

Class Title: **SEMS Absentee Balloting 2012 Training**

Audience Level: Two (2) participants from the Circuit Clerks Office for each county. There will also be an on-line training opportunity for those individuals who have not used the SEMS reporting in the past and need to train poll managers.

Time Duration: This is a ½ day session offered from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

Objective: This course will review the absentee balloting process in SEMS as required law including processing an absentee ballot request, issuing a ballot, receiving ballots, absentee ballot reporting and posting of voter history when an absentee ballot is cast.

Materials: 2012 SEMS Absentee Ballot Processing Guide (posted on the Secure Site by September 1st).

Topic Overview:

- Setting up a Permanent or Military Absentee
- Issuing a Batch of Absentee Ballots
- Viewing Active Ballots
- Print Absentee Applications
- Preparing Absentee Ballots to be mailed
- Issuing Absentee Ballot to be mailed
- Receiving an Absentee Ballot
- Issuing In-House Absentee Ballot
- Making modifications to received ballots
- Receiving a Batch in an Existing Batch
- Accepting or Rejecting an Absentee Ballot

Additional Details: Location--- Mississippi Secretary of State's Office
401 Mississippi Street, Jackson, MS 39202
Ladner Training Room, 1st Floor
(Parking: 4th Floor and up in PERS Parking Garage, off President Street, please ask parking attendant for parking pass to place on dash)

Class Size --- 12 students