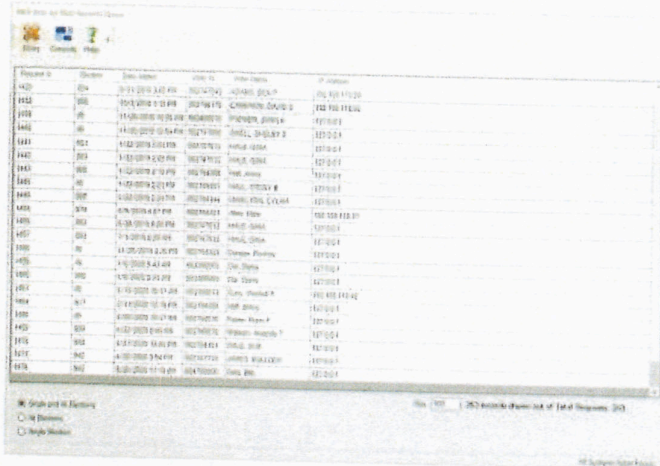# EXHIBIT 5

Web Vote-By-Mail Request Queue

To access: **Vote By Mail > Process Web Requests**

This dialog lists the Vote-By-Mail requests that voters have submitted using the Absentee/Mail Ballot Request Form on your website.

Initially, the requests are ordered by when they were added to the queue (that is, the *Date Added* column) and respective of the filters at the bottom of the dialog.

- Select to display **Single and All Elections**, or limit the grid display to only **All Elections** or only **Single Elections**.

- Leave the default **Max** number to display in the queue, which is 500 requests, or change the selection.

> **Note:**
>
> - Changing the Max setting to a significantly greater number may affect the system's response time to load and also re-load (after processing a request and returning to the grid) requests.
>
> - The system retains changes to the Max setting. The next time you return to the dialog, your last setting remains in effect.

To sort by a different column or change the sort order (ascending or descending), click any column header.

For an overview of the Process Web Requests feature, see About Vote-By-Mail Requests Submitted Online. To learn how to process both single and all-elections requests, review Process Vote-By-Mail Requests Submitted Through Your Website.

> **Note:** If your county uses Vote-By-Mail Fraud Detection, web requests are intercepted before they enter the queue and are not released into the queue

until the Fraud Detection program is run.

Note: to VR Tower Counties In Website Maintenance, you can create a CSV list of request submitted on the website during a specified time period. Use the list to confirm that email notifications are going to the right recipients in the elections office and to verify that web requests are entering the request queue.