

**For:** State and County Offices

**2003 COC Election Web-Based Report Procedures**

**Approved by:** Deputy Administrator for Field Operations



**1 Overview**

**A Background**

COC election results by nominee are now being input using a new web-based application. The site for entering the election results will be available by December 29, 2003. Should an employee have problems logging into the site, contact the Help Desk at 800-255-2434 for assistance.

County Offices shall input the COC nominee and associated election information from the results of the current election. Data not requested on this web-based application is required to be input as before in the Sys/36. See 15-AO, Part 9 for instructions.

**B Purpose**

This notice explains the process of entering election results into the web-based system. The timeframe for entering the information is December 29, 2003, through January 5, 2004. County Offices must ensure that all records about each candidate have been verified in SCIMS. Update data in SCIMS if not correct. The employee must be an authorized SCIMS user to update data. A WebCAAF ID is required to record election results.

**C Contact**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact any of the following:
  - Ken Nagel at 202-720-7890
  - Deborah Johnson at 202-720-0067
  - Zina Riley at 202-720-0258.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2004	State Offices; State Offices relay to County Offices

**Notice AO-1294**

**2 Action**

**A Entering Election Results**

Enter the COC election website that will be provided through a forthcoming Information Bulletin. The user will need their WebCAAF password.

Enter election information according to the following.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On USDA WebCAAF Authentication and Authorization Warning Screen, PRESS “Continue”.	<b>WebCAAF</b> Screen will be displayed.
2	On WebCAAF Screen: <ul style="list-style-type: none"> <li>• enter WebCAAF user ID and password</li> <li>• PRESS “Login” or “Enter”.</li> </ul>	County FSA Committee Election Report Screen will be displayed. See Exhibit 1.
3	On County FSA Committee Election Reports Screen, PRESS “County FSA Committee Elections Reporting Login”.  <b>Note:</b> Disregard the sentence stating that "the data will be mailed to producers eligible to vote." This screen will be amended.	County FSA Committee Election Report Screen will be redisplayed. See Exhibit 2.
4	On County FSA Committee Election Reports Screen, PRESS “Reporting for Candidates”.	Administering Location Screen will be displayed. See Exhibit 3.
5	On Administering Location Screen, enter the following from the drop-down box:  <b>Note:</b> The State will be pre-filled with the user’s State unless it is a shared management office. <ul style="list-style-type: none"> <li>• number of the COC with election</li> <li>• number of the local administrative area (LAA) having an election</li> <li>• PRESS “Submit”.</li> </ul> <b>Note:</b> Each LAA shall be processed separately.	Candidate List Screen will be displayed. See Exhibit 4.

**Notice AO-1294**

**2 Action (Continued)**

**A Entering Election Results (Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
6	<p>On Candidate List Screen:</p> <ul style="list-style-type: none"> <li>• a pre-filled list of candidates entered during the nomination process will be displayed</li> <li>• click on the candidate’s name to enter the count information for that candidate</li> <li>• PRESS “Submit”.</li> </ul>	<p>SCIMS Producer Profile Data Screen will be displayed. See Exhibit 5.</p>
7	<p>On SCIMS Producer Profile Data Screen, verify that the information is correct.</p> <p>If the information does:</p> <ul style="list-style-type: none"> <li>• match, click on box stating information on the nomination form matches the information stored in SCIMS</li> <li>• <b>not</b> match: <ul style="list-style-type: none"> <li>• click on the “SCIMS” link to update SCIMS with new profile information</li> <li>• update information</li> <li>• check the verified box.</li> </ul> </li> </ul> <p>Enter the number of votes received for the candidate and PRESS “Submit” to accept the information on the screen.</p> <p><b>Note:</b> If the user does not verify the SCIMS producer profile data or if there is any information missing from the gender, race, or ethnicity, the information must be updated before the user will be able to enter the count information for that election. See Exhibit 6.</p>	<p>Election Total Screen will be displayed. See Exhibit 7.</p>

Notice AO-1294

2 Action (Continued)

A Entering Election Results (Continued)

Step	Action	Result
8	<p>On Election Total Screen, enter the following:</p> <ul style="list-style-type: none"> <li>• “Total Votes Disqualified”</li> <li>• “Total Votes Received”.</li> </ul> <p><b>Notes:</b> The “Total Votes Received” should be equal to the “Total Votes Counted” plus the “Total Votes Disqualified”.</p> <p>The “Total Votes Counted” will be the sum of the total of all valid candidate votes received.</p> <p>PRESS “Submit”.</p>	<p>If:</p> <ul style="list-style-type: none"> <li>• there is a write-in candidate, PRESS “Add a Write-In Candidate” and Candidate Search Screen will be displayed. Go to step 9.</li> </ul> <p><b>Note:</b> See Exhibit 8.</p> <ul style="list-style-type: none"> <li>• there is not a write-in candidate, PRESS "Submit". Go to step 11.</li> </ul>
9	<p>On Candidate Search Screen, enter any of the following:</p> <ul style="list-style-type: none"> <li>• last 4 digits of the candidate’s ID</li> <li>• first few letters of candidate’s last name</li> <li>• entire last name.</li> </ul> <p>PRESS “Submit”.</p>	<p>Candidate Data Screen will be displayed. See Exhibit 9.</p>
10	<p>On the Candidate Data Screen, to select another candidate, PRESS “Search” and repeat step 9 until all candidates have been entered.</p> <p>If an incorrect candidate is added to the list:</p> <ul style="list-style-type: none"> <li>• highlight the incorrect candidate name</li> <li>• PRESS “Remove From List”.</li> </ul> <p>When all candidates are shown in the “Candidates Entered” field, PRESS “Submit”.</p>	<p>Candidate Confirmation Screen will be displayed. See Exhibit 10.</p>
11	<p>On the Candidate Confirmation Screen, PRESS “Submit to Database”.</p> <p><b>Note:</b> Data will not transmit until all entries or candidates are balanced.</p>	<p>Candidate information will be submitted to the database.</p>

## **Notice AO-1294**

### **2 Action (Continued)**

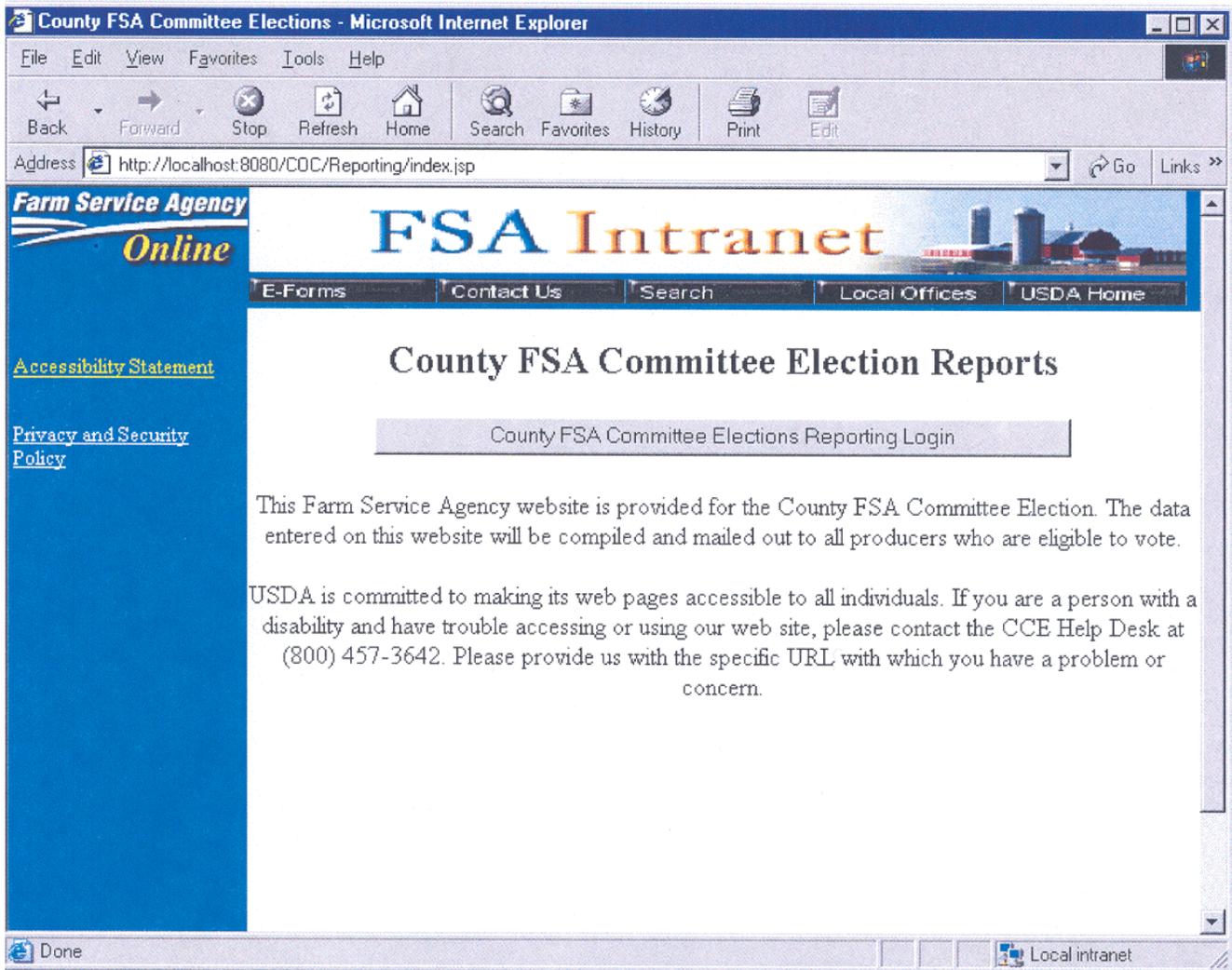
#### **B State Office Action**

The Administrative Officer (AO) or their designee shall verify the election data reported by their State by January 9, 2004. If the data reviewed is incorrect, AO's shall contact the County Office to reset their database. The website will be closed and reports must be finalized by January 14, 2004.

Any County Office that has conducted a special election should contact the Kansas City Administrator.

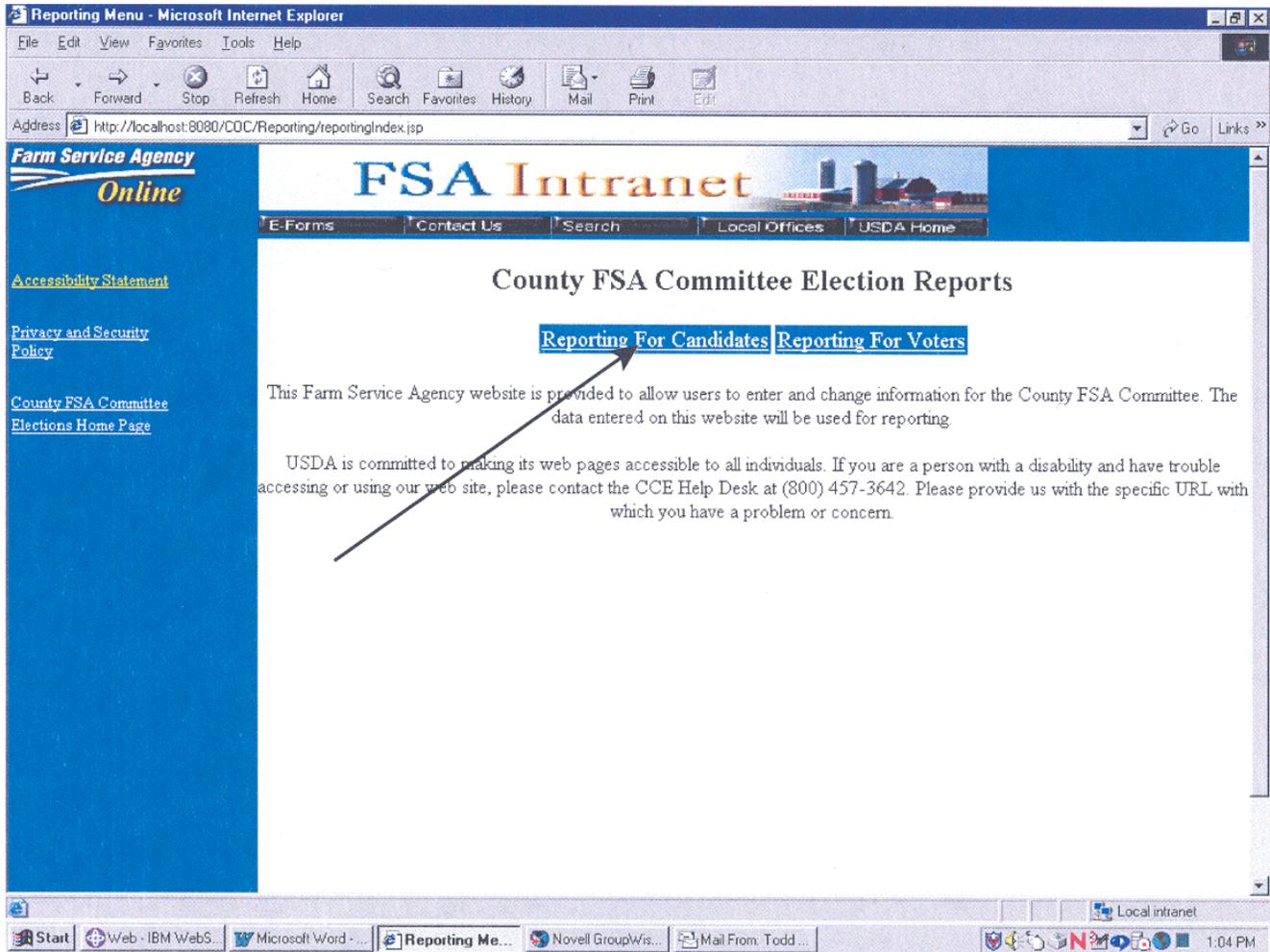
**County FSA Committee Election Report Screen**

The following is an example of the County FSA Committee Election Report Screen.



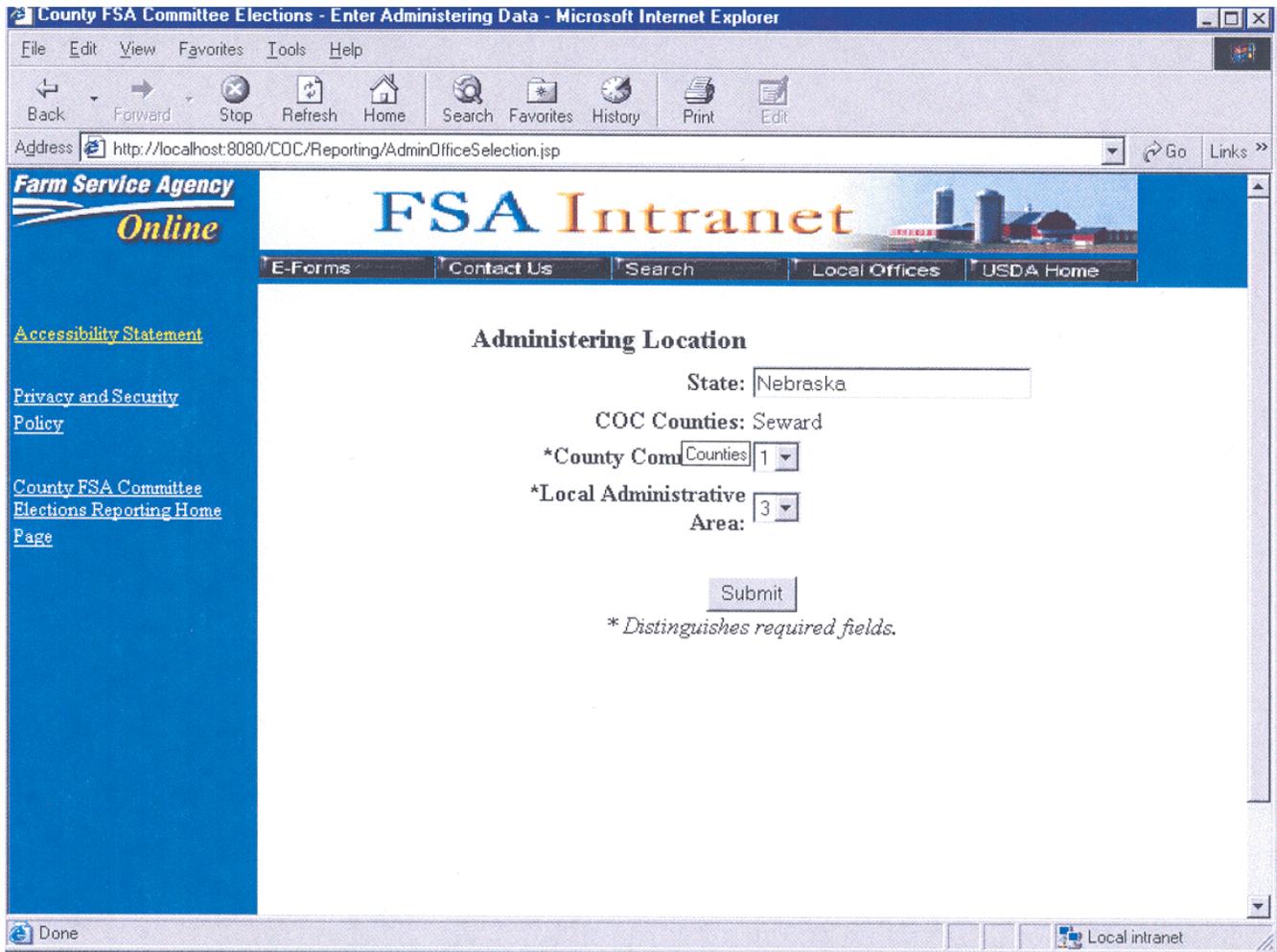
**Redisplayed County FSA Committee Election Report Screen**

The following is an example of the redisplayed County FSA Committee Election Report Screen.



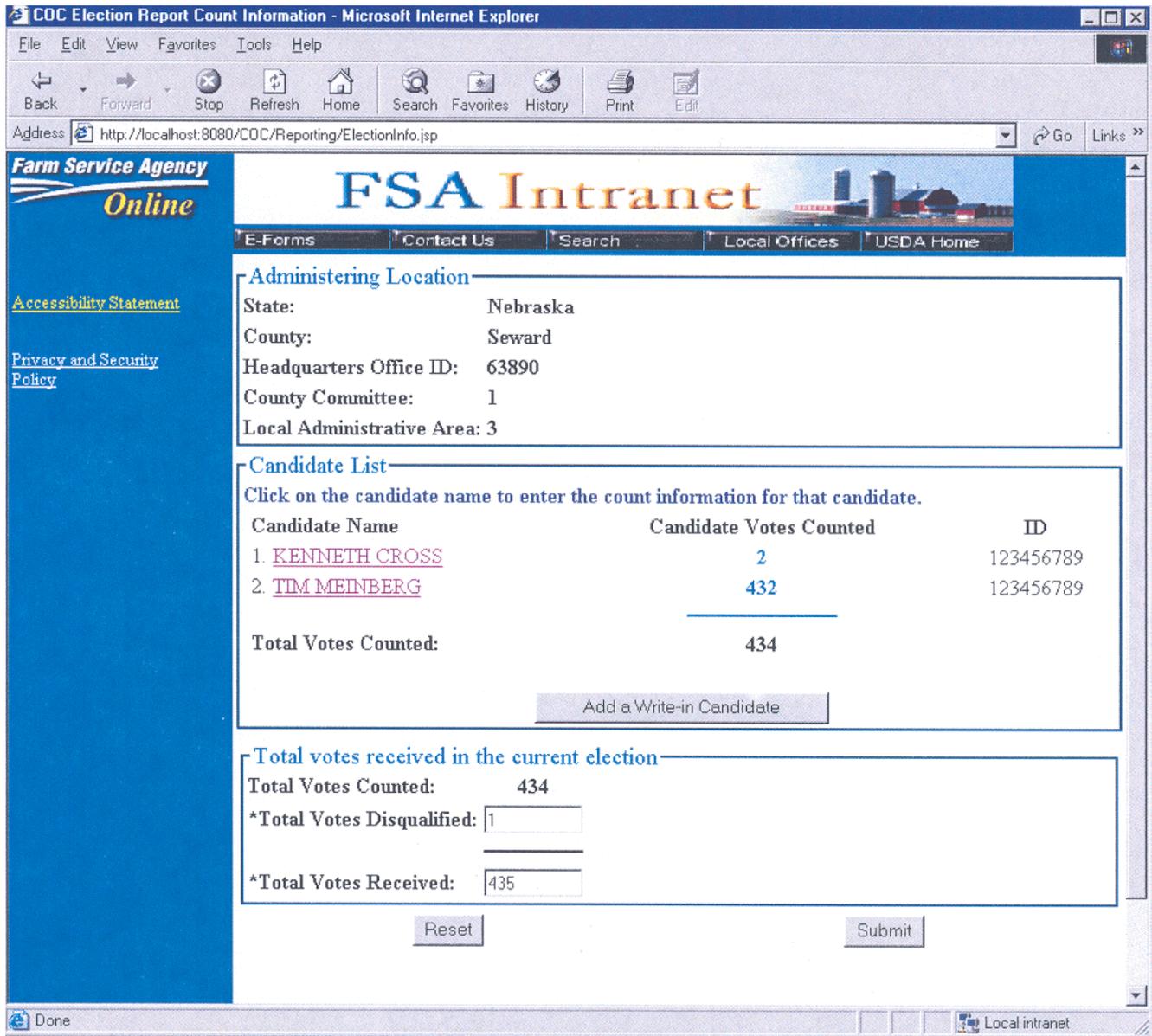
### Administering Location Screen

The following is an example of the Administering Location Screen.



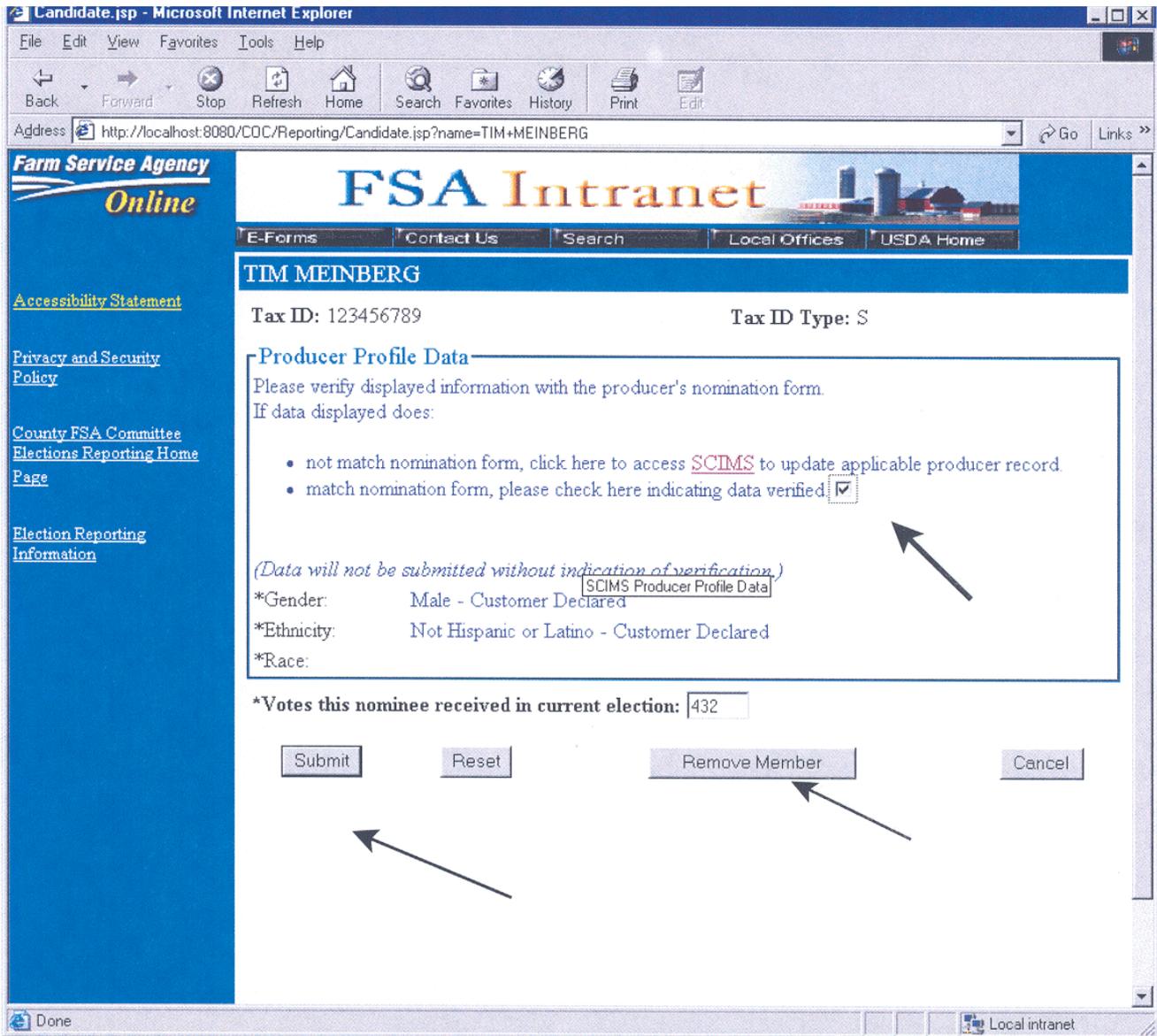
Candidates List Screen

The following is an example of the Candidates List Screen.



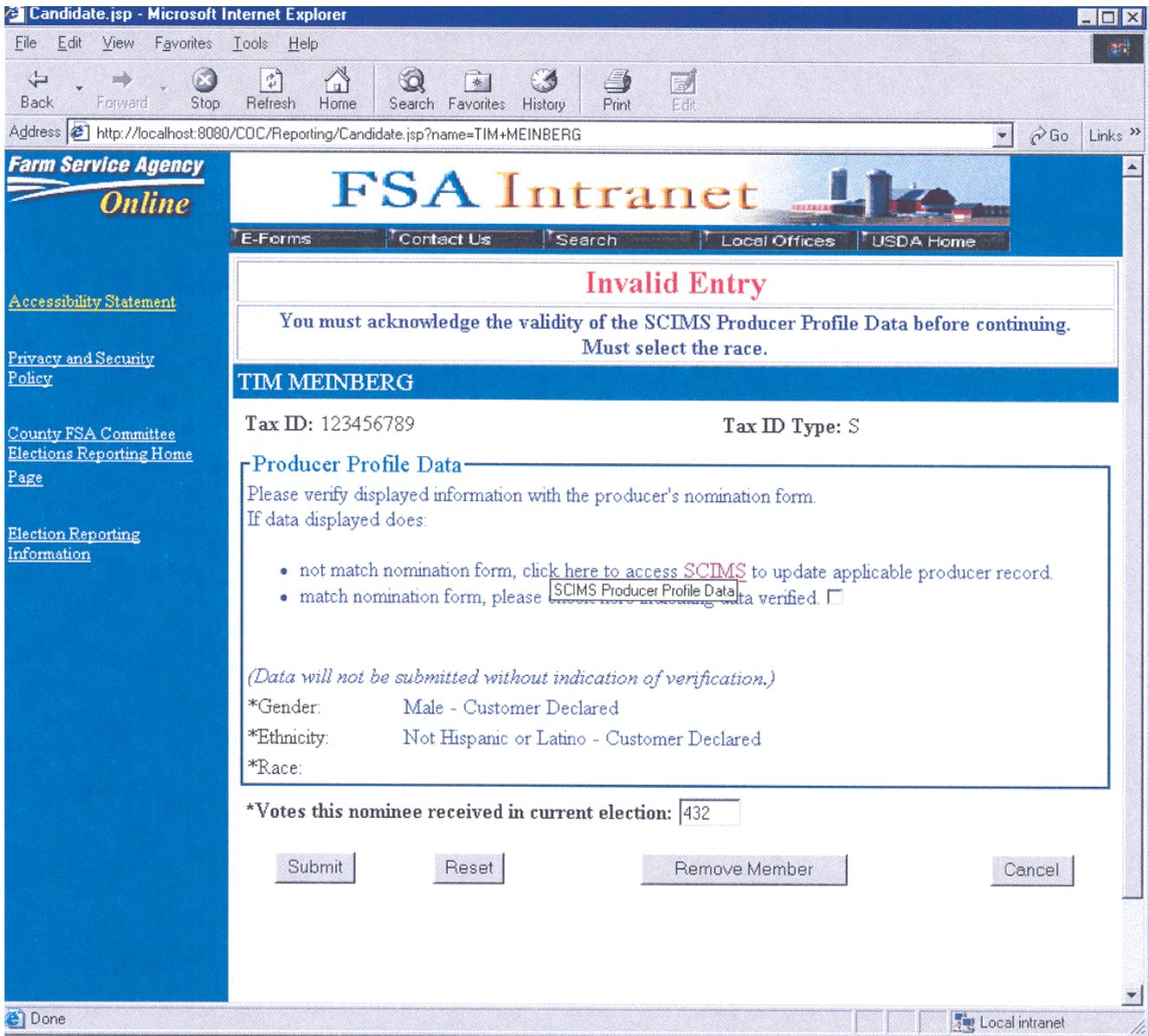
SCIMS Producer Profile Data Screen

The following is an example of the SCIMS Producer Profile Data Screen.



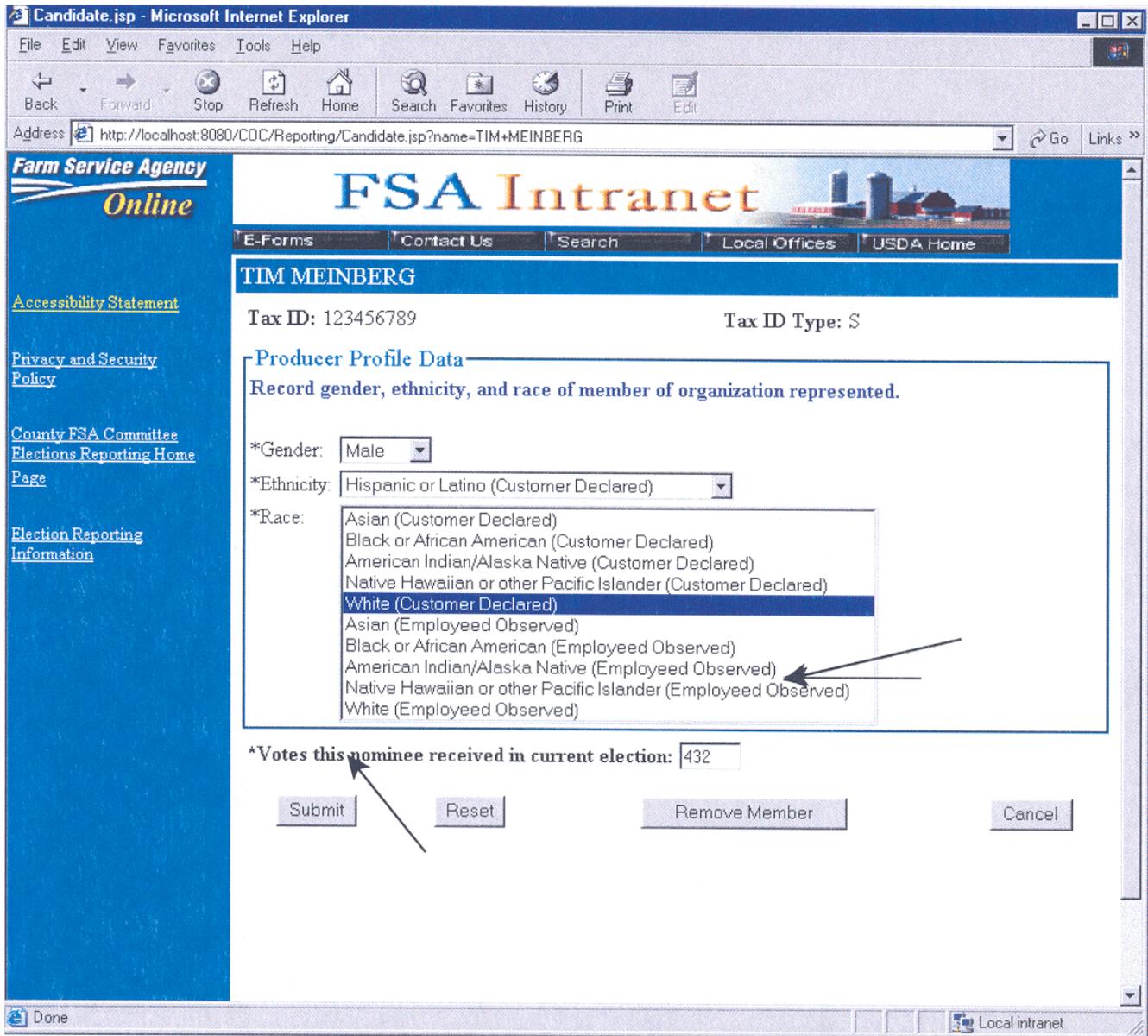
Invalid Entry on SCIMS Producer Profile Data Screen

The following is an example of an invalid entry on the SCIMS Producer Profile Data Screen.



Invalid Entry on SCIMS Producer Profile Data Screen (Continued)

The following is an example of the SCIMS Producer Profile Data Screen allowing the user to update profile data from the nomination form.



**Election Total Screen**

The following is an example of the Election Total Screen.

**Administering Location**

State: Nebraska  
 County: Seward  
 Headquarters Office ID: 63890  
 County Committee: 1  
 Local Administrative Area: 3

**Candidate List**

Click on the candidate name to enter the count information for that candidate.

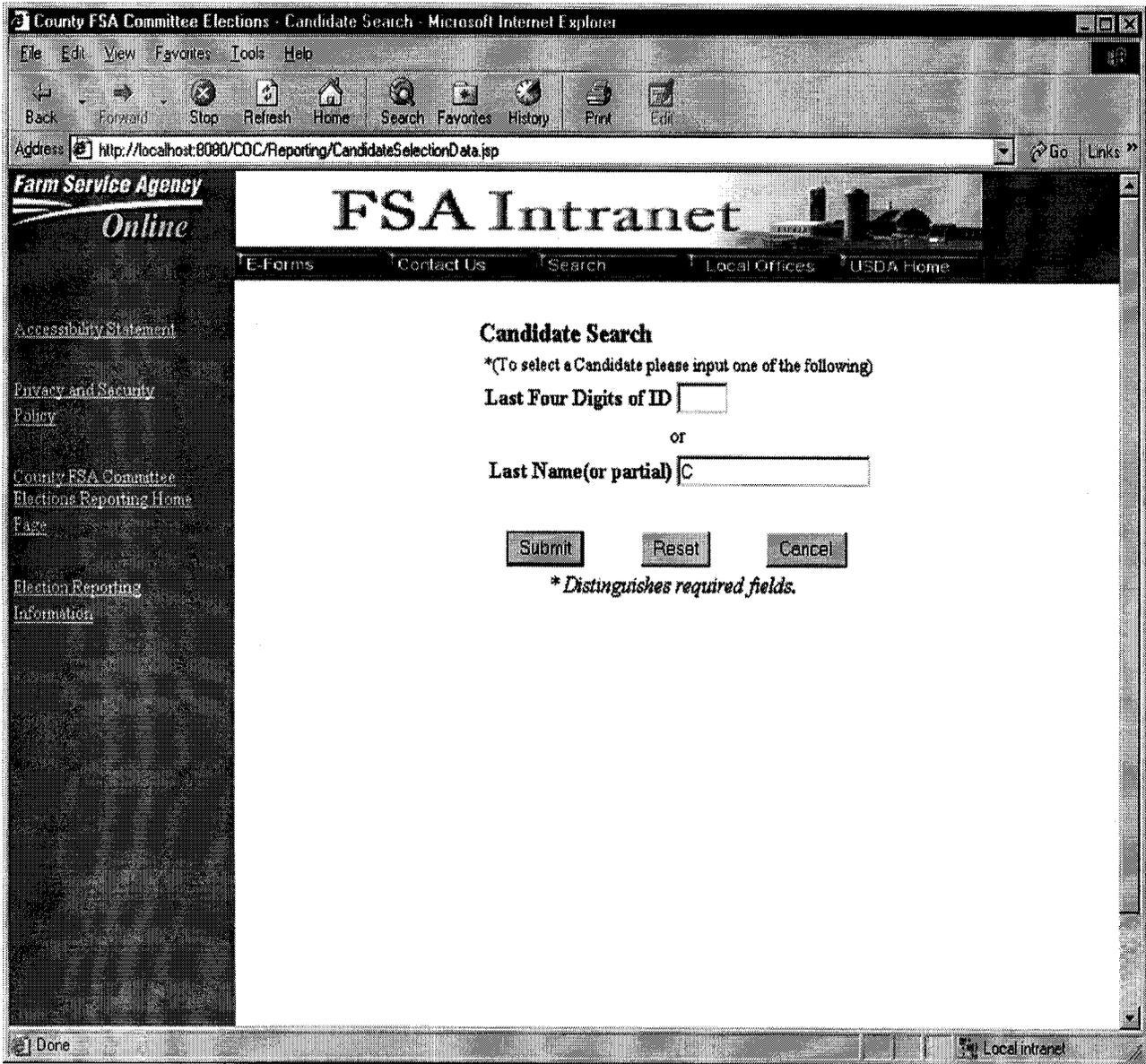
Candidate Name	Candidate Votes Counted	ID
1. <a href="#">KENNETH CROSS</a>	2	123456789
2. <a href="#">TIM MEINBERG</a>	432	123456789
<b>Total Votes Counted:</b>	<b>434</b>	

**Total votes received in the current election**

Total Votes Counted: 434  
 \*Total Votes Disqualified:   
 \*Total Votes Received:

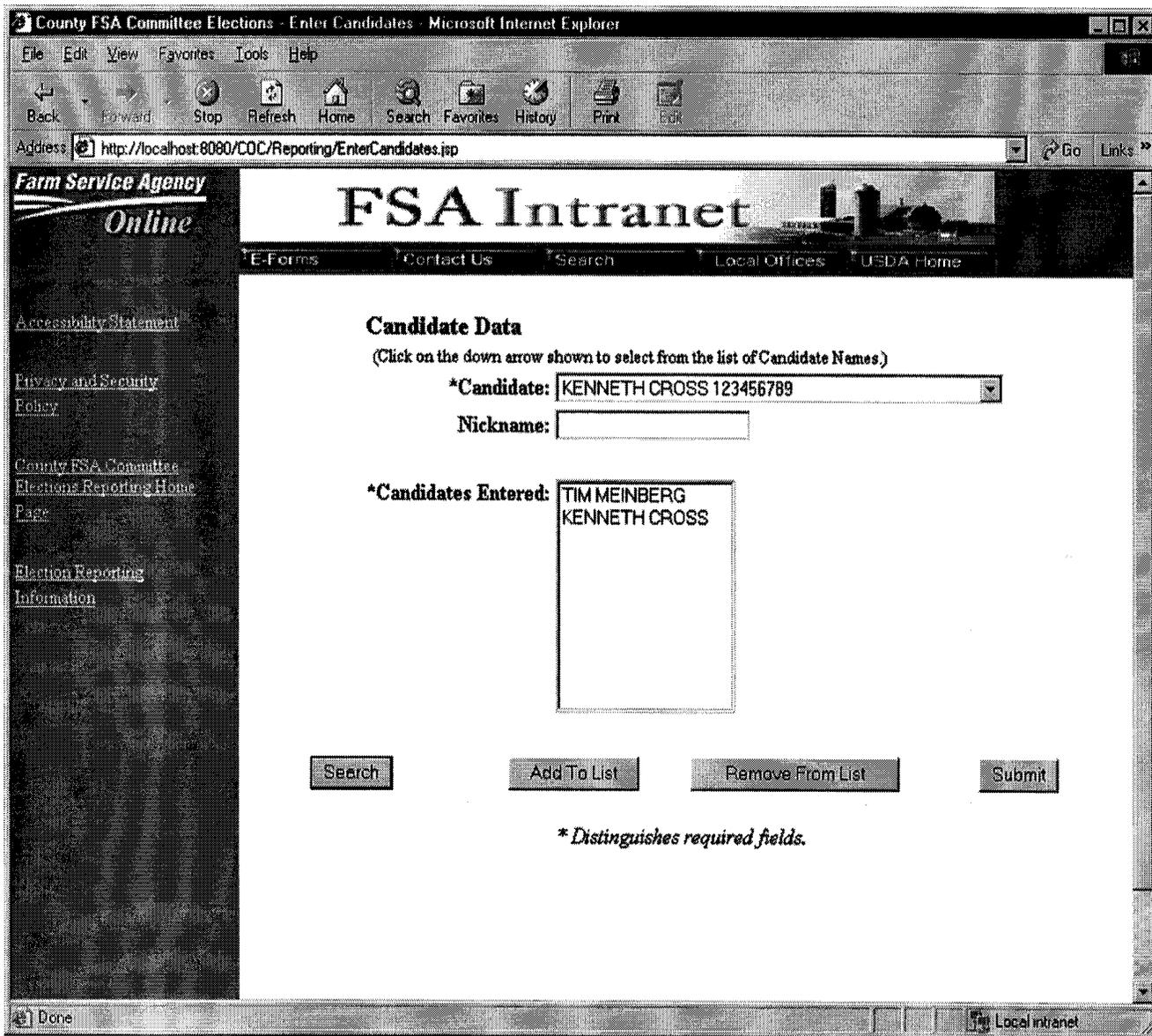
### Candidate Search Screen

The following is an example of the Candidate Search Screen.



Candidate Data Screen

The following is an example of the Candidate Data Screen.



**Candidate Confirmation Screen**

The following is an example of the Candidate Confirmation Screen.

**Administering Location**

State: Nebraska  
 County: Seward  
 Headquarters Office ID: 63890  
 County Committee: 1  
 Local Administrative Area: 3

**Election Candidates**

TIM MEINBERG

General Information

Nickname: Gender: Male  
 ID: 123456789 ID Type: E  
 Ethnicity: Hispanic or Latino (Customer Declared) Race: White (Customer Declared)

Current Election Results

Votes Counted/Received: 432 / 435  
 Rank in terms of Votes received: 1 {TIM MEINBERG}  
 Percent of total votes received: 99 %

KENNETH CROSS

General Information

Nickname: Gender: Male  
 ID: 123456789 ID Type: E  
 Ethnicity: Hispanic or Latino (Employee Observed) Race: White (Employee Observed)

Current Election Results

Votes Counted/Received: 2 / 435  
 Rank in terms of Votes received: 2 of 2 candidates.  
 Percent of total votes received: 0 %

**Ballot Totals**

Ballot Totals for current election

\*Total Votes Counted: 434  
 \*Total Votes Disqualified: 1  
 \*Total Votes Received: 435

*After verifying the correctness of the above information, please print this page for your records before submitting.  
 \*Distinguishes required fields.*

Return to Election Entry Screen      Submit to Database