



# Secretary of State

*Kim Wyman*

## Presidential Primary Advisory #08

### Ballot and DRE Programming | Logic and Accuracy Testing

March 21, 2016

All rules for testing election tabulation systems apply to the Presidential Primary. Testing must demonstrate:

- The system correctly logs votes cast for every ballot tabulated.
- Votes cast for individual candidates tally correctly.
- Write-in votes, overvotes, and undervotes are recognized and recorded.
- Testing meets all requirements of [WAC 434-335-323](#) and [WAC 434-335-330](#).
- Test logically represents the election and accurately records votes according to the test plan.

#### **How does the Presidential Logic and Accuracy test differ?**

Primary results must be reported by precinct. There is only a single ballot style for the entire Presidential Primary. An acceptable Presidential Primary test needs to include more than ballots from a single ballot precinct. Not all precincts need to be included in the official logic and accuracy test (L&A) as all ballots have the same style.

- The test requires two test decks—one deck for the Democratic Party and one deck for the Republican Party.
- The ballot matrix requires twenty (20) precincts. Counties with fewer precincts must test all precincts.

#### **Logic and Accuracy Materials**

1. Prepare the Presidential Primary logic and accuracy test decks as if you have two separate elections. Create separate decks for the Democratic Party and the Republican Party. Select 20 precincts to include in the test. Fill in the test matrix (attached) with those precinct names/numbers. Counties with fewer than 20 precincts must test all precincts.

2. Use at least one of each type of ballot in your test deck, such as ballots printed on demand, alternative language ballots, electronically marked ballots, and electronically duplicated ballots.
3. Following the matrix pattern, mark votes for only one party on each ballot to create a party-specific test deck.
  - a. Mark the first response for the first candidate on a ballot from each test precinct.
  - b. Mark the second response for the second candidate on two ballots.
  - c. Mark the third response for the third candidate (if applicable) on a total of three ballots.
  - d. Continue to mark responses as indicated on the test matrix, until all candidates on the party ballot have unique responses.
  - e. Mark a ballot as over-voted for that party.
  - f. Mark a ballot with a write-in response for that party.
4. On a separate set of ballots, repeat steps 2-3, marking the test deck for the other party.

Do not mark votes for both political parties on the same ballot. Most tabulation systems will not correctly count votes cast in both political parties. Ballots with votes cast on both party columns must be handled manually. Remember: Voting in both parties invalidates the votes. These ballots must be sent to the canvassing board for rejection. ([WAC 434-219-235](#))

### **Testing**

Pretest your programming in advance of conducting the official test. ([WAC 434-335-275](#))

The official L&A must test every ballot tabulator or scanner used in the Presidential Primary. (Refer to the Testing Day checklist for testing procedures.) If you add additional tabulators or scanners after the official L&A, use the emergency L&A test procedures. ([WAC 434-335-310](#))

Concurrent elections may require you to toggle between the programming of the April and May elections.

### **Accessible voting units**

Counties must test accessible voting units (AVU) before the units can be used for marking or casting ballots. Counties must complete AVU testing 18 days before the primary. The Office of the Secretary of State is scheduling official tests of the tabulators early—likely before AVUs are programmed. Therefore, County Auditors must send a copy of the completed AVU test log and addendum to [CTsupport@sos.wa.gov](mailto:CTsupport@sos.wa.gov) not later than May 3, 2016. ([WAC 434-335-520](#))

Ballots cast on direct recording electronic voting devices (DREs) must match the signed political party declaration.

[WAC 434-219-200](#) prescribes a choice of two methods for confirming that a voter votes the declared party:

1. Designate a DRE for each political party. Verify the corresponding party ballots cast on each device match the declared party.  
OR
2. Program a single DRE with all political party ballots. Keep voters' signed political party declarations in order of voting. Compare the party declarations to the party voted on the voter verified paper a record. If any ballot fails to correspond with the voter's declared party:
  - a. Separate each printed ballot record and place each in a security envelope.
  - b. Place the associated political party declaration with the security envelope into an outer mailing envelope.
  - c. Send the questionable ballot to the Canvassing Board for consideration. Process remaining the ballots in the same manner as electronically returned ballots.

HART and Dominion systems offer two alternate methods for setting up DREs to prevent cross-party voting. Each vendor has unique instructions on how to setup Accessible Voting Units for the Presidential Primary. Please review the guide specific to your vendor.

Tabulation System	How do AVU's handle the Presidential Primary?
Dominion BPS/WinEDS	<p>Option 1. Create precinct setup allowing election worker to activate DRE hosting only 1 party. "Open Primary" only allows voters to select 1 candidate.</p> <p>Option 2. Require a physical separation of machines for each party. One (or more) for the Democratic Party and one (or more) for the Republican Party. The voter must choose the machine that matches the party declaration made.</p>
<p>HART</p> <p>Either option allows the county to use Manual Vote Adjustments or duplicate DRE ballots to paper ballots.</p>	<p>Option 1. Database splits each precinct into two, one as R and one as D. When issuing an access code, select the precinct with the appropriate party letter (i.e. 1234D or 1234R).</p> <p>Option 2. Set the database as "closed primary." Election workers will direct voter to DRE based on the party declaration made.</p>

ES&S AutoMARK®	The AutoMARK® will not allow a voter to select candidates in more than one party. The voter returns the ballot in an envelope. Cross-party votes are found during initial processing.
Verity Touch Writer	The voter returns the ballot in an envelope. Cross-party votes are found during initial processing.

If your County’s AVUs are not ready for final testing during the official logic and accuracy test, you are required to email AVU test documentation to the Secretary of State. Send AVU test documentation to [CTsupport@sos.wa.gov](mailto:CTsupport@sos.wa.gov) no later than May 3, 2016.

**Assistance**

The Secretary of State Representative attending your county logic and accuracy test is available to answer any questions about Presidential Primary processing, tabulation and certification requirements.

For technical support regarding Presidential Primary tabulation programming, read the applicable information (attached) or contact your tabulation system vendor.

Visit our website for the Presidential Primary Advisory Program and to see the most recently updated [Resources & Training Materials](#). If you have questions about programming or testing Presidential Primary ballots, please contact the Certification and Training Program at (360) 902-4180 or [CTsupport@sos.wa.gov](mailto:CTsupport@sos.wa.gov).

### Democatic Matrix

Ballot	Ballots Needed	Totals																			
		PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	PCT 7	PCT 8	PCT 9	PCT 10	PCT 11	PCT 12	PCT 13	PCT 14	PCT 15	PCT 16	PCT 17	PCT 18	PCT 19	PCT 20
Clinton	20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Sanders	2	2																			
Write-in	1	1																			
Over-Vote	1	1																			
Blank Ballot	1	1																			

### Republican Matrix

Ballot	Ballots Needed	Totals																			
		PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	PCT 7	PCT 8	PCT 9	PCT 10	PCT 11	PCT 12	PCT 13	PCT 14	PCT 15	PCT 16	PCT 17	PCT 18	PCT 19	PCT 20
Carson	20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Cruz	2	2																			
Kasich	3	3																			
Trump	4	4																			
Write-in	1	1																			
Over-Vote	1	1																			
Blank Ballot	1	1																			

Precinct	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	PCT 6	PCT 7	PCT 8	PCT 9	PCT 10	PCT 11	PCT 12	PCT 13	PCT 14	PCT 15	PCT 16	PCT 17	PCT 18	PCT 19	PCT 20	
Total ballots needed by PCT	19	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Total ballot Count	57																				

# AVU

### Democatic Matrix

Ballot	Ballots Needed	Totals		
		PCT 1	PCT 2	PCT 3
Clinton	3	1	1	1
Sanders	2	2		
Write-in	1	1		
Blank Ballot	1	1		

### Republican Matrix

Ballot	Ballots Needed	Totals		
		PCT 1	PCT 2	PCT 3
Carson	3	1	1	1
Cruz	2	2		
Kasich	4	4		
Trump	5	5		
Write-in	1	1		
Blank Ballot	1	1		

Precinct	PCT 1	PCT 2	PCT 3
Total ballots needed by PCT	19	2	2
Total ballot Count	23		

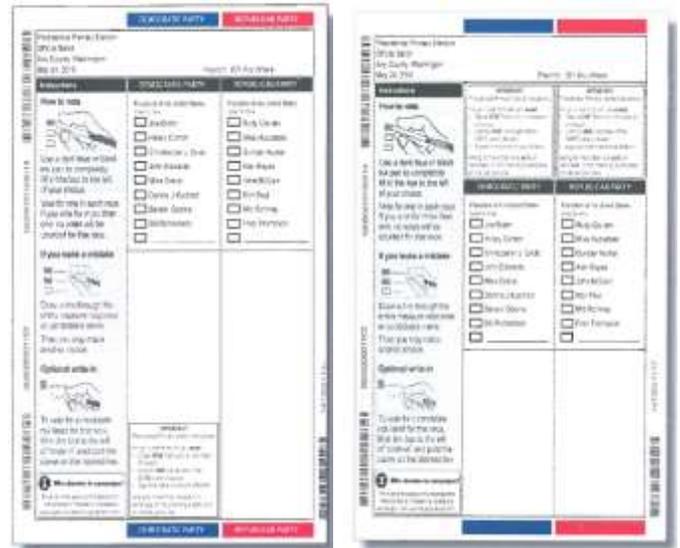
## Washington Presidential Primary Best Practices for Ballot Creation and Processing

### About this Document

This document outlines the best practices for creating ballots for the Washington state Presidential Primary Election, 2016. Separate procedures are given below for customers using the Hart Voting System, and for customers using the Verity voting system.

### Hart Voting System (HVS)

- 1 Set up two BOSS databases. Set one up for paper, and lay the ballot out as pictured. The paper ballot database should be set up as a General Election in the system. Set the other up for the DRE Device (AVU), and either split precincts as R and D (and any other registered party) or set the DRE database up as a Closed Primary. (This way you can assign DRE voters to their party ballot based on their declaration.) You will use Manual Vote Adjustments (or duplicate DRE ballots to paper ballots) to add these voters' ballots to the paper ballot database, from the VVPAT printout, during tabulation.
- 2 Do NOT print a party declaration on the ballot. This is NOT a pick-a-party ballot. The paper ballot actually looks like an Open Primary ballot (though it is not exactly that).
- 3 Ballot paper will have to be pre-printed with color coding, see above, before ballot content is printed. Hart recommends that all Washington HVS counties use the same paper ballot template and instructions for uniformity and so that all print vendors can follow the same color specifications. Note: the color bars may ONLY be in the top and/or bottom margins of the paper and may not extend into the side margins AT ALL.
- 4 Follow WAC 434-219-235 to hand process ballots before scanning.
- 5 Scan ballots, as usual, in Ballot Now.
- 6 Resolve scanned ballots in the following order:
- 7 Ballots Scanned as Ok: If a ballot shows up as "green" in Ballot Now, view that ballot. It is cross-party voted (it has no under votes). Remove the paper ballot from the physical batch and delete the ballot using the Manage menu.
- 8 Blank ballots: Review and adjudicate.
- 9 Auto-resolve undervotes.
- 10 Review and adjudicate overvotes.
- 11 Tabulate and add DRE votes from duplicated VVPATs from DRE ballots or from VVPAT printouts using Manual Vote Adjustment.



## Verity Voting System

- 1 Set up one Election as an Open Primary.
- 2 Voters on Verity Touch Writer (AVU) devices will *not* be able to cross-party vote (the device does not allow it). AVU voters will fill out their party declaration and insert the voted ballot into the envelope.
- 3 Do NOT print a party declaration on the ballot. This is NOT a pick-a-party ballot.
- 4 Ballot paper will have to be pre-printed with color coding, see above, before ballot content is printed. This ballot paper may be used for the Verity Touch Writer, also. Hart recommends that all Washington Verity counties use the same paper ballot template and instructions for uniformity and so that all print vendors can follow the same color specifications. Note: the color bars may ONLY be in the top and/or bottom margins of the paper and may not extend into the side margins AT ALL.
- 5 Follow WAC 434-219-235 to hand process ballots before scanning.
- 6 Scan ballots, as usual, in Verity Central.
- 7 If a ballot shows up as “invalid” (the voter has voted cross-party) in Central, remove the paper ballot from the physical batch and delete the ballot from the batch using the Delete Ballot function in Scan>Search Ballots.
- 8 Review and adjudicate blank ballots and overvotes. Accept under votes.
- 9 Tabulate.

# Memo

To: Washington WinEDS Customers  
From: Dominion Team  
cc: Sheree Noell  
Date: February 2016  
Re: **\*Revised\*** Washington State Presidential Preference Election

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## Washington State 2016 Presidential Preference Election

The following information outlines two options available – one of which was discussed on a conference call.

### **Option 1: Outlined on pages 3 thru 7.**

Suggested Precinct setup for BPS attached as an option, in addition to the original memo. This particular setup was suggested by some counties as a way to allow poll worker activation of a DRE ballot with only 1 party and to have paper ballots with contests for all parties. This is achieved by creating 3 splits for every precinct (assuming there are only 2 parties), one split would represent all parties and the others would be for each individual party. No other types of district based splits would apply to this election setup. Continue to Option 2 for the rest of the election setup.

**SKIP OPTION 1 IF THIS METHOD OF PRECINCT SETUP IS NOT DESIREABLE.  
IF SKIPPING OPTION 1, IMPORT/ENTER PRECINCTS IN THE NORMAL PROCEDURE AND  
CONTINUE TO OPTION 2 FOR THE REST OF ELECTION SETUP.**

**Option 2: Outlined on pages 8 thru 22**

In support of the Washington State Presidential Preference Election the following setup for Elections in the BPS/WinEds environments is recommended. The election described will create one in which the paper ballot will have a contest for each party and both will be presented on a single ballot page. This Election in BPS is called an Open Primary. There would be no separate party selection contest like in previous Presidential Preference Elections but the voter would be able to select a candidate in only one of these partisan contests for the vote to count. On the Edge DRE machine this election would be bridged as an election type called a selective primary. This would present the voter a choice on the touch screen as to which party contest should be voted on. In WinEds this type of election is required to support the Optech paper ballot format mentioned earlier.

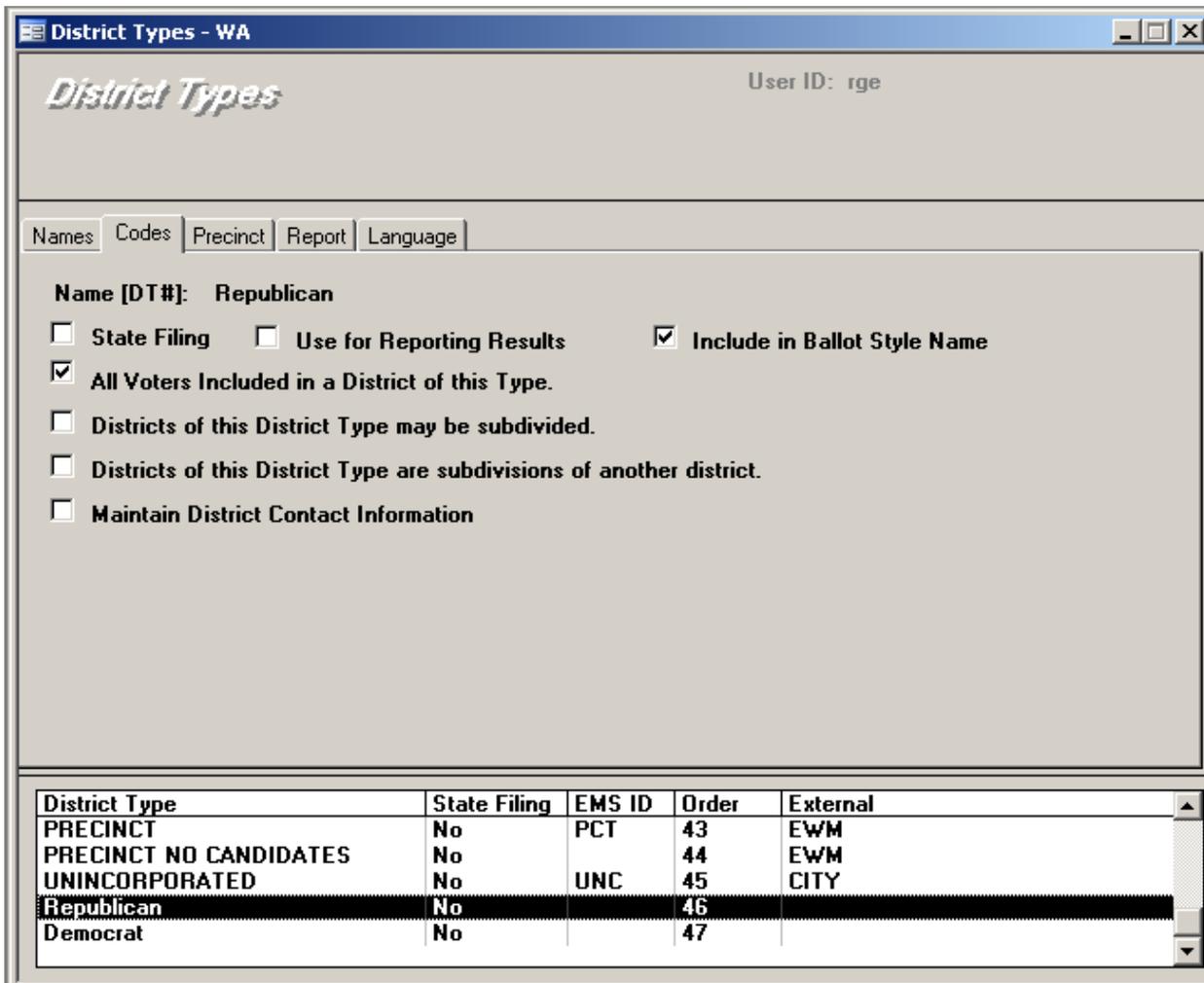
**If option 1 (Precinct setup) is not used:** The result of this combination of elections would require a physical separation of machine for each party since this election type does not allow for the poll worker to activate a ballot with only one party on it. The voter chooses the party on the machine thus the applicable situation is the ones described in WAS 434-219-200 2 b "Provide a single DRE programmed with all political party ballots".

Detail steps for BPS, WinEds and Tally follow.

## Outline 1:

### 2016 Washington Primary Precinct setup:

- No 'cross party check' by tabulator if this setup is utilized.
- Visual Inspection is the only way to check. Ballots are separated by affidavit and inspected to check the selected party on the ballot matches the selected party on the envelope.
- Voter registration information that is imported needs to be set up correctly.

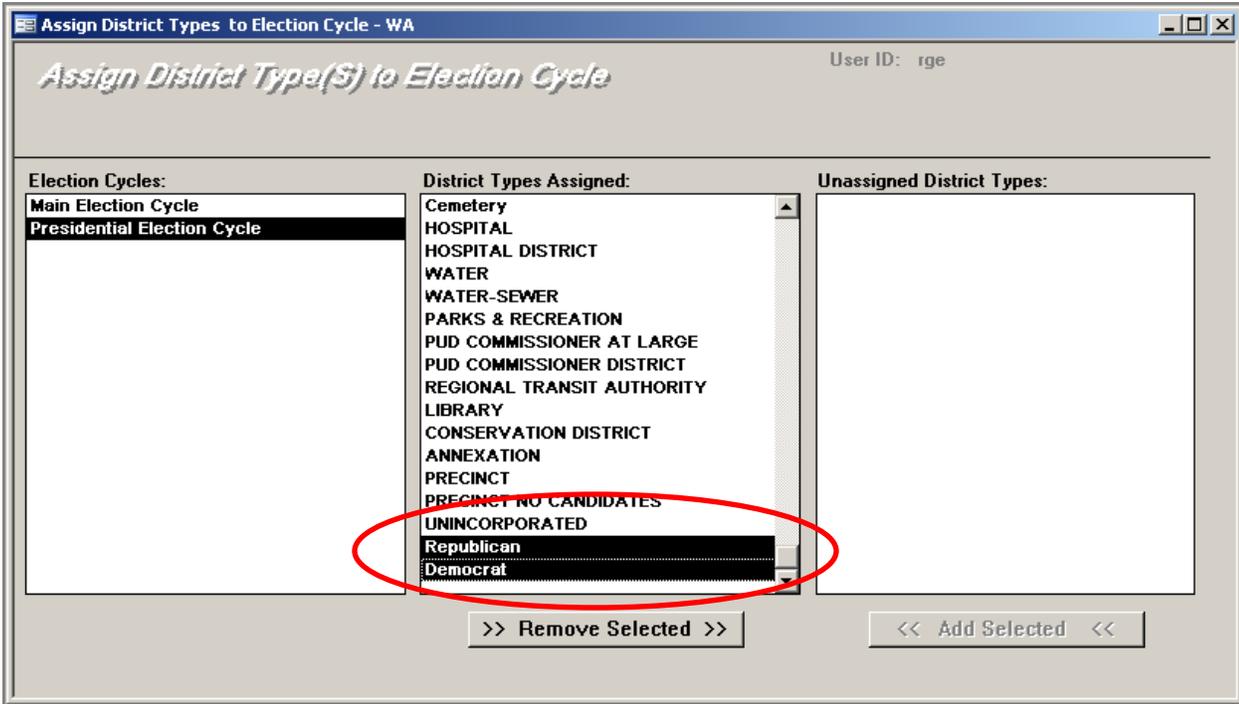


The screenshot shows a software window titled "District Types - WA" with a user ID of "rge". The window has several tabs: "Names", "Codes", "Precinct", "Report", and "Language". The "Precinct" tab is selected, showing configuration options for a "Republican" district type. The options include checkboxes for "State Filing", "Use for Reporting Results", "Include in Ballot Style Name", "All Voters Included in a District of this Type.", "Districts of this District Type may be subdivided.", "Districts of this District Type are subdivisions of another district.", and "Maintain District Contact Information". Below the options is a table listing district types and their configurations.

District Type	State Filing	EMS ID	Order	External
PRECINCT	No	PCT	43	EWM
PRECINCT NO CANDIDATES	No		44	EWM
UNINCORPORATED	No	UNC	45	CITY
Republican	No		46	
Democrat	No		47	

Add 2 District Types (state filing, includes all voters):

1. Republican District Type
2. Democrat District Type



Assign District Types to Election Cycle

**Districts - WA: Franklin County** User ID: rge

*Districts*

Election Cycle:    
 District Type:  Jurisdiction:

Names | Report | Jurisdiction | Language

District Description:    
 Ballot Name[D#]:  2nd Lang Name:    
 Ballot Header [DH#]:  2nd Lang Header:    
 Ballot Style Identifier:  District Order:    
 EMS District Code:  EtNet District Code:    
 External Code:   Maintain Tabulation Data  Hold   
 State reporting Code:   All Voters Vote this District

Number of Auto Offices to Create:

District Description	Ballot Name[D#]	Order	Style ID	Ext
Republican	Republican	1	1	

**Add 2 Districts to the appropriate District Types:**

1. Republican District
2. Democrat District

Precincts - WA: Franklin County User ID: rge

*Precincts*

Precinct Number:  Precinct Type:   Split Precinct

Precinct Name:

Precinct Ballot Name:

EMS Number:

Precinct Split:    

 Add Split >>  
 C  
 D  
 R

Polling Place:

Number	Name	Split?	Voting System	Type
1	Pct 001	Yes	Optech 3PE/4C	Reg
5	Pct 005	Yes	Optech 3PE/4C	Reg
22	Pct 022	Yes	Optech 3PE/4C	Reg

If not imported, add splits manually.  
 Each Precinct has a 'C' (combined), 'D' (democrat), and 'R' (republican) splits.

Assign Districts to Precincts - WA

*Assign Districts to Precincts*

Election Cycle:

Jurisdiction:

Precinct (Split):	Districts Assigned to Precinct
<b>Pct 001 (C)</b>	Washington - STATE Congressional District 4 - CONGRESSIONAL Legislative District 16 - LEGISLATIVE County Commissioner At Large - COUNTY COM Franklin - COUNTY Ben Franklin - TRANSIT District 1 - COURT District 2 - COURT Commissioner District 2 - COMMISSIONER Port of Pasco - PORT DISTRICT AT LARGE Pasco Port Comm Dist 1 - PORT COMMISSIONER Pasco Sch Dist #1 - SCHOOL City of Pasco - City City of Pasco, District 1 - CITY DISTRICT PUD - PUD COMMISSIONER AT LARGE PUD Comm District 2 - PUD COMMISSIONER DIST Pct 001 - PRECINCT <b>Republican - Republican</b> <b>Democrat - Democrat</b>
Pct 001 (D)	
Pct 001 (R)	
Pct 005 (C)	
Pct 005 (D)	
Pct 005 (R)	
Pct 022 (C)	
Pct 022 (D)	
Pct 022 (R)	

Split 'C' has both Republican and Democrat districts assigned. Paper ballots are created using this precinct.

Assign Districts to Precincts - WA

*Assign Districts to Precincts*

Election Cycle:

Jurisdiction:

Precinct (Split):	Districts Assigned to Precinct
Pct 001 (C)	Washington - STATE Congressional District 4 - CONGRESSIONAL Legislative District 16 - LEGISLATIVE County Commissioner At Large - COUNTY COM Franklin - COUNTY Ben Franklin - TRANSIT District 1 - COURT District 2 - COURT Commissioner District 2 - COMMISSIONER Port of Pasco - PORT DISTRICT AT LARGE Pasco Port Comm Dist 1 - PORT COMMISSIONER Pasco Sch Dist #1 - SCHOOL City of Pasco - City City of Pasco, District 1 - CITY DISTRICT PUD - PUD COMMISSIONER AT LARGE PUD Comm District 2 - PUD COMMISSIONER DIST Pct 001 - PRECINCT <b>Democrat - Democrat</b>
<b>Pct 001 (D)</b>	
Pct 001 (R)	
Pct 005 (C)	
Pct 005 (D)	
Pct 005 (R)	
Pct 022 (C)	
Pct 022 (D)	
Pct 022 (R)	

Split 'D' has the Democrat district assigned – used for electronic ballot setup.

Assign Districts to Precincts - WA

*Assign Districts to Precincts*

Election Cycle:

Jurisdiction:

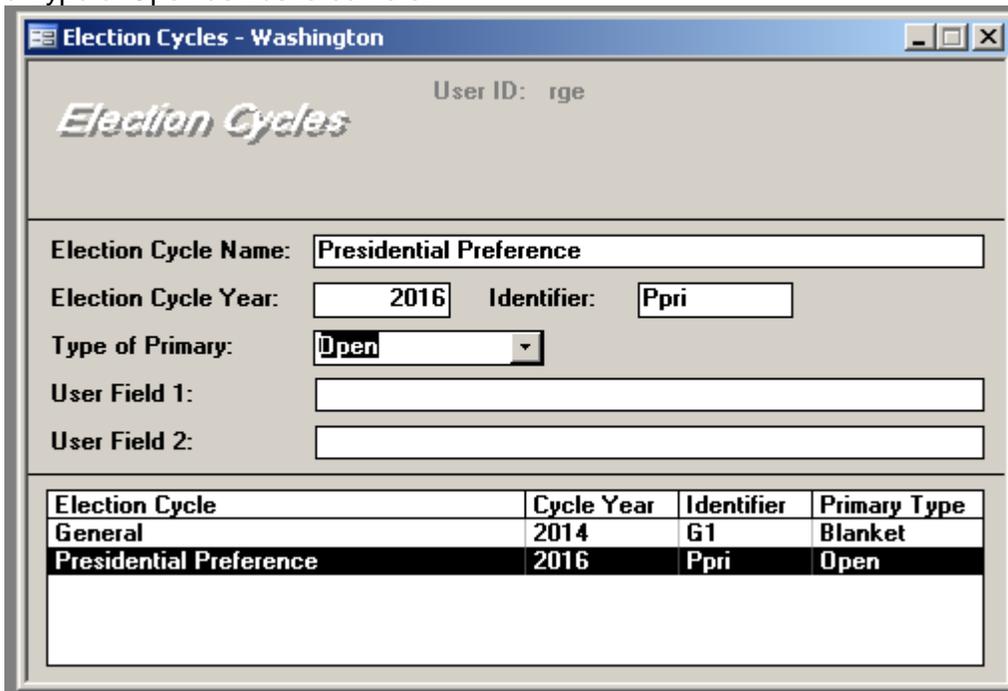
Precinct (Split):	Districts Assigned to Precinct
Pct 001 (C)	Washington - STATE Congressional District 4 - CONGRESSIONAL Legislative District 16 - LEGISLATIVE County Commissioner At Large - COUNTY COM Franklin - COUNTY Ben Franklin - TRANSIT District 1 - COURT District 2 - COURT Commissioner District 2 - COMMISSIONER Port of Pasco - PORT DISTRICT AT LARGE Pasco Port Comm Dist 1 - PORT COMMISSIONER Pasco Sch Dist #1 - SCHOOL City of Pasco - City City of Pasco, District 1 - CITY DISTRICT PUD - PUD COMMISSIONER AT LARGE PUD Comm District 2 - PUD COMMISSIONER DIST Pct 001 - PRECINCT <b>Republican - Republican</b>
Pct 001 (D)	
<b>Pct 001 (R)</b>	
Pct 005 (C)	
Pct 005 (D)	
Pct 005 (R)	
Pct 022 (C)	
Pct 022 (D)	
Pct 022 (R)	

Split 'R' has the Republican district assigned – used for electronic ballot setup.

**Option 2:**

Detail Setup of BPS Presidential Preference Election

In BPS the election will be setup as an Open Primary. The type of primary is selected in the Election Cycle so it is recommended that a new cycle be created and all the Elections, Components and Offices be created there. Here are the elements that must be created in support of that election type. First you would create a new election cycle. You would set the Election Cycle Year to 2016 and select a Type of Open as illustrated here:



The screenshot shows a web application window titled "Election Cycles - Washington" with a user ID of "rge". The main heading is "Election Cycles". The form contains the following fields:

- Election Cycle Name:** Presidential Preference
- Election Cycle Year:** 2016
- Identifier:** Ppri
- Type of Primary:** Open (selected in a dropdown menu)
- User Field 1:** (empty text box)
- User Field 2:** (empty text box)

Below the form is a table with the following data:

Election Cycle	Cycle Year	Identifier	Primary Type
General	2014	G1	Blanket
Presidential Preference	2016	Ppri	Open

Setup an election component for each party as illustrated below. In this case you can see just 2 parties represented but you could have more if needed.

Election Components - Washington: PIERCE

*Election Components* User ID: rge

Election Cycle: **Presidential Preference**

Base | **Ballot** | Language

Component Name: **DEM**

Party Relationship That Best Describes This Component: **Democratic**

Local Component:  Limit To Selected Office Types:

Component Order: **1** Limit To Selected Districts:  Include Write In:

Allow Question Entry:  Include Offices:

Component Ballot Name: **Democratic** 2nd Language Ballot Name:

Component Jurisdiction Name: 2nd Language Jurisdiction Name:

User Field 1:

User Field 2:

Jurisdiction	Component Name	Party Classification	Order	PtyOrd
<Washington>	DEM	Democratic	1	2
<Washington>	REP	Republican	2	3

Election Components - Washington: PIERCE

*Election Components* User ID: rge

Election Cycle: **Presidential Preference**

Base | **Ballot** | Language

Component Name:

Party Relationship That Best Describes This Component: **Republican**

Local Component:  Limit To Selected Office Types:

Component Order: **2** Limit To Selected Districts:  Include Write In:

Allow Question Entry:  Include Offices:

Component Ballot Name:  2nd Language Ballot Name:

Component Jurisdiction Name:  2nd Language Jurisdiction Name:

User Field 1:

User Field 2:

Jurisdiction	Component Name	Party Classification	Order	PtyOrd
<Washington>	DEM	Democratic	1	2
<Washington>	REP	Republican	2	3

Next a single Election should be setup which would include all the components from every election represented. In this example we are sticking to just the 2 parties DEM and REP.

**Elections: PIERCE** User ID: rge

*Elections*

Election Cycle:

---

Base | Tabulation | Assign Components | Options | Language | 3rd Lng

Election Name:  Identifier:  Order:

Local Election:  Election Type:

Optech Ballot Card:

Election Date:  2nd Lang:

Ballot Name:

Jurisdiction Name:

How are candidates Ordered on the ballot (First Rotation)?:

User Field 1:   Write In Message

User Field 2:  UnOpposed Candidate:

Jurisdiction	Election Name	Election Type	Order	Election Date
<Washington>	Presidential Preference	Primary	1	05/24/2016

**Elections: PIERCE** User ID: rge

*Elections*

Election Cycle:

---

Base | Tabulation | Assign Components | Options | Language | 3rd Lng

Election Name:

Select Components:

<Washington>	DEM
<Washington>	REP

Jurisdiction	Election Name	Election Type	Order	Election Date
<Washington>	Presidential Preference	Primary	1	05/24/2016

Next the Office should be setup by creating an Office Type, Office Master, and Office for presidential preference. Note that because of the election setup there will be a contest created for each party associated with an Election Component. Here are illustrations of how that might look.

Office Types - Washington User ID: rge

*Office Types*

Election Cycle: **Presidential Preference**

Office Type Name: **Presidential Preference**

Base | Ballot Design | 3rd Lang | Ballot Layout | Report | Language

District Type: **Federal**      Offices are: **Partisan Offices**

Office Type Report Column Header:       Is Township Residency Required:

Office Type Order:       External ID:       Office Type Tabulation Code:

Contest Format: **Partisan Office**      Ballot Group:

Rotate Candidates in Primaries:  
 in Generals:

Candidate Count Rules for Including Offices in Elections:

Primary Elections:

General Elections:

Office Type	District Type	Order	Report Heading
Presidential Preference	Federal	1	

**Office Master - Washington** User ID: rge

*Office Master*

Election Cycle:    
 Office Type:

Office Short Name:

Base | **Ballot Design** | 3rd Lang | Ballot Layout | Tabulation | Language

Default Term of Office:  Ballot Order:  On Ballot In:

Office Title:  Office Title 2nd Lang:  Office Title 3rd Lang:

Office(s) Appear On Primary Ballots:    
 General Ballot:  Office(s) Appear On Ballot As:    
 Do Not Generate Write-Ins:

Default 'Vote For' Format new offices:     
 Contest Format:

Office	Office Type	Order	Auto Office	Number to Create
Presidential Preference	Presidential Preference	1	No	1

**Offices With State Filing - Washington** User ID: rge

*Offices*

Election Cycle:    
 Jurisdiction:    
 Office Master:

Base | **Titles** | Ballot Design | 3rd Lng | **New Office Master** | Move Candidates | Tabulation | Ballot Layout | Language

Office Name:    
 Office Type:  District Type:    
 District:

Base Ballot Year:  Term of Office:  Unexpired Term:    
 Number To Elect:  Office Order:

Contest Format:  Filing Fee:    
 Exclude Candidate:    
 Addresses on Reports:    
 Judicial Office:    
 Precinct Contest Created:  Office External ID:    
 Ranked Choice Office:    
 Vote For Fmt:  Rcv Number Choices:    
 TaxCode:

Office Name	Unex	Order
Presidential Preference		1

Candidates from all parties are entered on the office like this:

**Candidate Entry - Washington: PIERCE** User ID: rge

*Candidates*

Election Cycle:

Select Office:

Limit To EleCycYr:  Offices with candidates only:  All Candidates:

Candidate Entry | Optional | 3rd Lang | Reassignment | Address | Language

Change Name:

Ballot Name:  Certified Name?

Party Affiliation:  Member?  Ballot Order:

Candidate Status:  Candidate Type:

Candidate	Status Description	Cert	Party	Order
Dem Candidate1	Candidate	No	Dem	1
Dem Candidate2	Candidate	No	Dem	2
Rep Candidate1	Candidate	No	Rep	3
Rep Candidate2	Candidate	No	Rep	4
Rep Candidate3	Candidate	No	Rep	5
Rep Candidate4	Candidate	No	Rep	6



Ballot design specifications and contest styling will have to be setup. However, those specifics are not illustrated here. The manual layout will likely need to be run and force each party contest onto a different column. A single ballot style with both contests included on it should be created.

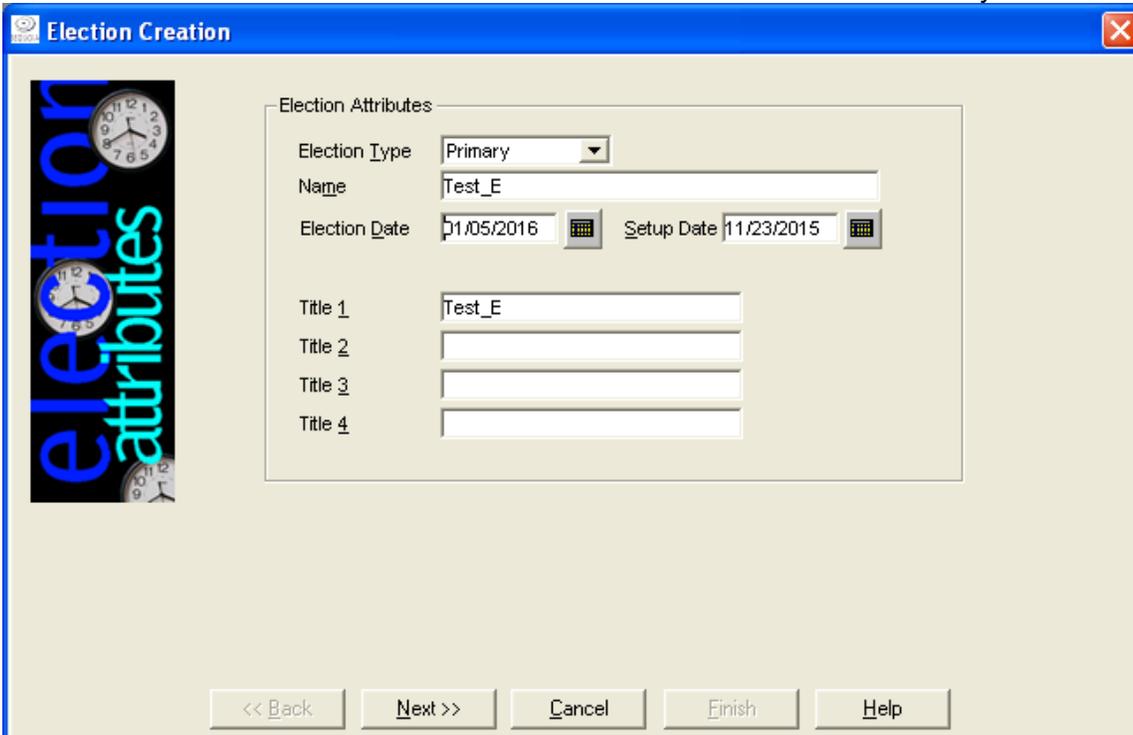
Depending on how Optech header codes are setup (by precinct or by ballot type) will determine whether you receive a single ballot or one per precinct. This part of the setup would vary depending on how each county manages their election.

## Creating a Selective Primary in WinEDS

### Creating a blank election in WinEDS

Start WinEDS and log in to the profile election.

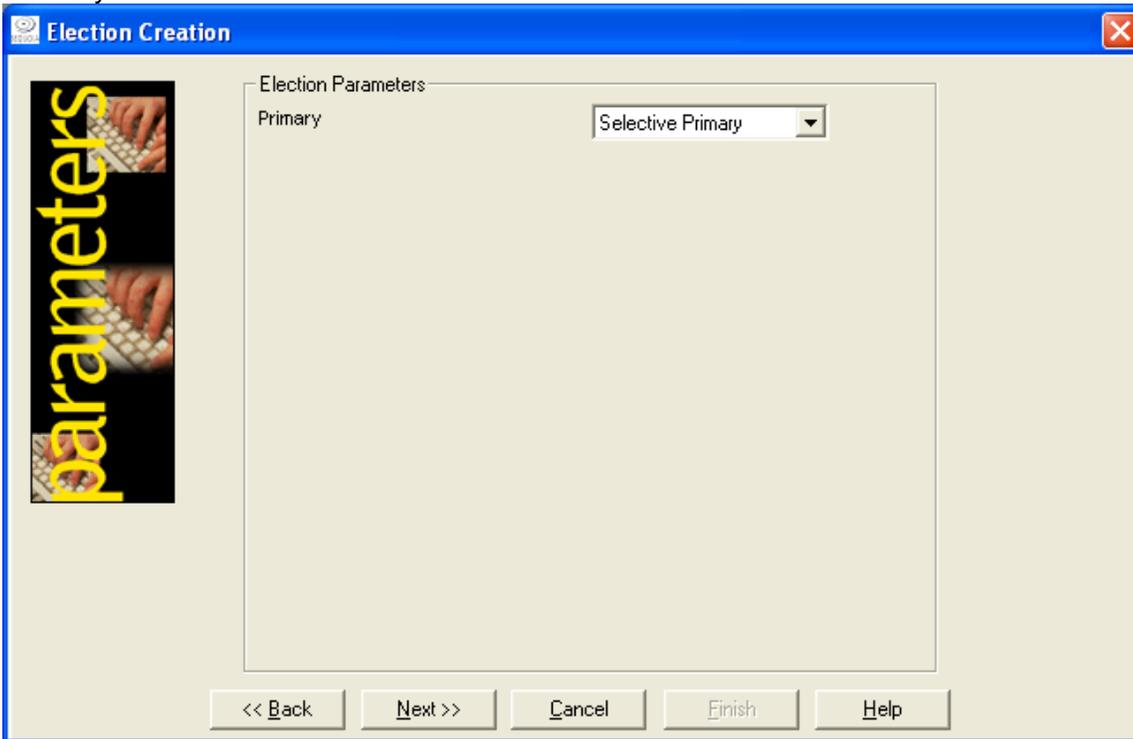
Click on Election / New Election. On the Election Creation window select Primary as the election type.



Click the Next button after filling out the rest of the window.

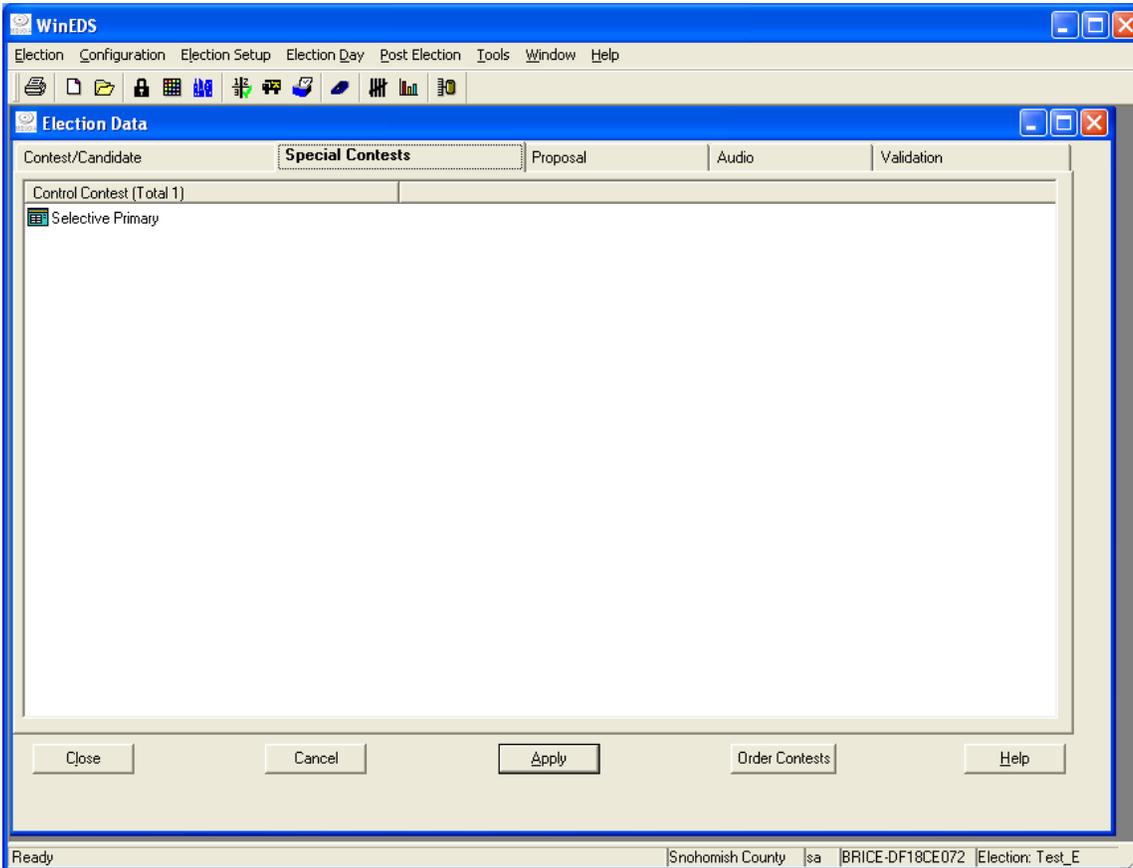
On the next window select the Election Path and the Log Path. Click the Next button to continue.

In the next window, choose Selective Primary as the primary type. This window will look similar to the one below, although there may be additional election parameters listed which you should configure normally.

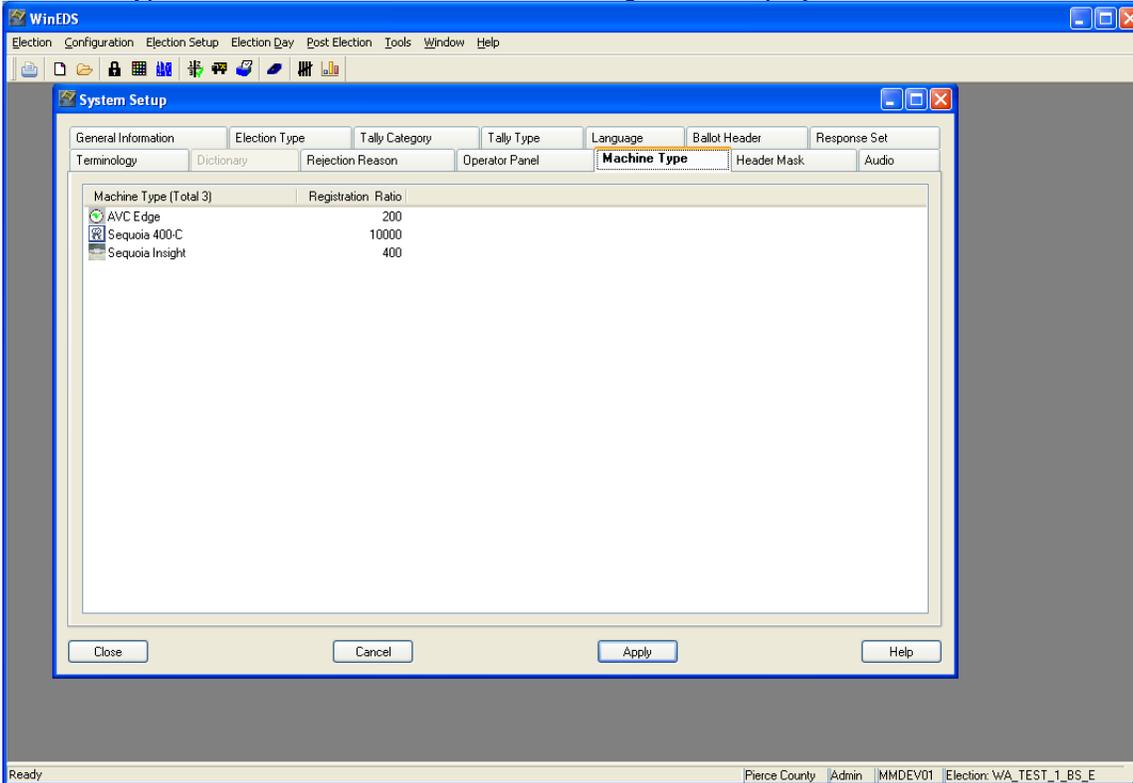


Continue through the process of creating the election like you normally would.

When the election has been completed, WinEDS will have added a Special Contest to the election. This contest will be presented to the voters on the Edge machines so that they can select which party's contests can be voted on. You can see that control contest by clicking on Election Setup / Election Data in WinEDS and then selecting the Special Contests tab.



Next in WinEDS click on Configuration / System Setup and on the System Setup window select the Machine Type tab. A window similar to the following will be displayed.



Double click on the Sequoia 400-C machine type to open the Machine Type Maintenance window. Make sure that the configuration option 'Include pick-s-party contest in Selective primary' is set to No. This is done because the control contest established by WinEDS will not be on the Optech paper ballots.

**Bridging the election with WBT (WinEDS Bridge Tool)**

Start WBT and log in to the WinEDS profile election. Click on Help / About and make sure that you are running at least version 1.0.65.0. If you need to upgrade to a new version of the bridge do it prior to bridging the election. Click the OK button to close the About WBT window.

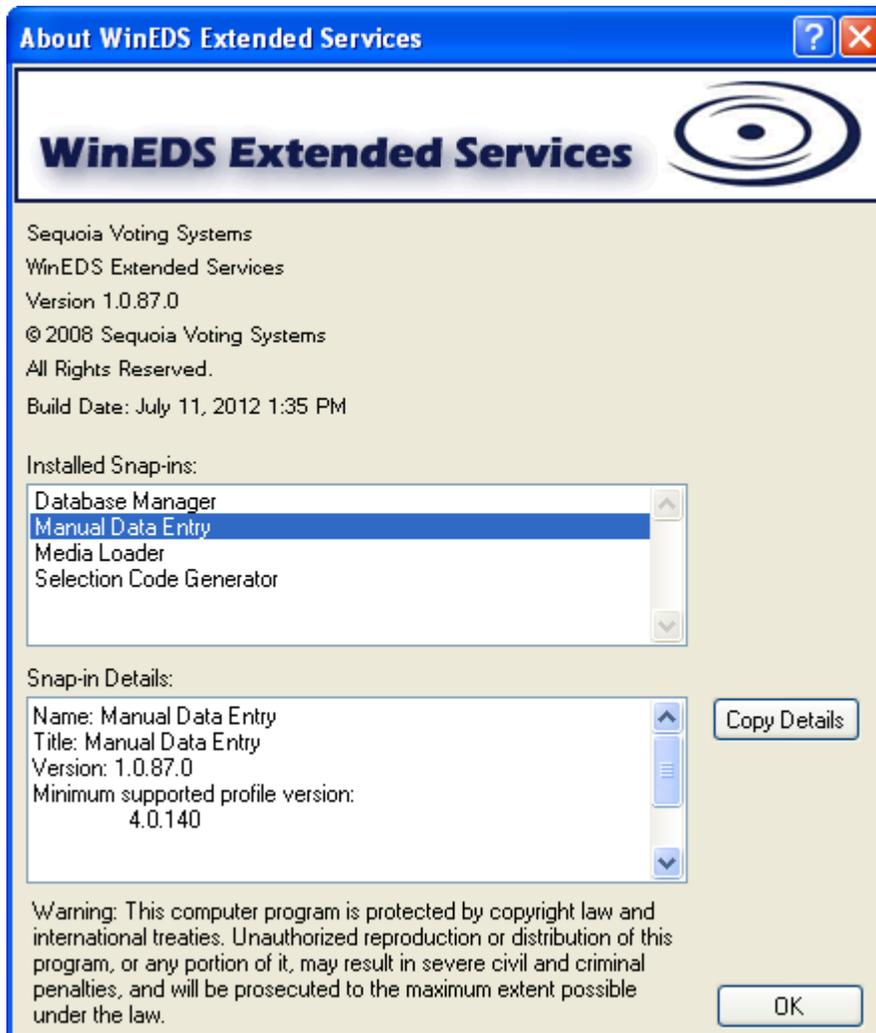


The election is bridged just like other primaries with the exception that the pick-a-party control contest will be the first contest.

## Tallying 400-C loads in WinEDS 4.0

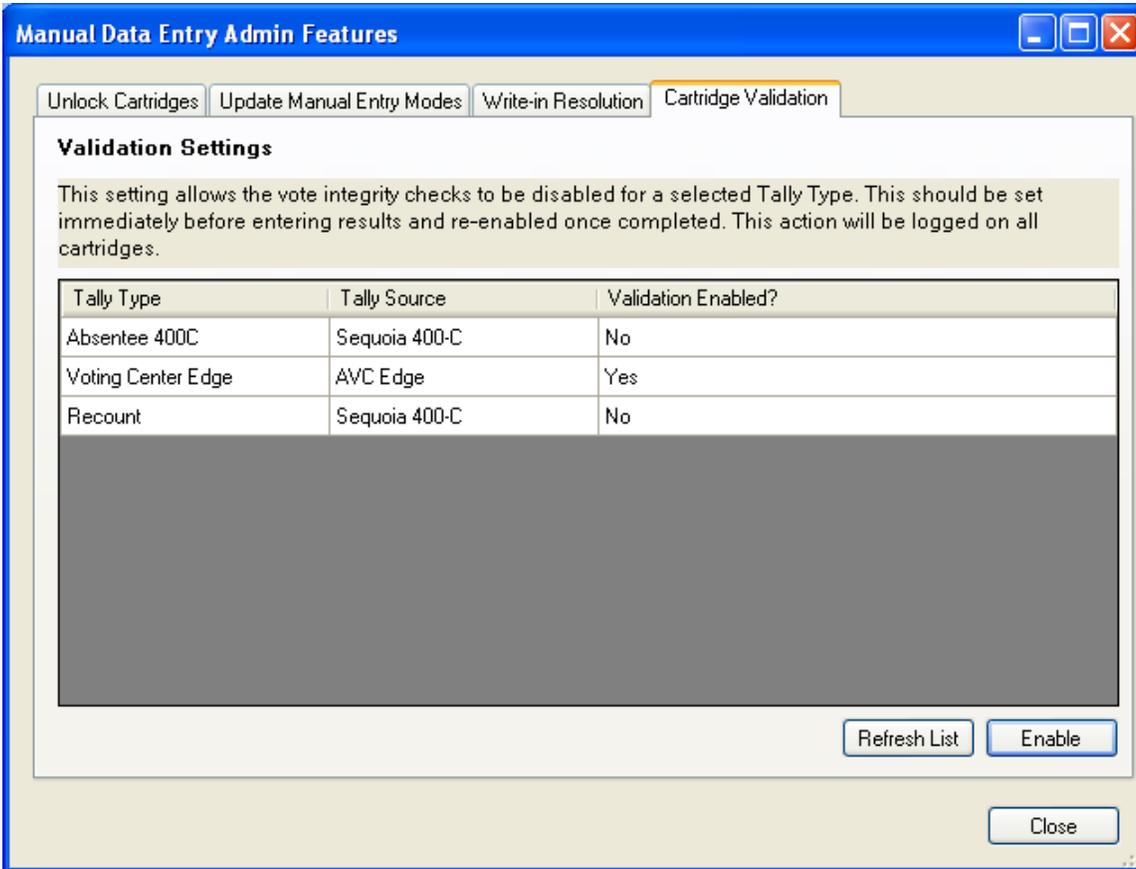
In WinEDS 4.0, 400-C loads are tallied similarly to Edge cartridges. If blank ballots are not out-stacked on the 400-C and are allowed to be included in the results, you will need to turn off the cartridge validation for the 400-C tally types. This is necessary because a blank ballot is recorded by the 400-C as a non-partisan ballot (turnout) and no balancing under votes are included in the results. As a result the tally validation logic will flag 400-C loads that include blank ballots as invalid cartridges when they are tallied.

Start WinEDS Extended Services and log in to the WinEDS profile election. Click on Help / About and verify that the version is at least 1.0.87.0. If it isn't, you will need to uninstall WinEDS extended Services and install a newer version.



Once the version of WinEDS Extended Services has been verified as correct you can continue the process of turning off cartridge validation logic on 400-C tally types. Click on Tools / Manual Data

Entry. When the Manual Data Entry Window is displayed there will be a new Options item on the menu bar. Click on Options / Manual Data Entry Admin.  
 On the Manual Data Entry Admin Features window, click on the Cartridge validation tab. Select each row that has a tally source of Sequoia 400-C and click on the Disable button. When this process is finished, the window should look similar to the following:



Click the Close button and exit WinEDS Extended Services.