

**Election Commissioner Orientation**  
**January 2016**

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**SEMS Introduction**

Madalan Lennep, PMP  
Election Consultant



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**Topics to be Covered**

- I. SEMS Main Screen
- II. Election Commissioners Utilization
- III. Voter Roll Maintenance
- IV. Communication Plan
- V. On-Going Support



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**Statewide Elections Management System (SEMS)**

- Voter Registration
- Address Library
- Elections Management
- Ballot Processing
- Voter Roll Maintenance
- Districts and Precincts
- Jury Management



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**I. SEMS Main Screen**



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Library: MedStar    County: STATE OF MISSISSIPPI    Date: 01/01/2007    Password: HHP


Statewide Election Management System



<b>Voters</b>	<b>Administration</b>
Voter Registration	System Configuration
Voter Search	User Administration
Voter Merge	Address Library
Batch Scan	Messaging
Consent Batch	Document Templates
Jury Selection	Load External Data
<b>Ballots</b>	<b>Reports</b>
Election Management	Reports & Labels
Ballot Processing	State Agency
Districts & Precincts	Schedule Jobs
Election Workers	Batch Management
<b>Pollbooks</b>	
Pollbooks	

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### II. Election Commissioner Utilization

- User name and password will be assigned by Circuit Clerk.
- Utilization is determined by statute
- User rights are determined by profile



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Role Name	Privileges
SOS SEMS Administrator	<input type="checkbox"/> Access Rules Management
SOS User Administrator	<input type="checkbox"/> Access to Address Management Module
Circuit Clerk (Default)	<input checked="" type="checkbox"/> Add Address Rule
Deputy Clerk (Default)	<input type="checkbox"/> Add Overlapping Address Rules
Election Commissioner (Default)	<input checked="" type="checkbox"/> Delete Address Rule
Jury Selector (Default)	<input type="checkbox"/> Edit Address Rule
Municipality (Default)	<input type="checkbox"/> Search Submodule in Address Library
Public Terminal User (Default)	<input type="checkbox"/> Ballot Processing
Permittee Purged Voters (Default)	<input checked="" type="checkbox"/> Access to Ballot Processing Module
Temp. Worker (Default)	<input type="checkbox"/> Create Ballot Processing Business
SOS Out & Precincts Admin	<input checked="" type="checkbox"/> Process Ballot Signatures
SOS Support - Read only	<input type="checkbox"/> Contests and Precincts
State Admin Verification	<input type="checkbox"/> Access to Contest and Precinct Setup Module
State Intranet	<input checked="" type="checkbox"/> Add New District & Precinct
State User	<input checked="" type="checkbox"/> Add New Precinct
	<input type="checkbox"/> Delete District & Precinct
	<input type="checkbox"/> Relate Site
	<input type="checkbox"/> Update District & Precinct
	<input type="checkbox"/> Update Site

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Role Name	Privileges
SOS SEMS Administrator	<input type="checkbox"/> Election Management
SOS User Administrator	<input checked="" type="checkbox"/> Access to Election Setup Module
Circuit Clerk (Default)	<input type="checkbox"/> Ballot Boxes Setup
Deputy Clerk (Default)	<input type="checkbox"/> Identify Election
Election Commissioner (Default)	<input type="checkbox"/> Delete Complete Election
Jury Selector (Default)	<input type="checkbox"/> Delete Election Detail
Municipality (Default)	<input type="checkbox"/> Generate Ballot Status
Public Terminal User (Default)	<input type="checkbox"/> Generate Election Work space
Permittee Purged Voters (Default)	<input checked="" type="checkbox"/> Issue Ballots
Temp. Worker (Default)	<input type="checkbox"/> Order Ballots
SOS Out & Precincts Admin	<input type="checkbox"/> Poll Book Printing
SOS Support - Read only	<input type="checkbox"/> Regenerate Poll Book
State Admin Verification	<input type="checkbox"/> Report Duplicate Ballot
State Intranet	<input checked="" type="checkbox"/> Save Election Budget
State User	<input checked="" type="checkbox"/> Save Election Contests - Rates and Measures
	<input checked="" type="checkbox"/> Save Election Details
	<input checked="" type="checkbox"/> Save Election Results <small>(Full Privilege)</small>

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### Voter Notification Cards

- ◆ Search for voter
- ◆ Click on Print
- ◆ Click on Voter Notification Card
- ◆ Click on Print Now or Print Later



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The screenshot shows a software interface for voter registration. It includes a menu bar with options like 'Voter Profile', 'Registration Application', and 'Absentee Application'. Below the menu is a data entry form with fields for 'Name', 'Birth Date', 'Suffix', 'Maiden Name', 'EST', and 'Age'. There are also dropdown menus for 'House #', 'City/Zip', and 'County'. A 'Print' button is visible on the right side of the form.

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### Voter Check – Deceased Voters

- ◆ Potential Department of Health (DOH) Duplicate Voters Report – VR-022
- Lists voters who match persons in the Department of Health (DOH) database of death certificate records. The "% Match" column indicates how close a match the voter (in bold) is with the DOH records, with 100 percent being a perfect match.



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### Activity Reporting

- ◆ Voter Status Summary Report – VR-006
- ◆ Registrant Activity Report – VR-007
- ◆ Include in EC meeting minutes.



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Voter Status Summary Report		Date: 04/03/2008
County: Adams		Report No: VR-006
District: 01 - Election Comm 01 Status: Inactive Purged Effective Date from: 10/01/2007 To: 04/03/2008		
Voter Status	Reasons	Voter Count
Election Comm 01		
Purged	Deceased	1
	Individual/Voter/None	1
<b>Total</b>		<b>2</b>
<b>Precinct Total</b>		<b>2</b>
<b>GRAND TOTAL</b>		<b>2</b>

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**IV. Communication Plan**

- ◆ Email address for each election commissioner
- ◆ County Conference calls
- ◆ SEMS Help Desk/Review by SEMS Focus Group
- ◆ Election Officials web page and Secure Site



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**V. On-Going Support**

- ◆ Help Desk support and monitoring
- ◆ Video Training
- ◆ Classroom Training



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- Redistricting Training
- Basic SEMS Training  
w/Voter ID Card processing
- Election Operations
- GEMS Database Build
- Train-the-Trainer



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**Questions /Answers**



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

601-359-1309  
Madalan Lennep

Stephanie McCann  
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