Board Worker

Training Manual

November 3, 2015

Jurisdictional Elections

MARICOPA COUNTY ELECTIONS DEPARTMENT

Helen Purcell, COUNTY RECORDER Karen Osborne, ELECTIONS DIRECTOR

IMPORTANT PHONE NUMBERS

BOARD WORKER HOTLINE **602-506-1520**
This number is Tonia's direct phone line and for board workers only. Please do not give out this number to the public.

	Hours of Operation:
Monday preceding Election Day	12:00 NOON – 7:00 PM
Election Day	5:30 AM – All ballots received at Receiving sites

PUBLIC ELECTION INFORMATION **602-506-1511**
This number is for voters. This is the number to call if the voter does not know the location of their polling place.

RECRUITMENT: These numbers are for board workers to address employment/payroll issues. **COLLEEN, Supervisor 602-372-3713**

APRIL	602-506-1519
FRED	602-506-3407

BILINGUAL BOARD WORKER PROGRAM: **LETICIA 602-506-2306**
If you would like to attend a bilingual training class, or have questions about providing language assistance.

MAILING/INTERNET ADDRESS

Recruitment:
Maricopa County Elections Department
222 E Javelina Drive
Mesa, AZ 85210

Registration/Downtown Office:
Maricopa County Elections Department
111 S 3rd Ave Suite 102
Phoenix, AZ 85003-2294

Election Website: www.recorder.maricopa.gov

LAWS THAT IMPACT ELECTIONS

The Voting Rights Act
The Voting Rights Act prohibits discrimination in voter eligibility, registration and polling place procedures. While pre-clearance with the Department of Justice is no longer required, election departments must still ensure all election procedures and materials are accessible to all voters, including those with limited English language ability.

Help America Vote Act
The Help America Vote Act (HAVA) mandates that all individuals who come into a polling place be allowed to vote. If a voter's eligibility is in question, the voter MUST be allowed to vote a provisional ballot. HAVA also mandates that voting systems provide voters the opportunity to spoil their ballot and receive another one if the voter has over-voted.

Proposition 200
In 2004, Arizona voters approved ballot Proposition 200, which requires that before persons are allowed to register to vote for the first time in a county in Arizona, they must prove they are United States Citizens. It also requires that before a ballot cast at the polling place is counted, voters must show proof of their identity. This law was amended in 2009 to allow U.S. passports and military ID to be used along with a piece of non-photo identification to vote in the polling place. For more specifics on ID, please refer to page 31.

Americans with Disabilities Act
The Americans with Disabilities Act (ADA) prohibits discrimination against individuals who have physical or mental disabilities and sets the requirements for access to the polling place and voting. These include parking availability, the use of ramps, and accessible voting booths.

ITC vs. Brewer
ITC vs. Brewer is a Supreme Court case stemming from the passage of Proposition 200, which decided that, while Arizona could require the proof of citizenship for voters registering with state voter registration forms, it must also still accept federal voter registration forms. The result of this case has been the creation of a bifurcated voter registration system – a system with two branches. The first branch is for voters who have provided proof of citizenship (whether they used the state or federal form). These voters are eligible to vote on all races and issues on the ballot. The second system is for voters using the federal form without proof of citizenship. These voters are only eligible to vote in federal races, and therefore will have a separate ballot in the polling place.

NOTICE: Under the Voting Rights Act, every board worker must protect a voter's right to a ballot in the language of his/her choice. In Maricopa County that means English, Spanish, and Tohono O'odham audio assistance in San Lucy and Hickiwan Precincts. Failure or refusal to make all ballot styles available to voters is grounds for dismissal and removal of your name from the list of prospective board workers for any future elections. Additionally, board workers must refrain from voicing any personal opinion on language assistance as this could result in voter intimidation and disenfranchisement. This behavior can also result in dismissal.

CURRENT ELECTION INFORMATION

THIS IS A JURISDICTIONAL ELECTION

This election is the opportunity for registered voters in the City of Scottsdale and many School Districts to decide questions, including those concerning bonds and overrides.

Some other jurisdictions are also having an election by all-mail. This means that all registered voters in these areas are being sent a ballot by mail to vote on important issues in their area.

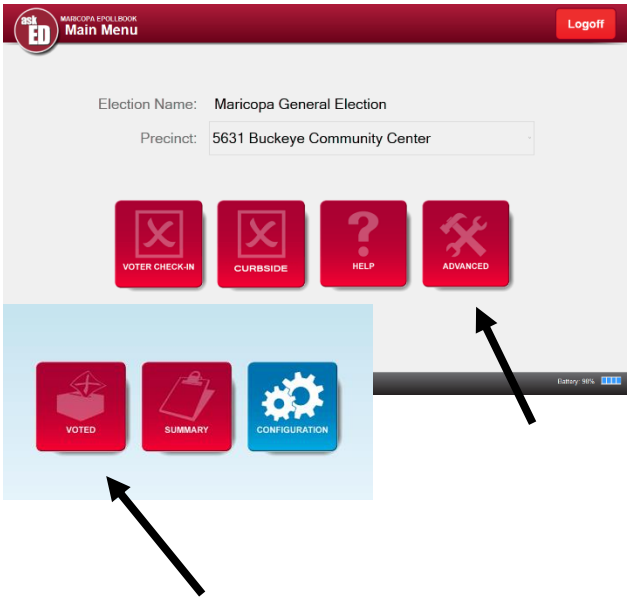
OBSERVERS

We do not expect Political Party Observers to be present at this election. However, occasionally there are observers who come from the Department of Justice and/or other official government bodies that are allowed to observe voting activities. If you are working in the Glendale Union High School District election, we will be touring some individuals from other counties that are interested in our ePollbooks. These individuals will have an official badge issued from Maricopa County. Please allow these observers to talk with whomever they like and answer their questions.

If ever you have any questions about whether someone can legally remain within the 75-foot zone, please call the Hotline immediately.

LIST OF VOTERS THAT VOTED

We also do not expect observers to request to collect lists of voters who have voted. However, if someone does, this list is found on the ePollbooks under the Advanced menu. If you are in the Voter check-in section of the ePollbook, tap the Menu button at the top. At the main menu, tap the Advanced button, then the Voted button, and then tap the Print Voter list. A list of voters who have voted should print.



VOTER REGISTRATION INFORMATION

Voter Registration Deadline
Voter registration cutoff is 29 days before an election. For this election, it was October 5, 2015.

Voter Registration Requirements
Individuals registering to vote for the first time in Maricopa County and wishing to vote on state candidates and ballot issues must prove they are U.S. citizens. Documents required for this proof are listed on the back of voter registration forms. The most convenient method to prove citizenship is for the registrant to list her/his full Arizona driver's license number or non-operating ID number. For more information, refer to the back of the voter registration form.

Deceased Voters whose Names Still Appear on the Voter Rolls
We need something in writing in order to remove a person from the voter rolls. This written notification should include important information that will enable us to identify the correct person to be removed. (i.e. date or place of birth of the deceased, mother's maiden name, something that gives us the ability to reasonably assume they possess personal knowledge of the deceased individual). We also need the informant's name and contact information. If someone gives you this information, place it in the payroll voucher envelope.

Voters Who Move within Maricopa County go to their New Precinct
By filling out a provisional ballot form where they now live, their address will be updated, so there is no need to fill out a separate voter registration form.

Other Voter Information Changes
Voter registration forms must be filled out by voters who wish to do the following:

- Change their political party affiliation
- Change their name only
- Update their mailing address, if not voting a provisional ballot

Permanent Early Voter List (PEVL)
If a voter indicates that he or she would like to be added <u>or removed</u> from the Permanent Early Voter List (PEVL), please fill out the purple form in your supplies for that purpose and place it in the blue Early Ballot box. If you run out of forms, fill out a polling place information report with the following information:
Write "Please ADD/ REMOVE me to the Permanent Early Voting List"
PRINT FULL NAME:
PRINT RESIDENCE ADDRESS:
PRINT DATE OF BIRTH:
VOTER SIGN:

REGISTER OR UPDATE YOUR REGISTRATION ON LINE

Go to www.servicearizona.com and click on voter registration. You will need your Arizona driver's license number for this process.

CREATING A POSITIVE ATMOSPHERE

It is the mission of all workers to secure the election and to assist voters. This requires you to provide good customer service, even under sometimes difficult situations, and to always remain neutral. You should also always maintain a peaceful and quiet atmosphere in the polling place. Loud talking and other noises such as computers, music etc. make it difficult for voters to concentrate. Other common sense policies include:

No Smoking in Polling Places
Additionally, if on a school campus, State law says the entire campus, including parking lots, are no smoking zones.

No Cameras in the Polling Place
Because taking a picture of someone voting could be used for intimidation, no cameras, still, video, media or otherwise, is allowed in the polling location while the polls are open.

Safety in the Polling Place
Reasonable safety precautions need to be taken in a polling place during Election Day. Please ensure the following:

- Voter traffic ways are clear of debris;
- Extension cords are out of the way or covered with cord cover;
- Chairs are behind tables or off to the side;
- Electrical appliances, such as coffee pots, have prior approval of the facility owner/ manager and are out of the way of voter traffic flow and the reach of small children.

Call 911 for any situation requiring emergency treatment. Please also report any incident to the hotline at 602-506-1520. Board workers must fill out a report for any injury that happens while working for the Elections Department.

Limit Use of Cell Phones
Cellular telephones are permitted in the polling place for limited use only by voters and board workers. Please do not spend the day conducting personal business on your cell phone.

No Power of Attorney for Voting
Even if a person has been granted power of attorney, he/she cannot vote on behalf of another person.

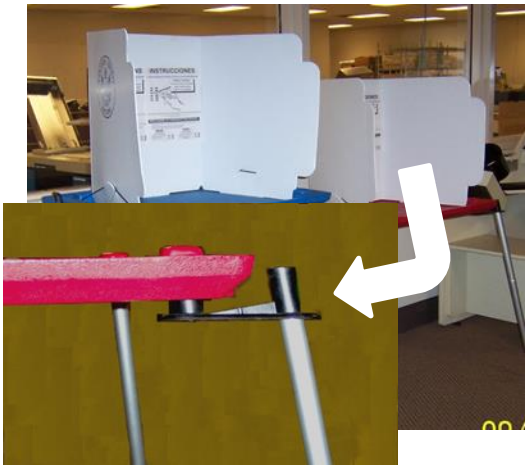
Voting Booths
Voters should have private space within which to vote their ballot. Be sure to set up the booths with this in mind. Periodically throughout Election Day, check the voting booths to make sure that no political material or trash has been left behind by voters. Also, be sure to remove any pens and pencils other than black ballot marking pens.

NOTICE: It is the responsibility of every board worker to protect the voter's right to a ballot in the language of her/his choice; in Maricopa County that means English, Spanish, and Tohono O'odham audio assistance in San Lucy and Hickiwan Precincts. Failure or refusal to make all ballot styles available to voters on Election Day will be grounds for dismissal and removal of your name from the list of prospective citizens to serve on the Board in any future elections. Additionally, just as it is unacceptable to discuss candidates or issues on the ballot, board workers must refrain from voicing any personal opinion on language assistance as this could result in voter intimidation and disenfranchisement.

ELECTION EQUIPMENT AND SUPPLIES

Voting Booths

Every polling place will receive voting booths (typically 6-10). Booths come in packages of two and need to be assembled at the Monday set up meeting. Every polling place should receive at least one red booth for voters with physical disabilities. The red booth comes with two black leg extenders that are placed in the leg holes at the front of the booth. This gives additional room at the front of the booths so that individuals with wheelchairs can more comfortably fit at the booth.



Insight & Ballot Tub

Maricopa County primarily uses optical scan equipment for voting. Every polling place will have a unit.

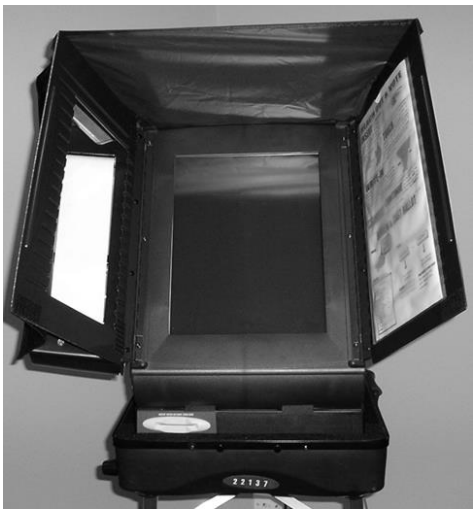
The top portion of the unit is the Optech Insight Ballot Tabulation machine, more commonly called the Insight. The ballots are inserted at the front of the unit for scanning and tabulation.

The bottom portion of the unit is the ballot tub. Note that there are three doors on the ballot tub. Door 1 is where write-in ballots are deposited by the Insight after scanning. Door 2 is where all ballots without write-ins are deposited by the Insight after scanning. Door 3 is where misread ballots are placed by the voter or where ballots are placed if there is an emergency.

Other Ballot Boxes

Each polling place will also receive two other ballots boxes. The one with a Red lid is for Provisional Ballots. The one with a Blue lid is for Early Ballots that may be dropped off at your polling place. Both of these boxes will be transported to the receiving site at the close of the polls. Provisional ballots and Early ballots will be discussed later in this manual.

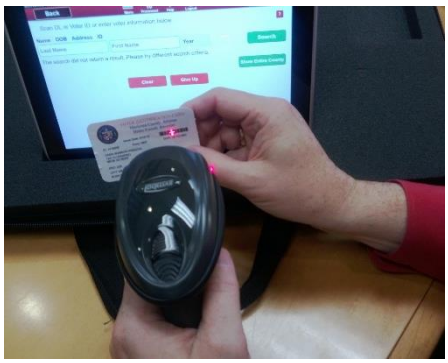
Edge Touch Screen and Card Activator

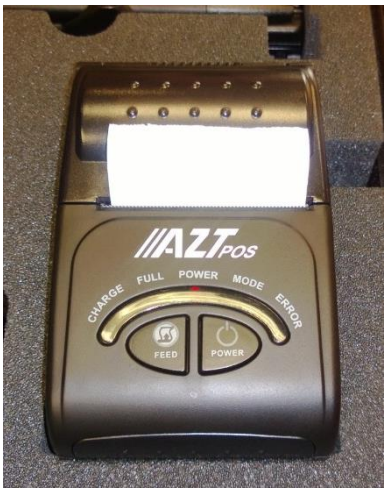


The Edge touch screen voting equipment allows voters with physical disabilities to vote independently. To vote on the Edge, a voter inserts a card which is first activated by a board worker using the Card Activator. This card tells the Edge which precinct and particular ballot the voter needs, as well as if the voter is voting a Standard or Provisional ballot; and whether the voter will make his/her choices by touching the screen, or by having the ballot read to the voter while using the unique keypad. When the voter is finished making selections, he/she will have an opportunity to review the ballot on the printed paper audit tape attached on the left side of the screen. When the voter is satisfied with her/his choices, the voter casts the ballot, the paper audit tape advances up into the printer to ensure secrecy of the ballot, and the card is deactivated and ejected to be returned to the board worker.

ePoll Book

The AskEd ePollbook is a tablet computer based system we use as a signature roster to check in voters and capture their signatures. The system has a scanner that can be used on the barcode on a voter's Arizona driver's license or voter identification card to quickly look up the voter's record. It also has a printer to print the voter's Edge ballot code, provisional ballot information, or the correct polling place location. And it has a signature pad with stylus for voters to sign in electronically.



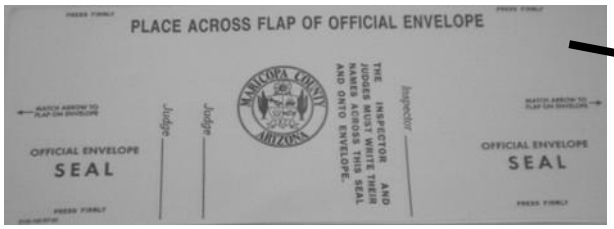


Tamper Evident Security Label Seal

Sticker Seals

Three different sticker seals are used to secure election equipment, envelopes and the red provisional and blue early ballot boxes. The tamper-evident security label secures the Insight memory pack door, the Edge results cartridge and polls open/closed doors. The envelope seal requires signatures that begin on the seal and finish on the envelope. Ballot box seals go over the slot opening of the box so that no more Early/Provisional ballots may be inserted into the box.

Ballot Box Seal



Envelope Seal

I Voted Stickers

Sometimes it seems that one of the most important parts of voting for voters is receiving the "I voted" stickers. Please make sure these are available for voters to take and stick on themselves, but also ensure that these stickers do not end up stuck on inappropriate things such as polling place walls, tables, or voting equipment.

HELPING EVERY VOTER

ALL voters deserve courteous and respectful attention in exercising their rights as citizens to vote regardless of race, color, ethnicity, gender, physical or language ability. Voters may have different physical and/or language barriers that they may have to overcome with board workers assistance.

The back of the duty cards contain Voter Instructions for each step in the processing line in English and in Spanish. These are also helpful for use with individuals with hearing problems.

Voters may also bring in any person of their choice to assist them, as long as that person is not his or her employer or union leader, or a candidate listed on the ballot. Additionally, voters may, at their option, be assisted by two board workers of different political party affiliations.

If board workers assist a voter:

- Distinctly state to the voter the names of all candidates for each office or the written description of the ballot measures and ask the voter how he or she wishes to vote in each instance.
- Mark the ballot indicating the voter's choices.
- Do not attempt to influence the voter's choices, including giving personal opinions or advice.

General Guidelines:

- If you offer assistance, wait until the offer is accepted. Then listen to or ask for instructions as to how best to assist.
- Relax. Don't be afraid to ask questions when you are unsure of what to do.
- Be patient. Take as much time as is necessary.
- Treat all voters with dignity, respect and courtesy.

Hearing

- Rephrase, don't repeat your statements. Sometimes different words are heard and understood better than others.
- Have a pad of paper and pen handy for communicating.
- Speak directly to the voter (not her/his companion), speak clearly and use short, simple sentences. Don't shout.
- Keep your hands and other objects away from your mouth and do not chew gum.

Mobility

- Pay attention to clutter or barriers that impede access.
- Do not lean on a wheelchair or other assistive device.
- Ask the voter if he/she needs your assistance, and wait for an answer. Do not assume that a voter in a wheelchair wants to be pushed.
- If a ramp has been provided at the polling place, please check it throughout the day to make sure that it hasn't worked itself away from the door threshold.
- Use plenty of signs to indicate the way to the entrance for voters with disabilities into the polling place.
- If a voter is not able to come into a polling place, curbside voting is available. See page 11 for this procedure.

Speech

Do not confuse an inability to easily speak with a lack of intellect.

- If you do not understand something the voter has said, do not pretend that you did. Ask the voter to repeat what he or she said and then repeat it back to be sure you understand correctly.
- Try to ask questions that require a short answer or nod of the head.
- Do not speak for the voter or attempt to finish the voter's sentences.

Cognitive

- Be patient, flexible, and supportive. Take time to understand the voter and make sure the voter understands you.
- Try to limit distractions and keep things simple—take one task at a time.
- Offer assistance completing forms or understanding written instructions and provide extra time for decision-making. Wait for the individual to accept the offer of assistance; do not "over-assist" or be patronizing.
- Be sure signage is posted designating where to start and how to mark the ballot.

Service Animals

Many people with different disabilities use service animals and these animals should always be admitted into the polling place. Service animals are highly trained and need no special care nor attention.

- Do not interact with the service animal. Do not call it, feed it, or pet it without permission.
- Many service animals wear a special vest or scarf but it is NOT required.

Visual

- ID yourself to the voter and where you are.
- Offer your arm rather than taking the voter's.
- Notify the voter if you are leaving her/him alone.
- If you are offering the voter a seat, gently place the voter's hand on the back of the chair so he/she can locate the seat.
- Be descriptive when giving directions. Often voters with a visual disability are oriented to the clock. Example: "the early ballot box is 3 feet ahead of you sitting on a low table waist-high at 11 o'clock."

Language Assistance:

Section 203 of the Voter's Rights Act of 1965 requires that voters who need language assistance receive it at the polls and at every stage of the electoral process. Maricopa County is legally obligated to provide language assistance and materials in the Spanish and Tohono O'odham languages.

We provide language assistance in a number of ways:

- Ballots and signage are in both English and Spanish.
- We staff Spanish-speaking board workers in areas identified as having voters who may need assistance.
- A Spanish Election Terminology Glossary is provided and can be found in the Polling Place Supplies. This Glossary ensures that common translations are used in a uniform manner in Maricopa County.
- Voter instructions are listed in both English and Spanish on the back of the board worker duty card to communicate to the voter what is needed of them at each stage of the voter processing line. Audio instructions in O'odham are available in designated precincts.
- If you do not have a board worker that speaks Spanish, call the Hotline and we will speak to the voter directly, or have a Spanish-speaking troubleshooter go out to assist you.

In the end, it's all about good customer service: Be patient, make eye contact, allow voters to tell you what they need, and make reasonable accommodations.

VOTING USING THE EDGE

If a voter indicates that he/she has a disability and would like to use the Edge touch screen voting unit to vote independently, please refer to page 48. Please do not challenge the voter or ask the specifics of their disability. Also, even though the equipment is designed to enable voters to vote independently, this does not prohibit the voter from seeking assistance if needed. If you have any questions about how to use the Edge or if you have any problems using it, call the Hotline at 602-506-1520 right away.

CURBSIDE VOTING

The Americans with Disabilities Act of 1990 establishes guidelines for the accessibility of facilities to the disabled community. Where accessibility is not achievable, the Secretary of State has established an alternate voting procedure. For any voter who can get himself or herself to the polling place, but for whatever reason, can't get inside, curbside voting is available. In this case, please follow the following procedures:

1. The voter should relay a message through a companion, or other nearby person, to the election board that he/she wishes to vote.

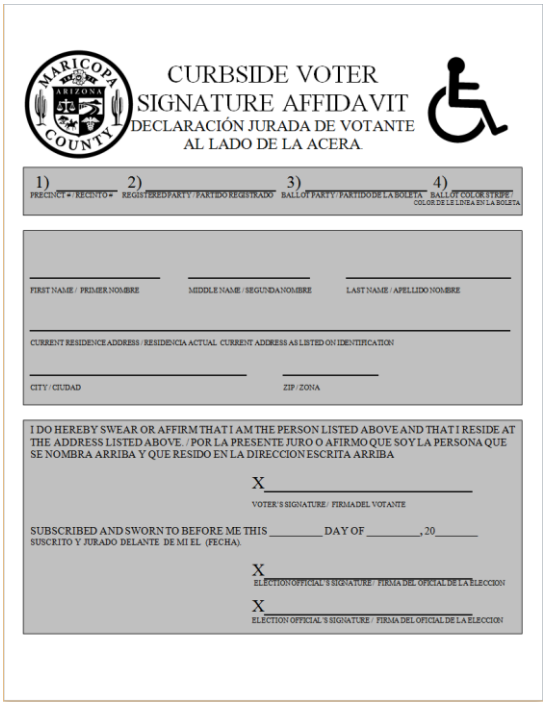
2. The Marshal goes out to the voter with a precinct map to ensure the voter is in the correct precinct and Curbside Voter Signature Affidavit. In addition to assisting the voter in filling out and signing the form, the Marshal also needs to ask for identification as he/she would for any other voter and ensure that the name and address written on the affidavit matches the identification presented.

3. The Marshal returns to the polling place and gives the Curbside Voter Affidavit to the board worker at the ePollbook, who follows the directions and prompts in the ePollbook (see page 37 for details on the ePollbook). When prompted to have the voter sign, write in "CURBSIDE VOTER" on the signature pad. The board worker then places the Curbside Voter Affidavit in the Payroll & Misc. Papers Envelope.

4. If prompted by the ePollbook that the voter is required to vote a Provisional Ballot, the Marshal will give the Provisional ballot tape from the ePollbook to the board worker at the Provisional Ballot table, who will fill out a Provisional Ballot form using the proper procedure. The form is then properly affixed to a Provisional Ballot envelope, and the correct ballot is selected by examining the tape.

6. Two board workers, of different political party affiliations, proceed back to the voter's vehicle with an official ballot, special black ballot marking pen, and either a secrecy folder or the Provisional Ballot envelope with the form attached. The voter votes the ballot and places it in the secrecy folder. If the voter is voting a Provisional Ballot, the ballot is placed into the Provisional Ballot envelope and the voter signs the attached form.

7. The two board workers return to the voting area and, if voting using the standard method, present the ballot to the board worker at the Insight. The board worker removes the ballot from the secrecy folder and puts the ballot in the Insight. If the voter voted a Provisional Ballot, the envelope containing the Provisional Ballot is placed in the red provisional ballot box.


CURBSIDE VOTER
SIGNATURE AFFIDAVIT
DECLARACIÓN JURADA DE VOTANTE
AL LADO DE LA ACERA

1) _____ PRECINCT / RECINTO 2) _____ REGISTERED PARTY / PARTIDO REGISTRADO 3) _____ BALLOT PARTY / PARTIDO DE LA BOLETA 4) _____ BALLOT COLOR STRIPE / COLOR DE LE LINEA EN LA BOLETA

_____ FIRST NAME / PRIMER NOMBRE _____ MIDDLE NAME / SEGUNDA NOMBRE _____ LAST NAME / APELLIDO NOMBRE

_____ CURRENT RESIDENCE ADDRESS / RESIDENCIA ACTUAL CURRENT ADDRESS AS LISTED ON IDENTIFICATION

_____ CITY / CIUDAD _____ ZIP / ZONA

I DO HEREBY SWEAR OR AFFIRM THAT I AM THE PERSON LISTED ABOVE AND THAT I RESIDE AT THE ADDRESS LISTED ABOVE. / POR LA PRESENTE JURO O AFIRMO QUE SOY LA PERSONA QUE SE NOMBRA ARRIBA Y QUE RESIDO EN LA DIRECCION ESCRITA ARRIBA

X_____
VOTER'S SIGNATURE / FIRMA DEL VOTANTE

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____
SUSCRITO Y JURADO DELANTE DE MI EL (FECHA).

X_____
ELECTION OFFICIAL'S SIGNATURE / FIRMA DEL OFICIAL DE LA ELECCION

X_____
ELECTION OFFICIAL'S SIGNATURE / FIRMA DEL OFICIAL DE LA ELECCION

BOARD WORKER DUTIES

The primary duty of every board worker is to assist voters, so that they may vote properly thereby ensuring a secure election. This is your mission, your call, your priority. With the exception of the duties of the Inspector, the duties that each board worker might be assigned are subject to change and this duty list is just a guideline. Ultimately, it is the responsibility of ALL board workers to work as a team to assist all voters in a manner using good customer service and to complete all Election Day procedures accurately and completely.

Inspector	Judge	Clerk	Marshal	
X	X	X	X	Provide Good Customer Service and Assist Voters.
X				Team Leader in the Polling Place.
X				Assign board workers various tasks.
X				Arranges the Monday set up meeting & informs other board workers and recruiter.
X				Verifies all items on check lists are complete.
X	X	X	X	Ensures Insight and Edge voting units are set up, monitored and available to voters.
	X	X		Assist voters at the ePollbook and ensures they are never left unattended Election Day.
	X	X		Demonstrate how to mark and issue ballots.
	X	X		Oversee the Provisional Ballot procedure.
			X	Preserves order in the polling place and within the 75-foot zone.
			X	Directs Early ballot voters to bypass line and those needing a provisional ballot to go directly to the provisional ballot table.
			X	Announces the opening and closing of the polls.
			X	Ensures voters in line at 7:00pm are allowed to vote.
	X	X	X	Any other duties assigned by the Inspector.
	X	X	X	Deliver the memory packs to the receiving site.
X	X		X	Deliver the ballots to the receiving site.

TROUBLESHOOTERS

- All polling places will have a troubleshooter assigned for Election Day. Troubleshooters carry extra supplies, and are in constant radio contact with Election Central should any problems arise.
- Your troubleshooter will verify that all procedures in the polling place are being done correctly including that the items listed on the Inspector Checklist are being completed on the appropriate day and time.
- Troubleshooters will contact the Inspector Saturday afternoon. Recruiters do not have the Troubleshooter assignments, so please be patient and wait for the Troubleshooter to call.

BEFORE THE ELECTION

Inspector: complete checklist on back of board worker roster, including:

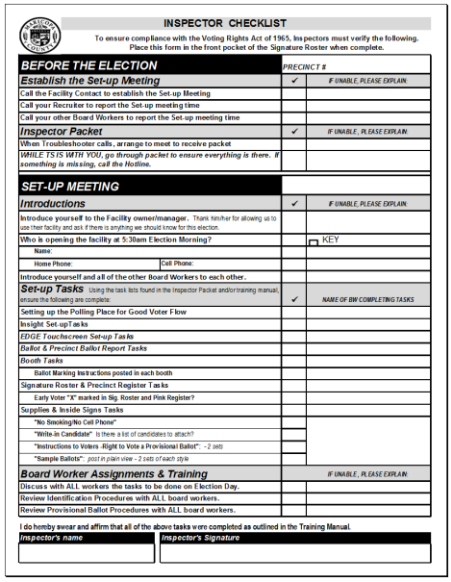
- Contact your polling place facility to arrange the set up meeting, which should be scheduled for Monday before the election, sometime **AFTER** 12:00 NOON. .
- When you are talking to the contact person, please find out who is responsible for opening the facility on Election Day and get a true EMERGENCY NUMBER; wherever he/she will be at 5:30 AM.
- Call all of the board workers assigned to your polling place to let them know when and where to meet for the set up meeting.
- Call your Recruiter to let him/her know the set up meeting time and the contact information of the person responsible for opening the facility on Election Day.

Inspector Packet

- Meet with the Troubleshooter to accept the Inspector Packet and review its contents to ensure everything is included.
- The Packet should contain:
  - Activator Cards for the Edge
  - Board Worker Surveys
  - Thumb Drives for the ePollbooks
  - Keys to the Insight
  - Maps to Election night Receiving Site
  - Payroll voucher, Inspector Checklist for Election Day, and Precinct Ballot Report, all stapled together
  - Pink bubble bag and its security bag for electronic results.
  - Precinct Identification Labels
  - Precinct Maps
  - Sample ballots
  - Security Seals Bag
  - Set up & Closing Procedure Task Lists
  - Training Manual(s)
  - Write-in candidates list (if applicable)

IMPORTANT: Complete Inspector Checklists!

There are two checklists for Inspectors to walk you through everything you need to do from the time you receive your Inspector roster in the mail until the time you deliver the bags and boxes to the receiving site. It is another tool we provide to aid you in your effort to ensure everything is accomplished in a consistent, smooth manner. This allows for good election security and customer service. Both the checklist on the back of the roster and the checklist attached to the payroll voucher need to be completed, signed and returned in the payroll envelope.



INSPECTOR CHECKLIST

To ensure compliance with the Voting Rights Act of 1965, Inspectors must verify the following. Place this form in the front pocket of the Signature Roster when complete.

BEFORE THE ELECTION	PRECINCT #	
Establish the Set-up Meeting	✓	*IF UNABLE, PLEASE EXPLAIN*
Call the Facility Contact to establish the Set-up Meeting		
Call your Recruiter to report the Set-up meeting time		
Call your other Board Workers to report the Set-up meeting time		
Inspector Packet	✓	*IF UNABLE, PLEASE EXPLAIN*
When Troubleshooter calls, arrange to meet to receive packet		
WHILE TS IS WITH YOU, go through packet to ensure everything is there. If something is missing, call the Hotline.		
SET-UP MEETING		
Introductions	✓	*IF UNABLE, PLEASE EXPLAIN*
Introduce yourself to the Facility owner/manager. Thank him/her for allowing us to use their facility and ask if there is anything we should know for this election.		
Who is opening the facility at 5:30am Election Morning?	☐ KEY	
Name		
Home Phone: / Cell Phone:		
Introduce yourself and all of the other Board Workers to each other.		
Set-up Tasks Using the task lists found in the Inspector Packet and/or training manual, ensure the following are complete:	✓	*NAME OF BW COMPLETING TASKS*
Setting up the Polling Place for Good Voter Flow		
Insight Set-up Tasks		
EDGE Touchscreen Set-up Tasks		
Ballot & Precinct Ballot Report Tasks		
Booth Tasks		
Ballot Marking Instructions posted in each booth		
Signature Roster & Precinct Register Tasks		
Early Voter "X" marked in Sig. Roster and Pink Register?		
Supplies & Inside Signs Tasks		
"No Smoking/No Cell Phone"		
"Write-in Candidate" Is there a list of candidates to attach?		
"Instructions to Voters -Right to Vote a Provisional Ballot". - 2 sets		
"Sample Ballots". post in plain view - 2 sets of each style		
Board Worker Assignments & Training		*IF UNABLE, PLEASE EXPLAIN*
Discuss with ALL workers the tasks to be done on Election Day.		
Review Identification Procedures with ALL board workers.		
Review Provisional Ballot Procedures with ALL board workers.		

I do hereby swear and affirm that all of the above tasks were completed as outlined in the Training Manual.

Inspector's name	*Inspector's Signature*

MONDAY SET UP MEETING

CHECK ALL SUPPLIES AND COMPLETE ALL PROCEDURES. Contact the Hotline as soon as a problem or error is discovered, so that it can be fixed before Election Day!

Even if no new board members, Inspector:

- ☐ Discuss, in detail, the duties of each board position by reviewing the duty cards.
- ☐ Assign each board member their duties using the Set up Task Lists beginning on page 15.
- ☐ Discuss the voting procedures to be followed on Election Day, including ID and provisional ballot requirements.

Additionally, the following things need to be considered/done during the Set up meeting and/or Monday evening:

The Facility - On Election Day, leaving the polling place once the polls open is prohibited, so you will need to bring everything you will need with you Election morning. Take the opportunity at the set up meeting to check out the facility. However, please note: the facility is NOT required to supply a refrigerator, coffeemaker, or any other amenity. Please do NOT make demands of the facility. Many facilities have decided to no longer host elections because of demands by board workers. Facilities voluntarily host elections and we should behave as invited guests. If amenities are not available, be prepared to pack items in an ice chest or other container. Before bringing any item that needs to be plugged in, consult with the facility owner or manager.

Payroll Voucher - Please have everyone at the set up meeting initial the payroll voucher and ensure all of their information is correct.

Physically Accessible Parking Spaces - Please leave designated accessible parking spaces for the voters to use. At 5:30 a.m. there should be plenty of parking that is adjacent to the handicap spaces. If needed, ask one of your fellow board workers to move your car after you have gotten to the facility.

Insight Keys and Edge Activator Cards - Don't forget to bring the Insight keys and Edge Activator cards back on Election Day!

Shoes, Shirt, Service! - Dress appropriately for the polling place and come with a cheerful mood ready to assist voters. Clothing may be casual, but should be clean, not have any holes, nor be too revealing. Remember you are there to assist voters, so you don't want to wear anything or behave in a manner that would distract from that mission.

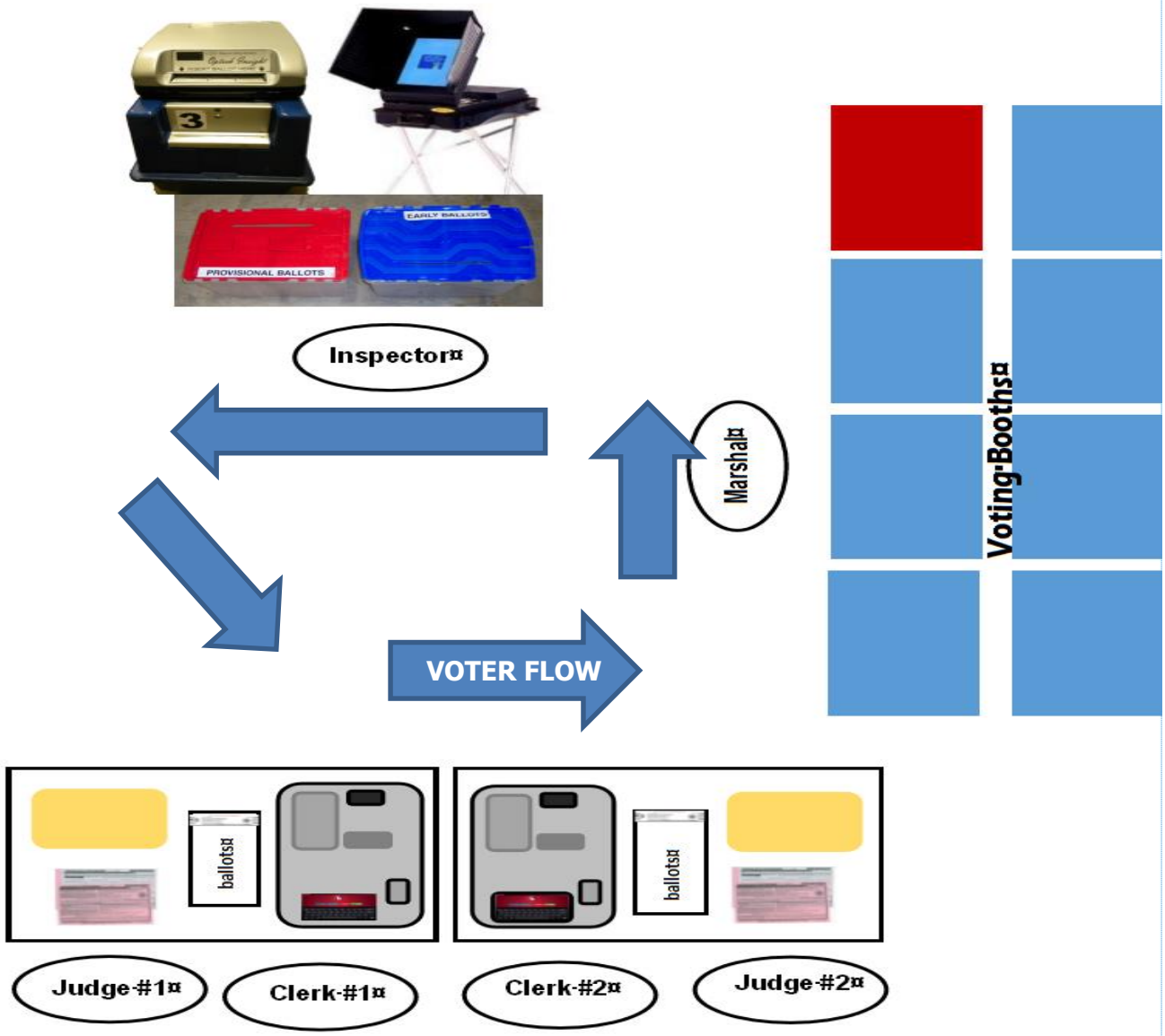
SETTING UP THE POLLS

SETTING UP THE POLLING PLACE FOR GOOD VOTER FLOW

☐ 1. Before beginning any tasks, you need to consider how the room should be set up. Either the facility will provide tables and chairs, or the Elections Department will have delivered some with your equipment and supplies.

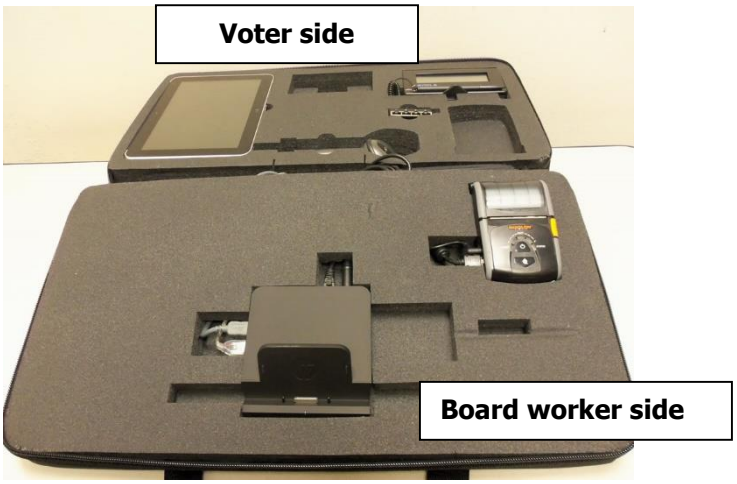
☐ 2. When considering how to set up the polling place, consider what would be a logical flow of voters within the polling place. Pictured below is the optimal set up for a polling place. If your polling place room cannot accommodate this set up, do the best you can to create a good flow for voters.

☐ 3. Notice that there is no longer a separate provisional ballot table, but instead this function will be available next to each of the ePollbooks.

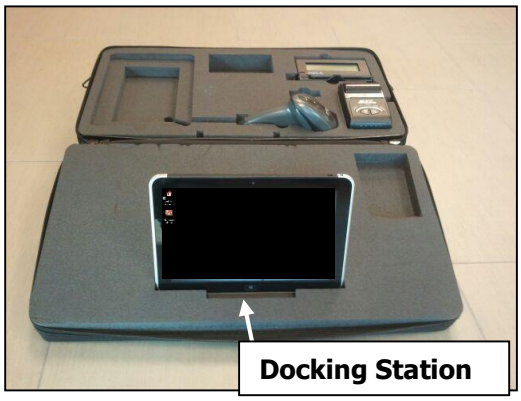


ePOLLBOOK TASKS:

Do the ePollbook tasks as soon as you can at the beginning of the set up meeting, so the ePollbooks will have plenty of time to charge during the rest of the meeting.

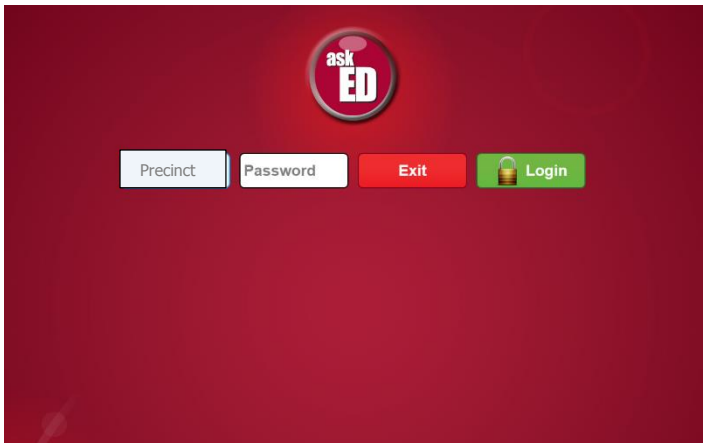


- ☐ Find the ePollbook carrying cases, which will be sitting near the Insight. Compare the security seal number on the zippers to the seal number on the Precinct Ballot Report. If the seal number is not correct, please line out the wrong security seal number and write in the correct seal number. Break the security seal, and place the broken seal in the seal bag.

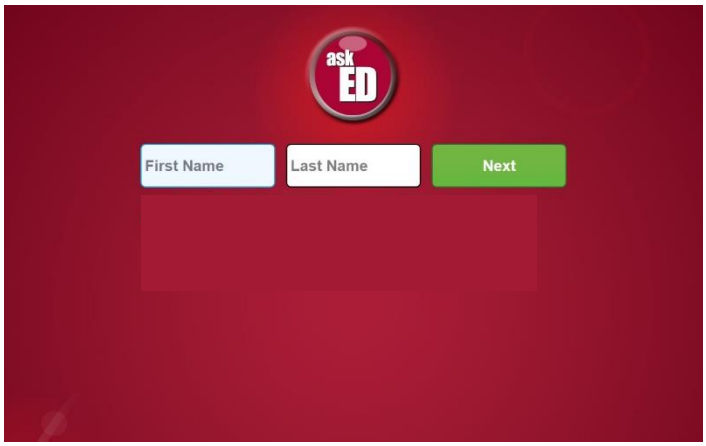


- ☐ Place each ePollbook on its own table, but near each other, and where the voters will begin the voting process. Unzip each ePollbook and open it up, positioning it on the table so the docking station faces the board workers. Do not remove components from the bag.
- ☐ Open the side zip compartment and plug the power cord into an available outlet or the extension cord found in the red box.
- ☐ Turn the printer on by pushing and holding the power button until you see three blue lights. If it does not power up, please call the Hotline for assistance.
- ☐ Remove the tablet from its storage compartment in the case and gently set it into the docking station. A tiny light should illuminate at the front of the docking station. If it does not, check to ensure the tablet is seated correctly and the unit is properly plugged in.
- ☐ The tablet should automatically power up. If it also automatically launches the ePollbook program, you must exit the program before loading the updated voter file (which

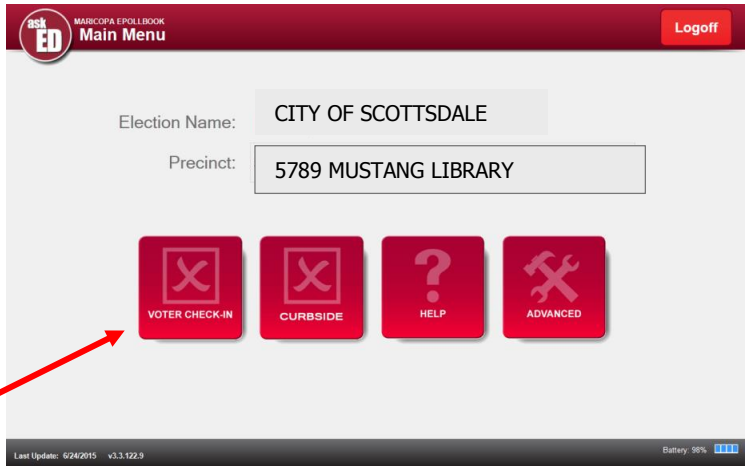
is the next step). The screen should be black with two icons (AskED ePollbook and Shut down menu) before proceeding.



- ☐ Find the brightly green colored envelope in the Inspector Packet containing the ePollbook data cards. Insert a data card into the right side of the back of the docking station.
- ☐ Wait about 5-15 minutes while the voter file loads.
- ☐ Launch the AskED ePollbook program by tapping the icon on the screen.
- ☐ At the login screen, type
  - precinct: your four digit precinct number
  - password: **mced** (all lowercase)
  - tap the green "Login" button.



- ☐ On the next screen, type your First and Last Name, then tap the green "Next" button.
- ☐ You should now be at the Main Menu. Check to ensure the Correct Election and Precinct is listed. If it is not, call the Hotline immediately. If the correct information is listed, Place a security seal sticker across the thumb drive onto the docking station.



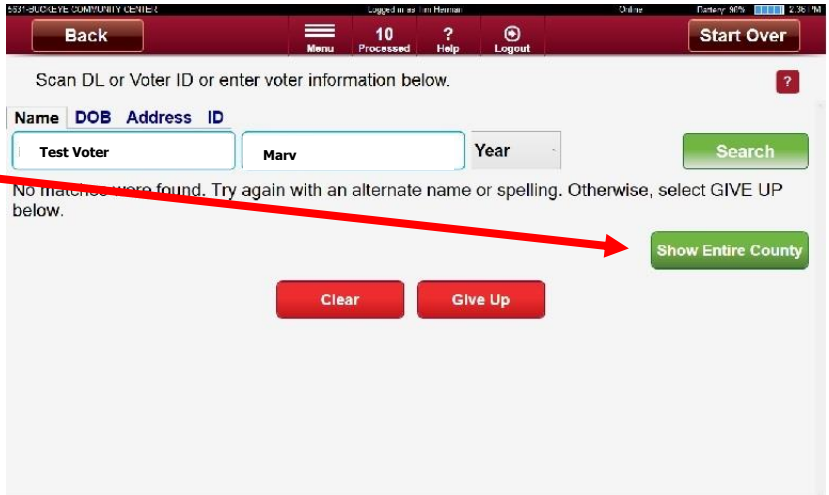
Next, you will go through a quick scenario to test all of the accessories:

- ☐ Tap the Voter Check-in Square
- ☐ Answer that voter has ID

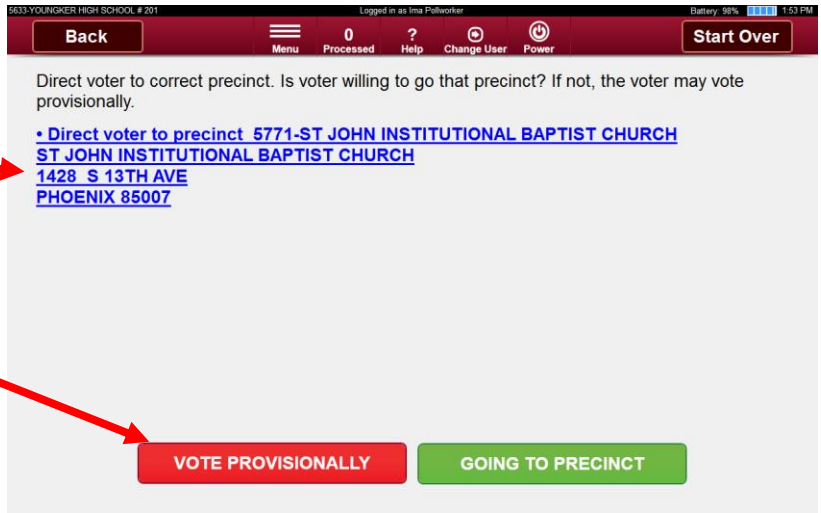
1234567

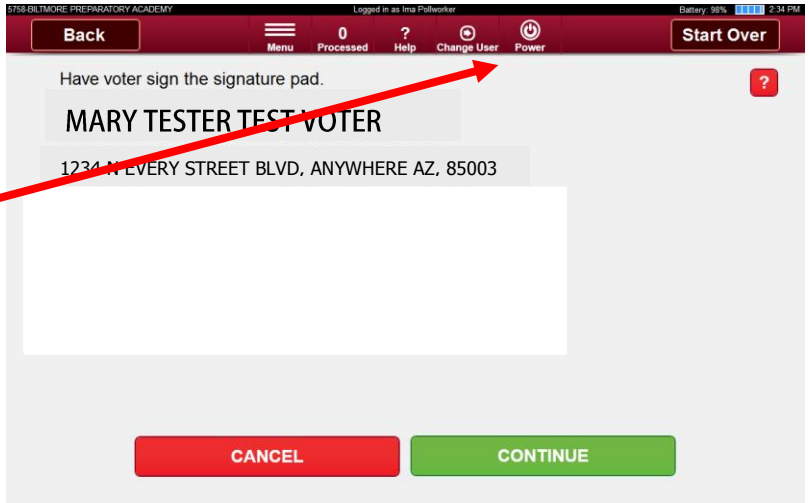
- ☐ Use the scanner gun to scan the above bar code for "voter" Mary Test Voter.

- ☐ The record for Mary Test Voter will not come up. Tap the "Show Entire County" button.
- ☐ When the Mary Test Voter record comes up, tap that record.
- ☐ Tap that the Address is Correct, and that the ID Matches.



- ☐ Tap on the Directions to the Polling location.
- ☐ Tap Print. (If it does not Print, call the Hotline.) After it prints, tap OK.
- ☐ Tap on Vote Provisionally.
- ☐ When the signature screen comes up and prompts you for the voter's signature, test the signature pad by signing a name. If a signature comes up on the tablet, you have successfully tested all of the accessories. Tap the Start Over button.
- ☐ Tap the Power icon on the screen. Then tap the Power off icon on the screen.
- ☐ **Leave the tablet on the docking station for the rest of the Set up meeting to give it as much of a battery charge as possible.**





- ☐ Before leaving the set up meeting, gently remove tablet from docking station and replace back in storage compartment.
- ☐ Zip close carrying case and seal zippers with a zip tie seal from the seal bag. There is no need to unplug the units.

INSIGHT TASKS:

☐ 1. Make sure that there is a SILVER DOOR sticking out between the Insight and the large blue ballot tub - this allows the ballots to drop into the ballot tub after they are scanned. If there is not, call the Hot line.

☐ 2. Using the LITTLE KEY, unlock and open doors #1 & #2 of the Insight ballot tub and remove the Official Ballots, and the black and green/yellow canvas bags. Give ballots to board worker doing the ballot and precinct ballot report tasks.

☐ 3. Check to ensure there are dividers between doors #1, 2, and 3. If there are not, call the Hot line.

☐ 4. Using the little key unlock and open door #3 and make sure the ballot tub is empty. Relock door #3 and keep it closed unless there is an emergency on Election Day.

☐ 5. Compare your Precinct number with the number on the back of the Insight. If you are not sure what your number is, it is on the Inspector packet. If these numbers don't match, call the Hotline.

☐ 6. Move the entire unit to the electrical outlet nearest the polling place exit. Use the BIG key to open the back door of the Insight. Make sure that the security seal on the memory pack door has not been broken. If it is broken, call the Hotline to have a Troubleshooter replace the seal as soon as possible.

☐ 7. Pull the electrical cord from the back of the Insight and fit it into the cord slot. Plug the cord into the electrical outlet. The RED POWER LIGHT on the front of the unit should now be lit. A ZERO TAPE will print; this tape contains all of the candidates and/or issues that will appear on the ballot within your Precinct. Make sure the zero tape reads the same precinct as where you have been assigned.

☐ 8. Compare the zero tape to the ballots to make sure that everything matches. Do not remove the totals tape from the Insight; this tape will remain until you are doing your closing procedures.

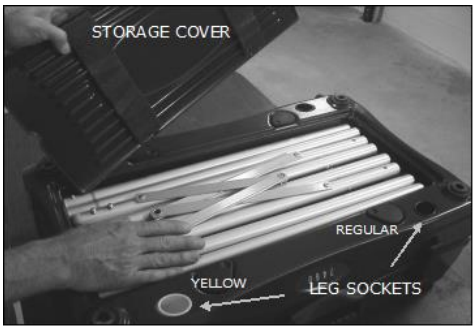
☐ 9. Make sure that the digital readout on the front of the Insight reads ZERO. After the ZERO TAPE finishes a green ready light will be displayed next to the red power light; make sure BOTH lights on the Insight are lit. Once you have verified that both lights are lit up, your Insight has passed inspection.

☐ 10. Unplug the Insight and carefully place the head of the plug back into the cord slot of the Insight and lock the door with the Big Key.

☐ 11. Once a board worker has finished counting the ballots, place them and the green/yellow and black bags back into the ballot tub and lock doors # 1 and #2 with the Little Key.

EDGE TASKS:

In compliance with the Help America Vote Act, an Edge voting unit is located at every polling place to enable voters with disabilities to vote independently. The Edge is a touch screen voting unit that comes with a printer and an audio unit that you will attach to the Edge, as well as a card activator unit, and voter cards.

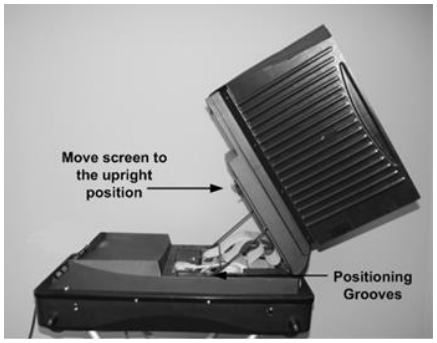


- ☐ 1. Place the unit face down; ensuring that the leg assembly storage side of the Edge voting unit is facing up. Turn the four latches to a 45-degree angle and remove the bottom storage cover. Remove the main leg assembly and extension legs. Replace the bottom storage cover, securing the latches to the original locking position.
- ☐ 2. Secure the main leg assembly by connecting the upper and lower portions in the center. On the upper leg section, turn each inside leg 90 degrees to make two "X's."
- ☐ 3. Insert the yellow ends of the main leg assembly, into the yellow sockets on the bottom of the Edge voting unit by pressing the retention pin. Insert the last two black ends into the remaining sockets on the bottom of the Edge voting unit by pressing the retention pins.
- ☐ 4. Insert each of the leg extensions into the main leg assembly by pressing the silver retention pin and turning the leg until the retention pin snaps into place. The legs are now secure.

- ☐ 5. Two board workers, one in the front and one in the rear of the Edge voting unit, should turn and lift the unit onto the floor, trying not to put any weight on the legs while turning. "Rolling" the Edge can twist and or break the legs.
- ☐ 6. Unfasten the top cover clasps and remove the cover.
- ☐ 7. Locate the power cord under the LCD viewing screen and plug the power cord into the Edge voting unit power receptacle (AC In) at the rear of the unit. Plug the Edge into a wall outlet or surge protector.
- ☐ 8. Ensure the power is off and the privacy panels are in the closed position.
- ☐ 9. Remove the printer from the carrying case. Ensure that the printer also has a seal on it, securing the printer cover to the printer. DO NOT BREAK THIS SEAL. The number on this seal will be checked when it is returned after the election to ensure that it is the same seal number that left the office. If this seal breaks at any time, call the Hotline.

☐ 10. With the viewing screen down and privacy screens still closed, position the printer so the paper printout is facing up, the seal facing outside, and the printer cord facing inside. Slide the printer into the bracket sleeve on the left side of the viewing screen starting at the top of the sleeve (at the back of the unit) and moving down (towards the front of the unit).

☐ 11. Using both hands, raise the LCD viewing screen and printer. Holding onto the screen with one hand, raise the black LCD positioning bar with the other hand and insert into a positioning groove.



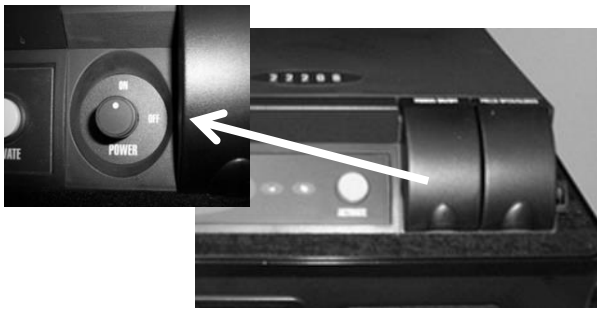
☐ 12. Attach the printer cables to the Edge by inserting the power plug first and then attaching the printer cable to its left by firmly tightening each of the screws. The word TOP on the cable head signifies the top of the cable.

☐ 13. Find the audio unit, which will be in a separate black case. Standing to the rear or side or the unit, connect the audio unit cable to the Edge serial port labeled AUDIO as shown left.. The "clip" of the cable, which looks similar to a phone cable, faces right when standing at the back of the machine.

☐ 14. Connect the audio headphones jack to the audio voting unit, pushing the cable all the way into the unit.

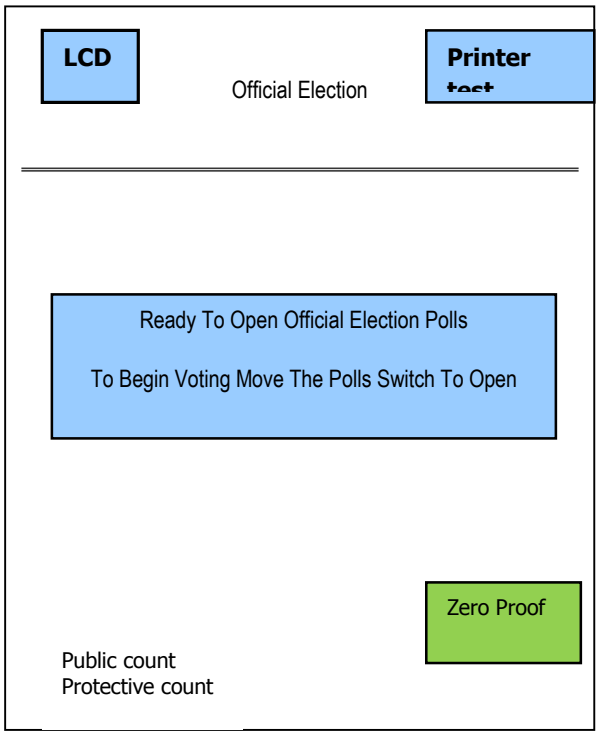
☐ 15. Open the Edge privacy panels. Take off the black privacy curtain from the left privacy panel and reattach to the outside of the left privacy panel and the side of the printer so that the voter can see the printout through the rectangular hollow in the left panel. This allows the voter to see the printout of how he/she has voted with privacy. If not already attached, secure the top curtain to the Velcro on the back of both privacy panels.

☐ 16. At the back of the machine, raise the switch cover marked Power On/Off. Turn the power switch to the On position and close the cover.



☐ 17. Face the front of the machine. The Sequoia logo will be displayed briefly before the unit is ready. This process may take several minutes. Verify that the green printer light at the bottom front of the printer is illuminated.

☐ 18. Check the screen: it should read as shown to the right. If there is a yellow or red strip along the bottom of the screen, it means that the machine is running on its battery back-up. Check the power supply.



☐ 19. On the Precinct Ballot Report, which is attached to the payroll voucher, record the Beginning Public and Protective count numbers found on the bottom left side of the Edge screen.

☐ 20. Press Zero Proof Report. A Zero Proof Report will show on the screen. Go through every page, checking to ensure that the ballot is for the correct precinct, all results are zero, the PUBLIC counter is zero, and the ballot matches the candidates and issues on the paper ballots in your precinct. When you get to the end of the ballot, press PRINT REPORT. When the printer is done printing, press DONE. This will take you back to the original screen, shown to the left.

☐ 21. Turn the power to the OFF position until Election morning, but leave it plugged in to give the back-up battery a full charge.

CARD ACTIVATOR:

☐ 1. Remove the Card Activator, and power adaptor from the carrying case. Activator cards will be included in the Inspector Packet. If you do not have activator cards, check with your Troubleshooter or call the Hotline.

☐ 2. Check the tag on the Card Activator to ensure that it is the correct precinct. If it is not, call the Hotline.

☐ 3. Plug the power adaptor cord into the Card Activator, plug into a wall outlet, and turn the Power switch to the On position located on the left of the unit. The Card Activator goes through a series of short self tests, and the following message will appear in the screen:

HAAT version 2.1.18

☐ 4. Turn the power OFF on the Card Activator until it is needed on Election Day, but leave it plugged into the wall outlet. This will allow the Card Activator to receive a full charge of its emergency back-up battery.

BALLOTS & PRECINCT BALLOT REPORT TASKS:

☐ 1. Count the packages of official ballots received from the Inspector. They are shrink-wrapped in packages with the quantity on the label on the end. DO NOT OPEN THE PACKAGES TO COUNT THE BALLOTS. You may notice that the printer put labels on the ballots saying something like "1 of 12". We do not send all ballots to the polling place. Other packages are in a secured location in the warehouse or were used for early voting. Please ignore these labels and just count the number of packages that you have.

☐ 2. Check the top ballot in each package and verify the precinct name and number is correct. If you have any questions about your precinct name or number, it is printed on the Inspector packet. If the precinct name or number on any ballot does not match, please call the Hotline immediately!

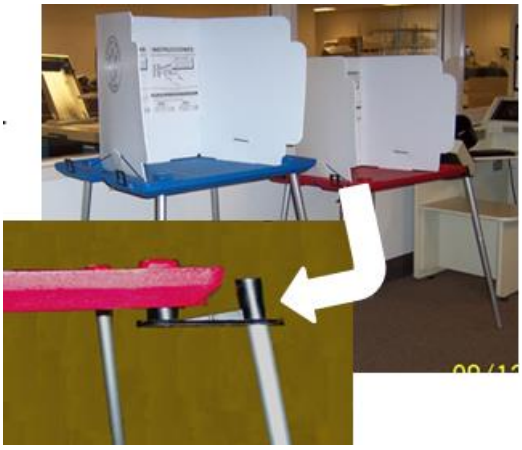
☐ 3. Fill in the number of ballots on the Precinct Ballot Report, which will be attached to the Payroll Voucher. (see page 25 for a copy and directions for filling out the Precinct Ballot Report)

☐ 4. Place the ballots along with the green/yellow and black canvas bags back into the ballot tub of the Insight.

☐ 5. Check the security seal numbers and fill-out the rest of the information requested on the Precinct Ballot Report.

☐ 6. Help the other board workers with any unfinished tasks.

BOOTH TASKS:



☐ 1. Set up all voting booths that have been delivered. Helpful hint: once you have inserted the metal pole leg in the bottom of the voting booth be sure twist the leg into place, this will help hold the leg in place.

☐ 2. Make sure that the red physically-accessible voting booth is set up using the black leg extenders in the front of the booth. The extenders, which will be found in the red supply box, is inserted where the metal pole leg would otherwise be inserted in the bottom of the ballot booth and the metal pole leg is inserted at the other end of the extender.

☐ 3. Make sure you have the appropriate sign within each voting booth instructing voters as to how to mark the ballot.

☐ 4. Arrange the voting booths as part of the logical flow of voters within the polling place. If your polling place room cannot accommodate this set up, do the best you can to create a good flow for voters.

☐ 5. Help the other board workers with any unfinished tasks.

SUPPLIES & INSIDE SIGNS TASKS:

☐ 1. Open all supply packages and check the contents against the ELECTIONS SUPPLIES INVENTORY LIST. If any items are missing, please call the Hotline or ask your Troubleshooter for the missing supplies.

☐ 2. Find the Precinct Identification Labels in the Inspector Packet –place them on the following items for easy identification:

____a) CLEAR OFFICIAL ENVELOPE
____b) LARGE WHITE ENVELOPE MARKED "MIS-READ BALLOTS"
____c) LARGE YELLOW ENVELOPE MARKED "WRITE-IN BALLOTS"

☐ 3. Post in a place where voters can easily read, the red and white WRITE-IN CANDIDATES SIGN found in the election supplies. Tape the LIST OF AUTHORIZED WRITE-IN CANDIDATES found in the Inspector Packet on the write-in candidates sign. If there are no write-in candidates, write "NO WRITE-INS" on the red & white poster.

☐ 4. Post in the polling place room, in a place where voters can easily read:

____a) 2 SAMPLE BALLOTS OF EACH BALLOT STYLE (found in the Inspector Packet)
____b) 2 INSTRUCTIONS TO VOTERS AND ELECTIONS OFFICERS & RIGHT TO VOTE A PROVISIONAL BALLOT SIGN (found in the supplies).
____c) 2 NO SMOKING SIGNS/TURN OFF YOUR CELL PHONE (found in the supplies)
____d) 2 REQUIRED IDENTIFICATION AT THE POLLS SIGNS (found in the supplies).

☐ 5. Place all extra supplies back into the Red Provisional Ballot Box for the night. DO NOT SEAL THE RED AND BLUE BALLOT BOXES UNTIL ELECTION MORNING.

☐ 6. Check the pathway that will be used on Election Day for disabled voters. Ensure there is a clear pathway that is accessible. Please call the Hotline if a ramp or other item to assist with accessibility is needed.

☐ 7. Help the other board workers with any unfinished tasks.

PRECINCT BALLOT REPORT

Attached to the payroll voucher, found in the Inspector's Packet, there is a Precinct Ballot Report. This report is one of the crucial items of information that allows Maricopa County to confirm that everything went correctly in the polling place and that the security of the Election was preserved. By filling out this form correctly, board workers confirm that election equipment was not tampered with before or after the election, and that the number of voters and ballot cast are the same. In order to have all of the necessary information, you will need to fill out information at the set up meeting, Election morning, and at the closing of the polls.

Nov 06, 2014
MARICOPA COUNTY
GENERAL ELECTION ELECTION

PRECINCT BALLOT REPORT TS# 1

Place a check mark (✔) in the boxes ☑ below to indicate you have verified the Seal Numbers
Upon completion, place this report in the "Payroll Envelope"

Monday Setup

POLL/CPC INFO: **MORRISTOWN / 427**

Insight: ☐ Memory Pack DOOR Seal # IS122833

1) Number of Ballots Received (Per Count at Set-up Meeting) _____

2) Number of Additional Ballots Received (write "none" if not applicable) _____

☐ ePollbook 1 Seal# IS125543 Datacard 1 Seal# _____

☐ ePollbook 2 Seal# IS125543 Datacard 2 Seal# _____

☐ ePollbook 3 Seal# IS125543 Datacard 3 Seal# _____

☐ ePollbook 4 Seal# IS125543 Datacard 4 Seal# _____

Edge: Machine#

☐ Polls Open/Close Switch DOOR Seal# IS125543

☐ Results Cartridge DOOR Seal# IS125541

Edge Printer ☐ Printer Cartridge HINGE Seal# IS121296

Edge Card Activator ☐ Card Activator BAG Seal# IS136563

Beginning Protective Count# _____ Beginning Public Count# _____

Opening of Polls

3) Red Provisional Ballot Box Seal#1_____ Seal#2_____

4) Blue Early Voting Ballot Box Seal#1_____ Seal#2_____

Close of Polls

Edge: Ending Protective Count# _____ Ending Public Count# _____

Edge Qualified Votes _____ Edge Provisional Votes _____

Edge Total Votes _____

5) Printer Bag Seal# (seal placed on bag at close) _____

6) Card Activator BAG Seal# (seal placed on bag at close) _____

Insight: 7)Clear "Memory Pack/Results Cartridge" Bag Label Seal# _____

8) Number of Misread Ballots (from door #3 of Blue Insight tub) _____

9) Number of Write-in Ballots (shown on the Insight tape) _____

10) Number of Spoiled Ballots (found in the clear Official Envelope) _____

11) Number of Unused Ballots (unopened packets have total noted on outside label) _____

12) Black Bag Seal# (seal placed on bag at close) _____

13) Green Bag Seal# (seal placed on bag at close) _____

14) ePollbook 1 Seal# _____ ePollbook 2 Seal# _____

ePollbook 3 Seal# _____ ePollbook 4 Seal# _____

We, the members of the election board, certify to the truth and correctness of this Precinct Ballot Report, as shown above, and that each voter whose signature appears on the ePollbook was provided a ballot to vote in this
Nov 06, 2014 GENERAL ELECTION ELECTION

Inspector _____

Judge _____

Judge _____

Please fill out as follows at the Set up Meeting:

☐ Check all Security Seals, placing a check as you confirm each one.

☐ Record the number of ballots received.

☐ Record the Edge Protective and Public Count Numbers.

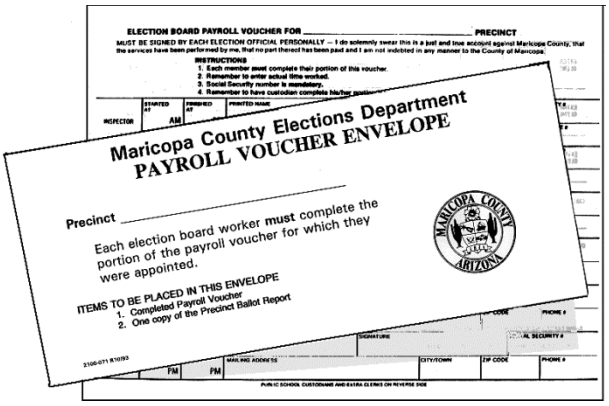
☐ The rest of the form will be filled out Election morning, and then at the closing of the polls.

ELECTION DAY

GOOD MORNING!
State Law requires the board workers to be at the polling place by **5:30 a.m.** on Election Day.

BEFORE THE POLLS OPEN:

- ☐ The Inspector administers the Oath of Office to all of the board workers, which can be found in the Payroll Envelope. After taking the oath, please sign underneath, and return to the Payroll Envelope.
- ☐ Write your name on a board worker name badge and wear it all day.
- ☐ Sign the payroll voucher. Please verify your name, address and other information on the payroll voucher. Unless it says "On File" next to the SSN space, please confirm or write your correct Social Security number. The address on the payroll voucher is where we will be mailing your check, so please make sure it is correct!



BOARDWORKER VACANCIES
If you have a vacancy on Election Day, please call your recruiter. Depending on how busy your polling place is expected to be, the Inspector may be asked to hire additional board workers out of line. Please be sure that the following process is followed:

- ☐ For the board worker that failed to work please write "NO SHOW" on the Payroll Voucher
- ☐ Be sure that the new board member is a registered voter by calling the Hotline or your recruiter to confirm BEFORE hiring her/him. It is a requirement that all board workers be registered voters in Maricopa County.
- ☐ Be sure that the new board member takes and signs the Oath of Office.
- ☐ Have the new board worker add her/his name, address, Social Security number, phone number and signature to the payroll voucher.

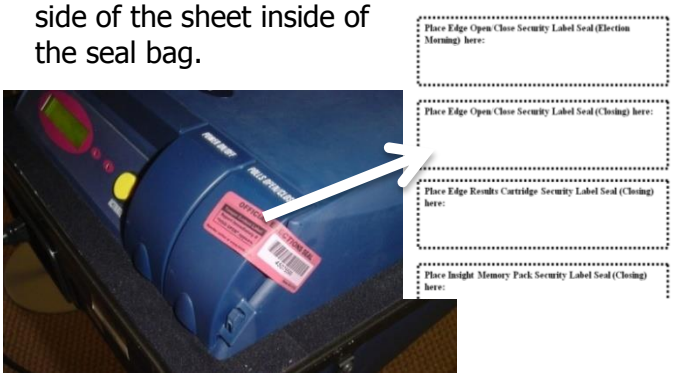
OPENING ELECTION DAY

1. Open the Insight:

- ☐ Plug in the Insight. A zero tape will print. All results on the tape must be zero. Do not tear off the tape!
- ☐ Make sure the back door of the Insight is locked using the Big key.
- ☐ Open doors #1 and #2 of the Insight ballot tub with the Little Key and remove the Official Ballots and the black and green/yellow canvas bags.
- ☐ Examine the Insight's ballot tub (doors #1, 2 and 3) carefully to make certain each compartment is empty.
- ☐ Close and lock doors #1 and #2 with the little key. These doors will not be opened again for any reason until after the close of the polling place.
- ☐ Ensure that door #3 and the slot in the door is closed and locked. Door #3 must remain closed unless there is an emergency, such as:
  - A Misread/Defective Ballot (NOT spoiled)
  - There is a power failure
  - Insight not working
- ☐ As soon as the emergency is resolved, door #3 should be again closed and the door locked. Any ballots that are put in door #3 during the emergency should remain there until the closing of the polls.

2. Open the Edge Equipment

- ☐ Turn the power on the Edge as instructed on pg.18. This must be done before 6:00am. Tests on all machines report what time they are opened.
- ☐ Peel off the tamper-evident security label seal on the cover marked Polls Open/Closed and stick it on the back side of the sheet inside of the seal bag.



- ☐ Raise the switch cover and turn switch to the Open position. An Official Zero Proof Report will show on the screen. Check to ensure the ballot is for the correct precinct, the PUBLIC counter reads zero, and all of the results are zero.
- ☐ When it gets to the end of the ballot, press PRINT REPORT.
- ☐ Note: If the Official Zero Proof Report does not print, be sure that the printer and power cables are secure.
- ☐ When the zero tape is finished printing, press DONE, and the printer paper will then advance to a blank page.
- ☐ Close the cover for the Polls Open/Closed switch and secure it with the sticker seal found under the cover.
- ☐ The screen at right is displayed:

The Edge is now open and ready for voters with disabilities.

3. Open ePollbooks:

☐ Break the zip tie security seal on zippers and place it in the seal bag. Unzip each ePollbook and open it up, positioning it on the table so the docking station faces you.

☐ Connect the ePollbooks together by plugging in the cable found under the tablet into any port of the four port hubs in each unit. Use only one cable per connection.

☐ Place ballots next to each ePollbooks for distribution to voters.

☐ Turn on the printer by pressing the power button.

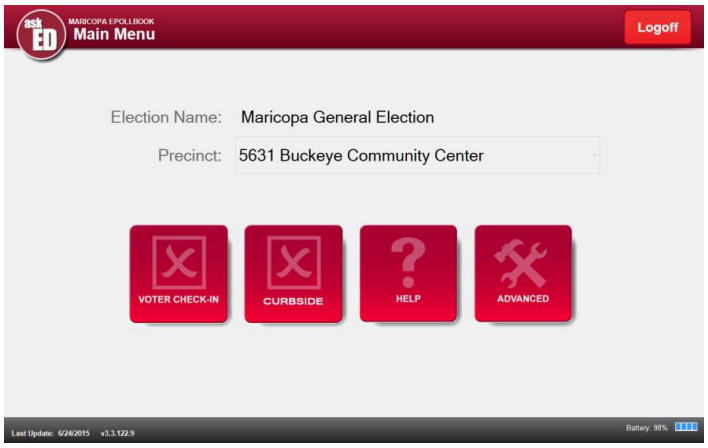
☐ Remove the tablet from its storage compartment in the case and gently set it into the docking station. A light should illuminate at the front of the docking station. If it does not, check to ensure the tablet is seated correctly and the unit is properly plugged in.

☐ Tap the AskEd logo and the login screen will appear.

☐ At the login screen, type precinct: **your four digit precinct number** and password: **mced** (all lowercase) and tap the green "Login" button.

☐ On the next screen, type the first name, then last name of the board worker who will be checking in voters with the unit and tap the green "Next" button.

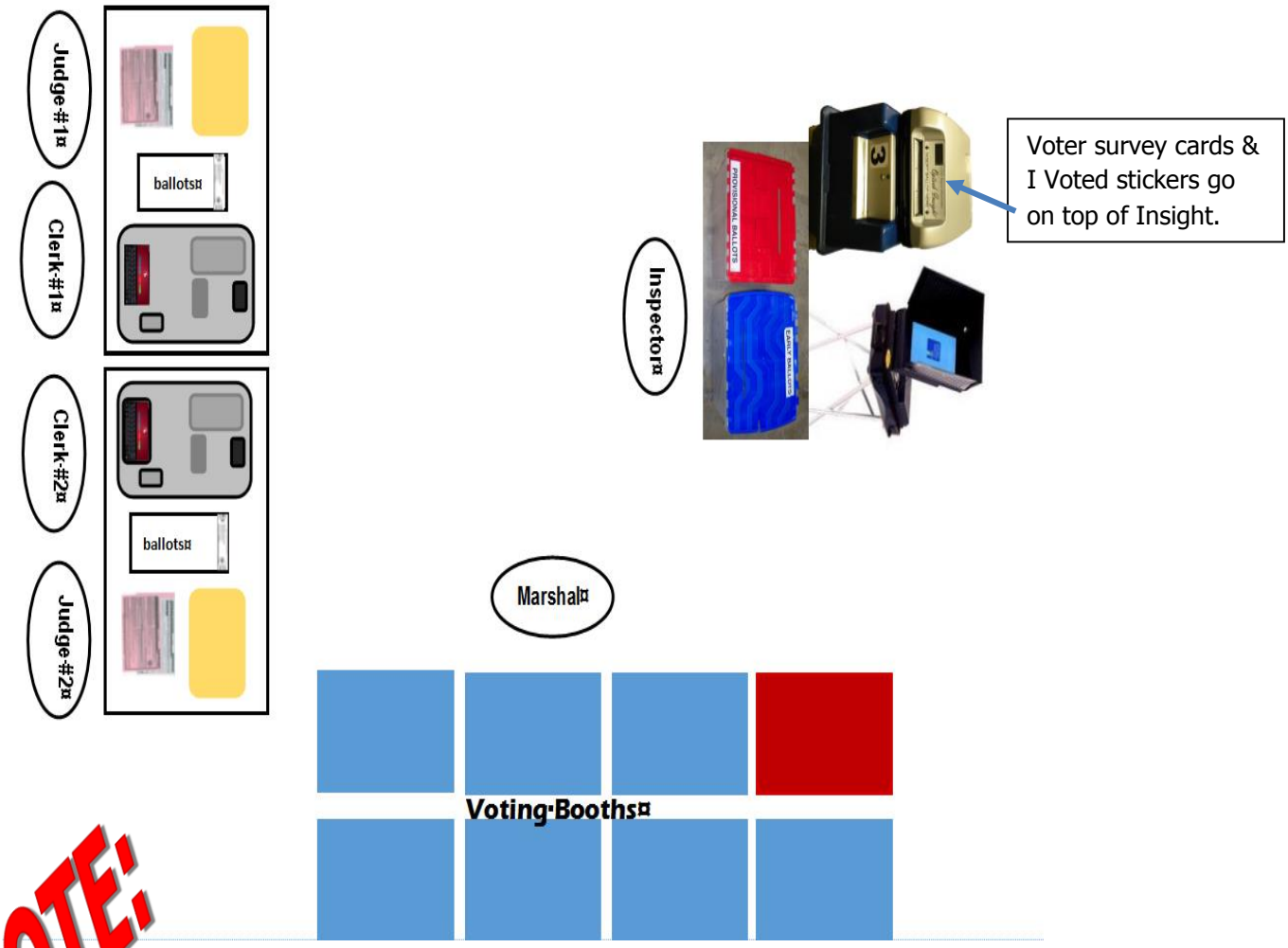
☐ You will now see the Main Menu of the ePollbook. Three buttons will appear on the Main Menu that we will cover in detail in the following sections:
1. Voter Check-in 2. Help 3. Advanced



Tap the Voter Check-in button. You are now ready to start assisting voters.

Provisional & Early Ballot Boxes & Supplies Set up

- ☐ Open the RED provisional ballot box and remove all of the items inside.
- ☐ Make sure the ballot boxes are empty. Close and seal the BLUE Early ballot box and the RED Provisional ballot box with a zip-tie seal on each side of the box (use 2 seals for each box). (THE BALLOT BOXES WILL REMAIN SEALED FOR THE REST OF THE ELECTION.)
- ☐ Record the Security seal numbers from each box on the Precinct Ballot Report.



NOTE!

Each Table should now be set up for Standard AND Provisional ballots:

ePollbooks, duty cards, ballots, secrecy folders, goldenrod demo sheets, provisional ballot forms, manila envelopes, ballots, magnifying sheet, proof of ID forms, and the list of post-Election ID locations should be at each table.

- ☐ Place one UNCAPPED special black ballot marking pen in each voting booth.

4. Post all Required Outside Signage

☐ The Marshal places the three 75-FOOT LIMIT signs in 3 different directions 75 feet from the MAIN ENTRANCE to the polling place. Petition circulators, campaign workers, candidates, the news media, and any other person who is not voting must remain outside the 75-foot zone while the polls are open.

☐ Place the BIG YELLOW SANDWICH BOARD SIGN so that it can be easily seen from the street and arrow signs to ensure easy identification of and access to the polling place. Pay special attention if there is more than one entrance into the facility where the polling place is located.

☐ Place the BIG ORANGE SANDWICH BOARD SIGN that notifies voters about the availability of voter assistance and identification requirements at the entrance of the facility. As the day goes on, if a line develops at your polling place, this sign should be moved farther out towards the end of the line.

☐ Ensure that there is enough physically accessible parking. If board workers parked in these spaces, arrange for them to be re-parked in a space nearby to free up the space. If need be, place signage in regular parking spaces, designating them physically accessible parking for the day. Place all physically accessible parking signs near curb cuts so that voters with disabilities have easy access to the curb cuts.

☐ Clearly mark the path from the handicapped parking to the accessible entrance to the polling place (if a separate entrance) and on into the room in which the Poll is located.

5. The Marshal announces the opening of the polls at 6:00 A.M.

ELECTIONEERING

Pursuant to HB2722, passed in 2012, the definition of electioneering has changed so that campaign material including, but not limited to, t-shirts, buttons, hats, signs, stickers, etc. are no longer prohibited in the polling place. Only verbal speech that is intended to persuade another person to vote a certain way is considered electioneering and therefore prohibited. HOWEVER, this same law explicitly says board workers, trouble shooters and observers are prohibited from electioneering and/or wearing, displaying or distributing election/campaign materials.

Additionally, ARS 16-515, is still in effect, which only allows elections officials, observers and those who are coming to vote within 75 feet of the main outside entrance of a polling place. So, people wishing to electioneer/campaign, must still stay outside the 75-foot zone.

Finally, the existing ARS 16-411(h) does allow individuals to electioneer and engage in political activity outside the 75-foot zone in public areas and parking lots used by voters, unless the polling location is deemed an emergency location. If you have any questions about this on Election Day, please call the Hotline at 602-506-1520.

IDENTIFICATION AT THE POLLS

So, WHO can vote?

Federal law is clear - every individual has the right to vote and no one should be turned away. However, there are limitations on whether that vote will be counted. In Arizona, only registered voters in the correct precinct who have proven their identity will have their vote counted. Therefore, it is very important that while everyone is offered the opportunity to vote, if all criteria are not met, the voter votes a Provisional Ballot.

As mandated by A.R.S. § 16-579 (A), every voter is required to show proof of identity before his or her ballot at the polling place is counted. There are two parts to identification: 1. what is acceptable identification; 2. whether the identification matches the ePollbook to determine how the voter will vote.

Determine acceptable identification. Identification requirements are as follows:

LIST #1 Photo identification with name and address – ONE (1) REQUIRED

The following are acceptable forms of identification if it has the voter's photograph, name, and address:

- Valid Arizona driver's license (the temporary receipt issued by MVD can be accepted)
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Other valid United States federal, state, or local government issued identification (this does not include out of state driver's license or id's)

LIST #2 Non-photo identification (name & address only) – TWO (2) REQUIRED

The following are acceptable forms of identification without a photograph that bear the voter's name and address:

- Utility bill dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television.
- Bank or credit union statement dated within 90 days of the date of the election
- Valid Arizona Vehicle Registration
- Vehicle insurance card
- Indian census card
- Property tax statement of the voter's residence
- Tribal enrollment card or other form of tribal identification
- Recorder's Certificate or Voter Registration Card
- Valid United States federal, state, or local government issued identification
- Any "Official Election Material" mailing bearing the voter's name and address

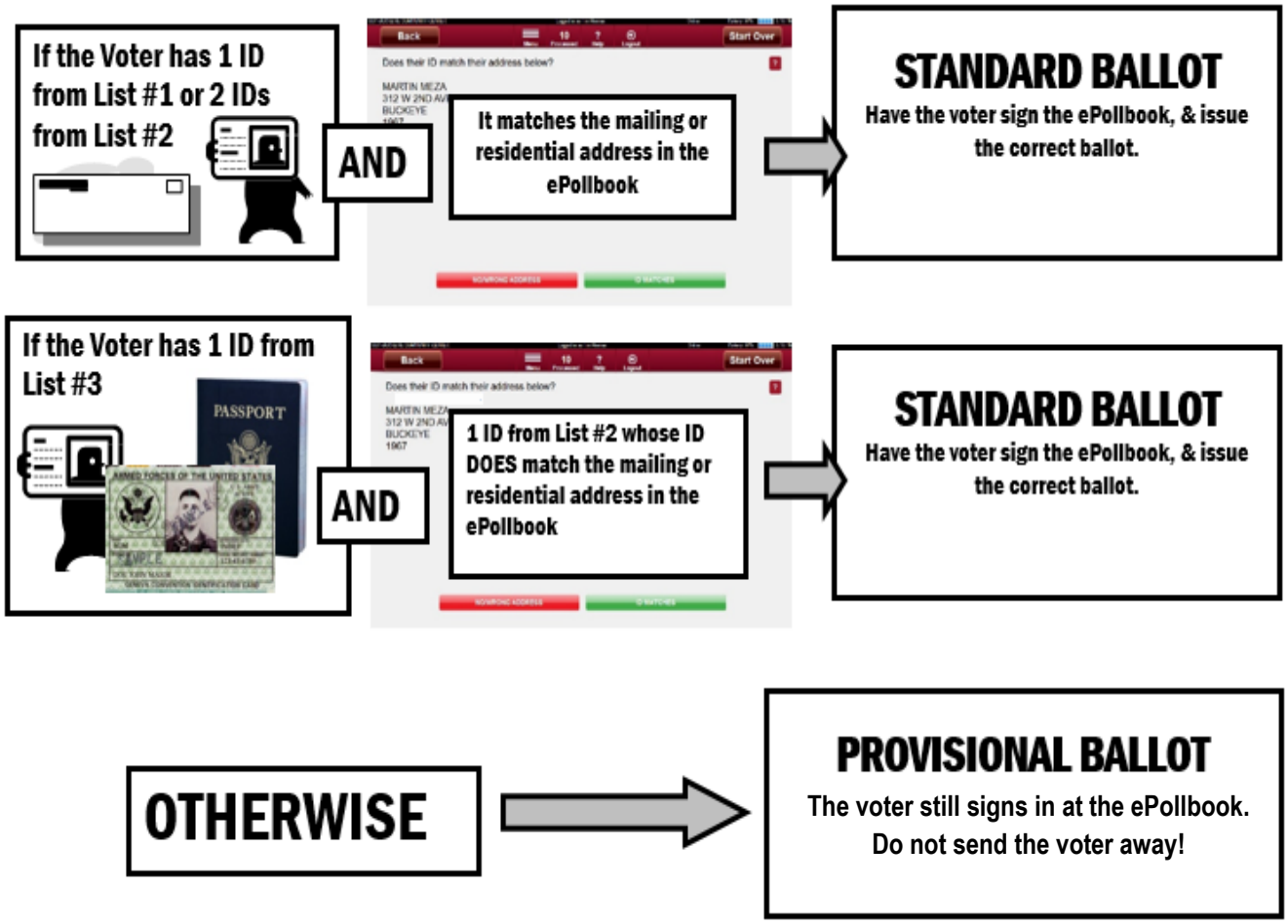
LIST #3 Mix and Match from List #1 and #2

- Any valid picture identification from List #1 with an address that does NOT match the Precinct Register WITH a non-photo ID from List #2; or
- U.S. Passport WITH a non-photo ID from List #2; or
- U.S. Military Identification WITH a non-photo ID from List #2

***An identification is "valid" unless it can be determined on its face that it has expired.

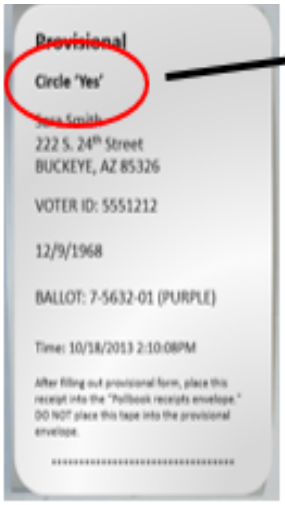
Step #2 Answer the questions in the ePollbook to determine the correct ballot procedure:

AT THE ePOLLBOOK:



FOR A PROVISIONAL BALLOT:

IT IS NO LONGER NECESSARY TO CHECK ID AGAIN – JUST LOOK AT THE ePOLLBOOK TAPE.

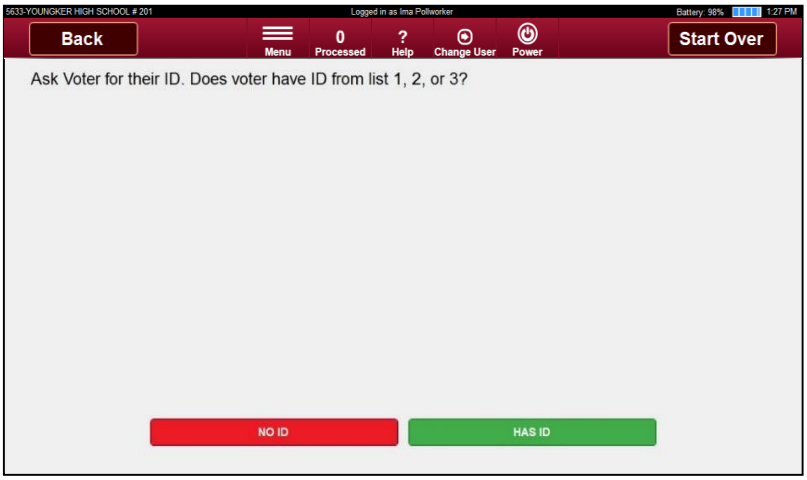


CIRCLE "YES" ON PROVISIONAL FORM; THE VOTER DOES NOT NEED TO COME BACK

CIRCLE "NO" ON PROVISIONAL FORM; THE VOTER MUST COME BACK WITHIN 3 DAYS TO SHOW IDENTIFICATION

VOTING PROCEDURE

To begin assisting a voter, the board worker working the ePollbook should greet the voter and follow each screen on the ePollbook, asking the voter for the requested information.
IMPORTANT: Please make sure to read ALL of the instructions on **every** screen carefully and do exactly what it says. The ePollbook will walk you through each check-in scenario if you simply follow the instructions.



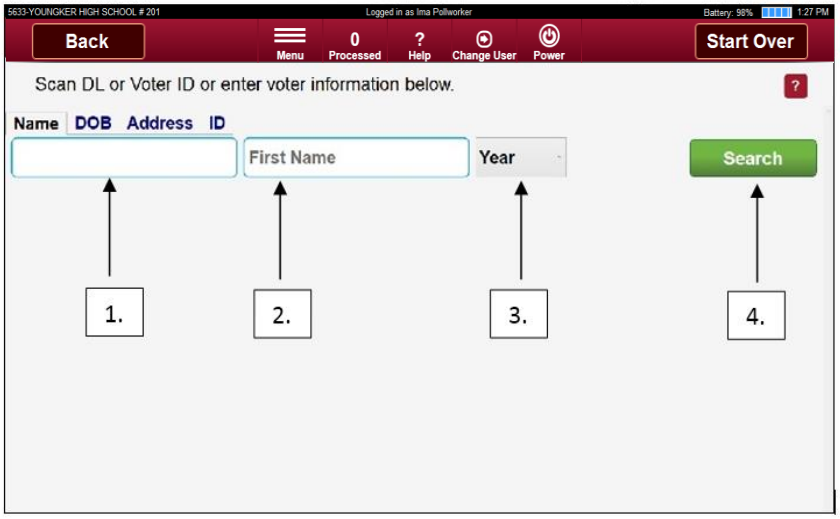
Ask the voter is if he or she has identification from lists 1, 2, or 3. If YES, tap the green "Has ID" button and go to next step. If NO, tap the red "NO ID" button, follow the screens to voting a Provisional Ballot, and turn to page 44

Find the voter by using the scan gun to scan the bar code on the back of his or her AZ driver's license or AZ ID card, or the bar code on his or her Maricopa County Voter Identification card. Center the red cross in the middle of the bar code and pull the trigger until you hear a beep.

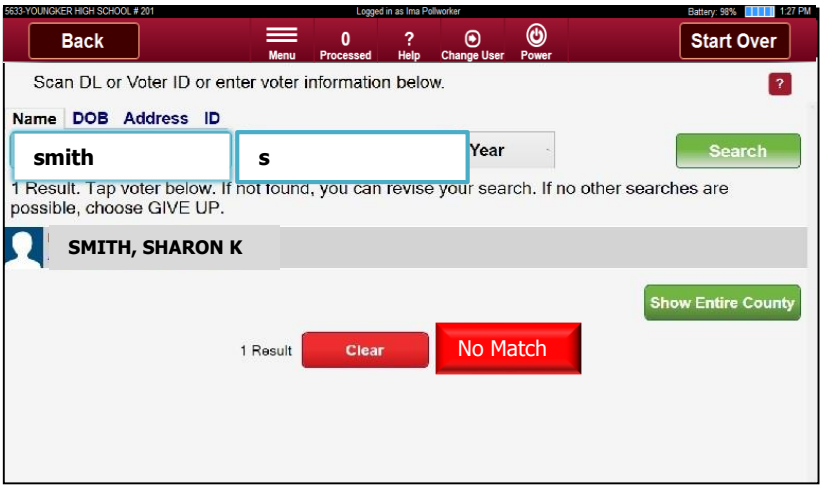
If the voter does not have ID with a bar code, type their name and/or birth year into the search screen:

1. Last Name
2. First Name
3. Year of Birth
4. then tap the green "Search" button.

The less information you input the more records you will have come up on the screen.

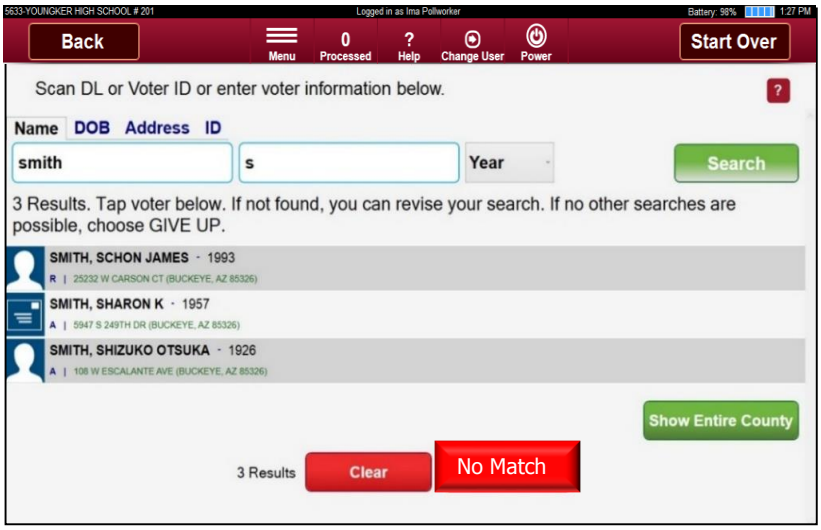


The voter's name will appear as shown in the screen to the right:



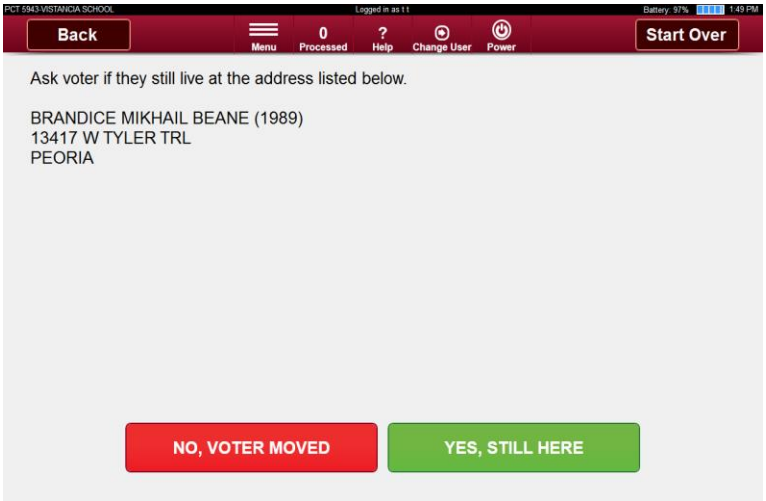
If you have trouble finding the voter using his or her full name, you can enter partial information, such as part of the **last name** and/or **first name** (Example: Smith, S) and the results will display more voters.

Tap on the correct voter's name to move on to the next step. If you do not find the voter's name, click on the green "Show Entire County" button and turn to page 38 for help for the Lost Voter.



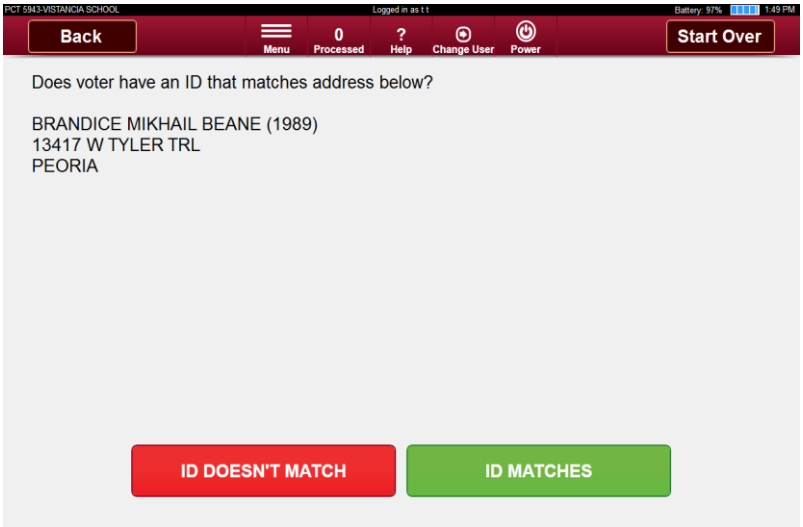
If the voter's name still does not appear, tap the red "No Match" button, and go to page 38 to look the voter up by address.

If the voter has an envelope icon next to his or her name, they are an early voter. Click on the voter's name, and turn to page 44 for voting a provisional ballot.

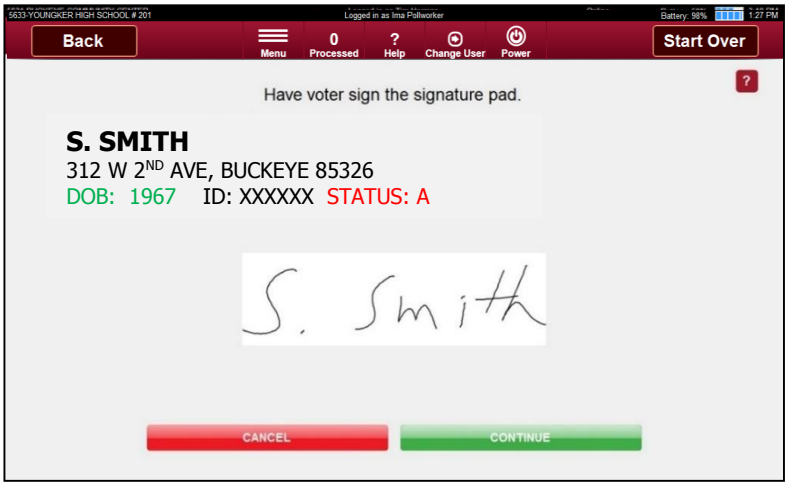


Next, ask the voter to state his or her current address. Compare the address the voter tells you to the residential or mailing address displayed on the screen. If the addresses match, tap the green "Yes, Still Here" button and continue. If not, tap the red "No, Voter Moved" button, and turn to page 38 to look the voter up by address.

Verify the address on the voter's identification matches the residential or mailing address on the screen. If it matches, tap the green "**ID Matches**" button. If it doesn't, tap the red "ID Doesn't Match" button, and turn to page 44 for a Provisional Ballot.



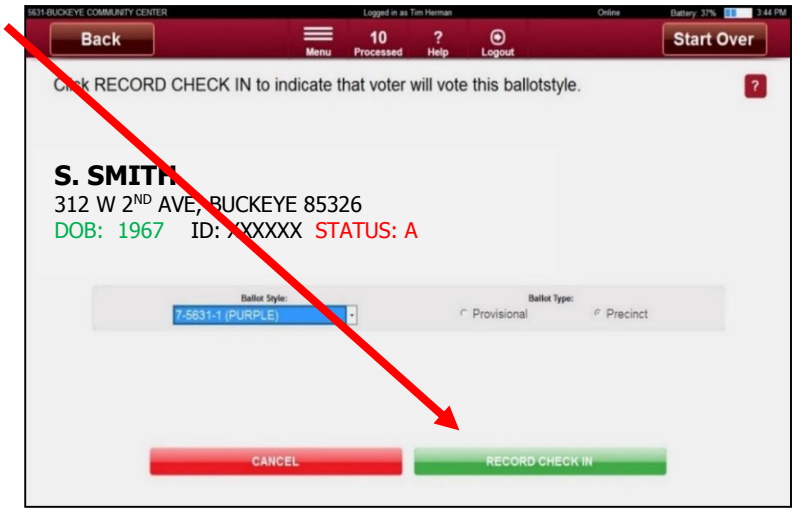
Next, the signature screen will appear. Instruct the voter to sign on the signature pad, **using the signature pad stylus only**. His or her signature will appear on the tablet screen, as well as the signature pad. Once the voter has finished signing, tap the green "Continue" button.



Issuing the Ballot:

The correct ballot will be determined by the system and displayed on the screen.

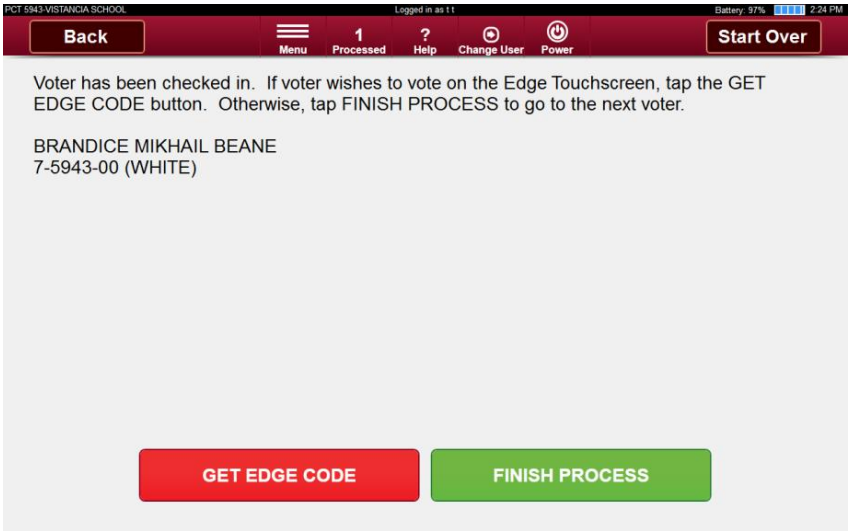
<u>The voter's signature and record of their check-in will not be saved until you tap on the green "Record Check-In" button.</u> This is important to ensure the number of voters checked in will equal then number of ballots voted at the end of the election. When you tap this button, you will notice the number of voters processed at the top of the screen will increase by one.



If the voter wishes to vote a paper ballot:

- Select the proper ballot, give it to the voter and also offer the voter a secrecy folder.
- Using a goldenrod demonstration ballot, show the voter how to properly mark the ballot using a single line to connect the head and

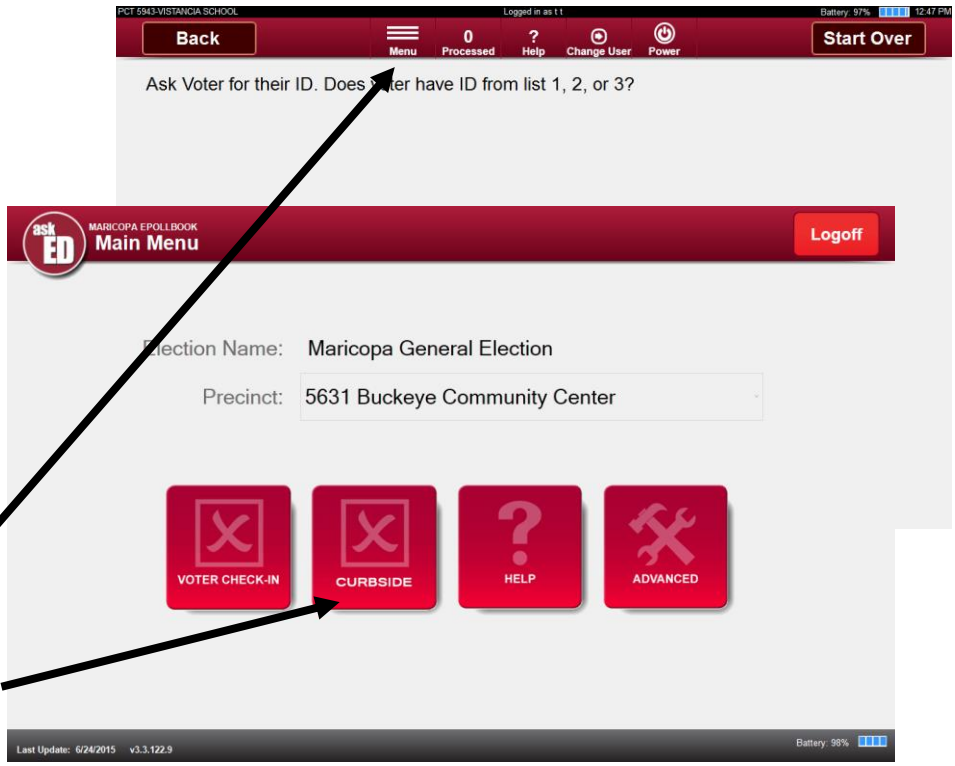
the tail of the arrow; explain that a special black ballot marking pen must be used and that a single line is sufficient to connect the arrow.



- Explain how to do a write-in, if applicable, by writing in the candidate's name AND connecting the head and tail of the arrow next to the name written.
- Remind the voter to vote BOTH sides of the ballot, if applicable.
- Explain that a mis-marked ballot can be spoiled and a replacement ballot issued. LIMIT 3.
- Explain how the ballot is inserted into the Insight by the voter.
- Tap the green "Next Voter" button to start the check-in process again.

If the voter wishes to vote on the Edge Touch-screen, tap the red "Get Edge Code" button, and turn to page 48.

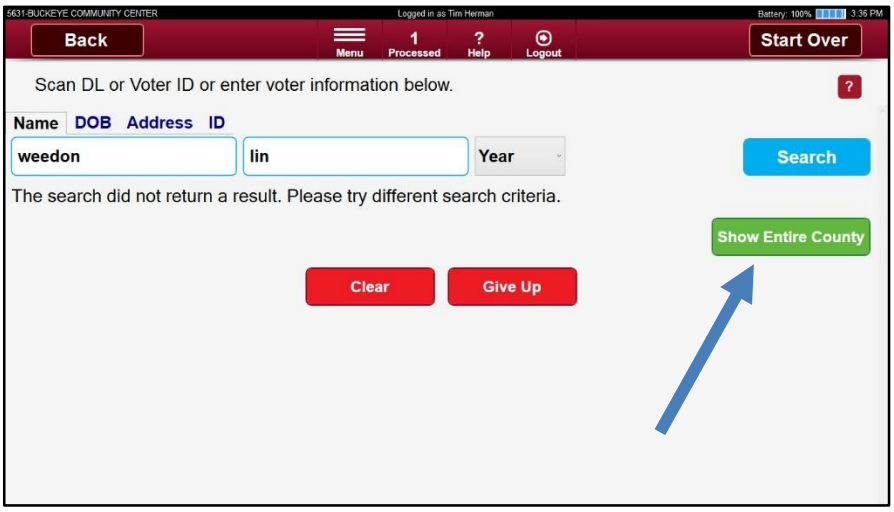
Assisting a Voter Curbside:



If a voter needs to vote while staying in their vehicle curbside, follow the procedures that are outlined on page 11 concerning curbside voters. When the marshal comes to the ePollbook with the Curbside Voter Affidavit, tap the Menu button at the top of any screen, and at the Main Menu, tap Curbside Voter. Then answer the questions and tap the correct buttons to check in like all other voters. When it comes to the screen requesting the voter's signature, write the words "Curbside Voter" on the ePollbook signature pad in place of the voter's signature. Continue as directed on page 11. When you have completed the check-in process, tap Menu at the top of the screen again to re-enter the Voter Check-in area. Place the Curbside Voter Affidavit in the Payroll Voucher envelope.

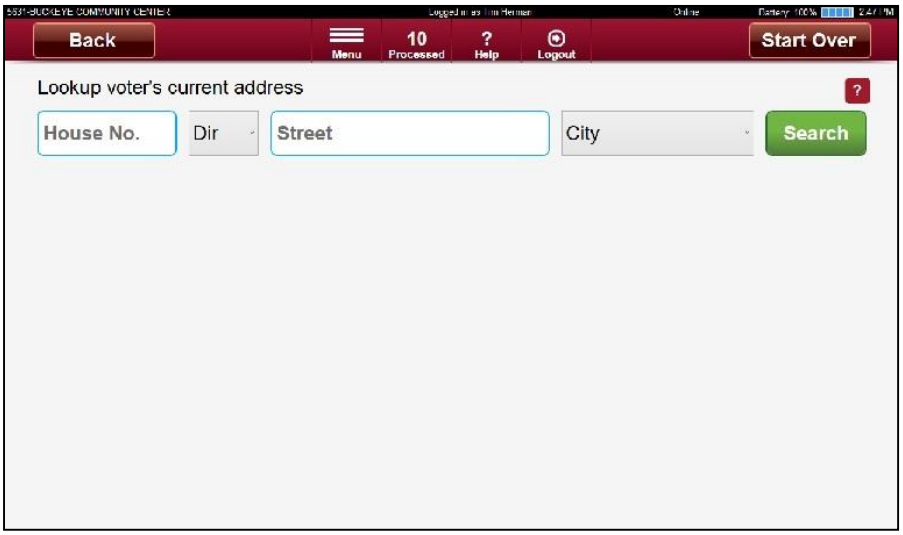
Looking up a Lost Voter:

If a voter's name is not found in the precinct in which you are working, tap on the green "Show Entire County" button. If the voter is then found, tap on the name. If the address on the screen is correct, the voter will be directed to the correct polling location (see next page).



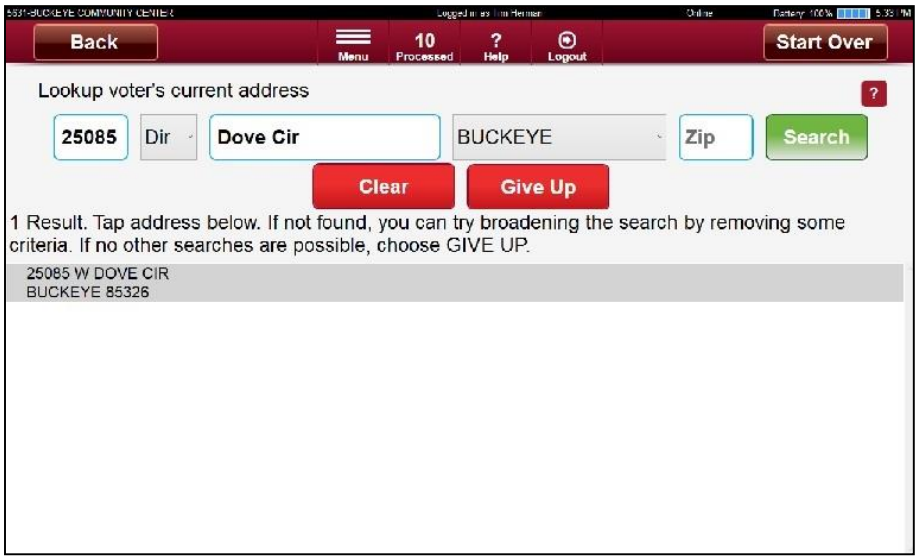
Searching by Address:

If a voter cannot be found by name, tap the red "Give Up" button and it takes you to this screen. Type the voter's current address into the appropriate fields: house number, street direction, street name and city name, and tap the search button.

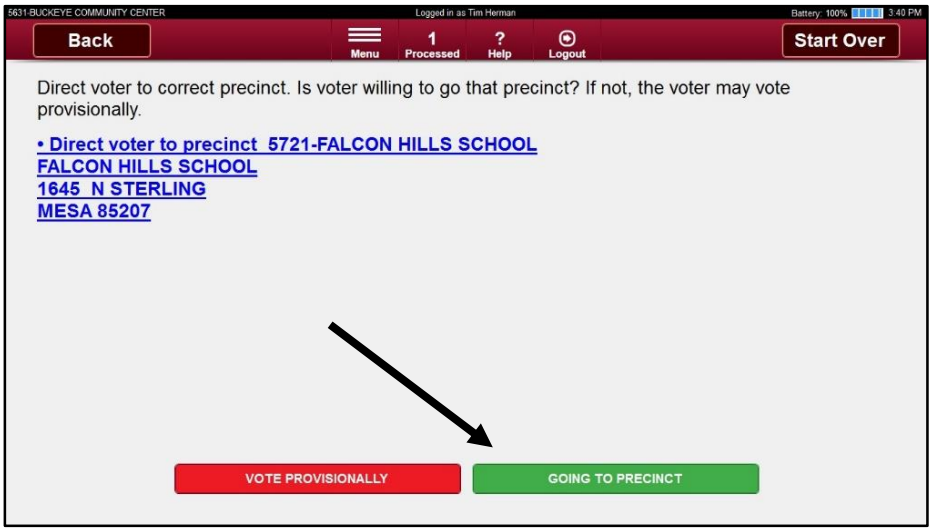


The address will come up on the screen. (If for some reason it does not, call the Hotline.) Tap on the address. If the address is located within your precinct, it will direct you to vote the voter a provisional ballot. Tap the "Vote Provisionally" button and turn to page 44.

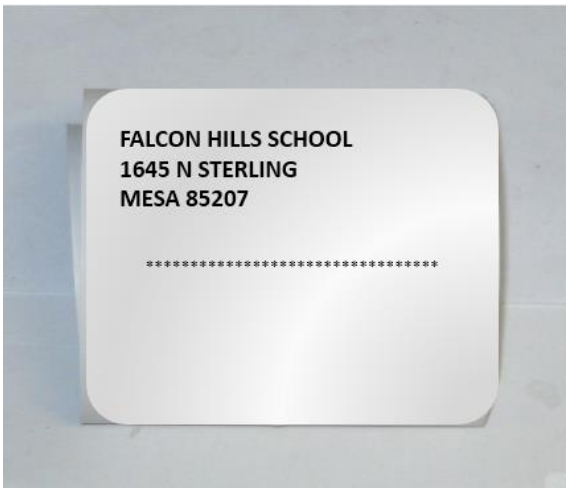
If you wish to attempt another search, tap the red "Clear" button.



Directing a Voter to the Correct Polling Location:



If the address is found, but not located within the precinct, it will take you to a screen advising you to direct the voter to the correct precinct. If the voter will go to the correct precinct, tap on the green "Going to Precinct" button, and then tap on the actual polling place address. When the green "Print" button appears, tap that button and give the printed tape to the voter. If the voter refuses to go to the correct precinct, tap the red "Vote Provisionally" button and turn to page 44.



CHALLENGE PROCEDURES

Any registered voter in Maricopa County may orally challenge a voter on the grounds that:

- The voter is not the person whose name appears on the ePollbook.
- The registrant has not resided in the State of Arizona or the jurisdiction for 29 days before the election.
- The voter has already voted at that election.
- The voter has been convicted of a felony and has not had the voter's civil rights restored.
- The voter is otherwise not a qualified elector. For example, 17 years old.

A voter who has moved from one address to another within the county is not subject to challenge because of residence. [ARS §§ 16-591, 16-592 & 16-593]

If a voter is challenged, please call the Hotline and follow these procedures:

1. Check to see if the person challenging the voter is a registered voter of the county.
   - ☐ If the challenger is a registered voter, then proceed to the next step. If not, the challenge is invalid, and the voter shall be permitted to continue with the voting process.
2. Have the challenged voter step aside.
   - ☐ When a voter is challenged, the inspector should have challenged voter step aside and permit the other voters in line to continue to vote while the challenge is being determined.
3. The election board, made up of the Inspector and two Judges, determines the validity of the challenge:
   - ☐ In determining a challenged voter's residency, the election board must use the rules laid out in ARS § 16-593 (call the hotline for this definition, if need).
   - ☐ The election board shall complete the yellow Official Challenge List form found in the polling place supplies.
4. Check to see if the voter being challenged appears to be registered
   - ☐ If the challenged voter appears to be registered, the challenged voter must take and subscribe to the oath prescribed in the "Affidavit of Registration"
   - ☐ If the challenged voter chooses, the voter may answer questions material to the challenge under oath to answer fully and truly all questions material to the challenge.
   - ☐ **Only the inspector** may address questions to the challenged voter.

VALID CHALLENGE:

A provisional ballot shall be cast if any of the following apply:

- The challenged voter refuses to answer questions material to the challenge, **OR**
- The challenged voter does not subscribe to the affidavit of registration,

Notwithstanding a determination by the board of elections that a voter is not qualified to vote a regular ballot, the voter shall be allowed the right to vote a provisional ballot. [ARS § 16-584]

INVALID CHALLENGE:

If a majority of the election board finds the challenge to be **invalid**, and the voter is otherwise qualified to do so (showed appropriate identification as described on page 31, and has not requested or voted an early ballot), the voter shall be permitted to vote a regular ballot.

ISSUES CONCERNING BALLOTS

Do not insert the ballot into the Insight for the voter unless the voter asks for your assistance. The board worker should stand to the back of the Insight and make no attempt to look at ballots as they are inserted.

REMEMBER: THE BALLOT IS SECRET.

OVERVOTED BALLOT

If a voter has voted for more candidates than are to be elected to an office, the Insight will reject the ballot, return it to the voter, and print out an error message on the tape. Do not remove the ballot and look at it. Please read the message on the tape. The message "OVERVOTED BALLOT" and the office or issue that was overvoted will print on the tape in red ink. The board worker managing the Insight should read the message to the voter (while leaving the ballot in the Insight), allowing the voter to do one of the following:

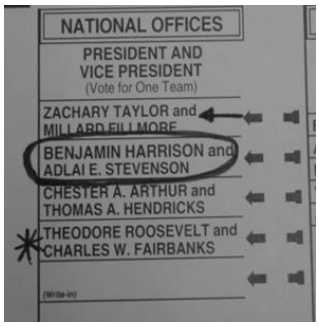
1. The ballot can be spoiled. If the voter wants to spoil the ballot, the voter should firmly grasp both sides of the ballot, pull it from the Insight, and mark the word "spoiled" on it. A replacement ballot of the same political party and ballot stripe should then be issued to the voter.
2. The Overvote can be overridden. If the

voter does not wish to spoil his/her ballot, the ballot can be accepted by the Insight by pressing the "3" key at the back of the machine (be sure to leave the ballot in the Insight when pressing the #3 key). If the voter makes this choice, everything on the ballot will be counted except the office or issue that was overvoted. Never press the 3 key to override and accept a voter's ballot without the voter's permission.

UNDER-VOTED BALLOT

A voter does not have to vote for each and every candidate or issue on the ballot. This is called under-voting. The Insight does not reject a ballot because of an under-vote.

UNVOTED BLANK BALLOT



If a voter inserts an "unvoted" blank ballot into the Insight, the Insight will reject the ballot, return it to the voter, and print out an error message on the tape. Do not remove the ballot and look at it. Please read the message on the tape to the voter, (while leaving the ballot in the Insight) allowing the voter to do one of the following:

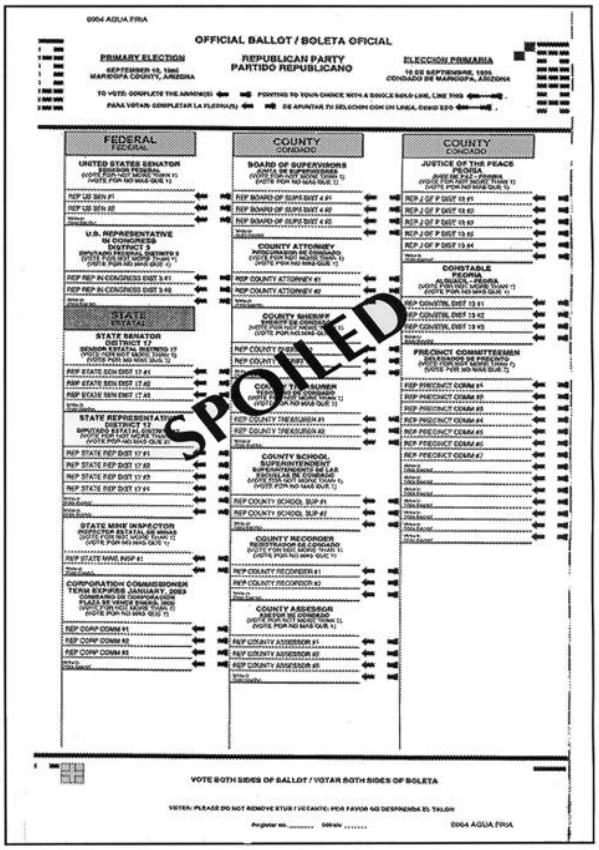
1. If the ballot was mismarked, the voter can vote that ballot. The board worker should again demonstrate the correct way to mark the ballot and the voter should return to a booth and mark the ballot correctly.
2. The blank ballot can be overridden. At the request of the voter, the board worker can press the 3 key while the ballot is still in the Insight and the Insight will accept the ballot, but nothing will be counted. Never press the 3 key to override and accept a voter's ballot without the voter's permission.

MISREAD/DEFECTIVE BALLOTS

If a ballot is misread, meaning that for some reason the Insight is not able to process the ballot, the Insight will return the ballot to the voter. The message "DEFECTIVE BALLOT" will print on the tape. If you are in a co-located precinct, check to see if the voter obtained their ballot from the other precinct, and if so, direct them to that precinct's Insight. Otherwise, if this occurs, the ballot should be spoiled and a replacement ballot issued. If the voter will not vote a replacement ballot, using the Little Key, unlock door #3 and have the voter place the misread ballot in this bin of the Insight tub. The Insight will not accept a misread ballot, so attempting to use the 3 key will not work. Be sure to inform the voter that misread ballots that are placed in door #3 will be tabulated at election central AND WILL BE COUNTED.

SPOILED BALLOTS

If a voter makes a mistake on the ballot, it may be exchanged for another. The word "SPOILED" is written on the spoiled ballot and the board worker issues a new ballot to the voter that is exactly the same type (ballot stripe/political party) as the one just spoiled. The spoiled ballot is then immediately placed in the Clear Plastic Official Envelope.



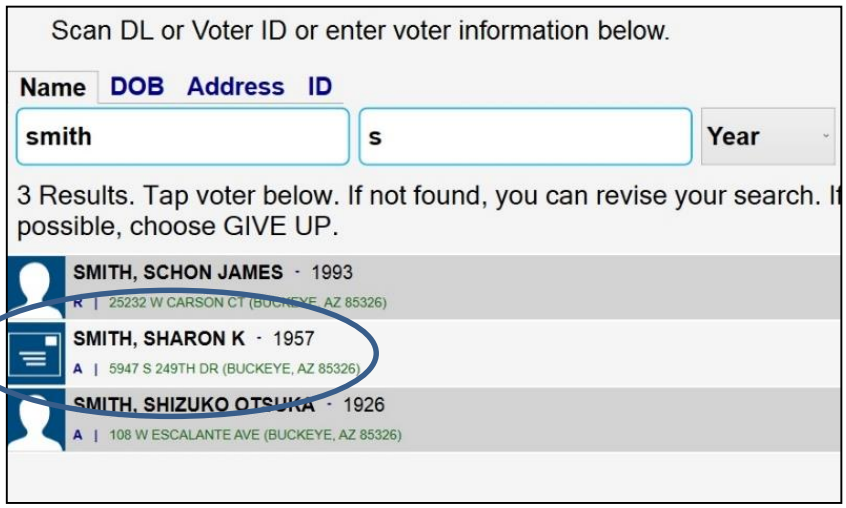
EARLY BALLOT PROCEDURE

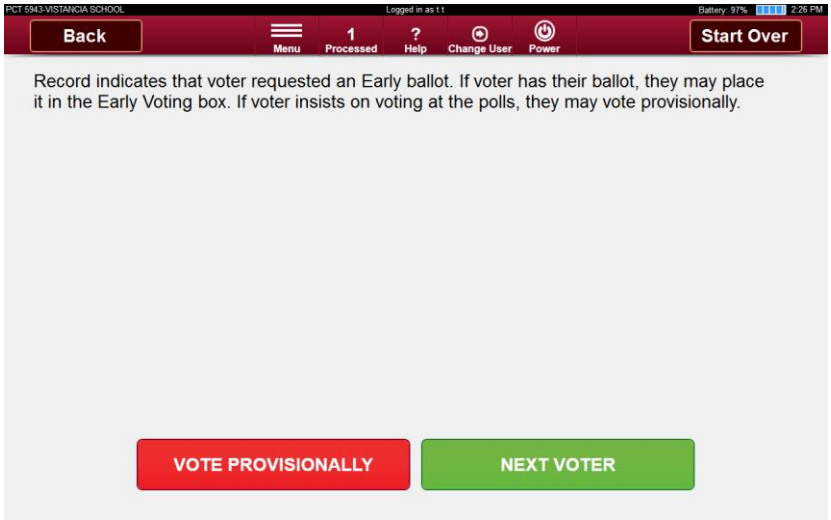
Voted Early Ballots can be dropped off at any polling place on Election Day. Voters with Early Ballots may step to the front of the line to deposit the ballot sealed in its early ballot envelope into the Blue Early Ballot Box.

If the voter has her or his early ballot, but does not have an Early Ballot envelope, give the voter a blue Early Ballot envelope. Please be sure that the voter not only signs the envelope, but also fills out all of the required information listed on the back of the envelope. If the identity of the voter cannot be confirmed by Elections Department staff, the vote cannot be counted.

If a voter has his or her Early Ballot, but has changed his/her mind on a vote or otherwise has spoiled the ballot, he or she needs to write "SPOILED" across the ballot that was brought with her/him (which is then placed in the Clear Official Envelope) and must vote a Provisional Ballot and provide the required proof of identification. As always, Provisional Ballots will only be counted if the voter is in his or her correct precinct!

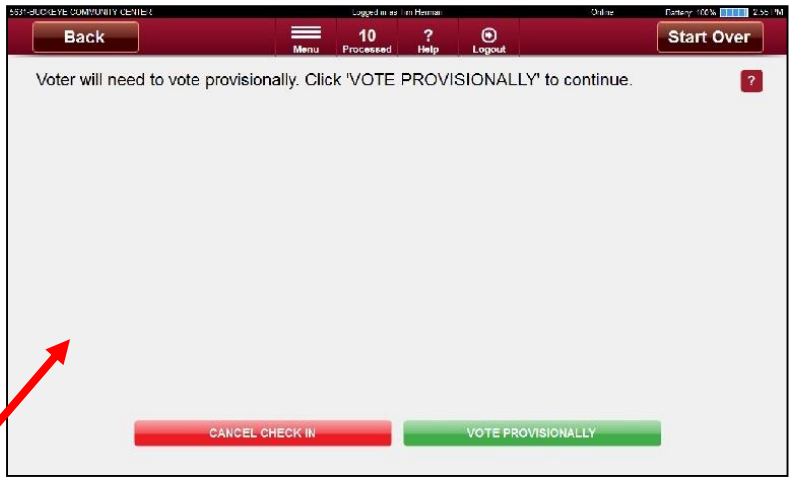
If, when looking up a voter in the ePollbook, there is an envelope icon next to the voter's name, this means the voter has requested an Early Ballot. When you tap on the voter's name, you will get a screen explaining this and that the voter is only eligible to vote a provisional ballot. If the voter wishes to vote a provisional ballot, tap the red "vote provisionally" button and turn to page 44.



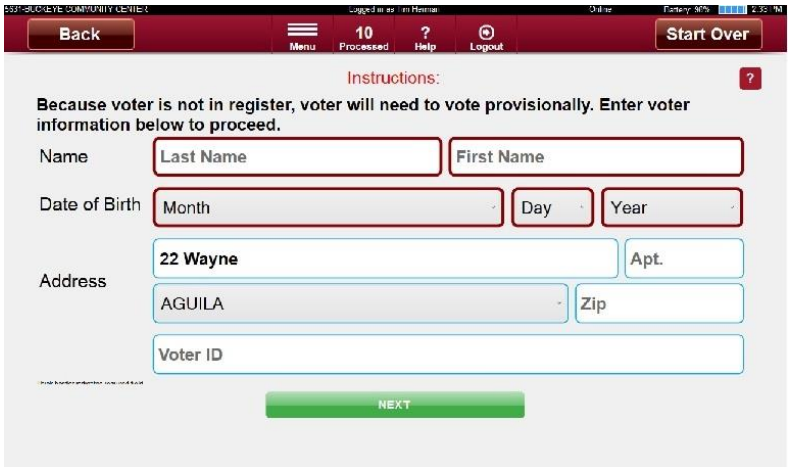


PROVISIONAL VOTING PROCEDURE

Note: There is no longer a separate provisional ballot table. Provisional ballot forms are filled out by the Judge sitting next to the ePollbook Clerk, after the Clerk has scanned the barcode on the form and printed a Provisional tape.

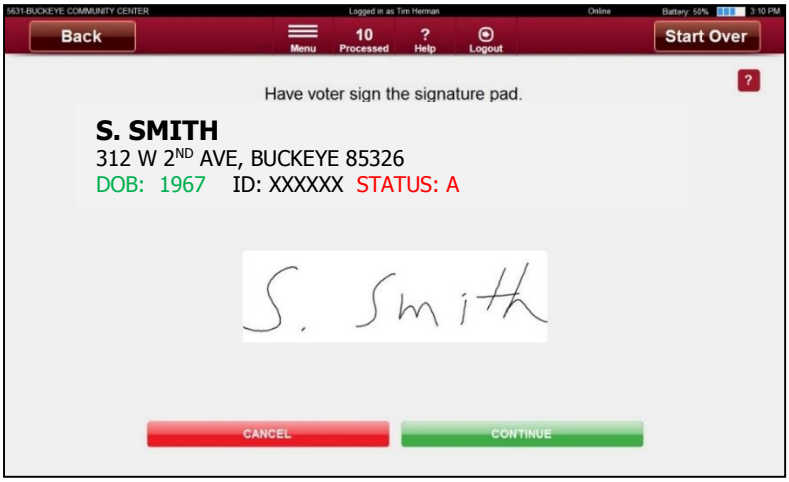


IF the ePollbook determines that the voter needs to vote a Provisional Ballot, the following screen to the right displays. Explain this to the voter. If the voter agrees to complete this process, tap on the green "**Vote a Provisional Ballot**" button. If the voter refuses, tap "**Cancel Check-in**". In this case, the voter will not be checked in, nor will a tape be provided to help fill out a Provisional Ballot form.

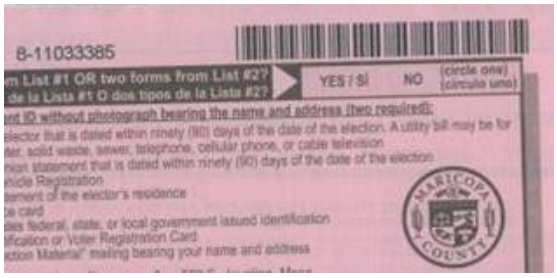


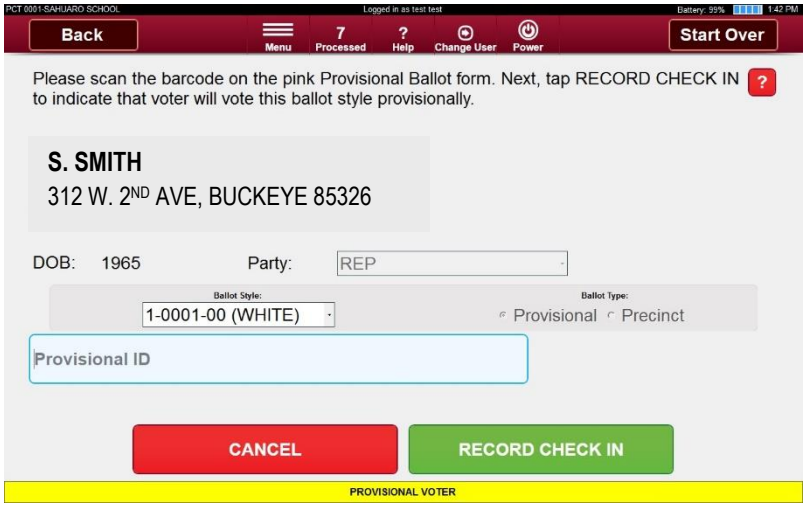
Cannot Find Voter:
If the voter's information is not on the voter file, press the NO MATCH button, and the following screen will come up. Enter the voter's information in the appropriate fields.

At the signature screen, instruct the voter to sign on the signature pad and his or her signature will appear on the tablet screen while they are signing. Once the voter has signed, tap the green "**Continue**" button to move to the next step.



Next, scan the barcode on a pink provisional ballot form.

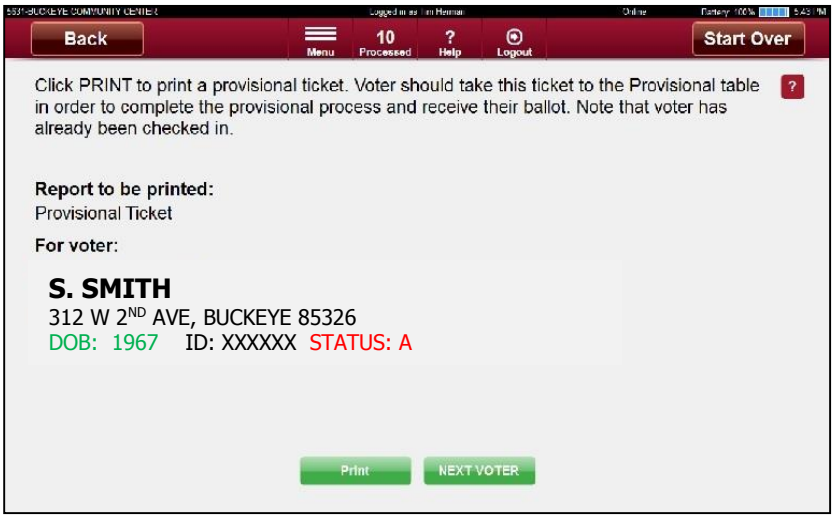




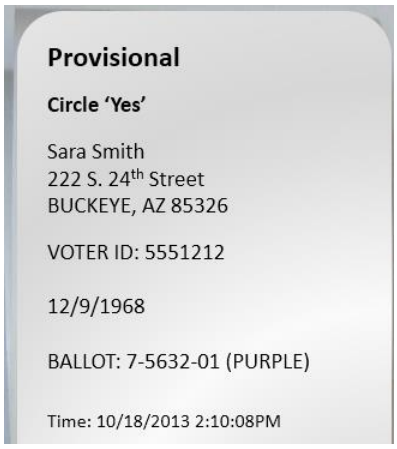
Note that the screen indicates the voter is a "Provisional Voter" and the ballot type is marked as "Provisional". Tap on the green "**Record Check-In**" button. **<u>The voter's signature and record of their check-in will not be saved until you tap on the green "Record Check-In" button.</u>**

The final step in the ePollbook process is to print the Provisional ticket for the voter. Tap on the green "**Print**" button and the provisional ticket will print.

Give the provisional ballot tape and the scanned provisional ballot form to your fellow board worker, who will fill out the form and give it and the ballot to the voter. The ePollbook Clerk should then tap the green "**Next Voter**" button to check in the next voter.



Judge filling out Provisional Ballot Form:



1. Look at the Provisional tape. Circle Yes or No on the provisional form, according to what is on the tape.

2. If the answer is NO, the voter may still vote a provisional ballot, but instruct the voter that ID must be provided within 3 business days after the election in order for the provisional to be processed and provide the list of locations where ID will be verified after the Election.

3. Detach the pink Provisional Ballot tape, provide it to the voter, and then completely fill out the provisional ballot form as shown below using the information from the tape.

4. Write the four-digit precinct number on Line #1 of the provisional ballot form.

5. For this election, it is not important to fill out lines #2 or #3 of the form.

6. One BOARD WORKER and the VOTER must sign the form in order for the ballot to be counted.

7. Attach the form to the outside of the manila envelope. Give the envelope to the voter.

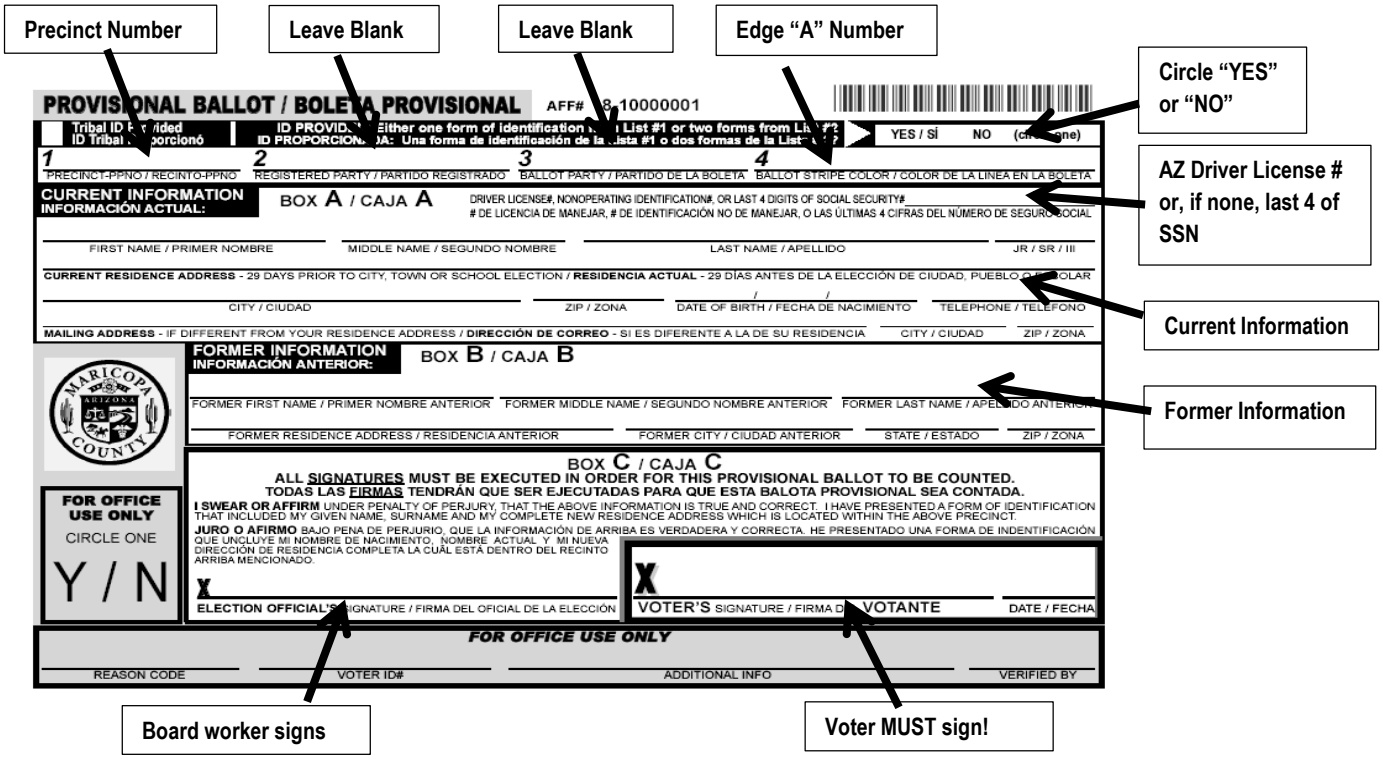
8. Determine the correct ballot by looking at the tape. Fold the ballot and give it to the voter.

9. Place the Provisional tape in the bright green ePollbook Provisional Tapes envelope.

10. The voter proceeds to a Voting Booth and marks the ballot with the black ballot marking pen.

11. The voter places the folded voted ballot in the manila envelope with the form attached, closes and seals the envelope, and then drops it into the Provisional Ballot Box with a Red Lid.

DO NOT ALLOW PROVISIONAL BALLOTS TO GO INTO THE INSIGHT!



Individuals with Protected Addresses

Certain individuals, including Peace Officers, Judges, and individuals with an order of protection, may petition the court stating they are afraid for their safety. If the court agrees, it will order certain public documents that include the person's name and address including her/his voter registration, protected. Therefore, these voters will not show up in the ePollbook and if they go to the polls, will be required to vote a Provisional Ballot. THESE VOTERS ARE STILL REQUIRED TO SHOW IDENTIFICATION. However, when filling out the information in the ePollbook and Provisional form, instead of writing the individual's address, write the words "ADDRESS PROTECTED". Elections staff have a particular procedure for confirming the identity and address for these individuals.

If The Voter Returns to the Polling Place with I.D.

If the voter returns to the polling place with required ID after voting a Provisional Ballot:

- ☐ Does the voter have required ID from List #1 List #2 or List #3 as shown on Page 31 of this manual? (Remember, at this point, it doesn't matter if the address matches anything, and you do not need to look them up again in the ePollbook, it's just important if they have the document(s)).
- ☐ If the answer is yes, please fill out a pink "Proof of Identification" form, sign it and have the voter sign it and deposit it in the Red Provisional Ballot Box. **DO NOT OPEN THE RED PROVISIONAL BALLOT BOX FOR ANY REASON.**
- ☐ THE VOTER MUST SHOW UP IN PERSON WITH THEIR IDENTIFICATION.

PROOF OF IDENTIFICATION

USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH ONE PHOTO ID FROM LIST #1 OR TWO NON-PHOTO IDS FROM LIST #2

PRECINCT/CPC NUMBER: _____

FIRST NAME/PRIME NOMBRE | MIDDLE NAME/SEGUNDA NOMBRE | LAST NAME/APELLIDO NOMBRE

CURRENT RESIDENCE ADDRESS/RESIDENCIA ACTUAL

CITY/CIUDAD | ZIP/ZONA | TELEPHONE/TELEFONO

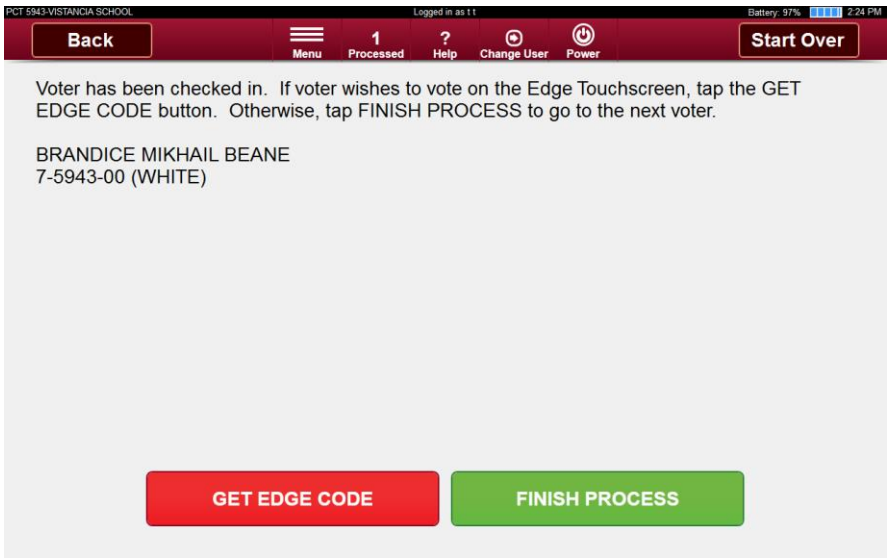
VOTER'S SIGNATURE/FIRMA DEL VOTANTE | **BOARD WORKER SIGNATURE/FIRMA OFICIAL DE ELECCIONES**

PLEASE DEPOSIT THIS IN THE RED PROVISIONAL BALLOT BOX.
POR FAVOR DEPOSITE ESTO EN LA URNA ROJA PARA BOLETAS PROVISIONALES.

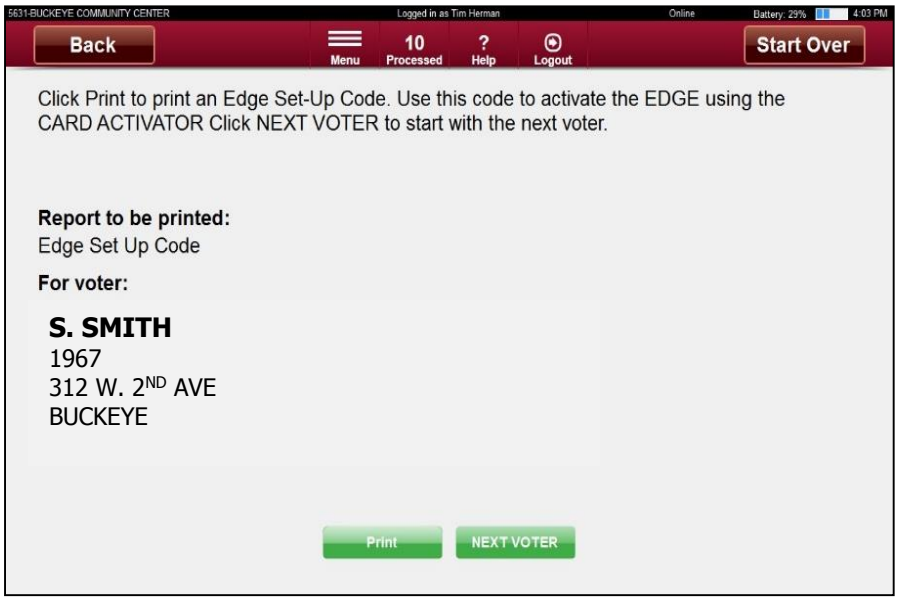
9/05 ID PROOF AT POLLS

Allowing Voters with a Disability to Vote Independently

If a voter indicates that he/she would like to use the Edge, the voter follows the same procedures as any other voter, including those concerning identification and provisional ballots. The only difference is that instead of receiving a paper ballot, the voter is given a card that activates the Edge.



At the end of the check-in process with the ePollbook, a screen will appear that tells the board worker that the voter has been checked in and to tap on the red "Get Edge Coed" button to print the Edge ballot code.



When you do, another screen will appear.
Tap the green "**Print**" button and when the tape prints, tear it off and give it to the board worker who will activate the Edge Voting Card for the voter. Then tap the green "**Next Voter**" button to return the ePollbook to start the check-in process again.

The Board worker activating the Edge card will take the ePollbook tape and do the following: (Continue to next page…)

ACTIVATING A VOTER CARD

To activate a voter card for the Edge, please follow all of the following steps.

Important: If you have any problems with this process, call the Hotline right away. All incidents that impact voters must be called in. **DO NOT** require the voter to wait while you struggle or attempt to persuade the voter to just vote a paper ballot with assistance.

1. Turn on Card Activator. Wait for it go through its warm up programming. When it is ready, it will read: ***HAAT version 2.1.18***

and towards you—into the Card Activator slot.

3. Tell the activator how the voter is voting:

To activate a card for a:	**...press these keys:**
Standard Ballot	ACTIVATE CARD
Provisional Ballot	MENU, and 1
Audio Ballot	MENU, and 2
Audio AND Provisional Ballot	MENU, and 3

4. Looking at the tape printed from the ePollbook, enter the voter's 7 digit activation code. If for some reason there is no ePollbook tape, the number is as follows:

- **the party code: 7=Nonpartisan Election**
- **the four-digit precinct code;**
- **and the ballot split code (look at the top of the paper ballots) or if none, the numbers 00.**

5. Press the green **Yes/Enter** button.

6. The message "activating card" will appear. When activated, screen will read "Card Activated. Please Remove." If the voter is voting a provisional ballot, a code will display that begins with the letter "A". Record this "A-number" on line 4 of the provisional ballot form. If the board worker fails to record this number on line 4 of the provisional ballot form, the voter's vote will not be counted!

7. Hand the voter card to the voter and direct the voter to the Edge voting machine.

8. When the voter is finished voting, turn off the Card Activator until it is needed again. If the Card Activator is left on, it may time-out, leading to problems activating the next card.

9. Place the ePollbook tape with the Edge code in the ePollbook tape envelope, which should be located at the Provisional Ballot table.

HOW TO CHECK THE STATUS OF A CARD

1. Insert the card to be checked and Press Card Status.
2. Press the green Yes/Enter button.
3. The card activator will say the card is "not voted" or "used" along with time.
4. If a Provisional Ballot, it will also give you the Provisional Ballot ID Number.

Voting Using the Edge

Note: Check the power on the Edge throughout the day. If there is a yellow or red stripe at the bottom of the screen, it is in battery mode, which will only provide up to 4 hours power before completely failing. If in battery mode, check the plug, surge protector, and outlet to ensure everything is installed properly.

After the voter receives an activated voter card from the board worker, THE VOTER follows the steps below to process a vote. The following screen is displayed:

Insert the voter card into the yellow activation slot at the front of the Edge. The Edge activates for the voter.

LANGUAGE SELECTION

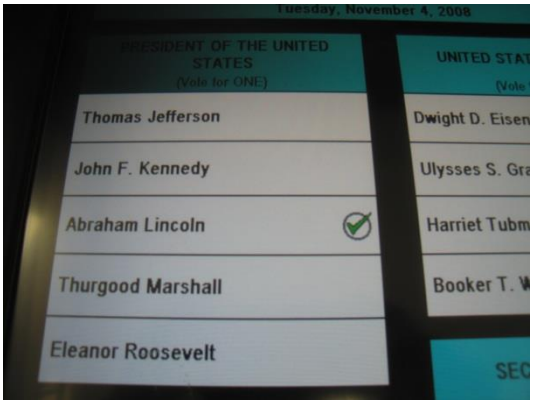
The ballot language options are displayed on the screen. The voter makes a selection by touching the button containing the language of choice.

To change the language after the initial selection, the voter simply touches the Back arrow to the Language Option screen and selects the desired language. Any ballot choices

that have already been made will not change, only the ballot language.

BEGIN VOTING.

The voter makes a selection by touching anywhere in the box that contains the name or response desired. A green check mark will appear in the circle and all remaining circles will disappear when the contest has been fully voted. This prevents an overvote from occurring. The voter repeats this process until desired selections are made for each contest (please remember, a voter does not have to vote for every race/issue).

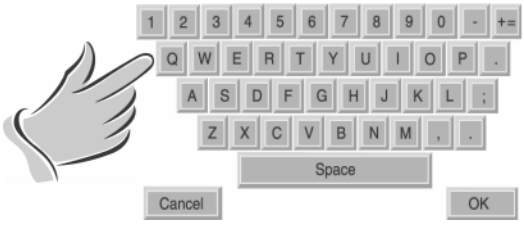


CHANGING A SELECTION

To make a change, the voter simply touches the check mark again. All circles will again be displayed and a different selection can be made. The voter can also touch any candidate or contest on the review screen to go back to the exact page of that contest and make a different selection.

CASTING A WRITE-IN VOTE

To enter a write-in candidate's name, the voter touches the Write-in choice. A keyboard will be displayed on the screen. The voter types the desired name of the Write-in by touching the buttons on the displayed keyboard. Editing keys are available for making changes or correcting the spelling. A visual display of what has been typed is shown at all times. When finished, the voter touches the OK button. The ballot is automatically displayed with the Write-in name in the ballot contest.



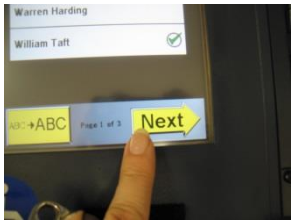
To change the Write-in name, the voter touches the check mark, which will again call up the write-in keyboard, where the name can be edited.

To cancel the Write-In, the voter touches the check mark. The keyboard is displayed with the write-in name that was entered. He/she touches Cancel Selection. The white box is reset to blank. He/she touches OK. The voter is returned to the ballot. All squares will again be displayed and a different selection can be made.

BALLOT NAVIGATION

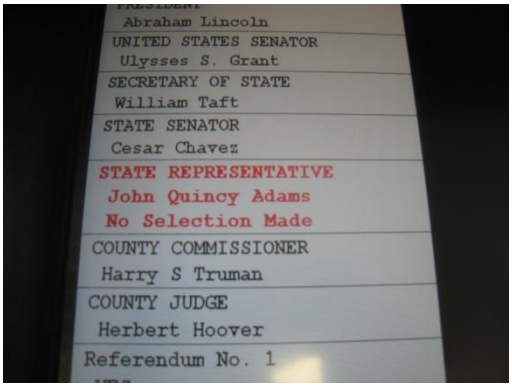
The large, bright yellow navigational tools are located prominently in the lower corners making them easy to locate and read.

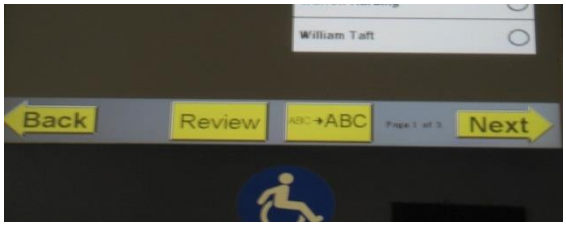
The voter uses the Next button to move forward



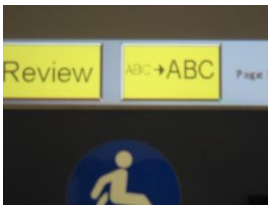
or Back to move backward through the ballot.

After touching the Next button on the last page of the ballot, the review screen is automatically displayed. It will list by contest, only the candidate(s) or choices the voter made.





USING LARGE PRINT

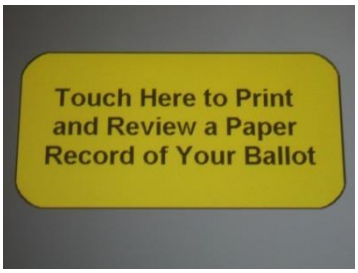


If the voter wishes to see a larger print of the ballot, the voter would push the ABC button that looks like the one to the left. Only portions of the ballot can be viewed at a time in this mode, so the voter will need to scroll up and down, left and right using the arrows on the edge of the screen. If the voter wishes to return to the normal print mode, the voter just touches the ABC button again.

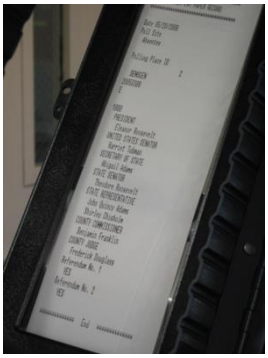
REVIEW YOUR BALLOT

All choices are displayed in a condensed manner for the voter's review. Contests that have not been fully voted are displayed in a bold highlight. To make a change, the voter touches the desired contest to automatically display the appropriate page of the ballot. A different selection can be made as outlined above in the Changing a Selection.

If satisfied with the choices as outlined on the review screen(s), the voter touches the Next button. The screen displays the following message:



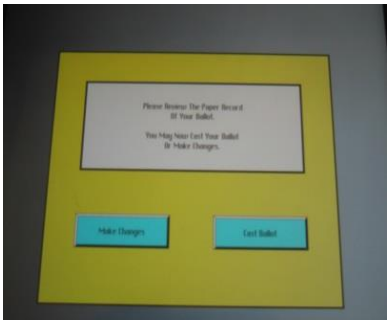
If the voter wishes to proceed, he/she touches "Touch Here to Print and Review a Paper Record of your Ballot."



A paper representation of the voter's selections prints on the printer.

Note: The voter cannot be identified or in any way tied to this ballot. It is retained in the printer cartridge much like a ballot in the blue ballot tub for the Insight. These records are examined only in the case of an audit or recount.

A message will then display asking the voter to review the paper record of her/his ballot. If the voter is satisfied with her/his selections, the voter touches CAST BALLOT. If the voter wishes to change a selection, the voter touches MAKE CHANGES.



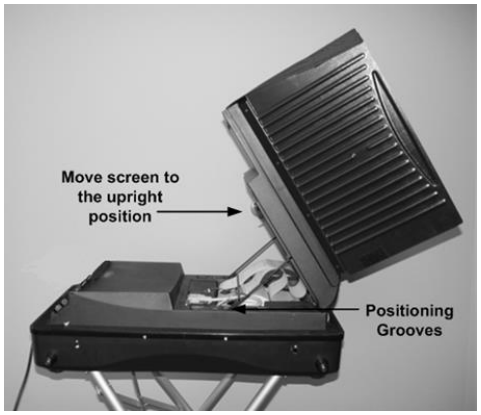
If the voter touches Make Changes, VOIDED is printed on the printout and the Review screen is again displayed. If the voter touches CAST BALLOT and the following Screen will appear:

The printout then prints Accepted, and the paper advances to a blank page.

The vote is recorded and the voter card pops out of the Edge's activation slot.

The voter removes the voter card from the activation slot at the front of the Edge, and hands the card to the board worker guarding the Insight and Edge, who will give the voter an "I Voted" sticker.

Making the Edge Even More Accessible



If a voter wishes, the Edge Voting Screen can be adjusted to make it easier to see when sitting. Use the black LCD positioning bar to reposition the screen of the Edge forward.

Lock the positioning bar into the first available groove. The screen will be in the full, upright position, thereby making it easily accessible to the voter.

After the voter has completed voting, simply return the screen back to its original position.

Assisting the Audio Voter

When assisting the Voter using the Audio equipment, follow the following procedure:

- ☐ Make sure that the voting card to be used with the Edge has audio voting enabled (This means that you pressed MENU 2 or MENU 3 when activating the card). Offer to assist the voter to the voting machine, offering your arm for guidance if the audio voter is visually impaired. Tell the voter that you are handing her/him the audio voting headphones and keypad that he/she will use for audio voting. If the voter is unable to hold the keypad, tell the voter that you can use the Velcro strap to attach it to the wheelchair or any assisting-device they may be using.
- ☐ Make sure that the round red Select button is positioned to the voter's right, whether the voter is right- or left-handed.
- ☐ Tell the voter that you are going to provide a brief overview of the voting process, and explain that there are help instructions that can be listened to as often as required.
- ☐ Explain to the voter that there are four raised buttons on the keypad, each with its own shape.
- ☐ As you describe each of the four buttons and their functions, ask the voter to locate and feel their shapes. For details about each button, refer to page 54.
- ☐ Explain the volume slide lever and how to adjust volume from low to high.
- ☐ Tell them that information about these buttons is contained in the introductory Help at the beginning of the audio.
- ☐ Additionally, explain that there are four types of Help and that each of these is based on where the voter is in the audio ballot.
- ☐ To access Help, the voter presses the square blue Help button at any time.

- ☐ If the voter does not press any buttons on the audio keypad for 30 seconds, audio Help automatically begins. To exit audio help, press the round, red Select button.
- ☐ Explain to the voter that for contests containing write-ins, they must repeat pressing the green up-arrow (each press of the button will recite a candidate in the contest) until they hear Entering the Write-In keyboard. The voter can then spell out the desired write-in candidate.
- ☐ Once the voter understands the voting process and is ready to begin, ask the voter if they would like assistance inserting the voter card into the voting unit. Tell the voter that once the card has been inserted, the system will immediately begin audio instructions.

Components of Audio Unit Keypad

The audio unit keypad consists of the following four buttons:

	Press Select to
	Exit introductory help and begin voting
	Select contest
	Select or deselect a candidate for each contest
	Review selections
	Exit contests
	Press Next to
	Move forward through the list of candidates. If you continue to press Next, you will eventually come back to the first choice
	Access Review Selections option for a contest
	Access Exit Contest to skip a contest
	Access Exit Contest at the end of an audio ballot to review ballot
	Press Back to
	Move backward through the list of candidates for each contest
	Move backward through the contests of the ballot
	Press Help to listen to
	Introduction help
	General help
	Candidate Select/Deselect Help
	Write-In help

Navigation Tips

If the voter asks you a question about navigating the keypad to perform a particular task, use the table below to find an answer.

Action	How to…
Skipping a Contest	1. To skip a contest, press the green up-arrow button repeatedly until you hear Exit contest.
	2. Press the round red Select button to continue to the next contest.
Selecting and Deselecting a Contest	To select a choice, press the round red Select button once after hearing the desired choice.
	To deselect a choice, repeat pressing the green up-arrow or yellow down-arrow button until you hear the choice you just select and then press the round red Select button to deselect the choice.
	To deselect a choice after leaving a contest, press the yellow down-arrow button to return to the contest and candidate then press the round red Select button to deselect the candidate.
Performing Write-In Voting	1. Repeat pressing the green up-arrow button until you hear Write-in, then press the round red Select button to enter the Write-In keyboard.
	2. Use the green up-arrow and yellow down-arrow buttons to move back and forth through the alphabet, numbers, and special characters.
	3. Spell out your write-in choice by pressing the round red Select button to select each desired letter, number, or special character. To deselect a character, use the Backspace choice.
Exiting Write-In Voting	
	To exit Write-In voting, repeat pressing the green up-arrow or yellow down-arrow button until you hear OK, then press the round red Select button.
	To cancel a selection, repeat pressing the green up-arrow or yellow down-arrow button until you hear Cancel, then press the round red Select button.
Reviewing Choices at the End of a Contest	1. After selecting your choices for a given contest, repeat pressing the green up-arrow button until you hear Review Selections.
	2. Press the round red Select button to hear the choices for the contest.
Reviewing Choices at the End of a Ballot	
	1. Exit the current contest.
	2. Press the green up-arrow or yellow down-arrow button until you hear Review your selections.
	3. Press the round red Select button to hear the contest names and selections.
	4. Press the green up-arrow or yellow down-arrow button when you are finished.

Closing the Polls Task Lists

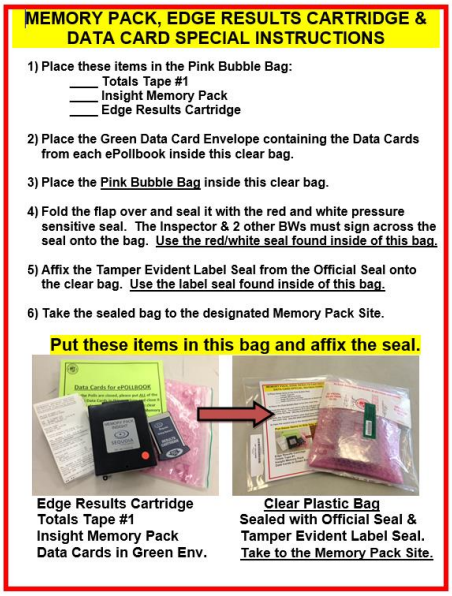
Announcing the Polls are Closing

Marshal: announce the closing of the polls at 1 hour, 30 minutes, 15 minutes, and 1 minute before, and at 7:00 P.M. All voters in the line at 7:00 P.M. are allowed to vote. Please ensure you are using the correct time, so the poll is not closed early. Until the last voter who was in line at 7:00 P.M. has finished voting, nothing is to be closed, taken down, or put away.

Closing Procedures

Even after the last person has voted, your job is not finished! You now need to ensure all your good work is preserved by securing the election. You do this by preparing the electronic results, securing the ballots, and completing all of the necessary paperwork to ensure your precinct can account for all ballots and all votes. To ensure we are invited back to the facility in the future, we need you to return the polling place the way you found it. Finally, it is vital that all voted ballots and other listed items are delivered to the receiving site so Election staff can securely finish processing the election. Use the task lists below to ensure that every item is closed properly and securely. If you have any questions, call the Hotline.

Electronic Results:


MEMORY PACK, EDGE RESULTS CARTRIDGE & DATA CARD SPECIAL INSTRUCTIONS

1) Place these items in the Pink Bubble Bag:
____ Totals Tape #1
____ Insight Memory Pack
____ Edge Results Cartridge

2) Place the Green Data Card Envelope containing the Data Cards from each ePollbook inside this clear bag.

3) Place the Pink Bubble Bag inside this clear bag.

4) Fold the flap over and seal it with the red and white pressure sensitive seal. The Inspector & 2 other BWs must sign across the seal onto the bag. Use the red/white seal found inside of this bag.

5) Affix the Tamper Evident Label Seal from the Official Seal onto the clear bag. Use the label seal found inside of this bag.

6) Take the sealed bag to the designated Memory Pack Site.

Put these items in this bag and affix the seal.

Edge Results Cartridge
Totals Tape #1
Insight Memory Pack
Data Cards in Green Env.

Clear Plastic Bag
Sealed with Official Seal &
Tamper Evident Label Seal.
Take to the Memory Pack Site.

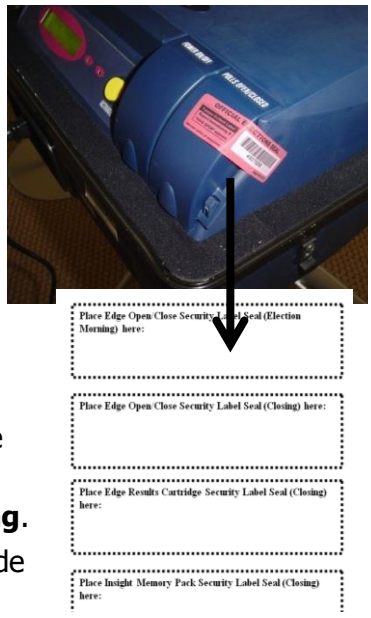
- ☐ **Close the Insight enough to retrieve Totals Tape #1 and Memory Pack** (see following pages for specifics)
- ☐ **Close Edge enough to retrieve Results Cartridge** (see following pages for specifics)
- ☐ **Close ePollbook enough to retrieve Thumb Drives** (see following pages for specifics)
- ☐ **Place all items in the clear Pink Bubble Bag's Security Bag:** Place the pink bubble bag containing the Insight memory pack, totals tape #1, and the Edge results cartridge, and the ePollbook Thumb Drive envelope containing the two thumb drives in the electronic results security bag.
- ☐ **Secure with the envelope seal** and sign across the seal onto the bag.
- ☐ **Place the tamper-evident security label seal between signatures on the envelope seal**, half on the seal, half on the bag. Record this security seal number on the Precinct Ballot Report.
- ☐ Board workers, two of differing parties if practicable, must immediately **deliver the sealed Memory Pack bag to the designated receiving site as soon as it is ready** (map is provided in the Inspector Packet). Please do not wait until the rest of the closing procedures are finished. The board worker delivering the pink bubble bag does not have to return to the polling place after completing the delivery.

Close the Insight:

- ☐ Open door #3 and remove any and all ballots. Remove ballots from this bin only.
- ☐ Insert each ballot from door #3 into the Insight.
- ☐ If the ballot has an overvote or is blank, press the 3 Key and the ballot will be accepted.
- ☐ If a ballot is defective, remove it from the Insight and put it in the **Large White Envelope marked "MISREAD BALLOTS"**.
- ☐ Using the Big key, unlock the back panel of the Insight which displays the entire keypad.
- ☐ Press the "PRINT TOTALS" key on the keypad. A message will print out on the tape, "Press 0 if it is okay, Press 9 if it is not." Press 0 only if you have completed Step 1. Totals Tape #1 will print.
- ☐ Tear off the entire tape, Inspector SIGN THE BOTTOM (there won't be a specific place to sign, so at the end is fine), fold and **place it in the pink bubble bag** found in the Inspector's packet.
- ☐ Press the Print Totals Key again and tape #2 will print. Inspector SIGN THE BOTTOM (there won't be a specific place to sign, so at the end is fine). After statistics from this tape are recorded, this will go in the black bag.

- ☐ Unplug the Insight. **Warning:** If you remove the memory pack without unplugging the Insight, the memory pack may be damaged, making the information unreadable.
- ☐ Peel off the tamper-evident security label seal on the memory pack door and stick it on the back side of the sheet inside of the seal bag. Open the memory pack door.
- ☐ Lift and move the lever to the right to remove the memory pack.
- ☐ Lift and push the lever back and close the memory pack door.
- ☐ **Place the memory pack in the pink bubble bag**.
- ☐ Carefully place the head of the electrical cord back into the cord slot in the back door of the Insight. Do not remove the Insight from the ballot tub. Lock the door with the BIG key.

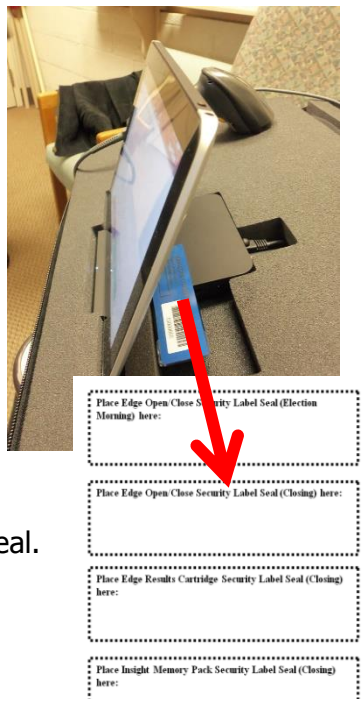
Close the Edge Machine:



- ☐ Peel off the security label seal on the Polls Open/Closed and stick it on the back side of the sheet inside of the seal bag.
- ☐ Lift up the cover and turn the Polls switch to the Closed position.
- ☐ The Official Results Report will show on the LCD viewing screen. Press Print Report.
- ☐ Press Done and record the Qualified Votes, Provisional Votes, and Total Votes, as well as the Protective and Public counts on the Precinct Ballot Report.
- ☐ Turn the power off at the switch.
- ☐ Peel off the tamper-evident security label seal on the Results Cartridge door and stick it on the back side of the sheet inside of the seal bag.
- ☐ Remove the **results cartridge, and place it in the pink bubble bag**.
- ☐ Remove the Edge left privacy panel's curtain and replace it on the inside of the privacy panel. Close the Edge privacy panels.

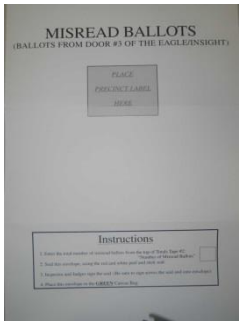
- ☐ Unscrew and detach the printer's printer and power cables.
- ☐ Detach the Audio cable. Replace Audio unit into its storage case. Place the Audio storage case in the Blue Insight ballot tub.
- ☐ Unplug Edge power cord from wall and remove from Edge machine. Return the cord to under of the LCD viewing screen. Rest the LCD screen in the flat position.
- ☐ While holding the printer, slide it up the mounting bracket (towards the back of the machine) until it is detached. **DO NOT open printer**, break the seal that secures the printer cover to the printer, or in any way attempt to sign the Edge tape. Place the printer into its storage case and secure with a zip tie seal. Record the seal number on the Precinct Ballot Report. Set this storage case with the Red and Blue ballot boxes, ready to be taken to the receiving site.
- ☐ Replace the Edge Cover and refasten the four cover clasps. Using two board workers, turn over the Edge, detach the legs, and replace them in the front of the Edge. Replace the cover over the legs and wheel the Edge next to the Insight.
- ☐ Unplug the card activator and place it into the card activator storage bag along with its electrical cord. Zip and secure the zippers on the card activator bag with a zip tie seal. Record the seal number on the Precinct Ballot Report. Place the secured bag near the Insight. Do NOT bring this to the receiving site.

Close the ePollbooks:

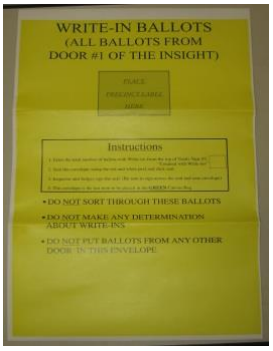


- ☐ Tap the Power icon on the top line of each ePollbook screen.
- ☐ Tap the Power off icon to shut down the tablet. Confirm Yes.
- ☐ Remove the security seal from each ePollbook thumb drive and place on the back side of the sheet inside of the seal bag.
- ☐ Remove the thumb drive from each ePollbook and place them in the bright green envelope in which the cards came, and **place it in the clear Pink Bubble Bag's Security Bag.**
- ☐ Place the signature pad and scanning gun back into appropriate places in carrying case, being mindful of the cables. The cables for the scanning gun, Ethernet cable, and the stylus go under the tablet.
- ☐ Power off the Printer.
- ☐ Carefully remove the ePollbook tablet from the docking station and place it face up in the appropriate place in the ePollbook carrying case.
- ☐ Close the case, zip it up, and secure the zippers with a zip tie security seal. Record seal number on the Precinct ballot Report.
- ☐ Place the secured cases near the Insight. Do NOT bring these to the receiving site.

Secure the Ballots:



- ☐ **Misread Ballots:** Count the number of Misread/defective ballots previously removed from the Insight door #3 when preparing the electronic results.
  - ☐ Write that number on the front of the White Misread Envelope in the space provided and on the Precinct Ballot Report.
  - ☐ Seal the envelope with a red and white official seal and the Inspector and two Judges sign across the seal onto the envelope.
  - ☐ Place in the green/yellow canvas bag.



- ☐ **Write-in Ballots:** Using the little key, unlock and remove the ballots from Insight door #1 (Write-in ballots). Check the ballot tub carefully to ensure that you do not leave any ballots inside. Place the ballots inside the Yellow Write-in Envelope.
  - ☐ Enter the total number of ballots with Write-ins from the top of Totals Tape #2: "Counted with Write-ins" on the envelope and Record this same number on the Precinct Ballot Report.
  - ☐ Secure with a red and white official seal and sign across the seal onto the envelope.
  - ☐ Place the Envelope in the green/yellow Canvas Bag.

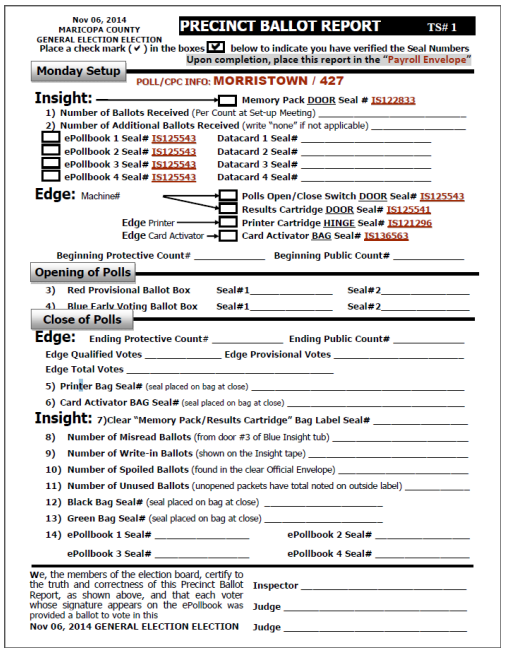
- ☐ **Ballots counted by Insight without Write-ins:** Place in **the Black Canvas Bag**:
  - ☐ Using the Little key, unlock and remove all the ballots from door #2. Check the ballot tub carefully to ensure that you do not leave any ballots inside. DO NOT SORT THROUGH THE BALLOTS IN ANY WAY.
  - ☐ Insight Totals Tape #2 - NOTHING ELSE GOES IN THIS BAG.
  - ☐ Zip and secure the zipper with a zip-tie security seal found in the seal bag.
  - ☐ Record the seal number on the Precinct ballot report.

- ☐ **Spoiled Ballots**: Only these items go into the **Clear Official Envelope:**
  - ☐ Spoiled Ballots (Record the number of spoiled ballots on the Precinct Ballot Report.)
  - ☐ Challenge List (if used)
  - ☐ Fold the flap over and secure the Clear Official Envelope with the envelope seal. The Inspector and 2 Judges sign across the seal onto the envelope. (Ensure a precinct label is attached to the envelope.)
  - ☐ Place in the green/yellow canvas bag.

- ☐ **Early and Provisional Ballots:** Place the long red and white "Official Ballot Box Seal" over the slots of the Red Provisional Ballot Box and Blue Early Ballot Box, EVEN IF THE BALLOT BOXES ARE EMPTY.

Closing Paperwork:

- ☐ **Payroll Voucher**: Make sure that everyone has signed and written time ended on the Payroll Voucher.
- ☐ **Precinct Ballot Report**: Fill in the rest of the Precinct Ballot Report, which is attached to the Payroll Voucher:
  - ☐ Record any additional ballots on line 2.
  - ☐ After you close the Edge but before you turn off the power, record the ending Protective and Public counts and the Edge Qualified, Provisional and Total votes.
  - ☐ Record the Security Seal number for the seals used to close the Printer and Card Activator bags.
  - ☐ Record the Security Seal number for the seal on the Memory Pack/ Results Cartridge."
  - ☐ Record the number of Misread, Write-in, Spoiled, and Unused ballots.
  - ☐ Record the Security Seal number for the seals used to close the black and green/yellow bags, ePollbook cases, and red and blue ballot boxes.
  - ☐ The Inspector and two board workers sign the form.


Nov 06, 2014
MARICOPA COUNTY
GENERAL ELECTION ELECTION

PRECINCT BALLOT REPORT TS# 1

Place a check mark (✓) in the boxes ☑ below to indicate you have verified the Seal Numbers
Upon completion, place this report in the "Payroll Envelope"

Monday Setup POLL/CPC INFO: MORRISTOWN / 427

Insight: ☐ Memory Pack DOOR Seal # IS122833
1) Number of Ballots Received (Per Count at Set-up Meeting) _____
2) Number of Additional Ballots Received (write "none" if not applicable) _____
☐ ePollbook 1 Seal# IS125543 Datacard 1 Seal# _____
☐ ePollbook 2 Seal# IS125543 Datacard 2 Seal# _____
☐ ePollbook 3 Seal# IS125543 Datacard 3 Seal# _____
☐ ePollbook 4 Seal# IS125543 Datacard 4 Seal# _____

Edge: Machine# ☐ Polls Open/Close Switch DOOR Seal# IS125543
☐ Results Cartridge DOOR Seal# IS125541
Edge Printer ☐ Printer Cartridge HINGE Seal# IS121296
Edge Card Activator ☐ Card Activator BAG Seal# IS136563

Beginning Protective Count# _____ Beginning Public Count# _____

Opening of Polls
3) Red Provisional Ballot Box Seal#1_____ Seal#2_____
4) Blue Early Voting Ballot Box Seal#1_____ Seal#2_____

Close of Polls

Edge: Ending Protective Count# _____ Ending Public Count# _____
Edge Qualified Votes _____ Edge Provisional Votes _____
Edge Total Votes _____
5) Printer Bag Seal# (seal placed on bag at close) _____
6) Card Activator BAG Seal# (seal placed on bag at close) _____

Insight: 7)Clear "Memory Pack/Results Cartridge" Bag Label Seal# _____
8) Number of Misread Ballots (from door #3 of Blue Insight tub) _____
9) Number of Write-in Ballots (shown on the Insight tape) _____
10) Number of Spoiled Ballots (found in the clear Official Envelope) _____
11) Number of Unused Ballots (unopened packets have total noted on outside label) _____
12) Black Bag Seal# (seal placed on bag at close) _____
13) Green Bag Seal# (seal placed on bag at close) _____
14) ePollbook 1 Seal# _____ ePollbook 2 Seal# _____
ePollbook 3 Seal# _____ ePollbook 4 Seal# _____

We, the members of the election board, certify to the truth and correctness of this Precinct Ballot Report, as shown above, and that each voter whose signature appears on the ePollbook was provided a ballot to vote in this
Nov 06, 2014 GENERAL ELECTION ELECTION

Inspector _____
Judge _____
Judge _____

- ☐ Put the following in the **Payroll/Misc. Forms Envelope**:
  - ☐ Edge Voting Cards
  - ☐ Payroll Voucher stapled to the Inspector Checklist and Precinct Ballot Report.
  - ☐ Inspector Checklist for items before the Elections
  - ☐ Oath of office
  - ☐ Challenge forms (if used)
  - ☐ Curb-side voter affidavits (if used)
  - ☐ Board worker surveys, and
  - ☐ Any filled-out Election Event/Information Reports.

Returning the Polling Place to How We Found It:

The Marshal and any other Clerks, or the board workers assigned to this task should begin to return the polling place to how it was found before the Monday Set up meeting:

- ☐ Take apart the voting booths and place near the Insight.
- ☐ Remove all paper signs and arrows both inside and outside and throw them away in the trash bag provided in the pen bag. Throw away any uncapped ballot marking pens.
- ☐ Retrieve and place the yellow and orange sandwich board signs next to the voting booths near the Insight.
- ☐ Place all left over supplies, unused ballots, etc. that were not specifically requested to be placed in the green/yellow or black bags in the blue Insight ballot tub.
- ☐ Clean up all areas used and rearrange any tables or chairs that you may have moved for the Election.
- ☐ Assist with the other tasks as needed.

Final Procedures – Get Ready to Go:

Green/Yellow Canvas Bag: only these items go into the bag:

- ☐ Payroll/Misc. Forms Envelope.
- ☐ Clear Official Envelope
- ☐ Misread Ballot Envelope
- ☐ Write-in Ballot Envelope
- ☐ ePollbook tapes Envelope
- ☐ Completed voter registration forms (in small manila envelope), if any
- ☐ Completed Voter Survey cards, if any.
- ☐ Seal bag with all broken and unused seals.
- ☐ County issued cell phone, if applicable.
- ☐ Keys to the Insight (AFTER COMPLETION OF CLOSING PROCESS)

☐ Close the zippers, but do not close yet! (You still need your Insight keys.)

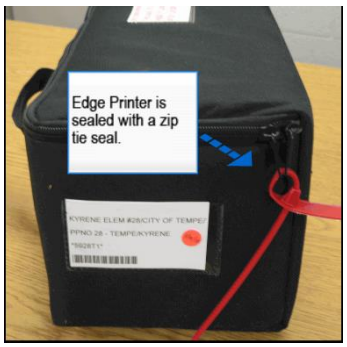
☐ Using the Little key make sure all doors of the blue Insight ballot tub are locked. Put the Insight keys into the green/yellow canvas bag. Now secure the bag with a zip-tie seal.

☐ Place all precinct supplies and equipment in plain view or in a place designated by the polling place owners for pick up by the County Elections Department after the election.

☐ Take one last look to ensure everything is back in place, and is neat and tidy. Turn out the lights, turn off the A/C or heating, as may have been instructed by the polling place owners and lock the door before you leave the polling place. Some inspectors receive keys from the facility; please be sure to return them in a timely fashion (within a couple of days).

☐ After each step has been completed for closing the polls, the Inspector, accompanied by a board worker of a different party, immediately delivers the following items to the designated receiving site (maps are included in the Inspector's packet):

1) Black Canvas Bag
2) Green/Yellow Canvas Bag
3) Early Ballot Box
4) Provisional Ballot Box
5) Edge Printer, sealed in its storage case



THANK YOU AGAIN FOR
YOUR DEDICATION AND SERVICE!!

Situation: A fire or other emergency at the polling place facility.

1. Your safety is our first concern. If needed and not already done, call 9-1-1.
2. Call the Hotline Room as soon as possible.
3. Only if it will not place you in danger, secure the ballots and election equipment.
4. Only if it will not place you in danger, find an alternative polling place (i.e. the parking lot) and continue voting until the emergency is resolved.

Situation: One of the board workers becomes ill or injured

1. If it is an emergency, dial 9-1-1.
2. Contact the Hotline to inform us of the situation.
3. If an injury, fill out an Industrial Incident Report, provided by the troubleshooter.
4. If a board worker is ill or has an emergency and wishes to go home, please allow her/him to do so. Put the time he/she left on the payroll voucher.
5. If another board worker is needed, contact your Recruiter before hiring someone.

Situation: A voter become ill or injured

1. If it is an emergency dial 9-1-1.
2. Contact the Hotline and inform us of the situation.
3. Fill out a Goldenrod Polling Place Event report.

Situation: Facility owner fails to open facility

1. Call the contact numbers that you obtained during your Monday set up meeting.
2. Call the Hotline right away, so we can also try to contact other individuals to unlock the facility.
3. Call the Hotline back when you are able to get into the facility.

Situation: The Insight or Edge has a problem or doesn't work

1. Refer to the last pages of the training manual for trouble shooting suggestions.
2. Contact your Troubleshooter or the Hotline for assistance.
3. While waiting for assistance with the Insight, open door #3 for voters to insert their ballots. All ballots that are placed in door #3 must remain there until the polls are closed.

Situation: A board worker fails to show up on Election Day

1. Call your recruiter or the hotline to let them know
2. Write "No Show" across the board worker's name on the payroll voucher
3. If you want to hire from the line of voters or someone you know, please first ensure each is registered to vote by contacting your recruiter
4. If it is a bilingual vacancy, this board worker MUST be replaced.

Situation: Power goes out at the Polling location

1. Open door #3 on the Insight for ballots.
2. ePollbooks solution: vote voters provisionally.
3. Voters may still vote on the Edge as long as back-up batteries on equipment lasts.
4. Call the Hotline right away, so backup plans can be put into action.

Situation: There are people inside the 75-foot zone that do not belong there

1. Have the Marshal politely tell them that it is required by law that they be outside of the 75-foot zone.
2. If they do not leave or become belligerent, call your troubleshooter or the Hotline.
3. If the troubleshooter cannot solve the situation, the Hotline will send out Sheriff deputies.
4. Only in the rare circumstance that you feel your safety is in danger, call 9-1-1.

Situation: There is an angry voter.

1. Stop and take a breath.
2. Actively listen to the voter and focus on the facts.
3. Make the decision to speak to the voter calmly and with respect, even if you are frustrated and angry.
4. If you find out that you are incorrect admit it.
5. If the situation is still not settled, or the voter becomes disruptive, contact the Hotline or your troubleshooter.

Troubleshooting the Insight

Problem	**Solution**
Power failure or problem with the Insight, making it inoperable:	If the power goes out in the polling place or there is a problem with the Insight in any way that prevents the standard method in voting, voting should continue without disruption by following these simple steps:
	1. Voters will continue to sign in and receive their ballots
	2. The inspector will open door #3 on the ballot tub; it is the metallic door right under front of the Insight. Open the slot in the door, then close and lock the door (with the slot open).
	3. Voters will mark their ballots as usual; however voters will deposit their ballot in the slot of door #3
	4. Voters will continue to deposit their ballots into the slot of door # 3 until the Insight has become operable.
	5. Once the Insight is operating properly, the Inspector will close the slot of door #3 and lock door #3.
	Ballots that have been deposited in door #3 stay there until the closing of the polling place
Changing the Insight tape:	Once the color notification strip appears on the Insight tape you have approximately 15 feet of tape left. Call the Hotline and we will send your troubleshooter to assist in changing out the tape.
Ballot stuck in the ballot path:	Have the voter pull the ballot out from the front entry slot of the Insight, gently, with two (2) hands and re-insert it. If the ballot is not visible, lift the side of the Insight and have the voter pull the ballot from one of the exit slots underneath the Insight. Follow the instructions on the tape to either re-feed the ballot or place the ballot in the appropriate slot under the Insight for the bin before the Insight is lowered onto the pegs.
Ballot jammed when returning to voter	If the Insight message reads, "BALLOT HAS NOT BEEN PROCESSED," lift the Insight on its side if necessary, have the voter remove the ballot and re-insert it into the Insight after the Insight has been lowered onto the pegs.
Ballot jammed when returning to voter	If the Insight message reads, "BALLOT HAS BEEN PROCESSED," lift the Insight on its side, have the voter remove the ballot from the Insight and place it in the slot under the Insight for the bin as directed by the tape. Lower the Insight onto the pegs.
Ballot appears to be stuck in the center/rear output slot	If the Insight message reads, 'BALLOT HAS BEEN PROCESSED,' lift the Insight on its side, have the voter remove the ballot and place it in the slot under the Insight for the bin as directed by the tape. Lower the Insight onto the pegs.
Ballot appears to have been removed! Please re-insert it!	The voter inserted the ballot in the Insight but held onto it and pulled it back out. Instruct the voter to re-insert the ballot and let go of it.
Error reading ballot	If the Insight message reads, "ERROR READING BALLOT," have the voter take the ballot out and re-insert it in a different way (for example, upside down). If it still cannot be read, follow the procedures for a Misread ballot on page 42.

Troubleshooting the Edge

Problem	Solution
Edge does not print zero tape	Check cables to ensure completely installed, see page 18. If the zero tape still does not print, call the Hotline
Yellow or Red bar shown at bottom of Touch screen. Machine may be beeping	Check the Power cords to ensure completely plugged in. Check power supply, including that surge protector is on. AC light at back of machine should be lit.
A voter leaves the polling place before finishing voting (Fleeing Voter)	Press the Yellow button in the back of the machine. Press Cast Ballot on the screen.
Power goes out in Polling Place	The Edge and Card Activator are equipped with battery back-up and should continue to operate for at least 1-2 hours as long as the AC power was being used before the power outage. To conserve energy, the Touch Screen may go blank, but can be returned by touching the screen if needed. DO NOT TURN OFF the Edge. Powering back up actually takes more energy.
Edge screen tells you printer paper low	Call a troubleshooter who will replace your printer with a new one. The original printer will be placed in its carrying case and sealed with a seal. Both printers will be brought to the receiving site at the end of Election night.
Edge screen goes red and says card not properly activated.	Turn the POWER to the Edge off and then on again. If voter has not already voted and should properly be doing so, properly activate the voter card.
A voter using the Audio function decides he/she no longer want to use this function	Turn the POWER to the Edge off and then on again. This will spoil this ballot only.
	Ask the voter if he/she wish to vote using the Edge again, or vote assisted using an optical scan ballot. Follow the appropriate directions from the beginning for the voter's choice.
Voter Gets Vote Save Error	If message also says, Vote Saved: The voter's ballot has been cast – put voter activation card aside and do not use again.
	If message also says, Vote Not Saved: The voter needs to have a new card activated for him/her and must start again.

Troubleshooting the ePollbook

Problem	Solution
Error Message at Login: Credentials do not match	Check that you are using your four-digit precinct number and the password: mced (all lower case.) If still does not work, ensure that the voter file was uploaded correctly.
Tablet will not power on.	Make sure the tablet is correctly docked in its docking station. If so, there should be a light in front of docking station that is orange or white. If tablet battery is dead, it may need 15-20 minutes to charge before unit will power up. IF VOTERS ARE WAITING: Vote them provisionally if both ePollbooks will not work, and write a Election Incident Report stating how many voters were not checked in on the ePollbook.
No light in front of tablet on docking station.	Ensure tablet is correctly docked. Check power supply.
Keyboard will not respond.	Exit the askED application by pressing the Exit button. Next, press the Shut-down icon on the upper left corner of the screen. Re-start the tablet.
Printer does not work.	Make sure the Printer is powered on. Status should have a green light. If not, turn off and on again. Unplug the flat cable from the side of the printer and plug it back in. Ensure the tablet is correctly docked in its station. If still not working, unplug and plug back in the lighted or black USB cable from the back of the docking station. If that still does not work, call the Hotline.
Scanner or Signature Pad does not work.	Make sure the tablet is correctly docked and the ePollbook has power.
ePollbook is frozen and will not respond.	Give the ePollbook a couple moments, sometime if a number of buttons have been pushed, it just takes a little while to work out all of the commands. If that doesn't work, it may be necessary to give the tablet a hard reboot. Do this by pressing and holding the Windows button in the center bottom of the tablet AND the silver button on the top right edge of the tablet, at the same time.

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