



REGISTRAR OF VOTERS

Receiving and Sorting Ballots From E+1 through E+7

PROCEDURE DOCUMENT – Version 1.0

Receiving and Sorting Ballots From E+1 through E+7

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Scope

The Elections Code dictates that mail ballots received between E+1 and E+7 may be accepted if the postmark on the mail ballot envelope is dated or postmarked on Election Day.

This procedure outlines the steps to sort the ballots received from E+1 through E+7, and how to determine their time status. Falls under Sorting function in Ballot Dept, this process is performed from E+1 to E+30. ~ EC 3020.

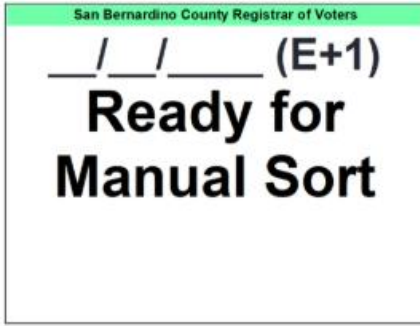
Supplies

1. IBM Scanner
2. Tray tags
3. Mail trays

Receiving and Sorting

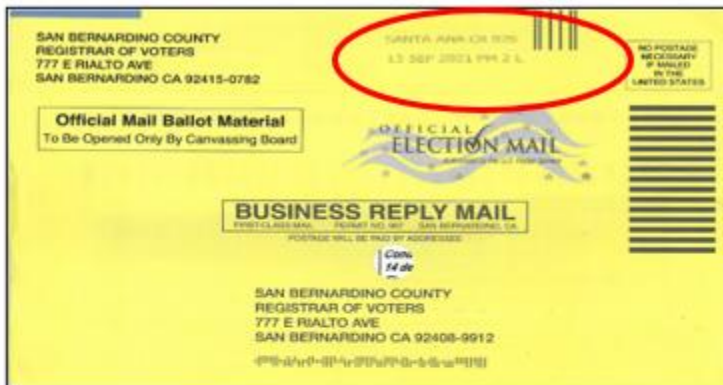
Every morning from E+1 through E+7, when we receive our ballots in mail trays, they must be organized by **Postmark** and **No Postmark** to determine the status of the ballot.

1. Place the mail ballots in mail trays on a baker's rack with E+ Date Ready for Manual Sort sign.
2. With a dry erase marker fill in the receipt date on the sign and place it on the baker's rack.

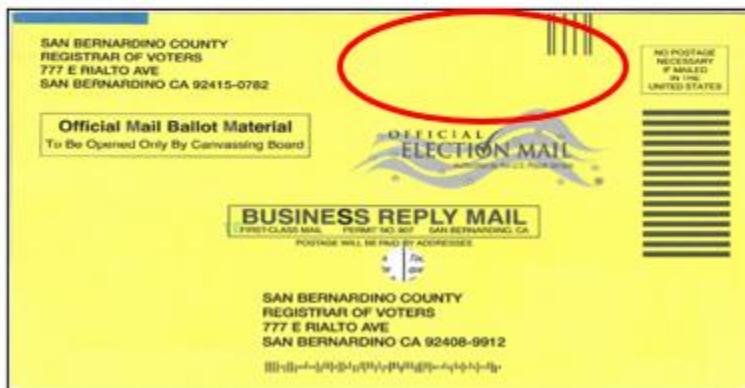


3. Look through each envelope and separate out the ballots with **No Postmark** and place them in another tray.

With Postmark:



No Postmark:



- Count the envelopes in each tray and write the counts on the After E Day Postmark Counts form.

After E-Day Postmark Count			
March 24, 2026 City of Ontario Special Election			
E Date	Date	Postmark #	No Postmark #
1	3/25/2026		
2	3/26/2026		
3	3/27/2026		
4	3/28/2026		
5	3/29/2026		
6	3/30/2026		
7	3/31/2026		
8	4/1/2026		
9	4/2/2026		
10	4/3/2026		

- Once separated, review each stack to determine if they're On Time or Not On Time.

Reviewing Postmark Ballots

To review the postmark, look at the dates to determine whether the ballot is On Time or Not Time.

Postmark Date	Ballot Status	Process
On or before Election Day	On Time	Valid Process
After Election Day	Not On Time	Not On Time Process

After sorting, go to the Staging Ballots After Review section to proceed.

Reviewing Ballot with No Postmark

There are multiple ways of determining whether a not postmarked ballot is On Time or Not Time. Below will be the multiple ways to review not postmarked ballots.

Using Execution Date

If there is no postmark the first thing review is the Execution Date.

1. Look at the Execution Date, which is the date the voter entered.

2. If the execution date is on or before Election Day, ballot is **On Time**.
3. If there is no execution date, go to the next sections to determine the ballots status.

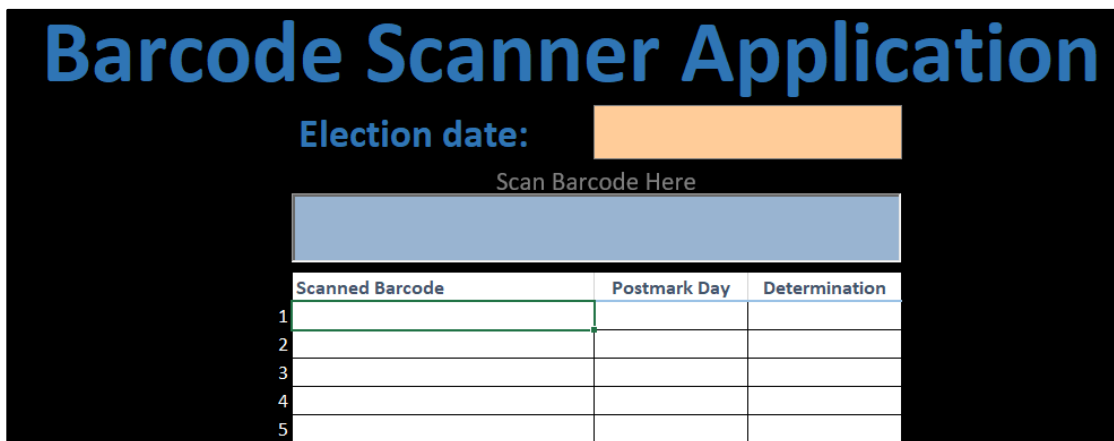
Using SOS IMB Barcode Spreadsheet

There are times when the ballot has been through U.S. Postal Service but was not stamped with a postmark. There is an orange barcode on the back of the envelope that will confirm that it has been through U.S. Postal Service.

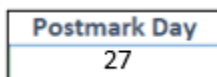
We will then use a **special IMB Scanner** and a special SOS excel spreadsheet to read the barcode and ascertain the postmark date.



1. Open the following file:
L:\Ballot\Ballot_Sorting_Coord\SOS\PostmarkBarcodeScannerSheet\barcode-scanner-spreadsheet.xlsm



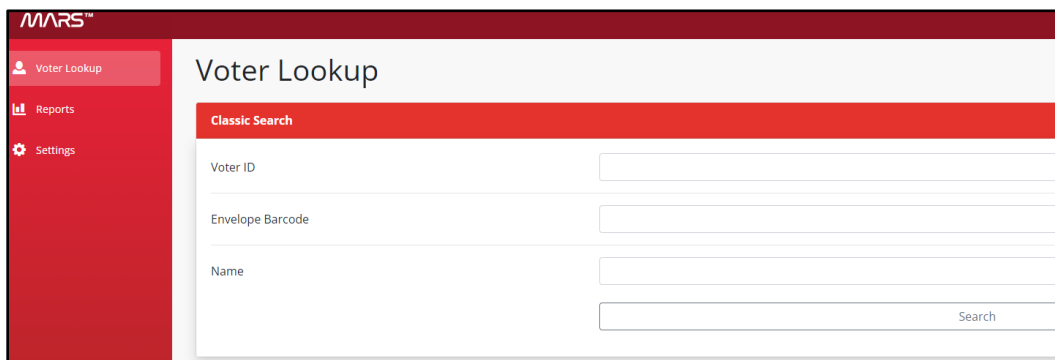
2. Type in the election date in the orange text box next to **Election date:**
3. Click on a cell in the **Scanned Barcode** column and scan the IMb barcode.
4. A number will auto-populate in the **Postmark Day** column. This number is the day of the month the envelope was seen.
Ex: The example below is March 27th.



Using MARS Lookup Tool

MARS (Mailing, Assembly and Reconciliation System) developed by the mail ballot printer/mailer that tracks mail ballot production and as they travel through the US Postal Service. We may be able to ascertain the date the envelope was processed. You must have a MARS login to access the lookup tool.

1. In your browser, navigate to the following URL and log in -
<https://mars.khelectionservices.com/>.



2. On the home screen, enter the **Voter ID** that is found on the bottom right of the back of the envelope.



3. Once you enter the Voter ID, a screen with the mailing history of the envelope will appear.
4. Look at the USPS Return Processing Activity section.



5. This will show you the date it was processed and the city it was processed in.
 - a. **On Time** - if the date indicated is before or on Election Day and the ballot was received before E+7.
 - b. **NOT ON Time** - If the date indicated is after election day or if there is no date or history.

Staging Ballots After Review

Once the ballots have been reviewed, they must now be staged depending on if they are **On Time** or **Not On Time**.

1. Place the **On Time** and **Not On Time** mail ballots in separate trays.
2. Place the mail trays on separate baker's racks.
3. **On Time** mail trays
 - a. Binder clip a tray tag on the mail tray.

- b. Write the **Return Date, Source**, and mark the **ON TIME** check box
- c. Place the baker’s rack in front of the sorter machine in an Ready For Incoming Pass.

San Bernardino County Registrar of Voters			
1. Date Received	<input type="text"/>	Batch No.	<input type="text"/>
Total Count <input type="text"/>			
2. Return Source:	<input type="checkbox"/> MAIL	<input type="checkbox"/> POLLS	<input type="checkbox"/> OFF
	<input type="checkbox"/> EARLY	<input type="checkbox"/> DBX	<input type="checkbox"/> DOL
	<input type="checkbox"/> FAX	<input type="checkbox"/> ONLINE	
3. Category:	<input type="checkbox"/> SVS	<input type="checkbox"/> UIES	<input type="checkbox"/> NID
4. After Election Day:	<input checked="" type="checkbox"/> On Time	<input type="checkbox"/> Not On Time	
5. Notes:	<input type="text"/>		

- 4. **Not On Time** mail trays:
 - a. Binder clip a tray tag on the mail tray.
 - b. Write the **Return Date, Source**, and mark the **NOT ON TIME** check box
 - c. Place the baker’s rack behind the stairs against the wall (near the double doors leading into the main office).

San Bernardino County Registrar of Voters			
1. Date Received	<input type="text"/>	Batch No.	<input type="text"/>
Total Count <input type="text"/>			
2. Return Source:	<input type="checkbox"/> MAIL	<input type="checkbox"/> POLLS	<input type="checkbox"/> OFF
	<input type="checkbox"/> EARLY	<input type="checkbox"/> DBX	<input type="checkbox"/> DOL
	<input type="checkbox"/> FAX	<input type="checkbox"/> ONLINE	
3. Category:	<input type="checkbox"/> SVS	<input type="checkbox"/> UIES	<input type="checkbox"/> NID
4. After Election Day:	<input type="checkbox"/> On Time	<input checked="" type="checkbox"/> Not On Time	
5. Notes:	<input type="text"/>		

Ballots from Drop Box

Voters may also drop their mail ballots in drop boxes located across the County. During the election, the Ballot Security Team (BST) will drive to the drop box locations to pick up these ballots and then drop them at the ROV warehouse.

At 8 p.m. on Election Day, when the polls are closed, the BSTs will pick up the last ballots in the drop boxes and close the opening slot. This is to prevent voters from dropping off ballots after the polls have closed.

Once the drop box has been closed, the BST will let voters still waiting at the drop box know that their ballot is no longer on time but can still be collected. The Ballot Security team will return these "late" ballots in a bag with a flier indicating that they were received after 8 p.m., hence considered as Not On Time.

These ballots will then be processed as Not On Time ballots, as outlined above.

Tracking for California SOS Survey

We must keep track of postmark status after E Day to provide statics to the SOS after each election.
Below is an example of the SOS Survey.

Postmark+10 Ballots Survey			
November 4, 2025, Statewide Special Election			
Due Wednesday, November 19, 2025 (E+15)			
County:	<input type="text"/>		
Name:	<input type="text"/>		
Phone:	<input type="text"/>		
How many vote-by-mail ballots were received by mail on the following days with and without a postmark on or before Election Day:			
<u>With</u> Postmark		<u>Without</u> Postmark	
November 5 (E+1)	<input type="text"/>	November 5 (E+1)	<input type="text"/>
November 6 (E+2)	<input type="text"/>	November 6 (E+2)	<input type="text"/>
November 7 (E+3)	<input type="text"/>	November 7 (E+3)	<input type="text"/>
November 8 (E+4)	<input type="text"/>	November 8 (E+4)	<input type="text"/>
November 9 (E+5) SUNDAY		November 9 (E+5) SUNDAY	
November 10 (E+6)	<input type="text"/>	November 10 (E+6)	<input type="text"/>
November 11 (E+7) HOLIDAY		November 11 (E+7) HOLIDAY	
November 12 (E+8)	<input type="text"/>	November 12 (E+8)	<input type="text"/>
Ballots received after E+8 shall not be counted but need to be tracked for this survey:			
<u>With</u> Postmark		<u>Without</u> Postmark	
November 13 (E+9)	<input type="text"/>	November 13 (E+9)	<input type="text"/>
November 14 (E+10)	<input type="text"/>	November 14 (E+10)	<input type="text"/>
Return to: Wesley Keller Email: Post-ElectionReporting@sos.ca.gov			