

Procure and install envelope sorting equipment				Procurement; Vendor Product	
(in jurisdictions expecting 75,000 or more returned ballots)	Х -1	139 -45	12	Availability; Other Agencies if Shared	
				Procurement;	
Procure and install an envelope slicer (in jurisdicitons not using envelope sorting				Vendor Product Availability; Other	
equipment) Document procedures for Ballot Processing -	-1	100 -37	8	Agencies if Shared	
training, setup, ballot tracking/accounting,					
secure transfer of ballots, organization and storage	-1	100 -37	8		
Purchase or rent supplies - mail trays, storage carts, folding tables and chairs, and ballot				Procurement;	
storage, etc.		92 -30		Product Availability	
Hire and train Inbound Ballot Processing teams Perform logic and accuracy test on scanning	-	83 -22	8		
equipment	-	52 -45	1		
Perform full test of system prior to ballot processing to ensure you can capture voter					
information (barcode) and signatures from the					
envelope and definitions for sorting ballots are working (if using ballot sorting equipment)	-	37 -30	1	Vendor; VRDB	
Perform a full dry run of the Inbound Ballot Process - ballot receiving, ballot verification,					
ballot preparation, ballot scanning, ballot					
tabulation, and post-election audit, etc. Perform daily inbound ballot process; able to	5	30 -22	2		
scale up on Election Day Signature Verification & Cure Process		22 4	7		
Signature Vermeation & early rocess				Procurement;	
Purchase automated signature verification				Vendor Product Availability; Other	
software if using mail ballot sorting equipment	-1	152 -37	15	Agencies if Shared	
Review VRDB for voters with no archived signature image. Consider sending an affidavit or					
new VR form to those missing a signature image.	-1	123 -92			
Document Signature Verification and Cure process - training, audits, secure transfer of					
ballots, and templates for cure letters, etc. Create daily system for cure letters going out and	-	92 -30	8		
signed affidavits coming in to ensure cured ballots		61 77	4		
are regularly transferred for processing Hire and train Signature Verification teams		61 -30 68 -15			
Perform full test of system prior to ballot					
processing to ensure you can capture the signature image from the envelope (if using					
signature verification software) Perform test to insure the correct voter file and	-	37 -30	1		
archived signature image can be retrieved for					
signature comparison (required for both automated and manual process)	-	37 -30	1	Vendor; VRDB	
Test any software used to notify voters of signature discrepancy or assit with the cure					
process - ballot tracking tools, text-to-cure app,					
etc. Perform daily signature verification and	5	30 -22	2	Vendor	
		15 4+	6+		
send/receive cure letters and affidavits		15 47	0+		
		15 47	0+	Lawmakers;	
send/receive cure letters and affidavits		210 -180		Lawmakers; Executive; Policymakers	
send/receive cure letters and affidavits Online Ballot Delivery Determine eligibility rules				Executive; Policymakers Lawmakers;	
send/receive cure letters and affidavits Online Ballot Delivery	-2		4	Executive; Policymakers	
send/receive cure letters and affidavits Online Ballot Delivery Determine eligibility rules Determine transmission types - email, fax, online	-2	210 -180	4	Executive; Policymakers Lawmakers; Executive; Policymakers Lawmakers;	
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Based on collection plan, hire enough drivers to create two person teams	-61	-30	4	# of collection teams
Arrange for enough vehicles from county fleet or rental car agency	-61	-37	3	
Make arrangements to rent or borrow radios or cell phones (or arrange for cell phone stipend) Prepare ballot pickup team supplies and logs	-37 -30	-22 -22	3 2	
Start daily USPS ballot pickup (including undeliverable ballots)	-22	4+	7+	USPS
Send drivers to open 24 hr boxes; setup drive through tents; or deliver temporary boxes Final ballot drop box pickup and closure	-29 0	-27 0	1	
Final USPS pickup	1	U	0	
Voter List Maintenance				
Process NCOA list		-60		
CASS Certification				