



# MT VOTES: Pre-Registration

*Montana Secretary of State*  
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October 2016

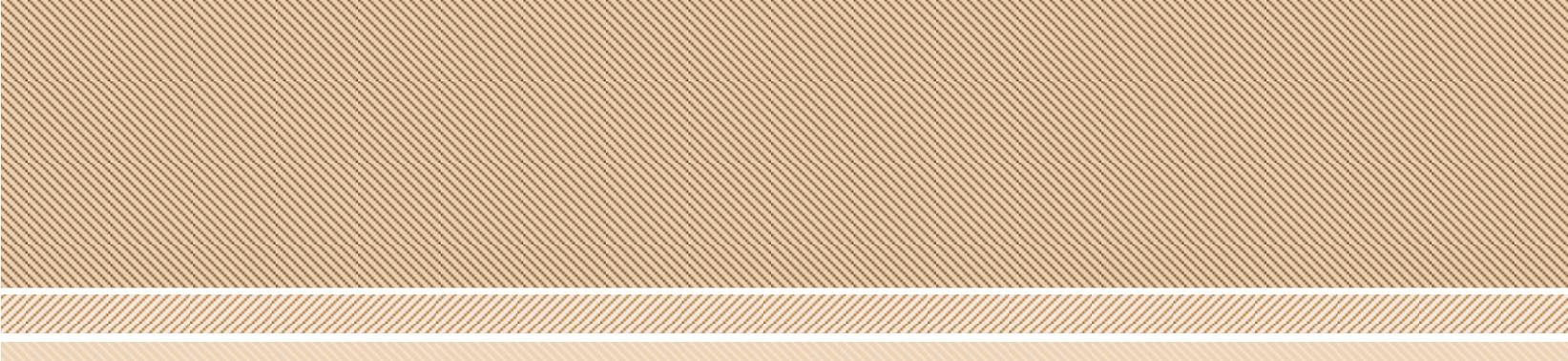
# About Pre-Registration

Online Pre-registration was developed to make the voter registration process more efficient and more accurate.

- Because full online voter registration is not yet implemented, applicants who pre-register online must still appear in your offices to sign the pre-filled registration form that you will print.

There are two major parts of Pre-Registration:

1. What the public sees ([The Web Page](#)).
2. What the election official sees ([MT Votes](#)).



# What the public will see.

The front end.



# The Front End

This is the very first screen a user will see when they start the process.

Once they have read the instructions, they select **Continue**.



The screenshot shows the top of the website with a blue header. On the left is the Montana state seal. In the center, it says "Montana Secretary of State" and "Voter Pre-Registration Application". On the right is the name "Linda McCulloch Secretary of State" and a portion of the American flag. Below the header is a "Home" link. The main content area has a blue heading "Welcome to Montana's Online Voter Pre-Registration System". Below that is a paragraph: "The online pre-registration system is a service provided by the Secretary of State to increase the accuracy and currency of voter registration information; and to reduce delays and congestion at the polling place." A red note follows: "NOTE: YOU WILL NOT BE A LEGALLY REGISTERED VOTER UNTIL YOU APPEAR AT THE COUNTY ELECTION OFFICE OR LATE REGISTRATION LOCATION AND SIGN THE ELECTRONICALLY SUBMITTED APPLICATION." At the bottom center is a "Continue" button. At the very bottom, a red line of text reads: "Attention: It is a violation of Federal and State law to knowingly provide false information on this application."

# The Front End

The applicant is notified that they need to meet voter registration eligibility requirements in order to use the system.

If they do not meet the requirements they can **Cancel** the process.



[Home](#) : Qualifications

In order to use the online pre-registration system, you must:

- Be a U.S. citizen
- Be at least 18 years of age on or before the next election
- Be a Montana resident for at least 30 days before the next election
- Not be serving a felony conviction in a penal institution
- Not have been found to be of unsound mind by a court

Continue

Cancel

*Attention: It is a violation of Federal and State law to knowingly provide false information on this application.*

# The Front End

The applicant will have to affirm by checking **Yes** to each eligibility requirement, and then enter the captcha (security code)

Montana Secretary of State  
Linda McCulloch  
Secretary of State

## Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#)

### Verify Your Eligibility

Please verify your eligibility by clicking the appropriate boxes below. If you answer "NO" to any of these questions, you are not eligible to register to vote.

1. Are you a citizen of the United States?  Yes  No
2. Will you be 18 years of age on or before the next election?  Yes  No
3. Will you be a Montana resident for at least 30 days before the next election?  Yes  No

Security



thxwB

*Attention: It is a violation of Federal and State law to knowingly provide false information on this application.*

# The Front End

The applicant will enter in their personal information and then select **Continue**.



[Home](#) : [Qualifications](#) : [Eligibility](#) : Personal Information

## Enter Your Personal Information

\* Indicates Required Fields

\*First Name:  Middle Name:

(No spaces, dashes, apostrophes, or special characters)

\*Last Name:  Suffix:

(No spaces, dashes, apostrophes, or special characters)

\*Date of Birth:

(MM/DD/YYYY)

\* Select one of the following and provide the required information

I have a Montana Driver's License or Montana ID and that number is:

(Enter without dashes)

I do not have a Montana Driver's License or Montana ID card. The last 4 digits of my Social Security Number are:

(Enter without dashes)

I do not have a Montana Driver's License or MT ID card, or a Social Security Number

\* Re-enter Montana Driver's License or Montana ID

(Enter without dashes)

Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

# The Front End

This screen contains address information. The applicant must select whether they have a residential or legal address. Once entered the applicant will select **Continue**.

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**Voter Pre-Registration Application**  
Linda McCulloch  
Secretary of State

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : Personal Information 2

### Enter Your Personal Information

\* Indicates Required Fields

Email:  Phone:

\*County of Residence:

\* Residential Address or General Address

Do you have a Residential Address

or

General / Legal Address  [What is this?](#)

Only fields with an \* are required.

**Residential Address** [Example?](#)

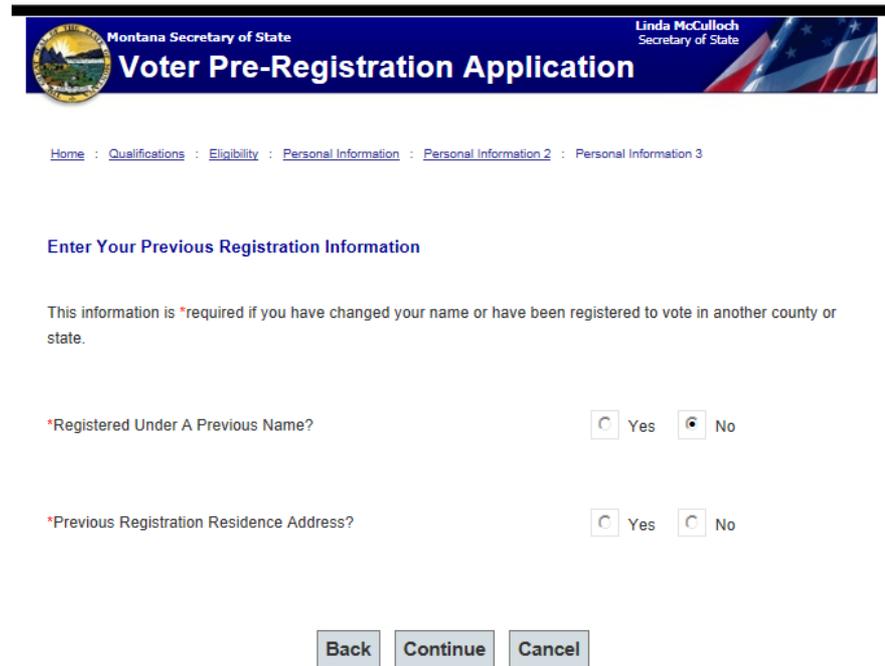
*House #:	<input type="text" value="2"/>	Suffix:	<input type="text"/>	Pre Dir:	<input type="text" value="N"/>	*Street Name:	<input type="text" value="main"/>
*Type:	<input type="text" value="ST"/>	Post Dir:	<input type="text"/>	Unit Type:	<input type="text"/>	Unit #:	<input type="text"/>
*City:	<input type="text" value="clancy"/>	*State:	<input type="text" value="mt"/>	*Zip:	<input type="text" value="59601"/>		

**Mailing Address** (Check if different from above)

# The Front End

The applicant will enter the previous registration information, identical to what they would enter on a paper form.

Click Continue.



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## Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#)

### Enter Your Previous Registration Information

This information is \*required if you have changed your name or have been registered to vote in another county or state.

\*Registered Under A Previous Name?  Yes  No

\*Previous Registration Residence Address?  Yes  No

*Attention: It is a violation of Federal and State law to knowingly provide false information on this application.*

# The Front End

The applicant can indicate if they want to be on the absentee list (a).

If they indicate that they want to be on the absentee list, they will have the option to add an address to send the ballot to (b). They will also have the option to add seasonal address ranges (c).

## Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) :

Personal Information 4

### Receive Your Ballot In The Mail

I request an absentee ballot to be mailed to me for all elections in which I am eligible to vote as long as I reside at the address listed on this application. I understand that in order to continue to receive an absentee ballot, I must complete, sign, and return a confirmation notice mailed to me by the county election office each even-numbered year.

- a.**
- Yes, I want to be on the Absentee List and receive my ballots in the mail.  
 No

**b.**

Do you wish your ballots to be mailed to you at a different address than the address already entered?  Yes  No

Do you have a seasonal mailing address during certain times of the year?  Yes  No

If you answered Yes to All of the questions, and your mailing address differs during certain times of the year please add the seasonal mailing address information in this space, or contact your county election office.

Please provide the addresses for a TWO YEAR period

From Date	To Date	Address	City	State	Zip	Country

*Note: You must confirm your mailing address for every even numbered year.*

[Back](#) [Continue](#) [Cancel](#)

# The Front End

The applicant will now review the information they entered.

If the information is correct, they will confirm, if not they can edit it before selecting "All Information is Correct".

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## Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) : [Personal Information 4](#) : [Review Information](#)

### Review And Confirm Voter Registration Information

**REVIEW INFORMATION** [\[ Edit \]](#)

First Name Joe	Last Name Voter	Middle Name	Suffix		
Date of Birth (mm/dd/yyyy) 1/1/1990	Phone Number	Email Address			
DMV / State Number 123456		SSN Number			
Residence Address <a href="#">[ Edit ]</a>					
County of Residence Jefferson					
House # 2	Suffix	Pre Dir N	Street Name main	Type ST	Post Dir
Unit Type	Unit #				
City clancy	State mt	Zip Code 59601			
General/Legal Address <a href="#">[ Edit ]</a>					
Address					

# The Front End

If the user selects **cancel** at this point, the applicant will receive a popup asking them if they want to cancel their pre-registration, if they do, all data entered will be lost.

Previously Registered Address [\[Edit\]](#)

County

Address

City State Zip Code

Absentee Address [\[Edit\]](#)

Address

Seasonal Address

From Date To Date Country

From Date	To Date	Country

Do you really want to cancel your Pre-Registration?

All entered data will be lost.

*Attention: It is a violation of Federal and State law to knowingly provide false information on this application.*

# The Front End

The applicant will now affirm under penalty of perjury that the information they have submitted is true, identical to what is done on the paper form.



[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) :

[Personal Information 4](#) : [Review Information](#) : [Affirmation](#)

## Review And Submit Your Information

I affirm under penalty of perjury that the information on this application is true, that I am a citizen of the United States, that I will be at least 18 years old on or before the next election, that I will have been a resident of Montana for at least 30 days prior to the next election, and that I am not serving a felony conviction in a penal institution nor have I been found to be of unsound mind by a court.

I understand that if I have given false information on this application, I may be subject to a fine and/or imprisonment under Federal and/or state law.

[Back](#)

[Continue](#)

[Cancel](#)

*Attention: It is a violation of Federal and State law to knowingly provide false information on this application.*

# The Front End

The applicant will now have to confirm that they understand that they are **not registered until they come into the election office to complete the registration**, and confirm that they understand that if it is within 29 days of election day they must appear in the election office to sign the form and be issued a ballot.



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## Voter Pre-Registration Application

[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) :  
[Personal Information 4](#) : [Review Information](#) : [Affirmation](#) : [Affirmation 2](#)

**Review And Submit Your Information**

I UNDERSTAND THAT I AM NOT LEGALLY REGISTERED UNTIL I APPEAR AT THE COUNTY ELECTION OFFICE (OR LATE REGISTRATION LOCATION) TO SIGN MY ELECTRONICALLY SUBMITTED PRE-REGISTRATION FORM.

I FURTHER UNDERSTAND THAT I MUST APPEAR IN THE COUNTY ELECTION OFFICE (OR LATE REGISTRATION LOCATION) TO COMPLETE MY REGISTRATION PROCESS AND BE ISSUED A BALLOT IF I AM PRE-REGISTERING WITHIN 29 DAYS OF THE ELECTION.

Attention: It is a violation of Federal and State law to knowingly provide false information on this application.

# The Front End

The applicant has now completed the online portion. They will still need to visit the election office to sign the pre-filled form that will be printed from MT Votes after the registration information is processed by the county election office.



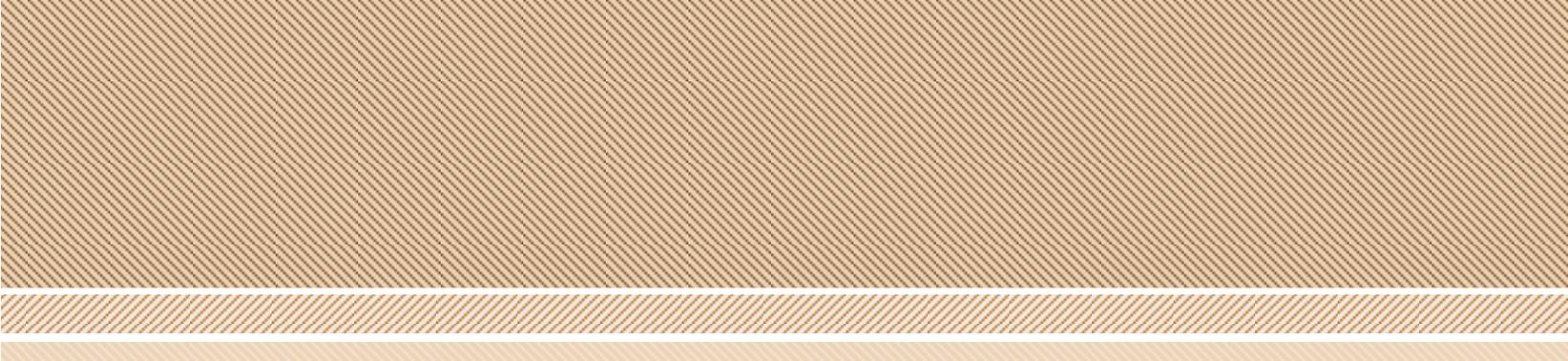
[Home](#) : [Qualifications](#) : [Eligibility](#) : [Personal Information](#) : [Personal Information 2](#) : [Personal Information 3](#) :

[Personal Information 4](#) : [Review Information](#) : [Affirmation](#) : [Affirmation 2](#) : [Registration Complete](#)

**Thank you for using the Online Pre-Registration System!**

*YOUR PRE-REGISTRATION APPLICATION HAS BEEN SUBMITTED TO YOUR COUNTY ELECTION OFFICE. YOU MUST GO TO THE COUNTY ELECTION OFFICE (OR LATE REGISTRATION LOCATION) TO SIGN YOUR ONLINE PRE-REGISTRATION BEFORE YOU WILL BE LEGALLY REGISTERED TO VOTE.*

*Attention: It is a violation of Federal and State law to knowingly provide false information on this application.*

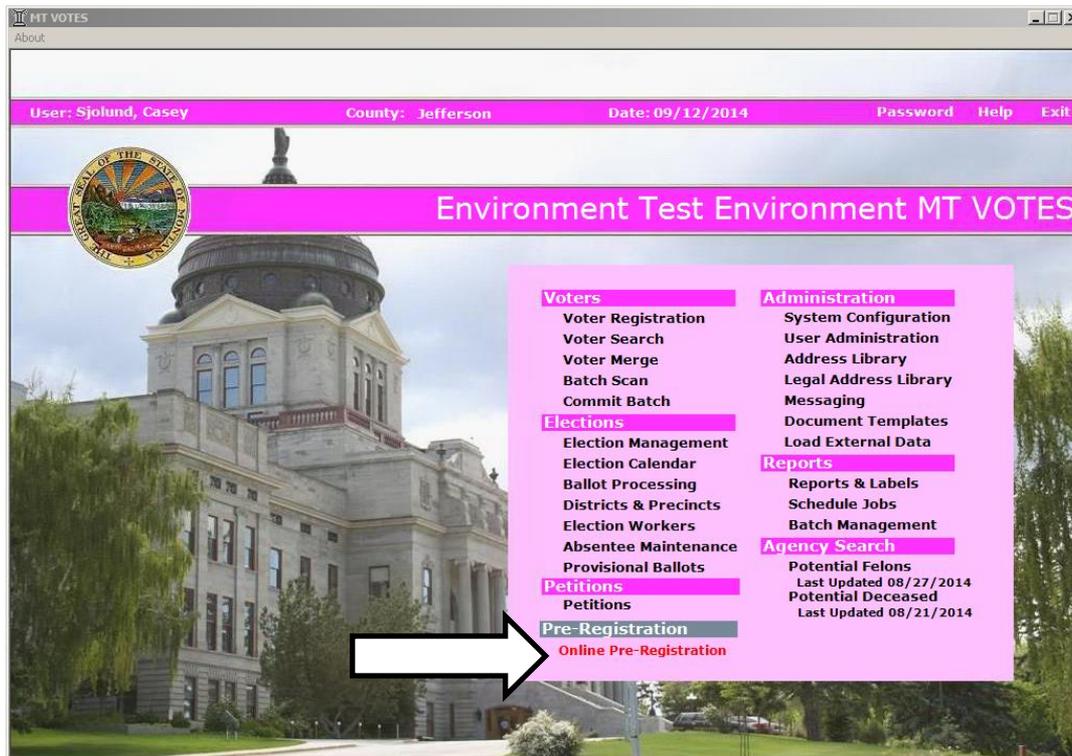


# What your office will see.

The back end.

# The Back End

Once a pre-registration has been entered, you will be notified in MT Votes with a red link to the **Online Pre-Registration**.



# The Back End

Selecting the status of **Unprocessed** and then the **Search** button will return all pre-registrants who have not been processed.

Locate the voter who indicated they pre-registered

The screenshot shows the 'Online Pre-Registration' application window. The 'Search' section includes fields for SSN, DOB, Last Name, First Name, and DL/State ID. The 'Status' dropdown is set to 'Unprocessed'. The 'Scope' section has radio buttons for 'State' and 'County', with 'County' selected and 'Jefferson' chosen in the dropdown. The 'Search' button is highlighted with a white arrow. Below the search fields is a table with the following columns: DL/State ID, SSN, DOB, Name, Residence Address, County, Status, and Created Date. The table is currently empty. At the bottom of the window, there are buttons for 'Process', 'Cancel', 'Report', a 'County' dropdown set to 'Jefferson', a 'Change Voters County' button, and navigation buttons '<', '>', and 'Close'.

# The Back End

When you select a name from the list, you can **Process** the information, which starts the process of bringing the registration info into MT Votes.

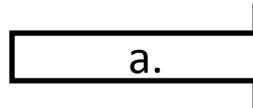
If the applicant chose the incorrect county when completing the online process, you can select the right county and click **Change Voter's County**.

The screenshot shows the 'Online Pre-Registration' application window. It features a search section with fields for SSN, DOB, Status (set to 'Unprocessed'), DL/State ID, Last Name, and First Name. Below the search fields is a 'Scope' section with radio buttons for 'State' and 'County' (selected), and a dropdown menu set to 'Jefferson'. There are 'Search' and 'Clear' buttons. A table displays registration information with columns: DL/State ID, SSN, DOB, Name, Residence Address, County, Status, and Created Date. The first row contains: 1244, 1/1/1992, VOTER, JOE, 2 N MAIN ST, CLANC..., Jefferson, Unprocessed, 8/11/2014. At the bottom, there are buttons for 'Process', 'Cancel', 'Report', a county dropdown (set to 'Jefferson'), 'Change Voters County', and navigation buttons '<', '>', and 'Close'. A white arrow points to the 'Process' button.

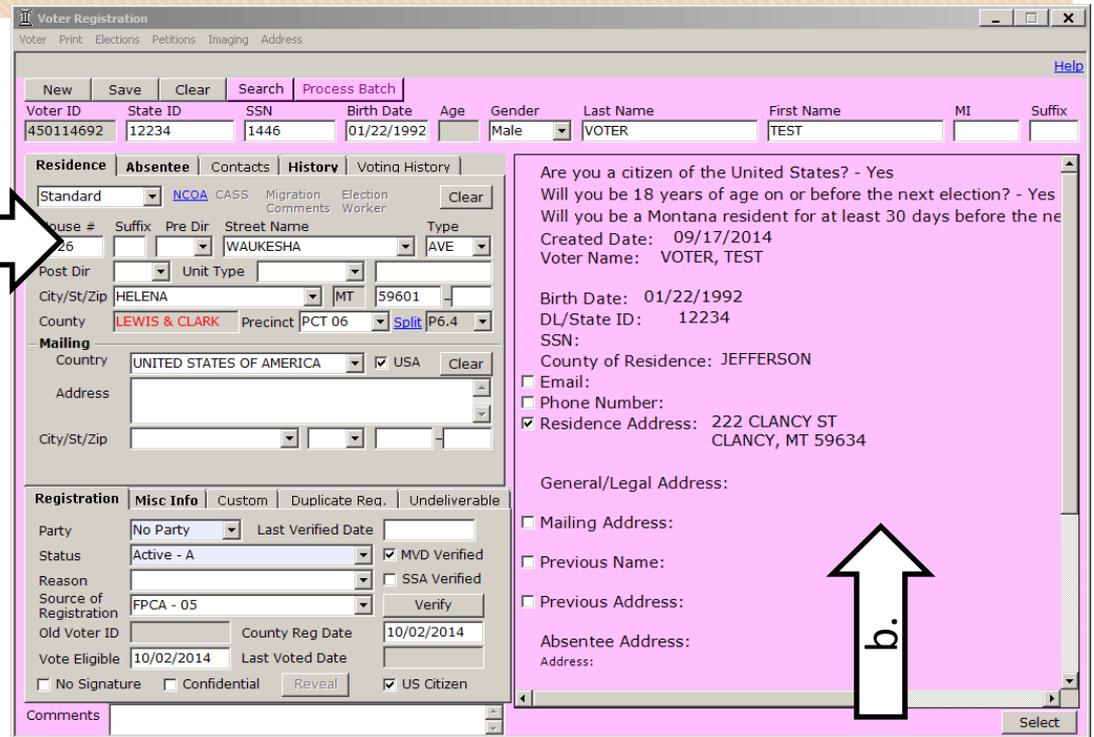
DL/State ID	SSN	DOB	Name	Residence Address	County	Status	Created Date
1244		1/1/1992	VOTER, JOE	2 N MAIN ST, CLANC...	Jefferson	Unprocessed	8/11/2014

# The Back End

If you select a duplicate, it will bring over the original record (a).



The information entered into the pre-registration site will populate on the right hand side (b.). If you don't want to over-write something in the original record, uncheck that box from the pre-registration information on the right-hand side.



**Voter Registration**

Voter ID: 450114692 | State ID: 12234 | SSN: 1446 | Birth Date: 01/22/1992 | Age: | Gender: Male | Last Name: VOTER | First Name: TEST | MI: | Suffix: |

**Residence** | Absentee | Contacts | History | Voting History

Standard | NCOA | CASS | Migration | Election | Clear  
Comments | Worker

House #: 26 | Suffix: | Pre Dir: | Street Name: WAUKESHA | Type: AVE

Post Dir: | Unit Type: |

City/St/Zip: HELENA | MT | 59601 |

County: LEWIS & CLARK | Precinct: PCT 06 | Split: P6.4

**Mailing**

Country: UNITED STATES OF AMERICA | USA | Clear

Address: |

City/St/Zip: | | |

**Registration** | Misc Info | Custom | Duplicate Req. | Undeliverable

Party: No Party | Last Verified Date: |

Status: Active - A | MVD Verified:  | SSA Verified:

Reason: |

Source of Registration: FPCA - 05 | Verify: |

Old Voter ID: | County Reg Date: 10/02/2014

Vote Eligible: 10/02/2014 | Last Voted Date: |

No Signature |  Confidential | Reveal: |  US Citizen

Comments: |

Are you a citizen of the United States? - Yes  
Will you be 18 years of age on or before the next election? - Yes  
Will you be a Montana resident for at least 30 days before the ne  
Created Date: 09/17/2014  
Voter Name: VOTER, TEST

Birth Date: 01/22/1992  
DL/State ID: 12234  
SSN:  
County of Residence: JEFFERSON

Email:  
 Phone Number:  
Residence Address: 222 CLANCY ST  
CLANCY, MT 59634

General/Legal Address:  
 Mailing Address:  
 Previous Name:  
 Previous Address:  
Absentee Address:  
Address:

**\*\*If the voter already has an Active/Sent ballot, you will need to follow the regular procedures for handling Late/Election Day Registrants with Active ballots.\*\***

# The Back End

On the right hand side you will see the information that the voter entered in the Online Pre-Registration portal. Information that was entered by the applicant will automatically have a check mark next to it. Anything with a check-mark will autofill the VR screen in MT Votes.

You can check or uncheck objects that you do or do not want to autofill.

The screenshot shows a web application window titled "Voter Registration". The interface includes a menu bar with "Voter", "Print", "Elections", "Petitions", "Imaging", and "Address". Below the menu is a toolbar with buttons for "New", "Save", "Clear", "Search", and "Process Batch".

The main form area is divided into several sections:

- Header Fields:** Voter ID (450114692), State ID (12234), SSN (1446), Birth Date (01/22/1992), Age, Gender (Male), Last Name (VOTER), First Name (TEST), MI, and Suffix.
- Residence Section:** Includes tabs for "Residence", "Absentee", "Contacts", "History", and "Voting History". Fields include House # (1326), Suffix, Pre Dir, Street Name (WAUKESHA), Type (AVE), Post Dir, Unit Type, City/St/Zip (HELENA, MT, 59601), County (LEWIS & CLARK), Precinct (PCT 06), and Split (P6.4).
- Mailing Section:** Country (UNITED STATES OF AMERICA), USA (checked), and Address fields.
- Registration Section:** Party (No Party), Last Verified Date, Status (Active - A), MVD Verified (checked), Reason, Source of Registration (FPCA - 05), Verify button, Old Voter ID, County Reg Date (10/02/2014), Vote Eligible (10/02/2014), Last Voted Date, and checkboxes for "No Signature", "Confidential", "Reveal", and "US Citizen".
- Summary Panel (Right):** Contains a list of questions and answers, such as "Are you a citizen of the United States? - Yes", "Will you be 18 years of age on or before the next election? - Yes", "Will you be a Montana resident for at least 30 days before the ne", "Created Date: 09/17/2014", "Voter Name: VOTER, TEST", "Birth Date: 01/22/1992", "DL/State ID: 12234", "SSN:", "County of Residence: JEFFERSON", "Residence Address: 222 CLANCY ST, CLANCY, MT 59634", and sections for "General/Legal Address:", "Mailing Address:", "Previous Name:", "Previous Address:", and "Absentee Address:". A "Select" button is at the bottom right.

A large white arrow points from the "Address" field in the Mailing section to the "Residence Address" field in the summary panel.

# The Back End

Clicking the **Select** button will auto-fill all of the checked information from the pre-registration (right side) into the voter registration screen (left side) in MT Votes.

The screenshot displays the 'Voter Registration' application window. The interface is divided into several sections:

- Header:** Includes buttons for 'New', 'Save', 'Clear', 'Search', and 'Process Batch'. A 'Help' link is visible in the top right.
- Personal Information:** Fields for Voter ID (450114692), State ID (12234), SSN (1446), Birth Date (01/22/1992), Age, Gender (Male), Last Name (VOTER), First Name (TEST), MI, and Suffix.
- Residence:** Includes a dropdown for 'Standard' (with links for NCOA, CASS, Migration, Comments, Election Worker), and fields for House # (1326), Suffix, Pre Dir, Street Name (WAUKESHA), Type (AVE), Post Dir, Unit Type, City/St/Zip (HELENA, MT, 59601), County (LEWIS & CLARK), and Precinct (PCT 06).
- Mailing:** Fields for Country (UNITED STATES OF AMERICA, USA), Address, and City/St/Zip.
- Registration:** Includes Party (No Party), Status (Active - A), Reason (FPCA - 05), Old Voter ID, Vote Eligible (10/02/2014), County Reg Date (10/02/2014), Last Voted Date, and checkboxes for 'No Signature', 'Confidential', and 'US Citizen'. There are also 'Verify' and 'MVD Verified' options.
- Right Panel:** A summary area with questions like 'Are you a citizen of the United States?' and 'Will you be 18 years of age...'. It lists personal details: Birth Date (01/22/1992), DL/State ID (12234), SSN, and County of Residence (JEFFERSON). It also shows checked boxes for 'Residence Address' (222 CLANCY ST, CLANCY, MT 59634) and 'US Citizen'.
- Bottom:** A 'Comments' field and a 'Select' button, which is highlighted by a large white arrow pointing from the right side of the screen.

# The Back End

The address library will pop up for you to assign the voter to the appropriate address range, or to create a new range.

**\*Remember – If you have printed labels, do not extend an address range.**

**Selection Criteria**

House# From: 2 House# To: 2 Type: [ ] Unit Type: [ ] Unit# From: [ ] Unit# To: [ ]

Pre Direction: [ ] Street Name: MAIN Street Type: [ ] Post Direction: [ ]

County: Jefferson City: CLANCY Zip: [ ] Precinct: [ ] Split: [ ]

Residential Address: All Mailing Address: [ ] District: 22 - Jefferson

Search Street Aliases [Search] [Clear]

**Search Result**

From	To	Type	Pre	Street Name/Type	Post	Unit Type	Unit #	City	Zip	District	Precinct	Split	Res Add
1	13	All	S	MAIN ST				CLANCY	596...	Jeffer...	PREC...	01.07	YES
2	18	Even	N	MAIN ST				CLANCY	596...	Jeffer...	PREC...	02.0...	YES

[New] [Detail] [Delete] [Split-Address R...] [Select] [Report] [Close]

# The Back End

You will need to select the **Source of Registration as Pre-Registration – 17** (a) from the drop-down.

Next, select the **Prev Registration** (b) tab, the same as you would for a paper registration.

The screenshot shows a web-based voter registration form. At the top, a message reads "Address verified, and additional information completed." Below this is a navigation bar with buttons for "New", "Save", "Clear", "Search", and "Process Batch". The form fields are organized into several sections:

- Personal Information:** Fields for Voter ID, State ID, SSN (1244), Birth Date (01/01/1992), Age, Gender, Last Name (VOTER), First Name (JOE), MI, and Suffix.
- Registration Source:** A dropdown menu is highlighted with a white arrow labeled 'a', showing "Pre-Registration - 17" selected.
- Registration Type:** A dropdown menu is highlighted with a white arrow labeled 'b', showing "Prev Registration" selected.
- Mailing Address:** Fields for Country (UNITED STATES OF AMERICA), Address, and City/St/Zip.
- Registration Details:** Fields for Party (No Party), Status (Provisional - N), Reason (Pre-Registration - 17), County (JEFFERSON), Precinct (PREC.07-7), and County Reg Date (09/12/2014).
- Verification and Eligibility:** Fields for ID Verification - ID, SSA Verified, Vote Eligible (09/12/2014), and Last Voted Date.
- Residence Confirmation:** A text area on the right asks "Are you a citizen of the United States? - Yes", "Will you be 18 years of age on or before the next election? - Yes", and "Will you be a Montana resident for at least 30 days before the ne". It also shows "Created Date: 08/11/2014" and "Voter Name: VOTER, JOE".

# The Back End

You will need to select the **Source of Registration as Pre-Registration – 17** (a) from the drop-down.

Next, select the **Prev Registration** (b) tab, the same as you would for a paper registration.

The screenshot shows a web-based voter registration form. At the top, a status message reads "Address verified, and additional information completed." Below this is a navigation bar with buttons for "New", "Save", "Clear", "Search", and "Process Batch". The form fields are organized into several sections:

- Personal Information:** Fields for Voter ID, State ID, SSN (1244), Birth Date (01/01/1992), Age, Gender, Last Name (VOTER), First Name (JOE), MI, and Suffix.
- Registration Source:** A dropdown menu is highlighted with a white arrow labeled "a", showing "Pre-Registration - 17" selected.
- Registration Type:** A dropdown menu is highlighted with a white arrow labeled "b", showing "Prev Registration" selected.
- Mailing Address:** Fields for Country (UNITED STATES OF AMERICA), Address, and City/St/Zip.
- Registration Details:** Fields for Party (No Party), Status (Provisional - N), Reason (Pre-Registration - 17), County (JEFFERSON), Precinct (PREC.07-7), and County Reg Date (09/12/2014).
- Verification:** Checkboxes for "No Signature", "Confidential", "Reveal", and "US Citizen".
- Right Panel:** A summary of the registration information, including citizenship status, age, residence address (2 N MAIN ST, CLANCY, MT 59601), and birth date.

# The Back End

If the applicant's State ID does not automatically verify in MT Votes, you will need to verify the record through Voter Verify.

If the applicant's ID does not verify, **they must be left in Provisional status.**

This is the same process used when entering a paper voter registration form.

**Voter Registration**  
Voter Print Elections Petitions Imaging Address

**Address verified, and additional information completed.**

New Save Clear Search Process Batch

Voter ID State ID SSN Birth Date Age Gender Last Name First Name MI Suffix

Standard NCOA CASS Migration Election Comments Worker Clear

Residence Prev Registration Absentee Contacts History

House # Suffix Pre Dir Street Name Type

Post Dir Unit Type

City/St/Zip CLANCY MT 59634

County JEFFERSON Precinct PREC.07-7 Split 01.07

Mailing Country UNITED STATES OF AMERICA USA Clear

Address City/St/Zip

Registration Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date

Status Provisional - N MVD Verified

Reason ID Verification - ID SSA Verified

Source of Registration Pre-Registration - 17 Verify

Old Voter ID County Reg Date 09/12/2014

Vote Eligible 09/12/2014 Last Voted Date

No Signature  Confidential Reveal  US Citizen

Comments

Are you a citizen of the United States? - Yes  
Will you be 18 years of age on or before the next election? - Yes  
Will you be a Montana resident for at least 30 days before the ne  
Created Date: 08/11/2014  
Voter Name: VOTER, JOE

Birth Date: 01/01/1992  
DL/State ID:  
SSN: 1244  
County of Residence: JEFFERSON

Email:  
 Phone Number:  
 Residence Address: 2 N MAIN ST  
CLANCY, MT 59601

General/Legal Address:

Mailing Address:  
 Previous Name:  
 Previous Address:

Absentee Address:  
Address:

Select

# The Back End

If the applicant indicated a previous registration online it will automatically prefill that information. If no Previous Registration was provided you will need to indicate **Not Provided**.

After you enter the Previous Registration information, click the **Save** button.

The screenshot shows the 'Voter Registration' application window. The 'Prev Registration' tab is active, and the 'Save' button is highlighted with a white arrow. The 'Not Provided' checkbox is also highlighted with a white arrow. The form contains the following information:

Voter ID	State ID	SSN	Birth Date	Age	Gender	Last Name	First Name	MI	Suffix
		1244	01/01/1992			VOTER	JOE		

**Residence** | Prev Registration | Absentee | Contacts | History

Are you a citizen of the United States? - Yes  
Will you be 18 years of age on or before the next election? - Yes  
Will you be a Montana resident for at least 30 days before the ne  
Created Date: 08/11/2014  
Voter Name: VOTER, JOE

Birth Date: 01/01/1992  
DL/State ID:  
SSN: 1244  
County of Residence: JEFFERSON

Email:  
 Phone Number:  
 Residence Address: 2 N MAIN ST  
CLANCY, MT 59601

General/Legal Address:  
 Mailing Address:  
 Previous Name:  
 Previous Address:  
Absentee Address:  
Address:

**Registration** | Misc Info | Custom | Duplicate Req. | Undeliverable

Party: No Party | Last Verified Date:  
Status: Provisional - N |  MVD Verified  
Reason: ID Verification - ID |  SSA Verified  
Source of Registration: Pre-Registration - 17 | Verify  
Old Voter ID: | County Reg Date: 09/12/2014  
Vote Eligible: 09/12/2014 | Last Voted Date:  
 No Signature |  Confidential | Reveal |  US Citizen

Comments: | Select

# The Back End

If the applicant wishes to receive absentee ballots, you will see an address in the **Absentee Address** field in the pre-registration window (a).

If an absentee address is provided, you will need to manually add it to the **Absentee** tab (b), exactly like you would with any absentee request.

It is important to note that you must manually add the absentee information if an absentee address is in the pre-registration information on the right side of the screen.

The screenshot displays the 'Voter Registration' software interface. At the top, a red warning message states: 'The voter could not be verified through MVD data.' Below this, a data entry form shows fields for Voter ID (1234), State ID, SSN, Birth Date (01/22/1981), Age, Gender, Last Name (VOTERT), First Name (TEST), MI, and Suffix. A tabbed interface includes 'Residence', 'Pre', 'Absentee', 'Contacts', and 'History'. The 'Absentee' tab is active, showing a table with columns for 'Dates/Elections', 'Absentee ...', and 'Address'. An arrow labeled 'b' points to this table. Below the table is an 'Absentee Status' dropdown menu and 'Add', 'Details', and 'Remove' buttons. The 'Registration' section includes fields for Party (No Party), Status (Provisional - N), Reason (ID Verification - ID), Source of Registration, Old Voter ID, County Reg Date (10/02/2014), Vote Eligible (10/02/2014), Last Voted Date, and checkboxes for 'No Signature', 'Confidential', 'Reveal', and 'US Citizen'. On the right side, a large text area displays the voter's address information: 'CLANCY, MT 59634', 'General/Legal Address:', 'Mailing Address:', 'Previous Name: VOTER, TEST', 'Previous Address: PORTLAND, OR MULTANOMAH', 'Absentee Address: 5 WHITETAIL LN CLANCY, MT 59634', and 'Seasonal Addresses:' with five numbered entries. An arrow labeled 'a' points to this address information. A 'Comments' field is at the bottom left, and a 'Select' button is at the bottom right.

# The Back End

Once saved, the Pre-Voter Registration Image will be displayed on the right-hand side of the screen. This image remains with the voter's record, just like any other scanned image.

The screenshot shows a web-based voter registration application. At the top, a green message states "Voter record successfully saved, Voter number is 45011783". Below this is a navigation bar with buttons for "New", "Save", "Clear", "Search", and "Process Batch". The main form is divided into several sections:

- Header Fields:** Voter ID (45011783), State ID, SSN (1244), Birth Date (01/01/1992), Age (22), Gender, Last Name (VOTER), First Name (JOE), MI, and Suffix.
- Residence Section:** Includes tabs for "Residence", "Absentee", "Contacts", "History", and "Voting History". Fields include House # (2), Suffix (S), Pre Dir, Street Name (MAIN), Type (ST), Post Dir, Unit Type, City/St/Zip (CLANCY, MT, 59634), County (JEFFERSON), and Precinct (REC.07-75).
- Mailing Section:** Fields for Country (UNITED STATES OF AMERICA), Address, and City/St/Zip.
- Registration Info Section:** Includes "Party" (No Party), "Status" (Provisional - N), "Reason" (ID Verification - ID), "Source of Registration" (Pre-Registration - 17), "Old Voter ID", "Vote Eligible" (09/12/2014), "County Reg Date" (09/12/2014), and "Last Voted Date". There are also checkboxes for "No Signature", "Confidential", and "US Citizen".
- Right-Hand Side Panel:** Titled "Image", it shows a "Pre-Voter Registration Image 9/12/2014" and a "Polling Places" section. Below the image, there are several questions and answers regarding citizenship and residency, along with personal details like "Voter Name: VOTER, JOE", "Birth Date: 01/01/1992", "DL State ID", "SSN: 1244", and "Residence Address: 2 N MAIN ST, CLANCY, MT 59601".

A large white arrow points from the text on the left towards the "Image" section of the form.

# The Back End

In order for the voter to complete their registration, the election office will need to print the voter's **Pre-Fill Signature Card**. If the online submission was during regular registration you can instead print the **Voter Confirmation Card**.

The screenshot displays the 'Voter Registration' software interface. The main window is titled 'Voter Registration' and contains several sections:

- Current Image:** A dropdown menu with options: 'Current Image', 'Voter Confirmation Card', 'Pre-Fill Signature Card' (highlighted), and 'Undeliverable Confirmation Notice'.
- Voter Profile:** Fields for Age (22), Gender, Last Name (VOTER), First Name (JOE), MI, and Suffix.
- Mailing:** Fields for Country (UNITED STATES OF AMERICA), Address, and City/St/Zip.
- Registration:** Fields for Party (No Party), Status (Provisional - N), Reason (ID Verification - ID), Source of Registration (Pre-Registration - 17), Old Voter ID, County Reg Date (09/12/2014), Vote Eligible (09/12/2014), Last Voted Date, and checkboxes for 'No Signature', 'Confidential', and 'US Citizen'.
- Image:** A section for 'Pre-Voter Registration Image 9/12/2014' with a 'Polling Places' dropdown and a list of questions and answers regarding citizenship and residency.

# The Back End

- When the **Pre-fill Signature Card** is printed, the voter will need to do the following to finalize the registration :
- Confirm they are an US Citizen.
- Confirm they are at least 18 years of age on or before the next election.
- Confirm they will be a Montana resident for at least 30 days before the next election.
- The voter should check to be on the absentee list, even if they already checked it through the online submission, although if they don't check the box on the paper form but selected it during online pre-registration, they should be placed on the absentee list.
- Lastly, the voter will need to sign and date the **Pre-filled** card.

**Montana Voter Registration Application**

If you do not provide all of the required information your application to register to vote will not be complete

Check all that apply:  New Registration  Name Change  Address Change  Signature Update  Other

1. Are you a citizen of the United States?\* Yes  No

2. Will you be at least 18 years of age on or before the next election?\* Yes  No

3. Will you be a Montana resident for at least 30 days before the next election?\* Yes  No

\*Note: If you checked 'no' in response to any of these questions, do not complete this form.

4. Select one of the following and provide the required information\*

I have a Montana Driver's License or Montana ID and that number is \_\_\_\_\_

I have not been issued a Montana Driver's License or ID card. The last 4 digits of my SSN are 1244

I have not been issued a Montana Driver's License or ID card, or a Social Security Number. I have attached a copy of a photo ID that shows my name or acceptable ID that shows my name and current address (paycheck stub; utility bill; bank statement; or government document).

5. Email address (optional) \_\_\_\_\_

**Previous Registration Information**

REQUIRED IF NAME CHANGED OR PREVIOUSLY REGISTERED TO VOTE IN ANOTHER COUNTY OR STATE

Previous City, County and State	Residential Address of Previous Registration	Previous Name

Name	Date of Birth	Polling Place
VOTER, JOE	01/01/1992	CLANCY MUSEUM
Residential Address	Phone Number	Mailing Address
2 S MAIN ST		
CLANCY, MT 59634	County	
	Jefferson	

**OPTIONAL - check the option below to be placed on the annual absentee list**

Yes, I request an absentee ballot to be mailed to me for ALL elections in which I am eligible to vote this year as long as I reside at the address listed on this application, and for subsequent years. I understand that in order to continue to receive an absentee ballot, I must complete, sign, and return a confirmation notice mailed to me by the county election office.

If your mailing address differs during certain times of the year, please visit [sos.mt.gov](http://sos.mt.gov) or contact your county election office for a separate absentee list application.

I affirm under penalty of perjury that the information on this application is true, that I am qualified to be an elector in the State of Montana, that I am not serving a felony conviction in a penal institution nor have I been found to be of unsound mind by a court. If I have given false information on this application, I may be subject to a fine or imprisonment, or both under Federal and/or State law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# The Back End

When you close the **Pre-Fill Signature Card** a pop-up will appear notifying you to change the voter's status to **Active**.

Clicking **Yes** or **No** will not change the status, you will have to do that manually.

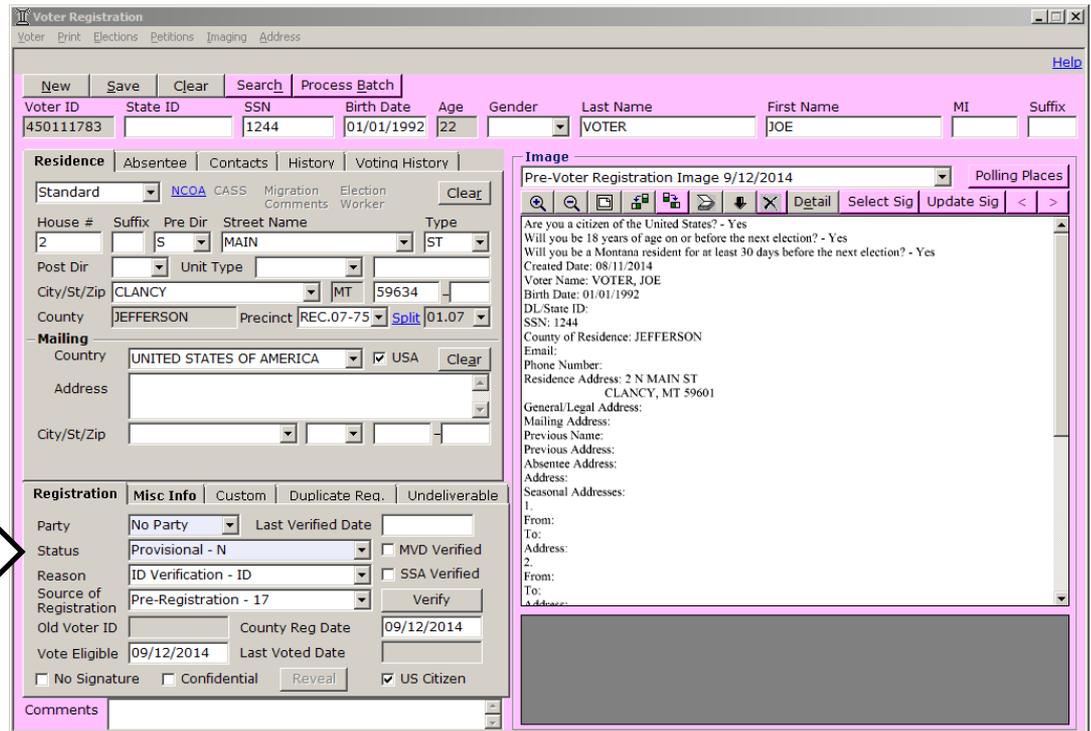
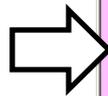
**Note: only change the status to Active if the ID# has been verified through MT Votes, or through Voter Verify within MT Votes.**

The screenshot displays the 'Voter Registration' software interface. A warning dialog box is open in the center, asking 'Change status to 'Active'?' with 'Yes' and 'No' buttons. The background interface shows a form for a voter with ID 450111783, State ID, SSN 1244, Birth Date 01/01/1992, Age 22, Gender, Last Name VOTER, and First Name JOE. The 'Residence' section shows House # 2, Suffix S, Pre Dir MAIN, Street Name, Type ST, Post Dir, Unit Type, City/St/Zip CLANCY MT 59634, County JEFFERSON, and Precinct REC.0. The 'Mailing' section shows Country UNITED STATES OF AMERICA and Address. The 'Registration' section shows Party No Party, Status Provisional - N, Reason ID Verification - ID, Source of Registration Pre-Registration - 17, Old Voter ID, County Reg Date 09/12/2014, Vote Eligible 09/12/2014, Last Voted Date, and checkboxes for No Signature, Confidential, Reveal, and US Citizen. The 'Image' section shows a Pre-Voter Registration Image 9/12/2014 and a list of questions: 'Are you a citizen of the United States? - Yes', 'Will you be 18 years of age on or before the next election? - Yes', and 'Will you be a Montana resident for at least 30 days before the next election? - Yes'. The 'Comments' section is empty.

# The Back End

You will need to manually change the status to **Active**, if the ID verification is successful.

If the application came through during Late Registration, you will need to change the status to **Late Registration**.



**Voter Registration**

Voter ID: 450111783 | State ID: | SSN: 1244 | Birth Date: 01/01/1992 | Age: 22 | Gender: | Last Name: VOTER | First Name: JOE | MI: | Suffix: |

**Residence** | Absentee | Contacts | History | Voting History

Standard | NCOA | CASS | Migration | Election | Clear

House #: 2 | Suffix: S | Pre Dir: | Street Name: MAIN | Type: ST

Post Dir: | Unit Type: |

City/St/Zip: CLANCY | MT | 59634 |

County: JEFFERSON | Precinct: REC.07-75 | Split: 01.07

**Mailing**

Country: UNITED STATES OF AMERICA | USA | Clear

Address: |

City/St/Zip: | | |

**Registration** | Misc Info | Custom | Duplicate Req. | Undeliverable

Party: No Party | Last Verified Date: |

Status: Provisional - N | MVD Verified:

Reason: ID Verification - ID | SSA Verified:

Source of Registration: Pre-Registration - 17 | Verify

Old Voter ID: | County Reg Date: 09/12/2014

Vote Eligible: 09/12/2014 | Last Voted Date: |

No Signature |  Confidential | Reveal |  US Citizen

Comments: |

**Image**

Pre-Voter Registration Image 9/12/2014 | Polling Places

Are you a citizen of the United States? - Yes

Will you be 18 years of age on or before the next election? - Yes

Will you be a Montana resident for at least 30 days before the next election? - Yes

Created Date: 08/11/2014

Voter Name: VOTER, JOE

Birth Date: 01/01/1992

DL/State ID:

SSN: 1244

County of Residence: JEFFERSON

Email:

Phone Number:

Residence Address: 2 N MAIN ST  
CLANCY, MT 59601

General/Legal Address:

Mailing Address:

Previous Name:

Previous Address:

Absentee Address:

Address:

Seasonal Addresses:

1. From: To: Address:

2. From: To: Address:

# The Back End

Once the status is changed you will need to click **Save**.

The pre-registered voter is now an active (or late registrant) voter.

Please remember to scan in the **Pre-fill** form as you do all registration forms.

The screenshot displays the 'Voter Registration' application window. At the top, there are menu options: Voter, Print, Elections, Petitions, Imaging, Address, and a Help link. Below the menu is a toolbar with buttons for New, Save, Clear, Search, and Process Batch. The main data entry area contains fields for Voter ID (4501117), State ID, SSN (1244), Birth Date (01/01/1992), Age (22), Gender, Last Name (VOTER), First Name (JOE), MI, and Suffix. A white arrow points to the 'Save' button.

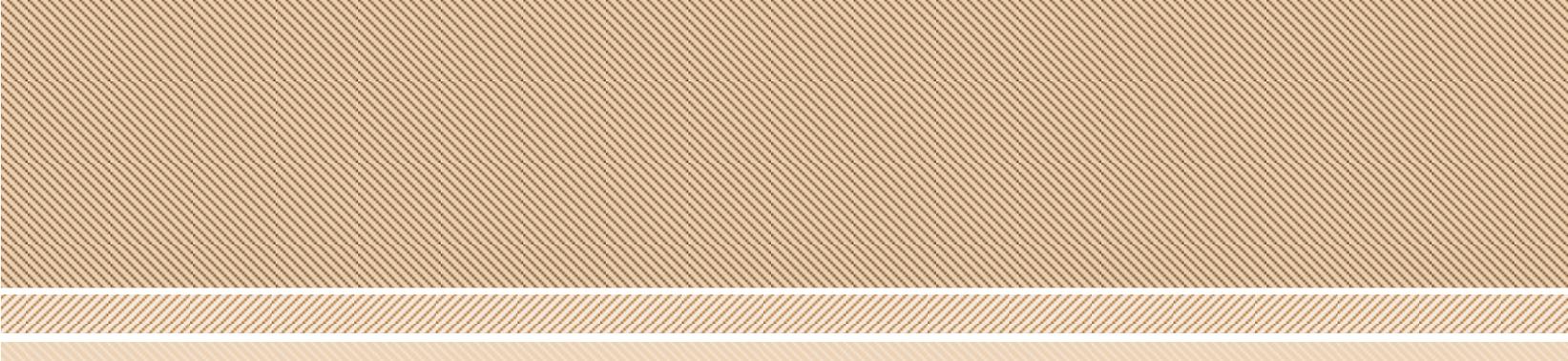
The 'Residence' section includes tabs for Resident, Absentee, Contacts, History, and Voting History. It features a dropdown menu for 'Standard' (with options NCOA, CASS, Migration, Election Comments, Worker) and a 'Clear' button. Fields include House # (2), Suffix (S), Pre Dir, Street Name (MAIN), Type (ST), Post Dir, and Unit Type. City/St/Zip is CLANCY, MT 59634. County is JEFFERSON, Precinct is REC.07-75, and Split is 01.07.

The 'Mailing' section has a Country dropdown (UNITED STATES OF AMERICA) and a checked 'USA' checkbox with a 'Clear' button. There are empty fields for Address and City/St/Zip.

The 'Registration' section has tabs for Misc Info, Custom, Duplicate Reg., and Undeliverable. It includes a Party dropdown (No Party), Last Verified Date, Status (Active - A), MVD Verified checkbox, Reason, Source of Registration (Pre-Registration - 17), SSA Verified checkbox, and a 'Verify' button. Fields for Old Voter ID, County Reg Date (09/12/2014), Vote Eligible (09/12/2014), and Last Voted Date are present. There are checkboxes for 'No Signature', 'Confidential', and 'Reveal', and a checked 'US Citizen' checkbox.

The 'Image' section on the right shows a 'Pre-Voter Registration Image 9/12/2014' with a 'Polling Places' dropdown. It contains a list of questions: 'Are you a citizen of the United States? - Yes', 'Will you be 18 years of age on or before the next election? - Yes', and 'Will you be a Montana resident for at least 30 days before the next election? - Yes'. It also displays metadata: Created Date: 08/11/2014, Voter Name: VOTER, JOE, Birth Date: 01/01/1992, DL State ID, SSN: 1244, County of Residence: JEFFERSON, Email, Phone Number, Residence Address: 2 N MAIN ST, CLANCY, MT 59601, and Mailing Address. There are buttons for 'Detail', 'Select Sig', and 'Update Sig'.

At the bottom, there is a 'Comments' section with a text area.



**As always, please contact the help desk if you have any questions.**

soshelpdesk@mt.gov

406.444.4296

866.541.6767