How to Update Voter Data in VAN

When you obtain new information on a voter, follow this procedure. If you find you are not permitted to perform a certain action then please notify your data team member, either Pam or Emily, and ask them to make the change for you and if necessary raise your security level.

1.   Look up voter in My Voter

2.   Update email and phone being careful to note if a phone is home or cell, verify if the number is a cell.   If you are adding an email, be sure to mark it as "PERSONAL."

3.   You can also delete outdated information such as phone numbers and emails only if you know they are no longer valid.

4.   If you believe that the person has moved and no longer lives at the address shown, tag them with Activist Code "Visibility: MOVED."

5.   If you are 100% certain the person has moved, then delete the address by clicking on the three dots to the right of the address field and choose "Delete" in addition to following Step #4.

6.   If the person is a Snowbird, then tag them with the Activist Code "Visibility: SNOW BIRD"

7.   If you believe the person is dead, then tag them with the Activist Code "Visibility: DECEASED"

8.   If you have seen the corpse, held a feather to its lips and seen no movement, then check the "Deceased" box under Vital Stats & Contact Preferences on the right hand column. Then tag them with the Activist Code: "Visibility: DECEASED" as above.

9.   Once these changes have been updated, then see if they have a My Campaign account; this will appear as a blue number after "VANID" under Voter File VANID on the upper right hand column

10.   If they do have a My Campaign (VANID) file, click and make the same changes as above as changes do not automatically carry over. If you have a new address for someone who has moved you may enter it in My Campaign.   You can also update a Mailing or Work Address in My Campaign

YOU CANNOT CHANGE AN ADDRESS IN MY VOTER, ONLY THE S.O.E CAN DO THAT, DO NOT ATTEMPT TO ADD A NEW VOTING or MAILING ADDRESS, ADDRESS INFORMATION IN MY VOTER MUST REFLECT SOE RECORDS