

Mail Voting Process Node Descriptions
"A Process Map and Risk Assessment for Mail-based Voting"
Scala, Bloomquist, Mezgebe, Jilcha, Goethals, Dehlinger
Posted online: March 18, 2021

Swimlane	Node Number	Activity	Activity Description
Post Office	2	Deliver Ballot	The post office is responsible for delivering the absentee ballot to the voter's residence.
Post Office	8	Send Notification	If there is an issue in the election process, a notification is sent from the election officials to the voter through the post office.
Voter	10	Check Ballot	Once the voter receives their ballot, they should check to see if they have all necessary documents.
Voter	11	Check for Instructions	Once the voter receives their ballot, they should check for inclusion of instructions.
Voter	12	Check for Ballot	Once the voter receives their ballot, they should check for inclusion and accuracy of the ballot itself.
Voter	13	Check for Return Envelope	Once the voter receives their ballot, they should check for inclusion of a return envelope.
Voter	14	Voting/Dropoff Center Check	The voter checks for voting and dropoff centers.
Voter	15	Check for ID Request	Once the voter receives their ballot, they should determine if their ballot requires valid identification.
Voter	16	Check for ID/SSN Form	Once the voter receives their ballot, they should determine if their ballot includes an identification or social security number form (if required).
Voter	17	Understand Instructions	Once the voter verifies everything is included, they must read and understand the instructions.
Voter	18	Mark Ballot	The voter marks the ballot by filling in the ovals.
Voter	20	Fill Out Assistance Form	If a voter has a disability, is unable to read or write, or needs help, they can request assistance by using this form.
Voter	21	Mark the Ballot Yourself	The voter marks their ballot without assistance.
Voter	23	Scan ID/Include in Envelope	If a voter's ballot requires ID, they must include a copy of a current and valid photo ID or any of the following: current utility bill, bank statement, paycheck, government check, or other government documents.
Voter	24	Continue with Ballot	If no ID is required, the voter continues with the process of filling the ballot out.
Voter	26	Complete Form	The voter must fill out the ID/SSN form if it is included with the ballot.

Swimlane	Node Number	Activity	Activity Description
Voter	27	Continue with Ballot	If no ID/SSN form is required, the voter continues with the process of filling the ballot out.
Voter	29	Sign/Date Absentee Oath	After a voter marks their ballot, they must sign and date the oath on the back of the return envelope and seal the envelope.
Voter	36	Resend Ballot	If a voter makes a mistake on their ballot, they have a chance to fix any issues and resend their ballot before the Election Day.
Voter	37	Action Not Taken	If the issue is not resolved, no action is taken by the voter.
Election officials	41	Ballot Not Counted	If a voter does not sign the affidavit on the return envelope, the ballot will not be counted.
Election officials	42	Signature Verification	Once a ballot is returned to the Board of Elections, election officials verify the signature on the return envelope using the voter's registration record.
Election officials	44	Final Verification	If there are any discrepancies with a ballot or signature verification, a voter may get a chance to correct. Once corrected, the ballot goes through a final verification process.
Election officials	45	Ballot Sent to Correct Location	Election officials ensure that the received ballot was sent to the correct destination.
Election officials	46	Ballot Opened	Once the signature is verified, the return envelope can be opened.
Election officials	47	Ballot Prepared for Tabulation	Once the signature is verified and envelope opened, the ballot is prepared for tabulation.