



2025 Training Manual



Chautauqua County Board of Elections

**7 N. Erie St.
Mayville, NY 14757**

**Luz E. Torres
Commissioners**

Nacole L. Ellis

Commissioners



Table of Contents

Introduction.....	3
Forms – I-9 & Direct Deposit.....	3
Training Payment.....	3
R-E-S-P-E-C-T	3
Voters Should Never be Turned Away!.....	3
The Day Starts with a Meeting with the Poll Site Coordinator	3
Floor Team.....	4
Floor Team – Controlling the Voter Flow.....	4
Floor Team – Setting up the Voting Areas	4
Floor Team – GREEN SIGN BAG.....	4
Floor Team – Maps & Sample Ballots.....	4
Floor Team – Responsibilities During the Day	4
Floor Team – Close of Polls.....	5
Table Team	5
Table Team – Checking in Voters.....	5
Table Team – Bags	5
Table Team – The Raspberry Folder/Paperwork	5
Table Team – Setup	6
Table Team – Types of Ballots	6
Table Team – Responsibilities During the Day	7
Table Team – Close of Polls.....	7
Table Team – End of Night Paperwork	7
Machine Team.....	7
Machine Team – Helping Voters Cast Their Ballot.....	7
Machine Team – Red Key Bag	7
Machine Team – Opening Polls	8
Machine Team – Opening Polls (Continued).....	9
Machine Team – Types of Messages	10
Machine Team – Types of Messages (Continued)	11
Machine Team – Error Message & Paper Jam Messages	12
Machine Team – Machine Failure.....	12
Election Emergency Response Guide.....	13
Machine Team – Close of Polls	13
Machine Team – Close of Polls (Continued)	14
Machine Team – Close of Polls (Continued).....	15
Machine Team – Close of Polls (Continued).....	16
Simply Put – ALL Ballots Must be Returned to Mayville!	17
Machine Team – Paperwork	17
End of Night.....	17
Notes.....	18
Electronic Poll Book.....	19
Electronic Poll Book – Reminders.....	19
Electronic Poll Book – Interface – Start.....	19
Electronic Poll Book – Interface - Lookup	19
Electronic Poll Book – Logging In (First Time)	20
Electronic Poll Book – Switching Poll Workers.....	21
Electronic Poll Book – Eligible Voter	22
Electronic Poll Book – Eligible Voter (Continued).....	23
Electronic Poll Book – Redirecting Voter.....	24
Electronic Poll Book – Redirecting Voter - Address Lookup	25
Electronic Poll Book – Assistance While Checking in a Voter	26
Electronic Poll Book – Assistance While Checking in a Voter (Continued)	27
Electronic Poll Book – Assistance After a Voter has Been Checked In	27
Electronic Poll Book – Name Change	28



Electronic Poll Book – Name Change (Continued).....	29
Electronic Poll Book – In-District Address Change.....	30
Electronic Poll Book – In-District Address Change (Continued)	31
Electronic Poll Book – Out-of-District Address Change	32
Electronic Poll Book – Out-of-District Address Change (Continued).....	33
Electronic Poll Book – Voter Not Found	34
Electronic Poll Book – Voter Not Found (Continued).....	35
Electronic Poll Book – Spoiling a Ballot.....	36
Electronic Poll Book – Spoiling a Ballot (Continued)	37
Electronic Poll Book – Scanning Voter ID Card & Driver's License	38
Electronic Poll Book – ID Required	39
Electronic Poll Book – Inactive Voter, No Signature, Early Mail/Absentee Voter	39
Electronic Poll Book – WHAT HAPPENS TO MY BALLOT?	39
Electronic Poll Book – Affidavit Situations.....	40
Electronic Poll Book – Affidavit Situations (Continued)	41
Electronic Poll Book – End of Day Closing.....	42
Electronic Poll Book – End of Day Closing (Continued)	43
Electronic Poll Book – End of Day Closing (Continued)	44
Electronic Poll Book – End of Day Closing (Continued)	45
Questions?	46
Notes.....	46



Introduction

Forms – I-9 & Direct Deposit

- ALL new inspectors must complete the I-9 form and a direct deposit form.
- ANY returning inspectors that has had a change (name, address, banking) since you last worked, will need to complete the I-9 form and direct deposit form. Remember: We **DO NOT** know about your change of bank accounts unless you tell us!
- EVERYONE **MUST** provide a voided check (or letter from your bank with your routing and account number) with the direct deposit form.
- Will I receive a tax form at the end of the year?
 - **ONLY** if you make more than \$600 during the year – you will receive a 1099.
 - Talk to your tax expert to see if you need to report!

Training Payment

Applicants who PASS the exam will receive \$35.00 after all trainings have been completed.

Everyone who attends training and is available to work in November will be scheduled!

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

- Mutual respect is defined as a proper regard for the dignity of each other.
- 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 them.
- **Pertaining to Clothing: Inspectors should NOT wear any clothing depicting political or social issues!**
- When asked, only answer specific election procedure questions.
- Cell Phones are not to be used in the poll site by inspectors while voters are in the building!
- Be respectful but remember; LIMIT Socializing – keep lines moving.

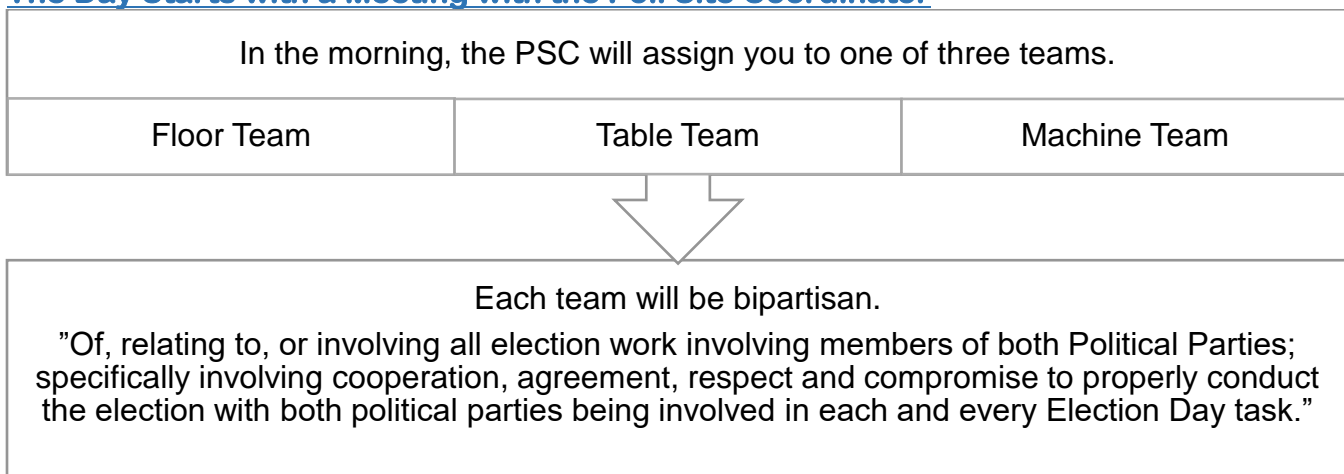
Voters Should Never be Turned Away!

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

- Vote on the machine IF so instructed by the Electronic Poll Book in the Voter Eligibility box. Follow the instructions in the Electronic Poll Book.
- Vote by provisional AFFIDAVIT BALLOT if instructed by the Electronic Poll Book in the Voter Eligibility box. If the voter's name is not found in the Electronic Poll Book, follow the instructions!
- If at the incorrect poll site, voters should be issued a REFERRAL SLIP and re-directed to the correct poll site.

FOLLOW THE INSTRUCTIONS GIVEN BY THE ELECTRONIC POLL BOOK!

The Day Starts with a Meeting with the Poll Site Coordinator

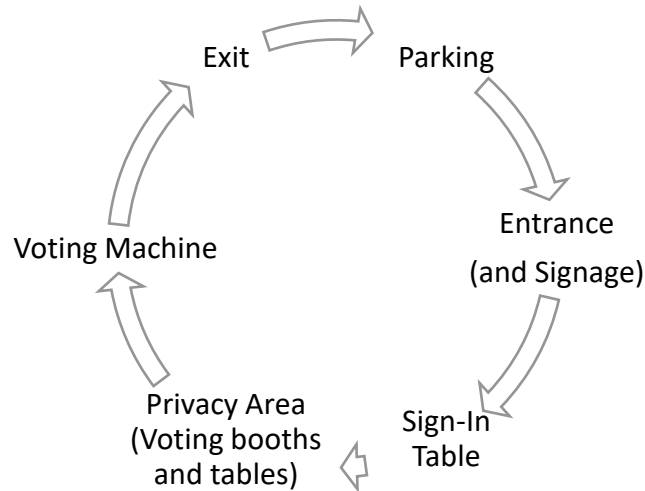




Floor Team

Floor Team – Controlling the Voter Flow

The Floor Team is responsible for placing signage throughout the poll site and arranging the voting area for privacy of the voter.



Floor Team – Setting up the Voting Areas

The Floor Team sets up the Voting Booths for Privacy of the voter, both on the tables and via the standing yellow booths.

Install additional lighting in the ADA Booth.

Be sure that each of the voting areas have:

- Fill in the oval signs
- Marking pens
- Magnifiers (make sure they are evenly spread across the voting areas)

And is setup to provide the maximum privacy for the voter.

Floor Team – GREEN SIGN BAG

The Green Sign Bag contains signs needed to display at the poll site.



Floor Team – Maps & Sample Ballots

The Floor Team posts Election District Maps to allow voters to easily pick out their correct Election District. The Floor Team will post Sample Ballots within the poll site to allow voters to see a copy of their ballot before signing in at the Electronic Poll Books.

Note: The Sample Ballot placard and tube are no longer being utilized. The Sample Ballots are now located in the side pocket of the Chocolate Bag (where the Raspberry Folder is located).

Floor Team – Responsibilities During the Day

- Give directions
- Offer a chair
- Find defaced Sample Ballots
- Check marking pens
- Remove any campaign material

*Look for Discarded or Abandoned Ballots!!!



Table Team – Setup

- Remove Supplies from the Machine
 - Privacy Sleeves
 - Blue Duffel Ballot Bag
 - Optical Scan Ballots
 - Affidavit Ballots (open only if needed)
- Remove Supplies from the Chocolate Bag
 - Raspberry Folder
 - Inspector Notebook

CHAUTAUQUA COUNTY BOARD OF ELECTIONS BALLOT TRANSMITTAL REPORT

Election Date	
Town/City/Ward/E.D.	
Poll Site	

- Remove the Transmittal Report(s) from the Raspberry (complete top half)

- Check Header Identification:
 - Election Date
 - Check Town/City/Ward E.D.
 - Check Poll Site
 - Verify Ballot ID and number of ballots indicated
 - Sign forms once verified for accuracy

START OF DAY							
	Ballot I.D.	Booklets Sent By B.O.E.	Booklets Received by Inspectors	Start # Sent By B.O.E.	Start # Received by Inspectors	End # Sent By B.O.E.	End # Received by Inspectors
Optical Scan Ballots							
Affidavit Ballots							
Packed at BOE by: _____ <div style="display: flex; justify-content: space-around;"> <div>Democratic Signature</div> <div>Republican Signature</div> </div> Received at Site by: _____ <div style="display: flex; justify-content: space-around;"> <div>Democratic Signature</div> <div>Republican Signature</div> </div>							

- Ballots
 - Place one booklet (of the correct Ballot ID) on the table, ready to hand out. *In multi-district sites, each district should have the first booklet ready (remember to use books in increasing numerical order).
 - Additional booklets should be kept in the Blue Duffel Ballot Bag until needed, keeping all ballots for each district together, but separate from the other districts. DO NOT open a new booklet until the previous booklet has been exhausted of all ballots.
 - Affidavit/Provisional Ballots should be placed with the extra ballots until needed (open only if needed)
 - Ballots should be issued to a voter once checked into the Electronic Poll Book, in a privacy sleeve, proposition side face up

Table Team – Types of Ballots

- Election Day Ballots:** These are the ballots that we issue to voters to scan in the Voting Machine. They are bundled in increments of 50 ballots. Only tear out one ballot at a time!
- Affidavit/Provisional Ballots:** These ballots are issued to voters who have a change to their voter record or their voter record is unable to be found. These ballots feature an ORANGE cover.
- Unscanned Ballots:** These ballots were attempted to be scanned on the voting machine, but were unable to be scanned.
- Abandoned Ballots:** These ballots were located in the voting area between the check-in table and the voting machine. There was not an attempt made to scan the ballot on the voting machine.
- Void/Spoiled Ballots:** These ballots were issued to a voter, but the voter needed to void the ballot. This occurs when a voter needs a new ballot.
- Write-In Ballots:** These ballots were diverted inside the machine to the front Write-In container. At the end of the night, the Machine Team will place all ballots from this slot in the Write-In Ballot Bag.
- Absentee/Early Mail:** These ballots allow voters to receive a ballot by mail that are issued directly from the office in Mayville. Any poll site during polling hours can accept these ballots. Each Early Voting site has a metal drop box to accept these ballots. During Election Day, any inspector may accept the envelope and place it in the Blue Absentee/Affidavit Bag in the Chocolate Bag.



Table Team – Responsibilities During the Day

- Check in voters utilizing the Electronic Poll Book(s)
- Issue voters the correct ballot, or if needed – a referral slip
- Issue voters Affidavit Envelopes and Ballots
- Update voter records in the Electronic Poll Book
- Complete the paper Challenge Report

Table Team – Close of Polls

- Close and pack the Electronic Poll Book(s)
- Complete End of the Night Reconciliation Forms (and sign them!)
- Place used ballot stubs, unused ballots in the [Blue Ballot Bag](#)
- Work with Machine Team to place the scanned ballots in the [Blue Ballot Bag](#)
- Fold and put away tables and chairs for the table team

Table Team – End of Night Paperwork

END OF DAY	Optical Scan	Affidavit
Last Optical Scan Ballot Number Issued Today?		
Next Available Ballot Number in Optical Scan Ballot Booklets?		
Number of Void Ballots in the Void Ballot Bag?		
Number of Unscanned Ballots in the Unscanned Ballot Bag?		
Number of Affidavit Ballots Issued and Being Returned In Individual Affidavit Ballot Bag Today?		
Number of Absentee Ballots Dropped at Polls Today?		

Form Completed by: (After 9 PM)		
	Democratic Signature	Republican Signature

BOE AUDIT OF FORMBY: (After Election)		
	Democratic BOE Signature	Republican BOE Signature

Machine Team

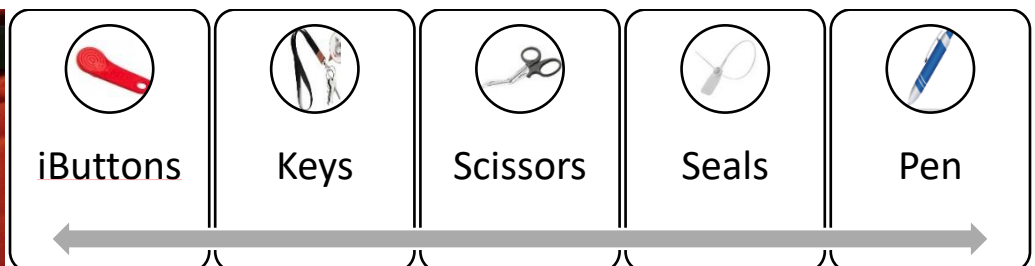
Machine Team – Helping Voters Cast Their Ballot

The Machine Team is responsible for operating the voting machines.

The Machine Team also assists voters in helping cast their ballot, discreetly while giving them privacy.

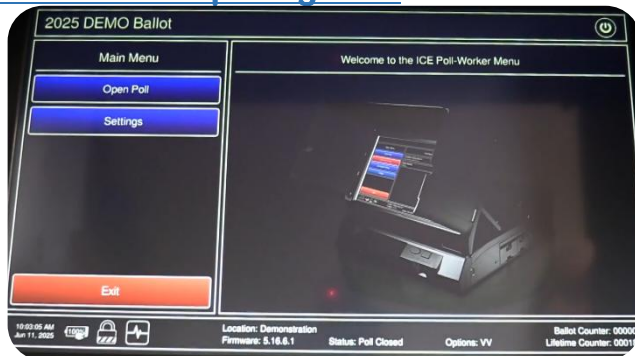
- Voting Machine
 - Open Polls
 - Clear Paper Jams
 - Assist Voters with Casting their Ballots
 - Remind the voters to stay at the machine until the process is complete
 - Close Polls
 - Prepare for Pickup

Machine Team – Red Key Bag

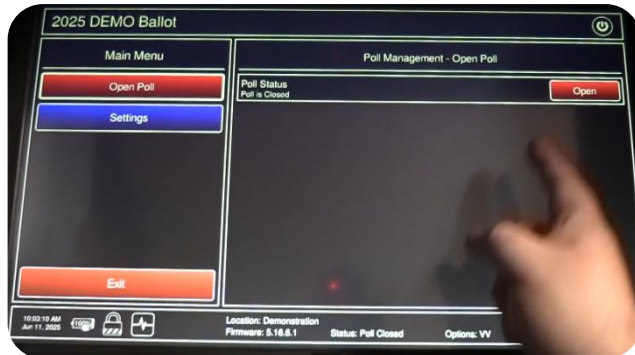




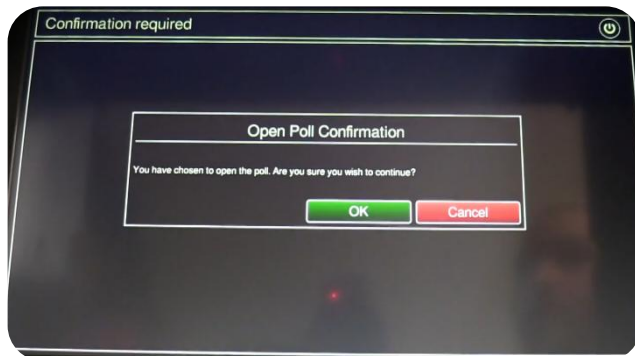
Machine Team – Opening Polls



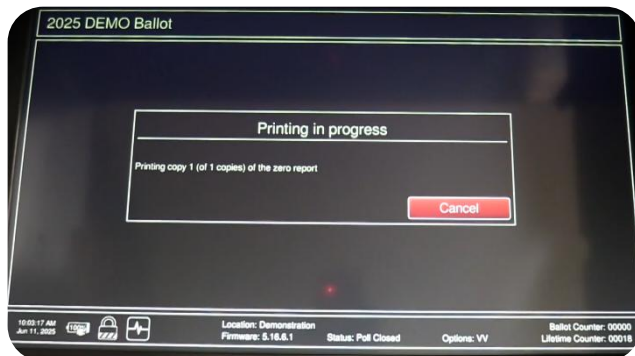
From the Main Menu, tap "Open Poll".



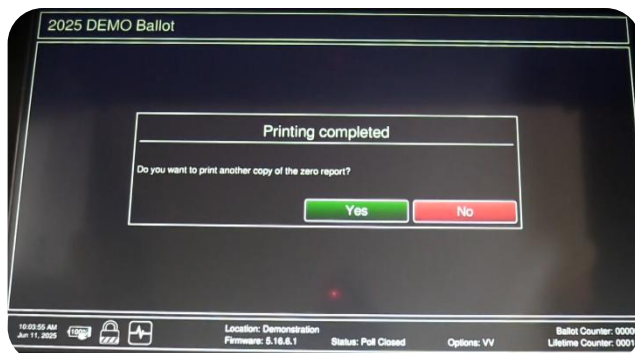
Tap the "Open" Button.



Tap the **Green "OK" Button** to confirm you want to open the polls.



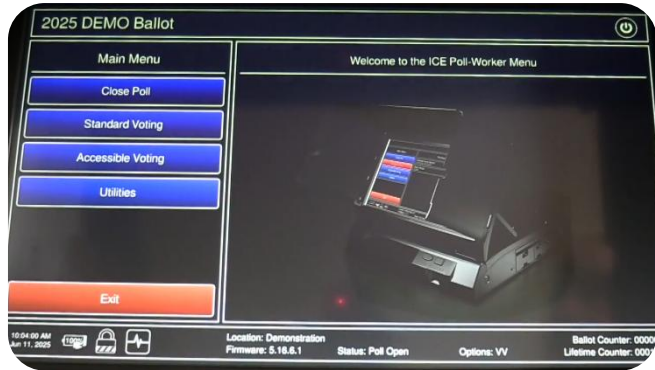
Printing in Progress (no action required).



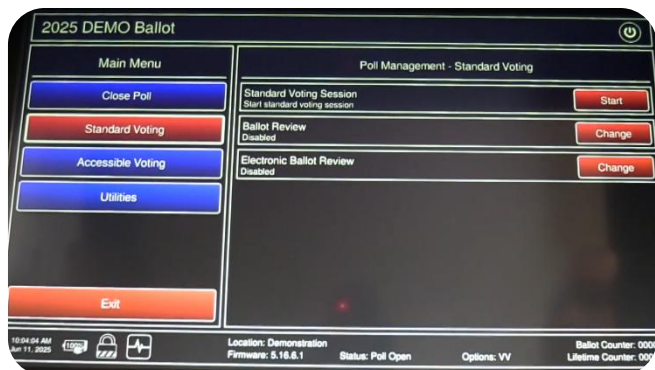
When printing is complete, a dialog will ask if you would like an additional copy. Tap the **Red "No" Button**.



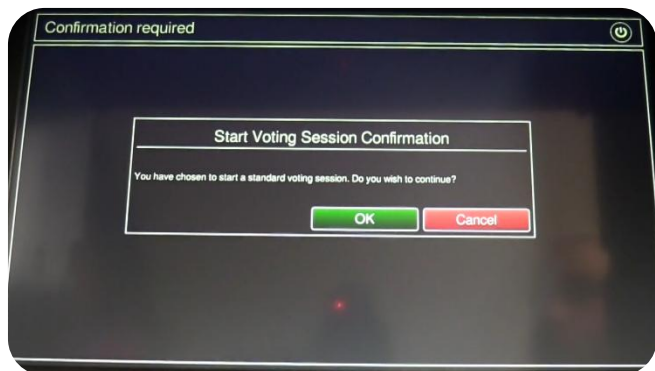
Machine Team – Opening Polls (Continued)



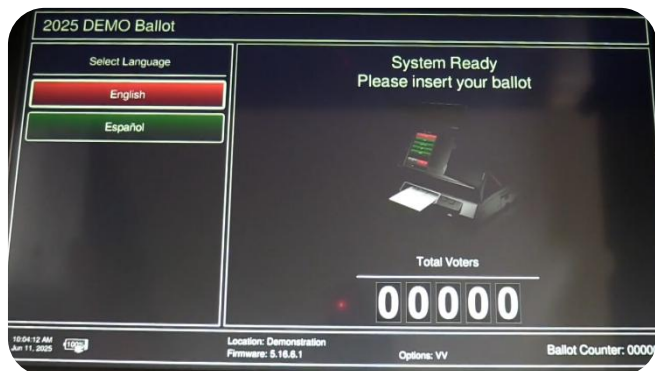
From the Main Menu, tap "Standard Voting".



On the top option, tap "Start".



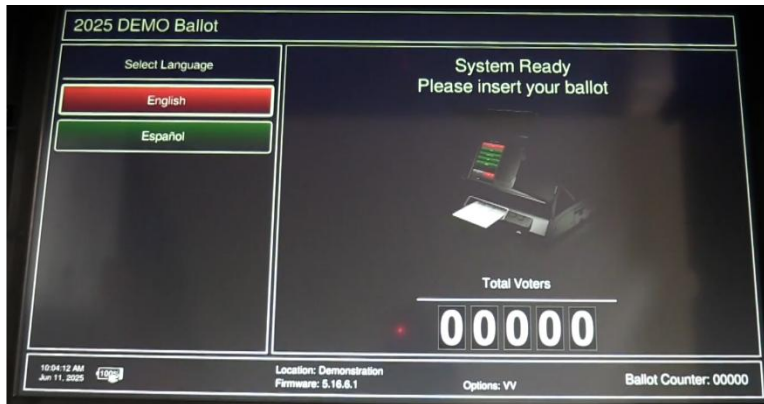
Tap the **Green "OK" Button** to confirm you want to start Standard Voting.



Voters can now scan their ballot.

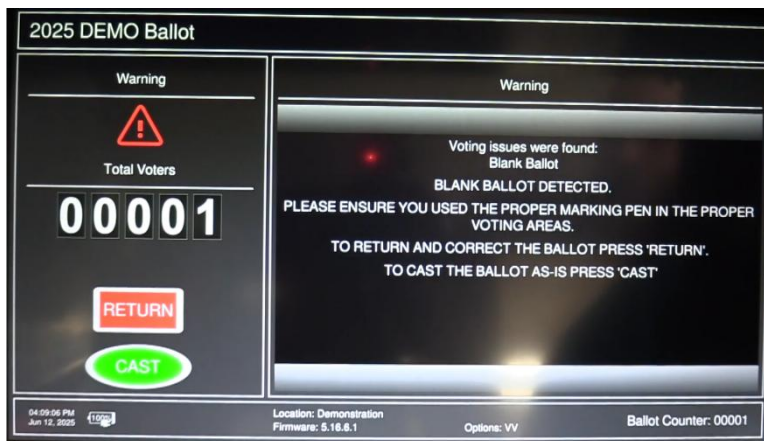


Machine Team – Types of Messages

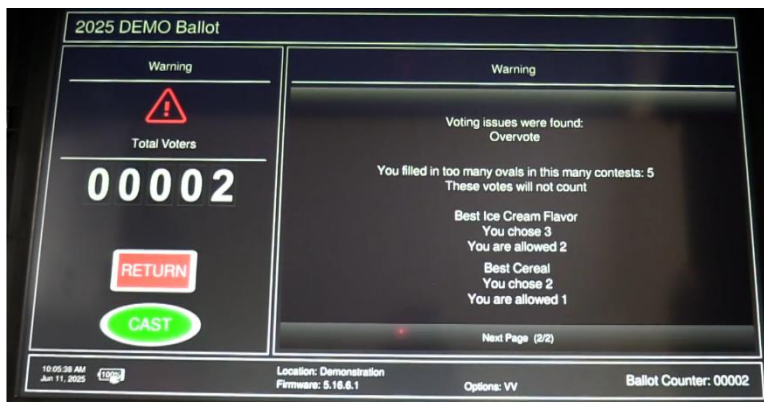


System Ready

- 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 one (1).



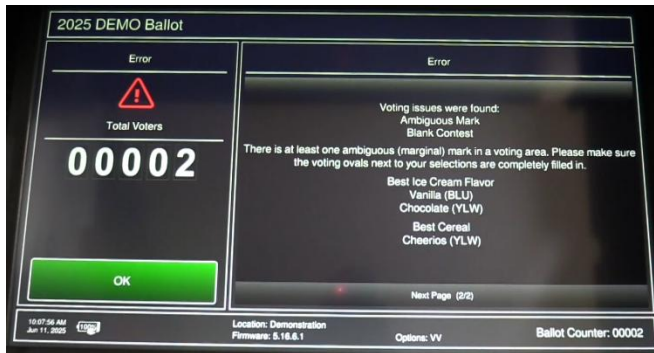
If a Blank Ballot message appears, the voter inserted a ballot that is not filled out. This can also indicate the voter did not fill in enough of the oval for the machine to record a vote.



If an Overvote Ballot message appears, the voter has selected more options in the specified races than are specified in the title of that office. This message will denote which races had more options selected than allowed.



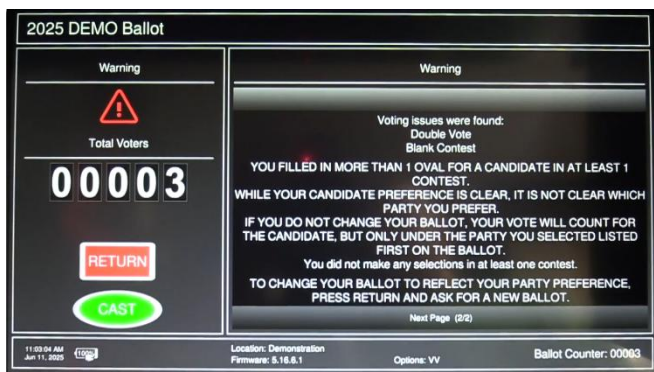
Machine Team – Types of Messages (Continued)



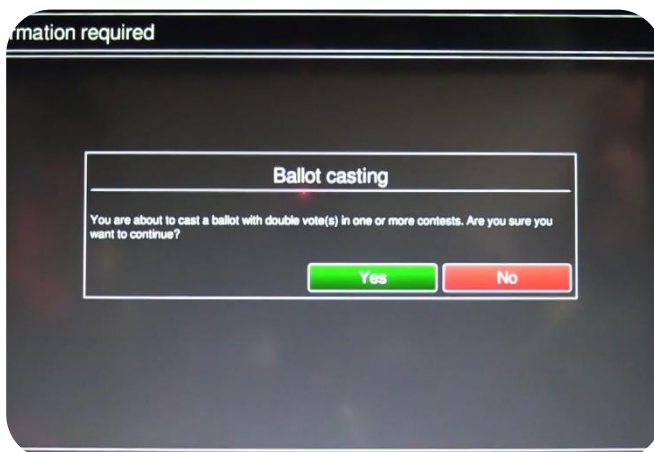
If an Ambiguous Marks Ballot message appears, the voter may have stray marks on the ballot or may not have completely filled in the ovals and the machine cannot determine if the mark is a vote or not.



If a ballot is inserted that cannot be read by the machine you will see the message Invalid Ballot and the machine will eject the ballot.



If a Double Vote Ballot message appears, the voter has selected the same candidate multiple times in the same race.

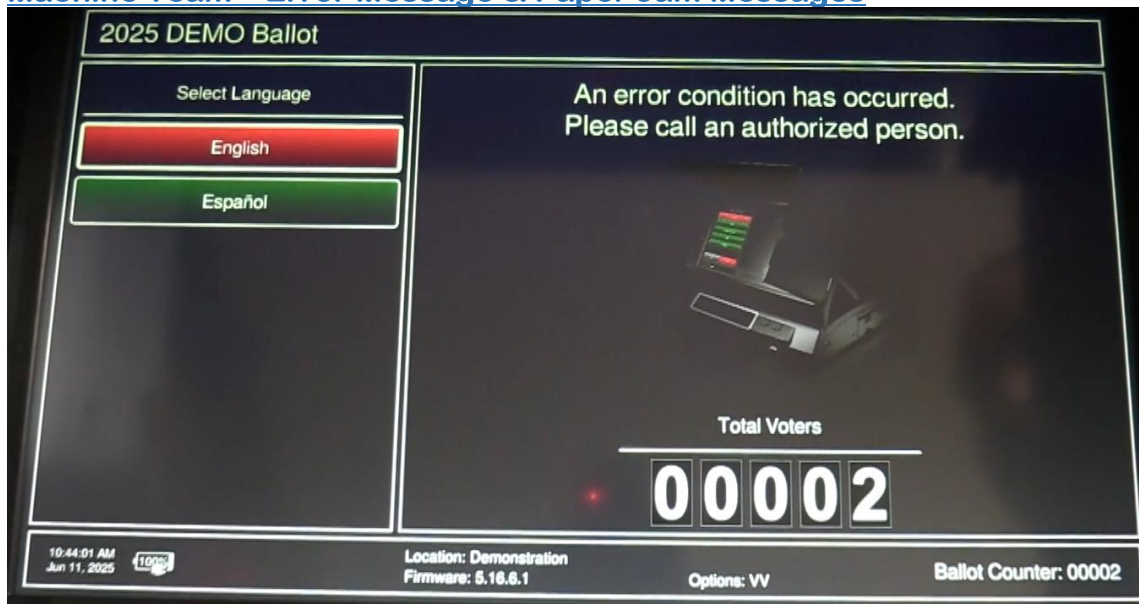


The machine will ask for confirmation if the voter wishes to cast the ballot as-is.

The voter can choose to return the ballot by selecting the **Return** (1) button and have a new ballot issued or can choose to cast the ballot by selecting the **Cast** (2) button.

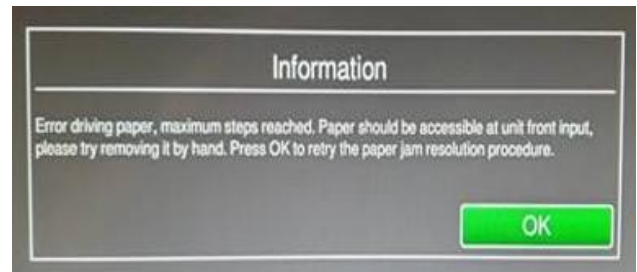
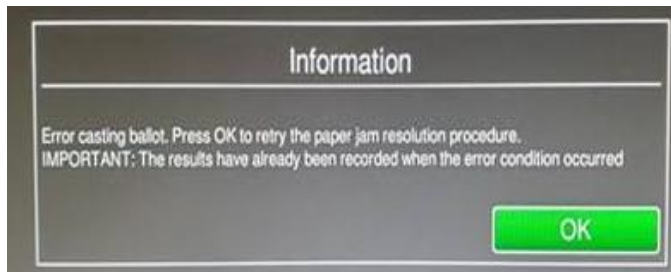


Machine Team – Error Message & Paper Jam Messages



Note: You are the "Authorized Person"! Simply tap the iButton to the side of the machine to view the error message.

These messages denote a paper jam. Tapping the **Green OK Button** will try to eject the ballot. If the machine cannot eject the ballot, you will need to access the ballot from inside the machine. This can either be in the main compartment or within the Write-In compartment.



Machine Team – Machine Failure

1. Guide voters to a second machine (if available).
 2. Open the Emergency Slot on the back of the machine that is not functioning and direct voters to place their ballots in the Emergency Slot.
 - a) Assure voters that a Bi-Partisan Team will insert ballots when the unit is back in operation.
 3. PSC **MUST CALL YOUR AREA DIRECTOR FOR ASSISTANCE IMMEDIATELY!**
- ❖ We should never have people standing in line to cast a ballot!
 - ❖ We should never collect ballots from the voter.



Election Emergency Response Guide

ELECTION EMERGENCY RESPONSE GUIDE

IMPORTANT CONTACTS

**Chautauqua County
Board of Elections**
(716) 753-4552

Your area director is:

WHEN IN DOUBT, CALL THE BOARD OF ELECTIONS!
INDIVIDUAL SAFETY IS PRIORITY NUMBER ONE. SECURE BALLOT BOX, POLL BOOKS, AND VOTING EQUIPMENT WHEN ABLE.

Severe Weather RESPONSE STEPS

1. Evacuate to a safer location if necessary.
2. If unable to evacuate, take shelter under a stable, heavy object.
3. Stay away from power sources, power lines, phone lines, gas lines, and windows.
4. Follow directions of emergency response personnel.
5. Take a head count and report any missing people to emergency response personnel.
6. Notify [Area Director](#).

Violent Incident RESPONSE STEPS

1. When or if it is safe to do so:
 - Call **9-1-1**.
 - Evacuate the building if necessary.
 - Notify [Area Director](#).
 - Report incident details to [BOE](#).
2. Bomb threat or suspicious object:
 - Keep everyone away from the object.
 - Call **9-1-1**.
 - Notify [Area Director](#) and [BOE](#).
3. Active shooter: RUN, HIDE, FIGHT.

Report suspicious activity to local law enforcement.

Always take a head count, reporting missing individuals to emergency response personnel.

Fire / Fire Alarm RESPONSE STEPS

1. Pull fire alarm if a fire is identified.
2. Evacuate the building.
3. Proceed to designated assembly location.
4. Call **9-1-1**.
5. Take a head count, reporting any missing people to emergency response personnel.
6. Notify [Area Director](#).

POLL SITE EMERGENCY EVACUATION PLAN

1. The **Table Team** will place the **Electronic Poll Book**, **Emergency Paper Poll Book** and any **UNVOTED** ballots in the blue duffel bag. The team will remove the blue duffel bag from the poll site during the evacuation.
2. At the time of the evacuation, the **Machine Team** will place their initials and record the total **NUMBER OF VOTES CAST** and the **SCANNER NUMBER** on the sticker on the emergency black garbage bag and place all ballots from the machine within the bag. The team will remove the black garbage bag from the poll site during the evacuation.
3. The **PSC** supervises the evacuation.

RETURN TO THE POLL SITE WHEN "ALL CLEAR" HAS BEEN SOUNDED AND IT IS SAFE TO RETURN TO THE BUILDING:

1. The **Table Team** will return the blue duffel bag to the correct table. The **Table Team** will verify that poll book's election district matches the ballot's election district.
2. The **Machine Team** will, in a bi-partisan manner, confirm ballot cast numbers on the scanner are as recorded on the black garbage bag label and initial the label once confirmed. The **Machine Team** will place the black garbage bag within the machine (do not open the bag).
3. The **PSC** with the **Area Director** will confirm Poll Books and Ballots are replaced correctly and that the scanner is operational and ready for voters.

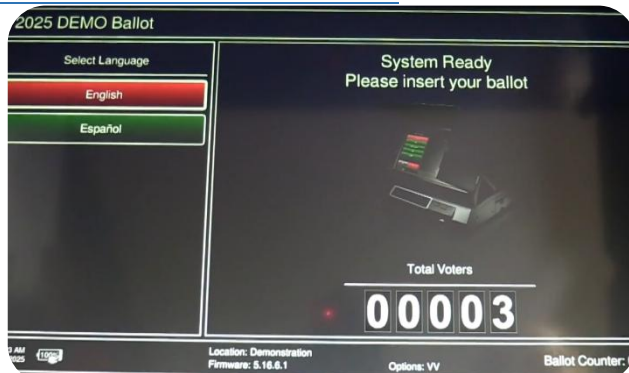
The **Area Director** should be contacted as soon as everyone has safely evacuated. At this time, the **Area Director** will contact Mayville immediately. If the **Area Director** is unavailable, then the **PSC** will immediately contact Mayville when everyone has safely evacuated. The **PSC** should keep notes about all aspects of the incident, including who you talked to and at what time you talked to emergency responders or building management.

BE SURE TO DOCUMENT WHO GAVE YOU PERMISSION TO RETURN TO THE BUILDING!

Based on the New York State Board of Elections / Cybersecurity and Infrastructure Security Agency (CISA) resource.

- Found in the **Red Poll Site Coordinator Bag**.
- This placard explains what do to in different Emergency Situations.
- **DO NOT** post this placard in a place for the public to view. This placard should remain in the **Red Poll Site Coordinator Bag** unless there is an Emergency.
- The cell phone number of your Area Director is placed on the placard where the **Green Box** denotes above.

Machine Team – Close of Polls



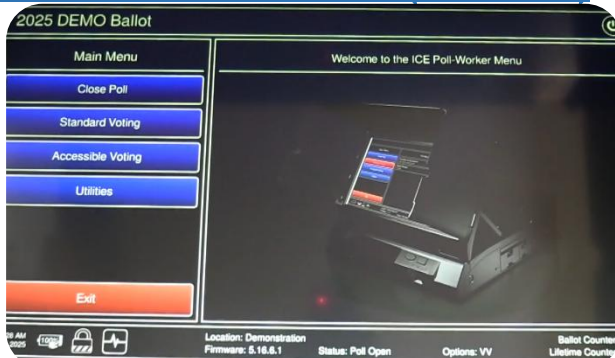
Starting at the Standard Voting Screen,



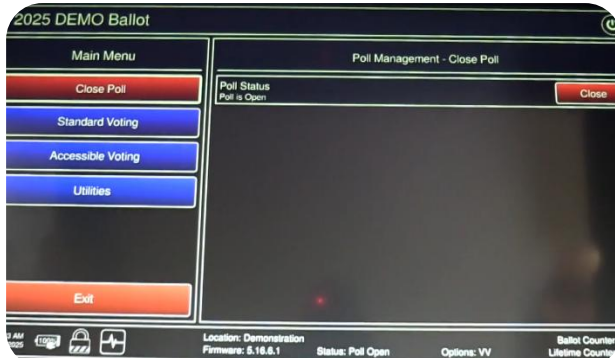
touch iButton to the side of the machine.



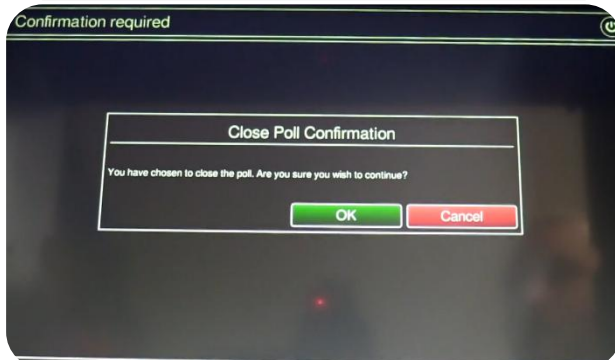
Machine Team – Close of Polls (Continued)



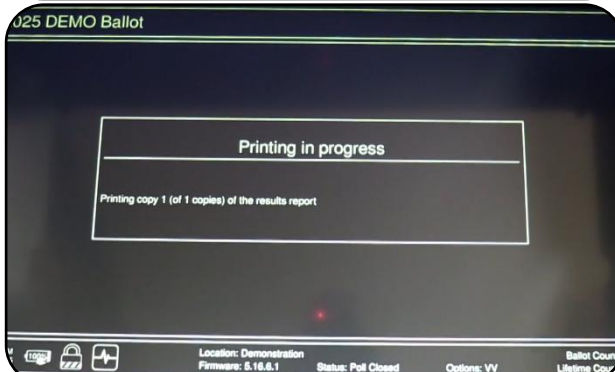
From the Main Menu, tap the top option, "Close Poll".



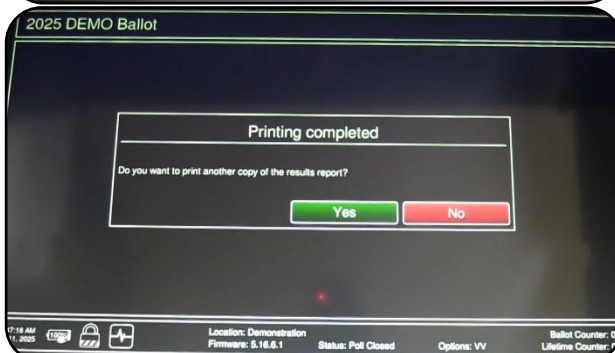
From the Options that Appear on the right, tap "Close".



On the Confirmation Dialog that appears, tap **Green "OK" Button**.



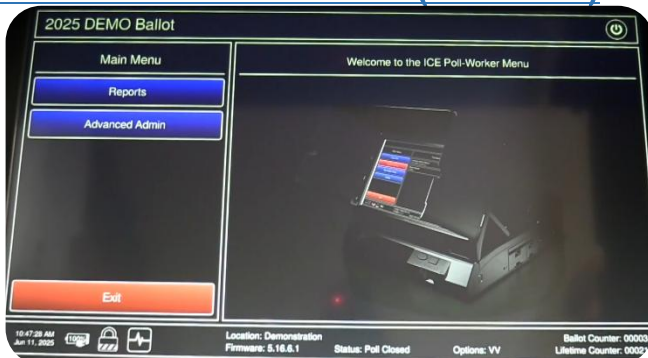
Printing in Progress (no action required).



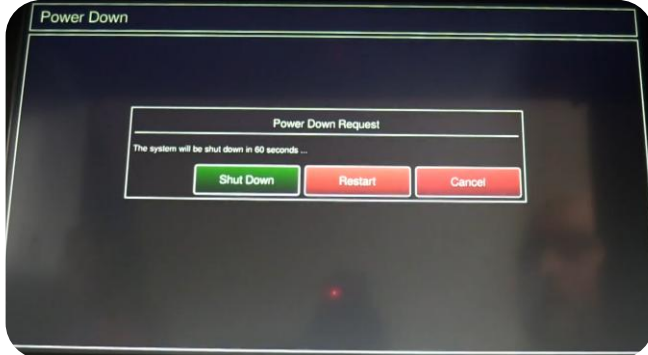
When printing is complete, a dialog will ask if you would like an additional copy. Tap the **Red "No" Button** when no more copies are needed.



Machine Team – Close of Polls (Continued)



Power Down by touching the Power Switch in the upper right hand corner.



On the confirmation box that appears, tap the **Green "Shut Down" Button**.



Fold the privacy screen guards and lay the screen flat.



Once the machine has been powered off, with the screen lying flat,



place the closing receipt tape in the **Blue Speed Bag**.



Machine Team – Close of Polls (Continued)



Remove the **Green Seal** from CF02 (Poll Worker) Door.



Remove the Card from the CF02 (Poll Worker) Door.



Place the Card in the **Blue Speed Bag** and seal the **Blue Speed Bag**.



Place a new **Green Seal** on the CF02 (Poll Worker) Door.



Remove all voted ballots from the machine and place them in the **Blue Ballot Bag**.



Remove all Write-In Ballots from the Write-In Slot on the machine machine and place them in the **Maroon Write-In Bag** from the **Chocolate Bag**.



Simply Put – ALL Ballots Must be Returned to Mayville!

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 Booklets
- Ballot Stubs
- ALL OPENED and SEALED Ballot Packages

Machine Team – Paperwork

Polling Site		November 5, 2014 General Election	
President and Vice President (Vote for 1)		Member of Assembly District 154 (Vote for 1)	
Barack Obama	Democrat	Mike Michalek	Democrat
Mitt Romney	Republican	James J. Smith	Republican
Paul Ryan	Conservative	James J. Smith	Conservative
John H. Frank	Working Families	Mike Michalek	Working Families
Write-in		Mike Michalek	Restored Freedom
Overvotes		Write-in	
Undervotes		Overvotes	
		Undervotes	
United States Senator (Vote for 1)		District Attorney (Vote for 1)	
Barack Obama	Democrat	James J. Smith	Republican
Mitt Romney	Republican	James J. Smith	Conservative
Paul Ryan	Conservative	Mike Michalek	Working Families
John H. Frank	Working Families	Write-in	
Write-in		Overvotes	
Overvotes		Undervotes	
Undervotes			
Supreme Court Justice Judicial District 8 (Vote for up to 6)		Partly-Court Judge (Vote for 1)	
Barack Obama	Democrat	James J. Smith	Republican
Mitt Romney	Republican	James J. Smith	Conservative
Paul Ryan	Conservative	Mike Michalek	Working Families
John H. Frank	Working Families	Write-in	
Write-in		Overvotes	
Overvotes		Undervotes	
Undervotes			
Representative in Congress District 23 (Vote for 1)		Proposed number one, no introduction (Vote for 1)	
Barack Obama	Democrat	Yes	
Mitt Romney	Republican	No	
Paul Ryan	Conservative	Overvotes	
John H. Frank	Working Families	Undervotes	
Write-in			
Overvotes			
Undervotes			
State Senator District 87 (Vote for 1)			
Barack Obama	Democrat		
Mitt Romney	Republican		
Paul Ryan	Conservative		
John H. Frank	Working Families		
Write-in			
Overvotes			
Undervotes			

Unscanned Ballot Tally Sheet
(in Purple Unscanned Ballot Bag)

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 BELOW

Democratic Election Inspector

Republican Election Inspector

Ballot Collection Report (in Raspberry)

Machine Number(s)		Machine Number(s)	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____
26. _____	_____	_____	_____
27. _____	_____	_____	_____
28. _____	_____	_____	_____
29. _____	_____	_____	_____
30. _____	_____	_____	_____
31. _____	_____	_____	_____
32. _____	_____	_____	_____
33. _____	_____	_____	_____
34. _____	_____	_____	_____
35. _____	_____	_____	_____
36. _____	_____	_____	_____
37. _____	_____	_____	_____
38. _____	_____	_____	_____
39. _____	_____	_____	_____
40. _____	_____	_____	_____
41. _____	_____	_____	_____
42. _____	_____	_____	_____
43. _____	_____	_____	_____
44. _____	_____	_____	_____
45. _____	_____	_____	_____
46. _____	_____	_____	_____
47. _____	_____	_____	_____
48. _____	_____	_____	_____
49. _____	_____	_____	_____
50. _____	_____	_____	_____
51. _____	_____	_____	_____
52. _____	_____	_____	_____
53. _____	_____	_____	_____
54. _____	_____	_____	_____
55. _____	_____	_____	_____
56. _____	_____	_____	_____
57. _____	_____	_____	_____
58. _____	_____	_____	_____
59. _____	_____	_____	_____
60. _____	_____	_____	_____
61. _____	_____	_____	_____
62. _____	_____	_____	_____
63. _____	_____	_____	_____
64. _____	_____	_____	_____
65. _____	_____	_____	_____
66. _____	_____	_____	_____
67. _____	_____	_____	_____
68. _____	_____	_____	_____
69. _____	_____	_____	_____
70. _____	_____	_____	_____
71. _____	_____	_____	_____
72. _____	_____	_____	_____
73. _____	_____	_____	_____
74. _____	_____	_____	_____
75. _____	_____	_____	_____
76. _____	_____	_____	_____
77. _____	_____	_____	_____
78. _____	_____	_____	_____
79. _____	_____	_____	_____
80. _____	_____	_____	_____
81. _____	_____	_____	_____
82. _____	_____	_____	_____
83. _____	_____	_____	_____
84. _____	_____	_____	_____
85. _____	_____	_____	_____
86. _____	_____	_____	_____
87. _____	_____	_____	_____
88. _____	_____	_____	_____
89. _____	_____	_____	_____
90. _____	_____	_____	_____
91. _____	_____	_____	_____
92. _____	_____	_____	_____
93. _____	_____	_____	_____
94. _____	_____	_____	_____
95. _____	_____	_____	_____
96. _____	_____	_____	_____
97. _____	_____	_____	_____
98. _____	_____	_____	_____
99. _____	_____	_____	_____
100. _____	_____	_____	_____

Seal Report (in Raspberry)

End of Night

- We understand that at the end of the night, you want to go home.
 - It is still important to make sure everything is put away in the proper location.
 - Double check that every form is signed by a Democratic Inspector and Republican Inspector and that the **Raspberry Folder** is placed in the **Chocolate Bag**.
 - Failure to return something to the correct location could mean that staff cannot begin the process of reconciliation the following morning!
 - **Blue Ballot Bag**, **Chocolate Bag** and Black Poll Book Bags **MUST** be returned at the end of the night to Mayville.
 - **Red Coordinator Bags** should go inside the voting machine.
 - *Remember to remove the batteries from the ADA light when you place it back in the **Red Poll Site Coordinator Bag!**
 - **Green Sign Bags** should be placed on top of the voting machine.
 - Poll Site supplies (machines, voting booths, cones, etc.) should be prepared for the Pickup Team



Notes

Lined area for taking notes.



Electronic Poll Book

Electronic Poll Book – Reminders

1. Please **ASK** the voter for their name:
REGARDLESS OF THEIR RELATIONSHIP TO YOU. ASK THE VOTER FOR THEIR NAME
2. **Read the Screen** and **Follow the Instructions** on the Electronic Poll Book
The Electronic Poll Book will guide you through the entire process!
3. It seems redundant, but **PLEASE** – when you issue a ballot, the inspector running the poll book **MUST** say the Ballot ID and the inspector handing out the ballot **MUST** confirm the Ballot ID. If the Ballot ID does not match – **STOP!**
4. You **MUST** be logged into the Electronic Poll Book by 5:45AM on Election Day!

Electronic Poll Book – Interface – Start

CHAUTAUQUE COUNTY, NY
Election Day - 2025 TRAINING ELECTION

10:04 AM

CHAUTAUQUE COUNTY
TRAINING ELECT
CHAUTAUQUE COU

START

Touchpads Connected
*They will ONLY be connected in a Ballot on Demand Site, or if there are multiple iPads for the same Election District. MOST iPads will show a broken chain and this is OK!

Connection Status (broken heart)

iPad # and Name

Poll Site (and Election District)

Users Logged In

Changes from Server

Voter Counts

Check-Ins

Battery Status

Electronic Poll Book – Interface - Lookup

CHAUTAUQUE COUNTY, NY
Election Day - 2025 TRAINING ELECTION

10:04 AM

Drop Down Menu

Search Buttons

Voter Search

Scan Voter ID

Location

Touchpads Connected
*They will ONLY be connected in a Ballot on Demand Site, or if there are multiple iPads for the same Election District. MOST iPads will show a broken chain and this is OK!

Connection Status (green - connected)

iPad # and Name

Poll Site (and Election District)

Users Logged In

Changes from Server

Voter Counts

Check-Ins

Battery Status



Electronic Poll Book – Logging In (First Time)



Touch "Start".



Enter the Democratic Inspector's name.



Enter the Republican Inspector's name.



Enter Passwords for DEM and REP.



You are now ready to check in voters!



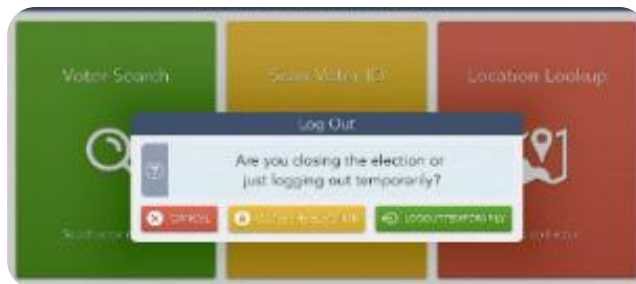
Electronic Poll Book – Switching Poll Workers



Touch the Drop Down Menu.



Tap "Logout".



Choose "Logout Temporarily".



Enter the NEW Democratic Inspector's name.



Enter the NEW Republican Inspector's name.

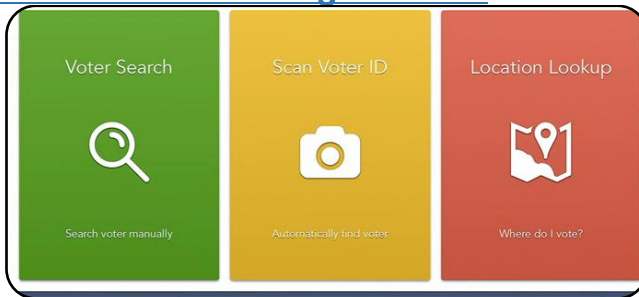


The NEW Inspectors are now ready to check in voters!

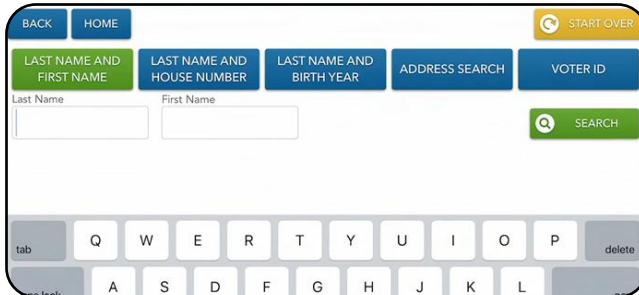
*We must update the iPad with the current poll workers at each shift change. This is important for tracking purposes.



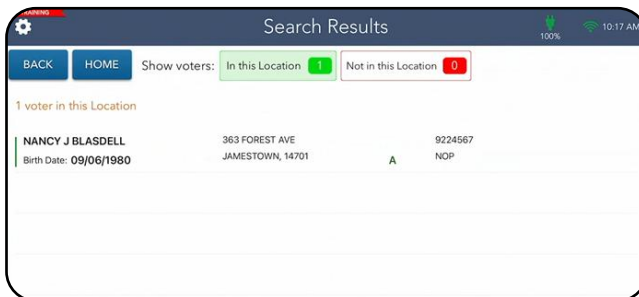
Electronic Poll Book – Eligible Voter



Tap Voter Search.



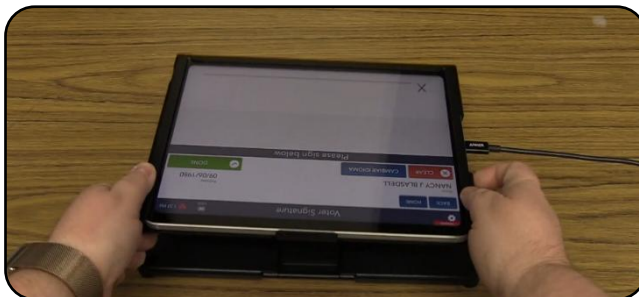
Enter first 3 letters of voter's Last Name and first 3 letters of voter's First Name (The 3 & 3 Method).



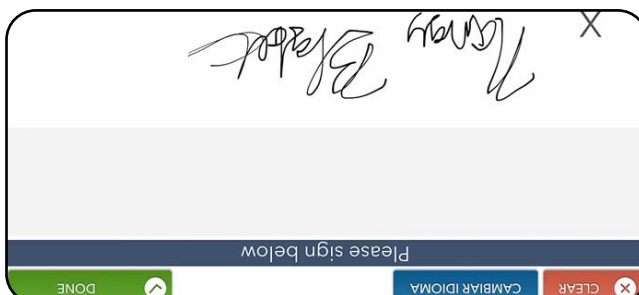
Select the correct voter from the list of voters that are presented at your location.



The voter eligibility screen shows that this voter is eligible. Tap the Green "Get Voter Signature" button.



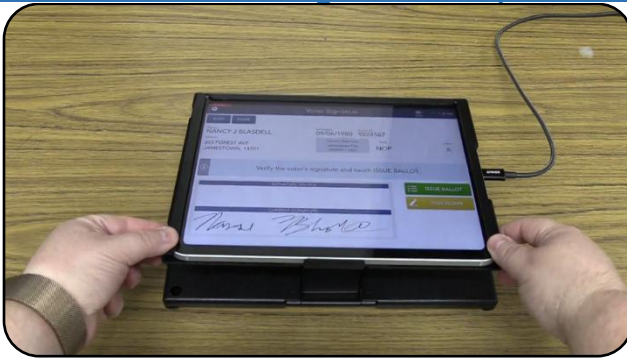
Flip the screen to the voter.



Allow the voter to sign and ask them to tap the Green "Done" Button.



Electronic Poll Book – Eligible Voter (Continued)



Flip the screen back.

Name: NANCY J BLASDELL Birthdate: 09/06/1980 Voter ID: 9224567
Address: 363 FOREST AVE JAMESTOWN, 14701 Precinct / Ballot Style: Jamestown City 005002 / 1063 Party: NOP Status: A

Verify the voter's signature and touch ISSUE BALLOT.

SIGNATURE ON FILE

CURRENT SIGNATURE

ISSUE BALLOT

SIGN AGAIN

Compare the voter's signature with the exemplar signature. Tap the Green "Issue Ballot" button.

Name: NANCY J BLASDELL Birthdate: 09/06/1980 Voter ID: 9224567
Address: 363 FOREST AVE JAMESTOWN, 14701 Precinct / Ballot Style: Jamestown City 005002 / 1063 Party: NOP Status: A

Initial Below

Dem Rep

CANCEL CLEAR DONE

ISSUE BALLOT

SIGN AGAIN

Initial under the correct political party and tap the Green "Done" Button ***NOTE: Only one party representative needs to initial!**

Name: NANCY J BLASDELL Birthdate: 09/06/1980 Voter ID: 9224567
Address: 363 FOREST AVE JAMESTOWN, 14701 Precinct / Ballot Style: Jamestown City 005002 / 1063 Party: NOP Status: A

CHANGE LANGUAGE

Ballot Style: 1063

Verify the voter's correct ballot style. Issue voter correct ballot.

COMPLETE CHECK-IN

Issue the voter the Ballot ID specified in the "Ballot Style" box. Tap the Green "Complete Check-In" Button.

Name: NANCY J BLASDELL Voter ID: 9224567 Ballot Style: 1063

Voter successfully checked in

Great Job!

Direct voter to the ballot marking area. Please direct the voter to return the stylus.

PROCESS NEXT VOTER

Tap the Green "Process Next Voter" Button.



Electronic Poll Book – Redirecting Voter

BACK HOME Show voters: In this Location 0 Not in this Location 4

No voters were found for this location.

Touch the red "Not in this Location" button above to view voters that are assigned to other locations.

NO VOTER FOUND

If the voter is not assigned to your Election District, they will not be under the "In this Location" section.

BACK HOME Show voters: In this Location 0 Not in this Location 4

4 voters not in this Location

Name	Address	Birth Date	Party	Status
MATHEW R CLARK	514 HAZZARD ST JAMESTOWN, 14701	02/12/1948	A	CON
MATHEW F CLARK			A	
MATHEW T CLARK			A	
MATHEW W CLAYTON			A	

NO VOTER FOUND SELECT a voter in the list above. CONTINUE

If you tap the Red "Not in this Location" Box, it will show voters who are not assigned to your Election District.

BACK HOME

Name: MATHEW R CLARK Birthdate: 02/12/1948 Voter ID: 3679959

Address: 514 HAZZARD ST JAMESTOWN, 14701 Precinct / Ballot Style: Jamestown City 004001 / 1059 Party: CON Status: A

Wrong Location

The voter has presented themselves at the incorrect poll site. Please issue a referral slip to redirect them to the correct poll site. By choosing "RE-DIRECT VOTER," you can find the correct poll sites to refer them to.

WRONG VOTER. UPDATE VOTER INFO RE-DIRECT VOTER

Select the voter. The iPad lists the voter as at the "Wrong Location". If the voter confirms the address listed is still the correct address, we will need to redirect the voter to the correct location. Tap Green "Re-Direct Voter" Button.

BACK HOME CONTINUE

Correct district and voting location listed below. Allow voter to see map view of voting location if needed.

HILLCREST BAPTIST CHURCH | JAMESTOWN CITY 4-1

Location: 017004001

40 HALLOCK ST JAMESTOWN 14701

Map view of voting location if needed.

This screen will show the voter's correct location. Keep in mind: this may be for a different table at your poll site.

If the location is a different poll site, complete a referral slip. Tap the Green "Done" Button.

Processing Complete 100%

Name: MATHEW R CLARK Voter ID: 3679959

Voter successfully re-directed.

Hand voter the re-direct slip and direct them to their correct voting location.

PROCESS NEXT VOTER

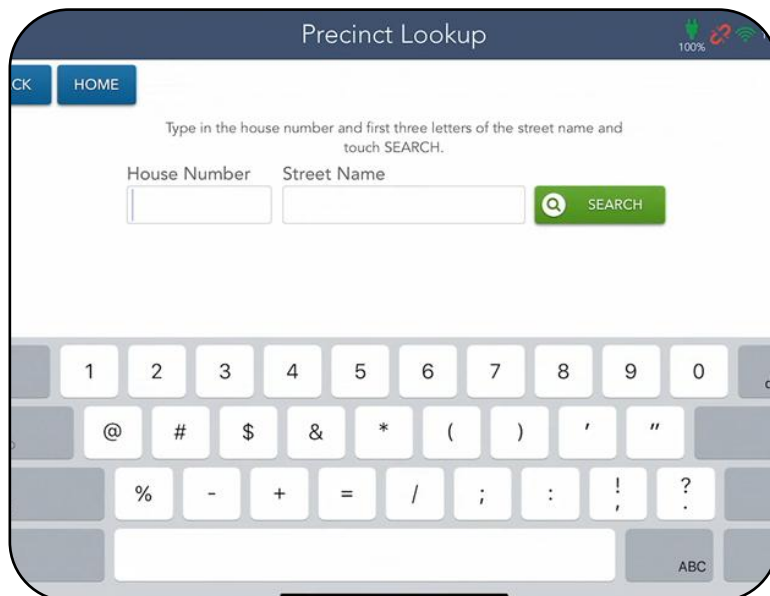
Tap the Green "Process Next Voter" Button.



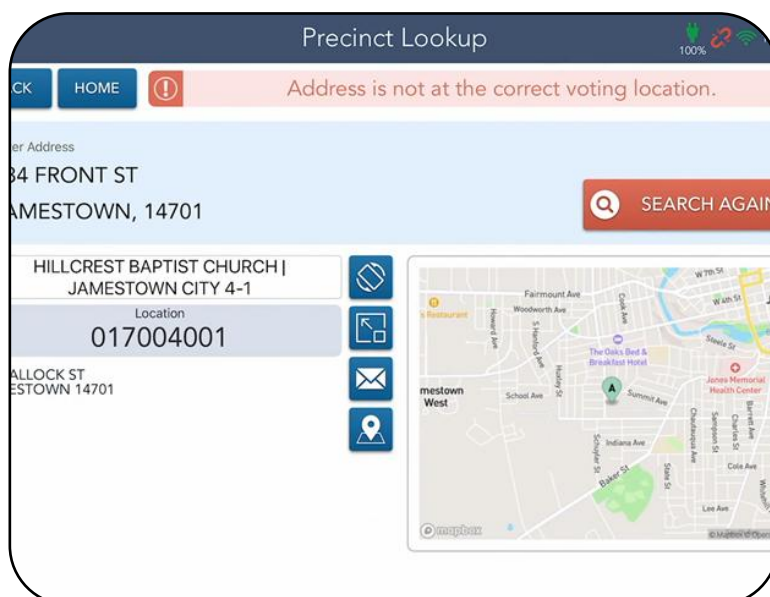
Electronic Poll Book – Redirecting Voter - Address Lookup



If you tap the Red “Location Lookup” Button.



You can enter the voter’s address and tap the Green “Search” Button.



This will show you the location where the voter is assigned.

If the location is a different poll site, complete a referral slip.



Electronic Poll Book – Assistance While Checking in a Voter

The screenshot shows the 'Voter Eligibility' screen for JOHN S PRUNTY, born 11/25/1941, with Voter ID 9195772. The status is 'A'. A green bar indicates 'Voter is eligible to vote.' Below this are buttons for 'Update Voter Info', 'Request Assistance', 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS', and 'GET VOTER SIGNATURE'. A dialog box asks 'Is this voter requesting assistance?' with 'NO' and 'YES' buttons. The 'Provide Assistance' screen asks 'Did the voter bring someone to assist them?' with 'NO' and 'YES' buttons. A note states: 'Two election officers shall provide assistance to the voter. Each officer must be aligned with a different political party.' Below this is a 'CONTINUE' button. A text field for 'Name' is followed by another 'CONTINUE' button. A keyboard is shown below. A signature line with a green 'X' is followed by a 'Please sign below' prompt and buttons for 'DONE', 'CAMBIAR IDIOMA', and 'CLEAR'.

Tap the **Yellow “More Options” Button** and tap “Request Assistance”.

Tap **Green “Yes” Button**.

Tap the colored button, based on the situation.

If you selected the **Red “No” Button**, you will see a note that a bipartisan pair must provide assistance then you can tap the **Green “Continue” Button** to proceed to the last screen.

If you selected the **Green “Yes” Button**, you will be asked to enter the name of the individual providing assistance. Tap **Green “Continue” Button**.

The individual providing assistance will need to sign and tap the **Green “Done” Button**.



Electronic Poll Book – Assistance While Checking in a Voter (Continued)

To continue issuing a ballot, please select the green 'Continue' button.

CONTINUE **SIGN AGAIN**

Confirm the individual signed and tap the **Green “Continue” Button**.

Requires Assistance

Voter is eligible to vote.

Voter requires assistance in voting. Complete the paper challenge report.

WRONG VOTER, SEARCH AGAIN **MORE OPTIONS** **GET VOTER SIGNATURE**

The screen indicates the voter requested assistance. We can complete the voter check-in process by tapping the **Green “Get Voter Signature” Button**.

Complete Section III - Assistance Provided on the Challenge Report after the Electronic Poll Book process.

Electronic Poll Book – Assistance After a Voter has Been Checked In

CHAUTAUQUA COUNTY, NY
Election Day - 2025 TRAINING ELECTION

Voter Search **Scan Voter ID**

CHECK-IN LOGS
CHECK-IN TOTALS
SPOIL BALLOT
REQUEST ASSISTANCE
LOGOUT

From the Drop Down Menu, tap “Request Assistance”.

Last Name: First Name:

SEARCH **CONTINUE** **CLEAR**

Enter First 3 letters of voter’s Last Name and First 3 letters of voter’s First Name (The 3 & 3 Method).

Request Assistance

1 check-in found

Last Name/First Name **Voter ID**

Last Name: **KOC** First Name: **JAN**

SEARCH **CONTINUE** **CLEAR**

KOCH, JANE M
Birth Date: 06/29/1987 Voter ID: 9689424
242 FOREST AVE
JAMESTOWN, 14701
Precinct: Jamestown City...
04-17-2025 10:38:48 AM
DEMOCRATIC WORKER...
(Paper) 1063

Tap on the voter, then tap on the **Green “Continue” Button**.

Request Assistance

Did the voter bring someone to assist them?

NO **YES**

Complete the assistance process as described previously.

Complete Section III - Assistance Provided on the Challenge Report after the Electronic Poll Book process.



Electronic Poll Book – Name Change

LAST NAME AND FIRST NAME | LAST NAME AND HOUSE NUMBER | LAST NAME AND BIRTH YEAR | ADDRESS SEARCH | VOTER ID

No voter found. Search again using the next search option by touching the green button below. If voter still not found, touch the red "NO VOTER FOUND" button below.

NO VOTER FOUND | SEARCH AGAIN USING LAST

If you cannot find a voter, ask if they were registered under a previous name. If they answer yes, attempt to look up the voter under the old name. Tap the **Green "Last Name and First Name" Box**.

LAST NAME AND FIRST NAME | LAST NAME AND HOUSE NUMBER | LAST NAME AND BIRTH YEAR | ADDRESS SEARCH | VOTER ID

Last Name: ORL | First Name: JAN | SEARCH

tab | Q | R | T | Y | U | I | O | P | delete | caps lock | A | F | G | H | J | K | L | next | shift | Z | C | V | B | N | M | ! | ? | . | shift

You can tap the circle with an X in it to erase the entire field. Alternatively, you can tap in the field and tap the "delete" button to clear the field. Enter the new name and tap the **Green "Search" Button**.

Search Results

BACK | HOME | Show voters: In this Location (1) | Not in this Location (1)

1 voter in this Location

Name	Address	Birth Date	Party
JANICE E HODGINS	149 WILTON AVE JAMESTOWN, 14701	10/27/1971	5593808 REP

If you find the voter under their old name, tap their name and tap the **Green "Continue" Button**.

149 WILTON AVE
JAMESTOWN, 14701

precinct / ballot type
Jamestown City
005002 / 1063

Party
REP

Voter is eligible to vote.

Update Voter Info
Request Assistance

WRONG VOTER SEARCH AGAIN | MORE OPTIONS | GET VOTER SIGNATURE

From the **Yellow "More Options" Menu**, select "Update Voter Info".

Voter Update

BACK | HOME

Touch EDIT to Update Information Below

Name
JANICE E HODGINS | EDIT

Residence Address
149 WILTON AVE JAMESTOWN, 14701 | EDIT

Tap the **Blue "Edit" Button** next to the voter's name.

Voter Update

BACK | HOME

Basic Information

First Name: JANICE | Middle Name: E | Last Name: | Suffix: | CONTINUE

tab | Q | W | E | R | T | Y | U | I | O | P | delete | A | S | D | F | G | H | J | K | L |

Change the voter's name and tap the **Green "Continue" Button**.



Tap the Green “Continue” Button.

Flip the screen for the voter to confirm the entry and have the voter tap the **Green “Continue” Button**.

When the voter has confirmed the information is correct, tap the **Green “Continue” Button**.

Complete the voter's check-in. On the screen where the voter is signing their name, have them sign their old name on top and new name on the bottom.

Complete Section 1 of the Challenge Report.
Ensure the voter signs the document with their
new name. ***If this is not completed, we CANNOT
update their name or signature in our Voter
Registration system!**



Electronic Poll Book – In-District Address Change

If the voter has changed their address, tap the **Yellow “More Options” Button** and tap “Update Voter Info”.

Next to their address, tap the **Blue “Edit” Button**.

Enter the new street number and the first 3 letters of the street name. Tap the **Green “Search” Button**.

Tap on the address to turn it **Blue**, tap the **Green “Continue” Button**.

Answer the question if there is a unit number. If so, another screen will prompt for a unit type and unit number.

If there is a Unit Number, select the Unit Type and enter the Unit Number ***Note:** The Unit Number can contain letters in addition to numbers.



Electronic Poll Book – In-District Address Change (Continued)

Voter Update

K HOME

Confirm Information Below

Name
LOUISE K ELLIS

Residence Address
570 CHARLES ST JAMESTOWN, 14701

Old Address
582 PROSPECT ST JAMESTOWN, 14701

NOT CORRECT CORRECT

Tap Green “Correct” Button.

Voter Update

HOME

Confirm Information Below

Name
LOUISE K ELLIS

Residence Address
570 CHARLES ST APT BSMT JAMESTOWN, 14701

Old Address
570 CHARLES ST JAMESTOWN, 14701

CORRECT NOT CORRECT

Flip the screen for the voter to confirm that the information you entered is correct, by tapping on the Green “Correct” Button.

Voter Update

ACK HOME

INFORMATION IS CORRECT

Name
LOUISE K ELLIS

Residence Address
570 CHARLES ST APT BSMT JAMESTOWN, 14701

Old Address
570 CHARLES ST JAMESTOWN, 14701

CONTINUE

Tap the Green “Correct” Button.

BACK HOME VOTER CHANGE

Name
LOUISE K ELLIS

Birthdate
04/25/1945

Voter ID
8725117

Address
570 CHARLES ST, APT BSMT
JAMESTOWN, 14701

Precinct / Ballot Style
Jamestown City
005002 / 1063

Party
GRE

Status
A

Address
Change

Voter is eligible to vote.

The voter's address has changed because they claim to have the wrong address on file.
Complete the paper challenge report and continue issuing the ballot.

The screen indicates the voter changed their address. We can complete the Voter Check-In Process by tapping the Green “Get Voter Signature” Button.

SECTION 1
NAME OR ADDRESS CHANGE

Name: _____

Address: _____

Voter ID: _____

New Name: _____

New Address: _____

Voter: _____

Signature: _____

Complete Section 1 of the Challenge Report. The Voter **DOES NOT** sign for an address change.



Electronic Poll Book – Out-of-District Address Change

Search Results

BACK HOME Show voters: In this Location 0 Not in this Location 9

No voters were found for this location.

Touch the red "Not in this Location" button above to view voters that are assigned to other locations.

NO VOTER FOUND

When searching for a voter, if you are unable to find the voter, ask if they have recently moved.

Search Results

BACK HOME Show voters: In this Location 0 Not in this Location 9

9 voters not in this location Page 1 of 2 NEXT PAGE

DONALD L JOHNSON			
Birth Date:			A
DONALD E JOHNSON			
Birth Date:			I
DONALD E JOHNSON JR			
Birth Date:			A
DONALD C JOHNSON	306 HAZZARD ST JAMESTOWN, 14701	6612880	LBT
Birth Date: 04/10/1955			A
DONNA S JOHNSON			
Birth Date:			A
DONNA S JOHNSON			
Birth Date:			A

NO VOTER FOUND SELECT a voter in the list above. CONTINUE

If you tap the Red "Not in this Location" Box, it will show voters who are not assigned to your Election District. Locate the voter and tap on the voter to turn them blue. Tap the Green "Continue" Button.

Wrong Location

BACK HOME

Name: DONALD C JOHNSON Birthdate: 04/10/1955 Voter ID: 6612880

Address: 306 HAZZARD ST JAMESTOWN, 14701 Precinct / Ballot Style: Jamestown City 005003 / 1064 Party: LBT Status: A

Wrong Location

The voter has presented themselves at the incorrect poll site. Please issue a referral slip to redirect them to the correct poll site. By choosing "RE-DIRECT VOTER," you can find the correct poll sites to refer them to.

WRONG VOTER, SEARCH AGAIN UPDATE VOTER INFO RE-DIRECT VOTER

Because the voter has changed their address, tap the Yellow "More Options" Button and tap "Update Voter Info".

Voter Update

BACK HOME

Touch EDIT to Update Information Below

Name: DONALD C JOHNSON EDIT

Residence Address: 306 HAZZARD ST JAMESTOWN, 14701 EDIT

CONTINUE

Next to their address, tap the Blue "Edit" Button.



Electronic Poll Book – Out-of-District Address Change (Continued)

Voter Update

BACK HOME CLEAR

Type in the house number and first three letters of the street name and touch SEARCH.

House Number Street Name SEARCH

tab 1 2 3 4 5 6 7 8 9 0 delete

undo @ # \$ % & * () ' " next

#+= % - + = / ; : ! , ? #+=

ABC ABC

Enter the new street number and the first 3 letters of the street name. Tap the Green “Search” Button.

Voter Update

BACK HOME CLEAR

Type in the house number and first three letters of the street name and touch SEARCH.

House Number Street Name SEARCH

57 PAR

7 Addresses Found Page 1 of 2 NEXT PAGE

PARDEE AVE	JAMESTOWN, 14701	Jamestown City 006002 0
PARK AVE	CASSADAGA, 14718	Stockton 000002-V 0
PARK ST	SINCLAIRVILLE, 14782	Charlotte 000001 0
PARK ST	JAMESTOWN, 14701	Jamestown City 005002 0
PARKDALE DR	JAMESTOWN, 14701	Jamestown City 004003 0
PARKVIEW AVE	JAMESTOWN, 14701	Jamestown City 008001 0

CONTINUE

Tap on the address to turn it Blue, tap the Green “Continue” Button. Complete the next screens to have the voter confirm their new address.

Voter Update

BACK HOME

57 PARK ST JAMESTOWN, 14701

Is there a unit number? NO YES

The next set of screens ask if there is an unit number. They allow us to enter the information if one is present. Then have the voter confirm that the information we entered is correct.

Voter Eligibility

BACK HOME Address Change VOTER CHANGES

Name DONALD C JOHNSON Birthdate 04/10/1955 Voter ID 6612880

Address 57 PARK ST JAMESTOWN, 14701 Precinct / Ballot Style Jamestown City 005002 / 1155-AFF Party LBT Status A

Address Change

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

The voter's address has changed because they claim to have the wrong address on file. Complete the paper challenge report and continue issuing the affidavit ballot.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS AFFIDAVIT

The screen indicates the voter changed their address and they are not eligible to vote on the voting machine. Tap the Green “Process Affidavit” Button and follow the Affidavit Process.



Electronic Poll Book – Voter Not Found

If you cannot find a voter and have exhausted **ALL** avenues of searching for them, tap Red **“No Voter Found” Button**.

Enter the full name of the voter (only time you can break the 3 & 3 Rule), their Date of Birth and their Party Affiliation.

Note: you may need to scroll down to access certain parties, like Republican. Parties are listed alphabetically.

Enter the house number and street name, Tap Green **“Search” Button**.



Electronic Poll Book – Voter Not Found (Continued)

TRAINING

Voter Update

100% 10:34 AM

BACK HOME Voter Not Found CLEAR

Type in the house number and first three letters of the street name and touch SEARCH.

House Number Street Name

807 FOR SEARCH

1 Address Found

FOREST AVE JAMESTOWN, 14701 Jamestown City 005002 0

CONTINUE

Tap on the address to turn it Blue, then Tap the Green “Continue” Button.

CORRECT NOT CORRECT

Confirm Information Below

Voter Not Found

BACK HOME

Voter Update

100% 10:34 AM

Name LINDA JAQUITH DOB 06/18/1965 Party DEM Residence Address 807 FOREST AVE JAMESTOWN, 14701

Confirm with the voter the information entered is correct.

TRAINING

Voter Eligibility

100% 10:34 AM

BACK HOME Voter Not Found

Name LINDA JAQUITH Birthdate 06/18/1965 Voter ID

Address 807 FOREST AVE JAMESTOWN, 14701 Precinct / Ballot Style Jamestown City 005002 / 1155-AFF Party DEM Status NEW

Voter Not Found

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

Voter's address has changed because they claimed to have the wrong address on file. Complete the paper challenge report and issue the voter an affidavit ballot.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS AFFIDAVIT

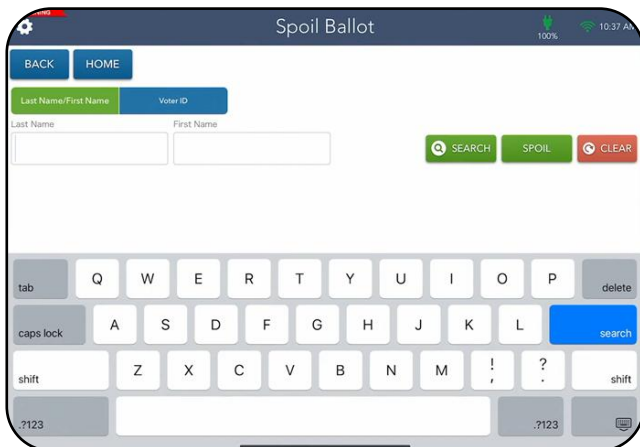
The screen will indicate “Voter Not Found” and require the Affidavit Process.



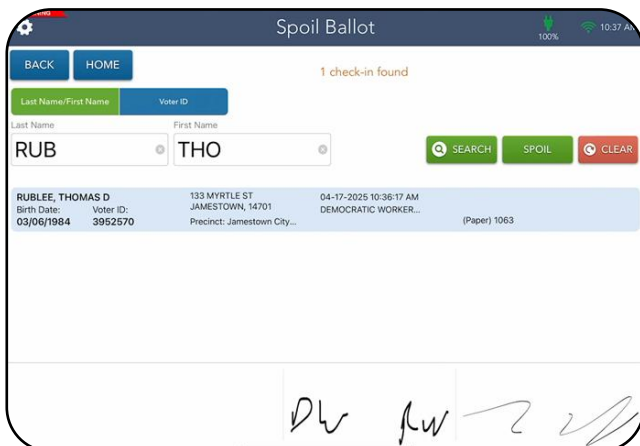
Electronic Poll Book – Spoiling a Ballot



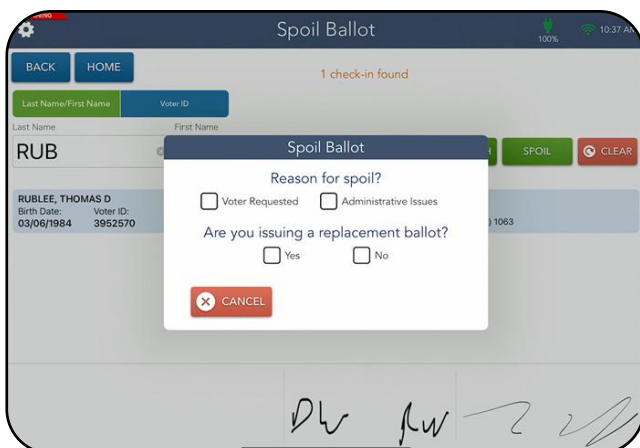
From the Drop Down Menu, select “Spoil Ballot”.



Search using 3 & 3 for the voter’s name and tap Green “Search” Button.



Tap on the Voter and then tap on Green “Spoil” Button.



The reason for spoil should be “Voter Requested” and you should mark “Yes” for issuing a replacement ballot. If you need to answer the questions differently, confirm with your Poll Site Coordinator.



Electronic Poll Book – Spoiling a Ballot (Continued)

Are you sure you want to spoil the ballot for THOMAS RUBLEE?

NO YES

Confirm “Yes”, you want to spoil the ballot.

Please sign below

DONE CAMBIAR IDIOMA CLEAR

THOMAS D RUBLEE 03/06/1984

SPOIL & REISSUED HOME BACK

The Voter will need to sign for the NEW ballot.

Processing Complete

SPOIL & REISSUED

Name: THOMAS D RUBLEE Voter ID: 3952570 Ballot Style: 1063

Voter successfully checked in

Great Job!

Instruct the voter to write “VOID” on the ballot and fold it in half. The voter then should place the ballot into the void/spoiled black ballot bag. Finally, issue replacement ballot.

Direct voter to the ballot marking area. Please direct the voter to return the

PROCESS NEXT VOTER

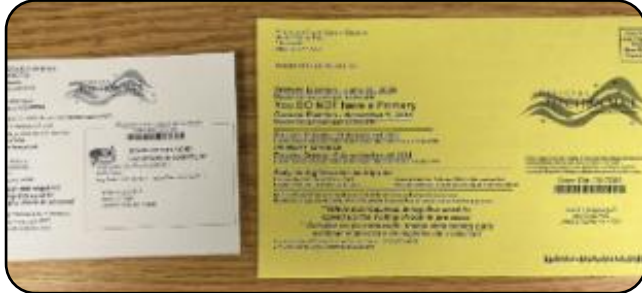
Complete the process of issuing the ballot. Instruct the voter to write “VOID” or “SPOILED” on the OLD ballot and place it in the Black Void/Spoiled Bag.



Electronic Poll Book – Scanning Voter ID Card & Driver’s License



From the Voter Search screen, tap the **Yellow “Scan Voter ID” Button**.



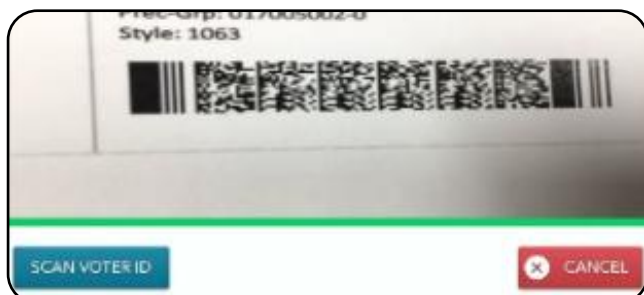
You can scan barcodes from a variety of documents from the Board of Elections.



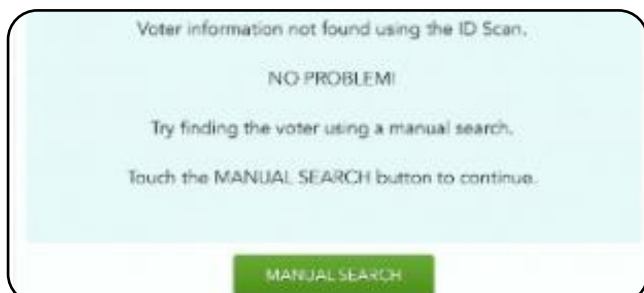
Align the barcode.



Place the White or **Yellow** card under the scanner.



Tap the **Blue “Scan Driver’s License” Button** and align the barcode on the Driver’s License presented.



If you see the screen stating the Voter Information was not found, search manually. **DO NOT** assume the voter is not in the system!



Electronic Poll Book – ID Required

After you have located the Voter using the search options the voter is marked as “ID Required”. Tap the **Green “Record ID” Button**.

This screen will show you the possible documents the voter can show you to satisfy the ID requirement. Tap the **Blue Button** for the ID type shown.

Tap the **Green "Yes" Button** to confirm that is the type of ID they showed you. Record the Voter's name and ID information in the inspector notebook.

Electronic Poll Book – Inactive Voter, No Signature, Early Mail/Absentee Voter

All these situations require the Affidavit Process!

Electronic Poll Book – WHAT HAPPENS TO MY BALLOT?

The number one question asked when a voter completes a Provisional Affidavit Ballot is, **WHAT HAPPENS TO MY BALLOT?**

NOW WHAT?

“The Affidavit Envelope is reviewed by members of both political parties at the Board of Elections to update the voter's record 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”.

LT/NE



Electronic Poll Book – Affidavit Situations

From this screen, we fill out the bottom of the Affidavit Envelope.

The bottom portion of the envelope requires the Town, Ward, District and Ballot ID. Once the sealed envelope is returned, a bipartisan pair of inspectors will initial on the far right, so **DO NOT FILL THIS OUT** when completing the Town, Ward, District & Ballot Style.

The “Precinct/Ballot Style” box shows what Election District the ballot is for. Use this to complete the Town, Ward and District on the bottom of the envelope.

The “Ballot Style” box shows what Ballot ID should be issued to the voter. Note this on the bottom of the Affidavit Envelope.

Complete the Challenge Report Section 4. You do NOT need to complete Section 1 of the Challenge Report when issuing an Affidavit Ballot.



Electronic Poll Book – Affidavit Situations (Continued)

Issue the voter the Affidavit Envelope, with the bottom section completed.

After the voter has filled out the envelope, review the envelope for completion and issue the Affidavit Ballot specified in the Ballot ID section to the voter.

When the voter returns the envelope, a bipartisan pair of inspectors will review the envelope for completeness and to make sure it is sealed. That pair will place their initials in the bottom right section of the Affidavit Envelope.

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 _____

Write the City or Township: **WRITE THE CITY OR TOWNSHIP**

Write the Ward Number (if necessary): **WRITE THE WARD NUMBER (IF NECESSARY)**

Write the Election District: **WRITE THE ELECTION DISTRICT**

Write the Ballot ID Number: **WRITE THE BALLOT ID NUMBER**

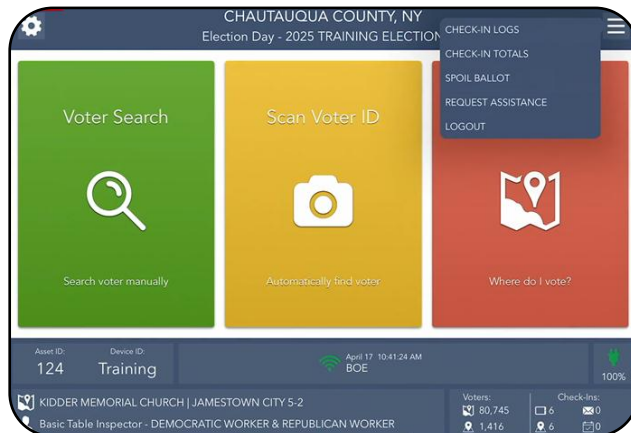
Poll Site Coordinator Initials: **2 BI-PARTISAN INITIALS AFTER THE ENVELOPE HAS BEEN RETURNED**



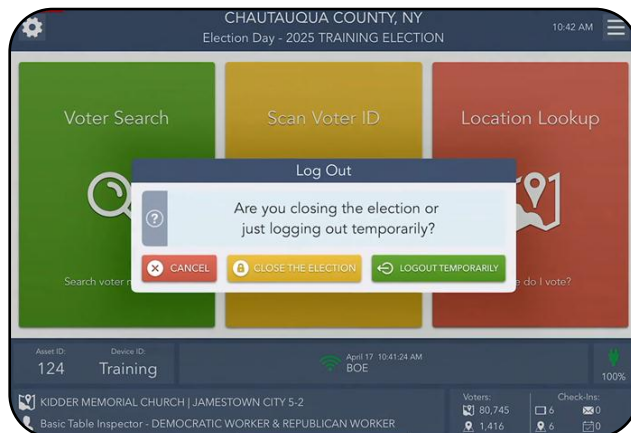
Electronic Poll Book – End of Day Closing



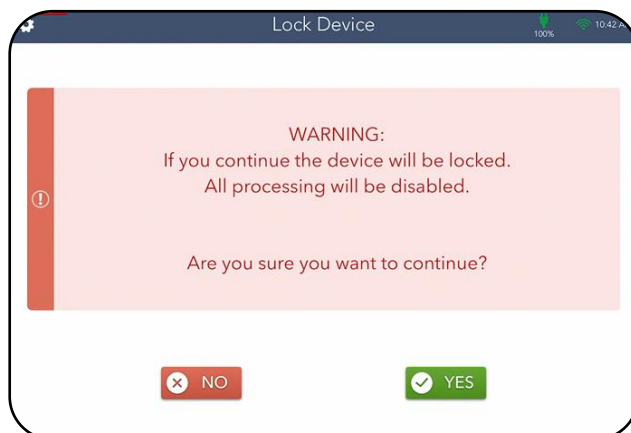
Tap the Drop Down Menu.



Tap "Logout".



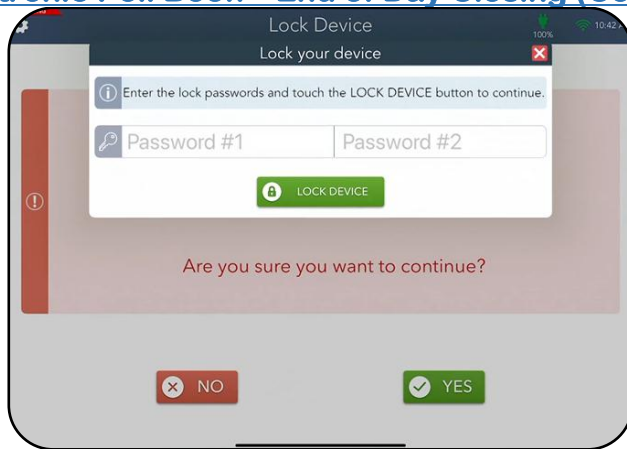
Tap the Yellow "Close the Election" Button.



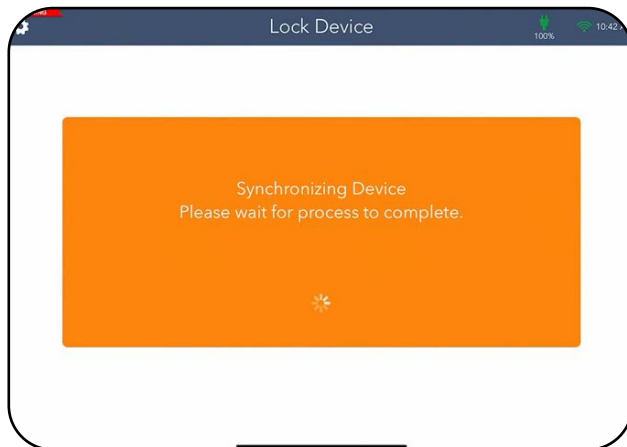
Tap the Green "Yes" Button.



Electronic Poll Book – End of Day Closing (Continued)



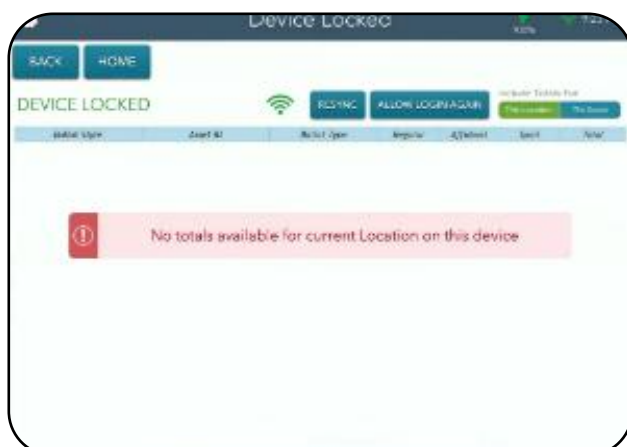
Enter Passwords.



Allow Device to Synchronize.



When device is synchronized, the popup on the left will show up.



It will show in **GREEN**, "Device Locked".



Electronic Poll Book – End of Day Closing (Continued)

Device Locked

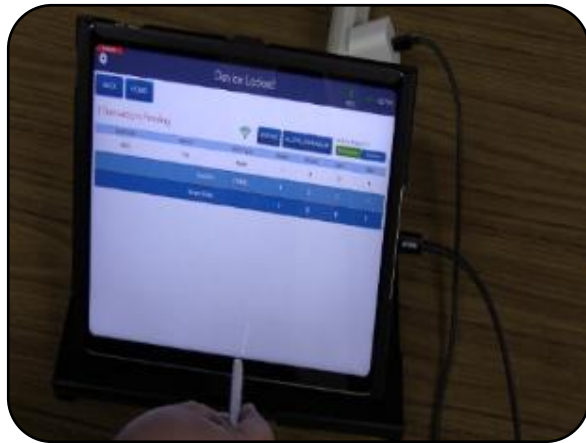
ACK HOME

Transactions Pending

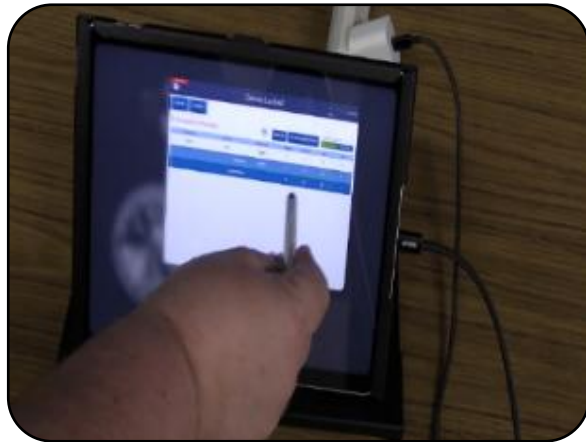
RESYNC ALLOW LOGIN AGAIN Include Totals For: This Location This Date

Ballot Style	Asset ID	Ballot Type	Regular	Affidavit	Spot	Total
1063	124	Paper	6	0	1	7
Total for: (1063)			6	0	1	7
1155-AFF	124	Paper	0	6	0	6
Total for: (1155-AFF)			0	6	0	6
Grand Total:			6	6	1	13

If the device shows a number of pending transactions in **RED**, allow the poll book to sync.



Place your stylus on the bottom of the screen.



Slowly swipe the stylus up the screen until you see the screen move to the top corner in a smaller version of the screen.



Swipe up on the small screen.



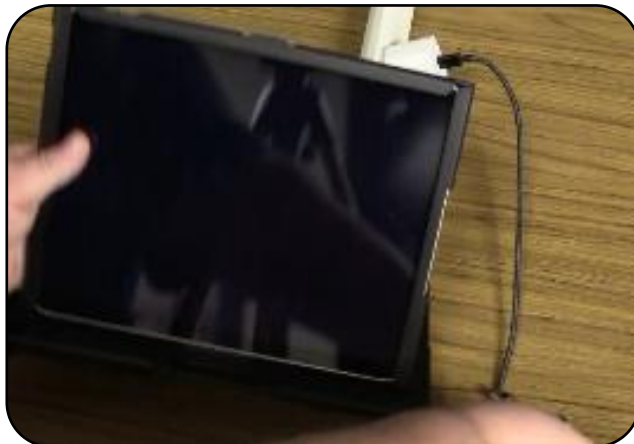
Electronic Poll Book – End of Day Closing (Continued)



Hold the left button the top and the power button on the side at the same time until you see slide to Power Off appear.



Slide to power off.



Unplug and fold up the iPad.



Place up to 2 iPads in each case, with power cords under the iPads.



Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

