2016 Montana Election Administrator Certification Training

ELECTRONIC BALLOT REQUEST SYSTEM (EBRS)

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A Bill Becomes a Law

- **HB 400 is now 13-13-246, MCA**
  - 13-19-301, MCA (mail ballots) is also helpful.

13-13-246. Electronic ballots for disabled persons -- procedures -- definition -- rulemaking.

(1) (a) Upon a written or an in-person request from a legally registered or provisionally registered elector with a disability, an election administrator shall provide the elector with an electronic ballot.

(b) The request may be made by electronic mail.

13-13-246, MCA (Cont.)

(2) (a) After receiving a request and verifying that the elector is legally registered or provisionally registered, the election administrator shall provide to the elector an electronic ballot, instructions for completing the ballot, a secrecy envelope, and a transmittal cover sheet that includes an elector affirmation. If the elector is provisionally registered, the election administrator shall include instructions about what information the elector shall include with the voted ballot pursuant to 13-13-201(4).

(b) The election administrator shall maintain an official log of all ballots provided pursuant to this section.

(c) After voting the ballot, the elector shall print the ballot, place it in the secrecy envelope, sign the affirmation, including by fingerprint, mark, or agent pursuant to 13-1-116, or provide a driver's license number or the last four digits of the elector's social security number. If the elector is provisionally registered, the elector shall also return sufficient voter identification and eligibility information to allow the election administrator to determine pursuant to rules adopted under 13-2-109 that the elector is legally registered. The elector shall return the voted ballot and affirmation in a manner that ensures both are received by 8 p.m. on election day.

(d) An elector may return the voted ballot and affirmation in the regular mail provided they are received at the office of the election administrator by 8 p.m. on election day. A valid ballot must be counted if it is received at the office of the election administrator by 8 p.m. on election day.

13-13-246, MCA (Cont.)

(3) After receiving a ballot and secrecy envelope and if the validity of the ballot is confirmed pursuant to 13-13-241, the election administrator shall log the receipt of the ballot and process it as required in Title 13, chapter 13. If the ballot is rejected, the election administrator shall notify the elector pursuant to 13-13-245.

(4) (a) When performing the procedures prescribed in 13-13-241(7) to open secrecy envelopes, an election official shall place in a secure absentee ballot envelope any ballot returned pursuant to this section that requires transcription. No sooner than the time provided in 13-13-241(7), the election administrator shall transcribe the returned ballots using the procedure prescribed below and in accordance with any rules established by the secretary of state to ensure the security of the ballots and the secrecy of the votes.

(b) No fewer than three election officials shall participate in the transcription process to transfer the elector's vote from the received ballot to the standard ballot used in the precinct.

(c) A number must be written on the secrecy envelope that contains the original voted electronic ballot, and the same number must be placed on the transcribed ballot and in the official log.

(d) The election officials who transcribed the original voted electronic ballot shall sign the log next to the number.

(e) No one participating in the ballot transmission process may reveal any information about the ballot.

Administrative Rule

44.3.116 ELECTRONIC TRANSMISSION OF VOTING MATERIALS

- (1) County election administrators shall allow electors with disabilities, as defined in 13-3-202, MCA, to receive election materials electronically as long as the security of transmission and identity of each elector is confirmed and facilities are available to maintain the accuracy, integrity, and secrecy of the ballot process. The following procedures shall be followed, wherever applicable, in regard to the transition of election materials from the election administrator to electors electronically:

Administrative Rule (Cont.)

- (a) A county election administrator must use a system that is secure from unauthorized access.
- (b) When an election administrator receives a valid application for electronic transmission of a ballot from an elector with disabilities, the election administrator shall, subject to (1), e-mail the elector the ballot, instructions to the elector, and a transmittal cover sheet that includes an elector affirmation. A ballot secrecy envelope and a ballot signature envelope shall be provided either electronically or through the mail to each elector with a valid application for electronic ballot. The original ballot shall be retained in a secure absentee envelope or container for that purpose.
- **(c) The election administrator shall keep an official log of all ballots transmitted electronically**.
- (d) If the received ballot is acceptable, the election administrator shall, without opening the envelope containing the voted ballot, log in the receipt of the ballot and place it in the secure absentee envelope or container with the original ballot. The transmittal cover sheet with affirmation must be retained in a sealed envelope or container separately from the ballots.

Administrative Rule (Cont.)

- (e) On the day before election day or on election day, the election administrator shall have the returned ballots transcribed using the procedure prescribed below.
- (f) The voted ballot must be transcribed in a manner that ensures that no one transcribing the ballot has access to the name of the elector who voted the ballot.
- (g) No less than three election officials shall participate in the transcription process to transfer the elector's votes from a received ballot, as applicable, to the standard ballot used in the precinct.
- (h) An electronically transmitted ballot identifying number shall be written on the original transcribed ballot, the envelope containing the voted ballot and the electronically transmitted ballot, and in the official transcription log.
- (i) The election officials who transcribed the electronically transmitted ballot shall sign the log for each ballot they transcribe.
- (j) No one participating in the electronic ballot transmission or transcription process may reveal any information about the elector's identity or the votes on the elector's ballot

Emails from EBRS to Voter

Dear JOHN LARSEN,

Thank you for using Montana's Electronic Ballot Request System. Your request for an absentee ballot has been successfully submitted online. After your application is processed by the county election office, you will receive another email with further instructions on how to access your ballot.

If you have any questions about your absentee ballot request, please contact your Missoula County Election Office
Rebecca Connors, County Election Administrator
200 W Broadway Missoula, MT 59802
Email: [redacted]
Phone: (406) 258-4751
Fax: (406) 258-3913

Emails from EBRS to Voter

Dear JOHN LARSEN,

You are receiving this message because you recently logged into Montana's Electronic Ballot Request System. Your application for an electronic absentee ballot has been processed.

You may use the link [redacted] and your personal PIN (XTBNLQEWLIBN5Z1) below to access your ballot. Please copy the PIN, click on the link, and paste (or type) the PIN into the PIN field to access your ballot.
After you have completed voting, print the documents, sign where appropriate, and mail or deliver in person to your county election office.

You can also scan this 2D barcode to access your ballot PIN.

Again, to access your ballot, please use the web site address or URL link:
[redacted]
PIN: XTBNLQEWLIBN5Z1 (case sensitive)

Your PIN will expire within 10 days. If your PIN expires, you must start the application process over.

If you have any questions about marking or returning your absentee ballot, please contact your county election office.

Emails from EBRS to Voter

Dear JOHN LARSEN,

You are receiving this message because you recently logged into the Montana Electronic Absentee Request System and generated a PDF of your ballot with an affirmation coversheet.

Reiterating the instructions from the program, the ballot packet PDF must be printed, signed, and mailed or delivered to your county election office no later than 8 pm on Tuesday, 11/04/2014.

The ballot packet prints out in this order:

The first sheet will be the transmittal cover sheet, which must be signed unless you provided your Montana driver's license number or last 4 digits of your social security number in lieu of signature.

The second sheet will be the secrecy envelope template. Keep this page between the first sheet and your ballot to preserve the secrecy of your ballot.

Following the secrecy envelope template, your ballot will print. The ballot may take more than a single sheet.

The last page to print will be the signature envelope template. Your return address and the address of the county election office will be printed on this envelope. Sign the affirmation on this envelope. Signing can include fingerprint, mark or agent if you cannot sign due to a disability.

The status of your absentee ballot can be tracked at My Voter Page as soon as the county has received and processed it.

If you have any questions, please contact your county election office.

Missoula County Election Office
Rebecca Connors, County Election Administrator
200 W Broadway
Missoula, MT 59802

Email: [redacted]
Phone: (406) 258-4751
Fax: (406) 258-3913

Emails from EBRS to County

The following voter has requested an electronic ballot through the electronic ballot request system for voters with disabilities. A PDF of the request application is attached.

Please issue a ballot from MT Votes, then login to the Montana Electronic Ballot Request System at [redacted] to approve the ballot request, and to view and track all voters using the system.

Name: JOHN LARSEN
DOB: [redacted]
Email: [redacted]
County: Missoula
Request ID: 6503

Individual with a Disability Application for Electronic Absentee Ballot

Please type or use black or blue pen only and print clearly. Fields marked with an asterisk (*) are required fields.

APPLICANT IDENTIFYING AND CONTACT INFORMATION

Last Name* [redacted]

First Name* [redacted]

Middle Name

Birthdate* (MM/DD/YYYY) [redacted]

Phone Number

Email Address [redacted]

County where you reside and are registered to vote* [redacted]

Montana Residence Address* [redacted]

City* [redacted]

Zip Code* [redacted]

Mailing Address *(required if differs from residence address*)* [redacted]

City and State [redacted]

Zip Code [redacted]

☐ Check if the mailing address listed above is for part of the year only and if so, complete the information below (for absentee ballot list only).
Clearly print the complete mailing address(es) and specify the applicable time periods for address (add more addresses as necessary).

Seasonal Mailing Address

City and State

Zip Code

Period (mm/dd/yyyy-mm/dd/yyyy)

BALLOT REQUEST OPTIONS AND VOTER AFFIRMATION

☐ I request an absentee ballot to be mailed to me for **ALL elections** in which I am eligible to vote as long as I remain qualified to receive an electronic ballot as an individual with a disability. I understand that in order to continue to receive an electronic absentee ballot, I must complete, and return a confirmation notice mailed to me by the county election office;

OR

☑ I hereby request an absentee ballot for the upcoming election (check only one):

☐ Primary ☐ General ☐ Municipal ■ Other School election to be held on 5/1/2016

By entering my Montana driver's license number or last four digits of my social security number below, I understand that I am officially requesting an absentee ballot, and affirm that I am eligible to receive and vote an electronic ballot because I am an individual with a temporary or permanent physical impairment such as impaired vision, impaired hearing or impaired mobility in accordance with 13-3-202, Montana Code Annotated, and I will have met the 30-day Montana residency requirement before voting my absentee ballot. (Also sign affidavit at bottom of page if requesting due to illness or health emergency.)

1234567890123 / 9632

ID number in lieu of Signature of Elector

01/21/2016

Date

Optional - **Voter Information Pamphlet Request** (an electronic version of this pamphlet can be found at sos.mt.gov)

☑ Please send current Voter Information Pamphlet, if applicable to this election. Audio and large-print versions of the Voter information Pamphlet are available online at: http://www.sos.mt.gov/elections, and a Braille version is available upon request.

Emails from EBRS to County

The following Montana Voter has generated a ballot using the Montana Electronic Absentee Request System:

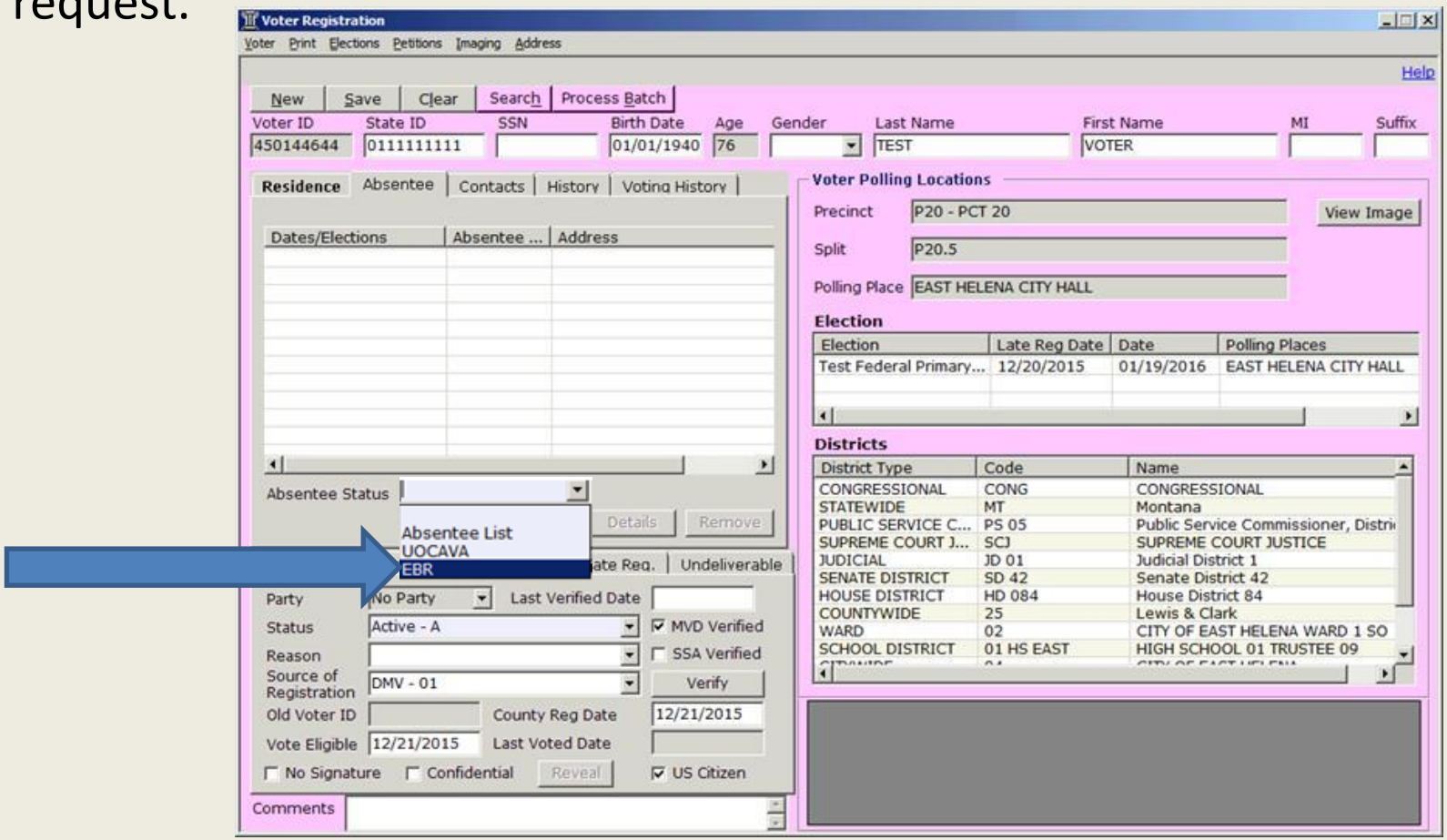
Please ensure that a ballot has been issued to this voter from MT Votes.

Please login to the Montana Electronic Ballot Request System at [redacted] to view and track all voters using the Electronic Ballot Request System.

Name: JOHN LARSEN
DOB: [redacted]
Email [redacted]
County: Missoula
Request ID: 6503
Date/Time: 1/21/2016 11:23:03 AM

EBRS in MT VOTES

- Select EBR on the Absentee Status Drop Down. Failing to do this will not give them the options they need when they actually add the request.



EBRS in MT VOTES

- Click the Add button to add an absentee request

Voter Registration

Voter Print Elections Petitions Imaging Address

Help

New Save Clear Search Process Batch

Voter ID	State ID	SSN	Birth Date	Age	Gender	Last Name	First Name	MI	Suffix
450144644	0111111111		01/01/1940	76		TEST	VOTER		

Residence | Absentee | Contacts | History | Voting History

Dates/Elections	Absentee ...	Address

Absentee Status EBR

Add Details Remove

Registration | Misc Info | Custom | Duplicate Reg. | Undeliverable

Party: No Party — Last Verified Date:

Status: Active - A — ☑ MVD Verified

Reason: — ☐ SSA Verified

Source of Registration: DMV - 01 — Verify

Old Voter ID: — County Reg Date: 12/21/2015

Vote Eligible: 12/21/2015 — Last Voted Date:

☐ No Signature ☐ Confidential Reveal ☑ US Citizen

Comments

Voter Polling Locations

Precinct: P20 - PCT 20 — View Image

Split: P20.5

Polling Place: EAST HELENA CITY HALL

Election

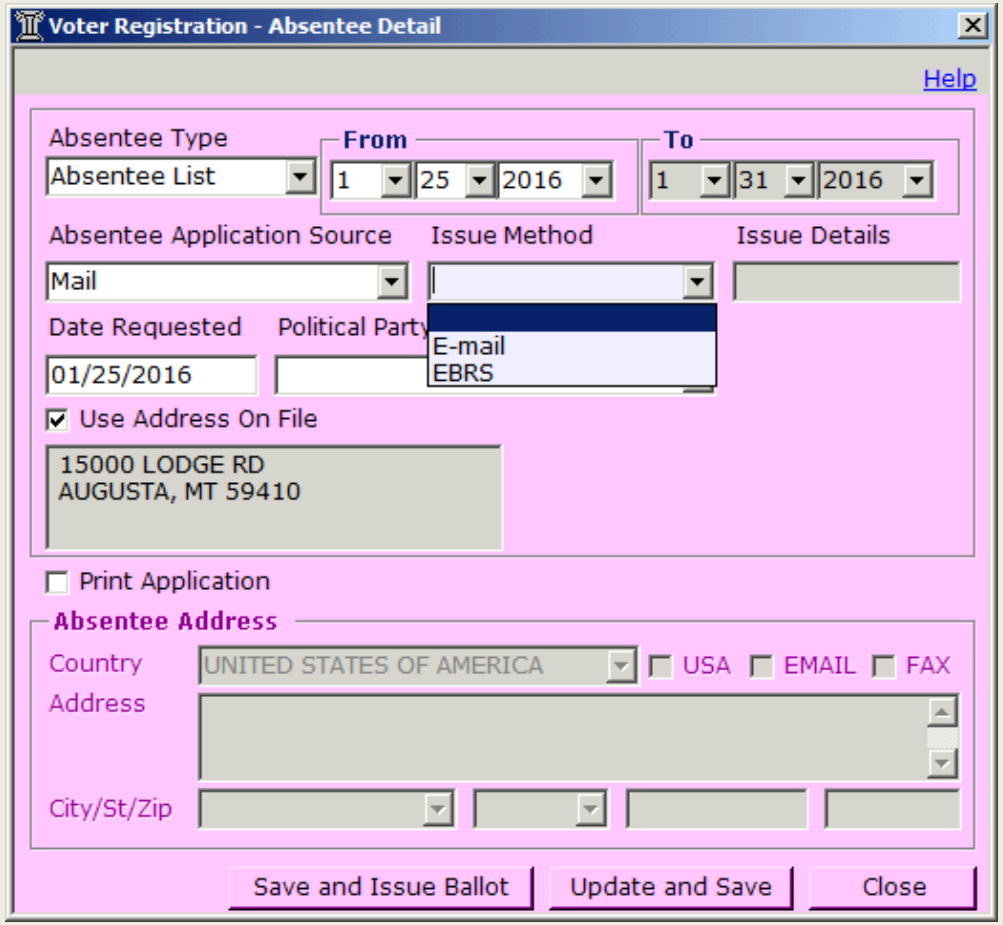
Election	Late Reg Date	Date	Polling Places
Test Federal Primary...	12/20/2015	01/19/2016	EAST HELENA CITY HALL

Districts

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 05	Public Service Commissioner, Distri
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 01	Judicial District 1
SENATE DISTRICT	SD 42	Senate District 42
HOUSE DISTRICT	HD 084	House District 84
COUNTYWIDE	25	Lewis & Clark
WARD	02	CITY OF EAST HELENA WARD 1 SO
SCHOOL DISTRICT	01 HS EAST	HIGH SCHOOL 01 TRUSTEE 09

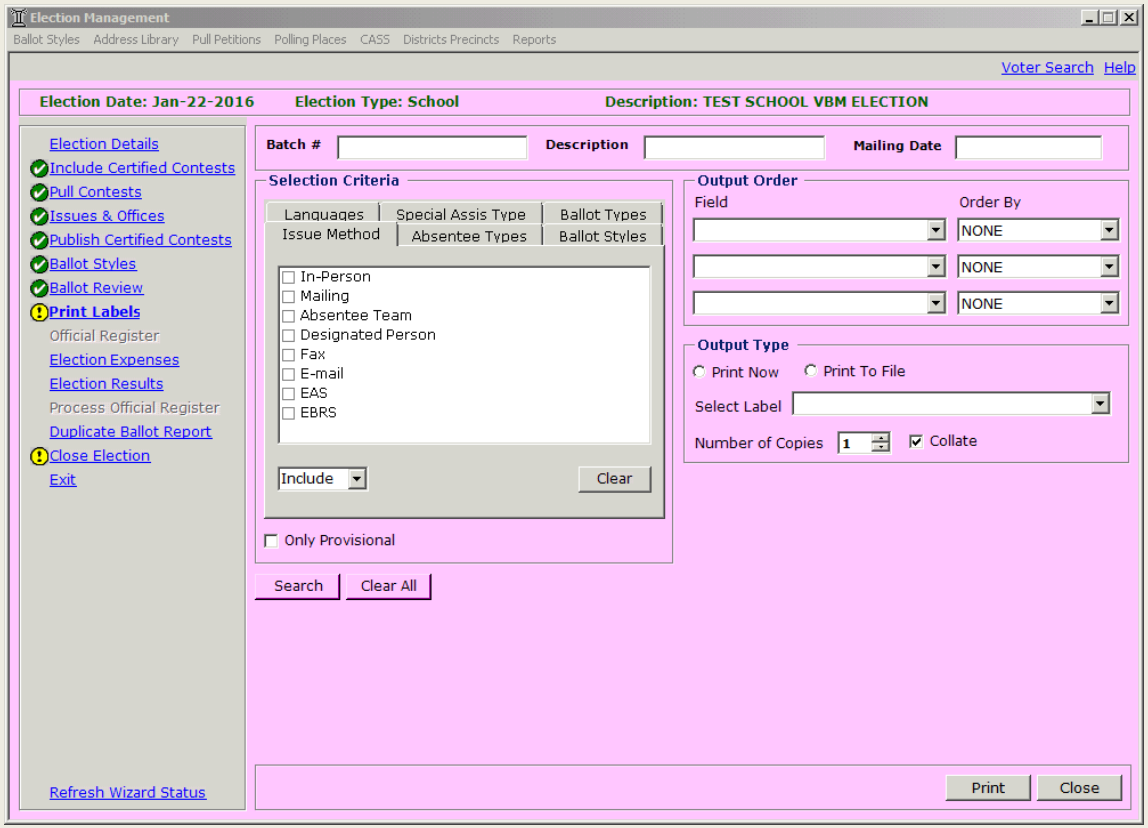
EBRS in MT VOTES

- Select the desired Absentee Type, ensure that you have the correct Absentee Application Source selected, and Select the Issue Method. Either, E-Mail or EBRS and click Update and Save or Save and Issue Ballot



EBRS in MT VOTES

- When you are in the Print Labels portion of Election Management, you now have Issue Method as a sort option. This will allow you to create a batch of labels for your EBR Voters (by selecting E-Mail, or EBRS)



Transcription Log

- **Used for both EAS and EBRS ballots.**

Electronic Ballot Transcription Log – for accepted ballots received electronically and transcribed

Election: _____ **Election Date:** _____

Precinct/ Ballot Style	Remake #	Type of Ballot	Method of Election Office Receipt of Ballot:	Election Official #1 Signature/Date Signed (required)	Election Official #2 Signature/Date Signed (required)	Election Official #3 Signature/Date Signed (required)
EBRS	EB#___	☐ UOCAVA – Military Domestic ☐ UOCAVA – Military Overseas ☐ UOCAVA – Overseas Citizen ☐ EBRS	☐ Mail ☐ Fax *(UOCAVA only)* ☐ Email *(UOCAVA only)* ☐ EAS *(UOCAVA only)* ☐ In Person			

Process for Receipt, Log, and Transcription of Ballots

- Log in receipt of eballot in MT Votes and on the transcription log.
  - Search EBR Absentee Status in MT Votes and extract.
- Place in envelope or container with original issued ballot.
- Retain transmittal cover sheet separately from ballots.
- No earlier than the day before election day, ballot is transcribed by no less than 3 election officials.
  - Transcription must be done in a manner that ensures that no one transcribing the ballot has access to the name of the elector who voted the ballot.

Process for Receipt, Log, and Transcription of Ballots

- Officials doing transcription shall write an electronically transmitted ballot identifying number on the transcribed ballot, the envelope containing the voted ballot and the eballot, and in the transcription log.
- Officials doing transcription of eballot must sign on the log for each ballot they transcribe.

Differences Between eballots for EAS and eballots for EBRS

- **EBRS**
  - User must be a registered elector to use the system.
  - User can apply using the system, but application will be processed and a MT Votes ballot issued before user can access the eballot from the system.
  - User will receive an email notification from county with a link to the EBRS and a PIN to access and mark the eballot.
  - System will open 30 days before election day and close for applications at noon the day before election day.
  - **Elector can still access ballot on system until 8 pm on election day.**

Differences Between eballots for EAS and eballots EBRS

- Election Administrator must go into the admin side of EBRS to approve the request from the system before the applicant can access their ballot.
- Different from EAS where the voter automatically accesses their ballot.

QUESTIONS?