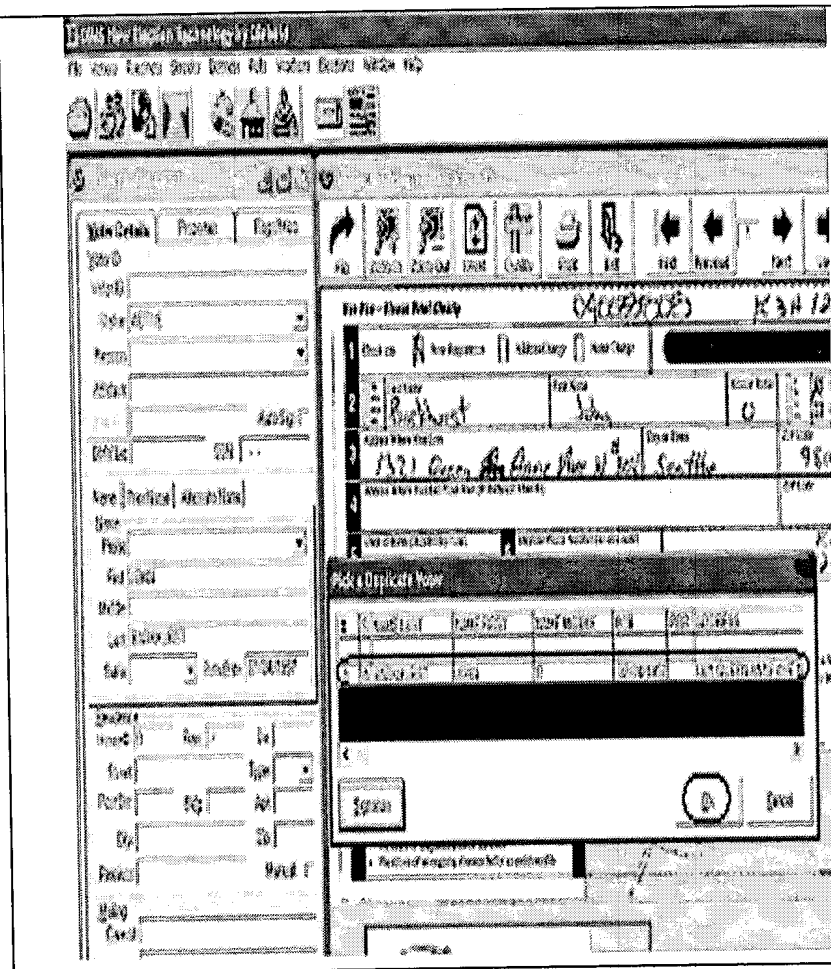


CHAPTER 4 – EXISTING VOTER – DATA ENTRY

If you have reached this section you were led here because the voter's name you entered already exists within the system. Existing voters submit affidavits for multiple reasons; they change their names, move to a new address, modify their signatures, or sometimes they forget they are registered and submitted a duplicate affidavit.

Step 4-1: Locate Duplicate



Pick a Duplicate pop-up box can contain one or many matching voter records.

- Review each category (name, DOB, address, etc.) on the voter record against the contents of the affidavit image to determine if one of the listed voters is a match to the affidavit image.
- If the record and affidavit do not match, click **Done** and go to Chapter 3 – New Voter.
- To further confirm the match, click on the **Signature** button to see the original voter signature and compare it to the image signature.
- Click **Close**.
- If the signatures on the record and affidavit do not match, click **Done** and go to Chapter 3 – New Voter.
- If you are sure of a match, click appropriate **voter name** in the **Pick a Duplicate** pop-up.
- Click **Ok**.

Step 4–2: Compare Original Data to New Affidavit

Note: Once the appropriate voter has been selected, the title bar (left) will change from "NEW VOTER" to a "John Doe" (voter's name selected) and the data fields will automatically be filled-in with the original voter data.

➤ Review each category (name, DOB, address, etc.) on the voter record against the contents of the affidavit image to identify what updates need to be made.

Step 4–3: Decision Point

If the...	Go to:
1. Name is completely different.....	Step 4–4: Name Change
2. Address is different (remember to check apt #).....	Step 4–7: Address Change
3. Voter information has not changed	Step 4–16: Duplicate Record

Step 4-4: Name Change

When the last name in the existing record and the affidavit last name in the image are different.

- In the **Reason** box, click (down arrow), click **Name Change** & press [tab].
- ⊗ Note: For name changes, a signature attesting to Oath is required.
- Examine the affidavit image. Check if the oath signature is present.

If yes, skip down to the **First Name** box and add the new name information.

If no, the record status must be changed to **PENDING** by performing the following steps:

- In the **Status** box, click (down arrow), click **Pending** & press [tab].

After changing the status of a voter to **PENDING** and pressing [tab] a pop-up box will appear.

- In **VOTER PEND** pop-up box, double-click the pend code **NAME CHANGE SOFT** on the left side, the newly assigned pend codes will appear on the right.
- Click **Close**.

Do not change the voter name!

- Go to Step 4-5: Enter NVRA Source.
- In the **First** box, type **voter's new first name** & press [tab].
- In the **Middle Initial** box, type **voter's new middle initial** & press [tab].
- In the **Last** box, type **voter's new last name** & press [tab].
- In the **Suffix** box, type **voter's suffix** (e.g. Jr., etc.) & press [tab].

If address and/or mailing address changes are needed go to Step 4-7: Address Change.