

ECAM ANNUAL MEETING
January 20-22, 2016

Post Election Processing in SEMS

Presented by: Stephanie McCann



DELBERT HOSEMANN
Secretary of State

Topics

- **Processing Absentees**
- **Processing Affidavits**
- **SEMS Updates**



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Secretary of State

Processing Absentees in Election Management

Election Management - Process Poll Book

Ballot Styles Address Library Pull Petitions Polling Places Districts Precincts Reset Candidate Position on Ballot Reports

[Search Voter](#) [Help](#)

Date: Dec-10-2015 **Type:** Primary **Description:** test

[Election Details](#)
[Shared Contests](#)
[Pull Election](#)
[Measures & Races](#)
[Publish Shared Contests](#)
[Ballot Review](#)
[Ballot Styles](#)
[Print Labels](#)
[Poll Book](#)
[Budget](#)
[Duplicate Ballot Report](#)
[Election Results](#)
[Process Poll Book](#)
[Post History & Close Election](#)
[Exit](#)

Poll Book: Precincts List: Barcode:

Party: Page No:

Select All/Unselect All Voters processed as voted: 0

Accepted	Barcode	Voter Name	Residential Address	Party	DOB
<input checked="" type="checkbox"/>	595352022	BLAKES, ELVIN LEE	1510 FOUR MILE RD INVERN	Democrat	10/09/1955
<input checked="" type="checkbox"/>	595352023	BLAKES, ELVIN JR	1510 FOUR MILE RD BELZON	Democrat	12/09/1977
<input checked="" type="checkbox"/>	595352024	BREWER, AMANDA JEAN	949 KING RD INVERNESS, M	Democrat	02/27/1987
<input checked="" type="checkbox"/>	595352025	BURRIS, HILLIARY LOIS	698 FOUR MILE RD BELZONI	Democrat	01/24/1970

Poll Book process has not yet started.

[Refresh Wizard Status](#)

Process Completed Page 1 of 15

Date: Dec-10-2015 **Type:** Primary **Description:** test

- [Election Details](#)
- [Shared Contests](#)
- [Pull Election](#)
- [Measures & Races](#)
- [Publish Shared Contests](#)
- [Ballot Review](#)
- [Ballot Styles](#)
- [Print Labels](#)
- [Poll Book](#)
- [Budget](#)
- [Duplicate Ballot Report](#)
-  [Election Results](#)
- [Process Poll Book](#)
-  [Post History & Close Election](#)
- [Exit](#)

Poll Book Precincts List Barcode

Party Page No

Select All/Unselect All Voters processed as voted: 0

Accepted	Barcode	Voter Name	Residential Address	Party	DOB
<input type="checkbox"/>	595353521	BALL, JUDELITTIA ANN	580 STARLING RD ISOLA, M		
<input type="checkbox"/>	595353522	BANKHEAD, COURTNEY DANTE	22725 STATE HIGHWAY 49 I		
<input checked="" type="checkbox"/>	595353523	BANKHEAD, EDDIE LEE	22725 HIGHWAY 49 ISOLA,	Democrat	
<input type="checkbox"/>	595353524	BANKHEAD, FLORA LEE	22725 STATE HIGHWAY 49 I		
<input type="checkbox"/>	595353525	BANKHEAD, GEORGIA D	22695 STATE HIGHWAY 49 I		
<input type="checkbox"/>	595353526	BANKHEAD, WALTER SR	22725 HIGHWAY 49 ISOLA,		
<input type="checkbox"/>	595353527	BANKS, TONIA R	101 FIRST ST APT 24 ISOLA,		
<input type="checkbox"/>	595353528	BARKSDALE, TRACEY LAMON JR	303 N HALADAY ST ISOLA, M		
<input type="checkbox"/>	595353529	BARRET, DIEDRE D	378 STATE HIGHWAY 12 W B		
<input type="checkbox"/>	595353	Absentee Ballot Exists	AY 12 W B		
<input type="checkbox"/>	595353		AY 12 W B		
<input type="checkbox"/>	595353		AY 12 W B		

An absentee ballot has been received. How was the ballot cast on Election Day?

[Refresh Wizard Status](#)

Process Completed Page 7 of 93



Voted by Absentee

-
- **DO NOT** click Polling Place if the voter voted by Absentee.
 - If the voter voted by Absentee, Click the Absentee button.
 - The checkmark next to the voter's name is removed.



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Date: Dec-21-2015 **Type:** Primary **Description:** 2016 Primary Election

- [Election Details](#)
- [Shared Contests](#)
- [Pull Election](#)
- [Measures & Races](#)
- [Publish Shared Contests](#)
- [Ballot Review](#)
- [Ballot Styles](#)
- [Print Labels](#)
- [Poll Book](#)
- [Budget](#)
- [Duplicate Ballot Report](#)
-  [Election Results](#)
-  [Process Poll Book](#)
-  [Post History & Close Election](#)
- [Exit](#)

Poll Book process has not yet started.

[Refresh Wizard Status](#)

Poll Book Precincts List Barcode

Party Page No

Select All/Unselect All Voters processed as voted: 0

Accepted	Barcode	Voter Name	Residential Address	Party
<input type="checkbox"/>	595491916	BALL, JUDELITTIA ANN	580 STARLING RD ISOLA, M	
<input type="checkbox"/>	595491917	BANKHEAD, COURTNEY DANTE	22725 STATE HIGHWAY 49 I	
<input checked="" type="checkbox"/>	595491918	BANKHEAD, EDDIE LEE	22725 HIGHWAY 49 ISOLA,	Democrat
<input type="checkbox"/>	595491919	BANKHEAD, FLORA LEE	22725 STATE HIGHWAY 49 I	
<input type="checkbox"/>	595491920	BANKHEAD, GEORGIA D	22695 STATE HIGHWAY 49 I	
<input type="checkbox"/>	595491921	BANKHEAD, WALTER SR	22725 HIGHWAY 49 ISOLA,	
<input type="checkbox"/>	595491922	BANKS, TONIA R	101 FIRST ST APT 24 ISOLA,	
<input type="checkbox"/>	595491923	BARKSDALE, TRACEY LAMON JR	303 N HALADAY ST ISOLA, M	
<input type="checkbox"/>	595491924	BARRET, DIEDRE D	378 STATE HIGHWAY 12 W B	
<input type="checkbox"/>	595491925	BARRET, ELIZABETH ANNE	294 STATE HIGHWAY 12 W B	
<input type="checkbox"/>	595491926	BARRET, JOY HORNE	378 STATE HIGHWAY 12 W B	
<input type="checkbox"/>	595491927	BARRET, SPENCER HALL IV	378 STATE HIGHWAY 12 W B	

Voted by Absentee then at Polling Place

- **If a voter voted by Absentee and then voted at the polls on election day, click Polling Place to void the Absentee ballot.**
- **The voter will remain checked in the process poll book section.**



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Processing Absentees in Election Management

Election Management - Process Poll Book

Ballot Styles Address Library Pull Petitions Polling Places Districts Precincts Reset Candidate Position on Ballot Reports

Date: Dec-21-2015 **Type:** Primary **Description:** 2016 Primary Election

[Election Details](#)
[Shared Contests](#)
[Pull Election](#)
[Measures & Races](#)
[Publish Shared Contests](#)
[Ballot Review](#)
[Ballot Styles](#)
[Print Labels](#)
[Poll Book](#)
[Budget](#)
[Duplicate Ballot Report](#)
! [Election Results](#)
! [Process Poll Book](#)
! [Post History & Close Election](#)
[Exit](#)

Poll Book process has not yet started.

[Refresh Wizard Status](#)

Poll Book: Poll Book Precincts List: 2010 - Isola North - 2ir Barcode: Party: Democrat Page No: 7

Select All/Unselect All Voters processed as voted: 0

Accepted	Barcode	Voter Name	Residential Address	Part
<input type="checkbox"/>	595491916	BALL, JUDELITTIA ANN	580 STARLING RD ISOLA, M	
<input type="checkbox"/>	595491917	BANKHEAD, COURTNEY DANTE	22725 STATE HIGHWAY 49 I	
<input checked="" type="checkbox"/>	595491918	BANKHEAD, EDDIE LEE	22725 STATE HIGHWAY 49 ISOLA, M	Dem
<input type="checkbox"/>			E HIGHWAY 49 I	
<input type="checkbox"/>			E HIGHWAY 49 I	
<input type="checkbox"/>			WAY 49 ISOLA,	
<input type="checkbox"/>			T APT 24 ISOLA,	
<input type="checkbox"/>			DAY ST ISOLA, M	
<input type="checkbox"/>			HIGHWAY 12 W B	
<input type="checkbox"/>			HIGHWAY 12 W B	
<input type="checkbox"/>			HIGHWAY 12 W B	
<input type="checkbox"/>			HIGHWAY 12 W B	

Reject Absentee Ballot

You are about to reject an absentee ballot?

Yes No

Process Completed Save First Prev Next Last Page 7 of 9

Election Name: 12/21/2015 2016 Primary Election

Active Ballots

Address	Issue Type	Ballot Style	Precinct Code	Ballot Stage	Ballot Type	Ballot Status	Ballot Status Reason
AY 49 ISOLA, MS 38754	Mail	1	2010	Processed	Regular	Rejected	Other

Other County Ballots

County	Tracking No	Seq No	Sent Date	Received Date	Print Date	Residential Address	Ballot Style	Precinct Code	Ballot
--------	-------------	--------	-----------	---------------	------------	---------------------	--------------	---------------	--------

Last Jury:
 Gender: Male
 Potential Worker

Confidential
 DPS Verified
 Permanently Excused Juror

Comments: Disable



Dual Voting

- **Dual Voting History can be recorded for voters who have been marked as voted in the Democratic and Republican poll books.**



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Election Management - Process Poll Book

Ballot Styles Address Library Pull Petitions Polling Places Districts Precincts Reset Candidate Position on Ballot Reports

[Search](#)

Date: Dec-21-2015 Type: Primary Description: 2016 Primary Election

[Election Details](#)

[Shared Contests](#)

[Pull Election](#)

[Measures & Races](#)

[Publish Shared Contests](#)

[Ballot Review](#)

[Ballot Styles](#)

[Print Labels](#)

[Poll Book](#)

[Budget](#)

[Duplicate Ballot Report](#)

[Election Results](#)

[Process Poll Book](#)

[Post History & Close Election](#)

[Exit](#)

Poll Book Precincts List Barcode

Party Page No

Select All/Unselect All Voters processed as voted: 30

Accepted	Barcode	Voter Name	Residential Address	Party
<input checked="" type="checkbox"/>	595490426	BLAKES, ELVIN LEE	1510 FOUR MILE RD INVERN	Democrat
<input type="checkbox"/>	595490427	BLAKES, ELVIN JR	1510 FOUR MILE RD BELZON	Democrat
<input type="checkbox"/>	595490428	BRUNER, AMANDA JEAN	840 KING RD INVERNESS, M	Democrat
<input type="checkbox"/>			ILE RD BELZONI	Democrat

Dual Processing

Please verify the voter's participation in each Primary and click OK to create Dual Voting History for this voter.

Process Completed Page 1 of 15

[Refresh Wizard Status](#)

Date: Dec-21-2015 Type: Primary Description: 2016 Primary Election

- [Election Details](#)
- [Shared Contests](#)
- [Pull Election](#)
- [Measures & Races](#)
- [Publish Shared Contests](#)
- [Ballot Review](#)
- [Ballot Styles](#)
- [Print Labels](#)
- [Poll Book](#)
- [Budget](#)
- [Duplicate Ballot Report](#)
-  [Election Results](#)
-  [Process Poll Book](#)
-  [Post History & Close Election](#)
- [Exit](#)

Poll Book Precincts List Barcode

Party Page No

Select All/Unselect All Voters processed as voted: 30

Accepted	Barcode	Voter Name	Residential Address	Party
<input checked="" type="checkbox"/>	595490426	BLAKES, ELVIN LEE	1510 FOUR MILE RD INVERN	Voted Both
<input checked="" type="checkbox"/>	595490427	BLAKES, ELVIN JR	1510 FOUR MILE RD BELZON	Voted Both
<input checked="" type="checkbox"/>	595490428	BREWER, AMANDA JEAN	949 KING RD INVERNESS, M	Voted Both
<input checked="" type="checkbox"/>	595490429	BURRIS, HILLIARY LOIS	698 FOUR MILE RD BELZONI	Voted Both

[Refresh Wizard Status](#)

Process Completed Page 1 of 15

VR-028 – Unofficial Voting List Report

County : Humphreys	Unofficial Voting List	Date : 12/22/2015
		Report No : VR-028
Precincts : 1010 - Fourmile North - 1fn 1010 Status : All Registration Period Till : 12/22/2015 Election : 12/21/2015 - 2016 Primary Election Period Till : 12/21/2015		

Voter ID	Voter Name	Current Residential/Mailing Address	Current City	Precinct	Eff Regn Date	Party
1144112	BLAKES, ELVIN JR	1510 FOUR MILE RD BELZONI MS 39038	BELZONI	Fourmile North - 1fn 1010	10/04/1996	VB
1137794	BLAKES, ELVIN LEE	1510 FOUR MILE RD INVERNESS MS 38753	INVERNESS	Fourmile North - 1fn 1010	04/27/1990	VB
1270340	BREWER, AMANDA JEAN	949 KING RD INVERNESS MS 38753	INVERNESS	Fourmile North - 1fn 1010	06/19/2015	VB
6775060	BURRIS, HILLIARY LOIS	698 FOUR MILE RD BELZONI MS 39038	BELZONI	Fourmile North - 1fn 1010	12/26/2012	VB
1142758	DUGGAN, JERRY WAYNE	1090 SIMMONS RD BELZONI MS 39038	BELZONI	Fourmile North - 1fn 1010	08/13/1992	D
1141324	DUGGAN, THOMAS EARL	1092 SIMMONS RD BELZONI MS 39038	BELZONI	Fourmile North - 1fn 1010	07/31/1985	D
775214134	GATES, JACKIE L	257 BULLOCK RD INVERNESS MS 38753	INVERNESS	Fourmile North - 1fn 1010	06/21/2011	D
1144659	HADDOCK, BILLY G	698 FOUR MILE RD BELZONI MS 39038	BELZONI	Fourmile North - 1fn 1010	10/29/1998	D
1143620	JEFFRIES, JOHN C	257 BULLOCK RD INVERNESS MS 38753	INVERNESS	Fourmile North - 1fn 1010	07/07/1995	D
1142823	JOHNSON, JAMES KEITH	5355 FOUR MILE RD INVERNESS MS 38753	INVERNESS	Fourmile North - 1fn 1010	09/30/1992	D
1145595	KING, DEWEY WAYNE III	949 KING RD INVERNESS MS 38753	INVERNESS	Fourmile North - 1fn 1010	02/10/2000	D
575247436	KORNEGAY, ANNA RODGERS	148 KORNEGAY RD BELZONI MS 39038	BELZONI	Fourmile North - 1fn 1010	02/08/2012	D
1137448	KORNEGAY, KAYER	148 KORNEGAY RD BELZONI MS 39038	BELZONI	Fourmile North - 1fn 1010	01/12/1972	D

Closing the Election

Election Management - Post History & Close Election

Ballot Styles | Address Library | Pull Petitions | Polling Places | Districts Precincts | Reset Candidate Position on Ballot | Reports

[Search Voter](#) [Help](#)

Date: Nov-25-2014 Type: General Runoff Description: Run Off Election for '11/4/2014 - 2014 General

[Election Details](#)

- ✔ [Shared Contests](#)
- [Pull Election](#)
- [Measures & Races](#)
- [Publish Shared Contests](#)
- ✔ [Ballot Review](#)
- ✔ [Ballot Styles](#)
- [Print Labels](#)
- ✔ [Poll Book](#)
- [Budget](#)
- [Duplicate Ballot Report](#)
- ⚠ [Election Results](#)
- ⚠ [Process Poll Book](#)
- ⚠ [Post History & Close Election](#)
- [Exit](#)

Clicking on 'Post history for processed voters and Close election' button will allow you to save history for voters who were processed in the 'Process Poll Book' link and also allow you to close the election and prevent further edits to the election.

[Refresh Wizard Status](#)

Process Completed [Uncertify Results](#) [Reopen Election](#) [Post history for processed voters and Close election](#)



Primary Run-Off Pollbook Changes

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

County: Carroll		Republican Poll Book						Precinct: 4-430 - 430 School			
Report No: E-004											
Election : Run Off Election for '6/3/2014 - 2014 US Senate & House Primary'											
No.	Voter Name	Show HAVA ID	Ballot Style	Date of Birth	Voter ID	CONG	SUPR	JCJ	6/3/2014	ID Num Bar Code	6/24/2014
	Address			Keqn. Date	SCHB	Rep	Sen				
1	ACY, BOBBY RAY 37214 HWY 430, COILA, MS 38923	N	1		939110	USH02	SUPR4	JCJ5		823746867	
2	ACY, FLOSSIE 37214 HWY 430, COILA, MS 38923	N	1		939109	USH02	SUPR4	JCJ5	VOTED REP	823746868	
3	ACY, LORETTA 6128 CR 23, COILA, MS 38923	N	1		943025	USH02	SUPR4	JCJ5		823746869	
4	AMOS, BEN FRANK 826 CR 162, COILA, MS 38923	N	1		936187	USH02	SUPR4	JCJ5	VOTED DEM	823746870	
5	AMOS, BONNIE LOU 886 CR 166, COILA, MS 38923	N	1		934629	USH02	SUPR4	JCJ5	VOTED DEM	823739973	
6	AMOS, GESHEENA 886 CR 166, COILA, MS 38923	N	1		936938	USH02	SUPR4	JCJ5		823739974	
7	AMOS, JAMES FRANK 826 CR 162, COILA, MS 38923	N	1		936070	USH02	SUPR4	JCJ5	VOTED REP	823739975	
8	AMOS, JAMES LEWIS 826 CR 162, COILA, MS 38923	N	1		936982	USH02	SUPR4	JCJ5		823739976	
9	AMOS, JATINA P 19318 HWY 17, COILA, MS 38923	N	1		775009652	USH02	SUPR4	JCJ5		823739977	
10	AMOS, KENDRA 488 CR 234, COILA, MS 38923	N	1		943091	USH02	SUPR4	JCJ5		823739978	
11	AMOS, LEMARCUS LESHAE 19308 HWY 17, COILA, MS 38923	N	1		775032052	USH02	SUPR4	JCJ5	VOTED REP	823739979	
12	AMOS, MAZILLA 826 CR 162, COILA, MS 38923	N	1		937445	USH02	SUPR4	JCJ5		823739980	

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

The screenshot displays the 'Voter Registration' application interface. At the top, there is a blue header with a column icon and the text 'Voter Registration'. Below this is a navigation bar with tabs: 'Voter', 'Print', 'Elections', 'Petitions', 'Imaging', 'Address', 'Exit', and 'DPS Information'. The 'Elections' tab is currently selected. A dropdown menu is open from the 'Elections' tab, listing several options: 'Voting History', 'Active Ballots', 'Process Affidavit/Provisional Ballot', 'Issue Ballot', and 'Issue In-House Absentee'. A red arrow points to the 'Process Affidavit/Provisional Ballot' option. The background shows a voter record form with fields for 'Voter ID' (12345), 'Residence' (Standard), and 'House'.

Voter Registration

Voter Print **Elections** Petitions Imaging Address Exit DPS Information

Voter re

New

Voter ID

12345

Residence

Standard

House

Voting History

Process Affidavit/Provisional Ballot

Issue Ballot

Issue In-House Absentee

Receive Ballot F12

View Worker Info

Search By Ballot ID

Clear

Type



Process Affidavit/Provisional Ballot



[Help](#)

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

Precinct JMP33 - JMP33-PRECINCT 33

Split 33

Ballot Style 1

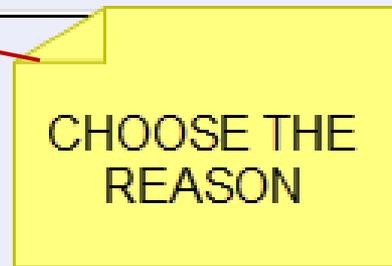
Ballot Issue Reason

Date Produced

Rejection Reason

- No Photo ID
- Inactive voter
- Registered too late
- Moved within county
- Not on pollbook
- No HAVA ID
- Other

Print Label



Save

Close



Process Affidavit/Provisional Ballot



[Help](#)

Election

Precinct

Split

Ballot Style

Ballot Issue R

Date Produced Date Received

Choose Accepted or Rejected
(required Rejected Reason)

Accepted Rejected Hold for ID

Rejection Reason

Print Label

Save

Close

Run BP-037 to verify all Affidavits

County: Hinds	Provisional Ballots Cast	Date : 12/19/2014 BP-037
Election: 12/02/2014 - City of Jackson Ward 1 Special Election		

Voter ID	Voter Name	Effective Address	Status	Reason	Ballot Type	Precinct
775286464	AARON, AARON	136 CLINTON CIR JACKSON MS 39209	Hold		1	Precinct 34
575093037	ABRAHAM, RALPH S	2206 N CHERYL DR JACKSON MS 39211	Accepted		1	Precinct 33
775059068	ADAMS, AURELIA J	344 ALLSTATE DR JACKSON MS 39211	Hold		1	Precinct 44
138689	ALLEN, JULIA W	4622 TRAWICK DR JACKSON MS 39211	Rejected	Registered after cut-off	1	Precinct 34



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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: JMP33 - JMP33-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: JMP33 - JMP33-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

County: Hinds	Provisional Ballots Held	Date :12/19/2014
Election : 12/02/2014 - City of Jackson Ward 1 Special Election Precincts : All		Report No: BP-036

Voter ID	Voter Name	Effective Address	Status	Date Presented	Voter Signature
34 - Precinct 34					
775286464	AARON, AARON	136 CLINTON CIR JACKSON, MS 39209	Held	_____	_____
Precinct Total:					1
44 - Precinct 44					
775059068	ADAMS, AURELIA J	344 ALLSTATE DR JACKSON, MS 39211	Held	_____	_____
Precinct Total:					1
Grand Total:					2

Circuit Clerk: _____
Signature

Date: _____

Voter ID Affidavit Ballot Processing

Held Ballots Reports [Help](#)

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

Ballot Search

Voter ID: Name:
Precinct: Street: City:

Tracking No	ID	Voter Name	Accepted	Rejected
▶ 500254815	775059068	ADAMS, AURELIA J	<input type="checkbox"/>	<input type="checkbox"/>
500254816	775286464	AARON, AARON	<input type="checkbox"/>	<input type="checkbox"/>

Run BP-039 – Affidavit Ballot Statistics Report

Reports - Ballot Processing - Affidavit Ballot Statistics Report [Help](#)

[Voter Registration](#)
[Address Library](#)
[Districts & Precincts](#)
[Election Management](#)
[Ballot Processing](#)
[Election Workers](#)
[Petitions](#)
[Master Lookups](#)

[State Agency](#)
[Close](#)

CODE	NAME
BP-010	Sample Official Election Ballot
BP-011	Ballot Batch Report
BP-012	Ballot Box Header Report
BP-013	Public Access Report
BP-034	Unprocessed and Unsent Ballots Report
BP-035	Absentee Ballot Summary Report
BP-036	Provisional Ballots Held Report
BP-037	Affidavit/Provisional Ballot Report
BP-038	Voter ID Provisional Ballots Summary
BP-039	Affidavit Ballot Statistics Report

County
Hinds

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

District Type
 Precinct District

No. of voters not registered: _____

Precincts / Districts

Description
<input checked="" type="checkbox"/> All
<input checked="" type="checkbox"/> BO - Bolton
<input checked="" type="checkbox"/> BR - Brownsville
<input checked="" type="checkbox"/> B1 - Byram 1
<input checked="" type="checkbox"/> B2 - Byram 2
<input checked="" type="checkbox"/> B3 - Byram 3
<input type="checkbox"/> CA - Canton

BP-039

County: Hinds	Affidavit Ballot Statistics Report	Date : 12/19/2014
Election : 12/02/2014 - City of Jackson Ward 1 Special Election		Report No: BP-039

Precinct	Inactive No Photo IN	Moved within County	No ID	Not on Poll Book	Reg. Too Late	Other	No Reason	Total Rejected	Total Accepted
Precinct 33	1 0	0	0	0	0	0	0	0	1
Precinct 34	0 1	0	0	0	1	0	0	1	0
Precinct 44	0 1	0	0	0	0	0	0	0	0
Total	1 2	0	0	0	1	0	0	1	1



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Secretary of State

SEMS Updates

Update Affidavit Ballots

- **Affidavit ballots can now be updated after they have been saved in SEMS.**



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Secretary of State



Process Provisional Ballot



[Help](#)

Election

Precinct

Split

Political Party Democrat Republican

Ballot Style

Ballot Issue Reason

Date Produced Date Received

Accepted Rejected Hold for ID

Rejection Reason

Print Label

Update

Close

SEMS Updates

Rejected Affidavits

- Rejected Affidavits now show on the Voting History tab in the voter record and on VR-009 Voting History Report.



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Secretary of State



Voter Registration

Voter Print Elections Petitions Imaging Address Exit DPS Information

Voter record successfully retrieved

New

Save

Clear

Search

Process Batch

Voter ID

Last Name

First Name

MN

750000218

PANNEL

SARA

K

Residence

History

Contacts

Absentee

Voting History

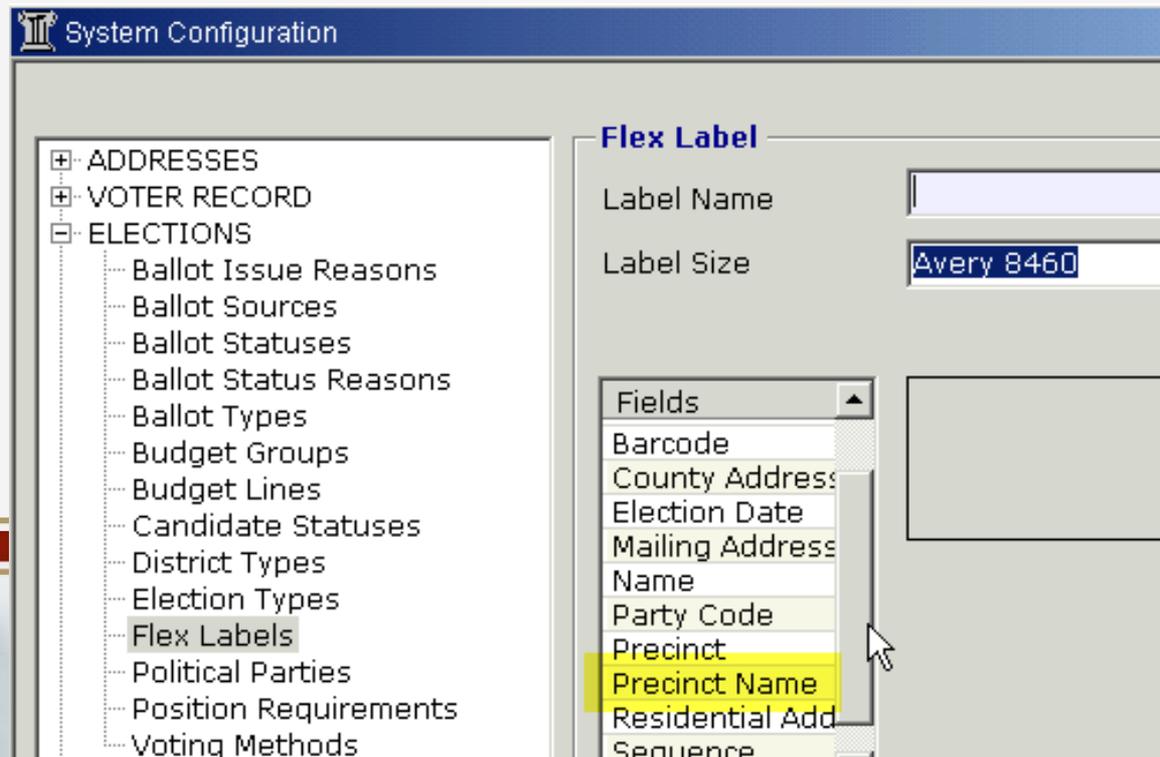
Election Date	Description	Status	Voting Method
12/21/2015	2016 Primary Elec...	Not Co...	Affidavit
06/24/2014	Run Off Election fo...	Counted	Polling Place
06/03/2014	2014 Federal Prim...	Counted	Polling Place
11/06/2012	2012 General Elec...	Counted	Polling Place
11/08/2011	Humphreys Count...	Counted	Polling Place
11/04/2008	Presidential Gene...	Counted	Polling Place
08/28/2007	Run Off Election fo...	Counted	Polling Place
08/07/2007	Humphreys Count...	Counted	Polling Place
11/07/2006	NOVEMBER 2006 ...	Counted	Polling Place
06/06/2006	Democratic Primar...	Counted	Polling Place
11/02/2004	General Countywi...	Counted	Polling Place
11/04/2003	General Countywi...	Counted	Polling Place
08/26/2003	Primary Run-off	Counted	Pollina Place

Details

SEMS Updates

System Configuration

- Precinct Name is now an option when creating Flex Labels.



SEMS Updates

State Agency(DOH)

- **Non-survivors of merges were showing when Processing Deceased Records in State Agency. Now only the survivor records are available for processing on the Processed Deceased screen.**



DELBERT HOSEMANN
Secretary of State



Questions /Answers



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