

MAIL BALLOT PROCESSING OVERVIEW

1

Receiving

Our ballot sorting system, called Agilis, is where received ballot envelopes are first processed. Returned envelopes are photographed and checked against existing voter records.



2

Sorting

Ballots are then sorted based on congressional district or city. As a batch of returned envelopes is scanned, a tag is printed with the quantity, date, unique batch ID, the first and last ballot and where in the process ballots are.



3

Signature Verification

Every envelope has the signature on it reviewed and compared to voter records. If the signature matches, the ballot is counted. If it does not, the ballot is flagged and requires a cure.



4

Opening and Extracting

Extracting ballots from envelopes is done with the help of our Opex machine. Returned envelopes are sliced and extracted by suction cups. Extractions is done in batches by group.



5

Flattening

Empty envelopes are checked to ensure ballots were removed. Staff members unfold batches of ballots in teams of two.



6

Tabulation

Ballot tabulations are saved to encrypted USBs and never connected to the internet. Tabulators scan 300 ballots per minute, then sorted into trays to differentiate those which need to be reviewed and those accepted. Tabulated ballots are sealed and stored in archive boxes.



7

Adjudication

Ballots that have stray marks, are overvoted, blank or have write-ins are reviewed in this process. At least two staff members oversee this process.



8

Storage

After ballots are tabulated, they are zip tied and stored in archive boxes labeled with batch information and all associated reports for 22 months.

