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1. External Interface Scheduling

External Interface Scheduling allows the state user to schedule the date and time files will be uploaded from the FTP location and processed. To schedule the External Interface the state user follows the following steps:

Login as a state user and navigate to Activities -> System -> External Interfaces.

The following screen will display all the scheduled interfaces together with their time and status. There are four interfaces that will be displayed.

**Note:**
1. The system will process the respective files at the scheduled time.
2. Multiple files can be processed on the same date by selecting different times on the same date.
1.1 Upload History Pop up

The upload history pop up will display a summary of the uploads with details such as: ‘Id Upload’, ‘Requested Date’, ‘Uploaded Date’, ‘Status’, ‘Total Uploaded’ and ‘Total Errors’.
2. Reminders Screen

Once the daily file is processed the user can access the list of records from the ‘Reminders’ screen.

To access the requests login as a Registrar/SU and navigate to the ‘Reminders’ screen.

Below is a screen shot of the ‘Reminders’ screen. The system will display a list of DMV registration applications and these requests will appear under two or five different sections, depending on user identity as follows:

1) New DMV Voter Registrations - New Voter Registrations (SU/Registrar)
2) DMV Yes with no signature (This list will be enabled only for SU).
3) DMV Change of Address (Tumbleweed). (SU/Registrar)
4) DMV Change of Address voter with no signature (This list will be enabled only for SU).
3. New DMV Voter Registrations

To access the ‘New DMV Voter Registrations’ the user will login as a Registrar / SU and navigate to the Reminders screen and click the ‘Review’ button for the ‘There are XX ‘new DMV voter registration’ Applications to be processed’ section.

The system will take the user to a home screen that will show a list of the New DMV Voter Registration requests.

3.1 DMV Requests Screen

The following is a screen shot of the list of New DMV Voter Registration requests.

By clicking ‘Print List’, the system will generate a report of New DMV Voter Registrations.

Clicking ‘Go to VR’ button will display the details of the DMV Voter Registration applicant together with a list of statewide matched records from CVRS.
3.2 CVRS Matched Voter Screen
Clicking ‘Go to VR’ button will display the details of the DMV Voter registration applicant together with a list of statewide matched records from CVRS. Below is the screen shot for this process.

Clicking ‘Select’ button will display the compare screen with DMV voter details on left side and the selected CVRS voter details on the right side of the screen.

Clicking ‘Print Registration Card’ button generates the voter registration card for the applicant.

Clicking ‘No Action Required’ button will remove the record from dashboard.

Clicking ‘New Voter’ button displays the registration form with prefilled values from the DMV registration applicant.

Below is the screen shot of a printed voter registration card:

Clicking ‘Select’ button will display the compare screen with DMV voter details on left side and the selected CVRS voter details on the right side of the screen.
3.3 Compare Screen

Clicking ‘Select’ button in the CVRS Matched Voter screen will navigate the user to the compare screen. This screen will be displayed when CVRS has matched a record for an applicant.

Note:
1. When the new DMV voter registration applicant is from the same town as that of the matched CVRS record clicking the ‘Select’ button will display the add existing registration form.
2. When the new DMV voter registration applicant is from a different town as that of the matched CVRS record clicking the ‘Select’ button will display the change voter registration form.
3.4 Add Existing Voter

The add existing registration form is displayed as shown below complete with prefilled values from DMV and the user can validate and accept the changes for the voter record or can cancel the transaction.

Clicking ‘Accept’ button registers the voter into the existing town and displays the confirmation screen.
3.4.1 Confirmation Screen

Clicking ‘Accept’ button on the Add Existing Voter screen will display the confirmation screen.

Below is a sample acceptance letter screen shot:

---

Notice of Acceptance of Application to Register to Vote

AVISO DE QUE SU SOLICITUD PARA INSCRIBIRSE PARA VOTAR FUE ACEPTADA

* A valid form of identification has not been produced or verified with your application for voter registration. Please bring identification with you when you appear to vote at your assigned polling place.

* Ninguna forma de identificación no ha sido sometida o verificada con su solicitud de inscripción para votar. Favor de traer identificación cuando usted asista en el colegio electoral donde usted votará.

Floyd Mayweather
12 Amato Circle
Southington, CT 06489-4375

Registration Effective Date
Fecha Vigente de Inscripción
May 06, 2015

Date of Notice
Fecha De Este Aviso
May 06, 2015

Date of Birth
Fecha de nacimiento
February 24, 1977

District
6

---

Clicking ‘Print Letter’ button prints the acceptance letter.
3.5 Change Voter

The Change Voter registration form is displayed as shown below complete with prefilled values from the DMV and the user can validate and accept the changes or cancel the transaction.

Clicking ‘Accept’ button registers the voter into the new town and displays the confirmation screen.
3.5.1 Confirmation Screen

Clicking the ‘Accept’ button on the Change Voter screen will display the confirmation screen.

Below is the sample acceptance letter screen shot

Clicking ‘Print Letter’ button prints the acceptance letter.

NOTICE OF ACCEPTANCE OF APPLICATION TO REGISTER TO VOTE
AVISO DE QUE SU SOLICITUD PARA INSCRIBIRSE PARA VOTAR FUE ACEPTADA

* A valid form of identification has not been produced or verified with your application for voter registration. Please bring identification with you when you appear to vote at your assigned polling place.

* Ninguna forma de identificación no ha sido sometida o verificada con su solicitud de inscripción para votar. Favor de traer identificación cuando usted asista en el colegio electoral donde usted votará.

Floyd Mayweather
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Registration Effective Date
Fecha Vigente de Inscripción
May 06, 2015

Date of Notice
Fecha De Éste Aviso
May 06, 2015

Date of Birth
Fecha de nacimiento
February 24, 1977

District
6
3.6 New Voter
Clicking the ‘New Voter’ button on the CVRS Matched Voter screen will display the new voter registration form complete with prefilled values from DMV.

Clicking ‘Accept’ button registers the voter into a new town and displays the confirmation screen.
3.6.1 Confirmation Screen
Clicking the ‘Accept’ button on the New Voter screen will display the confirmation screen.

Below is the sample acceptance letter screen shot

NOTICE OF ACCEPTANCE OF APPLICATION TO REGISTER TO VOTE
AVISO DE QUE SU SOLICITUD PARA INSCRIBIRSE PARA VOTAR FUE ACEPTADA

* A valid form of identification has not been produced or verified with your application for voter registration. Please bring identification with you when you appear to vote at your assigned polling place.

* Ninguna forma de identificación no ha sido sometida o verificada con su solicitud de inscripción para votar. Favor de traer identificación cuando usted asista en el colegio electoral donde usted votara.

Floyd Mayweather
12 Amato Circle
Southington, CT 06489-4375

Registration Effective Date
Fecha Vigente de Inscripción
May 06, 2015

Date of Notice
Fecha De Éste Aviso
May 06, 2015

Date of Birth
Fecha de nacimiento
February 24, 1977

District
6
4. DMV Change Address

To access the change of address requests section login as a Registrar / SU and navigate to Reminders and click ‘Review’ button for the ‘There are XX ‘DMV Change of Address’ applications to be processed’ section. The system will display the list of DMV change of address requests.

4.1 DMV Change of Address Request Screen

Below is the screen shot for the list of DMV Change of Address requests.

Clicking ‘Print List’ will generate a report with a list of DMV Change of Address voters.

Clicking ‘Go to VR’ button will display the details of DMV Change of Address Voter request with a list of townwide matched records from CVRS.
4.2 Change of Address within the same town

If the DMV change of address record matches with a CVRS record within the same town the user can click the ‘Select’ button and proceed to the compare screen and process the record.

If no matched records are found the user can click the ‘No Action Required’ button and remove the record from the dashboard.

The screen below displays the DMV voter details and a list of all townwide CVRS matched records.

Clicking ‘Select’ button displays the compare screen with DMV voter details on the left side and CVRS voter details on the right side.

Clicking ‘No Action Required’ button removes the record from dashboard.
4.2.1 Change of Address Compare Screen

The screen below compares the data of a DMV voter who changed address within the same town and the matched CVRS voter data.

Clicking ‘Select’ button displays the add existing voter registration form with prefilled values.
4.2.2 Existing Voter Registration Form

Clicking the ‘Select’ button will display the Add Existing Voter screen as shown below.
4.2.3 Confirmation Screen

If all the changes are acceptable the user clicks the ‘Accept’ button on the Add Existing Voter screen and the system will display the below confirmation screen.

![Confirmation Screen](image)

Clicking ‘Print Letter’ button prints the acceptance letter.

Below is a sample acceptance letter:

```
NOTICE OF ACCEPTANCE OF APPLICATION TO REGISTER TO VOTE
AVISO DE QUE SU SOLICITUD PARA INSCRIBIRSE PARA VOTAR FUE ACEPTADA

* A valid form of identification has not been produced or verified with your application for voter registration. Please bring identification with you when you appear to vote at your assigned polling place.

* Ninguna forma de identificación no ha sido sometida o verificada con su solicitud de inscripción para votar. Favor de traer identificación cuando usted asista en el colegio electoral donde usted votará.

Floyd Mayweather
12 Amato Circle
Southington, CT  06489-4375

Registration Effective Date
Fecha Vigente de Inscripción
May 06, 2015

Date of Notice
Fecha De Éste Aviso
May 06, 2015

Date of Birth
Fecha de nacimiento
February 24, 1977

District
6
```
4.3 Moved Out of Town

If the voter moves from one address to a different address in another town, the original town of residence will remove the voter from their voter list by making the voter “Off” status. Once the voter is made “off” in the original town the voter will be available in the new town of residence for registration. Below is the screen shot for the DMV voter record whose new town of residence is different from the original town.

User can make the voter ‘Off’ by clicking ‘Update voter with Off status’ button. The system then navigates to the change voter registration screen with voter status as ‘Off’ and a popup with a prepopulated new address appears.
Below is a screen shot for a DMV move out of town record. The user can confirm the new address and after updating the voter status as ‘Off’, the user will print a confirmation of removal to be sent to the voter. Once complete, the new town user will see the voter record in Reminders -> New DMV Voter Registration section.

User has to click ‘Return’ button and then click ‘Accept’ on the change voter screen to make the voter ‘Off’ status. In the confirmation screen user can print the ‘DMV Letter’.

Once the voter is made “off” this voter will be available in the ‘There are XX ‘new DMV voter registration’ Applications to be processed’ section on the new town and the user can process the record as a new voter.
5. DMV Inquiries
To access the ‘DMV Inquiries’ function, login as a Registrar / SU and navigate to the Inquiries screen and click the ‘Inquiries’ link. The system will display the DMV Inquiries screen.

5.1 Inquiries Screen
The user selects the required criteria and searches for the required information.

Select the required request type and enter the search criteria and click ‘Search’ button.
5.2 Search Results Screen

After clicking the ‘Search’ button the search results screen will display matching records as shown below.

<table>
<thead>
<tr>
<th>Select</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date of Birth</th>
<th>DMV Id</th>
<th>Residence Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟢 Costa</td>
<td>Anny</td>
<td>S</td>
<td></td>
<td></td>
<td>1980-01-01</td>
<td>130000607</td>
<td></td>
</tr>
<tr>
<td>🟢 Costa</td>
<td>Bennie</td>
<td>S</td>
<td></td>
<td></td>
<td>1981-01-01</td>
<td>010000609</td>
<td></td>
</tr>
<tr>
<td>🟢 Costa</td>
<td>Danny</td>
<td>D</td>
<td></td>
<td></td>
<td>1990-01-05</td>
<td>130000611</td>
<td></td>
</tr>
<tr>
<td>🟢 James</td>
<td>Skylar</td>
<td></td>
<td></td>
<td></td>
<td>1982-03-25</td>
<td>150000608</td>
<td></td>
</tr>
<tr>
<td>🟢 Jay</td>
<td>Skivie</td>
<td></td>
<td></td>
<td></td>
<td>1982-03-25</td>
<td>150000605</td>
<td></td>
</tr>
<tr>
<td>🟢 Marie</td>
<td>Olivia</td>
<td></td>
<td></td>
<td></td>
<td>1982-03-25</td>
<td>150000612</td>
<td>80 Indiana St, Ansonia</td>
</tr>
<tr>
<td>🟢 McFly</td>
<td>Marty</td>
<td></td>
<td></td>
<td></td>
<td>1982-03-25</td>
<td>150000602</td>
<td></td>
</tr>
</tbody>
</table>

Clicking ‘Back to Search’ button will navigate to the DMV inquiries search screen.

Selecting a record and clicking ‘View’ button displays the DMV voter details.
5.3 View Voter Screen

After clicking the ‘View’ button the system will display the voter information as displayed in the below screen.

Clicking ‘Back’ button navigates to the select DMV voter screen.
6 Reports
For the DMV interface the system generates the 3 reports below.
1. DMV Registration Summary List. (SU only)
2. DMV Registration Detailed List. (SU only)
3. DMV Registration List. (Registrar only).

6.1 DMV Registration Summary List
To access the DMV Registration Summary List report login as SU and navigate to the SU Home Page -> DMV Registration Summary List. The below screen will be displayed and the user can select the Date Range to generate the DMV Registration Summary List Report.

![Date Range Selection]

**Note:** Date Range is optional. The user can either select Date Range or select ‘All’.

Following is the confirmation screen for when a request is submitted.

![Confirmation Screen]
Below is a sample screen shot for DMV registration summary report. In this report both New DMV registration requests and DMV Change Requests summaries will be displayed. The report displays the total requests received, processed and pending.

<table>
<thead>
<tr>
<th>TOWN</th>
<th>TOTAL YES REQUESTS</th>
<th>TOTAL NO REQUESTS</th>
<th>TOTAL CHANGE REQUESTS</th>
<th>TOTAL YES UPDATED REQUESTS</th>
<th>TOTAL CHANGE UPDATED REQUESTS</th>
<th>TOTAL YES PENDING REQUESTS</th>
<th>TOTAL CHANGE PENDING REQUESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andover</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ansonia</td>
<td>9</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Ashford</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Avon</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Barkhamsted</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Beacon Falls</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Berlin</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bethany</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bethel</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bethlehem</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bloomfield</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Winchester</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Windham</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Windsor</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Windsor Locks</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wolcott</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Woodbury</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Woodstock</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary:
- Total yes requests: 9
- Total no requests: 3
- Total change requests: 6
- Total yes updated requests: 0
- Total change updated requests: 0
- Total yes pending requests: 9
- Total change pending requests: 6
6.2 DMV Registration Detail List

To access the DMV Registration Detail List report login as SU and navigate to the SU Home Page -> DMV Registration Detail List and the below screen will be displayed and the user can select either the New DMV registrations or the DMV Change requests. Select the Start and End Date to get the DMV Registration Detail List report.

Note: The Request Type is mandatory and Date Range is optional.

Clicking ‘Submit Request’ button generates the report in report queue. User can view the report under the report status page.

Clicking ‘Submit Request’ button, the system will display the following screen. To view the Report user can click on ‘Report Status’ button.
After clicking on the report id the system will open the DMV Registration Detail List. The report will have voter information such as name, residence address, date of birth, registered date, gender, registered to vote and status. A sample screen is shown below.

<table>
<thead>
<tr>
<th>DMV ID</th>
<th>Name</th>
<th>Residence Address</th>
<th>DOB</th>
<th>Registered Date</th>
<th>Gender</th>
<th>Register to Vote</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>170000601</td>
<td>Snake Slithering</td>
<td></td>
<td>05/08/1996</td>
<td>07/08/2016</td>
<td>Male</td>
<td>Not Processed</td>
<td></td>
</tr>
<tr>
<td>150000602</td>
<td>McFly Marty</td>
<td></td>
<td>03/25/1982</td>
<td>07/08/2016</td>
<td>Male</td>
<td>Yes</td>
<td>Not Processed</td>
</tr>
<tr>
<td>150000603</td>
<td>Pretty Nail</td>
<td></td>
<td>03/25/1982</td>
<td>07/08/2016</td>
<td>Female</td>
<td>Not Processed</td>
<td></td>
</tr>
<tr>
<td>150000604</td>
<td>Hallmark Audrey</td>
<td></td>
<td>03/25/1982</td>
<td>07/08/2016</td>
<td>Female</td>
<td>No</td>
<td>Not Processed</td>
</tr>
<tr>
<td>130000607</td>
<td>Costa Arny S</td>
<td></td>
<td>01/01/1980</td>
<td>07/08/2016</td>
<td>Female</td>
<td>Yes</td>
<td>Not Processed</td>
</tr>
<tr>
<td>150000605</td>
<td>Jay Steve</td>
<td></td>
<td>03/25/1982</td>
<td>07/08/2016</td>
<td>Male</td>
<td>Yes</td>
<td>Not Processed</td>
</tr>
<tr>
<td>010000609</td>
<td>Costa Bennie S</td>
<td></td>
<td>01/01/1981</td>
<td>07/08/2016</td>
<td>Male</td>
<td>Yes</td>
<td>Not Processed</td>
</tr>
<tr>
<td>130000611</td>
<td>Costa Danny D</td>
<td>80 Indiana St Ansonia, CT 06401-1121</td>
<td>01/05/1998</td>
<td>07/08/2016</td>
<td>Female</td>
<td>Yes</td>
<td>Not Processed</td>
</tr>
<tr>
<td>150000612</td>
<td>Marie Olivia</td>
<td></td>
<td>03/25/1982</td>
<td>07/08/2016</td>
<td>Female</td>
<td>Yes</td>
<td>Processed</td>
</tr>
<tr>
<td>150000608</td>
<td>James Skyler</td>
<td></td>
<td>03/25/1982</td>
<td>07/08/2016</td>
<td>Male</td>
<td>Yes</td>
<td>Not Processed</td>
</tr>
</tbody>
</table>

**Town : Ansonia**

**Town : Wethersfield**

**Total Records : 12**
6.3 DMV Registration List (Available only to Town Users).

Click on DMV Registration List link to view the townwide new DMV voter registration requests or DMV Change requests.

After selection, the following screen will display. Selecting the ‘Request Type’ is mandatory and Date Range is optional.

Clicking ‘View’ generates town wide voter detail report.

Clicking ‘Submit Request’ button generates the report in report queue. User can view the report under the report status page.

Clicking ‘View’ button, the system will display the following report.

<table>
<thead>
<tr>
<th>DMV ID</th>
<th>Name</th>
<th>Residence Address</th>
<th>DOB</th>
<th>Registered Date</th>
<th>Gender</th>
<th>Register to Vote</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>170000601</td>
<td>Snake Slinkering</td>
<td></td>
<td>05/06/1990</td>
<td>07/08/2016</td>
<td>Male</td>
<td></td>
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<td>03/25/1982</td>
<td>07/08/2016</td>
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</tr>
<tr>
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<td>03/25/1982</td>
<td>07/08/2016</td>
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</tbody>
</table>

Total Records: 10
Clicking the ‘Submit Request’ button will display the following screen. To view the report click ‘Report Status’ button.

![Report Status Image]

Clicking on the report id, will open the DMV Registration List report. The report will have voter information such as name, residence address, date of birth, registered date, gender, registered to vote and status. A sample screen is shown below.

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<th>DMV ID</th>
<th>Name</th>
<th>Residence Address</th>
<th>DOB</th>
<th>Registered Date</th>
<th>Gender</th>
<th>Register to Vote</th>
<th>Status</th>
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<tr>
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Total Records: 10