

Connecticut
Secretary of the State
Elections Division

User Manual

CVRS – DMV
Interface

Version 2.1
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Contents

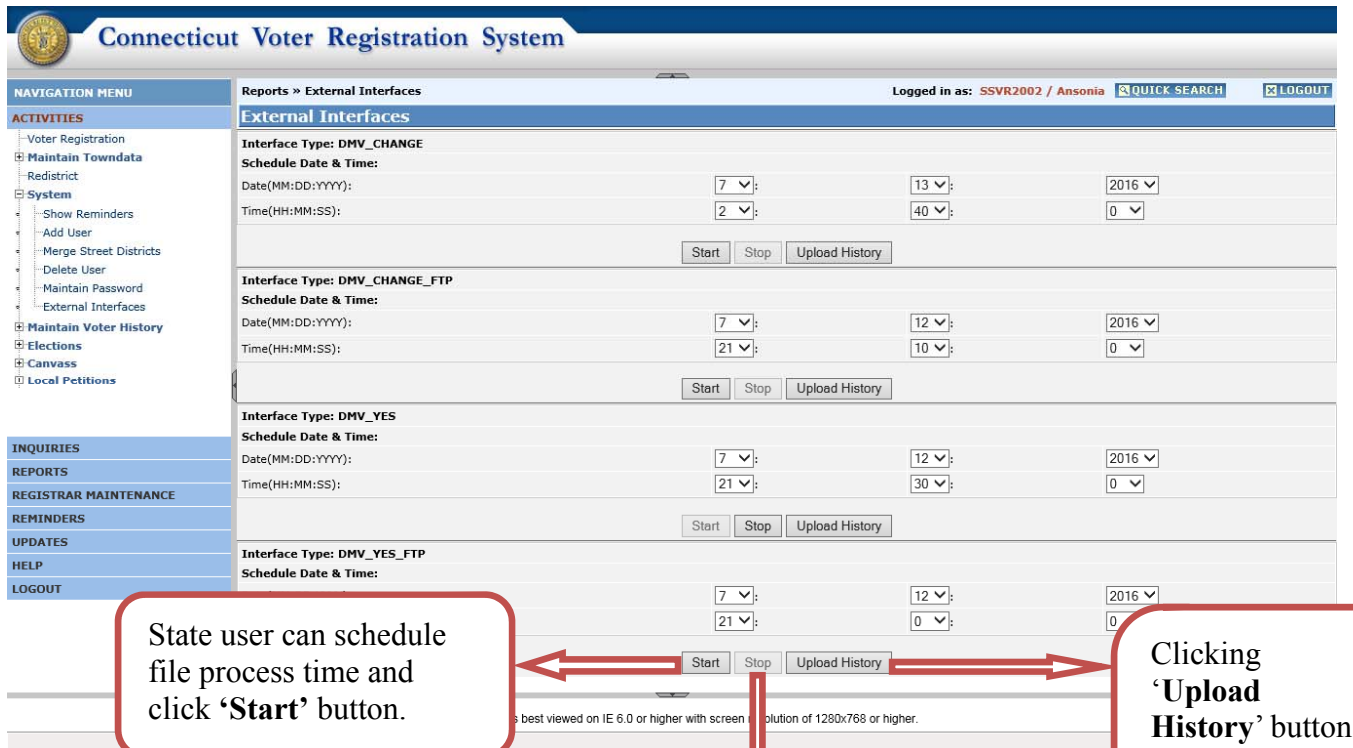
1.	External Interface Scheduling.....	2
1.1	Upload History Pop up.....	3
2.	Reminders Screen.....	4
3.	New DMV Voter Registrations.....	5
3.1	DMV Requests Screen.....	5
3.2	CVRS Matched Voter Screen.....	6
3.3	Compare Screen.....	7
3.4	Add Existing Voter.....	8
3.4.1	Confirmation Screen.....	9
3.5	Change Voter.....	10
3.5.1	Confirmation Screen.....	11
3.6	New Voter.....	12
3.6.1	Confirmation Screen.....	13
4.	DMV Change Address.....	14
4.1	DMV Change of Address Request Screen.....	14
4.2	Change of Address within the same town.....	15
4.2.1	Change of Address Compare Screen.....	16
4.2.2	Existing Voter Registration Form.....	17
4.2.3	Confirmation Screen.....	18
4.3	Moved Out of Town.....	19
5.	DMV Inquiries.....	21
5.1	Inquiries Screen.....	21
5.2	Search Results Screen.....	22
5.3	View Voter Screen.....	23
6.	Reports.....	24
6.1	DMV Registration Summary List.....	24
6.2	DMV Registration Detail List.....	26
6.3	DMV Registration List(Available only for Town Users).....	28

1. External Interface Scheduling

External Interface Scheduling allows the state user to schedule the date and time files will be uploaded from the FTP location and processed. To schedule the External Interface the state user follows the following steps:

Login as a state user and navigate to **Activities -> System -> External Interfaces**.

The following screen will display of all the scheduled interfaces together with their time and status. There are four interfaces that will be displayed.



State user can schedule file process time and click 'Start' button.

State user can stop the scheduler by clicking on 'Stop' button

Clicking 'Upload History' button shows the detail list of past uploads as a popup.

Note:

1. The system will process the respective files at the scheduled time.
2. Multiple files can be processed on the same date by selecting different times on the same date.

1.1 Upload History Pop up

The upload history pop up will display a summary of the uploads with details such as: ‘Id Upload’, ‘Requested Date’, ‘Uploaded Date’, ‘Status’, ‘Total Uploaded’ and ‘Total Errors’.

The screenshot displays the Connecticut Voter Registration System interface. A pop-up window titled "Upload Type: DMV_CHANGE" is open, showing a table of upload records. The background interface includes a navigation menu on the left and a main content area with various reports and filters.

ID Upload	Requested Date	Uploaded Date	Status	Total Uploaded	Total Errors
2	07-08-2016	07-08-2016	Completed	6	0
3	07-11-2016	07-11-2016	Completed	6	0
4	07-11-2016	07-11-2016	Completed	6	0
5	07-11-2016	07-11-2016	Completed	6	0
6	07-11-2016	07-11-2016	Completed	6	0

2. Reminders Screen

Once the daily file is processed the user can access the list of records from the ‘**Reminders**’ screen.

To access the requests login as a **Registrar/SU** and navigate to the ‘**Reminders**’ screen.

Below is a screen shot of the ‘**Reminders**’ screen. The system will display a list of DMV registration applications and these requests will appear under two or five different sections, depending on user identity as follows:

- 1) New DMV Voter Registrations - New Voter Registrations (SU/Registrar)
- 2) DMV Yes with no signature (This list will be enabled only for SU).
- 3) DMV Change of Address (Tumbleweed). (SU/Registrar)
- 4) DMV Change of Address voter with no signature (This list will be enabled only for SU).

The screenshot displays the 'Reminders' screen of the Connecticut Voter Registration System. The page is titled 'Connecticut Voter Registration System' and shows the user is logged in as 'SU / Wethersfield'. The main content is organized into several sections:

- Summary:**
 - There are no voters who have moved out of your town at this time. (Review button)
 - There are no batch errors from Redistricting. (Review button)
 - There are no new messages. (Review button)
- Online Voter Registration:**
 - There are no "online voter registration" Applications to be processed. (Review button)
 - There are 10 "no signature online voter registration" Applications to be processed. (Review button)
 - no voters have completed applications to be received by mail. (Review button)
- DMV Registration:**
 - There are 23 "new DMV voter registration" Applications to be processed. (Review button)
 - There are 23 "no signature DMV new voter registration" Applications to be processed. (Review button)
 - There are 26 "DMV Change of Address(Tumbleweed)" Applications to be processed. (Review button)
 - There are 13 "no signature DMV change of address" Applications to be processed. (Review button)
- Letters:**
 - There are 4 acceptance letters to print. (Print, Delete buttons)
 - There are 3 change letters to print. (Print, Delete buttons)
 - There are no rejection letters to print. (Print, Delete buttons)

At the bottom of the page, a note states: 'This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.'

3. New DMV Voter Registrations

To access the ‘New DMV Voter Registrations’ the user will login as a **Registrar / SU** and navigate to the **Reminders** screen and click the ‘Review’ button for the ‘There are **XX** ‘new DMV voter registration’ Applications to be processed’ section.

The system will take the user to a home screen that will show a list of the New DMV Voter Registration requests.

3.1 DMV Requests Screen

The following is a screen shot of the list of New DMV Voter Registration requests.

The screenshot displays the 'Connecticut Voter Registration System' interface. The top navigation bar includes the state seal and the system name. Below this, a sidebar on the left contains navigation menus for 'NAVIGATION MENU', 'ACTIVITIES', and 'INQUIRIES'. The main content area shows the 'Reminders » New DMV Voter Registration' page. It features a search criteria form with fields for ReferenceId, Last Name, First Name, and Date Of Birth, along with 'Get All', 'Search', 'Reset', and 'Back' buttons. Below the search form is a 'Print List' button. The main data area is a table titled 'Applications from DMV New Registration' with columns for DMV Id, Last Name, First Name, Residence Address, Date Of Birth, Gender, Citizen, and Received Date. Two rows of data are visible, each with a 'Go to VR' button. A 'Print List' button is also present below the table. A 'Report a problem?' link is located to the right of the table. Two red callout boxes with arrows point to the 'Print List' and 'Go to VR' buttons, providing instructions on their functions.

DMV Id	Last Name	First Name	Residence Address	Date Of Birth	Gender	Citizen	Received Date	
150000605	Jay	Stevie		03/25/1982	Male	Y	07/08/2016 12:00 AM	Go to VR
150000612	Marie	Olivia	80 Indiana St, Ansonia 06401-1121	03/25/1982	Female	Y	07/08/2016 12:00 AM	Go to VR

By clicking ‘Print List’, the system will generate a report of New DMV Voter Registrations.

Clicking ‘Go to VR’ button will display the details of the DMV Voter Registration applicant together with a list of statewide matched records from CVRS.

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

3.2 CVRS Matched Voter Screen

Clicking ‘Go to VR’ button will display the details of the DMV Voter registration applicant together with a list of statewide matched records from CVRS. Below is the screen shot for this process.

Connecticut Voter Registration System

Reminders » New DMV Voter Registration » Dmv Select Voter

Logged in as: SU / Ansonia

Buttons: Select, New Voter, Back, Display Signature, Print Registration Card, No Action Required

Dmv Voter Information

Reference Id: 20160707134401MZRS
 Name: Stevie Jay
 Residence Address: [Redacted]
 Date of Birth: 03/25/1982
 Previous Name: [Redacted]
 Signature: [Handwritten Signature]

Received Date: 07/08/2016 12:00 AM
 Driver's License Number: 150000605

CVRS Matched Voters - Select Voter

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	Registration Date	DMV Id
<input checked="" type="radio"/>	1	Jay	Freddy			03/25/1982	106 South Cliff Street, Ansonia	001193740	01/01/	

Buttons: Select, New Voter, Back, Display Signature, Print Registration Card, No Action Required

Callouts:

- Clicking ‘Print Registration Card’ button generates the voter registration card for the applicant.
- Clicking ‘Select’ button will display the compare screen with DMV voter details on left side and the selected CVRS voter details on the right side of the screen.
- Clicking ‘New Voter’ button displays the registration form with prefilled values from the DMV registration applicant.
- Clicking ‘No Action Required’ button will remove the record from dashboard.

Below is the screen shot of a printed voter registration card:

PLEASE USE PEN - PRINT CLEARLY

1a Check Boxes that Apply: New Voter Registration (includes move to a new town) Address Change (within the same town) Name Change Party Enrollment Change

1b Are you a U.S. citizen? YES NO Will you be 18 on or before election day? YES NO If you checked "NO" to either of these questions, do not complete this form.

2 Name of Applicant: Last Name: Mr. Mrs. Miss Ms. Jay First Name: Stevie Middle Name or Initial: [Redacted] Jr. Sr. II III IV

3 Date of Birth: 03/25/1982 **4** CT Driver's License Number: 150000605 **5** Address Where You Live: No., Street, Apt. # _____ Town _____ Zip _____ State _____

6 If Different, Address Where You Get Your Mail (P.O. Box, etc.): 80 Indiana St Ansonia CT 06010-2829 **7** Telephone Number (optional) _____ **8** Gender: Male Female

9 Do you wish to enroll in a political party? YES. Name of party: Democratic Republican Other: _____ NO. I do not wish to enroll in a party at this time. **10** NAME or ADDRESS CHANGE. Previous Voting Address (if none, write "NONE"): No, Street, Apt # _____ Town _____ County _____ State _____ Name Under Which Registered (if different from above) _____

11 I swear or affirm that:
 • I am a U.S. Citizen
 • I live at the address shown in box 5 above
 • I am at least 17 years old
 • I have not been convicted of a disfranchising felony, or, if so, I am eligible to register to vote
 • The information provided here is true
 Signature: [Handwritten Signature] Today's Date: 07/08/2016

12 Would you like to work at the Polls on Election Day?
 YES
 NO

NOTE: The particular social service office at which you register to vote, or whether you decline to register, remains confidential and will be used only for voter registration purposes.

S WARNING: If you sign this statement even though you know it is untrue, you can be convicted and imprisoned for up to five years and fined up to \$5,000.

THIS SECTION COMPLETED ONLY BY AGENCY | THIS SECTION COMPLETED ONLY BY REGISTRAR OF VOTERS

3.3 Compare Screen

Clicking ‘**Select**’ button in the **CVRS Matched Voter** screen will navigate the user to the compare screen. This screen will be displayed when **CVRS has matched a record for an applicant**.

The screenshot shows the 'Connecticut Voter Registration System' interface. The main content area is titled 'Dmv Registration Compare Voter Information'. It is divided into two columns:

DMV Voter Information	CVRS Voter Information
Reference Id: 20160707134401MZRS	Voter Id: 001193740
Received Date: 07/08/2016 12:00 AM	Registration Date: 01/01/1800 12:00 AM
<input checked="" type="checkbox"/> Name: Stevie Jay	<input type="checkbox"/> Name: Freddy Jay
<input checked="" type="checkbox"/> Residence Address:	<input type="checkbox"/> Residence Address: 106 South Cliff Street, Avon 06401-1910
<input checked="" type="checkbox"/> Mailing Address: 80 Indiana St, Ansonia 06010-2829	<input type="checkbox"/> Mailing Address:
<input checked="" type="checkbox"/> DMV: 150000605	<input type="checkbox"/> DMV:
<input checked="" type="checkbox"/> Date of Birth: 03/25/1982	<input type="checkbox"/> Date of Birth: 03/25/1982
<input checked="" type="checkbox"/> Party: Democratic	<input type="checkbox"/> Party: Democratic
<input checked="" type="checkbox"/> Gender: Male	<input type="checkbox"/> Gender: Male
<input checked="" type="checkbox"/> Signature:	<input type="checkbox"/> Signature:

Below the comparison table, there are two buttons: 'Select' and 'Back'. A red arrow points from the 'Select' button to a callout box containing the following text:

Clicking ‘**Select**’ button will display add existing voter or change voter screen with prefilled values.

Note:

1. When the new DMV voter registration applicant is from the same town as that of the matched CVRS record clicking the ‘**Select**’ button will display the **add existing** registration form.
2. When the new DMV voter registration applicant is from a different town as that of the matched CVRS record clicking the ‘**Select**’ button will display the **change voter** registration form.

3.4 Add Existing Voter

The add existing registration form is displayed as shown below complete with prefilled values from DMV and the user can validate and accept the changes for the voter record or can cancel the transaction.

Connecticut Voter Registration System

NAVIGATION MENU: SU Home Page, ACTIVITIES (Voter Registration, Maintain Towndata, Redistrict, System, Maintain Voter History, Elections, Canvass, Local Petitions), INQUIRIES, REPORTS, REGISTRAR MAINTENANCE, REMINDERS, UPDATES, HELP, LOGOUT

Voter Registration » Add Existing Voter | Logged in as: SU / Ansonia | QUICK SEARCH | LOGOUT

Buttons: Accept, Memo, Back, Cancel

General Details
 Registration Date: 07 / 12 / 2016 | Voter ID: 001193740

Voter Name
 Prefix: | Last Name: Jay | First Name: Stevie | Middle: | Suffix: | Date of Birth: 03 / 25 / 1982 | US Citizen: Yes No (Note: Read Only)

Voter Residence
 Residence Address From DMV: South Cliff Street | Street No.: 106 | Street Name: | Unit: | Town: Avon | State: CT | Zip Code: 06401 - 1910

Acceptance Criteria
 Permanent Absentee Ballot: Yes No | Telephone: (203) 734 - 2779 | Gender: Male | Type of Registration: Mail In | Residence Status: Use Residence Address Do Not Use Residence Address | Signature: Yes No (Note: Read Only) | Special Status: |

Mailing Address
 Mailing Address From DMV: 80 Indiana St | Street No.: | Unit: | Street Name/P O Box: | State: CT

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Connecticut Voter Registration System

NAVIGATION MENU: SU Home Page, ACTIVITIES (Voter Registration, Maintain Towndata, Redistrict, System, Maintain Voter History, Elections, Canvass, Local Petitions), INQUIRIES, REPORTS, REGISTRAR MAINTENANCE, REMINDERS, UPDATES, HELP, LOGOUT

Mailing Address From DMV: 80 Indiana St | Street No.: | Unit: | State: CT | Zip Code: 06010-2829 | Town: Ansonia | Country: United States

Previous Voter Address
 Street No.: 106 | Street Name: South Cliff Street | Unit: | Town: Avon | State Code: CT | Zip Code: 06401 - 1910

Reasons
 NVRA: V - DMV

Print Option: Print Now Print Later | **Language**: English English/Spanish

Effective Date: 07/12/2016 | **Privilege Date**: 07/12/2016

Districts:	Congressional:	Senatorial:	Assembly:
*	District/Ward	Precinct	Polling Place
<input checked="" type="radio"/>	State:		
	Local:		
	Special:		

* Indicates which poll place will be printed on the letter

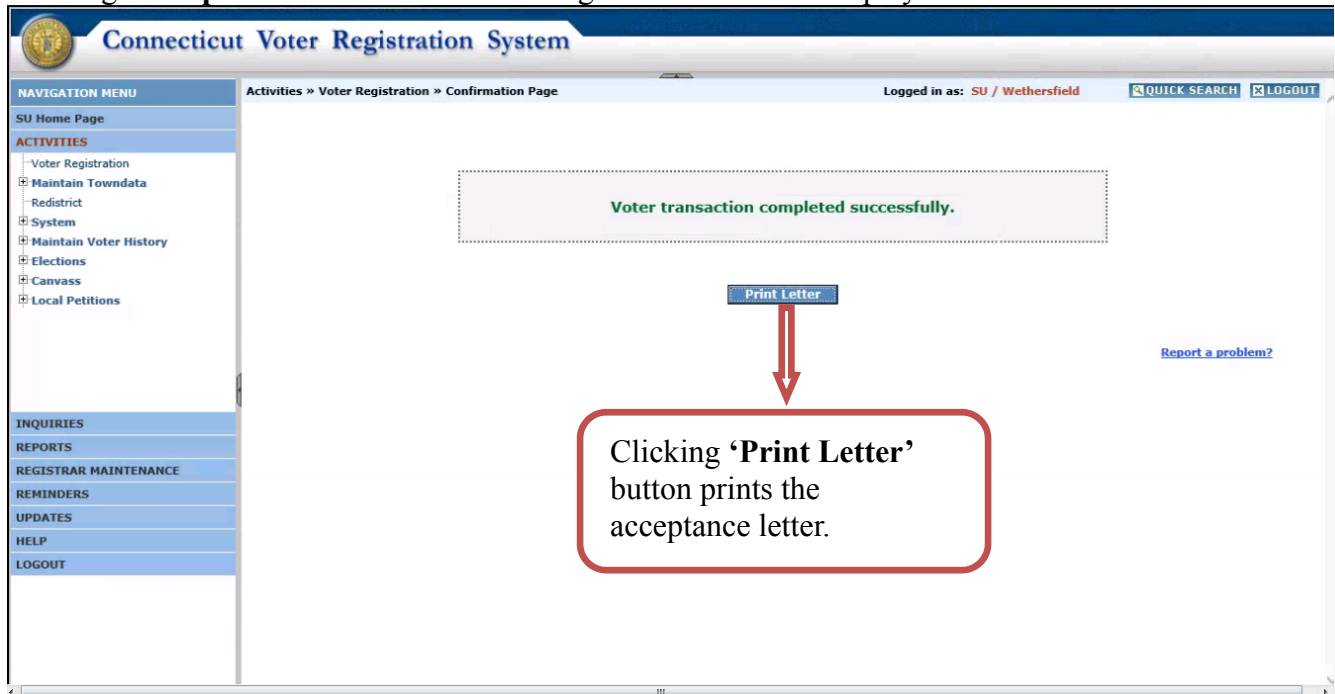
Buttons: Accept, Memo, Back, Cancel

Report a problem?

Clicking 'Accept' button registers the voter into the existing town and displays the confirmation screen.

3.4.1 Confirmation Screen

Clicking ‘Accept’ button on the Add Existing Voter screen will display the confirmation screen.



Below is a sample acceptance letter screen shot:

NOTICE OF ACCEPTANCE OF APPLICATION TO REGISTER TO VOTE
AVISO DE QUE SU SOLICITUD PARA INSCRIBIRSE PARA VOTAR FUE ACEPTADA

- * **A valid form of identification has not been produced or verified with your application for voter registration. Please bring identification with you when you appear to vote at your assigned polling place.**
- * *Ninguna forma de identificación no ha sido sometida o verificada con su solicitud de inscripción para votar. Favor de traer identificación cuando usted asista en el colegio electoral donde usted votara.*

Floyd Mayweather
 12 Amato Circle
 Southington, CT 06489-4375



Registration Effective Date <i>Fecha Vigente de Inscripción</i>	May 06, 2015
Date of Notice <i>Fecha De Éste Aviso</i>	May 06, 2015
Date of Birth <i>Fecha de nacimiento</i>	February 24, 1977
District	6

3.5 Change Voter

The Change Voter registration form is displayed as shown below complete with prefilled values from the DMV and the user can validate and accept the changes or cancel the transaction.

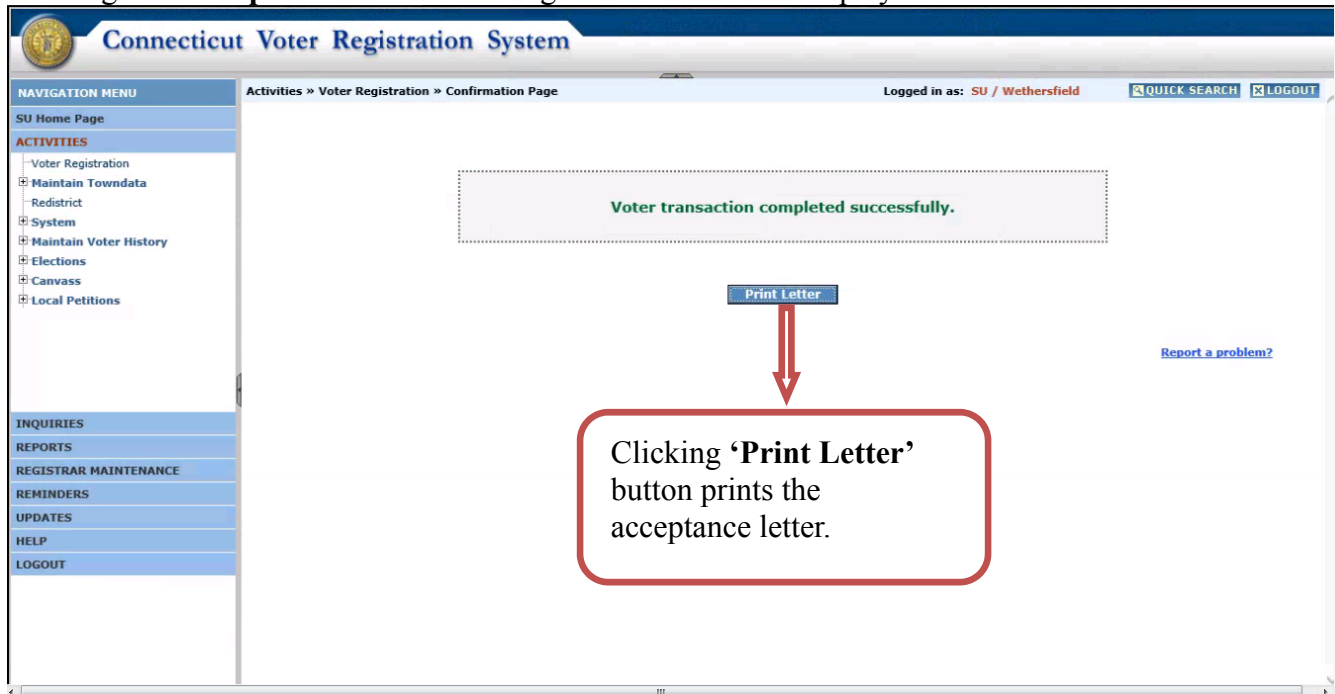
This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Clicking 'Accept' button registers the voter into the new town and displays the confirmation screen.

3.5.1 Confirmation Screen

Clicking the ‘Accept’ button on the Change Voter screen will display the confirmation screen.



Below is the sample acceptance letter screen shot

NOTICE OF ACCEPTANCE OF APPLICATION TO REGISTER TO VOTE
AVISO DE QUE SU SOLICITUD PARA INSCRIBIRSE PARA VOTAR FUE ACEPTADA

* **A valid form of identification has not been produced or verified with your application for voter registration. Please bring identification with you when you appear to vote at your assigned polling place.**

* *Ninguna forma de identificación no ha sido sometida o verificada con su solicitud de inscripción para votar. Favor de traer identificación cuando usted asista en el colegio electoral donde usted votara.*

Floyd Mayweather
 12 Amato Circle
 Southington, CT 06489-4375


 004373975

Registration Effective Date	May 06, 2015
<i>Fecha Vigente de Inscripción</i>	
Date of Notice	May 06, 2015
<i>Fecha De Éste Aviso</i>	
Date of Birth	February 24, 1977
<i>Fecha de nacimiento</i>	
District	6

3.6 New Voter

Clicking the ‘New Voter’ button on the CVRS Matched Voter screen will display the new voter registration form complete with prefilled values from DMV.

Connecticut Voter Registration System

Activities » Voter Registration » Add New Voter

Logged in as: SU / Ansonia [QUICK SEARCH](#) [LOGOUT](#)

NAVIGATION MENU

- SU Home Page
- ACTIVITIES
 - Voter Registration
 - Maintain Towndata
 - Redistrict
 - System
 - Maintain Voter History
 - Elections
 - Canvass
 - Local Petitions
- INQUIRIES
- REPORTS
- REGISTRAR MAINTENANCE
- REMINDERS
- UPDATES
- HELP
- LOGOUT

General Details

Registration Date: 07 / 12 / 2016
 DMV ID: 150000605
 Type of Identification: DMV ID

Voter Name

Prefix:
 Last Name: Jay
 First Name: Stevie
 Middle Name:
 Suffix:
 Date of Birth: 03/25/1982
 US Citizen: Yes No (Note: Read Only)

Voter Residence

Residence Address From DMV

Street No.:
 Street Name:
 Unit:
 Town:
 State: CT
 Zip Code: -

Acceptance Criteria

Permanent Absentee Ballot: Yes No
 Party Enrollment: Democratic
 OR Party Other:
 Residence Status: Use Residence Address Do Not Use Residence Address
 Signature: Yes No (Note: Read Only)

Telephone: () -
 Gender: Male
 Type of Registration: Mail In
 Special Status:

Mailing Address

Mailing Address From DMV: 80 Indiana St

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Connecticut Voter Registration System

Town: Ansonia Country: United States

Previous Voter Address

Street No.:
 Street Name:
 Unit:
 Town:
 State:
 Zip Code: -

Previous Voter Name

Last Name:
 First Name:
 Middle Name:
 Suffix:

Reasons

NVRA: V - DMV

Print Option

Print Now Print Later

Language

English English/Spanish

Effective Date

07/12/2016

Privilege Date

07/12/2016

Districts:	Congressional:	Senatorial:	Assembly:
*	District/Ward	Precinct	Polling Place
<input checked="" type="radio"/>	State:		
	Local:		
	Special:		

* Indicates which poll place will be printed on the letter

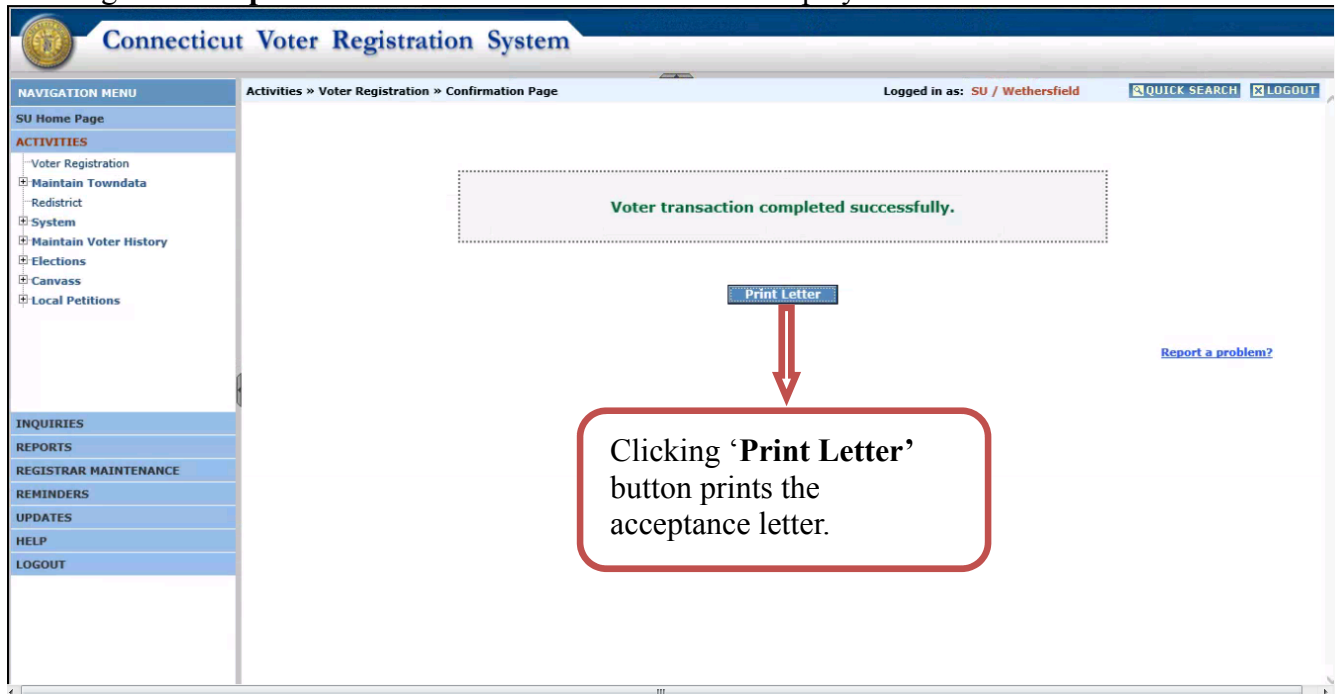
[Accept](#) [Memo](#) [Back](#) [Cancel](#)

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Clicking ‘Accept’ button registers the voter into a new town and displays the confirmation screen.

3.6.1 Confirmation Screen

Clicking the ‘Accept’ button on the New Voter screen will display the confirmation screen.



Below is the sample acceptance letter screen shot

NOTICE OF ACCEPTANCE OF APPLICATION TO REGISTER TO VOTE
AVISO DE QUE SU SOLICITUD PARA INSCRIBIRSE PARA VOTAR FUE ACEPTADA

- * **A valid form of identification has not been produced or verified with your application for voter registration. Please bring identification with you when you appear to vote at your assigned polling place.**
- * *Ninguna forma de identificación no ha sido sometida o verificada con su solicitud de inscripción para votar. Favor de traer identificación cuando usted asista en el colegio electoral donde usted votara.*

Floyd Mayweather
 12 Amato Circle
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Registration Effective Date <i>Fecha Vigente de Inscripción</i>	May 06, 2015
Date of Notice <i>Fecha De Éste Aviso</i>	May 06, 2015
Date of Birth <i>Fecha de nacimiento</i>	February 24, 1977
District	6

4. DMV Change Address

To access the change of address requests section login as a **Registrar / SU** and navigate to **Reminders** and click **‘Review’** button for the **‘There are XX ‘DMV Change of Address’ applications to be processed’** section.. The system will display the list of DMV change of address requests.

4.1 DMV Change of Address Request Screen

Below is the screen shot for the list of DMV Change of Address requests.

The screenshot shows the Connecticut Voter Registration System interface. The page title is "Connecticut Voter Registration System" and the user is logged in as "SU / Plainville". The main content area is titled "Reminders » DMV change of address".

Applications Search Criteria

ReferenceId	Last Name	First Name	Date Of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="m/dd/yyyy"/>

Buttons: [Get All](#) [Search](#) [Reset](#) [Back](#)

[Print List](#)

Applications from DMV Change of address 1 to 1 of 1

DMV Id	Last Name	First Name	Residence Address	Date Of Birth	Received Date	
150000605	Jay	Stevie	60 State St, Wethersfield 06161	03/25/1982	07/11/2016 12:00 AM	Go to VR

Buttons: [Print List](#) [Report a problem?](#)

Callout 1: Clicking **‘Print List’** will generate a report with a list of DMV Change of Address voters.

Callout 2: Clicking **‘Go to VR’** button will display the details of DMV Change of Address Voter request with a list of townwide matched records from CVRS.

Footer: This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

4.2 Change of Address within the same town

If the DMV change of address record matches with a CVRS record within the same town the user can click the **‘Select’** button and proceed to the compare screen and process the record.

If no matched records are found the user can click the **‘No Action Required’** button and remove the record from the dashboard.

The screen below displays the DMV voter details and a list of all townwide CVRS matched records.

The screenshot shows the 'Connecticut Voter Registration System' interface. The breadcrumb trail is 'Reminders » DMV change of address » Dmv Select Voter'. The user is logged in as 'SU / Wethersfield'. There are four buttons: 'Select', 'Back', 'Display Signature', and 'No Action Required'. A red arrow points from the 'No Action Required' button to a callout box that says 'Clicking ‘No Action Required’ button removes the record from dashboard.' Below this is the 'Dmv Voter Information' section with fields for Reference Id (94), Name (Bill Sr Gates), Residence Address (58 State, Wethersfield 06109), Date of Birth (01/01/1961), Received Date (07/13/2016), Driver's License Number (010000236), Previous Address (38 State, Wethersfield), and a signature image. Below that is a table titled 'CVRS Matched Voters - Select Voter' with columns: Last, First Name, Middle Name, Suffix, Date of Birth, Residence Address, Voter ID, Registration Date, and DMV Id. A red arrow points from the 'Select' button to a callout box that says 'Clicking ‘Select’ button displays the compare screen with DMV voter details on the left side and CVRS voter details on the right side.' The table contains one row for 'Bill' with a date of birth of 01/01/1961 and a residence address of 100A Adolph Place, Bridgeport. A 'Report a problem?' link is at the bottom right. A footer note states: 'This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.'

Last	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	Registration Date	DMV Id
Bill				01/01/1961	100A Adolph Place, Bridgeport	004182474	10/01/2012	

4.2.1 Change of Address Compare Screen

The screen below compares the data of a DMV voter who changed address within the same town and the matched CVRS voter data.

The screenshot shows the 'Connecticut Voter Registration System' interface. The main content area is titled 'Dmv Registration Compare Voter Information' and is divided into two columns: 'DMV Voter Information' and 'CVRS Voter Information'. The DMV column contains fields for Reference Id (89), Received Date (07/11/2016 12:00 AM), Name (Testwo Motorvoter), Residence Address (40 Smith Cir, Avon 06001), DMV (150000565), Date of Birth (03/25/1982), and a signature image. The CVRS column contains fields for Voter Id (001193727), Registration Date (01/01/1800 12:00 AM), Name (Marion L. Motorvoter), Residence Address (28 Hall Street, Ansonia 06401-1142), DMV, Date of Birth (03/25/1982), and a signature image with the text 'No Signature'. A 'Select' button and a 'Back' button are located above the form. A red arrow points from the 'Select' button to a callout box.

DMV Voter Information		CVRS Voter Information	
Reference Id:	89	Voter Id:	001193727
Received Date:	07/11/2016 12:00 AM	Registration Date:	01/01/1800 12:00 AM
<input checked="" type="checkbox"/> Name:	Testwo Motorvoter	<input type="checkbox"/> Name:	Marion L. Motorvoter
<input checked="" type="checkbox"/> Residence Address:	40 Smith Cir, Avon 06001	<input type="checkbox"/> Residence Address:	28 Hall Street, Ansonia 06401-1142
<input checked="" type="checkbox"/> DMV:	150000565	<input type="checkbox"/> DMV:	
<input checked="" type="checkbox"/> Date of Birth:	03/25/1982	<input type="checkbox"/> Date of Birth:	03/25/1982
<input checked="" type="checkbox"/> Signature:		<input type="checkbox"/> Signature:	No Signature

Clicking 'Select' button displays the add existing voter registration form with prefilled values.

4.2.2 Existing Voter Registration Form

Clicking the ‘Select’ button will display the **Add Existing Voter** screen as shown below.

Connecticut Voter Registration System

Voter Registration » Add Existing Voter Logged in as: SU / Avon [QUICK SEARCH](#) [LOGOUT](#)

[Accept](#) [Memo](#) [Back](#) [Cancel](#)

General Details

Registration Date: 07 / 12 / 2016 Voter ID: 001193727

Voter Name

Prefix:
 Last Name: Motorvoter
 First Name: Testtwo
 Middle:
 Suffix:
 Date of Birth: 03 / 25 / 1982
 US Citizen: Yes No (Note: Read Only)

Voter Residence

Residence Address From DMV 40 Smith Cir
 Street No.:
 Street Name:
 Unit:
 Town: Avon
 State: CT
 Zip Code: 06001 -

Acceptance Criteria

Permanent Absentee Ballot: Yes No
 Party Enrollment: Unaffiliated
 OR Party Other:
 Telephone: (203) 735 - 1478
 Gender: Unknown
 Type of Registration: Mail In
 Special Status:
 Residence Status: Use Residence Address Do Not Use Residence Address
 Signature: Yes No (Note: Read Only)

Mailing Address

Street No.:
 Street Name 1/P O Box:
 Street Name 2:
 Unit:
 State:
 Zip Code:

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Connecticut Voter Registration System

Mailing Address

Street No.:
 Street Name 1/P O Box:
 Street Name 2:
 Town:
 Unit:
 State:
 Zip Code:
 Country: United States
(Enter army postal type e.g. APO/PO/POPO)
(Choose "Military" for army postal address)

Previous Voter Address

Street No.: 28
 Street Name: Hall Street
 Unit:
 Town: Ansonia
 State Code: CT
 Zip Code: 06401 - 1142

Reasons

NVRA: V - DMV

Print Option

Print Now Print Later

Language

English English/Spanish

Effective Date 07/12/2016 **Privilege Date** 07/12/2016

Districts:	Congressional:	Senatorial:	Assembly:
* <input type="radio"/>	District/Ward		Polling Place
<input checked="" type="radio"/>	State:		
	Local:		
	Special:		

* Indicates which poll place will be printed on the letter

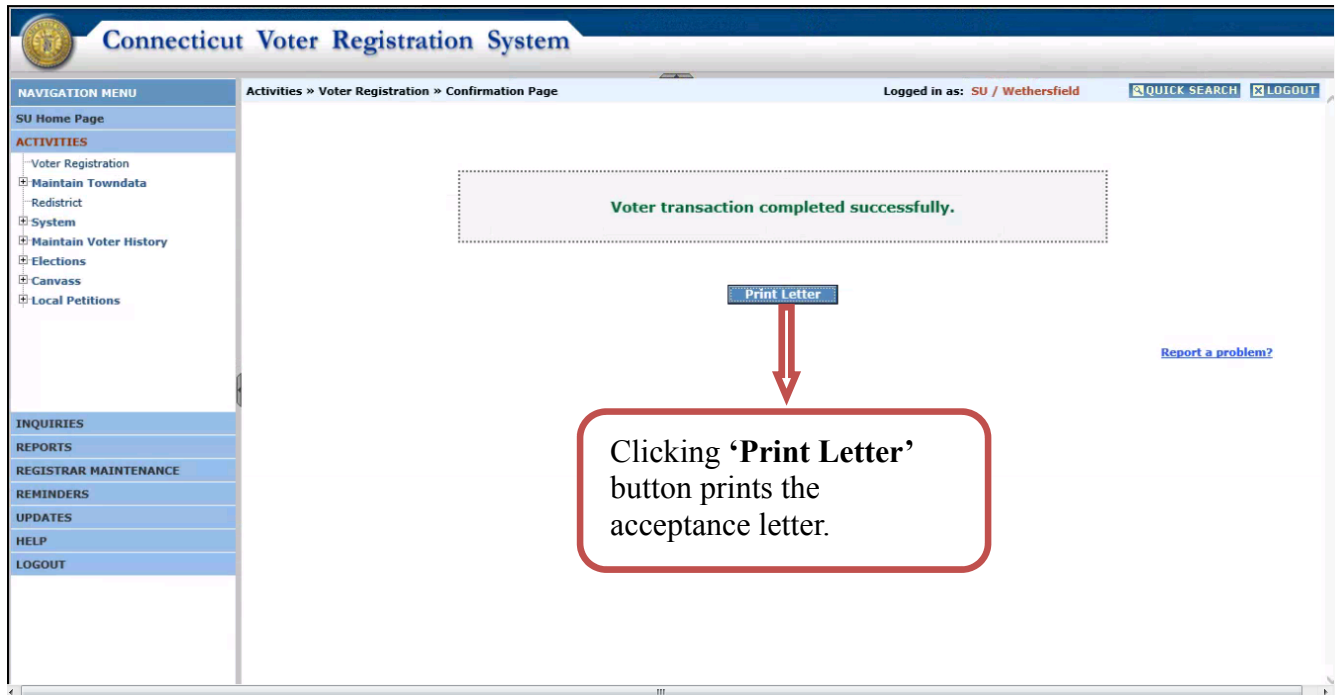
[Accept](#) [Memo](#) [Back](#) [Cancel](#)

[Report a problem?](#)

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

4.2.3 Confirmation Screen

If all the changes are acceptable the user clicks the ‘Accept’ button on the Add Existing Voter screen and the system will display the below confirmation screen.



Below is a sample acceptance letter

NOTICE OF ACCEPTANCE OF APPLICATION TO REGISTER TO VOTE

AVISO DE QUE SU SOLICITUD PARA INSCRIBIRSE PARA VOTAR FUE ACEPTADA

- * **A valid form of identification has not been produced or verified with your application for voter registration. Please bring identification with you when you appear to vote at your assigned polling place.**
- * *Ninguna forma de identificación no ha sido sometida o verificada con su solicitud de inscripción para votar. Favor de traer identificación cuando usted asista en el colegio electoral donde usted votara.*

Floyd Mayweather
 12 Amato Circle
 Southington, CT 06489-4375



Registration Effective Date	May 06, 2015
<i>Fecha Vigente de Inscripción</i>	
Date of Notice	May 06, 2015
<i>Fecha De Éste Aviso</i>	
Date of Birth	February 24, 1977
<i>Fecha de nacimiento</i>	
District	6

4.3 Moved Out of Town

If the voter moves from one address to a different address in another town, the original town of residence will remove the voter from their voter list by making the voter “Off” status. Once the voter is made “off” in the original town the voter will be available in the new town of residence for registration. Below is the screen shot for the DMV voter record whose new town of residence is different from the original town.

The screenshot shows the 'Connecticut Voter Registration System' interface. The breadcrumb trail is 'Reminders » DMV change of address » Dmv Select Voter'. The user is logged in as 'SU / Wethersfield'. There are buttons for 'Update voter with Off status', 'Back', 'Display Signature', and 'No Action Required'. Below this is the 'Dmv Voter Information' section with the following details:

- Reference Id: 94
- Name: Bill Sr Gates
- Residence Address: 58 State, Ansonia 06109
- Date of Birth: 01/01/1961
- Received Date: 07/13/2016 12:00 AM
- Driver's License Number: 010000236
- Previous Address: 38 State, Wethersfield
- Signature: [Handwritten Signature]

Below the information is a table titled 'CVRS Matched Voters - Select Voter':

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	Registration Date	DMV Id
<input checked="" type="radio"/>	A	Gates	Bill			01/01/1961	100A Adolph Place, Bridgeport	004182474	10/01/2012	

At the bottom of the table, there are buttons for 'Update voter with Off status', 'Back', 'Display Signature', and 'No Action Required'. A red arrow points from the 'Update voter with Off status' button to a callout box.

User can make the voter ‘Off’ by clicking ‘Update voter with Off status’ button. The system then navigates to the change voter registration screen with voter status as ‘Off’ and a popup with a prepopulated new address appears.

Below is a screen shot for a DMV move out of town record. The user can confirm the new address and after updating the voter status as ‘Off’, the user will print a confirmation of removal to be sent to the voter. Once complete, the new town user will see the voter record in **Reminders -> New DMV Voter Registration** section.

The screenshot displays the 'Connecticut Voter Registration System' interface. The main window is titled 'Change Voter' and shows a 'Voter ID' of 004182474. The 'Voter Residence' section includes fields for Street No. (100A), Street Name, Unit, Town (Bridgeport), State (CT), and Zip Code (00000 - 00000). A 'Return' button is highlighted in a red callout box with the following text: 'User has to click Return button and then click Accept on the change voter screen to make the voter Off status. In the confirmation screen user can print the DMV Letter'. The interface also features a navigation menu on the left and a top bar with 'Accept', 'Memo', 'Back', 'Cancel', and 'Duplicate' buttons.

Once the voter is made “off” this voter will be available in the ‘**There are XX new DMV voter registration Applications to be processed**’ section on the new town and the user can process the record as a new voter.

5. DMV Inquiries

To access the ‘DMV Inquiries’ function, login as a **Registrar / SU** and navigate to the **Inquiries** screen and click the ‘**Inquiries**’ link. The system will display the DMV Inquiries screen.

5.1 Inquiries Screen

The user selects the required criteria and searches for the required information.

Connecticut Voter Registration System

Inquiries > DMV Voter Information

Logged in as: SU / Southington

DMV Yes (selected) DMV No DMV Change

Last Name : [] DMV ID : []

First Name : []

Date of Birth : [] [] [] (mm/dd/yyyy)

Search Clear

Report a problem?

Select the required request type and enter the search criteria and click ‘Search’ button.

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

5.2 Search Results Screen

After clicking the ‘Search’ button the search results screen will display matching records as shown below.

Back To Search View

1 to 7 of 7

Select	Last Name	First Name	Middle Name	Suffix	Date of Birth	DMV Id	Residence Address
<input checked="" type="radio"/>	Costa	Anny	S		1980-01-01	130000607	
<input type="radio"/>	Costa	Bennie	S		1981-01-01	010000609	
<input type="radio"/>	Costa	Danny	D		1998-01-05	130000611	
<input type="radio"/>	James	Skyler			1982-03-25	150000608	
<input type="radio"/>	Jay	Stevie			1982-03-25	150000605	
<input type="radio"/>	Marie	Olivia			1982-03-25	150000612	80 Indiana St, Ansonia
<input type="radio"/>	McFly	Marty			1982-03-25	150000602	

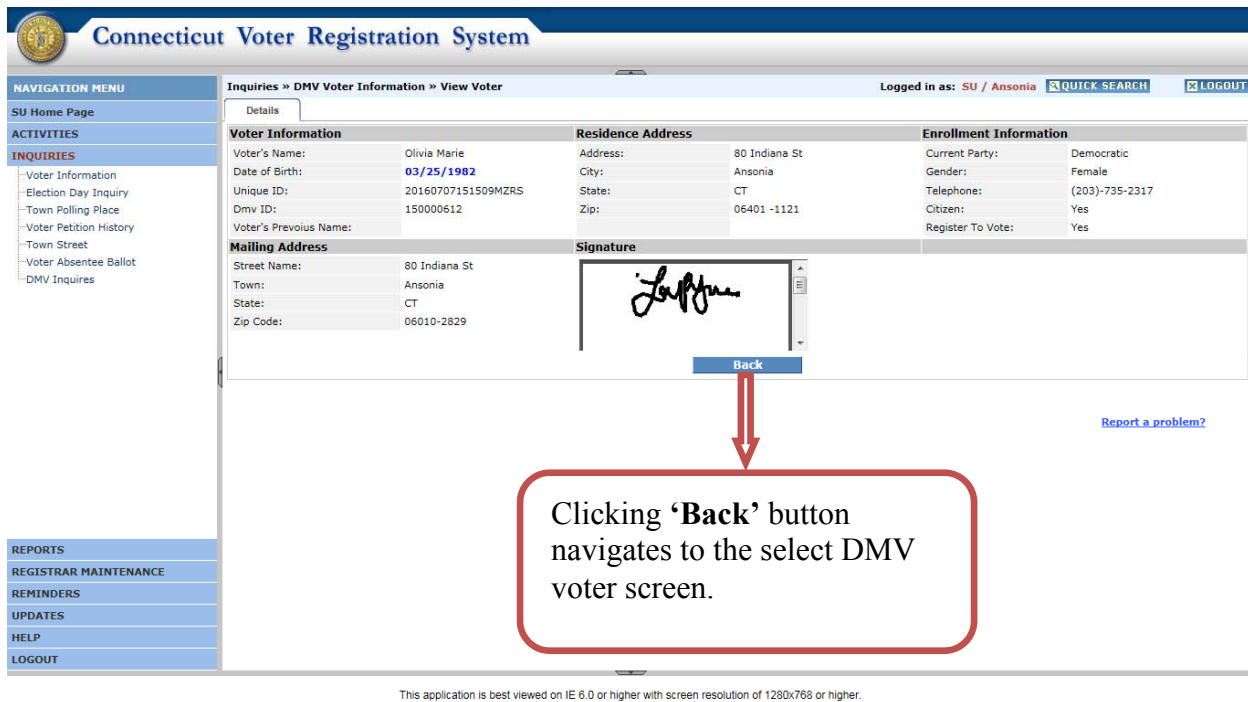
Back To Search View

Clicking ‘**Back to Search**’ button will navigate to the DMV inquiries search screen.

Selecting a record and clicking ‘**View**’ button displays the DMV voter details.

5.3 View Voter Screen

After clicking the ‘View’ button the system will display the voter information as displayed in the below screen.



The screenshot shows the 'Connecticut Voter Registration System' interface. The main content area displays voter information for Olivia Marie. The interface includes a navigation menu on the left, a top header with the system name and user login, and a main data table with sections for Voter Information, Residence Address, Enrollment Information, and Mailing Address. A signature image is also present. A 'Back' button is located below the signature image. A red arrow points from this button to a callout box with the text: 'Clicking ‘Back’ button navigates to the select DMV voter screen.'

Voter Information		Residence Address		Enrollment Information	
Voter's Name:	Olivia Marie	Address:	80 Indiana St	Current Party:	Democratic
Date of Birth:	03/25/1982	City:	Ansonia	Gender:	Female
Unique ID:	20160707151509MZRS	State:	CT	Telephone:	(203)-735-2317
Dmv ID:	150000612	Zip:	06401 -1121	Citizen:	Yes
Voter's Previous Name:				Register To Vote:	Yes

Mailing Address	
Street Name:	80 Indiana St
Town:	Ansonia
State:	CT
Zip Code:	06010-2829

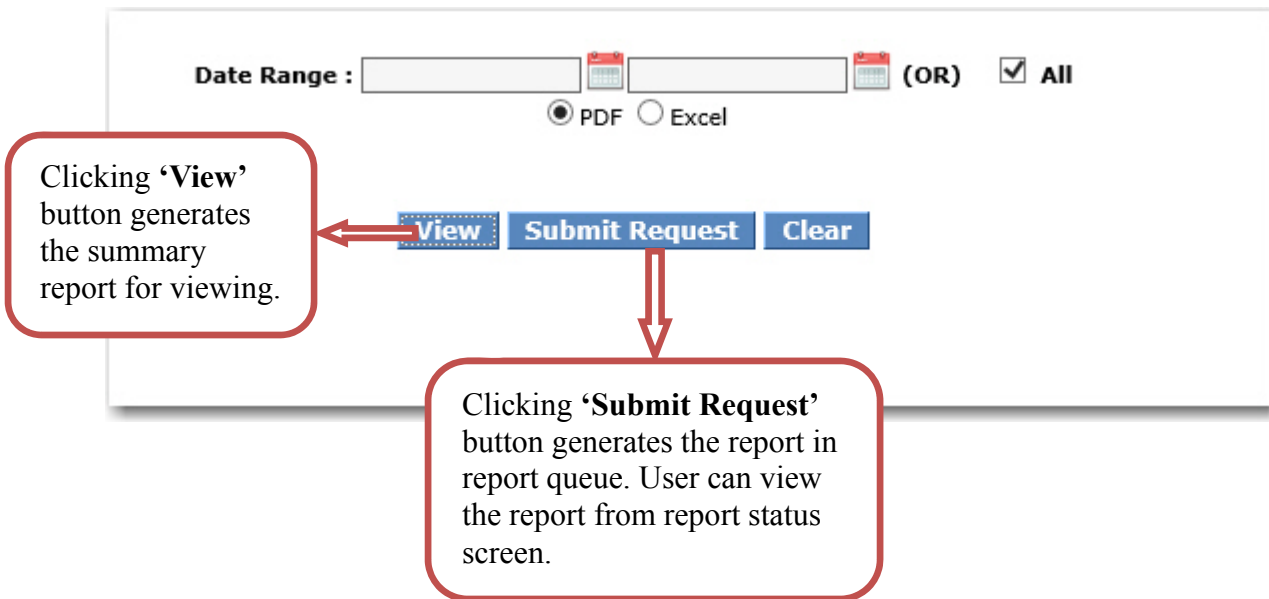
6 Reports



For the DMV interface the system generates the 3 reports below.

1. DMV Registration Summary List. (SU only)
2. DMV Registration Detailed List. (SU only)
3. DMV Registration List. (Registrar only).

6.1 DMV Registration Summary List

To access the DMV Registration Summary List report login as **SU** and navigate to the **SU Home Page - > DMV Registration Summary List**. The below screen will be displayed and the user can select the **Date Range** to generate the DMV Registration Summary List Report.



Date Range :   (OR) **All**

PDF Excel

[View](#) [Submit Request](#) [Clear](#)

Clicking 'View' button generates the summary report for viewing.

Clicking 'Submit Request' button generates the report in report queue. User can view the report from report status screen.

Note: Date Range is optional. The user can either select **Date Range** or select 'All'.

Following is the confirmation screen for when a request is submitted.



The Report you requested was put in the queue and will be processed.

The Confirmation Number of your report is: **00000038**

[Report Status](#)

Below is a sample screen shot for DMV registration summary report. In this report both New DMV registration requests and DMV Change Requests summaries will be displayed. The report displays the total requests received, processed and pending.

DMV VOTER REGISTRATION SUMMARY LIST
Printed as of 07/13/2016 03:37 PM

TOWN	TOTAL YES REQUESTS	TOTAL NO REQUESTS	TOTAL CHANGE REQUESTS	TOTAL YES UPDATED REQUESTS	TOTAL CHANGE UPDATED REQUESTS	TOTAL YES PENDING REQUESTS	TOTAL CHANGE PENDING REQUESTS
Andover	0	0	0	0	0	0	0
Ansonia	9	3	1	0	0	9	1
Ashford	0	0	0	0	0	0	0
Avon	0	0	1	0	0	0	1
Barkhamsted	0	0	0	0	0	0	0
Beacon Falls	0	0	0	0	0	0	0
Berlin	0	0	0	0	0	0	0
Bethany	0	0	0	0	0	0	0
Bethel	0	0	0	0	0	0	0
Bethlehem	0	0	0	0	0	0	0
Bloomfield	0	0	0	0	0	0	0

TOWN	TOTAL YES REQUESTS	TOTAL NO REQUESTS	TOTAL CHANGE REQUESTS	TOTAL YES UPDATED REQUESTS	TOTAL CHANGE UPDATED REQUESTS	TOTAL YES PENDING REQUESTS	TOTAL CHANGE PENDING REQUESTS
Winchester	0	0	0	0	0	0	0
Windham	0	0	0	0	0	0	0
Windsor	0	0	0	0	0	0	0
Windsor Locks	0	0	0	0	0	0	0
Wolcott	0	0	0	0	0	0	0
Woodbridge	0	0	0	0	0	0	0
Woodbury	0	0	0	0	0	0	0
Woodstock	0	0	0	0	0	0	0

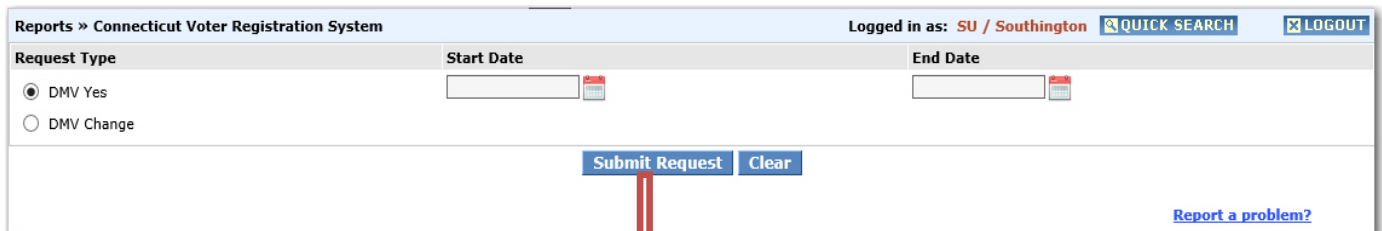
Summary:

Total yes requests : 9
 Total no requests: 3
 Total change requests : 6
 Total yes updated requests : 0
 Total change updated requests : 0
 Total yes pending requests : 9
 Total change pending requests : 6

6.2 DMV Registration Detail List

To access the DMV Registration Detail List report login as SU and navigate to the **SU Home Page** -> **DMV Registration Detail List** and the below screen will be displayed and the user can select either the New **DMV registrations** or the **DMV Change requests**. Select the **Start and End Date** to get the DMV Registration Detail List report.

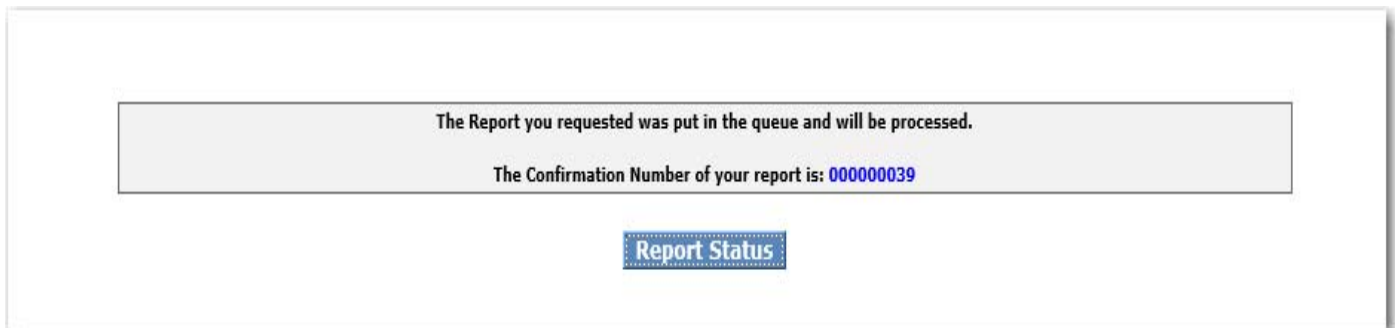
Note: The **Request Type** is mandatory and **Date Range** is optional.



The screenshot shows a web interface for generating a report. At the top, it says "Reports » Connecticut Voter Registration System" and "Logged in as: SU / Southington". There are links for "QUICK SEARCH" and "LOGOUT". Below this, there are three main sections: "Request Type", "Start Date", and "End Date". Under "Request Type", there are two radio buttons: "DMV Yes" (selected) and "DMV Change". The "Start Date" and "End Date" fields are empty with calendar icons. Below these fields are two buttons: "Submit Request" and "Clear". In the bottom right corner, there is a link "Report a problem?".

Clicking '**Submit Request**' button generates the report in report queue. User can view the report under the report status page.

Clicking '**Submit Request**' button, the system will display the following screen. To view the Report user can click on '**Report Status**' button.



The screenshot shows a confirmation message in a light gray box. The text reads: "The Report you requested was put in the queue and will be processed." Below this, it says: "The Confirmation Number of your report is: 00000039". At the bottom center, there is a button labeled "Report Status".

After clicking on the report id the system will open the DMV Registration Detail List. The report will have voter information such as name, residence address, date of birth, registered date, gender, registered to vote and status. A sample screen is shown below.

DMV VOTER REGISTRATION LIST							
DMV ID	Name	Residence Address	DOB	Registered Date	Gender	Register to Vote	Status
Town : Ansonia							
170000601	Snake Slithering		05/06/1996	07/08/2016	Male		Not Processed
150000602	McFly Marty		03/25/1982	07/08/2016	Male	Yes	Not Processed
150000603	Pretty Nail		03/25/1982	07/08/2016	Female		Not Processed
150000604	Hallmark Audrey		03/25/1982	07/08/2016	Female	No	Not Processed
130000607	Costa Anny S		01/01/1980	07/08/2016	Female	Yes	Not Processed
150000605	Jay Stevie		03/25/1982	07/08/2016	Male	Yes	Not Processed
010000609	Costa Bennie S		01/01/1981	07/08/2016	Male	Yes	Not Processed
130000611	Costa Danny D		01/05/1998	07/08/2016	Female	Yes	Not Processed
150000612	Marie Olivia	80 Indiana St Ansonia, CT 06401-1121	03/25/1982	07/08/2016	Female	Yes	Processed
150000608	James Skyler		03/25/1982	07/08/2016	Male	Yes	Not Processed
Town : Wethersfield							
010000236	Gates Bill Sr		01/01/1961	07/13/2016	Male	Yes	Not Processed
010000237	Smith Erin Sr		01/01/1961	07/13/2016	Male	Yes	Not Processed
Total Records : 12							

6.3 DMV Registration List(Available only to Town Users).

Click on DMV Registration List link to view the townwide new DMV voter registration requests or DMV Change requests.

After selection, the following screen will display. Selecting the ‘Request Type’ is mandatory and **Date Range** is optional.

The screenshot shows the 'DMV Registration List' interface. At the top, it says 'Reports » DMV Registration List' and 'Logged in as: SU / Southington'. There are 'QUICK SEARCH' and 'LOGOUT' buttons. Below this, there are fields for 'Request Type' (with radio buttons for 'DMV Yes' and 'DMV Change'), 'Start Date', and 'End Date'. At the bottom of the form are three buttons: 'View', 'Submit Request', and 'Clear'. A red callout box points to the 'View' button with the text: 'Clicking ‘View’ generates town wide voter detail report.' Another red callout box points to the 'Submit Request' button with the text: 'Clicking ‘Submit Request’ button generates the report in report queue. User can view the report under the report status page.'

Clicking ‘View’ button, the system will display the following report.

DMV VOTER REGISTRATION LIST- TOWN OF ANSONIA							
DMV ID	Name	Residence Address	DOB	Registered Date	Gender	Register to Vote	Status
170000601	Snake Slithering		05/06/1996	07/08/2016	Male		Not Processed
150000602	McFly Marty		03/25/1982	07/08/2016	Male	Yes	Not Processed
150000603	Pretty Nail		03/25/1982	07/08/2016	Female		Not Processed
150000604	Hallmark Audrey		03/25/1982	07/08/2016	Female	No	Not Processed
130000607	Costa Anny S		01/01/1980	07/08/2016	Female	Yes	Not Processed
150000605	Jay Stevie		03/25/1982	07/08/2016	Male	Yes	Not Processed
010000609	Costa Bennie S		01/01/1981	07/08/2016	Male	Yes	Not Processed
130000611	Costa Danny D		01/05/1998	07/08/2016	Female	Yes	Not Processed
150000612	Marie Olivia	80 Indiana St Ansonia, CT 06401-1121	03/25/1982	07/08/2016	Female	Yes	Processed
150000608	James Skyler		03/25/1982	07/08/2016	Male	Yes	Not Processed

Total Records : 10

Clicking the ‘**Submit Request**’ button will display the following screen. To view the report click ‘**Report Status**’ button.



Clicking on the report id, will open the DMV Registration List report. The report will have voter information such as name, residence address, date of birth, registered date, gender, registered to vote and status. A sample screen is shown below.

DMV VOTER REGISTRATION LIST- TOWN OF ANSONIA							
DMV ID	Name	Residence Address	DOB	Registered Date	Gender	Register to Vote	Status
170000601	Snake Slithering		05/06/1996	07/08/2016	Male		Not Processed
150000602	McFly Marty		03/25/1982	07/08/2016	Male	Yes	Not Processed
150000603	Pretty Nail		03/25/1982	07/08/2016	Female		Not Processed
150000604	Hallmark Audrey		03/25/1982	07/08/2016	Female	No	Not Processed
130000607	Costa Anny S		01/01/1980	07/08/2016	Female	Yes	Not Processed
150000605	Jay Stevie		03/25/1982	07/08/2016	Male	Yes	Not Processed
010000609	Costa Bennie S		01/01/1981	07/08/2016	Male	Yes	Not Processed
130000611	Costa Danny D		01/05/1998	07/08/2016	Female	Yes	Not Processed
150000612	Marie Olivia	80 Indiana St Ansonia, CT 06401-1121	03/25/1982	07/08/2016	Female	Yes	Processed
150000608	James Skyler		03/25/1982	07/08/2016	Male	Yes	Not Processed

Total Records : 10