



# Using Virginia's Online Ballot Marking Tool with Screen Reader Technology

## Accessing and Downloading your Ballot

### 1 Access and Login

Click the link in the email you receive from your General Registrar or direct your web browser to <https://www.myvaballot.com>.

Within the main content, there is a link that says "I am a voter with a print disability". You can use the Tab button to go through the links on the page. Use Enter to click on this link.

The next page will prompt you for your First Name, Last Name, and Voter ID number. You can use Tab button (or Shift + Tab) to move between actionable areas. You may have received your voter ID in the email from your locality. If not, you may use this website to retrieve your voter ID number <https://vote.elections.virginia.gov/VoterInformation/Lookup/polling>.

After you type in your first name, last name, and voter ID in the appropriate text boxes, click Enter. If we find your record, you will be given access to the system. If not, you will receive an error message with further instructions.

### 2 Select Election and Begin Ballot Marking

After you have been granted access, you will be on a page with a welcome message and a link to Begin Ballot Marking. Using the Tab button, you can quickly proceed to the Begin Ballot Marking link. However, we suggest you allow your screen reader to read the welcome message and election instructions first.

When ready, focus on the Begin Ballot Marking button and click Enter to begin the ballot marking wizard.

### 3 Mark Ballot

The first page of the ballot marking wizard is instructions on what to expect when making selections. Allow your screen reader to read the instructions to ensure you understand the process.

Use the Tab button to focus on the Continue button and click Enter when ready to proceed.

After clicking Enter, you will be focused on one ballot contest at a time. The system attempts to focus directly on the contest so your screen reader should start reading the contest title to you. Use the Tab button to navigate to the candidates or options. Your screen reader will read whether the candidate or option is selected or unselected prior to reading the name. If you want to select the option, click Enter

or Spacebar while focused on the candidate or issue which should prompt your screen reader to tell you it is now selected. You can do the same to unselect the option.

If you try to select more than the allowable number of options, you will get a warning and it will not mark the option. You can ignore the warning or unselect an option in order to select a different one.

When you are ready to proceed, use the Tab button to focus on the Next button. There is also a Previous button if you want to go back. Click on the Next button by clicking Enter while focused on it to go to the next contest.

Proceed until you get to the review page. You will know the review page is coming because the Next button turns into a Review button on the final contest.

On the review page, you can allow the screen reader to read through the entire ballot for you or you can Tab between the contests. If you want to return to a contest to make a change, click Enter while focused on the contest to return to it. You can then unselect the option by clicking Enter or Spacebar and select a different option if you desire.

When you are finished reviewing your ballot, there is a Proceed to Print Your Marked Ballot button at the bottom of the review page. Click Enter while focused on this button to go to the download page.

## 4 Print and Return Ballot

On the ballot download page, the first link in the main content is a Download Ballot button. Select this by clicking on Enter and your ballot will download. Depending on your browser, how you retrieve downloaded files may be different. Most screen readers will move the focus to the downloaded file so you can open it and print it.

After printing your ballot, return to the web browser and proceed down the page to the other documents which will help ensure you return your ballot properly.

The links that follow are other documents which you may need. The first link is typically an instructions document with detailed instructions on how to return your ballot. You should have received ballot envelopes in the mail. Use those envelopes to mail your ballot back to the elections office, deliver it in person, or have someone deliver it for you.

Follow the instructions and contact your local election official if you have questions.