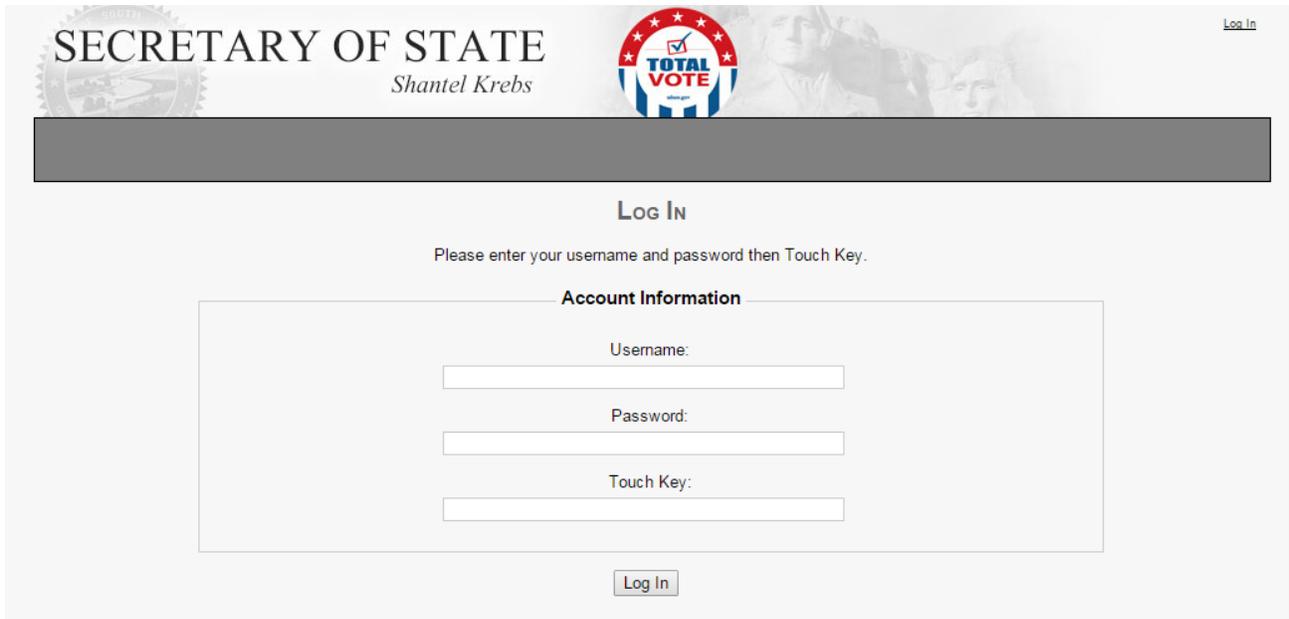


Logging In and the Home Screen

LOGGING IN

To log-in to TotalVote please enter <https://totalvote.sdsos.gov> in the address bar of your web browser. Once you have done that, you should see a screen like the one below.



SECRETARY OF STATE
Shantel Krebs

TOTAL VOTE

Log In

Log In

Please enter your username and password then Touch Key.

Account Information

Username:

Password:

Touch Key:

Log In

You will need three things to log-in to TotalVote that you will need to receive from the Secretary of State's office; a username, password and YubiKey authentication token (e-token).

An e-token is a second authentication method based on a unique physical token which cannot be duplicated or recorded, providing a credential based on something only an authorized user possesses. Used with a standard username and password, the e-token provides a strong, two-factor authentication to access TotalVote.

This e-token can be inserted into any USB port on your computer. Once you have inserted the e-token into a USB port, you will see a green dot flashing on the e-token. This means that the e-token is being installed on your computer and will be ready to use momentarily.



Once the e-token has been installed and the dot in the middle of the circle on the e-token is lit up green, you may enter your username, password and then touch the dot on the e-token.



If you do not see a green dot, please remove the e-token and try a different USB port. The e-token did not install correctly.

After you entered your username, password and touched your e-token, you should see a screen like the one below.

SECRETARY OF STATE
Shantel Krebs

TOTAL VOTE

Log In

LOG IN

Please enter your username and password then Touch Key.

Account Information

Username:
brandon

Password:
.....

Touch Key:
.....

Log In

You do not need to click on the “Log In” button. By simply touching the green dot on the e-token, you will be logged in.

Once you have successfully logged in, you should see your county’s Home Screen.

HOME SCREEN

The Home Screen is divided into three sections; TO DO, Notices and FYI. Each section plays a different role in TotalVote and should be treated differently. Next to each item, there is an arrow, click the arrow to display the voters related to the section.

DEFINITIONS

**This section explains each queue item of the Home Screen. Details on each queue item will be explained in their appropriate user manual.*

TO DO

The TO DO section is the most important section of the Home Screen. This section displays action items that need to be handled **as soon as possible**.

The screenshot shows the Secretary of State's Home Screen. At the top, it displays the Secretary of State's name, Shantel Krebs, and a "TEST" button. Below this is a navigation menu with options: Home, Voter, Reports, Elections, and County Utilities. A search bar is present with fields for Last Name, First Name, and Bar Code/Voter ID, and a "Go" button. The main content area is titled "Home Screen" and contains a "TO DO:" section with a table of action items.

Action	Number	Print		
> Confirmation Notices - Over 30 days	182	List		<input type="button" value="Update All"/>
> Deaths	0	List		
> DL New	19	List		
> DL Update	43	List		
> Documents to be Scanned	19	List		

Confirmation Notice – Over 30 days

Displays voters that have been sent a Confirmation Notice at least 30 days ago and have not responded. By clicking on Update, the voter will be moved to status of Inactive and the Last Registration Date will be changed to today's date. To simply update the voter to a status of Inactive and update the Last Registration Date to today's date, click on Update.

Deaths

Displays voters that the Department of Health – Vital Statistics has recorded as deceased. Refer to the ***Felony Match, Deaths, Review – DL and SSN*** user manual for more details.

DL New

Displays voters who have recently registered to vote at a Driver's License Exam Station.

DL Update

Displays voters who have recently updated their voter registration at a Driver's License Exam Station.

Documents to be Scanned

Displays voters who need documents scanned and uploaded to support a recent edit, update or change to their voter registration record (i.e. New Voter Registration Form entered, Absentee Ballot Application Form processed, etc.).

Felony Match

Displays voters who have been recorded by the Unified Judicial System as recently being convicted of a felony. Refer to the ***Felony Match, Deaths, Review – DL and SSN*** user manual for more details.

Merges Destined for This County

Displays voters that are registered in both your county and another county and the other county is attempting to merge their voter with a voter in your county. Please refer to the ***Possible Duplicates and List Maintenance*** manual to see how these merges occur.

Missing Splits

Displays voters that are registered but do not have an appropriate split assigned to them.

Possible Duplicates

Displays voters that are registered in your county but have a possible duplicate voter registration in another county. Please refer to the ***Possible Duplicates and List Maintenance*** user manual for more details.

Questionable Data

Displays voters that have been flagged by the Secretary of State's office as having something in their voter record that may be incorrect.

Returned Notices to be Scanned

Displays voters that had a notice sent to them, but it was returned undeliverable and should be scanned in for proper documentation.

Review – DL

Displays voters who have been recently registered or updated and have been flagged by Driver's Licensing as having incorrect information entered (i.e. drivers license number does not match, birthdate does not match, etc.). For more details, please refer to the ***Felony Match, Deaths, Review – DL and SSN*** user manual.

Review – SSN

Displays voters who have been recently registered or updated and have been flagged by the Social Security Administration as having incorrect information entered (i.e. last four numbers of the social security number do not match, birthdate does not match, etc.). For more details, please refer to the ***Felony Match, Deaths, Review – DL and SSN*** user manual.

Voter History from Other Counties

Displays voters who have recently voted in an election (i.e. school district or municipality that crosses multiple county borders) that contains more than one county and the county auditor in another county updated the voter history for your voter for that election.

Voters Moved Out of County

Displays voters who are registered in your county but have recently registered to vote in another county.

Notices

The Notices section displays voters that have a particular notice assigned to them that needs to be printed and sent to the voter. This section separates out the voters that have an unsent notice based on which notice needs to be sent. An Acknowledgement Notice should be received by the voter within 15 days of completing their Voter Registration Form.

Notices:				
	Action	Number	Print	
>	Unsent Notices - Acknowledgement	71	List	Batch Print
>	Unsent Notices - Address Verification	1	List	Batch Print
>	Unsent Notices - Confirmation	34	List	Batch Print
>	Unsent Notices - Felony	2	List	Batch Print
>	Unsent Notices - Felony Federal	0	List	
>	Unsent Notices - Invalid or Incomplete	1	List	
>	Unsent Notices - Potential Duplicate	0	List	

FYI

The FYI section displays information that is relevant to a voter but does not need immediate action.

FYI: <input type="button" value="Refresh"/>				
	Action	Number	Print	
>	Absentee Requests - 2015 Sioux Falls School	102	List	
>	DOB Missing	0	List	
>	Jurisdiction Match	0	List	
>	Merges Originating in This County	0	List	
>	Missing SM ID	0	List	
>	Outstanding Invalid or Incomplete Registrations	0	List	
>	Recent Streetmaster Change	0	List	
>	Recently Added or Updated	0	List	
>	Unregistered Under 18	0	List	

Absentee Request

Displays voters that have an absentee request entered for the election selected in the upper right-hand corner of the screen.

DOB Missing

Displays voters that do not have a date of birth entered.

Merges Originating in This County

Displays voters that are registered in your county and you are attempting to merge a voter from another county with a voter in your county.

Missing SM ID

Displays the voters that do not have a Street Master ID number assigned to them.

Outstanding Invalid or Incomplete Registrations

Displays the voters that were sent an Invalid or Incomplete Notice and you are awaiting followup.

Recent Street Master Change

Displays the voters that have been affected by a recent change in the Street Master (i.e. new street master segment added, current street master segment changed, etc.).

Recently Added or Updated

Displays the voters that have been recently added or updated in the last 72 hours.

Unregistered Under 18

Displays voters that you have entered that are not currently 18 years old and will be processed on their 18th birthday.

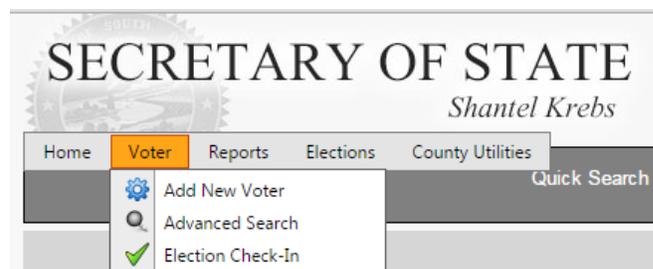
MENU BAR

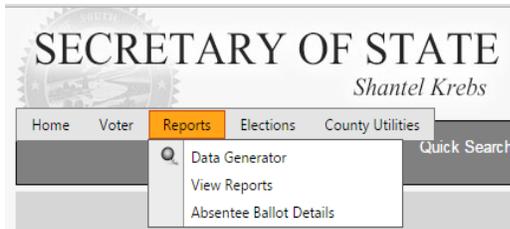
There are five options to choose from at the top Menu Bar: Home, Voter, Reports, Elections and County Utilities.



The Menu Bar will appear on every screen within TotalVote so no matter where you are, you can quickly navigate to another section. If you click on Home, you will be directed to the Home Screen.

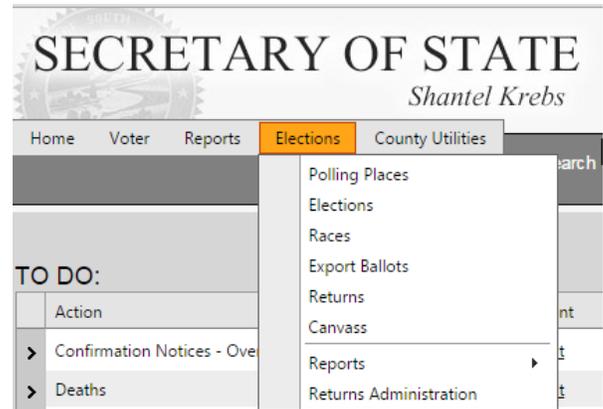
The **Voter** drop-down menu consists of three options: Add New Voter, Advanced Search and Election Check-In. To add a new voter, select **Add New Voter**. To search for a voter or for other information, select **Advanced Search**. To enter in voter history for an election, select **Election Check-In**.





The **Reports** drop-down menu also consists of three options: Data Generator, View Reports and Absentee Ballot Details. To search for a voter or other information, select **Data Generator**. To view a particular report, select **View Reports** and to view absentee ballot details for the election selected in the upper right-hand corner of the screen, select **Absentee Ballot Details**.

The **Elections** drop-down menu consists of eight options: Polling Places, Elections, Races, Export Ballots, Returns, Canvass, Reports and Returns Administration. To view the Polling Places in your county and to assign your precincts to your polling places, select **Polling Places**. To create an election or select an election, choose **Elections**. To view your races for an election, enter a ballot question or to create your ballots, select **Races**. To export your ballots to Seachange (ballot printing vendor) and release your election information to the Voter Information Portal, select **Export Ballots**. To enter in election returns on election night, select **Returns**. To view the canvass certificate and canvass report, select **Canvass**. To view the current list of candidates for an election, select **Reports** and then Current Candidates.



The **County Utilities** drop-down menu consists of many options. Under this menu, you manage your **County Officials** contact information, **Street Master**, **Splits (Manage Splits)** and Jurisdictions (**Manage Jurisdictions**). **Process Batch Absentees**, enter in who will receive a daily absentee file (**Absentee Emails**) and export any files for electronic pollbooks, if applicable (**Pollbook Management**). You will be able to process any **Possible Duplicates** from here and **Merge Voters** if necessary. You will conduct the **List Maintenance** process from here, search **Death Records**, **Batch Scan** and find all of the **User Manuals** for TotalVote from here as well.

Finally, the Menu Bar also consists of the Quick Search where you can quickly search for a voter by their Last Name, First Name or Voter ID.

The screenshot shows the top navigation area of the Secretary of State website. On the left, the text "SECRETARY OF STATE" is displayed in a large, serif font, with "Shantel Krebs" written below it in a smaller, italicized font. To the right of this text is a circular logo with a red border and white stars, containing a blue checkmark and the words "TOTAL VOTE" in red and blue. Further right, there is a navigation menu with links for "Home", "Voter", "Reports", "Elections", and "County Utilities". Below the menu is a "Quick Search" section with three input fields labeled "Last Name", "First Name", and "Bar Code/Voter ID", followed by a "Go" button. In the top right corner, there is a user greeting "Hi brandon ! [Log Out]", the name "Beadle", the text "10,347 Active Voters", and the date "Municipal Election - 4/14/2015".