Issuing the Voter Photo Identification Card: A County Registrar’s Step-by-Step Guide

Section 1: Adding a Voter

Section 2: Printing the Temporary Voter Identification Card (TVIC)

Section 3: Sending the Card to the Server (Submitting the Order for the card)

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Enter the pasp**** password and click "OK".

After a few seconds you are ready to start the Data Entry Program.
Click "Start"
"All Programs"
"Data Entry Center"

Enter your User Name and Password.
Click "OK".
Click "Add Card". The fields will turn white and the cursor will appear.

Enter the required data and Tab between Data boxes.
TVIC Number is obtained from the TVIC document and they must match. Only take one TVIC out of the box at a time.

Double-Click the large gray box to add the photo. This will activate the camera.
Have the Voter sit in the designated area. Adjust the camera as needed. When ready, click "Take Picture."

Camera Controls

Zoom In/Out
Face Tracking On/Off

The small black handles on the corners may be used to fine-tune alignment if necessary. Left click and hold the corner box to adjust box size. Left click in the center of the box and drag the entire box to center the face. Eliminate as much background as possible. The red box represents the ideal selection.
After you capture the photo, you will be returned to the Data Entry Window. Proof all data and click “Save Card.”

Printing a TVIC
Section 2
Click "Print"
Select "Print Preview"
"This Card"

Click "Zoom In".
The preview must be zoomed in to correctly print the TVIC.
**ALERT! Critical Step**

**Georgia Voter ID Card**

Ensure the ID # matches the number on the TVIC document.

Proof and Verify the data shown on the card.

Place the TVIC document in the printer according to the instructions printed on the sheet.

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Now activate the **PRINT TVIC FUNCTION:**

- hold the “Ctrl” key and tap the “Space Bar” then release the “Ctrl” key.
- Check to see that there are 2 “H” icons in the right tray.
- Then click on the “Start” button.
After the TVIC has printed, tear out the card portion and issue it to the voter. Retain the Numbered portion of the TVIC.

Then click "Close".

Sending a Card to the Server
Section 3
After the TVIC has been issued to the voter, click "Send Card". If you do not Send the Card, the voter will not receive one in the mail.

You will be asked to confirm that you are ready to send the card to the server. Click "Yes"
When asked for the P.O. Number, type in the TVIC number for this card. Click "OK".

When the server receives the card you will receive an "Acknowledgement of Receipt."

Place a plain white piece of paper in the printer and Click "Print."

Staple this receipt to the unused NUMBERED portion of the TVIC and file in a secure location for auditing.
Click "Print" Again

This printer status box will appear every time you print the "Acknowledgement of Receipt." Just click "Close Window." When you see your ink level at ¼ left, call us at 1-800-707-3080, for a new cartridge.
You will see the "Card Sent" Icon to the left of the data box.

If there are no other voters in line, close the program by clicking the Red-X box in the upper right corner.

Always Log Off by clicking the "Start" button, then clicking "Log Off."
Click "Log Off"