Processing OVR Applications Checklist
(In Current CVR – January 2024)

1. Log into CVR each day, go to **Activities – Messages – Check Inbox**

2. Click on the radio button to the left of the OVR Report that lists your town name and date. If there is no report, you do not have any OVR registrations that day.

3. Click "Select" to open the message.

4. Select "Download Office Document".

5. A popup message will appear with 3 options.

6. Select the "Save as" option.

7. Select "Open Folder" to print the application(s). You may also want to save the PDF report to a secure place in your computer files.

8. Process the application(s) as you would any other paper applications from voters in person, mail, or from a social service agency.

9. Select "Online Voter Registration" as the Type of Registration for new voters (existing voters already have a Type of Registration).

10. On Final Activity screen, select "Online Voter Registration" as the NVRA source.

11. Do not delete messages from your inbox until you have printed and processed all applications from that day's PDF report.