

ELECTIONS OFFICE OF THE REGISTRAR OF VOTERS

Reviewing and Overturning Canceled –In Review (CNCLD)Challenges

PROCEDURE DOCUMENT – Version 1.5

Alexandria Gomez 06/11/2024

Reviewing and Overturning Canceled-In Review (CNCLD) Challenges

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San Bernardino Registrar of Voters Reviewing and Overturning Canceled – In Review (CNCLD) Challenges (Version 1.4)

Purpose

This procedure outlines the steps to review a voter's Canceled-In Review (CNCLD) challenge on Vote-by-Mail (VBM) envelope and to identify reasons where it can be overturned to Valid or to another code.

"Canceled – In Review" category can be for a variety of reasons - the voter moved within or out of the county, they re-registered and the old and new records merged and the old record is canceled, voter re-registered to vote after 14-Day Close*, the voter is a felon, etc. Most CNCLD challenged VBM envelopes typically will be overturned to Valid. However, it is imperative to do thorough research.

*15-Day Close: It is important that your voter registration application be filled out completely and be postmarked or hand-delivered to your county elections office at least 15 days before the election.

Scope

This procedure is only to be used in the Ballot Department and is not applicable to any other departments. It has been designed for the **Challenged Ballot Resolution Team** and any other personnel appointed to reviewing and overturning challenged ballots. This procedure does not cover all possible scenarios but will outline the most common occurrence.

Important Note:

Starting after E-15, the processing of this challenge code should be conducted after IT has synced the ePoll Pads to DIMS.net. This could take up to 2 weeks after Election Day. Speak to your supervisor to determine when syncing is complete to begin this process.

Note: This procedure is intended for Supervisors and Lead Staff.

Supplies Needed

- Challenge labels
- Research labels
- Desk file organizer
- File organizer tags
- 1 Foot mail tray
- Mail tray label: "CHALLENGE TYPE: CANCELED-IN REVIEW (CNCLD)"
- 2x Binder clips
- DIMS.net

Vote-By-Mail (VBM) Envelope Labels

Challenge Labels

Challenge labels are required when processing any challenged envelope. These labels track the challenge status it is currently at.

Note: Before placing the label on the VBM envelope make sure there is no writing on the other side.



Check	Color Code						
First Check	Red						
Second Check	Green						
Third Check	Blue						

Each color on the label indicates a different check/step in the process. A new/different person must conduct each check.

Research Labels

Reviewing and Overturning Canceled – In Review (CNCLD) challenge code will need a research label. Research labels are utilized to monitor the research conducted for the envelope, ensuring that reviewers do not have to duplicate work.

	Overtassed Song CNOLD to Valid	Overhamed and _CARLD_ toTNID_ Status _CANCELED Respon: X-MERGED - CANCEL
	Overtuned linesto	Date of Reason://
	Initial: Dote:	AVID: 65104737
	Overturned Bross to	
	laifal: Dec	Leave the second balacty voting credit found being the second balacty voting credit found balacty voting the second balacty voting t
_	Overtunal fromto	Overturned to Valid
	Solial: Dote:	RNARDING
	Overtensed Boos to	ALTO AVE candided
	Juild Day	probability

The Research Label will always be placed on the front of the envelope on the RIGHT-HAND side, unless previously indicated by supervisor. **Note**: When writing on any label, make sure to write neatly and legibly. Do not write too big or too small in the allotted space. Do not place the label over the signature, barcodes, legal information, or the hole in the center of the envelope. Do not leave any voter information blank on the Research Label. If there is no information to provide, put "N/A".

Logging in Dims.net

1. Double-click the DIMS.net icon.



2. Click on the **Login** button.

RUNBECK ELECTION SERVICES	DIMS.net Election Management System
	Login Using: My Windows Account V User Name: Password:
	Login
Login To: Prod EMS	✓ <u>Q</u> ose

Note: Make certain that the **My Windows Account** option in the **Login Using** field is selected. Your user name should auto-populate in the **User Name** field. The **Password** text box should remain blank.

Setting the Default Election

1. Click on the Elections menu.



2. Click Change Default Election.



3. A Select Default Election window will appear. If the election displayed is correct, click **Yes**.

Select Default Election	
Use the default election currently set to: 11/03/2020 (3958) 2020 PRESIDENTIAL GENERAL ELECTION	Yes No

Incorrect Default Election

1. If the displayed election in the Select Default Election window is incorrect, click No.



2. The Select Default Election window will change to display a drop-down list.

a. Click on the correct election and then click the Select button.



3. Selection Confirmed window will appear. Click **OK**.



Launching Additional Windows of DIMS.net

When researching Canceled- In Review (CNCLD) challenges, open two or more windows of DIMS.net.

1. Right-click on the DIMS.net icon on the taskbar.



2. Click on the DIMS.net icon.



3. A pop-up window will appear, indicating that DIMS.net is already running. Click **OK**.



- 4. Follow the steps for Logging into DIMS.net and Setting the Default Election.
- 5. Click the maximize icon in the right-hand corner of the DIMS.net window.



Locating Voter Record

1. In the 1st window of DIMS.net, open the AV Module by clicking the Enter Absent Voter Ballots (yellow envelope).



- 2. A Find Voter window will appear. Click on the **By ID** tab.
- 3. Click the arrow of the drop-down list and then select **AVID** (Absentee Voter Ballot ID).

🔎 Find Voter				
All A I C P F By Name By Address By Name/Address By ID Check design search method then enter criteria AV ID Voter ID Affidavit Drvrs. Lic. SSN State ID]]	Locate		
FexiPhone 2 Sub Number AV ID	FIRST NAME	INT DOB	POB HOU	. FR PRE STREET

4. Type in the **AVID** number found on the VBM envelope.



5. If the voter's name matches the VBM envelope, double-click the voter's record to open the absentee voter module.

Find Voter All A I C P F By Name By Address By Name/Address By ID Check desired search method then enter citeria AV ID											
	#	STATUS A	P.	AFFIDAVIT	LAST NAME	_	FIRST NAI	ME	INT F	DOB 02/29/1976	POB TX
_	٤		_								>
	10 Voter Row	is found then D	ouble	Click to Enter AV/VBM	Rejection System.				(Select	Lancel

6. An Absentee Voter window should appear. Click No.



Note: You may see an AV/VBM Ballot Application Rejected window. Simply click **OK** if this occurs.



7. An AV/VBM Ballot Issued window should appear. Click **OK**.



8. A Rejection Notice window should appear. Always, click No.



Note: We never issue rejection notices to voters. This requires higher authority.

9. The AV table will open.

San Bernardino Registrar of Voters Reviewing and Overturning Canceled – In Review (CNCLD) Challenges (Version 1.4)

Voter i	Election District	Flags					
loters Name	and Address on File:						
.urrent Balk Vame :	MR MATTHEW	F RANGER	Curr	ent pallot e:	MR N	ion AATTHEW F RANG	ER .
Address:	370 PAMELA W	AY	Add	ress:	370 8	AMELA WAY	
	BARSTOW, CA	92311			BARS	TOW, CA 92311	
Mailed To:	370 PAMELA W	IAY	Mail	ed To;	370 1	PAMELA WAY	
	BARSTOW, CA	92311			BARS	TOW, CA 92311	
Ballat Tuna	1174		8-5	nt Tuna-	3174		
Party:	DEM		Part	y:	DEM	Voter Participation History	Active Ballots
Category: Source: Stub:	PERMANENT ABSE	NTEE ~	Return Date: Challenge Code:	Verf	2020 led? LED - IN F	Need	s Evaluation
Type App:		÷	111			~ ^	
How Recd.		~		1	5-	t K	1
loting Form:		~	1Ma	N	10	rn.	my l
Appl. Date:			-		-		
	Malas Ltd	1					-
	Maling Add						Acacriments

Checking Active Ballots

1. Click on **Active Ballots**.

Voter Ele	ction District Flags						
/oters Name an	d Address on File:						
Current Ballot I	nformation	Current Ballot	Information				
Name:	MR MATTHEW F RANGER	Name:	MR MATTHEW F RANGER				
Address:	370 PAMELA WAY	Address:	370 PAMELA WAY BARSTOW, CA 92311				
	BARSTOW, CA 92311						
Mailed To:	370 PAMELA WAY	Mailed To:	370 PAMELA WAY				
	BARSTOW, CA 92311		BARSTOW, CA 92311				
Ballot Type:	3174	Ballot Type:	3174				
Deeter	DEM	Doub.	TOTTA Voter Participation				

10

2. Verify that the voter has only one issued VBM in the Active Ballots window.

Active Ballots VBMs: 1 Provisionals: 0 Polls: 0									
ID	Date	Title	SOS_ID	VBM	Prov	CVR	Poll/VC	County	
1	09/14/2021	SEPTEMBER 14, 2021, CALIFORNIA GUBERN	. 5225					San Bernardino	
A = ACO R = RE	CEPTED TURNED	S = SUSPENDED I = ISSUED, NOT RETURNED						Ok	

3. If there is more than one Active Ballot, make sure that the VBM, Prov, CVR, and Poll/VC columns are either blank or only have an "I" for issued.

SOS_ID	VBM	Prov	CVR	Poll/VC	County
4397	L.				San Bernardino
4397					San Bernardino

Note: If any of the VBM, Prov, CVR, and Poll/VC columns have an "A" for Accepted or "Yes" that means that this voter has already voted. Continue processing the VBM skip to **Voter Already Voted (VAV)** section of this procedure.

4. Click **OK** on the Active Ballots window.

	Act	ive B	allots VBM	s: 2 Provisio	als: 0 Polls: 1)		3
Γ		ID	Date	Title			SOS_ID	VBM	Prov	CVR	Poll/VC	County	٦
		1	03/05/2024	MARCH 5, 2	24, PRESIDENT	IAL PRIMARY EL.	5680	1				San Bernardino	
I.		2	03/05/2024	MARCH 5, 2	24, PRESIDENT	IAL PRIMARY EL.	. 5680	A				San Bernardino	11
	A = A R = F	RETU	PTED RNED		S = SUSPENDE I = ISSUED, NO	D T RETURNED						Ok]

5. In the top left corner of DIMS.net, click the **Find Voter Records** icon.



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6. The voter's record window will appear. Click the **Misc** tab.



Note: While in the **Voter Details** tab, make sure to fill out the Research Label with the Status, Reason, VID, and AVID.

7. Click on **Voting History**.

Voter Details Prop	erties Misc Notices/Flags Vote	eCal			
PVBM Voting		Connected Recor	ds		
Category:	PERMANENT ABSENTEE	List Household	Comments	Last Transaction	
Type App:	~			Indibaction	
How Received:	~	<u>Attachments</u>	Voting <u>H</u> istory	Re <u>f</u> erral	
Delivery 1:	MAIL ~				
			Disabilities	Pend Codes	
		Ont Out			
		Opt Out			
Applied:	07/17/2006 PVBM Address				

- 8. In the Voting History window, verify that the current election is listed. If the current election is present, make sure that the Voted and Poll Voter columns have an "N".
- 9. Click **OK** to close the Voting History window.

#	Elec ID	Date	Title	Eliq	Voted	PAR	Party	Poll Voter	Α
1	4138	03/05/2024	MARCH 5, 2024, PRESIDENTIAL PRIMARY	Y	N	VBM	NPP	N	Y

Note: If either the Voted or the Poll Voter columns have a "Y", that means that the voter has participated in the current election. Continue processing the VBM, skip to **Voter Already Voted (VAV)** section of this procedure.

10. Once you have completed your research you can now begin the signature verification and overturning processes.

Checking Voter Participation History

1. Click Voter Participation History.

New AV/VBM	's by Voter ID Number		
voter Ele	ction District Plags		
Voters Name an	d Address on File:		
Current Ballot	Information	Current Ballot	Information
Name:	MR MATTHEW F RANGER	Name:	MR MATTHEW F RANGER
Address:	370 PAMELA WAY	Address:	370 PAMELA WAY
	BARSTOW, CA 92311		BARSTOW, CA 92311
Mailed To:	370 PAMELA WAY	Mailed To:	370 PAMELA WAY
	BARSTOW, CA 92311		BARSTOW, CA 92311
Ballot Type:	3174	Ballot Type:	3174
Party:	DEM	Party:	DEM Voter Participation History Active Ballots

Note: If icon is **Bold**. Voter Participation History has been applied. That means that the voter has participated in the current election. Continue processing the VBM, skip **to Voter Already Voted (VAV)** section of this procedure.

2. Look at **Participation Method.**

	DIMS VPH ID	Date Added	VoteCal VP	'H ID Date Deleted	Particip	ation Me Party	Home Precinct	Consolidation/Voting Precinct	Voting Location	
	11081181	3/8/2024 4:42:44 PM	324523217		VBM	EP 4	892 - C23S23A41E1B1SJU	C23S23A41E1B1SJUUNI0501		
										_
ion	Log	-		-	-	-	-	-	-	_
ion	Log TRANS ID	FIFLD	TYPE	REFORE	AFTER	TRANS DATE	LOGIN	ACTION	_	
ion	Log TRANS ID	FIELD	TYPE E	BEFORE	AFTER	TRANS DATE	LOGIN	ACTION	1	
ion	Log TRANS ID 314022458	FIELD SOS VOTER PARTICIPATIO. UPDATE DATETIME	TYPE E	BEFORE 024/024/0216/41/54/967	AFTER 324523217 2024/03/08 16:4	TRANS DATE 3/8/2024 4:42:44 PM	LOGIN DXI DXI	ACTION UPD UPD		
ion	TRANS ID 314022458 314022458 314022458	FIELD SOS VOTER PARTICIPATIO. UPDATE DATETIME VOTEFOL VALIDATION DAT	TYPE E I 0 D 2	BEFORE 024-03-08 16:41:54:967	AFTER 324523217 2024/03/08 16-4 2024/03/08 16-4	TRANS DATE 3/8/2024 4:42:44 PM 3/8/2024 4:24:24 PM	LOGIN DXI DXI DXI	ACTION UPD UPD UPD		
tion	Log TRANS ID 314022458 314022458 314022458 314022458	FIELD SOS VOTER PARTICIPATIO. UPDATE DATETIME VOTECAL, VALIDATION DAT SOS EI FETTON ID	TYPE E I 0 D 2 E D 1	BEFORE 024-03-08 16:41:54 967	AFTER 324523217 2024-03-08 16.4 2024-03-08 16.4 5680	TRANS DATE 3/8/2024 4:42:44 PM 3/8/2024 4:42:44 PM 3/8/2024 4:42:44 PM	LOGIN DXI DXI DXI DXI DXI	ACTION UPD UPD UPD UPD		
tion	Log TRANS ID 314022458 314022458 314022458 314022458 314020946	FIELD SOS VOTER PARTICIPATIO UPDATE DATETIME VOTECA, VALUATORD DAT SOS ELECTON ID SOS ENDRE PREVENT ID	TYPE E I 0 D 2 E D I	BEFORE 024-03-08 16:41:54:967	AFTER 324523217 2024-03-08 16.4 5680 25061	TRANS DATE 3/8/2024 442:44 PM 3/8/2024 442:44 PM 3/8/2024 442:44 PM 3/8/2024 441:54 PM	LOGIN DXI DXI DXI DXI DXI DXI	АСТІОN		
tion	Log TRANS ID 314022458 314022458 314022458 314022458 314020946 314020946	FIELD SOS VOTER PARTICIPATIO UPDATE DATETIME VOTECAL VALIDATION DATO SOS FLOCTION ID SOS PARTICIPATION METH	TYPE E I 0 D 2 E D I I I	3EFORE 024-03-08 16:41 54.967	AFTER 324523217 2024-03-08 16.4 2024-03-08 16.4 5580 250061 2	TRANS DATE 3/8/2024 4/42:44 PM 3/8/2024 4/42:44 PM 3/8/2024 4/42:44 PM 3/8/2024 4/41:54 PM 3/8/2024 4/1:54 PM	LOGIN DXI DXI DXI DXI DXI DXI DXI DXI DXI	ACTION UPD UPD UPD UPD UPD UPD UPD	-	
tion	Log TRANS ID 314022458 314022458 314022458 314020946 314020946 314020946	FIELD SOS VOTER PARTICIPATIO UPDATE DATETIME VOTECAL VALIDATION DATA SOS ELECTIONENCET ID SOS PARTICIPATION HETMEN SOS POILTCH PARTY IN	TYPE E I 0 D 2 E D I I I I I I	BEFORE 024-03-08 16:41:54:967	AFTER 324523217 202443349 154 5680 25061 2 7	TRANS DATE 3/8/2024 4/24 4P4 3/8/2024 4/24 4P4 3/8/2024 4/24 4P1 3/8/2024 4/15 PM 3/8/2024 4/15 FM 3/8/2024 4/15 FM	LOGIN DXI DXI DXI DXI DXI DXI DXI DXI DXI DXI	ACTON UPD UPD UPD UPD UPD UPD UPD		

3. Within the New AV/VBM's by Voter ID Number window click twice on the arrow for the Challenge Code drop down list.

Note: The drop down menu will extend with the first click and retract with the second click, highlighting the current challenge code.

4. Click **OK** to close the Voting History window.



Voter Already Voted (VAV)

If within the Voting History window or the Active Ballot window there is evidence that the voter has already voted, the challenge code must be changed from CNCLD to VAV Voter Already Voted.

1. Within the New AV/VBM's by Voter ID Number window click the arrow for the Challenge Code drop down list.

# Issued:	1	Ised:	02/03/2020 00:00:00	Return Source:	MAIL	~
Category:	PERMAN	ENT ABSE	NTEE ~	Return Date:	10/28/2020	Needs Evaluation
Source:	MAIL		~		Verfied?	
Stub:]	Challenge Code:	CANCELED - IN RE	VIEW ~
Type App:			~			
How Recd:			~	VNI.	47	=0
Voting Form:			~	IM	NO	Nau/
Appl. Date:		_		/ 00		
	Mai	ling Add	1			Attachments
	Co	mments	Reject	Last Trans	View Batch	Ok Cancel

2. Select Voter Already Voted.

Challenge Code:	WANDA FOUND A PROBLEM	~
	PLEASE CONTACT YOUR COUNTY FOR FURTHER INFORMATION.	^
	VBM BALLOT WAS UNDELIVERABLE	
	VOTER ALREADY VOTED	
	VOTER DECEASED	
NNI	WANDA FOUND A DUPLICATE RETURN	
(Y M	WANDA FOUND A PROBLEM WRONG/SWITCHED ENVELOPE - PAIRED	
	WRONG/SWITCHED ENVELOPE - UNPAIRED	
1111	Z-AUTH BOX NOT COMPLETE	
1. AU		•

3. Click the **Verified check box**.

Return Source:	MAIL	~]		_
Return Date:	10/28/2020	Needs Evaluation		Verified?	ſ
	Verfied?			Venileu :	

4. Click **Ok**.



Note: You may see a Yellow Light Scenario window indicating that the voter's record has a status other than active. Click **Continue** if this happens. You may also see a Red Light Scenario window stating that the voter has already voted. Click **Continue** if this happens.

- 5. Write the following on the Challenge Label and Research Label:
 - Overturned from CNCLD to VAV
 - Initial and date



- 6. Write the following on the Research Label:
 - Overturned from CNCLD to VAV
 - Status Canceled
 - Reason X -Merged Cancel
 - Date of Reason located in the Transaction Log
 - VID, AVID and Voter Name in AV module
 - Signature if signature on VBM matches or not (mark the applicable boxes)
 - Check applicable boxes
 - Make note of why the voter is VAV (Voter Already Voted)
 - Example: Ballot Accepted in another county (Active Ballots)
 - o Or Execution date was after the voter was canceled. Voter Credit Found
 - Initial and Date

CNCLD to VAV	Overturned from <u>CNCLD</u> to <u>VAV</u>
X	Status: CANCELED
Initial: LC Date: 11/3/2020	Reason: X-MERGED - CANCEL
	 Date of Reason: 9 /_6/_ 20
	VID: 61875
	AVID:
	Voter Name:
	□ No other accepted ballots/voting credit found
	X Signature compares
	Overturned to Valid
	Notes:
	Execution date was after the voter was
	canceled. Voter Credit Found.

7. Challenge the VBM accordingly in DIMS.net.



Cancelled (CLD)

Cancelled (CLD) is an SOS (Secretary of State) challenge code that simply means that a VBM can no longer be processed and must be placed on an indefinite hold.

<u>X-Felon-Ineligible</u>

- The Last Trans states that the voter became a felon prior to execution date.

<u>X-Underage Voter</u>

- The voter did not become of legal voting age before or on Election Day.

Note: If that execution date was prior to the voter becoming of legal age, but they are of legal voting age by Election Day, then continue to process this VBM.

- 1. When Cancelling a VBM, the challenge code within the New AV/VBM's by Voter ID Number window will remain the same (Canceled In Review).
- 2. Fill out both the Challenge Label and the Research Label to reflect that this VBM is Exhausted.
- 3. Overturned from **CNCLD** to **CLD**. Initial and date.
- 4. Use Research label.
- 5. Make sure that the Research Label is completely filled out.

6. Write the following on the Research Label:

- Overturned from **CNCLD to CLD**
- Status Canceled
- Reason X Merged Canceled
- Voter's information VID, AVID, Voter's Name
- Check box if signature compares
- Make note of why the voter is VAV (Voter Already Voted)
 - Example: Voter was not of legal voting age
- Initial and Date
- Marking the LEFT edge of VBM on the Challenge Label with permanent marker

Overturned from <u>CNCLD to CLD</u> Initial: LC Date: 11/3/2020	Overturned from <u>CNCLD</u> to <u>CLD</u> Status: <u>CANCELED</u> Reason: <u>X-Merged Canceled</u>
Overtumed from CNCLD Initial: LC Date: 11/2 Preftumed from EXHAUS Initial: Date:	Date of Reason:// VID: 61875 AVID: 65104737 Voter Name: MATTHEW F RANGER Voter Name: Other accepted ballots/voting credit found Signature compares Overturned to Valid Notes: VOTER WAS NOT OF LEGAL VOTING AGE ON, NOR BEFORE ELECTION DAY Initials:LC Date:11 / _05 / 2020

7. Once the VBM is Exhausted. It cannot be worked any further.

Canceled – In Review (CNCLD) Challenges

Researching CNCLDs

Before conducting any research on a VBM, we must verify the voter's information.

1. Compare and verify **voter's name, address, signature**, and **AVID** number on the VBM envelope and AV Module.



Note: if the signature on the VBM envelope does not match the signatures on file, bring this to the attention of your direct supervisor, but continue to process the VBM envelope, skip to the Non-Matching Signature section of this procedure.

2. In the top left corner of DIMS.net, click the **Find Voter** icon.

DIM:	5 New Ele	ection Techno	ology						
File	Voters	Precincts	Streets	Districts	Polls	Workers	Elections	Miscellar	neous
		- 🔹		\$			\succ	÷	2
P Fin	d Voter							MATT	HEW
i All		A I	С	Р	F			Voter	Ele
By	Name	By Address	By Na	me/Address	By	ID		Voters Na Current E	me an Ballot

3.	Γhe voter's record window will appear. Click the Misc tab.	

Voter Details Properties Misc Notices/Flags VoteCal County Info State Info (SV) Name Prior Name Alternate Name Voter ID: 65114737 Status: CANCELED Name Prior Name Alternate Name Reason: VC-Online Moved Out of County Name Prior Name Alternate Name Afidavit: 81F485642 State: Cancel Strig: 594213 Auto Sig: Date: O2/29/1976 DMV Lic: Al123456 SSN: 1234 Mailing Residence Mailing Citry: Citr CareOf: Street: MAPLEBERRY Type: Lin Str/Ba: City: St: Zip: City: Additional Address Manual Additional Address Additional Address Ok Cancel	\$	
County Info State Info (SV) Voter ID: 55114737 Status: CANCELED Reason: VC-Online Moved Out of County Affidavit: 81F485642 Sig: 594213 DMV Lic: Alto Sia: DMV Lic: Alto356 Type: Votertion: Name Prior Name Alternate Name Name Prior Name Affidavit: 81F485642 Sig: 594213 Auto Sia: DMV Lic: Alt23456 SSN: Type: Clear Mailing Cnty: Street: MAPLEBERRY Type: Lint #: City: SAN BERNARDINO Zip: Str/Ba: Additional Address Additional Address	Voter Details Properties Misc Notices/Flags	VoteCal
Veter ID: 65114737 Status: CANCELED Reason: VC-Online Moved Out of County ~ Affidavit: 81F485642 Sig: 594213 Auto Sia:	County Info State Info (SV)	Name Prior Name Alternate Name
Status: CANCELED Reason: VC-Online Moved Out of County Affidavit: 81F485642 Sig: 594213 Auto Siq: Last: DMV Lic: A123456 SSN:1234 Residence Type: Clear House#: 123 Frac: J. Dir: E Street: MAPLEBERRY Type: Vint Post: Bldg: Unit #: City: Street: Maple: Oty: Str/Bx: City: SAN BERNARDINO Zip: 92415 Prec: Manual Additional Address Additional Address Note: Ok	Voter ID: 65114737	Name Prefix: Name
Reason: VC-Online Moved Out of County Affidavit: 81F485642 Sig: 594213 Auto Sia: DMV Lic: A123456 SSN: Type: Type: Clear Mailing House#: 123 Frac: Dir: E Street: MAPLEBERRY Type: Unit #: City: SAN BERNARDINO Zip: 92415 Prec: Manual Additional Address Nanual Not Cancel	Status: CANCELED ~	First: MATTHEW
Affidavit: 81F485642 Sig: 594213 Auto Sig: DMV Lic: A123456 SSN: 1234 Residence 1234 Mailing Type: V Clear House#: 123 Frac: / Street: MAPLEBERRY Type: V Post: V Bidg: Unit #: CareOf: City: SAN BERNARDINO Zip: 92415 Prec: Manual Additional Address Additional Address	Reason: VC-Online Moved Out of County ~	Middle: F
Sig: 594213 Auto Sia:	Affidavit: 81F485642	Last: RANGER
DMV Lic: A123456 SSN: 1234 Residence	Sig: 594213 Auto Sig:	Suffix: V Birth Date: 02/29/1976
Residence Type: ✓ Clear House#: 123 Frac: / Dir: E ✓ Clr Street: MAPLEBERRY Type: LN ✓ Clr CareOf: CareOf: Str/Bx: City: SAN BERNARDINO Zip: 92415 Str/Bx: City: St: ✓ Zip: City: St: ✓ Zip: Dir: City: St: ✓ <	DMV Lic: A123456 SSN: 1234	
Type: V Clear Cnty: V Cir House#: 123 Frac: /_ Dir: E Cnty: V Cir Street: MAPLEBERRY Type: LN V CareOf: CareOf:	Residence	Mailing
House#: 123 Frac: /_ Dir: E CareOf: Street: MAPLEBERRY Type: LN CareOf: Str/Bx: Post: > Bidg: Unit #: Str/Bx: Str/Bx: City: SAN BERNARDINO Zip: 92415 City: St: > Zip: Prec: Manual Additional Address Additional Address Ok Cancel	Type: V Clear	Cntry: V Clr
Street: MAPLEBERRY Type: LN ~ Post: ~ Bldg: Unit #: Str/Bx: City: SAN BERNARDINO Zip: 92415 Prec: Manual City: St: ~ Additional Address Additional Address Ok Cancel	House#: 123 Frac: _/_ Dir: E ~	
Post: Value Bidg: Unit #: Str/Bx: City: SAN BERNARDINO Zip: 92415 Prec: Manual City: St: V Additional Address Additional Address Additional Address	Street: MAPLEBERRY Type: LN ~	CareOf:
City: SAN BERNARDINO Zip: 92415 Prec: Manual City: St: ✓ Zip: Additional Address Additional Address Additional Address Ok Cancel	Post: V Bldg: Unit #:	Str/Bx:
Prec: Manual Manual Address Additional Address Ok Cancel	City: SAN BERNARDINO Zip: 92415	
Additional Address Additional Address Print Ok	Prec: Manual	- City: St: Zip:
Print Ok Cancel	Additional Address	Additional Address
Print Ok Cancel		
Print Ok Cancel		
	Print	<u>Q</u> k <u>C</u> ancel

Note: While in the **Voter Details** tab, make sure to fill out the Research Label with the Status, Reason, VID, and AVID.

4. Click Last Transaction.

Voter Details Prope	erties Misc Notices/Flags	VoteC	Cal			
PVBM Voting			Connected Recor	ds		
Category:	PERMANENT ABSENTEE	~	List Household	Comments	Last	
Type App:		$\overline{}$			Transaction	
How Received:		$\overline{}$	<u>Attachments</u>	Voting <u>H</u> istory	Re <u>f</u> erral	
Delivery 1:	MAIL	$\overline{}$	L			

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- 5. Under the *Trans Date* column, look for the most recent transaction, but more specifically look at the most recently changed item.
- 6. Under the *Field* column look for key words, such as, "Reason" or "Status", these mean that the record's status and reason code have changed. If there is only "Reason", that means that there was only an update made to the record, but their status was not changed.

Note: No matter what changes were made to a record, the same amount of research is required.

If a voter has an old record and new	#	TRANSACTION	FIELD		BEFORE		AFTER	TRANS DATE
	1	88765432	LAST TRANS DATE		2018-12-13 14:23:	44	2020-11-03 09:33:48	11-3-2020 9:33:48
record, the records merge. DIMS.net	2	88765432	REASON		VC-VOTECAL-UP	DATE	X-MERGE-CANCEL	11-3-2020 9:33:48
cancels the old record (X-Merge-	3	88765432	STATUS		A		C	11-3-2020 9:33:48
Cancel) and the new record becomes	4	88765432	MAGE ID NUMBE	R	5851221		0	11-3-2020 9:33:48
Active (V. Merge Active). The record	5	88765432	VNC GENERATED		GENERATED		YES	12-13-2018 2:23:44
Active (X-Merge-Active). The record	6	88765432	SOS ID ID = 13467	98	30502556		0	12-13-2018 2:23:44
shown is the canceled record.	7	88765432	UNLISTED ID= 13	46798	N		Y	12-13-2018 2:23:44
	#	TRANSACTION	FIELD		BEFORE		AFTER	TRANS DATE
This record was updated after the close of registration	1	88765432	LAST TRANS DATE	LAST TRANS DATE		44	2020-11-03 09:33:48	11-3-2020 9:33:48
	2	88765432	BIRTH PLACE		OTH		IRL	11-3-2020 9:33:48
	3	88765432	MAIL STREET		777 RIALTO AVE		777 E RIALTO AVE	11-3-2020 9:33:48
orregistration	4	88765432	REASON		VC-VOTECAL-UPDAT	ΓE	99-OFFICE UPDATE	11-3-2020 9:33:48
	5	88765432	VNC GENERATED		GENERATED		YES	12-13-2018 2:23:44
	6	88765432	SOS ID ID = 13467	98	30502556		0	12-13-2018 2:23:44
	7	88765432	UNLISTED ID= 134	46798	N		Y	12-13-2018 2:23:44
This record was canceled because the	#	TRANSACTION	FIELD	BEFORE		AFTER	R	TRANS DATE
	1	88765432	LAST TRANS DATE	2018-12	-13 14:23:44	2020)-11-03 09:33:48	11-3-2020 9:33:48
voter moved out of the county.	2	88765432	ONLINE APPLIED	MoveOut	t	VOTE	CAL	11-3-2020 9:33:48
	3	88765432	REASON	VC-NEW	REGISTRATION	VC-O	NLINE MOVED OUT COU	11-3-2020 9:33:48
Note: when a record is canceled because	4	88765432	STATUS	A		С		11-3-2020 9:33:48
of an out of county move you must do a	5	88765432	EMAIL ADDRESS			PRIN	CESSNFROG@GMAIL.COM	12-13-2018 2:23:44
	6	88765432	AFFIDAVIT NUM	56AA022	813	85BY	921655	12-13-2018 2:23:44
statewiae search.	7	88765432	TYPE	AVE		ST		12-13-2018 2:23:44

Compare the date the voter's Last Trans Date to the execution date of their VBM envelope (the date the voter signed their mail ballot envelope).

- If the execution date is <u>before</u> the Last Trans Date, it can be validated
- If the execution date is <u>after</u> the Last Trans Date, write "the voter's record was canceled prior to execution date" on the Research Label



- 7. Click **OK** on Last Transaction window.
- 8. In the second DIMS.net window; click the **Find Voter Records** icon.



9. A Voter Search window will appear. Click on the **Statewide/County** radio button.

Criteri	a Results
Search Scop	 Statewide/County

10. Click the arrow to the left of the SSN, DL, IDs and Mailing Address section.

11. Enter the voter's state ID into the State VID field. Press the **Enter** key.

SSN, DL, IDs and Mailing	g Address
Search Options Driver License:	SSN4:
HAVA ID:	Include Historical HAVA ID
Affidavit:	Include Aff Historical Values
State VID:	

Note: You may also attempt this search with a driver's license; however, the voter may not have added their driver's license to their new record. Searching by name (using the % wildcard) and birthday are also viable options.

12. Double-click on the voter's out of county record or their Active record, if applicable.

Note: If the only record available is the voter's San Bernardino County record that is already open in the first instance of DIMS.net, no need to open the record.

Filling Out Research Label

1. Write down Status and reason code that is shown in the Voter Record.

overtamed hald CACID to	Status: CANCELED	Prefix MR ~
atus:	Reason: VC-Online Moved Out of County	Mdde: F
Reason:	Affidavit: (517495642)	Last RANGER
	Sig: 594213 Auto Sig:	Suffac V Birth Date: 02/29/1976
Date of Reason: 7 7	DMV Le: A123456 SSN: 1234	
····	Residence	Maling
//D:	Type: V Olear	Crity: Cr
VID:	House#: 123 Frac: 🖉 Dir: E 🗸	0.00
/oter Name:	Street: MAPLEBERRY Type: LN ~	CareOt
No other accented ballots/voting credit found	Post: V Bidg: Unit #:	Str/Bx:
	City: SAN BERNARDINO Zp: 92415	0v 9 v 2v
☐ Signature compares	Prec: Manual	
Overturned to Valid	Additional Address	Additional Address
Notes:		
	Eter	Qk Çanc

2. Fill out the VID, AVID, and Voter Name Field on the Research Label.

Overturned from <u>CNCLD</u> to Status:	
Reason:	
Date of Reason://	
VID:	Ν
AVID:	/
Votes Name:	
No other accepted ballots/voting credit found	
□ Signature compares	
Overturned to Valid	
Notes:	
Initials: Date: / /	

Validating Signatures

1. Click on the **Sig** button.

2. Or verify the signature in the AV Module by double clicking on the signature window.

Affidavit:	81F485642			
<u>S</u> ig:	40483378	Auto Sig:		
DMV Lic:	G1218989	SSN:	<u></u> · 00	01

- 3. Compare the signature(s) available to the signatures on the VBM envelope and the canceled record. If they match, it is time to overturn this challenge code to Valid.
- 4. In the first instance of DIMS.net, navigate to the Voter Details tab within the voter's record.

4					
Voter De	tails Properties Misc Notices/Flags	٧	/oteCal		
County	Info State Info (SV)	. [Name	Prior Name Alternate Name	
Voter ID:	65114737		<u>N</u> ame Prefix	MP	
Status:	CANCELED ~		First:	MATTHEW	
Reason:	VC-Online Moved Out of County		Middle:	F	
Affidavit:	81F485642		Last:	RANGER	
<u>S</u> ig:	594213 Auto Siq:		Suffix:	✓ Birth Date: 02/29/1976	
DMV Lic:	A123456 SSN: 1234				

- 5. Double-check the information on the Research Label with the voter's record.
- 6. Click **Cancel**.

Post: Viller Bldg: Unit #: City: SAN BERNARDINO Zip: 92415 Prec: Manual Address	Str/Bx:
Print	<u>Qk</u> <u>Cancel</u>

7. Within the New AV/VBM's by Voter ID Number window click twice on the arrow for the Challenge Code drop down list.

Note: The drop-down menu will extend with the first click and retract with the second click, highlighting the current challenge code.

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Source:	MAIL	~		X Verfied?	
Stub:			Challenge Code:	CANCELED - IN REVIEW	~
Type App:		~			
How Recd:		~	m.	4FD	
Voting Form:		~	IM	NONA	
Appl. Date:		1			

8. Press **Backspace** key.

Challenge Code:	~	

9. Click OK.

Prior <u>B</u> allots	Rese <u>n</u> d		Attachments
Last <u>T</u> rans	<u>V</u> iew Batch	<u>O</u> k	<u>C</u> ancel

10. A Green Light Scenario window should appear. Click **OK**.



11. Re-enter the voter's AV module to verify that the Challenge Code field is blank.

12. Close out of the AV Module by clicking the red X.



13. Write the following on the Research Label:

- Overturned from CNCLD to VALID
- Initials and date

Overturned fro CNCLD to VALID Initial: LC Date: 11/3/2020	Overturned from <u>CNCLD</u> to <u>VALID</u> Status: <u>CANCELED</u> Reason: <u>VC – ONLINE MOVED OUT OF COUNTY</u>
	Date of Reason: <u>10 / 22 / 2020</u> VID: <u>61875</u> AVID: <u>65104737</u> Voter Name: <u>MATTHEW F RANGER</u> Voter Name: <u>MATTHEW F RANGER</u> Voter vame: <u>Matthew F RANGER</u> No other accepted ballots/voting credit found Signature compares Voter vame: <u>vame</u> voter's signature matches Initials: <u>LC</u> Date: <u>11 / 05 / 2020</u>

14. Make sure that the Research Label is completely filled out, if no information is provided write "N/A". Use the Research Label Comment section of this procedure for verbiage.

Non-Matching Signature (NMS)

If the signatures in the voter's record do not match their corresponding VBM but it has otherwise been confirmed that this is the correct voter (address, name, AVID are a match), the CNCLD

challenge must be changed to Non-Matching Signature-1 (if this VBM has been NMS-1 in the past, it must be challenged as NMS-2 now).

1. Within the New AV/VBM's by Voter ID Number window click the arrow for the Challenge Code drop down list.

# Issued:	1	leel:	02/03/2020 00:00:00	Return Source:	MAIL	J
Category:	PERMANENT ABSENTEE			Return Date:	10/28/2020	Needs Evaluation
Source:	MAIL ~				Verfied?	
Stub:			Challenge Code:	CANCELED - IN REVIEW		
Type App: How Recd: Voting Form: Appl. Date:		_	* * *	Ma	ŧŧŦ	Roy
	Mai	ling Add]			Attachments
	Co	mments	Reject	Last Trans	View Batch	Ok Cancel

- 2. Select Non-Matching Signature-1.
- 3. Click **Ok**.

Note: You may see a Yellow Light Scenario window indicating that the voter's record has a status other than active. Click **Continue** if this happens.

- 4. Write the following on the Research Label:
 - Overturned from CNCLD to NMS-1
 - Initials and date



5. Make sure that the Research Label is completely filled out. Use the Research Label Comment section of this procedure for verbiage.

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Overturned from <u>CNCLD</u> to <u>NMS-1</u> Status: <u>CANCELED</u>				
Reason: X-Merged Canceled				
Date of Reason:// VID: 61875				
AVID:				
 No other accepted ballots/voting credit found Signature compares 				
Overturned to Valid Notes:				
VOTER WAS NOT OF LEGAL VOTING AGE ON,				
NOR BEFORE ELECTION DAY				
Initials: <u>LC</u> Date: <u>11</u> / <u>05</u> / <u>2020</u>				

Authorization

Document Owner: Ballot Department	Initiation Date: 11/29/2018	
Version Number: 1.4, Revised Document	Date: 06/11/2024	
Version Written By: Alexandria Gomez		