

CHAUTAUQUA COUNTY BOARD OF ELECTIONS 2022 ELECTION INSPECTOR TRAINING GUIDE

READ THE SCREEN!
FOLLOWING THE PATH ON THE SCREEN
SIMPLE STEPS
TO
ELECTION DAY
SUCCESS!

Tony & Ruth
AUGUST 2022

I-9 FORM

ALL NEW INSPECTORS MUST COMPLETE THE FORM!

*QUESTION: WILL I RECEIVE A
1099 FORM? DO I HAVE TO
REPORT ON MY TAXES?*

ANSWER: Only if your pay is over

\$600.00! *Talk to
your tax expert to
see if you need to
report!*

TRAINING PAYMENT- \$\$\$\$

*APPLICANTS WHO PASS
THE EXAM AT TRAINING
&*

*REMAIN AVAILABLE TO
WORK AT THE*

*2022 GENERAL ELECTION on
NOVEMBER 8, 2022, WILL
RECEIVE \$25.00 with YOUR
GENERAL ELECTION PAY IN
DECEMBER.*

***EVERYONE WHO ATTENDS
TRAINING AND IS
AVAILABLE TO WORK ON
ELECTION DAY WILL BE
SCHEDULED!***

Election Day Morning Meeting

Your POLL SITE COORDINATOR (PSC) will meet with all inspectors to assign you to one of three **Bi-Partisan** teams. As teams are assigned, the PSC will give you instructions for the proper setup of your station and issue any bags needed.

Floor Team
Table Team
Machine Team

Bi-Partisan –

“Of, relating to, or involving all election work involving members of both Political Parties; *specifically* involving cooperation, agreement, **respect** and compromise to properly conduct the election with both political parties being involved in each and every Election Day task.”

R-E-S-P-E-C-T

Mutual respect is defined as a proper regard for the dignity of each other.

1. When dealing with the public we need to keep our **OPINIONS** to ourselves. We are all entitled to our beliefs but as employees of the Chautauqua County board of Elections, Election Day is not the time to share. **THIS ALSO PERTAINS TO CLOTHING, NOTHING IN REGARDS TO POLITICS AND SOCIAL ISSUES SHOULD BE DISPLAYED.**
2. Humor plays an important role in our lives but we need to know there is a time and a place. What we perceive as being humorous may be offensive to others.
3. Cell phones are a valuable tool in today's society but again there is a time and place! **NOT TO BE IN USE WHILE VOTERS ARE IN THE BUILDING!**
4. Be respectful but remember **LIMITED** Socializing – keep lines moving.
5. Do not Profile a voter; just because they may speak Spanish or any other language does not necessarily mean they receive a Spanish Ballot. Issue on request only!

FLOOR TEAM - RESPONSIBILITIES



- ✓ **ALL LAMINATED INDOOR AND OUTDOOR SIGNS**
 - Notice To Voter
 - Voter Bill of Rights
- ✓ **100 FOOT DISTANCE MARKERS**
- ✓ **ORANGE "VOTE HERE" SIGNS**
(Dunkirk and Jamestown: Bi-Lingual)
- ✓ **MAGNIFIERS FOR YELLOW BOOTHS**
- ✓ **ANY OTHER SIGNS ASSOCIATED WITH THE NEEDS OF YOUR POLL SITE SUCH AS:**
 - Handicap Parking Signs
 - Special Route Signs
 - Voter Parking Signs
 - Special Enter/Exit Signs

- Clear directions to the poll site with "Vote Here" signs.
- Ample parking with clearly marked handicap spaces.
- Easy access to the building.
- Post maps.
- Post sample ballot(s) placard with ballots for the voter to review.
(Dunkirk and Jamestown will have both Spanish and English).
- Be sure Yellow Privacy booths have magnifiers and pens!
- **Greet the Voters!**
- **BE AVAILABLE TO ASSIST - NO INTRUSION**
 - **BE SURE TO SANITIZE AS NEEDED.**

PROPER DIRECTIONS ARE THE KEY TO ENSURING A SUCCESSFUL VOTING EXPERIENCE ON ELECTION DAY!

FLOOR TEAM – VOTING BOOTHS

Be sure the path from the ballot marking areas to the scanners does not infringe on any voter's privacy.

Check the following in yellow booths:

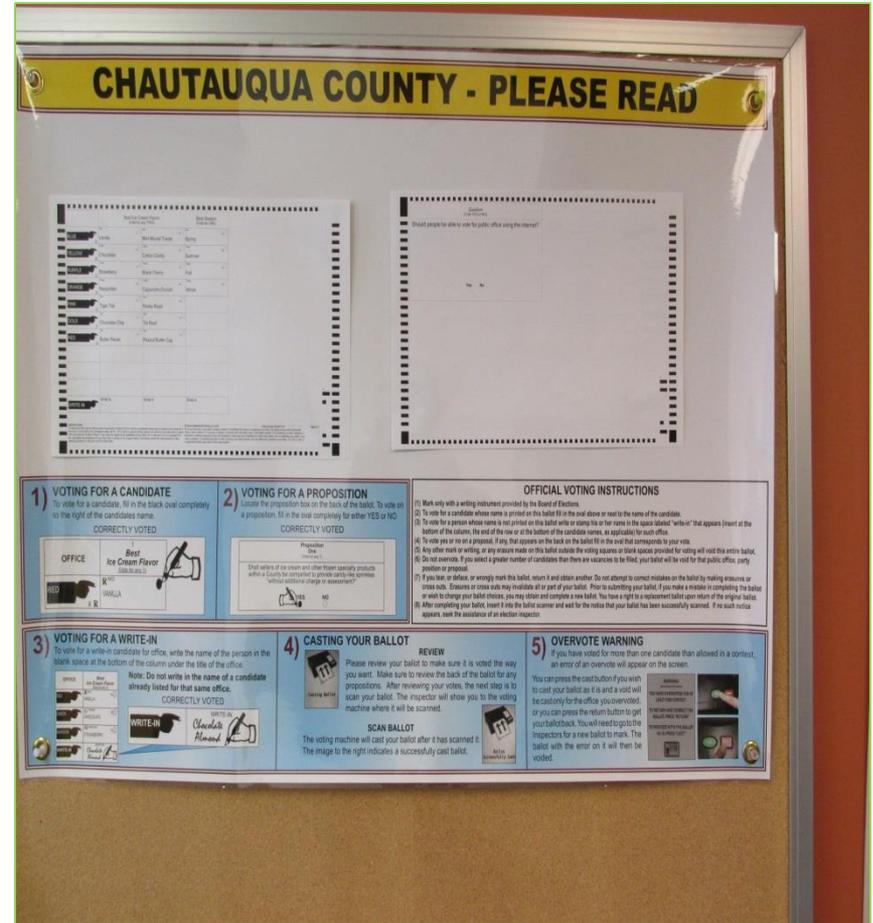
- ✓ "FILL IN THE OVAL" signs
- ✓ Marking pens
- ✓ Magnifiers

Also:

- ✓ Install additional lighting in the ADA Booth.
- ✓ Be sure there are no chairs at the ADA booth. One may be used if needed but remove when voter is done.
- ✓ Dunkirk and Jamestown: Post all signs in Spanish and English.



FLOOR TEAM PLACARDS



FLOOR TEAM END OF ELECTION

- Gather all supplies from parking lot, road and building.
- Pack the green bag, remember to return magnifiers to the green bag and **ADA LIGHTS TO THE RED BAG – PLEASE REMOVE BATTERIES.**
- Neatly store yellow booths out of the way.
- Patiently wait to be released by the PSC, your help may be needed elsewhere.



Floor Team Supplies that are returned to the machine at the end of the day:

1. Sample Ballot Placards.
- Assist with if needed:
1. Privacy Sleeves
 2. Extension Cord and Surge Protector in BMD machines.
 3. Green Sign Bag – to be stored on TOP of the machine!

NO VOTER TURNED AWAY!



No voter is to be turned away from a poll site. Voters should be allowed to:

1. Vote on the machine If in the Electronic Poll Book. Follow the path the electronic poll book puts you on.
2. Vote by provisional **AFFIDAVIT BALLOT** if name is not found in the Electronic Poll Book.
3. Issued a **REFERRAL** form to the proper location if they are in the wrong site.

FOLLOW THE PATH GIVEN BY THE POLL BOOK!

TABLE TEAM

A Bi-Partisan team of inspectors will setup the voter sign in table(s).

"We need to remove any confusion by the voter as soon as possible!"

Election District signs should be attached to the wall immediately behind the table, or on the provided sneeze guards (IF USED).

Election District signs should be visible from every vantage point of the entrance.

District tables should be SET APART from each other!

Sign in Tables:

1. Notice to Voter and Voter Bill of Rights.
2. Provisional Affidavit envelopes.
3. District markers on tables, signs must match electronic Poll Book.
4. Opened ballots.
5. All ballots in boxes. Store on floor for additional room.
6. Privacy sleeves.

Back Table

1. **District Provisional Affidavit Ballots**
2. District Spanish Ballots (Jamestown, Dunkirk)

DISTRICT MARKER

DISTRICT SPANISH
BALLOTS

PRIVACY SLEEVES

DISTRICT
AFFIDAVIT
BALLOTS

AFFIDAVIT
ENVELOPES

DISTRICT BACKUP
BALLOTS STORED
ON FLOOR

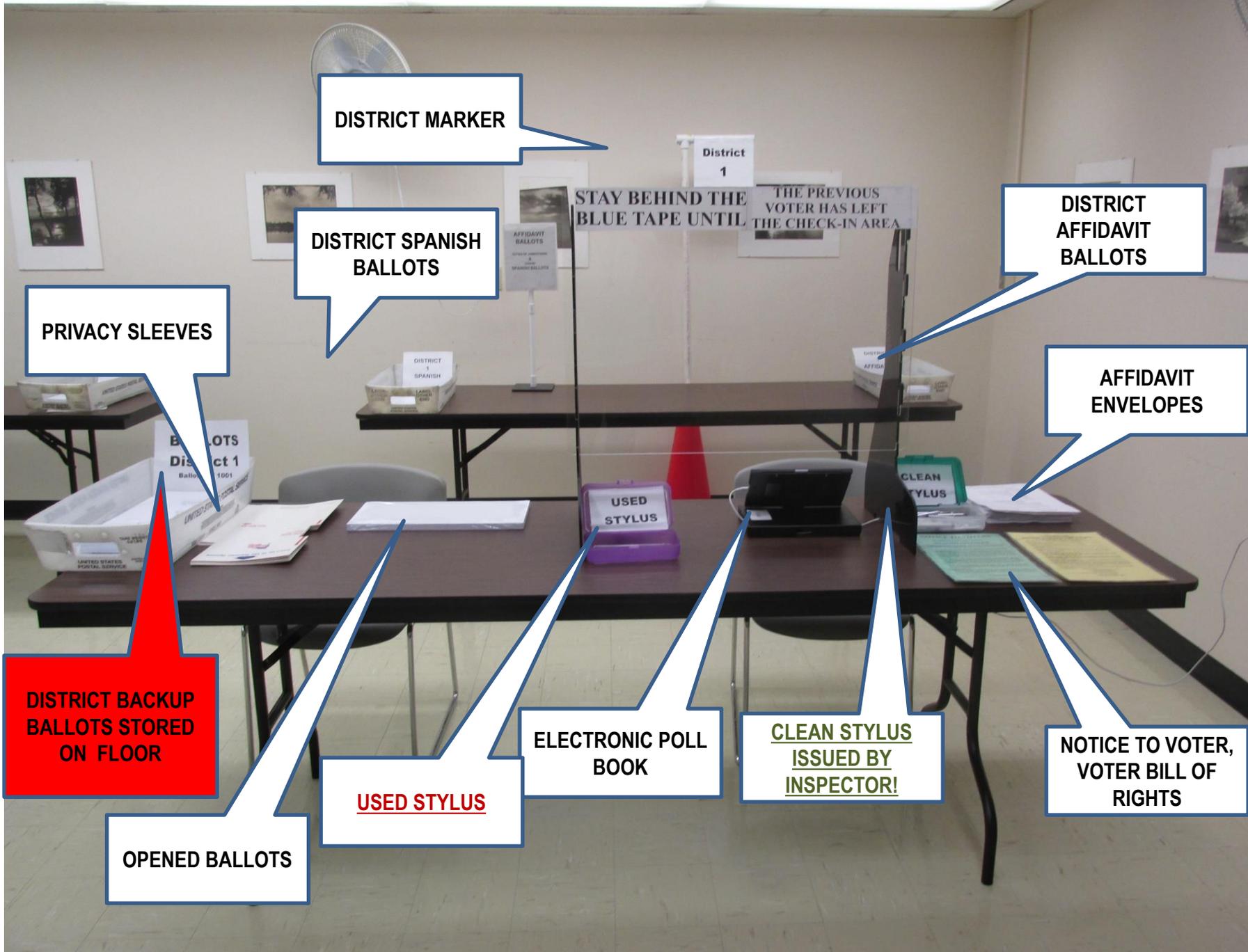
OPENED BALLOTS

USED STYLUS

ELECTRONIC POLL
BOOK

CLEAN STYLUS
ISSUED BY
INSPECTOR!

NOTICE TO VOTER,
VOTER BILL OF
RIGHTS



Ballot Boxes

1. BALLOTS ARE TO BE STORED IN BOXES ON ELECTION DAY BELOW THE VOTER SIGN IN TABLE.
2. AT THE END OF THE NIGHT **ALL BALLOTS** ARE TO BE RETURNED TO MAYVILLE IN THE BLUE BALLOT BAG.
3. **EMPTY BOXES ARE RETURNED TO MAYVILLE WITH THE MACHINE!**



CHOCOLATE BAG & RASPBERRY SUPPLIES

CHOCOLATE BAG START OF DAY

RED KEY BAG

- Ibutton(s)
- Machine Keys
- Scissors
- Pen
- Ballot Box Door Seal

BLUE AFFIDAVIT BALLOT BAG

- Used for the safe storage of Absentee Ballots delivered to the Poll Site on Election Day.
- Completed Provisional Affidavit Ballot Envelopes.
- Court Orders received during the day.
- One Bag per Site (EXCEPTION IN LARGE DISTRICTS)

BLACK BAG

- Void/Spoiled Election Day Ballots.
- One Bag per DISTRICT.

BURGUNDY BAG

- Write-In Ballots from machine on Election Day.
- One for each voting machine

PURPLE BAG

- Un-Scanned Ballots collected from machines at close of polls.
- Tally Sheets – one per district.

OLIVE BAG

- Abandoned Ballots found in the Poll Site.
- One per site

ORANGE BAG

- Blank Ballots for BMD.
- One Per Site – **DO NOT OPEN UNLESS NEEDED!**

TABLE SUPPLIES

RASPBERRY
INSPECTOR NOTE BOOK

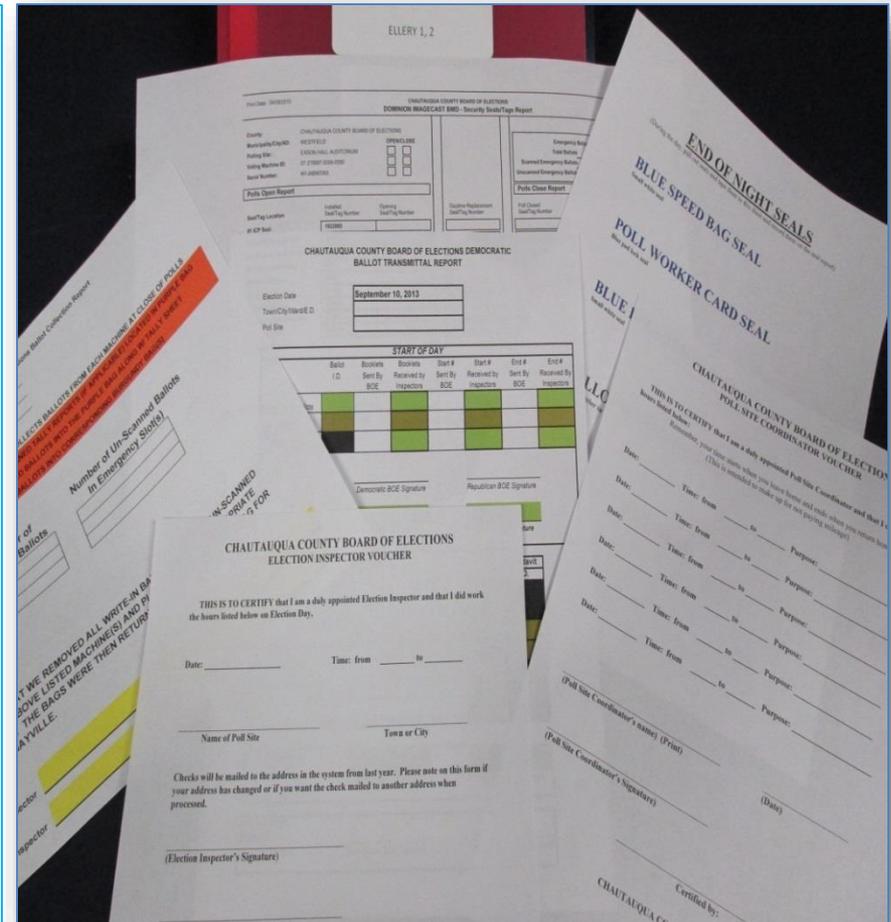


TABLE TEAM

Remove from the Machine:

- Optical Scan Ballots
- Affidavit Ballots (open only if needed)
- Privacy Sleeves

In multiple districts, sort optical scan ballots according to Ballot ID Number.

One booklet on individual district registration tables. Extra ballot boxes under the table.

Match the Ballot ID Number on the Transmittal Report.

Provisional Affidavit Ballots **NO LONGER BEGIN WITH THE NUMBER 2.**
(ORANGE COVER)

Remove the Transmittal Report(s) from the Raspberry.

Check Header:

Identification:

Verify Election Date

Check Town/City/Ward E.D.

Check Poll Site

TABLE TEAM

**NOT USED
WITH ICE
UNITS**

Match Ballot ID Number to the Transmittal Report(s)

- Ballot ID Number is printed on the form by BOE Staff.
- Record the number of booklets received by inspectors.
- Record the Start # received by Inspectors.
- Record the End # received by Inspectors.
- Fill in the shaded areas.

Both Inspectors completing the report must sign on appropriate party line.

THIS MUST BE COMPLETED FOR EACH TRANSMITTAL REPORT(S), IF YOU HAVE MULTIPLE DISTRICTS!

REPORT ANY IRREGULARITIES TO YOUR POLL SITE COORDINATOR IMMEDIATELY!!!

CHAUTAUQUA COUNTY BOARD OF ELECTIONS
DEMOCRATIC BALLOT TRANSMITTAL REPORT

Election Date: _____, 2016

Town/City/Ward/E.D.: _____

Poll Site: _____

START OF DAY

BALLOT TYPE	Booklets Sent By BOE	Booklets Received by Inspectors	Start # Sent By BOE	Start # received by Inspectors	End # Sent By BOE	End # Received By Inspectors
Optical Scan Ballots						
Affidavit Ballots						
BMD (Blank) Ballots						

Packed at BOE by: _____
Democratic Signature *Republican Signature*

Received at Site by: _____
Democratic Signature *Republican Signature*

Signature required

ELECTRONIC POLL BOOK

The only time you may look up voter
information is when:

YOU HAVE A VOTER STANDING

PHYSICALLY

IN FRONT OF YOU!

PLEASE DON'T PLAY OR PRACTICE

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LOG INTO POLL BOOK

COMPLETED BY 5:45 AM

Touch the Green Start Button.

The screenshot displays the poll book interface for Chautauqua County, NY, during an Election Day - Test Election. The interface includes a gear icon in the top left, the time 11:09 AM in the top right, and a 'TRAINING MODE' indicator. The main content area features the Great Seal of the State of New York and the text 'CHAUTAUQUA COUNTY PRIMARY ELECTION CHAUTAUQUA COUNTY, NY'. A large green 'START' button is prominently displayed. Three callout bubbles provide additional information: 'JAMESTOWN WARD 3 DISTRICT 2', 'MAYVILLE CONNECTION', and 'UNIT PLUGGED INTO POWER SOURCE'. The bottom status bar contains several indicators: 'Asset ID: 123', 'Device ID: EPB 123', a red heart icon with the text 'No Central Communication BOE', a green plug icon with '60%', 'GATEWAY TRAIN STATION J3-2', 'No user logged in', 'Voters: 78,720', '691', and 'Check-Ins: 0' for three different categories.

CHAUTAUQUA COUNTY, NY
Election Day - Test Election
11:09 AM
TRAINING MODE

CHAUTAUQUA COUNTY
PRIMARY ELECTION
CHAUTAUQUA COUNTY, NY

START

JAMESTOWN
WARD 3
DISTRICT 2

MAYVILLE
CONNECTION

UNIT
PLUGGED
INTO POWER
SOURCE

Asset ID: 123
Device ID: EPB 123

No Central Communication
BOE

60%

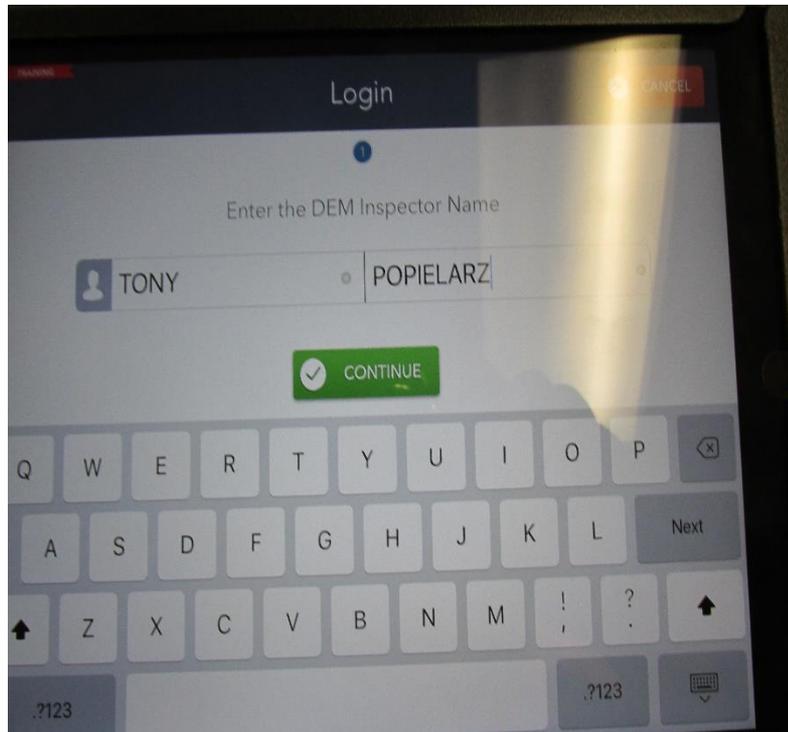
GATEWAY TRAIN STATION J3-2
No user logged in

Voters: 78,720
691

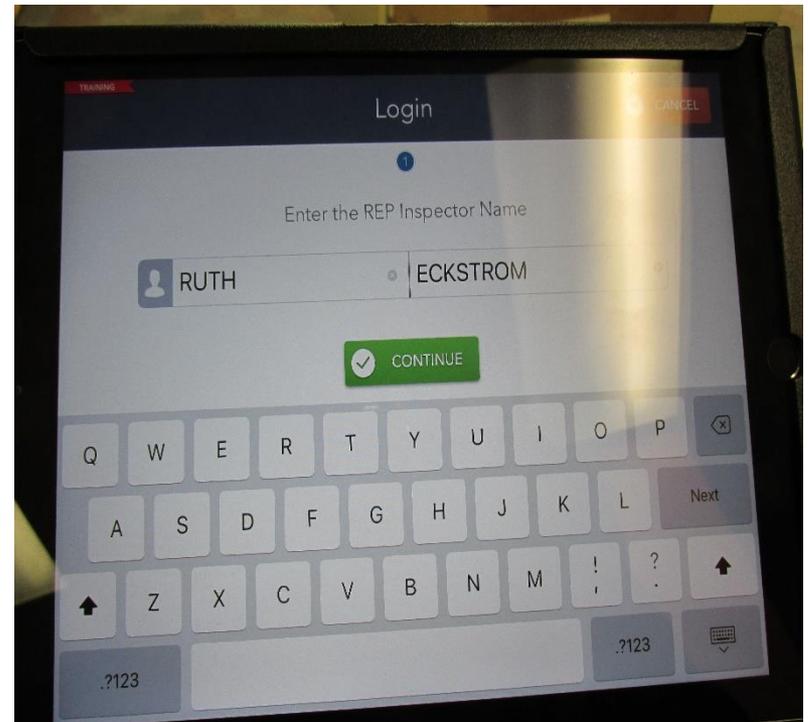
Check-Ins: 0
0
0

LOG INTO POLL BOOK

Log in entering the Dem's first and last name. Touch CONTINUE.

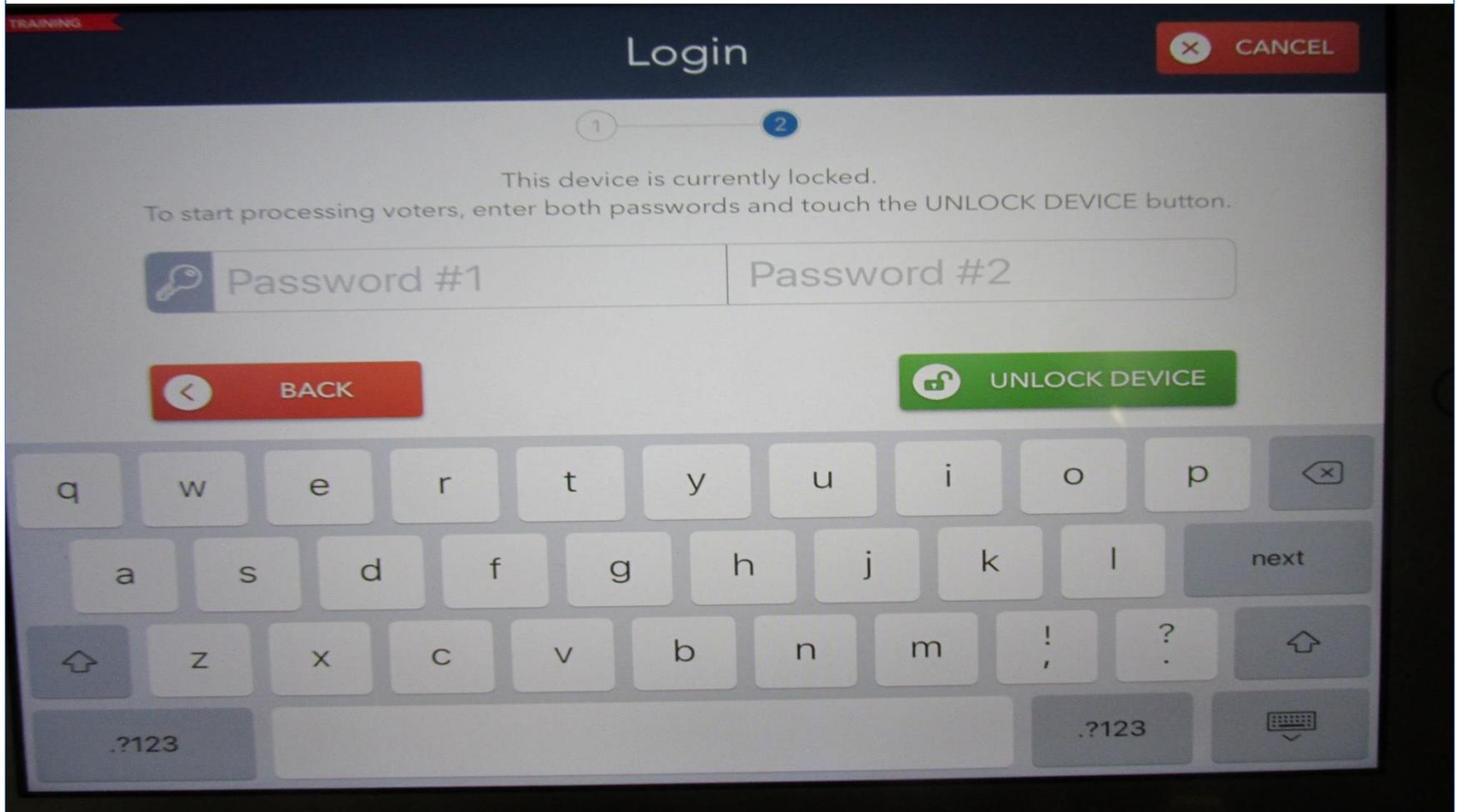


Log in entering the Rep's first and last name. Touch CONTINUE.



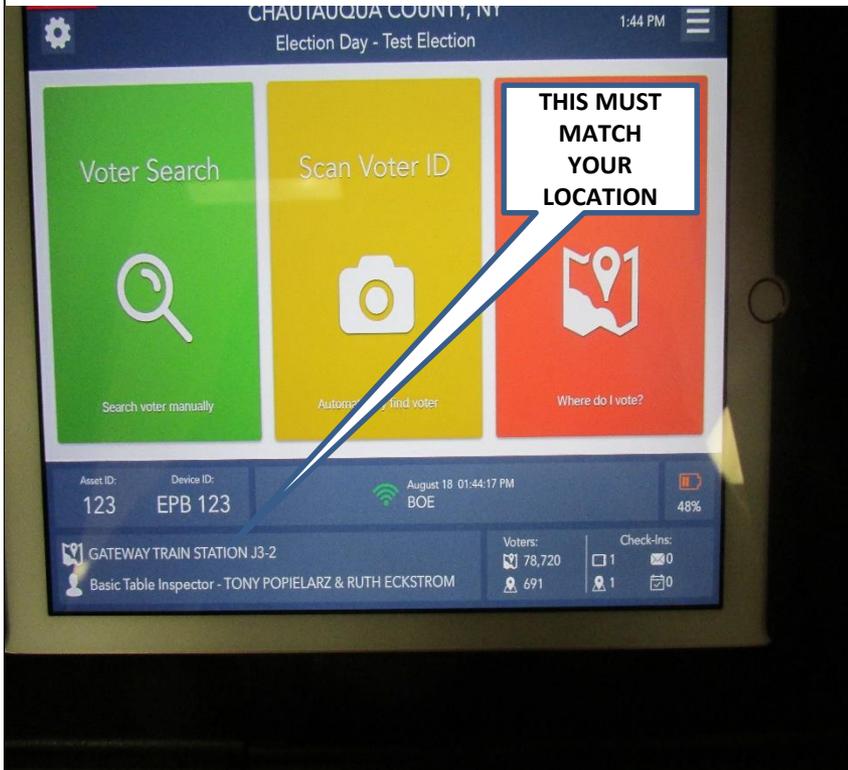
LOG INTO POLL BOOK

Enter your passwords. Touch **UNLOCK DEVICE** to continue.

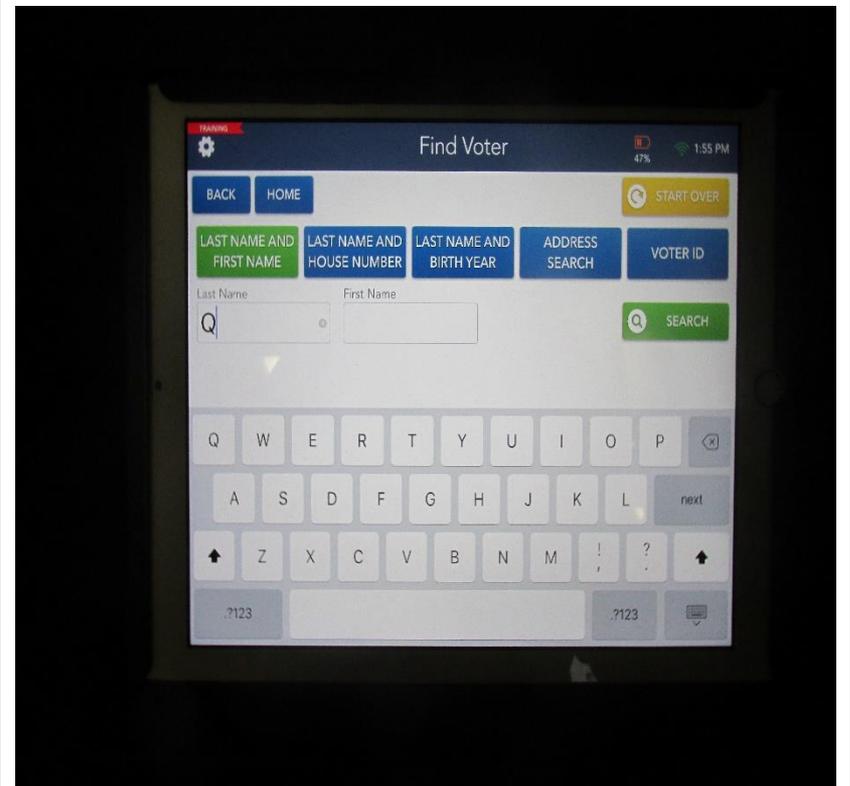


GREETING THE VOTER

This is the **"HOME SCREEN"**, after every completed check in you will arrive back at this screen to process the next voter.



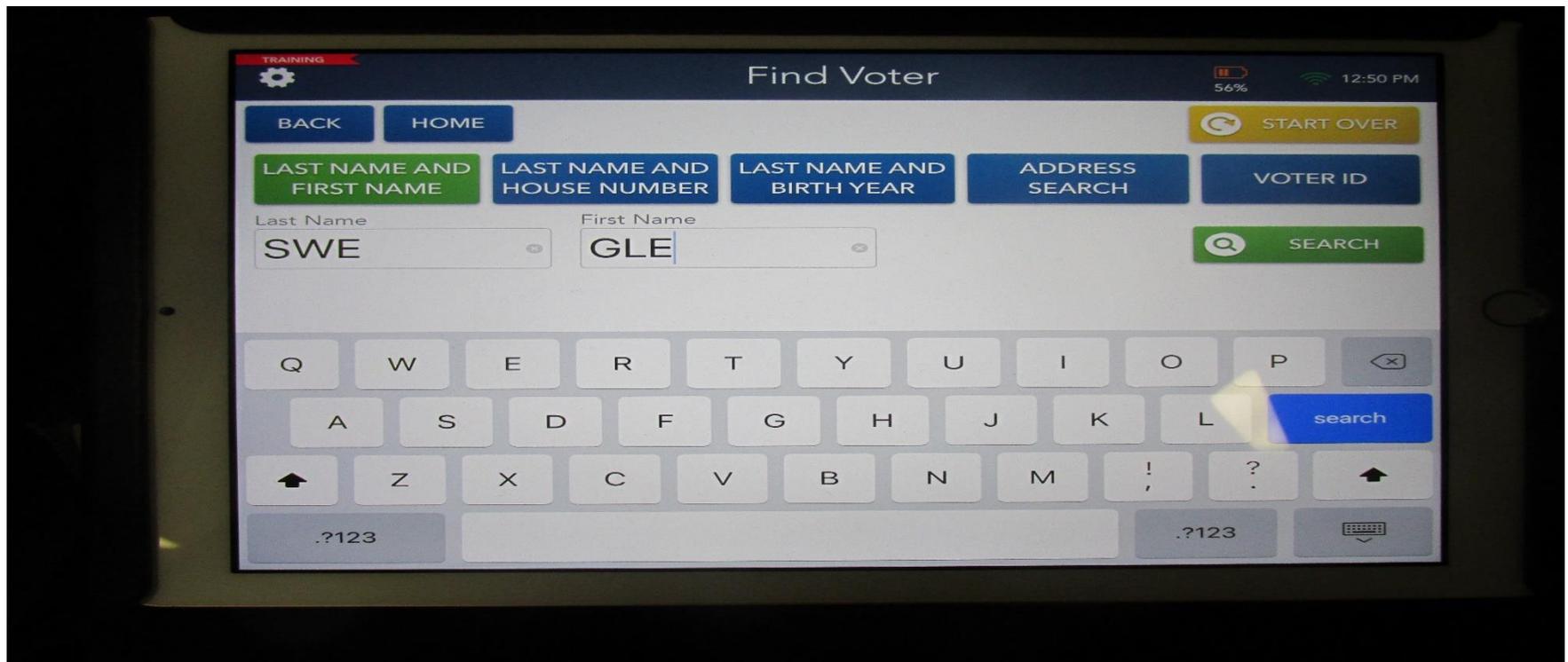
To begin processing the voter touch the green **"VOTER SEARCH BOX"**. The screen will default to the **"FIND VOTER SCREEN"**.



FIND VOTER

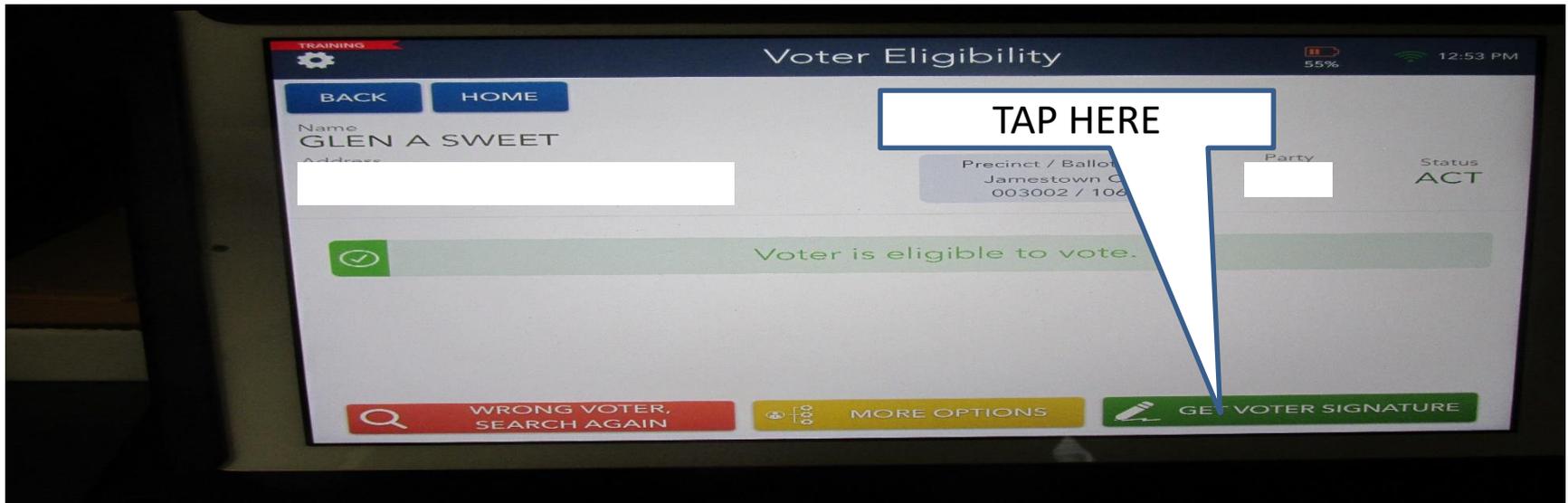
Glen Sweet

Ask the voter for their last and first names. Using the **3 & 3 RULE**, type in the first 3 letters of the voter's last name in the last name field and the first 3 letters of the voters first name in the first name field. **Glen Sweet**, tap the green search tab.



VOTER ELIGIBILITY

If only one voter matches the criteria, the "VOTER ELIGIBILITY" screen will appear. **VERIFY THE VOTER'S ADDRESS.**

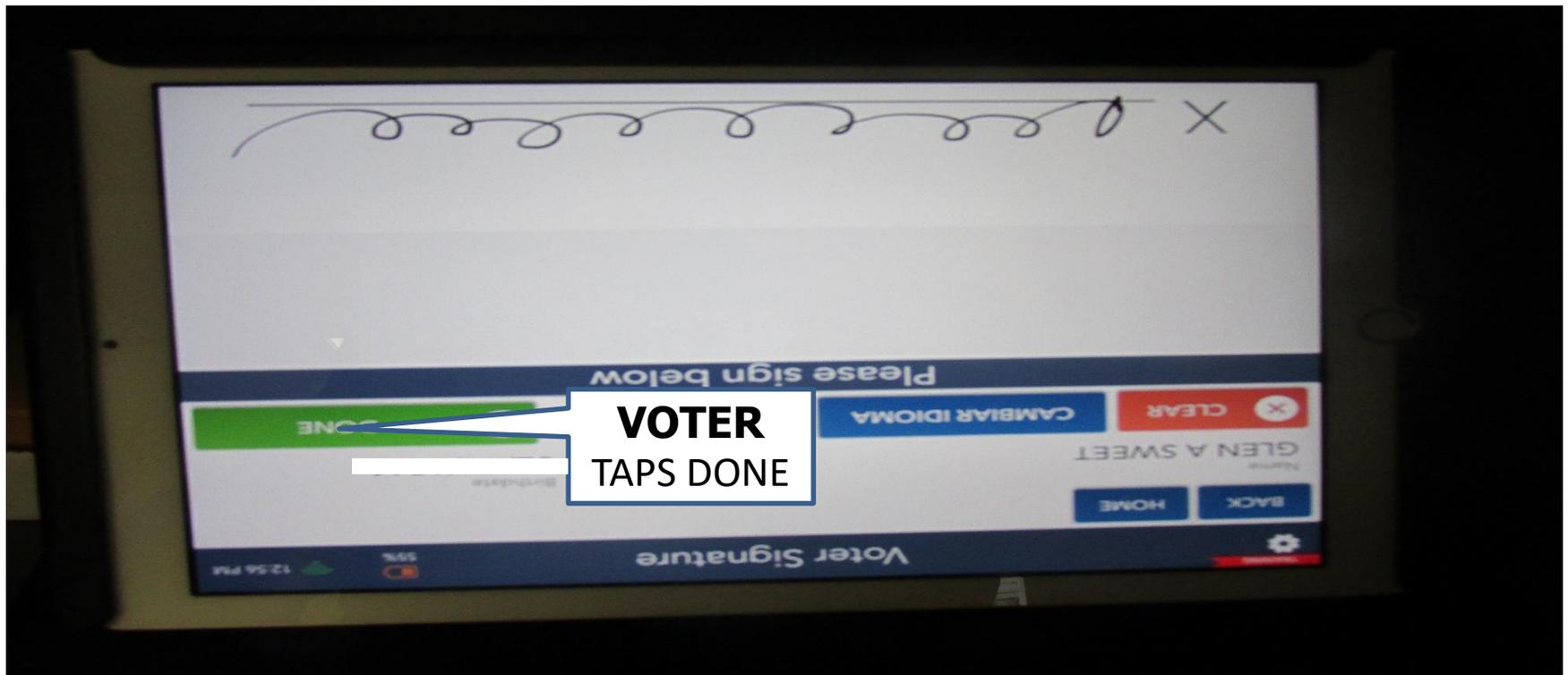


To verify the voter's address, read the address on the screen and ask the voter if they still live there? If the answer is yes, continue processing the voter by tapping "GET VOTER SIGNATURE".

If the voter is an eligible voter, the screen will display a green "Voter is eligible to vote" message. To process the voter tap the green **GET VOTER SIGNATURE** box.

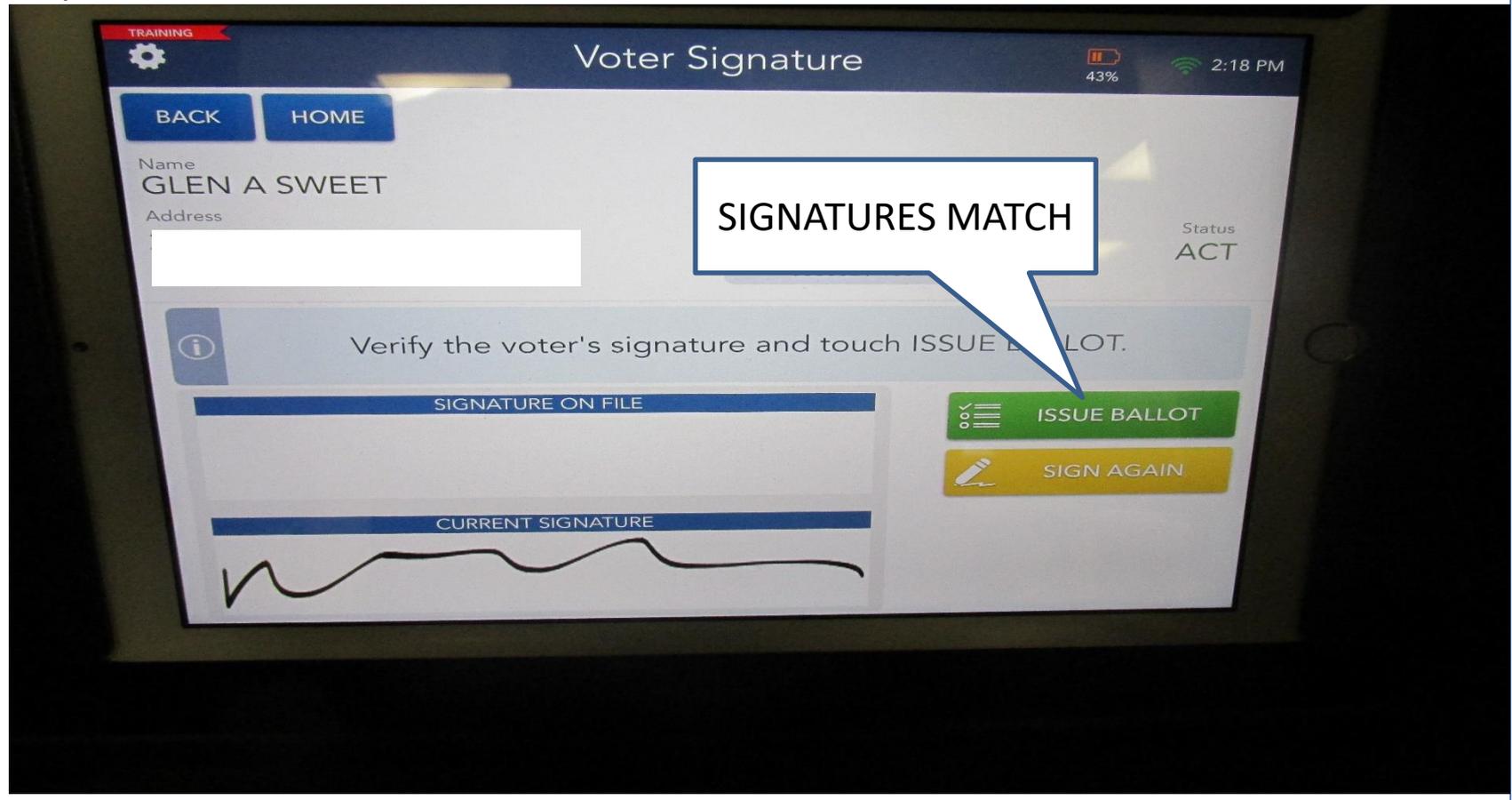
PROCESSING ELIGIBLE VOTER

When the Signature Box appears, flip the tablet and issue the voter a clean stylus from the clean box and ask them for their signature. When the voter completes their signature ask them to tap **Done**. Ask the voter to put the stylus in the used box and flip the tablet towards and yourself.



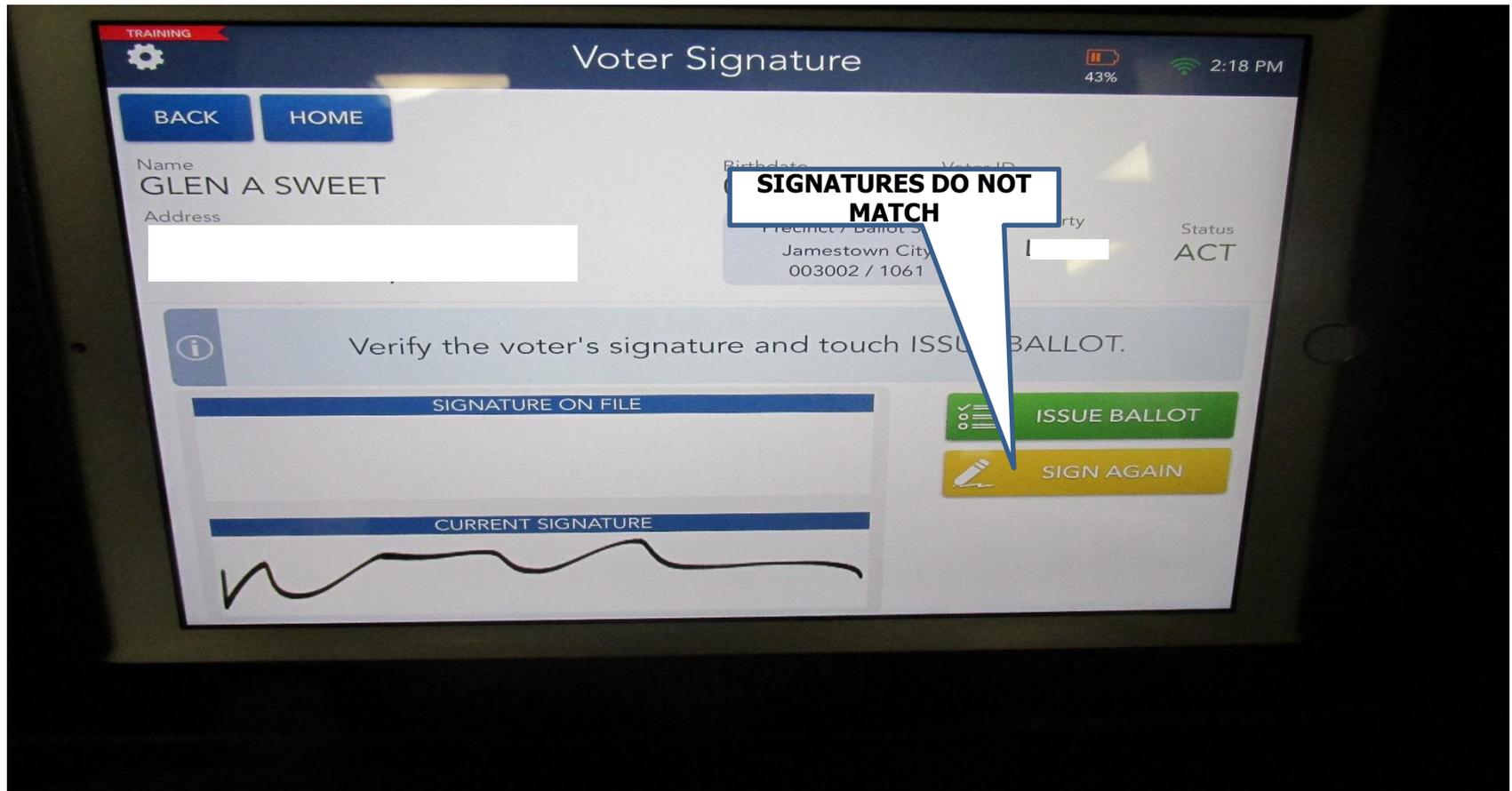
PROCESSING ELIGIBLE VOTER

If the signature is a match, tap **ISSUE BALLOT**. To complete the process a "Pop Up" will appear for one poll worker to initial. Press **DONE**.



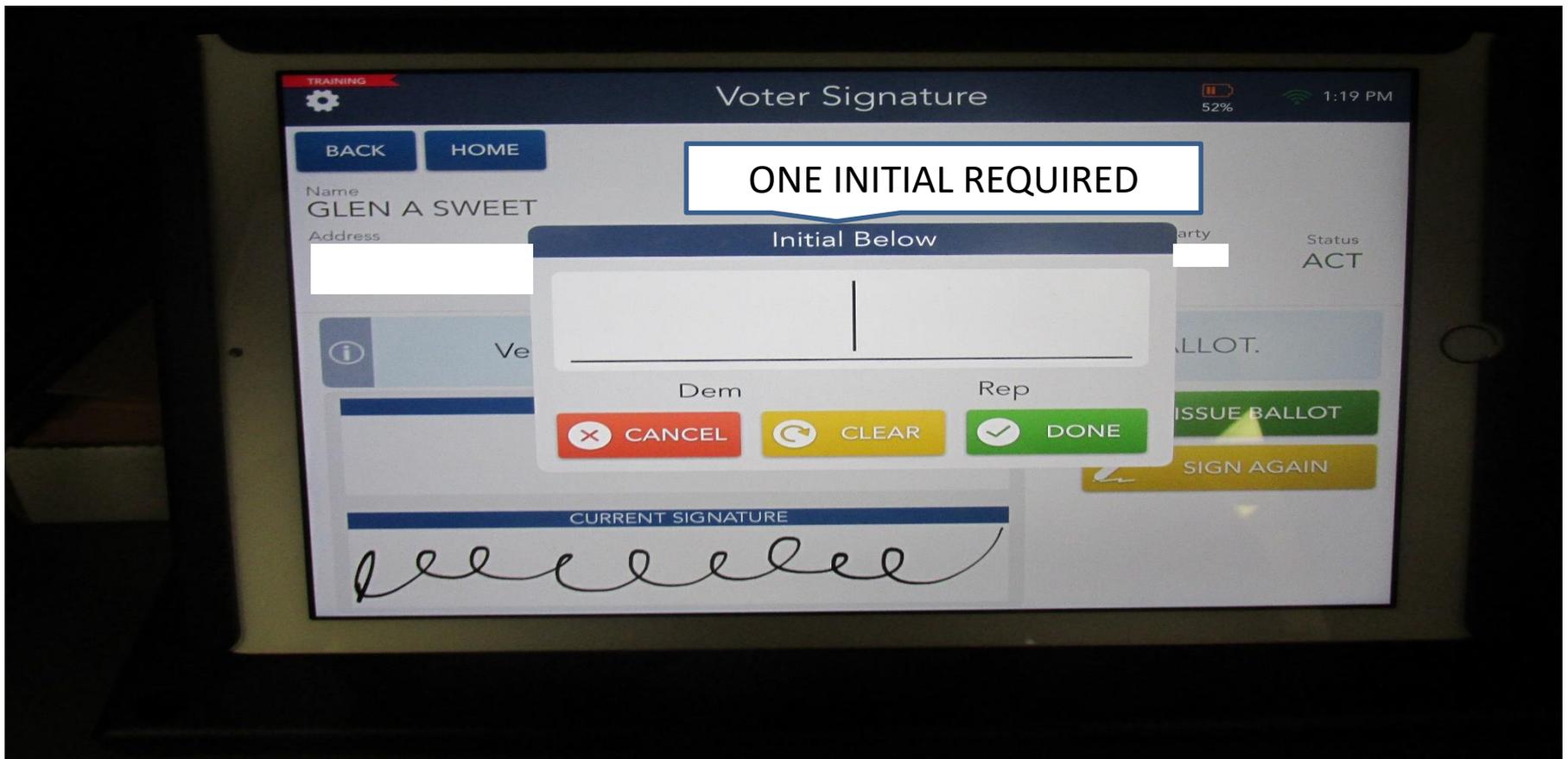
SIGNATURE DOES NOT MATCH

If we are asking the voter to sign again, TAP SIGN AGAIN

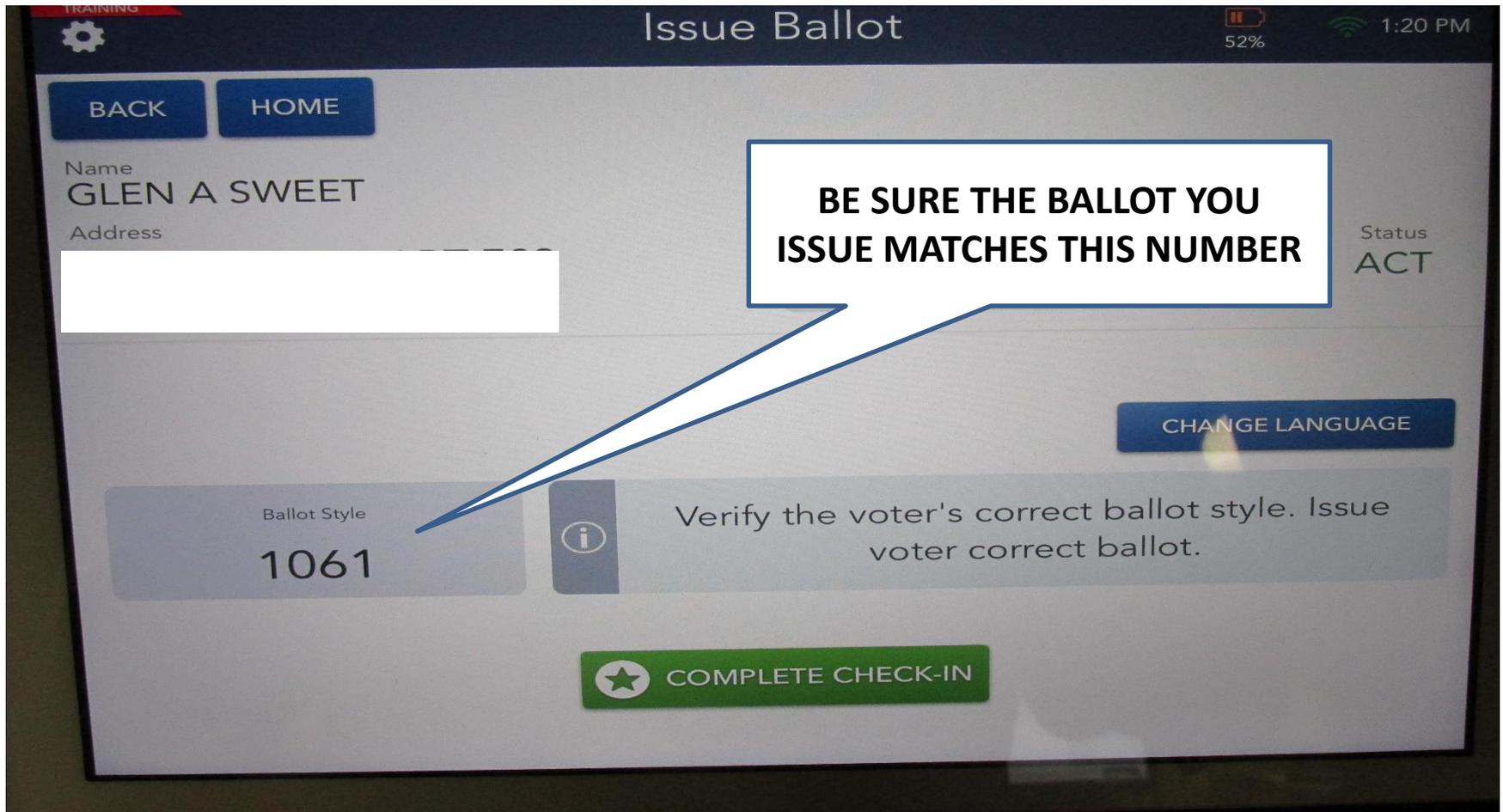


ISSUING A BALLOT

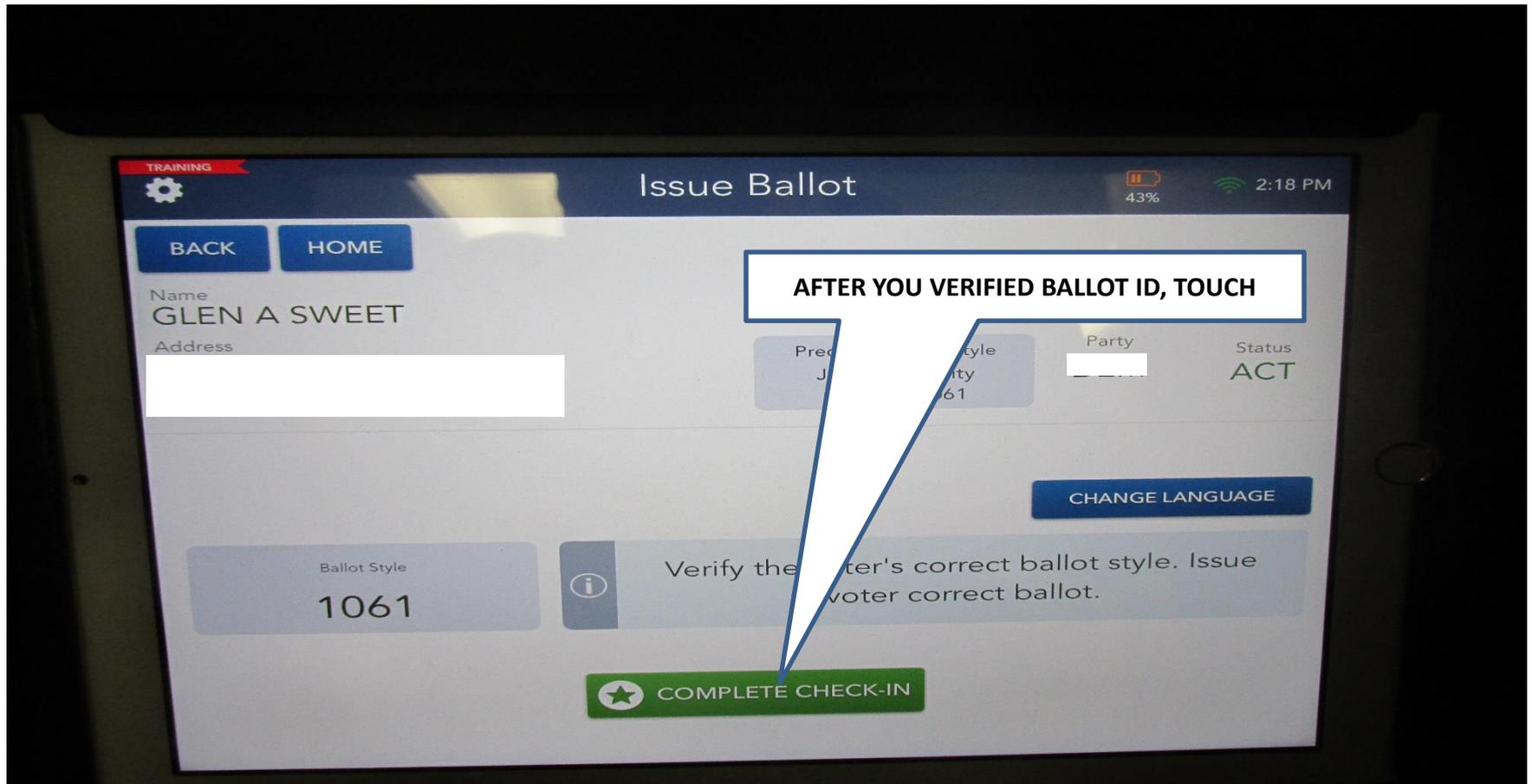
When the process is complete and it is time to issue the ballot the following screen will appear:



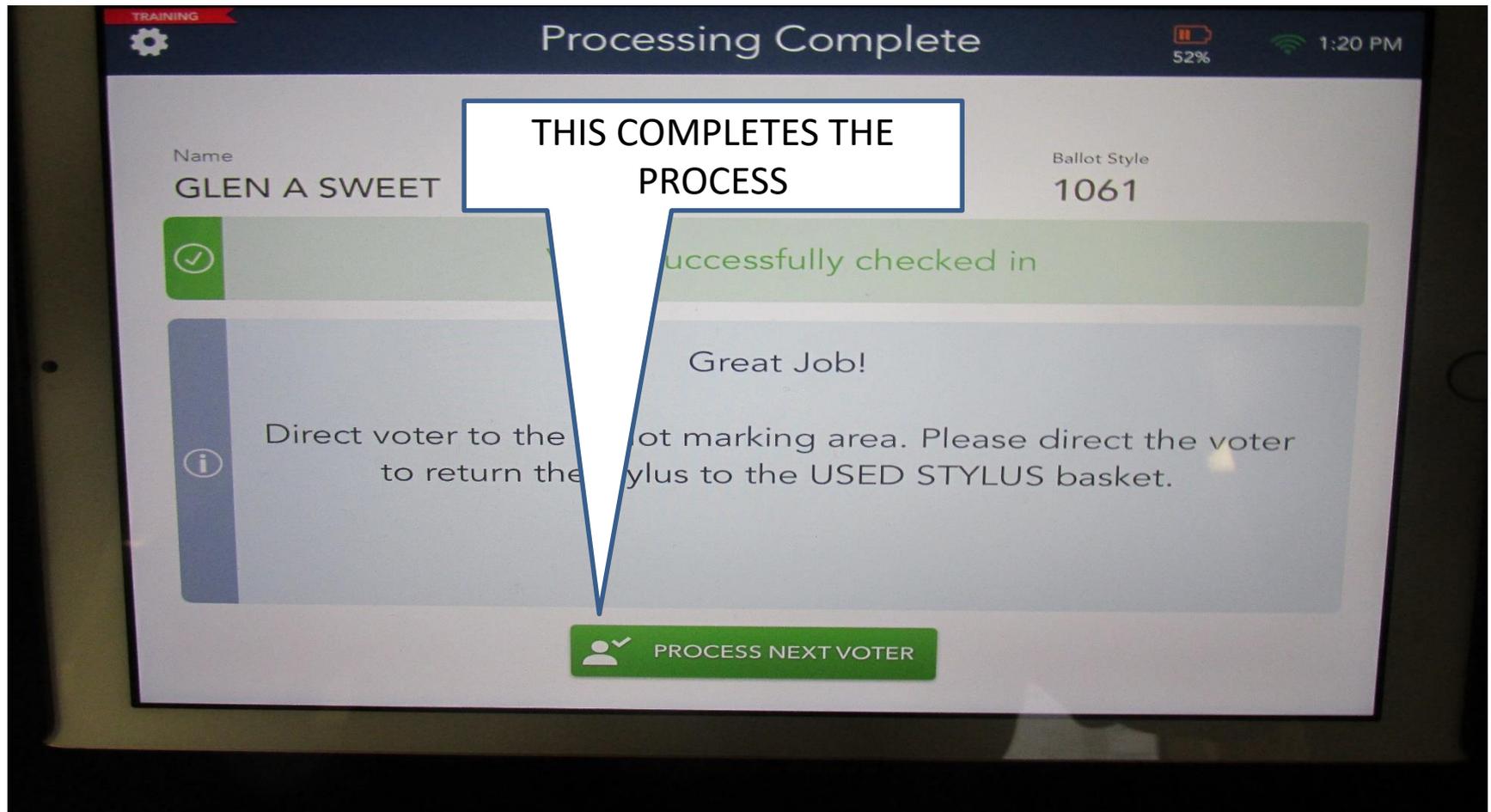
ISSUING A BALLOT - COMPLETE



ISSUING A BALLOT - COMPLETE



ISSUING A BALLOT - COMPLETE



PROCESSING ELIGIBLE VOTER

FIND THE VOTER SCREEN

1. Enter the first 3 letters of the first and last name.
2. Tap **SEARCH**
3. Check the results of the voter eligibility box.
4. Ask the voter do you still live at?
5. Tap Green **GET VOTER** signature
6. Flip the tablet and ask the voter to take a stylus out of the clean box.

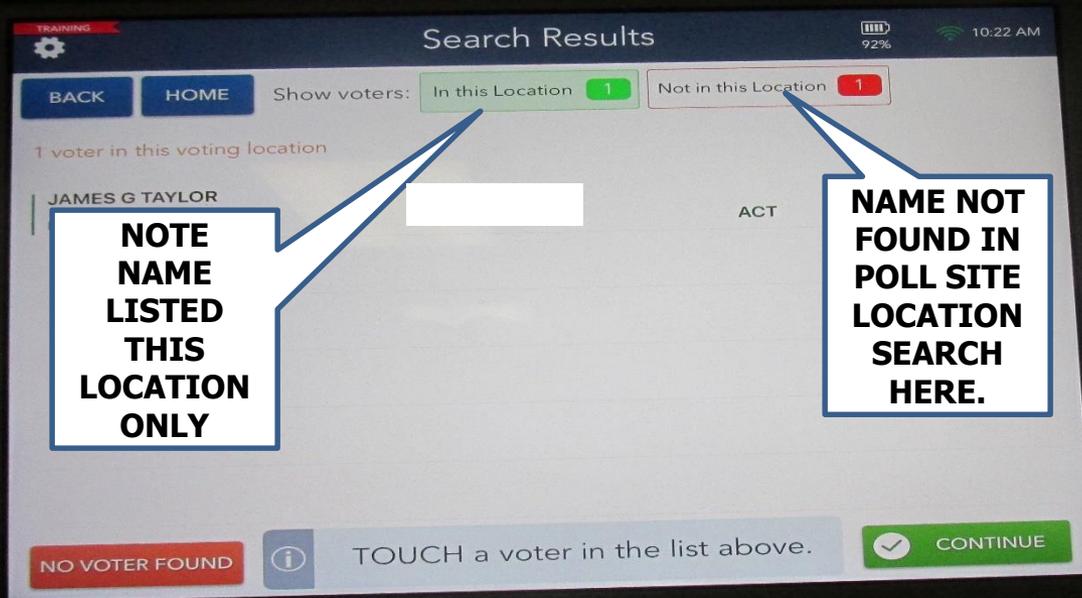
7. Ask the voter to sign their name, when the signature is completed ask the voter to tap **DONE**.
8. Ask the voter to place the stylus in the used box and flip the tablet towards you.
9. Compare the signature, if acceptable tap ISSUE BALLOT.
10. Pop up box will appear asking for you to Initial
11. Tap DONE.
12. Issue Ballot.

PROCESSING MULTIPLE LIKE NAMES

Processing multiple like names:

1. Enter the Voter's name.
2. *NEW NEW NEW*
3. When working with LIKE names, ask the voter their address and then their date of birth if need be, tap **CONTINUE.**
 1. **ADDRESS**
 2. **DATE OF BIRTH**
4. Verify the voter's address.
5. Complete the process.

PROCESSING ELIGIBLE VOTER MULTIPLE LIKE NAMES



PROCESSING ELIGIBLE VOTER MULTIPLE LIKE NAMES

WHEN DEALING WITH LIKE NAMES:

1. BRING UP THE VOTERS NAME
2. ASK THEM FOR THEIR ADDRESS . In this instance to verify their address because of duplicate names, WE ARE ALLOWED to ask them for their address.
3. IF NEEDED ASK FOR DATE OF BIRTH.

If the voter's name matches:

1. Correct spelling of full name
2. Correct address
3. Correct DOB

YOU HAVE THE CORRECT VOTER

If you are dealing with TWINS – CHECK THE MIDDLE INITIAL

Absentee Ballot Changes

READ THE SCREEN!
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SIMPLE STEPS
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SUCCESS!

Absentee Ballot Changes

Voters who request an Absentee Ballot, regardless if they return it or not, are no longer eligible to vote on the voting machine.

These voters CAN ONLY vote via a Provisional Affidavit Ballot.



Voter Eligibility

100%

10:48 AM

BACK

HOME

Absentee Requested

Name

Birthdate

Voter ID

Address

Precinct / Ballot Style

Pomfret 000002_REP /
1335-REP-AFF

Party

REP

Status

A

Absentee Requested



Voter is not eligible to vote on the machine and must vote via Provisional Affidavit Ballot.



Voter has received an absentee ballot and must vote by affidavit.



WRONG VOTER,
SEARCH AGAIN



MORE OPTIONS



PROCESS AFFIDAVIT

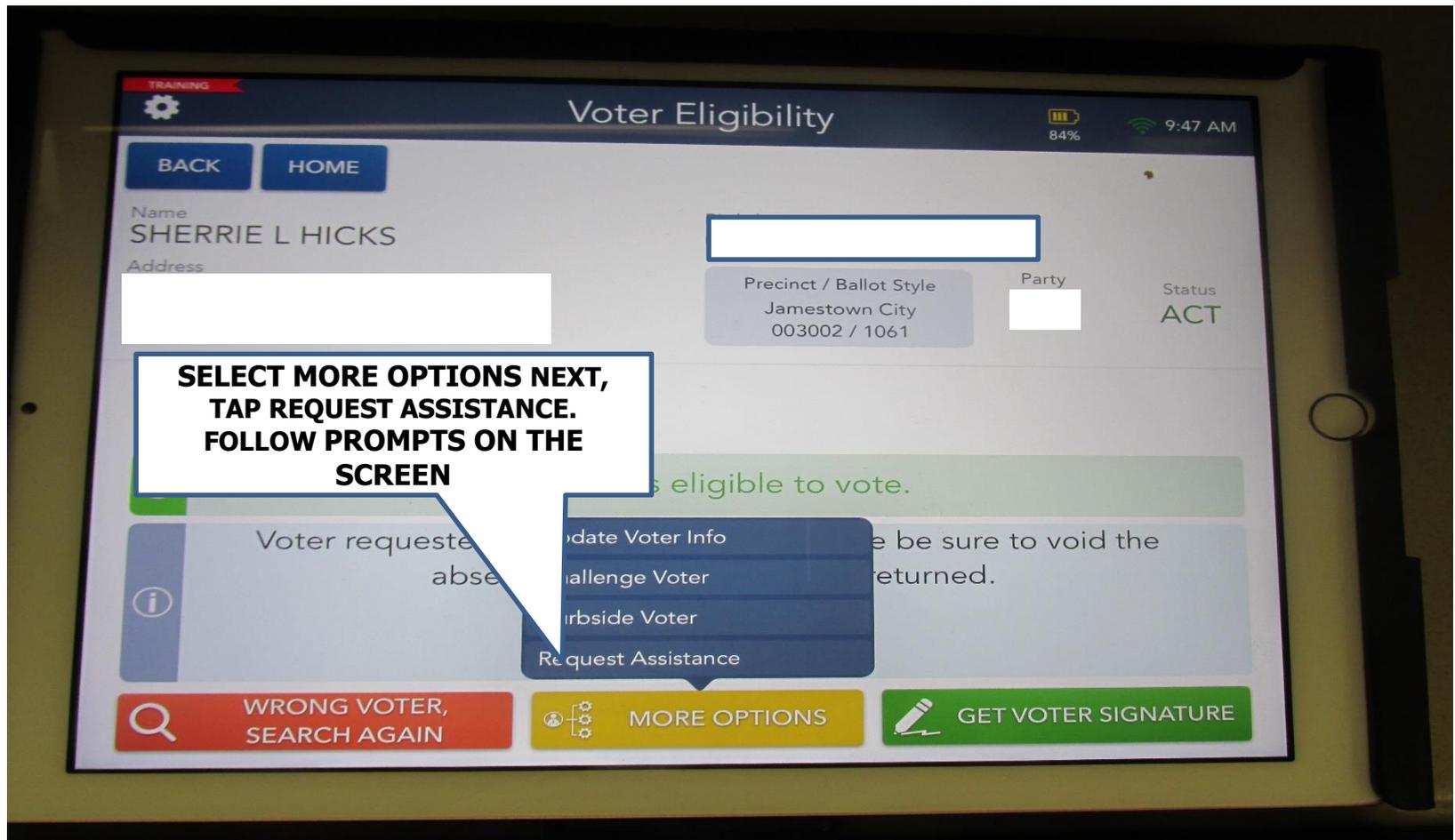
PROCESSING ASSISTANCE REQUIRED

SHERRIE HICKS

1. SELECT MORE OPTIONS
2. "REQUEST ASSISTANCE" IS THE VOTER REQUESTING ASSISTANCE, IF SO YES.
3. GREEN BOX ON THE BOTTOM "PROCESS ASSISTANCE"
4. FOLLOW PROMPTS ON THE SCREEN – IN THIS CASE THEY BROUGHT ASSISTANCE.
5. ENTER THE NAME OF THE PERSON OFFERING ASSISTANCE. **FRED SMITH** AND CONTINUE.
6. PERSON PROVIDING ASSISTANCE MUST SIGN.
7. COMPLETE THE VOTER PROCESS BY GETTING VOTER SIGNATURE.
8. COMPLETE THE PAPER CHALLENGE REPORT.

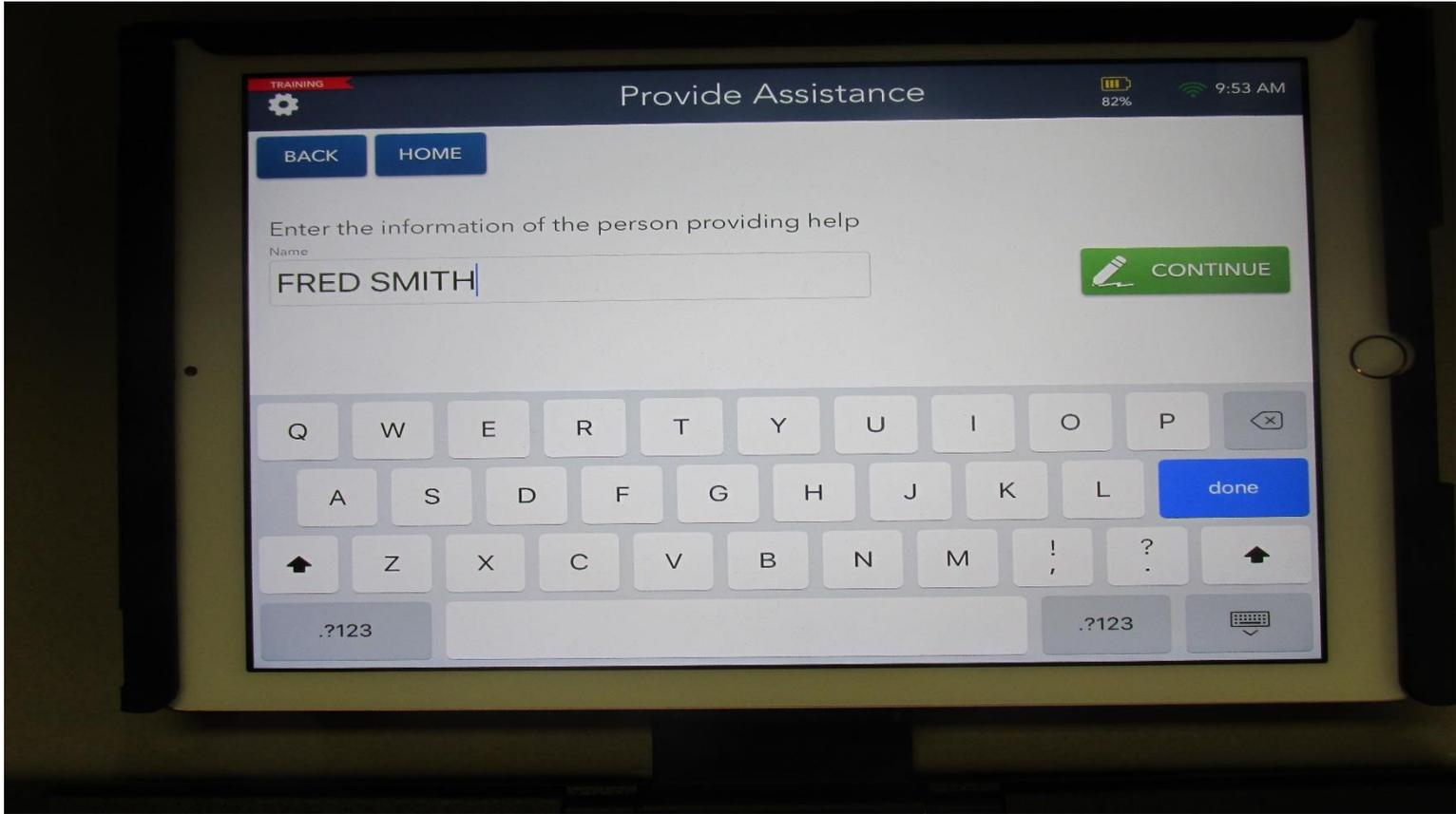
PROCESSING ASSISTANCE REQUIRED

SHERRIE HICKS



PROCESSING ASSISTANCE REQUIRED

SHERRIE HICKS



PROCESSING ASSISTANCE REQUIRED

SHERRIE HICKS

TRAINING Provide Assistance 81% 9:54 AM

BACK HOME

Name of the person providing help
FRED SMITH

CLEAR CAMBIAR IDIOMA DONE

Please sign below

X Fred Smith

I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and I will not keep or make any memorandum or entry of anything occurring within the booth, and I will not directly or indirectly, reveal to any person the name of any candidate, voted for by the voter, or which ticket he had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding.

+

PROCESSING ASSISTANCE REQUIRED

SHERRIE HICKS

BACK HOME

Name
SHERRIE L HICKS

Address
110 W 3RD ST, APT 802
JAMESTOWN, 14701

Precinct / Ballot St
Jamestown City
003002 / 1061

Party
REP

Status
ACT

Requires Assistance

✓ Voter is eligible to vote.

i Voter requested an absentee ballot. Please be sure to void the absentee ballot if it has been returned.

Voter requires assistance in voting.

WRONG VOTER, SEARCH AGAIN

MORE OPTIONS

GET VOTER SIGNATURE

COMPLETE THE PROCESS

PROCESSING ASSISTANCE REQUIRED

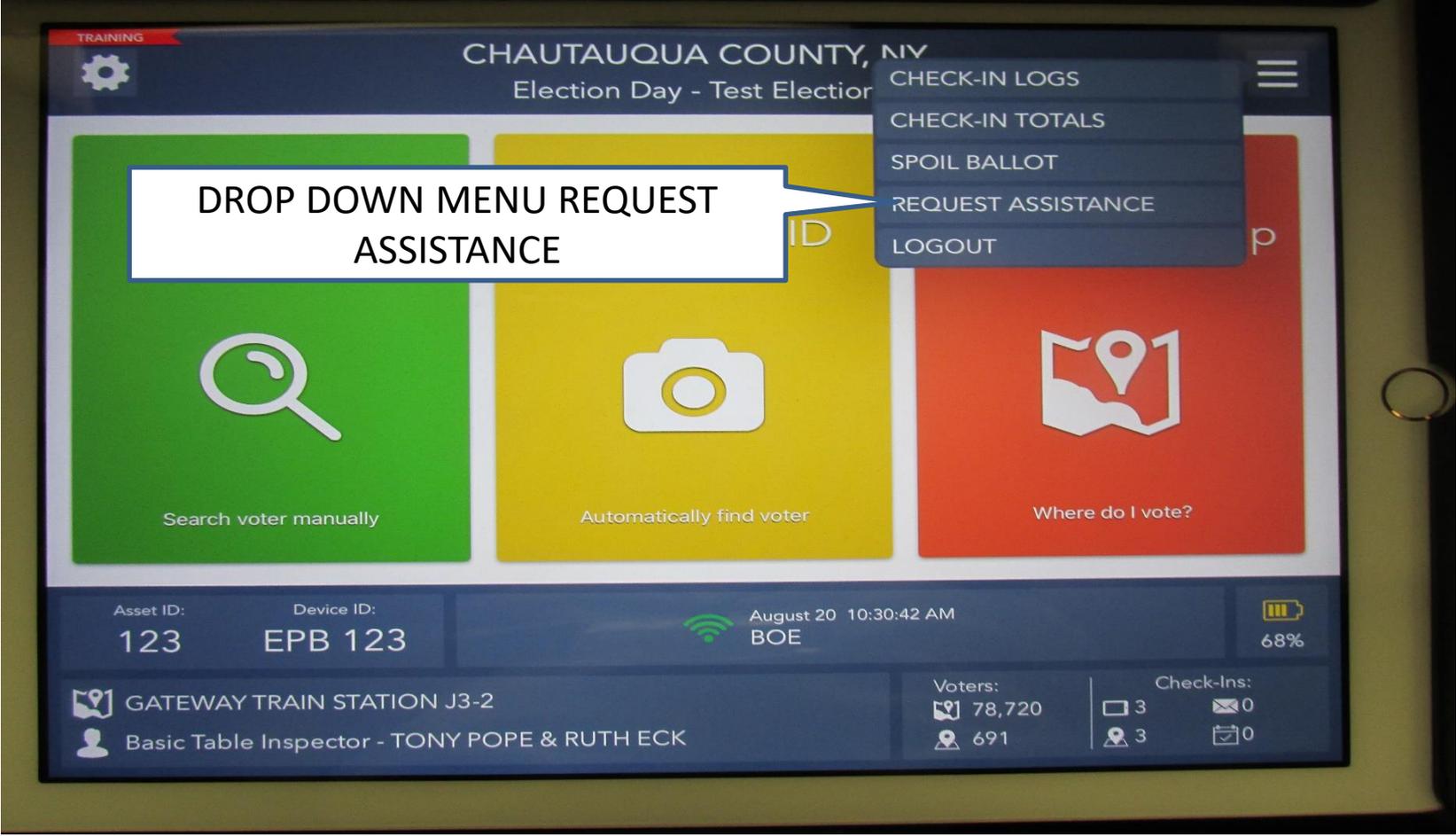
AFTER THE FACT

After the voter has been issued the ballot and the voter needs assistance:

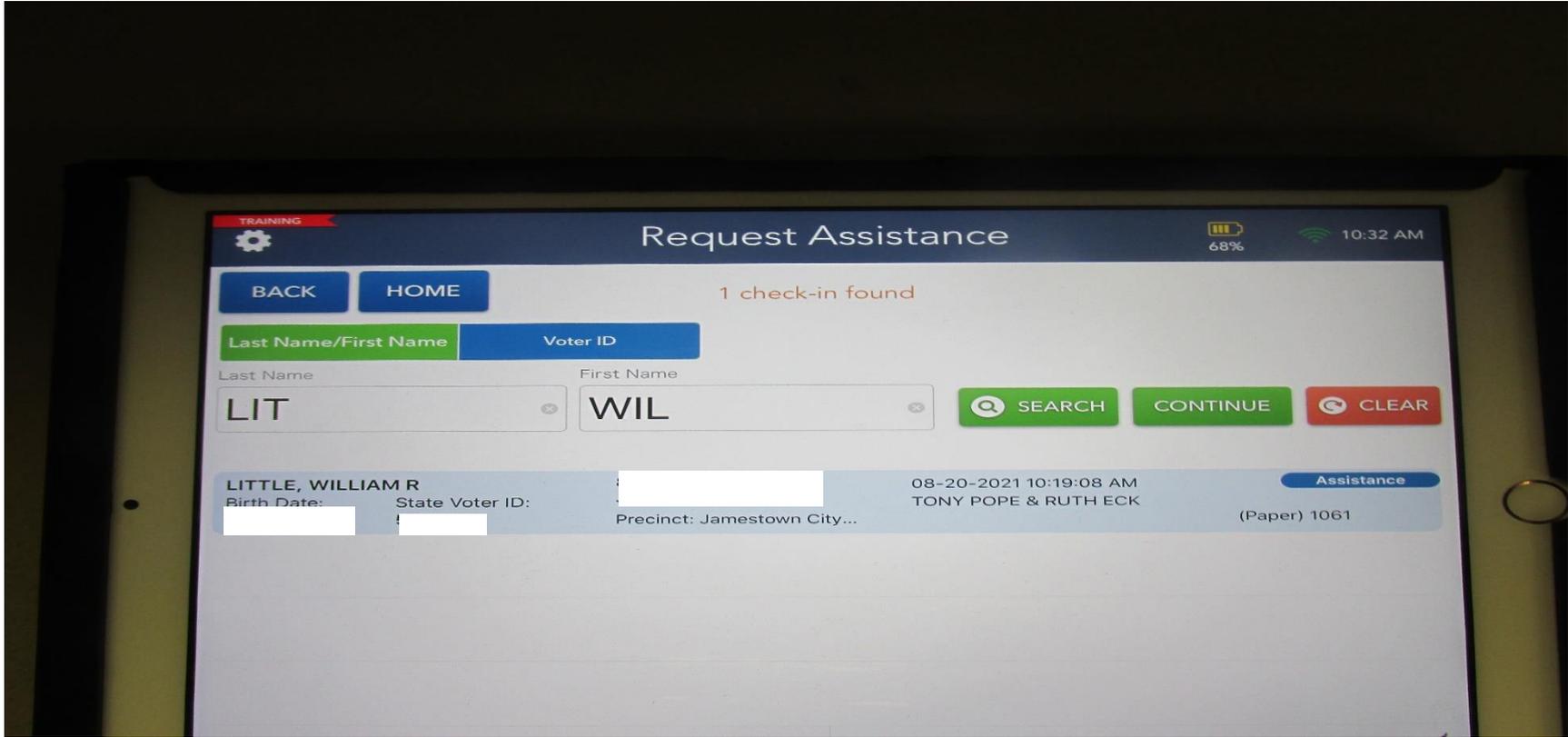
1. At the HOME PAGE select the drop down menu.
2. Enter the Voter's name.
3. Select the Voter

FOLLOW THE PROMPTING ON THE SCREEN.

PROCESSING ASSISTANCE REQUIRED **AFTER THE FACT**



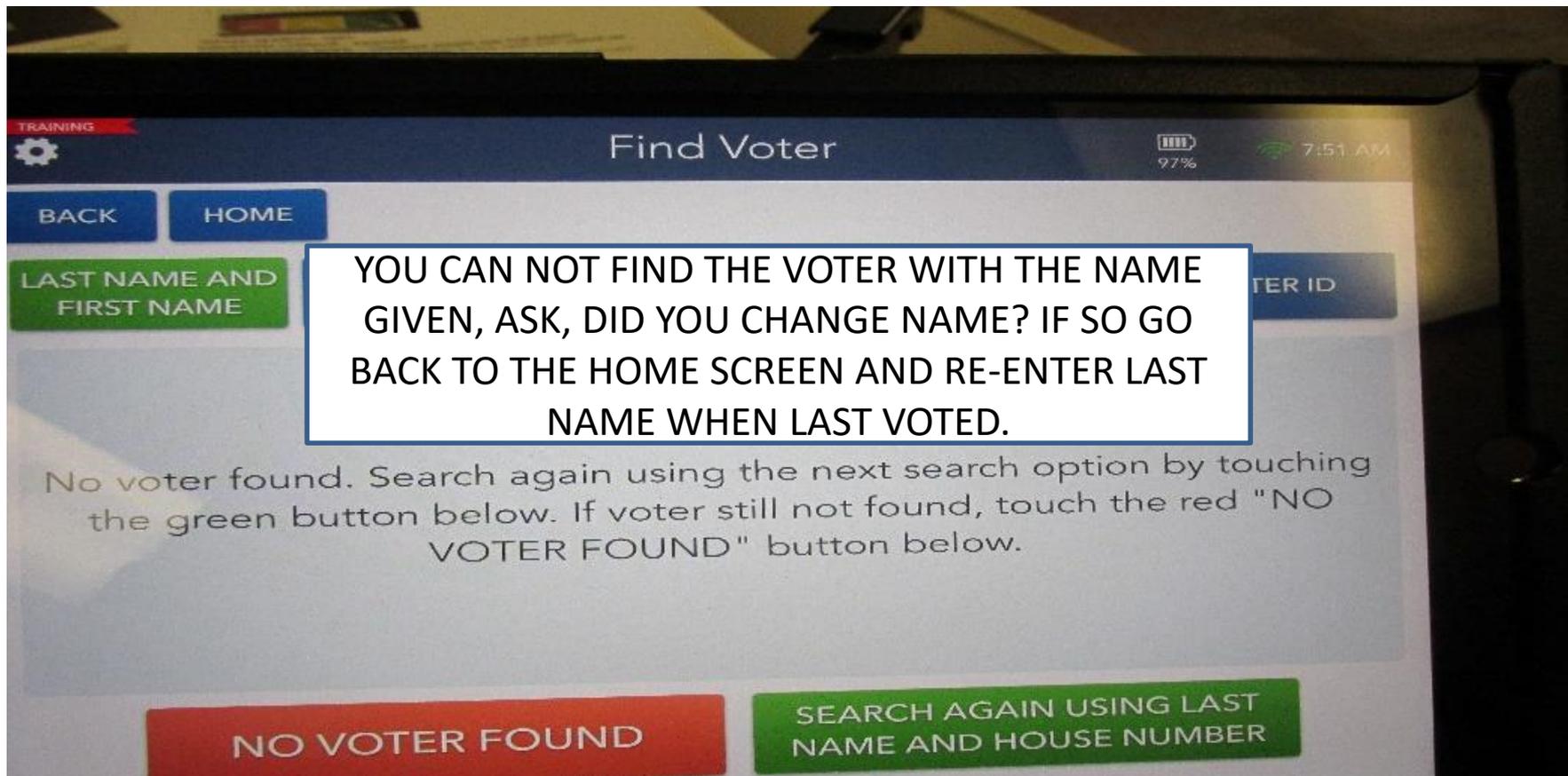
PROCESSING ASSISTANCE REQUIRED **AFTER THE FACT**



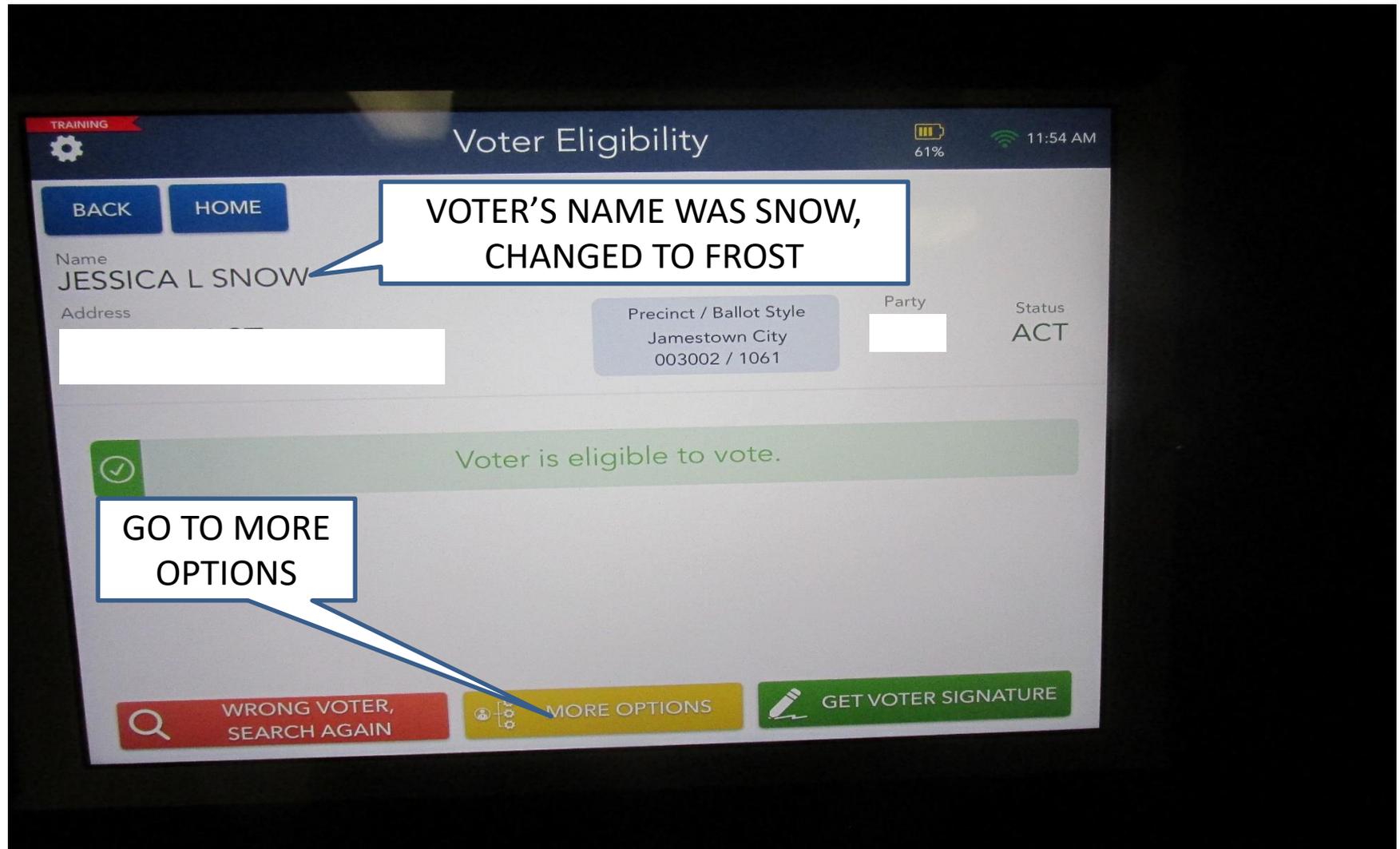
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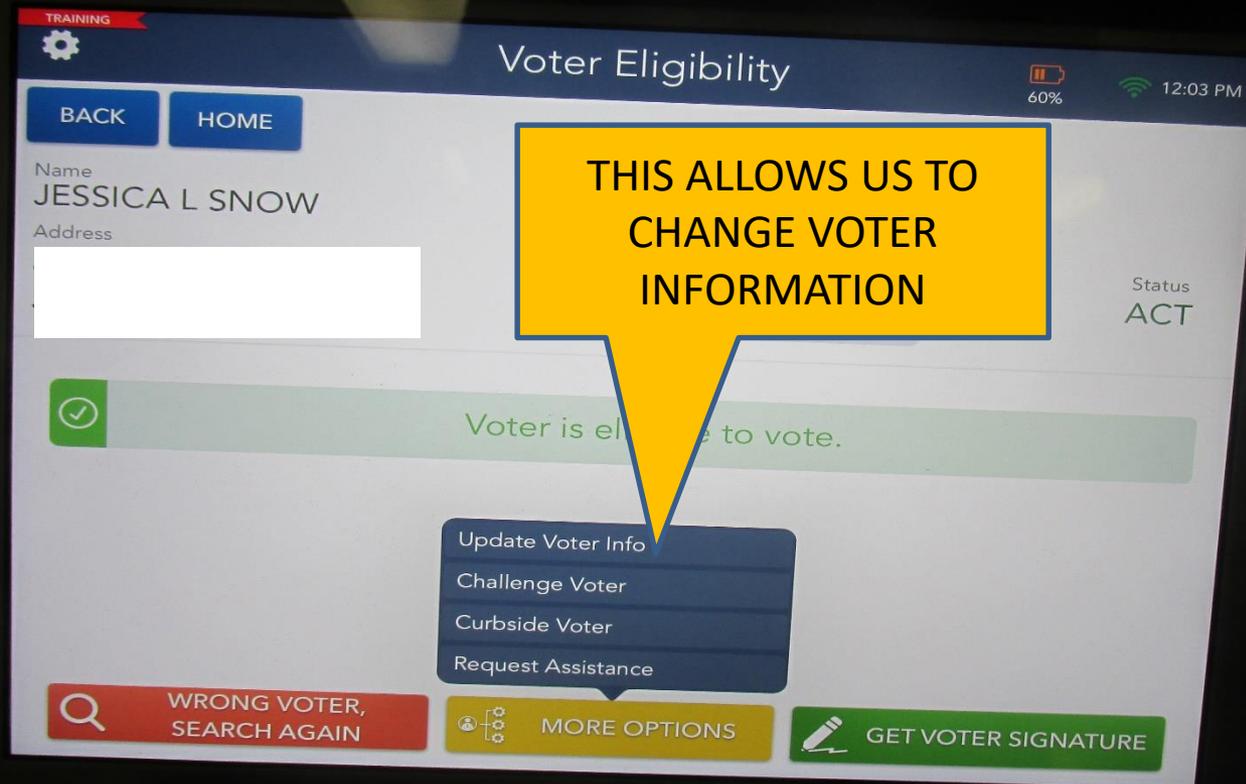
PROCESSING ELIGIBLE VOTER - UPDATING VOTER NAME CHANGE



PROCESSING ELIGIBLE VOTER - UPDATING VOTER NAME CHANGE

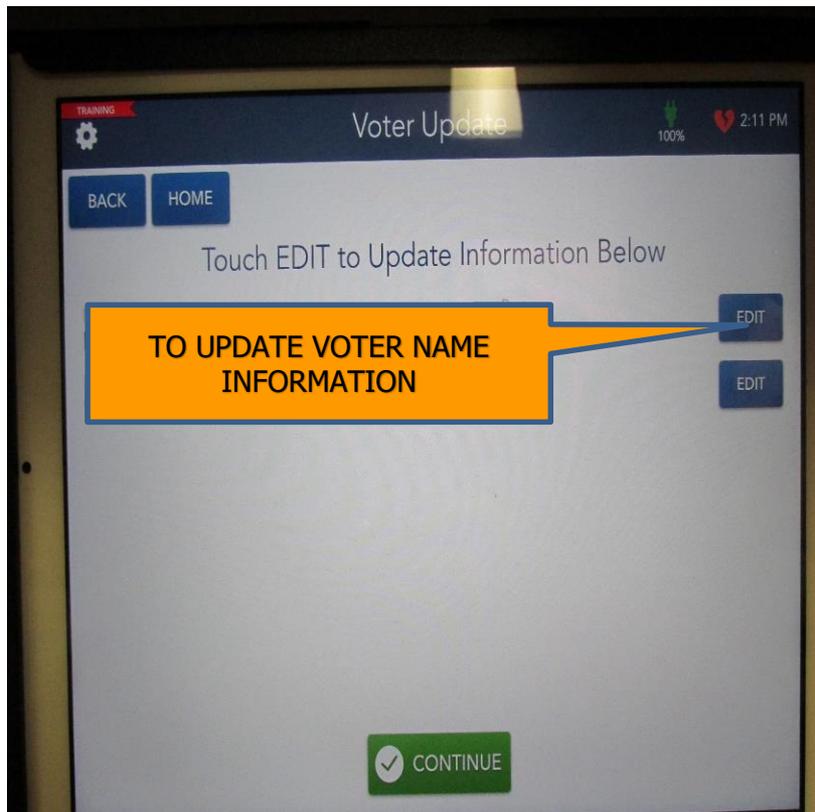


PROCESSING ELIGIBLE VOTER - UPDATING VOTER NAME CHANGE

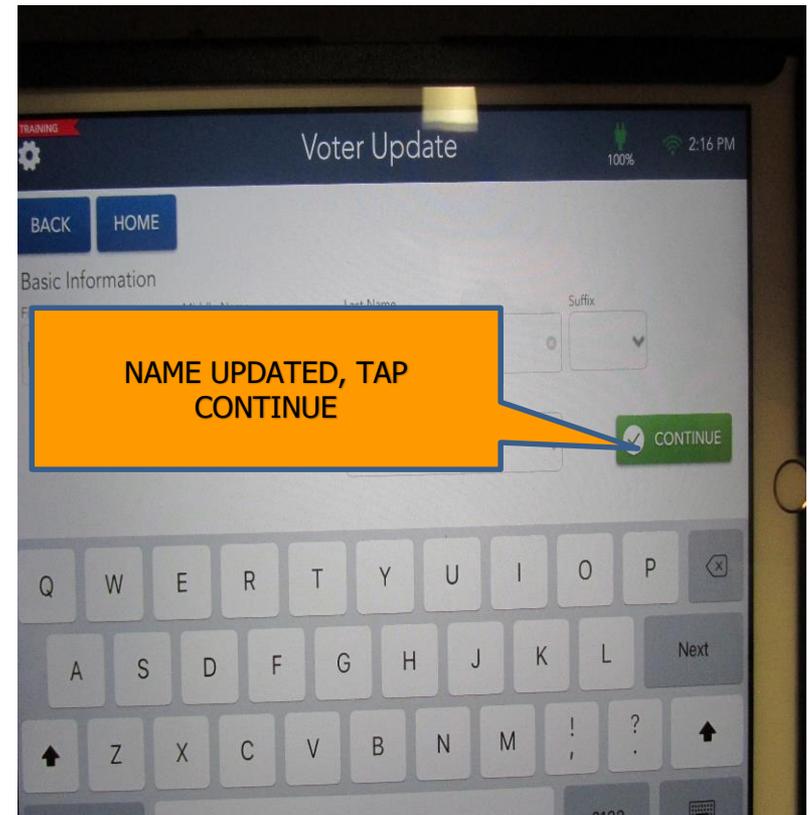


PROCESSING ELIGIBLE VOTER - UPDATING VOTER NAME CHANGE

- Update Voter Info

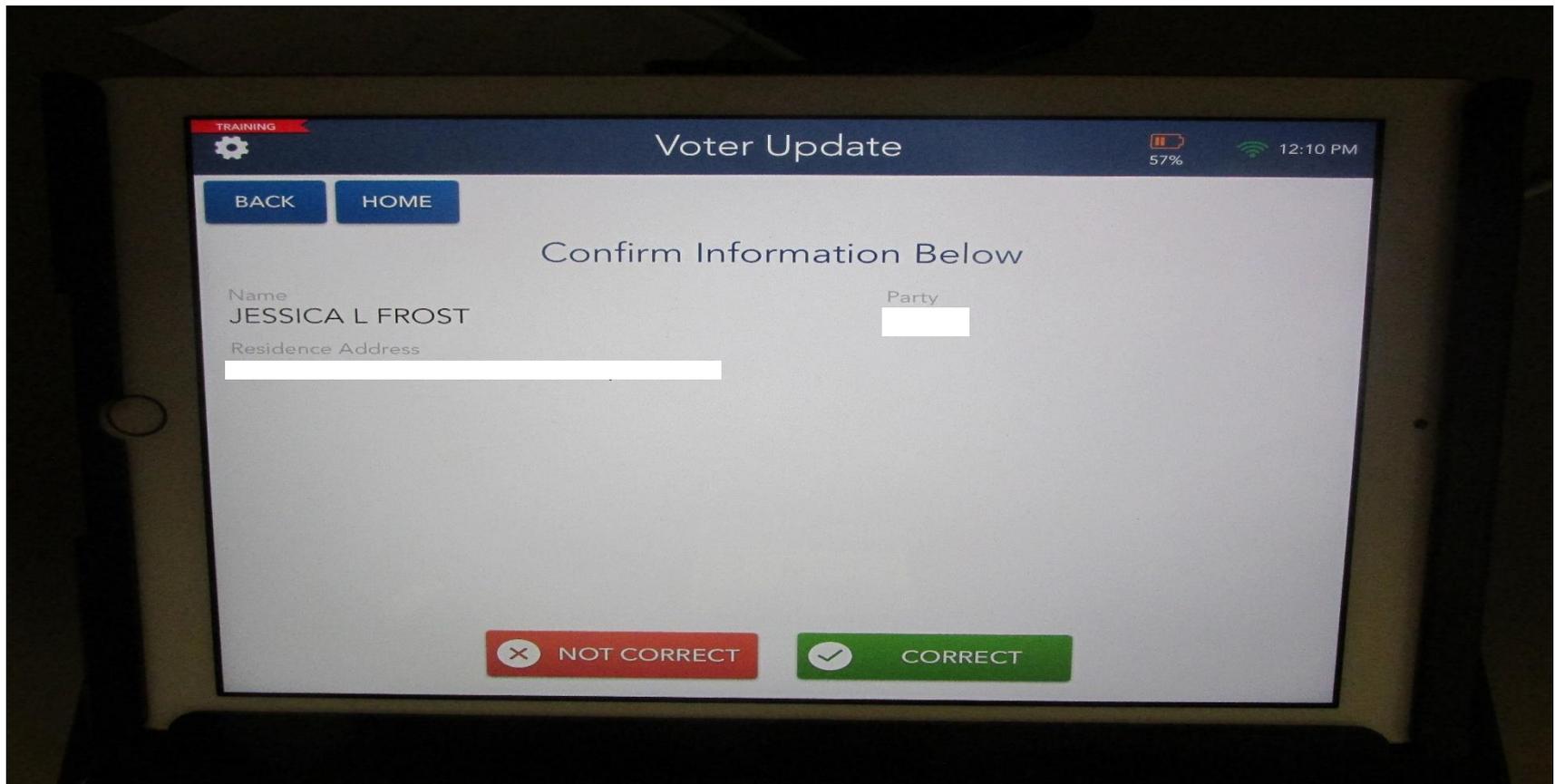


- Update Voter Info



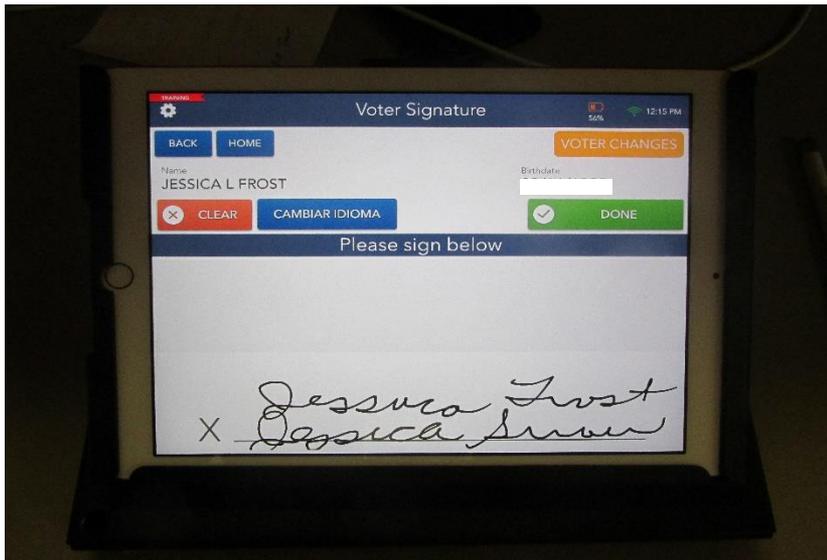
PROCESSING ELIGIBLE VOTER - UPDATING VOTER NAME CHANGE

Flip the screen and ask the voter to confirm the information and using the stylus tap CORRECT. If the information is correct

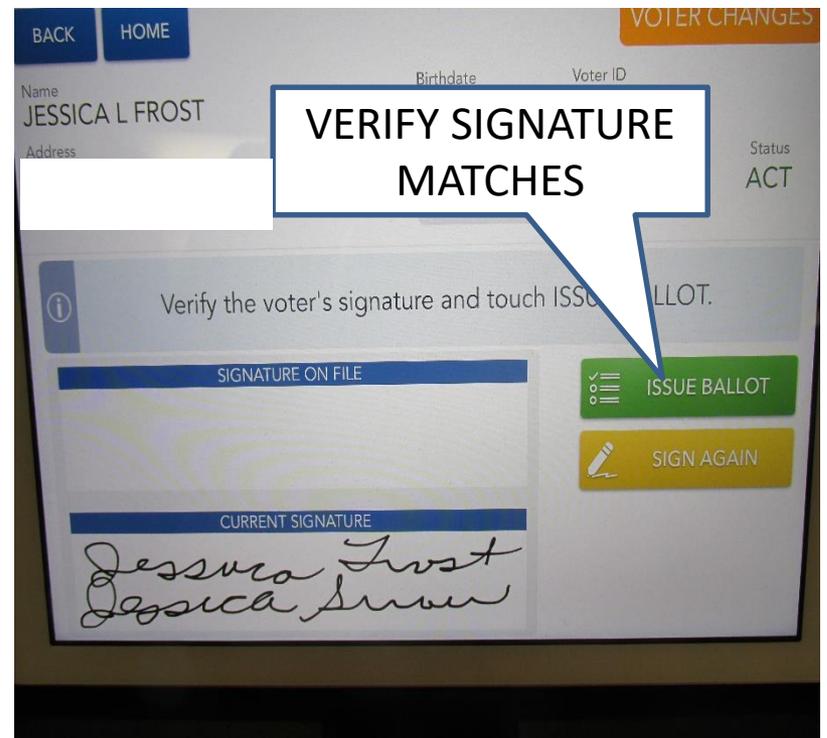


PROCESSING ELIGIBLE VOTER - UPDATING VOTER NAME CHANGE

1. Continue the process and request the voter signature.
2. Ask the Voter to sign their old name and then their new name on top of the old name and Tap **DONE** when completed.
3. Complete the **PAPER CHALLENGE REPORT**.
HAVE VOTER SIGN NEW NAME.



Verify the Voter's signature and Tap **ISSUE BALLOT**



PAPER CHALLENGE REPORT

SIGNATURE - NAME CHANGE ONLY

We need to record the voter's NEW signature on the "Paper Challenge Report".

This is the only time a voter has to sign the paper challenge report!

SECTION I
NAME OR ADDRESS CHANGE
NAME:
ADDRESS:
VOTER ID:
NEW NAME:
NEW ADDRESS:
VOTER SIGNATURE:

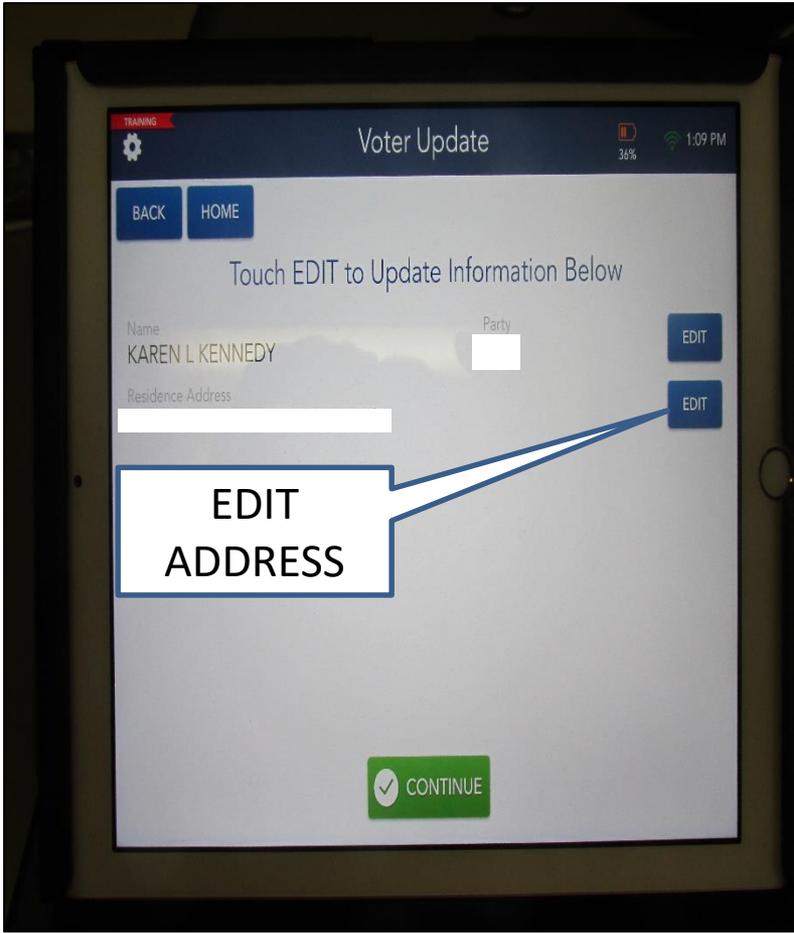
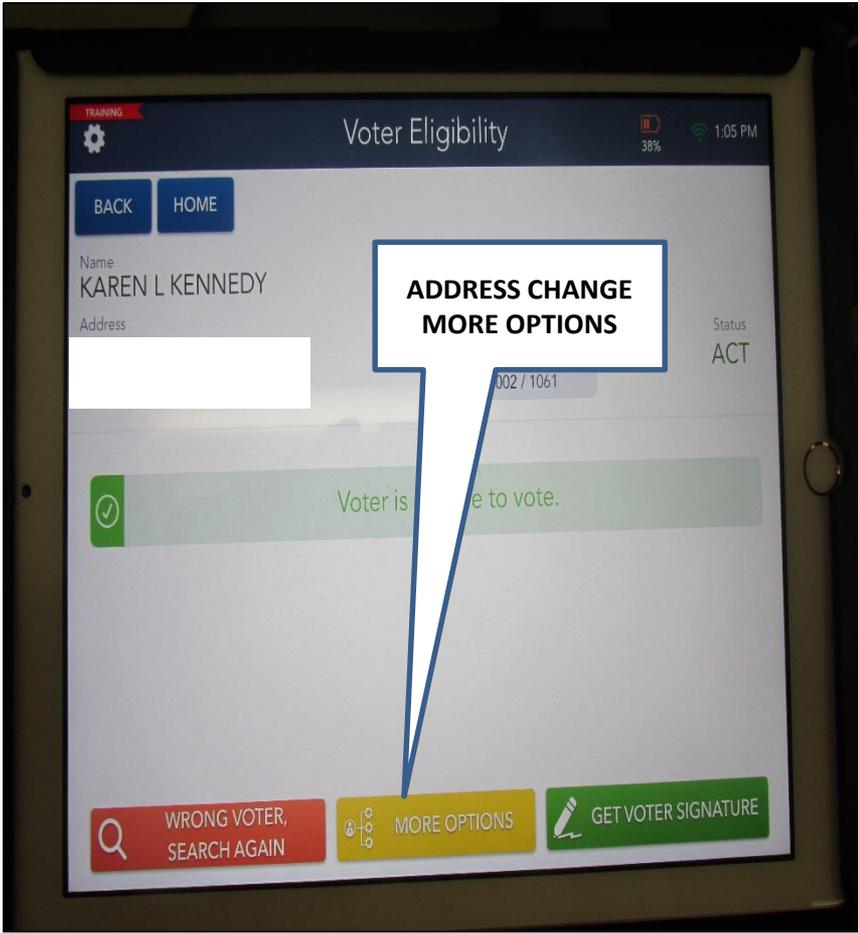


PROCESSING ELIGIBLE VOTER - UPDATING VOTER NAME CHANGE

1. ENTER THE VOTERS NAME – SCREEN WILL READ - **NO VOTER FOUND.**
2. HAVE YOU CHANGED YOUR NAME RECENTLY? YES, I USED TO BE (Insert voters name).
3. GO BACK TO HOME PAGE & ENTER OLD NAME.
4. CONFIRM ADDRESS
5. TAP YELLOW BOX -"MORE OPTIONS".
6. TAP "UPDATE VOTER INFO"
7. TO THE RIGHT OF THE VOTER'S NAME, TAP THE BLUE "EDIT BOX" AND ENTER THE NEW NAME.
8. ON THE VOTER UPDATE SCREEN CONFIRM THE INFORMATION AND CONTINUE AND FLIP THE SCREEN ASK THE VOTER TO CONFIRM.
- 9. CONTINUE ON THE VOTE ELIGIBILITY SCREEN AND GET VOTER SIGNATURE. OLD NAME FIRST, NEW NAME ABOVE, TAP DONE. ASK THE VOTER TO PLACE THE STYLUS IN THE USED BOX**
- 10. BEFORE ISSUING THE BALLOT COMPLETE THE "CHALLENGE REPORT" AND HAVE THE VOTER SIGN THE PAPER CHALLENGE REPORT. PLACE THE PEN IN THE USED PEN BOX.**
11. CONTINUE PROCESSING THE VOTER BY ISSUING THE BALLOT.
12. THANK THE VOTER FOR THEIR PATIENCE.

VOTER UPDATE

ADDRESS CHANGE *IN DISTRICT*



VOTER UPDATE ADDRESS CHANGE *IN DISTRICT*

The screenshot shows the 'Voter Update' app interface. At the top, there is a 'TRAINING' indicator, a gear icon, the title 'Voter Update', and status icons for battery (34%), Wi-Fi, and time (1:16 PM). Below the title are 'BACK' and 'HOME' buttons, and a 'CLEAR' button. The main area contains a search prompt: 'Type in the house number and first three letters of the street name and touch SEARCH.' There are two input fields: 'House Number' with '207' and 'Street Name' with 'CHERRY'. A green 'SEARCH' button is to the right. Below the search fields, it says '3 Addresses Found' and lists three results:

Address	City	Zip	County
CHERRY CREEK LEON RD	CHERRY CREEK	14723	Cherry Creek 000001 0
CHERRY HILL RD	ASHVILLE	14710	Harmery 000001 0
CHERRY ST	JAMESTOWN	14701	Jamestown City 003002 0

A green 'CONTINUE' button is at the bottom right.

The screenshot shows the 'Voter Eligibility' app interface. At the top, there is a 'TRAINING' indicator, a gear icon, the title 'Voter Eligibility', and status icons for battery (33%), Wi-Fi, and time (1:16 PM). Below the title are 'BACK' and 'HOME' buttons, and an orange 'VOTER CHANGES' button. The main area shows the voter's name 'KAREN L KENNEDY' and a partially visible address. A large white callout box with a blue border contains the text: 'VOTER NOW ELIGIBLE TO VOTE ON THE MACHINE'. Below this, there is a green checkmark icon and the text 'Voter is eligible to vote.' Below that is an information icon and a text box: 'The voter's address has changed because the claim to have the wrong address on file. Complete the paper challenge report and continue issuing the ballot.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

PROCESSING ELIGIBLE VOTER - UPDATING VOTER ADDRESS CHANGE

1. ENTER THE VOTERS NAME.
2. CONFIRM ADDRESS, IF ADDRESS HAS CHANGED CONTINUE TO STEP 3.
3. TAP YELLOW BOX -"MORE OPTIONS".
4. TAP "UPDATE VOTER INFO"
5. TO THE RIGHT OF THE VOTER'S ADDRESS, TAP THE BLUE "EDIT BOX" AND ENTER THE NEW ADDRESS.
6. ON THE VOTER UPDATE SCREEN CONFIRM THE INFORMATION AND CONTINUE AND FLIP THE SCREEN ASK THE VOTER TO CONFIRM.
7. CONTINUE ON THE VOTER ELIGIBILITY SCREEN AND GET VOTER SIGNATURE. TAP DONE. ASK THE VOTER TO PLACE THE STYLUS IN THE USED BOX
- 8. BEFORE ISSUING THE BALLOT COMPLETE THE "CHALLENGE REPORT",** PLACE THE PEN IN THE USED PEN BOX.
9. CONTINUE PROCESSING THE VOTER BY ISSUING THE BALLOT.
10. THANK THE VOTER FOR THEIR PATIENCE.

CHAUTAUQUA COUNTY BOARD OF ELECTIONS 2022 ELECTION INSPECTOR TRAINING GUIDE

READ THE SCREEN!
FOLLOWING THE PATH ON THE SCREEN
SIMPLE STEPS
TO
ELECTION DAY
SUCCESS!

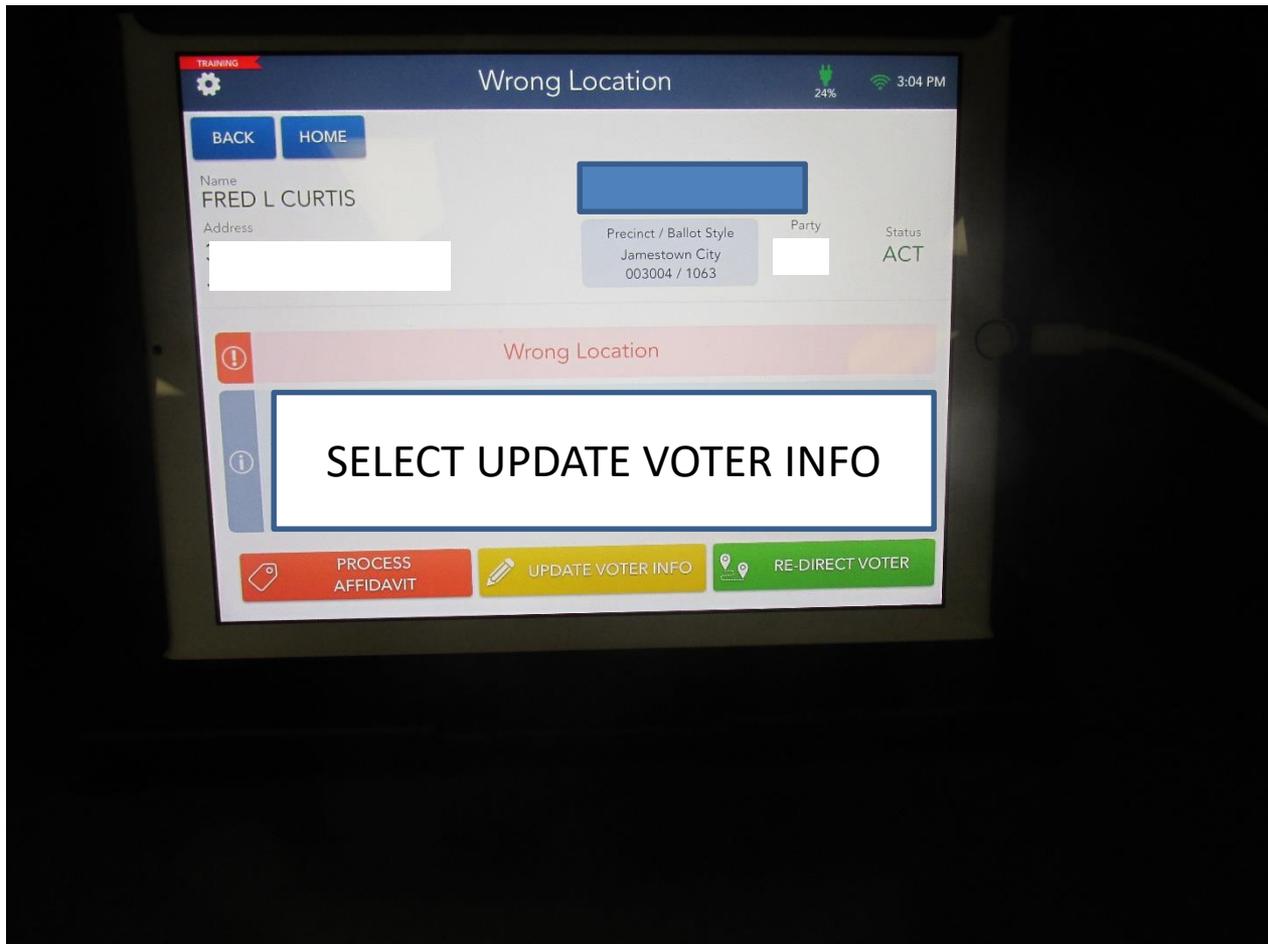
VOTER UPDATE ADDRESS CHANGE AFFIDAVIT

PROCESS THE VOTER USING AN AFFIDAVIT BALLOT.

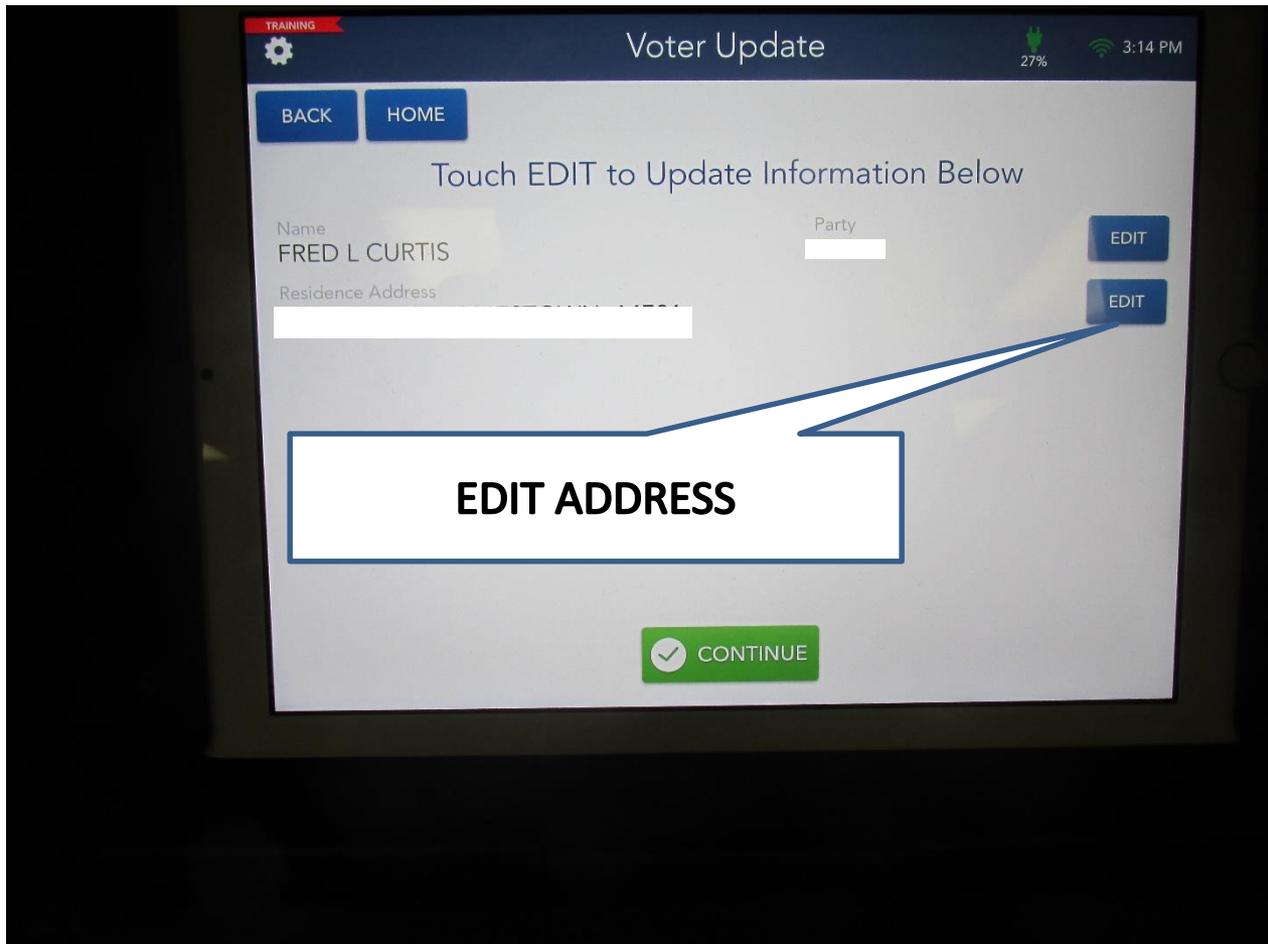
Fred L. Curtis, 310 E 2nd St. Jamestown 14701
New Address: 203 Pine St. Jamestown 14701

1. Tap THE GREEN BOX “ PROCESS AFFIDAVIT”
2. CHECK THE BALLOT ID NUMBER **(YOU MUST BE AWARE, THE AFFIDAVIT BALLOT NO LONGER BEGINS WITH THE NUMBER 2)** AND ISSUE THE AFFIDAVIT ENVELOPE TO THE VOTER AFTER WE HAVE COMPLETED THE BOTTOM OF THE ENVELOPE.
3. INSTRUCT THE VOTER TO RETURN THE COMPLETED ENVELOPE TO THE POLL SITE COORDINATOR OR THE AFFIDAVIT TABLE.
4. COMPLETE THE PAPER CHALLENGE REPORT. **NO SIGNATURE REQUIRED ON CHALLENGE REPORT!**

VOTER UPDATE ADDRESS CHANGE AFFIDAVIT

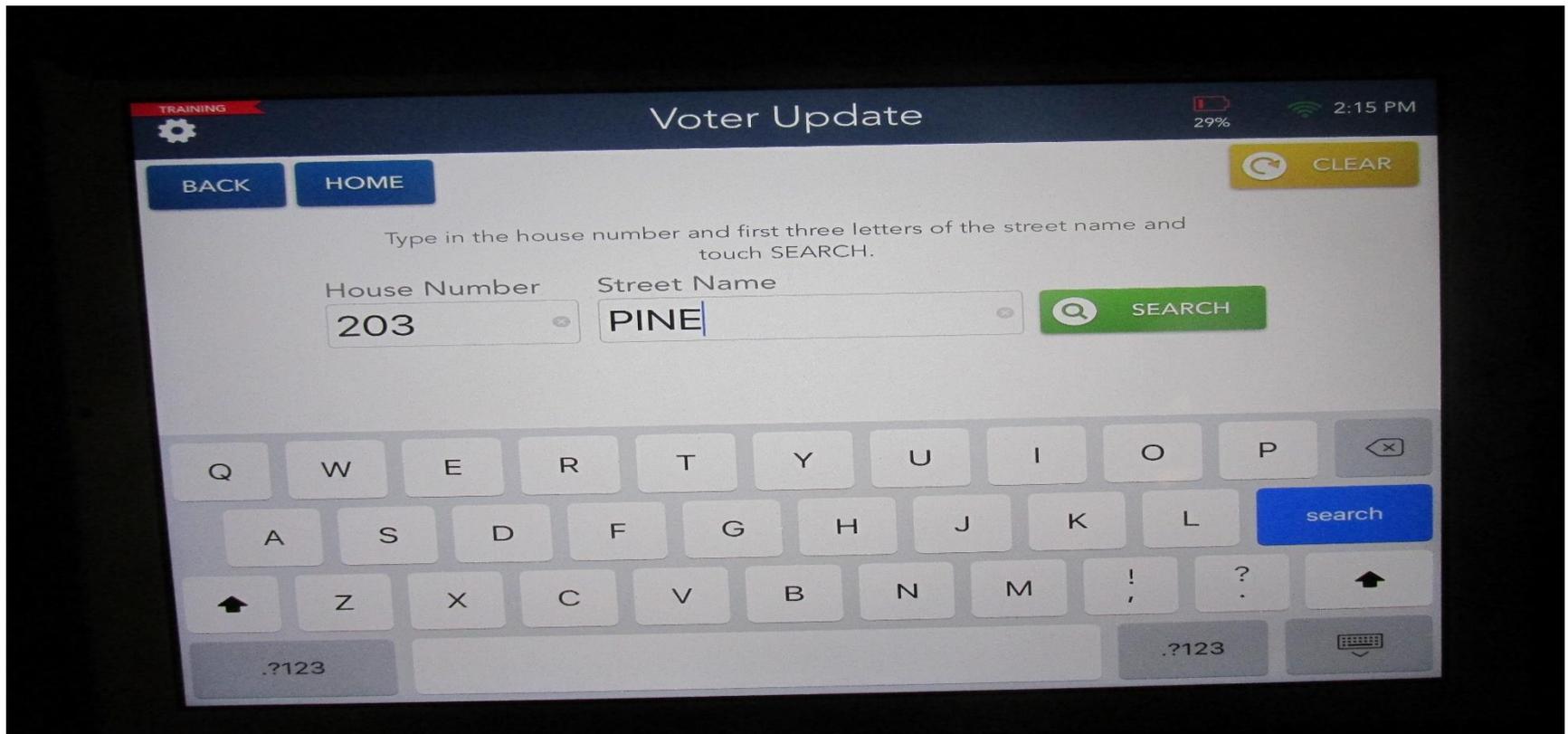


VOTER UPDATE ADDRESS CHANGE AFFIDAVIT



VOTER UPDATE ADDRESS CHANGE AFFIDAVIT

Enter the voter's new address and continue the process



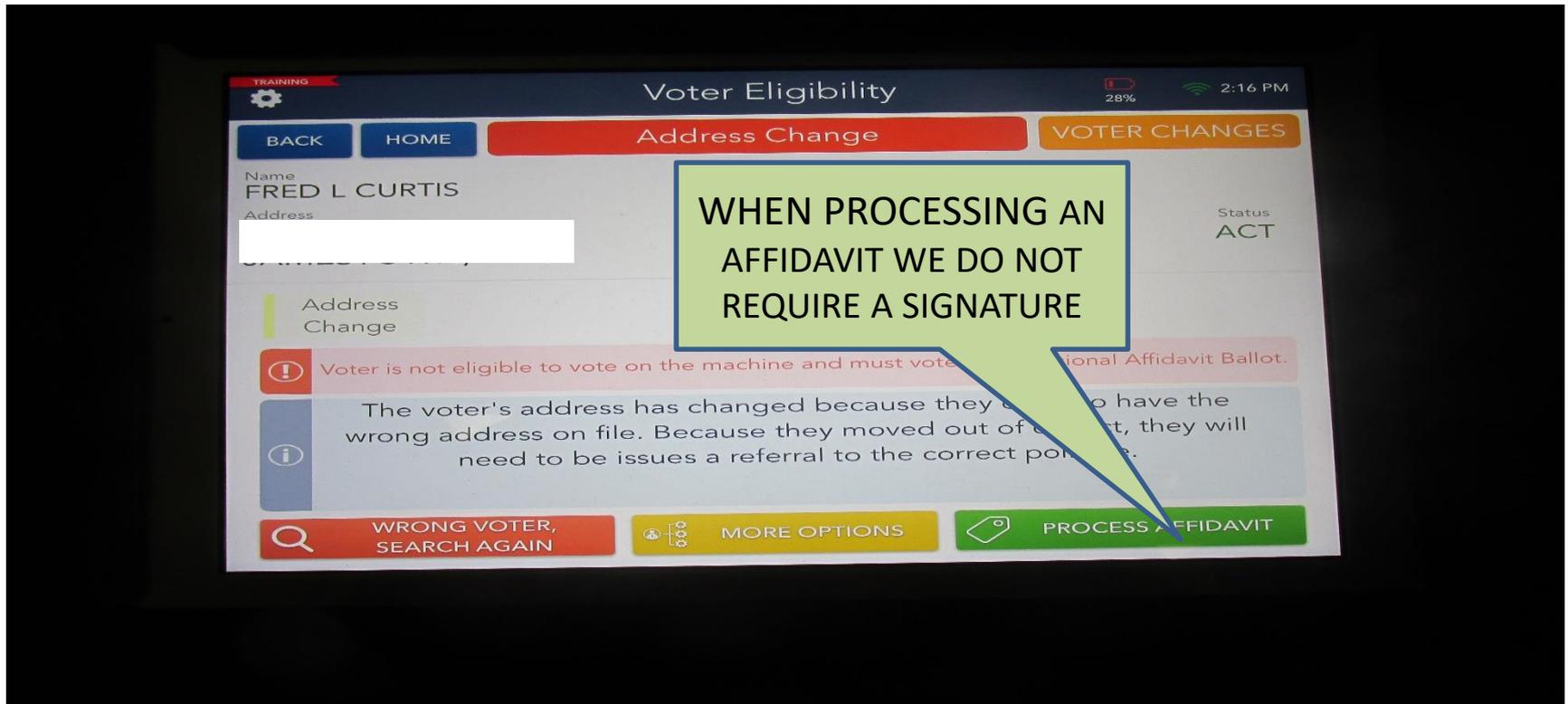
VOTER UPDATE ADDRESS CHANGE AFFIDAVIT

Have the voter verify the information is correct.

The screenshot shows a mobile application interface for 'Voter Update'. At the top, there is a 'TRAINING' label with a gear icon, the title 'Voter Update', a battery icon at 29%, and a Wi-Fi signal icon with the time '2:15 PM'. Below the title are two blue buttons: 'BACK' and 'HOME'. The main content area displays the text 'INFORMATION IS CORRECT' in a large, bold font. Below this text are four fields: 'Name' with the value 'FRED L CURTIS', 'Party' with a redacted white box, 'Residence Address' with a redacted white box, and 'Old Address' with a redacted white box. At the bottom center, there is a green button with a white checkmark icon and the text 'CONTINUE'.

VOTER UPDATE ADDRESS CHANGE AFFIDAVIT

After you have updated information you will continue to this screen instructing you to process the affidavit ballot.



VOTER UPDATE ADDRESS CHANGE AFFIDAVIT

USE THIS INFORMATION TO COMPLETE THE AFFIDAVIT ENVELOPE

The image shows a screenshot of a voter update system interface. The interface includes a navigation bar with buttons for 'BACK', 'HOME', 'Address Change', and 'VOTER CHANGES'. The user's name is 'FRED L CURTIS'. The address field is redacted with a white box. The 'Precinct / Ballot Style' is 'Jamestown City 003002 / 2061-AFF'. A callout box labeled 'CITY - JAMESTOWN' points to the city name. Another callout box labeled 'WARD 3' points to the ward number. A third callout box labeled 'ELECTION DISTRICT' points to the precinct/ballot style. A large callout box at the bottom states 'BALLOT Id. NUMBER NO LONGER BEGINS WITH THE NUMBER 2'. A red warning message at the bottom reads 'Voter is not eligible to vote and must vote via Provisional Affidavit Ballot.' The bottom navigation bar contains buttons for 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS', and 'PROCESS AFFIDAVIT'.

More information
 Telephone (optional) _____ Gender (optional) _____
 Email (optional) _____

The address where you receive mail
 skip if same as above
 Address or P.O. Box _____ Zip code _____
 P.O. Box _____
 City/Town/Village _____

Voting history
 Have you voted before? Yes No What year? _____

Voting information that has changed
 Skip if this has not changed or you have not voted before
 Your name was _____
 Your address was _____
 Your previous state or New York State County was _____

Identification
 You must make 1 selection
 New York State DMV number _____
 Last four digits of your Social Security number x x x - x x -
 I do not have a New York State driver's license or a Social Security number.

Political party
 You must make 1 selection
 Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.
 I wish to enroll in a political party
 Democratic party Working Families party Independence party
 Republican party Green party S&M party
 Conservative party Libertarian party Other _____
 I do not want to enroll in any political party and wish to be an independent voter
 No party

D All voters must date and sign the oath below

! It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box to the right.
- The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Sign _____
 Date _____

For Board Use Only - To be completed by an Election Inspector

Town/City _____ Ward _____ District _____ Ballot ID _____
 Poll Site Coordinator Initials _____
 Inspector Initials _____

WRITE THE CITY OR TOWNSHIP

WRITE THE WARD NUMBER

WRITE THE ELECTION DISTRICT

WRITE THE BALLOT Id. NUMBER

1 INSPECTOR INITIAL THE ENVELOPE

VOTER UPDATE / VOTER REQUESTED ABSENTEE NOT IN THE SYSTEM AFFIDAVIT

KELLY, JAMES P

DOB 4/4/1952

10 E. Hamilton St. Jamestown 14701

1. VOTER COULD NOT BE FOUND. DID YOU CHANGE YOUR NAME, DID YOU MOVE, ARE YOU REGISTERED? ANSWERS NO TO ALL!
2. TAP RED BOX "NO VOTER FOUND"
- 3. ENTER ALL THE INFORMATION ON THE SCREEN. THIS IS THE ONLY TIME YOU WILL ENTER FULL NAMES AND ADDRESSES!**
4. KEEP FOLLOWING THE PROMPTS ON THE SCREEN.
5. ASK THE VOTER TO CONFIRM.
6. PROCESS AND ISSUE AN AFFIDAVIT BALLOT.
7. COMPLETE THE PAPER CHALLENGE REPORT.

PROVISIONAL AFFIDAVIT BALLOT

After you have determined that the voter's name is NOT in the poll book and the voter IS in the correct poll site. The voter is issued a Provisional Affidavit Envelope that must be completed by the voter.

1. Issue the Notice to Voter Statement that outlines the voter's legal options. The Election Inspector will answer any questions the voter may have.
2. Based on the information in the Electronic Poll book record in the rectangle at the bottom of the envelope the: Town/City and the Ward/Election District that the voter currently resides and Ballot Id. number. Give the voter the Provisional Affidavit Envelope and have the voter complete the ENTIRE front side of the envelope. You may assist the individual if necessary.
3. When the voter returns the Provisional Affidavit Envelope, check to make sure it is properly filled out.
 - a. If it is a Primary, verify the voter's affiliated party and issue the correct matching ballot style.
4. Using the information provided by the voter the Inspector will issue the correct ballot.
5. The Election Inspector:
 - a. Issues the appropriate Provisional Affidavit Ballot in a privacy sleeve.
 - b. Next instruct the voter to proceed to the privacy area to fill out their Provisional Affidavit Ballot. Ask the voter to insert the COMPLETED Provisional Affidavit Ballot into the Provisional Affidavit Envelope, seal and return the completed Provisional Affidavit Envelope to the table from where it was issued.

When the envelope is returned check the following:

- a. That the envelope is COMPLETELY FILLED OUT
- b. That the envelope is SEALED
- c. That the envelope is SIGNED
- d. Bi-Partisan initials in the rectangular box on the front of the envelope verifying the envelope was properly completed.
- e. Complete the Challenge Report.
- f. Place completed envelope into the BLUE AFFIDAVIT BALLOT BAG.
- g. Notation in the Inspector Notebook is NOT NECESSARY.

WHAT HAPPENED TO MY BALLOT?

The number one question asked when a voter completes a Provisional Affidavit Ballot?

NOW WHAT?

“The affidavit ballot is reviewed by members of both political parties at the Board of Elections to update the voting records and determine if the ballot can be counted. We research all aspects of the voter’s history and do everything possible to allow the voter an opportunity to have their ballot added to the election day totals”. BA/LT

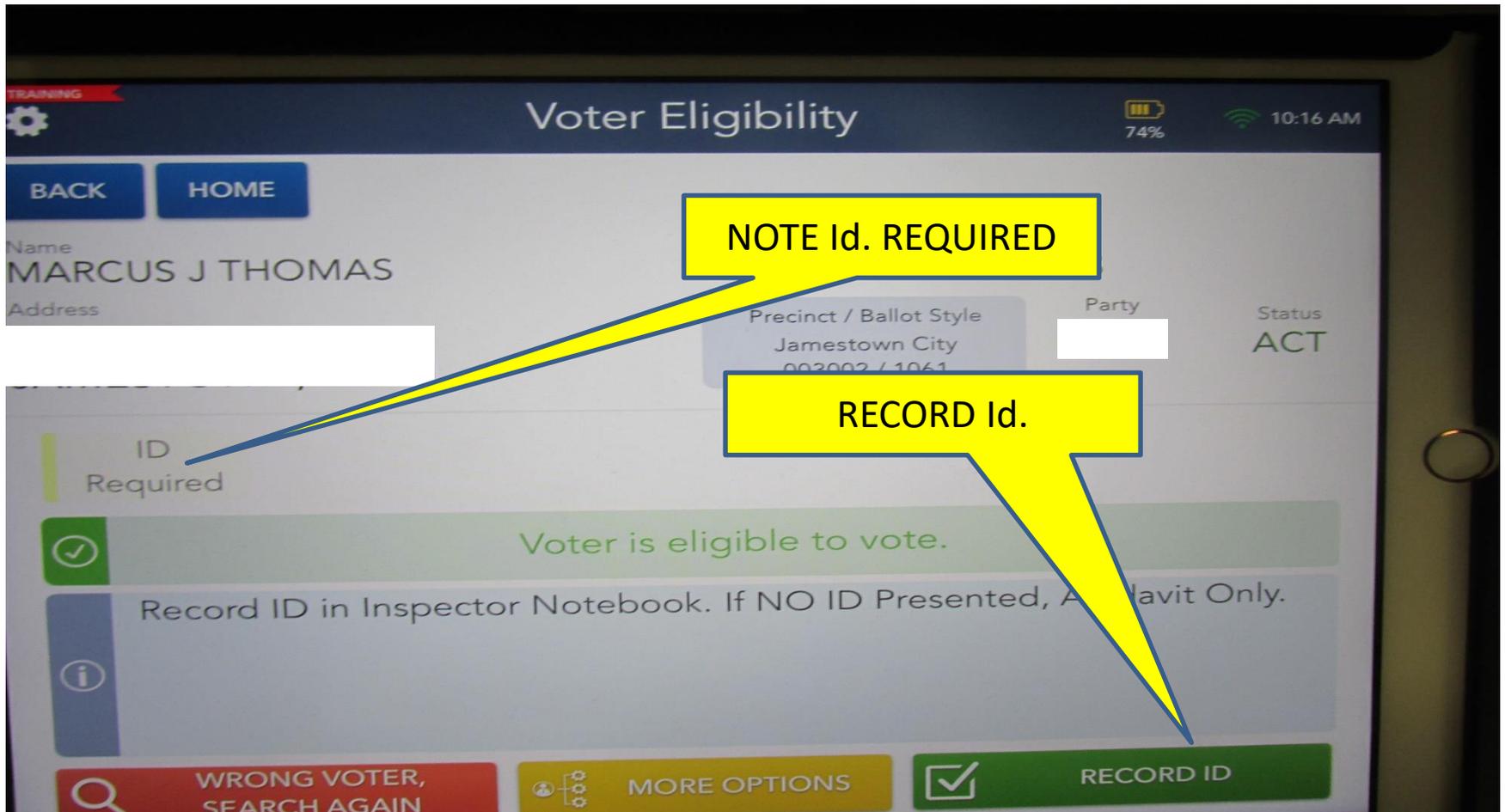
PROCESSING THE VOTER “ID REQUIRED”

1. VOTER ELIGIBILITY SCREEN: **ID REQUIRED**.
2. TAP GREEN “RECORD ID” BOX.
3. SELECT THE TYPE OF ID PROVIDED. AND RECORD INFORMATION IN THE INSPECTOR NOTEBOOK.
4. IF NO ID PROVIDED – TAP “NOT PROVIDED” AND SYSTEM AUTOMATICALLY PROCEEDS TO PROCESS AFFIDAVIT BALLOT.

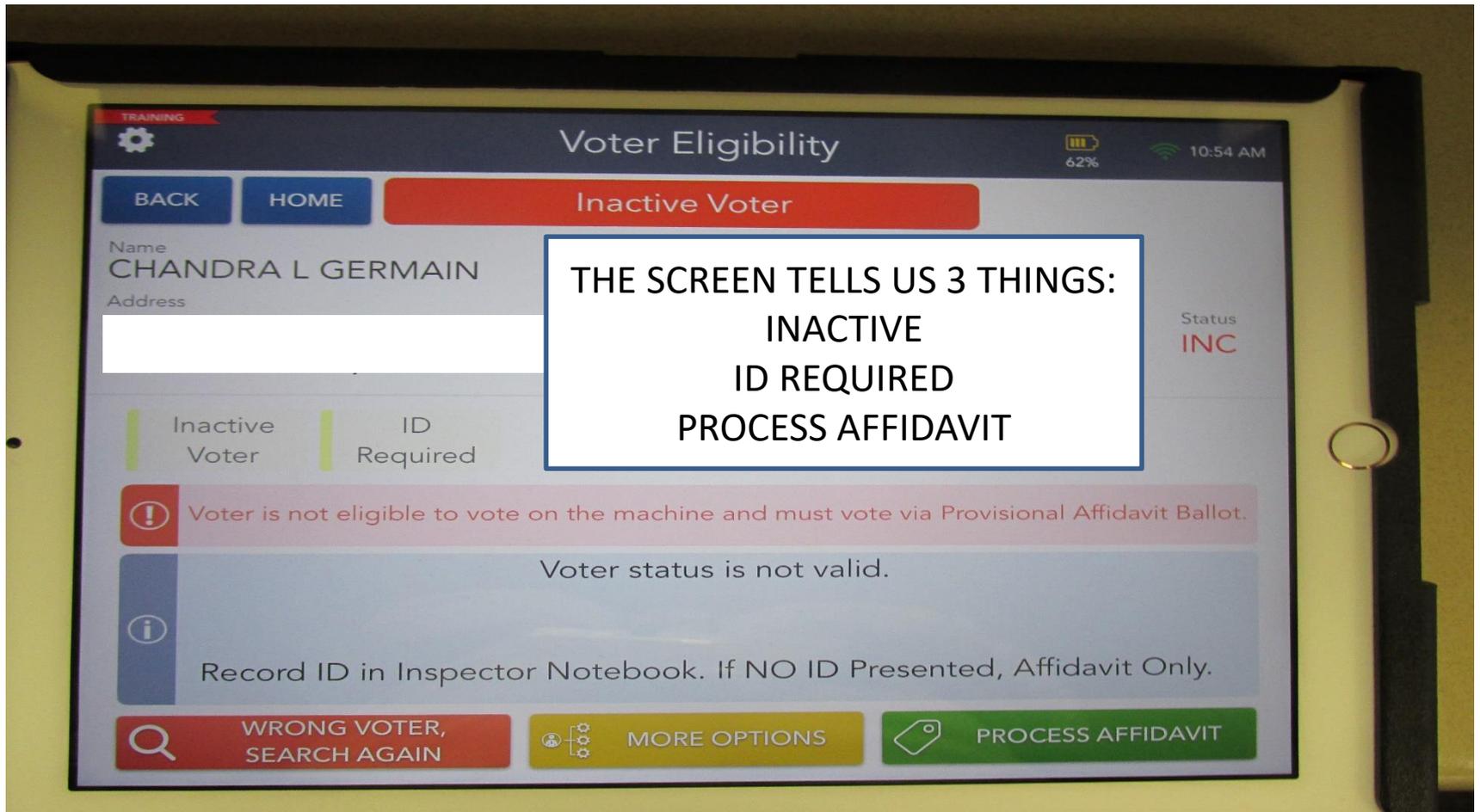
PROCESS THE FOLLOWING VOTERS:

1. Marcus J. Thomas, 33 W 8th St. Jamestown 14701
2. James E. Sirk II, 726 W 5TH ST., APT 3, JAMESTOWN NY 14071

ID REQUIRED

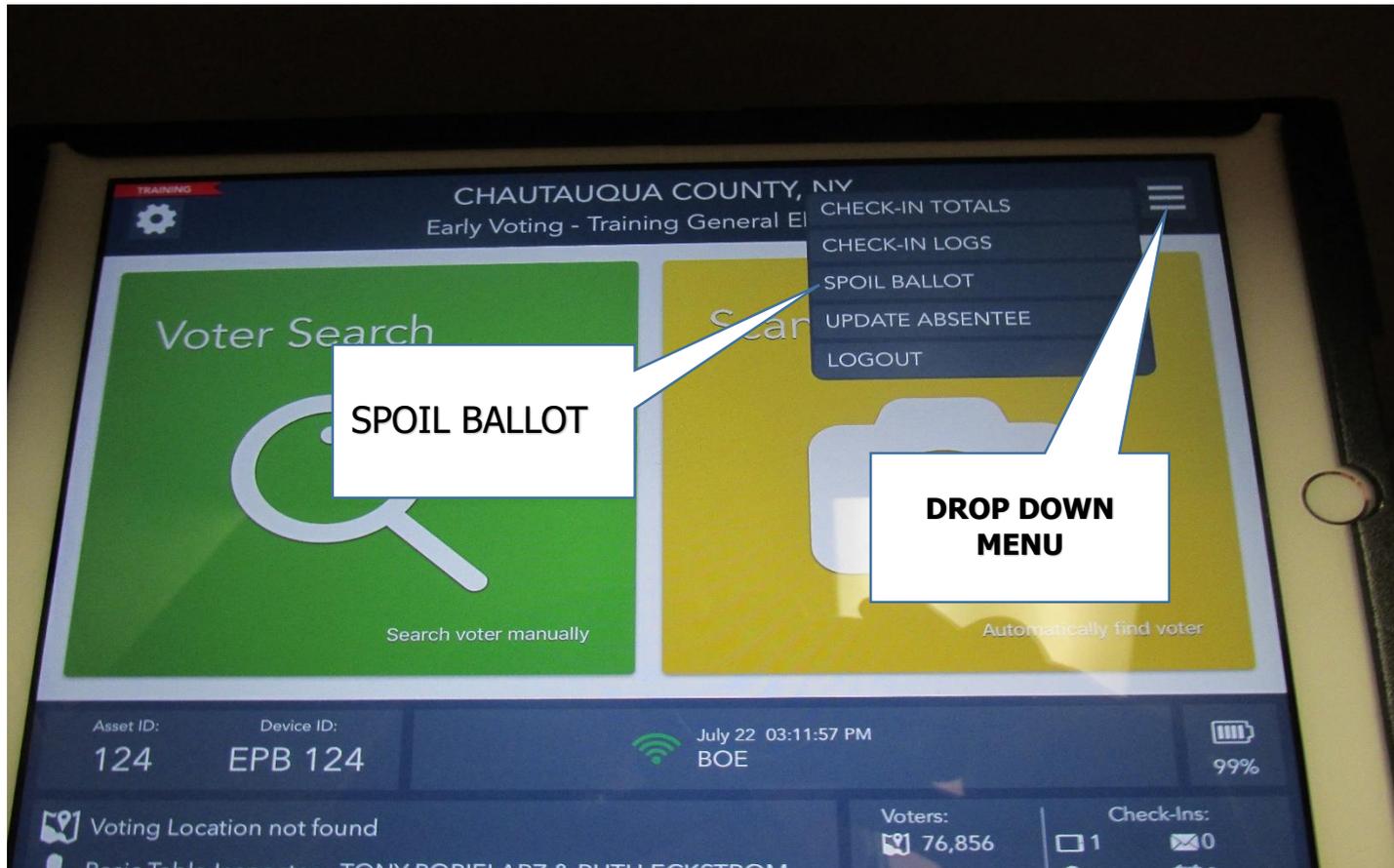


INACTIVE VOTER



SPOILING A BALLOT

1. Tap Drop Down Menu on the Home Page and select " SPOIL BALLOT"



SPOILING A BALLOT

2. ENTER THE VOTER'S NAME AND TAP SEARCH.
3. TAP THE CORRECT VOTER'S NAME ON THE SCREEN AND SELECT "SPOIL".
4. SELECT THE REASON FOR SPOILING THE BALLOT AND ARE YOU REPLACING THE BALLOT? TAP CONTINUE.
5. YOU WILL BE ASKED IF YOU ARE SURE YOU WANT TO SPOIL THE BALLOT? YES
6. FLIP THE SCREEN AND ASK THE VOTER FOR THEIR SIGNATURE AND HAVE THEM TAP "DONE" AND THEN PLACE THE STYLUS IN THE USED BOX.
7. FLIP THE SCREEN BACK TO YOU AND TAP "ISSUE BALLOT", INITIAL AND DONE.
8. COMPLETE THE CHECK IN PROCESS.

SPOIL THE FOLLOWING:

BE SURE VOTER RETURNS VOIDED BALLOT BEFORE ISSUING A NEW ONE.

SCAN VOTER ID CARD

A VOTER OFFERS YOU THEIR YELLOW VOTER ID CARD:

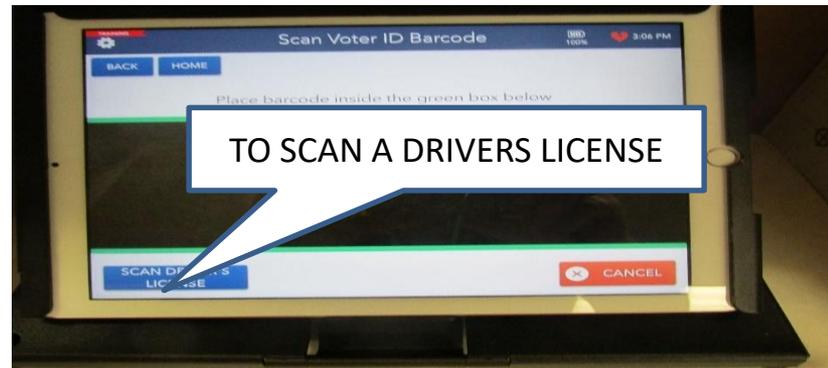
1. ON THE HOME SCREEN SELECT SCAN VOTER ID CARD.
2. PLACE THE BAR CODE INSIDE THE GREEN BOX.
3. PROCESS THE VOTER.

WE DO NOT ASK FOR A DRIVERS LICENSE TO SIGN IN A VOTER!!!

IF A VOTER OFFERS YOU THEIR DRIVER'S LICENSE:

1. ON THE HOME SCREEN SELECT SCAN VOTER ID CARD.
2. ON THE BOTTOM LEFT CORNER OF THE SCREEN SELECT "SCAN DRIVER'S LICENSE."
3. PLACE THE BAR CODE INSIDE THE GREEN BOX.
4. PROCESS THE VOTER.

IN EITHER SCENARIO YOU RECEIVE THE MESSAGE VOTER NOT FOUND, ENTER THE NAME MANUALLY. DO NOT AUTOMATICALLY GO TO PROVISIONAL AFFIDAVIT BALLOT!



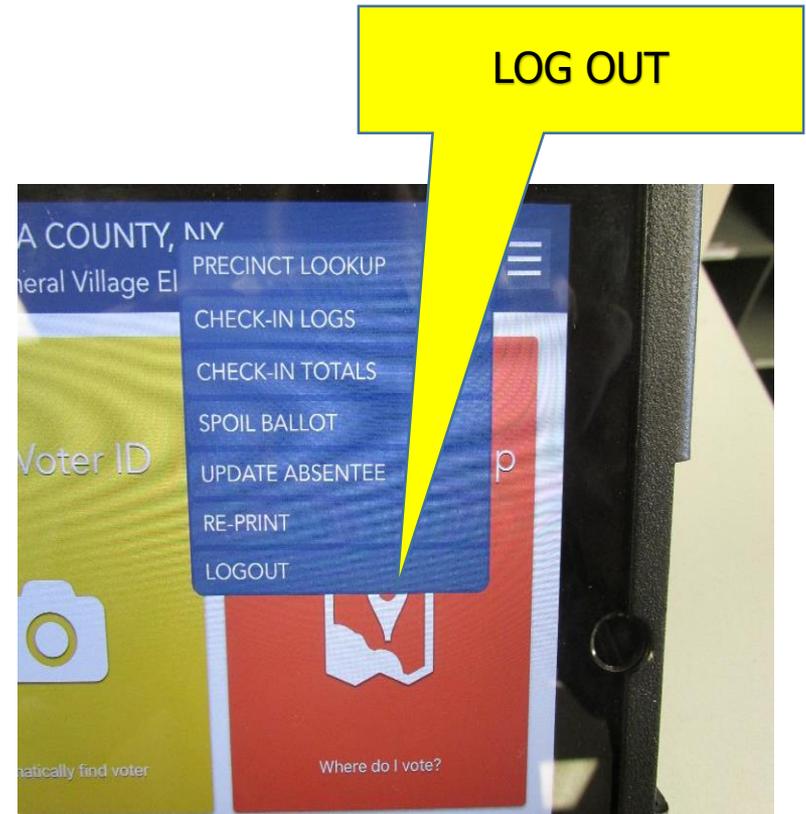
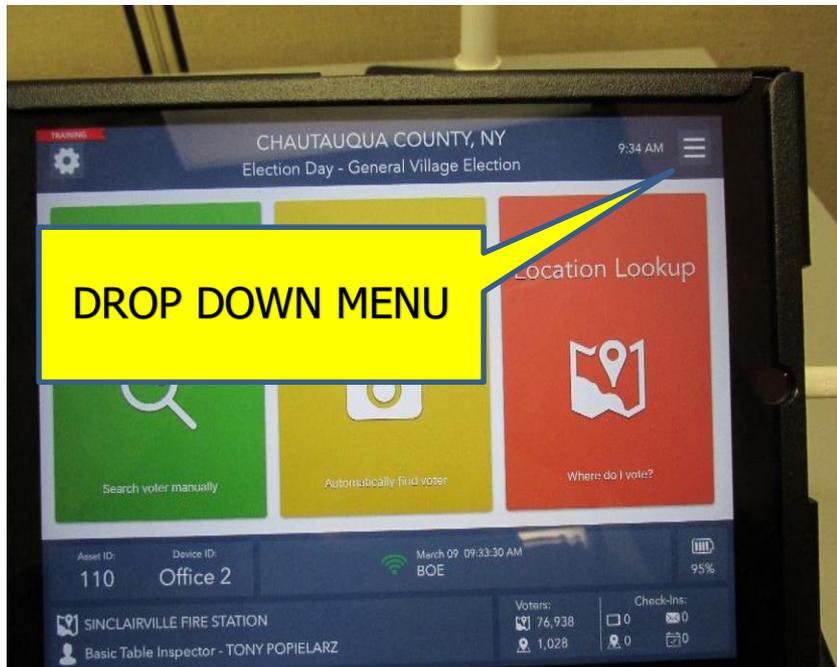


READ THE SCREEN!
FOLLOWING THE PATH ON THE SCREEN
SIMPLE STEPS
TO
ELECTION DAY
SUCCESS

CLOSING ELECTRONIC POLL BOOK

1. TAP the "DROP DOWN MENU" – UPPER RIGHT HAND CORNER OF THE SCREEN

2. SELECT LOG OUT

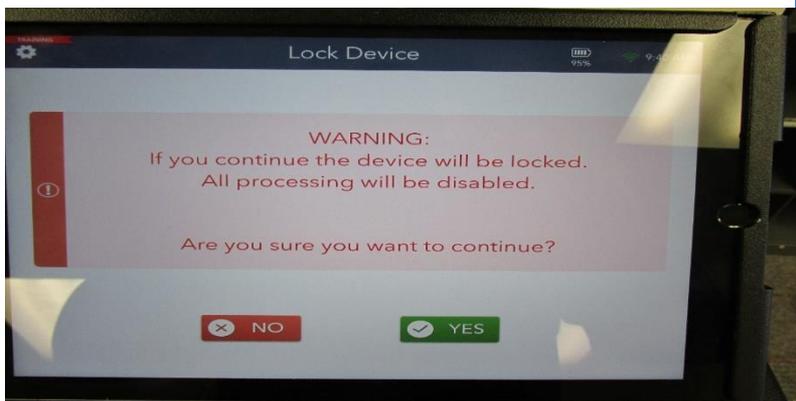


CLOSING ELECTRONIC POLL BOOK

3. SELECT YELLOW CLOSE THE ELECTION



4. WARNING SCREEN WILL APPEAR, SELECT YES.

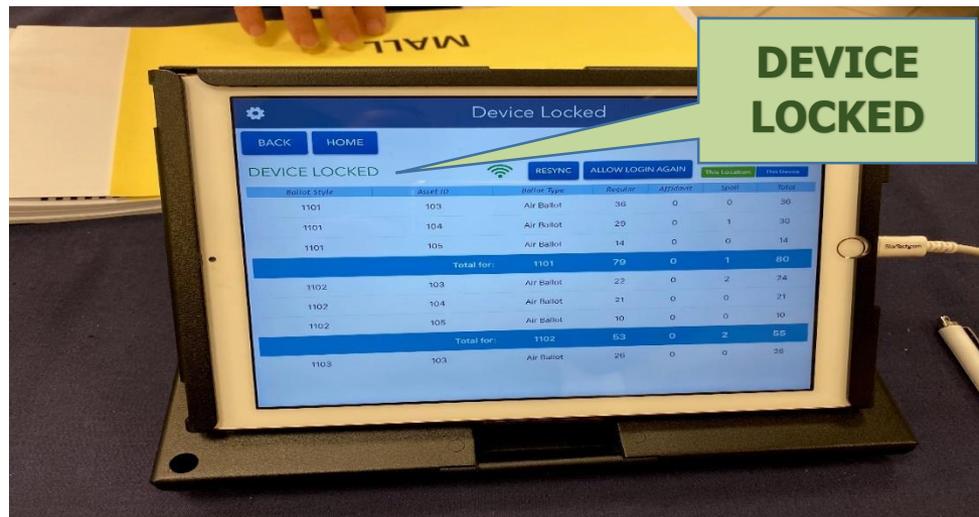


5. ENTER PASSWORDS THEN TAP LOCK DEVICE



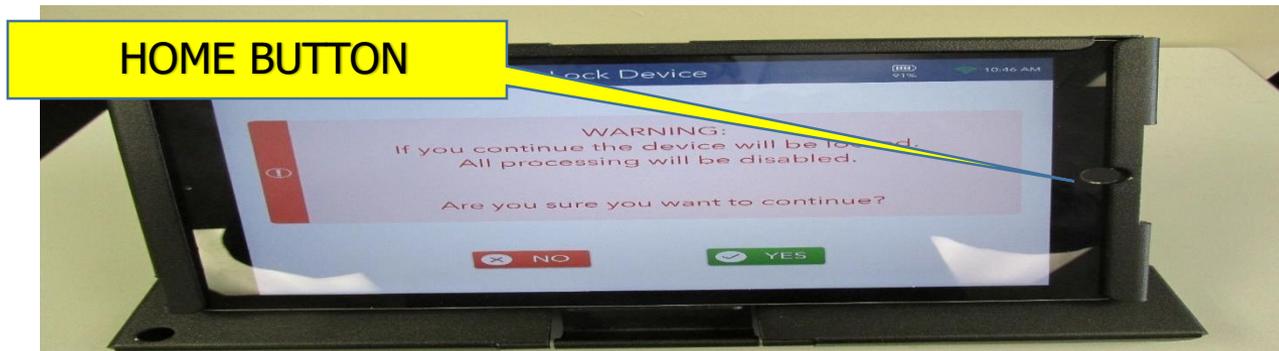
6. YOU MUST NOW WAIT UNTIL **TRANSACTIONS PENDING** IN THE UPPER LEFT HAND CORNER IN **RED** TURNS TO **GREEN DEVICE LOCKED**. **THERE ARE EXCEPTIONS TO THIS RULE AND YOUR POLL SITE COORDINATOR WILL HAVE KNOWLEDGE OF THIS.**

CLOSING ELECTRONIC POLL BOOK

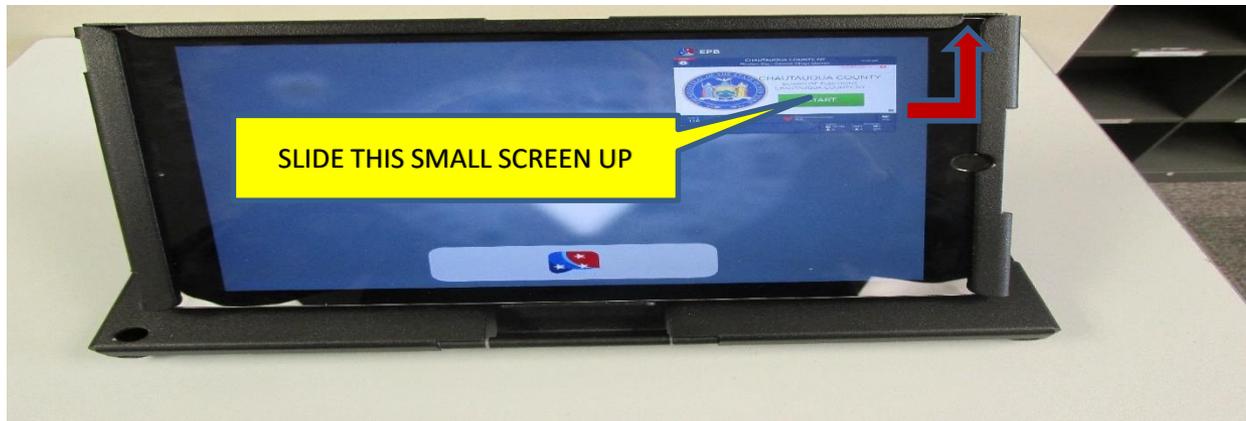


CLOSING ELECTRONIC POLL BOOK

7. TAP THE HOME BUTTON RAPIDLY TWICE



8. A SCREEN WITH A SMALL "POP UP" SCREEN WILL APPEAR, SWIPE THE SMALL SCREEN IN THE UPPER RIGHT HAND CORNER UP OFF THE SCREEN.



CLOSING ELECTRONIC POLL BOOK

9. HOLD POWER BUTTON ON THE TOP LEFT OF THE SCREEN UNTIL THE SCREEN IN STEP 10 APPEARS.



10. TO COMPLETE THE POWER DOWN, SLIDE THE ICON TO THE RIGHT OFF THE SCREEN TO POWER OFF, UNPLUG THE ELECTRONIC POLL BOOK, FOLD AND RETURN TO CARRYING CASE.

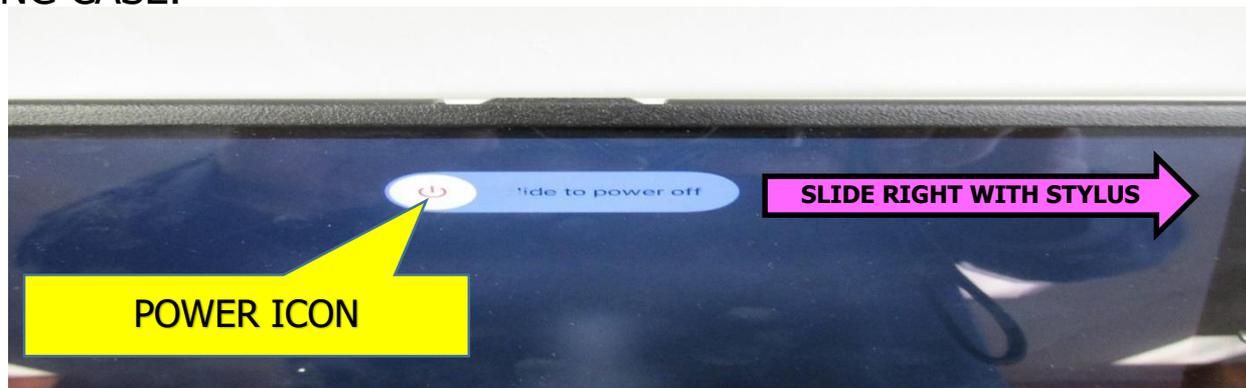


TABLE TEAM

As you saw with the Electronic Poll Book the **IMPORTANCE** of asking the voter for their name:

REGARDLESS OF THEIR RELATIONSHIP TO YOU,
ASK THE VOTER FOR THEIR NAME

OUR TIP: Let your close friend, the voter, know that you have to ask everyone their name. This will also save you embarrassment when you can't remember your friend's name!

TABLE TEAM - END OF DAY

Chautauqua County Board of Elections Ballot Collection Report

Election Date: _____
 Town/City: _____
 Polling Site: _____

BI-PARTISAN TEAM COLLECTS BALLOTS FROM EACH MACHINE AT CLOSE OF POLLS

- STEP 1 COMPLETE UN-SCANNED TALLY REPORTS (IF APPLICABLE) LOCATED IN PURPLE BAG
- STEP 2 PLACE UN-SCANNED BALLOTS INTO THE PURPLE BAG ALONG W/ TALLY SHEET
- STEP 3 PLACE WRITE-IN BALLOTS INTO CORRESPONDING BURGUNDY BAG(S)

Machine Number(s)	Number of Write-In Ballots	Number of Un-Scanned Ballots In Emergency Slot(s)
1. _____	_____	_____
Total	_____	_____



WE DO ATTEST THAT WE REMOVED ALL WRITE-IN BALLOTS AND ANY UN-SCANNED BALLOTS FROM ABOVE LISTED MACHINE(S) AND PLACED THEM IN APPROPRIATE BAGS PROVIDED. THE BAGS WERE THEN RETURNED TO THE CHOCOLATE BAG FOR TRANSFER TO MAYVILLE.

SIGN AND DATE BELOW

Democratic Election Inspector

Republican Election Inspector

TALLY SHEET

IF YOU HAVE UN-SCANNED BALLOTS, THIS FORM MUST BE COMPLETED.

TOTAL NUMBER OF BALLOTS		BALLOT ID NUMBER
BEST ICE CREAM FLAVOR		
VOTE FOR ANY TWO		
		TALLY
		TOTALS
1A	Vanilla	
1B	Chocolate	
1C	Strawberry	
1D	Neapolitan	
1E	Tiger Tail	
1F	Chocolate Chip	
1G	Butter Pecan	
2A	Mint Moose Tracks	
2B	Cotton Candy	
2C	Black Cherry	
2D	Capuccino Crunch	
2E	Rocky Road	
2F	Tin Roof	
2G	Peanut Butter Cup	
BLANK		
VOID		
WRITE-IN		

TOTAL NUMBER OF BALLOTS		BALLOT ID NUMBER
BEST SEARCH ENGINE		
VOTE FOR ONE		
		TALLY
		TOTALS
3A	Google	
3B	Yahoo	
3C	Bing	
BLANK		
VOID		
WRITE-IN		

TOTAL NUMBER OF BALLOTS		BALLOT ID NUMBER
BEST SEASON		
VOTE FOR ONE		
		TALLY
		TOTALS
4A	Spring	
4B	Summer	
4C	Fall	
4D	Winter	
BLANK		
VOID		
WRITE-IN		

TOTAL NUMBER OF BALLOTS		BALLOT ID NUMBER
BEST DAY OF THE WEEK		
VOTE FOR ONE		
		TALLY
		TOTALS
5A	Sunday	
5B	Monday	
5C	Tuesday	
5D	Wednesday	
5E	Thursday	
5F	Friday	
5G	Saturday	
BLANK		
VOID		
WRITE-IN		

SIGNATURES BY BI-PARTISAN TEAM
REQUIRED!

RETURNING CHOCOLATE BAG – END OF DAY

It is **MANDATORY** that these supplies are RETURNED to the Chocolate Bag at the end of the night and are returned Election night to the Board of Elections!

STAFF AT THE BOARD CAN NOT START PROCEDURES FOR CERTIFICATION IN THE MORNING WITHOUT THESE SUPPLIES – IT IS A MUST!

CHOCOLATE BAG – CONTAINS LISTED BAGS AND SUPPLIES

- RED KEY BAG
- BLUE ABSENTEE/AFFIDAVIT BALLOT BAG
- BLACK VOID/SPOILED BALLOT BAG
- ORANGE BLANK BALLOTS FOR BMD BAG
- OLIVE ABANDONED BALLOT BAG
- PURPLE UN-SCANNED BALLOT BAG (With Tallied Un-Scanned Ballots and Tally Sheet)
- BURGUNDY WRITE- IN BALLOT BAG
- TABLE SUPPLIES
- **ELECTRONIC POLL BOOK *A MUST ELECTION NIGHT!***
- **RASPBERRY FOLDER *A MUST ELECTION NIGHT!***
 - Inspector Notebook

REFER TO PICTURE IN THE BAG FOR FURTHER REFERENCE

Machine Team

**To ensure a
“Successful Voting Experience”,
the Machine Team will:**

- ✓ Make sure the voter can easily identify the location of the machine and create a flow of easy access.
- ✓ **REMEMBER: OUR JOB IS TO ASSIST BUT NOT INTRUDE.**
- ✓ Be ready to assist with any ballot difficulties.
- ✓ Ask the voter to stay at the machine until the LCD screen reads you have

“Successfully Cast”.

**The PSC will issue the
Red Key Bag which
contains the following:**

- ✓ Ibutton(s) – Used to change functions of the machine.
- ✓ Machine Keys – Unlocks and locks the Ballot Box door.
- ✓ Pen – Used for recording seal numbers on the Seal Report.
- ✓ Scissors - Used to cut the seal on the Ballot Box door.
- ✓ Seal(s) – Used to re-seal the Ballot Box door.

NEW ELECTRONIC SCANNER

General Election 2022 will see the implementation of the NEW ELECTRONIC SCANNER in 90% of our poll sites. The only locations that will continue to use the “Olde” Ballot Marking Developments are: Arkwright, Charlotte, Cherry Creek, Ellington, Gerry, Poland & Villanova



County
Town/City/AD
#6 Ballot Box Serial Number

Chautauqua County Board of Elections
 Pomfret 1,2,3,4,5
 AAUCBIA0006

Election District
Voting Machine ID
#2 Scanner Serial Number

Wheelock School
 28
 AAFEBIM1948

Polls Open Report		
Seal/Tag Location (Required)	Installed Seal/Tag Number	Opening Seal/Tag Number
#1 Thermal Printer	3991	
#3 AUX Power	2278300	
#4 Light Pole	2278299	
#5 Emergency Ballot Box Door	7966	
#7 AVS Door	7986	
#8 Ports Door	10678	
#9 Poll Worker Card Seal	3986	
#10 Adminstrator Card Seal	7969	
#11 Ballot Box Door	1377013	
#12 Scanner Lock Front	1377015	
#13 Smart Card Reader	2278298	
#14 Scanner Lock Back	1377016	

Daytime Replacement Seal/Tag Number

Polls Close Report		
Poll Closed Seal/Tag Number		

Blue Ballot Bag Seal		
Chocolate Bag Seal	N/A	
Absentee/Affidavit Bag Seal	N/A	
Blue Speed Bag Seal		

Public Count
 Protected Count

Inspector Initial -
 at least two (2) -
 one from each party

Public Count
 Protected Count

Inspector Signature - at least two (2) - one from each party

Inspector Signature - at least two (2) - one from each party

Print Name (D) Date Signature

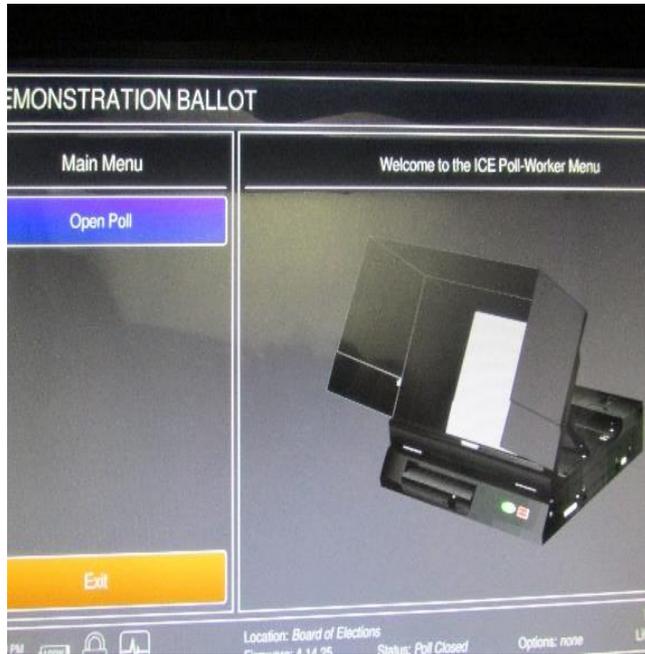
Print Name (D) Date Signature

Print Name (R) Date Signature

Print Name (R) Date Signature

OPENING

1. SCREEN MAIN MENU TOUCH OPEN POLL

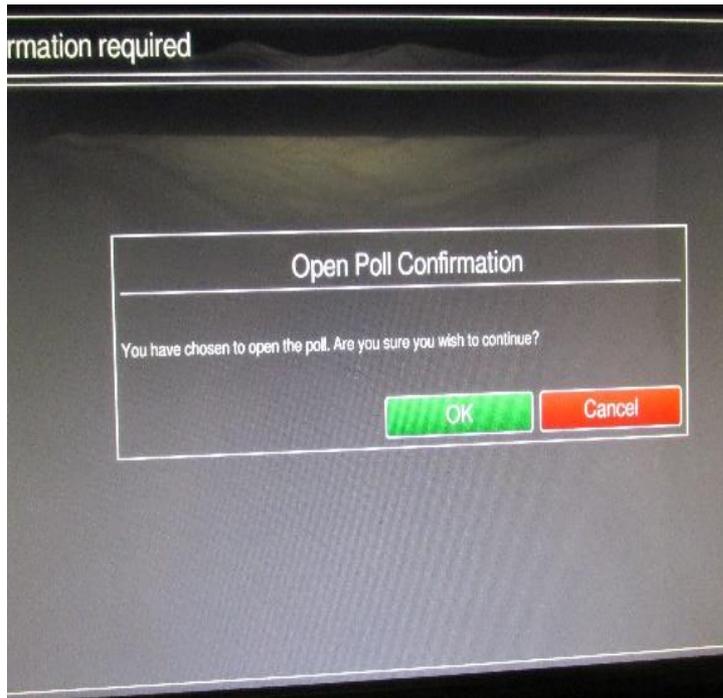


2. SCREEN POLL MANAGEMENT – OPEN POLL TOUCH POLL STATUS – OPEN



OPENING

**3. SCREEN OPEN POLL CONFIRMATION
YOU HAVE CHOSEN TO OPEN POLL. ARE
YOU SURE YOU WISH TO CONTINUE?
TOUCH OK**



**4. PRINTING IN PROGRESS, WHEN COMPLETED
SCREEN WILL ASK IF YOU WANT ANOTHER COPY?
TOUCH NO.**

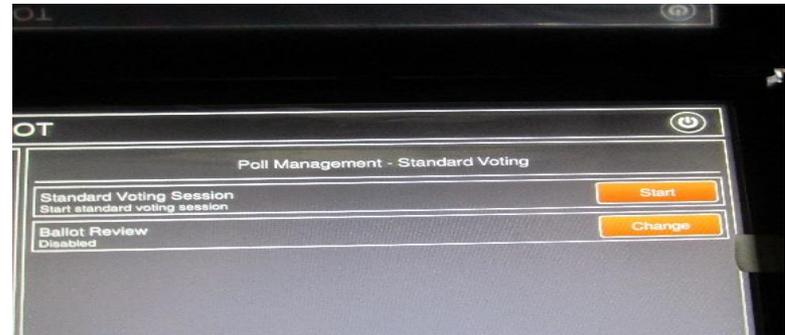


OPENING

5. MAIN MENU – TOUCH STANDARD VOTING



6. SCREEN WILL READ STANDARD VOTING SESSION - TOUCH START – SCREEN WILL READ – STANDARD VOTING SESSION CONFIRMATION TOUCH OK.



SYSTEM READY

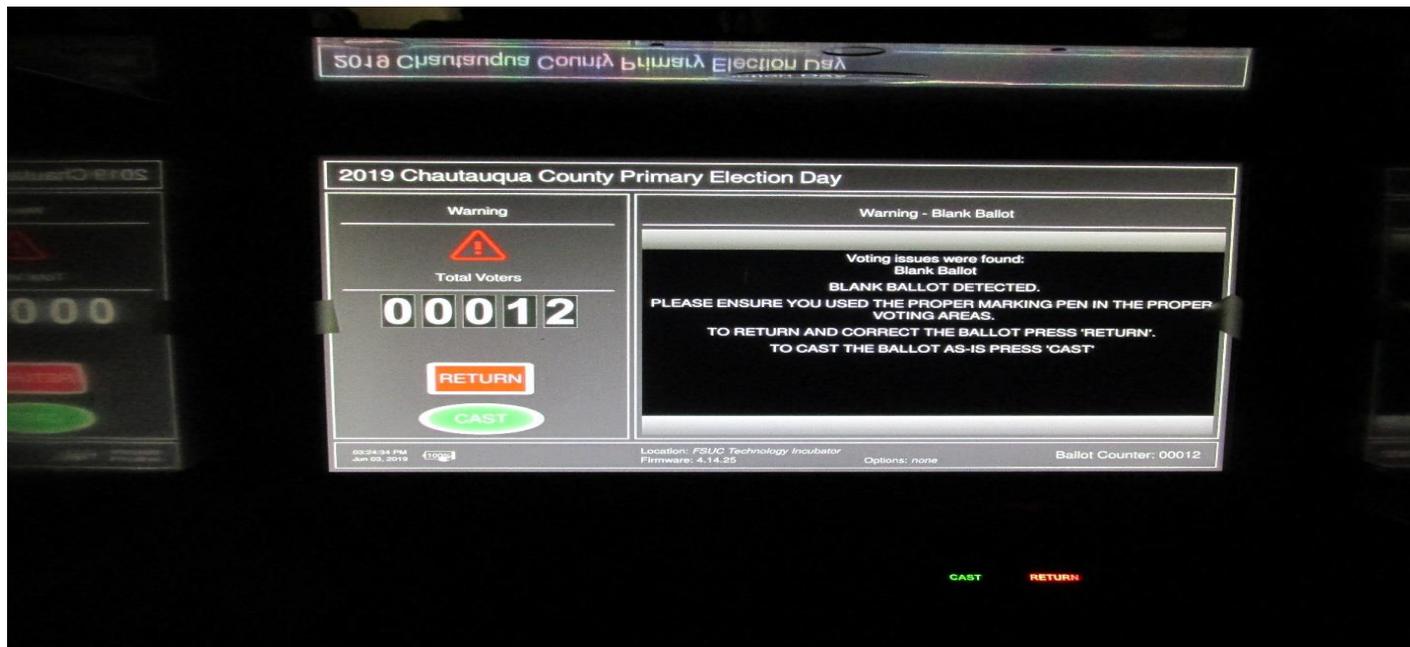
The “Standard Voting” screen will appear and the unit is now ready to scan the ballots.



Once a ballot is scanned, the screen displays **Valid Ballot** and then **Casting Ballot Please Wait** messages. Once the ballot has been cast successfully, **there will be audible sound**, the **System Ready** screen appears and the **Ballot Counter** will increase by (1).

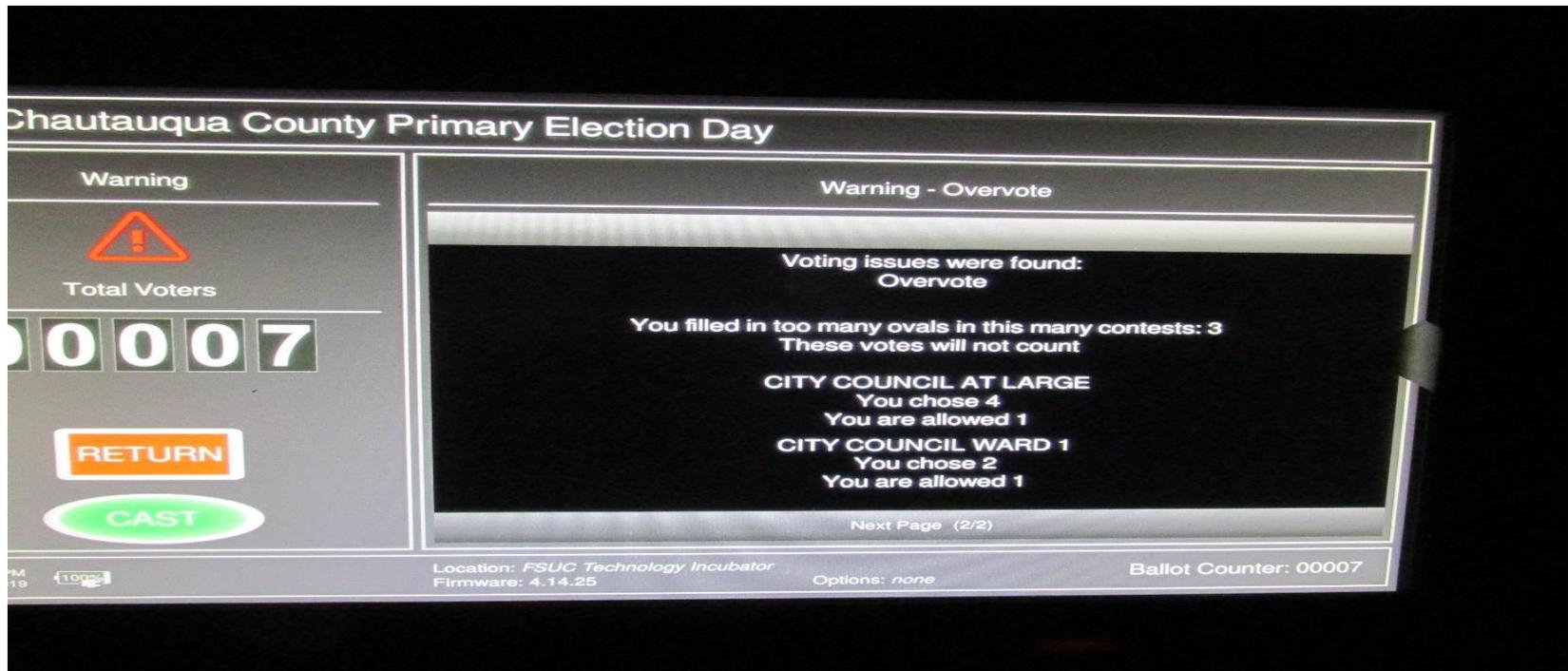
BLANK BALLOT

If a blank ballot is scanned, the tabulator will display instructions on how to proceed. The voter can choose to return the ballot by selecting the **Return** (1) button and have it remarked or can choose to cast the ballot by selecting the **Cast** (2) button.



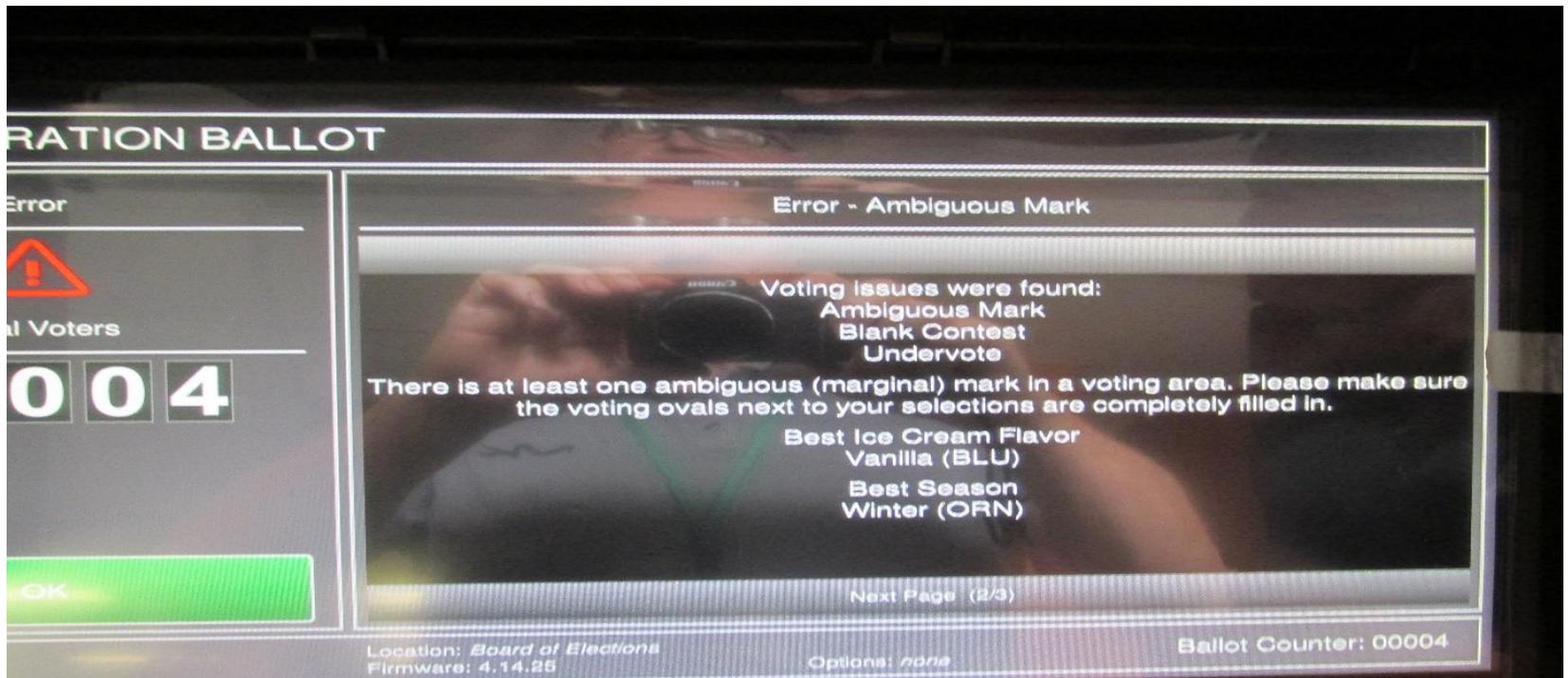
OVER VOTE

If an over vote ballot is scanned, the tabulator will display instructions on how to proceed. The voter can choose to return the ballot by selecting the **Return** (1) button and have it remarked or can choose to cast the ballot by selecting the **Cast** (2) button.



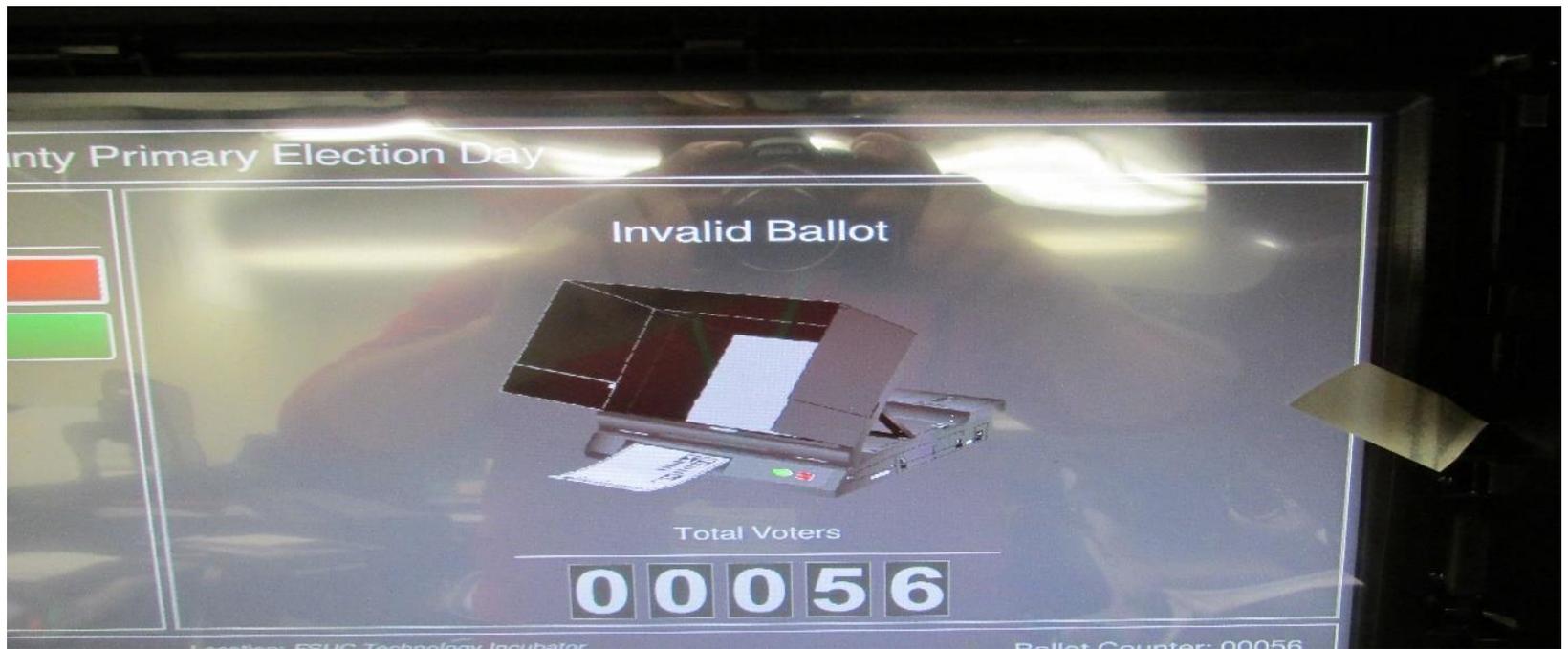
AMBIGUOUS MARKS

If an ambiguous marks ballot is scanned, the tabulator will display instructions on how to proceed.

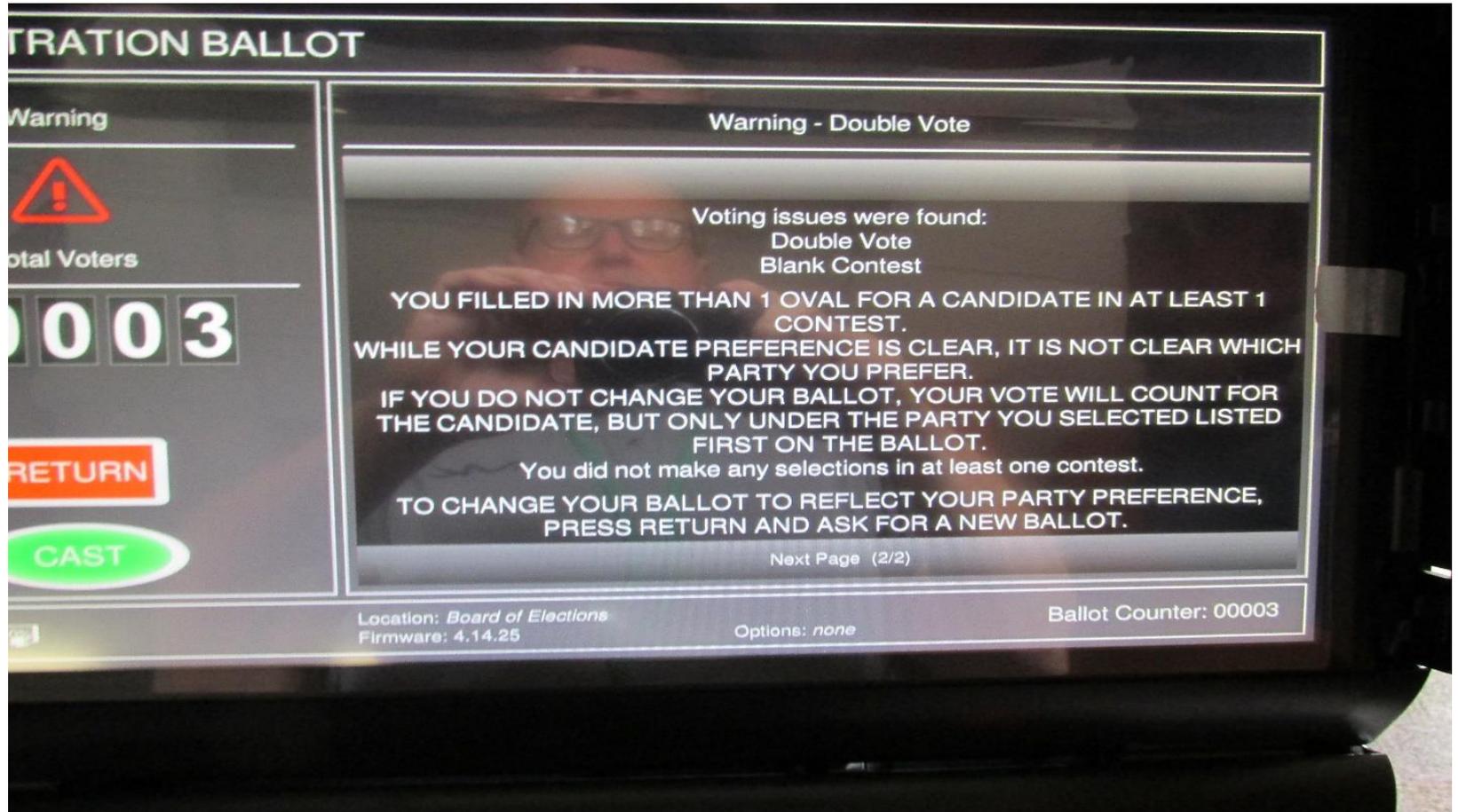


BALLOT MISREAD/ INVALID BALLOT

If a ballot is inserted that cannot be read by the machine you will see the following:

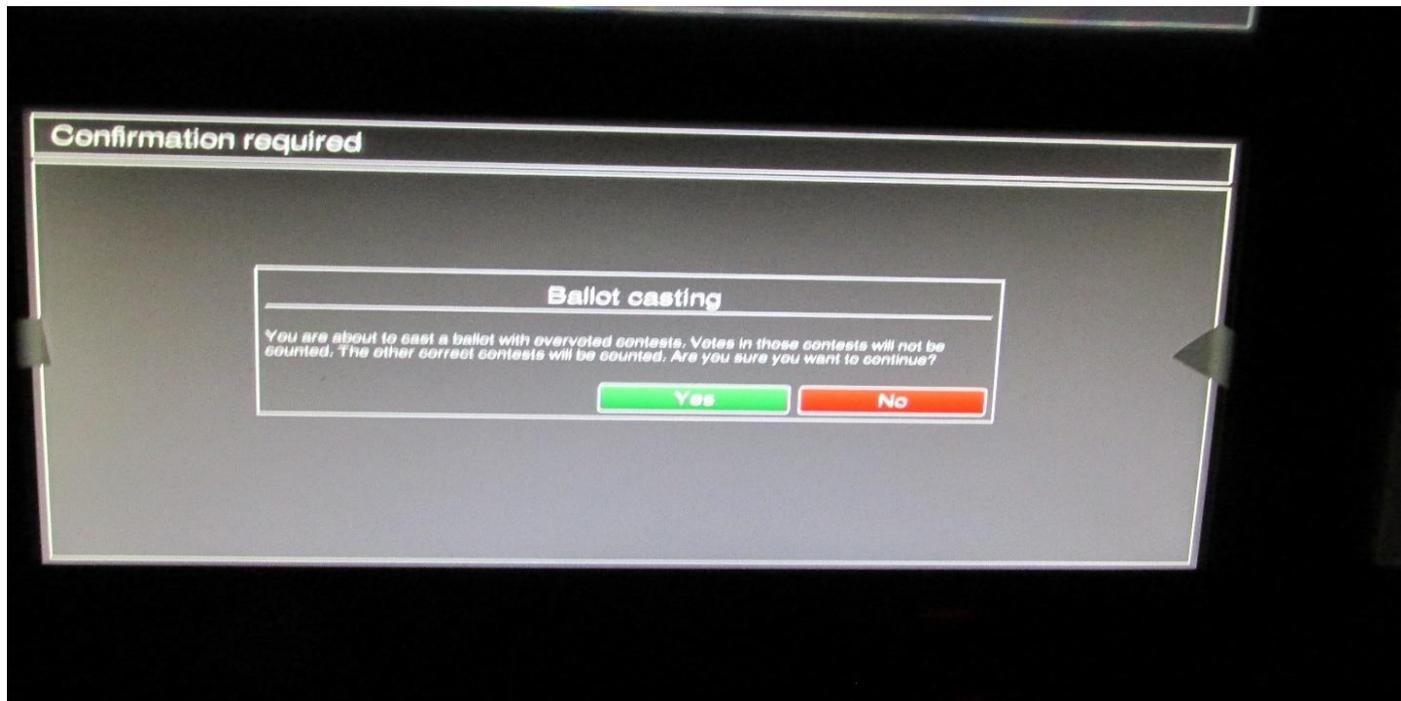


BALLOT DOUBLE VOTE – CROSSED ENDORSED



CONFIRMATION REQUIRED

AFTER THE VOTER HAS SELECTED RETURN/CAST, THE VOTER WILL BE ASKED TO CONFIRM ACTION TAKEN:



MACHINE FAILURE

1. Guide voters to a second machine (if available).
 2. Open the Emergency Slot on the front of the machine that is not functioning.
 3. PSC calls your Area Director for assistance **IMMEDIATELY!**
- ❖ We should never have people standing in line to cast a ballot!
 - ❖ Assure voters that a bi-partisan team will insert ballots when the unit is back in operation.

MACHINE CLOSING – GONE IN FIVE

DURING THE DAY

PSC Will Review With Staff the Following:

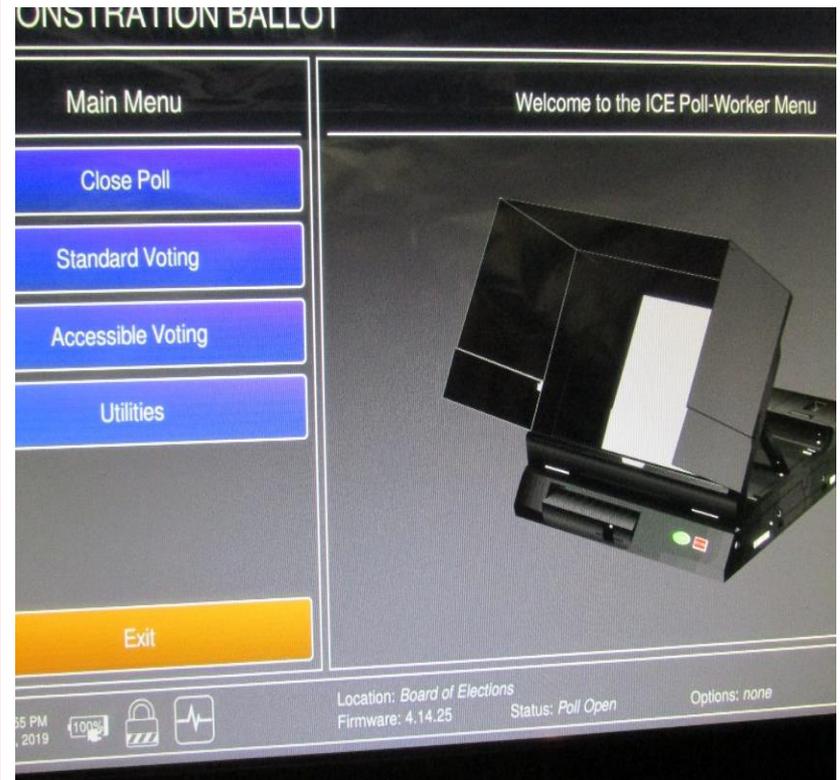
- Closing Seals
- Un-Scanned Ballots?
- **GONE IN FIVE**
- ✓ Machine closed and data cards on way to Mayville 5 minutes after the polls close.
- ✓ Letter from Data Disc team signed and placed in the RASPBERRY. **THE LETTER FROM THE DATA DISC TEAM MUST BE SIGNED AND RETURNED TO THE RASPBERRY!**
- END OF THE NIGHT PACKING – What goes where?

MACHINE CLOSING – GONE IN FIVE

1. TOUCH I BUTTON TO THE SIDE OF THE MACHINE.

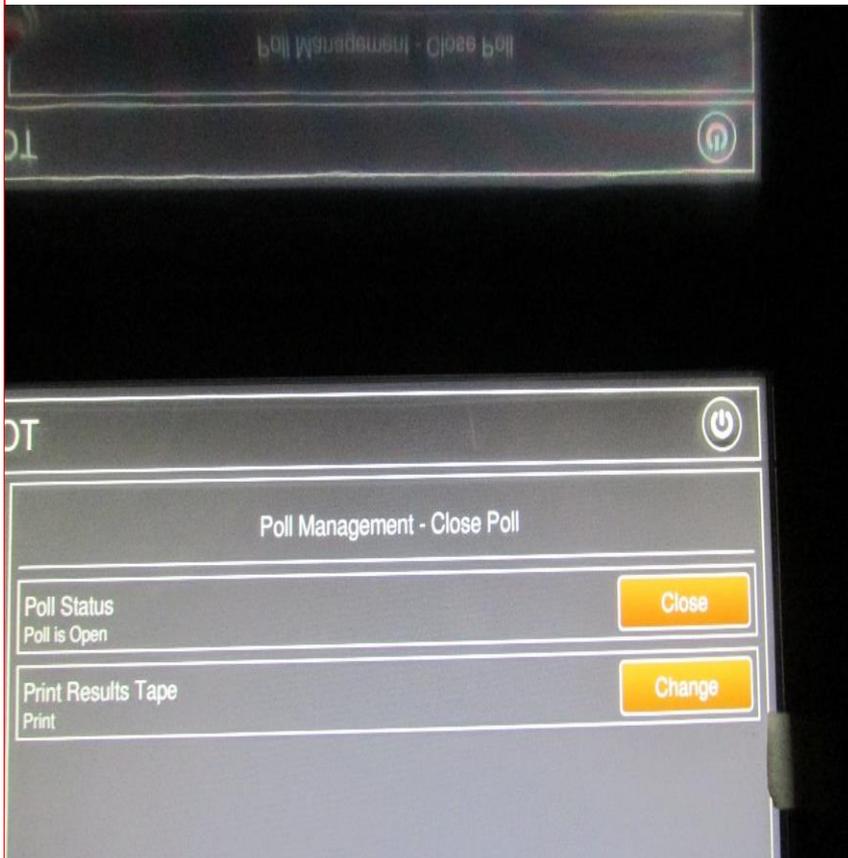


2. MAIN MENU TOUCH CLOSE POLL.

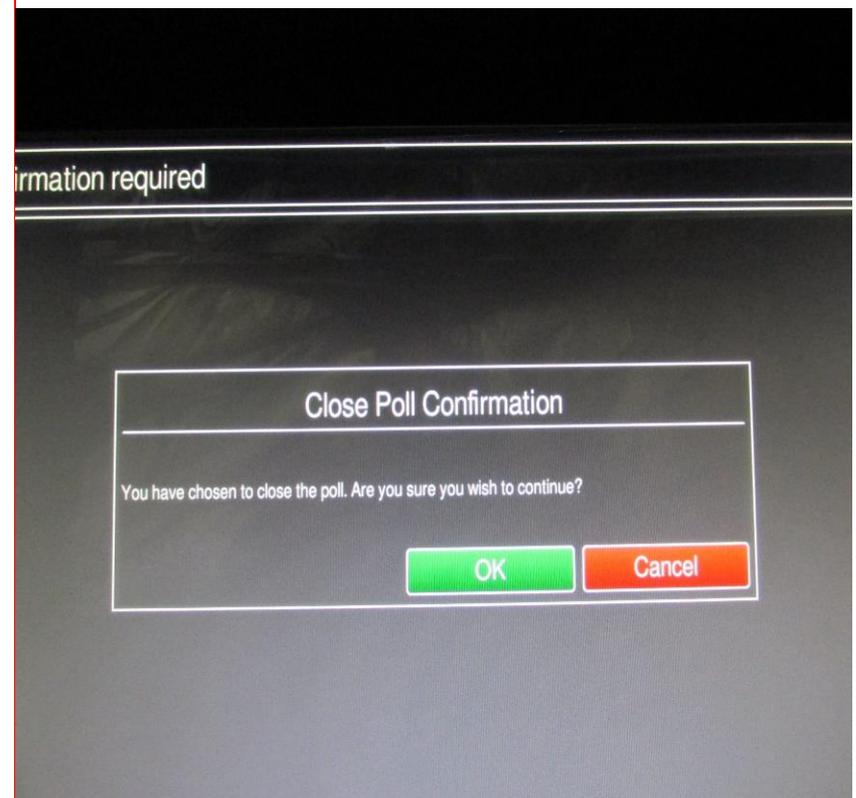


MACHINE CLOSING – GONE IN FIVE

3. POLL STATUS IS OPEN – TOUCH CLOSE



4. CLOSE POLL CONFIRMATION – TOUCH OK



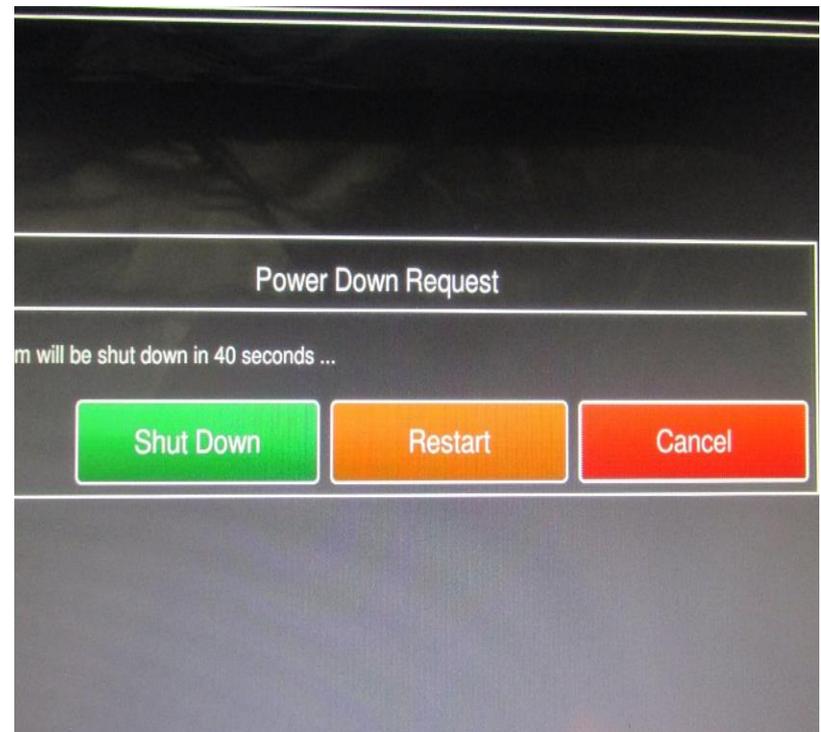
MACHINE CLOSING – GONE IN FIVE

5. PRINTING IN PROGRESS, WHEN COMPLETE UNIT WILL ASK IF YOU WANT MORE COPIES? TOUCH : NO

6. POWER DOWN BY TOUCHING POWER SWITCH IN THE UPPER RIGHT HAND CORNER!



7. CONFIRM POWER DOWN. TOUCH SHUT DOWN



MACHINE CLOSING – GONE IN FIVE

8. FOLD PRIVACY SCREEN



MACHINE CLOSING – GONE IN FIVE

9. REMOVE SEAL FROM POLL WORKER DOOR AND REMOVE DATA DISC CARD



ALL BALLOTS RETURNED AT THE END OF THE DAY!

We must repeat that it is very important at the end of the day the following supplies are packed in the BLUE BALLOT BAG and returned to Mayville that night to allow BOE staff to start reconciling ballots Wednesday morning!



- All Optical Scanned Ballots that were recorded by the machine.
- All **USED** Ballot Booklet Stubs
- **Any Opened and UNOPENED Ballot Packages**

**SIMPLY PUT – ALL BALLOTS RETURNED
TO MAYVILLE!**

RED POLL SITE COORDINATOR BAG

Supplies returned in the Red Poll Site Coordinator Bag to the machine at the end of the night!

- Open/Close Procedures
- **ADA BOOTH Light(s)** – please remove batteries.
- Street Finder (when Used)
- Marking Pens
- Flashlight
- Blue Tape
- Inspector Binder
- Supply Boxes
- EMERGENCY BAGS (Black Garbage Bags)
- Affidavit Envelopes
- **REFER TO PICTURE IN THE BAG FOR FURTHER REFERENCE**