



PEO

Quick Guide

Mar 17 2020

Presidential Primary Election

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2-18-20

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Definitions

Precinct - An area where voters live & vote. Each precinct has unique name (e.g. Cincinnati1-A).

Voting Location - An area with voting equipment where voters cast their ballots on election day. Also known as 'Polling Location'.

Multiple Location - A voting location with more than one precinct. Single=1 precinct, Double=2 precincts, Triple=3 precincts, Quad=4 precincts

Home Precinct - The first precinct (in # or letter order) in a multiple location. If Green A, Green B, and Green C are together, Green A is the Home Precinct.

PEO - Precinct Election Official - a poll worker on Election Day

VLM - Voting Location Manager - overall manager coordinates all PEOs at the location

VLD - Voting Location Deputy

Ballot - Can be 1 or 2 sheets of printed paper specific to each precinct

VAT - Voter Assistance Table - VAT ePB + ePB Printer

Surge Protector - Works with ePB - a device with outlets & USB ports to regulate electric power

Router - Allows ePBs to communicate with each other

ePB Printer - Works with VAT ePB for printing 11am and 4pm VOTED LIST and redirect info

ePB - Electronic Poll Book or ePoll Book & accessories - VAT ePB payroll clock-in & ballot accounting



ACCESS STATION

Set of voting equipment used by a voter with disabilities to mark their ballot, and then print their completed ballot.

Voter takes printed ballot and feeds it into Vscan (unless provisional OR "17 yr old voter").



- ← **Access Writer tote**
Red handled bag contains folded booth, printer table and privacy wings
- ← **Access Writer**
- ← **Access Ballot Printer box**

Access Writer

Allows a voter to mark their ballot on a touch screen or by using the Access Controller. (white case with red tag secured to booth & connected to printer)



← **Access Controller**
Alternative to using touch screen; is compatible with headphones, tactile input switches, & other inputs. Turn wheel to activate audio.

Access Writer Booth

Folding stand that supports the Access Writer and privacy wings. Voter sits in chair or wheelchair to mark their ballot.



← **Access Ballot Printer**
Prints ballot marked on Access Writer. Voter then casts ballot on Vscan.

← **Access Printer Table**
Ballot printer sits on top



Equipment and supplies delivered in locked Caddy

← Mobile wire container that holds equipment and supplies for the polling location.

Polling Location

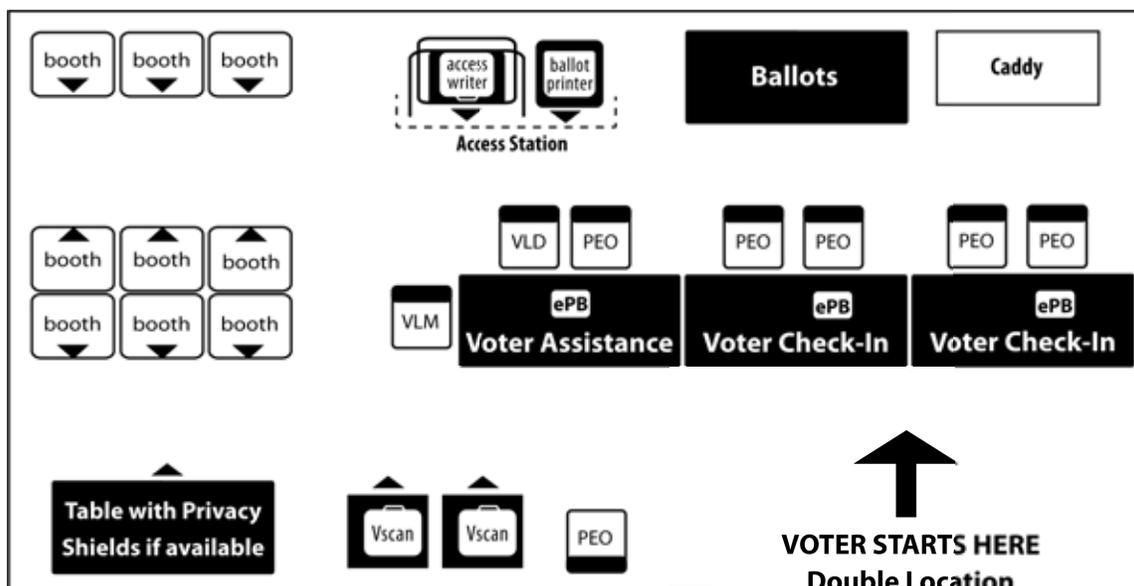
All PEOs in a location work together as a TEAM to make sure voters get their correct precinct voting materials.

Each Polling Location:

- 1 Voting Location Manager (VLM)
- PEOs assigned by party – equal numbers of Democrats and Republicans
 - When handling ballots and voting equipment both parties must be represented
- All PEOs work as a TEAM to make sure:
 - A voter is in correct location and given correct precinct ballot
 - Election laws are followed
 - All voters have access to a fair voting process
- At least 2 ePBs for each location – **one labeled as VAT** and the other one as Check-in
- Voters go to any Check-In and any Vscan in the location
- Every location has Vscan(s), voting booths and one Access Station
- Find Voters List combines voters from all precincts at the location
- Campaign Neutral Zone (see Comprehensive Manual) - voters may bring their own campaign papers to location for personal use but cannot display them
 - Identified by placing US flags 100' from voting entrance

Each Precinct at a polling location has its own voting materials (labeled):

- Ballots
- Provisional Envelopes
- Unscanned Envelopes
- Split materials (if applicable)
- Write in candidates list in envelope



PEO Duties & Assignments

Voting Location Manager (VLM)

- Appointed by the Board to be the Polling Location Team leader
- Picks up the Blue Ballot Bag (with ballots & keys/codes) and special instructions bag on the Saturday before the election at one of the 24 assigned Pick-up and Drop-off locations
- Manages the location at Monday Night Set-up & on Election Day
- Assigns PEO jobs
- Coordinates lunch, dinner & breaks
- Rotates PEO duties throughout the day
- Reports any problems to the Help Desk
- Assists Access Station voters
- Works with PEO from the opposite party to complete Ballot Accounting on Election night & makes sure all supplies are packed up
- The VLM & VLD drive together to the assigned Drop-off location Election night with the red ePB cases, white Vscans (with blue tag) and the Blue Ballot Bag by 9pm

Voting Location Deputy (VLD)

- Second in command at the polling location
- Is the opposite party of the VLM
- Designated VLDs pick up Blue Ballot Bag (with ballots & keys/codes) on the Saturday before the election at one of the 24 assigned Pick-up and Drop-off locations
- Drives with the VLM to the assigned Drop-off location Election night with the red ePB cases, white Vscans (with blue tag) and the Blue Ballot Bag by 9pm

Precinct Election Official (PEO)

- A poll worker on Election Day
- Has an understanding of all jobs at the polling location
- Responsible for ensuring a fair and accurate election by following all procedures & instructions from the VLM and the Board of Elections

Ethics & Professionalism

PEOs are here to serve the voters of Hamilton County & guide them through the democratic process.

- Treat everyone in a professional manner
- Work efficiently
- Resolve problems—so voters can vote with ease and confidence
- Must be non-partisan and work together as a team
- Respect & listen to instructions from the VLM
- Understand you are the front line of our democracy—utilize resources such as the Quick Guide and Comprehensive Manual, the Troubleshooters and the Help Desk
- If you don't know the answer to a question or are unsure of what to do, ask for help
- Put yourself in the voter's shoes: voting is important, and we all want our voices heard
- Keep the polling location a CAMPAIGN NEUTRAL ZONE – all campaign solicitors & materials must stay outside the flags. Voters may bring materials, like sample ballots, for personal use.
- No electronics – other than those provided by the BOE – may be used at the polling location including laptops, tablets, music players, radios, etc. Cell phones can be used for BOE contacts.

People Allowed in the Polling location:

- A voter; the voter's child or other person assisting the voter
- Election officials, BOE staff with credentials
- Persons reviewing 6:30am, 11am & 4pm list of voters
- Appointed Observers
- A police officer
- Media allowed reasonable access to polling locations during elections – including filming but they cannot film a voter's ballot or broadcast 'live' from inside the voting area. If a reporter requests an interview contact the Help Desk

People NOT Allowed: candidates or campaign workers; pollsters; persons collecting petition signatures; persons or a group distributing food.

Election Security at the Polls

IMPORTANT: The Vscan & Access Station are not connected to the internet

Ballots scanned on the Vscan are recorded on secure Vdrives that are tabulated at the Board office election night; and they are backed up by the voted paper ballots. Audits are conducted after each election. Poll workers are assigned by both the Democratic & Republican parties in equal numbers.

PEOs help to make sure the election is secure at the polling place they:

1. Check all tamper proof seals on equipment
2. Run a zero report to show no ballots were cast on the Vscan
3. Keep watch over the equipment, materials & supplies on election day & report suspicious activity
4. Document any incidents in Notes Pages/Forms Binder
5. Follow chain of custody procedures
6. Call 911 if there is an emergency

Election Security at the Board Office

The Vote Counting room—where ballots are tabulated– is not connected to the internet

Ohio Secretary of State, working with all boards in Ohio, implemented security procedure changes:

1. Physical improvements
2. Personnel background checks
3. Secure websites & emails
4. Cyber attack detection & tracking tools
5. Board staff security training

Saturday Supply Pick-up - VLM /VLDs

Saturday before Election Day - Pick Up between 9:00am-1:00pm.

VLMs and designated VLDs will receive letter with Supply Pick Up location.

VLM letter contains list of election officials for the location.

VLMs contact each PEO regarding:

- 1) Their assignment
- 2) Polling Location
- 3) Monday night set-up 7pm
- 4) Tuesday Election Day – arrive 5:30am

►Can't Pick Up Supplies? CALL Immediately

VLM and Designated VLD picks up:

- Blue Ballot Bag(s) (BBB) with Ballots inside
 - Keys & Codes Bag with seals (in BBB)
- Special Instructions Bag

All other voting equipment and supplies will be delivered to polling location in a locked caddy.

►Wrong Location/Precinct Name on materials? CALL PEO Coordinator.

Monday Night Set-up 7-9pm, All PEOs

VLMs & designated VLDs bring blue ballot bags (with ballots and keys & codes bag inside) and special instructions bag to the 7:00pm meeting

VLM assigns PEOs to election day jobs listed below and completes checklist.

CHECKLIST:

- 1-Remove equipment & supplies from Caddy using Supply List
- 2-Check all equipment and supplies for correct polling location
- 3-Check ballots for correct precincts
- 4-Check Special Instructions Bag

EQUIPMENT

- Set up & power on ALL ePBs - log only one as VAT ePB
- VAT ePB - all PEOs Clock-In Payroll/Oath/Ethics
- Assemble Black Ballot Boxes and secure Vscan on top (attach cord to back of Vscan) DO NOT plug into outlet
- Assemble Access Station near check-in table: setup booth & Access Writer, place Access Ballot Printer on printer table (attach cord to back of Access Writer & use printer cord to attach printer to Access Writer) DO NOT plug into outlet
- Get Ballot Paper from brown Accordion Folder in BBB. Place ballot paper in Access Ballot Printer

- Assemble and arrange Voting Booths
- Put (black) Privacy Shields on tables

OTHER DUTIES

- Arrange materials
- Post all indoor signs

VLM ASSIGN JOBS FOR ELECTION DAY

- VAT ePB - Assist voters with Special Designations, Process Provisional Voters
- Check-In ePB voter processing
- Pull Ballots
- VLM will assist Access Station voters and manage the location

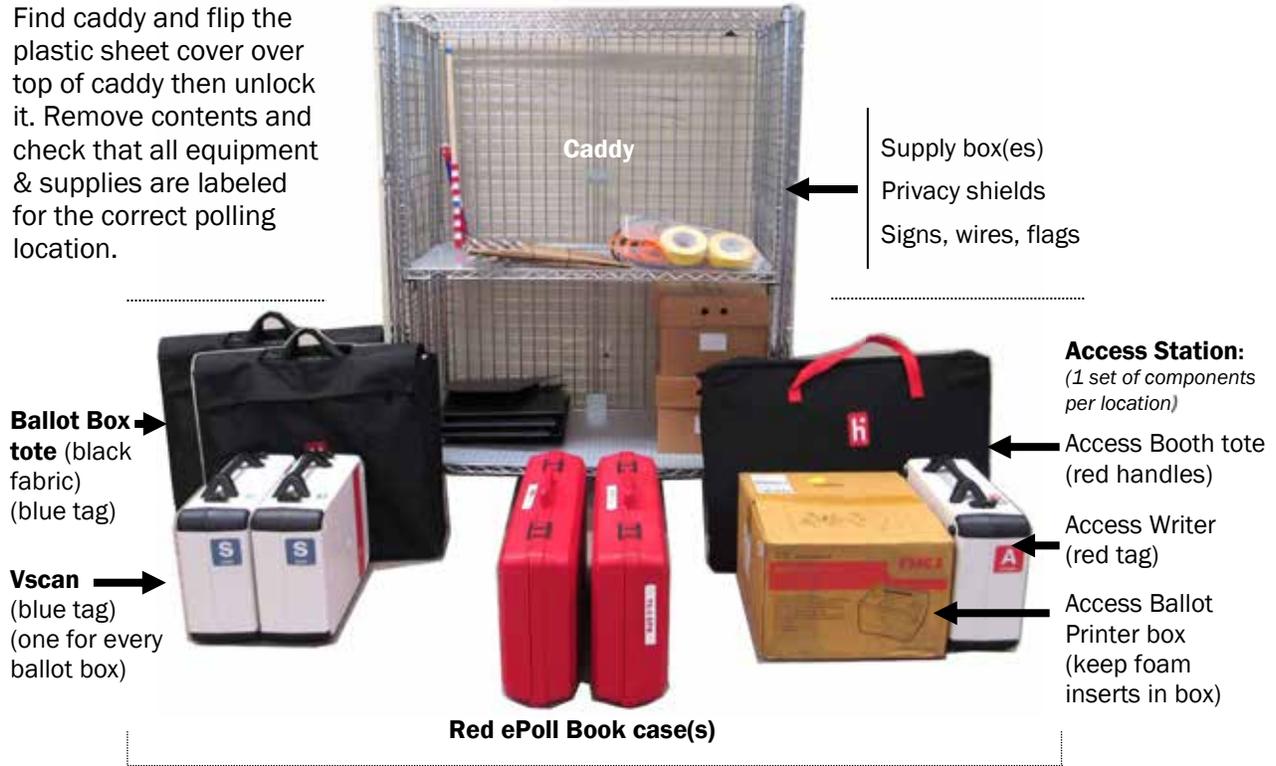
FINAL DUTIES FOR MONDAY NIGHT

- Log out ePBs temporarily, power off all ePBs & router - store inside Caddy (ePB Printer can be left out)
- Place ballots in BBB, place BBB in Caddy
- Close Caddy and secure with lock
- VLM and VLD each take home one set of keys & codes

► **Can't Find Caddy in Polling Location? CALL**

Monday Night—Caddy & Supplies

Find caddy and flip the plastic sheet cover over top of caddy then unlock it. Remove contents and check that all equipment & supplies are labeled for the correct polling location.



Voting Booths

Voting booths and Caddy will be delivered to the polling location

Arrange tables and booths to ensure voter access and good work flow.

Set up equipment but **do not power up except ePoll Books and router.**

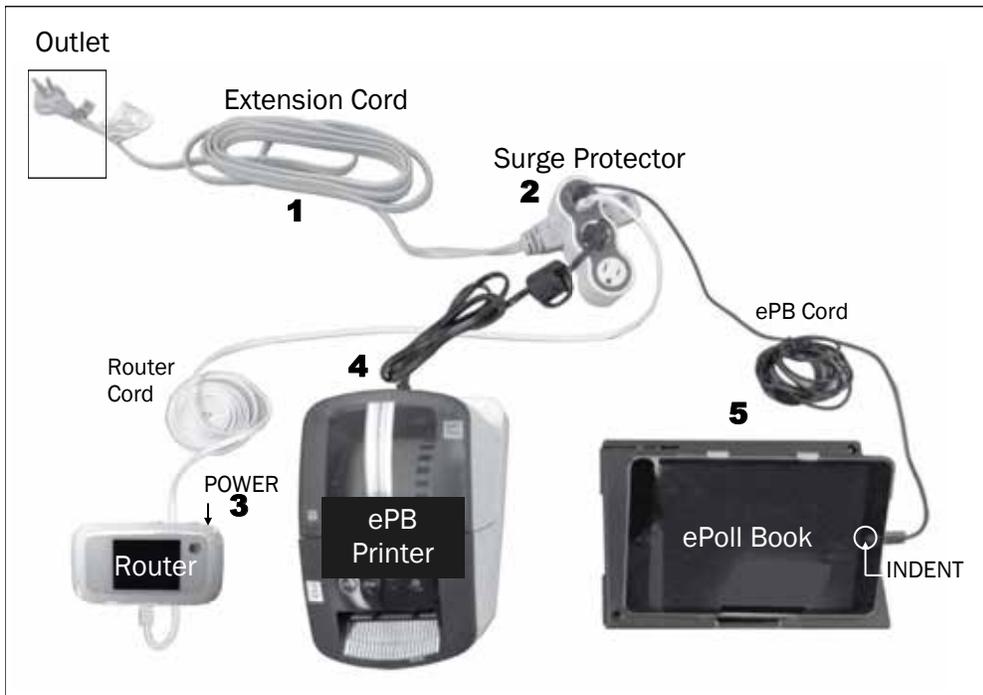


Blue Ballot Bags

VLM & designated VLD will bring Blue Ballot Bags (BBB) (with ballots and keys & codes bag) & Special Instructions bag to 7:00pm Monday Night Set-up

○ Set Up ePBs and Clock-In Monday Night

Turn ON Router. Set up and power on ALL ePBs on Monday night, then clock-in on VAT ePB.
Follow steps 1-16 then **place ALL ePBs & Router in locked caddy overnight.**



VLD & PEO (opposite parties) together:

Remove all items from red ePB Case and place on table.

- 1** • Extension cord - Plug into outlet.
- 2** • Surge Protector - Plug into extension cord. Wait for blue and green lights.
- 3** • Router - Press & Hold POWER button. Wait until WI-FI icon is on. Plug router cord into Router & Surge Protector USB slot.
- 4** • ePB Printer - Plug into Surge Protector. Two green lights will show. One printer per location.
- 5** • ePoll Book - Plug ePB cord into ePB and Surge Protector USB slot. ePB turns on automatically. Press INDENT button to unlock device.
- 6** • Touch ePB icon at bottom of screen
- 7** • Verify current election shows at top
 - Green WI-FI icon is on
 - Correct location shows at bottom
- 8** • Touch START (Press INDENT button if screen goes black)



(Set Up ePBs Monday Night cont.)



- 9**
- In Login screen - Enter PEO first name then touch Last Name box, Enter PEO last name
 - Touch CONTINUE
 - Is this ePoll Book labeled VAT? Touch YES (for VAT), and NO (for Check-In)
- NOTE: log in only one VAT ePB per location



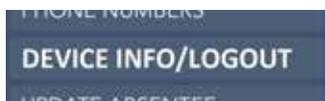
- 10**
- Democratic PEO enters password (#1)
 - Republican PEO enters password (#2)
 - Touch UNLOCK DEVICE



- 11**
- You are now at HOME screen—Verify your name is shown (with title) lower left
 - Touch drop down menu (top right corner) Select PEO CLOCK-IN (VAT ePB)
 - Touch CLOCK-IN opposite your name
 - Touch YES, CONTINUE if there are no changes (If PEO name not there Touch NEXT PAGE. PEO name not found Touch ADD WORKER. Try entering name in search box - still not found? Touch I AM NOT ON THE LIST and follow prompts.)



- 12**
- Read OATH/Ethics Statement
 - Sign ePB
 - Touch I ACCEPT
 - Screen will say YOU HAVE BEEN CLOCKED IN
 - Repeat steps 11 & 12 until all PEOs have successfully clocked in VAT ePB Payroll-OATH



- 13**
- You are ready to log out temporarily
 - Touch HOME, Touch drop down menu
 - Select DEVICE INFO/LOGOUT
 - Touch LOGOUT TEMPORARILY

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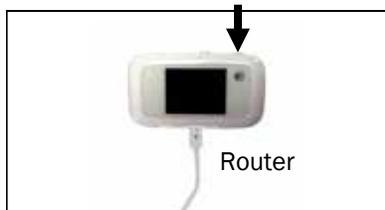
(Set Up ePBs Monday Night cont.)

Hold ON/OFF button



- 14** • At START screen hold ePB ON/OFF button (upper left side) until SLIDE TO POWER OFF appears
- Swipe screen left to right over message
- Unplug ePB, fold it and place in ePB case. Store in locked Caddy overnight

Hold POWER button



- 15** • Power down Router - Hold POWER button until SHUT DOWN OK appears
- Touch OK and blue circle appears
- Unplug when screen goes black and store in locked Caddy overnight



- 16** • Power down ePB Printer - Hold ON/OFF button until green light goes off
- Leave Printer, Surge Protector and extension cord in place for easy set up in the morning

○ Set Up Ballot Box & Vscan



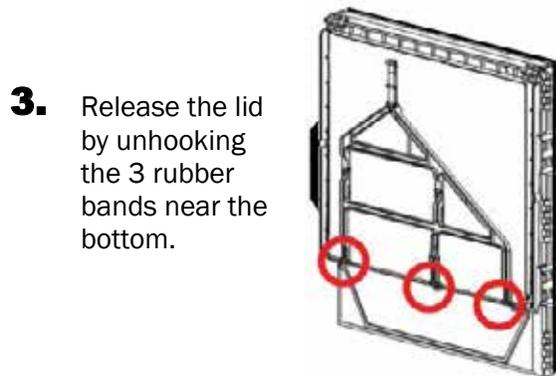
Preparation



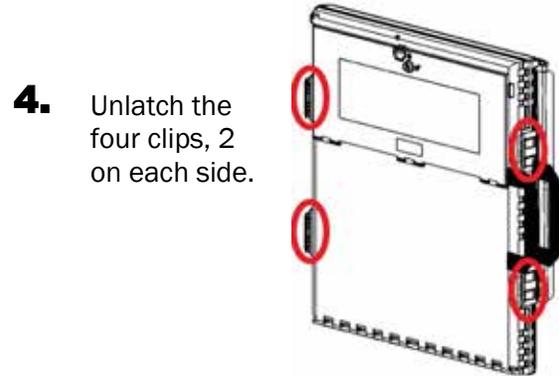
- 1. Remove folded ballot box and privacy wings from Ballot Box Tote.



- 2. Position the folded ballot box with handles on the side - white labels on top.



- 3. Release the lid by unhooking the 3 rubber bands near the bottom.



- 4. Unlatch the four clips, 2 on each side.



- 5. Pull open the ballot box.

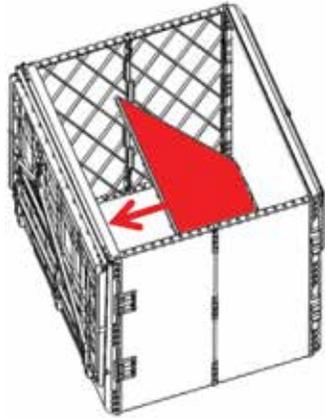


- 6. Press side panels out until they are flat. Be careful not to pinch fingers (yellow labels show pinch points).

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(Set Up Ballot Box and Vscan cont.)

- 7.** Lower the bottom panel—it does not need to drop all the way.



- 8.** Be sure to fully expand cloth drop box inside.



- 9.** Pull the white string to unlock the lid latch.



- 10.** Lift lid while gently pulling up and lay flat across the ballot box. Then press it onto the top. Do not force.



- 11.** Unlock the front door with the ballot box key (black).



- 12.** Press firmly on the bottom panel to lock in place.



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(Set Up Ballot Box and Vscan cont.)

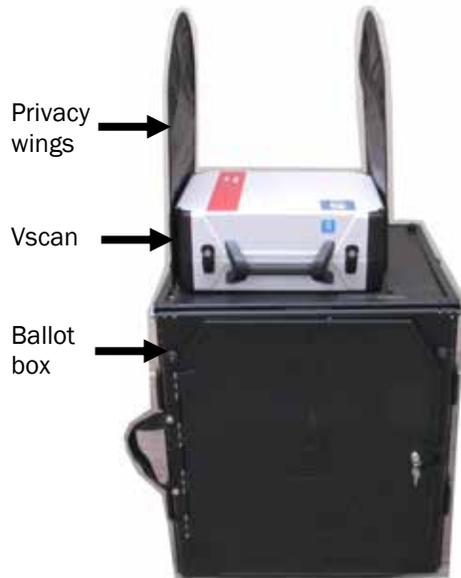
- 13.** Place one Vscan on each assembled ballot box, align footpads with indentations. The handle should be on the same side as the front door.



- 14.** Reach inside ballot box and pull white string towards the back to lock the lid and secure Vscan in place. Pull up on the Vscan handle to make sure it is secured.



Pull string towards the back to lock lid and secure Vscan



- 15.** Attach privacy wings. Lock front door of the ballot box.

- 16.** Remove all cords & cables from Vscan cords bag. Move to the back of Vscan and attach power cord/ power brick, flat side up. Insert firmly. You should hear a small click.



Do Not Connect to AC Power

○ Set Up Access Station



- 1.** Remove contents from the Access Writer Booth Tote (fabric bag with red handles & red tag): Access Writer booth table, rear leg assembly, front legs, privacy wings & white printer table.



- 2.** Hold up the booth table and slide the rubber bands from around the legs.



- 3.** Unfold the legs from booth table. As legs move forward slide inside bar up.

- 4.** Pull the handle all the way up and lock the legs in place.



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(Set Up Access Station cont.)



5. Attach the U-shape rear leg.



Press metal buttons to attach and lock in place.



6. Attach 2 front legs. Press metal buttons to attach and lock in place.



7. Turn the booth over. Legs are open in the front for wheelchair access.

8. Place Access Writer on booth surface, aligning footpads with indentations.

(handle on case should face same direction as handle on stand with open side facing front)



9. Push slide underneath surface towards the back to secure Access Writer in place. Pull up on the Access Writer handle to make sure it is secured.

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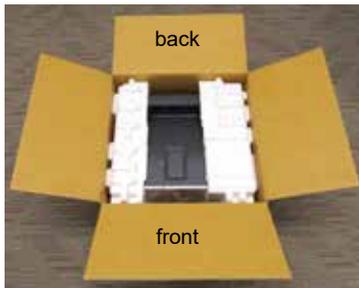
(Set Up Access Station cont.)



10. Attach privacy wings to booth.



11. Open legs and set up Access Ballot Printer table next to booth



12. Remove Access Ballot Printer from cardboard box then place printer on table (store foam inserts in printer box)



13. Remove all cords & cables from Access Station cords bag. Move to the back of Access Writer and attach power cord/power brick, flat side up. Insert firmly. You should hear a small click.



14. Connect blue end of USB cable, notched side up, to Access Writer (slide 'Printer' door to right) and black end of cable to Access Ballot Printer.



Attach printer power cord to back of printer. Load printer paper.

Do Not Connect to AC Power

Tuesday Morning Set Up 5:30am - All PEOs

Doors must open to voters at 6:30am SHARP

CHECKLIST and VLM Job Assignments:

Set Up and Open Polls

___ **Power ON Router and connect to surge protector -**
note WI-FI bottom left corner
Red circle shows how many ePBs are connected

___ **Power ON ePB Printer** (note two green lights)

___ **ePBs** - 2 PEOs (opposite parties) plug in & power on

___ **Vscans** - 2 PEOs (opposite parties) plug into outlet
& power on

___ **Access Station** - 2 PEOs (opposite parties) plug into outlet
& power on Access Ballot Printer, then Access Writer

All PEOs Clock-In Payroll/Oath

Place the 100' Flags and 'Vote Here' signs

Post 6:30am Purple Registered Voters List #1

Organize Check-In ePB(s) & the one VAT ePB

Unwrap Ballot Pad(s) and arrange in precinct order

All PEOs put on nametags and get ready to greet voters

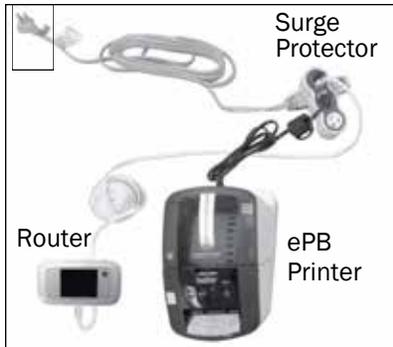
All PEOs Keep Your Cell Phones On All Day

DOORS OPEN TO VOTERS AT 6:30am SHARP



○ Set Up ePBs and Clock-In by 6:30 Election Day

VLD & PEO (opposite parties) together:



- 1** • Remove Router and ePBs from locked Caddy
- 2** • Turn on Router - press and hold POWER button - wait until WI-FI icon is on
- 3** • Connect Router power cord to Router & other end to USB slot on Surge Protector—Keep plugged in all day
- 4** • Turn on ePB Printer (press POWER button and wait until two green lights show)



- 5** • Connect ePoll Book cord to ePB and other end to Surge Protector (USB slot)
 - ePB turns on automatically. Press INDENT button, if needed, to get to down arrow pointing to ePB icon



- 6** • Touch ePB icon at bottom of screen
 - Verify green WI-FI icon is on
 - Touch START (Press INDENT button if screen goes black)



- 7** • In LOGIN screen Enter PEO first name then touch Last Name box, Enter PEO last name
 - Touch CONTINUE
 - Is this ePoll Book labeled VAT? Touch YES (for VAT), and NO (for CHECK-IN)

NOTE: log in only one VAT ePB per location

(continued next page)

(Set Up ePBs Election Day cont.)



- 8 • You are now at the HOME screen—
Verify your name is shown (with title) lower left
- Touch drop down menu (top right corner)
Select PEO CLOCK-IN (VAT ePB)
- Touch CLOCK-IN opposite your name
- Touch YES, CONTINUE if there are no changes
(If PEO name not there Touch NEXT PAGE.
If PEO name not found Touch ADD WORKER.
Try entering name in search box—still not found?
Touch I AM NOT ON THE LIST - follow prompts.)



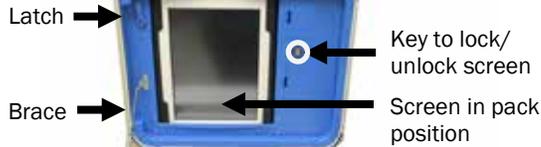
- 9 • Read the OATH/Ethics Statement (Touch + and scroll down to read complete text, Touch DONE)
- Sign ePB
- Touch I ACCEPT
- Screen will say YOU HAVE BEEN CLOCKED IN
- Repeat steps 8 & 9 until all PEOs have successfully clocked into VAT ePB Payroll-OATH
- Touch HOME and you are ready to process voters

Open Polls

○ Vscan - Power up & Open Polls by 6:30am Election Day

1. Open Vscan lid (purple key) and lock brace
 Note: key only goes in half way. Do not force

2. Unlock (yellow key), unlatch and remove Screen
 Do not remove blue seal inside Vscan



Place Screen in dock firmly, tilt it back and lock in place (yellow key)

3. Plug power brick into surge protector
 Plug surge protector into wall outlet



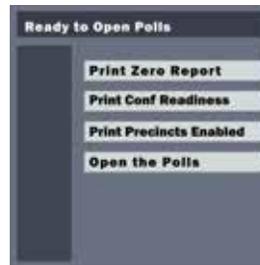
Screen docked & tilted. Now lock in place.

4. Check light above tape - green light indicates Screen is docked properly. If light is red, unlock and undock Screen. Redock Screen firmly until light turns green, lock in place (yellow key).



5. Press red POWER button on back of Vscan to turn it on – wait a few minutes for it to load/initialize - screen will go black before it lights up again (do not press POWER again)

6. Select PRINT ZERO REPORT– Report will print (Vscan tape printer)
 Must show correct precinct name and list all precincts in the location
 Verify report shows 'Ballot Counter : 0'



7. Make sure screen shows zero ballots

8. Select OPEN THE POLLS
 Dem & Rep working together enter the Open Polls code and select ACCEPT
 Report will print (Vscan tape printer)



9. Tear off reports tape - VLM and PEO (opposite parties) sign **BOTH** Zero Report **AND** Open Polls Report - place in Election Day Reports bag

10. Screen will say: SCANNER READY FOR USE, TO CAST YOUR BALLOT INSERT IT. Green lights will be flashing. Set up is complete

Election	
Verity Scan	
Ballot Counter:	0
Lifetime Counter:	6
Zero Report	
Date & Time Printed:	
Tally Report By Precinct	
All ZEROS	
Official Signatures	

Election	
Verity Scan	
Ballot Counter:	0
Lifetime Counter:	6
Open Polls Report	
Date & Time Printed:	
Polls are open	
Ready to accept ballots	
Official Signatures	

○ Access Station - Power up & Open Polls by 6:30am

Access Ballot Printer

1. Plug Access Ballot printer power cord into surge protector
2. Plug surge protector into wall outlet—Turn printer ON - press & hold button until screen says 'Please Wait'. Proceed to next step when screen says 'Ready to Print'



Turn printer ON (front lower right)

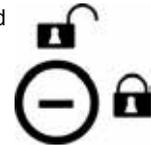
Access Writer

3. Open Access Writer lid (purple key) and lock brace. Note: key only goes in half way. Do not force

4. Unlock (yellow key), unlatch and remove Screen. Do not remove red seal inside Access Writer case. Place Screen in dock firmly, tilt it back and lock in place (yellow key)

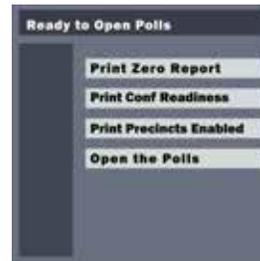


Screen docked & tilted. Now lock in place (yellow key).



5. Plug power brick into surge protector
6. Check light above tape - green light indicates Screen is docked properly. If light is red, unlock and undock Screen. Redock screen firmly until light turns green, lock in place (yellow key).

7. Press red POWER button on back of Access Writer to turn on - wait a few minutes for it to load/initialize - screen will go black before it lights up again (do not press POWER again)



8. Select PRINT ZERO REPORT—Report will print (Access Writer tape printer) Verify report shows 'Ballot Counter : 0' and Screen shows zero ballots

9. Select OPEN THE POLLS Dem & Rep working together enter the Open Polls code and select ACCEPT Open Polls report will print (Access Writer tape printer)



10. Tear off report then VLM and PEO (opposite parties) sign **BOTH** Zero Report **AND** Open Polls Report - place in Election Day Reports bag

Screen will say: ACCESSIBLE BALLOT MARKING READY FOR USE

11. Plug in head phones (from Access Station cords bag) to Access Controller at top left - jack should be flush with Controller. Hang headphones on handle. Set up is complete.

Open Polls

Election	
Verity Touch Writer	
Ballot Counter:	0
Lifetime Counter:	8
Zero Report	
Date & Time Printed:	
Access Code Summary Rep	
All ZEROS	
Official Signatures	_____

Election	
Verity Touch Writer	
Ballot Counter:	0
Lifetime Counter:	8
Open Polls Report	
Date & Time Printed:	
Polls are open	
Ready to issue ballots	
Official Signatures	_____

Overall Guidelines for Processing Voters

A voter must vote in the precinct where they live and receive the correct ballot in order for their ballot to count – this is true for ALL VOTERS, including provisional voters

Voters go to any Check-In ePB at the location (VAT ePB can be used to check in voters)

- Check-in voters using ePB - Follow steps
- 99% of voters will be processed at the Check-In ePBs and be issued a ballot (regular voter)
- ePB instructions may require sending voter to VAT ePB for processing

VAT ePB (Voter Assistance Table) + ePB Printer

- All PEOs Clock-In Payroll/Oath
- Process provisional voters/voters with Special Designations
- Print 11:00am & 4:00pm VOTED LIST
- Process regular voters
- Issue voter replacement ballots
- Show device info and log out
- Look up and direct voters to correct voting location - Print directions
- Contains Help Guide & Phone Numbers
- End of night totals—Ballot Accounting

Regular ePB (Check-In Tables)

- Process regular voters
- Issue voter replacement ballots
- Show device info and log out
- Look up and direct voters to correct voting location - Print directions
- Contains Help Guide & Phone Numbers

Assisting a voter with Marking the Ballot

Voter can bring someone to help mark the ballot, or request PEO assistance -1 DEM & 1 REP. Write down in Notes Pages/Forms Binder.

Curbside Voters

Voter who is **not able** to enter the polling location can have 1 DEM & 1 REP PEO assist, see *Comprehensive Manual* for detailed instructions.

Regular Voter

The voter states name and current address:

1. **Name & current address correctly listed in ePB and**
2. **Current address is in a precinct in your location and**
3. **Voter has acceptable and current identification**

An unexpired OH Driver License with former address is ok if ePB has current address

Acceptable Identification (ID)

Name and current address must match ePB.

Acceptable PHOTO ID	Must show:
Ohio Driver License / Ohio State ID Ohio Interim Documentation	Name, current or former address & valid date
State of Ohio or Fed. Govt. photo ID	
Ohio Concealed Weapons ID	Name, current address & valid date

Valid date = an expiration date that has not passed

Acceptable DOCUMENTS as ID	Must show:
Utility Bill Bank Statement Government Check Payroll Check Government Document	Name, current address & date within 12 months <i>Documents must be hard copy. Printout of electronic document is acceptable.</i>

Military ID For details see *Comprehensive Manual*

Examples of **Unacceptable ID** :

1. Driver License from another State
2. Passport
3. Social Security card
4. Official mail or notice from the Board of Elections
5. MARCC ID (Metropolitan Area Religious Coalition of Cincinnati)

Voters who **do not have acceptable ID Must Vote Provisional.**



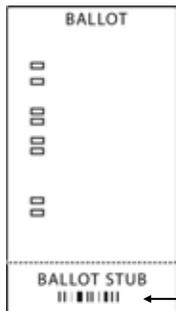
Processing Voters - ePB

Voter enters polling place and can go to any Check-In ePB

(VAT can also check in regular voters if needed)

Check-In ePB PEO:

- Ask voter for ID
- Scan Ohio Driver License/State ID on ePB, or use MANUAL VOTER SEARCH on ePB
- Ask voter “What is your current address?”
- Verify name & current address match ePB
- If information matches, Touch YES CONTINUE
- Touch ISSUE BALLOT (flip ePB to voter)
- Voter touches DEMOCRATIC, REPUBLICAN or ISSUES ONLY (in the 1st Congressional District only, the voter may select LIBERTARIAN)
- Voter touches YES CONTINUE to confirm ballot choice
NOTE: if the voter cannot select ballot type or needs assistance, ask “Which ballot style do you want to vote? Democratic, Republican or Issues Only (in the 1st Congressional District Libertarian.) Voter touches YES CONTINUE to confirm ballot choice.

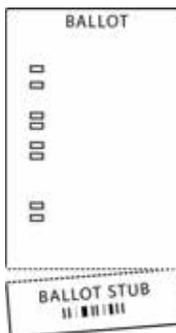


- **Voter** uses stylus or finger to sign ePB
- Voter touches DONE (flip ePB back to PEO)
- Compare new signature to signature on record in ePB, if it matches touch ISSUE BALLOT
- ePB shows ballot style # with Party designation - Get correct ballot

- Scan **ballot stub barcode** on ePB to **verify correct ballot**
 Screen shows “**Voter successfully checked in**”
 (Incorrect ballot? **Get CORRECT ballot & SCAN stub barcode** on ePB to complete Check-In)

Always scan STUB BARCODE on ePB - this ensures:

- 1 - Voter receives correct ballot**
- 2 - Voter check-in on ePB is complete**



- Remove ballot stub and place in Ballot Stub bag
- Give voter the ballot and direct to voting booth

NOTE: If the voter fails to cast their ballot and leaves it on Vscan (or anywhere else), DO NOT cast the ballot for them. The ballot should be voided and note made in Notes Pages/Forms Binder

Manual Voter Search - ePB

If Driver License does not scan or other ID is provided, try all three searches before concluding the voter is not registered:

Touch MANUAL VOTER SEARCH

Touch form of ID provided—Touch CONTINUE

1. Touch LAST NAME AND HOUSE NUMBER
 - Enter first 3 letters of last name
 - Enter complete house number
 - Touch SEARCH
 - Touch voter name and proceed with check-in

2. If voter not found Touch LAST NAME* AND BIRTH YEAR
 - Enter first 3 letters of last name
 - Enter four digit birth year
 - Touch SEARCH
 - Touch voter name and proceed with check-in



If voter not found touch BACK

Look on Find Voters List for voter name (paper list with white cover, alphabetical by last name)

Find Voters List				
	Voter Code	Name		
Voter Code # on Find Voters List	<input type="checkbox"/> 01844444	SMILEY, ANN RITA 4250 MAIN RD	N55010 X_____	AMBRLY
	<input type="checkbox"/> 01115555	SMILEY, JENNIFER LYNN 4250 MAIN RD	N55010 X_____	AMBRLY

3. Touch VOTER CODE
 - Enter the 8-digit voter code before voter's name on Find Voters List
 - Touch SEARCH
 - Touch voter name and proceed with check-in

If voter not found look up precinct to see if they are in the right location (see Precinct Lookup next page) If voter is in correct location for their current address send to VAT ePB.

***NOTE:** If voter has a double or hyphenated last name try two separate LAST NAME AND BIRTH YEAR searches if needed. Search with first 3 letters of first last name and four digit birth year. If not found do a second search with first 3 letters of second last name and birth year. (Never enter a hyphen or punctuation.)

Precinct Lookup on ePB

Sample address: 3634 West Liberty St
Cincinnati OH 45205

Touch **HOME**

Select **PRECINCT LOOKUP** from drop down menu

Enter house number (ex: 3634)

Type complete directional word (ex: WEST) then a space followed by first 3 letters or more of street name (ex: WEST LIB)

Touch **SEARCH** (If correct street still not showing try search without the direction ex: LIB)

Touch the correct street to highlight (make sure the zip code matches)

Touch **CONTINUE**

Make sure you have found the voter's correct street address - if not then Touch **SEARCH AGAIN**

If precinct is **NOT in your location** direct voter to the location address listed:

- 1 - Write the correct location address down and give to voter **OR**
- 2 - Send an email or a text to voter's smart phone  **OR**
- 3 - Touch  to print directions

Touch **CONTINUE** to complete and Touch **PROCESS NEXT VOTER**

Precinct Lookup or Redirect have similar screens to get voter to correct location.

 = Flip screen towards voter

 = Enlarge map

Special Designations - Instructions for VAT ePB

Special designations are displayed on the ePB screen to alert the PEO of different procedures. Most voters with Special Designations are sent to the VAT.

ABSENTEE Ballot Requested - Must Vote Provisional ballot - VAT ePB

ACKNOWLEDGEMENT CARD RETURNED TO BOE (ACK Card Returned) -
Must Vote Provisional ballot - VAT ePB

RECORD ID

Voters who did not provide proper ID when registering to vote.

A - IF the voter **does not provide** acceptable ID—voter Must Vote Provisional ballot - VAT ePB

B - IF the voter **provides** acceptable ID—write down ID provided in Notes Pages/Forms Binder or retain copy and voter casts a regular ballot - Check-In ePB

CHALLENGED VOTER - call the Board of Elections at 632-7000 and press #1 for further instructions

VERIFY CURRENT ADDRESS & CORRECT PRECINCT - call the Board of Elections at 632-7000 and press #1 for further instructions

ATTORNEY IN FACT - process at Check-In ePB. Attorney in Fact may sign on voter's behalf but voter must be present. (Power of Attorney does not permit someone to sign on behalf of a voter.)

More details on Special Designations in Comprehensive Manual.

Voters

Registered Voter & Voted Lists

Any person may enter the polling place to see the lists. They cannot interfere with voters or the voting process.

1. **6:30am Purple Registered Voter List #1** (lists all registered voters and shows who voted early or by absentee) Post 6:30am election morning.
2. **Print 11:00am VOTED LIST VAT ePB** (shows who voted between 6:30am and 11am)
Select 11/4 VOTED LIST from drop down menu. (CURRENT REPORT button will be green)
Touch PRINT, wait a few seconds for print to start. Attach printed list labels to clipboard.
3. **Print 4:00pm VOTED LIST VAT ePB** (shows who voted between 11am and 4pm)
Select 11/4 VOTED LIST from drop down menu. (CURRENT REPORT button will be green)
Touch PRINT, wait a few seconds for print to start. Attach printed list labels to clipboard.

Note: ePB will automatically start from the last voter printed regardless of the time.

The **Find Voters List** (white cover) can be used as a back-up signature poll book ONLY if no ePBs are working.

Voting at Access Station - Electronic Marking System

The Access Writer is primarily used for voters with disabilities. The voter marks their ballot electronically, prints their voted ballot and scans into Vscan. To vote on Access Writer voter goes to any Check-In table:

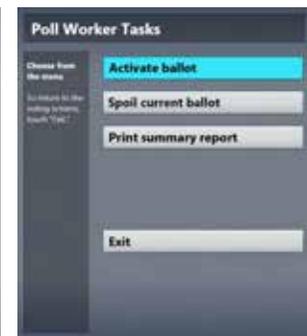
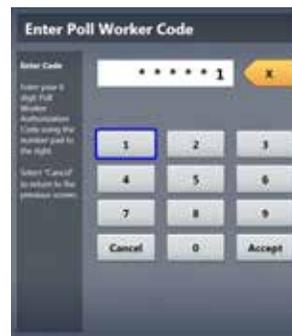


PEO:

- Ask voter for ID (see **Acceptable Identification** in this section)
- Scans Ohio Driver License on ePB or use MANUAL VOTER SEARCH on ePB (see **Voter Search on ePB** in this section)
- Ask voter “What is your current address?”
- Verify name & current address match ePB
- Touch SELECT BALLOT (flip ePB to voter)
- Voter touches DEMOCRATIC, REPUBLICAN or ISSUES ONLY (in the 1st Congressional District only the voter may select LIBERTARIAN)
- Voter touches YES CONTINUE to confirm ballot choice
NOTE: if the voter cannot select ballot type or needs assistance, ask “Which ballot style do you want to vote? Democratic, Republican or Issues Only” (in the 1st Congressional District Libertarian.) Voter touches YES CONTINUE to confirm ballot choice.
- If information matches, **voter** uses stylus or finger to sign ePB
- Voter touches DONE (flip ePB back to PEO)
- Compare new signature to signature on record in ePB, if it matches touch ISSUE BALLOT
- ePB shows ballot style # with Party designation - Get correct ballot
- If information matches, **voter signs ePB then touches DONE** (switch ePB back to PEO)
- Compare new signature to signature on record in ePB
- ePB shows ballot style # - get correct ballot
- Scan ballot stub barcode on ePB to verify correct ballot was scanned
 Screen shows ‘Voter successfully checked in’ (If incorrect ballot scanned - get correct ballot & scan barcode to complete check-in)
- Remove stub and place in Stubs bag
- Put “Voted on the Access Writer” label over top left barcode of ballot



- Take voter to the Access Writer booth
- READY FOR USE screen will display (the screen will be ready after polls opened Tuesday morning)
- Press READY FOR USE button on screen
- Enter the Poll Worker Code (from Keys & Codes bag) and select ACCEPT
- Select ACTIVATE BALLOT



(continued next page)

(Voting at Access Station cont.)

- Choose the correct precinct from the list; match it with the ePB scanned ballot precinct number to make sure you have the selected the correct precinct, then select OK If Provisional voter call the Help Desk
- Confirm the selection and then press YES, ACTIVATE THIS BALLOT
If Precinct is incorrect select NO and return to main menu
PEO places ballot (with label on barcode) in Voted on Access Writer bag



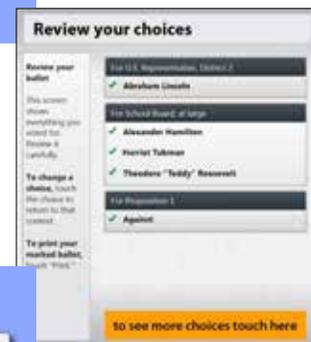
Directions for Voter:

- Select TO GET STARTED TOUCH HERE or move wheel on Access Controller
- If you wish to Program Accessibility Features select YES, HELP ME CHANGE THE SETTINGS or select NO, SKIP STRAIGHT TO BALLOT
- LEARN ABOUT YOUR BALLOT is on the screen; voter can select BEGIN VOTING, learn how to use the ballot or view list of contests on the ballot
- Voter makes their choices using the **Touch screen** or the **Access Controller**
A selected choice will display green box with check mark to left of choice
The NEXT button advances to next contest At any time voter can review ballot choices by selecting REVIEW YOUR CHOICES
- When voter has reached end of ballot, the REVIEW YOUR CHOICES screen appears Voter can select specific contest to review or select RETURN TO BALLOT to go to last contest visited
- After reviewing and confirming choices, voter selects YES, PRINT MY BALLOT
- Voter gets the printed ballot from the printer (next to the Access Writer)
Voter takes printed ballot to Vscan to cast To void a ballot on the Access Writer call the Help Desk



Turn black wheel on the Access Controller to the right for audio

Voters



Provisional Voting

In Ohio, voters may need to vote Provisionally—they did not update their current address, forgot to bring their identification, requested an Absentee ballot or are listed in the ePB as “must vote provisionally”. Regular & Provisional voters use the same ballot.

The provisional voter places their ballot in an envelope and the ballot is not scanned at the precinct on Election Day. The provisional envelopes are reviewed by the Board and accepted ballots are included in the official count. Hamilton County typically accepts over 90% of cast provisional ballots each election.

REASONS FOR PROVISIONAL VOTING

- Change of Address –voter moved into precinct at your location
- Voter requested an Absentee ballot
- ePB designation says—Must Vote Provisionally
- Voter cannot provide valid ID
- Voter not found in the ePB
- Change of name & voter does not bring proof of name change that shows both new and former name
- Challenged voter
- Voter’s signature is very different & does not match

Processing Provisional Voter Options are detailed below:

- A. Check-in PEO sends voter to the VAT ePB, after verifying their address
- B. PEO scans Ohio Driver License or Ohio State ID or uses Manual search options

Option #1 - Voter is found in the ePB. . .

VAT PEO asks voter for their current address.

Once address is confirmed, PEO touches green PROCESS PROVISIONAL on ePB.

Option #2 – Voter is found on the ePB & needs changes. . .

PEO asks voter again their current address.

The current address does not match; PEO touches yellow NO NEEDS CHANGES, then blue EDIT.

PEO enters the new house number and street name and searches.

Voter verifies the new street address and, at this point if the address is in the polling location, the PEO touches YES CONTINUE then the green PROCESS PROVISIONAL.

Button on the ePB.

If the address is not in the polling location, the PEO re-directs voter to different polling place.

Option #3 - After trying all Manual searches, the Voter is not found in the ePB, but current address is in the polling place. . .

PEO touches red NO VOTER FOUND, and enters all information, the voter’s name and complete address then touches PROCESS PROVISIONAL.

(continued next page)

(Provisional Voting cont.)

Option #4 - The voter does not have ID, but current address is in the polling location. . .

PEO touches red VALID ID NOT PROVIDED button, searches and locates voter then touches green PROCESS PROVISIONAL button.

In all Options, once the PEO touches Process Provisional, the steps are the same:

- C. PEO gives voter the correct precinct Provisional envelope
- D. Voter completes and signs Provisional envelope
- E. PEO checks to make sure the envelope is completed correctly
- F. PEO touches ISSUE BALLOT (flip ePB to voter)
- G. For the Primary, voter touches DEMOCRATIC, REPUBLICAN, ISSUES ONLY, (in the 1st Congressional District LIBERTARIAN)
- H. Voter touches YES CONTINUE to confirm ballot choice
NOTE: if the voter cannot select ballot type or needs assistance, ask “Which ballot style do you want to vote? Democratic, Republican or Issues Only (in the 1st Congressional District Libertarian)
- I. Voter uses stylus or finger to sign ePB
- J. PEO confirms the signature matches
- K. ePB shows ballot style# with Party designation
- L. PEO gets the correct ballot & scans the barcode on the ballot stub - this makes sure the voter receives the correct ballot & completes the check-in process
- M. PEO removes the stub and places it in Ballot Stub bag
- N. PEO covers the top, left barcode of the ballot with a yellow provisional sticker
- O. PEO gives the voter the ballot, hotline sheet, completed provisional envelope and directs voter to open voting booth
- P. Voter marks their ballot, puts it in the Provisional envelope, seals the envelope and then places it in the top right hand slot of the Black Ballot box



Each polling location is provided with a Provisional VAT ePB Processing Bag that contains:

- 1. Provisional Voting Place Mat;
- 2. Provisional Ballot Hot Line Notice;
- 3. Provisional labels;
- 4. Provisional envelopes;
- 5. Provisional voting information; and
- 6. Provisional Voter Precinct Verification Form 12D.

The key to voting someone provisionally - process them on the VAT ePB, have them complete the provisional envelope, place the voted ballot in the envelope then put it into the top right hand slot of the Black Ballot box. A provisional voter’s ballot is never scanned at the polling place.

(continued next page)

(Processing Provisional Voter cont.)

In multiple locations, PEO must give voter the correct precinct provisional envelope. Compare the precinct name & number on the envelope to the precinct number on the ballot.

Voter completes Step 1-6 on provisional envelope:

- Step 1** Voter clearly prints full name
- Step 2** Voter fills in date of birth
- Step 3** Voter fills in current address
- Step 4** Voter completes former address section (not required)
- Step 5** Voter indicates ID:
Writes in full eight digit Ohio driver license number
or Writes in last four Social Security Number
or checks other form of ID shown to Provisional PEO

Step 6 Voter signs affirmation then fills in today's date

PEO check to see if voter completed all steps.

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CINCINNATI 1-C

Provisional Ballot Affirmation
R.C. 3509.16; 3509.18; 381; 382; 383.

Full Name Required **1** First name Middle Name
Print clearly. Last name Suffix

Date of Birth Required **2** Date of Birth / /
M M D D Y Y Y Y

Current Ohio address Required **3** Street address (not P.O. Box)
City / Village ZIP

Former address Not required **4** If you do not complete this step, it will not cause your ballot to be rejected.
Have you moved without updating your voter registration? YES NO
Street address (not P.O. Box)
City / Village State ZIP

Identification Required **5** If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.
Do ONE of the following:

- Write your full Ohio driver's license or state identification card number, or
- Write the last four digits of your Social Security number, or
- Check the box next to the form of identification you showed to the precinct election official.

 Your Ohio driver's license number or state identification card number
2 letters followed by 6 numbers
Last four digits of your Social Security number
Military identification card
Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address
Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed

Affirmation Required **6** I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

 Signature X
Today's date / /
M M D D Y Y Y Y

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

PROVISIONAL ENVELOPE

ALL STEPS ARE REQUIRED FOR BALLOT TO COUNT

How to VOID a Ballot and Issue a Replacement

A voter can have up to two replacement ballots if they make a mistake (for a total of 3). Log info on all voided ballots in Notes Pages/Forms Binder.

A checked-in voter who makes a mistake on the ballot can take the mismarked ballot to any ePB PEO.

PEO

- Ask the voter to fold the ballot to conceal any marks the voter made
- Touch VOID BALLOT on ePB drop down menu
- Enter Voter's birth year (i.e. 49)
- Enter first four (4) letters of voter's last name, touch SEARCH (this will find the voter's first check-in)
- Locate correct voter and touch name to highlight
- Touch VOID, select YES to issue replacement ballot
- Touch CONTINUE. Are you sure? Touch YES

Voter re-signs name on ePB screen then touches DONE

PEO

- Place VOIDED sticker over the top left barcode of "bad" ballot (one sticker per ballot sheet)
- Pull new correct ballot and scan the new ballot stub barcode
- Verify the correct ballot stub was scanned
- Remove the ballot stub and give voter new ballot
- Put "bad" ballot into VOIDED plastic bag
- Write voter info in Notes Pages/Forms Binder

Reminder - All ballots must be accounted for and processed correctly.

Voided ballots are ballots mismarked by voter error or abandoned by voter (left in voting booth etc.)

See Comprehensive Manual or call Help Desk for instructions to void one sheet of a two sheet ballot.

Troubleshooting - ePB, Router, ePB Printer

ePoll Book:

All voters are flagged 'Wrong Location' in ePB

1. The wrong polling location was programmed in ePB
2. Continue to process voters on another ePB
3. Call Help Desk immediately and troubleshooter will be sent
4. If no ePBs are working, use Find Voters List as emergency signature poll book

The top right corner of ePB displays the battery symbol or low battery power

1. ePB is running on battery power and is not connected to electric power
2. Make sure power cord is inserted correctly by unplugging and re-plugging cord
3. Wait until battery symbol is replaced with a green plug symbol (approx. five seconds)
4. If ePB still shows a battery symbol, continue to process voters
5. Call the Help Desk and a troubleshooter will be sent

ePB is displaying a message box to Update IOS - Do NOT update

1. Touch CANCEL and continue to process voters

ePB unexpectedly closes

1. Touch ePB icon if you are taken completely out of program
2. Touch START button and log in
3. Continue to process voters
4. If problem continues, call the Help Desk

ePB screen freezes

1. Hold down POWER button on top left of ePB and INDENT button at the same time until Apple appears (approximately 5 seconds)
2. Let go of buttons and wait for Seal to appear
3. Press INDENT button to unlock device,
4. Touch ePB icon, Touch START button and log in, continue to process voters

ePB screen goes black

1. Press INDENT button—screen will light up
2. Press INDENT button again to unlock screen

Voter needs a replacement ballot but the ePB displays 'No Voters Found'

1. ePBs are not communicating with each other—(red broken heart icon)
2. Send the voter to the ePB that originally checked-in the voter to process
3. Continue to process voters on ePB
4. Call the Help Desk and a troubleshooter will be sent

Router:

Bars are low—WI-FI signal is weak

1. Move the router to area in polling location with better signal strength (more bars)
2. If this does not solve the problem call the Help Desk

No WI-FI signal—Router is not powered on

1. Press and hold POWER button, wait for WI-FI icon

(ePB Printer see next page)

(Troubleshooting - ePB, Router, Printer cont.)

ePB Printer:

Blinking green lights—Printer is not connected to Router

1. Make sure Router is powered ON
2. Recycle power on Printer (turn OFF and ON)

Orange light—Top cover is open

1. Check print roll to see if it's inserted correctly
2. Close the top cover completely

Paper jam—Not feeding through

1. Take out the print roll then re-load it and feed through the slot
2. Press FEED then CUT buttons

See TIPS for ePB (section 10) and Frequently Asked Questions - Equipment (section 9) in the Comprehensive Manual.

Troubleshooting - Vscan

If ballot does not scan check the Vscan Screen for the reason

Scanner will eject an unvoted ballot **or** over-voted ballot

The voter can:

- Pull out the ballot sheet, choose to mark the unvoted ballot, then re-scan **or**
- Cast the ballot sheet as is by pressing the CAST AS IS button **or**
- Request a replacement ballot. Voters may have up to two replacement ballots for a total of 3 ballots.

Scanner may eject a ballot (torn barcode, mark in barcode, or if ballot was inserted crooked) - Issue replacement ballot and VOID the ballot that was rejected

CONTINUE TO PROCESS VOTERS EVEN WHEN THE VSCAN IS NOT WORKING

Send voter to VAT ePB, **PEO**:

- Gives voter a white Unscanned envelope to put voted ballot in
- Gives voter an "Unscanned Ballot Notice"
- Writes precinct number/name and reason why ballot would not scan on front of envelope
- Voter places voted ballot in UNSCANNED ENVELOPE then seals it
- **Voter puts sealed envelope in top right corner slot of ballot box**



Troubleshoot

Unscanned Ballot—Place a Ballot that did not scan or the Vscan was not working in an Unscanned Ballot Envelope and write precinct #. The Ballot will be counted at the Board.

The number of Unscanned Ballot Envelopes will be totaled for Ballot Accounting after close of polls.

Troubleshooting - Access Station

Access Writer Screen says Printer Error

- Check to be sure Access Writer Ballot Printer is turned on and has power (green light on power button)
- If no power: Check to be sure Access Printer power cable is secure in outlet and back of Printer
- If there is power: Check to be sure that Access Writer printer cable is securely attached to printer and Access Writer
- Check to be sure ballot paper is loaded in the paper tray
- If error continues, unplug the blue end on the printer cable from the back of the Access Writer - wait 15 seconds and plug back in.

No sound in the headphones

- Make sure headphones are plugged into Access Controller - jack should be flush with Controller and plugged into top left jack
- Rotate black wheel on Access Controller left to right to initiate audio

Tuesday Night Close Polls AT 7:30pm

- All polls in Ohio are to close at 7:30pm unless directed to remain open by court order. (see Instructions for Extended Poll Hours in Comprehensive Manual)
- At 7:30pm, the official closing time is on the Vscan, the VLM declares, “THE POLLS ARE CLOSED - EVERYONE IN LINE BY 7:30pm WILL BE ALLOWED TO VOTE.”
If there is a line of voters at 7:30pm, a PEO will stand at the end of the line to mark the last voter and politely inform voters still arriving that polls are now closed.
- No equipment is to be broken down/packed up until the last voter has left the voting location.

Overall CHECKLIST and Job Assignments

- Two PEOs (opposite parties) - Close Polls - Vscans
- Two PEOs (opposite parties) - Close Polls - Access Station
- Two PEOs (opposite parties) - Close Polls - Check-In ePBs
- Two PEOs (opposite parties) - Close Election - VAT ePB
- VLM & VLD (opposite parties) - Complete Ballot Accounting - VAT ePB
- VLM & PEO (opposite parties) - Pack the Blue Ballot Bag(s)
(use Packing Up checklist p. 49)
- PEOs work together to pack up supplies, voting booths etc.
- VLM/VLD or PEO (opposite parties) - Deliver voted materials (red) packed ePB Case(s), (white) Vscan(s), (blue) packed Blue Ballot Bags (BBB) to Drop Off Location by 9:00pm (use Checklist for Drop Off, p. 50)

Ballot Accounting is a way to determine how many ballots were used at the polling location (for each precinct) on Election Day. PEOs of opposite parties work together and follow the steps.

If Ballot Accounting does not reconcile - write down in notes pages and continue with packing up.

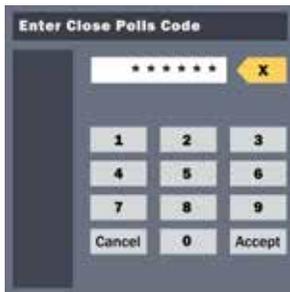
It is important that VLM & PEO (opposite parties) deliver ePB cases, Vscan(s) and Blue Ballot Bag(s) to Drop Off Location no later than 9:00pm.

If you may be late to Drop Off location, call Help Desk

● Close Polls Vscan at 7:30pm

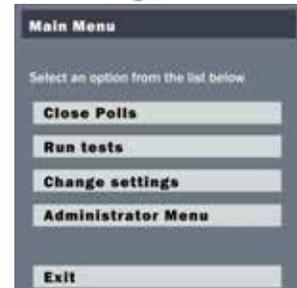


1. Press blue POLL WORKER button on back of Vscan



2. Select CLOSE POLLS on the Screen
If sure, select YES, CLOSE THE POLLS

IMPORTANT: Once polls have been closed, they cannot be reopened on that device



3. Dem & Rep working together enter close polls code and select ACCEPT.
Wait while Close Polls report prints (Vscan tape printer)

4. Tear off tape—VLM and PEO (opposite parties) sign Close Polls report and use for Ballot Accounting

Print second report and tape to exterior door of poll location

Election		
Verity Scan		
Ballot Counter:	20	
Lifetime Counter:	26	
Close Polls Report		
Date & Time Printed:		
Tally Report By Precinct		
Precinct	Ballot Count	Total
Total		20
Official Signatures		



5. Press red POWER button on back of Vscan to power it down completely

6. When Scanner Screen is black, unlock (yellow key) and remove Screen from dock

Place Screen in pack position then latch and lock in place (yellow key)



7. Remove privacy wings. Unplug surge protector from wall, unplug cords from surge protector.

Gently pull back sleeve and unplug Vscan power cord/brick—pull straight out, do not yank or jerk in different directions.

Place cords and surge protector in Vscan cords bag.

(continued next page)

(Close Polls Vscan cont.)

- 8.** Close Vscan, fasten latches & lock (purple key)



- 10.** Pull white string forward to release Vscan from ballot box

- 9.** Unlock ballot box front door (black key). Open door remove ballots—place in blue ballot bag



- 11.** Remove Vscan from ballot box.

- 12.** Unlock the back of ballot box (black key) remove Provisional and Unscanned envelopes from gray pouch (use these for Ballot Accounting - then place in blue ballot bag)



- 13.** Pull the floor of ballot box up and position behind the gray pouch



- 14.** Close and lock both doors (black key)



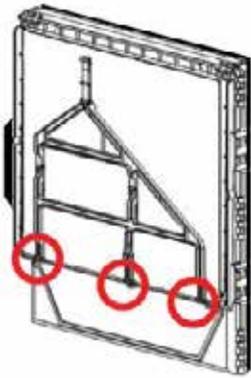
- 15.** Disassemble ballot box:



Lift lid and gently lay back against side of ballot box

(continued next page)

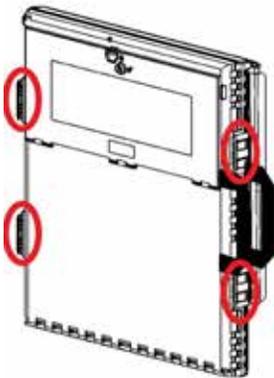
(Close Polls Vscan cont.)



- 16.** Secure the lid by hooking the 3 rubber bands on the side of ballot box to the 3 metal pins on bottom of lid.



- 17.** Collapse ballot box by pushing side panels (yellow labels) inward. Then push the other side panels (white labels) until it's completely flat.



- 18.** Latch the four clips, 2 on each side,



- 19.** Roll the folded ballot box over until handles are on the floor and slide tote over ballot box. Place privacy wings and packing up instructions in tote and close flap.

Take all Vscans to Drop-off location

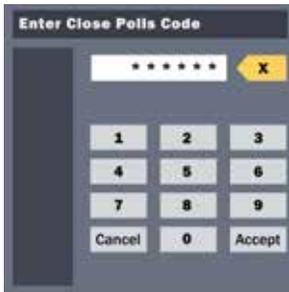


Place Ballot Box Tote(s) in the Caddy

● Close Polls Access Station at 7:30pm



1. Press READY FOR USE button on Access Writer screen. Press MENU



2. Select CLOSE POLLS on the Screen
If sure, select YES, CLOSE THE POLLS

IMPORTANT: Once polls have been closed, they cannot be reopened on that device



3. Dem & Rep working together enter close polls code and select ACCEPT

Wait while Close Polls report prints (Access Writer tape printer)

4. Tear off tape—VLM and PEO (opposite parties) sign Close Polls report and place in election day reports bag

Election	
Verity Touch Writer	
Ballot Counter:	10
Lifetime Counter:	18
Ballot Count Precinct Rpt	
Date & Time Printed:	
Tally Report By Precinct	
	Ballots Printed Today
Pct	Daily Total
Total	10



5. Press red POWER button on back of Access Writer to power it down completely

6. When Screen is black, unlock (yellow key) and remove Screen from dock

Place Screen in pack position then latch and lock in place (yellow key)



7. Unplug headphones from controller and place in Access Station cords bag. Lay controller flat in Access Writer.

8. Remove privacy wings. Unplug surge protector from wall, unplug cords from surge protector.

Close Polls

(continued next page)

(Close Polls Access Station cont.)

9.



Gently pull back sleeve and unplug Access Writer power cord/brick—pull straight out, do not yank or jerk in different directions. Disconnect Access Writer from printer. Disconnect all other cords & cables from printer. Place cords, cables and surge protector in Access Station cords bag.

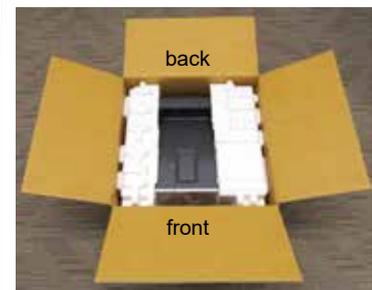
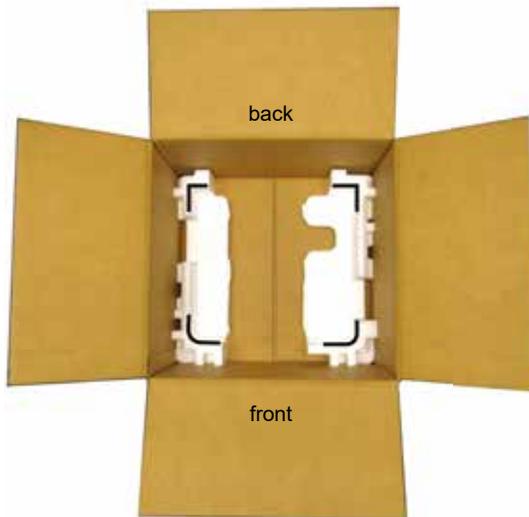
10.

Close Access Writer, fasten latches, and lock (purple key)



11.

Pull the slide under booth surface forward and remove Access Writer



12.

Place printer back in cardboard box: Position box so rounded ends of bottom insert are towards you—Pick up printer by recessed handles on sides, with front facing you—After placing printer in box put the larger top foam insert on right, smaller top foam insert on left. Fold the box flaps down.

13.

Turn printer table over and fold the legs down.

(continued next page)

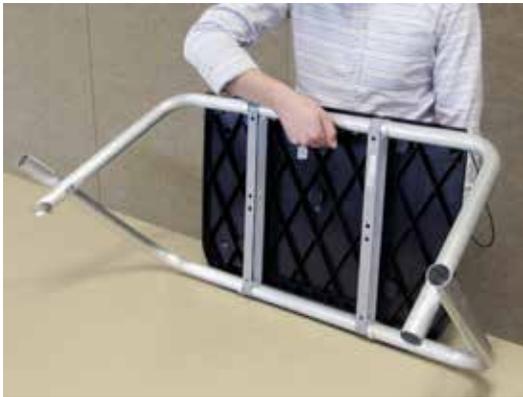
(Close Polls Access Station cont.)



- 14.** Turn booth over and remove two front legs. Press metal buttons and pull legs out.



- 15.** Remove U-shaped leg. Press metal buttons and pull leg out.



- 16.** Pull black handle down until legs collapse together.



- 17.** Wrap the rubber bands around the legs and hook on clips on bottom of booth.

- 18. Pack the Access Writer Booth Tote (red handles):**
Place booth in first, leg side down
Place printer table in pocket of booth tote
Put privacy wings next to flat side of printer table
Put U-shape leg into tote, legs first
Put front legs into tote and close flap



Place all Access Station components in the caddy

Close Polls

● Close Polls ePBs at 7:30pm - VLM & VLD (opposite parties)

NEVER CLOSE POLLS BEFORE 7:30pm - Make sure Router is still plugged in and Wi-Fi is working
Close Check-In ePBs FIRST then Close VAT ePB to complete ballot accounting for the entire location



- 1 • Close all Check-in ePBs now (VAT ePB must be closed after all other ePBs)
- Touch drop down menu on all Check-In ePB HOME screens

- 2 • Select DEVICE INFO/LOGOUT



- 3 • In Log Out window Touch CLOSE THE ELECTION (yellow)

- 4 • Touch YES to continue if you are sure



- 5 • Democratic PEO enters password (#1)
- Republican PEO enters password (#2)
- Touch LOCK DEVICE (screen will say Synchronizing Device)

VAT ePB

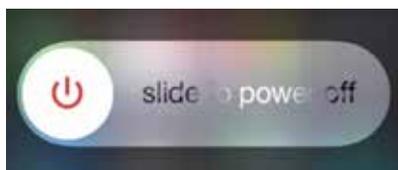




- 6 • NOW Close The Election on VAT ePB
- Select DEVICE INFO/LOGOUT on drop down menu
- Touch CLOSE THE ELECTION (yellow)
- Touch YES to continue if you are sure all Check-In ePBs have closed the election and devices have been locked
- Enter Dem and Rep passwords
- Touch LOCK DEVICE and wait for synchronizing to complete pending transactions

7 • **Complete BALLOT ACCOUNTING – NEXT PAGE**
Don't begin power down until BA is complete

VAT ePB

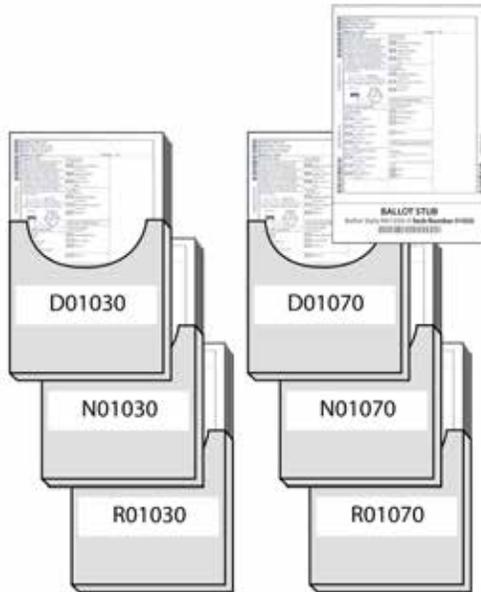


- 8 • Touch HOME on all ePBs to begin power down
- At the START screen press POWER button on upper left side until 'slide to power off' appears
- Swipe screen left to right over message & unplug
- Power down Router and & unplug
- Unplug Printer
- Pack up ePBs & all accessories into red case(s)
- **Bring all packed ePB cases to Drop-Off Location**

Ballot Accounting –VAT ePB

After closing Access Station and Vscans then:

- 1 CLOSE ELECTION and LOCK DEVICE on all Check-In ePBs
- 2 Last, CLOSE ELECTION and LOCK DEVICE on VAT ePB
- 3 VAT ePB Touch **ACCOUNTING**



Unused ballots in their sleeves

- 4 Get all the unused ballots in their sleeves
Touch **UNUSED BALLOTS**

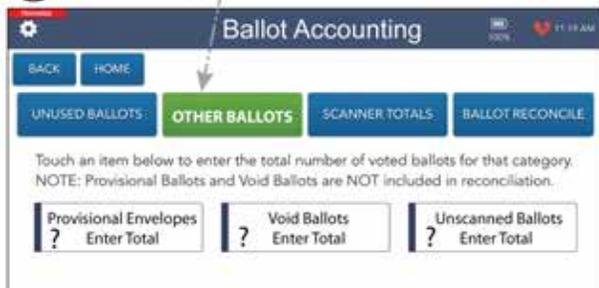


4a Touch first BALLOT STYLE box and enter next stub#, Touch DONE (enter '1' if no ballots have been issued)

4b Touch second BALLOT STYLE box and do the same

4c Repeat for all BALLOT STYLE boxes

- 5 Touch **OTHER BALLOTS**



Get provisional envelopes, void ballots & unscanned envelopes from each Vscan then sort and count

5a Touch **Provisional Envelopes** box and enter total for each precinct, Touch DONE (enter '0' if there are none)

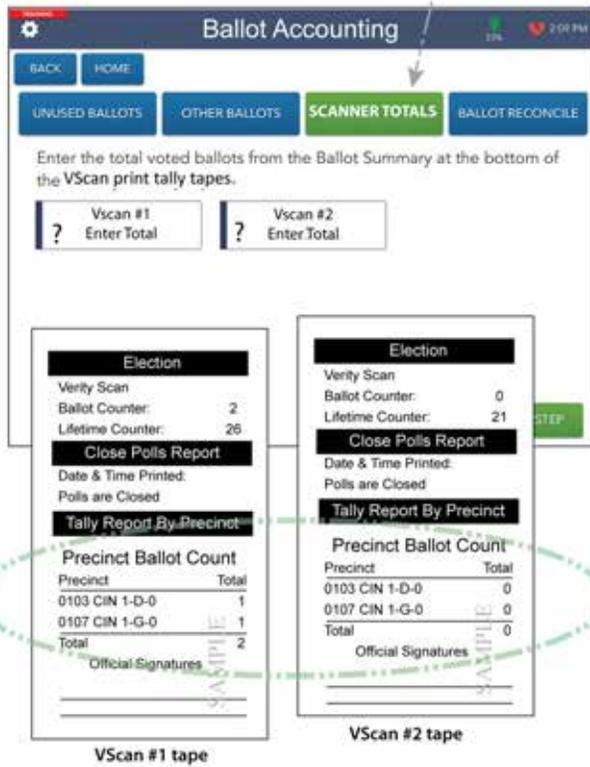
5b Touch **Void Ballots** box and enter total for each precinct, Touch DONE

5c Touch **Unscanned Ballots** box and enter total for each precinct, Touch DONE

Close Polls

(Ballot Accounting - VAT ePB cont.)

6 Touch **SCANNER TOTALS**



Get closing tapes from Vscan(s) and use the Precinct Ballot Count totals at the bottom

- 6a Touch **Vscan #1** box & enter total voted ballots from Precinct Ballot Count at bottom of #1 Tally Report, Touch ENTER
- 6b Touch **Vscan #2** box and do the same
- 6c Repeat for all Vscan boxes

7 Touch **BALLOT RECONCILE** (ePB does the math)



Total Ballots Issued should equal Total ePoll Book Signatures

- 7a When totals balance Touch **VLM & VLD SIGNATURES**
(If totals don't match check all entries and correct any mistakes. If you are unable to balance, go to VLM & VLD SIGNATURES and indicate not balanced. Record the reason you are not balanced in the Notes Pages.)
- 7b VLM enter name and Touch CONTINUE, sign by X and Touch ACCEPT, Touch **ADD ANOTHER SIG**
- 7c VLD (opposite party) enter name and Touch CONTINUE, sign and Touch ACCEPT
- 7d Touch **SUBMIT**, Touch YES if you are sure
- 7e Power down all ePBs, Router & Printer, unplug and pack in red case(s)

Packing Up

Single locations & Home precinct in multiple locations

RED ePB CASE with supplies:

- ePB(s) with Power Cord(s)
- Printer, Surge Protector(s), Router, Styli, extra print roll(s)

Place all items above in red ePB Case, CLOSE & SECURE with orange zip tie seal (found in red ePB Case)

WHITE VSCAN(s) (blue tags)

CLOSE, SECURE LATCHES and LOCK (purple key)

BLUE BALLOT BAG (BBB) :

- Voted /Scanned ballots
- Voted/Provisional & Unscanned ballots in envelopes (clear bag)
- VOIDED ballots (clear bag/gray label)
- Voted on Access Writer bag (clear bag/white label)
- Election Day Reports Bag (clear bag/white label) (Vscan and Access Writer report tapes)
- Unused ballots
- Ballot Paper from Access Writer Printer (in Accordion Folder)
- All ballot stubs (in clear bag)
- Find Voters List (white)
- Keys

*Place all items above in Blue Ballot Bag
CLOSE & SECURE zipper with zip tie seal found in BBB zippered end compartment*

Other precincts in multiple locations

RED ePB CASE(s) with supplies:

- ePB(s) with Power Cord(s)
- Surge Protector(s), Styli

Place all items above in red ePB Case, CLOSE & SECURE with orange zip tie seal (found in red ePB Case)

BLUE BALLOT BAG (BBB) :

- Voted /Scanned ballots
- Unused ballots
- Keys

*Place all items above in Blue Ballot Bag
CLOSE & SECURE zipper with zip tie seal found in BBB zippered end compartment*

Deliver to Drop Off Location:

RED = All ePB Case(s)

WHITE = All Vscan(s) (blue tags)

BLUE = All Ballot Bag(s) (BBB)



Pack everything in Caddy except Voting Booths & Red, White and Blue

- Pack up table materials including Forms Binder and place inside Supply Box
- Remove all posted signs, wires & Flags
- Pack Caddy using pack-up instructions to ensure all equipment is safe and loaded correctly
- Lock Caddy when loading is complete, use padlock, cover and leave at the polling location
- Dismantle Voting Booths and stack near the Caddy

**Remember— Access Writer is returned in Caddy*

Drop Off Location - Deliver Voted Materials by 9:00pm



RUNNING LATE? CALL
Location by 9:00 PM

If You Cannot Reach Your Drop Off

CHECKLIST FOR DROP OFF

- Packed Red ePB Case(s)**
- White Vscan(s)** (blue tags)
- Packed Blue Ballot Bag(s)**



At the Drop Off Location your materials will be checked, VLM & VLD will be required to sign in and will get a **Receipt**. Please be patient and make sure you receive and retain this receipt.

PEOs not traveling to Drop Off may leave the polling location once all of the above packing procedures are completed.

*Thank you for
working the polls!!*