



VoteWA User Guide



Regional Training

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REGISTRANT RECORDS

Multi-Factor Login Instructions

Go to **RCW 42.56.420(4)** and select the correct county (if prompted)

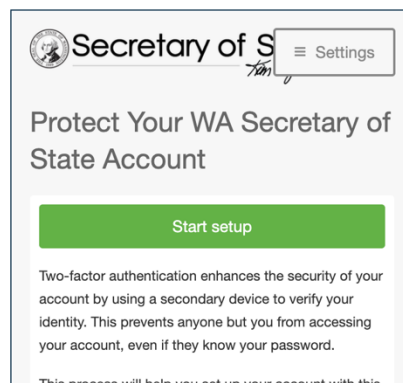


Enter credentials, if your browser does not authenticate automatically.



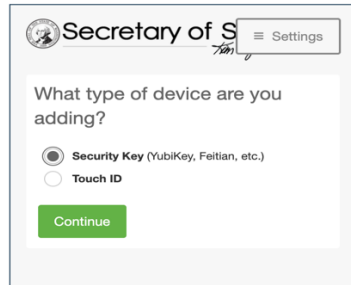
Enroll in multifactor, if using MFA for the first time, then click “Start Setup”

For security reasons, we require additional information to verify your account (justinbsvr@ad.voteWA.gov)

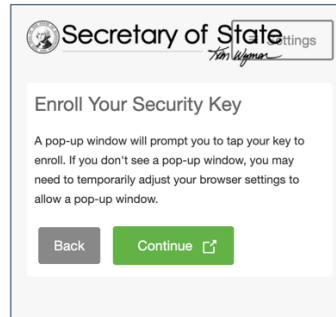


Select “Security Key (Yubikey, Feitian, etc.)” and click “Continue”, then click “Continue” on the following page.

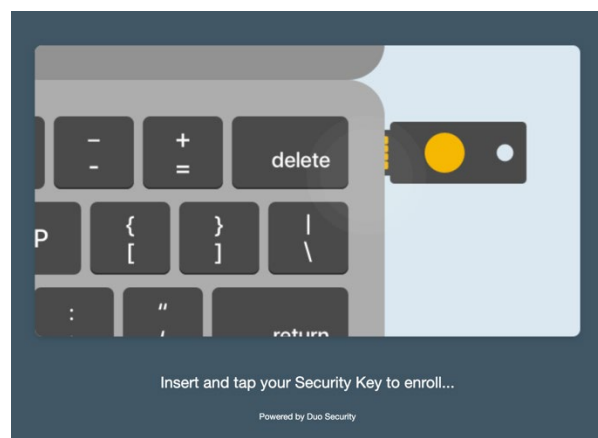
For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



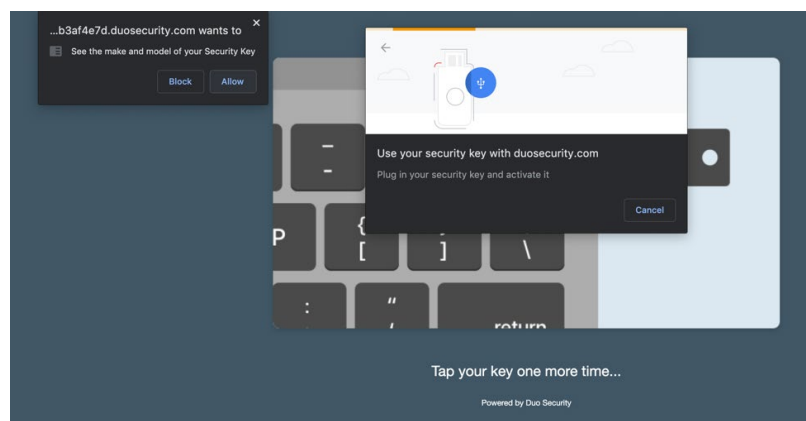
For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



Insert the Yubikey into an available USB port. When the light flashes, tap the button on the Yubikey.



You may be prompted to allow your browser to access the Yubikey. If so, click “Allow”. Tap the button on your Yubikey a second time to complete the enrollment process.

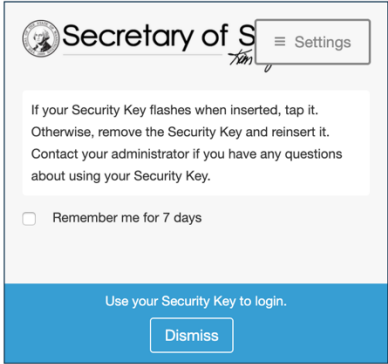


Once enrolled, perform multifactor authentication by inserting and tapping the Yubikey. Check the box to “remember this authentication for 7 days”, if desired.

For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



For security reasons, we require additional information to verify your account (justinbsvr@ad.votewa.gov)



You will be logged in to the VoteWA application

https://sdc-admin.votewa.org/Grant/000

Home Screen

The Home Screen is the first screen upon logging in. It is the center of voter registration activity for the County.

At the top of the screen are menu items (red box) used to navigate. Hovering over each menu item will produce a drop-down options list. These menu items, along with the home icon on the far left, are visible on every page in VoteWA.

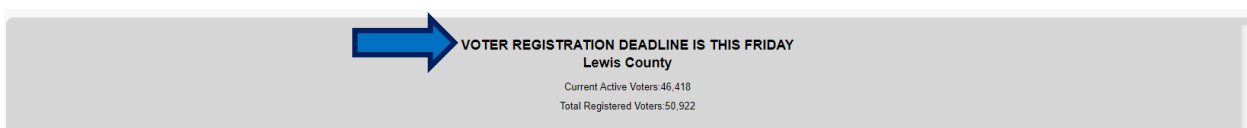


The County's Home Screen is divided into several sections. Below is a typical view . Next to each item is an arrow (blue circle). Click the arrow to expand the table and view the records within each section.

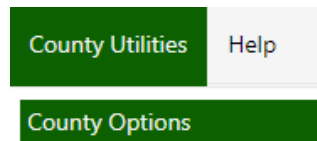
Lewis County		
Current Active Voters: 46,418 Total Registered Voters: 50,922		
Tasks:		
Item	Total Registrants	
▶ DOL Registrations	1	
▶ Deceased	1	
▶ Forms to be Scanned	104	
▶ Flagged Records	5	
▶ Attachments Flagged for Removal	106	Delete All
▶ Failed ID Check	36	
▶ Notice of Incomplete Registration - Over 45 days	3	Update All
▶ NCOA In-State Review	1,857	
▶ NCOA Cross-State Review	576	
▶ Address Updates	1	
▶ Attachments from Other Counties	1	
▶ Registered Voters with no Precinct Split	39	
▶ Residence Addresses to Verify	5	
▶ ERIC Cross-State Review	17	
▶ ERIC In-State Review	72	
▶ Data Integrity Check	7	
▶ Failed ID Check for Two Federal General Elections	34	

Home Screen Message

The Secretary of State's office can place messages/announcements on the Home Screen for all counties to see (blue arrow).



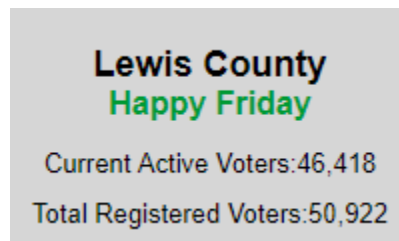
County users with proper permissions can add messages to the home screen. Hover over “County Utilities” and select “County Options.”



The “County Home Screen Message” section will show where to type a message, set an expiration date, and click “Save Message” (blue arrow).

A screenshot of a form titled 'County Home Screen Message'. It contains a text input field labeled 'Message:' with the text 'Happy Friday'. Below it is an 'Expire Date:' field with the date '3/9/2019 12:00 AM' and icons for a calendar and a clock. At the bottom of the form is a 'Save Message' button. A large blue arrow points from the right towards the 'Save Message' button.

Navigate back to the home screen to see the message by selecting the home icon . The message will be at the top of the home screen. It will disappear on the expiration date set.



Tasks Table

Click to expand the lists (blue circle) on the Home Screen to see the records in each Task. Once a task has been completed, the task will disappear from the Home Screen.

Tasks:	
Item	Total Registrants
▶ DOL Registrations	1
▶ Deceased	1
▶ Forms to be Scanned	104
▶ Flagged Records	5
▶ Attachments Flagged for Removal	106
▶ Failed ID Check	36
▶ Notice of Incomplete Registration - Over 45 days	3
▶ NCOA In-State Review	1,857
▶ NCOA Cross-State Review	576
▶ Address Updates	1
▶ Attachments from Other Counties	1
▶ Registered Voters with no Precinct Split	39
▶ Residence Addresses to Verify	5
▶ ERIC Cross-State Review	17
▶ ERIC In-State Review	72
▶ Data Integrity Check	7
▶ Failed ID Check for Two Federal General Elections	34

Items can be expanded (blue circles) to show additional details about each record. Navigate to each registrant's record by clicking on the Voter ID (green boxes).

ERIC Cross-State Review

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Registrant ID	Name	Residence Address	City	Zip	DOB	Status	Status Reason	County	Date Added/Updated
11222847	CAMPBELL, JESSICA L	388 SALMON CREEK RD	TOLEDO	98591	06/12/1987	Inactive	Inactive	Lewis	11/13/2018 4:26:25 PM
11819829	CUNNINGHAM, VALERIE JANE	2812 BORST AVE	CENTRALIA	98531	12/20/1997	Active	Active	Lewis	11/13/2018 4:26:25 PM
11685922	FOWLER, DYLAN WESLEY	112 DUSTY LN	CHEHALIS	98532	06/07/1999	Active	Active	Lewis	11/13/2018 4:26:25 PM
10759027	FULLENKAMP, BRANDON SCOTT	2265 STATE HIGHWAY 508	ONALASKA	98570	09/19/1992	Inactive	Inactive	Lewis	11/13/2018 4:26:25 PM
9217561	HACKNEY, CLARENCE N	3702 RUSSELL RD	CENTRALIA	98531	02/19/1973	Active	Active	Lewis	11/13/2018 4:26:25 PM
11445329	HOEFFGEN, KALEB N M	388 SALMON CREEK RD	TOLEDO	98591	05/05/1989	Inactive	Inactive	Lewis	11/13/2018 4:26:25 PM
9787135	HOLT, SHANNON ROXANNE	1111 SWANSON DR	CENTRALIA	98531	10/05/1993	Inactive	Inactive	Lewis	11/13/2018 4:26:25 PM
10944832	ISELIN, JAMES HUNTER	125 GREEN GABLES DR	CENTRALIA	98531	09/04/1996	Inactive	Inactive	Lewis	11/13/2018 4:26:25 PM
464865	JEFFERSON, THOMAS A	323 S BUCKNER ST	CENTRALIA	98531	12/01/1970	Inactive	Inactive	Lewis	11/13/2018 4:26:25 PM
11819923	JUREK, KAELEN TOMAS	464 LEUDINGHAUS RD	CHEHALIS	98532	02/26/1999	Active	Active	Lewis	11/13/2018 4:26:25 PM

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Page size: 10

17 Items in 2 pages

Tasks

DOL Registrations Registrations from the Department of Licensing to be processed.

Deceased Registered voters that matched with a deceased record (match screen below).

DECEASED RECORD COMPARISON AND MATCHING

Previous Match Close Next Match

Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Date of Match: Match Type: **Hard**
Source: ERIC

Deceased Record Data		Existing Registrant Info
Date of Death	5/2/2018	Registrant ID: 9339508
Age		Active
Status		Active
Status Reason		
DOB		11/16/1949
SSN4		██████████
First Name	BARBARA	BARBARA
Middle Name	L	L
Last Name	SHERMAN	SHERMAN
Gender		F
Residence Address	621 NICK RD TRLR 14	621 NICK RD
City St Zip	CENTRALIA WA 98531	CENTRALIA WA 98531
		██████████

Confirm Match* updates the Registrant Record Status to "Canceled" with a Status Reason of "Deceased". Confirm Match No Match

Forms to be Scanned Displays registrants who require documents scanned and uploaded to support a recent update to the record. Click a record from this list to go to their Registrant Info tab with a scan prompt on the bottom left of the screen (below). Click "Scan" (red box) to go to the "Scan Form" page. Once a document has been scanned and uploaded, the item for this record will disappear.

Forms to be Scanned

Date		
01/29/2019	Scan	Clear

Flagged Records

Attachments Flagged for Removal Displays records that contain attachments pass the retention period for those documents. Click on the record from this list to go to the Attachments tab to delete the flagged attachment (blue arrow).

Registrant Info Ballot Info Provisional Voting History Validations **Attachments** Activity Correspondence

Images IMAGES

Signatures Add New

Attachment Type	Attachment Notes	Date Created	Added By	County	Flagged For Removal			
Washington State Voter Registration Form		10/26/2004 6:53:43 AM	Ryan Dosch	Spokane	Yes	View	Edit	Delete



Failed ID Check Displays records flagged with “Failed ID Check.” This flag will remain on the record until the ID requirement is satisfied. Click on the record from this list to go to the Attachments tab to click “Add New” and select “Alternative ID” from the Form Type drop-down (blue arrow).

Notice of Incomplete Registration – Over 45 Days Displays records sent a Notice of Incomplete Registration over 45 days ago and still have not been updated.

NCOA In-State Review Displays records with potential National Change of Address In-State matches to be approved or rejected. Click on the voter record ID to bring up a match screen (example below).

NCOA IN-STATE REVIEW

Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Previous Close Next

NCOA Data		Existing Registrant Info
Registrant ID		8846877
County		Lewis
Name		AHRENS, DAVID
Status		Active
Status Reason		Active
Select Address:		Residential ▼
Address		14 SW 4TH ST
City St, Zip		CHEHALIS WA 98532
NCOA Effective: 11/6/2012		
Address	140 6TH ST	14 4th SW
City St, Zip	CHEHALIS, WA 98532	CHEHALIS, WA 98532

Approve New In-County Address
Reject New Address

Approve New Cross-County Address

NCOA Cross-State Review Displays records with potential National Change of Address Cross-State matches to be approved or rejected. Click on the voter record ID to bring up a match screen (example below).

NCOA CROSS-STATE REVIEW

Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Previous Close Next

NCOA Data		Existing Registrant Info
Registrant ID		2258596
County		Lewis
Name		ALIRE, KEVIN T
Status		Active
Status Reason		Active
Select Address:		Residential ▼
Address		70 SW 6TH ST
City St, Zip		CHEHALIS WA 98532
NCOA Effective: 11/8/2016		
Address	6049 FUNDY ST	70 6th SW
City St, Zip	AURORA, CO 80019	CHEHALIS, WA 98532

Approve New Address
Reject New Address

Address Updates Displays registrants who indicated a different residence address on their ballot return envelope from their voter registration address. Approve or reject this new address from a match screen.

Attachments from Other Counties Displays registrants who have recently had an image added to their record from a user outside the County. Accept or remove the added images.

Registered Voters with No Precincts Split Displays records with no precinct assignment.

Residence Addresses to Verify Displays registrants with a residence address unverified through “TotalAddress.” Click on a voter ID from this list to launch “TotalAddress.”

ERIC Cross-State Review Displays records with potential ERIC Cross-State matches to be approved or rejected. Click on the voter record ID to bring up a match screen (example below).

ERIC CROSS-STATE REVIEW
Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Close Next

	ERIC Data	Existing Registrant Info
Registrant ID		11222847
County		Lewis
Name	CAMPBELL, JESSICA L	CAMPBELL, JESSICA L
Residence Address	4616 SE MILWAUKIE AVE APT 29 PORTLAND, OR 97202	388 SALMON CREEK RD TOLEDO, WA 98591
Mailing Address	N/A	4616 SE MILWAUKIE AVE APT 81 PORTLAND, OR 97202
Registration Date	3/26/2012	6/2/2016
Last Activity	4/6/2018	12/4/2017
Status		Inactive
Status Reason		Inactive

Create Voluntary Cancellation Notice?

Yes, Accept Match No, Ignore Match

ERIC In-State Review Displays records with potential ERIC Cross-State matches to be approved or rejected. Click on the voter record ID to bring up a match screen (example below).

ERIC IN-STATE REVIEW
Items in YELLOW on the left side of screen DO NOT match Registrant file Info

Previous Close Next

	ERIC Data	Existing Registrant Info
Registrant ID		11319505
County	Lewis	Lewis
Name	BALL, JAMES BRIAN	BALL, JAMES BRIAN
Residence Address	2277 SW SALSURY AVE UNIT 18 CHEHALIS, WA 98532	132 PIER RD CHEHALIS, WA 98532
Mailing Address	N/A	N/A
Registration Date	8/16/2016	8/16/2016
Last Activity	6/30/2018	11/7/2017
Status	Active	Active
Status Reason	Active	Active

Update Address & Create Acknowledgment Notice?

Yes, Accept Match No, Ignore Match

Data Integrity Check Displays records that match against the Data Integrity Check file upload to be approved or rejected. Click on the voter record ID to bring up a match screen.

Failed ID Check for Two Federal General Elections Displays records that have recently been purged due to an unsatisfied Failed ID flag.

Merges from Other Counties Displays records that have been merged with a surviving record registered in the county. This means another county has merged one of its records into yours. Refer to the **Possible Duplicates** section for more details on how these merges occur.

Voters Transferred Out of County Displays registrants who were previously registered in your county, but recently registered in another county.

Voting History from Other Counties Displays records in your county that have recently had Voting History added from another county. These are often from the result of cross-county elections in which another county was not the lead.

Forms to be Processed Table

This section will display any scanned forms that await processing.

Forms to be Processed:		
Item	Total	
▶ Challenge Letter	6	Process Next
▶ Washington State Voter Registration Form	95	Process Next

To view each form, click “Select” (red box).

▼	Washington State Voter Registration Form	95	Process Next
Image	Date Added	Scanned By	
Select	10/1/2018 7:08:06 AM	Chad Severson	
Select	10/1/2018 7:08:07 AM	Chad Severson	
Select	10/1/2018 7:08:08 AM	Chad Severson	
Select	10/1/2018 7:08:10 AM	Chad Severson	
Select	10/1/2018 7:08:11 AM	Chad Severson	
Select	10/1/2018 7:08:13 AM	Chad Severson	
Select	10/1/2018 7:08:14 AM	Chad Severson	
Select	10/1/2018 7:08:16 AM	Chad Severson	
Select	10/1/2018 7:08:17 AM	Chad Severson	
Select	10/1/2018 7:08:18 AM	Chad Severson	

Unsent Notices Table

This section will display generated notices to be processed.

Unsent Notices:								
Item	Total							
▶ Notice of ID Required	2	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of Name Change	1	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of No Witness Signature	2	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of Signature Does Not Match - Name Change	1	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of Too Late	1	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of Unsigned	1	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Acknowledgement Notice	346	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV	Send Emails	Print Avery Mailing	Print Dymo Mailing
▶ Notice of No Signature	9	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ NVRA Confirmation Mailing	5	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of No Signature on File	2	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of Signature Does Not Match	6	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of Incomplete Registration	13	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Identification Notice	34	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Possible Duplicate Notice	2	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Voluntary Cancellation Notice	12	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV	Send Emails	Print Avery Mailing	Print Dymo Mailing

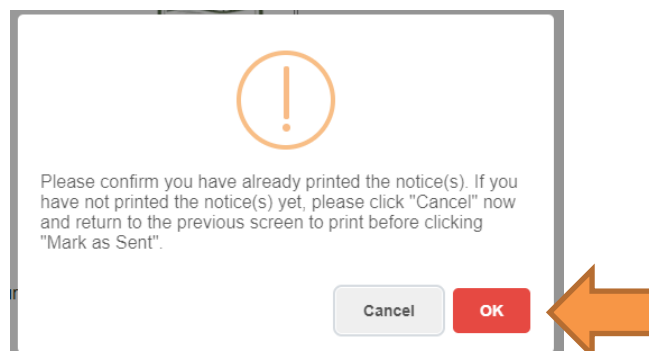
To expand each list, click the arrow (blue circle). To prepare the batch of notices, click the “Batch Immediately” button (blue arrow).

Unsent Notices:								
Item	Total							
▶ Notice of ID Required	2	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ Notice of Name Change	1	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing

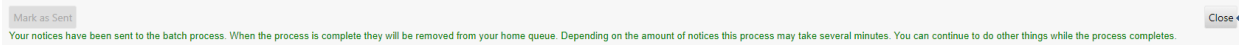
The batch will generate and each notice can be viewed prior to printing. **After the notices have printed,** click the “Mark as Sent” button (green arrow).



After clicking the “Mark as Sent” button, click “Ok” to confirm printing the batch.



Notification will appear on the screen that notices are being marked as sent. Click the “Close” button (blue arrow) to exit this screen.



If the batch is particularly large, click “Send Batch Off to Process” to be notified by email when the batch has generated (orange box, below).

There is also an option to create a data file with the records in each batch. This tool is used for an external printing vendor to prepare and print large batches of notices. Click “Export CSV” (red box) to download a CSV file.

▶ Acknowledgement Notice	346	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV	Send Emails	Print Avery Mailing	Print Dymo Mailing
▶ Notice of No Signature	9	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing
▶ NVRA Confirmation Mailing	5	Remove All	Batch Immediately	Send Batch Off to Process	Export CSV		Print Avery Mailing	Print Dymo Mailing

If the notice template has been marked with the option to be emailed in the Notice Management Tool, a “Send Emails” button will show Green Box (above). This button will queue up email versions of the notice to be sent.

Generate mailing labels in both Avery and Dymo format Purple Box (above).

Notice Responses

This table has a list of voters who responded to a notice via the public portal. The original notice (red box) and the uploaded response (green box) will show. Click “Mark As Read” to remove the record from this list.

Notice Responses:						
Notice ID	Response	Notice Type	Date Sent	Response Note	Mark as Read	
N-27406	5376	Acknowledgement Notice	02/12/2019	Response to notice N-27406	Mark As Read	
N-27398	5350	Identification Notice	02/12/2019	Response to notice N-27398	Mark As Read	

Activity Table

This table displays relevant information for voter files that does not necessarily require action. The items displayed are for informational purposes (example below).

Activity:	
Item	Total Registrants
▶ Registered Voters with no DOB	
▶ Future Voter - Under 18	
▶ Recently Updated Registrants	
▶ Recently Added Registrants	
▶ Registered After Deadline	
▶ Secure Voters About to Expire	
▶ Mentally Incompetent - Automatic Resolution	
▶ Felon - Automatic Resolution	
▶ Deceased - Automatic Resolution	
▶ Registrants with recently added Attachments	
▶ Absentee Records - PRIMARY 2020	
▶ Provisional Ballot Logged by Outside County	
▶ Registrants Transferred Out of County	
▶ ACP Secure Voters	
▶ Potential Felons	
▶ Mass Update Undo - Purge Inactive Registrants	Undo All Export CSV
▶ Mass Update Undo - Purge Failed ID Check	Undo All Export CSV

Audit Summary

This item will display any candidate information that has been edited. It shows the number of edits made and what those edits were.

Audit Summary: <i>Edits in Last 7 days</i>		
Section	# of Edits	View
Candidate Added	6	View Audit Detail
Candidate Information	13	View Audit Detail
Candidates Qualified	1	View Audit Detail

Public Records Requests

When a public records request has been submitted, the request will appear on the home screen to be processed. Click on the title (red box) to being processing the request.

Public Records Requests:							
ID	Title	Requestor Name	Request Date	# of Registrant Records	Fulfillment Status	Fulfillment Date	Contact Name
3	Test Request 3	Matt Bauer	12/26/2018		New	12/26/2018	Matt Bauer

Searching (Quick Search & Advanced Search)

Similar to the menu bar, there are searching features at the top of every page in VoteWA. Use “Quick Search” (green box) to search for a registrant by their Last Name and First Name or Registrant ID.

NOTE: The Name fields on the Quick Search are defaulted to search for registered (Active/Inactive) registrants in your County. A Registrant ID/Barcode search will display registrants in any status statewide. If a more advanced search is desired, use the Advanced Search page to adjust the search parameters.

Data in the last field (Registrant ID/Barcode) can be searched by itself. This field also can read scanned barcodes produced by VoteWA (whether a notice barcode from a mailing, or a registrant ID barcode printed elsewhere).

Type in a Registrant ID to go directly to that voter record.

Type in a voter name; if there is only one match for that voter name, the registrant will appear in a drop-down and clicking on it will bring up the registrant record.

However, if typing in a registrant name displays multiple matches the names appear in a drop-down.

WONDERLAND|

✓

WONDERLAND, WINTER

REGISTRANT ID: 11968085

COUNTY: LEWIS

DOB: 6/4/1956
AGE: 62
GENDER:

✓

WONDERLAND, WINTER

REGISTRANT ID: 11968086

COUNTY: LEWIS

DOB: 6/5/1934
AGE: 84
GENDER:

If typing a name into the Quick Search box that does not return anything in the drop-down, hit “enter” to will be taken to the Advanced Search page. The DOB search box in the Quick Search function will also bring returns up on this page (below).

ADVANCED SEARCH

Registrant Info

Address

Registrant Status

Districts

Voting

Results Output

Saved Searches

Scheduled Exports

Export Templates

Last Name

First Name

Middle Name

Suffix ALL ▼

Form Language ALL ▼

WA DL/ID #

SSN4

VRWA Registrant ID

Effective Date of Change 📅 to 📅

Registration Date 📅 to 📅

DOB 📅 to 1/29/1988 📅

Age 📅 to 📅

Phone

Email

Previous Last Name

Previous First Name

Previous Middle Name

Previous Suffix ALL ▼

Source of Registration Select ▼

UOCAVA Type Select ▼

Incomplete Reason Select ▼

Registrant Record Notes 📄 All Notes

Attachment Notes 📄 All Notes

? Wildcard Help

County: Lewis ▼

Search

Reset

Page 19 | 174

The Advanced Search page is an impressive tool in VoteWA. To reach it, select Advanced Search from the Reporting menu (red arrow).



On that page, view a variety of tabs (red box). Pick and choose which data fields to search on (from multiple tabs at a time, if needed) to build a customized search query.

ADVANCED SEARCH

Registrant Info | Address | Registrant Status | Districts | Voting | Results Output | Saved Searches | Scheduled Exports | Export Templates

Last Name First Name Middle Name Suffix ALL Gender ALL Form Language ALL WA DL/ID # SSN4 VRWA Registrant ID Effective Date of Change to Registration Date to DOB to 1/29/1988 Age to

Phone Email Previous Last Name Previous First Name Previous Middle Name Previous Suffix ALL Source of Registration UOCAVA Type Incomplete Reason

Registrant Record Notes ☐ All Notes ☐ NVRA Flag ☐ UOCAVA ☐ ID Required

Attachment Notes ☐ All Notes

Wildcard Help

County: Lewis Search Reset

Note: by default, the Advanced Search is automatically set to search for registrants registered in your County (green box above) and by Active and Inactive registrants (green box below). To adjust these settings, simply change the County or Status to as desired.

ADVANCED SEARCH

Registrant Info | Address | Registrant Status | Districts | Voting | Results Output | Saved Searches | Scheduled Exports | Export Templates

Status

☐ Select All ☒ Active ☐ Canceled ☒ Inactive ☐ Pending ☐ Rejected

Status Reasons

☐ Select All ☐ Active ☐ Moved Out of County ☐ Moved Out of State ☐ Undeliverable Mail

Wildcard Help

County: Lewis Search Reset

In the example below, there are data elements to filter on “Starts With” (red box) for the first name. A wildcard search guide can be expanded at the bottom of the advanced search screen (green box). When done, click the “Search” button (blue arrow).

ADVANCED SEARCH

Registrant Info

Last Name: GARCIA

First Name: A%

Middle Name:

Suffix: ALL Gender: ALL

Form Language: ALL

WA DL/ID #: SSN4:

VRWA Registrant ID:

Effective Date of Change:

Registration Date:

DOB:

Age:

Phone:

Email:

Previous Last Name:

Previous First Name:

Previous Middle Name:

Previous Suffix: ALL

Source of Registration: Select

UOCAVA Type: Select

Incomplete Reason: Select

Registrant Record Notes ☐ All Notes

☐ NVRA Flag

☐ UOCAVA

☐ ID Required

Attachment Notes ☐ All Notes

Wildcard Help

Contains: Objective: Search field for a value that contains SMITH Example: %SMITH%	Starts With: Objective: Search field for a value that starts with SMITH Example: SMITH%	Ends With: Objective: Search field for a value that ends with SMITH Example: %SMITH	Sounds Like: Objective: Search field for a value that sounds like SMITH Example: SMITH*
---	--	--	--

County: Lewis

When the screen refreshes, the search criteria is displayed below.

Red box: Search results may be exported by selecting CSV and clicking “Export.”

Export using template: No Template as **CSV** 5 Records in 1 Page

Create Notices: Select a Notice Create Notices ☐ Include Voting History ☐ Electronic Format ☐ Printed List ☐ Printed Labels

Page size: 20 5 items in 1 pages

Registrant ID	Last Name	First Name	Middle Name	Name Suffix	DOB	Residence Address	Residence City	Residence State	Residence Zip	Mailing Address	Mailing City	Mailing State	Mailing Zip	Effective Date of Change
5001890	GARCIA	ABEL			09/15/1981	3618 COOKS HILL RD	CENTRALIA	WA	98531	3618-b Cooks Hill Rd	CENTRALIA	WA	98531	08/29/2006
10742218	GARCIA	ADAM	THOMAS		05/30/1981	182 HIGH MEADOW DR	MOSSYROCK	WA	98564	PO Box 626	MOSSYROCK	WA	98564	02/05/2015
10390181	GARCIA	ANDRES	ESCALERA		09/30/1961	450 AUGUSTUS ST	TOLEDO	WA	98591	PO Box 713	TOLEDO	WA	98591	09/27/2013
439307	GARCIA	ANDREW			09/09/1967	177 WESTLAKE AVE	MORTON	WA	98356	PO Box 751	MORTON	WA	98356	05/31/2006
11565688	GARCIA	ANDREW			02/17/1986	317 BECK RD	ONALASKA	WA	98570	317-41 Beck Road	ONALASKA	WA	98570	12/20/2016

Page size: 20 5 items in 1 pages

Advanced Search Outputs

Users can customize how their results display by using the Results Output tab (green tab) of the Advanced Search page.

Available fields that can be searched are on the tab (red box) with selected fields to display in results (green box).

By default, there are several fields that will automatically display in the results section. Those fields are the following:

Registrant ID	Residence State
Last Name	Residence Zip
First Name	Mailing Address
Middle Name	Mailing City
Name Suffix	Mailing State
DOB	Mailing Zip
Residence Address	Effective Date of Change
Residence City	

To customize or change, move fields from the left box into the right box. Move any field and reorder the order of appearance by clicking and dragging. The selection and order in the “Selected fields to display” is how search results will display in the Advanced Search (example below).

Registrant ID	Last Name	First Name	Middle Name	Name Suffix	DOB	Residence Address	Residence City	Residence State	Residence Zip	Mailing Address	Mailing City	Mailing State	Mailing Zip	Effective Date of Change
---------------	-----------	------------	-------------	-------------	-----	-------------------	----------------	-----------------	---------------	-----------------	--------------	---------------	-------------	--------------------------

To remove outputs from selected fields to display, just click the “<<<” buttons (red box) to clear customization. To set back to default settings, click “Reset to Default” (green box).

ADVANCED SEARCH

Registrant Info Address Registrant Status Districts Voting **Results Output** Saved Searches Scheduled Exports Export Templates

Configure Results Table

Customize your results columns below by selecting which fields to display. You can also re-order the selected fields.

Available fields

Mailing Country
Precinct
Prefix
Street Name
Street Type
Suffix

>>>
All >>

Selected fields to display

<<<
<< All

Last Name (Default)
First Name (Default)
Middle Name (Default)
Name Suffix (Default)
DOB (Default)
Residence Address (Default)

Reset to Default

☒ Restrict private data

Wildcard Help

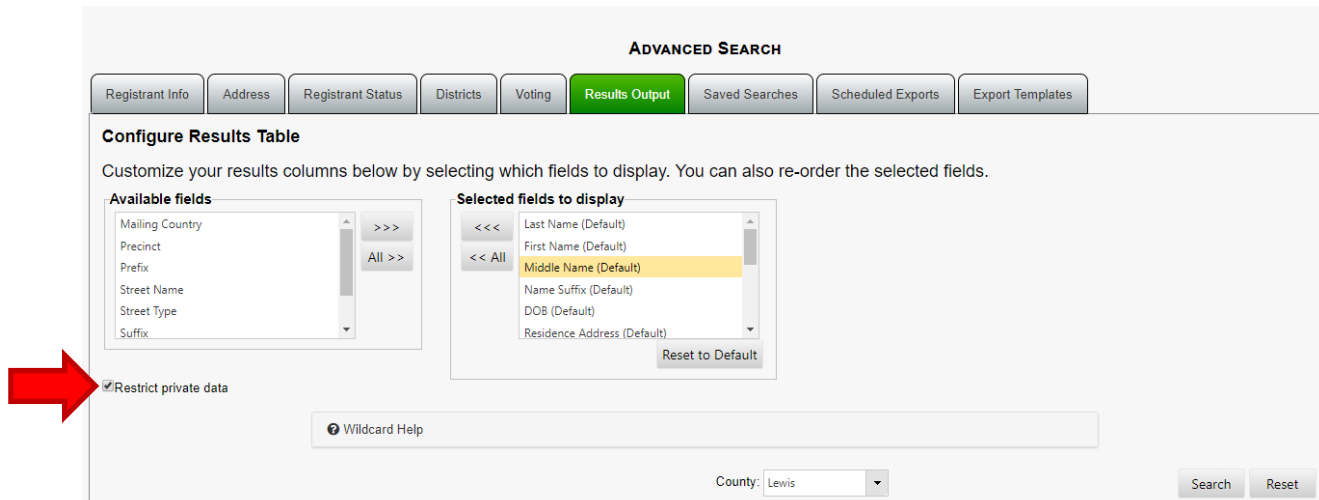
County: Lewis

Search Reset

Also, it is important to note that each user can customize their own search outputs, so outputs can differ from one user to the next. Although all may start out with the default outputs, users can change and save their own outputs over time.

Restricted Data

Administrators have the ability to display restricted data in the Advanced Search. This is also found on the Results Output tab (green tab in screenshot). By default, there is a check in the “Restrict private data” box. When this is checked, only public information is available to choose from.



ADVANCED SEARCH

Registrant Info | Address | Registrant Status | Districts | Voting | **Results Output** | Saved Searches | Scheduled Exports | Export Templates

Configure Results Table

Customize your results columns below by selecting which fields to display. You can also re-order the selected fields.

Available fields

- Mailing Country
- Precinct
- Prefix
- Street Name
- Street Type
- Suffix

Selected fields to display

- Last Name (Default)
- First Name (Default)
- Middle Name (Default)**
- Name Suffix (Default)
- DOB (Default)
- Residence Address (Default)

☒ Restrict private data

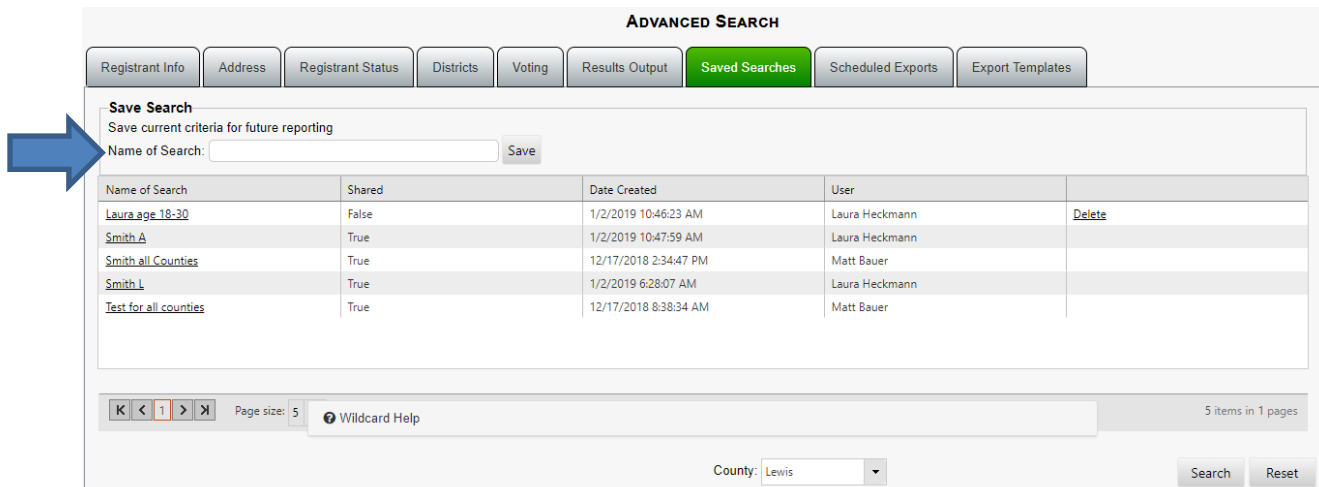
Wildcard Help

County: Lewis

Search Reset

Saved Searches

Searches can be saved on the Advanced Search page and can be run as deemed appropriate. Click the “Saved Searches” tab (green tab below) after conducting the desired search.



ADVANCED SEARCH

Registrant Info | Address | Registrant Status | Districts | Voting | Results Output | **Saved Searches** | Scheduled Exports | Export Templates

Save Search

Save current criteria for future reporting

Name of Search: Save

Name of Search	Shared	Date Created	User	
Laura age 18-30	False	1/2/2019 10:46:23 AM	Laura Heckmann	Delete
Smith A	True	1/2/2019 10:47:59 AM	Laura Heckmann	
Smith all Counties	True	12/17/2018 2:34:47 PM	Matt Bauer	
Smith L	True	1/2/2019 6:28:07 AM	Laura Heckmann	
Test for all counties	True	12/17/2018 8:38:34 AM	Matt Bauer	

Page size: 5

Wildcard Help

5 items in 1 pages

County: Lewis

Search Reset

Type a name into “Name of Search” field (blue arrow above) and click “Save.” This will save search parameters on this tab and allow an identical search at any time.

Saved searches display for future use.

RESULTS															
Export using template: Select a Template as: Select Export Export										1 Records in 1 Page					
Create Notices: Select a Notice Create Notices										☐ Include Voting History ☐ Electronic Format ☐ Printed List ☐ Printed Labels					
K < 1 > X Page size: 20										1 items in 1 pages					
Registrant ID	Last Name	First Name	Middle Name	Name Suffix	DOB	Residence Address	Residence City	Residence State	Residence Zip	Mailing Address	Mailing City	Mailing State	Mailing Zip	Effective Date of Change	Gender
11968057	HECKMANN	LAURA	E		01/29/1988	654 BROWN RD E	CHEHALIS	WA	98532	123 MAIN ST	ROCHESTER	MN	12345	02/27/2019	
11968057	HECKMANN	LAURA	E		01/29/1988	654 BROWN RD E	CHEHALIS	WA	98532	123 MAIN ST	ROCHESTER	MN	12345	02/27/2019	
11968057	HECKMANN	LAURA	E		01/29/1988	654 BROWN RD E	CHEHALIS	WA	98532	123 MAIN ST	ROCHESTER	MN	12345	02/27/2019	
K < 1 > X Page size: 20										1 items in 1 pages					

Scheduled Exports

Click the “Scheduled Exports” tab (blue arrow). Enter an “Export Name” in the field, then choose a “Report Interval” (red box). A report can be run daily, weekly, monthly or yearly. The “More Options:” (purple box) area allows a report to be run indefinitely or to have a set end date.

Click “Save Export” (blue arrow) to schedule the export.

ADVANCED SEARCH

Registrant Info Address Registrant Status Districts Voting Results Output Saved Searches **Scheduled Exports** Export Templates Extracts

Create a new scheduled export

Export Name*

Export Interval -

Every month on the 1st at 00:00

MORE OPTIONS:

☐ One Time Export?

☒ No End Date

☐ End After

☐ End By

Save Export

YOUR SCHEDULED EXPORTS

Name	Create Date	Schedule	Next Run	One Time Run
No records to display.				

0 items in 1 pages

DOWNLOAD PAST EXPORTS

Name	Export Date	
VoterHistoryExport	3/13/2019 8:25:53 AM	Download

1 items in 1 pages

Wildcard Help

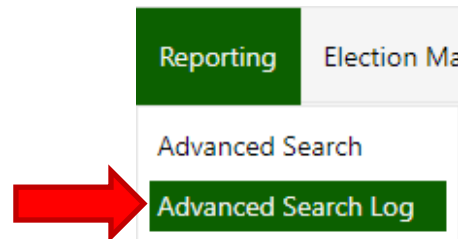
County: Lewis Search Reset

See scheduled exports in the “Your Scheduled Exports” section (yellow box, above).

As exports run, according to the indicated schedule, access your exports from the “Download Past Exports” section (teal box, above).

Advanced Search Log

Any searches conducted in the Advanced Search are tracked in an Advanced Search Log, which is a page available to administrators. Visit this page from the Reporting menu (red arrow).



This page keeps a record of all searches conducted, and can be queried by Date (and User).

ADVANCED SEARCH LOG

User

Laura Heckmann (Lewis)

☒ Specific Date:

2/27/2019

☐ Date Range:

Search

Reset

Administrators can search on any user in their county. After putting in the search criteria, click the “Search” button (blue arrow) to see the results.

Each line is a specific search, and details are available on the page. To see the specific data fields in the search, click “View Search” (red box) to be navigated to the Advanced Search page to view the search that was conducted

ADVANCED SEARCH LOG

User

Laura Heckmann (Lewis)

☒ Specific Date:

2/27/2019

☐ Date Range:

Search

Reset

Registrant Info Tab

This tab (green) displays the registration data fields and the corresponding assigned districts (red box). The voter's signature is displayed below the district list (blue box). It can also be found on the attachments tab.

If the voter is registered to your county, click the "Update Record" button (blue arrow), to make updates.

Registrant ID: 11968066
WONDERLAND, WINTER

County: Lewis
DOB: 06/05/1934 (Age 84)
Status: **Active**
Status Reason: **Active**

Registrant Info | Ballot Info | Provisional | Voting History | Validations | Attachments | Activity | Correspondence

Residence Address
658 NW LAFAYETTE ST
CHEHALIS, WA 98532

Mailing Address
658 NW LAFAYETTE ST
CHEHALIS, WA 98532

Update Record **Add To Race**

Assigned Districts

District Type	District Name
Legislative	Legislative District 20
PCO	CHEHALIS #1 PCO
Commissioner	Comm Dist 2 Sub-Dist 5
Commissioner	County Comm Dist #2
Judicial	Court of Appeals, Division 2, District 3
Judicial	Lewis Superior Court
Judicial	Supreme Court
School	Chehalis School District #302
PRECINCT SPLIT	0201.1
City/Town	Che Coun Dist #1
City/Town	Chehalis City
Congressional	Congressional District 3
PRECINCT	Chehalis #1
Port	Chehalis Port CD #3
Port	Chehalis Port District
Public Utility	PUD Dist Comm #2
Public Utility	PUD District

Default Signature:
[Signature]

SSN: 1234
WA DL/ID #:
Registration Date: 2/22/2019
Effective Date of Change: 2/22/2019
Source of Registration: Armed Forces Recruitment Offices

Gender:
Form Language: English
Phone: (765) 745-6765
Mobile: (899) 456-7834
Email: TEST@TEST.COM
Previous Name:

Unsent Notice(s)

Notice Name	Date Created	
Acknowledgement Notice	2/22/2019 9:27:19 AM	View

UOCAVA: Overseas Military
Ballot Preference: Email
Failed ID Check

If the registrant is not in your county the "Transfer Record" button appears. Click the "Transfer Voter" button (blue box below).

County Skagit
DOB 01/13/1996 (Age 23)

Transfer Record **Add To Race**

Ballot Info Tab

The “Ballot Info” tab (green tab below) displays current ballots and past election ballot records. Click “Expand” (red box) to view details within each record.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status **ACTIVE**
Status Reason **ACTIVE**

Registrant Info **Ballot Info** Provisional Voting History Validations Attachments Activity Correspondence

Create New Ballot **Ballot Sent 2/7/2019**

Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
General 12/30/2018	Lewis	1	Sent	02/07/2019	02/07/2019	Regular	Mail - In State		LEWI_PCT013	LE-071-506474-1		

Pending Ballots
No records to display.

Ballot Records for Past Elections

Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
General 12/30/2018	Lewis	1	Sent	02/07/2019	02/07/2019	Regular	Mail - In State		LEWI_PCT013	LE-071-506474-1		

Ballot Tracking

Tracking Number	Tracking Status	Tracking History

An expanded view of a current ballot record is below. Any changes or updates made to the ballot record will be logged here.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status **ACTIVE**
Status Reason **ACTIVE**

Registrant Info **Ballot Info** Provisional Voting History Validations Attachments Activity Correspondence

Create New Ballot **Ballot Sent 2/7/2019**

Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
General 12/30/2018	Lewis	1	Sent	02/07/2019	02/07/2019	Regular	Mail - In State		LEWI_PCT013	LE-071-506474-1		
Change Type		Field	Old Value		New Value		User		Date Changed			
Ballot Updated		Sent			Feb 7 2019 12:00AM		Laura Heckmann		2/7/2019 9:36:05 AM			
Ballot Updated		Status	Queued		Sent		Laura Heckmann		2/7/2019 9:36:05 AM			

Provisional Tab

The “Provisional” tab (green tab below) is used to add a provisional ballot to a registrant’s record.

Registrant ID 655573
SMITH, THOMAS GENE

Registrant Info Ballot Info **Provisional** Voting History Validations Attachments Activity Correspondence

Ballot Sent 2/7/2019

New Provisional Ballot

Issued Provisional Ballots and Determination
No records to display.

Click “New Provisional Ballot” (red box, above) to enter all the necessary information associated with a provisional ballot.

Registrant ID 655573

SMITH, THOMAS GENE

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

Ballot Sent 2/7/2019

Voter has already voted in 2018 General Election - 12/30/2018.**Provisional Ballot** For: 2018 General Election - 12/30/2018

Envelope Information

First Name: Middle Name: Last Name: Residence Address: Residence City: Residence Zip: Previous Address: Mailing Address: DOB: DL or Last 4 of SSN: Provisional Ballot Reason: Provisional County: Provisional Precinct: Provisional Date: Provisional Ballot Receipt #: Researcher Determination: ☐ Decision Pending ☐ Counted ☐ Not CountedVoting Location: Comments:

Submit

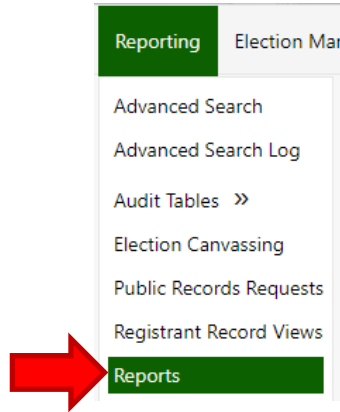
Cancel

District Type	District Name
Legislative	Legislative District 20
PCO	TOLEDO PCO
Commissioner	Comm Dist 3 Sub-Dist 5
Commissioner	County Comm Dist #3
Fire	Fire Dist. #2-Toledo
Judicial	Court of Appeals, Division 2, District 3
Judicial	Lewis Superior Court
Judicial	Supreme Court
School	Toledo School District #237
PRECINCT SPLIT	0700.1
Cemetery	Cemetery Dist. #7-Toledo
City/Town	Toledo City
Congressional	Congressional District 3
PRECINCT	Toledo
Public Utility	PUD Dist Comm #3
Public Utility	PUD District

NOTE: The Residence Address field is connected to TotalAddress. A drop down menu will provide the ability to view district information (green box above) and show whether the registrant has already been issued a ballot for the assigned election.

Click "submit" to save the provisional ballot to the registrant's record (purple box, above).

After provisional ballot history has been added, a report can be run of all registrants who voted with a provisional ballot in a county for the current election. Click the “Reporting” menu and select “Reports” (red arrow).



Select “Provisional Ballots Cast Report” (orange box, below) and click “View Report” (yellow box, below).

REPORTS

Report:
Provisional Ballots Cast Report

Description
Provisional ballots cast with details for the current election.

View Report

Voting History Tab

The “Voting History” tab (green tab below) displays all voting history for the registrant.

Voting history is a permanent part of a registrant’s record and may not be removed from VoteWA. However, certain county administrators will have authority to delete voting history if necessary.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status ACTIVE
Status Reason ACTIVE

Registrant Info Ballot Info Provisional **Voting History** Validations Attachments Activity Correspondence

Election Date	Election Type	Election Name	County	Vote Type	Voted Where	
02/13/2018	Special	February Special Election	Lewis			Delete
11/07/2017	General	General Election	Lewis			Delete
11/08/2016	General	General Election	Lewis			Delete
02/11/2014	Special	February Special Election	Lewis			Delete
11/05/2013	General	General Election	Lewis			Delete
11/06/2012	General	General Election	Lewis			Delete
08/07/2012	Primary	Primary	Lewis			Delete
02/14/2012	Special	February Special Election	Lewis			Delete
03/10/2009	Special	March Special Election	Benton			Delete
11/04/2008	General	General Election	Benton			Delete
11/02/2004	General	2004 General	Thurston			Delete
09/14/2004	Primary	2004 Primary	Thurston			Delete
Total: 1						

Validations Tab

The “Validations” tab (green tab below) displays all records of system data validations against a registrant record (more specifically – ID). This is a display-only page. Validations are **not added** from this tab. Validations are a permanent part of a registrant’s record and cannot be removed from VoteWA.

The example below displays a record with a match on DOL validation.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status **ACTIVE**
Status Reason **ACTIVE**

Registrant Info Ballot Info Provisional Voting History **Validations** Attachments Activity Correspondence

Type	Date of Match	Match Type	User	Match	No Match	Validation Notes	
DOL Validation	02/25/2019	Match	Laura Heckmann	☒	☐		View Record Edit

For registrants in a county, click “Edit” (red box) to add a note (see below). After inserting the note, click “Update” (blue arrow) to save changes.

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis
DOB 11/15/1939 (Age 79)

Status **ACTIVE**
Status Reason **ACTIVE**

Update Record Ballot Info Provisional Voting History **Validations** Attachments Activity Correspondence

Type	Date of Match	Match Type	User	Match	No Match	Validation Notes	
DOL Validation	02/25/2019	Match	Laura Heckmann	☒	☐		View Record Edit

Validation Notes:
: 94
Update Cancel

Click “View Record” (green box above) to view the screen used to process this validation (as seen below). This is stored permanently with the registrant record.

DRIVER'S LICENSE VALIDATION

Close

Items in YELLOW on the left side of the screen from the WA Dept. of Driver Licensing DO NOT match the information from your voter's file on the right side of the screen.
Date of Match: 2/25/2019

	Driver's License Data	Existing Registrant Info
		Registrant ID 655573
Status		Active
Status Reason		Active
DOB	11/15/1939	11/15/1939
First Name	Thomas	THOMAS
Last Name	SMITH	SMITH
		124 KODE RD
		CHERHALL WA 98532
DL #	RCW 29A.08.710(2)	

Attachments Tab

The Attachments tab (green tab below) displays all attachments saved to a registrant record. Users can add, edit, and delete attachments here.

Click to “Edit” (green box below) to edit the attachment type and/or attachment notes. Click “Update” (blue arrow) to save changes.

Attachment Type	Attachment Notes	Date Created	Added By	County	Flagged For Removal			
Washington State Voter Registration Form		2/22/2019 1:49:04 PM	Chad Severson	Lewis	No	View	Edit	Delete
Attachment Type: Washington State Voter Reg								
Attachment Notes:								
Update Cancel								

Click “View” (red box) to see the image.

Attachment Type	Attachment Notes	Date Created	Added By	County	Flagged For Removal			
Washington State Voter Registration Form		2/22/2019 1:49:04 PM	Chad Severson	Lewis	No	View	Edit	Delete
NVRA CONFIRMATION MAILING		2/22/2019 9:55:45 AM	Chad Severson	Lewis	No	View	Edit	Delete

Click “Add New” (red box below) to add an image to a record.

Registrant ID: 655573
SMITH, THOMAS GENE

County: Lewis
DOB: 11/15/1939 (Age 79)

Status: ACTIVE
Status Reason: ACTIVE

[Registrant Info](#)
[Ballot Info](#)
[Provisional](#)
[Voting History](#)
[Validations](#)
[Attachments](#)
[Activity](#)
[Correspondence](#)

[Images](#)
[Signatures](#)

[Add New](#)

Attachment Type	Attachment Notes	Date Created	Added By	County	Flagged For Removal			
Washington State Voter Registration Form		2/22/2019 1:49:04 PM	Chad Severson	Lewis	No	View	Edit	Delete
NVRA CONFIRMATION MAILING		2/22/2019 9:55:45 AM	Chad Severson	Lewis	No	View	Edit	Delete

A new image can be added by scanning an image or uploading an image (red box).

Registrant ID: 655573
SMITH, THOMAS GENE

County: Lewis
DOB: 11/15/1939 (Age 79)

Status: ACTIVE
Status Reason: ACTIVE

[Registrant Info](#)
[Ballot Info](#)
[Provisional](#)
[Voting History](#)
[Validations](#)
[Attachments](#)
[Activity](#)
[Correspondence](#)

[Images](#)
[Signatures](#)

[Scan Image](#)
[Upload File](#)

RCW 29A.08.710(2)

To upload a file click “Upload File.” Choose the file, select a form type, and leave a note if desired. Then click the “Upload” button (blue box).

If the wrong file was chosen, click “Remove” (green box) to remove the file and try again.

The image and its details will be uploaded to the registrant's record.

After clicking "Scan Image," follow the instructions on the page and click "Scan." A preview of the image will display. Click "Process" (blue arrow) to upload the image.

The image and its details will appear on the registrant record (green arrow below).

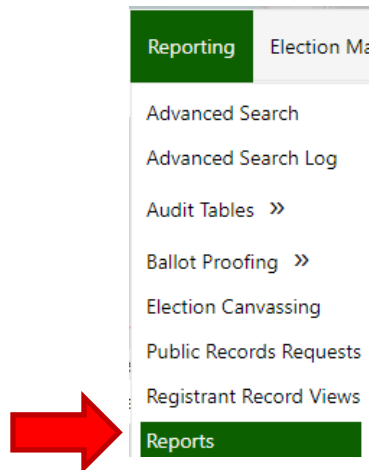
Registrant ID: 655573
SMITH, THOMAS GENE

County: Lewis
DOB: 11/15/1939 (Age 79)

Status: **ACTIVE**
Status Reason: **ACTIVE**

Attachment Type	Attachment Notes	Date Created	Added By	County	Flagged For Removal	View	Edit	Delete
Washington State Voter Registration Form		2/25/2019 2:08:23 PM	Laura Heckmann	Lewis	No	View	Edit	Delete
Washington State Voter Registration Form		2/22/2019 1:49:04 PM	Chad Severson	Lewis	No	View	Edit	Delete
NVRA CONFIRMATION MAILING		2/22/2019 9:55:45 AM	Chad Severson	Lewis	No	View	Edit	Delete

To run a report of the number of attachments for each record in the County, click the Reporting menu and select Reports (red arrow).



Select “Registrant Record Attachment Counts” from the reports menu (blue box, below). Click “View Report” (teal box, below) to generate.

REPORTS

Report:
Registrant Record Attachment Counts

Description
Registrant Record Attachment Counts.

View Report

Registrant ID 655573
SMITH, THOMAS GENE

County Lewis Status **ACTIVE**
DOB 11/15/1939 (Age 79) Status Reason **ACTIVE**

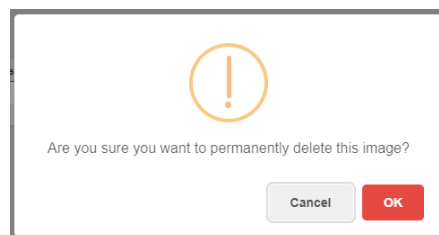
Registrant Info Ballot Info Provisional Voting History Validations **Attachments** Activity Correspondence

Images

Signatures Add New

Attachment Type	Attachment Notes	Date Created	Added By	County	Flagged For Removal			
Washington State Voter Registration Form		2/22/2019 1:49:04 PM	Chad Severson	Lewis	No	View	Edit	Delete
NVRA CONFIRMATION MAILING		2/22/2019 9:55:45 AM	Chad Severson	Lewis	No	View	Edit	Delete

Images are a permanent part of a registrant’s record and may not be removed from VoteWA except by certain authorized administrators in each county (red box above). Authorized administrators will see the below message box appear when they click to delete.



Activity Tab

The Activity tab (green tab below) stores all change history for a registrant record. This is a display-only page. History **cannot be added** from this tab. Activity is a permanent part of a record and cannot be deleted from VoteWA.

The Activity tab has 3 tables. The first shows the history of changes to a record (below). Each line displays what was changed, when the change occurred, and which user made the change.

Registrant ID 655573

SMITH, THOMAS GENE

County Lewis

DOB 11/15/1939 (Age 79)

Status **ACTIVE**

Status Reason **ACTIVE**

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

Change Type	Field	Old Value	New Value	User	County	Date Changed	
Voter Registration	Effective Date of Change	2010-02-12	2019-02-25	Laura Heckmann	Lewis	2/25/2019 12:22:00 PM	Undo
Voter Registration	How Registered	Online		Laura Heckmann	Lewis	2/25/2019 12:22:00 PM	Undo
Voter Registration	Reg Form #	Online		Laura Heckmann	Lewis	2/25/2019 12:22:00 PM	Undo
Voter Registration	Status Reason	Moved Out of County	Active	Chad Severson	Lewis	2/22/2019 12:29:51 PM	Undo
Voter Registration	Status Reason	Active	Moved Out of County	Chad Severson	Lewis	2/22/2019 11:46:58 AM	Undo
Voter Registration	Status Reason	Voter Requested	Active	Chad Severson	Lewis	2/22/2019 11:38:36 AM	Undo
Voter Registration	Status	Canceled	Active	Chad Severson	Lewis	2/22/2019 11:38:34 AM	Undo
Voter Registration	Status Reason	Active	Voter Requested	Chad Severson	Lewis	2/22/2019 10:18:01 AM	Undo
Voter Registration	Status	Active	Canceled	Chad Severson	Lewis	2/22/2019 10:17:59 AM	Undo
Imported	Update Voter Last Voted Date	Nov 7 2017 12:00AM	Feb 13 2018 12:00AM	OSOS System		2/23/2018 3:20:06 PM	Undo
Imported	Update Voter Last Voted Date	Nov 8 2016 12:00AM	Nov 7 2017 12:00AM	OSOS System		11/28/2017 4:55:18 PM	Undo
Imported	Update Voter Last Voted Date	Feb 11 2014 12:00AM	Nov 8 2016 12:00AM	OSOS System		11/29/2016 10:05:57 AM	Undo
Regular	Record Added					2/25/2014 10:02:29 PM	Undo

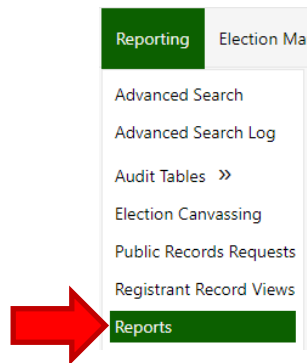
A “Registrant Record Actions” table (below) displays actions to records not prompted from a new registration form. Voting history, images, and merging are recorded here.

Registrant Record Actions			
Action	User	County Name	Date Changed
Attachment added to this record.	Laura Heckmann	Lewis	2/25/2019 2:08:23 PM
Attachment added to this record.	Chad Severson	Lewis	2/22/2019 1:49:04 PM
Attachment added to this record.	Chad Severson	Lewis	2/22/2019 9:55:45 AM
Voting history added for 02/13/2018 Special election.	Unknown	Unknown	8/31/2018 1:22:44 PM
Voting history added for 11/07/2017 General election.	Unknown	Unknown	8/31/2018 1:21:19 PM
Voting history added for 11/08/2016 General election.	Unknown	Unknown	8/31/2018 1:13:49 PM
Voting history added for 02/11/2014 Special election.	Unknown	Unknown	8/31/2018 1:00:54 PM
Voting history added for 11/05/2013 General election.	Unknown	Unknown	8/31/2018 1:00:16 PM
Voting history added for 11/06/2012 General election.	Unknown	Unknown	8/31/2018 12:58:09 PM
Voting history added for 08/07/2012 Primary election.	Unknown	Unknown	8/31/2018 12:56:52 PM
Voting history added for 02/14/2012 Special election.	Unknown	Unknown	8/31/2018 12:55:30 PM
Voting history added for 03/10/2009 Special election.	Unknown	Unknown	8/31/2018 12:55:10 PM
Voting history added for 11/04/2008 General election.	Unknown	Unknown	8/31/2018 12:55:07 PM
Voting history added for 11/02/2004 General election.	Unknown	Unknown	8/31/2018 12:54:41 PM
Voting history added for 09/14/2004 Primary election.	Unknown	Unknown	8/31/2018 12:54:39 PM

The “Registrant Record Views” table (below) lists the times a record has been viewed by VoteWA users.

Registrant Record Views		
User	County Name	Date Viewed
Laura Heckmann	Lewis	2/25/2019 2:08:24 PM
Laura Heckmann	Lewis	2/25/2019 12:52:34 PM
Laura Heckmann	Lewis	2/25/2019 12:31:22 PM
Laura Heckmann	Lewis	2/25/2019 12:25:08 PM
Laura Heckmann	Lewis	2/25/2019 12:23:13 PM
Laura Heckmann	Lewis	2/25/2019 12:22:03 PM

An audit report of all changes to voter records in the county can be run using the “Reporting:” menu to select “Reports” (red arrow).



Select “Registrant Record Activity” and select date parameters to generate the report by user.

 A screenshot of the 'REPORTS' section in the application. On the left, under the 'Report:' dropdown, 'Registrant Record Activity' is selected. Below this, there are options for 'Specific Date' (selected) and 'Date Range' (with a calendar icon). The 'User:' dropdown is set to 'Select'. A 'View Report' button is at the bottom left. On the right, under the 'Description' header, it says 'Audit on registrant records displaying changes that occurred and who made the changes.'

Correspondence Tab

The “Correspondence” tab (green tab below) displays all mail, phone, and email correspondence for each registrant. Correspondence can be added, edited, and deleted correspondence here.

NOTE: Most mail correspondence should not have to be manually generated on this page. Mailings are primarily created automatically through user processes in VoteWA, and are queued to be printed in a county’s home queue for batch printing.

Correspondence is a permanent part of a registrant’s record and cannot be deleted. However, mailings that have been created *but have not been sent* can be deleted. Once a registrant has been sent a mailing, the record is permanent.

 A screenshot of the 'Correspondence' tab for a specific registrant, SMITH, THOMAS GENE (ID: 655573). The page shows various tabs like 'Registrant Info', 'Ballot Info', 'Provisional', 'Voting History', 'Validations', 'Attachments', 'Activity', and 'Correspondence' (which is active). Below the tabs are three buttons: 'Create Mail Correspondence', 'Create Email Correspondence', and 'Create Phone Correspondence'. A table below these buttons lists correspondence items with columns for Notice Name, Notice ID, Notice Notes, Date Created, Created By, Date Sent, Sent By, Time Elapsed (Days), Mark as Returned, Date Returned, and Notice Return Reason. Two items are listed: 'Acknowledgement Notice' and 'NVRA Confirmation Mailing'. At the bottom, it says 'Total Items: 2'.

Click one of the three buttons in the green box below to add correspondence to a record.

Click the “Create Mail Correspondence” button to see the following (below). Select a “Notice Name” from the drop-down list, enter notes if desired, and then click “Insert Notice” (blue arrow) to insert an unsent mailing into the registrant’s record.

Correspondence

Create Mail Correspondence Create Email Correspondence Create Phone Correspondence

Notice Name: Acknowledgement Notice

Notes:

Insert Notice Close

After the page refreshes, the record will appear on the page (orange arrow).

	Notice Name	Notice ID	Notice Notes	Date Created	Created By	Date Sent	Sent By	Time Elapsed (Days)	Mark as Returned	Date Returned	Notice Return Reason			
View Notice to be Sent	Acknowledgement Notice	N-27471		2/25/2019 2:35:59 PM	Laura Heckmann									
View Sent Notice	NVRA Confirmation Mailing	N-27462		2/22/2019 9:55:01 AM	Chad Severson	2/20/2019 9:55:45 AM	Chad Severson			2/22/2019 11:29:00 AM	Updated Registration within County	Dymo Label	Delete	Edit
Total Items: 2														

Click “View Notice to be Sent” (green box) to see a copy of the mailing to be printed and sent to the registrant.

To add email or phone correspondence, click the “Create Phone Correspondence” or “Create Email Correspondence” button.

Note:

Insert Correspondence

Enter the information in the box next to “Note:” then click the “Insert Correspondence” button (orange arrow).

The correspondence is now stored with the voter record.

Notice Name	Notice ID	Notice Notes	Date Created	Created By	Date Sent	Sent By	Time Elapsed (Days)	Mark as Returned	Date Returned	Notice Return Reason			
EMAIL CORRESPONDENCE	N-27473	Thomas was emailed a link to our county website on 2/25/2019.	2/25/2019 2:47:31 PM	Laura Heckmann	2/25/2019 2:47:31 PM		0				Dymo Label	Update	Cancel

To print mailing labels for this registrant, click the “Mailing Label” button (green box).

Registrant Info	Ballot Info	Provisional	Voting History	Validations	Attachments	Activity	Correspondence			
Create Mail Correspondence Create Email Correspondence Create Phone Correspondence							Mailing Label			
Notice Name	Notice ID	Notice Notes	Date Created	Created By	Date Sent	Sent By	Time Elapsed (Days)	Mark as Returned	Date Returned	Notice Return Reason

The label information is editable and may be printed with a Dymo label printer.

MAILING LABEL

Close

NOTE: You must have a Dymo printer installed to print labels.

Registrant Mailing Address

THOMAS GENE SMITH

124 KOBE RD

CHEHALIS WA 98532

Labels

Registrant Seasonal Address

Labels

Adding a New Registrant

Select “Voter Registration” from the top menu bar, then select “Scan Forms” (blue arrow).

Voter Registration

Add Registrant

Deceased Records Search

Felony Records Search

Mentally Incompetent Records Search

Possible Duplicate Registrants »

Process Returned Notices

Purge Registrants »

Scan Forms

UOCAVA Voters

VoteWA

Home Voter Registration Reporting Election Management County Utilities Help

Search for registrants Last, First DOB

Registrant ID/Barcode

Logout

Lewis County

Role(s): County Administrator

Election: **PRIMARY 2019 - 2/15/2019**

Version: 1.3.19049.1

Lewis County

Current Active Voters: 46,444

Total Registered Voters: 51,010

Calendar & Tasks

Total Registrants	
Total Registrants	1
Deceased	1
ERIC Cross-State Review	17
ERIC In-State Review	72
Failed ID Check	31
Failed ID Check for Two Federal General Elections	35
Flagged Records	3
Forms to be Scanned	89
Inactive Two Federal General Elections	64
Mass Update - Precinct Split Change	1
NCOA Cross-State Review	576
NCOA In-State Review	1,857
Notice of Incomplete Registration - Over 45 days	3
Online Voter Registrations (New)	2
Online Voter Registrations (Update)	3

Scan voter registration forms individually or in batches. Select the appropriate form type from the “Form Type” drop-down menu (red box). Select the installed scanner in the “Select Source” drop-down (blue box). Click “Scan” (blue arrow)

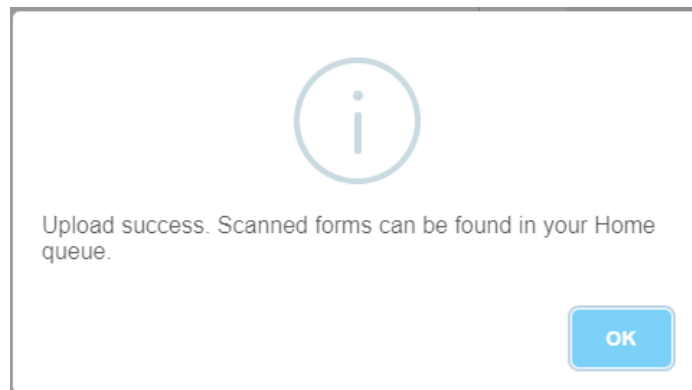
The screenshot shows the 'SCAN FORMS' interface. At the top, there's a navigation bar with links: Voter Registration, Reporting, Election Management, County Utilities, and Help. A search bar is on the right. The main area has a large white box for the scanned image. To the right, there's a control panel. The 'Form Type' dropdown is highlighted with a red box. Below it, the 'Select Source' dropdown is highlighted with a blue box. A blue arrow points to the 'Scan' button.

A preview of the scanned image(s) will show. A box below the form has an image of the clipped signature (blue arrow).

NOTE: If the signature is not completely captured, click and drag a box around the signature and click “Create Signature from Selection” (this button will only appear AFTER clicking and dragging the box). Click “Process” (red box).

The screenshot shows the 'SCAN FORMS' interface with a scanned Washington State Voter Registration Form. The form is displayed in a preview window. Below the form, there's a signature area. A blue arrow points to the signature area. To the right, there's a control panel. The 'Form Type' dropdown is set to 'Washington State Voter Regis'. Below it, the 'Scan Image(s)' section is visible. The 'Process' button is highlighted with a red box.

A pop-up window will appear. Click OK.



Click the “Home” icon (red box below) to navigate back to the home screen to process the form.



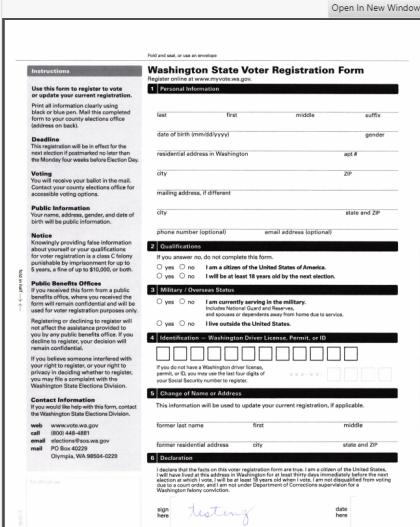
The scanned forms are on the home screen in the section called “Forms to be Processed.” Expand the arrow next to the appropriate form type (blue arrow). Click “Select” next to the form to process.

Forms to be Processed:					
Item		Total			
Challenge Letter		6	Process Next		
Washington State Voter Registration Form		93	Process Next		
Image	Date Added		Scanned By	Date Locked	Locked By
Select	2/19/2019 7:13:29 AM		Laura Heckmann		
Select	2/19/2019 7:13:28 AM		Laura Heckmann		
Select	2/18/2019 4:19:45 PM		Laura Heckmann		
Select	2/18/2019 4:19:43 PM		Laura Heckmann		
Select	2/18/2019 11:49:35 AM		Laura Heckmann		
Select	2/6/2019 12:26:36 PM		Chad Severson		
Select	2/6/2019 12:26:33 PM		Chad Severson		
Select	2/6/2019 12:26:31 PM		Chad Severson		
Select	1/30/2019 8:46:20 AM		Chad Severson		
Select	1/29/2019 9:23:53 AM		Laura Heckmann		

This is the “Process Form” page. The image of the form is on the left and a search screen is on the right. Fill in the fields with the registrant information and click “Search” (red box).

Process Form

Previous Form
Close
Next Form



Search for Registrant

Last Name:

First Name:

SSN:

DOB:

WA DLID #:

OR

Registrant ID:

Search

[Delete Image](#)

Form Type: Washington State Voter Registration Form

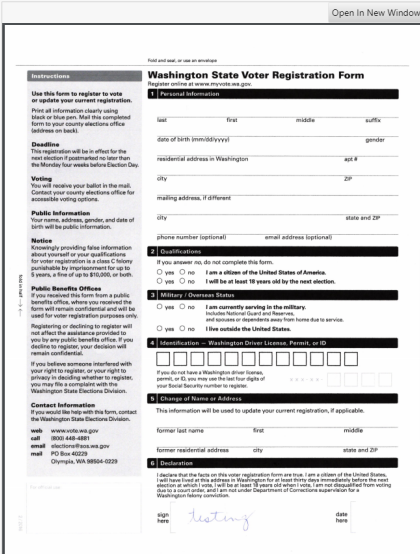
Scanned By: Laura Heckmann

Scanned Date: 2/19/2019 7:13:28 AM

If the system matches on an existing registrant, the record(s) will appear below the search window. Select one of the existing records by clicking "Select this record" (blue box) or process as a new registration by selecting “Add New Registration” (green box).

Process Form

Previous Form
Close
Next Form



Search for Registrant

Last Name:

First Name:

SSN:

DOB:

WA DLID #:

OR

Registrant ID:

Search

[Delete Image](#)

Form Type: Washington State Voter Registration Form

Scanned By: Laura Heckmann

Scanned Date: 2/19/2019 7:13:28 AM

	Registrant ID	Match Type	County	Name	SSN	DOB	Residence Address	WA DLID #	Status	Status Reason
Select this record	11968057	Soft	Lewis	HECKMANN, LAURA E	1234	01/29/1988	321 WINSTON CREEK RD, MOISSYROCK, WA 98564		Active	Active
Select this record	11968083	Soft	Lewis	HECKMANN, LAURA E		01/29/1988	668 BROCKWAY RD, CHEHALIS, WA 98532		Active	Active

Add New Registration

If the registrant's information does not currently exist in the system, a pop-up window will show. Process the form as a new registration. Click OK.

The screenshot shows the 'Process Form' window. On the left is a 'Washington State Voter Registration Form' with sections for Personal Information, Confirmation, Military/Overseas Status, Identification, Change of Name or Address, and Declaration. On the right is a 'Search for Registrant' panel with fields for Last Name, First Name, SSN4, DOB, VIA DL/ID #, OR, and Registrant ID. A pop-up window in the center displays an exclamation mark icon and the message: 'The information you entered does not match any existing registrant records on file. Proceed to enter this registrant with a new record.' The pop-up has 'Cancel' and 'OK' buttons.

This is the “Add Registrant” screen below. It will be populated with the existing record selected or with the new information entered in the search fields. The scanned form is on the right for data entry reference.

Note: The “Open in New Window” button will allow opening the image in a separate window (blue arrow).

The screenshot shows the 'Add REGISTRANT' screen. It includes a progress bar with steps: Enter Registrant Info, Check DOL, Duplicate Record Match, Decoded/Felconv/Comp Checks, and Add Registrant. The main form area contains fields for WA DL/ID #, SSN4, DOL Pull, Last Name, First Name, Middle Name, Suffix, DOB, Gender, Residence Address, Mailing Address, Add Seasonal Address, Phone, Mobile, Email, U.S. Citizen status, and Previous Registration Info. There is also an 'Office Use Only' section with fields for Registration Date, Source of Registration, How Registered, Form Language, Registration Status, and Registration Status Reason. On the right, there is a preview of the scanned Washington State Voter Registration Form. A blue arrow points to the 'Open in New Window' button located above the scanned form preview.

Add the driver's license number of the voter in the WA DL/ID # field and click "DOL Pull" (red box). This will populate all available information from the license into the appropriate fields.

The screenshot shows the 'ADD REGISTRANT' form. At the top, there are buttons for 'Close' and 'Clear All Fields'. Below these is a progress bar with steps: 'Enter Registrant Info' (green), 'Check DOL' (yellow), 'Duplicate Record Match' (yellow), 'Deceased/Felon/Incomp Checks' (yellow), and 'Add Registrant' (grey). The 'Check DOL' step is currently active. Below the progress bar, there are input fields for 'WA DL/ID #' and 'SSN4'. The 'DOL Pull' button is highlighted with a red box. To the right of the 'SSN4' field is a button labeled 'Open in New Window'.

If there is no driver's license information, fill in available information for name and date of birth and run the necessary checks (yellow flags).

The screenshot shows three yellow flags in a row, each with a right-pointing arrow. The flags are labeled 'Check DOL', 'Duplicate Record Match', and 'Deceased/Felon/Incomp Checks'.

Click "Run Checks" above the flags (purple box, above). A pop-up window will appear with a spinning circle as the checks are conducted. If all pass, small checkmarks will show next to each yellow flag.

If the DOL check is unable to find a match on either a driver's license number or SSN4, a blue warning appears at the bottom of the screen.

Bypassing the checks will flag the registrant as "Failed ID Check." Selecting "Close and Review Record" will enable editing of the data entered.

The screenshot shows a blue warning message box. The text inside reads: 'To BYPASS DOL CHECK CLICK 'BYPASS DOL/SSN4 CHECK''. Below this text are two buttons: 'Bypass DOL/SSN4 Check' and 'Close and Review Record'.

NOTE: The "Failed ID Check" flag will place the registrant in the home queue as "Failed ID Check" (below) until the ID requirement has been satisfied. The registrant will remain active.

The screenshot shows a row in a table. The first cell contains a right-pointing arrow. The second cell contains the text 'Failed ID Check'. The third cell contains the number '31'.

If the duplicate record match finds an existing record, the following screen will be visible:

Red Box: Clicking “Match” will connect the existing voter to the new information and assign it the existing ID.

Green Box: Clicking “No Match” will create a new registration, and NOT link to the potential match.

Yellow Box: If there are multiple matches and none are the new voter, click “Dismiss All Matches” to avoid clicking each one individually.

Blue Box: This button returns to the record without applying any changes.

DUPLICATE RECORD MATCH
Dismiss All Matches
Close and Review Record

		Registrant ID	Match Type	County	Name	Residence Address	Zip	SSN4	DOB	WA DL/ID #	Status	Status Reason	Effective Date of Change
Match	No Match	11968057	Hard	Lewis	HECKMANN, LAURA E	763 COAL CREEK RD	98532	1234	01/29/1988		Active	Active	02/21/2019
Match	No Match	11968083	Soft	Lewis	HECKMANN, LAURA E	658 BROCKWAY RD	98532		01/29/1988		Canceled	Moved Out of State	02/12/2019

If the deceased/felon/incompetent checks match finds an existing record, a variation of this screen will display. If the record is matched to an existing deceased record, the status will update to “Canceled” with a reason of “Deceased.” If the record matches a felony record, the status will update to “Pending” with a status reason of “Potential Felon.”

DECEASED RECORD MATCH
Close and Review Record

		Match Type	First Name	Middle Name	Last Name	Suffix	DOB	SSN4	Residence Address	City St Zip	DOD	Age	Gender
Match	No Match	Soft	JAMES	C	WILSON		07/10/1963	1532	123 MAIN ST	TOLEDO, WA 65656	10/25/2018	55	M

The checks can be run at any time during data entry.

The Residence Address (pink box) must match an address point in TotalAddress for easy processing. After entering the first few digits of the street address, select from a drop-down of verified address points. This selection will autopopulate the rest of the address fields.

Residence Address* ☐ Non-Standard

Unit Type Unit #
 City* Zip*

Mailin 678 BURNT RIDGE RD ONALASKA 98570

if diff 678 CHILVERS RD CHEHALIS 98532

Add 678 HAYWIRE RD CHEHALIS 98532

Phone 678 HIGHWAY 603 CHEHALIS 98532

U.S. () 678 N FORK RD CHEHALIS 98532

U.S. () 678 OPPELT RD CHEHALIS 98532

Yes 678 PLEASANT VALLEY RD MINERAL 98355

Previo 678 SHANKLIN RD ONALASKA 98570

Last 678 SW CHEHALIS AVE CHEHALIS 98532

678 TENNESSEE RD WINLOCK 98596

Address Line 2

City State Zip

☐ UOCAVA

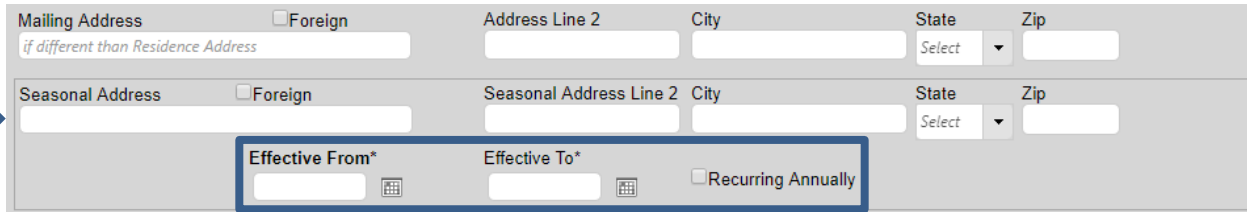
☐ UOCAVA

Middle Name Suffix

VoteWA uses TotalAddress, a GIS-based address management software, to automatically assign registrants to the correct precincts.

If different from the residence address, fill in a separate mailing address directly below the residence address. The mailing address is not connected to TotalAddress but is standardized.

Directly below the mailing address, a seasonal address (blue arrow) can be added with an effective term (blue box).

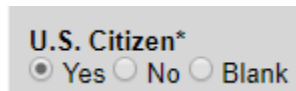


Mailing Address ☐ Foreign Address Line 2 City State Zip
if different than Residence Address Select

Seasonal Address ☐ Foreign Seasonal Address Line 2 City State Zip
Select

Effective From* Effective To* ☐ Recurring Annually

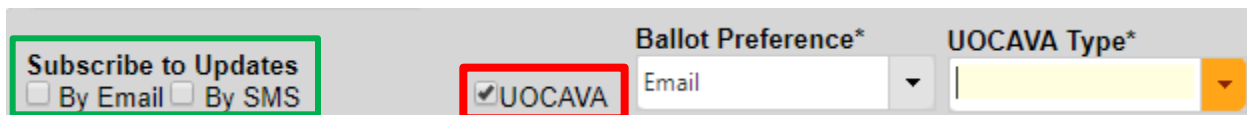
Below the address fields is the citizenship selection. Anything other than “yes” will automatically place the registrant into a status of “Rejected” until citizenship requirements are satisfied.



U.S. Citizen*
☒ Yes ☐ No ☐ Blank

“Subscribe to Updates” (green box) will queue text message or email versions of any correspondence generated for the registrant.

Checking “UOCAVA” (red box) will allow selection of ballot preference and type.



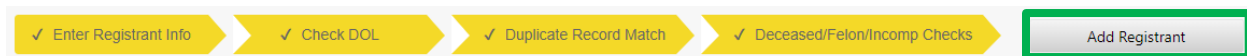
Subscribe to Updates ☐ By Email ☐ By SMS

☒ UOCAVA

Ballot Preference* Email

UOCAVA Type*

After all appropriate fields and record checks have been completed, the “Add Registrant” button will be activated in the upper right-hand corner of the “Add Registrant” screen (green box). Click “Add Registrant.”



✓ Enter Registrant Info ✓ Check DOL ✓ Duplicate Record Match ✓ Deceased/Felon/Incomp Checks

Add Registrant

The screen will refresh with the new registrant's Registrant Info tab (below). **Important: Note the "Unsent Notice(s)" in the registrant's record (blue arrow).**

Registrant ID: 11968086
WONDERLAND, WINTER

County: Lewis
DOB: 06/05/1934 (Age 84)
Status: ACTIVE
Status Reason: ACTIVE

Residence Address: 658 NW LAFAYETTE ST, CHEHALIS, WA 98532
Mailing Address: 658 NW LAFAYETTE ST, CHEHALIS, WA 98532

SSN: 1234
WA DL/DL #: 1234
Registration Date: 2/22/2019
Effective Date of Change: 2/22/2019
Source of Registration: Armed Forces Recruitment Offices

Gender: Male
Form Language: English
Phone: (765) 745-6765
Mobile: (896) 456-7834
Email: TEST@TEST.COM
Previous Name:

Unsent Notice(s)

Notice Name	Date Created	
Acknowledgement Notice	2/22/2019 9:27:19 AM	View

Update Record Add To Race

UOCAVA: Overseas Military
Ballot Preference: Email
Failed ID Check

District Type	District Name
Legislative	Legislative District 20
PCD	CHEHALIS #1 PCD
Commissioner	Comm Dist 2 Sub-Dist 5
Commissioner	County Comm Dist #2
Judicial	Court of Appeals, Division 2, District 3
Judicial	Lewis Superior Court
Judicial	Supreme Court
School	Chehalis School District #302
PRECINCT SPLIT	0201.1
City/Town	Che Cour Dist #1
City/Town	Chehalis City
Congressional	Congressional District 3
PRECINCT	Chehalis #1
Port	Chehalis Port CD #3
Port	Chehalis Port District
Public Utility	PUD Dist Comm #2
Public Utility	PUD District

Clicking the "Unsent Notice(s)" view button (blue arrow above), will navigate to the registrant's Correspondence tab, at which there is a new Acknowledgement Notice waiting to be printed out and mailed to the voter. The "Correspondence Tab" (red box, above) will also bring up the information.

The "Add Registrant" screen can be accessed by hovering over the "Voter Registration" menu at the top of the screen and selecting "Add Registrant" from the drop-down menu (blue arrow).

Voter Registration Reporting Election Management County Utilities Help

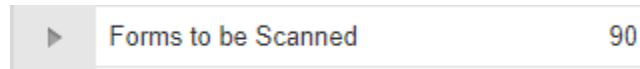
Add Registrant

At the "Add Registrant" screen, the user will be prompted AFTER adding the registrant to scan a form.

Forms to be Scanned		
Date		
02/22/2019	Scan	Clear

After processing a registration, there is a "Forms to be Scanned" table on the Registrant Info tab for convenience (pictured above). Click "Scan" (purple box) to scan the form and clear this flag.

If this is not done, the registrant record will be flagged in the “Forms to be Scanned” tasks item in the Home queue, and registrants will remain in this list until forms are scanned for each registrant.

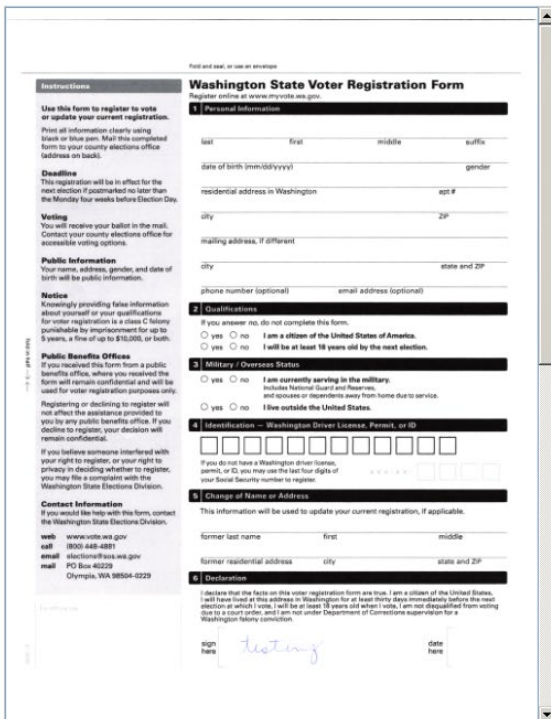


Click “Scan” (purple box above) and then on the Scan Forms page (below) choose a Form Type (blue arrow) and click the Scan button (green box).

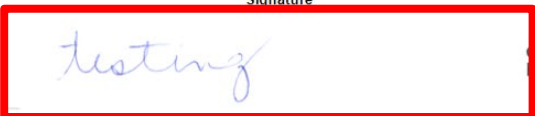
A screenshot of the 'SCAN FORMS' page. At the top, there is a header bar with an orange gradient. Below the header, on the right side, is a 'Form Type' dropdown menu with 'Select' as the current selection. A blue arrow points to this dropdown. Below the dropdown is a section titled 'Scan Image(s)' which contains a 'Select Source' dropdown menu with 'Canon DR-C225 TWAIN' selected. There are two checkboxes: 'Duplex (Both Sides)' and 'Show Scanner Settings on Scan', both of which are unchecked. Below these is a 'Color Mode' section with three radio buttons: 'B&W', 'Gray', and 'Color'. The 'Color' radio button is selected. At the bottom of this section is a 'Scan' button, which is highlighted with a green rectangular box.

Once the form is scanned, an image of the form will be visible, as well as the signature box below (red box, below). If the captured signature needs adjustment, click and drag the desired area to save a new signature clip. Then click “Process” (orange box, below).

Scan Form



Signature



Form Type: Washington State Voter Registration Form

Scan Image(s)

Select Scanner: Canon DR-C225 TWAIN

☐ Scan Both Sides

☐ Discard Blank Images

☐ Show Scanner Settings on Scan

Color Mode: ☐ B&W ☐ Gray ☒ Color

Resolution: 300

Scan

Attachment Notes:

Edit Image

Show Image Editor

Process

After the form has been successfully processed, the registrant’s Attachments tab will show the scanned form (blue arrow).

Registrant Info	Ballot Info	Provisional	Voting History	Validations	Attachments	Activity	Correspondence
Images Signatures IMAGES Add New							
Attachment Type	Attachment Notes	Date Created	Added By	County	Flagged For Removal		
Washington State Voter Registration Form		2/22/2019 12:20:17 PM	Laura Heckmann	Lewis	No	View	Edit Delete

VoteWA generates letters to send to the registrant’s previous state of registration. These letters can be found by hovering over “Reporting” at the top of the screen and selecting “Reports” (red box).

Reporting

Advanced Search

Advanced Search Log

Audit Tables

Election Canvassing

Public Records Request

Registrant Record View

Reports

Election Management

County Utilities

Help

Search for registrants Last, First

DOB

Registrant ID/Barcode

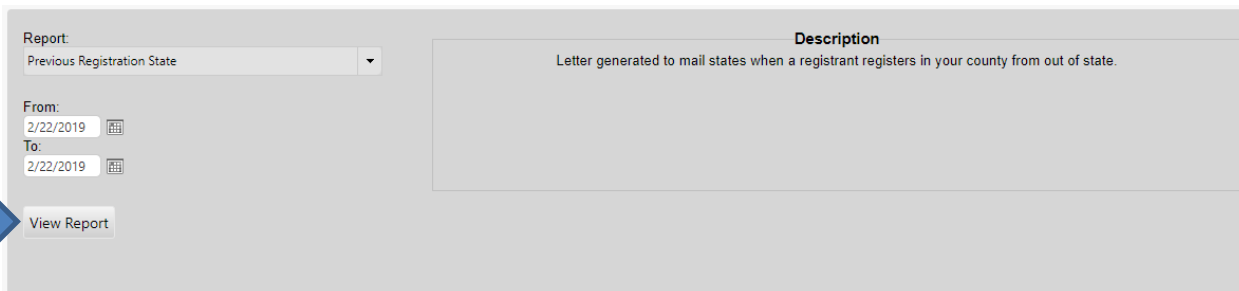
Lewis County

Current Active Voters: 46,444

Total Registered Voters: 51,012

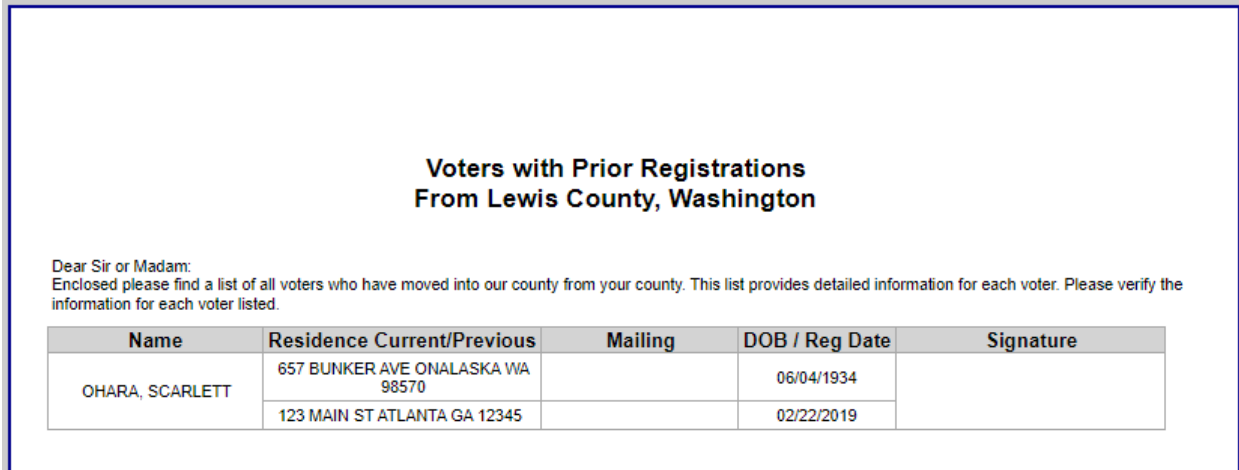
Calendar & Tasks

Select “Previous Registration State.” Select a date range and click “View Report (blue arrow).”



The screenshot shows a web interface for generating a report. On the left, under the heading "Report:", there is a dropdown menu set to "Previous Registration State". Below this, the "From:" date is set to "2/22/2019" and the "To:" date is also set to "2/22/2019". A blue arrow points to a "View Report" button. On the right, under the heading "Description:", there is a text box that reads: "Letter generated to mail states when a registrant registers in your county from out of state."

This report will generate a separate letter for each state, within the given date range, the registrant’s record specifies as a previous registration state. Below is a preview of the letter.



The preview shows a letter titled "Voters with Prior Registrations From Lewis County, Washington". The letter is addressed to "Dear Sir or Madam:" and contains the following text: "Enclosed please find a list of all voters who have moved into our county from your county. This list provides detailed information for each voter. Please verify the information for each voter listed."

Name	Residence Current/Previous	Mailing	DOB / Reg Date	Signature
OHARA, SCARLETT	657 BUNKER AVE ONALASKA WA 98570		06/04/1934	
	123 MAIN ST ATLANTA GA 12345		02/22/2019	

OFFICE USE ONLY

At the bottom of the Add Registrant screen, see a section labeled “Office Use Only.” This is where you will enter information not found on the voter registration form will be, but will be used throughout VoteWA to track information, populate reports, and maintain voter status.

The screenshot shows the 'Office Use Only' section with the following fields:

- Registration Date*** (purple box): A date picker.
- Source of Registration*** (red box): A dropdown menu with 'Select' as the placeholder.
- How Registered*** (light blue box): A dropdown menu with 'Select' as the placeholder.
- Form Language** (yellow box): A dropdown menu with 'Select' as the placeholder.
- Registration Status*** (green box): A dropdown menu with 'Active' as the selected option.
- Registration Status Reason*** (green box): A dropdown menu with 'Active' as the selected option.
- Add Note**: A button to add a note.

Purple box: For new registrations, the user will be required to select a **Registration Date** from the calendar. This date will be saved in the system as the original date of registration for this record.

Red box: **Source of Registration** is where the registration came from. This is stored in the system and used in the EAC Survey. Below is the list of options in the Source dropdown (light green box, below). This is a required field.

The list of options for 'Source of Registration' is as follows:

- Motor Vehicle
- Online Registration
- ALTSA
- CSD
- DOH
- DVR
- HBE
- HCA
- DSB
- DDA
- Federal Post Card
- Other State Agency
- Registration Drive
- Other
- Returned Notice
- Armed Forces
- Recruitment Offices
- Auditors Office
- Other State Agency

Light Blue box: **How Registered** is how to indicate how the registration is received from the voter. Below is the list of options in the “How Registered” dropdown (blue box). This is a required field.

The list of options for 'How Registered' is as follows:

- Fax
- Mail
- In Person
- Fax
- Electronic

Orange box: This is where to select a **Form Language** preference for the voter, if indicated on the registration form. This is not a required field. This selection effects ballot issuance and notice generation, if notices and ballot styles have been created in the selected language. The language preference selected by a voter through Online Voter Registration will show here.

Green box: Registration Status and Registration Status Reason. These are both required fields, and will display in the upper right-hand corner of every voter record. Selecting from the status drop down will determine what selections is listed in the status reason dropdown. **The system will know what notice to generate based on the status of the voter at the time the registration is added or updated.**

For Registration Status: **Active**, the only status reason available will also be **Active** (below). Any registration with a status of active shows up in the quick search and be eligible for ballot issuance for elections within their assigned districts.

Registration Status*	Registration Status Reason*
Active	Active

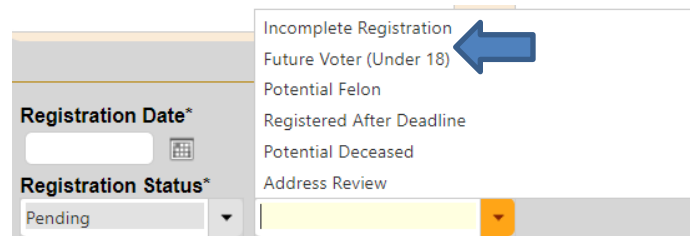
Below are the status reason options for Registration Status: **Rejected**. A registration status of Rejected will not show up in the quick search and will not be issued ballots (this status can be searched on in the advanced search).

Registration Status*	Registration Status Reason*
Rejected	Non Citizen - Invalid Proof Provisional Not Counted

Below are the status reason options for Status: **Canceled**. A registration status of Canceled will not show up in the quick search and will not be issued ballots (this status can be searched on in the advanced search).

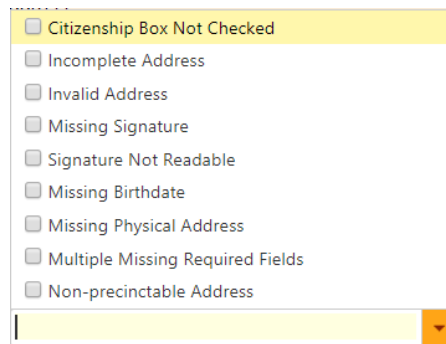
ast Name ddress Registration Date* Registration Status*	Deceased Declared Incompetent Registration Challenged Felon No ID Provided for Two Federal Elections Voter Requested Inactive for Two Federal Elections No Response to Verification Notice Registered Out of State Duplicate
---	--

Below are the status reason options for Status: **Pending**. A registration status of Pending will not show up in the quick search and will not be issued ballots (this status can be searched on in the advanced search).



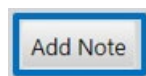
The screenshot shows a form with two fields: "Registration Date*" and "Registration Status*". The "Registration Status*" dropdown is set to "Pending". A dropdown menu is open, showing the following options: "Incomplete Registration", "Future Voter (Under 18)", "Potential Felon", "Registered After Deadline", "Potential Deceased", and "Address Review". A blue arrow points to "Incomplete Registration".

When selecting the **Incomplete Registration** Status Reason for a **Pending** status (blue arrow, above), there will be a prompt to select an incomplete reason from the dropdown below. One or multiple reasons can be selected.



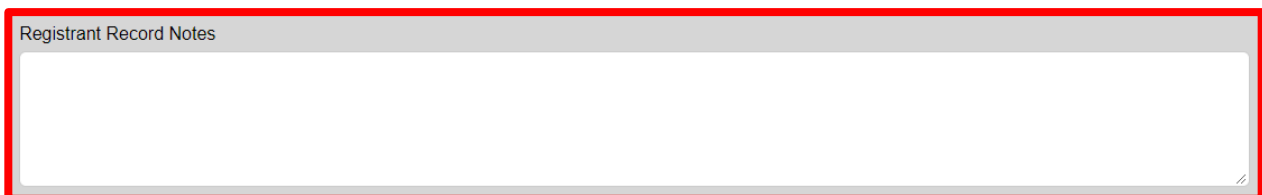
The screenshot shows a dropdown menu with the following options, each preceded by a checkbox: "Citizenship Box Not Checked", "Incomplete Address", "Invalid Address", "Missing Signature", "Signature Not Readable", "Missing Birthdate", "Missing Physical Address", "Multiple Missing Required Fields", and "Non-precinctable Address".

On the right-hand side of the "Office Use Only" section, see a button labeled "Notes" (light blue box, below).



A button labeled "Add Note" with a blue border.

Clicking this button will bring up a free form text box (red box, below), where notes to associate with the record can be entered. These notes will appear on the Registrant Info tab.



A text box labeled "Registrant Record Notes" with a red border.

There are differences between updating an existing voter versus adding a new one. For existing voters, you will see several of these fields auto-populated (yellow box, below).

- The Registration Date will be populated with the original date the registration was entered (red arrow)
- The Effective Date of Change will default to the date you update the voter, but is editable (green arrow).

Office Use Only

Registration Date* 03/25/2016

Source of Registration* Walk In

How Registered* Walk In

Form Language Select

Effective Date of Change* 03/25/2016

Registration Status* Active

Registration Status Reason* Active

Ballot Reissue Option*

☐ Yes

☐ No

Add Note

There is one additional status option when updating an existing voter: **Inactive**. Below see the Registration Status Reasons available for an Inactive status. Voters with an inactive status will show up in the quick search, but will not be issued ballots.

Registration Status* Inactive

Registration Status Reason*

Undeliverable Mail

Moved Out of State

Moved Out of County

Address Review

Purple Box, above: Another option is the Ballot Reissue Option. This option will appear when updating an existing voter who is eligible for the selected election. This is a required field before updating the voter if a ballot has already been issued. Clicking “Yes” will place a new ballot into the “Outbound Ballot Processing” page (covered in a separate section of this user guide).

Updating an Existing Registrant

To process a voter registration form, enter the last name of the registrant in the upper right-hand corner of the Quick Search (red box).

If a registrant exists in the system, the name(s) will appear in a drop-down (below). Click the name to open the record. If more than one record exists, all will appear in the drop-down.

Click the “Update Record” button (blue arrow) and follow the same steps for Adding a New Registrant.

Registrant ID 11968085
WONDERLAND, WINTER

County Lewis
DOB 06/04/1956 (Age 62)
Status ACTIVE
Status Reason ACTIVE

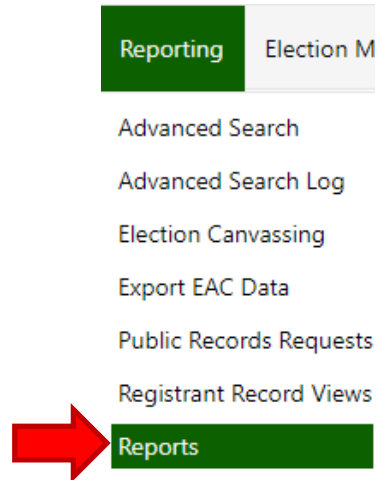
Update Record Add To Race

Failed ID Check

District Type	District Name
Legislative	Legislative District 20
PCO	AGATE PCO
Commissioner	Comm Dist 3 Sub-Dist 3
Commissioner	County Comm Dist #3
Fire	Fire Dist. #6-Chehalis
Judicial	Court of Appeals, Division 2, District 3
Judicial	Lewis Superior Court
Judicial	Supreme Court
School	Chehalis School District #302
PRECINCT SPLIT	0002.3
PRECINCT	Agate
Congressional	Congressional District 3
Port	Chehalis Port CD #1
Port	Chehalis Port District
Public Utility	PUD Dist Comm #1
Public Utility	PUD District

If the name is a match with a registrant registered in another county, click the “Transfer Record” button (green arrow) next to “Add Races” and follow the same steps for Adding a New Registrant. This will or move the registrant to the new county’s files.

Counties are notified in their home queues whenever their registrants are transferred to another county. For a report of all registrants that have been transferred out of a county, go to the Reporting menu and select Reports (red arrow).



The Registrant Transfers report will generate the report of any registrant records that have been transferred out of a county.

REPORTS

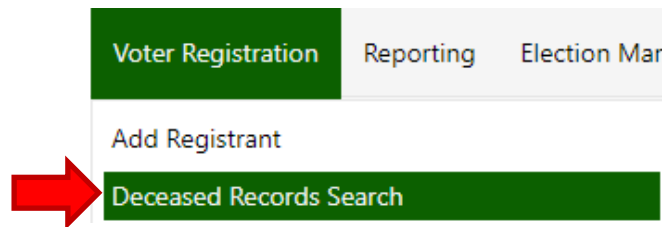
Report:	Description
Registrant Transfers	Shows the transfers in and out of the county.

From: 2/27/2019
To: 2/27/2019

[View Report](#)

Deceased Records Search

All Deceased Records will be stored permanently on the Deceased Records Search page. This page is found under the Voter Registration menu (red arrow).



Use any field (or a combination of fields) to search (green box). The search filter is automatically set to "Contains," so partial names may be searched.

DECEASED RECORDS SEARCH

[Insert New Deceased Record](#)

First Name		SSN4	
Middle Name		DOB	mm/dd/yyyy
Last Name		DOD	mm/dd/yyyy
City			
Zip			
Search Reset			

Results display at the bottom of the page (blue arrow below). Deceased individuals will be listed here whether registered or not.

DECEASED RECORDS SEARCH

[Insert New Deceased Record](#)

First Name		SSN4	
Middle Name		DOB	mm/dd/yyyy
Last Name	SMITH	DOD	mm/dd/yyyy
City			
Zip			
Search Reset			

Search Results

Last Name	First Name	Middle Name	Suffix	Gender	SSN4	DOB	DOD	Residence Address	City	State	Zip	Record Added
SMITH	MICHAEL	SPENCER				10/27/1981	2/26/2019	123 MAIN ST	TOLEDO	WA	88888	2/26/2019 7:16:23 AM

To insert a deceased record manually, click “Insert New Deceased Record” (orange box below).

DECEASED RECORDS SEARCH

[Insert New Deceased Record](#)

First Name		SSN4	
Middle Name		DOB	mm/dd/yyyy
Last Name		DOD	mm/dd/yyyy
City			
Zip			
Search Reset			

The screen below will appear.

DECEASED RECORDS SEARCH

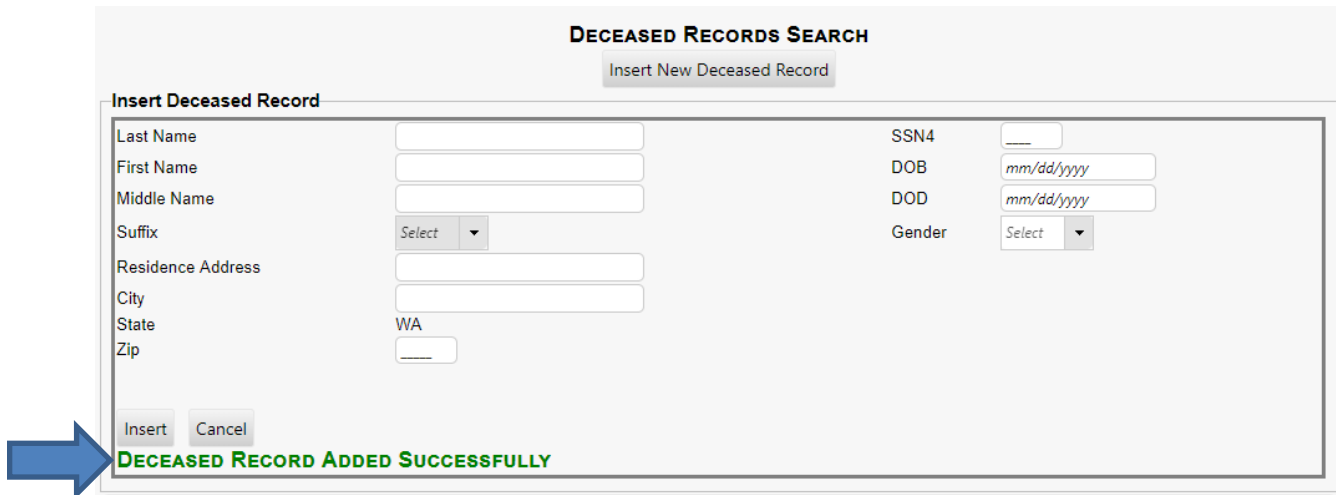
[Insert New Deceased Record](#)

Insert Deceased Record

Last Name	SMITH	SSN4	
First Name	JASON	DOB	6/14/1967
Middle Name		DOD	2/27/2019
Suffix	Select	Gender	Select
Residence Address			
City			
State	WA		
Zip			
Insert Cancel			

Once data have been entered, click “Insert” (red box above). Required fields are Last Name, First Name, DOB, and DOD.

When the record is inserted successfully, the fields will clear and a green message will appear at the bottom of the screen (blue arrow).



DECEASED RECORDS SEARCH

Insert New Deceased Record

Insert Deceased Record

Last Name SSN4

First Name DOB

Middle Name DOD

Suffix Gender

Residence Address

City

State

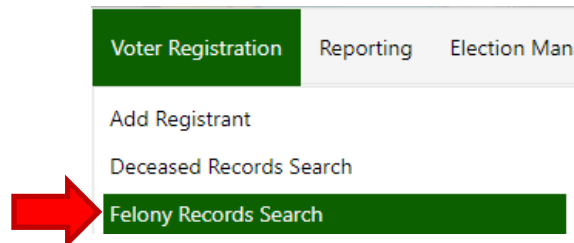
Zip

Insert Cancel

DECEASED RECORD ADDED SUCCESSFULLY

Felony Records Search

All Felony Records will be stored permanently on the Felony Records Search page. This page is found under the Voter Registration menu (red arrow).



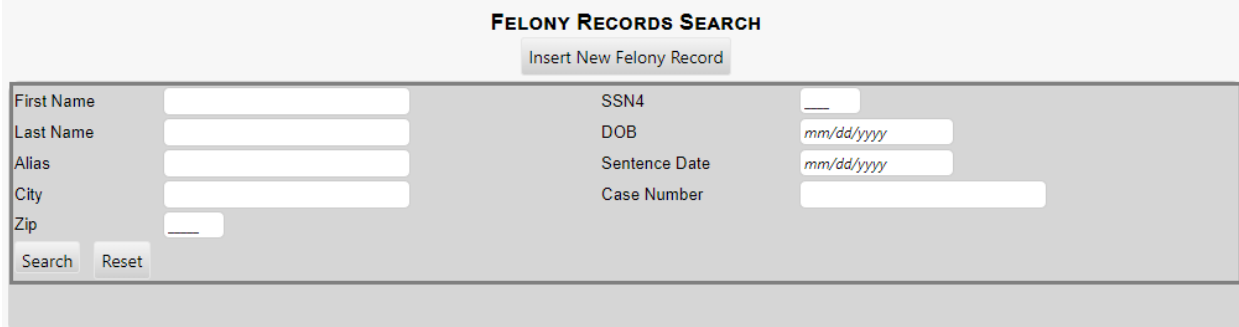
Voter Registration Reporting Election Man

Add Registrant

Deceased Records Search

Felony Records Search

Use any field (or a combination of fields) to search, then click the “Search” button. The search filter is automatically set to “Contains,” so partial names may be searched.



FELONY RECORDS SEARCH

Insert New Felony Record

First Name SSN4

Last Name DOB

Alias Sentence Date

City Case Number

Zip

Search Reset

Results display at the bottom of the page (blue arrow). Individuals with felony records will be listed here whether they are registered or not.

FELONY RECORDS SEARCH

[Insert New Felony Record](#)

First Name
Last Name
Alias
City
Zip

T

SSN4
DOB
Sentence Date
Case Number

mm/dd/yyyy
mm/dd/yyyy

Search
Reset

Search Results

Last Name	First Name	Middle Name	Suffix	SSN4	DOB	Residence Address	City	State	Zip	Sentence Date	Case Number	Alias	Record Added	Conviction Satisfied	
AIKEN	ARTHUR	NATHANIEL		RCW 29A.08.710(2)	9/24/1945						RCW 29A.08.710(2)		10/2/2018 11:50:05 AM	☐	Edit
PETERS	MONTY	SHAYNE			8/23/1959	3111 LOMBARD #9	EVERETT	WA	98201				10/2/2018 11:50:05 AM	☐	Edit
THOMAS	TERRY	JEAN			11/26/1962	123 MAIN ST	WONERLAND	WA	88888	2/25/2019			2/26/2019 7:48:13 AM	☐	Edit
WHEAT	ANTONIO	NATHANIEL			10/11/1944								10/2/2018 11:50:05 AM	☐	Edit

To mark a felony conviction as satisfied, **State** users can click “Edit” (green box above). Check the box next to “Conviction Satisfied” (blue arrow) and then click “Update” (orange arrow) to update the record.

Last Name	First Name	Middle Name	Suffix	SSN4	DOB	Residence Address	City	State	Zip	Sentence Date	Case Number	Alias	Record Added	Conviction Satisfied	
AIKEN	ARTHUR	NATHANIEL		RCW 29A.08.710(2)	9/24/1945						RCW 29A.08.710(2)		10/2/2018 11:50:05 AM	☐	Edit

Conviction Satisfied ☐
Update Cancel

When a felony conviction is satisfied, it will not be checked against registrant records in VoteWA again.

To insert a felony record manually, click “Insert New Felony Record” (orange box below).

FELONY RECORDS SEARCH

[Insert New Felony Record](#)

First Name
Last Name
Alias
City
Zip

SSN4
DOB
Sentence Date
Case Number

mm/dd/yyyy
mm/dd/yyyy

Search
Reset

The following screen will appear (below).

FELONY RECORDS SEARCH

[Insert New Felony Record](#)

Insert Felony Record

Last Name	SMITH	SSN4	1234
First Name	ADAM	DOB	5/13/1956
Middle Name		Sentence Date	2/27/2019
Suffix	Select ▼	Case Number	123412341234
Residence Address	123 MAIN ST	Alias	
City	TOLEDO		
State	WA		
Zip	88888		
Insert Cancel			

Once the data is entered, click “Insert” (red box above). Required fields are Last Name, First Name, Residence Address, City, State, Zip, SSN4, DOB, Sentence Date, and Case Number.

When the record is inserted successfully, the fields will clear and a green message at the bottom of the screen will appear (blue arrow).

FELONY RECORDS SEARCH

[Insert New Felony Record](#)

Insert Felony Record

Last Name		SSN4	
First Name		DOB	mm/dd/yyyy
Middle Name		Sentence Date	mm/dd/yyyy
Suffix	Select ▼	Case Number	
Residence Address		Alias	
City			
State	WA		
Zip	88888		
Insert Cancel			

FELON ADDED SUCCESSFULLY

Mentally Incompetent Records Search

All Mentally Incompetent Records will be stored permanently on the Mentally Incompetent Records Search page. This page is found under the Voter Registration menu (red arrow).

Voter Registration	Reporting	Election Man
Add Registrant		
Deceased Records Search		
Felony Records Search		
	Mentally Incompetent Records Search	

Use any field (or a combination of fields) to search, then click the “Search” button.

MENTALLY INCOMPETENT RECORDS SEARCH

[Insert New Mentally Incompetent Record](#)

First Name		SSN4	
Last Name		DOB	mm/dd/yyyy
Alias		Sentence Date	mm/dd/yyyy
City		Case Number	
Zip			
Search Reset			

Results display at the bottom of the page. Individuals with mentally incompetent records will be listed here, whether they are registered or not.

To insert a Mentally Incompetent record manually, click “Insert New Mentally Incompetent Record” (orange box below).

MENTALLY INCOMPETENT RECORDS SEARCH

[Insert New Mentally Incompetent Record](#)

First Name		SSN4	
Last Name		DOB	mm/dd/yyyy
Alias		Sentence Date	mm/dd/yyyy
City		Case Number	
Zip			
Search Reset			

The following screen will appear (below).

MENTALLY INCOMPETENT RECORDS SEARCH

[Insert New Mentally Incompetent Record](#)

Insert Mentally Incompetent Record

Last Name	SMITH	SSN4	1234
First Name	ADAM	DOB	6/12/1945
Middle Name		Sentence Date	2/27/2019
Suffix	SWART	Case Number	RCW 26A.08.710(2)
Residence Address	123 MAIN ST	Alias	
City	TOLEDO		
State	WA		
Zip	92010		
Insert Cancel			

Once all data is entered, click “Insert” (red box above). Required fields are Last Name, First Name, Residence Address, City, State, Zip, SSN4, DOB, Sentence Date, and Case Number.

When the record is inserted successfully, the fields will clear and a green message will be visible at the bottom of the screen (blue arrow).

MENTALLY INCOMPETENT RECORDS SEARCH
[Insert New Mentally Incompetent Record](#)

Insert Mentally Incompetent Record

Last Name		SSN4	
First Name		DOB	mm/dd/yyyy
Middle Name		Sentence Date	mm/dd/yyyy
Suffix	Select	Case Number	
Residence Address		Alias	
City			
State	WA		
Zip			
Insert Cancel			

RECORD ADDED SUCCESSFULLY

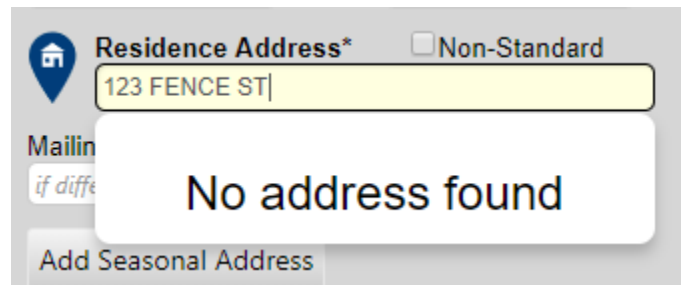
<Page Intentionally Left Blank>

TOTAL ADDRESS

Adding a New Address Point in TotalAddress

TotalAddress allows the user to add an annex or new location within the TotalAddress application.

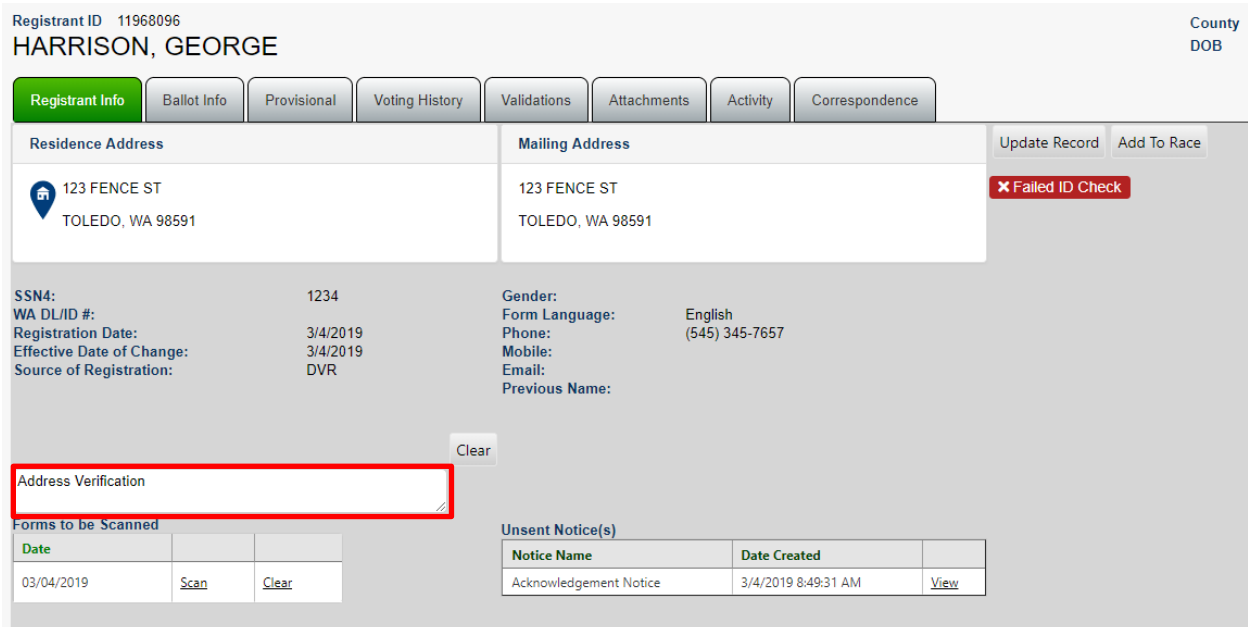
When an address is NOT found, “No address found” will appear (below).



The screenshot shows a web form for adding a residence address. At the top, there is a label 'Residence Address*' and a checkbox for 'Non-Standard'. Below this is a text input field containing '123 FENCE ST'. A large white modal box with the text 'No address found' is centered over the form. To the left of the modal, the word 'Mailing' is partially visible. Below the modal, there is a button labeled 'Add Seasonal Address'.

Complete the address fields with the information provided on the registration form and proceed with completing the registration as normal.

Once the registrant has been successfully added, the message “Address Verification” (red box, below) indicates a queue item to process.

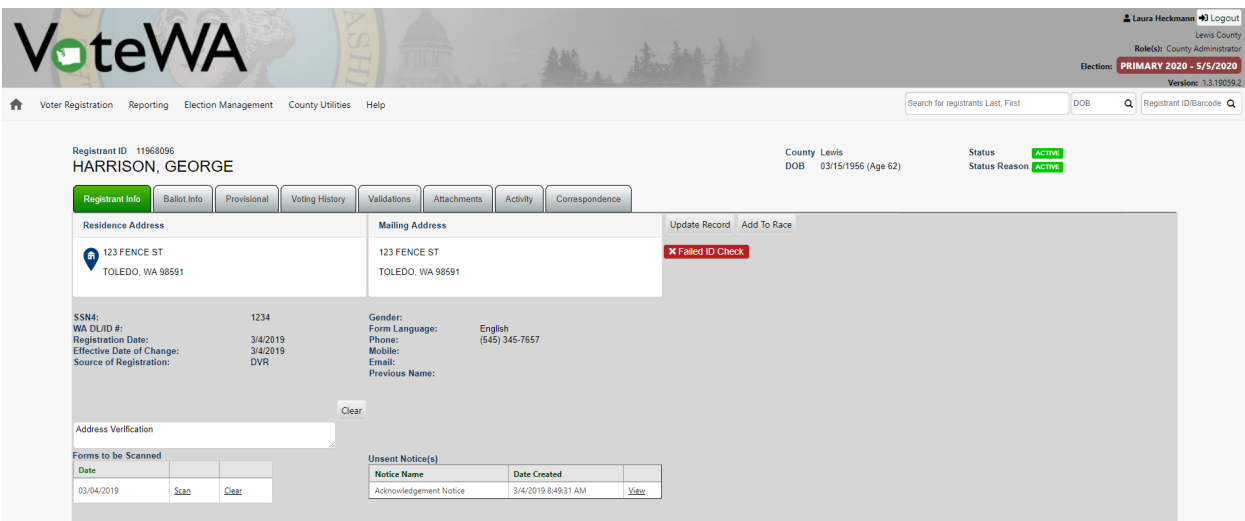


The screenshot shows a registrant profile for George Harrison. At the top, it displays 'Registrant ID 11968096' and 'HARRISON, GEORGE'. On the right, there are links for 'County' and 'DOB'. Below this is a navigation bar with tabs: 'Registrant Info' (active), 'Ballot Info', 'Provisional', 'Voting History', 'Validations', 'Attachments', 'Activity', and 'Correspondence'. The main content area is divided into two columns: 'Residence Address' and 'Mailing Address'. Both show '123 FENCE ST, TOLEDO, WA 98591'. To the right of these fields are buttons for 'Update Record' and 'Add To Race', and a red error message 'Failed ID Check'. Below the address fields, there is a section for personal information including SSN, WA DL/ID #, Registration Date, Effective Date of Change, Source of Registration, Gender, Form Language, Phone, Mobile, Email, and Previous Name. At the bottom left, there is a red-bordered box labeled 'Address Verification' with a 'Clear' button next to it. Below this are two tables: 'Forms to be Scanned' and 'Unsent Notice(s)'. The 'Forms to be Scanned' table has columns for Date, Scan, and Clear. The 'Unsent Notice(s)' table has columns for Notice Name, Date Created, and View.

Date	Scan	Clear
03/04/2019	Scan	Clear

Notice Name	Date Created	View
Acknowledgement Notice	3/4/2019 8:49:31 AM	View

Return to the Home Queue screen by clicking the small house icon in the upper left corner of the screen (blue arrow, below).



Registrant ID 11968096
HARRISON, GEORGE

County: Lewis
DOB: 03/15/1956 (Age 62)
Status: ACTIVE
Status Reason: ACTIVE

Residence Address: 123 FENCE ST, TOLEDO, WA 98591
Mailing Address: 123 FENCE ST, TOLEDO, WA 98591

SSN: 1234
WA DLID #: 3/4/2019
Registration Date: 3/4/2019
Effective Date of Change: 3/4/2019
Source of Registration: DVR

Gender: English (545) 345-7657
Form Language: English (545) 345-7657
Phone: (545) 345-7657
Mobile: (545) 345-7657
Email: (545) 345-7657
Previous Name:

Address Verification:

Unsent Notice(s):

Notice Name	Date Created
Acknowledgement Notice	3/4/2019 8:49:31 AM

find the queue item under “Tasks” called “Residence Addresses to Verify” (red box, below).

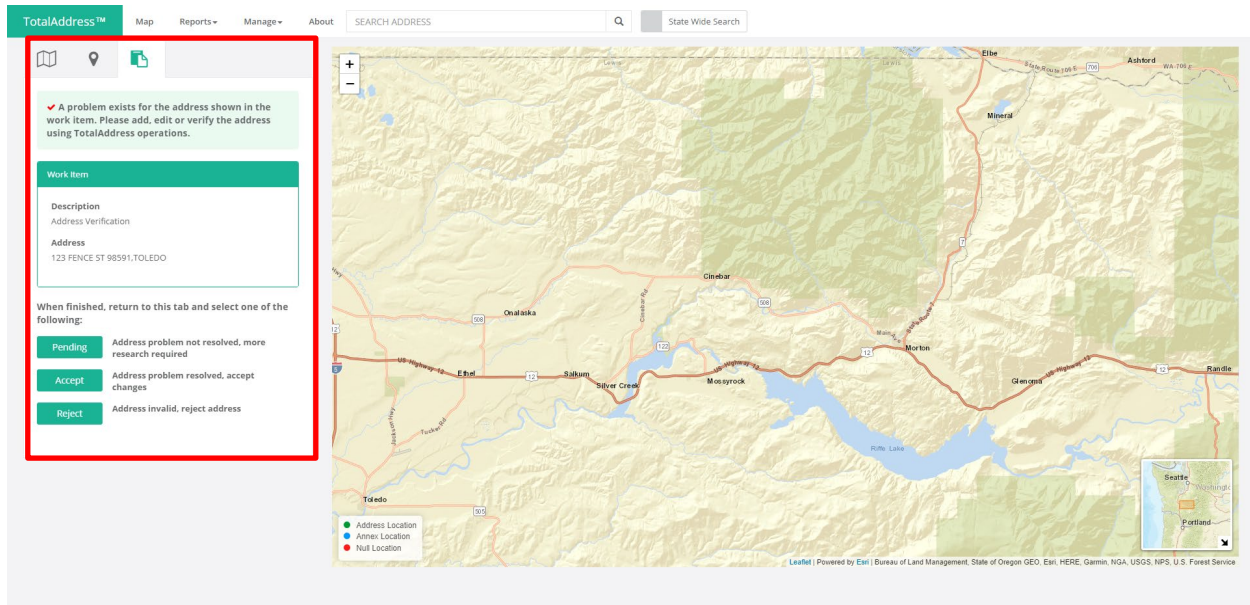
Tasks:

Item	Total Registrants
DOL Registrations	1
Deceased	2
Forms to be Scanned	100
Flagged Records	5
Attachments Flagged for Removal	106
Failed ID Check	36
Notice of Incomplete Registration - Over 45 days	3
NCOA In-State Review	1,857
NCOA Cross-State Review	576
Address Updates	1
Attachments from Other Counties	1
Registered Voters with no Precinct Split	39
Residence Addresses to Verify	5

Expand the queue item by clicking the small arrow to the left, expand to list records waiting for address verification (green box, below).

Residence Addresses to Verify		5							
Registrant ID	Name	Residence Address	City	Zip	DOB	Status	Status Reason	County	Date Added/Updated
1908	GUENTHER, FRANK G	11776 US HIGHWAY 12	RANDLE	98377	01/02/1943	Active	Active	Lewis	3/9/2007 10:26:46 AM
11968096	HARRISON, GEORGE	123 FENCE ST	TOLEDO	98591	03/15/1956	Active	Active	Lewis	3/4/2019 8:49:33 AM
11968082	LEWIS, AMBER	IN THE HIDDEN BASEMENT	PACKWOOD	98361	09/15/1979	Active	Active	Lewis	2/26/2019 3:18:43 PM
506992	MORRISON, DAVID JONATHAN	5900 REGENTS LN SE	LACEY	98513	05/12/1951	Active	Active	Lewis	1/9/2019 1:30:11 PM
11968084	WOMAN, WONDER					Pending	Incomplete Registration	Lewis	2/12/2019 8:34:25 AM

Select the Registrant ID (red box, above) to process. TotalAddress will launch in a separate window (below).



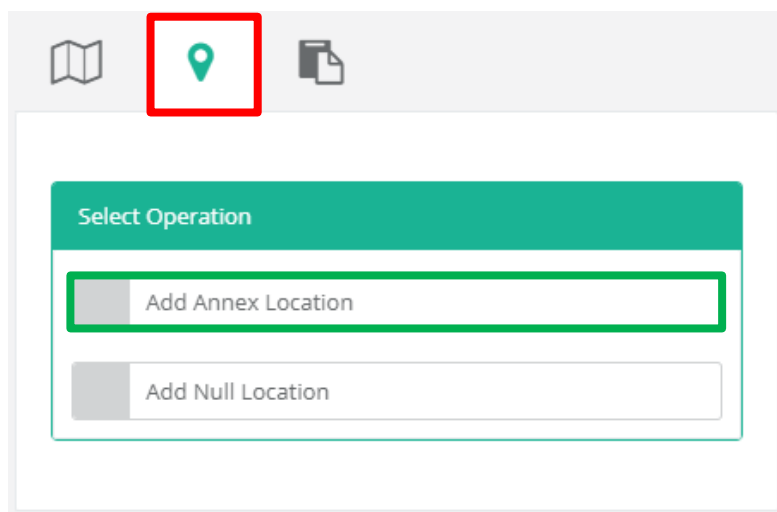
A work item panel on the left of the screen (red box, above) will show three options: Pending, Accept, and Reject.

To avoid adding a new point in TotalAddress, click either “Pending” or “Reject.”

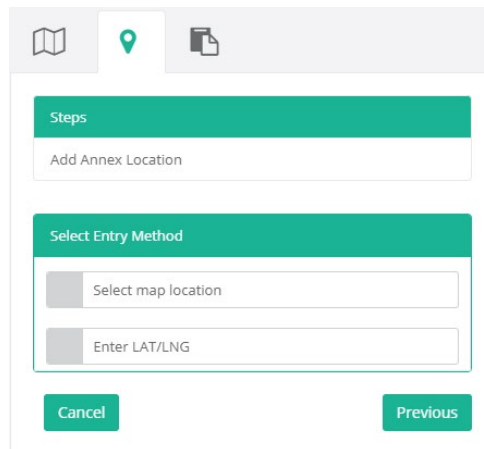
“Pending” will leave the registrant in the “Residences to Verify” queue for further research.

“Reject” will remove this work item from the home queue.

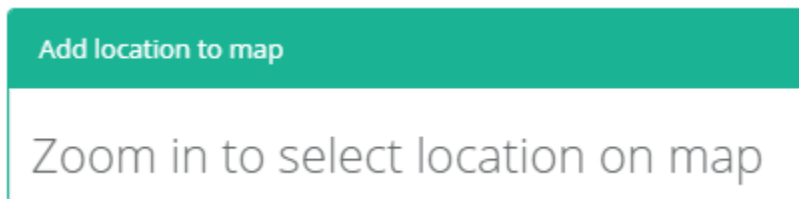
To add a new location in TotalAddress for an unverified address click the “Add Point” tab (red box, below). Then click “Add Annex Location” (green box, below).



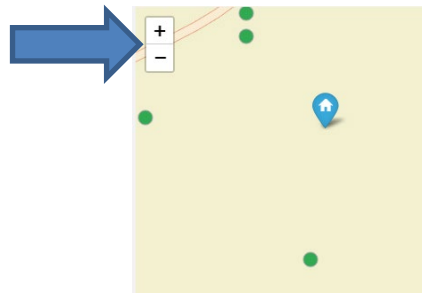
Select a map location or enter LAT/LNG (below).



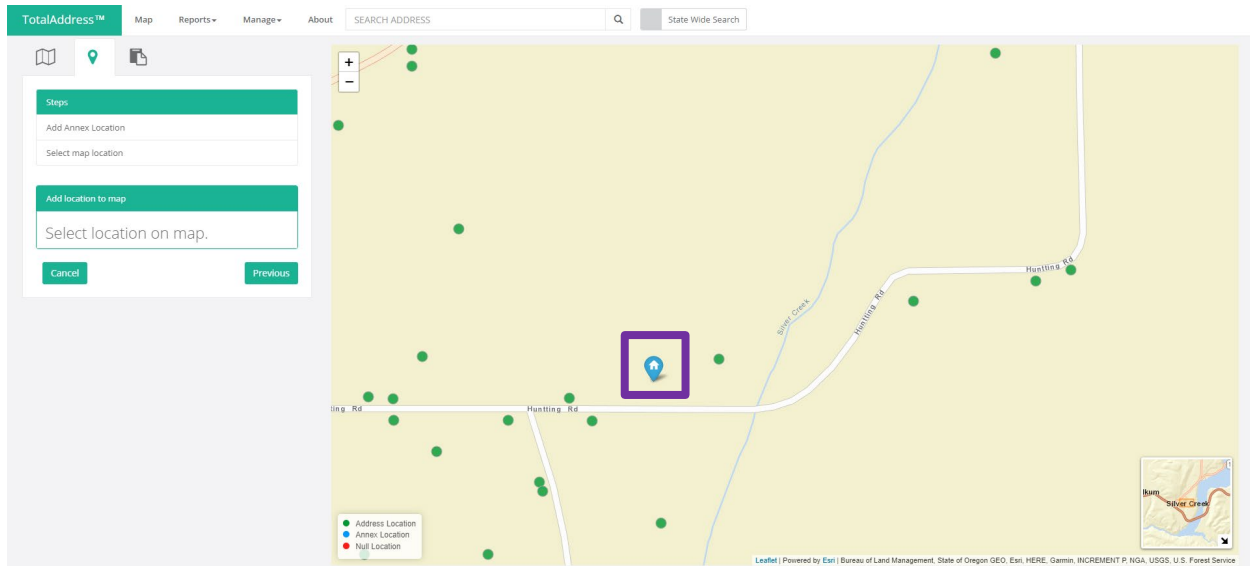
After clicking “Select Map Location,” zoom into the location on the map to drop a point.



Zoom in on the map using the mouse scroll wheel or the + and – buttons in the upper left corner of the map (blue arrow, below).



Green dots and a blue teardrop on the map (purple box below) show the annex point to be dropped. Hover the mouse over the map and click on the spot where the location is to be added.



A loading panel will appear briefly before the next screen appears.

New Address

UNINCORPORATED NONE

>>

Street Number

STREET NUMBER

The Street Number field is required.

Street Prefix

Street Prefix Type

Street Name

STREET NAME

The Street Name field is required.

Street Type

Street Suffix

City

UNINCORPORATED

Zip Code

NONE

Zip+4 Code

Zip+4 Code

Null

☐

Non Standard

☐

Multiple Units

☐

Type

RESIDENTIAL

Notes

State

WA

County

LEWIS

Precinct Part

NONE

Lat

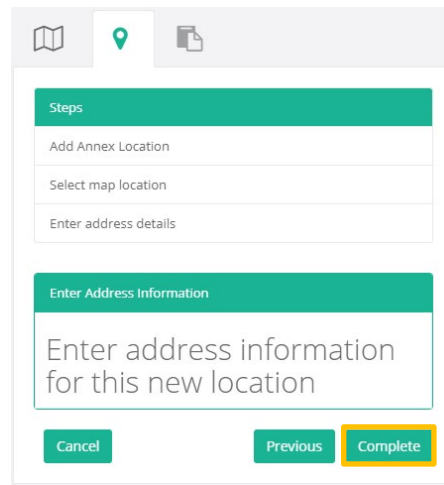
46.525530747630945

Lon

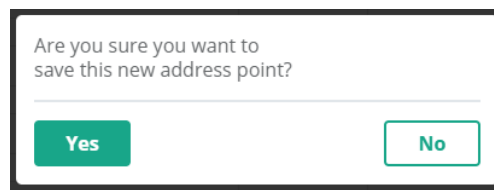
-122.58158683776857

Information on the above screen will be pre-populated based on layers that have been loaded into TotalAddress. Enter information needed to complete the address.

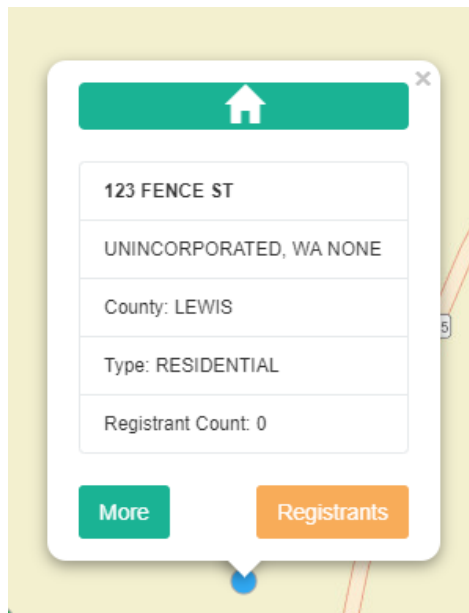
Once entering the information, click “Complete” in the “Add Point” tab (orange box, below)



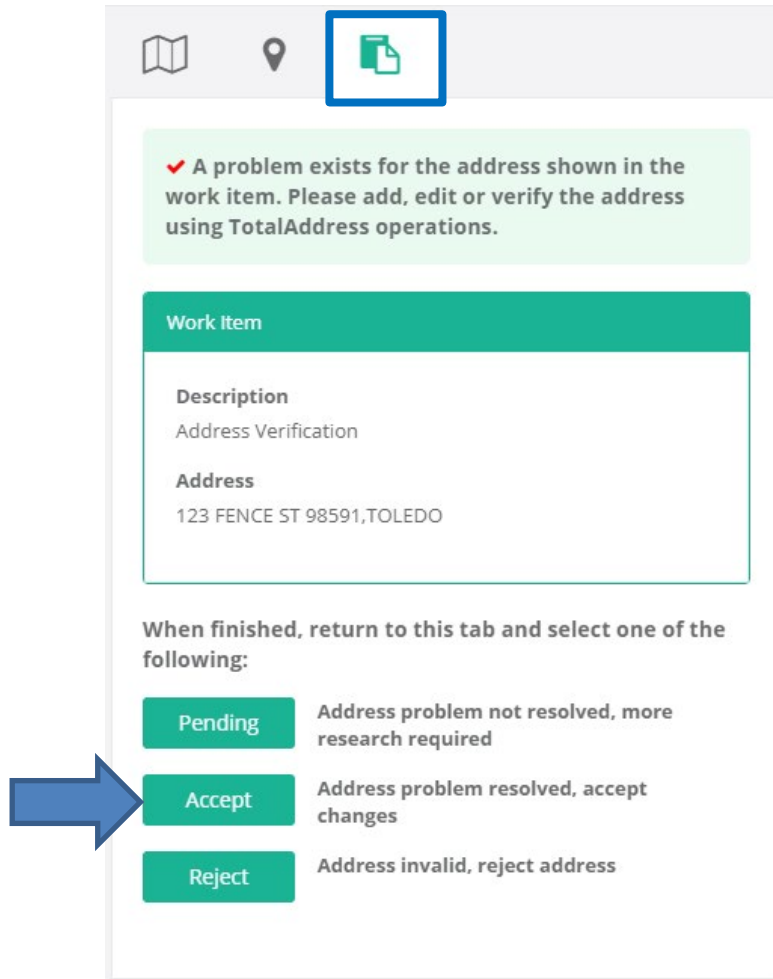
This will prompt the pop-up below. Click “Yes.”



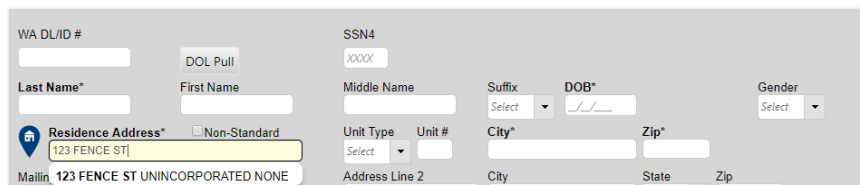
An address point has been dropped! This will look like a small blue dot on the map, with a pop-up listing the new address information.



Go to the work item tab (blue box, below) to click “Accept” (blue arrow, below).



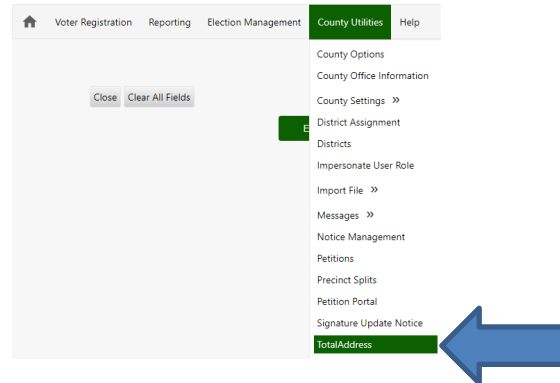
This will remove this record from the “Residence Addresses to Verify” queue. The address will appear in the address drop-down on the add/update registrant screen (below).



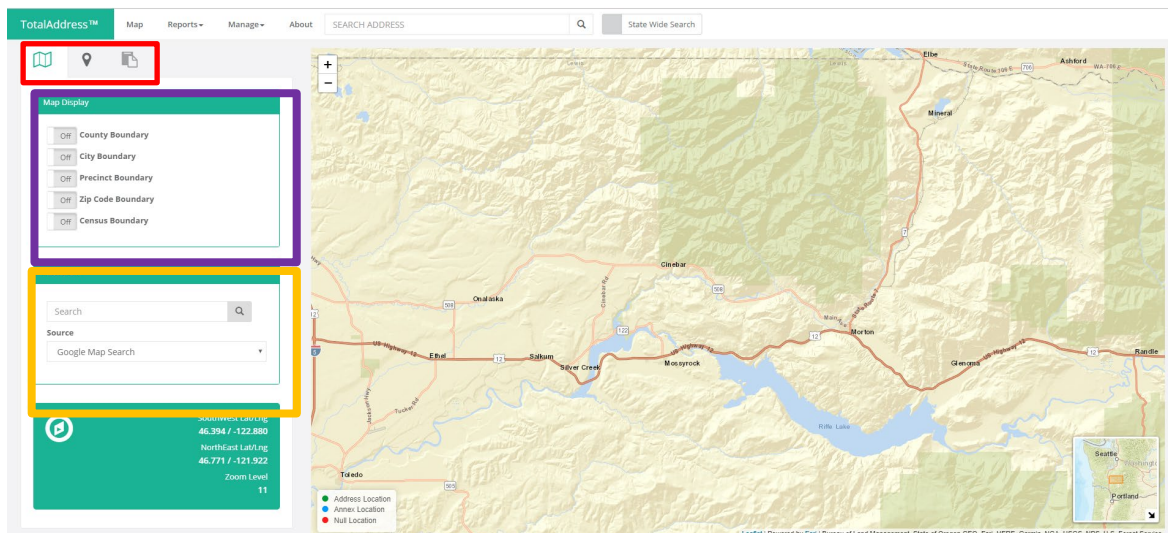
Click on the blue map icon (blue arrow, below) to see a map pop-up showing the dropped point.

The screenshot shows the 'ADD REGISTRANT' form. A map pop-up is open, displaying a satellite view of a rural area with a blue dot indicating a dropped point. A blue arrow points from the 'Residence Address' field (123 FENCE ST) to the map pop-up. The form includes fields for Last Name, First Name, Middle Name, Suffix, DOB, Gender, SSN4, DOL Pull, Unit Type, Unit #, City, Zip, and Precinct Split. Navigation buttons include 'Run Checks', 'Check DOL', 'Duplicate Record Match', and 'Deceased/Felon/Incomp Checks'.

To add an address point independent of this work flow, select “TotalAddress” from the “County Utilities” menu at the top of the screen (blue arrow, below).



TotalAddress will open in a separate window. Click the “Maps” tab (red box below).



The maps tab will show a panel of layers that can toggle on and off (purple box).

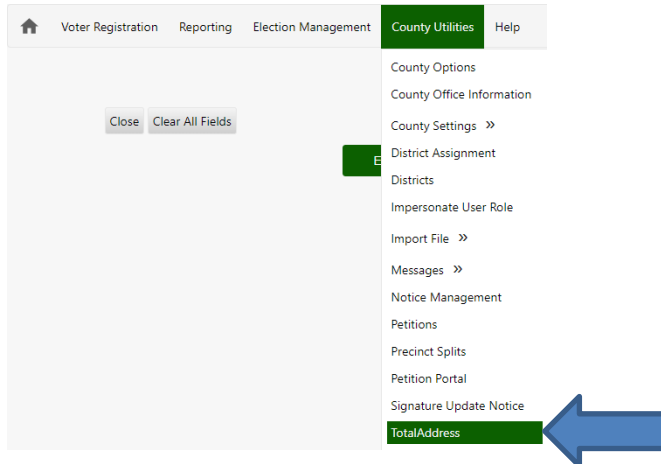
The “Research” box can search an address in an outside source, such as Google Maps (orange box).

To add a new point, click the “Add Point” tab to begin the same process outlined above.

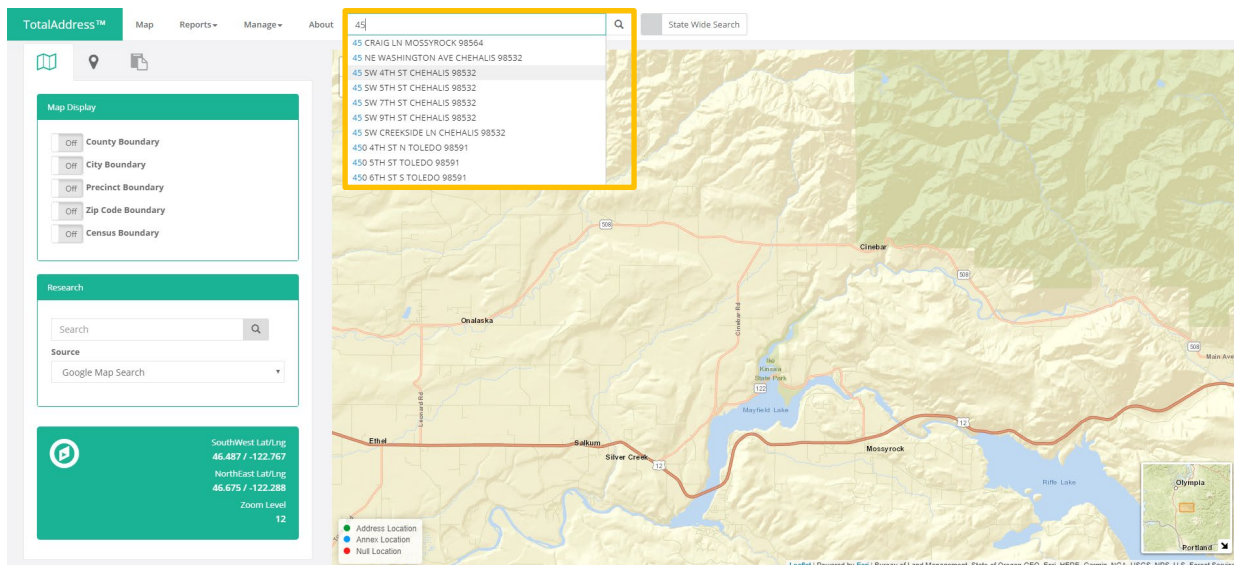
Updating an Existing Address Point in TotalAddress

To update an existing address point in TotalAddress, click directly on a point within TotalAddress.

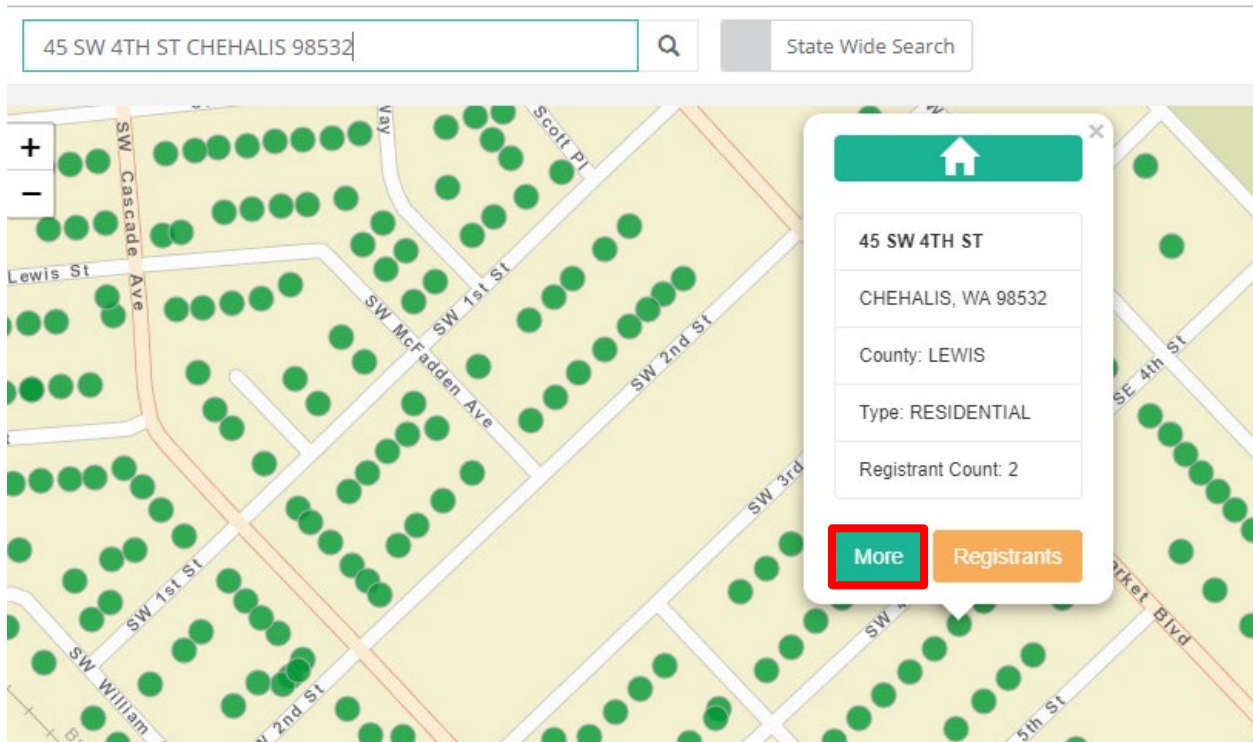
First, launch TotalAddress from the County Utilities menu (blue arrow).



Type the address into the “Search Address” field at the top of the screen (orange box). A drop-down of possible addresses will show. Click the address point to update.

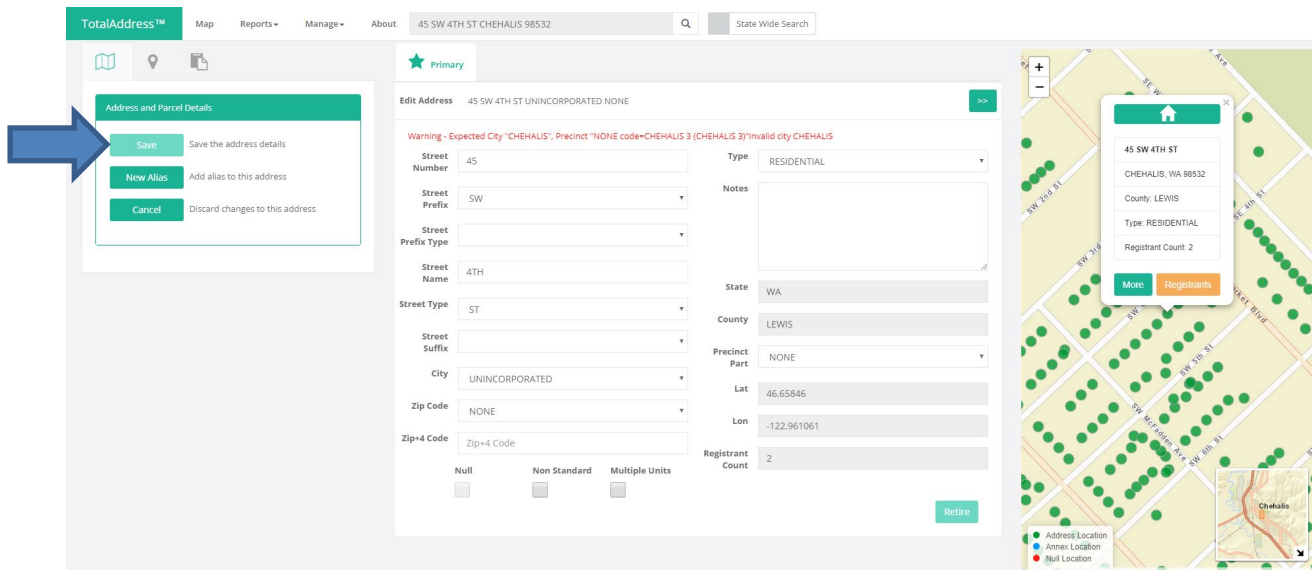


(Click directly on any point at any time to bring up the screen below.)



Click “More” (red box). The details screen for this address point will expand.

Update any editable information and click save (blue arrow).



Null Checkbox:

The NULL checkbox will turn the green dot RED and block the address from being used as a voter registration address (red box). NULL cannot be selected if any registrants are registered at the address.

Street Number	45	Type	RESIDENTIAL
Street Prefix	SW	Notes	
Street Prefix Type		State	WA
Street Name	4TH	County	LEWIS
Street Type	ST	Precinct Part	NONE
Street Suffix		Lat	46.65846
City	UNINCORPORATED	Lon	-122.961061
Zip Code	NONE	Registrant Count	2
Zip+4 Code	Zip+4 Code		
Null	Non Standard	Multiple Units	
☐	☐	☐	
Retire			

Select adding a new point as NULL from the “Add Point” tab (red box).



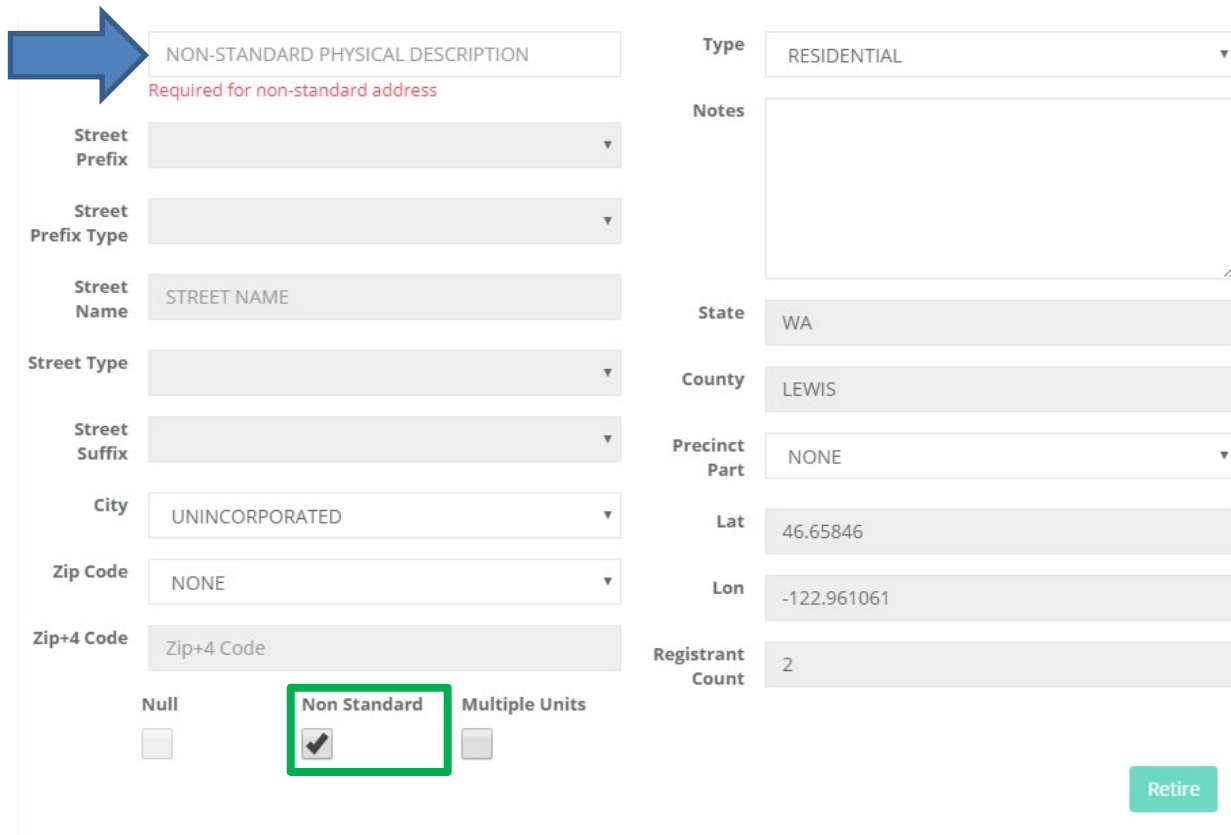
Select Operation

Add Annex Location

Add Null Location

Non-Standard Checkbox

The “Non-Standard” checkbox (green box) will cause a red message to appear underneath the address field (blue arrow) to enter a non-standard physical description. Search for this description in the residence address field on the Add Registrant and Update Record pages.



NON-STANDARD PHYSICAL DESCRIPTION
Required for non-standard address

Street Prefix:

Street Prefix Type:

Street Name: STREET NAME

Street Type:

Street Suffix:

City: UNINCORPORATED

Zip Code: NONE

Zip+4 Code: Zip+4 Code

Null ☐ **Non Standard** ☒ Multiple Units ☐

Type: RESIDENTIAL

Notes:

State: WA

County: LEWIS

Precinct Part: NONE

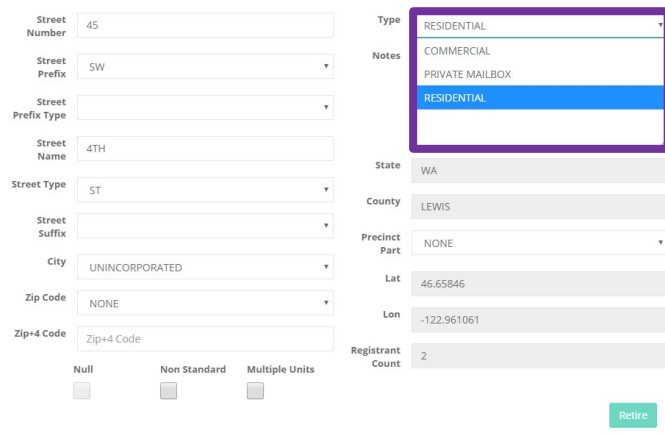
Lat: 46.65846

Lon: -122.961061

Registrant Count: 2

[Retire](#)

From this screen, designate an address point as Commercial or a Private Mailbox (purple box). This designation will trigger an alert when this type of address is used as a residence address on the Add Registrant/Update Record screen. Use this address, but an alert will display at the top of the screen providing notification of the designation.



Street Number: 45

Street Prefix: SW

Street Prefix Type:

Street Name: 4TH

Street Type: ST

Street Suffix:

City: UNINCORPORATED

Zip Code: NONE

Zip+4 Code: Zip+4 Code

Null ☐ Non Standard ☐ Multiple Units ☐

Type: **COMMERCIAL**

Notes:

State: WA

County: LEWIS

Precinct Part: NONE

Lat: 46.65846

Lon: -122.961061

Registrant Count: 2

[Retire](#)

Assign an Alias to the address. Click “New Alias” on the left side of the screen (blue arrow below). A new tab entitled “Alias” will show at the top of the window (orange box below). Assign an alias, for example, “Klondike Road” in place of 45th St SW. Make the alias the primary display (red box, below). Click the “Save” button to save changes (yellow box).

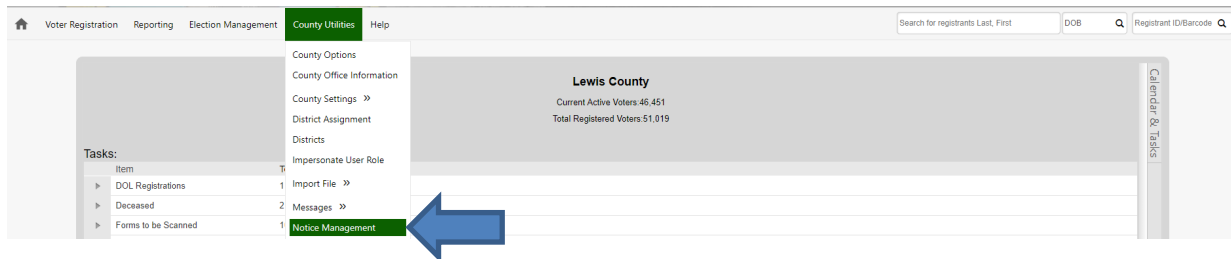
The screenshot displays the VoteWA interface for editing an address. On the left, a sidebar titled "Address and Parcel Details" contains three buttons: "Save" (highlighted in yellow), "New Alias" (pointed to by a blue arrow), and "Cancel". The main area shows the "Edit Address" form for "45 SW 4TH ST UNINCORPORATED NONE". The form includes fields for Street Number (45), Street Prefix (SW), Street Prefix Type, Street Name (4TH), Street Type (ST), Street Suffix, City (UNINCORPORATED), Zip Code (NONE), and Zip+4 Code. To the right of these fields are dropdown menus for State (WA), County (LEWIS), Precinct Part (NONE), Lat (46.65846), and Lon (-122.961061). At the bottom right, there are "Retire" and "Make Primary" buttons, with "Make Primary" highlighted in red. The "Alias" tab is highlighted in orange at the top of the main area.

NOTICES

Notice Management Tool

All stored notice templates are in the Notice Management Tool.

Hover over the “County Utilities” menu at the top of the screen and select “Notice Management” (blue arrow below).



The home county will be the default in the “County” drop-down (red box). The “Notice Templates” drop-down (green box) will be defaulted to “Select.”

A screenshot of the 'Notice Management' form. The title 'Notice Management' is at the top. Below it, there are two drop-down menus. The first is labeled 'County:' and has 'Lewis' selected; it is highlighted with a red rectangular box. The second is labeled 'Notice Templates:' and has 'Select' selected; it is highlighted with a green rectangular box.

Click the “Notice Templates” drop-down to see the existing templates for your home county, as well as the option to “Create New.”

A screenshot of the 'Notice Management' form with the 'Notice Templates' drop-down menu open. The 'County' drop-down is still set to 'Lewis'. The 'Notice Templates' drop-down shows a list of options: 'Select', 'CREATE NEW' (highlighted in blue), 'Acknowledgement Notice', 'Deceased Notice', 'Felony Notice', 'Non-Citizen Notice', 'Notice of No Signature on File', 'NVRA Confirmation Mailing', and 'Voluntary Cancellation Notice'.

Select an existing template. On the right is the notice template. On the left are all the fields that can be updated in that template.

Notice Management

The screenshot displays the 'Notice Management' interface. On the left is a form with various fields, and on the right is a preview of the notice template.

Form Fields (Left):

- County:** Lewis (Green box)
- Notice Templates:** Acknowledgement Notice (Green box)
- Previous Versions:** Current (Red box)
- Email Notification:** ☐ (Yellow box)
- Notice Size:** Card - 5.5 x 4.25 (Orange box)
- Name:** Acknowledgement Notice (Light blue box)
- Description:** Acknowledgement Notice (Light blue box)
- Service Requested:** Select (Light green box)
- Response Required:** No (Olive box)
- Days to Respond:** 0 (Olive box)
- Can Be Emailed:** Yes (Dark red box)
- County Opt Out:** No
- Linked to Master:** Acknowledgement Notice (3400)
- Buttons:** Save, Reset, Duplicate, Delete

Preview (Right):

The preview shows a notice template with the following content:

- Header: Acknowledgement Notice
- Greeting: Dear [REGISTRANT_FIRST_NAME] [REGISTRANT_LAST_NAME]:
- Body: You are hereby being notified of...
- Closing: Sincerely, *Signature*
- Signature Block: [COUNTY_AUDITOR_FIRST_NAME] [COUNTY_AUDITOR_LAST_NAME], [COUNTY_AUDITOR_ADDRESS], [COUNTY_AUDITOR_CITY], [COUNTY_AUDITOR_STATE] [COUNTY_AUDITOR_ZIP]
- Barcode: [N-NOTICEID]

Green Box: The county and MASTER template drop-downs.

Red Box: The “Previous Versions” drop-down. This will have all previous changes made to this template.

Yellow Box: Checkbox that will adjust the display on the right to email format.

Orange Box: A drop-down list of notice sizes.

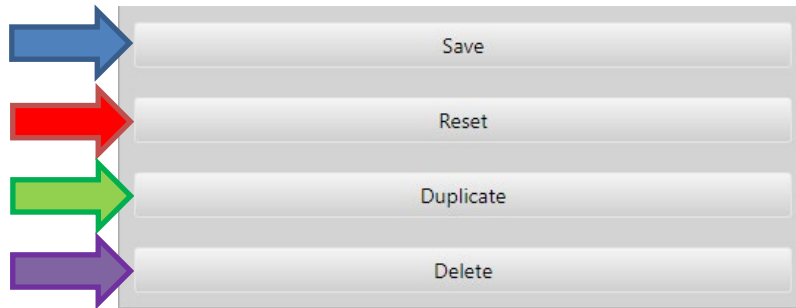
Light Blue Box: The name and description of the notice.

Light Green Box: A drop-down list to choose forwarding or return service.

Olive Box: Fields to indicate if a response is required, and if applicable, within how many days.

Dark Red: A drop-down to choose to send via email or not. Choose “Yes” to create a “Send Emails” button next to the unsent notices waiting in the home queue.

Below these drop-downs are four buttons:



Blue Arrow: **Save**. This saves any changes or updates made to this template..

Red Arrow: **Reset**. This resets the template to when it was last saved.

Green Arrow: **Duplicate**. This creates a duplicate of the template. Edit and either Save or Reset.

Purple Arrow: **Delete**. This deletes the notice template from your county.

NOTE: The Master Template is still available from the “MASTER” selection in the “County” drop-down. Select a template from the MASTER list to view the notice. Then either make a Duplicate or Create County Verison (red box, below).

A screenshot of a web form for managing notice templates. The form contains several fields: 'County' (dropdown menu set to 'MASTER'), 'Notice Templates' (dropdown menu set to 'Identification Notice'), 'Previous Versions' (dropdown menu set to 'Current'), 'Email Notification' (checkbox), 'Notice Size' (dropdown menu set to 'Letter - 8.5 x 11'), 'Name' (text field with 'Identification Notice'), 'Description' (text field with 'Identification Notice'), 'Service Requested' (dropdown menu set to 'Select'), 'Response Required' (dropdown menu set to 'No'), 'Days to Respond' (text field with '0'), 'Can Be Emailed' (dropdown menu set to 'No'), and 'County Opt Out' (dropdown menu set to 'No'). At the bottom of the form, there are two buttons: 'Duplicate' and 'Create County Version'. These two buttons are enclosed in a red rectangular box.

Duplicate will make an exact copy with the option to “Save” or “Reset.”

Create County Version will make an exact copy with all the options.

To create a new template completely from scratch, choose CREATE NEW from the “Notice Templates” drop down. A blank template will display on the right.

Notice Management

County:	Lewis
Notice Templates:	CREATE NEW
Email Notification:	☐
Notice Size:	Select
Name:	
Description:	
Service Requested:	Select
Response Required:	Select
Days to Respond:	
Can Be Emailed:	Select
County Opt Out:	No
Save	
Reset	

A rich text editor toolbar with various icons for text formatting, alignment, and editing.

☒ Design
 ☐ HTML
 ☐ Preview
 Words: 0 Characters: 0

Many tools are available to add and edit both dynamic and static content (green box).

Normal Arial 12px

B *I* U abc                          

Ω                              

Zoom                   

[REGISTRANT_FIRST_NAME] [REGISTRANT_LAST_NAME]
[REGISTRANT_MAIL_ADDRESS]
[REGISTRANT_MAIL_CITY], [REGISTRANT_MAIL_STATE] [REGISTRANT_MAIL_ZIP]

Acknowledgement Notice

Dear [REGISTRANT_FIRST_NAME] [REGISTRANT_LAST_NAME]:

You are hereby being notified of...

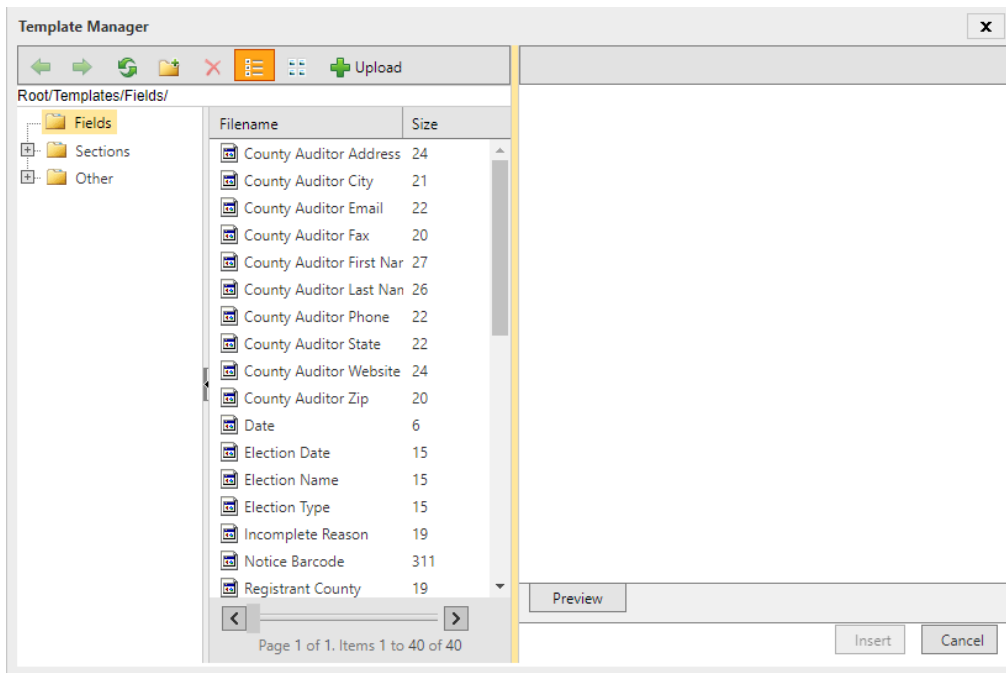
Sincerely,

Signature

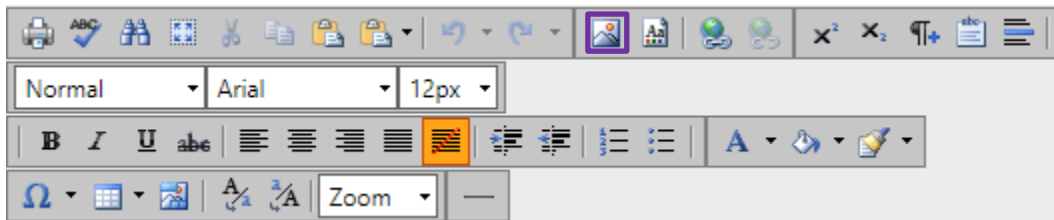
[COUNTY_AUDITOR_FIRST_NAME] [COUNTY_AUDITOR_LAST_NAME]
[COUNTY_AUDITOR_ADDRESS]
[COUNTY_AUDITOR_CITY], [COUNTY_AUDITOR_STATE] [COUNTY_AUDITOR_ZIP]

[N-NOTICEID]

Dynamic content can be added by clicking the “Aa” button (red box above). A window named Template Manager will open with a list of dynamic content that can be added (below).

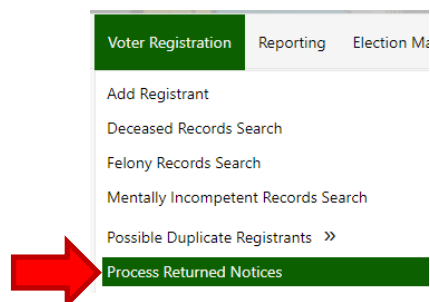


To upload and insert images into the notice, click the Image Manager button (purple box below).



Process Returned Notices

To scan in large batches of returned notices and update all voter records, hover over “Voter Registration” and click “Process Returned Notice” (red arrow).



Step 1: Choose a Notice Name (blue arrow)

Step 2: Choose a Notice Return Reason (orange arrow)

Step 3: Place the notice(s) in the scanner and click Scan (pink arrow).

Process Returned Notices

Step 1: Notice Name
Acknowledgement Notice

Step 2: Notice Return Reason
Undeliverable

Step 3: Scan Notices
Scan Show Scanner Interface? ☐

Note: The notice type selected will control what is in the drop-down list for the Return Reason.

Process Returned Notices

Step 1: Notice Name
Acknowledgement Notice

Step 2: Notice Return Reason
Undeliverable

Step 3: Scan Notices

Process Scanned Return(s) Discard All Images

Zoom Level: 100%

Rotate Left

Rotate Right

Total Images: 2
Total Notices: 1

LAURA HECKMANN
654 BROWN RD E
CHEHALIS, WA 98532

Acknowledgement Notice

Dear LAURA HECKMANN:
You are hereby being notified of...

Sincerely,
Sergey Kelly
Larry Grove
351 NW North St
Chehalis, 98532

N-19267

When the batch is completed, page through each image to confirm all notices scanned correctly. Click “Process Scanned Return(s)” (green box) to finish the process.

If the Return Reason is “Returned” or “Undeliverable”:

- The notice is marked with the Return Reason on the registrant’s Correspondence tab with the current date/time.
- The image of the scanned notice is saved on the registrant’s Attachments tab.

If the Return Reason is “Canceled Registration”:

- The notice is marked as “Returned” on the registrant’s Correspondence tab with the current date/time.
- The image of the scanned notice is saved on the registrant’s Attachment tab.
- The registrant status is changed to “Canceled” with a status reason “Voter Requested.” This is recorded on the registrant’s Activity tab.

If the Return Reason is “Moved Out of State”:

- The notice is marked as “Returned” on the registrant’s Correspondence tab with the date/time.
- The image of the scanned notice is saved on the registrant’s Attachment tab.
- The registrant’s status is changed to “Canceled” with a status reason “Registered Out of State.” This is recorded in the registrant’s Activity tab.

If the Return Reason is “Updated Registration within County”:

- The notice is marked as “Returned” on the registrant’s Correspondence tab with the current date/time.
- The image of the scanned notice is saved in the registrant’s Attachment tab.

Processing Individual Returned Notice

Notices can be processed individually from the voter’s Correspondence tab (below).

Registrant ID 11968057

HECKMANN, LAURA E

County Lewis

DOB 01/29/1988 (Age 31)

Status **ACTIVE**

Status Reason **ACTIVE**

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

Create Mail Correspondence

Create Email Correspondence

Create Phone Correspondence

Mailing Label

Next Unsent Notice

	Notice Name	Notice ID	Notice Notes	Date Created	Created By	Date Sent	Sent By	Time Elapsed (Days)	Mark as Returned	Date Returned	Notice Return Reason		
View Sent Notice	NVRA Confirmation Mailing	N-27430	test	2/14/2019 8:10:42 AM	Chad Severson	1/14/2019 8:10:55 AM	Chad Severson			2/14/2019 9:10:00 AM	Moved Out of State	Dymo Label	Edit
	EMAIL CORRESPONDENCE	N-26393	Lewis County UOCAVA Ballot	1/2/2019 6:36:45 AM	Laura Heckmann	1/2/2019 5:36:45 AM							Edit
View Sent Notice	NVRA Confirmation Mailing	N-24533		12/21/2018 2:24:03 PM	Laura Heckmann	12/21/2018 2:24:13 PM	Laura Heckmann			12/26/2018 7:42:00 AM	Moved Out of State	Dymo Label	Edit

Scan the individual barcode on the returned notice to navigate directly into the registrant’s Correspondence tab. Mark the notice as “Returned,” the date it was returned, and select the Notice Return Reason. Enter notes next to each notice by clicking “Edit” (green box) (Optional). A text-entry field will appear under “Notice Notes” (red box). Click “Update” (purple box) to save any changes made.

	Notice Name	Notice ID	Notice Notes	Date Created	Created By	Date Sent	Sent By	Time Elapsed (Days)	Mark as Returned	Date Returned	Notice Return Reason		
View Sent Notice	NVRA Confirmation Mailing	N-27430	test	2/14/2019 8:10:42 AM	Chad Severson	1/14/2019 8:10:55 AM	Chad Severson	0		2/14/2019 9:10:00 AM	Moved Out of State	Dymo Label	Update Cancel

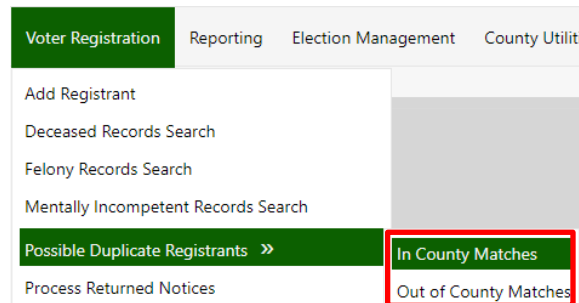
Once a notice is marked as returned in the record, a prompt will appear on the Registrant Info tab to scan the notice associated with the return (below). Click “Scan” to reach the “Scan Forms” page, then scan the notice into the record. The image will be saved in the registrant’s Attachments tab.

Forms to be Scanned		
Date		
02/27/2019	Scan	Clear
02/26/2019	Scan	Clear
02/21/2019	Scan	Clear

Potential Duplicates

Hover over Voter Registration menu and click on “Possible Duplicate Registrants.” From there, choose “In-County Matches” or “Out of County Matches.”

Note: The duplicates are split into two lists (red box): “In-County Matches” (a match in your county’s records) and “Out of County Matches” (a match shared with another record outside your county).



This page will organize all matches in a table. This list can be exported into a report (red circle). Click on the Match Type (orange box) to see a detailed view of each match.

POSSIBLE DUPLICATE REGISTRANTS LEWIS COUNTY IN-COUNTY MATCHES														
Match Summary														
Matched		4												
Dismissed		1												
Hold		2												
Full Match														
Match Type	Registrant ID	Name	Residence Address	DOB	SSN	VALID ID #	Gender	County	Status	STATUS	REGISTRATION DATE	EXPIRATION DATE	LAST VOTE	Held DV
Full	1802001	CARROLL, JAMARIA K	571 BOBBY BAY RD	10/1/1980	RCW		F	Lewis	Active	Active	10/12/2018	10/12/2020	2/18/2017	
Sub	1802002	MCNEY, WILLIAM DAVID	275 CENTRAL AVE	12/29/1950	29A.08.710(2)		M	Lewis	Active	Active	12/22/2012	12/22/2012	11/03/19	Last Threatened
	1802003	MCNEY, BETH THOMAS	275 CENTRAL AVE	12/29/1950			M	Lewis	Active	Active	12/22/2012	12/22/2012	11/03/19	
Sub	1812298	KOPKA, BRIAN LANCE	1844 S. SCHUBERT RD	9/29/1987			M	Lewis	Active	Active	10/10/2012	10/10/2012	11/03/19	
	1802050	KOPKA, STEVEN JOSEPH	271 SMITH RD	1/25/1967			M	Lewis	Active	Active	2/6/2012	2/6/2012	6/6/2012	
Sub	1802005	PERRELLI, JOHN JOSEPH	484 GORE RD	5/24/1980			M	Lewis	Active	Active	12/10/2012	12/10/2012	11/03/19	
	1802042	PERRELLI, GRANT ALLEN	751 GARDEN HILL RD	8/24/1980			M	Lewis	Active	Active	8/23/2012	8/23/2012	11/03/19	
Sub	1802009	SCHAMM, JORDAN MICHAEL	681 SE WASHINGTON AVE	1/17/1982			M	Lewis	Inactive	Inactive	5/21/2012	5/21/2012	11/03/19	
	1802008	SCHAMM, JAMES CHRISTOPHER	226 E VICKY ST	1/17/1982			M	Lewis	Active	Active	5/21/2012	5/21/2012	11/03/19	
Sub	1806004	SAUCHER, BRITNEY LOUISE	208 BURNS PARK RD	3/10/1980			F	Lewis	Active	Active	2/6/2016	2/6/2016	11/03/19	
	1819010	SAUCHER, HENRY	230 NW OREGON HWY	2/15/1980			M	Lewis	Active	Active	10/30/2016	10/30/2016	11/03/19	
Sub	1801008	JOHNSON, CONSTANCE E LANE	122 STODARD RD	1/25/1980			F	Lewis	Active	Active	12/10/2014	12/10/2014		
	1802011	JOHNSON, TIFFANY	615 ORFELD RD	1/25/1980			F	Lewis	Active	Active	11/10/2016	11/10/2016	11/03/19	

Merge, Dismiss, or Hold the match.

Select the record to keep as the surviving record (red box). Click “Merge” (blue arrow), then click “Ok.”

POSSIBLE DUPLICATE WORK SCREEN

Select the record to be kept as the surviving record.

Field	Record 1 (Surviving)	Record 2 (Duplicate)
Registration ID	1029952	1029951
County	Lea Co.	Lea Co.
Name	RICHEY, WILLIAM DAVID	RICHEY, SETH THOMAS
DOB	12/19/1961	12/19/1964
Sex	M	M
Residence Address	275 CENTRAL AVE, DANALASKA, WA 98729	275 CENTRAL AVE, DANALASKA, WA 98729
Mailing Address	PO Box 12, DANALASKA, WA 98729	PO Box 12, DANALASKA, WA 98729
Gender	M	M
Previous Name		
Registration Date	12/21/2012	4/20/2011
Effective Date of Change	12/21/2012	4/20/2011
Last Valid	12/21/2012	4/20/2011
WVIA Flag	No	No
Status	Active	Active
Status Reason	Active	Active
Default Signature	RCW 29A.08.710(2)	RCW 29A.08.710(2)

All information from the Ballot Info, Provisional, Voting History, Validations, Activity and Correspondence tabs have been transferred to the surviving record.

County Administrators with proper permissions will have access to an “Unmerge Records” button (orange box) in case an erroneous merge needs to be corrected.

Registration ID: 1029952
RICHEY, WILLIAM DAVID

County: Lea Co. DOB: 12/19/1961 (Age 26) Status: Active Status Reason: None

The following records have been merged into this the global record: 1029952. Unmerge Records

Registration Info	Ballot Info	Provisional	Voting History	Validations	Address	Activity	Correspondence
Residence Address 275 CENTRAL AVE DANALASKA, WA 98729	Mailing Address PO Box 12 DANALASKA, WA 98729						Update Record Add To Race
DOB: 12/19/1961 Registration Date: 12/21/2012 Effective Date of Change: 12/21/2012 Source of Registration: RCW 29A.08.710(2)	Gender: M Previous Name: Registration Date: 12/21/2012 Effective Date of Change: 12/21/2012 Source of Registration: RCW 29A.08.710(2)						Default Signature: RCW 29A.08.710(2)

Below is how the non-surviving record will appear (red text).

Registration ID: 1029951
RICHEY, SETH THOMAS

County: Lea Co. DOB: 12/19/1964 (Age 26) Status: Unmerged Status Reason: None

This registration record has been merged with another. The surviving registration ID is: 1029952.

Registration Info	Ballot Info	Provisional	Voting History	Validations	Address	Activity	Correspondence
Residence Address 275 CENTRAL AVE DANALASKA, WA 98729	Mailing Address PO Box 12 DANALASKA, WA 98729						Add To Race
DOB: 12/19/1964 Registration Date: 4/20/2011 Effective Date of Change: 4/20/2011 Source of Registration: RCW 29A.08.710(2)	Gender: M Previous Name: Registration Date: 4/20/2011 Effective Date of Change: 4/20/2011 Source of Registration: RCW 29A.08.710(2)						Default Signature: RCW 29A.08.710(2)

Merged records are permanently marked in the Activity tab.

If the two records do not match, click “Dismiss” (green arrow) to ignore the match. Click “Hold” to keep the two records on the list for further research. Add and save notes.

POSSIBLE DUPLICATE WORK SCREEN

Select the record to be kept as the surviving record.

Registrant ID	County	Name	DOB	SSN	Address
300123456	Lewis	JOHN JOSEPH	01/01/1980	123-45-6789	123 Main St, Olympia, WA 98501
300123457	Lewis	JOHN JOSEPH	01/01/1980	123-45-6789	123 Main St, Olympia, WA 98501

RCW 29A.08.710(2)

Buttons: Dismiss (green arrow), Hold (blue arrow), Add (blue arrow)

The user name will show in a “Held By” column on the list screen (green box).

Match Type	Registrant ID	Name	Residence Address	DOB	SSN	VA File #	Gender	County	Status	First Election	Registration Date	Effective Date of Change	Last Served	Held By
300	300123456	JOHN JOSEPH	123 Main St, Olympia, WA 98501	01/01/1980	123-45-6789		M	Lewis	Active	2010/01/01	2010/01/01	2010/01/01	2010/01/01	
300	300123457	JOHN JOSEPH	123 Main St, Olympia, WA 98501	01/01/1980	123-45-6789		M	Lewis	Active	2010/01/01	2010/01/01	2010/01/01	2010/01/01	Laura Henderson

Click “Add Match” (blue arrow) to add two possible duplicate records to be merged.

POSSIBLE DUPLICATE REGISTRANTS
LEWIS COUNTY
IN COUNTY MATCHES

Match Statistics

Merged	4
Dismissed	1
Held	3

Add Match

Enter the two voter IDs for the voters to merge (red box).

ADD MATCH TO POSSIBLE DUPLICATES LIST

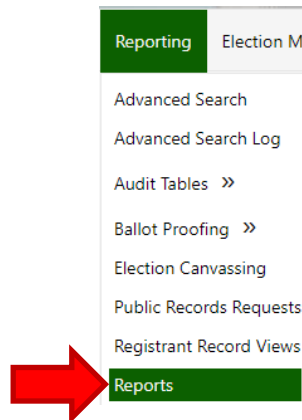
Enter the Registrant IDs of two possible duplicate records.

Registrant ID: Registrant ID:

Display

Click “Display” (blue arrow) to compare the two records and process the match from there.

To run a report of all merge activity, hover over “Reporting” and select Reports (red arrow).

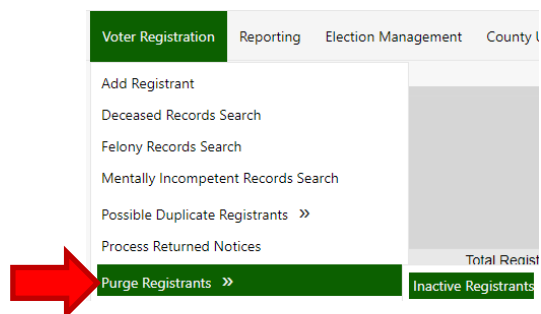


Select the “Registrant Record Merges” report and a date range.

A screenshot of a web application interface for selecting a report. On the left, there is a 'Report:' dropdown menu with 'Registrant Record Merges' selected. Below it are 'From:' and 'To:' date pickers, both set to '3/6/2019'. A 'View Report' button is at the bottom left. On the right, under the heading 'Description', there is a text box containing 'Details on registrant record merges.'

Purge Inactive Registrants

To remove registrants who have been inactive for two federal elections, hover over “Voter Registration,” click “Purge Registrants,” then click “Inactive Registrants” (red arrow).



Blue Box:

Step 1 – Review the list for records that should not be on the list (red box). To remove a record from the list, click in the check box next to the registrant’s name (green box).

Click “Remove Registrants from Purge List” (blue arrow) to remove these records from the list. This button **MUST** be clicked, even if there are not any records selected for removal.

Click “Export” (orange box) to export either the selected or unselected records.

[illegible]

Step 2 – Click “Remove Registrants from Purge List” to activate the “Purge Remaining Registrants” button (red arrow).

Purge Process

Step 1

Remove Registrants from Purge List

If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Step 2

Purge Remaining Registrants

Clicking this button will update all remaining selected registrants to a Status of "Canceled" and a Status Reason of "Inactive for Two Federal Elections".

The records left on the list will automatically be selected and turn yellow.

ALL 000											
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Click “Purge Remaining Registrants” and then “OK.” The page will refresh, and the list will disappear.

A message will show the number of records purged (red text below).

Purge Process

Step 1

Remove Registrants from Purge List

If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Step 2

Purge Remaining Registrants

Clicking this button will update all remaining selected registrants to a Status of "Canceled" and a Status Reason of "Inactive for Two Federal Elections".

PURGE INACTIVE REGISTRANTS

Reporting

Include: ☒ ALL
☐ Selected
☐ Unselected

Export

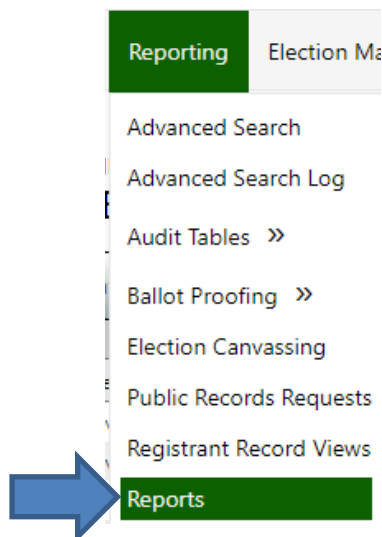
Select Entire List

Unselect Entire List

Registrants Selected:

63 registrants successfully purged.

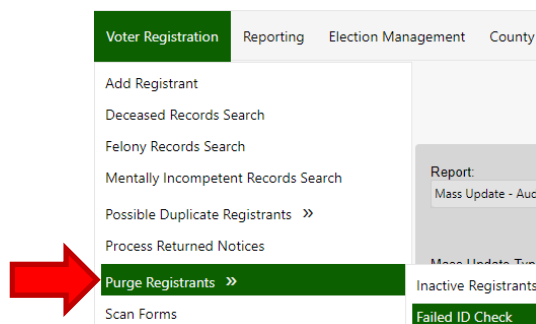
To view a report of purged voters, hover over “Reporting” and select “Reports” (blue arrow).



Select “Mass Update – Audit Log” and “Purge Inactive Registrants” as the Mass Update Type. Select the batch by date. Click “Export.”

Failed ID Check Purge

To remove registrants that are flagged with Failed ID, hover over “Voter Registration” and click “Purge Registrants.” Then click “Failed ID Check” (red arrow).



Blue Box:

Step 1 – Review the list for records that should not be on the list (red box). To remove a record from the list, click in the check box next to the registrant's name (green box).

Click “Remove Registrants from Purge List” (blue arrow) to remove these records from the list. This button MUST be clicked, even if there are not any records selected for removal.

Click “Export” (orange box) to export either the selected or unselected records. This is optional.

Purge Registrants with Failed ID Check

Step 1
Remove Registrants from Purge List
If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Step 2
Purge Remaining Registrants
Clicking this button will update all remaining selected registrants to a Status of "Canceled" and a Status Reason of "Inactive for Two Federal Elections".

Export

Registrants Selected: 1

Registrant ID	Registrant Name	Status	Status Reason	Date	Age	Registration Date	Registration Location	County	Date of Birth
000000	AMOS, JENNIFER	Active	Active	9/24/1981	38	1/15/2008	212 1ST ST	MONTANA	1/15/1981
000001	ANDERSON, JENNIFER	Canceled	No ID Provided for Two Federal Elections	2/18/1990	29	2/10/2010	401 STOK ROUTE 380	WYOMING	2/18/1990
000002	ANDERSON, WENDY K.	Active	Active	6/28/1950	65	8/16/2011	321 WILSON RD	WYOMING	6/28/1950
000003	ANDERSON, KYLE E.	Active	Active	11/22/1980	38	9/26/2010	101 WILSON LN	ONTARIO	11/22/1980
000004	BOSE, MARIE E.	Active	Active	6/24/1956	62	1/10/2010	101 WILSON LN	ONTARIO	6/24/1956
000005	BOWEN, BOWEN	Active	Active	5/14/1981	33	1/10/2010	101 WILSON LN	ONTARIO	5/14/1981
000006	CARRUTHERS, MICHAEL	Active	Active	10/21/1981	33	1/10/2010	101 WILSON LN	ONTARIO	10/21/1981
000007	COFFIN, LOUIS	Active	Active	11/12/1981	33	1/10/2010	101 WILSON LN	ONTARIO	11/12/1981
000008	COGGINS, JAMES	Active	Active	9/28/1980	30	1/10/2010	101 WILSON LN	ONTARIO	9/28/1980
000009	COLEMAN, KENNETH L.	Active	Active	10/21/1980	30	1/10/2010	101 WILSON LN	ONTARIO	10/21/1980
000010	DEAN, MATTHEW SCOTT	Active	Active	6/28/1980	33	1/10/2010	101 WILSON LN	ONTARIO	6/28/1980
000011	DEWELL, MARLA PRINCE	Active	Active	10/21/1981	33	1/10/2010	101 WILSON LN	ONTARIO	10/21/1981

Step 2 – Click “Remove Registrants from Purge List” to activate the “Purge Remaining Registrants” button (red arrow).

Purge Process

Step 1
Remove Registrants from Purge List
If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of "Active" and a Status Reason of "Active".

Step 2
Purge Remaining Registrants
Clicking this button will update all remaining selected registrants to a Status of "Canceled" and a Status Reason of "Inactive for Two Federal Elections".

The records left on the list will automatically be selected and will turn yellow.

Register ID	Register Name	Status	Status Reason	DOB	Age	Registration Date	Residence Address	City	Source of Registration	Last Update
✓ 10000001	WILSON, JAMES A	Canceled	No ID Provided for Two Federal Elections	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane	RCW	8/10/2015
✓ 10000002	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane	20A.08.710(2)	8/10/2015
✓ 10000003	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000004	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000005	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000006	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000007	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000008	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000009	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000010	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000011	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000012	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000013	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000014	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000015	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000016	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000017	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000018	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000019	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015
✓ 10000020	WILSON, JAMES A	Active	Active	1/15/1988	29	8/10/2015	400 W 10TH AVE	SPokane		8/10/2015

Click “Purge Remaining Registrants” and then “Ok.” The page will refresh, and the list will disappear. A message with the number of records successfully purged will show (red text below).

Step 1

Remove Registrants from Purge List

If any registrant(s) appears in the purge list in error, select records in the list below to remove them from the Purge process. This will update all selected registrants to a Status of “Active” and a Status Reason of “Active”.

Step 2

Purge Remaining Registrants

Clicking this button will update all remaining selected registrants to a Status of “Canceled” and a Status Reason of “No ID Provided for Two Federal Elections”.

Select Entire List

Unselect Entire List

PURGE REGISTRANTS WITH FAILED ID CHECK

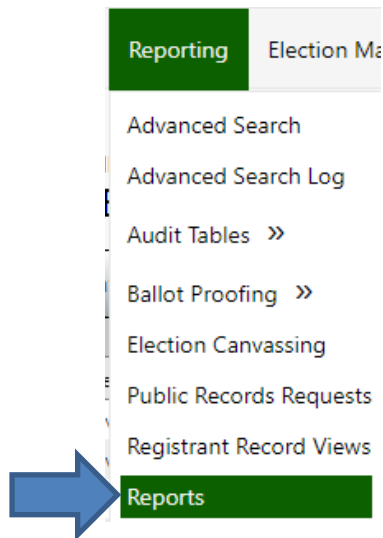
Reporting

Include: ☒ ALL ☐ Selected ☐ Unselected

Export

Registrants Selected: 34 registrants successfully purged.

To view a report of purged voters, hover over “Reporting” and select “Reports” (blue arrow).



Select “Mass Update – Audit Log” and “Purge – Failed ID Check” as the Mass Update Type. Select the batch by date. Click “Export.”

REPORTS

Report:	Description
Mass Update - Audit Log	Shows mass update details.

Mass Update Type:
Purge - Failed ID Check

Mass Update Group:
Group ID 56 (03/06/2015)

Export

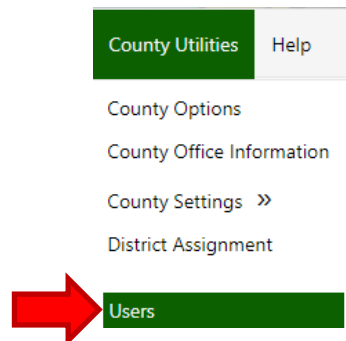
SYSTEM ADMINISTRATION

Users, Roles, and Permissions

In order to access VoteWA, a User must first have an account setup by a System Administrator. This may be setup by a State Administrator, but County Administrators control their own County's user accounts as well.

Manage Users

To manage VoteWA users, click on the "Users" option under the County Utilities menu (red arrow).



On the Users page in VoteWA, all user accounts for your County will be listed. By default, active user accounts are visible. Unclick the checkbox (orange arrow) to see inactive user accounts.

In order to quickly search for a user, type into the search fields above each column (green box). Type in desired information and click "Enter" on the keyboard to filter search results.

The image shows the 'USERS' page. At the top left, there is a checkbox labeled 'Display only Active Users' which is checked. An orange arrow points to this checkbox. Below it is a button labeled '+ Add new User'. A green box highlights the search fields above the table columns: Last Name, First Name, County, Role(s), Username, Email, Active, and Election. The table lists five users: Ackers, Anderson, Bauer, Billah, and Bixler. Each row has links for 'Edit Role(s)', 'Reset Password', and 'Edit'.

Last Name	First Name	County	Role(s)	Username	Email	Active	Election	Last Login	
Ackers	Michelle	Lewis	County Administrator	Edit Role(s)	AckersM	michelle.ackers@piercecounitywa.gov	☒	General Dec 30 2018	Reset Password Edit
Anderson	Julie	Lewis	County Administrator	Edit Role(s)	AndersonJ	julie.anderson@piercecounitywa.gov	☒	General Dec 30 2018	Reset Password Edit
Bauer	Matt	Lewis	County Administrator	Edit Role(s)	MattCounty	matt@bpro.com	☒	General Dec 30 2018	Reset Password Edit
Billah	Baki	Lewis	County Administrator	Edit Role(s)	Baki County	baki.billah@my3tech.com	☒	Primary Feb 15 2019	Reset Password Edit
Bixler	Dakota	Lewis	County Administrator	Edit Role(s)	Dakota	dakota@bpro.com	☒	General Dec 30 2018	Reset Password Edit

Assign all users to the current election (whichever election logged into in the upper right-hand corner of the screen) by clicking the button at the bottom of the page (purple arrow).



To add a new user to the system, click “Add new User” (pink box on previous page). These are the fields that will appear.

+

Add new User

Last Name	First Name	County	Role(s)	Username	Email	Active	Election
						☐	

Last Name:

Username:

Yubikey:

First Name:

Active: ☒

County:

Lewis

Email:

Election:

-Select-

Insert

Cancel

Red box: Assign the user to a current or upcoming election, when logging in for the first time, an automatic assignment is made to an election (can be changed at any time).

☒ Display only Active Users

USERS

[+ Add new User](#)

Last Name	First Name	County	Role(s)	Username	Email	Active	Election
test						☐	
Test	Laura	Lewis	Edit Role(s)	LauraTest	laura@bpro.com	☒	

Manage User Roles

Every User needs to be assigned a User Role in order to access VoteWA. If a User doesn't have a User Role, they will be unable to access the system. Roles assigned to each user are found in the teal box below. These may be updated by clicking on Edit Roles (green box) next to each user.

USERS									
☒ Display only Active Users + Add new User									
Last Name	First Name	County	Role(s)		Username	Email	Active	Election	Last Login
Ackers	Michelle	Lewis	County Administrator	Edit Role(s)	AckersM	michelle.ackers@piercescountywa.gov	☒	General Dec 30 2018	Reset Password Edit
Anderson	Julie	Lewis	County Administrator	Edit Role(s)	AndersonJ	julie.anderson@piercescountywa.gov	☒	General Dec 30 2018	Reset Password Edit
Bauer	Matt	Lewis	County Administrator	Edit Role(s)	MattCounty	matt@bpro.com	☒	General Dec 30 2018	3/11/2019 12:25:29 PM Reset Password Edit

When "Edit Roles" is clicked, a modal window opens, which displays the edit panel for that user. It displays the current Role(s) for the user (green box), and when/if that Role is set to expire (teal box). This Role may be deleted or edited (red box). Additionally, there is a Change Log available (blue arrow), which displays the change history for that User. Any changes to their Roles will permanently display there.

User Roles

Laura Test

[+ Add New Role](#)

Assigned Role(s)	Role Expire Date	
County Administrator	2/23/2019 12:00:00 AM	Remove Edit

Change Log

Field	Old Value	New Value	User	County	Operation	Date Changed
Role Expire Date		Feb 23 2019 12:00AM	Laura Heckmann	Lewis	Inserted	2/22/2019 6:14:16 PM
Role Name		County Administrator	Laura Heckmann	Lewis	Inserted	2/22/2019 6:14:16 PM

New Role(s) may be added by clicking "Add New Role" (red box). **Note: a user may be assigned to multiple Roles.** In that case, the User will have access to the combined permissions for each associated Role.

User Roles

Laura Test

[+ Add New Role](#)

Assigned Role(s)	Role Expire Date	
Role Name: County Power User County User Public User Street File Maintenance		

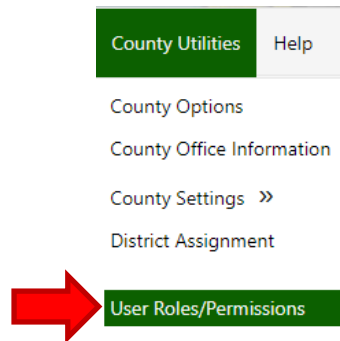
Insert

Cancel

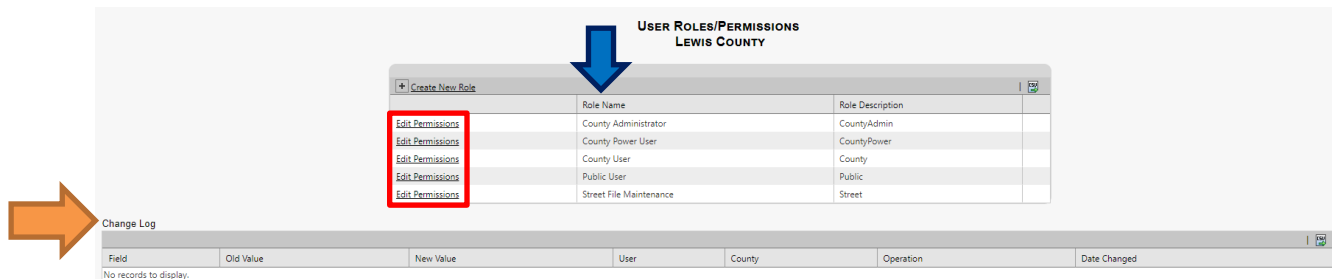
County Administ	2/23/2019 12:00:00 AM	Remove Edit
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Permissions

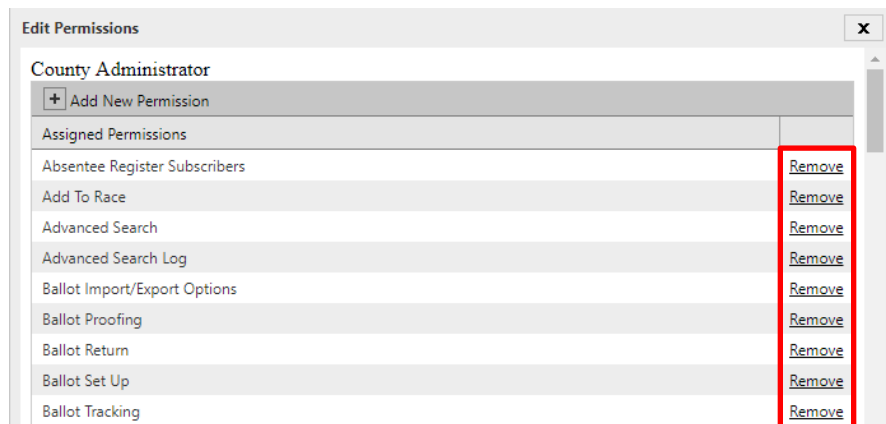
There is an associated set of Permissions for each User Role. To access these permissions, go to “User Roles/Permissions” found under the County Elections drop-down list (red box).



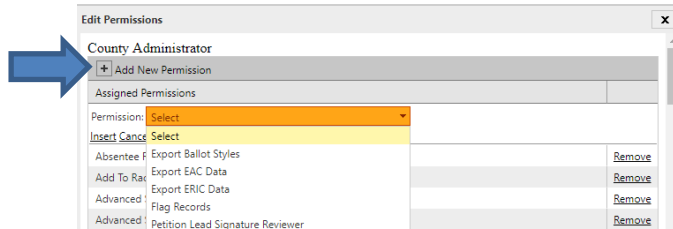
This page lists each system Role (blue arrow) and details about that Role. Changes to this set of system Roles are recorded in the Change Log table below (orange arrow). To see the permissions list for each Role, click “Edit Permissions” (red box) on its associated line. NOTE: County Administrators, which have the most expansive list of County permissions, have a set list of permissions that are built into the system and cannot be edited.



When clicked, the Permissions list for a Role will appear. Each permission may be removed by clicking “Remove” (red box).



Permissions may be added by clicking the “Add New Permission” button (blue arrow). When clicked, a drop-down list of all system permissions appears. This is a list of pre-defined permissions available in the system. Selecting a new value will add it to the current list of permissions for that Role.



Also, there is a Change Log (orange arrow) available for each permission set as well. At the bottom of each permissions list, see a history of what permissions have been added or removed over time, and the date of the change, and which user edited the list.



Change Log						
Field	Old Value	New Value	User	County	Operation	Date Changed

Create a New User Role

In addition to the Roles that exist in the system already, Administrators can create new customized User Roles as well. Click “Add New Role” (red arrow) to create a customized Role.

**USER ROLES/PERMISSIONS
LEWIS COUNTY**



	Role Name	Role Description	
Edit Permissions	County Administrator	CountyAdmin	
Edit Permissions	County Power User	CountyPower	
Edit Permissions	County User	County	
Edit Permissions	Public User	Public	
Edit Permissions	Street File Maintenance	Street	

From here, add a Name and Description to the new Role. When done, click “Insert” (blue arrow).

Role Name:

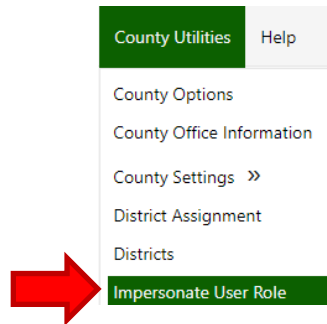
Role Description:

 [Insert](#) [Cancel](#)

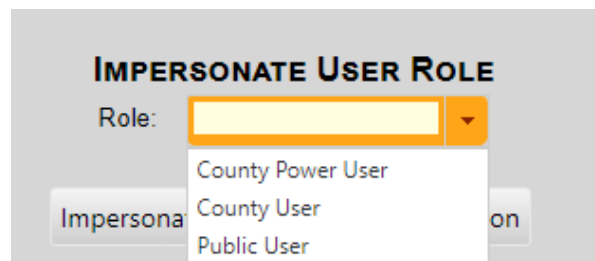
After inserting the new Role, click on “Edit Permissions” to assign specific permissions to that Role.

Impersonation

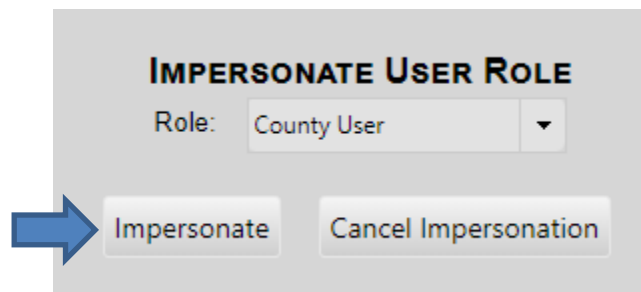
Administrators and Power Users can “impersonate” another, lesser Role for their County by selecting “Impersonate Role” found under the County Utilities menu (red arrow).



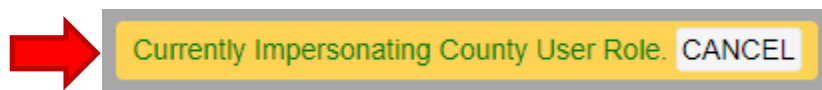
On this page, select a Role to impersonate from a drop-down list of available roles in the system.



Select which Role and then click the “Impersonate” button (blue arrow).



When done, the heading of “Currently Impersonating ____ Role” is at the top of the screen. Click to cancel the impersonation at any time. When impersonating a Role, menu options and permissions change to the Role being impersonated.

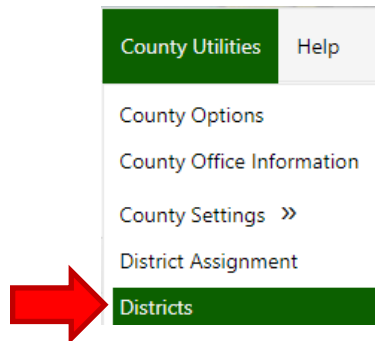


District Management

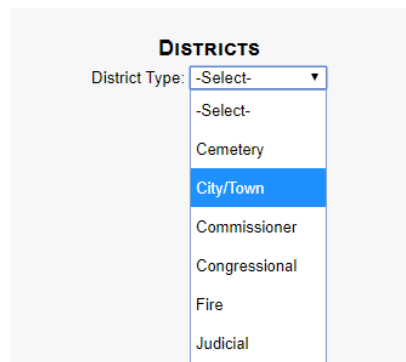
County users need to set up and maintain Countywide and local districts in their county.

Updating Existing Districts

Hover over “County Utilities,” then click “Districts.” (red arrow).



Choose a district type from the drop-down list.



DISTRICTS					
District Type: City/Town					
Code	Name	Description		Voters	
CHE#45	CHE COUN DIST #5	Test!!!!	Copy/Transfer	2,459	Edit
Cent#1-1	Cent Coun Dist #1		Copy/Transfer	2,459	Edit
Cent#2-2	Cent Coun Dist #2		Copy/Transfer	2,197	Edit
Cent#3-3	Cent Coun Dist #3		Copy/Transfer	2,519	Edit
Cent#4-4	Cent Coun Dist #4		Copy/Transfer	2,529	Edit
Cntra	Centralia City		Copy/Transfer	9,704	Edit
Che#1-1	Che Coun Dist #1		Copy/Transfer	1,233	Edit
Che#2-2	Che Coun Dist #2		Copy/Transfer	1,141	Edit
Che#3-3	Che Coun Dist #3		Copy/Transfer	789	Edit
Che#4-4	Che Coun Dist #4		Copy/Transfer	1,236	Edit
Chehal	Chehalis City		Copy/Transfer	4,399	Edit
Morton	Morton City		Copy/Transfer	688	Edit
Mossyr	Mossyrock City		Copy/Transfer	297	Edit
Napavi	Napavine City		Copy/Transfer	1,126	Edit
Pe Ell	Pe Ell Town		Copy/Transfer	423	Edit
Toledo	Toledo City		Copy/Transfer	451	Edit
Vader	Vader City		Copy/Transfer	383	Edit
Winloc	Winlock City		Copy/Transfer	754	Edit

Click “Edit” (blue box) to update any relevant information, and then click “Update” (blue arrow, below) to save changes.



Cent#1-1 Cent Coun Dist #1 Copy/Transfer 2,459 Edit

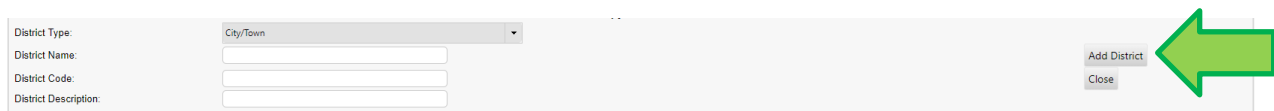
Code: Cent#1-1

Name: CENT COUN DIST #1

Description:

Update Cancel

Click “Copy/Transfer” to make an exact copy of the district boundaries within an existing district (red box above). Select the district type from the “District Type” drop-down to assign the district to another type or copy the district as a whole by leaving the type the same. Fill in the name, code, and description, then click “Add District” (green arrow).



District Type: City/Town

District Name:

District Code:

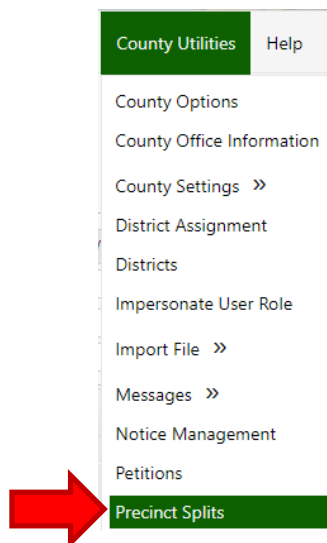
District Description:

Add District Close

Adding a New District / District Assignment

A new district must first be added to existing precinct splits.

Hover over “County Utilities” and then click “Precinct Splits” (red arrow).



This page will show all the precinct splits.

PRECINCT SPLITS

Create New Precinct

Create New Precinct Split

County	Precinct Split Name	# of Voters	Combine
Lewis	0001.2	189	Combine
Lewis	0001.3	1557	Combine
Lewis	0001.4	10	Combine
Lewis	0001.5	5	Combine
Lewis	0001.6	1	Combine
Lewis	0002.3	544	Combine
Lewis	0003.1	42	Combine
Lewis	0003.2	889	Combine
Lewis	0003.3	443	Combine

See a preview window of the districts linked to each precinct split by hovering over the “Edit Districts” link (red box above, preview displayed below).

PRECINCT SPLITS

Create New Precinct

Create New Precinct Split

County	Precinct Split Name	# of Voters	Combine
Lewis	0001.2	189	Combine
Lewis	0001.3	1557	Combine
Lewis	0001.4	10	Combine
Lewis	0001.5	5	Combine
Lewis	0001.6	1	Combine
Lewis	0002.3	544	Combine
Lewis	0003.1	42	Combine
Lewis	0003.2	889	Combine
Lewis	0003.3	443	Combine

Edit Districts

Precinct Split Name: 0001.2 (21000102)	District Type	Code
CEMETERY DIST. #10-MINERAL	CEMETERY	CEM10
Legislative District 20	Legislative	LEG20
ADNA PCO	PCO	PCT001
Comm Dist 1 Sub-Dist 1	Commissioner	CCOM1-1
COUNTY COMM DIST #1	Commissioner	CCOM1
Riverside Fire Authority	Fire	RAA1
Court of Appeals, Division 2, District 3	Judicial	523
Lewis Superior Court	Judicial	LE-SCT_721
Supreme Court	Judicial	JSUM
Adna School District #226	School	SD226
0001.2	PRECINCT SPLIT	0001.2
ADNA	PRECINCT	0001
Congressional District 3	Congressional	CONG3
PUD Dist Comm #2	Public Utility	PUD2-2
PUD District	Public Utility	PUD

Click “Edit Districts” next to the precinct split to add a new district.

Click the “Create New District” button (red arrow below) on the next page.

EDIT DISTRICTS WITHIN PRECINCT SPLIT

County: [Lewis](#) Return to Precinct Splits Precinct Split Name: **0001.2**

Create New District

Available Districts:

- CEMETERY - CEMETERY DIST. #1-WINLOCK COP
- Cemetery - Cemetery Dist. #1-Winlock
- Cemetery - Cemetery Dist. #2-Mossyrock-Salkum
- Cemetery - Cemetery Dist. #3-Doty-Dryad-Meskill**
- Cemetery - Cemetery Dist. #4-Glenoma-Packwood-Randle
- Cemetery - Cemetery Dist. #5-Toledo (Layton Pr)
- Cemetery - Cemetery Dist. #6-Onalaska
- Cemetery - Cemetery Dist. #7-Toledo
- Cemetery - Cemetery Dist. #8-Vader
- Cemetery - Cemetery Dist. #9-Napavine
- Commissioner - Comm Dist 1 Sub-Dist 2
- Commissioner - County Comm Dist #2
- Commissioner - Comm Dist 1 Sub-Dist 3
- Commissioner - County Comm Dist #3
- Commissioner - Comm Dist 1 Sub-Dist 4
- Commissioner - Comm Dist 1 Sub-Dist 5

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Linked Districts:

- CEMETERY - CEMETERY DIST. #10-MINERAL
- Commissioner - Comm Dist 1 Sub-Dist 1
- Commissioner - COUNTY COMM DIST #1
- Congressional - Congressional District 3
- Fire - Riverside Fire Authority
- Judicial - Court of Appeals, Division 2, District 3
- Judicial - Supreme Court
- Judicial - Lewis Superior Court
- Legislative - Legislative District 20
- PCO - ADNA PCO
- PRECINCT - ADNA
- School - Adna School District #226
- Public Utility - PUD Dist Comm #2
- Public Utility - PUD District

Enter the information for the new district, then click “Add District” (red arrow).

County: [Lewis](#) [Return to Precinct Splits](#) Precinct Split Name: [0001.2](#)

[Create New District](#)

Create New District

District Type:

District Name:

District Code:

District Description:

[Add District](#) [Close](#)

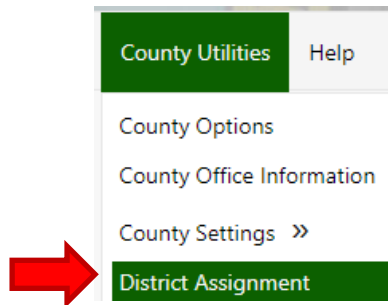
The new district (red box) is now in the system.

County: [Lewis](#) [Return to Precinct Splits](#) Precinct Split Name: [0001.2](#)

[Create New District](#)

Available Districts: 'Cemetery ward 5' was added to '0001.2' Linked Districts:

Hover over “County Utilities” and then click “District Assignment” (red arrow) to assign the district to all the precinct splits required.



Choose the district type (blue arrow), and then choose the district (example below).

The screenshot shows the 'District Assignment' form. A blue arrow points to the 'District Type' dropdown menu, which is currently set to '-Select-'. Below it, the 'District' dropdown menu is also set to '-Select-'. A second screenshot shows the 'District Type' dropdown menu expanded, displaying a list of districts. The 'CEMETERY WARD 5 (CMTY 5)' option is highlighted in yellow.

District Assignment

District Type: -Select-

District: -Select-

District Assignment

District Type: Cemetery

District: CEMETERY WARD 5 (CMTY 5)

- Cemetery Dist. #1-Winlock (CEM01)
- CEMETERY DIST. #10-MINERAL (CEM10)
- Cemetery Dist. #2-Mossyrock-Salkum (CEM02)
- Cemetery Dist. #3-Doty-Dryad-Meskill (CEM03)
- Cemetery Dist. #4-Glenoma-Packwood-Randle (CEM04)
- Cemetery Dist. #5-Toledo (Layton Pr) (CEM05)
- Cemetery Dist. #6-Onalaska (CEM06)
- Cemetery Dist. #7-Toledo (CEM07)
- Cemetery Dist. #8-Vader (CEM08)
- Cemetery Dist. #9-Napavine (CEM09)
- CEMETERY WARD 5 (CMTY 5)
- CEMETERY DIST #1-WINLOCK COP (1234)

The page is a list of all precinct splits in the county. Assign the new district to the appropriate precinct splits (red box). Click "Update" (orange arrow) to save.

The screenshot shows the 'District Assignment' page. On the left, there is a list of precinct splits, each with a checkbox. The first checkbox is checked, and the entire list is enclosed in a red box. An orange arrow points to the 'Update' button. On the right, the 'District Type' dropdown is set to 'Cemetery' and the 'District' dropdown is set to 'CEMETERY WARD 5 (CMTY 5)'. At the top, there is an 'Assignment Statistics' box showing 'Total Precinct Splits' as 174 and 'Precinct Splits assigned to District' as 1.

Assignment Statistics

Total Precinct Splits 174

Precinct Splits assigned to District 1

District Assignment

District Type: Cemetery

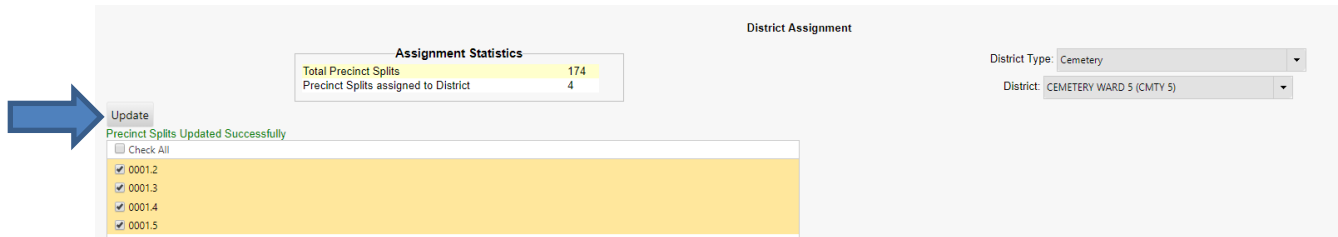
District: CEMETERY WARD 5 (CMTY 5)

Update

Check All

- ☒ 0001.2
- ☐ 0001.3
- ☐ 0001.4
- ☐ 0001.5
- ☐ 0001.6
- ☐ 0002.3
- ☐ 0003.1
- ☐ 0003.2
- ☐ 0003.3
- ☐ 0004.2
- ☐ 0004.3
- ☐ 0004.4
- ☐ 0004.5
- ☐ 0005.1
- ☐ 0005.2
- ☐ 0005.3
- ☐ 0006.2
- ☐ 0006.3
- ☐ 0006.5
- ☐ 0007.1
- ☐ 0007.2
- ☐ 0007.4
- ☐ 0008.1
- ☐ 0008.2

A green message will show on the screen when the precinct splits have been updated successfully (blue arrow).



The screenshot shows the 'District Assignment' page. At the top, there's a section for 'Assignment Statistics' with a table:

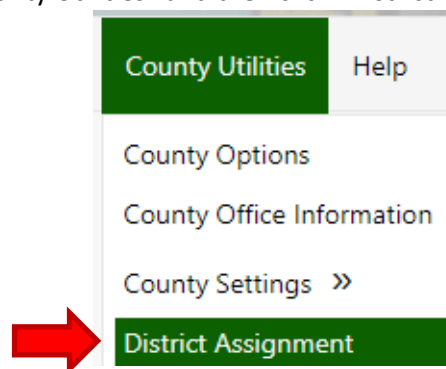
Assignment Statistics	
Total Precinct Splits	174
Precinct Splits assigned to District	4

Below this, there's a dropdown for 'District Type' set to 'Cemetery' and another dropdown for 'District' set to 'CEMETERY WARD 5 (CMTY 5)'. On the left, there's a list of precinct splits with checkboxes. A blue arrow points to the 'Update' button, which is highlighted in orange. Below the button, a green message says 'Precinct Splits Updated Successfully'.

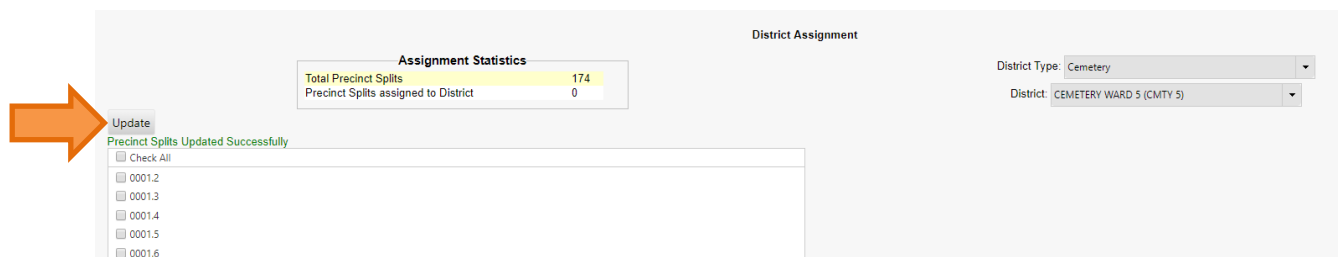
Deleting a District

To delete a district, it must be removed from all associated precinct splits and all voters must be removed from the district. Once the district doesn't have any voters, it automatically becomes deactivated.

Hover over "County Utilities" and then click "District Assignment" (red arrow).



Choose the district type and district to be deleted. **Uncheck** all associated precinct splits tied to that district. Click "Update" (orange arrow) to save changes.



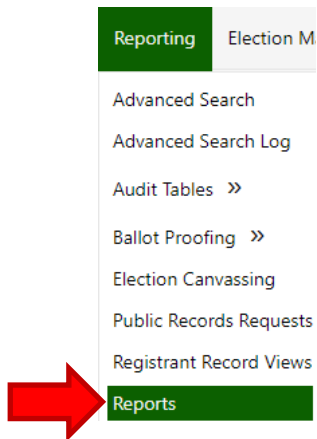
The screenshot shows the 'District Assignment' page. At the top, there's a section for 'Assignment Statistics' with a table:

Assignment Statistics	
Total Precinct Splits	174
Precinct Splits assigned to District	0

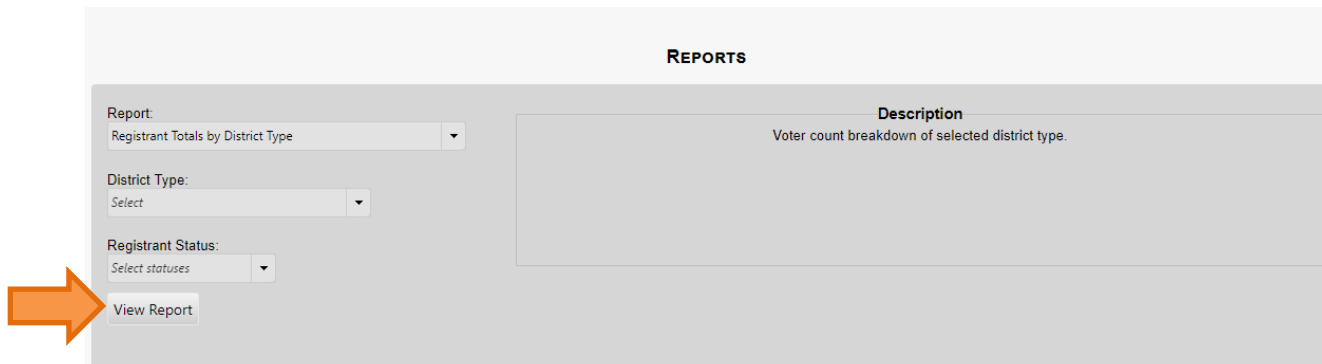
Below this, there's a dropdown for 'District Type' set to 'Cemetery' and another dropdown for 'District' set to 'CEMETERY WARD 5 (CMTY 5)'. On the left, there's a list of precinct splits with checkboxes. An orange arrow points to the 'Update' button, which is highlighted in orange. Below the button, a green message says 'Precinct Splits Updated Successfully'.

Once the district has been deactivated, it will no longer appear in any drop-down lists.

To run a report of voter registration totals in districts, hover over “Reporting” and click “Reports” (red arrow).



Select the “Registrant Totals By District Type” report from the “Reports” drop-down box, then choose a “District Type” and “Registrant Status.” Click “View Report” (orange arrow) to generate the report.

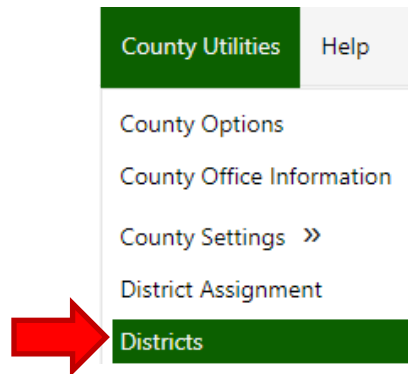


Manage Precincts

Managing precincts is different than managing districts. However, they both are found within the “Districts” page in VoteWA.

Updating an Existing Precinct

Hover over “County Utilities” and click on “Districts” (red arrow).



On this page choose “Precinct” in the “District Type” drop-down list (blue arrow). The page will refresh and show a list of precincts in the county.

A screenshot of the 'DISTRICTS' page. A blue arrow points to the 'District Type' dropdown menu, which is set to 'PRECINCT'. Below the dropdown is a table of precincts. A red box highlights the 'Edit' column on the right side of the table.

Code	Name	Description	Mail Only		Voters	
0001	ADNA		☐	Copy/Transfer	1,239	Edit
0002	Agate		☐	Copy/Transfer	375	Edit
0003	Alpha		☐	Copy/Transfer	953	Edit
0004	Berwick		☐	Copy/Transfer	1,042	Edit
0005	Big Bottom		☐	Copy/Transfer	768	Edit
0006	Bolstfort		☐	Copy/Transfer	257	Edit
0007	Cinebar		☐	Copy/Transfer	571	Edit
0008	Claquato		☐	Copy/Transfer	665	Edit

Click “Edit” (red box, above) to edit the information for any existing precinct and then click “Update” (orange arrow, below) to save changes.

A screenshot of the precinct edit form. The form contains fields for Code, Name, Description, and Mail Only. Below the form are two buttons: 'Update' and 'Cancel'. An orange arrow points to the 'Update' button.

Code:

Name:

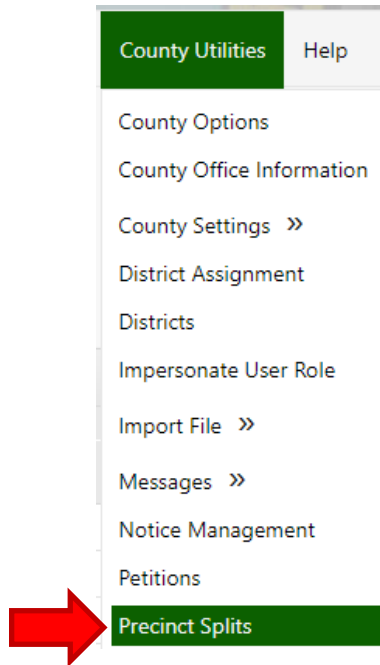
Description:

Mail Only: ☐

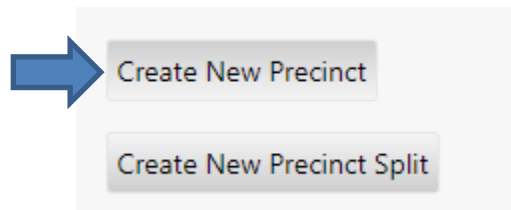
[Update](#) [Cancel](#)

Adding a New Precinct

To add a new Precinct, hover over “County Utilities” and then click “Precinct Splits” (red arrow).



Click the “Create New Precinct” button (blue arrow).



Enter the information (red box) and click the “Add Precinct” button (blue arrow).

A screenshot of the 'Create New Precinct' form. The form has three input fields: 'Precinct Name:', 'Precinct Code:', and 'Precinct Description:'. These fields are enclosed in a red rectangular box. To the right of the form, there are two buttons: 'Add Precinct' and 'Close'. A blue arrow points to the 'Add Precinct' button.

On the “Edit Districts within Precinct Splits” page, choose the districts associated with the new precinct (as shown on the list below). Add or remove “Available Districts” to the new precinct using the arrow keys (red box). Click the “Return to Precinct Splits” button at the top to be taken to the “Precinct Splits” page after adding all the districts required.

EDIT DISTRICTS WITHIN PRECINCT SPLIT

County: [Lewis](#) [Return to Precinct Splits](#) Precinct Split Name: [TEST PRECINCT](#)

[Create New District](#)

Available Districts:

- CEMETERY - CEMETERY DIST #1-WINLOCK COP
- Cemetery - Cemetery Dist. #1-Winlock
- Cemetery - Cemetery Dist. #10-Mineral
- Cemetery - Cemetery Dist. #2-Mossyrock-Salkum
- Cemetery - Cemetery Dist. #3-Doty-Dryad-Meskill
- Cemetery - Cemetery Dist. #4-Glenoma-Packwood-Randle
- Cemetery - Cemetery Dist. #5-Toledo (Layton Pr)
- Cemetery - Cemetery Dist. #6-Onalaska
- Cemetery - Cemetery Dist. #7-Toledo
- Cemetery - Cemetery Dist. #8-Vader
- Cemetery - Cemetery Dist. #9-Napavine
- Commissioner - Comm Dist 1 Sub-Dist 1
- Commissioner - COUNTY COMM DIST #1
- Commissioner - Comm Dist 1 Sub-Dist 2
- Commissioner - County Comm Dist #2
- Commissioner - Comm Dist 1 Sub-Dist 3
- Commissioner - County Comm Dist #3
- Commissioner - Comm Dist 1 Sub-Dist 4
- Commissioner - Comm Dist 1 Sub-Dist 5
- Commissioner - Comm Dist 2 Sub-Dist 1

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Linked Districts:

PRECINCT - TEST PRECINCT

The new precinct is placed at the end of the list of precinct splits (green box).

PRECINCT SPLITS

[Create New Precinct](#) [Create New Precinct Split](#)

County	Precinct Split Name	# of Voters	Combine	
Lewis	0207.1	301	Combine	Edit
Lewis	0208.1	1073	Combine	Edit
Lewis	0209.1	75	Combine	Edit
Lewis	0300.1	1173	Combine	Edit
Lewis	0400.1	492	Combine	Edit
Lewis	0501.1	1730	Combine	Edit
Lewis	0502.1	6	Combine	Edit
Lewis	0503.1	2	Combine	Edit
Lewis	0600.1	632	Combine	Edit
Lewis	0700.1	713	Combine	Edit
Lewis	0800.1	688	Combine	Edit
Lewis	0900.1	1249	Combine	Edit
Lewis	0004.1	710	Combine	Edit
Lewis	0010.1	1664	Combine	Edit
Lewis	TEST PRECINCT	0	Combine	Delete Edit

Page size: 20 175 items in 9 pages

Click “Edit” to edit the precinct split name, then click “Update” (purple arrow) to save changes.

Lewis TEST PRECINCT [Edit Districts](#) 0 [Combine](#) [Delete](#) [Edit](#)

Precinct Split Name:

 [Update](#) [Cancel](#)

Page size: 20 175 items in 9 pages

Deleting a Precinct

All voters must be removed from a precinct before it can be deleted.

Note: To “clean up” existing precincts, start with the precinct splits (see next section). First run a list of all the precinct splits for a precinct to be eliminated. The voters in those precinct splits must be moved to new precincts. When all voters have been moved out of a precinct, it can be deleted.

Create New Precinct

Create New Precinct Split

County	Precinct Split Name		# of Voters	Combine	
Lewis	0207.1	Edit Districts	301	Combine	Edit
Lewis	0208.1	Edit Districts	1073	Combine	Edit
Lewis	0209.1	Edit Districts	75	Combine	Edit
Lewis	0300.1	Edit Districts	1173	Combine	Edit
Lewis	0400.1	Edit Districts	492	Combine	Edit
Lewis	0501.1	Edit Districts	1730	Combine	Edit
Lewis	0502.1	Edit Districts	6	Combine	Edit
Lewis	0503.1	Edit Districts	2	Combine	Edit
Lewis	0600.1	Edit Districts	632	Combine	Edit
Lewis	0700.1	Edit Districts	713	Combine	Edit
Lewis	0800.1	Edit Districts	688	Combine	Edit
Lewis	0900.1	Edit Districts	1249	Combine	Edit
Lewis	0004.1	Edit Districts	710	Combine	Edit
Lewis	0010.1	Edit Districts	1664	Combine	Edit
Lewis	TEST PRECINCT	Edit Districts	0	Combine	Delete

Page size: 20 175 items in 9 pages

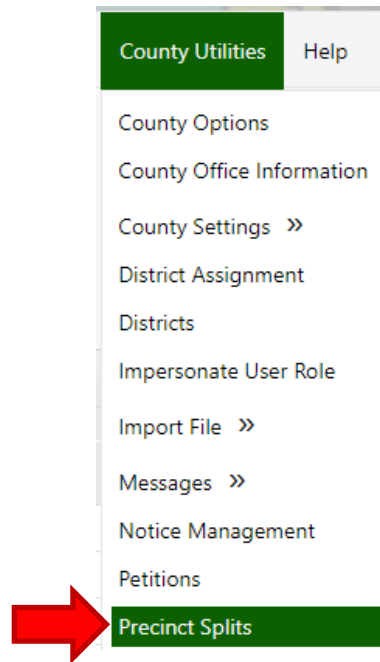
If a precinct does not have any voters in it, the “Delete” link will appear (red box above). Click “Delete” and then click “Ok” to finish the process.

The page will refresh, and the precinct split will disappear from the precinct splits table.

When no precinct splits remain, a precinct is automatically deactivated and will no longer appear in any drop-down lists.

Manage Precinct Splits

Hover over “County Utilities” and then click “Precinct Splits” (red arrow).



Updating an Existing Precinct Split

Click the “Edit” (green box) to update an existing precinct split’s name.

PRECINCT SPLITS

Create New Precinct

Create New Precinct Split

County	Precinct Split Name		# of Voters	Combine	
▶ Lewis	0001.2	Edit Districts	189	Combine	Edit
▶ Lewis	0001.3	Edit Districts	1557	Combine	Edit
▶ Lewis	0001.4	Edit Districts	10	Combine	Edit
▶ Lewis	0001.5	Edit Districts	5	Combine	Edit
▶ Lewis	0001.6	Edit Districts	1	Combine	Edit
▶ Lewis	0002.3	Edit Districts	544	Combine	Edit
▶ Lewis	0003.1	Edit Districts	42	Combine	Edit
▶ Lewis	0003.2	Edit Districts	889	Combine	Edit
▶ Lewis	0003.3	Edit Districts	443	Combine	Edit
▶ Lewis	0004.2	Edit Districts	577	Combine	Edit
▶ Lewis	0004.3	Edit Districts	236	Combine	Edit
▶ Lewis	0004.4	Edit Districts	26	Combine	Edit
▶ Lewis	0004.5	Edit Districts	6	Combine	Edit

Click “Edit Districts” (purple box) to edit the districts linked to the precinct split. Use the arrows in the middle of the page (red circle) to assign and remove available districts from the split. Changes are saved automatically. Click the “Return to Precinct Splits” button at the top of the screen when finished.

County: **Lewis**

EDIT DISTRICTS WITHIN PRECINCT SPLIT

Return to Precinct Splits

Precinct Split Name: **00012**

Create New District

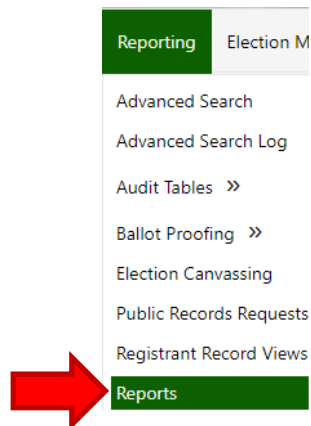
Available Districts:

- CEMETERY - CEMETERY DIST #1-WINLOCK COP
- Cemetery - Cemetery Dist. #1-Winlock
- Cemetery - Cemetery Dist. #2-Mossyrock-Salkum
- Cemetery - Cemetery Dist. #3-Doty-Dryad-Meskill
- Cemetery - Cemetery Dist. #4-Glenoma-Packwood-Randle
- Cemetery - Cemetery Dist. #5-Toledo (Layton Pr)
- Cemetery - Cemetery Dist. #6-Onalaska
- Cemetery - Cemetery Dist. #7-Toledo
- Cemetery - Cemetery Dist. #8-Vader
- Cemetery - Cemetery Dist. #9-Napavine
- Commissioner - Comm Dist 1 Sub-Dist 2
- Commissioner - County Comm Dist #2
- Commissioner - Comm Dist 1 Sub-Dist 3
- Commissioner - County Comm Dist #3

Linked Districts:

- CEMETERY - CEMETERY DIST. #10-MINERAL
- Commissioner - Comm Dist 1 Sub-Dist 1
- Commissioner - COUNTY COMM DIST #1
- Congressional - Congressional District 3
- Fire - Riverside Fire Authority
- Judicial - Court of Appeals, Division 2, District 3
- Judicial - Supreme Court
- Judicial - Lewis Superior Court
- Legislative - Legislative District 20
- PCO - ADNA PCO
- PRECINCT - ADNA
- School - Adna School District #226
- Public Utility - PUD Dist Comm #2
- Public Utility - PUD District

To see a report of all precinct split changes, Hover over “Reporting” and select “Reports” (red arrow).



Select “Precinct Splits Management” from the reports drop down (below), and enter a specific date or a date range (optional). The report generated will display all added, updated, or deleted precinct splits, which user performed each task, and the date and time of the change.

REPORTS

Report: **Precinct Splits Management**

Description: Displays user changes to the precincts.

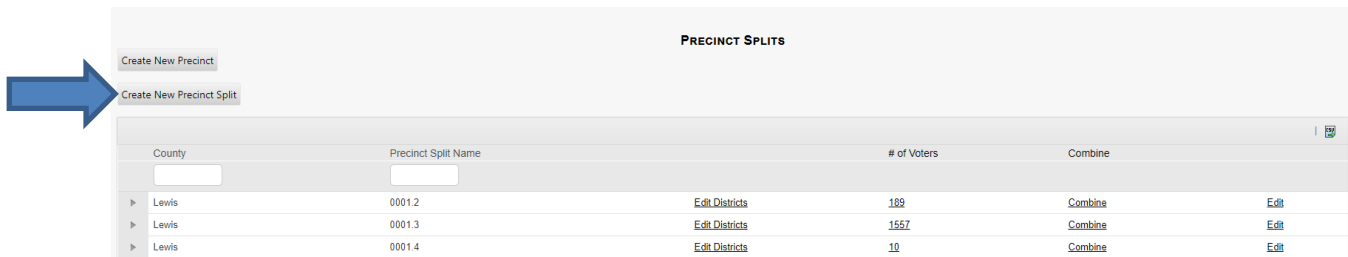
Specific Date: ☒ 3/11/2019

Date Range: ☐

View Report

Adding a New Precinct Split

Click the “Create New Precinct Split” button (blue arrow) to begin.

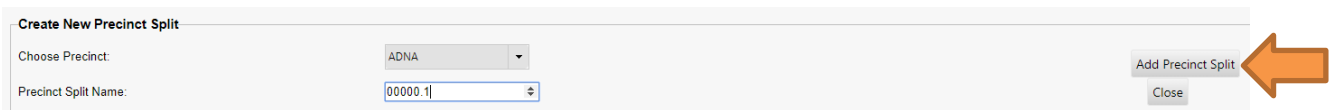


PRECINCT SPLITS

Create New Precinct Split

County	Precinct Split Name	# of Voters	Combine
Lewis	0001.2	189	Combine
Lewis	0001.3	1557	Combine
Lewis	0001.4	10	Combine

Choose a precinct to link the precinct split to from the drop down and assign a name to the new split. Click the “Add Precinct Split” button (orange arrow) to continue.



Create New Precinct Split

Choose Precinct: ADNA

Precinct Split Name: 00000.1

Add Precinct Split

Close

The screen will refresh and change to the “Edit Districts within Precinct Split” page. Assign districts to the new precinct split (below). Click the “Return to Precinct Splits” button to complete the process.



EDIT DISTRICTS WITHIN PRECINCT SPLIT

County: Lewis

Return to Precinct Splits

Precinct Split Name: 00000.1

Create New District

Available Districts:

- CEMETERY - CEMETERY DIST #1-WINLOCK COP
- Cemetery - Cemetery Dist. #1-Winlock
- Cemetery - Cemetery Dist. #10-Mineral
- Cemetery - Cemetery Dist. #2-Mossyrock-Salkum
- Cemetery - Cemetery Dist. #3-Doty-Dryad-Meskill
- Cemetery - Cemetery Dist. #4-Glenoma-Packwood-Randle
- Cemetery - Cemetery Dist. #5-Toledo (Layton Pr)

Linked Districts:

PRECINCT - ADNA

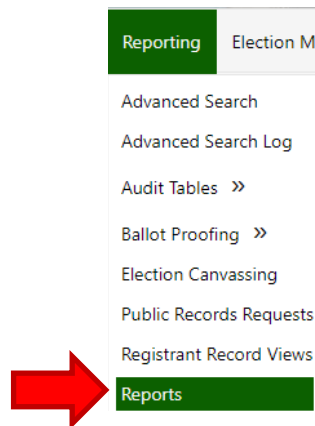
Deleting a Precinct Split

All voters must be removed from a precinct split before it can be deleted (red box). Voters need to be reassigned to a different precinct split. The “Combine” feature (purple arrow) will move voters from one precinct split to another.



County	Precinct Split Name	# of Voters	Combine	Delete
Lewis	0800.1	688	Combine	Edit
Lewis	0900.1	1249	Combine	Edit
Lewis	0004.1	710	Combine	Edit
Lewis	0010.1	1664	Combine	Edit
Lewis	00000.1	0	Combine	Delete

Run a report of voter registration totals in precinct splits. Hover over “Reporting” and click “Reports” (red arrow).

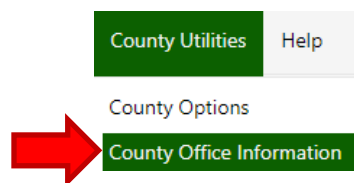


Select the “Precinct Splits” report from the drop-down box. The report will list precinct name, precinct split, active registrants, and inactive registrants.



County Office Information

Hover over “County Utilities” and then click “County Office Information.” (red arrow).



This page lists County Information. It is important to keep up-to-date, as the information is posted on the public portal, and can be imported into notices through the Notice Management Tool.

Click “Edit” (blue box) to update any information on this page.

COUNTY OFFICE INFORMATION

✚ Add New County Official
ESU

County	Position	First Name	Last Name
Lewis	County Auditor	Larry	Grove

Delete
Edit

Office Physical Address
351 NW North St
Chehalis WA 98532

Office Phone (360) 740-1278
Toll-Free Number
Fax (360) 740-1421
TDD

Office Mailing Address
PO Box 29
Chehalis WA 98532

Website
<http://elections.lewiscountywa.gov/>
Public-Facing Email
elections@lewiscountywa.gov
UOCAVA 'Reply to' Email
dakota@bpro.com
UOCAVA cc Email
dakota@bpro.com

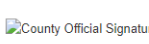
County Seal



LEWIS COUNTY
— est. 1843 —

[Delete Seal](#)

County Official's Signature



[Delete Signature](#)

The “UOCAVA ‘Reply to’ Email” is the email address that appears on outgoing UOCAVA emails.

The “UOCAVA cc Email” is the email address is cc’d on every outgoing UOCAVA email, and the office retains a copy of each email that is sent.

Click “Update” (orange arrow) to save changes made.

County: Lewis

Position: County Auditor

First Name: Larry

Last Name: Grove

Office Physical Address: 351 NW North St

City: Chehalis

State: WA

Zip: 98532

Office Mailing Address: PO Box 29

Mailing City: Chehalis

Mailing State: WA

Mailing Zip: 98532

Office Phone: (360) 740-1278

Phone Ext.:

Toll-Free Number: () - -

Fax: (360) 740-1421

TDD: () - -

Website: http://elections.lewiscountywa.gov/

Public-Facing Email: elections@lewiscountywa.gov

UOCAVA 'Reply to' Email: dakota@bpro.com

UOCAVA cc Email: dakota@bpro.com

Upload County Seal: Select

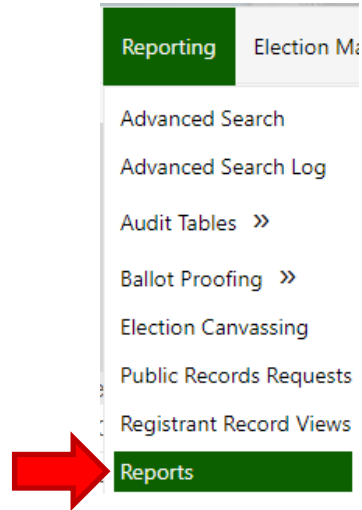
Upload Official's Signature: Select

➔

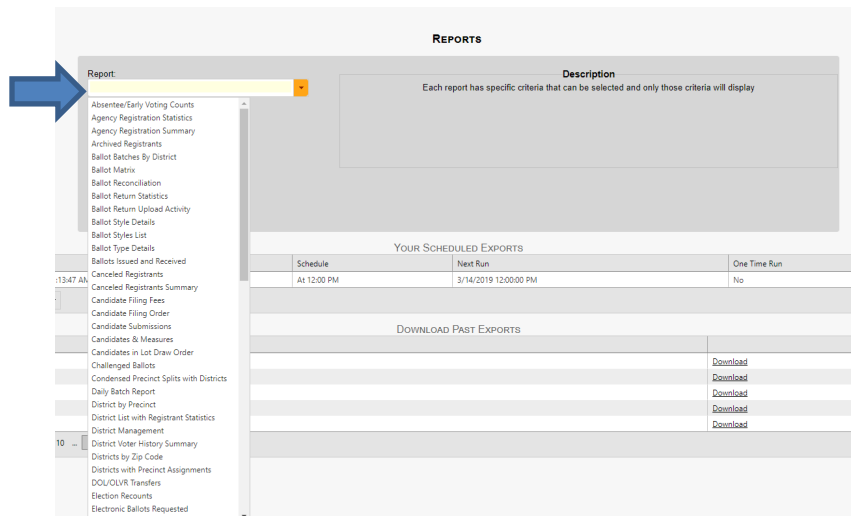
[Update](#)
[Cancel](#)

SYSTEM REPORTS

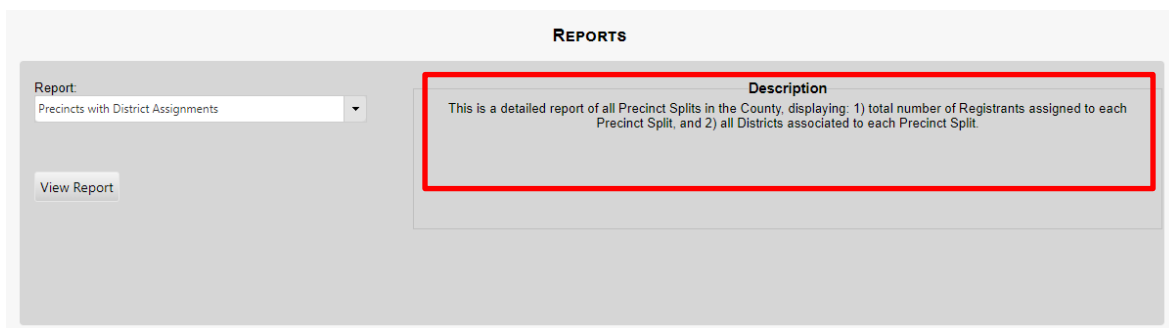
Several types of pre-built reports are available in VoteWA. Hover over “Reporting” and click “Reports” (red arrow).



All pre-built reports will be listed in the drop-down menu (blue arrow).



Each report's description will appear on the right (red box).



The “Your Scheduled Exports” and “Download Past Exports” (green box) section will appear on this page.

Yellow Box, below: This screen will appear when the report “Ballot Return Statistics” is selected. Reports can be set on a regular schedule and duration. For example, a daily report can run at the end of the day on ballot returns, scheduled here.

Saved exports (red box, below) will appear in the green box under “Your Scheduled Exports” (blue arrow, below). Exports will appear for download in the “Download Past Exports” section (purple arrow, below).

REPORTS

Report:
Ballot Return Statistics

[View Report](#)

Description
Shows the ballot statistics for returned, challenged, etc.

Create a new scheduled export

Export Name: Ballot Returns

Export Interval -

Every day at 17:00

MORE OPTIONS:

☐ One Time Export?

☐ No End Date

☐ End After

☐ End By

Save Export

YOUR SCHEDULED EXPORTS

Name	Create Date	Schedule	Next Run	One Time Run	
Ballot Returns	4/3/2019 1:20:55 PM	At 12:00 PM	4/4/2019 12:00:00 PM	No	Delete

1 items in 1 pages

DOWNLOAD PAST EXPORTS

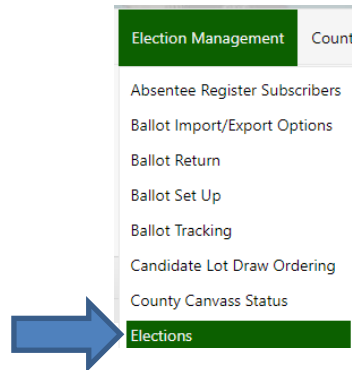
Name	Export Date
No records to display.	

0 items in 1 pages

ELECTIONS SETUP

Assigning an Election

Hover over “Election Management” and click “Elections” (blue arrow).



This page contains both statewide and your county’s elections.

Click “Create new Election” (red box) to create a new election.

ELECTIONS											
+ Create new Election											
Jurisdiction	Election Type	Election Date	Election Name	Description	UOCAVA Initial Deadline	Books Closed	Voting Open	Voting Closed	Filing Start	Filing End	Books Open (following election)
State	Primary	5/5/2020	PRIMARY 2020		3/21/2020	04/07/20 05:00 PM	4/17/2020 12:00:00 AM	5/5/2020 5:00:00 PM	02/13/19 05:00 PM	04/30/20 05:00 PM	5/11/2020
Lewis	Special	7/9/2019	Chad Upload Test		6/9/2019	03/05/19 05:00 PM	6/21/2019 12:00:00 AM	7/9/2019 5:00:00 PM	03/01/19 05:00 PM	03/02/19 05:00 PM	7/15/2019
State	Presidential Primary	6/4/2019	June 2019 Presidential Primary		5/30/2019	05/30/19 05:00 PM	5/6/2019 12:00:00 AM	6/4/2019 5:00:00 PM	05/01/19 05:00 PM	06/04/19 05:00 PM	6/10/2019
State	Special	3/26/2019	Laura Test 2		3/15/2019	03/26/19 05:00 PM	3/8/2019 12:00:00 AM	3/26/2019 5:00:00 PM	02/01/19 05:00 PM	03/29/19 12:00 AM	4/1/2019
State	Primary	3/26/2019	PRIMARY 2019		3/15/2019	03/29/19 05:00 PM	3/8/2019 12:00:00 AM	3/26/2019 5:00:00 PM	03/01/19 05:00 PM	02/26/19 05:00 PM	4/1/2019
Lewis	Municipal	2/26/2019	Test Municipal		2/21/2019	02/01/19 05:00 PM	2/1/2019 12:00:00 AM	2/26/2019 5:00:00 PM	02/01/19 05:00 PM	02/20/19 05:00 PM	2/27/2019
Lewis	Special	2/21/2019	Laura's Special Test		1/22/2019	01/24/19 05:00 PM	2/3/2019 12:00:00 AM	2/21/2019 5:00:00 PM	02/01/19 05:00 PM	02/21/19 05:00 PM	2/25/2019

Note: Once an election has been added it cannot be deleted.

Information entered for a test special election is visible.

Based on the election type selected (blue box), all fields except filing periods will populate automatically, but are editable (yellow box).

The state will set the filing period for all statewide elections. For county elections, county officials will set the filing period (red box, below).

Clicking “Insert” (blue arrow, above) will create an election and return to the Elections page. The newly created election will appear in the elections list (green arrow).

State	Primary	4/2/2019	PRIMARY 2019		2/16/2019	03/05/19 05:00 PM	3/15/2019 12:00:00 AM	4/2/2019 5:00:00 PM	03/01/19 05:00 PM	04/01/19 05:00 PM	4/8/2019	Select
Lewis	Special	3/28/2019	Test Special Election	This is not a required field.	2/26/2019	01/31/19 05:00 PM	3/10/2019 12:00:00 AM	3/28/2019 5:00:00 PM	03/01/19 05:00 PM	03/15/19 05:00 PM	4/1/2019	Select

When “Select” is clicked to choose an election (purple box), the election will be highlighted in red. The election will show in the upper right-hand corner of the screen (purple arrow). Click this red highlighted election to return to the Elections page.

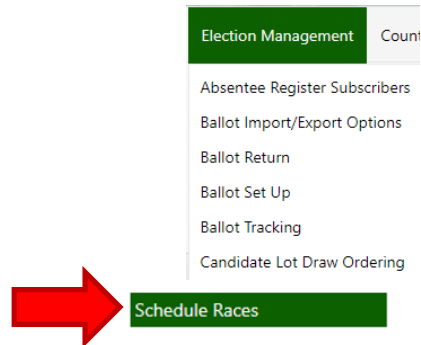
Jurisdiction	Election Type	Election Date	Election Name	Description	UOCAVA Initial Deadline	Books Closed	Voting Open	Voting Closed	Filing Start	Filing End	Books Open (following election)	
State	Primary	5/5/2020	PRIMARY 2020		3/21/2020	04/07/20 05:00 PM	4/17/2020 12:00:00 AM	5/5/2020 5:00:00 PM	02/13/19 05:00 PM	04/30/20 05:00 PM	5/11/2020	Select
Lewis	Special	7/9/2019	Chad Upload Test		6/9/2019	03/05/19 05:00 PM	6/21/2019 12:00:00 AM	7/9/2019 5:00:00 PM	03/01/19 05:00 PM	03/02/19 05:00 PM	7/15/2019	Select Edit
State	Presidential Primary	6/4/2019	June 2019 Presidential Primary		5/30/2019	05/30/19 05:00 PM	5/6/2019 12:00:00 AM	6/4/2019 5:00:00 PM	05/01/19 05:00 PM	06/04/19 05:00 PM	6/10/2019	Select
State	Special	3/26/2019	Laura Test 2		3/15/2019	03/26/19 05:00 PM	3/8/2019 12:00:00 AM	3/26/2019 5:00:00 PM	02/01/19 05:00 PM	03/29/19 12:00 AM	4/1/2019	Select
State	Primary	3/26/2019	PRIMARY 2019		3/15/2019	03/26/19 05:00 PM	3/8/2019 12:00:00 AM	3/26/2019 5:00:00 PM	03/01/19 05:00 PM	03/26/19 05:00 PM	4/1/2019	Select
Lewis	Municipal	2/26/2019	Test Municipal		2/21/2019	02/01/19 05:00 PM	2/1/2019 12:00:00 AM	2/26/2019 5:00:00 PM	02/01/19 05:00 PM	02/20/19 05:00 PM	2/27/2019	Select
Lewis	Special	2/21/2019	Laura's Special Test		1/22/2019	01/24/19 05:00 PM	2/3/2019 12:00:00 AM	2/21/2019 5:00:00 PM	02/01/19 05:00 PM	02/21/19 05:00 PM	2/25/2019	Select

Some elections have an “Edit” option (green box).

Note: Editing authority is not extended to other counties’ elections, previously completed elections, or statewide elections.

Schedule Races

There is a schedule that tracks when certain races appear on Primary and General ballots. Hover over “Election Management” and click on “Schedule Races” (red arrow) to access this page.



The current election is in the middle of the screen (teal box).

Select the year for the election (red box) to set up. Any races scheduled to appear on the ballot for the year and election type (Primary) will display in the table (green box).

The screenshot shows the 'SCHEDULE RACES' page. At the top, it says 'For June 2019 Presidential Primary - 6/4/2019'. Below this, there is a dropdown menu for 'Election Year' with '2019' selected. A red box highlights the '2019' year. A blue arrow points to the 'Setup Election Races' button. Below the button, there is a table of races. A green box highlights the table.

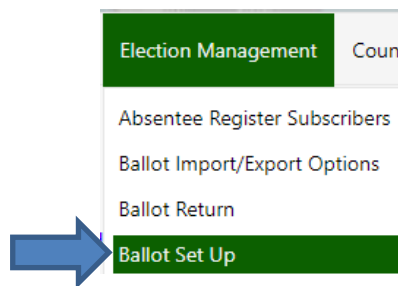
Ballot Title	Office Seq #	Vote For	Term Length	District Type	District Name	Primary Non-Partisan	Primary Partisan	General
Mayor	20005	1	4	City/Town	Morton City	☒	☐	☒
Mayor	20005	1	4	City/Town	Mossyrock City	☒	☐	☒
Mayor	20005	1	4	City/Town	Napavine City	☒	☐	☒
Mayor	20005	1	4	City/Town	Pe Ell Town	☒	☐	☒
Mayor	20005	1	4	City/Town	Toledo City	☒	☐	☒
Mayor	20005	1	4	City/Town	Vader City	☒	☐	☒

NOTE: You cannot edit this list. If you find incorrect or missing information on this page, contact the Office of Secretary of State to update the table.

Click the “Set Up Election Races” button (blue arrow) to add these races to the ballot for the current election.

NOTE: If this button is deactivated, hover over the button for an explanation.

Hover over “Election Management” and click “Ballot Set Up” (blue arrow) to view the races (purple box).



Statewide Races **County Races** Ballot Questions Ballot Styles Lock

Export Statement/Translations Import Statement/Translations Total # of Races: 101 - Total # of Candidates: 3 [Candidate Portal](#) [Bulk Candidate Image Upload](#)

Candidate Search

First Name Last Name

Search

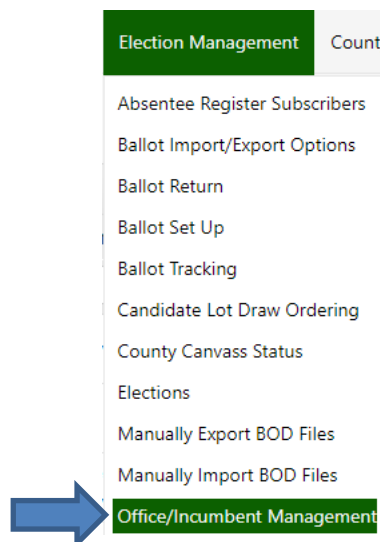
Expand All Races

+ Add New Race

Ballot Title		Vote For	Term	Term Text	District Type	District	# of Candidates		
Mayor		1	4	Regular	City/Town	Morton City	3	Delete	Edit
Mayor		1	4	Regular	City/Town	Mossyrock City	0	Delete	Edit
Mayor		1	4	Regular	City/Town	Napavine City	0	Delete	Edit
Mayor		1	4	Regular	City/Town	Pe Ell Town	0	Delete	Edit
Mayor		1	4	Regular	City/Town	Toledo City	0	Delete	Edit
Mayor		1	4	Regular	City/Town	Vader City	0	Delete	Edit

Office/Incumbent Management

Hover over “Election Management” and click Office/Incumbent Management (blue arrow) to access the page to add and edit offices and incumbents.



OFFICE/INCUMBENT MANAGEMENT

District Type: City/Town
 District: Cent Coun Dist #1

Address 1: _____ Website: _____
 Address 2: _____ Email: _____
 City: _____ Phone: () - _____
 State: WA Fax: () - _____
 Zip: _____

Save Contact Info

+ Add new record

Office	Is Vacant	Term Length	Term Type	Salary	Filing Fee	Next Election	Notes	
Coun Dist 1	☐							Delete Edit

+ Add new record

Last Name	First Name	Display Name	Term Type	Term Start	Term End	Resignation Date	Selected	
McGee	Cameron	Cameron McGee	Full	01/01/2018			Elected	Delete Edit
Greenwood	Ronald	Ron Greenwood Jr.	Full	01/01/2014	01/01/2018		Elected	Delete Edit
Coumbs	Lee	Lee Coumbs	Full	01/01/2010	01/01/2014		Elected	Delete Edit

Red box: "District Type" and "District" drop down lists.

Green box: Several fields to add contact information for the district. Click "Save Contact Info" (blue arrow) to update the contact information for the selected district.

Yellow box: A small arrow used to expand the list of incumbents in an office. Click to expand.

Purple box: Click "Add new record" to add a new record to the incumbent list. This will navigate to a new page (example below).

Fill in the appropriate fields for the incumbent. Click "Insert" (red arrow) to add the incumbent to the list.

+ Add new record

Last Name	First Name	Display Name	Term Type	Term Start	Term End	Resignation Date	Selected	
Last Name: _____ First Name: _____ Display Name: _____ Term Type: Select Term Term Start: _____ Term End: _____ Resignation Date: _____ Selected: Select Placement Insert Cancel								

Click "Add new record" (green box) to add and office to a district.

+ Add new record

Office	Is Vacant	Term Length	Term Type	Salary	Filing Fee	Next Election	Notes	
Coun Dist 1	☐							Delete Edit

Fill in the appropriate fields (below) and click "Insert" to add the office to this district (blue arrow).

Office	Is Vacant	Term Length	Term Type	Salary	Filing Fee	Next Election	Notes	
Office: _____ Is Vacant: ☐ Term Length: _____ Term Type: Salary Type Salary: _____ Filing Fee: _____ Next Election: _____ Notes: _____ Insert Cancel								

The home screen will show when a new candidate is added. All candidates will be placed under “Incumbents to Process” (below).

Process Incumbents	1	Go To Process Incumbents.
--------------------	---	---------------------------

There will be a count of how many offices have eligible incumbents to process (teal box above).

Click “Go To Process Incumbents” (green box above) to get to the “Process Incumbents” page.

PROCESS INCUMBENTS									
 Save changes  Cancel changes									
	District Type	District Code	Candidate	Term Length	Term	Total Votes	Term Start	Term End	Add to Incumbents
▼	District: Legislative District 20; Race: State Senator								
	Legislative	LEG000013	BRIAN SMITHLIN	4		0			☐
	Legislative	LEG000013	KAREN JOHNSON	4		0			☐

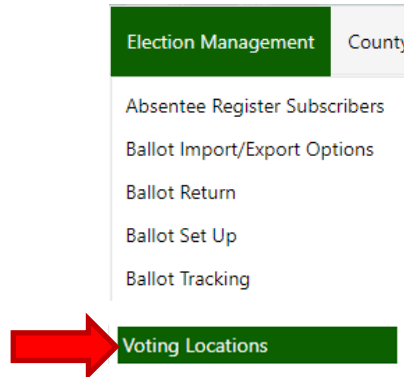
Click “Add to Incumbents” on the far right (red box) to add the winning candidate to the office.

Click in the fields for “Term Start” and “Term End” (purple box) to select the dates.

Click “Save Changes” (blue arrow) to add the incumbent to the Office/Incumbent Management page.

Adding a Voting Location

Hover over “Elections Management” and click “Voting Locations” (red arrow) to access the voting locations page.



On this page, add (red box), edit (teal box), or deactivate (green box) county voting locations. There is an option to designate a voting location as a vote center or a drop box (purple box). A drop box can be designated as drive-up or staffed (yellow box).

VOTING LOCATIONS									
☑ Active Only									
+ Add New Voting Location									
Location Name	Address	City	Zip	Description	Special Instructions	Location Hours	Is Active	Vote Center	Drop Box
Centralia College	Kemp Hall Parking Lot	Centralia	98531	The drive through ballot drop box is located in the Kemp Hall parking lot and can be accessed from R	Special Instructions		☒	☒	☒ Is Drive-Up: Yes Is Staffed: No
Chehalis Avenue	242 NW Chehalis Ave	Chehalis	98532	The drive through ballot drop box is located at the corner of NW Chehalis Ave and NW Center St with			☒	☒	☒ Is Drive-Up: Yes Is Staffed: No
Lewis County Auditor's Office	351 N.W. North St.	Chehalis	98532		Take exit 77 from I-5. Auditor's Office is at the west end of the Historic Courthouse.		☒	☐	☒ Is Drive-Up: No Is Staffed: Yes
Lewis County Historic Courthouse	351 N.W. North St.	Chehalis	98532	The ballot drop box is located in the lobby and ballots can be dropped off between 8 a.m. and 5 p.m. weekdays and until 8 p.m. on Election Day	Take exit 77 from I-5. Auditor's Office is at the west end of the Historic Courthouse on the main floor.		☒	☐	☒ Is Drive-Up: No Is Staffed: No
Mineral	104 Front St. W.	Mineral	98355	The drive through drop box is located in front of the Mineral Fire Station (Fire District No. 9).			☒	☐	☒ Is Drive-Up: Yes Is Staffed: No

Click “edit” to edit an existing voting location.

Location Name	Address	City	Zip	Description	Special Instructions	Location Hours	Is Active	Vote Center	Drop Box
Centralia College	Kemp Hall Parking Lot	Centralia	98531	The drive through ballot drop box is located in the Kemp Hall parking lot and can be accessed from R	Special Instructions		☒	☒	☒

☒ Is Active
 Location Name:
 Address:
 Latitude:
 Longitude:
 City:
 Zip:
 Description:
 Special Instructions:
 Days Open Before Election:
 Location Hours:

Contact Name:
 Contact Address:
 Contact City:
 Contact Zip:
 Contact Phone Number:
 Contact Second Phone Number:
☐ Contract Required

Location Type
☒ Vote Center
☒ Drop Box
☒ Drive Up
☐ Staffed

Images

Image Name	Image ID	Image Type	Image Size	Image Date	Image Description
Image 1	1	Image	1000x1000	2018-01-01	Image 1
Image 2	2	Image	1000x1000	2018-01-01	Image 2

 Name:
 Description:
 View

Contracts
 No records to display.
 Add File:
 *Select File:
 *File Name:
 Description:
 *Expires:
 Upload File

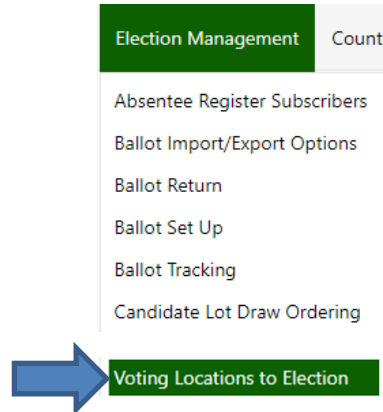
Add File:
 *Select File:
 *File Name:
 Description:
 Upload File

Update Cancel

Change or update any of the fields shown above. Click “Update” (blue arrow) to save all the changes.

Assigning a Voting Location to an Election

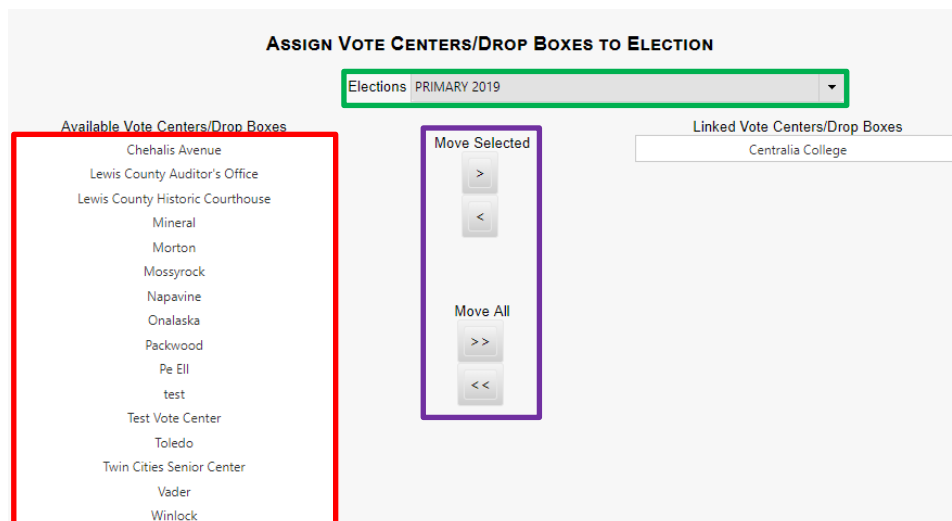
Hover over “Election Management” and click “Voting Locations to Elections” (blue arrow) to assign a vote center or drop box to an election.



First, select the election (green box). The current election will be the default, with different elections listed in the drop-down menu.

Choose the drop box or vote center to be assigned from the list on the left (red box).

Use the arrows in the center to assign the desired drop boxes and vote centers to the election (purple box).



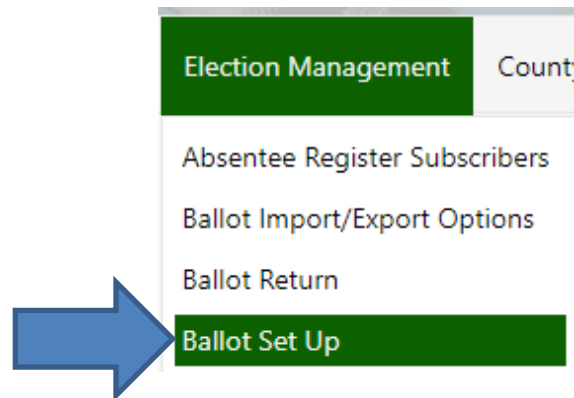
<Page Intentionally Left Blank>

BALLOT SETUP

Adding a Race

A race can be added in two different places - the Schedule Races tab and the Ballot Set Up page.

Hover over “Election Management” and click “Ballot Set Up” (blue arrow) to add a race.



Any races in the assigned election will show on this page (green box).

Select the County Races tab (green tab below) to add races to an election. The Statewide Races tab to the left has races added at the State level. Statewide Races are controlled at the state level.

BALLOT SET UP
For: PRIMARY 2019 - 3/26/2019

Statewide Races **County Races** Ballot Measures Ballot Styles Import/Publish Ballots Lock

Export Statement/Translations Import Statement/Translations Total # of Races: 2 - Total # of Candidates: 5 [Candidate Portal](#) [Bulk Candidate Image Upload](#)

Candidate Search
First Name Last Name
Search Export Candidates

Expand All Races

+ Add New Race

Ballot Title		Vote For	Term	Term Text	District Type	District	# of Candidates		
State Senator		1	4	Regular	Legislative	Legislative District 19	0	Delete	Edit
AUDITOR		1	4	Regular	Countywide		5	Delete	Edit

Click “Add New Race” to add a new race to an election (red box below)

BALLOT SET UP
For: April Special Election - 4/23/2019

Statewide Races **County Races** Ballot Measures Ballot Styles Import/Publish Ballots Lock

Export Statement/Translations Import Statement/Translations Total # of Races: 2 - Total # of Candidates: 4 [Candidate Portal](#) [Bulk Candidate Image Upload](#)

Candidate Search
First Name Last Name
Search Export Candidates

Expand All Races

+ Add New Race

Ballot Title		Vote For	Term	Term Text	District Type	District	# of Candidates		
State Senator		1	4	Regular	Legislative	Legislative District 19	2	Delete	Edit
Coun Pos At-Large		1	4	Regular	City/Town	Cent Coun Dist #1	2	Delete	Edit

Select the race from the drop-down menu at the top of the screen (blue arrow below). The District drop down will populate with available districts for that race (purple box). Select a District and then select the term type (orange box). All other field will autofill.

Fields with an * are required

Races: CITY COUNCIL MEMBER

District Type: City/Town

District: Cent Coun Dist #1

Subdistrict:

Ballot Title: CITY COUNCIL MEMBER

County: Lewis

Vote For: 1

Term: 4

Term Type: - Select Term Type -

Filing Start: 3/1/2019 5:00 PM

Filing End: 3/25/2019 5:00 PM

Word Limit *

Other Word Limit *

Is Filing District At Large

Is Voting District At Large

Filing Fee

Filing Fee Cost *

Additional Requirement:

Insert Cancel

Set the word limit, filing fee, and indicate if the filing and voting districts are “at large” on this page (red box). These fields are tied to online candidate filing and entering candidates.

Enter notes in the “Additional Requirements” field (yellow box). “Additional Requirements” show on the “Add to Race” page.

Click “Insert” (orange arrow above) to add the race to the election.

The race has now been added to the selected election (teal box below).

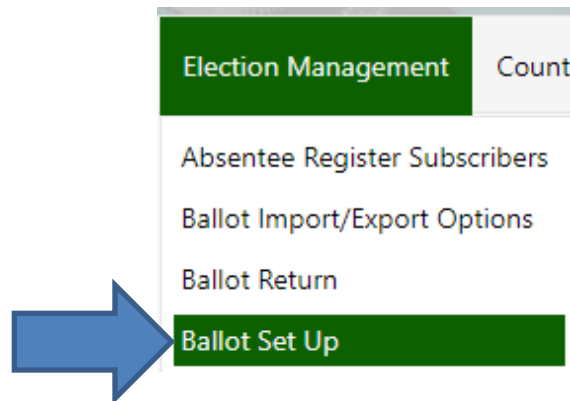
+ Add New Race								
Ballot Title	Vote For	Term	Term Text	District Type	District	# of Candidates		
State Senator	2	4	Regular	Legislative	Legislative District 19	2	Delete	Edit
CITY COUNCIL MEMBER	1	4	Regular	City/Town	Cent Coun Dist #1	0	Delete	Edit
Coun Pos At-Large	2	4	Regular	City/Town	Cent Coun Dist #1	2	Delete	Edit

Edit or delete any county races (light green above).

NOTE: On the “County Races” tab there is a small icon next to the Ballot Title of each race (red box below). This means translation is available for that race. Files can be exported out using the “Export Statement/Translations” link in order to translate the statements and then imported into the system with the “Import Statement/Translations” link at the top of the screen (orange box below).

Adding a Candidate (Ballot Set Up)

Hover over “Election Management” and click “Ballot Set Up” (blue arrow below).



Next to each existing race is a small arrow (red box below). Click to expand the race and show any candidates in the race. Click the “Add New Candidate” button (purple box below) to add a candidate to the race manually.

State Senator	1	4	Regular	Legislative	Legislative District 19	2	Delete	Edit				
Add New Candidate												
Candidate #	Registrant ID	Candidate Name	Filing Date	Party	Ballot Order	Status	Locked	Write-in	Receipt	Certificate of Election	Certificate of Nomination	Filing Form
35843		Mickey Mouse	3/14/2019 2:19:05 PM	None	1	Pending		No	Edit View	View	View	Scan
35844		Minnie Mouse	3/14/2019 2:20:14 PM	None	2	Pending		No	Edit View	View	View	Scan
CITY COUNCIL MEMBER			1	4	Regular	City/Town		Cent Coun Dist #1		0	Delete	Edit
Coun Pos At-Large			1	4	Regular	City/Town		Cent Coun Dist #1		2	Delete	Edit

Green box (above): Click “Select” (blue arrow) to add a photo to a candidate record. The photo will upload into the photo editing tool to crop, zoom, resize, etc. Click “Delete Image” (red arrow) to remove the image.

Purple box (above): Enter candidate information in each corresponding field. The TotalAddress link (green arrow) will launch the TotalAddress application to confirm the candidate’s address is in the appropriate jurisdiction.

Enter campaign and contact information in the appropriate fields (above)

Blue box: Copy and paste a statement into this field or type it indirectly.

Candidate Statement

Second Candidate Statement

Petition Filing Date: 3/24/2019 7:33 PM

Filing Status: Pending

Payment Type: [Dropdown]

Filing Delivery: [Dropdown]

Check Number: [Text]

Ballot Order: [Text]

Receipt Number: [Text]

Write-In: ☐

Insert Cancel

Red Box: These fields display the status of the candidate, time of filing and payment information. Payment type, filing delivery and a check and receipt number can also be added.

Click "Insert" To add the candidate (green arrow).

The candidate is now listed under the race (orange box below).

State Senator			1	4	Regular	Legislative	Legislative District 19			2	Delete	Edit
+ Add New Candidate												
Candidate #	Registrant ID	Candidate Name	Filing Date	Party	Ballot Order	Status	Locked	Write-in	Receipt	Certificate of Election	Certificate of Nomination	Filing Form
35843	0	Mickey Mouse	3/14/2019 2:19:05 PM	None	1	Pending	☐	No	Edit View	View	View	Scan
35844	0	Minnie Mouse	3/14/2019 2:20:14 PM	None	2	Pending	☐	No	Edit View	View	View	Scan
82021	0	First Last	3/24/2019 8:00:38 PM	None	3	Pending	☐	No	Edit View	View	View	Scan

To edit or view a candidate record, click "Edit" or "View" (green box). Click "Scan" (teal box) to attach a form to the record.

Adding a Candidate (Voter Record)

A candidate can be added to a race directly from a voter record. Pull up the voter record using a quick search in the upper right-hand corner of the screen (purple box).

HECKMANN, LAURA E

County: Lewis
DOB: 01/29/1988 (Age 31)

Add To Race

District Type	District Name
City/Town	Che Coun Dist #1
City/Town	Chehalis City
Commissioner	Comm Dist 2 Sub-Dist 5
Commissioner	County Comm Dist #2
Congressional	Congressional District 3
Judicial	Court of Appeals, Division 2, District 3
Judicial	Lewis Superior Court
Judicial	Supreme Court
Legislative	Legislative District 20
Library	Timberland Library District
PCO	CHEHALIS #1 PCO
Port	Chehalis Port CD #3
Port	Chehalis Port District
PRECINCT	Chehalis #1
PRECINCT SPLIT	0201.1
Public Utility	PUD Dist Comm #2
Public Utility	PUD District-At-Large

Click the “Add To Race” button (red box above) while in the voter record.

Choose from the “Races” drop down list (green box). This drop-down will only display races the voter is eligible to file for office.

Add To Race

Fields with an * are required

Races: **AUDITOR** (Term: 4, District: School)

District: **School**

Party: **No Party Preference**

Filing Date: 3/24/2019 8:28 PM

Choose a District in the “District” drop down list. (blue arrow above). Enter party preference in the “Party” field or check the “No Party Preference” box (orange box above). The filing date will auto-populate.

Candidate Information

Upload Image

Photo

Zoom: 100% Size: 0x0px Pos.: (-,-) Last Action: None

Delete

When making changes to photo, click Save Icon or changes will be discarded.

Title

First Name LAURA Middle Name E Last Name HECKMANN Suffix

Residence Address 765 NW FOLSOM ST City CHEHALIS State WA Zip 98532

View in TotalAddress

Ballot Name

Candidate Email

Candidate Phone () - -

Click the “Upload Image” button (orange box above) to add an image to the candidate’s file. The name and address are auto-populated from the voter record. Enter the “Ballot Name” (blue box above) and candidate email and phone, if applicable.

Enter either a new mailing address or copy from the residence address above (blue arrow below).

Campaign Information

Copy Residence Address to Mailing Address

Mailing Address * Mailing City * Mailing State AA * Mailing Zip *

Campaign Email * Campaign Phone () - - Website

Campaign Name Video URL

Candidate Statement

Filing Delivery * Filing Fee * Payment Type *

Check Number Receipt Number

Add To Race

Go To Races

Enter any campaign information in the corresponding fields, including a candidate statement, filing status and payment information.

Click “Add to Race” (red box above) to add the candidate.

Once the candidate has been successfully added to the race, see the message below:

[Add To Race](#)

SUCCESS! Voter LAURA HECKMANN Added to Race AUDITOR. Please click Go To Races to edit this candidate.

[Go To Races](#)

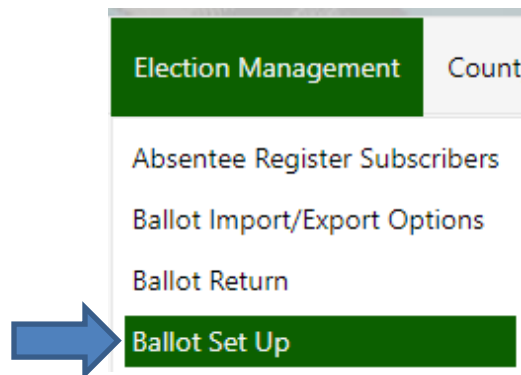
Click “Go To Races” (yellow box above) to view the candidate in the Ballot Set Up page (green box below).

AUDITOR												1	4	Regular	Countywide	5	Delete	Edit
+ Add New Candidate																		
Candidate #	Registrant ID	Candidate Name	Filing Date	Party	Ballot Order	Status	Locked	Write-in	Receipt	Certificate of Election	Certificate of Nomination	Filing Form						
81970	24294	JASON ALAN LEWIS			1	Qualified	☐	Yes	Edit	View	View	Scan						
81975	2223226	BILLIE C. JONES			2	Pending	☐	Yes	Edit	View	View	Scan						
82022	12291645	LAURA E HECKMANN	3/24/2019 8:28:47 PM	None	3	Pending	☐	No	Edit	View	View	Scan						
35849	0	test test	3/14/2019 4:43:34 PM	no	4	Pending	☐	No	Edit	View	View	Scan						
35850	0	Wilma Winter	3/14/2019 4:44:00 PM	no	5	Pending	☐	No	Edit	View	View	Scan						

Note candidate’s status from this view (red box, above). The candidate name color (teal box) corresponds to different statuses for an additional visual aid.

Adding a Ballot Measure (ballot set up)

Hover over “Election Management” and click “Ballot Set Up” to add a Ballot Measure.



Click on the “Ballot Measures” tab (green tab below).

BALLOT SET UP
For: PRIMARY 2019 - 3/26/2019

Statewide Races
County Races
Ballot Measures
Ballot Styles
Import/Publish Ballots
Lock

Export Translations
Import Translations

Export Measures

+ Add New Ballot Measure

District Type	District	Ballot Measure Name	Ballot Measure Type	Retention Receipt
No records to display.				

Click “Add New Ballot Measure” (blue box above).

The screenshot shows the 'Add New Ballot Measure' form. The following fields are highlighted with colored boxes:

- Orange Box (above):** 'District Type' and 'District' dropdown menus.
- Teal Box (above):** 'Office Seq #' field.
- Red Box (above):** 'Measure Name' field.
- Green Box (above):** 'Ballot Title' text area with a rich text editor toolbar.
- Yellow Box (above):** 'Date Received' and 'Date Filed' date pickers.
- Purple Box (above):** 'Explanatory Statement' text area with a rich text editor toolbar.
- Orange Box (above):** 'Short Description' field.
- Blue Box (above):** 'For Text', 'Complete Text', 'URL', and 'Against Text' fields.

A green arrow points to the 'Insert' button at the bottom left of the form.

Orange Box (above): Select the “District Type” and “District” for the measure. Once a “District Type” is selected, the “District” drop-down will populate accordingly.

Teal Box (above): This number must be set between 900 and 999 in order to save the measure. This is a sequence number that will determine the order the measures will appear on the ballot. This is a required field.

Red Box (above): Enter the name of the Ballot Measure.

Green Box (above): Enter the ballot title content.

Yellow Box (above): “Date Received” and “Date Filed” are auto-populated with the current date. However, the dates are editable.

Purple Box (above): Enter the “Explanatory Statement” directly into this field or copy and paste from a word document. Spell check is active in this window. When the “Design” view is chosen, text can be edited (bold, italics, etc).

Orange Box (above): Type a short description for the measure.

Green arrow (above): Click “Insert” to add the measure.

The measure will now show on the “Ballot Measures” tab in “Ballot Set Up” (teal box below).

Measures can be exported for translation and then imported back into the system using the “Import” button (yellow box, below).

The “Export Measures” button (green box, below) allows exporting measure content into a CSV file.

BALLOT SET UP
For: PRIMARY 2019 - 3/26/2019

Statewide Races | County Races | **Ballot Measures** | Ballot Styles | Import/Publish Ballots | Lock

Export Translations | Import Translations

Export Measures

+ Add New Ballot Measure

District Type	District	Ballot Measure Name	Ballot Measure Type	Retention Receipt
City/Town	Cent Coun Dist #1	Measure 1	Local	Edit Delete

Once a measure has been added, edit it (red arrow, above) to include “For” and “Against” statements and committee information. Below, you will see the “Committee For” and “Committee Against” fields side by side.

The screenshot displays the VoteWA interface for creating a committee. It features two side-by-side panels for 'COMMITTEE FOR' and 'COMMITTEE AGAINST'. Each panel includes a 'Members' section with a table for adding members (Last Name, First Name, Email Address) and a 'Statement' section with a text editor. The 'Members' section includes a 'Send Instructions' button and an 'Add new record' button. The 'Statement' section includes an 'Approve Statement' checkbox. The 'Rebuttal' section at the bottom includes 'Approve Rebuttal' and 'Request Rebuttal' buttons. The 'Save Committee' button is at the bottom right.

Green box (above): Enter general information about the committee itself.

Red box (above): To add committee members, click “Add new record” and enter a first and last name and email address.

Blue arrow (above): “Send Instructions” will generate an email field to type instructions to send to the added committee members.

Yellow box (above): Enter your “For” and “Against” statements.

Orange box (above): To indicate that the statements have been approved, click the “Approve Statement” checkbox.

Purple box (above): Enter the rebuttal for the “For” or “Against” statement.

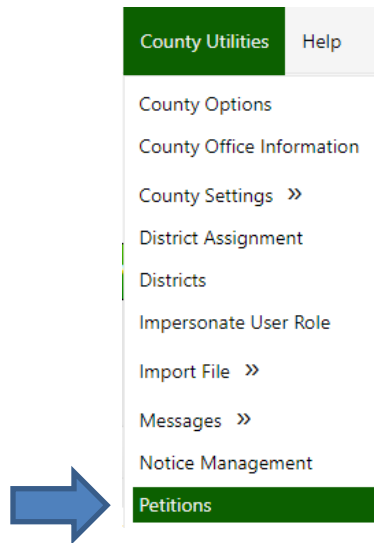
Teal Box (above): View the approval checkbox, however, notice a button labeled “Request Rebuttal.”

This will generate an email window that will allow a rebuttal request to be sent, with a link to the public portal where it can be submitted.

Light Green box (above): When ready to save “For” and “Against” information, click “Save Committee.”

Adding a Measure (Petitions)

Hover over “County Utilities” and click “Petitions” to add a measure through the petitions.



Click “Add New Petition” (red box below).

Petitions

Existing Petitions ☐ Display Archived Petitions

+ Add New Petition

Name	Description	Petition Type	County	Submitted Date	Determination Date	Circulation Start Date	Circulation End Date	Signatures Required	Lines per Page	Status	Archived?
											☐

Petitions

Existing Petitions ☐ Display Archived Petitions

+ Add New Petition

Name	Description	Petition Type	County	Submitted Date	Determination Date	Circulation Start Date	Circulation End Date	Signatures Required	Lines per Page	Status	Archived?
											☐

Name:

Description:

Petition Type:

Submitted Date: 3/25/2019

Determination Date:

Circulation Start Date:

Circulation End Date:

Lines per Page: 20

Registration Date must be at least 10 days prior to Petition's Submitted Date: ☐

Registration Date must be prior to Petition's Submitted Date: ☐

Comments:

Status: Pending

Archived?: ☐

Insert Cancel

Enter in all the fields accordingly as shown above. Click “Insert” (blue arrow above) to add the petition. The petition is now on the list in a “Pending” status. This is the default setting for all newly added petitions but can be updated at any time.

+ Add New Petition

Name	Description	Petition Type	County	Submitted Date	Determination Date	Circulation Start Date	Circulation End Date	Signatures Required	Lines per Page	Status	Archived?
Test Measure	This is a petition for a ballot measure	Initiative to the People	Lewis	03/25/2019					20	Pending	☐

View Delete Edit

There are options to “View,” “Delete” and “Edit” to the far right of the petition (purple box above). Click “Edit” to update the status of a petition.

Test Measure	This is a petition for a ballot measure	Initiative to the People	Lewis	03/25/2019	20	Pending	☐	View Delete Edit
--------------	---	--------------------------	-------	------------	----	---------	--------------------------	--

Name:

Description:

Petition Type:

Submitted Date:

Determination Date:

Circulation Start Date:

Circulation End Date:

Lines per Page:

Registration Date must be at least 10 days prior to Petition's Submitted Date: ☐

Registration Date must be prior to Petition's Submitted Date: ☐

Comments:

Status:

Archived?: ☐

[Update](#) [Cancel](#)

Select the status of the petition from a drop-down menu (orange box above). Click “Update” to save (red arrow above).

Test Measure	This is a petition for a ballot measure	Initiative to the People	Lewis	03/25/2019	20	Sufficient	Receipt View Delete Edit
--------------	---	--------------------------	-------	------------	----	------------	--

Marking the petition as “Sufficient” triggers a “Receipt” link to appear (green arrow above).

Click “View” to add the measure to the Ballot Set Up page (teal box above).

Tabs on this screen allow assigning signature fields, assigning the petition to a district(s), assigning political parties, adding attachments, and viewing statistics.

Click “Create Ballot Measure (red arrow below) to add the measure to the ballot setup page.

Current Petition: **Test Measure**

Enter % of registered voters: [Calculate](#)

of Signatures Required: [Set](#)

Local [Create Ballot Measure](#) [View Petition Report](#) [Back to Petition List](#) [Lock Petition Rules](#)

[Assign Signature Fields](#) [Assign Districts](#) [Assign Political Parties](#) [Attachments](#) [Enter Circulated Pages](#) [View Statistics](#)

Assign Districts

District Type:

District:

[Add District](#) [Add All Districts](#)

District Type	District	
School	Adna School District #226	Delete

The measure will now display on the “Ballot Measures” tab on the Ballot Set Up page (teal box below).

[Statewide Races](#) [County Races](#) [Ballot Measures](#) [Ballot Styles](#) [Import/Publish Ballots](#) [Lock](#)

[Export Translations](#) [Import Translations](#)

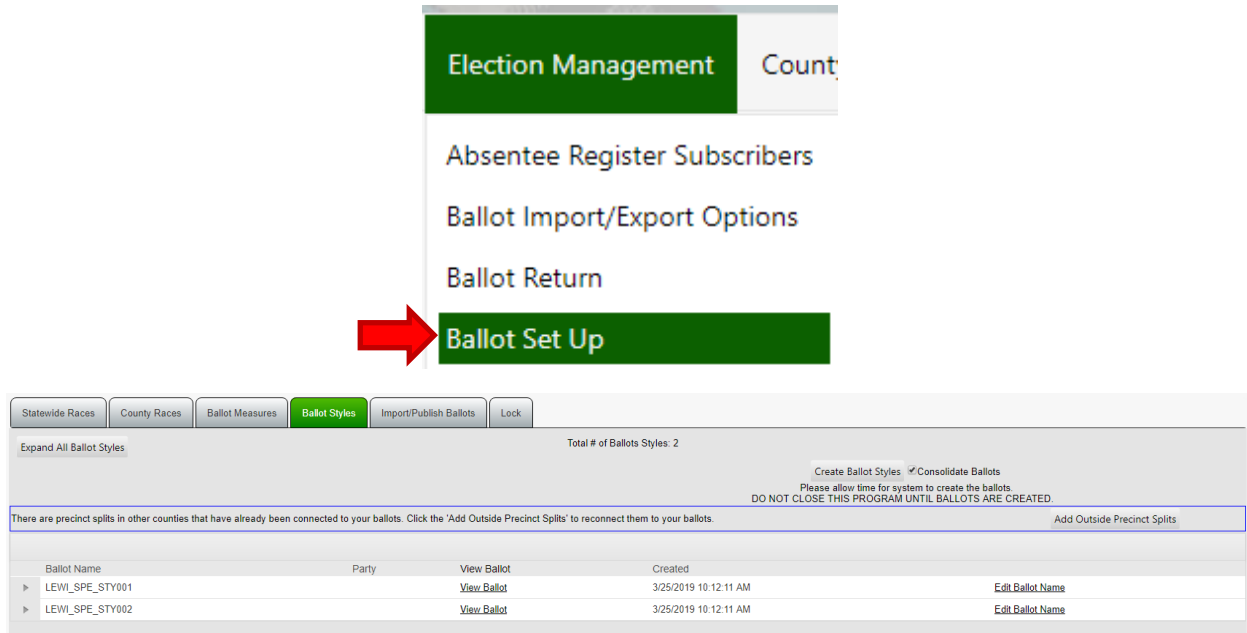
[Export Measures](#)

[+ Add New Ballot Measure](#)

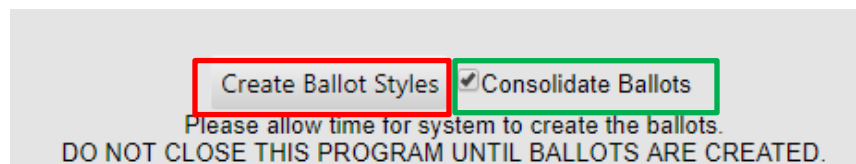
District Type	District	Ballot Measure Name	Ballot Measure Type	Retention Receipt
School	Adna School District #226	Test Measure	Local	Edit Delete

Ballot styles

Hover over “Election Management” and click “Ballot Set Up” (red arrow) to create ballot styles.



Click on the “Ballot Styles” tab. At the top of the screen is a button labeled “Create Ballot Styles” (red box below) and a check box for “Consolidate Ballots” (green box below).



Green box: A CHECKED box will generate ballot styles based on unique combinations of races and measures. An UNCHECKED box will generate ballot styles by precinct.

Red Box: Click the “Create Ballot Styles” button to create ballot styles based on the races and measures entered for that election.

Ballot Name	Party	View Ballot	Created	
LEWI_SPE_STY001		View Ballot	3/25/2019 10:22:10 AM	Edit Ballot Name
LEWI_SPE_STY002		View Ballot	3/25/2019 10:22:10 AM	Edit Ballot Name

Above is an example of the consolidated ballot style generation. One for each unique race.

Purple Box: Click “Edit Ballot Name” to rename the ballot styles. It will open a screen shown below. Enter the Ballot Name into the text field and click “Update” (blue arrow below).



Click the small arrow left of the ballot name to expand each ballot style to see a list of precinct splits and voters associated with that ballot style (red arrow below).



Ballot Name	Party	View Ballot	Created	
LEWI_SPE_STY001		View Ballot	3/25/2019 10:22:10 AM	Edit Ballot Name
County	Precinct Split			# Voters
Lewis	0001.2			123
Lewis	0001.3			1,019
Lewis	0001.4			5
Lewis	0001.5			3
Lewis	0001.6			1
Lewis	0002.3			347
Lewis	0003.1			28
Lewis	0003.2			581
Lewis	0003.3			277

Below is an example of the non-consolidated creation of ballot styles. There is a ballot style to correspond with every precinct in the county.

Ballot Name	Party	View Ballot	Created	
▶ LEWI_SPE_STY001		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY002		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY003		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY004		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY005		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY006		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY007		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY008		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY009		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY010		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY011		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY012		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY013		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY014		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY015		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY016		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY017		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY018		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY019		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY020		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name
▶ LEWI_SPE_STY021		View Ballot	3/25/2019 10:29:20 AM	Edit Ballot Name

The same features of expanding and renaming apply to this method of creation.

Purple Box: “View Ballot” provides the electronic version of the ballot available through the public portal.

Click on the “Import/Publish Ballots” tab to import the Ballot PDFs as well as publish and unpublish ballot and voter guide content to the public portal After ballots and/or the voter guide are published to the voter portal an “Unpublish” button will appear.

Statewide Races
County Races
Ballot Measures
Ballot Styles
Import/Publish Ballots
Lock

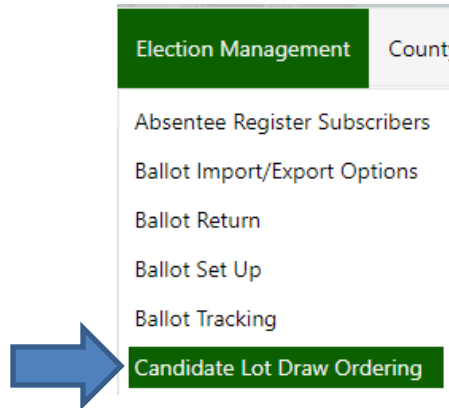
Import Ballot PDFs

PUBLISH BALLOTS TO VOTER PORTAL
PUBLISH VOTER GUIDE TO VOTER PORTAL

Publish Ballots to Voter Portal
Publish Voter Guide to Voter Portal

Candidate Lot Draw Ordering

Hover over “Election Management” and click “Candidate Lot Draw Ordering” (blue arrow) to set candidate order for the ballots.



The screen below will appear:

A screenshot of the 'CANDIDATE LOT DRAW ORDERING' screen. At the top right, the title 'CANDIDATE LOT DRAW ORDERING' is displayed. Below it, a 'Save Changes' button is highlighted with a red box. On the left, a dropdown menu labeled 'Initial Order Lot Draw based on' is highlighted with an orange box; it currently shows 'Candidate Filing'. Below this is a table with two columns: 'Initial Order' and 'Ballot Order'. The table is highlighted with a green box. The table contains three rows of data.

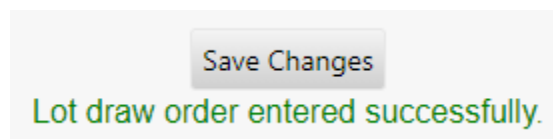
Initial Order	Ballot Order
1	3
2	2
3	1

The maximum number of candidates in one race in the election selected will appear on screen.

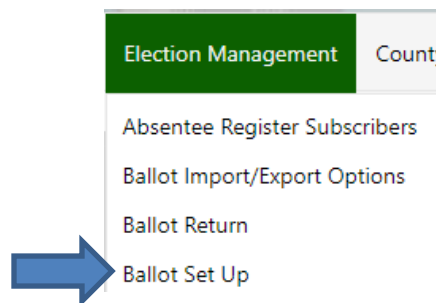
Orange box: Choose to base the initial order on Candidate Filing or Alphabetical.

Green Box: On the left, the initial order will be what selected in the orange drop-down. On the right, manually enter the lot draw order and click “save changes” (red box above).

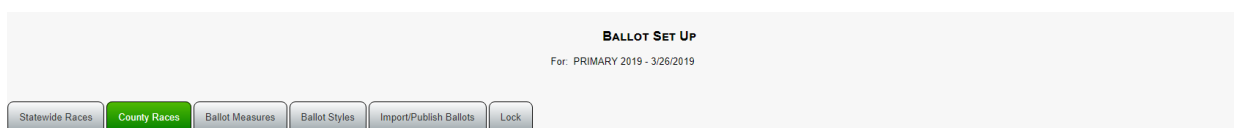
The message below will show after the order has been successfully saved.



Navigate back to the Ballot Set Up Page (blue arrow, below):



Click on the “County Races” tab (green tab below).

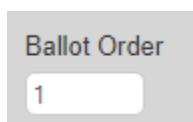


Use the small arrow next to the race to expand the race with the candidates, to be shown in the new order (orange box below).

Coun Dist 1		1	4	Regular	City/Town	Che Coun Dist #1		3	Delete		Edit		
+ Add New Candidate													
Candidate #	Registrant ID	Candidate Name	Filing Date	Party	Ballot Order	Status	Locked	Write-in	Receipt	Certificate of Election	Certificate of Nomination	Filing Form	
70068	0	Mason Crosby	3/24/2019 10:55:23 AM		1	Pending	☐	No	Edit	View	View	View	Scan
70067	0	Mike McCarthy	3/24/2019 10:54:23 AM		2	Pending	☐	No	Edit	View	View	View	Scan
70066	0	Aaron Rodgers	3/24/2019 10:53:20 AM	None	3	Pending	☐	No	Edit	View	View	View	Scan

Order can be manually changed within each race by editing each candidate (purple box above).

The “Ballot Order” box is at the bottom of the edit screen for each candidate:

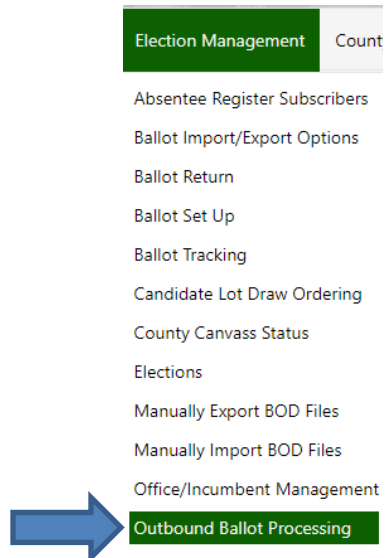


<Page Intentionally Left Blank>

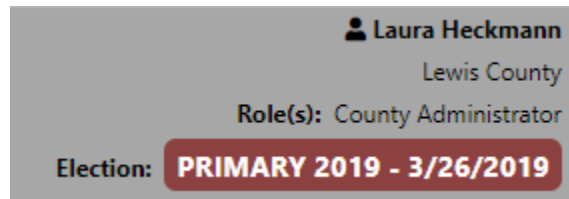
ISSUING & RETURNING BALLOTS

Outbound Ballot Processing

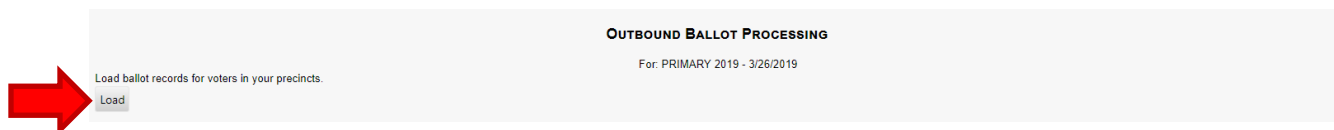
Hover over “Election Management” and click “Outbound Ballot Processing” (blue arrow) to load ballot records for all eligible voters in an election.



Check that the election is selected and displayed at the top:



Click “Load” (red arrow below).



Once ballots have loaded, the following appears:

OUTBOUND BALLOT PROCESSING

For: PRIMARY 2019 - 3/26/2019

Load ballot records for voters in your precincts.

[Load](#)

Ballots to be sent via MAIL

Election Type	Language	Ballot Mail Type	Voters		
Primary	English		1	View List (.csv)	Create Mailing Batch
Primary	English	Mail - Foreign (UOCAVA Overseas Military)	1	View List (.csv)	Create Mailing Batch
Primary	English	Mail - In State	45,926	View List (.csv)	Create Mailing Batch
Primary	English	Mail - In State	1	View List (.csv)	Create Mailing Batch
Primary	Korean	Mail - In State	1	View List (.csv)	Create Mailing Batch
Primary	Russian	Mail - In State	1	View List (.csv)	Create Mailing Batch
Primary	Spanish	Mail - In State	2	View List (.csv)	Create Mailing Batch

Ballots to be sent via EMAIL

Election Type	Language	Ballot Email Type	Voters		
Primary	English	Domestic Military	234	View List (.csv)	Send Emails
Primary	English	National Guard/Reserves	1	View List (.csv)	Send Emails
Primary	English	Overseas US Citizen	118	View List (.csv)	Send Emails

Ballots to be sent via FAX

Election Type	Language	Ballot Fax Type	Voters		
Primary	English	Overseas Military	1	View List (.csv)	Mark Ballots As Sent

There are three main categories on this page:

Red box: Ballots to be sent via MAIL Teal box: Ballots to be sent via EMAIL

Purple box: Ballots to be sent via FAX

Categories are determined by the ballot receipt preference and mailing addresses on each voter record.

Within each category, the ballots are broken into “Language” and “Ballot Mail Type” (Mail – In State, Mail – Out of State, and UOCAVA status) (green box below).

Ballots to be sent via MAIL					
Election Type	Language	Ballot Mail Type	Voters		
Primary	English		1	View List (.csv)	Create Mailing Batch
Primary	English	Mail - Foreign (UOCAVA Overseas Military)	1	View List (.csv)	Create Mailing Batch
Primary	English	Mail - In State	45,926	View List (.csv)	Create Mailing Batch
Primary	English	Mail - In State	1	View List (.csv)	Create Mailing Batch
Primary	Korean	Mail - In State	1	View List (.csv)	Create Mailing Batch
Primary	Russian	Mail - In State	1	View List (.csv)	Create Mailing Batch
Primary	Spanish	Mail - In State	2	View List (.csv)	Create Mailing Batch

Yellow Box: A count of voters in each category.

Orange Box: A downloadable CSV list of all voters contained in each category.

Blue Box: The “Create Mailing Batch” button is first step in Ballot Processing. This step does NOT mark the ballots as sent. Clicking this button moves the selected category from this list into a “Batches to Process” holding category.

The selected ballots are now in “Batches to Process” that will appear directly below the Ballots to be sent categories, below:

Batches to Process						Date ballots were mailed: 3/25/2019			
Batch #	Election Type	Date Batch Created	Date Printed	Ballot Mail Type	Voters	Print Labels	Print Labels-Optimal Sort	View List (.csv)	Mark Ballots As Sent
30	Primary	3/25/2019 3:20:30 PM		Mail - In State (English)	45,926				

Light Green Box: The batch number for the group of ballots.

Red Box: Date the batch was created.

Teal Box: Ballot labels for each voter. Labels can be printed alphabetically or optimally-sorted. The “Optimal Sort” option will sort labels to receive the best post office rates (based on carrier route) within a given ballot type or precinct.

LE-364-1208234-1

 0001.2 Lewis County
 Primary 03/26/2019

A unique barcode and ID will be associated with each ballot (above). This barcode connects back to both the election and the voter.

Orange Box: The date to be marked in the system as the day the ballot was sent. It will show on the “Ballot Info Tab” on each voter’s record. This gives the opportunity to prepare ballots for mailing before marking them as sent.

Purple Box: Click the “Mark Ballots As Sent” button when ballots are ready to be sent.

Ballots are now marked as sent. The batch is placed into the “Outbound Ballot Processing” page under the “Batches Marked as Sent” category heading (below).

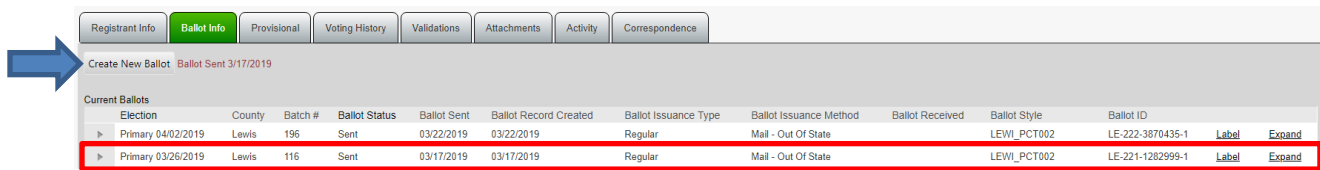
Batches Marked as Sent						Export All First Pass CSV				Export All Second Pass CSV	
Batch #	Election	Date Mailed	Date Printed	Ballot Type	Voters	Print Labels	Print Labels-Optimal Sort	View List (.csv)	Export First Pass CSV	Export Second Pass CSV	
25	Primary	3/14/2019		Mail - Out Of State (English)	104						
27	Primary	3/22/2019		Email - Overseas Military (English)	6						
31	Primary	3/25/2019		Mail - Foreign - Overseas Military (English)	1						

Reissuing Ballots

A ballot can be reissued to a voter instantly or as part of a batch.

To reissue an individual ballot to a voter, pull up the voter record by typing the name into the quick search in the upper right-hand corner of the screen (below).

Click on the “Ballot Info” Tab in the record (green tab below).

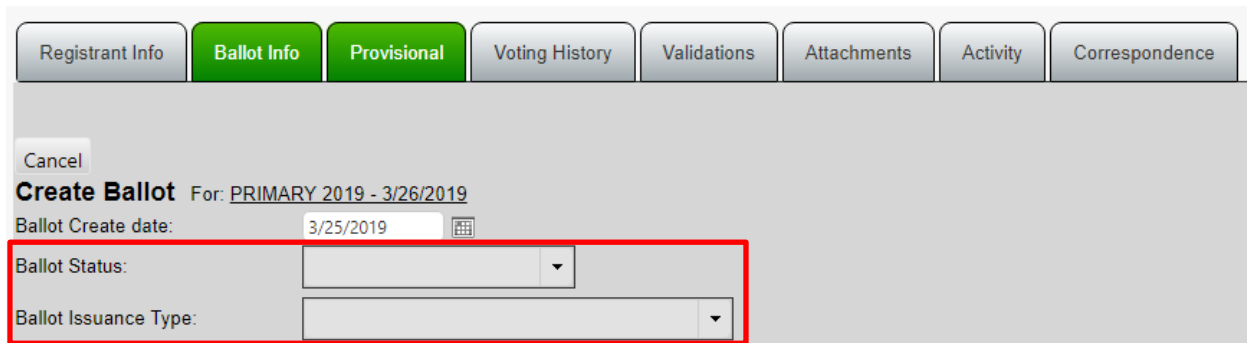


Create New Ballot Ballot Sent 3/17/2019

Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
Primary 04/02/2019	Lewis	196	Sent	03/22/2019	03/22/2019	Regular	Mail - Out Of State		LEWI_PCT002	LE-222-3870435-1	Label	Expand
Primary 03/26/2019	Lewis	116	Sent	03/17/2019	03/17/2019	Regular	Mail - Out Of State		LEWI_PCT002	LE-221-1282999-1	Label	Expand

This tab will show a complete history of this voter’s ballot issuance. Click the “Create New Ballot” (blue arrow above) to reissue a ballot for the selected election. It will open a new window (below).

NOTE: This button will be greyed out for ineligible voters and voters who have already returned a ballot. Only users with proper permissions will have the authority to override this restriction and reissue to a voter with a returned ballot.



Cancel

Create Ballot For: PRIMARY 2019 - 3/26/2019

Ballot Create date: 3/25/2019

Ballot Status:

Ballot Issuance Type:

Select a “Ballot Status” from the drop-down menu and the “Ballot Issuance Type” (red box above). This will generate additional fields:

[Registrant Info](#)
[Ballot Info](#)
[Provisional](#)
[Voting History](#)
[Validations](#)
[Attachments](#)
[Activity](#)
[Correspondence](#)

[Cancel](#)

Create Ballot For: PRIMARY 2019 - 3/26/2019

Ballot Create date:

Ballot Status:

Ballot Issuance Type:

Ballot Issuance Method:

Mail ballots to:
☒ Domestic ☐ Foreign

Address

Address Line 2

City State Zip

[Submit for Batch Processing Later](#) -OR- [Submit and Process Now](#)

Teal Box: The “Submit for Batch Processing Later” button sends the ballot to the “Outbound Ballot Processing” screen. To mail this ballot, complete the previous steps of “Outbound Ballot Processing.” This process will place the ballot into a new batch.

The previous ballot for the selected election will be highlighted red with a status of “Canceled” On the voter’s “Ballot Info” tab (below).

Primary 03/26/2019	Lewis	25	Canceled	03/14/2019	03/14/2019	Regular	Mail - Out Of State	LEWI_PCT900	LE-364-1194836-1	Label	Expand
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The new ballot that has been created in the “Pending Ballots” section of the Ballot Info Tab, below:

Pending Ballots	Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
	Primary 03/26/2019	Lewis			03/25/2019	03/25/2019	Regular	Mail - Out Of State					

Yellow Box: The “Submit and Process Now” button will NOT place the ballot into a batch. This method of reissuance will create a single reissuance instantly within the voter record.

A new ballot record will appear on the “Ballot Info” tab (below).

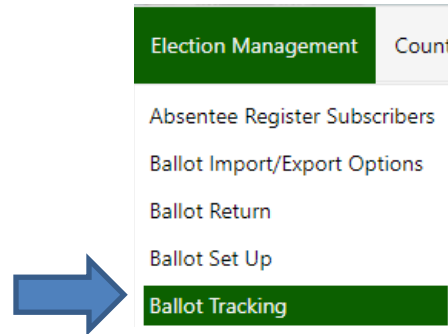
Current Ballots	Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
	Primary 03/26/2019	Lewis		Sent	03/25/2019	03/25/2019	Regular	In Person			LE-221-3997616-1		Expand
	Primary 04/02/2019	Lewis	196	Sent	03/22/2019	03/22/2019	Regular	Mail - Out Of State		LEWI_PCT002	LE-222-3870435-1		Expand
	Primary 03/26/2019	Lewis	116	Canceled	03/17/2019	03/17/2019	Regular	Mail - Out Of State		LEWI_PCT002	LE-221-1282999-1	Label	Expand

Light Green Box: “Ballot ID” for each issued ballot. New labels can be printed from this screen for each ballot (blue arrow above).

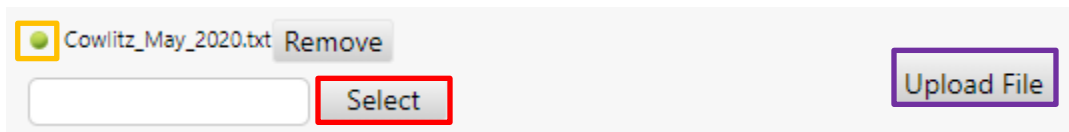
Red Highlight: The previously issued ballot has been marked as “Canceled” and highlighted red.

Ballot Tracking

Hover over “Election Management” and click “Ballot Tracking” (blue arrow) to track the status of ballots by uploading a file from the mail house.



At the top of the screen is a window to upload a file received from the county's mail house:



Click “Select” to locate the file (red box above). Once the file is added, a green dot will show to the left of the file title (orange box above). Click “Upload File” (purple box above) to upload the file.

Select Upload File											
Voter ID	Tracking History	Tracking Number	Ballot Sent Date	Ballot Received Date	UOCAVA Email Address	Ballot Type	Status	Rejected	UOCAVA Type	Voter Name	
2232797	9516414823428248160237	9516414823428248160237	3/1/2019 12:00:00 AM	3/1/2019 12:00:00 AM		Regular	Accepted			GINGER R AUSTIN	
11411404	9500115032408253229496	9500115032408253229496	3/14/2019 12:00:00 AM			Regular	Sent			AMY ABIGAIL TRUJILLO	
10837993	9500111783518253233719	9500111783518253233719	3/14/2019 12:00:00 AM			Regular	Sent			KAITLYN DJ MCKNIGHT	
2237610	9400109699939201821121	9400109699939201821121	3/14/2019 12:00:00 AM			Regular	Sent			MATTHEW JAMES SCHAEFER	

Once the file is successfully uploaded, it will show in the list on the page (above). The “Tracking History” number and “Tracking Number” fields will populate for each voter in the file (green box above).

Address	Address2	City	State	Zip	Country	Ballot Created Date	Ballot Source	Foreign	Phone	UOCAVA Ballot Viewed	Fax	Receive Ballot By
PO BOX 134		MINERAL	WA	98355		3/1/2019 8:46:57 AM	Mail - In State					Mail
2299 NW Sheffield Ave		BEAVERTON	OR	97006		3/14/2019 12:34:55 PM	Mail - Out Of State					Mail
Wagner College		STATEN ISLAND	NY	10301		3/14/2019 12:34:55 PM	Mail - Out Of State					Mail
21 Cicada Dr		MECHANICSBU	PA	17050		3/14/2019 12:34:55 PM	Mail - Out Of State					Mail

There are columns for address information and ballot status for each voter (above).

On the far left-is a column for “Voter ID” (teal box above). This is a hyperlinked to the voter. The tracking information for their ballot will show on their “Ballot Info” tab on their record (yellow box below).

Registrant Info **Ballot Info** Provisional Voting History Validations Attachments Activity Correspondence

Create New Ballot **VOTED 3/1/2019**

Current Ballots

Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
Primary 05/05/2020	Lewis	22	Accepted	03/01/2019	03/01/2019	Regular	Mail - In State	03/01/2019	LEWI_PCT035	LE-358-1194628-1	Label	Expand
Special 02/19/2019	Lewis	6	Accepted	02/19/2019	02/19/2019	Regular	Mail - In State	02/19/2019	LEWI_SPE_STY001	LE-355-551418-1	Label	Expand

Pending Ballots

No records to display.

Ballot Records for Past Elections

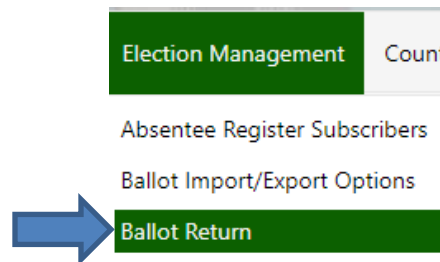
Election	County	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Expand
Special 02/19/2019	Lewis	Accepted	02/19/2019	02/19/2019	Regular	Mail - In State	02/19/2019	LEWI_SPE_STY001	LE-355-551418-1	Expand

Ballot Tracking

Tracking Number	Tracking Status	Tracking History
321061806-25040810042		Using doesn't yet have a status update on this item shipped from the Post Office. Information is usually updated within the hour of your visit. Please check back soon.

Ballot Return – Return Tab

Hover over “Election Management” and click “Ballot Return” (blue arrow) to enter and track returned ballots. Submission of accepted ballots on this page will also populate voting history in voter records.



Return Update Undo Batches

Ballot Return
For: PRIMARY 2019 - 3/26/2019

Select return type
Return Type: Manual Batch

Scan/Enter barcode on ballot envelope or upload ballot sorter file

Ballot Received Date: 3/26/2019

Reject Reason: Select reject reason

Scan/Enter Barcode: Enter

Click "Submit" to mark ballots as received

Return Method: Select return method

Location: Select location

Manual Batch #: Submit

Ballots scanned so far: 0

Registrant ID	Ballot Sent	Ballot Received	Voter Name	Voter Status	Phone Number	Email Address	Ballot ID	Reject Reason
No records to display.								

On the “Return” tab, process returns in batches manually or from a ballot sorter file.

Select a “Return Type” from the drop-down menu (green box above).

“File Upload” is used when ballots have been sorted on a machine for a (below). Select the “Pass Number” from the drop-down menu (green box below). Click “Select” (blue box below) to select the file, then click “Upload and Process” (red box below) to upload the batch.

The screenshot shows the 'Ballot Return' interface for a 'General Election - 11/6/2018'. At the top, there are buttons for 'Return' (green), 'Update', 'Undo', and 'Batches'. Below these, the title 'Ballot Return' is centered, with the subtitle 'For: General Election - 11/6/2018'. The main section is titled 'Select return type' and contains a 'Return Type' dropdown menu set to 'File Upload'. Below this is a 'Select pass number' section with a 'Pass Number' dropdown menu set to 'First Pass', which is highlighted with a green box. At the bottom, there is a 'Select file to upload and process' section with an 'Upload Ballot Sorter File' input field, a 'Select' button (blue box), and an 'Upload and Process' button (red box).

“Manual Batch” is used for all other batch uploads.

The “Scan/Enter barcode on ballot envelope or upload ballot sorter file” (red box below) has three fields (below).

The screenshot shows the 'Scan/Enter barcode on ballot envelope or upload ballot sorter file' interface. It features three input fields: 'Ballot Received Date' (orange box) with a date picker showing '3/26/2019', 'Reject Reason' (red box) with a dropdown menu showing 'Select reject reason', and 'Scan/Enter Barcode' (green box) with a text input field. To the right of the 'Scan/Enter Barcode' field is an 'Enter' button (blue arrow) and a large blue arrow pointing left.

Orange box: The date that will populate the “Ballot Date Received” column in a voter’s record.

Red Box: Select from this drop-down to apply a reject reason if needed. If the ballot is not being rejected, skip this field.

Green Box: Scan the unique barcode on the ballot envelope. Use a handheld scanner or enter the barcode ID manually.

Click “Enter” (blue arrow) to add the barcode.

The voter information will appear at the bottom (green arrow below) and a signature verification screen will appear on the right.

Purple Box: The Signature Verification box has the voter information and their signature. Compare the signature on screen to the one on the ballot. If satisfied with the signature, leave the “Return Status” as “Accepted.” To reject the signature, select a reason from the “Return Status” drop-down and click “Update” (red arrow above). This reason will appear as a “Reject Reason” in the information below (blue box above) and be applied to the voter record.

Yellow Box: Select from a drop-down to mark the Return Method of the ballot batch.

Red Box: The “Manual Batch #” field is where a batch number can be applied or leave it blank to have the system assign a number automatically.

There are a few options to point out at the bottom of the screen.

Registrant ID	Ballot Sent	Ballot Received	Voter Name	Voter Status	Phone Number	Email Address					Ballot ID	Reject Reason	
9966107	03/22/2019		AADLAND, BONITA FERN	Active	0 -	AADLAND99@BONITA.FAKE	Create Notice of Name Change	Update Address	Update Phone/Email	Scan Envelope	1-1194892		Delete

Blue Arrow: "Create Notice of Name Change" Click if the voter looks to have a different name and needs to update the voter registration. This will queue up a Notice of Name Change for that voter and place it into the Home Screen.

Green Arrow: "Update Address" Click if the voter has listed a different address on their ballot envelope. A new window will open (below). Enter in the new address and click "Queue Change." This will add it the Home Screen for processing.

Address

Unit Type Unit #

Select

City Zip

Purple Arrow: “Update Phone/Email” Click this to update the voter’s phone number and email address from this screen. A new window will open (below). Enter the new phone and/or email and click “Update.” This will instantly update these fields on the voter’s record.

Phone Number	Email Address		
(0) -	AADLAND99@BONITA.FAKI		Update Cancel

Orange Arrow: “Scan Envelope” Click this to scan an image of the envelope to attach to the voter’s record, followed by the “Scan Forms” page.

Click “Submit” (teal arrow below) when done and ready to add the ballot as returned.

Ballot Return
For: ELECTION 2011 - 2012/2013

Select return type
Return Type:

Scan/Enter barcode on ballot envelope or upload ballot scanner file
Ballot Received On: 10/24/2019
Reject Reason:
Scan Enter Barcode:
Click "Submit" to mark ballots as received
Return Method:
Location:
Manual Date:
Submit

Signature Verification
Name: BONITA FERNANDEZ
Mobi ID: 8604120
IDB: 1104852
DOB: 1945-03-28
RCW 29A.06.710(2)
Signature
Return Status: [Update](#)
[Comments](#)

Registration ID	Ballot Date	Ballot Received	Voter Name	Voter Email	Phone Number	Residential Address	Current Address	Signature	Ballot ID	Return Status
888812	10/24/2019		AADLAND, BONITA FERN			AADLAND@BONITA.FAKI	Current Address: Same as above	Envelopes Attached	1104852	Accepted

The pop-up below will appear. Click “OK.”

Clicking ""Submit"" will record the date ballots were received for the voters entered below. Are you sure you want to continue?

[Cancel](#)
[OK](#)

There will be a message on the screen showing the batch and how many ballots were marked as received (example below).

Batch # 8 - 1 ballots marked as Received

The Ballot Status will now show on the voter's record (below). The ballot status update (orange box) and the Ballot Received date is populated (blue box).

Registrant Info

Ballot Info

Provisional

Voting History

Validations

Attachments

Activity

Correspondence

Create New Ballot VOTED 3/26/2019

Current Ballots

Election	County	Batch #	Ballot Status	Ballot Sent	Ballot Record Created	Ballot Issuance Type	Ballot Issuance Method	Ballot Received	Ballot Style	Ballot ID	Label	Expand
Primary 03/26/2019	Lewis	27	Accepted	03/22/2019	03/22/2019	UOCAVA	Email	03/26/2019	LEWI_PCT900	LE-364-1194892-1		

The voting history has been added on the Voting History tab for the voter as well. If the ballot had been rejected, that status would be reflected on the Ballot Info tab and the history would NOT be added.

Registrant Info	Ballot Info	Provisional	Voting History	Validations	Attachments	Activity	Correspondence
Election Date: 03/26/2019 Election Type: Primary Election Name: PRIMARY 2019 County: Lewis Vote Type: Absentee Voted Where: Delete							
Total: 1							

Ballot Return – Update Tab

Hover over “Election Management” and click “Ballot Return” (blue arrow). Then click the “Update” tab (green tab below) to apply updates to ballot batches in bulk.

Green Box: “Select batch to update.” Select a batch number from the drop-down menu. All voters associated with that batch appear at the bottom of the screen (teal box).

Return

Update

Undo

Batches

Ballot Return Update

For: PRIMARY 2019 - 3/26/2019

Select batch to update

Batch Number: 8

Update batch information

Return Method: Mail

Location: Select location

Update batch records

Reject Reason: Select reject reason

Update Batch Info

Mass Update

Registrant ID	Election Date	Election Type	Ballot Sent	Ballot Received	Voter Name	Voter Status	Ballot ID	Reject Reason	Update
99661007	03/26/2019	Primary	03/22/2019	03/26/2019	AADLAND, BONITA FERN	Active	1-1194892	Select reject reason	

Yellow Box: “Update batch information” allows application of a “Return Method” to an entire batch. Select a method from the drop-down menu. Select a “Location” from the drop-down menu (optional). Click “Update Batch Info” to apply (blue arrow).

Red Box: “Update batch records” allows application of a “Reject Reason” to an entire batch. Select a “Reject Reason” from the drop-down menu. Click “Mass Update” to apply (purple arrow).

Once the updates have been applied, there will be a red message (teal box). The Mass Update will be assigned a group #.

Return **Update** Undo Batches

Ballot Return Update

For: PRIMARY 2019 - 3/26/2019

Select batch to update
Batch Number: 8

Update batch information
Return Method: Mail
Location: Select location Update Batch Info

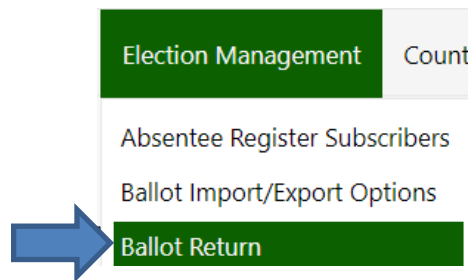
Update batch records
Reject Reason: Empty Envelope Mass Update

Mass Update Group # 59 - 1 records updated.

Registrant ID	Election Date	Election Type	Ballot Sent	Ballot Received	Voter Name	Voter Status	Ballot ID	Reject Reason	
9966102	03/26/2019	Primary	03/22/2019	03/26/2019	AADLAND, BONITA FERN	Active	1-1194892	Empty Envelope	Update

Ballot Return – Undo Tab

Hover over “Election Management” and click on “Ballot Return” (blue arrow).



Click on the “Undo” tab (green tab below) to undo mass updates made on the previous tab (Update).

Return Update **Undo** Batches

Ballot Return Undo

For: PRIMARY 2019 - 3/26/2019

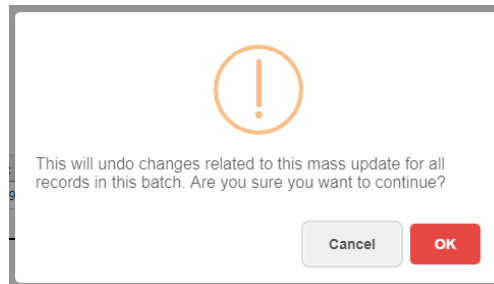
Select batch
Batch Number: 8

Select mass update to undo
Mass Update Group: 59 Mass Update Undo

Registrant ID	Election Date	Election Type	Ballot Sent	Ballot Received	Voter Name	Voter Status	Ballot ID	Reject Reason
9966102	03/26/2019	Primary	03/22/2019	03/26/2019	AADLAND, BONITA FERN	Active	1-1194892	Empty Envelope

Select the “Batch Number” from the drop-down menu (yellow box). Select the “Mass Update Group” # from “Select mass update to undo” (light green box). (This is the number applied to the mass update in the “Update” tab).

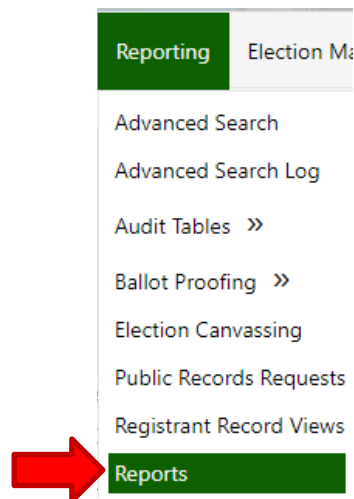
Click “Mass Update Undo” (red arrow) to undo the last action taken on the batch chosen. A pop-up will open. Click “OK.”



A message will show once the undo has been successfully applied.

1 records undone.

Hover over “Reporting” and click “Reports” (red arrow) to view an audit report of all mass updates.



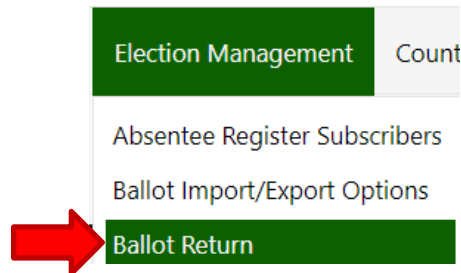
Select the report “Mass Update – Audit Log” From the drop-down menu. Select the “Mass Update Type” and “Mass Update Group.”

Note: If a group number is not added, a date attached to each Group ID.

REPORTS	
Report: Mass Update - Audit Log	Description Shows mass update details.
Mass Update Type: Ballot Return Change	
Mass Update Group: Group ID 59 (03/26/2019)	
Export	

Ballot Return – Batches Tab

Hover over “Election Management” and click “Ballot Return” (red arrow) Click on the “Return” tab (green tab) below to access verification for batches.



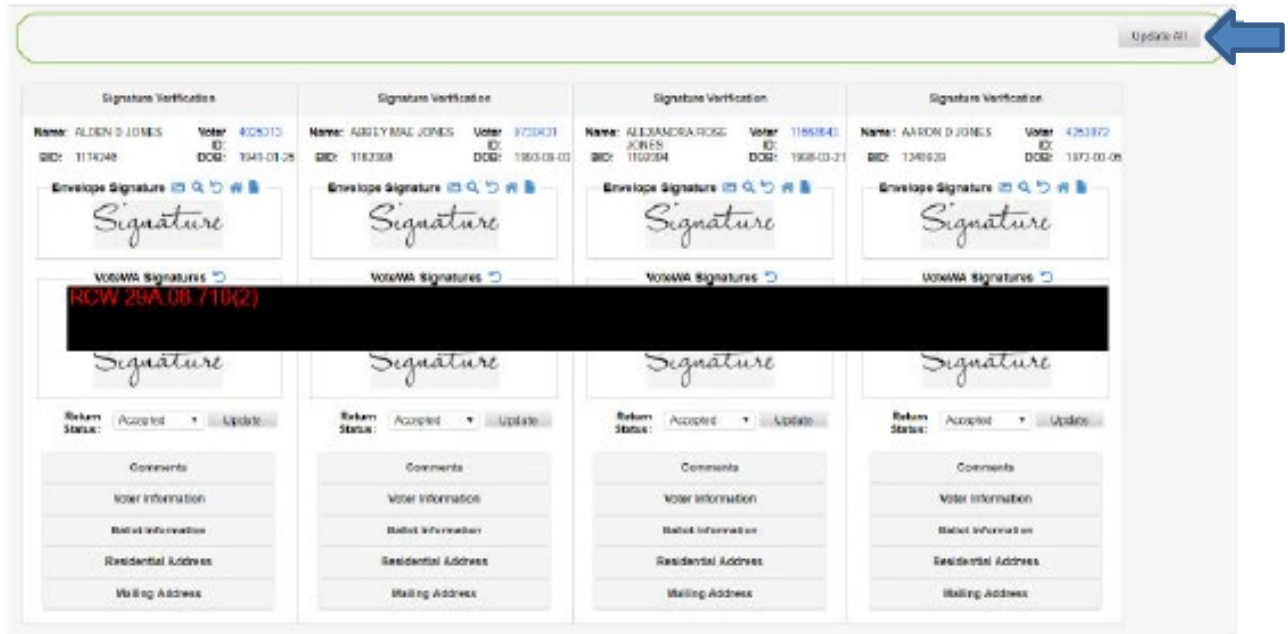
Return	Update	Undo	Batches
--------	--------	------	---------

Ballot Batches							
For PRIMARY 2019 - 3/26/2019							
Batch Number	Received Date	Batch Total	Processed?	Accepted	Rejected	User ID	Date Processed
1	03/14/2019	1	Completed	1	0		
101	03/22/2019	3	Completed	3	0		
2	03/14/2019	1	Not Started	0	1	MattCounty	
3	03/14/2019	1	Not Started	0	1		
4	03/14/2019	1	Completed	1	0		
5	03/16/2019	1	Not Started	0	1		
6	03/18/2019	1	Not Started	0	1		
7	03/21/2019	1	Completed	1	0		
8	03/26/2019	1	Completed	1	0		

Progress on each batch displays on this screen, with columns for “Received Date,” “Batch Total,” “Processed,” “Accepted,” and “Rejected.” As well as the User ID of who is processing the batch and the date processed.

Click the batch number to review (red box above).

Four signatures will display at a time (below). Update one at a time or click “Update All” (blue arrow). “Update All” will update the four signatures on the page and then bring up the next four, if applicable.



The screenshot shows a grid of four signature verification cards. Each card contains the following information:

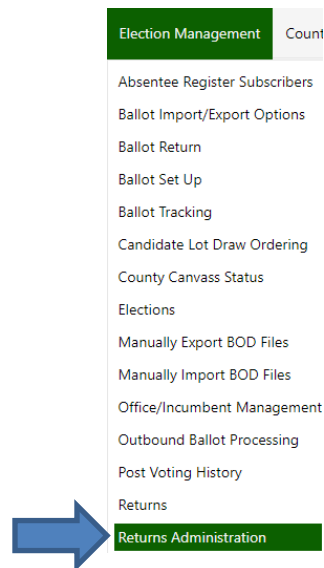
- Signature Verification** header
- Name:** ALDEN D JONES, **Voter ID:** 4028110, **DOB:** 1949-08-25
- Envelope Signature** section with a signature image
- VoteWA Signatures** section with a link icon
- Return Status:** Accepted, with an **Update** button
- Comments** section with a text input field
- Voter Information** section with a text input field
- Ballot Information** section with a text input field
- Residential Address** section with a text input field
- Mailing Address** section with a text input field

A blue arrow points to the **Update All** button in the top right corner of the interface.

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ELECTION RETURNS – RETURNS ADMINISTRATION

Hover over “Election Management” and click “Returns Administration” (blue arrow) to process election.



The selected election will show at the top (red arrow below).



Green box: “Create Returns” pushes return data to the “Returns” page for candidates and contests entered in the election.

Teal box: “Unlock Returns” unlocks precincts and opens the canvass to allow data entry.

Purple box: “Unlock Election” allows changes to the canvass and re-verify ballot styles.

Yellow box: “Get Voter Counts” gives a count of all registered voters eligible for the election.

Orange box: “Zero County Returns” clears the returns data and resets the canvass.

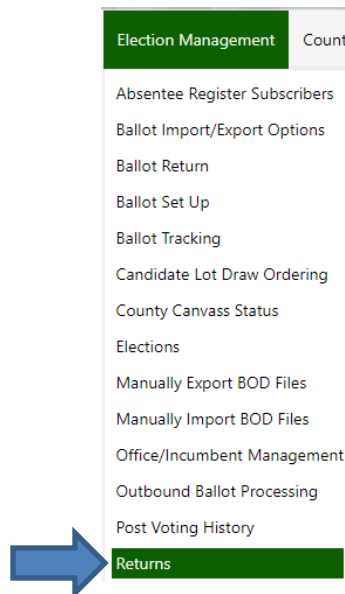
Maroon box: “Finalize Election” sets the returns to “Final” and blocks and further files from being uploaded.

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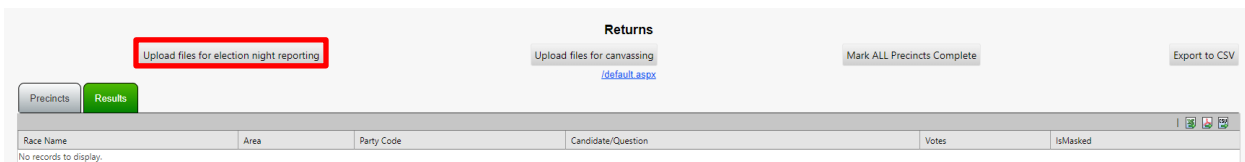
COUNTY UTILITIES

Election Returns – Returns

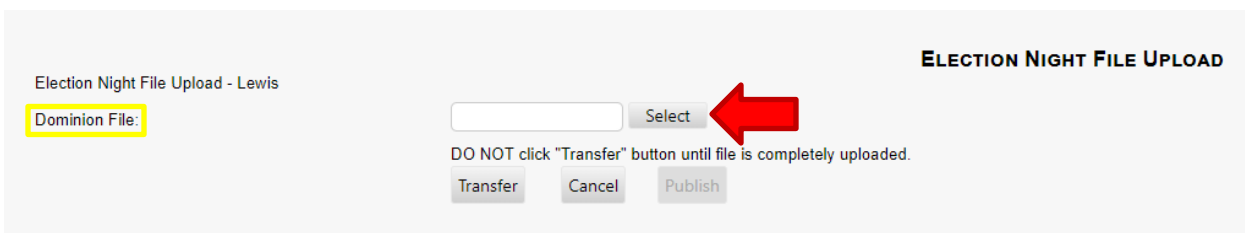
Hover over “Election Management” and click “Returns” (blue arrow) to generate ballot return information.



First, upload the results from the tabulator. Click “Upload files for election night reporting” (red box, below).



This opens the “Election Night File Upload” page (below). Click “Select” to locate the file on the computer (red arrow below). The tabulation vendor for the county is displayed on this page (yellow box below).



NOTE: The tabulation vendor is selected through the “County Utilities” function. If the tabulation vendor has not been selected, the system will prompt for this information.

A green dot will appear next to the file name on screen (orange box below). Click “Transfer” (purple box below) to review the file before publishing.

ELECTION NIGHT FILE UPLOAD

Election Night File Upload - Lewis

Dominion File:


XML Results for Primary2018 (1).xml
Remove

DO NOT click “Transfer” button until file is completely uploaded.

Transfer
Cancel
Publish

The “Returns” page has a “Results” tab (green tab below). This tab will show the uploaded results.

Returns

Results have been finalized by Chad Severson on 3/25/2019 12:04:27 PM

Upload files for election night reporting
Upload files for canvassing
Mark ALL Precincts Complete
Export to CSV

Precincts
Results

Race Name	Area	Party Code	Candidate/Question	Votes	IsMasked
Advisory Vote 2: ghy56			Against	0	
Advisory Vote 2: ghy56			For	0	
Referendum Bill 1: This is a Measure			Against	0	
Referendum Bill 1: This is a Measure			For	0	
Local 3: dfj			Against	0	
Local 3: dfj			For	0	
Local 4: My title is very important to this measure!			Against	0	
Local 4: My title is very important to this measure!			For	0	
Local : New School	Boisfort School District #234		Against	0	
Local : New School	Boisfort School District #234		For	0	
Local : Ballot1			Against	0	
Local : Ballot1			For	0	
Local : Test			Against	0	
Local : Test			For	0	
State Senator	Legislative District 20	Par	bnm bnm	0	
Assessor		REP	DIANNE DOREY	0	
AUDITOR		REP	BEVERLY ANN SMITH	0	
Auditor		REP	LARRY GROVE	0	
Clerk		REP	SCOTT TINNEY	0	
Clerk			KIRK LAVONT SMITH	0	

NOTE: The green message at the top of the screen indicates results have been locked (green arrow above). This message appears when “Finalize Election” is clicked on the “Returns Administration” page.

The “Precincts” tab (green tab below) is populated after the “Create Returns” button is clicked on the “Returns Administration” page.

On the “Returns” page each precinct can be reported (red box below) individually or click “Mark ALL Precincts Complete” to mark them all at once (purple box below).

Returns
 Results have been finalized by Chad Severson on 3/25/2019 12:04:27 PM

Upload files for election night reporting
Upload files for canvassing
[/default.aspx](#)
Mark ALL Precincts Complete
Export to CSV

Precincts

Results

Precinct Name	Last Updated	Reported?		
ADNA		☐	Mark as Reported	Mark as Not Reported
Agate		☐	Mark as Reported	Mark as Not Reported
Alpha		☐	Mark as Reported	Mark as Not Reported
Berwick		☐	Mark as Reported	Mark as Not Reported
Big Bottom		☐	Mark as Reported	Mark as Not Reported
Boisfort		☐	Mark as Reported	Mark as Not Reported
Centralia #1		☐	Mark as Reported	Mark as Not Reported
Centralia #10		☐	Mark as Reported	Mark as Not Reported
Centralia #11		☐	Mark as Reported	Mark as Not Reported
Centralia #12		☐	Mark as Reported	Mark as Not Reported
Centralia #13		☐	Mark as Reported	Mark as Not Reported
Centralia #2		☐	Mark as Reported	Mark as Not Reported
Centralia #3		☐	Mark as Reported	Mark as Not Reported
Centralia #4		☐	Mark as Reported	Mark as Not Reported
Centralia #5		☐	Mark as Reported	Mark as Not Reported
Centralia #6		☐	Mark as Reported	Mark as Not Reported
Centralia #7		☐	Mark as Reported	Mark as Not Reported
Centralia #8		☐	Mark as Reported	Mark as Not Reported
Centralia #9		☐	Mark as Reported	Mark as Not Reported
Chehalis #1		☐	Mark as Reported	Mark as Not Reported
Chehalis #2		☐	Mark as Reported	Mark as Not Reported

Click on each individual precinct (blue box above) to see contests and votes associated with each one. Manually enter or edit votes, if necessary (yellow box below).

Returns Entry

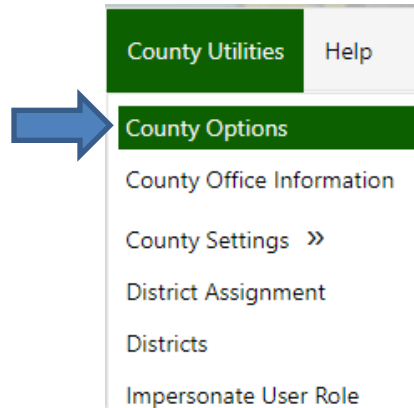
Exit without Saving
Save and Submit
Export to CSV

Precinct Name: **ADNA**

# Voters		Ballots Cast				
0		0				
Race Name	District	Party Code	Candidate/Question	Is Masked?	Total Votes	Votes
Advisory Vote 2: ghj56			For	No		0
Advisory Vote 2: ghj56			Against	No		0
Referendum Bill 1: This is a Measure			For	No		0
Referendum Bill 1: This is a Measure			Against	No		0
Local 3: dfg			For	No		0
Local 3: dfg			Against	No		0
Local 4: My title is very important to this measure!			For	No		0
Local 4: My title is very important to this measure!			Against	No		0
Local : Ballot1			For	No		0
Local : Ballot1			Against	No		0
Local : Test			For	No		0
Local : Test			Against	No		0
State Senator	Legislative District 20		brnm brnm	No		0
Assessor		REP	DIANNE DOREY	No		0
Auditor		REP	LARRY GROVE	No		0
AUDITOR		REP	BEVERLY ANN SMITH	No		0
Clerk		REP	SCOTT TINNEY	No		0

County Options

Hover over “County Utilities” and click “County Options” (blue arrow) to manage and maintain the visual aspects of the VoteWA system.



On this page there are three different sections (below).

Lewis County Options

Candidate Options

☒ Allow Italics ☒ Allow Tables
☒ Allow Bolds ☒ Allow Bullets
☒ Allow Underlines ☐ Allow Custom Headers
☐ Allow All Caps Max Length:

Save Options

Committee Rebuttal Options

☒ Allow Italics ☐ Allow Tables
☐ Allow Bolds ☐ Allow Bullets
☐ Allow Underlines ☐ Allow Custom Headers
☐ Allow All Caps Max Length:

Save Options

County Home Screen Message

Message Saved

Message:

Expire Date:

Save Message

Green Box: “Candidate Options” controls Candidate Statements, including the kind of text allowed for online submissions. Edit these options and click “Save Options.”

Blue Box: “Committee Rebuttal Options” controls Committee Statements, including the kind of text allowed. Edit these options and click “Save Options.”

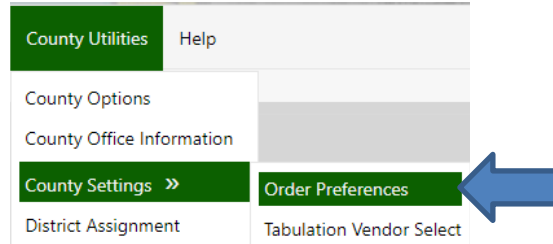
Red Box: “County Home Screen Message” allows display of a message at the top of the County Home Screen. Type the message, choose a date for the message to expire, and click “Save Message.” Once saved, a blue “Message Saved” alert will appear (red arrow).

The message appears on your home screen and will disappear after the date set to expire (below).

Lewis County
 This is a test message.
 Current Active Voters: 46,456
 Total Registered Voters: 51,015

County Settings

Hover over “County Utilities”, then hover over “County Settings” and click on “Order Preferences” (blue arrow) to set certain order preferences and select a tabulation vendor.



Click and drag the Districts up and down the page in the “District Preferences” table to establish the order they will appear on reports.

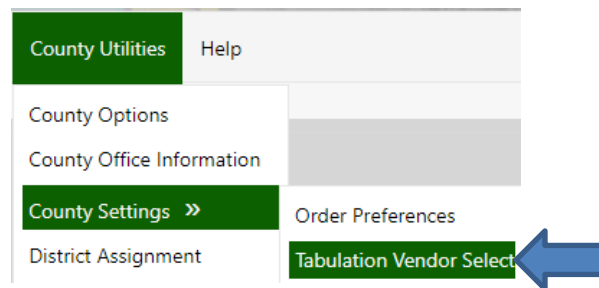
DISTRICT PREFERENCES (ORDER)	
District Type	
Transportation	
Cemetery	
Legislative	
PCO	
Federal	
Commissioner	
Fire	
Judicial	
Public Hospital	
County	
Library	
School	
Water	
PRECINCT SPLIT	
Precinct	
Congressional	
City/Town	
Tax	
Port	
Public Utility	
Other	
State Executive	
EMS	
Park and Recreation	

Further down the page is the “Notice Preferences” table. Click and drag the notices up and down in the table to establish the order they will appear on the home screen.

NOTICE PREFERENCES (ORDER)	
Notice Name	
Felony Notice	
Matt Test	
Notice of ID Required	
Notice of Name Change	
Verify Voter Address	
Ballot Counted	
Online Registration Email	
Notice of No Witness Signature	
Notice of Signature Does Not Match - Name Change	
Ballot Mailed	
Ballot Received	
Notice of Signed by Power of Attorney	
Notice of Too Late	
Online Registration Update Email	
Ballot Rejected	
Notice of Unsigned	
Acknowledgement Notice	
Notice of No Signature	
Deceased Notice	
NVRA Confirmation Mailing	
Notice of No Signature on File	
Notice of Signature Does Not Match	
Notice of Incomplete Registration	
NCOA Acknowledgment	
Identification Notice	
Non-Citizen Notice	
Notice of Registration received after Deadline	
Possible Duplicate Notice	

Tabulation Vendor Select

Hover over “County Utilities,” then hover over “County Settings” and click on “Tabulation Vendor Select” (blue arrow) to select the tabulation system used in your county. This selection will tell VoteWA what file format when uploading and processing election night returns.

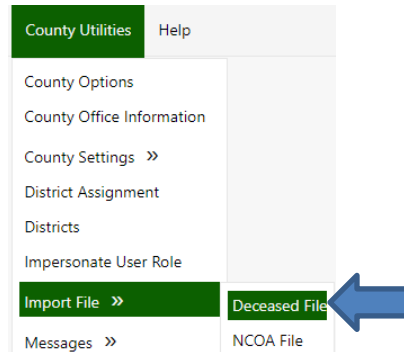


Select the tabulation vendor from the drop-down menu.

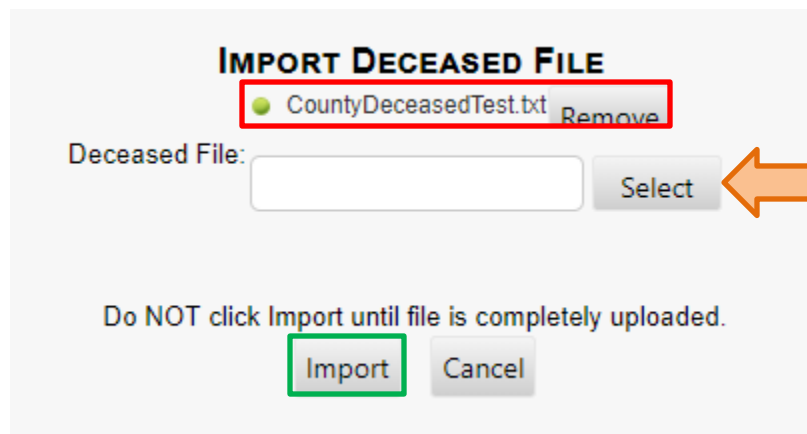
TABULATION VENDOR
Select ▼
Select
ClearBallot 1.3.3, 1.4 & 1.4.2
Dominion Democracy Suite 5.0
ES&S EVS 5.2.2.0
ES&S Unity 3.4 & 3.4.1
HART HVS 6.2.1
HART Verity 2.0

Import File-Deceased Records

Hover over “County Utilities,” then hover over “Import File” and click “Deceased File” (blue arrow) to upload the County Deceased file.



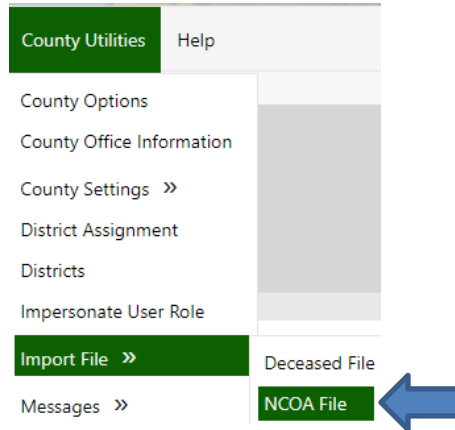
Click the “Select” button (orange arrow, below) to open the deceased file. Choose the file from the computer and click Open.



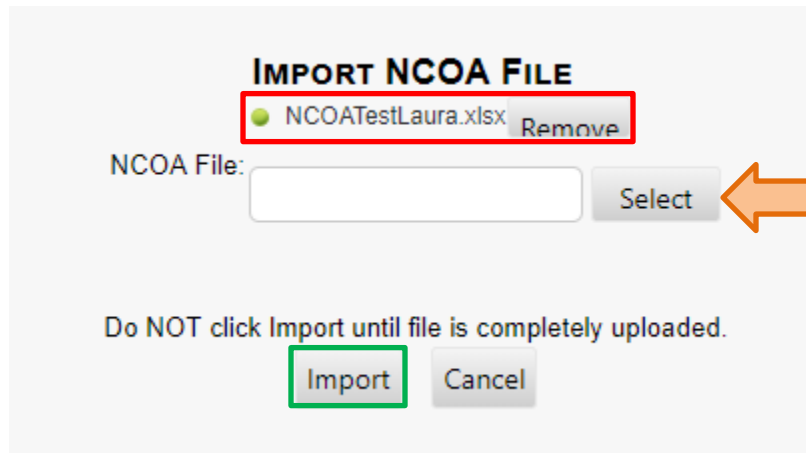
Once the file shows next to the green dot (red box, above), click “Import” (green box, above) to import the file.

Import File-NCOA

Hover over “County Utilities,” then hover over “Import File” and click “NCOA File” (blue arrow) to upload the NCOA file.



Click the “Select” button (orange arrow, below) to open the NCOA file. Choose the file from the computer and click Open.



Once the file shows next to the green dot (red box, above), click “Import” (green box, above) to import the file. Once imported, matches with voter records appear in the home queue, under “NCOA In-State Review” and “NCOA Cross-State Review.”

▶	NCOA In-State Review	1,988
▶	NCOA Cross-State Review	579