

Processing AVR Records in CVR

Steps	No Matches	Single Match	Multiple Matches	Manually Added Match
Step 1	Select "Refresh Matches" button	Select "Refresh Matches" button	Select "Refresh Matches" button	If a matching voter is found during the Add New Match" search, copy the existing voter ID# and close the search window by clicking X in upper right corner
Step 2	Select "Add New Match" to do a manual search	Select "Change Voter"	Review the "Match Criteria" for each voter (last column of each match)	The system will bring you back to the individual AVR record. Paste (or enter) the Voter ID# in "Voter ID" field in the popup box
Step 3	Open Voter Search - select search type "Statewide"	Select " Pre-fill Fields " - data DOES NOT AUTOMATICALLY update unless you select "Pre-fill fields"	Select "Inquiry Voter Registration" for the 1st matched record	Select "Add" - a message will appear that confirms that the match has been added. Click "OK" to close the message
Step 4	Conduct manual searches: A. first name, last name B. first name & DOB C. last name & DOB - If you do not find a match, continue to Step 5. - If you find a match, go to Manually Added Match (Step 1)	<u>PROOF</u> : Carefully compare all updated data in the CVR record to the new voter registration card image.	The View Voter screen will display. Carefully review the record, including the VPH. Click the X in upper right to close the record	The voter record will appear on the individual AVR screen and the match criteria will show that it is a "Manually Added Match"
Step 5	Select "New Voter" - AVR information <u>automatically</u> prefills into the record for NEW VOTERS only	Select "Continue"	Follow the same process to review the 2nd matched record	Select "Change Voter"

Processing AVR Records in CVR

Steps	No Matches	Single Match	Multiple Matches	Manually Added Match
Step 6	<p><u>PROOF</u>: Carefully compare all updated data in the CVR record to the new voter registration card image.</p>	Select "Accept"	Compare the information in the existing CVR records to the information in the AVR record to select or determine if the existing record(s) are possible duplicates	Select " Prefill Fields " - data DOES NOT AUTOMATICALLY update unless you select "Prefill fields"
Step 7	Select "Continue"	File your proofed VR card image in your card file	<p><u>Option 1</u>: If the matches are not duplicate records, select the correct matching record and "Change Voter". Continue to Step 7</p> <p><u>Option 2</u>: If you think that one or more matches are duplicate records, "Route to the State Queue" for review</p>	<p><u>PROOF</u>: Carefully compare all updated data in the CVR record to the new voter registration card image.</p>
Step 8	Select "Accept"		Select " Prefill Fields " - data DOES NOT AUTOMATICALLY update unless you select "Prefill fields"	Select "Continue"
Step 9	File your proofed VR card image in your card file		<p><u>PROOF</u>: Carefully compare all updated data in the CVR record to the new voter registration card image.</p>	Select "Accept"
Step 10			Select "Continue"	File your proofed VR card image in your card file
Step 11			Select "Accept"	
Step 12			File your proofed VR card image in your card file	