

# Voter Processing Module

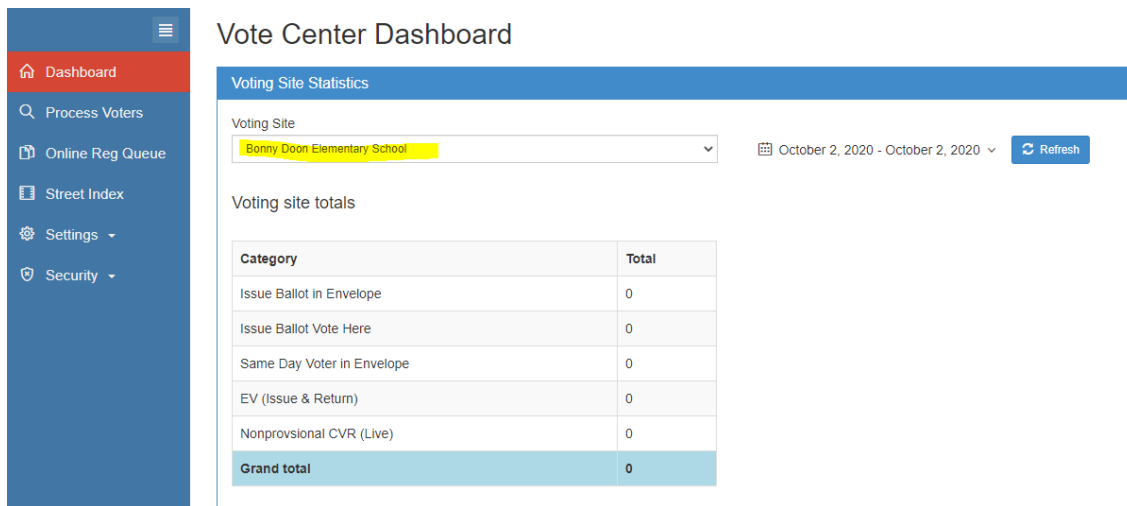
## Step-by-Step Guide

### Sign On

After your power on your laptop and sign on with your secure credentials, enter the Vote Center Processing Module.

The laptop should already be set up for your location.

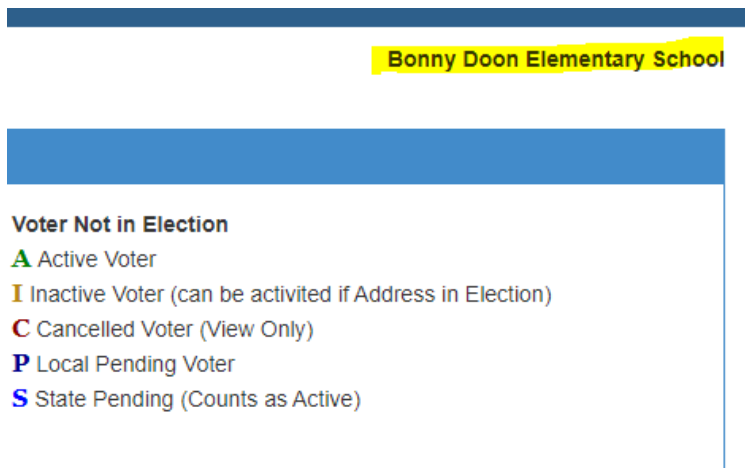
You can find the location on the Dashboard.



The screenshot shows the 'Vote Center Dashboard' interface. On the left is a navigation menu with options: Dashboard (selected), Process Voters, Online Reg Queue, Street Index, Settings, and Security. The main content area is titled 'Vote Center Dashboard' and contains a 'Voting Site Statistics' section. This section has a dropdown menu for 'Voting Site' set to 'Bonny Doon Elementary School', a date range of 'October 2, 2020 - October 2, 2020', and a 'Refresh' button. Below this is a table titled 'Voting site totals'.

Category	Total
Issue Ballot in Envelope	0
Issue Ballot Vote Here	0
Same Day Voter in Envelope	0
EV (Issue & Return)	0
Nonprovisional CVR (Live)	0
<b>Grand total</b>	<b>0</b>



You can also find the location on the upper right-hand corner of the Process Voter Screen.








The screenshot shows the 'Process Voter' screen. At the top, there is a blue header bar. Below it, the location 'Bonny Doon Elementary School' is displayed in a yellow box. Further down, there is a legend titled 'Voter Not in Election' with the following entries: 'A Active Voter' (green), 'I Inactive Voter (can be activated if Address in Election)' (orange), 'C Cancelled Voter (View Only)' (red), 'P Local Pending Voter' (purple), and 'S State Pending (Counts as Active)' (blue).

Codes you will see on the Process Voter screen are:

### Voter in Election

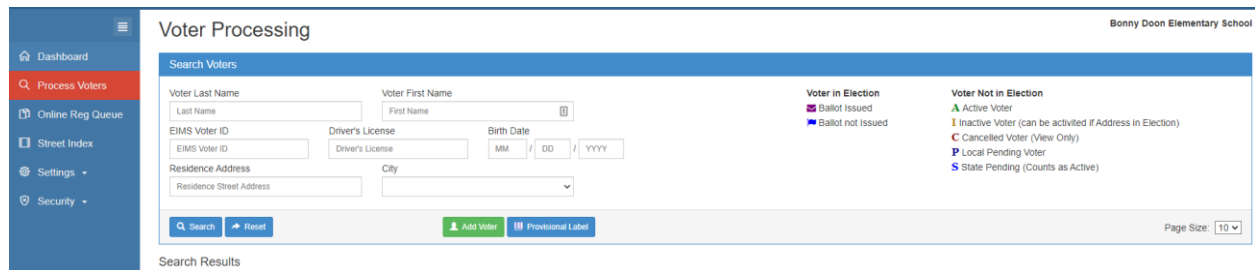
-  Ballot Issued
-  Ballot not Issued

### Voter Not in Election

-  Active Voter
-  Inactive Voter (can be activated if Address in Election)
-  Cancelled Voter (View Only)
-  Local Pending Voter
-  State Pending (Counts as Active)

## Process Voters

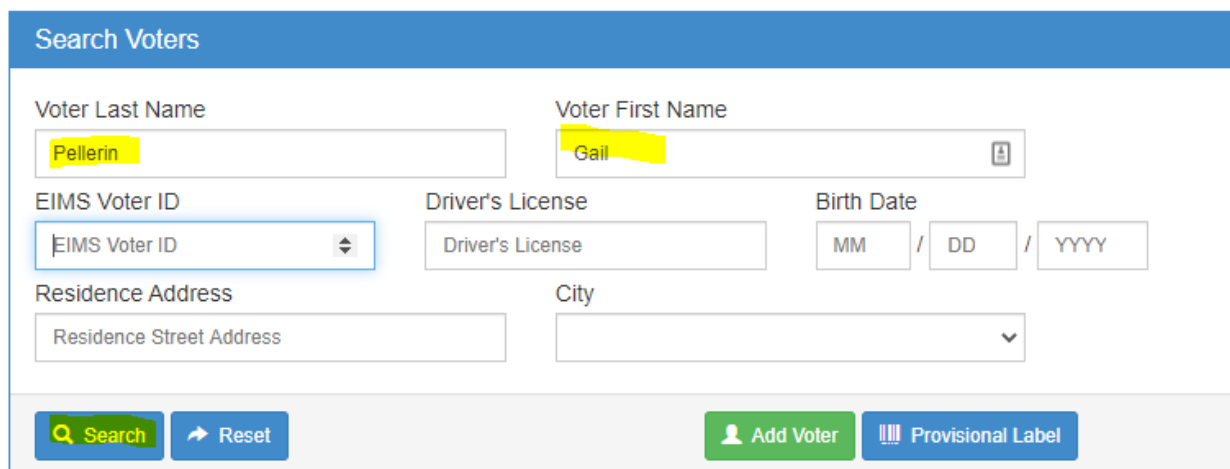
### Select Process Voters



The screenshot shows the 'Voter Processing' interface for Bonny Doon Elementary School. On the left is a sidebar with navigation links: Dashboard, Process Voters (highlighted), Online Reg Queue, Street Index, Settings, and Security. The main area is titled 'Search Voters' and contains a form with fields for Voter Last Name, Voter First Name, EIMS Voter ID, Driver's License, Birth Date (MM/DD/YYYY), and Residence Address. Below the form are 'Search' and 'Reset' buttons, and 'Add Voter' and 'Provisional Label' buttons. A legend on the right side of the form defines the status icons: Ballot Issued (purple envelope), Ballot not Issued (blue envelope), Active Voter (green A), Inactive Voter (yellow I), Cancelled Voter (red C), Local Pending Voter (blue P), and State Pending (blue S).

Ask the voter their name. Type in their first and last name and select Search.

## Voter Processing



This screenshot shows the 'Search Voters' form with the following data entered: 'Pellerin' in the Voter Last Name field, 'Gail' in the Voter First Name field, and 'EIMS Voter ID' in the EIMS Voter ID dropdown menu. The other fields (Driver's License, Birth Date, Residence Address, and City) are empty. The 'Search' button is highlighted in green.

Search Results

The next screen will display the voter's information.

#### Search Results

Status	Voter ID	Last Name	First Name	Birth Date	Residence Address	City	Reg Date
✉	41750	Pellerin	Gail	6/24/1962	822 Columbia St	Santa Cruz	3/6/2019

Click on Voter ID

#### Search Results

Status	Voter ID
✉	41750

The Ballot ID tells you a ballot has been issued to this voter

#### Ballots Issued

Ballot ID	BT	Issue Date	Type	Mailed To
065-0043-2112-1	053	10/5/2020	Mail	822 Columbia St Santa Cruz CA 95060

## Green Light – OK to issue

The Green light tells you it is OK to issue this voter a replacement ballot.

#### Ballot Counting Recommendation



Gail Louise Pellerin  
EIMS Voter ID : 41750 / VoteCal ID : 28717473  
Election date : 11/3/2020

Ballot Count Recommendation: ✓ **County may count the ballot for the voter.**

- ✓ Voter is Active.
- ✓ Voter has VBM ballot activity for current election.
- ✓ No Provisional activity for current election.
- ✓ No Voter Participation activity for current election.
- ✓ Voter does not have any unprocessed list maintenance message(s).
- ✓ Voter may NOT be an existing registered "poll voter" in another county.

# Voter Update

You can update the voter record if there is anything that is not correct by clicking the Update Voter button.

Voter Name	Birth Date
Gail Louise Pellerin	6/24/1962
Residence Address	Reg Date
822 Columbia St Santa Cruz CA 95060	3/6/2019
	<a href="#">Update Voter</a>

Have the voter complete the Green Voter Record Update form, and then update their information.

June 7, 2022 Statewide Direct Primary

## Voter record changes requested by voter

☐ There is a typo in my name. My name should be:

First name Middle Last

☐ I want to change my residence address. My former address is:

Number and Street, City, Zip

My new address is:

Address where I live (Number and Street, City, Zip)

☐ There is a typo in my date of birth. My date of birth should be:

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ I want to change my mailing address. The address where I get my mail is:

Number and Street or P.O. Box Number

City State Zip Code

☐ I want to change my political party affiliation

I want to change my political party preference to:

- ☐ Democratic
- ☐ Republican
- ☐ American Independent
- ☐ Green
- ☐ Libertarian
- ☐ Peace and Freedom
- ☐ Other, please specify \_\_\_\_\_

I do not want to choose a political party preference

☐ No Party / None

☐ I want my ballot materials in another language: \_\_\_\_\_

Signature of Voter

*I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.*

<b>X</b>	Date
Print Name:	

You will get a screen that looks like this. Type in their updated information from the Green Sheet, select the Green Verify button if it is a new address, and then Save Change.

## Voter Update



Last Name

Pellerin

First Name

Gail

Middle Name

Louise

Suffix

Residence Address

822 Columbia St

Precinct

31310

Santa Cruz

CA

95060

Verify

Mailing Address

Country

☐ Foreign Address

Language

English



Other Language

Party

Democratic



Other Party (if not on file)

Birth Date




06/24/1962



☒ Print Voter ID Card

Cancel

 Save Changes

# Issuing ballots

There are two options for voters:

Issue Ballot in Envelope

Issue Ballot Vote Here

If you select **Issue Ballot in Envelope**, you will be prompted to print the ballot information that will be printed on a label to be affixed to the ballot return envelope. Select Print.

**Election date:** 11/3/2020



065-0038-0961-2

**BAL TYPE** 050

**VOT PCT** 50271


**LYNN ELLEN STIPES**

Santa Cruz County Elections Office

Print

1 sheet of paper

Destination

 DYMO LabelWriter 45C

Pages

All

Copies

1

Layout



Landscape

More settings

Print

Cancel

You will then be prompted to print the information that will be printed on the Voter Information Sheet. Select Print. Or you may have to print a label that you will then affix to the Voter Information Sheet.


 <b>Voting Precinct:</b> 0123456 <b>Ballot Type</b> 999 Johnathan Middename Smithsonian	<b>Print</b> <span>1 sheet of paper</span>
	<b>Destination</b>  Back Printer on sczter ▼
	<b>Pages</b> All ▼
	<b>Copies</b> 1
	<b>Layout</b> Portrait ▼
	<b>More settings</b> ▼
	<div><div>Print</div><div>Cancel</div></div>

Direct the voter to the Ballot Clerk to obtain their ballot.

If you select **Issue Ballot Vote Here**, you will be prompted to print the information that will be printed on the Voter Information Sheet. Or you may have to print a label that you will then affix to the Voter Information Sheet.

Issue Ballot in Envelope

Issue Ballot Vote Here

  
Voting Precinct: 0123456  
Ballot Type 999  
Johnathan Middename Smithsonian

Print1 sheet of paper

DestinationBack Printer on sczter

PagesAll

Copies1

LayoutPortrait

More settings

PrintCancel

Direct the voter to the Ballot Clerk to obtain their ballot.

## Voter needs new envelope

If a voter needs a new ballot return envelope, you can re-print their label by looking up their name, selecting their voter ID, and then selecting re-print in the far right. Affix the label to the Green Ballot Return envelope and give it to the voter.

### Ballots Issued

Ballot ID	BT	Issue Date	Type	Mailed To	Return Status	Return Date	Ret Method	
065-0043-0680-1	053	10/2/2020	Mail	822 Columbia St Santa Cruz CA 95060				Re-Print

# Inactive Voters

If you look up a voter who is on the Inactive File, you can activate the voter by clicking the button ONLY if the information is correct. If the information is different from the Inactive voter record, have them vote provisionally.

Voter Name: Charles S. [REDACTED] Birth Date: 12/11/1984 Voter Signature: [REDACTED] Signature History

Residence Address: [REDACTED] Santa Cruz CA 95060 Reg Date: 4/28/2016

**Inactive - Confirmed DMV Change of Address**

**Ballot Details**

Ballot Type: 000 Reg Precinct: 31780 Voting Precinct: VBM Precinct:

Party: Democratic Ballot Language: English

**Messages**

⚠ Voter is Not in Election

**Buttons:** **Activate Voter** Return To Search Refresh

You need to select Refresh in order to bring up the next screen to issue a ballot.

**Ballot Details**

Ballot Type: 088 Reg Precinct: 54070 Voting Precinct: 54030 VBM Precinct: 8054030

Party: Democratic Ballot Language: English

**Messages**

★ Permanent Vote By Mail


⚠ VoteCal Status: County please review the voter.

⚠ VoteCal Voter Status is not Active, use Refresh button.

**Buttons:** Return To Search Refresh

**Ballot Activity Status**

Ballot Counting Recommendation

 Petra Irene Rohrkemper  
EIMS Voter ID : 84988 / VoteCal ID : 28731660  
Election date : 11/3/2020

Ballot Count Recommendation: ⚠ County please review the voter.

- ⚠ Voter is not Active.
- ✓ No VBM activity for current election.
- ✓ No Provisional activity for current election.
- ✓ No Voter Participation activity for current election.
- ✓ Voter does not have any unprocessed list maintenance message(s).
- ✓ Voter may NOT be an existing registered "poll voter" in another county.

**Ballot Counting Recommendation Legend**

County may count the ballot for the voter when ALL conditions below are met:

- Voter is Active.
- No VBM ballots have been returned, no provisional ballots have been issued, AND no voter part
- Voter does NOT have any unprocessed list maintenance message(s).

County please review the voter when ANY conditions below are met:

- Voter is NOT Active.
- Voter has unprocessed list maintenance message(s).
- Voter has provisional ballot in review.
- Voter was Moved to current county after Close of Registration.
- Voter may have been included on the Prior County's Roster.
- County may check the SOS Bingo Board for Prior County poll roster completion.

County should NOT issue a ballot to the voter when ANY condition(s) are met:

- VBM ballot has been returned without Relect reason.

**Green means GO – ISSUE BALLOT**

**Yellow means REVIEW. Most likely PROVISIONAL**

**RED means VOTE PROVISIONALLY**

#### Ballot Counting Recommendation Legend

County may count the ballot for the voter when **ALL** conditions below are met :

- Voter is Active.
- No VBM ballots have been returned, no provisional ballots have been issued, **AND** no voter participation history record exists.
- Voter does **NOT** have any unprocessed list maintenance message(s).

County please review the voter when **ANY** conditions below are met :

- Voter is **NOT** Active.
- Voter has unprocessed list maintenance message(s).
- Voter has provisional ballot in review.
- Voter was Moved to current county after Close of Registration.
- Voter may have been included on the Prior County's Roster.  
County may check the SOS Bingo Board for Prior County poll roster completion.

County should **NOT** issue a ballot to the voter when **ANY** condition(s) are met :

- VBM ballot has been returned **without** Reject reason.
- Provisional ballot has been returned and counted.
- Voter participation history record exists.

**Red Light – Do NOT Issue Ballot**

The Red light tells you DO NOT issue a regular ballot to the voter. Direct the voter to the Same Day/Provisional Table.



A sample of a message about a Red voter is:

#### Messages

\* Overseas - Xpat

⚠ Voter has Returned a Good Ballot

⚠ VoteCal Status: County should NOT issue or count a ballot for this voter.

# Same Day Registration Voters

If the voter is not registered to vote in Santa Cruz County, print a provisional label to be affixed to the Yellow Same Day Voter Registration envelope. Complete your side of the envelope and give the envelope to the voter to complete their side.

## Voter Processing

### Search Voters

Voter Last Name		Voter First Name	
<input type="text" value="Gunning"/>		<input type="text" value="Lynn"/>	
EIMS Voter ID	Driver's License	Birth Date	
<input type="text" value="EIMS Voter ID"/>	<input type="text" value="Driver's License"/>	<input type="text" value="MM"/> / <input type="text" value="DD"/> / <input type="text" value="YYYY"/>	
Residence Address		City	
<input type="text" value="Residence Street Address"/>		<input type="text" value=""/>	

## Search Results

No records returned, please modify your search criteria and search again.

## Your side of the envelope:

**voted ballot enciosed. – La boleta ya votada esta en el interior.**  
To be opened by canvassing board only after elections official determines that ballot should be counted.  
Para ser abierto por la directiva del escrutinio una vez que los funcionarios de elecciones decidan que las balotas deberán contarse.

**Ballot information – Información de boleta** 44 ZB 502363

If we confirm that you did not already vote in this election and verify your information, your vote will count. You will be a registered voter in Santa Cruz County for all future elections. Su voto será contado después de que verifiquemos su información y de que no ha votado ya en esta elección. Usted será un votante registrado en el Condado de Santa Cruz para todas las elecciones futuras.

Contact the Santa Cruz County elections office 15 days after the election. We can tell you if your ballot was counted or answer any questions. you will have to provide your full name and birth date. 15 días posterior a la elección, comuníquese con la oficina electoral del Condado de Santa Cruz. Podemos informarle si su boleta electoral fue contada o responder cualquier pregunta que pudiera tener. Deberá proporcionar su nombre completo y fecha de nacimiento.

For ballot status - para el estado de la boleta: 831-454-2060 | [SameDay@votescount.com](mailto:SameDay@votescount.com) | [www.votescount.com](http://www.votescount.com)

**Information about choosing a political party - Información**

If you choose No Party/None you may not be able to vote for some parties' central committee.

Si selecciona "ningún partido/Ninguno" es posible que no pueda votar primaria para presidente de EE.UU o comité central partidario.

**Reasons for a voter to use Same Day Registration:**

1. Never registered to vote.
2. Registered to vote in another county or state but moved to Santa Cruz.
3. Needs to re-register to update residential address or name.
4. Wants to change political party - only matters in a Presidential Primary.

**The elections official assisting the voter completes this section.**

Your name: Joe Pollworker Your precinct number: Bonny Doon School

☒ Voter completed the other side of this envelope.

**Check appropriate box:**

☒ You cannot find the voter's name in the Alpha Index, Supplemental List of Registered Voters or Inactive List of Voters. Call 831-454-3081 to find out if the voter is at the correct polling place.

☒ The voter moved and did not re-register to vote.

☒ Presidential Primary ONLY – voter requests a party ballot different from the voter's party shown on the Alpha Index.

Precinct number of the voter, if different from your precinct number above: NA

Jill Voter  
822 Columbia St.  
Santa Cruz, CA 95060  
Bonny Doon Elementary School

BAL TYPE 53 VOT PCT 31320  
Language  
Election date: 11/3/2020  
Printed 09/29/2020 02:25 PM

Voter's side of the envelope:

**Santa Cruz County Clerk/Elections** 44 ZB 502363

**Same Day Voter Registration form & ballot envelope**  
**Formulario para inscripción de votante el mismo día y sobre para la boleta**

**Qualifications / Requisitos**

1 I am - Soy:

☐ a US citizen and resident of the State of CA - Ciudadano de EE.UU. y residente de CA

☐ 18 or older - 18 años de edad o mayor

☐ voting my one and only ballot for this election - votar mi única boleta para esta elección

**Affidavit / Declaración jurada**

You must sign in the box for your registration to be complete and your vote to count. - Para completar su inscripción, tiene que firmar en la casilla y su voto contará.

2 I swear or affirm that: - Juro o afirmo que:

I am a U.S. citizen and a resident of the State of California and at least 18 years of age. I am not currently in state or federal prison or on parole for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. - Soy ciudadano de EE. UU. y soy residente de California y tengo al menos 18 años de edad. No estoy actualmente en una prisión estatal o federal o en libertad condicional por haber sido condenado de un delito mayor. No he sido declarado mentalmente incompetente para votar actualmente por una corte judicial. Entiendo que brindar información incorrecta de manera intencional en este formulario es un delito. Declaro bajo pena de perjurio conforme a las leyes del estado de California que la información en este formulario es verdadera y correcta.

**Your legal name / Su nombre legal**

3

Optional prefix / Prefijo opcional: ☐ Mr. - Sr. ☐ Ms. - Sra. ☐ Mrs. - Sra. ☐ Miss - Srta.

First Name - Primer nombre \_\_\_\_\_ Middle - Segundo nombre \_\_\_\_\_

Last Name - Apellido \_\_\_\_\_

**Identification / Identificación**

4

Date of birth / Fecha de nacimiento (mes/día/año) MM DD YYYY U.S. state or foreign country of birth / Estado de EE.UU. o país extranjero donde nació

CA driver license or ID card # - Num. de licencia de manejar o tarjeta de identidad de California SSN (last 4 numbers) / SSN (las últimas 4 cifras) XXX-XX-

**The address where you live / La dirección donde vive**

5

Home address - Domicilio \_\_\_\_\_

City / Ciudad \_\_\_\_\_ State / Estado \_\_\_\_\_ Zip / Cod. postal \_\_\_\_\_ Foreign Country / País extranjero \_\_\_\_\_

If you live in a mobile home, do not use PO Box #. - Si no vive en una casa móvil, no use el número de la caja de correo. - No ponga apartado

Direct the voter over to the Ballot Clerk to obtain their ballot.

## Provisional Voters

A voter will vote a Provisional ballot using the Pink Envelope under the following scenarios:

1. You got a message that the voter needs to show ID and the voter does not have ID. If the voter is a first-time federal voter and registered to vote by mail without providing a driver's license or last 4-digits of their social security number, they must vote provisionally.
2. You got a Red light because the voter has already voted.
3. An inactive voter no longer lives at the address in the system.
4. The voter comes in to vote after you have closed the polls at 8pm on Election Day, Tuesday, June 7<sup>th</sup>.

Print a provisional label to be affixed to the Pink Provisional Ballot envelope. Complete your side of the envelope and give the envelope to the voter to complete their side.

Your side of the envelope:

☐ Voted on the tablet

Elections' Dept. Use Only  
Sort to Precinct:

Voting more than once in any election is a felony.  
**Es un delito de felonía votar más de una vez en cualquier elección.**

Voted Ballot Enclosed. La Boleta ya votada esta en el interior.  
To be opened by canvassing board only after elections official determines that ballot should be counted.  
Que abrirá la directiva del escrutinio una vez que los funcionarios de elecciones decidan que las balotas deberán contarse.

**Provisional Ballot Envelope**

● The Polling Place Elections Officer completes this side ●

1. What is the precinct number where you are working? Bonny Doon Elementary

2. What political party is the voter registered with? NA (if this is a Presidential Primary)

3. Which political party ballot did you give the voter? NA (if this is a Presidential Primary)

4. Your name: Jill Pollworker

Check appropriate box(es):

☒ Voter is registered in Santa Cruz County but is not able to go to the correct polling place.

☒ Voter has "VBM" (Vote-By-Mail) next to their name in the index and is unable to surrender the Vote-By-Mail Ballot. First call the Hotline at 831-454-3081, if they can void the ballot, let the voter vote a regular ballot.

☐ Voter has ID next to his/her name in the alpha index and is unable to provide identification.

☐ Other. Please explain in detail: \_\_\_\_\_

Voter's side of the envelope. Place the label in the space directly below Voter's Declaration:

The voter completes this side      El votante deberá llenar este lado

**Voter's Declaration**

Darwin Pellenn  
822 Columbia St  
Santa Cruz, CA 95060  
Bonny Doon Elementary School

BAL TYPE 53      VOT PCT 31320  
Language  
Election date: 11/3/2020  
Printed 09/25/2020 01:23 PM

I declare under penalty of perjury, that I have not previously voted in this election, either by vote-by-mail ballot or at any other polling place. If a previous ballot has been cast, I am voting provisionally because there is a concern that my ballot will not be received by the elections official in time to count my vote. The information contained in this Voter's Declaration is true and correct to the best of my knowledge and belief. You Must Sign Below.

☒

Signature of Voter      Date

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Driver's License or last 4-digits of Social Security #: \_\_\_\_\_

How can we contact you if we have questions?

Phone Number or E-mail  
Make sure you receive the pink receipt from the elections officer after you have voted.

**Declaración del Votante**

I votante deberá completar y firmar esta declaración para que sea válida la votación.

primera el nombre (Nombre – Inicial – Apellido)

Dónde vive usted en Condado de Santa Cruz?

omículo (Número – Calle – Núm. Apartamento)

udad      Código Postal

Yo declaro bajo pena de perjurio, que no he votado anteriormente en esta elección, ni por una balota para votar por correspondencia ni en ninguno de los urnas electorales. Si previamente emite una balota, estoy votando de manera provisional porque hay incertidumbre que tal vez el funcionario electoral no la recibirá a tiempo para computar mi voto. La información en esta Declaración del votante o ni leer saber y entender es verdadera y correcta. Deberá Firmar Abajo.

☒

Firma de Votante      Fecha

Fecha de Nacimiento: \_\_\_\_\_

Lugar de Nacimiento: \_\_\_\_\_

Núm. de Licencia de conducir/Últimos 4 # de Seguro Social: \_\_\_\_\_

¿Cómo podemos comunicarnos con usted si tenemos preguntas?

Núm. de Teléfono o Correo Electrónico  
Cerciorarse de obtener el recibo rosa del oficial de las elecciones después que haya votado.

Direct the voter over to the Ballot Clerk.