


**AUTOMATED COUNTING MACHINE (ACM) OPERATION PROCEDURES  
FOR FINAL TESTING AND SEALING (FTS), ELECTION DAY AND  
TRANSMISSION OF ELECTION RESULTS IN CONNECTION WITH THE  
12 MAY 2025 NATIONAL, LOCAL, and BANGSAMORO  
PARLIAMENTARY ELECTIONS.**

*Section 1. Scope.* – This ACM OPERATION PROCEDURES shall supplement COMELEC Resolution No. 11076 dated 30 October 2024, otherwise known as "GENERAL INSTRUCTIONS FOR THE ELECTORAL BOARDS (EBs) ON THE PROCESS OF VOTING, COUNTING, AND TRANSMISSION OF ELECTION RESULTS FOR THE 12 MAY 2025 NATIONAL, LOCAL, AND BANGSAMORO PARLIAMENTARY ELECTIONS".

*Section 2. Final Testing and Sealing of Automated Counting Machine (ACM).* – The following procedures shall be followed during the Final Testing and Sealing (FTS) of the Automated Counting Machine (ACM):

**FINAL TESTING AND SEALING OF ACM**

1. Retrieve the ACM from its box. Open the ACM hardcase and verify the contents found inside the ACM hardcase against the items indicated on the checklist.
2. Show to the public that the left compartment at the back of the ACM, where the main and backup USB tokens are individually stored, is sealed. These compartments must remain sealed throughout the entire FTS procedure.
3. Position the ballot box in an area that is accessible to voters during voting. Attach the voter receipt receptacle to the ballot box.
4. Properly place the ACM on top of the ballot box.
5. Lift up the ACM monitor towards you until the screen display is viewable.
6. Connect the ACM lithium battery (22.4 V LiFePO4-7S1P) to the ACM by performing the following procedures:
  - (a) Retrieve the DC lithium battery and ACM cables.
  - (b) Connect the ACM cable to the AC power adapter and plug the other end into the electrical outlet.
  - (c) Connect the cable of the AC power adapter connector (red) to the input DC power port of the DC lithium battery.
  - (d) From the battery, remove the cover of the male coaxial connector and connect to the DC female coaxial cable connector.

- (e) Plug the other end into the ACM power port and then switch on the lithium battery.
7. Press the red power-on  button which is located beside where the power adaptor plug and wait for the ACM to initialize. The COMELEC logo will appear, followed by a loading message *"ACM is starting..."*. An *"ALERT"* will then appear with the message *"Two Main USBs are connected. Do you want to continue?"* with the OK button. Press *"OK"*. Wait for the SYSTEM INFORMATION screen to be displayed with a *"PRINT DEVICE INFORMATION"* button.
8. Install the thermal paper roll by performing the following procedures:
- (a) Place the new thermal roll into the paper roll compartment.
  - (b) Open the printer compartment underneath the ACM monitor by simultaneously pressing the left and right red buttons to unlock the printer cover.
  - (c) Lift the lid cover upward to open the printer compartment.
  - (d) Pull out a portion of the thermal paper roll and guide it into place on top of the sheet feeder. Make sure that it is aligned properly with the printed COMELEC logo of the thermal paper roll is facing downwards.
  - (e) Close the printer cover by pressing down until you hear a *"click"* sound. The ACM should automatically adjust to the insertion of the paper roll by feeding and cutting a few inches of the paper.
9. Press the *"PRINT DEVICE INFORMATION"* option and check if the device information is visible on the paper. You can view the System Information, Election Information, and Precinct Information on the screen by pressing on the right arrow located on the top left corner of the screen, below the COMELEC logo.
10. Press on the right arrow until you reach the ENROLLMENT screen. The message *"INSERT THE SMART CARD FOR OPERATION IN THE CARD SLOT"* will be displayed.
11. Insert the smart card for the EB Chairperson and enter the corresponding Role PIN. The ACM will now display *"The EB Chairperson authentication was successful. REMOVE THE SMART CARD"*. Remove the EB Chairperson's smart card and proceed with the authentication of the other EB members.
12. Insert the smart card for the EB Poll Clerk and enter the corresponding Role PIN. The ACM will now display *"The EB Poll Clerk authentication was"*

*successful. REMOVE THE SMART CARD*". Remove the EB Poll Clerk's smart card and proceed with the authentication of the remaining EB Member.

13. Insert the smart card for the EB Member and enter the corresponding Role PIN. The ACM will now display *"The EB Member authentication was successful. REMOVE THE SMART CARD"*. Remove the EB Poll Clerk's smart card.
14. After all three (3) EB members have completed the authentication process, the ENROLLMENT screen will be displayed with the instruction to *"INSERT THE SMART CARD TO REGISTER THE EB MEMBER'S NAME"*.
15. Proceed with the registration of the EB members by encoding their complete names, following these procedures:
  - (a) Insert the smart card of the EB Chairperson. Wait until the message *"READING THE SMART CARD"* is displayed.
  - (b) Once the smart card is detected, the message *"IF YOU HAVE A PNPKI CARD, REMOVE THE OPERATION SMART CARD, AND INSERT THE PNPKI SMART CARD. OTHERWISE, TYPE YOUR NAME AND PRESS THE 'ASSIGN' BUTTON"* will be displayed.
  - (c) Enter EB Chairperson's complete name in capital letters (example: JUANA B. DELA CRUZ) and press the ASSIGN button. Or use the PNPKI card to extract the EB name stored in the PNPKI card.
  - (d) If the EB Chairperson will use the PNPKI card, remove the operation smart card and insert the PNPKI card. Wait until *"Reading smart card"* is displayed, then enter the PNPKI Digital Signature password. Remove the smart card to display the extracted name on the screen. Edit the displayed name if necessary, and then press the "ASSIGN" button.
  - (e) After pressing "ASSIGN" button, the ACM will display *"EB Chairperson name registration successful. REMOVE THE SMART CARD"*. Remove the smart card and proceed to the registration of the next EB member's name.
  - (f) Repeat the same procedures described from (a) to (e) to register the remaining EB members.
16. After completing the registration of the EB members' names, the MAIN MENU will now be displayed.
17. From the MAIN MENU screen, the ACM will display the following information:
  - (a) On the upper portion, from left to right:

- The COMELEC logo, "Republic of the Philippines", "Commission on Elections";
  - The title and date of the election;
  - Precinct information containing the city/municipality/province, barangay/voting center; and
  - The clustered precinct ID number;
- (b) On the lower portion, from left to right:
- The date and time;
  - The status of the ACM, which should show as "NOT INITIALIZED" during FTS;
  - The transmission status icon;
  - Connectivity status displayed with an exclamation point during FTS;
  - The actual number of registered voters for the clustered precinct; and
  - The number of ballots scanned, which should be zero (0) at the start of the FTS.
18. Check the date and time displayed if they are correct and aligned with the present date and time. If the date and/or time is incorrect, perform the following procedures:
- (a) Tap the UTILITES menu option and select the CHANGE DATE AND TIME. The message *"INSERT THE SMART CARD FOR OPERATION IN THE CARD SLOT"* will display.
  - (b) At least two (2) required EB members which shall include the Chairperson, must insert their operation cards and enter their Role PINs for authentication to allow the change of date and time.
  - (c) After authenticating the EB Chairperson and at least one of the EB members, the current date and time will be displayed.
  - (d) Tap the displayed DATE or TIME to correct them and then press the CANCEL option to revoke the action or OK to reflect the changes made.
  - (e) Press OK button to return to the UTILITIES sub-menu.
  - (f) Press X mark in the top left corner of the screen to return to the MAIN MENU.
19. The certified IT-capable EB member shall perform the following ACM DIAGNOSTIC procedures:
- (a) From the MAIN MENU, select *"DIAGNOSTICS"* option;

- (b) The ACM will display the "*DIAGNOSTICS*" menu. Tap the "*RUN ALL*" option; and
- (c) After choosing "*RUN ALL*", the ACM will initially test the touchscreen component displaying the cells in horizontal, vertical, and diagonal direction.
- Touch each cell by running your finger in a line on the 4 corners of the screen and in a X path before the time (30 seconds) runs out. If the set time out is reached without touching all the cells, the ACM will automatically record the Touchscreen diagnostic test as "*FAILED*".
  - All cells that have been touched will change their color which indicates that the regions on the screen are functioning properly.
- (d) The ACM will automatically proceed to the next component, the AUDIO DIAGNOSTIC for speaker and headphone tests.
- To test the ACM speaker: The ACM will automatically play the sounds on the ACM and simultaneously display "*Did you hear the sounds?*" with volume adjustment and "NO" and "YES" buttons.
  - Press "YES" if you heard the sounds. "NO" if you did not.
  - After checking the speaker, the ACM will proceed to test the audio of the headphone.
  - If the headphone is not connected, the ACM will display the message "*PLUG THE HEADPHONE TO THE HEADPHONE JACK OF THE ACM*", connect the headset to the audio port to continue the test or press the X mark on the upper left portion of the screen to record the test as "*SKIPPED*" or press "NO" button to record the audio test as "*FAILED*".
  - If the headphone is connected, the ACM will automatically play the sounds and display the question "*Did you hear the sounds?*" with volume adjustment and "NO" and "YES" buttons.
  - Press "YES" if you heard the sounds. "NO" if you did not.
- (e) Now, the ACM will perform the NETWORK DIAGNOSTIC test for the ethernet and modem. For purposes of FTS, there will be no connectivity test to be performed.
- Press the "X" on the upper left part of the screen to mark the diagnostic as "*SKIPPED*" for both ethernet and modem.

(f) The ACM will now proceed to the USB PORTS DIAGNOSTIC and the screen will display the following:

- The Mounted USB count (there should be 2);
- A panel which contains the following:
  1. The port number where the USB is connected, from ports 1 to 4;
  2. The status of the USB if detected or mounted;
  3. The properties of the connected USB (storage capacity).
- A question "IS THE NUMBER OF MOUNTED USB DEVICES CORRECT?" will be displayed, with "NO" and "YES" buttons.

*NOTE: You may use the External Keypad or the USB modem to test the functionality of the Port 3 and Port 4 to complete the testing of all four (4) USB ports. Do not forget to remove the connected device in the USB ports.*

- Press "YES" to continue the process.

(g) The ACM will automatically proceed to the PRINTER DIAGNOSTIC.

- At this point, the ACM will display the Print Count with the image to be printed (QR code with sample text);
- Press "PRINT" button to print the image on the thermal paper. Verify the printed image if the same as the displayed image on the screen.
- The question "*Is the sample image on the screen printed correctly?*" will be displayed, followed by with "NO" and "YES" buttons.
- Press "YES" if it printed correctly, otherwise press "NO".
- Keep the printed sample image for the CAMERA DIAGNOSTIC.

(h) The ACM will now proceed to SCANNER DIAGNOSTIC and display the following information:

1. Status;
  2. Result;
  3. Stamp ballot paper (checkbox should be clear);
  4. Recognize ballot paper (checkbox should be ticked).
  5. Instruction to "INSERT THE BALLOT" will also be displayed at the bottom of the screen.
- Insert one (1) FTS ballot.

- On the STATUS line, the ACM will display "*Scanning*", "*Recognizing the ballot*", and then "*Scanning Finished*".
  - After which, the ACM will display corresponding information of the ballot inserted.
  - Remove the ballot from the ballot entry slot to display the ballot images of the bottom and top view of the scanned ballot. To view the ballot image, tap the preferred side you want to zoom in.
  - The ACM likewise prompts the question "*Does the displayed ballot image match the inserted ballot?*", with "NO" and "YES" buttons.
  - Press the "NO" or "YES" button to continue with the test.
- (i) The ACM will now automatically proceed to the SMART CARD DIAGNOSTIC test displaying the required number of smart cards to test.
- The message "*INSERT OPERATION CARD IN THE CARD SLOT (0/4)*" is displayed. Insert the smart card of any of the EB members.
  - On the CARD STATUS, the ACM will display message "*Successfully read data*", and at the same time, information of the inserted card will display on the panel (Tested Card, Card CP ID, Card role, Card error reason).
  - Remove the inserted card and then repeat the process until all the required smart cards are tested.
  - The ACM will display the list of roles of EB members whose smart cards have been tested on the "Tested Card" field.
  - After testing all the smart cards, the question "*Are all the smart cards tested?*" will show onscreen with "YES" option. Press "YES".
- (j) The ACM shall now perform the CAMERA DIAGNOSTIC.
- If the square in the center of the screen appears to be entirely in black, check if the camera cover is closed. If closed, open the camera cover by sliding it to the right. ~~one side~~.
  - Get the printed sample image with the QR code that was generated during the printer diagnostic.
  - The message "*PLACE THE PRINTED SAMPLE IMAGE IN FRONT OF THE CAMERA*" will be displayed.

- Position the printed sample image with the QR code in front of the camera found below the smart card slot. The content of the QR code *"2025 MAKABAGONG HALALAN PARA SA MAKABAGONG PILIPINO"* will be displayed in the QR code value. In case of low light, turn on the camera light by sliding the Camera LED option on the ACM screen.
  - The question *"Does the camera read the QR code?"* will be displayed on screen.
  - Press the "YES" button to continue with the last component test for the ACM.
- (k) The ACM shall now proceed with the last component to be tested, the KEYPAD DIAGNOSTIC.
- The message *"CONNECT THE KEYPAD AND THEN PRESS EACH OF THE SIX (6) BUTTONS"* will be displayed with "NO" and "YES" options.
  - Connect the External Keypad in the USB port at the back of the ACM.
  - Press all the available keys on the external keypad. Check if the symbols displayed on screen corresponds with the keys that were pressed.
  - The message *"Are the symbols on the keypad displayed correctly when pressed?"*, with "NO" and "YES" options.
  - After all keys are pressed and displayed on the screen, the "YES" button will be enabled. Press YES to continue.
- (l) The summary of the result per component will display on the screen as well as the messages *"GENERATING THE DIAGNOSTIC REPORT.... PRINTING THE DIAGNOSTIC REPORT"* while simultaneously printing the report.
- (m) Secure the printed diagnostic report and place it inside the envelope (A17- TS) provided for the purpose.
- (n) After printing the Diagnostic Report and if some tests were skipped or have failed results, the ACM shall display the status per color:
- *GREEN: PASSED [SUCCESSFULLY COMPLETED THE TEST]*
  - *RED: FAILED [UNSUCCESSFUL TEST]*
  - *YELLOW: SKIPPED [BYPASS THE TEST]*

*NOTE: You can re-print a copy of the Diagnostic Report by selecting the "PRINT DIAGNOSTIC REPORT" button. Additionally, you can retry testing any failed or skipped component by clicking the button corresponding to the component's name.*

- (o) Click the **X** button in the top left part of the screen to return to the MAIN MENU.
20. To start the voting process, the EB shall open the election:
- (a) Tap the OPEN VOTING button to display *"INSERT THE SMART CARD FOR OPERATION IN THE CARD SLOT"*.
  - (b) Insert the smart card for operation of the Chairperson which will then display the message *"THE CARD INSERTED IS FOR THE EB CHAIRPERSON. ENTER THE PIN"*. Enter the PIN of the EB Chairperson.
  - (c) After successful authentication, the message *"The EB Chairperson authentication was successful"*. *"REMOVE THE SMART CARD"*, remove the EB Chairperson's smart card.
  - (d) Insert the smart card of either the EB Poll Clerk or the EB Member, which will then display the message *"THE CARD INSERTED IS FOR THE <EB Position>. ENTER THE PIN"*. Enter the Role PIN corresponding to the smart card that was used. Remove the smart card to proceed with the printing of the Initialization Report.
  - (e) The messages *"Generating the Initialization Report... Printing the Initialization Report..."* will appear on the screen while simultaneously printing the Initialization Report. The report should show Zero (0) vote for each candidate including the geographic information (Machine ID, Serial Number, ACM Configuration, Province, City/Municipality, Barangay, Voting Center, Clustered Precinct ID, Precincts in a Cluster, Number of Registered Voters, Number of Ballots Counted)
21. After printing the Initialization Report, the Chairperson, EB Poll Clerk, and EB Member, and three (3) watchers from the representatives of the political parties, candidates, or citizens' arms present, shall affix their signatures on the report. Place the Initialization Report in the envelope (A17-TS) provided for the purpose.
22. The ACM is now ready to accept ballots. During this time, the ACM screen will display the header *"VOTING SCREEN"* with the instruction to *"PLEASE INSERT THE BALLOT"*.
23. Once the ballot is inserted, the ACM displays the following in sequence:

- (a) After the ballot is inserted, the status messages: *"Scanning the ballot" ... "Verifying the ballot" ... "Saving vote result" ... "Depositing the ballot in the ballot box" ... "Generating the Vote Receipt" ... "Printing the Vote Receipt"* is displayed. A vote receipt will be printed by the ACM.
  - (b) The front page of scanned ballot image will be displayed for 15 seconds, while the back page will be viewable for 5 seconds. During this time, the voter may zoom in on the scanned image using the touchscreen by:
    - Scroll up to view the lower portion of the ballot.
    - Tap on the *"RIGHT ARROW"* button to display the back face of the ballot.
    - Tap on the *"RIGHT ARROW"* button to exit. The voting screen will be displayed automatically after the lapse of the timer.
24. Continue the voting process for the remaining nine (9) FTS ballots.
25. After the ten (10) voters have cast their votes, perform CLOSE VOTING with the following procedures:
- (a) While on the **VOTING SCREEN**, insert the smart card of any of the EB members to access the MAIN MENU. Select the *"CLOSE VOTING"* option.
  - (b) The process will require authentication of the three (3) EB members.
  - (c) Insert the smart card of the EB Chairperson which will then display the message *"The card inserted is for the EB Chairperson. ENTER THE PIN."* Enter the Role PIN for the EB Chairperson.
  - (d) A status message reading: *"The EB Chairperson authentication was successful. REMOVE THE SMART CARD"* will be displayed after successful authentication. Remove the smart card.
  - (e) Insert the smart card of the EB Poll Clerk which will then display the message *"The card inserted is for the EB Poll Clerk. ENTER THE PIN."* Enter the Role PIN for the EB Poll Clerk.
  - (f) A status message reading: *"The EB Poll Clerk authentication was successful. REMOVE THE SMART CARD"* will be displayed after successful authentication. Remove the smart card.
  - (g) Insert the smart card of the EB Member which will then display the message *"The card inserted is for the EB Member. ENTER THE PIN."* Enter the Role PIN for the EB Member.

- (h) A status message reading: *"The EB Member authentication was successful. REMOVE THE SMART CARD"* will be displayed after successful authentication. Remove the smart card.
  - (i) The ACM will ask to *"SELECT THE EB ROLE TO DIGITALLY SIGN THE ELECTION RESULTS"*. Tap on the *"EB CHAIRPERSON"* first.
  - (j) The instruction *"INSERT THE SMART CARD WITH THE PNPKI DIGITAL SIGNATURE IF AVAILABLE, OTHERWISE, INSERT THE OPERATION SMART CARD"* will be displayed. Insert the corresponding smart card.
  - (k) Enter the Role PIN of the EB Chairperson and then remove the card if the Role PIN is accepted.
  - (l) Repeat steps (i), (j), and (k) for the EB Poll Clerk and EB Member until all three (3) EB members have digitally signed the election returns.
26. The ACM will proceed with the generation of Election Returns.
- (a) The messages *"Tabulating result..."* and then *"Generating the Election Returns for National Positions..."* with loading progress status starting from 0% will be displayed.
  - (b) The ACM will then print nine (9) copies of Election Returns for National Positions while the message *"Printing the Election Returns National 1 of 30"* is displayed on screen. Wait for all nine (9) copies to be printed completely and placed them in the envelope provided for the purpose.
  - (c) After the nine copies of the National ERs, the message *"Generating the Election Returns for Local Positions..."* with loading progress status starting from 0% will be displayed.
  - (d) The ACM will proceed to print nine (9) copies of Election Returns for Local Positions will start while the message *"Printing the Election Returns Local 1 of 30"* is displayed.
  - (e) Place the nine (9) copies of the Local ERs in the envelope provided for the purpose.
27. Once printing is completed, the message *"Generating Data for CCS Import"* will be displayed, followed by the TRANSMISSION menu.
28. The ACM will display message *"Do you want to transmit?"*. Select *"SKIP TRANSMISSION"*.

*NOTE: For purposes of FTS, no transmission of election results will be performed.*

29. The ACM will go back to the CLOSE VOTING screen and display *"Generating the Election Returns for National Positions"* with 0% loading progress. Tap on "STOP PRINTING" button. The ACM will completely print one (1) copy of the ER before it can stop printing.

*NOTE: For the purpose of FTS, there will be NO printing of additional 21 copies of ERs.* Tap on the "STOP PRINTING" button to cancel the printing of the ER.

30. After pressing the "STOP PRINTING", the ACM will generate and print the Election Returns for Local Positions. Similarly, press "STOP PRINTING" to stop the printing of the Election Returns for Local Positions.
31. After skipping the printing of the twenty-one (21) copies of the National returns and twenty-one (21) copies of the Local returns, the ACM will automatically generate and print the STATISTICAL REPORT.
32. After printing the Statistical Report, the ACM will automatically return to the MAIN MENU.
33. Perform the BALLOT REVIEW by selecting the button displayed on the MAIN MENU.
- (a) The ballot image containing only the voted candidates will be displayed, together with the Total Ballot Count and Current Ballot Count. The Total Ballot Count is the same as the number of ballots scanned.
  - (b) Scroll up/down to view all the candidates per position.
  - (c) Tap on the "*RIGHT ARROW* >" button to display the other ballot images.
  - (d) Tap on the "X" icon on the top left corner of the screen to exit the page, which will be redirected to the MAIN MENU.
34. The EB Chairperson will then perform Re-Zero process. From the MAIN MENU, tap on the "UTILITIES" option then choose "RE-ZERO".
- (a) On the ZERO-OUT screen, the system will ask to *"INSERT THE SMART CARD FOR OPERATION IN THE CARD SLOT"* to authenticate the process.
  - (b) Insert the EB Chairperson's smart card and enter the Role PIN. Remove the EB Chairperson's smart card after authentication is successful.

- (c) The screen will display instructions to *"INSERT THE ZERO-OUT SMART CARD IN THE CARD SLOT"*. Insert the Zero-Out smart card and enter the corresponding PIN. Remove the card as instructed.
- (d) The *"Processing Zero-out"* status message will be displayed, followed by *"Generating the Zero-Out Report"*.
- (e) The ACM will print the Zero-Out Report while the screen displays *"Printing the Zero-Out Report."*
- (f) Once the Zero-Out procedure is completed, the ACM will automatically shut down.

35. Place all the FTS ballots, vote receipts, election returns, ~~VVPAT~~ audit reports, and all other reports generated by the ACM in the corresponding envelopes provided.

**Section. 3. Election Day.** The following procedures shall be followed during Election Day for the Vote Counting Machine (ACM).

### ELECTION DAY

1. Make sure that all diagnostic tests were successfully performed during FTS before the conduct of elections.
2. Follow the same procedures described under Section 2 from steps (1) to (21), **except step (19)** until the EB opens voting for Election Day.

#### **"DO NOT PERFORM THE DIAGNOSTIC PROCEDURES"**

3. Voting official begins when the ACM is ready to accept ballots. During this time, the ACM screen will display the header *"VOTING SCREEN"* with the instruction to *"PLEASE INSERT THE BALLOT"*.
4. Once the ballot is inserted, the ACM displays the following in sequence:
  - (a) After the ballot is inserted, the status messages : *"Scanning the ballot" ... "Verifying the ballot" ... "Saving vote result" ... "Depositing the ballot in the ballot box" ... "Generating the Vote Receipt" ... "Printing the Vote Receipt"* is displayed. A vote receipt will be printed by the ACM.
  - (b) The front page of scanned ballot image will be displayed for 15 seconds, while the back page will be viewable for 5 seconds. During this time, the voter may zoom in on the scanned image using the touchscreen by:
    - Scroll up to view the lower portion of the ballot.

- Tap on the “*RIGHT ARROW*” button to display the back face of the ballot.
  - Tap on the “*RIGHT ARROW*” button to exit. The voting screen will be displayed automatically after the lapse of the timer.
5. Continue the voting process until the end of the voting time.
6. After the voting and casting of votes, perform CLOSE VOTING with the following procedures:
- (a) While on the *VOTING SCREEN*, insert the smart card of any of the EB members to access the MAIN MENU. Select the “*CLOSE VOTING*” option.
  - (b) The process will require authentication of the three (3) EB members.
  - (c) Insert the smart card of the EB Chairperson which will then display the message “*The card inserted is for the EB Chairperson. ENTER THE PIN.*” Enter the Role PIN for the EB Chairperson.
  - (d) A status message reading: “*The EB Chairperson authentication was successful. REMOVE THE SMART CARD*” will be displayed after successful authentication. Remove the smart card.
  - (e) Insert the smart card of the EB Poll Clerk which will then display the message “*The card inserted is for the EB Poll Clerk. ENTER THE PIN.*” Enter the Role PIN for the EB Poll Clerk.
  - (f) A status message reading: “*The EB Poll Clerk authentication was successful. REMOVE THE SMART CARD*” will be displayed after successful authentication. Remove the smart card.
  - (g) Insert the smart card of the EB Member which will then display the message “*The card inserted is for the EB Member. ENTER THE PIN.*” Enter the Role PIN for the EB Member.
  - (h) A status message reading: “*The EB Member authentication was successful. REMOVE THE SMART CARD*” will be displayed after successful authentication. Remove the smart card.
  - (i) The ACM will ask to “*SELECT THE EB ROLE TO DIGITALLY SIGN THE ELECTION RESULTS*”. Tap on the “*EB CHAIRPERSON*” first.
  - (j) The instruction “*INSERT THE SMART CARD WITH THE PNPKI DIGITAL SIGNATURE IF AVAILABLE, OTHERWISE, INSERT THE*

**OPERATION SMART CARD** will be displayed. Insert the corresponding smart card.

- (k) Enter the Role PIN of the EB Chairperson and then remove the card if the Role PIN is accepted.
  - (l) Repeat steps (i), (j), and (k) for the EB Poll Clerk and EB Member until all three (3) EB members have digitally signed the election returns.
7. The ACM will proceed with the generation of Election Returns.
- (a) The messages *"Tabulating result..."* and then *"Generating the Election Returns for National Positions..."* with loading progress status starting from 0% will be displayed.
  - (b) The ACM will then print nine (9) copies of Election Returns for National Positions while the message *"Printing the Election Returns National 1 of 30"* is displayed on the screen. Wait for all nine (9) copies to be printed completely and placed them in the envelope provided for the purpose.
    - Copy 1 - Copy for the City/Municipal Board of Canvassers
    - Copy 2 - Copy for the Commission
    - Copy 3 - Copy for the PPCRV
    - Copy 4 - Copy for the NAMFREL
    - Copy 5 - Copy for the Dominant Majority Party
    - Copy 6 - Copy for the Dominant Minority Party
    - Copy 7 - Copy for the Ballot Box
    - Copy 8 - Copy for Posting
    - Copy 9 - Copy for the Provincial Board of Canvassers
  - (c) After the nine copies of the National ERs, the message *"Generating the Election Returns for Local Positions..."* with loading progress status starting from 0% will be displayed.
  - (d) The ACM will proceed to print nine (9) copies of Election Returns for Local Positions will start while the message *"Printing the Election Returns Local 1 of 30"* is displayed.
  - (e) Place the nine (9) copies of the Local ERs in the envelope provided for the purpose.
8. Once printing is completed, the message *"Generating Data for CCS Import"* will be displayed, followed by the **TRANSMISSION** menu.
9. The ACM will display message: *"Do you want to transmit?"*. Insert the modem into any available USB port on the back of the ACM, or to connect it to the Ethernet port if the allocated transmission device is Starlink router.

Wait for the connectivity status symbol to be filled with black and display a V character on top of the signal icon. This indicates that the transmission device has successfully established a connection.

10. Tap **"START TRANSMISSION"** button and then it will proceed with the transmission to the following servers:

- MBOC: [City/Municipal CCS]
- Central Server
- Citizen's ARMM Server 1
- Citizen's ARMM Server 2
- Dominant Majority Server
- Dominant Minority Server
- Media Server

(b) After the transmission to different servers, the ACM will display the summary results of the transmission.

(c) Immediately after the set time-out to display the summary result, the ACM will generate and print the Transmission Report indicating the status of transmission and received per destination server.

(d) Verify the results if all servers have the Transmission Status, **"TRANSMITTED/[DATE AND TIME]"** and Received Status **"RECEIVED/[DATE AND TIME]"**

11. The ACM will go back to the **CLOSE VOTING** screen and display ***"Generating the Election Returns for National Positions"*** with 0% loading progress.

12. The ACM will then print twenty-one (21) copies of Election Returns for National Positions while the message ***"Printing the Election Returns National 10 of 30"*** is displayed on screen. Wait for all twenty-one (21) copies to be printed completely and placed them in the envelope provided for the purpose.

13. After the nine copies of the National ERs, the message ***"Generating the Election Returns for Local Positions..."*** with loading progress status starting from 0% will be displayed.

14. The ACM will proceed to print twenty-one (21) copies of Election Returns for Local Positions will start while the message ***"Printing the Election Returns Local 10 of 30"*** is displayed.

15. Place the twenty-one (21) copies of the Local ERs in the envelope provided for the purpose.

16. The ACM will automatically generate and print the Statistical Report.
17. After printing the Statistical Report, the ACM will automatically return to the MAIN MENU.

NOTE: *If transmission to any of the servers is **NOT SUCCESSFUL**, perform the following procedures:*

- (a) Check transmission device if properly connected then re-transmit the results.
  - (b) From the Main Menu screen, press "**RE-TRANSMIT**"
  - (c) The SERVER LIST will appear, showing all the destination servers. Buttons labeled with server names in green indicate successful transmission, while those in red signify failed transmission or transmission attempts.
  - (d) Select the destination server where to re-transmit the election results.
  - (e) The ACM will display the message "**RETRANSMITTING THE RESULT TO [DESTINATION SERVER]**" with the transmission status below. After which will display the "**RETRANSMISSION OF RESULTS SUMMARY**".
  - (f) The ACM will generate and print the Transmission Report and verify the results if all servers have the Transmission Status, "**TRANSMITTED/[DATE AND TIME]**" and Received Status "**RECEIVED/[DATE AND TIME]**".
18. Perform the **BALLOT REVIEW** by selecting the button displayed on the MAIN MENU.
    - (a) The ballot image containing only the voted candidates will be displayed, together with the Total Ballot Count, or the expected number of ballots, and Current Ballot Count. The Total Ballot Count is the same as the number of ballots scanned.
    - (b) Scroll up/down to view all the candidates per position.
    - (c) Tap on the "**RIGHT ARROW >**" button to display the other ballot images.
    - (d) Tap on the "**X**" icon on the top left corner of the screen to exit the page, which will be redirected to the MAIN MENU.

19. Print the **Audit Log Report**, by performing the following procedures:
- (a) From the **MAIN MENU**, tap on "**REPORTS**" which will display all the reports that can be reprinted.
  - (b) Select the "**AUDIT LOG REPORT**" button.
  - (c) The Start and End Date and Time will be displayed.
  - (d) To change the start/end date and time, tap on the Date and/or Time values, select the correct date and time and then tap on the "**PRINT**" button to start the printing.
  - (e) The ACM will display "**Generating the Audit Log Report**" and then prints the report.
  - (f) After printing, the screen will return to the "**REPORTS**" sub-menu
  - (g) Tap on the X mark to go to the **MAIN MENU**.
20. The Chairperson will then perform the **FINAL BACKUP**. From the **MAIN MENU**, the Chairperson will choose the "**FINAL BACKUP**" button.
- (a) The system will ask to "**INSERT THE SMART CARD FOR OPERATION IN THE CARD SLOT**" to authenticate the process. Use the Chairperson Smart Card to authenticate the process.
  - (b) Enter the corresponding PIN of the Chairperson and then remove the smart card from the card slot.
  - (c) The message "**PROCESSING FINAL BACKUP**" will be displayed.
  - (d) Once completed, the ACM displays a confirmation message "**FINAL BACKUP SUCCESSFUL. PRESS THE OK BUTTON TO SHUTDOWN THE ACM**".

*Sec. 4. Authority of the Commission to Adopt Additional Procedures.* – The Commission may adopt additional ACM operation procedures in the voting, counting and transmission to fulfil its Constitutional mandate to ensure free, orderly, honest, and peaceful and credible elections.