

Using the Electronic Pollbooks on Election Day

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Overview

Electronic Pollbooks are computers which help us run elections. They are used to check in voters. The Pollbook contains a database of all the registered voters in the State of Maryland. For ease of finding voters in your particular precinct, a filter has been developed to only query an individual precinct. For some voters you may need to search the State roster. You usually search for a voter by name, but you can also search by address or voter ID. Once the Pollbooks have been networked, they communicate with each other, constantly updating their databases. This prevents a voter from checking in at different times on multiple Pollbooks.

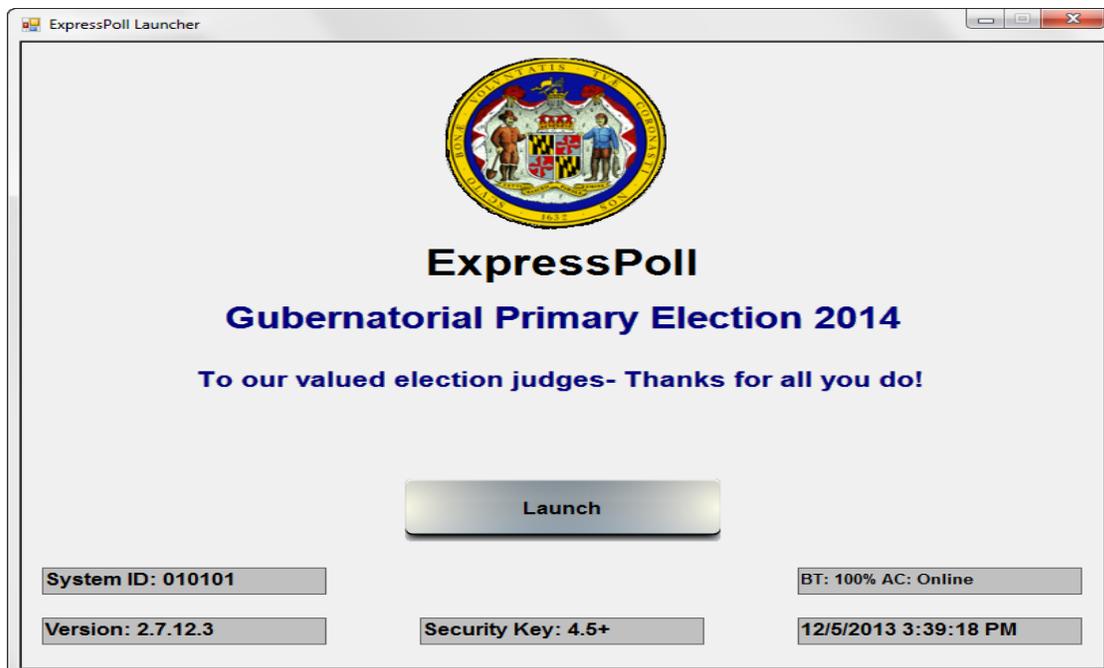
Fully detailed procedures for setting up and using Pollbooks will be found in the *Chapter 10, Checklists, Electronic Pollbook Set Up Procedures* and *Electronic Pollbook Opening Procedures*.

Opening the Election on the Electronic Pollbook

IMPORTANT

Always use the **stylus** to tap on the Electronic Pollbook screen.

1. Verify that the power strip is plugged into a wall outlet and turned on.
2. Turn off the network hub by disconnecting its power cord.
3. Obtain the Voter Access Cards (plastic) from Chief Judges.
4. Turn on the Pollbooks and the printers per the *Electronic Pollbook Opening Procedures* found in Chapter 10.
5. From the Launch screen, tap the “Launch” button.



IMPORTANT

If the battery indicator in the lower left of the Electronic Pollbook's screen says that the "BT" is 30% or less and the "AC" is "Offline" or a warning screen appears saying "The battery is getting low", the battery is not fully charged and the Pollbook is not connected to a power source. Check the power cords to make sure they are plugged in correctly. Also, check the power strip to ensure it is turned on.

6. On the Log In screen, verify the precinct information on the left side before tapping the "OK This is Correct Poll" button at the bottom of the screen.

If the precinct information is incorrect, notify a Chief Judge immediately.

Log In 110

Is this the correct Poll? If it is, tap OK button. If not, tap Wrong Poll to go back to Login screen.
Note: Polling place map (if shown) is for visual interest only. It is not guaranteed to be accurate.

Consolidation Number
02001001

Consolidation Description
Dist-Prec: 001-001-1

Poll Name and Address
Linthicum Elementary School
101 School Lane
Linthicum MD 21090
Dist: CONG=03; LEGIS=32
Ballot Styles
NON=2

Map showing Linthicum Heights area with streets like N Hammonds Ferry Rd, Twin Oaks Rd, Baltimore Belkway, E Maple Rd, Benton Ave, Edgewood Rd, Andover Rd, N Camp Meade Rd, N Broadview P, and Baltimore Annapolis.

Buttons: Log In, OK This is Correct Poll, Wrong Poll Re-enter Consolidation #

BT: ??? AC: Online 9/29/2013 1:06:42 PM

Note: Consolidation Description" field will list both the district and precinct.

7. The Main Screen will appear with the “Manage Polls” tab section on the screen.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“OPENING” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.
 “CLOSING” When authorized by Chief Judges, tap “Step #1- Close the Polls.” Print the

Statistics
 Ballots | Cards | Voters |
 TS Voter Cards 0
 Provisional Ballots 0

Consolidation Number 02001001
 Poll Status **CLOSED**
 Poll Opening Time 7:00AM 06/24/2014
 Poll Closing Time 8:00PM 06/24/2014
 # of Registered Voters 1564
 Bulk Update Date 06/21/2014

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:?? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 10/1/2013 10:46:19 AM

8. Verify that:

- “Poll Status” on the right side is “Closed;”
- “Poll Opening Time” is set to “7:00 AM;”
- “Poll Closing Time” is set to “8:00 PM;”
- “# of Registered Voters” will NOT be zero. (This is the number of registered voters for the precinct.) and
- Bulk Update Date field is not blank. (If field is blank, alert a Chief Judge immediately.)

9. Tap the “Ballots,” “Cards,” and “Voters” tabs under “Statistics” to verify that all the numbers are set to zero. Also, verify the “Voted” totals at the bottom of the screen are zero. **Alert a Chief Judge immediately if any of these numbers are not zero.**

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“OPENING” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.
 “CLOSING” When authorized by Chief Judges, tap “Step #1- Close the Polls.” Print the

Statistics
 Ballots | Cards | Voters |
 TS Voter Cards 0
 Provisional Ballots 0

Consolidation Number 02001001
 Poll Status **CLOSED**
 Poll Opening Time 7:00AM 06/24/2014
 Poll Closing Time 8:00PM 06/24/2014
 # of Registered Voters 1564
 Bulk Update Date 06/21/2014

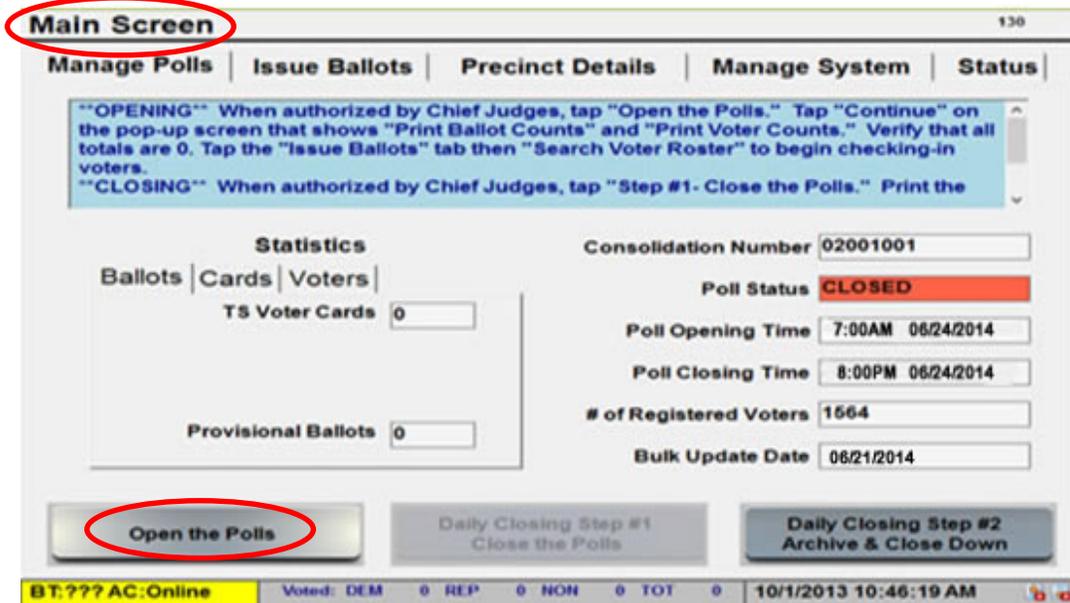
Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:?? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 10/1/2013 10:46:19 AM

Opening the Polls

Steps 1 through 3 are performed at 6:50 am to ensure the pollbook is opened and ready to process the first voter at 7:00 am. **Do not check in voters prior to 7:00 am.**

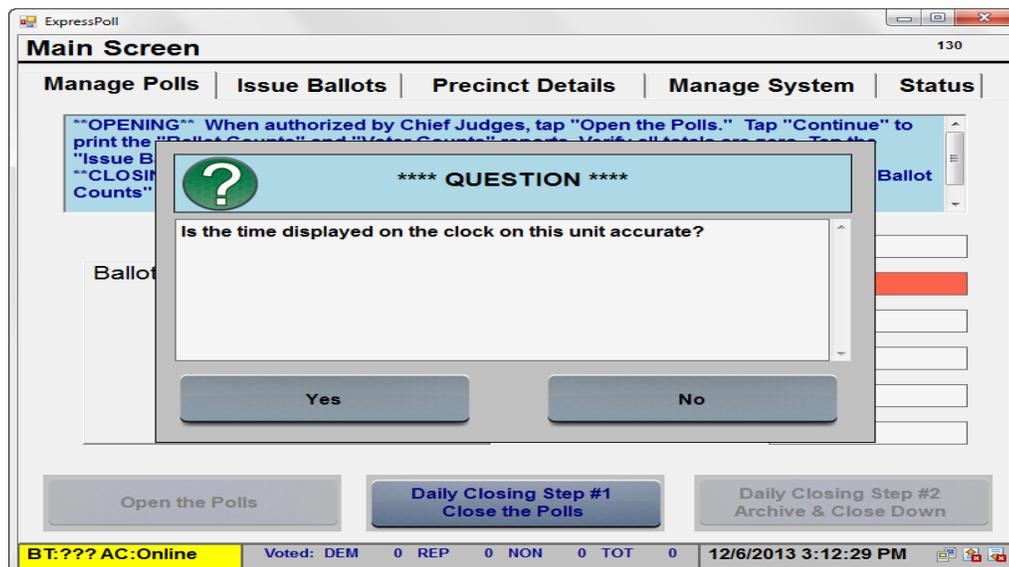
1. Tap the "Open the Polls" button at the bottom left.



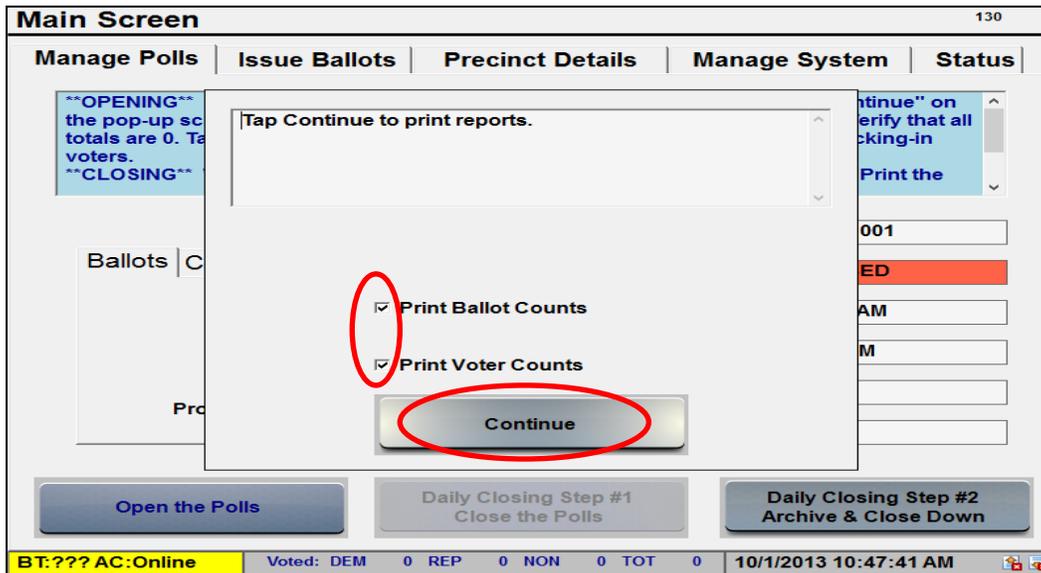
If either of the following messages appears when attempting to open the polls, alert a Chief Judge immediately:

- *The polls cannot be opened because a bulk update has not been performed.*
- *The polls cannot be opened because the date on this unit's clock does not match the Election Date.*

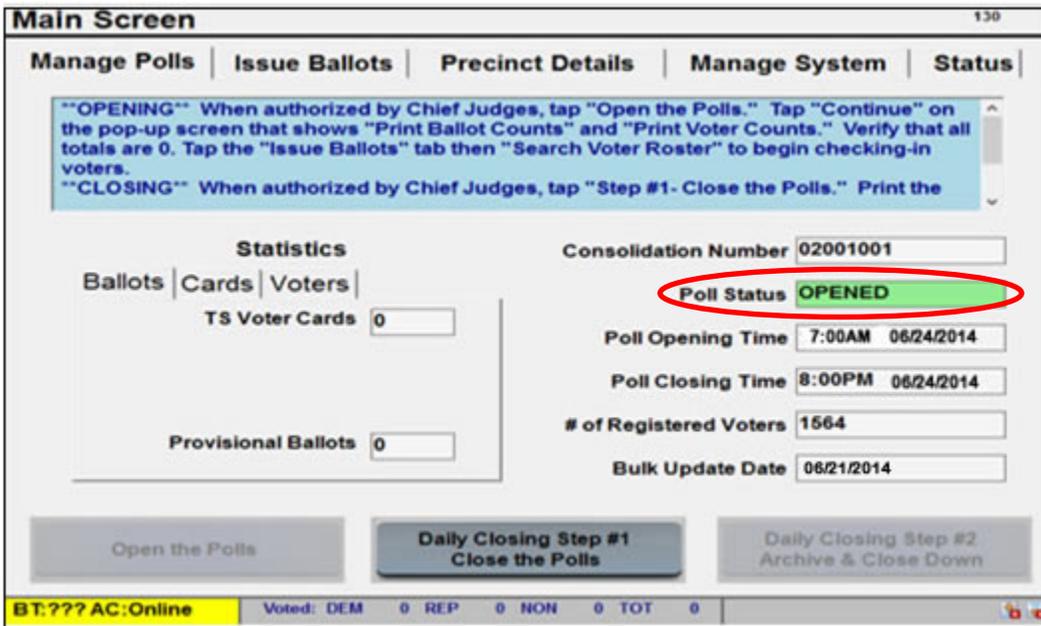
2. The following message is displayed, "Is the time displayed on the clock on this unit accurate?"



3. If the time is accurate tap "Yes" and proceed to Step 5.
4. If the time is not accurate tap "No". Notify a Chief Judge to input the correct time.
5. A pop-up window that lists the Opening Verification Reports appears. Make sure both checkboxes are populated next to the report names and tap "Continue."



6. The Opening Ballot Counts and Voter Counts Reports prints automatically; the pop-up menu disappears and the "Poll Status" on the right side of the screen changes from red "Closed" to green "Opened".



- A. Verify that all totals on the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports are zeros as shown below. Alert a Chief Judge if the totals are not all zeros.

Consolidated Voter Counts Report				
Consolidation: # 20005001 EPB Number: 999				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date and Time: 04/01/2010 16:06:18				

Party	Total	Reg-TS	Prov-I	Prov-O
DEM	0	0	0	0
REP	0	0	0	0
NON	0	0	0	0
TOT	0	0	0	0

DEM Judge				

REP Judge				

Consolidated Ballot Counts Report				
Consolidation: # 20005001 EPB Number: 999				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 04/01/2010 13:05:31				

	TOT	DEM	REP	NON
TS Issued	0	0	0	0
TS Relss	- 0	- 0	- 0	- 0
TS Canc	- 0	- 0	- 0	- 0
Net TS	0	0	0	0
Prov Issued	0	0	0	0
Prov Relss	- 0	- 0	- 0	- 0
Prov Canc	- 0	- 0	- 0	- 0
Net Prov	0	0	0	0
Net Ballots	0	0	0	0

DEM Judge				

REP Judge				

- B. Sign both reports and attach the reports to the *Electronic Pollbook Integrity Report*.
Note: Reports from all pollbooks must be signed and attached to the Electronic Pollbook Integrity Report.

Communications

Reconnect the network hub’s power cord. When the Pollbooks are networked they constantly update each other as a security measure. They provide visual feedback of this on most screens.

Two flashing arrows at the bottom right corner indicate that communications are successful. A single arrow or other single symbol means that particular Pollbook is not communicating successfully. This must be remedied as soon as possible. Check the network cable to be sure it is plugged in securely to the back of the Pollbook and into the Hub. If other Pollbooks are also not communicating, check to see that the Hub is plugged into AC power and its **ON** light is lit.



Checking in Voters

Navigating to the Find Voters Screen

7. Tap the “Issue Ballots” tab at the top of the screen.

The screenshot shows the 'Main Screen' of the electronic pollbook interface. At the top, there are five tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. The 'Issue Ballots' tab is highlighted with a red circle. Below the tabs is a scrollable text area containing instructions for opening and closing the polls. Underneath, there are two columns of data: 'Statistics' (Ballots, Cards, Voters) and 'Consolidation Number'. The 'Poll Status' is shown as 'OPENED' in a green box. Other fields include 'Poll Opening Time', 'Poll Closing Time', '# of Registered Voters', and 'Bulk Update Date'. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the very bottom shows 'BT:?? AC:Online' and 'Voted: DEM 0 REP 0 NON 0 TOT 0'.

8. Tap the “Search Voter Roster – Issue Ballot” button on the bottom left.

This screenshot shows the 'Main Screen' after navigating to the 'Issue Ballots' tab. The 'Issue Ballots' tab is now selected. The central area contains a scrollable text box with instructions: 'Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes). *** USE "4 & 3" for Faster Lookup! *** 1) Enter the FIRST 4 LETTERS of the LAST NAME. 2) Enter the FIRST 3 LETTERS of the FIRST NAME. 3) Confirm the voter's DATE OF BIRTH. Tap the "Search Voter Roster" button to check in voters. The "Find Polls" button is used to find a polling place based on the voter's street address.' At the bottom, there are two buttons: 'Search Voter Roster' and 'Find Polls'. The 'Search Voter Roster' button is highlighted with a red circle. The status bar at the bottom shows 'BT:?? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date/time '10/29/2013 10:35:20 AM'.

- B. The “Find Voters” screen appears next. You are now ready to check in voters.

Finding Voters by Name using the 4 – 3 and Date of Birth Method

1. On the Find Voters screen, tap the keys to enter the first 4 letters of the voter's last name. Note: Do not use apostrophes or hyphens. For example, O'Neal should be entered ONEA, El-Habib should be entered as ELHA, etc.

Find Voters 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

Find by Name | Find by Address | Find by ID

Last Name **LINC** | First Name | Middle Init. | Zip Code | Birth MMDD

Search Precinct/EV Count
Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

2. Tap the "First Name" field before entering the first 3 letters of the voter's first name.

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincey	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name **LINC** | First Name **ABR** | Middle Init. | Zip Code | Birth MMDD 03/01

Search Precinct/EV Count
Search State (add mi)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM

- Tap the “Birth MMDD” field and enter **the 2 digit month and 2 digit day** DATE OF BIRTH. **Note:** This can only be done after at least one letter has been entered for the voter’s last and first name fields.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC
 First Name: ABR | Middle Init.:
 Zip Code: | Birth MMDD: 03/01

Search Precinct/EV Count
 Search State (add mi)

Clear ALL
 Return to Main

BT:?? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 1 | 10/1/2013 1:26:06 PM

- Once you have located the voter’s name, tap anywhere in that voter’s row on the screen to open the Voter Record screen. Verify the voter’s information according to check-in procedure. (See **Chapter 4 – Check-In Area Responsibilities** and the **Check-In Job Guide**.)

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC
 First Name: ABR | Middle Init.:
 Zip Code: | Birth MMDD: 03/01

Search Precinct/EV Count
 Search State (add mi)

Clear ALL
 Return to Main

BT:?? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 1 | 10/1/2013 1:26:06 PM

Confirm the voter’s month and day of birth to ensure the correct voter record is displayed. Be careful to not confuse father and son, mother and daughter, father and daughter, etc.

5. Ask **“What is your address?”** Compare the voter’s response with what is shown in “Voter Details.” If the voter’s response is the same as what is shown at the top of the screen, proceed with checking in the voter. Note: If the voter’s address is different than what is shown in the pollbook, ask the voter when they moved and take the appropriate action keeping in mind the 21 Day Rule.
6. **Primary Election only:** Discreetly ask **“What is your party affiliation?”** Compare the voter’s response with the Party shown in “Voter Details”. If the voter’s response is the same as what is shown in the Party field, proceed with checking in the voter. Note: If the voter’s party is different than what is shown in the pollbook, follow the instructions on how to issue a Provisional Ballot in the **“Issuing a Provisional Ballot”** section of this chapter (page 5.20).

The screenshot displays the 'Voter Record' interface. At the top, the name 'Linc Abraham Quincy' and address 'Main St APTA Anytown 12345' are circled in red. Below this, there are tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A blue instruction box states: 'Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address. If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.' The 'DOB' field '5/2/1842' and the 'Party' field 'Republican' are also circled in red. Other fields include 'Precinct' (001-001-1), 'Registered name' (Linc, Abraham Quincy), 'ID Require', 'Status' (Active), and 'Issued' (None). A 'Comments' section contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are three buttons: 'Issue TS Ballot', 'Issue Provisional Ballot', and 'Go Back'. The footer shows 'BT:??? AC:Online', voting statistics (Voted: DEM 0 REP 0 NON 0 TOT 0), and the timestamp '12/12/2013 10:30:28 AM'.

Find a Voter in the State (Roster)

1. If a voter's name cannot be found and the correct spelling and birth date has been verified, tap the "Search State" button to widen the search.

Find Voters 205

*** Voter NOT FOUND in Precinct ***
 Search the state for this voter:
 1) Make sure that the "4 & 3" letters are entered correctly (first 4 letters of last name, first 3 letters of first name)
 3) Enter Date Of Birth
 2) Enter Middle Initial
 4) Tap the "Search State" button.
 If voter is still NOT FOUND, try "Find by Address"

Find by Name | Find by Address | Find by ID

Last Name ZZZZ
 First Name ZZZ Middle Init. X
 Zip Code 20201 Birth MMDD 09/19/

Search Precinct/EV Count
 Search State

Clear ALL

Return to Main

BT:?? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 3:21:43 PM

Note: If there are too many voters found in the State, you may need to enter more letters of the last and first name or add middle initial to narrow the search.

Find Voters 205

-- STATE -- TOO MANY Voters found.
 1) Make sure that the "4 & 3" letters are entered correctly (first 4 letters of last name, first 3 letters of first name)
 2) Enter Middle Initial (enter space if voter has no middle name)
 3) Enter voter's zip code
 4) Tap the "Search State" button.
 If voter is still NOT FOUND, try "Find by Address"

Find by Name | Find by Address | Find by ID

Last Name RIPK
 First Name CAL Middle Init. X
 Zip Code 20201 Birth MMDD 09/19/

Search Precinct/EV Count
 Search State

Clear ALL

Return to Main

BT:?? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 3:21:43 PM

2. Once the voter has been located tap anywhere in that voter's row to open the Voter Record screen **before** proceeding to verify the voter's information according to procedure (Refer to **Chapter 4 – Check-In Area Responsibilities** and the **Check-In Job Guide**).

3. Tap the “Precinct Details” tab at the top to find the voter’s correct precinct information.



4. Offer the voter the option of going to their correct precinct to vote electronically or to stay and vote provisionally. If the voter chooses to stay and vote a Provisional Ballot, follow the instructions on how to issue a Provisional Ballot in the “*Issuing a Provisional Ballot*” section of this chapter (page 5.23).

Find a Voter by Street Address

1. If a voter cannot be located even after checking for various spellings of their name, tap on the “Find by Address” button on the right and enter the person’s street address. The “Search State” function is activated by a “Find by Address” search.

Find Voters 205

Find a voter using a street address:
 1) Enter the Street name
 Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period).
 Example: If voter lives on South Main Street, enter "S MAIN"
 2) Enter the House Number

Find by Name **Find by Address** Find by ID

Street
 House # Apt. #
 Zip Code

Search Precinct/EV Count
 Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/21/2013 9:04:20 AM

2. If voter’s street name includes a directional, type “N” for “North,” “S” for “South,” etc., with no period.

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
All Charles F	28662 W Ridge Rd Springfield 21000	Somerset	08/27 /1933	Active	None	DEM
Cooley Chris F	28662 W Ridge Rd Springfield 21000	Somerset	04/07 /1956	Active	None	DEM
Davis Fred F	28662 W Ridge Rd Springfield 21000	Somerset	08/14 /1944	Active	None	REP
McGahee Willis F III	28662 W Ridge Rd Springfield 21000	Somerset	11/03 /1952	Active	None	DEM

1 voters found.

Find by Name Find by Address Find by ID

Street
 House # Apt. #
 Zip Code

Search Precinct/EV Count
 Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 3:41:21 PM

3. Tap anywhere in that voter's row on the screen to open the Voter Record screen. Follow steps 1 through 8 in the "Issuing the Voter a Voter Access Card" section in this chapter to issue the voter a ballot.

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
All	28662 W Ridge Rd Springfield 21000	Somerset	08/27 /1933	Active	None	DEM
Charles F	28662 W Ridge Rd Springfield 21000	Somerset	04/07 /1955	Active	None	DEM
Cooley Chris F	28662 W Ridge Rd Springfield 21000	Somerset	08/14 /1944	Active	None	REP
Davis Fred E	28662 W Ridge Rd Springfield 21000	Somerset	11/03 /1952	Active	None	DEM
McGahee Willis F III	28662 W Ridge Rd Springfield 21000	Somerset				

1 voters found.

Find by Name | Find by Address | Find by ID

Street: W RIDGE
House #: 28662 | Apt. #:
Zip Code:

Search Precinct/EV Count
Search State

Clear ALL

Return to Main

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 10/1/2013 3:41:21 PM

Voter's Status, Issued and ID Required Boxes on Voter Record Screen

1. Once a voter's name is found, it is important to verify the information on the "Voter Details" tab.

Voter Record 260

Linc: **Abraham Quincy** | Main St APT A
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address.
If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct: 001-001-1 | DOB: 5/2/1842 | **Status: Active**

Registered name: Linc, Abraham Quincy | Party: Republican | **ID Required:** | **Issued: None**

Comments: CONG=03; LEGIS=32; COUNCIL=001

Issue TS Ballot | Issue Provisional Ballot | Go Back

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 12/12/2013 10:30:28 AM

- In the "Status" box a voter may be "Active," "Active-ID Required," "Inactive," "Inactive-ID Required," "Pend1," or "Pend2."
- In the "Issued" box "None," "Card Issued," "ABS Issued," "Voted Early" or "PROV" is displayed.
- In the "ID Required" box, "Show ID" is displayed if a voter is required to show ID. For a voter whose status is "Active-ID Required" or "Inactive-ID Required" the Check-In Judge will verify the ID. The Provisional Judge will verify the voter's ID when the voter's status is "Pend1".

Please check for messages in all three boxes. Follow Check-In procedures in Chapter 4 – Check-In Area Responsibilities.

For example, an Inactive Voter will need to sign the *Affirmation of Residency*, but an Inactive Voter who is also marked as "Show ID," must sign the *Affirmation of Residency* AND show an acceptable form of identification.

The *Affirmation of Residency* for an Inactive Voter prints on the *Voter Authority Card (VAC)*.

- The Electronic Pollbook is set up so that a Voting Operations Judge can follow procedures to issue voters either a Voter Access Card or a Provisional Ballot. Additional instructions are provided in the top section of the Voter Records screen's "Voter Details" tab.

Voter Record 260

Linc
Abraham Quincy

Main St APT A
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address.
If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct 001-001-1

DOB 5/2/1842

Status Active

Registered name:
Linc, Abraham Quincy

Party Republican

ID Require

Issued None

Comments
CONG=03; LEGIS=32; COUNCIL=001

Issue TS Ballot | Issue Provisional Ballot | Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 10:30:28 AM

- The Electronic Pollbook does not allow a Voting Operations Judge to issue a Voter Access Card to a voter who can ONLY vote by Provisional Ballot ("Pend1," "Pend2," "ABS Issued," "Voted Early").

Voter Record 260

Monroe
James

8 Main St
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application.
Use reason code 7

Precinct 001-001-1

DOB 3/18/1901

Status Pend2

Registered name:
Monroe, James

Party Libertarian

ID Require Need DL#-SSN#

Issued None

Comments
CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot | Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:12:12 PM

- 4. The "Issued" box on the Voter Record screen and the "Issued" column of their row on the Find Voters screen are updated **immediately** after a voter is issued either a Voter Access Card ("TS Issued") or a *Voter Authority Card* for a Provisional Ballot ("PROV").

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	TS Issued	REP

1 voters found.

Find by Name | **Find by Address** | **Find by ID**

Last Name: LINC
First Name: ABR | Middle Init.:
Zip Code: | Birth MMDD: |

Search Precinct/EV Count
Search State

Clear ALL

Return to Main

BT:?? AC:Online | Voted: DEM 0 REP 1 NON 0 TOT 1 | 10/18/2013 11:09:59 AM

Standards for Acceptable Forms of ID

<p>A “current” photo ID is an ID that has not expired</p> <p>A “current” non-photo ID is dated within 3 months of the date the ID is presented.</p>	<p>Does the voter’s name on the ID have to match the precinct register or the new name on the <i>Voter Update Form</i>?</p>	<p>Does the voter’s address on the ID have to match the precinct register or the new address on the <i>Voter Update Form</i>?</p>
A current Maryland driver’s license	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federally-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cellular)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes
An out-of-state driver’s license	Not Acceptable	
An expired photo ID card	Not Acceptable	
Any non-photo ID that is more than 3 months old	Not Acceptable	
A membership card (Sam’s Club, gym, etc.)	Not Acceptable	
A Voter Notification Card	Not Acceptable	
A Social Security Card	Not Acceptable	
Any non-photo ID with an address that does NOT match the precinct register or the new address on the <i>Voter Update Form</i>	Not Acceptable	

Issuing the Voter a Voter Access Card

1. Follow the instructions in *Chapter 4 – Check-In Area Responsibilities* and the *Check-In Job Guide* for the proper procedures to verify a voter’s information to ensure the voter meets the criteria to be issued a Voter Access Card to vote on a Voting Unit:
2. If the voter meets the criteria, tap the “Issue TS Ballot” button.

Voter Record 260

Linc Abraham Quincy Main St APT A Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address.
If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct 001-001-1 DOB 5/2/1842 Status Active

Registered name: Linc, Abraham Quincy Party Republican ID Require Issued None

Comments
CONG=03; LEGIS=32; COUNCIL=001

Issue TS Ballot Issue Provisional Ballot Go Back

BT:?? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 10:30:28 AM

3. Ask the voter assistance is needed. If the voter answers “yes” and requires an Audio Ballot, tap the “Audio Ballot (VIBS)” box on the Select Ballot screen.

Select Ballot 310

Check Audio Ballot (ONLY if needed); then tap "Create Voter Access Card for Touch-Screen".

Voter Name Linc, Abraham Quincy Precinct 001-001-1

Ballot Party Non-Partisan

Ballot Style 2

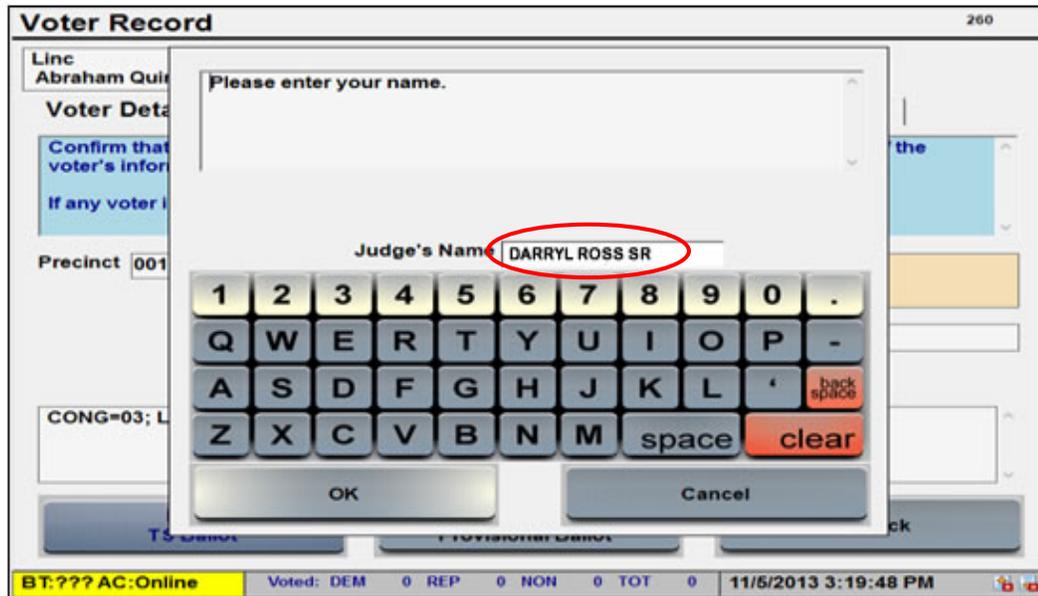
Audio Ballot (VIBS)

Create Voter Access Card for Touch-Screen Cancel No Ballot Issued

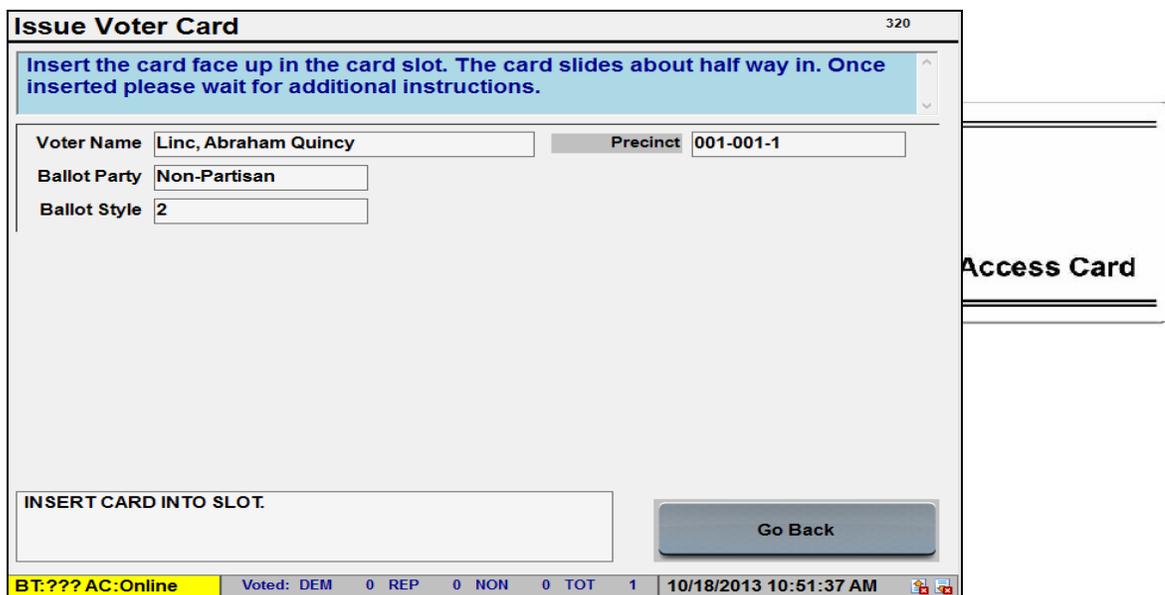
BT:?? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/18/2013 10:27:01 AM

4. Tap the “Create Voter Access Card for Touch-Screen” button at the bottom of the screen. The *Voter Authority Card* is prints automatically when the card is encoded.

5. The **first time** you attempt to issue a ballot, you will be prompted to enter your name. Type in your full name (first, last, suffix if applicable) and tap “OK” to continue. Note: You will not have to enter your name to issue ballots again unless the judge’s name on the electronic pollbook is reset by a Chief Judge.



6. **Follow the instructions on the screen** to insert a Voter Access Card into the slot on the Electronic Pollbook. Insert the Voter Access Card with the gold chip going into the slot first.



IMPORTANT

If warning screen appears saying that the printer is offline check to ensure the printer is turned on and properly connected to the Electronic Pollbook and a power source. Call the Chief Judge immediately if the problem is not resolved.

7. **Do not remove the Voter Access Card** when the message “CARD WRITTEN OK REMOVE CARD FROM SLOT” appears on the screen until after completing the following steps:
 - Tear off the *Voter Authority Card* (paper).
 - Ask the voter to verify the printed information and sign the *Voter Authority Card*.
 - Initial the *Voter Authority Card* in the Check-In Judge space.
 - Remove the Voter Access Card from the pollbook; hand both the *Voter Authority Card* and *Voter Access Card* to the voter and direct the voter to the Voting Unit judge.
8. This voter’s record will now be marked as “TS Issued” in the “Issued” column on the Find Voters screen. The count at the bottom of the Pollbook screen will increase by one.

Find Voters							205
Name	Address	County	DOB	Status	Issued	Party	
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	TS Issued	REP	

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC

First Name: ABR | Middle Init.:

Zip Code: | Birth MMDD:

Search Precinct/EV Count

Search State

Clear ALL

Return to Main

BT:???:AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 0/18/2013 11:09:59 AM

Issuing a Provisional Ballot

As noted earlier in this chapter, in some situations the Electronic Pollbook automatically prevents a voter from being issued a TS ballot and allows only a provisional ballot to be issued. Examples include voters with a “pending” status and voters not in their registered precincts.

There are also situations where the Electronic Pollbook will allow a voter to be issued a TS ballot, but the voter should be issued a provisional ballot instead. Examples include voters who have moved more than 21 days before the election but not reported the new address; “Active (or Inactive) show ID” voters without acceptable identification; voters who are challenged by a poll watcher without acceptable identification; extended hours voters, and voters claiming a different party affiliation than what is shown in the Electronic Pollbook (Primary Election Only).

If a voter **cannot** be found in the Electronic Pollbook, the voter must vote by provisional ballot, and a *Voter Authority Card* cannot be printed from the Pollbook. An Orange Voter Authority Card – Provisional Voting is created manually for a voter not found in the pollbook.

Once it has been determined that a voter found in the Pollbook should be issued a provisional ballot:

1. Tap on the voter’s name on the Find Voters screen.
2. Verify the voter’s information on the Voter Record screen.
3. Tap “Issue Provisional Ballot” button.

Voter Record 260

Madison James 7 Main St
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter can only vote a Provisional Ballot. This voter must show a form of ID to the Provisional Ballot Judge.
Use reason code 6

Precinct 001-001-1 DOB 4/25/1940 Status Pend1

Registered name: Madison, James Party Green Issued None

ID Require Show ID

Comments
CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:11:41 PM

Note: A voter’s party affiliation is only verified in a Primary Election.

4. **Primary Election Only:** If the voter claims a different party affiliation than what is shown in the pollbook, select the party that voter is claiming under the Select Party field on the screen.
5. Tap on the white bar, next to “Select Ballot Reason”, and a pop-up menu appears which lists the provisional reason codes. Tap the number/description for the reason why the voter must be issued a Provisional Ballot.

It is very important to enter the correct reason code. The Provisional Ballot Judge needs to check this same number on the voter's Provisional Ballot application. You can enter only one reason code, even if a voter has more than one reason to vote provisionally. Hand write additional code numbers on the voter's printed *Voter Authority Card*.

6. Tap the “Issue Provisional Ballot” button at the bottom of the screen. The *Voter Authority Card* (VAC) will begin printing.

The “Issue Provisional Ballot” button becomes available **after** a provisional ballot reason code is selected.

7. The "Issued" column for this voter will read "PROV."

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Adams	10 Main St	Anne	10/20	Voted	PROV	OTH
John Quincy	Anytown 12345	Arundel	/1922	Early		

1 voters found.

Find by Name | **Find by Address** | **Find by ID**

Last Name: Middle Init.

First Name: Birth MMDD:

Zip Code:

Search Precinct/EV Count
 Search State

BT:??? AC:Online Voted: DEM 0 REP 1 NON 1 TOT 2 10/18/2013 11:46:31 AM

Locating a Voter's Correct Precinct

The Electronic Pollbook will find a voter's assigned polling place based on the voter's address. If a voter has moved or is not listed in the Electronic Pollbook, the polling place can be found based on the voter's current street address. Use this procedure to look up the correct polling place for a voter.

1. Go back to the Main Screen and tap on the "Issue Ballots" tab at the top, then tap on the "Find Polls" button in the bottom right.

Main Screen 130

Manage Polls **Issue Ballots** Precinct Details Manage System Status

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).
 *** USE "4 & 3" for Faster Lookup! ***
 1) Enter the FIRST 4 LETTERS of the LAST NAME.
 2) Enter the FIRST 3 LETTERS of the FIRST NAME.
 3) Confirm the voter's DATE OF BIRTH.

Tap the "Search Voter Roster" button to check in voters.
 The "Find Polls" button is used to find a polling place based on the voter's street address.

Search Voter Roster Find Polls

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:35:20 AM

2. Enter the voter's current street name including any directional in the street name (N, S, E, or W).

Find the correct Polling Place for a Street Address 380

Find the polling place for a street address:
 1) Enter the Street name
 Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period).
 Example: If voter lives on South Main Street, enter "S MAIN"
 2) Enter the House Number

Street NMAIN

House #

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 3 11/1/2013 2:31:53 PM

3. All address ranges that match the search criteria will be displayed in the grid. Enter house number and zip code to narrow the search. Tap anywhere in that row to see the name and address of the polling place.

Find the correct Polling Place for a Street Address 380

Street	House No.	Apt No.	Side	Precinct
N Main St Union Bridge 21791	1 to 133		B	012-001-1
N Main St North East 21901	1 to 309		B	005-004-5
N Main St Bel Air 21014	1 to 399		B	003-010-1
N Main St Smithsburg 21783	1 to 59		B	007-002-1

36 Streets Found

Street:

House #:

Zip Code:

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' " back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 3 11/1/2013 2:48:51 PM

4. Tap on the print information button to print out the information to give to the voter

Consolidation Number

Consolidation Description

Poll Name and Address
Bel Air Elementary School
30 E. Lee Street
Bel Air MD 21014
Dist: CONG=01; LEGIS=35B
Ballot Styles
NON=1

Print Information

Street:

Go Back

YOUR POLLING PLACE IS:

Dist/Prec: 003-010
Bel Air Elementary School Gym
30 E. Lee Street
Bel Air 21014
CON=01 LEGIS=35B
Ballot Styles: DEM-12/REP-11

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 3 11/1/2013 2:52:13 PM

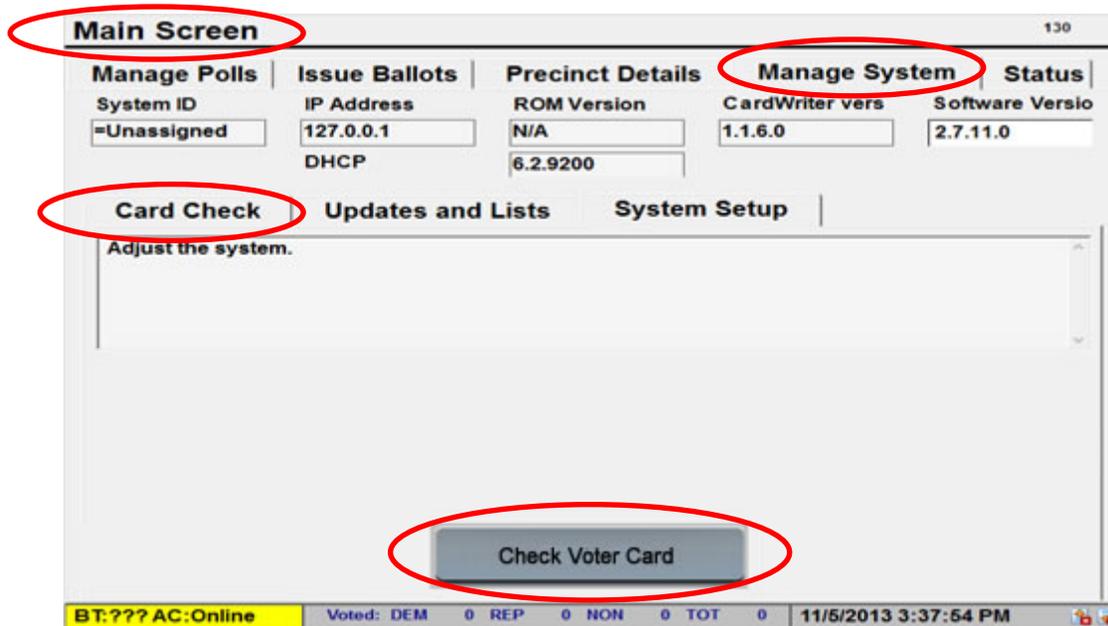
5. If the voter chooses to stay and vote a Provisional Ballot, follow the instructions on issuing a Provisional Ballot on the *Check-In Job Guide*.

Checking Voter Access Card Status

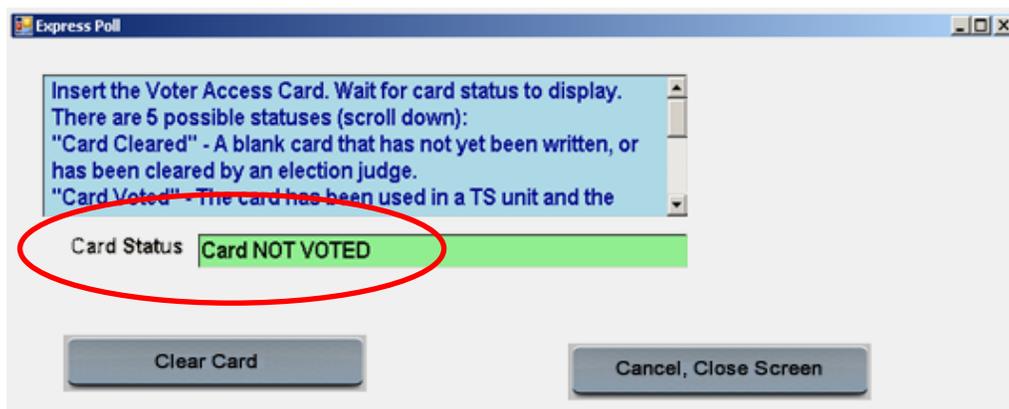
Use this procedure only if a Voting Unit is not available to check the Voter Access Card.

The Electronic Pollbook can be used to check the status of a Voter Access Card to help determine if a ballot was cast.

1. Return to the Main Screen.
2. Tap the "Manage System" tab.
3. Tap the "Card Check" tab.
4. Tap the "Check Voter Card" button.



5. Insert the card into the slot and wait for the status to display.



Using the Electronic Pollbook

6. If card status is “Card NOT VOTED” or “Card CANCELED,” the ballot was NOT cast and a Chief Judge can authorize another Voter Access Card.
7. If card status is “Card VOTED,” the ballot was cast and the voter may NOT be re-issued another Voter Access Card. The voter may be issued a provisional ballot only. Use reason code 4.
8. The chart below provides a list and explanation of all the possible Card Statuses.

Card Status	Explanation
Card CLEARED	A blank card that has not yet been issued to any voter or has been cleared by an election judge.
Card NOT VOTED	Card is written and is ready to activate a TS ballot, but has not yet been inserted in a TS unit.
Card VOTED	The card has been used in a TS unit and the ballot was cast.
Card CANCELED	Card was inserted in TS and timed out before ballot was cast, or TS ballot was canceled by election judge.
NOT a Voter Card	Card is not recognized as a valid Voter Access Card.
CARD Permanently Disabled	Pollbook can not read card.

Resetting the Judge's Name (Chief Judge Only)

When a new Check-In judge is assigned to a pollbook a Chief Judge must reset the judge's name in the pollbook before the new Check-In Judge issues a ballot.

To reset the judge's name :

1. Tap "Return to Main" from the "Find Voters Screen".

Find Voters 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

Find by Name | Find by Address | Find by ID

Last Name | First Name | Middle Init. | Zip Code | Birth MMDD

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

Search Precinct/EV Count
Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

2. Tap the "Manage System" tab.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | **Manage System** | Status

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).

*** USE "4 & 3" for Faster Lookup! ***

1) Enter the FIRST 4 LETTERS of the LAST NAME.
2) Enter the FIRST 3 LETTERS of the FIRST NAME.
3) Confirm the voter's DATE OF BIRTH.

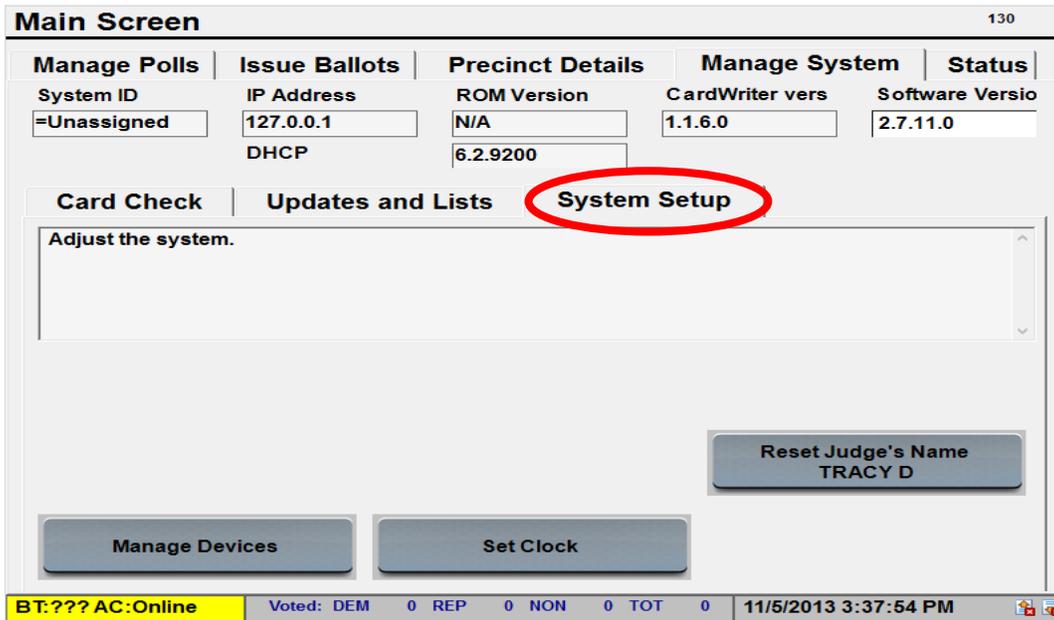
Tap the "Search Voter Roster" button to check in voters.

The "Find Polls" button is used to find a polling place based on the voter's street address.

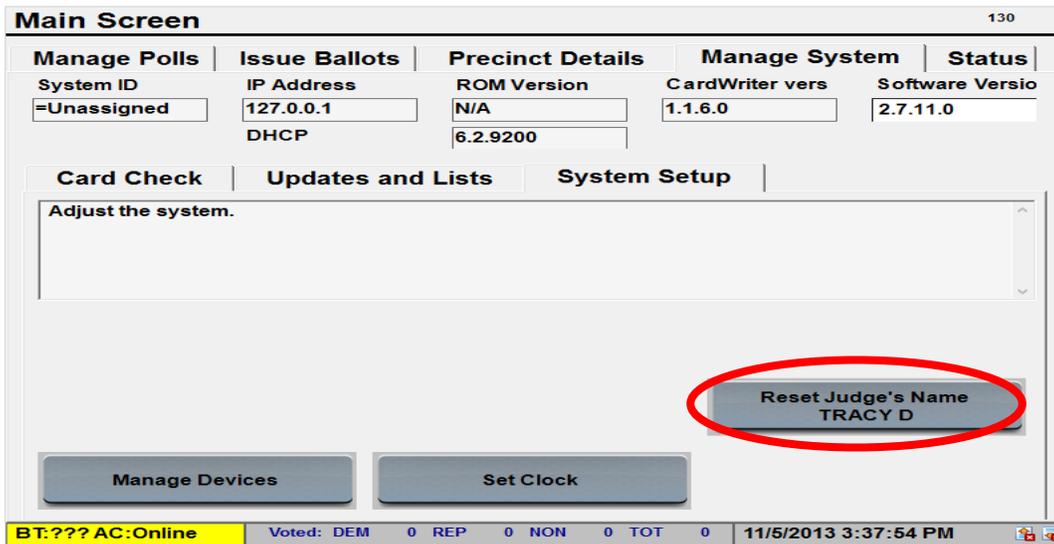
Search Voter Roster Find Polls

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:35:20 AM

3. Tap the "System Setup" tab.



4. Tap the "Reset Judge's Name" button.



5. The election judge's name in the electronic pollbook is reset.

Main Screen 130

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID	IP Address	ROM Version	CardWriter vers	Software Versio
=Unassigned	127.0.0.1	N/A	1.1.6.0	2.7.11.0
	DHCP	6.2.9200		

Card Check | Updates and Lists | System Setup

Adjust the system.

Reset Judge's Name

Manage Devices | Set Clock

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 11/5/2013 3:38:42 PM

- Tap “Issue Ballots” tab and the “Search Voter Roster Issue Ballot” button at the bottom of the screen to return to the Find Voters screen.
- The election judge will be prompted to enter their name before the next ballot can be issued.

Reissuing a Voter Access Card (Chief Judge Only)

A Chief Judge **CAN** allow the issuance of another Voter Access Card **only** if the Chief Judge can verify that the voter's first ballot was canceled before the voter was able to cast it.

A Chief Judge **CANNOT** authorize that a voter be issued a Voter Access Card if the voter is listed as "ABS Issued" or "Voted Early" in the precinct register. "ABS Issued" and "Voted Early" voters **must** vote by Provisional Ballot.

REASONS FOR REISSUING A BALLOT

1. The voter received wrong audio code (i.e. Voter Access Card was coded/not coded for audio ballot).
2. Voting Unit time-out (two minutes of screen inactivity).

PROCEDURE

1. Retrieve the *Voter Authority Card* and the Voter Access Card.
2. Verify that the voter has not cast the previously issued ballot before proceeding. Refer to the "Checking Card Status" section of this chapter.
3. Find the voter in the Pollbook. The voter's Issued column will be marked as "TS Issued" for an electronic voter or "PROV" for a provisional voter. Tap on the voter's name.

Find Voters							205
Name	Address	County	DOB	Status	Issued	Party	
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	TS Issued	REP	

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: ABR | Middle Init. | Zip Code | Birth MMDD

Search Precinct/EV Count | Search State

Clear ALL | Return to Main

BT:???:AC:Online | Voted: DEM 0 REP 1 NON 0 TOT 1 | 10/18/2013 11:09:59 AM

- 4. On the Voter Record screen (“Voter Details” tab), confirm that this is the correct voter then tap on the “Re-issue TS Ballot” button at the bottom.

Voter Record 260

Linc: Abraham Quincy Main StAPTA
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter has already been issued a voter access card.
1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card.
2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.
NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct: 001-001-1 DOB: 3/1/1802 Status: Active
Party: Republican Issued: **TS Issued**
ID Require:

Comments: CONG=03; LEGIS=32; COUNCIL=001

Re-issue TS Ballot Issue Provisional Ballot Go Back

BT:?? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 10/30/2013 10:52:08 AM

- 5. Enter the Supervisor password and tap on the “OK – Perform Supervisor Function” button.

Enter your supervisor password using the keypad.
Then tap the OK button to proceed.

Password:

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

OK - Perform Supervisor Function Go Back

6. Tap on the white bar beside “Select Ballot Reason”. Choose the reason the Voter Access Card is being reissued:
 - 11 – TS Disabled Card (e.g. voter timed out at Voting Unit)
 - 12 – Audio Ballot Incorrectly Issued
 - 13 – Voter Requested Audio Ballot

The screenshot shows a mobile application interface titled "Select Ballot" with the number "310" in the top right corner. A blue instruction bar at the top reads: "Check Audio Ballot (ONLY if needed); then tap 'Create Voter Access Card for Touch-Screen'." Below this, a form contains the following fields: "Voter Name" with the value "Degas, Edgar A", "Precinct" with the value "005-001-1", and "Ballot Style" with the value "13". A yellow bar with a checkbox and the text "Audio Ballot (VIBS)" is visible. At the bottom, a "Select Ballot Reason" dropdown menu is open, showing three options: "11 - TS Disabled Card", "12 - Audio Ballot Incorrectly Issued", and "13 - Voter Requested Audio Ballot". A red oval highlights the dropdown menu area. To the left of the dropdown is a button labeled "Create Voter Access Card for Touch-Screen".

7. Tap the “Create Voter Access Card for Touch-Screen” button. Follow the regular procedures for creating a Voter Access Card.

8. The Voter Authority Card prints automatically once the Voter Access Card is encoded. The word "RE-ISSUE" will print near the top of the *Voter Authority Card*.

VOTER AUTHORITY CARD
2012 PRESIDENTIAL GENERAL
RE-ISSUE

COBB, ARTEMISSIA
14500 Gilpin Rd. Silver Spring 20906
DOB: 8/6/1963
ID#: 2724747 Party: Republican
DIST/PREC: 013-061-1. CONG=08; LEGIS=19; COUNCIL=004; SCHOOL=005
EPB Number: 051633
Ballot Style: 1 Issued: 07/18/2012 10:19:04
Reason: 11

IMPORTANT

If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

Voting Unit Judge Initials: _____ Voting Unit # _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

9. Record the information from the re-issued *Voter Authority Card* on the *Chief Judge Problem VAC Re-Issue Log*.
10. Place the reissued *Voter Authority Card* in the Chief Judge Problem VAC Envelope located in the Red Document Folder.

Canceling a Ballot (Chief Judge Only)

If a Voting Operations Judge has issued a Voter Access Card or Provisional Ballot to the wrong voter, the Chief Judges can change the status of the voter **only** if the error is caught **before** the ballot is cast and **cannot** be changed after a ballot is cast.

A voter who is marked as "ABS Issued" CANNOT have their status changed even if the voter claims they did not receive or did not return the absentee ballot. A voter who is marked as "Voted Early" CANNOT have their status changed even if the voter claims they did not vote early. These voters can only cast Provisional Ballots.

1. Tap on the voter whose status must be changed.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	TS Issued	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC
 First Name: ABR | Middle Init.:
 Zip Code: | Birth MMDD: |

Search Precinct/EV Count
 Search State

Clear ALL
 Return to Main

BT:???:AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 10/18/2013 11:09:59 AM

2. On the Voter Record screen, confirm that this is the voter whose status must be changed. Then tap on the "Identification" tab at the top.

Voter Record 260

Linc Abraham Quincy Main St APT A Anytown 12345

Voter Details | **Identification** | Voter History | Precinct Details

This voter has already been issued a voter access card.
 1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card.
 2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.
 NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct: 001-001-1 DOB: 3/1/1802 Status: Active
 Party: Republican Issued: TS Issued
 ID Require:

Comments: CONG=03; LEGIS=32; COUNCIL=001

Re-issue TS Ballot | Issue Provisional Ballot | Go Back

BT:???:AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 10/30/2013 10:52:08 AM

3. Tap on the "Remove Ballot Issued" button.

Voter Record 260

Linc Abraham Quincy Main St APT A
Anytown 12345

Voter Details **Identification** **Voter History** **Precinct Details**

Tap the "Reprint VAC" button to reprint a VAC.
***NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button.

Voter ID

Show ID

County

BT:?? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 11/4/2013 1:10:12 PM

4. Enter the Supervisor password then tap OK to continue this process.

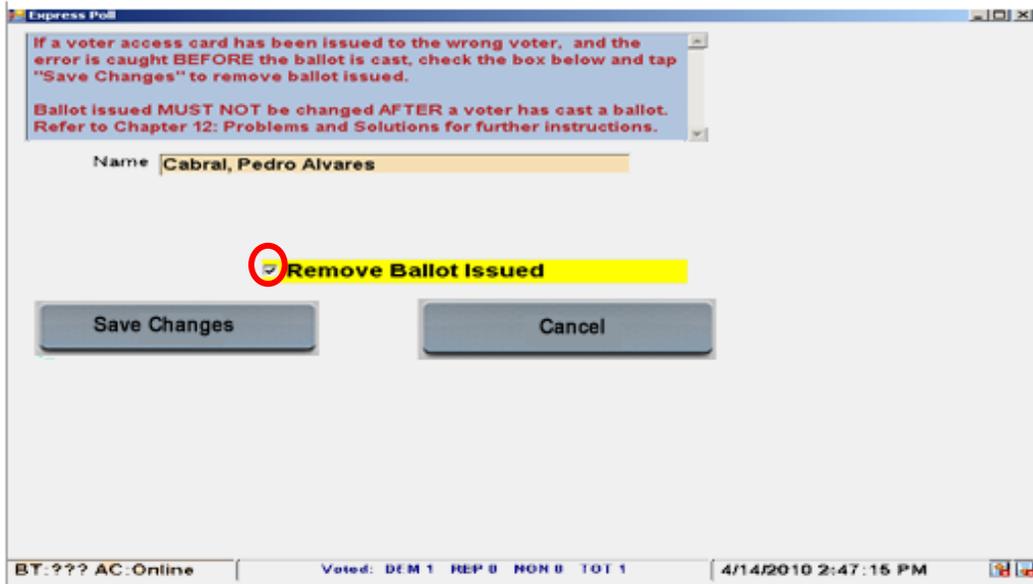
Enter your supervisor password using the keypad.
Then tap the OK button to proceed.

Password

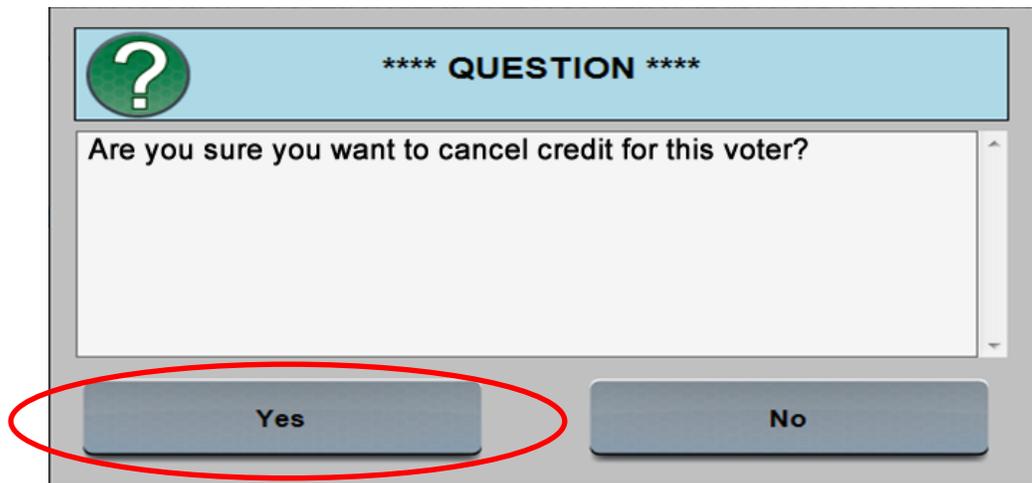
1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

Using the Electronic Pollbook

5. Tap on the “Remove Ballot Issued” box in the middle of the screen to select it. Then tap the “Save Changes” button.



6. A pop-up window appears to confirm that voter credit is to be removed from the voter. Tap the “Yes” button.



7. The pop-up menu disappears and a *Cancelled Ballot Confirmation Stub* prints automatically for the voter whose voter credit was canceled.
8. The electronic pollbook will return to the Voter Record screen (“Identification” tab). Tap the “Go Back” button to return to the “Find Voters” screen. Confirm that the voter’s “Issued” status is “None.”

9. Chief Judge that performed the cancelation performs the following:

- initial the *Cancelled Ballot Confirmation Stub* in the Chief Judge Initials field.
- write “canceled” on the original *Voter Authority Card* and attach to the *Cancelled Ballot Confirmation Stub*.
- Record the information from the canceled *Voter Authority Card* on the *Chief Judge Problem VAC – Canceled Log* and explain why the card was canceled.
- Place the canceled *Voter Authority Card* with the *Cancelled Ballot Confirmation Stub* attached in the Problem VAC Envelope located in the Red Document Folder.

VOTER AUTHORITY CARD
Gubernatorial Primary Election 2014

DOE, JOHN
105 N Summit Ave APT 5, Gaithersburg 20877
DOB: 9/20/1949
ID#: 2448687 Party: **Republican**
DIST/PREC: 009-020-1, CONG=06; LEGIS=17; COUNCIL=003; SCHOOL=001
EPB Number: 051583
Ballot Style: **1**
Issued: 02/20/2014 12:43:18 Issued By: JANET ROSS
Issuing Consolidation: 18008020
Reason: 0

IMPORTANT

If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

John Doe
Voter Signature

Check-In Judge Initials: JAR

Voting Unit Judge Initials: _____ Voting Unit # _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

CANCELLED BALLOT CONFIRMATION STUB
FOR
VOTER AUTHORITY CARD
GUBERNATORIAL PRIMARY ELECTION 2014

WHITNEY, LEON E
105 N Summit Ave APT 5, Gaithersburg 20877
DOB: 9/20/1949
ID#: 2448687 Party: **Republican**
DIST/PREC: 009-020-1, CONG=06; LEGIS=17; COUNCIL=003; SCHOOL=001
EPB Number: 051583
Ballot Style: **1**
Issued: 02/20/2014 12:43:52 Cancelled By: JANET ROSS
Reason: 0

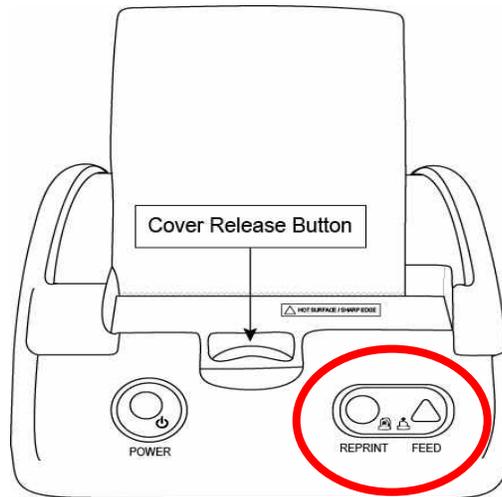
CHIEF JUDGE INITIALS: **KB**

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

Printing Another Copy of a Voter Authority Card

If the printer paper tears or jams as a *Voter Authority Card* is being printed:

1. Press the “Feed” button on the printer and carefully remove the torn or jammed paper;
2. Press the “Reprint” button to print another copy of the voter’s *Voter Authority Card*.



Use the following procedure for a voter checked in at different pollbook, or not the most recent voter checked in.

1. From the Voter Record screen, tap on the “Identification” tab at the top;

Voter Record		260
Linc Abraham Quincy	Main St APTA Anytown 12345	
Voter Details	Identification	Voter History Precinct Details
<p>This voter has already been issued a voter access card. 1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card. 2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab. NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.</p>		
Precinct	001-001-1	DOB 3/1/1802
		Status Active
	Party Republican	
	ID Require	Issued TS Issued
Comments CONG=03; LEGIS=32; COUNCIL=001		
Re-issue TS Ballot	Issue Provisional Ballot	Go Back
BT:??? AC:Online	Voted: DEM 0 REP 1 NON 0 TOT 1	10/30/2013 10:52:08 AM

- 2. Tap on the "Reprint VAC" button. The word "Reprint" will print within the row of asterisks at the bottom of the Voter Authority Card.

Voter Record 260

Linc Abraham Quincy	Main St APT A Anytown 12345
------------------------	--------------------------------

Voter Details | Identification | Voter History | Precinct Details

Tap the "Reprint VAC" button to reprint a VAC.
***NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button.

Voter ID

Show ID

County

Reprint VAC Remove Ballot Issued Go Back

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 11/4/2013 1:10:12 PM

VOTER AUTHORITY CARD
2012 Presidential General (Training)

HOLTZ, RANDALL J
14500 Gilpin Rd, Silver Spring 20906
DOB: 1/25/1959
ID#: 2357831 Party: Democrat
DIST/PREC: 013-061-1, CONG=08; LEGIS=19; COUNCIL=004; SCHOOL=DD5
EPB Number: 051633
Ballot Style: 1 Issued: 07/18/2012 10:31:48
Reason: 0

IMPORTANT
If your address or other information has changed, please request the Voter Update Form from an election Judge.

Please sign in the space below.

Voter Signature _____
Check-in Judge Initials: _____
Voting Unit Judge Initials: _____ Voting Unit # _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.
*****REPRINT*****

Unofficial Turnout Report

Voter turnout is reported at 10:00 am and 3:00 pm on the *Precinct Unofficial Turnout Report*. The Consolidated Voter Count Report is printed from the electronic pollbook for posting the Precinct Unofficial Turnout Report.

Print the Consolidated Voter Count Report using the procedures below.

1. Tap the “Return to Main” button at the bottom of the “Find Voters” screen; then tap “Manage System”; then “Updates and Lists.”
2. Tap “Print Voter Counts Report.” The “Consolidated Voter Counts Report” will print.
3. Attach the Consolidated Voter Counts Report to the Unofficial Turnout Report form where indicated and post for public viewing.

Precinct Unofficial Turnout Report
REPORTAJE NO-OFICIAL DE VOTACIÓN

(Post for Public Viewing)

Primary Election Elecciones Primarias	General Election * Elecciones Generales
--	--

District/Precinct
Distrito/Precinto

At 10:00 AM and 3:00 PM

Print the *Consolidated Voter Counts Report* from one pollbook and attach here.

Directions for printing report:

1. Tap “Return to Main” button
2. Tap the “Manage System” tab (top right)
3. Tap “Updates & Lists” in the middle of the screen
4. Tap “Print Voter Counts Report” button

Ending the Election on the Electronic Pollbook

Upon authorization from the Chief Judges, the Voting Operations Judges at the Electronic Pollbooks are to:

1. Tap the “Return to Main” button at the bottom of the Find Voters screen. Then tap the “Manage Polls” button.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	TS Issued	REP

Find by Name | Find by Address | Find by ID

Last Name: LINC
First Name: ABR | Middle Init: |
Zip Code: | Birth MMDD: |

1 voters found.

Search Precinct/EV Count
 Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 10/18/2013 11:09:59 AM

2. Tap on the “Daily Closing Step #1 Close the Polls” button at the bottom of the screen. A pop-up screen will appear.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

****OPENING**** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
****CLOSING**** When authorized by Chief Judges, tap "Step #1- Close the Polls." Print the

Statistics

Ballots | Cards | Voters

TS Voter Cards 0

Provisional Ballots 0

Consolidation Number 02001001

Poll Status **OPENED**

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

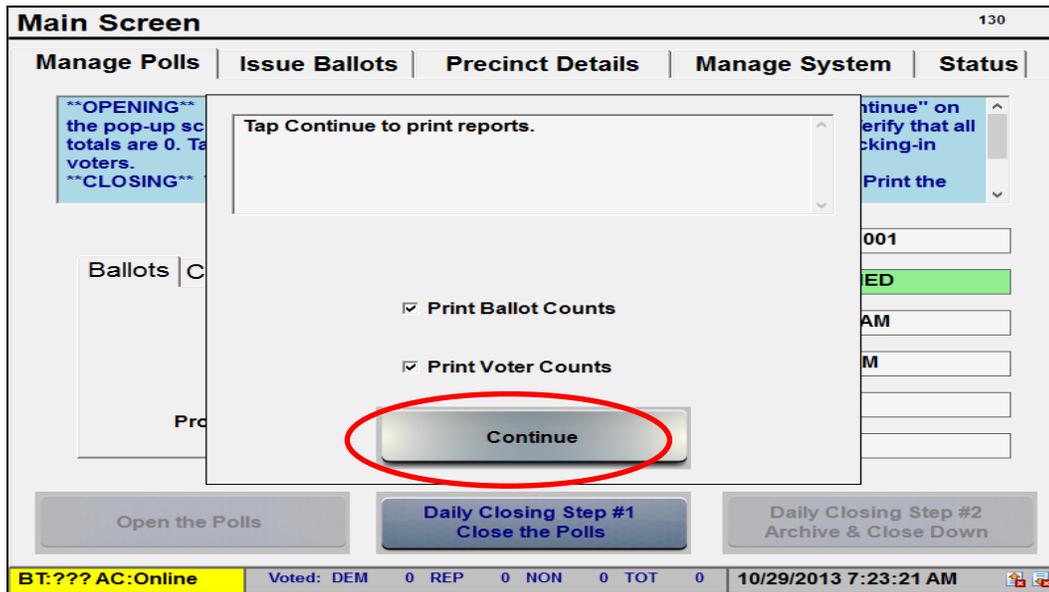
of Registered Voters 1564

Bulk Update Date

Open the Polls **Daily Closing Step #1 Close the Polls** Daily Closing Step #2 Archive & Close Down

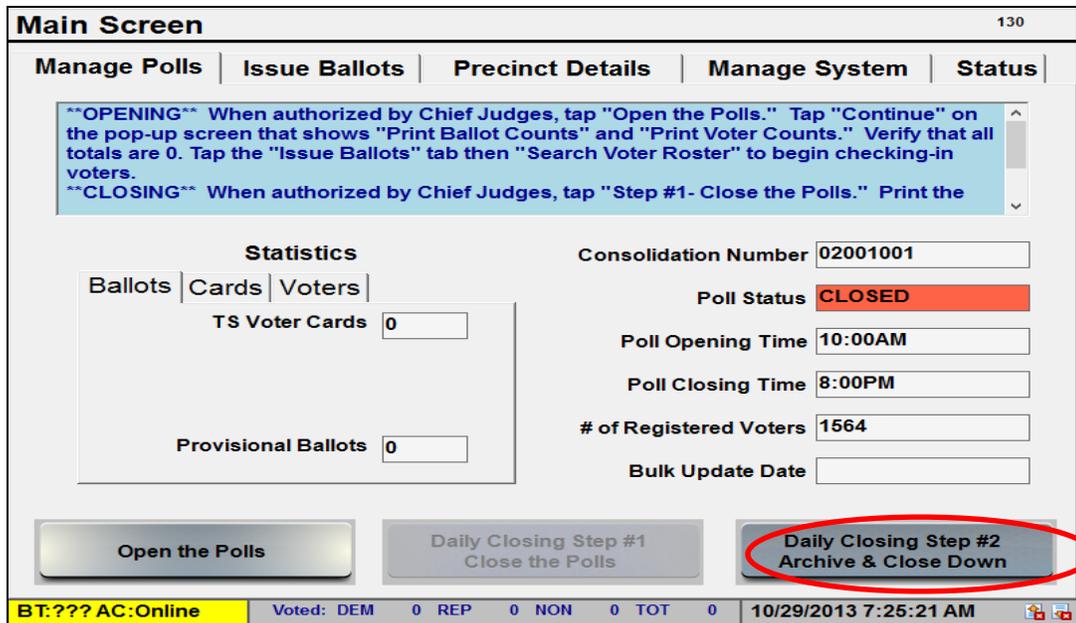
BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0

3. Tap the "Continue" button to print the "Ballot Counts" and "Voter Counts" reports:

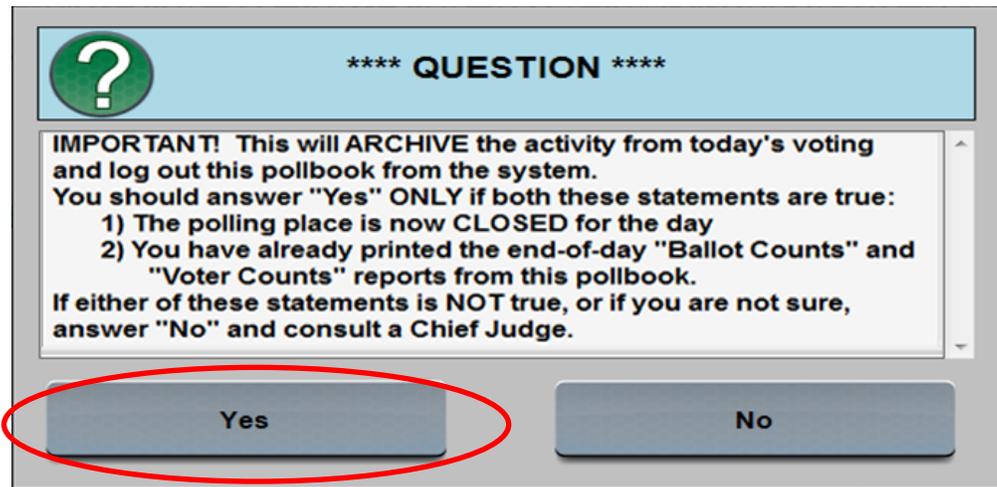


After the "Continue" button is tapped, the "Poll Status" changes from "Opened" to "Closed".

4. After the "Consolidate Ballot Counts" and "Consolidate Voter Counts" reports are printed, tap the "Daily Closing Step #2 Archive & Close Down" button.



- Prompt appears on the screen after selecting the “Daily Closing Step #2 Archive & Close Down” button. If the Polling Place is closed for the day, and if the end of the day “Ballot Counts” and “Voter Counts” reports have been printed, tap the “Yes” button.



- The Pollbook will return to the “Launch” screen. Turn the power switch to OFF.
- With a judge of a different party, sign the “Consolidate Ballot Counts” and “Consolidate Voter Counts” reports and attach the reports to the *Electronic Pollbook Integrity Report*.
Note: the reports will print from all the pollbooks but only one set needs to be signed and attached to the *Electronic Pollbook Integrity Report*.
- Give the *Electronic Pollbook Integrity Report* (with the closing reports attached) to the Chief Judges.

Consolidated Ballot Counts Report

Primary Election

Consolidated Ballot Counts Report				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 04/12/2010 14:49:00				

	TOT	DEM	REP	NON
TS Issued	303	149	110	44
TS Reiss	- 3	- 1	- 2	- 0
TS Canc	- 10	- 3	- 6	- 1
Net TS	290	145	102	43
Prov Issued	19	8	3	8
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
Net Prov	17	7	3	7
Net Ballots	307	152	105	50

DEM Judge				

REP Judge				

General Election

Consolidated Ballot Counts Report	
Consolidation: # 16013061 EPB Number: 051633	
Poll Description: James Hubert Blake High School	
Report Date: 07/18/2012 09:52:28	

	TOT
TS Issued	429
TS Reiss	- 3
TS Canc	- 5
Net TS	421
Prov Issued	9
Prov Reiss	- 2
Prov Canc	- 0
Net Prov	7
Net Ballots	428

DEM Judge	

REP Judge	

Reissued and canceled ballots are **subtracted** from "Issued" ballots to arrive at "Net Ballots" totals for TS and provisional ballots.

Consolidated Voter Counts Report

Primary Election

Consolidated Voter Counts Report			
Consolidation: # 20005001 EPB Number: 999			
Poll Description: 05-1 Mt Vernon Fire Dept			
Report Date and Time:			
04/12/2010 16:58:56			

Party	Total	Reg-TS	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17

DEM Judge			

REP Judge			

General Election

Consolidated Voter Counts Report			
Consolidation: # 16013061 EPB Number: 051633			
Poll Description: James Hubert Blake High School			
Report Date and Time:			
07/18/2012 09:52:37			

Party	Total	Reg-TS	Provisional
DEM	281	275	6
REP	57	56	1
GRN	0	0	0
LIB	0	0	0
UNA	62	62	0
OTH	28	28	0
TOT	428	421	7

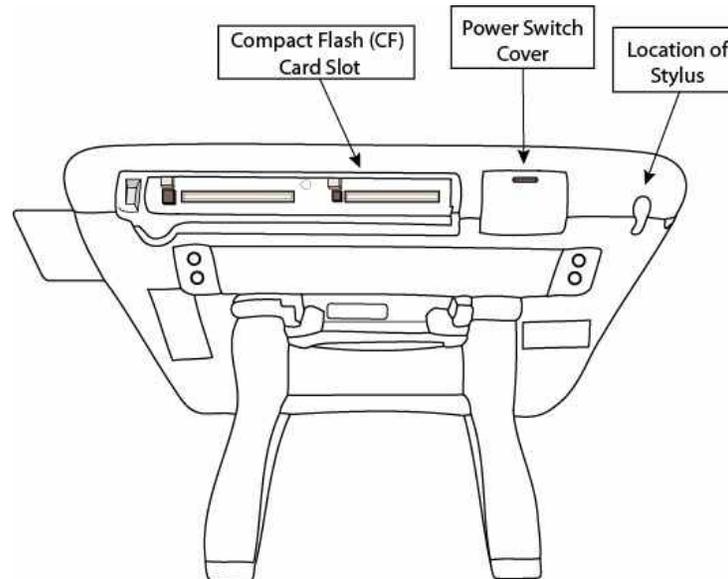
DEM Judge			

REP Judge			

The total ("TOT") of the Voter Counts Report should equal "Net Ballots" on the "Consolidated Ballot Counts Report."

Packing the Electronic Pollbook and Printers

1. Store each stylus in its slot at the top of each Electronic Pollbook. Turn off the power switch at the top of the Pollbook.
2. Disconnect all cables and cords.



3. Check-in judges must verify that the inner seal on the top lid of each Electronic Pollbook is intact and its number matches the number verified earlier on the *Electronic Pollbook Integrity Report*.
4. Pack the Electronic Pollbooks in their cases.
5. Obtain new red seals from the Chief Judges. Place a red seal in each Pollbook Case. Record these new red seal numbers for each corresponding Pollbook case on the *Electronic Pollbook Integrity Report – Part 3*. Seal each case with the red lock you placed in the case.
6. Pack up all printers, network hubs, cords and cables.
7. Place all Pollbook and printer cases/boxes with the other election materials that will be returned to the Board of Elections by the Closing Judges on Election Night.