REGISTRAR OF VOTERS

Processing UOCAVA ORIGAMI Mail Ballot Returns

PROCEDURE DOCUMENT – Version 2.0

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Processing UOCAVA ORIGAMI Mail Ballot Returns

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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 so 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 ballots. This procedure does not cover all possible scenarios but will outline the most common occurrences.
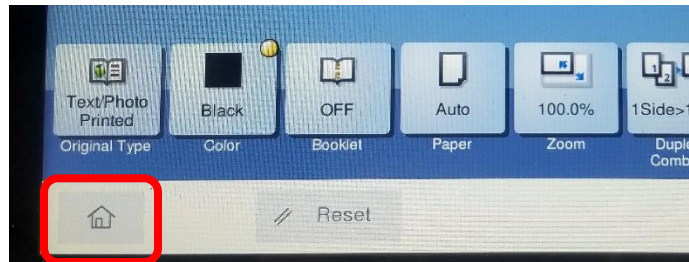
Scanning UOCAVA Envelopes into System

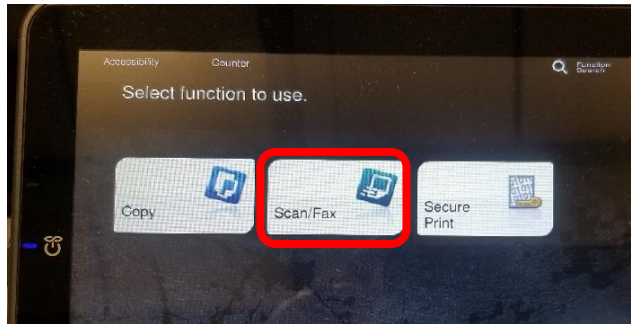**Note**: If possible scan envelopes before processing the envelopes.

1. Take VBM envelopes to Printer (ROV04)

    a. Place VBM (1 at a time) top left corner on the glass
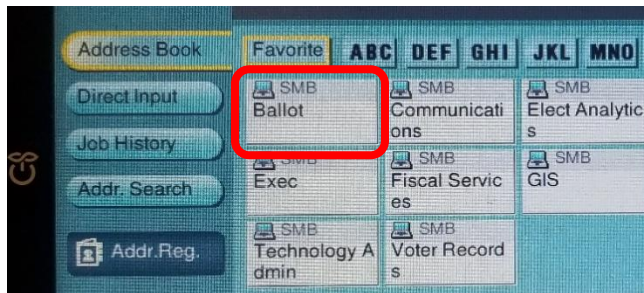

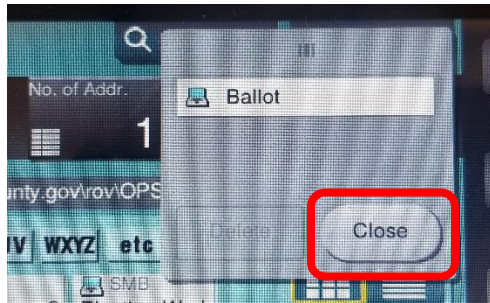   b. Press the **HOME** button on the bottom left corner of screen.
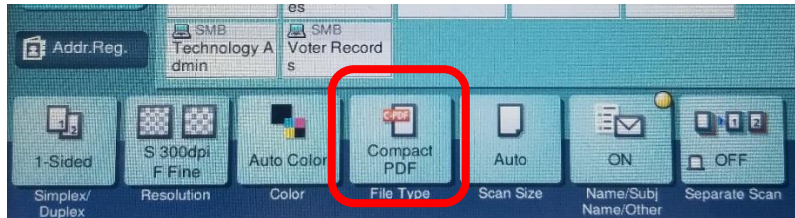

    c. Press **SCAN/FAX** button.

    d. Select **BALLOT**
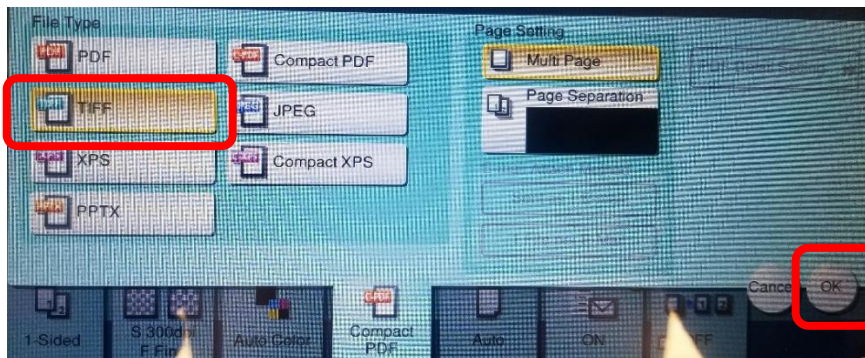

    e. Press **CLOSE** button
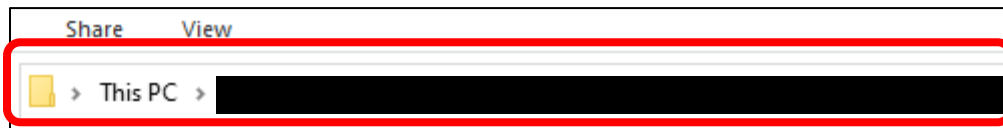
f. Change file type by pressing **COMPACT PDF/FILE TYPE**

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

h. Press **START** bottom right corner

i. Go to ███████████████████████

j. Locate VBM and rename with voters AVID

2. Open MBPD

Mail Ballot Processi...

a. Click **BlueCrest**

Batch Management
Overturned Challenges
Reports
Mailing Extracts
Statement Tracking
BlueCrest
Signage - View
Signage - Modify
Ballot Preparation
Admin
Close App

b. Click **PB Out To DIMS**

Statement Tracking
BlueCrest
  BlueCrest Batch Processing Tool
  BlueCrest Management Console
  PB Out To DIMS
  Wanda Dump Location
  Wanda Reports
  BC Server Files
  Orphans
  TrayInfo
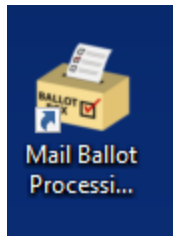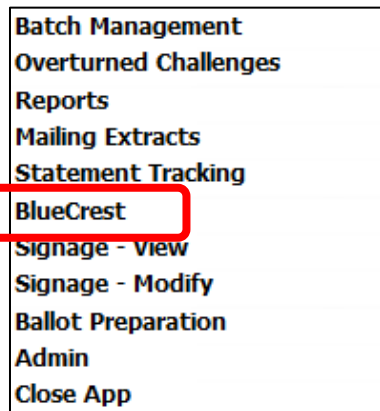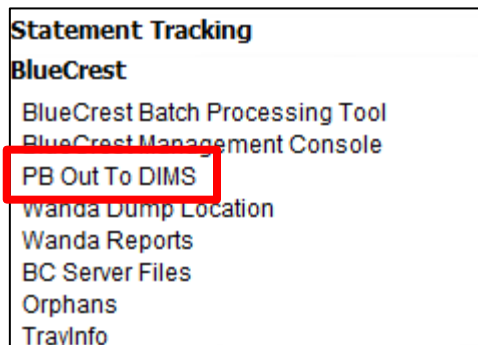
c. Open folder labeled **Manually Processed**

Name
  Election
  Manually Processed
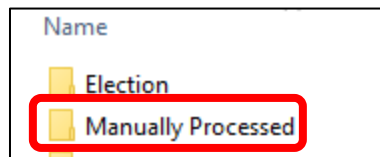
d. Open folder labeled **UOCAVA_Origami**. Move the scanned files into this folder.

  Damaged
  Letters
  Miscellaneous
  RAVBM
  UOCAVA_Origami
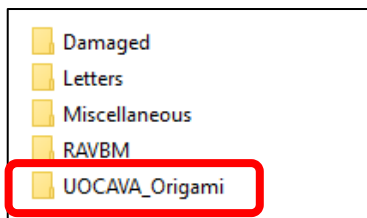
DIMS.net

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 user name should auto-populate in the **User Name** field. The **Password** text box should remain blank.*

Locating Voter Record

1. In the window of DIMS.net, click on the *Enter Absent Voter Ballots* icon.
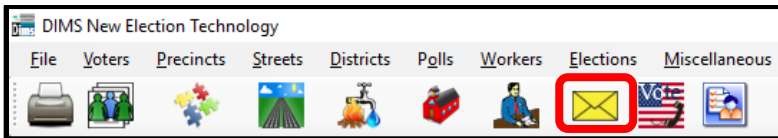
2. Locate voter in Find Voter **By ID** tab and **Voter ID** .
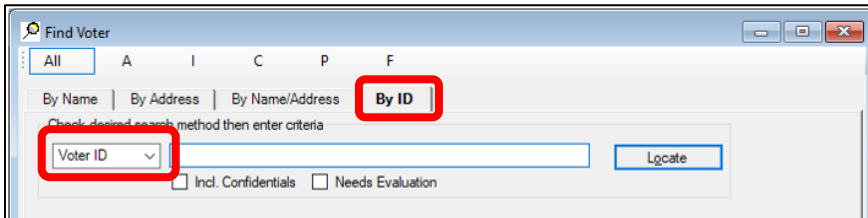
Note: If the voter ID is missing, locate the voter by name

Processing UOCAVA Printed from Email

1. Compare and verify the signature on file.

1. Confirm issue source is **Email**.

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

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

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

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

5. Check the **VERIFIED** box.

6. Locate **Ballot Type** number and write it on the envelope in the upper right corner.

7. Click the **OK** button

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

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

Processing UOCAVA 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.

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**.
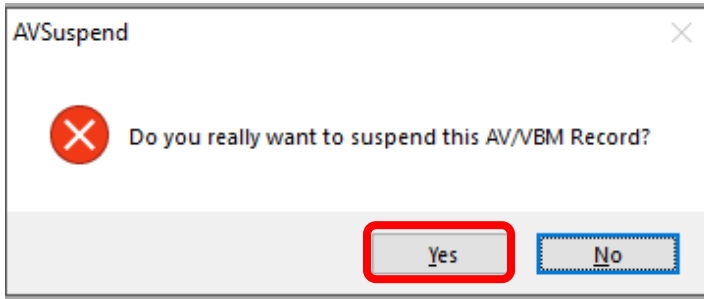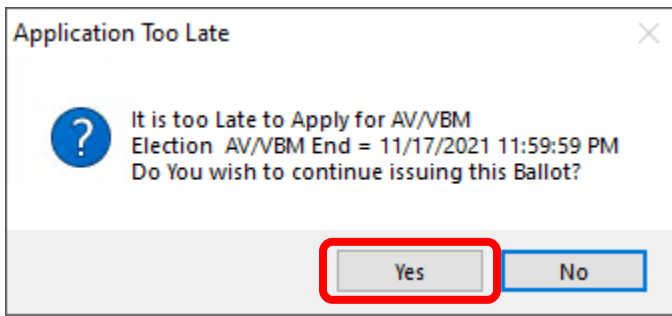

6. WINDOW POP-UP: "Totally remove the Record and all subsidiary records?" Click **YES**.
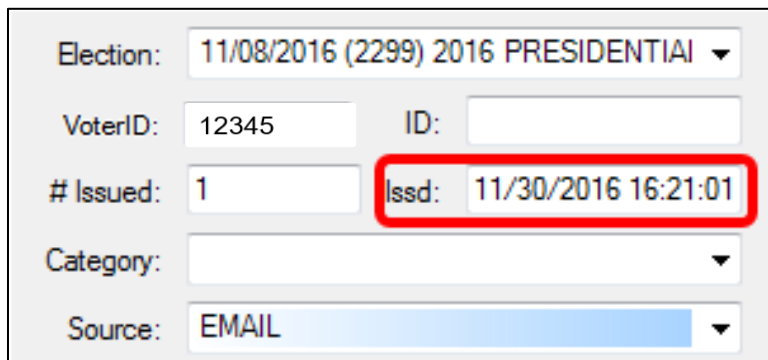

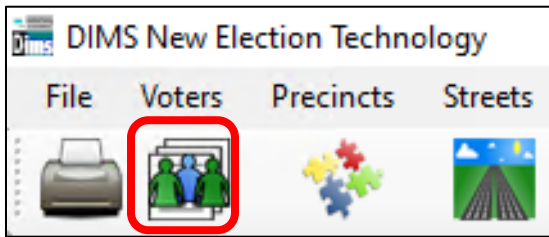**Note**: This will automatically kick you out of the voters AV module

7. Re-enter AV module and locate voter again.

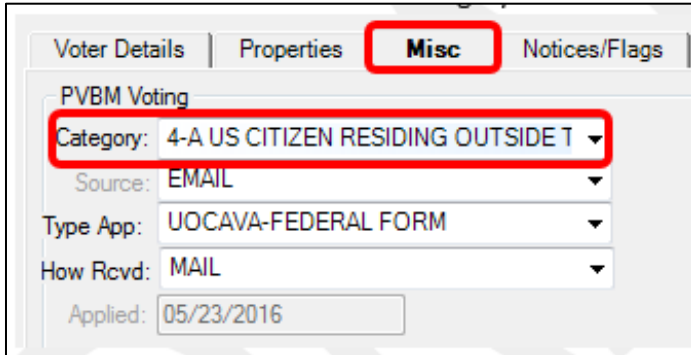8. WINDOW POP-UP: "It is too late to Apply for AV/VBM. Do you wish to continue issuing the Ballot?" Click **YES**.

9. In the **Issd** block enter the date E-29 00:00:00 (E-29 is 29 days prior to Election Day).
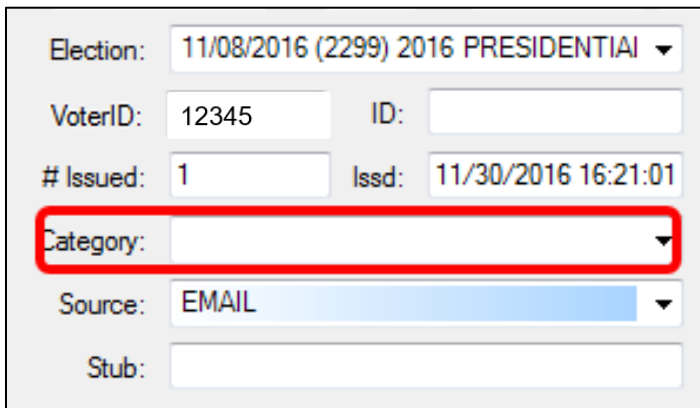
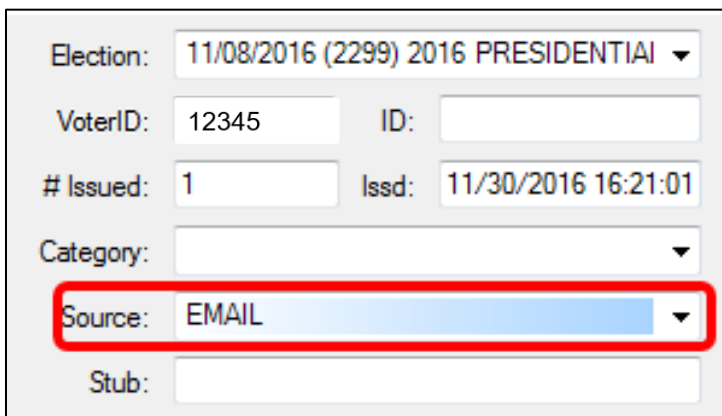10. Click the Find Voters Record icon.

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

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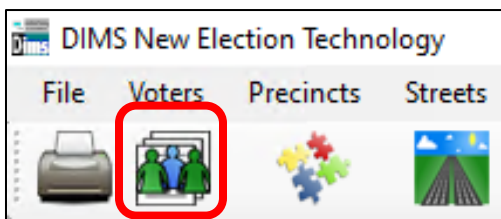

13. Under source select **EMAIL**.

14. Click "**Mailing Add**"

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.

17. Click on "**ALL CONTACT INFO**"

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 18-20.
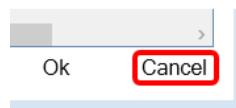
18. Click in the **email bar** and then click **EDIT.**

19. Highlight and copy voter's email

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

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

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

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

24. Under **Return Date** enter the stamped date already on the envelope and hit TAB.

25. Check **VERIFIED** box if not already checked.

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

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

28. Re-enter the voters AV module to confirm the envelope now appears returned.

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

Authorization

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