

UOCAVA ELECTRONIC ABSENTEE SYSTEM VOTING GUIDE FOR THE GENERAL ELECTION

The best way for a UOCAVA voter to request an absentee ballot is to complete and return the Federal Post Card Application (FPCA).

If you are a current UOCAVA voter with an email on file, you will receive an email from SOS ElectEmail containing a link to the FPCA. You must fill out an application yearly to maintain your UOCAVA status. If you don't receive this email or if you are applying for the first time, use the FPCA link below. These directions, for both new and current UOCAVA voters, walk you through obtaining and returning your ballot.

Click on this link: [FPCA](#). It will take you to the **Voter Registration and Absentee Ballot Request** page. **All fields in red must be filled out.**

#1. Who are you? Select your UOCAVA status.

1. Who are you?

I request an absentee ballot for all elections in which I am eligible to vote AND:*

(Select One) ▼

(Select One)

- I am on active duty in the Uniformed Services or Merchant Marine.
- I am an activated National Guard member on State orders.
- I am an eligible spouse or dependent.
- I am a U.S. citizen living outside the country, and I intend to return.
- I am a U.S. citizen living outside the country, and my return is uncertain.
- I am a U.S. citizen living outside the country, and I have never lived in the United States.

Enter your First and Last name and birth date. (All other fields are optional.)

Voter Registration and Absentee Ballot Request
Federal Post Card Application

1. Who are you?

I request an absentee ballot for all elections in which I am eligible to vote AND:*

(Select One) ▼

First Name Last Name

Middle Name Suffix ▼

Previous Names Gender (Select) ▼

Birth Date

#2. What is your address in a Montana county? When entering your Montana residential street address, a matching address will appear below the field. Click on the address that appears. **(If you do not click on the street address that appears, your address will not save. Do not use your computer's auto-fill.)**

2. What is your address in the U.S. State or territory where you are registering to vote and requesting an absentee ballot?

Street Address <input type="text"/>	Unit Type <input type="text"/>	Unit # <input type="text"/>
City <input type="text"/>	State Montana	
Zip Code #####-####	County --SELECT--	

#3 Where are you now? This information is not required if you wish to receive your ballot by email. However, it is essential to receive a ballot by mail. It is also helpful contact information for your county.

3. Where are you now? You must give your CURRENT address to receive your voting materials.

If the mailing address is different than above.

Street Address <input type="text"/>	Unit Type <input type="text"/>	Unit # <input type="text"/>
City/Town/Village <input type="text"/>	State/Province <input type="text"/>	
Zip Code <input type="text"/>	Country <input type="text"/>	

#4. What is your contact information? If you wish to receive your ballot online, provide your email address.

4. What is your contact information? This is so election officials can reach you about your request.

Email <input type="text"/>	Phone <input type="text"/>
Alternative Email <input type="text"/>	Fax <input type="text"/>

#5. What is your voting preference? Select the dropdown caret. Indicate how you would like to receive your ballot: by mail, FAX, email, or online.

5. What is your voting preference? Select one.

How do you want to receive voting materials from your election office?

(Select One)

- (Select One)
- Mail
- Email or Online
- Fax

Information must you provide?

#6. What additional information must you provide? Montana does not require further information, but you may use this space to clarify your voter information.

6. What additional information must you provide?

You may use this space to clarify your voter information. Montana does not require additional information. For more information see <https://www.fvap.gov>

#7. You must read and sign this statement. Please read this section carefully. By completing this document, you agree that any misstatement of fact you entered in this application may constitute grounds for conviction of perjury.

7. You must read and sign this statement.

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.
- You do not need to print and sign if you enter the last four of your SSN or your DL number

#8. Personal Identification. A social security number or a Montana driver's license/ State ID is required instead of a signature.

8. Personal Identification

You must provide either a Montana-issued ID number or the last four digits of your Social Security Number

Social Security Number (last 4 digits only)

Montana Driver's License or State ID

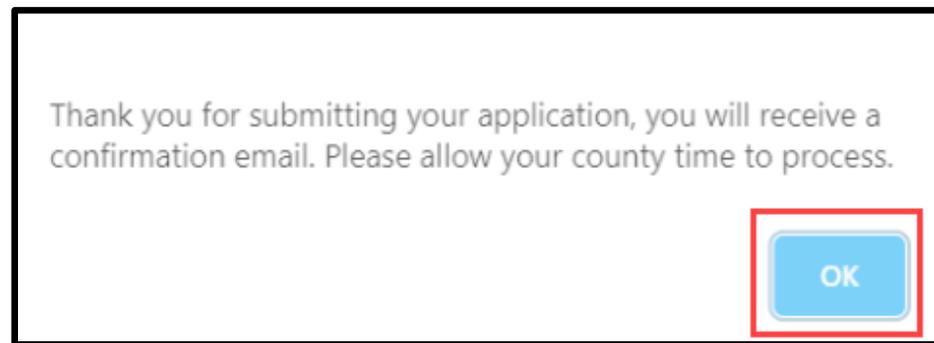
Click “Continue.”



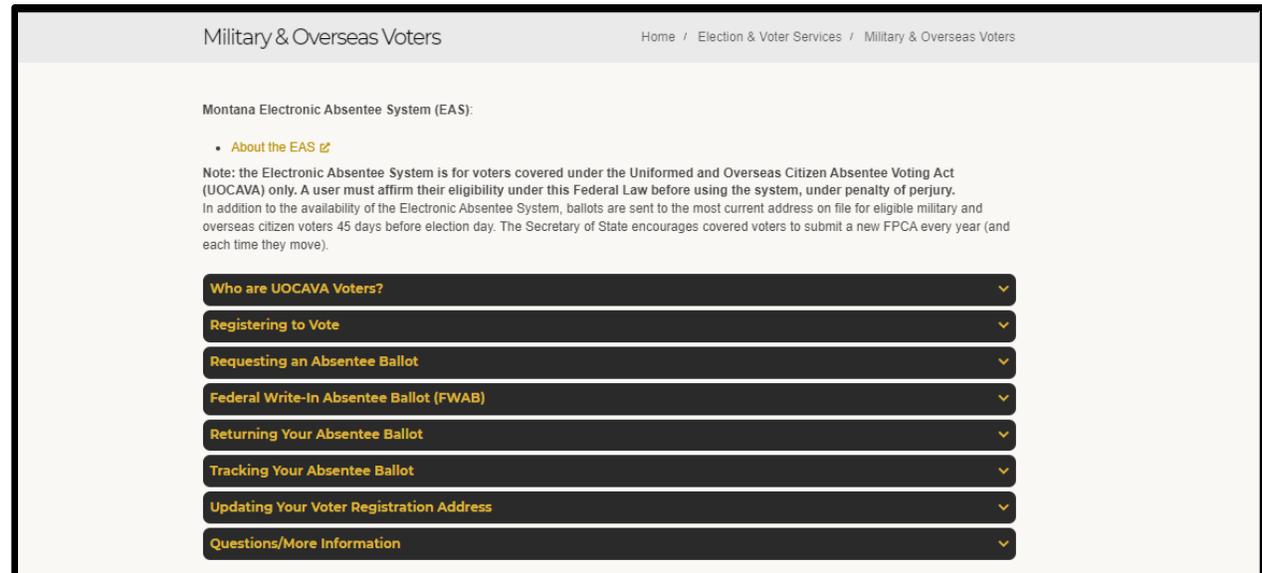
You will have the opportunity to review your application. If there is incorrect information, select “Edit.” If everything is correct, select “Submit.”



Click “OK.”



When you click “OK,” you will be directed to the Secretary of State’s Military and Overseas Voters information page. Refer to this page if you have questions about the Electronic Absentee System (EAS).



You will receive an email from your County informing you that your county has received and is processing your voter registration submitted online.

HOW TO VOTE YOUR ELECTRONIC BALLOT

If it is forty-five days or less before a federal election, you will also receive an automatic email from your [County Administrator](#): **ElectMT Voter Ballot Pin** with the information you need to access your ballot. You should have this information available for the next step.

**ElectMT
Voter Ballot Pin**

As a uniformed or overseas citizen (UOCAVA) voter, you have requested to receive your ballot electronically. This email is to notify you that your absentee ballot is available and ready for you to access.

To access your absentee ballot you will need the following information:
Your Name as it appears here: ALEXANDER HAMILTON
Your Voter ID Number is: 5555608
Your PIN Number is: 78222393

To access your ballot, log onto the Military and Overseas Citizens Web Portal.
[MT UOCAVA Web Portal \[u2814938.ct.sendgrid.net\]](#)

Once you enter your Name, Voter ID Number and PIN Number, you will be taken to the ballot access page. From this page you can view and print your Official Ballot, as well your ballot instructions and mailing label.

Please make sure that you have the ability to print documents before you logon to the portal. Once this portal is accessed, you will be allowed 48 hours to print your ballot and instructions. After 48 hours your ballot and instructions will no longer be accessible. If you need to reprint your ballot, as well as your ballot instructions and mailing label after the 48 hour window, you will need to contact my office. You will need Adobe Reader installed on your computer to print your ballot.

You may track the receipt of your voted absentee ballot by clicking the link for the Secretary of State's Voter Information Portal (VIP).

NOTE: Intentional tampering with ballots or providing the UOCAVA ballot link to any other person is punishable by law.

When you **click the blue link**, the page opens to the first step, **Voter Lookup**. **(Have the information you need available to complete the ballot. You only have 48 hours to vote your ballot after accessing this portal.)**

Step 1: Voter Lookup. Insert your information into the **Voter Lookup** precisely as it appears in the **ElectMT Voter Ballot Pin** email. Click **“Continue.”**

1 2 3 4 5 6
Voter Lookup Select Election Mark Ballot Confirm Selection Delivery Options Finished

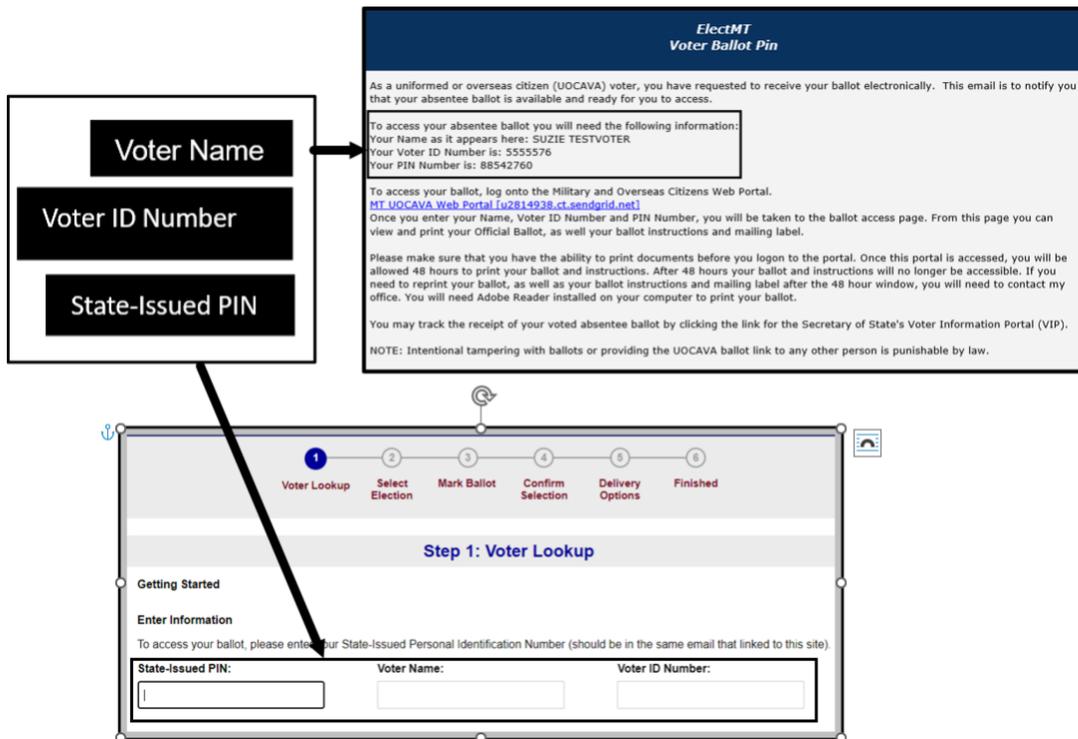
Step 1: Voter Lookup

Getting Started

Enter Information

To access your ballot, please enter your State-Issued Personal Identification Number (should be in the same email that linked to this site).

State-Issued PIN:	Voter Name:	Voter ID Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>



Click **“Continue.”**

Enter Information

To access your ballot, please enter your State-Issued Personal Identification Number (should be in the same email that linked to this site).

State-Issued PIN:

Voter Name:

Voter ID Number:

CONTINUE

Step 2: Select Election

If there is more than one election in your county at that time, you will select the election you wish to vote in. (There may not be more than one.) Once you have chosen the election, click **“Mark Digital Ballot.”**

1 — 2 — 3 — 4 — 5 — 6
Voter Lookup Select Election Mark Ballot Confirm Selection Delivery Options Finished

Step 2: Select Election

Voter Name: WASHINGTON GEORGE
Street Address: ██████████ ST
City, State Zip Code: HELENA MT 59601
County: LEWIS AND CLARK
Election: Oct 24, 2024 General Election

Continue to mark your ballot?
(Options will be offered at a later step regarding how you want to return your voted ballot.)

MARK DIGITAL BALLOT

Step 3: Mark Ballot. Click the oval next to the name of a candidate. Click **“Next.”** When you have finished voting, click **“Finish.”**

1 — 2 — 3 — 4 — 5 — 6
Voter Lookup Select Election Mark Ballot Confirm Selection Delivery Options Finished

Step 3: Mark Ballot

General Election - 10/24/2024
4 of 22

Contest

GOVERNOR & LT. GOVERNOR - PRECINCT 3
(Vote for 1)

Write-in

BACK **NEXT**

FINISH

When you are done marking the ballot, select "FINISH".

Step 4: Confirm Selections.

1 Voter Lookup 2 Select Election 3 Mark Ballot 4 Confirm Selection 5 Delivery Options 6 Finished

Step 4: Confirm Selections

General Election - 10/24/2024

Ballot Item	You Selected	
PRESIDENT & VICE PRESIDENT - Montana	C	Change
UNITED STATES SENATOR - Montana	RC	Change
UNITED STATES REPRESENTATIVE - 2ND CONGRESSIONAL	T	Change
GOVERNOR & LT. GOVERNOR - Montana	R	Change
SECRETARY OF STATE - Montana	EN	Change

CONFIRM

Click **“Change”** if you wish to choose a different candidate.

Ballot Item	You Selected	
PRESIDENT - Montana		Change
UNITED STATES SENATOR - Montana		Change
UNITED STATES REPRESENTATIVE - 2ND CONGRESSIONAL		Change
GOVERNOR & LT. GOVERNOR - MONTANA	No Option Chosen	Change
SECRETARY OF STATE - MONTANA		Change

Click **“Confirm”** at the bottom of the page when you have finished marking your ballot.

CONFIRM

Step 5: Delivery Options/Submit Ballot. Choose your preferred delivery method to submit your ballot. You may return your ballot by mail, FAX, email, or electronically. Directions on each method of ballot return follow.

The screenshot shows a progress bar at the top with six steps: 1. Voter Lookup, 2. Select Election, 3. Mark Ballot, 4. Confirm Selection, 5. Delivery Options (highlighted in blue), and 6. Finished. Below the progress bar is the heading "Step 5: Submit Ballot". The main content area contains the text "These are the options for submitting your ballot." followed by a bulleted list of four options: printing and mailing, printing and faxing, downloading and emailing, and submitting electronically. Below this is the instruction "Please choose your preferred delivery method:" and four blue buttons: "MAIL", "FAX", "DOWNLOAD FOR EMAIL", and "ELECTRONIC SUBMISSION".

ELECTRONIC OPTION: To submit your ballot electronically, click “**Electronic Submission.**”

This screenshot is identical to the one above, but with a red rectangular box around the "ELECTRONIC SUBMISSION" button and a red arrow pointing to it from the right side. The rest of the page content, including the progress bar and text, is the same.

Select “Electronic Submission” again.

1 Voter Lookup 2 Select Election 3 Mark Ballot 4 Confirm Selection 5 Delivery Options 6 Finished

Step 5: Submit Ballot

Submit Ballot Electronically.

- Ballot will be submitted electronically to your County Election Administrator.

ELECTRONIC SUBMISSION

You will see this message:

Please wait while your ballot is created.

Step 5 (cont.): Enter your Date of Birth. Click “ACCEPT.”

1 Voter Lookup 2 Select Election 3 Mark Ballot 4 Confirm Selection 5 Delivery Options 6 Finished

Step 5: Submit Ballot

I swear or affirm, under penalty of perjury, that I am:.

- A member of the Uniformed Services or merchant marine on active duty; or an eligible spouse or dependent of such a member; or a U.S. citizen temporarily residing outside the U.S.; or other U.S. citizen residing outside the U.S.; and
- I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and
- I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., except the jurisdiction cited in this voting form. In voting, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except those authorized to assist voters under state or Federal law. I have not been influenced.

Verification by Oath
My signature and date below indicate when I completed this document.
The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for a conviction for perjury.

Date: 9/17/2024

In lieu of signature, please provide:
Voter Full Legal Name: ALEXANDER HAMILTON

Date of Birth
(mm/dd/yyyy)
07/04/1976

ACCEPT

Select **OK**.

qavoterportal.mt.gov says

Are you sure you want to submit your ballot? Once this ballot has been submitted, you will not be able to make any changes to it.

OK Cancel

Click **“LOGOUT.”**

1 2 3 4 5 6

Voter Lookup Select Election Mark Ballot Confirm Selection Delivery Options Finished

Finished

LOGOUT

Congratulations! You have completed your electronic ballot delivery. Your county administrator will receive the completed ballot.

MAIL, FAX OR EMAIL OPTION: If you choose to deliver your ballot by mail, FAX or email, find the contact information you need on your **Electronic Transmission Ballot Transmission Cover Sheet**.

 **Electronic Ballot Transmission Cover Sheet for Voters Covered under UOCAVA**

Print this completed and signed form. Return it in person or via regular mail with your voted ballot to the county election office.

<https://sosmt.gov/portals/142/Elections/forms/electionadministrators.pdf>

To: JOE ADMINISTRATOR, COUNTY ELECTION ADMINISTRATOR

ADDRESS JOE ADMINISTRATOR, YOUR COUNTY
100 MAIN ST
ANY CITY, MT

FAX 406-999-9999
406-888-8888

EMAIL elections@nameofcountyMT.gov

EMAIL: Click “Download.”

1 Voter Lookup 2 Select Election 3 Select Party 4 Mark Ballot 5 Confirm Selection 6 Delivery Options 7 Finished

Step 6: Submit Ballot

Download ballot packet to attach to an email to the County Election Administrator.

DOWNLOAD

You will be prompted to enter a password.

Enter a password

This file is password protected. Please enter a password to open the file.

Open file Cancel

The password is the PIN from the “**ElectMT voter Ballot PIN**” email you received.

Follow the directions below to attach the ballot packet to an email.

**ElectMT
Voter Ballot Pin**

As a uniformed or overseas citizen (UOCAVA) voter, you have requested to receive your ballot electronically. This email is to notify you that your absentee ballot is available and ready for you to access.

To access your absentee ballot you will need the following information:
Your Name as it appears here: SUZIE TESTVOTER
Your Voter ID Number is: 5555576
Your PIN Number is: 88542760

To access your ballot, log onto the Military and Overseas Citizens Web Portal.
[MT UOCAVA Web Portal \[u2814938.ct.sendgrid.net\]](#)
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MAIL OR FAX: If you deliver your ballot by **Mail** or **FAX**, click the “**PRINT**” button and send it as described below.

Printed package to mail.

- You will need 2 envelopes and postage if required.
- A cut-out label statement will be included to attach to the envelope with tape or paste.
- Mail your ballot as soon as possible to assure that it arrives in time to be counted.

PRINT

To Email, Mail, or FAX: Your ballot packet has directions on how to send your ballot.



Instructions for Submitting Your UOCAVA Absentee Ballot
Provided by the
Office of the Montana Secretary of State

To submit your ballot you may choose Email, Fax, or Postal Mail. The ballot packet to send will include:

- Instructions
- Transmission Sheet
- FPCA
- Envelope templates (used in mailing your ballot)
- Secrecy Page
- Ballot

To Email:

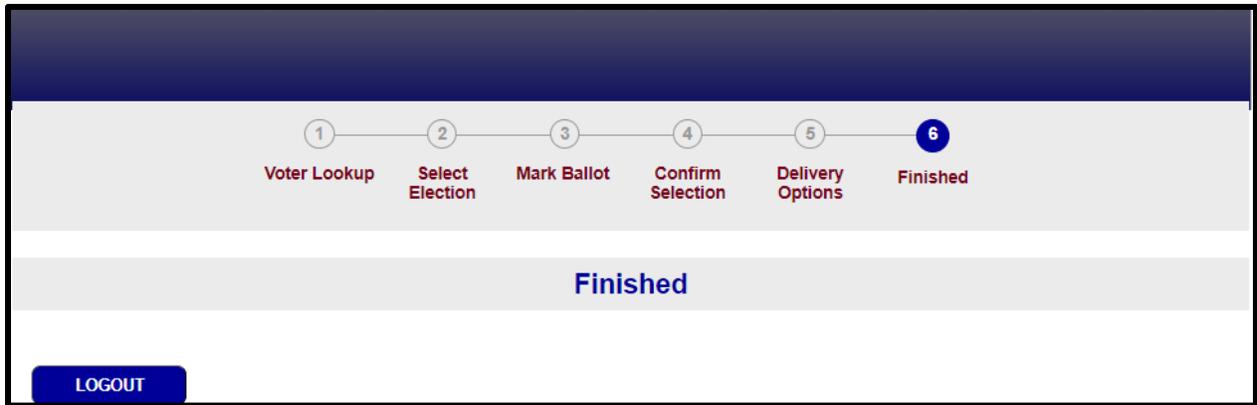
1. If you chose to sign the transmission form with a digital certificate or CAC card please do so before sending the ballot packet.
2. Attach the PDF ballot packet file to an email and send it to the County Election Office at the email address listed on the transmission sheet. A list of County Election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

To Mail:

1. Open the PDF file and print out the ballot packet. Choose "print to Fit" or "Fit to printable area" when printing.
2. **Sign the affirmations on the transmission sheet and the FPCA.**
3. Mail the entire packet to the County Election Office address listed on the transmission page and is on the provided envelope templates.
4. 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 and print out the ballot packet. Choose "print to Fit" or "Fit to printable area" when printing.
2. **Sign the affirmations on the transmission sheet and the FPCA.**
3. Fax the entire packet to the County Election Office at the fax number listed on the transmission sheet.



Step 7: Click “Logout.”

Congratulations! You have completed your ballot delivery.