



Mississippi Secretary of State

Delbert Hosemann

**ECAM 2010**

**Voter Roll Maintenance in SEMS**

Presented by

**Stephanie McCann**

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**Topics to be Covered**

- I. Voter Search
- II. Reports and Labels
- III. Processing Duplicate Voters
- IV. Processing Potential State Agency Matches
- V. Voter Notification Cards
- VI. NCOA Processing
- VII. On-Going Support

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**I. Voter Search**

- ◆ Name
- ◆ Status
- ◆ Activity
- ◆ Other

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### Name Tab in Search Voters Section

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### Search Results

ID	Last Name	First Name	Middle Name	Suffix	Birth Date	State
19144	JONES	ALAN			09/19/1972	Illinois
19145	JONES	ALAN			09/19/1972	Illinois
19146	JONES	ALAN			09/19/1972	Illinois
19147	JONES	ALAN			09/19/1972	Illinois
19148	JONES	ALAN			09/19/1972	Illinois
19149	JONES	ALAN			09/19/1972	Illinois
19150	JONES	ALAN			09/19/1972	Illinois
19151	JONES	ALAN			09/19/1972	Illinois
19152	JONES	ALAN			09/19/1972	Illinois
19153	JONES	ALAN			09/19/1972	Illinois
19154	JONES	ALAN			09/19/1972	Illinois
19155	JONES	ALAN			09/19/1972	Illinois
19156	JONES	ALAN			09/19/1972	Illinois
19157	JONES	ALAN			09/19/1972	Illinois
19158	JONES	ALAN			09/19/1972	Illinois
19159	JONES	ALAN			09/19/1972	Illinois
19160	JONES	ALAN			09/19/1972	Illinois

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### Status Tab in Search Voters Section

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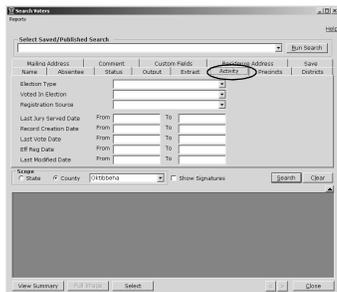
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### Activity Tab in Voter Search Section




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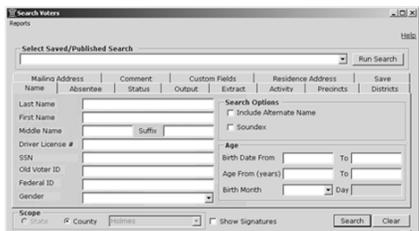
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### Examples of using Voter Search




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## II. Reports and Labels

- ◆ Potential Duplicate Voter Report – VR-004
- ◆ DOH Potential Duplicates - VR-022
- ◆ AOC Potential Duplicates – VR-023
- ◆ Activity Reports

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### III. Processing Duplicate Voters

- ◆ Voter Merge Module
- ◆ Processing Duplicates
- ◆ Processing Messages

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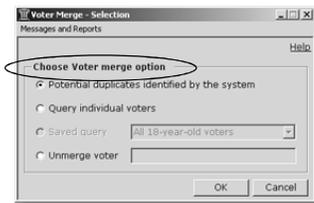
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Accessing the Merge Options - To access the voter merge options, select Voter Merge from the SEMS main menu. The Voter Merge Selection prompt appears.



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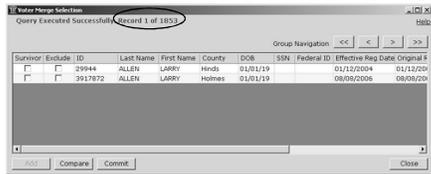
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The Voter Merge Selection screen appears, with potential duplicate voters listed. If necessary, you can drag a corner of this screen to expand.



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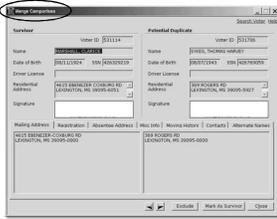
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Compare the other voters' records with that of the survivor before completing the merge, click the Compare button.




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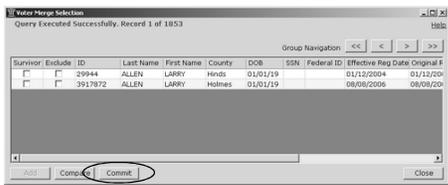
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To confirm the match, click the Commit button. A message is sent to other county for processing.




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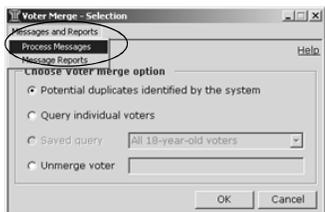
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Processing Messages - Go to Messages and Reports menu and select Process Messages.




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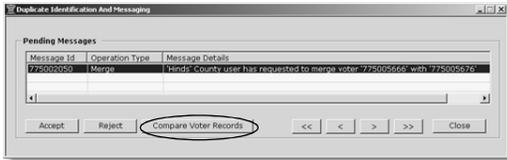
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The Duplicate Identification And Messaging screen appears. Messages received from other counties appear in the Pending Messages section.



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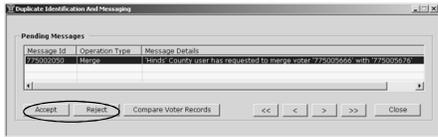
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To accept the message, click Accept. A message is sent to the county that sent it and your voter status is changed to purged.

To reject the message, click Reject. The two voters are marked as non-duplicates and they do not appear as potential duplicates again. A message will be sent back to the county that sent it which indicates the non-duplicates.



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#### IV. Processing Potential State Agency Matches

- ◆ Processing DOH Duplicates
- ◆ Processing AOC Duplicates

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**DOH Processing** - From the SEMS main menu select State Agency. Select DOH Search from the State Agency drop-down menu.



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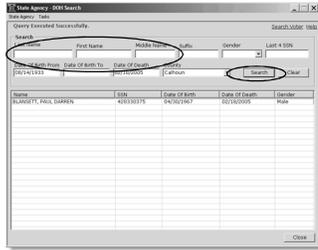
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From the SEMS main menu select State Agency. Select DOH Search from the State Agency drop-down menu.



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From the Tasks drop-down menu select Process Deceased.



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The Process Deceased screen is displayed.

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**AOC Processing** - From the SEMS main menu select the State Agency module, then select AOC Search from the State Agency drop-down menu. The Office of AOC Search screen appears.

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### V. 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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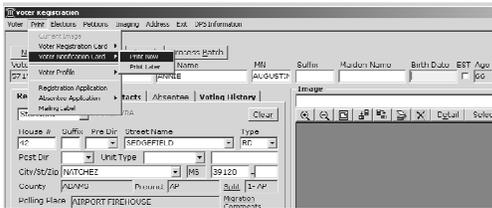
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### Voter Notification Card Processing

- ◆ Returned by voter – update information
- ◆ Returned undeliverable – change to inactive
- ◆ Not returned – change to inactive
- ◆ After two Federal General Elections - purge

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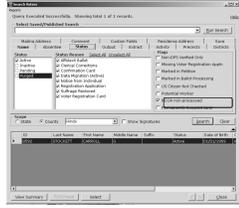
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### NCOA Processing

In the Voter Search Screen select the Status tab and the NCOA non-processed option under flags. Then click the Search button.



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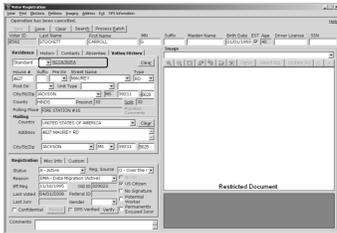
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In the Voter Registration screen click on the blue NCOA/NVRA by the Address Type.



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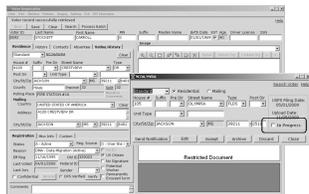
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From this screen you may send the Voter a Notification Card, mark the record as In Progress, accept the mailing or residential change if the notification process is complete, archive the record if the move is out of state, or discard the change.



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If you accept the address change it will appear in the voter registration screen. A note will be entered into the audit log to reflect the NCOA change.



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### VII. On-Going Support

- ◆ Help Desk support and monitoring
- ◆ Training Videos
- ◆ Focus Group review of enhancements
- ◆ On-site training visits from MSOS Staff

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### Questions /Answers

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**Contact Information**

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