

# **Board of Elections**

## **HAMILTON COUNTY OHIO**



### **OFFICIAL**

### **MAY 2, 2023 PRIMARY/ SPECIAL ELECTION**

# **PEO QUICK GUIDE**

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# Definitions

**Precinct** - An area where voters live & vote. Each precinct has unique name (e.g. Cincinnati 1-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** - Will be 1 sheet of printed paper specific to each precinct

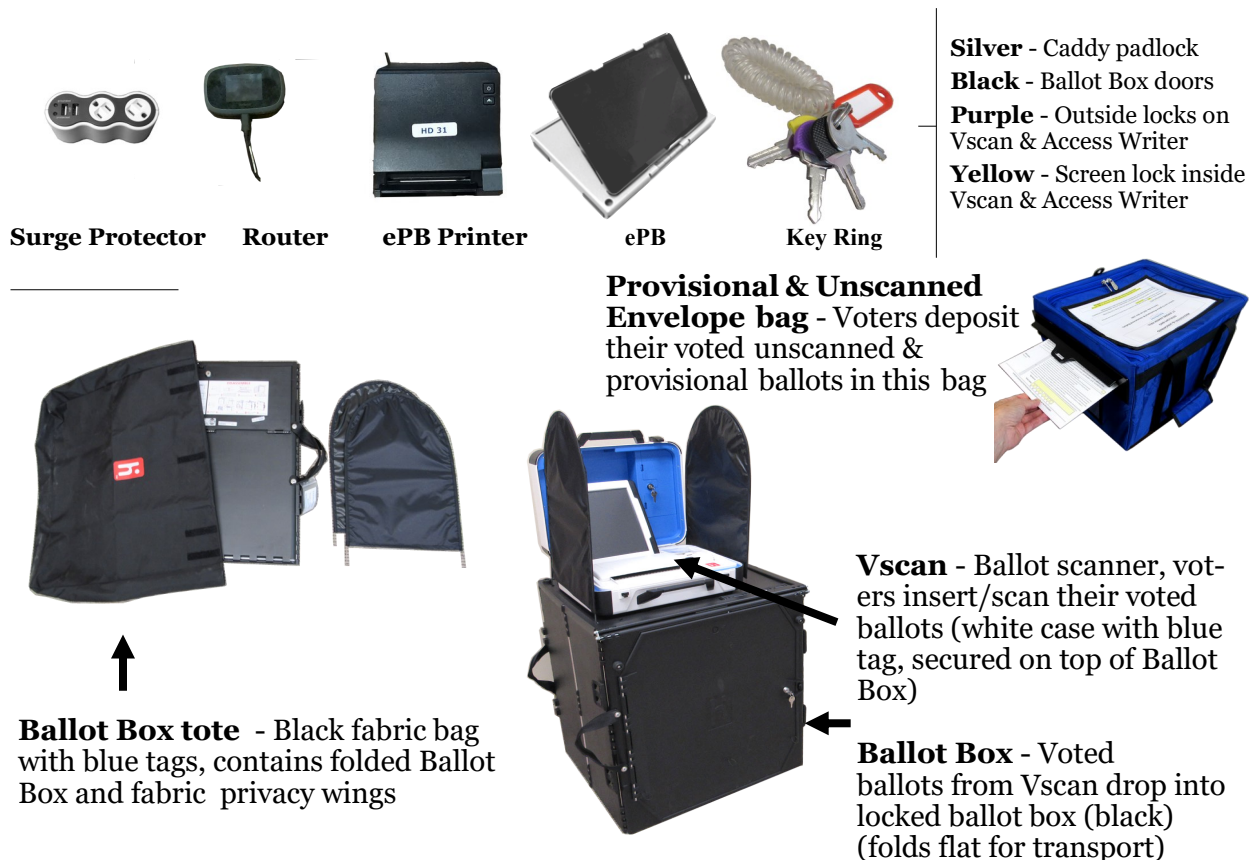
**VAT** - Voter Assistance Table - VAT ePB + ePB Printer- VAT ePB payroll clock-in & ballot accounting

**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



## 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 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

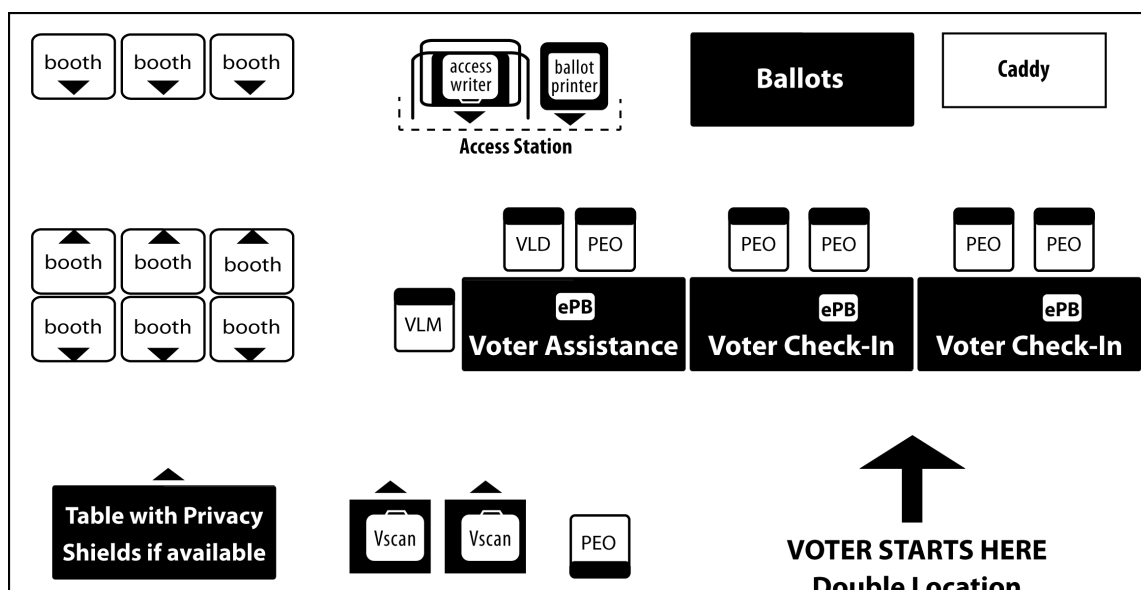
All PEOs in a location work together as a TEAM to make sure voters get their correct precinct voting materials.

## Each Polling Location:

- 1 Voting Location Manager (VLM) & 1 Voting Location Deputy (VLD)
- PEOs assigned by party – equal numbers of Democrats, Republicans and Non-affiliated. Not more than one half of PEO's assigned may be members of the same party.
  - 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 pg 7) - Identified by placing US flags and No Campaigning signs 100' from voting entrance
  - \* Voters may bring their own campaign papers to location for personal use but cannot display them

## 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 one of the 24 assigned Pick-up and Drop-off locations
- Manages the location at Monday Night Set-up & on Election Day
- Assigns PEO jobs using the checklists on Pages 13, 24, 44, and 54 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 to the assigned Drop-off location Election night with the red ePB cases, white Vscans (with blue tag), the Blue Ballot Bag(s) and 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
- **MUST RIDE WITH VLM IN THE SAME CAR** to the assigned Drop-off location on 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 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 and should never display attire which could be portrayed political in nature.

# 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.

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

1. Check all tamper proof seals on equipment
2. Election morning, 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

# | Observers at Precincts on Election Day

- Observers may be appointed by political parties, a group of candidates or a committee advocating or opposing a ballot issue or question to observe the casting and counting of ballots at one or multiple precincts on Election Day.
- All Observers **must** present a **Certificate of Appointment of Observer** to the VLM or VLD. Take an oath that is administered by the VLM or VLD.

**Sign the Observer Signature page in the Forms Binder.**

## **Observers OATH:**

*“You do solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and/or that you will not disclose or communicate to any person how any elector has voted at such election.”*

## **Observers CAN:**

- Be in the polling place before, during, and after hours of voting, as long as PEOs are present.
- Use electronic communication devices or any audio/visual recording device as long as they do not impede, interfere with or disrupt an election, or in any way intimidate the voter. Device must be silenced, it can be used to send/receive text messages, and emails and other non-verbal communications but observer must leave polling place to have audible conversations regarding the election or perceived problems.
- Move freely in the polling place to the extent that they do not engage in prohibited activity.
- Only observe in the precinct to which they are duly appointed (displayed on certificate)

## **Observers CANNOT:**

- Interfere with election officials completing their official duties;
- Use any electronic or communication device including cell phone in any manner that causes a disruption or to discuss the election within the polling place or to take photographs, videos or to record any conversations inside the polling place;
- Handle any election materials;
- Engage in any kind of election campaigning;
- Hinder or delay a voter in reaching or leaving the polling place;
- Impede, interfere with, or disrupt the election in some manner;
- Intimidate, harass, or attempt to influence voters or precinct election officials;
- Carry a firearm or other deadly weapon; or
- Risk violating the secrecy of the ballot or the privacy of voters.

**NOTE: Observers are not election officials, enforcers of the laws nor are they advocates for voters before precinct election officials**

### Removing Observers:

Only VLM, Director, Deputy Director, and appointed authorities have the authority to remove observers from their posts. Law enforcement officials have the statutory duty to remove observers at the order of one of the above. When removed, the observer may be requested to turn in their certificate of appointment.

Form No. 215-B Prescribed by the Secretary of State (09-17)

**Certificate of Appointment of Observer  
at Precincts on Election Day** *print clearly*

*R.C. 3505.21*

This certificate must be presented to the appropriate election official at the time of observation.

**We, the appointing authority**  
*Required*  
*You must choose ONE of these options.*

Today's Date MM/DD/YYYY

☐ The Central Committee Chairperson and Secretary of the \_\_\_\_\_  
(Name of County or State)  
\_\_\_\_\_  
Party,  
(Name of Political Party)  
**REQUIRED** signatures of party Central Committee Chairperson **AND** Secretary

\_\_\_\_\_  
Chairperson Secretary **OR**

☐ The undersigned group of five or more candidates,  
**REQUIRED ALL** signatures of members of group of five or more candidates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**OR**

☐ The undersigned duly recognized committee \_\_\_\_\_  
("Supporting" or "Opposing")  
the following ballot issue \_\_\_\_\_  
(Name of Ballot Issue)  
\_\_\_\_\_  
(Name of Committee if Applicable)  
**REQUIRED** signatures of **ALL** members of duly recognized committee supporting or opposing a ballot issue

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

hereby appoint the following person(s) \_\_\_\_\_  
(Name(s) of Observer(s))

to observe in \_\_\_\_\_ County **at precinct** \_\_\_\_\_  
(Name of County) (Name of Precinct)

for the election to be held on

Date of Election MM/DD/YYYY

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



# | Saturday Supply Pick-up - VLM

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

VLMs 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 (513) 632-7041 or (513)632-7042**

VLM picks up:

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

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

**► Wrong Location/Precinct Name on materials?  
CALL PEO Supervisors. (513) 632-7041 or (513)632-7042**

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

Preparation

## VLMs 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 location

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

### CHECKLIST:

- ☐ 1-Remove keys and codes from end pouch of the Blue Ballot Bag (BBB)
- ☐ 2- Check Special Instructions Bag
- ☐ 3- Remove equipment & supplies from Caddy using Supply List
- ☐ 4-Check ballots for correct precincts
- ☐ 5-Check all equipment and supplies for correct polling location

### EQUIPMENT

- ☐ Power on router FIRST, then plug it in
- ☐ Set up, power on and enter the ePB app on ALL ePBs
- ☐ 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 on top of Supply Box. Place ballot paper in Access Ballot Printer

- ☐ Set up Provisional & Unscanned Envelope bag. Place it on the VAT table
- ☐ 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 temporarily, power off all ePBs & router - store inside Caddy (ePB Printer can be left out)
- ☐ Place ballots in BBB, & put bag(s) 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.



**Voting Booths**

**Voting booths and Caddy** will be delivered to the polling location

Arrange tables and booths to ensure voter access

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



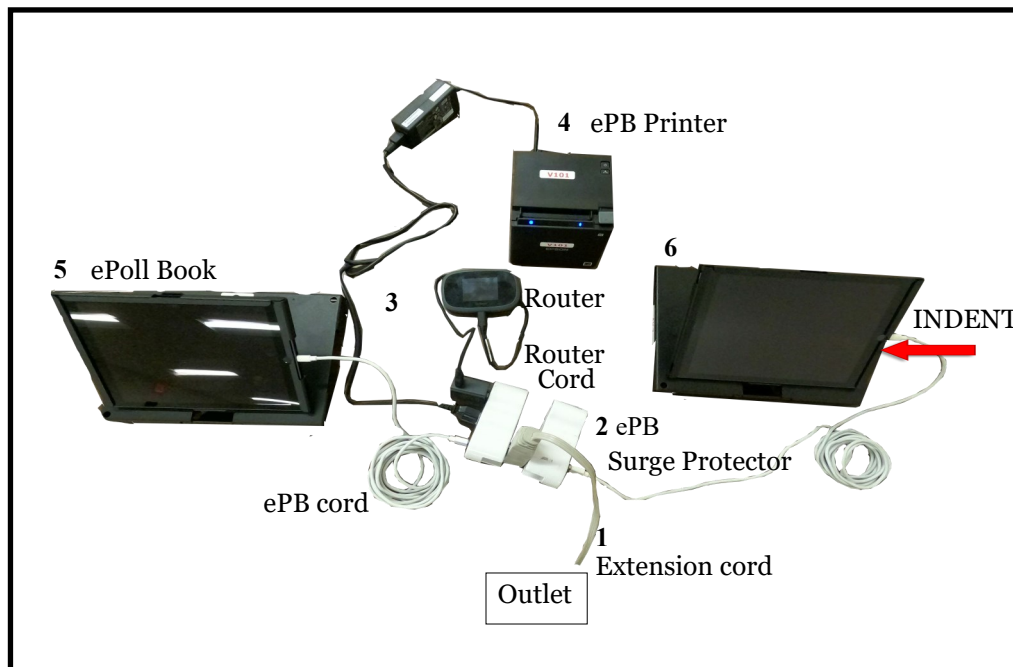
**Blue Ballot Bags**

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



# Set Up ePBs and Clock-In Monday Night

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



**DO NOT PLUG ePB SURGE PROTECTOR INTO ANOTHER ePB SURGE PROTECTOR**

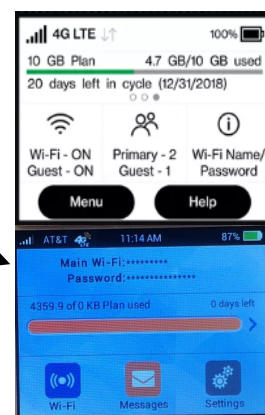


**CORRECT WAY**

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 & Hold POWER button. Do not plug router into power source yet. Wait until the Verizon logo disappears from the router screen and home page appears. THEN, you may plug the router cord into the router, and then the router cord into an open outlet. NOTE: IF YOU PLUG IN THE VERIZON ROUTER BEFORE PRESSING THE POWER BUTTON YOU STILL NEED TO HOLD DOWN THE POWER BUTTON.
- 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. ROUTER IS TRANSMITTING SIGNAL ONCE YOU GET TO THIS SCREEN
- 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.



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



## (Set Up ePBs Monday Night cont.)

Preparation

**Login**

Enter your name and touch Continue

First Name Last Name

**CONTINUE**

- 9 • In Login screen - Enter PEO first name then touch Last Name box, Enter PEO last name
- Touch CONTINUE

**Login**

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

Password #1 Password #2

**BACK** **UNLOCK DEVICE**

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

**HAMILTON COUNTY, OHIO**  
Election Day - May 04, 2021

**PEO CLOCK-IN**

Asset ID: 214 Device ID: HELP DESK 31 June 22 10:53:07 AM PREC-CEN 2 Touchpads Connected 83%

MT WASHINGTON RECREATION CENTER  
VAT - JOHN DOE

- 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.)

**Payroll**

BACK HOME 03/23/2018

Name: RUTH ANDERSON

**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

- 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

**PHONE NUMBERS**

**DEVICE INFO/LOGOUT**

**UPDATE ABSENTEE**

- 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

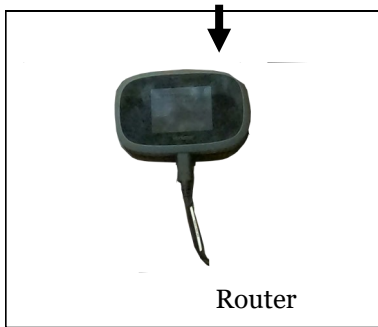
### (Set Up ePBs Monday Night cont.)

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

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



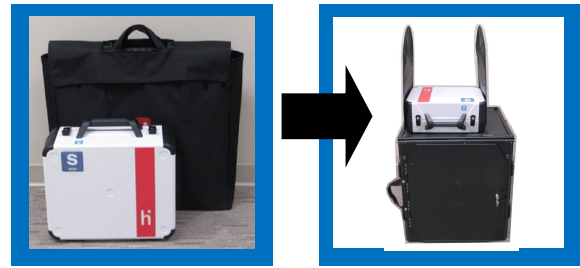
- 16 • Power down ePB Printer Press the power button, and the printer will turn off. (No light should display when the printer is powered down)
- Leave Printer, Surge Protector and extension cord in place for easy set up in the morning



# Set Up Ballot Box & Vscan



Scan QR Code with  
cellphone camera to  
watch Set Up Ballot Box  
and Vscan video

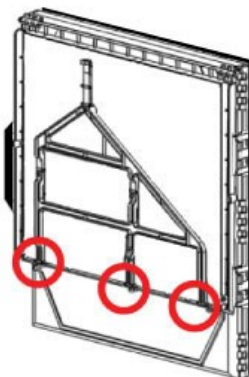


1. Remove folded ballot box and privacy wings from Ballot Box Tote.

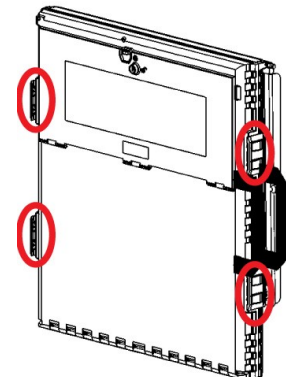


2. Position the folded ballot box with handles on the side - white labels on top.

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.

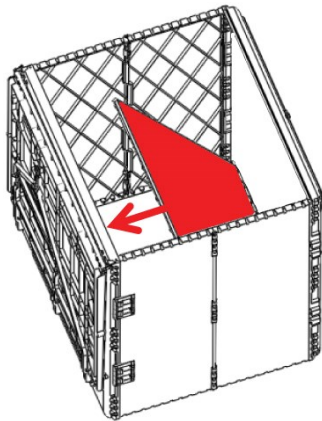


6. Press side panels out until they are flat. Be careful not to pinch fingers (yellow labels show pinch points).

(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.)

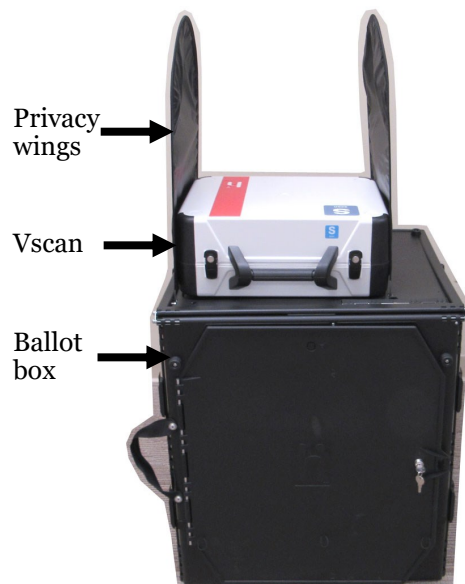
- 12.** Place one Vscan on each assembled ballot box, align footpads with indentations. The handle should be on the same side as the front door.



- 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**



# Set Up Access Station



Scan QR Code with cell-phone camera to watch setting up the Access Station video



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.

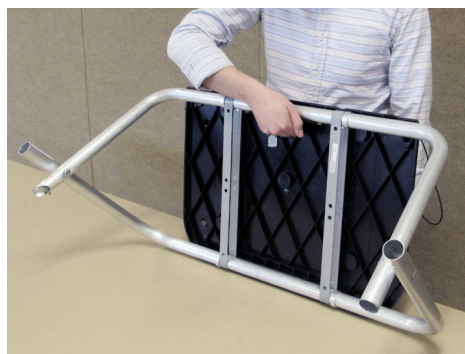


2. Hold up the booth table and slide the rubber bands from around the legs.



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.



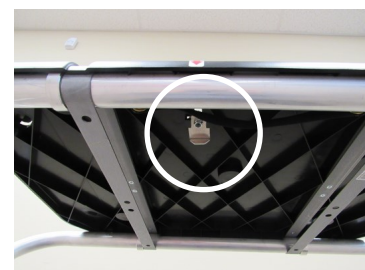
- 6.** Attach 2 front legs. Press metal buttons to attach and lock in place.



- 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)



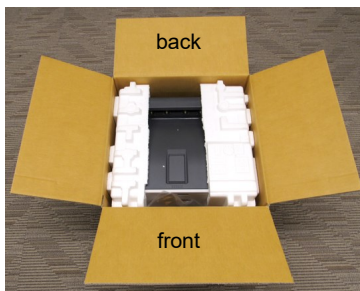
**(Set Up Access Station cont.)**



- 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) **Load printer paper.**



- 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.

**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 and Open Polls .....

\_\_\_ **Access Station** - 2 PEOs (opposite parties) plug into outlet  
& power on Access Ballot Printer, then Access Writer and  
Open Polls .....

☐ **All PEOs Clock-In Payroll/Oath** .....

☐ **Place the 'Vote Here', 100' Flags, and 'No Campaigning' Signs** .....

☐ **Post 6:30am Purple Registered Voters List #1** .....

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

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

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

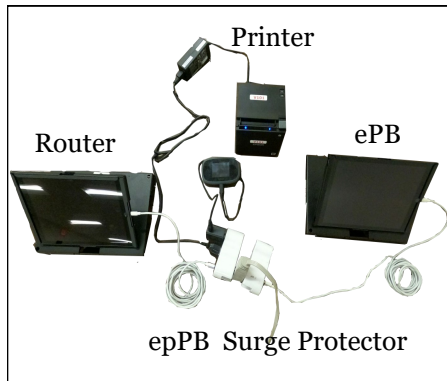
☐ **All PEOs** put on nametags and get ready to greet voters .....

☐ **All PEOs Keep Your Cell Phones On All Day**

☐ **DOORS OPEN TO VOTERS AT 6:30am SHARP**

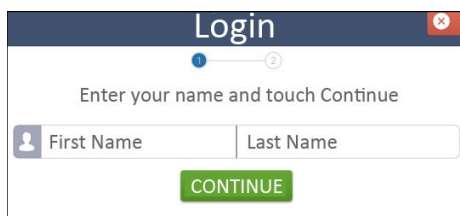
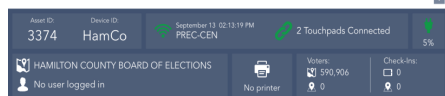
# Set Up ePBs and Clock-In by 6:30 Election Day

Open Polls



HAMILTON COUNTY  
BOARD OF ELECTIONS  
Hamilton County, Ohio

START



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 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 Hamilton County CHECK-IN ePollbook. Please press CONTINUE.” OR “This is a Touchpad for a Hamilton County VAT ePollbook. Please press CONTINUE.”

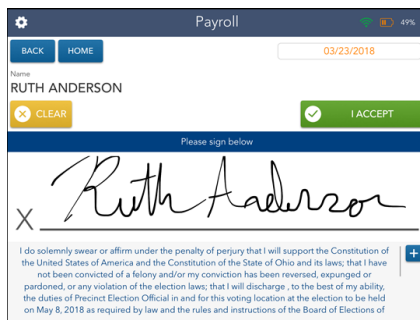
NOTE: There is only one VAT ePB per location

(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  
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).

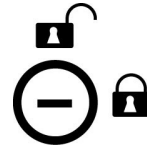
Latch →

Brace →

Key to lock/  
unlock screen

Screen in pack  
position

Screen  
docked &  
tilted.  
Now  
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

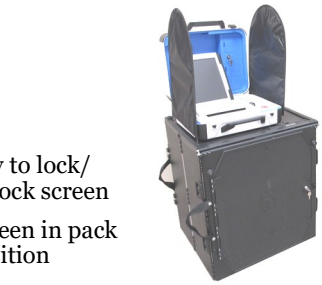
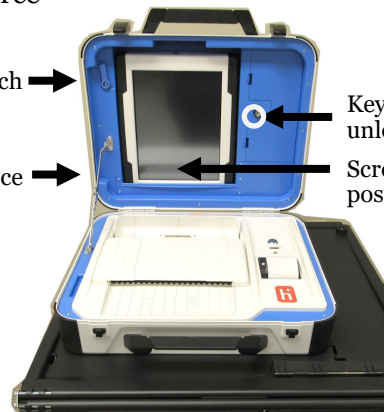
6. Select PRINT ZERO REPORT— Report will print (Vscan tape printer)  
Must show correct precinct name and list all precincts in the location  
Verify report shows 'Ballot Counter : 0'

7. Make sure screen shows zero ballots

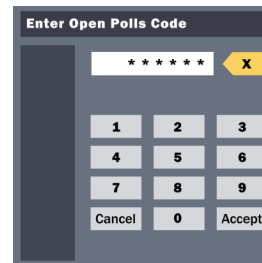
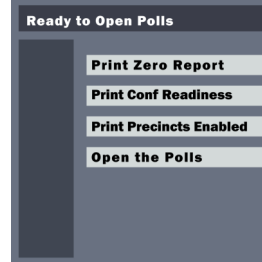
8. Select OPEN THE POLLS  
Dem & Rep working together enter the Open Polls code and select ACCEPT  
Report will print (Vscan tape printer)

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.



Open Polls



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



Turn printer ON  
(front lower right)

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)



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

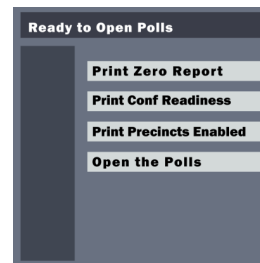


Screen docked & tilted. Now lock in place (yellow key).

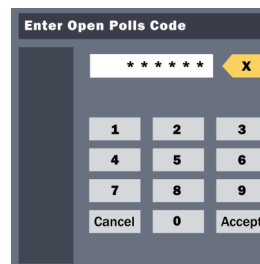
7. Press red POWER button on back of Access Writer to turn on - wait a few minutes for it to load/initialize - screen will go black before it lights up again (do not press POWER again)

### Access Writer— use stylus to touch screen

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



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



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

Screen will say: ACCESSIBLE BALLOT MARKING READY FOR USE

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

Open Polls

Election	
Verity Touch Writer	
Ballot Counter:	0
Lifetime Counter:	8
Zero Report	
Date & Time Printed:	
Access Code Summary Rep	
All ZEROS	
Official Signatures	
_____	
Election	
Verity Touch Writer	
Ballot Counter:	0
Lifetime Counter:	8
Open Polls Report	
Date & Time Printed:	
Polls are open	
Ready to issue ballots	
Official Signatures	
_____	

# Overall Guidelines for Processing Voters

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

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

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

## **VAT ePB (Voter Assistance Table) + ePB Printer**

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

## **Regular ePB (Check-In Tables)**

- Process regular voters
- Issue voter replacement ballots
- Show device info and log out
- Look up and direct voters to correct voting location
- 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 due to a physical disability, can have 1 DEM & 1 REP PEO assist.



# | Regular Voter

The voter states name, current address and shows **photo ID**:


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 or State ID with former address is ok if ePB has current address

# | Acceptable Identification (ID)


## Acceptable PHOTO ID

## Must Show:

- 
- Ohio Driver License/ Ohio State ID Card
  - Ohio Interim Documentation
  - U.S. Passport or Passport Card
  - U.S. Military ID, Ohio National Guard ID card, U.S. Dept of Veterans Affairs ID Card, or Digital Veteran ID Cards



When examining PHOTO IDENTIFICATION PEOs must be able to make the determination that the **NAME** of the voter conforms to the information in the ePB.



“The U.S. military ID card and Ohio National Guard ID card are more commonly known as the Common Access Card (“CAC”). Military ID’s are issued to military personnel, dependents of military personnel, and veterans. The U.S. Department of Veterans Affairs issues Veteran ID Cards (“VIC”) and Veteran Health Identification Cards (“VHIC”), both of which include a name and photograph. Veteran ID cards issued by county recorders do not qualify as valid photo ID for voting purposes.”

“As a general rule, an in-person voter must present photo ID in physical form. However, beginning in September of 2022, the U.S. Department of Veterans Affairs discontinued issuing physical VIC and now issues only digital VIC. As H.B. 458 clearly allows voters to use an ID card issued by the U.S. Department of Veterans Affairs, election officials must accept the digital VIC if the voter presents it.”


**\*\*Photo ID cannot be expired**



Examples of **UNACCEPTABLE ID**:

1. *Driver License from another State*
2. *Utility Bill, Bank Statement, Government Check, Payroll Check, Government Document*
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 Provisionally**



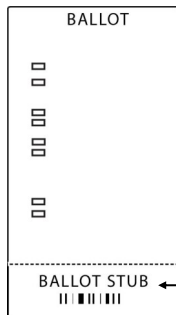
**RELIGIOUS OBJECTION**- Voters who do not have a Photo ID due to a religious objection to being photographed, must be given a Form 12-O to be completed.. Those voters are required to vote Provisionally. Attach Form 12-O to the Provisional Envelope using the blue painters tape.

# Processing Voters - ePB

**Voter enters polling place and can go to any Check-In ePB**  
(VAT can also check in regular voters if needed)

Check-In ePB PEO:

- Ask voter for ID
- Scan Ohio Driver License/State ID at back of ePB by camera, or use MANUAL VOTER SEARCH on ePB
- Ask voter “What is your name & current address?”
- Verify name & current address match ePB
- If information matches, Touch YES CONTINUE
- Touch ISSUE BALLOT (flip ePB to voter)
- Voter selects ballot style—there is only one option: ISSUE ONLY (most areas) or REPUBLICAN (Harrison Only)
- Voter touches YES CONTINUE to confirm ballot choice
- Voter uses stylus or finger to sign ePB
- Voter touches DONE (flip ePB back to PEO)
- Compare new signature to signature on record in ePB, if it matches touch ISSUE BALLOT
- ePB shows ballot style # with Party designation - Get correct ballot



- Scan ballot stub barcode in 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**

**\*\*NOTE: Ballot Accounting will not balance at end of night if you do not scan stub barcode**

- Remove ballot stub and place in Ballot Stub bag
- Give voter the ballot and instruct voter to scan into Vscan after marking 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**. Place **VOID** sticker on barcode, place **VOIDED** ballot in the **RED Voided Ballot Envelope** and make a note in the Notes Pages/Forms Binder.



Voters

# Manual Voter Search - ePB

If Driver License or State ID 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. If voter not found Touch FIRST & LAST NAME\* AND BIRTH DATE**

- Leave last name blank
- Enter first letter of the first name
- Enter complete birth date
- Touch SEARCH
- Touch voter name and proceed with check-in

**2.**

Touch LAST NAME AND HOUSE NUMBER

- Enter first 3 letters of last name
- Enter complete house number
- Touch SEARCH
- Touch voter name and date of birth then proceed with check-in

Voters

If voter not found touch BACK

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

Voter Code #  
on Find Voters  
List

Find Voters List			
	Voter Code	Name	
<input type="checkbox"/>	01844444	SMILEY, ANN RITA	N55010 AMBRLY
		4250 MAIN RD	X_____
<input type="checkbox"/>	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 FIRST & LAST NAME AND BIRTH YEAR searches if needed. Search with first 3 letters of first name, first three letters of FIRST last name and complete birth date. If not found do a second search with first 3 letters of SECOND last name and birth year. (Never enter a hyphen or punctuation.)

# Precinct Lookup on ePB

Sample address: **3634 West Liberty St  
Cincinnati OH 45205**

Touch **HOME**

Select **PRECINCT LOOKUP** from drop down menu

Precinct Lookup

Enter information below to locate correct address

House Number: 3634 Street Name: WEST LIB

SEARCH

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**

Precinct Lookup

Address is not at the current voting location.

Voter Address: 3634 W LIBERTY ST, CINCINNATI, 45205

SEARCH AGAIN

Location 2103

CARSON SCHOOL  
4323 GLENWAY AVE  
CINCINNATI 45205

GYMNASIUM


Map data ©2017 Google


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:


1 - Write the correct location address down and give to voter **OR**


2 - Send an email or a text to voter's smart phone  **OR**

3 - Touch  to print directions

Touch CONTINUE to complete and Touch PROCESS NEXT VOTER

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

 = Flip screen towards voter

 = Enlarge map

# Special Designations - Instructions for VAT ePB

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

**ABSENTEE Ballot Requested** - Must Vote Provisional ballot - VAT ePB

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

## RECORD ID

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

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

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

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

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

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

Questions- contact the Help Desk.

Voters

# Registered Voter & Voted Lists

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

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

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

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

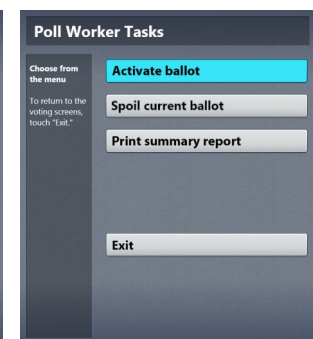
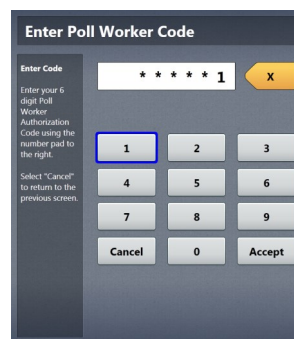
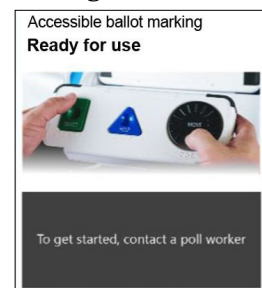
# Voting at Access Station - Electronic Marking System

The Access Writer is primarily used for voters with disabilities. The voter marks their ballot electronically, prints their voted ballot and scans into Vscan.



## 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 name and current address?”
- Verify name & current address match ePB
- Touch SELECT BALLOT (flip ePB to voter)
- Voter selects ballot style—there is only one option: ISSUE ONLY (most areas) or REPUBLICAN (Harrison Only)
- Voter touches YES CONTINUE to confirm ballot choice
- If information matches, voter uses stylus or finger to sign ePB
- Voter touches DONE (flip ePB back to PEO)
- Compare new signature to signature on record in ePB, if it matches touch ISSUE BALLOT
- ePB shows ballot style # with Party designation - Get correct ballot
- 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 Ballot Stub Bag
- Put “Voted on the Access Writer” label over top left barcode of ballot
- Take voter to the Access Writer booth
- READY FOR USE screen will display (the screen will be ready after polls opened Tuesday morning)
- Press READY FOR USE button on screen
- Enter the Poll Worker Code (from Keys & Codes bag) and select ACCEPT
- Select ACTIVATE BALLOT



(continued next page)

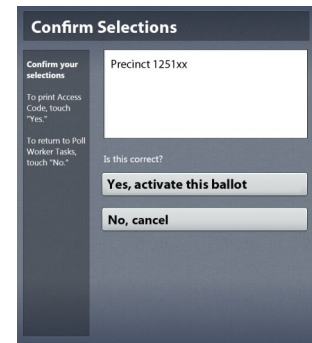


### (Voting at Access Station cont.)

- Choose the correct precinct from the list; match it with the ePB scanned ballot precinct number to make sure you have selected the correct precinct
- Choose the correct ballot style 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** or the **Access Controller**

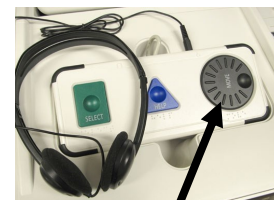
A selected choice will display green box with check mark to left of choice

The NEXT button advances to next contest

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

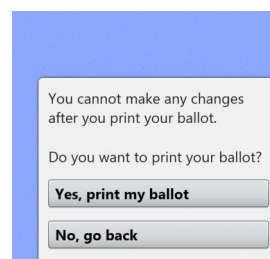
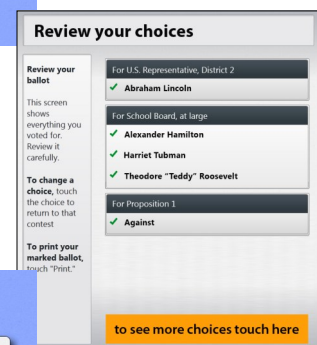
- When voter has reached end of ballot, the REVIEW YOUR CHOICES screen appears  
Voter can select specific contest to review or select RETURN TO BALLOT to go to last contest visited
- After reviewing and confirming choices, voter selects YES, PRINT MY BALLOT
- Voter gets the printed ballot from the printer (next to the Access Writer)
- Voter takes printed ballot to Vscan to cast

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



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

Voters



# Provisional Voting

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

The provisional voter places their ballot in an envelope and the ballot is not scanned at the precinct on Election Day. The provisional envelopes are reviewed by the Board and accepted ballots are included in the official count.

## 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 an acceptable 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
- Voter does not have an acceptable form of ID due to a religious objection to being photographed **\*See details below\***



**Processing Provisional Voter Options** are detailed below:

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

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

- VAT PEO asks voter for their current address.
- Once address is confirmed, PEO touches green PROCESS PROVISIONAL on ePB.

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

- PEO asks voter again their current address.
- The current address does not match; PEO touches yellow NO NEEDS CHANGES, then blue EDIT.
- PEO enters the new house number and street name and searches.
- Voter verifies the new street address and, at this point if the address is in the polling location, the PEO touches YES CONTINUE then the green PROCESS PROVISIONAL. Button on the ePB.
- If the address is not in the polling location, the PEO re-directs voter to different polling place.

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

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

(continued next page)



(Provisional Voting cont.)

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

- PEO touches red VALID ID NOT PROVIDED button, searches and locates voter

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

- C. PEO gives voter the **correct precinct** Provisional envelope
- D. Voter completes and signs Provisional envelope
- E. PEO checks to make sure the envelope is completed correctly
- F. If information matches, PEO touches SELECT BALLOT (flip ePB to voter)
- G. Voter selects ballot style—there is only one option: ISSUE ONLY (most areas) or REPUBLICAN (Harrison Only)
- H. Voter touches YES CONTINUE to confirm ballot choice
- I. Voter uses stylus or finger to sign ePB
- J. PEO confirms the signature matches
- K. ePB shows ballot style# with Party designation
- L. PEO gets the correct ballot & scans the barcode on the ballot stub - this makes sure the voter receives the correct ballot & completes the check-in process
- M. PEO removes the stub and places it in Ballot Stub bag
- N. PEO covers the top, left barcode of the ballot with a yellow provisional sticker
- O. **PEO gives voter hotline sheet:** This sheet contains instructions how to cure a Provisional ballot for lack of acceptable ID
- P. PEO gives the voter the ballot, completed provisional envelope and directs voter to open voting booth
- Q. 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.
7. Religious Objection to being Photographed Form 12O



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


**RELIGIOUS OBJECTION-** Voters who do not have a Photo ID due to a religious objection to being photographed, must be given a Form 12-O to be completed.. Those voters are required to vote Provisionally. Attach Form 12-O to the Provisional Envelope using the blue painters tape

Provisional

## (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 1-7 on provisional envelope:



103  
CINCINNATI 1-C

Print clearly

Form No. 12-B Prescribed by the Secretary of State (02/24/2023)  
**Provisional Ballot Affirmation**  
R.C. 3501.01(AA), 3503.16, 3505.18; 181; 182; 183.

**Full Name**  
Clearly print your name.  
*Required*

**Date of Birth**  
*Required*

**Current Ohio Address**  
*Required*

**Former Address**  
*Not Required*  
If you do not provide your former address, it will not cause your ballot to be rejected.

**Identification**  
*Required*

**Registration Update**  
*Recommended*

**Affirmation**  
*Required*

1 First \_\_\_\_\_ Middle \_\_\_\_\_  
Last \_\_\_\_\_ Suffix \_\_\_\_\_

2 Date of Birth (MM/DD/YYYY) (Do not write today's date here) \_\_\_\_\_

3 Street Address (No P.O. Boxes) \_\_\_\_\_ County \_\_\_\_\_  
City/Village \_\_\_\_\_ ZIP \_\_\_\_\_

4 Have you moved without updating your voter registration? ☐ Yes ☐ No  
Street Address (No P.O. Boxes) \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

5 You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided:  
☐ An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV.  
*If you checked the box above, you must write your full driver's license or state ID card number (2 letters followed by 6 numbers):*  
☐ U.S. Passport or Passport Card  
☐ U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card  
☐ If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.  
*Note: If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections within four days after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.*

6 If you need to update your voter registration, you may provide additional information below. This information will not be used for ballot counting purposes.  
Write your full Ohio driver's license or state identification card number (2 letters followed by 6 numbers):   
Write the last four digits of your Social Security number:   
Mailing Address (if different than above)  
Street Address (No P.O. Boxes) \_\_\_\_\_ County \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

7 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 am eligible to vote in the election in which I am voting this provisional ballot.
- 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 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 (MM/DD/YYYY) \_\_\_\_\_

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

### PROVISIONAL ENVELOPE

STEPS 1, 2, 3, 5 & 7 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 **RED VOIDED Ballot Envelope**
- 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.)

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)
1. Let go of buttons and wait for Seal to appear
2. Press INDENT button to unlock device,
3. 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:

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 an **Unscanned** envelope (**GREEN LABEL**) to put voted ballot in
- Indicates reason why ballot would not scan on front of envelope
- Voter places voted ballot in **UNSCANNED ENVELOPE** then seals it
- Voter puts sealed envelope in **Provisional & Unscanned Envelope Bag**



**Provisional & Unscanned Envelope Bag**

**Unscanned Ballot**—An **UNSCANNED** ballots are those VOTED ballots that could not be scanned in a Vscan due to a technical issue with the Vscan. The Ballot will be counted at the Board.

**VOIDED** ballots **DO NOT** to go in an Unscanned Envelope.

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

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. (BOE will send out instructions via ePB alert if this happens)
- 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. 54)
- ☐ 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. 55)

**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 Envelope Bag. (Place envelopes back inside bag, seal it and deliver to Drop-off Location.)

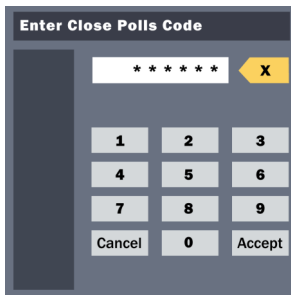
If Ballot Accounting does not reconcile - write down in notes pages and continue with packing up.

**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

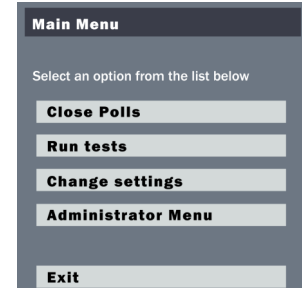


3. Dem & Rep working together enter close polls code and select ACCEPT. Wait while Close Polls report prints (Vscan tape printer)



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

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	Total
Precinct	
Total	20
Official Signatures	
_____	
_____	

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

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



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

(continued next page)

(Close Polls Vscan cont.)

**8.**



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.

**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.**

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



**13.** Close and lock both doors (black key)

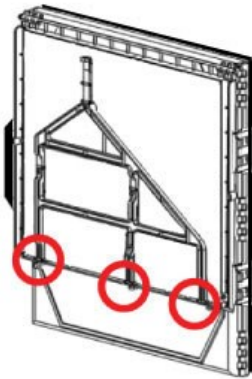
**14.**

Disassemble ballot box:

Lift lid and gently lay back against side of ballot box

(continued next page)

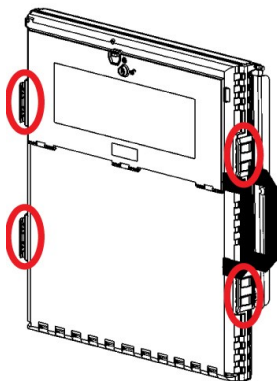
(Close Polls Vscan cont.)



- 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.

**Take all Vscans to Drop-off location**

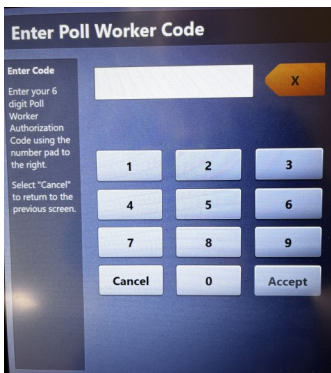


Place Ballot Box Tote(s) in the Caddy

# Close Polls Access Station at 7:30pm



1.



First, press **READY FOR USE** button on Access Writer screen. Second, Dem & Rep working together enter PEO code and select **ACCEPT**

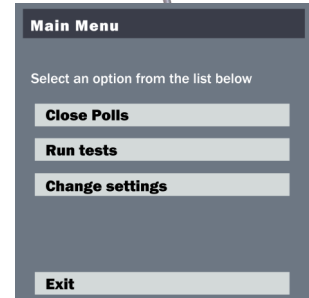
Next press **MENU** at the top of the screen.

2.

Select **CLOSE POLLS** on the Screen

If sure, select **YES, CLOSE THE POLLS**

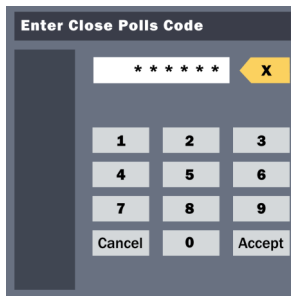
**IMPORTANT:** Once polls have been closed, they cannot be reopened on that device



3.

Enter close polls code and select **ACCEPT**

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



4.

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

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

5.



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

6.

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

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



7.

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

8.

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

Close Polls

(continued next page)



(Close Polls Access Station cont.)

- 9.** Close Access Writer, fasten latches, and lock (purple key)

**10**



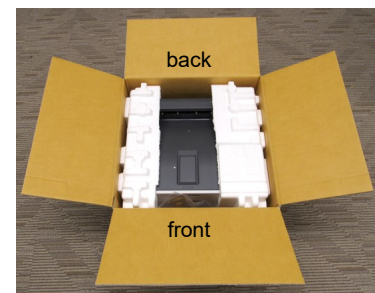
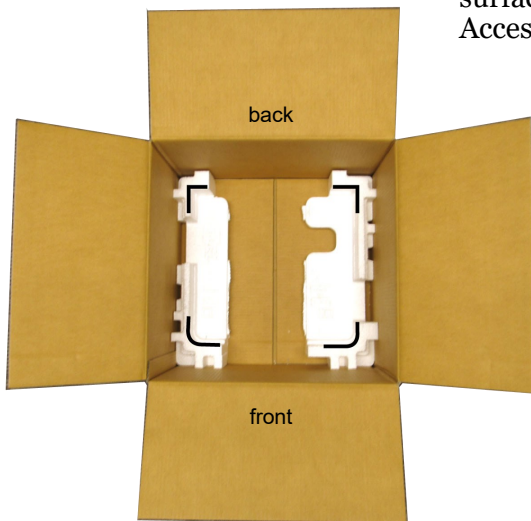
Gently pull back sleeve and unplug Access Writer power cord/brick—pull straight out, do not yank or jerk in different directions.

Disconnect Access Writer from printer. Disconnect all other cords & cables from printer. Place cords, cables and surge protector in Access Station cords bag.

**11.**



Pull the slide under booth surface forward and remove Access Writer



- 12.** Remove paper  
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.

(continued next page)



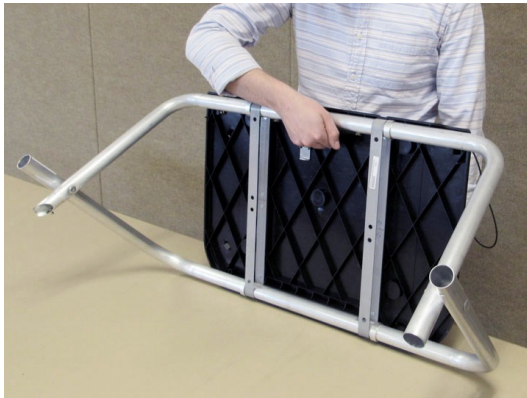
(Close Polls Access Station cont.)



- 14.** Turn booth over on printer table 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.** Turn printer table over and fold the legs down.

- 19.** 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



**CLOSE THE ELECTION**

**Lock your device**

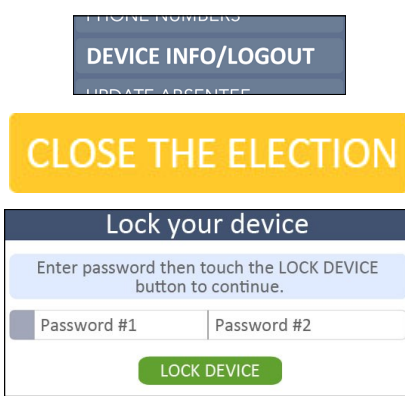
Enter password then touch the LOCK DEVICE button to continue.

Password #1 Password #2

**LOCK DEVICE**

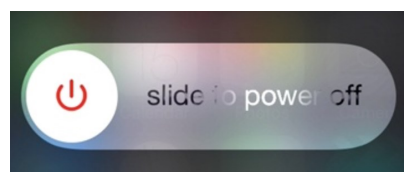
- 1 • Close all Check-in ePBs now (VAT ePB must be closed after all other ePBs)
- Touch drop down menu on all Check-In ePB HOME screens
- 2 • Select DEVICE INFO/LOGOUT
- 3 • In Log Out window Touch CLOSE THE ELECTION (yellow)
- 4 • Touch YES to continue if you are sure
- 5 • Democratic PEO enters password (#1)
- Republican PEO enters password (#2)
- Touch LOCK DEVICE (screen will say Synchronizing Device)

VAT ePB



- 6 • NOW Close The Election on VAT ePB
- Select DEVICE INFO/LOGOUT on drop down menu
- Touch CLOSE THE ELECTION (yellow)
- Touch YES to continue if you are sure all Check-In ePBs have closed the election and devices have been locked
- Enter Dem and Rep passwords
- Touch LOCK DEVICE and wait for synchronizing to complete pending transactions
- 7 • Complete **BALLOT ACCOUNTING – NEXT PAGE**
- Don't begin power down until BA is complete

VAT ePB →

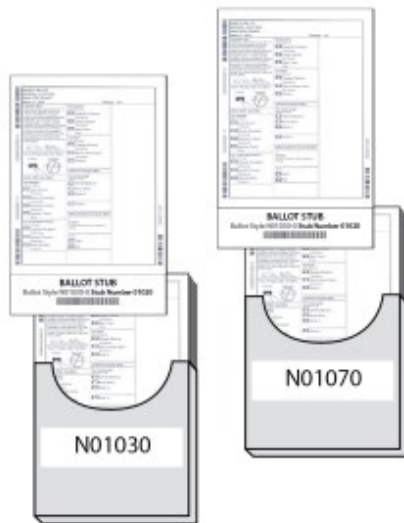
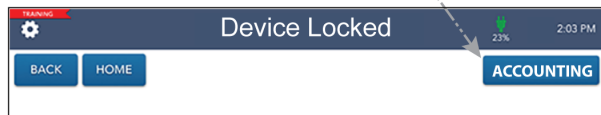


- 8 • Touch HOME on all ePBs to begin power down
- At the START screen press POWER button on upper left side until 'slide to power off' appears
- Swipe screen left to right over message & unplug
- Power down Router and & unplug
- Unplug Printer
- Pack up ePBs & all accessories into red case(s)
- Bring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

# Ballot Accounting –VAT ePB

After closing Access Station and Vscans then:

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



Unused ballots in their sleeves

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

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

4b Touch second BALLOT STYLE box and do the same

4c Repeat for all BALLOT STYLE boxes

4d Touch NEXT STEP

**Get provisional envelopes & unscanned envelopes from Provisional & Unscanned Blue Ballot Bag. Get Voided ballots from RED VOIDED BALLOT Envelope**

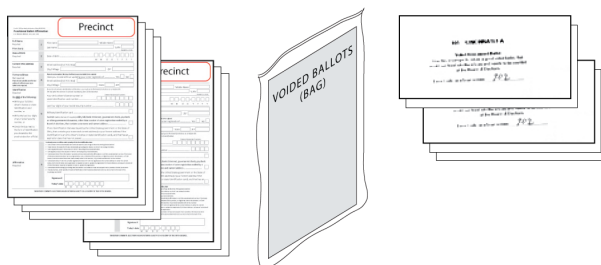
5a Touch **Provisional Envelopes** box and enter total for each precinct, Touch DONE (enter "o" if there are none)

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

5d Touch NEXT STEP

- 5 Touch **OTHER BALLOTS**



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**

Precinct	Total
0103 CIN 1-D-0	1
0107 CIN 1-G-0	1
<b>Total</b>	<b>2</b>

**VScan #2 tape**

Precinct	Total
0103 CIN 1-D-0	0
0107 CIN 1-G-0	0
<b>Total</b>	<b>0</b>

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

6a Touch **Vscan #1** box and 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

6d Touch **NEXT STEP**

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

Scanner Total 2 + Voted Unscanned Ballots 1 = Total Ballots Issued 3

Total Pollbook Signatures 3

**Balancing!**

**VLM & VLD SIGNATURES**

Total ballots Issued should equal Total ePollbook 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 (**RED Voided Ballot Envelope**)
- ☐ 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

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

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

*\*Remember— Access Writer is returned in Caddy*

Close Polls

# |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



**Notes:** \_\_\_\_\_