scan this document right away, this voter will show up in your Home Screen in the “Document To Be Scanned” queue. After you have scanned the absentee request in, you will be directed to that voter’s **Imaging** tab to show that the request scanned.

The next step in the absentee request process is to print your absentee labels. There are two ways to do this. If you selected **Submit and Process Absentee**, go to the voter’s **Absentee** tab and click the Dymo button (red box). If you selected **Submit for Batch Processing**, we will discuss this later in the chapter.

The screenshot shows the Secretary of State website for Shantel Krebs. It includes a navigation menu, a search bar, and a voter profile for Emily Morgan Aadland. The 'CURRENT ABSENTEE REQUESTS' table is highlighted, showing a request for the 2016 Primary Election with a 'Dymo' button circled in red. Below it is a 'Queued Absentee Requests' table with four entries for various election types (General, Municipal, Other, School) for Brandon Johnson.

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	County	Last Voted	Go to Scan Page
483126	Aadland, Emily Morgan	01151102		11/14/1983	29	09/9/2015	Inactive	IND	Hughes	11/6/2012	

Elec Year	Election Name-Date	Elec Type	App Rec Date	Bal Sent Date	Bal Rec Date	UOCAVA Email	County	Absentee Type	Ballot Mailing Address	Rejected	Employee		
2016	2016 Primary Election	Primary	09/16/2015	09/16/2015			Hughes	Absentee Mail	610 W PLEASANT DR, PIERRE SD 57501-1820		Brandon Johnson	Dymo	Delete Edit

Elec Year	App Rec Date	Elec Type	UOCAVA Email	Primary Ballot Type	Employee	Absentee Type	UOCAVA Type	Ballot Address	City	State	Zip	Foreign	Status	
2015	09/16/2015	General			Brandon Johnson	Absentee Mail		610 W PLEASANT DR	PIERRE	SD	57501-1820		Queue	Edit
2015	09/16/2015	Municipal			Brandon Johnson	Absentee Mail		610 W PLEASANT DR	PIERRE	SD	57501-1820		Queue	Edit
2015	09/16/2015	Other			Brandon Johnson	Absentee Mail		610 W PLEASANT DR	PIERRE	SD	57501-1820		Queue	Edit
2015	09/16/2015	School			Brandon Johnson	Absentee Mail		610 W PLEASANT DR	PIERRE	SD	57501-1820		Queue	Edit

The Absentee tab also displays all absentee requests that are Current, Queued, or Past.

After clicking on the Dymo option, you will get to the labels 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.

**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

# Labels 1 Mailing Address Label

**Voter Mailing Address**

Aadland, Emily Morgan  
610 W PLEASANT DR  
PIERRE SD 57501-1820

**Voter Residence Address**

Aadland, Emily Morgan  
610 W Pleasant Dr  
Pierre SD 57501

# Labels 1 Election & Barcode Label # Labels 2 County Address Label

**Election and Barcode Info**

29 HUGHES County  
Primary 06/07/2016  
BALLOT: DEM Democrat  
Absentee Seq. #: 1-278330

**County Address**

HUGHES FINANCE OFFICER  
104 E CAPITOL AVE  
PIERRE SD 57501-2591

When finished, click the **Close** button at the top of the page and you will be back to that voter's **Absentee** tab.

## PROCESS BATCH ABSENTEES

For all of the absentee requests that were entered in which you selected **Submit for Batch Processing**, you will handle these from the **Process Batch Absentees** page (accessed by the **County Utilities** drop-down menu, and selecting **Process Batch Absentees**.)

The screen is split into three sections: Records Queued for Processing, Batch Records Print Pending, and Batch Records Printed.

The Records Queued for Processing section shows the voters, for each election, that are queued for processing. You would have selected **Submit for Batch Processing** for each of these voters on the **Absentee Request** screen. Directly below the list of elections is the election and date that corresponds to the election selected in the upper right-hand corner of the screen. You cannot process absentees other than the election that is selected. Click the **Process** button (red box) to process these voters for the election.

Delete Remaining Requests  
Click here to delete all remaining queued requests

**Records Queued for Processing**

Election	Number
▶ General	6
▶ Municipal	6
▶ Other	6
▶ Primary	5
▶ School	6

General Nov 3 2015 6 records will be processed for selected election

**Process**

 Choose Election Then Process

**Batch Records Print Pending**

Election	Date Time	Total Count	Mail Count	Email Count	Batch ID
No records to display.					

Process Chose Batch Then Process to Create Mailing Labels and Emails and to Set Print Date and Sent Date

**Batch Records Printed**

Election	Total Count	Mail Count	Email Count	Date Printed	Date Sent	Batch ID
No records to display.						

The next section is the Batch Records Print Pending section that shows the current batch of absentees for the election that will be processed by total count, mail count, and e-mail count. This section also displays the time and date the batch was processed. You can do multiple batches for every election so this section helps determine how many ballots will be sent by mail and how many will be sent by e-mail for the current batch you are processing. Click **Process** to proceed.

**Batch Records Print Pending**

Election	Date Time	Total Count	Mail Count	Email Count	Batch ID
▶ General	9/16/2015 12:19:43 PM	6	5	1	585

General Sep 16 2015 12:19PM

**Process**

 Chose Batch Then Process to Create Mailing Labels and Emails and to Set Print Date and Sent Date

The Batch Records Printed section is where you will print your labels. In the example below, six total absentees were processed. Five voters requested their ballot to be sent via mail and one electronically. If absentee voting has already begun, as soon as you click **Process** in the Batch Records Print Pending section, the e-mails will be sent to the UOCAVA voters that requested their ballot to be sent electronically. If absentee voting has not begun, the e-mails will automatically be sent on the first day absentee voting begins.

Batch Records Printed											
	Election	Total Count	Mail Count	Email Count	Date Printed	Date Sent	Batch ID				
>	General	6	5	1	9/16/2015	9/16/2015	585	<a href="#">View Proof List</a>	<a href="#">Print Avery Mailing</a>	<a href="#">Print Avery Shipping</a>	<a href="#">Print Dymo</a>

To print labels, select: **Print Avery Mailing, Print Avery Shipping** or **Print Dymo**. All three options will produce a different result.

**Print Avery Mailing \* recommended**

- Generates a report that lists the mailing address for all of the absentee voters that were just processed in the current batch.
- Uses Avery 5160 labels that have three columns of labels (30 per sheet).

**Print Avery Shipping**

- Generates a report that lists the return mailing addresses for the voters that were just processed in the current batch and the election barcode label that will go on the return absentee envelope.
- Uses Avery 5163 that have two columns of labels (10 per sheet).

**Print Dymo**

- Prints all labels required using your Dymo printer. **Note: This method should only be used for a small batch (10 or fewer).**

The **View Proof List** button will display a report that lists all of the voters that were just processed so you may proof against the labels that were printed.

Once a batch has been processed, the voters that were processed will be removed from the list in the Records Queued for Processing section. The screen shot below shows that there are no voters currently to process for the General Election.

Process Batch Absentees

Click here to delete all remaining queued requests

Records Queued for Processing	
Election	Number
> Municipal	6
> Other	6
> Primary	5
> School	6

0 records will be processed for selected election

Choose Election Then Process