

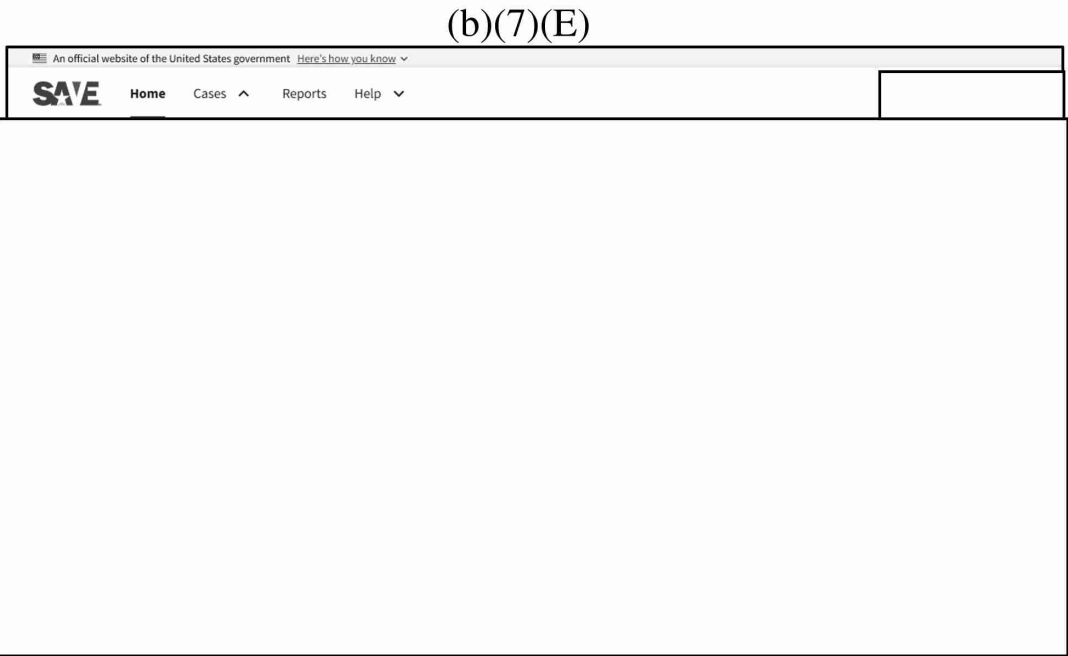
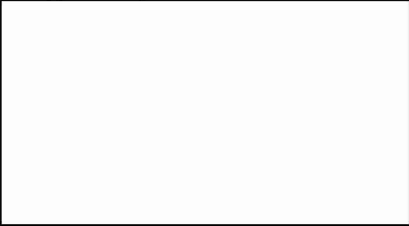
Voter Verification Bulk Uploaded

How to create cases in bulk for Voter Verification purposes



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Log into your SAVE account

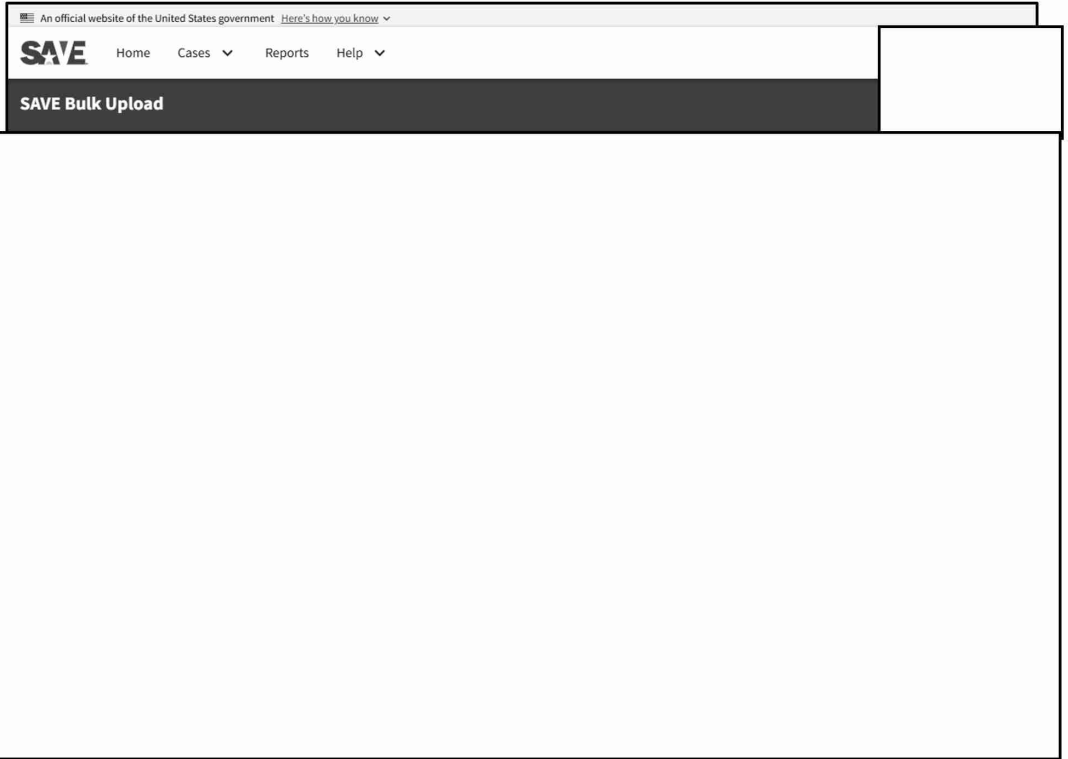


2

Review the displayed information on how to use the bulk upload tool. Then click the button



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TIP

The Bulk Case Creation Tool can only be used for Voter Registration and Voter List Maintenance purposes.

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Open the downloaded CSV template and enter the data.

Required fields are marked with an asterisk (*). These include First Name, Last Name, and Date of Birth.

Fields marked with two asterisks (**) indicate that either one or the other must be filled. These include A-Number and Naturalization #.

Middle Name is an optional field.

| 1 | First Name* | Middle Name | Last Name* | Date of Birth* | A-Number** | Naturalization #** |
|----|--|-------------|------------|----------------|------------|--------------------|
| 2 | DELETE THIS ROW Notes: **required DOB format = MM/DD/YYYY ie. 02/04/1989 *** Submit one or both (A# and/or Naturalization #) Do not modify Row 1 | | | | | |
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Maximum upload size is 5MB.

| 1 | First Name* | Middle Name | Last Name* | Date of Birth* | A-Number** | Naturalization #** |
|----|--|-------------|------------|----------------|------------|--------------------|
| 2 | DELETE THIS ROW Notes: **required DOB format = MM/DD/YYYY ie. 02/04/1989 *** Submit one or both (A# and/or Naturalization #) Do not modify Row 1 | | | | | |
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TIP

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Successfully submitted cases can be viewed on the **Search Cases** Page.

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Home Cases Reports Help

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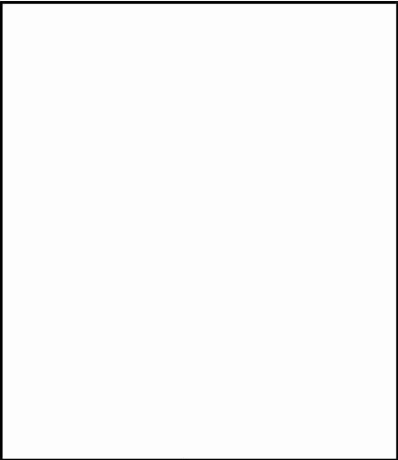
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View Created Cases



Output can be exported to an Excel file.

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