Commonwealth of Virginia
Fairfax County

Mailer Check-In Manual

November 5, 2024

General and Special Elections

This manual serves as a guide for the basic elements of Central Absentee Precinct operations and is not intended to be used as a comprehensive overview of Virginia election law or procedures. Virginia election laws govern elections in Virginia. If there is an inadvertent contradiction in this Mailer Check-In Manual, Virginia election law takes precedence.

A publication of Fairfax County, Virginia

Fairfax County is committed to nondiscrimination in all county programs, services, and activities. Reasonable accommodations will be made upon request. To request this information in an alternate format, contact:

Election Support: 703-324-4735, TTY 711
Voter Registration: 703-222-0776
Website: www.fairfaxcounty.gov/elections
Email: voting@fairfaxcounty.gov

Issued by the **Fairfax County Office of Elections**
12000 Government Center Pkwy, Suite 323
Fairfax, Virginia 22035.

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Fairfax County Contact Information

- **Office of Elections, General Election Information:**

    Phone: 703-222-0776
    Email: voting@fairfaxcounty.gov

- **Office of Elections, Election Officer Information:**

    Phone: 703-324-4735
    Email: elect@fairfaxcounty.gov

- **Absentee (AB), Mailer Check-in Information:**

    Phone: 703-324-5208
    Email: centralabsentee@fairfaxcounty.gov

- **Absentee (AB), Absentee Voting Information**

    Phone: 703-324-4969
    Email: absenteevoting@fairfaxcounty.gov
    www.fairfaxcounty.gov/elections/absentee-voting-mail

- **Central Absentee Precinct (CAP):**

    Phone 703-324-4711
    For info: www.fairfaxcounty.gov/elections/central_absentee.htm
    Email: centralabsentee@fairfaxcounty.gov

Personal Contact Information

It is important that you keep your name, address, home phone number, cell phone number and email address current with the Office of Elections.

If you have an unlisted number, please advise the Office of Elections.

Qualifications

1. Able to take direction, pay attention to detail, and remain focused on the task at hand.
2. *Physically and mentally able to work a 6 to 8-hour day, and longer if working a second consecutive shift.*
3. Able to sit and/or stand for an extended period.
4. Able to speak, read and write the English language.
5. Possess a basic knowledge of computer operations.
6. Must be a registered voter in the state of Virginia.

All mailer check-in staff members must complete the Election Oath and federal I-9 form before serving in any Fairfax County election.

While serving as a staff member of the mailer check-in team, you must not comment on candidates or political issues, current or general, among fellow officers. Engagement in any form of electioneering while in the Central Absentee Precinct is prohibited.

You may not be a member of the mailer check-in staff if you

1. Hold elected office.
2. Are an employee of an elected official.

Training

Prior to serving, mailer check-in staff will review mailer check-in operations and VERIS procedures as set forth in training materials.

Election Oath

All mailer check-in staff will be sworn in for the current election prior to working.

Work Calendar and Duty Hours

The check-in operation schedule is based on the volume of mailed-in and drop box voter submissions. Staff will be advised of the overall schedule in advance of the start of check-in operations when the Office of Elections understands the anticipated volume of voter submissions. Staff schedules will fluctuate throughout the election season based on the volume. It is anticipated that the greatest need for mailer check-in staff will begin on or about Monday, September 24, and operations will continue daily as needed through Friday, November 8.

Staff may be required to visit the Office of Elections prior to the start of operations to obtain county credentials and set up VERIS usernames/passwords.

Generally, staff members are scheduled to work six hours per day, from 9:30 AM until 3:30 PM. Depending on the volume of mailers, staff may be required to work up to 8 hours per day. A 30-minute unpaid lunch is standard for staff members working longer than 6 hours per day.

Absence

If you agree to serve as a mailer check-in staff member and cannot do so because of an emergency, notify the Office of Elections **immediately** so we can attempt to fill the vacancy and operations are not impeded. Call 703-324-5208/4711 and/or email **your Team Leader directly**.

ID Badge

You must always wear your Fairfax County employee ID badge while on the job.

Location

Mailer check-in operations take place in the Fairfax County Government Center, Room 339 (use 337.S side entry).

Compensation and Status

Mailer check-in staff are non-merit, G-Status (temporary) employees of Fairfax County. These are hourly wage positions, paid at the S-9 rate, and do not include Fairfax County benefits such as sick and annual leave, insurance or retirement programs.

Staff may not work more than 900 hours per calendar year. The duration of employment is contingent upon department operational needs, budgetary constraints, and performance.

Recording Your Working Time

Fairfax County pay periods consist of two consecutive weeks, beginning on a Saturday and ending on a Friday. For each two-week pay period, you will record your time worked on a payroll time sheet **and** in the Employee Self-Service Portal in FOCUS, an online reporting system.
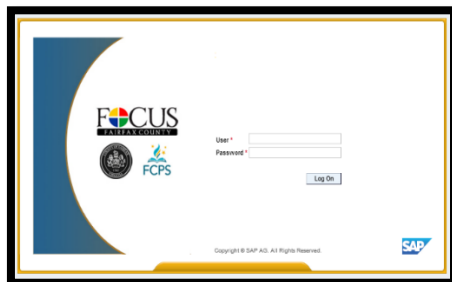

Figure 1 – FOCUS Access Page

Complete the payroll time sheet correctly.

- Include your Employee Identification Number (EIN).

- Using standard time, record your working time rounded to the nearest full or half hour.

- If your daily hours worked is greater than six, then subtract ½ hour from the total hours worked to account for the required 30-minute unpaid lunch (not applicable on Election Day, Sat/Sun prior and after Election Day).

- Sign and date the payroll sheet at the end of the two week pay period.

Ensure that the information on the payroll time sheet matches the information recorded in FOCUS.

Pay is directly deposited to your bank account, but the first check may take more than two weeks after the end of the pay period to appear.

Federal and State Income Tax

Mailer Check-In staff wages are subject to federal and state income tax.

Mailer Check-In Operations: General Information

Information included in this section:

- **What is CAP?**
- **Mailer Check-in Operations as a Function of CAP**
- **Operational Positions**
- **General Guidelines for Mailer Check-In Staff**

What is CAP?

The mission of the Central Absentee Precinct (CAP) is to fairly adjudicate the absentee ballots cast by Fairfax County voters and to accurately account for each of these ballots and their votes.

Fairfax County voters may cast an absentee ballot in one of two ways:

1. Voters may request an absentee ballot and return their ballot by mail or drop box.

2. Voters may vote an absentee ballot in person prior to the election at various early voting satellite locations.

CAP, therefore, incorporates two separate operations, one to handle each type of absentee ballot.

CAP Absentee by Mail (CAP AB)
All mail-in and drop box voter submissions are checked-in and ballots are counted by CAP AB staff. CAP AB operates through noon on the Friday after election day.

CAP Absentee In-Person (CAP EV)
Early Voting is conducted at multiple locations throughout the county (satellite locations). Voters receive a ballot which is voted (scanned) at the satellite location. On Election Day, CAP is responsible for producing a single report showing the final vote totals collated from all satellite locations.

Mailer Check-in Operations as a Function of CAP

CAP AB operations include several separate and distinct functions. The basic CAP AB operational functions include *Mail Receipt*, *Mailer Check-In*, *Mailer Curing, Mailer Opening and Ballot Extraction, Ballot Scanning and Ballot Handcount*. These functions take place at different times throughout the election cycle, starting prior to Election Day through the post-election period.

When a mailer containing a voted ballot arrives at the Office of Elections, it is subject to all CAP operational functions, as noted above.

The *Mailer Check-In* function includes the following tasks:

1. *Identify* the correct voter.
    a. Is the voter a resident of and registered in Fairfax County?
    b. Has the voter requested an absentee ballot?
    c. Has the voter already voted in this election?

2. *Qualify* the mailer by ensuring that the voter has complied with election law and that the mailer contains no material omissions.

3. If the voter is identified and has met submission requirements, *update* the voter's ballot status in VERIS (the online statewide database).

4. *Manage* the voter's submission for storage until it can be opened, extracted, and scanned.

5. *Record* counts.

Operational Positions

Team Leader: The Team Leader is responsible for overseeing all mailer check-in functions and completing the cumulative daily paperwork.

Mailer Check-in Staff: Mailer check-in staff is responsible for correctly processing returned by-mail or drop box absentee ballots. This includes reviewing the voter submission to ensure compliance with election law and administering the VERIS check-in procedures to ensure voter credit. Further, staff members are responsible for appropriately managing mailers and accurately recording counts on mailer count worksheets and reconciling these counts at the end of the shift.

General Guidelines for Mailer Check-in Staff

As a member of the mailer check-in staff, you must perform all duties assigned to you by the Office of Elections, and do so faithfully, diligently, securely and impartially while upholding the highest possible standard.

1. Accept direction from the Team Leader or Elections Office staff.

2. Work to:
    a. Maintain the integrity and confidentiality of the voting process.
    b. Ensure that the workroom is secure.
    c. Correctly check-in mailers from authorized absentee voters.
    d. Comply with the policies and procedures detailed in this manual and any instructions provided by the Office of Elections.

3. Collaborate with fellow staff to conduct all election operations efficiently and accurately.

4. Refrain from cell phone use in the workroom. While initially cell phones are required to access VERIS, cell phones should then be removed from the table and placed out of sight. Cell phone use for audio or video recording or taking photos is strictly prohibited in the workroom. Cell phones may be used during breaks, away from the work area.

5. Do not engage with any authorized representatives or observers. Refer questions from the media and authorized representatives to the check-in Team Leader or Elections Office staff.

6. Do not, at any time, under any circumstances, discuss or reveal any voter submissions, ballots, votes, or trends that you may observe during operations. Likewise, voter personally identifiable information (PII) must remain confidential.

7. Arrive on time, work at your assigned duty area, and remain through the end of your shift. Always wear your county-issued ID badge.

8. Refrain from commenting on candidates or political issues, current or general, with fellow staff members, authorized representatives or with voters, and never engage in any other forms of electioneering while in the workroom.

9. Dress comfortably, but neatly, in business casual attire. Dress in layers, as the workroom temperature can vary. Ripped jeans, sweatpants, and very casual clothing are not appropriate.

10. Never wear politically oriented items, such as campaign t-shirts, buttons, stickers, jewelry, etc.

11. Food and beverages are not permitted around mailers, ballots and machinery. Snacks/lunches must be consumed outside of the operational space. Beverages, in leak-proof containers, may be kept below the worktable.

12. Bring water, coffee, snacks etc. The cafeteria, located on the lower level of the Government Center, is open from 7:00 am -2:00 pm and offers a limited menu. Smoking is not allowed inside the Government Center.

Safety, Security Awareness & Details

Information included in this section:

- Emergencies
- Emergency Situations Requiring Evacuations
- Equipment & Facility Security
- Integrity of the Election Process

Emergencies

Government Center Security:	**703-324-3434**
Emergency: Police-Fire-Rescue:	**911**
From a Government Center landline:	**9 – 911**

If you call 911 (or a non-emergency number), be prepared to:

1. State the nature of the emergency or problem, e.g., medical emergency, traffic accident, fire, disturbance.

2. State your name and identify yourself as an election officer.

3. State the building name and address: **Fairfax County Government Center, 12000 Government Center Parkway.**

4. **Give a contact phone number**, preferably your cellphone.

    Cell callback number: _____

5. Notify security personnel on duty.

6. Notify building security. 703-324-3434.

7. Call the Office of Elections **703-324-4735** to report the problem/incident.

8. Send an election officer outside to **meet the emergency personne**l.

Emergency Situations Requiring Evacuation

Fire – Fire drill – Bomb threat – Flooding – Earthquake

Be prepared – familiarize yourself with these procedures!

1. Locate and study the **posted evacuation route** in your room and building.

2. Make sure you know the **location of exits**.

3. Review evacuation **meeting place.**

Emergency Evacuation Plan

1. Staff directs authorized representatives and any observers to nearest exits.

2. If prudent, based on the level of the emergency, secure mailers in an orderly manner.

3. Team Leader ensures everyone has exited the room, then closes and, if possible, locks doors to the room.

4. Team Leader designates a staff member to notify the Office of Elections that an emergency exists, if the emergency arose in CAP.

Remember: Remain calm and follow the directions of public safety officials.

If the building cannot be re-entered, the Office of Elections will provide further instructions.

Emergency Situations - Shelter-in-Place

Be prepared – familiarize yourself with these procedures.

Shelter-in-place is a protective action to shield people from a hazardous outdoor situation or external threat, such as a weather event or active shooter situation. This is intended as a short-term measure to protect staff until the hazard has passed.

1. Your shelter-in-place location is determined based on your room assignment.
2. Keep in mind that there may be little or no lighting if the power is out.
3. Team Leader directs authorized representatives and all team members to the shelter-in-place area. Team Leader closes and, if possible, locks the room doors and closes shades.
4. Remember to keep out of common view, away from doors and windows, remain quiet and place cell phones on mute.
5. Use extreme caution, not allowing anyone entry into the room until a public safety or security official comes to the room with directions.
6. Team Leader designates a staff member to notify the Office of Elections that an emergency exists if it originated in the workroom area.
7. Remain in the shelter until the emergency has passed and follow instructions from security and emergency personnel.

Remember: Remain calm and follow the directions of public safety officials.

Be prepared: Items to take to the shelter: personal health items such as medicine, etc., cellphone (placed on vibrate), bottled water, drinks, snack food, layered clothing.

Equipment & Facility Security

It is critically important that you follow security rules and policies related to the equipment and facility.

1. Look for any potential tampering or defacement of mailers, computers, or security cases and report any such activities immediately to office staff.

2. Never leave your computer unattended. Always log out (control/alt/delete) before stepping away from your computer.

3. Protect equipment from food and liquids.

4. Report unauthorized and unidentified people inside the check-in room.

Integrity of the Election Process

As a member of the mailer check-in staff, you are responsible for maintaining the integrity of the election process by:

1. Carefully observing the established procedures for checking-in return mailers.

2. Keeping the processing tables free of food, drinks, personal bags, and personal electronic equipment.

3. Ensuring that all mailer check-in processes occur "above board". In other words, mailers and/or trays may never be placed on the floor or in a staff member's lap even for a short period of time.

4. Ensuring that return mailers are safeguarded in the workroom. Mailers should not be left unattended at the workstations.

5. Ensuring that only authorized people are present in the check-in area.

6. Protecting voters' personally identifiable information (PII) on mailers and in VERIS.

Information included in this section:

- People Allowed in the Mailer Check-in Room
- News Media in the Mailer Check-in Room
- Authorized Representatives and Observers

People Allowed in the Mailer Check-in Room

The Team Leader should be able to identify the people allowed in the mailer check-in room. Such people may include:

1. Party or candidate representatives with written authorization.
2. Neutral observers with prior written authorization from the Electoral Board.
3. Other authorized representatives or observers with verifying documentation.
4. Electoral Board members.
5. Fairfax County registrars.
6. Office of Elections staff.
7. News media with authorization and accompanied by a staff member.

Everyone authorized to be present in the mailer check-in room must wear an ID badge or an authorized representative/observer tag.

Be aware of the potential for "tailgating".   Tailgating occurs when an unauthorized individual gains access to a secure area by following directly behind an authorized staff member through an entry point. In addition, be extremely cautious when holding the door open for unknown individuals.

If a staff member should encounter a possible unauthorized individual without the correct identification, alert the team leader. Avoid confrontation.

Operational security is everyone's responsibility.

News Media in the Mailer Check-in Room

News media may enter the check-in room and film or photograph as long as they do not film or photograph a completed mailer, or film or photograph any voter personally identifiable information.

Interviews, live broadcasts, or taping of a reporter's remarks are prohibited within the check-in room.

The Team Leader must call the Office of Elections if news media enter the check-in room unaccompanied by county staff.

Authorized Representatives and Observers

Virginia law permits properly designated individuals to serve as authorized representatives and observers.

Authorized Representatives and Observers:

- Must provide a letter of authorization, signed by the party chairman or independent candidate, to the mailer check-in team leader upon arrival. Must complete the official log with the times of arrival/departure.

- Must wear an authorized representative/observer tag and vest.

- Must be a qualified voter in Virginia.

- May stay all day or come and go in shifts.

- May not be a candidate.

- May not engage in any electioneering within the check-in workroom.

- May not hinder or delay any staff. May observe but not interfere with the orderly conduct of the voter submission check-in operation.

- May not act in a noisy or riotous manner so as to disturb the process of the election.

- Should address questions to the Team Leader. May not question, converse with, or engage in any way with staff -- in all operational areas.

- Have the right to observe the mailer check-in operation and may immediately appeal to the electoral board if they are dissatisfied with the Team Leader's decision regarding physical positioning within the room. Staff will not slow check-in procedures of return mailers to interact with authorized representatives and observers.

- May not be in a position to see the voter personally identifiable information (PII) on a mailer or VERIS screen.

- May mark or make their own lists of those who have voted and make their own notes. An election staff member may not provide any lists nor look up a voter's record at the request of an authorized representative or observer.

- May use handheld wireless communication devices inside the check-in workroom provided they do not disrupt the operation. The team leader may prohibit the use of the devices if their use is hindering operations, i.e. conducting phone conversations.

- May not conduct audio/video recording or take photographs while inside the check-in workroom.

- May not touch or handle any official voter submission documents. May not have access to checked in or "Needs Cure" voter submissions. May not disclose information about individual voter submissions.

Information included in this section:

1. How to recognize the various types of return mailers and *Statements of Absentee Voters* returned by authorized absentee voters and how to evaluate these submissions for material omissions.

   - Domestic Return Mailer, preprinted voter/election information and *Statement of Absentee Voter*

   - Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Return Mailer, preprinted voter/election information and *Statement of Absentee Voter*

   - Email Return Mailer and *Statement of Absentee Voter*

2. How to recognize and evaluate additional documentation requirements.

   - Needs Assistance Forms (NA)

   - Identification Required (ID)

3. How to identify the various types of mailers that cannot be processed.

   - Unused

   - FWABs

   - Empty

4. How to recognize and evaluate "Cured" return mailers.

Types of Return Mailers

An absentee voter who is submitting a ballot by mail or dropbox must return a voter submission that typically contains two components:

1. A return mailer. The return mailer includes the Office of Elections address on the front. The reverse side of the mailer contains preprinted voter/election information as well as the *Statement of Absentee Voter,* concealed under a privacy tab*.*

2. A ballot inside the return mailer

These two components may look different based on the status and location of the voter.

It is important to become familiar with the different types of voter submissions (return mailers and voter statements). There are different check-in procedures and evaluation requirements relevant to each type.

Note that in some instances, a 3rd component is required when a voter returns a ballot. Therefore, mailer check-in staff must be vigilant when voters are required to include additional documentation.

Domestic Return Mailer – Front Side
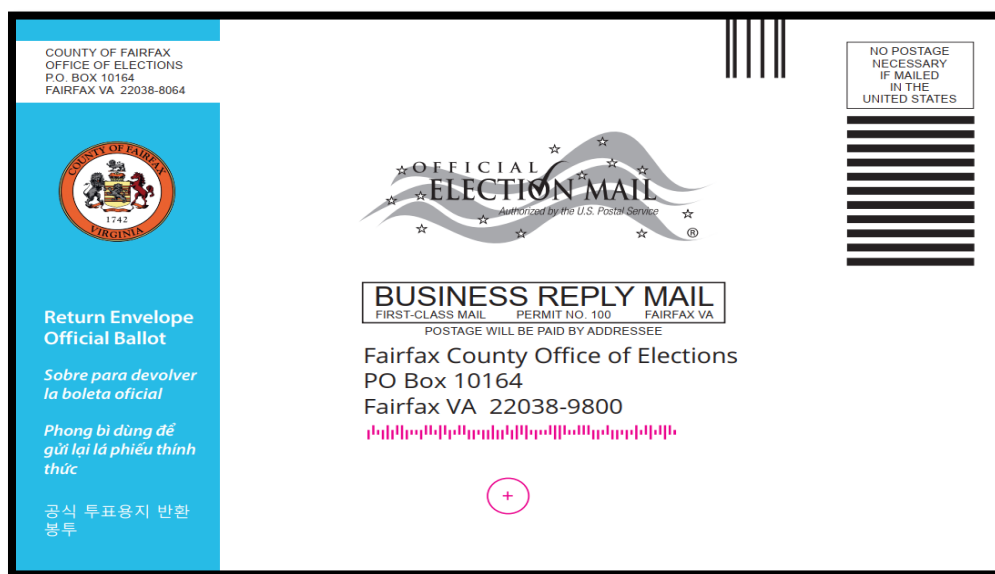
Figure 2 – Front of Domestic Return Mailer

The most common type of voter submission, and the one that mailer check-in staff will encounter most often, is the domestic return mailer (Figure 2). The domestic return mailer is printed under the authorization of the Fairfax County Office of Elections with a turquoise-colored band along the left-hand side. The front side of the mailer also includes the preprinted address of the Office of Elections.

The voter places a completed (marked) digital ballot inside the mailer. Digital ballots, issued by the Office of Elections, are pre-printed ballots on heavy stock that can be read by digital scan machines.

Notice the pink circular mark shown on the lower middle portion of the mailer. This marking is a "cut-out" on the envelope and serves as a tactile indicator to aid voters who may require assistance in returning the ballot.

Domestic Return Mailer – Reverse Side

Figure 3 - Domestic Return Mailer/Reverse Side

The reverse side of the domestic return mailer (Figure 3) contains important information for mailer check-in staff.

Located in the upper left and bottom right quadrants are the voter's ID number and the election date, as well as the scannable bar code unique to that voter. The bar code can be scanned quickly to locate the voter in VERIS, the statewide database.

Adjacent to the voter's ID number, you may see "NA" or "ID Required" designators, indicating that the voter is required to submit additional documentation.

The lower left-hand quadrant contains preprinted information about the authorized absentee voter. This information includes the following:

- Voter's name
- Voter's address
- Voter's precinct designation

The lower right-hand quadrant shows two "QR Code-like" images used in the mailer production and distribution process, both of which can be disregarded by mailer check-in staff.

The **Statement of Absentee Voter** is in the center portion of the mailer. It is filled out completely and correctly by the absentee voter. When placed inside the mailer, the voter's statement is concealed under a privacy tab to ensure confidentiality. Upon receipt at the Office of Elections, the privacy tab is removed from the mailer in preparation for mailer check-in operations.

The information in the *Statement of Absentee Voter* is very important:

- The information provided in the *Statement of Absentee Voter* must match the voter's information in VERIS.
- Mailer check-in staff review the information in the *Statement of Absentee Voter* to determine if any material omissions are present.

Evaluating a *Statement of Absentee Voter* on a Domestic Return Mailer

Once you have determined that the correct voter has completed the voter's statement (i.e., the information provided in the *Statement of Absentee Voter* matches the voter's information in VERIS), you must also review the voter's statement for material omissions.

A material omission is a voter's failure to provide complete and correct information on the voter's statement or a failure to properly submit a ballot. Such actions <u>may</u> render that ballot unqualified for counting.

The *Statement of Absentee Voter* must be filled out correctly and completely. Refer to the material omissions chart if in doubt.

During check-in operations, place any "Needs Cure" mailers with material omissions upright in the outgoing bundle tray.

<u>Voter's name</u>

- Must include a full first name and full last name. However, a voter may provide only the initial of his first name if a full middle name is included.
- Name order may be different.
- A middle name is not required, or a middle initial may be substituted.
- A recognized nickname is acceptable.
- Use care when generational suffixes (Jr., Sr., I, II, III) are included. Check in the correct family member.

<u>Voter's Address</u>

- Must include house/building number and the street name. An apartment or unit number is not required.
- Must provide the city **OR** the zip code.
- A Post Office Box (POB) or a Personal Mailbox (PMB) is NOT acceptable.

<u>Other Requirements</u>

- Last 4 digits of social security number (SSN). Note an exception: If the voter was never issued a social security number, the voter must instead provide their voter identification number. <u>The voter identification number, however, cannot be used in place of a SSN at the voter's discretion.</u>
- Birth year
- Voter's signature

NOTE: A date is **NOT** required.

Remember to refer to the Material Omissions chart at your workstation if you have any questions about the information provided on the statement of absentee voter. DO NOT GUESS! When in doubt, place return mailer and all contents upright in the output bundle tray with appropriate "Needs Cure" notations on the mailer.

Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) Return Mailer – Front Side
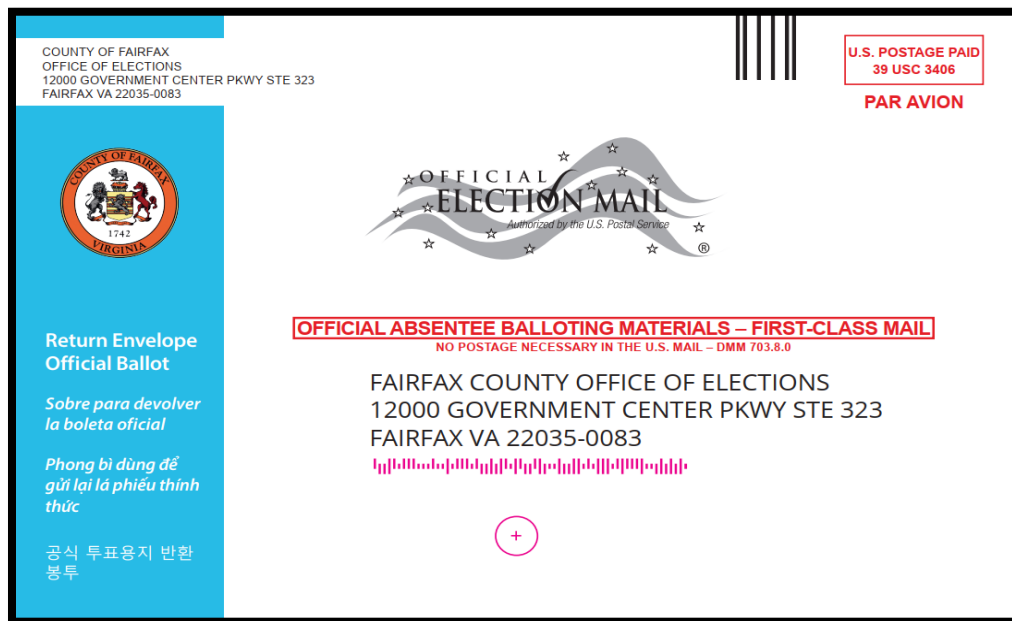
Figure 4 – UOCAVA Return Mailer, Front Side

The image above (Figure 4) shows the front side of a UOCAVA return mailer. UOCAVA stands for *Uniformed and Overseas Citizens Absentee Voting Act.* The UOCAVA return mailer contains a standard digital ballot.

A UOCAVA submission is sent to the Office of Elections by an authorized absentee voter who is living overseas or by military personnel living anywhere.

Note that the front of a UOCAVA mailer looks similar to the front of a standard domestic mailer. The reverse side of the UOCAVA mailer looks very different.

Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) Return Mailer – Reverse Side

Figure 5 –UOCAVA Return Mailer, Reverse Side

The reverse side of a UOCAVA return mailer (Figure 5) includes the voter information and the voter statement, just as on the domestic mailer. However, the *Statement of UOCAVA Absentee Voter* is very different.

No address is required. No date is required. In fact, the voter does not even have to provide a printed name.

What is required: The birth year, last four digits of the voter's social security number, and the voter's signature.

Note an exception: If the voter was never issued a social security number, the voter must instead provide the voter identification number. The voter identification number, however, cannot be used in place of a social security number at the voter's discretion.

If any of these components is missing, the mailer cannot be checked in. Mark the mailer with the applicable "needs cure" notations and place the mailer upright in the output bundle tray.

Evaluating *a Statement of UOCAVA Absentee Voter* for Material Omissions

1. What is required**:**
    - ➢ Voter's signature
    - ➢ Voter's birth year
    - ➢ Last four digits of voter's social security number. The voter identification number may be substituted for the social security number but only for a voter who has NEVER received a social security number.

2. What is **NOT** required:
    - ➢ Address (There is no field for voter's address on an *UOCAVA Statement of Absentee Voter.*)
    - ➢ Date
    - ➢ Printed name

3. If the voters statement contains a material omission, mark the mailer with the applicable "needs cure" notations and place mailer upright in the output bundle tray.

Email Return Mailer – Front Side

Figure 6 – Email Return Mailers

Voters living overseas may request that a ballot file be emailed to them. The voters will print their ballot and the return mailer template (Figure 6, top illustration) and then return the hard copies by regular mail.

Alternatively, voters may choose to supply their own envelopes as return mailers (Figure 6, bottom illustration). They may tape the printed return envelope template to their own envelope or may address this envelope by hand.

Email Return Mailer – Reverse Side

Figure 7 – Email *Statement of Absentee Voter*

The voter will also print a *Statement of Absentee Voter.* (Figure 7) The *Statement of Absentee Voter* for a voter requesting an email ballot file is the same as a UOCAVA voter statement and is subject to the same set of material omissions.

The birth year, last four digits of the voter's social security number, and the voter's signature are required.

- *Note an exception*: If the voter was never issued a social security number, the voter must instead provide the voter identification number. The voter identification number, however, cannot be used in place of the social security number at the voter's discretion.

No address is required. No date is required. The voter does not have to provide a printed name.

Where is the voter statement?

- The email voter statement may be affixed to the back of the return envelope and easily visible. If so, you may check-in this mailer if the voter's statement is complete with no material omissions.
- If the voter enclosed the voter statement in the return mailer with the ballot, place the mailer upright in the output bundle tray with the applicable "needs cure" notations

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Evaluating an *Email Statement of Absentee Voter* For Material Omissions

1. What information is required? Only the voter's birth year, the last four digits of the social security number (or voter identification number if voter does not have a social security number), and the voter's signature. If any component is missing, mark the mailer with the applicable "Needs Cure" notations and place the mailer upright in the output bundle tray.

2. If the voter did not print a name or the printed name/signature on the *Statement of Absentee Voter* are illegible, (so that voter cannot be located in VERIS with certainty), mark the mailer with the applicable "Needs Cure" notations and place mailer upright in the output bundle tray.

3. If the *Statement of Absentee Voter* is not visible (affixed to the reverse side of the return mailer), place the mailer upright in the output bundle tray.

Some mailers may include a "NA" (Needs Assistance) designation or indicate "Identification (ID) Required". It is the responsibility of check-in staff to note these designations, and to handle such submissions appropriately.

"NA" (Needs Assistance)

Voters may indicate on their absentee ballot applications that they require assistance to complete the *Statement of Absentee Voter* and/or to mark their ballot. The letters NA (Needs Assistance) will appear on such mailers, in the upper portion of the mailer, adjacent to the voter identification number. (Figure 8)

Figure 8 – NA (Needs Assistance)

If assistance is requested, the voter will receive a blue "Request for Assistance" form. (Figure 9, below) In most cases, a completed blue form will be returned in the mailer along with the ballot. If you see the NA designation on a voter's mailer, do NOT check-in this mailer. Place the "Needs Cure" mailer upright in the output bundle tray.

Of course, there is always an exception!

When reviewing the return mailer of a Needs Assistance (NA) voter, you may observe that the voter **signed** the voter statement. Perhaps this voter no longer needs assistance or the original request for the form was made in error. If the voter signed the voter statement, a Request for Assistance form is NOT required. In this case, the mailer may be checked in if the *Statement of Absentee Voter* is completed correctly with no material omissions.

Figure 9 – Request for Assistance Form

Mailer check-in staff will generally not process mailers from Needs Assistance voters unless the voter signed the voter statement. In that case, the Request for Assistance form is not required.

FYI:

The Request for Assistance form has two sections. (Figure 9)

1. Voter Information Section. All fields must be completed by the assistant. The assistant must write "Blind Voter" or "Voter Unable to Sign".

2. Assistant Information Section. All fields must be filled in, including address and signature.

If you are ever called upon to evaluate the mailer of a Needs Assistance absentee voter, the Request for Assistance form must be filled out completely and correctly.

Figure 10 -- HAVA ID Required

HAVA (Help America Vote Act) requires that first-time voters who register by mail present an acceptable form of identification with their by-mail registration.

If, at the time of registration, a voter neglected to include an acceptable form of identification, this documentation must be submitted with their ballot when voting for the first time in a federal election. The mailer indicates "ID Required" next to the voter's ID number.

If you see the "ID Required" designation on a voter's mailer, do not check in this voter. Place the mailer upright in the output bundle tray, with the applicable "needs cure" notations.

Some mailers may NOT be checked in.

Unused

Sometimes a voter's original packet is returned unopened either by the voter or by the post office. It typically contains all the papers that were sent to the voter, including the instructions. The ballot will be in its <u>unopened</u> outgoing mailer addressed to the voter.

The office of elections staff usually finds these, places an "UNUSED" label (Figure 11) on the front, and sets them aside before the mailers arrive at check-in. If you do come across an unused voter submission, do not check in this voter. Give the mailer to the team leader.
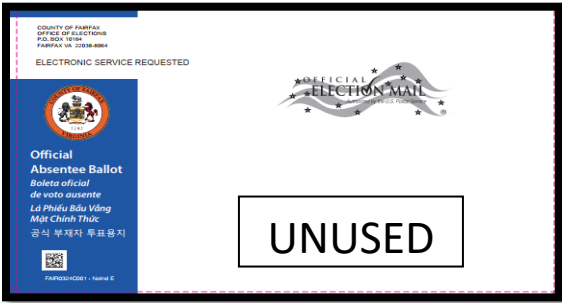

Figure 11 – Unused

FWABs

A **FWAB** is a **Federal Write-in Absentee Ballot** (Figure 12) that the voter has downloaded from a federal website. FWABs are used as "back-up ballots" by overseas voters living in areas of the world with unreliable mail service. Typically, this voter also requests a UOCAVA ballot closer to election day and the UOCAVA ballot is processed if received at the office on time; the FWAB will be voided. However, the voter may submit a FWAB without requesting a UOCAVA ballot. In this case the FWAB serves as the authorized ballot and is processed after 12 noon on the Friday after election day. Election staff normally apply a FWAB sticker to the outer envelope.

FWABs are <u>never</u> checked in before 12 noon on the Friday after election day. If you find one in your set of mailers, give the mailer to the Team Leader.

Figure 12 – FWAB

Empty Mailers

On rare occasions, mailer check-in staff may encounter a mailer that appears to be empty. No paper of any kind can be seen through the mailer's tactile marker and the mailer may feel thin and lightweight. Watch for this! If you find a mailer that appears to be empty, in the upper right corner using pencil, write "empty", the date, bundle and set number. Advise the Team Leader and place the mailer upright in the output bundle tray.

"Cured" Voter Submissions

Virginia state election law offers an absentee voter the opportunity to revise information on the *Statement of Absentee Voter* to correct a material omission. This is called the "curing" process.

If a voter has provided incorrect or incomplete information on the *Statement of Absentee Voter* that would cause it to be rejected, the Office of Elections will notify the voter in writing or by email of the material omission and further stipulate how to correct the issue so the ballot may be counted. The voter is entitled to make necessary corrections before noon on the third day after the election.

Absentee voters may choose to come to the Office of Elections to "cure" their voter submission or they may opt to send in a signed Voter Affidavit (Figure 13, below) containing the corrected information. Upon arrival at the Office of Elections, this signed affidavit is placed with the voter's original return mailer.

In this case, check-in staff review the information in the affidavit for material omissions and use the affidavit information to check in the voter on VERIS.

Note that it may be necessary to review the affidavit in conjunction with the original voter statement. For example, if the voter forgot the city or zip code on the original voter statement and then submitted an affidavit with only the corrected city/zip code, staff may look at both components to determine completeness.

Figure 13 – Voter Affidavit

Mailer Check-In: Operational Details

Information included in this section:

- **Mailer Check-In "Tool Kit"**

- **Mailer Distribution Trays**

- **Check-In: Mailers with Barcodes**
    - Initial Mailer Review and Count
    - Evaluation of Return Mailer Information
    - Updating a Voter's Ballot Status: Batch Scanning

- **Check-In: Mailers without Barcodes**
    - Initial Mailer Review and Count
    - Evaluation of Return Mailer Information
    - Updating a Voter's Ballot Status: One Mailer at a Time

- **…and Just One More Thing**
    - Pre-identified Sets of Mailers with Material Omissions
    - Insights from the Curing Team
    - Checking "Cured" Mailers into VERIS

- **End of Day Activities**

Mailer Check-In "Tool Kit"

A check-in staff member works individually at an assigned workstation. A workstation is set up with the following items:

➢ A computer with VERIS access. VERIS is the Virginia Election and Registration Information System used to manage the statewide voter database.

➢ A hand-held barcode reader and stand

➢ A stationery supply box

➢ A clear table box labeled "Saved in VERIS"

➢ A **RED** distribution tray containing mailers with digital ballots, both domestic and UOCAVA, that arrived by mail.   Upon completion of the process, these mailers will be placed in a **GREEN** plastic output tray.

OR

A **GRAY** plastic tray containing mailers returned by dropbox. Upon completion of the process, these mailers will be placed in a separate output tray of the same color.

OR

A **BLUE** plastic tray containing mailers from voters who requested an email ballot file. Upon completion of the process, these mailers will be placed in a different blue output tray.

➢ A copy of the Material Omissions Chart. The Material Omissions Chart is a comprehensive, user-friendly table outlining acceptable/unacceptable standards for the review of voter statements. A material omission is a voter's failure to provide complete and correct information in the voter statement or a failure to properly submit the ballot. Such actions may render that ballot unqualified for counting.

➢ A mailer count worksheet. The main function of the mailer count worksheet is to track the number of mailers checked in by an individual. At the end of the day, the Team Leader will compile all the processing totals to determine a daily grand total. It is the individual staff member's responsibility to ensure that the mailer count worksheet is completed accurately.

Mailer Distribution Trays

It is important to understand the distribution tray system used for mailer tracking and overall accountability. It entails using different colored trays based on the mailer method of receipt and labeling each tray with a specific bundle number that includes the received date.

➢ The color of the tray is key. The red tray contains mailers with digital ballots, both domestic and UOCAVA, that arrived by mail. A gray tray holds mailers with digital ballots that were returned by drop box. A blue tray contains mailers from voters who requested email ballots.

➢ Mailers received in red trays are transferred to green trays on completion of check-in. The green tray signals that the check-in process has been completed and associated mailers are ready for secure storage, awaiting further processing (open and extraction). Mailers received in gray/blue trays, however, are not transferred to a green tray. These mailers remain in gray/blue trays through the check-in process.

➢ The label attached to the front of each tray indicates the bundle number. The bundle number starts with the received by date and includes the daily tray number. The bundle number is used to keep track of the ballots as they move through the workflow from receipt to check-in and preprocessing (ballot extraction and scanning).
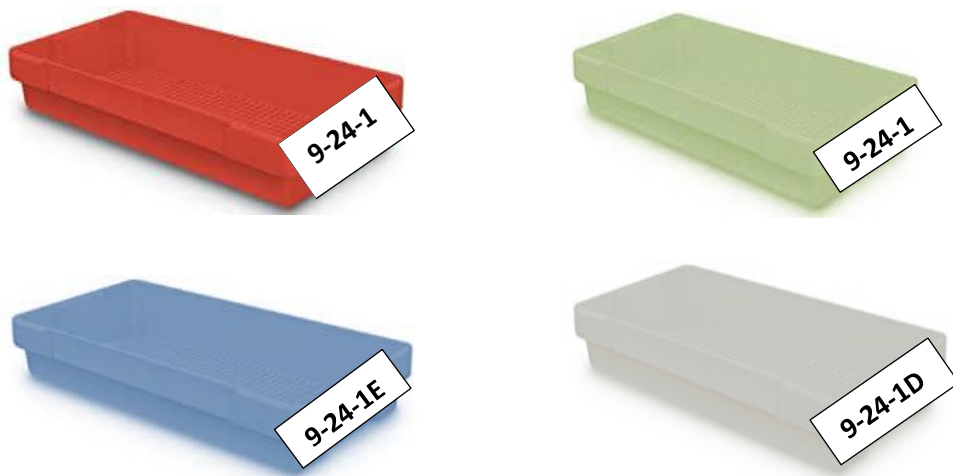
Bundle Tray Codes Examples

9-27-1 ⟹ USPS/FedEx/UPS/DHL mailers received on September 27th.

9-27-1E ⟹ Email return mailers received on Sept. 27th

9-27-1D ⟹ Drop box mailers received on September 27th. (24/7 and Suite 323 drop boxes)

9-27-1DE ⟹ Emails deposited in Drop Box on Sept. 27th.

9-27-1DS ⟹ Drop box mailers received from Satellite Offices on September 27th.

11-5-1DP ⟹ Drop box mailers received from Precinct Offices on November 5th.

11-8-1F ⟹ FWAB's received in Mail Receipt Storage on November 8th.

Check-In: Mailers with Barcodes

Figure 14 – VERIS Homepage

During the mailer check-in process, check-in staff use the Virginia Election and Registration Information System (VERIS) for two purposes:

1. To verify information provided by an authorized absentee voter in the voter statement.

2. To update a voter's ballot status indicating that the voter has returned a qualified mailer; the ballot inside the mailer can be counted.

How staff use VERIS to update a voter's ballot status depends upon the presence or absence of a barcode on the voter's mailer.

  .
➢ If the mailers in a tray **contain a scannable barcode**, the barcode may be scanned to locate a voter in VERIS for information verification. Then, the *batch scanning* method is used to change the voter's ballot status.
➢ Barcode scanning is not used when the voter has returned an email ballot (without a scannable bar code) or if the bar code on the mailer is unreadable. Instead of scanning a barcode, the voter's name must be entered manually, one mailer at a time, to locate the voter in VERIS and change the ballot status.

It is the responsibility of mailer check-in staff to understand and correctly use both the batch scanning procedure and the manual entry method and to manage these different operations at the appropriate times.

Checking-in mailers with barcodes account for the majority of staff efforts. Mailers with barcodes are typically domestic and UOCAVA submissions containing digital ballots inside the mailer.

The barcode is printed twice on the reverse side of the mailer, at the top left-hand corner and at the bottom right hand corner.

Follow the next steps to successfully check in mailers with barcodes.

1. Initial Mailer Review and Count

The mail receipt team will remove the privacy tab covering the *Statement of Absentee Voter* and pre-sort mailers with barcodes according to type: those received by mail (red tray) and those received by dropbox (gray tray).   At the start of each workday, the sorted mailers are transported to the mailer check-in workroom in appropriately colored plastic trays. Each tray is labeled with a bundle number. The bundle number starts with the received date followed by the received by method (USPS/FEDEx/UPS/DHL, email, drop box, fwabs). The trays contain pre-banded sets of mailers, 50 mailers in each set. Mailers in the tray will be of the same type (digital domestic/digital UOCAVA/email) and will be from the same *Received Date* and *Received by Method.*

Upon receiving a tray of mailers and an appropriately colored output tray for completed mailers, the check-In staff will:

- Immediately move the tray's bundle number label to the output (completed mailers) tray. This is a very important step. The mailers from the original tray must all stay together in one tray with the same bundle number.

- Select the first set of pre-banded mailers from the tray. Quickly thumb through the mailers in the set and:
    - Remove any mis-sorted mailers from this set. Domestic digital, UOCAVA digital, drop box digital, and email mailers must be kept separate.
    - Remove Unused Mailers, Federal Write-in Absentee Ballots (FWABS) and Empty Mailers; give to the Team Leader.

- Count the remaining mailers in the set and record this number in the "Mailers at Start" column, Set 1, on the mailer count worksheet (Figure 15, below). Other information to enter on the worksheet includes: the bundle number, date, and name(s) of staff working on the tray.

Figure 15– Mailer Count Worksheet

2. Fairfax County Network and VERIS Login

- Log in to Fairfax County network first.
- Log in to VERIS using Okta Verify app. Access VERIS homepage.
- For VERIS login instructions and guidance regarding the Okta Verify app, refer to Appendix D.

3. Evaluation of Return Mailer Information

At this point, ensure the following actions are complete:
- The bundle number label has been moved to the output (completed mailer) tray.
- Mis-sorted mailers have been removed from the first set of mailers.
- The remaining mailers in the first set have been counted; count has been entered onto the correct mailer count worksheet.
- VERIS Homepage has been accessed.

Mailer check-in staff must now evaluate the information provided by the voter to determine if the authorized absentee voter completed the voter statement (i.e., does the information in the *Statement of Absentee Voter* match the information in VERIS) and if the voter statement is completed correctly with no material omissions.

To ensure an individual voter's compliance, mailer check-in staff must access the voter's overview page in VERIS.
- ➢ On the VERIS homepage, place the cursor over "Absentee" on the navigation bar," then select "Absentee Search" on the dropdown menu – (Figure 16, below).
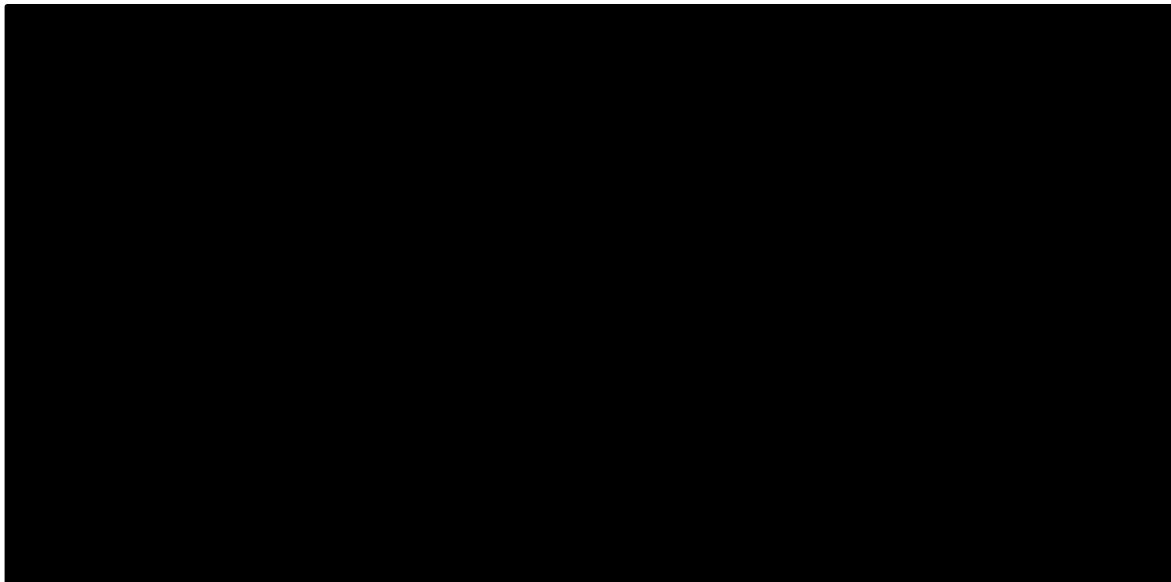
Figure 16 – "Absentee Search" on Voter Dropdown Menu

The Voter Search Page will appear on the screen – (Figure 17).
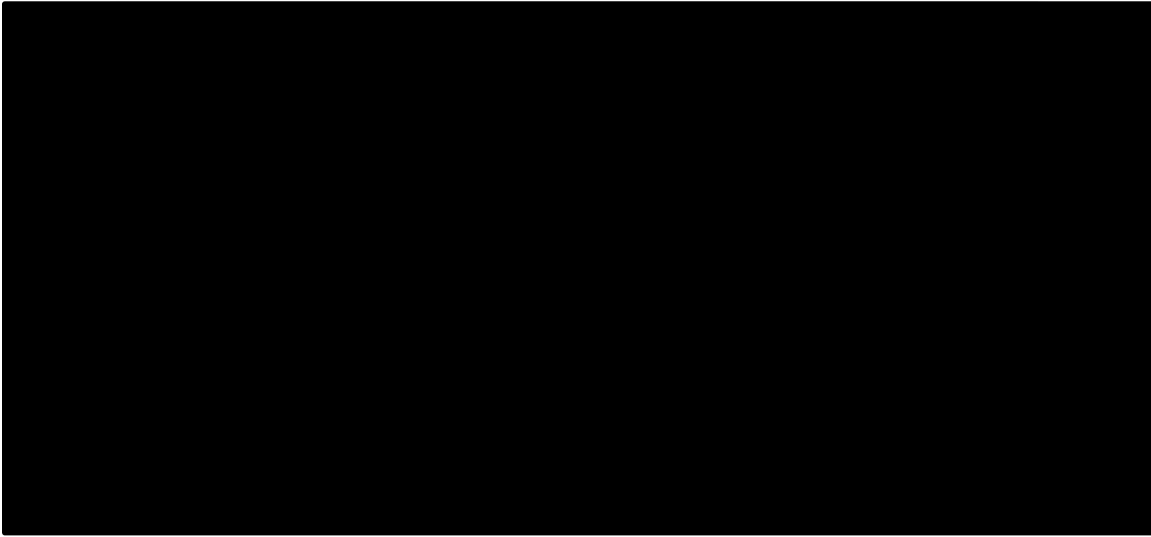
Figure 17 – Voter Search Page

Scan the barcode on the first mailer in the set; the voter's absentee history page appears. (Figure 18). This page includes voter information as well as a record of the voter's absentee applications and absentee ballot history.
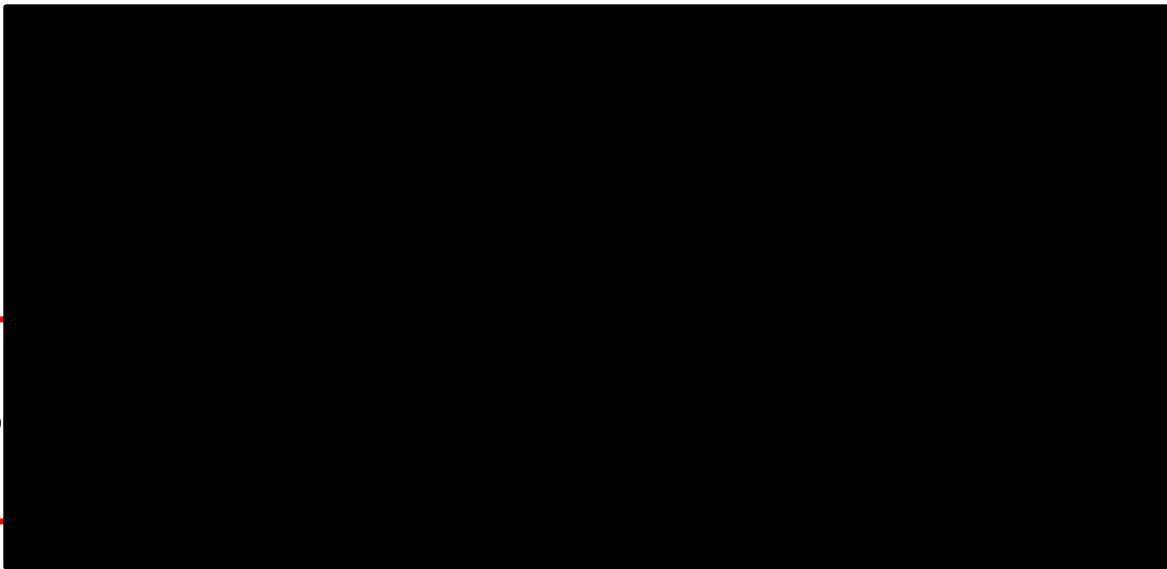
Ensure the correct electio is displayed.

Figure 18 – Voter Absentee History Page

➢ Compare the information in VERIS to the information provided by the voter in their *Statement of Absentee Voter.* In addition to name, address and signature, the voter must provide their birth year and the last four digits of their social security number. All information in the voter statement must match VERIS information.

➢ The last four digits of the voter's social security number must be accurate and written in the correct sequence. If the voter erred when inputting the last four digits of the social security number, place the "Needs Cure" mailer upright in the outgoing bundle tray.

- *Special Note*: A voter who has NEVER been issued a social security number must instead provide their voter identification number. The voter identification number, however, cannot be used in place of the social security number at the voter's discretion. If a voter provided the correct voter identification number instead of the social security number and VERIS does NOT include an SSN on the voter's information page, this voter may be checked-in. However, if a voter provided the correct voter identification number instead of the social security number but VERIS information includes the voter's SSN, place the mailer upright in the output bundle tray.

➢ Determine if the voter statement is complete. Ensure all fields are filled.

- If the information in the voter's statement contains material omissions, place mailer upright in the output bundle tray with the following information printed in pencil on the reverse side of the mailer, above the voter statement: date, bundle number, am/pm, and reason that curing is necessary.

➢ Determine if any special circumstances are present ("NA" or "ID Required") that may warrant additional documentation. This designation appears in the upper portion of the mailer, adjacent to the barcode.

- If the mailer indicates "NA" (Needs Assistance): A blue Request for Assistance form may be included in the mailer. You may **not** open the mailer to check for this form. Place this mailer upright in the output bundle tray.

- *One Exception*: If the voter signed the *Statement of Absentee Voter,* perhaps the voter no longer requires assistance. Did the voter correctly complete the voter statement, including signature? If yes and there are no material omissions, this mailer may be checked in.

- If the mailer indicates "ID Required", the voter must include additional documentation, per Help America Vote Act (HAVA) guidelines. Other Office of Election staff will determine if the enclosed identification documentation complies with HAVA guidelines. Place all mailers indicating "ID Required" upright in the output bundle tray.

➢ Continue scanning/evaluating the remaining mailers in the set.

The ballot status of qualified voters can now be updated in VERIS. This is done using batch scanning. Remember: batch scanning is utilized when a set of **mailers all have scannable barcodes**.

During batch scanning, you will check in qualified voters in groups of ten by updating their statuses and inputting the bundle numbers. Then you will save the change for the entire group at one time. The ability to save the changes for an entire group of 10 voters at one time allows for a more efficient use of VERIS.

4. Updating A Voter's Ballot Status: Batch Scanning

Batch Scanning Procedures:

➢ Divide the remaining qualified mailers in the set into 5 groups of 10 mailers each. Depending upon how many "Needs Cure" mailers were separated and placed upright in the output bundle tray, the last group may have less than 10 mailers. Work with one group of 10 mailers at a time.

➢ On the VERIS home page select "Absentee" in the navigation bar. In the drop-down menu select **"AB Batch Receipt – without IDs"**. (Figure 19)
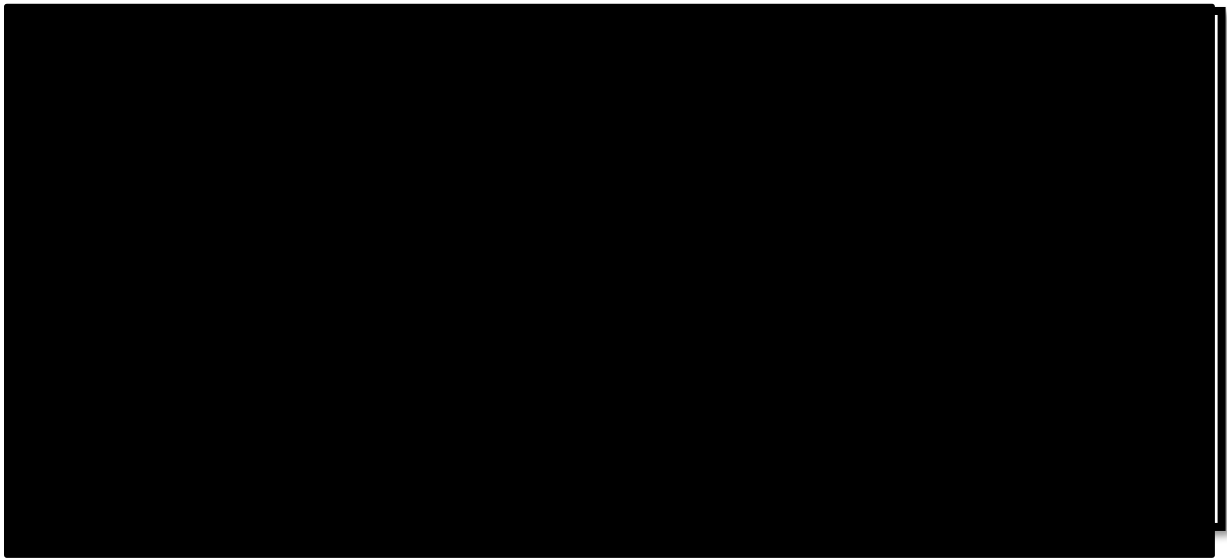
Figure 19 – VERIS Home Page Navigation

➢ The following screen will appear (Figure 20). Ensure that:
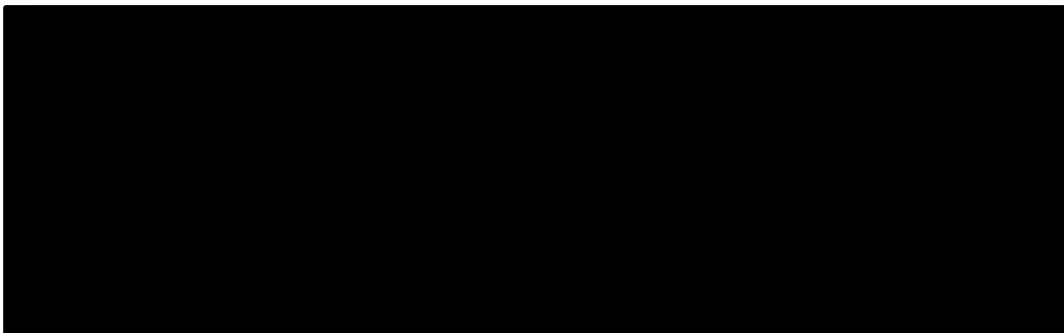
• The *Date Received* field displays the date the mailers were received in the election office. Refer to the bundle number on the red tray to confirm the correct *Date Received*. Use the calendar icon to make a change, if necessary.

• For the *Received by Method,* click on the arrow to the right of the box to select the appropriate method of receipt. If scanning mailers delivered by USPS, FEDEX, DHL or UPS select "Mail". If scanning drop box return mailers, select "Drop-off.

➢ Scan the first mailer in the first group of 10. The voter's name appears on the VERIS screen (Figure 21). Ensure that you have located the correct voter.

➢ Ensure that the *Status* field indicates "Marked" and that the *Status Reason* field reads "Ballot Returned". Important: If the status field reads anything other than "Marked" call the team leader.

➢ Note the count on the screen indicates the number of mailers you have scanned.

➢ Continue scanning all ten mailers in the group. The list of voters will grow as you scan each mailer. Each time you scan, listen closely for the "beep". Verify that the name on the mailer is the same name that appears on the VERIS screen, that the *Status* is "Marked", and that the *Status Reason* is "Ballot Returned".

➢ Place the scanned envelopes, facedown, in a pile separated from the mailers awaiting scanning.

➢ After 10 mailers are successfully scanned, review the screen. Ensure that:

- "Marked" appears after each voter's name. (Figure 22)

- Count in the upper right corner is 10.

- *Status Reason* shows "Ballot Returned" for all voters.
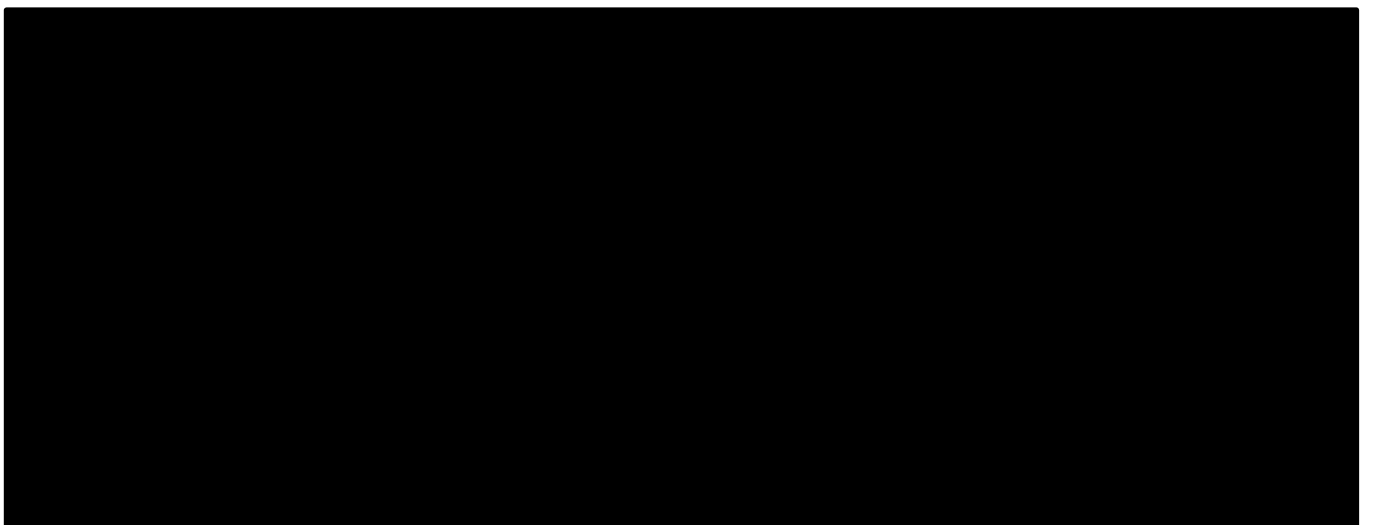
➢ Remain on this screen. Change each voter's ballot *Status* to "Pre-Processed", using the arrows to access the dropdown menu.

➢ Add the bundle number (indicated on the tray label) into the *Status Reason* field for each voter.
Type the bundle number for the first voter, then use the copy/paste function for the following nine voters.
This step may potentially save hours of time for staff members taxed with finding the mailer of a specific voter.

➢ Review the screen. (Figure 23)

- Verify Count is 10.

- Verify that each voter's ballot *Status* indicates "Pre-Processed".

- Verify the correct bundle number appears in the *Status Reason* field for each voter.
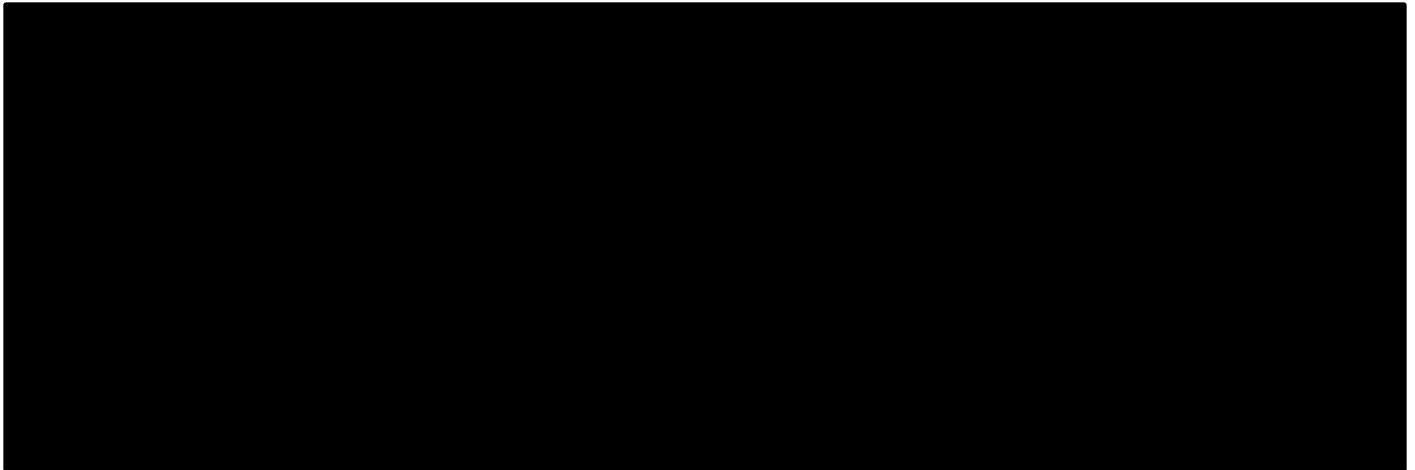
Figure 23

➢ <mark>Select "SAVE". **This step is critical**</mark>!

➢ Place this group of 10 mailers in the "Saved in VERIS" table box.

➢ Continue re-scanning the remaining mailers (by groups of 10) in the set until each voter's ballot status has been updated to "Pre-Processed" and the bundle number has been added.

➢ When the scanning process is complete for all mailers in the set, you will have approximately 50 mailers in the "Saved in VERIS" table box. Remove the checked-in mailers from the "Saved in VERIS" table box. Place a **GREEN** checkmark on the reverse side of every mailer (the voter statement side) in the top right-hand corner. The green checkmark indicates the *Statement of Absentee Voter* matches the information in VERIS, the mailer has no material omissions and the VERIS check-in process is complete.

➢ Wrap a rubber band around the scanned mailers and place in appropriate output bundle tray. Write the date, bundle number, set number and total number of mailers in the set on the top envelope (front side). Place banded mailers in the appropriate output bundle tray.

➢ Complete the mailer count worksheet for set 1.

- Count the scanned mailers and record number on the mailer count worksheet in the "Checked-In Mailers" column. Be sure to record the UOCAVA digital mailer count in the appropriate column.

- Count "Needs Cure" mailers placed upright in the output bundle tray. Record this number in the "Needs Cure" column of the mailer count worksheet. Return this group of "Needs Cure" mailers to output bundle tray.

- Ensure that Checked-In Mailers + Needs Cure Mailers = Mailers at Start

Scanning Helpful Hints

➢ Position head of the scanner level and close to the table.

➢ Be sure to only take hold of one mailer at a time and carefully slide the mailer under the scanner beam. Listen for a "success" beep.

➢ Cautiously remove the mailer out from under the scanner beam. Overly hurried, random movements often cause a mailer to be re-scanned by mistake. You do not want to hear a second beep!

Woops! Duplicate Bar Codes…

In very rare instances, a barcode printing error produces two different voters with the same barcode. Of course, as you are aware, barcodes are supposed to be unique to each voter. This is just one more reason to ensure that, after scanning the barcode, the voter overview information in VERIS matches the information on the mailer.

If, after scanning a barcode, the VERIS information does not match the name on the mailer, confer with the Team Leader.

…And First Tuesday Errors

During scanning, VERIS periodically displays the "First Tuesday" server error. This screen indicates that one or more mailers in the group of 10 just scanned was not saved in the database.

If this screen appears, the entire group of 10 must be re-scanned.

The "no more than 10 rule" was set to minimize the time spent on re-scanning the entire 50 mailers in the set.
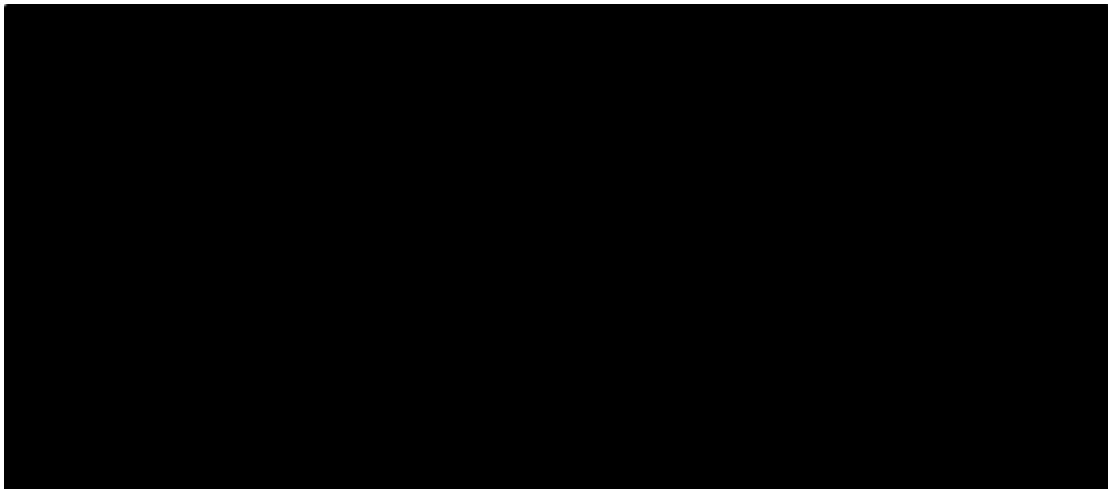
Check-In: Mailers without Barcodes

Depending upon the type of submission returned by the voter, it may be necessary to check in some mailers individually. Batch scanning is not suitable when the voter has returned an email ballot (without a scannable bar code) or if the bar code on the mailer is unreadable.

The team leader will distribute a tray containing mailers without scannable barcodes. Typically, this will be a set of email submissions, all received on the same date. Therefore, the bundle number on the front of the tray may include the letter "E" to designate email.

Voters may use a standard mailing envelope to submit their ballot, or they may use the return mailer template provided by the Office of Elections.

Complete the following steps to successfully check-in mailers without barcodes.

1. Initial Mailer Review and Count

Upon receiving a tray of mailers and an appropriately colored output bundle tray for completed mailers, the check-in staff will:

- Immediately move the tray's bundle number label to the output (completed mailers) tray.

- Remove first set of pre-banded mailers from the tray.

- Remove mis-sorted mailers and give them to the Operational Supervisor.

- Remove Unused Mailers, Federal Write-in Absentee Ballots (FWABS), and empty mailers; give to the Operational Supervisor.

- Count the remaining mailers in the set and record this number in the "Mailers at Start" column, Set 1, on the mailer count worksheet (Figure 24). Enter other information on the worksheet including: the bundle number, date, and name(s) of staff working to complete the tray.

Figure 24 – Mailer Count Worksheet

2. Fairfax County Network and VERIS Login

- Log in to Fairfax County network first.
- Log in to VERIS using Okta Verify app. Access VERIS homepage.
- For VERIS login instructions and guidance regarding the Okta Verify app, refer to Appendix D.

3. Evaluation of Return Mailer Information & Updating Ballot Status in VERIS

At this point, ensure the following actions are complete:
- The bundle number label has been moved to the output (completed mailer) tray.
- Mis-sorted mailers, unused mailers, FWABS and empty mailers have been removed from the set and handed to the Team Leader.
- The remaining mailers in the first set have been counted; count has been entered onto the mailer count worksheet.
- VERIS Home Page has been accessed.

Mailer check-in staff must now evaluate the information provided by the voter to determine if the authorized absentee voter completed the voter statement (i.e., does the information in the *Statement of Absentee Voter* match the information in VERIS) and if the voter statement is completed correctly with no material omissions. Mailer check-in staff can then update the voter's ballot status in VERIS if the voter has provided a qualified mailer.

➢ On the VERIS homepage, place the cursor over "Absentee" on the navigation bar," then click "Absentee Search" on the dropdown menu – (Figure 25).
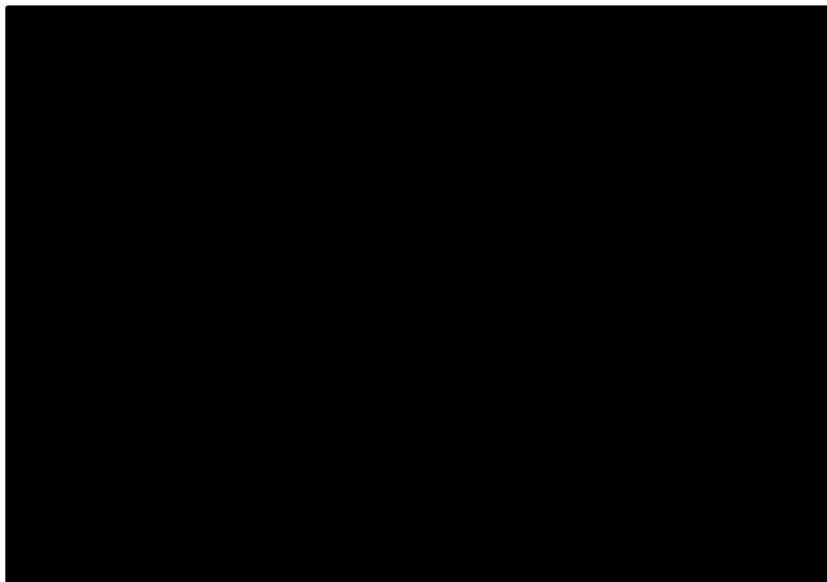
The Voter Search Page will appear on screen – (Figure 26).
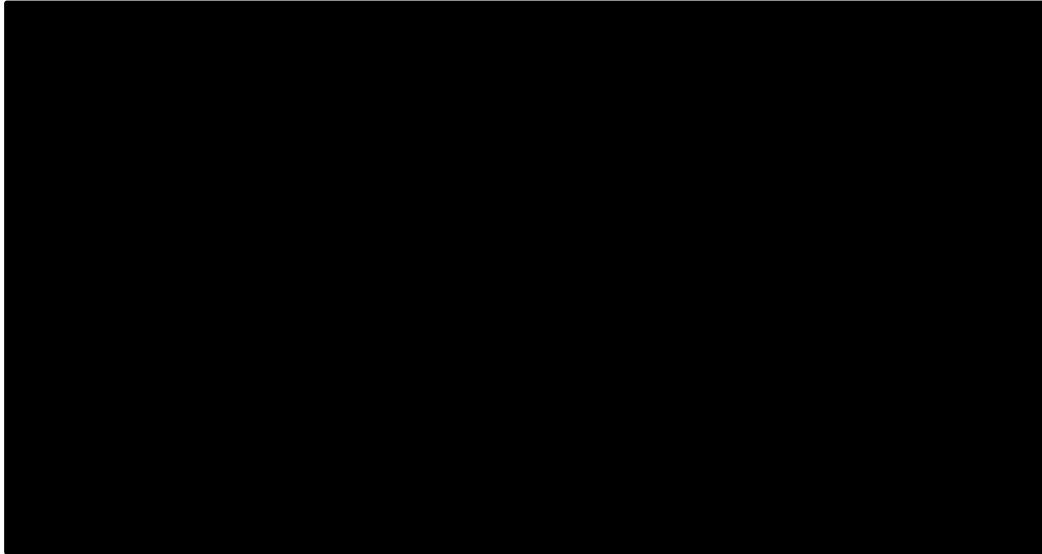
➢ Select the first mailer in the set. Type the voter's last and first names into the appropriate search fields. Note that it is also possible search for a voter using the Voter ID number as printed on the mailer or using the last four digits of the voter's SSN, as provided by the voter in the voter statement. If using either the Voter ID number or SSN be sure to use the dropdown menu (adjacent to words "Voter ID") to identify the choice.

Select "Search" at the bottom left-hand corner of the page. (Figure 27)

.
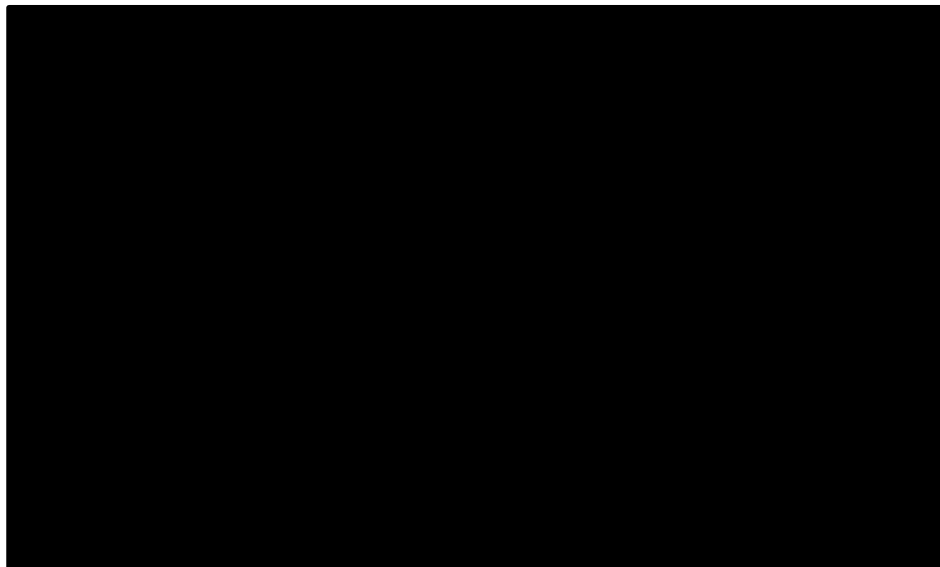
Figure 27 – Voter Search Page

➢ Search results will appear at the bottom of the page. (Figure 28) Find and select the correct voter in the search results list.
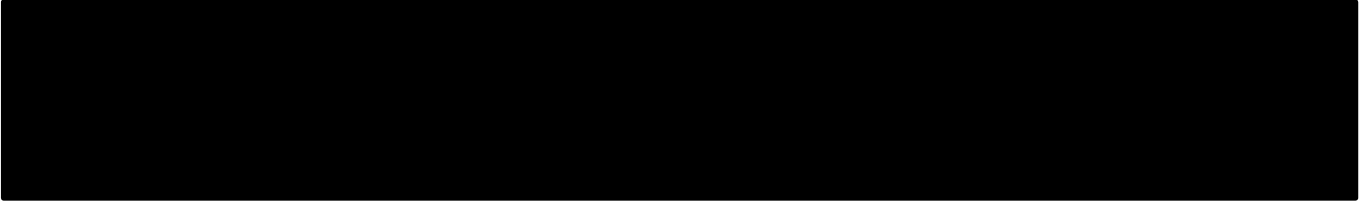
➢ After selecting the correct voter in the search results, the voter's absentee history page appears (Figure 29). This page includes voter information as well as a record of the voter's absentee applications and absentee ballot history.
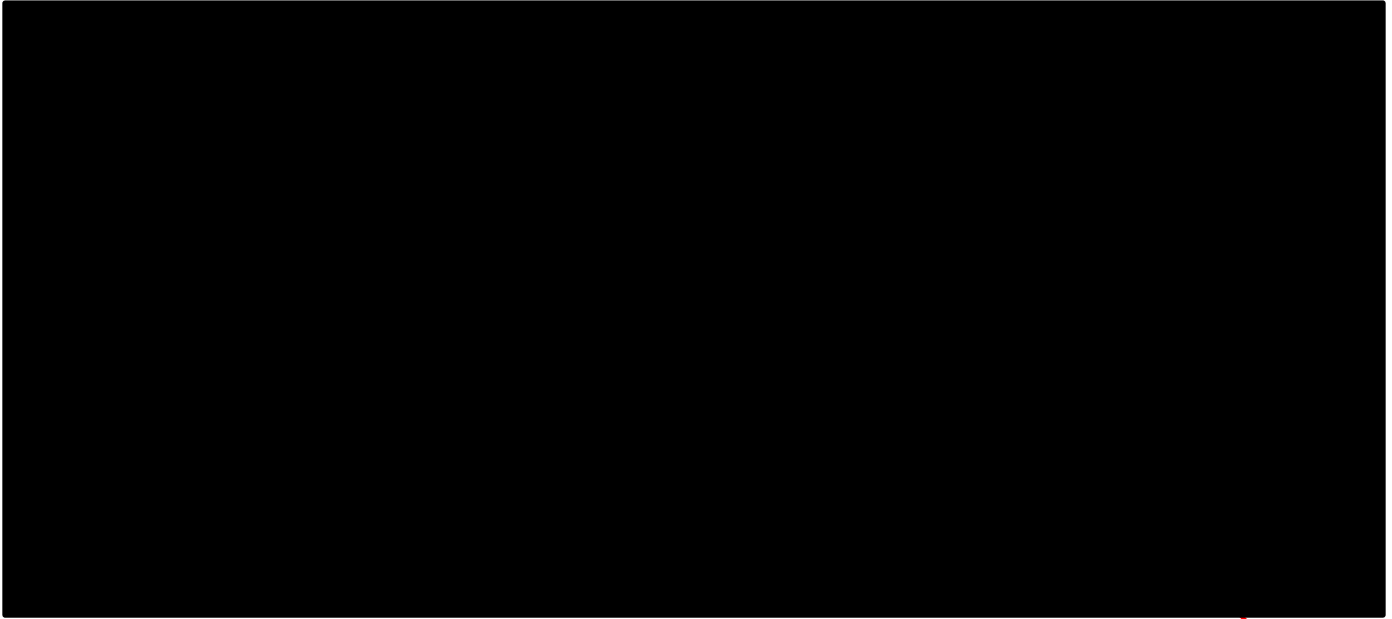
Figure 29 – Voter Absentee History Page

➢ Confirm the following:

- Did you locate the correct voter? Did the voter provide correct information in the *Statement of Absentee Voter,* as verified by VERIS information? Did the voter complete the Statement of Absentee Voter with no material omissions? Last four digits of SSN? Birth Year? Signature?
- The "Election" field displays the current election. Edit using the dropdown menu if the current election is incorrect.
- Was this voter "Issued" a ballot for the current election? Verify that the status is "Issued" in the "Absentee Ballots" section (in the bottom portion of the page). This line will display the correct election.

➢ If you can answer YES to all the above questions, click on the pencil icon at the lower right of the screen, next to the "Issued" status. This will allow you update the ballot status in VERIS.

➢ Place mailers with material omissions upright in the output bundle tray.

➢ Clicking on the pencil icon brings up a continuation of the Voter Absentee History page. (Figure 30)
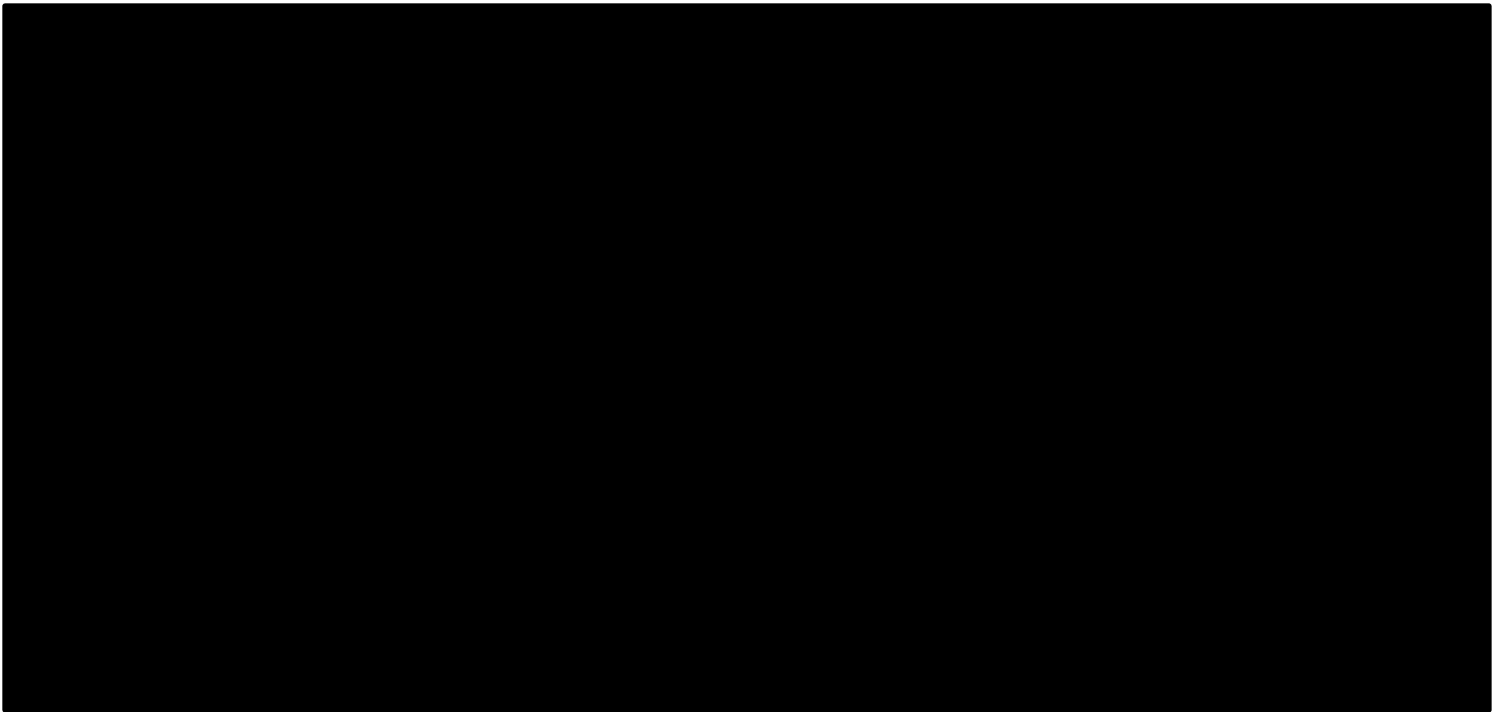
Figure 30 – Voter Overview Page

➢ Confirm the *Ballot Received Date* is the same as the date indicated on the bundle tray label. If not, adjust the date by clicking on the calendar icon.

➢ The *Received by Method* field defaults to "Mail" which means the return mailer was delivered by the post office or a commercial mail delivery service. If the return mailer was received from a voter drop off location, the *Received by Method* should be changed on the dropdown menu to "Drop Off".
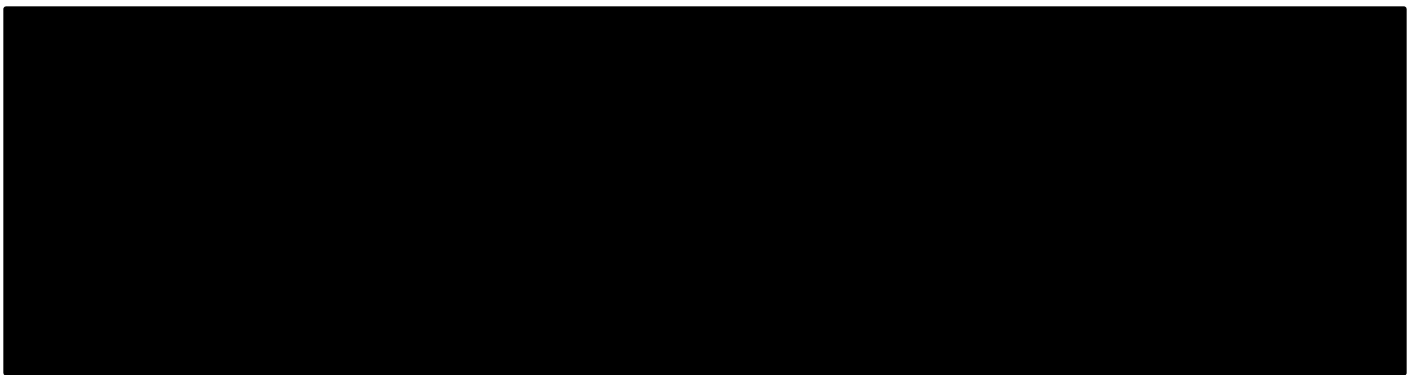
Figure 31 – Select "Pre-Processed"

➢ Change the Status from "Issued" to "Pre-Processed" and add the bundle number into the *Ballot Status Comment* field. (Figure 31)

➢ Select "Save" in the lower left-hand corner.

➢ A confirmation screen appears which reflects the changed ballot status. Ensure that the status is "Pre-Processed". Ensure the correct Bundle Number appears in the *Ballot Status Comment* field. (Figure 32)
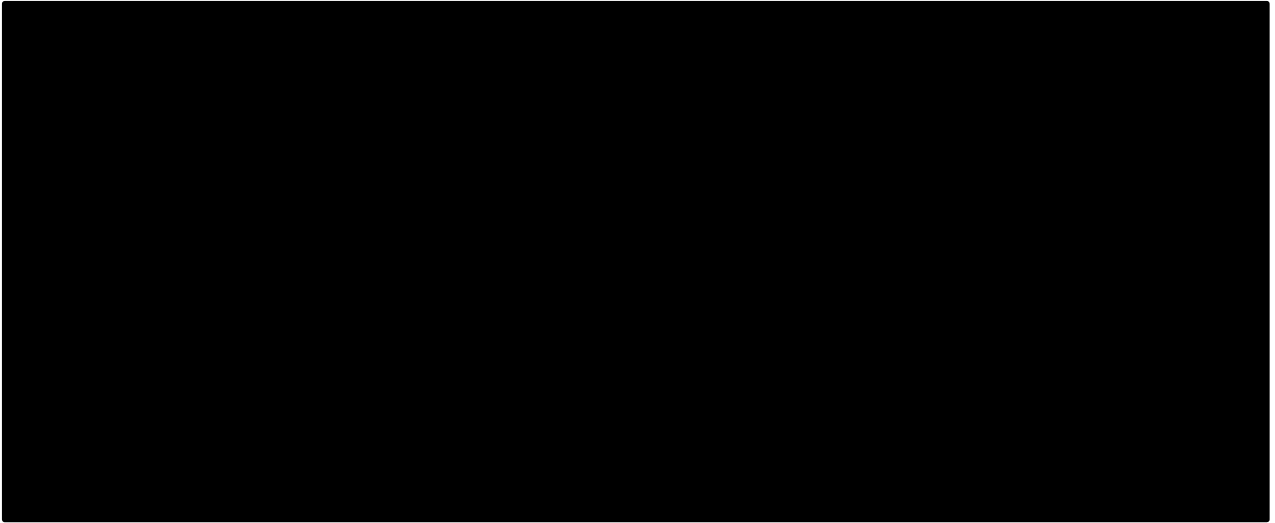
Figure 32– "Pre-Processed" Confirmation Screen

➢ Upon confirmation of the voter's "Pre-Processed" status, place a **GREEN** checkmark on the side of the mailer with the voter statement in the top right-hand corner.

➢ Place mailer in "Saved in VERIS" table box.

➢ Evaluate the remaining mailers in the set and update each voter's ballot status to "Pre-Processed" in VERIS. Place qualified mailers in the "Saved in VERIS" table box. Place mailers with material omissions upright in the output bundle tray.

➢ When the check-in process is complete for all mailers in the set (i.e., the ballot status of all qualified voters is "Pre-Processed"), complete the following actions:

- Remove the mailers from the "Saved in VERIS" table box. Count the checked-in mailers and record number on the mailer count worksheet in the appropriate column.

- Wrap a rubber band around the scanned mailers. Write the date, bundle number, set number on the top envelope (front side) and the number of mailers in the set. Place the banded mailers in the appropriate output tray.

- Count mailers set aside for "Needs Cure". Ensure that each "Needs Cure" mailer includes the reason that curing is necessary as well as the date and bundle number, am/pm on the top reverse side. Record the number of "Needs Cure" mailers in the "Needs Cure" column of the mailer count worksheet.

- Ensure that Checked-in Mailers + Needs Cure Mailers = Mailers at Start

Just to Make Your Job More Difficult…

Please be on the lookout for Federal Only (aka FEO aka Federal Election Only) Voters.

The majority of Federal-only absentee ballots are sent to voters who have moved overseas and no longer have a legal address in Virginia. However, since their last place of residence in the US was in Virginia they are qualified, by law, to receive Federal-only ballots. They are provided a ballot that contains contests for US President, US Senator, and US House of Representatives. The Federal Only designation is noted in VERIS.

The Federal-only designation appears in red on the voter's information page in VERIS. It is located on the left-hand side of the page, above the voter's name.

The mail receipt team accesses VERIS to find Voter IDs and precinct info for email voters. At this same time, they will also identify Federal-only voters. They will record this status in red on the mailer and separate it from standard email mailers containing full ballots. Due to the "shortened" ballot, Federal-only ballots are separated because they must be handcounted separately.

Mailer check-in staff must also look for this Federal-only designation in VERIS as they check in emails. If staff identifies a Federal-only voter that was missed by the Mail Receipt Team, write Federal-only in red on the reverse side of the mailer and separate it from the original bundle. Call the team leader for recording instructions.

…and Just one More Thing

The **mail receipt team**, to help facilitate mailer check-in of needs cure mailers, will identify and separate mailers with obvious material omissions. These mailers will be banded together to form a separate set and will be placed at the <u>front of the tray</u>.

1. Pre-identified Sets of Mailers with Material Omissions

➢ If a staff member receives a tray containing a pre-identified set of mailers with material omissions at the front of the tray, designate this set as Set 1 on the mailer count worksheet. <mark>Process this set first</mark>, immediately upon receipt of the bundle.

➢ Review each mailer in the set to confirm the material omission. On the reverse side of each mailer, in the upper right-hand corner, above the Voter Statement, write, in pencil, the date, reason for cure, AM or PM, and bundle number.

➢ If any mailer was included in this set-in error and does not actually require curing, place it back into the tray to process later with another set.

➢ Upon completion of this set of mailers with material omissions, record the count in the *Needs Cure Mailers* column on the mailer count worksheet (Set 1). As soon as the numbers are recorded, give this set to the Team Leader. The Team Leader will pass this set to the curing team so they can begin the cure process in a timely manner.

➢ As the remainder of the bundle is processed, additional Needs Cure mailers may be found in subsequent sets. Place these mailers appropriately labeled, upright in the output bundle tray and process/record as usual.

2. Insights from the Curing Team

The curing team thoroughly reviews all mailers sent by the check-in staff before contacting the voter. As voters respond, the team collects and organizes their paperwork, including the original mailers, completed voter affidavits, and any additional required documentation (NA or ID Required). Each document is again reviewed to ensure that the original material omission has been "cured".

Cure staff may place a sticker on the mailer indicating the reason for cure has been satisfactorily addressed. "Cured" mailers and all documentation are then returned to the mailer check-in team for processing. They are returned to the check-in staff in bundles with assigned bundle numbers. Check-in staff must re-review all documentation and follow all check-in procedures. All documentation must be kept with the original mailer. "Cured" bundles are recorded on separate mailer count worksheets.

3. Checking "Cured" Mailers into VERIS

Cured mailers with no material omissions may be checked-in to VERIS to update the voter's ballot status.

➢ Log in to VERIS. Follow the normal procedures to check in an individual mailer.

➢ Ensure that you have located the correct voter in VERIS.

NOTE: After Election Day, VERIS may automatically default to the next election. For cures checked-in after Election Day, select the correct election date before evaluating the mailer.

➢ Click on the pencil in the lower right-hand side of the voter overview page to bring up the *Ballot Received Date* and *Received by* Method. Note the *Ballot Received Date* will indicate the date the mailer was received by the Mail Receipt Team. For reference, find the *Ballot Received Date* stamped on the front side of the return mailer. Input the correct *Ballot Received Date.* Confirm *Received by* Method. *Ballot Status* will reflect "Marked".

➢ Using the dropdown menu, change the Status from "Issued" to "Pre-processed" and add the bundle number into the *Ballot Status Comment* field. Save!

➢ Review the confirmation screen. (Figure 33)
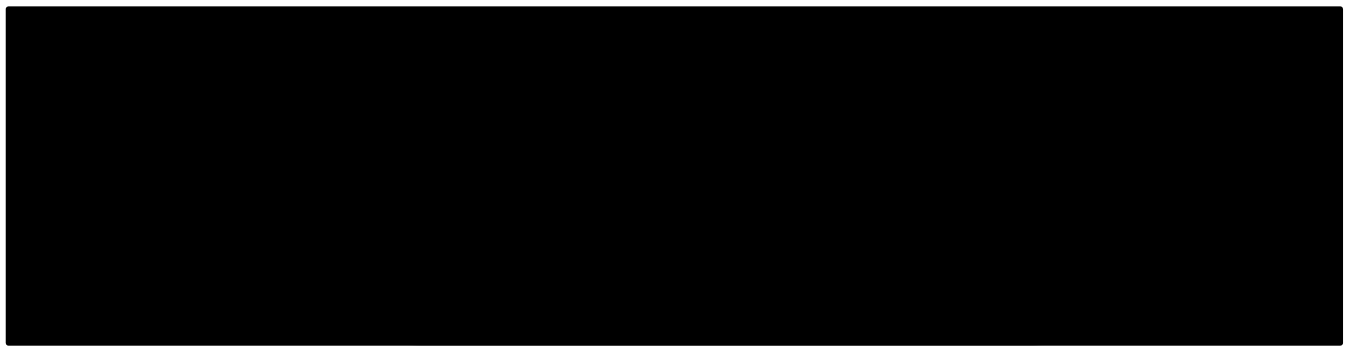
Figure 33– "Pre-Processed" Confirmation Screen

After the confirmation screen has been reviewed, rabid fans of mailer check-in may find it interesting to track the ballot status of the "cured" mailer.

To do so, click on the current election at the bottom of the page. (See Figure 33 above) The Ballot Status History will appear. (Figure 34)
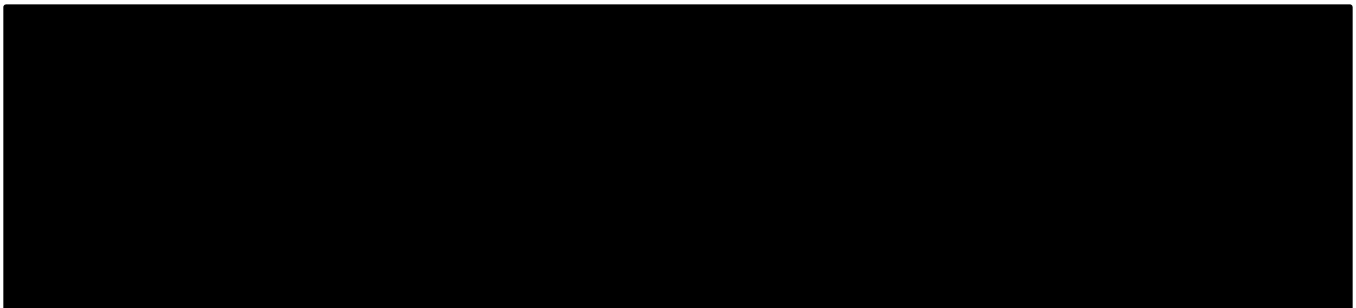
Figure 34– "Ballot Status History"

The Ballot Status History indicates:

- The Cure Team notified the voter of a material omission (witness) on 5/26; ballot status is "Unmarked".
- The mailer was cured on 6/13; ballot status changed to "Marked".
- The cured mailer was sent to mailer check-in for re-evaluation; status updated to "Pre-Processed" on 6/16 and bundle number added.

End of Day

End of day activities include:

1. An additional review of checked-in mailers is now a standard practice, completed at the end of each mailer check-in day. This step serves as "quality assurance" to ensure accurate recording in VERIS.

2. Reconciliation of counts on mailer count worksheets.

   - Total all columns on the worksheet. Final numbers will reflect the total number of qualified mailers and the total number of mailers sent to curing from the completed bundle.
   - Remember: Checked-in Mailers + Needs Cure Mailers = Mailers at Start.

3. Give the "Needs Cure" mailers to the Team Leader. Ensure that each "Needs Cure" mailer is annotated on the reverse side of the mailer in the upper right-hand corner, above the voter statement with the date, bundle number, am/pm and reason for curing. Also <u>write the total number of "Needs Cure" mailers on the top mailer of the banded group.</u>

4. Assist the Team Leader to ensure that

   - No mailers have been left on tables or in collection boxes.
   - All mailers have been properly stored in the appropriate "Completed Output Bundle" trays.

5. Record time worked on printed timesheet and in Focus.

6. <u>Log out of VERIS and the Fairfax County Network</u>.

7. Tidy up workspace.

Please stay in the mailer check-in room until released by the Team Leader.

Thank you, Mailer Check-In Team!

Glossary

Absentee ballot (AB)

A ballot provided to voters who choose to vote prior to election day and will return their ballot by mail or drop box. Voters apply for a ballot which must be returned to the Fairfax County Office of Elections by the close of the polls. In Fairfax County, voters may also vote absentee in person at special locations prior to elections.

Absentee ballot applicants list (ABA list)

The list of voters who applied for and were issued absentee ballots. In-person absentee voters are included on list.

Absentee ballot application

The form used to request an absentee ballot by a voter who wishes to vote prior to election day. The application must be approved before a ballot is issued to the voter.

Authorized Representative

An authorized representative working for a candidate or political party, who is allowed to observe the election operation inside the precinct or CAP. Required to have an authorization form signed by the political party or candidate and wear an identifying badge issued by the chief.

Canvass

Conducted by Office of Elections staff, an audit of the Statement of Results and other CAP administration. CAP administration includes verifying required documentation is present and verifying the number of required signatures on documentation. Results are provided to the Electoral Board, which certifies the election results.

Central Absentee Precinct (CAP)

Located in the Fairfax County Government Center, CAP is the precinct responsible for processing all absentee ballots, whether mailed or voted in person.

Congressional district

A territory comprised of several precincts and represented by a particular U.S. congressman.

Cured voter submission

A voter submission initially submitted with material omissions which was resubmitted with corrections, allowing it to be counted.

Digital not scanned (DNS)

A paper ballot intended to be read by a digital scanner but, for some reason, it cannot. Among the causes are: overvoting, stray marks, unclear marks and ballot damage. Votes on DNS ballots must be counted by hand.

Digital scan voting machine

A voting machine that electronically scans ballots to record images and tabulate votes. The DS200 machines automatically deposit scanned/read ballots into a ballot security case and the DS850 machine places them in bins/trays.

Digitally scanned ballot

A paper ballot that is read by a digital scanner.

Domestic ballot

An absentee ballot issued to U.S. residents. This is the most common type of ballot processed by CAP.

Drop box

A secure box placed at each polling place (including early voting locations). Voters may place sealed absentee ballots in the drop boxes. The sealed ballots are collected and then counted in CAP-AB.

DS200:

The model of digital scan voting machine used in the precincts and for in-person absentee voting.

DS850:

The model of high-speed digital scan voting machine used at CAP. It can scan up to 150 ballots at a time in about 30 seconds.

Electoral Board

Consists of three members appointed by the judges of the circuit court for staggered three-year terms. The majority on the board represents the party of the governor. The electoral board is responsible for appointing the general registrar, establishing local policies, ascertaining the results of each election, and meeting to determine whether provisional ballots are entitled to be counted. The board may visit polling places on election days.

Email ballot

A ballot that is emailed to an overseas voter and returned to the Office of Elections.by regular mail.

Federal election only (FEO) ballot

A ballot containing only contests for federal office, used by U.S. citizens residing indefinitely overseas.

Federal Write-in Absentee Ballot (FWAB)

A ballot used by voters covered under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) generally as a backup ballot in case their original ballot (provided by the Office of Elections) does not reach the office in time to be counted on Election Day, or if the original ballot fails to arrive.

Handcount ballot

A ballot that cannot be read by a voting machine and must be tallied by hand.

HAVA - **Help America Vote Act** (2002)

A national law mandating that all states upgrade voting machines, and registration and election procedures to enable all qualified Americans to access their right to vote. Because a HAVA voter has registered by mail they must show specific identification (ID) required by the federal government when voting for the first time in a federal election.

In-person absentee voting

Voting absentee in person at the Government Center or satellite location rather than by mail-in ballot.

"Issued" status

Indicates a ballot that has been provided to the voter by the Office of Elections.

Mailer

The envelope the voter uses to return the B envelope (containing a ballot) to the Office of Elections.

Mailer Count Worksheet

Form used in mailer check-in to keep track of which mailers have been processed, the number of mailers in each bundle and, of those, the number that are processed and not processed.

"Marked" status

A voter's status notation in the electronic pollbook and/or in VERIS indicating that a voted (i.e., "marked") absentee ballot (as compared to "unused") has been received by the Office of Elections.

"On machine" status

The status notation in the electronic pollbook and/or in VERIS indicating that the voter has voted absentee in person.

Precinct

The geographical area that is designated as an election district within the county.

"Pre-Processed" status
The status notation in the electronic pollbook and/or in VERIS indicating that the voter's ballot was checked in during preprocessing.

Pre-processing
Mailed-in absentee ballots are reviewed and checked-in in advance of Election Day. Pre-processing includes extraction of ballots from mailers and scanning of ballots (but vote counts are not tabulated until Election Day).

Provisional ballot
A ballot completed by voters whose eligibility to cast a ballot cannot be confirmed through the registrar's office, who do not appear to be qualified to vote in that particular precinct, or who do not have acceptable ID. These must be evaluated by the Fairfax County Electoral Board to determine disposition.

Rejected ballot
An absentee ballot that cannot be accepted because information provided by the voter on the mailer or FWAB affirmation is incorrect or incomplete, or the required supporting documentation is missing.

Scan team
A group of election officers trained and assigned specifically to scan ballots on the DS850 in CAP through the election cycle.

Scanning room
Specially designated location of ballot scanning operations in CAP.

State Board of Elections
Consists of three members appointed by the governor for four-year terms. The majority on the board represents the party of the governor. The board coordinates the work of and provides training for local electoral boards and registrars and establishes policies and procedures to ensure uniformity in the conduct of elections throughout the Commonwealth of Virginia.

Statement of Results (SOR)
The certification paperwork that is prepared by chief election officers after the polls close to reconcile and report the vote counts.

Timesheet
Form used by Fairfax County staff to record hours worked each day during a pay period.

Undeliverable ballot
Unused absentee ballot returned to Office of Elections by the U.S. Postal Service.

Unused ballot
Ballot returned in its unopened A Statement of Absentee Voter to the Office of Elections or a polling place.

UOCAVA
Uniformed and Overseas Citizens Absentee Voting Act. A UOCAVA absentee ballot is a domestic ballot emailed or mailed to military personnel and civilians residing overseas. The return mailing envelope provided to voters who receive ballots by mail is printed in red.

VERIS
Virginia Election and Registration Information System, used to manage the statewide voter database.

Voided ballot
Ballot that is not qualified to be accepted nor to be declared unused or rejected (e.g. a voter's second ballot).

Appendix A: Mailer Check-In Punch List

- Moves bundle # label from incoming bundle tray to output bundle tray.

- Conducts quick review of mailers. Checks for unusual mailers, i.e. empty, wrong election, apparent cures.

- Counts and divides first banded set of fifty mailers into groups of ten (for ease of counting throughout check-in process).

- Prepares Mailer Count Worksheet (mcw) by inputting # mailers at start, date, bundle #, staff initials.

- Examines *Statement of Absentee Voter* for material omissions. Places mailers with material omissions upright in output bundle tray.

- Places Needs Assistance (NA) mailers upright in output bundle tray if no signature is present.

- Places "ID Required" mailers upright in output bundle tray.

- Logon to VERIS to prepare for mailer check-in procedures.

- Continues to work with set of fifty subdivided into groups of ten. By scanning each mailer barcode, conducts voter search in VERIS.

- Compares information on *Statement of Absentee Voter* to voter information in VERIS. Places mailers with material omissions upright in output bundle tray. Mailers with no material omissions, check-in to VERIS.

- Inputs date and method of mailer receipt into VERIS.

- Updates voter's ballot status in VERIS to "Pre-processed".

- Types "bundle number" in the status reason field.

- SAVE.

- Places **GREEN** checkmark on mailer to indicate VERIS check-in is complete.

- Notates outer mailer of each banded set of 50 with date, bundle #, set #, total # in set

- Notates every "needs cure" mailer with date, bundle#, set #, am or pm, reason for cure.

- Records mailer counts on mcw: Checked-in mailers and "Needs Cure" mailers.

- Reconciles counts. Completes totals for entire tray at end of shift.

Appendix B: Material Omissions

A. Pursuant to the requirements of § 24.2-706 of the Code of Virginia, a timely received absentee ballot contained in a Statement of Absentee Voter shall not be rendered invalid if it contains an error or omission not material to its proper processing.

B. **The following ==omissions are <u>always material</u> and any Statement of Absentee Voter containing such omissions may be rendered <u>invalid</u> if any of the following exists:==**

1. <u>Except as provided in subdivisions C 2 and 3 of this section</u>, the voter did not include **his full first name**;
2. The voter did not provide his **last name**;
3. The voter omitted his **generational suffix** when one or more individuals with the same name are registered at the same address, and it is impossible to determine the identity of the voter;
4. The voter did not provide his house number and street name or his rural route address;
5. The voter did not provide either his **city or zip code**;
6. The voter did not **sign** Statement of Absentee Voter; or
7. The voter did not provide the **birth year;**
8. The voter did not provide the **last four digits of the social security number**.

C. The ballot ==shall **not** be rendered invalid if on the Statement of Absentee Voter==:

1. The voter included his full name in an **order other than "last, first, middle";**
2. The voter used his **first initial** instead of his first full name, so long as the voter provided his full middle name;
3. The voter provided a **derivative of his legal name** as his first or middle name (e.g., "Bob" instead of "Robert");
4. If the voter provided his first name and last name, the **voter did not provide a middle name** or a middle initial;
5. The voter did not provide his residential **street identifier** (Street, Drive, etc.);
6. The voter did not provide a **zip code**, so long as the voter provided his city;
7. The voter did not provide his **city**, so long as the voter provided his zip code;
8. The voter omitted the **date**, or provided an incorrect or incomplete date on which he signed Statement of Absentee Voter; or
9. The ballot is **imperfectly sealed within Statement of Absentee Voter**, provided that the outer envelope with Statement of Absentee Voter and the ballot arrived sealed.
10. The **illegibility** of a **voter's signature** on the Statement of Absentee Voter shall not be considered an omission or error.

D. For the purposes of this regulation, "city" may include the voter's locality, town, or any acceptable mailing name for the five-digit zip code of the voter's residence.

E. Whether an error or omission on a Statement of Absentee Voter **not specifically addressed by this regulation** is material and shall render the absentee ballot invalid shall be **determined by a majority of the officers** of the election present.

==**<u>UOCAVA Mailers only</u>**==

<u>Provided that the identity of the voter can be determined</u>==, **complete omission of printed name**== from the UOCAVA Mailer should **not** necessarily be considered material or require rejection of the ballot.

2024 Material Omissions Chart for Mailer Check-In Operations

	If the voter:	Cure	Accept
Name	Omitted **first name or first initial** (NA for UOCAVA)	✖	
	Omitted **middle name or initial but** full first and last name listed. (NA for UOCAVA)		✔
	Omitted **last name**. (NA for UOCAVA)	✖	
	Names are not in last, first, middle order.		✔
	Wrote the **initial** of first name instead of full first name, **but full middle name** is provided. (NA for UOCAVA)		✔
	Omitted generational suffix. If the voter name and suffix in VERIS do not match the *Statement of Absentee Voter*, place mailer and all contents in the "Needs Cure" table box.	✖	
	Wrote a **derivative of legal name** as his/her first or middle name (e.g. "Bob" instead of "Robert") (NA for UOCAVA).		✔
	The name in VERIS and the name on the *Statement of Absentee Voter* are <u>not identical.</u> If staff are <u>**satisfied that the two names are the same person**</u>. (e.g. VERIS name is William Daniel Jones, but the voter wrote "Bill D. Jones"). (NA for UOCAVA)		✔
Address	Omitted **house number and street** name or rural address. (NA for UOCAVA)	✖	
	Omitted **street identifier** (Street, Rd., etc.) (NA for UOCAVA)		✔
	PO box or "PMB" listed for "residence" address.	✖	
	Omitted **both, city and zip** code. (NA for UOCAVA)	✖	
	Omitted **zip code**, but the city is listed (NA for UOCAVA).		✔
	Omitted **city,** but the **zip code** is listed (NA for UOCAVA).		✔
Signature	The **signature** of the voter is illegible.		✔
	"**Needs Assistance**" form. Voter **did sign** Statement of Absentee Voter.		✔
Additional Requirements	Omitted **birth year** or input incorrect **birth year.**	✖	
	Omitted **last four digits of social security number (SSN)**. Note: A voter who has NEVER been issued a SSN must instead provide their voter identification number. The voter identification number, however, cannot be used in place of a SSN at the voter's discretion.	✖	
Additional Documents	**Affidavit for Cured Ballot** is included with no material omissions.		✔
	"**Needs Assistance**" form requested. Voter **did not** sign *Statement of Absentee Voter*.	✖	
	HAVA – ID required – Place upright in bundle tray, label for cure.	✖	
Miscellaneous	**Incorrect or missing date.**		✔
	EMAIL – Returned *Statement of Absentee Voter* "**improperly sealed**" <u>inside</u> return mailer.	✖	
	EMAIL – Voter did not provide a printed name or date on the *Statement of Absentee Voter*. (Note – Email only voter signature, birth year and last four social security # are required).		✔
	Was <u>**not**</u> issued an AB.	✖	
	UOCAVA – Voter did not provide a printed name on the *Statement of UOCAVA Absentee Voter*. (Note – UOCAVA only voter signature, birth year and last four digits of social security # are required).		✔
	Postmarked by election day or postmark missing/illegible.		✔

November 5, 2024 General and Special Elections

2024 MCI CURE LABELING GUIDE

MAILER LABELING	WRITE
How to Label Mailers — CURE LABELING: On the reverse side of each mailer (above the statement of absentee voter), write in pencil -- the bundle number, set number, reason for cure and AM or PM	
COMPLETION OF BUNDLE: On the front side of the top outside mailer, write in pencil, the total number of cures in the group and AM or PM	

IF THE MAILER:	
Does not show a ballot inside	**EMPTY**
Does not show the correct voter name	**NAME**
Does not show the correct voter address	**ADDRESS**
Does not show the voter signature	**SIGNATURE**
Does not show the correct birth year	**BIRTH YEAR**
Does not show correct last 4 of social security number	**SSN**
Does not show any information	**BLANK**
Does not show correct registration status	**REGISTRATION**
Does not show correct issued status	**ISSUED**
Shows HAVA - ID Required	**ID**
Shows NA/Needs Assistance	**NA**

(Left vertical label: MAILER LABELING GUIDELINES)

Accessing VERIS & OKTA

VERIS is the Virginia Election and Registration Information System used to manage the statewide voter database.

During the mailer check-in process, check-in staff use VERIS for two purposes:

1. To verify information provided by an authorized absentee voter in the *Statement of Absentee Voter.*
2. To update a voter's ballot status indicating that the voter has returned a qualified mailer; the ballot inside the mailer can be counted.

To access VERIS:

<u>Log in to Fairfax County first!</u>

Before proceeding, make sure you have available your Fairfax County username/password as well as your VERIS username/password. Do not confuse these!   Make sure you have your cell phone.

You must log in to the Fairfax County network first, using your county logon credentials: username and password. (Figure 1)

If your name does not appear in the user's list in center screen, click "other user", in bottom left-hand corner, then log in.

Figure 1 – Log in the Fairfax County Network

<u>Log in to VERIS:</u>

If you are new to VERIS, the Office of Elections will submit your name to VERIS for permission to access this data base. VERIS will respond with an activation email from *Okta*. Okta is a web management application utilized to set up the two-factor athentication required to access VERIS.

Locate this activation email from Okta typically located in the "Other" folder in Outlook with the subject line **"Welcome to Okta!".** The email contains a username (first name.last name) and a link to register your account. Click the green *Activate Okta Account* link in the email. Note the the link expires in 7 days from when it was sent. If the link has expired, you will receive an error message. Request a new activation link by calling VERIS/Okta Support at 833-716-0001.

After successfully clicking the link, you will be asked to create a password, set security questions, and select a security image. Press "Create My Account".

The subsequent prompt allows you to set-up two-factor authentication using Okta cell phone verification. To do this, you must download the *Okta Verify* app onto your phone. Once downloaded, follow the prompts to scan the Okta QR code.

On successful download of the Okta Verify app on your phone, one of two things will happen. You will either be provided a random code to input into the system to access VERIS **OR** you will receive a message requesting verification that you are attempting to access the data base. Select the "Yes, it's me" button. You will do this each time you log on to VERIS.

Once you have established Okta two-factor authentification by creating a password and downloading the Okta Verfiy app onto your phone, use the following steps to access VERIS.

Log in the Fairfax County network, select the VERIS2FA icon, usually located on the desktop along the left side of the computer screen. (Figure 2)

Figure 2 – VERIS2FA icon
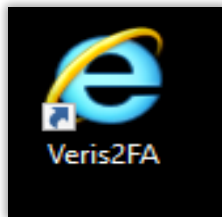
After selecting the VERIS2FA icon, the VERIS sign-in page will appear. (Figure 3)
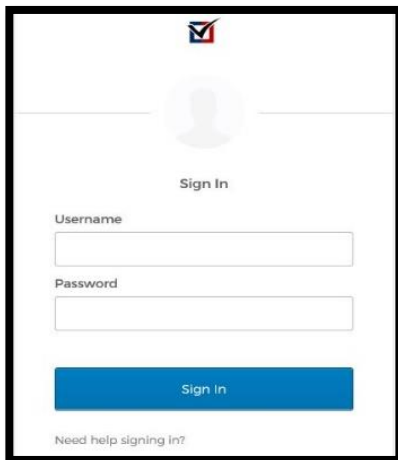

Figure 3 – VERIS Sign-In Page

- Log in VERIS using your VERIS username and password (created the first time you accessed VERIS).

  o Enter your first and last name as it appears in your Fairfax County email address.

  o Enter your VERIS password.

  o Select "Sign In"

- A message will be sent to your cell phone using the Okta Verify App.

- Confirm login request using the Okta Verify app on your cell phone.

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After confirming the Okta app request, you'll land on the **Notice and Warnings** screen. (Figure 4)
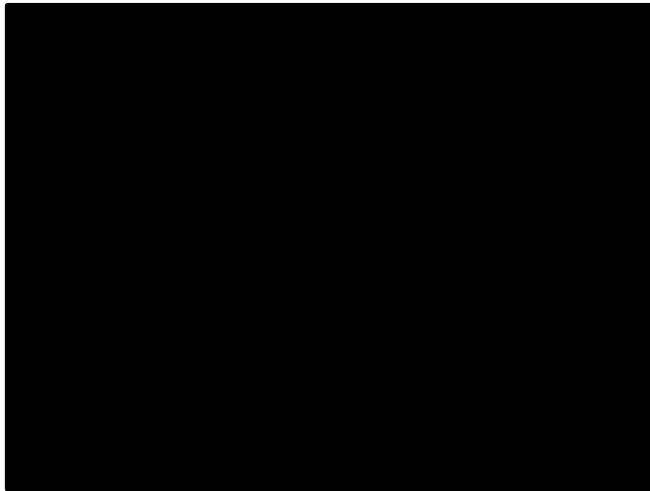
- Locate the "Login VERIS" box in the lower right corner.

- Click on your name.

- This will take you to the VERIS homepage

VERIS User Acknowledgement

You may receive the following prompt:

"By accessing and using this system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of this computer system may subject you to State or Federal criminal prosecution and penalties."

Read the prompt when you sign in, and, if you agree with the terms, click on the checkbox, and click Submit Acknowledgement.

Once you have accessed the VERIS homepage, you will be able to utilize VERIS during mailer check-in operations.

Note "Absentee" in the navigation bar. It is the starting point for all mailer check-in VERIS operations.

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