

2018 ELECTION CYCLE PREPARATION

TIPS FOR STATE AND LOCAL ELECTION OFFICIALS

US Election Assistance Commission Standards Board —USPS Committee

As the 2018 cycle gears up, ensure you are up to speed on USPS guidelines. Take steps now to:

- ◆ Learn more about Intelligent Mail Barcodes
- ◆ Make your ballots stand out
- ◆ Manage Expectations
- ◆ Work with Mail Design Specialists
- ◆ Report Problems
- ◆ Implement Solutions

Be sure to reference the [USPS Election Mail webpage](#).

USPS recommends using the Intelligent Mail Barcode (IMb) to obtain real time tracking information. [Learn More!](#)

Work with Specialists

Speakers

Tammy Patrick of the Democracy Fund works directly with the USPS and has valuable tips and resources for election officials. Tammy can be available to speak at state and local conferences – contact her directly at:

TPatrick@democracyfund.com

Mail Design

USPS Mail Design Analysts are available at: MDA@usps.com

Report Problems

Reporting makes a difference! USPS works directly with election officials to resolve reported problems.

Report specific issues online here:

Electionmail.org

The most frequently reported issues were:

- Postmarking issues (FIM missing or obscured)
- Ballots misreturned to the voter or the election official

Find Solutions

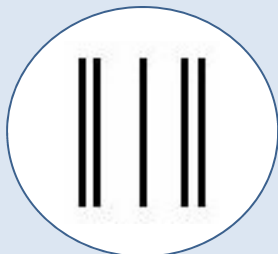


Election Administrator's Return Address
Anywhere, State, USA



As a result, USPS is recommending printing the election official's return address Intelligent Mail Barcode (IMB) above and below the return address.

Make your mail ballots stand out!



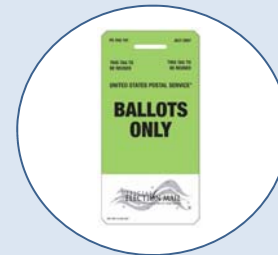
Facer Identification Mark (FIM)

This small barcode, located to the left of the postage area, helps the machine find the front of the mailing.



Election Mail Logo

This symbol alerts both USPS personnel and voters that the contents are official and from a trusted source.



USPS Tag 191

This tag provides greater visibility to ballots and alerts USPS personnel to process quickly.

Find more helpful vote by mail information at EAC.gov.



Manage expectations

Tell voters to assume one week for USPS delivery!