

# Board of Elections HAMILTON COUNTY OHIO



Official November 7, 2023  
General Election

# PEO Quick Guide

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# Definitions

Term	Definition
<b>Precinct</b>	An area where voters live and vote. Each precinct has a unique name (e.g. Cincinnati 1-A)
<b>Voting Location</b>	An area with voting equipment where voters cast their ballots on election day. Also known as 'Polling Location'
<b>Multiple Location</b>	A voting location with more than one precinct. Single=one precinct, Double=two precincts, Triple=three precincts, Quad=four precincts
<b>Home Precinct</b>	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.
<b>PEO</b>	Precinct Election Official - a poll worker on Election Day
<b>VLM</b>	Voting Location Manager - overall manager who coordinates all PEOs at the location
<b>VLD</b>	Voting Location Deputy
<b>Ballot</b>	Two sheets of printed paper specific to each precinct
<b>VAT</b>	Voter Assistance Table - VAT ePB + ePB Printer- VAT ePB payroll clock-in & ballot accounting
<b>ePB Surge Protector</b>	Works with ePB - a device with outlets & USB ports to regulate electric power
<b>Router</b>	Allows ePBs to communicate with each other
<b>ePB Printer</b>	Works with VAT ePB for printing 11am and 4pm VOTED LIST and redirect info
<b>ePB</b>	Electronic Poll Book or ePoll Book & accessories



Surge Protector

Router

ePB Printer

ePB

Key Ring

## Key colors

**Silver** - Caddy padlock

**Black** - Ballot Box doors

**Purple** - Outside locks on Vscan & Access Writer

**Yellow** - Screen lock inside Vscan & Access



**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 the locked ballot box. The box folds flat for transport.



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

## Preparation

### 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 Writer

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



### Access Controller

Alternative to using touch screen, compatible with headphones, tactile input switches, & other inputs. Turn wheel to activate audio.

### 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

At each polling location, all PEOs work together as a team to make sure voters are at the correct location and given the correct precinct ballot. The team makes sure all election laws are followed and every voter has access to a fair voting process.

The following positions and materials are required at every polling location:

- One Voting Location Manager (VLM) and one Voting Location Deputy (VLD).
  - PEOs assigned by party – Democrats, Republicans, and Non-affiliated.
- Not more than one half of PEOs assigned may be members of the same party.



When handling ballots and voting equipment, both parties *must* be represented.

At least two ePBs for each location – one labeled as VAT and the other one as Check-in. Voters go to any Check-In ePB and any Vscan in the location.

Every location has Vscan(s), voting booths and one Access Station.

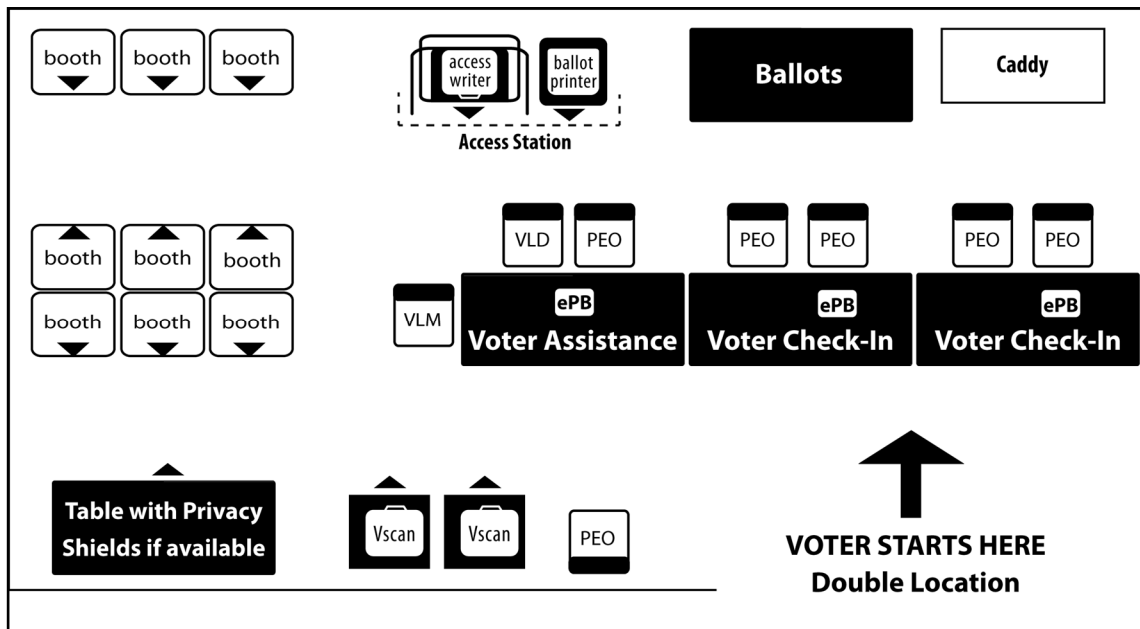
*Find Voters List* combines voters from all precincts at the location.

Campaign Neutral Zone (see pg 8) - Identified by placing US flags and *No Campaigning* signs 100 feet from voting entrance.

\* Voters may bring their own campaign papers to the location for personal use but cannot display them.

Each Precinct at a polling location has its own voting materials. All materials are 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 and 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 during Monday Night Set-up and 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
- Reports any problems to the Help Desk (**see inside cover**)
- 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



The VLD and VLM ***must*** ride in the *same* car to the assigned Drop-off location on Election night with the packed red ePB cases, white Vscans (with blue tags), *Blue Ballot Bags*, and blue *Provisional & Unscanned Envelope* bag. Passenger may ride in the back seat.

## 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 and 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.
- 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.



A PEO should never display or make any type of statement which may be political in nature.

## 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
3. Attire and paraphernalia demonstrating support of or opposition to a ballot question or issue on the ballot.
4. If a voter refuses to remove or cover up prohibited campaign attire or paraphernalia, the voter must be allowed to vote if the voter is entitled to do so. School spirit clothing generally does not explicitly advocate for or against the passage of a school levy.

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. If questions arise about campaign activity, contact the Help Desk.

# Election Security at the Polls



The Vscan and 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 should do the following to help make sure the election is secure at the polling place:

1. Check all ziptie 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, keep calm.

Your safety and the safety of voters is the first concern. If there is time to do so safely, gather the following:

- 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 and must remain in the custody of bipartisan PEOs.

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**

The 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. All observers must sign the *Signature* page in the *Forms Binder* after taking the oath.

## **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.

Risk violating the secrecy of the ballot or the privacy of voters.



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.

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# 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 6:30pm
- 4) Tuesday Election Day – arrive 5:30am



Can't pick up supplies?

*Immediately call*

**(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)
  - Overflow Bags, if applicable
- ☐ *Special Instructions* bag

Designated VLD picks up:

- ☐ *Blue Ballot Bag(s)* (BBB) with Ballots inside
  - *Keys & Codes* bag with seals (in BBB)
  - Overflow Bags, if applicable
- ☐ *Special Instructions* bag

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



Wrong location? Wrong precinct name on materials?

*Immediately call*

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



# Monday Night Set-up 6:30-8:30pm, All PEOs

VLMs must bring *Blue Ballot Bags (BBB)*, with ballots, *Keys & Codes* bag inside, and *Special Instructions* bag to the 6:30pm meeting.

Follow the *Suggested Layout* for your polling location.

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

## CHECKLIST:

- ☐ Remove keys and codes from end pouch of the BBB
- ☐ Check *Special Instructions* bag
- ☐ Remove equipment & supplies from Caddy using the provided *Supply List*
- ☐ Check ballots for correct precincts
- ☐ 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 privacy shields on tables

## OTHER DUTIES

- ☐ Arrange materials
- ☐ Post all indoor signs
- ☐ Make sure location is set up for linear flow, clean, and safe.

## VLM ASSIGNS 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 of ePBs temporarily, power off all ePBs and the router. Store inside Caddy (ePB Printer can be left out)
- ☐ Place ballots in BBB and put bag(s) in Caddy
- ☐ Close Caddy and secure with lock
- ☐ VLM and VLD each take home one set of keys & codes

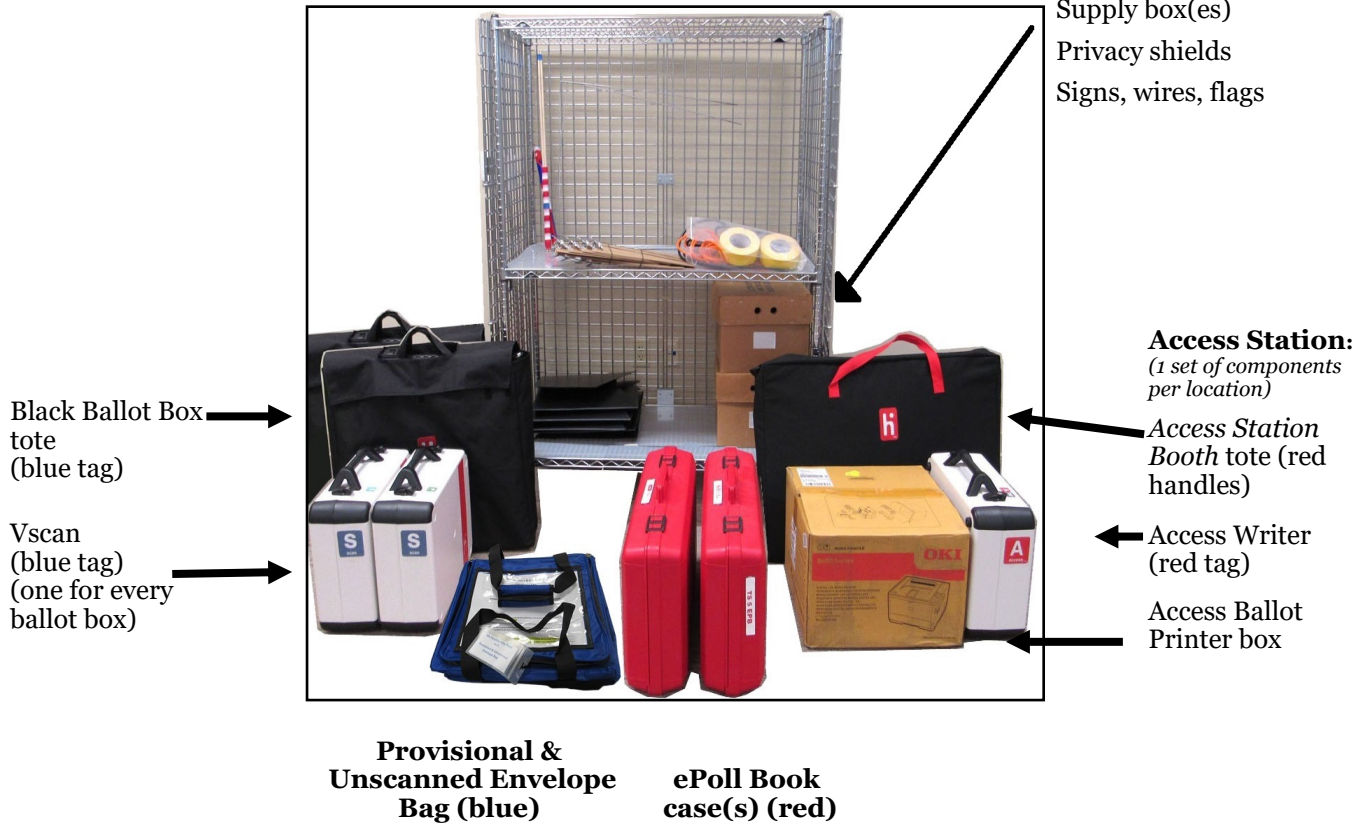



Can't Find Caddy in Polling Location? Call **632-7016** or **632-7022**

## Preparation

### Monday Night—Caddy & Supplies

1. Take the plastic sheet covering the caddy and flip it up.
2. Remove all contents from the caddy.
3. Check that all equipment is present and labeled for the correct polling location.



 The voting booths and the caddy are delivered to the polling location. The VLM brings the *Ballot Bags* (BBB) (with ballots, *Keys & Codes* bag) and the *Special Instructions Bag* to 6:30pm Monday night set-up.

Blue Ballot Bags



Overflow Ballot Bags



Voting Booths

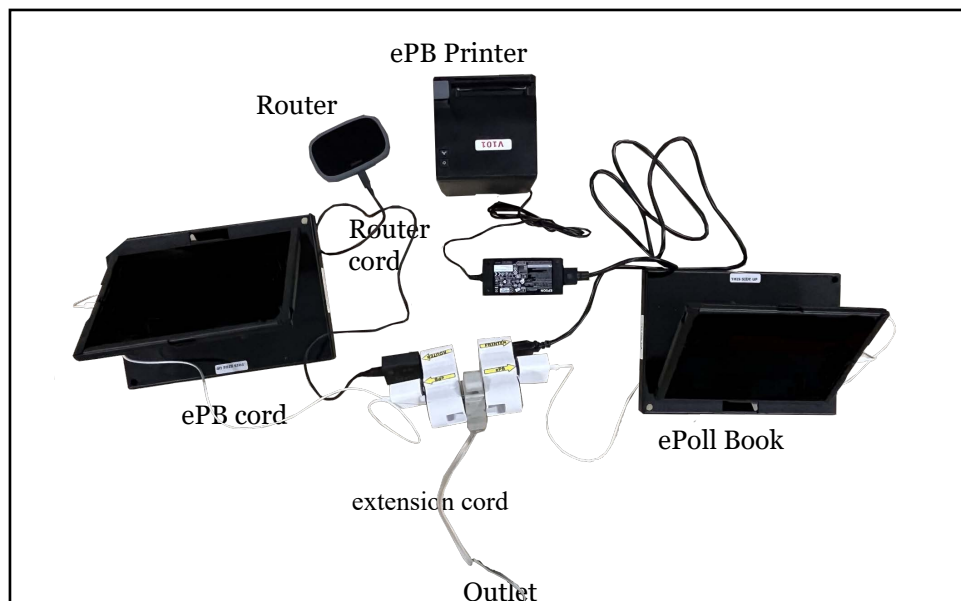


4. Arrange tables and booths to ensure voters can access them.
5. Set up equipment. Power up *only* the ePoll Books and router. All other equipment should remain off.



## Monday Night: Set up ePBs and Clock-in

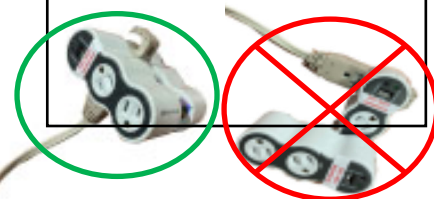
On Monday night, you must turn on the router, power on ALL ePBs, and clock-in on the VAT ePB. The following steps walk you through these processes.




Plug the ePB surge protector directly into an extension cord.



Do *not* plug the ePB surge protector into another ePB surge protector.

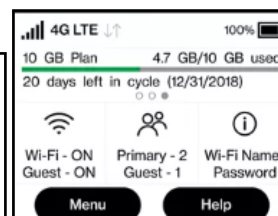


The VLD and PEO (opposite parties) must first remove all items from the red ePB case and place them on the table. Then, do the following:

1. Plug the extension cord in an outlet.
2. Plug the ePB surge protector in the extension cord. Confirm that there are blue and green lights on the surge protector before continuing.
3. Press and hold  on the top right of the router. Wait for the Verizon logo to disappear. The router home page displays.
4. Plug the router cord into the router, and plug the router into one ePB surge protector.
5. Plug ePB printer into the the other ePB surge protector. Wait until only one solid blue icon displays. There is only one printer per location.
6. Plug the ePB cord into the ePoll Book.
7. Plug the USB ePB plug into the ePB surge protector . There should be only one ePB per surge protector. One surge protector should have an ePB and router, the other should have an ePB and ePB printer. The ePB automatically turns on when connected to power.
8. Press the Indent button, labeled above, to unlock the ePB.



If you plug in the Verizon Router before pressing the power button, still press and hold the power button until the home page displays.



Router home page.

Use the stylus complete the remaining steps:

9. Touch the ePB icon at bottom of screen
10. Verify that the current election shows at the top of the screen.
11. Verify the following:
  - The green WI-FI icon is on
  - The correct location displays at bottom
12. Touch **START**. If the screen goes black, press Indent again.



# Preparation

## Monday Night: Set up ePBs and Clock-in

13. On the *Login* screen, enter the PEO's **First Name** and **Last Name**.

14. Press **CONTINUE**.

The image shows a 'Login' screen with a progress indicator at the top. Below the title, it says 'Enter your name and touch Continue'. There are two input fields: 'First Name' and 'Last Name'. A green 'CONTINUE' button is at the bottom.


15. On the next *Login* screen, enter the *Democratic* PEO password in the **Password #1** field and the *Republican* PEO password in the **Password #2** field.

16. Press **UNLOCK DEVICE**.

The image shows a 'Login' screen with a progress indicator. It says 'This device is currently locked. To start processing voters, enter both passwords...'. There are two input fields: 'Password #1' and 'Password #2'. At the bottom, there are two buttons: a red 'BACK' button and a green 'UNLOCK DEVICE' button.

17. On the next screen, verify that your name displays (with the correct title) in the lower left of the screen.

18. To clock in, on the VAT ePB, do the following:

1. Tap  in the top right to open the drop-down menu.
2. Select **PEO CLOCK-IN**.
3. Press **CLOCK-IN** next to your name.
4. Press **YES, CONTINUE**.

The image shows a main screen for 'HAMILTON COUNTY, OHIO' with 'Election Day - May 04, 2021'. It has a top navigation bar with a gear icon and a menu icon. A dropdown menu is open, showing options like 'CHECK-IN LOGS', 'PRECINCT LOOKUP', 'CHECK-IN TOTALS', 'VOID BALLOT', 'HELP GUIDE', 'PHONE NUMBERS', and 'PEO CLOCK-IN'. The 'PEO CLOCK-IN' option is highlighted. Below the menu, there are two large buttons: 'No Photo ID No RID ID' (red) and 'Manual Voter Search' (yellow). At the bottom, there is a status bar with 'Asset ID: 214', 'Device ID: 31', 'June 22 10:53:07 AM', 'PREC-CEN', '2 Touchpads Connected', and '83%'.



If your name doesn't display, tap **NEXT PAGE**. If you still don't see it, press **ADD WORKER** and search for your name. If this does not resolve the issue, select **I AM NOT ON THE LIST** and follow the prompts.

19. Read the *OATH/Ethics Statement*.

20. Sign the ePB and select **I ACCEPT**.

21. Screen displays the following message:  
**YOU HAVE BEEN CLOKED IN.**

22. Repeat steps 12 through 16 until all PEOs are clocked in VAT ePB Payroll-OATH.

The image shows a 'Payroll' screen with a 'BACK' button and a 'HOME' button. It displays the name 'RUTH ANDERSON' and a green 'I ACCEPT' button. Below the button, there is a signature line with the signature 'Ruth Anderson'. At the bottom, there is a text box with the OATH/Ethics Statement: '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 Hamilton County, Ohio.'

23. Select **HOME**. Tap  in the top right and select **DEVICE INFO/LOGOUT**.

The image shows a button labeled 'DEVICE INFO/LOGOUT' with a small 'UPDATE ABSENTEE' link below it.

24. Press **LOGOUT TEMPORARILY**.



### DON'T FORGET

Set up the *Provisional & Unscanned Envelopes* bag. Place the assembled bag on the VAT Table so voters can secure their Provisional Envelopes and **Unscanned Envelopes** with completed ballots sealed inside.






## Monday Night: Power Down Devices

### Power Down ePB

1. Hold the ePB power button (found on upper left of the ePB) until **SLIDE TO POWER OFF** displays.
2. Swipe the screen from left to right over the message to turn off the ePB.
3. Unplug the ePB, fold over the cover. Place the ePB in the caddy.
4. Repeat steps 1-3 with every ePB.




### Power Down Router

1. Hold  (on top right of router) until **SHUT DOWN OK** displays.
2. Press **OK**.
3. Unplug the router when the screen is black. Place the router in the caddy.



Close and lock the caddy once the router and all ePBs are placed inside it.

### Power Down ePB Printer

1. Press  to turn off the ePB printer. There should be no lights on the printer once it is off.
2. Leave the printer, surge protector, and extension cord in place overnight.





# Monday Night: Set up Ballot Box and Vscan

## Monday Night: Set up Ballot Box



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

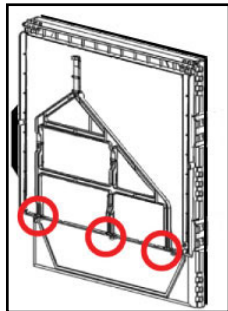
- 1.**  
Remove folded ballot box and privacy  
wings from Ballot Box Tote.



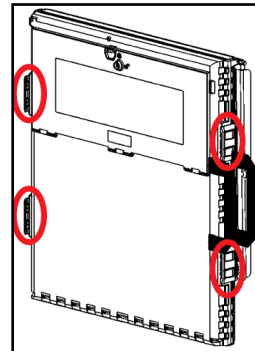
- 2.**  
Position the folded ballot box  
with handles on the side - white  
labels on top.



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



- 4.**  
Unlatch the four clips, two on each  
side.



- 5.**  
Pull open the ballot box.



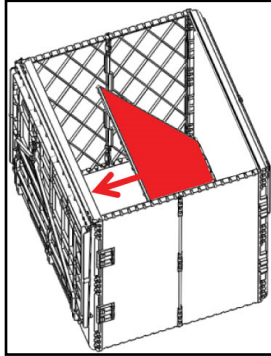
- 6.**  
Press side panels out until they are  
flat. Be careful not to pinch fingers  
(yellow labels show pinch points).



## Preparation

### Monday Night: Set up Ballot Box

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



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



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



- 10.** Unlock the front door with the black ballot box key. Leave the key in the door.



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



## Preparation

### Monday Night: Set up Vscan

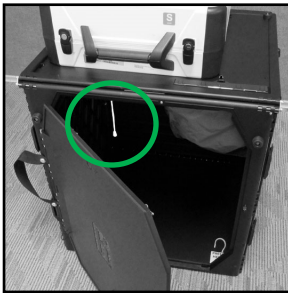
**1.**

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



**2.**

Reach inside ballot box and push 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.



Push string towards the back to the ballot box lid and secure the Vscan.

**3.**

Lock front door of the ballot box and attach the privacy wings.



Privacy wings

Vscan

Ballot box

**4.**

Remove all cords & cables from the *Vscan Cords Bag*. Attach the power cord/power brick, flat side up to the back of the Vscan. Insert firmly. You should hear a small click.



Do *not* plug the Vscan into an outlet.



# Monday Night: Set Up Access Station



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

**1.**

Remove contents from the Access Writer Booth Tote (shown below). You should find an Access Writer booth table, rear leg assembly, front legs, privacy wings and a white printer table.



**2.**

Set up white printer table.

**3.**

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

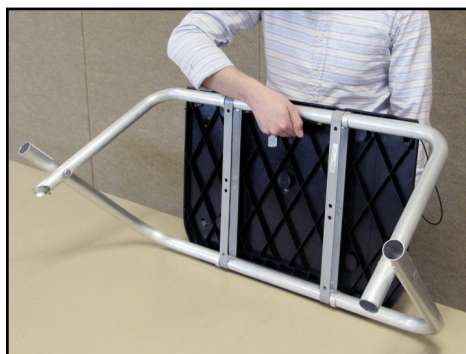


**4.**

Unfold the legs from booth table. As legs move forward, slide inside bar up.



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



*continued next page*

## Preparation

### Monday Night: Set up Access Station

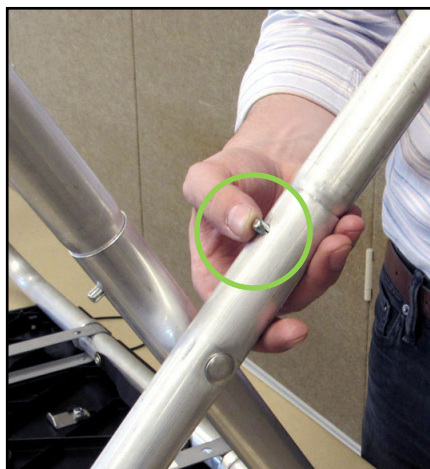
**5a.**

Attach the U-shape rear leg.



**5b.**

Press metal buttons to attach and lock the legs in place.



**6.**

Attach the two front legs. Press the metal buttons to attach and lock the legs in place.



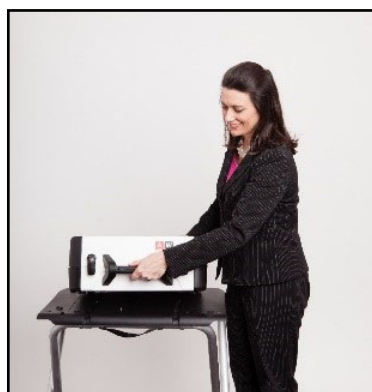
**7.**

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



**8.**

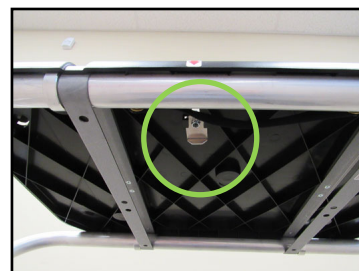
Place the Access Writer on the booth surface, aligning footpads with indentations.



The handle on the Access Writer case should face same direction as the handle on the booth. The open side should face forward.

**9.**

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



## Preparation

### Monday Night: Set up Access Station

- 10.**  
Attach privacy wings to booth.



- 11.**  
Set Access Ballot Printer table next to the booth.



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

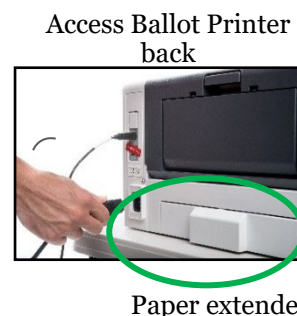
- 13.**  
Remove all cords & cables from Access Station cords bag. Move to the back of Access Writer and attach power cord/power brick, flat side up. Insert firmly. You should hear a small click.



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



- 15.**  
Attach printer power cord to back of printer. Pull paper tray out. Extend blue plastic at the back of the tray and then add ballot paper.



Do *not* plug the Access Writer into an outlet.



- 16.**  
Place the router, ePBs, and ballots back into the caddy before locking it.

- 17.**  
The VLM and VLD each take a set of keys home.



# **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. Print Zero tape.

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

### ☐ **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**

# Tuesday Morning: Set Up ePBs and Clock-In by 6:30am

The following items must be completed by the VLD and a PEO together. These individuals must be of opposite political parties.

1. Remove the router and ePoll Books (ePBs) from the caddy.
2. Press and hold  on the top right of the router. Wait for the Verizon logo to disappear. The router home page displays.



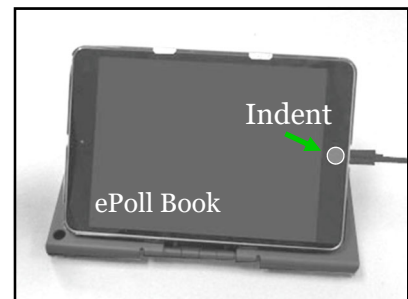
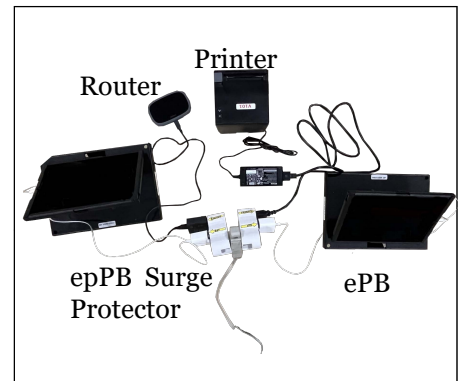
Do *not* plug the router into a power source until the home page displays.

3. Plug the router cord into the router, and then the router cord into an open outlet.
4. Plug the ePB printer into the ePB surge protector. Wait until only one solid blue icon displays. There is only one printer per location.
5. Connect the ePB cord to the ePB and plug the ePB plug into the Surge Protector. The ePB turns on automatically once connected to power.



There should be only one ePB per surge protector.

6. Press the **Indent** button on the ePB, if necessary, to see a down arrow pointing to the ePB icon.
7. Tap the ePB icon at the bottom of the screen.
8. On the *START* screen, verify green WI-FI icon is on.
9. Touch **START**.  
If the screen is black, press the **Indent** button first.



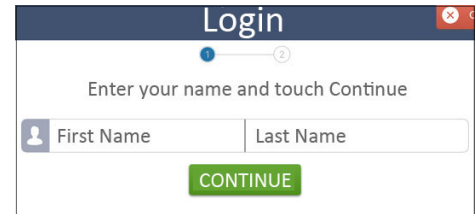
## Open Polls

### Tuesday Morning: Set Up ePBs and Clock-In by 6:30

10. On the *Login* screen, enter the PEO *First Name* and *Last Name*.
11. Touch **CONTINUE**.
12. A pop up displays that says either:


*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.*



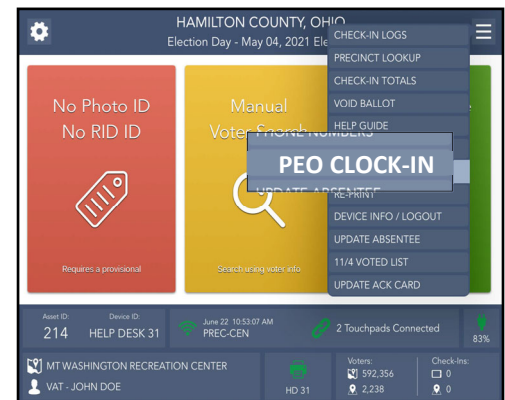
There should be only one VAT ePB per polling location.

13. Press **CONTINUE**.
14. The home screen displays.  
Verify your name is shown, with your title, in the lower left corner of the screen.

- a. Tap  in the top right corner to open the drop-down menu.
- b. Select **PEO CLOCK-IN**.
- c. Tap **CLOCK-IN** opposite your name.
- d. Press **YES, CONTINUE** if there are no changes.



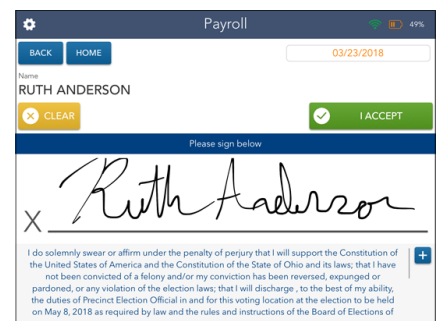
If your name doesn't display, tap **NEXT PAGE**. If you still don't see it, press **ADD WORKER** and search for your name. If this does not resolve the issue, press **I AM NOT ON THE LIST** and follow the prompts.



15. To clock in, on the VAT ePB only, do the following:

16. Read the *OATH/Ethics Statement*.
17. Sign the ePB and select **I ACCEPT**.

Screen displays the following message:  
**YOU HAVE BEEN CLOCKED IN.**



18. Repeat steps 14 through 17 until all PEOs are clocked in VAT ePB Payroll-OATH.
19. Select **HOME**.

## Tuesday Morning: Power Up Vscan and Open Polls by 6:30

1. Use the purple key to open the Vscan lid.



The key goes in halfway. Do not force it!

2. Press the metal brace on the left of the case to lock the lid in place.



Do not remove the blue ziptie seal from inside the Vscan!

3. Unlatch screen and use the yellow key to unlock and remove the screen from inside the Vscan.
4. Place the screen in the Vscan dock. Tilt the screen back, and use the yellow key to lock it in place.
5. Plug the Vscan power brick into a surge protector, and the surge protector into a wall outlet.
6. Verify that the light above the tape is green, indicating a properly-docked screen.



If the light is red, unlock and undock the screen. Redock the screen again until the light turns green, and then use the yellow key to lock the screen in place.

7. Press the red **POWER BUTTON** on the back of the Vscan to turn it on. It may take a few minutes to load. The screen goes black before lighting up again. Do *not* press the button again.

8. Once the screen loads, use the stylus to select **Print Zero Report**. The report prints.

9. Verify that the correct precinct name displays, and all precincts in the location are listed.

10. Verify that the report displays *Ballot Counter: 0*.

11. Verify that the bottom of the screen shows zero ballots.

12. On the screen, select **Open the Polls**.

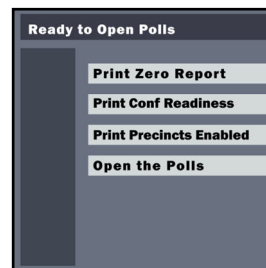
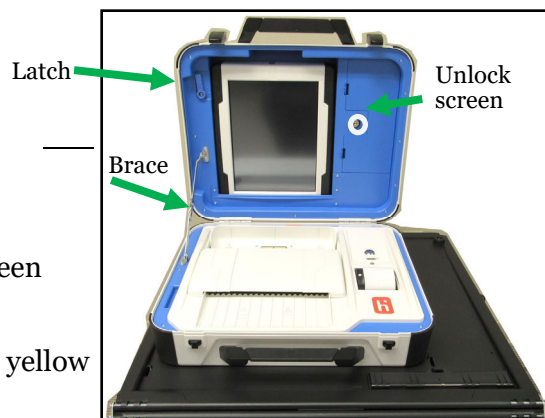
13. A Democrat and Republican working together enter the **Open Polls Code**.

14. Select **Accept**. A report prints.  
The screen displays the following message:  
*Scanner **Ready for use**, to cast your ballot insert it.*  
Green lights are flashing.

15. Tear off the reports from the Vscan.

16. The VLM and a PEO of opposite political parties sign *both* the *Zero Report* and the *Open Polls Report*.


17. Place the reports in the *Election Day Reports* bag.



<b>Election</b>	
Verify Scan	
Ballot Counter:	0
Lifetime Counter:	6
<b>Zero Report</b>	
Date & Time Printed:	
<b>Tally Report By Precinct</b>	
<b>All ZEROS</b>	
Official Signatures	
_____	
<b>Election</b>	
Verify Scan	
Ballot Counter:	0
Lifetime Counter:	6
<b>Open Polls Report</b>	
Date & Time Printed:	
Polls are open	
Ready to accept ballots	
Official Signatures	
_____	

## Open Polls

# Tuesday Morning: Power Up Access Station

1. Plug the *Access Ballot Printer* power cord into the surge protector.
2. Plug the surge protector into a wall outlet.
3. Press  in the bottom right corner of the printer until the screen says *Please Wait*. Proceed to next step when screen says *Ready to Print*.
4. Use the purple key to unlock and open the *Access Station*.



The key goes in halfway. Do not force it!



Printer power button

5. Use the yellow key to unlock the screen. Then, unlatch and remove the screen.



Do not remove the red zip tie seal inside the Access Writer case.

Latch  
Brace



Unlock screen

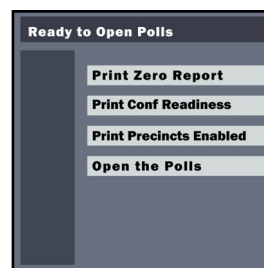
6. Place the screen in the dock. Tilt it back and use the yellow key to lock the screen in place.
7. Plug the Access Writer power brick into the surge protector.
8. Verify that the light above the tape is green, indicating a properly-docked screen.



If the light is red, unlock and undock the screen. Redock the screen again until the light turns green, and then use the yellow key to lock the screen in place.



9. Press the red **POWER BUTTON** on the back of the Access Writer to turn it on. It may take a few minutes to load. The screen goes black before lighting up again. Do *not* press the button again.
10. Use the stylus to select **Print Zero Report**. The *Zero Report* prints from the tape printer.
11. Verify that the report says *Ballot Counter:0*.
12. Verify that the bottom of the screen shows zero ballots.
13. Use the stylus to select **Open the Polls**.
14. A Democrat and Republican working together enter the **Open Polls Code**.
15. Select **Accept**. The *Open Polls Report* prints from the tape printer. The screen displays the following message: *Accessible ballot marking **Ready for use***.



16. Tear off the reports from the Access Writer.
17. The VLM and a PEO of the opposite political party sign *both* the *Zero Report* and the *Open Polls Report*.
18. Place the reports in the *Election Day Reports* bag.
19. Plug the headphones into the Access Controller in the top left. Make sure the headphones are plugged in all the way. Once you hang the headphones on the handle, set up is complete.

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

All voters must vote in the precinct in which they live. Again, this is true for all voters, including provisional voters. Voters can check-in at a regular ePB or at the VAT ePB.

When checking voters in, make sure to follow the directions as they display on the ePB.



Keep in mind that though most voters are processed at the Check-In ePBs, some ePB instructions may require you to send a voter to the VAT ePB for processing.

The following table shows what options are available on a regular ePB in comparison with a VAT ePB (connected to an ePB printer).

Option	VAT ePB + ePB Printer	Regular ePB
Process regular voters	Y	Y
Issue voter replacement ballots	Y	Y
Show device info and log out	Y	Y
Look up and direct voters to correct voting location	Y	Y
Contains help guide and phone numbers	Y	Y
All PEOs Clock-In Payroll/Oath	Y	N
Process provisional voters/voters with Special Designations	Y	N
Print 11:00 am & 4:00 pm VOTED LIST	Y	N
Look up and direct voters to correct voting location - print directions	Y	N
End of night totals - Ballot Accounting	Y	N

## Assist a Voter to Mark a Ballot

A voter can either bring someone with them to assist in marking a ballot, or they can request PEO assistance. If the voter requests PEO assistance, *both* a Democrat and Republican PEO must assist, and the instance should be recorded in the *Notes* pages.

## Curbside Voters

If a voter is unable to enter the polling location due to a physical disability, the voter may request PEO assistance. If the voter requests PEO assistance, *both* a Democrat and Republican PEO must assist, and the instance should be recorded in the *Notes* pages. See the Comprehensive Manual for instructions.



# Regular Voter

Voters should state their name and current address. They must then show photo ID. A photo ID is valid only if the following conditions are met:

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

## Attention: *New* Photo ID Requirements

The following IDs are acceptable:

- 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 determine that the name listed on the ID matches 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.

Examples of an *unacceptable* photo ID:

Driver License from another state

Utility Bill, Bank Statement, Government Check, Payroll Check, Government Document

Social Security Card

Official mail or notice from the Board of Elections

MARCC ID (Metropolitan Area Religious Coalition of Cincinnati)

Voters who do *not* have an 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.

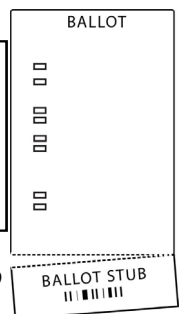
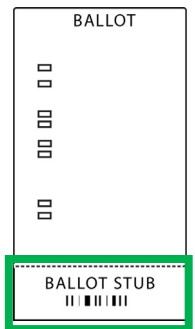
# Use an ePB to Process Voters

Voters can check-in at any ePB, including the VAT ePB.

To check in a voter at an ePB, do the following:

1. Ask the voter for their ID
2. Scan Ohio Driver License/State ID at back of ePB by camera, or select **Manual Voter Search**.
3. Ask the voter “What is your name and current address?”
4. Verify that the voter’s stated name and address match those listed on the ePB.
5. If the information matches, Touch **YES, CONTINUE**.
6. Touch **ISSUE BALLOT** and flip the ePB for the voter to sign.
7. Voter uses stylus to sign ePB.
8. Voter taps **DONE** and flips the ePB back to you.
9. Compare the new signature to the signature on record in ePB. If the signatures match, tap **ISSUE BALLOT**.
10. The ePB displays the ballot style. Find the correct ballot.
11. Pull both sheets of two sheet ballot.
12. Scan the first sheet's ballot stub barcode using the camera on the back of the ePB. If you accidentally scan the wrong ballot, just get the correct one and scan it to complete the check-in.

Screen should say *Voter successfully checked in*.



Always scan the stub barcode on the ePB to ensure the following:

1. Voter receives the correct ballot.
  2. The voter check-in on the ePB is complete.
- Ballot accounting will *not* balance at the end of the night if the barcodes are not scanned.

13. Remove the ballot stubs from both sheets *after* scanning and place in the *Ballot Stub* bag.

14. Give the voter their ballot, direct them to their voting booth, and instruct the voter to scan their completed ballot into the Vscan.



If the voter fails to cast their ballot and leaves it on the Vscan or anywhere else, do *not* cast the ballot for them. **The ballot should be voided.** To **void** a ballot, do the following:

1. Place **VOID** sticker on the top left barcode on the ballot.
2. Place the voided ballot in the red *Voided Ballot* envelope.
3. Make a note in the *Notes* pages.



# Manual Voter Search on an ePB

If Driver License or State ID does not scan or other ID is provided, use the following three search methods to find the voter. If none of these work, you may conclude that the voter is unregistered.

To search for a voter, tap **Manual Voter Search** and then select the form of ID which the voter provided. Then complete the following steps to find the voter.

## 1. Tap **NAME AND BIRTHDATE**.

- Leave last name blank
- Enter first letter of the first name
- Enter complete birth date
- Select **SEARCH**



If a voter has a double or hyphenated last name, try two separate **NAME AND BIRTHDATE** searches if needed. Search with the first three letters of the first name, first three letters of the *first* last name, and the complete birth date. If this does not work, do a second search with the first three letters of the *second* last name and birth year. *Never* enter a hyphen or punctuation.

If the voter's name displays, select it and proceed with the check-in. If the voter's name does not display, continue on to step 2.

## 2. Tap **LAST NAME AND HOUSE NUMBER**.

- Enter the first three letters of the last name
- Enter complete house number
- Select **SEARCH**

If the voter's name displays, select it and proceed with the check-in. If the voter's name does not display, continue on to step 3.

## 3. Tap **VOTER CODE**.

- Enter the 8-digit code found on the *Find Voters List* listed before the voter's name.
- Select **SEARCH**

If the voter's name displays, select it and proceed with the check-in. If the voter is not found, look up their precinct to determine if they are in the correct location. See next page for instructions.

If the voter *is* in the correct location but the name does not display, send them to the VAT ePB.

Voter Code #  
on *Find Voters*  
*List*

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

## Precinct Lookup on ePB

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

Touch **HOME**

Select **PRECINCT LOOKUP** from drop down menu

Enter house number (ex: 3634)

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

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


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

Touch **CONTINUE**

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

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

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


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

3 - Touch  to print directions

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

Precinct Lookup or Redirect have similar screens to help voters find their correct polling locations.

 = Flip screen towards voter

 = Enlarge map

# Special Designations Instructions

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 on the VAT ePB.

**ACKNOWLEDGEMENT CARD RETURNED TO BOE** (ACK Card Returned) -  
*Must* vote Provisional ballot on the 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 on the 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 on any Check-In ePB

**CHALLENGED VOTER** - call the Board of Elections at **513-632-7000** and press **1** for further instructions

**VERIFY CURRENT ADDRESS & CORRECT PRECINCT** - call the Board of Elections at **513-632-7000** 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.

# Registered Voter & Voted Lists

Any person may enter the polling place to see the lists. They cannot interfere with voters or the voting process. The following options are lists and instructions on posting them.

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)  
On the VAT, select **11/7 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 **11/7 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

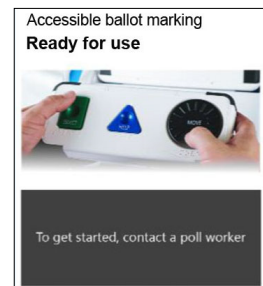
The Access Writer is primarily used for voters with disabilities. The voter marks their ballot electronically, prints their voted ballot and scans into Vscan.



## PEO:

1. Ask voter for ID (see page 30 for ID requirements).
2. Scan Ohio Driver License on ePB or use **Manual Voter Search** on ePB (see pg. 32 for instructions on the search).
3. Ask voter "What is your name and current address?"
4. Verify **Name** and **Current Address** stated match what is listed on the ePB.
5. Touch **ISSUE BALLOT** and flip the ePB to the voter to sign.
6. Voter uses stylus or finger to sign ePB.
7. Voter selects **DONE** and flips the ePB back to the PEO.
8. Compare new signature to signature on record in ePB. Only if it matches, select **ISSUE BALLOT**.
9. ePB shows ballot style- Get correct ballot.
10. Pull both sheets of two sheet ballot.
11. Scan the first sheet's ballot stub barcode on ePB to verify correct ballot was scanned. Screen displays, *Voter successfully checked in.*  
If incorrect ballot scanned - get correct ballot & scan barcode to complete check-in.
12. Remove stub from both sheets and place in *Ballot Stub* bag.
13. Put **Voted on the Access Writer** label over top left barcode of each ballot sheet.
14. Take voter to the Access Writer booth.

15. **READY FOR USE** screen displays (the screen will be ready after polls opened Tuesday morning).



16. Press **READY FOR USE** button on screen.
17. Enter the **Poll Worker Code** (from Keys & Codes bag) and select **ACCEPT**.
18. Select **ACTIVATE BALLOT**.

Enter Poll Worker Code

Enter Code: \* \* \* \* \* 1 X

Enter your 6 digit Poll Worker Authentication Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

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

Poll Worker Tasks

Choose from the menu:

To return to the voting screen, touch "Exit."

Activate ballot
Spoil current ballot
Print summary report
Exit

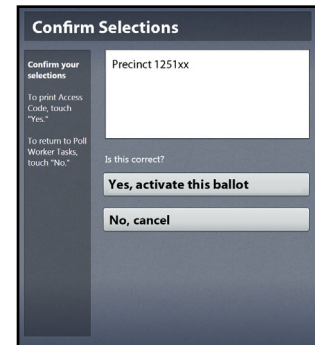
20. Choose the correct precinct from the list; match it with the ePB scanned ballot precinct number to make sure you have selected the correct precinct.

Continued next page



# Voters

21. Choose the correct ballot style to match the same as above.
22. If Provisional voter call the Help Desk.
23. Confirm the selection and then press **YES, ACTIVATE THIS BAL-LOT.**
24. If precinct is incorrect select **NO** and return to main menu.
25. PEO places ballot (with label on barcode) in *Voted on Access Writer* bag.

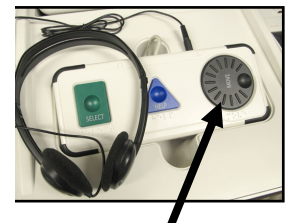
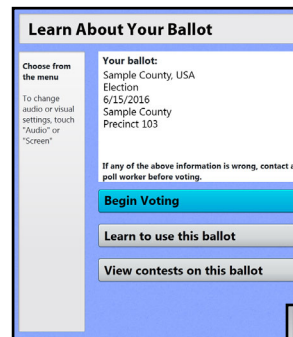


## Directions for Voters

1. If voter is using Touch Screen– offer Stylus.
2. Select **TO GET STARTED TOUCH HERE** or move wheel on Access Controller.

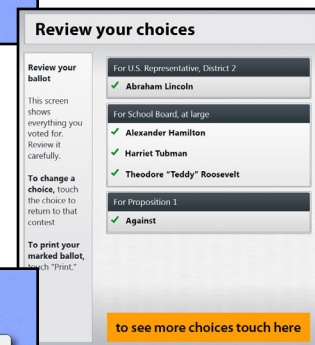
3. If you wish to program accessibility features, select **YES, HELP ME CHANGE THE SETTINGS** or select **NO, SKIP STRAIGHT TO BALLOT.**

4. **LEARN ABOUT YOUR BALLOT** displays on the screen; voter can select **BEGIN VOTING**, learn how to use the ballot, or view list of contests on the ballot.

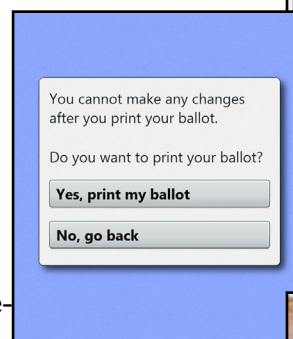


Turn black wheel on the Access Controller to the right for audio

5. Voter makes their choices using the touch screen or the Access Controller.
6. A selected choice displays a green box with a check mark to left of choice.
7. The **NEXT** button advances to next contest.
8. At any time voter can review ballot choices by selecting **REVIEW YOUR CHOICES.**



9. When voter has reached end of ballot, the **REVIEW YOUR CHOICES** screen displays.
10. Voter can select specific contest to review. or select **RETURN TO BALLOT** to go to last contest visited.
11. After reviewing and confirming choices, voter selects **YES, PRINT MY BALLOT.**



12. Voter gets the printed ballot from the printer (next to the Access Writer).
13. Voter takes printed ballot to Vscan to cast.



To void a ballot on the Access Writer call the Help Desk

# Provisional Voting

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

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

## 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 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 cannot provide an acceptable valid ID
- 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 on pg. 38\***

**NEW**

**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**.

## Provisional Voting

### 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. PEO then touches green **PROCESS PROVISIONAL** button.

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

- C. PEO gives voter the *correct* precinct Provisional envelope.
- D. Voter completes and signs Provisional envelope.
- E. PEO checks to make sure the envelope is completed correctly.
- F. If information matches, PEO touches **SELECT BALLOT** and flips the ePB to the voter to sign.
- G. Voter uses stylus or finger to sign ePB.
- H. PEO confirms the signature matches.
- I. ePB shows ballot style.
- J. PEO gets the correct two-sheet ballot & scans the barcode on the first sheet ballot stub - this makes sure the voter receives the correct ballot & completes the check-in process.
- K. PEO removes the stub from both sheets and places it in *Ballot Stub* bag.
- L. PEO covers the top, left barcode of each ballot sheet with a yellow provisional sticker.
- M. **PEO gives voter Provisional Ballot Notice:** This sheet contains instructions how to cure a Provisional ballot for lack of acceptable ID and a phone number to call to find out whether their provisional ballot was counted.
- N. PEO gives the voter the ballot, completed provisional envelope and directs voter to open voting booth.
- O. Voter marks their ballot, puts it in the Provisional envelope, seals the envelope and then places it in the *Provisional & Unscanned Envelope* bag.

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

Provisional Voting Booklet

Provisional Ballot Notice

Provisional labels

Provisional envelopes

Provisional Voter Precinct Verification Form 12D

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.

**NEW**



**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 Voting

In multiple locations, the 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:

**NEW** prints

**Step 1** Voter clearly prints full name **(required)**

**Step 2** Voter fills in date of birth **(required)**

**Step 3** Voter fills in current address **(required)**

**Step 4** Voter completes former address section **(if applicable)**

**Step 5** Voter indicates ID: Writes in full eight digit Ohio driver license or State ID number **(required)**

**Step 6** Voter provides Ohio driver license or State ID number and last four digits of Social Security number **(Recommended– the envelope serves as a voter registration form)**

**Step 7** Voter signs affirmation then fills in today's date **(required)**

PEO check to see if voter completed all steps.

Form No. 12-6 Prescribed by the Secretary of State (02/24/2023)  
**Provisional Ballot Affirmation**  
R.C. 3501.01(AA), 3503.16; 3505.18; 181; 182; 183.

**103 CINCINNATI 1-C** Print clearly

**Full Name** Required  
Clearly print your name.  
1 First \_\_\_\_\_ Middle \_\_\_\_\_  
Last \_\_\_\_\_ Suffix \_\_\_\_\_

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

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

**Former Address** Not Required  
If you do not provide your former address, it will not cause your ballot to be rejected.  
4 Have you moved without updating your voter registration? ☐ Yes ☐ No  
Street Address (No P.O. Boxes) \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Identification** Required  
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:  
5 ☐ 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.

**Registration Update** Recommended  
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. Box) \_\_\_\_\_ County \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Affirmation** Required  
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**



If the voter completes the ID information in section 6, but does not complete the ID information in section 5, the ballot will not 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**.
- 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**.

SHEET 1	SHEET 2
BALLOT Page 1/4	BALLOT Page 3/4
□ □	□ □
□ □	□ □
□ □	□ □
□ □	□ □
(Page 2 on back)	(Page 4 on back)
BALLOT STUB II ■ II ■ II	BALLOT STUB

## Replace a Complete Ballot

Voter voids a complete ballot and wants a replacement.

- ePB - Touch **VOID BALLOT** - located voter - follow prompts.
- Place **VOIDED** label on the top left barcode on both sheets - pg. 1 and pg. 3, and place voided ballot in the **red VOIDED** plastic bag.
- Pull correct, complete ballot (two sheets) and scan the ballot stub barcode on the ePB (only on pg 1).
- Remove ballot stubs from both sheets and place them in the Ballot Stub Bag - give voter both sheets of the replacement ballot. There should be two sheets.

## Replace One Sheet of a Two-Sheet Ballot

Voter voids only one sheet and wants a replacement. Voter may already have scanned a sheet into the Vscan. For this example, voter needs a replacement of Sheet 2 (pg. 3-4)

- ePB - Touch **VOID BALLOT** - located voter - follow prompts
- Place **VOIDED** label on the top left barcode on voter's "bad" sheet - Sheet 2,
- Pull correct, complete ballot (two sheets) and scan the ballot stub barcode on the ePB (only on pg 1).
- Place voided label on the top left barcode of the new sheet not being used (sheet 1) and place it in the **red VOIDED** plastic bag along with the voter's "bad" sheet - old Sheet 2)
- Remove ballot stubs from both sheets and place them in the Ballot Stub Bag.
- Give the voter the new replacement sheet only (new Sheet 2).
- At the end of this process, the voter should have the new Sheet 2 only, The **red VOIDED** plastic bag contains the new Sheet 1 and the voter's old Sheet 2.

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

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



# Troubleshooting - ePB, Router, ePB Printer

The following issues may occur on the ePB, router, and ePB printer. Follow the instructions to troubleshoot.

## ePoll Book:

### All voters are flagged 'Wrong Location' in ePB

The wrong polling location was programmed in ePB.

1. Continue to process voters on another ePB.
2. Call Help Desk immediately and troubleshooter will be sent.
3. 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 the **Power** button on top left of ePB and **Indent** button *at the same time* until Apple displays (approximately 5 seconds).
1. Release buttons and wait for Seal to display.
2. Press **Indent** button to unlock device,
3. Touch ePB icon and then **START** button. Log in and 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'

ePBs are not communicating with each other—(red broken heart icon) .


1. Send the voter to the ePB that originally checked-in the voter to process.
2. Continue to process voters on ePB .
3. 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  until WI-FI icon displays.

## Troubleshooting - ePB, Router, Printer

### 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 to see if it indicates a 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



**Unscanned Ballot**—*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** go in an *Unscanned Envelope*.

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

# | Troubleshooting - Access Station

## **Access Writer Screen says *Printer Error***

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

## **No sound in the headphones**

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

# Tuesday Night Close Polls AT 7:30pm

- All polls in Ohio are to close at 7:30pm unless directed to remain open by court order. (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 stands 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 9:00 pm (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.

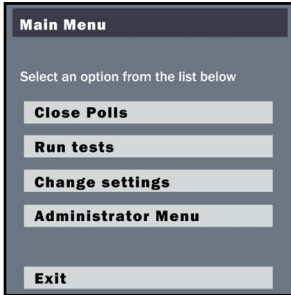
**If you may be late to Drop Off location, call Help Desk (see inside cover)**

## Close Polls

# |Close Polls: Vscan

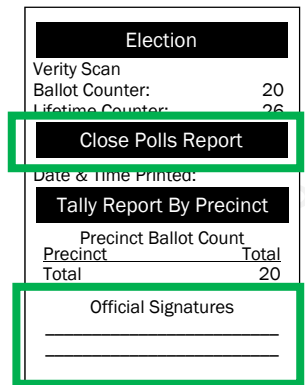
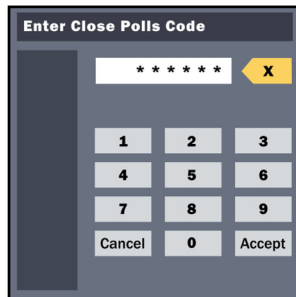


1. Press the blue **POLL WORKER** button on back of Vscan.
2. On the Vscan Main Menu screen, select **Close Polls**.

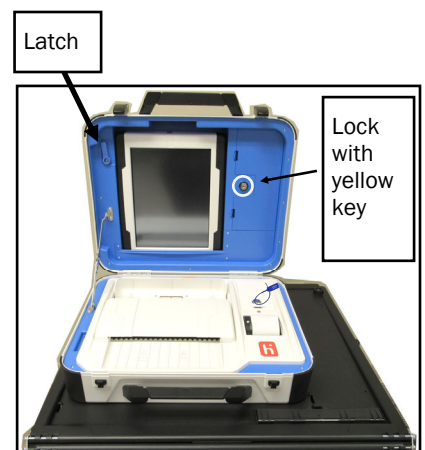


Once polls are closed, you cannot reopen them on this device.

3. A Democrat and Republican *together* enter the **Close Polls Code** and press **Accept**.



4. Wait while the **Close Polls Report** prints from the Vscan tape printer.
5. Tear off the tape and the VLM and a PEO of opposite parties must sign the Close Polls Report on the tape. Use this for Ballot Accounting.
6. Print a Print Tally and have the VLM and a PEO of opposite political parties sign the report.
7. Tape the Print Tally to the exterior door of the polling location.
8. Press the red **POWER** button on the back of the Vscan to power it off.



8. When the screen is black, use the yellow key to unlock and remove the screen from the dock.
9. Place the screen in pack position, latch it, and then use the yellow key to lock it in place.
10. Close the Vscan, fasten its latches, and use the purple key to lock it shut.



## Close Polls

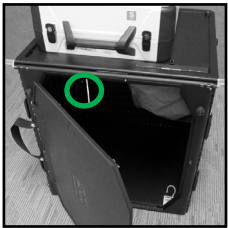
### Close Polls: Vscan

8. Remove privacy wings from the Vscan and unplug the surge protector from the wall.
9. Hold the Vscan cord by its plastic sheath to pull the power brick straight from the Vscan.



Do not yank or jerk the cord as you pull it. Hold it as close to the metal insert as possible when removing it.

10. Place cords and the surge protector in the *Vscan Cords Bag*.
11. Use the black key to unlock the ballot box. Remove ballots and place them in the *Blue Ballot Bag*.
12. Inside the ballot box, pull the white string forward to release the Vscan from the ballot box.



13. Remove the Vscan from the ballot box.



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



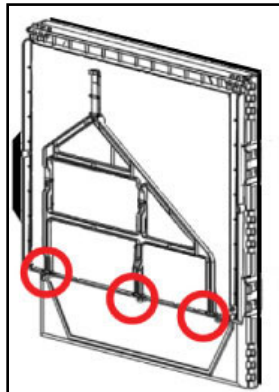
15. Close the ballot box door and use the black key to lock it.



16. Disassemble the ballot box. Lift the lid of the box and gently lay it back against the side of the box.



17. To secure the lid, hook the three rubber bands on the side of the metal box to the three metal pins on the bottom of the lid.



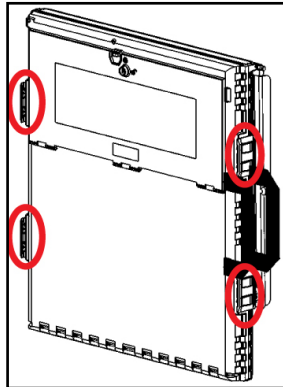
## Close Polls

### Close Polls: Vscan

18. Collapse the ballot box by pushing the yellow side panels inward. Then push the other sides (labelled with white tape) together until the box is entirely flat.



19. Latch the four clips. There are two on each side.



20. Roll the folded ballot box over until the handles are on the floor. Slide the tote over the ballot box.



21. Place the privacy wings and *Packing Up* instructions in the tote. Close the flap.  
22. Place the ballot box totes in the caddy, and take all Vscans to the drop-off location.



Do not put the Vscans in the caddy.  
Make sure to take them to the drop-off location.



## Close Polls: Access Station

1. Press **Ready for Use** on the Access Writer screen.
2. A Democrat and Republican, working together, enter the **Poll Worker Code**.
3. At the top of the screen, select **Menu**.
4. Select **Close Polls**.



Once polls are closed, you cannot reopen them on this device.

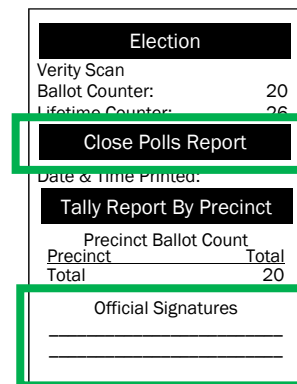
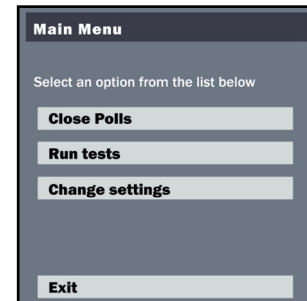
5. Once you are ready to shut down the Access Station, select **Yes, close the polls**.
6. A Democrat and Republican, working together, enter the **Close Polls Code** and select **Accept**.

Wait while the *Close Polls Report* prints.

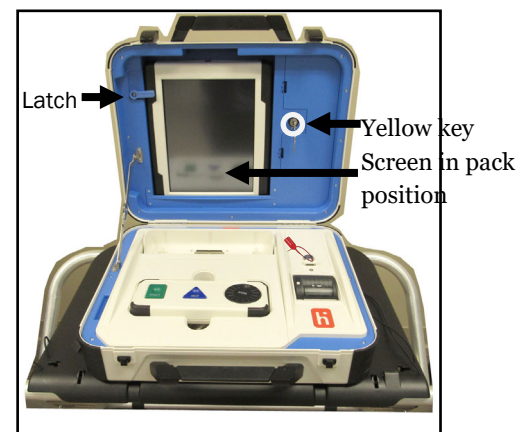
7. Tear off the report tape. The VLM and a PEO of the opposite political party sign the Close Polls report. Place the report in the *Election Day Reports* bag.
8. Press the red **POWER** button on the back of the Access Writer to power down the Access Writer.



Access Writer



9. When the screen is black, use the yellow key to unlock and remove the screen from the dock.
10. Place the screen in pack position. Latch the screen and use the yellow key to lock the screen in place.
11. Unplug the headphones from the controller and place in the *Access Station Cords* bag. Lay the controller flat in the Access Writer.
12. Remove the privacy wings.
13. Close and latch the Access Writer. Use the purple key to lock the Access Writer.



Continued next page

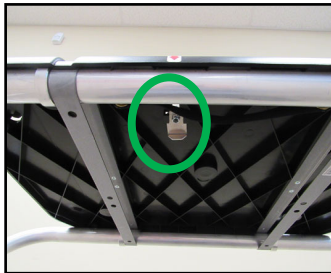
14. Power down the Access Writer.
15. Unplug the surge protector from the wall. Unplug the Access Writer cords from the surge protector.
16. Hold the Access Writer cord by its plastic sheath to pull the power brick straight from the Access Writer.



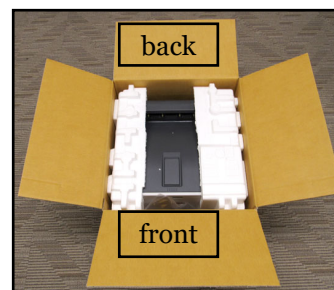
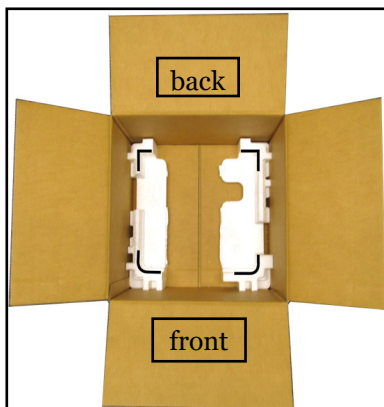
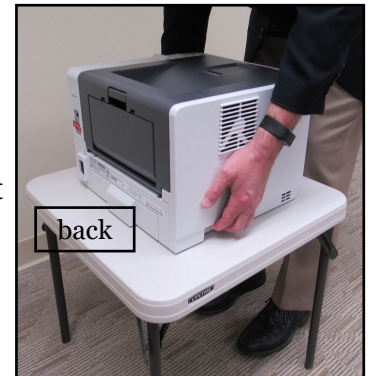
Do not yank or jerk the cord as you pull it. Hold it as close to the metal insert as possible when removing it.



16. Disconnect the Access Writer from the printer. Disconnect all other cords and cables from the printer.
17. Place all cords, cables, and the surge protector in the *Access Station Cords* bag.
18. Pull the slide under the booth table forward and remove the Access Writer.



19. Remove paper from the printer. Place the paper back in the accordion folder. Place folder on top of supply box.
20. Pick up the printer by the recessed handles on both sides, with the front of the printer facing you.
21. Place the printer back in its cardboard box. Position the box so that the rounded ends of the bottom Styrofoam insert are towards you.
22. Place the printer in the box and put the larger top foam insert on the right, and the smaller top foam insert on your left. Fold the box flaps down.



*Continued next page*



## Close Polls

### Close Polls: Access Station

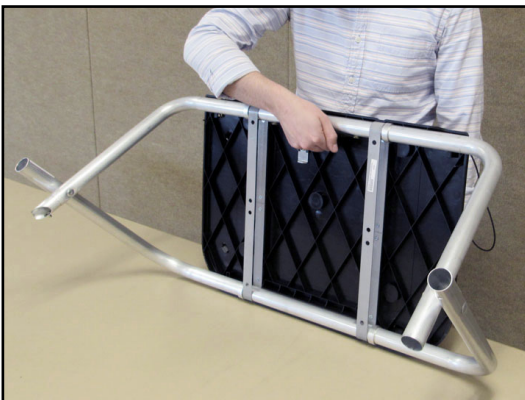
23. Turn booth over on printer table and remove two front legs. Press metal buttons and pull legs out.



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



25. Pull black handle down until the legs collapse together.



26. Wrap the rubber bands around the legs and hook on clips on bottom of booth.



27. Flip printer table over and fold the legs down.  
28. Pack the *Access Writer Booth* tote with the following items in the following manner:  
1. Place the booth table in first, with the legs facing down.  
2. Place the printer table in the booth tote pocket.  
3. Put privacy wings next to the flat side of the printer table.  
4. Put the U-shaped leg into the tote, legs first.  
5. Put the front legs into the tote and close the flap.  
29. Place all Access Station components in the caddy.








# Close Polls: ePBs


Close Check-In ePBs first and then close the VAT ePB to complete ballot accounting for the location. To close Check-In ePBs, do the following:

1. Tap  on Check-In ePB *Home* screen.
2. Select **DEVICE INFO/LOGOUT**.
3. On the Log Out window, select **CLOSE THE ELECTION**.
4. Touch **YES** to continue *only* if you are sure you are ready to close the polls.
5. A Democrat PEO enters **Password #1**. A Republican PEO enters **Password #2**.
6. Select **LOCK DEVICE**.  
Screen says *Synchronizing Device*.
7. Repeat with *all* Check-In ePBs.

To close the VAT ePB, do the following:

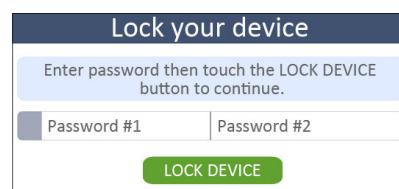


Close the VAT ePB only after closing all Check-In ePBs.

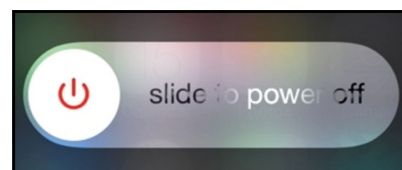
1. Tap  on the VAT ePB *Home* screen and select **DEVICE INFO/LOGOUT**.
2. On the Log Out window, select **CLOSE THE ELECTION**.
3. Touch **YES** to continue *only* if you are sure all Check-In ePB closed the election and all devices are locked.
4. A Democrat PEO enters **Password #1**. A Republican PEO enters **Password #2**.
5. Select **LOCK DEVICE**.  
Screen says *Synchronizing Device*.
6. Complete *Ballot Accounting* on page 52.  
Begin power down *only* once ballot accounting is complete.

**Once ballot accounting is complete**, do the following:

1. Touch the circular **Indent** button on *all* ePBs (both Check-In and VAT).
2. On the home screen, press the **Power** button on upper left side until *slide to power off* displays.
3. Swipe screen left to right over the message and unplug the ePB.
4. Power down the router. Unplug the router.
5. Unplug the printer.
6. Pack up all ePBs & all accessories into the red case(s).
7. Bring all packed ePB cases to the **Drop-Off Location**.



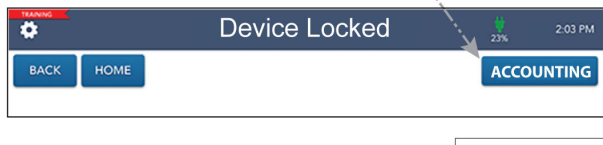
Complete Ballot Accounting *before* you shut down the ePBs.



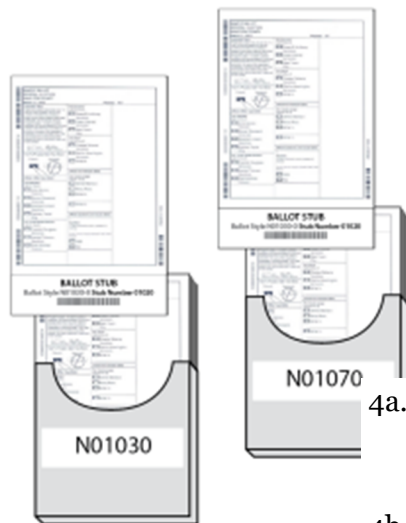
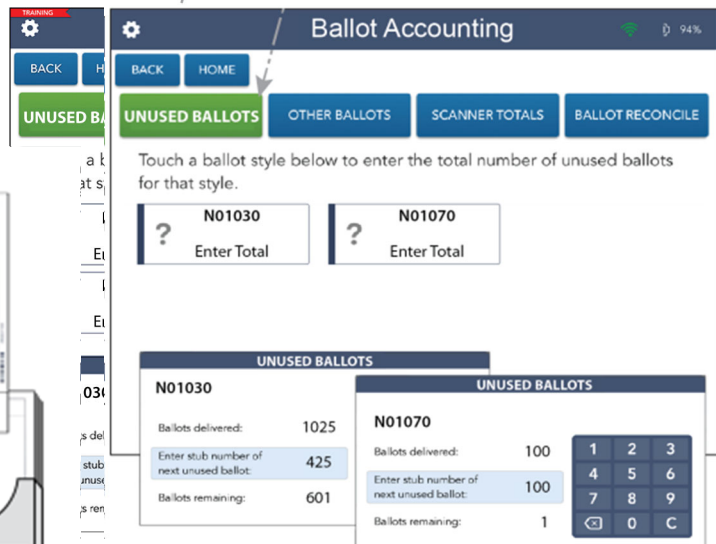
# Ballot Accounting

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. Tap the first box under **UNUSED BALLOTS** and enter the next stub#. Touch **DONE** (enter "1" if no ballots have been issued)

- 4b. Tap the next box and do the same.

- 4c. Repeat for all boxes under **UNUSED BALLOTS**.

- 4d. Press **NEXT STEP**.

Retrieve provisional envelopes and **unscanned** envelopes from the *Provisional & Unscanned Blue Ballot* bag. Retrieve **Voided** ballots from the **RED VOIDED BALLOT** envelope.

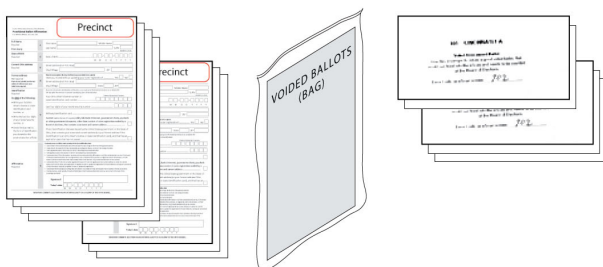
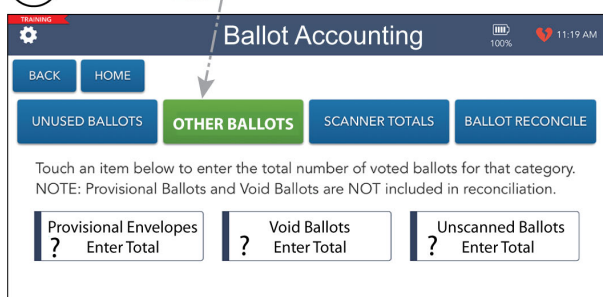
- 5a. Touch **Provisional Envelopes** box and enter the total for each precinct. Then tap **DONE**. (enter "o" if there are none)

- 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

### 6 Touch **SCANNER TOTALS**

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

Vscan #1 Enter Total

Vscan #2 Enter Total

**VScan #1 tape**

Election	
Verity Scan	
Ballot Counter:	2
Lifetime Counter:	26
Close Polls Report	
Date & Time Printed:	
Polls are Closed	
Tally Report By Precinct	
Precinct Ballot Count	
Precinct	Total
0103 CIN 1-D-0	1
0107 CIN 1-G-0	1
Total	2
Official Signatures	

**VScan #2 tape**

Election	
Verity Scan	
Ballot Counter:	0
Lifetime Counter:	21
Close Polls Report	
Date & Time Printed:	
Polls are Closed	
Tally Report By Precinct	
Precinct Ballot Count	
Precinct	Total
0103 CIN 1-D-0	0
0107 CIN 1-G-0	0
Total	0
Official Signatures	

Retrieve 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, select **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 select **ACCEPT**. Touch **ADD ANOTHER SIG.**

7c. VLD (OPPOSITE PARTY) enter **NAME** AND Touch **CONTINUE**. Sign and touch **ACCEPT**.

7d. Touch **SUBMIT**. Tap **YES** if you are sure you are done.

7e. Power down all ePBs, the router and the 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)

*Use purple key to CLOSE, SECURE LATCHES and LOCK*

## BLUE BALLOT BAG (BBB) :

- ☐ Voted /Scanned ballots
- ☐ **VOIDED** ballots (RED Voided Ballot Envelope)
- ☐ Voted on Access Writer bag
- ☐ Election Day Reports Bag (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**  
**BLUE = Overflow Ballot 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*



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



## **RUNNING LATE?**

If you are running late and will not reach your Drop-off location by 9 pm, call the Help Desk.

### 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!**

Notes: