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1.0 Background

1.1 Project Vision

Washington State is looking for a state-of-the art system for voter registration and elections management for use at both the state and county levels. Present technology, equipment, and software for voter registration and elections management is aging at all levels.

2.0 Approach & Methodology

Use cases were developed through a series of interviews and workshops with various Washington State and County stakeholders including representatives from departments who are involved in the voter registration process, the Election Assistance Commission (EAC), Department of Homeland Security (DHS), and state agencies.

2.1 Stakeholders

1. Registered Voters or Potential Voters
2. Voters with Disabilities
     a. State Disability Advisory Committee
     b. County Disability Advisory Committees
3. Young Voters
4. Media
5. Legislators
6. State Agencies
7. Candidates, Political Parties, Campaign Consultants
8. Privacy Advocates
9. Open Source Consortium
10. Civic Engagement Organizations – *Below are some entities we identified within this stakeholder group*
     a. Rock the Vote
     b. The Washington Bus
     c. WinWin
     d. Heritage Foundation
     e. WA Policy Center
     f. Civic Seattle Group
     g. VIP
11. Election Assistance Commission (EAC)
12. Department of Homeland Security (DHS)
13. Pew Charitable Trusts
14. Federal Voting Assistance Program (FVAP)
15. Election Registration Information Center (ERIC)

2.2 Use Cases

The objective of these use cases is to provide vendors and end-users with an overview of potential system functionality. The purpose of the use case approach is to illustrate "what" the system is expected to do if state law and policy permit, not "how" it is expected to do it. The use case does not stipulate a particular design. Rather, the use case methodology is a structured approach to capture requirements and includes the following steps:

1. Identify Actors, Roles and Scope

   - Determine all potential actors of the new system (who will use the system)
   - Identify a list of preliminary use cases

2. Document the use case flow

   - The use case is described using simple narrative language
   - The use case should represent the complete course of events of the business process (e.g., "Submit an Application")
   - The use case must have a well-defined starting point and well-defined endpoint (Pre-condition and Post-condition)
   - The endpoint of the use case should be a meaningful service delivered or process completed
   - Alternative flows or optional courses of events are documented

As part of the use case flow, the following is documented:

   - Use Case Name
   - Actor
   - Purpose/Objectives
   - Trigger
   - Pre-condition
   - Post-condition
   - Use Case Narrative/Flow (no more than 1-2 pages)
   - Step-by-step description of user actions
   - Description of system behavior
   - Associated Use Cases
   - Alternative Flow
   - Additional Requirements

2.3   Actors

In Washington, four categories of Actors were identified.

   - **Public** — Washington residents who are voters or potential voters; these Actors participate in a self-service, voter registration, voting and petitioning.
   - **OSOS Election Division Staff** — *any* staff of the Washington Office of the Secretary of State that performs a voter registration or election management related task.

■ **County Staff** — *any* staff of a County that performs a voter registration or election management related task.

■ **Staff** – When "Staff" is referenced, these actions could be taken by either State or County staff. Staff may have multiple roles when using the system.

  o *Petition Staff* - State and County staff that are actively working with Petitions

  o *Election Staff* - State and County staff that perform various tasks related to the conduct of an election

2.4 Use Case List

UC #	Use Case Name	Actor	Description
Voter Registration			
3.1	Perform Self-Service Inquiry	Public	This use case allows the public to view information on a voter or potential voter.
3.2	View & Manage Voter Information	Staff	This use case assists Staff finding and managing information about a voter.
3.3	Apply for or Update Voter Registration	Public	This use case allows the public to submit an application for voter registration.
3.4	Process an Application or Update Voter Registration	Staff	This use case allows County Staff to process an application for voter registration.
Manage Rolls			
4.1	Manage Duplicates	Staff	This use case allows Staff to manage possible duplicates in voter registration.
4.2	Process Felon/Incompetent	Staff	This use case allows Staff to process update to registration of incompetent or felon voter.
4.3	Process Deceased	Staff	This use case allows Staff to process an update to registration of a deceased voter.
4.4	Manage Protected Voter	Staff	This use case allows Staff to manage voters in the Address Confidentiality Program or who are otherwise are able to have their information secured.
4.5	Cancel Voter	Staff	This use case allows Staff to cancel registration of a voter.
Notices			
5.1	Issue Notice	Staff	This use case allows Staff to issue notices to the public.
5.2	Manage Notices	Staff	This use case allows Staff to manage the notice process.
5.3	Respond to Notice	Public	This use case allows the Public to respond to notices.
5.4	Process Responses to Notices	Staff	This use case allows County Staff to process responses to notices.
Petitions			
6.1	Initial Filing of Petition Application	Staff	This use case allows Staff to create various types of petitions on behalf of a petitioner.
6.2	Receive Petition & Signature sheets	Staff	The use case allows Staff to receive petitions including all signature sheets.
6.3	Create Random Sample for Signature Verification	Staff	The use case allows Staff to create a random list to manually verify petition signatures.
6.4	Record Signature Verification Findings	Staff	This use case allows County Staff to manually record findings of the verification process.
6.5	Close Petition & Report Findings	Staff	This use case allows Staff to report on the outcome of the petition.
Election Management			
7.1	Manage an Election Definition	Staff	This use case allows Staff to set up and manage updates to the definition of an election.
7.2	Manage Ballot Styles	Staff	This use case allows County Staff to manage ballot styles for an election.
7.3	Ballot Layout	Staff	The use case allows County Staff to layout their electronically delivered ballots and export matching

			ballot layout files for their tabulation system without having to reenter any data.
7.4	Ballot Issuance	Staff	The use case allows County Staff to issues and mail ballots.
7.5	Receive Ballot	Staff	The use case allows County Staff to receive ballots.
7.6	Receive Provisional Ballots	Staff	This use case allows County Staff to receive Provisional Ballots.
7.7	Manage Vote Centers and Drop Boxes	Staff	This use case allows County Staff to manage Vote Centers and Drop Boxes for an election.
System Administration			
8.1	Manage Geographic Information	Staff	This use case allows Staff to manage the geographic information used by the system.
8.2	Manage Districts	Staff	This use case allows Staff to manage the districts.
8.3	Manage Precincts	Staff	This use case allows Staff to manage the precincts.
8.4	Manage Candidates	Staff	This use case allows Staff to manage the candidates.
8.5	Manage Mass Updates	Staff	This use case allows Staff to make mass updates to the system.
8.6	Manage Public Records Requests	Staff	This use case allows Staff to manage the intake, processing and reporting of PRRs.
8.7	Manage System Tables	Staff	This use case allows Staff to manage parameters within the system.
8.8	Manage User Roles	Staff	This use case allows Staff to manage user roles in the system.
8.9	Generate Report	Staff	This use case allows Staff to report on information in the system.

3.0 Voter Registration

3.1 Perform Self-Service Inquiry

Actor:

Public

Purpose and Objectives:

In the future voter registration process, OSOS Election Division will provide a public facing website for residents to find answers to common questions and serve as a common entry point for interactions with voter registration and election information.

This use case assists Washington State residents in viewing voter registration information.

Trigger Events:

- Public has a question about their personal voter registration status.

Pre-Condition:

- This functionality will be offered as a general information inquiry and will not require registration with the system.

Post-Condition:

- The results of the inquiry are displayed for the Public user.

Use Case Flow:

1. The Public navigates to the OSOS Election Division public portal.

    a. The system shall present a list of common services that may include but are not limited to:

        i. Voter registration information (in this use case)

            1. Cancel Registration (see Apply for or Update Voter Registration use case)

            2. Apply or Update Voter Registration (see Apply for or Update Voter Registration and Apply as UOCAVA Voter use cases)

            3. Respond to Notice (see Respond to Notice use case)

        ii. Candidate Portal (existing OSOS Election Division website)

            1. Offices up for election (see Manage Candidates use case)

            2. Candidate Filing (see Manage Candidates use case)

            3. Candidates who have filed (see Manage Candidates use case)

        iii. Submit Initiative Petition Application (see Create Petition use case)

        iv. Election information

            1. Electronic Ballot Delivery

2. View my voters' guide (in this use case)

3. Locate voting center or drop boxes (in this use case)

4. Verify my ballot status (in this use case)

5. Provisional ballot status (in this use case)

6. Election Results

2. The Public selects the service to verify Voter Registration.

   a. The system shall require the user to enter required information in order to find the voter registration record. This could include but is not limited to: Name, date of birth, voter ID or Drivers' License Number.

3. The Public submits the required information to the system.

   a. The system shall attempt to find a hard match of the voter personal information entered with current voter registration information.

   b. If the system finds a hard match, the system shall display at least the following:

      i. The voter registration information of the voter.

         1. Name, County, address (residential and mailing if applicable), voter ID, date registered, precinct, and all eligible voting districts with current officer holder and their contact information

         2. Voter history:

            a. Status of ballot for current election (counted or not)

            b. All elections in which they were qualified and whether or not they voted

      ii. A link for the user to update the voter registration information (see Apply for or Update Registration use case).

      iii. The option to reprint the receipt from the voter's last voter registration application or print the voter's voter registration card (see Issue Notices use case).

   c. If the system cannot find a hard match, they system shall perform a secondary search for any "sounds like" name or nickname matches

   d. If the system cannot find a hard match, the system shall display at least the following information:

      i. Notice to the user that no match was found and to contact OSOS Election Division and/or local County.

      ii. The option to apply for voter registration (see Apply for or Update Registration use case).

4. The Public selects the service to Locate voting center or drop boxes.

    a. The system shall require the user to enter required information in order to find the voter's voting center or drop box. This could include but is not limited to: Name, address, date of birth, voter ID or DRIVERS' LICENSE NUMBER number.

5. The Public submits the required information to the system.

    a. The system shall display the voter's nearest voting center or drop boxes if a hard match is made with the entered personal information.

        i. The system shall notify the user that this is based on the voter's current voter registration and shall provide the option to update the voter's voter registration (see Apply or Update Voter Registration).

        ii. The system shall allow the user to enter an address or click on a map to find voting centers or drop box locations.

    b. If the system cannot find a match, the system shall display an error message to the user that no match was found and to contact local County and/or WA OSOS.

6. The Public selects the service to View their voters' guide.

    a. The system shall require the user to enter certain information in order to find their voters' guide. This could include but not limited to: County, name, date of birth, voter ID or Drivers' License Number.

7. The Public submits the required information to the system.

    a. If the system finds a hard match, the system shall display the voters' guide of the user, including the contests on that ballot and the candidates of each contest.

    b. If the system cannot find a hard match, the system shall display:

        i. Information to the user that no match was found, with contact information for local County and/or WA OSOS

        ii. The option to apply for or update the voter's voter registration (see Apply for or Update Registration use case).

8. The Public selects the service to Verify Ballot Status.

    a. The system shall require the user to enter certain information in order to find the voter's Ballot. This could include but is not limited to: County, election, name, date of birth, voter ID or Drivers' License Number and (optionally) remaining portions of the voter's full name.

9. The Public will submit the required information to the system.

    a. The system shall display the Ballot Status information that matches the information entered into the system.

        i. When ballot was sent/mailed

        ii. When ballot was received

        iii. Status (e.g. accepted by Election Department (submitted for counting), rejected, pending)

        iv. If Ballot was rejected, the system shall display a reason for reject.

      v.   Once the ballot has been counted, the Public should be able to share a "I Voted" image or link on social media.

   b.   If the system cannot find a match, the system shall display an error message to the user that no match was found and to contact County.

   c.   Ability to request a replacement ballot, will autofill in the voters information but give them the option to put a different mailing address.

Alternate Flows:

1. The Public navigates to the OSOS Election Division public portal from a mobile device.

   a.   The system shall have a mobile-friendly version of the self-service portal.

2. The system shall have a web application for organizations to register and request access to the Online Voter Registration API.

   a.   The system shall assign an authentication access key that will be held in staging until the organization has satisfied all testing requirements and signed the Terms and Conditions.

   b.   They system shall allow organizations to generate a 6-month report by clicking a link in the organization's online account. This on-demand report will provide the status of all successfully submitted applications by transaction number within the 6-month reporting period.

Associations to other Use Cases:

- Apply for or Update Voter Registration
- Respond to Notice
- Create Petition
- Manage Public Records Requests

Additional Requirements:

- The system shall produce printer-friendly pages of inquiry results for Public to be able to print a well-formatted document.
- The system shall have data persist from one screen to another when data fields are the same so the user does not have to do the same data input on multiple screens.

3.2   View & Manage Voter Information

Actor:

Staff

Purpose and Objectives:

Staff need to look up information on a voter at various stages in voter registration and the election process for various reasons.

Staff may search for a voter to:
- Find information about a County voter
- Find information about a voter registered outside the County
- Perform an Election Day Look-Up for voters in the County

This use case assists Staff in finding and viewing information about a voter.

Trigger Events:

■   Staff identifies a need to search for information on a voter.

Pre-Condition:

■   Staff has appropriate user permissions.

Post-Condition:

■   The results of the inquiry are displayed for Staff.

Use Case Flow:

1. Staff selects the option to search for a voter with information about the voter.

   a. The system shall present a list of fields that can be used to search for voter information. These voter identification fields include but are not limited to:

      i. Voter ID

      ii. Voter name, including a phonetic match or "sounds like" name

      iii. Date of birth

      iv. Washington driver license or non-operating Identification Card number (Drivers' License Number number)

      v. Last 4-digits of Social Security Number

      vi. Residence or mailing address

      vii. Telephone number

      viii. Email address

      ix. County (provide note that this will restrict results to this County)

      x. Registration date

      xi. Activity (e.g., name or address changes performed on the voter record)

      xii. Source of registration (e.g., Drivers' License Number, internet, counter, drive)

          xiii. Voter districts (e.g., answers to the questions: which house/senate district am I in?)

    b. The system shall allow wildcard characters (an asterisk "*" or percent sign "%") to be used in text fields to search for text that begin or end with specific characters.

2. Staff enters the information they have about the voter and proceeds with their search.

    a. The system shall be able to display a list of possible voter matches to the search criteria.

        i. System shall jump directly to the voter's record when a search results in a single matching voter.

        ii. System shall accept input from a barcode reader.

        iii. The system will search for the county of the user but has the option to expand the search to 1 or more other counties if the user requests a wider search.

        iv. The system shall provide results for all counties if a specific County is not entered.

3. Staff selects a specific voter record to view and/or manage.

    a. The system shall display information about voters. For example, voter information may include:

        i. All search criteria listed in 1a of this use case

        ii. Seasonal Address, if present

        iii. Effective date of registration change

        iv. Voter status (includes Active/Inactive)

        v. Precinct number

        vi. Provisional ballot status

        vii. Ballot status

        viii. Issued Ballot Information

        ix. Voting history of the voter

        x. Activity (e.g., name or address changes performed on the voter record)

        xi. Notes (narrative or attached image files)

        xii. Attached documents

        xiii. Registration date

        xiv. Most recent signature image

    b. System shall allow for the viewing of Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) flags.

    c. System shall provide the capability for users to add unlimited comments on the voter registration record.

    d. System shall show all ballots issued statuses, challenge code, and other applicable information for voter directly from the voter information screen.

    e. The system shall display tasks associated with a voter record such as but not limited to:

        i. Application status

ii. Pending tasks associated with the voter that require Staff interaction to resolve (see use cases: Manage Duplicates, Manage Felon/Incompetent, Manage Deceased, and Cancel Voter).

4. Authorized County Staff may make updates to the potential voter's information.

a. The system shall allow authorized Staff to update any information on a potential voter's registration and history (see Process Application or Update Voter Registration use case, UOCAVA Process, Notices, Manage Register, Petitions and Election Management use cases for specific updates that Staff may make to a potential voter's record).

Alternate Flows:

■ N/A

Associations to other Use Cases:

■ Process Responses to Notices

■ Manage Duplicates

■ Manage Felon/Incompetent

■ Manage Deceased

■ Cancel Voter

■ Record Signature Verification Findings

■ Remove Name from Petition

■ Receive Ballot

■ Receive Provisional Ballot

Additional Requirements:

■ The system shall allow County Staff to print labels, including but not limited to: voter mailing address labels and ballot label.
■ System shall maintain a history of signatures tied to a voter's registration record.
■ System shall store unlimited signatures in signature history.
■ System shall provide database individual and bulk delete capabilities with a change log
■ System shall provide the capability to remove cancelled voter records after the statutory three-year retention period has expired and a report must be generated of removed records.

3.3 Apply for or Update Voter Registration

Actor:

Public

Purpose and Objectives:

The Public may apply directly online for voter registration. The voter registration system will need to receive the voter registration application records.

This use case allows the public to submit an application for voter registration.

Trigger Events:

- Public identifies the need to register to vote or update their voter registration.

Pre-Condition:

- This functionality will not require registration with the system.

Post-Condition:

- The voter registration application is saved and has an assigned disposition.

Use Case Flow:

1. The Public accesses the online application for Washington voter registration.

   a. The system shall allow the user to choose a language for the voter's voter registration application (English, Spanish, Chinese, Vietnamese, and Korean) and provide the voter with an online application in the selected language.

2. The Public selects their language and proceeds with the application.

   a. The system shall remember the user's language selection as part of their application and subsequent voter profile for potential use in other services such as providing notices and election material to the user.

   b. The system shall provide a way for the Public to change their language selection at any time.

   c. The system shall display important information that may be relevant to the Public at the time of starting a voter registration application, including but not limited to:

      i. State-wide election definition information including title, date, and deadlines for new registration applications or updates such as address.

      ii. Type of updates that can be made with this application, such as registering for the first time or updating specific registration information.

      iii. Link to obtain voter's current registration information (see Perform Self-Service Inquiry use case).

      iv. Overview of the voter registration application process including eligibility criteria to register to vote.

      v. Links to apply with a paper application.

      vi.   Links for the process to apply under the Address Confidentiality Program (ACP) as a protected voter (see Manage Secured Voter use case).

    d.   The system shall inform the Public user of the following eligibility requirements:

      i.   Must be a Citizen of the United States of America.

      ii.   Must be 18 years of age on or before Election Day.

      iii.   Must be a Resident of Washington State.

      iv.   Must not be a under the supervision of the Department of Corrections for a Washington State Felony conviction; or currently incarcerated for a felony in another state or federal court.

      v.   Not disqualified from voting due to a court order.

3. The Public reviews the registration process information and proceeds with the application.

    a.   The system shall ask the Public user for a limited amount of personal information so the system can attempt to make a hard match if the user is already in the system and verify the user's information with Drivers' License Number, including but not limited to:

      i.   First name, middle name, last name, suffix

      ii.   Date of birth

      iii.   Drivers' License Number or State-issued ID number

          1.   The system shall have allow for a barcode scanner to scan the "Machine Readable Zone" (MRZ) on the Washington State Driver's License to auto-fill information for a voter registration application.

          2.   The system shall have the ability to notify the user if they are identified as not a citizen at the Dept. of Licensing (DOL) when they received their Drivers' License Number or State-issued ID.

      iv.   Last four digits of Social Security Number

4. The Public user submits their personal information.

    a.   System shall distinguish between new registrations, updates to existing registrations, and transfers of registrations. If the Public user has already registered to vote, the system shall display the Public user's voter registration information and current registration status.

      i.   The system shall allow the Public user to update their previous voter registration information as needed (see Alternate Flow 1 of this use case for the case if the user has already applied or is registered).

    b.   The system shall verify if the Public user's personal information matches with the information on file with DOL.

      i.   If one of the following occurs, then the system shall inform the user that they can print out an application to apply by mail or appear in-person to local County office for voter registration.

          1.   No match was made between the personal information provided by the user and with the DOL records.

              a. The system shall have the ability to inform the Public user if no match was made between the information they provided and DOL records.

        2. A match was made with DOL records but DOL shows that this voter is not a citizen.

              a. The system shall inform the Public user if DOL shows that this voter is not a citizen.

      ii. The system shall allow voters to print out the OSOS Elections Division Voter Registration Form and mail it directly to their County.

      iii. If the system determines a match with DOL's information, AND determines DOL has a citizen indicator then the system shall display DOL information for:

        1. Public user's residential address for verification, including the full address.

        2. Applicant's selection of whether their residential address is the same as their mailing address.

        3. Mailing address if different than the residential address.

5. The Public user verifies their residential address, has the option to update their residential address, verifies whether or not their mailing address is different than their residential address, and proceeds with the application.

    a. If the user selects that their mailing address is different than their residential address, then the system shall ask the user for their mailing address.

      i. The system shall receive any address changes from DOL address changes if the user indicates at DOL that they want their voter registration address changed.

    b. If the Public user does not have a street address, then the Public user will indicate their residence on a map.

      i. The system shall have the capability to record non-standard addresses such as but not limited to narrative descriptions of location.

      ii. The system shall have the capability for a Public user to indicate their residence on a map in the case of not having a street address.

    c. The system shall require an indication of residential address for each applicant, whether their residential address is the same as their mailing address, and a mailing address if different than their residential address prior to completing an application for voter registration.

    d. The Public user may update their residential address to a different county within Washington State.

    e. The Public user may self-identify as a military or citizen living overseas.

      i. System shall capture, flag, and store Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voter designations.

6. The Public provides other voter registration information.

    a. The system shall allow the Public user to indicate the following information:

        i. Telephone number
        ii. Former address including County and State if registered in another State
        iii. Former name (if applicable)
        iv. Email address

    b. The system shall require the Public user to swear or affirm that the information provided is correct and that they meet the eligibility criteria.

7. The Public user will review the information they have provided and indicate in the system that they swear or affirm that the information is correct and they meet the eligibility criteria.

8. The Public user will submit their application to become a registered voter in the State of Washington.

    a. The system shall validate that all required fields are completed.

        i. If the system determines that a required field is not completed, then the system shall inform the Public user that their application is not complete and not allow the submission of the incomplete application.

    b. System shall provide the capability to retrieve and store signatures from the Department of Licensing (DOL) in a high resolution (to allow for potential automatic signature verification)

    c. The system shall save the new voter registration application.

    d. The system shall provide a confirmation receipt to the Public user. (See Issue Notices use case).

        i. The system shall provide a confirmation number to the authorized user.

        ii. The system shall send the user a confirmation email if the user provided an email. If the email address was changed during the update, a confirmation email shall be sent to both email addresses.

        iii. The system shall allow the user to print their confirmation from the system.

    e. The system shall have the capability, on voter registration application submittal, to check or verify with information from the Department of Corrections (DOC) and Washington Courts that the Public user is not under DOC supervision for a felony conviction and that the Public user has not been disqualified from voting due to a court order.

        i. If the system finds a hard match between an applicant for voter registration and a convicted felon or incompetent then the system shall add the applicant to the queue for records that need to be processed for notice generation. (See Issue Notice use case).

    f. The system shall verify with the Washington Department of Health (DOH) that the Public user is not deceased (see Manage Deceased).

    g. The system shall verify that the Public user's given date of birth makes the user 18 years old by the next Election Day.

    h. The system shall use GIS to verify that the Public user's given residence is within the State of Washington.

      i.   If the system determines the Public user is potentially ineligible to vote, the system shall update the potential voter's record to indicate that they are potentially ineligible to vote so that County Staff can make a final determination of eligibility.

Alternate Flows:

1. If the system determines the Public user has already applied or is already registered to vote, then the system shall allow the user to update their previous voter registration information as needed.

   a. The system shall display the Public user's current voter registration information and status from the voter registration system.

      i. The Public may then update any of their voter registration application information and complete the steps above through submitting the application.

Associations to other Use Cases:

■ Perform Self-Service Inquiry

■ Issue Notices

■ Manage Secured Voter

Additional Requirements:

■ The system shall identify the source of the voter registration applications, including but not limited to other State departments or community based organizations.

■ System shall provide online voter registration capabilities that include submission authentication to prevent robotic submission of registrations.

3.4 Process Application for Voter Registration

Actor:

Staff

Purpose and Objectives:

Applicants may fill out a paper Washington Voter Registration Form published by OSOS Election Division in order to apply to be registered as an eligible voter. County staff may also receive paper Federal forms for a voter registration application.

This use case allows County Staff to process an application for voter registration.

Trigger Events:
- Staff receives a paper based application for voter registration.

Pre-Condition:
- Staff has appropriate user access rights to the system.

Post-Condition:
- The voter registration application is saved and has an assigned disposition.

Use Case Flow:

1. Staff logs into the system with their user access information.

    a. The system shall display a home page to Staff with a dashboard of summary information relevant to the user's role (see Manage User Roles use case).

2. Staff selects the option to process a voter registration application.

    a. The system shall have an option for Staff to process applications for voter registration.

3. Staff may scan in a copy of a paper State voter registration application and any other documents provided.

    a. The system shall allow the user to identify the type of document that they are scanning such as but not limited to an application or response to a notice.

    b. The system shall have the capability to record a scanned copy of a Washington State Voter Registration Form, National Voter Registration Form, Federal Postcard Application and Federal Write-in Absentee Ballot. (See Voter Registration Form published by WA OSOS).

    c. The system shall have the capability to record a scanned copy of any documents provided for identification verification (i.e. utility bill, etc.), if provided.

    d. The system shall have the capability to recognize barcodes on scanned documents in order to attach it to the corresponding record.

    e. System shall allow individual and batches of documents to be scanned.

    f. System shall retain scanned document images for a pre-defined period of time.

        i. System shall flag items for removal of scanned document images in compliance with retention schedules.

g. System shall allow a scanned document to be updated.

h. System shall allow a scanned document to be deleted, retaining a record of the deletion and the user deleting.

i. System shall allow document image(s) to be associated to a voter.

j. System shall be capable of adding a voter ID barcode to any system-generated documentation and correspondence.

k. System shall allow for signatures to be clipped on a scanned document.

l. System shall provide the capability to redact information on scanned documents.

4. County Staff selects the option to process electronically received voter registration applications.

   a. The system shall have a centralized area for processing electronically received voter registration applications.
      i. System shall allow County Staff to transfer an electronically received voter registration to another county if it is sent to the incorrect county.
      ii. System shall provide the capability to remove motor voter registrations submitted by the DOL in error.

5. If the information on the application is not yet in the system, County Staff enters in all the information provided on the State form into the system.

   a. The system shall allow keyboard shortcuts, tabbing, and functions to enter information efficiently.

   b. The system shall allow Staff to enter in the information provided on a Washington State Voter Registration Form, National Voter Registration Form, Federal Postcard Application and Federal Write-in Absentee Ballot.

   c. If staff enters in applicant's personal identification information needed to make a hard match, for example first name, last name, Drivers' License Number, State-issued ID, last four digits of SSN, or DOB (see View & Modify Voter Information use case for voter information search screen):

      i. The system shall verify if the applicant has already applied or is registered.

         1. If the system finds a potential match (or duplicate) with an existing record, the system will give the user the option to update the existing record or complete processing of the new application and then resolve the potential duplicate (see Manage Duplicates use case).

         2. If the system finds a hard match with the personal identifying information on an application, the system shall display the applicant's existing voter registration record in the system and give the user the option to update the information (see Obtain Voter Information use case).

      ii. The system shall allow County Staff to add a new person to the system.

      iii. The system shall attempt to match the personal information with Drivers' License Number records and retrieve any addresses, Drivers' License Number's record of last four digits of SSN and signature, in real-time.

    iv.   If the application does not have a DRIVERS' LICENSE NUMBER or does not find a hard match with DRIVERS' LICENSE NUMBER's information, the system shall verify the accuracy of name, date of birth, and Last 4 Digits of SSN.

6. County Staff selects the option to view the voter's hand written signature.

    a. The system shall display the voter's most recent hand written signature from their DRIVERS' LICENSE NUMBER records.

    b. The system shall display any scanned and cropped image of an applicant's signature from a paper State voter registration form.

    c. The system shall have the capability to sort signatures on the date it was received.

    d. The system shall allow County Staff to make a determination if the signature is not readable (i.e. Driver's License signature is an image of "No Signature on File".

7. County Staff verifies that the applicant's residence is within Washington.

    a. The system shall allow County Staff to enter in all address information provided, including mailing and seasonal addresses

        i.   System shall standardize the residence address to USPS standards.

        ii.   System shall provide the means to mark an address as a private mailbox (PMB).

        iii.   The System shall notify the user if a residential address has been identified as a PMB and preclude the use of that address as a voter residential address.

        iv.   System shall provide the means to identify an address as a commercial address.

        v.   The System shall notify the user if a residential address has been identified as a commercial address and preclude the use of that address as a residential address.

        vi.   The System shall provide for overriding the preclusion of a commercial address as the residential address of a voter.

        vii.   System shall provide the means to identify an address as an invalid delivery point.

        viii.   The System shall provide the capability to remove an invalid delivery point designation from a voter address.

        ix.   The System shall notify the user if a residential address has been identified as an invalid delivery point and preclude the use of that address as a residential address.

        x.   System shall allow for the use of a seasonal address.

        xi.   System shall set voter's registration status to inactive and generate a confirmation notice if a change of address outside the voter's current county is received.

            1. System shall capture the reason a voter's registration status is changed to inactive.

b. If the applicant did not provide a street address for their residence then staff views the applicant's indication of their residence on a map, either directly from the paper form, from the scanned image of the paper form, or from the applicant's indication online.

c. The system shall display the applicant's indication of their residence on a map for the case in which they do not provide a street address.

   i. The system shall attempt to identify the applicant's street address of their residence from the applicant's indication of their residence on a map and display the potential residential street address to staff.

8. County Staff will verify the geographic location of the applicant's residence and save the location in the system.

   i. The system shall be able to store residential addresses based on geographic location that do not have street addresses.

   ii. The system shall attempt to identify a district and precinct for each residential address.

9. County Staff will indicate if the applicant is a UOCAVA voter.

   a. The system shall allow County Staff to indicate if the applicant is a UOCAVA eligible voter. (See Apply as UOCAVA Voter use case).

   b. The system shall allow County Staff to indicate the type of UOCAVA voter, such as but not limited to; military or overseas citizen. (See Apply as UOCAVA Voter use case).

   c. They system shall allow County Staff to indicate the ballot receipt preference (email, mail, etc.), either directly from the paper form, from the scanned image of the paper form, or from the applicant's indication online.

10. County Staff will make an overall determination if the applicant is eligible to register to vote in Washington elections.

    a. System shall verify minimum State required voter registration information is provided. (Name, Residential address, Date of birth, Signature attesting to truth of info on application, and Confirmation that the applicant is a US Citizen) .

    b. System shall verify the voter will be 18 on or before the next election.

    c. The system shall record county staff's determination of an applicant's eligibility to register to vote in Washington and reason for that determination.

    d. The system shall allow County Staff to record the date the paper form was filled out by the applicant.

    e. The system shall take County Staff's manual entry for the "Effective Date of Change".

Alternate Flows:

a. N/A

Associations to other Use Cases:

■ N/A

Additional Requirements:

- The system shall have the capability of uploading to and downloading information from the national Electronic Registration Information Center (ERIC).

- System shall allow for the import of NCOA data.

- System shall assign a unique identifier to each voter, which must remain unchanged throughout the voter's registration history.

- System shall store a voter signature including prior signatures with reference to signature source.

- System shall capture the National Voter Registration Act (NVRA) source on new or updated registrations.

- System shall capture language designation and generate system responses and correspondence to that voter in the designated language.

- System shall provide the capability to add an underage (17 year old) voter registration applicant in a pending status.

- System shall provide the capability to add a 17 year old who will be 18 by the next election in an active status.

- System shall provide the capability to add and later deny an underage (16 year old or younger) voter registration applicant.

- System shall verify the voter will be 18 on or before the next election.

- In the case that the Washington State Legislature enacts a pre-registration system, System shall contain features to track, update/change the underage voter record. Registrant must clearly be marked ineligible to vote and must not be allowed to be transferred into an election, to have a ballot issued to the record, or be publicly disclosed. This feature will not be engaged unless such legislation is passed.

- System shall allow an incomplete registration to be recorded with an incomplete status, send a verification notice to gather the missing information and deny the registration if missing information is not received in 45 days.

- System shall support Election Day registration, to be used should the State legislature enables Election Day registration.

4.0   Manage Rolls

4.3   Manage Duplicates

Actor:

County Staff

Purpose and Objectives:

When applications for voter registration are processed, the system will detect duplicate applications and potential duplicate voters. Public users will be directed to update existing information whenever possible and paper applications will automatically be merged with existing applicant records when a hard match is established.

A potential duplicate applicant or voter is a record that may have multiple other records that only partially match.

This use case allows Staff to manage potential duplicates in voter registration.

Trigger Events:

■   Staff views an indication that there is a queue of records for which potential duplicates need to be processed and resolved.

Pre-Condition:

■   Staff has appropriate user access rights to the system.

■   Staff has logged into the system to view the queue of potential duplicates.

■   An application record or other roll maintenance activity has occurred which has generated a soft match and potential duplicate records.

Post-Condition:

■   The potential duplicate records have been processed and resolved.

Use Case Flow:

1.   The Staff selects the option to view a queue of potential duplicate records.

   a.   The system shall identify soft matching records as potential duplicates if only part of the personal identification information matches based on a configurable set of fields and thresholds such as name, date of birth, DRIVERS' LICENSE NUMBER number or last 4 digits of SSN.

   b.   The system shall identify hard matching records based on a configurable set of fields and thresholds such as full last name, first 5 characters of first name, DOB, DRIVERS' LICENSE NUMBER number & last 4 digits of SSN.

   c.   If the system identifies a hard match with a new voter registration application that would cause the voter's registration to change counties, then the system shall update the voter's registration in the new County, cancel the voter's registration in the old County.

       i.   System shall not allow a voter's registration to be transferred into a county holding an election during the registration blackout period for that election with an override capability for authorized users.

      ii.   System shall not allow a voter's registration to be transferred out of a county holding an election if the voter has already returned a ballot with an override capability for authorized users.

  d. The system shall display a queue of potential duplicate records, filtered for existing records with the oldest Effective Date of Change / Registration Date State-wide, and registered within the County that County Staff is working so County Staff can cancel the voter first.

2. County Staff chooses the option to review potential matches within a County.

  a. The system shall identify potential matches within a County.

3. County Staff chooses the option to review potential matches State-wide.

  a. The system shall identify potential matches State-wide.

4. The County Staff selects a voter record to process for which there are multiple potential records to verify if they match or not and resolve.

  a. The system shall display the details of all potential matches of multiple voter record for the same voter in the system, including but not limited to:

       i.   All voter record details in the system

      ii.   Full name details including previous names and aliases

     iii.   Identification numbers such as DRIVERS' LICENSE NUMBER number, SSN, etc.

     iv.   Residential addresses

      v.   Mailing addresses

     vi.   Signatures

    vii.   All option details

        1.   Parent's name

        2.   Place of birth

5. The County Staff makes a determination on the potential duplicate records as to whether they match, do not match or if more information is needed to make a determination.

  a. The system shall have an option for users to indicate their determination of whether potential duplicate records match or not.

6. If the County Staff indicates that the records match, then system shall link the records to form a new voter record. If there is some data that does not match, the system shall take the latest data from each record and process the corresponding updates, such as address change.

  a. The system shall also maintain a history of all previous voter registration information for the new voter record.

7. If the County Staff indicates that the records do not match, then the system shall maintain the records separately.

8. The County Staff may also choose to take no action on resolving the duplicate but does take action on the record, for example issues a notice for more information.

    a. The system shall allow County Staff to update a potential duplicate case with the action they took short of resolving the duplicate. In this case the County Staff may request more or a confirmation of information by issuing a notice (see Issue Notice use case).

Alternate Flows:

1. A user attempts to create a duplicate application or voter record of someone that already has a record in the system.

    a. The system shall identify hard matches at time of data entry between potential new voter records and existing voter records based on the configurable definition of hard matches (see definition of hard matches in Manage Duplicates use case).

    b. The system shall automatically put into pending status any hard match duplicate records and not issue any ballots until resolved.

Associations to other Use Cases:

■ Issue Notices

Additional Requirements:

■ System shall maintain a table of name variations (nicknames) to be used in duplicate matching and name searches.

■ System shall provide a means of selecting a voter, merging all data associated with that voter into the record of a second selected voter, and cancelling the first selected voter record while maintaining an audit trail that will allow the merged records to be unmerged if merged in error.

■ The additions/changes that are made during the election cycle must not overwrite/change the data that is being used to facilitate the in-process election.

4.4   Process Felon or Incompetent Voters

Actor:

Staff

Purpose and Objectives:

The registry of voters needs to remain free of felons or those deemed incompetent by a court. Not only do applications for voter registration need to be checked for felon or incompetent, but previously registered voters need to be removed from the register if they are judged to be a felon or incompetent. Department of Corrections and the Courts provide Staff with information identifying convicted felons and those judged incompetent so that they can be removed from the register of voters.

This use case allows County Staff to process updates to the registration of an incompetent or felon voter.

Trigger Events:

- County Staff views an indication in the system that there is a queue of records for which felon or incompetent records need to be processed and resolved.

Pre-Condition:

- County Staff has appropriate user access rights to the system.

- County Staff has logged into the system to view the queue of felon or incompetent records.

- An application record or other register maintenance activity has occurred which has generated a soft match.

Post-Condition:

- The felon or incompetent record has been processed and resolved.

Use Case Flow:

1. The County Staff selects the option to view the queue of felon or incompetent records.

    a. The system shall receive updates from Courts and Department of Corrections on convicted felons or those judged incompetent.

    b. The system shall attempt to identify hard matches between potential voters and the convicted felons and incompetent.

        i. If the system finds a match between a voter and a potential convicted felon or incompetent, the system shall automatically update the potential voter's record as being a felon or incompetent, add any additional information to the voter's record from the courts' information, automatically change the status for the voter to potential felon and add them to the queue for records that need to be reviewed by County Staff (see Cancel Voter and Issue Notice use case).

    c. The system shall display a queue of felon or incompetent records that need to be processed.

2. The County Staff processes the matching potential felon records like potential duplicate records (see Process Duplicates use case).

3. The County Staff identifies the records match and the system will add them to the queue for records that need to be processed for notice generation.

4. If the County Staff indicates that the records do not match, then the system removes the voter from the felon queue.

5. As the notices are returned, County Staff will either cancel the voter, confirm their rights have been restored, or indicate the match was not the right person (see Cancel Voter use case).

6. After the required time has passed under law, the system will automatically change voter registration status to "canceled" unless the voter has returned a notice or contacted the Auditor's Office.

Alternate Flows:

1. The County Staff may manually add felon or incompetent records from paper lists received from courts in Washington or from courts outside of Washington.

   a. If the Staff receives a notice of a felon or incompetent, the County Staff will add a record of the felon or incompetent.

      i. The system shall allow the County Staff to manually enter a record of a felon or incompetent.

      ii. If the system does not find a match, the system shall add new records of felon or incompetent to the queue of felons or incompetent for County Staff to work.

      iii. The County Staff will work the queue per the use case above.

2. The County Staff may receive notice that voting rights were restored for individuals.

   a. Note for reference, that the system does not need to do anything in the case that the County Staff receives notice that voting rights were restored for individuals.

   b. Individuals that have had their voting rights restored must register to vote to be able to vote.

Associations to other Use Cases:

■ N/A

Additional Requirements:

■ System shall check in near real time, when a voter registration application is being processed by the central database, if the person applying to register to vote is currently under DOC supervision. If they are, the registration must be marked with pending status and applicable notification for due process is triggered.

■ System shall prevent ballots to be issued or accepted from any record in pending status.

4.5   Process Deceased

Actor:

County Staff

Purpose and Objectives:

The registry of voters needs to remain free of deceased persons. Previously registered voters need to be removed from the register if they are certified to be dead and applications for voter registration need to be checked for deceased. Social Security Administration (SSA) and Department of Health (DOH) provide OSOS Election Division with information identifying deceased individuals so that they can be removed from the register of voters.

Applicants for voter registration and those already registered to vote will be automatically updated as deceased when a hard match is found with DOH or SSA data.

This use case allows the County Staff to process update to registration of deceased voter.

Trigger Events:

- ■ The County Staff views an indication in the system that there is a queue of records for which deceased records need to be processed and resolved.

Pre-Condition:

- ■ The County Staff has appropriate user access rights to the system.
- ■ The County Staff has logged into the system to view the queue of deceased records.
- ■ An application record or other register maintenance activity has occurred which has generated a soft match.

Post-Condition:

- ■ The deceased record has been processed and resolved.

Use Case Flow:

1. The County Staff selects the option to view the queue of deceased records.

    a. The system shall receive updates from DOH, SSA, and other vital statistics for pending of potentially deceased voters.

    b. The system shall have the capability to record the date of death.

    c. The system shall attempt to identify matches between voters and information on deceased individuals.

        i. If the system finds a match between a potential voter and a deceased individual, the system shall display a queue of deceased records that need to be processed (see Cancel Voter and Issue Notice use case).

2. The County Staff processes potential deceased records (see Process Duplicates use case).

a. The County Staff identifies the record match and completes the Process Deceased use case.

    i. System shall include name, date of birth (DOB) and address information when identifying potentially deceased voters.

    ii. The County Staff will cancel the voter (see Cancel Voter use case).

b. If the County Staff indicates that the records do not match, then the system remove the voter from the deceased queue.

Alternate Flows:

1. The Staff may manually add deceased records to the system.

    a. If the County Staff receives a notice of a deceased individual, the County Staff will add a record of the deceased individual to the system.

        i. The system shall allow the County Staff to manually enter a record of a deceased individual.

            1. The system shall attempt to identify matches, cancel voters and notify County Staff to work the queue of notices to issue when deceased records are added to the system.

2. The County Staff may receive notice that an individual previously deemed deceased is not actually deceased.

    a. County Staff may reinstate the voter's voter registration.

        i. The system shall allow County Staff to reinstate a voter's voter registration, for example in the case a voter was deemed to be deceased and then it is found that the voter is not actually deceased.

Associations to other Use Cases:

- Cancel Voter
- Issue Notice

Additional Requirements:

- System shall allow for potential deceased voters to be identified using data from interstate matching programs, such as Electronic Registration Information Center (ERIC).

- Systems must maintain a list of all previously registered persons confirmed as deceased and alert the user if they are adding a record that was previously cancelled as deceased.

- System shall validate new, updated, and corrected voter registrations against the deceased voter list to determine possible matches.

4.6 Manage Protected Voter

Actor:

Staff

Purpose and Objectives:

An ACP voter is someone in Washington that is in the Address Confidentiality Program (ACP).

OSOS administers the Address Confidentiality Program (ACP) which provides enrolled individuals a substitute address and confidential mail forwarding services. ACP participants may register or update their registration as an ACP protected voter so that their real address will not appear on any public list of registered voters. ACP participants will register or update their voter registration as ACP participants only through ACP. Otherwise, their real address will be obtained in the register of voters.

Counties will handle ACP voter's information outside the system **entirely**, however the system should prevent any accidental submissions.

This use case allows Staff to manage voters in the Address Confidentiality Program (ACP) or have otherwise been allowed to have their information secured.

Trigger Events:

- The County Staff receives a voter registration application from the Address Confidentiality Program (ACP).

Pre-Condition:

- The County Staff handles the Address Confidentiality Program (ACP) applications manually and outside the system.

Post-Condition:

- N/A

Use Case Flow:

1. The Staff checks voter registration system for ACP voters.

    a. The system shall prevent Staff from entering a ACP voter registration into the system

        i. ACP registrations must not be included in the database and are handled manually.

Alternate Flows:

1. Receive an online registration for an ACP member

    a. The system shall check new voter registration applications for an ACP mailing or residential address.

Associations to other Use Cases:

- Process Application or Update Voter Registration

Additional Requirements:

- N/A

4.7   Cancel Voter

Actor:

Staff

Purpose and Objectives:

For various reasons, potential voters will be removed from the register of eligible voters and thus their voter registration will be cancelled.

Staff will review all felon, incompetent individuals reported by the courts, deceased individuals and duplicates matches that are found by the system. The system will identify voters that have not voted and have been inactive in the last two federal elections and allow the Staff to cancel them. Individuals who have been previously registered and have provided an updated residential address in a different County will be canceled from the rolls of their previous County. Responses to notices may also cancel a voter registration record automatically if the response confirms the potential voter is a felon, incompetent, deceased or non-U.S. citizen.

The Staff may also manually cancel a potential voter's registration for various reasons (e.g., request from a voter to be cancelled).

This use case allows the Staff to cancel registration of a voter.

Trigger Events:

- ■ The Staff identifies a need to cancel a voter registration.

Pre-Condition:

- ■ The Staff has appropriate user access rights to the system, including being able to cancel voter registrations.
- ■ The Staff has logged into the system to cancel a voter.

Post-Condition:

- ■ The potential voter's registration record has been updated to reflect a cancellation and they have been removed from the roll of eligible voters.
- ■ The potential voter's record has been added to the queue for notice generation.

Use Case Flow:

1. The County Staff selects the option to cancel a voter registration.

    a. The system shall allow staff to cancel voter registration.

2. The County Staff indicates that the voter's registration is to be cancelled.

    a. The system shall require County Staff to indicate a reason for voter registration cancellation.

    b. The system shall cancel a voter registration and remove the potential voter from the list of eligible voters.

3. The County Staff will decide if they want to issue a notice for the cancellation.

      a. The system shall allow the County Staff to add cancelled voters to the queue for notice generation (see Issue Notices use case).

Alternate Flows:

1. N/A

Associations to other Use Cases:

■   Issue Notices

Additional Requirements:

■   System shall allow for identification of voters who have potentially moved out of state using Electronic Registration Information Center (ERIC) data.

■   System shall automatically identify voters who have been on inactive status for two federal elections.

■   System shall provide the capability to remove cancelled voter records after the statutory three-year retention period has expired and a report must be generated of removed records.

■   System shall provide database individual and bulk delete capabilities with a change log.

5.0 Notices

For various reasons, Staff may issue notices to applicants for voter registration, and eligible or ineligible potential voters. Staff will manage the content, format, and review period for notices and process any responses to notices.

5.1 Issue Notices

Actor:

Staff

Purpose and Objectives:

This use case allows Staff to issue notices to the public.

Trigger Events:

- Staff views a queue of records for which notices need to be generated.

- Staff decides to issue a notice.

Pre-Condition:

- Staff has appropriate user access rights to the system.

- Staff has logged into the system to view the outstanding records for which notices need to be generated.

- An application record or other register maintenance activity has occurred which requires a notice to be generated and issued.

Post-Condition:

- A notice has been created and issued.

Use Case Flow:

1. Staff selects the option to issue a notice.

    a. The system shall have an option for staff to issue a notice.

    b. The system shall display a queue of records for which notices need to be created.

    c. The system shall have the capability to prioritize requirements to issue notices.

    d. The system shall allow County Staff to modify the priority of requirements to issue notices.

2. Staff selects a potential voter record, notice type or group thereof to create notices.

    a. The system shall create various types of notices for various reasons, including but not limited to:

        i. A new voter notification card

ii. A request for signature for voters who failed to sign their ballot envelope

iii. A request for a signature update for voters who's signature did not match their ballot envelope

iv. A request for a signature from voters without signatures on file prior to an election

v. A notice to voters who submitted a late registration

vi. Notice of incomplete voter registration application, with areas to provide missing information

vii. Notice to verity voter's address when new address information is received from USPS or another source (a.k.a. Confirmation Notice)

viii. Notice requesting if potential voter wants to be canceled or update their registration since they moved out of the County but within the State

ix. Notice requesting if potential voter wants to be canceled since they moved out of the County and out of the State

x. Potential voter has been / is under Department of Corrections supervision for felony conviction

xi. Potential voter has been declared mentally incompetent by final judgment of a court of law

xii. Notice requesting potential address update based on different address provided on petition compared to registration record

3. County Staff will select the option to create the specific notice, for the specific voter record.

   a. The system shall record what notice template and version was used to create the potential voter specific notice.

4. The County Staff may email the notice if the potential voter provided an email address.

   a. The system shall allow the user to email notices to potential voters.

5. The County Staff will print notices and mail them.

   a. The system shall allow the user to print notices to be mailed to potential voters.

      i. The system shall allow the user to print one notice at a time.

      ii. The system shall allow the user to print a batch of notices at a one time.

      iii. The system shall allow the user to create an extract of notices to be printed for 3rd party printing.

   b. The system shall have the capability to export a mail merge file.

6. The County Staff views potential voter records and associated notices that have been returned as undelivered or have lapsed a defined time period without any update and selects the option to issue a second notice.

   a. The system shall allow County Staff to issue second notices in the case first notices were returned as undelivered or the time since the first notice without any update has exceeded a defined period.

Alternate Flows:

- N/A

Associations to other Use Cases:

- N/A

Additional Requirements:

1. The system shall allow Staff to send a text message (SMS) to voters.

2. The system shall allow County Staff notices to be sent to potential voter's email address on file based on notice type.

3. The system shall be capable of producing notices tailored to County specific requirements such as but not limited to local County name, and office location based on system parameters.

4. The system shall allow County Staff to produce notices to be generated in PDF, or MS Word format based on the notice.

5. In the case that the WA State Legislature enacts automatic voter registration, System shall generate an opt-out card to be sent to voters newly registering with an Enhanced Driver's License or a Commercial Driver's License. This feature must be suppressed unless policy is enacted.

5.2 Manage Notices

Actor:

Staff

Purpose and Objectives:

Staff may manage the content, format, and review period for notices.

This use case allows Staff to manage the notice process.

Trigger Events:

- Staff identifies a need to manage a notice.

Pre-Condition:

- Staff has appropriate user access rights to the system including access to manage notices, create notices, modify notice templates and review periods for notices.

Post-Condition:

- Staff has made updates to a notice template.

Use Case Flow:

1. Staff selects the option to manage notices.

   a. The system shall allow Staff users to manage notices.

2. The Staff may create their own notice templates for various reasons.

   a. The system shall allow user to create notice templates.

3. Staff selects a notice template they would like to update.

   a. The system shall allow Staff user to update notice templates.

4. The Staff may manage specific standard notice templates, including format, and content to be used by each County.

   a. The system shall allow Staff to manage the format and content of standard notice templates.

5. The County Staff may manage County specific notice templates, including format, and content, for example: County signature, office location and contact information, etc.

   a. The system shall allow County Staff to manage the County specific format and content of notice templates.

6. Staff may set specific review periods to allow for responses after which a requirement for a second notice will be needed.

   a. The system shall allow Staff to set review time periods for notices to generate a second notice once the time period has lapsed with no response to the first notice.

Alternate Flows:

1. N/A

Associations to other Use Cases:

- N/A

Additional Requirements:

- The system shall be able to create notices template with static content.

- The system shall be able to create notices template with dynamic content based on data from specific voter records.

- The system shall allow Staff with appropriate user access rights to archive notice templates.

- The system shall have the ability to uniquely identify notices including versions of each notice and retain older versions.

- The system shall allow the Public to sign up for notices via text or email and automatically notify voters when their ballot has been mailed, received, challenged or counted and other voter registration notices.

5.3   Respond to Notice

Actor:

Public

Purpose and Objectives:

This use case allows Public users to respond to notices sent to them.

Trigger Events:

■   Public user receives a notice and decides to respond.

Pre-Condition:

■   This functionality will not require registration with the system.

Post-Condition:

■   The Public user has responded to the notice that was issued to them.

Use Case Flow:

1. The Public user navigates to the OSOS Election Division public portal and selects the option to respond to a notice (see Perform Self-Service Inquiry use case).

    a. If the notice requires the Public user to verify and update their voter registration application short of providing a new wet signature, then the system shall allow the user to apply or update their voter registration to respond to the notice.

        i.   The system shall update the corresponding outstanding notice status when a new voter registration application or update is received for the given potential voter.

        ii. The system shall have the capability for Public users to upload images to satisfy their response to a notice.

    b. If the notice requires the Public user to respond in a fashion other than updating their voter registration information online short of providing a new signature, for example by filling out a paper voter application in-person or by mail, then the system shall direct the user to contact their local County.

Alternate Flows:

1. N/A

Associations to other Use Cases:

■   N/A

Additional Requirements:

■   N/A

5.4   Process Responses to Notices

Actor:

County Staff

Purpose and Objectives:

This use case allows County Staff to process responses to notices.

Trigger Events:

- County Staff receives a response to a notice and decides to process the response.

Pre-Condition:

- County Staff has appropriate user access rights to the system.

Post-Condition:

- The previously outstanding notice has been closed in the system and a corresponding update or confirmation has been made to the voter's record.

Use Case Flow:

1. The Staff selects the option to process a response to the notice.

    a. The system shall allow users to process responses to notices.

2. The Staff reviews the response, makes a determination and indicates the response information in the system and close the outstanding notice. For example, the response could provide additional information (see Process Application for or Update Voter Registration) which may directly address the notice or confirm a potential match with other information received into the system (see use cases in the Manage Register section).

    a. The system shall update the corresponding outstanding notice status when a new voter registration record or update is received for the given potential voter, for example NVRA notices.

    b. The system shall allow Staff to indicate receipt of a response to a notice and the information provided in the response.

    c. The system shall allow user to change a voter's status from inactive to active with receipt of a response to a confirmation notice.

        i. System shall capture the reason a voter's registration status is changed to inactive.

    d. The system shall allow Staff to close an outstanding or pending notice when a response to a notice is received.

    e. The system shall capture responses to NVRA notice for statistical purposes.

Alternate Flows:

1. Voter responds that they did not want a voter registration update to happen.

    a. The system shall allow Staff to reverse the last change.

Associations to other Use Cases:

- N/A

Additional Requirements:

- N/A

6.0 Petitions

6.1 Initial Filing of Petition Application

Actor:

Public and Staff

Purpose and Objectives:

The Washington State Constitution reserves to the people the right to approve or reject certain state laws through the process of initiative or referendum. A registered voter, or group of voters, desiring to qualify an initiative or referendum for the ballot must gather signatures on petitions in order to do so. Initiative measures are filed online with the Secretary of State online.

For local issues, other applications may be filed with local jurisdictions, including local initiative or referendum petitions, or city creation petitions. Candidates may circulate a "Filing Fee Petition" and file it at their County or the OSOS Elections Division.

This use case allows the Staff to create various types of petitions on behalf of a petitioner.

Trigger Events:

- State Staff receives an "Application for Initiative or Referendum" or "Filing Fee Petition".
- County Staff user receives an application for a local issue petition or "Filing Fee Petition".

Pre-Condition:

- The Staff has appropriate user access rights to the system.
- Staff has administered distribution list.

Post-Condition:

- The Staff has issued a receipt to the applicant.

Use Case Flow:

1. The self-service portal should have the option to create a sponsor account with login (multiple initiatives may be filed under this sponsor account).
   a. The system shall allow the public to create a sponsor account:
      i. After each year, all sponsor accounts should be disabled until re-verified
   b. Staff has the ability to review, accept, and reject sponsor account applications.
2. The public uploads a Word Doc or RTF version of the full text of the initiative and signed affidavit from each sponsor declaring that all sponsors are registered voters in the state of Washington to the Secretary of State.
   a. The system shall allow for uploading of files related to the initiative application process, including Word, RTF, and PDF files.
3. The public shall pay any fee required.
   a. The system shall allow for the payment of initiative filing fee by cash, card, or check.

    b.   System shall allow for fee to be paid by interfacing with the Treasurer's payment system online or by submitting a check or cash for the amount in-person.

    c.   System shall allow for fees to be set by County or the OSOS Elections Division with appropriate user access rights.

4.   The system shall record the date of the application.

5.   The system shall determine the deadline for filing the circulated Initiative petitions based on the date set in RCW 29A.72.

    a.   The system shall allow the user to create and modify the filing deadline of circulated petitions.

    b.   The system shall allow the user to set the deadline for filing circulated Referendum and Recall petitions.

6.   The system shall determine the number of signatures required for the initiative, referendum, or recall.

    a.   The system shall allow the user to create and modify the signatures required for petitions.

7.   The system shall notify Staff of any submissions awaiting review.

8.   Staff shall have the ability to review submissions to verify they are complete.

    a.   Staff has the ability to review, accept, and reject application submissions.

    b.   They system shall automatically send email to a distribution list administered by the staff.

9.   The Staff selects the option to process an application for a petition.

    a.   The system shall provide an option for the Staff to process an application for a petition.

    b.   The system shall allow the user to issue a receipt to the applicant of application for petition.

    c.   The system shall include on the receipt for an application for petition: the date of the application, the number of signatures required for the petition, and the deadline for filing circulated petitions.

10. The Staff may scan in a copy of the application for petition.

    a.   The system shall have the capability to record a scanned copy of a paper application for petition received outside the self-service portal and enter it into the system.

    b.   The system shall allow staff to identify the type of petition.

11. The Code Reviser must, within seven (7) working days, Return the proposal to the sponsor with any recommended changes and the Certificate of Review.

    a.   The system shall have a self-service portal for the Code Reviser to submit any recommended changes and Certificate of Review.

12. The sponsor has 15 working days after the initial filing of the initiative to the Code Reviser to file the final draft of the measure, accompanied by the Code Reviser's Certificate of Review, with the Secretary of State.

    a. The system shall have a self-service portal for the sponsor to submit the final draft of the measure.

13. The system shall assign a serial number to the proposal and forward the initiative measure to the office of the Attorney General for formulation of the ballot title and summary once final draft is received.

    a. The system shall automatically assign the next serial number to the initiative measure once the final draft is received.

    b. The system shall add the serial number to the final draft document.

    c. The system shall automatically transmit the final draft of the measure with the serial number to the Attorney General.

14. Upon receipt of the final draft of the ballot measure, the Attorney General has five (5) working days to formulate and return a ballot title and a summary to the Secretary of State and the sponsor.

    a. The system shall have a self-service portal for the Attorney General to submit ballot title and a summary.

15. The system shall transmit the wording of the ballot title electronically to the sponsor and the Secretary of State once submitted by the Attorney General.

16. There are five (5) days for a ballot title to be challenged.

    a. The system shall allow Staff to indicate a ballot title has been challenged and indicate that challenged status on reports.

Alternate Flows:

1. Referendum Filings

    a. Same as use case above but the Code Reviser is by-passed.

2. County (local) Petitions

    a. Submitted to legislative authority of jurisdiction.

Associations to other Use Cases:

■ N/A

Additional Requirements:

■ System shall maintain a record of all submissions with logs of their activity.

■ Sponsors shall have the ability to withdraw an application prior to the ballot title is issued.

6.2   Receive Petition & Signature Sheets

Actor:

Staff

Purpose and Objectives:

Petitions and their associated signature sheets will be delivered to the filing office once they have been circulated. Prior to signature verification, the signature sheets will be inventoried and reviewed for initial disqualifying issues.

The use case allows the Staff to receive petitions including all signature sheets.

Trigger Events:

- ■   The Staff receives a circulated petition.

Pre-Condition:

- ■   The Staff has appropriate user access rights to the system.
- ■   The application for petition has an assigned serial number in the system.
- ■   The application for petition may have been approved in the system.

Post-Condition:

- ■   The Staff has received all the signature sheets associated with a petition.
- ■   The Staff has completed their review of the sheets and signatures.
- ■   The petition is ready for the creation of the random sample of eligible signatures.

Use Case Flow:

1. The Staff selects the option to receive a circulated petition and select the petition in the system to receive.

   a. The system shall have an option for the Staff to receive a circulated petition.

   b. The system shall allow the Staff to select and receive the specific petition that was previously created in the system.

   c. The system shall allow the Staff to receive petitions that were not previously set up in the system, for example in the case of recall petitions or filing fee petitions.

2. The Staff may scan in a copy of the circulated petition.

   a. The system shall have the capability to record a scanned copy of a petitions including all signature sheets as submitted.

   b. The system shall have the capability to recognize characters, signatures and addresses on scanned copies of circulated petitions along with the associated completed signature sheets and record the information in a structured format as if the information was entered by a user into the system.

      i. The system shall be capable of determining whole sheets to be disqualified.

    ii. The system shall determine the total number of signature sheets and signature lines submitted.

    iii. The system shall be capable of determining signature lines to be disqualified on remaining sheets.

    iv. The system shall identify the remaining signature lines of eligible electors after determining the whole sheets and signature lines on remaining sheets that are disqualified.

    v. The system shall be capable of verifying the remaining signature lines of eligible electors.

3. The Staff will receive the signature sheets for a petition including an estimate of the number of sheets and signatures filed. The Staff will issue a receipt for the signature sheet received.

    a. The system shall allow the Staff to document the estimate of the number of sheets and signatures filed, record the date the petition was filed and generate a receipt of the filing with this information for the committee.

    b. The system shall allow the user to generate a receipt for the committee of the circulated petition filing with information recorded at the time of filing.

    c. The system shall allow Staff to create and modify deadlines for selecting the random sample.

    d. The system shall allow Staff to create and modify the percentage for random sample of signature lines.

4. If the circulated petitions and completed signature sheets are not yet in the system, then Staff enters information about all the sheets submitted.

    a. The system shall allow Staff to enter in the total number of petition sheets received.

    b. The system shall allow Staff to assign sheet number to all the initial signature sheets received.

5. Staff will review the signature log sheets of the petition and disqualify sheets for various reasons.

    a. If the sheets are already in the system, then the system shall allow Staff to view scanned images of the sheets and any automatic determination made by the system regarding each sheet.

    b. The system shall allow Staff to disqualify petition sheets, indicate the specific sheet number disqualified and a reason for sheet disqualification.

    c. The system shall update the number of remaining petition sheets based on the sheets that have been disqualified.

6. Staff will review each sheet and remove signature lines that require disqualification for various reasons.

    a. If the signature lines of each sheet are already captured in the system, then the system shall allow Staff to view scanned images of each signature line of the remaining sheets and any automatic determination made by the system regarding each signature line.

    b. The system shall allow Staff indicate in the system that specific signature lines are disqualified, remove the specific lines from further processing and indicate a reason for signature line disqualification.

    c. The system shall allow Staff to indicate the number of remaining signature lines and disqualified signature lines per sheet.

    d. The system shall determine the total number of remaining signatures for the petition from all the remaining sheets.

    e. The system shall compare the total number of signatures remaining to the number required for the petition.

        i. If the system determines the total number of signatures remaining is greater than or equal to the number required for the petition, then the system shall deem the petition still valid pending the random sampling of the remaining signatures.

        ii. If the system determines the total number of signatures remaining is less than the number required for the petition, then the system shall deem the petition failed for not having enough signatures after receiving petition.

            1. The system shall allow Staff to generate a receipt of the failed petition.

7. Staff will finish the receiving and removal of sheets and signatures process and make note of the petition status.

    a. The system shall allow Staff to update the status of the petition.

    b. The system shall allow Staff to indicate the petition sheets have been reviewed and are ready for the creation of random sample of eligible signatures.

Alternate Flows:

1. Staff may receive communication from petitioners as to the approximate date of when petition sheets will start to come in and how many sheets and signatures will be delivered.

    a. The system shall allow Staff to record key information from any communication with petitioners in regards to a specific petition, including but not limited to: approximate date of when petition sheets will be delivered, the number of sheets and signature lines in each batch.

Associations to other Use Cases:

■ N/A

Additional Requirements:

• Ability to track page statistics by accepted and rejected voter signatures.

6.3 Create Random Sample for Signature Verification

Actor:

Staff

Purpose and Objectives:

The use case allows Staff to create a random sample of petition signature lines to be verified.

Trigger Events:

■ Staff views in the system that a received petition still needs to complete processing prior to the deadline to create the random sample of signature lines.

■ Staff decides to continue the processing of a petition and create the random sample of signature lines.

Pre-Condition:

■ Staff has appropriate user access rights to the system.

■ Staff has received signature sheets, determined what signature lines are eligible for verification and the petition is ready for the creation of the random sample of eligible signatures.

Post-Condition:

■ Another receipt has been issued to the committee confirming information after sheet and signature line review but prior to verification of the random sample of signatures.

Use Case Flow:

1. Staff selects the option to create a random sample for signature verification.

   a. The system shall allow Staff to create a random sample for signature verification for a specific petition.

   b. The system shall create a random list of remaining eligible signature lines for verification that require percentage of the total number of remaining eligible signatures for verification.

      i. The system shall generate a report for what sheet number and line number need to be marked by Staff for the random sample verification.

   c. If the signature sheets and signature lines of the petition are in the system, then the system shall indicate the signature lines for verification. The system shall identify the sheets that contain signature lines for verification.

2. If the signature sheets and signature lines of the petition are not in the system, then Staff will identify which line items need to be verified.

3. Staff will identify each sheet that has a signature for verification.

   a. If the signature sheets and signature lines of the petition are not in the system, then the system shall allow Staff to indicate the sheets that contain signature lines and the signature lines for verification.

  b. The system shall allow Staff to electronically transmit all sheets containing signatures for verification to the corresponding County's office based on the County for each sheet.

4. Staff will create and issue another receipt to the petitioner based on the completed review of sheets and signatures but prior to verification of the random sample of signatures.

  a. The system shall allow Staff to create a receipt for petitioner that includes the number of sheets and signatures removed based on the initial review and the number of signatures selected for random verification.

Alternate Flows:

1. N/A

Associations to other Use Cases:

■ N/A

Additional Requirements:

■ The system shall have the ability to create custom reports for each petition, which could include:

  i. Counts per page – rejected and accepted.

  ii. Counts per user – rejected and rejected, listed by page number.

  iii. Sampling Report.

  iv. Circulator List and Counts.

6.4   Record Signature Verification Findings

Actor:

OSOS Election Division and County Staff

Purpose and Objectives:

OSOS Election Division Staff will receive random sample signatures to be verified for state-wide petitions. County Staff will verify signatures for local petitions.

This use case allows Staff to manually record findings of signature verification from petitions.

Trigger Events:

- OSOS Election Division and County Staff receives petition sheets with randomly selected signatures to verify.

- OSOS Election Division and County Staff has completed receiving, reviewing, and creating a random sample for a local petition.

Pre-Condition:

- Staff has appropriate user access rights to the system.

Post-Condition:

- All signatures randomly sampled from a petition have been verified and the results recorded in the system.

Use Case Flow:

1. Staff selects the option to record signature verification findings.

    a. The system shall allow Staff to record signature verification findings.

2. Staff views the randomly selected signature lines to be verified.

    a. The system shall allow Staff to view the randomly selected signature lines to be verified.

3. Staff will look up voter registration information to verify the signature lines (see View & Manage Voter Information use case).

    a. The system shall allow County Staff to view the randomly selected signature lines for verification at the same time they are viewing voter registration information.

4. Staff will record the results of the signature verification for each signature line.

    a. The system shall allow Staff to record the results of signature verification for each signature line.

        i.   If the signature line is verified, then the system shall allow Staff to update the voter registration record of the signer with the history that they signed the given petition.

        ii. If the signature line is disqualified, then the system shall allow Staff to indicate a reason for the signature line is disqualified.

      iii.   The system shall allow Staff to indicate that a signature verification is pending based on a review.

5. Staff may do a second or triple check of signature verification for each signature line.

    a.   The system shall allow Staff to double or triple check signature lines.

    b.   The system shall allow Staff to require a different County Staff user for double or triple checks.

    c.   The system shall allow Staff to limit the potential double or triple check to disqualified or pending signature lines.

6. Staff will finalize or certify line item results of the signature verification.

    a.   The system shall allow Staff to certify or finalize the results of their line item signature verification.

    b.   The system shall indicate to County Staff how many signature lines have been verified, and how many have been disqualified, pending or any other status.

    c.   The system shall determine the total number of disqualified signatures from each set of line item signature verification.

    d.   The system shall allow Staff to certify their signature verification findings.

        i.   The system shall allow Staff to lock down petitions after the challenge period has been completed and the jurisdiction has certified the petition for local petitions.

        ii.   The system shall allow Staff to report on signature verification findings during the challenge period for petitions.

Alternate Flows:

1. N/A

Associations to other Use Cases:

■ N/A

Additional Requirements:

■ The system shall allow County Staff to manage configurable values of staff hourly rates and estimated hours worked.

6.5   Close Petition & Report Findings

Actor:

Staff

Purpose and Objectives:

Staff will review the results of the signature verification and determine a final disposition of the petition.

This use case allows Staff to close a petition and report on the outcome of the petition.

Trigger Events:

- ■ Staff has completed signature verification and begins review to determine final disposition.

Pre-Condition:

- ■ Staff has appropriate user access rights to the system.

Post-Condition:

- ■ A final disposition has been determined for the petition and a notice, receipt or certified Statement has been issued to the committee that applied for the petition.

- ■ If the petition has been determined to have a sufficient number of signatures to have the initiative or referendum placed on the ballot, then a notice has been generated.

Use Case Flow:

1. Staff selects the option to determine the final disposition of a petition.

   a. The system shall allow Staff to determine the final disposition of a petition.

2. Staff views the percentage of signatures found invalid from the random sample.

   a. The system shall determine the percentage of signatures found to be invalid from the random sample.

3. Staff views the percentage of total signatures that are likely valid from the remaining signatures.

   a. The system shall apply the percentage of signatures found to be invalid from the random sample to the signatures for verification and determine the number of signatures for the whole petition that are likely valid.

   b. The system shall compare the total number of signatures that are likely to be valid from the whole petition to the number of signatures required for the petition.

4. Staff selects the option in the system to close or finalize the petition and report the results.

   a. The system shall allow Staff to close or finalize a petition and report the results.

   b. If the system determines that the likely number of remaining valid signatures is greater than or equal to the number required for the petition, then the system shall deem the petition as having a sufficient number of signatures for the matter to be placed on the ballot.

      i. The system shall be capable of generating a notice if a petition is deemed to have a sufficient number of signatures for the matter to be placed on the ballot.

      c.   If the system determines that the likely number of remaining valid signatures is less than the number required for the petition, then the system shall deem the petition as not having a sufficient number of signatures for the matter to be placed on the ballot.

          i. The system shall generate a notice if a petition is deemed to have a sufficient number of signatures for the matter to be placed on the ballot.

      d.   In either case of the final disposition of the petition, the system shall generate a notice to the political committee that applied for the petition with the final counts and results of the signature verification as compared to the number of signatures required for the petition and final disposition of the petition.

Alternate Flows:

1. N/A

Associations to other Use Cases:

- N/A

Additional Requirements:

- N/A

7.0 Election Management

7.1 Manage Election Definition

Actor:

Staff

Purpose and Objectives:

Elections need to be defined in order to provide standard information to potential voters and record voter history. OSOS Election Division defines State elections in an election calendar for the counties. County Staff defines local-election information.

This use case allows Staff to set up and manage updates to the definition of an election.

Trigger Events:

- Staff identifies a need to define an election.

Pre-Condition:

- Staff has appropriate user access rights to the system.

Post-Condition:

- An election has been defined in the system.

- A State-wide election definition has been propagated to all the counties.

- Unique ballot styles have been automatically created for the election based on what districts and precincts already exist for the election.

- Further definition of an election has been created by the counties.

Use Case Flow:

1. OSOS Election Division staff may choose the option to define a State-wide election for use by all the counties.

    a. The system shall allow OSOS Election Division Staff users to define State-wide elections.

2. Staff will add a name and description to the election definition.

    a. The system shall allow Staff users to define a name and description for an election.

3. OSOS Election Division Staff will verify the base calendar in the system and update any public or legal Washington holidays.

    a. The system shall allow OSOS Election Division Staff to define a calendar in the system and update it with Washington holidays.

    b. They system shall allow County Staff to define county specific dates and/or holidays.

4. Staff will define the calendar for the specific election being created.

    a. The system shall allow Staff to define, copy and modify an election specific calendar including but not limited to election date & time, early voting dates, deadlines for registrations and early ballots, and UOCAVA dates.

b. The system shall allow Staff to view a combined calendar for the system including but not limited to Washington holidays, dates, times, and deadlines for all elections defined in the system.

5. OSOS Election Division Staff will add any further definition to the election and complete the state-wide election definition set up process.

   a. The system shall allow OSOS Election Division Staff to select what parties are participating in the election for partisan elections, i.e. Presidential Primary

   b. The system shall allow the authorized user to define what type of State-wide election (e.g., general, primary, special election, Presidential Primary, etc.).

   c. The system shall propagate State-wide election definitions to all counties.

6. County Staff will add any further definition to state-wide election definition and complete the County election definition set up process that are a part of state-wide elections.

   a. The system shall allow County Staff to further define state-wide elections for their County and complete the County election definition set up process for elections that are a part of state-wide elections.

7. County Staff may choose the option to create a local election definition.

   a. The system shall allow County Staff to define local-only elections.

   b. The system shall allow County Staff users to define election details of local-only elections such as but not limited to: name, date, time, early voting dates, and deadlines for registrations.

   c. The system shall allow County Staff to define the districts for a local election.

   d. The system shall identify precincts for a local election based on districts for the election.

   e. The system shall allow County Staff to define precincts for a local election.

   f. The system shall allow County Staff to define drop boxes or vote centers for the election (see Manage Drop Box and Voting Center Locations use case).

   g. The system shall allow County Staff to manage cross county elections.

8. County Staff will submit or save the election definition.

   a. The system shall identify all the unique ballot styles for the election based on the election definition, districts or jurisdictions and precincts.

9. Staff will update the status an election as closed after the challenge period has finished.

   a. The system shall allow Staff to close an election after the end of a challenge period.

   b. The system shall allow Staff to re-open an election that was previously closed after the challenge period.

Alternate Flows:

1. State definition propagating to local and local update.

   a. The system shall allow County Staff users to further define the definition of all elections, except they will not be able to modify what OSOS Election Division defines.

b. The system shall allow certain authorized users to make changes to any election definition.

2. Counties working together on local elections that involve more than one County.

a. If a County defines a local election that includes a district that goes into another County, then the system shall notify the other County of the election set up and to further define the local election in their County.

3. A State-called election definition may not apply to a given County.

a. The State-called election definition will include what districts and jurisdictions apply to the election and may not include whole counties.

b. Staff may view the election definition but the election will not propagate in the system to any County with no part of any district defined in the election.

i. The system shall only propagate elections to counties that include some part of a district or jurisdiction defined in the State-wide election.

Associations to other Use Cases:

■ Manage Ballot Styles

Additional Requirements:

■ N/A

7.2   Manage Ballot Styles

Actor:

County Staff

Purpose and Objectives:

Whenever an election definition is created or updated in the system, including modifying geographic information, precincts and districts, the system shall automatically create a list of unique ballot styles that will be needed for each precinct. County Staff will need to verify and modify the list of ballot styles, if needed.

This use case allows County Staff to manage ballot styles for an election.

Trigger Events:

■   County Staff identifies a need to manage ballot styles for an election.

Pre-Condition:

■   County Staff has appropriate user access rights to the system.

Post-Condition:

■   County Staff has saved an update to ballot styles in the system.

Use Case Flow:

1.   County Staff selects the option in the system to manage ballot styles.

   a.   The system shall allow County Staff to manage ballot styles.

2.   County Staff views a list of unique ballot styles for their County.

   a.   The system shall automatically generate a list of unique ballot styles that are needed in order to have the correct contests appear on the ballot for every given precinct / precinct part, district, and election.

   b.   The system shall allow Staff to generate a report of all the ballot styles in the election.

   c.   The system shall define ballot styles with a unique identifier, the precincts that are valid for the ballot style, and the districts on the ballot style.

   d.   The system shall allow County Staff to view a list of unique ballot styles.

3.   County Staff may add, modify or delete ballot styles.

   a.   The system shall allow County Staff to add, modify, merge or delete ballot styles.

   b.   The system shall validate that all the precincts for an election have assigned ballot styles.

4.   County Staff may associate unique ballot styles generated from the system to the actual ballot style identifiers from the Election Director or files that are used for printing.

   a.   The system shall allow County Staff to associate and update the ballot styles unique identifiers generated from the system to the ballot style identifiers used for printing.

5. County Staff may indicate that the list of ballot styles for a given election has been verified and is valid.

    a. The system shall allow County Staff to indicate that the list of ballot styles has been verified or is valid.

    b. The system shall automatically mark the list of ballot styles as invalid or needing to be verified whenever geographic information, polling locations, or districts are modified in the system.

    c. The system shall allow Staff to lock down an election definition and ballot styles so that no further changes can occur to districts or precincts that would affect ballots styles.

Alternate Flows:

1. N/A

Associations to other Use Cases:

- N/A

Additional Requirements:

- The system shall allow County Staff to import a list of ballots styles for an election that also may include the unique identifiers.

- The system shall update the list of ballot styles for an election based on an imported list of ballot styles.

7.3 Ballot Layout

Actor:

County Staff

Purpose and Objectives:

Ballot data must be exported in a format that can be imported into the county's tabulation system and electronic ballot delivery system to eliminate any data re-entry.

The use case allows County Staff to layout their electronically delivered ballots and export matching ballot layout files for their tabulation system without having to reenter any data.

Trigger Events:

- N/A.

Pre-Condition:

- County Staff has appropriate user access rights to the system to export files.

Post-Condition:

- County Staff has files ready for importing into their tabulation system and their electronic ballots are ready for delivery.

Use Case Flow:

1. The System shall allow the user to specify which election they need to work on so that multiple elections can be managed at the same time.

2. Depending on their specific procedures and tabulation system, County Staff will begin to prepare their ballot.

    a. System shall support the creation and modification of a standard ballot in multiple languages.

    b. System shall have a process to extract ballot data, including contests, precincts, candidates, measures, districts, contest-district relationship, and district-precinct relationships.

    c. System shall extract ballot data identically regardless of the media of ballots being generated.

    d. System shall have the capability to generate all the data needed to deliver electronic ballots as well as the ballot data needed by the tabulation systems to produce paper ballots.

    e. System shall produce a standard export file of election data that can be imported into county's tabulation system.

3. County staff will take ballot layout export files and import them into their tabulation system to produce ballots.

4. The system shall allow county staff to review electronically delivered ballot layout that will appear in the Public self-service portal.

   a. The electronically delivered ballot shall allow the public to make their choices on screen in a secure and accessible way or print out a blank ballot for marking by hand.

   b. The system shall allow to approve ballot layout.

   c. Public self-service portal must consistently and accurately display all state and county races and ballot measures that are on the current or upcoming election ballot.

   d. Public self-service portal shall have the capability to display electronically delivered ballots for overlapping elections at the same time for a single voter. (Voter data – precinct, address – may differ from one election to another.)

Alternate Flows:

Associations to other Use Cases:

   ■ N/A

Additional Requirements:

   ■ N/A

7.4   Ballot Issuance

Actor:

County Staff

Purpose and Objectives:

Washington issues ballots to all voters at least 18 days prior to Election Day and 45 days prior to Election for UOCAVA voters (30 days for Special Elections). Prior issuing ballots, the mailing list and ballot data must be exported from the system.

The use case allows County Staff to issues and mail ballots.

Trigger Events:

■   N/A.

Pre-Condition:

■   County Staff has appropriate user access rights to the system to export files.

Post-Condition:

■   County Staff has provided their vendor with necessary files or has those files ready for preparing their mailing.

Use Case Flow:

1. County Staff will choose the option to produce their ballot mailing list

   a. The system shall be able to issue ballots in bulk for eligible voters based on voter type (military, overseas citizen, out of state, civilian types, at minimum).

   b. The system shall be able to issue ballots in bulk for eligible voters based on a date and update flag (to select only records that have had a change as of X date).

      i. The system shall be able to issue a ballot for a single voters and include a printable mailing label that includes a barcode for return processing.

      ii. System shall provide real-time tracking of ballot packet using USPS ballot tracing data (both outbound and inbound, if available) combined with system generated ballot processing data. The Intelligent Mail Barcode required for mail piece tracking should be generated by the system and included with ballot mailing lists.

   c. The system shall be able to support overlapping elections.

   d. Ballots and voters assigned to a specific election shall have a unique ID which is linked to a specific election.

   e. System shall allow a Mailing Date to be manually entered and assigned to a group of ballots at the time of creation.

   f. System shall capture date and time a ballot is issued.

g. System shall produce voter details and ballot style/type details by voter type in order to support delivery of ballots.

h. System shall be able to process a standard print/mail vendor receipt file. This process would identify any variances between expectation and fulfillment in terms of ballot delivery.

i. System shall allow Non-UOCAVA ballots to optimally sort for the best post office rates (carrier route order) within ballot type or precinct.

j. System shall allow for a ballot delivery method to be identified.

2. County Staff will choose the option to produce their electronic ballot mailing list

a. System shall have the capability to log within voter record when an electronic ballot is requested, type requested (replacement, UOCAVA, or non-UOCAVA).

b. System shall trigger update of voter status from inactive to active upon voter request of electronically delivered replacement ballot.

c. System shall be able to prepare a list of email addresses and/or phone numbers for voters who are eligible for the election by date and voter type.

d. System shall allow for a ballot delivery method to be identified.

3. County Staff will choose the option to issue replacement ballot for a voter

a. System shall be able to issue a replacement ballot to a voter. This includes entering new ballot in system with different mailing date, etc. as well as suspending any previously non-returned ballots once a valid ballot has been cast.

b. System shall be able to issue multiple ballots of the same ballot type for a given voter during a given election. It must also ensure that only one ballot is accepted/ counted.

c. System shall be able to issue multiple ballots of different ballot types due to an address or precinct change for a given voter during a given election. It must also ensure that only a ballot of the correct type is accepted/ counted.

d. System shall automatically suspend an issued ballot and issue a new ballot when an address change or precinct change occurs.

e. System shall be capable of interfacing with ballot on demand printers for counter delivery. Automatically prints label and ballot.

f. System shall identify voters for whom a replacement ballot is issued with date and time of issuance.

Alternate Flows:

1. Public users may verify their registration status, ballot status or receiving an electronic ballot by going online (see Perform Self-Service Inquiry use case).

a. The system shall allow Public users to make the various requests for electronic ballots outlined in the use case through the online self-service function (see Perform Self-Service Request use case and this use case).

Associations to other Use Cases:

■ N/A

Additional Requirements:

■ The system shall log all ballots issued to a voter with their method of issuance (mail, in-person, electronic, etc.).

■ System shall produce test matrix/information for Logic and Accuracy test (WAC 434-335-323).

7.5   Receive Ballot

Actor:

County Staff

Purpose and Objectives:

Washington voters receive their ballots by mail and may return them by mail or drop them off in person. UOCAVA voters may return their ballot by mail, fax or electronically.

The use case allows Staff to manage ballots receiving.

Trigger Events:

■   County Staff receives a ballot and needs to process receiving of the ballot in the system.

Pre-Condition:

■   County Staff has appropriate user access rights to the system.

Post-Condition:

■   Receipt of a ballot and the disposition of the ballot is recorded in the system.

Use Case Flow:

1. County Staff receives a ballot and selects the option in the system to process receiving the ballot, the manner in which the ballot was received (e.g., email, mail, drop off), the date and time ballot was received and the time frame of the vote (e.g., early, on Election Day, late).

   a. The system shall allow County Staff to process receipt of a vote-by-mail ballot.

   b. The system shall allow County Staff to scan a barcode on a vote-by-mail ballot to identify receipt of a vote-by-mail ballot. Note, the barcode may include the election code in addition to the voter ID to ensure proper ballot identification.

   c. The system shall allow County Staff to record in the system the manner in which a vote-by-mail ballot was received (e.g., email, mail, drop off), location of receipt (e.g. specific drop off location), date and time ballot was received and the time frame of the vote (e.g., early, on Election Day, late).

      i. List of possible locations should be automatically updated when new locations are added or removed from the election management module (Use case 7.7 Manage Vote Centers and Drop Boxes).

   d. System shall be able to group ballots into batches, matching the physical batch of ballots that the user is manually scanning. The ballots should be able to be reported on and retrieved based on this assigned batch number. The batch assignable must be able to be assigned manually or by a file imported by a Sorter.

   e. System shall produce data interface to allow for counties to use mail sorting equipment.

      i. System shall be able to interact with a sorter: Accept files produced from sorters containing signature images; Produce files that can be imported into a sorter showing the results of the signature verification step for each of the ballots in a

given batch; Provide the ability to configure batches e.g. Legislative district, precinct, etc..

2. The system shall allow the authorized user to record information provided on the outside of a vote-by-mail ballot.

   a. System shall be able to assign party selection during a presidential primary.

      i. System shall delete permanently party preference data in compliance with retention schedule.

   b. The system shall allow County Staff to record information provided on the outside of an early ballot such as the Voter Declaration.

   c. The system shall have the capability to record a scanned copy of the outside of the vote-by-mail ballot such as the Voter Declaration.

      i. The system shall attach both the full outer envelope as well as the signature only portion to a voter's record.

   d. The system shall have the capability to recognize characters, barcodes, check boxes, and signatures on scanned copies of the outside of vote-by-mail ballots such as the Voter Declaration and record the information in a structured format as if the information was entered by a user into the system.

   e. The system shall identify the registered voter associated with the vote-by-mail ballot.

3. County Staff selects the option to view the voter's hand written signature.

   a. The system shall display the voter's hand written signature from their voter registration.

   b. The system shall display an image of the signature from the voter's vote-by-mail ballot.

   c. The system shall have the capability of comparing a hand written signature from a voter's registration to a voter's vote-by-mail ballot, determine if the signatures match and provide information on the potential match to County Staff.

4. County Staff determine if the voter's hand written signature from a voter's registration and from a voter's vote-by-mail ballot match and verify and/or indicate the potential match in the system.

   a. The system shall allow County Staff to manually indicate if a hand written signature matches between a voter's registration and their vote-by-mail ballot.

   b. System shall be able to display a scanned ballot signature image and the corresponding voter registration signature image on the same screen (and preferably, multiple sets of signatures at a time).

   c. System shall allow for signatures to be checked side by side or above/below.

   d. System shall allow zooming in and out of the images attached to the voter's record.

   e. System shall provide the capability to easily review multiple signatures from the same address.

5. County Staff will determine if the disposition of the received vote-by-mail ballot in the system.

   a. The system shall allow County Staff to indicate a disposition (accepted, rejected, or suspended) of the received vote-by-mail ballot in the system and if rejected, include a rejection reason.

     i.   The system shall allow County Staff to add voter records to the queue to issue notices, for example to send notices for early ballot issues (see Issue Notices use case).

        1.   System shall allow the challenged reason to be removed and for the signature to become accepted.

        2.   System shall be able to generate correspondence with a specified challenge type for all voters who have a ballot challenged with that type and who haven't already received a correspondence.

        3.   System shall record the dates that a voter's challenge letter is produced in association with the voter record.

     ii.   The system shall have the capability to check to ensure that ballots in a suspended status are cleared before the canvass has been completed.

     iii.   The system shall add voting credit for voter's record if signature has been accepted by County Staff.

        1.   System shall provide the capability to edit existing vote history.

        2.   System shall provide the capability to delete existing vote history. A record of deletion and who deleted must be maintained.

        3.   System shall change a voter's registration status from inactive to active when vote history is applied.

        4.   System shall allow for vote history to be added to an individual voter.

        5.   System shall allow for vote history to be added through a batch process.

Alternate Flows:

1. County Staff receives a ballot electronically from a UOCAVA voter.

   a. Staff will download, print, seal and process the UOCAVA ballot like any other ballot.

   b. One the signature has been accepted, ballots received electronically will need to be reproduced on machine readable ballots prior to final tabulation.

2. County Staff receives an ACP Ballot.

   a. County Staff hands it off to ACP County Staff.

3. County Staff receives a Federal Write-In Ballot.

   a. Staff will process the Federal Write-In Ballots like any other ballot.

   b. One the signature has been accepted, Federal Write-In Ballots will need to be reproduced on machine readable ballots prior to final tabulation.

Associations to other Use Cases:

- N/A

Additional Requirements:

- The system shall have the capability to alert staff that a ballot has already been accepted and ability to override, along with being able to check activity.

- System shall be able to log if an email ballot is returned undeliverable and to issue a Mail ballot.

- System shall have the ability to push the status of the ballot to the voter by text and/or email if provided.

- Voter should have the ability to subscribe for updates by email, text, or push update (for a mobile app, if available) of their ballots status.

- System shall have the capability to securely receive electronic ballots.

- System shall have the capability for a user to authenticate to the system using the Common Access Card (CAC) in the case that Washington State Legislature enacts supporting law. This feature will not be engaged unless such legislation is passed.

- System shall produce machine readable blank ballots. System may provide a key (i.e. barcode) that can be used by the ballot on demand system.

7.6   Receive Provisional Ballots

Actor:

County Staff

Purpose and Objectives:

Washington voters may vote a provisional ballot.

This use case allows County Staff to receive provisional ballots.

Trigger Events:

- ■   County Staff receives a provisional ballot and decides to process receiving of the ballot in the system.

Pre-Condition:

- ■   County Staff has appropriate user access rights to the system.

Post-Condition:

- ■   Receipt of a provisional ballot and the disposition of the ballot is recorded in the system.

Use Case Flow:

1. County Staff receives a provisional ballot and selects the option in the system to process receiving the provisional ballot.

   a. The system shall allow County Staff to process receipt of a provisional ballot.

2. County Staff records the information provided on the outside of the provisional ballot.

   a. The system shall allow County Staff to record information provided on the outside of a provisional ballot, such as recording what polling location that the provisional ballot came from.

   b. The system shall have the capability to record a scanned copy of the outside of provisional ballots.

   c. The system shall have the capability to recognize characters, check boxes, and signatures on scanned copies of the outside of provisional ballots and record the information in a structured format as if the information was entered by a user into the system.

   d. The system shall identify the registered voter associated with the provisional ballot.

3. County Staff selects the option to view the voter's hand written signature.

   a. The system shall display the voter's hand written signature from their voter registration.

   b. The system shall display an image of the signature from the voter's provisional ballot.

   c. The system shall have the capability of comparing a hand written signature from a voter's registration and from a voter's provisional ballot, determine if the signatures match and provide information on the potential match to County Staff.

4. County Staff compares the voter's hand written signature from a voter's registration and from a voter's provisional ballot to determine if the signatures match and verify and/or indicate the potential match in the system.

   a. The system shall allow County Staff to manually indicate if a hand written signature matches between a voter's registration and their provisional ballot.

5. County Staff verifies the address written on the provisional ballot to the allowed addresses to vote in the precinct from which the provisional ballot was received.

   a. The system shall allow Staff to verify addresses written on provisional ballots to addresses that are allowed to vote in a precinct.

   b. The system shall verify if a voter that submits a provisional ballot has already submitted an early ballot and had the early ballot accepted.

      i. If the system determines that a voter submitting a provisional ballot has already submitted an early ballot, then the system shall allow County Staff to indicate the disposition of the provisional ballot that was received with the appropriate disposition code and associated reason.

         1. The system shall display to Staff whether an early ballot has been accepted or rejected.

6. County Staff will determine if the disposition of the received provisional ballot in the system.

   a. The system shall require County Staff to indicate a disposition of the received provisional ballot in the system, the receipt number on the provisional ballot and a reason for a rejected provisional ballot, such as not registered / not eligible.

   b. The system shall have the capability to track the reasons why provisional ballot is being submitted (for example: not registered, etc.).

Alternate Flows:

1. Staff identifies the voter is not registered or not eligible to vote and indicates in the system that the ballot has been rejected.

   a. The system shall require County Staff to indicate a disposition of the received provisional ballot in the system, the receipt number on the provisional ballot and a reason for a rejected provisional ballot, such as not registered / not eligible, wrong ballot style, or polling location.

Associations to other Use Cases:

■ N/A

Additional Requirements:

■ N/A

7.7   Manage Vote Centers and Drop Boxes

Actor:

County Staff

Purpose and Objectives:

County Staff will define and manage vote centers and drop boxes.

This use case allows County Staff to manage vote centers and drop boxes.

Trigger Events:

- County Staff identifies a need to define locations for any election.

Pre-Condition:

- County Staff has appropriate user access rights to the system.

Post-Condition:

- Locations and their associated information have been added, modified, removed or otherwise appropriately updated in the system.

Use Case Flow:

1. County Staff select the option in the system to manage vote centers and drop boxes.

    a. The system shall allow County Staff to manage vote centers and drop boxes.

2. County Staff selects the option to add a vote centers or drop boxes and enter required information.

    a. The system shall allow County Staff to add a vote centers or drop boxes to the system.

    b. The system shall require County Staff to enter various information to create a vote centers or drop boxes such as but not limited to:

        i. Location's name or identification

        ii. Location's address

        iii. Type of location and in what phase of the election the location can be used (could be one or multiple) (e.g. County office, early, election day, both, replacement ballot site, drop boxes)

        iv. Hours of operation for the location, including hiding a location if it isn't open for the election.

        v. Whether or not the drop box is a drive-up location.

        vi. County contact information such as phone number, address, and email address

        vii. Accessibility such as American's with Disability Act (ADA) compliant locations

            1. If location is not ADA compliant, include details to make the site ADA compliant

            2. Upload images and be able to print them

3. The system shall automatically identify what precincts and districts the voting center or drop box is located within and associate them with the location.

4. The system shall automatically assign the election schedule to all voting centers and drop boxes assigned to that election.

5. County Staff selects the option to view all information associated with a vote center or drop box.

   a. County Staff may view and modify the schedule of the location.

   b. The system shall allow County Staff to view all information associated with a vote center or drop box including but not limited to: location information, photos, election assignments, etc.

6. County Staff may modify or archive whole vote centers or drop boxes.

   a. The system shall allow County Staff to modify, or deactivate whole vote centers or drop boxes.

Alternate Flows:

1. N/A

Associations to other Use Cases:

- N/A

Additional Requirements:

- N/A

8.0   System Administration

8.1   Manage Geographic Information

Actor:

Staff

Purpose and Objectives:

Geographic information is needed to have a basis for managing precinct and district information. Geographic information may include an index of streets, parcels, zip codes, addresses, latitude and longitude information, legal description such as section / township and range. This information will need to be maintained from time to time based on updates from other agencies managing the record of this information such as assessor, public works, planning and building departments.

This use case allows Staff to manage the geographic information used by the system.

Trigger Events:

- Staff identifies a need to manage the geographic information in the system.

Pre-Condition:

- Staff has appropriate user access rights to the system.

Post-Condition:

- The geographic information in the system has been updated.

Use Case Flow:

1. The Staff selects the option in the system to manage geographic information.

    a. The system shall allow Staff to manage geographic information in the system.

    b. The system shall display a summary of geographic information in the system including but not limited to: information that has been uploaded or modified, date, time and user that uploaded or modified data.

2.   The Staff selects the option to update base latitude and longitude information.

    a. The system shall allow Staff to update base geographic information such as latitude and longitude.

3. The Staff selects the option to update parcel information such as information provided by the County.

    a. The system shall allow Staff to update parcel information.

4. The Staff selects the option to update zip code information.

    a. The system shall allow Staff to update zip code information with the plus 4 zip code.

5. The Staff selects the option to update the index of streets.

    a. The system shall allow Staff to update the index of streets.

    b. The system shall allow Staff to update street alias information.

6. The Staff selects the option to update addresses.

    a. The system shall allow Staff to update addresses.

7. The Staff may update the population in a given geographical area.

    a. The system shall have the capability to track Census block track.

8. The Staff selects the option in submit / save geographic update.

    a. The system shall validate that all the geographic information in an election includes all the precincts defined for an election.

Alternate Flows:

1. N/A

Associations to other Use Cases:

■ N/A

Additional Requirements:

1. The system shall allow Staff to manage geographic information based on street file formats, including uploading street files to make updates and downloading geographic information in a street file format.

2. The system shall allow Staff to manage geographic information based on geographic information system (GIS) formats, such as but not limited to: Shapefile (SHP), Keyhole Markup Language (KML), File Geodatabase (GDB) or GeoPackage, Layers (LYR), OpenStreetMap (OSM), ArcGIS, and roster formats such as ESRI Grid.

    a. The system shall allow Staff to upload GIS files to make updates and download geographic information in GIS formats.

    b. The system shall have the capability to identify residential addresses as valid residences based on County information of assigned addresses and zoned residences.

    c. The system shall have the capability to identify addresses as commercial addresses.

    d. The system shall have the capability to validate zip codes against valid zip codes including plus 4 zip codes.

8.2 Manage Districts

Actor:

Staff

Purpose and Objectives:

Districts are needed to define geographic boundaries for contests on the ballot such as Congressional District, Legislative District, City limits, Fire Districts, and Water Districts. OSOS Election Division will define State level districts and County Staff will define local districts including city areas.

This use case allows Staff to manage the districts.

Trigger Events:

- Staff identifies a need to manage the district information in the system.

Pre-Condition:

- Staff has appropriate user access rights to the system.

Post-Condition:

- The district information in the system has been updated.

Use Case Flow:

1. The Staff selects the option in the system to manage districts.

    a. The system shall allow Staff to manage districts in the system.

    b. The system shall display a summary of districts in the system including but not limited to: information that has been uploaded or modified, date, time and user that uploaded or modified data.

2. The Staff selects the option in the system to create districts, define district name, type, ballot order and any associated offices.

    a. The system shall allow Staff to manage districts, define district name, type and any associated offices.

        i. Office information shall include but not limited to: contact information, term, incumbent(s), filing fee, ballot order.

            1. Incumbent information shall include but not limited to: name, term start date, term end date, and election type (elected or appointed). The system shall automatically calculate the term information from a base year and term length.

            2. The system shall automatically include appointed incumbents to the next regular filing period for the district and identify if the term is unexpired or a short and full term.

            3. The system shall allow the Incumbent information to be marked as vacant.

    b. The system shall allow Staff to manage districts, define district name, type and any associated offices.

3. The Staff selects the option in the system to modify districts, define district name, type and any associated offices.

    a. The system shall allow Staff to manage districts, define district name, type and any associated offices.

    b. The system shall allow Staff to define all the counties associated with that district.

    c. The system shall allow Staff to inactivate a district or associated offices.

    d. The system shall allow Staff to define a rank or order for the districts.

4. Staff may enter offices.

Alternate Flows:

1. Staff may be provided a temporary district definition such as from re-districting effort.

    a. The system shall allow Staff to create or modify districts in a test or development environment.

    b. The system shall allow Staff to import test districts to the production environment.

Associations to other Use Cases:

■ N/A

Additional Requirements:

■ System shall support offices that have multiple office holders (e.g. charter review board); impacts ballots, declaration of winners, and recording of incumbents.

8.3   Manage Precincts

Actor:

County Staff

Purpose and Objectives:

Precincts allow election officials to divide up geographic and election district boundaries into smaller areas for the purpose of managing elections.

This use case allows County Staff to manage the precincts.

Trigger Events:

■   County Staff identifies a need to manage precinct information in the system.

Pre-Condition:

■   County Staff has appropriate user access rights to the system.

Post-Condition:

■   The precinct information in the system has been updated.

■   The list of needed unique ballots styles has been updated based on the updated precinct information and the current geographic and district information.

Use Case Flow:

1.   The County Staff selects the option in the system to manage precincts.

   a.   The system shall allow County Staff to manage precincts in the system.

   b.   The system shall display a summary of precincts in the system including but not limited to: number of precincts by County, information that has been uploaded or modified, date, time and user that uploaded or modified data.

2.   The County Staff selects the option in the system to manage precincts, define precinct name, type and any associated jurisdictions or districts.

   a.   The system shall allow County Staff to manage precincts, such as separate or merge precincts / precinct parts.

   b.   The system shall allow County Staff to define precinct name, type and any associated jurisdictions or districts.

      i.   If the system has GIS capability, then the system shall associate precincts to jurisdiction or districts.

   c.   The system shall allow County Staff to define the geographical boundaries of a precinct.

3.   The County Staff selects the option to submit / save precinct update.

   a.   The system shall validate that all the precincts included in an election cover all the geographic area for an election.

Alternate Flows:

1. County Staff can double check the precinct maps and precinct setups prior to saving them in production.

    a. The system shall allow County Staff to review precinct updates prior to them saving them.

2. County Staff may decide to undo any changes or updates they've made to precincts.

    a. The system shall allow County Staff to undo or reverse changes that have been made to precincts.

3. County Staff may decide to make a precinct inactive or mark it as no longer being used and archive the precinct.

    a. The system shall allow County Staff to indicate a precinct is inactive and to archive the precinct.

Associations to other Use Cases:

- N/A

Additional Requirements:

- The system shall have the capability to assign visual indicators such as color or shape coding to indicate status or potential priority.

- The system shall have the capability to create precinct parts and sub parts.

- The system shall allow County Staff to manage precinct parts or sub-parts of a precinct like a whole precinct.

- The system shall have the capability to have different precinct parts for different elections.

8.4   Manage Candidates

Actor:

OSOS and County Staff

Purpose and Objectives:

OSOS accepts candidate filings for federal and statewide executive offices, and for any legislative, court of appeals, and superior court office serving more than one county.

County Staff accepts filings for all other offices. Online filing should be available for all county elections departments.

This use case allows Staff to manage candidate filing.

Trigger Events:

■   Staff identifies a need or must open a candidate filing period.

■   Staff creates a filing period and identifies applicable districts and offices.

Pre-Condition:

■   County Staff has appropriate user access rights to the system.

■   Staff has set in-person and online filing dates and times.

■   State Staff has administered list of rejected filing reasons.

Post-Condition:

■   The system shall identify offices available to file for.

■   Staff manually identified offices available to file for.

■   The public was able to use self-service portal to file for office.

■   Staff was able to review and record disposition on all filings.

Use Case Flow:

1.   OSOS Staff will add the statewide online filing period to the election calendar.

    a.   The system shall propagate the statewide filing period to all counties.

    b.   The system shall automatically identify all offices regularly up for election or have an unexpired or are due for a short-and-full term.

2.   The public may choose to file for office using self-service portal.

    a.   Self-service portal filings shall be available from a date and time administered by staff.

    b.   System shall provide office filing capability, including write-in candidates.

        i.   Allow for write-in candidates to file using self-service portal should be configurable by county or state.

    c.   System shall provide near real-time updates to candidate and office data ensuring data is synchronized.

      d.   System shall provide list all requirements for that office including any additional requirements (i.e. any residency requirements).

      e.   The system shall automatically populate current voter registration data so that the Public only needs to confirm their registration information.

      f.   The system shall link candidate filing to Online Voter Registration for candidates who need to update their address.

      g.   Public shall receive a confirmation email once filing is submitted.

      h.   Public shall be able to pay filing fee online by credit card or ACH.

          i.   The Public shall be able indicate the intent to pay with cash in-person.

         ii.   The Public shall be able indicate the intent to file a filing fee petition.

       iii.   The Public shall be able to upload filing fee petition documents.

            1.   Allow for upload filing fee petition documents using self-service portal should be configurable.

3.   The public may choose to file for office in-person or by mail.

      a.   System shall provide the capability of Staff to enter candidate information for filings received by mail or fax.

          i.   System shall allow Staff to scan filing documents into the system and attach them to the record.

         ii.   The system shall have the capability to recognize characters, signatures and addresses on scanned copies of filing documents and record the information in a structured format as if the information was entered by a user into the system.

      b.   System shall provide a self-service portal for the Public to enter candidate information in-person.

          i.   In-person filings shall be available from a date and time administered by staff which is different that online.

      c.   Public shall be able to pay filing fee by credit card, ACH, or cash for by mail or in-person.

4.   Staff chooses to review candidate filings

      a.   System shall track history of the changes made to office and candidate records.

      b.   System shall have the capability to put a candidate filing into approved, rejected, or hold status with a common list of reasons that is administered by State Staff.

      c.   System shall not allow a candidate to be assigned to an election until the candidate has been approved.

      d.   System shall allow a candidate to be withdrawn or rejected.

      e.   System shall provide the capability to verify candidate is a registered voter in jurisdiction of office where required for specific offices.

          i.   The system shall have the capability to verify candidates is eligible for that office using geographic information available in the system.

ii. System shall support "filing districts" for a candidate where the filing districts could be different from the office district. Filing districts could include multiple counties. For example, School Directors Districts require the voter to live in a district, however the office is voted on at-large in both the Primary and General.

f. System shall provide the capability to indicate the candidate paid the filing fee or the candidate filed a supporting petition with signatures.

g. System shall provide automatic notification to other counties of a filing (If cross-county office) when filing is approved.

h. System shall allow for Staff with appropriate user privileges to delete unapproved candidate filings.

i. System shall interface with State Treasurer's system for processing of filing fee.

5. Immediately after filing for office, the public may choose to submit Voters' Pamphlet information, when available.

a. System shall allow public to choose to enter statement information using self-service portal.

i. System shall allow for staff can enter statement information received by mail, in-person, or electronically.

ii. System shall allow for Staff to identify statement and biography word limits by office or district including for shared districts. Counties with shared districts should have the option to set different word limit for their county.

b. System shall provide the Public a spell checker when entering voter pamphlet information using the self-service portal prior to submission.

c. System shall provide a word limited candidate statement field.

d. System shall provide a method for uploading and formatting candidate photos.

e. System shall show statement word count for the purpose of enforcement of county/office specific word count requirements.

i. Prevention of submission must be optional as a county configuration.

f. System shall provide a robust candidate photo upload capability including uploading more than one photo at a time (batch upload).

g. System shall support candidate upload of videos.

h. System shall provide the capability to allow multiple-session entry of candidate biographic information, photo, and statement until submitted. Once approved, candidate biographic information, photo, and statement cannot be revised. Lock down capability needs to be configurable by County/State/Election.

i. System shall allow ability for Public to update contact information after candidate statement is locked down.

ii. Administer contact candidate lock down.

i. System shall allow for a partial statement to be submitted as a "pending" statement and later updated before being finalized.

j. System shall support multiple/overlapping statements and/or filing periods. (For example, a single candidate might have to submit three versions of their statement to comply with various county or state requirements).

k. System shall support the ability for public to view the status of their statement submission as it goes from submitted, pending approval, rejected (with reason), or approved.

l. System shall allow for staff to review, approve, reject, or hold statement submission.

m. System shall alert staff of new submissions. Alert should include if the statement is within word limits.

n. System shall notify by email Public receipt of statement submission.

o. Once statement is approved by Staff, a copy of the statement is sent to the candidate with opportunity for the candidate to review and confirm. Candidates are not allow to make changes after the submission deadline, only confirm statement is as they submitted.

   i. After review period has expired, statement should automatically be published.

p. If statement is rejected by Staff, the system shall automatically generate an email to the candidate with the rejected reason(s) based on a common list or reasons with common language.

6. Staff chooses to finalize the candidate filing period.

   a. System shall allow for automated lot drawing or entering results by Staff.

   b. System shall allow for ordering of candidates based on lot drawing results.

   c. System shall produce a Certification of Candidates in lot draw order.

   d. System shall alert Staff of any offices that received no filings that require a 3-day filing period.

   e. System shall automatically assign candidates to Primary or General based on the filing and office details.

7. Staff chooses to prepare their printed Voters' Pamphlet.

   a. System shall alert Staff of ballot initiatives that have qualified for the ballot.

      i. System shall automatically populate ballot text from measures that have qualified for the ballot from petitions.

   b. System shall provide the capability for Staff to enter ballot measure text for measures that are not received through the initiative process (i.e. Advisory Votes).

      i. System shall support the required data for Advisory Votes measure detail.

      ii. System shall support identification of validation requirements for ballot measures which may include a super majority for passage (e.g. 60%), or a certain number of ballots cast, or other unique criteria.

   c. System shall allow for export of office, candidate, and measure information for Voter Pamphlets composition in RTF, TXT, or CSV format.

d. System shall have capability for Staff to upload, individually or in bulk, translations of candidate and ballot measure statements received from translation vendors (include attachments of examples).

e. System shall allow staff to notify OFM and AG by email a standard letter and a copy of the complete text of the measure (example) to request to write explanatory statements, fiscal impact, etc. Staff must also be allowed to print this letter for mailing.

    i. The system shall have a self-service portal for the Office of Financial Management (OFM) to submit ballot measure information assigned to them.

    ii. The system shall have a self-service portal for the Attorney General's Office (AG) to submit ballot measure information assigned to them.

    iii. The system shall allow State Staff to enter the due date for OFM and AG to submit their information.

    iv. System shall support addition of tables in measure details.

f. System shall notify staff of submission and any upcoming deadlines.

g. Once OFM and AG submissions have been received, they system shall automatically contact the Lieutenant Governor's Office and Speaker of the House to appoint initial members of ballot committees. Staff must also be allowed to print this letter for mailing.

    i. The system shall have a self-service portal for the Lieutenant Governor's Office and Speaker of the House to submit initial members of ballot committees.

    ii. The system shall allow State Staff to enter the due date for Lieutenant Governor's Office and Speaker of the House to submit initial members of ballot committees.

h. Once initial members of ballot committees have been received, the system shall notify initial two members and allow for submission or roster and for/against argument.

    i. The system shall allow State Staff to enter the due date for roster and for or against argument.

i. System shall allow self-service portal for direct submission of for or against statement from committees.

    i. The system shall allow State Staff to review and approve for or against statements.

    ii. Once statements are approved from both committees, the system shall notify provide each committee the opposing committees statement.

j. System shall allow self-service portal for direct submission of rebuttal of for or against statement from committees.

    i. The system shall allow State Staff to review and approve rebuttal of for or against statements.

    ii. Once statements are approved from both committees, the system shall provide each committee the opposing committee's rebuttal statement.

    k.   System shall store and provide the ability to display and update contact information for committees established to support or oppose ballot measures.

    l.   System shall enforce format rules for Ballot Measures. (per 29A.32 and WAC 434-381).

    m. System shall have an Online Voter Guide, which will includes all information that has been approved for publishing by Staff.

    n.   System shall provide the ability for staff to produce a set of proofing documents and reports for staff to proof printed Voters' Pamphlet materials against information in the system.

Alternate Flows:

4. Staff can create a Special Filing Period for specific offices or districts.

    a.   The system shall allow Staff to create Special Filing Periods for offices or districts.

    b.   The system shall allow Staff to identify offices or districts applicable to the Special Filing Period.

5. County Staff may receive a resolution for a ballot measure to appear on the ballot from a local district.

    a.   The system shall allow for County Staff can add a ballot measure that is received by mail, in-person, or electronically.

    b.   The system shall allow for County Staff to notify by email or mail their Prosecuting Attorney's Office to review ballot measure.

    c.   System shall allow self-service portal for Prosecuting Attorney's Office to approve ballot measure.

        i.   The System shall allow for staff to manually indicate Prosecuting Attorney's Office to approval.

    o.   The system shall allow for County Staff to enter initial members of ballot committees.

    p.   The system shall allow self-service portal for direct submission of for or against statement from committees.

        i.   The system shall allow County Staff to review and approve for or against statements.

        ii. Once statements are approved from both committees, the system shall notify provide each committee the opposing committees statement.

    q.   The system shall allow self-service portal for direct submission of rebuttal of for or against statement from committees.

        i.   The system shall allow County Staff to review and approve rebuttal of for or against statements

        ii. Once statements are approved from both committees, the system shall provide each committee the opposing committee's rebuttal statement.

Associations to other Use Cases:

- N/A

Additional Requirements:

- System shall allow a person to file for one or more "special offices" (e.g. PCO, Freeholder, Charter Review Board Member) but restrict a person from filing for more than one "standard office" (not a special office).
- System shall programmatically enforce filing deadlines (date and time) and other requirements.
- System shall export candidate data in a format described by the Public Disclosure Commission (PDC) for import into their database and an API for the PDC to use when their system is capable of that feature.
- The system shall retain a record of all attempts to file for office online, include the data entered and steps completed.
- The system shall allow the user to submit a filing across multiple sessions
- The system shall alert any returning Public user with an incomplete candidate filing with the option to resume their previous filing session or start from the beginning.
- In the event of any internal error, the system shall retain record and retry submission of any filing
- System shall support identification of validation requirements for ballot measures which may include a super majority for passage (e.g. 60%), or a certain number of ballots cast, or other unique criteria.
- System shall allow multiple offices and multiple ballot measures to be assigned to the same sub district(s).
- The system shall allow for State Staff to publish or unpublish all State controlled content for Online Voters' Guide for each election separately, including translations.
- The system shall allow for County Staff to publish or unpublish all County controlled content for Online Voters' Guide for each election separately, including translations.

8.5   Manage Mass Updates

Actor:

Staff

Purpose and Objectives:

Staff may wish to make a similar update to multiple records at the same time, for example, canceling the registration of inactive individuals that have gone through two federal elections without voting or having activity. Staff will preview or otherwise test their update and have the option of reversing the update after making it in the system. Staff may also generate a report on a mass update.

This use case allows Staff to make mass updates to the system.

Trigger Events:

- Staff identifies a need to make mass updates to the system.

Pre-Condition:

- Staff has appropriate user access rights to the system.

Post-Condition:

- The mass update has been committed and resulting changes saved in the system.

Use Case Flow:

1. The Staff selects the option in the system to make a mass update.

    a. The system shall provide Staff with multiple types or options of mass updates to make such as but not limited to:

        i. Cancelling all voter registrations for inactive individuals that have not voted in the last two federal elections and are in inactive status.

        ii. Cancelling all voter registrations that have had their address found to be invalid.

        iii. Canceling outstanding tasks and updating application status for applicants that have been issued a Notice of Incompleteness and no response has been received within a given time period.

        iv. Redistricting

        v. Zip code changes

        vi. Precinct changes

    b. System shall allow for the bulk standardization of addresses.

        i. System shall include the capability to standardize residential and mailing addresses against USPS standards.

        ii. System shall provide a means of overriding address standardizations needed to account for non-traditional residential addresses or non-US mailing addresses.

        iii. System shall provide a means to export addresses for external validation against CASS certified address standardization software.

      iv.   System shall provide the capability to import and update addresses validated against CASS certified address standardization software. The Staff starts the mass update.

2. The system shall allow the user to verify the mass update prior to making it in the system such as through previewing the changes or testing the update in a test database.

3. The Staff makes the mass update.

    a.   The system shall allow Staff to make mass updates to multiple records at one time.

    b.   If changes to voter registration occur, Staff may generate a new requirement for voter registration ID cards to be generated.

        i.   The system shall allow Staff to generate new notices based on mass updates (see Issue Notices use case).

Alternate Flows:

1. The Staff decides that they want to undo the mass update previously made in the system.

    a.   The system shall allow Staff to undo any mass update that has been previously made in the system.

Associations to other Use Cases:

- N/A

Additional Requirements:

- N/A

8.6 Manage Requests for Data

Actor:

Staff

Purpose and Objectives:

The public, such as individuals, campaigns, political parties or organizations, non-profit or activist groups, and litigating parties may make requests for information contained in the system.

This use case allows Staff to manage the intake, processing and reporting of Public Records Requests (PRRs), data gathering based on requests, and responding to litigation.

Trigger Events:

- Staff receives a public records request or any other general request for data.

Pre-Condition:

- The request has received the approval of legal counsel.

- The requestor has been informed of the fee and has agreed to pay it.

- Staff has appropriate user access rights to the system.

Post-Condition:

- The data request has been fulfilled and the system has been updated with a record of the requests disposition and fulfillment.

Use Case Flow:

1. The Staff selects the option in the system to manage a data request.

    a. The system shall allow Staff to manage data requests.

2. The Staff creates a data request in the system and includes initial set up information.

    a. The system shall allow Staff to create a data request in the system and include initial set up data such as but not limited to:

        i. Name of request, description of request, requestor, requestor contact information, where to send information (if different than the requestor), date and time of request, whether the request has been approved, whether the request was already fulfilled at the time of request, and upload any documentation like the request form or information already provided.

    b. The system shall have the capability of estimating the cost of fulfilling the request to the requestor, including but not limited to minimum flat fees or variable fees based on the data request.

    c. The system shall allow Staff to indicate money was received prior to working on the data request.

3. The Staff will view outstanding or pending data requests.

      a. The system shall allow Staff to view public records requests that have not yet been fulfilled, their current status, how long the request has been open and any notes made by Staff on the request.

4. The Staff may run a report to generate the needed records (see Generate Report use case).

5. The Staff may generate a summary, description, or legend for the report.

      a. The system shall allow Staff to generate a summary, description, or legend for the report.

6. The Staff will indicate in the system that the request was fulfilled.

      a. The system shall allow Staff to indicate that public records requests were fulfilled by indicating certain disposition information including but not limited to:

            i. Date and time of fulfillment, payment received, description of records provided, method of delivery, address delivered to, and upload of file provided.

Alternate Flows:

1. The Staff may choose to reuse and/or use and modify an existing request that is already in the system.

      a. The system shall allow Staff to fulfill public records requests by using previous public records requests.

Associations to other Use Cases:

■ N/A

Additional Requirements:

■ The system shall allow Staff to manage configurable values of staff hourly rates and estimated hours worked.

8.7 Manage System Parameters

Actor:

Staff

Purpose and Objectives:

Staff will manage various standard choices and preferences defined in tables in the system, such as standard statuses for voter registration.

This use case allows Staff to manage parameters within the system.

Trigger Events:

- Staff identifies a need to manage the system's parameters.

Pre-Condition:

- Staff has appropriate user access rights to the system.

Post-Condition:

- Staff has updated the system parameters and saved the changes.

Use Case Flow:

1. The Staff selects the option in the system to manage the system parameters.

    a. The system shall allow Staff to manage the system parameters.

    b. The system shall display various system parameters to manage.

        i. For example, these may include but not limited to: tables defining standard choice for how a voter was registered, source of information, voter status, reason codes, colors, workflow statuses, election calendar deadlines, percentages of signatures required, and various drop down menus.

2. The Staff will make changes to system parameters.

    a. The system shall allow Staff to make changes to system parameters and save the changes.

    b. The system shall allow Staff to define what system parameters apply to all counties versus certain counties.

Alternate Flows:

1. N/A

Associations to other Use Cases:

- N/A

Additional Requirements:

- The system shall only include system parameters and configuration that is only applicable to Washington.

8.8   Manage User Roles

Actor:

Staff

Purpose and Objectives:

User roles in the system define what access and permissions various users will have in the system. Certain authorized staff will have access to create and update user roles.

This use case allows Staff to manage user roles in the system.

Trigger Events:

■   Staff identifies a need to manage user roles.

Pre-Condition:

■   Staff has appropriate user access rights to the system.

Post-Condition:

■   Staff has made updates to the user roles and their changes have been saved in the system.

Use Case Flow:

1.   The Staff selects the option in the system to manage the user roles.

   a.   The system shall allow certain authorized Staff to manage the user roles.

2.   The Staff creates various user roles to manage different users' permissions to add, change or delete records.

   a.   The system shall allow certain authorized Staff to manage different user permissions between State & County Staff user roles or groups.

   b.   The system shall allow Staff to manage different user permissions between counter, supervisor staff, seasonal and other user roles or groups.

   c.   The system shall allow certain authorized Staff to manage the different access and permissions per user role.

   d.   The system shall allow Staff to remove all access to the system for certain users.

   e.   The system shall allow Staff to archive old users that no longer have access to the system.

   f.   The system shall allow Staff to limit the access for certain users to view only access.

   g.   The system shall allow Staff to limit the access for Public users.

Alternate Flows:

1.   N/A

Associations to other Use Cases:

■   N/A

Additional Requirements:

■ The system shall have the capability to generate a report on all activities a user has conducted in the system.

8.9   Generate Report

Actor:

Staff

Purpose and Objectives:

This use case allows Staff to report on information in the system.

Trigger Events:

■   Staff identifies a need to gather information from the system.

Pre-Condition:

■   Staff has appropriate user access rights to the system.

Post-Condition:

■   The needed information is displayed to the user in the format they requested (e.g. graphical, table etc.) or the information has been provided outside of the system in a file formatted with the correct data inside the file as specified by the user.

Use Case Flow:

1.   A Staff user selects the option to run a report.

   a.   The system shall display options to the user to run reports on all information in the system.

   b.   The system shall allow the user to filter the report to a subset of the data based on any information in the system.

   c.   The system shall provide multiple "canned" or pre-built reports for the user to select from and run or modify prior to running (see the Additional Requirements section of this use case for example pre-built reports that may be required).

   d.   The system shall allow the user to build their own "ad-hoc" reports based on any information in the system.

2.   A Staff user selects the option to schedule a report (e.g., to occur once at a specific time, or reoccur on a daily, weekly, monthly or quarterly basis).

   a.   The system shall allow the user to schedule the time of day when a report runs and the reoccurrence frequency.

3.   A Staff user selects the option to run the report now.

   a.   The system shall provide the selected report in a graphical display and data table format available for export from the system.

4.   A Staff user selects the option to export the data in a specified format.

   a.   The system shall export report data in a format specified by the user such as but not limited to: .csv, .xlsx, .docx, .pdf, .xml, .html, .txt.

Alternate Flows:

■ N/A

Associations to other Use Cases:

■ N/A

Additional Requirements:

1. System shall produce Election Administration and Voting Survey (EAVS) without any additional data collection or tracking from the county or state.
2. System shall capture statistics for paper and electronic registrations received from state agencies and other organizations for reporting online.
3. System shall provide the capability to generate a report on underage voters in the database.
4. System shall have the capability to generate reports and extractions. Describe your system approach to reporting, including all required federal reports. Provide a list of existing reports in your report library.
5. System shall have the capability to filter data included in reports and extractions.
6. System shall have the capability to save or print reports and extractions.
7. System shall provide the capability to extract voter registration information. Example uses: jury pool creation or salary commission pool (Random drawing such as select 10 voters from District).
8. System shall have capability to extract by selected district for salary commission pool. Random drawing (example select 10 voters from District).
9. System shall provide the capability for the public to generate self-serve data extracts of publicly available data.
10. The system shall provide multiple "canned" or pre-built reports for the user to select from and run or modify prior to running. Report examples include but are not limited to the following:

Report Name/Title	Brief Description	Frequency of Use	Comments
Application Status	List of voters who have been issued a 90 day notice and whether it has been accepted	Weekly	Should be in searches
Application Status By County		Monthly	SOS should be in searches
Application Status Summary		Monthly	Should be in searches
Ballot Style Report	List of ballot styles created for an election, with precinct part and party if applicable	Daily During Elections	Need during Elections
Canceled Voters	List of voters canceled during a certain period. To see who/when was canceled.	As Needed	

Report Name/Title	Brief Description	Frequency of Use	Comments
Cancellation Summary By County		As Needed	Should match EAC report
Cancellation Summary Statewide			SOS. Should match EAC report
Change Status By County	List of voters whose status has changed in a certain time period	As Needed	Should be in searches
Change Status Statewide	List of voters whose status has changed in a certain time period	As Needed	Should be in searches
Comparison Voting Summary By Election		After each election and As Needed	How and where, congressional, legislative fields
Comparison Voting Summary By Election By County	Statistics on percentage voted broken down by method, precinct and /or polling place	After each election and As Needed	Great tool for stats requested after election cycle. Able to run even after election cycle.
Current Age Of Registered Voters		Each Election	SOS
Current Age Of Registered Voters Statewide			SOS
Deceased Statewide Summary	A report of deceased voters that match up with State to compare if needed.	Monthly	SOS.
Districts By Precinct	List of precincts within a district, including precinct parts. Import.	As Needed	Also need by precinct part
Dob Entry Errors	List of records with unusual DOB (such as over 110 years old)	As Needed	Data entry verification tool
Duplicate Application Status			

Report Name/Title	Brief Description	Frequency of Use	Comments
Duplicate Checking	List of potential duplicate voters to determine if their record should be canceled. Check potential matching for errors.	Daily	Data entry verification tool
Electronic Ballots Requested	List of voters who have been sent and/or returned an electronically delivered ballot for a certain time period.	Daily	Should include all fields required by statute, plus congressional, legislative, date sent. Ability to run an Absentee roster for PEVL's only and combined with single election.
List Of Pending Voters	List of voters in pending status with reason	As Needed	
Mass Mailing Update & Vr Cards	Report of voters who need to be sent a Voter Registration Card due to an address or precinct change		
Outstanding Tasks – Statewide	Report of pending records, activities, notifications, etc.		SOS
Precinct By District	List of precincts within a district, including precinct parts	As Needed	
Registered Voter List	Database of registered voters. Printable for walking lists or labels	As Needed	
Registered Voters By County Summary	Report of voter totals by county and status	Daily	SOS. List out by party Affiliation.
Registered Voters By District	Report of voter totals by district and status	Each Election and As Needed	Good for elections and early voting
Registered Voters By Precinct W/Summary	Report of voter totals by precinct (or precinct part) and status	Each Election and As Needed	Good for elections and early voting

Report Name/Title	Brief Description	Frequency of Use	Comments
Street Index	List of streets within a precinct or district	As Needed	
Streets With No Assigned District	List of streets not assigned to a precinct, district	As Needed	
Purged Voters	Total voters purged by date range	As Needed	
Pending To Cancel Status	Total voters cancelled by date range and reason	As Needed	
Voter Registration Summary By Precinct Statewide	Statistics broken down by precinct, party, and status	Quarterly and As Needed	
Voters Missing District Type	List of voters not assigned to a precinct	As Needed	Used daily when changing precincts or redistricting.
Voters That Said They Were Registered Out Of State To Notify Other States'	List of voters with previous out of state registration (broken down by state).	Weekly or Monthly	Might be considered daily depending on election cycle. Have to have all criteria to be able to cancel or contact voter. Ability to find the Previous out of state addresses and ability to generate notices if needed. Include DOB, new address and signature.
Voters Who Voted In Election	Voters with history in selected election	After Each Election	
Voters Who Voted In Election Summary	Totals of election voting history by district	After Each Election	
Voters By Precinct	Report of voter totals by precinct and status	Weekly or more often	During elections can be run more often
NVRA Statistics	Report that generates NVRA statistics by date range		Depends on how often data is requested from outside dept.

Report Name/Title	Brief Description	Frequency of Use	Comments
List Of Jurisdictions	List of all active Districts	As Needed	
List Of Precincts	List of all active precincts	As Needed	
Street File - Alpha And Pct. Order	List of entire street file	ongoing	
Household Mailing Lists - By Jurisdiction Or Entire File	List of each household.	As needed	Per request for SOS and other jurisdictions for mailings
Age Breakdown	Specify a group of ranges with totals for each range	As Needed	
Purged Voters	Generate list of voters who were in inactive status for 2 Federal election cycles. Should be able to run as a preview or to cancel records	Every 2 years	
Petitions - Incomplete Pages Report	Shows pages of petitions where signatures still need to be checked (1st or 2nd)	As Needed	Internal Audit tool
Final Petition Report	Show each signature checked, whether valid or invalid and why. By page and line number. Lists VR#, voter names, and signed date.	As Needed	
Petitions - Brief Tally Report	Number of valid signatures and number of invalid by reason	As Needed	To monitor our process and given with our final report
Petitions - Batch Tally Report	Totals by batch - broken down by pages	As Needed	Internal Audit tool
Entry Statistics By Operator	Used internally for evaluation and training purposes	As Needed	

Report Name/Title	Brief Description	Frequency of Use	Comments
Ballot Activity	For an election, totals sent out, returned, rejected, challenged, etc.	Daily for Each Election	
Challenged Ballot Tracking	List of Challenged Ballots with status, date letter sent, phone number, precinct, etc.	Daily for Each Election	Tracks all contact with voter, shows resolved/unresolved, reasons, and counts for all.
Daily Ballot Reconciliation Report	Show total ballots, statuses, return method, return source (drop box location) by batch	Daily for Each Election	See State Template: Reconcilation Form (revised 8/15/17)
Ballot Return Statistics	System shall be able to report ballot return statistics and data at a county level and/or state level.	Daily for Each Election	
Ballot Reports	System shall have the capability to generate all ballot reports (with counts) by specific criteria, i.e., precinct, legislative district, city, etc.	Daily for Each Election	
Issued And Received Ballot Reports	System shall generate issued and received ballot reports based on specific criteria such as, UOCAVA, non-UOCAVA, mailed, emailed, faxed, suspended, and challenged/rejected, etc.	Daily for Each Election	
Public File Of Ballots Returned	System shall be able to produce a public file of ballots returned for publication and analysis	Daily for Each Election	

Report Name/Title	Brief Description	Frequency of Use	Comments
Report Of All Voters Who Have Returned More Than One Ballot	System shall be able to generate a report of all voters who have returned more than one ballot in an election.	Daily for Each Election	
Election Administration And Voting Survey (EAVS)	System shall produce Election Administration and Voting Survey (EAVS) without any additional data collection from the county or state. (SAME AS ABOVE)	Biannually	
Election Administration And Voting Survey (EAVS) – Voter Level Detail	System shall be able to generate voter level detail to validate reported answers to EAC EAVs questions.	Biannually	
Filing Questionnaire	System shall be capable of generating filing questionnaire	Yearly	WAC 434-215-005
Candidate Filing Order	System shall be capable of producing reports in filing order, alphabetical, lot draw order. All reports must have the same style and format.	Yearly	
Election Management Reports	System shall be capable of producing election management reports including which districts are on which ballot type, ballot type to precinct in precinct order and sorted by ballot type.	Each Election	
Motor Voter List	Detail Log of DOL transactions both outbound and inbound, to verify connectivity and workflow	Daily	
Dol Data Integrity Check	System shall compare to the data on file with DOL to identify any differences (missing Drivers'	Daily	Differences should be available in an interactive report that can be confirmed or rejected by authorized users

Report Name/Title	Brief Description	Frequency of Use	Comments
	License Numbers, missing SSN4s, DOB differences, name differences, etc)		
Motor Voter & Online Voter Registration Audit	System shall provide a report of any registration that was submitted and not yet processed.	Daily	Differences should be available in an interactive report that can be confirmed or rejected by authorized users
Online Registration Status	System shall display to any authorized user, the status of any online registration (including Motor Voter) for 24 months.	Daily	
Countywide Data Audit	System shall provide exception reporting against data fields expected but not provided from external systems.	Weekly	If data is stored redundantly, this check would ensure that they are in-sync
Voting Information Project (Vip) Feed	System shall produce a "one button" export that is Voting Information Project (VIP) ready and can be created on demand	Each Election	http://vip-specification.readthedocs.io/en/vip52/index.html
Summary Of Registration At State Agencies And Organizations	Total Registrations, address changes, MyVote logins, and registrations without changes we received from each agency or organization		
Filing Fee Report	Shows all filing fees collected in the self-service portal and each county's share of that filing fee		
Report Of Candidate Statement Submission By County Or State	Shows which candidates have and have not submitted their statement		
Voters Pamphlet Proofing Reports	Includes • Tracking Spreadsheet • File labels & cover sheet		

Report Name/Title	Brief Description	Frequency of Use	Comments
	• Original statement from candidate		
Petitions Filed To The People And Filed To The Legislature	For publishing online.		Example: https://www.sos.wa.gov/elections/initiatives/Initiatives.aspx?y=2017&t=p