

UseCaseID	UC-VBM013
Module	Vote By Mail
SubModule	
Summary	Adding/changing VBM mailing address. 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 update/add a one-time only Vote By Mail mailing address for a voter for a given election. The mailing address will be different than the residential address, such as voter living in one location but wants to receive mail at another location. The voter can make the request using email, mail, in person, etc. The address change will not be a part of their permanent record.
Trigger Events	<ul style="list-style-type: none"> ▪ Staff receives a request to add/update the mailing address
Precondition	<ul style="list-style-type: none"> ▪ Staff has appropriate user access rights to the system ▪ The mailing address is different than the residential address
ExpectedResult	<ul style="list-style-type: none"> ▪ The voter will receive their ballot to their requested mailing address
DetailedProcessFlow	<ol style="list-style-type: none"> 1. Staff selects the option for the Vote by Mail module. 2. Staff selects the option to search for a Vote By Mail voter - and selects the appropriate election <ol style="list-style-type: none"> 2.1. The system will display options to search for a Vote By Mail voter. Voter identification fields include but not limited to: <ul style="list-style-type: none"> ▪ First Name ▪ Last Name ▪ Address ▪ Absentee Voter Identification Number ▪ State ▪ Country ▪ Date of Birth ▪ Drivers License Number ▪ Voter ID 3. Staff enters information and proceeds with search <ol style="list-style-type: none"> 3.1. The system will display a list of possible voter matches <ul style="list-style-type: none"> ▪ The system will jump directly to the voter's VBM record for that election when there is only one match. 3.2. The system shall display information about the voter. Voter information may include but not limited to: <ul style="list-style-type: none"> ▪ All search criteria from 1.1 ▪ Voter Status ▪ Ballot Status ▪ Issued Ballot information ▪ Registration ▪ Most recent signature date ▪ Election Name ▪ Comments ▪ Last Transactions ▪ Attachments

	<ol style="list-style-type: none"> 4. Staff will select voter <ol style="list-style-type: none"> 4.1. System shall be able to present warning alert about possible ballot change status 4.2. System shall present voter information. Voter information may include but limited to: <ul style="list-style-type: none"> ▪ Search results from 2.2 5. Staff will select option to update/add the voters mailing address and the source of update. <ol style="list-style-type: none"> 5.1. The system will display mailing information fields, not limited to: <ul style="list-style-type: none"> ▪ Address ▪ In Care Of ▪ City ▪ State ▪ County ▪ Country ▪ Postal code ▪ Email address ▪ Fax number ▪ Telephone Number ▪ Telephone Number type ▪ Receive text (SMS) messages 5.2. The system shall allow for standardized international address fields (E.g. based on USPS/Fedex postal standards) 6. Staff enters in mailing address <ol style="list-style-type: none"> 6.1. If a ballot has already been issued, the original ballot will be automatically suspended and a new ballot with a unique ID # and the entered address information will be created 6.2. The system shall save updated mailing address information 6.3. The system shall use the mailing address and not the residential address when issuing a ballot. 7. Staff will decide if they want to issue a notice for the address change <ol style="list-style-type: none"> 7.1. The system shall allow staff to add the voters to the queue for notice generation.
Alternative Work Flow	NA
Association to other use cases	<ul style="list-style-type: none"> ▪ Search and manage a voter ▪ Issue Notice
Parent	[Parent id of the Use Case as documented in Project Scope or Business Case]
Requirements	<p>UC-VBM013-01 The system shall provide the option to search for a VBM voter. Voter identification fields include but not limited to:</p> <ul style="list-style-type: none"> ▪ First Name ▪ Last Name ▪ Address ▪ Absentee Voter Identification Number ▪ State ▪ Country ▪ Date of Birth ▪ Drivers License Number ▪ Voter ID <p>UC-VBM013-02 The system will display a list of possible voter matches from a user search</p> <ul style="list-style-type: none"> ▪ The system will jump directly to the voter’s record when there is only one match. <p>UC-VBM013-03 The system shall display information about the voter. Voter information may include but not limited to:</p> <ul style="list-style-type: none"> ▪ All voter search criteria

	<ul style="list-style-type: none"> ▪ Voter Status ▪ Ballot Status ▪ Issued Ballot information ▪ Registration ▪ Most recent signature date ▪ Election Name ▪ Comments ▪ Last Transactions ▪ Attachments <p>UC-VBM013-04 The system shall be able to present warning alert about possible ballot change status, when a voter record is selected.</p> <p>UC-VBM013-05 The system shall have to capability to display voter information.</p> <p>UC-VBM013-06 The system shall have the capability for staff to to update/add the voters mailing address and the source of update.</p> <p>UC-VBM013-07 The system will display mailing information fields, not limited to:</p> <ul style="list-style-type: none"> ▪ Address ▪ In Care Of ▪ City ▪ State ▪ County ▪ Country ▪ Postal code ▪ Email address ▪ Fax number ▪ Telephone Number ▪ Telephone Number type ▪ Receive text (SMS) messages <p>UC-VBM13-08 The system shall allow for standardized international address fields (E.g. based on USPS/Fedex postal standards).</p> <p>UC-VBM13-09 The system shall save updated/added mailing address information</p> <p>UC-VBM13-10 The system shall use the mailing address and not the residential address when issuing a ballot. If a ballot has already been issued to the residence address, the original ballot will be suspended and a new ballot generated with the updated address information</p> <p>UC-VBM13-11 The system shall allow staff to add the voters to the queue for notice generation.</p>
Additional Requirements	<ul style="list-style-type: none"> ▪ The system shall allow wildcard characters or other methods to be used in text fields for search for text. ▪
RequirementID	[List of requirement IDs in Use Case]
Risk	[List of Risk IDs]
Actors	Staff
Documents	[List of documentation name, Link or location]
Author	Phillip George
Signoff	VBM
Date	7/29/2021

