Minnesota House of Representatives

Remote Voting Instructions

The Remote Voting application is designed to allow representatives to vote from anywhere when connected to the House of Representatives IP network.

- **Capitol**
- **State Office Building**
- **House Internal Wi-Fi**

The application is secured with fingerprint scanners. Only the member it was setup for can use the application. To ensure the integrity and security of your vote, you will need to verify your identity by using the fingerprint scanner before each vote.

- **The Fingerprint Scan and Station ID are only stored on the computer the application is installed on.**
- **Files are encrypted.**
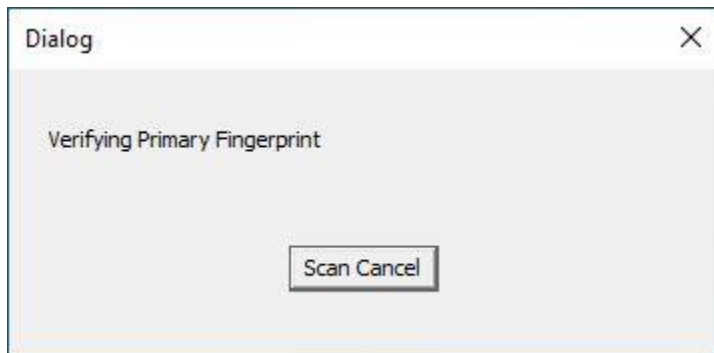- **The Remote Voting application is the only program that can open the encrypted files.**

You will see a new icon on your desktop.

When Session has started: Plugin your fingerprint scanner and double click the Remote Vote icon.

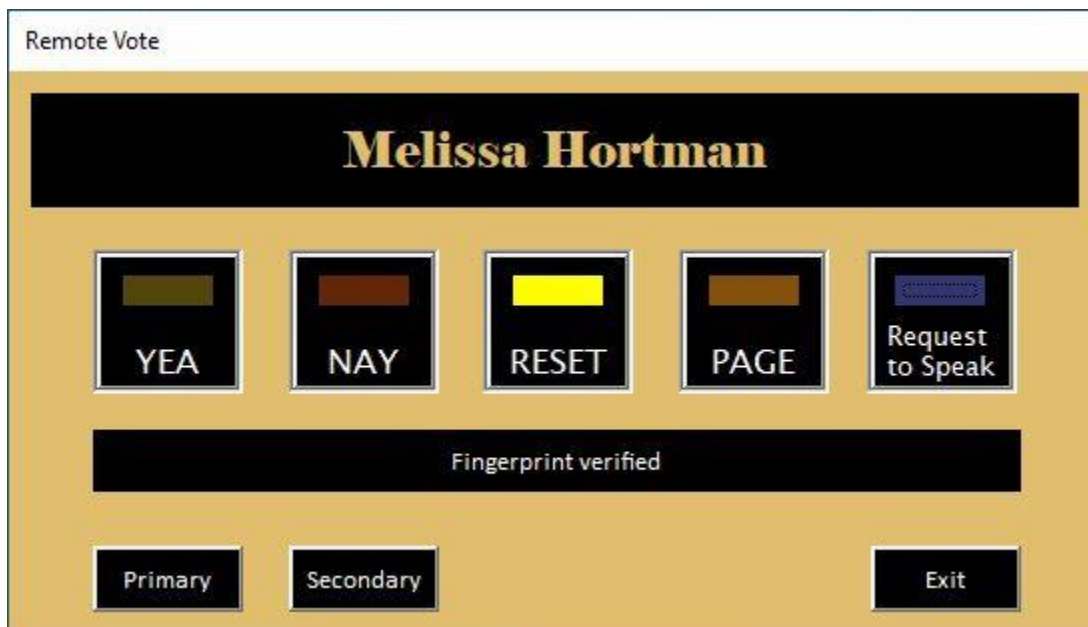You will be asked to verify your primary* fingerprint to open the application.

*At installation, you will disgnate your primary and secondary fingerprint.

Please scan your primary fingerprint. **Anytime this dialog box pops up you will have 30 seconds to scan your fingerprint.**
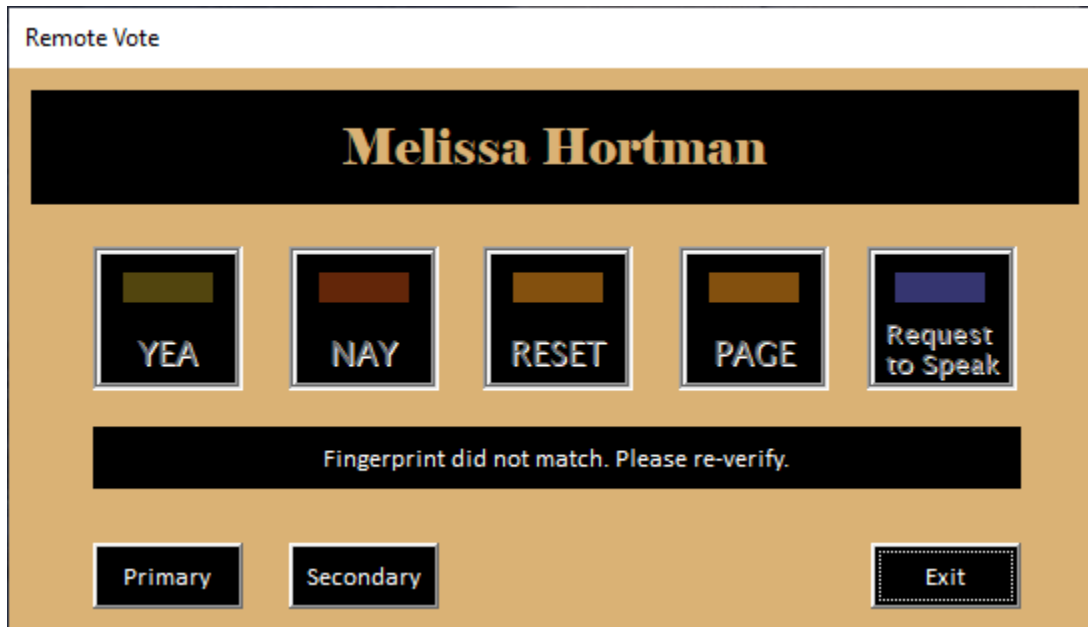
When scanning your fingerprint, the scanner will be light blue, then press your finger on the scanner. It will then flash red when the scan is complete.

After the scan is complete the application information box shows "Fingerprint verified" as seen in the image below.
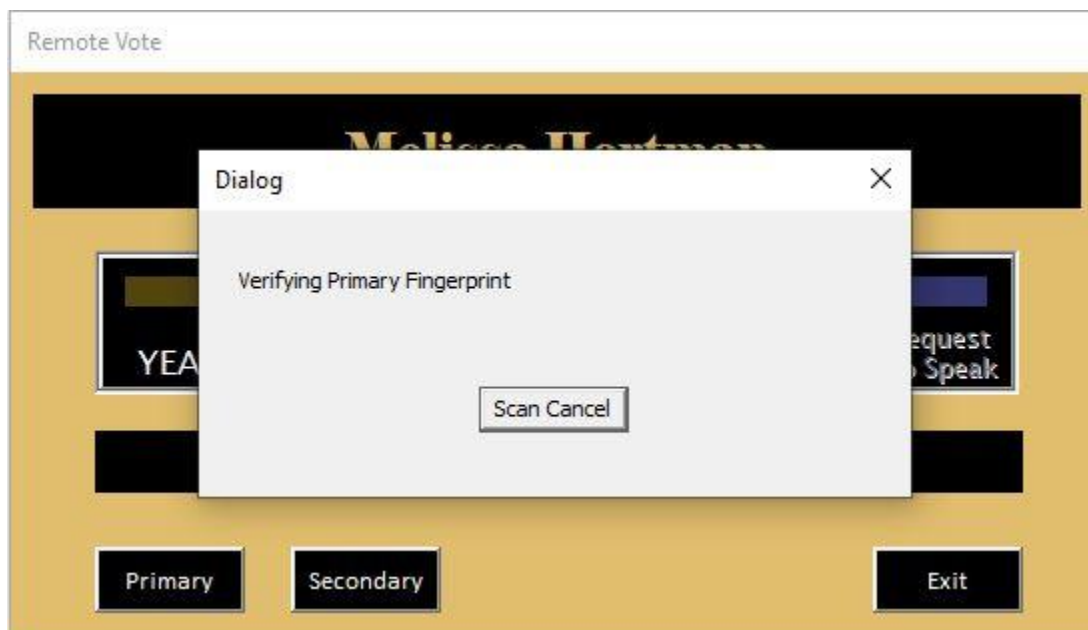

You are now ready to vote.

If verification fails, the application information box shows "Fingerprint did not match. Please re-verify."
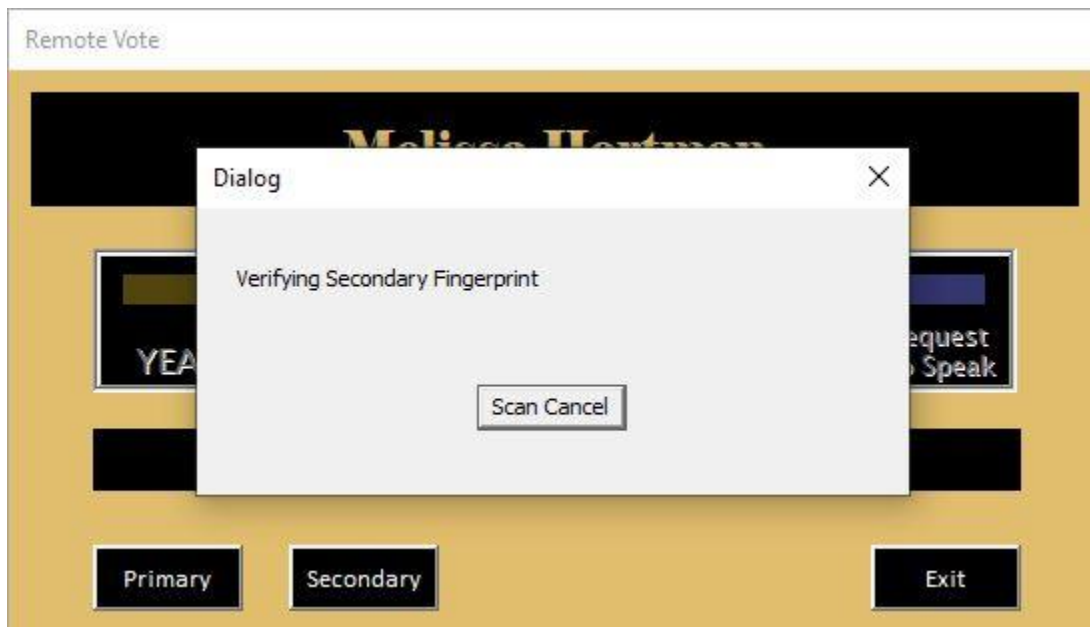

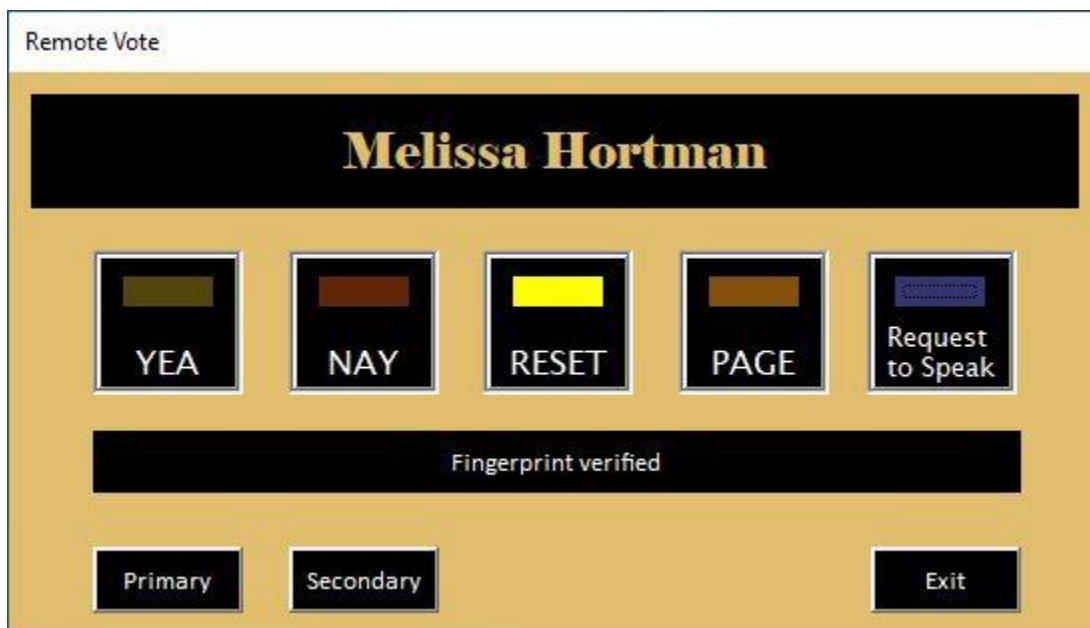You can rescan your fingerprint by clicking Primary or Secondary.

If you click the Primary button, the application will ask to scan your Primary Fingerprint.
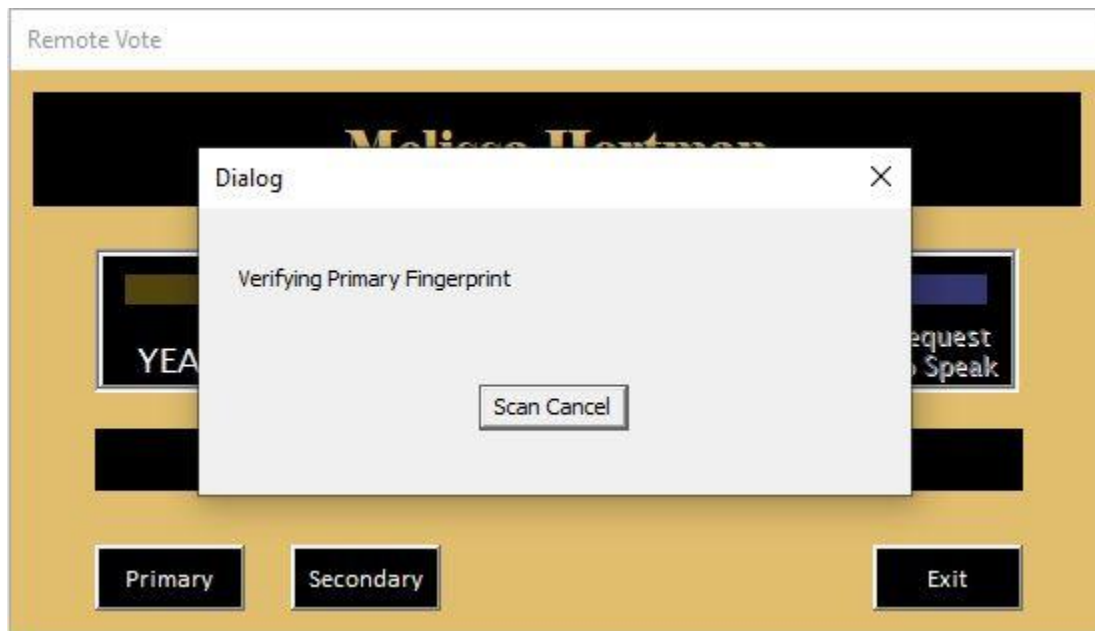
If you click the Secondary button, the application will ask to scan your Secondary Fingerprint.

When the scan is complete, the application information box will show "Fingerprint verified." You are now ready to vote.
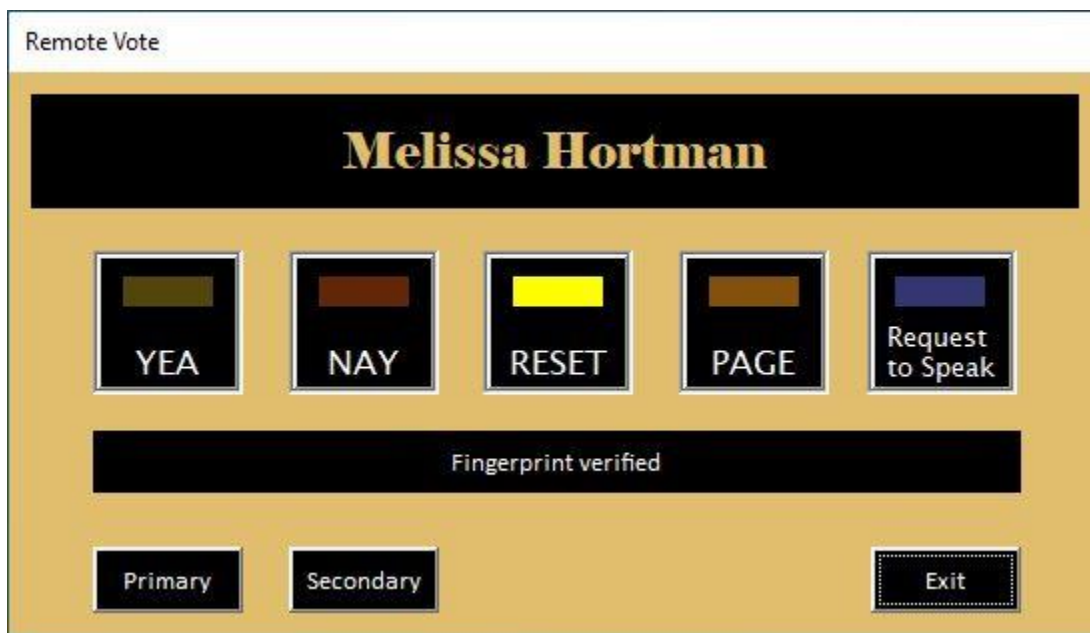
Every time the Chief Clerk opens the roll, the application asks "Verify Primary Fingerprint."
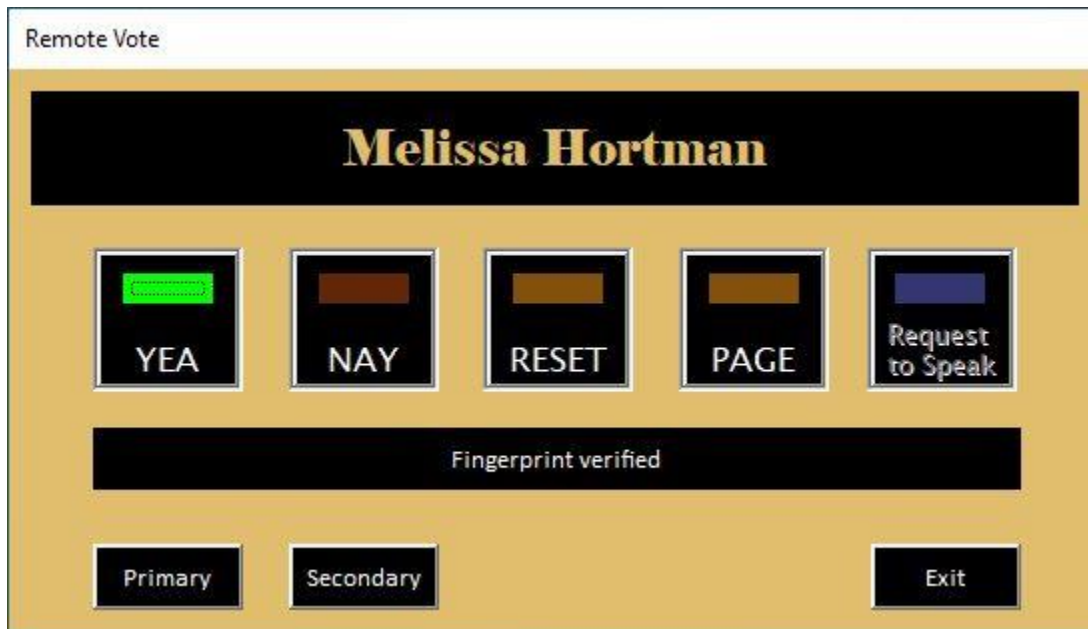

Scan your Primary fingerprint.

If this fails, you can rescan your fingerprint by clicking Primary or Secondary.

When you have successfully scanned your fingerprint, the application information box shows "Fingerprint verified."
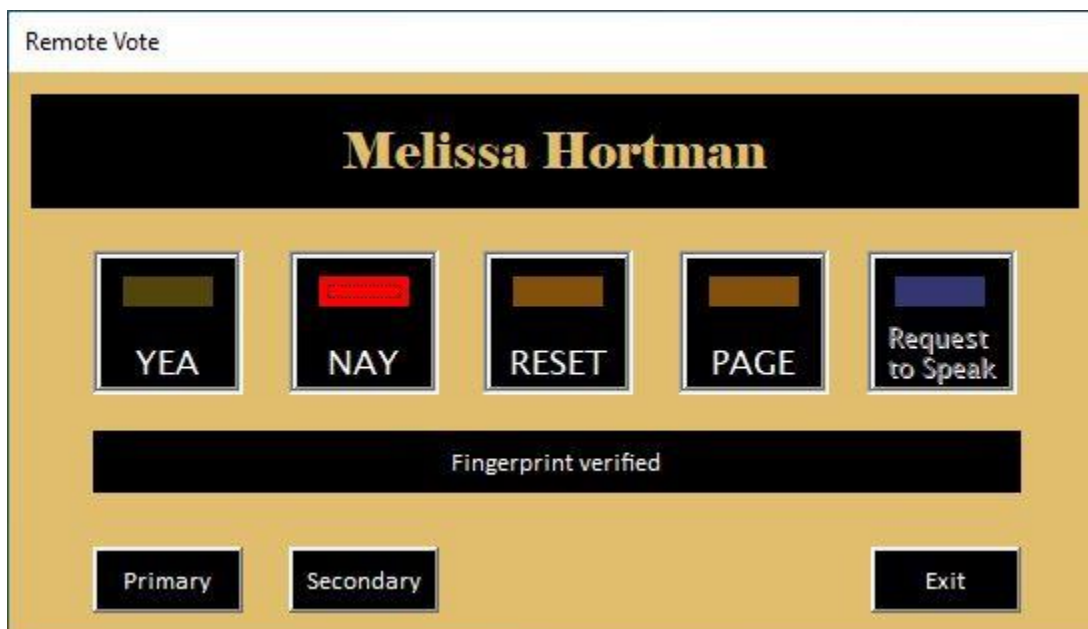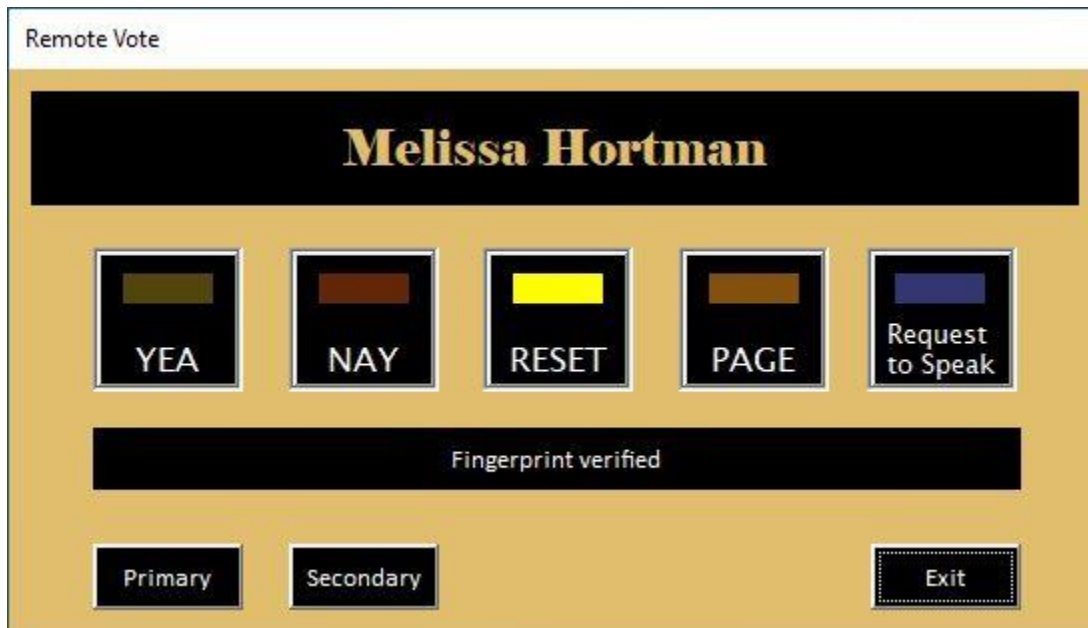
You are ready to vote.

If you click YEA the application shows your vote in Green.

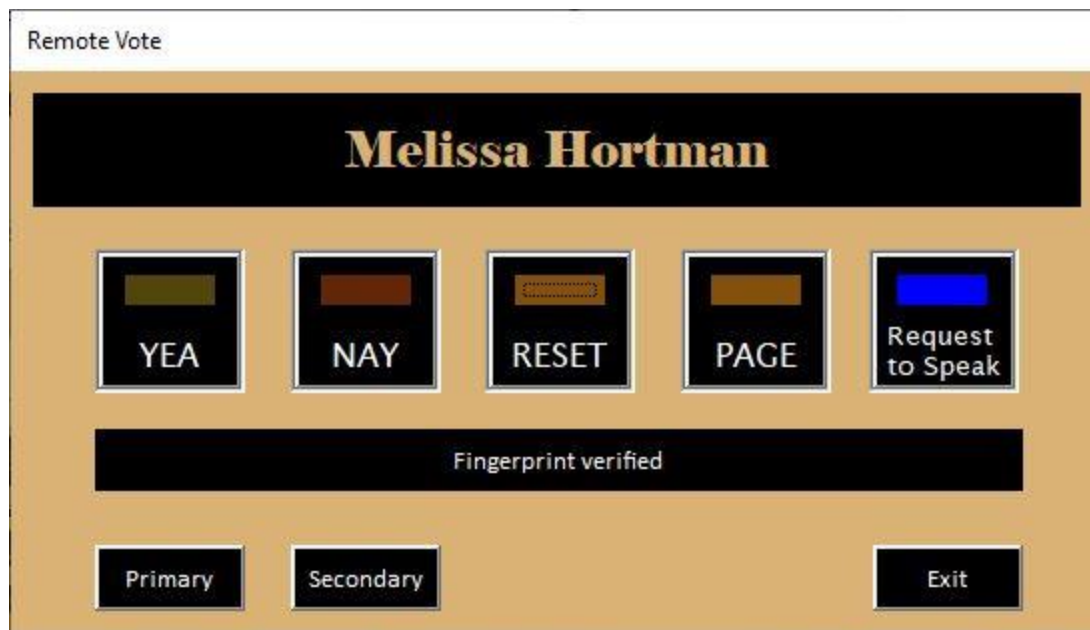If you click NAY the application shows your vote in Red.

If you would like to cancel your vote, click the RESET button on the application.

"Request to Speak"

When a bill, amendment, or motion is up for debate, you can click the "Request to Speak" button (the application shows the button in blue). At the Speaker's desk, your name is highlighted blue and the Speaker is aware of your request to speak.

A "Request to Speak" does **not** require a fingerprint scan.

When you are done speaking, please click the button again to be removed from the "Request to Speak." Please note: if the vote is open, this button is disabled.

If you have any problem

- **Computer Failures**
- **Application Failures**
- **Network Failures**

You can restart and reconnect to the remote voting system.

If you are unable to use the application to register your vote, the Chief Clerk will call the roll for nonvoting members. Then you can still give your vote by voice.