

Adding a New Voter

Adding a new voter to your registration file begins with clicking on the **Add New Voter** link under the **Voter** drop-down menu near the top of your screen. You will then see a screen with empty text fields where you will enter all voter registration information as contained in the form you are processing. The fields that are marked with an asterisk (*) are required with the exception of either the Social Security Number (SSN) or Driver's License number (DL).

1. Step #1 for adding a new voter is **Enter Application Info**, beginning with **Registration Type**. The **Registration Type** drop-down menu contains lettered choices that correspond to the registration source codes in ARSD 5:02:03:18. Click on the drop-down bar and then key in the letter for the registration source a-h.

The screenshot shows the 'Add New Voter' form. The 'Source of Registration*' dropdown menu is open, displaying options A through H. A red circle highlights the dropdown menu and the '#1 Enter Application Info' button on the right. The form includes fields for Date of Birth*, Residence Address, Mailing Address, Party*, Telephone, Email, DL*, and SSN*. A 'Previous Information' section is also visible at the bottom.

2. The **Registration Status** defaults to Active. Next is the **Registration Date**. Please make sure to review this date as the deadline for voter registration nears. Refer to [SDCL § 12-4-6.1](#) if you have any questions on when the registration date should be.
3. When you are entering the **Date of Birth**, type in two digits each for the month, day and year. You do not have to type in the forward slash (/). For example, please refer to the image below. The Date of Birth is June 15, 1981.

Date of Birth*

061581

- When you are entering the last name, first name and middle name, you do not need to worry about capital letters. TotalVote will make the necessary changes and automatically update the first letter of each name to be uppercase. [For example, please see the image below]

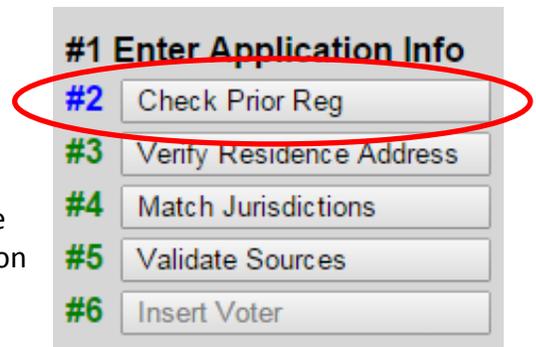


- Next, enter the **Residence Address**. When entering the address, you may type in exactly as the voter wrote their address. No punctuation is needed. For example, I entered the address below.

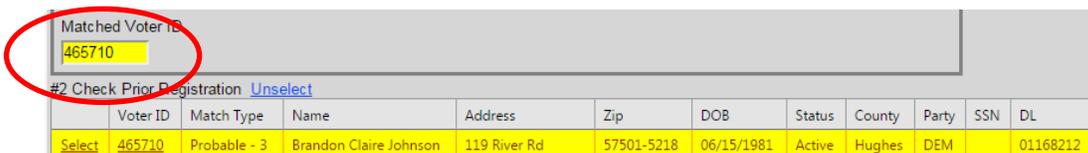


- Entering the **Mailing Address**. If the Mailing Address is different, uncheck the “Same as Residence” checkbox and enter the address. If not, please leave the Mailing Address fields blank. TotalVote will automatically fill in the Mailing Address with the Residence Address if the Mailing Address is blank.
- When entering the Political **Party**, please refer to the “Entering Party in TotalVote” document. If you do not have a copy, please contact our office.
- Enter the telephone number and the e-mail address, if there is one, and then enter either the SSN or DL.
- Enter in previous information, if applicable.

- After entering all applicable information for a new voter registration, on the right hand side of your screen, click on step #2, **Check Prior Registration**. Clicking this button will check the registration you are adding against the database of existing registrations on file. If the registration is new and no matches are found, you may move on to the next step.



- If potential matches are found against the existing registrations, they will appear in a box at the bottom of your screen, and you will have the choice of selecting a match by clicking on it; the **Matched ID** will now appear in the **Matched ID** field near the bottom of the screen, indicating you will match this registration to a prior one. If you did not intend to match to a prior registration, clear out the ID number in the Matched ID field by clicking Unselect.



	Voter ID	Match Type	Name	Address	Zip	DOB	Status	County	Party	SSN	DL
Select	465710	Probable - 3	Brandon Claire Johnson	119 River Rd	57501-5218	06/15/1981	Active	Hughes	DEM		01168212

12. Next click on #3, **Verify Addresses**, to standardize the addresses. If no **Mailing Address** is provided, TotalVote will utilize the **Residence Address**.

TotalVote matches these addresses to the U.S. Postal Service database to check if it is a valid address, normalizes them for consistency with the national database and indicates whether the **Residence Address** is **Residential** or **Business**. It is recommended that you keep the normalized addresses, but if there is a need to change them, it can be done by clicking on the individual address fields in the voter's record. The fields that are highlighted in yellow mean that TotalVote changed something within that field. For this example, the residence address was parsed and the +4 to the Zip Code was added.

User Manual

#1 Enter Application Info

#2 Check Prior Reg ✓

#3 Verify Residence Address ✓

#4 Match Jurisdictions

#5 Validate Sources

#6 Update Voter Record

OR

Insert as Invalid or Incomplete

Residence Results:

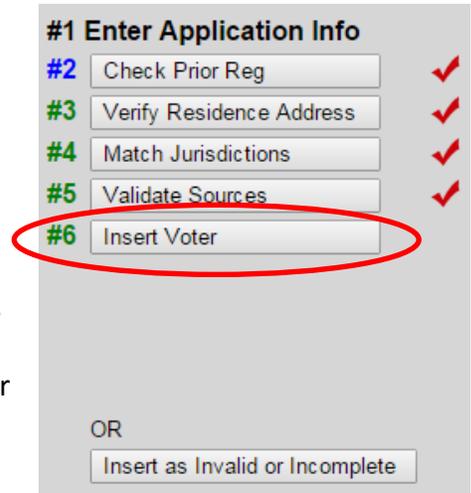
1. USPS Match
2. Address Zoning: Residential

Date of Birth*	Last*	First*	Middle	Suffix		
06/15/1981	johnson	brandon	Claire			
Residence Address*		City	State	Zip Code		
110 W Prospect Ave Apt C		Pierre	SD	57501-2052		
House #	Pre Dir	Street Name	Suffix	Post Dir	Apt Type	Apt #
110	W	Prospect	Ave		Apt	C
Mailing Address		City/Town	State	Zip		
110 W Prospect Ave Apt C		Pierre	SD	57501-2052		

13. Next click on #4, **Match Jurisdictions** or select the proper street segment below. This step will assign jurisdictions to the voter through a **Split** number assigned to the voter's residential address in your Street Master (**SM ID**). The numbers will appear in fields near the bottom of the screen. If you do not get a jurisdiction match, you may enter the **Split** manually and click the **Bypass Match** button. **This should only be done if there is no valid address that could be entered into the Street Master.**

Matched Voter ID	Split	SM ID								
465710	Pre-28 M-Pierre Sen-24 H-24 Sch-322 (36002801)	23475	Bypass Address							
Unselect #4 Match Jurisdictions										
Select	Range	Odd/Even	Pre Dir	Street	Street Type	Post Dir	City	Zip	Split	SM ID
Select	100 - 299		W	Prospect	Ave		Pierre	57501	36002801	23475

14. Move to #5 and click on the **Validate Sources** button. By clicking on this button, the program checks against death records, known felons and driver’s license records to make sure the information matches and is correct. If the person is a felon or has a death record, the record will be flagged so the employee can research further prior to inserting/updating the voter record. Please refer to the **Felony Match, Deaths, Review – DL & SSN** manual on how to process these voters. At this point in time, death records and felon checks will be matched instantaneously, but driver’s license and SSN checks are done nightly. If the DL or SSN checks flag anything, it will show up in the home queue under a Review – DL or Review – SSN the next day.



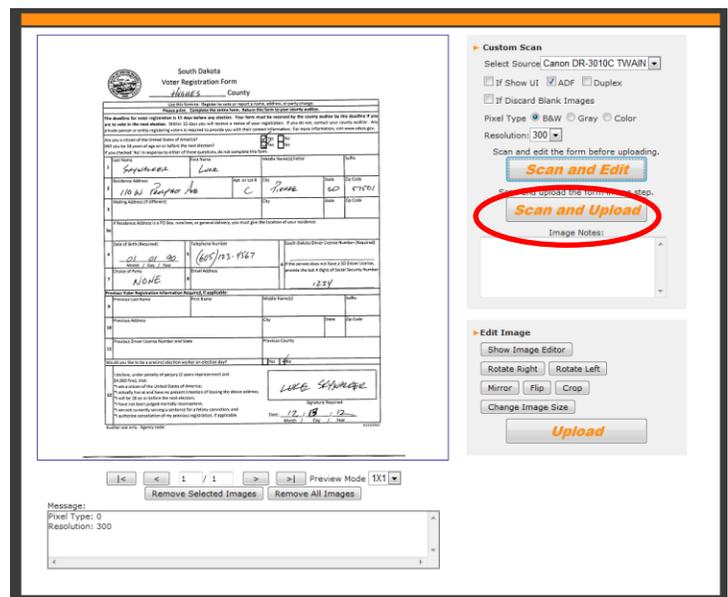
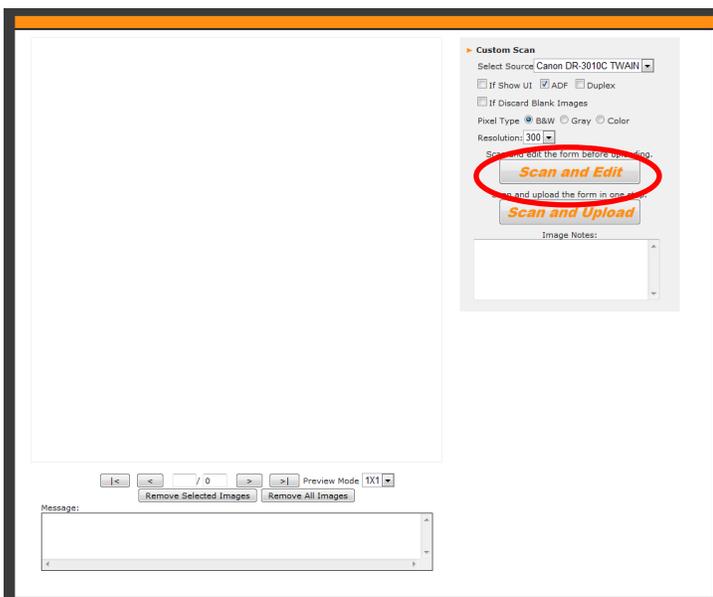
15. Finally, click on **#6 Insert/Update Voter Record**.

16. After creating a voter registration record, the first tab that you will see is the **Edit Voter** tab. At the bottom right hand part of the screen, you should see this box...

This box lets you know that there is a document that needs to be scanned into TotalVote. You can select “Doc” and scan in the document right away.

Changes Needing Proof:			
Date	Type	Scan	
04/22/2015	Registration	Document	Clear

17. The scanning screen will appear (See the image below and to the left). Load the document into the scanner, face down and upside down, and then select “Scan and Edit” to preview the document (See the image below and to the right). If you do not want to preview the document and just upload the image, select “Scan and Upload”. TotalVote will then scan the document and immediately upload the image into the voter file without previewing the document.



The image will then load into the voter file under the “Imaging” tab. This tab will show you what document was imaged (New Registration), any Image Notes attached to the document (Test), the Date Created and Time (12/14/2012 12:17:31 PM). You can also view the document or delete the image.

Voter ID	Name	Suffix	DL#	SSN	DOB	Age	Reg Date	Status	Party	Last Voted	Go to Scan Page
583155	Skywalker, Luke			1234	01/01/1990	22	12/14/2012	Active	NPA		

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

Note:

Images:

Change Type	Source	Image Notes	Date Created (CT)		
New Registration	New Registration	Test	12/14/2012 12:17:31 PM	View Document	Delete

After a voter has been added to TotalVote, they will need to be checked against the Social Security Administration to validate the last four numbers of the Social Security Number and checked against Driver’s Licensing to confirm the driver’s license number that was entered. This happens during the evening and if the voter is not flagged, then an Acknowledgement Notice will automatically be created and appear in the Notifications tab of that voter’s record.

Editing a Voter

To edit information in a voter’s record, access the voter by searching for the voter. To search for a voter, enter the voter’s last name and first name in the **Quick Search** at the top of the screen.



After you have entered the last name and the first name, the list of results will populate on the screen below. Once you know which voter to access, click on **Select**. The Search is defaulted to show only Active and Inactive voters in your county.

SEARCH

Voter Info	Address	Districts/Precincts	Election/Absentee	Status	Output	Saved Searches		
Last Name: <input type="text" value="johnson"/> State Reg Date From: <input type="text"/> To: <input type="text"/> First Name: <input type="text" value="brandon"/> Last Update Date From: <input type="text"/> To: <input type="text"/> Mid Name: <input type="text"/> Suffix: <input type="text"/> DL: <input type="text"/> SSN: <input type="text"/> Source of Registration: <input type="text" value="<ALL>"/> Old Voter ID: <input type="text"/>			DOB From: <input type="text"/> To: <input type="text"/> Age From: <input type="text"/> To: <input type="text"/> Telephone: <input type="text"/> Email: <input type="text"/>	Party Select All <input type="checkbox"/> <input type="checkbox"/> Democratic <input type="checkbox"/> Independent <input type="checkbox"/> Americans Elect <input type="checkbox"/> Libertarian <input type="checkbox"/> No Party Affiliation <input type="checkbox"/> Republican <input type="checkbox"/> Constitution <input type="checkbox"/> Other			County: <input type="text" value="Hughes"/> <input type="checkbox"/> Exact Match	<input type="button" value="Search"/> <input type="button" value="Reset"/>

RESULTS

1 Records in 1 Page
 Sell Electronic Version
 Sell Print Version

	Voter ID	Last Name	First Name	Middle Name	Residential City	Residential State	Residential Zip	Status	Phone Number	Party	County	Last Updated	Date Last Voted	Precinct Name
Select	46710	Johnson	Brandon	Claire	Pierre	SD	57501	Active	6052808701	REP	Hughes	2/14/2013 5:34:10 PM	11/06/2012	Precinct-31

After selecting the voter, you will be directed to the voter record and the **Edit Voter** tab.

1. First, select whether or not this will be a **Regular Edit** or a **County Edit**. A **Regular Edit** is when you need to make a change in the voter record that the voter requested. For example, a new Voter Registration Form is completed updating an address or changing a political party. When a **Regular Edit** is made, an **Acknowledgement Notice** will be created, the **Last Registration Date** will be affected, a document will need to be scanned, the voter checks will be completed and the stats for the Election Assistance Commission (EAC) Election Administration and Voting Survey (EAVS) will be collected. A **County Edit** will let you make any change to the voter record without having any of the previous tasks being completed. For example, you had entered in a Voter Registration Form and then realize that the name is spelled incorrectly. You will do a **County Edit** to correct this mistake. A **County Edit** should only be used when you are correcting a mistake that has been made by the auditor's office. A **Regular Edit** should be made when the voter requests a change. To make a **Regular Edit**, select **Regular Edit** from the #1 drop-down menu.

- After you have selected **Regular Edit**, make the necessary changes to the voter record. When you are finished, click on **#2 Verify Residence Address** and proceed through the steps until you get to **#5 Change Type**. Refer to the *Adding a New Voter* manual if you are unfamiliar with the procedure for steps 2 – 4. A red checkmark should be displayed after every step is completed.

- Once you are at **#5 Change Type**, you must select the appropriate field that best fits the change that you are making to the voter record. The selections that are displayed in the **Change Type** drop-down menu are from the EAC Election Administration and Voting Survey that is completed after every General Election. TotalVote will complete this survey for you based off of the selections you make, so it is vital that the appropriate selections are made. For example, if a voter completes a new Voter Registration Form showing a political party change, then you would select **Address, Name or Party In Jurisdiction** in the **Change Type** drop-down menu. If you receive a Voter Cancellation Form from another state, you would select **Address Out Of Jurisdiction**. If you are not sure which selection to make, please contact the Secretary of State’s Office.

- After you have selected the **Change Type**, please select the **Source** in which you received the form, showing the change in the voter record. A Voter Registration Form that was mailed to the Auditor’s Office would be an **Ind Voters (Mail, Fax or Email)** selection. “Ind” is short for “Individual.” If someone completes new Voter Registration Form at your office, you would select **Ind Voters (In Person)**. If the new Voter Registration Form you received in the mail was from the Department of Social Services, then you should select **Public Assistance Offices (NVRA)**. Again, if you are not sure which selection to make in the **Source** drop-down menu, please contact the Secretary of State’s Office.

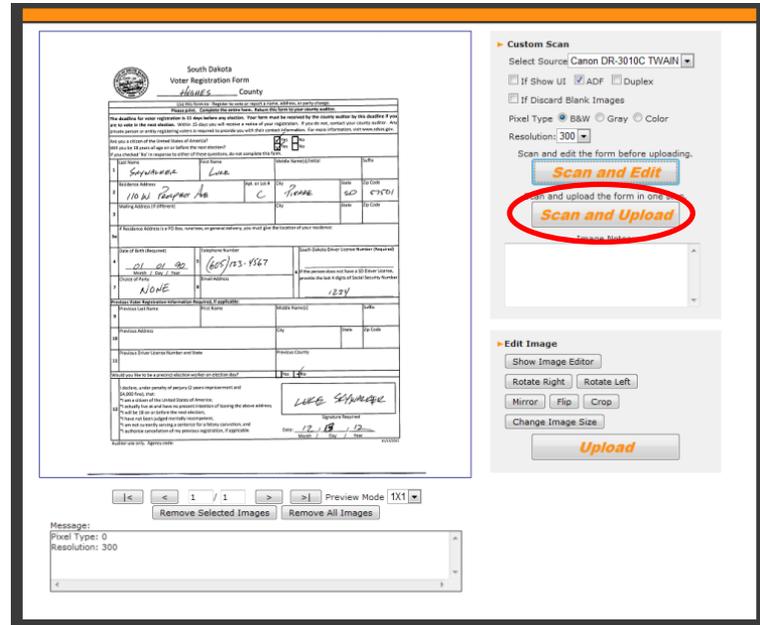
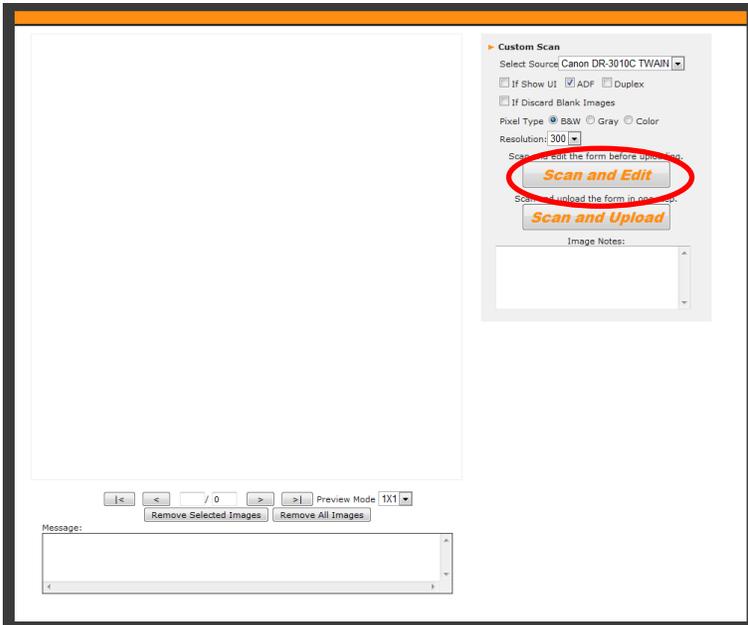
- After steps **#1 - #6** are complete, click on **#7 Update Voter Record** and the voter record will be updated.

- After editing a voter registration record, you should see this image...

Date	Type	Scan	
04/23/2015	In Jur	<u>Document</u>	<u>Clear</u>

This image lets you know that there is a document that needs to be scanned into TotalVote. You can select “Doc” and scan in the document right away.

- The scanning screen will appear (See the image below and to the left). Load the document into the scanner, face down and upside down, then select “Scan and Edit” to preview the document (See the image below and to the right). If you do not want to preview the document and just upload the image, select “Scan and Upload.” TotalVote will then scan the document and immediately upload the image into the voter file without previewing the document.



The image will then load into the voter file under the “Imaging” tab. This tab will show you what document was imaged (Address, Name or Party In Jurisdiction), any Image Notes attached to the document (Driver’s Licensing), the Date Created and Time (3/22/2013 9:40:32 AM). You can also view the document and/or edit the notes.

Change Type	Source	Notes	Date Created (CT)			
Address, Name or Party In Jurisdiction	Drivers License Office	Driver's Licensing	3/22/2013 9:40:32 AM	View Document	Edit Notes	Cannot Delete

- If you select **County Edit**, you do not need to complete steps #2 - #6, you may simply choose **County Edit** and proceed to #8 **Update Voter Record** after making the appropriate changes in the voter record.