Board of Elections
HAMILTON COUNTY OHIO

PEO
Quick Guide

August 2, 2022 Primary Election

GWEN L. MCFARLIN, Chair
ALEX M. TRIANTAFILOU
CHARLES H. GERHARDT III
JOSEPH L. MALLORY

SHERRY L. POLAND, Director of Elections
ALEX F. LINSER, Deputy Director of Elections

4700 Smith Road
Cincinnati, OH 45212
513 632-7000
FAX 513 579-0988 or 744-9038

Vote**Hamilton**County**Ohio**. gov

05-25-22

Contents

Definitions

Primary Election - A primary election is an election where political parties nominate their candidates for the general election.

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

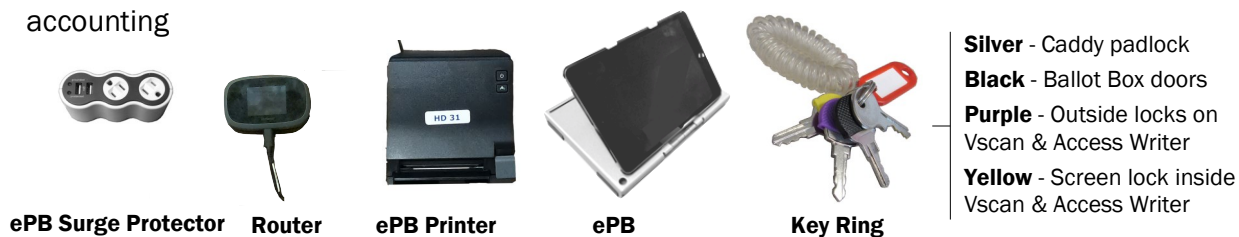**VLD** - Voting Location Deputy

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

VAT - Voter Assistance Table - VAT ePB + ePB Printer

ePB 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

| ePB 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

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

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

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 or 17 year 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.
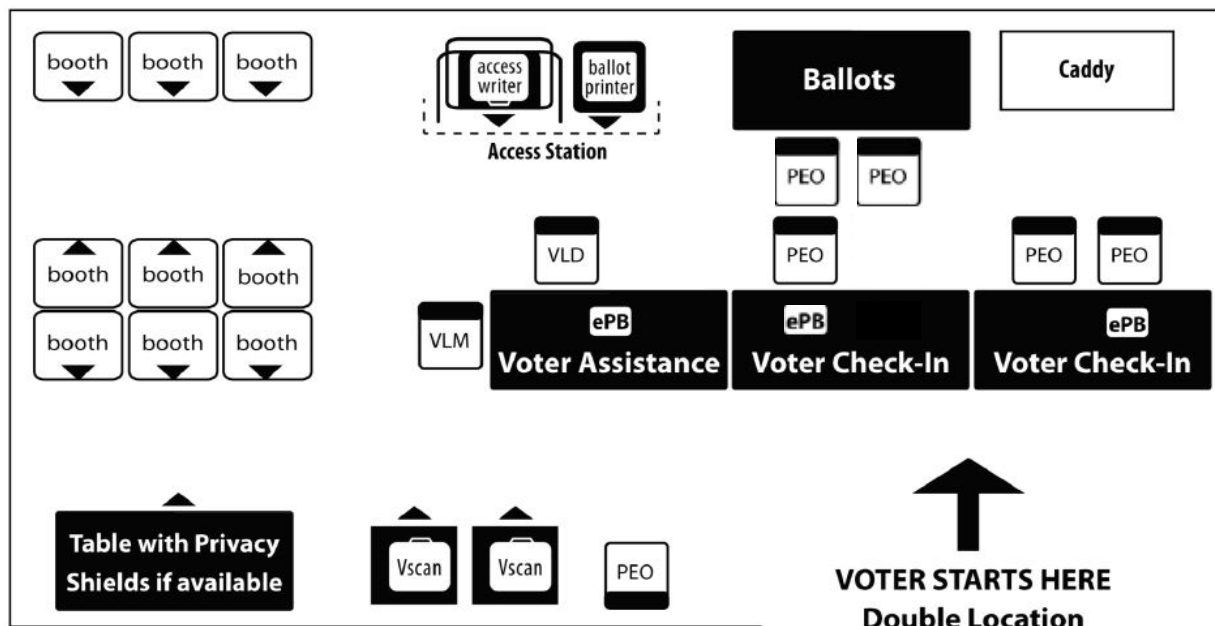
Polling Location

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 (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 using the checklists on Pages 9, 20, 40, and 50 of this Quick Guide, all job duties, **must** rotate throughout the Election Day.

- 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 in the same car 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 in the same car 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
- **A PEO should never display or make any type of statement which may be political in nature.**
- 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 question or issue on the ballot.

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. PEOs are held to a higher standard (see above)

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:

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

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
     - 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.**

  Dem (513)632-7041

  Rep   (513)632-7042

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 **suggested layout** for your polling place.

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

CHECKLIST:

☐ 1-Remove keys and codes from the end pouch of the Blue Ballot Bag (BBB)

☐ 2-Remove equipment & supplies from Caddy using Supply List

☐ 3-Check all equipment and supplies for correct polling location

☐ 4-Check ballots for correct precincts

☐ 5-Check Special Instructions Bag

EQUIPMENT

☐ Power on router **First,** then plug it in

☐ Set up, power on and enter the ePB app 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**

▶ **Can't Find Caddy in Polling Location? CALL 632-7016 or 632-7022**

☐ Assemble and arrange Voting Booths

☐ Put (black) Privacy Shields on tables

OTHER DUTIES

☐ Arrange materials

☐ Post all indoor signs

☐ Make sure location is set up for linear flow, and is clean & safe

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 greet voters, assist Access Station voters and manage the location

FINAL DUTIES FOR MONDAY NIGHT

☐ Log out ePBs <u>temporarily</u>, 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

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.

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

Caddy

Ballot Box tote (black fabric) (blue tag)

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

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)

Provisional & Unscanned Envelope Bag (blue)

ePoll Book case(s) (red)

Voting booths and Caddy 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.**

Voting Booths

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

Blue Ballot Bags

◯ 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.**
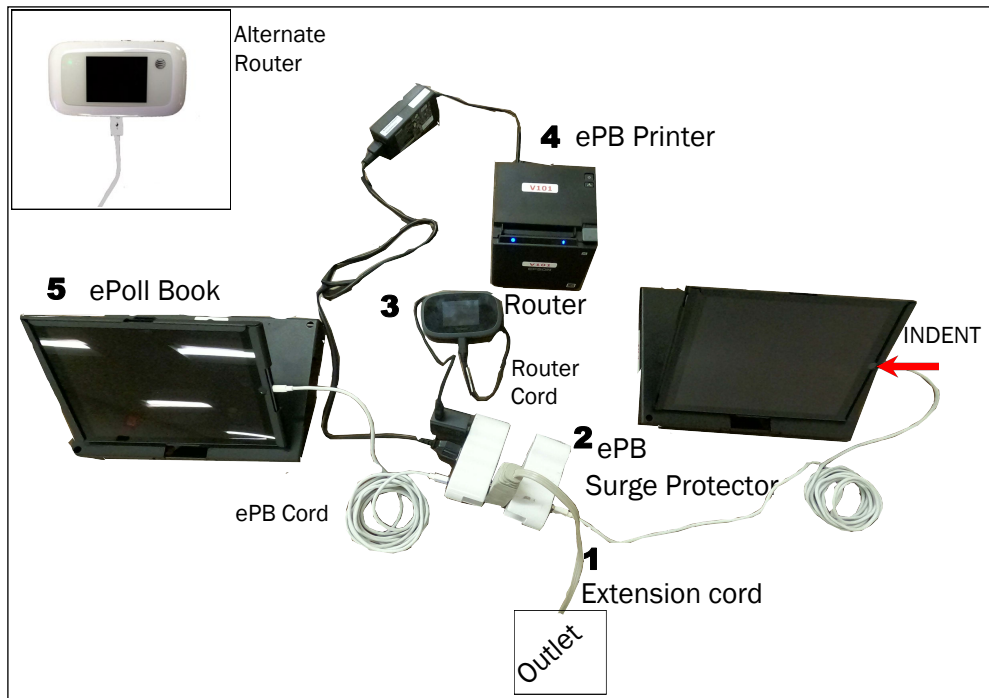
VLD & PEO (opposite parties) together:
    Remove all items from red ePB case and place on table.

1 • Extension cord - Plug into outlet.

2 • ePB Surge Protector - Plug into extension cord. Wait for blue and green lights.

3 • Router - Press and Hold POWER button. Do not plug router into power source yet. Wait until the Verizon **OR** AT&T logo disappears from the router screen and a home page appears. **THEN,** you may plug the router cord into the router, and then the router cord into an open outlet.

4 • ePB Printer - Plug into ePB Surge Protector. Wait until there is only one solid blue icon lit up on the display. There is only one printer per location.

5 • ePoll Book - Plug ePB cord into the ePB Surge Protector USB slot. Only one ePB per ePB surge protector. The ePB turns on automatically once connected to power. Use stylus to touch screen. Press INDENT button to unlock device.
    *You **MUST** turn on **ALL** ePBs Monday night

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   (on VAT only) leave ePB on this page until end of night
    • Touch START (Press INDENT button
    if screen goes black)

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

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.
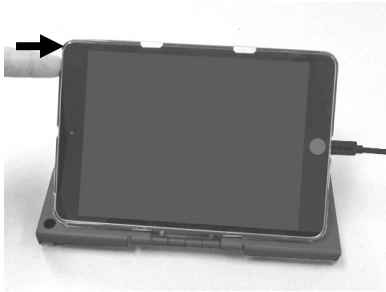
Last Thing Before you Leave

(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
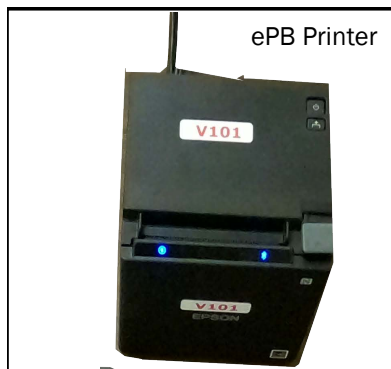- Repeat with each ePB

Router   Hold POWER button

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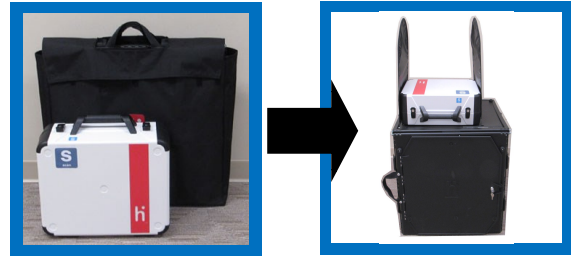
Router   Hold POWER button

ePB Printer

16
- Power down ePB Printer - press the power button, and the printer will turn off. (No lights should display when the printer is powered down)
- Leave Printer, ePB Surge Protector and extension cord in place for easy set up in the morning

◯ Set Up Ballot Box & Vscan

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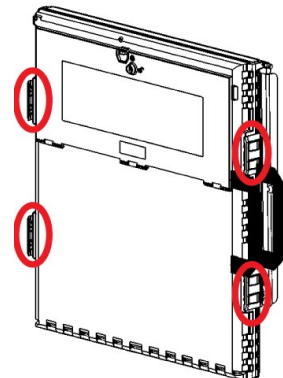

2. Position the folded ballot box with handles on the side - white labels on top.

3. Release the lid by unhooking the 3 rubber bands near the bottom.
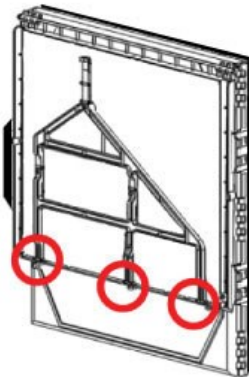
4. Unlatch the four clips, 2 on each side.

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).

(Set Up Ballot Box and Vscan cont.)

7. Lower the bottom panel—it does not need to drop all the way.
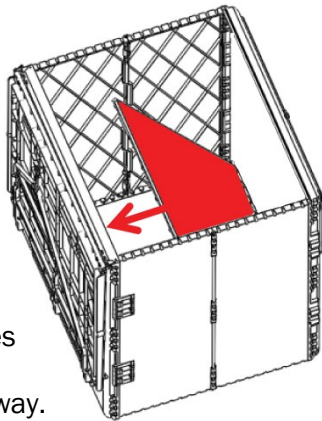
8. Pull the white string to unlock the lid latch.

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.

PRESS HERE

15

(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

Privacy wings →
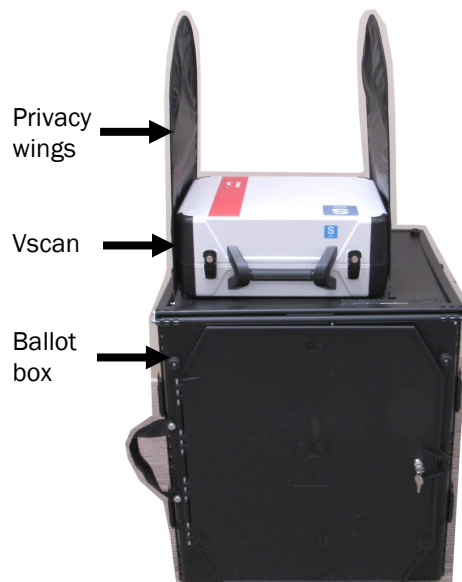
Vscan →

Ballot box →

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

Vscan back

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

⃝ 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.
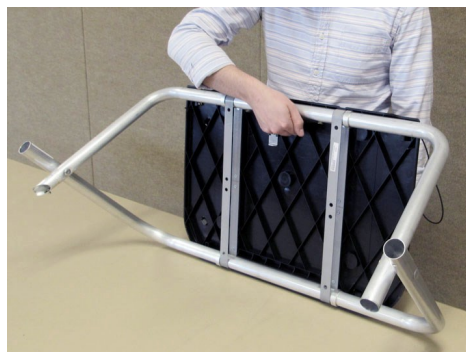
5. Attach the U-shape rear leg.

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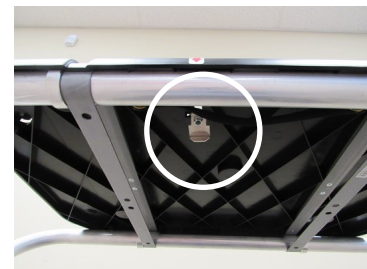
9. Push slide underneath surface towards the back to secure Access Writer in place. Pull up on the Access Writer handle to make sure it is secured.

(Set Up Access Station cont.)

Privacy wings →

10. Attach privacy wings to booth.

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

back

front

Privacy wings →

Access Writer →

Access Writer Booth →

Access Ballot Printer ←

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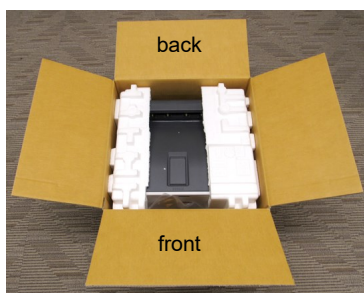
12. Remove Access Ballot Printer from cardboard box then place printer on table (store foam inserts in printer box)

Access Writer back

Access Writer back

Access Ballot Printer back

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.

15. Attach printer power cord to back of printer. Pull blue extender on paper tray out. **Load blank Ballot 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 one blue light)   ----------------------------

      ___ **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 **Provisional & Unscanned Envelope** bag is next ----------------------------
      to VAT ePB
      - 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

Printer

Router   ePB

ePB Surge   Protector

ePoll Book
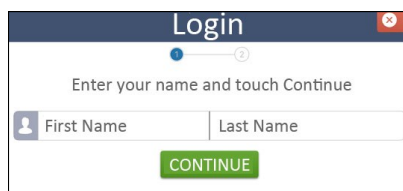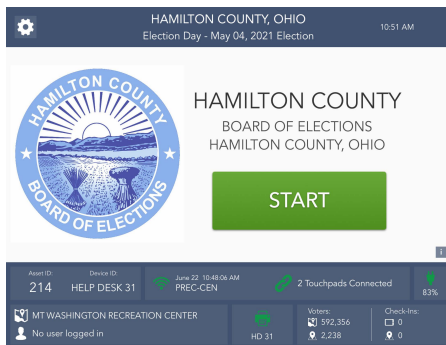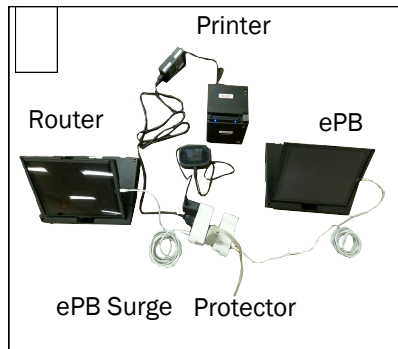
VLD & PEO (opposite parties) together:

1 • Remove Router and ePBs from locked Caddy

2 • Turn on Router - Press and Hold POWER button. **DO NOT PLUG ROUTER INTO POWER SOURCE YET.** Wait until the Verizon **OR** AT&T logo disappears from the screen and a home page appears.

3 • **NOW,** you may plug the router cord into the router, and then the router cord into an open outlet.

4 • Plug ePB Printer into the ePB Surge Protector. Wait until there is only one solid blue icon lit up on the display. There is only one printer per location.

5 • Connect ePoll Book cord to ePB and plug ePB cord into the Surge Protector USB slot. **ONLY ONE ePB PER SURGE PROTECTOR.** The ePB turns on automatically once connected to power. 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
   • A pop up will say either say,
   "This is a Touchpad for a Hamilton County CHECK-IN ePollbook. Please press CONTINUE." or
   "This is a Touchpad for a Hamilton County VAT ePollbook. Please press CONTINUE."

   NOTE: There is only one VAT ePB per location

(continued next page)

(Set Up ePBs Election Day cont.)
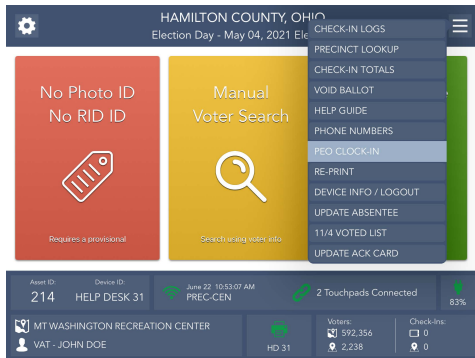
8
- You are now at the HOME screen—
  Verify your name is shown (with title) lower left

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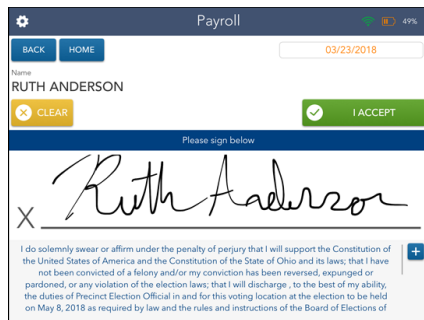
9
- Read the OATH/Ethics Statement (Touch + and
  scroll down to read complete text, Touch DONE)
- Sign ePB
- Touch I ACCEPT
- Screen will say YOU HAVE BEEN CLOCKED IN
- Repeat steps 8 & 9 until all PEOs have successfully
  clocked into VAT ePB Payroll-OATH
- Touch HOME

⬭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 found in supply bag. 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'
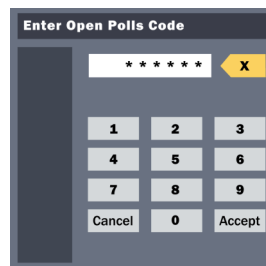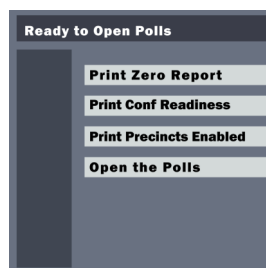
7. Make sure screen shows zero ballots

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.

Latch ➤

Brace ➤

Key to lock/unlock screen

Screen in pack position

Screen docked & tilted. Now lock in place.

Open Polls

Ready to Open Polls

Print Zero Report

Print Conf Readiness

Print Precincts Enabled

Open the Polls

Enter Open Polls Code

＊ ＊ ＊ ＊ ＊ ＊   X

1	2	3
4	5	6
7	8	9
Cancel	0	Accept

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, found in supply bag

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'
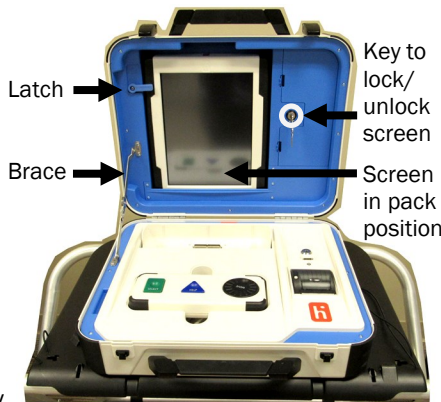
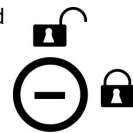**Access Writer - use stylus to touch screen**

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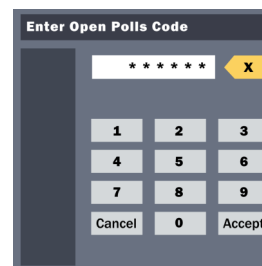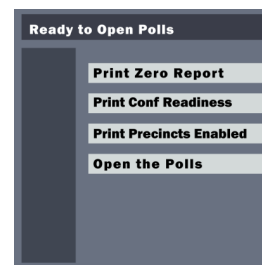
Place Screen in dock firmly, tilt it back and lock in place (yellow key)

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

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. Place stylus next to Access Controller. Set up is complete.

Turn printer ON
(front lower right)

Latch

Key to lock/unlock screen

Brace

Screen in pack position

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

Ready to Open Polls

Print Zero Report

Print Conf Readiness

Print Precincts Enabled

Open the Polls

Enter Open Polls Code

* * * * * *   X

1   2   3
4   5   6
7   8   9
Cancel 0 Accept

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**	**Regular ePB** (Check-In Tables)
• 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	 • Process regular voters • Issue voter replacement ballots • Show device info and log out • Look up and direct voters to correct voting location • 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

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 & not expired
State of Ohio or Fed. Govt. photo ID	Name, current address & not expired
Ohio Concealed Weapons ID	Name, current address & not expired

Acceptable DOCUMENTS as ID	Must show:
Utility Bill **Bank Statement** **Government Check** **Payroll Check** **Government Document**	Name, current address & date within 12 months *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 at back of ePB by camera, or use MANUAL VOTER SEARCH on ePB
- Ask voter "What is your current address?"
- Verify name & current address match ePB
- If information matches, Touch ISSUE BALLOT (flip ePB to voter)
- Voter touches DEMOCRATIC or REPUBLICAN.
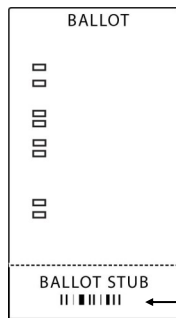
- Voter touches YES, CONTINUE to confirm ballot choice
- Voter uses stylus to sign ePB
- Voter touches DONE (flip ePB back to PEO)
- Compare new signature to signature on record in ePB, if it matches touch ISSUE BALLOT
- ePB shows ballot style # - Get correct ballot
- Only refer to ballot by using its ballot style number, Do not say the voter's party affiliation out loud.
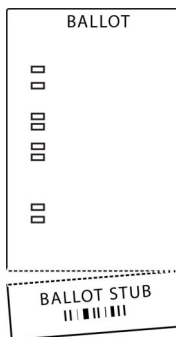
Voters

- Scan **ballot stub barcode** on ePB to **verify correct ballot**

  Screen shows "**Voter successfully checked in**"

  (Incorrect ballot? **Get <u>CORRECT ballot & SCAN stub barcode</u>** on ePB to complete Check-In)

  Always scan STUB BARCODE on ePB BEFORE

  detaching from the ballot - 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
NOTE: If the voter has difficulty selecting ballot type or needs assistance, ask, "Which ballot style do you want to vote? Democratic, Republican, or Issues only, if applicable"

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

   ☐ **01844444**   SMILEY, ANN RITA   N55010   AMBRLY
        4250 MAIN RD   X_____

   ☐ **01115555**   SMILEY, JENNIFER LYNN N55010   AMBRLY
        4250 MAIN RD   X_____

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**

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.

Voters

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.)

17- YEAR-OLD VOTER - Primary Elections Only. Votes a regular ballot, but the ballot is not
scanned. See instructions in the 17-Year-Old voter bag in the Admin Bag, and call the Help
Desk for any assistance

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 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 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, Touch ISSUE BALLOT

- (flip ePB to voter) Voter touches DEMOCRATIC or REPUBLICAN.

- Voter touches YES, CONTINUE to confirm ballot choice

- Voter uses stylus to sign ePB

- Voter touches DONE (flip 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
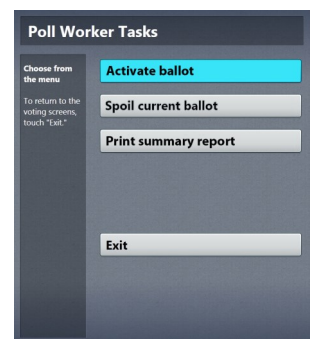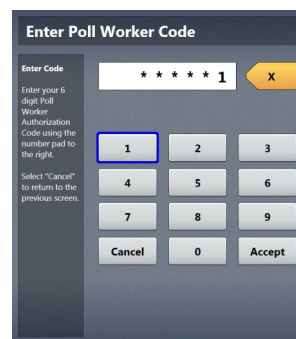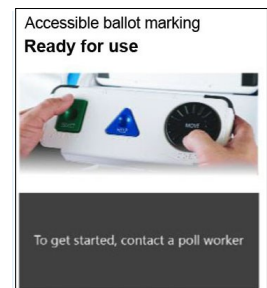
(Voting at Access Station cont.)

- 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.

- Choose the correct ballot style (Dem/Rep/Issue) to match the same as above.

- 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
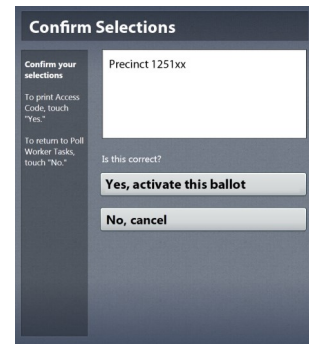
Directions for Voter:

- 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

- 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)

- Voter takes ballot to Vscan to scan
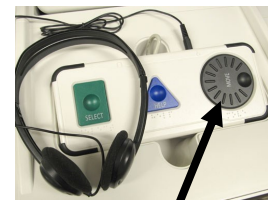
Turn black wheel on the Access Controller to the right for audio
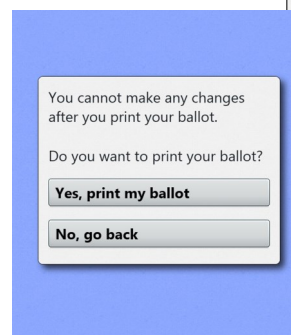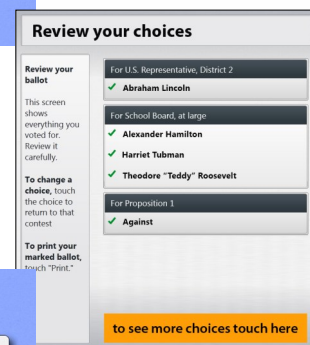
To void a ballot on the Access Writer call the Help Desk 762-9010

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 note 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.
> (Voter most likely requested an Absentee Voting by Mail ballot and came to vote at their polling location as well.)
>
> **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 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. If information matches, Touch ISSUE BALLOT
G. (flip ePB to voter) Voter touches DEMOCRATIC or REPUBLICAN.
H. Voter touches YES, CONTINUE to confirm ballot choice
I. Voter uses stylus to sign ePB
J. Voter touches DONE (flip ePB back to PEO)
K. PEO confirms the signature matches
L. ePB shows ballot style#
M. 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
N. PEO removes the stub and places it in Ballot Stub bag
O. PEO covers the top, left barcode of the ballot with a yellow provisional sticker
P. PEO gives the voter the ballot, hotline sheet, completed provisional envelope and directs voter to open voting booth
Q. Use hand sanitizer to wash your hands
R. 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, make sure they are at the correct
polling place, have them complete the provisional envelope,
seal the voted ballot in the envelope,
place sealed envelope in the **Provisional & Unscanned Envelope bag.**

Provisional & Unscanned Envelope bag

A provisional voter's ballot is never scanned at the polling place.

(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-B 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

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

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

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

4 **Former address**
Not required
If you do not provide your former address it will not cause your ballot to be rejected.
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 ____

5 **Identification**
Required
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.

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.

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 .... ☐

6 **Affirmation**
Required
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

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.)

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)

ePB Printer:

Everything should be working IF:

- The power button is pushed DOWN
- There is a solid blue light on the printer.
- The printer icon on the VAT ePB is green.
  Orange Exclamation Point icon on printer:
- The top cover is open. Shut firmly down until orange exclamation point disappears.
  Orange Paper Roll icon is on printer:
- The paper roll is incorrectly fed. Lift the top cover and feed the paper roll so it is slightly sticking out of the printer. Close the lid, and the printer will cut the paper to the correct length.

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 with voter's precinct number/name to put voted ballot in
- Gives voter an "Unscanned Ballot Notice"
- <u>Writes</u> 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**

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.
17yr old ballot envelopes also go in the Provisional and Unscanned envelope bag clearly marked as a 17yr old voter.

Provisional & Unscanned Envelope bag

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. 51)

☐ 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. 52)

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.)
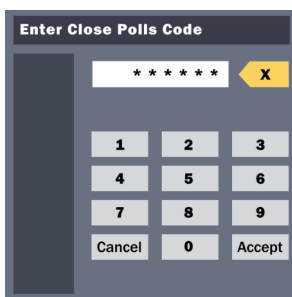
If Ballot Accounting does not reconcile - write down in Notes Pages and continue packing up.

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

● Close Polls Vscan at 7:30pm

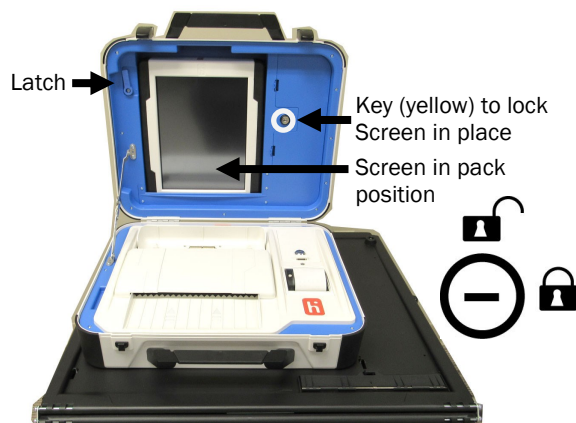**1.** Press blue POLL WORKER button on back of Vscan

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

Main Menu
Select an option from the list below
Close Polls
Run tests
Change settings
Administrator Menu
Exit

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
Precinct   Total
Total   20
Official Signatures
_____
_____

Vscan back

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)

Latch →

Key (yellow) to lock Screen in place
Screen in pack position

Vscan back

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.
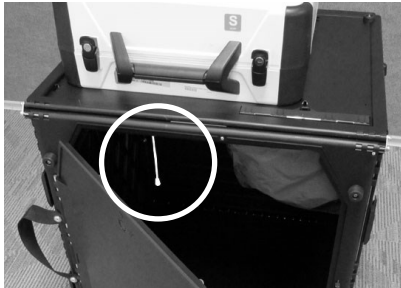
Place cords and surge protector in Vscan cords bag.

Close Polls

(Close Polls Vscan cont.)

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

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

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

11. Remove Vscan from ballot box.

12. Pull the floor of ballot box up and position behind the gray pouch

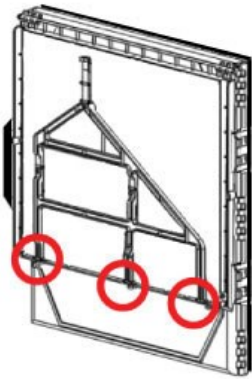**13.** Close and lock front door (black key)

14. Disassemble ballot box:

Lift lid and gently lay back against side of ballot box

(Close Polls Vscan cont.)

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

16. Collapse ballot box by pushing side panels (yellow labels) inward. Then push the other side panels (white labels) until it's completely flat.
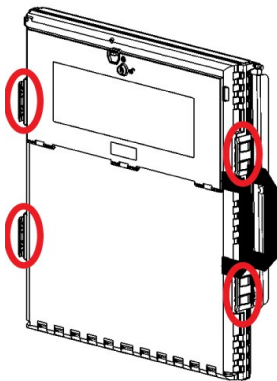
17. Latch the four clips, 2 on each side,

18. 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.

Place Ballot Box Tote(s) in the Caddy

Take all Vscans to Drop-off location

⬤ Close Polls Access Station at 7:30pm

1. Press READY FOR USE button on Access Writer screen. **Then press MENU at the top of the screen.**
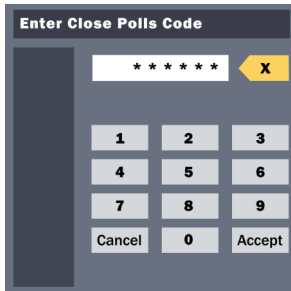
Enter Close Polls Code

1	2	3
4	5	6
7	8	9
Cancel	0	Accept

* * * * * *   X

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

Main Menu

Select an option from the list below

Close Polls

Run tests

Change settings

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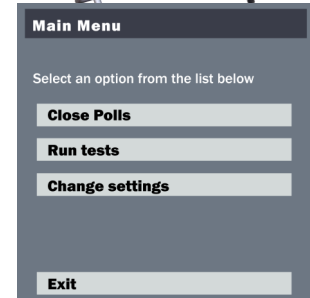
3. Dem & Rep working together enter close polls code and select ACCEPT

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)

Latch ➤

Key (yellow) to lock Screen in place

Screen in pack position

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.

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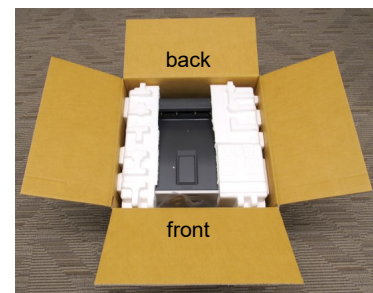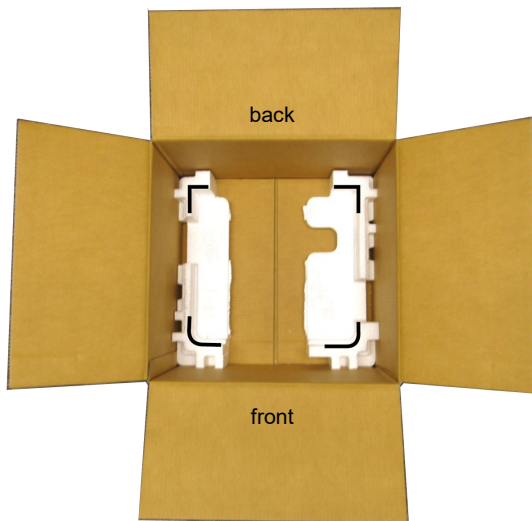
10. Close Access Writer, fasten latches, and lock (purple key)

11. Pull the slide under booth surface forward and remove Access Writer

12. Place printer back in cardboard box:
First, remove paper from the Printer, and slide the blue paper extender on the tray back in to the closed position. 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.

Close Polls

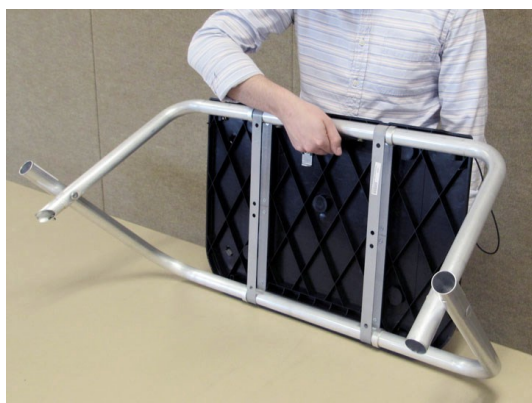**14.** Turn booth over and remove two front legs. Press metal buttons and pull legs out.

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
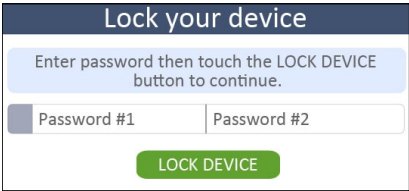Put front legs into tote and close flap

Place all Access Station components in the caddy

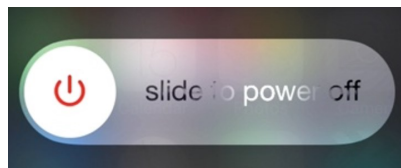# ●Close Polls ePBs at 7:30pm - VLM & VLD (opposite parties)

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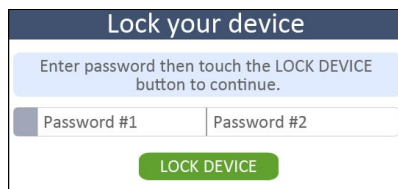
1
- Close all Check-in ePBs now
  (VAT ePB must be closed after all other ePBs)
- Touch drop down menu on all Check-In ePB
  HOME screens

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 <u>all ePBs</u> 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)
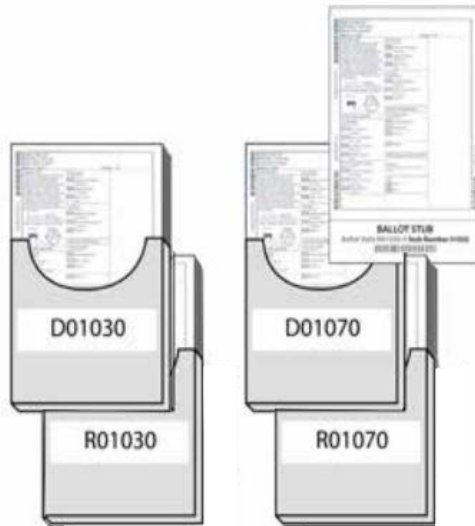- **Bring all packed ePB cases to Drop-off location**

Close Polls

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

Unused ballots in their sleeves

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

⑥ Touch **SCANNER TOTALS**

VScan #1 tape

VScan #2 tape

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**

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)

Close Polls

Packing Up

Single locations & Home precinct in multiple locations | **Other precincts in multiple locations**

RED ePB CASE with supplies:

☐ **ePB(s) with Power Cord(s)**

☐ Printer, ePB 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

☐ 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

---

RED ePB CASE(s) with supplies:

☐ **ePB(s) with Power Cord(s)**

☐ ePB 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

☐ Pack Caddy, ensuring 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 Provisional & Unscanned Envelope Bag** (blue)

VLM & VLD must drive together in the same car with the materials above to the Drop-off location.

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!!

Close Polls