

# PEO

## Quick Guide

### Nov 3 2020

### Presidential Election

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Vote**HamiltonCountyOhio**.gov

# Election Day Phone Numbers

## HELP DESK

**762-9010**

Missing Supplies?  
Equipment Problems?  
Procedural Questions?

## POLLING PLACE

**632-7016  
632-7022**

Can't Get In?  
Can't Locate Equipment?  
Electrical Power Problems?

## PEOs

**Dem 632-7041  
632-7081  
Rep 632-7042  
632-7097**

Saturday Supply Pick Up Problems?  
Missing /Sick Worker?

## WHERE TO VOTE

**632-7000  
Press 1**

Find Correct Precinct?

## ABSENTEE

**632-7039  
632-7040  
632-7044**

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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



**Surge Protector**



**Router**



**ePB Printer**



**ePB**



**Key Ring**

**Silver** - Caddy padlock  
**Black** - Ballot Box doors  
**Purple** - Outside locks on Vscan & Access Writer  
**Yellow** - Screen lock inside Vscan & Access Writer



**Ballot Box tote** - Black fabric bag contains folded Ballot Box and fabric privacy wings



**NEW!! Provisional & Unscanned Envelope bag** - Voters deposit their voted unscanned & provisional ballots in this bag



**Vscan** - Ballot scanner, voters insert/scan their voted ballots (white case with blue tag, secured on top of Ballot Box)

**Ballot Box** - Voted ballots from Vscan drop into locked ballot box (black) (folds flat for transport)



## 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).



### 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 Writer Booth

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



Disposable ear piece covers



### Access Controller

Alternative to using touch screen; is compatible with headphones, tactile input switches, & other inputs. Turn wheel to activate audio. Attach new ear piece covers before each user.

### 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.

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

- 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

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



# 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 their assigned Pick-up and Drop-off location
- Manages the location at Monday Night Set-up & on Election Day
- Assigns PEO jobs
  - **NEW**—assigns PEO as sanitation tech to clean voting booths & pens after every use
- Coordinates lunch, dinner & breaks
- Rotates PEO duties throughout the day
- Reports any problems to the Help Desk
- Assists Access Station voters and sanitizes after each use
- 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 with the packed red ePB cases, white Vscans (with blue tag), Blue Ballot Bags and blue Provisional & Unscanned Envelope bag. Passenger may ride in the back seat.

## Voting Location Deputy (VLD)

- Second in command at the polling location
- Is the opposite party of the VLM
- Designated VLDs pick up Blue Ballots Bag (with ballots & keys/codes) on the Saturday before the election at their assigned Pick-up and Drop-off location
- Drives with the VLD to the assigned Drop-off location Election night with the packed red ePB cases, white Vscans (with blue tag), Blue Ballot Bags and blue Provisional & Unscanned Envelope bag

## 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 & Campaigning

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

## Ethics & Professionalism

- Treat everyone in a professional manner
- Work efficiently
- Resolve problems—so voters can vote with ease and confidence

Body language is a powerful tool in tense situations

- \* Allow a person their personal & socially distant space
- \* Watch your posture—keep arms uncrossed and hands off hips

Listen to the voter's concerns or questions and communicate using positive and helpful statements

- \* Let the voter speak, do not interrupt
- \* Use positive language "I want to help you" or "Let's call the help desk to figure this out"

- 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, Comprehensive Manual, Troubleshooters and 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
- 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 (ask to see Certificate of Appointment)
- 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.

## Campaigning

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.

The following is NOT allowed in the polling place or surrounding neutral zone:

1. Attire and paraphernalia displaying the name of a political party;
2. Attire and paraphernalia displaying the name of a candidate; and
3. Attire and paraphernalia demonstrating support of or opposition to a ballot or issue

Even though particular attire may be viewed by some as a political statement, if it does not include the name of a candidate or a political party, or advocate for or against a ballot question or issue, it should be allowed.

# 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 the 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 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. The polling place address is listed on the back of the Check-In and VAT signs

## **Evacuation of your Polling Location**

If you must leave your polling location due to an emergency like a fire or tornado:

Keep calm. Your safety and the safety of voters is the first concern. Gather the following, if time to do so safely:

- Vscans
- Voted ballots (it may be quickest to pick up the locked ballot box with voted ballots inside)
- ePoll Books
- Provisional & Unscanned Envelope bag
- Unscanned envelopes and clipboards

If voters are in the process of voting when the evacuation takes place, they may finish voting once out of the building in a safe place by using the clipboard and placing the ballot in an unscanned envelope. The unscanned envelope is then placed in the Provisional & Unscanned Envelope bag.

Call the Help Desk as soon as you are in a safe place.

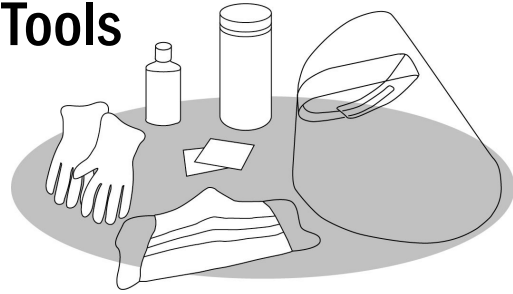
## **Election Security at the Board Office**

### **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 these security measures:

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

# Safety Measures & Sanitation Tools



## Follow these guidelines to stay safe

1. Take your temperature before coming to poll location (must be less than 100.4)
2. Call PEO coordinator if you have any symptoms or fever or have been exposed to someone who has tested positive for COVID 19
3. Wear a mask all day to protect yourself and others—also in transport with other PEO. When communicating with someone who is hearing impaired, where the ability to see mouth is essential, use face shield instead of mask. Hand voter the Making Voting Accessible sheet
4. Maintain 6' social distance from other people throughout the location. When social distancing is not possible, consider using face shield or table top shield and mask
5. Keep hands clean and don't touch your eyes, nose and mouth
6. Wipe equipment, tools and sanitize your hands after every voter
7. Make sure location is set up, clean and ready for voters 6:30am Election day, and maintain standards all day long

## Sanitation Tool Kit (green bag)

- Disposable face masks—for PEOs (required) & voters (strongly encouraged) as needed
- Disposable gloves—for PEO use (optional)
- Face shields—for PEO use (optional)
- Table Top Shields—use a a barrier at Check-in tables
- Hand sanitizer—for PEOs and voters at entrance, Check-in tables, and exit
- Alcohol spray—for cleaning booths and pens
- Isopropyl alcohol wipes—for cleaning ePoll Book screen and stylus
- Disinfecting wipes—for wiping tables and high touch door handles etc.
- Measuring tape—to ensure 6' spacing during set up
- Wide blue tape—to mark large X's on floor showing 6' spacing
- Door stops—to prop doors open for extra ventilation

Please place **used** masks, face shields and gloves in the trash. Do not return in the Sanitation Tool Kit.

## **Safety Procedures—start with everything clean and maintain standards all day**

### ***Hand washing tips***

Wash your hands often with soap and water for at least 20 sec. Use hand sanitizer after every voter, cover all surfaces of your hands and rub together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands. Make sure hands are dry before touching ballots or equipment.

### ***Cover your mouth and nose with a mask***

PEO must wear a mask inside the polling place. Voters may be asked if they want a mask. If voter refuses, the voter must still be permitted to vote. Wash your hands before putting on your mask, put it over your nose and mouth and secure it under your chin. Fit it snugly against the sides of your face, make sure you can breathe easily. Don't put the mask around your neck or up on your forehead. Don't touch the mask, and, if you do, wash your hands or disinfect your hands with hand sanitizer.

### ***When to use gloves***

Use gloves when cleaning and disinfecting. Wash your hands after you remove gloves.

### ***Face shields***

Face shields are used primarily for eye protection for the person wearing it. It is not a substitute for wearing a mask, but may be necessary to communicate with some voters. Wash your hands before you put the face shield on. Wash your hands before and after removing the face shield and avoid touching your eyes, nose and mouth when removing it.

### ***Cleaning guidelines***

- ePoll Book (will have a clear plastic cover) & styli—use alcohol wipe after every use (alcohol wipes can be reused)
- Voting booths & pens—use alcohol spray cleaner after every voter
- Access Writer controls (except Touch Screen) - use disinfecting wipes after every voter
- Table surfaces & high touch areas, like door knobs, light switches etc.—use disinfecting wipes throughout the day

### ***Polling place modifications***

Use the tape measure and wide blue tape to mark large x's on the floor showing 6' space between voters (use your voting location layout, and mark x's outside the door for voters waiting in line). Create a linear flow in the location, use one door for entrance and another for exit if possible. Place ENTER and EXIT signs. Set up a sanitation/greeting station at the entrance. Display Health Safety posters and have masks and hand sanitizer ready to offer voters.

### ***Sharing Food***

It's best not to share food this election unless your team shares prepackaged or single food or snack.

# | 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 Dem: 632-7041 Rep: 632-7042**

VLM picks up:

- ☐ Blue Ballot Bag(s) (BBB) with Ballots inside (Note: some locations will also have Overflow Ballot Bag(s) (blue)
  - Keys & Codes Bag with seals (in BBB)
- ☐ Special Instructions Bag

Designated VLD picks up:

- ☐ Blue Ballot Bag(s) (BBB) with Ballots inside (Note: no 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.

Follow the **NEW suggested layout** for your polling place. Space tables & equipment so 6' social distance is maintained. Place floor markers at 6' intervals to manage voter lines inside & outside polling place.

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

## CHECKLIST:

- |  |  |
|--|--|
| <input type="checkbox"/> 1-Remove supplies from Sanitation Tool Kit and check all supplies | <input type="checkbox"/> Assemble and arrange Voting Booths    |
| <input type="checkbox"/> 2-Remove equipment & supplies from Caddy using Supply List        | <input type="checkbox"/> Put (black) Privacy Shields on tables |
| <input type="checkbox"/> 2-Check all equipment and supplies for correct polling location   |  |
| <input type="checkbox"/> 3-Check ballots for correct precincts                             |  |
| <input type="checkbox"/> 4-Check Special Instructions Bag                                  |  |

## OTHER DUTIES

- ☐ Arrange materials
- ☐ Post all indoor signs
- ☐ Make sure location is set up for linear flow, 6' social distance, and is clean & safe

## 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 blank Ballot Paper from brown Accordion Folder in BBB. Place ballot paper in Access Ballot Printer
- ☐ Set up **Provisional & Unscanned Envelope bag. Place it on the VAT table (NEW!!)**

## VLM ASSIGN JOBS FOR ELECTION DAY

- ☐ VAT ePB - Assist voters with Special Designations, Process Provisional Voters
- ☐ Check-In ePB voter processing
- ☐ Pull Ballots
- ☐ Sanitation Tech (**NEW!!**)
- ☐ VLM will greet voters, 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 632-7016 or 632-7022**

## 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.

**Ballot Box tote** (black fabric) (blue tag)

**Vscan** (blue tag) (one for every ballot box)

**Provisional & Unscanned Envelope Bag** (blue) (NEW!!)

**ePoll Book case(s)** (red)

Supply box(es)  
Privacy shields  
Signs, wires, flags

**Access Station:**  
(1 set of components per location)

**Access Booth tote** (red handles)

**Access Writer** (red tag)

**Access Ballot Printer box** (keep foam inserts in box)

These items will be on outside of Caddy:

**Table Top Shields NEW** (clear bag)

**Sanitation Tool Kit NEW** (green bag)



**Voting Booths**

**Voting booths and Caddy (with Table Top Shields & Sanitation Tool Kit)** will be delivered to the polling location.

Arrange tables and booths to ensure voter access and linear flow while **maintaining and indicating 6' social distance** spacing. Use one door to enter and another to exit, and place appropriate signs.

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

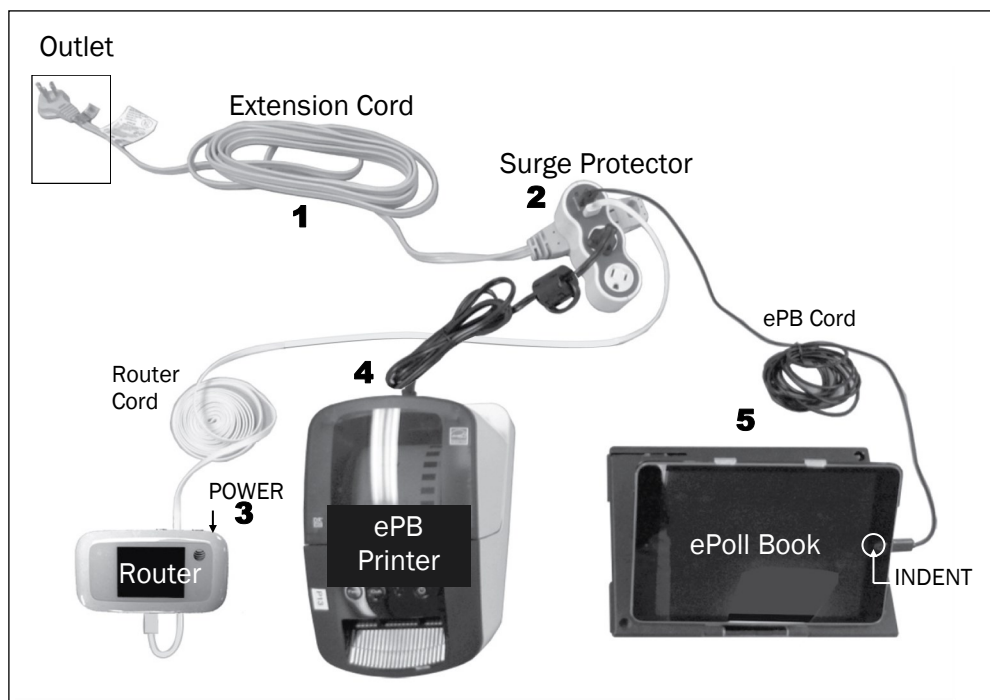
**\*Note:** some VLMs & Designated VLDs will also pick up **overflow ballot bag(s)**



**Overflow Ballot Bag** (blue)

# ○ 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. Use stylus to touch screen. Leave the protective sleeve on the screen. 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.)

Login

Enter your name and touch Continue

First Name Last Name

CONTINUE

Login

This device is currently locked  
To start processing voters, enter both passwords...

Password #1 Password #2

BACK UNLOCK DEVICE

HAMILTON COUNTY, OHIO

Home

PEO CLOK-IN

Valid ID Not Provided

Search using voter info

Automatically find voter

103 - MT WASHINGTON REC CENTER

VAT - WILLIE BROWN

Payroll

BACK HOME

03/23/2018

Name: RUTH ANDERSON

CLEAR I ACCEPT

Please sign below

Ruth Anderson

I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony and/or my conviction has been reversed, expunged or pardoned, or any violation of the election laws; that I will discharge, to the best of my ability, the duties of Precinct Election Official in and for this voting location at the election to be held on May 8, 2018 as required by law and the rules and instructions of the Board of Elections of

PHONE NUMBERS

DEVICE INFO/LOGOUT

UPDATE ABSENTEE



- 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 CLOK-IN (VAT ePB)
  - Touch CLOK-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 CLOKED 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

**New!! Set up the blue Provisional & Unscanned Envelopes bag.** (It will be in the Caddy—see Monday Night-Caddy & Supplies). Place the assembled bag on the **VAT table** for voters to secure their Provisional Envelopes and Unscanned Envelopes with voted ballots sealed inside.

(continued next page)

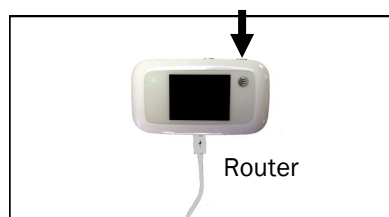
(Set Up ePBs Monday Night cont.)

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

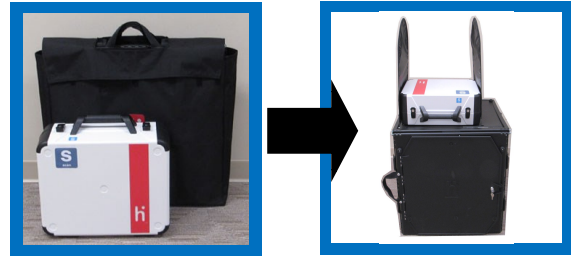


- 16** • Power down ePB Printer - Hold ON/OFF button until green light goes off
- Leave Printer, Surge Protector and extension cord in place for easy set up in the morning

Wipe all three pieces of equipment for safe touching Tuesday morning



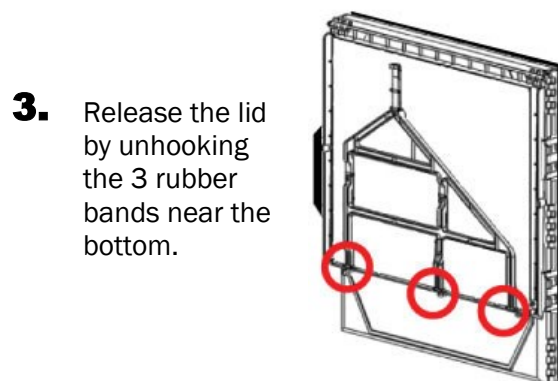
## ○ Set Up Ballot Box & Vscan



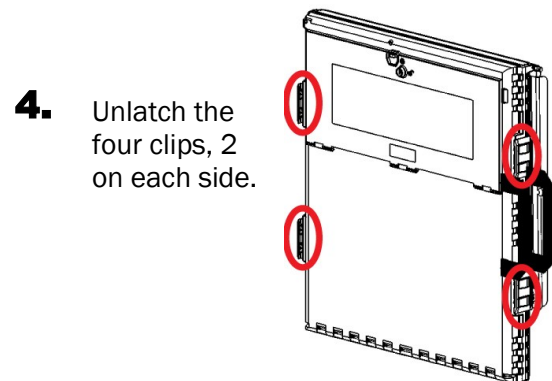
- 1.** Remove folded ballot box and privacy wings from Ballot Box Tote.



- 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.

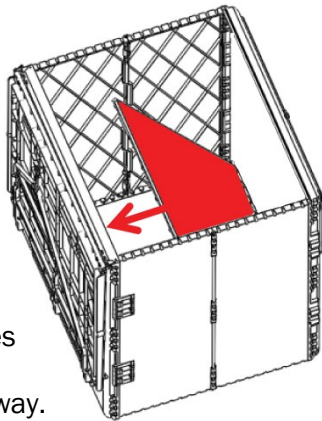


- 6.** Press side panels out until they are flat. Be careful not to pinch fingers (yellow labels show pinch points).

(continued next page)

(Set Up Ballot Box and Vscan cont.)

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



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



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



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



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



(continued next page)

(Set Up Ballot Box and Vscan cont.)

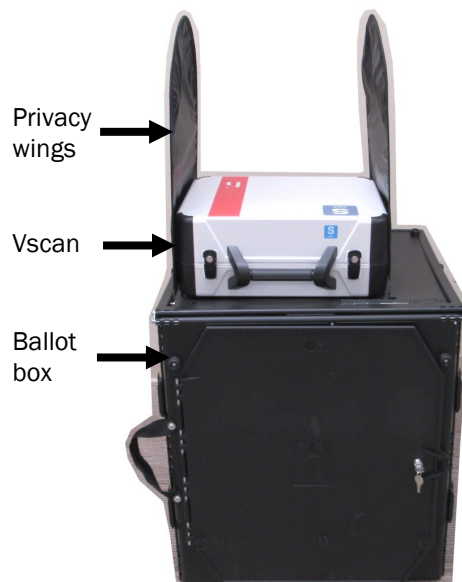
- 12.** Place one Vscan on each assembled ballot box, align footpads with indentations. The handle should be on the same side as the front door.



- 13.** 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



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



- 15.** 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**

Wipe handles, keys etc for safe touching Tuesday morning



## ○ Set Up Access Station



Preparation



- 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.

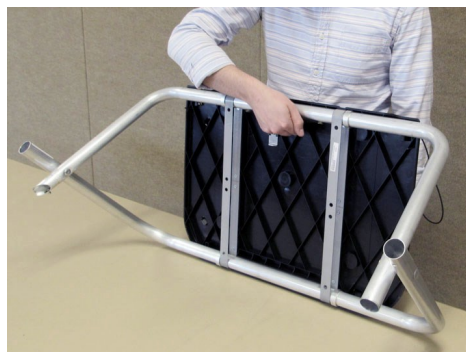


- 2.** Hold up the booth table and slide the rubber bands from around the legs.



- 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.



(continued next page)

(Set Up Access Station cont.)



- 5.** Attach the U-shape rear leg.



Press metal buttons to attach and lock in place.



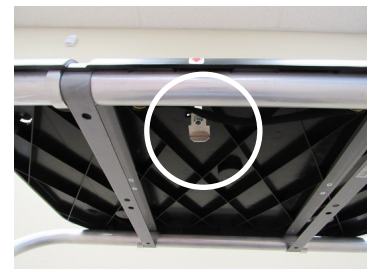
- 6.** Attach 2 front legs. Press metal buttons to attach and lock in place.



- 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.

(continued next page)

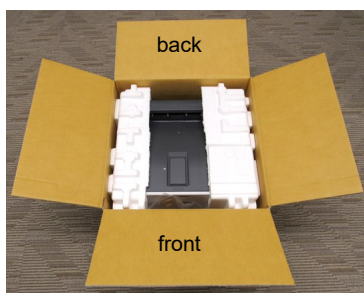
(Set Up Access Station cont.)



**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 blank Ballot Paper.

**Do Not Connect to AC Power**

Wipe handles, keys etc for safe touching Tuesday morning



# 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** .....

- Make sure **NEW Provisional & Unscanned Envelope** bag is .....  
next to VAT ePB

- **NEW Place Table Top Shields** at each ePB .....

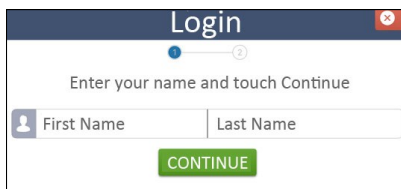
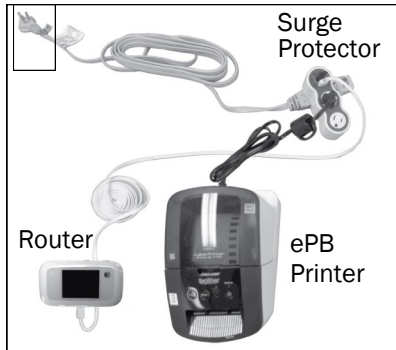
☐ **Unwrap Ballot Pad(s)** and arrange in precinct order

☐ **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

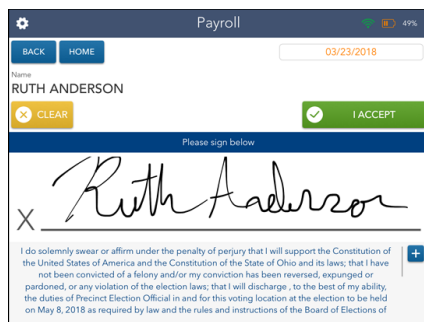
Open Polls

(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 then clean the screen cover and stylus with alcohol wipe and you are ready to process voters

# ○ 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

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)

Use **stylus** to touch screen

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

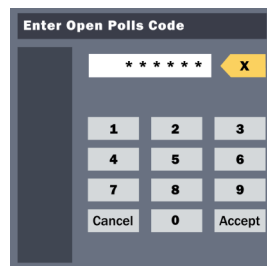
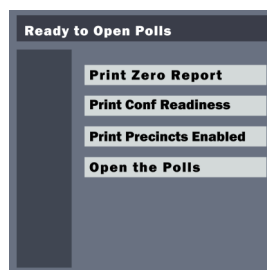
8. Select OPEN THE POLLS  
Dem & Rep working together enter the Open Polls code and select ACCEPT  
Report will print (Vscan tape printer)

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. Clean the Screen with Isopropyl Alcohol and set up is complete



Screen docked & tilted. Now lock in place.



| 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      |   |
| _____                    |   |

Open Polls

# ○ 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'

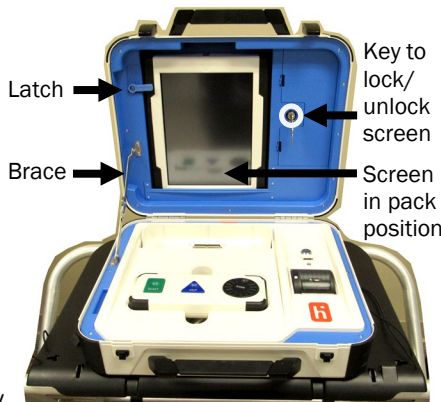


Turn printer ON  
(front lower right)

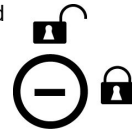
## Access Writer - use stylus to touch screen

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

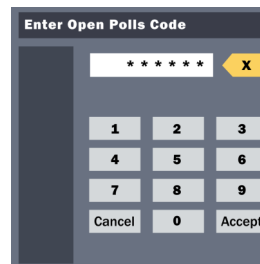
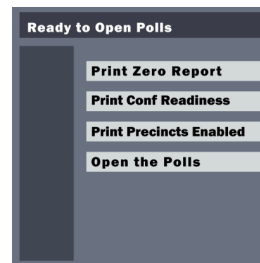
4. Unlock (yellow key), unlatch and remove Screen. Do not remove red seal inside Access Writer case. Place Screen in dock firmly, tilt it back and lock in place (yellow key)



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, 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



| 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     |   |
| _____                   |   |

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. Attach new ear piece covers for each voter.

Clean the Screen, Stylus and Access Controller with Isopropyl Alcohol. Place Stylus near Access Controller. Set up is complete.



# 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

Voters

## **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

**NEW \*OH Driver Licenses, OH state ID cards and OH Interim Documentation, which expired on or after March 9, 2020, are automatically extended and Acceptable ID for this election.**

## Acceptable Identification (ID)

Name and current address must match ePB.

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

\*Valid date = an expiration date on or after March 9, 2020

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

**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.**

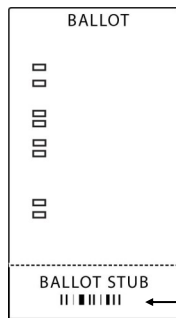
# Processing Voters - ePB

## 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:

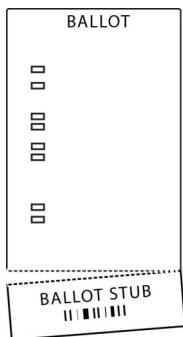
- Ask voter to show ID
- Ask voter to place Ohio Driver License/State ID in slot on ePB to scan, or use MANUAL VOTER SEARCH on ePB
- Ask voter “What is your current address?”
- Verify name & current address match ePB
- If information matches, Touch YES CONTINUE
- Touch ISSUE BALLOT (flip ePB to voter)
- **Voter** uses stylus 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 # - 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
- **Clean ePB and Stylus with Isopropyl Alcohol to prepare for next voter**
- **Use hand sanitizer to wash your hands**

**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

Voters

# 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)

**Voter Code #**  
on Find Voters  
List

| Find Voters List                  |                                       |                  |        |
|-----------------------------------|---------------------------------------|------------------|--------|
| <u>Voter Code</u>                 | <u>Name</u>                           |                  |        |
| <input type="checkbox"/> 01844444 | SMILEY, ANN RITA<br>4250 MAIN RD      | N55010<br>X_____ | AMBRLY |
| <input type="checkbox"/> 01115555 | SMILEY, JENNIFER LYNN<br>4250 MAIN RD | N55010<br>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.)

If ePBs are not working, use the Find Voters List to check in voters.

# Precinct Lookup - 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**


Voters

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. Write the correct location address down and give to voter

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

 = Flip screen towards voter

 = Enlarge map

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

# 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.

# 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:

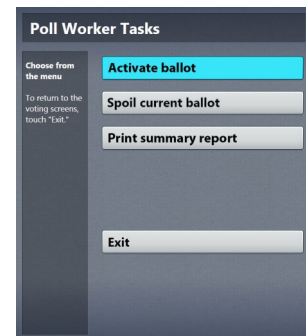
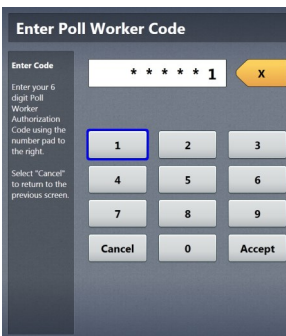
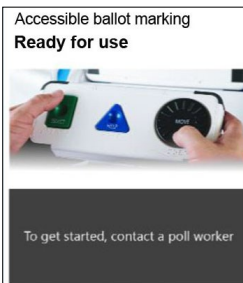
- Ask voter for ID (see **Acceptable Identification** in this section)
- Scans Ohio Driver License on ePB or use MANUAL VOTER SEARCH on ePB (see **Voter Search on ePB** in this section)
- Ask voter "What is your current address?"
- Verify name & current address match ePB
- If information matches, **voter** uses stylus 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 # - 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
- Clean ePB and Stylus with Isopropyl Alcohol wipe
- 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



Voters

(continued next page)

## (Voting at Access Station cont.)

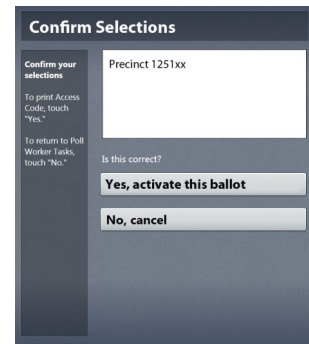
- Choose the correct precinct from the list; match it with the ePB scanned ballot precinct number to make sure you have selected the correct precinct, then select OK

If Provisional voter call the Help Desk 762-9010

- 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:

- If voter is using Touch Screen - offer Stylus
- 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



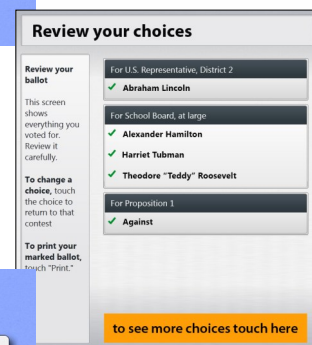
Turn black wheel on the Access Controller to the right for audio

- Voter makes their choices using the **Touch screen** (use Stylus) 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

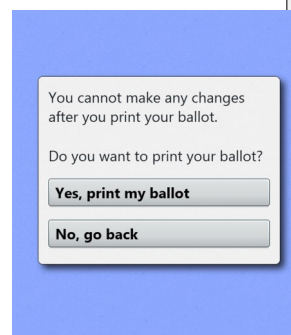
At any time voter can review ballot choices by selecting REVIEW YOUR CHOICES



- 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)



**PEO:** Clean the Access Controller with disinfecting wipes & replace ear piece covers. Use hand sanitizer to wash your hands

To void a ballot on the Access Writer call the Help Desk 762-9010



# 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 voted 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 green PROCESS PROVISIONAL on the ePB.

If the address is not in the polling location, the PEO re-directs voter to correct 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 green PROCESS PROVISIONAL.

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 green 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. Voter uses stylus to sign ePB
- H. PEO confirms the signature matches
- I. ePB shows ballot style#
- J. 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
- K. PEO removes the stub and places it in Ballot Stub bag
- L. PEO covers the top, left barcode of the ballot with a yellow provisional sticker
- M. PEO gives the voter the ballot, hotline sheet, completed provisional envelope and directs voter to open voting booth
- N. Use hand sanitizer to wash your hands
- O. Voter marks their ballot, puts it in the Provisional envelope, seals the envelope and then places it in the Provisional & Unscanned Envelope bag

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,

seal the voted ballot in the envelope,

place sealed envelope in the **Provisional & Unscanned Envelope bag (NEW!).**



**NEW!! Provisional & Unscanned Envelope bag**

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.

Form No. 12-8 Prescribed by the Secretary of State (06/03/2014)  
**Provisional Ballot Affirmation**  
R.C. 3503.16; 3505.18; 181; 182; 183.

**103**  
**CINCINNATI 1-C**

**Full Name** Required **1** First name  Middle Name   
Print clearly. Last name  Suffix  Example: Sr., Jr., III, etc.

**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.  
If you do not provide your former address 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

**See next page for 2-Sheet Ballot instructions**

**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.)

## 2-SHEET BALLOT

Some precincts may have a 2-sheet (4 page) ballot.

A complete ballot is therefore 2 sheets.

**ALWAYS PULL BOTH SHEETS** (Pgs1-4) from the correct ballot style folder.

| SHEET 1  | SHEET 2  |
|--|--|
| BALLOT<br>Page 1/4   | BALLOT<br>Page 3/4   |
| <br><br><br> | <br><br><br> |
| (Page 2 on back)   | (Page 4 on back)   |
| BALLOT STUB<br>II III III  | BALLOT STUB  |

## VOID 2-SHEET BALLOT

Use the Notes Pages/Forms Binder to write down info when replacing a ballot.

### Replace a Complete Ballot (both sheets)

Voter voids a complete ballot and wants a replacement

- ePB - Touch VOID BALLOT - locate voter - follow prompts
- Place VOIDED label on the top left barcode on both sheets - Pg1 and Pg3
- Pull correct complete ballot (2 sheets) and scan the ballot stub barcode on ePB (only on Pg1)
- Remove ballot stubs from both sheets and place in the ballot stub bag - give voter both sheets of replacement ballot (2 sheets)

### Replace 1 Sheet of a 2-Sheet Ballot (1 sheet)

Voter voids one sheet only and wants a replacement. Voter may already have scanned a sheet into the Vscan. For this example voter needs a replacement of Sheet 2 (Pg3-4)

- ePB - Touch VOID BALLOT on ePB drop down menu - locate voter - follow prompts
- Place VOIDED label on the top left barcode of voter's "bad" sheet (Sheet 2)
- Pull correct complete ballot (2 sheets) and scan the ballot stub barcode on ePB (only on Pg1)
- Place VOIDED label on the top left barcode of new sheet not being used (Sheet 1) and place it in the VOIDED plastic bag along with voter's "bad" sheet (old Sheet 2)
- Remove ballot stubs from both sheets and place in the ballot stub bag
- Give the voter new replacement sheet only (new Sheet 2)
- At the end of this process, the voter should have new Sheet 2 only. The VOIDED plastic bag will contain new Sheet 1 and voter's old Sheet 2

Troubleshoot

# 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, **PE0**:

- Gives voter a white Unscanned envelope with voter's precinct number/name to put voted ballot in
- Gives voter an "Unscanned Ballot Notice"
- Writes reason why ballot would not scan on front of envelope
- Voter places voted ballot in UNSCANNED ENVELOPE then seals
- **Voter puts sealed envelope in the Provisional & Unscanned Envelope bag (NEW!!)**

**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.



**NEW!! Provisional & Unscanned Envelope bag**

Troubleshoot



# 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. 53)
- ☐ 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) plus packed Provisional & Unscanned Envelope Bag (blue) to Drop-off location by 9:00pm (use Checklist for Drop-off, p. 54)

**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.

Count all the voted provisional envelopes and unscanned envelopes from the Provisional & Unscanned Envelopes Bag. (Place envelopes back inside bag, seal it and deliver to Drop-off location.)

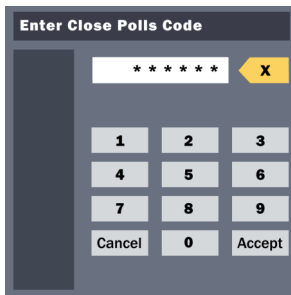
If Ballot Accounting does not reconcile - write down in notes pages and continue packing up.

**If you may be late to Drop-off location, call Help Desk 762-9010.**

# ● Close Polls Vscan at 7:30pm



1. Press blue POLL WORKER button on back of Vscan



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



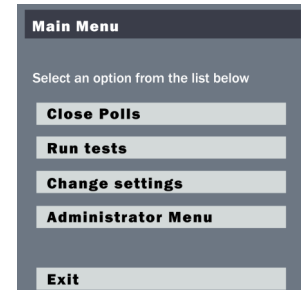
5. Press red POWER button on back of Vscan to power it down completely

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)



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



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 |
| Precinct                 | Total        |
| Total                    | 20           |
| Official Signatures      |              |
| _____                    |              |
| _____                    |              |



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

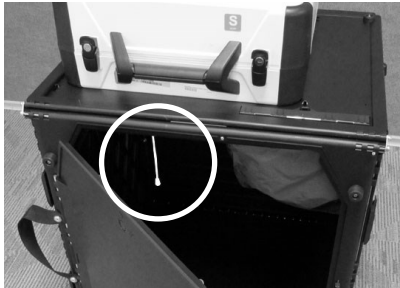
Gently pull back sleeve and unplug Vscan power cord/brick—pull straight out, do not yank or jerk in different directions.

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)

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



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



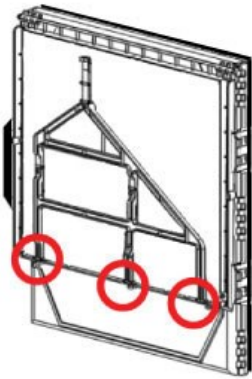
- 15.** Disassemble ballot box:

Lift lid and gently lay back against side of ballot box

(continued next page)

Close Polls

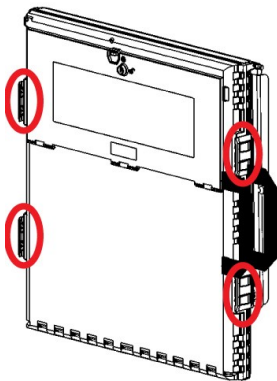
(Close Polls Vscan cont.)



- 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**

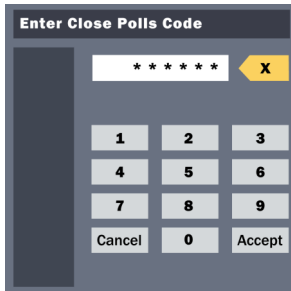


Place Ballot Box Tote(s) in the Caddy

# ● Close Polls Access Station at 7:30pm

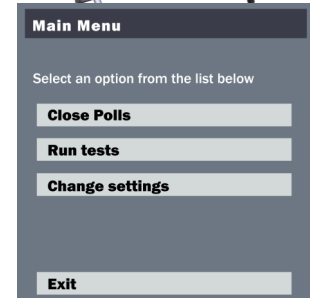


1. Press READY FOR USE button on Access Writer screen. Press MENU



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

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



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.)

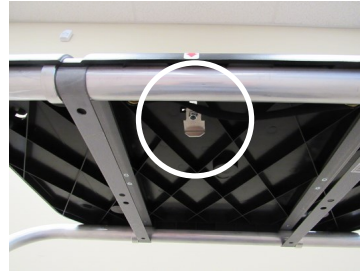
**9.**



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.

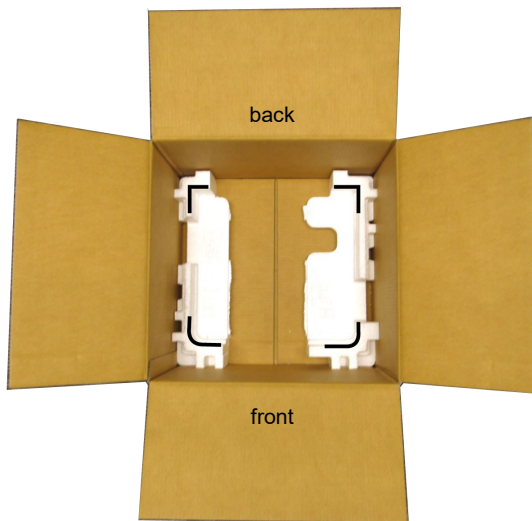
**10.**

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



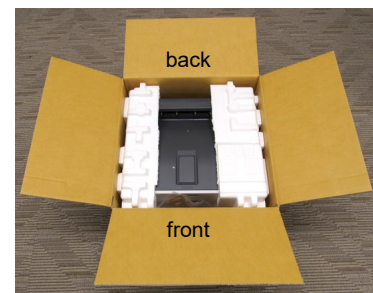
**11.**

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)



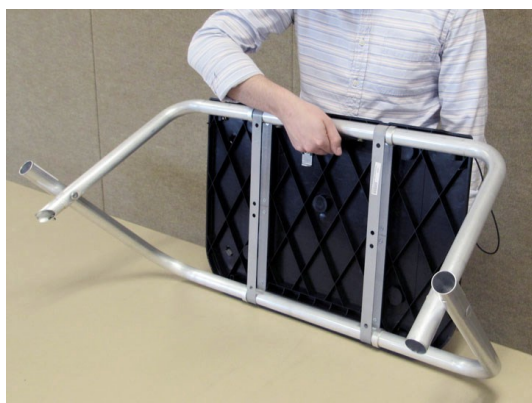
(Close Polls Access Station cont.)



- 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

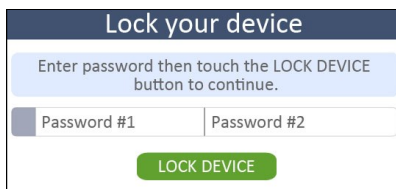


Place all Access Station components in the caddy


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



VAT ePB



VAT ePB

- 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

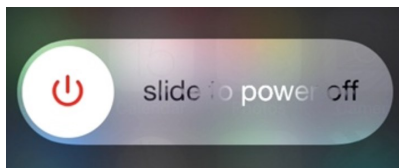
- 3 • In Log Out window Touch CLOSE THE ELECTION (yellow)

- 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)

- 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

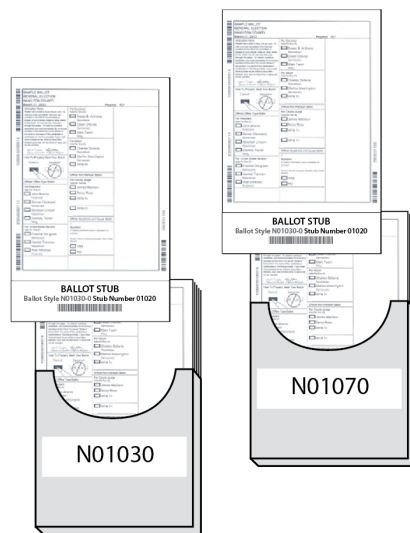
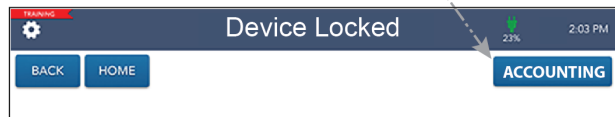


- 8 • Touch HOME on all ePBs to begin power down
- At the START screen press POWER button on upper left side until 'slide to power off' appears
- Swipe screen left to right over message & unplug
- Power down Router and & unplug
- Unplug Printer
- Pack up ePBs & all accessories into red case(s)
- **Bring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

| UNUSED BALLOTS                           |      |
|--|------|
| <b>N01030</b>                            |      |
| Ballots delivered:                       | 1025 |
| Enter stub number of next unused ballot: | 425  |
| Ballots remaining:                       | 601  |

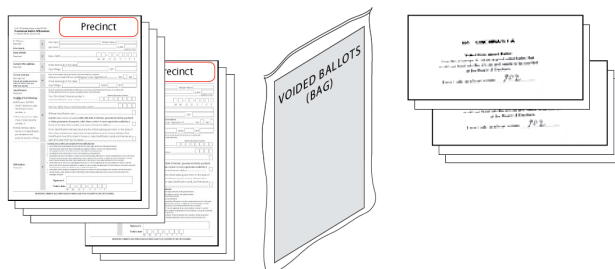
| UNUSED BALLOTS                           |     |
|--|-----|
| <b>N01070</b>                            |     |
| Ballots delivered:                       | 100 |
| Enter stub number of next unused ballot: | 100 |
| Ballots remaining:                       | 1   |

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 and unscanned envelopes from Provisional & Unscanned Envelope Bag, and voided ballots from Voided Ballots Bag, 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**

Enter the total voted ballots from the Ballot Summary at the bottom of the VScan print tally tapes.

Vscan #1 Enter Total

Vscan #2 Enter Total

**VScan #1 tape**

| Election                 |       |
|--------------------------|-------|
| Verity Scan              |       |
| Ballot Counter:          | 452   |
| Lifetime Counter:        | 1026  |
| Close Polls Report       |       |
| Date & Time Printed:     |       |
| Polls are Closed         |       |
| Tally Report By Precinct |       |
| Precinct Ballot Count    |       |
| Precinct                 | Total |
| 0103 CIN 1-D-0           | 402   |
| 0107 CIN 1-G-0           | 50    |
| Total                    | 452   |
| Official Signatures      |       |

**VScan #2 tape**

| Election                 |       |
|--------------------------|-------|
| Verity Scan              |       |
| Ballot Counter:          | 71    |
| Lifetime Counter:        | 2021  |
| Close Polls Report       |       |
| Date & Time Printed:     |       |
| Polls are Closed         |       |
| Tally Report By Precinct |       |
| Precinct Ballot Count    |       |
| Precinct                 | Total |
| 0103 CIN 1-D-0           | 22    |
| 0107 CIN 1-G-0           | 49    |
| Total                    | 71    |
| Official Signatures      |       |

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**

Scanner Total 523 + Voted Unscanned Ballots 1 = Total Ballots Issued 524 = Total Pollbook Signatures 524

Balancing!

VLM & VLD SIGNATURES

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
- ☐ 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*

## PROVISIONAL & UNSCANNED ENVELOPE BAG:

- ☐ Voted/Provisional & Unscanned ballots in envelopes  
*CLOSE, SECURE top of bag and envelope slot with white zip tie seals*

**\*Note:** some locations will also have **Overflow Ballot Bags** (blue) to return to the drop-off location

**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)  
**BLUE = Provisional & Unscanned Envelope Bag**



**Pack everything in Caddy EXCEPT** Voting Booths & Red, White and Blue + Blue

- ☐ Pack up table materials including Forms Binder and place inside Supply Box
- ☐ Remove all posted signs, wires & Flags
- ☐ Discard used masks and face shields
- ☐ Pack remaining sanitation tools in the kit (green bag) and place in Caddy
- ☐ Pack up Table Top Shields and place back in clear bag on top of Caddy
- ☐ 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 762-9010** If You Cannot Reach Your Drop Off Location by 9:00 PM

## CHECKLIST FOR DROP-OFF

- ☐ **Packed Red ePB Case(s)**
- ☐ **White Vscan(s)** (blue tags)
- ☐ **Packed Blue Ballot Bag(s)**
- ☐ **Packed Overflow Ballot Bag** (blue)
- ☐ **Packed Provisional & Unscanned Envelope Bag** (blue)



VLM & VLD must drive together in the same car with the materials above to the Drop-off location—Please wear masks to protect yourself and each other while in the vehicle. The passenger may ride in the backseat, if able.

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!!