

UseCaseID	UC-AFF001
Module	Affidavits / Voter Registration Cards
SubModule	
Summary	Create Account Holder. RR/CC does not expect a one-to-one relationship with the outlined steps so long as the outcomes / results are met.
Description	This use case allows staff to create a new account holder for customers that come in over the counter and request voter registration cards for the first time.
Trigger Event	Organizations/groups/governmental agencies or individuals request Voter Registration Cards
Precondition	<ul style="list-style-type: none"> ▪ Customers are issued contracts that they fill out; the information is transferred into the system. ▪ Staff has appropriate user access rights to the system
ExpectedResult	<ul style="list-style-type: none"> ▪ Staff will create Account Holder ▪ Account holder identification is generated by the system
DetailedProcessFlow	<ul style="list-style-type: none"> ▪ Staff selects option to Create Account Holder <ul style="list-style-type: none"> ▪ System shall present data entry fields to create account Holder(s). At minimum these shall include: <ul style="list-style-type: none"> ▪ Account Holder ID (fixed) ▪ Group ▪ Organization Name ▪ Contact ▪ Address (house number, fraction, street and street type, pre- and post-directional, secondary unit and unit type, city) ▪ Precinct ▪ Staff enters required fields <ul style="list-style-type: none"> ▪ Under Account Holder staff enters: <ul style="list-style-type: none"> ▪ Status ▪ Group (Organization, Individual, etc.) ▪ Registration Distribution Site Flag ▪ Organization Name ▪ Contact ▪ Location ▪ Contact phone number ▪ Permanent Location Flag ▪ System creates Account Holder with unique ID
AlternateFlow	NA
Parent	NA
Associated Use cases	NA

Requirements	<p>UCAFF01-01 - System shall present data entry fields to create account Holder(s). At minimum these fields shall include but not limited:</p> <ul style="list-style-type: none"> ▪ Account Holder ID (fixed) ▪ Group ▪ Organization Name ▪ Contact ▪ Address (house number, fraction, street and street type, pre- and post-directional, secondary unit and unit type, city) ▪ Precinct ▪ Contact Phone number ▪ Status <p>UCAFF01-02 System shall record and save an Account Holder information with unique ID</p>
RequirementID	[List of requirement IDs in Use Case]
Additional Requirements	NA
Risk	[List of Risk IDs]
Actors	Staff
Documents	
Author	Alan Castillo
Signoff	VBM
Date	05/10/2021