Using Virginia's Online Ballot Marking System with Screen Reader Technology

Accessing, Marking, and Printing Your Ballot

1 Access Voter Portal and Login to Ballot Marking System

    A. You will receive an email from your local Voter Registration Office containing the link to the online Voter Portal.

        1) In the email, use the Tab key to maneuver through the email until you are on the Voter Portal link and click Enter. The link should take you to: https://enr.elections.virginia.gov/ebd/voter/virginia.

        2) If you do not receive an email or the link in the email does not take you to the Voter Portal, contact your local Voter Registration Office. You can find their contact information on the Virginia Department of Elections local office lookup webpage: https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup.

    B. The first page you will encounter is the Voter Portal home page:

        1) Listen to all information provided.

        2) Use the Tab key to maneuver through the page until you are in the Accessible Ballot box and click Enter on the Access My Accessible Ballot button.

    C. The second page you will encounter is the login page.

        1) To complete this page, you will need your Voter ID number. If it was not provided in the email you received from your local Voter Registration Office, there are two ways to obtain it:

            a. Look up your Voter ID number using the Virginia Department of Elections online Citizen Portal: https://vote.elections.virginia.gov/VoterInformation/Lookup/status.

            b. Contact your local Voter Registration Office.

        2) Use the Tab key to maneuver to each of the following text boxes and type in the information requested in all three.

            a. First Name

            b. Last Name

            c. Voter ID Number

        3) Use the Tab key to maneuver to the Login button and click Enter.

D. The third page you should encounter is the Ballot Marking System home page.

   1) If you receive an error message or are taken to the No Active Elections page, contact your local Voter Registration Office.

2 Select Election and Begin Ballot Marking Process

A. The Ballot Marking System home page provides you with important information you will need to complete voting. All elections you are eligible to vote in will be listed on this page.

   1) Listen to all information provided.

   2) Use the Tab key to maneuver through the page until you are on the Begin Ballot button for the election you wish to complete a ballot for and click Enter.

   3) If an election you believe you are eligible to vote in is not listed, contact your local Voter Registration Office.

3 Complete Ballot Marking Process

A. Note: At the bottom of every page in the Ballot Marking Process are the following two links:

   1) Skip to Ballot Download. This takes you directly to the end of the process where you can print a blank ballot. This will allow you to physically cast your votes on the ballot using a pen.

   2) Start Over. This takes you back to the first page in the Ballot Marking System so you can start the ballot marking process over. If you are eligible to vote in more than one election, this will allow you to start over with the same ballot or change elections.

B. The fourth page you will encounter is the intro page for the instructions section of the ballot marking process. There are four sections to complete, Instructions, Mark, Review, and Return. Use the Tab key to maneuver to the Continue button and click Enter.

C. The fifth page you will encounter has ballot marking instructions.

   1) Listen to all information provided.

   2) Use the Tab key to maneuver to the Continue button and click Enter.

D. The sixth page you will encounter is the intro page for the ballot marking section of the ballot marking process. This page will tell you how many contests are on your ballot.

   1) Listen to all information provided.

   2) Use the Tab key to maneuver through the page until you are on the Start Ballot button and click Enter.

E. The seventh page you will encounter is the first contest page. Each contest on the ballot will have its own page. For each contest:

1) Listen to all information provided.

2) Use the Tab key to maneuver to the candidate you wish to vote for and click Enter.

   a. Clicking Enter again while still on the candidate will unselect them.

   b. When you move to a candidate, you will be notified if the candidate is already selected. You will also be able to review all of your selections when you are on the Review page later in the process.

   c. If the contest is a vote for more than one candidate, for example, vote for not more than two, make sure to click Enter on each candidate you wish to vote for.

      1. If you attempt to select more than the allowable number of candidates, the system will not let you select the additional candidate.

         a. A warning box will pop up telling you how many candidates you are allowed to select and which ones are already selected.

         b. Use the Tab key to maneuver to the Ok button and click Enter to return to the contest page.

         c. To change your vote, use the Tab key to maneuver to the currently selected candidate and click Enter to deselect them. Then you can maneuver to the candidate you want to vote for and click Enter.

   d. If you wish to vote for someone not on the ballot, use the Tab key to maneuver to the Write-In option and click Enter. You will then maneuver to the Write-In text box and type in the name of the person you wish to vote for.

3) Once you have made your selection(s), use the Tab key to maneuver to the Next button and click Enter. On the last contest's page, the button to move forward will be Review Ballot.

4) If you do not want to vote in this contest, use the Tab key to maneuver past all of the candidate options to the Skip button and click Enter to move on to the next contest. On the last contest's page, the button to move forward will be Review Ballot.

F. If you need to go back to a previous contest, use the Tab key to maneuver to the Previous button and click Enter.

G. Once you have made selections in, or skipped, all contests on the ballot, the eighth page you will encounter is the intro page for the Review section. Use the Tab key to maneuver through the page until you are on the Review Ballot button and click Enter.

H. The ninth page you will encounter is the Review page. All contests on the ballot will appear with the selections you made in the previous pages.

1) Listen to all information provided.

2) If you did not select anything for a contest or did not make as many selections as permitted for a contest, the contest will have a message stating You have selected less than the allowable number of options permitted.

3) You may remove a selection or add a selection by using the Tab key to maneuver to the appropriate candidate or Write-In line and click Enter. As a reminder, if you select Write-In you will have to enter the name of the person you which to vote for in the Write-In text box.

4) Once you have reviewed and confirmed all selections for all contests, use the Tab key to maneuver to the Confirm Ballot and Proceed button and click Enter.

4 Print and Return Ballot

A. The tenth page you will encounter is the intro page for the Return section. Use the Tab key to maneuver through the page until you are on the Review Ballot button and click Enter.

B. The eleventh page you will encounter is the Ballot Return page. This page is where you will print your completed ballot and instructions for submitting it.

1) The first item on this page is the ballot return instructions.

a. Listen to the information provided.

b. Use the Tab key to maneuver to one of the three options:

1. Download Ballot Return Instructions. This button will open the instructions in a new web browser.

2. Download. This link will download the instructions and open them as a PDF.

3. Skip this step. This link will take you to the next step without opening a new tab or downloading the PDF.

2) The second item on this page is the ballot.

a. Listen to the information provided.

b. Use the Tab key to maneuver to one of the two options:

1. Print Ballot. This button will open the ballot in a new web browser.

2. Download Ballot. This link will download the ballot and open it as a PDF.

C. Follow the steps in the Ballot Return Instructions to complete the voting process.

D. You may complete the ballot marking process multiple times, but you may only submit one ballot. If after printing a ballot you determine you want to make changes, destroy the printed ballot and complete the ballot marking process again.

E. If you have not received your return envelopes or have any questions, contact your local Voter Registration Office. You can find their contact information in the Ballot Return Instructions or on the Virginia Department of Elections local office lookup webpage: https://vote.elections.virginia.gov/VoterInformation/PublicContactLookup.