



REGISTRAR OF VOTERS

Processing UOCAVA ORIGAMI Mail Ballot Returns

PROCEDURE DOCUMENT – Version 2.0

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Processing UOCAVA ORIGAMI Mail Ballot Returns

Purpose

UOCAVA mail ballots are ballots received from Overseas and Military voters residing outside California or the United States. These envelopes (origami) cannot run through the ballot sorting machine, therefore they must be processed manually by a Ballot Processing Lead. UOCAVA online voters must print their mail ballot and envelope, build the envelope, paste their voter information on the envelope, enclose their ballot and mail it to the Elections Office no later than 3 days post-election by 5 p.m.

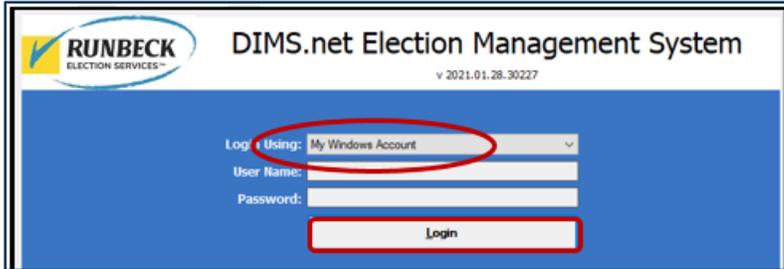
Scope

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 Leads and any other personnel appointed to reviewing and overturning challenged VBM. This procedure does not cover all possible scenarios but will outline the most common occurrences.

DIMS.net

Logging-In

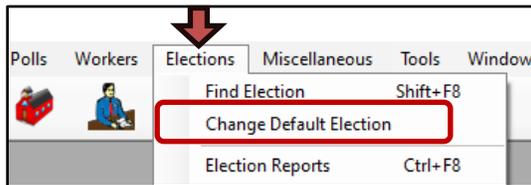
1. Double-click the DIMS.net icon from the desktop.
2. Click on the **Login** button.



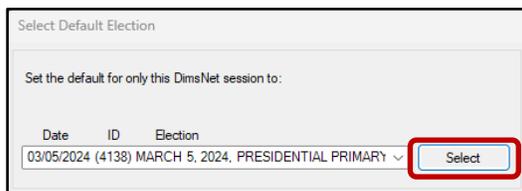
Note: Make certain that the My Windows Account option in the Login Using field is selected. Your username should auto-populate in the Username field. The Password text box should remain blank.

Changing Default Election

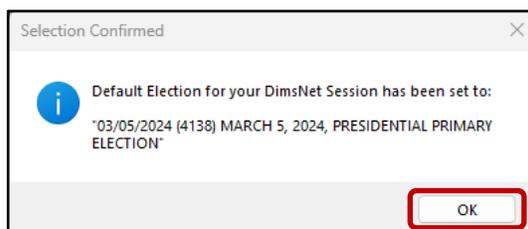
1. Click Elections tab, Change default election.



2. If default election is correct click **Yes**. If incorrect click **No** and proceed to step 3.
3. Change Election date to correct election needed and click **Select**.



4. Confirm election date is correct, Click **OK**.

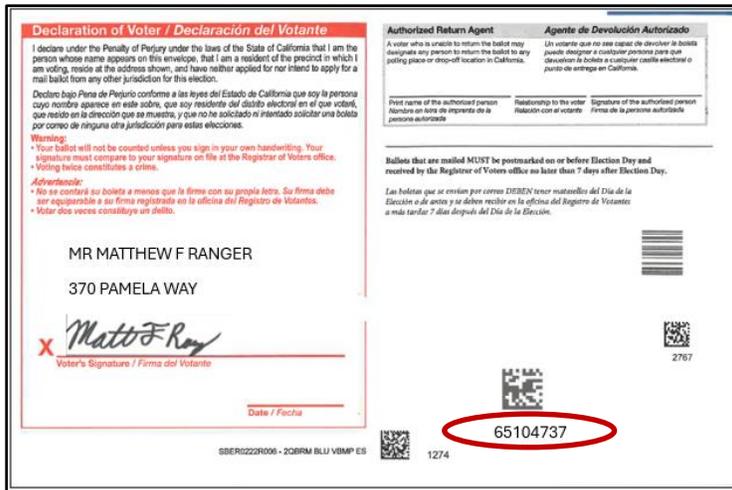


Locating Voters Record

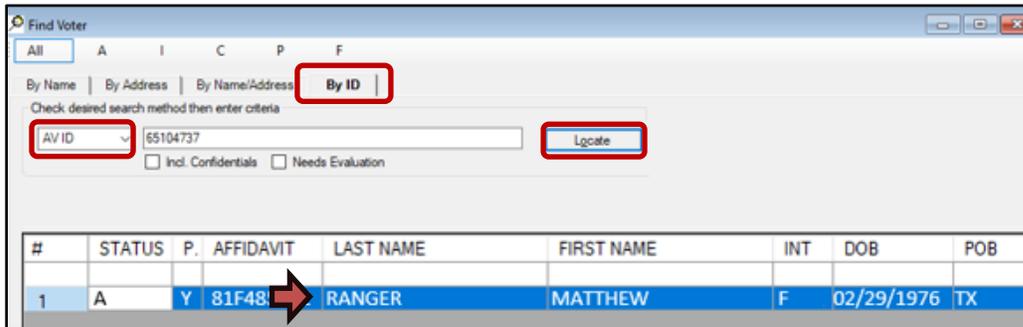
1. Click the **Enter Absent Voter Ballot** icon.



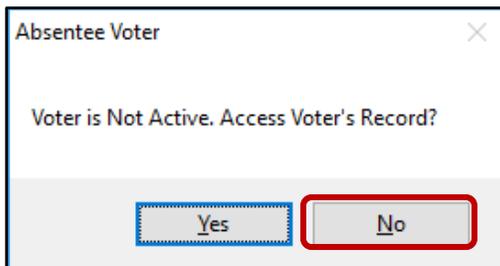
2. Locate the voters AVID # on the Origami VBM envelope.



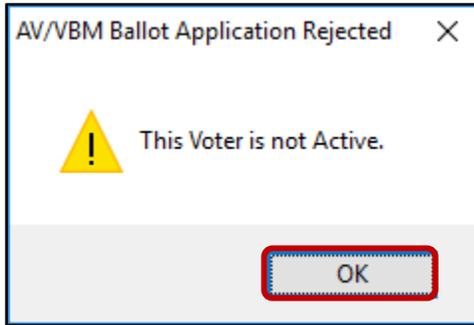
3. On the Find Voter Window click the **By ID** tab.
4. Type in the voter's AVID # and click the **Locate** button.



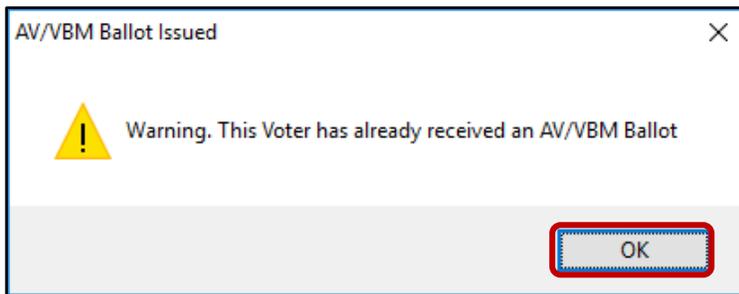
5. An Absentee Voter window should appear. Click **No**.



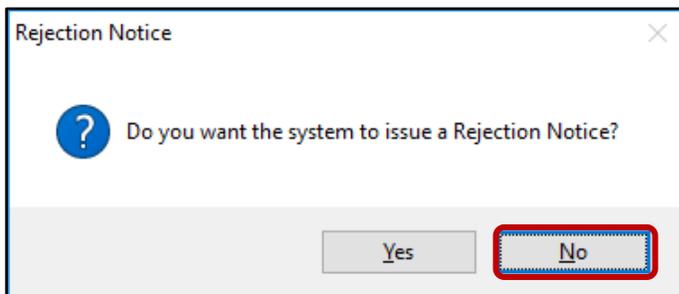
Note: You may see an AV/VBM Ballot Application Rejected window that states that the voter is not active. Click OK if this occurs.



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



7. A Rejection Notice window should appear. Always, Click **No**.
- 8.



Note: We never issue rejection notices to voters.

Processing UOCAVA

Printed from Email

1. Compare and verify the signature on file with the VBM Envelope.

Declaration of Voter <small>I am absent from San Bernardino County where I am registered to vote, and I am a member of the active or reserve components of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard; a Merchant Marine; a member of the United States Public Health Service Commissioned Corps; a member of the National Oceanic and Atmospheric Administration Commissioned Corps of the United States; or a member on activated status of the National Guard or state militia; or an eligible spouse or dependent of such person; or an eligible U.S. citizen living outside of the territorial limits of the U.S. or the District of Columbia; and I am a U.S. citizen, at least 18 years of age on or before Election Day, and I am eligible to vote in the California jurisdiction in which I am voting with the enclosed voter ballot; and I am not currently serving a state or federal prison term for the conviction of a felony; and I have not been found mentally incompetent to vote by a court, or if so, my voting rights have been reinstated; and I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., except the California jurisdiction used in this enclosed ballot; and I am the person whose name appears on this envelope. I understand that a material misstatement of fact in completing this envelope may be grounds for conviction of perjury under the laws of the State of California or the U.S. I declare under penalty of perjury under the laws of the State of California or the U.S. that the foregoing is true and correct. Warning: That ballot will not be counted unless you sign in your own handwriting. Your signature must compare to your signature on file at the Registrar of Voters office. Voting more than once in the same election is a crime.</small>	Authorized Return Agent <small>A voter who is unable to return the ballot may designate any person to return the ballot to any polling place or drop-off location in California.</small>
<small>Print name of the authorized person Relationship to the voter Signature of the authorized person</small>	
<small>BT 0592 9523024 Election Date: September 14, 2021</small>	
<small>MR MATTHEW F RANGER 370 PAMELA WAY</small>	
<small>X <i>Matthew F Ranger</i> Voter's Signature (Power of Attorney NOT Acceptable)</small>	
<small>Date</small>	

2. Confirm issue source is **Email**.

Election:	11/17/2021 (4129) 2021 CTE GUBERN. ▾		
VoterID:	12345	ID:	158843
# Issued:	1	Issd:	11/15/2021 00:00:00
Category:	PERMANENT ABSENTEE ▾		
Source:	EMAIL ▾		

Note: If the Source is MAIL, set this envelope aside. These are handled differently.

3. Write the **AVID #** assigned to the envelope.

Election:	11/17/2021 (4129) 2021 CTE GUBERN. ▾		
VoterID:	12345	ID:	158843
# Issued:	1	Issd:	11/15/2021 00:00:00
Category:	PERMANENT ABSENTEE ▾		
Source:	EMAIL ▾		

4. Select **MAIL** for the RETURN SOURCE.

Return Source:	MAIL ▾
Return Date:	__/__/__
<input type="checkbox"/>	Verified?

5. Enter the **RETURN DATE** (previously stamped by Mail Ballot Sorters) and click tab.

Return Source: MAIL
Return Date: __/__/____
 Verified?

Note Here E-29 *

6. Check the **VERIFIED** box.

Downloaded: //
Voter Sent: //
Return Source: [dropdown] Is RAVBM?
Return Date: __/__/____ Needs Evaluation
 Verified?

7. Locate **Ballot Type/Party** and write it on the envelope in the upper right corner.

Voter | Election | District | Flags
Voters Name and Address on File:
Current Ballot Information
Name: Address: Mailed To:
Current Election Information
Name: Address:
Ballot Type: Party:
Ballot Type: Party:

8. Click the **OK** button.

Mailing Add Suspend Resend Attachments
Comments Reject Last Trans View Batch **Ok** Cancel

9. Re-enter the voters AV ID to confirm the UOCAVA envelope now appears as returned.

Election: 11/03/2020 (3958) 2020 PRESIDENTIAL
VoterID: ID: Downloaded: //
Issued: lssd: Voter Sent: //
Category: Return Source: [dropdown] Is RAVBM?
Source: Return Date: __/__/____ Needs Evaluation
Stub: Challenge Code: [dropdown] Verified?

10. This envelope is now ready to be scanned.

Printed from Mail

1. Locate voter in DIMS.net AV module **By ID** tab and **Voter ID**.

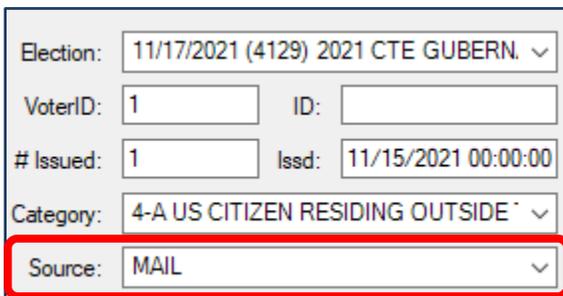


Note: If the voter ID is missing, locate the voter by name

2. Compare and verify the signature on file with the VBM Envelope.

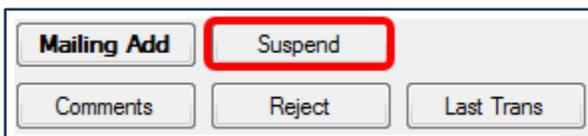


3. Confirm issue source is **MAIL**.

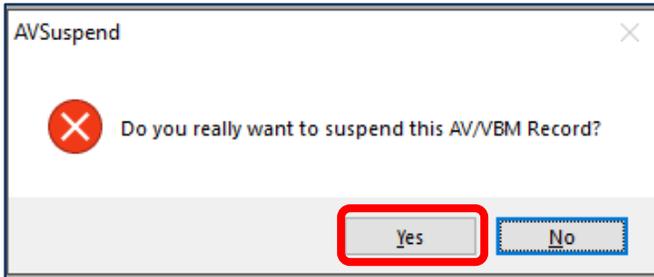


Note: Mail source online UOCAVA must be suspended and reissued.

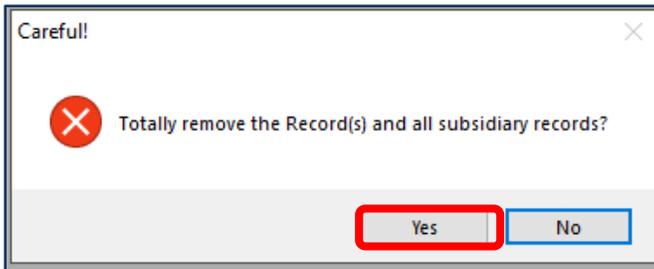
4. Click **SUSPEND**.



5. WINDOW POP-UP: "Do you really want to suspend the AV/VBM Record?" Click **YES**.

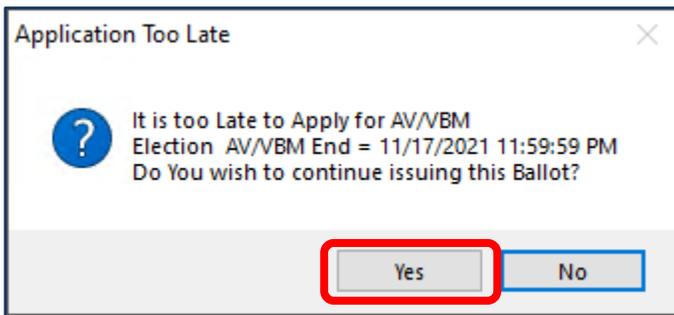


6. WINDOW POP-UP: "Totally remove the Record and all subsidiary records?" Click **YES**.



Note: This will automatically kick you out of the voters AV module

7. Re-enter AV module and locate voter again.
8. WINDOW POP-UP: "It is too late to Apply for AV/VBM. Do you wish to continue issuing the Ballot?" Click **YES**.



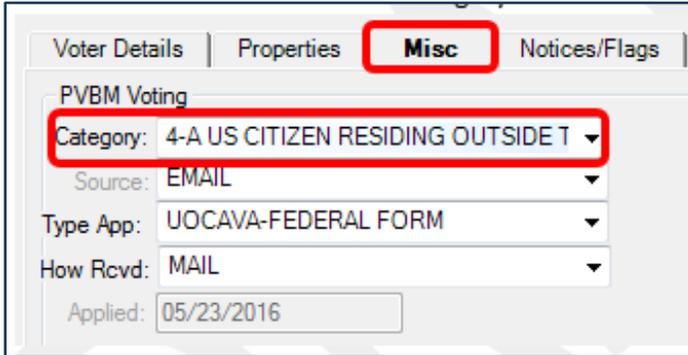
9. In the **Issd** block enter the date E-29 00:00:00 (E-29 is 29 days prior to Election Day).

A screenshot of a ballot return form. The form contains several fields: "Election:" with a dropdown menu showing "11/08/2016 (2299) 2016 PRESIDENTIAL"; "VoterID:" with the value "12345" and an "ID:" field; "# Issued:" with the value "1" and an "Issd:" field with the value "11/30/2016 16:21:01"; "Category:" with a dropdown menu; and "Source:" with a dropdown menu showing "EMAIL". The "Issd:" field is highlighted with a red rectangular box.

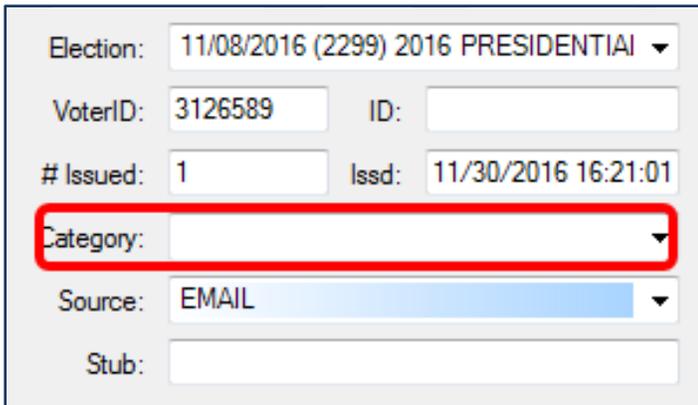
10. Click the Find Voters Record icon.



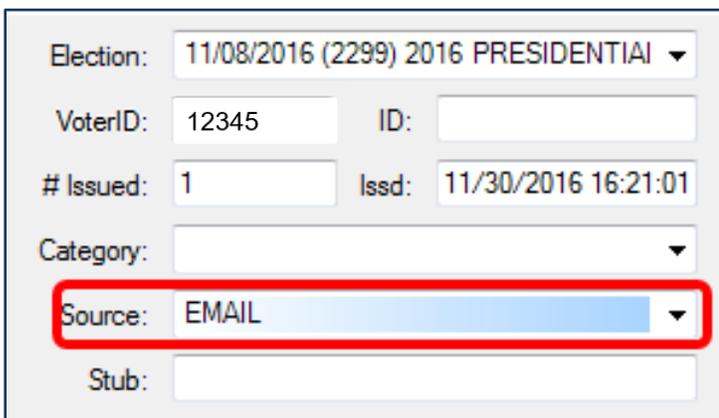
11. Under the **MISC** tab you will find the voters category.



12. Return to the AV module and select the same category.



13. Under source select **EMAIL**.



14. Click **“Mailing Add”**.

The screenshot shows a software interface with a top row of buttons: **Mailing Add** (highlighted with a red box), Suspend, Resend, and Attachments. Below this is another row of buttons: Comments, Reject, Last Trans, View Batch, Ok, and Cancel. Underneath the buttons is a form with fields for City, State (set to CA), and Zip. Below these are fields for Fax and Email (highlighted with a red box). At the bottom right of the form are Ok and Cancel buttons.

Note: An email must be entered in this **EMAIL** block. If you are unable to locate a voter’s email address in the Voter’s Record use sigver@sbcountyelections.com

15. Again, click the Find Voters Record icon.



16. Click on the **Properties** tab.

The screenshot shows a "Voter Details" window with several tabs: Voter Details, **Properties** (highlighted with a red box), Misc, and Notices/Flags. Under the Properties tab, there are three dropdown menus: Birth Plc (UNITED STATES OF AMERICA), Party (No Party Preference), and Language (ENGLISH).

17. Click on **“ALL CONTACT INFO”**.

The screenshot shows a "Contact Info" section with three input fields: Phone 1 (format: (000) ___-___ ext. ___), Ph 2/Fax (format: (000) ___-___ ext. ___), and EMail. At the bottom right of the section is a button labeled **All Contact Info**, which is highlighted with a red box.

Note: If there is no email in this “Contact Information” section, click CANCEL and return to AV Module and enter sigver@sbcountyelections.com in the EMAIL bar. If there is a voter email continue with steps 20-22.

18. Click in the **email bar** and then click **EDIT**.

The screenshot shows a window titled "Voter Contacts" with a sub-header "Contact Information". Below the header are three buttons: "Add", "Edit" (highlighted with a red box), and "Delete". Underneath is a form with fields for "Type:", "Info:", and "Ext:". To the right of the "Info:" field is a "Save" button and a "Cancel" button. Below the form is a table with columns: Type, Info, Ext, P, and F. The table contains two rows: "DAYTIME TELEPHONE" with "9095551111" and "EMAIL" with "jane_doe@yahoo.com" (highlighted with a red box).

19. Highlight and copy voter's email.

The screenshot shows the same "Voter Contacts" window. The "Type:" dropdown is now set to "EMAIL". The "Info:" field contains "jane_doe@yahoo.com" and is highlighted in blue. The "Ext:" field is empty. The "Update" button is now visible instead of "Save". There is also a "Clear/Reset" button with a checked checkbox labeled "E".

20. Close window by clicking **CANCEL**.

The screenshot shows a simple dialog box with a title bar and a close button. At the bottom, there are two buttons: "Ok" and "Cancel". The "Cancel" button is highlighted with a red box.

21. Return to AV module and paste the email address in the **email bar**.

22. Click **OK** in the AV Module screen.

The screenshot shows a form with a "Fax:" field and an "Email:" field. The "Email:" field is highlighted with a red box. Below the fields are "Ok" and "Cancel" buttons. The "Ok" button is highlighted with a red box.

23. Under **RETURN SOURCE** select **MAIL**.

The screenshot shows a form with a "Return Source:" dropdown menu set to "MAIL" (highlighted with a red box). Below it is a "Return Date:" field with a date picker. At the bottom, there is a "Verified?" checkbox.

24. Enter the **RETURN DATE** (previously stamped by Mail Ballot Sorter) and click tab.

Return Source: MAIL
Return Date: // / ____
 Verified?

25. Check the **VERIFIED** box.

Downloaded: // /
Voter Sent: // /
Return Source: [dropdown] Is RAVBM?
Return Date: // / ____ Needs Evaluation
 Verified?

26. Locate **Ballot Type/Party** and write it on the envelope in the upper right corner.

Mailed To:
Ballot Type:
Party:

27. Click **OK** to generate a new AVID. Write that new AVID on the envelope.

Mailing Add Suspend Resend Attachments
Comments Reject Last Trans View Batch **Ok** Cancel

28. Re-enter the voters AV ID to confirm the UOCAVA envelope now appears as returned.

Election: 11/03/2020 (3958) 2020 PRESIDENTIAL
VoterID: [] ID: []
Issued: [] Issd: []
Category: [dropdown]
Source: [dropdown]
Stub: []
Downloaded: // /
Voter Sent: // /
Return Source: [dropdown] Is RAVBM?
Return Date: // / ____ Needs Evaluation
 Verified?
Challenge Code: [dropdown]

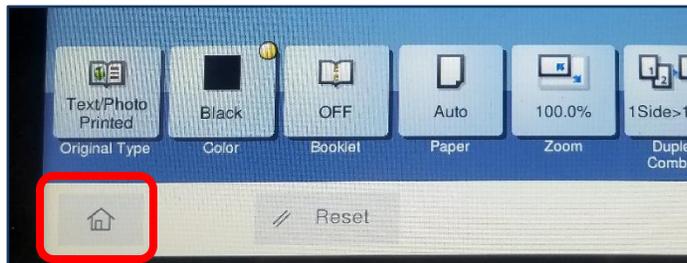
29. This envelope is now ready to be scanned.

Scanning UOCAVA Envelopes into System

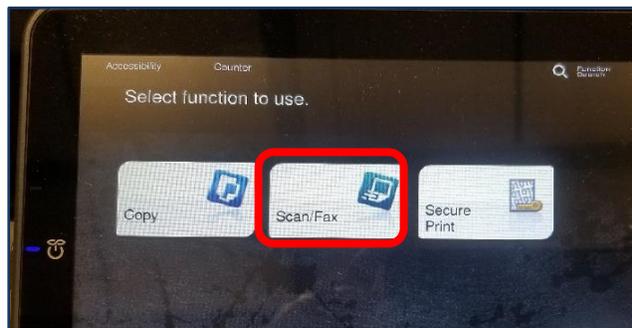
1. Take VBM envelopes to Printer (ROV copier 04).
 - a. Place VBM (1 at a time) top left corner on the glass.



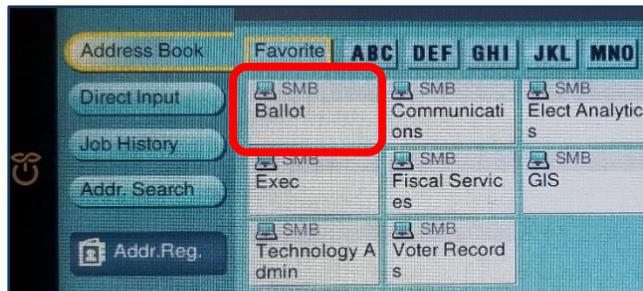
- b. Press the **HOME** button on the bottom left corner of screen.



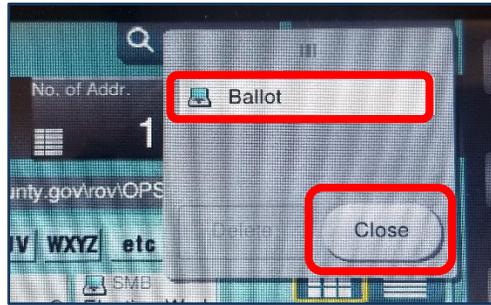
- c. Press **SCAN/FAX** button.



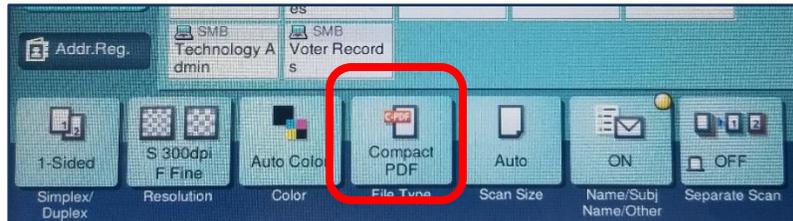
- d. Select **BALLOT**.



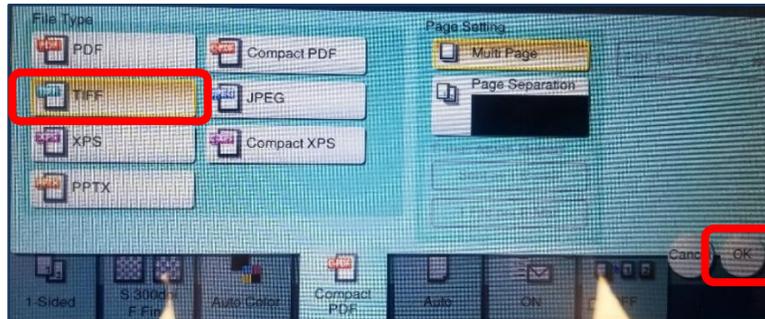
- e. Select **Ballot** then **CLOSE** button.



- f. Change file type by pressing **COMPACT PDF/FILE TYPE**.



- g. Select **TIFF** and press **OK**.



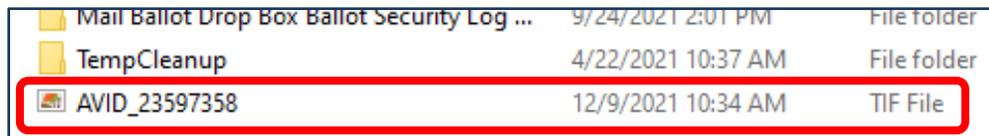
- h. Press **START** bottom right corner.



- i. Go to L:\Ballot\Z_Temp_Transitional\Scan



- j. Locate VBM and rename with voters AVID.

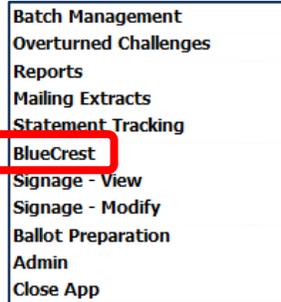


Mail Ballot Processing Database (MBPD)

- a. Open MBPD



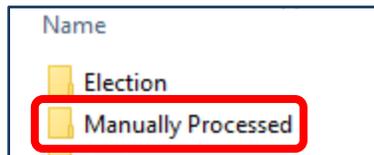
- b. Click BlueCrest



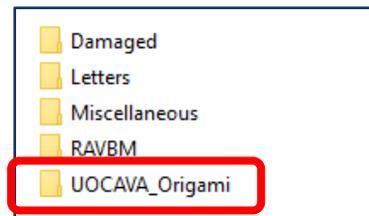
- c. Click PB Out To DIMS



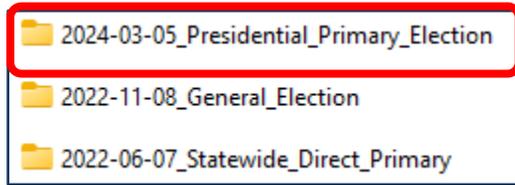
- d. Open folder labeled Manually Processed



- e. Open folder labeled UOCAVA_Origami



f. Select current election folder



g. Move the scanned files into this folder

h. This envelope can now be moved to the **UOCAVA READY FOR EXTRACTION** rack

Authorization

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Version Written By: Linda Lincan	