

# Election Commissioner Orientation

---

## **Introduction to the Statewide Elections Management System (SEMS)**

Presented by Madalan Lennep, PMP



DELBERT HOSEMANN  
*Secretary of State*

## **Statewide Elections Management System (SEMS)**

---

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



DELBERT HOSEMANN  
*Secretary of State*

## Accomplishments:

---

- Implementation in 82 Counties
- Successful support of over 1,000 Elections
- Over 100 Training Events



DELBERT HOSEMANN  
*Secretary of State*

## Topics to be Covered

---

- I. SEMS Main Screen
- II. Election Commissioners Utilization
- III. Preparation for 2008 Elections
- IV. Communication Plan
- V. On-Going Support



DELBERT HOSEMANN  
*Secretary of State*

# I. SEMS Main Screen



DELBERT HOSEMANN  
*Secretary of State*

Log: Lennep, Madalan    County: STATE OF MISSISSIPPI    Date: 04/04/2007    Password    Help    E



## 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
Commit Batch	Document Templates
Jury Selection	Load External Data
<b>Elections</b>	<b>Reports</b>
Election Management	Reports & Labels
Ballot Processing	State Agency
Districts & Precincts	Schedule Jobs
Election Workers	Batch Management
<b>Petitions</b>	
Petitions	

## 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



DELBERT HOSEMANN  
Secretary of State

The screenshot shows a web application window titled "User Roles And Privileges". It has a search bar with "Search Voter" and "Help" links. There are two tabs: "Users" and "Roles". The "Roles" tab is active, showing a list of roles on the left and a list of privileges on the right.

Role Name	Privileges
SOS SEMS Administrator	<input type="checkbox"/> Address Rules Management
SOS User Administrator	<input checked="" type="checkbox"/> Access to Address Management Module
Circuit Clerk (Default)	<input checked="" type="checkbox"/> Add Address Rule
Deputy Clerk (Default)	<input checked="" type="checkbox"/> Allow Overlapping Address Rules
Election Commissioner (Default)	<input checked="" type="checkbox"/> Delete Address Rule
Jury Selector (Default)	<input checked="" type="checkbox"/> Edit Address Rule
Municipality (Default)	<input type="checkbox"/> Search Statewide in Address Library
Public Terminal User (Default)	<input checked="" type="checkbox"/> Ballot Processing
Reinstate Purged Voters (Default)	<input checked="" type="checkbox"/> Access to Ballot Processing Module
Temp. Worker (Default)	<input checked="" type="checkbox"/> Create Ballot Receiving Batches
SOS Dist & Precincts Admin	<input checked="" type="checkbox"/> Process Ballot Signatures
SOS Support - Read only	<input checked="" type="checkbox"/> Districts and Precincts
Saber Admin Verification	<input checked="" type="checkbox"/> Access to District and Precinct Setup Module
State Intern	<input checked="" type="checkbox"/> Add New District & Precinct
State User	<input checked="" type="checkbox"/> Add New Split
	<input checked="" type="checkbox"/> Delete District & Precinct
	<input checked="" type="checkbox"/> Delete Split
	<input checked="" type="checkbox"/> Update District & Precinct
	<input checked="" type="checkbox"/> Update Split

DELBERT HOSEMANN  
Secretary of State

**User Roles And Privileges**

Search Voter Help

**Users Roles**

Roles

Role Name
SOS SEMS Administrator
SOS User Administrator
Circuit Clerk (Default)
Deputy Clerk (Default)
Election Commissioner (Default)
Jury Selector (Default)
Municipality (Default)
Public Terminal User (Default)
Reinstate Purged Voters (Default)
Temp. Worker (Default)
SOS Dist & Precincts Admin
SOS Support - Read only
Saber Admin Verification
State Intern
State User

Privileges

- Election Management
  - Access to Election Setup Module
  - Ballot Boxes Setup
  - Certify Election
  - Delete Complete Election
  - Delete Election Details
  - Generate Ballot Styles
  - Generate Election Workspace
  - Issue Ballots
  - Order Ballots
  - Poll Book Printing
  - Regenerate Poll Book
  - Report Duplicate Ballot
  - Save Election Budget
  - Save Election Contests - Races and Measures
  - Save Election Details
  - Save Election Results

DELBERT HOSEMANN  
Secretary of State

### III. Preparation for 2011 Elections

- ◆ Voter Check
- ◆ Address Library Check
- ◆ Precinct Splits/Districts Check
- ◆ Other items to check
- ◆ Involve Election Commissioners

DELBERT HOSEMANN  
Secretary of State

## Voter Check

◆ Duplicate Voters – VR-004

A report that generates a list of possible duplicate voters, at least one of which in each duplicate group has an address in your county.



DELBERT HOSEMANN  
*Secretary of State*

County: Holmes

### Potential Duplicate Voters Report

Date : 02/23/2006

Voter ID	Voter Name	Address	Reg. Date	Status	% Match	County
1256881	AARON, AUREON	304 PEARL ST SARDIS MS 1616	11/02/2004	A	80	Panola
500001501	AARON, AUREON LEA	5006 MYNEWSTRET ARC YOG NEW CITY MS	01/31/2006	A	80	Holmes
391283	ABLES, MARZINE JR	PO Box 610 GOODMAN MS 0610	05/01/2001	A	80	Holmes
1736246	ABLES, MARZINE JR	ROUTE 1 # 206 GOODMAN MS	10/06/1997	A	80	Attala
238200	ABRON, DAPHENE ELAINE	493 HOOVER ST CANTON MS 3508	11/05/2001	A	80	Madison
386882	ABRON, DAPHENE ELAINE	82 TAYLOR ST DURANT MS 3428	07/08/2004	A	80	Holmes
388615	ADAMS, DARLENE W	PO Box 218 WEST MS 0218	11/07/1991	A	80	Holmes
1732130	ADAMS, DARLENE W	2212 ATTALA ROAD 3005 WEST MS	10/28/2002	A	80	Attala
247615	ADAMS, DOROTHY JEAN	2 GREYSTONE CT MADISON MS 9029	07/03/1987	A	70	Madison
384486	ADAMS, DOROTHY JEAN	PO Box 42 PICKENS MS 0042	06/30/1983	A	70	Holmes
378536	ADAMS, GARY JOSEPH	1520 E COUNTY LINE RD APT 1000 LANDMARK MOBILE	06/01/1980	A	70	Madison



DELBERT HOSEMANN  
*Secretary of State*

## Voter Notification Cards

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



DELBERT HOSEMANN  
Secretary of State

A screenshot of a web-based application titled "Voter Registration". The interface includes a menu bar with options like "Voter", "Print", "Elections", "Petitions", "Imaging", "Address", "Exit", and "DPS Information". A dropdown menu is open under "Voter Registration Card", showing options for "Print Now" and "Print Later". The main form contains fields for personal information: Name (ANNIE), Suffix (AUGUSTIN), Maiden Name, Birth Date, EST, and Age (66). There are also sections for "Registration Application", "Absentee Application", and "Mailing Label". A "Voting History" section is visible with tabs for "facts", "Absentee", and "Voting History". The address section includes fields for House # (42), Suffix, Pre Dir, Street Name (SEDFIELD), Type (RD), Post Dir, Unit Type, City/St/Zip (NATCHEZ, MS, 39120), County (ADAMS), Precinct (AP), and Polling Place (AIRPORT FIREHOUSE). There are also links for "Split" (1- AP), "Migration", and "Comments".

DELBERT HOSEMANN  
Secretary of State

## 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.



DELBERT HOSEMANN  
*Secretary of State*

County: Harrison

### Potential DOH Duplicate Voters Report

Date : 05/16/2006

Voter ID	Voter Name	Date of Birth	% Match	County
<b>776650</b>	<b>ADAMS, BRENDA L</b>	07/06/1948	<b>70</b>	<b>Harrison</b>
776650	ADAMS, BRENDA L	05/12/1949	70	Harrison
<b>802549</b>	<b>ADAMS, CHARLES L</b>	05/09/1915	<b>70</b>	<b>Harrison</b>
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
802549	ADAMS, CHARLES L	01/01/1935	70	Harrison
<b>765294</b>	<b>ADAMS, CURTIS L</b>	05/01/1934	<b>70</b>	<b>Harrison</b>
765294	ADAMS, CURTIS L	05/01/1934	70	Harrison



DELBERT HOSEMANN  
*Secretary of State*

## Voter Check – Disenfranchising Crimes

◆ Potential Administrative Office of Courts (AOC) Batch Match – VR-023

Lists voters who match persons in the AOC database of disenfranchising crimes. The "% Match" column indicates how close a match the voter (in bold) is with the AOC counterpart(s), with 100 percent being a perfect match.



DELBERT HOSEMANN  
*Secretary of State*

County: Harrison	AOC Batch Match Voter Report			Date : 05/16/2006
Voter ID	Voter Name	SSN	Date of Birth	ConfidnceLevel
<b>725362</b>	<b>ABBOTT, GEORGE JAMES</b>	136345309	09/20/1943	<b>100</b>
725362	ABBOTT, GEORGEJ	136345309	09/20/1943	100
<b>677919</b>	<b>ADAMS, LAWRENCE CRAIG</b>	425211532	11/04/1962	<b>70</b>
677919	ADAMS, LAWRENCE R	587173051	02/18/1959	70
<b>756728</b>	<b>ADAMS, WILLIAM</b>	434199076	05/04/1974	<b>70</b>
756728	ADAMS, WILLIAM S	249316613	08/04/1960	70
<b>761940</b>	<b>ALEXANDER, RAYMOND</b>	566080047	08/30/1970	<b>70</b>
761940	ALEXANDER, RAYMOND F	428171995	09/20/1959	70
<b>775277</b>	<b>ALLEN, CHRISTOPHER S</b>	428632430	06/11/1977	<b>70</b>



DELBERT HOSEMANN  
*Secretary of State*

## Voter Check - DPS Voter Registrations

◆ Department of Public Safety (DPS) Voter Registration Report - lists all the voters that need to be processed from DPS.

- To access this information from the SEMS main menu, select DPS Registration. The State Agency - DPS Search screen is displayed.

- From the menu bar, select State Agency > DPS Registration. The State Agency - DPS Registration screen is displayed.

- From the menu bar, select State Agency > DPS Print to print or view the report.



DELBERT HOSEMANN  
*Secretary of State*

County: Calhoun

### DPS Voter Registration Report

Date : 11/23/2006

DL	VOTER NAME	DOB	SSN	EFFREG DATE
800715420	LONG JEFFREY H	08/30/1956	425023150	10/26/2006
800711756	COLBERT BILLY GENE	05/10/1932	449407277	10/24/2006
800704009	CARTER JAMES ARTHUR	11/09/1969	426196666	10/19/2006
800615645	SMITH STEPHEN JONATHAN	10/17/1974	452839382	08/09/2006
800742311	HARRELSON KENNETH PAT	07/15/1953	418781161	11/14/2006
800739225	THRASHER REGINA MICHELLE	07/01/1983	426659484	11/10/2006



DELBERT HOSEMANN  
*Secretary of State*

## Activity Reporting

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



DELBERT HOSEMANN  
*Secretary of State*

The screenshot shows a web application window titled "Reports - Voter Registration - Voter Status Summary Report". On the left is a navigation menu with links: Voter Registration, Address Library, Districts & Precincts, Elections Management, Ballot Processing, Election Workers, Petitions, Master Lookup, State Agency, and Close. The main content area includes a table of report codes and names, a "County" dropdown menu (set to Adams), "District Type" radio buttons (Precinct selected, District unselected), an "Election Commissioner" dropdown, a "District/Precincts" list with checkboxes for "all", "01 - Election Comm 01", "02 - Election Comm 02", "03 - Election Comm 03", and "04 - Election Comm 04", and a checked "Include Status Reason" option. On the right, there is a "Status" section with checkboxes for "All", "Active", "Inactive", "Pending", and "Purged", and an "Effective Registration Date" section with "From Date" (01/01/2008) and "To Date" (02/01/2008) fields. A "Run Report" button is at the bottom right.

CODE	NAME
VR-001	Change of Counties Report
VR-002	Voter Movement - State Report
VR-003	NVRA Compliance Statistics Report
VR-004	Potential Duplicate Voters Report
VR-005	Voter Profile Report
VR-006	Voter Status Summary Report
VR-007	Registrant Activity Report
VR-008	Registered Voters Report
VR-009	Voting History Report



DELBERT HOSEMANN  
*Secretary of State*

County: Adams **Voter Status Summary Report** Date: 04/03/2008  
Report No: VR-006

District: 01 - Election Comm 01 Status: Inactive Purged Effective Date From : 01/01/2007 To : 04/01/2008

Voter Status	Reasons	Voter Count
<b>Election Comm 01</b>		
Purged	Deceased	1
	Individual Voter Notice	1
<b>Total</b>		<b>2</b>
<b>Precinct Total</b>		<b>2</b>
<b>GRAND TOTAL</b>		<b>2</b>



**DELBERT HOSEMANN**  
Secretary of State

Reports - Voter Registration - Registrant Activity Report

[Voter Registration](#)

[Address Library](#)

[Districts & Precincts](#)

[Election Management](#)

[Ballot Processing](#)

[Election Workers](#)

[Ballboxes](#)

[Master Lookups](#)

[State Agency](#)

[Close](#)

CODE	NAME
VR-001	Change of Counties Report
VR-002	Voter Movement - State Report
VR-003	NVRA Compliance Statistics Report
VR-004	Potential Duplicate Voters Report
VR-005	Voter Profile Report
VR-006	Voter Status Summary Report
VR-007	Registrant Activity Report
VR-008	Registered Voters Report
VR-009	Voting History Report

County: Southover

District Type:  Precinct  District

Election Commissioner: [Dropdown]

User: [User]

Voter Status: Purged

Audit Type: Voter Status

Effective Registration

From Date: [Date] To Date: [Date]

Audit

From Date: 09/01/2010 To Date: 01/10/2011

**District/Precincts**

Description:

- All
- 01 - District 01
- 02 - District 02
- 03 - District 03
- 04 - District 04
- 05 - District 05



**DELBERT HOSEMANN**  
Secretary of State

Registrant Activity Report								
County: Harrison						Date: 04/04/2008		Report No: VR-007
District Type: District: All Audit Type: All Voter Status: Purged Effective Up to: 4/4/2008								
Voter ID	Voter Name	Residential Address	Eff Regn Date	District	Modified Date	UserName	Old Value	New Value
758482	ABOUD, DONALD J	263 MCDONNELL AVE BILOXI MS 39531-4207	04/04/2003		02/28/2008	Psisson	Active	Purged
					Deceased		per doh 2006 deceased	
					02/28/2008	Psisson	Data Migration (Active)	Deceased
					Deceased		per doh 2006 deceased	
							<b>Number of Changes</b>	2
781557	ALEXANDER, THELMA	105 MCCAUGHAN AVE LONG BEACH MS 39560 -4909	06/29/1967		02/20/2008	tmolesworth	Active	Purged
					Deceased		MDOH/DOD 7-7-06	
					02/20/2008	tmolesworth	Data Migration (Active)	Deceased
					Deceased		MDOH/DOD 7-7-06	
							<b>Number of Changes</b>	2



DELBERT HOSEMANN  
Secretary of State

## Address Library Check

---

- ◆ Overlap Address Range Report – AL-005

Lists address ranges with essentially the same data.



DELBERT HOSEMANN  
Secretary of State

County: Holmes  
 User Name: Toft, Steve  
**Overlap Address Range Report**  
 Date: 02/14/2006

House # From - To	Rule Type	Pre Dir	Street Name	St. Type	Post Dir	Unit #	From - To	City	Zip	Precinct	Split	Overlapping House # From - To
32   2127	All	N	1 ST STREET					PICKENS	39146	3PL	8	32   40
32   2127	All	N	1 ST STREET					PICKENS	39146	3PL	8	41   2127
41   2127	All	N	1 ST STREET					PICKENS	39146	3PL	8	32   2127
81   747	All		ADAMS	RD				PICKENS	39146	2LEX	5	82   98
81   747	All		ADAMS	RD				PICKENS	39146	2LEX	5	747   747
82   98	Even		ADAMS	RD				PICKENS	39146	2LEX	4	81   747
747   747	Odd		ADAMS	RD				PICKENS	39146	2LEX	4	81   747
214   214	Even		ALDY	RD				DURANT	39063	2LEX	2	214   214
214   214	Even		ALDY	RD				DURANT	39063	2LEX	4	214   214
132   132	Even		AMMONS	CR				WEST	39192	2WL	4	132   205
132   205	All		AMMONS	CR				WEST	39192	2WL	5	132   132



**DELBERT HOSEMANN**  
 Secretary of State

## Precinct/District Checks

- ◆ Verify all boundaries
- ◆ GIS Maps – 911 Maps
- ◆ Local Maps



**DELBERT HOSEMANN**  
 Secretary of State

## Precinct Check

◆ Precinct Split Voter Count – DP-007

Lists voter counts by split with subtotals for each precinct.



DELBERT HOSEMANN  
Secretary of State

County: Holmes		Precinct Split Voter Count					Date: 02/23/2006
Precinct: All							
Precinct	Split	Active	Inactive	Pending	Purged	Total	
BEAT 4 THORNTON (A-Z)							
	1	2	0	0	0	2	
	2	15	7	0	0	22	
	3	724	31	1	6	762	
	4	3	0	0	0	3	
	5	6	0	0	0	6	
	6	0	1	0	0	1	
	7	2	0	0	0	2	
	-	0	0	0	0	0	
	<b>Sub Total</b>	752	39	1	6	798	
BEAT 5 CRUGER (A-Z)							
	1	63	2	0	0	65	
	2	1	0	0	0	1	



DELBERT HOSEMANN  
Secretary of State

## Districts Check

### ◆ Districts Within Precincts – DP-012

Breaks down each selected precinct by split and shows all of the currently associated voting districts for each split.



DELBERT HOSEMANN  
Secretary of State

County: Holmes		District Within Precinct				Date: 07/11/2006
		Precinct: All				
Precinct	Split					
1 ACONA	5	State of Mississippi	U.S. House of Representative 2	State Senate 21	House of Representatives, State 47	
		Supreme Court 1	Court of Appeals 2	Chancery Court 11	Circuit Court 21	
		District Attorney District 21	Holmes	JUDICIAL DISTRICT 1	SUPERVISOR DISTRICT 1	
		1 JUSTICE COURT DISTRICT	SCHOOL BOARD A			
	6	State of Mississippi	U.S. House of Representative 2	State Senate 21	House of Representatives, State 47	
		Supreme Court 1	Court of Appeals 2	Chancery Court 11	Circuit Court 21	
		District Attorney District 21	Holmes	JUDICIAL DISTRICT 1	SUPERVISOR DISTRICT 1	
		2 JUSTICE COURT DISTRICT	SCHOOL BOARD A			



DELBERT HOSEMANN  
Secretary of State

## IV. Communication Plan

---

- ◆ Email address for each election commissioner
- ◆ Conference calls
- ◆ SEMS Help Desk/Review by SEMS Focus Group
- ◆ Election Officials web page and secure site.



DELBERT HOSEMANN  
*Secretary of State*

## V. On-Going Support

---

- ◆ Help Desk support and monitoring
- ◆ SEMS training opportunities
- ◆ Focus Group review of enhancements
- ◆ Continue data clean up effort with counties



DELBERT HOSEMANN  
*Secretary of State*

## Questions /Answers

---



DELBERT HOSEMANN  
*Secretary of State*

## Contact Information

---

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

**Charlie Case**  
**Madalan Lennep**  
**Shequita Lowe**  
**Stephanie McCann**  
**Ruth Stockett**



DELBERT HOSEMANN  
*Secretary of State*