



Step 1: Receive returned ballots from:



- US Post Office
- Secure Ballot drop boxes
- Vote Centers (Election Day)

Step 2: Incoming Scan and sort VBM pieces using Agillis



- Problematic pieces are identified and separated (i.e. previous election, too thick/too thin)
- Unreadable/unverified pieces are sorted out for manual research and resolution
- Voter records are updated to indicate that ballots have been received
- A digital image of the signature and each piece is captured.

Step 3: Automatic Signature Recognition (ASR)/Signature Verification



- Run the Agillis ASR software for electronic comparison of signatures on affidavits against voter records to find valid matches
- Remaining scanned affidavits are reviewed by Signature Verification Team
- Matched and verified signatures are accepted and voter record is updated to reflect ballot was counted
- Ballots are run through Audit Pass to be sorted out into challenged and accepted pieces
- Challenged pieces are sent to the Resolution Team
- Accepted pieces are prepared for Ballot Extraction Team

Step 4: Extraction of ballots using Opex (Opener and Extractor) machines



- Ballot Extraction team runs pieces through the Opex machines
- Machines mill the envelope open and operator removes ballots and places them in a tray
- Trays of ballots are sent to be back-folded and prepared for tabulation

Step 5: Preparation of ballots for Tabulation



- Ballots are separated from secrecy sleeves and remaining stubs on ballots are removed
- Ballots are back-folded, flattened and inspected
- Damaged or identifiable ballots are sent to the Duplication Team; light bubble marks are enhanced for scanning as needed
- Once ballots are properly unfolded/flattened, they are placed in long mail trays
- Using the precision scale, two people measure the weight of ballots and measure into groups of 200 ballots
- Each group of 200 ballots is batched and prepared for tabulation

Step 6: Ballot Tabulation using high speed scanner machines



- Ballots are sent through high speed scanners for counting and vote tabulation
- Counted ballots are placed back in batch boxes and sealed for storage
- Adjudication Team reviews ballots to determine voter intent on blank and over voted ballots
- Un-scannable ballots are sent to duplication team and then returned to be scanned