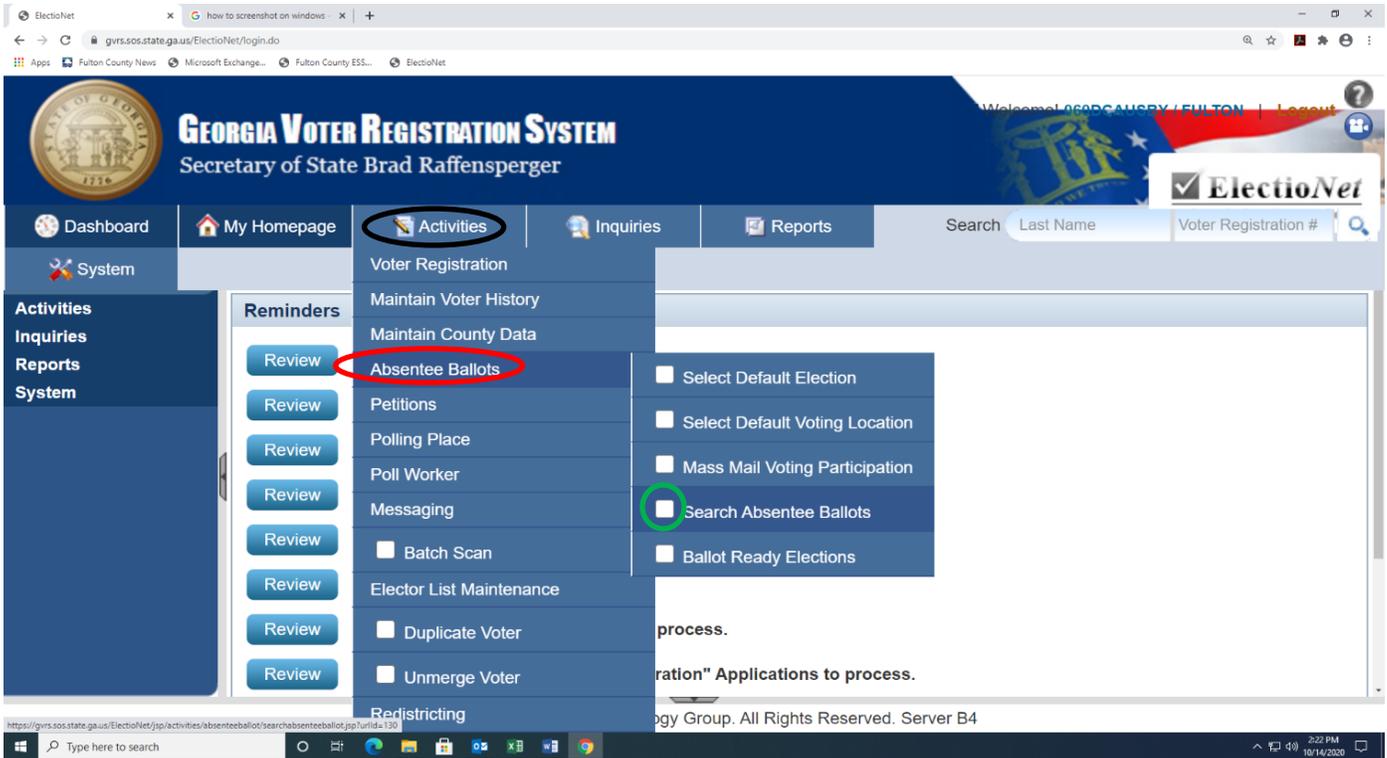
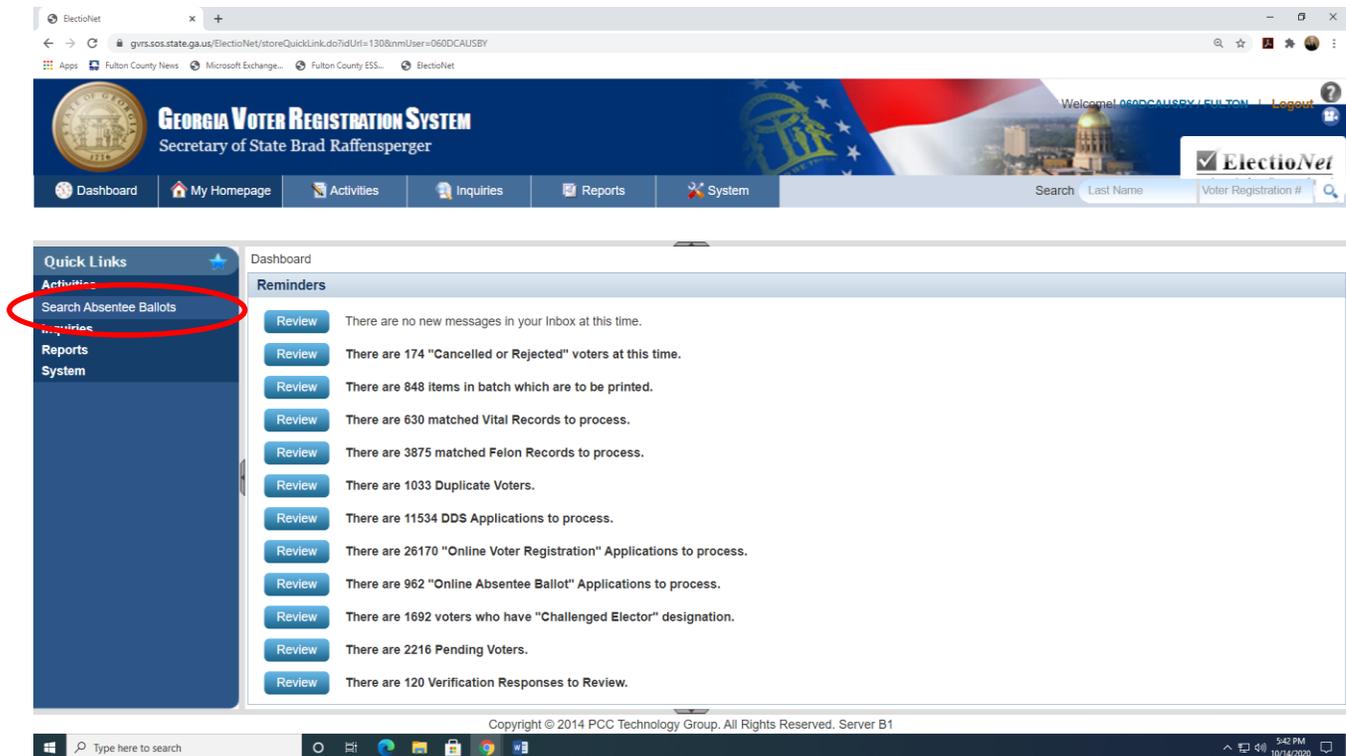


HOW TO CANCEL OR SPOIL AN ABSENTEE BALLOT

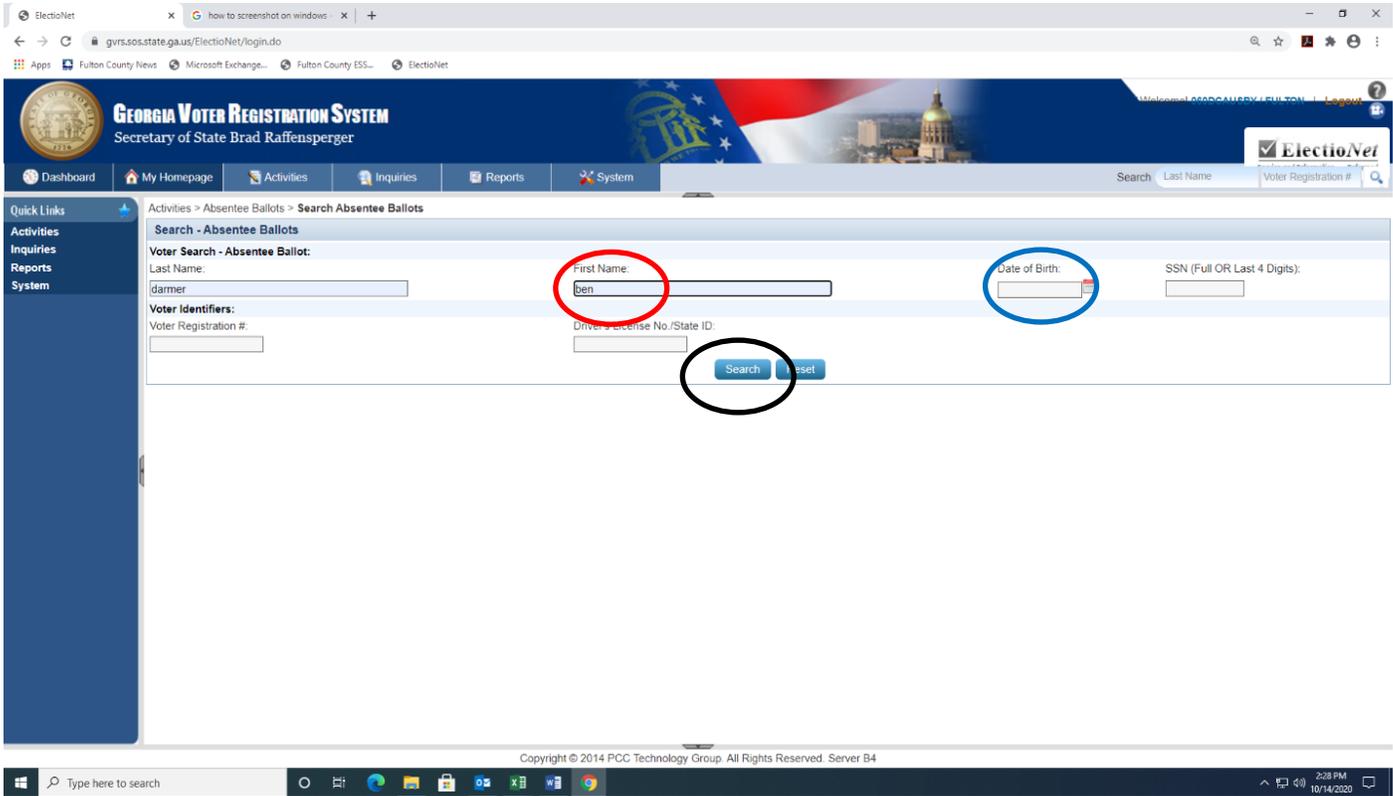
1. Log into ElectionNet
2. FIRST-
 - a. Click on Activities at the top of the page (clack circle)
 - b. Click on Absentee Ballots in the drop down menu (red circle)
 - c. Click on the WHITE BOX next to Search Absentee Ballots (green circle)



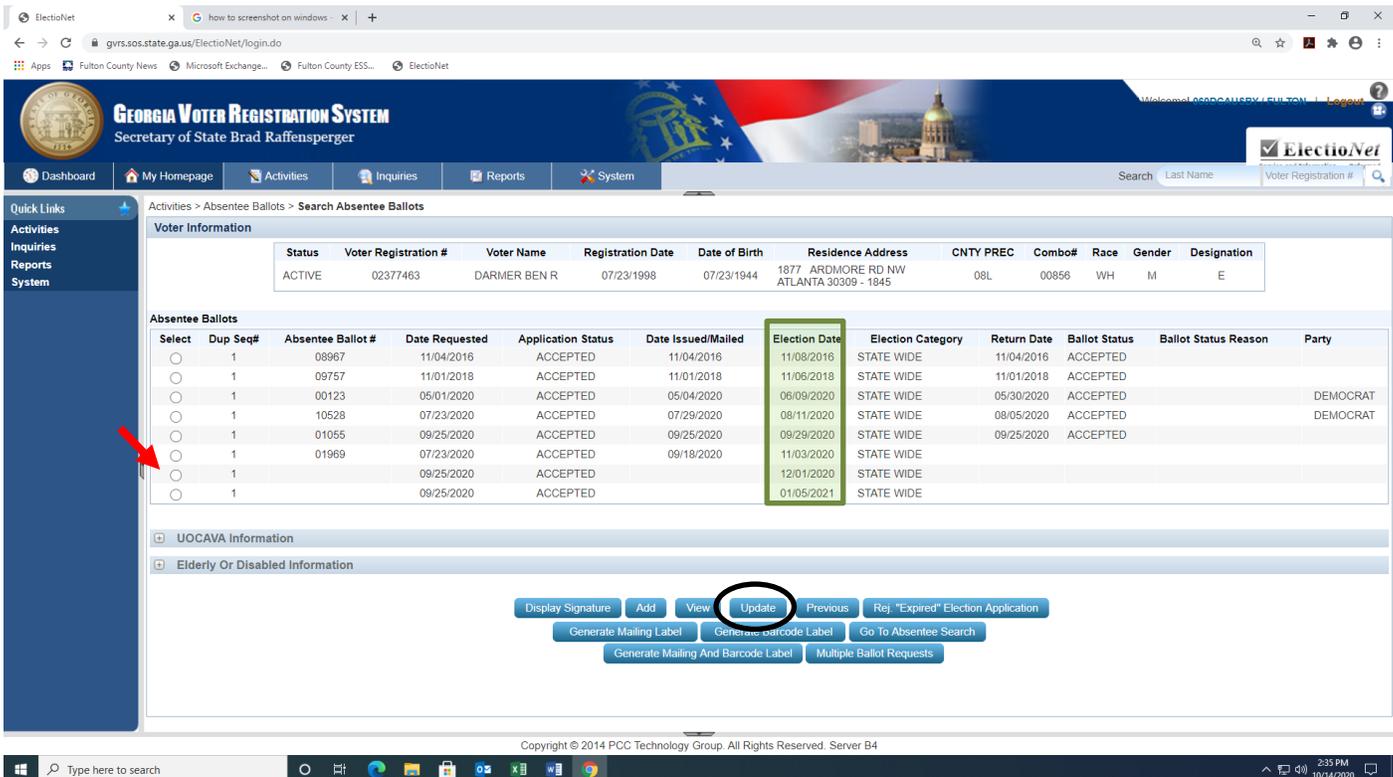
3. Note. From now on the Search link will be on your quick link list (red circle). Click this quick link to find voters.



4. Enter the voter's first name (red circle) and date of birth (blue circle)
5. Click on the Search button (black circle)



6. Under the Absentee Ballot Information, select the radio button (red arrow) to choose the correct election date (green box) you will need to edit.
7. Click on Update (black circle) to update the voter's absentee ballot information.



8. Click on the space (red circle) that says Ballot Return Information

The screenshot shows the Georgia Voter Registration System interface. The header includes the Georgia state seal and the text "GEORGIA VOTER REGISTRATION SYSTEM" and "Secretary of State Brad Raffensperger". The navigation bar contains "Dashboard", "My Homepage", "Activities", "Inquiries", "Reports", and "System". The main content area is titled "Update Absentee Ballots" and "Voter Information". A table lists voter details for BEN R DARMER, including registration date (07/23/1998), date of birth (07/23/1944), voter registration number (02377463), status (ACTIVE), and residence address (1877 ARDMORE RD NW, ATLANTA 30309 - 1845). Below this, there are fields for "Duplicate Application Sequence #", "Election Date - Name", "Election Type", and "Election Category". The "Ballot Request Information" section includes radio buttons for "In Person", "Mail Ballot", and "Ballot Requested by Family Member", along with "Absentee Ballot Serial #", "Date Requested", and checkboxes for "Select if Multiple Ballot Requested" and "Select if Application is Denied". The "Ballot Issued Information" section contains three expandable items: "Ballot Issued Information", "Ballot Return Information" (highlighted with a red circle), and "Person Assisting with Ballot". At the bottom of the form are "Update", "Reset", and "Previous" buttons. The footer of the browser window shows "Copyright © 2014 PCC Technology Group. All Rights Reserved. Server B4" and the system tray displays the time as 2:44 PM on 10/14/2020.

To CANCEL an Absentee Ballot

9. Check the box that says Select If Ballot Cancelled (red circle)
10. Delete the date from the Date Ballot Returned Box field (red arrow).
11. For Cancelled Reason, select OTHER from the drop down menu. In the description enter: VOTED AT POLLS.
12. For Other (Max 50 Characters), type in why the ballot needs to be cancelled (ex: Early Voting) (black circle)
13. Click on Update (green circle) and the absentee ballot has been cancelled

The screenshot displays the 'Georgia Voter Registration System' interface. The 'Ballot Return Information' section is active, showing various fields for ballot tracking. The 'Select If Ballot Cancelled' checkbox is highlighted with a red circle. The 'Date Ballot Received' field is empty, with a red arrow pointing to it. The 'Cancelled Reason' dropdown menu is highlighted with a blue circle, and the 'Other (Max. 50 Characters)' field is highlighted with a black circle. The 'Update' button is highlighted with a green circle. The interface includes a navigation menu on the left, a search bar at the top right, and a footer with copyright information.

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2:46 PM 10/14/2020

To **SPOIL** an Absentee Ballot

14. Check the box that says Select If Ballot Spoiled (red circle)
15. For Spoiled Reason, click on the drop down and select the appropriate reason (blue circle). (When a ballot has been issued for the full election cycle for UOCAVA, Elderly or Disabled, only the ballot for the selected election will be spoiled).
16. For Other (Max 50 Characters), type in why the ballot needs to be cancelled (ex: Early Voting) (black circle)
17. Click on Update (green circle) and the absentee ballot has been spoiled

The screenshot displays the 'Georgia Voter Registration System' interface. The main content area is titled 'Ballot Return Information' and contains several sections:

- Ballot Request Information:** Includes radio buttons for 'In Person', 'Mail Ballot' (selected), and 'Ballot Requested by Family Member'. It also has fields for 'Absentee Ballot Serial #' (01969) and 'Date Requested' (07/23/2020).
- Ballot Issued Information:** A section that is currently collapsed.
- Ballot Return Information:** This section contains several checkboxes and dropdown menus:
 - Select if Ballot Accepted
 - Select if Ballot Cancelled
 - Select if Ballot Returned
 - Select if Ballot Spoiled** (circled in red)
 - Select if Ballot was Provisional/Challenged
- Person Assisting with Ballot:** A section that is currently collapsed.

At the bottom of the form, there are three buttons: 'Update' (circled in green), 'Reset', and 'Previous'. The 'Update' button is highlighted with a green circle. The 'Spoiled Reason' dropdown menu is circled in blue, and the 'Other (Max. 50 Characters)' text box is circled in black.