

MT VOTES: Working with Provisional Ballots

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Elections and Government Services Division
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WORKING WITH PROVISIONAL BALLOTS

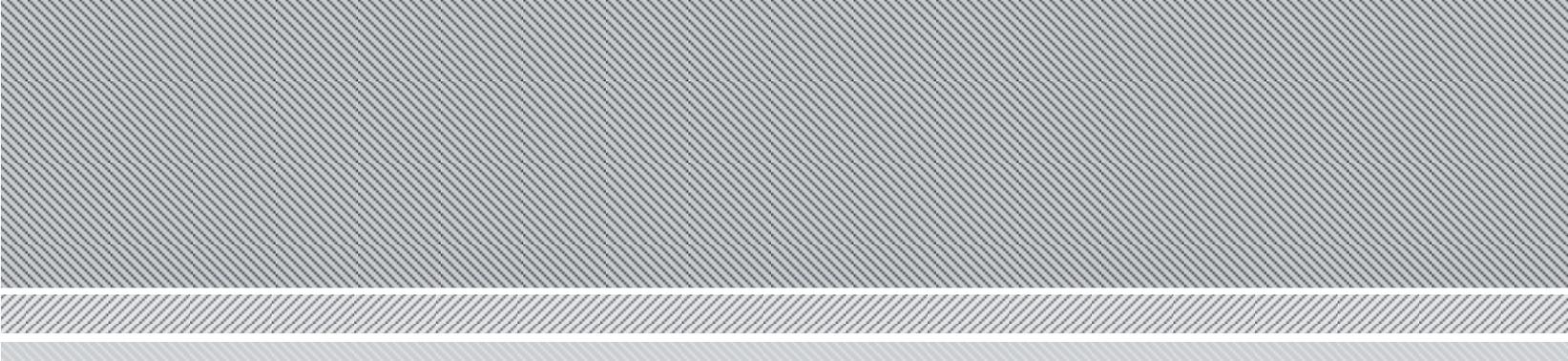
Election Day

- [Provisional ballots issued to Late Registrants](#)
- [Provisional ballots issued at the polling place](#)

After Election Day

- (step 1) [Identifying moves **from** your county](#)
- (step 2) [Resolving Provisional Ballots](#)

[Reports & Exports](#)



Issuing Provisional Ballots to Late Registrants

Late Registrants

- If it is election day, **and** the registrant is a transfer registrant, they must be issued a provisional ballot.
- This is required as you cannot accept their ballot without verifying they have not voted in a different county or precinct.

Late Registrant- Pop-up

If it is election day and the voter is a transfer Late Registrant (county to county or precinct to precinct) and you try to issue a ballot out of MT Votes, you will not be able to add an absentee request. You will receive a pop-up directing you to the provisional ballot module.

The screenshot displays the 'Voter Registration' application window. The main interface is pink and contains various fields and tabs. A warning pop-up window is overlaid in the center, displaying the message: 'Unable to create an absentee request. Create a provisional ballot.' with an 'OK' button.

Voter Registration
Voter Print Elections Petitions Imaging Address

Buttons: New Save Clear Search Process Batch Help

Fields: Voter ID (450155953), State ID, SSN (0000), Birth Date (01/22/1980), Age (36), Gender, Last Name (APPLICATIONERROR), First Name (TEST), MI, Suffix

Residence | Absentee | Contacts | History | Voting History

Dates/Elections	Absentee ...	Address
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Voter Polling Locations

Precinct: PREC.09 - 09-75 [View Image]
Split: 01.09
Polling Place: MONTANA CITY SCHOOL

Election

Date	Date	Polling Places
16	05/09/2016	MONTANA CITY SCHOOL

Absentee Status: [Dropdown] [Add] [Details] [Remove]

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

Party: No Party | Last Verified Date: 04/05/2016
Status: Late Registration - LR | MVD Verified []
Reason: County to County - LC | SSA Verified [x]
Source of Registration: DMV - 01 | Verify []
Old Voter ID: [] | County Reg Date: 04/05/2016
Vote Eligible: 04/08/2016 | Last Voted Date: []
[] No Signature [] Confidential [] Reveal [x] US Citizen

Comments: []

Provisional Module

To access the provisional ballot module, you can do one of the two options below:

- From within the voter's record, click on **Election - > Provisional Ballot**; or
- From the main menu of MT Votes, click on **Provisional Ballots**

Late Reg - Provisional Module

The Provisional Ballot Search screen will open. Click the **New** button to create a new provisional ballot entry.

The screenshot shows a web application window titled "Provisional Ballots Search". The interface is divided into several sections:

- Search Section:** Contains input fields for "Last Name", "First Name", "Middle Name", and "Date of Birth". Below these are dropdown menus for "Election", "Ballot Disposition" (with a checked "ALL" option), "Ballot Disposition Reason", and "Previous County".
- Voting County Search Scope:** Includes radio buttons for "State" and "County" (selected), and a dropdown menu currently set to "Jefferson".
- Residence County Search Scope:** Similar to the voting scope, with "State" and "County" (selected) radio buttons and a "Jefferson" dropdown.
- Filters:** Checkboxes for "Approved", "Not Approved", and "Include Confidential".
- Buttons:** "Search" and "Clear" buttons are located to the right of the search filters.
- Search Results:** A table with the following columns: "Name", "Present Address", "Date of Birth", "Election", "Prov. Ballot Reason", and "Ball". The table is currently empty.
- Footer:** A row of buttons including "New", "Details", "Delete", "Statistical Export", "Report", "Export", and "Close".

Late Reg - Provisional Module

This is the Provisional Ballot Detail screen, better known as the Provisional Ballot Entry Screen. Start by entering the name of the voter, and then click **Link to Voter**.

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

- Name:** Fields for Last Name, First Name, Middle Name, Date of Birth, Voter ID, and Suffix. A "Link To Voter" button is located to the right of the Suffix field.
- Address Provided:** Includes a dropdown for "Non-Standard", a "Clear" button, and fields for Address, City/St/Zip, County (currently "JEFFERSON"), and Precinct. A "Split" link is next to the Precinct field.
- Mailing:** Fields for Country (currently "UNITED STATES OF AMERICA"), a checked "USA" checkbox, and another "Clear" button. It also has Address and City/St/Zip fields.
- Process:** Fields for Provisional Ballot Reason, Ballot Disposition, Ballot Disposition Reason, and Method of Voter Notification (currently "Mail").
- Previous Information:** Dropdowns for Previous County, Previous Precinct, Election, and Ballot Style.
- Comments:** A large text area for entering comments.
- Districts:** A table with columns "Code" and "Description".

At the bottom of the form, there are checkboxes for "Approved" and "Not Approved", and a row of buttons: "Issue Ballot", "Reprint", "Coversheet", "View Voter Record", "Save And New", "Save", and "Close".

Late Reg – Provisional Module

The link to voter is powerful and operates much like a Voter Search query. If the search finds multiple voters that meet your criteria a selection screen will pop up allowing you to select the correct match.

Provisional Ballot Detail

Notifications

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

Name
Last Name: First Name: TEST Middle Name:
Date of Birth: Voter ID: Suffix: [Link To Voter](#)

Address Provided
Non-Standard: [Clear](#)
Address:
City/St/Zip: MT
County: JEFFERSON Precinct: [Split](#)

Mailing
Country: UNITED STATES OF AMERICA USA [Clear](#)
Address:
City/St/Zip:

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

Approved Not Approved

[Issue Ballot](#) [Reprint](#) [Coversheet](#) [View Voter Record](#) [Save And New](#) [Save](#) [Close](#)

Provisional Ballot Detail - Link to Voter

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

Search
General | Residential Address | Mailing Address |
Last Name: First Name: TEST Middle Name: Soundex
Voter ID: Birth Date From: Birth Date To:
Scope: State County: Jefferson [Search](#) [Clear](#)

Search Results

Voter ID	Name	Residential Address	Status	District
450155...	APPLICATIONERROR, TEST	1 2ND ST , CLANCY, MT 59634	Active	01
450155...	TESTFIX, TEST	1 2ND ST , CLANCY, MT 59634	Active	01

[View Summary](#) [Select](#) [Close](#)

Late Reg – Provisional Module

The address information will populate based on the selected voter record, as well as the Previous County/Previous Precinct information if the voter is marked as a Late Reg – County to County or Precinct to Precinct.

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

- Name:** Last Name (APPLICATIONERROF), First Name (TEST), Middle Name, Date of Birth (01/22/1980), Voter ID (450155953), Suffix.
- Address Provided:** Standard (dropdown), House # (1), Suffix, Pre Dir, Street Name (2ND), Type (ST), Post Dir, Unit Type, City/St/Zip (CLANCY, MT, 59634), County (JEFFERSON), Precinct (09-75), Split (01.09).
- Mailing:** Country (UNITED STATES OF AMERICA), USA (checked), Address, City/St/Zip.
- Process:** Provisional Ballot Reason, Ballot Disposition, Ballot Disposition Reason, Method of Voter Notification (Mail), Approved/Not Approved checkboxes.
- Previous County:** Lewis & Clark
- Previous Precinct:** PCT 06 - P06
- Election:** (empty dropdown)
- Ballot Style:** (empty dropdown)
- Comments:** (empty text area)
- Districts:** A table with columns Code and Description.

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HP 035	House District 35

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

Late Reg – Provisional Module

Once you select the correct Election, the ballot style will automatically pre-fill based on the address in the Address Provided box.

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

- Name:** Last Name (APPLICATIONERROF), First Name (TEST), Middle Name, Date of Birth (01/22/1980), Voter ID (450155953), Suffix.
- Address Provided:** Standard (dropdown), House # (1), Suffix, Pre Dir, Street Name (2ND), Type (ST), Post Dir, Unit Type, City/St/Zip (CLANCY), County (JEFFERSON), Precinct (09-75), Split (01.09).
- Mailing:** Country (UNITED STATES OF AMERICA), USA (checked), Address, City/St/Zip.
- Process:** Provisional Ballot Reason, Ballot Disposition, Ballot Disposition Reason, Method of Voter Notification (Mail), Approved/Not Approved checkboxes.
- Previous County:** Lewis & Clark
- Previous Precinct:** PCT 06 - P06
- Election:** 2016 Fed Gen (dropdown)
- Ballot Style:** 2 (dropdown)
- Comments:** Text area.
- Districts:** Table with Code and Description columns.

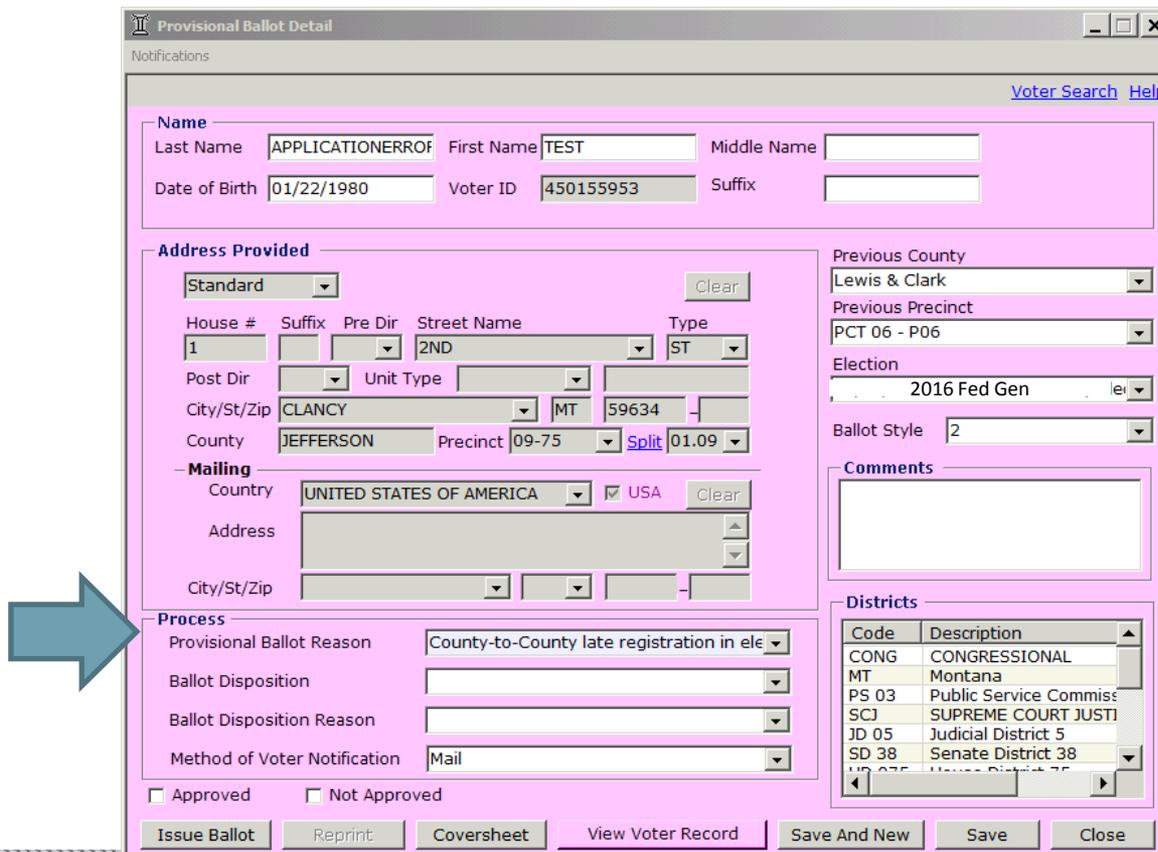
Two blue arrows point to the "Election" dropdown (showing "2016 Fed Gen") and the "Ballot Style" dropdown (showing "2").

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 075	House District 75

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

Late Reg – Provisional Module

Select the Provisional Ballot Reason. For Late Registrants, this is most commonly County to County or Precinct to Precinct (but isn't always).



The screenshot shows a web application window titled "Provisional Ballot Detail". The form is divided into several sections: Name, Address Provided, Mailing, Process, and Districts. A blue arrow points to the "Provisional Ballot Reason" dropdown menu in the Process section, which is currently set to "County-to-County late registration in ele".

Name

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

Address Provided

Standard

House #: 1 Suffix: Pre Dir: Street Name: 2ND Type: ST

Post Dir: Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 Split: 01.09

Mailing

Country: UNITED STATES OF AMERICA USA

Address:

City/St/Zip:

Process

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

Approved Not Approved

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
UP 07	House District 7

Provisional Ballot Reasons

Provisional Ballot Reason

- Name not in official register and not erroneously omitted
- Claims registration with MVD or other government agency, which could not be confirmed
- Failed to sign register
- Failed to sign absentee ballot envelope
- Absentee signature was not verified
- Right to vote was challenged
- Register indicates provisionally registered, which was not resolved
- Ballot not received, or was spoiled, lost or destroyed
- Identification was insufficient
- County-to-County late registration in election office
- Precinct-to-Precinct late registration in election office
- Other

Late Reg – Provisional Module

Click Issue ballot, verify the correct ballot style and then print like normal.

Provisional Ballot Detail

Notifications

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

Name
Last Name: APPLICATIONERROF First Name: TEST Middle Name:
Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

Address Provided
Standard
House #: 1 Suffix: Pre Dir: Street Name: 2ND Type: ST
Post Dir: Unit Type:
City/St/Zip: CLANCY MT 59634
County: JEFFERSON Precinct: 09-75 Split: 01.09

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

Process
Provisional Ballot Reason: County-to-County late registration in ele
Ballot Disposition:
Ballot Disposition Reason:
Method of Voter Notification: Mail

Approved Not Approved

Previous County
Lewis & Clark

Previous Precinct
PCT 06 - P06

Election
2016 Fed Gen

Ballot Style
2

Comments

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 07	House District 7

Issue Provisional Ballot

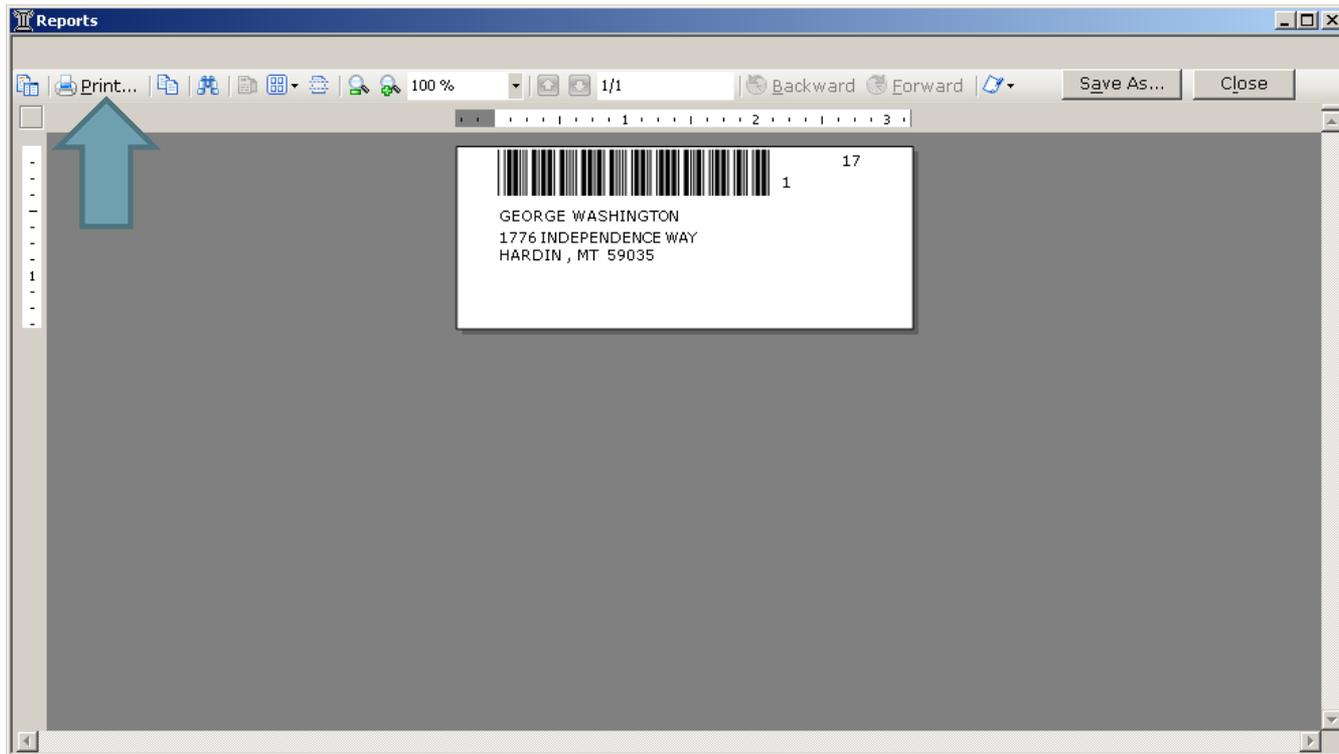
[Help](#)

Election: 2016 Fed Gen

Ballot Style: 2

Label Type: Single Absentee Ballot L

Late Reg – Provisional Module



Late Reg – Provisional Module

Print the Coversheet.

Provisional Ballot Detail

Notifications

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

Name

Last Name: APPLICATIONERROF First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:

Address Provided

Standard

House #: 1 Suffix: Pre Dir: Street Name: 2ND Type: ST

Post Dir: Unit Type:

City/St/Zip: CLANCY MT 59634

County: JEFFERSON Precinct: 09-75 Split 01.09

Mailing

Country: UNITED STATES OF AMERICA USA

Address:

City/St/Zip:

Previous County: Lewis & Clark

Previous Precinct: PCT 06 - P06

Election: 2016 Fed Gen

Ballot Style: 2

Comments

Process

Provisional Ballot Reason: County-to-County late registration in ele

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

Approved Not Approved

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 075	House District 75



Provisional Ballot Cover Sheet/Outer Envelope

ENVELOPE TO BE FILLED OUT AT POLLING PLACE OR ELECTION OFFICE BY ELECTION JUDGE/OFFICIAL AND ELECTOR AND PROVIDED TO ELECTION ADMINISTRATOR WITH POLLING PLACE MATERIALS

PART 1: TO BE COMPLETED BY ELECTOR:

PRINTED NAME: APPLICATION ERROR, TEST FORMER NAME IF APPLICABLE: _____

MONTANA DRIVER'S LICENSE OR STATE ID NUMBER: _____

If you DO NOT have a Montana Driver's License number, provide last four digits of your Social Security number: 0000

Date of Birth: 01/22/1980 Phone Number(s): (H) _____ (O) _____ (Cell) _____

Residence Address(address/city/zip): 1 2ND ST/CLANCY/59634

Additional information if any regarding your voter registration that would help resolve the provisional ballot

I (signature of elector) swear or affirm that I am eligible to vote in this election and precinct that all of the information I provided on this form is true to the best of my knowledge and belief and that I am aware of the penalty for false swearing.

PART 2: TO BE COMPLETED BY ELECTION JUDGE/OFFICIAL: PRECINCT/WARD/DISTRICT NAME/# 09-75 BALLOT STYLE 2

Elector was instructed to cast a provisional ballot for the following reasons: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Name not in official register and not erroneously omitted | <input type="checkbox"/> Register indicates provisionally registered, which could not be resolved |
| <input type="checkbox"/> Elector claims registration with Motor Vehicle Division or other government agency, which could not be confirmed | <input type="checkbox"/> Elector affirmed that absentee ballot was not received, or was spoiled, lost or destroyed |
| <input type="checkbox"/> Elector failed to sign register | <input type="checkbox"/> Elector's identification was insufficient |
| <input type="checkbox"/> Elector failed to sign absentee ballot envelope | <input checked="" type="checkbox"/> County-to-county late registration in election office |
| <input type="checkbox"/> Elector's absentee signature was not verified | <input type="checkbox"/> Precinct-to-precinct late registration in election office |
| <input type="checkbox"/> Elector's right to vote was challenged | <input type="checkbox"/> Other |

ELECTION JUDGE/ELECTION OFFICIAL SIGNATURE: _____ DATE: _____

PART 3: TO BE COMPLETED BY ELECTION OFFICIAL RESOLVING PROVISIONAL BALLOT:

Elector registered in Precinct/Ward/District Name/# _____ Voted in Precinct/Ward/District # _____

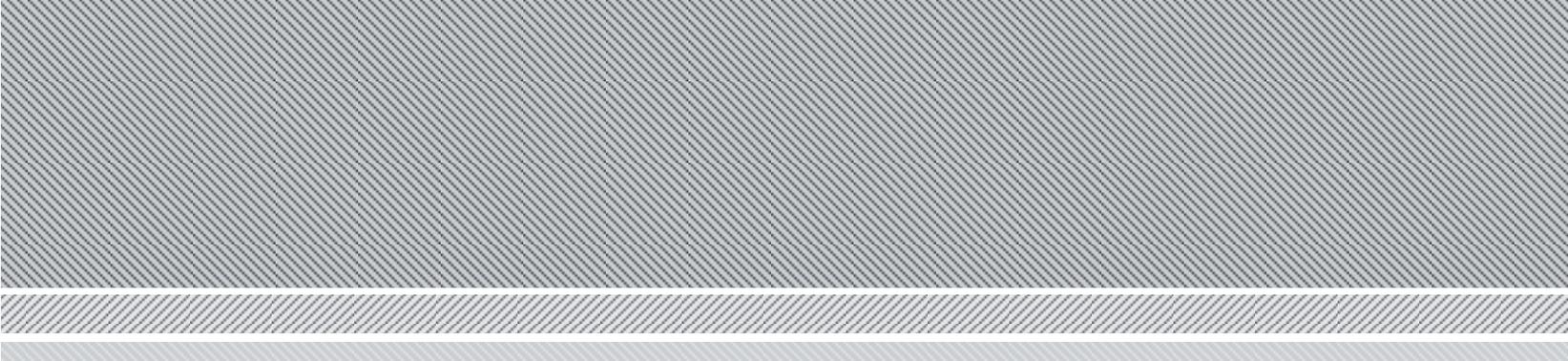
Voter ID# _____

Provisional Ballot Accepted: Yes No

Reasons Ballot Accepted: (circle all that apply)	Reasons Ballot Was Rejected: (circle all that apply)
Name omitted from register in error	Not registered: (circle, if applicable: canceled/ wrong precinct, district, ward / wrong county)
Motor Vehicle or other government agency error	Motor Vehicle or other government agency has no record of registration
Elector provided signature	Elector never provided signature
Elector signed absentee ballot envelope	Elector never signed absentee ballot envelope
Elector's absentee signature was verified	Elector's absentee signature was never verified
Challenge resolved in challenged elector's favor	Challenge resolved in challenger's favor
Provisional registration was resolved	Provisional registration was not resolved
Absentee ballot not received	Absentee ballot received and accepted
Elector provided sufficient identification	Elector never provided sufficient identification
Confirmed that county-to-county late registrant did not vote in prior county	Confirmed that county-to-county late registrant voted in prior county
Confirmed that precinct-to-precinct late registrant did not vote in prior precinct	Confirmed that precinct-to-precinct late registrant voted in prior precinct
Other:	Other:

Processed by _____ Date processed for resolution: _____ Date voter notified _____

The information from the provisional detail screen auto-fills onto the coversheet, which is then printed, signed and attached to the provisional ballot envelope.



Polling Place Provisional Ballot Process

Polling Place - Provisional Ballots

Provisional ballots issued at the polling place that were not resolved by 8 p.m. on election day, must be tracked in MT Votes.

Most counties will enter them the day after election day.

Any provisional ballot issued at the polling place must be entered into MT Votes by 9 a.m. the Friday following the election.

Polling Place - Provisional Ballots

If the polling place provisional voter has an Active/Sent absentee ballot, we recommend voiding the absentee ballot before entering them into the provisional ballot module.

If you are able to resolve the provisional ballot before 8 pm on election day, you will need to void the absentee ballot in order to check them off on the official register.

Polling Place - Provisional Ballots

From the Provisional Ballot module, click the **New** button.

Provisional Ballots Search

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

Search

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

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

Voting County Search Scope

State County Provisional Ballot Reason:

Approved Not Approved Include Confidential

Residence County Search Scope

State County

Search Results

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

Polling Place - Provisional Ballots

Enter the voter's name and click **Link to Voter**. The address information should pre-populate. If the voter is not registered in MT Votes, you will need to enter all the information manually.

The screenshot shows a web application window titled "Provisional Ballot Detail". The interface is divided into several sections for data entry:

- Name:** Fields for Last Name (VOTER), First Name (TEST), Middle Name, Date of Birth (01/22/1980), Voter ID (450155940), and Suffix.
- Address Provided:** A section with a "Standard" dropdown and a "Clear" button. It includes 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), Precinct (PCT 06), and a "Split" link next to P06.4.
- Mailing:** Fields for Country (UNITED STATES OF AMERICA), a checked "USA" checkbox, and a "Clear" button. There are also empty fields for Address and City/St/Zip.
- Process:** Fields for Provisional Ballot Reason, Ballot Disposition, Ballot Disposition Reason, and Method of Voter Notification (Mail). There are checkboxes for "Approved" and "Not Approved".
- Previous County, Previous Precinct, Election, and Ballot Style:** Each has a dropdown menu.
- Comments:** A large empty text area.
- Districts:** A table with columns "Code" and "Description".

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 05	Public Service Commis-
JD 01	Judicial District 1
SCJ	SUPREME COURT JUSTI
SD 40	Senate District 40
HP 030	House District 30

At the bottom of the form are buttons for "Issue Ballot", "Reprint", "Coversheet", "View Voter Record", "Save And New", "Save", and "Close".

Polling Place - Provisional Ballots

Select the Election and the Provisional Ballot Reason.

Provisional Ballot Detail

Notifications

Provisional record successfully saved [Voter Search](#) [Help](#)

Name

Last Name: VOTER First Name: TEST Middle Name:

Date of Birth: 01/22/1980 Voter ID: 450155940 Suffix:

Address Provided

Standard

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 P06.4

Mailing

Country: UNITED STATES OF AMERICA USA

Address:

City/St/Zip: -

Process

Provisional Ballot Reason: Name not in official register and not erro

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

Approved Not Approved

Previous County:

Previous Precinct:

Election: 2016 Fed Gen

Ballot Style: PCT 06

Comments:

Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 05	Public Service Commis-
JD 01	Judicial District 1
SCJ	SUPREME COURT JUSTI
SD 40	Senate District 40
HP 070	House District 70

Provisional Ballot Reasons

Provisional Ballot Reason

- Name not in official register and not erroneously omitted
- Claims registration with MVD or other government agency, which could not be confirmed
- Failed to sign register
- Failed to sign absentee ballot envelope
- Absentee signature was not verified
- Right to vote was challenged
- Register indicates provisionally registered, which was not resolved
- Ballot not received, or was spoiled, lost or destroyed
- Identification was insufficient
- County-to-County late registration in election office
- Precinct-to-Precinct late registration in election office
- Other

Polling Place - Provisional Ballots

Click **Save** or **Save and New** (if you need to enter another ballot). This ballot is now treated as a Polling Place Provisional Ballot.

Provisional Ballot Detail

Notifications

Provisional record successfully saved [Voter Search](#) [Help](#)

Name

Last Name: First Name: Middle Name:

Date of Birth: Voter ID: Suffix:

Address Provided

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

Post Dir: Unit Type:

City/St/Zip:

County: Precinct:

Mailing

Country: USA

Address:

City/St/Zip:

Process

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification:

Approved Not Approved

Previous County:

Previous Precinct:

Election:

Ballot Style:

Comments:

District

Code	Description
CON	CONGRESSIONAL
MT	Montana
PS 05	Public Service Commis-
JD 01	Judicial District 1
SCJ	Supreme Court Justi
SD 40	Senate District 40
UP 070	Upper District 70

Polling Place - Provisional Ballots

Notice that when searching the Provisional Ballot module, this entry has no sequence number because a provisional record has been created, but no ballot has actually been issued in MT Votes. Late Registrant Provisional Ballots will reflect a Sequence Number, since they will be absentee ballots.

Provisional Ballots Search

Query executed successfully. [Voter Search](#) [Help](#)

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition ALL Ballot Disposition Reason Previous County

2016 Fed Gen Lewis & Clark

Voting County Search Scope

State County Lewis & Clark

Provisional Ballot Reason

Approved Not Approved Include Confidential

Residence County Search Scope

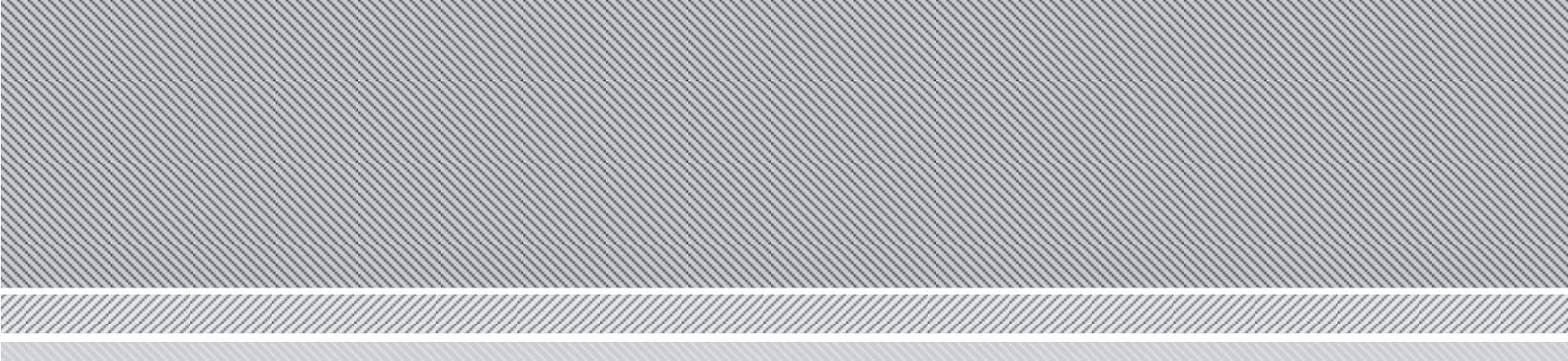
State County Lewis & Clark

Search Clear

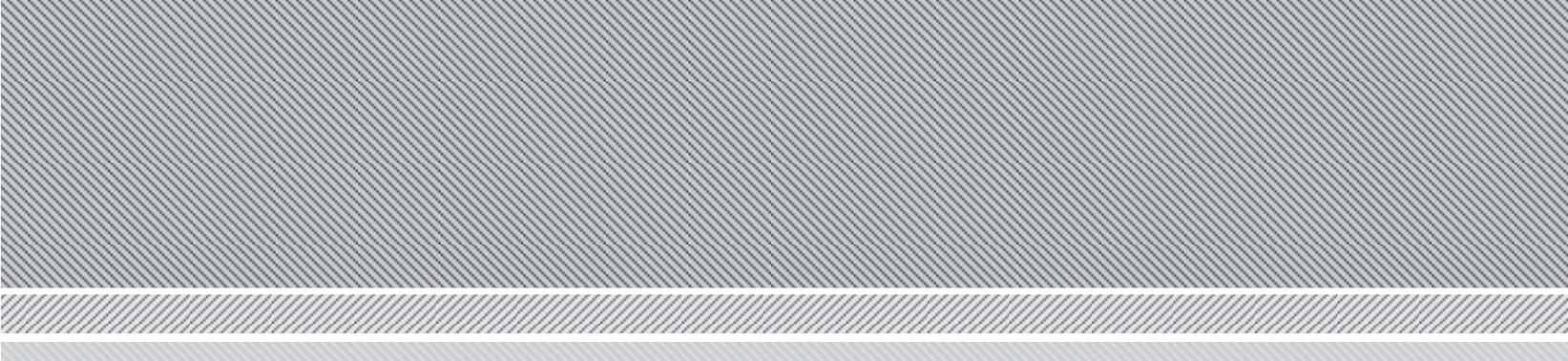
Search Results

Name	Present A...	Date of Birth	Election	Pr...	Ballot D...	Ballot Di...	Prev. County	Seq Num
VOTER, ...	1326 WA...	01/22/1980	06/07/201...	Na...				

New Details Delete Statistical Export Report Export Close



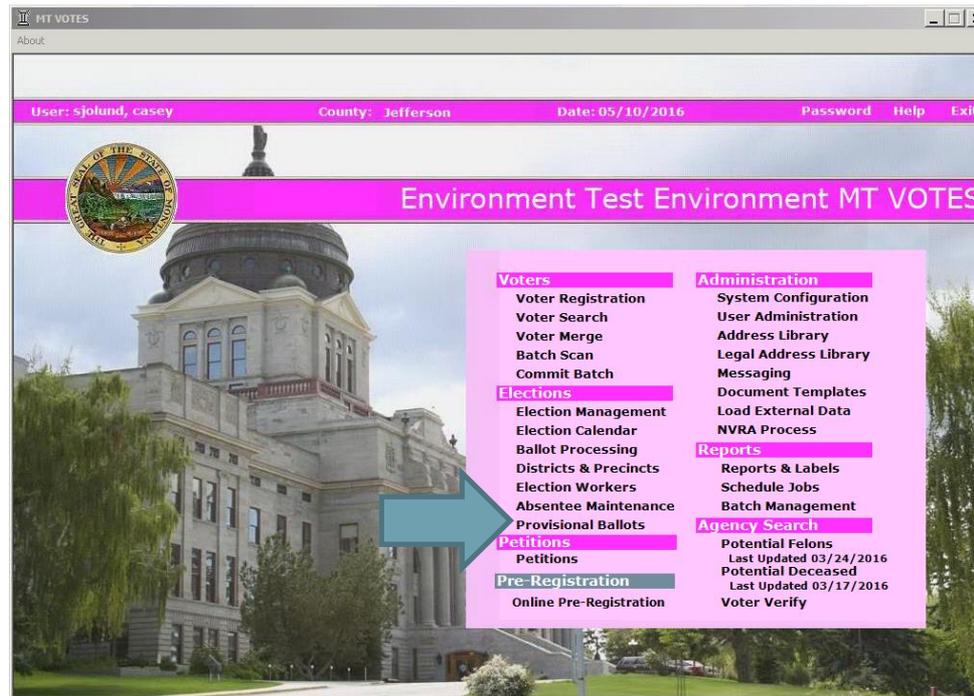
Part 2 – After Election Day



Identifying moves from your county

Identifying moves from your county

To identify voters in the Provisional Ballot Module that were pulled from your county, start by clicking on the **Provisional Ballots Module** from the main screen of MT Votes.



Identifying moves from your county

To find individuals who moved from your county, change the following settings:

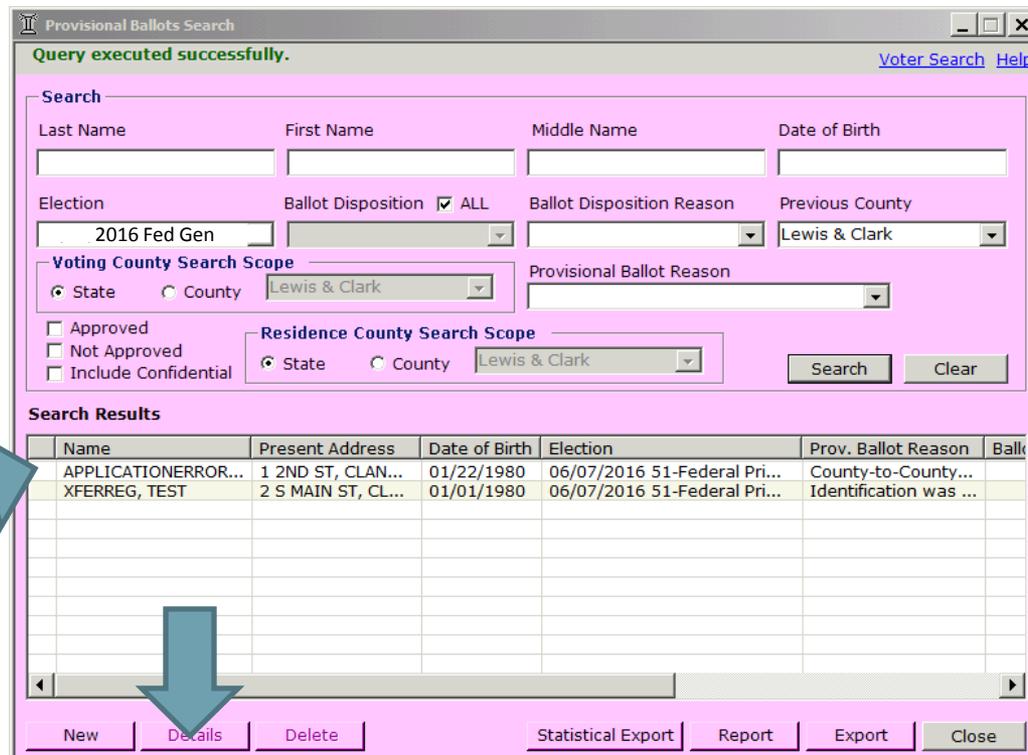
1. Previous County – Select your county
2. Voting County – Select State
3. Residence County – Select State

The screenshot shows the 'Provisional Ballots Search' window. At the top, it says 'Query executed successfully.' with links for 'Voter Search' and 'Help'. The search form includes fields for Last Name, First Name, Middle Name, and Date of Birth. Below these are dropdown menus for Election (set to '2016 Fed Gen'), Ballot Disposition (set to 'ALL'), Ballot Disposition Reason, and Previous County (set to 'Lewis & Clark'). There are also radio buttons for 'Voting County Search Scope' (set to 'State') and 'Residence County Search Scope' (set to 'State'), and a dropdown for 'Residence County' (set to 'Lewis & Clark'). Checkboxes for 'Approved', 'Not Approved', and 'Include Confidential' are present. 'Search' and 'Clear' buttons are at the bottom right of the form. Below the form is a 'Search Results' table with columns: Name, Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot. The table contains two rows of data. At the bottom of the window are buttons for 'New', 'Details', 'Delete', 'Statistical Export', 'Report', 'Export', and 'Close'. Three blue arrows with numbers 1, 2, and 3 point to the 'Previous County', 'Voting County Search Scope', and 'Residence County Search Scope' settings respectively.

Name	Address	Date of Birth	Election	Prov. Ballot Reason	Ballot
APPLICATIONERROR...	ST, CLAN...	01/22/1980	06/07/2016 51-Federal Pri...	County-to-County...	
XFERREG, TEST	AIN ST, CL...	01/01/1980	06/07/2016 51-Federal Pri...	Identification was ...	

Identifying moves from your county

The grid contains individuals who were pulled out of your county. Highlight an individual and click **Details**.



The screenshot shows a web application window titled "Provisional Ballots Search". At the top, a green message states "Query executed successfully." with links for "Voter Search" and "Help".

The search interface includes several fields and dropdown menus:

- Search:** Last Name, First Name, Middle Name, Date of Birth.
- Election:** 2016 Fed Gen
- Ballot Disposition:** ALL (checked)
- Ballot Disposition Reason:** (empty)
- Previous County:** Lewis & Clark
- Voting County Search Scope:** State (selected), County (Lewis & Clark)
- Provisional Ballot Reason:** (empty)
- Residence County Search Scope:** State (selected), County (Lewis & Clark)
- Filters:** Approved, Not Approved, Include Confidential (all unchecked).

Buttons for "Search" and "Clear" are located at the bottom right of the search section.

Search Results: A table with the following data:

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball
APPLICATIONERROR...	1 2ND ST, CLAN...	01/22/1980	06/07/2016 51-Federal Pri...	County-to-County...	
XFERREG, TEST	2 S MAIN ST, CL...	01/01/1980	06/07/2016 51-Federal Pri...	Identification was ...	

At the bottom of the application, there are buttons for "New", "Details", "Delete", "Statistical Export", "Report", "Export", and "Close". A blue arrow points to the "Details" button, and another blue arrow points to the "XFERREG, TEST" row in the search results table.

Identifying moves from your county

Look through your election information, such as your precinct registers and check to see if this voter has voted in your election. If they did not, click the **Approved** box. If they did vote in your election, mark **Not Approved**. Once done, click Save. Repeat this process for all voters that moved from your county.

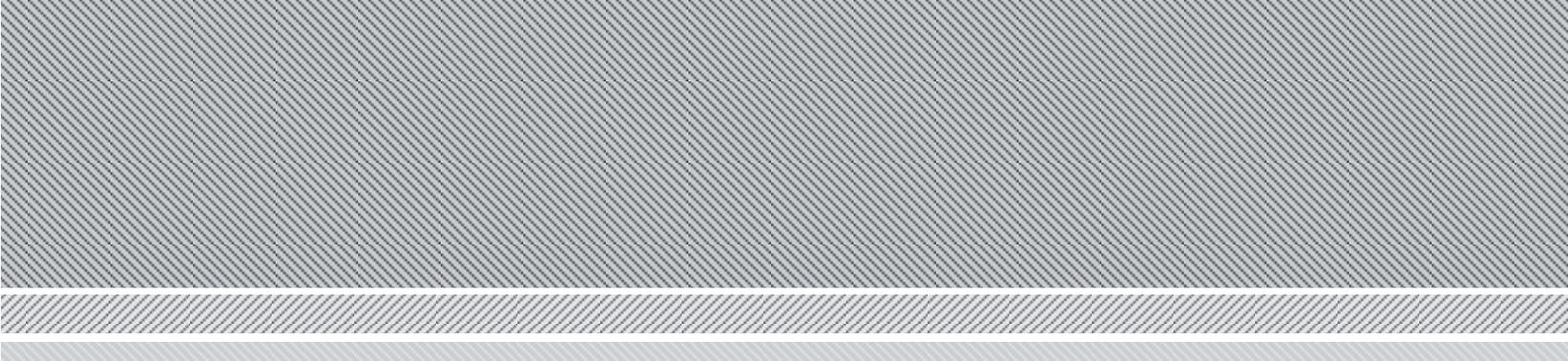
Provisional Ballot Detail

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

Name
Last Name: APPLICATIONERROR First Name: TEST Middle Name:
Date of Birth: 01/22/1980 Voter ID: 450155953 Suffix:
Address Provided
Standard Clear
House #: 1 Suffix: Pre Dir: Street Name: 2ND Type: ST
Post Dir: Unit Type: City/St/Zip: CLANCY MT 59634
County: JEFFERSON Precinct: 09-75 Split 01.09
Mailing
Country: UNITED STATES OF AMERICA USA Clear
Address:
City/St/Zip:
Process
Provisional Ballot Reason: County-to-County late registration in ele
Ballot Disposition:
Ballot Disposition Reason:
Method of voter Notification:
 Approved Not Approved
Districts

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 07	House District 7

Issue Ballot Reprint Cover sheet View Voter Record Save And New Save Close



Resolving Provisional Ballots

Finishing up

Resolving Provisional Ballots

Once all county-to-county late registrants that are new to your county have been marked as approved/not approved by the county you pulled them from, you can start resolving these ballots.

Resolving Provisional Ballots

If you have not resolved any ballots yet, start by highlighting the first voter and then click **Details**.

Provisional Ballots Search

Query executed successfully. [Voter Search](#) [Help](#)

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition ALL Ballot Disposition Reason Previous County

2016 Fed Gen

Voting County Search Scope

State County Jefferson

Provisional Ballot Reason

Approved Not Approved Include Confidential

Residence County Search Scope

State County Jefferson

Search Clear

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot
APPLICATIONERROR...	1 2ND ST, CLAN...	01/22/1980	06/07/2016 51-Federal Pri...	County-to-County...	
XFERREG, TEST	2 S MAIN ST, CL...	01/01/1980	06/07/2016 51-Federal Pri...	Identification was ...	

New Details Delete Statistical Export Report Export Close

Resolving Provisional Ballots

Ensure this record has been approved or not approved by the original county (1) and then mark the correct **Ballot Disposition** and **Ballot Disposition Reason**(2). Do this for all provisional ballots.

The screenshot shows a web application window titled "Provisional Ballot Detail". The form is divided into several sections: Name, Address Provided, Mailing, Process, and Districts. The "Process" section contains dropdown menus for "Provisional Ballot Reason", "Ballot Disposition", "Ballot Disposition Reason", and "Method of Voter Notification". Two blue arrows with numbers 1 and 2 point to the "Approved" checkbox and the "Ballot Disposition" dropdown, respectively. The "Districts" section contains a table with columns "Code" and "Description".

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HD 035	House District 35

Resolving Provisional Ballots

If you get to a ballot that is not marked as Approved or Not Approved, it may have been an internal Provisional Ballot. A quick look at this ballot shows that it was a precinct-to-precinct move, meaning this voter came from within your county. Use your records to verify whether or not this voter voted at the polls, then accept or reject this ballot.

The screenshot shows a web application window titled "Provisional Ballot Detail". The form contains the following sections and fields:

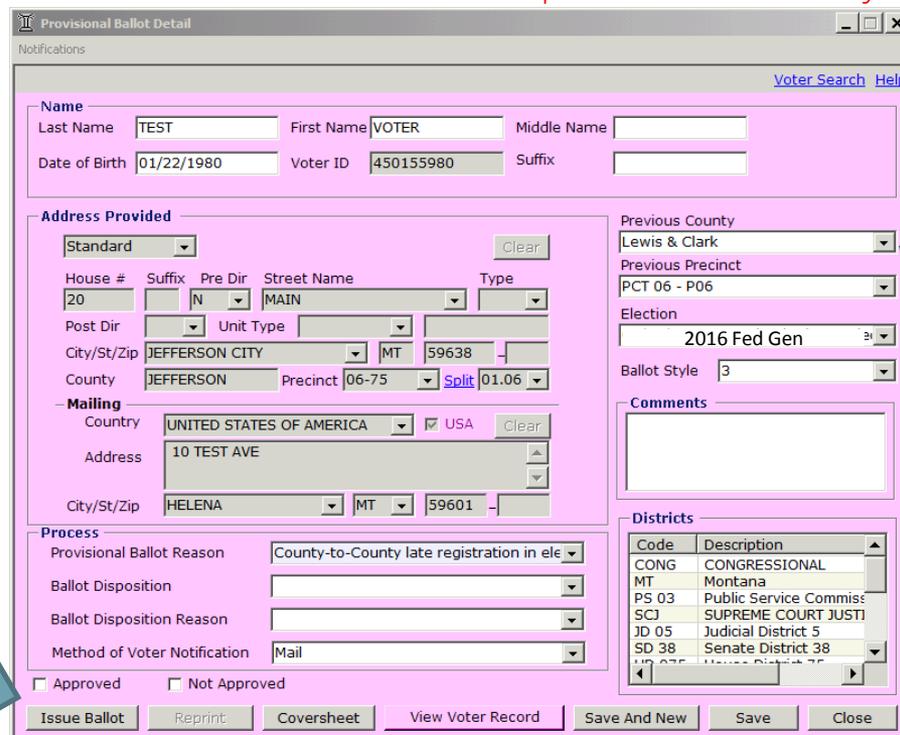
- Name:** Last Name (TEST), First Name (VOTER), Middle Name, Date of Birth (01/22/1980), Voter ID (450155980), Suffix.
- Address Provided:** Standard (dropdown), Clear button, House # (20), Suffix, Pre Dir (N), Street Name (MAIN), Type, Post Dir, Unit Type, City/St/Zip (JEFFERSON CITY, MT, 59638), County (JEFFERSON), Precinct (06-75), Split (01.06).
- Mailing:** Country (UNITED STATES OF AMERICA, USA checked), Address (10 TEST AVE), City/St/Zip (HELENA, MT, 59601).
- Process:** Provisional Ballot Reason (Precinct-to-Precinct late registration in e...), Ballot Disposition, Ballot Disposition Reason, Method of Voter Notification.
- Previous County:** Jefferson (dropdown, highlighted with a blue arrow).
- Previous Precinct:** 02-75 - PREC.02 (dropdown).
- Election:** 2016 Fed Gen (dropdown).
- Ballot Style:** 3 (dropdown).
- Comments:** Empty text area.
- Districts:** Table with columns Code and Description.
- Buttons:** Issue Ballot, Reprint, Coversheet, View Voter Record, Save And New, Save, Close.
- Checkboxes:** Approved, Not Approved (highlighted with a blue arrow).

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commis
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
JD 02	Judicial District 2

Resolving Provisional Ballots

If the ballot is not marked as Approved or Not Approved, and the Previous County is not your county, you must wait for the previous county to 'check' this ballot before accepting/rejecting the ballot.

Previous counties must check these ballots before 3 p.m. on the Monday following election day.

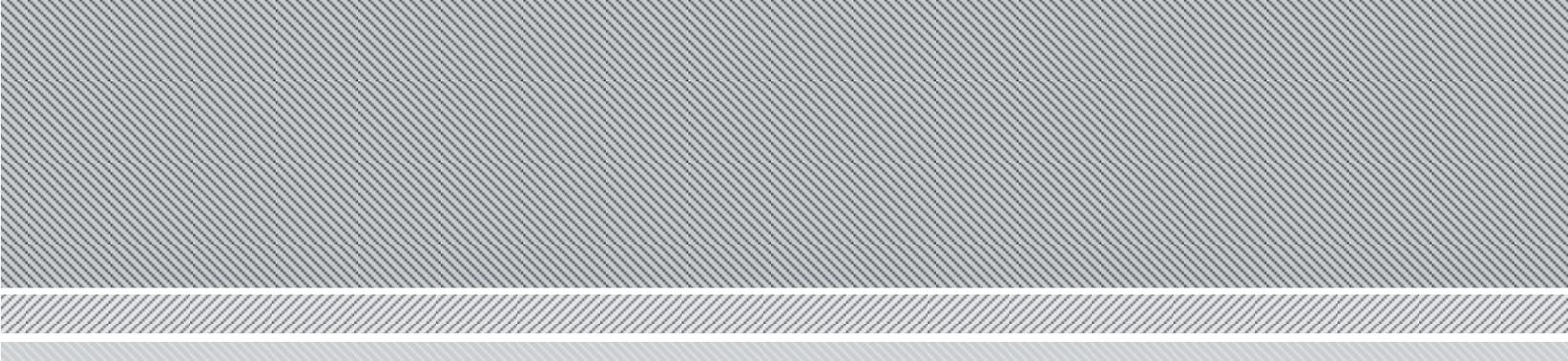


The screenshot shows a web application window titled "Provisional Ballot Detail". The form is divided into several sections:

- Name:** Last Name (TEST), First Name (VOTER), Middle Name, Date of Birth (01/22/1980), Voter ID (450155980), Suffix.
- Address Provided:** Standard (dropdown), House # (20), Suffix, Pre Dir (N), Street Name (MAIN), Type, Post Dir, Unit Type, City/St/Zip (JEFFERSON CITY, MT, 59638), County (JEFFERSON), Precinct (06-75), Split (01.06).
- Mailing:** Country (UNITED STATES OF AMERICA, USA checked), Address (10 TEST AVE), City/St/Zip (HELENA, MT, 59601).
- Process:** Provisional Ballot Reason (County-to-County late registration in ele), Ballot Disposition, Ballot Disposition Reason, Method of Voter Notification (Mail). Checkboxes for Approved and Not Approved.
- Previous County:** Lewis & Clark (dropdown).
- Previous Precinct:** PCT 06 - P06 (dropdown).
- Election:** 2016 Fed Gen (dropdown).
- Ballot Style:** 3 (dropdown).
- Comments:** Empty text area.
- Districts:** Table with Code and Description columns.

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 03	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 05	Judicial District 5
SD 38	Senate District 38
HP 075	House District 75

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



Reports & Exports

Provisional Ballots – Reports & Exports

Statistical Export – This will generate an export and send to the Scheduled Jobs Module. This export is primarily used by the Secretary of State's office and counties will rarely use it.

The screenshot shows a web application window titled "Provisional Ballots Search". At the top, a green message states "Query executed successfully." with links for "Voter Search" and "Help". The search form includes fields for Last Name, First Name, Middle Name, and Date of Birth. It also features dropdown menus for Election (set to "2016 Fed Gen"), Ballot Disposition (set to "ALL"), Ballot Disposition Reason, and Previous County. There are two sections for search scope: "Voting County Search Scope" with radio buttons for State and County (selected), and "Residence County Search Scope" with radio buttons for State and County (selected). Checkboxes for "Approved", "Not Approved", and "Include Confidential" are present. Search and Clear buttons are at the bottom right of the form. Below the form is a "Search Results" table with columns: Name, Present Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot Disposition. Two rows of data are visible. At the bottom of the window, there are buttons for "New", "Details", "Delete", "Statistical Export", "Report", "Export", and "Close". A blue arrow points to the "Statistical Export" button.

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot Disposition
APPLICATIONERROR...	1 2ND ST, CLAN...	01/22/1980	06/07/2016 51-Federal Pri...	County-to-County...	Acc...
XFERREG, TEST	2 S MAIN ST, CL...	01/01/1980	06/07/2016 51-Federal Pri...	Identification was ...	Acce

Provisional Ballots – Reports & Exports

Report/Export– will generate a report/export based on your search criteria above.

Provisional Ballots Search

Query executed successfully. [Voter Search](#) [Help](#)

Search

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition ALL Ballot Disposition Reason Previous County

2016 Fed Gen

Voting County Search Scope

State County Jefferson

Provisional Ballot Reason

Approved Not Approved Include Confidential

Residence County Search Scope

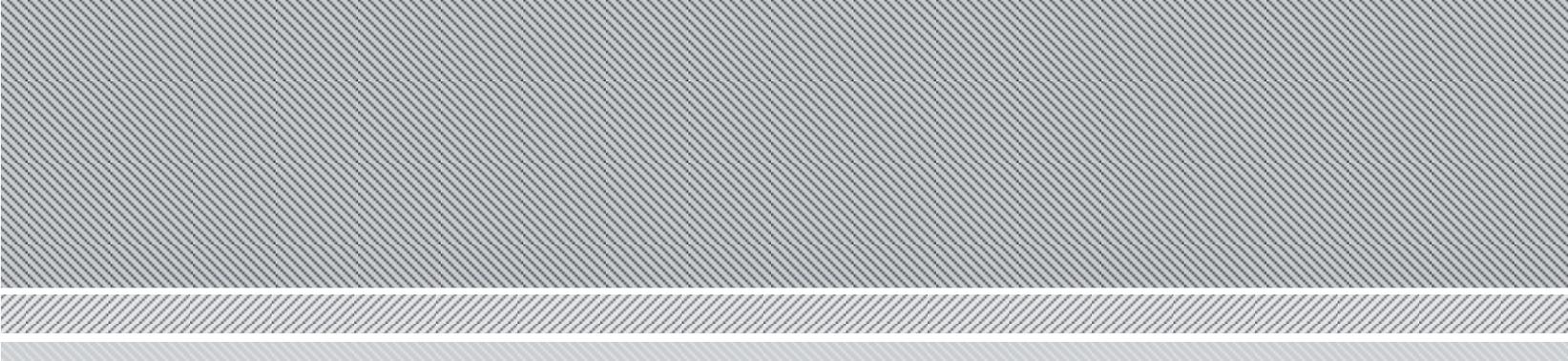
State County Jefferson

Search Clear

Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot Disposition
APPLICATIONERROR...	1 2ND ST, CLAN...	01/22/1980	06/07/2016 51-Federal Pri...	County-to-County...	Acc...
XFERREG, TEST	2 S MAIN ST, CL...	01/01/1980	06/07/2016 51-Federal Pri...	Identification was ...	Acc...

New Details Delete Statistical Export Report Export Close



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

soshelpdesk@mt.gov

406.444.4296

866.541.6767