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MAHONING COUNTY
BOARD OF ELECTIONS

Your vote counts!



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Deputy Director

MAHONING COUNTY BOARD *of* ELECTIONS

Precinct Election Officials

TRAINING MANUAL

March 17th, 2020 Primary Election

KNOWINK E-POLLBOOK MANAGER INSTRUCTIONS



**ELECTRONIC POLL PAD
JUDGE**

INSTRUCTIONS



THE E - POLL PAD JUDGE

**As an E Poll Pad Judge,
it is your job to:**

- Set up Electronic Poll Books
- process voters
- check for valid identification
- determine whether voters are regular or provisional
- print and issue Authority-to-Vote slips and issue Blank Ballot Cards for ADA Voters.
- help keep the voting location secure
- understand and perform the duties of the E-Poll Pad Judge
- determine lost voters and direct them to the correct polling location

WHERE TO FIND

WHAT YOU NEED:

This section of the Manual contains everything you, as an E-Poll Pad Judge need to know.

PART ONE: BEFORE THE POLLS OPEN

Locating Your Supplies	p. 1
Electronic Poll Pads & Suitcases	p. 1
Poll Pad Table Set up Your	p. 2

PART TWO: DURING THE ELECTION

Understanding the Two Types of Voters	p. 3
A Guide to Valid Photo IDs	p. 5
Military IDs	p. 7
A Guide to Valid Non-Photo IDs	p. 8
Processing Voters	p. 11
Addresses do Not Match Guidelines	p. 13
Assisting Provisional Voters	p. 16
Name Change Guidelines	p. 18
17-Year-Old Voters	p. 20
E-Poll Book Set-Up /Opening Checklist	p. 21
Posting the Register of Voters Lists	p. 24

PART THREE: CLOSING THE POLLS

Closing the Roster Table	p. 25
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THE ELECTRONIC POLL PAD JUDGE

YOUR RESPONSIBILITIES, STEP BY STEP

GOOD TO KNOW

Supplies have a funny way of changing locations. If you don't find your supplies where they are listed here, recheck the VLM Supply Bag and Black Trunk before calling the PEO Hotline.

GOOD TO KNOW

About Cell Phones: The Voting Location Manager will have an official cell phone in his or her supply kit, but we encourage you to have your personal cell phone with you when you arrive in case your voting location is not open. That said, personal cell phones are not to be used at any other time during the day.

FIRST THINGS FIRST:

- Locate your supplies

BLACK SUPPLY TRUNK:

- Green EPB cases containing EPB accessories

ELECTRONIC DARK BLUE POLL PAD BAG:

- Containing all EPBs (from the VLM)

IN BLACK SUPPLY TRUNK (Contained in 2 Red Canvas Bags)

- Extra Extension Cords, Adapters, and Surge Protectors for Electronic Poll Pads
- Extra Printer Paper Rolls
- "State Your Name" Signs
- This an "Official Document" Signs
- Cleaning Cloths
- Name Tags
- Tape
- Red Folder
- Express Vote Blank Ballot Paper



E-POLL PAD TABLE SET-UP CHECKLIST:

GOOD TO KNOW

Printed copies of the official Register of Voters Lists are posted twice a day so that the public can see which registered voters in the location have voted.

GOOD TO KNOW

NO absentee ballots can be accepted at the polling location. The voter must return the absentee ballot to the County Board of Elections before 7:30 p.m. on Election Day or vote provisionally at their Voting Location.

NO EXCEPTIONS!

Place the following items on the table:

- Electronic Poll Books & Printers
- "State Your Name" Signs
- "Signing an Official Document" Sign **according to the instructions on the following pages.**

Once Table Is Set Up:

By 6:30 am:

- Retrieve (1) Zero Totals Tape from the **VLM** for the DS200 Voting Machine
- Retrieve the updated Location List of voter from the VLM
- Post Both Lists and make sure both remain posted all day



UNDERSTANDING THE TWO TYPES OF VOTERS

regular voters

A Regular Voter is one who meets **all three** of the following criteria, and thereby is eligible to cast a regular ballot.

1. The voter is in the correct Precinct
2. The voter's stated name is an acceptable match to the name that appears on the Electronic Poll Book
3. The voter has a valid ID

the most common valid forms of id are:

- Current and valid Ohio Driver's License
- Ohio Interim Documentation
- Federal or State of Ohio Photo ID
- Military ID

other valid forms of id

- Utility Bill
- Bank/Savings & Loan Statement
- Government Check
- Paycheck
- Other Government Document
- College/University Document
- Credit Card Statement
- Car Registration
- Speeding Ticket
- Ohio Hunting/Fishing License
- Ohio License to Carry a Concealed Handgun

The above "other forms of ID" may be accepted as long as the name on the ID is an acceptable match to the name that appears on the Electronic Poll Book AND the address on the ID is a match to the one on the Electronic Poll Book. The only exception is if the addresses are not matches because the voter has moved to a NEW ADDRESS in the SAME PRECINCT

good to know

If the voter has moved within the same precinct, and his or her name appears in the Electronic Poll Book, in order to update the county's voter files he or she must complete a Voter Registration Form. Regardless, he or she is eligible to cast a regular ballot.

If the voter has moved to a different precinct within the Voting Location, that voter must vote provisionally.

good to know

If the voter's STATED name and/or address are not acceptable matches to those in the Electronic Poll Book, the voter cannot restate to make a match. Once it's said, it's set in stone.



provisional voters

A Provisional Voter is one who meets **one or more** of the following criteria, and thereby must vote a paper ballot.

- The voter's name is not found on the Electronic Poll Book
- The voter is marked ABSENTEE or PROVISIONAL on the Electronic Poll Book
- The voter does not provide proper ID
- The voter has changed his or her name, and does not have the legal proof required to complete Form 10-L
- The voter has moved from one Franklin County Voting Precinct to another without changing his or her voter registration
- The voter was challenged before the election, a hearing was held, and the challenge was found to have merit by the Board of Elections
- The Voter's eligibility was challenged by the PEO on Election Day AND the Voter refuses to complete the Affidavit/Oath Examination of Person Challenged form

what if the voter is unable to cast his/her vote on either the voting machine or on a pre-printed ballot without assistance?

See "Assisting Voters with Specific Disabilities" for instruction

what if an eligible voter is unable to sign his or her name on the electronic poll book screen?

If the voter is able, ask him or her to make his or her legal mark, such as an "X" on the signature line in the Electronic Poll Book. Then print the voter's name on the same line next to the mark.

Alternatively, if the voter has filed an Attorney-in-Fact with the BOE, he or she may have the Attorney-in-Fact sign the voter's name on the Electronic Poll Book in the voter's presence.

good to know

The Electronic Poll Books entries are legal documents, so it's important to keep them error-free. Our best advice for accomplishing this is to focus on what you are doing at all times so that you can ensure all information is recorded accurately each time.

A GUIDE TO VALID PHOTO IDs

A Photo ID is valid if it's OPEN

O Ohio Resident **P** Person matches photo **E** Not Expired **N** Name matches name on EPB

Acceptable And Unacceptable Name Matches On Photo ID

If minor differences exist, there is room for a little flexibility. Look at the photo on the ID to ensure that the voter is, indeed, the person representing himself or herself. Then check the chart below to see examples of acceptable and unacceptable name matches.

Name on Driver's License	Name on Screen	Acceptable match?
Cynthia Atkins	Cindy Atkins	YES
Alan Thompson	Alan Thomson	YES
Aaron W. Howell	Aaron Howell	YES
J. Bradley Stone	James B. Stone	YES
Lucy C. Dawson	Lucille Dawson	YES
F. Stanford Wayne	F. S. Wayne	YES
Elizabeth Daughty	Betty Daughty	YES
Mary Hendricks / Mary Jackson	Mary Hendricks-Jackson	YES
Melva M. Jones	Melva Smith	NO

NOTE: An Ohio Driver's License or State ID with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's correct address is listed in the EPB.

Current Ohio Driver License

that displays an expiration date that has not passed



A star may or may not appear on the License. The license also comes in a Vertical orientation for Voters under 21 years of age.

On each card, the license number is designated on the bottom right corner of the ID card, above the signature and expiration date, near the small photo.





Ohio Interim Documentation Slip that displays an expiration date that has not passed →

DRIVER LICENSE

Name: LEE, MAKAYLA
Address: 1456 MEWS CT, COLUMBUS, OH 43212
DOB: 06-24-1979
License/ID No.: J5258269
Issued On: 07-07-2018

Height: 5'6"
Gender: F
Eye Color: BRO
Hair Color: BRN
Weight: 125

TYPE: STANDARD

SAMPLE

9911 / 2412456

Restrictions: A

Nontransferable/Nontransferrable

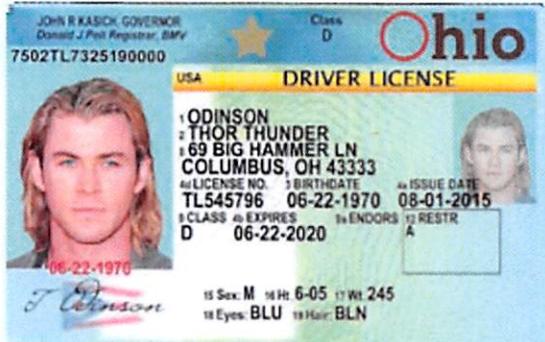
Makayla Lee

INTERIM DOCUMENT EXPIRES 09-25-18

This document is issued to the person identified and pictured as a temporary credential for use while a new permanent driver license or identification card is being manufactured and mailed.
Law enforcement may verify through LEADS.

WARNING: THE PRODUCTION, DISTRIBUTION, OR POSSESSION OF A FORGED IDENTIFICATION CARD IS PROHIBITED PURSUANT TO OHIO REVISED CODE 2913.31.

Standard Ohio Driver Licenses—Over 21 Years of Age



JOHN R. KASICH, GOVERNOR
Donald J. Pelt, Registrar, BMV

7502TL7325190000

Class D

USA DRIVER LICENSE

1 ODINSON
2 THOR THUNDER
3 69 BIG HAMMER LN
COLUMBUS, OH 43333

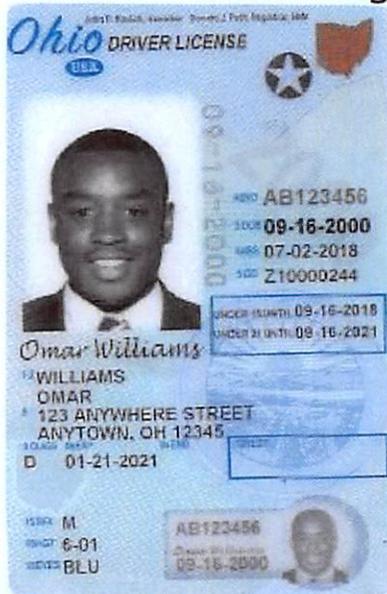
4 LICENSE NO. 5 BIRTHDATE 6 ISSUE DATE
TL545796 06-22-1970 08-01-2015

7 CLASS 8 EXPIRES 9 ENDORS 10 RESTR
D 06-22-2020 A

11 Sex: M 12 Ht: 6-05 13 Wt: 245
14 Eyes: BLU 15 Hair: BLN

Note: On each card, the license number is designated "License No" and is not the number above the photo. The expiration dates are designated "Expires."

Standard Driver Licenses—Under 21 Years of Age



JOHN R. KASICH, GOVERNOR
Donald J. Pelt, Registrar, BMV

Ohio DRIVER LICENSE

AB123456

09-16-2000

07-02-2018

Z10000244

UNDER 21 UNTIL 09-16-2018
UNDER 21 UNTIL 09-16-2021

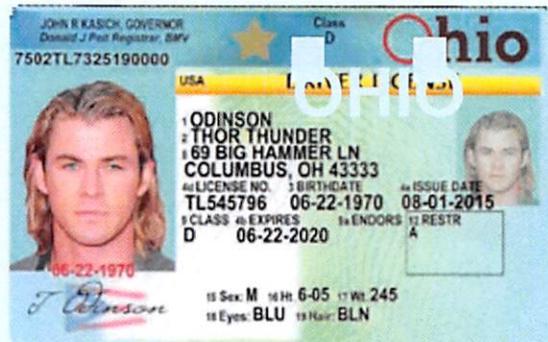
Omar Williams

1 WILLIAMS
2 OMAR
3 123 ANYWHERE STREET
ANYTOWN, OH 12345

4 CLASS 5 EXPIRES 6 ENDORS 7 RESTR
D 01-21-2021

8 Sex: M 9 Ht: 6-01 10 Wt: 150
11 Eyes: BLU 12 Hair: BRN

Standard Ohio Driver License that has been hole-punched AND displays an expiration date that has not passed. Punch may be through magnetic strip in which case, you will need to enter information manually.



JOHN R. KASICH, GOVERNOR
Donald J. Pelt, Registrar, BMV

7502TL7325190000

Class D

USA DRIVER LICENSE

1 ODINSON
2 THOR THUNDER
3 69 BIG HAMMER LN
COLUMBUS, OH 43333

4 LICENSE NO. 5 BIRTHDATE 6 ISSUE DATE
TL545796 06-22-1970 08-01-2015

7 CLASS 8 EXPIRES 9 ENDORS 10 RESTR
D 06-22-2020 A

11 Sex: M 12 Ht: 6-05 13 Wt: 245
14 Eyes: BLU 15 Hair: BLN

State Identification Card–Over 21 Years of Age



The photo IDs represented below are for training purposes only. Information shown is OK even if it appears to be expired. Colors and content are for placement only.

Note: On each card, the license number is designated "License No." and is not the number above the photo.

State Identification Card–Under 21 Years of Age



U.S. Veterans Military ID Card



This is only one example of the many styles of valid military ID cards.

MILITARY IDS

We accept all Military IDs. We do, however, ask that a Precinct Election Official be allowed to determine that it is, indeed, the Military ID card of the person who is presenting it.

Please keep in mind that Military IDs:

- may not include a name, address or photo
- may not include an expiration date (but if it does, the ID cannot be accepted if it has expired)
- may be a copy of the card





A GUIDE TO VALID NON-PHOTO IDS

In order to be processed as a Regular Voter, the voter's non-photo ID must meet the following criteria. If the ID does not, the voter must vote provisionally.

criteria that must be met for all valid non-photo id listed below

- Must contain the correct name and current address of the voter, and conform to the information that appears on the Electronic Poll Book. The only exception is if the addresses are not matches because the voter moved to a NEW ADDRESS in the SAME PRECINCT
- May be the actual paper letter, statement or form OR a printed copy of the electronically transmitted letter, statement or form. It may NOT be an electronic form shown on a phone, tablet, or other electronic device.
- Must be current within one year of the Election Day for which the voter is presenting it.

utility bills, including, but not limited to:

- water/sewer, heating gas
- cable or internet
- telephone and cellular phone

bank statements

government checks, including but not limited to:

- paycheck, check stub, or receipt provided for direct deposit of funds issued by any level of government (known as "political subdivision") in Ohio, and any other state, or the U.S. Government.

good to know

If the name on the ID and the name on the Electronic Poll Book are slightly different, see "Processing Regular Voters with a Photo ID" to determine if they are an acceptable match.



paycheck, including but not limited to:

- paycheck, check stub, or receipt provided for the direct deposit of wages or earnings from any public or private employer.

other government documents

- a document issued by a “government office,” which includes any local (city, county, township, village, school district or other political subdivision), state or federal government office, branch, agency, division or similar component, including a board, commission, or public college, university or community college whether or not in Ohio.

Examples include, but are not limited to:

- letters
- tax bills
- notices
- court papers
- grade reports
- transcripts
- fishing and marine equipment operator’s license

other acceptable forms of id

- College University Document
- Credit Card Statement
- Car Registration containing current address
- Speeding Ticket
- Ohio Hunting/Fishing License
- Ohio License to Carry a Concealed Handgun



unacceptable forms of ID

Ohio law does not allow for the following forms of ID to be accepted by PEOs:

- Driver's License or Photo ID issued by a state other than Ohio
- Social Security Card (last four digits can be used on Provisional Ballot Envelope only)
- Passport
- Birth Certificate (unless the voter still lives in the house where he or she resided at birth, and the birth certificate contains the home address)
- Insurance Cards
- Any registration acknowledgement from the Mahoning County Board of Elections (all other documents from the Board of Elections are acceptable identification as government documents).

Make sure each voter gets his or her ID back. If an ID is accidentally left behind, please place it in the cell phone bag, which gets returned to the Board Office on election night.



PROCESSING VOTERS

The majority of voters who arrive at your voting location will present you with a **photo ID**—either an **Ohio Driver’s License** or a **State Identification Card**.



for processing voters with non-photo ids, see “guide to valid non-photo IDs.”

- Greet the voter.
- Ask for a valid form of identification and have the Voter state their name.
 - If a photo ID, ensure it is valid by checking against the criteria in “A Guide to Valid Photo IDs”
 - If a non-photo ID, ensure it is valid by checking against the criteria in “A Guide to Valid Non-Photo IDs”
 - If a Military ID, ensure it is valid by checking against the criteria in “A Guide to Military IDs”
 - If the ID is expired or does not meet criteria, ask for another form of ID.
 - If no other form of ID is available, follow the steps in “Assisting Provisional Voters” Section
- If a photo ID is presented, select “Scan Barcode” on the EPB, place the ID with barcode facing on the photo ID Tray (located at back of EPB towards bottom right corner) until you hear a beep
 - The voter’s information will appear on the screen.
- If scanning the ID doesn’t work, or if other type of valid ID is presented, perform a manual search.
 - Select *Manual Entry*
 - Type the first three letters of the Voter’s last and first names.
 - Touch *first name* box and type first three letters of first name. Touch *Search*
 - Select the correct voter from the list by touching the voter’s record.
 - If the voter’s record says ABSENTEE or PROVISIONAL, follow the steps in the “Assisting Provisional Voters” section

NOTE: Search results show both in-location voters (displayed in white) and out-of-location voters (displayed in gray with an indicator that reads, “Wrong Polling Place”)



Check the name on the valid ID against the name on the Electronic Poll Book to ensure it is an acceptable match.

- If there are minor discrepancies (such as a nickname) between the name on the ID and the name on the Electronic Poll Book, see the Acceptable & Unacceptable Name Matches chart
- If the name on the ID is not an acceptable match (contains former name) to the name on the Electronic Poll Book (contains current name), ask for another form of ID containing the Voter's current name.
 - If the voter cannot provide an ID with the current name, process as a Provisional Voter according to the "Assisting Provisional Voters" section.
- If the voter's stated name does not match the name on the Electronic Poll Book due to a name change, he or she will need to complete Form 10-L and a registration form before voting as a Regular Voter. See complete instructions under name change guidelines.

Select the voter's record, then ID type that the Voter presented; touch **OK**

Return the voter's ID

Ask the voter to state his or her current address.

- If the stated address DOES NOT match the address on the EPB, follow the "Addresses Do Not Match Guidelines"

If the voter's stated address matches the one on the EPB; touch **Accept**

- **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have them touch **Accept**, then sign on the signature line.

Flip the screen and have the voter use the stylus to sign on the signature line

Flip the screen back to face you, ensure there is a signature

Touch **Done Signing**



ADDRESSES DO NOT MATCH GUIDELINES

if the voter's stated address does not match the address on the epb

From the voter screen on the EPB, select *Update Name/Address*

Confirm name; touch *Next*

Touch *House Number* and type in full street number

Type in street name letters until correct street address shows

Touch the pop-up address, which will populate the full address

Touch *Next*

if the voter is in the correct precinct:

Flip screen to face voter and ask voter to confirm address change

Flip screen to face you and touch *Submit* (Green Box)

Touch *Accept* (Green Box)

- **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have them touch *Accept*, then sign on the signature line.

Touch *Accept* (Blue Box)

Flip the screen and have the voter use the stylus to sign on the signature line

Flip the screen back to face you, ensure there is a signature

Touch *Done Signing*

Touch *Submit*, printer will print an ATV slip

Give the voter the printed ATV slip

Direct the voter to the Paper Ballot Table

Ask Voter to complete a Voter Registration/Change of Address Form before you give them the ATV Slip



if the voter is not in the correct precinct:

Turn screen to face voter and ask voter to confirm address change; touch *Next*

Touch *Submit* (Green Box) Touch *Accept* (Green Box)

- **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have the voter touch *Accept*.

Touch *Accept* (Blue Box)

Touch Submit; RFPB will print

Give the printed RFPB slip to the voter and direct them to the Provisional Table

if the voter has moved outside of voting location:

Pop-up screen will show voter's correct Precinct Identifier; touch *Next*

To send the voter to the correct location:

Touch *Map* in the Yellow Box

Touch *Print Location* and remove slip from printer and give to voter to direct him/her to the correct location

Touch *Go Back*

Touch *Start Over*

If the voter refuses to go to the correct location and wants to vote in your location:

Explain to the Voter that he/she must vote a provisional ballot, and that a provisional ballot cast in the wrong precinct cannot be counted. The Voter can call the Provisional Hotline at 330-259-9714 to discuss the problem.

Touch *Allow* in the Yellow Box

Ask VLM for assistance

- VLM will enter password

Flip screen to face voter and ask voter to confirm address change

Flip screen back to face you



Touch *Submit* (Green Box)

Touch *Accept* (Green Box)

Touch *Accept* (Blue Box)

- **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have them touch *Accept*.

Touch *Submit*, RFPB and Wrong Location Voter Slip will print

Give the two printed slips to the voter and direct them to the Provisional Table

if the voter has moved into the location from another mahoning county location:

After Barcode or Manual Entry, when voter record appears, a notation reading “Wrong Polling Place” will appear to the right of the record

Touch the *Voter Record*. A screen showing the wrong location will appear.

Select *Address Change*

On the name confirmation screen, touch *Next*

Touch *House Number* and type in the house number

Type in the correct name letters until the correct address pops up Touch the pop-up address, which will populate the full address Touch *Next*

Flip screen to face voter and ask voter to confirm address change; touch *Submit*

Touch *Accept* (Green Box)

- **For Primary Election only:** Flip the screen back to the voter and ask them to select either their Party Affiliation or *Issues Only*. Have the voter touch *Accept*.

Touch *Accept*

Touch *Submit*, RFPB will print

Give the printed RFPB slip to the voter and direct them to the Provisional Table



ASSISTING PROVISIONAL VOTERS

If the voter record says ABSENTEE or PROVISIONAL:

Select the voter from the search results; a pop-up screen will appear

Touch *Process Provisionally*

Select ID type that voter presented Touch *OK*

On the Name Confirmation Screen, touch *Accept*

- **For Primary Election only:** Flip the screen back to the voter and have them select *Party Affiliation* or *Issues Only*. Flip the screen back to face you

Touch *Submit*, RFPB will print

Give the printed RFPB slip to the voter and direct them to the Provisional Table

Under no circumstances accept an absentee ballot. The voter can drop off their ballot before the polls close at the Board of Election Office or vote provisionally



If the voter is unable to provide Valid ID

On the Choose ID screen, touch *No ID*

Touch *Process Provisionally*

Verify the voter's stated address; touch *Accept*

- **For Primary Election only:** Flip the screen back to the voter and have them select *Party Affiliation* or *Issues Only*. Flip the screen back to face you

Touch *Accept* (Blue Box)

Touch *Submit*; RFPB will print

Give the printed RFPB slip to the voter and direct them to the Provisional Table

If you have any questions or need assistance during the processing of a provisional voter, call the provisional hotline at (330) 259-9714.



NAME CHANGE GUIDELINES

If the voter's stated name does not match the name on the EPB:

Touch *Update Name/Address* on EPB screen

Touch the portion of the name to be changed, then touch the *backspace* key to clear

Type in the voter's changed name, *Next*

Ask the voter for the appropriate legal proof of name change (Documents must be certified, NO photocopies.) Appropriate documents are:

Official Court Documents that includes both former AND current name

- Change of Name
- Divorce Decree OR

Marriage License (Abstract of Marriage, NOT a souvenir License)

- New last name must either match the name of the spouse or be a combination of both spouses' last name (i.e. hyphenated)

Touch the *arrow* to bring up the menu of selections

If you have verified legal proof of name change:

Select *Marriage Certificate, Court Order* or *Other*; select *Next*

Address confirmation will appear. Ensure the voter still resides in their registered precinct; touch *Next*

- If address has changed, follow "Addresses Do Not Match Guidelines"



Flip screen to face voter and ask voter to confirm name change;
select **Submit**

Touch **Accept** (Green box)

Touch **Accept** (Blue box)

Flip the EPB screen to face the voter and have them use the stylus
to sign their new legal name.

For Primary Election only: Flip the screen back to the voter and ask them to
select either their Party Affiliation or *Issues Only*. Have them touch **Accept**,
then sign on the signature line.

Flip screen back to face you, ensure there is a signature and touch
Done Signing

Remove the ATV slip.

Direct the voter to the Provisional Table.



17-YEAR-OLD VOTER

Ohio law allows a 17-year-old voter who will be 18 years of age on or before the date of the next general election to vote in the primary election solely on the nomination of candidates seeking election and, in a presidential primary election, for Presidential convention delegates. This is because the 17-year-old voter will be eligible to vote for the nominees at the November general election.

Voters who are 17 years old as of the primary election are not permitted to vote on any of the following:

- State Party Central Committee
- County Party Central Committee
- Questions and Issues

special instructions for processing (primary elections only)

search for voter by scanning barcode or manual entry. once the correct voter information appears on the electronic poll book screen:

Touch the voter's information

Select *Choose ID Type* and select ID the voter presented, select *OK*

Verify voter information Touch *Accept* (Blue Box)

Flip the screen and have the voter select their party, then select *Accept*

Flip the screen and have the voter use the stylus to sign on the signature line

Flip the screen back to face you, ensure there is a signature Touch *Done Signing*

Touch *Submit*, ATV slip will print

Give the printed ATV slip to the Voter

Direct them to the Ballot Table



ELECTRONIC POLLBOOK SET-UP & OPENING CHECKLIST

- Locate Green EPB Cases in the Black Supply Trunk

Open the Green EPB Case and double check the contents against the EPB Components Checklist. Remove only the items to be used at the Roster Table, and place the Green EPB Case in a secure location

- If missing any accessories, contact the PEO Hotline

Connect the Printer Power Cord to the Printer Power Supply

Plug the Power Cord Connector into the back of the Printer, then plug the Printer into an electrical outlet

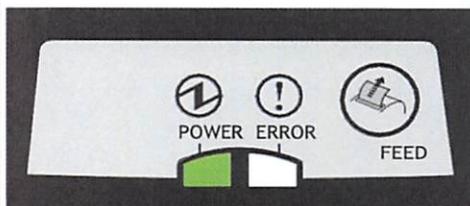
- If the plug doesn't connect easily, rotate cord until pins line up correctly

Turn Printer ON using ON/OFF switch on the side

If you don't see a green power light on the front panel, check the power cord connections and make sure the outlet has power

Advance tape by pressing "Feed" button on the front of printer to verify Printer is working.

Retrieve the EPBs from the VLM and place them on a flat surface, face down. Work with the VLM to ensure each EPB is paired with the correct printer by matching the colored dots on each



Electronic Poll Book
Printer buttons





ASSEMBLE ELECTRONIC POLLBOOK (Refer to diagram)

Partially open the Stand Arm in order to access the green tabs

Pinch green tabs in, and insert Stand Arm head into the circular opening on the EPB

Rotate arm into position until you hear a click.

Home Button will be at the left side facing you when correctly positioned.

Insert the Stand Arm into the Base

Hold the Stand Arm while inserting; do not push down on the EPB

Insert the photo ID card reader

Insert the Lightning end of the EPB Charging Cord into the home-button side of the EPB

Insert the USB end of the EPB Charging Cord into the white wall adapter and plug into wall outlet or provided power strip

Power ON the Electronic Poll Pad by pressing the button at the lower right edge.

- NOTE: Your Electronic Poll Book may go into “sleep” mode (screen goes dark). If that happens, press the circular HOME button, and slide to unlock



POSTING THE REGISTER OF VOTERS LISTS

good to know

Register of Voter Lists will be printed alphabetically by Precinct. Printer will automatically cut the paper after each precinct.

You will be asked to post the Official Register of Votes List(s) and the list of voters who voted at the location throughout the day so that the public can see which registered voters in your location have voted.

At 11:00 a.m. Get the printed list of voters who voted between 6:30 and 11:00 from the VLM, and post it.

At 4:00 p.m. Get the final list of voters who voted between 6:30 and 4:00 from the VLM, and post it.

At 7:30 p.m. Retrieve the 4pm and place in the VLM Supply Bag for return to the BOE.



CLOSING THE ROSTER TABLE CHECKLIST

good to know

Remember, anyone in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives after that time that the polls are now officially closed.

Close the Electronic Poll Books

Once the last voter has cast his/her ballot, Go to *Menu > Home*

Put EPB to sleep by tapping lower right power button one time

Disassemble Electronic Poll Books and place them in Blue EPB Bag. Place accessories in Green EPB Case

- Verify that all accessories are accounted for by comparing against the EPB Components Checklist

Place Green EPB Cases in the Black Supply Trunk Assist Voting Location Manager in gathering inside and outside flags and signs, other materials and office supplies, and placing them in the Black Supply Trunk (large flag is disassembled, put back in case and set on top of the Black Trunk.

Collect the Ballot Envelope containing unused Blank ADA Ballots and place in your supply bag

Ensure that all copies of the posted Register of Voter's Lists have been removed from the wall

- Register of Voters and 4pm Posting are placed in VLM Supply Bag.



TO CLOSE AND DISASSEMBLE THE E-POLL BOOKS DO THE FOLLOWING

IN THE BLACK SUPPLY TRUNK PLACE THE :

- GREEN EPB CASES CONTAINING EPB ACCESSORIES

IN THE ELECTRONIC DARK BLUE POLL PAD BAG:

- PLACE ALL THE E-POLL BOOKS USED FOR THE ELECTION
(GIVE TO THE VLM TO BE PLACED IN THE DS200)

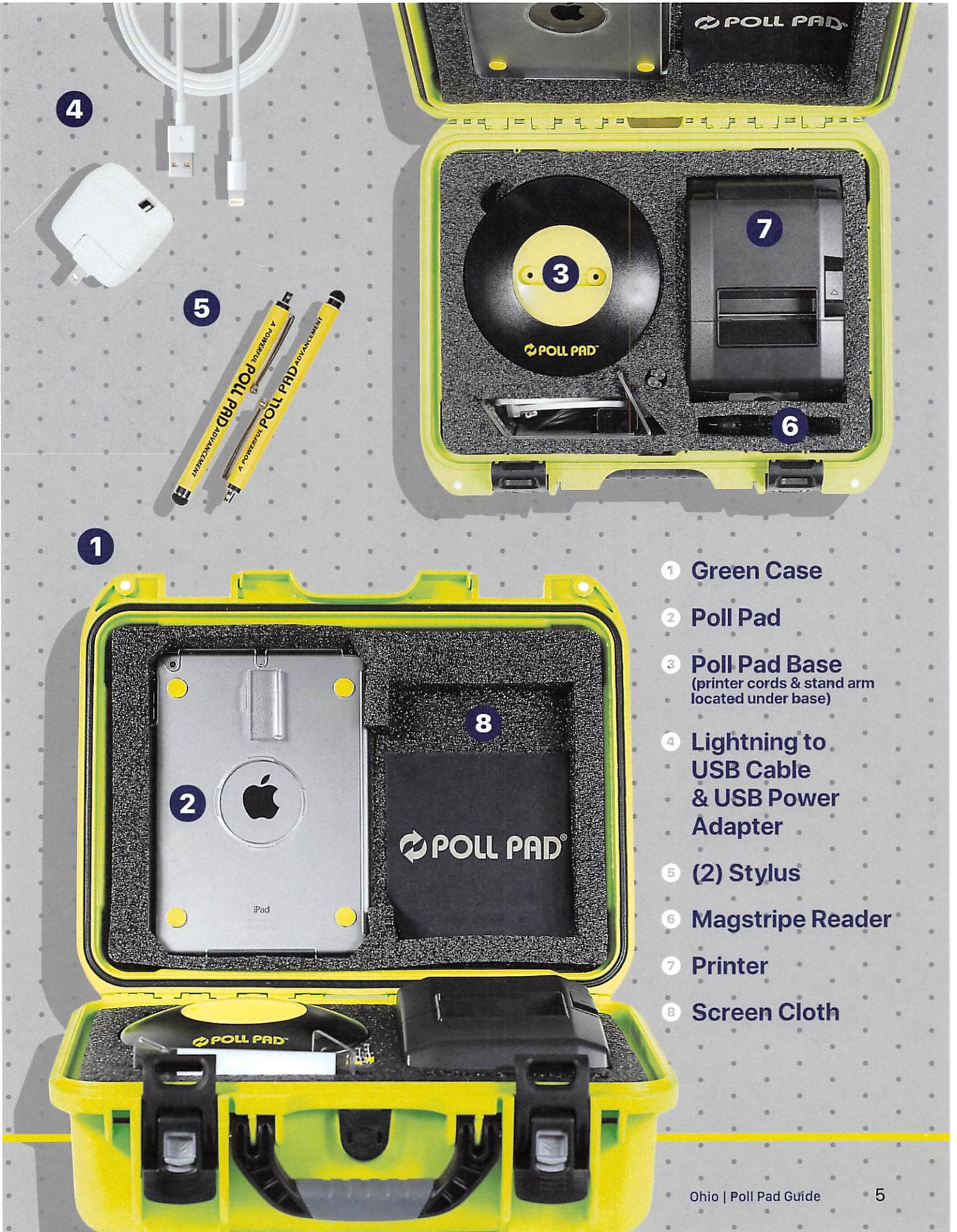
IN BLACK SUPPLY TRUNK PLACE THE 2 RED CANVAS BAGS WITH THE TABLE SUPPLIES USED FOR THE ELECTION

- EXTRA EXTENSION CORDS, ADAPTERS, AND SURGE PROTECTORS FOR ELECTRONIC POLL BOOKS
- EXTRA PRINTER PAPER ROLLS
- TABLE SIGNS
- CLEANING CLOTHS
- NAME TAGS
- RED FOLDER
- EXPRESS VOTE BLANK BALLOT PAPER



ELECTRONIC POLL PAD
JUDGE

INSTRUCTIONS
ILLUSTRATION



- 1 Green Case
- 2 Poll Pad
- 3 Poll Pad Base
(printer cords & stand arm
located under base)
- 4 Lightning to
USB Cable
& USB Power
Adapter
- 5 (2) Stylus
- 6 Magstripe Reader
- 7 Printer
- 8 Screen Cloth

meet the

POLL PAD[®]



1 Power Button

2 Home Button

3 Poll Pad & Plastic Shell

4 Stand Arm

5 Poll Pad Base

6 Camera

7 ID Tray

ELECTRONIC POLL PAD JUDGE



INSTRUCTIONS ILLUSTRATION

Opening Procedures

OPENING PROCEDURES | POLL PAD SETUP



1 STAND ARM

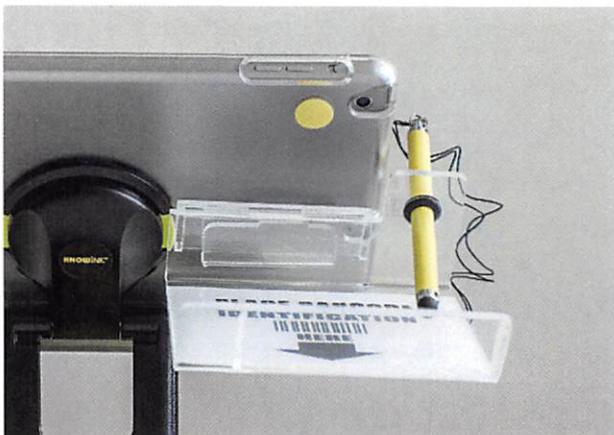
To attach the stand arm to the iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.



2 CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.

NOTE: COMPLETE printer setup BEFORE powering on iPad

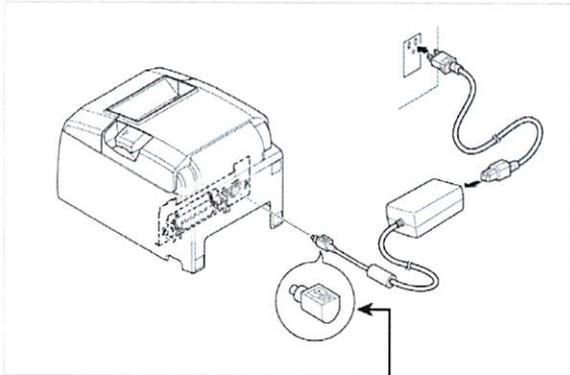


3 ATTACH PHOTO ID TRAY

Attach the ID tray to the iPad using the mounting clip. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.

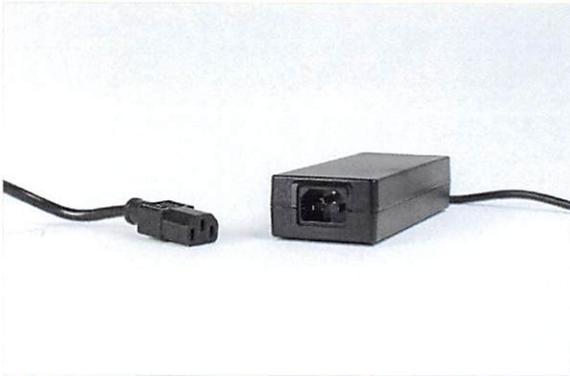
NOTE: COMPLETE printer setup BEFORE powering on iPad

OPENING PROCEDURES | **PRINTER SETUP**



1 LOCATE PRINTER

Open the transport case and remove printer, adapter and power cord.



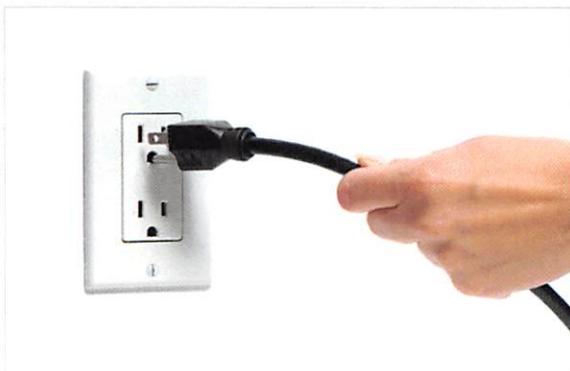
2 CONNECT TO POWER ADAPTER

Connect the power cord to the power adapter.
NOTE: Ensure secure connection



3 CONNECT TO PRINTER

Plug the connector into the back of the printer.
NOTE: Ensure secure connection



4 PLUG PRINTER INTO OUTLET

Plug your printer into a wall outlet.

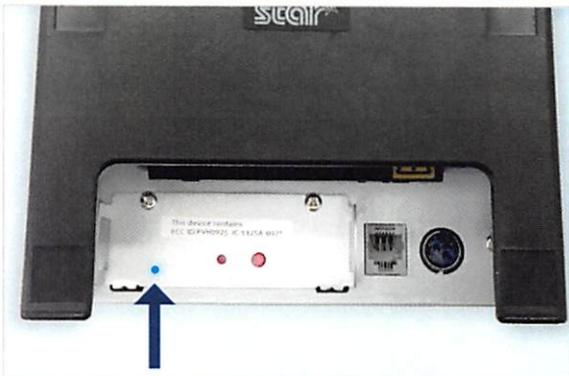
NOTE: Make sure your check-in table is close to the wall outlet or you have an extension cord available.

OPENING PROCEDURES | **PRINTER SETUP**



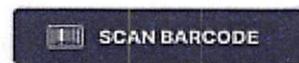
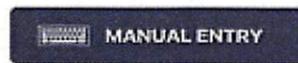
5 TURN PRINTER ON

The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, check the power cord connections and make sure the outlet has power.



6 CONFIRM CONNECTION

Look for blue light on the back of the printer to confirm the wireless printing connection is successful.



EPB Printer Icons



EPB MagStripe Icons



EBP Battery Status Indicator

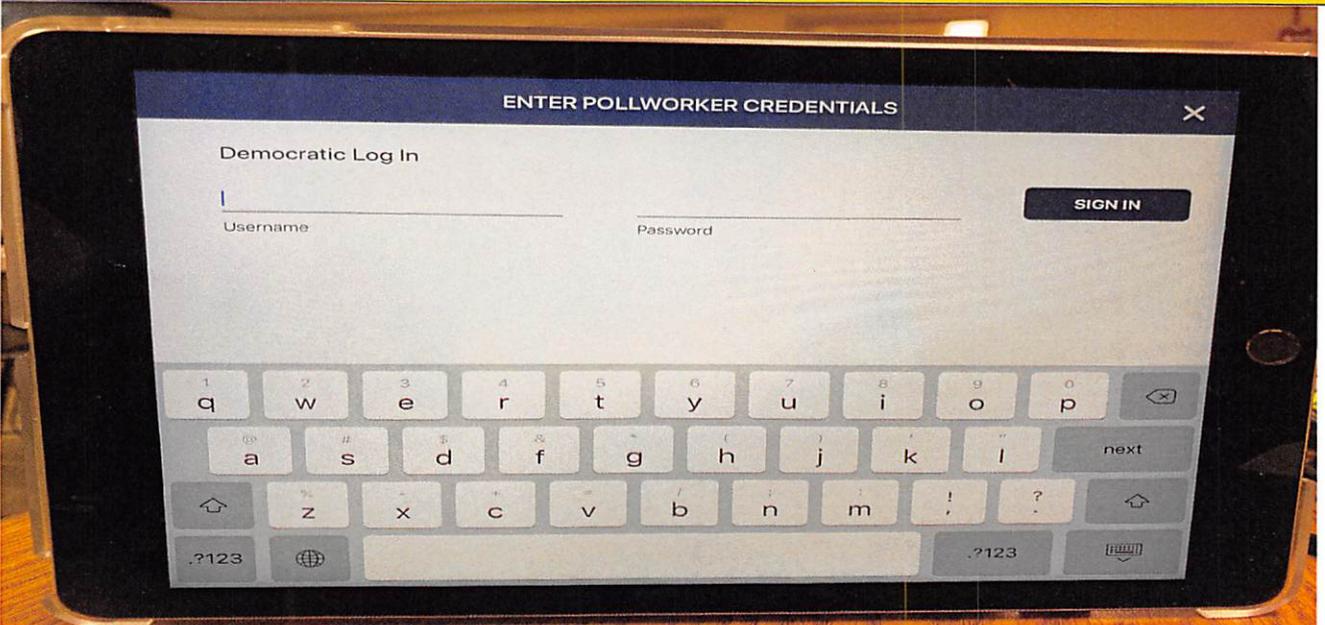
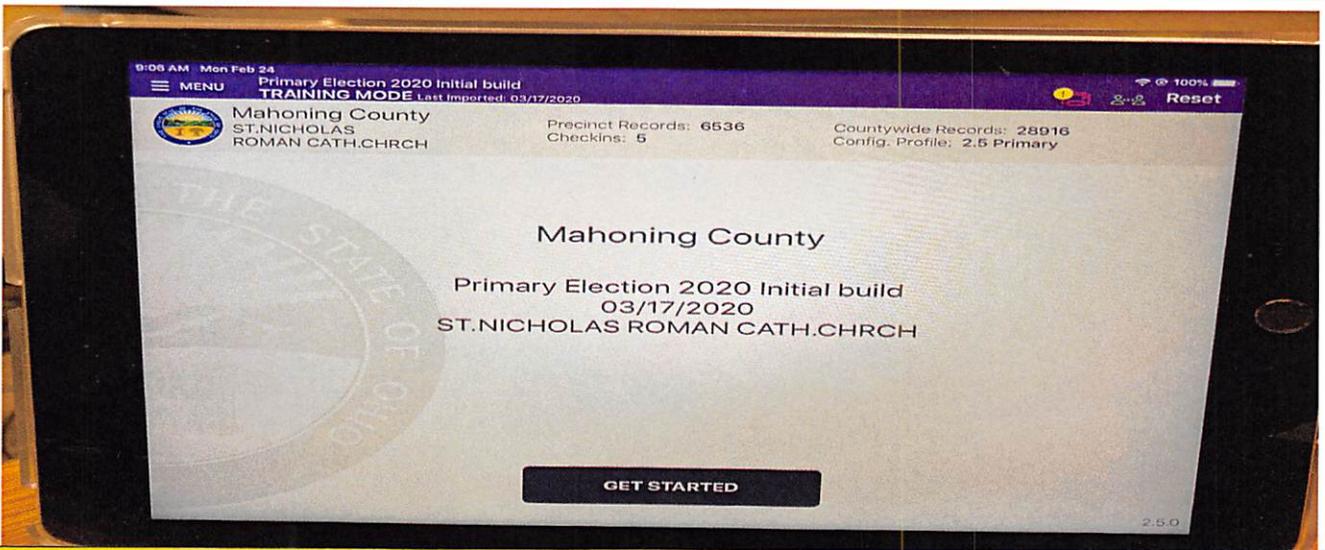
When the HOME screen comes up, check for accuracy:

- Election Name and Date
- Polling Location
- Check-in Count at “0”
- Battery Life is close to full
- Ensure the EPB is charging as indicated by a lightning bolt in the upper right-hand corner of the screen

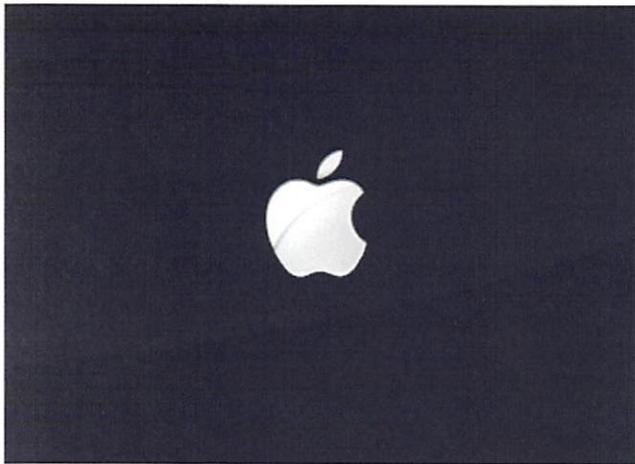
Check for Printer connection

- A green printer icon at the top right of the screen means you are connected
- A red printer icon means you are disconnected; see “Troubleshooting Your EPBs”
- Touch the green printer icon and select Test Print; a sample receipt will print.
- From the Home Screen, press Get Started
- Ensure the Voting Location Manager and an e-poll book official who is a member of a different political party log into the EPBs as outlined in the VLM section of the manual
- Copies of both log-in codes can be found in the Green EPB cases; You will only need one pair of codes to open all EPBs
- Once the VLM has logged into all EPBs, check to ensure all EPBs are syncing with one another
- To ensure all EPBs are synced, locate the “# of EPBs” icon

OPENING PROCEDURES



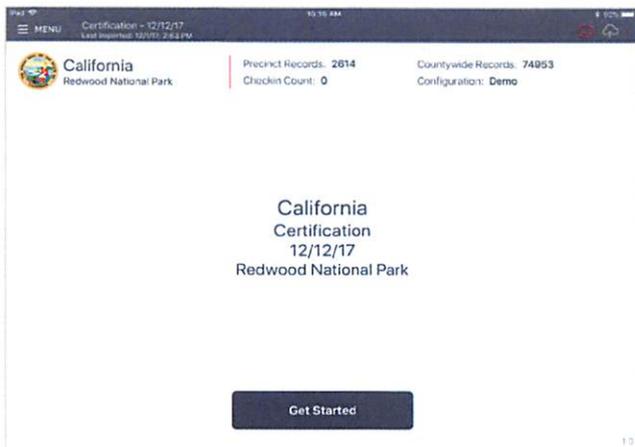
OPENING PROCEDURES | POLL PAD SETUP



1 POWER ON POLL PAD

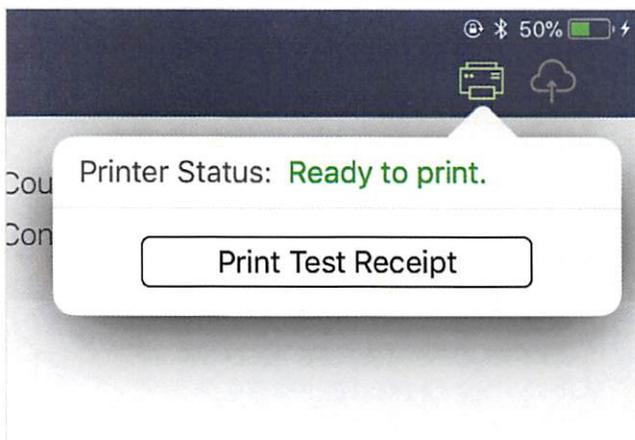
Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on, and the Poll Pad application will launch automatically.

NOTE: Poll Pad will power on if connected to AC power



2 HOME SCREEN CHECKLIST

- Name of Jurisdiction
- Election Name and Date
- Polling Place Location is Correct (Most Important)
- Check-in Count = 0
- Battery Life is Close to Full (90% or greater)

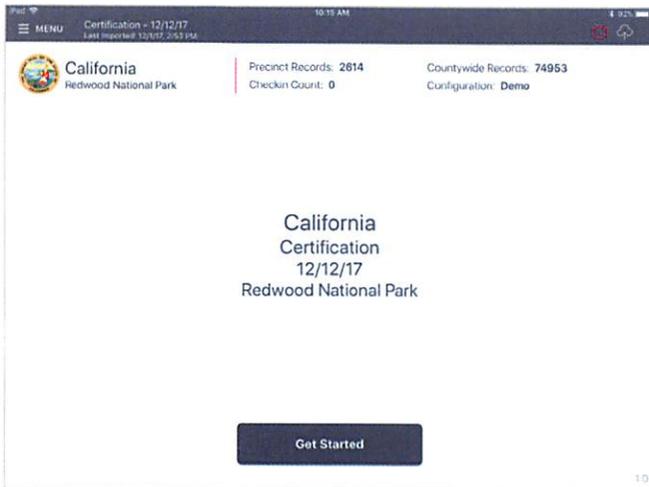


3 CONNECT & TEST PRINT

A green printer icon on the Poll Pad means you are connected to the printer.

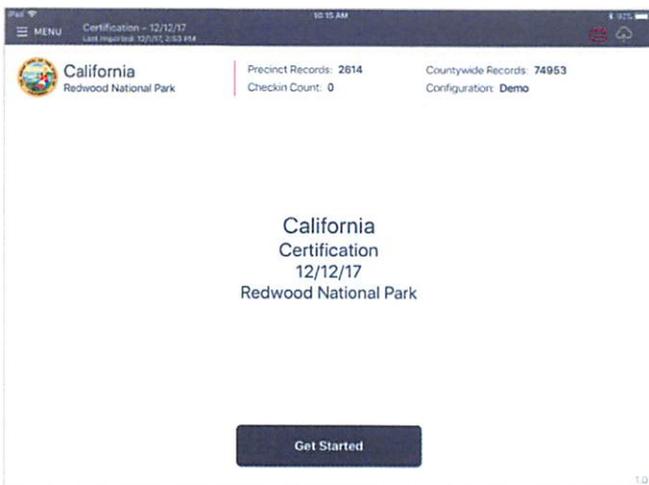
Press the green printer icon and select 'Print Test Receipt' and a sample receipt will print. You are now ready to sign in and process voters.

OPENING PROCEDURES | POLL PAD ICONS



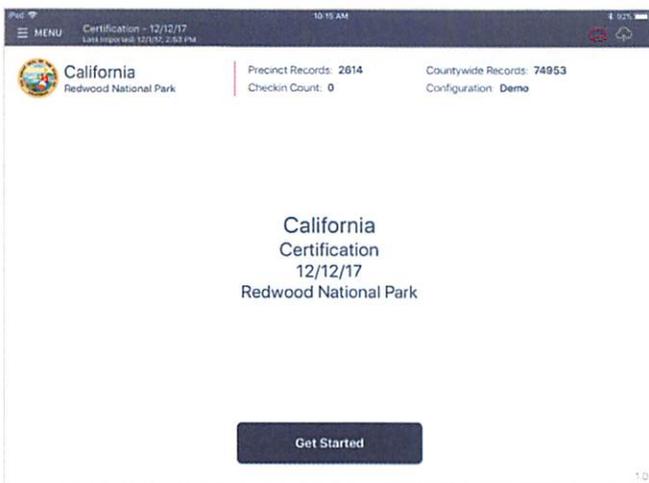
PRINTER ICONS & COLORS

-  Poll Pad is paired with the printer. A receipt will print out for checked-in voters and those who are in the wrong precinct. **This feature is active.**
-  Poll Pad recognizes the printer and is currently in the process of pairing with the device. **This feature is active.**
-  Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect. **This feature is active.**



MULTI-PEER ICONS & COLORS

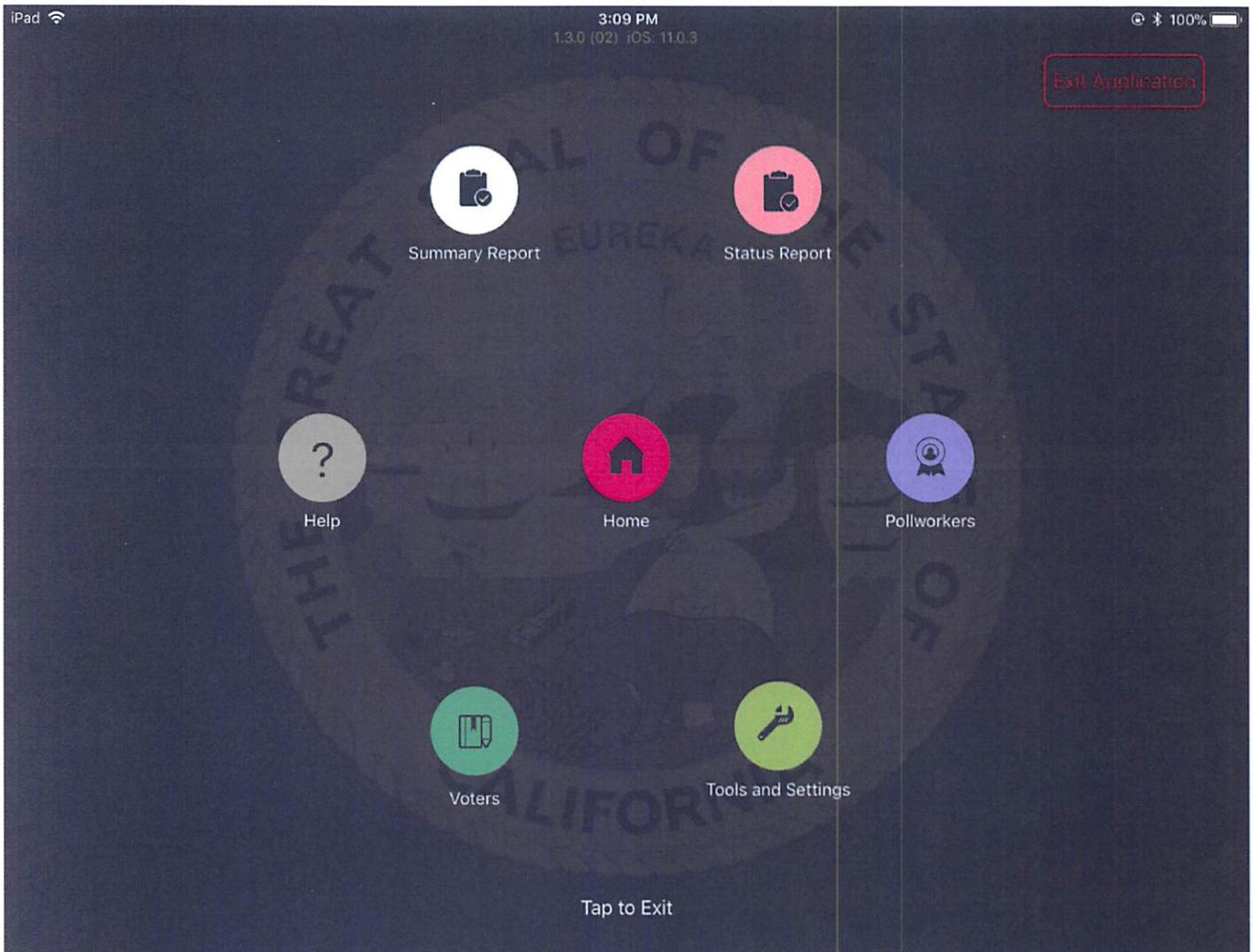
-  Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.
-  The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to.
-  Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.
-  The Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Contact Election Authority.



CLOUD SYNC ICONS & COLORS

-  Poll Pad is currently connected and synchronizing with the central election database. **This feature is active if applicable.**
-  Poll Pad is in the process of connecting to the central election database. **This feature is active if applicable.**
-  Poll Pad is currently disconnected and not synchronizing with the central election database. **This feature is active if applicable.**

MAIN MENU KEY



Home - Access the Get Started screen to process voters.

Contact Support - Access to video and/or text messaging functions.

Voter Lookup - Search for a voter record.

Tools and Settings - Password-protected access to advanced functions such as importing voter file and audit logs.

Help - Customizable resource for user guides, videos, and troubleshooting content.

Summary Report - Password-protected (optional) access to localized, customizable reports.

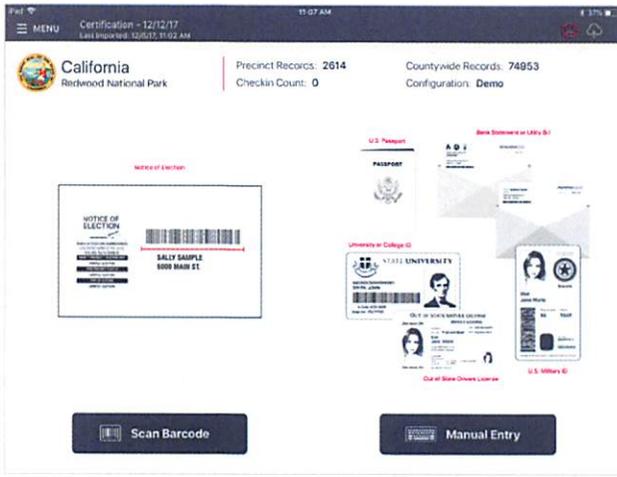
Pollworkers - Check in and check out your poll workers.

ELECTRONIC POLL PAD JUDGE

INSTRUCTIONS ILLUSTRATION Processing Voters

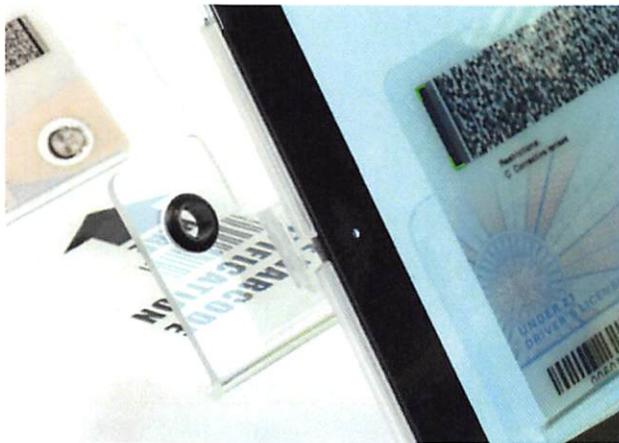


PROCESSING VOTERS | SEARCH BY SCAN BARCODE



1 VERIFY VOTER'S INFO

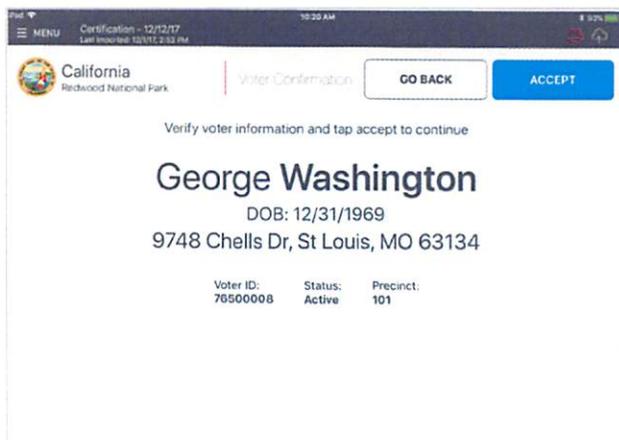
Ask the voter to provide an acceptable form of ID. After verifying the voter's ID is valid, start the check-in process by touching **Scan Barcode**.



2 SCAN VOTER'S ID

A live image of the Photo ID Tray displays on screen. Place his or her photo ID (with the barcode facing the camera) onto the ID Tray.

NOTE: If the camera is unable to scan the voter's photo ID or if the ID is not placed onto the holder within five seconds, the Poll Pad will display "Barcode Not Found." If this occurs find the voter using the manual search method.



3 VOTER CONFIRMATION

Once the barcode is recognized, the screen displays the voter's information. If all information is correct, press **ACCEPT**.

PROCESSING VOTERS | SEARCH BY SCAN BARCODE



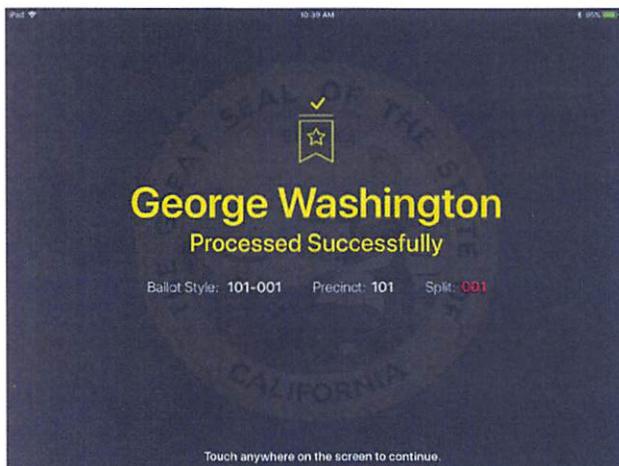
4 VOTER SIGNATURE

Rotate screen to capture voter's signature. Once complete, rotate back and press **DONE SIGNING**.



5 POLL WORKER CONFIRMATION

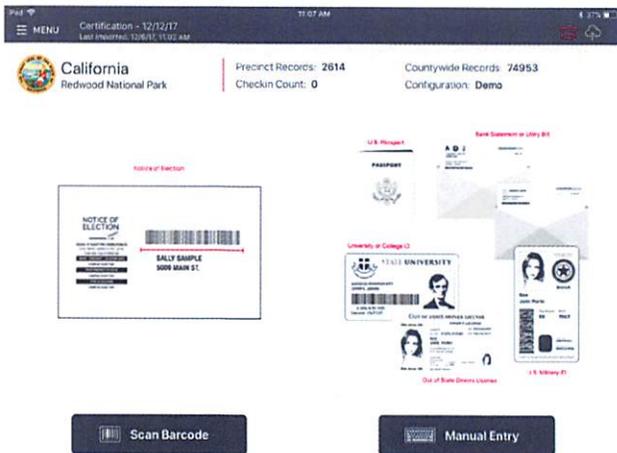
Poll worker confirmation page will appear. Poll worker to verify and confirm all information is correct. If correct, initial in provided field and press **SUBMIT**.



6 PROCESSED VOTER

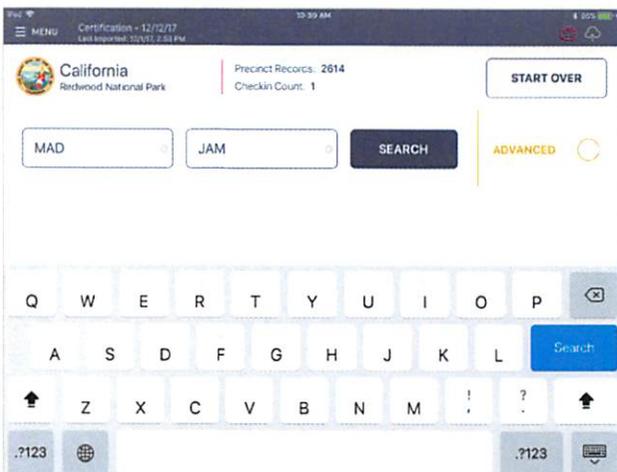
Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



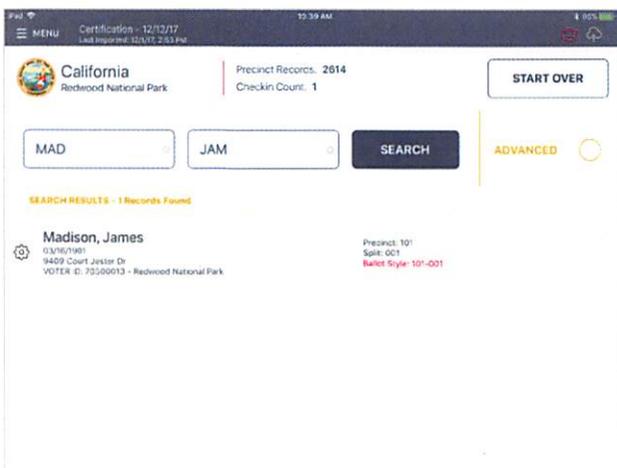
1 SEARCH BY NAME

Press **Manual Entry** to locate the voter by using his or her first and last name.



2 ENTER VOTER'S NAME

Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.

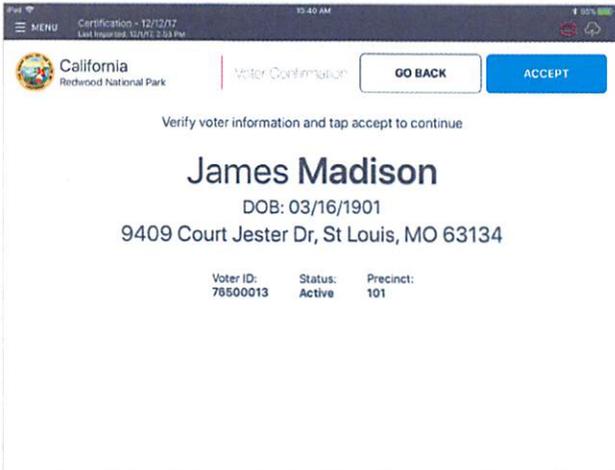


3 SELECT VOTER'S RECORD

Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.

NOTE: Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads "Wrong Precinct."

PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



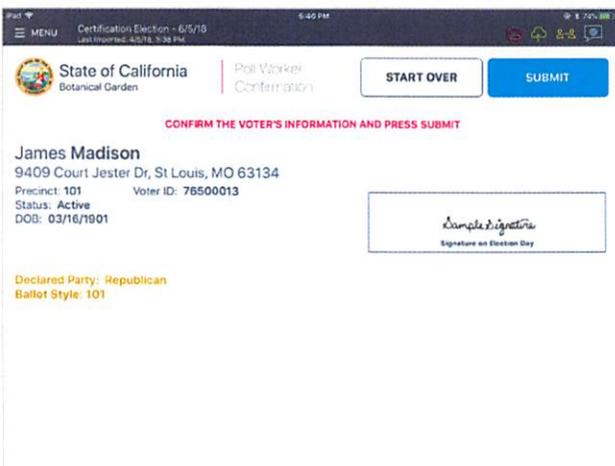
4 VOTER CONFIRMATION

Screen displays voter's information.
Verify information, if all is correct press **ACCEPT**.



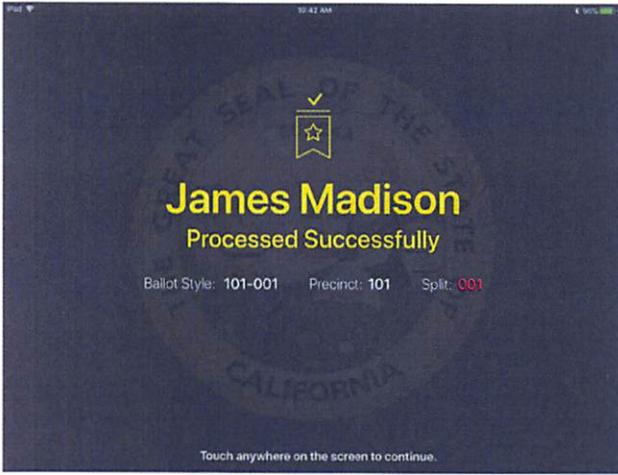
5 VOTER SIGNATURE

Rotate screen to capture voter signature. Once complete, rotate back and press **DONE SIGNING**.



6 POLL WORKER CONFIRMATION

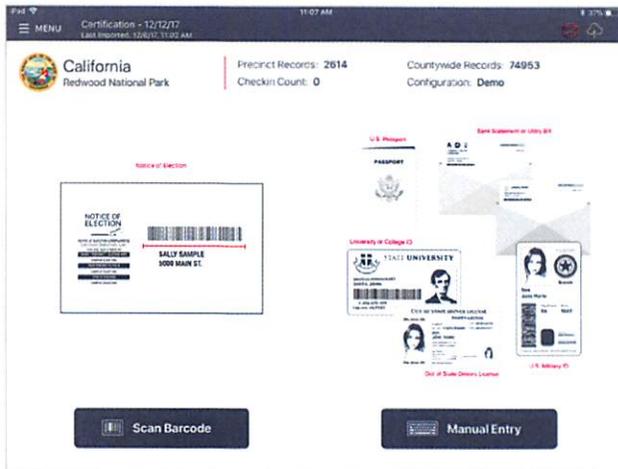
Poll worker confirmation screen will appear.
Poll worker to verify and confirm all information is correct. If correct, press **SUBMIT**.



6 PROCESSED VOTER

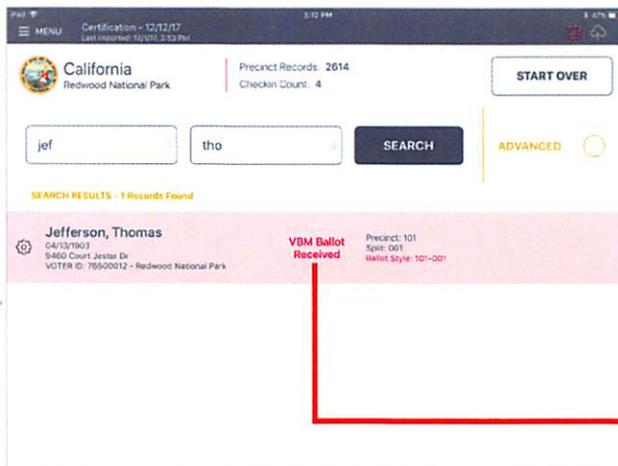
Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

PROCESSING VOTERS | VOTE BY MAIL OR VBM - RECEIVED



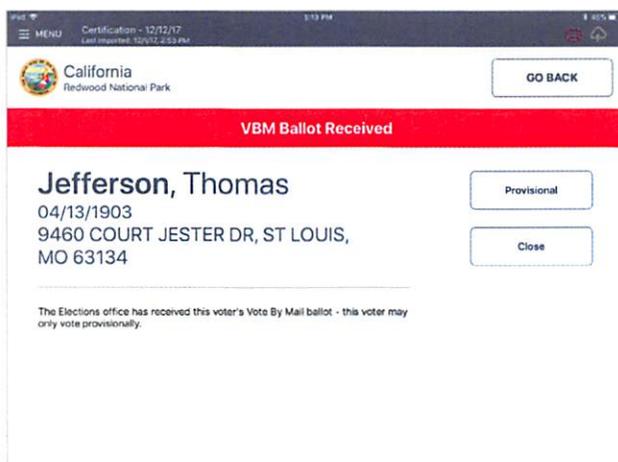
1 LOOK UP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.



2 LOCATE VOTER'S RECORD

Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "VBM Ballot Received." Press voter record.

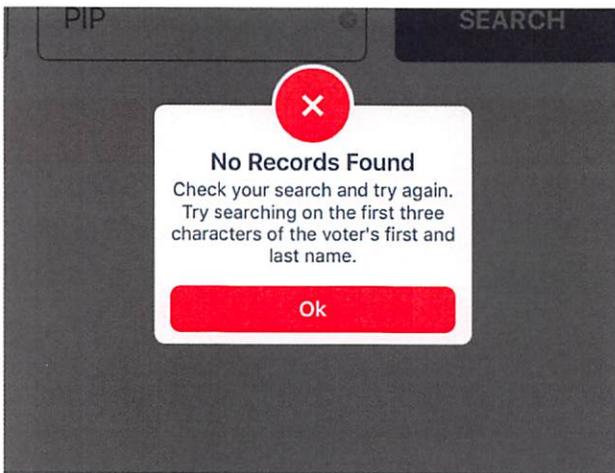


3 FOLLOW PROMPT

A prompt will appear reading, "The Elections office has received this voter's Vote By Mail ballot - this voter may only vote provisionally"

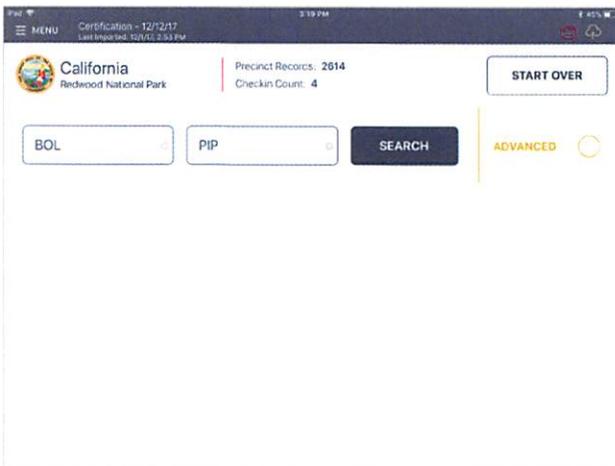
Press **Provisional** to process voter provisionally. Press **Close** to start over.

PROCESSING VOTERS | ADVANCED SEARCH



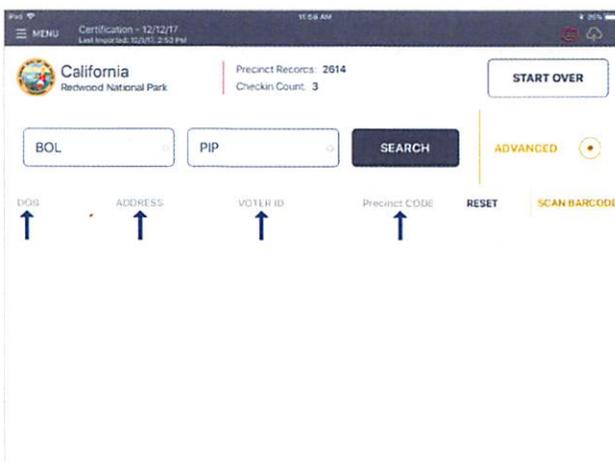
1 VOTER NOT FOUND

If Manual Entry has been used to find a voter, and he or she is still not found, a pop-up will appear reading, **No Records Found**. Press **OK** to go back to Voter Lookup.



2 ADVANCED SEARCH

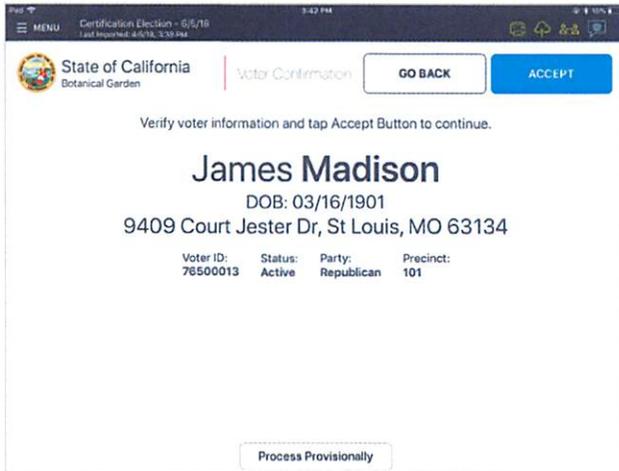
Once back on the Voter Lookup Screen, press **ADVANCED**.



3 SEARCH BY:

Lookup voter by using **DATE OF BIRTH (DOB), ADDRESS, VOTER ID**, etc., press **DONE** then **SEARCH**. If voter is found using Advanced Search, follow same protocol as manual entry to process voter.

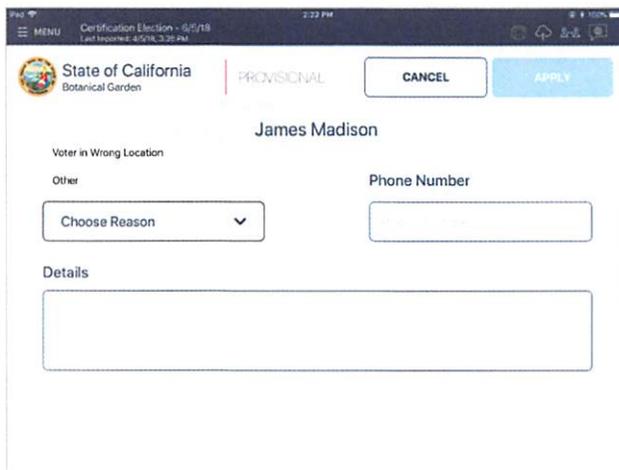
PROCESSING VOTERS | PROVISIONAL VOTER



1 LOOK UP VOTER

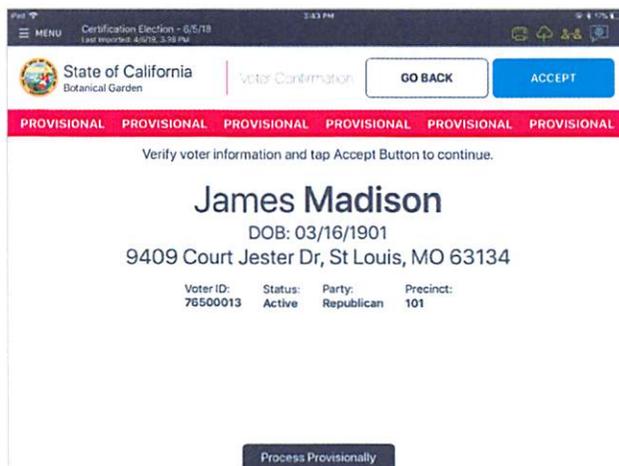
Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

Poll worker to confirm all information on the screen. If voter fails to meet requirements to be processed he/she can vote provisionally, select **Process Provisionally**.



2 PROCESS PROVISIONALLY

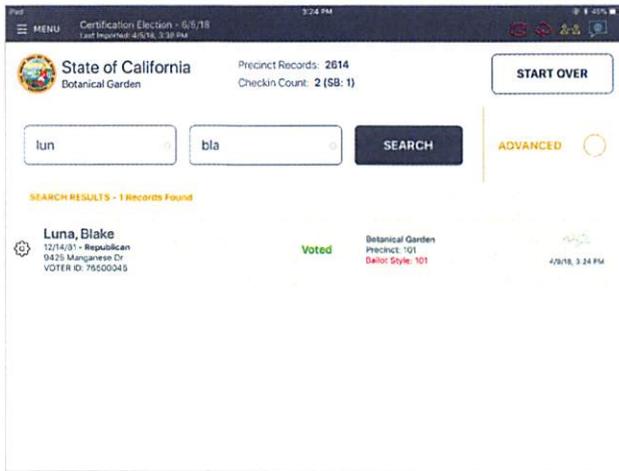
Select reason from drop-down menu and if available enter voter's phone number. Phone number is NOT a required field. When finished, press **APPLY**.



3 POLL WORKER CONFIRMATION

A new screen will appear. Poll worker to confirm all information on the screen. If the voter record is correct, press **ACCEPT** to continue voter check-in.

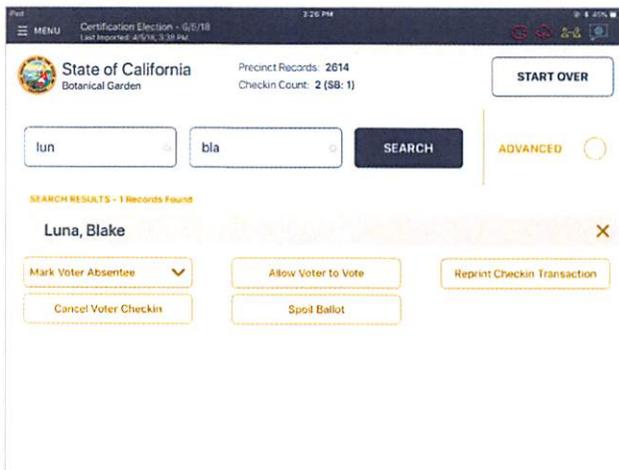
PROCESSING VOTERS | SPOILED BALLOT



1 LOOK UP VOTER

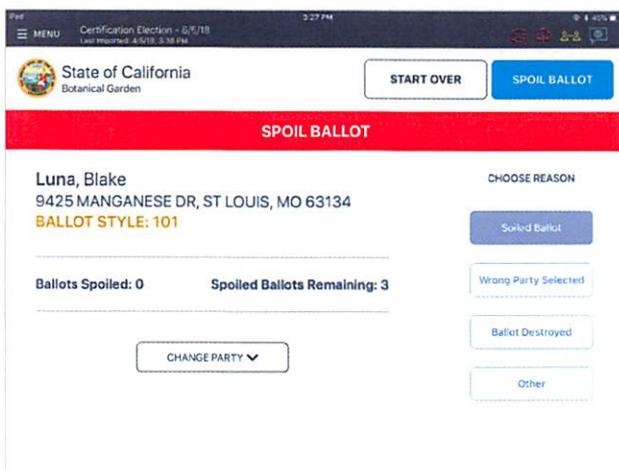
Lookup the voter's record using Manual Entry instructions.

Once voter record has been located, access the advanced functions menu by selecting the gear icon and providing the password.



2 SELECT SPOIL BALLOT

Select **Spoil Ballot** from the Advanced Functions menu.

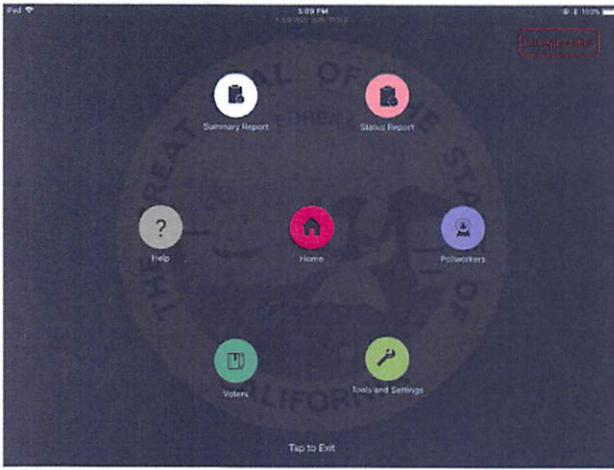


3 SELECT SPOIL REASON

A new screen will appear. Poll worker to select reason for spoiling ballot. Once selected, press **SPOIL BALLOT** to complete the process.

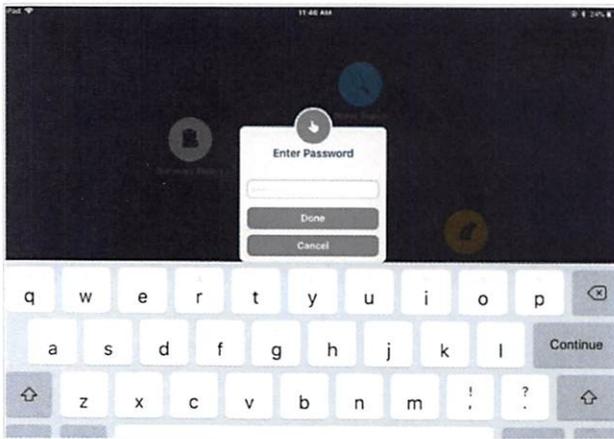
NOTE: During primary elections, select party of re-issued ballot.

PROCESSING VOTERS | SUMMARY REPORT



1 MENU

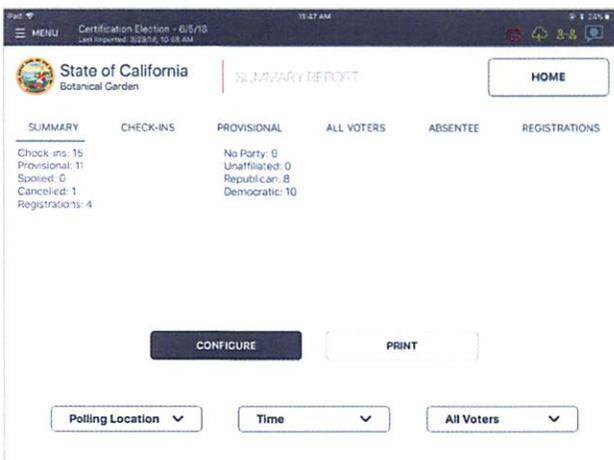
To access Summary Report contained in the Poll Pad, press **MENU** > **Summary Report**.



2 ENTER PASSWORD

The Poll Pad may ask for a password. Enter the password and press **Done**.

*Consult Elections Office to obtain password.



3 SUMMARY REPORT

The Summary Report data can be filtered by type using the headers across the top of the screen. Use the **CONFIGURE** button at the bottom of the screen to sort and print the desired information.

ELECTRONIC POLL PAD JUDGE

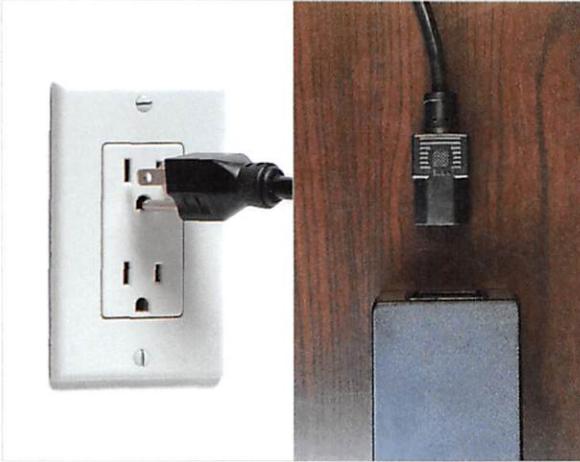


INSTRUCTIONS

ILLUSTRATION

Closing Procedures

CLOSING PROCEDURES | **SECURE POLL PAD SUPPLIES**



POWER OFF & UNPLUG PRINTER

Power off the printer and unplug from outlet, disconnect printer cable from transformer box and printer.

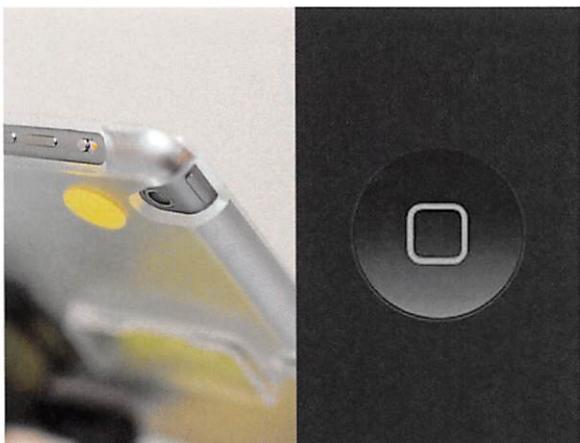
NOTE: Keep Poll Pad powered ON



FOLD STAND ARM

After disconnecting hardware from the Poll Pad, place components back in carrying case. Once the stand arm has been removed from the Poll Pad and stand base, fold the stand arm backwards to fit in the case.

NOTE: Keep Poll Pad powered ON



POWER OFF POLL PAD

Turn off Poll Pad by holding the power button and the home button (pictured) simultaneously until the screen goes black. Place Poll Pad in the carrying case.



1 PACK POLL PAD CASE

Disassemble the Poll Pad and return the supplies to the Poll Pad Case.

Close the lid and secure.

- 1 Green Case
- 2 Poll Pad & Stand Arm
- 3 Poll Pad Base
- 4 Power Cube and Cord
- 5 (2) Stylus
- 6 Photo ID Tray
- 7 iPad Screen Cloth
- 8 Printer



2 RETURN SUPPLIES

Return Poll Pad Case to the Election's office on election night, along with other precinct supplies.

NOTE: To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.

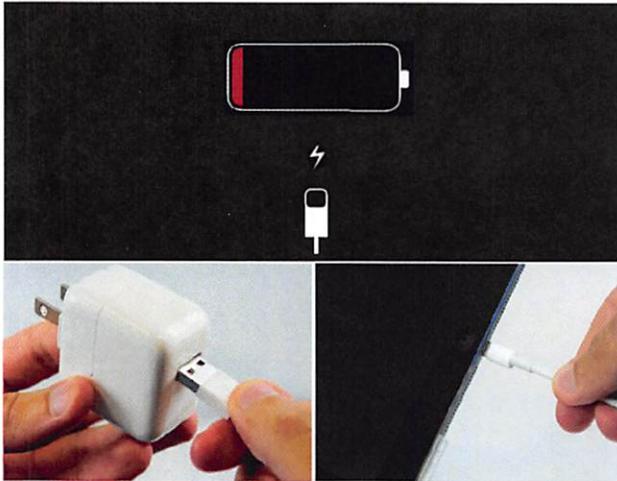


ELECTRONIC POLL PAD JUDGE

***INSTRUCTIONS
ILLUSTRATIONS***

Help Desk

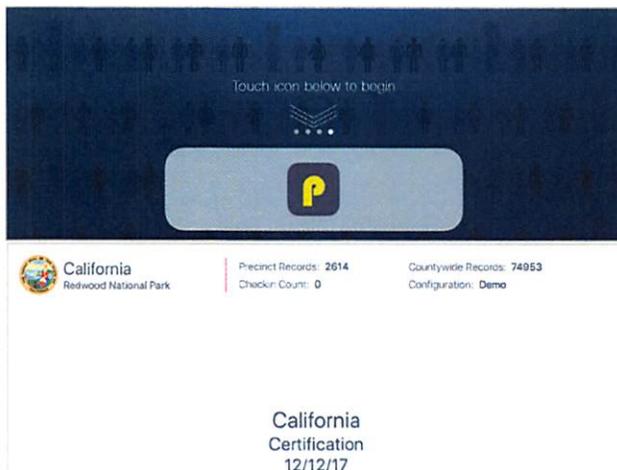
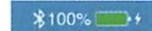
HELP DESK



CHARGING POLL PAD

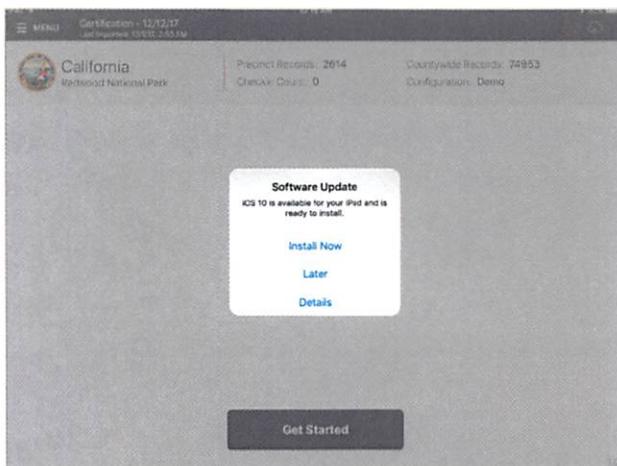
- 1 Plug USB end of power cable into power cube
- 2 Plug power cube into an AC wall outlet
- 3 Plug power cable into Lightning Connector on Poll Pad
- 4 Wait about five minutes for the Poll Pad to charge
- 5 Once there is sufficient power, Poll Pad will auto power on
- 6 Resume normal operations

NOTE: To confirm your unit is charging, verify battery icon is green and lightning bolt is displayed.



OPENING POLL PAD

- 1 If application does not automatically launch when powered on, touch the Poll Pad App at the bottom of the Home Screen
- 2 Verify the California homepage displays on screen

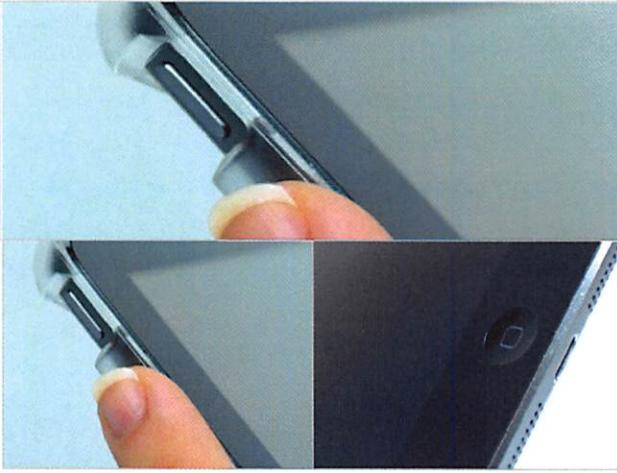


iOS SOFTWARE UPDATE

DO NOT perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

- 1 Touch Later from the list of on screen options
- 2 Press the Home button and verify Poll Pad app remains open

HELP DESK



POLL PAD SCREEN IS UNRESPONSIVE

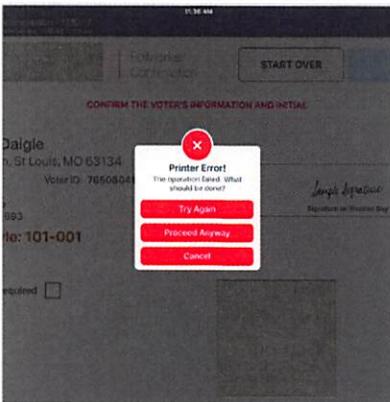
❶ Unplug unit from power source (electrical outlet, battery, etc.)

If the Poll Pad screen is unresponsive, perform the following steps:

❷ Hold down the Sleep/Wake and Home buttons simultaneously

❸ Release both buttons once the Apple logo displays on screen

❹ After application launches, return to previous activity.



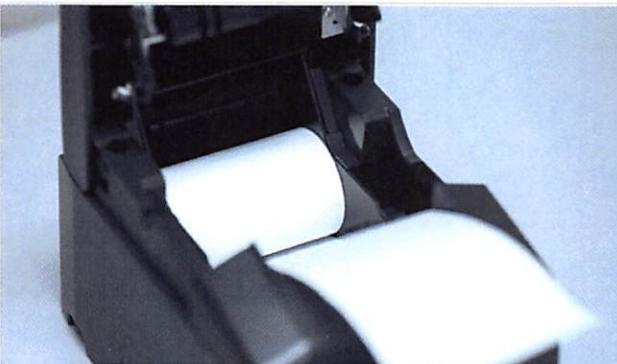
NOT PRINTING / STOPS PRINTING

❶ Make sure the printer is turned 'ON.'

❷ Confirm the printer is plugged into outlet and cords are securely connected.

❸ Check paper is installed correctly.

❹ Confirm connection with Poll Pad (green icon).



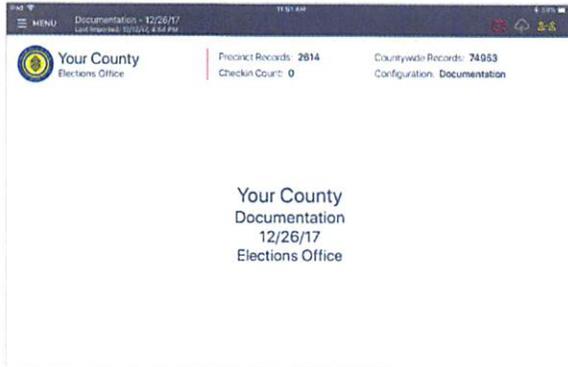
CHANGING PAPER

❶ Open printer

❷ Reload paper with the paper flap toward you, feeding from the bottom/underneath roll.

❸ Close and Print Test Receipt

POLL PAD | IMPORTING VOTER FILE



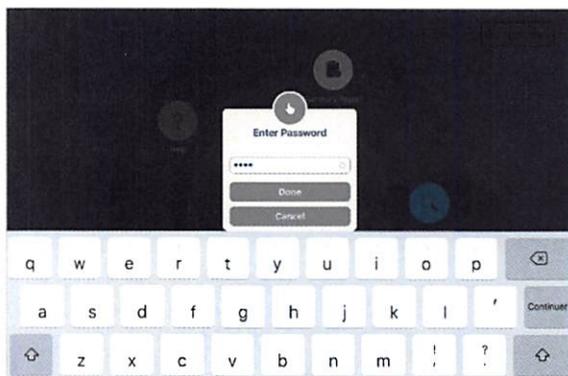
1 SELECT MENU

Select the **Menu** button in the upper left corner.



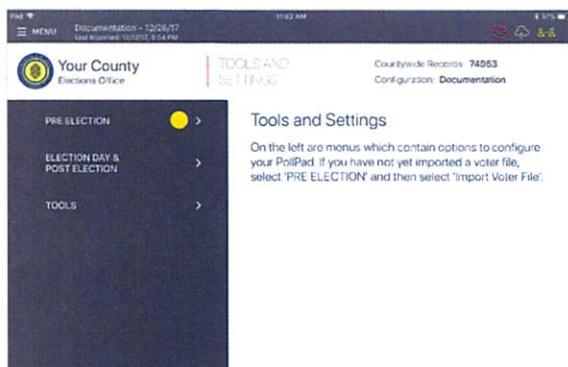
2 TOOLS & SETTINGS

Select the Green **Tools and Settings** circle.



3 ENTER PASSWORD

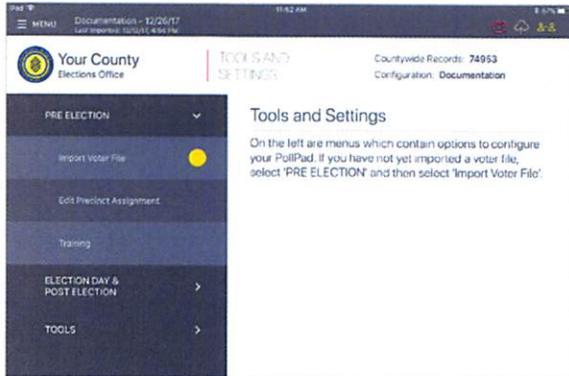
(Password will be provided by Election Authority.)



4 PRE ELECTION

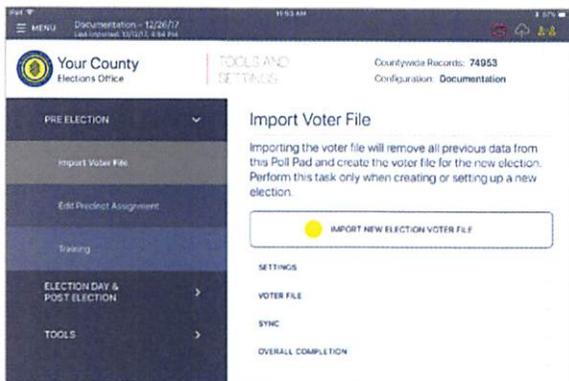
Select **PRE ELECTION** on the left panel.

POLL PAD | IMPORTING VOTER FILE



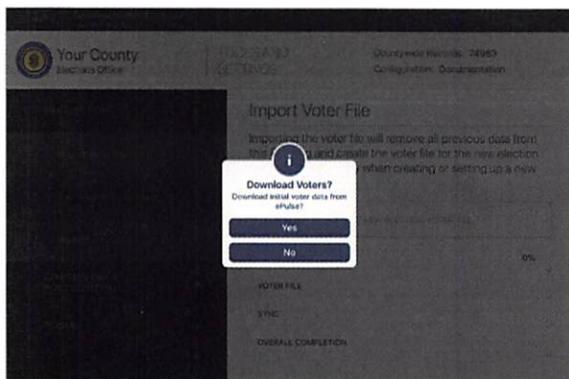
5 IMPORT VOTER FILE

Select **Import Voter File** under the **PRE ELECTION** drop down menu.



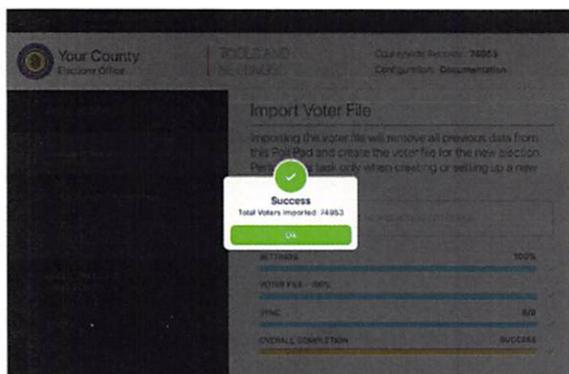
6 IMPORT NEW ELECTION VOTER FILE

Select **IMPORT NEW ELECTION VOTER FILE** on the right side of the screen.



7 DOWNLOAD VOTERS?

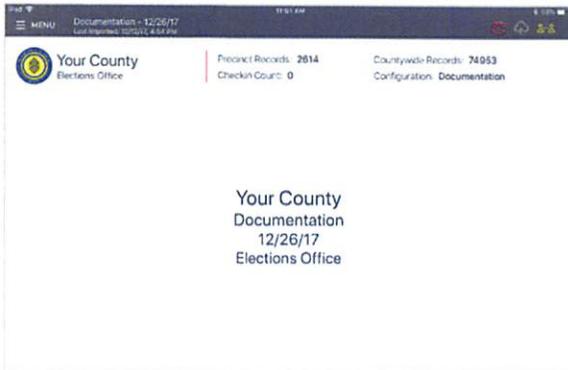
When asked to 'Download initial voter data from ePulse?' select **Yes**.



8 SUCCESS

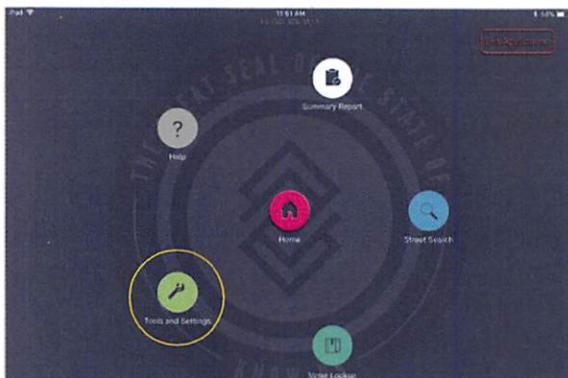
When complete a 'Success' message will appear. Verify the number of Total Voters Imported and press **Ok**.

POLL PAD | EXPORTING VOTER HISTORY



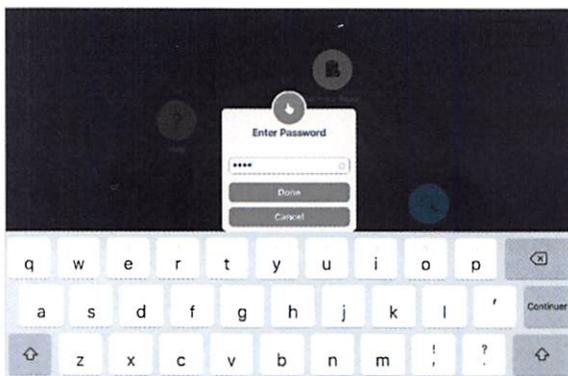
1 SELECT MENU

Select the **Menu** button in the upper left corner.



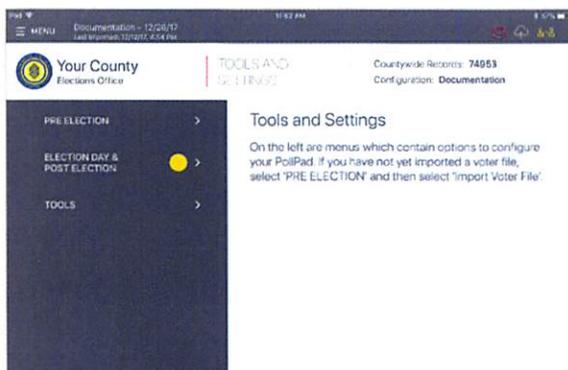
2 TOOLS & SETTINGS

Select the Green **Tools and Settings** circle.



3 ENTER PASSWORD

(Password will be provided by Election Authority.)



4 ELECTION DAY & POST ELECTION

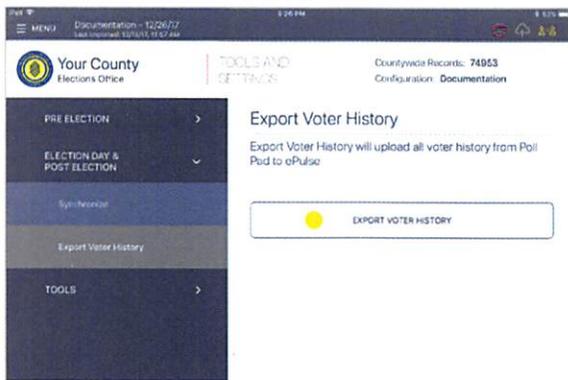
Select **ELECTION DAY & POST ELECTION** on the left panel.

POLL PAD | EXPORTING VOTER HISTORY



5 EXPORT VOTER HISTORY PT. I

Select **Export Voter History** under the **ELECTION DAY & POST ELECTION** drop down menu.



6 EXPORT VOTER HISTORY PT. II

On the right hand screen select **EXPORT VOTER HISTORY**.

POLL PAD | CANCEL VOTER CHECK-IN



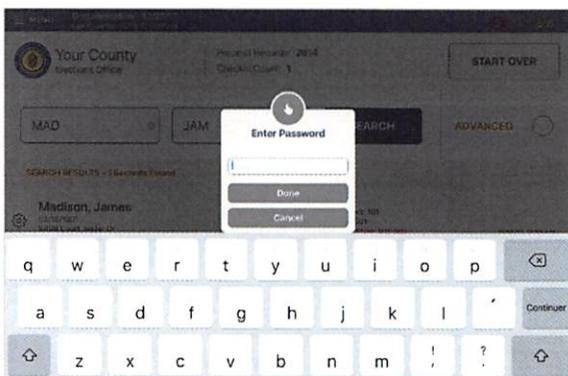
LOOK UP VOTER

Look up voter needed to cancel check-in. Enter the first three letters of last and first names.



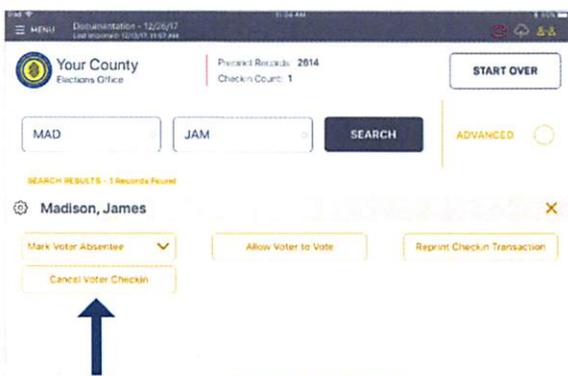
PRESS SETTINGS BUTTON

Press the **Settings** icon which is located beside first letter of voter's last name.



ENTER PASSWORD

Enter the **Extra Functions Password** (password will be provided to you.)



CANCEL THE CHECK-IN

Press **Cancel Voter Check-In**.

POLL PAD | CANCEL VOTER CHECK-IN

The screenshot shows the 'Cancel Voter Check-In' app interface. At the top, it says 'Step 1: Pollworker Name and Reason'. The main heading is 'Cancel Voter Check-In'. There is a text input field containing 'JANE JUDGE'. To the right is a dropdown menu labeled 'SELECT REASON' with a downward arrow. Below the dropdown is a list of reasons: 'Voted Voted Provisionally', 'Voter Left without Voting', 'Voter Selected Wrong Party', 'Wrong Voter Processed', and 'Other'. A keyboard is visible at the bottom of the screen.

1 POLLWORKER NAME & REASON

Election Judge canceling voter check-in enters their name. From the drop-down box, select reason. If you choose **Other** for reason, you must enter details to proceed. Press **NEXT**.

The screenshot shows the 'Cancel Voter Check-In' app interface, Step 2: Review, Sign and Submit. The main heading is 'Cancel Voter Check-In'. On the left, under 'Voter Information', it says: 'Madison, James - 03/16/1901', '9409 Court Jester Dr', 'St Louis, MO 63134'. On the right, under 'Cancellation Reason', it says: 'Wrong Voter Processed'. At the bottom, there is a signature field with a handwritten signature 'Jane Judge' and a 'CLEAR SIGNATURE' button below it.

2 REVIEW, SIGN & SUBMIT

Election Judge must sign using their **FULL NAME** and press **SUBMIT**.

The screenshot shows the 'Your County Elections Office' app interface. At the top, it says 'Documentation - 12/28/17' and 'Last Reported: 12/28/17, 1:52 PM'. Below that, it says 'Precinct Records: 2614' and 'Checkin Count: 0'. There is a 'START OVER' button. Below that, there are two dropdown menus: 'MAD' and 'JAM', followed by a 'SEARCH' button and an 'ADVANCED' toggle. Below the search results, it says 'SEARCH RESULTS - 1 Records Found'. The search result is for 'Madison, James' with details: '03/16/1901', '9409 Court Jester Dr', 'VOTER ID: 79909013 - Elections Office', 'Precinct: 101', 'Split: 001', and 'Ballot Style: 101-001'.

3 CHECK-IN CANCELED

Voter will be cleared from check-in count.