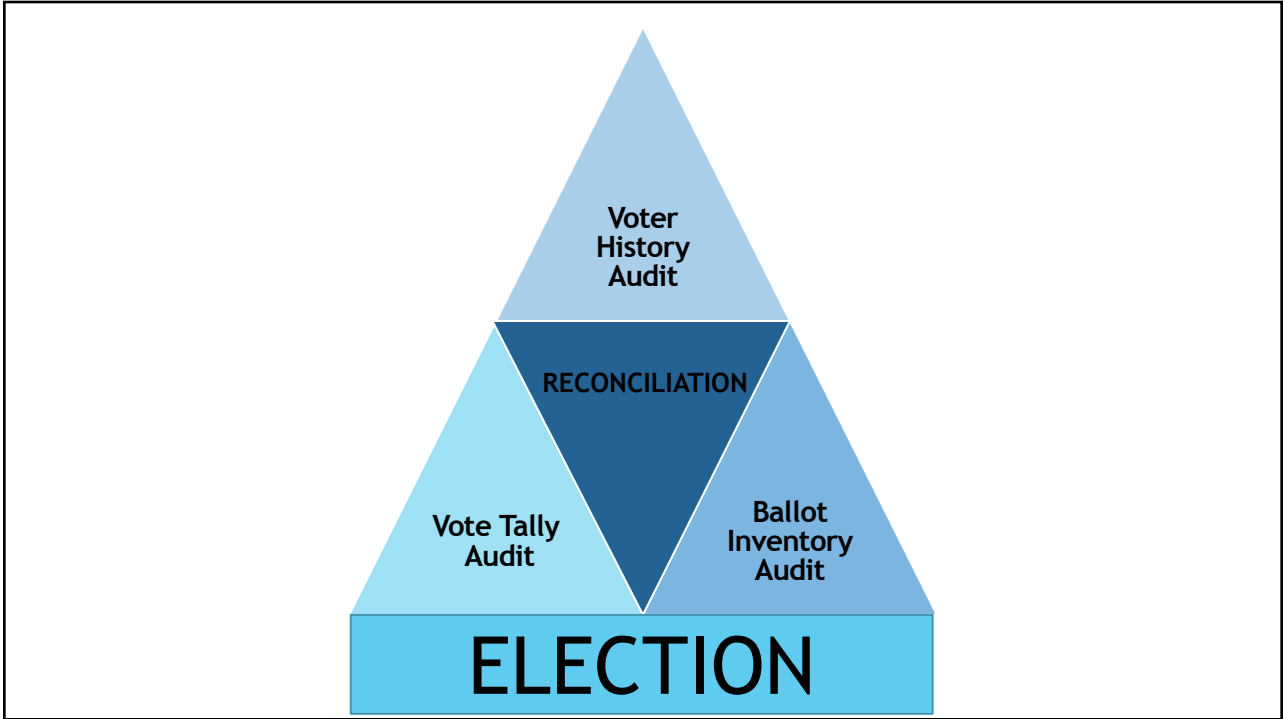


1



2

Before the Election: Preparing For Your Election With An Audit In Mind

Ballot Styling

- Primary Election ballots with party color band for sorting (just a suggestion).
- Precinct location and size easily visible to the tired sorting eyes.

Absentee Processing alternatives of Absentee Precincts or Absentee Batches

- What is an Absentee Precinct?
- Abstract
- Set up first in Streets & Districts then set up as a District in Election Setup.
- Candidates and statisticians

- What is an Absentee Batch?
- Notify SOS
- Reports

3



4

After the Election: Storing Your Ballots With An Audit In Mind

Ballot Storage

- By Precinct
- By Vote Type
- Separate by colored paper
- All boxes clearly marked

Spoiled Ballots

- Clearly marked
- Keep where it is easily accessible for audit

Ballot Inventory

- If audited, will need to see:
 - Printer invoice or Air Ballot printed report with number of ballots printed
 - Chief Judge Report for precincts audited
 - Unopened ballot pads
 - Unused ballots
 - Additional ballots (such as Touch Writer or Relia-Vote)
 - Test ballots
 - Spoiled Ballots
 - Surrendered Ballots

5

Preparing For The Audit Draw:

Prior to Draw

- Emailed copy of approved canvass by deadline, hard copy mailed
- Have poll worker volunteers lined up
- Discuss a plan with your Sheriff on impounding ballots if drawn

If Drawn

- We contact the County Clerk
- We contact the County Sheriff

Day of Audit

- SOS Team Lead meets with Sheriff to receive possession of impounded ballots
- Team Lead will open boxes and remove ballots

6

Audit Step 1: Vote Tally Audit Overview

Sorters

--SOS Team Lead or SOS employee directs sorting process

Talliers

--Team Lead or SOS employee along with a Democratic & Republican representative tally

Reconciliation

--Tally Sheets vs. Canvass by Precinct and Vote Types

7

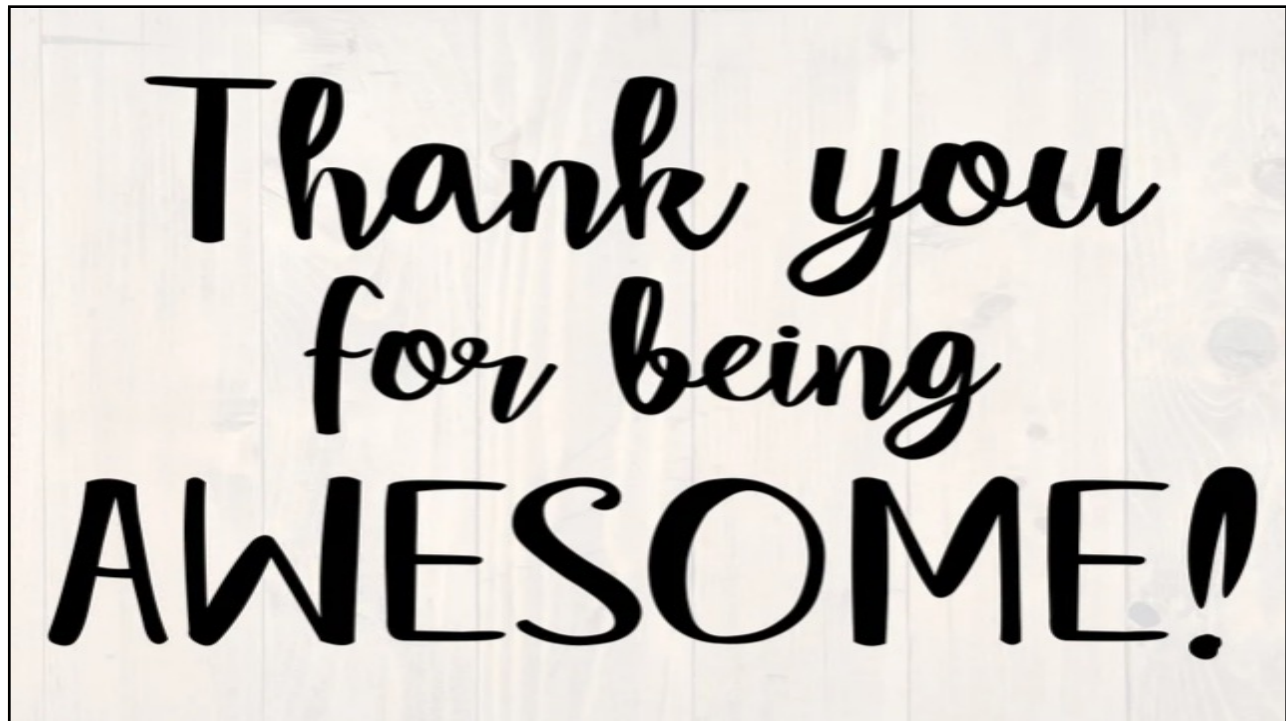
Audit Step 2: Ballot Inventory Audit Overview

Reconciliation

- Beginning ballot inventory vs. total of voted ballots, by Precinct and Vote Type
- Printer invoice or Air Ballot printed report with number of ballots printed
- Chief Judge Report for precincts audited
- Unopened ballot pads
- Unused open ballot pads
- Additional ballots (such as Touch Writer or Relia-Vote)
- Test ballots
- Spoiled ballots
- Surrendered ballots

- Absentees audited in counties with ballot count under 2,100
- will need accounting for how many absentee's were sent, returned, unreturned, spoiled, and rejected

8



9

Step 3: Voter History Audit Overview

1. Gather the total number of ballots cast via Live Results and/or your Abstract
2. Gather the total number of voter history recorded by vote type and precinct
3. Steps to finding missing voter history
 - a. Process EDR (Epoll book upload)
 - b. EDR Voting History
 - c. Absentee Missing History
 - d. Pending Review (Address Pending and DMV Review)
 - e. Compare Absentee History to Absentee list of Returned/Valid
 - f. Pollbook compared to precinct count
 - g. Compare poll book to Voting History Log to check for voters missing history
 - h. Full Voter Export with vote history for this election (check for duplicates)
4. Add or delete history

10

In Live Results, or from your Abstract, write down the number of Ballots Cast.

The screenshot shows the 'Live Results' interface for the 2022 General Election. It features a navigation bar with steps: 1 Data, 2 Generate/Preview, 3 Push to state, and a plus sign for More Options. A 'Manual Data Entry' button is highlighted. On the right, an 'ELECTION INFORMATION' sidebar contains a table with the following data:

ELECTION INFORMATION		
ELECTION ID: 124		
2022 General Election		
11/08/2022		
CONTESTS		
TOTAL	VOTES FOR EDITED	NAME EDITED
22	0	0
CANDIDATES		
TOTAL	WITHDRAWN	NAME EDITED
45	0	0
VOTER TURNOUT		
MANUAL REGISTERED	BALLOTS CAST	
7368	4298	
PRECINCTS REPORTING		
REPORTED	NOT REPORTED	
14	0	

11

Next, go to Voting History Totals in Voter Central to pull a report of voting history totals attributed broken down by Vote Type and Precincts.

The screenshot shows the 'Voting History Totals' configuration interface in 'Voter Central'. The interface includes a sidebar with navigation icons and a main panel with the following settings:

- Show Columns:** Party, Status (checked), Age Group, Gender, Ethnicity, Ballot Style, Date Voted, Vote Type (checked).
- Voter Statuses:** Active, Removed (dropdown).
- Show Rows:** Counties, Precincts (checked), Precincts & Splits, Districts & Precincts, Districts, Precincts & Splits, Districts.
- Allow Grouping:** Allow Grouping (checked), Disable Grouping.

Buttons for 'CLOSE' and 'RUN REPORT' are visible at the bottom of the configuration panel.

12

Compare your total of votes listed here under Vote Type Total to your Live Results and/or Abstract. If the numbers are off, compare the vote types and precincts to your abstract to try to pin point where the inconsistency is so we can start checking there first.

VOTER CENTRAL 1.22.23 11:20:56 FREMONT 11/08/2022 - 2022 General Election LAUNCHPAD SPERRY

Voting History Totals

Drop Filter Fields Here

Status ↑ Vote Type ↑

County	Precinct	ACT			ACT Total	REM		REM Total	Grand Total
		A	E	R		A	E		
	001 - ISLAND PARK	129	37	269	435			435	
	002 - EGIN	12	27	355	394			394	
	003 - PARKER	14	10	247	271			271	
	004 - ASHTON 2	32	16	254	302	1		303	
	005 - ASHTON 1	24	7	201	232			232	
	006 - WM RVR / DRMND	44	25	354	423			423	
FREMONT	007 - ST ANTHONY 3	16	18	303	337			337	
	008 - ST ANTHONY 1	29	28	399	456			456	
	009 - ST ANTHONY 2	16	11	212	239			239	
	010 - CHESTER TWIN GROVES	31	21	342	394		1	395	
	011 - WILFORD	21	16	383	420	1		421	
	012 - TETON	17	7	224	248			248	
	013 - NEWDALE		2	144	146			146	
FREMONT Total		385	225	3,687	4,297	2	1	4,300	

Page 1 of 1 (14 items)

13

AND THE SEARCH BEGINS!!!



Using Fremont as an example. Their totals were:
 Live= 4298
 A=387 E=226 R=3446 = 4059
 Missing History=239

14

First, if your county used electronic poll books, check Process EDR to see if all the uploaded voters were processed.

Assigned To	Date Added	Image	Voter ID	Application ID
	10/24/2022			111397172
	10/25/2022			111363513
	10/25/2022			111397365
	10/26/2022			111397282
	10/26/2022			111363724
	10/27/2022			111363812
	10/27/2022			111397314
	10/27/2022			111397177
	10/28/2022		111363932	111363942
	10/31/2022			111364143
	10/31/2022			111397313
	11/01/2022			111307187

15

Next, go to EDR Voting History and check to see if there are any voters in Vote Type Unknown or in Vote Type Known and process these to add history.

Vote Type	Voter ID	Last Name	First Name	Middle Name	Suffix	Voter Status	County	Precinct	Precinct Label	Registration Date	Registration Source	Original Registration Date	Original Registration Source
R	111073399	HORKAMI	HANSEN	DEAN		ACT	FREMONT	007	ST ANTHONY 3	11/08/2022	EDR - Paper	11/03/2020	EDR - Precinct Central
R	111074795	LOCHART	MARJAH	LYNN		ACT	FREMONT	007	ST ANTHONY 3	11/08/2022	EDR - Paper	11/03/2020	EDR - Precinct Central

16

Check Missing Voting History in the Absentee Module by going to Reports and then Missing Voting History.

The screenshot shows the 'Missing Voting History' report in the Absentee Module. The interface includes a navigation sidebar on the left and a top header with 'Absentees' and 'Missing Voting History' tabs. The main content area displays a table with the following columns: Voter ID, Last Name, First Name, Middle Name, Voter Status, Precinct, Absentee Status, Absentee Code, Date Returned, Operator, and Return Batch. The table is currently empty, showing 'No data to display'.

17

Check in Pending Review to see if there are any in Voter Pending Addresses and in DMV Mismatches.

The screenshot shows the 'Voter Pending Addresses' and 'Applications with DMV Mismatches' reports in the Voter Central interface. The 'Voter Pending Addresses' report is currently empty, showing 'No data to display'. The 'Applications with DMV Mismatches' report shows two entries with DMV mismatches highlighted in yellow:

Assigned To	Date Added	Image	Verified	Status	Date Added	Voter ID	Application ID	Birth Date	Name	US Citizen	SSN Match	Party	Status	Registration Source	Date Received	Notes
	11/21/2022						111391217		APP: BRINN NICOLE THAYNE DMV: BRINN NICOLE THAYNE			Unaffiliated	NEW	EDR - Paper	1/17/2023	REVIEWER NOTES + Add
Bonita Sutton	11/21/2022					111395311			APP: GABRIELA HEREDIA CLARK DMV: GABRIELA HEREDIA CLARK			Unaffiliated	NEW	EDR - Paper	1/16/2023	REVIEWER NOTES + Add

(43-2= 41 remaining)

18

Compare the Absentee history total in Voter Central to Absentee Advanced Search for absentee's that may be mismarked. Should be marked as Returned/Valid.

The screenshot shows the 'Absentee Advanced Search' interface. It displays a list of voters with columns for Voter ID, Name, Address, Election Date, and Status. The status column includes 'RETURNED' and 'RETURNED (Duplicate)'. A yellow highlight is placed on the 'RETURNED' status for one of the voters.

Voter ID	Name	Address	Election	Status
001044932	MAX DANIEL ROMRELL	455 S PINECREST #418 MESA AZ 85206	11/08/2022 (1)	RETURNED
010546055	DEBORAH DIANE ROSS	2813 N RIVER RD ST ANTHONY ID 83445	11/08/2022 (2)	RETURNED (Duplicate)
010546055	DEBORAH DIANE ROSS	2813 N RIVER RD ST ANTHONY ID 83445	11/08/2022 (7)	RETURNED
001044931	LORI ANDERSON ROST	P.O. BOX 311 ISLAND PARK ID 83429	11/08/2022 (1)	RETURNED
001044930	SANDY JEAN ROWBURY	ADDRESS UNKNOWN 340 N 2225 E CT ANTHONY IN 47406	11/08/2022 (1)	RETURNED

19

The next step would be to break down your voters who received history by vote type and precinct. It is helpful to run an Excel and do an alpha sort. This makes it easier to compare your poll book to this alpha list to find voters that do show on your poll book as having voted but are not listed as having vote history in Tenex.

The screenshot shows the 'Voter Central' interface with a detailed list of voters. The list includes columns for Voter ID, Name, Address, Precinct, and Vote Status. A yellow highlight is placed on the 'VOTED' status for one of the voters.

Voter ID	Name	Address	Precinct	Vote Status
002300028	DAVID ABBOTT	500 215-001	ISLAND PARK	VOTED
002300029	MARIBETH ALDER	500 215-001	ISLAND PARK	ABSENTEE VOTED
002300030	JOHN ALDER	500 215-001	ISLAND PARK	ABSENTEE VOTED
002300031	GORDON ALLMAN	500 215-001	ISLAND PARK	ABSENTEE VOTED
002300032	DOUG BACKSTROM	500 215-001	ISLAND PARK	ABSENTEE VOTED
002300033	JANE BAKER	500 215-001	ISLAND PARK	ABSENTEE VOTED
002300034	MARCELL BALDWIN	500 215-001	ISLAND PARK	ABSENTEE VOTED
002300035	CAROL BALDWIN	500 215-001	ISLAND PARK	ABSENTEE VOTED
002300036	MARIAH BARNETT	500 215-001	ISLAND PARK	ABSENTEE VOTED

20

Lastly, if you are over on your voter history total compared to your abstract, you could run a Full Voter Export File of only voters who voted in this election. You can sort alphabetically by last name, first name and pull the date of birth field over so that you can look for any duplicate voters that may be affecting your voter history totals.

VOTER CENTRAL 1.22.12.115205 FREMONT

Full Voters Export File

Select File Format:
Public Records Request CSV File

Select Columns:
Include Birth Year:
Include Date of Birth:
Include Last 4 SSN:
Include Status:
Include Status Reason:
Include Gender:
Include Phone Number:
Include Email Address:
Include Registered Party:
Show Address in a Single Field:
Include Mailing Address:
District Type:

Voting History:
2022 General Election - 11/08/2022

Include All Voters
 Include voters voting in any selected election
 Include only voters voting in all selected elections

Absentees:
Polling Location:
Filters:

21

Adding Vote History....

VOTER CENTRAL 1.22.12.115205 FREMONT 11/08/2022 - 2022 General Election LAUNCHPAD 11 SHERYL

Scan Voting History

Book/Source # Page # Total STOP

VOTER CENTRAL 1.22.12.115205 ADA 03/09/2021 - March 2021 Election

Scan Voting History

Book/Source # Page # Total STOP

010571451 SEARCH

View Voter Images
SHERYL LYNN MILLARD VOTER ID: 010571451 ACTIVE 03/16/2021
RESIDENCE ADDRESS: 5781 W CAVENDALE DR EAGLE, ID 83616 DOB: PARTY: REP

Sheryl Lynn Millard

1 of 1 (3/16/2021 1:24:50 PM) CANCEL RECORD HISTORY

22

Removing Voter History.....

The screenshot shows the 'Voter Central' application interface. At the top, there's a navigation bar with 'VOTER CENTRAL', user 'ADA', and status 'Active'. Below that, a breadcrumb trail shows 'HISTORY' and 'DELETED HISTORY'. The main section is titled 'Voting History Log' and includes search filters for '010571451', 'Book Source', 'Vote Type', 'Precinct', 'Date Range Start', and 'Date Range End'. A search button is visible. Below the filters, a table lists voting records. The first row is highlighted with a yellow 'X' over the 'Voter ID' and 'First Name' columns, indicating it is the record to be removed.

Vote ID	First Name	Last Name	Ballot Choice	Ballot Style	Voter Party	Vote Type	Vote Date	Vote Location	County	Book Source	Page	Operator	Date Recorded	Precinct
010571451	SHERYL	MILLARD		1403-A	A		10/26/2022		ADA		0	Adriana Archila	10/26/2022 04:06:36 PM	1403

23

YAY!!! You did it!!!

A large, smiling thumbs-up emoji is centered on the slide, signifying success.

Now onto the next election!

24

This Job Aid can be found in the Solutions Library in
HelpDesk under the Voter Central folder and the title is:
Auditing Vote Count to Voter History

Feel free to contact me for assistance.

Sheryl Millard