

SECURE THE VOTE

Logic and Accuracy Procedures

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Logic and Accuracy Procedures

Items needed when testing:

From EMS workstation computer create the following items from the Election Project associated to the election for which testing is being conducted:

- Use Election Event Designer Application (EED) for the following:
 - Programmed Technician Card
 - *Programmed Poll Worker Card*
 - USB Drive containing information from GA ICX BMD programming group
 - *Print out of Ballot Activation Codes*
 - *Programmed Compact Flash Cards for Polling Place Scanner*
 - *Programmed Security Key Tab for Polling Place Scanner*
 - **Recommendation:** Create the * items above for each polling location and then use these to L&A test the equipment designated for the same polling place; at completion of L&A test on designated equipment package these items with the tested equipment for delivery to the designated polling place
- Provided by SOS after Election Project Obtained
 - Election Project User names and Passcodes
 - Technician Card Passcode
 - Poll Worker Card Passcode
 - Security Key Tab Passcode
 - Polling Place Scanner Re-zero Passcode
 - Poll Pad User name and Passcode
 - Poll Pad Menu Code

Testing Steps:

A. Preparing the BMDs

- Connect BMD to Printer
- Connect BMD and Printer to power supply
- First, Power Printer On
- Power the BMD On
- Verify installed version in top left corner of screen; v5.5.10.30
- Confirm presence of State Acceptance Test Sticker and seal on top left of BMD
- Insert Technician Card and enter passcode for specific election
- Verify date and time are properly set
 - If time or date needs to be adjusted, touch Modify and set the time and date
 - If time and date are correct, touch Confirm



- Touch Clear All Election Data
- Touch Yes
- Enter passcode
- Touch OK
- Insert USB Drive into an available USB slot in the Election Data compartment of the BMD
- Touch Load Election Data
- Select the data file to be loaded from the USB Drive
 - Touch Select
 - Touch Copy
 - Touch Ok
- Remove the USB Drive from the Election Data compartment of the BMD
- Close the Election Data compartment and attach seal, notate the number of the attached seal on paperwork
- Remove Technician Card
- Insert Poll Worker Card and passcode for specific election
- Touch Select Tabulator
- Select the BMD for the Polling location to which this BMD is being assigned
- Touch OK
- Touch Manual Selection Activation and confirm a checkmark appears in the box
- Touch AVS Controller and confirm a checkmark appears in the box
- Touch Open Polls
- Touch Yes
 - If Warning displayed regarding printer, confirm the Printer is connected and On
 - Touch OK
 - Touch Open Polls
 - Touch Yes
- Name of Polling Place BMD is assigned will display in Black on the top left of BMD Screen; confirm correct Polling Place shown
- Name of Election will display in Gray on the top left of BMD Screen; confirm correct Election shown
- Remove the Poll Worker Card
- Confirm Total Ballots Printed in bottom left corner shows zero (0)
- BMD is now ready

B. Preparing the Polling Place Scanner

- Insert the Primary Compact Flash Card into the Poll Worker Slot
- Insert the Backup Compact Flash Card into the Administrator Slot
- Confirm the Polling Place Scanner connected properly to the Ballot Box
- Confirm presence of State Acceptance Test Sticker on right side of scanner
- Power the Polling Place Scanner ON by plugging the Ballot Box into an AC power supply



- When the Polling Place Scanner begins to beep, beep, beep; align and carefully press down the Security Key Tab to the Security Key Slot
- When prompted on the screen, key in the passcode for the specific election, then press Enter
- Confirm Date and Time, modify the date and time if necessary
- Touch Utilities
- Touch Diagnostics
 - Touch Simple
 - Touch Yes after Thermal Printer test
 - Touch Print
 - Touch No
 - Review printed tape, confirm software version 5.5.3-0002
 - If any item in the Diagnostic test fails, do not proceed
- Touch Open Poll
 - Enter passcode for specific election, if prompted
- Touch Zero
 - Confirm tape shows zero results for all candidates in all races
 - If results are not zero, do not proceed
- Touch No for additional copies
- Confirm Polling Place Scanner shows zero (0) ballots cast
- Polling Place Scanner is now ready to accept ballots

C. Preparing Poll Pads for BMD LA Testing

- Notification of the LA/Advance Voting data set for Poll Pad along with a QR Code image for scanning by Poll Pad will be forwarded to those locations with a scheduled election
- Reference Poll Pad training documents and materials for assistance if the following steps need further explanation
- Power on Poll Pads to be used for LA/Advance Voting; this will not be ALL Poll Pads but only specific Poll Pads
- Connect designated Poll Pads to the appropriate connection
- Launch the Poll Pad application and scan the QR code image; follow prompts displayed on Poll Pad to obtain the Poll Pad LA/Acceptance Data set for the scheduled election
- Once download of the data file is complete, close the Poll Pad application
- Disconnect the Poll Pad from the appropriate connection
- Launch the Poll Pad application again
- Touch Get Started
- Enter User name and Passcode for specific election
- Touch Manual Entry
- Key in the Precinct Name or Precinct ID into the Last Name field
- Touch Search
- Touch the Precinct and Combo record desired and follow the prompts to create a voter card



- Create a voter card from Poll Pad for each unique ballot style within the designated Polling Location
 - Recommend labels be placed on card identifying what ballot style will be displayed by BMD once card is inserted
 - BMD removes the activation code from the Voter Card once used, therefore create the card again from Poll Pad after each use by a BMD

D. Testing the BMD and Printer

Use a combination of Poll Worker Card with Ballot Activation Codes for the polling location, and Voter Cards created from a Poll Pad loaded with the LA/Advance Voting dataset to bring up ballots on the BMD

- Produce at least one printed ballot from each BMD assigned to the polling location
- Produce a test deck from the BMDs assigned to the polling location for each unique ballot style within the polling location. The test deck must contain at least one vote for each candidate listed in each race within the unique ballot style
 - **Example:** Ballot from BMD 1 contains a vote for only the first candidate in each race listed on Ballot Style 1, Ballot from BMD 2 contains a vote only for the second candidate in each race on Ballot Style 1, and continue through the line of devices until all candidates in all races within the unique ballot style have received a single vote
 - **If Number of BMDs outnumber the number of vote positions on the unique ballot style**, start the vote pattern over until all BMDs have produced one printed ballot
 - **If Number of unique ballot styles in the polling place is greater than 1**, once the vote pattern is complete for a unique ballot style, proceed to the next BMD in line to start the review of the next unique Ballot Style
 - **All unique ballot styles do not have to be tested on each BMD**
- Review BMD-generated Test Deck and confirm the vote content before placing in the designated Polling Place Scanner

E. Testing the Polling Place Scanner

- Scan the BMD-generated Test Deck into the Polling Place Scanner
- Scan one blank optical scan ballot style(s) associated to the Polling Place to verify the Polling Place Scanner will recognize the ballot style in case of emergency
- Verify Scanner(s) shows a number of Ballot Cast equal to the number of ballots in the BMD-generated test deck plus the scanned blank Optical Scan ballot styles
- Firmly place the Security Key Tab in the Security Key Slot
- Touch Close Polls
- Enter the passcode
- Touch Enter
- Touch Yes
- Touch No for additional tapes (Scanner will automatically produce 3 copies of the closing tape)



- Review the results tape and confirm result printed matches the known vote content of the BMD-generated and Optical Scan ballot test deck
 - If results do not match, the scanner has failed, do not proceed
- Touch Power Down
- Touch Yes
- Unplug the Ballot Box from the AC power supply
- When the unit is OFF, open the Poll Worker card slot door and remove the Poll Worker Compact Flash Card
- The Poll Worker Compact Flash card for each Polling Place Scanner **MUST** be uploaded to the RTR application to confirm the Compact Flash card can be recognized and results transferred to the EMS for tabulation; then validate and publish the uploaded result file
- After the Compact Flash Card is uploaded to RTR, return the Compact Flash card to its designated Polling Place Scanner and re-insert it into the Poll Worker card slot

F. Preparing the BMD for Election

- Insert the Poll Worker Card and enter passcode
- Touch Admin Menu
- Touch Close Polls
- Touch Yes to confirm
- Touch Reset
- Touch Yes to confirm
- Enter Passcode for specific election
- Touch Ok to confirm
- Confirm Public Counter is at Zero (0); center of BMD screen
- Touch Power off, bottom right corner of screen
- Touch Yes to confirm
- Remove Poll Worker Card
- Turn Printer Off
- Disconnect the Power and Printer from BMD
- Close and seal the Power and Election Data compartments on the right side of the BMD
 - Make note of the seals attached
- Make the BMDs and Printers ready for delivery to the Polling Place

G. Preparing the Polling Place Scanner for Election

- Confirm that both the Poll Worker and Administrator Compact Flash cards are inserted into their assigned slots
- Power the Polling Place Scanner ON by plugging the Ballot Box into an AC power supply
- When the Polling Place Scanner begins to beep, beep, beep; align and carefully press down the Security Key Tab to the Security Key Slot



- When prompted on the screen, key in the needed passcode, then press Enter
- Confirm Date and Time, modify the date and time if necessary
- Touch Utilities
- Touch Re-Zero
- Enter Re-Zero passcode
- Confirm Ballot Cast shows as Zero (0)
- Touch Utilities
- Touch Report
- Touch Election Report
- Touch Zero
- Enter Number of Reports to print = 1
- Touch Enter
- Touch No for additional copies
- Confirm tape shows zero results for all candidates in all races
- Remove the tape and place with L&A Paperwork
- Touch Power Down
- Touch Yes
- Unplug Ballot Box from AC power supply
- Open Ballot Box and remove all test ballots from the Main bin, from the Write-In bin, and from the emergency bin
- Confirm that all bins are empty and properly secured
- Close and seal the ballot box, make note of the seals applied
- Place seals on the Poll Worker and Administrator Compact Flash Card doors, make note of the seals applied
- Make Ballot Box with attached Polling Place Scanner ready for delivery to the Polling Place

H. Testing ICC Workstation and Central Scanner

- Load ICC ABS tabulator Data Set to ICC workstation computer DVS folder
- Launch ICC Application
- Import Tabulator
- Attach Security Key Tab; Enter Passcode
- Enter Name of Project equal to name of ICC ABS tabulator
- Click Load
- Click Configuration
- Set secondary results path
- Verify Scanner is On and recognized by the ICC application
- Click Scan Options
- Set Ballot configuration to Dynamic
- Set scanner to Stop on Overvotes for ALL races



- Set Scanner Continuity to Continuous Scan
- Click OK
- Click Scanning
- Click YES
- Insert Test Deck with known result
- Click Scan
- Verify Scanner recognizes and scans all ballots within the test deck
- Verify Scanner recognizes any error ballots that may be included within the test deck
- Verify Scanner recognizes any overvotes
- Accept the Batch
- Close the ICC application
- Remove ICC ABS tabulator Data Set from ICC workstation computer DVS folder
- Open RTR Application on EMS Workstation
- Open election project
- Load Results from ICC via Secondary path established on ICC workstation
- Click Load
- Click Election Summary Report and generate Election Summary Report prior to validating and publish result file from ICC
- Click Result Files
- Click Search
- Select ICC ABS result file
- Click Validate and Publish
- Click Election Summary Report and generate Election Summary Report
- Verify Results shown for ABS match the known result of the Test Deck scanned by the ICC

I. Upload LA results to ENR

- After results have been loaded to RTR from the Polling Place and ICC scanners
- Create folder on the Desktop of EMS computer labeled State Export
- Open RTR, click Export
- Click Export Type
- Click Search
- Verify that ONLY the GA Export File type is active (contains a checkmark)
- In tool bar, click Settings>Transfer Points
- Click Add
- Click Browse; Select the folder on the Desktop labeled State Export
- In Connection Name type State Export
- Click OK
- Click Save
- Below Tool Bar, Click Start Results Export



- Minimize RTR
- Open State Export folder on Desktop
- Confirm Export file present in State Export folder
- Extract export file and upload to State ENR
- Open EED
- Create folder to Desktop labeled "*Name of Election-Backups*"
- Create a Backup copy of the Election Project
- Copy the saved Backup zip file and accompanying SHA file and place in Backups folder; copy the folder containing the backups to removable media
- Clear results from RTR
- Print new Election Summary Report from RTR confirming all LA results have been cleared
- Close RTR and EED on EMS workstation

J. Loading Election Day Dataset to Poll Pad

- Approximately one week prior to the scheduled Election Day, notification of Election Day data files for Poll Pad along with a QR Code image for scanning by Poll Pad will be forwarded to those locations with a scheduled election
- Power on Poll Pad
- Connect Poll Pads scheduled for use on Election Day to the appropriate connection
- Launch the Poll Pad application and scan the QR code image; follow prompts displayed on Poll Pad to obtain the Poll Pad Election Day Data set for the scheduled election
- Once download of the data file is complete, close the Poll Pad application
- Disconnect the Poll Pad from the appropriate connection
- Launch the Poll Pad application again
- Touch Get Started
- Enter the User name and Passcode for the specific election
- Confirm the proper Election and Polling Location are shown at the top of the screen
- Confirm the number of Precinct Records (voters assigned to location) is accurate
- Confirm Check-Ins are Zero (0)
- Connect Voter Card Encoder to Poll Pad and confirm encoder is recognized by Poll Pad (green indicator at top right of screen)
- Connect power cord to Voter Card Encoder and verify power flows through Voter Card Encoder and charges the Poll Pad
- Touch Scan Barcode
- Confirm camera is operational
- Touch Cancel
- Touch Manual Entry
- Key in last name of known voter in polling place
- Touch Search



- Touch selected voter record, confirm voter information shown is accurate
- Touch Accept
- Confirm Voter Certificate is displayed with signature line
- Put in example signature
- Touch Done Signing
- Confirm Poll Officer Initial box is operational
- Touch Submit
- Touch Touchscreen
- Insert Voter Card into Voter Card Encoder
- Verify Ballot Style and Ballot Activation Code display at bottom of screen
- Confirm Create Card button at top of screen becomes active
- Touch Create Card to verify Voter Card can be created
- Touch Manual Entry
- Find previous Voter
- Touch Wheel and Enter password; confirm password for specific election recognized
- Cancel Voter Check-in
- Spoil Ballot
- Verify mark has been removed
- Press iPad Home button to Close Poll Pad Application

K. Loading Update File to Poll Pad

- On the Saturday prior to the scheduled Election Day, notification of Election Day update data files for Poll Pad will be forwarded to those locations with a scheduled election
- Power on Poll Pad
- Connect Poll Pads scheduled for use on Election Day to the appropriate connection
- Launch the Poll Pad application and follow prompts displayed on Poll Pad to obtain the Poll Pad Election Day Data set for the scheduled election
- Once download of the data file is complete, close the Poll Pad application
- Disconnect the Poll Pad from the appropriate connection
- Launch the Poll Pad application again
- Touch Get Started
- Enter User name and Passcode for the specific election
- Confirm the proper Election and Polling Location are shown at the top of the screen
- Confirm the number of Precinct Records (voters assigned to location) is accurate
- Confirm Check-Ins are Zero (0)
- Connect Voter Card Encoder to Poll Pad and confirm encoder is recognized by Poll Pad (green indicator at top right of screen)
- Connect power cord to Voter Card Encoder and verify power flows through Voter Card Encoder and charges the Poll Pad



- Touch Menu
- Touch Summary Report
- Touch Absentees; confirm expected number of Absentee Voters for polling location
- Touch Home
- Touch Get Started
- Touch Scan Barcode
- Confirm camera is operational
- Touch Cancel
- Touch Manual Entry
- Key in last name of known voter in polling place
- Touch Search
- Touch selected voter record, confirm voter information shown is accurate
- Touch Accept
- Confirm Voter Certificate is displayed with signature line
- Put in example signature
- Touch Done Signing
- Confirm Poll Officer Initial box is operational
- Touch Submit
- Touch Touchscreen
- Insert Voter Card into Voter Card Encoder
- Verify Ballot Style and Ballot Activation Code display at bottom of screen
- Confirm Create Card button at top of screen becomes active
- Touch Create Card to verify Voter Card can be created
- Touch Manual Entry
- Find previous Voter
- Touch Wheel and Enter password; confirm password for specific election recognized
- Cancel Voter Check-in
- Spoil Ballot
- Verify mark has been removed
- Press iPad Home button to Close Poll Pad Application
- Power Poll Pad off
- Place Poll Pad along with Voter Card Encoder, stand, charging cord and AC plug into case
- Close Case and Seal; notate seal on paperwork