

## QUALIFIED VOTER FILE USER AGREEMENT

This User Agreement is between the Michigan Department of State, Bureau of Elections and the jurisdiction and individual user listed in the signature block below. This document shall constitute the user's agreement to the terms and conditions for using software to administer voter records and elections.

### END USER RESPONSIBILITIES

**Software Intent:** The software is to be used strictly for its intended purpose to support the administration of voter maintenance and election management of the elections conducted in Michigan.

**Security:** The user agrees to abide by all security requests made by the Bureau of Elections. The user understands that all user session activity is subject to an audit and that a record of all such activity is retained for future reference. A user account showing unusual use patterns may be suspended without notice to the user. As an additional security measure, user accounts will automatically expire after 60 days of inactivity.

Users are required to provide any commercially available antivirus protection on all computers upon which the QVF software is installed. Antivirus software and virus definitions *must* be updated regularly. In addition, users are required to scan their computers daily for viruses in addition to having auto-protection enabled. The user agrees to enable the Windows firewall while maintaining a connection to the Internet. The user agrees to have Windows Automatic Updates enabled and configured to download and install updates on a continual basis. The user agrees that at no time will he or she allow the software to be distributed, decompiled, reverse engineered, or be used for any purpose other than the software's intended election management functionality. The user understands and agrees that they are responsible for secure data at all times.

**Username and Password:** All software products are strictly intended for use by authorized election officials and their assistants. Usernames will only be assigned to county, city and township clerks and their assistants. To ensure data integrity, all authorized users must have their own unique username. The user agrees to lock their computer while unattended and logged-into the software. The user agrees that usernames and passwords will never be shared and will not be displayed or stored in an insecure location. All usernames are monitored for your protection.

The user is required to change their password at least every 90 days. Secure passwords must be at least eight characters in length and must contain both alpha and numeric values and both upper and lower case characters. The username and password should be memorized or stored in a secure location.

**System Support:** The user agrees to review support documentation available in the eLearning and provided by the Bureau of Elections and contact the QVF Help Desk for guidance and instruction for the resolution of software problems.

**Agreement Signature:** *I certify that by signing this User Agreement that I have received the required training and that I will abide by the terms and conditions presented.*

Name:	Title:
Signature:	Date:
County:	Jurisdiction:
User Profile: <input type="checkbox"/> Complete User <input type="checkbox"/> Basic User <input type="checkbox"/> Read Only User	