

**Elections Management Portal (EMP)
for non-QVF users**



Michigan Department of State
Bureau of Elections

May 2016

Elections Management Portal (EMP) - Table of Contents

This manual is for non-QVF users who are required to use the Elections Management Portal (EMP) to track absentee ballot activity. The Elections Management Portal also allows the look-up of registered voters throughout the State, the ability to generate a ballot for military and overseas voters, and provides for the download of the Electronic Pollbook software and upload of the EPB Voter History file. This manual may be found on the Bureau of Elections website at www.michigan.gov/elections - [Information for Election Administrators](#).

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Introduction to the Elections Management Portal

The Elections Management Portal (formerly known as state-wide look-up) was modified in August of 2012 to give jurisdictions unable to access the Qualified Voter File (QVF) or QVF Lite the ability to track absentee ballot activity. This modification was in response to the federal Military and Overseas Voters (MOVE) Act and the requirement that all military and overseas voters be allowed to check their absent voter status through a free access system. Using the Michigan Voter Information Center (MVIC – www.michigan.gov/vote) all voters may track the status of their absent voter ballot as long as local jurisdictions have entered that information into the QVF, QVF Lite, or the Elections Management Portal (EMP). As of August 15, 2012, local jurisdictions are required by PA 270 of 2012 to enter absent voter application and ballot activity for all absent voters into one of these sources.

Key Points

- ☆ *Ability to Search for Voters Registered within the Jurisdiction as well as State Wide*
The EMP allows for use of the internet to search the QVF database to locate any registered voter within the State.
- ☆ *Ability to Track Military and Overseas Status*
Military and overseas voters require extra identification. The EMP allows the recording of the data required to be reported for military and overseas voters by the Election Assistance Commission (EAC).
- ☆ *Ability to Generate a Ballot for a Military or Overseas Voter*
Military and overseas voters must be sent some form of ballot 45 days prior to an election if requested more than 45 days prior to an election. The EMP can be used to generate an emailable ballot to send military and overseas voters who have requested their ballot via email. **In addition, the EMP ballot may be printed to fax or postal mail a ballot when precinct ballots are not available in time.**
- ☆ *Ability to Track All Absent Voter Activity for Each Election*
Jurisdictions without QVF or QVF Lite access are now required by law to enter absent voter activity into the QVF database. The EMP allows jurisdictions without QVF or QVF Lite to use the internet to comply with this requirement.
- ☆ *Ability to Run Various QVF AV Reports*
As in QVF, the EMP allows a jurisdiction to print absentee ballot reports to show the information entered into the ballot tracking application.
- ☆ *Ability to Import and Export the Electronic Pollbook Software*
Jurisdictions without QVF or QVF Lite access may use the EMP to download the Electronic Pollbook software for use on Election Day. In addition, those same users may upload the EPB Voter History file directly into the EMP.
- ☆ *Ability to View the QVF Street Index*
Jurisdictions may view the QVF street index for the entire state in the EMP.

Important Considerations

Use of QVF, QVF Lite, or EMP to track all absentee ballot activity is now **required by State law**. The EMP is being provided to jurisdictions without QVF or QVF Lite to enable compliance with this law. In addition, military and overseas voters must be properly tracked by federal law.

The EMP ballot is generated by the QVF E-Wizard. The E-Wizard is where all candidate and proposal information is entered into QVF for the EMP to create a usable ballot in the event ballots are not available by the MOVE Act absentee ballot issuance deadline. If errors are found, contact your County Clerk immediately. And always remember that the **EMP ballot should be used when regular ballots are not available** 45 days prior to the election.

More information on military and overseas voters and the MOVE Act can be found in the [Military and Overseas Voters Manual](#).

Logging into the System

Using your internet browser go to www.mi.gov/emp and log into the Elections Management Portal (EMP). If you do not have a user name and/or password or your account has become inactive, contact the QVF Help Desk at 1-800-310-5697 for assistance. If you have entered your username and/or password incorrectly five times in succession, the EMP will lock your username's access for thirty minutes.

To login to the EMP:

1. Enter the url into the browser
2. Enter the Username and Password
3. Click Login or press Enter

Hint: Bookmark this webpage for future access.

Username and Password

Help: If you have forgotten your Username or Password, simply click on the "Forgot Username" or "Forgot Password" links to the right of the fields. Your username will be sent to your Merit election email account.



Searching for Voters

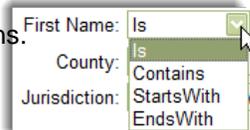
The EMP allows a jurisdiction access to the State of Michigan voter registration database (QVF). Portions of all registered voters records may be viewed. This can be a helpful tool for various voter registration functions as well as assisting voters in finding where they are registered to vote when they are not found in your jurisdiction. In addition, the EMP gives access to a jurisdiction without QVF or QVF Lite to their voter database.

To look up the voter:

1. Select Status Criteria
2. Enter Search Criteria
3. Click Search
4. Click the arrow to the left of the voter's name to expand the selection or click the correct voter's name to display all information

Important Note:

When searching, use the drop down (shown below) to limit or expand search options.



Department of State
 Ruth Johnson, Secretary of State

Michigan.gov Home | SOS Home | Site Map | FAQ | Online Services | Forms | Contact SOS

Elections Management Portal

Welcome, VANDERROESTV | Cloned as: FVSULKANENE09460
 Exit Cloning
 Inbox: 161 | My Profile | Sign Out

1 Status Criteria

Active Challenged To Be Verified
 Cancelled Rejected Perm AV's Only

2 Basic Search Criteria

VoterID/DLN: County:

Last Name: Contains mcq Jurisdiction:

First Name: StartsWith g Ward/Precinct:

Middle Name: Is District Type:

DOB: District:

3 Search Clear

Full Name	DLN	DOB	Status	Perm AV
4 MCQVF, GARY OWEN	M357888999444	11/08/1942	V	
MCQVF, GAVIN REED	M777777777777	06/20/1982	A	
MCQVF, GEORGE DAVID	M456789123012	04/01/1934	A	

Voter Information

Selection of the voter brings up a variety of information regarding the voter's registration and status.

Review the screen:

- Voter Status
- Voter information
- UOCAVA Status – if the voter is a military or overseas voter that status will be listed
- Clerk Information
- Permanent Polling Location Information
- Upcoming Election – the next election the voter is eligible for will be listed including an alternate polling location in the event of consolidations or temporary changes
- District Information

Elections Management Portal

Welcome, VANDERROESTV | Cloned as: FVSULKANENE09460
 Exit Cloning
 Inbox: 161 | My Profile | Sign Out

Edit
Signature
Dymo Label
MOVE Ballot

a Voter Status: Active

Status Reason:

Voter ID: 4001209416	DLN: M456789123012
Full Name: GEORGE DAVID MCQVF	DOB/Age: 4/1/1934 80
County: ONTONAGON	Jurisdiction: BOHEMIA TOWNSHIP
Registered Date: 12/9/2002	Precinct: 00001
SSN4:	Eff. From: 1/6/2003
ID Confirmed: Y	Through Date:
Gender: M	MVIP: N

School District: ADAMS TOWNSHIP SCHOOL DISTRICT - 01890
 Address: 4102 WOLF CREEK ACRES RD TOIVOLA MI 49965
 Mailing Address:
 Email: Permanent AV:

c UOCAVA Status

None
 Military
 Overseas Civilian
 Overseas (Legacy)

Clerk, Polling Location and Election Information AV Information

<p>d Clerk Information</p> <p>Name: ELSIE SULKANEN Title: CLERK Address: 572 ROUSSEAU RD MASS CITY, MI 49948-9738 Phone: Fax: Email: MERIT Email: bohemia-tw@miqvf.org</p>	<p>e Permanent Polling Location</p> <p>Location: ROUSSEAU TOWN HALL Address: 572 ROUSSEAU RD MASS CITY MI 49948 Contact Person: ELSIE SULKANEN Title: CLERK Phone: 906-883-3466 Fax: Name: BOHEMIA TOWNSHIP</p>
--	---

f Upcoming Election Information

Description: OCTOBER TEST GENERAL	Contact Person: ELSIE SULKANEN
Date: 10/31/2013	Title: CLERK
Polling Location: ROUSSEAU TOWN HALL	Phone: 906-883-3466
Address: 572 ROUSSEAU RD MASS CITY MI 49948	Fax:
Precinct: 00001	

g District Information

County: ONTONAGON	School District: ONTONAGON AREA SCHOOLS
Jurisdiction: BOHEMIA TOWNSHIP	Intermediate School: GOGEBIC-ONTONAGON ISD
Ward:	Community College:
Precinct: 1	Library District:
Village:	Court of Appeals: COURT OF APPEALS DISTRICT 4
County Commissioner: 2nd District	Circuit Court: 32ND CIRCUIT COURT
State House District: 110th District	Probate District Court:
State Senate District: 38th District	District Court: 98TH DISTRICT COURT
US Congress District: 1st District	Municipal Court:
	Municipal District:

Editing Information in the EMP

Voter registration information must still be entered into QVF or QVF Lite. A jurisdiction without QVF or QVF Lite will still need to work with the County Clerk to enter and edit voter registration information. However, the EMP does allow a jurisdiction to edit information that pertains to military and overseas voters (UOCAVA) as well as add voters to a permanent absent voter list.

To Edit:

1. Click Edit
2. Enter Email address or check the Permanent AV box depending on the action being taken
3. Select the UOCAVA status (if necessary)
4. Click Save

Voter Status: **Active**

1 Edit Signature Dymo Label MOVE Ballot

Voter ID: 4001209416
 Full Name: GEORGE DAVID MCQVF
 County: ONTONAGON
 Registered Date: 12/9/2002

4 Save Cancel Signature Dymo Label MOVE Ballot

Voter Status: **Active**
 Status Reason:
 Voter ID: 4001209416
 Full Name: GEORGE DAVID MCQVF
 County: ONTONAGON
 Registered Date: 12/9/2002
 SSN4:
 ID Confirmed: Y
 Gender: M
 School District: ADAMS TOWNSHIP SCHOOL DISTRICT - 01890
 Address: 4102 WOLF CREEK ACRES RD TOIVOLA MI 49965
 Mailing Address:
 Email: Permanent AV:

DLN: M456789123012
 DOB/Age: 4/1/1934 80
 Jurisdiction: BOHEMIA TOWNSHIP
 Precinct: 00001
 Eff. From: 1/6/2003
 Through Date:
 MVIP: N

3 UOCAVA Status
 None Military Overseas Civilian Overseas (Legacy)

Other Options – Signature and Dymo Label

The EMP will display the voter's signature for use when comparing absent voter application and ballot signatures, petition signatures or simply for comparison with a new voter registration form.

To Display a Voter's Signature:

1. Click Signature
2. View the Signature that pops up
3. Click the X in the upper right hand corner to close the window

To Print an Address Label with a Dymo Label Printer:

Click the Dymo Label button (seen below):



If using, Internet Explorer 10, turn off ActiveX Filtering by selecting Tools – ActiveX Filtering.

Voter Status: **Active**

1 Edit Signature Dymo Label MOVE Ballot

Voter ID: 4001209416
 Full Name: GEORGE DAVID MCQVF
 County: ONTONAGON
 Registered Date: 12/9/2002

2 **3**

Voter's Signature

Signature

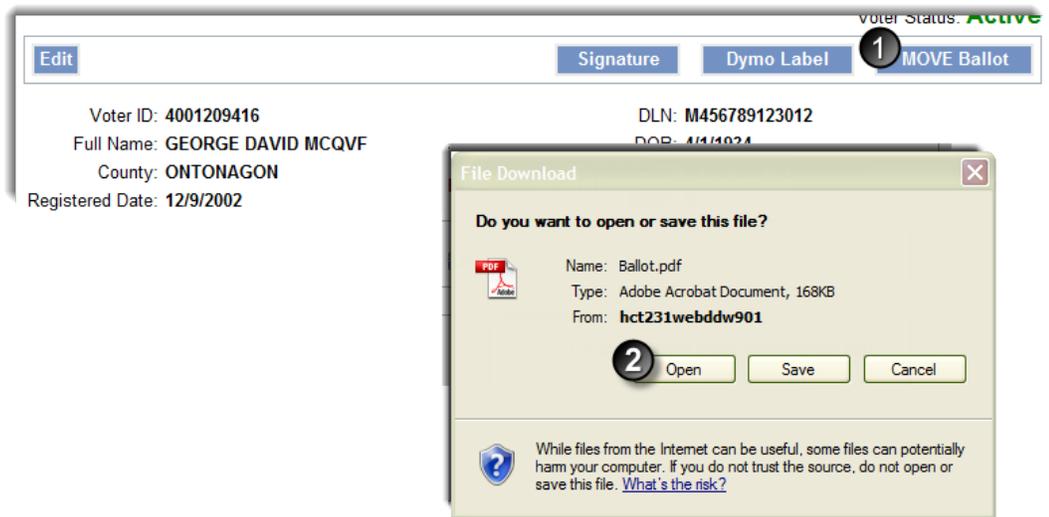
Fax: 517-645-0223
 Email: MARTHA.BENTON@CLERK@YAHOO.COM
 Phone: 517-645-0223

Generating a Ballot for a Military or Overseas Voter

For full instructions on Military and Overseas Voter ballot issuance, refer to the [Military and Overseas Voters Manual](#).

To create the EMP ballot:

1. In the voter's information screen, click MOVE Ballot
2. Click Open

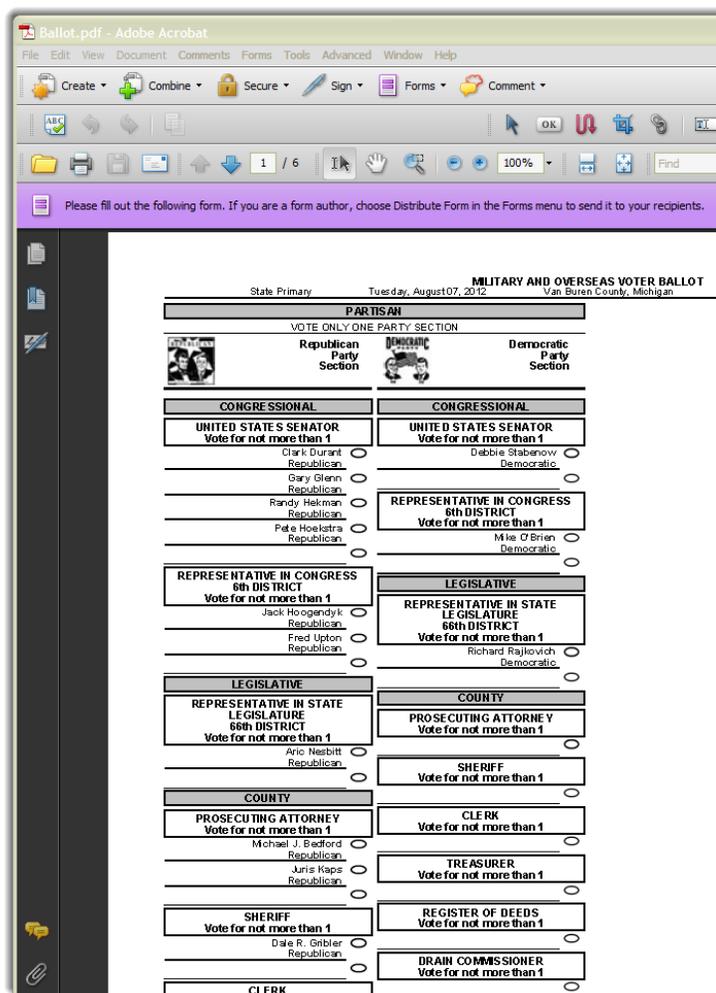


Reviewing the EMP ballot

The ballot, voting instructions, and voter signature certificate will be created into a single .pdf file, like the example to the right.

Review the ballot to ensure it is the correct ballot for the voter and the offices listed are correct. If an error is found, contact your County Clerk as they'll need to make the correction in QVF's E-Wizard.

See the next page for detailed instructions on how to print, fax, or email the .pdf ballot.



Printing or Faxing the EMP Ballot Request

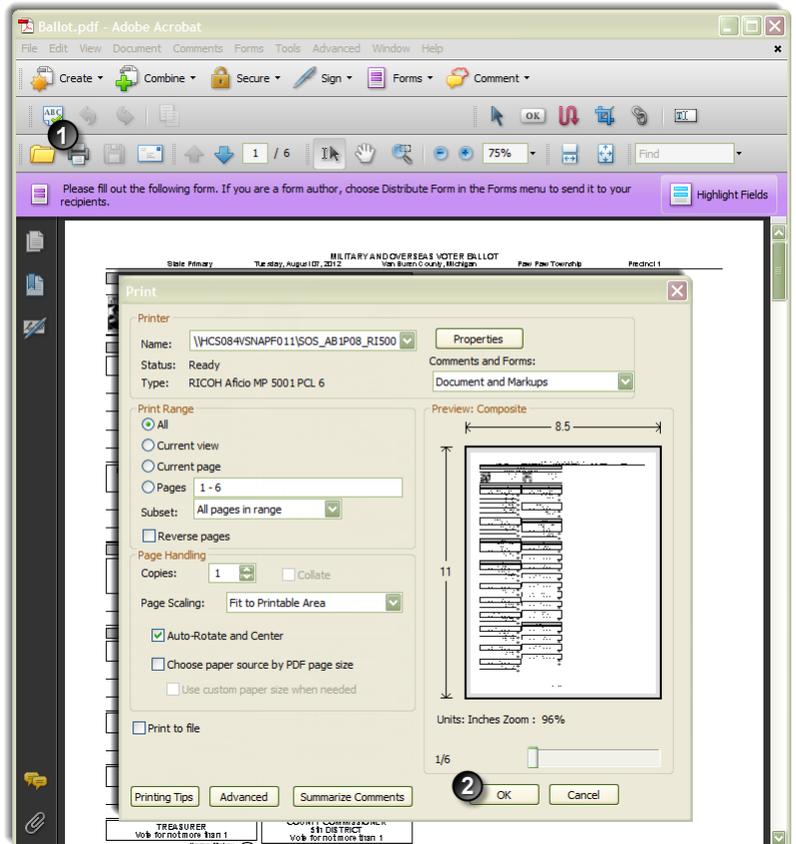
If a military or overseas voter has requested his or her ballot via **postal mail** but physical ballots provided by the County Clerk will not be available prior to the 45 day mailing deadline, simply print the ballot.pdf created in the Elections Management Portal. After following the steps provided on page 7, print the ballot by:

1. Click the Printer button 
2. Click OK

After the ballot has printed, place all six pages into a military/overseas absent voter ballot envelope, including the return military/overseas absent voter ballot envelope and mail to the voter.

If physical ballots are available follow regular absentee ballot issuance procedures.

If the military or overseas voter has requested his or her ballot via **fax**, follow the printing instructions above and fax all six pages to the telephone number provided by the voter. Ensure the ballot was transmitted and retain a copy of the confirmation page.



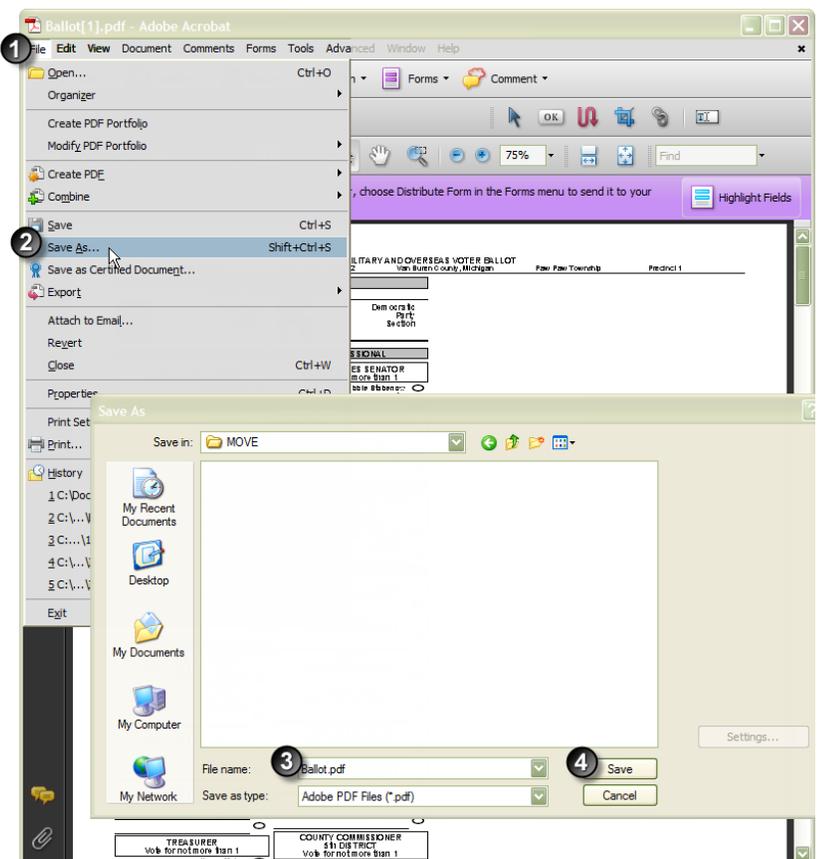
E-mailing an EMP Ballot Request

If the military or overseas voter has requested their ballot via email, follow the instructions below to prepare and send an electronic ballot to the voter.

To save the EMP ballot:

1. Click File
2. Click Save As...
3. Select a folder to save the ballot in and name the ballot for easy identification.
4. Click Save

Use MERIT email to email the ballot. Full instructions can be found in the [Military and Overseas Voter Manual for Election Administrators](#).



AV Information – Ballot Tracker

The EMP allows users the functionality of QVF to assist jurisdictions with issuing and receiving both absentee ballot applications and absent voter ballots. At a minimum, jurisdictions **must** use the AV Information portion of the EMP to enter when absent voters were sent applications, when the Clerk received the application and sent the ballot, and when the Clerk received the absent voter ballot back.

Sending Absent Voter Applications

The EMP can be used to send voters AV applications and must be used to track which voters were sent an application.

To track and/or send an absentee ballot application, look up the voter and:

1. Click the AV Information tab
2. Select the Election Date

Note: The dropdown will also indicate voter eligibility.

3. Click Search
4. Click Send in the AV Applications box
5. Select FPCA (if applicable, see Military and Overseas Voter Manual)
6. Verify Sent date is correct
7. Edit the Send to Address if the voter has requested the application to be sent to an address outside of the jurisdiction
8. Select a UOCAVA Status (if applicable, see Military and Overseas Voter Manual)
9. Click Save or Save and Generate App if printing apps from the EMP

If print applications, continue by:

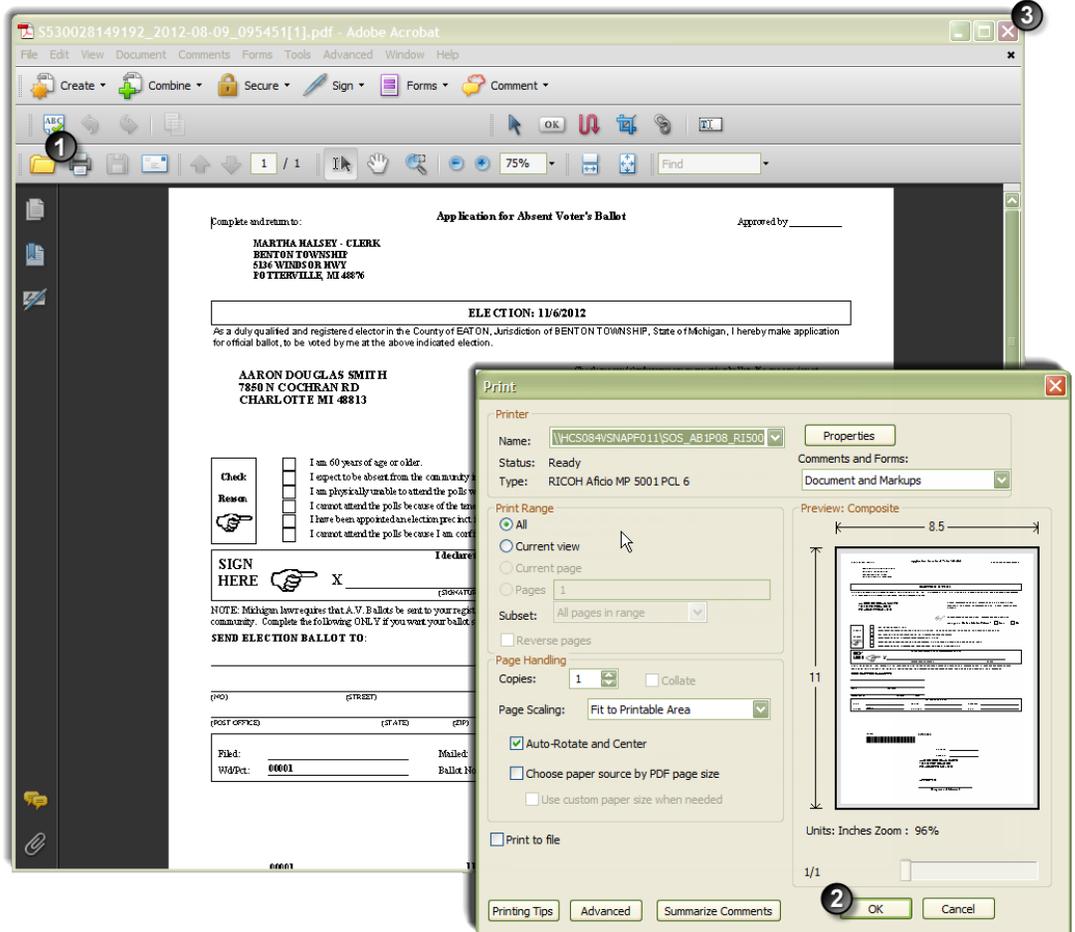
10. Select AV Application Type
11. Click Generate
12. Click Open

The screenshot displays the 'AV Information' section of the EMP. At the top, there are buttons for 'Edit', 'Signature', 'Dymo Label', and 'MOVE Ballot'. The voter's status is 'Active'. Key details include: Voter ID: 4001209416, Full Name: GEORGE DAVID MCQVF, County: ONTONAGON, Registered Date: 12/9/2002, DLN: M456789123012, DOB/Age: 4/1/1934 80, Jurisdiction: BOHEMIA TOWNSHIP, Precinct: 00001, Eff. From: 1/6/2003, Through Date: (blank), and MVIP: N. The mailing address is 1700 STATE HIGHWAY M38 MASS CITY MI 49948. Below this, there are radio buttons for UOCAVA Status: None, Military, Overseas Civilian, and Overseas (Legacy). The 'Clerk, Polling Location and Election Information' tab is selected, showing search criteria for Election Date 1 (11/5/2013 - NOVEMBER CONSOLIDATED) and Election Date 2. A 'Search' button is present. The 'AV Applications' section has buttons for 'Send', 'Receive', 'Edit', 'Delete', 'Print Dymo Label', and 'Generate Prints'. The 'Application Information' sub-section includes fields for 'Is FPCA' (checkbox), 'Sent' date (10/3/2013), 'Received' date, 'App 1 Reason', and 'UOCAVA Status' (radio buttons). The 'Send To Address' section has five lines for address input. A 'Generate Prints' dialog box is open, showing 'AV Application Type' options: Standard (selected), Preprinted, Post Card, and BackSide. A 'File Download' dialog box is also open, asking 'Do you want to open or save this file?' with details for a PDF file named 'S530028149192_2012-08-09_095405.pdf' from IP address 136.181.128.19.

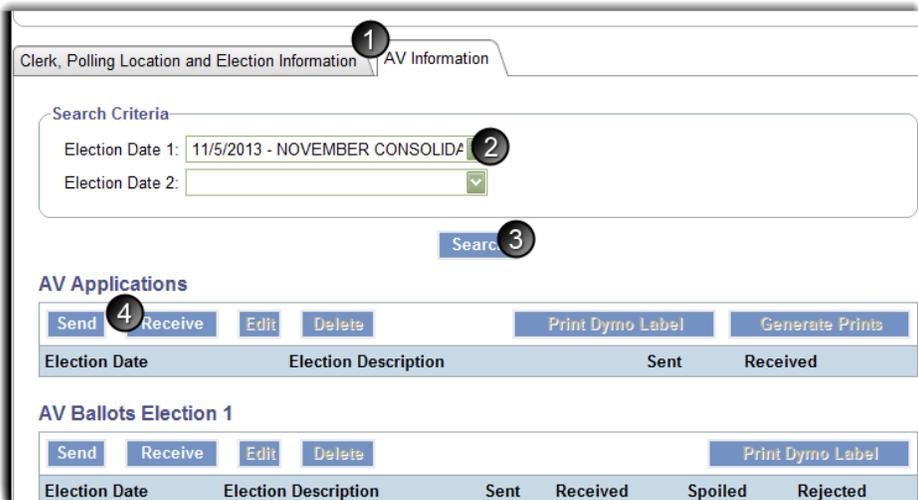
Printing the Application

Once the .pdf is open:

1. Click the Printer button 
2. Ensure the proper printer is selected and click OK
3. Close the window by clicking on the red X



Receiving an AV Application and Sending an AV Ballot



To receive an absentee ballot application and show issuance of a ballot:

1. Click the AV Information tab
2. Select the Election Date
3. Click Search
4. Click Receive in the AV Applications box

Continue to next page.

To receive an absentee ballot application:

1. Select "is FPCA" (if applicable)
2. Enter date application was received
3. Select the UOCAVA Status (if applicable)
4. Click Save and Send Ballot

To send an absentee ballot:

5. Select the Lockout (BallotStyle is the best option when multiple Ballot Styles are used in a precinct)
6. Enter the ballot number*
7. Enter the date the ballot was sent
8. Select the Sent Format (fax and email only applicable to military and overseas voters)
9. Enter a Send to Address if the voter requested the ballot be sent to an address outside the jurisdiction
10. Click Save

***Important Note:** If the EMP ballot (electronic ballot produced for Military and Overseas Voters) is being sent via email, fax, or postal mail, number the Ballot with ET00001, ET00002, etc.

Ensure the recording of the application and ballot. A completed transaction should look similar to the image on the right.

Clerk, Polling Location and Election Information		AV Information															
<p>Search Criteria</p> <p>Election Date 1: 11/5/2013 - NOVEMBER CONSOLIDATED</p> <p>Election Date 2: [Dropdown]</p> <p style="text-align: right;">Search</p>																	
<p>AV Applications</p> <p style="text-align: center;"> Send Receive Edit Delete Print Dymo Label Generate Prints </p> <table border="1"> <thead> <tr> <th>Election Date</th> <th>Election Description</th> <th>Sent</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Nov 05, 2013</td> <td>NOVEMBER CONSOLIDATED</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>						Election Date	Election Description	Sent	Received	Nov 05, 2013	NOVEMBER CONSOLIDATED	✓	✓				
Election Date	Election Description	Sent	Received														
Nov 05, 2013	NOVEMBER CONSOLIDATED	✓	✓														
<p>AV Ballots Election 1</p> <p style="text-align: center;"> Send FWAB Received Receive Edit Delete Print Dymo Label </p> <table border="1"> <thead> <tr> <th>Election Date</th> <th>Election Description</th> <th>Sent</th> <th>Received</th> <th>Spoiled</th> <th>Rejected</th> </tr> </thead> <tbody> <tr> <td>Nov 05, 2013</td> <td>NOVEMBER CONSOLIDATED</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Election Date	Election Description	Sent	Received	Spoiled	Rejected	Nov 05, 2013	NOVEMBER CONSOLIDATED	✓			
Election Date	Election Description	Sent	Received	Spoiled	Rejected												
Nov 05, 2013	NOVEMBER CONSOLIDATED	✓															

Receiving an Absent Voter Ballot

When the voter has mailed back or returned the absent voter ballot, the Ballot Tracker must be updated to reflect receipt of the ballot.

To receive an AV ballot:

1. Click Receive
2. Correct the Received date if necessary
3. Click Save

The screenshot shows the 'AV Ballots Election 1' interface. At the top, there are buttons for 'Send', 'FWAB Received', 'Receive', 'Edit', and 'Delete'. A circled '1' is next to the 'Receive' button. Below this is a table with columns: 'Election Date', 'Election Description', 'Sent', 'Received', 'Spoiled', and 'Rejected'. The first row shows 'Nov 05, 2013' and 'NOVEM'. A modal window titled 'Receive AV Ballot' is open. It contains the following sections:

- UOCAVA Status:** Radio buttons for 'None' (selected), 'Military', 'Overseas Civilian', and 'Overseas (Legacy)'.
- Ballot Status:** Checkboxes for 'Spoiled' and 'Rejected'. A 'Reject Reason' dropdown menu is set to 'Select...'. A circled '2' is next to the 'Received' date field.
- Ballot Information:** Fields for 'Ballot #' (00000005), 'Sent:' (10/3/2013), and 'Received:' (10/7/2013). Radio buttons for 'In Person', 'Mail' (selected), 'Fax', and 'Email'. A checkbox for 'Undeliverable'.
- Send To Address:** Five lines for address input. Line 1: '1700 STATE HIGHWAY M38', Line 2: 'MASS CITY MI 49948'.

 At the bottom of the modal, there are 'Save' and 'Cancel' buttons. A circled '3' is next to the 'Save' button.

Processing Spoiled or Rejected Ballots

To spoil or reject a ballot:

Under AV Ballots

1. Select the Election Date
2. Click Edit
3. Select Spoiled or Rejected – if rejected, select the reason for rejection
4. Click Save

If the ballot was Spoiled, follow the instructions on page 11 to issue a new ballot. If the ballot was Rejected, another ballot may not be reissued.

The screenshot shows the 'AV Ballots Election 1' interface. At the top, there are buttons for 'Send', 'Receive', 'Edit', and 'Delete'. A circled '2' is next to the 'Edit' button. Below this is a table with columns: 'Election Date', 'Election Description', 'Sent', 'Received', 'Spoiled', and 'Rejected'. The first row shows 'Nov 05, 2013' and 'NOVEM'. A modal window titled 'Receive AV Ballot' is open. It contains the following sections:

- UOCAVA Status:** Radio buttons for 'None' (selected), 'Military', 'Overseas Civilian', and 'Overseas (Legacy)'.
- Ballot Status:** Checkboxes for 'Spoiled' and 'Rejected' (checked). A 'Reject Reason' dropdown menu is open, showing a list of reasons: 'NO SIGNATURE BY ELECTION DAY.', 'SIGNATURE DOES NOT MATCH BY ELECTION DAY.', 'BALLOT RETURNED AFTER 8 PM BY ELECTION DAY.', 'VOTER SENTENCED TO SERVE JAIL TIME BY ELECTION DAY.', 'VOTER MOVED AND ELIGIBLE TO VOTE IN NEW JURISDICTION.', and 'VOTER DIED BEFORE ELECTION DAY.'. A circled '3' is next to the 'Rejected' checkbox.
- Ballot Information:** Fields for 'Ballot #' (00000005), 'Sent:' (10/3/2013), and 'Received:' (10/7/2013). Radio buttons for 'In Person', 'Mail' (selected), 'Fax', and 'Email'. A checkbox for 'Undeliverable'.
- Send To Address:** Five lines for address input. Line 2: 'MASS CITY MI 49948'.

 At the bottom of the modal, there are 'Save' and 'Cancel' buttons. A circled '4' is next to the 'Save' button.

Receiving a Federal Write-In Absentee Ballot (FWAB)

If a military or overseas voter submits a Federal Write-In Absentee Ballot (FWAB) the Ballot Tracker must be updated to reflect receipt of the FWAB. For more information on the FWAB, refer to the [Military and Overseas Voter's Manual](#).

AV Ballots Election 1

The screenshot shows the 'AV Ballots Election 1' interface. At the top, there are buttons for 'Send', 'FWAB Received', 'Receive', 'Edit', 'Delete', and 'Print Dymo Label'. Below these buttons is a table with columns 'Election Date' and 'Election Description'. The first row shows 'Nov 05, 2013' and 'STATE GE'. A modal dialog titled 'Record an FWAB for a Ballot' is open, displaying a warning icon and the following text: 'You are about to record a Federal Write-In Absentee Ballot (FWAB) FWABs may only be counted if the military or overseas voter: 1. applied for and was sent an absentee ballot 2. did not return the official absentee ballot by 8 p.m. election day A countable FWAB must be duplicated by election or AVCB inspectors on election day.' Below this text is a text input field for 'Please enter the receipt date for the FWAB:' with the value '10/07/2013' and a calendar icon. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

To receive a FWAB:

1. Click FWAB Received
2. Enter the FWAB Received date
3. Click OK

NOTE: The voter's status must be set to military or overseas for the FWAB Received button to activate.

Marking a Ballot as Undeliverable

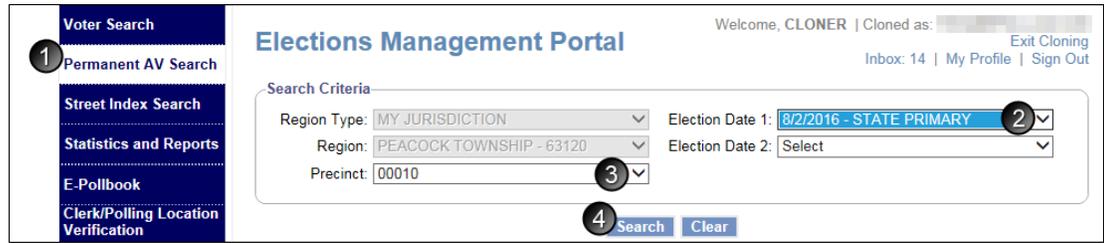
If a ballot is returned by the post office as Undeliverable mark the Undeliverable box in the Receive screen.

The screenshot shows a 'Received:' label followed by an empty text input field. To the right of the input field is a calendar icon and a checkbox labeled 'Undeliverable'. A mouse cursor is pointing at the checkbox.

Permanent Absent Voter List

The EMP allows for the printing of applications for all voters placed on the Permanent Absent Voter List.

1. Select Permanent AV Search
2. Select an Election from the Election Date 1 drop-down menu. If sending dual applications, choose the General Election from the Election Date 2 drop-down menu
3. Select the Precinct (if necessary)
4. Click Search

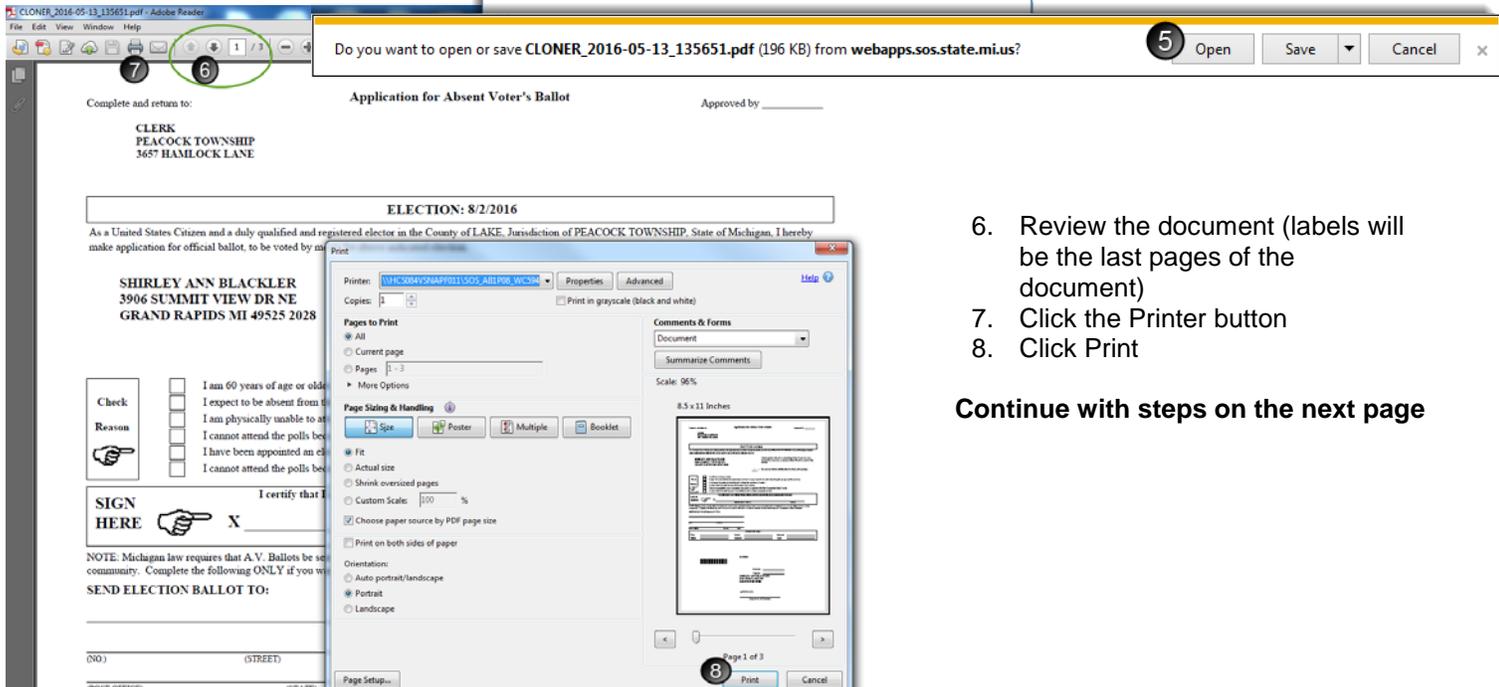
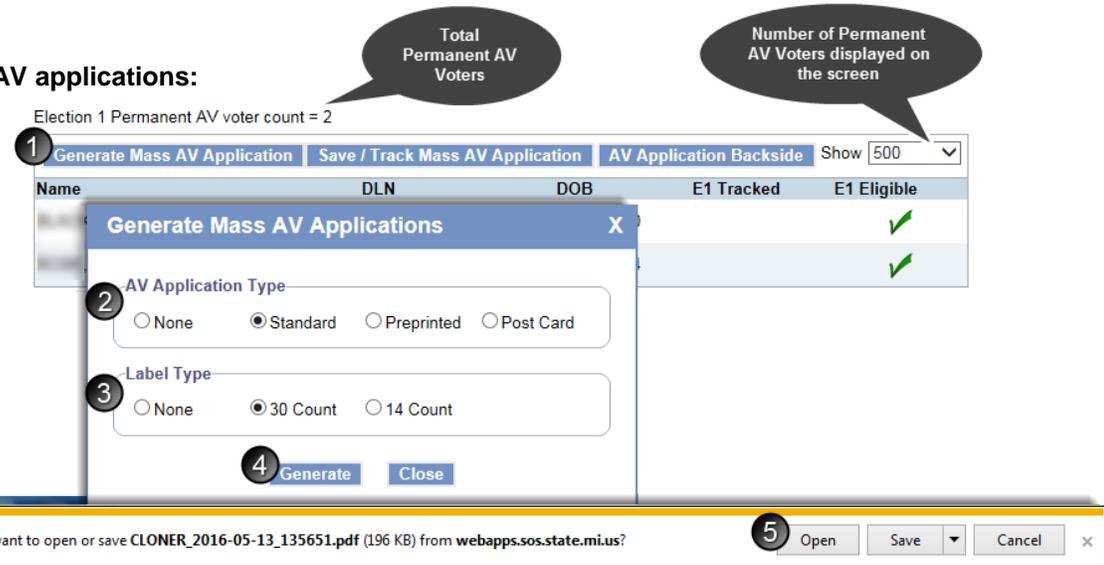


Printing and Tracking the Permanent AV Applications

Applications may be printed in a variety of formats. The EMP allows a user to print the entire form (Standard), a vendor form (Preprinted), or a vendor Post Card form. In addition, labels can be printed in different formats, 30 count or 14 count. Applications can be printed and saved in separate steps, so that applications can be generated more than once for an election if necessary.

To print and save the AV applications:

1. Click Generate Mass AV Application
2. Select an AV Application Type
3. Select a Label Type
4. Click Generate
5. Click Open



6. Review the document (labels will be the last pages of the document)
7. Click the Printer button
8. Click Print

Continue with steps on the next page

9. Go back to the EMP window, and close the Generate Mass AV Applications window
10. Click Save/Track Mass AV application
11. Click the Calendar icon and select the date the applications will be sent
12. Click Save/Track
13. If necessary, backsides of applications can be generated, then repeats steps 5-8 to print

Election 1 Permanent AV voter count = 2

Name	DLN	DOB	E1 Tracked	E1 Eligible
[Blurred]	[Blurred]	[Blurred]		✓
[Blurred]	[Blurred]	[Blurred]		✓

Name	DLN	DOB	E1 Tracked	E1 Eligible
[Blurred]	[Blurred]	[Blurred]	May 13	✓
[Blurred]	[Blurred]	[Blurred]	May 13	✓

Leaving the Permanent AV Search screen without recording a Save/Track date results in a window asking if you wish to track the AV Applications.

- Click YES if you want to record a sent date.
- Click No if you have already recorded a date, or if you do not wish to record a date at this time.

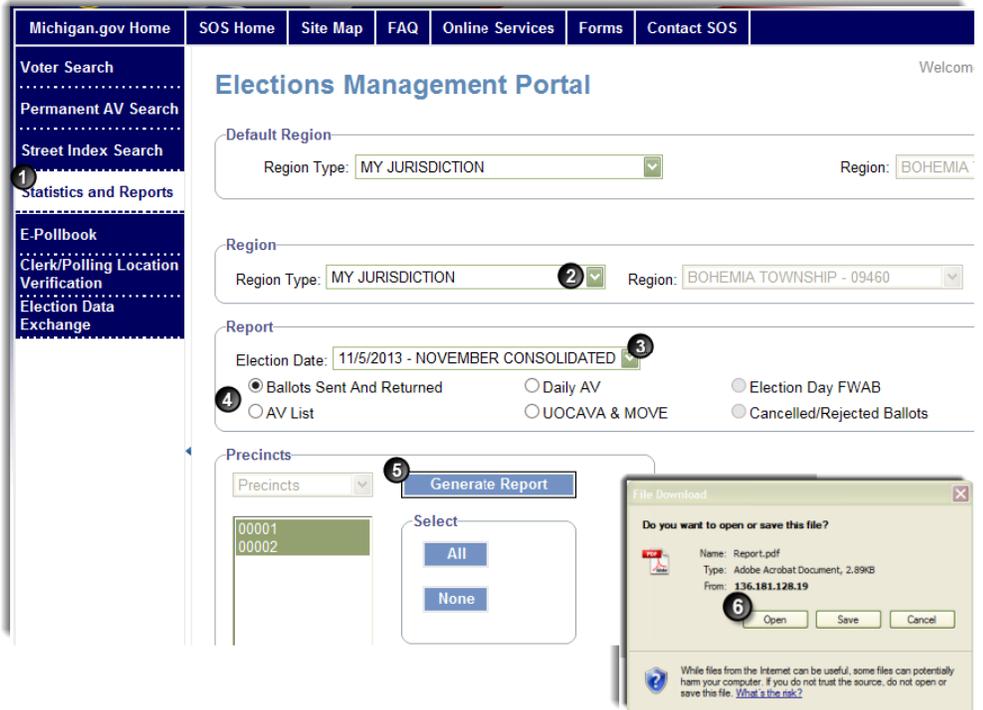
Statistics and Reports

Ballots Sent and Received

The EMP allows users to create a report for their jurisdiction showing the number of ballots sent and received per precinct.

To generate the Ballots Sent and Received report:

1. Click Statistics and Reports
2. Select the Region Type (if necessary)
3. Select the Election Date
4. Select Ballots Sent and Received
5. Click Generate Report
6. Click Open



The Ballots Sent and Returned Summary will open in a .pdf file. From this screen you can choose to print or save the file.

Report[4].pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Secure Sign Forms Comment

70.1%

8/13/2012

Ballots Sent And Returned Summary

11/6/2012 - State General

Jurisdiction: PawPaw Township (63000)

Precinct	AV Ballots Issued	Returned On Time / %	Returned Late / %	Overseas Civilian Ballots			Military Ballots			Federal Write In Ballots	
				Issued	Returned On Time / %	Returned Late / %	Issued	Returned On Time / %	Returned Late / %	Received	Received Late / %
00001	4	2 - 50%	2 - 50%	0	0	0	1	1 - 100%	0	0	0
00002	1	1 - 100%	0	0	0	0	1	1 - 100%	0	0	0
Totals:	5	3 - 60%	2 - 40%	0	0	0	2	2 - 100%	0	0	0

AV List Report

The EMP allows users to create a report to be used in the precinct or AVCB as the AV List.

To generate the AV List report:

1. Click Statistics and Reports
2. Select the Region Type (if necessary)
3. Select the Election Date
4. Select AV List
5. Select Sort Options
6. Click Generate Report
7. Click Open

The AV List report will open in a .pdf file. From this screen you can choose to print or save the file.

AV List For Paw Paw Township (63000)
 11/6/2012 - State General

Voter #	Ballot #	Spoiled #	Voter Name / Mailed To Address	Date App Received	Date Ballot Mailed/Issued	Date Ballot Returned	Rejected
1	00000001		Moqrf, Barbara Blise 675 Hazen St B-102, Paw Paw MI 49079	9/30/2012	9/30/2012		
2	00000002		Moqrf, Caitlin Lindsey 619 Paw Paw St, Paw Paw MI 49079	10/1/2012	10/1/2012	10/14/2012	
3	00000003		Moqrf, Faith Lynn 205 Miller Ct Apt 204, Paw Paw MI 49079	9/30/2012	9/30/2012		
4	ET000001		Moqrf, Daniel Graham 40863 County Road 358, Paw Paw MI 49079	9/20/2012	9/22/2012	10/5/2012	
5	ET000002		Moqrf, George Andrew 608 Hazen St, Paw Paw MI 49079	9/22/2012	9/22/2012	10/15/2012	
Totals:							
Voters	Ballots	Spoiled		Apps Received	Ballots Mailed/Issued	Ballots Returned	Rejected
5	5	0		5	5	3	0
Grand Totals:							
Voters	Ballots	Spoiled		Apps Received	Ballots Mailed/Issued	Ballots Returned	Rejected
5	5	0		5	5	3	0

Daily AV Report

The EMP allows users to create a Daily AV report to track daily absent voter activity.

The screenshot shows the 'Elections Management Portal' interface. The navigation menu on the left includes 'Voter Search', 'Permanent AV Search', 'Street Index Search', 'Statistics and Reports', 'E-Pollbook', 'Clerk/Polling Location Verification', 'Election Data', and 'Exchange'. The main content area has several sections: 'Default Region' with a dropdown for 'Region Type' (MY JURISDICTION) and a text field for 'Region' (BOHEMIA TOWNSHIP - 09460); 'Region' with similar dropdowns; 'Report' with 'Election Date' (11/5/2013 - NOVEMBER CONSOLIDATED) and radio buttons for 'Ballots Sent And Returned', 'Daily AV', 'Election Day FWAB', 'AV List', 'UOCAVA & MOVE', and 'Cancelled/Rejected Ballots'; 'Precincts' with a list of precincts (00001, 00002) and a 'Generate Report' button; and 'Report Options' with checkboxes for 'Applications' (Sent, Received) and 'Ballots' (Sent, Received), a 'Date Range' section, and 'Report Style' (Listing, Labels). A file download dialog box is open in the foreground, showing the file name 'Report.pdf' and options to 'Open', 'Save', or 'Cancel'.

To generate the Daily AV List report:

1. Click Statistics and Reports
2. Select the Region Type (if necessary)
3. Select the Election Date
4. Select Daily AV
5. Select Report Options
6. Click Generate Report
7. Click Open

The Daily AV report will open in a .pdf file. From this screen you can choose to print or save the file.

The screenshot shows an Adobe Acrobat window titled 'Report[2].pdf - Adobe Acrobat'. The report content is as follows:

Precinct	Counting			Address	Applications		Ballots	
	Board	Name			Sent	Returned	Sent	Returned
00001		George Andrew Moqvif		608 Hazen St, Paw Paw MI 49079	Y	Y	Y	Y
00001		Caitlin Lindsey Moqvif		619 Paw Paw St, Paw Paw MI 49079	Y	Y	Y	Y
00002		Daniel Graham Moqvif		40853 County Road 358, Paw Paw MI 49079	N	Y	Y	Y
00001		Faith Lynn Moqvif		205 Miller Ct Apt 204, Paw Paw MI 49079	Y	Y	Y	N
00001		Barbara Blise Moqvif		675 Hazen St B-102, Paw Paw MI 49079	Y	Y	Y	N
Total					4	5	5	3

UOCAVA & MOVE Report

The UOCAVA & MOVE report will provide a listing of all AV voters entered into QVF as Military or Overseas Voters.

To generate the UOCAVA & MOVE report:

1. Click Statistics and Reports
2. Select the Election Date
3. Select UOCAVA & MOVE
4. Select Sort Options
5. Click Generate Report

The screenshot shows the 'Elections Management Portal' interface. On the left is a navigation menu with options like 'Voter Search', 'Permanent AV Search', 'Street Index Search', 'Statistics and Reports', 'E-Pollbook', 'Clerk/Polling Location Verification', and 'Election Data Exchange'. The main area is titled 'Absentee Voting' and contains several sections: 'Region' (Region Type: MY JURISDICTION, Region: BOHEMIA TOWNSHIP - 09460), 'Report' (Election Date: 2/24/2015 - FEBRUARY CONSOLIDATED, with radio buttons for Ballots Sent And Returned, Daily AV, Election Day FWAB, AV List, UOCAVA & MOVE, and Cancelled/Rejected Ballots), 'Precincts' (a list with 00001 and 00002, and a 'Generate Report' button), and 'Sort Option' (radio buttons for By Precinct And Last Name and By Last Name).

The UOCAVA & MOVE report will open in a new window. From this screen there are many file type options. To print the report:

6. Click the arrow next to the disk icon.
7. Select PDF
8. Use the Print functionality in Adobe

The screenshot shows a window titled 'UOCAVA and MOVE' with a table of voter data. The table has columns for 'Voter Name / Mail To Address', 'Combined Precinct', 'Ballot #', 'FPCA / FWAB Received', 'UOCAVA Status / Delivery Method', and 'Rejected / Reason'. A file format selection menu is open over the table, showing options like XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word. Numbered callouts 6 and 7 indicate the steps: 6. Click the arrow next to the disk icon, 7. Select PDF.

Voter Name / Mail To Address	Combined Precinct	Ballot #	FPCA / FWAB Received	UOCAVA Status / Delivery Method	Rejected / Reason
MCQVF, AGATHA CHRISTIE 1381 STATE HIGHWAY M38 MASS CITY MI	00001	00000004	1/14/2015	Military Email	No
MCQVF, AMY JEAN 47783 LOTS RD TOIVOLA MI 49965	00002	ET000001	1/5/2015 2/6/2015	Military Email	No
MCQVF, BARBARA ANN 3501 E COURTNEY LAKE RD MASS CITY M	00001	00000007	1/14/2015 1/14/2015	Military Postal Mail	No
MCQVF, BEVERLY MAY 45487 SOUTH RD TOIVOLA MI 49965	00002	00000005	1/23/2015 1/28/2015	Overseas Civilian Postal Mail	No
MCQVF, ELMA LOIS 4102 WOLF CREEK ACRES RD TOIVOLA MI	00002	00000006	1/28/2015 1/28/2015	Military Fax	No
MCQVF, PAUL MICHAEL 25956 DISHNEAU RD MASS CITY MI 4994	00001	ET000003	1/12/2015	Military Email	No
MCQVF, RYAN GEORGE PO BOX 90 TOIVOLA MI 49965 0090	00002	ET000002	1/6/2015	Overseas Civilian Email	No
Total	7				

Election Day FWAB Report

The Election Day FWAB Report will provide a listing of all Federal Write-In Absentee Ballots (FWABs) received into QVF where the voter did not return a physical ballot.

To generate the Election Day FWAB report:

1. Click Statistics and Reports
2. Select the Election Date
3. Select Election Day FWAB
4. Select Sort Options
5. Click Generate Report

The Election Day FWAB report will open in a new window. From this screen there are many file type options. To print the report:

6. Click the arrow next to the disk icon.
7. Select PDF
8. Use the Print functionality in Adobe

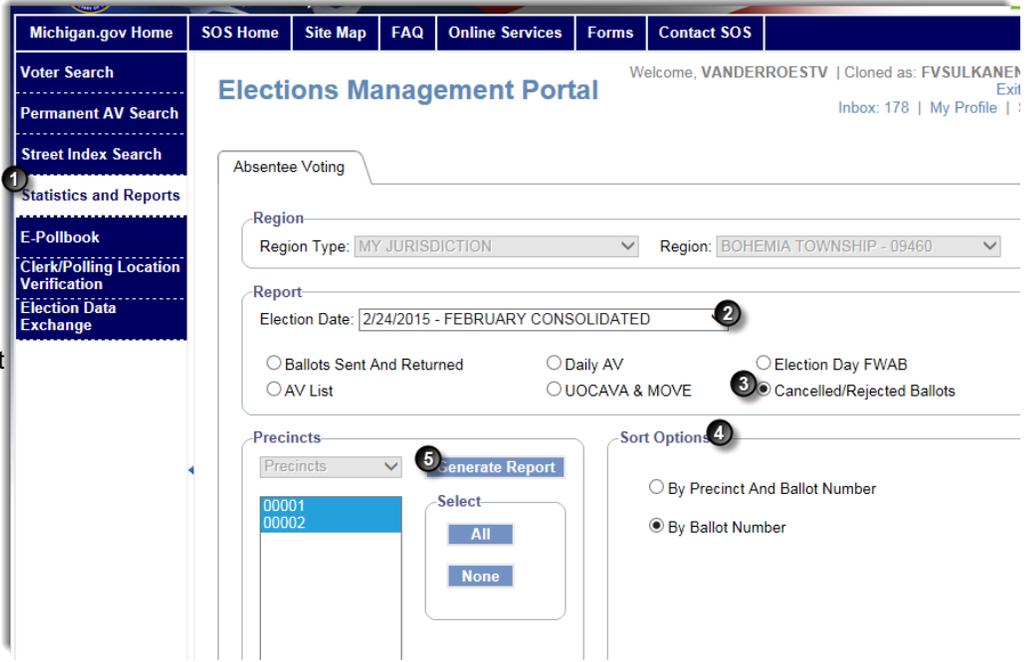
Voter Name / Mail To Address	Vote	FWAB Received	AV Ballot Received
MCQVF, AMY JEAN 47783 LOTS RD TOIVOLA MI 49965	Active	2/8/2015	
MCQVF, ELMA LOIS 4102 WOLF CREEK ACRES RD TOIVOLA MI 49965	Active	1/28/2015	
Subtotal	2		
Total	2		

Cancelled/Rejected Ballots Report

The Cancelled/Rejected Ballots Report will provide a listing of voters whose ballot for an election was rejected because their registration was cancelled. This listing will include a reason for the rejection.

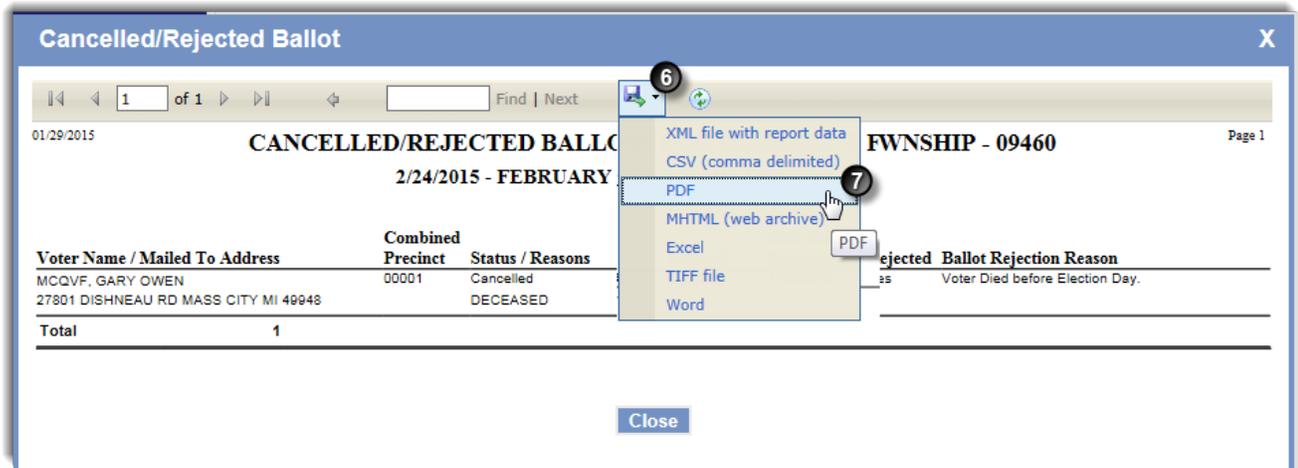
To generate the Cancelled/Rejected Ballots report:

1. Click Statistics and Reports
2. Select the Election Date
3. Select Cancelled/Rejected Ballots
4. Select Sort Options
5. Click Generate Report



The Cancelled/Rejected report will open in a new window. From this screen there are many file type options. To print the report:

6. Click the arrow next to the disk icon.
7. Select PDF
8. Use the Print functionality in Adobe



E-Pollbook

The EMP allows non-QVF users to export the Electronic Pollbook (EPB) software and upload EPB voter history via an internet connection. Refer to the [Electronic Pollbook User Manual](#) for complete instructions on how to operate and maintain the EPB software.

Necessary non-EMP steps to be taken prior to EPB download

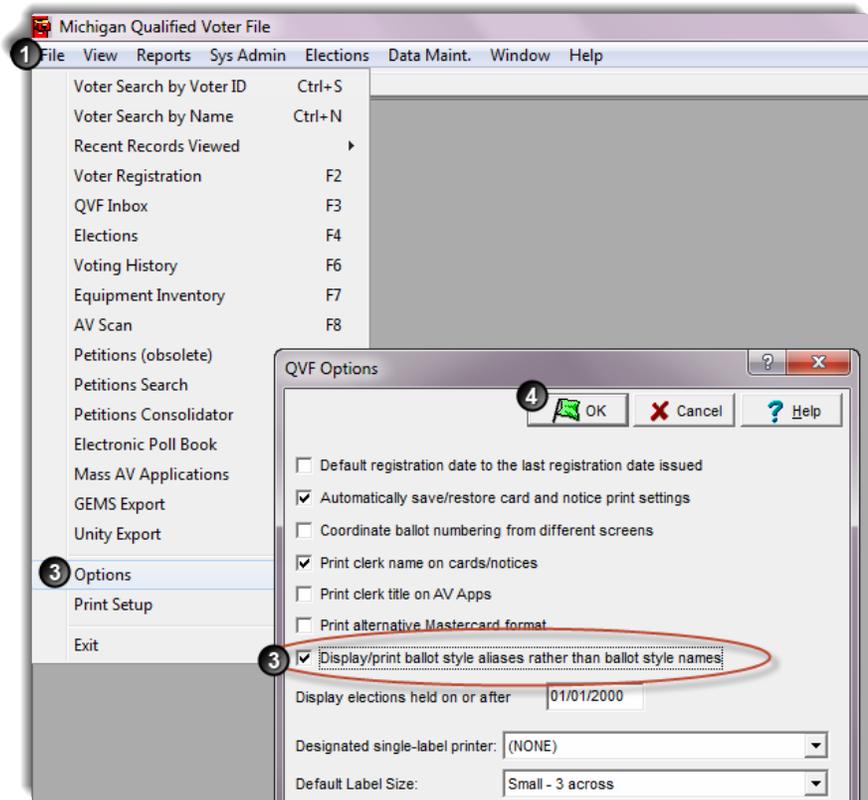
Because AV ballot information is entered into QVF or the EMP, it is recommended that downloading of the EPB software occur after the 4 p.m. AV ballot issuance deadline on the Monday before the election. If this is not possible, a supplemental list of absent voter ballots issued after the EPB download must be supplied to the precinct(s). This will require election inspectors to check that list for each voter. There is not a way to add absent voter information electronically after the EPB download. Practicing the following steps prior to election day is recommended.

Reviewing QVF Options

Prior to download, ensure Global Geography settings have been previously set in QVF by your County Clerk ([see Chapter 3 of the QVF Manual](#)), especially if using combined precincts or split precincts with more than one ballot style. To ensure the names of ballot styles setup in Global Geography are listed in the EPB software, set **Options** in QVF to show ballot style aliases.

To set ballot style aliases, login to QVF and:

1. Click File
2. Click Options
3. Select "Print ballot style aliases rather than ballot style names" by clicking the box
4. Click OK



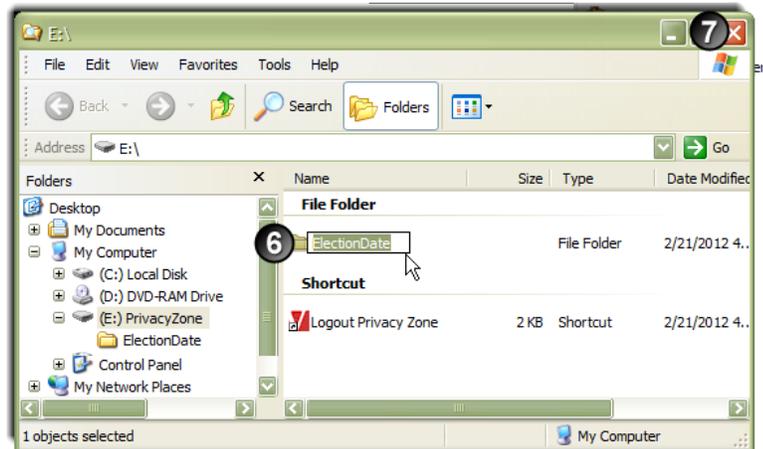
Downloading the EPB Software from EMP

Logging in to the Privacy Zone and creating a folder

Every time the flash drive is unplugged from a computer, the flash drive will be logged out of the Privacy Zone for security reasons. The Privacy Zone of the encrypted flash drive must be open during this process. **Note:** Please review the complete [Electronic Pollbook User Manual](#) for more information on the Privacy Zone.

To login to the Privacy Zone, insert the encrypted flash drive into a USB port and:

1. Double click V-Safe100.exe
2. Enter strong password
3. Click OK
4. Right click anywhere in the window and select New.
5. Click Folder
6. Name the folder by typing in the box and hitting Enter. Using the date of the election for the folder name will identify the files if there is ever a question in the future.
7. Click on the red X to close the window



Open EMP and create EPB software

The EMP web application creates the EPB software, essentially taking the voter registration data in QVF and putting it in an easy to use format for election inspectors to use on a laptop.

To create the EPB software, login to the EMP and:

1. Click E-Pollbook
2. Select the Region Type & Name (your jurisdiction information is defaulted; the region type should be changed if you are conducting an election for a district that crosses over to another jurisdiction, e.g. school or library district)
3. Choose the Election Date
4. Select the Precinct Type. Combined Precinct should be selected if using combined precincts. Note: combined precincts must be setup by the County in the QVF Global Geography module ([see Chapter 3 of the QVF Manual](#)), prior to this download.
5. Enter a Strong Password – *A strong password contains at least eight upper and lower case characters with at least one number or symbol*
6. Click Export

The screenshot shows the 'Elections Management Portal' interface. On the left is a navigation menu with 'E-Pollbook' highlighted and numbered '1'. The main content area has a 'Request an E-Pollbook' form with the following fields: 'Region Type' (MY JURISDICTION, numbered '2'), 'Region Name' (BOHEMIA TOWNSHIP - 09460), 'Election Date' (11/5/2013 - NOVEMBER CONSOLIDATED, numbered '3'), 'Precinct Type' (WARD PRECINCT, numbered '4'), and 'Encryption Password' (StrongPwd2013, numbered '5'). An 'Export' button (numbered '6') is located to the right of the password field. Below the form is an 'Available E-Pollbooks' section with a 'Download' button and a message: 'There are no E-Pollbooks available.'

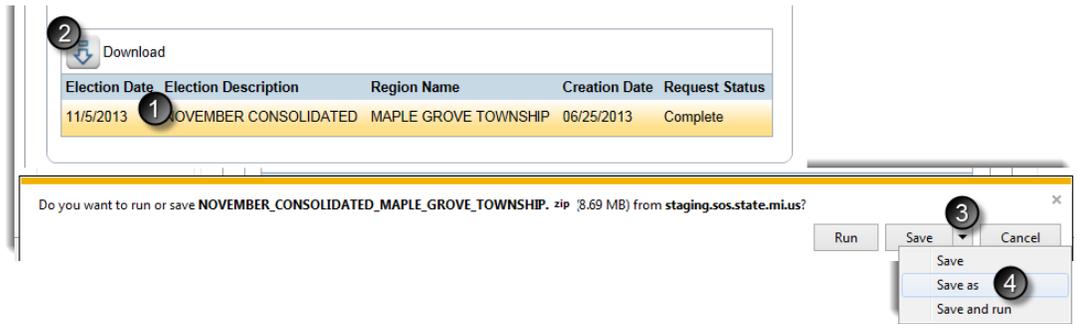
Once Export has been selected, the EMP sends a message to QVF to create your jurisdiction's EPB file. This process could be as quick as a minute or up to an hour depending on how many requests are being processed at the same time. The system will send you confirmation that your download is ready to your merit email account or you may occasionally refresh the screen by clicking the Refresh button.

The screenshot shows the 'Request an E-Pollbook' form with a green confirmation message: 'Your request has been submitted. Once your E-Pollbook is available for download a notification will be sent to your merit account (BOHEMIA-TW@MIQVF.ORG)'. The 'Export' button is visible below the form. Below the form is an 'Available E-Pollbooks' section with a 'Download' button and a 'Refresh' button. A table lists the available E-Pollbooks:

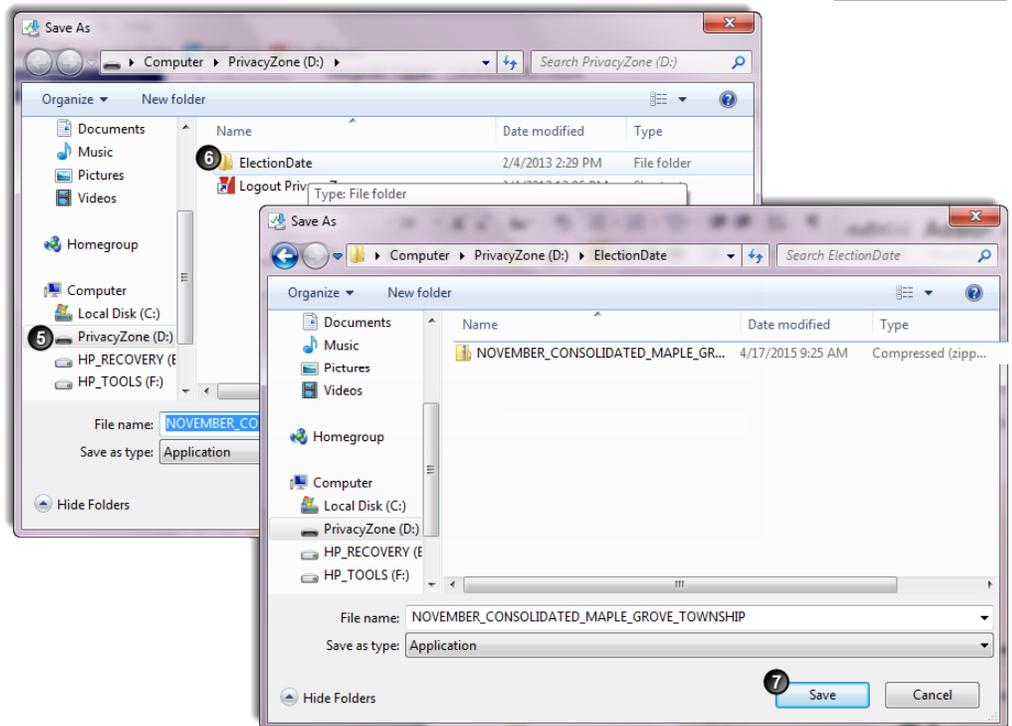
Election Date	Election Description	Region Name	Creation Date	Request Status
11/05/2013	NOVEMBER CONSOLIDATED	BOHEMIA TOWNSHIP	10/08/2013	Complete

Once the download is available:

1. Select the Election Date
2. Click Download
3. Click the arrow next to Save
4. Select Save as



5. Make sure the Privacy Zone is selected
6. Double click the [ElectionDate] folder
7. Click Save

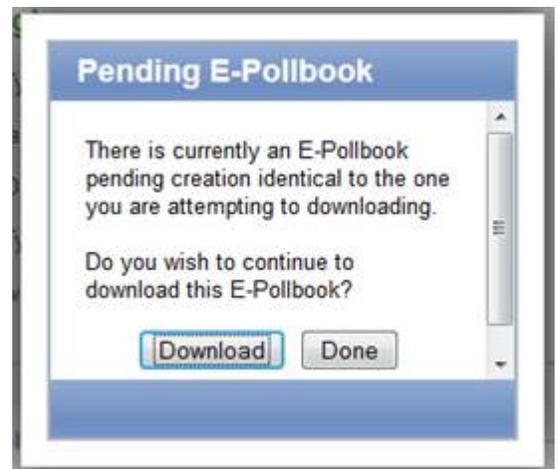


The EPB Software has now been saved and may be taken to the EPB laptop for installation. Refer to the [Electronic Pollbook User Manual](#) for full instruction.

Note: If you receive the error message below, simply click on the x in the upper right hand corner of the box. This is a standard security screen. Your download is complete at this point.



If you attempt to submit a duplicate request for the same election, the message to the right will be displayed. If you wish to override the first file you requested, simply click Download. If you requested a new download mistakenly, simply click Done.

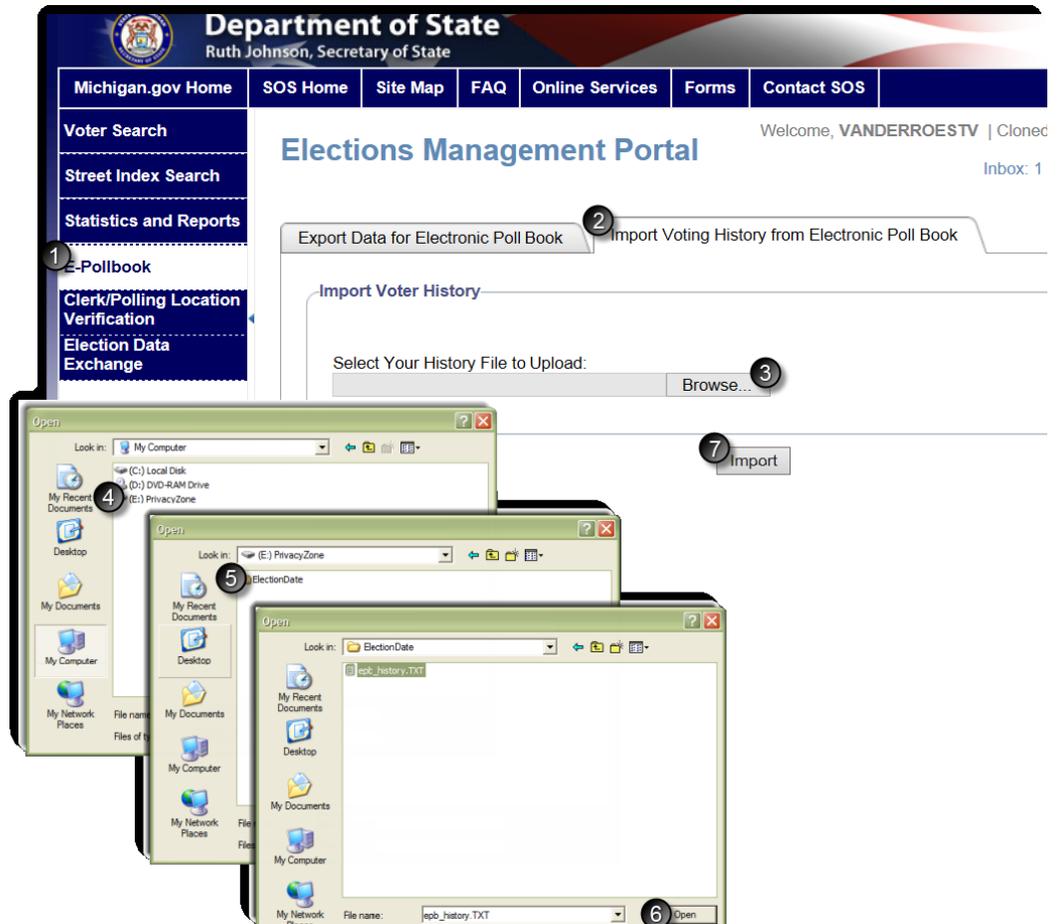


Importing the EPB Voter History File

Within seven days of the certification of the election, voter history must be uploaded into the EMP or QVF. To enter Voter History via the EMP, login to EMP, insert the encrypted flash drive into a USB port and login to the Privacy Zone.

In EMP:

1. Click E-Pollbook
2. Select the Import Voting History tab
3. Click Browse
4. Select the Privacy Zone by double clicking
5. Double click the ElectionDate folder
6. Click Open
7. Click Import



When Voter History is complete, the screen will show the Total Records Processed. This number relates to the number of voters that voted in that election and precinct.



NOTE: Voters added to the **Unlisted** tab or voters that were issued a **Provisional-Envelope** ballot will not automatically update. If those voters' ballots were processed, they must be added to QVF and updated using the old Precinct List method (File – Voting History in QVF). Please work with your County Clerk to complete this process as necessary.

If Absentee Ballots were processed in the precinct, the Updates Applied will not be the same number as Records Processed as AV information is updated at the time of ballot issuance in QVF.

Street Index Search

The EMP may be used to look up QVF street index information. This information could help locate which Clerk to forward a voter registration form that does not fall within your jurisdiction or help a voter locate their local Clerk.

To perform a Street Index Search:

1. Click Street Index Search
2. Select the Search Criteria
3. Click Search
4. View the results

Elections Management Portal Welcome, PAWPAWTPX
 Inbox: 71 | My Profile | Sign Out

1. **Street Index Search**

2. **Search Criteria**

County: VAN BUREN - 80
 Jurisdiction: PAW PAW TOWNSHIP - 63000
 Street Name: hazen
 Zip:

3. **Search**

4. **Results Table:**

Street	Jurisdiction	Numbers	Zip	County
HAZEN ST	PAW PAW TOWNSHIP	113-741 O	49079	VAN BUREN
HAZEN ST	PAW PAW TOWNSHIP	200-718 E	49079	VAN BUREN
HAZEN ST	PAW PAW TOWNSHIP	743-52499 O	49079	VAN BUREN
HAZEN ST	PAW PAW TOWNSHIP	744-52500 E	49079	VAN BUREN

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Viewing QVF Inbox Transactions

The EMP allows users to view their QVF Inbox transactions.

To view QVF Inbox transactions:

1. Click Inbox
2. Select the triangle next to the voters name to view Inbox Detail for a voter

Elections Management Portal Welcome, VANDERROESTV | Cloned as: FVSULKANENE09460
 Exit Cloning
 1. **Inbox: 162** | My Profile | Sign Out

2. **Transaction Table:**

Full Name	DLN	Action	Action Date
MCQVF, JEAN LEE	M345678901234	NAME CHANGE	9/25/2013
MCQVF, JOHNATHON MICHAEL		NAME CHANGE	9/25/2013
MCQVF, DEAN MATTHEW	M864224687896	NAME CHANGE	9/25/2013
2. MCQVF, DEAN MATTHEW	L260744887993	CHANGED ADDRESS TO	3/27/2008

Action Data: CHANGED ADDRESS TO - 3500 E COURTNEY LAKE RD MASS CITY MI 49948 (BOHEMIA TOWNSHIP)

Voter ID: 8624271 Address 1: 3500 E COURTNEY LAKE RD
 Reg Date: 7/12/1977 Address 2: MASS CITY MI 49948
 Gender: M County: ONTONAGON
 MVP: N Jurisdiction: BOHEMIA TOWNSHIP

Changing Password

The QVF Help Desk assigns the EMP username and password. If you do not know your password or your account has become inactive, contact the QVF Help Desk at 1-800-310-5697 for assistance.

To change the password assigned:

1. Click My Profile
2. Enter the Old Password and the New Password in both the New Password and the Verify New Password fields
3. Click Submit

The screenshot shows the 'Elections Management Portal' interface. At the top right, the user is logged in as 'W. One, PAWPAWTWPX' with an 'Inbox: 7' and links for 'My Profile' and 'Sign Out'. Below the header, there are two tabs: 'Change Password' (selected) and 'Replication Information'. The main content area is titled 'Change Password for PAWPAWTWPX' and contains three input fields: 'Old Password:', 'New Password:', and 'Verify New Password:'. A 'Submit' button is located at the bottom right of the form area. Three numbered callouts (1, 2, and 3) are overlaid on the image to indicate the steps: 1 points to the user profile information, 2 points to the password input fields, and 3 points to the Submit button.

Glossary

Dymo Label Printer – A printer designed to print labels. This printer is not required to use EMP but as in QVF the EMP is programmed to accommodate the printer if a jurisdiction has one connected to the EMP computer.

FPCA – Federal Post Card Application – An application available at www.fvap.gov for Military and Overseas Voters to use to register to vote and/or request an absentee ballot. See the [Military and Overseas Voters Manual](#) for full details.

Permanent Absent Voter List – A list voters may request to be placed on to automatically receive absentee ballot applications for every election. See the [Clerk Accreditation Manual](#) for full details.

Region Type – A jurisdiction, county, or a generic (or unspecified) grouping of districts, other than counties or jurisdictions that conduct elections. Examples would be "School Districts," "Villages," "Community Colleges" etc.

Street Index – The listing of streets in QVF that identify a jurisdictions district boundaries.