



REGISTRAR OF VOTERS

Adjudicating Provisional Envelopes (Federal Election)

PROCEDURE DOCUMENT - Version 1.0

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Adjudicating Provisional Envelopes

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Scope

This procedure explains how to adjudicate provisional ballots based on the light it shows in the provisional module.

Definitions

Green Light – A light in the provisional module meaning that the voter has not already voted.

Yellow Light – A light in the provisional module meaning that the voter may have unprocessed information in the voter import table.

Red light – A light indicating that the voter has already voted.

Vote By Mail Ballot (VBM) – Ballots that get mailed to voters prior to an election to give them the opportunity to vote without having to go to the polls on election day.

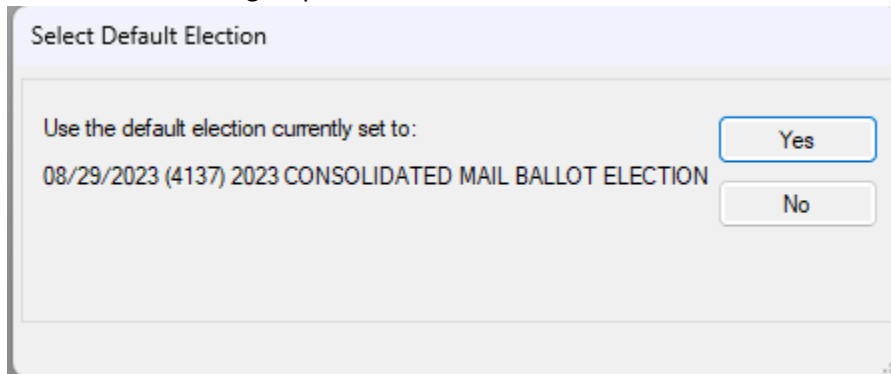
Active Ballots Window – A window that displays the current active ballots for recent elections. It can also display active ballots for voters even if those ballots were issued by other counties. It has a column for VBMs, provisional ballots, conditional voter registrations, and polls ballots.

Conditional Voter Registration (CVR) – A CVR is a same-day registration filled out at the polls. It is not a regular affidavit as this is an envelope that voters use to register and to contain their ballot, which they vote on the same day.

Provisional Ballot – This is a ballot that a voter can request to vote if there is an issue with their registration at the polling place.

Getting Started

- 1) Log in to DIMS.net.
- 2) Click on the **Elections** drop-down menu at the top of the screen.
- 3) Mouse over **Provisional Voters** and select **Find Provisional Voter**.
- 4) The **Select Default Election** window will pop up if you have not already set the default for this session of DIMs.
 - a) If you already have set it to the current election, then skip to **step 5**. Otherwise proceed through the following steps.



Select Default Election

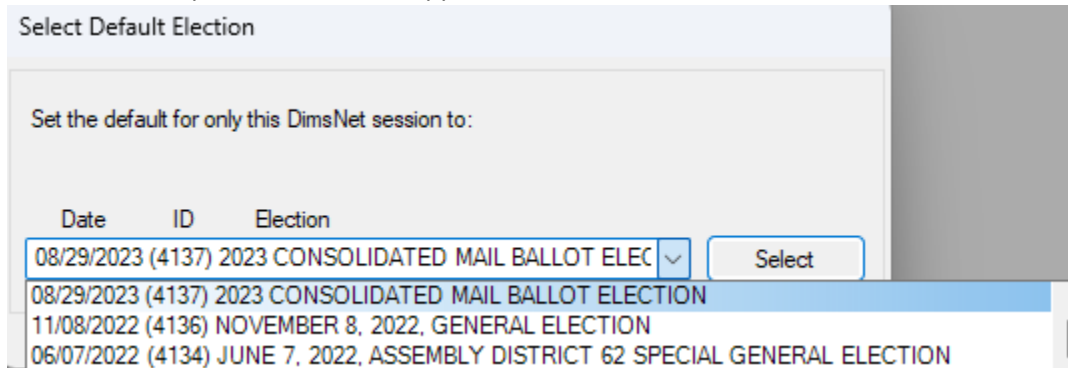
Use the default election currently set to:

08/29/2023 (4137) 2023 CONSOLIDATED MAIL BALLOT ELECTION

Yes

No

- b) If the listed election is the current one, then select **Yes** and move to step 5.
 - c) If the listed election is not the current one, select **No**, and then select the correct election from the dropdown menu that appears.



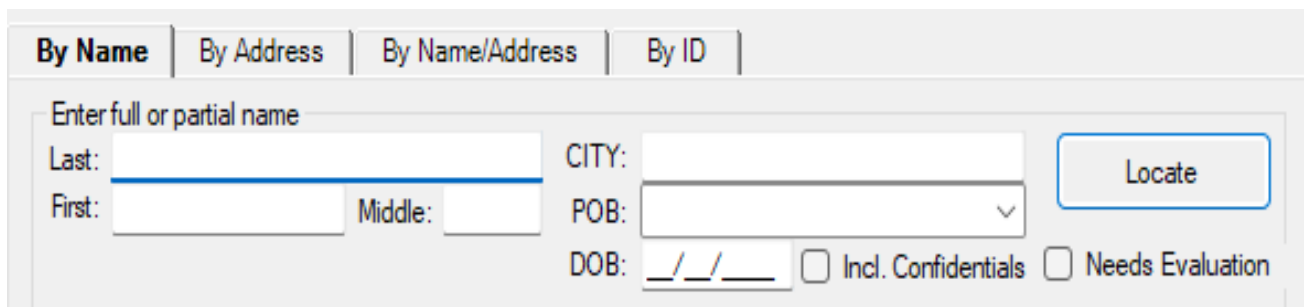
Select Default Election

Set the default for only this DimsNet session to:

Date	ID	Election
08/29/2023	(4137)	2023 CONSOLIDATED MAIL BALLOT ELEC
08/29/2023	(4137)	2023 CONSOLIDATED MAIL BALLOT ELECTION
11/08/2022	(4136)	NOVEMBER 8, 2022, GENERAL ELECTION
06/07/2022	(4134)	JUNE 7, 2022, ASSEMBLY DISTRICT 62 SPECIAL GENERAL ELECTION

Select

- d) Click **OK** on the “Selection Confirmed” notification window.
- 5) The **Find Provisional Voter** window will open.
- 6) Use any identifying information on the envelope or receipt to find the voter.
 - a) For CVRs going to the **By ID** section and searching by **Affidavit Number** is the quickest way to find voters.



By Name | By Address | By Name/Address | By ID

Enter full or partial name

Last: CITY:

First: Middle: POB:

DOB: Incl. Confidentials Needs Evaluation

Locate

7) Click **Locate** to search for the voter. Ensure that the voters name and date of birth match what is written on the envelope and double click on the voter to pull up their record.

NOTE: If you cannot find the voter's record, try searching with different information. If you still cannot find the voter, then contact your lead.

8) The voter record window will automatically go to the **Import Details** tab.

9) Enter the **Control #** in the **Control #** field and that the **Reason** is **In Review**.

The screenshot shows a form with the following fields and options:

- Reason:** A dropdown menu with 'IN REVIEW' selected.
- Control #:** A text input field containing '123456'.
- Stub #:** An empty text input field.
- Party Voted:** A dropdown menu.
- Count Ballot?
- Update Voter History
- Update Voter?

10) Confirm that the envelope does not need to be challenged by checking for the following things.

a) Confirm that the envelope is **signed**.

i) If it is not signed go to the **No Voter Signature** section on page 9.

b) Go to the **Voter Details** tab.

The screenshot shows the 'Voter Details' tab with the following fields and options:

- County Info** | **State Info**
- Voter**
- Voter ID:** [Empty field]
- Status:** ACTIVE (dropdown)
- Reason:** [Empty dropdown]
- Affidavit:** [Empty field]
- Image** [Button]
- Auto Sig:**
- DMV Lic:** [Empty field]
- SSN:** [Empty field]
- Name**
- Name** [Empty field]
- Pr** [Empty field]
- I** [Empty field]
- Mic** [Empty field]
- L** [Empty field]
- St** [Empty field]
- Birth** [Empty field]

c) Click on the **Image** button to open the voter's signatures.

d) Compare the signature on the envelope to the voter's signatures in their record.

i) For the signature to be valid search for 3 similarities total between the signature on the envelope and the signatures on file.

ii) If the signature on the envelope does not compare to the signatures on file, then proceed to the **Non-Matching Signature** section on page 10.

e) If the voter does not have a driver's license, or SSN on file or on the envelope, proceed to the **No ID Provided** section on page 10.

f) If the voter indicated their residence address on the envelope, confirm that the address provided there is in **our county**.

i) If it is in a **different county** then proceed to the **Voted Wrong County** section on page 9

11) If none of the above scenarios applied, then click **Ok**. A green, red, or yellow light window will open.

a) For **Green** lights go to the section named **Adjudicating Green Lights**.

b) For **Yellow** lights go to the section named **Adjudicating Yellow Lights**.

c) For **Red** lights go to the **Voter Already Voted** section on page 8.

Adjudicating Green Lights

Green lights mean that the voter has not voted yet, in addition to not having any pending import messages. So long as there are no challenges to apply based on the envelope we have, they can be turned valid.

- 1) Determine which subsection to go to using the below logic.
 - a) If you are adjudicating **CVRs** go to the subsection below titled **Green Light CVRs**.
 - b) If you are adjudicating **Provisional ballots**, then go to the subsection below titled **Green Light Provisionals**.

NOTE: If you are unsure, refer to your lead.

Green Light CVRs

- 1) Click **Ok** on the pop-up window. The record will close.
- 2) Double click on the record again to reopen it.
- 3) Click the **Active Ballots** button to view the **Active Ballots** window.
- 4) Ensure the **CVR** column says **INR** (In Review).

NOTE: If you see that **BOTH** the **CVR** and the **Prov** column both have information in them, inform your lead and follow their instructions.

- 5) Check to see if there is an **accepted** ballot or a ballot that is **In Review** other than the CVR by looking for an **“A”** or a **“Yes”** listed in any of the columns.
 - a) If there is a **Yes** or **A** in any of the rows or columns at this point **for this election**, go to the **Voter Already Voted** section under **Challenges** at the end of this procedure.
 - b) If there is an **“INR”** in the **VBM** column, refer to **Challenges**.

ID	Date	Title	SOS_ID	VBM	Prov	CVR	Poll/VC	County
1	02/17/2022	2022 CTE SPECIAL STATEWIDE	5437	I				San Bernardino
2	04/06/2022	CTE SPECIAL STATEWIDE ELECTION	5440	I	INR		Yes	San Bernardino

Code	Count?
I	Yes
UND	Yes
NVS	No
NMS	No
NID	No
INR	No

- **“I”** means issued. This VBM was sent and has not been returned.
- **“UND”** means Undeliverable. The VBM was returned as undeliverable by USPS.
- **“NVS”** means No Voter Signature. The VBM was returned unsigned.
- **“NMS”** means Non-Matching Signature. The VBM signature does not match.
- **“NID”** means No-ID. This voter did not provide ID and needs to.
- **“INR”** means In Review. This voter’s VBM has been returned and is being processed.

ID	Date	Title	SOS_ID	VBM	Prov	CVR	Poll/VC	County
1	09/14/2021	SEPTEMBER 14, 2021, CALIFORNIA GUBERN...	5225	INR	INR			San Bernardino

- 6) If there is not a **Yes**, **A**, or **INR** in any of the rows or columns for this election other than the **CVR** or **Prov** column, close out of the **Active Ballots** window and proceed to the next step.
- 7) Confirm that the envelope is not empty.
 - a) Tap the envelope against the desk to move the ballot inside so that you can see part of the paper through the hole near the bottom of the envelope if you are unsure.
 - b) If the envelope is empty, then proceed to the **Ballot Missing From Envelope** section on page 10.

- 8) If there are no challenges, use the **Reason** drop-down menu and select **Valid**. Press Tab and click **Ok** on the pop-up window. Make sure that the **Count Ballot** and **Update Voter History** checkboxes are checked. If they are not, contact your lead.
- 9) At the bottom of the envelope in the **Office Use Only** section, use a **red** pencil to mark in the **First Check** section as follows:
 - a) Check the **Count** box.
 - b) Write your initials in the **Initials** field.
 - c) In the **Extraction** section, write the **Actual Cons** number on the **Eligible Ballot Type** line.
- 10) Click **Ok**. A green light should appear. If it does not refer to your lead.
- 11) Place the envelope in a stack designated for **Counts**.
- 12) Proceed to the next envelope and start at step 5 in the section titled **Getting Started**.
 - a) If you have no more envelopes proceed to the **Finishing Up** section at the end of this procedure.

Green Light Provisionals

- 1) Click **Ok** on the pop-up window. The record will close.
- 2) Double click on the record again to reopen it.
- 3) Click the **Active Ballots** button to view the **Active Ballots** window.
- 4) Ensure the **Prov** column says **INR** (In Review).
- 5) Check to see if there is an **accepted** ballot or a ballot that is **In Review** other than the provisional ballot by looking for an **“A”** or a **“Yes”** listed in any of the columns.

NOTE: If you see that **BOTH** the **CVR** and the **Prov** column both have information in them, inform your lead and follow their instructions.

- a) If there is a **Yes** or **A** in any of the rows or columns at this point **for this election**, go to the **Voter Already Voted** section on page 8.
- b) If there is an **“INR”** in the **VBM** column, refer to the **In Review** section under **Challenges** at the end of this procedure.

ID	Date	Title	SOS_ID	VBM	Prov	CVR	Poll/VC	County
1	02/17/2022	2022 CTE SPECIAL STATEWIDE	5437	I				San Bernardino
2	04/06/2022	CTE SPECIAL STATEWIDE ELECTION	5440	I	INR		Yes	San Bernardino

Code	Count?
I	Yes
UND	Yes
NVS	No
NMS	No
NID	No
INR	No

- **“I”** means issued. This VBM was sent and has not been returned.
- **“UND”** means Undeliverable. The VBM was returned as undeliverable by USPS.
- **“NVS”** means No Voter Signature. The VBM was returned unsigned.
- **“NMS”** means Non-Matching Signature. The VBM signature does not match.
- **“NID”** means No-ID. This voter did not provide ID and needs to.
- **“INR”** means In Review. This voter’s VBM has been returned and is being processed.

ID	Date	Title	SOS_ID	VBM	Prov	CVR	Poll/VC	County
1	09/14/2021	SEPTEMBER 14, 2021, CALIFORNIA GUBERN...	5225	INR	INR			San Bernardino

- 6) If there does not appear to be any other unchallenged active ballots, then close the **Active Ballots** window.
- 7) Confirm that the envelope is not empty.
 - a) Tap the envelope against the desk to move the ballot inside so that you can see part of the paper through the hole near the bottom of the envelope if you are unsure.

- b) If the envelope is empty, then proceed to the **Ballot Missing From Envelope** section on page 10.
- 8) Use the **Reason** drop-down menu and select **Valid**. Press Tab and click **Ok** on the pop-up window. Make sure that the **Count Ballot** and **Update Voter History** checkboxes are checked. If they are not, contact your lead.
- 9) At the bottom of the envelope in the **Office Use Only** section, use a **red** pencil to mark in the **First Check** section as follows:
 - a) Check the **Count** box.
 - b) Write your initials in the **Initials** field.
 - c) In the **Extraction** section, write the **Actual Cons** number on the **Eligible Ballot Type** line.
- 10) Click **Ok**. A green light should appear. If it does not refer to your lead.
- 11) Place the envelope in a stack designated for **Counts**.
- 12) Proceed to the next envelope and start at step 5 in the section titled **Getting Started**.
 - a) If you have no more envelopes proceed to the **Finishing Up** section at the end of this procedure.

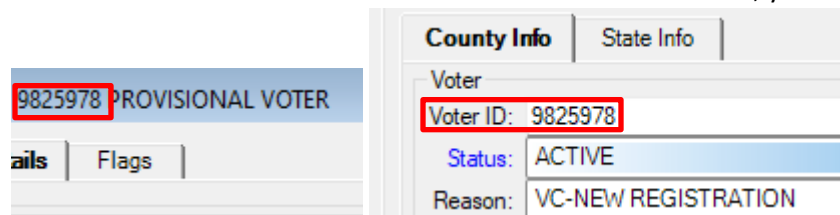
Adjudicating Yellow Lights

- 1) In the case of a **yellow** light review the yellow light message and work it according to the table below.

Message	Count?
<i>This voter may appear on the Official List in another county. If accepting the ballot, please check the VoteCal Bingo Board before proceeding to count the ballot. Click Cancel to check the Bingo Board or click Continue to override this message and process the ballot.</i>	Yes
<i>This record has unprocessed voter import records in the following categories (RUID) and may require more research. Do you wish to continue?</i>	No
<i>This record has unprocessed voter import records in the following categories (DUP) and may require more research. Do you wish to continue?</i>	No
<i>This record has unprocessed voter import records in the following categories (DECSD) and may require more research. Do you wish to continue?</i>	No
<i>This record has unprocessed voter import records in the following categories (FELON) and may require more research. Do you wish to continue?</i>	No

- 2) If you have the first message (the one highlighted in green in the above table) then you may treat this envelope as if it were a green light and follow the steps in the section named **Adjudicating Green Lights** on page 5.
 - a) For all the other scenarios continue in this section.
- 3) At the bottom of the envelope in the **Office Use Only** section, use a **red** pencil to mark in the **First Check** section as follows:
 - a) Check the **No Count** box.
 - b) On the line beside the **No Count** checkbox, write the code that corresponds to the message shown.
 - i) **“DUP”** = Duplicate import records message.
 - ii) **“DECSD”** = Deceased import records message.
 - iii) **“FELON”** = Felon import records message.
 - iv) **“RUID”** = Resolve Unique Identifier import records message.

- c) Write your initials in the **Initials** field.
- 4) Check that the Voter ID is written on the envelope in the voter ID field on the back. If it is not, then record it on the envelope.
 - a) This can be found in the blue bar at the top of the provisional record, or in the top left quadrant in the **Voter Details** tab. To check the voter details tab, you may have to reopen the record.



- 5) Click **Continue** on the yellow light scenario pop-up box.
- 6) Place the envelope in a stack for **Yellow Light** envelopes.
- 7) Proceed to the next envelope and start at step 5 in the section titled **Getting Started**.
 - a) If you have no more envelopes proceed to the **Finishing Up** section at the end of this procedure.

Challenges and Other Issues

This section will go over the various challenges that may need to be applied. Most envelopes that need to be challenged will already have been challenged by the time we begin adjudication, but this is a last check to confirm.

In Review

- 1) Change the **Reason** in the **Import Details** tab to say **In Review**.
- 2) Press **OK** to save and close the record.
- 3) On the CVR at the bottom in the **Office Use Only** section, under 1st check fill in the section according to these instructions.
 - a) Check the **No Count** box.
 - b) On the line beside the **No Count** box write “**VBM - INR.**”
 - c) Write your initials in the section for that below.
- 4) Close the window for the light that appears.

NOTE: If the light is red go to the **Voter Already Voted** section in this procedure.
- 5) Set this envelope in your **yellow light** stack.
- 6) If you do not have any more envelopes proceed to the **Finishing Up** section at the end of this procedure.
 - a) Otherwise proceed to the next envelope and start at step 5 in the section titled **Getting Started**.

Voter Already Voted

- 1) If the **Red Light** window is up close it to go back to the record.
- 2) Use the **Reason** drop-down menu to select **Voter Already Voted** (VAV).
- 3) Click on the **Active Ballots** button to open the active ballots window.

ID	Date	Title	SOS_ID	VBM	Prov	CVR	Poll/VC	County
1	02/17/2022	2022 CTE SPECIAL STATEWIDE	5437	I				San Bernardino
2	04/06/2022	CTE SPECIAL STATEWIDE ELECTION	5440	I	INR		Yes	San Bernardino

- 4) Determine whether the voter has an accepted ballot in the **Polls** category, or the **VBM** category.
 - a) An accepted ballot will appear as a **"A"** or a **"Yes."**
- 5) On the CVR at the bottom in the **Office Use Only** section, under 1st check fill in the section according to these instructions.
 - a) Check the **No Count** box.
 - b) On the line beside the **No Count** box write a challenge abbreviation based on the accepted ballot.
 - i) If there was a **"Yes"** under the **polls** column write **"VAV Polls."**
 - ii) If there was an **"A"** under the **VBM** column write **"VAV VBM."**
 - c) Write your initials in the section for that below.
- 6) Close the **Active Ballots** window.
- 7) Press **OK** to save and close the record.
- 8) Close the window for the light that appears.
- 9) Set this envelope in your challenge stack.
- 10) If you do not have any more envelopes proceed to the **Finishing Up** section at the end of this procedure.
 - a) Otherwise proceed to the next envelope and start at step 5 in the section titled **Getting Started**.

No Voter Signature

- 1) Change the **Reason** in the **Import Details** tab to say **No Voter Signature**.
- 2) Press **OK** to save and close the record.
- 3) On the CVR at the bottom in the **Office Use Only** section, under 1st check fill in the section according to these instructions.
 - a) Check the **No Count** box.
 - b) On the line beside the **No Count** box write **"NVS."**
 - c) Write your initials in the section for that below.
- 4) Close the window for the light that appears.
- 5) Set this envelope in your challenge stack.
- 6) If you do not have any more envelopes proceed to the **Finishing Up** section at the end of this procedure.
 - a) Otherwise proceed to the next envelope and start at step 5 in the section titled **Getting Started**.

Voted Wrong County

- 1) Change the **Reason** in the **Import Details** tab to say **Voted Wrong County**.
- 2) Press **OK** to save and close the record.
- 3) On the CVR at the bottom in the **Office Use Only** section, under 1st check fill in the section according to these instructions.
 - a) Check the **No Count** box.
 - b) On the line beside the **No Count** box write **"VWC."**
 - c) Write your initials in the section for that below.
- 4) Close the window for the light that appears.
- 5) Set this envelope in your **challenge** stack.
- 6) If you do not have any more envelopes proceed to the **Finishing Up** section at the end of this procedure.

- a) Otherwise proceed to the next envelope and start at step 5 in the section titled **Getting Started**.

Ballot Missing From Envelope

- 1) Change the **Reason** in the **Import Details** tab to say **Ballot Missing From Envelope**.
- 2) Press **OK** to save and close the record.
- 3) On the CVR at the bottom in the **Office Use Only** section, under 1st check fill in the section according to these instructions.
 - a) Check the **No Count** box.
 - b) On the line beside the **No Count** box write **“BME.”**
 - c) Write your initials in the section for that below.
- 4) Close the window for the light that appears.
- 5) Set this envelope in your **challenge** stack.
- 6) If you do not have any more envelopes proceed to the **Finishing Up** section at the end of this procedure.
 - a) Otherwise proceed to the next envelope and start at step 5 in the section titled **Getting Started**.

Non-Matching Signature

- 1) Return to the **Import Details** screen.
- 2) Select **Non-matching Signature** in the **Reason** dropdown.
- 3) Press **OK** to save and close the record.
- 4) On the CVR at the bottom in the **Office Use Only** section, under 1st check fill in the section according to these instructions.
 - a) Check the **No Count** box.
 - b) On the line beside the **No Count** box write **“NMS.”**
 - c) Write your initials in the section for that below.
- 5) Close the window for the light that appears.
- 6) Set this envelope in your **challenge** stack.
- 7) If you do not have any more envelopes proceed to the **Finishing Up** section at the end of this procedure.
 - a) Otherwise proceed to the next envelope and start at step 5 in the section titled **Getting Started**.

No ID Provided

- 1) Select **No ID Provided** in the **Reason** dropdown. Press **OK** to save and close the record.
- 2) On the CVR at the bottom in the **Office Use Only** section, under 1st check fill in the section according to these instructions.
 - a) Check the **No Count** box.
 - b) On the line beside the **No Count** box write **“NID.”**
 - c) Write your initials in the section for that below.
- 3) Close the window for the light that appears.
- 4) Set this envelope in your **challenge** stack.
- 5) If you do not have any more envelopes proceed to the **Finishing Up** section at the end of this procedure.
 - a) Otherwise proceed to the next envelope and start at step 5 in the section titled **Getting Started**.

Finishing Up

This section will explain what to do once you have finished working all of your envelopes.

- 1) Go through each stack and confirm that you filled out the **First Check** section correctly.
 - a) Fill in any information you missed.
 - b) If an envelope was **Valid** make sure that you also wrote the **Eligible Ballot Type** on the envelope.
- 2) Confirm that each record you processed in this procedure has the correct reason.
 - a) Search and open the record.
 - b) **Valid** if it's valid, the associated challenge reason if a challenge was needed, etc.
- 3) Keep the red, yellow, and green stacks separated and bring them all back to the lead in charge of distributing the envelopes.

Authorization

Document Owner: Voter Records	Initiation Date: 06/13/2018
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San Bernardino County Elections Office of the Registrar of Voters
Adjudicating Provisional Envelopes (Federal Election)
(Version 1.0)

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