



# **ELECTION CENTER**

**40<sup>th</sup> Annual  
National Conference  
Salt Lake City, UT**

## **2025 Professional Practices Program**

**A Partnership in Open House  
Education  
Prince William County, Virginia  
Loudoun County, Virginia**

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**Willing to do Webinar/Workshop? Y**

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## **Prince William and Loudoun Counties – A Partnership in Open House Education**

Prince William and Loudoun Counties border each other in Northern Virginia and share many characteristics among their respective citizen bases. As a result, they often receive similar constituent requests regarding their elections administration processes.

In August 2024, Prince William County’s Office of Elections hosted its first-ever Open House. The “sold-out” event allowed hundreds of voters to get a firsthand view of the Office of Elections, confirmed transparency and the effectiveness of voting processes, and garnered significant media attention across the region. In April 2025, Loudoun County’s Office of Elections modeled their first Open House after Prince William County’s program.

In both Open House Programs elections staff demonstrated five major election areas. Prince William County explained the following processes voter registration, mail voting, election equipment, election officer training, and results reporting. Loudoun County presented information on list maintenance and voter registration, election officer staffing and training, election technology, the three methods of voting, and after election processes. Both localities formatted their open House programs by setting up stops throughout the office where guests heard presentations, participated in hands-on activities like demonstrations of the voting equipment and staffing a precinct, and asked questions to office of elections’ subject matter experts. All participants also received a custom sticker and a packet of materials with details on all the security steps taken to ensure election security and accuracy.

Individuals who attended included local and state elected officials, staff from the Virginia Department of Elections, election officers, election skeptics, and voters with

## 2025 Election Center-PPP Awards

### Professional Practice Paper



PRINCE WILLIAM  
Office of Elections

LOUDOUN  
COUNTY  
VIRGINIA

Elections and  
Voter Registration

curiosity. They all came away with increased confidence in the voting system and a deeper understanding of how elections work. Following his tour, one Prince William attendee said “...a lot of the things you hear are just not accurate ... The way you can counteract that is to have good information.” A Loudoun County attendee stated “Who knew there was so much that went into making elections work. I understand more now after attending.” Not only were participants impressed by the many layers of security in elections, but the act of demonstrating such transparency has value with the broader public.

Both localities credit their success to collaboration with fellow governmental departments and local media to get word out about their Open House programs. Both garnered several stories in local and regional media. Prince William received coverage from the county communications office, two articles in local papers, and a nearly 3 minute segment on NBC4’s 5pm regional news. Loudoun County’s open house was covered in one local paper and one regional paper, whose article also highlighted Prince William County’s program success. Local and state officials also tweeted touting how much they learned through the event. Based on the success seen by these two localities, other Virginia offices of election are now looking to hold their own events.

While election offices cannot compete with social media accounts with millions of followers, they can connect directly with their own community and provide a personalized educational experience. Despite similarities, each locality is actively working to tell its own story and be viewed as a trusted source in their respective communities. Based on demand, both localities will continue the Open House program, and the lessons learned from this partnership will continue to improve the experience for voters of both counties.



## Equipment Security

Election equipment used by the Office of Elections staff must meet certain criteria established by the Virginia Department of Elections and the Electoral Board.

**KEY**

- Security Protocols
- Double-Checked
- Certification Required
- Observable Process
- Bipartisan Process

### Security Standards Must Be Met

The Office of Elections reviews, updates, and certifies compliance with 162 Locality Election Security Standards (LESS) set by the state. The Electoral Board annually reviews and certifies this compliance.

### Voting Equipment Security Plan Required

Under Virginia Code §24.2-625.1(D), the bipartisan Electoral Board must adopt a written plan “to ensure the security and integrity of its electronic voting systems.” The Electoral Board certifies this annually.

### Voting Equipment Must Be Certified

The Office of Elections can only use voting systems that have been reviewed and certified by the Virginia Department of Elections. This process requires evaluation and testing.

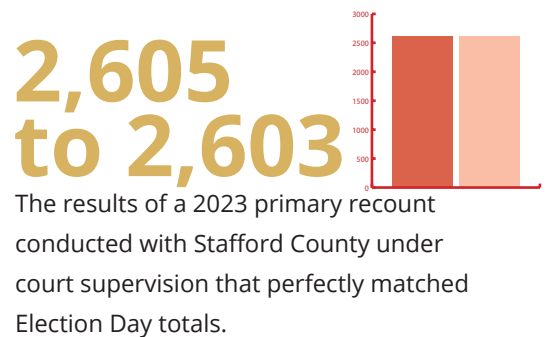
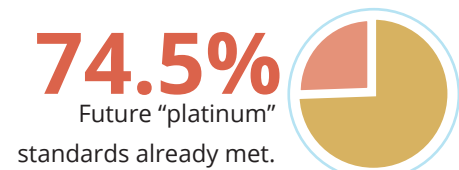
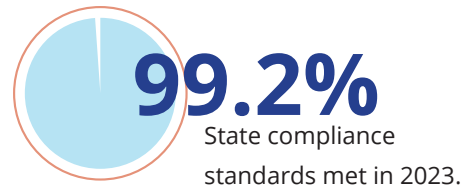
### Employees Undergo Security Training

Staff are required to complete annual training on security protocols to avoid phishing scams, potential threats, and risks to IT security. Access to voting equipment is limited.

### Logic and Accuracy Testing

Prior to each election, all voting systems and pollbooks must complete logic and accuracy testing to ensure equipment is working properly. A “test deck” of ballots is run through each ballot scanner to make sure it properly counts the results. The machines are then sealed for Election Day.

## Quick Stats



### Did You Know?






Virginia uses a Risk Limiting Audit, a type of post-election audit that utilizes statistical methods and a manual review of paper ballots to confirm that the electronic voting systems accurately reported the correct outcome of an election.



# Voting In Person

Election Day and early voters exercising their voting rights in person should know there are many elements of election security happening they may not even realize. Many state laws, policies, and best practices are at work to make sure your vote is counted accurately.

**KEY**

-  Security Protocols
-  Double-Checked
-  Certification Required
-  Observable Process
-  Bipartisan Process

## Your Neighbors Under Oath

Every polling place is run by election officers representing both parties. Despite a 70% Democrat/30% Republican split in 2020, PWC polling places now have equal representation. All officers must complete training and take an Oath.

## Observers Welcome

In addition to election officers, authorized observers from parties and campaigns monitor the election process before, during, and after the polls close.

## Identification Required

Voters in Virginia must present an identification from a state-approved list before being given a ballot.

## Voter Verification

Pollbooks allow election officers to verify voter information. A voter whose registration or voting status is in question must vote a provisional ballot that the Electoral Board later reviews.

## Critical Voting Equipment is Offline

The equipment used to scan your voted ballot at your polling place is not connected to the internet.

## Voting Records are Backed Up

Beyond a record of results, each voting machine captures an image of each ballot. This provides two backup systems – the ballots themselves and the scanned images.

## Quick Stats

### Did You Know?



Prince William County is the first county in Virginia to post results tapes from all voting machines on its website so that voters can verify the accuracy of elections.

**20,000**

Recruitment letters sent in 2022/2023 by the Office of Elections to recruit election officers and equalize the partisan split.



**500+**

Pieces of voting equipment tested before every election to ensure they work properly.

### Did You Know?

Results reported on election night are not final. Some mail and provisional ballots are not yet counted, precinct results must be validated by election officer teams, and the Electoral Board must certify the results before they are official.





## Mail Voting

Many Prince William County voters receive their ballot via mail and our office follows a rigorous process to ensure the custody, secrecy, and accuracy of each mail ballot. This is an important service, especially for our many military and overseas voters.

**KEY**

- Security Protocols
- Double-Checked
- Certification Required
- Observable Process
- Bipartisan Process

### Personal Information Secured

Mail voters are required to provide their birth year and last four digits of their social security number to verify their identity. Our ballot envelopes are specially designed to protect this information while in transit.

### Mail Ballot Envelopes are Verified Four Times

All mail ballots are reviewed four times before being processed – an initial visual check of the required information, two reviews for verification against the voter registration database, and a final review by a bipartisan election officer team.

### Ballot Envelopes Keep Your Ballot Secret

The staff and election officers who review and handle mail ballots cannot see how a voter has voted as the ballot remains sealed until it has been verified. Only then is the ballot removed from the envelope by an election officer.

### Voter History is Verified

To prevent double voting, mail ballots are checked against the pollbook to verify the voter has not previously voted in this election. Names are read aloud and the process is observed.

### Mail Ballots Are Highly Secure

Mail ballots are stored in a secure room with an alarm and motion sensors. Access to that room is limited and tracked.

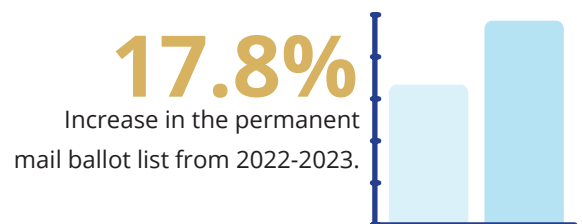
### Track Your Own Ballot

You can sign up online to track your own mail ballot.

## Quick Stats

More than  
**24K+**

Mail ballots sent for the 2023 General Election.



**4**   
Number of times each mail ballot's information is verified



### Did You Know?

Our high-speed scanner scans nearly 100 ballots per minute. It matched the Election Day scanners to the exact ballot in a 2023 primary recount.



## Voter Registration

Maintaining registration data is an important component of election security. The registration process ensures all eligible citizens can register to vote while the maintenance program provides safeguards and procedures for removing ineligible voters to maintain accuracy.

**KEY**

- Security Protocols
- Double-Checked
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### Access to the Voter Database is Limited

Access to the voter registration database is limited to specific employees given permission by the Virginia Department of Elections. All transactions are in a secure environment with 2-factor authentication.

### Voter Maintenance is Constant

The Voter rolls are routinely checked against Post Office records, court data, Bureau of Vital Statistics, and DMV information. Voters receive routine mailings to verify changes. Roughly 100,000 transactions and mailings each year add, update, and remove voters in compliance with state and federal laws.

### Inactive Voters Have Limited Rights

Voters who have mail returned to our office and do not respond to a follow-up mailing become "Inactive" voters. Inactive voters must complete a statement before voting in person and cannot vote by mail. They are automatically removed from the voter rolls after two federal elections.

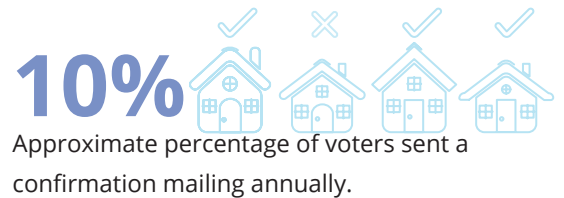
### All System Activity is Fully Logged

The voter registration system logs all transactions identifying the user and any changes made.

### Residents Provide Timely Updates

If you receive election mail addressed to someone who no longer resides at your home, simply write "Return to Sender" and place it in the mail so that we can update our records.

## Quick Stats





## Results Reporting

The tabulation and reporting of election results is a complex process with many elements and quality controls. Here is a guide to understanding that process and how election results become official.

### ELECTION NIGHT REPORTING

Results reported on election night are not official and must be verified.

#### MAIL VOTING

All mail ballots returned are scanned in the weeks leading up to and including Election Day. A report is produced tabulating these results and is reported after the polls close.



#### PRECINCT RESULTS

Precinct-level results are reported by the election officers. After they print result tapes from ballot scanners, they report the totals. These results are reviewed and uploaded or entered to the state website. Results from polling places arrive continuously for several hours after the polls close.



#### EARLY VOTING

At 7:00 pm on Election Day, the scanners from early voting are closed to produce results tapes. The digital drives from these scanners are uploaded to a tabulator that combines the results for reporting.



#### UNOFFICIAL RESULTS

All of these sources are reported on Election night as unofficial results. There are still steps to complete. The media often predicts winners, but some ballots and verification remain.

### VERIFICATION PROCESS

In the final stage, all results are reviewed to verify accuracy before results are official.

- ✓ **CANVASS**  
Election officers review official results tapes to ensure results are accurate.
- ✓ **RESULTS VALIDATION**  
Staff verifies results, turnout, and precinct detail against state validation tools.
- ✓ **RISK-LIMITING AUDIT**  
*In general elections*, the state conducts an audit to verify the accuracy of the results.
- ✓ **CERTIFICATION**  
The Electoral Board reviews the results a final time and certifies the local election.

### VOTES STILL BEING COUNTED

#### MAIL BALLOTS STILL ARRIVING

Mail ballots postmarked on Election Day can arrive until Friday after the election. These ballots are reviewed and tabulated.

#### PROVISIONAL BALLOTS

Ballots where the registration or voting status are unclear are reviewed by the Electoral Board. Accepted ballots are counted.

#### STATE CERTIFICATION

All state and federal results are reviewed and certified by the Virginia State Board of Elections.





## Voter Rolls

Voters must register to vote and voter list maintenance is the process by which election officials update and clean the voter rolls. A variety of federal/state laws and procedures from the Virginia Department of Elections mandate routine processes that state and local officials must execute.

### VOTER REGISTRATION

#### APPLICATION

Voters complete an application to register to vote or to update their registration. This happens online, in our office, by mail, and during an election.



#### REVIEW/ENTRY

Staff verifies the application is complete and enters the information in the state voter database.



#### REJECTED

The voter is sent a notice their registration has been rejected, usually due to missing information or not being qualified.



#### ACCEPTED

The voter is now registered and is sent a notice with some basic information.

#### ACTIVE VOTER

Voter can vote at polling places, request a mail ballot, etc.

### VOTER LIST MAINTENANCE

The records of active voters are routinely checked for updates and changes by both state and local election officials.

#### ROUTINE MAINTENANCE

- Cancel request directly from voter
- Weekly updates of VDH death data
- Bi-monthly DMV non-citizen report
- Monthly check of convicted felons
- Monthly "incapacitated" updates
- Death certificate submission
- Notice from other state gov't
- Duplicate registration check

#### VOTER MOVES

- Bi-annual USPS address check
- Mail returned to elections' office
- Citizen voter challenges

#### MARKED IN SYSTEM

Voters are flagged as "marked for confirmation" on the voter rolls.

#### CONFIRMATION MAILING

Voters are sent a notice. If they do not confirm their registered address within 30 days, they become "inactive" voters.

#### INACTIVE VOTER

Inactive voters have limited rights and (1) cannot vote by mail and (2) cannot vote in person without completing an Affirmation of Eligibility.

#### CANCELLED VOTER

If any of these processes identify a voter is no longer qualified, their voter registration is cancelled and they would no longer have the ability to vote.

#### TIME

After two federal elections as an Inactive voter.





## Voting By Mail

Voters have the option to cast their ballot by mail in Virginia, including signing up to receive a mail ballot for every election. This document provides an overview of how this process works.

### APPLICATION

Voters complete an application to receive a ballot by mail. They can opt for one election or all elections, and select a primary preference if they so choose.

### REVIEW/ENTRY

Staff verifies the application is complete and enters the information in the state voter database.

### DATA PREP

Staff prepares data from voters that have requested a mail ballot and send it to our vendor.



### BALLOTS MAILED

Starting 45 days prior to the election, ballots, envelopes, and any notices are custom printed and mailed to each PWC voter that requested a mail ballot.

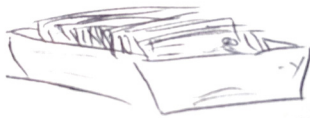


### DELIVERED

Ballots arrive at voters' homes and they can return them by mail or in person up until Election Day. Voters can track their ballot online.

### VOTING OPTIONS

Voters can return their mail ballot or still opt to vote in person instead.



### INTAKE

Ballots arrive at our office where they are date stamped, entered into the state voter database, and checked 3 times for accurate information provided by the voter. Tamper-evident seals are applied to make sure the ballot remains secret.

### ELECTION OFFICER REVIEW

In the final step, a bipartisan team of election officers review the envelope, check in the voter on a pollbook to make sure they have not moved or voted in person, and separate the ballot from the envelope. Any issues not already identified during intake go to Curing.

### BALLOT CURING

Ballots with missing or invalid information are documented and the voter is contacted to allow them to correct the issue. Curing may require the voter to correct information, complete an affidavit, or a new ballot may be sent to the voter.



### BALLOTS ARE COUNTED



Ballots are scanned with a high-speed scanner to make sure each ballot is counted. The batch total must match the scan total. Totals are not tabulated until after the polls close on Election Day. Hand counts are performed by officers for any unscannable ballots. Results are reported on election night and certified after ALL ballots are counted.

# AFTER ELECTION

## *Election Fact Sheet*

After the election, results reporting occurs. This is the beginning of the post election processes and series of checks to ensure results are accurate.



### When are results tabulated?

Results are not tabulated until the closing of the polls on election night.

- **Mail Voting** – All mail ballots returned up until Election Day are tabulated at 7pm on election night.
- **Early Voting** – All ballots cast during early voting are tabulated at 7pm on election night.
- **Election Day**- Results from precincts are reported starting at 7pm.
- **Post Election**- Results of mail ballots received after election day through the mail ballot deadline, as well as provisional results are reported after election day once these processes are complete.



### How are results checked?

**Canvass**- Bipartisan Election Officers review official results and tapes to ensure results are accurate. They ensure all required signatures are present. They ensure all legally required documents are complete.



### What is Canvass?

The Canvass is a review of all paperwork, and results from each polling place in an election. This process allows our office to confirm the accuracy of election data and identify areas for improvement. The Canvass process reviews and confirms every valid ballot cast and counted, including mail, early voting, and Election Day.



### When are the results official?

The results are official after certification. Election certification refers to the process of election officials attesting that the election results are a true and accurate accounting of all votes cast in a particular election.

It is important to note, the results reported on election night are not final even though the media may call the projected winner of races. The results will be certified by the Electoral Board, and then by the state, attesting that the election results are a true and accurate accounting of all votes cast in the election. Upon certification, results are final.



# EARLY VOTING PROCESS



**Meaningful observation is essential for healthy elections.**

**As an authorized representative of a party or candidate in this election, you are required to abide by the Observer Policy found on the other side of this form.**

## Early Voting Steps

- At the start of the day, the Early Voting Managers, consisting of two bipartisan Election Officers or a Supervisor (Office of Elections staff) open the early voting site.
- All the tamper-evident security seals are verified, then removed from the Electronic Pollbooks and powered on.
- All the Ballot on Demand printers are powered on, and the Printer Usage Reports are generated for each machine to track the number of ballots printed throughout the day.
- A bipartisan team of Election Officers turn the power on the FVS (Freedom Vote Scan) scanners, break the security case seals, print the Zero Report on the first day of early voting, print the Opening Machine Info Report every day after, and record the machine serial number and all the security seals (TM compartment, emergency box, ballot box) on the Seal Log Certification.
- The same process applies to the FVT (Freedom Vote Tablet), with the only difference being that the machine serial number and security case seal are recorded.
- The Managers collect all the opening paperwork, complete the Daily Early Voting Reconciliation form, and record the information on the Tracking Spreadsheet.
- While the polls are open, the Election Officers check in voters using the Electronic Pollbooks.
- Voters present an acceptable form of ID, state their name and address, verbally or in writing, and Officers confirm that registration records match on the pollbook.
- Once eligibility is confirmed, a single ballot specific to the voter's precinct is printed, and the voter is directed to a booth to mark their ballot.
- After the voter marks the ballot, the voter inserts the ballot into the FVS scanner, receives an I Voted sticker, and their vote is cast.
- The Managers operate the Help Desk, managing tasks such as spoiling and exchanging ballots, reconciling records, logging information, and managing the early voting site.
- At the end of each day, when the polls close, a team of bipartisan Election Officers will print the Machine Info Report from the FVS and FVT, record the seals on the Seal Log Certification form, shut down, and seal the machines.
- An Election Officer will close all the pollbooks, shut them down, and seal them using the tamper-evident security seals.
- The Printer Usage Report is printed from all the pollbooks.
- The Managers collect all the closing paperwork, complete the Daily Reconciliation form to log all check-ins and ballots used and record the information on the Tracking Spreadsheet.
- Everyone is dismissed, and the site is locked. All equipment remains at the secure early voting site throughout the early voting period.



**Chairman**  
Kaysi Sanden

**Vice-Chairman**  
Shelley Oberlander

**Secretary**  
Ellen Heald



## **Loudoun County, Virginia**

### **Office of Elections and Voter Registration – Electoral Board**

750 Miller Drive SE, Suite 150, Leesburg, VA 20175

Web: [www.loudoun.gov/voting](http://www.loudoun.gov/voting) – E-Mail: [vote@loudoun.gov](mailto:vote@loudoun.gov)

Voice/TDD: 703-777-0380 – Fax: 703-777-0622

## **Policy on Authorized Observers in the Polling Place**

As an authorized representative of a party or candidate in this election, you are required to abide by the following regulations and policies while in this polling place:

- The observer shall not hinder, delay, nor harass any Officer of Election. The observer may not insult or abuse an officer of election nor conduct him or herself in a noisy or riotous manner.
- The observer shall in no way hinder or delay a voter unless he or she officially challenges a voter's eligibility to vote.
- Each observer will be provided with a one-page guide that explains the Early Voting process in Loudoun County.
- All questions or comments should be directed to the Chief Officer of Election or a member of the Office of Elections staff.
- The observer shall not give, offer or attempt to show any ballot, ticket, or other campaign information to a voter.
- The observer shall not attempt to influence any person in casting his ballot.
- Discussions among observers or with the Chief Election Officer or staff should take place outside the room whenever possible to avoid distractions for the Officers of Election.
- While observing the ballots being checked-in to the pollbook, the observer may not sit at the check-in table(s) but may sit near the table(s) in the space designated by the Chief Officer or staff. The observer may mark a list or make notes, but election officers cannot provide any lists.
- While in the polling place, the observer may use a cell phone or other device to take notes and if necessary, transmit information concerning the election but **may not perform any type of filming or photography**. Verbal communication on such devices must take place outside the polling place, beyond the boundary of the 40-foot Prohibited Area in the front of the building.
- The observer shall not touch or handle any ballot, voting machine, or official document at any time or be in a position to view any voter's marked ballot.

**The Officers of Election in this precinct have the authority to remove from the polling place any authorized observer who does not adhere to this policy.**

Code of Virginia, Section 24.2-604, and authority of the Loudoun County Electoral Board  
750 Miller Drive SE, Suite 150, Leesburg, VA 20175

If you have any questions regarding this policy, please call 703-777-0380.

# ELECTION DAY VOTING PROCESS

**Meaningful observation is essential for healthy elections.**

**As an authorized representative of a party or candidate in this election, you are required to abide by the Observer Policy found on the other side of this form.**

## Election Day Voting Steps

- At the start of the day, the Chief Election Officer and Assistant Chief Election Officer, bipartisan Election Officers) open the precinct.
- All the tamper-evident security seals are verified, then removed from the Electronic Pollbooks and powered on. A Pollbook Certification Form is used to ensure all check-ins start the day at zero.
- All ballots are accounted for on the Ballot Record Report. This form is filled out throughout the day to account for the ballots used and unused.
- A team of Election Officers break the security case seals, turn on the power to the FVS(Freedom Vote Scan). Then they print the Zero Report, print the Machine Info Report, verify the machine serial number and all the security seals (TM compartment, and case seal number) on the Seal and Serial Certification Form.
- The same process applies to the OVI (OpenElect Voting Interface).
- The Chief and Assistant Chief collect all the opening paperwork and mark the precinct as open on their Communication Tablet. This tablet is used to communicate with the Office of Elections, log provisional votes, and to look up polling places for voters in the wrong precinct.
- While the polls are open, the Election Officers check in voters using the Electronic Pollbooks.
- Voters present an acceptable form of ID, state their name and address, verbally or in writing, and Officers confirm that registration records match on the pollbook. The officer will repeat back the voter's name as confirmation of the check in.
- Once eligibility is confirmed, the voter will receive a ballot ticket that they will trade in for a ballot from the ballot officer.
- After the voter marks the ballot, the voter inserts the ballot into the FVS scanner, receives an I Voted sticker, and their vote is cast.
- Election Officer operating the Help Desk manages helping non routine voters (voters who might have moved, who can't be checked in quickly). They also oversee the Same-Day Voter Registration Process.
- When the polls close, a team of Election Officers will retrieve results from the FVS. They will close and shut down the FVS and OVI and remove the TM from the FVS.
- An Election Officer will close all the pollbooks, record all closing numbers on the Pollbook Certification Form, shut down all pollbooks, and then seal them using tamper-evident seals. These seals are recorded on the Pollbook Certification Form.
- The Chief and Assistant Chief collect all the closing paperwork, including the Statement of Results and Yellow Printed Return Sheet, and have all remaining Election Officers sign. After closing, a bipartisan pair will return election materials back to the Office of Elections.



# ELECTION OFFICERS & TRAINING

## *Election Fact Sheet*

Elections are made possible by our Election Officers.



### Who works elections?

Elections are staffed entirely by members of the community and are appointed to a 3-year term by the Electoral Board. These are your friends and neighbors.

- 3,000 election officers in the database
- 700-2,000 election officers needed to staff an election
- 107 precincts to staff



### Why is there a party declaration?

In accordance with Law (§24.2-115.1), “wherever feasible to do so, it is required to appoint officers of election who represent the two dominant political parties. When it is not feasible to appoint representatives of such parties, a board may appoint nonpartisan election officers.”



### What jobs do election officers have?

- Chief Election Officer
- Assistant Chief Election Officer
- Help Desk Certified Officer
- Technology Certified Officer
- Greeter
- Check-in Officer
- Ballot Officer
- Scanner Officer



### What does training look like?

The Loudoun County Office of Elections is proud to offer the only year-round Election Officer training program in Virginia. Supplemental trainings and certifications are offered in between elections.

All Election Officers serving in an Election, must complete a training class within the 30 days prior to each election.



# LOGIC & ACCURACY (L&A) TESTING - EARLY VOTING BALLOT-ON-DEMAND POLLBOOK

**Meaningful observation is essential for healthy elections. This is meant as a guide to help you understand what you are observing. If you have questions, please direct them to the designated staff member or Electoral Board member.**

## L&A Overview

- Virginia code requires that each electronic pollbook and ballot-on-demand system to be used in an election undergo logic & accuracy testing. This testing is conducted by staff and/or election officers during the testing of voting equipment for early voting. Senior office staff and electoral board members are present to observe, verify and assist as needed.

## L&A Process

- Laptops with the ePollTab software are paired with OKI printers to create an EPB/BOD system. Each early voting location is assigned systems based on expected turnout at that location.
- Each EPB/BOD system assigned to an early voting site is powered on and connected to the secure closed network used exclusively for early voting. This secure network is managed by the Loudoun County Department of Information Technology.
- Once the secure connection is established, the ePolltab software is opened on each laptop and the early voting pollbook is downloaded to each device.
- Next, 'keys' are loaded to authenticate the device as part of the county's early voting network. A device not registered will not accept data/keys.
- The tester logs into each EPB/BOD system to be deployed to a site using login credentials. Tester ensures that credentials log into correct site.
- Voter count, time, date, and version are verified as correct.
- Tester 'opens' the polls on one EPB, which in turn automatically opens the polls on all other devices logged in to that early voting site.
- Three voters selected randomly by the tester are looked up and checked in on each EPB/BOD system. Tester ensures that the correct ballot prints for each voter and that the ballot printed properly. Voter ID's tested and ballot style for each are recorded on testing form. Printed test ballots are immediately voided and attached to the testing form.
- The tester checks a few randomly selected voters to ensure the workflows are accurate and functioning as expected. They are looking for voters with issues, inactive/address confirmation, issued absentee ballots, Federal Only voters, etc.
- All voters who were checked in are 'un-checked' and tester confirms that checked-in count has returned to zero.
- On one device, the tester 'closes' polls, which automatically closes all devices logged into that early voting site.
- Each EPB/BOD system is powered down, tester signs off on testing form, and systems are placed into secure storage area to await delivery to the designated early voting site.



# LOGIC & ACCURACY (L&A) TESTING - VOTING EQUIPMENT

**Meaningful observation is essential for healthy elections. This is meant as a guide to help you understand what you are observing. If you have questions, please direct them to the designated staff member or Electoral Board member.**

## L&A Overview

- Virginia code requires that each piece of voting equipment to be used in an election undergo logic & accuracy testing. This testing is conducted by a team of experienced bi-partisan election officers and is overseen by the Voting Equipment Custodian. Office staff, and electoral board members are also present to observe, verify and assist as needed. Additionally, staff from the county Department of General Services assist with logistics.

## L&A Process

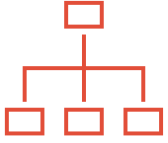
- Equipment is tested for the precinct where it will be deployed. A testing form, test ballots, and other materials are provided for each precinct to be tested.
- Office and General Services staff set up a scanner (FVS) and ballot-marking device (OVI or FVT) for each precinct, assign it to a precinct, and assign a USB drive containing the election data.
- Members of the Electoral Board record the equipment serial numbers and the barcode on the USB drive being used to program each piece of voting equipment. The USB is then inserted into the equipment the equipment powered on so the data can begin processing.
- The tester conducts a physical inspection of the casing, touch screen, printer, keys, etc.
- The tester, under the direction of the Voting Equipment Custodian conducts a series of hardware tests and diagnostics including setting of date & time, calibrating the scanner, verifying the software version and election loaded, and testing the printer, touch screen and display to ensure they are in working order.
- Next, a 'mock' election is conducted during which the tester activates the equipment for the precinct where it will be deployed, verifies that the initial vote counts upon opening all equal zero, then votes a pre-marked test deck. This includes creating a test ballot on the OVI or FVT.
- After the test deck is voted, the polls are closed and the results generated are verified to be accurate to the votes cast on the test ballots.
- The tester then seals the USB compartment, clears the test and sets the machine for election by powering down and then back on, completes the paperwork and signs the form.
- Office staff verifies that each piece of equipment has been restarted, performs a final shutdown, and ensures all serial & seal numbers are recorded in the asset tracking system.
- A member of the electoral board verifies all results tapes, date & time, and all seal numbers, then applies the final seal and records that number. They then sign off on the test.
- Office and General Services staff then takes down the equipment and moves it to the secure election warehouse where it is stored in the precinct cart to await delivery.



# VOTER REGISTRATION AND LIST MAINTENANCE

## *Election Fact Sheet*

The registration process ensures all eligible citizens can register to vote.



Citizens can register to vote:

- In-Person
- Online
- By Mail
- Same Day Registration



Loudoun County has over 300,000 voters!



### How are voter rolls maintained?

- Address Changes
- Deaths
- Felony Convictions
- Voter Requests
- Real Estate Sales

Check your voter registration here!



### How is this secure?

VERIS is the central repository of all voter records in the Commonwealth of Virginia. Access to this system is strictly controlled and secured via several different measures including but not limited to background checks on staff members with access, two-factor authentication, and IP address verification.



### What is a voter list maintenance?

Voter list maintenance is the process state and county election officials use to maintain accurate and up to date voter rolls. Officials must follow appropriate Federal law (the National Voter Registration Act) and State law (§24.2-427) to determine whether a voter should be removed from the rolls.



### How can I help?

- When you or someone in your household moves, drop us a quick note containing the full name(s) of those moving, old address, new address, and signature(s).
- If you receive election mail addressed to someone who does not reside at your address, write “Return to Sender – Not at this Address” on the envelope and drop it back in the mail. If you throw it in the trash, we have no way of knowing the individual does not reside at your address.

