

# CHAUTAUQUA COUNTY BOARD OF ELECTIONS 2023 ELECTION INSPECTOR TRAINING GUIDE



TONY & RUTH 2023

## I-9 FORM

### ***ALL NEW INSPECTORS MUST COMPLETE THE FORM!***

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

ANSWER: Only if your pay is over

**\$600.00!**

Talk to your tax  
expert to see if  
you need to  
report!

## TRAINING PAYMENT- \$\$\$\$

APPLICANTS WHO PASS  
THE EXAM AT TRAINING  
&  
**REMAIN AVAILABLE  
TO WORK** AT THE  
2023 GENERAL ELECTION on  
NOVEMBER 7, 2023 WILL  
RECEIVE \$25.00 **WITH** YOUR  
GENERAL ELECTION PAY IN  
DECEMBER.

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

# Election Day Morning Meeting

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

**Floor Team**  
**Table Team**  
**Machine Team**

Bi-Partisan –

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

# **R-E-S-P-E-C-T**

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

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.

**THIS ALSO PERTAINS TO CLOTHING, NOTHING IN REGARDS TO POLITICS AND SOCIAL ISSUES SHOULD BE DISPLAYED**

- 1. When asked, only answer specific election procedure questions.*
2. Humor plays an important role in our lives but we need to know there is a time and a place. What we perceive as being humorous may be offensive to others.
3. Cell phones are a valuable tool in today's society but again there is a time and place! ***CELL PHONES ARE NOT TO BE IN USE WHILE VOTERS ARE IN THE BUILDING!***
4. Be respectful but remember; **LIMITED** Socializing – keep lines moving.

# FLOOR TEAM - RESPONSIBILITIES



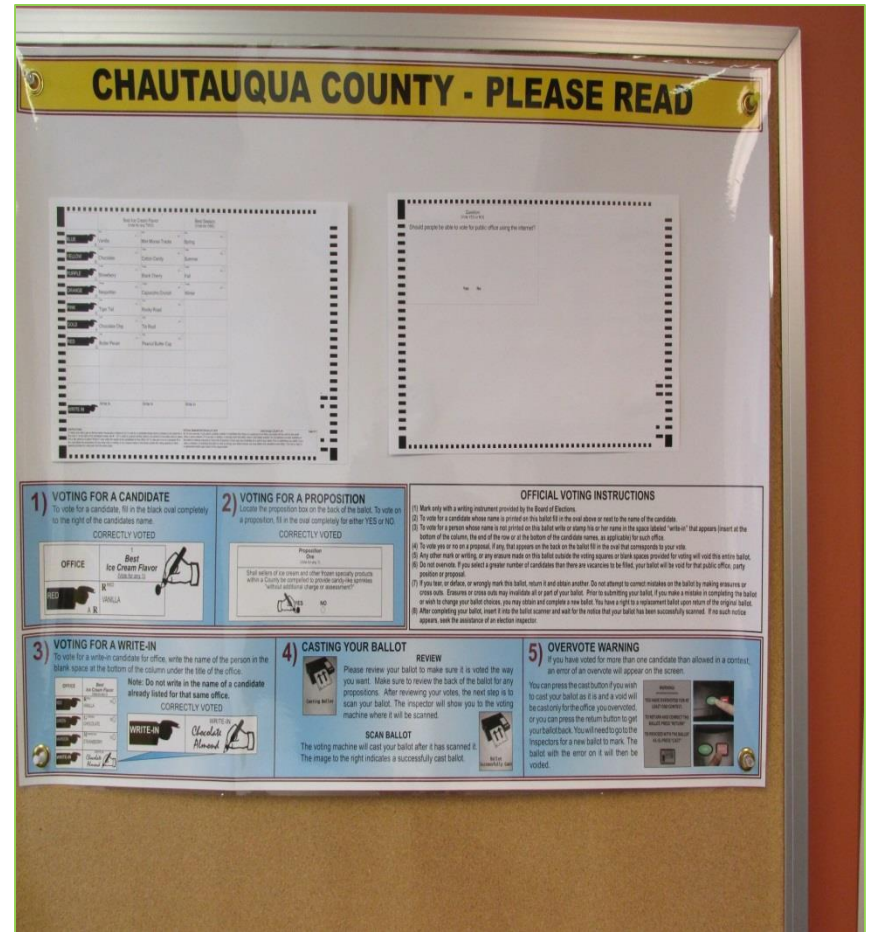
- ✓ **ALL LAMINATED INDOOR AND OUTDOOR SIGNS**
  - Notice To Voter
  - Voter Bill of Rights
- ✓ **100 FOOT DISTANCE MARKERS**
- ✓ **ORANGE "VOTE HERE" SIGNS (Dunkirk and Jamestown: Bi-Lingual)**
- ✓ **ANY OTHER SIGNS ASSOCIATED WITH THE NEEDS OF YOUR POLL SITE SUCH AS:**
  - Handicap Parking Signs
 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

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

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

# FLOOR TEAM PLACARDS & MAPS

## SOME LOCATIONS HAVE **RE-DRAWN** ELECTION DISTRICTS



# FLOOR TEAM END OF ELECTION

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



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

1. Sample Ballot Placards.
2. Privacy Sleeves
3. Extension Cord and Surge Protectors.
4. Green Sign Bag – to be stored on TOP of the machine!



# NO VOTER TURNED AWAY!



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

1. Vote on the machine **IF** so instructed by the Electronic Poll Book in the Voter Eligibility box. Follow the instructions in the Electronic Poll Book.
2. 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!
3. Be issued a **REFERRAL** form to the proper location if they are in the wrong poll site.

**FOLLOW THE INSTRUCTIONS GIVEN BY THE ELECTRONIC POLL BOOK!**



# TABLE TEAM

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

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

**Election District signs** should be attached to the wall immediately behind the table or directly to the table, depending on poll site.

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

**District tables should be SET APART from each other!**

## **Sign in Tables:**

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

## **Back Table**

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

# POLL SITE COORDINATOR & CHOCOLATE BAGS



# BLACK ELECTRONIC POLL BOOK BAG





# CHOCOLATE BAG & RASPBERRY SUPPLIES

## CHOCOLATE BAG START OF DAY

### RED KEY BAG

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

### BLUE AFFIDAVIT BALLOT BAG

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

### BLACK BAG

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

### BURGUNDY BAG

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

### PURPLE BAG

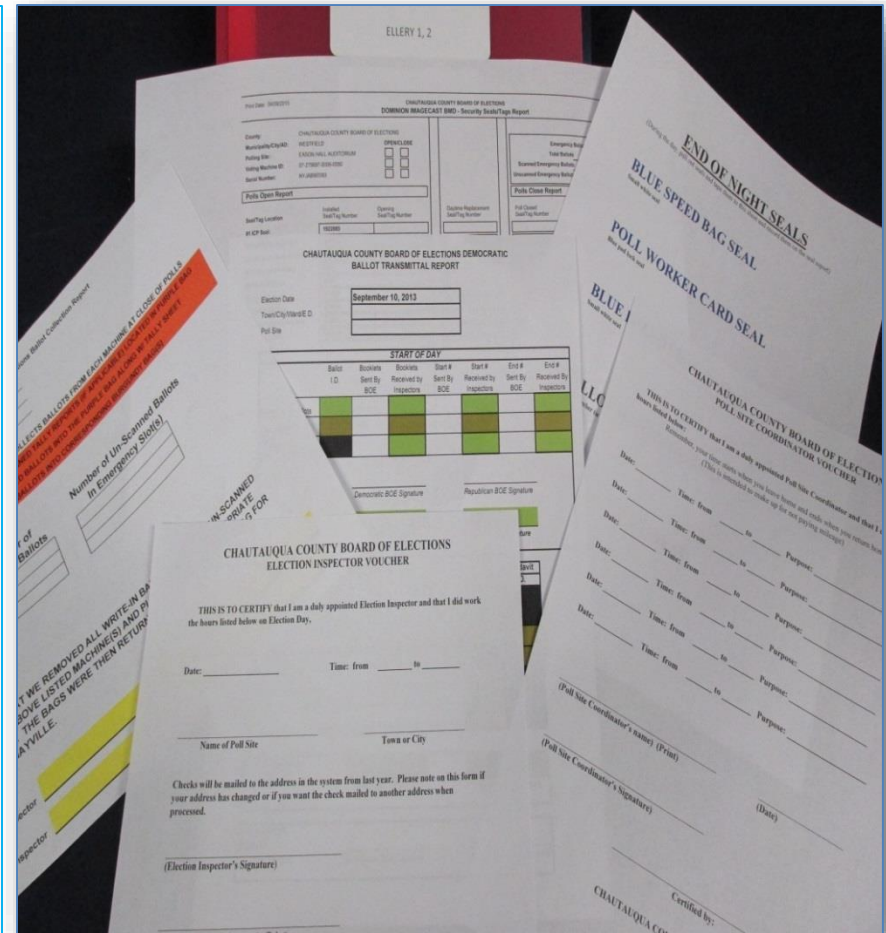
- Un-Scanned Ballots collected from machines at close of polls.
- Tally Sheets – one per district.

### OLIVE BAG

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

### TABLE SUPPLIES

RASPBERRY  
INSPECTOR NOTE BOOK



# TABLE TEAM

## **Remove from the Machine:**

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

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

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

Match the Ballot ID Number on the Transmittal Report.

Provisional Affidavit Ballots –  
**(ORANGE COVER)**

## **Remove the Transmittal Report(s) from the Raspberry.**

### **Check Header:**

Identification:

Verify Election Date

Check Town/City/Ward E.D.

Check Poll Site

# TRANSMITTAL REPORT

## Match Ballot ID Number to the Transmittal Report(s)

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

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

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

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



# TRANSMITTAL REPORT START OF DAY

## CHAUTAUQUA COUNTY BOARD OF ELECTIONS BALLOT TRANSMITTAL REPORT

Election Date

Town/City/Ward/E.D.

Poll Site


<i>START OF DAY</i>							
	Ballot I.D.	Booklets Sent By B.O.E.	Booklets Received by Inspectors	Start # Sent By B.O.E.	Start # Received by Inspectors	End # Sent By B.O.E.	End # Received by Inspectors
Optical Scan Ballots							
Affidavit Ballots							
<p>Packed at BOE by:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <hr style="width: 150px; margin: 0 auto;"/> <p><i>Democratic Signature</i></p> </div> <div style="text-align: center;"> <hr style="width: 150px; margin: 0 auto;"/> <p><i>Republican Signature</i></p> </div> </div> <p>Received at Site by:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <div style="background-color: #ADD8E6; width: 150px; height: 20px; margin: 0 auto;"></div> <hr style="width: 150px; margin: 0 auto;"/> <p><i>Democratic Signature</i></p> </div> <div style="text-align: center;"> <div style="background-color: #ADD8E6; width: 150px; height: 20px; margin: 0 auto;"></div> <hr style="width: 150px; margin: 0 auto;"/> <p><i>Republican Signature</i></p> </div> </div>							

# ELECTRONIC POLL BOOK

✦ **PLEASE NO EXPERIMENTING** ✦

**The only time you should look up a voter is when you actually have a voter in front of you!**

**Thank you for your cooperation!**

IMPORTANT NOTE!

**READ THE SCREEN!**

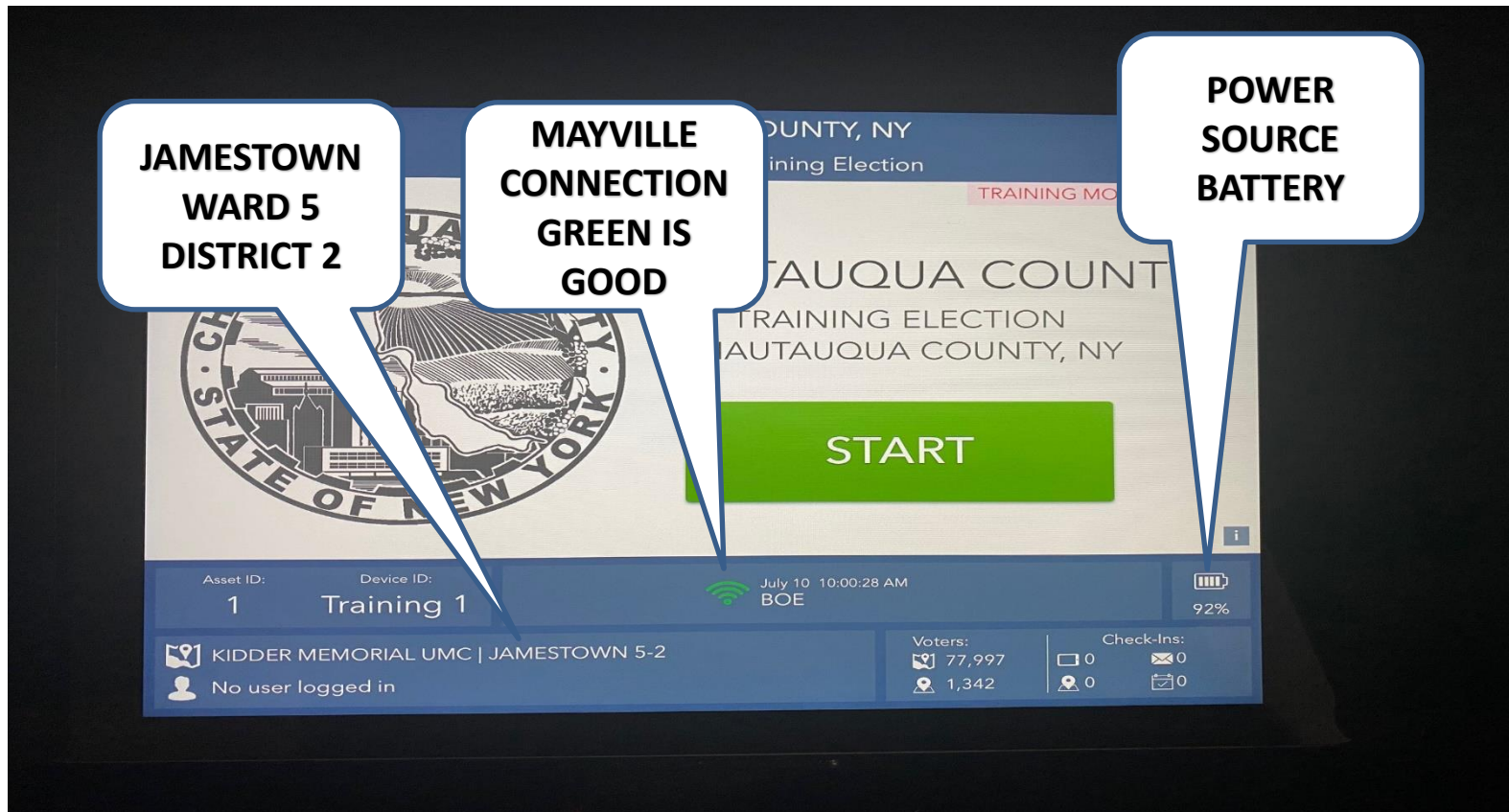
**FOLLOW THE INSTRUCTIONS ON THE  
ELECTRONIC POLL BOOK.**

**SIMPLE STEPS  
TO ELECTION DAY**

**SUCCESS!**

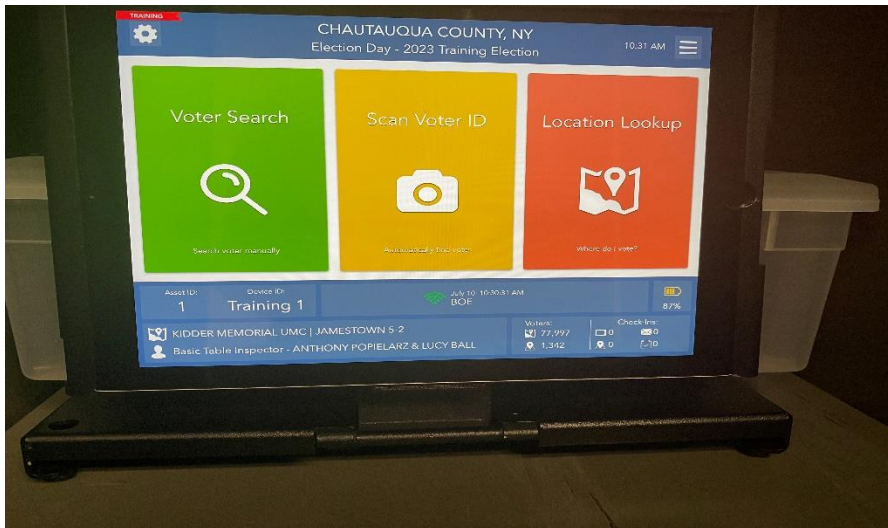
# LOGGING ON THE ELECTRONIC POLL BOOK

***SHOULD BE COMPLETED BY 5:45 AM***



# LOG ON ELECTRONIC POLL BOOK

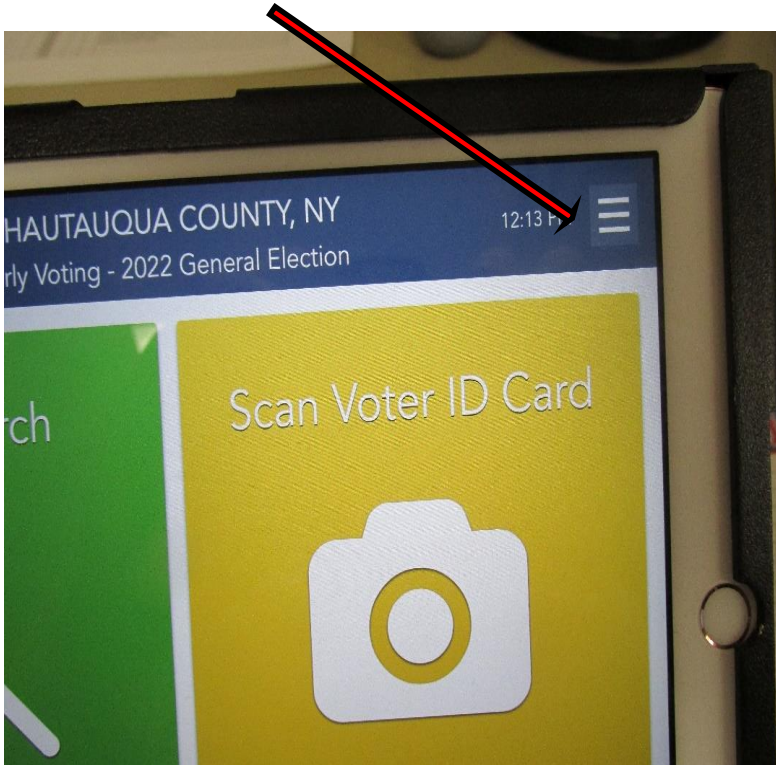
1. On COUNTY SEAL screen touch green START button.
2. For Logging in purposes use **YOUR NAME** and **LUCY BALL** for other party. PUT YOUR NAME IN THE APPROPRIATE PARTY SECTION.
3. Log in entering Dem's first and last name. Touch **CONTINUE.**
4. Log in entering Rep's first and last name. Touch **CONTINUE.**
5. Enter your Passwords: DEM\*\*\* - REP\*\*\* Touch UNLOCK **DEVICE**
6. You should now be logged in.



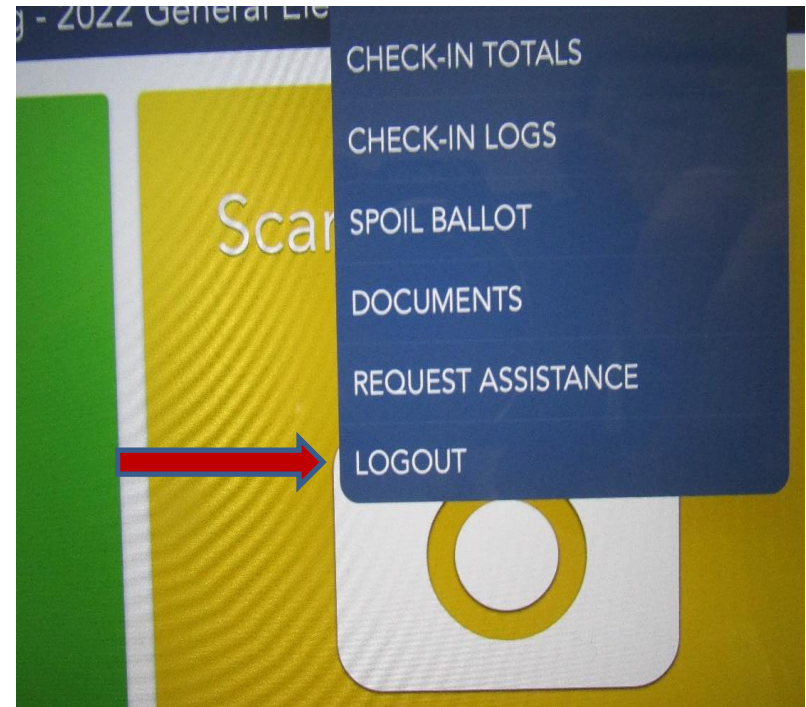
This is the "HOME PAGE", after every completed check in you will arrive back at this screen to process the next voter.

# RELIEVING POLL WORKERS

## 1. DROP DOWN MENU



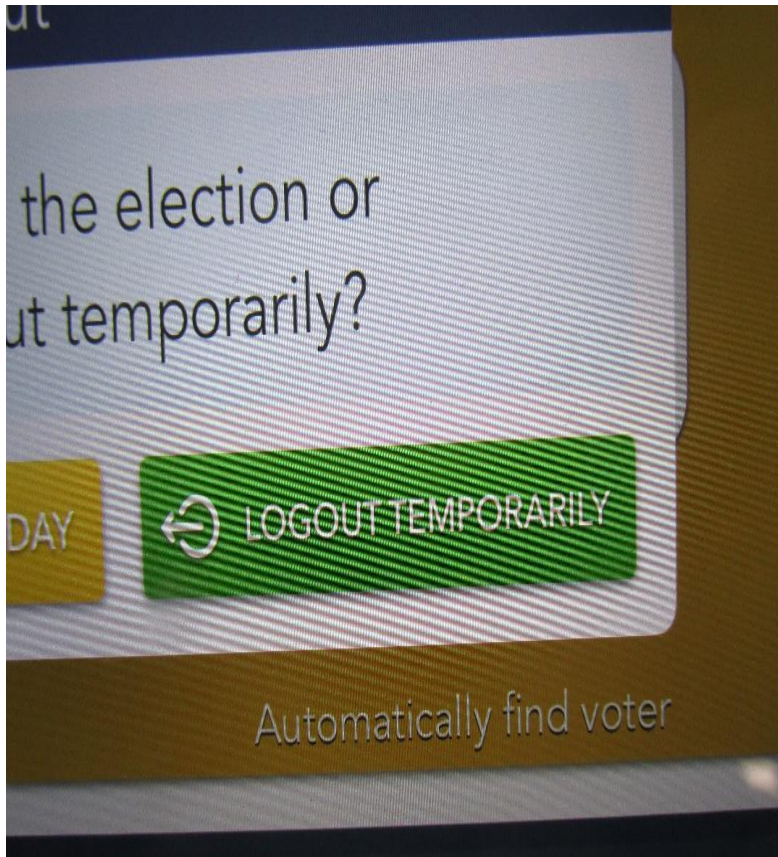
## 2. CHOOSE LOG OUT



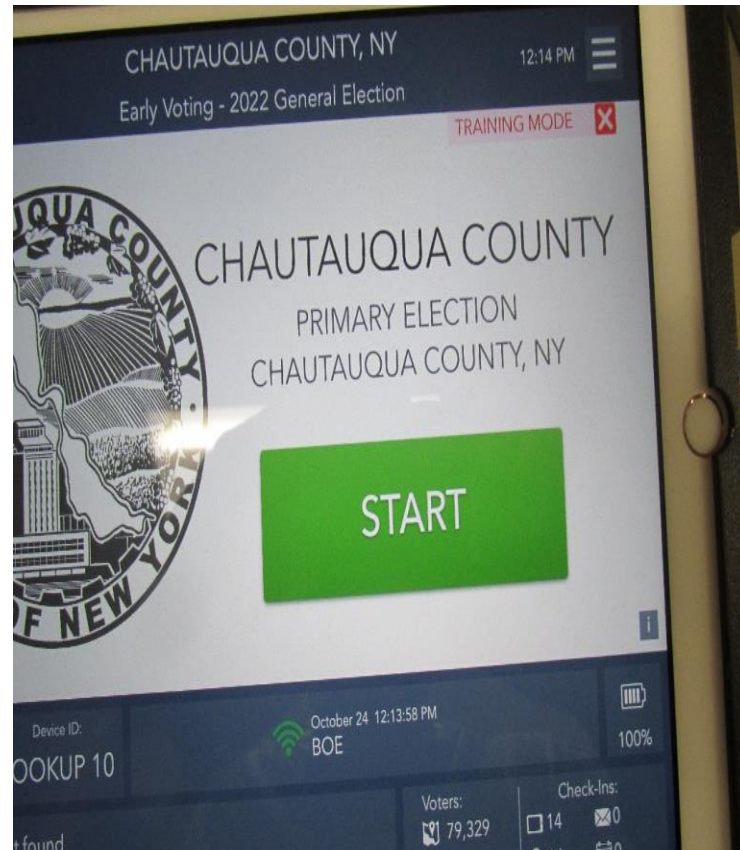


# RELIEVING POLL WORKERS

## 3. LOG OUT TEMPORARILY



## 4. TOUCH START & LOG IN



# PROCESSING THE VOTER

1. To begin the process touch the green **"VOTER SEARCH BOX"**. The screen will default to the **"FIND VOTER SCREEN"**.
2. Ask the voter for their last and first names. Using the 3 & 3 RULE, type in the first 3 letters of the voter's last name in the last name field and the first 3 letters of the voters first name in the first name field. Then tap the green search tab.
3. If only one voter matches the criteria, the "VOTER ELIGIBILITY" screen will appear.
4. Verify the voter's address by asking the voter, **DO YOU STILL LIVE AT? Read the address on the screen to the voter.** If the answer is yes, continue processing the voter by tapping "GET VOTER SIGNATURE" .
5. If the voter is an eligible voter, the screen will display a green "Voter is eligible to vote" message. To process the voter tap the green **GET VOTER SIGNATURE** box.
6. When the Signature Box appears, flip the tablet, issue the voter a stylus and ask them for their signature. When the voter completes their signature ask them to tap **Done**. Flip the tablet towards yourself.

# PROCESSING THE VOTER (CONTINUED)

7. If the signature is a match, tap **ISSUE BALLOT**. To complete the process a “Pop Up” will appear for one poll worker to initial. Press **DONE**.
8. If Signatures are not a match and we want the voter to sign again, **TAP SIGN AGAIN**.
9. If the signature is a match, tap **ISSUE BALLOT**. To complete the process a “Pop Up” will appear for one Poll Worker to initial and press **DONE**.
10. The next screen will instruct you to issue a ballot. Bi-partisan you must confirm the Ballot ID number you are giving the voter!
11. After you have verified the Ballot ID number, touch Green Box to **COMPLETE THE CHECK IN**.
12. Touch **PROCESS NEXT VOTER**. This will return you to the HOME PAGE.

# PROCESSING MULTIPLE LIKE NAMES

Processing multiple like names:

1. Enter the Voter's name.
2. When working with **LIKE** names, ask for the voters:  
**ADDRESS**                      Because of duplicate names, **WE ARE ALLOWED** to ask the voter for their address.

**DATE OF BIRTH**                      **Only If Needed**

2. Tap CONTINUE and Complete the process.

**Make sure to check the:**

1. Correct spelling of full name
2. Correct address
3. Correct Date Of Birth, If Needed  
If you are dealing with TWINS – Check the Middle Initial

## REMEMBER: Absentee Ballot Changes

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

**These voters CAN ONLY vote via a Provisional Affidavit Ballot.**



# Voter Eligibility

100%

10:48 AM

BACK

HOME

Absentee Requested

Name

Birthdate

Voter ID

Address

Party

REP

Status

A

Absentee Requested



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



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



WRONG VOTER, SEARCH AGAIN



MORE OPTIONS



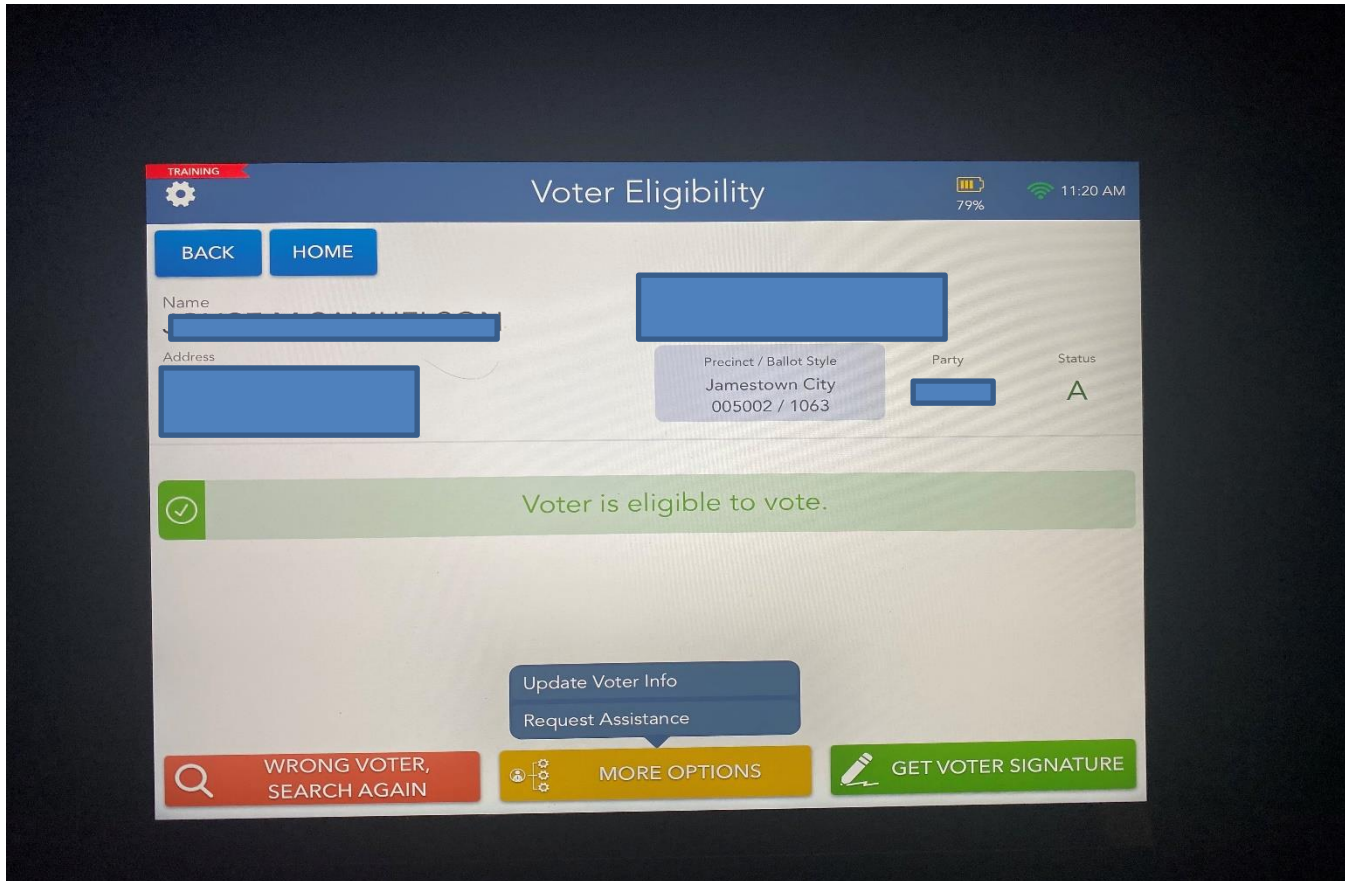
PROCESS AFFIDAVIT



# PROCESSING ASSISTANCE REQUIRED WHILE SIGNING IN VOTER

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

# PROCESSING ASSISTANCE REQUIRED WHILE SIGNING IN VOTER



# PROCESSING ASSISTANCE REQUIRED

## **AFTER THE FACT**

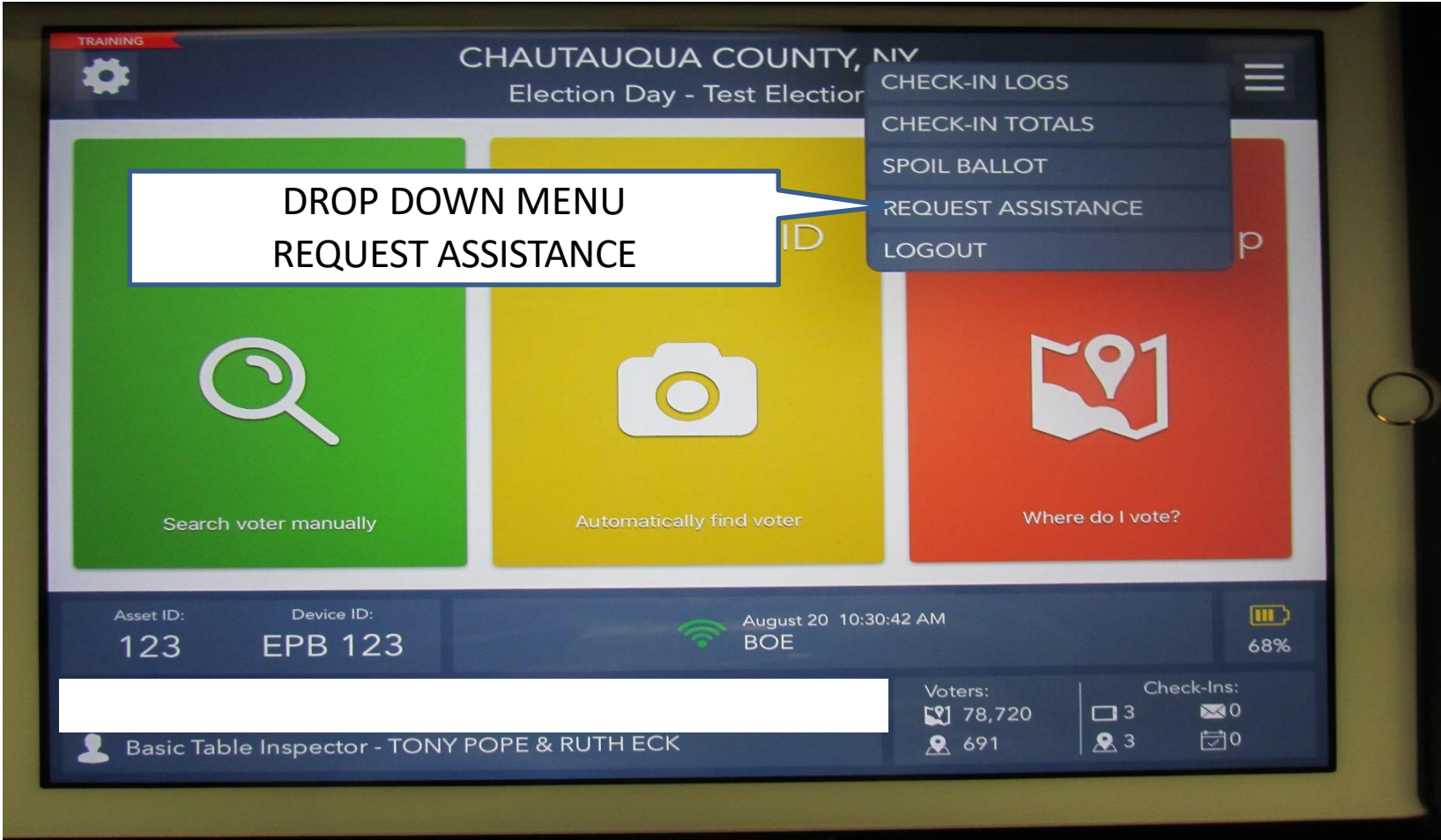
After the voter has been issued the ballot and the voter needs assistance:

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

If the voter is requesting help and has already signed in, PROCESS requesting assistance.

**FOLLOW THE PROMPTING ON THE SCREEN.**

# PROCESSING ASSISTANCE REQUIRED **AFTER THE FACT**



# PROCESSING ELIGIBLE VOTER – UPDATING VOTER NAME CHANGE

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

# PROCESSING ELIGIBLE VOTER – UPDATING VOTER NAME CHANGE

TRAINING

## Voter Eligibility

79% 11:20 AM

BACK HOME

Name

Birthdate


Voter ID

Address


Precinct / Ballot Style  
Jamestown City  
005002 / 1063


Party


Status  
A

 Voter is eligible to vote.

Update Voter Info  
Request Assistance

 WRONG VOTER,  
SEARCH AGAIN

 MORE OPTIONS

 GET VOTER SIGNATURE




# PAPER CHALLENGE REPORT

## SIGNATURE - NAME CHANGE ONLY

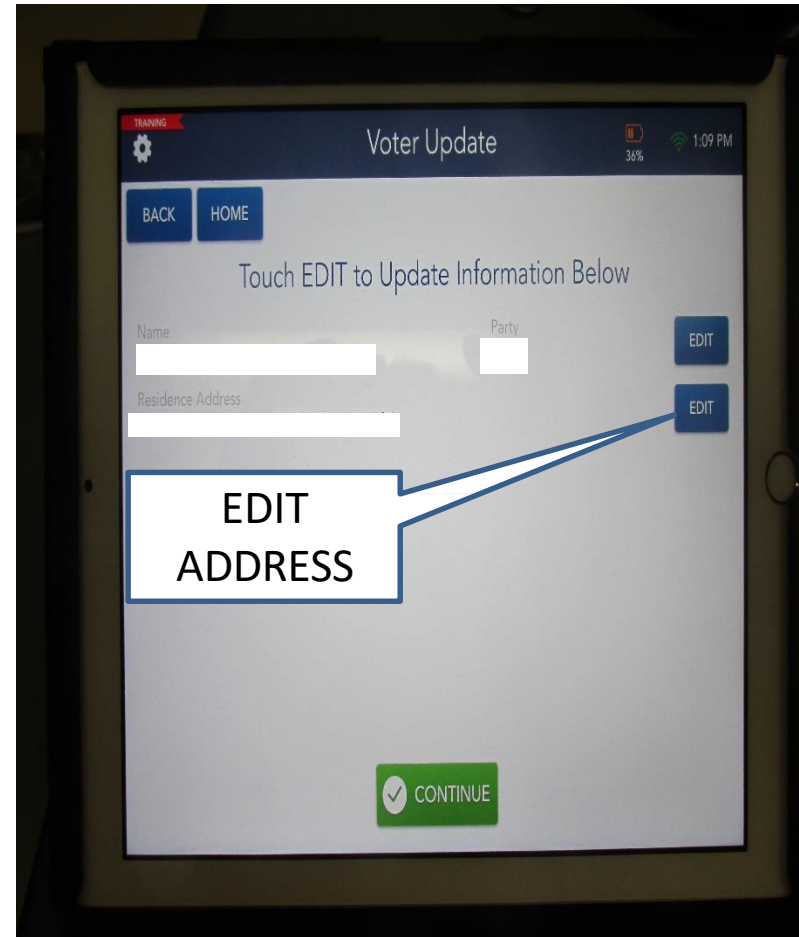
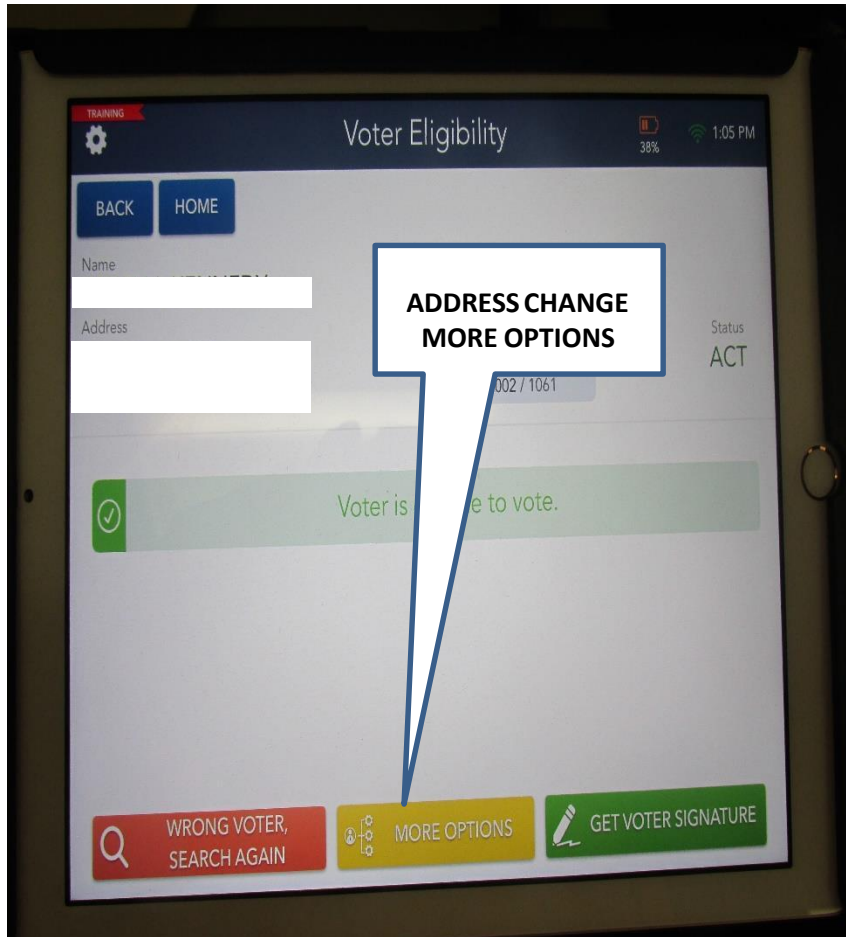
We need to record the voter's **NEW** signature on the "Paper Challenge Report".

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

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



# VOTER UPDATE ADDRESS CHANGE *IN DISTRICT*



# VOTER UPDATE ADDRESS CHANGE ***INDISTRICT***

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

**VOTER UPDATE**  
**ADDRESS CHANGE OUT OF DISTRICT**  
**(CORRECT POLL SITE)**

**PROCESS THE VOTER USING AN AFFIDAVIT BALLOT.**

1. TAP the GREEN BOX " PROCESS AFFIDAVIT"
2. CHECK THE BALLOT ID NUMBER **COMPLETE THE BOTTOM OF THE ENVELOPE** AND ISSUE THE AFFIDAVIT ENVELOPE TO THE VOTER.
3. INSTRUCT THE VOTER TO RETURN THE COMPLETED ENVELOPE TO THE POLL SITE COORDINATOR OR THE AFFIDAVIT TABLE FOR ISSUING OF BALLOT.
4. COMPLETE THE PAPER CHALLENGE REPORT. **NO SIGNATURE REQUIRED ON CHALLENGE REPORT!**
5. PSC will review the envelope for accuracy prior to issuing the ballot.
6. The voter will be asked to fill out the ballot, sign and seal the envelope and return to the PSC or Affidavit table for review. PSC will review and initial.

# VOTER ADDRESS CHANGE - AFFIDAVITT

BACK HOME Address Change VOTER CHANGES

Name Birthdate Voter ID

Address

Precinct / Ballot Style  
Jamestown City 005002 /  
1155-AFF

Party

Status  
A

Address Change

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

i 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



# VOTER UPDATE ADDRESS CHANGE AFFIDAVIT

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

The screenshot displays a mobile application interface for processing a voter affidavit. At the top, there are navigation buttons for 'BACK' and 'HOME', a red header bar with 'Address Change', and an orange button for 'VOTER CHANGES'. Below the header, there are input fields for 'Name', 'Birthdate', and 'Voter ID'. A dropdown menu for 'Precinct / Ballot Style' is open, showing 'Jamestown City 005002 / 1155-AFF'. There are also fields for 'Party' and 'Status' (displaying 'A'). A yellow bar indicates 'Address Change'. A red warning message states: 'Voter is not eligible to vote via Provisional Affidavit Ballot.' Below this, an information message explains: 'The voter's address has changed because they claim to have the wrong address on file. Complete the paper change report and continue issuing the affidavit ballot.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS AFFIDAVIT' (green). A white callout box with a blue border points to the 'PROCESS AFFIDAVIT' button, containing the text: 'WHEN PROCESSING AN AFFIDAVIT NO SIGNATURE REQUIRED'.



# TIPS FOR FILLING OUT AFFIDAVIT ENVELOPE

The screenshot shows a web interface for an "Address Change" process. At the top, there are navigation buttons for "BACK" and "HOME", and a red header bar with "Address Change" and "VOTER CH...". Below the header, there are input fields for "Name" and "Address". A table displays voter information with columns for "District / Ballot Style", "Party", and "Status". The table contains one row with the following data: "Jamestown City 005002 / 1155-AFF", a blue box, and "A". Callout boxes point to specific parts of the interface: "BALLOT ID" points to the "1155-AFF" value; "CITY OF JAMESTOWN" points to the "Jamestown City" part of the district name; "WARD 5" points to the "005002" part of the district name; and "DISTRICT 2" points to the "1155-AFF" value. Below the table, there is a red warning message: "Voter is not eligible to vote on the machine and must vote via Provisional Affidavit Ballot." and an information message: "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." At the bottom, there are three buttons: "WRONG VOTER, SEARCH AGAIN" (red), "MORE OPTIONS" (yellow), and "PROCESS AFFIDAVIT" (green).

District / Ballot Style	Party	Status
Jamestown City 005002 / 1155-AFF	[Redacted]	A

**More information**  
 Telephone (optional) \_\_\_\_\_ Gender (optional) \_\_\_\_\_  
 Email (optional) \_\_\_\_\_

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

**Voting history**  
 Have you voted before?  Yes  No What year? \_\_\_\_\_

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

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

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

**D** All voters must date and sign the oath below

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

**Affidavit: I swear or affirm that**

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

Sign \_\_\_\_\_  
 Date \_\_\_\_\_

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

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

WRITE THE CITY OR TOWNSHIP

WRITE THE WARD NUMBER (IF NECESSARY)

WRITE THE ELECTION DISTRICT

WRITE THE BALLOT ID NUMBER

ONE INSPECTOR INITIALS THE ENVELOPE

# VOTER UPDATE

## NOT IN THE SYSTEM – AFFIDAVIT BALLOT

### VOTER COULD NOT BE FOUND, ASK:

- DID YOU CHANGE YOUR NAME?
- DID YOU MOVE?
- ARE YOU REGISTERED IN CHAUTAUQUA COUNTY?

### IF THE VOTER ANSWERS NO TO ALL, CONTINUE:

1. TAP RED BOX "NO VOTER FOUND"
2. ENTER ALL THE INFORMATION ON THE SCREEN. **THIS IS THE ONLY TIME YOU WILL ENTER FULL NAMES AND ADDRESSES!**
3. KEEP FOLLOWING THE PROMPTS ON THE SCREEN.
4. ASK THE VOTER TO CONFIRM.
5. PROCESS AND ISSUE AN AFFIDAVIT BALLOT.
6. COMPLETE THE PAPER CHALLENGE REPORT.

# AFFIDAVIT PROCEDURE REVIEW

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

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

When the envelope is returned check the following:

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

# AFFIDAVIT PROCEDURE SUMMARY

	UPDATE POLL BOOK	CHALLENGE REPORT	AFFIDAVIT
NAME CHANGE ONLY	YES	YES WITH WET SIGNATURE	NO
ADDRESS CHANGE IN DISTRICT	YES	YES, NO SIGNATURE REQUIRED	NO
ADDRESS CHANGE NEW DISTRICT	YES	ONLY AFFIDAVIT COLUMN	YES
VOTER NOT FOUND	YES	ONLY AFFIDAVIT COLUMN	YES

# 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”. BA/LT



# PROCESSING THE VOTER "ID REQUIRED"

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

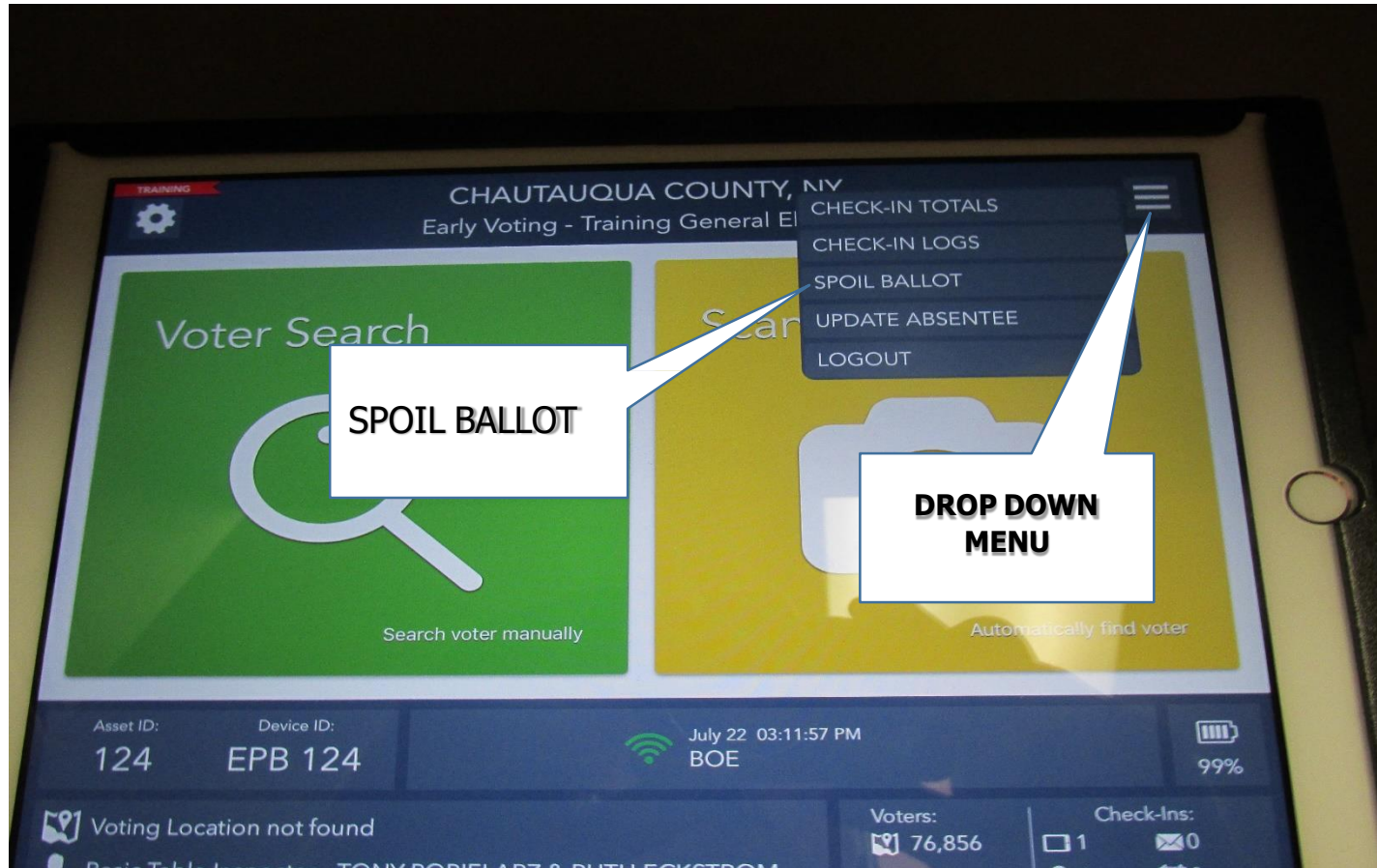
# VOTERS WITH EXTENDED NAMES – HOW DO YOU LOOK THEM UP?

Voters with multiple last names (or hyphenated names) should be searched using the first last name.

**First Last 1 Last 2 (Search Last 1)**

# SPOILING A BALLOT

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



# SPOILING A BALLOT

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

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

# SCAN VOTER ID CARD

**WE DO NOT ASK FOR IDENTIFICATION TO SIGN IN A VOTER!!!**

## **IF A VOTER OFFERS YOU THEIR YELLOW VOTER ID CARD:**

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

## **IF A VOTER OFFERS YOU THEIR DRIVER'S LICENSE:**

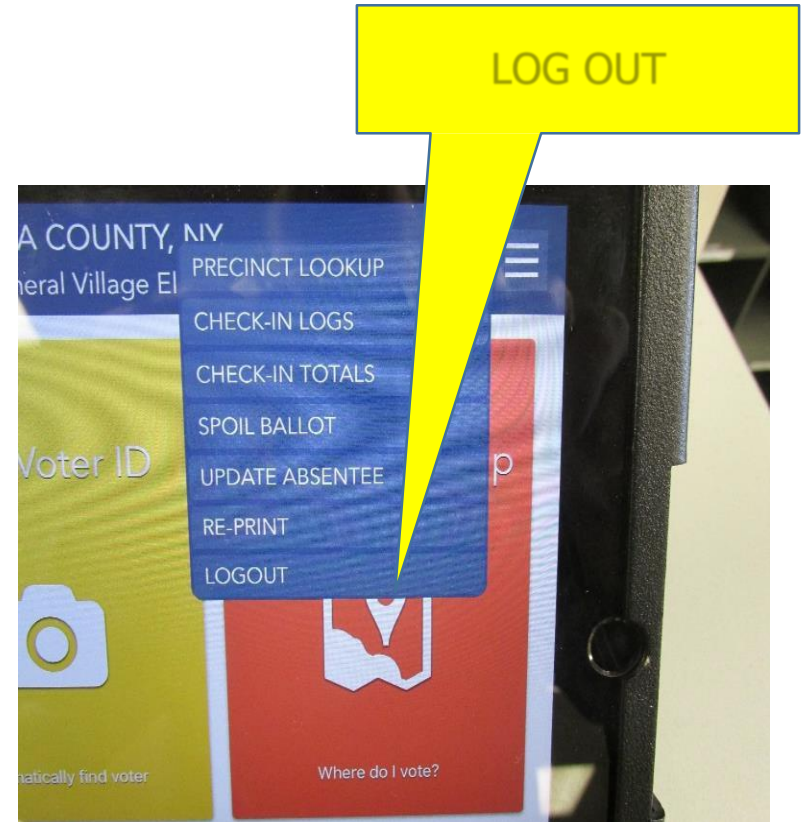
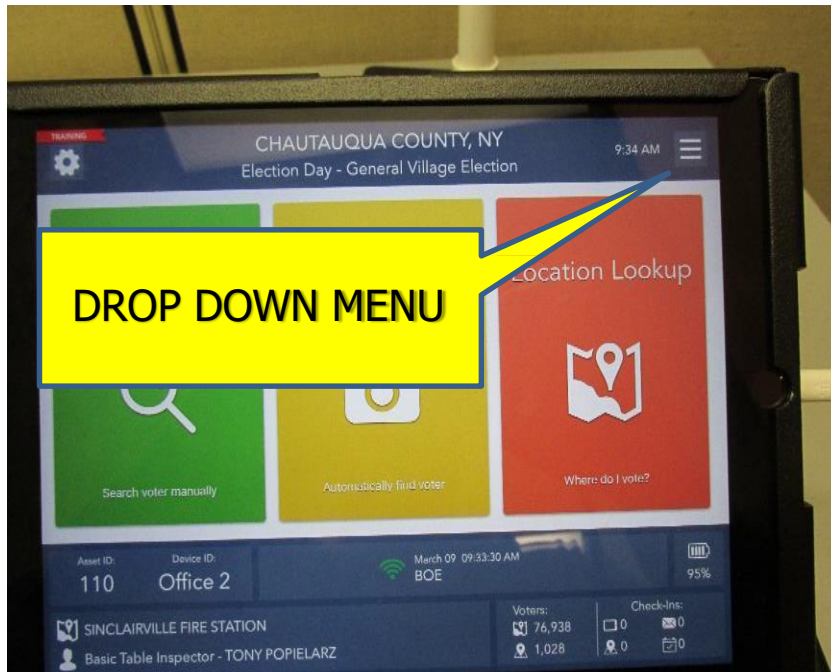
1. ON THE HOME PAGE SELECT SCAN VOTER ID CARD.
2. ON THE BOTTOM LEFT CORNER OF THE SCREEN SELECT "SCAN DRIVER'S LICENSE.
3. PLACE THE BAR CODE INSIDE THE GREEN BOX.
4. PROCESS THE VOTER

**DO NOT AUTOMATICALLY GO TO PROVISIONAL AFFIDAVIT BALLOT!**

**MANUALLY LOOK UP THE VOTER TO  
CONFIRM THEY ARE NOT REGISTERED  
BEFORE CONTINUING TO PROVISIONAL AFFIDAVIT BALLOT**

# CLOSING ELECTRONIC POLL BOOK

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



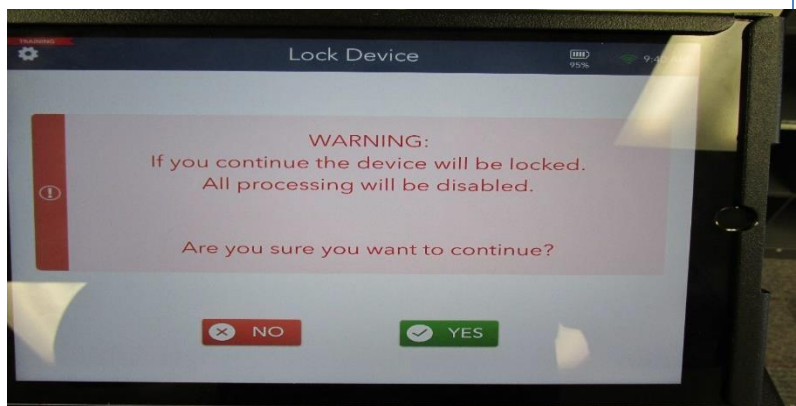


# CLOSING ELECTRONIC POLL BOOK

3. SELECT YELLOW CLOSE THE ELECTION



4. WARNING SCREEN WILL APPEAR, SELECT YES.

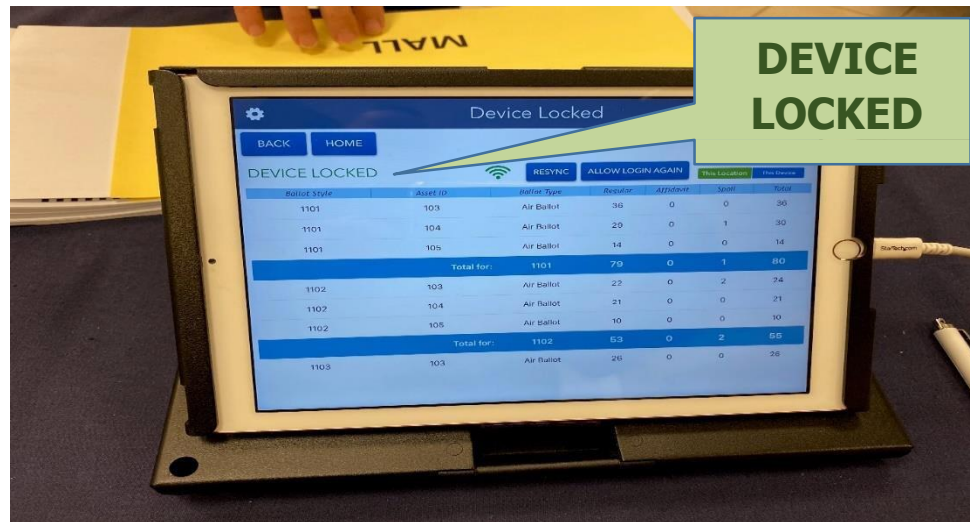
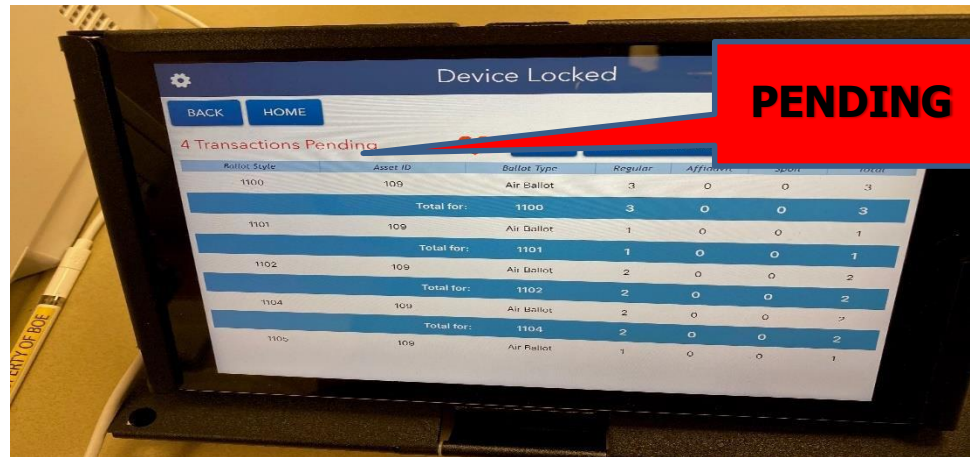


5. ENTER PASSWORDS THEN TAP LOCK DEVICE



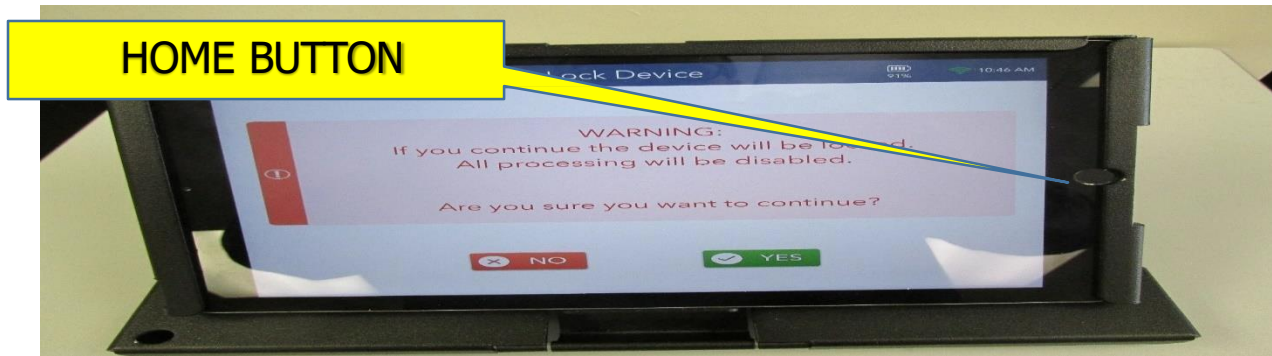
6. YOU MUST NOW WAIT UNTIL **TRANSACTIONS PENDING** IN THE UPPER LEFT HAND CORNER IN **RED** TURNS TO **GREEN DEVICE LOCKED**. IF IT **REMAINS RED CALL AREA DIRECTOR!**

# CLOSING ELECTRONIC POLL BOOK

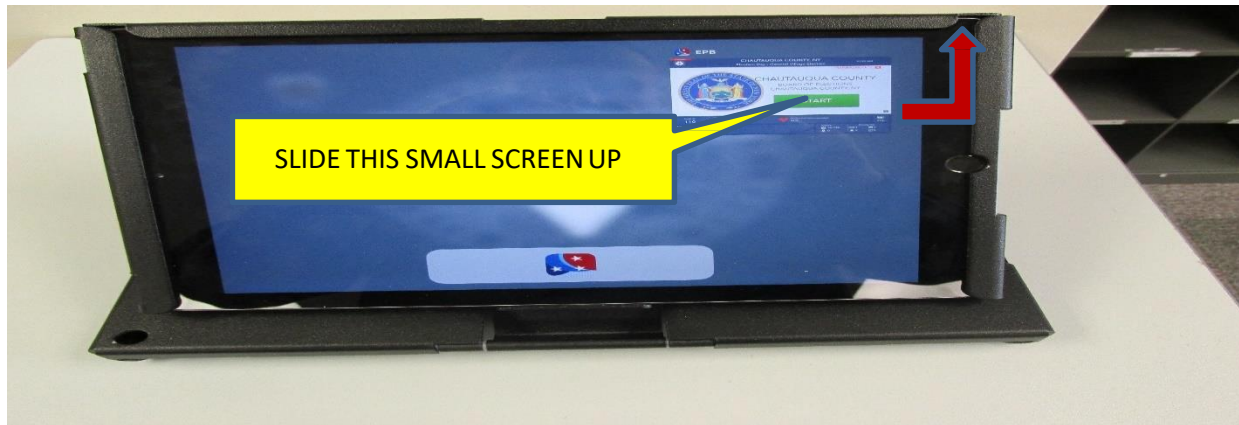


# CLOSING ELECTRONIC POLL BOOK

7. TAP THE HOME BUTTON RAPIDLY TWICE



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

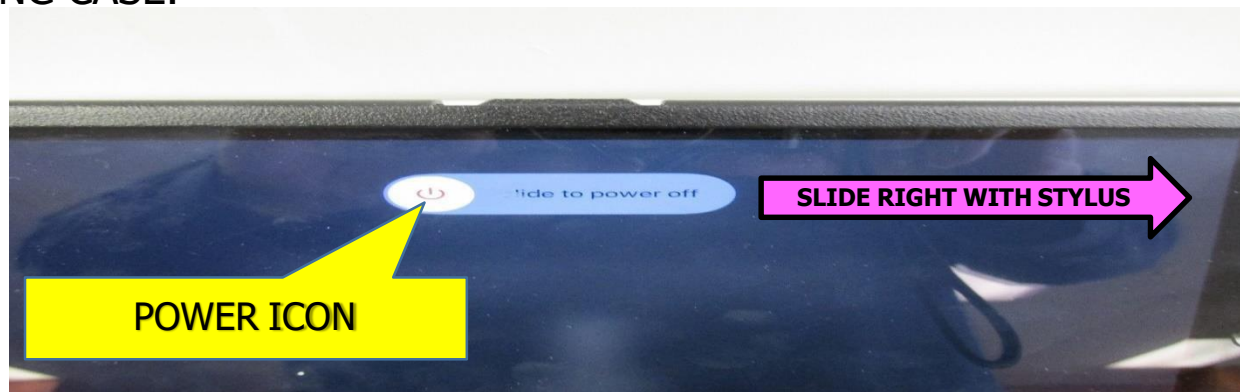


# CLOSING ELECTRONIC POLL BOOK

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



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



# TABLE TEAM

We cannot stress enough, the **IMPORTANCE** of asking the voter for their name:

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

**OUR TIP:** Let your close friend, the voter, know that you have to ask everyone their name.

This will also save you the embarrassment when you can't remember your friend's name!



# TABLE TEAM - END OF DAY

## Chautauqua County Board of Elections Ballot Collection Report

Election Date: \_\_\_\_\_  
 Town/City: \_\_\_\_\_  
 Polling Site: \_\_\_\_\_

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

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

Machine Number(s)	Number of Write-In Ballots	Number of Un-Scanned Ballots In Emergency Slot(s)
1.		
<b>Total</b>		



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

**SIGN AND DATE BELOW**

**Democratic Election Inspector**

---

**Republican Election Inspector**

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# TALLY SHEET

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

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

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

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

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

**SIGNATURES BY BI-PARTISAN TEAM**  
**REQUIRED!**

# TRANSMITTAL REPORT END OF DAY

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

**Form Completed by:**  
(After 9 PM)




*Democratic Signature*
*Republican Signature*

**BOE AUDIT OF FORM BY:**  
(After Election)

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*Democratic BOE Signature*
*Republican BOE Signature*

# RETURNING CHOCOLATE BAG – END OF DAY

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

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

CHOCOLATE BAG – CONTAINS LISTED BAGS AND SUPPLIES

- RED KEY BAG
- BLUE ABSENTEE/AFFIDAVIT BALLOT BAG
- BLACK VOID/SPOILED BALLOT BAG
- OLIVE ABANDONED BALLOT BAG
- PURPLE UN-SCANNED BALLOT BAG (With Tallied Un-Scanned Ballots and Tally Sheet)
- BURGUNDY WRITE- IN BALLOT BAG

**THE FOLLOWING TABLE SUPPLIES ALSO GO INTO THE CHOCOLATE BAG**

- **ELECTRONIC POLL BOOK - A MUST ELECTION NIGHT!**  
**IF BLACK BAG PROVIDED PLACE ELECTRONIC POLL BOOK INSIDE**
- **RASPBERRY FOLDER A MUST ELECTION NIGHT!**
  - Inspector Notebook

**REFER TO PICTURE IN THE BAG FOR FURTHER REFERENCE**

# Machine Team

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

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

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

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

# NEW ELECTRONIC SCANNER



Chautauqua County Board of Elections  
**Dominion ICE Security Seals/Tags**

Election Date: \_\_\_/\_\_\_/20\_\_\_

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

Chautauqua County Board of Elections

Election District  
 Voting Machine ID  
 #2 Scanner Serial Number


Polls Open Report			Polls Close Report	
Seal/Tag Location (Required)	Installed Seal/Tag Number	Opening Seal/Tag Number	Daytime Replacement Seal/Tag Number	Poll Closed Seal/Tag Number
#1 Thermal Printer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3 AUX Power	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#4 Light Pole	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#5 Emergency Ballot Box Door	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#7 AVS Door	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#8 Ports Door	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#9 Poll Worker Card Seal CF 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#10 Administrator Card Seal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#11 Ballot Box Door	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#12 Scanner Lock Front	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#13 Smart Card Reader	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#14 Scanner Lock Back	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Blue Ballot Bag Seal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chocolate Bag Seal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Absentee/Affidavit Bag Seal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Blue Speed Bag Seal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Public Count \_\_\_\_\_  
 Protected Count \_\_\_\_\_

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

Public Count \_\_\_\_\_  
 Protected Count \_\_\_\_\_

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

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

Print Name (D) \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name (D) \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name (R) \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name (R) \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_



# OPENING

## 1. SCREEN MAIN MENU TOUCH OPEN POLL

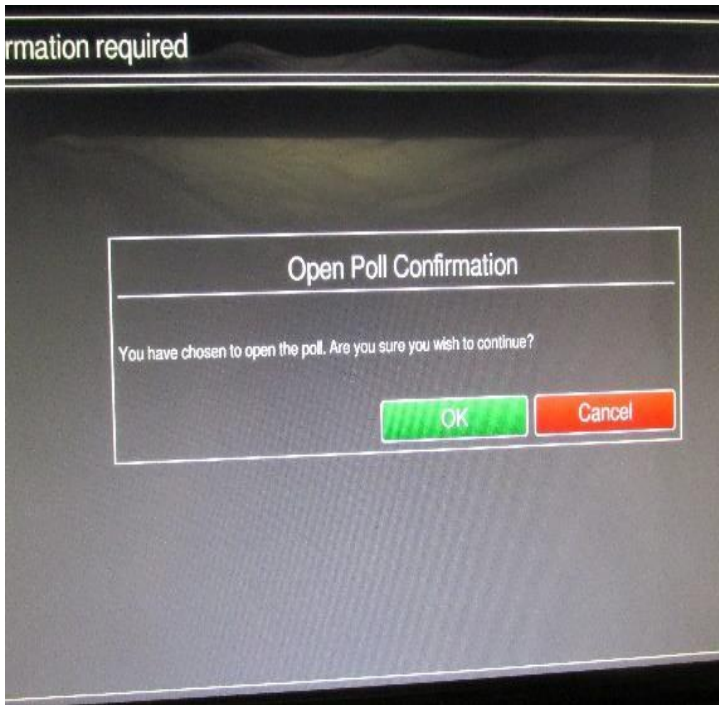


## 2. SCREEN POLL MANAGEMENT – OPEN POLL TOUCH POLL STATUS – OPEN

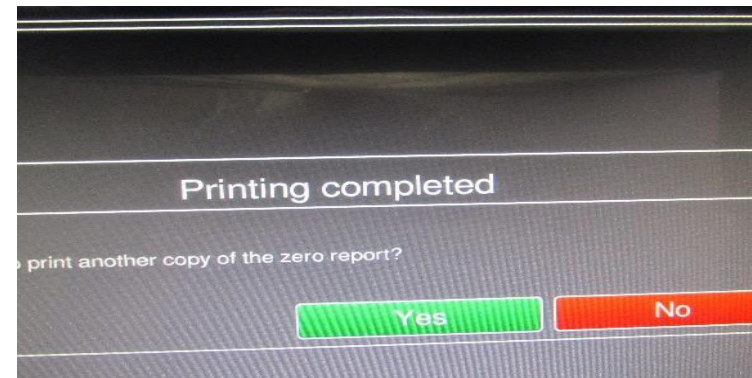
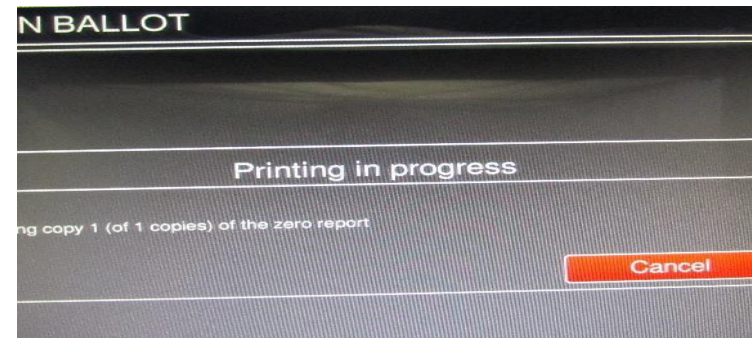


# OPENING

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



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

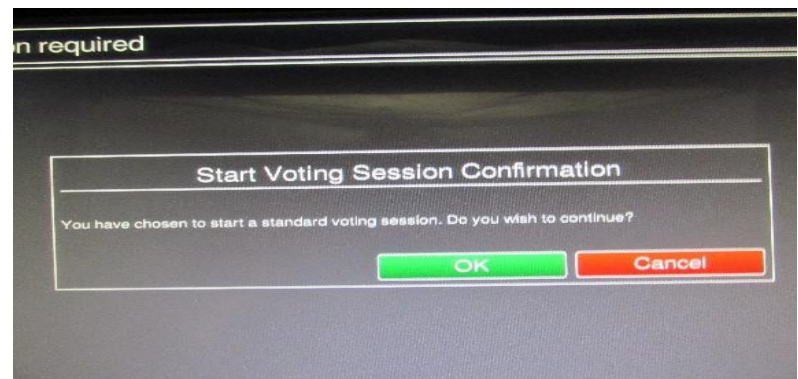
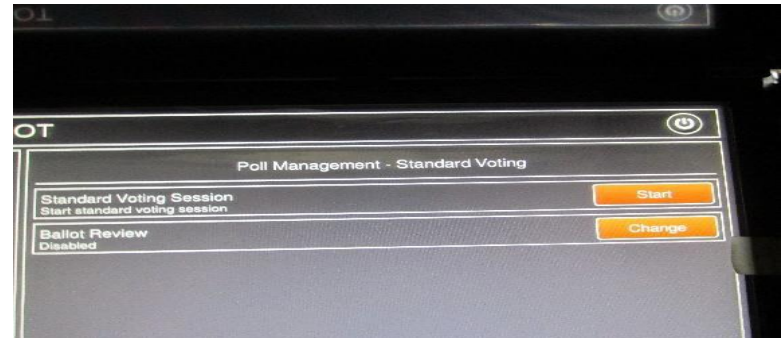


# OPENING

## 5. MAIN MENU – TOUCH STANDARD VOTING



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



# SYSTEM READY

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

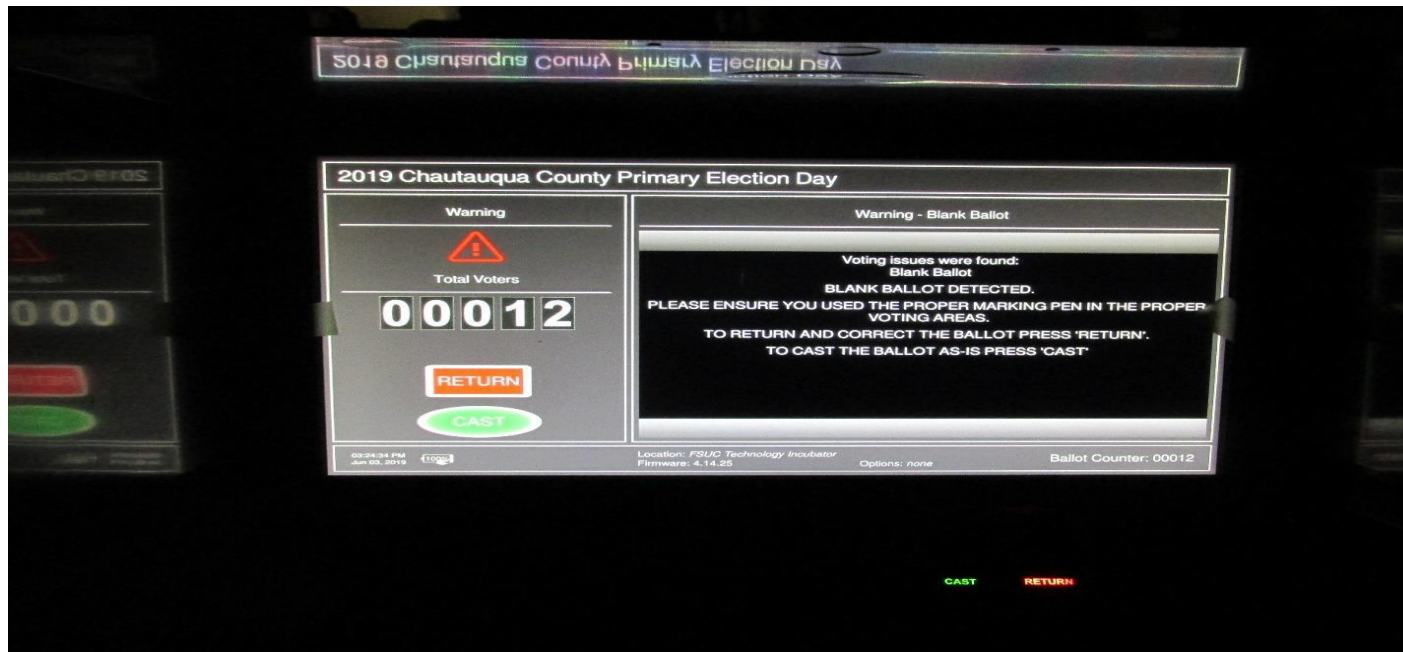


Once a ballot is scanned, the screen displays **Valid Ballot** and then **Casting Ballot Please Wait** messages. Once the ballot has been cast successfully, **there will be audible sound**, the **System Ready** screen appears and the **Ballot Counter** will increase by (1).



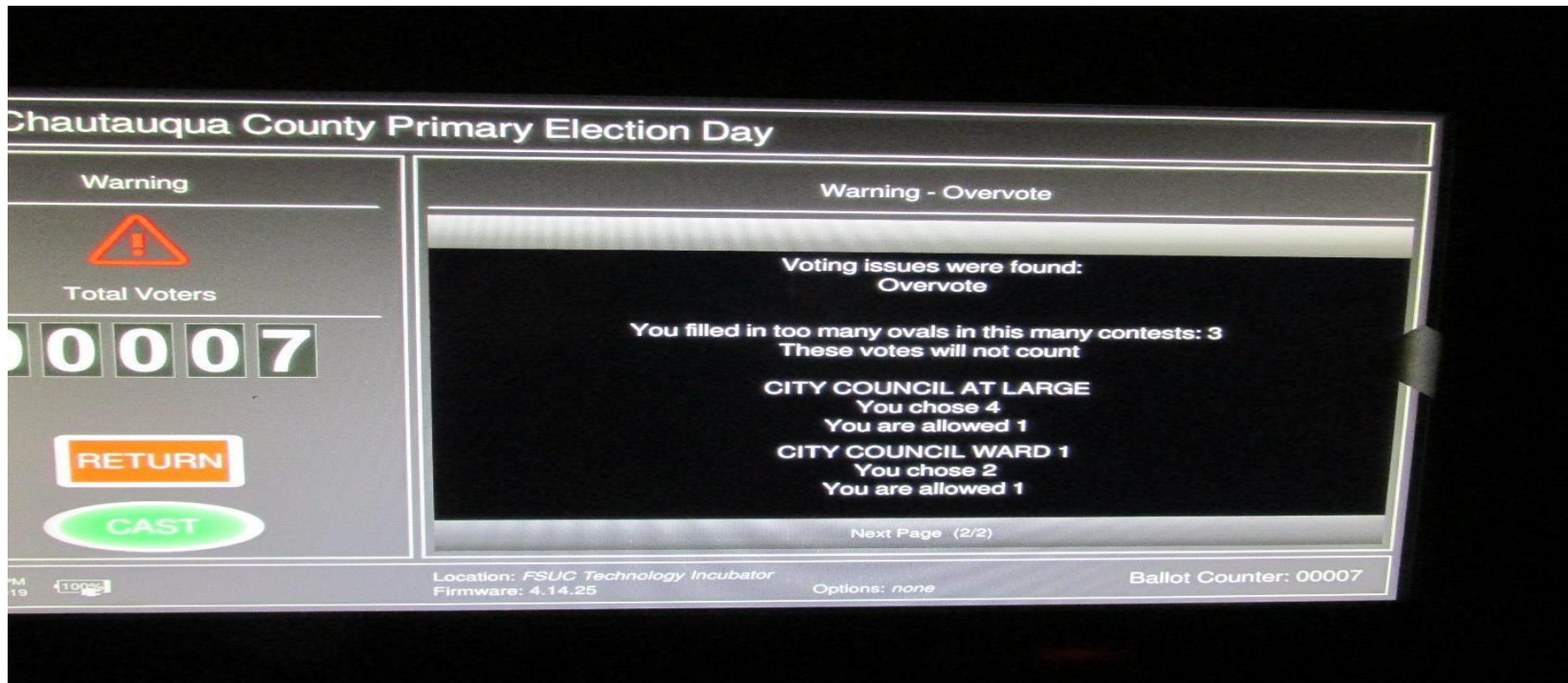
# BLANK BALLOT

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



# OVER VOTE

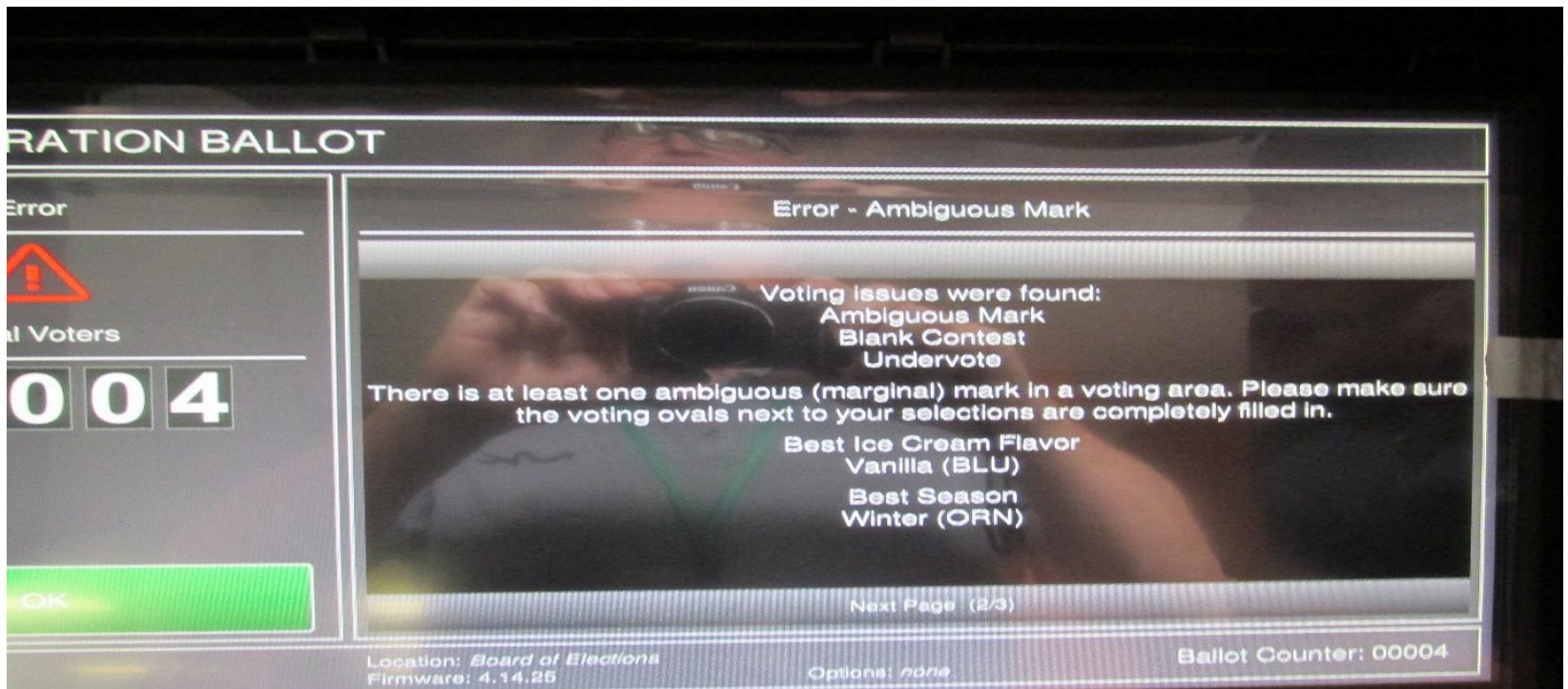
If an over vote ballot is scanned, the tabulator will display instructions on how to proceed. The voter can choose to return the ballot by selecting the **Return** (1) button and have a new ballot issued or can choose to cast the ballot by selecting the **Cast** (2) button.





# AMBIGUOUS MARKS

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

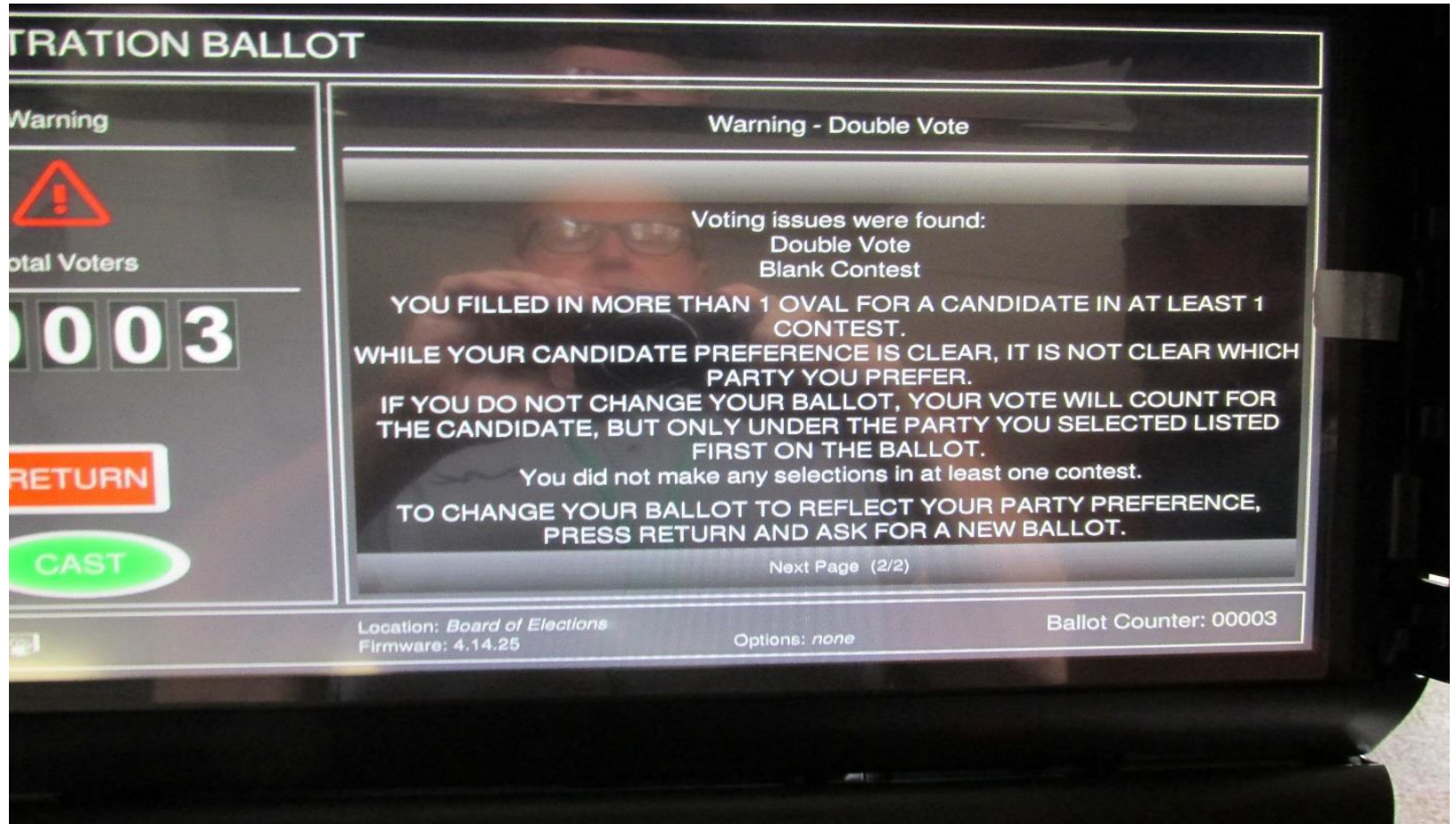


# BALLOT MISREAD/ INVALID BALLOT

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



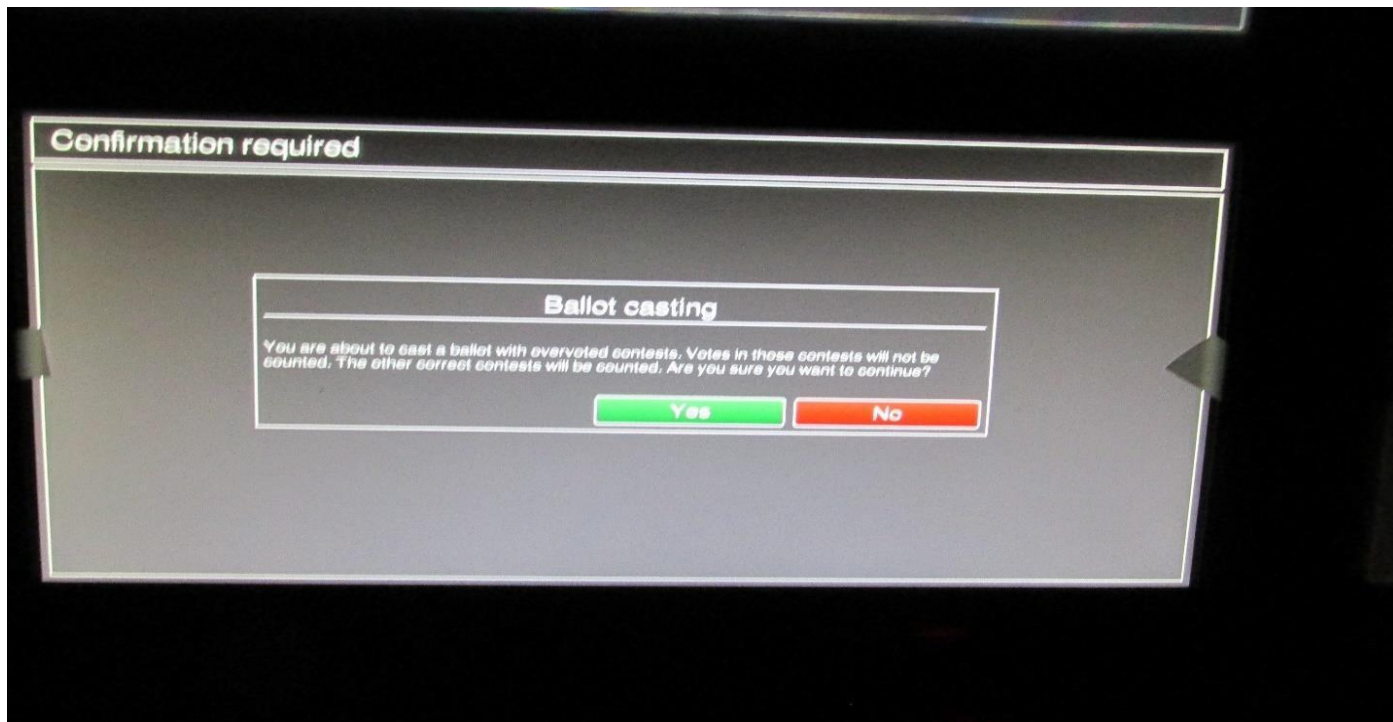
# BALLOT DOUBLE VOTE – CROSSED ENDORSED





# CONFIRMATION REQUIRED

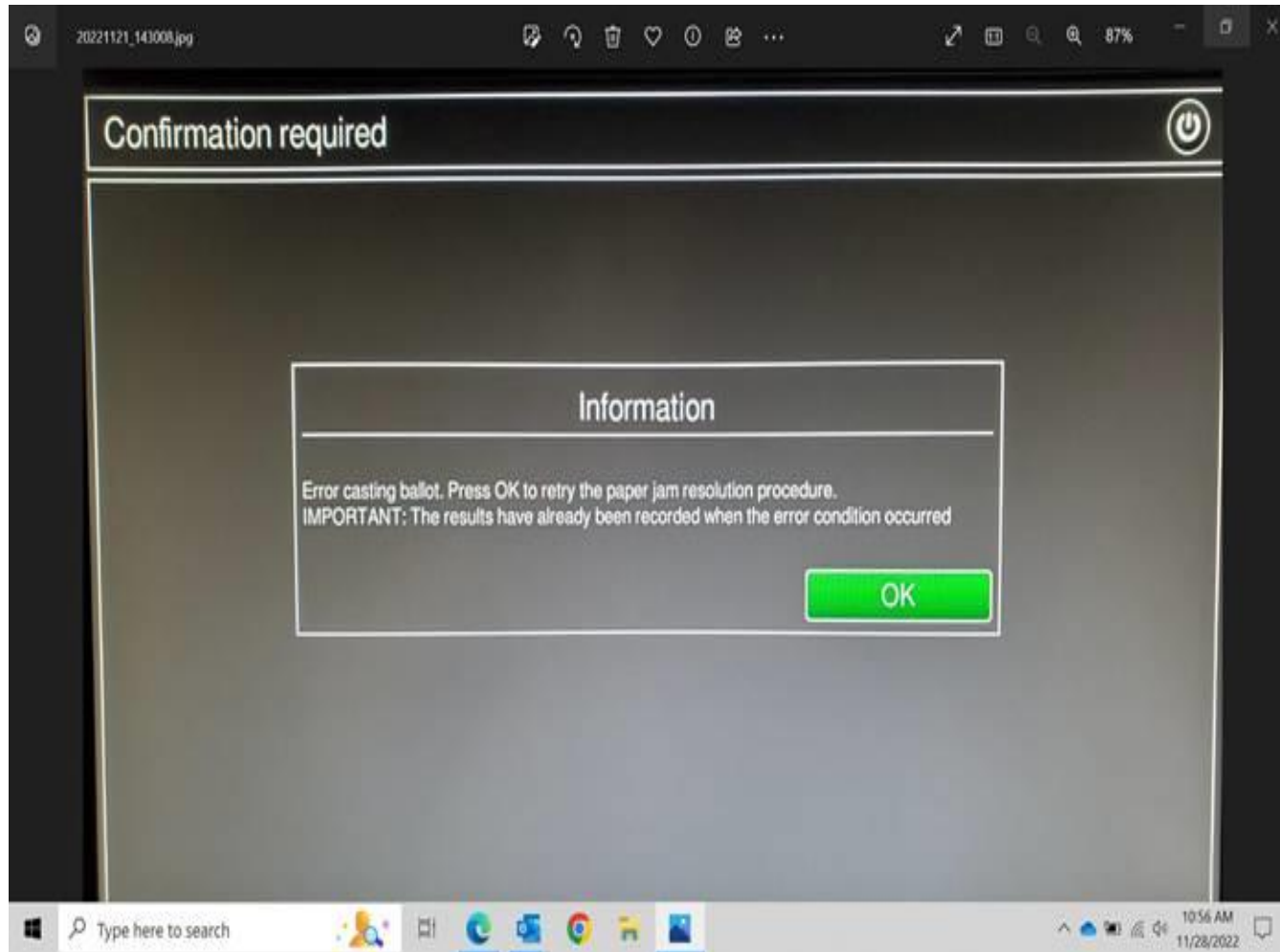
**AFTER THE VOTER HAS SELECTED RETURN/CAST, THE VOTER WILL BE ASKED TO CONFIRM ACTION TAKEN:**



# MACHINE FAILURE

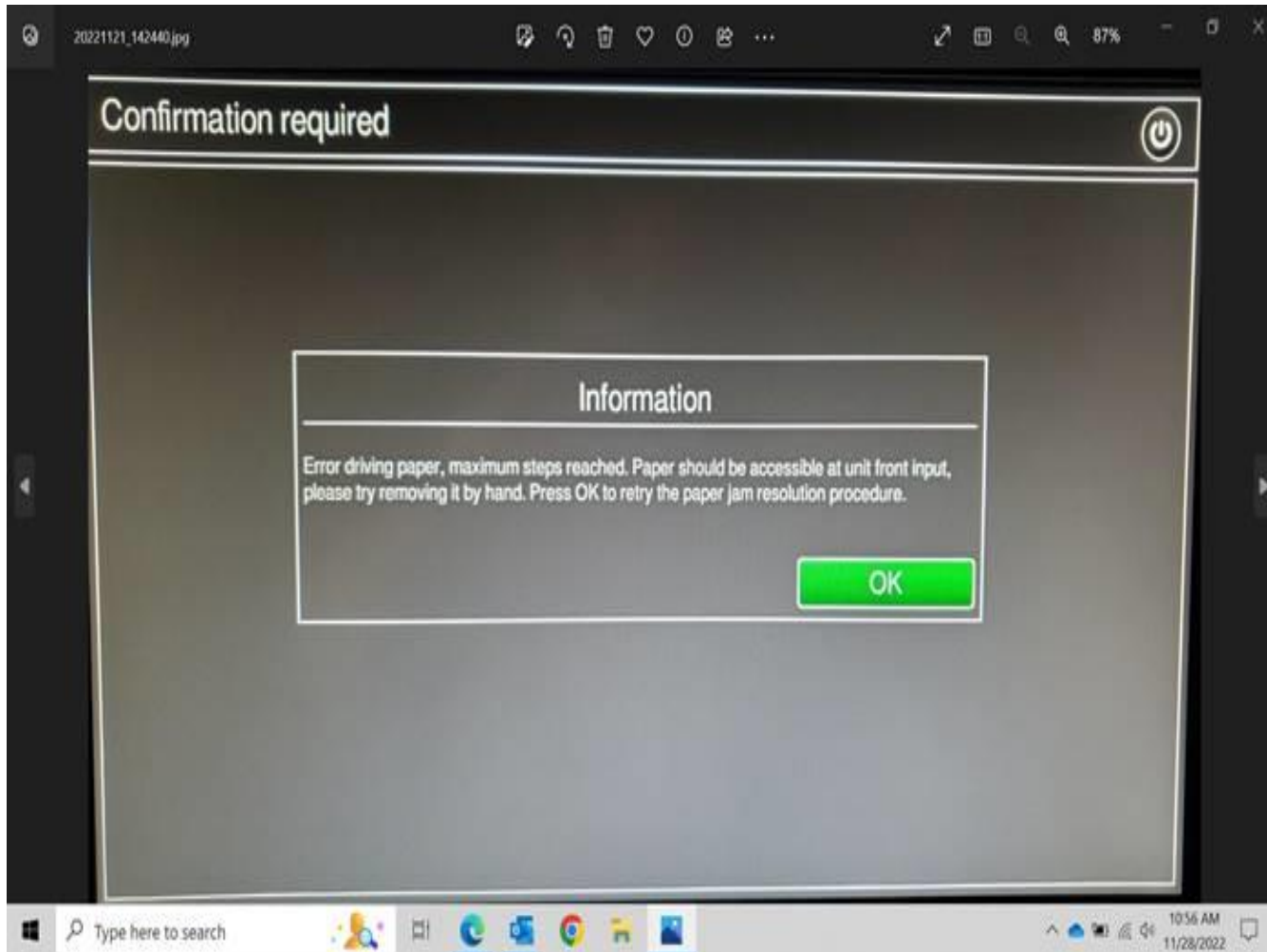
1. Guide voters to a second machine (if available).
  2. Open the Emergency Slot on the back of the machine that is not functioning.
  3. PSC call your Area Director for assistance **IMMEDIATELY!**
- ❖ We should never have people standing in line to cast a ballot!
  - ❖ Assure voters that a bi-partisan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

# PAPER JAM – PSC IMMEDIATELY





# PAPER JAM - PSC IMMEDIATELY



# MACHINE CLOSING – GONE IN FIVE

## DURING THE DAY

### PSC Will Review With Staff the Following:

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

# END OF NIGHT SUMMARY

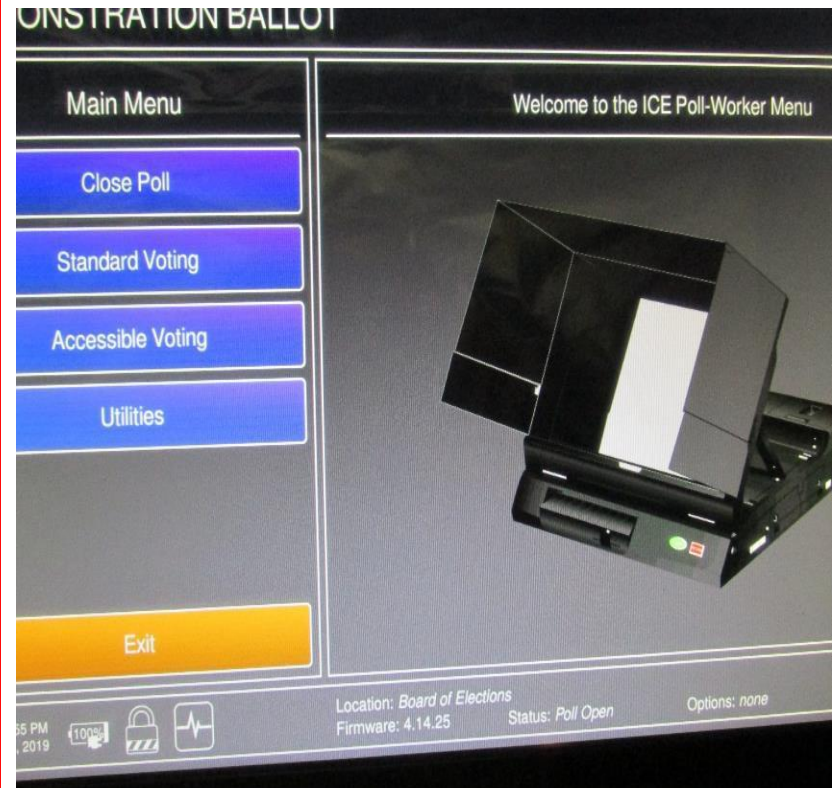
	TRUCK/ MAYVILLE	INSIDE MACHINE	ON TOP OF MACHINE
BLUE SPEED BAG	GONE IN FIVE TEAM	---	---
BLUE BALLOT BAG	YES	---	---
CHOCOLATE BAG	YES	---	---
BLACK POLL BOOK BAG IF ISSUED	YES	---	---
RED PSC BAG	---	YES	---
GREEN SIGN BAG	---	---	YES

# MACHINE CLOSING – GONE IN FIVE

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

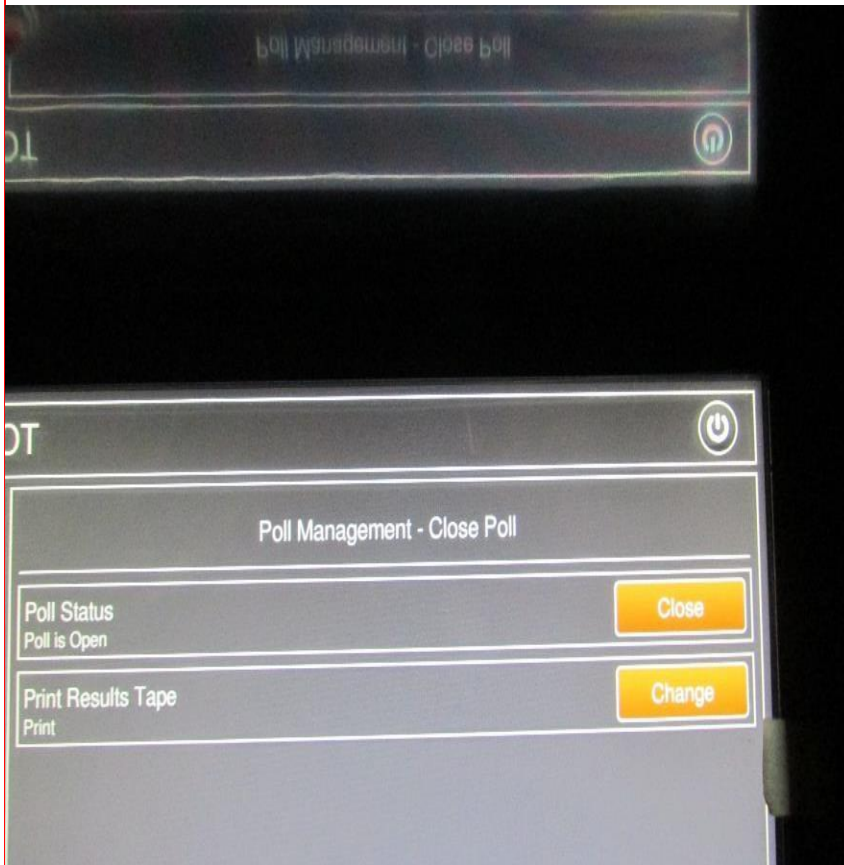


**2. MAIN MENU TOUCH CLOSE POLL.**

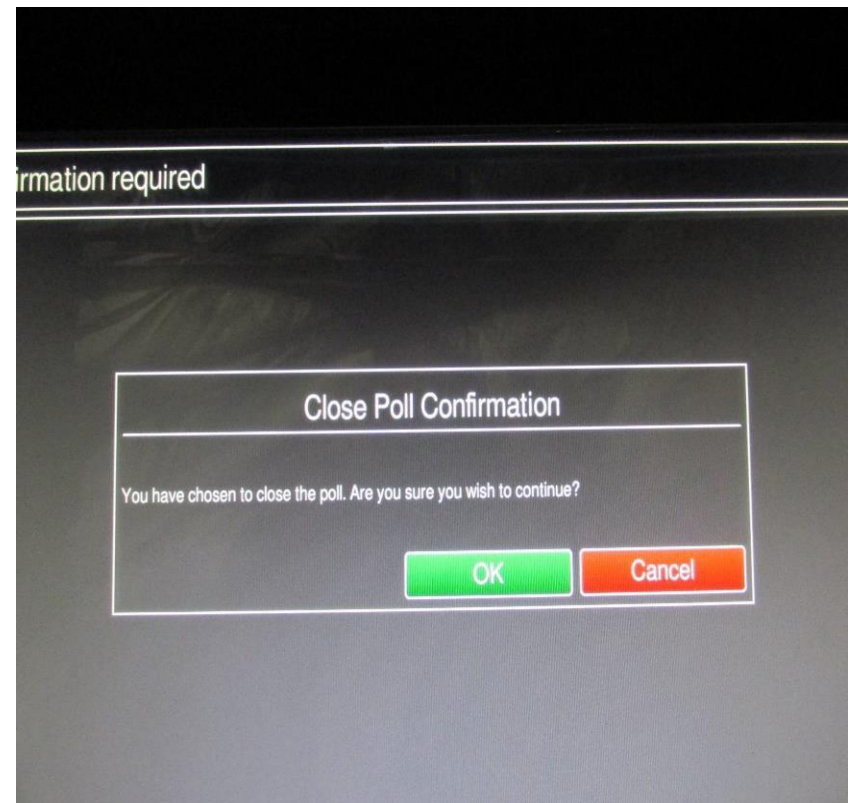


# MACHINE CLOSING – GONE IN FIVE

## 3. POLL STATUS IS OPEN – TOUCH CLOSE



## 4. CLOSE POLL CONFIRMATION – TOUCH OK





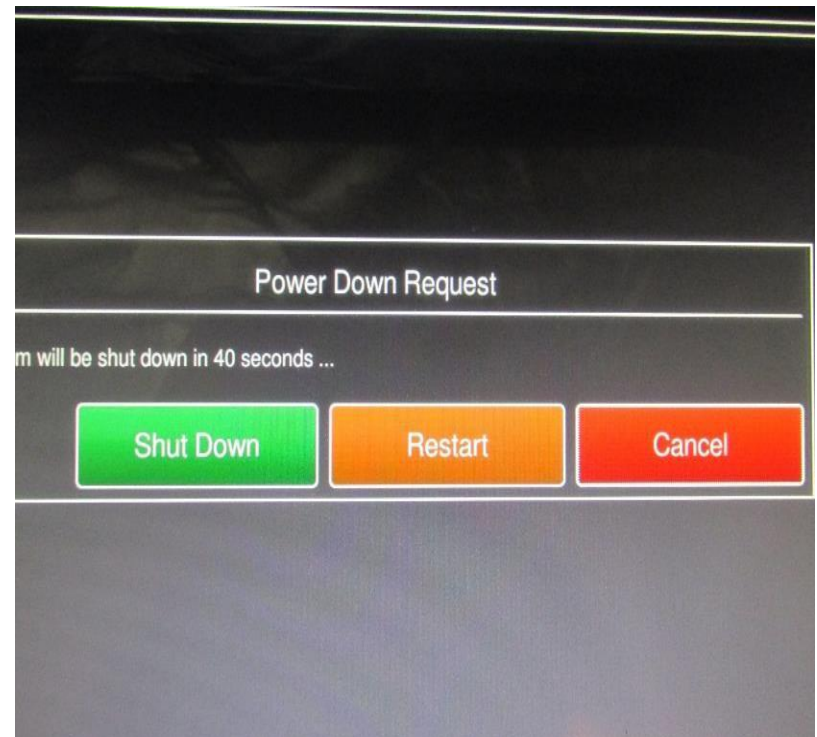
# MACHINE CLOSING – GONE IN FIVE

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

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



7. CONFIRM POWER DOWN. TOUCH SHUT DOWN





# MACHINE CLOSING – GONE IN FIVE

## 8. FOLD PRIVACY SCREEN



# MACHINE CLOSING – GONE IN FIVE

9. REMOVE SEAL FROM POLL WORKER DOOR(CF2) AND REMOVE DATA DISC CARD



# ALL BALLOTS RETURNED AT THE END OF THE DAY!

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



- All Optical Scanned Ballots that were recorded by the machine.
- All **USED** Ballot Booklet Stubs
- **ALL OPENED and SEALED Ballot Packages**

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

# RED POLL SITE COORDINATOR BAG

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

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

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# PROCESSING VOTER - SUMMARY

1. Enter first 3 letters of last and first name.
2. Tap green search box.
3. Check results of voter eligibility box.
4. Ask the voter – “Do you still live at”?
5. Tap green Get Voter Signature box.
6. Flip the tablet toward the voter and using a stylus ask them to sign the tablet.
7. After signing ask the voter to tap DONE.
8. Flip the tablet to you, compare the signature, if acceptable tap “ISSUE BALLOT” – REMEMBER A REASONABLE FACSIMILIE.
9. Initial poll worker popup box, tap DONE
10. ISSUE THE BALLOT, confirm ballot ID number and ask the voter to return the stylus.



# PROCESSING "LIKE NAMES" SUMMARY

1. Enter Voters name.
2. Like names appear.
3. Ask the voter for their address?
4. If needed ask date of birth, Sr., Jr?
5. After finding the correct voter in the tablet, tap the correct name on the screen, highlighting the name.
6. Follow the screen and complete checking in the voter

# UPDATING VOTER NAME CHANGE SUMMARY

1. USING 3 x 3 enter the voter's name. Screen reads – NO VOTER FOUND.
2. Ask the voter, have you recently moved or changed your name?
3. If it is a name change ask the voter what name they used the last time they voted?
4. Now, go back and using 3 x 3 enter the voter's old name. if this is the correct voter you must update the voter's information.
5. Tap yellow "MORE OPTIONS" box on bottom of the screen and tap "Update Voter Information"
6. On the voter update screen tap the BLUE EDIT box next to the voters name and enter the voter's new name and tap continue. Using a stylus ask the voter to confirm the new information and if correct tap "CORRECT"
7. Confirm the information one more time and ask for the voter's signature. Ask the voter to sign their old name by the X and new name directly above. Confirm the old signature with signature in the signature box, complete the challenge report and complete the process.
- 8. VOTER MUST SIGN THE CHALLENGE REPORT!**

# UPDATING VOTER ADDRESS CHANGE SUMMARY IN DISTRICT

1. You ask the voter "Do you still live at?" and the answer is no, you must now update the voter's address.
2. As in name change tap the yellow more options box.
3. Select update voter info.
4. Select the blue edit box next to the voter's address and tap green continue box.
5. Enter the voter's new address and touch continue.
6. Flip the screen towards the voter and ask them to confirm the address.
7. Follow the directions on the tablet. If the voter moved within the district it will tell you the voter is eligible to vote on the machine.
8. Complete the Challenge Report, the voter does not need to sign the Challenge Report.
9. Complete the process as per the screen and issue the voter a ballot.

# UPDATING VOTER ADDRESS CHANGE SUMMARY OUT OF DISTRICT

1. Follow Steps 1 thru 6 of in district address change.
2. After you have entered the new address and the screen will tell you, "Voter can not vote on the machine, he moved into district".
3. Tap GREEN PROCESS AFFIDAVIT box.
4. You must fill out the bottom of the affidavit envelope based on the information on the tablet: City or Township, Ward, Election District, Ballot ID number.
5. Have the voter complete the envelope and take it to the Affidavit Table or the Poll Site Coordinator to finish the Process.

# ASSISTING THE VOTER SUMMARY

1. After you have found the voter's name and they ask for assistance: On the voter eligibility screen tap the MORE OPTIONS BOX.
2. Blue box appears and select request assistance. Follow the screen and tap green box – Process Assistance.
3. Enter the name of the person providing assistance and tap green continue box.
4. Flip the tablet for the person providing assistance to sign the oath. Ask them to touch "DONE" when they have finished.
5. After the person providing assistance has signed the oath continue processing the voter.

## ASSISTING AFTER THE FACT

1. After the ballot is issued and voter has assistance, on the **Home Page** tap the drop down menu.
2. Select Requests assistance. Type in the voter's name and search.
3. Select the name and continue the process on the screen.

# VOTER NOT FOUND SUMMARY

1. If a voter can not be found, ask: Did you change your name? Have you moved? Are you registered in Chautauqua County?

2. No to all, tap the red No voter Found box in the lower left hand corner.

3. Complete all the information on the screen. Enter full name, date of birth, select party and tap green continue box.

4. Complete the address on the screen, complete the house number, Street name. Tap search, select the street name and continue.

5. The next screen will ask if there is a unit number, if so tap yes and complete the screen, if no continue to the next screen.

6. Please ask the voter to verify the information on the screen.

7. The flipped screen will allow the voter to read the information. If the information is correct the voter will tap the Correct Button.

8. If the information is incorrect the voter will tap incorrect and you will have to make corrections.

9. Because there is no information in the data base in Chautauqua County the screen will read

**“NOT ELIGIBLE FOR MACHINE, MUST VOTE PROVISIONAL AFFIDAVIT BALLOT. NOT IN THE DATA BASE, PROCESS AFFIDAVIT!”**



# SPOILING A BALLOT SUMMARY

- 1. NEVER ISSUE A PROVISIONAL AFFIDAVIT BALLOT FOR A SPOILED BALLOT!**
2. On the Home Page tap the Drop Menu.
3. Tap Spoil Ballot
4. On the Spoil Ballot Screen enter the voter's name and tap the green search box. Highlight the voter's name.
5. Next screen, Reason for Spoil? – Voter Requested.
6. Are you issuing a replacement ballot? YES
7. The next screen will ask to confirm you are spoiling the ballot, YES.
8. Have the voter sign the poll book.
9. Initial the popup poll worker box and complete the process.
10. Ask the voter to mark his/her returning ballot spoiled and place in the spoiled bag.
11. DO NOT issue the new ballot until the spoiled is returned.

# SCAN VOTER ID CARD SUMMARY

1. If a voter presents you with their Mail Check Card(yellow card).
2. On the Home Page tap the yellow **Scan Voter ID card**.
3. Capture the bar code on the camera on the left rear of the tablet. When you have successfully captured the bar code the voter information will show in the screen.
4. Process the voter, confirm the signature and issue the ballot.
5. If the bar code does not work try manually entering the vote ID number from the front of the card. If there is still a problem, enter the voter's name.

## **SCAN DRIVER'S LICENSE**

1. If voter presents you with a driver's license.
2. On the Home Page tap the yellow Scan Voter ID card.
3. With your stylus tap the blue box in the lower left hand corner and scan the license.
4. Capture the bar code on the camera on the left rear of the tablet. When you have successfully captured the bar code the voter information will show on the screen.
5. Process the voter, confirm the signature and issue the ballot.
6. If the bar code does not work try manually entering the voter's name.

# ID REQUIRED SUMMARY

When you enter a voter's name and the screen reads: **Voter needs to show ID.**

1. Ask the voter to present some form of Identification. In your black binder you will find a sheet that lists acceptable identifications.
2. If the voter has ID touch the green Record ID box.
3. Choose the form of ID the voter is presenting.
4. Record the ID in the inspector notebook and finish processing the voter.

## **NO ID**

1. On the identification screen note NOT PROVIDED.
2. Follow the prompting in the tablet and voter must vote by way of Provisional Affidavit Ballot.