ELECTRONIC ABSENTEE SYSTEM (EAS) – STEP-BY-STEP INSTRUCTIONS

1. MT EAS website: www.vote4montana.us

2. Click on Request a PIN

PLEASE NOTE: Registered UOCAVA voters must complete step 1. to receive a PIN. If they are NOT registered in Montana, they can use the MT EAS to get registered. The Federal Post Card Application (FPCA) is automatically built into the system and is sent to the County Election office with the complete ballot packet.

3. Select Affirm and Continue if the qualification is met and the voter agrees with the statements.

4. Enter the Montana address and current location.
   a. You do NOT need to print and sign if you use the last 4 of your SSN or DL# or a Military CAC card.
   b. Hit the submit button when finished with this step.

5. Click on the blue button if the address is correct, or back if it is not.

Helpful Hints for finding your Montana address:
   a. The residential address on the first page is the Montana address, and this will assign the correct precinct and ballot.
   b. The current address is where the voter is located. These fields are required as the
information is populated onto the FPCA. The Federal Voter Assistance Program (FVAP.gov) suggests all military or overseas citizens submit a FPCA at least once a year. Even if the address has not changed, a new FCPA is generated and sent to the county election office.

c. If voters encounter any address errors, hit the back button and enter less information. (example: if you entered 100 Broadway Street West, try entering 100 Broadway St. or 100 Broadway)

6. Select the blue button on the next page that shows your address.

7. Review the Registration information, if correct then Submit

8. 

9. Check email for a message from:

   [EXTERNAL] IMPORTANT - Vote4Montana Election PIN Code

   Dear [email]

   Please use the Voting PIN to access your ballot and vote at https://www.vote4montana.us [vote4montana.us].

   5 numeric pin #

   Keep this PIN as you will need it to vote and do not share it with anyone.

   PLEASE NOTE - WE SUGGEST YOU MANUALLY TYPE YOUR PIN (NOT CUT AND PASTE) TO AVOID ANY DATA ENTRY PROBLEMS.

   Thank you.

10. Click on the link provided in the email (noted above in red).

11. Click on this button to gain access and mark your electronic ballot.
12. Click OK, Mark Ballot button.

13. Enter the email address and PIN# received in the email.

14. Mark the ballot, then hit Continue to the Next Step

15. Confirm all ballot choices and hit submit at the bottom right corner of the confirmation page if all the selections are correct.

16. Select Email to send electronically or Mail/Fax to print a paper copy to mail or fax to the county election office.
17. **IMPORTANT** WRITE DOWN the PIN # at the bottom of this page:

To Email:
1. If you chose to sign the transmission form with a digital certificate or CAC card please do so before sending the ballot packet.
2. Attach the PDF ballot packet file to an email and send it to the county election office at the email address listed on the transmission sheet. A list of County Election Administrators email addresses is also located at - https://sosmt.gov/Portals/142/Elections/Forms/electionadministrators.pdf

To Mail:
1. Open the PDF file with the PIN provided on this page and print out the ballot packet.
2. Choose “Print to Fit” or “Fit to printable area” when printing.
3. Sign the affirmations on the transmission sheet and the FPCA.
4. Mail the entire packet to the County Election Office address listed on the transmission page and is on the provided envelope templates.
5. The envelope template ensures that the ballot packet can be mailed postage free when mailed from any US Postal Facility.

To Fax:
1. Open the PDF file with the PIN provided on this page and print out the ballot packet.
2. Choose “Print to Fit” or “Fit to printable area” when printing.
3. Sign the affirmation on the transmission sheet and the FPCA.
4. Fax the entire packet to the County Election Office at the fax number listed on the transmission sheet.

18. Click on **Download Ballot Packet**

19. Enter the case sensitive, 6 digit PIN/password here.

20. Save the document to your computer.
   a. Email the secure PDF to the county election office, or print, fax or mail to your county election office.
   b. Electronic submissions do **NOT** need to be signed if voters use the last 4 of their SSN, or DL#, or they can sign with a Military CAC card.
   c. The email sends a secure encrypted ballot packet in email to the election office.

**NOTE** – Email or fax the ballot packet so it is received by the county election office **no later than 8:00 PM (MST)** on November 8th, 2022.

Voters do NOT need to send their PIN/password to the county election office as they have an administrative password to open the encrypted ballot packet.