

Connecticut
Secretary of the State Office
Elections Division
**Online Absentee Ballot – Town
User Admin
Instruction Manual**



Version History:

1.0	09/06/2022	Sachin Shetty	Initial version
1.1	09/14/2022	Sachin Shetty	Updated based on some changes made

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1. Login Page

Purpose: TO ALLOW THE TOWN USERS TO LOGIN TO THE APPLICATION.

1. SOTS will share the URL for the live system. Enter the URL in the browser’s address bar and click Enter. System displays the admin portal login screen.
2. Enter the Username and Password on the **Login** screen. Use the same username and password that is used to login to CVRS.
3. The password entered will be masked by default. Click the  icon to view the actual password.



4. If the user does not enter the username or password or enters incorrect username or password, system displays the below alert message. Clicking ‘OK’ closes the pop up.

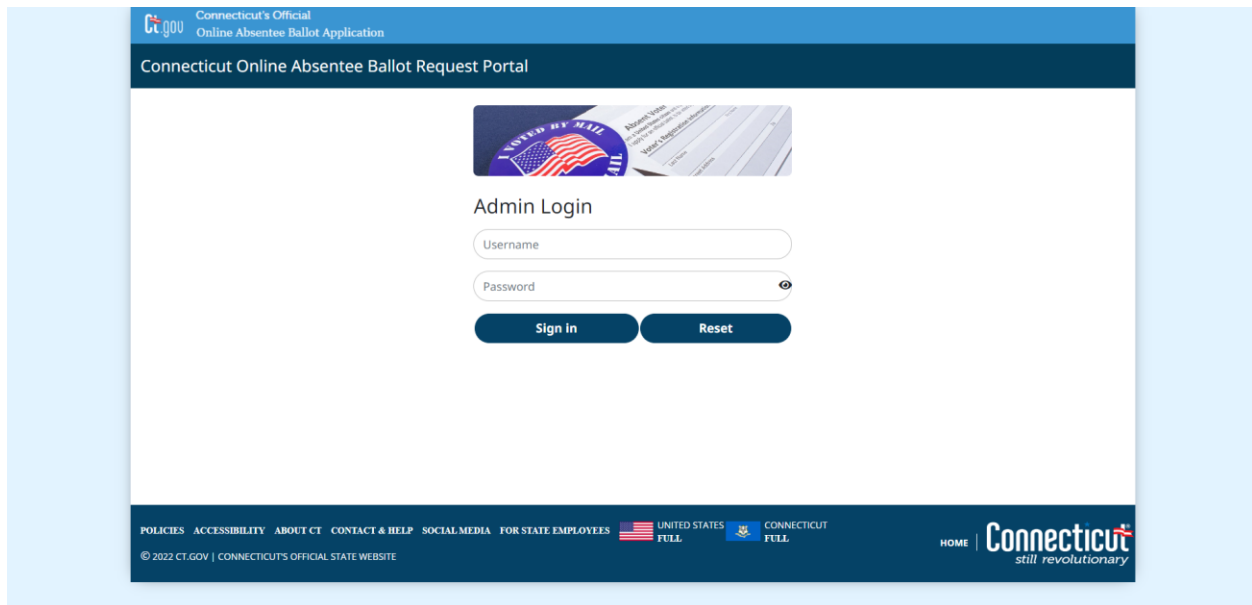
oabr-sots.ct.gov says

Invalid Username/password

OK

5. Click the **“Sign In”** button to login.
6. Click the **“Reset”** button to clear the data entered.

Login Screen



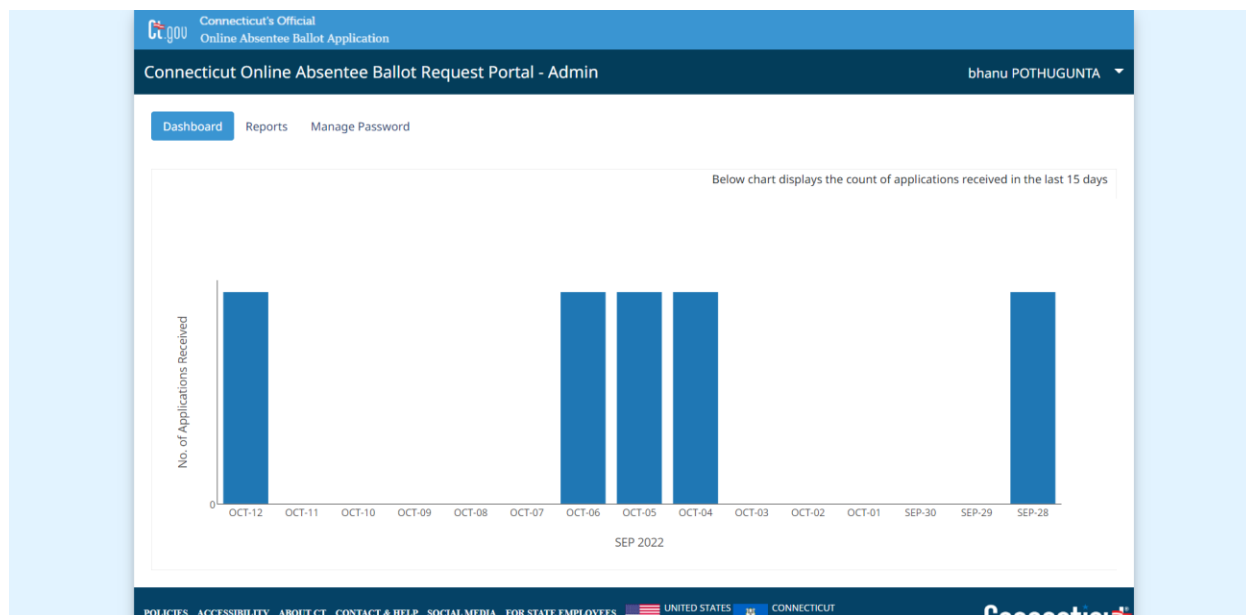
2. Dashboard

Purpose: TO ALLOW THE TOWN USERS TO VIEW THE COUNT OF ONLINE ABSENTEE BALLOT APPLICATIONS RECEIVED IN THE PAST 15 DAYS.

Once the user has logged in successfully, the system will display the Dashboard, with the following tabs across the top of the screen that allow the user to access the Online Absentee Ballot Admin functions:

S. No.	Menu Option	Available to Town User?
1.	Dashboard	Yes
2.	Reports	Yes
3.	Manage Password	Yes

Dashboard Screen



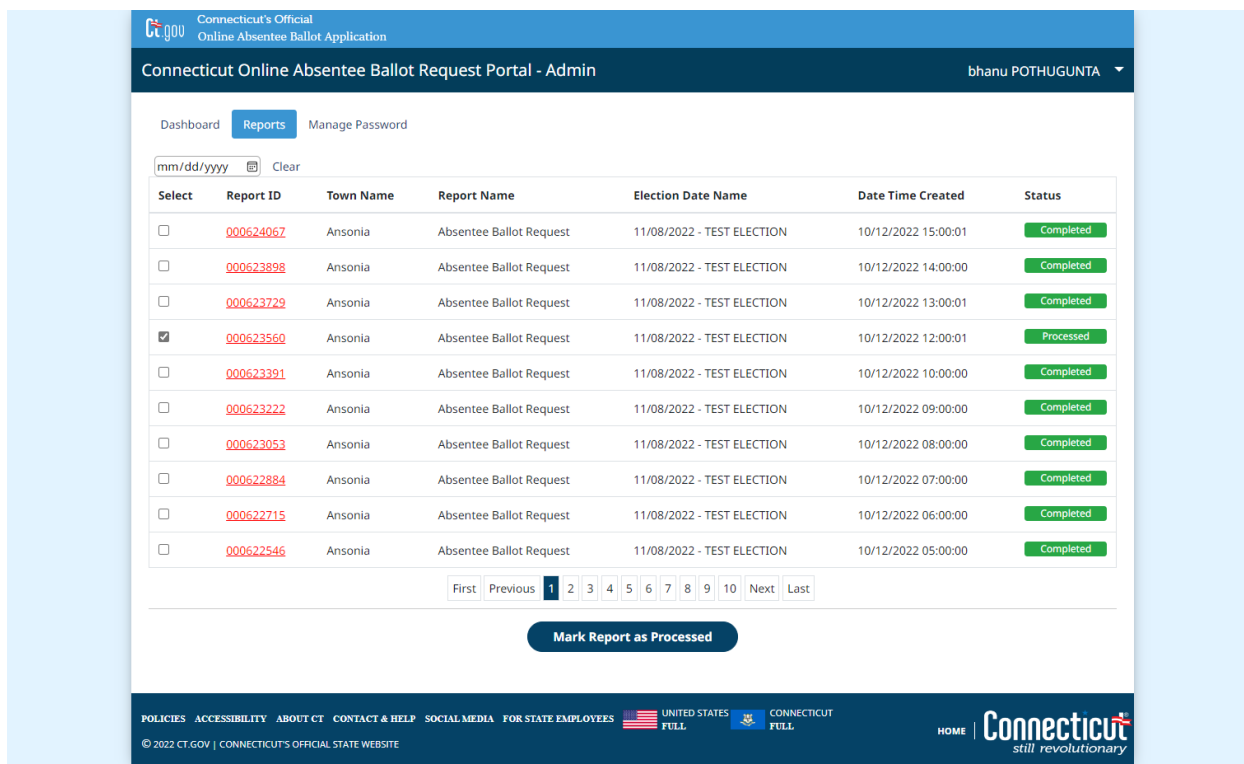
1. This is the default screen which will be displayed when the user logs in.
2. The Dashboard will display the count of application received(in a bar graph format) in the last 15 days for the upcoming election.
3. The dates are displayed on the X axis and count is displayed on the Y axis.
4. Hovering over the graph displays the count of application received for that date.
5. When the Town User logs in, they will see the count of applications for their town only.

3. Reports

Purpose: TO ALLOW TOWN USERS TO DOWNLOAD THE REPORTS GENERATED DAILY FOR AN ELECTION.

1. From the Dashboard, select the “Reports” tab to display the Reports Queue screen. The screen will display the list of all existing reports.

Reports Queue Screen



2. System displays the reports generated on a daily basis in a queue for the users to download. The most recent report will appear on the top of the list. When the reports are generated successfully, the status will display ‘Completed’.
3. If for some reason the reports could not be generated, then the status will display ‘Failed’.
4. The grid displays the following fields:
 - a. Select
 - b. Report ID
 - c. Town Name
 - d. Report Name
 - e. Election Date Name
 - f. Date Time Created
 - g. Status
4. When the Town user logs in, they will see the reports for their town only.
5. The reports list can also be filtered using the date. Selecting the date and clicking on the screen will list only the reports generated for that date.

5. The **“Report ID”** column is a hyperlink which upon clicking downloads the PDF report which contains all the applications submitted in the previous day for that town.
6. The user can print the report for a particular date and scan the barcode located at the top left of the page into the CVRS Absentee Ballot module and issue a ballot like they normally do. The system generates one application per page.
7. To indicate that the user has completed scanning all the barcodes from a day’s report the user can do the following:
 - a. Select the checkbox under the ‘Select’ column for the report to be marked as completed.

Select	Report ID	Town Name	Report Name	Election Date Name	Date Time Created	Status
<input type="checkbox"/>	000623560	Ansonia	Absentee Ballot Request	11/08/2022 - TEST ELECTION	10/12/2022 12:00:01	Completed

- b. Click the ‘Mark Report as Processed’ button at the bottom of the screen.

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Mark Report as Processed

- c. Upon clicking ‘Mark Report as Processed’ button, the system displays a confirmation message.

oabr-sots.stag.ct.gov says

Selected reports are marked as Processed.

OK

- d. The status of the report under the ‘Status’ column changes from ‘Completed’ to ‘Processed’.

Select	Report ID	Town Name	Report Name	Election Date Name	Date Time Created	Status
<input checked="" type="checkbox"/>	000623560	Ansonia	Absentee Ballot Request	11/08/2022 - TEST ELECTION	10/12/2022 12:00:01	Processed

8. By default, the screen will display the first page. If there are multiple pages the system provides the capability for the user to navigate to a particular page by:
 - a. Clicking the corresponding page number.
 - b. Clicking **“Next”** to navigate to the next page.
 - c. Clicking **“Previous”** to navigate to the previous page.
 - d. Clicking **“First”** to navigate to the first page.
 - e. Clicking **“Last”** to navigate to the last page.

Sample Application Form

APPLICATION FOR ABSENTEE BALLOT

ED-3 Rev. 5/2022. You must complete a separate application for each election, primary and referendum.
 Instructions: All applicants must fill our sections I, II, III, IV, VI. If someone assists you in completing this application, they must complete section VII. Members of the armed forces and electors temporarily living overseas may also check one choice in section V, if applicable. Return completed application to your municipal clerk.

Section I. – Applicant’s Information

Name: Mathew Minard Date of Birth 04/18/1989
 Home Address: 10, Adam Street, Ansonia Zip Code 04062-1234
(Number, Street, Town)
 Telephone No. _____ E-mail Address _____

Section II. – Delivery of Absentee Ballot

The set of absentee voting forms shall be: (check only one)
 Given to me personally (You must apply in person; forms will not be mailed to you)
 Mailed to me personally at the following address:
 Mailing Address: _____

(Use only if the mailing address is different from the address above.)

- Supervised Ballot (Check this box if you live in an institution where supervised balloting will be conducted)
- E-mailed to be at the following address _____ (Section V applications only)
- E-mailed to be at the following address _____ (Accessible ballot only)

Section III. – Purpose of Application

A. This application is for: (Check only one) Election Primary Referendum
 B. Date of Election, Primary or Referendum 11/08/2022
 C. For Primary only, specify which party in which the application is qualified to vote _____

Section IV. – Statement of Applicant

I, the undersigned applicant believe that I am, or will be, eligible to vote at the election, primary or referendum indicated above and that I am unable to appear at the polling place on the day of such event for the reason below: (Check only one).

- My active service in the Armed Forces of the United States
- My absence from my town of residence
- Sickness
- My religious tenets forbid secular activity on the day of the election, primary or referendum
- My duties as a primary, election or referendum official at a polling place other than my own during all of the hours of voting
- Physical disability

Section V. (This section to be used by Members of the Armed Forces and Electors Temporarily Residing Overseas only):

- I am a member of the armed forces or the spouse or dependent living where such member is stationed who, due to military contingencies needs additional time to vote by absentee ballot. I therefore request that a blank absentee ballot be issued to me beginning 90 days before the regular election.
- I am an elector of the above municipality who is (1) temporarily living or expects to be living or traveling outside the territorial limits of the United States before and on election day or (2) a member of the armed forces or the spouse or dependent living where such member is stationed, and request that a blank absentee ballot, together with a complete list of candidates and questions be issued to me (45 days before an election). If this application reaches the municipal clerk after the time of availability of regular absentee ballots, I understand that I will be sent a regular ballot with candidates printed on it.

Section VI. – Applicant’s Declaration - Required

I declare, under the penalties of false statement in absentee balloting, that the above statements are true and correct, and that I am the applicant named above.
(Sign your legal name in full. If you are unable to write, you may authorize some one to write your name and the date in the spaces provided, followed by the word "by" and the signature of the authorized person. Such person must also complete section VII below.)

Signature of Applicant:  Date Signed: 10/12/2022

Section VII. – Declaration of person providing assistance *(Completed by any person who assists with completion of application)*



I sign this application under penalties of false statement in absentee balloting.

Signature: _____ Printed Name: _____ Tel. No: _____
 Residence Address: _____

Penalties for False Statements A person is guilty of false statement in absentee balloting when he intentionally makes a false written statement in or on or signs the name of another person to the application for an absentee ballot or the inner envelope accompanying any such ballot, which he does not believe to be true and which statement or signature is intended to mislead a public servant in the performance of his official function. False statement in absentee balloting is a class D felony. The sentence for a class D felony shall be at least one year but may not exceed five years in prison. A fine for the conviction of a class D felony shall not exceed five thousand dollars.

This application is to be returned to municipal clerk of municipality in which you are a registered voter. Absentee ballot sets are to be provided by the municipal clerk beginning 31 days before an election, 21 days before a primary, or 19 days before a referendum, upon application properly made. Blank ballots may be sent out to certain military persons beginning 90 days before a regular election and to Connecticut electors temporarily residing outside the U.S. and all military persons beginning 45 days before a regular election, primary and special election

Return this completed application to your municipal clerk. If you return electronically, you must also return this completed application with your original signature to the clerk, either separately or with your absentee ballot. If your application with your original signature is not received by the close of the polls on the day of the election, primary or referendum, your absentee ballot will not be counted.

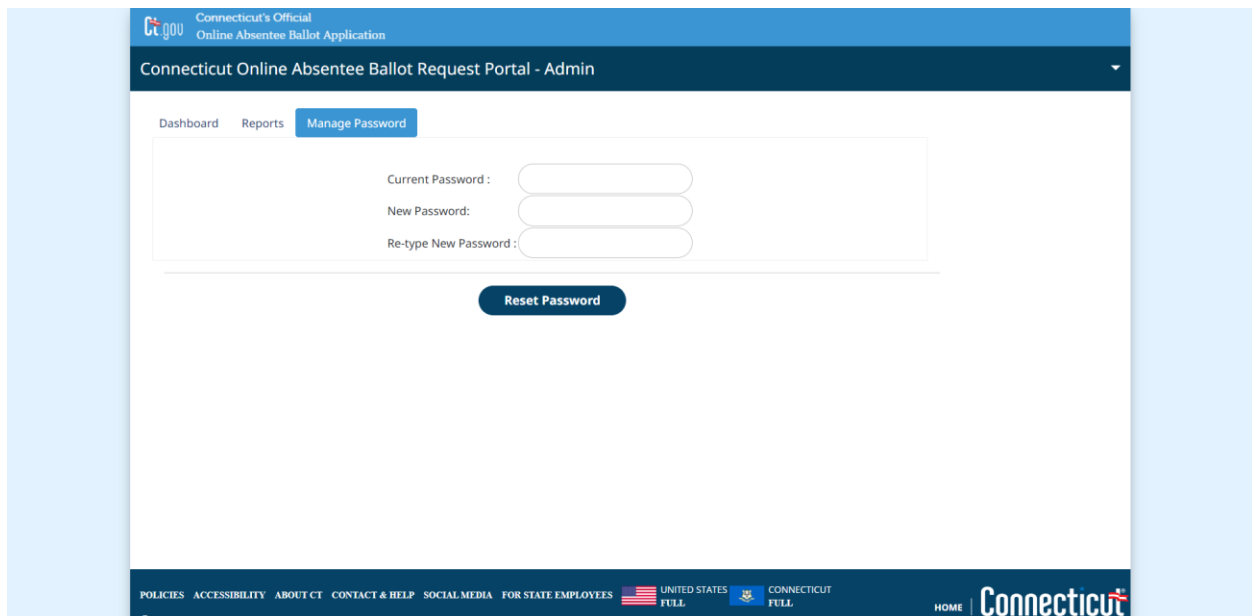
 004480140		
For Municipal Clerk’s Use		
Outer Envelope Serial No.		
Date Forms Issued		
Check 	Mailed to Applicant <input type="checkbox"/>	Given to Applicant Personally <input type="checkbox"/>
Pol. Subdivision	Voting District No.	

4. Manage Password

Purpose: TO ALLOW TOWN USERS TO CHANGE THEIR PASSWORD.

1. From the Dashboard, select the “**Mange Password**” tab to display **Mange Password** screen. This functionality allows the users to change their password.

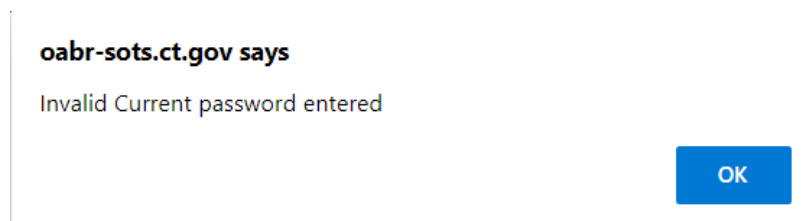
Manage Password Screen



2. To change the password, user needs to enter the
 - a. Current password in the ‘Current Password’ field.
 - b. New password and in the ‘New Password’ field.
 - c. Retype new password in the ‘Re-type New Password’ field.

All 3 are required fields.

3. On clicking ‘**Reset Password**’,
 - a. System validates that the current password entered matches the user’s current password else displays an alert message. Clicking ‘OK’ will close the pop up.



- b. System validates that the new and Re-type password entered matches, else displays an alert message.

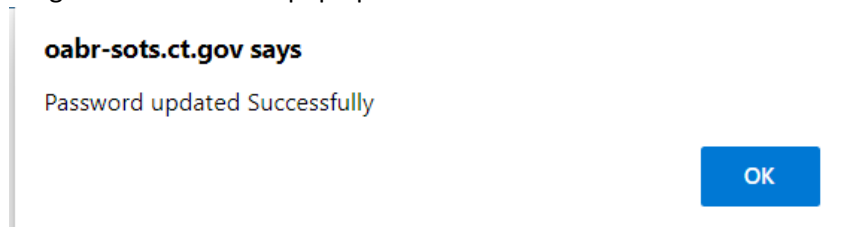
Current Password :

New Password:

Re-type New Password :

New Password and Re-type New Password must match

4. If all the validation pass then the system updates the password and displays a confirmation message. Clicking 'OK' will close the pop up.



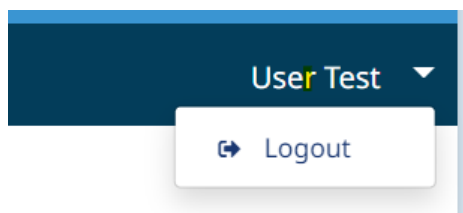
Below are the requirements for the password.

- Minimum 8 characters and maximum of 16 characters.
- Allowed characters are
 - o 0-9
 - o A-Z
 - o a-z
 - o ?=.*[@!\#"#\$%&()``*+,-./:;<=>?_].
- At least one number, one small letter and one capital letter.
- The new password should differ from the previous password by at least 2 characters.

5. Logout

Purpose: TO ALLOW USERS TO LOGOUT OF THE APPLICATION.

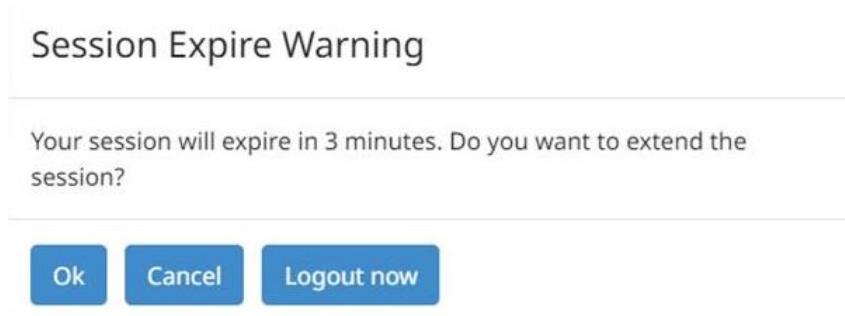
1. Click the downward arrow icon next to the name.



2. System displays an option with label 'Logout', clicking which will log the user out of the application.

Session Time Out

The system automatically logs the user out after inactivity of 30 minutes. When there are 3 minutes remaining to complete 30 minutes the system displays a pop up with a countdown timer with following options:



- a. Clicking '**OK**' button extends the session.
- b. Clicking '**Cancel**' closes the popup and session will expire in 3 mins
- c. Clicking '**Logout now**' logs out from application immediately.