

Important Information

Use this flip chart to guide you through the setup and operation of the voting equipment

DO setup the following the night before the Election:

- Duo Booth Stands
- Duo Voting Units
- Tables & Chairs
- Postings & Distance Markers

Each DUO MUST be LOCKED and SEALED, if setting up the night before, and the seals recorded.

DO NOT setup any of the following the night before the Election:

- eVote ePollbook
- Controller
- Scan
- Ballot Box
- Ballot Bag

The Controller & Scan remain sealed until Election Morning.

The ePollbook will not work without the encryption key which is in the Controller.

The Ballot Bag is locked & sealed inside the Ballot Box on Election Morning before polls open.

In your Judge's Kit (rolling blue bag) you will find the zipper pouch with all the keys you need. Below are the keys and their purpose:

ELECTION DAY KEYS

<p>JUDGE Keys</p>  <p>RED wrist band</p>	 <p>Ballot Box RED Key</p>	 <p>Booth Locks SILVER Key</p>	 <p>Tablet & Go Unit Locks YELLOW Key</p>	
<p>CLERK Keys</p>  <p>BLUE wrist band</p>	<p>There are 2 sets that can be used by Clerks</p>		 <p>Booth Locks SILVER Key</p>	 <p>Tablet & Go Unit Locks YELLOW Key</p>
<p>Blue Lock (on ballot box) Key</p>  <p>WHITE wrist band</p>	<p>Judge keeps <i>after</i> Ballot Box is locked <i>before</i> polls open Election morning</p>		 <p>CADDY KEY To unlock equipment Caddies</p>	

Important Information

JUDGE LINE 936-442-7745

Setup the DUOs (should be done the day before Election Day)

Locate the Polling Location Equipment Verification Log attached to the front of the equipment caddy on the door and follow the instructions on the log

SETUP BOOTH STANDS

1. Verify armband caddy seal is intact; record caddy seal number on the back of the Reconciliation Envelope at 'Caddy Seal Certification.' Do this for each caddy.
2. Cut caddy seal and put in Election Central Envelope. *(If the seal is broken, contact Election Central IMMEDIATELY.)* Do this for each caddy.
3. Unlock caddy with caddy key from the envelope in the key bag.
4. Unpack caddies. Remove booth stands from caddies and unfold; the DUO DAU stand is in the red-handled bag; remove from bag, unfold and assemble legs.
5. Arrange booth stands with the DUO DAU booth stand at the end of the string.



SETUP DUOs

1. Remove blue cable bag from each caddy and place on table.
2. Remove all DUO units from caddies and place on booth stands.
3. Secure the DUO to each booth stand by moving the lever underneath stand away from you; this will prevent the DUO from falling.



CABLE DUO POWER BRICK

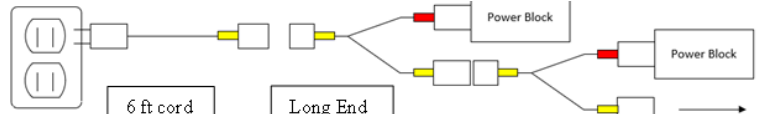
1. Remove all cables from blue bags (set aside the ATI Controller and the Auto Ballot Scanner gun).
2. Place 1 USB cable and 1 Y-Power cable on top of each DUO, except for the DAU. Set the extra USB cable aside with the ATI Controller.
3. Start on the back side of the booths; the power bricks are already attached to the back of each stand; plug the round power cord coming from power brick into the round power hole.
4. Do for all DUOs.



DO NOT UNDO VELCRO FROM POWER BRICK.

CABLE DUO Y-POWER CORDS

1. Starting at the 1st DUO, plug the **RED** end of the Y-Power cable into the **RED**-taped power brick on the back of each booth stand. You may have to unwrap the power cord in order to get enough slack.
2. Go back to the 1st DUO and find the short **YELLOW** end of the Y-Power cable and plug it into the long **YELLOW** end of the cable on booth 2. Complete for each booth. You will have an extra short yellow at the DAU.
3. Go back to the 1st DUO. Use the 6 ft. power cord and plug the **YELLOW** end of the 6ft power cord into the **YELLOW** end of the long cable on the first DUO.
4. Plug into power strip.



Continue to next page to complete setup of the Duo Voting Booths →

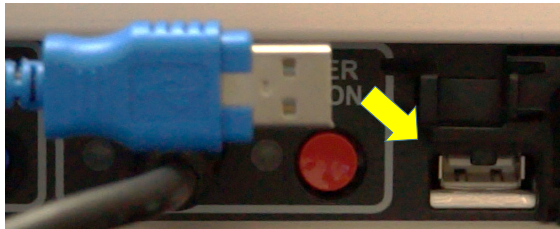
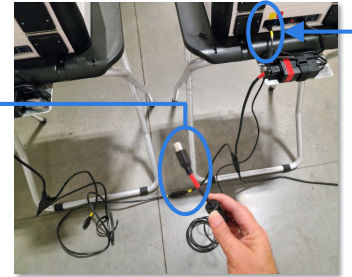
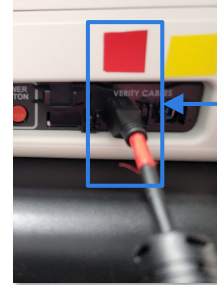
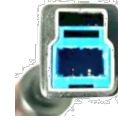
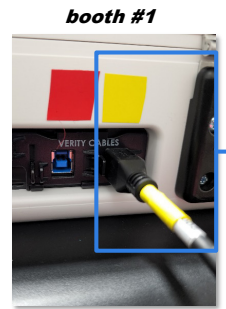
Day Before Election Day - Duo Setup HELP DESK 936-788-8346

Setup the DUOs *continued*(should be done the day before Election Day)

Locate the Polling Location Equipment Verification Log attached to the front of the equipment caddy on the door and follow the instructions on the log

CABLE DUO DAISY CHAIN (Remember: You leave 1 USB cable on table with Scanner Gun)

1. Starting at **1st DUO**, insert the **RED** end of the USB cable into the port labeled **RED**.
2. Take the other end of the cable (yellow end); plug it into the port labeled **YELLOW** on the back of **2nd DUO**.
3. Cable each **DUO** the same way all the way down to the DAU. The DAU will always have 1 port open (the red one).
4. Go back to the **1st DUO**; take the last USB cable and plug the **YELLOW** end into the **1st DUO**; place the other end on the table (it will plug into the Controller).



MAKE A DAU WITH THE ATI CONTROLLER

1. Locate ATI Controller and take it to the last booth.
2. Place ATI Controller in cradle on side of booth stand.
3. Plug flat USB end into back of DUO unit.

INSTALL PRIVACY SCREENS

1. Remove Privacy Screens from blue bags on caddy.
2. Place hooked feet in slots of DUO booth stands in front and back.
3. Each DUO gets two Privacy Screens (1 on each side).



STOP: Each DUO MUST be LOCKED and SEALED, if setting up the night before, and record seals. Lock EACH caddy before leaving to secure the ballot stock. Return the caddy key to the envelope in the key bag.

Day Before Election Day (CONTINUED) - Duo Booth Cabling

DO NOT SET UP THE ePOLLBOOK UNTIL ELECTION MORNING

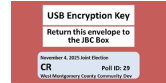
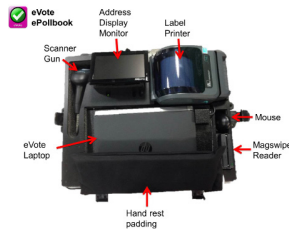
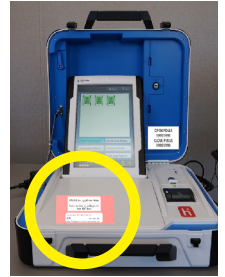
Setting Up eVote

The ePollbook is a stand-alone device and does not connect to any other part of the voting system. Place the eVote case on the table that will be used to check-in voters, paying special attention to the labels on the case that say ‘This Side Up,’ with handle facing check-in clerk.

THE USB ENCRYPTION KEY IS LOCATED IN THE CONTROLLER

Unlatch all 5 latches and remove lid. Put lid out of the way but close by.

1. Remove printer from the case and set to the right or left side of the table.
2. Connect power and USB cables to the printer.
3. Plug 20ft AC power cord (inside case) into ePollbook and plug into a nearby wall outlet.
4. Flip down palm rest pillow.
5. Open eVote Laptop by gently lifting the lid.
6. Using instruction guide insert USB Encryption Key into laptop.
7. Press the power button at the top left of the keyboard to turn on



The laptop will turn on. While it is loading confirm that all the devices attached have a light showing.

8. Press the spacebar to get to the login screen.



PLUG IN DUO GO AND TURN ON PRINTER



Duo Go on caddy



AC Power & Plug on Go



Power Button for Printer

It can take up to 3 hours to fully charge the GO Unit

Login to eVote

NOTE: The USB Encryption Key MUST be in the laptop in order for it to operate properly

IF the login screen displays the user choice Elections click Poll.Worker

1. Press the spacebar to display login box (this should be Poll.Worker).
2. Enter password provided by Election Central in envelope labeled eVote Password.
eVote will automatically load at this point. If it does not call the Help Desk Immediately.
3. Verify that the polling location and current election is displayed at the top of the eVote Screen.
4. **(Optional)** You can print a test label from the Judges Menu to test printer functionality. Press the button next to the green light on top front of printer to align labels.

STEP 1 - eVote & Duo Go



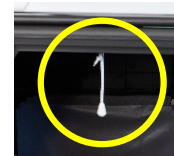
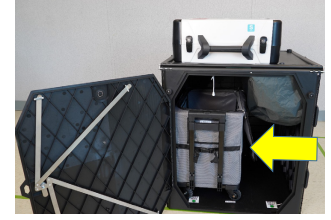
Ballot Box, Ballot Bag, Scan (Election Morning)

DO NOT set up until the morning of the Election. Judge and Alternate Judge should perform the setup.

1. Remove Ballot Box and Ballot Bag from the caddy.
2. Unfold and assemble the Ballot Box.
3. Place Ballot Box near the exit or at the end of the string directly in the voter's path.
4. Look inside Ballot Box and confirm empty; also check green Emergency Ballot Bag inside on the right. Pull it down so ballots could fit if necessary.
5. Unfold gray Ballot Bag by unzipping the top, push the 2 metal frames down to each side and secure frames under Velcro strips.
6. Place Ballot Bag inside Ballot Box on the left, handle towards you.
7. Place Scan unit on top of Ballot Box aligning the 5 feet with the 5 depressions; it must fit in place properly.
8. Reach inside the Ballot Box, grasp the white cord, gently pull down and push it away from you to lock the Scan in place.
9. Close Ballot Box door and lock with red key on Judge keychain.
10. Lock Ballot Box door with Ballot Box seal kit. **See Ballot box seal kit below.**
11. Seal Emergency Ballot door on top of lid with yellow seal.
12. Seal Emergency Back Door with yellow seal.
13. Record seals on back of Reconciliation Log under Ballot Box Seal Certificate.

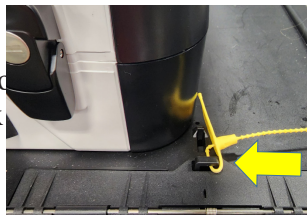


Push the 2 wire frames down to make the walls rigid



Pull the white cord down and away from you to lock Scan to Ballot Box.

14. Install 2 Privacy Screens on the Ballot Box.



Ballot Box Lock and Seal Kit

1. Find Ballot Box seal kit in zippered pouch; remove contents
2. Take security wire and run it through plastic latch by door lock.
3. Secure both loops with the red hasp.
4. Lock hasp. Seal hasp.
5. Record door seal on back of Reconciliation Envelope.



The Presiding Judge and the Alternate Judge both do this together Election Morning.

DO NOT LEAVE ePollbook, Controller, Scan, cell phone, eLookup tablet or supplies at polling location overnight

STEP 2 - Ballot Box, Bag and Seal Kit

Setting up the SCAN (ELECTION MORNING)

The Scan must remain sealed until election morning
The Scan is NOT connected to anything and only has a power cord

1. Record white seal on Scan handle and place in Election Central Envelope.
2. Unlock and unseal the Scan; open blue plastic door and remove power cord and power brick. Replace blue door. Connect round power cable to back of Scan and other end of power cord to a power strip.
3. Unlock with yellow key, raise blue lever and remove the tablet; place tablet in cradle and relock. (light above printer should change from RED to GREEN)
4. Push red power button on the back of the Scan; it will take at least 5 minutes to be operational. **Screen will go dark about two and a half minutes in**; this is normal.
5. Verify seal above printer (blue) is intact and record this seal number in the Before Opening the Polls section of Reconciliation Log.



The power connector is inserted into the only round port on the back of the Scan and is flat side up

(If the blue seal is broken, contact Election Central IMMEDIATELY)

***If Duo voting booths were set up the night before, verify that the same YELLOW Seal numbers are intact and no evidence of tampering is found and initial the box on the DUO Seal Certificate on back of the Reconciliation Envelope. Cut the tab ends off of the seals and put in Election Central Envelope. If equipment was not set up, follow STEP 5- DUO BOOTHS.**



Starts...

OPENING POLLS ON THE SCAN

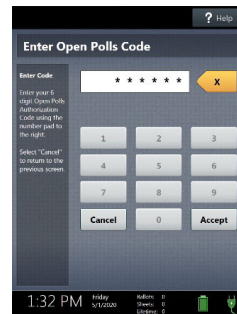
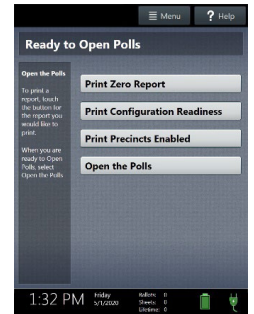
1. The Presiding Judge and the Alternate Judge must check the existing Zero Report for all zeros.
2. Then print a Zero Report. Presiding Judge and Alternate Judge check Zero Report. Presiding Judge, Alternate Judge and not more than 2 poll watchers sign the report.
3. Remove the tape and place in the Reconciliation Envelope.
4. Press 'Open the Polls' on the Scan screen.
5. Enter the open polls code (located in the Controller).
6. Press 'Accept.'
7. Scan displays the 'Ready for use' screen.



Goes dark...



Finishes loading!



Proceed to STEP 4.

Each device takes 5 minutes to turn on; it is normal for the screen to go dark during this process.

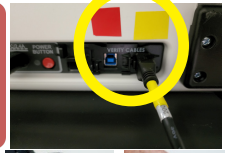
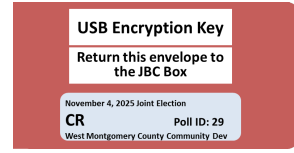
STEP 3 - SCAN

Setting up the CONTROLLER (ELECTION MORNING)

The Controller must remain sealed until election morning

1. Verify Controller seal is intact, record WHITE seal number in Controller Seal Certificate area on back of Reconciliation Envelope.
2. Cut the tab end off of the seal and put in Election Central Envelope.
3. Remove USB Encryption Key in RED Envelope taped inside Controller. Take the key to the ePollbook and leave the envelope in the Controller.

(If the USB Encryption Key is lost or does not work call the Help Desk IMMEDIATELY)



4. With Controller case open remove the power brick & cord from blue compartment on right using finger tabs.
5. Plug power cord with green tape to power block with green tape.
6. Plug round end of power cord into the round power port on the back of the Controller.
7. Plug other end of power cord into power strip or extension cord with power strip (in Judges kit).
8. Verify seal above printer is intact and record this seal number in the Before Opening the Polls section of Reports Envelope.

(If the seal is broken, contact Election Central IMMEDIATELY)

**If Duos were set up the night before, verify that the same YELLOW Seal numbers are intact and no evidence of tampering is found and initial the box on the DUO Seal Certificate on back of the Reconciliation Envelope. Cut the tab ends off of the seals and put in Election Central Envelope. If equipment was not set up, follow STEP 5 - DUO BOOTHS.*

AFTER DUOs ARE SET UP

ATTACH CONTROLLER TO DUOs

1. Connect the RED end of the USB cable to the RED port on the back of the Controller.
2. Connect the YELLOW end of the USB cable to the YELLOW port on the back of the FIRST Duo. String is now complete.



back of CONTROLLER back of FIRST DUO

ATTACH SCANNER GUN TO CONTROLLER

1. Locate Scanner Gun in blue cable bag.
2. Plug Scanner Gun into USB port above printer on Controller (align notch to seat).

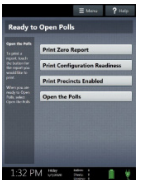


POWER UP THE SYSTEM (DUOs should already be daisy-chained)

1. On the back of the CONTROLLER press the red power button.
2. Do this on each voting booth in order down to DAU.
3. Each unit should power on; loading takes 5 minutes.
4. The Duos may display “No Controller Found”; This is normal if the Controller has not fully turned on yet.
5. The Controller will reach the “Ready to Open Polls” screen.
6. Verify the Ballot count is ‘0’ on Controller and record in Before Opening The Polls section on front of Reconciliation Envelope.
7. Do not begin checking in voters and issuing Access Codes until 7:00 am on an accurate clock. (If time or date is wrong on Controller (or Scan) call Election Central **immediately.**)



Power button on back of each unit



Each device takes 5 minutes to turn on; it is normal for the screen to go dark during this process.

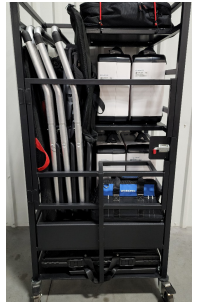
STEP 4 - CONTROLLER

Setup the DUOs (should be done the day before Election Day)

Locate the Polling Location Equipment Verification Log attached to the front of the equipment caddy on the door and follow the instructions on the log

SETUP BOOTH STANDS

1. Verify armband caddy seal is intact; record caddy seal number on the back of the Reconciliation Envelope at 'Caddy Seal Certification.' Do this for each caddy.
2. Cut caddy seal and put in Election Central Envelope. *(If the seal is broken, contact Election Central IMMEDIATELY.)* Do this for each caddy.
3. Unlock caddy with caddy key from the envelope in the key bag.
4. Unpack caddies. Remove booth stands from caddies and unfold; the DUO DAU stand is in the red-handled bag; remove from bag, unfold and assemble legs.
5. Arrange booth stands with the DUO DAU booth stand at the end of the string.



SETUP DUOs

1. Remove blue cable bag from each caddy and place on table.
2. Remove all DUO units from caddies and place on booth stands.
3. Secure the DUO to each booth stand by moving the lever underneath stand away from you; this will prevent the DUO from falling.



CABLE DUO POWER BRICK

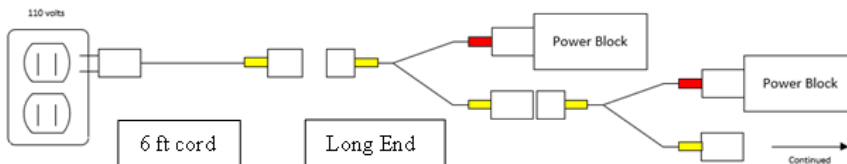
1. Remove all cables from blue bags (set aside the ATI Controller and the Auto Ballot Scanner gun).
2. Place 1 USB cable and 1 Y-Power cable on top of each DUO, except for the DAU. Set the extra USB cable aside with the ATI Controller.
3. Start on the back side of the booths; the power bricks are already attached to the back of each stand; plug the round power cord coming from power brick into the round power hole.
4. Do for all DUOs.



DO NOT UNDO VELCRO FROM POWER BRICK.

CABLE DUO Y-POWER CORDS

1. Starting at the 1st DUO, plug the **RED** end of the Y-Power cable into the **RED**-taped power brick on the back of each booth stand. You may have to unwrap the power cord in order to get enough slack.
2. Go back to the 1st DUO and find the short **YELLOW** end of the Y-Power cable and plug it into the long **YELLOW** end of the cable on booth 2. Complete for each booth. You will have an extra short yellow at the DAU.
3. Go back to the 1st DUO. Use the 6 ft. power cord and plug the **YELLOW** end of the 6ft power cord into the **YELLOW** end of the long cable on the first DUO.
4. Plug into power strip.



Each DUO MUST be LOCKED and SEALED, if setting up the night before, and record seals.

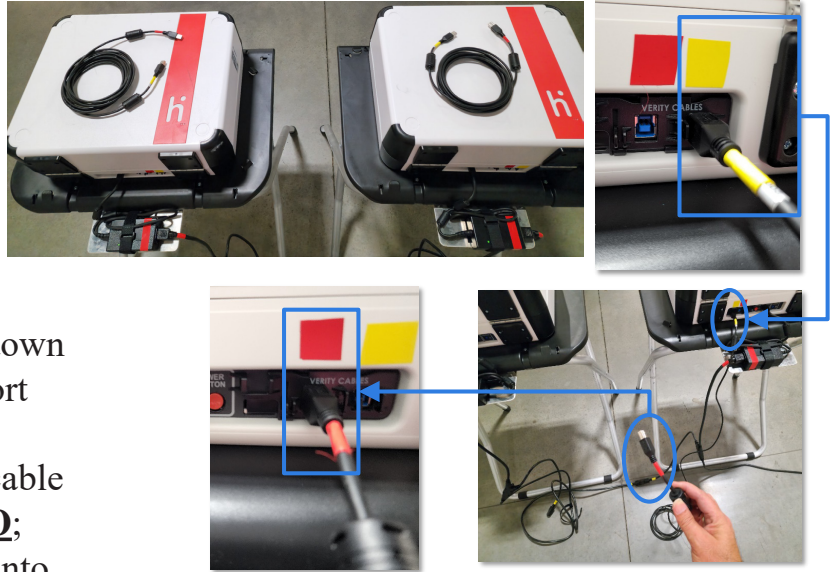
STEP 5 - Duo Booths (continued on next tab)

Setup the DUOs *continued*(should be done the day before Election Day)

Locate the Polling Location Equipment Verification Log attached to the front of the equipment caddy on the door and follow the instructions on the log

CABLE DUO DAISY CHAIN (Remember: You leave 1 USB cable on table with Scanner Gun)

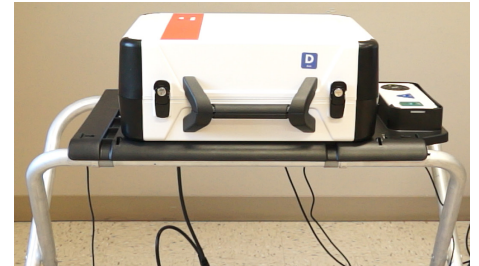
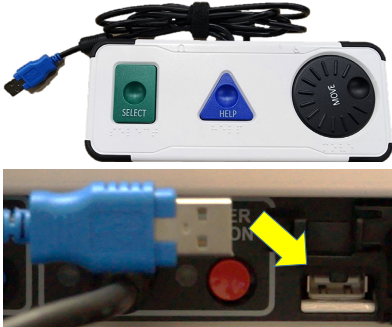
1. Starting at **1st DUO**, insert the **RED** end of the USB cable into the port labeled **RED**.
2. Take the other end of the cable (yellow end); plug it into the port labeled **YELLOW** on the back of **2nd DUO**.
3. Cable each **DUO** the same way all the way down to the DAU. The DAU will always have 1 port open (the red one).
4. Go back to the **1st DUO**; take the last USB cable and plug the **YELLOW** end into the **1st DUO**; place the other end on the table (it will plug into the Controller).



NOTE: The red and yellow stickers are under the ports

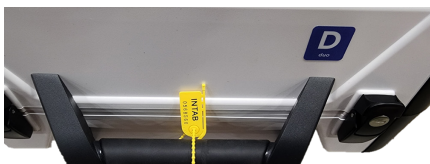
MAKE A DAU WITH THE ATI CONTROLLER

1. Locate ATI Controller and take it to the last booth.
2. Place ATI Controller in cradle on side of booth stand.
3. Plug flat USB end into back of DUO unit.



INSTALL PRIVACY SCREENS

1. Remove Privacy Screens from blue bags on caddy.
2. Place hooked feet in slots of DUO booth stands in front and back.
3. Each DUO gets two Privacy Screens (1 on each side).



Each DUO MUST be LOCKED and SEALED, if setting up the night before, and record seals. Lock EACH caddy before leaving to secure the ballot stock. Return the caddy key to the envelope in the key bag.

STEP 5 (CONTINUED) - Duo Booths

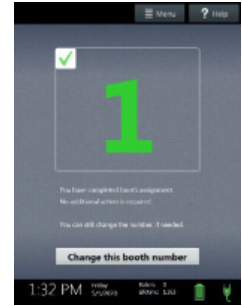
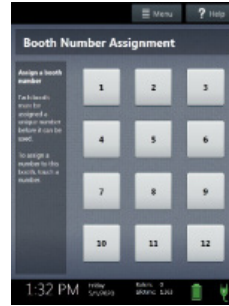
Assign Booths, Print ZERO Tapes & Open Polls

Using clips or rings, post booth numbers in order at top handle of each DUO all the way down the line. **NOTE:** Clips work best with lever facing forward.

The DUO screens will first ask you to assign booths.

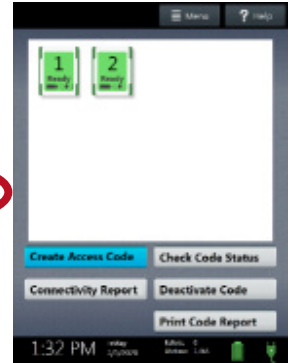
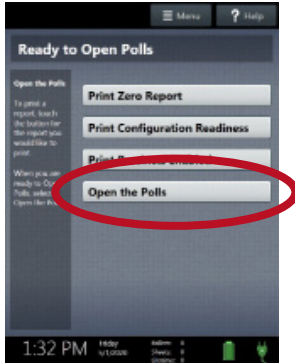
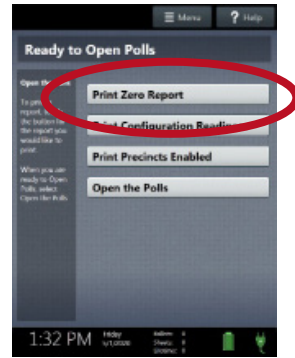
ASSIGN BOOTH NUMBERS

1. Press the #1 button on the first booth.
2. Press the #2 button on the next booth.
3. Press the correct number on each booth until you reach the DAU.
4. All booths will display the number it has been assigned.



PRINT ZERO REPORT ON THE CONTROLLER

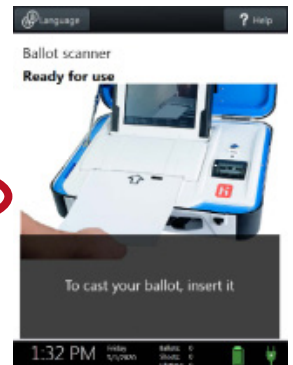
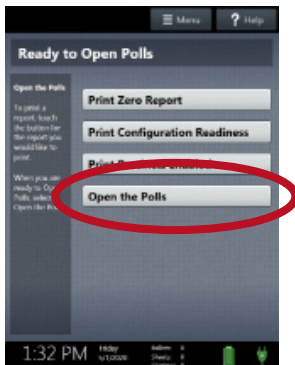
1. **Confirm** zeros on *existing* ZERO report and verify date is earlier than the day Controller was picked up. Judge and Alternate Judge (Judge from both parties in a Primary) and not more than 2 poll watchers must sign report and put in Reconciliation Envelope.
 2. **Print another ZERO Report**, check for all zeros and confirm polling place name.
 3. Judge and Alternate Judge (Judge from both parties in a Primary) and not more than 2 poll watchers must sign Election Day ZERO report and place in Reconciliation Envelope.
- **Verify BATTERY indicator in the lower right hand corner on Controller and DUOs**
 - **The only time the battery level is seen on a DUO is before numbering it**
 - **The polls are now open and the booths are displayed on the Controller Screen in green**



The password is located in the Controller

OPEN POLLS ON THE SCAN

1. **Confirm** zeros on *existing* ZERO report and verify date is earlier than the day Scan was picked up. Judge and Alternate Judge (Judge from both parties in a Primary) and not more than 2 poll watchers must sign report and put in Reconciliation Envelope.
2. **Print another ZERO Report**, check for all zeros and confirm polling place name.
3. Judge and Alternate Judge (Judge from both parties in a Primary) and not more than 2 poll watchers must sign Election Day ZERO report and place in Reconciliation Envelope.
4. Confirm the Ballot count is '0' on Scan and record in Before Opening The Polls section on front of Reconciliation Envelope.



Polls CAN be opened on the CONTROLLER & SCAN before 7AM.

Under NO Circumstances is ANYONE allowed to VOTE before 7AM.

STEP 6 - Assign Booths & Open Polls

Add a Voter

eVOTE COMPUTER

If using driver's license or voter's certificate number to look up the voter, the voter's information will show up immediately. OTHERWISE, use the following procedure when searching for voters:

Enter the voter's name using the keyboard. Type the voter's **Last Name, First Name** into the search box. Partial searches are allowed. For instance, you could type in only the last name of the voter or last name, first initial (other examples include: **Last; Last, F; Las, Fir; L, First;** etc.). A list of the voters matching the text entered will display below the search box. Click the **USE** button to the left of the voter's name to display the voter's record.

After locating voter in eVote and checking the expiration date on the ID presented, press and hold the **Show Address** button and have voter confirm name, address and DOB on the Address Display Monitor.*

1. If the voter does NOT have acceptable Photo ID send voter to Judge to determine if the voter is eligible for the **RID (Reasonable Impediment Declaration) Procedure.**
2. Name Match: **A.** If the name on the ID matches exactly with the name in eVote, press the Exact Name button; **B.** If the name does not match, but is substantially similar, press the Similar Name button.
3. Once the voter has been qualified, tell the voter which Election(s) he/she is voting in. **(In a Primary Election, voters MUST indicate the Party in which they wish to vote)**
4. Click "Vote in Current Election" to record that the voter has been qualified and two labels will print. **(In a Primary Election, press "Vote Republican" or "Vote Democratic", as the voter chooses)**
5. The 1st label is placed on the Combination Form and voter **verifies** all information before signing. *If the label displays the Similar Name box, check Similar Name check-box on Combination Form and have voter initial as well as sign.
6. The 2nd label is passed to the voter.

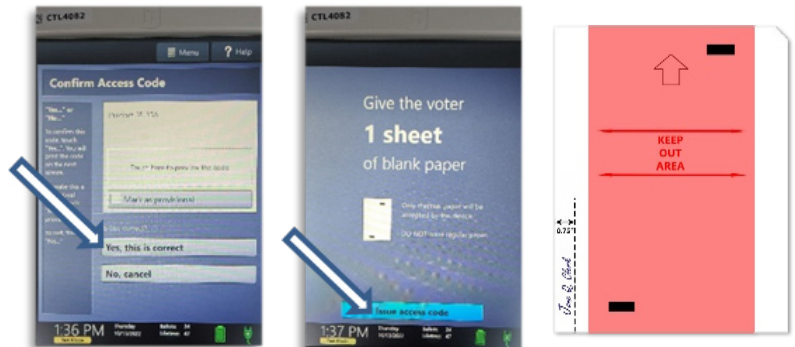
***If a voter's address displays or prints as ##### or xxxxxxxx, have the voter confirm the name and DOB, and do not comment about the address.**



ADD VOTER AT CONTROLLER

With the scanner gun attached to the Controller, scan the barcode on the label presented by the voter. Then press Issue Access Code on Controller.

1. The Controller will print the ACCESS CODE and the Precinct/Ballot Style **(OR Precinct/Party).**
2. Confirm that the Precinct/Ballot Style on the Access Code matches the Precinct/Ballot Style on the label.
3. Give the ACCESS CODE & blank sheet of ballot paper signed by Judge to the voter.
4. Direct voters to an open booth.
5. Place label on label sheet.



All Ballots must be signed by the Presiding Judge as seen in this image; be sure to check this before giving a ballot sheet to the voter.

Call Election Central (936) 442-7745 if you think you have voted someone in error

VOTER VOTED IN ERROR ON EVOTE **(In a Primary Election call Election Central if voter is voted in the wrong Party)**

1. Follow procedure as directed by Election Central for correcting voter's status in eVote.
2. If the wrong voter was checked in and the labels have already been placed on the Combination Form and Label Sheet:
 - A. Clearly mark label on Combination Form 'DID NOT VOTE';
 - B. Clearly mark label on Label Sheet 'DID NOT VOTE';
 - C. Write a short note to explain what happened and put it in the Reconciliation Envelope.
3. If the wrong Party was clicked for the voter, call the Judge's Line to check the voter in for the correct Party. Place the correct labels on the Combination Form and Label Sheet of the CORRECT Party.

OPERATIONS - Add Voter

Add a Provisional Voter

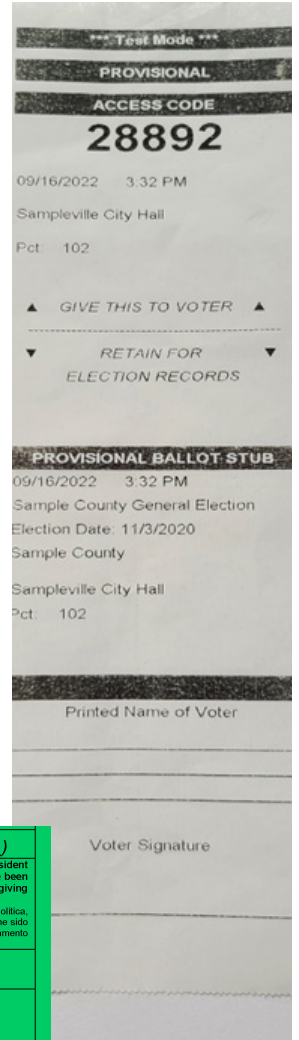
****NOTE** – Judge and voter complete all information in their section of the Provisional Envelope*, Judge calls Election Central for proper Precinct/Ballot Style, Judge fills out Voter info on **Green Provisional Combination Form** and List of Provisional Voters, VOTER signs **Green Provisional Combination Form** and Judge gives voter applicable “Notice to Provisional Voter” based on reason for voting provisionally. **REMEMBER: Each Party processes Provisionals separately in a Primary Election.**

Once ALL the paperwork has been completed, Judge goes with voter to Controller station, where the clerk writes the voter’s information from the **Green Provisional Combination Form** on the Label Sheet. The Judge then issues a Provisional Access Code using the steps below:

A Provisional voter is ALWAYS handwritten; NEVER print a label from eVote.

Method For Adding a Provisional Voter

1. On the Controller, press Create Access Code;
2. Select the voter’s correct Precinct/Ballot Style given to you by Election Central;
3. The Controller screen will display the precinct Ballot Style; confirm that the ballot style matches what Election Central issued.
4. Check the box that says ‘Mark As Provisional,’ then ‘Yes, this is correct’ ;
5. The next screen will prompt you to issue one sheet of voting paper and select the Access Code button at the bottom of the screen;
6. Voter prints & signs name on bottom portion of the Provisional Access Code; the Judge tears off the top portion for the voter to use at any open Duo;
7. When the voter prints his or her record, the printed ballot is returned to the Judge folded by the voter. The Judge then places the signed Provisional Ballot Stub and the ballot inside the **green Provisional Ballot Affidavit Envelope** and returns it to Election Central in the **orange Provisional Ballot bag**.



The Scan will not accept a Provisional Ballot. The ballot must be returned to the Judge, who will place it in the green envelope in the orange Provisional Ballot bag. The Judge will return the orange bag to Election Central.

NOTE: In a **PRIMARY ELECTION** the Judge from each party is responsible for doing a provisional. There are separate forms for **EACH PARTY** to use for provisional voting.

Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE)			
TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a Class A Misdemeanor to vote in an election for which I know I am not eligible.			
PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido todo mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y entiendo que es un delito menor de clase A votar en una elección para la que sé que no soy elegible.			
Last Name (Include Suffix if any) / Apellido usual (Incluir sufixo si lo hay)	First Name / Su nombre de pila	Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. Box, Rural Rt. Or Business Address) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correo, camino rural, ni dirección comercial.)		Gender: (Optional) / Sexo (Opcativo) <input type="checkbox"/> Male (Hombre) <input type="checkbox"/> Female (Mujer)	
Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio).		Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
TX Driver's License No. or TX Personal I.D. No. (Issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas)	Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal I.D. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requieren los últimos 4 dígitos)		
<input type="checkbox"/> I have not been issued a TX Driver's License Number, TX Personal I.D. Number or a Social Security Number. Yo no tengo una Licencia de Conducir de Texas, Cédula de Identidad Personal de Texas, o un Número de Seguro Social.			

IF THE ABOVE PROCEDURE IS DONE WRONG AT THE CONTROLLER AND A REGULAR ACCESS CODE IS ISSUED AND USED INSTEAD OF THE PROVISIONAL STUB, THAT VOTER'S VOTE WILL COUNT WHETHER IT SHOULD OR NOT. IN THIS CASE, ISSUE A NEW PROVISIONAL ACCESS CODE/STUB AND EXPIRE THE WRONG ACCESS CODE.

***Important**

The Provisional Envelope also serves as a Voter Registration Application. The Judge must verify that the voter completed all fields on the front of the envelope and signed. The Judge must complete ELECTION JUDGE section on the back of the envelope and sign. The Judge should also include any info about the circumstances under which the voter is voting provisionally. **DO NOT** write in the COUNTY VOTER REGISTRAR section, and **DO NOT** check the ACCEPTED or REJECTED box.

OPERATIONS - Add Provisional Voter

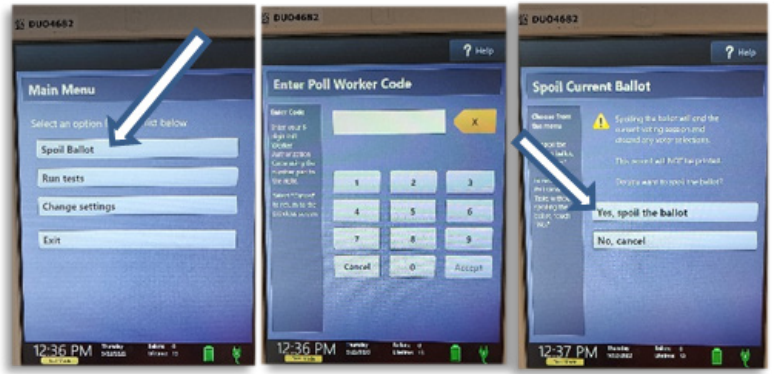
Spoil a Ballot

****NOTE – Reasons to spoil a ballot are:**

1. Wrong Ballot Style;
2. Voter ‘abandons’ the ballot;
3. Paper does not feed properly into Duo;
4. Paper does not feed properly into Scan;
5. Voter changes mind after printing record;
6. Voter takes ballot from polling place.

‘Spoiling a Ballot’ on the Duo

1. If there is a wrong Ballot Style and the Access Code and paper have been entered, press the blue Pollworker button on the back of the Duo. The ‘Main Menu’ will display on the screen. Select ‘Spoil Ballot.’ Then, enter the Pollworker Code. Select ‘Yes, spoil the Ballot.’ Remove the voting paper from the Duo.
2. If the paper is jammed, an alert appears on the Duo screen and on the Controller. Press the blue Pollworker button. Enter the Pollworker code in the Duo, select “Spoil Ballot” and clear the voting paper either forward or backward. Pollworker confirms on the screen that you want to spoil the ballot. The Judge then issues a new sheet of voting paper, a new Access Code or both.
3. Each Judge will have a ‘Spoiled Ballots’ Log and Envelope.



Remain checked in on the ePollbook or the Provisional or the Omissions Combination Form. If a blank piece of ballot paper is spoiled, it must be recorded on this Register, and it may only be reused.

REGISTER OF SPOILED BALLOTS											
ELECTION DAY											
A	B	C	D	E	F	G	H	I	J	K	L
Ballot Style & Party	Ballot Serial Number <small>(in parentheses on top right)</small>	Name of Voter (or "Unknown")	Spoiled By: <small>(check one)</small>	Voting Equip. or Poll	Voter Abandoned Ballot & did not vote	Replacement Ballot Paper Issued?	Replacement Access Code Issued?	Voter took ballot from polling place & did not vote	Is voter still checked in on ePollbook or Provisional Combination Form?	Is voter still checked in and did not vote?	
Primary			Yes <input type="checkbox"/> No <input type="checkbox"/>	Worker <input type="checkbox"/> Not Worker <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Count the entries marked Yes for each Column
If this is the last page for this String: enter the total of all pages for this String:
enter the total of Column D and Column E; enter Column K total on Reconciliation Log in ISB:
I, the undersigned Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.
Given under my hand, this ____ day of _____, 20__.

How far along the voter is in the process determines what is required to move forward.

1. If the voter was issued an incorrect Ballot Style and the record has not been printed, the Access Code is spoiled but the voter uses the same sheet of voting paper.
2. If the voting paper is damaged, the voter will be given a new sheet of paper and will continue in the process with the same Access Code.
3. If the sheet of voting paper was inserted incorrectly, it can be cleared forward or backward and if the paper isn’t damaged the sheet can be used as normal. This would not go on the ‘Spoiled Ballot’ Log.
4. If the Duo prints the voter’s choices and the Scan won’t accept the paper, the ballot is ‘Spoiled.’ A new Access Code is issued and another sheet of paper given to the voter. If the voter refuses, the printed ballot is placed in the Emergency slot and is not spoiled. There is a separate security procedure to access the Emergency slot and scan the ballot.
5. If the voter ‘abandons’ the ballot, and the ballot was not printed or was not scanned, mark the ballot as ‘Spoiled – Access Code not re-issued.’
6. When Judge places spoiled ballot and Access Code in the envelope, write ‘Spoiled’ in the text on the printed side of the ballot and draw a line through the QR code. The Judge is responsible for each piece of paper, even if it’s damaged. All spoiled ballots go in the correct Spoiled Ballot Envelope which is sealed in the Ballot Bag. **Make sure you have counted the pages as they affect your total.**

<p>Spoiled Ballots can be:</p>	<p>Unused Blank Ballots Signed or Stamped by the Judge But NOT Issued to Voters</p>	<p>Spoiled Ballots which were returned by voters for another ballot, abandoned, or damaged</p>
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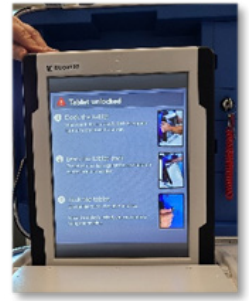
OPERATIONS - Spoil a Ballot

Curbside Voting

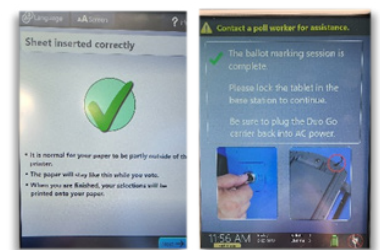
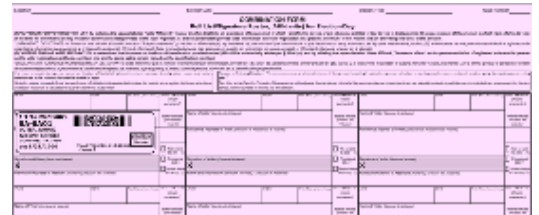
****NOTE – A separate Combination Form for curbside voters makes processing a curbside voter easier. Use the Pink Combination Form marked “Curbside” during this process.**

ALWAYS make sure the Duo Go is plugged into power and the power button is on

1. Qualify the voter, print label and Access Code, and provide a sheet of voting paper;
2. Clerk and helper proceed to Duo DAU. **Enter the Access Code. DO NOT INSERT THE BALLOT PAPER.**
3. Unlock and remove the tablet. A set of instructions appear on the screen to help load the tablet into the Duo Go;
4. Place Duo Go face-down on a table and follow these steps: Disconnect the charging cable and open the back door (yellow key) of the unit, insert the USB connector into the side of the tablet, carefully seat the tablet so the USB cable doesn't get pinched and secure tablet with Velcro;
5. Insert a sheet of voting paper with the arrow facing down toward the word 'Brother' inside the Duo Go; close the back door;
6. Two clerks carry the Duo Go, Access Code, Curbside Combo form clipboard, the privacy folder and the voter's ID out to the voter. The voter needs to sign the pink Curbside Combo form;
7. The voter should see the green check mark indicating the paper has been fed in correctly; the voter begins voting as normal and prints the record when voting is complete;
8. After the voting paper feeds out of the Duo Go, the voter places the voting paper face down in the secrecy folder;
9. The Clerks and the voter's driver or helper return inside to the Scan where the ballot is processed;
10. The Clerks unlock the back of the Duo Go face down on the table, remove the tablet, place the tablet in the Duo DAU and lock into place;
11. Look for 'RECONNECTED' on the Duo DAU;
12. Leave the Duo Go turned on; plug in the Duo Go to keep the battery charged;
13. If someone brings more than seven voters for Curbside Voting, that person must fill out the Curbside Assistance form.



Enable the ballot BEFORE disconnecting the DUO DAU Tablet.



The booth is now available for the next voter

NOTE: In a PRIMARY ELECTION, the Judge from each party is responsible for doing a Curbside. There will be separate forms for each party to use for Curbside Voting.

OPERATIONS - Curbside Voting

Change Controller/Scan Printer Tape

1. Verity Controller and Scan each include a built-in thermal report printer for printing access codes and reports. The thermal report printer is located on the right-hand side of the device. (When the cover is closed, the green light is on. When the cover is opened, the red light is on.)



2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you, and then lift up to open the paper compartment.



3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.



4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.



If your printer does not print after changing the paper use the following instructions to fix the printer:

If there is NO PRINT

Turn the roll of printer paper over. The paper MUST come from underneath.

If the report or tape is only printing on one side of the paper or the other:

Firmly press the printer door down on BOTH sides.

If the printer advances the paper but does not print, the printer tape is BACKWARDS.

OPERATIONS - Changing Printer Paper

Check Code Status

1. Press **CHECK CODE STATUS** on the Controller screen;
2. Use the keypad to type in the **ACCESS CODE**;
3. Status will appear in the area of the screen under the number being verified;
4. It is possible to press the **PRINT STATUS**, if voter requests;
5. Press **CANCEL** when you are finished;
6. If the voter has been given an incorrect ballot style, you can press ‘Deactivate Code’ on the Controller screen, or let it expire. Mark it ‘Expired’ and place in the Reconciliation Envelope. Re-issue the correct Access Code and let the voter proceed.

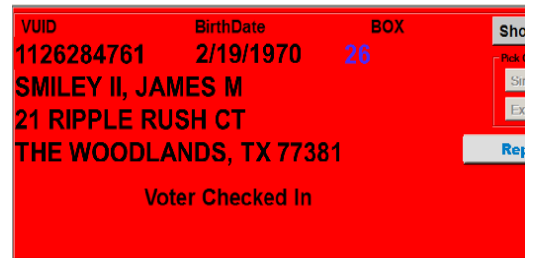
STATUS:	DESCRIPTION:	STEPS:
Not Issued Yet	The code has never been assigned.	It may be that the voter has an ACCESS CODE tape from another voting string.
Issued and Ready for Use	The code has not been used and it is still available for use.	If the voter is concerned that the Access Code has timed out, you can make sure it is still active. The voter may still vote.
Currently in Use on a Voting Device	A voter has started voting, but has not pressed PRINT RECORD to complete voting.	The voter should finish voting. If the voter wants to change his or her selections, he or she can review the selections and make changes at any time before pressing ‘Print Record.’
Used to print a Vote Record	The code has been used and a ballot printed.	The voter may be asking to confirm the status of his or her ballot as ‘Cast.’ If the voter requests a receipt, press the arrow next to Print Status. VOTER MAY NOT VOTE AGAIN.
Expired	The code was not used in time.	If the voter has a valid reason the code expired, the clerk at the Controller will issue the voter a new Access Code and write ‘Expired’ on the original. Put this in the Reconciliation Envelope. The voter may now vote.
Spoiled	The code was entered but the voter did not Print Record with this ACCESS CODE because the ballot was Spoiled.	If there was a valid reason for the ballot to have been Spoiled and voter is eligible to vote, the clerk at the Controller will issue the voter a new ACCESS CODE and sheet of voting paper. Make sure that an entry on the ‘Spoiled Ballot Log’ has been made. The voter may now vote.
Deactivated	The code was never entered and was deactivated on the Controller.	This is usually done by the Judge or a Clerk if an extra access code was printed or the wrong type of access code was printed (regular vs. Provisional) or the Clerk scanned the wrong label and issued an access code for the wrong ballot style accidentally.

OPERATIONS - Checking an Access Code

eVote VOTER Screens

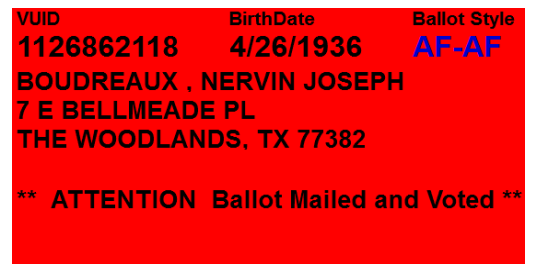
Voter Checked In

This voter has been checked in through eVote. The voter will verify information on the first label printed and placed on the combination form. The voter will take the second label to the Controller Operator. **NOTE:** If the voter is looked up again the status will change to “Already Voted.”



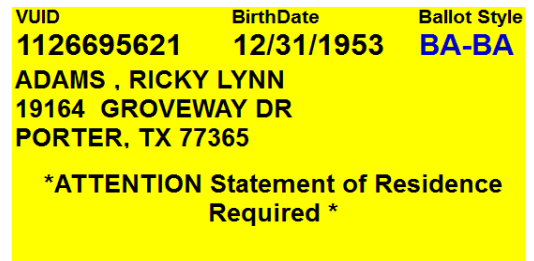
BALLOT MAILED & VOTED

The voter requested a mail ballot and has returned it to Election Central. This voter has already voted. If the voter believes this to be in error he/she must vote a provisional ballot.



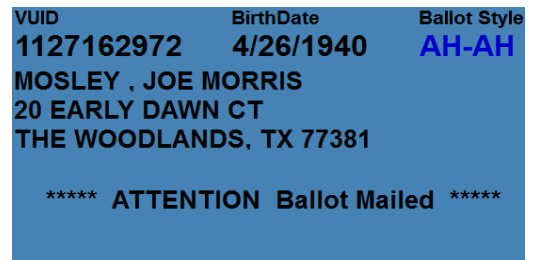
SUSPENSE VOTER

This voter is on suspense and needs to complete and sign a yellow Statement of Residence* form before voting. The Judge must complete the failsafe procedure on the Judges Tablet for correct Precinct/Ballot Style (not in a Primary). ***Important** – The Statement of Residence also serves as a Voter Registration Application. The Judge must verify that the voter completed all fields and signed. The new address MUST be in Montgomery County.



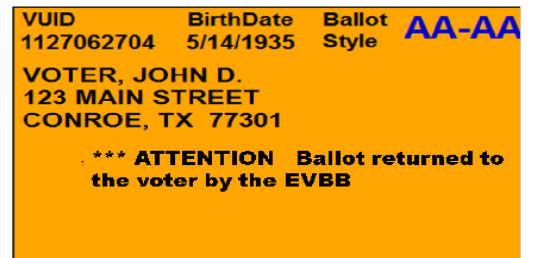
BALLOT MAILED

A mail ballot was sent to this voter. This voter must complete a blue Request to Cancel Application for Ballot by Mail form. If the voter surrenders the ballot, he/she may vote as normal by using the Mail Ballot Options button in eVote. If the voter does not have the ballot he/she must vote a provisional ballot.



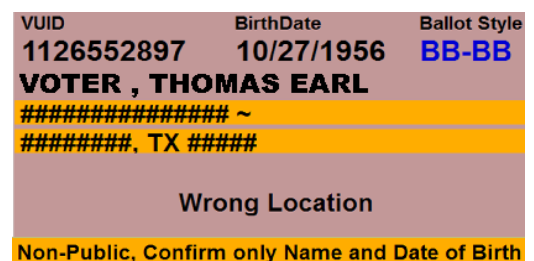
BALLOT RETURNED

A mail ballot was sent to this voter. The Early Voting Ballot Board returned the ballot for correction. This voter must complete a blue Request to Cancel Application for Ballot by Mail form. If the voter surrenders the ballot, he/she may vote as normal. If the voter does not have the ballot he/she must vote a provisional ballot.



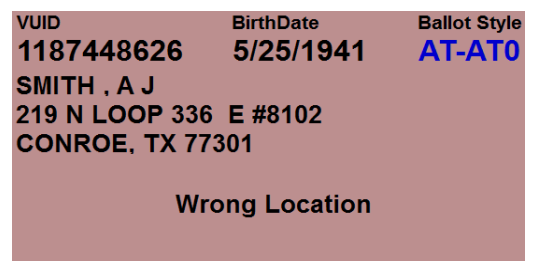
NON-PUBLIC

This voter has met the requirements as a Non-Public voter. Since the address information cannot be displayed for a Non-Public voter, you can only have them verify their Name and Date of Birth. **DO NOT COMMENT ABOUT THE ADDRESS.**



WRONG LOCATION

This is a registered voter who is at the incorrect polling place. Give the voter the correct Precinct polling place and address as noted in the green ballot information box.



VALID VOTERS

Voters in your precinct with no status designation will always have a white background and the Vote in Current Election button (or **Vote Republican** and **Vote Democratic** in a Primary Election).

OPERATIONS - eVote VOTER Screens

eVote Label Printer

The eVote label printer has to be plugged in to work properly. The cables for this are stored in a compartment underneath the printer. You may also refer to the ePollbook QuickStart Guide located inside the ePollbook case to assist you in making these cable connections.



Printer in case



Printer pulled out



Cables under printer

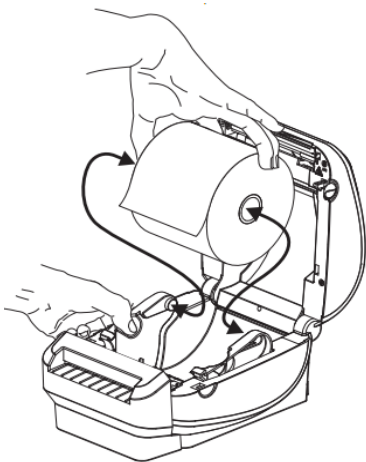


Cables going to printer

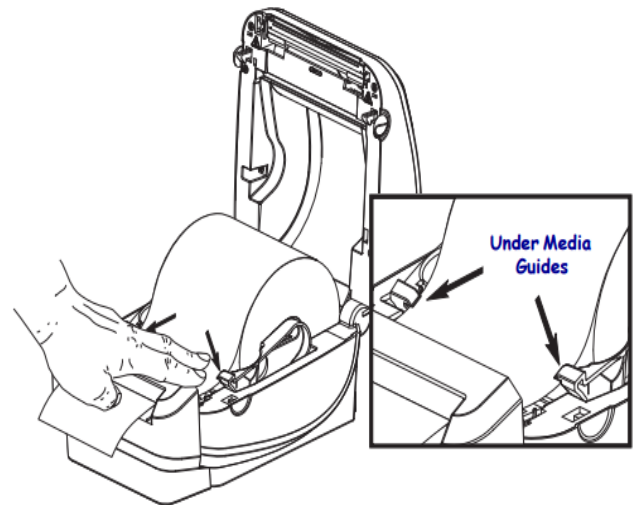


Cables plugged in

Changing eVote Label Printer Labels



1. Facing the front of the printer look for the green tabs on the left and right.
2. Pull green tabs towards you to pop open top.
3. Insert new label roll as shown.
4. Feed labels over roller and through slot until you can see at least half a label coming out.
5. Close lid, pushing down firmly until it clicks.
6. Press button by green flashing light to align labels.





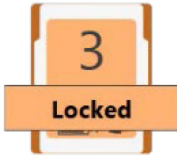


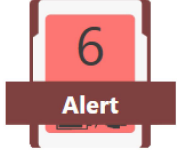

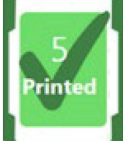

NOTE: If the text printed on the label after changing is off the label, please call the Help Desk to be walked through the process of calibrating the label printer.

OPERATIONS - eVote Label Printer

TROUBLESHOOTING

- If power is lost at the polling site, the battery backup will take over until power is restored. The Duo, Controller, and Scan will alert you to lost power. Go to each unit and touch the screen to select battery power. When power returns, there is no interruption of service. The Controller screen displays AC power and battery life of each Duo.
- If the Controller or a Duo shows a ‘Disconnected’ message, check the tablets to make sure they are seated in the cradle and locked in place. Check that the Verity Data Cables are securely seated. If the problem persists, turn the Duo off, wait a moment, and turn back on.
- If the Duos display a message of ‘Controller not found’ unplug the data cables, plug them back in and wait about 15 seconds for them to reestablish communication with the Controller.
- If voting paper gets jammed in a Duo or the Scan, see instructions on Spoiling a Ballot.
- To change a language selection at any time during the voting process, select the ‘Language’ tab at the top left of the screen. Select either English or Spanish and you will return to the ballot with the selected language displayed.
- If a voter needs the words on the tablet to appear larger or smaller, select the ‘AA Screen’ tab at the top of the screen. Select Small, Normal, or Large text size and then select ‘Back to Ballot.’
- When the Duo is set up correctly, a green light will be on at the back of the Duo indicating power, and a green light will be on to the right of the ballot paper feed, indicating the tablet is securely locked in the cradle.
- The Judge and Alternate can open the Emergency slot on the top of the Ballot Box only as directed by Election Central.

Booth Icons and Meanings on Controller Screen

 <p><i>Booth starting</i></p>	 <p><i>Booth is printing</i></p>	 <p><i>Ballot has been untouched</i></p>
 <p><i>Booth is ready, battery is full, battery is charging</i></p>	 <p><i>Voter needs help at booth</i></p>	 <p><i>Booth starting</i></p>
 <p><i>Booth is in use</i></p>	 <p><i>Ballot has printed at booth</i></p>	 <p><i>Booth starting</i></p>

Closing the Polls on the Controller & Scan

DO NOT CLOSE POLLS

until all voters who were in line at 7:00 p.m. have voted.

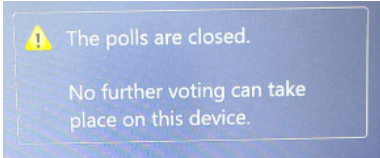
Your Controller & Scan will NOT restart after these procedures are done.

DO NOT UNPLUG OR TAKE DOWN VOTING BOOTHS (DUOs) UNTIL THE SCREEN READS, 'POLLS CLOSED...'

CLOSING THE DUO VOTING BOOTHS

After closing polls on the Controller:

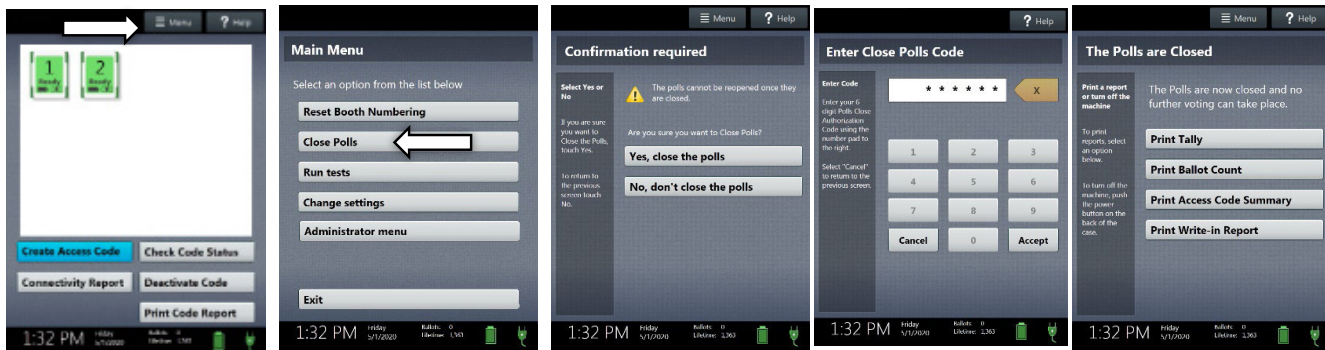
1. Power off each Duo by pressing the red power button on the back of each unit.
2. WAIT until all lights are off on the back of each Duo.
3. Cables can now be pulled, wrapped up and put in blue cable bag.
4. Tablets unlocked, undocked, placed in storage compartment, locked and close lids.



DO NOT UNPLUG, LOCK OR SEAL THE CONTROLLER & SCAN UNTIL YOU HAVE ALL THE REPORTS YOU NEED PRINTED & NUMBERS

CLOSING POLLS ON THE CONTROLLER

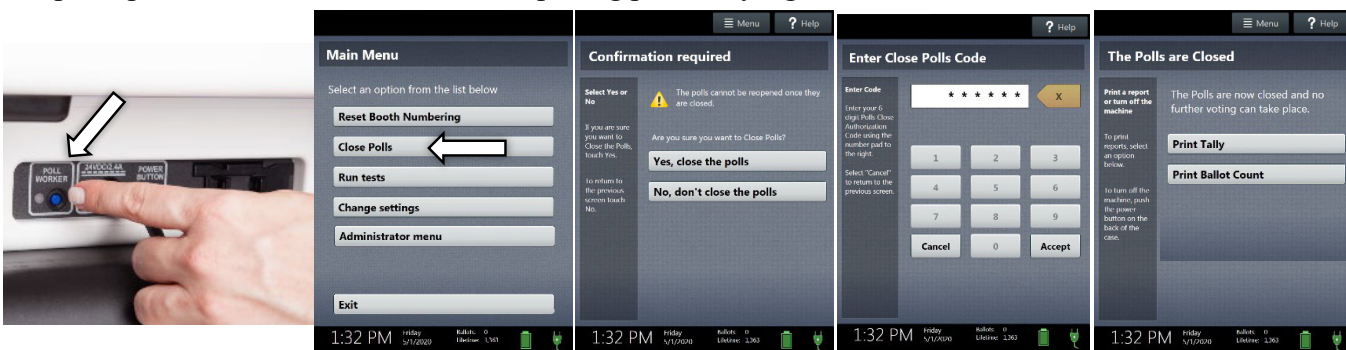
1. On the Controller screen, press 'MENU' then 'CLOSE POLLS' Confirm 'YES';
2. Enter 'CLOSE POLLS' Password (*found in the Controller*) and 'ACCEPT' The Duos now read 'Closed'(and can be disassembled now);
3. Controller prints the 'Close Polls Report,' press 'Print Tally.' Use those totals for the 'Reconciliation Log.'
4. Place 'Close Polls Report / Ballot Count Summary Report' in Reconciliation Envelope.
5. Press 'Print Tally' again to print a 'Ballot Count Summary Report' and leave attached to Controller. The Judge and Alternate (**BOTH** Judges in a Primary) or a Judge and one Clerk (if no Alternate) should sign all tapes. Up to two Poll Watchers still at the polling place may sign. **IN A PRIMARY, EACH PARTY AT THE PRECINCT WILL NEED A 'Ballot Count Summary Report' (1 DEM + 1 REP = 2 Reports).**



Print 1 of each report (as many as you need), tear off and print again but leave on Controller

CLOSING POLLS ON THE SCAN

1. On the BACK of the SCAN, press the POLL WORKER button located to the right of the blue light;
2. Press 'CLOSE POLLS' on the menu that pops up and then Confirm 'YES';
3. Enter 'CLOSE POLLS' Password (*found in the Controller*) and 'ACCEPT';
4. The 'Close Polls Report/Tally Summary Report' will print. Use those totals for the 'Reconciliation Log.' (Both the Judge and the Alternate Judge sign this tape, or the Judge and a Clerk (if no Alternate). Up to two Poll Watchers who are still at the polling place may sign.)
5. Place 'Close Polls Report / Ballot Count Summary Report' in Reconciliation Envelope.
6. Press 'Print Tally' again to print a 'Ballot Count Summary' tape for the Judge. Have the Judge and Alternate Judge (or Judge and one Clerk, if no Alternate) and up to two Poll Watchers, if present, sign.
7. Print a 'Tally Summary Report' and leave it attached to the Scan. The Judge and the Alternate Judge both sign this tape. Up to two Poll Watchers still at the polling place may sign.



Print 1 of each report (as many as you need), tear off and print again but leave on Controller

AFTER ALL reports have been printed the Controller and Scan can be turned off by pressing the red power button on the back of each device

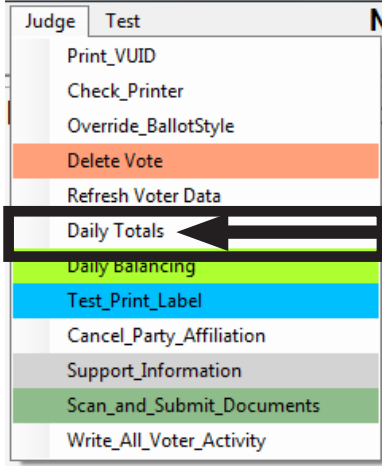
IN A PRIMARY ELECTION EACH PARTY AT THE PRECINCT WILL NEED A TALLY REPORT (1 DEM, 1 REP for a total of 2 Tally Reports)

Press Print Tally and wait for the complete report to print then press Print Tally again

CLOSING POLLS - Controller & Scan

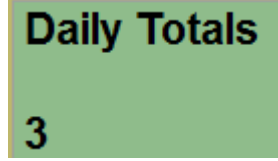
CLOSE POLLS - eVote DAILY TOTALS

NOTE: DO NOT shut down the eVote Laptop until you have the Daily Totals.



Judges Menu in eVote

1. Click on the Judges Menu;
2. Select 'Daily Totals' from the dropdown;
3. Record the daily total on the Reconciliation Log (In A Primary Election record the totals by Party).



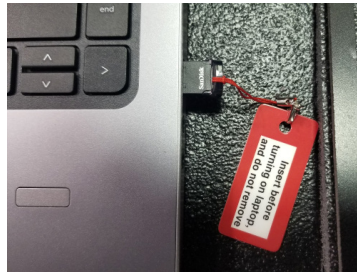
SHUT DOWN THE eVote LAPTOP

1. Press the Power button to shut down (located above the keyboard to the left);
 The eVote laptop screen should go dark; all indicator lights on laptop should cease to glow
2. Close lid.

Closing the eVote Case



eVote Case open and unpacked



REMEMBER: The **USB Encryption KEY** will remain plugged into the eVote laptop for transport back to Elections Central.

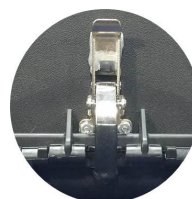


eVote Case open and packed

1. Unplug USB and power connector from back of label printer; fold them back into the storage compartment
2. Place label printer back in designated compartment on top of cables, labels facing out and backside closest to Address Display Monitor;
3. Place mouse with cable back in designated compartment;
4. Place Scanner Gun and cable back in designated compartment;
5. Unplug extension cord and roll up to go in case on top of palm rest;
6. Flip up palm rest pillow to protect eVote and secure in place with velcro;
7. Gently slide case lid back into place by aligning catches and latches;
8. Secure case lid with latches using your thumb to press the button in the middle of each latch in an upward direction until it firmly catches and locks into place;
9. Secure back latch, the only one that is different, by letting the hook end grasp the bottom part of the case and pulling the other part up.



eVote Case closed and packed



Secure back latch, the only one that is different, by letting the hook end grasp the bottom part of the case and pulling the other part up.

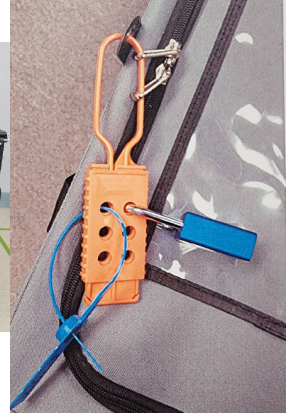
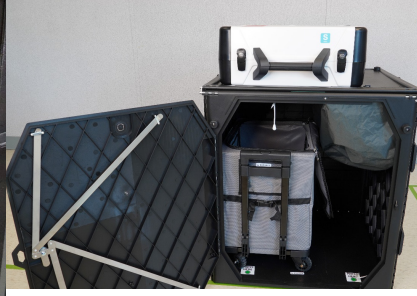
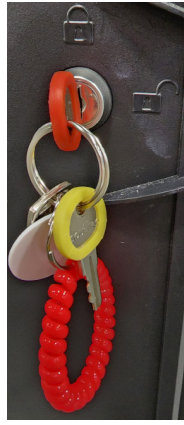
REMEMBER: The ePollbook is to be returned to Election Central along with the Controller, Scan, Ballot Bag and other items.

The Polling Location should be left neat and clean and there should be no trash left on the floor.

CLOSING POLLS - Polling Location

Ballot Transport Bag and Loading Caddy

1. File the Register of Spoiled Ballots with the Reconciliation Log;
2. Judge and Alternate check all seals on the Ballot Box and remove seals;
3. Unlock padlock and remove hasp;
4. Unlock Ballot Box door with red key on Judge's red wrist keyring;
5. Remove Ballot Transport Bag from Ballot Box;
6. Place any ballots from the Emergency Bin into the Emergency Ballots Envelope and fill in the information on the Envelope label.
7. Place Spoiled Ballots Envelope, the Envelope for Blank ballot paper signed or stamped by the Judge, and the Emergency Bin Envelope in the Ballot Transport Bag;
8. Zip the Ballot Transport Bag closed;
9. Run the shackle of the hasp through the zipper pulls and the grommet on the bag;
10. Attach the blue lock and blue seal to the hasp and record the seal number on the Transport Bag Seal Log.



After completing the Reconciliation Log:

1. Remove the white seals from the blue compartment in the Controller;
2. Seal the Controller and Scan handles;
3. Record seals on the back of the Reconciliation Envelope.



Main Caddy Contents:

- 1.) Four Duos
- 2.) Three Duo Booth Stands
- 3.) One blue Critical Bag
- 4.) Ballot Paper (unused, unstamped/unsigned)
- 5.) Five Sets of Privacy Screens in carry bag
- 6.) One Duo Go in carry bag
- 7.) One Duo DAU Booth Stand in carry bag

8.) One Ballot Box
NOTE: The ballot bag with paper ballots will be brought back to Elections Central by the Judge and Alternate at the end of the evening with the Controller, Scan and ePollbook.

Secondary Caddy Contents:

- 1.) Four Duos
- 2.) Four Duo Booth Stands
- 3.) One blue Critical Bag
- 4.) Ballot Paper (unused, unstamped/unsigned)
- 5.) One Duo Go in carry bag
- 6.) Four Sets of Privacy Screens in carry bag

To load Caddies:

- 1.) Lock the Caddy wheels in place;
- 2.) Unlock and open the Caddy door;
- 3.) Follow the numbered items above to load equipment into the Caddy;
- 4.) Close the Caddy door; ensure the latch has closed;

The Controller, Scan, Ballot Transport Bag and ePollbook always go back to Election Central on Election Night. Judge keeps white wristband keyring with the key to the blue on them. Judge will return it to the Sheriff separately at Election Central. Have it in your hand.

- 5.) Lock Caddy; put Caddy key in Judge's key bag;
- 6.) Seal Caddy with seal provided in supply box;
- 7.) Extension cords & power strips go in the Judge's bag; phone charger goes in cell phone box;



LOCK & SEAL each caddy after loading!

If you were issued a key to the polling location, it needs to be returned to Election Central on Election Night. This key is also used for picking up the equipment caddy, which starts the day after the Election. The key usually comes in a key bag and needs to return in the same key bag.

CLOSING POLLS - Ballot Transport Bag & Loading Caddy