October 3, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24216

TO: All County Clerks/Registrars of Voters

FROM: /s/ NaKesha Robinson
                   Deputy Secretary of State, HAVA

RE: General Election: Computer Vote Count Program - **ACTION REQUIRED**

California Elections Code section 15001(a) states that 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 5:00 p.m. on the seventh day before the election.

Please submit your Computer Vote Count Program for the November 5, 2024, General Election to the Secretary of State by 5:00 p.m., **October 29, 2024**. Your Computer Vote Count Program is to be submitted to the Secretary of State through our Secure File Transfer Protocol (SFTP) site. The SFTP is the same secure file transfer method used for the 2024 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 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_11.5.2024)
- The VoteCal Help Desk Staff (VoteCalHelp@sos.ca.gov) has assigned login credentials for each county required to access the SFTP site.

- Log on to the 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 and send to OVSTA
- Please send OVSTA an email confirming the submission via the portal, and OVSTA will provide a confirmation that your file has been successfully transmitted.
- It is recommended to use the Microsoft Edge browser over Chrome.

Please contact the VoteCal Helpdesk at (916) 654-1141 or VoteCalHelp@sos.ca.gov if you need assistance with your credentials for the SFTP portal.

If you have any questions regarding the submission of your Computer Vote Count Program, please feel free to contact the Office of Voting Systems Technology Assessment (OVSTA) staff at VotingSystems@sos.ca.gov or (916) 695-1680.