**Processing Absentee Ballot Applications If VERIS Unavailable for Any Purpose**

1. Use a notebook or other file system to organize applications.
2. Create a secondary backup database that includes your list of registered voters and can generate address labels and lists. System needs to be enabled to move to manual paper process if circumstances require.
3. Voter requests AB application. If you have the voter on the phone, suggest that the voter download the application with instructions from the GR or SBE website to save the voter time and postage cost. If voter does not have access to a computer, mail the application with instructions to the voter.
4. Voter completes the application and mails it back to GR. Date stamp every application upon receipt.
5. When the application is returned and date stamped, it is entered into VERIS.

* If VERIS is down, enter the application into a backup electronic database or other list for later entry into VERIS.
* If VERIS unavailable for lookups, use paper or other backup resource for list of registered voters. The labels for the ballots may be printed from this backup database or created manually.
* Once VERIS is up and running the GR staff must enter the information into VERIS. Be careful when entering the information into VERIS because VERIS will default to the date the information is being entered NOT when the application came into the office (this is why it is important that every application is date stamped when it comes into the office.

1. Ballot is sent out with instructions to the voter. A certificate of mailing is obtained for all ballots mailed. Email or fax records to document sending are retained.
2. Once the ballot is returned or returned undeliverable, update the ballot status in the electronic database or other list. Mark the envelope to indicate entry in the database or other list and when VERIS is up then mark the envelope with a V to show that the ballot was entered into VERIS (again be sure once VERIS is up and running to correct any dates that need to be changed), be sure to correct the ballot issue date
3. If the EB has authorized early processing and a current list of registered voters is available, we determine eligibility from Envelope B and place the sealed ballot envelope in a secure container.  Otherwise place the entire ballot envelope in a secure container until Election Day.
4. On Election Day, officers of election open the sealed ballot envelope.
5. The ballot is inserted in the optical scan equipment if applicable or otherwise prepared for counting after polls close.
6. After the polls close the accepted ballots are tabulated; rejected ballots are listed for notice to the voter.
7. Preliminary Absentee ballot results are reported to the public after the polls close on Election Day.