



Marking a Ballot Spoiled or Lost

When circumstances dictate, an SVRS absentee or mail ballot record can be updated to a status of *Spoiled or Lost*.

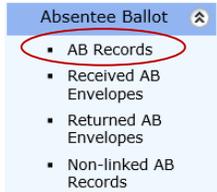
Possible Circumstances:

- Voter made an error when marking the ballot and wishes to receive a replacement. Original ballot is *spoiled*.
- VRA processed for mail ballot voter where ballot has already been mailed. Original mail ballot is *spoiled*.
- Absentee/mail voter 'clawing back' their returned voted ballot until COB 7 days before the election to receive a replacement. Original ballot is *spoiled*.
- Ballot is lost by the voter or by the mail service (e.g. not delivered to voter and not returned as undeliverable to AB administrator). Original ballot is *lost*.

Updating a ballot to *Spoiled or Lost* is done manually through the voter's absentee or mail ballot record.

To Mark a Ballot Spoiled or Lost:

1. Select AB Records under the Absentee Ballot menu.



2. Conduct a search for the voter's absentee (or mail) ballot record.

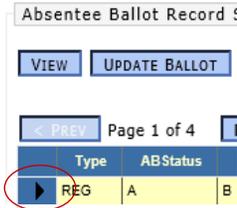
Basic Search

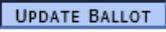
LAST NAME: FIRST NAME:

HAS BALLOT FOR ELECTION:

See the *Search AB Records* user document for more information on conducting searches.

3. Review the Absentee Ballot Record Search Results grid and select the appropriate record.



4. Click Update Ballot. 

5. On the initial Maintain Ballot History screen, all ballots associated to this AB record are listed in the Ballots grid.

A record may have multiple ballots. For example, a primary ballot and a general election ballot.



Select the appropriate ballot from the grid and click Update.

6. The 'history' of this ballot is displayed on the second Maintain Ballot History screen.

To change the status of the ballot, expand the Status dropdown menu and select *Spoiled or Lost*.



7. The current date will populate in the Spoil or Lost Date field.

If this date is not correct, select the text field and change the date.

Initialize Date:

Sent Date:

Receive Date:

Accept Date:

Reject Date:

Spoil or Lost Date:

Undeliverable Date:

8. Click Save.

9. You will return to the initial Maintain Ballot History screen. The new status of the ballot will be displayed.

Ballot ID	Election	Status
1622841	11/08/2016 - STATE GENERAL	11/5/2016 Spoiled or Lost M
1622840	08/09/2016 - STATE PRIMARY	7/15/2016 Accepted M

If no replacement ballot is needed, continue to step 10.

To add a new ballot (a replacement), proceed to **Adding a Replacement Ballot** on page 2.

10. Click Continue.

11. Review the information on the Final Review screen.

To cancel the ballot status update, click Cancel. (The ballot will not be marked *spoiled or lost*.)

To apply the *Spoiled or Lost* status to the ballot, click Submit.

You will return to the Absentee Ballot Records Search screen.

Adding a Replacement Ballot

10. Click Add.

11. The replacement ballot must be associated to the correct election (the primary or general).

Status:

Election:

Replacement Ballot:

From the Election dropdown menu, select the appropriate election.

12. The replacement ballot checkbox is automatically checked.

Replacement Ballot:

This checkbox serves as an indicator that this ballot is a replacement.

13. Click Save.

14. The newly created ballot will display in the Ballots grid.

Ballot ID	Election	Status
-1	11/08/2016 - STATE GENERAL	11/1/2016 Initialized C

15. Click Continue.

16. Within the Ballots section of the Final Review screen, the original ballot will be *Spoiled or Lost*. The replacement ballot will be *Initialized*.

Ballots		
Ballot ID	Election	Status
-1	11/08/2016 - STATE GENERAL	11/1/2016 Initialized C
2165280	11/08/2016 - STATE GENERAL	11/1/2016 Spoiled or Lost C

17. To apply the ballot status change and print the labels for the replacement ballot now, click Submit Print Now. Continue to step 18.

To apply the ballot status change now and print the labels for the replacement ballot later from Reports, click Submit.

You will return to the Absentee Ballot Records Search screen.

18. Select the desired label-printing option and print the replacement ballot labels.

Click Back to Search when finished to return to the Absentee Ballot Records Search screen.