



2026 Training Manual



Chautauqua County Board of Elections

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

**Luz E. Torres
Commissioners**

Nacole L. Ellis

Commissioners



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Introduction

Forms – I-9 & Direct Deposit

- ALL new inspectors must complete the I-9 form and a direct deposit form.
- ANY returning inspector 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.
- If you do not reach out about these changes before Election Day, your payment **WILL BE DELAYED!**
- 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

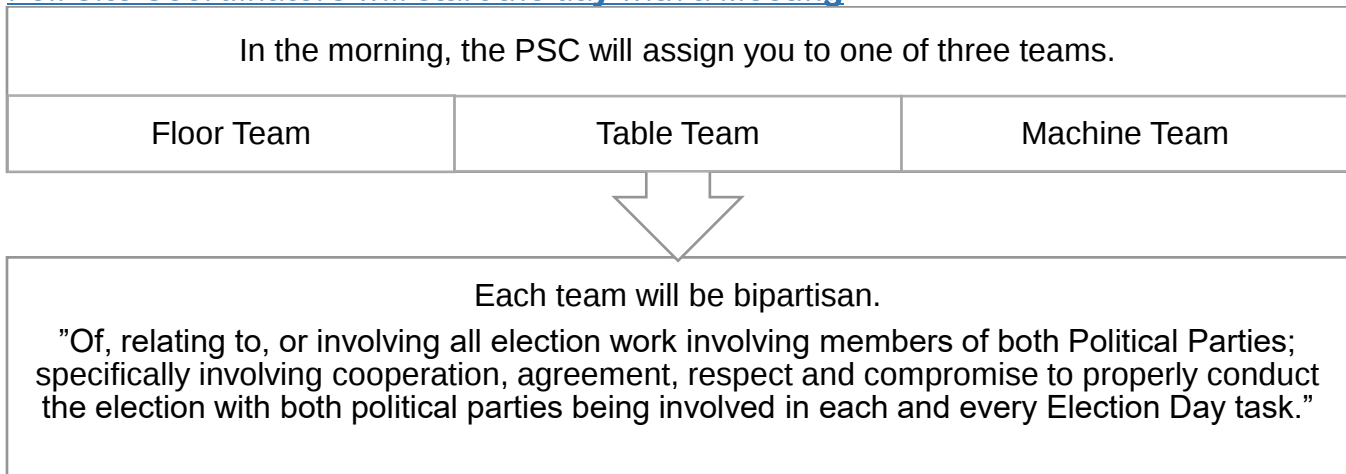
Applicants who PASS the exam will receive \$35.00 after all trainings have been completed.

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

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

- 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! Attire should be professional – you are representing the Board of Elections.**
- 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!**
- **LIMIT** socializing – keep lines moving.
- Only socialize amongst yourselves while voters are not in the poll site.

Poll Site Coordinators will start the day with a Meeting



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 voter privacy.

- Parking
- Entrance
- (& Signage)
- Sign-In Table
- Privacy Area
- (Voting booths & tables)
- Voting Machine
- Exit



Floor Team – Setting up the Voting Areas

The **Floor Team** sets up the voting booths for voter privacy, both on the tables and the standing yellow booths. Be sure that each of the voting areas has:

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

While setting up: make sure to provide the maximum privacy for the voter.

Be sure to install the lighting in the ADA Booth.

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 – Close of Polls

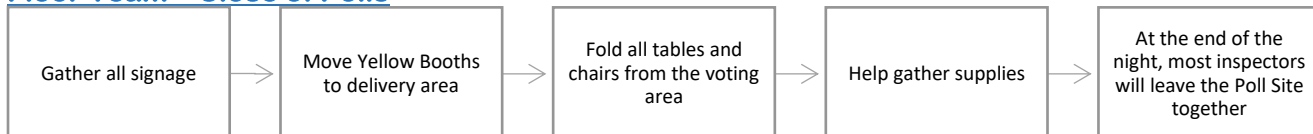


Table Team

Table Team – Checking in Voters

The Table Team is responsible for checking in voters using the Electronic Poll Book, handing out ballots to voters, directing voters to a different poll site (if needed), processing Provisional Affidavit Ballots and is responsible for most paperwork for the poll site.

- Greet voter
- Ask voter for their name
- Confirm the voter's eligibility
- Check in eligible voter, redirect ineligible voter or process Provisional Affidavit Ballot for voter
- Direct voters to the voting area

Voters Should Never be Turned Away!

FOLLOW THE INSTRUCTIONS GIVEN BY THE ELECTRONIC POLL BOOK!

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

- Vote on the machine if 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 the voter is at the incorrect poll site, they should be issued a REFERRAL SLIP and re-directed to the correct poll site.



Table Team – Bags



Red Poll Site Coordinator Bag



Chocolate Bag



Black Electronic Poll Book Bag
*Larger Sites ONLY

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

Table Team – The Raspberry Folder/Paperwork

The Raspberry Folder holds most paperwork that will need to be **SIGNED** by poll workers. All of these forms **MUST** be returned at the end of the night to the Raspberry Folder:

Chautauque County Board of Elections
Ballot Transmittal Report

Election Date: _____
Town/City/School/District: _____
Poll Site: _____

Start of the Day

Ballot ID#	
Number of Ballots Received	
Number of Ballots Issued	
Number of Ballots Returned	
Number of Ballots Destroyed	

End of the Day

Number of Ballots Received	
Number of Ballots Issued	
Number of Ballots Returned	
Number of Ballots Destroyed	

Signature of Inspector: _____
Signature of Poll Site Coordinator: _____

← Non Ballot on Demand Site
Transmittal Report(s)

Ballot on Demand Site Transmittal
Report →

Chautauque County Board of Elections
Ballot on Demand Site Transmittal Report

Election Date: _____
Town/City/School/District: _____
Poll Site: _____

Start of the Day

Ballot ID#	
Number of Ballots Received	
Number of Ballots Issued	
Number of Ballots Returned	
Number of Ballots Destroyed	

End of the Day

Number of Ballots Received	
Number of Ballots Issued	
Number of Ballots Returned	
Number of Ballots Destroyed	

Signature of Inspector: _____
Signature of Poll Site Coordinator: _____

Inspector Pay Vouchers & Challenge Reports
MUST BE SIGNED!

CHAUTAUQUE COUNTY BOARD OF ELECTIONS
ELECTION INSPECTOR VOUCHER

THIS IS TO CERTIFY that I am a duly appointed Election Inspector and that I did work the hours listed below on Election Day.

Date: _____ Time: from _____ to _____

I am satisfied with the transportation of Election Bags to Mayville/Track. Yes No

Name of Poll Site: _____ Town/City/School/Village: _____

Checks will be deposited to the Financial Institution provided to the Board of Elections.
Please note on this form if your Direct Deposit has changed.

(Election Inspector's Signature) _____
Election Inspector Name: _____ NAME ELECTION_ID _____

(Poll Site Coordinator's Signature) _____

This voucher MUST be completed and MUST be put in the Raspberry folder at the end of the day.

November 5, 2024
Acknowledged

CHALLENGE REPORT

SECTION I NAME OR ADDRESS CHANGE	SECTION II CHALLENGES	SECTION III ASSISTANCE PROVIDED	SECTION IV AFFIDAVIT BALLOTS/COURT ORDERS
Name: _____ Address: _____ Voter ID: _____ New Name: _____ New Address: _____	Name: _____ Address: _____ Voter ID: _____ Reason for Challenge: _____	Name: _____ Address: _____ Voter ID: _____ Reason for Assistance: _____	Name: _____ Address: _____ Voter ID: _____ Check One: _____ OR _____
Name: _____ Address: _____ Voter ID: _____ New Name: _____ New Address: _____	Name: _____ Address: _____ Voter ID: _____ Reason for Challenge: _____	Name: _____ Address: _____ Voter ID: _____ Reason for Assistance: _____	Name: _____ Address: _____ Voter ID: _____ Check One: _____ OR _____
Name: _____ Address: _____ Voter ID: _____ New Name: _____ New Address: _____	Name: _____ Address: _____ Voter ID: _____ Reason for Challenge: _____	Name: _____ Address: _____ Voter ID: _____ Reason for Assistance: _____	Name: _____ Address: _____ Voter ID: _____ Check One: _____ OR _____

Inspector: _____
Poll Site Coordinator: _____



***Please note that Challenge Reports are district-specific (even in Ballot on Demand sites).**

Table Team - Ballots

- Ballots (Non Ballot on Demand Sites)
 - 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 numerical order).
 - Additional booklets should be kept in the Blue Duffle Ballot Bag until needed, keeping all ballots for each district together. 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 (Ballot on Demand Sites)
 - There will be a small amount of pre-printed ballots. These are for EMERGENCY situations only!
- Ballots (All Sites)
 - 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 50 ballot increments. Only tear out one ballot at a time! These are printed during check in at Ballot on Demand Sites.
- **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 (Non Ballot on Demand Sites ONLY). These are printed during check in at Ballot on Demand Sites.
- **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 and receive 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. During Election Day, any inspector may accept the envelope and place it in the **Blue Absentee/Affidavit Bag** located in the **Chocolate Bag**.

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**

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, when requested, in helping cast their ballot, 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



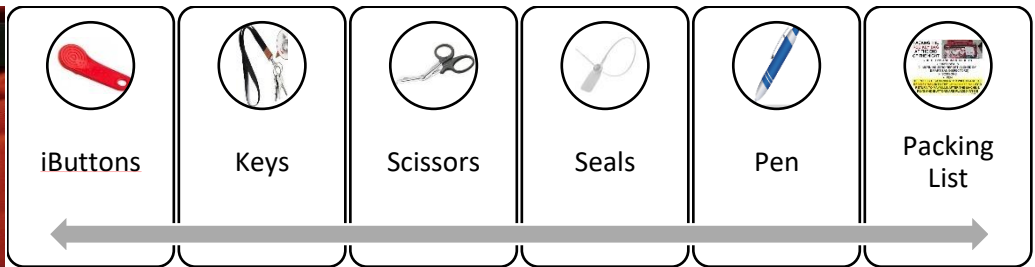
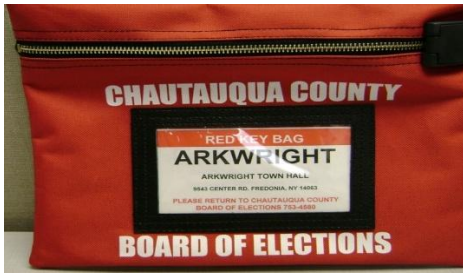
- Close Polls
- Prepare for Pickup

Machine Team – ADA Accessibility

- One important aspect of our voting machines is their ability to facilitate voters with disabilities cast their ballot in a private, accessible manner while still utilizing the voting machine.
- One aspect of this is the Sip & Puff device, which allows voters who may not have use of their hands or arms to vote by Sipping or Puffing into a straw to make their selections.
- This device and the supplies related to it are stored inside a zip-lock type bag and inside one of the voting machines.
 - When you open the machine remove this device. Place it near the machine.
 - At the end of the night, please return this device to the inside of the machine.
 - Alert your Area Director if this is missing!



Machine Team – Red Key Bag



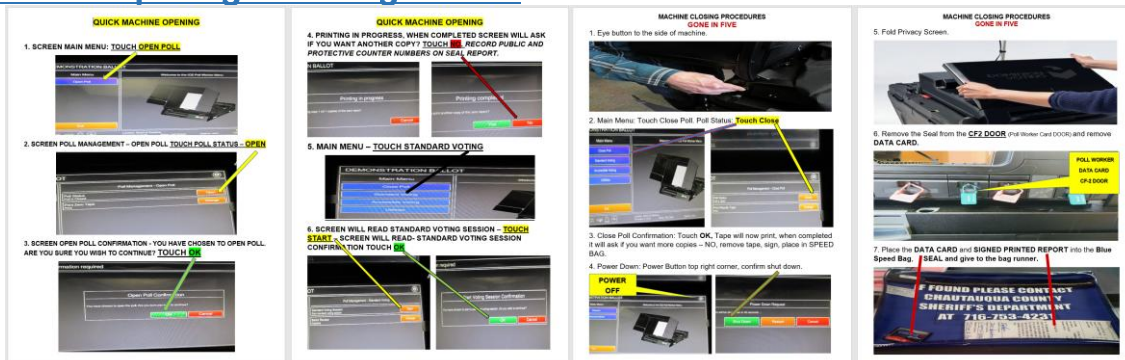
Machine Team – Paperwork

Unscanned Ballot Tally Sheet
(in Purple Unscanned Ballot Bag)

Ballot Collection Report (in Raspberry)

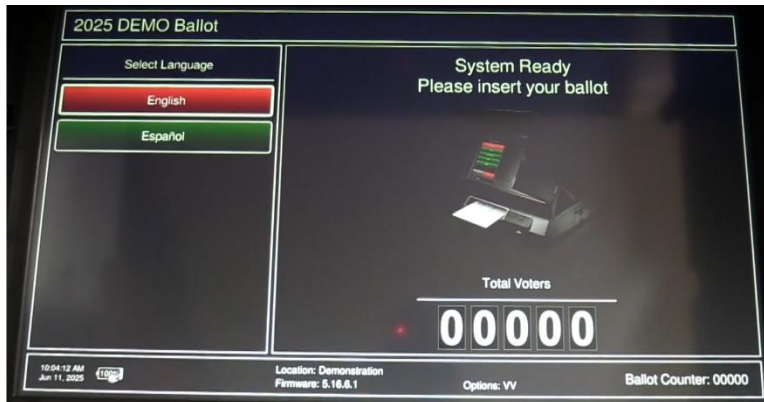
Seal Report (in Raspberry)

Machine Team – Opening & Closing of Polls



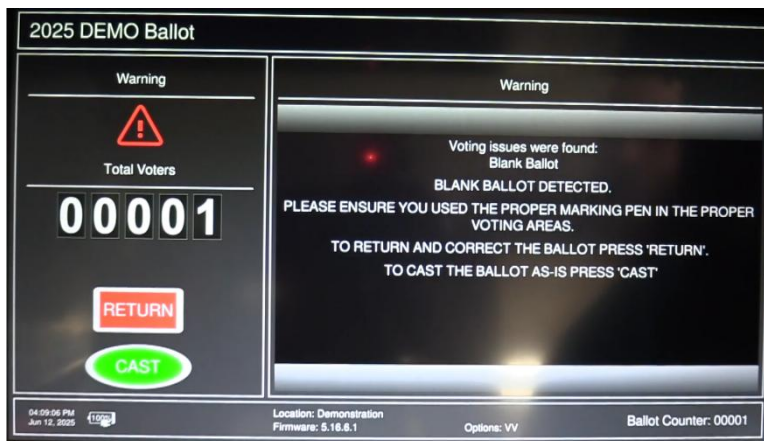


Machine Team – Types of Messages

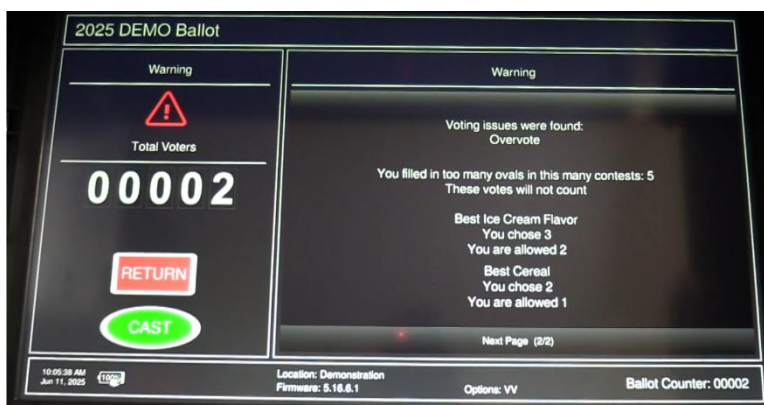


System Ready

- 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).



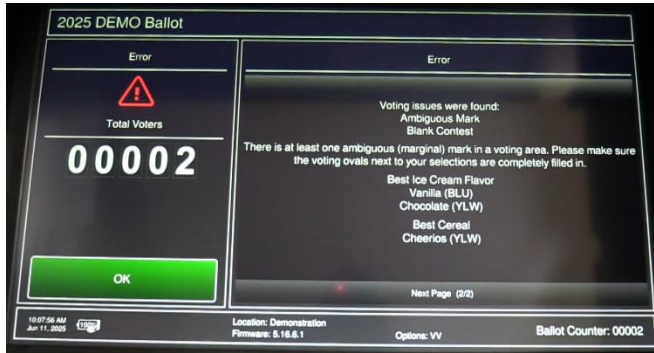
If a Blank Ballot message appears, the voter inserted a ballot that is not filled out. This can also indicate the voter did not fill in enough of the oval for the machine to record a vote.



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.



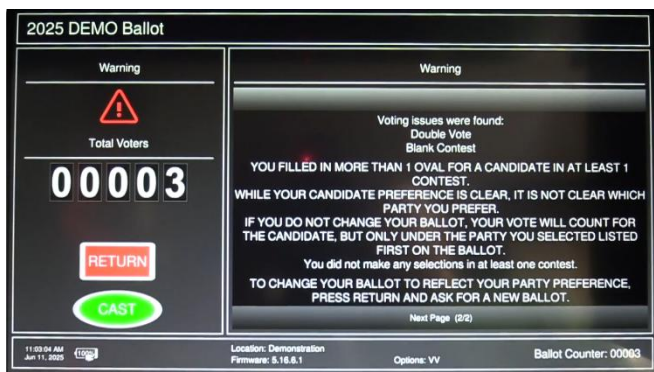
Machine Team – Types of Messages (Continued)



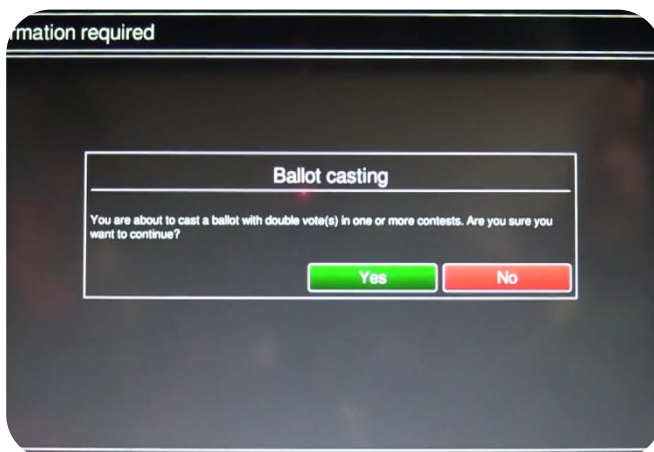
If an Ambiguous Marks Ballot message appears, the voter may have stray marks on the ballot or may not have completely filled in the ovals and the machine cannot determine if the mark is a vote or not.



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.

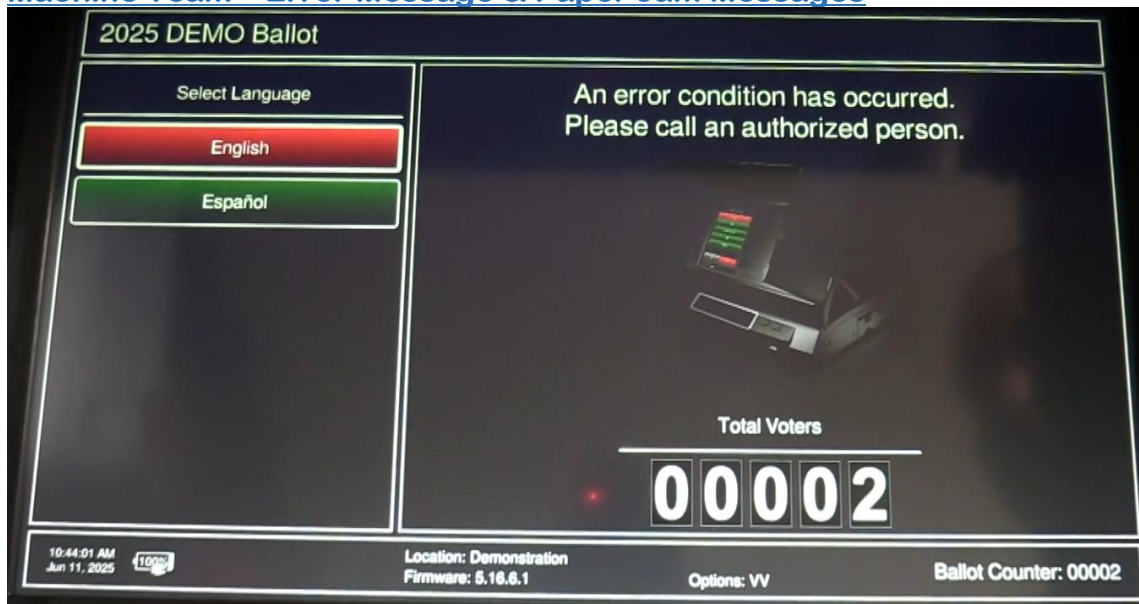


The machine will ask for confirmation if the voter wishes to cast the ballot as-is.

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.

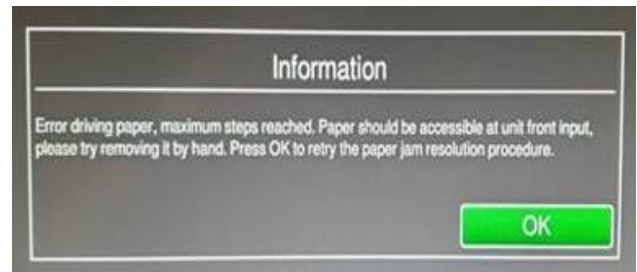
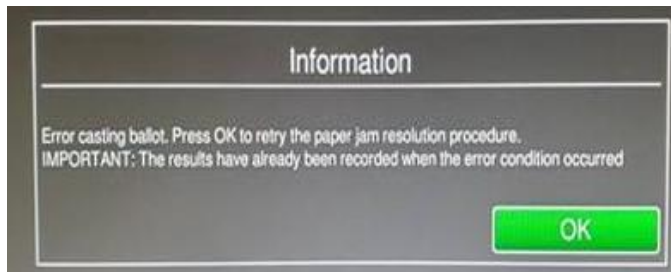


Machine Team – Error Message & Paper Jam Messages



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 - Inoperable Machine

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.
Assure voters that a Bi-Partisan Team will insert ballots when the unit is back in operation or voters may wait to cast the ballots themselves.
 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 to do in different Emergency Situations.
- DO NOT post this placard in a place for the public to view. This placard should be available for inspectors in case of an Emergency.
- The cell phone number of your Area Director is placed on the placard where the **Green** box denotes.

MANDATORY – ALL Ballots Must be Returned to Mayville!

We must reiterate 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
- For Non Ballot on Demand Sites:
 - All USED Ballot Booklets
 - Ballot Stubs
 - ALL OPENED and SEALED Ballot Packages
- For Ballot on Demand Sites:
 - All UNUSED Emergency Ballots

End of Night

- Preparation is the key to a smooth End of the Night process.
 - Make sure everyone knows their job(s) at the end of the night before 9PM.
 - Locate packing lists and determine where supplies will need to go after the close of polls.
 - The supply list in your **Raspberry Folder** also lists where each supply should go at the end of the night.
- Please make sure to CAREFULLY pack away all materials.

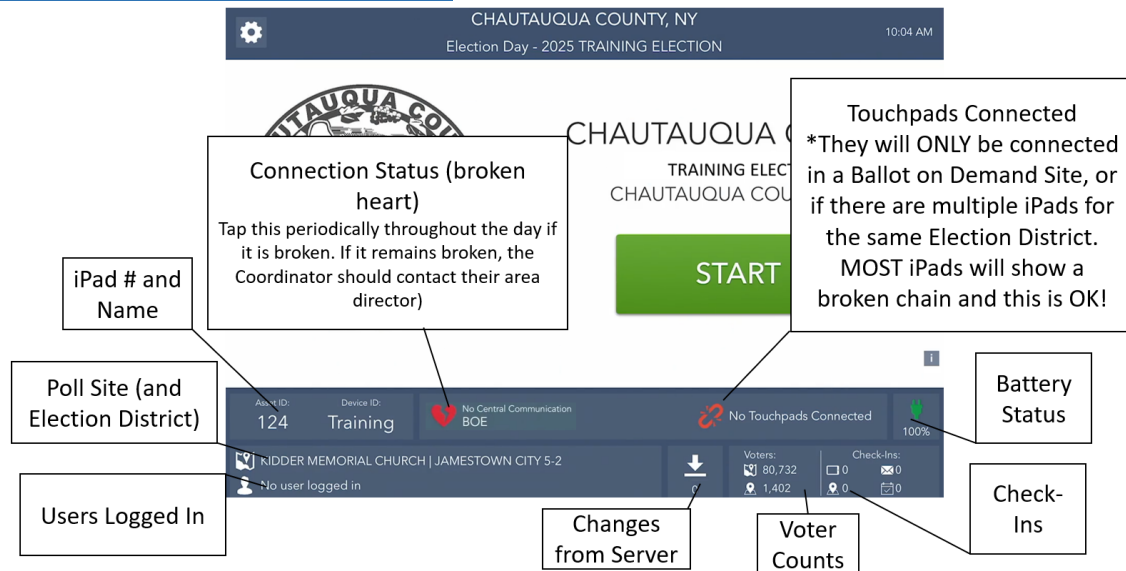


Electronic Poll Book

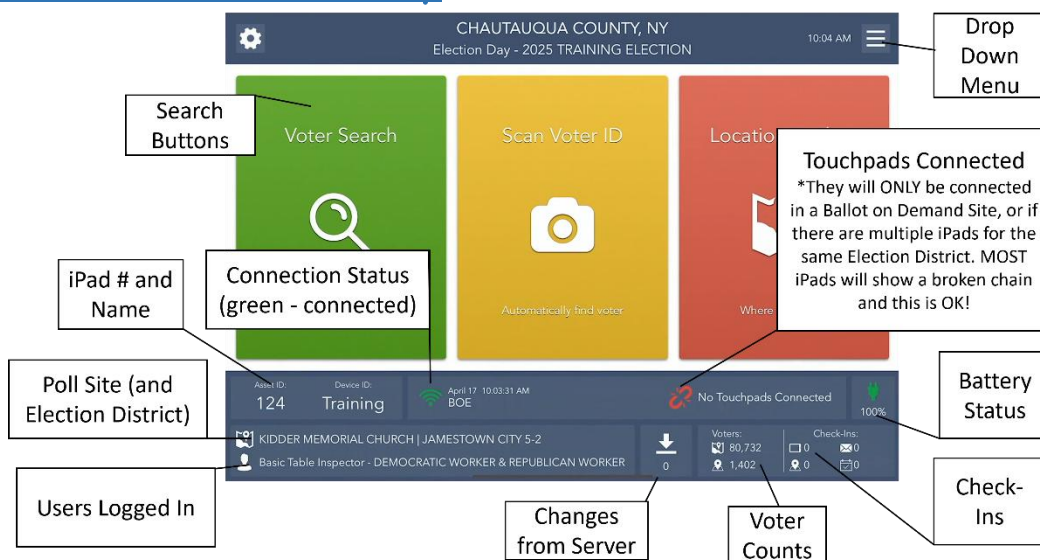
Electronic Poll Book – Reminders

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



Electronic Poll Book – Interface - Lookup





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!



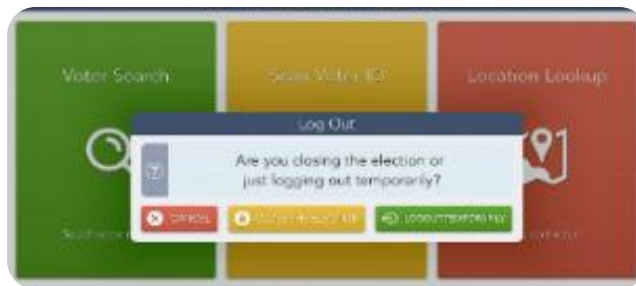
Electronic Poll Book – Switching Poll Workers



Touch the Drop Down Menu.



Tap "Logout".



Choose "Logout Temporarily".



Enter the NEW Democratic Inspector's name.



Enter the NEW Republican Inspector's name.

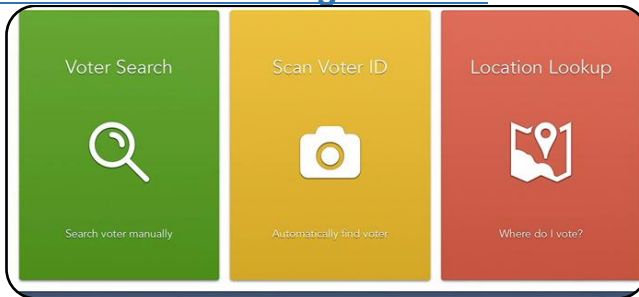


The NEW Inspectors are now ready to check in voters!

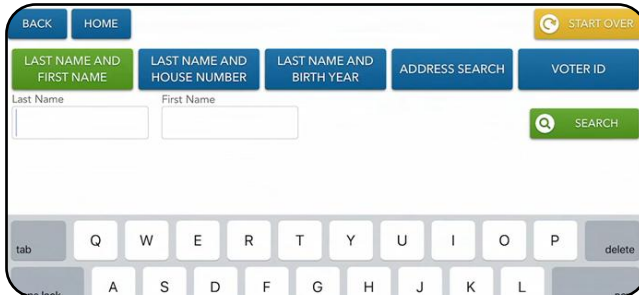
*We must update the iPad with the current poll workers at each shift change. This is important for administrative purposes.



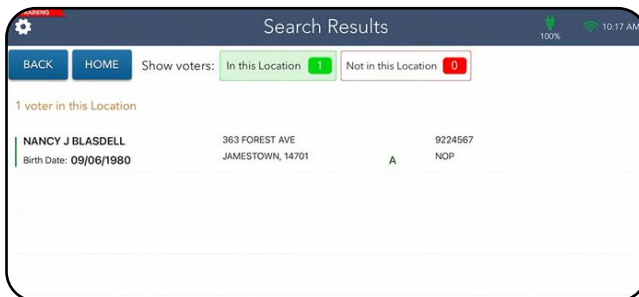
Electronic Poll Book – Eligible Voter



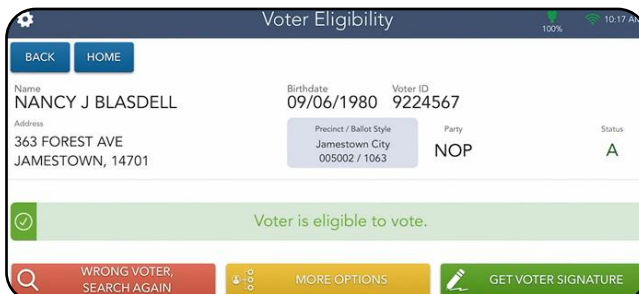
Tap Voter Search.



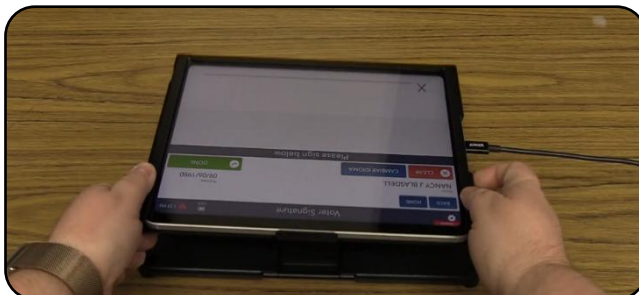
Enter first 3 letters of voter's Last Name and first 3 letters of voter's First Name (The 3 & 3 Method).



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.



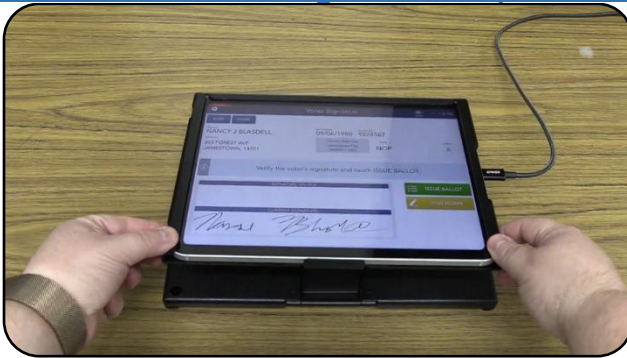
Flip the screen to the voter.



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

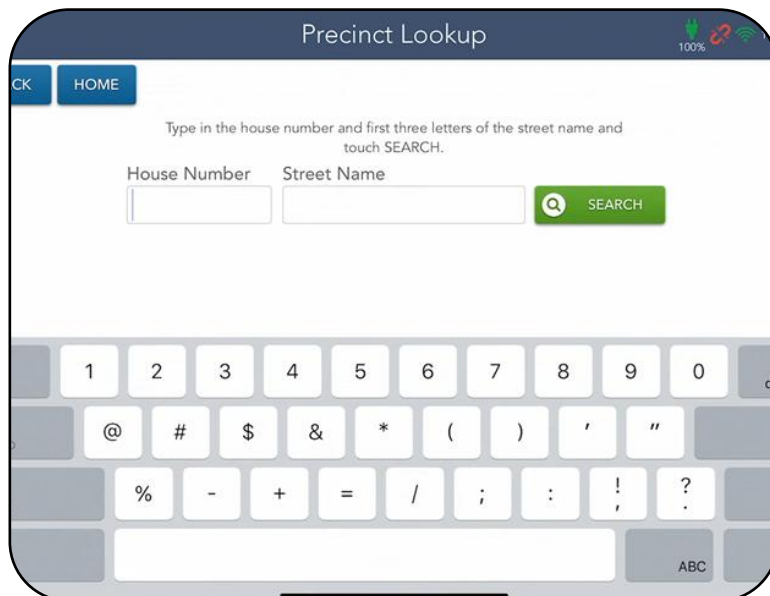
Tap the Green "Process Next Voter" Button.



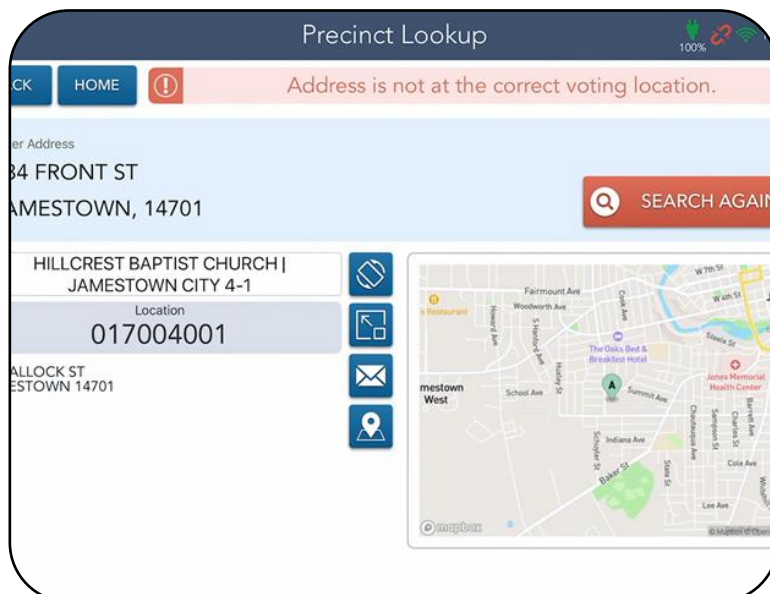
Electronic Poll Book – Redirecting Voter - Address Lookup



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

Voter Eligibility

BACK HOME

Name: JOHN S PRUNTY
Address: 356 SUPERIOR ST
JAMESTOWN, 14701

Birthdate: 11/25/1941
Precinct / Ballot Style: Jamestown City 005002 / 1063

Voter ID: 9195772
Party: OTH
Status: A

Voter is eligible to vote.

Update Voter Info
Request Assistance

WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

Is this voter requesting assistance?

NO YES

Provide Assistance

BACK HOME

Did the voter bring someone to assist them?

NO YES

Two election officers shall provide assistance to the voter. Each officer must be aligned with a different political party.

CONTINUE

Enter the information of the person providing help

Name

CONTINUE

tab Q W E R T Y U I O P delete
caps lock A S D F G H J K L done
shift Z X C V B N M ! , . ? / shift

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.

Please sign below

DONE CAMBARI IDIOMA 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.

☐ 1

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

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

Last Name: First Name:

tab Q W E R T Y U I O P delete

caps lock A S D F G H J K L search

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: First Name:

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

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	State
JANICE E HODGENS	149 WILTON AVE JAMESTOWN, 14701	10/27/1971	5593808 REP	A

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 style
Jamestown City
005002 / 1063

Party: REP

State: A

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 HODGENS | 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**.



Electronic Poll Book – Name Change (Continued)

TRAINING

Voter Update

100% 10:21 AM

BACK HOME

Touch EDIT to Update Information Below

Name
JANICE E ORLANDI

Residence Address
149 WILTON AVE JAMESTOWN, 14701

EDIT

EDIT

CONTINUE

Tap the Green “Continue” Button.

TRAINING

Voter Update

100% 10:21 AM

BACK HOME

Touch EDIT to Update Information Below

Name
JANICE E HODGINS

Residence Address
149 WILTON AVE JAMESTOWN, 14701

EDIT

EDIT

CONTINUE

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

TRAINING

Voter Update

100% 10:21 AM

BACK HOME

INFORMATION IS CORRECT

Name
JANICE E ORLANDI

Residence Address
149 WILTON AVE JAMESTOWN, 14701

CONTINUE

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

X

Please sign below

DONE

CAMBIAR IDIOMA

CLEAR

10/27/1971

JANICE E ORLANDI

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.

SECTION 1
NAME OR ADDRESS CHANGE

Name: _____

Address: _____

Voter ID: _____

New Name: _____

New Address: _____

Voter Signature: _____

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	6612880	
Birth Date: 04/10/1955	JAMESTOWN, 14701	LBT	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 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

Find Voter

BACK HOME

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 NAME AND HOUSE NUMBER

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

Voter Update

BACK HOME Voter Not Found

Basic Information

First Name Middle Name Last Name Suffix

LINDA JAQUITH

Birth Month / Day / Year Party

06 / 18 / 1965 DEM

CONTINUE

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

Voter Update

BACK HOME Voter Not Found

Basic Information

First Name Middle Name Last Name Suffix

LINDA JAQUITH

Birth Month / Day / Year Party

06 / 18 / 1965 DEM

(LBT) LBT (NOP) NOP (OTH) OTH (REF) REF (REP) REP (SAM) SAM (WEP) WEP (WOR) WOR

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

Voter Update

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

SEARCH

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



Electronic Poll Book – Voter Not Found (Continued)

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

Confirm with the voter the information entered is correct.

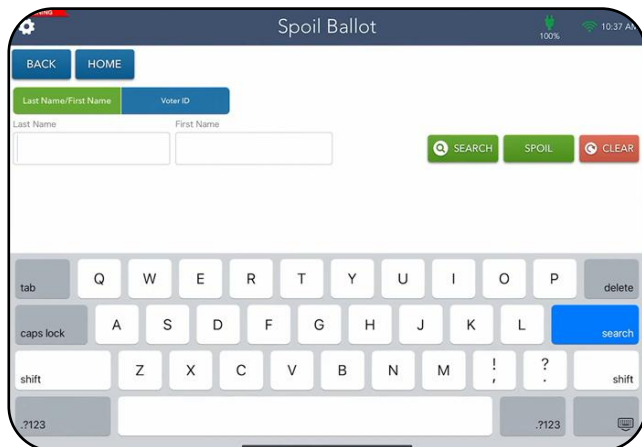
The screen will indicate “Voter Not Found” and require the Affidavit Process.



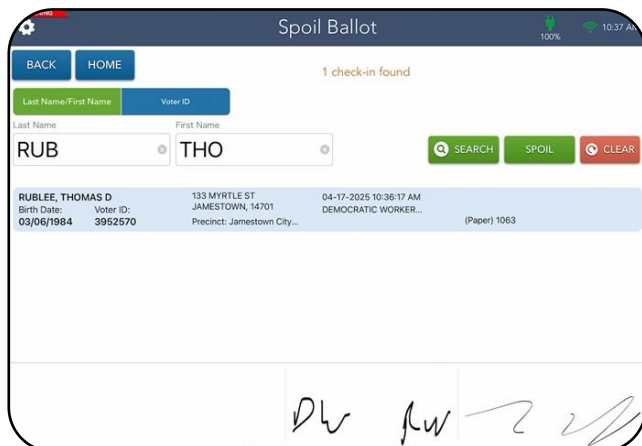
Electronic Poll Book – Spoiling a Ballot



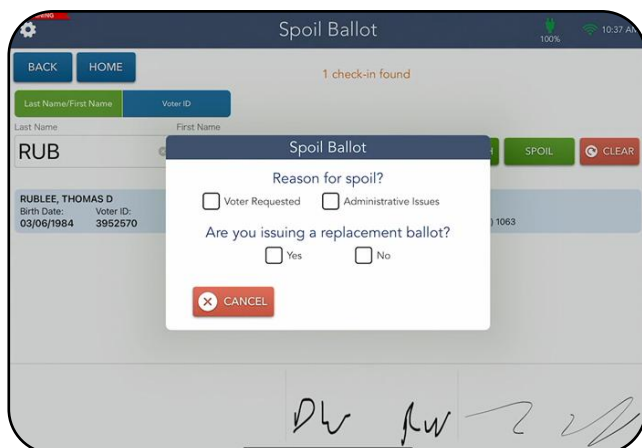
From the Drop Down Menu, select “Spoil Ballot”.



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

THOMAS D RUBLEE 03/06/1984

SPOIL & REISSUED

The Voter will need to sign for the NEW ballot.

Processing Complete

THOMAS D RUBLEE 3952570 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

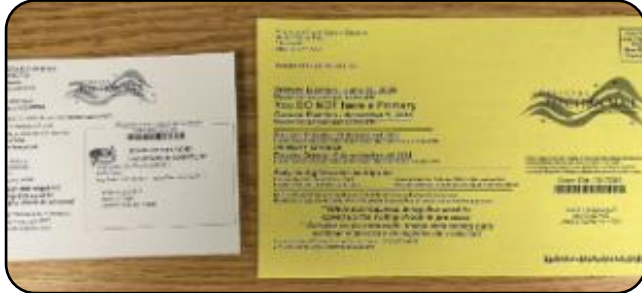
Complete the process of issuing the ballot. Instruct the voter to write “VOID” or “SPOILED” on the OLD ballot and place it in the Black Void/Spoiled Bag.



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



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



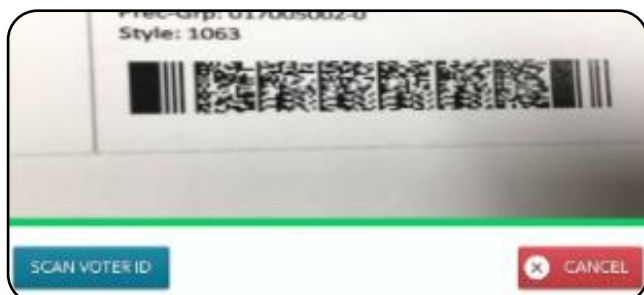
You can scan barcodes from a variety of documents from the Board of Elections.



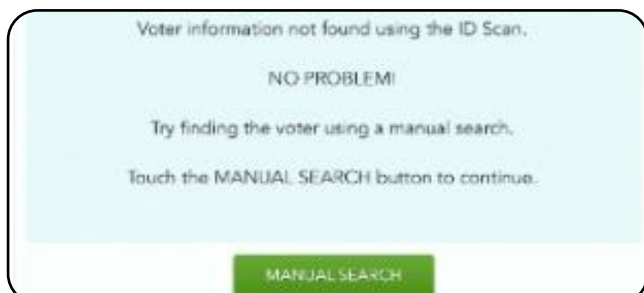
Align the barcode.



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

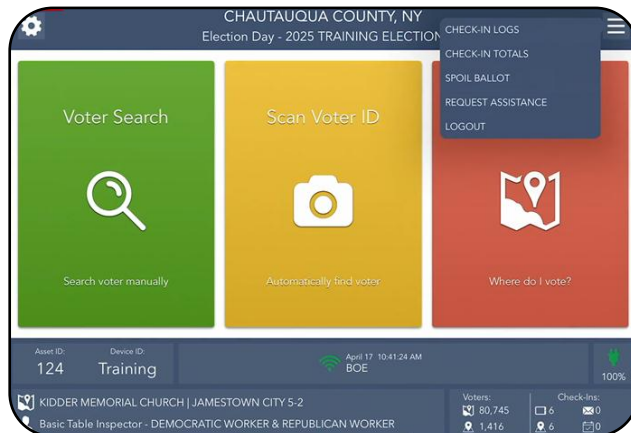
Town/City	Ward	District	Ballot ID	Poll Site Coordinator Initials Inspector Initials
WRITE THE CITY OR TOWNSHIP	WRITE THE WARD NUMBER (IF NECESSARY)	WRITE THE ELECTION DISTRICT	WRITE THE BALLOT ID NUMBER	2 BI-PARTISAN INITIALS AFTER THE ENVELOPE HAS BEEN RETURNED



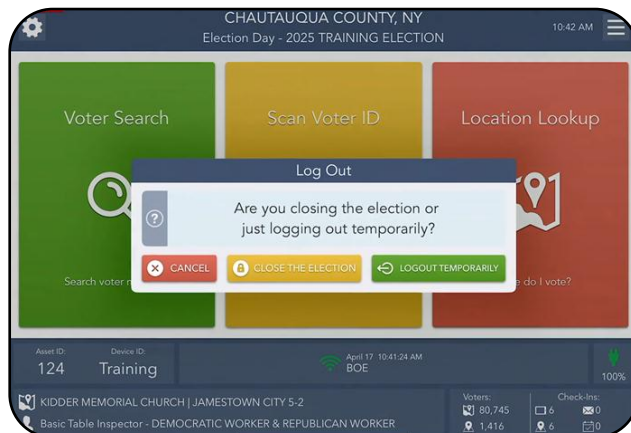
Electronic Poll Book – End of Day Closing



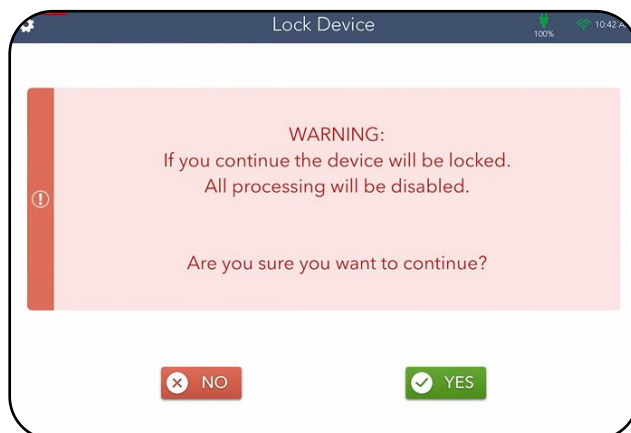
Tap the Drop Down Menu.



Tap "Logout".



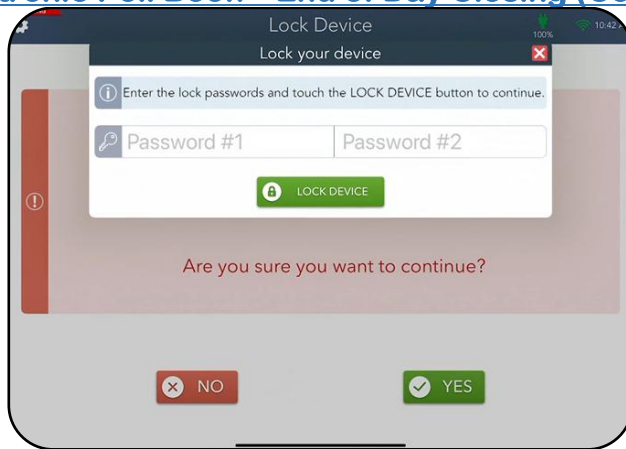
Tap the Yellow "Close the Election" Button.



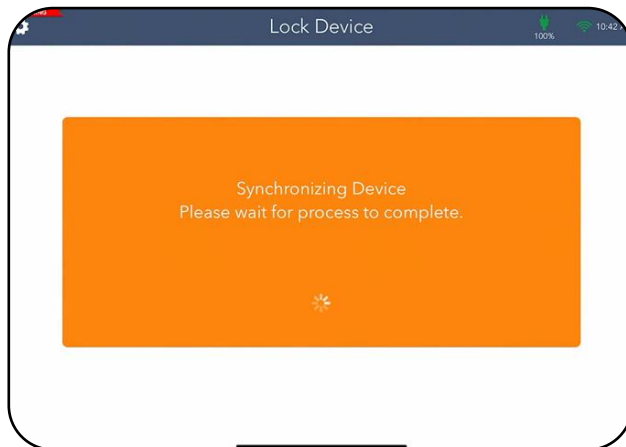
Tap the Green "Yes" Button.



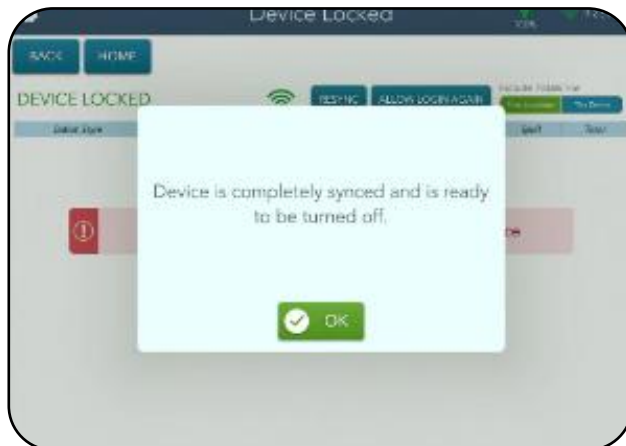
Electronic Poll Book – End of Day Closing (Continued)



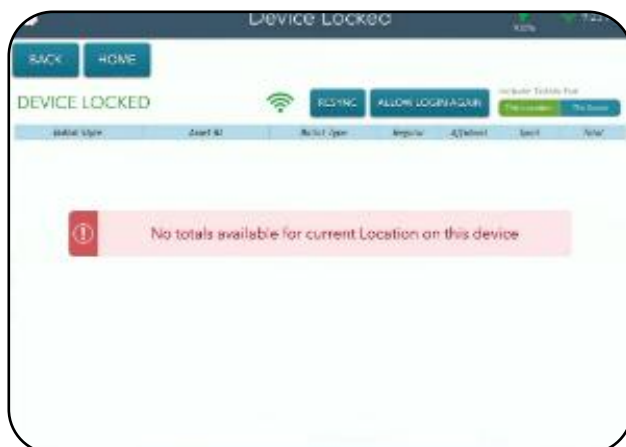
Enter Passwords.



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

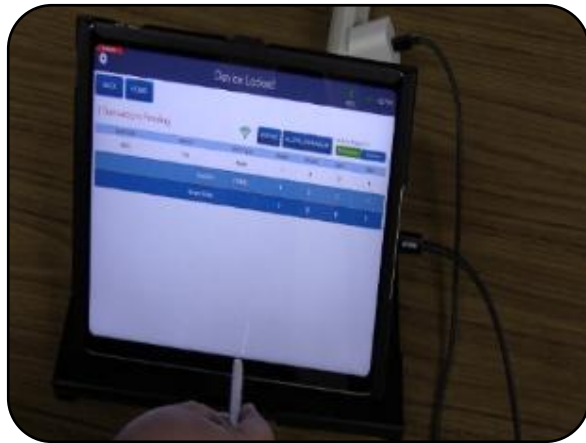
ACK HOME

Transactions Pending

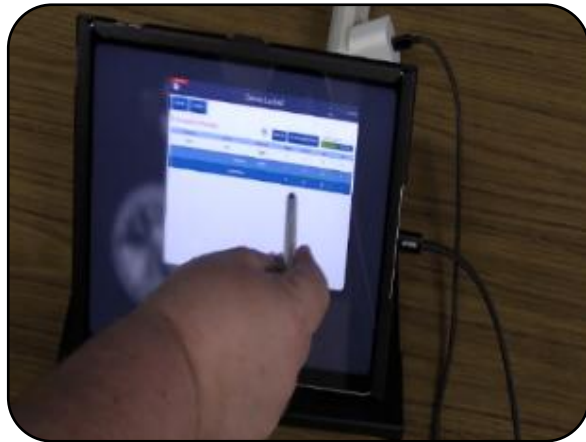
RESYNC ALLOW LOGIN AGAIN Include Totals For: This Location This Date

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.



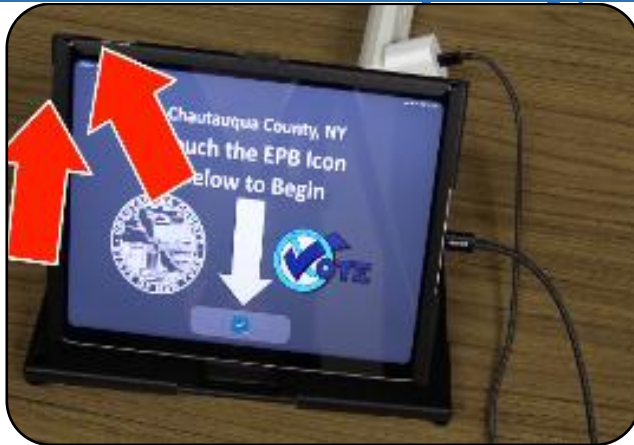
Slowly swipe the stylus up the screen until you see the screen move to the top corner in a smaller version of the screen.



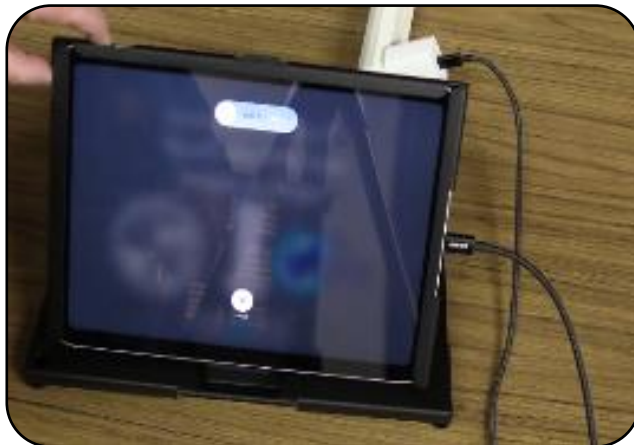
Swipe up on the small screen.



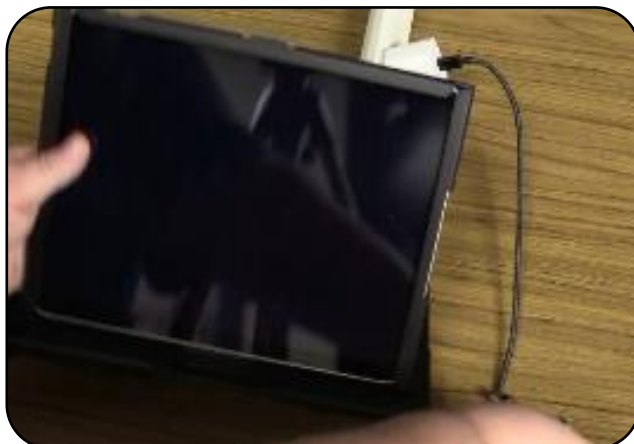
Electronic Poll Book – End of Day Closing (Continued)



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

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Notes

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