

2016 Montana Election Administrator Certification Training



ASSISTING UOCAVA VOTERS

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Elections and Government Services
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Overview

- Definitions
 - UOCAVA & MOVE Act
 - Qualified Voters
- The Three Fs
- Electronic Absentee System (EAS)
- UOCAVA & MT Votes
- Tracking Log & Reporting
- FAQs
- Outreach
- Best Practices
- Stats & Data
- Important Dates

UOCAVA & MOVE Act

- The *Uniformed and Overseas Citizens Absentee Voting Act* is commonly referred to as **UOCAVA**. UOCAVA provides the legal basis for qualified citizens' absentee voting requirements for federal offices.
- The *Military and Overseas Voter Empowerment Act* (**MOVE**) amended UOCAVA and other statutes by providing greater protections for Service Members, their eligible family members, and other overseas citizens.
 - Among other provisions, the MOVE Act requires States to send absentee ballots to UOCAVA voters at least 45 days before federal elections.

UOCAVA Voters:

Uniformed-Service Members

- An individual who is a member of the active or reserve components of the Army, Navy, Air Force, Marine Corps, Coast Guard who is **on active duty**;
- A member of the Merchant Marine, Commissioned Corps of the Public Health Service or Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA);
- A member of the National Guard in **activated status**.
- The **spouses and dependents** of individuals referred to above.

UOCAVA Voters: Overseas Citizens

- 13-21-102(6), MCA: “Overseas voter” means a United States citizen who resides outside the United States who would otherwise be qualified to vote in the last place in which the person was domiciled before leaving the United States.
 - An overseas voter who is **registered to vote in Montana**.
 - An overseas voter who, before leaving the United States, **was last eligible to vote in Montana** and, except for a state residency requirement, otherwise satisfies Montana's voter eligibility requirements.
 - An overseas voter who, before leaving the United States, **would have been last eligible to vote in Montana had the voter then been of voting age** and, except for a state residency requirement, otherwise satisfies Montana's voter eligibility requirements.
- “Overseas” includes Canada and Mexico.

Federal Post Card Application

- **FPCA**
- Two pages.
- Must be accepted until close of polls on election day.
- Generated by Federal Voting Assistance Program (FVAP).
- Also generated by the Electronic Absentee System (EAS).

Voter Registration and Absentee Ballot Request Federal Post Card Application (FPCA)

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

Please print in black ink.

Classification

Make only 1 selection.

(In most States, you must be absent from your voting district to use this form).

1

I request an absentee ballot for all elections in which I am eligible to vote AND:

- I am a member of the Uniformed Services or Merchant Marine on active duty OR I am an eligible spouse or dependent.
- I am an activated National Guard member on State orders.
- I am a U.S. citizen residing outside the United States, and I intend to return.
- I am a U.S. citizen residing outside the United States, and my return is not certain.
- I am a U.S. citizen and have never resided in the United States.

Political party

2

Your State may require you to specify a political party to vote in primary elections:

Legal name

3

Last name Suffix

First name Middle name

Previous name (if applicable)

Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.

4

State Driver's License or ID

OR Social Security Number

Birth date / / Sex M F Race

M M D D Y Y Y Y

See instructions

Contact information

Include international prefixes. No DSN numbers.

5

Telephone

Fax

Email

Ballot receipt

6

Rank from 1-3 in order of preference; be sure appropriate contact information is provided above.

I prefer to receive my ballot, as permitted by my State, by: Email/Online Mail Fax

Voting residence address

7

Street Address (not P.O. Box) Apt. #

Usually your last U.S. residence or your legal U.S. residence. See instructions.

City/Town/Village

County State Zip Code

Where to send my ballot

8

This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

Large empty box for mailing address.

Additional requirements for your State

9

Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

Large empty box for additional requirements.

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Signature **X**

You must sign and send in.

Today's date

Date input fields: M M / D D / Y Y Y Y

Witness signature / date if required by your State.

Witness signature and date input fields.

FPCA Signature Requirements

- Acceptable signatures on FPCAs
 - **Hard copy – mail/fax:**
 - Signature (original or copy)
 - **Electronically – email/EAS:**
 - Electronic Signature; or
 - MT Driver's License Number; or
 - Last four digits of SSN
- Required information need only appear on the document.
 - MT DLN/Last 4 SSN **does not need to be in the signature block.**
 - EAS does not generate data into signature block.

Federal Write-in Absentee Ballot

- **FWAB**
 - Four pages.
 - Incorporates an FPCA.
 - Allows voter registration and voting a generic ballot.
 - Used only if regular ballot is not able to be sent back to EA in time.
 - Must be accepted in place of regular ballot, unless regular ballot is received in time.

Official Federal Write-in Absentee Ballot

Vote by writing the name and/or party affiliation of the candidate for whom you wish to vote. Some States allow the Federal Write-In Absentee Ballot to be used by military and overseas voters in elections other than general elections or for offices other than Federal offices. Consult the Voting Assistance Guide to determine your State's policy.

President/Vice President:

U.S. Senator*:

U.S. Representative/Delegate**/Resident Commissioner**:

* Legal residents of the District of Columbia may vote only for President/Vice President and Delegate.

** Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.

Addendum

If you are eligible to use this ballot to vote for offices other than those listed above or for ballot initiatives, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.). You may also indicate the ballot initiative and your vote for the initiative.

Office / Ballot Initiative

**Candidate Name, Party Affiliation,
or Initiative Vote**

<input type="text"/>

<input type="text"/>

Federal Voting Assistance Program

- **FVAP**
- Works to ensure service members, their eligible dependents, and overseas citizens have the resources to vote from anywhere in the world.
- Assists states in complying with UOCAVA and MOVE.
- Agency that provides grant funding for the Electronic Absentee System (EAS).
 - Grant requires reporting.
 - Tracking Log is our reporting tool.

Electronic Absentee System (EAS)

- Federal elections only.
- Can be accessed beginning 45 days prior to election.
- Allows qualified voters to register to vote, as well as request, mark, and email a ballot electronically.



**MONTANA SECRETARY OF STATE LINDA McCULLOCH
MILITARY AND OVERSEAS VOTER EMPOWERMENT (MOVE) ACT
ELECTRONIC ABSENTEE SYSTEM (EAS)**

www.Vote4Montana.US

Version 1.0.150728

**⚠ This is only a testing site; applications from this site will not be processed.
To apply for a ballot, go to www.vote4montana.us.**

**⚠ DO NOT USE "BROWSER ARROW" OR "BACKSPACE" KEY TO EXIT THE SCREEN.
Browser history has been deleted to protect your privacy.**

1 Request Ballot

2 Mark Ballot

3 Submit Ballot

[FVAP Help](#) | [State Help](#)

STEP 1: Login - Enter Information

Note to Elector: You can continue only after you read and accept the statement below.

I, the undersigned, hereby swear/affirm that: I understand and agree with each statement below.

1. I am qualified to vote under the Uniformed and Overseas Citizens Absentee Voting Act ([UOCAVA](#)).
2. I am registered to vote in Montana or am entitled to vote in this election because of special provisions.
3. I have not submitted another ballot for this election.
4. I understand that attempting to vote more than once is a violation of Montana election laws.
5. I understand that failure to complete the required information below will invalidate my ballot.
6. I understand that by choosing to mark my ballot via this ballot marking wizard, my ballot will not be secret in that it will be received by the election administrator and my marked ballot will be transcribed to an original ballot by a panel of no less than two election judges.

I affirm that I understand and agree with each statement above. *(required)*

Basic Information

First Name: *(required)*

Last Name: *(required)*

Middle Name:

Suffix:

Date of Birth: *(required)*

Email: *(required)* [?](#)

Re-enter Email: *(required)*

Phone:

Fax:

Personal Identification

MT Driver's License Number: *(required)*

OR Last 4 Digits of SSN: *(required if no MT DL#)*

Save and Next >>



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[? FVAP Help](#) | [State Help](#)

STEP 1: Login - Enter Information

Voting Residence

*The ballot generated from this system will be issued for your voting residence currently on file.
Any changes made to your residence here will be used to update your voting information for the next election.*

Address: <small>Street Number and Name</small>	<input type="text"/>	
Address2(OPTIONAL): <small>Apartment, suite, floor, etc</small>	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	
Zip: (Look up)	<input type="text"/>	<small>Enter your 5 digit zip code.</small>
County: (Look up)	<input type="text"/>	

Current Mailing Address

Your county election office will update your mailing address with the address provided here.

Street Address:	<input type="text"/>	
City, Town, or Village:	<input type="text"/>	
State/Province:	<input type="text"/>	
Zip/Postal Code:	<input type="text"/>	
Country:	<input type="text"/>	

Save and Next >>

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MONTANA SECRETARY OF STATE LINDA McCULLOCH MILITARY AND OVERSEAS VOTER EMPOWERMENT (MOVE) ACT ELECTRONIC ABSENTEE SYSTEM (EAS)

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[🔗 EVAP Help](#) | [State Help](#)

STEP 1: Login - Enter Information

Ballot Eligibility *(required)*

I am currently absent from my Montana voting residence and am a:

- Member** of the Uniformed Services or Merchant Marine on active duty.
- Spouse or dependent** of a member of the Uniformed Services or Merchant Marine on active duty.
- Activated National Guard member** on State orders.
- U.S. citizen** residing outside the United States, and I intend to return.
- U.S. citizen** residing outside the United States, and my return is not certain.
- None of the above.

**If you checked 'None of the above' complete a Montana Absentee Ballot request form online at <http://sos.mt.gov/Elections/Absentee/index.asp>.*

Ballot Type:

[Federal State & Local](#)

Save and Next >>

<< Back



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[FVAP Help](#) | [State Help](#)

STEP 1: Login - Confirm Information

Please confirm that the information below is complete and accurate. This information will be used to auto-fill a Federal Post Card Application (FPCA) which will serve as both a Voter Registration Application and Absentee Ballot Request. If you are already a registered voter in Montana, your county election administrator will use the information in the FPCA to update your registration for the next election. If you are not currently registered to vote in Montana, your county election administrator will accept the FPCA as a voter registration application.

Basic Information

First Name: *(required)*

Last Name: *(required)*

Middle Name:

Suffix:

Date of Birth: *(required)*

Email: *(required)*

Phone:

Fax:

Personal Identification

MT Driver's License Number: *(required)*

OR Last 4 Digits of SSN: *(required if no MT DL)*

Voting Residence

The ballot generated from this system will be issued for your voting residence currently on file. Any changes made to your residence here will be used to update your voting information for the next election.

Address:

Street Number and Name

Address2(OPTIONAL):

Apartment, suite, floor, etc

City: *(required)*

State:

Zip: [\(Look up\)](#)

County: [\(Look up\)](#)

Current Mailing Address

Your county election office will update your mailing address with the address provided here.

Street Address:

City, Town, or Village:

State/Province:

Zip/Postal Code:

Country:

Ballot Eligibility *(required)*

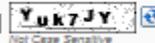
I am currently absent from my Montana voting residence and am a:

[U.S. citizen residing outside the United States, and I intend to return.](#)

Ballot Type: Federal State & Local

Verification Code:

Yk7Ty



STEP 2: Mark Ballot - On-Screen Marking

- The Electronic Absentee System (EAS) for voters covered under UOCAVA provides access to all applicable primary election ballots.
- Each partisan ballot contains a nonpartisan section for any offices that are not partisan, as well as a section for any ballot issues, if any.
- Although electors can view all of the applicable ballots, the system only allows one party ballot to be submitted.
- If electors decide that they want to change which party ballot that they vote on, they can switch between the available ballots at any time while marking votes, but previous ballot selections will not be retained, and only one party ballot can be submitted.

Select Party:

Democratic
Republican



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[EVAP Help](#) | [State Help](#)

STEP 2: Mark Ballot - On-Screen Marking

View the [Voter Information Pamphlet](#) for information on the Election Ballot Issues

To mark your ballot on-screen, click on the ovals below. To mark your ballot manually after printing, proceed to the next step by clicking [Here](#)

Mark Race By Race

Finish and Review

Reset

OFFICIAL GENERAL ELECTION BALLOT LEWIS & CLARK COUNTY, MT November 04, 2014

FEDERAL AND STATE

FOR UNITED STATES SENATOR

(VOTE FOR ONE)

- | | |
|--|-------------|
| <input type="radio"/> AMANDA CURTIS | DEMOCRAT |
| <input type="radio"/> STEVE DAINES | REPUBLICAN |
| <input type="radio"/> ROGER ROOTS | LIBERTARIAN |
| <input type="radio"/> <input type="text"/> | |

FOR UNITED STATES REPRESENTATIVE

(VOTE FOR ONE)

- | | |
|--|-------------|
| <input type="radio"/> MIKE FELLOWS | LIBERTARIAN |
| <input type="radio"/> JOHN LEWIS | DEMOCRAT |
| <input type="radio"/> RYAN ZINKE | REPUBLICAN |
| <input type="radio"/> <input type="text"/> | |

AN AMENDMENT TO THE CONSTITUTION PROPOSED BY THE LEGISLATURE

AN ACT SUBMITTING TO THE QUALIFIED ELECTORS OF MONTANA AN AMENDMENT TO ARTICLE IV, SECTION 8, ARTICLE VI, SECTIONS 1, 2, 3, 4, 6, AND 7, AND ARTICLE X, SECTION 4, OF THE MONTANA CONSTITUTION TO CHANGE THE NAME OF THE STATE AUDITOR TO THE COMMISSIONER OF SECURITIES AND INSURANCE.

The 2013 Legislature submitted this proposal for a vote. C-45 would amend Montana's Constitution to change the name of the office of state auditor to the commissioner of securities and insurance (CSI). The office's current duties of regulating the securities and insurance industries would not change.

- YES ON CONSTITUTIONAL
AMENDMENT C-45
- NO ON CONSTITUTIONAL
AMENDMENT C-45

LEGISLATIVE REFERENDUM NO. 126

(VOTE IN ONE OVAL)

AN ACT REFERRED BY THE LEGISLATURE

AN ACT PROTECTING THE INTEGRITY OF MONTANA ELECTIONS BY ENDING LATE VOTER REGISTRATION ON THE FRIDAY BEFORE ELECTION DAY AND ELIMINATING ELECTION DAY REGISTRATION; ENSURING COMPLIANCE WITH THE NATIONAL VOTER REGISTRATION ACT; PROVIDING THAT THE PROPOSED ACT BE SUBMITTED TO THE QUALIFIED ELECTORS OF MONTANA AT THE GENERAL ELECTION TO BE HELD IN NOVEMBER 2014; AMENDING SECTIONS 13-2-301, 13-2-304, 13-19-207, AND 61-5-107, MCA; AND PROVIDING AN EFFECTIVE DATE.

The 2013 Legislature submitted this proposal for a vote. LR-126 changes the deadline for late voter registration from the close of polls on election day to 5:00 p.m. on the Friday before the election. LR-126 also moves the deadline for changes to an elector's voter registration information from the close of polls on election day to 5:00 p.m. on the Friday before the election. The National Voter Registration Act referenced in the title of LR-126 does not require elimination of election-day registration, and does not require moving the deadline for changes to an elector's voter registration information.

- YES ON LEGISLATIVE
REFERENDUM LR-126
- NO ON LEGISLATIVE
REFERENDUM LR-126

Mark Race By Race

Finish and Review

Reset



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[FVAP Help](#) | [State Help](#)

STEP 2: Mark Ballot - On-Screen Marking

View the [Voter Information Pamphlet](#) for information on the Election Ballot Issues

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**OFFICIAL GENERAL ELECTION BALLOT
LEWIS & CLARK COUNTY, MT
November 04, 2014**

FEDERAL AND STATE

FOR UNITED STATES SENATOR

(VOTE FOR ONE)

- AMANDA CURTIS DEMOCRAT
- STEVE DAINES REPUBLICAN
- ROGER ROOTS LIBERTARIAN
-

<< Previous Contest Next Contest >> Mark Full Ballot Finish and Review Reset



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OFFICIAL GENERAL ELECTION BALLOT LEWIS & CLARK COUNTY, MT November 04, 2014

BALLOT ISSUES

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- YES ON LEGISLATIVE REFERENDUM LR-126
- NO ON LEGISLATIVE REFERENDUM LR-126

[<< Previous Contest](#) [Next Contest >>](#) [Mark Full Ballot](#) [Finish and Review](#) [Reset](#)

(VOTE IN ONE OVAL)

Shall Justice of the Peace MIKE SWINGLEY of the Justice Court of the County of Lewis and Clark be retained in office for another term?

Fill in the oval before the word "YES" if you wish the official to remain in office.
Fill in the oval before the word "NO" if you do not wish the official to remain in office.

YES

BALLOT ISSUES

CONSTITUTIONAL AMENDMENT NO. 45

(VOTE IN ONE OVAL)

AN AMENDMENT TO THE CONSTITUTION PROPOSED BY THE LEGISLATURE
AN ACT SUBMITTING TO THE QUALIFIED ELECTORS OF MONTANA AN AMENDMENT TO ARTICLE IV, SECTION 8, ARTICLE VI, SECTIONS 1, 2, 3, 4, 6, AND 7, AND ARTICLE X, SECTION 4, OF THE MONTANA CONSTITUTION TO CHANGE THE NAME OF THE STATE AUDITOR TO THE COMMISSIONER OF SECURITIES AND INSURANCE.

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NO ON LEGISLATIVE
REFERENDUM LR-126



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1 Request Ballot

2 Mark Ballot

3 Submit Ballot

[FVAP Help](#) | [State Help](#)

If you mark your ballot online in a shared or public computer, please close your browser after completing this process.

STEP 3: Submit Ballot - Select Submission Method

If you choose to submit your ballot by email, you must save to your computer the PDF prepared by the Electronic Absentee Service, which includes your TRANSMISSION SHEET, FPCA, and BALLOT. Then, attach the PDF to an email and send it to your county election office at the email address listed below and on your transmission sheet.

By Email

If you choose to submit your ballot by facsimile, you will print the packet, sign the affirmation on the Transmission Sheet, and then fax the entire packet, which includes your BALLOT and signed TRANSMISSION SHEET, to the county election administrator at the fax number provided below and on the transmission sheet.

You must sign the affirmation on the transmission sheet before faxing.

By Fax

If you choose to mail your ballot, you will print the packet, which includes your TRANSMISSION SHEET, FPCA, ENVELOPE TEMPLATE, and BALLOT. Sign the affirmation on the FPCA and Transmission Sheet, then mail the packet to the address listed on the envelope template. Using the envelope template ensures that your materials can be mailed postage free when mailed from any U.S. Postal Service facility.

You must sign the transmission sheet and FPCA before mailing.

By Mail

Send ballot to:

County Election Administrator
[Lewis & Clark](#)

316 N Park Ave Rm 108, Helena, MT 59623

Phone: (406) 447-8338

Fax: (406) 457-8598

Email: [REDACTED]

Please direct questions to:

soselections@mt.gov

(406) 444-9685 or toll free at 1-888-884-8683

[<< Back](#)

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STEP 3: Submit Ballot - Select Submission Method

Message from webpage

I understand that my ballot will not be secret in that it will be received by the election administrator and my marked ballot will be transcribed to an original ballot by a panel of no less than two election judges.

By Email

By Fax

By Mail

Send ballot to:

County Election Administrator
Lewis & Clark

316 N Park Ave Rm 188, Helena, MT 59623

Phone: (406) 447-8338

Fax: (406) 457-8598

Email: [Redacted]

Please direct questions to:

soselections@mt.gov

(406) 444-9685 or toll free at 1-888-884-8683

[<< Back](#)

If you mark your ballot online in a shared or public computer, please close your browser after completing this process.



**MONTANA SECRETARY OF STATE LINDA McCULLOCH
MILITARY AND OVERSEAS VOTER EMPOWERMENT (MOVE) ACT
ELECTRONIC ABSENTEE SYSTEM (EAS)**

www.Vote4Montana.US

Version 1.0.150728

⚠ This is only a testing site; applications from this site will not be processed.
To apply for a ballot, go to www.vote4montana.us.

⚠ DO NOT USE "BROWSER ARROW" OR "BACKSPACE" KEY TO EXIT THE SCREEN.
Browser history has been deleted to protect your privacy.

1 Request Ballot

2 Mark Ballot

3 Submit Ballot

[FVAP Help](#) | [State Help](#)

If you mark your ballot online in a shared or public computer, please close your browser after completing this process.

STEP 3: Submit Ballot - By Email

Please return the PDF of your ballot to your County Election Office

1. Click on the "[View/Print/Save](#)" button below to open a PDF of your completed ballot and supporting documents.
2. Review your ballot markings and the information in your Federal Post Card Application (FPCA).
3. Click "[Back to Ballot](#)" if you need to make any changes.
4. Save the PDF of your ballot and supporting materials to your computer.
5. Attach the PDF to an email.
6. Send the email to your county election administrator; the email address for your county is listed below and on your transmission sheet
7. As a security measure, ensure your document(s) have been securely saved or properly deleted.
8. To ensure your ballot has been received and processed without any problems, [contact your county election office](#) or track your ballot online at [My Voter Page \(www.sos.mt.gov\)](#)

I understand that my ballot must be received at my county election office by the close of polls on Election Day.

[<<Back to Ballot](#)

[View/Print/Save Ballot](#)

Send ballot to:

County Election Administrator
Lewis & Clark

316 N Park Ave Rm 168, Helena, MT 59623

Phone: (406) 447-8338

Fax: (406) 457-8598

Email: [REDACTED]

Please direct questions to:

soselections@mt.gov

(406) 444-9685 or toll free at 1-888-884-8683

[Change Submission Method](#)

[Satisfaction Survey](#)

[Finish and Close Window](#)

If you mark your ballot online in a shared or public computer, please close your browser after completing this process.

Official Election Materials - Transmission Sheet

This transmission sheet must be faxed with your ballot



1001952172

To:	
Date	December 16, 2015
County	Lewis & Clark County Election Office
Contact	Paulette DeHart County Election Administrator
Address	316 N Park Ave Rm 168
Fax Number	(406) 457-8598
Phone	(406) 447-8338
Email Address	[REDACTED]

From:	
Last Name	[REDACTED]
First Name	[REDACTED]
Middle Name	[REDACTED]
Telephone Number	[REDACTED]
Fax Number	[REDACTED]
Email Address	[REDACTED]
Date of Birth	[REDACTED]
Drivers License#	[REDACTED]
Last four of SSN#	[REDACTED]
Updated Mailing Address (if applicable)	[REDACTED]

I, Casey Hayes affirm the following:

1. I am qualified to vote under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)
2. I am registered to vote in Montana or am entitled to vote in this election because of special provisions;
3. I have not voted another ballot for this election;
4. I understand that attempting to vote more than once is a violation of Montana election laws;
5. I understand that failure to complete the required information below will invalidate my ballot;
6. I understand that by choosing to mark my ballot via Montana's Electronic Absentee System, my ballot will not be secret in that it will be received by the election administrator and transcribed to an original ballot by a panel of no less than two election judges.

Signature of elector (must be signed)

Date

Instructions:

1. Fax this cover sheet, your FPCA, and your marked ballot to the fax number provided above for your county election office.
2. Track your ballot online at My Voter Page (www.sos.mt.gov) to ensure your ballot has been received and processed.
3. Contact your county election office with any questions using the contact information provided above.

OFFICIAL GENERAL ELECTION BALLOT

LEWIS & CLARK COUNTY, MT

November 04, 2014

INSTRUCTIONS TO VOTERS

1. TO VOTE, BLACKEN (●) THE OVAL COMPLETELY. An oval blackened completely to the left of the candidate or ballot issue choice indicates a vote for that candidate or on the ballot issue.
2. To write in a name, blacken the oval to the left of the line provided, and write in the name (or affix a pre-printed label) in the blank space(s) for the write-in candidate(s) for whom you wish to vote
3. DO NOT CROSS OUT. If you make a mistake or change your mind, exchange your ballot for a new one.

FEDERAL AND STATE

FOR UNITED STATES SENATOR

(VOTE FOR ONE)

- AMANDA CURTIS (DEMOCRAT)
 STEVE DAINES (REPUBLICAN)
 ROGER ROOTS (LIBERTARIAN)

FOR UNITED STATES REPRESENTATIVE

(VOTE FOR ONE)

- MIKE FELLOWS (LIBERTARIAN)
 JOHN LEWIS (DEMOCRAT)
 RYAN ZINKE (REPUBLICAN)

FOR PUBLIC SERVICE COMMISSIONER, DISTRICT 5

(VOTE FOR ONE)

- GALEN HOLLENBAUGH (DEMOCRAT)
 BRAD JOHNSON (REPUBLICAN)

FOR SUPREME COURT JUSTICE #1

(VOTE FOR ONE)

- W. DAVID HERBERT (NONPARTISAN)
 JIM RICE (NONPARTISAN)

FOR SUPREME COURT JUSTICE #2

(VOTE FOR ONE)

- LAWRENCE VANDYKE (NONPARTISAN)
 MIKE WHEAT (NONPARTISAN)

File Message Adobe PDF

Ignore Delete Reply Reply All Forward Meeting Move to: ? To Manager Team E-mail Rules OneNote Actions Mark Unread Categorize Follow Up Translate Zoom

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: info@konnech.com Sent: Wed 12/16/2015 11:32 AM
To: Hayes, Casey
Cc:
Subject: Thank you for using Montana's UOCAVA Electronic Absentee System

Dear Casey Hayes,

You are receiving this message because you recently logged into the Montana Electronic Absentee System.

If you were unable to complete the ballot marking process, you may use the link and PIN below to re-access your ballot for ten days. After that time, you will be required to start over in the process by re-entering all of your information.

Link 

PIN: CUCFMEONDWCD26C (case sensitive) 

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

Lewis & Clark County Elections Office
Paulette DeHart, County Election Administrator
316 N Park Ave Rm 168
Helena, MT 59623

Email: 
Phone: (406) 447-8338
Fax: (406) 457-8598

File Message

Ignore X Reply Reply All Forward Meeting
Junk Delete Reply Reply All Forward More

Move to: ? To Manager
Team E-mail Done
Reply & Delete Create New

Move Rules
Actions

Mark Unread Categorize Follow Up
Tags

Translate Find
Related Select
Editing

Zoom

From: laura@konnech.com Sent: Tue 12/15/2015 10:48 AM
To: Hayes, Casey
Cc:
Subject: You have generated a ballot PDF

Dear Casey Hayes,

You are receiving this message because you recently logged into the Montana Electronic Absentee System and generated a PDF of your ballot. Your ballot and affirmation coversheet must be received by your county election office no later than 8 pm on Tuesday, 11/04/2014. As soon as the information you submitted is entered by your county election administrator, you can track the status of your ballot online using the [My Voter Page \(https://app.mt.gov/voterinfo/\)](https://app.mt.gov/voterinfo/). The re-entry PIN emailed to you earlier can be used to access your ballot and materials in the EAS for 10 days. After that time, you will be required to re-enter your information to access the EAS.

For security reasons, the EAS does not automatically submit your ballot. You must attach your ballot PDF to an email, or print it out and fax or mail the ballot and supporting materials to your county election administrator at the address below.

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

Lewis & Clark County Elections Office
Paulette DeHart, County Election Administrator
316 N Park Ave Rm 168
Helena, MT 59623

Email: [REDACTED]
Phone: (406) 447-8338
Fax: (406) 457-8598

UOCAVA & MT Votes

- How are UOCAVA voters identified in MT Votes?
 - **Absentee Type:**
 - Military Overseas
 - Military Domestic
 - Civilian Overseas

Adding UOCAVA Absentee Status in MT Votes

In order to add an Absentee Request for UOCAVA voters, you must choose an **Absentee Status** (a).

After you choose a Status, you can click the **Add** button (b).

The screenshot shows the 'Voter Registration' application window. At the top, a green message states 'Voter record successfully retrieved.' Below this is a menu bar with options: New, Save, Clear, Search, and Process Batch. The main form contains several sections:

- Header Fields:** Voter ID (450146835), State ID (00000011), SSN, Birth Date (01/22/1980), Age (36), Gender, Last Name (VOTER), First Name (TEST), MI, and Suffix.
- Registration Section:** Includes fields for Party, Status (set to 'Absent'), Reason, Source of Registration, Old Voter ID, Vote Eligible (01/01/2016), and checkboxes for 'No Signature', 'Confidential', and 'US Citizen'. A green arrow labeled 'a' points to the 'Status' dropdown menu.
- Absentee Section:** Features a table with columns 'Dates/Elections', 'Absentee ...', and 'Address'. Below the table is a dropdown menu for 'Absentee Status' set to 'UOCAVA', and an 'Add' button. A green arrow labeled 'b' points to the 'Add' button.
- Voter Polling Locations Section:** Includes fields for Precinct (P19 - PCT 19), Split (P19.3), and Polling Place (HELENA VALLEY COMMUNITY CENTER).
- Election Section:** A table listing elections with columns: Election, Late Reg Date, Date, and Polling Places.
- Districts Section:** A table listing districts with columns: District Type, Code, and Name.

Adding UOCAVA Absentee Type in MT Votes

Voter Registration - Absentee Detail [Help](#)

Absentee Type **From** **To**

Civilian Overseas 1 01 2014 1 31 2016

Civilian Overseas
Military Overseas
Military Domestic

Issue Method Issue Details

Date Requested Political Party

01/25/2016

Use Address On File

3000 MAIN ST
HELENA, MT 59602

Print Application

Absentee Address

Country UNITED STATES OF AMERICA USA EMAIL FAX

Address

City/St/Zip

[Save and Issue Ballot](#) [Update and Save](#) [Close](#)

Tracking Log & Reporting

- Tips and Tricks:
 - Review the log prior to the 45th day to become familiar with what needs to be tracked.
 - **Fill in UOCAVA log as you receive and send, rather than just after the election.**
 - Use MT Votes reports as much as possible.
 - EX-E01 or E-001
 - Receipt ballots into MT Votes as soon as they are received.
 - Keep all of your records/correspondence relating to UOCAVA.
- Reporting due to SOS
 - In 2016, reporting is due on June 20th and November 21st.
 - The accuracy of these logs ensures the accuracy of the Federal Report.

Voter FAQs

- **Q: Can someone who is not registered to vote use the EAS?**
- A: Yes. The EAS allows any person who affirms qualifications and eligibility under UOCAVA to access a ballot (provided that person's residence address can be matched with a ballot type).
- **Q: The system is unable to identify a ballot style for the voter's residence. What should they do?**
- A: In a few rare cases, the EAS cannot match a voter's residence to the correct ballot style. Check that the voter has entered the residence information in correctly. If they still have problems, contact the Montana Secretary of State's Office.
- **Q: How do voters sign their ballot if they are returning their materials by email?**
- A: Voters submitting their materials via email can sign their coversheet electronically with their driver's license number or the last four digits of their Social Security number.

Voter FAQs (Cont.)

- **Q: How will voters know the ballot has been received?**
- A: Voters can track their ballot online at My Voter Page, or contact their county election administrator.
- **Q: When do voters have to submit their ballot?**
- A: Their ballot must be submitted to their county election office by the close of polls on election day (8:00 pm Mountain Time).
- **Q: Who should voters contact with additional questions or concerns about the EAS?**
- A: Contact the Secretary of State's Office (406) 444-7911, toll free 888-884-8683, or soselections@mt.gov.

Election Administrator FAQs

- **Can a voter cast a ballot in-person where he/she is stationed?**
 - Military members may vote in the U.S. State or territory where they are stationed if they change their voting residence to that State or territory, even if they live on a military installation.
- **What if a UOCAVA covered voter from another State wants to apply for a ballot using an FPCA through our office?**
 - If a UOCAVA voter whose voting residence is in another State wants to apply for an FPCA through your office, you can provide the voter with a blank form but should clarify that he/she will need to submit the form and cast a ballot in the voter's home State of residence.

Election Administrator FAQs (Cont.)

- **What is a "voting residence"?**
 - For voting purposes, "voting residence" can be the State or territory where the voter last resided prior to entering military service OR the State or territory that the voter has since registered to vote in.
 - Even though the voter may no longer maintain formal ties to a residence, the address determines the voter's proper voting jurisdiction. Military personnel and their eligible family members may change their voting residence when they change their permanent duty stations, or they may retain their voting residence without change. This may mean that the family's Uniformed Service member has a different voting residence than his/her family members.

Election Administrator FAQs (Cont.)

- **Should I accept FPCAs received after the MOVE Act's 45-day deadline for sending ballots?**
 - Yes. You should accept all FPCAs submitted before your State's absentee ballot request deadline for *UOCAVA* voters and send out a ballot as quickly as possible.
- **Which should I count if a voter submitted both a State absentee ballot and a FWAB?**
 - When both a State absentee ballot and a FWAB are submitted prior to the State ballot-receipt deadline, the State absentee ballot should be counted.
- **Can the MOVE Act's 45-day deadline be moved from Saturday to Monday?**
 - No. The 45-day deadline for a Tuesday election will fall on a Saturday; there is no provision in federal law for that deadline to slip to the next business day. In fact, it moves to Friday.

Outreach

- **Federal Voting Assistance Program**
 - <https://www.fvap.gov/>
 - FVAP offers electronic *Voter Alerts* – timely emails that keep voters informed about election dates, important deadlines throughout the absentee voting process, changes to State laws that affect how voters may request and cast their ballots, and other crucial absentee voting information.
- **Montana Secretary of State Website**
 - http://sos.mt.gov/Elections/Military_Overseas/index.asp
 - Links to EAS and MVP sites
 - Voter FAQs

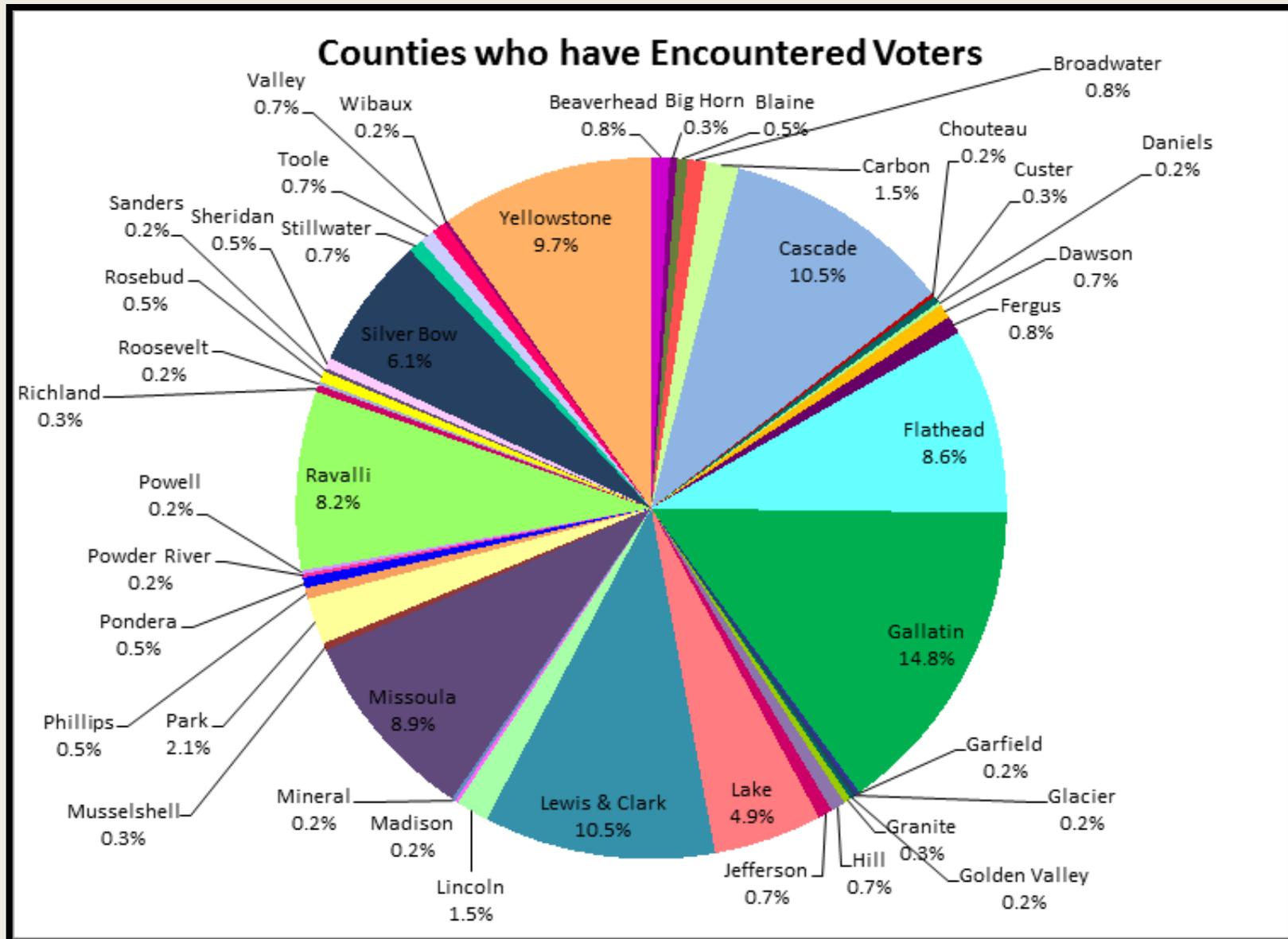
Best Practices

- Assign a UOCAVA specialist in your office.
 - Duties might include:
 - Receipt in ballots
 - Remember: UOCAVA Voters must be able to track ballot status on My Voter page.
 - Regularly log into the EAS and fix any issues that might come up for your county
 - Report tracking
 - Reach out to UOCAVA voters
- Update UOCAVA information as it comes in.
 - Receipt in ballots
 - Input data into tracking log

2014 Stats & Data

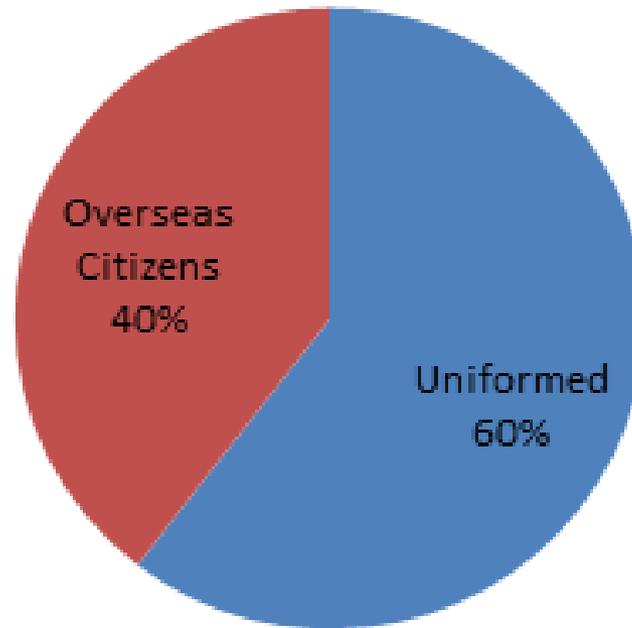
- **607** voters logged onto the EAS in 2014.
 - **575** voters generated a ballot.
- The last week leading up to the 2014 general election, **238** voters used the EAS.
- In 2014, **Blaine, Chouteau, Daniels, Garfield, Glacier, Granite, Powder River, Powell, Roosevelt** and **Sanders** encountered their first EAS users.

2014 Stats & Data



2014 Stats & Data

Types of Voters



2014 Stats & Data

- **Statement:** *Please tell us what you like about obtaining your ballot online.*
- **Responses:**
 - “I don't have to mail it, and I can just do it online.”
 - “Very easy to complete from an overseas location!”
 - “Makes it easy, giving me more time to research my position on the issues instead of struggling to figure out how to cast my votes.”
 - “It is so very easy and convenient.”
 - “Very easy to do, I am very busy, being military and away from home, and voting would be very difficult otherwise.”
 - “Could do it at work with military.”
 - “I am in the military. The first time I voted by e-mail from Afghanistan. This time I voted from Texas. Thanks for making it easier for me to stay connected and vote in my state of residence.”
 - “I'm serving in the Army overseas so this method is just easier than a mail in ballot.”
 - “I did have to call in to figure out the system but it worked pretty well.”
 - “This allowed me to vote easily even though I am deployed overseas.”

2014 Stats & Data

- **Statement:** *Please tell us how the State should improve this method of delivering ballots on-line.*
- **Responses:**
 - “Maintain voting secrecy. I don't want election officials to know who I voted for. Also, make submitting ballots more convenient. I don't want to download, then email my ballot, and then have to call them again to check.”
 - “This was simple to understand and complete, no issues.”
 - “I can't think of anything. You guys did a really great job! I am especially proud to be a Montanan today.”
 - “Nothing comes to mind right now.”
 - “Not sure how to confirm.”
 - “Provide links to be able to research the candidates so the voters can be better informed.”
 - “Extend the 60 minute time-out...”

Montana Voters Accessed EAS in 57 Countries in 2014

- Argentina
- Australia
- Austria
- Bangladesh
- Belgium
- Bolivia
- Brazil
- Cameroon
- Canada
- Chile
- Costa Rica
- Czech Republic
- Denmark
- Dominica
- Ecuador
- Egypt
- Finland
- France
- Germany
- Ghana
- Guam
- Guatemala
- Haiti
- India
- Indonesia
- Israel
- Italy
- Japan
- Jordan
- Korea
- Kyrgyzstan
- Lebanon
- Macedonia
- Mexico
- Mongolia
- Netherlands
- New Zealand
- Norway
- Pakistan
- Peru
- Philippines
- Portugal
- Romania
- Rwanda
- Serbia
- Singapore
- Spain
- Sweden
- Switzerland
- Thailand
- Turkey
- Uganda
- Ukraine
- United Arab Emirates
- United Kingdom
- Venezuela
- Vietnam

Important Dates to Remember

- **April 22, 2016**
 - Send ballots to UOCAVA voters for primary election.
- **April 25, 2016**
 - Last day to certify with SOS that UOCAVA ballots were sent.
- **June 13, 2016**
 - Deadline to receive electronically submitted ballots and FWABs that were sent by 8:00 pm on election day.
- **June 20, 2016**
 - Completed UOCAVA tracking log due to SOS.
- **September 23, 2016**
 - Send ballots to UOCAVA voters for primary election.
- **September 26, 2016**
 - Last day to certify with SOS that UOCAVA ballots were sent.
- **November 14, 2016**
 - Deadline to receive electronically submitted ballots and FWABs that were sent by 8:00 pm on election day.
- **November 21, 2016**
 - Completed UOCAVA tracking log due to SOS.

QUESTIONS?