

AVR Processing Checklist

Step 1 – Print AVR voter registration images

1. Go to Activities – Messaging
Check Inbox (any new AVR voter registration images will be here)
2. If you have any new AVR records to process, you will have a report in your inbox that will read “AVR REPORT FOR STATE” with a date. Note: If you have no report, then you have no AVR records to process
3. Click the button to the left of the “AVR REPORT FOR STATE” – hit “SELECT”
4. “View Message” screen will appear – select “Download Office Document”
5. Print new AVR voter registration card images single-sided. Use these images to carefully proof each AVR record as you process them, and then file them in your card library

Step 2 – Process AVR records in CVR

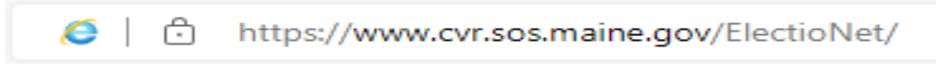
1. Go to Activities – System – Reminders (next to the bottom line on the page)
2. If you have any AVR records to process, click on the record to “REVIEW” and then select “REFRESH MATCHES”. Note: If you see a blank white screen, scroll down to see the records or reduce your view setting (Hold down Ctrl & scroll down with your mouse)
3. Click on “SELECT” next to the first record. Note: AVR records will be presented in ascending order with oldest at top – process records from top to bottom
4. Refer to “AVR Processing Records in CVR” chart for instructions on processing different scenarios

See reverse for Important Reminders

Important AVR Reminders

1. Browser Errors

Many errors are caused by using the wrong browser. You need to use Edge with IE (Internet Explorer) compatibility. Your URL field for CVR should display the small blue “e” to the left of the URL field if you are correctly accessing IE through Edge. The Edge/IE compatibility setting must be updated every 30 days. Browser instructions are posted on the Elections Temp site.



2. “Prefill Fields” - IMPORTANT

If you have selected “Change Voter” to update an existing CVR record, you MUST select “Prefill Fields” or the new AVR data will not update. As always, carefully proof the new voter registration card image to the updated record after “Prefill Fields” has been selected. See page 24 of the AVR Guide.

3. Pre-HAVA Records – Always Update

If you are reviewing a match for an AVR record and the existing CVR record is “Pre-HAVA” and there are no changes, you should always select “Change Voter” then “Prefill Fields” and update the record. “Pre-HAVA” records are those that were in existence prior to when CVR was implemented in 2007. By updating these older records, the driver’s license or state ID will be inserted into the record. See page 31 of the AVR Guide.

4. “No Change” Button – Use Very Rarely

The “No Change” button should seldom be used and never on Pre-HAVA records.

When you are reviewing possible matches, you must carefully compare the data from the new AVR record to an existing CVR record(s). Be very careful if you plan to select the “No Change” button, as most records will likely have some change, or the record may be Pre-HAVA requiring you to update it to insert the DL/ID number as noted above. ONLY select “No Change” if the information in the AVR record is identical to the information in the CVR record for every field, and NOT Pre-HAVA.

5. Address Errors

You will likely experience address pop-up errors as you process your AVR records, as CVR and BMV data do not share the same address formatting. You can quickly resolve any invalid/mismatched street names, apt/unit numbers and P.O. box issues by following the instructions on pages 25-27 in the AVR Guide.

6. “Refresh Matches” Button

Users MUST select the “Refresh Matches” button for all AVR records. This is especially important for records processed two or more days after the date received. This button generates an updated CVR database search to find matches to records created in CVR between the date the AVR record was received, and the date processed. See page 14 of the AVR Guide.