

How to Use this Guide

We hope this guide will answer your questions about our online ballot delivery system.

Here's what you need to know to use this system.

- Make sure you can print. You must print your ballot.
- You can't use this system to return your voted ballot.
- You'll need an envelope to return your voted ballot.

Here's how this Guide is organized.

- [Step 1](#) – How to access the system
- [Step 2](#) – How to log into the system
- [Step 3](#) – Create your password
- [Step 4](#) – Ballot return and deadline information
- [Step 5](#) – Test your computer
- [Step 6](#) – Test your printer
- [Step 7](#) – Read about your download and marking options
- [Step 8](#) – Decide how you want to make your selection
- [Step 9](#) – Getting your ballot
- [Step 9A](#) – Printing a blank ballot and marking it by hand
- [Step 9B](#) – Using system to mark ballot and print ballot
- [Step 10](#) – Getting your envelope ready
- [Returning users](#)
- [Resetting your password](#)

Step 1: Access the Online Ballot Delivery System

You will receive an email with a link to the system. Use the email for this election. You can't use an email from a prior election.

When you are at a computer with a printer, click on the link in the email. The link looks like this: [Login now](#)

Step 2: Login

1. You will see the **Tell us who you are** page.

Tell us who you are.

English
Change language

[Frequently Asked Questions](#)
[User Guide](#)

For guidance on this step please check out this video guide.

Provide all information as it appears on your voter registration record.

First Name: **required**

Middle Name:


Last Name: **required**

Date of Birth: **required**

Month: Day: Year:

Zip Code: **required**

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

[Web Site Privacy Policy](#)

Next

- Type your first name and last name. You must type your name exactly as it appears in your voter record.
- Type your date of birth. Use this format – MM/DD/YYYY.
- Type your 5 digit zip code. Don't type your full zip + 4.
- Check the box next to "I'm not a robot"
- If you see 9 pictures, follow the instructions. If you skip the question or do not click the correct squares, you will get an error or get another set of squares.
- Click the **Next** button.

Tips for Logging In

- Review what you typed, and fix any typos.
- If you use a nickname, type your legal name.
- If you have a hyphen, apostrophe, or space in your name, remove the hyphen, apostrophe or space.
- Check how you typed your date of birth. You must type 2 digits for the month and date. For example, if you were born on January 2nd, type "01" in the Month box and "02" in the Day box.
- If you have your voter registration card handy, type your information as it is printed on the card.
- Call your [local board of elections](#) or email absentee.SBE@maryland.gov for help.

Step 3: Create Your Password

1. You will see the [Create New Password](#) page. If you forgot your password and need to reset it, go to the [instructions for resetting your password](#).

Create New Password

English ▼ Change language

[Frequently Asked Questions](#)
[User Guide](#)

For guidance on this step please check out this video guide.

Password Requirements:

- Your password must be between 14 and 30 characters long.
- Your password must contain at least 3 of the following character types: lower-case letters (a, b, c, ...), upper-case letters (A, B, C, ...), numbers (1, 2, 3, ...), special characters (!, @, #, \$, %, ^, &, *).
- Your password cannot include your first name, your last name, your date of birth, your email address, or your zip code.

Email Address **required**

New Password **required**

Confirm New Password **required**

Create Password

2. Type the email address where we sent the email with the login link.
3. Type a password.

Your password must have:

- a. At least 14 characters and no more than 30 characters and
- b. Characters from **at least 3** of the following categories: (1) lower-case letters; (2) UPPER-CASE LETTERS; (3) numbers; and (4) symbols such as ! @ # \$ % ^ & *.

Don't use your name, birthday, email address or zip code.

4. Retype the same password in the **Confirm New Password** field.
5. Click the green **Create Password** button.

Important: If you want to come back later and print your ballot, just close the system. When you're ready, go back to the email and click the [Login now](#) link again. You'll need to type your voter information and the password you just created.

Step 4: Ballot Return and Deadline Information

1. You will see the [Welcome to Maryland's Online Ballot Delivery System](#) page.

Welcome to Maryland's Online Ballot Delivery System.

[Frequently Asked Questions](#)
[User Guide](#)

This tool allows you to print your ballot.

- You must return your voted ballot by mail or deliver it in person to your local board of elections or a voting location or a ballot drop box.
- You cannot submit your ballot online, by email, or fax.

The ballot must be:

1. **POSTMARKED** on or before November 5, 2024; and
2. **RECEIVED** by November 15, 2024.

Next: Check your computer

2. Review this information and note the deadlines.
3. Click on the green **Next: Check your computer** button.

Step 5: Test Your Computer

In this step, we'll check that your computer's browser and Adobe Reader software and printer will work with the system.

On the [Test Your Computer](#) page:

If you see **PASSED** under **Browser Test** and **Adobe Reader Test**, you are ready for the **Print Test** in **Step 6**.

If you do not see the **PASSED** under both, the computer you are using will not work with the system. You may:

- a. Try using another computer
- b. Try using another browser on the same computer
- c. Email us at absentee.sbe@maryland.gov and ask for help
- d. Contact your [local board of elections](#) and if there's enough time, ask them to mail your ballot to you.

For more information on system requirements, please read the [Online Ballot Delivery System FAQs](#).

Step 6: Test Your Printer

For the **Print Test**, choose **Download document** or **Open document in a new tab**. One way may work with your browser, so you may need to try the other method to pass the **Print Test**.

If you printed the test document, click the green **Next: Download Options** button.

If you could not print using either button:

- a. Try using another computer
- b. Try using another browser on the same computer
- c. Email us at absentee.sbe@maryland.gov and ask for help
- d. Contact your [local board of elections](#) and if there's enough time, ask them to mail your ballot to you.

Test Your Computer

English ▼

Change language

[Frequently Asked Questions](#)

[User Guide](#)

Browser Test

PASSED

Adobe Reader Test

PASSED

Print Test

You may print using any of the below methods.

Download document

Open document in new tab

If you were able to print the test document using one of these methods then this test passed.

If you are unable to print the test document, you will not be able to use the ballot delivery system.

Next: Download Options

Step 7: Read About Your Two Options

1. You will see the [Read About Your Two Options](#) page.

You have two options for downloading your ballot.

- You can use your computer to MARK and print your ballot, OR
- You can print a BLANK ballot and mark by hand.

Both options require that you PRINT and MAIL your ballot or DELIVER it in person to your local board of elections or a voting location or a ballot drop box.

If you choose to use your computer to mark your ballot:

- For security purposes, you will be automatically logged out after 15 minutes of inactivity.
- If you quit before finishing, you will need to start over the next time you login.

You may prefer to print a blank ballot if:

- You need to do additional research before making your voting selections.
- You are worried about tracking software on your computer or risks with using the Internet.
- You are using a computer or web browser that doesn't have the latest updates.
- You are unable to find a time and place to mark your ballot in private while on the computer.

Next: tell us how you want to download your ballot

2. Review the 2 ways you can mark and download your ballot. You may either mark your ballot online using the marking tool and then print your ballot OR you may print a blank ballot and mark your ballot by hand.


Note: Both options require that you PRINT and MAIL your ballot.

3. After you decide how to mark your ballot, click the green **Next: tell us how you want to download your ballot** button.

Step 8: Decide how you want to make your selection

1. You will see the [Decide how to mark your voting selections](#) page.

Decide how to make your voting selections.

English 

Change language

[Frequently Asked Questions](#)
[User Guide](#)

How would you like to mark your ballot?

☐ Mark online, then print and mail it in or deliver it in person to your local board of elections or a voting location or a ballot drop box.

☐ I understand that the State Board of Elections has taken steps to protect the secrecy of my ballot but cannot guarantee secrecy when I mark my ballot online using my own computer, nor can it protect against all risks with using the internet.

☐ Print blank ballot, then mark by hand and mail it in or deliver it in person to your local board of elections or a voting location or a ballot drop box.

Both options require that you PRINT and MAIL your ballot or DELIVER it in person to your local board of elections or a voting location or a ballot drop box.

Next

2. Click the button next to how you want to mark your ballot.

If you want to mark your ballot online before you print it, click the first radio button (circle) and check the box.

If you want to print a blank ballot and mark it by hand, click the second radio button (circle).

3. Click the green **Next** button.

Step 9: Getting your ballot

If you chose to print a blank ballot, go to [Step 9A](#).

If you chose to mark your ballot online and then print it, go to [Step 9B](#).

Step 9A: Printing a blank ballot and marking it by hand

1. You will see the [Print Your Ballot](#).

Print Your Ballot

For security purposes, you will be automatically logged out after 15 minutes of inactivity.

[Frequently Asked Questions](#)
[User Guide](#)

Print instructions for mailing in your ballot, the absentee oath, and your ballot.

You may print using any of the below methods.

Download ballot **Open ballot in a new tab**

Remember!


- You must mail or deliver your ballot for your votes to count.
- Paper or font size do not matter. If your selections are readable, your votes will count.
- In the next step you may print an envelope or logout.

Next: Print envelope or log-out

2. Click **Download ballot** or **Open ballot in a new tab**. Click the same button you clicked when you printed the test page in [Step 6](#).
3. The system will generate a PDF file with your ballot and other important information.
4. You will see the [Print](#) page.

Note: The number of pages shown on the [Print](#) page may not match the number of pages on the screenshot.

5. Click the **Print** button.
6. If you can't print, click your browser's back arrow to return to the [Print Your Ballot](#) web page, and click a different green button.
7. If you still can't print:
 - a. Try using another computer
 - b. Try using another browser on the same computer
 - c. Email us at absentee.sbe@maryland.gov and ask for help




Maryland
Instructions for Voting by Mail 2024

**PLEASE REVIEW THE FOLLOWING
CHECKLIST BEFORE SEALING YOUR RETURN
ENVELOPE.**

Final checklist

- ☐ Is your ballot correct and in the envelope?
- ☐ Is your oath signed and in the envelope?
- ☐ If you had help voting your ballot or signing your oath, is your signed *Certification of Person Assisting Voter* form in the envelope?
- ☐ Does your envelope look like the example in these documents?
- ☐ If you are mailing your ballot, does your envelope have enough postage?
- ☐ Mail, drop the envelope at a ballot drop box, or take the envelope to:
Baltimore City Board of Elections
417 E. Fayette Street
Room 129
Baltimore, MD 21202-3432

Print 5 sheets of paper

Destination  Mail Room on SBE-GOC

Pages All

Copies 1

More settings

Print **Cancel**

- d. Contact your [local board of elections](#) and if there's enough time, ask them to mail your ballot to you.
8. After you print your ballot and documents, click the green **Next: Print envelope or log-out**
9. Go to [Step 10](#).

Step 9B: Using system to mark ballot and print ballot

1. You will see the [Tell Us If Someone Will Help You](#) page.

Tell Us If Someone Will Help You

For security purposes, you will be automatically logged out after 15 minutes of inactivity.

English ▼

Change language

Frequently Asked Questions

This system requires that you print your ballot, sign an oath, and mail both.

This process requires reading ballot options, signing documents, addressing an envelope, and mailing documents. If you have a disability or are unable to read or write, you may choose to have someone help.

Will you have someone help you sign your oath or mark your ballot?

No

Yes

2. If you need help signing your oath or marking your ballot, click the green **Yes** button.

If you don't need help, click green **No** button and go to #6 below.

3. If you selected the **Yes** button, you will see the **Tell Us Who Is Helping You** page.

Tell Us Who Is Helping You.

For security purposes, you will be automatically logged out after 15 minutes of inactivity.

[Provide Feedback](#)

English ▼ [Change language](#)

[Frequently Asked Questions](#)

If you know who will help you, you may type the information below.
If not, you will be able to write in the helper's information after the ballot prints.

Any person can help you, except:

- A candidate on your ballot
- Your employer or a representative of your employer
- An officer or representative of your union

The person helping you:

- Can mark the ballot according to your wishes.
- Can print your name, followed by his or her initials, if you cannot sign the oath.
- Cannot make any effort to influence your vote.
- Must enter the information requested below.
- Must sign the Certification of Person Assisting Absentee Voter. This form will print with your ballot.

Voter Name

Helper's Information

Helper's Name

Street Address

City

State

Zip Code

Telephone Number

Next: Mark Your Ballot

4. Type your helper's information, or ask your helper to type in the information.

If you know you will need help but haven't chosen a helper yet, you can leave this page blank. You can fill out this form once you print it.

5. Click the green **Next: Mark Your Ballot** button.

6. You will see the [Mark your votes](#) page.

Mark your votes.

For security purposes, you will be automatically logged out after 15 minutes of inactivity.

English ▼

Change language

[Frequently Asked Questions](#)

OFFICIAL BALLOT

GUBERNATORIAL GENERAL ELECTION NOVEMBER 4, 2014

STATE OF MARYLAND, PRINCE GEORGE'S COUNTY

GOVERNOR / LT. GOVERNOR
Vote for One

Contest	Selection	Party
GOVERNOR / LT. GOVERNOR	<input checked="" type="checkbox"/> ABC And DEF	Democratic
	<input type="checkbox"/> HIJ And KLM	Republican
	<input type="checkbox"/> OPQ And STU	Libertarian
	<input type="checkbox"/> Write-in	

Next **Review and print ballot**

7. Here's how to make selections.
- Find the name of the candidate you want to vote for. Click the box next to the name of the candidate or anywhere in the gray area around the candidate's name.
 - Once you've made a selection, you'll see a checkmark next to the candidate's name.
 - If you select the wrong candidate, click that candidate's name again to remove the checkmark and then click the box for the correct candidate.
 - You can't vote for more than the number of candidates allowed in a contest. The number of candidates you can select is under the contest name. If you try to vote for more, the system will let you know.
 - You can vote for fewer candidates than the number.
 - After you finish making selections for a contest, click the green **Next** button to go to the next contest.
 - The contests on your ballot are on the left. As you make selections, it will show the contests where you've made selections.
 - If there is a check in a green circle next to a contest, you have fully voted this contest.
 - If there is a circle that is half green and half white, you can make more selections if you wish.
 - If there is a white circle, you haven't made any selections for this contest.
8. When you finish making your selections, click the blue **Review and print ballot** button. You will still be able to go back and make changes on the next screen.
9. On the [Review your votes](#) page, you can see each contest and review your selections.

Review your votes.

For security purposes, you will be automatically logged out after 15 minutes of inactivity.

English ▼

Change language

Frequently Asked Questions

Below is a summary of your voting selections, which you may select to edit.

OFFICIAL BALLOT

GUBERNATORIAL GENERAL ELECTION NOVEMBER 4, 2014

STATE OF MARYLAND, PRINCE GEORGE'S COUNTY

GOVERNOR / LT. GOVERNOR

You voted

ABC and DEF



This contest is fully voted.

Click to Change.

COMPTROLLER

You voted

Peter Franchot - Democratic

12345



This contest is fully voted.

Click to Change.

ATTORNEY GENERAL

You voted

Brian E. Froeh - Democratic

XYZ



This contest is fully voted.

Click to Change.

10. Here's how to review your selections.

- If there is a check in a green circle next to a contest, you have fully voted this contest. In the image above, all of the contests are fully voted.
- If there is a circle that is half green and half white, you can make more selections if you wish. In the image below, the voter selected one candidate for Judge of the Circuit Court but could have selected 3 candidates. The voter can vote for 1 or 2 more candidates.
- If there is a white circle, you haven't made any selections for this contest.

JUDGE OF THE CIRCUIT COURT
JUDICIAL CIRCUIT 7

You voted for 1 of 3.
You may vote for 2 more.

You voted
Sheila R. Tillerson Adams
Click to Change.

JUDGE, COURT OF SPECIAL APPEALS
AT LARGE

You voted
YES

☒ This contest is fully voted.
Click to Change.

JUDGE, COURT OF SPECIAL APPEALS
AT LARGE

You voted
YES

☒ This contest is fully voted.
Click to Change.

- d. You can make changes here. If you want to make a change or vote for more candidates, click the box for that contest or click the gray **Return to Ballot** button at the bottom of the page.

LOCAL QUESTION J
(CB-54-2014)

You voted
For the Charter Referendum

☒ This contest is fully voted.
Click to Change.

[Return to Ballot](#) [Next: Print Ballot](#)

11. When you are happy with your selections, click the green **Next: Print Ballot** button.

12. You will see the [Print Your Ballot](#).

Print Your Ballot

For security purposes, you will be automatically logged out after 15 minutes of inactivity.

[Frequently Asked Questions](#)
[User Guide](#)

Print instructions for mailing in your ballot, the absentee oath, and your ballot.

You may print using any of the below methods.

Download ballot **Open ballot in a new tab**

Remember!

- You must mail or deliver your ballot for your votes to count.
- Paper or font size do not matter. If your selections are readable, your votes will count.
- In the next step you may print an envelope or logout.

Next: Print envelope or log-out

13. Click **Download ballot** or **Open ballot in a new tab**. Click the same button you clicked when you printed the test page in [Step 6](#).
14. The system will generate a PDF file with your ballot and other important information.
15. You will see the [Print](#) page.

Maryland
Instructions for Voting by Mail

PLEASE REVIEW THE FOLLOWING CHECKLIST BEFORE SEALING YOUR RETURN ENVELOPE.

Final checklist

- ☐ Is your ballot correct and in the envelope?
- ☐ Is your oath signed and in the envelope?
- ☐ Is the requested ID in the envelope?
- ☐ Did you fill out and mail the *Request for Maryland Driver's License or Social Security Number* form?
- ☐ If you had help voting your ballot or signing your oath, is your signed *Certification of Person Assisting Voter* form in the envelope?
- ☐ Does your envelope look like the example in these documents?
- ☐ If you are mailing your ballot, does your envelope have enough postage?
- ☐ Mail, drop the envelope at a ballot drop box, or take the envelope to:

Print 4 sheets of paper

Destination: OKI C9650(PCL)

Pages: All

Copies: 1

Color: Color

More settings

Print **Cancel**

Note: The number of pages shown on the **Print** page may not match the number of pages on the screenshot.

16. Click the **Print** button.
17. If you can't print, click your browser's back arrow to return to the **Print Your Ballot** page, and click another green button.
18. If you still can't print:
 - a. Try using another computer
 - b. Try using another browser on the same computer
 - c. Email us at absentee.sbe@maryland.gov and ask for help
 - d. Contact your [local board of elections](#) and if there's time, ask them to mail your ballot to you.
19. After you print your ballot and documents, click the green **Next: Print envelope or log-out**

Step 10: Getting your envelope ready

1. You will see the **Congratulations!** page.

Congratulations!
For security purposes, you will be automatically logged out after 15 minutes of inactivity.

[Frequently Asked Questions](#)
[User Guide](#)

You have printed your ballot.

Don't forget to:

1. Read and follow the instructions.
2. SIGN the oath. Only ballots returned with a signed oath will be counted.
3. MAIL or deliver your ballot in an envelope. Only mailed or delivered ballots will be counted. You may print an envelope next.
4. Log out!

Can your printer print out a US standard #10 envelope (4 1/8" x 9 1/2")?

[Return to Print Ballot](#) [Yes: Print Envelope](#) [No: Log Out](#)

2. If you want to print an envelope, make sure you have a #10 envelope. If you can't print an envelope, go to [#3 below](#).
 - a. Click the green **Yes: Print Envelope** button.
 - b. You will see the **Envelope Printing Instructions** page.

Envelope Printing Instructions
For security purposes, you will be automatically logged out after 15 minutes of inactivity.

[Frequently Asked Questions](#)
[User Guide](#)

Envelope Printing Instructions

1. Put your envelope into the envelope tray on your printer.
2. Users have had the most success clicking the Download envelope link, saving the envelope pdf to their computer, adjusting their printer settings for a #10 envelope, and then printing.
3. Your envelope printer may need additional adjustments.
4. Remember to logout.

Print the Envelope
You may print using any of the below methods.

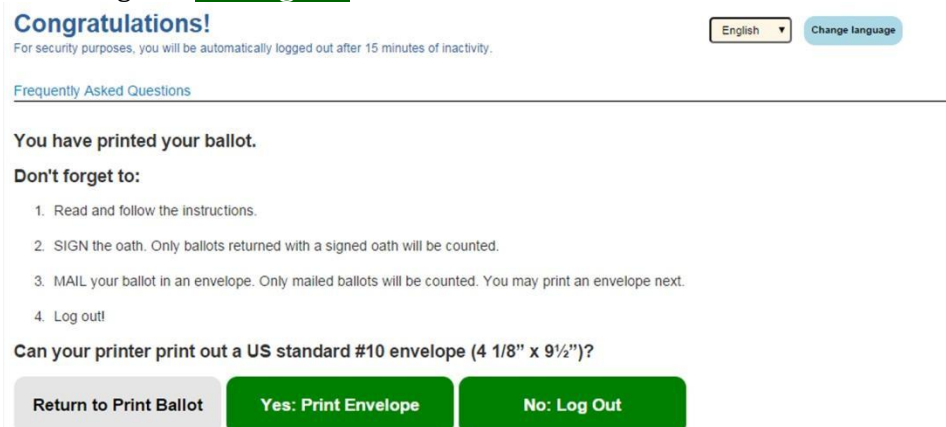
[Download envelope](#) [Open envelope in a new tab](#)

[Previous](#) [Log out](#)

- c. Click **Download ballot** or **Open ballot in a new tab**. Click the same button you clicked when you printed the test page in [Step 6](#).
- d. The system will generate a #10 envelope file with mailing and return address information.
- e. You will see the Print screen.



- f. Before printing, make sure your printer settings are set for a #10 envelope. You can print on a larger envelope, but you may need to adjust your printer settings.
 - g. Click the **Print** button.
 - h. If you can't print, click your browser's back arrow to return to the [Envelope Printing Instructions](#) page, and click the other green print button.
 - i. If you could not print using either button, don't worry. Just follow the instructions in #3b below and write the information on your envelope.
 - j. After you print your envelope, click the green **Log out** button.
3. If you don't or can't print an envelope:
- a. Click the green **No: Log Out** button.



- b. When you printed your ballot, you also printed a sample envelope. Use the sample envelope to address your envelope. See image below.

Diagram of an envelope template with the following fields and instructions:

- Top Left:** An arrow points to a blank space with the instruction: "Your name and return address."
- Top Right:** A box contains the text: "Place your postage here. Extra postage may be necessary."
- Middle Left:** The number "757121862" is printed. An arrow points to it with the instruction: "This is your ballot tracking number which appears on your Oath. Please write it here."
- Middle Center:** The address "Prince George's County Board of Elections
1100 Mercantile Lane
Suite 115A
Largo, MD 20774" is printed. An arrow points to it with the instruction: "This is the address of your Board of Elections. Please write this address on your return envelope."
- Bottom Left:** The text "Ballot enclosed" is printed in a smaller font, followed by "Precinct 5006 BS 01".
- Bottom Center:** An arrow points to the "Precinct 5006 BS 01" text with the instruction: "Please write this on your envelope."

- c. Please write your ballot tracking number under your return address as shown. You can find this number on the envelope template and your oath you printed. Please also write the precinct information under the "Ballot enclosed" line.

Returning Users

1. You will see the [Tell us who you are](#) page.

The screenshot shows the 'Tell us who you are' registration page. At the top, there is a title 'Tell us who you are.' and a language dropdown menu set to 'English' with a 'Change language' button. Below the title are links for 'Frequently Asked Questions' and 'User Guide'. A video guide link is provided: 'For guidance on this step please check out this video guide.' A note states: 'Provide all information as it appears on your voter registration record.' The form fields include: 'First Name: required' (text box), 'Middle Name:' (text box), 'Last Name: required' (text box), 'Date of Birth: required' (Month: MM, Day: DD, Year: YYYY), and 'Zip Code: required' (text box). A reCAPTCHA widget is present with the text 'I'm not a robot' and a 'Web Site Privacy Policy' link. A green 'Next' button is at the bottom.

2. Type your first name and last name. You must type your name exactly as it appears in your voter record.
3. Type your date of birth. Use this format – MM/DD/YYYY.
4. Type your 5 digit zip code. Don't type your full zip + 4.
5. Check the box next to "I'm not a robot"
6. If you see 9 pictures, follow the instructions. If you skip the question or do not click the correct squares, you will get an error or get another set of squares.
7. Click the **Next** button.

Tips for Logging In

- Review what you typed and fix any typos.
- If you use a nickname, type your legal name.
- If you have a hyphen, apostrophe, or space in your name, remove the hyphen, apostrophe or space.
- Check how you typed your date of birth. You must type 2 digits for the month and date. For example, if you were born on January 2nd, type "01" in the Month box and "02" in the Day box.
- If you have your voter registration card handy, type your information as it is printed on the card
- Call your [local board of elections](#) or email absentee.SBE@maryland.gov for help.

8. You will see the [Enter Password](#) page.

Enter Password

English ▼

Change language

[Frequently Asked Questions](#)
[User Guide](#)

Please enter your password to log in. If you forgot your password, please click on the "Forgot Password" link below.

Password **required**

Confirm Password **required**

Log in

[Forgot Password](#)

9. Type the password that you created when you logged in for the first time.
10. Type the password again in the Confirm Password field.
11. Click on **Log In** button.

Resetting your password

If you forgot your password or need to reset it:

1. Click on the “Forgot Password” link on the [Enter Password](#) page. It is to the right of the green **Log In** button.

Enter Password

English ▼

Change language

[Frequently Asked Questions](#)
[User Guide](#)

Please enter your password to log in. If you forgot your password, please click on the "Forgot Password" link below.

Password **required**

Confirm Password **required**

Log in

[Forgot Password](#)



2. You will see the [Request Password Reset](#) page.

Request Password Reset

English ▼

Change language

[Frequently Asked Questions](#)
[User Guide](#)

Please provide your email to request for password reset.

If you need the account reset information to be sent to a different email address you will need to [submit a new absentee ballot request](#).

Email (the email address you specified when requesting online absentee delivery).

Submit

3. Type your email address. Use the email address where you received the email with the link to your ballot.
4. Wait 5 minutes.
5. Check your email. Look for an email with “MD Ballot Delivery – Password Reset” as the subject.
6. Use the link in this new email to login and create a new password.