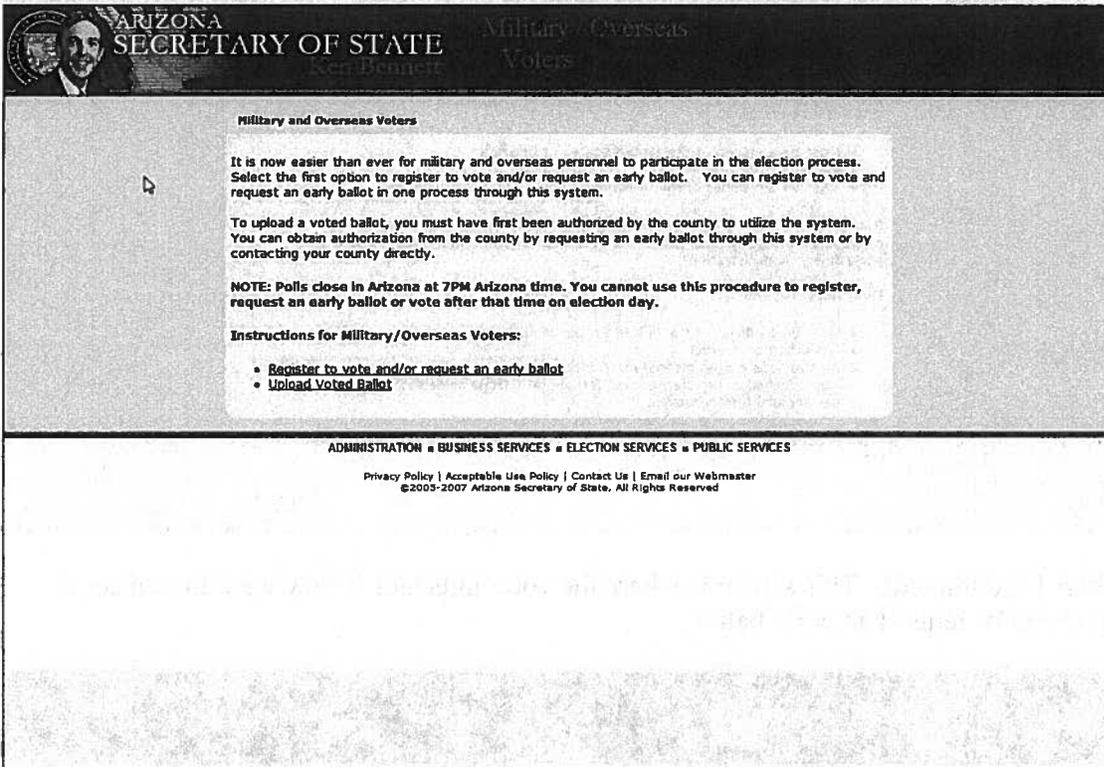


**Step 1 - Military or Overseas Voter goes to [www.azsos.gov](http://www.azsos.gov) and then to the military and overseas section and is presented with the main Military/Overseas Voter screen. The customer will first choose the "Register to vote and/or request an early ballot" option.**



The screenshot shows the Arizona Secretary of State's website for Military/Overseas Voters. The header includes the Arizona Secretary of State logo and the text "Military/Overseas Voters". The main content area is titled "Military and Overseas Voters" and contains the following text:

**Military and Overseas Voters**

It is now easier than ever for military and overseas personnel to participate in the election process. Select the first option to register to vote and/or request an early ballot. You can register to vote and request an early ballot in one process through this system.

To upload a voted ballot, you must have first been authorized by the county to utilize the system. You can obtain authorization from the county by requesting an early ballot through this system or by contacting your county directly.

**NOTE: Polls close in Arizona at 7PM Arizona time. You cannot use this procedure to register, request an early ballot or vote after that time on election day.**

**Instructions for Military/Overseas Voters:**

- [Register to vote and/or request an early ballot](#)
- [Upload Voted Ballot](#)

At the bottom of the page, there is a navigation menu with the following links: ADMINISTRATION ■ BUSINESS SERVICES ■ ELECTION SERVICES ■ PUBLIC SERVICES. Below the navigation menu, there is a footer with the following text: Privacy Policy | Acceptable Use Policy | Contact Us | Email our Webmaster ©2005-2007 Arizona Secretary of State. All Rights Reserved.

## Step 1 (continued) - instructions to the voter

**Do you qualify to participate in elections under Arizona and Federal Law?**

To be eligible to register to vote in Arizona, a person must be:

- A citizen of the United States of America. This includes any U.S. citizen who has never resided in the United States but whose parent is a United States citizen registered to vote in Arizona (see A.R.S. § 16-103).
- 18-years old on or before the date of the next general election
- A resident of Arizona for 29 days preceding the election
- Able to write his or her name or make his or her mark (unless physically disabled)
- Not convicted of a felony or treason (unless restored to civil rights)
- Not adjudicated an incapacitated person (see A.R.S. § 14-5101)

**Uniformed personnel**

- Must be a citizen of the United States of America
- Resident of Arizona
- Must be a member of the Uniformed Services or a family member

(Uniformed Services are defined as the U.S. Armed Forces, merchant marine, commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration.)

**Overseas citizens**

- Must be a citizen of the United States of America
- A resident of Arizona
- An overseas citizen means a U.S. citizen who resides outside the U.S., and who was qualified to register, except for age, in Arizona immediately prior to his or her departure from Arizona.

(Civilians outside the U.S. applies to Arizona residents temporarily residing outside the U.S.)

Step 1 (continued) - This screen is where the voter indicates if they want to register to vote and/or request an early ballot.

**ARIZONA SECRETARY OF STATE** Military/Overseas Voters

**Military/Overseas Voter Registration**

Fill out the form below. Information submitted here will be automatically forwarded to your County Recorder's Office.

I am interested in:  
(check all that apply)

Register to vote  
 Request an early ballot  
 Obtain information on upcoming elections  
 Other

Last Name:

First Name:

Middle Name:

Date of Birth:  mm-dd-yyyy

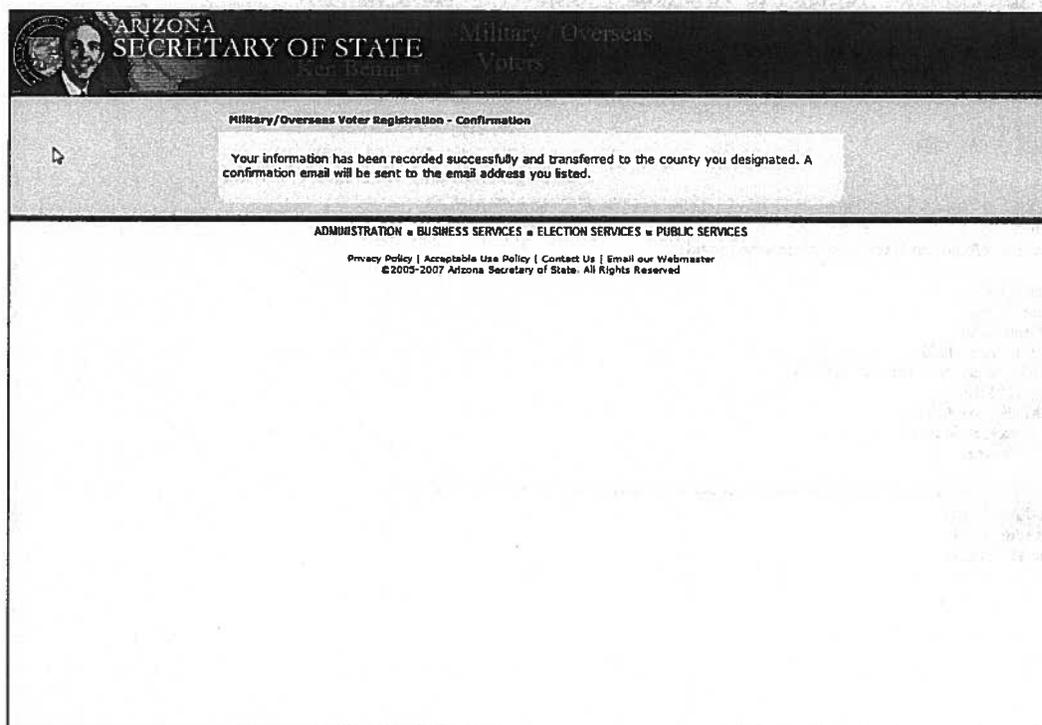
Arizona Address:

Current Mailing Address:

Email Address:

County:

## Step 1 continued - confirmation to voter that transaction is complete



ARIZONA  
SECRETARY OF STATE  
Military/Overseas  
Voters

Military/Overseas Voter Registration - Confirmation

Your information has been recorded successfully and transferred to the county you designated. A confirmation email will be sent to the email address you listed.

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## Step 2 - E-mail sent to voter confirming their information was received and transmitted to their county recorder.

Thank you for using Arizona Secretary of State office's Military / Overseas Voters System. This serves as a confirmation that your information was successfully recorded and transferred to your county recorder.

Name: Smith, Robert, Eddie  
County: Maricopa  
Phone No: 623-123-3456  
Fax No: 623-123-3455  
Registration Notification Email Address: test@AZsos.gov.  
Ballot Notification Email Address: test@AZSOS.gov.  
Registration Time Stamp: 7/1/2008 7:55:35 AM.

This email serves as confirmation that you are a military and/or overseas voter from Arizona that has expressed an interest on the Arizona Secretary of State's website in:

Registering to vote  
Requesting an early ballot

Your County Recorder will be contacting you soon. You may contact your county recorder at 623-123-3456 or by email at test@AZsos.gov .

---

To: rsmith@yahoo.com  
CC: {no addresses}  
BCC: {no addresses}

**Step 3A - E-mail sent to County Recorder with voter information and the actions the voter wants to take (register to vote and/or request an early ballot).**

This email serves as notification that a military and/or overseas voter from your county has expressed an interest on the Arizona Secretary of State's website in:

Registering to vote  
Requesting an early ballot

Click on <http://dev.azsos.gov/election/military/CountyLogin.aspx?c=ary> to authorize the voter.

The following information is the voter information provided:

Last Name: Smith  
First Name: Robert  
Middle Name: Eddie  
Date of Birth: 12-11-1986  
Arizona Residential Address: 123 Main St.  
Phoenix, AZ 85012  
Current Mailing Address:  
Email: rsmith@yahoo.com  
County: Maricopa

---

To: test@AZsos.gov  
CC: {no addresses}  
BCC: {no addresses}

**The Steps for the County to Take When They Receive This Email:**

- Send voter FPCA card (if voter requested to register to vote)
- Send voter the ballot and the early ballot affidavit. The sending of the ballot can be by mail and/or fax and/or email.
- Authorize the voter to use the SoS Ballot Upload System. Once the county authorizes the voter to use the system, an automatic email from the system will be sent to the voter with their password and instructions on how to use the ballot upload system. In addition, the email will contain information on how to fax their ballot.

**Step 3A - County logs onto system to authorize voters to use ballot upload system**

ARIZONA SECRETARY OF STATE  
Military / Overseas Voters

Overseas Voters - County Login

User ID:

Password:

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**Step 3A - County authorizes voter to use ballot upload system.**

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Military / Overseas Voters

Overseas Voter   Manage Voted Ballots   Reports   County Info   User Management   Logout

Authorize Registered Voters to Upload Ballot   Help

Name	Date Of Birth	Email Address	Current Mailing Address	Voter ID #
Doe, John J	9/15/1978	jdoe@rediffmail.com	Hyderabad, India	<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
Doe, John J	9/15/1978	jdoe1@rediffmail.com	Nario, Egypt	<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
Jones, Laura Jane	8/8/1988	laurajanejones@hotmail.co	5678 Boulevard Frances Paris, France 246810	<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
White, James J	8/12/1968	ovoter@gmail.com		<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
Smith, Robert Eddie	12/11/1986	rsmith@yahoo.com		<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
Kerr, Steve	5/14/1968	skerr@suns.com	Europe	<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
Nash, Steve	5/12/1975	snash@suns.com	Europe	<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
Test, Test	1/1/1971	test@test.com	UK	<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
Test, Voter 2	5/14/1978	tvoter@aol.com	Frankfurt, Germany	<input type="button" value="Authorize"/> <input type="button" value="Delete"/>
Test, Voter 2	5/14/1978	tvoter1@aol.com	Frankfurt, Germany	<input type="button" value="Authorize"/> <input type="button" value="Delete"/>

1 2 3 4

Version ?

**Step 3B** - County enters information of voter that did not go through SoS system.

The county may need to enter a voter into the system in order to authorize them to use the ballot upload system. This may be the case if the county received the early ballot request from the voter directly and not through the SoS Military and Overseas system.

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Military / Overseas  
Voters

Overseas Voter   Manage Voted Ballots   Reports   County Info.   **User Management**   Logout

Register Overseas Voter   **Manage County Users**   Help

Last Name:

First Name:

Email Address:

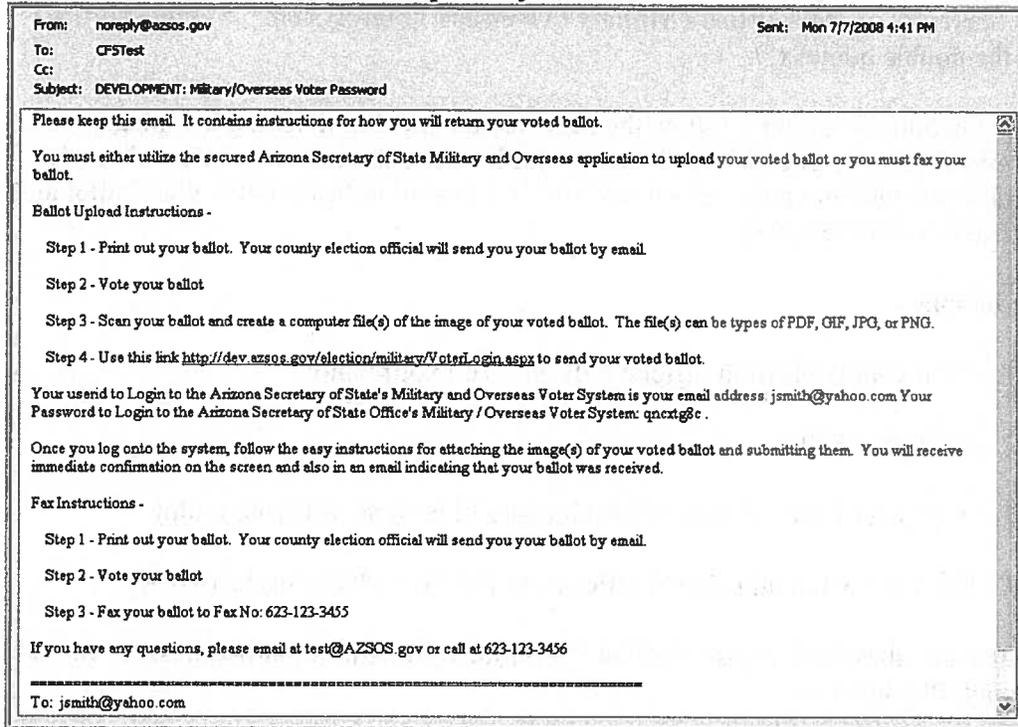
Voter ID:

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**Step 4 - Email that contains password sent to the Military/Overseas voter along with instructions on how to use ballot upload system.**



The following is the actual text of the email:

Please keep this email. It contains instructions for how you will return your voted ballot.

You must either utilize the secured Arizona Secretary of State Military and Overseas application to upload your voted ballot or you must fax your ballot.

**Ballot Upload Instructions -**

Step 1 - Your county election official will send you your ballot and unsigned Early Voting Affidavit.

Step 2 - Vote your ballot.

Step 3 - Sign your Early Voting Affidavit that will be sent with your ballot.

Step 4 - Scan your ballot and signed affidavit to create a computer file(s) of the image of your voted ballot and signed affidavit. The file(s) can be types of PDF, GIF, JPG, or PNG.

Step 5 - Use this link <%WebLink%> to send your voted ballot and signed affidavit.

Your userid to Login to the Arizona Secretary of State's Military and Overseas Voter System is your email address: <%VoterEmailAddress%>. Your Password to Login to the Arizona Secretary of State Office's Military / Overseas Voter System: "<%Password%>" without the double quotes ("").

Once you log onto the system, follow the easy instructions for attaching the image(s) of your voted ballot and signed affidavit along with how to submit them. You will receive immediate confirmation on the screen and also in an email indicating that your ballot and signed affidavit were received.

#### Fax Instructions -

Step 1 - Your county election official will send you your ballot.

Step 2 - Vote your ballot.

Step 3 - Sign your Early Voting Affidavit that will be sent with your ballot.

Step 4 - Fax your ballot and signed affidavit to Fax No: <%CountyFaxNo%>

If you have any questions, please email at <%BallotNotificationEmailAddress%> or call at <%CountyPhoneNo%>

**Step 5** - County sends voter the ballot through email. The voter votes the ballot and scans the ballot image into an electronic computer file. Voter logs onto the Military and Overseas ballot upload system.

The screenshot shows the login interface for the Arizona Secretary of State's Military/Overseas Voters system. At the top, there is a header with the Arizona Secretary of State's logo and name, Ken Bennett, and the text "Military/Overseas Voters". Below the header, the page is titled "Overseas Voter Login" and includes a "Help" link. The login form consists of two input fields: "User ID:" and "Password:", each followed by a text box. Below these fields is a "Login" button. A message below the button reads: "If you have not received a user id or password or you need further assistance, please contact your County Recorder. Select your county to obtain the contact information" followed by a dropdown menu labeled "-- Select County --". At the bottom of the page, there is a navigation menu with links for "ADMINISTRATION", "BUSINESS SERVICES", "ELECTION SERVICES", and "PUBLIC SERVICES". Below the navigation menu, there is a footer with links for "Privacy Policy", "Acceptable Use Policy", "Contact Us", and "Email our Webmaster", and a copyright notice: "©2005-2007 Arizona Secretary of State, All Rights Reserved".

**Step 5 (continued)** - Voter attaches the electronic computer file(s) that contain the image of their voted ballot.

The screenshot shows the 'Send Ballot' page for Military/Overseas Voters. The header includes the Arizona Secretary of State logo and name, Ken Bennett, and the text 'Military / Overseas Voters'. Below the header, there is a 'Secretary of State Picture' placeholder. The main content area is titled 'Send Ballot' and includes a 'Help' link. The instructions are as follows:

- Step 1 - Click the Browse button and find the scanned file(s) for your voted ballot.
- Step 2 - Click the Upload Voted Ballot button for the scanned file(s) for your voted ballot. You may upload multiple files if your voted ballot is made up of multiple scanned files.
- Step 3 - When finished uploading your scanned file(s), click the No More Files to Upload button to finish.

The form includes a 'Select Voted Ballot:' label, an empty text input field, and a 'Browse...' button. Below this are two buttons: 'Upload Voted Ballot' and 'No More Files To Upload'. A 'List of Upoaded Files:' label is followed by an empty list box and a 'Remove' button. At the bottom of the page, it says 'Version ?'.

**Step 5 (continued)** - Voter receives confirmation from application that ballot image was uploaded successfully.

The screenshot shows the 'Voted Ballot Received' confirmation page. The header is identical to the previous screenshot. The main content area is titled 'Voted Ballot Received' and includes a 'Help' link. The message reads:

The ballot images that you have uploaded will be sent to your County's Recorder's Office immediately. You will receive a confirmation email. Thank you!

Below the message is a link: [Back to Login Page](#)

The footer contains the following text:

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**Step 6 - Email sent to County. This email notifies the county Military and Overseas contact that a voted ballot is ready to download.**

A Voted Ballot has been received by the Arizona Secretary of State and is ready for you to download.

Voter Name: Smith, John Greg

Voter ID: N/A

Email address: jsmith@msn.com .

Date and Time Ballot was received: 7/9/2008 2:04:28 PM

Click on <http://dev.azsos.gov/election/military/CountyLogin.aspx?l=mvb> to download voted ballot(s).

---

To: test@AZSOS.gov

CC: {no addresses}

BCC: {no addresses}

**Step 6 - Email sent to Voter - This email confirms to the voter that the ballot was uploaded successfully.**

The file(s) you uploaded for your voted ballot has been received by the Arizona Secretary of State's office. Your county has been notified to obtain the ballot and process it.

Arizona date and time the files were received: 7/9/2008 2:04:28 PM.

If you have any questions or need further assistance, please contact your county at:  
Maricopa Phone No: 623-123-3456  
Fax No: 623-123-3455  
Ballot Notification Email Address: test@AZSOS.gov

---

To: jsmith@msn.com  
CC: {no addresses}  
BCC: {no addresses}

**Step 7 - County Logs Onto System and Downloads Ballot**

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Ken Bennett  
Military / Overseas Voters

Overseas Voter Manage Voted Ballots Reports County Info User Management Logout

Manage Voted Ballots Help

Download Selected Ballots Delete Selected Ballots

<input type="checkbox"/>	Voter Name	Voter Email Address	Ballot Sent Time	Voter ID
<input type="checkbox"/>	Smith, Johnathon	jsmith@yahoo.com	7/8/2008 8:46:43 AM	69
<input type="checkbox"/>	Smith, Johnathon	jsmith@yahoo.com	7/8/2008 8:51:57 AM	69
<input type="checkbox"/>	Williams, Bill	bwilliams@cox.net	7/9/2008 10:52:41 AM	70
<input type="checkbox"/>	Williams, Bill	bwilliams@cox.net	7/9/2008 12:31:03 PM	70
<input checked="" type="checkbox"/>	Smith, John	jsmith@msn.com	7/9/2008 2:04:28 PM	71

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Step 7 continued - Cover Sheet



**Ken Bennett**  
**SECRETARY OF STATE**  
**STATE OF ARIZONA**

Last name:	Smith
First name:	Johnathon
Middle name:	
Email address:	jsmith@yahoo.com
Date of Birth:	
Arizona address:	
Current mailing address:	
Voter ID:	5093894

## Step 8 - County Deletes Downloaded Ballot From System



**ARIZONA**  
**SECRETARY OF STATE**  
Ken Bennett

Military / Overseas  
Voters

[Overseas Voter](#) [Manage Voted Ballots](#) [Reports](#) [County Info.](#) [User Management](#) [Logout](#)

**Manage Voted Ballots** [Help](#)

<input type="checkbox"/>	Voter Name	Voter Email Address	Ballot Sent Time	Voter ID
<input type="checkbox"/>	Smith, Johnathon	jsmith@yahoo.com	7/8/2008 8:46:43 AM	69
<input type="checkbox"/>	Smith, Johnathon	jsmith@yahoo.com	7/8/2008 8:51:57 AM	69
<input type="checkbox"/>	Williams, Bill	bwilliams@cox.net	7/9/2008 10:52:41 AM	70
<input type="checkbox"/>	Williams, Bill	bwilliams@cox.net	7/9/2008 12:31:03 PM	70
<input checked="" type="checkbox"/>	Smith, John	jsmith@msn.com	7/9/2008 2:04:28 PM	71

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