

INSTRUCTIONS

ENTERING ABSENTEE AND PROVISIONAL BALLOTS

- Log on to computer
Username: RVGENRED Password: June_2016
- Start button go to RED Envelope Icon-click on it
- The screen is ready to enter sequence number
- Enter Sequence Number (When the number is preceded by zeros, it is not necessary to enter the zeros.)
- Enter the total number of provisional ballots or if none enter zero.
- Enter the total number of absentee ballots or if none enter zero.
- Enter if ok, C (Clear) if not ok.
- If the sequence number has been entered in error, a message will appear "Precinct Already Entered", type over the total if incorrect. Enter to accept the correct totals.
- Post Office Pick-up, go to drop down menu click on Post Office Ballots.