



**ClearVote 2.3**  
**ClearAccess Acceptance**  
**Test Checklist**



## Acceptance Test Checklist: ClearAccess

Clear Ballot Part Number: 100109-10020  
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### Document History

Date	Description	Version	Authors
01/11/2017	Initial submission to EAC	1.0	Nel Finberg
05/09/2017	Minor edits.	1.0.1	Nel Finberg
01/19/2018	Vote-by-Mail campaign 2	1.0.2	Joni G. McNutt
04/13/2018	Minor edits.	1.0.3	Mike Quigley
08/02/2018	Added recommendation for use of encrypted USB drives.	1.1	Mike Quigley
04/12/2019	Minor edits.	1.1.1	Mike Quigley
11/04/2019	Updated cover page	1.1.2	Joe Srednicki



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Date	Description	Version	Authors
02/12/2020	Minor edits	1.1.3	Joe Srednicki
11/03/2020	Updated cover page	1.1.4	Joe Srednicki
08/05/2021	Updated cover page. Removed recommendation for use of Encrypted USB drives.	1.1.5	Eric Burz



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ClearAccess Version: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Technician: \_\_\_\_\_

Acceptance Test Date: \_\_\_\_\_

Use the following acceptance test when the ClearAccess station is received from Clear Ballot Group. This test consists of a physical equipment audit, a functional audit, and a security audit. When the ClearAccess station passes the acceptance test, affix the station with a label containing the test date and the initials of tester.

Physical Audit					
Criteria	Yes	No	Notes	Issues	Resolution
All system components present.	<input type="checkbox"/>	<input type="checkbox"/>			
No damage to system components.	<input type="checkbox"/>	<input type="checkbox"/>			
UPS functional.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify printer model.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify station model.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify station OS.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify ClearAccess software version.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Chrome install.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Chrome version.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify model number/ type of input devices.	<input type="checkbox"/>	<input type="checkbox"/>			
Ensure each station is configured with correct media.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify system hardening.	<input type="checkbox"/>	<input type="checkbox"/>			

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Functional Audit					
Criteria	Yes	No	Notes	Issues	Resolution
Verify that ClearAccess launches when logging in as secure user.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Maintenance role.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Administrator role.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify default printer specified in Setup.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Administrator can open election in ADFx file on USB drive.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Administrator can vote test ballots.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Voter can vote live ballots.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify polls open.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify ballot printing.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify touchscreen functionality.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify keypad functionality.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify sip-and-puff functionality.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify help appears on request.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify audio reads the complete screen.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify audio-only ballot.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Settings functionality.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify ballots printed value increments after each ballot printed.	<input type="checkbox"/>	<input type="checkbox"/>			

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Verify poll worker can input credentials & reprint ballot.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify voting session can be canceled.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify ClearAccess ballots can be scanned and tabulated into ClearCount™ tabulation system correctly.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify election can be closed.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify logs can be reviewed.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Shutdown function.	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Security Audit</b>					
Criteria	Yes	No	Notes	Issues	Resolution
Ports and cables secured with tamper-evident tape.	<input type="checkbox"/>	<input type="checkbox"/>			
Windows passwords are of sufficient complexity.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify hardened windows user cannot access Windows charms bar or other Windows features with keyboard removed.	<input type="checkbox"/>	<input type="checkbox"/>			
If a wireless printer is used, verify wireless is disabled & printer is secured via password.	<input type="checkbox"/>	<input type="checkbox"/>			

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Notes:	
Physical Damage:	
Correctable Parts:	
Functional Issues:	

Installation accepted: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Authorized signature: \_\_\_\_\_