

APPLICATION ENTERING PROCEDURES FOR PRESIDENTIAL PRIMARY ELECTION- No Party Preference (NPP)/Decline to State (DTS)

Applications are entered into the Absentee File by data entry or Wanda. Reports and envelopes are run by Computer Services and delivered to the Absentee Section for processing. For a **Primary Election**, state law allows **NONPARTISAN/DECLINE TO STATE** voters the choice of either a nonpartisan ballot or they may choose an official ballot for any party that has permitted “unaffiliated” voters, or voters not registered with a recognized political party, to vote for their candidates.

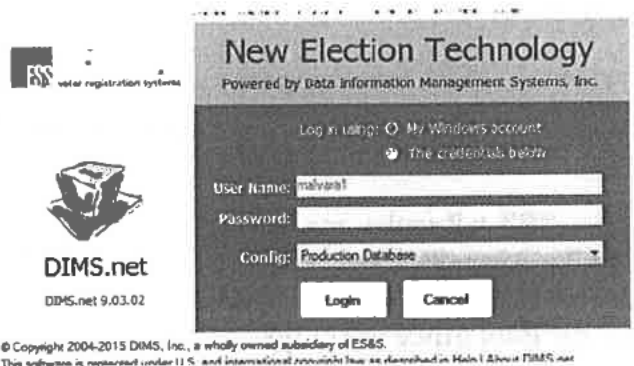
I. COMPUTER INSTRUCTIONS TO LOG ON:

To turn computer **ON** press **Master Key** and button on CPU (on desk/floor) to turn off press Master key.

USER NAME: (will be given to you by supervisor), press Tab key.

PASSWORD: (will be given to you by supervisor; will not show on screen), press Tab Key.

Click on Start on the bottom left hand corner of screen, select **DIMSNET**. You will get another window box (**NEW ELECTION TECHNOLOGY – DIMS –NET**) on screen, now your User Name should be there in that field under Log in using: “My Windows account” the button should be click, press Login. Now you are ready to start.



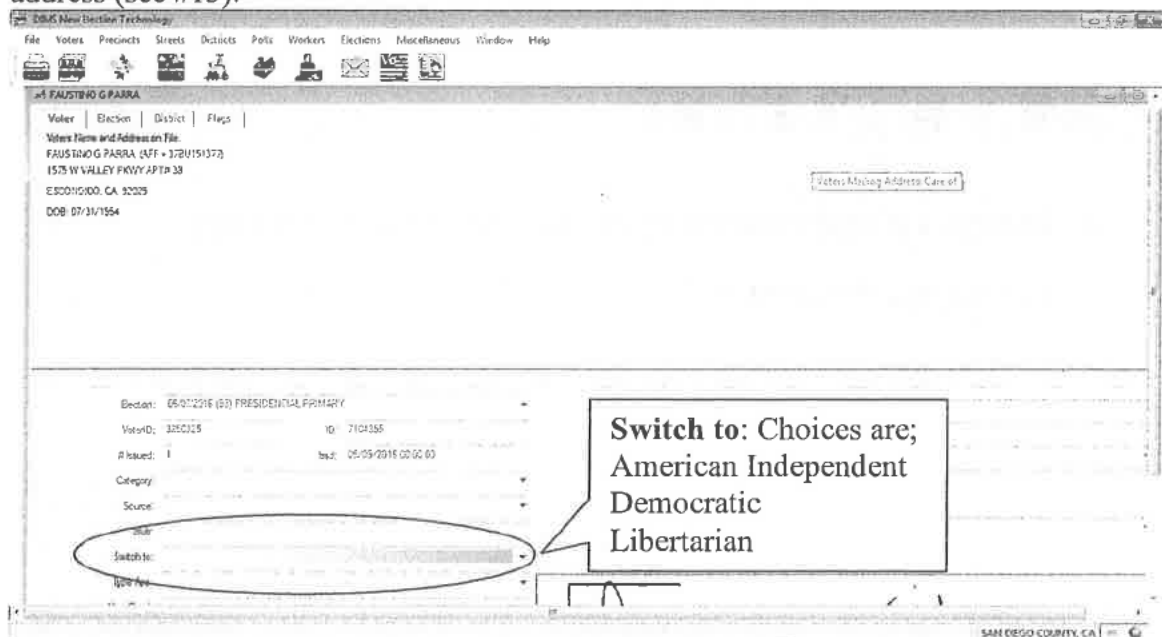
Use mouse to click on **ENVELOPE ICON** window. (To enlarge screen click on center box between – and X in top right corner. If you can't see it use the scroll bar to bring to top)



A. ENTER VOTER'S INFORMATION INTO ABSENTEE FILE:

1. Type last name, Tab
2. Type first name (if common name enter middle initial and/or date of birth-DOB) then press Enter Key.
3. You will see a listing of names, addresses, etc. Check for the same name and address that is on the application. If not found **by Name**, **CLICK** on “**BY ADDRESS**” tab. Type in House #, Tab to Street Name, type in Street Name, Tab and type in street type (i.e. ST, AV, LN, DR, RD, etc.), then press Enter Key.

4. Use the **up/down arrow keys** (or the mouse) to locate the voter. The blue line is the cursor. If correct name, address, and **Date OF Birth** (make a check mark by date of birth on application) are the same as on the application, press Enter Key.
5. If the applicant is not registered or not registered at that address, refer to part **III Ineligible Voter**.
6. After your first entry a box will appear that says **“Select Default Election, 06/07/2016 (98) Presidential Primary Election Yes or No”**. Always click on **YES**. This is vital. If you do not, you will not be entering in the correct file and voters will not get a ballot.
7. If a voter’s record is highlighted in **black**, this record is a Fatal Pend and it cannot be entered. Check the voter’s pend status. To access the voter’s record, press the Enter Key. A box appears **“Voter is not active. Access voter’s record? Yes or No.”** Always click on **YES**. This allows you access to the voter’s record. Click on the **“FLAGS & MISC. TAB”** click the **“Pend Codes”** button. A reason codes will appear, check on right side for type of pend. If the pend is **“State Id/Confirm or Provide Id”**, write **“FP”** (fatal pend) in upper left hand corner and your initials. Set this application aside and give to supervisor for further action. **DO NOT PUT IN YOUR BATCH**. If voter’s name and address do not match what is on file, this will be an **NR**. Place applications in basket labeled NR (at end of day). **DO NOT PUT IN YOUR BATCH**.
8. After the voter’s record appears on screen, **NOTE:** a warning may appear, please click **YES** to continue. Check again that you have the correct name and address, top left hand corner. Make a red check mark by name and address on application.
9. If all is correct enter Category Code (i.e. **“R”** = Regular, mailed in San Diego County, **“C”** = Mailed out of San Diego County, **“A”** = Airmail), Tab.
10. Enter Source Code: **“M”** = Mail (**“O”** for front office use only).
11. If a **SWITCH TO** box appears see (#12). Tab to OK, unless there is a different mailing address (see #13).



12. Enter the party written on the application, (i.e. R = Republican, D = Democrat) if nothing is written, tab past the box, the voter will get a non-partisan ballot. Tab to OK, unless there is a different mailing address (see #13)
13. If the ballot is to be mailed to an address DIFFERENT THAN REGISTERED ADDRESS OR CURRENT MAILING ADDRESS/PO BOX # ON FILE (in top right section of screen). Then tab to "**Mailing Add**" box, press Enter Key, to type in address.
 - Cursor will be at Address Line. If an in care of line is needed, use the SHIFT/TAB key to back up one line. Type C/O on the first line. The first line is used only for in care of or for a very long addresses. Do not type the voter's name in the in care of line.
 - 2nd line, type Street name or PO Box, Tab.
 - 3rd line, type City, Tab.
 - 4th line, Type State, Tab, type Zip Code, Tab, Country (only to be used if going to another country), Tab to OK (box will be highlighted), then press Enter Key.
 - Do Not use any punctuation in the address. Always type PO Box (space) number.
14. If there is a mailing address on the affidavit file and the voter wants his/her ballot mailed to his/her registered address, you **must** type in the registered address in the Mailing Add area.
15. Double-check your entry. If all is correct, Tab to **OK** box, press Enter Key. A box or small window will appear saying Dims Net and will give a Transaction #. With a red pen write the Transaction # and your initials in upper right corner of application.
16. Turn application over so it stays in numerical order.
17. **OK** will be highlighted, press Enter Key. You are now ready to enter the next application.

B. COMPLETE ENTERING FORM AND FILE:

1. After you have completed entering applications for the day, rubber band all your applications and fill out "Applications Entered"(green) form.
2. Place batch in designated tray (to be verified) and snags in appropriate baskets.

II. COMPUTER INSTRUCTIONS TO LOG OFF:

- A. **CLICK** on **X** box at top right.
- B. **CLICK** on Start Button lower left corner (Microsoft symbol), click on shut down box-bring down the menu and select "Log off".
 1. At break times or anytime you are not using the computer Log-Off. At the end of your break, click on the start button, then on DIMSNET and start over again.

2. **If at any time your computer locks or you have any problems with the computer, tell your supervisor immediately.**

III. INELIGIBLE VOTER (SNAG CODES):

A. On the screen are different color highlights, each one has a code.

1. White – Active (enter)
2. Yellow – Inactive (refer to cancel codes)
3. Red – Canceled (refer to cancel codes)
4. Pink – Pending (enter)
5. Black – Fatal Pend (give to supervisor), If the pend is not State Id/Confirm or Provide Id, write NR and place in the NR basket

The following inactive/cancel codes may be restored if the **address and the birth date are the SAME**. To see the cancel code you need to open the file. If the registration is to be restored, write on application “restore, affidavit number and cancel code”.

- 53 or 3 – Voter notification card returned
- 89, 71, 59, 39 or 9 – Purge
- 88, 72, 62, 38, 22 or 12 – Undeliverable mail
- 68 or 18 – Address change from purge card
- 69 or 19 – Cancel from roster
- 74 or 24 – Purge cancel, mailing address

B. NR – Voter Not Registered:

1. If voter is not found by name or address (be sure to check the address file), write on application with red pen **NR** (Not Registered).
2. Place applications in basket labeled NR (at end of day). **DO NOT PUT IN YOUR BATCH.**

C. NRH – Voter Not Registered Here (Voter not Registered at the address listed on application):

1. Write registered address from file on application along the left side.
2. Place application in basket labeled NRH (at end of day) **DO NOT PUT IN YOUR BATCH.**

D. DUPE – Voter already sent an absentee ballot:

1. If you get a window message “Warning. This voter has already received an AV Ballot”, press Enter Key for OK.
2. A second window message will appear with “Rejection Notice”, press Enter key for “No”. If earlier than today’s date, then it is a duplicate. If same as today’s date, note the transaction number and check to see if you have already entered it. See supervisor.

3. If a **SWITCH TO** box appears check to see if the ballot issued to the voter is the same party as on the application. If different, write "Diff Party" and give to supervisor. (A second ballot will be mailed).
4. Check mailing address to be sure the ballot was mailed to the address the voter listed on the application. If different, write "Diff Mail Add" and give to supervisor. (A second ballot will be mailed).
5. If the party choice and the mailing address are the same, write on the application "DUP" and category code. Place application in appropriate dup basket at the end of day. **DO NOT PUT IN YOUR BATCH.**
6. If the voter has signed another person's application (i.e. wife or husband) the original application must be checked. Give application to supervisor. If it is not a duplicate, the voter who has not received a ballot will need to be entered. Transaction number goes on the application of person who signed the application. Disregard pre-printed name.

Appentnt 04/26/2016

