



REGISTRAR OF VOTERS

Processing UOCAVA ORIGAMI Mail Ballot Returns

PROCEDURE DOCUMENT - Version 2.0

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Processing UOCAVA ORIGAMI Mail Ballot Returns

Table of Contents

| | |
|--|----|
| Purpose | 2 |
| Scope..... | 2 |
| Scanning UOCAVA Envelopes into System..... | 3 |
| DIMS.net | 6 |
| Logging-In..... | 6 |
| Locating Voter Record..... | 6 |
| Processing UOCAVA Printed from Email..... | 7 |
| Processing UOCAVA Printed from Mail..... | 9 |
| Authorization | 14 |

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.

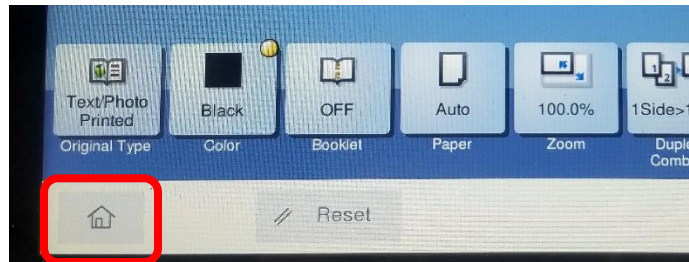
Scanning UOCAVA Envelopes into System

Note: If possible scan envelopes before processing the envelopes.

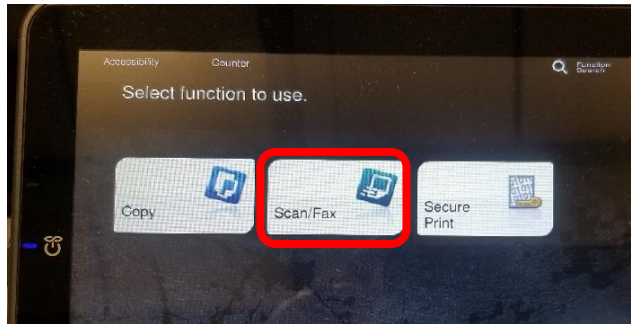
- 1. Take VBM envelopes to Printer (ROV04)
 - a. Place VBM (1 at a time) top left corner on the glass



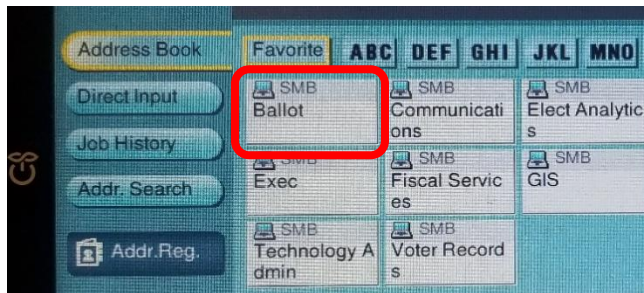
- b. Press the **HOME** button on the bottom left corner of screen.



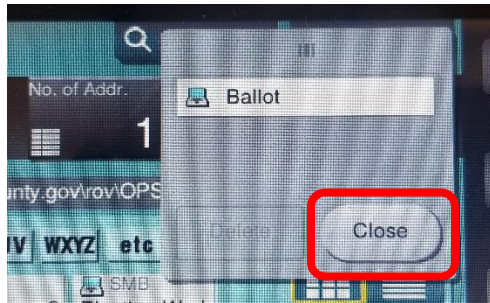
- c. Press **SCAN/FAX** button.



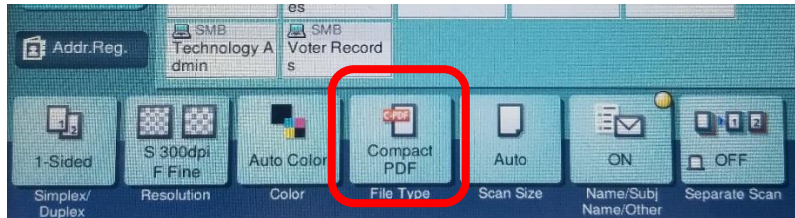
- d. Select **BALLOT**



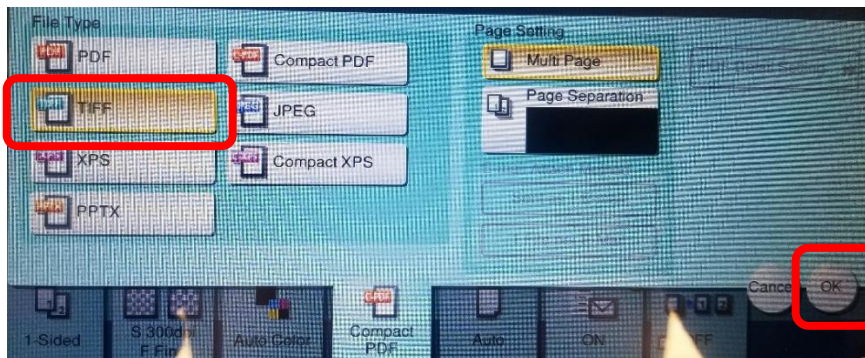
- e. Press **CLOSE** button



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



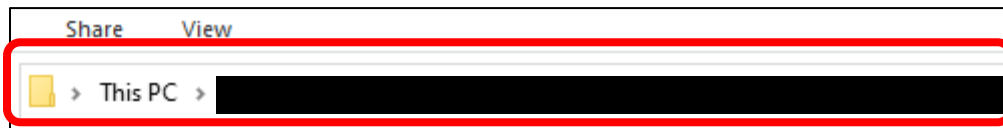
g. Select **TIFF** and press **OK**



h. Press **START** bottom right corner



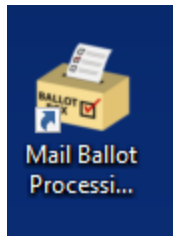
i. Go to [REDACTED]



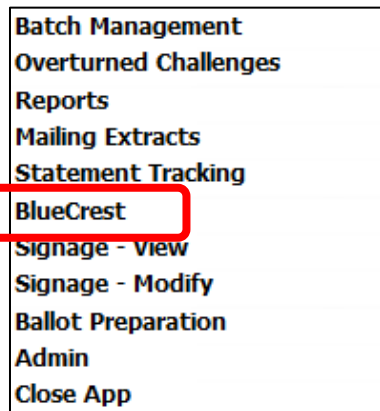
j. Locate VBM and rename with voters AVID

| | | |
|--|--------------------|-------------|
| Mail Ballot Drop Box Ballot Security Log ... | 9/24/2021 2:01 PM | File folder |
| TempCleanup | 4/22/2021 10:37 AM | File folder |
| AVID_23597358 | 12/9/2021 10:34 AM | TIF File |

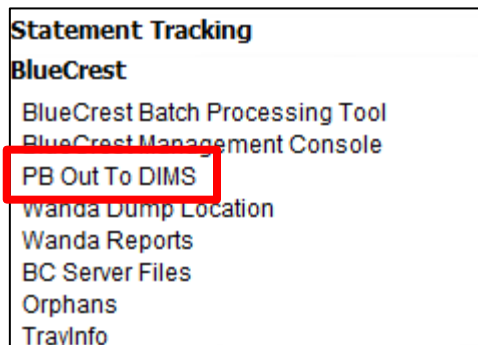
2. Open MBPD



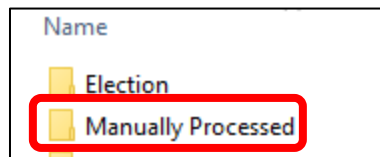
- a. Click **BlueCrest**



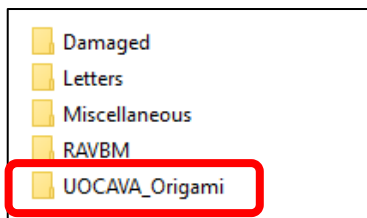
- b. Click **PB Out To DIMS**



- c. Open folder labeled **Manually Processed**



- d. Open folder labeled **UOCAVA_Origami**. Move the scanned files into this folder.



DIMS.net

Logging-In

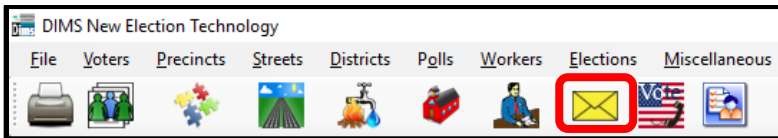
1. Double-click the DIMS.net icon from the desktop.
2. Click on the **Log** button.



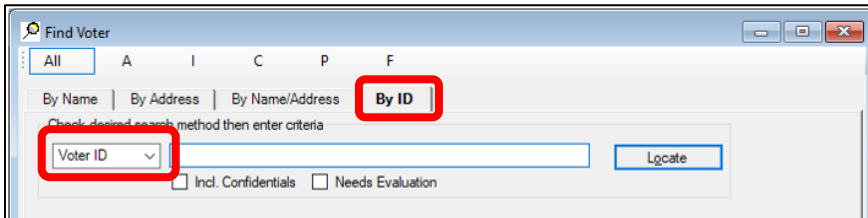
Note: Make certain that the **My Windows Account** option in the **Login Using** field is selected. Your user name should auto-populate in the **User Name** field. The **Password** text box should remain blank.

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.

| Declaration of Voter | Authorized Return Agent | | | | | | |
|--|--|-------------------------------------|---------------------------|------------------------------------|--------------------|--|--|
| <ul style="list-style-type: none">I am absent from San Bernardino County where I am registered to vote, andI am a member or 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; andI am a U.S. citizen, at least 18 years of age or older on Election Day, and I am eligible to vote in the California jurisdiction in which I am voting with the enclosed ballot, andI am not currently serving a state or federal prison term for the conviction of a felony, andI have not been found mentally incompetent to vote by a court, or if so, my voting rights have been reinstated; andI am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., except the California jurisdiction cited in this enclosed ballot; andI 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. <p>Warning: Your 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.</p> <p><i>Matthew F. Ranger</i> X Voter's Signature (Power of Attorney NOT Acceptable)</p> <p>Date _____</p> | <p>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.</p> <table border="1"><thead><tr><th>Print name of the authorized person</th><th>Relationship to the voter</th><th>Signature of the authorized person</th></tr></thead><tbody><tr><td>BT 0592 9523024</td><td></td><td></td></tr></tbody></table> <p>Ballots that are mailed MUST be postmarked on or before Election Day and received by the Registrar of Voters office no later than 7 days after Election Day.</p> <p>Election Date: September 14, 2021</p> <p>MR MATTHEW F RANGER 370 PAMELA WAY</p> | Print name of the authorized person | Relationship to the voter | Signature of the authorized person | BT 0592 9523024 | | |
| Print name of the authorized person | Relationship to the voter | Signature of the authorized person | | | | | |
| BT 0592 9523024 | | | | | | | |

1. 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.

2. 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 ▾ | |

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

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

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

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

5. Check the **VERIFIED** box.

Downloaded: //

Voter Sent: //

Return Source: [dropdown] Is RAVBM?

Return Date: __/__/__ Needs Evaluation

Verified?

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

Voter | Election | District | Flags

Voters Name and Address on File:

Current Ballot Information Current Election Information

Name: Name:

Address: Address:

Mailed To:

Ballot Type: Ballot Type:

Party: Party:

7. Click the **OK** button

Mailing Add Suspend Resend Attachments

Comments Reject Last Trans View Batch **Ok** Cancel

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

Election: 11/03/2020 (3958) 2020 PRESIDENTIAL

Downloaded: //

VoterID: [input] ID: [input] Voter Sent: //

Issued: [input] lssd: [input] **Return Source:** [dropdown] Is RAVBM?

Category: [dropdown] **Return Date:** __/__/__ Need Evaluation

Source: [dropdown] Verified?

Stub: [input] Challenge Code: [dropdown]

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.

Find Voter

All A I C P F

By Name By Address By Name/Address **By ID**

Check desired search method then enter criteria

Voter ID 1

Needs Evaluation

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

2. Compare and verify the signature on file.

Declaration of Voter

- 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 16 years of age or older on Election Day, and I am eligible to vote in the California jurisdiction in which I am voting with the enclosed voted 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 cited 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: Your 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.

Authorized Return Agent

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.

Print name of the authorized person Relationship to the voter Signature of the authorized person

Ballots that are mailed MUST be postmarked on or before Election Day and received by the Registrar of Voters office no later than 7 days after Election Day.

BT 0592
9523024
Election Date: September 14, 2021

MR MATTHEW F RANGER
370 PAMELA WAY

X *Matt F Ranger*
Voter's Signature (Power of Attorney NOT Acceptable)

Date

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

Election: 11/17/2021 (4129) 2021 CTE GUBERN. ▾

VoterID: 1 ID:

Issued: 1 Issd: 11/15/2021 00:00:00

Category: 4-A US CITIZEN RESIDING OUTSIDE ▾

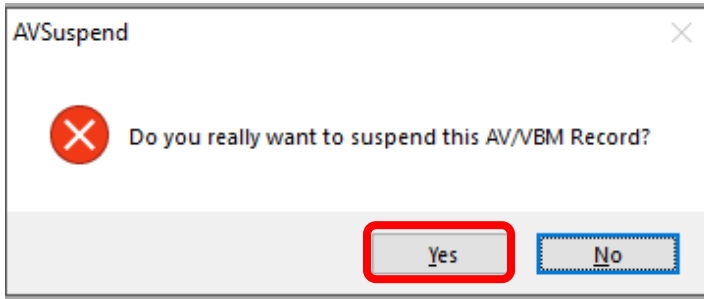
Source: MAIL ▾

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

4. Click **SUSPEND**.

Mailing Add **Suspend** Comments Reject Last Trans

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

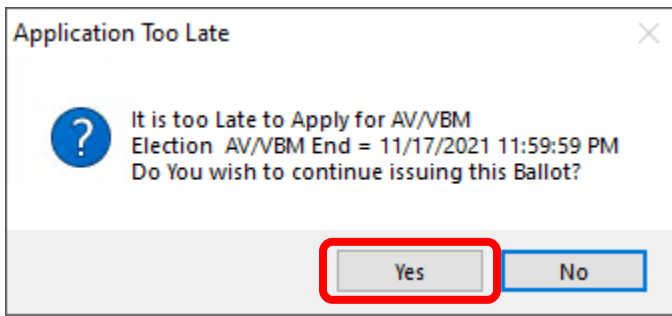


6. WINDOW POP-UP: "Totally remove the Record and all subsidiary records?" Click **YES**.

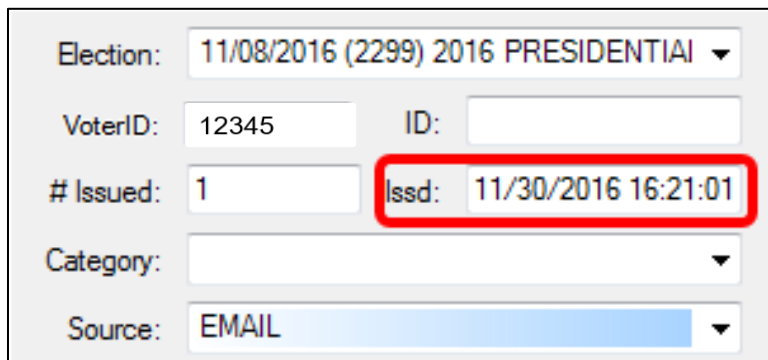


Note: This will automatically kick you out of the voters AV module

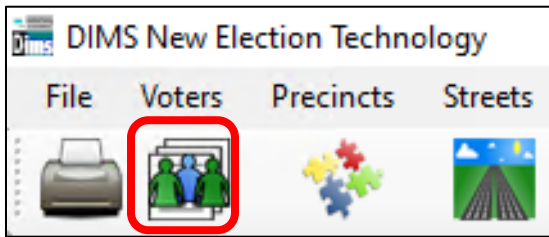
7. Re-enter AV module and locate voter again.
8. WINDOW POP-UP: "It is too late to Apply for AV/VBM. Do you wish to continue issuing the Ballot?" Click **YES**.



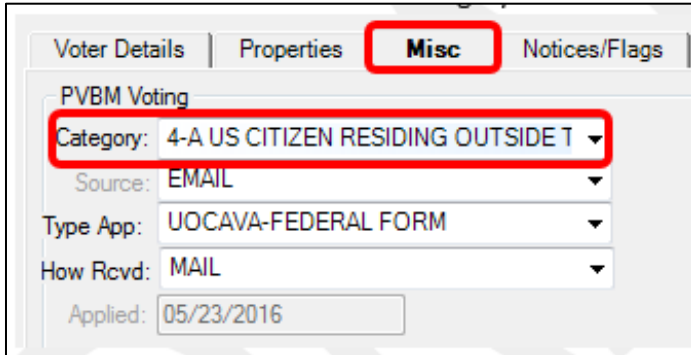
9. In the **Issd** block enter the date E-29 00:00:00 (E-29 is 29 days prior to Election Day).

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

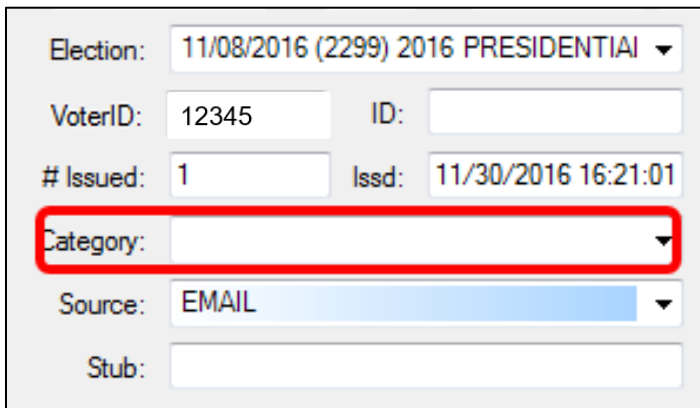
10. Click the Find Voters Record icon.



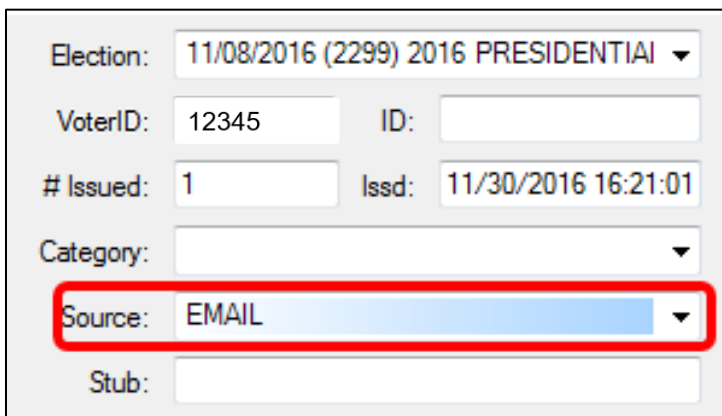
11. Under the **MISC** tab you will find the voters category.



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



13. Under source select **EMAIL**.

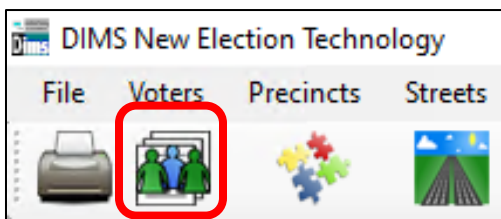


14. Click "Mailing Add"

The screenshot shows a software interface with a top row of buttons: 'Mailing Add', 'Suspend', 'Resend', and 'Attachments'. A second row contains 'Comments', 'Reject', 'Last Trans', 'View Batch', 'Ok', and 'Cancel'. Below this is a form with fields for 'City:', 'State: CA', and 'Zip:'. A 'Fax:' field is partially visible. The 'Email:' field is 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@sbcouneyelections.com

15. Again click the Find Voters Record icon.



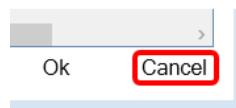
16. Click on the **Properties** tab.

The screenshot shows a tabbed interface with 'Voter Details', 'Properties', 'Misc', and 'Notices/Flags' tabs. The 'Properties' tab is highlighted with a red box. Below the tabs, there is a section for 'Preferences/Traits' with 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: (000) ___ - ___ ext. ___', 'Ph 2/Fax: (000) ___ - ___ ext. ___', and 'E-Mail:'. Below these fields 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@sbcouneyelections.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

Voter Contacts

Contact Information

Add **Edit** Delete

Type: Unlisted Clear/Reset

Info:

Ext.: Save Cancel

| Type | Info | Ext | P | F |
|-------------------|--------------------|-----|--------------------------|---|
| DAYTIME TELEPHONE | 9095551111 | | <input type="checkbox"/> | |
| EMAIL | jane_doe@yahoo.com | | <input type="checkbox"/> | |

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

< >

Ok **Cancel**

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

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

Fax: () - -

Email:

Ok Cancel

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

Return Source: MAIL

Return Date: __/__/__

Verified?

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

Return Source: MAIL

Return Date: __/__/__

Verified?

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

Return Source: MAIL
 Return Date: / /
 Verified?

26. Locate Ballot Type 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.

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

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

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

Authorization

| | |
|---------------------------------------|----------------------------|
| Document Owner: Ballot Department | Initiation Date: 8/18/2021 |
| Version Number: 2.0, Revised Document | Date: 12/02/2021 |
| Version Written By: Yvette Conley | |