



**Requirements for Approval to Connect a California  
Jurisdiction's Election Information Management System to  
the Runbeck Election Services Sentio Ballot-On-Demand System  
SYSTEM**

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A California jurisdiction's election information management system (EIMS) shall not be connected to the Runbeck Election Services (Runbeck) Sentio ballot on demand system (Sentio) for electronic transfer of the information needed to print the correct ballot style for each voter unless the connection is made using a single port. The Secretary of State will only approve connection of a vendor's EIMS to a Sentio System if documentation and a one-time demonstration by the EIMS vendor establish that the EIMS software is configured to connect to Sentio through a single port. Approval is also dependent upon compliance with all of the conditions below.

- (1) Any jurisdiction certified as a print facility for Sentio ballots wishing to connect a Sentio ballot printer to an approved EIMS voter registration system shall, before making the connection, confirm in writing to the Secretary of State that the port listener in the Sentio is configured for connection with the EIMS through a single port.
- (2) The Sentio may not be connected to the Internet at any time.
- (3) The Sentio Audit System, a Runbeck software solution that utilizes optical character recognition (OCR) cameras to scan each ballot that is ejected from the output of the printer, must be installed on every Sentio used for batch printing of ballots in California. A Sentio that does not have the Sentio Audit System installed shall be used only to print one ballot at a time for vote-by-mail (VBM) voters who cast their VBM ballots at the elections official's office.
- (4) The Microsoft Windows operating system on Sentio must be configured with two separate logins. The first shall be a Windows Administrator login with a unique password that grants the Administrator full control over Windows. The second shall be a Windows user login that only permits an Operator to run Sentio software but not to make any modifications to Windows or to use any other application. It is permissible to use a single Windows password with the Operator login for all non-administrator Operators.
- (5) Each Supervisor and Operator shall create his or her own unique password to access the Sentio application without divulging the password to the Administrator. (NOTE: This process should be similar to the process a new bank account holder uses to create a personal identification number (PIN) for a bankcard.)

- (6) Runbeck must encrypt ballot PDF files before transfer to a California jurisdiction. Delivery of encrypted ballot PDF files may be by FTP or by physical delivery of a portable media storage device containing the encrypted files.
- (7) Each California jurisdiction using Sentio must provide a list showing every Administrator, Supervisor and Operator authorized to use Sentio to the Secretary of State (SOS) prior to its use. Upon the departure of an authorized Sentio user, the Administrator is required to delete that user's login profile. Whenever a user is deleted from or added to the authorized user list, the jurisdiction must provide the updated list to the SOS within seven (7) days.
- (8) Each California jurisdiction that uses Sentio must affix at least one serialized tamper evident seal to each door of a housing that provides access to the Sentio computer in a manner that would reveal unauthorized access. A log for the security seals must be created and maintained to monitor access to the computer. The log must include: the user's name, date, serial number of each destroyed seal, and serial number of each newly-affixed seal.
- (9) Runbeck must submit ballots printed by Sentio for testing to the manufacturer of each voting system for which use of Sentio ballots is proposed. Sentio ballots may be used with a voting system only after the manufacturer of the voting system states in writing to the SOS that Sentio-printed ballots meet the manufacturer's specifications.
- (10) Pursuant to Title 2, California Code of Regulations §20254 and Elections Code §13006, if Runbeck supplies ballot card stock for Sentio to California jurisdictions, Runbeck is required to take a physical inventory of all ballot paper/card stock in Runbeck's warehouse four times a year. This inventory is required to occur on January 15, April 15, July 15 and October 15. Within seven (7) days of conducting this inventory, Runbeck is required to submit an inventory report to the Secretary of State.

Each California jurisdiction that wishes to use Sentio must complete the process to be certified as a ballot manufacturer by the Secretary of State. Information and an application can be obtained on the Secretary of State website at [www.sos.ca.gov/elections/ballots.htm](http://www.sos.ca.gov/elections/ballots.htm). The California Code of Regulations, Title 2, Division 7 contains all of the regulations applicable to ballot card manufacturers.