



Office of Montana Secretary of State
Linda McCulloch



Provisional Ballot Processing

Provisional Ballot Processing

This training will walk the user through:

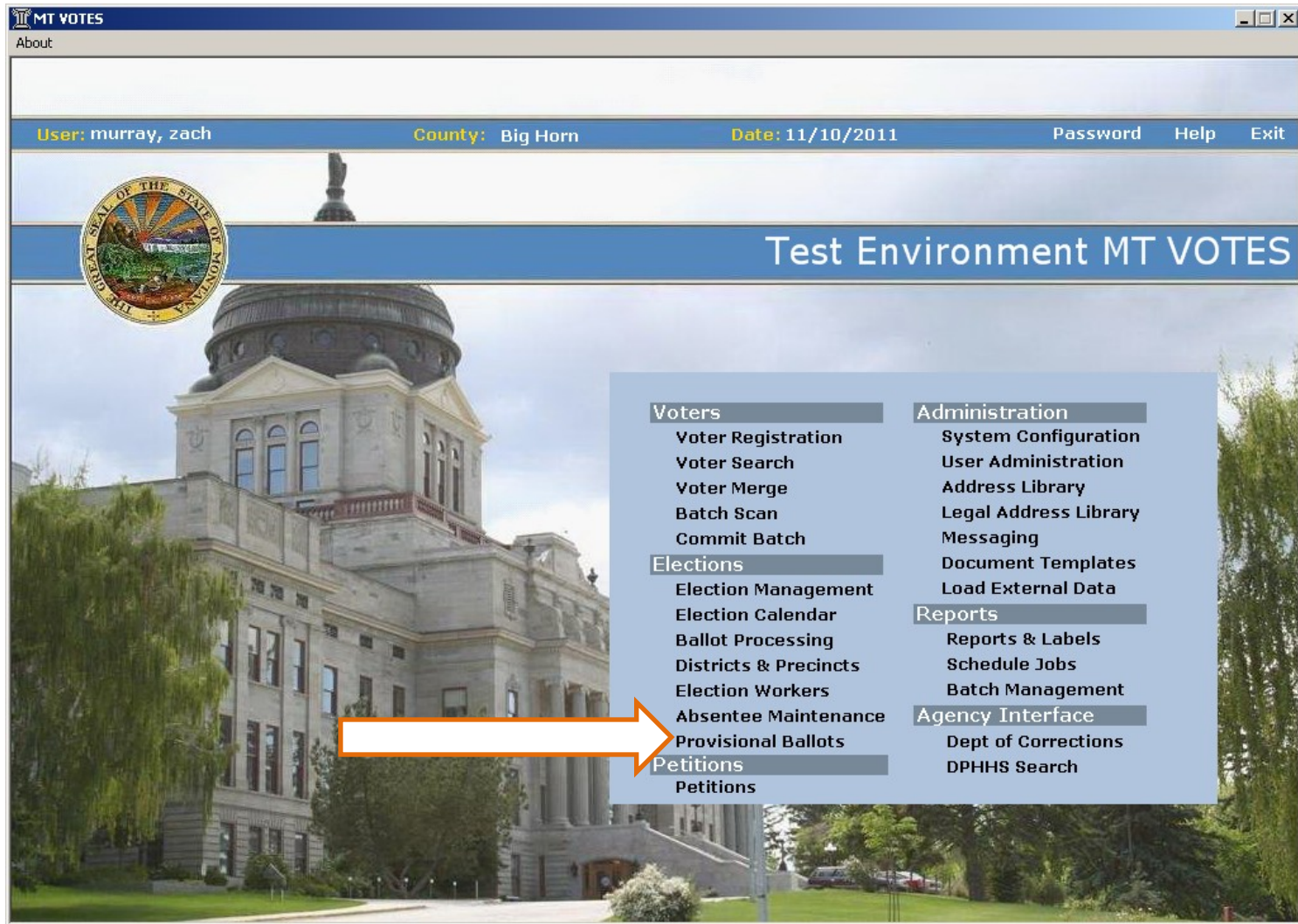
- Provisional Ballot Search And Detail Screens
- Provisional Ballot Reports And Exports
- Link To Voter
- Processing Provisional Ballots Issued At Polls
- Processing Provisional Ballots Issued During Late Registration. (Precinct-To-Precinct & County-To-County)
- Search on Previous County
- Finding Previous Precinct
- Printing Provisional Ballot Labels
- Resolving Provisional Ballots
- Provisional Ballot Module Privileges

Note on Current System Functionality

The steps in this guide are written to reflect future functionality which is anticipated to be release into MT Votes on Monday January 23rd, 2012

The primary difference you will notice with current functionality is that it is not always possible to find a voters past precinct information if you do not write it down at the time of updating their voter records.

When updating a late registrations information so that a provisional ballot can be issued be sure to **WRITE DOWN** their past precinct, as you will need to enter it into the provisional module as you follow the steps below.



Click on the Provisional Ballots link under the Elections header to begin.

Provisional Ballots Search

[Voter Search](#) [Help](#)

Search

Last Name: First Name: Middle Name: Date of Birth:

Election: Ballot Disposition: Ballot Disposition Reason: Previous County:

Voting County Search Scope

State County Provisional Ballot Reason:

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot Disposition

Provisional Ballot Detail

[Voter Search](#) [Help](#)

Name

Last Name: First Name: Middle Name:

Date of Birth: Voter ID: Suffix:

Address Provided

House #: Suffix: Pre Dir: Street Name: Type:

Post Dir: Unit Type:

City/St/Zip:

County: Precinct:

Process

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification:

Approved Not Approved

Previous County

Previous Precinct

Election

Ballot Style

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 01	Public Service Commiss
JD 12	Judicial District 12
SCJ	SUPREME COURT JUSTI
SD 17	Senate District 17
HD 033	House District 33

There are two main screens within the
Provisional Module:
 Provisional Ballot Search
 Provisional Ballot Detail

Provisional Ballot Search screen.

Provisional Ballots Search [Voter Search](#) [Help](#)

Search

Last Name: First Name: Middle Name: Date of Birth:

Election: Ballot Disposition: Ballot Disposition Reason: Previous County:

Voting County Search Scope
 State County

Approved Not Approved Include Confidential

Residence County Search Scope
 State County

Provisional Ballot Reason:

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot

The screenshot shows a web application window titled "Provisional Ballots Search". At the top right, there are links for "Voter Search" and "Help". The main search area is divided into several sections:

- Search:** Contains four input fields: "Last Name", "First Name", "Middle Name", and "Date of Birth". An orange arrow points to the "Last Name" field.
- Election and Disposition:** Contains four dropdown menus: "Election", "Ballot Disposition", "Ballot Disposition Reason", and "Previous County".
- Voting County Search Scope:** Includes radio buttons for "State" and "County" (selected), a dropdown menu for "Big Horn", and a "Provisional Ballot Reason" dropdown.
- Residence County Search Scope:** Includes radio buttons for "State" and "County" (selected), a dropdown menu for "Big Horn", and a "Search" button.
- Filters:** Includes checkboxes for "Approved", "Not Approved", and "Include Confidential".

Below the search fields is a "Search Results" table with the following columns: Name, Present Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot. The table is currently empty. At the bottom of the window, there are buttons for "New", "Details", "Delete", "Statistical Export", "Report", "Export", and "Close".

The Name Search in this screen has the same functionality as in Voter Search.

Provisional Ballots Search Voter Search Help

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball

The Election drop down will display active, past, present, and future elections.

Accepted Reasons:	Rejected Reasons:
Name omitted from register	Not registered in state
Identification was resolved	Registered but wrong county
MVD or government agency error	Registered but wrong precinct
Absentee ballot not received	Insufficient ID
Challenge resolved	Provisional ballot envelope not complete
Elector did not vote in previous jurisdiction	No signature
Other	Non-matching signature
	Ballot already voted
	Fraud
	MVD or other government agency has no record of registration
	Challenge unresolved
	Ballot missing from envelope
	Elector failed to Sign Register
	Provisional registration not resolved
	Other

Provisional Ballot Reason

Ballot not received or lost

Claims registration with MVD or other government agency, which could not be confirmed

County-County late registration in election office

Failed to sign register

Identification was insufficient

Name not in official register and not erroneously omitted

Other

Precinct-to-Precinct late registration in election office

Register indicates provisionally registered, which was not resolved

Right to vote was challenged on the following grounds

Challenge unresolved

Ballot missing from envelope

Elector failed to Sign Register

Provisional registration not resolved

Other

Provisional Ballots Search

[Voter Search](#) [Help](#)

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Voting County Search Scope

State County

Residence County Search Scope

State County

Search Clear

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball

New Details Delete Statistical Export Report Export Close

The Residence County Search Scope allows you to specify the current county of residence.

- ❖ In the majority of scenarios this will be the same as the voting county.
- ❖ If a voter has a duplicate record the search will display the link to the voters record.

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Voting County Search Scope

State County

Residence County Search Scope

Approved Not Approved Include Confidential

Search Clear

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot

New Details Delete Statistical Export Report Export Close

Additional search criteria includes the ability to specify Approved or Not Approved, and the option to Include Confidential voters.

Provisional Ballots Search [Voter Search](#) [Help](#)

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Voting County Search Scope

State County

Provisional Ballot Reason

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	B
HARTFORD, HOLLY	3738 MC GIRL R...	02/20/1983	11/02/2010 03 FEDERAL GE...	Right to vote was	A
CORTEZ, RICARDO ...	3790 VISTA VIE...	11/03/1972	11/02/2010 03 FEDERAL GE...	Right to vote w	A
WICKS, ZENO	159 MILLER HAL...	07/22/1990	11/02/2010 04 Fed Gen 2010	Register indicate	A
OBORG, DALE L	12844 CAMERON...	01/31/1953	11/02/2010 04 Fed Gen 2010	Register indicate	A
ZWIENER, ERIN	945 HIDDEN TRE...	09/22/1985	11/02/2010 04 Fed Gen 2010	Precinct-to-Preci	A
ZIMMERMAN, MARY ...	1130 W WOOLM...	10/25/1962	11/02/2010 01 fed general ...	Precinct-to-Preci	A
ZENS, MICHAEL C	1204 POWELL S...	09/11/1984	11/02/2010 04 Fed Gen 2010	Precinct-to-Preci	A
ZACKHEIM, ALAN	726 CITY DR, MI...	09/02/1983	11/02/2010 04 Fed Gen 2010	Precinct-to-Preci	A
YENNY, LOIS	203 CRITTENDE...	08/29/1933	11/02/2010 25 FEDERAL GE...	Precinct-to-Preci	A
WROBLE, CHRISTOP...	671 OLD CORVA...	05/22/1968	11/02/2010 13 Federal Gen...	Precinct-to-Preci	A
WOULFE, JAMES J	1492 LOWER VA...	08/14/1948	11/02/2010 07 FEDERAL GE...	Precinct-to-Preci	A

The resulting records that match your search criteria will display in the Search Results field.

Click any column to sort the results by that data-type.

Provisional Ballots Search [Voter Search](#) [Help](#)

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Voting County Search Scope

State County

Approved Not Approved Include Confidential

Residence County Search Scope


State County

Search Clear

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball

New Details Delete Statistical Export Report Export Close



Clicking the New button will allow you to create a new provisional ballot entry.

Provisional Ballots Search [Voter Search](#) [Help](#)

Search

Last Name: First Name: Middle Name: Date of Birth:

Election: Ballot Disposition: Ballot Disposition Reason: Previous County:

Voting County Search Scope

State County

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball
THURLOW, LOIS M	224 S 9TH ST, LI...	12/24/1940	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
JONES, LUCILLE A	224 S 9TH ST, LI...	03/19/1922	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
ARMSTRONG, SUSAN...	512 5TH AVE, HA...	12/16/1985	11/08/2011 12 MUNICIPAL ...	County-to-County...	

Selecting a record and clicking the Details button will take you to the Provisional Ballot Details screen for that provisional ballot.

Provisional Ballots Search [Voter Search](#) [Help](#)

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Voting County Search Scope

State County Provisional Ballot Reason

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball
THURLOW, LOIS M	224 S 9TH ST, LI...	12/24/1940	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
JONES, LUCILLE A	224 S 9TH ST, LI...	03/19/1922	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
ARMSTRONG, SUSAN...	512 5TH AVE, HA...	12/16/1985	11/08/2011 12 MUNICIPAL ...	County-to-County...	

Selecting a record and clicking the Delete button will permanently remove the selected provisional ballot.

Provisional Ballot Reports and Exports

Search

Last Name: First Name: Middle Name: Date of Birth:

Election: Ballot Disposition: Ballot Disposition Reason: Previous County:

Voting County Search Scope

State County

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Reason	Ballot Status

Provisional Ballots Search [Voter Search](#) [Help](#)

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Voting County Search Scope

State County Provisional Ballot Reason

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball
THURLOW, LOIS M	224 S 9TH ST, LI...	12/24/1940	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
JONES, LUCILLE A	224 S 9TH ST, LI...	03/19/1922	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
ARMSTRONG, SUSA...	512 5TH AVE, HA...	12/16/1985	11/08/2011 12 MUNICIPAL ...	County-to-County...	

Clicking the Statistical Export button will generate and send a Provisional Voter Statistics report to the Scheduled Jobs Module.

This report is primarily used by the Secretary of State's office and counties will rarely use this option.

	A1	County								
	A	B	C	D	E	F	G	H	I	J
1	County	Total Num	Total Num	Name om	Identifica	MVD or ot	Absentee	Challenge	Electro dic	Other
2										
3	Beaverhe	0	0	0	0	0	0	0	0	0
4	Big Horn	0	0	0	0	0	0	0	0	0
5	Blaine	0	0	0	0	0	0	0	0	0
6	Broadwat	0	0	0	0	0	0	0	0	0
7	Carbon	0	0	0	0	0	0	0	0	0
8	Carter	0	0	0	0	0	0	0	0	0
9	Cascade	0	0	0	0	0	0	0	0	0
10	Chouteau	0	0	0	0	0	0	0	0	0
11	Custer	0	0	0	0	0	0	0	0	0
12	Daniels	0	0	0	0	0	0	0	0	0
13	Dawson	0	0	0	0	0	0	0	0	0
14	Deer Loda	0	0	0	0	0	0	0	0	0

Above is an example of the export. When ran at the county level it will only list your own counties' statistics.

Provisional Ballots Search [Voter Search](#) [Help](#)

Search

Last Name: First Name: Middle Name: Date of Birth:

Election: Ballot Disposition: Ballot Disposition Reason: Previous County:

Voting County Search Scope

State County Provisional Ballot Reason:

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball
THURLOW, LOIS M	224 S 9TH ST, LI...	12/24/1940	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
JONES, LUCILLE A	224 S 9TH ST, LI...	03/19/1922	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
ARMSTRONG, SUSAN...	512 5TH AVE, HA...	12/16/1985	11/08/2011 12 MUNICIPAL ...	County-to-County...	

Clicking the Report button will generate the Provisional Ballots Canvass Report.

County: Yellowstone User Name: mcurtin	Provisional Ballots Canvass Report	Date: 01/07/2010
Display all selected parameters from search screen here		

Residence County Voting County	Voter Name DOB	Prov. Ballot Reason	Ballot Disposition	Ballot Disp. Reason	Previous County	Previous Precinct	Seq. Num
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Precinct 1

Lake Yellowstone	John Smith 12/30/1975	Name not in official register and not erroneously omitted	Accepted	Name omitted from register in error	Blaine	Precinct1	5
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Precinct 2

Lake Lake	Smith 12/30/1975	Name not in official register and not erroneously omitted	Accepted	Name omitted from register in error	Yellowstone	Precinct 3	6
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This report will display all selected parameters from the search screen.

Provisional Ballots Search [Voter Search](#) [Help](#)

Search

Last Name: First Name: Middle Name: Date of Birth:

Election: Ballot Disposition: Ballot Disposition Reason: Previous County:

Voting County Search Scope

State County Provisional Ballot Reason:

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball
THURLOW, LOIS M	224 S 9TH ST, LI...	12/24/1940	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
JONES, LUCILLE A	224 S 9TH ST, LI...	03/19/1922	11/08/2011 49 MUNICIPAL G...	Ballot not receive...	
ARMSTRONG, SUSAN...	512 5TH AVE, HA...	12/16/1985	11/08/2011 12 MUNICIPAL ...	County-to-County...	

Clicking the Export button will generate the previous report as an excel spreadsheet and send it to the Scheduled Jobs module for exporting.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Previous County	Previous Precinct	Last Name	First Name	Middle Name	Suffix	Voter ID	DOB
2								
3	Big Horn	PRECINCT #1	ARMSTRONG	SUSAN	M		450022442	#####
4			JONES	LUCILLE	A		1527397	#####
5			THURLOW	LOIS	M		450999	#####
6								
7								
8								
9								
10								
11								
12								
13								
14								

Above is an example of the export, which will contain the same information as the Provisional Ballot Canvas Report.

Provisional Ballot Detail screen.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name

Last Name First Name Middle Name
Date of Birth Voter ID Suffix

Address Provided

Address

City/St/Zip

County Precinct [Split](#)

Previous County

Previous Precinct

Election

Ballot Style

Process

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

Approved Not Approved

Comments

Districts

Code	Description

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name First Name Middle Name
 Date of Birth Voter ID Suffix

Address Provided

 Address
 City/St/Zip MT
 County Precinct

Process
 Provisional Ballot Reason
 Ballot Disposition
 Ballot Disposition Reason
 Method of Voter Notification
 Approved Not Approved

Previous County
Previous Precinct
Election
Ballot Style

Comments

Records

ID	Description

The Provisional Ballot Detail screen will allow you to Link an entry to a voter, enter previous county information, and process Provisional Ballots.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name First Name Middle Name
 Date of Birth Voter ID Suffix

Address Provided

 Address
 City/St/Zip MT
 County Precinct [Split](#)
 Previous County
 Previous Precinct
 Election
 Ballot Style

Process
 Provisional Ballot Re
 Ballot Disposition
 Ballot Disposition Re
 Method of Voter No Mail
 Approved Approved

Comments

Districts

Code	Description

From this screen you can enter a new provisional ballot or update an existing entry.

You also have the option to issue ballots, reprint issued ballots, and view the voter record.

Link to Voter on Provisional Ballot Detail screen.

Provisional Ballot Detail - Link to Voter [Voter Search](#) [Help](#)

Search

General | Residential Address | Mailing Address

Last Name: First Name: Middle Name: Soundex

Voter ID: Birth Date From: Birth Date To:

Scope

State County

Search Results

Voter ID	Name	Residential Address	Status	Date of Birth

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name

Last Name First Name Middle Name

Date of Birth Voter ID Suffix

Address Provided

Address

City/St/Zip

County BIG HORN Precinct

Previous County

Previous Precinct

Election

Ballot Style

Process

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification Mail

Approved Not Approved

Comments

Districts

Code	Description

Enter the Voter's name.

Clicking the Link To Voter button will cause the system to attempt to find a matching registered voter record.

Provisional Ballot Detail - Link to Voter

Query executed successfully. Showing total 2 records [Voter Search](#) [Help](#)

Search

General Residential Address Mailing Address

Last Name First Name Middle Name Soundex

WASHINGTON

Voter ID Birth Date From Birth Date To

Scope

State County

Search Results

Voter ID	Name	Residential Address	Status	Date of Birth
450022...	WASHINGTON, GEORGE	1 TEST ST , HARDIN, MT 59035	Active	07/04/...
598930	WASHINGTON, AGNES	Township: 3S, Range: 34E, Sec...	Active	08/25/...

If multiple potential matches are found the search results will display to allow you to select the appropriate voter.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: WASHINGTON First Name: GEORGE Middle Name:
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided

 Standard
 House # Suffix Pre Dir Street Name: TEST Type: ST
 Post Dir Unit Type
 City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT [Split](#) ts1

Previous County:
 Previous Precinct:
 Election:
 Ballot Style:

Process
 Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

If an exact match is found the voter's information will automatically populate.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name

Last Name: First Name: Middle Name:

Date of Birth: Voter ID: Suffix:

Address Provided

Address:

City/St/Zip:

County: Precinct:

Previous County:

Previous Precinct:

Election:

Ballot Style:

Process

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification:

Approved Not Approved

Comments

Districts

Code	Description

If there is no matching registered voter you can manually enter in their information, but you will not be able to issue a ballot until you have registered the voter and updated this screen to link to their new Voter ID.

- ❖ Provisional Ballots issued at polls will be entered into Montana Votes after the Polls have closed.
- Most counties will enter them the following day.
- ❖ The SOS office will send notice if an alternative deadline for provisional ballot entry into MT Votes should be observed.

The screenshot shows a web form titled "Provisional Ballot Detail" with the following sections and fields:

- Name:** Last Name (WASHINGTON), First Name (GEORGE), Middle Name, Date of Birth (07/04/1976), Voter ID (450022443), Suffix.
- Address Provided:** Standard (dropdown), Clear (button), House # (1776), Suffix, Pre Dir, Street Name (INDEPENDENCE), Type (WAY), Post Dir, Unit Type, City/St/Zip (HARDIN, MT, 59035), County (BIG HORN), Precinct (PRECINCT), Split (02).
- Previous County:** (dropdown), **Previous Precinct:** (dropdown), **Election:** (11/11/2011 test), **Ballot Style:** (dropdown).
- Process:** Provisional Ballot Reason (Ballot not received or lost), Ballot Disposition, Ballot Disposition Reason, Method of Voter Notification (Mail), Approved, Not Approved.
- Comments:** (text area)
- Districts:**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

Buttons at the bottom: Issue Ballot, Reprint, View Voter Record, Save And New, Save, Close.

After searching and Linking to a registered voter(outlined in slides 30-34)specify the Election for which you are generating the provisional ballot.

Enter a Provisional Ballot Reason.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: WASHINGTON First Name: GEORGE Middle Name:
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided

 House #: 1776 Suffix: Pre Dir: Street Name: INDEPENDENCE Type: WAY
 Post Dir: Unit Type:
 City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT [Split](#) 02

Previous County:
 Previous Precinct:
 Election: 11/11/2011 test
 Ballot Style:

Process
 Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification:

Approved Not Approved

Comments

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42

Enter a Ballot Disposition and Ballot Disposition reason

Choose a Method of Voter Notification.

Provisional Ballot Detail

[Voter Search](#) [Help](#)

Name
 Last Name: WASHINGTON First Name: GEORGE Middle Name:
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided

 House # 1776 Suffix Pre Dir Street Name INDEPENDENCE Type WAY
 Post Dir Unit Type
 City/St/Zip HARDIN MT 59035
 County BIG HORN Precinct PRECINCT [Split](#) 02

Previous County:
 Previous Precinct:
 Election: 11/11/2011 test
 Ballot Style:

Process
 Provisional Ballot Reason: Ballot not received or lost
 Ballot Disposition: Accepted
 Ballot Disposition Reason: Absentee ballot not received
 Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42

Click Save And New to store the record and move onto entering the next provisional ballot.

Or, Click the Save button and then Close if you only had one.

Processing Provisional Ballots **Issued During Late Registration**

This section will outline the following Provisional Ballot scenarios:

- ❖ Precinct-To-Precinct move on Election day
- ❖ County-To-County move on Election day.

Precinct-to-Precinct move on

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name

Last Name First Name Middle Name
Date of Birth Voter ID Suffix

Address Provided

Address

City/St/Zip MT -
County Precinct [Split](#)

Previous County
Previous Precinct
Election
Ballot Style

Process

Provisional Ballot Reason
Ballot Disposition
Ballot Disposition Reason
Method of Voter Notification

Approved Not Approved

Comments

Districts

Code	Description

Voter Registration

Voter record successfully retrieved.

New Save Clear Search Process Batch

Voter ID: 450022457 State ID: [] SSN: 0000 Birth Date: 01/01/1991 Age: 20 Gender: [] Last Name: EXAMPLE First Name: TEST MI: [] Suffix: []

Residence Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Worker Clear

House #: 1776 Suffix: [] Pre Dir: [] Street Name: INDEPENDENCE Type: WAY

Post Dir: [] Unit Type: []

City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: INCT #17 Split: 02

Mailing

Country: UNITED STATES OF AMERICA USA Clear

Address: []

City/St/Zip: []

Registration Misc Info Custom Duplicate Req.

Party: No Party Last Verified Date: 11/14/2011

Status: Active - A MVD Verified []

Reason: [] SSA Verified [x]

Source of Registration: In person - 06 Verify

Old Voter ID: [] County Reg Date: 11/14/2011

Vote Eligible: 08/01/2010 Last Voted Date: []

No Signature Confidential Reveal US Citizen

Comments: []

Voter Polling Locations

Precinct: 17 - PRECINCT #17 View Image

Split: 02

Polling Place: AUDITORIUM - HARDIN

Election

Election	Date	Polling Places

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	171	SCHOOL DISTRICT #171 (MONTANA)

To begin you will need to first go into
Voter Registration.

Bring up the Voter that you are working on.

Voter Registration

Voter Print Elections Petitions Imaging Address

Voter record successfully retrieved. [Help](#)

New Save Clear Search Process Batch

Voter ID 450022457 State ID State ID SSN 0000 Birth Date 01/01/1991 Age 20 Gender Last Name EXAMPLE First Name TEST MI Suffix

Residence Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Election Worker Clear

House # 1776 Suffix Pre Dir INDEPENDENCE Type WAY

Post Dir Unit Type

City/St/Zip HARDIN MT 59035

County BIG HORN Precinct INCT #17 Split 02

Mailing

Country STATES OF AMERICA USA Clear

Address

City/St/Zip

Registration

Party Status Reason Source of Registration Old Voter ID County Reg Vote Eligible

Party N Last Ver Date 11/14/2011

Status A A MVD Verified

Reason I SSA Verified

Source of Registration I on - 06 Verify

Old Voter ID 11/14/2011

Vote Eligible 0 010 Last Voted

No Signature Confidential US Citizen

Comments

Voter Polling Locations

Precinct 17 - PRECINCT #17 View Image

Split 02

Polling Place AUDITORIUM - HARDIN

Election

Election	Date	Polling Places

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	SD	SCHOOL DISTRICT #1

Take note of the previous county and precinct so you don't have to come back to find it later.

You will need this in the steps to come. If you don't keep track of it now you will have to come back to the voters audit log to find it again.

Residence | Absentee | Contacts | History | Voting History

Standard [NCOA](#) CASS Migration Election
Comments Worker

House #	Suffix	Pre Dir	Street Name	Type
1776			INDEPENDENCE	WAY

Post Dir Unit Type

City/St/Zip HARDIN MT 59035

County BIG HORN Precinct INCT #17 [Split](#) 02

Mailing

Country UNITED STATES OF AMERICA USA

Address

City/St/Zip



Residence | Absentee | Contacts | History | Voting History

Standard [NCOA](#) CASS Migration Election
Comments Worker

House #	Suffix	Pre Dir	Street Name	Type
1			TEST	ST

Post Dir Unit Type

City/St/Zip HARDIN MT 59035

County BIG HORN Precinct CINCT #5 [Split](#) ts1

Mailing

Country UNITED STATES OF AMERICA USA

Address

City/St/Zip

Update the Voter's information.

Registration

Elections | Petitions | Imaging | Address

Voter ID: 450022457
Voter number is 450022457

Last Name: EXAMPLE | First Name: TEST | MI: | Suffix: |

Resident
House: 1 | Street Name: TEST | Type: ST
City/St/Zip: HARDIN | MT | 59035
County: BIG HORN | Precinct: CINCT #5 | Split: ts1

Mailing
Country: UNITED STATES OF AMERICA | USA
Address: | City/St/Zip: |

Registration
Party: No Party | Last Verified Date: 11/14/2011
Status: Active - A | MVD Verified
Reason: | SSA Verified
Source of Registration: In person - 06 | Verify
Old Voter ID: | County Reg Date: 11/14/2011
Vote Eligible: 08/01/2010 | Last Voted Date: |
 No Signature | Confidential | US Citizen

Voter Polling Locations
Precinct: 5 - PRECINCT #5 | View Image
Split: ts1
Polling Place: CROW SCHOOL - RENO

Election

Election	Date	Polling Places

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
WARD	1	HARDIN WARD #1
SCHOOL DISTRICT	02	SCHOOL DISTRICT #02 / ELEMENTARY

Once the voter's information has been updated click on the Elections Menu, and then click on the Provisional Ballot option.

This will bring up the Provisional Ballot Search screen.

Provisional Ballots Search

Voter Search Help

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Voting County Search Scope

State County

Residence County Search Scope

Approved Not Approved Include Confidential

State County

Search Clear

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot

New Details Delete Statistical Export Report Export Close

Click the New button to begin.

The Provisional Ballot Detail screen will display.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name

Last Name First Name Middle Name

Date of Birth Voter ID Suffix

Address Provided

Address

City/St/Zip

County Precinct

Previous County

Previous Precinct

Election

Ballot Style

Process

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification Mail

Approved Not Approved

Comments

Districts

Code	Description

Enter the voter's name and attempt to link the entry to a voter. Refer to slides 30 – 34 for further Link To Voter Information.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: EXAMPLE First Name: TEST Middle Name:
 Date of Birth: 01/01/1991 Voter ID: 450022457 Suffix:

Address Provided

Standard

House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type:

City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT [Split](#) ts1

Previous County:
 Previous Precinct:

Election:
 Ballot Style:

Process

Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42



Once the voter's information has been entered, and linked to a voter ID, you will need to enter previous precinct information.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: EXAMPLE First Name: TEST Middle Name:
 Date of Birth: 01/01/1991 Voter ID: 450022457 Suffix:

Address Provided
 Standard Previous County:
 Previous Precinct:
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type:
 City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT [Split](#) ts1
 Election:
 Ballot Style:

Process
 Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail
 Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42



If you did not keep track of the voters previous county and precinct information you will have to return to their Audit Log within Voter Registration to locate the previous information.

Provisional Ballot Detail Voter Search Help

Name
 Last Name: EXAMPLE First Name: TEST Middle Name:
 Date of Birth: 01/01/1991 Voter ID: 450022457 Suffix:

Address Provided
 Standard
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type:
 City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT Split: ts1

Previous County: Big Horn
 Previous Precinct: PRECINCT #17 - 17
 Election: 11/11/2011 test
 Ballot Style: 1

Process
 Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42



Once all previous county information has been entered, you will need to specify which Election and Ballot Style you are generating the provisional ballot for.

Ballot Styles must be generated in Election Management prior to this step or you will not have any styles to choose from.

Provisional Ballot Detail

[Voter Search](#) [Help](#)

Name
 Last Name: EXAMPLE First Name: TEST Middle Name:
 Date of Birth: 01/01/1991 Voter ID: 450022457 Suffix:

Address Provided
 Standard
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type: City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT Split ts1

Process
 Provisional Ballot Reason: recinct late registration in election office
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail
 Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

Once all previous information has been entered you will then need to enter a Provisional Ballot Reason and then click the button to Issue Ballot.

Refer to Slides 71 – 75 for steps for printing ballots.

County-To-County move on Election day

The screenshot shows a web application window titled "Provisional Ballot Detail". The interface is organized into several sections:

- Name:** Includes input fields for Last Name, First Name, Middle Name, Date of Birth, Voter ID, and Suffix. A "Link To Voter" button is located to the right.
- Address Provided:** Features a dropdown menu set to "Non-Standard" with a "Clear" button. Below are fields for Address, City/St/Zip (with a state dropdown set to "MT"), and County (set to "BIG HORN"). A "Precinct" dropdown is set to "Split".
- Process:** Contains dropdown menus for "Provisional Ballot Reason" (set to "County-to-County late registration in ele..."), "Ballot Disposition", "Ballot Disposition Reason", and "Method of Voter Notification" (set to "Mail").
- Comments:** A large empty text area for entering comments.
- Districts:** A table with columns "Code" and "Description".
- Navigation:** A row of buttons at the bottom: "Issue Ballot", "Reprint", "View Voter Record", "Save And New", "Save", and "Close".

Additional elements include a "Voter Search Help" link in the top right and checkboxes for "Approved" and "Not Approved" at the bottom left.

The METAC members clarified that you should always pull the existing voter record when entering a late registrant and not create a duplicate record (even on Election Day).

This is a change from previous practice – office workers will need to be trained to **NOT CREATE A DUPLICATE VOTER.**

Voter Registration

Voter Print Elections Petitions Imaging Address

Voter record successfully retrieved. [Help](#)

New Save Clear Search Process Batch

Voter ID: 450022457 State ID: [] SSN: 0000 Birth Date: 01/01/1991 Age: 20 Gender: [] Last Name: EXAMPLE First Name: TEST MI: [] Suffix: []

Residence Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Worker Clear

House #: 1776 Suffix: [] Pre Dir: [] Street Name: INDEPENDENCE Type: WAY

Post Dir: [] Unit Type: []

City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: INCT #17 Split: 02

Mailing

Country: UNITED STATES OF AMERICA USA Clear

Address: []

City/St/Zip: []

Registration Misc Info Custom Duplicate Req.

Party: No Party Last Verified Date: 11/14/2011

Status: Active - A MVD Verified

Reason: [] SSA Verified

Source of Registration: In person - 06 Verify

Old Voter ID: [] County Reg Date: 11/14/2011

Vote Eligible: 08/01/2010 Last Voted Date: []

No Signature Confidential Reveal US Citizen

Comments: []

Voter Polling Locations

Precinct: 17 - PRECINCT #17 View Image

Split: 02

Polling Place: AUDITORIUM - HARDIN

Election

Election	Date	Polling Places

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	171	SCHOOL DISTRICT #171 (MONTANA)

To begin you will need to first go into
Voter Registration.

Bring up the Voter that you are working on.

Voter Registration

Voter record successfully retrieved.

New Save Clear Search Process Batch

Voter ID: 450022457 State ID: State ID SSN: 0000 Birth Date: 01/01/1991 Age: 20 Gender: Gender Last Name: EXAMPLE First Name: TEST MI: MI Suffix: Suffix

Residence: Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Worker Clear

House #: 1776 Suffix: Suffix Pre Dir: Pre Dir Street Name: INDEPENDENCE Type: WAY

Post Dir: Post Dir Unit Type: Unit Type

City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: INCT #17 Split: 02

Mailing: Country: STATES OF AMERICA USA Clear

Address: Address City/St/Zip: City/St/Zip

Registration: Party: Party Last Ver: Last Ver Date: 11/14/2011

Status: Status A A MVD Verified: MVD Verified

Reason: Reason SSA Verified: SSA Verified

Source of Registration: Source of Registration Verify: Verify

Old Voter ID: Old Voter ID County Reg: County Reg Date: 11/14/2011

Vote Eligible: Vote Eligible 010 Last Voted: Last Voted

No Signature Confidential US Citizen

Comments: Comments

Voter Polling Locations

Precinct: 17 - PRECINCT #17 View Image

Split: 02

Polling Place: AUDITORIUM - HARDIN

Election

Election	Date	Polling Places

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	17	SCHOOL DISTRICT #17 (ELEMENTARY)

Take note of the previous county and precinct so you don't have to come back to find it later.

You will need this in the steps to come. If you don't keep track of it now you will have to come back to the voters audit log to find it again.

Residence		Absentee	Contacts	History	Voting History	
Standard		NCOA	CASS	Migration Comments	Election Worker	Clear
House #	Suffix	Pre Dir	Street Name	Type		
1776			INDEPENDENCE	WAY		
Post Dir	Unit Type					
City/St/Zip	HARDIN	MT	59035			
County	BIG HORN	Precinct	INCT #17	Split	02	
Mailing						
Country	UNITED STATES OF AMERICA	<input checked="" type="checkbox"/> USA	Clear			
Address						
City/St/Zip						



Residence		Absentee	Contacts	History	Voting History	
Standard		NCOA	CASS	Migration Comments	Election Worker	Clear
House #	Suffix	Pre Dir	Street Name	Type		
1			TEST	ST		
Post Dir	Unit Type					
City/St/Zip	HARDIN	MT	59035			
County	BIG HORN	Precinct	CINCT #5	Split	ts1	
Mailing						
Country	UNITED STATES OF AMERICA	<input checked="" type="checkbox"/> USA	Clear			
Address						
City/St/Zip						

Update the voter's information.

Registration

Elections | Petitions | Imaging | Address

Voter ID: 45002245

Voter number is 450022457

Party: No Party | Last Verified Date: 11/14/2011

Status: Active - A | MVD Verified:

Reason: | SSA Verified:

Source of Registration: In person - 06 | Verify

Old Voter ID: | County Reg Date: 11/14/2011

Vote Eligible: 08/01/2010 | Last Voted Date: |

No Signature | Confidential | Reveal | US Citizen

Comments:

Voter Polling Locations

Precinct: 5 - PRECINCT #5 | View Image

Split: ts1

Polling Place: CROW SCHOOL - RENO

Election

Election	Date	Polling Places

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
WARD	1	HARDIN WARD #1
SCHOOL DISTRICT	00	SCHOOL DISTRICT #00 / ELEMENTARY

Once the voter's information has been updated click on the Elections Menu, and then click on the Provisional Ballot option.

This will bring up the Provisional Ballot Search screen.

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Ballot Disposition Reason Previous County

Voting County Search Scope

State County

Residence County Search Scope

Approved Not Approved Include Confidential

State County

Search Clear

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball

New Details Delete Statistical Export Report Export Close

Click the New button to begin.

The Provisional Ballot Detail screen will display.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name

Last Name First Name Middle Name
 Date of Birth Voter ID Suffix

Address Provided

Address

City/St/Zip MT

County Precinct

Previous County

Previous Precinct

Election

Ballot Style

Process

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

Approved Not Approved

Comments

Districts

Code	Description

Enter the voter's name and attempt to link the entry to a Voter. Refer to slides 30 – 34 for further Link To Voter Information.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: WASHINGTON First Name: GEORGE Middle Name:
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided

Standard

House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type:

City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT [Split](#) ts1

Previous County:
 Previous Precinct:

Election:
 Ballot Style:

Process

Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42



Once the voter's information has been entered, and linked to a voter ID, you will need to enter previous county information.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: WASHINGTON First Name: GEORGE Middle Name:
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided
 Standard
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type:
 City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT [Split](#) ts1

Previous County:
 Previous Precinct:
 Election:
 Ballot Style:

Process
 Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42



If you did not keep track of the voters previous county and precinct information you will have to return to their Audit Log within Voter Registration to locate the previous information.

Provisional Ballot Detail Voter Search Help

Name
 Last Name: EXAMPLE First Name: TEST Middle Name:
 Date of Birth: 01/01/1991 Voter ID: 450022457 Suffix:

Address Provided
 Standard
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type:
 City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT ts1

Previous County: Missoula
 Previous Precinct: PRECINCT 34 - 34
 Election: 11/11/2011 test
 Ballot Style: 1

Process
 Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42



Once all previous county information has been entered, you will need to specify which Election and Ballot Style you are generating the provisional ballot for.

Ballot Styles must be generated in Election Management prior to this step or you will not have any styles to choose from.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: EXAMPLE First Name: TEST Middle Name:
 Date of Birth: 01/01/1991 Voter ID: 450022457 Suffix:

Address Provided
 Standard
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type: City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT Split ts1

Process
 Provisional Ballot Reason: County-to-County late registration in ele...
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail
 Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

Once all previous information has been entered you will then need to enter a Provisional Ballot Reason and then click the button to Issue Ballot.

Refer to Slides 71 – 75 for steps for printing ballots.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: EXAMPLE First Name: TEST Middle Name:
 Date of Birth: 01/01/1991 Voter ID: 450022457 Suffix:

Address Provided
 Standard
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST
 Post Dir: Unit Type:
 City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT ts1

Previous County: Missoula
 Previous Precinct: PRECINCT 34 - 34
 Election: 11/11/2011 test
 Ballot Style: 1

Process
 Provisional Ballot Reason: County-to-County late registration in ele
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification: Mail
 Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42



It is critical that the Previous County information is entered accurately, so that counties can check registers to verify whether or not the voter voted in previous county

County to County moves: Search on previous County

The screenshot shows a web application window titled "Provisional Ballots Search". It features a search form with the following fields and options:

- Search Section:**
 - Last Name, First Name, Middle Name, Date of Birth (text input fields)
 - Election: 11/08/2011 22 MUNICIPA (dropdown)
 - Ballot Disposition (dropdown)
 - Ballot Disposition Reason (dropdown)
 - Previous County: Missoula (dropdown)
- Voting County Search Scope:**
 - Radio buttons for State and County (County is selected)
 - County dropdown: Big Horn
 - Provisional Ballot Reason (dropdown)
- Residence County Search Scope:**
 - Radio buttons for State and County (County is selected)
 - County dropdown: Big Horn
- Filters:**
 - Approved
 - Not Approved
 - Include Confidential
- Buttons:** Search, Clear

Search Results:

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot

Bottom Navigation: New, Details, Delete, Statistical Export, Report, Export, Close

The screenshot shows the 'Provisional Ballots Search' application window. It features a search form with the following fields and controls:

- Search Section:** Last Name, First Name, Middle Name, Date of Birth (text input fields).
- Filter Section:** Election, Ballot Disposition, Ballot Disposition Reason, Previous County (dropdown menus).
- Voting County Search Scope:** Radio buttons for State and County, and a dropdown menu.
- Residence County Search Scope:** Radio buttons for State and County, and a dropdown menu.
- Buttons:** Search, Clear, Approved (checkbox).

Below the search form is a 'Search Results' table with columns: Name, Present Address, Date of Birth, Election, Ballot Reason, and Ballot. The table is currently empty. At the bottom of the window are buttons for New, Details, Delete, Statistical Export, Report, Export, and Close.

Orange arrows point to the 'Previous County' dropdown, the 'State' radio button in the 'Voting County Search Scope', the 'State' radio button in the 'Residence County Search Scope', and the 'Search' button.

Enter your county in Previous County.
Change Voting County to State.
Change Residence County to State.

Clicking Search will bring up a list of voters that have moved from your county and been issued a provisional ballot in another county.

You will then need to send an email to the counties who took a voter to let them know if it is okay to count their provisional ballot or not (based on whether or not the individual voted a ballot in your county).

You must respond to county requests before 3 p.m. on the Monday following Election Day.

Printing A Ballot Label From The Provisional Ballot Detail Screen

Provisional Ballot Detail

Operation has been cancelled. [Voter Search](#) [Help](#)

Name

Last Name: WASHINGTON First Name: GEORGE Middle Name:

Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided

Standard

House #: 1776 Suffix: Pre Dir: Street Name: INDEPENDENCE Type: WAY

Post Dir: Unit Type:

City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: PRECINCT Split 02

Previous County: Big Horn

Previous Precinct: PRECINCT #5 - 5

Election: 11/08/2011 22 MUNICIPAL GENERAL

Ballot Style: WARD 1

Process

Provisional Ballot Reason: Precinct-to-Precinct late registration in eli

Ballot Disposition:

Ballot Disposition Reason:

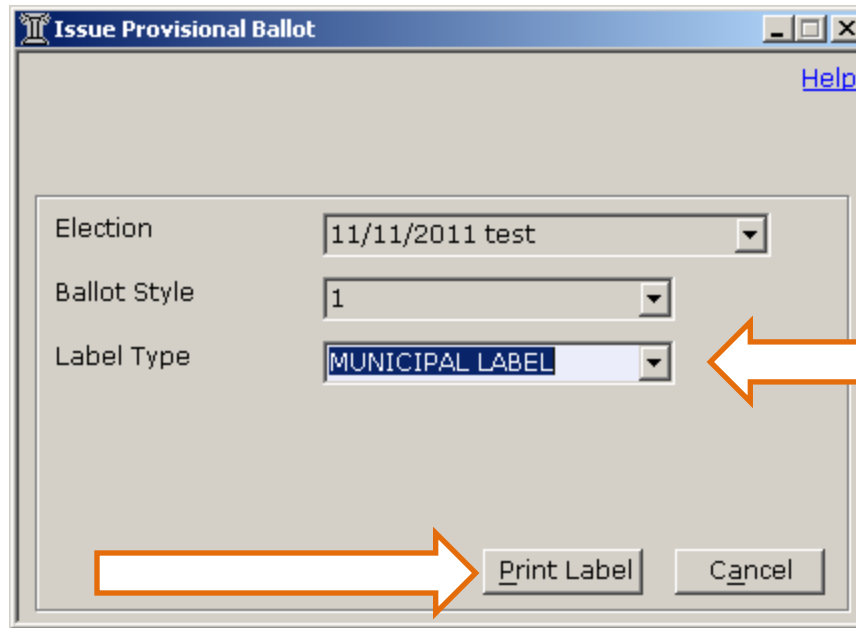
Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

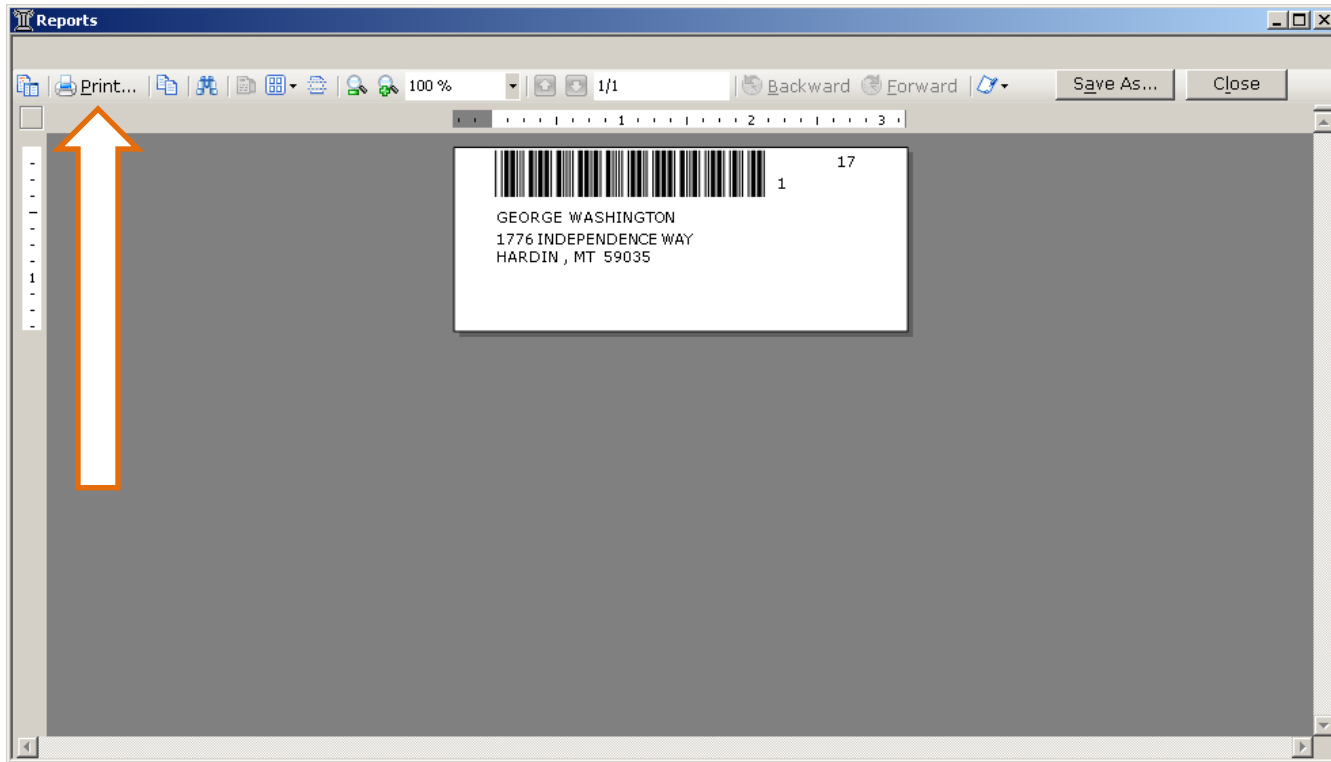
Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42



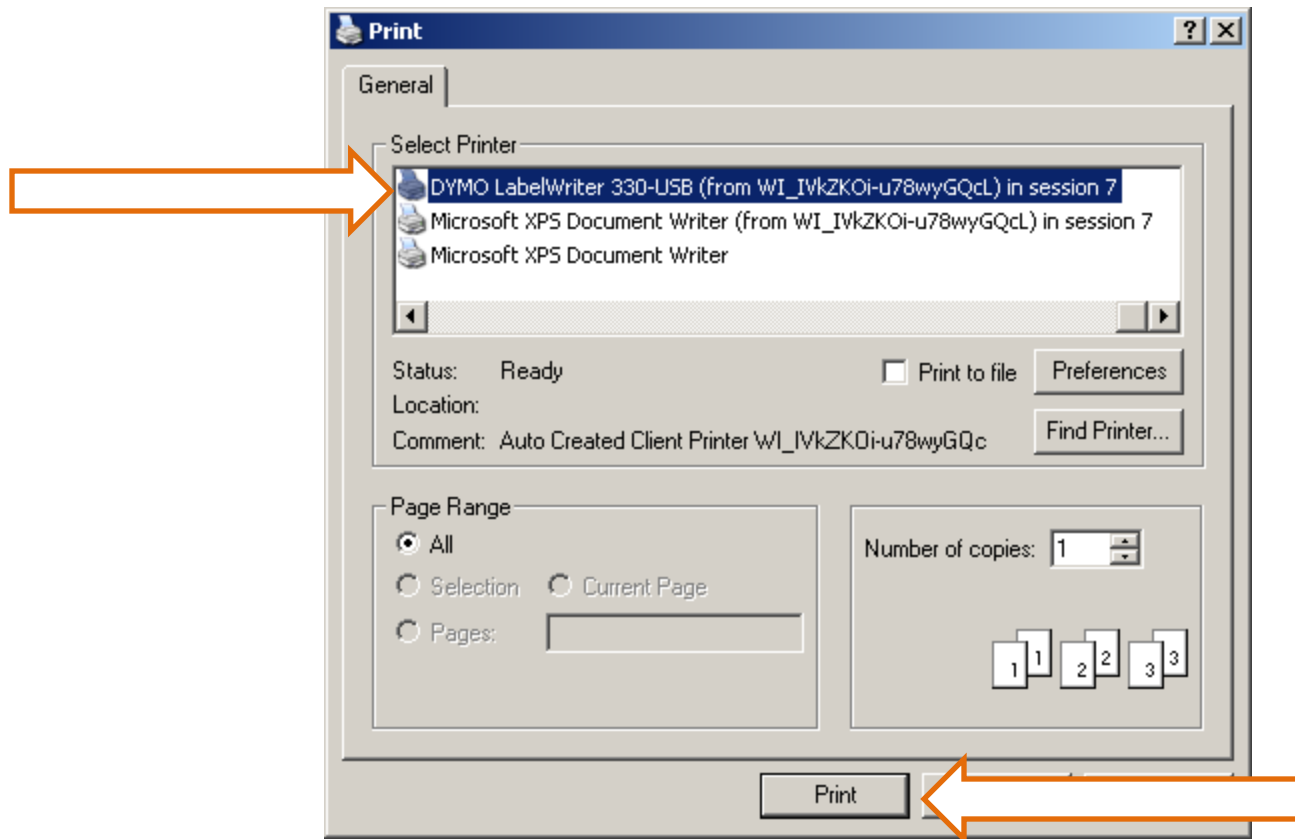
When choosing to issue a ballot within the provisional ballot detail screen the above window will display.

Verify you have the correct Election and Ballot Style showing, and then choose your preferred Label Type.

Click Print Label



A report will generate for your label and you may print it using whichever printer and paper is appropriate.



In the Select Printer box scroll back and forth to locate your preferred printer.

Choose the number of copies you would like and when ready click Print.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
 Last Name: WASHINGTON First Name: GEORGE Middle Name:
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided
 Standard
 House # 1776 Suffix: Pre Dir: Street Name INDEPENDENCE Type WAY
 Post Dir: Unit Type:
 City/St/Zip HARDIN MT 59035
 County BIG HORN Precinct PRECINCT Split 02

Previous County: Missoula
 Previous Precinct: PRECINCT 33 - 33
 Election: 11/11/2011 test
 Ballot Style: 1

Process
 Provisional Ballot Reason: Precinct-to-Precinct late registration in el
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification:
 Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

If for any reason you need to print the label again you may do so by clicking the Reprint button on the voter's Provisional Ballot Detail screen.

Resolving Provisional Ballots

[Voter Search](#) [Help](#)

Name

Last Name First Name Middle Name

Date of Birth Voter ID Suffix

Address Provided

House #	Suffix	Pre Dir	Street Name	Type
<input type="text" value="1776"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="INDEPENDENCE"/>	<input type="text" value="WAY"/>
Post Dir	Unit Type			
<input type="text"/>	<input type="text"/>			
City/St/Zip	<input type="text" value="HARDIN"/>	<input type="text" value="MT"/>	<input type="text" value="59035"/>	<input type="text"/>
County	<input type="text" value="BIG HORN"/>	Precinct	<input type="text" value="PRECINCT"/> Split	<input type="text" value="02"/>

Previous County

Previous Precinct

Election

Ballot Style

Process

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

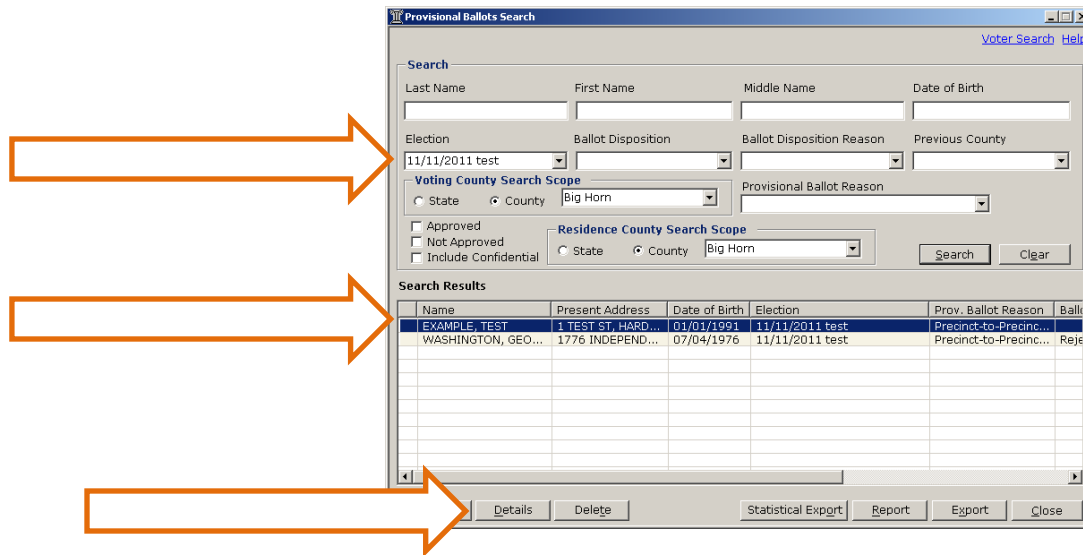
Method of Voter Notification

Approved Not Approved

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42



On the Provisional Ballot Search screen you will need to select the election you are working on and click Search to bring up a list of your provisional ballots. You can enter additional information to narrow your search.

When ready, Click on the voter you are working on and click the Details button.

Provisional Ballot Detail Voter Search Help

Name
 Last Name: WASHINGTON First Name: GEORGE Middle Name:
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided

 House #: 1776 Suffix: Pre Dir: Street Name: INDEPENDENCE Type: WAY
 Post Dir: Unit Type:
 City/St/Zip: HARDIN MT 59035
 County: BIG HORN Precinct: PRECINCT 02

Previous County:
 Previous Precinct:
 Election: 11/11/2011 test
 Ballot Style:

Process
 Provisional Ballot Reason:
 Ballot Disposition:
 Ballot Disposition Reason:
 Method of Voter Notification:

Approved Not Approved

Comments

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42

To update an individual's provisional ballot record, first enter a Ballot Disposition and Ballot Disposition reason

Choose a Method of Voter Notification.

Provisional Ballot Detail [Voter Search](#) [Help](#)

Name
Last Name: WASHINGTON First Name: GEORGE Middle Name:
Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

Address Provided
Standard
House #: 1776 Suffix: Pre Dir: Street Name: INDEPENDENCE Type: WAY
Post Dir: Unit Type:
City/St/Zip: HARDIN MT 59035
County: BIG HORN Precinct: PRECINCT [Split](#) 02

Previous County:
Previous Precinct:
Election: 11/11/2011 test
Ballot Style:

Process
Provisional Ballot Reason: Ballot not received or lost
Ballot Disposition: Accepted
Ballot Disposition Reason: Absentee ballot not received
Method of Voter Notification: Mail

Approved Not Approved

Comments

Districts

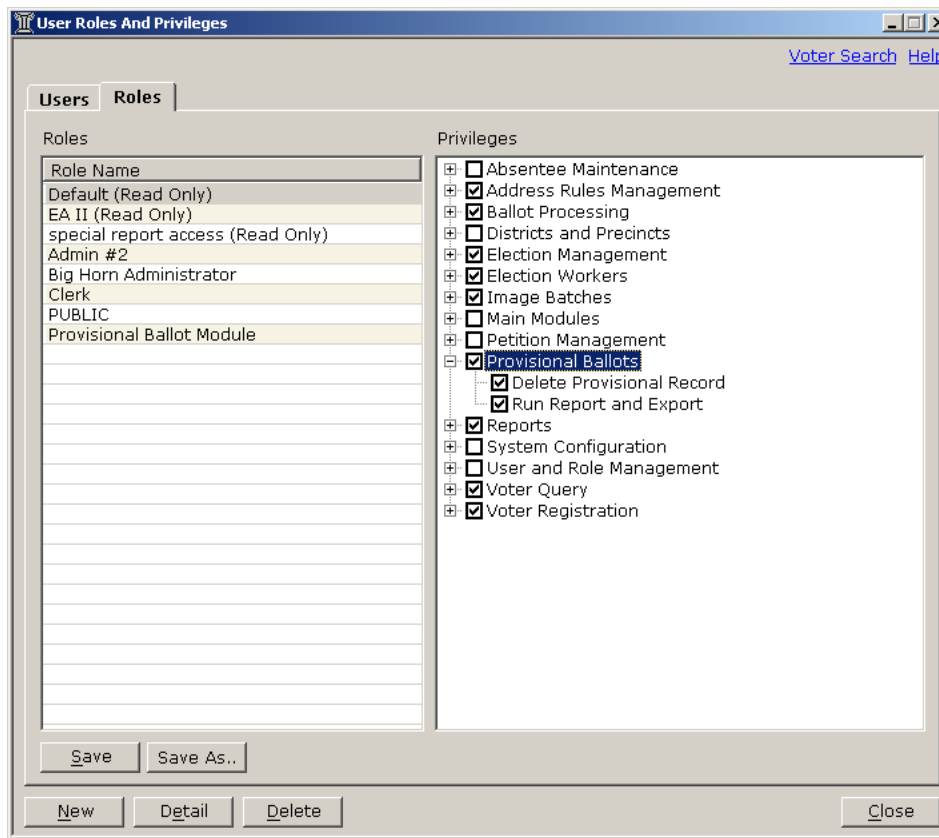
Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42

Click the Save button and then Close.

Provisional Ballot Privileges in User Administration

The screenshot displays the MT VOTES web application interface. At the top, the title bar reads "MT VOTES" and "About". Below this, a status bar shows "User: murray, zach", "County: Big Horn", "Date: 11/17/2011", and "Password Help Exit". The main header features the Montana State Seal on the left and "Test Environment MT VOTES" on the right. The background is a photograph of the Montana State Capitol building. A semi-transparent menu is overlaid on the right side of the screen, listing various administrative functions. An orange arrow points from the "Voter Registration" item in the "Voters" section to the "User Administration" item in the "Administration" section.

Voters	Administration
Voter Registration	System Configuration
Voter Merge	User Administration
Batch Scan	Address Library
Commit Batch	Legal Address Library
Elections	Messaging
Election Management	Document Templates
Election Calendar	Load External Data
Ballot Processing	Reports
Districts & Precincts	Reports & Labels
Election Workers	Schedule Jobs
Absentee Maintenance	Batch Management
Provisional Ballots	Agency Interface
Petitions	Dept of Corrections
Petitions	DPHHS Search



In order to have access to the Provisional Module you will have to select the box for Provisional Ballots in User Roles and Privileges for yourself and any other workers requiring access.

As always, please feel free to contact the Help Desk,
at 1-866-541-6767, with any further questions you
have.

