



**PLEASE FOLLOW THESE INSTRUCTIONS TO  
PROPERLY PRINT AND RETURN YOUR BALLOT:**

Together with the downloaded ballot, this package should also include this set of instructions and envelope templates.

If you are missing any of these items, please return to the wizard and download the package again. If the problem persists or if you have questions, please contact the helpdesk.

To return your ballot by mail successfully, please follow the following steps:

**Step 1**

**PRINTING THE BALLOT**

Due to the large size of the ballot, it is recommended to scale the ballot to fit a standard sheet of paper.

Viewing the ballot in actual size (and larger) is possible on your computer screen.

Scale the ballot printing as follows:

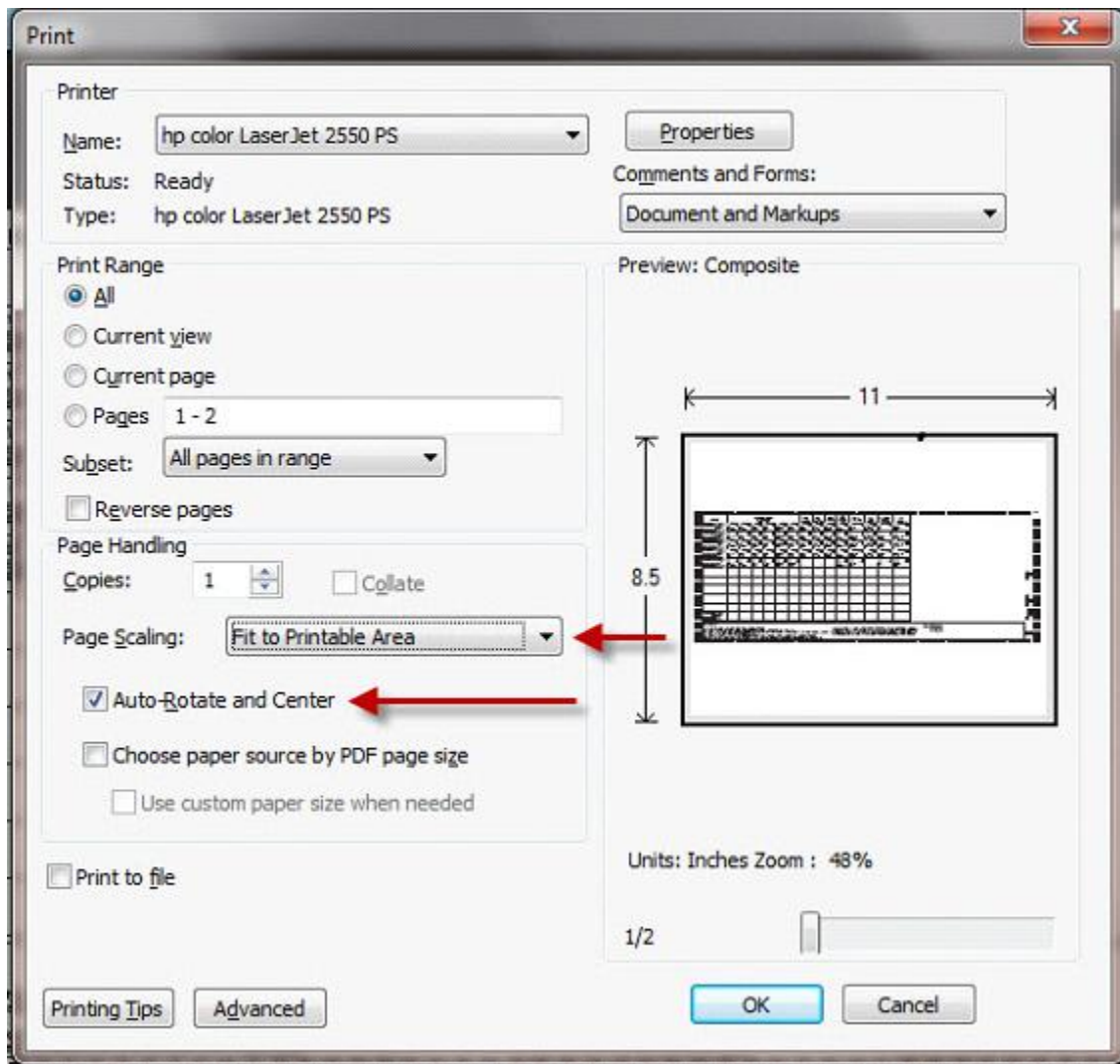
Select "File"

Select "Print" (Ctl+P)

Page Scaling: "Shrink or Fit to Printable Area"

Make sure the auto-rotate and center box is checked.

Click "OK"

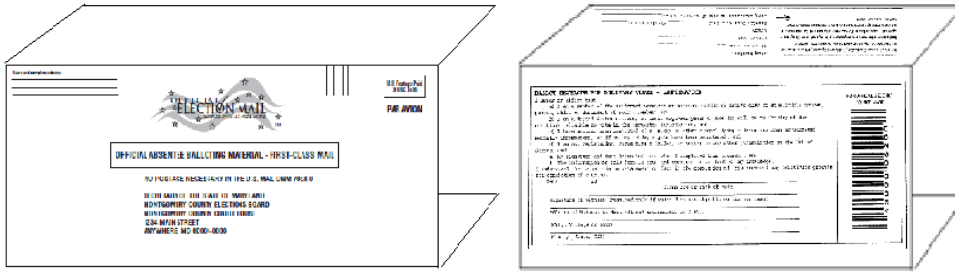


## Step 2

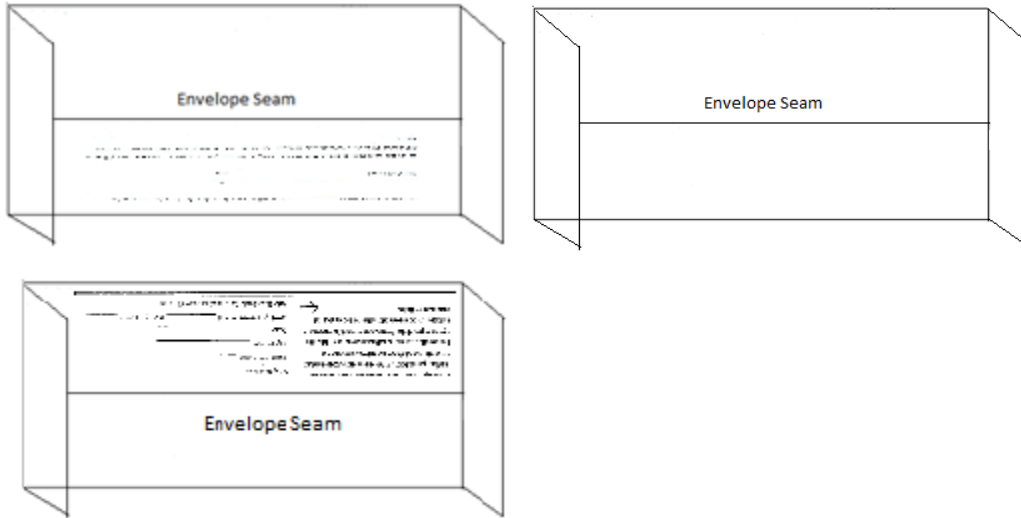
### ASSEMBLING (2) ENVELOPES

You will be assembling two (2) separate envelopes. (1) Affirmation Security Envelope and (2) Ballot Return Envelope. Your marked ballot will go inside the Affirmation Security Envelope which will go inside the Ballot Return Envelope.

- Using the envelope templates, fold the envelope pages in the proper order along the dotted lines to create two (2) envelopes: one (1) Affirmation Security Envelope to contain the voted ballot and one (1) Ballot Return Envelope for return mailing.



*(Front of Envelope - Example for Folding)*



*(Back of Envelope - Example for Folding)*

- Review and ensure that the ballot is marked as desired. Fold and insert the ballot into the assembled Affirmation Security Envelope and **seal the envelope with tape**.
- **IMPORTANT:** Read and complete the FRONT of the Affirmation Security Envelope form. Sign and date the Affirmation. Make sure to date the forms in U.S. format – month-day-year.
- Insert the signed Affirmation Security Envelope into the assembled Ballot Return Envelope. Ensure that the Affirmation Security Envelope is sealed inside the Ballot Return Envelope. Tape to seal the outer mailing envelope.

## **Step 3**

### **RETURN THE BALLOT**

For further questions and instructions, please refer to “Help and Support” for county contact information.

Send in your completed ballot by mail to the address printed on the Ballot Return Envelope.

Voting Materials Transmission: New York State is concerned that all military and special federal voters receive their ballots in a timely manner that allows them to be returned in time to be counted. In order to accomplish this, counties have added services for sending blank ballots to voters by ( a ) postal mail, ( b ) fax; or ( c ) email. You may update your absentee application to indicate your preference to receive your voting materials by postal mail, fax, or email.

Thank you for voting.