



# SHIRLEY N. WEBER, Ph.D.

## CALIFORNIA SECRETARY OF STATE

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October 3, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 22247

TO: All County Clerks/Registrars of Voters

FROM: /s/ Todd Ross  
Office of Voting Systems Technology Assessment

RE: General Election: Computer Vote Count Program **-Action Required**

California Elections Code section 15001(a) requires a copy of each election computer vote count program for a statewide election or state special election to fill vacancies shall be deposited with the Secretary of State. The copy of the election computer vote count program shall be received by the Secretary of State no later than 5 p.m. on the seventh day before the election.

Please submit your Computer Vote Count Program for the November 8, 2022, General Election to the Secretary of State by 5 P.M., November 1, 2022. Your Computer Vote Count Program is to be submitted to the Secretary of State through our Axway Secure File Transfer Protocol (SFTP) site. The Axway SFTP is the same secure file transfer method used for the 2022 Primary Election.

Due to the proprietary, file size, and sensitive nature of the Computer Vote Count Program, which is a backup of the voting systems tabulation database, it cannot be emailed, and must be uploaded to the Secretary of State through the Axway SFTP site. Use the following directions to submit your Computer Vote Count Program to our office:

- Compress all data into a single zip file, preserving file and directory names within the zip file and name this single file to include your county name and the date of the election. (Ex: CountyName\_CCP\_11.08.2022)
- The VoteCal Help Desk Staff ([VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov)) has assigned log in credentials for each county that are required to access the Axway SFTP site.
- Log on to the Axway SFTP site, using your credentials provided by the VoteCal Help Desk and then:
  - Select "OVSTA" folder on left hand menu

- Select “Upload”
- Select the vote count program to upload to send to OVSTA
- Please send OVSTA an email confirming the submission via the Axway portal, and OVSTA will provide a confirmation that your file has been successfully transmitted.

Please contact OVSTA at (916) 695-1680 or [VotingSystems@sos.ca.gov](mailto:VotingSystems@sos.ca.gov) if you have any issues or questions regarding submission.