ECAM ANNUAL MEETING
January 21-22, 2015

Post Election Processing with GEMS and SEMS

Presented by Madalan Lennep, PMP

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Secretary of State

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Topics

- Processing Affidavits
- Stage 4 Checklist
- GEMS Reports
- SEMS Recap Report
- Processing Pollbooks
- Closing Election

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Affidavit Ballot Processing

Regular Affidavits:
- Not in Pollbook
- Voter has moved
- Voter was erroneously purged
- Voter was illegally denied registration
- HAVA Voter ID

Voter ID Affidavits (yellow envelope)

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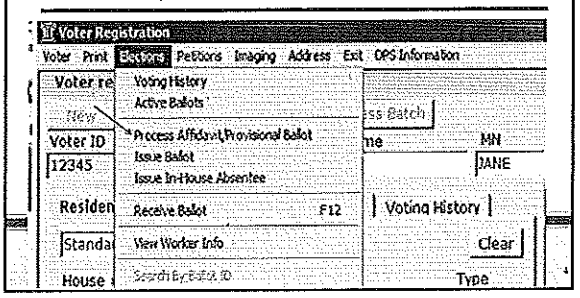
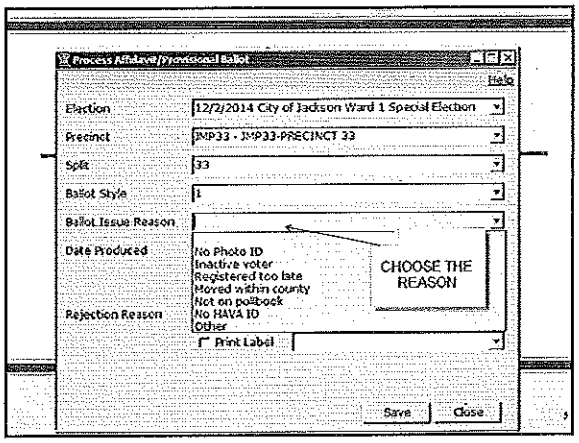
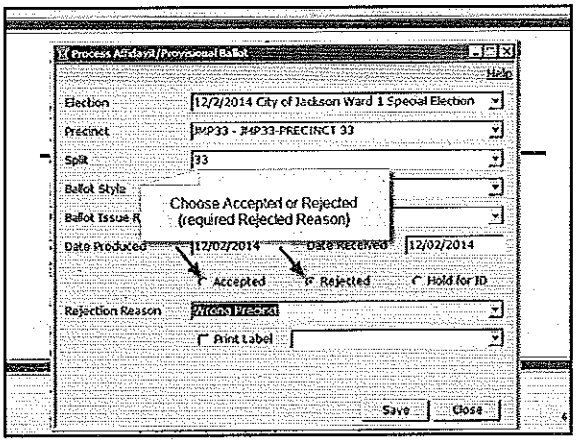
Affidavit Ballot Processing in SEMS

Go to Voter Search and pull up voter record>Click Elections>
Click Process Affidavit/Provisional Ballot







Run BP-037 to verify all Affidavits

Provisional Ballots Cast

Election: 12/02/2014 - City of Jackson Ward 1 Special Election

Voter ID	Voter Name	Effective Address	Status	Reason	Ballot Type	Precinct
[illegible]	[illegible]	[illegible]	Hold		1	[illegible]
[illegible]	[illegible]	[illegible]	Accepted		1	[illegible]
[illegible]	[illegible]	[illegible]	Hold		1	[illegible]
[illegible]	[illegible]	[illegible]	Rejected	Registered 3 after cut-off		[illegible]

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Voter ID Affidavit Ballot Processing

Process Affidavit/Provisional Ballot

Help

Election: 12/2/2014 City of Jackson Ward 1 Special Election

Precinct: JWP33 - JWP33 PRECINCT 33

Split: 33

Ballot Style: 1

Ballot Issue Reason: No Photo ID

Date Produced: 12/02/2014 Date Received: 12/02/2014

Accepted Rejected Hold for ID

Rejection Reason:

Print Label

Save Close

Voter ID Affidavit Ballot Processing

Process Affidavit/Provisional Ballot

Help

Election: 12/2/2014 City of Jackson Ward 1 Special Election

Precinct: JWP33 - JWP33 PRECINCT 33

Split: 33

Ballot Style: 1

Ballot Issue Reason: No Photo ID

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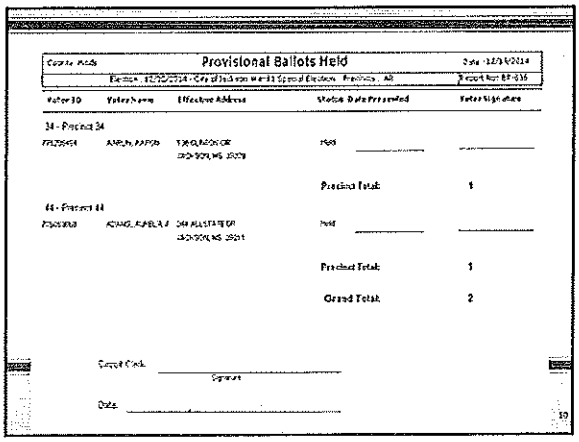
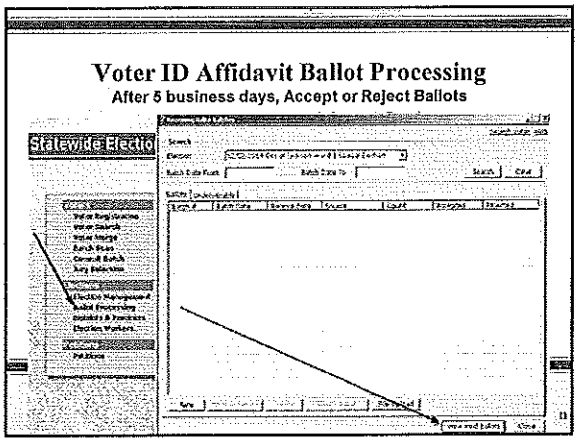
Accepted Rejected Hold for ID

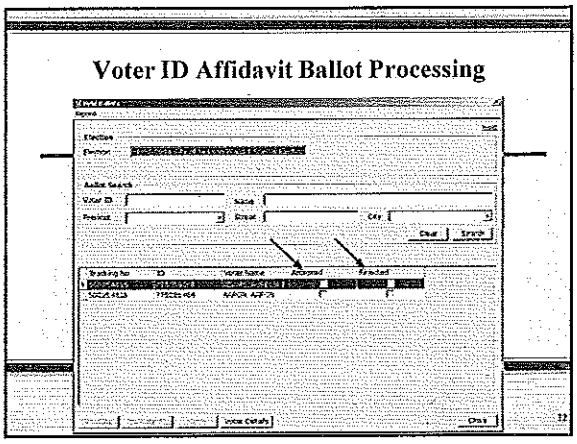
Rejection Reason:

Print Label

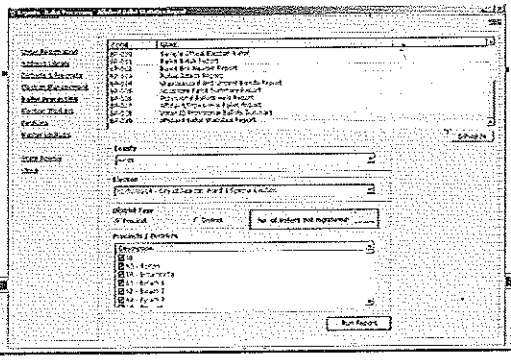
Save Close


Provisional Ballots Held
Precinct Total
Grand Total
Date


Voter ID Affidavit Ballot Processing
After 5 business days, Accept or Reject Ballots
Statewide Electio


Voter ID Affidavit Ballot Processing

Run BP-039 – Affidavit Ballot Statistics Report



BP-039

Affidavit Ballot Statistics Report

Precinct	Inactive	Moved within County	No ID	No in Poll Book	Reg. Too Late	Other	No Reason	Total Rejected	Total Accepted
Precinct 33	2	0	0	0	0	0	0	0	2
Precinct 34	0	0	0	0	1	0	0	1	0
Precinct 44	0	0	0	0	0	0	0	0	0
Total	2	0	0	0	1	0	0	1	2

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Stage 4 Checklist (1-6)

Stage 4 – 2015 GENERAL ELECTION Certification Process Approval Form

County: _____

Election: _____ Date: _____

In order to complete the certification process, the Election Commission in each county will work with the Circuit Clerk by following the steps below. This form must be completed and returned with the certified SEMS Recapitulation (Recap) Report, the GEMS Electoral Vote Report and the GEMS Election Summary Report.

	Initials	
1.		All TIX Memory Cards have been uploaded to the GEMS server.
2.		All accepted absentee ballots have been scanned and uploaded to the GEMS server.
3.		All emergency ballots have been scanned and uploaded to the GEMS server.
4.		All approved regular affidavit ballots have been processed in SEMS, scanned and uploaded to the GEMS server.
5.		All approved Voter ID affidavit ballots have been processed in SEMS, scanned, and uploaded to the GEMS server.
6.		Any hand counted ballots have been manually entered into GEMS prior to final SEMS import.

Stage 4 Checklist (7-11)

7. ☐ All vote totals including hand counted ballots have been uploaded into GEMS.
8. ☐ A GEMS Election Summary Report has been printed with final vote totals.
9. ☐ A GEMS Electoral Vote Report has been printed with final vote totals.
10. ☐ The Official GEMS Recap Report has been printed with final vote totals.
11. ☐ The vote totals for each and data have been reconciled between the GEMS Recap Report, the GEMS Electoral Vote Report and the GEMS Election Summary Report.

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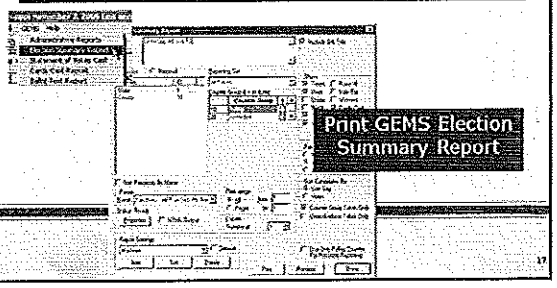
Checklist #8
GEMS Election Summary Report



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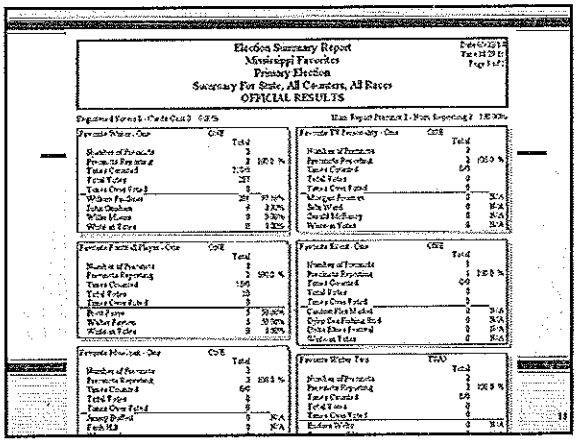

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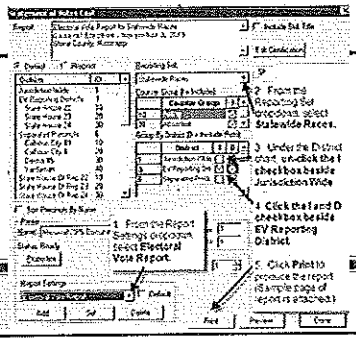
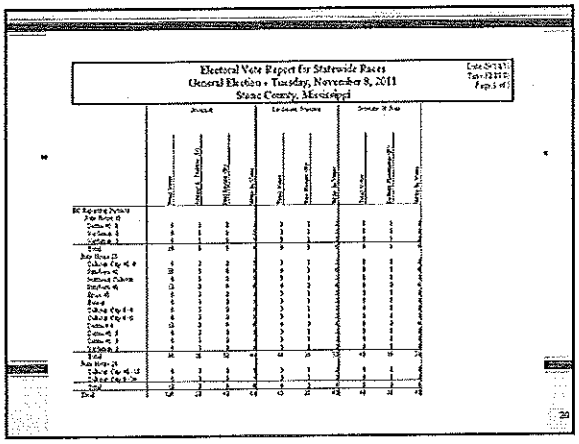
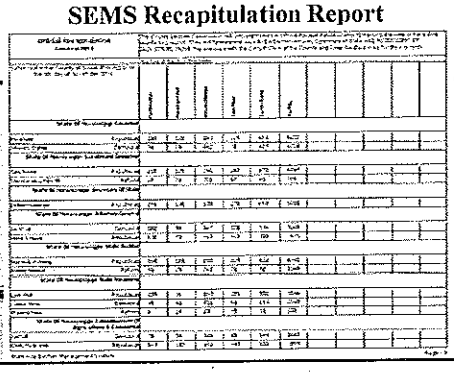
Checklist #9
GEMS Electoral Vote Report





Checklist #10
SEMS Recapitulation Report



Stage 4 Checklist (12-13)

12. ☐ The signature page of the SEMS Recap report must be signed by the officials in charge of the election.

13. ☐ This form, the SEMS Recap report with Signature page, the GEMS Electoral Vote Report and the GEMS Election Summary report must be emailed (amanda.fusha@sos.ms.gov) or faxed (601-576-2545) to complete the certification process.

Election Commissioner _____

Election Commissioner _____

Election Commissioner _____

Circuit Clerk _____

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Checklist #12
SEMS Recapitulation Report

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Checklist Hint

Check the report totals first

Drill down to precinct level only if those don't match....

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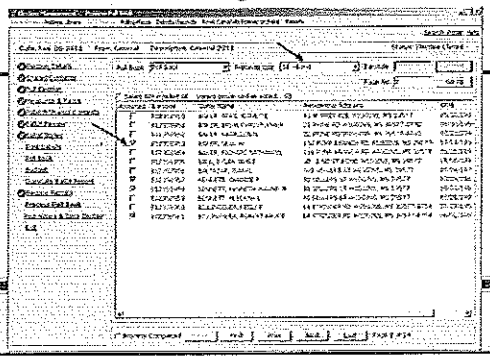
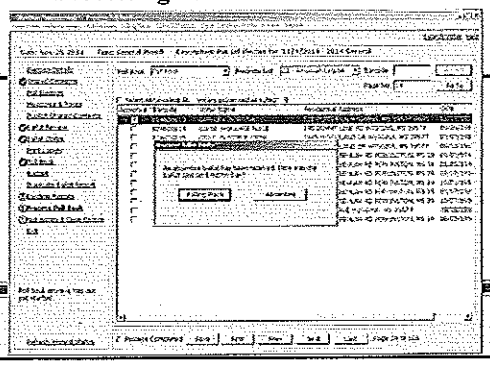
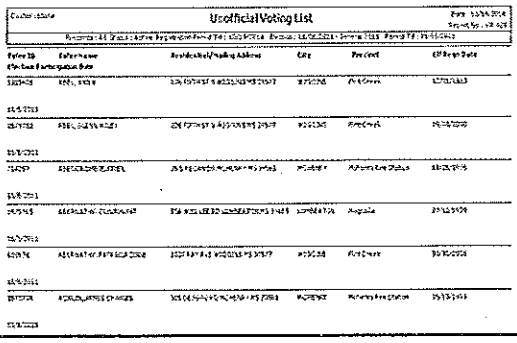
Processing Pollbooks



Processing Pollbooks for Absentees



VR-028 – Unofficial Voting List Report



Primary Run-Off Pollbook Changes

In development now --- starting in August 2015, each county will print a second set of poll books for a Primary Run-Off.

If the poll books from the first election have been processed, the Run-Off poll books will indicate the voters who participated in the first election, along with his/her party choice for the first election.

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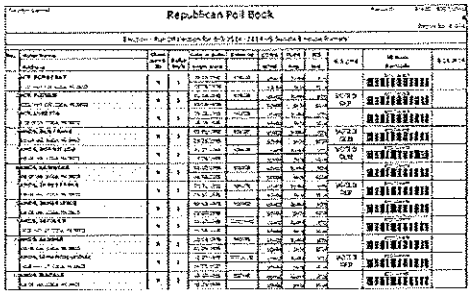
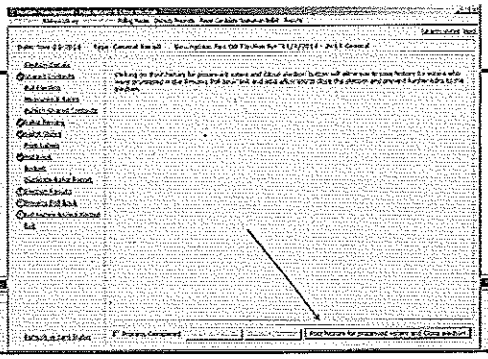
Primary Run-Off Pollbook Changes



Closing the Election



Election Preparation Tips

Clear everything before you start:

Make sure TSX Memory Cards and Voter Access Cards are cleared before beginning your Election Load process.

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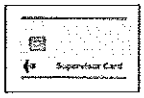
Election Day Tips

Use of Supervisor Cards:



- Should be placed in sealed envelope with instructions for use.....generally should not be opened until 7:00 p.m.
- Inserting a Supervisor Card in an encoder will clear all ballots styles on the Encoder.

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Election Day Tips

Voter is not in the pollbook:

- This voter cannot vote on the TSX
- This voter cannot vote on a REGULAR paper ballot.

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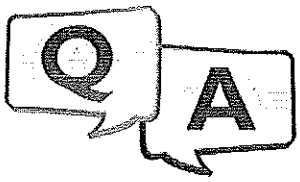

Questions /Answers

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Contact Information

SEMS Support Center 1-877-357-SEMS (7367)
sems.support@sos.ms.gov

MSOS Support Staff 1-601-359-5075
Stephanie McCann
Antonio Sudduth
Derrick Cooper

Madalan Lennep 1-601-359-1309

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