

# QUICK REFERENCE GUIDE

## NM OMNIBALLOT



State of New Mexico  
**Office of the Secretary of State**

OMNIBALLOT 

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# Part 1—Voted FQE Ballots

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## **Step 1:**

Log into Omniballot:

<https://nm.omniballot.us/admin/user/home>

Use your email address to log in.

Use the “Forgot your password” option to reset your password, if necessary.


Passwords must be at least 15 characters and contain at least one of each:

- A lowercase letter
- An uppercase letter
- A number
- A special Character

# OMNIBALLOT

Email

Password



[Forgot your password?](#)



**Electronic Return**  
*Manage ballot packages  
returned electronically by  
voters.*

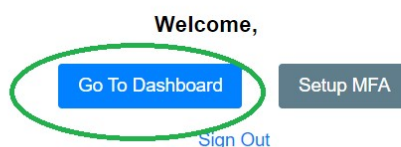
## Part 1—Voted FQE Ballots

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### Step 2:

# OMNIBALLOT

**Click:** Go to Dashboard



**Click:** Electronic Return



**Electronic Return**  
*Manage ballot packages  
returned electronically by  
voters.*

**Click:** Click the upcoming election

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## Elections

### Upcoming Elections

[June 4, 2024 Primary Election](#)

*April 19, 2024 – June 4, 2024*

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## Part 1—Voted FQE Ballots

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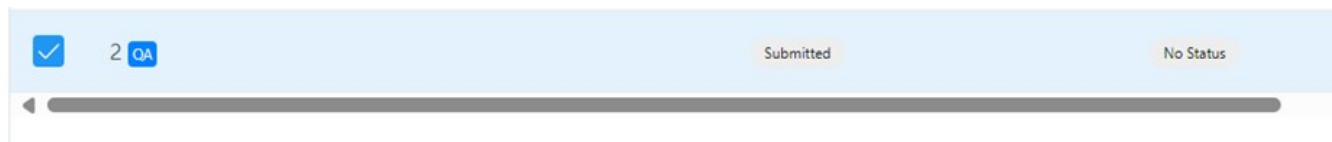
### **Step 3:**

**Click:** New Submissions

This is where you will see any ballot submissions that have not yet been processed by your county.

- SUBMISSIONS
  - New Submissions
  - Open Items
  - Package Queue
  - Ballot Queue
  - Completed Items
  - Inactive Items
  - All Submissions
  - Voter Submissions
- OPEN BATCHES
- LABELS

Put a check in the box next to your new submissions:





## Part 1—Voted FQE Ballots

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### Step 4:

**Click:** Set Batch at the top.

#### New Submissions

*Submissions that have not been added to a batch or worked on.*

Type in Batch1 or the next batch you would like to create.

Then click Confirm



## Part 1—Voted FQE Ballots

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### **Step 5:**

See your new batch on the left under Open Batches.

Click your batch to continue

11.4.3
<b>SUBMISSIONS</b>
<a href="#">New Submissions</a>
<a href="#">Open Items</a>
<a href="#">Package Queue</a>
<a href="#">Ballot Queue</a>
<a href="#">Completed Items</a>
<a href="#">Inactive Items</a>
<a href="#">All Submissions</a>
<a href="#">Voter Submissions</a>
<b>OPEN BATCHES</b>
<a href="#">Batch1</a>
<b>LABELS</b>



## Part 1—Voted FQE Ballots

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### Step 6:

Be sure the checkbox is marked next to your selections, then click the arrow next to Packages at the top, then click download:

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### Batch Batch1

*Submissions with batch Batch1.*

The screenshot shows a web interface for managing ballot packages. At the top, there are buttons for 'Set Batch', 'Set Label', 'Packages', and 'Ballots'. Below these is a table with columns for 'Id', 'Status', and 'Items'. A row is highlighted in light blue, showing a checked checkbox, the number '2', and a 'QA' label. A dropdown menu is open over the 'Packages' button, listing options: 'View', 'Download', 'Approve', and 'Reject'. The 'Download' option is highlighted in the menu.





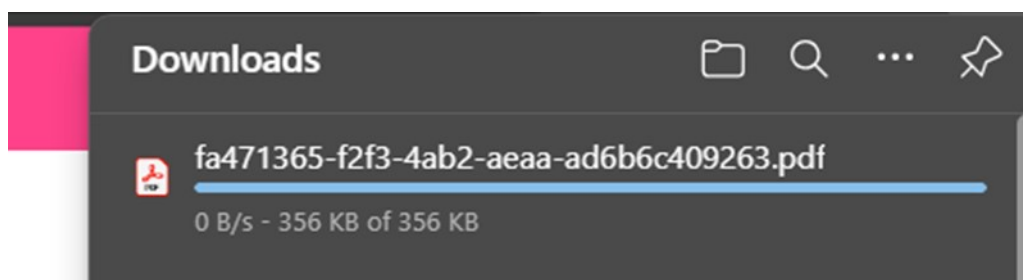
## Part 1—Voted FQE Ballots

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### Step 7:

See your downloaded affidavit(s), click that to open and print:





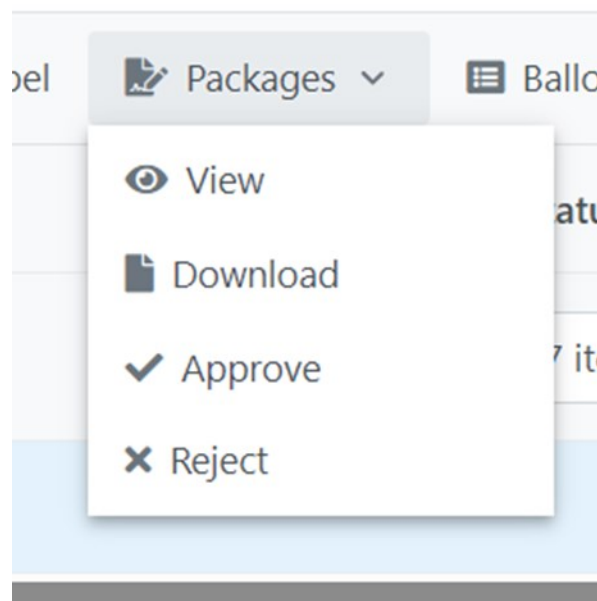
## Part 1—Voted FQE Ballots

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### Step 8:

Once you have reviewed the affidavit, you can view/approve/reject.

To approve, click the arrow next to packages again and select Approve.



Add notes or don't – click Confirm:

**Approve Packages** ×

Are you sure you want to approve 1 packages?



# Part 1—Voted FQE Ballots

## Step 9:

Once Approved, ensure the check is still marked next to your batch and you see “Package Approved” in green. Now you can click the down arrow next to Ballots and click Download:

**Batch Batch2** 1 total records  
 Submissions with batch Batch2.

Your ballot will download and can now be printed:

**REPUBLICAN PARTY - PARTIDO REPUBLICANO**

**OFFICIAL PRIMARY ELECTION BALLOT / BOLETA OFICIAL DE ELECCIÓN PRIMARIA**  
 June 4, 2024 - 4 de junio, 2024 Lincoln County - Condado de Lincoln

**INSTRUCTIONS TO VOTERS:** To vote, completely fill in the oval to the LEFT of your choice, like this (●).

**INSTRUCCIONES PARA LOS VOTANTES:** Para votar, rellene completamente el óvalo a la IZQUIERDA de su selección, así (●).

Ballot Style 03 LINC\_PCT003\_REP

PRESIDENT OF THE UNITED STATES PRESIDENTE DE LOS ESTADOS UNIDOS VOTE FOR ONE / VOTE POR UNO	DISTRICT ATTORNEY FISCAL DE DISTRITO 12TH JUDICIAL DISTRICT
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## Part 1—Voted FQE Ballots

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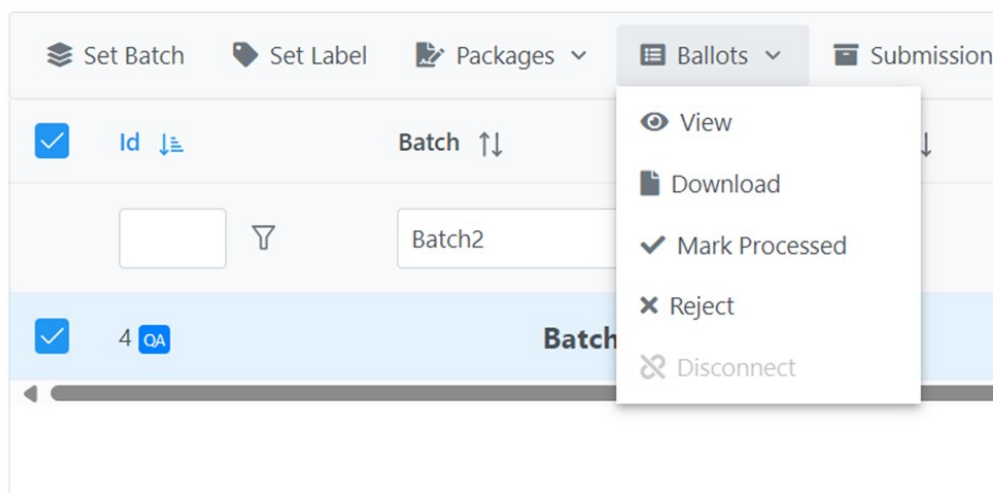
### Step 10:

After printing, your package is complete. It is recommended that you mark the package as processed so that you can stay organized.

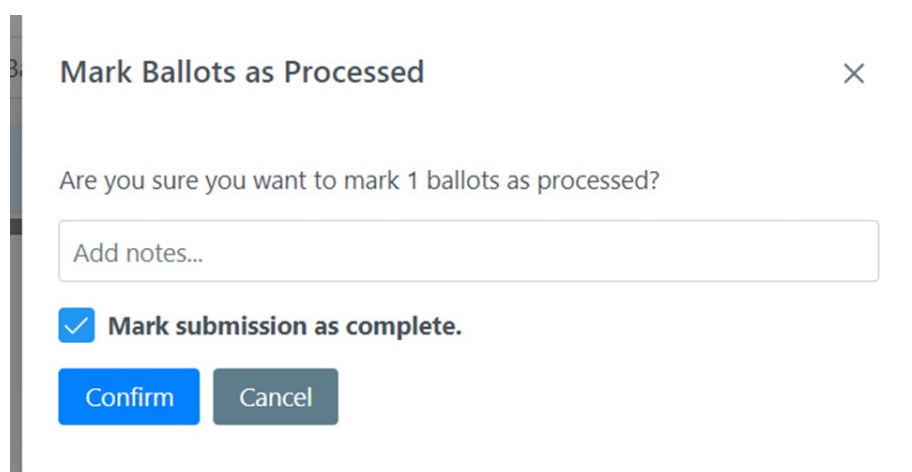
To do this, click the down arrow next to Ballots and select Mark Processed. If this option is greyed out, simply uncheck then recheck the box next to your batch and try again. Now you can click Mark Processed:

#### Batch Batch2

Submissions with batch Batch2.



Click the confirm box to mark as complete:





## Part 1—Voted FQE Ballots

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Once you've Marked processed and complete, you may still see your batches in the Open Batches section but they will be gone the next time you log in or after refreshing your screen. If you need to view completed items, you can find them in the Completed Items section on the left:

**SUBMISSIONS**

- New Submissions
- Open Items
- Package Queue
- Ballot Queue
- Completed Items**
- Inactive Items
- All Submissions
- Voter Submissions

**OPEN BATCHES**

**LABELS**

### Completed Items

*Packages approved and ballots man*

Set Batch    Set Label

Id ↓

<input type="checkbox"/>	4	QA
<input type="checkbox"/>	2	QA



## Part 2—Absentee Cure Forms

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### Step 1:

Log into Omniballot:

<https://nm.omniballot.us/admin/user/home>

Use your email address to log in.

Use the “Forgot your password” option to reset your password, if necessary.


Passwords must be at least 15 characters and contain at least one of each:

- A lowercase letter
- An uppercase letter
- A number
- A special Character

# OMNIBALLOT

Email

Password



[Forgot your password?](#)



**Form Manager**  
*Manage voter form submissions.*

## Part 2—Absentee Cure Forms

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### Step 2:

**Click:** Go to Dashboard

OMNIBALLOT



**Click:** Form Manager



**Form Manager**  
*Manage voter form submissions.*

**Click:** Cure Mailed Ballot Affidavits

### Forms

Name ↑↓	Code ↑↓	Status ↑↓
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cure Mailed Ballot Affidavits	cure	Open



# Part 2—Absentee Cure Forms

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## Step 3:

**Click:** New Submissions

The screenshot shows the Form Manager interface. At the top, a yellow navigation bar contains a menu icon, the text 'Form Manager 11.4.5', and a breadcrumb trail: 'Otero > Forms > Cure Mailed Ballot Affidavits'. On the left, a sidebar menu lists categories: 'SUBMISSIONS' (with sub-items: 'New Submissions', 'Open Items', 'Completed Items', 'Inactive Items', 'All Submissions'), 'OPEN BATCHES', and 'LABELS'. The main content area is titled 'Dashboard for Cure Mailed Ballot Affidavits' and features a large white rounded rectangle with the number '3' and the word 'Submitted' below it. Below this, a section titled 'Security Center' includes the heading 'Voters with Multiple Submissions' and the text 'Voters who submitted multiple times.'





## Part 2—Absentee Cure Forms

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### Step 4:

Check the boxes next to your new submissions

(Recommend no more than 25 at a time)

The screenshot shows a web interface for managing form submissions. At the top, there are buttons for 'Set Batch', 'Set Label', 'Actions', and 'Download'. Below these is a table with columns for 'Id' and 'Vid'. The 'Id' column has a dropdown menu and a filter icon. The 'Vid' column has a filter icon. Three rows are visible, each with a checked checkbox, an ID number, a 'QA' label, and a 'Vid' number.

<input checked="" type="checkbox"/>	Id		Vid
<input checked="" type="checkbox"/>	5	QA	160198730
<input checked="" type="checkbox"/>	4	QA	160107521
<input checked="" type="checkbox"/>	2	QA	160244245

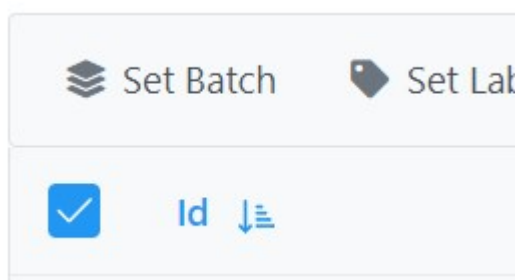


## Part 2—Absentee Cure Forms

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### Step 5:

**Click:** Set Batch



Type Batch 1 or whatever batch number you like and click Confirm.

**Set Batch** ✕

Select a batch or enter a new value.

Batch1 ▾

Select a new status:

In Progress ▾

**Confirm** **Cancel**



## Part 2—Absentee Cure Forms

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### **Step 6:**

Notice that Batch1 is now in the menu on the left under Open Batches

Click to open the batch

SUBMISSIONS
<a href="#">New Submissions</a>
<a href="#">Open Items</a>
<a href="#">Completed Items</a>
<a href="#">Inactive Items</a>
<a href="#">All Submissions</a>
OPEN BATCHES
<a href="#">Batch1</a>
LABELS



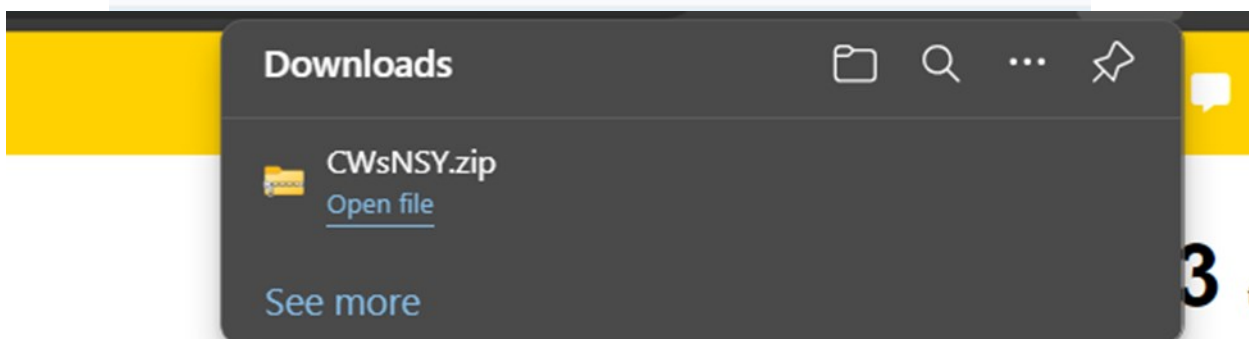
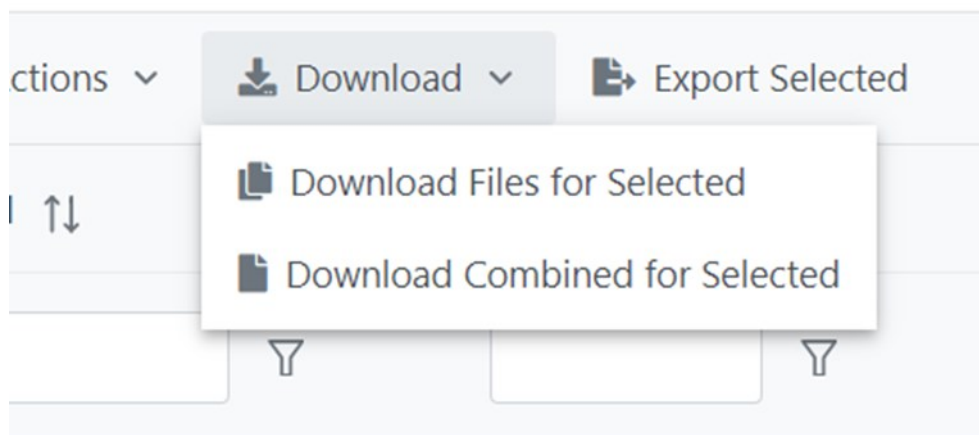
## Part 2—Absentee Cure Forms

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### Step 7:

Click the arrow next to Download at the top and select an option:

- Download files for selected will produce a zip file with each individual cure form in its own file
- Download Combined for selected will produce a zip file containing one pdf with all cure forms lumped together



Show/



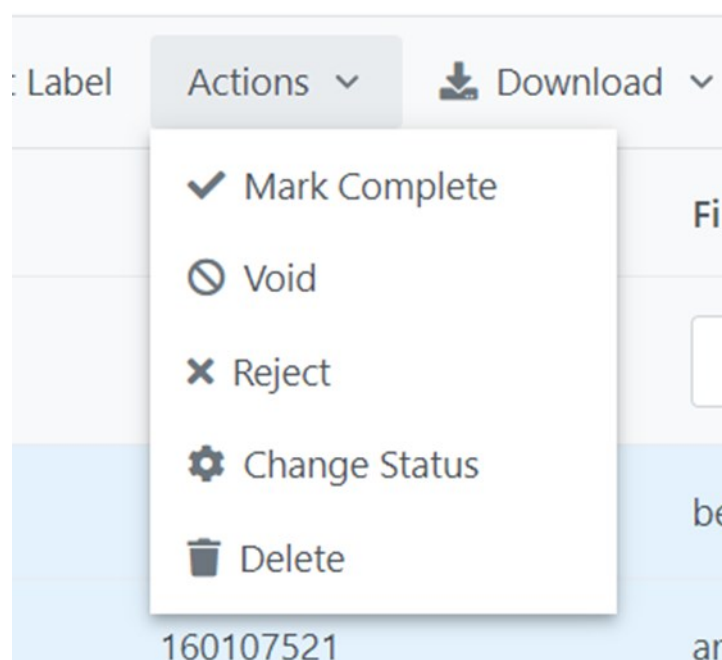
## Part 2—Absentee Cure Forms

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### Step 8:

Print your cure forms and present to your board.

Mark the batch as complete by clicking the arrow next to Actions at the top, then select Mark Complete



Click Confirm after adding any necessary notes:

