

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

1. MT EAS website: www.vote4montana.us

2. Click on **1. 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.

Note to Elector: You can continue only after you read and accept the statements below.

I, the undersigned, hereby swear/affirm that: I understand and agree with each statement below.

1. I am qualified to vote under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).
2. I am registered to vote in Montana or I am entitled to vote in this election because of special provisions.
3. I have not submitted another ballot for this election.
4. I understand that attempting to vote more than once is a violation of Montana election laws.
5. I understand that failure to provide the required information may invalidate my ballot.
6. I understand that by choosing to mark my ballot via this ballot marking wizard, my ballot will not be secret in that it will be received by the election administrator and my marked ballot will be transcribed to an original ballot by a panel of no less than two election judges.

Affirm and Continue

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.

Sign Here

Signature not required with last 4 of your SSN or DL#, or Military CAC card.

You may leave this blank to manually sign, or to sign with a digital certificate or CAC Card

Submit

- 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.

Home

Please select your address

50 N LAST CHANCE GULCH HELENA 59601

Back

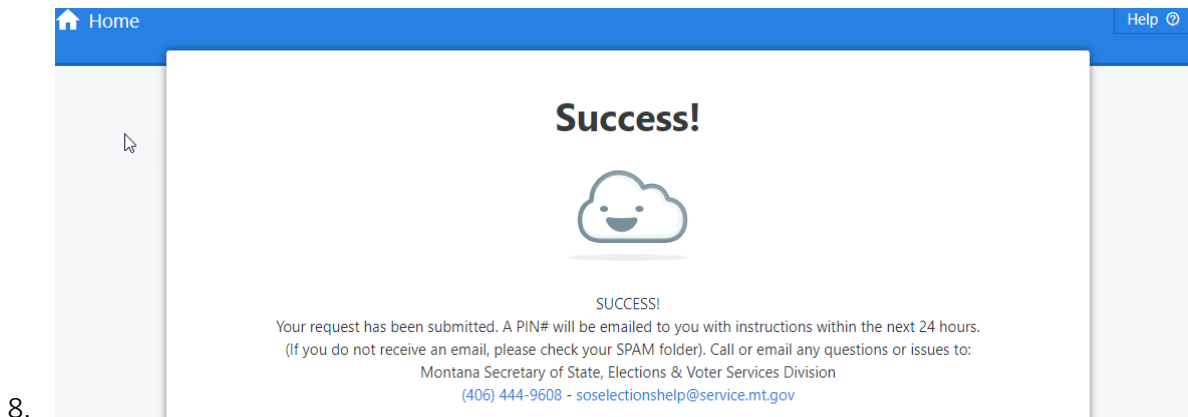
Helpful Hints for finding your Montana address:

- 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

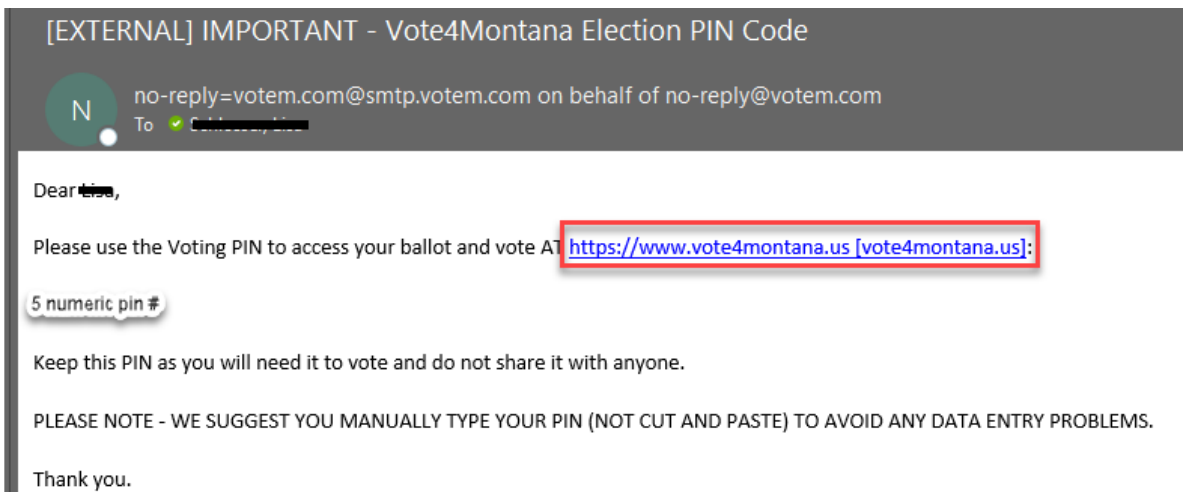
information is populated onto the FPCA. The Federal Voter Assistance Program (FVAP.gov) suggests all military or overseas citizens submit a FPCA at least once a year. Even if the address has not changed, a new FPCA is generated and sent to the county election office.

- 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.

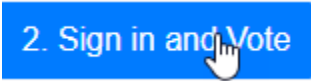
7. Review the Registration information, if correct then 



- 8.
9. Check email for a message from:



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.

Home

Ballot Marking Instructions

How do I mark this ballot?

Click on the "OK, Mark Ballot" button below to view your ballot. You may either mark your ballot on-screen or print your ballot and mark it manually.

- To mark your ballot on-screen, click on the oval to the left of your choice for each contest.
- To mark your ballot manually, click on "Continue to the Next Step" on the ballot marking screen, then on the download page select a transmission method (i.e. email, fax, or postal mail), and print the ballot packet.

Electors are not required to vote on all contests and may, at their option, choose not to mark any choices.

OK, Mark Ballot

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

Home

Sign In To Get Your Ballot

Your access code has been sent to you through Email. If you cannot access this email, please contact the Secretary of State's Elections office at 406-444-9608, SOSElectionsHelp@service.mt.gov, or sosmt.gov.

Please enter your email and PIN. We suggest that you manually type in your PIN and do not copy and paste.

Email *

Pin *

Submit

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.

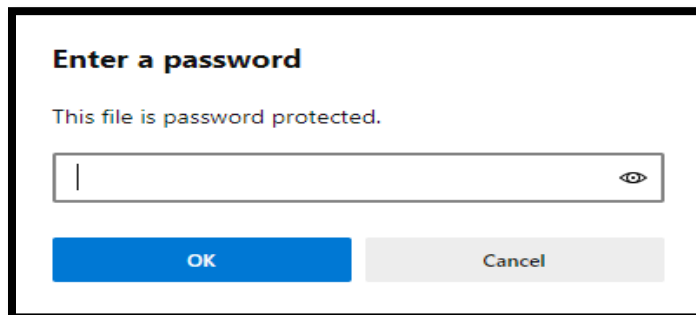
YOUR PIN IS: ██████████

IMPORTANT: WRITE THE 6 DIGIT PIN# DOWN

[Download Ballot Packet](#)

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 3, 2020

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.