



Revised 2/17/16

Chapter 10

Using the Electronic Pollbook

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Using the Electronic Pollbook

Entering and Clearing Data in the Pollbook

The electronic pollbook accepts only letters A-Z for name lookup. (No spaces, hyphens or apostrophes.) The voter's name will print correctly (including apostrophes, etc.) on the voter authority card (VAC).

- Tap the “back space” key to delete one or more letters.
- Tap the “clear” key to delete an entire field.
- Tap the “Clear ALL” button to clear all search fields.

Finding Voters in the Electronic Pollbook

! Check-in judges may accept ID's **if offered** by a voter but **must also ask** the voter to state or write his or her name, address, and month and day of birth.

1. Tap the “Issue Ballots” tab at the top of 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	Voters
Standard BACs	0
Provisional Voter BACs	0
Standard Ballots	2
Provisional Ballots	0

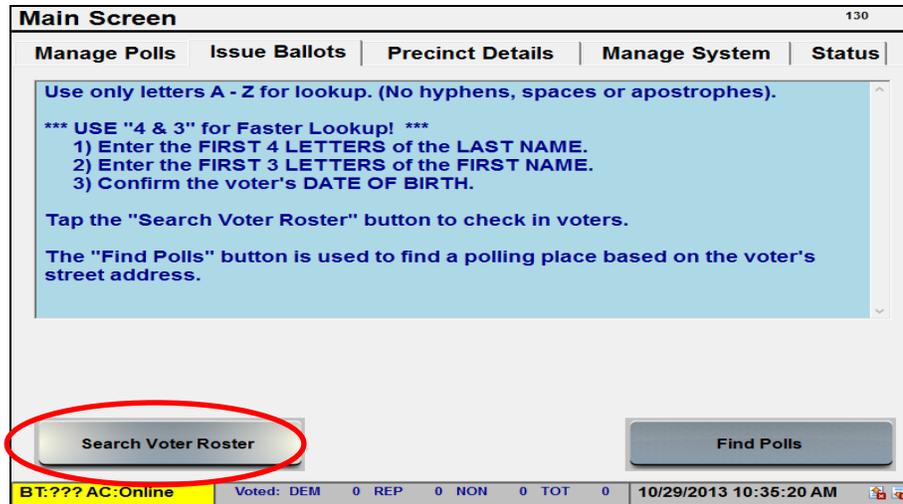
Consolidation Number: 02001001
Poll Status: **OPENED**
Poll Opening Time: 10:00AM
Poll Closing Time: 8:00PM
of Registered Voters: 1564
Bulk Update Date:

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

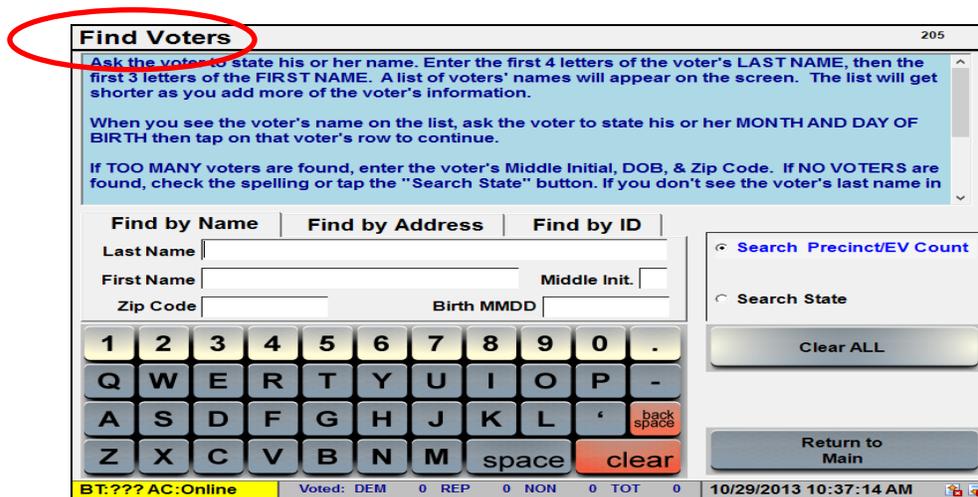
BT:??? AC:Plugged In | Voted: TOT 2 | 1/14/2016 2:56:26 PM

Using the Electronic Pollbook

2. Tap the “Search Voter Roster” button on the bottom left of the “Issue Ballots” screen.



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



4. Ask “*What is your name?*”

A. Repeat the voter’s name and then type in the voter’s name in the “Find Voters” screen of the electronic pollbook.

Note: Use the **4 - 3 method** by entering only the first **4** letters of the voter’s last name and the first **3** letters of the voter’s first name.

Using the Electronic Pollbook

- B. 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.

The screenshot shows the 'Find Voters' interface with a table of voter information and search filters. The 'Last Name' field is highlighted with a red circle and contains the letter 'L'. The table below shows the results of the search.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP
Lincoln Abe Q	1/2 Main St Anytown 12345	Anne Arundel	03/23 /1994	Active	None	UNA
Lincoln Abraham Quincy	2 Main St Anytown 12345	Anne Arundel	02/02 /1836	Active	None	DEM
Lincoln Abraham Quincy	1 Main St Anytown 12345	Anne Arundel	01/01 /1830	Active	None	NON

7 voters found.

Find by Name | Find by Address | Find by ID

Last Name | L | First Name | Middle Init. | Birth MMDD | 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 2:50:22 PM

- C. Tap the “First Name” box before entering **the first 3 letters of the voter’s first name**. The list of names will get shorter as you add letters.

The screenshot shows the 'Find Voters' interface with a table of voter information and search filters. The 'Last Name' field is highlighted with a red circle and contains 'LINC', and the 'First Name' field contains 'ABR'. The table below shows the results of the search.

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. | Birth MMDD | Zip Code |

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

Note: If you need to narrow down the search (a scroll bar appears on the right side indicating a long list), tap on the “Middle Init.” box, and enter **the first letter of the voter’s middle name**. If the voter has no middle name, use the “space” key to enter a **blank space** in the “Middle Init.” box.

Using the Electronic Pollbook

You may also narrow the voter search by entering the voter's zip code or month and day of birth. This can only be done after at least one letter has been entered for the voter's last and first name fields.

5. Ask **“What is your month and day of birth?”**

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arunde	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

! Confirm the voter's month and day of birth to ensure you select the correct voter. Be careful to not confuse family members such as father and son or mother and daughter.

6. If you cannot find the voter's name in the precinct roster:
 - A. Enter the voter's name without punctuation (apostrophes, hyphens, etc).
 - B. Enter the voter's date of birth (use the MMDD format). For example, August 2 would be entered as 0802.
 - C. Check all possible variations of spelling for the name or ask the voter to spell his or her name.
 - D. Search the State roster (see "Finding Voters in the State Roster" below).
 - E. See the "Finding Voters by Street Address" section of this chapter.

Using the Electronic Pollbook

F. Ask a Chief Judge for assistance.

Finding Voters in the State Roster

1. If you cannot find a voter's name in the precinct roster and have verified the correct spelling, 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)
2) Enter Middle Initial
3) Enter Date Of Birth
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 | Middle Init. | X

First Name | ZZZ | Birth MMDD | 09/19 |

Zip Code | 20201 |

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. If there are TOO MANY voters found in the state, enter more letters of the last and first names to narrow the search.

Note: When searching for a common name (Jane Smith, Mary Williams, James Johnson, etc.) the best way to narrow the search is to add the voter's **middle initial**, **date of birth**, and/or **zip code**.

Note: To use the middle initial to search for a voter with no middle name, you must use the "space" key to enter a **blank space** in the "Middle Init." box.

Finding Voters by Street Address

1. If you can't find a voter's name after checking for various spellings, tap on the "Find by Address" tab and enter the voter's house number and street name.

Using the Electronic Pollbook

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

House #
Street Apt.
Zip Code

Search Precinct/EV Count
Search State (add mi)

Clear ALL
Return to Main

BT:??? AC:Plugged In Voted: TOT 2 1/14/2016 2:59:01 PM

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Harrison	9 Main St	Anne	09/14	Active	ABS	UNA
William Henry	Anytown 12345	Arundel	/1952		Issued	

1 voters found.

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

House #
Street Apt.
Zip Code

Search Precinct/EV Count
Search State

Clear ALL
Return to Main

BT:??? AC:Plugged In Voted: TOT 0 10/1/2013 3:41:21 PM

⚠ The “Find by Address” lookup always searches the entire state.

2. If voter’s street name includes a directional, type “N” for “North,” “S” for “South,” etc. DO NOT put a period after the abbreviation.
3. Select the voter’s name on the “Find Voters” screen to continue checking in the voter.

Using the Electronic Pollbook

Voter Not Found in the Electronic Pollbook

If you cannot find the voter's name in the electronic pollbook, summon a chief judge immediately. The chief judge will do an additional search to locate the voter and will explain to the voter his or her voting options. If the voter cannot be found in the electronic pollbook, the voter may only be issued a provisional ballot.

1. If the voter is registered to vote and is at or chooses to go to the correct precinct for the voter's address, all contests will be counted.
2. If the voter is registered to vote and is **not** at and chooses **not** to go to the correct precinct for the voter's address, only the contests the voter is eligible to vote for will be counted.
3. If the voter is not registered to vote, no contests will be counted.

Voter is registered in Another Precinct

The voter can choose to go to his or her correct precinct to vote or stay and vote a provisional ballot.

1. If the voter chooses to go to the correct precinct, every contest will be counted.
2. If the voter chooses to stay and vote a provisional ballot, only the contests the voter is eligible to vote for will be counted. **Use provisional code 1.**

 The electronic pollbook will find a voter's assigned polling place based on the voter's registered address. See "Find a Voter's Correct Polling Place" section in this chapter.

Find a Voter's Correct Polling Place

1. Go to Main Screen "Issue Ballots" and tap "Find Polls."

Using the Electronic Pollbook

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 address.

Find the correct Polling Place for a Street Address 300

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

House #

Street Tap here to enter data Apt.

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:Plugged In Voted: TOT 0 11/19/2015 1:36:34 PM

! If the street name includes direction, the street name MUST be preceded by the directional abbreviation (N, S, E, W, etc). Do NOT put periods after the abbreviations. It is NOT necessary to enter a street type (St, Rd, Ave, Ct, etc) after the street name.

! For numbered streets, first try numbers (not spelled out). Try "2ND" for 2nd Street or 2nd Av, "5TH" for 5th Ave. If the street is not found, try spelling out the street. For example, try: "FOURTH" for 4th Street or 4th Ave; "W FIFTH" for West 5th Street.

Using the Electronic Pollbook

- All address ranges that match the search criteria will be displayed. Enter house number and zip code to narrow the search. Tap the row to display the polling place details.

Find the correct Polling Place for a Street Address 380

Street	House No.	Apt No.	Side	Precinct
Main Ave SW Glen Burnie 21061	2 to 320		B	002-007-1
Main St Prince Frederick 20770	00 to 1326		B	002-004-1
Main St Grantsville 21536	00 to 724		B	003-001-1
Main St Deer Park 21550	00 to 535		B	010-000-1

24 Streets Found

House # ?

Street Apt.

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:Plugged In Voted: TOT 0 11/19/2015 1:20:56 PM

Consolidation Number

Consolidation Description

Poll Name and Address
Richard Henry Lee Elementary
School
400 A Street SW
Glen Burnie MD 21061

Print Information



Go Back

BT:?? AC:Plugged In Voted: TOT 0 11/19/2015 1:22:31 PM

- Tap the "Print Information" button for a paper print-out of the polling place name and address that can be given to the voter. **The map will not print.**

YOUR POLLING PLACE IS:

Richard Henry Lee Elementary
School
400 A Street SW
Glen Burnie MD 21061

Using the Electronic Pollbook

5. Tap “Go Back,” then tap “Go Back to Find Voters” to return to the Main Screen to continue checking in voters.

Checking in Voters

1. Once you have located the voter’s name, tap anywhere in that voter’s row on the screen to open the “Voter Record” screen. The “Voter Details” tab will be open.

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

Find by Name | Find by Address | Find by ID

Last Name | LINC | Middle Init. |

First Name | ABR | Birth MMDD | 03/01 |

Zip Code | |

Search Prec |

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

2. 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, go to step 3.

! If the voter’s address is different than what is shown in the electronic pollbook, see item #1 of the “Special Situations” section of this chapter.

Note: If the voter’s address is marked “**Confidential**,” the voter’s address will not appear on the electronic pollbook. **Do not ask the voter to verify his or her address.** Continue the check-in process.

3. Review the information on the screen to confirm that you have the correct voter. If the information is correct and you are sure you have the correct voter, go to step 4 (Primary Election) or step 5

Using the Electronic Pollbook

(General Election). Tap on the “Go Back” button if you have selected the wrong voter.

The screenshot shows the 'Voter Record' form for Abraham Quincy. The name and address are circled in red. A dashed box labeled 'REVIEW AND CONFIRM' points to the name and address. Another dashed box labeled 'OR' points to the 'Go Back' button. The date of birth '5/2/1842' is also circled in red. The form includes fields for Precinct, Registered name, Party, ID Require, Status, and Issued. At the bottom, there are buttons for 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. The status bar at the bottom shows 'BT:?? AC:Online' and 'Voted: DEM 0 REP 0 NON 0 TOT 0'.

4. **Primary election only:** Discreetly ask “**What is your party affiliation?**” If the voter’s response is the same as what is shown in the “Party” box, go to step 5.

⚠ If the voter claims a different party affiliation, wants to vote another party’s ballot, or whose party does not have a ballot for this election, see item #2 of the “Special Situations” section of this chapter.

This screenshot is identical to the one above, but with a red circle around the date of birth field '5/2/1842'.

Using the Electronic Pollbook

5. Review the “Status” box in “Voter Details”. If “Active” or “Inactive”, proceed to **Step #6**.

Voter Record 268

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 Issued: None

ID Require: []

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

Issue Standard Ballot Issue Provisional Ballot Go Back

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

⚠ If the voter’s status is, “Pend1”, “Pend2”, “ABS Issued”, or “Voted Early”, see item #3 of the “Special Situations” section of this chapter.

⚠ If the voter’s status is, “Inactive” and the “ID Require” box is blank, see item #4 of the “Special Situations” section of this chapter.

⚠ If the voter’s status is, “Active” or “Inactive” and the “ID Require” box is ”Show ID”, see item #6 of the “Special Situations” section of this chapter.

6. Review the “Issued” box in “Voter Details”. If “None” or blank, proceed to **Step #7**.

Using the Electronic Pollbook

Voter Record 268

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 Standard Ballot Issue Provisional Ballot Go Back

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

! If the voter's "Issued" box is, "Reg Issued" or "PROV", see item #5 of the "Special Situations" section of this chapter.

7. Review the "ID Require" box in "Voter Details". If the "ID Require" box is blank tap the "Issue Standard Ballot" button and **proceed to Step #8**.

Voter Record 268

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 Standard Ballot Issue Provisional Ballot Go Back

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

! If the voter's "Status" is "Active" or "Inactive" and the "ID Require" box is, "Show ID", see item #6 of the "Special Situations" section of this chapter.

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! The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in your name and tap “OK” to continue. You will have to re-enter your name following a shift change or your break. (see “Reset Judge’s Name” in this chapter).

Voter Record 260

Linc. Abraham Quincy

Please enter your name.

Judge's Name TRACY D

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 Cancel

BT:?? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 11/5/2013 3:19:48 PM

8. A Voter Authority Card will print.
9. Ask the voter to verify the printed information and sign the Voter Authority Card.

VOTER AUTHORITY CARD
Presidential General Election 2012

Linc. Abraham Quincy
Main St APT A. Anytown 12345
DOB: 5/2/1842
ID#: 3 Party: Republican
DIST/PREC: 001-001-1 CONG=03; LEGIS=32; COUNCIL=01
EPB Number: 018797
Ballot Style: 2
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G
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: _____

Ballot Issuing Judge: _____ Voting Judge _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

Ask voter to review their information.

Voter signs here if information is correct.

Check-in Judge Initials here.

! If you have checked-in the wrong voter and have already printed a Voter Authority Card, notify a chief judge immediately.

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10. The check-in judge initials the Voter Authority Card and highlights or circles the following information on the VAC:
 - a. Precinct number;
 - b. Party affiliation; and
 - c. Ballot style.
11. Direct the voter to the ballot table.
12. The ballot judge will:
 - a. Verify the ballot style on the VAC and initial the VAC on the “Ballot Judge” line before giving the voter his or her ballot or ballot activation card.
 - b. Place the voter’s VAC in the front pocket of a privacy sleeve and issue the voter the correct ballot.
 - c. Direct the voter to a voting judge. This voter will now be marked as “Reg Issued” in the “Issued” column on the “Find Voters” screen.

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02/1842	Active	REG Issued	REP

1 voters found.

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 (add mi)

Clear ALL | Return to Main

BT:?? AC:Plugged In | Voted: TOT 2 | 11/19/2015 3:25:30 PM

 The “Voted” counts on the status bar will increase by one for each voter who is issued a ballot. Counts shown are the number of

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Using the Electronic Pollbook

voters (not ballots). A “re-issued” ballot will not increase the count. Party counts are based on the Ballot Issued Party.

Issuing a Provisional Ballot

In some situations the electronic pollbook automatically prevents a voter from being issued a regular ballot (i.e., not provisional) and allows only a provisional ballot to be issued. Examples include “pending” status voters and voters not in their registered precinct.

There are also situations where the electronic pollbook will allow a voter to be issued a regular ballot, but the voter should be issued a provisional ballot instead. Examples include “Active (or Inactive) - show ID” voters or voters who are challenged by a poll watcher without acceptable identification, extended hours voters, and primary voters claiming a different party affiliation than what is shown in the electronic pollbook.

Note: If a voter cannot be found in the electronic pollbook, the voter must vote by provisional ballot. Ask a Chief Judge for assistance.

Once it has been determined that the voter should be issued a provisional ballot, the steps are:

1. Verify the voter’s information on the “Voter Details” tab in the “Voter Record” screen.
2. Tap “Issue Provisional Ballot” button.

Using the Electronic Pollbook

Voter Record 260

Adams John Quincy 10 Main St Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot.
Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 3/16/1800 Status **Voted Early**

Registered name: Adams, John Quincy Party Democrat Issued None

ID Require

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 12:13:03 PM

3. The "Select Ballot" screen will appear. Tap on "Select Ballot Reason" to access a drop-down menu of provisional ballot reason codes.

⚠ The voter's current information is highlighted in blue.

⚠ Carefully select the appropriate provisional ballot reason code. It is very important to enter the correct reason code.

Select Ballot 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT 001-001-1	Select PARTY Non-Partisan
	Democrat
	Republican

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

Ballot Style 2 =Panel Ball

Select Ballot Reason Click dropdown to select reason

Select Paper Ballot Cancel No Ballot Issued

BT:??? AC:Plugged In Voted: TOT 3 1/14/2016 3:14:49 PM

Using the Electronic Pollbook

The “Select Paper Ballot” button will become available after a provisional ballot reason code is selected.

Note: Tapping the “Cancel No Ballot Issued” button will return you to the “Find Voters” screen.

4. Tap the “**Select Paper Ballot**” button.

Select Ballot 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT 001-001-1	Select PARTY Non-Partisan Democrat Republican
--------------------------------------	--

Voter Name Precinct
Ballot Style =Panel Ball

Select Ballot Reason

BT:??? AC:Plugged In Voted: TOT 3 1/14/2016 3:17:16 PM

5. The VAC will print. Highlight the ballot style, party and District/Precinct, initial it and have the voter review and sign it.

6. The electronic pollbook will return to the “Find Voters” screen.

Note: The reason code will print on the voter authority card. The provisional ballot judge needs to enter the same reason code on the voter’s provisional ballot application.

Using the Electronic Pollbook

VOTER AUTHORITY CARD
Presidential General Election 2012

PROVISIONAL BALLOT

Reason Code: 4

Adams, John Quincy
10 Main St. Anytown 12345
DOB: 3/16/1800
ID#: 14 Registered Party: **Other Parties**

Assigned Dist/Prec: 001-001-1. CONG=03: LEGIS=32: COUNCIL=001
EPB Number: 018797

Ballot Issued Dist/Prec: 001-001-1. CONG=03: LEGIS=32: COUNCIL=001
Ballot Style: **2**
Issued: 10/21/2013 13:39:40 Issued By: RU
Ballot Issued Party: **Non-Partisan**

Please sign in the space below.

Voter Signature _____

Check-In Judge Initials: _____

Provisional Judge Initials: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

- Chief Judge or check-in judge directs the voter to the provisional ballot judge.
- The voter will now be marked as “PROV” in the “Issued” column on the “Find Voters” screen.

Find Voters 205

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

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: ADAM
First Name: JOHN Middle Init. [Q]
Zip Code: Birth MMDD:

Search Precinct/EV Count
 Search State

Clear ALL

Return to Main

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

Special Situations

The electronic pollbook has been set up so that a check-in judge can follow procedures to issue either a regular (i.e., not provisional) ballot or a provisional ballot. In certain cases the electronic pollbook will

Using the Electronic Pollbook

allow **only** a provisional ballot to be issued to a voter. Wherever possible, instructions are provided in the top section of the screen.

1. Voter Moved

If the voter's current address is different than what is shown in the electronic pollbook, ask the voter **WHEN** he or she moved to the current address.

- If the voter moved **within 21 days of election day**, complete a Voter Update Form. If the voter completes and signs the *Voter Update Form*, issue the voter a regular ballot. If the voter refuses to complete and sign the *Voter Update Form*, issue the voter a provisional ballot. See the "Issuing a Provisional Ballot" section of this chapter.
- If the voter moved **MORE than 21 days before election day**, the voter must be issued a provisional ballot. The provisional ballot application will serve to update the voter's information and **no Voter Update Form is needed.**

"21 Day" Dates for 2016 Elections:

Primary Election: If the voter moved **prior to April 6, 2016**, the voter must be issued a provisional ballot.

 The deadline to register to vote or to make changes for the primary election is April 5, 2016.

General Election: If the voter moved **prior to October 19, 2016**, the voter must be issued a provisional ballot.

 The deadline to register to vote or to make changes for the general election is October 18, 2016.

2. Voter Claims a Different Party Affiliation or Whose Party Does Not Have a Ballot (Primary Election Only)

Using the Electronic Pollbook

These are voters who claim a party affiliation that is different than what is indicated in the electronic pollbook or who want to vote a ballot that is not for the party indicated in the electronic pollbook (this includes voters whose party does not have a ballot for the primary election).

- If a voter insists on voting a ballot for a party that is different from the one for the party affiliation shown in the electronic pollbook, or if the voter's party does not have a ballot for the primary election, he or she **must vote a provisional ballot.** Use provisional code 3.

3. Voter's Status is "Pend1", "Pend2", "ABS Issued", or "Voted Early"

- A. **Pend 1:** The voter may only be issued a provisional ballot. The voter's driver's license number or social security number could not be verified. Use provisional code 6.

- The voter can present acceptable ID now or to the local board of elections before the canvassing of provisional ballots which begins on the 2nd Wednesday after the election to complete their voter registration.

The screenshot displays the 'Voter Record' interface for James Madison. The voter's name and address are shown at the top. Below this, there are tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A prominent red message states: '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'. The voter's details include Precinct 001-001-1, DOB 4/25/1940, Party Green, Registered name Madison, James, and Status Pend1. The 'ID Require' field is set to 'Show ID'. At the bottom, there are buttons for 'Issue Provisional Ballot' and 'Go Back'. The footer shows the user is logged in as 'BT:???:AC:Online' and the date/time is 12/12/2013 12:11:41 PM.

Using the Electronic Pollbook

B. **Pend2**: The voter may only be issued a provisional ballot.

The voter's driver's license number or at least the last four digits of his or her social security number was not provided by the voter during registration. **Use provisional code 7.**

- If the voter provides either a Maryland driver's license number or last four digits of his or her social security number and if the local board of elections can verify the information on the Provisional Ballot Application, the ballot may be counted.
- If the voter has never been issued a Maryland driver's license or a social security number the voter will be registered to vote and the ballot may be counted.
- If the voter does not provide either a verifiable Maryland driver's license number or last four digits of his or her social security number before the canvassing deadline, the voter will not be registered to vote and the ballot will not be counted.

The screenshot displays the 'Voter Record' interface for a voter named James Monroe. The voter's address is 8 Main St, Anytown 12345. The status is 'Pend2', which is highlighted with a red circle. A green message box states: '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'. The voter's registered name is Monroe, James, and the party is Libertarian. The ID requirement is 'Need DL#-SSN#'. The status 'Pend2' is circled in red. The interface includes buttons for 'Issue Provisional Ballot' and 'Go Back'. The bottom status bar shows 'BT:?? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date/time '12/12/2013 12:12:12 PM'.

Voter Record		260
Monroe James	8 Main St Anytown 12345	
Voter Details	Identification	Voter History
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	Issued None
ID Require Need DL#-SSN#		
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		

C. **“ABS Issued”**: The voter may only be issued a provisional ballot. The voter is shown on the electronic pollbook as having been issued an absentee ballot. **Use provisional code 4.**

Using the Electronic Pollbook

Voter Record 260

Harrison William Henry 9 Main St Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter has been issued an absentee ballot. If the voter wants to cast a ballot now, he or she must vote by provisional ballot.
Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 2/16/1819 Status **Active ABS Issued**

Registered name: Harrison, William Henry Party Unaffiliated Issued None

ID Require

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 12:12:41 PM

- D. **Voted Early:** The voter may only be issued a provisional ballot. The voter is shown on the electronic pollbook as "Voted Early". Use provisional code 4.

Voter Record 260

Adams John Quincy 10 Main St Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot.
Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 3/16/1800 Status **Voted Early**

Registered name: Adams, John Quincy Party Other Parties Issued None

ID Require

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 12:13:03 PM

4. Inactive Status Voters ("ID Required" box is blank)

Voter Record 260

Jefferson Thomas 5 Main St Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter is "Inactive."
Issue a standard ballot if:
The voter's address is correct, or

Precinct 001-001-1 DOB 08/20/1830 Status **Inactive**

=Voter Ball 2 Party Democrat Issued None

Registered name: ID Required

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

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 2 11/19/2016 4:14:10 PM

Using the Electronic Pollbook

A. Issue a regular (i.e., not provisional) ballot to Inactive Status Voters when:

- The voter did not move and signs the **Affirmation of Residency for Inactive Voter**. The affirmation is automatically printed on Voter Authority Card for “Inactive” status voters when a regular ballot is issued; or
- The voter moved within 21 days of election day. The voter must complete a *Voter Update Form* and must sign the Affirmation of Residency for Inactive Voter.

Affirmation of Residency for Inactive Voters

VOTER AUTHORITY CARD
- Presidential General Election 2012

Jefferson, Thomas
5 Main St. Anytown 12345
DOB: 8/20/1830
ID#: 9 Party: Democrat
DIST/PREC: 001-001-1. CONG=03: LEGIS=32: COUNCIL=001
EPB Number: 018797
Ballot Style: 2
Issued: 10/29/2013 15:28:24 Issued By: RU
Reason: 0

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

****AFFIRMATION OF RESIDENCY FOR INACTIVE VOTER****
I hereby affirm, under penalty of perjury, that the address printed above or the address I provided on the Voter Update Form is my current residence address. 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.

! If the voter refuses to sign the affirmation of residency, summon a chief judge.

B. Issue a provisional ballot to Inactive Status voters when:

- The voter moved more than 21 days prior to election day.
Use provisional code 2.

Note: The Affirmation of Residency will **not** print on the Voter Authority Card for provisional voters.

Using the Electronic Pollbook

5. “Issued” Box is “Reg Issued” or “PROV”

The pollbook indicates that the voter has been previously issued a ballot. Inform the voter that he or she is marked as having already been issued a ballot.

A. Reg Issued:

- If it can be confirmed that the voter’s ballot has **NOT** been cast, a regular ballot (i.e., not provisional) may be reissued by a chief judge see Chapter 16 for instructions). **Only chief judges can re-issue ballots.**
- If the ballot has been cast, or it is uncertain if the ballot has been cast, the voter may only be issued a provisional ballot. **Use provisional code 4.**

B. PROV: Provisional ballot issued: A voter who is checking-in whose status is “Prov”, and who insists that he or she has not voted or attempted to vote, **may only be issued a provisional ballot by a chief judge** (a supervisor password is required).

 If the voter insists that he or she has not voted or attempted to vote, summon a chief judge immediately. The chief judge will contact the local board of elections for additional instructions.

Note: Provisional ballot voters who make a mistake while voting their ballots (i.e., “spoiled ballots”) do **not** need to be checked-in at the pollbook again in order to receive a replacement ballot.

 **Voters may not be issued more than three ballots.** Any voter who spoils a second ballot should be offered assistance.

Using the Electronic Pollbook

6. ID Required – Show ID (Active or Inactive)

If an “Active” or “Inactive” voter is listed as “Show ID,” ask the voter for ID.

- If the voter presents acceptable ID (see Standards for Acceptable Forms of ID chart), **issue the voter a regular ballot**. A *Voter Update Form* must be completed to record this information.
- If the voter does not present an acceptable ID (see Standards for Unacceptable Forms of ID chart), **issue the voter a provisional ballot**. Use **provisional code 5**.

The screenshot displays the 'Voter Record' interface for a voter named John Adams. The voter's address is 6 Main St, Anytown 12345. The interface includes tabs for Voter Details, Identification, Voter History, and Precinct Details. A yellow warning box states: 'This voter is "Inactive – ID Required." If the voter presents acceptable ID, a Voter Update Form must be completed to record the ID information. Issue a TS ballot if:'. The voter's status is 'Inactive-IDrequired', and the 'Show ID' button is highlighted with a red circle. The 'ID Required' button is also highlighted with a red circle. The voter's party is Republican, and the registration issued is None. The interface includes buttons for 'Issue Standard Ballot (ID was Provided)', '=== No ID === Issue Provisional', and 'Go Back'. The bottom status bar shows 'BT: ??? AC: Plugged In', 'Voted: TOT 1', and the date/time '11/20/2015 11:33:02 AM'.

Voter Record		260			
Adams John	6 Main St Anytown 12345				
Voter Details	Identification	Voter History			
Precinct Details					
This voter is "Inactive – ID Required." If the voter presents acceptable ID, a Voter Update Form must be completed to record the ID information. Issue a TS ballot if:					
Precinct	001-001-1	DOB	06/15/1901	Status	Inactive-IDrequired
Registered name:		Party	Republican	REG issued	None
		ID Required	Show ID		
Comments CONG=03; LEGIS=32; COUNCIL=001					
Issue Standard Ballot (ID was Provided)		=== No ID === Issue Provisional		Go Back	
BT: ??? AC: Plugged In		Voted: TOT 1		11/20/2015 11:33:02 AM	

Using the Electronic Pollbook

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 election day</p>	<p>Does the voter’s name on the ID have to match the electronic pollbook 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 electronic pollbook 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 federal-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cell phone)]	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

Standards for Unacceptable Forms of ID

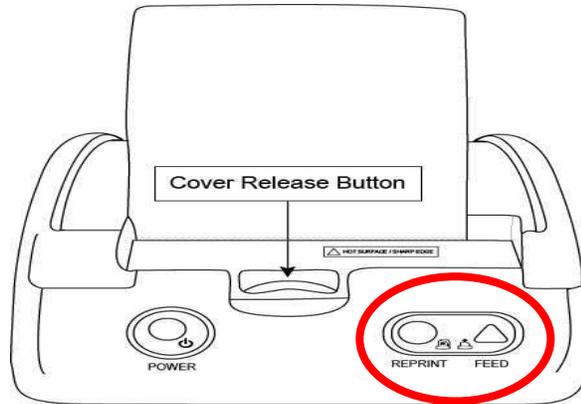
An out-of-state driver's license	Not Acceptable
An expired photo ID card	Not Acceptable
Any non-photo ID that is more than 3 months old	Not Acceptable
A membership card (Sam's Club, gym,)	Not Acceptable
A Voter Notification Card	Not Acceptable
A Social Security Card	Not Acceptable
Any non-photo ID with an address that does NOT match the electronic pollbook or the new address on the <i>Voter Update Form</i>	Not Acceptable

Reprinting a Voter Authority Card

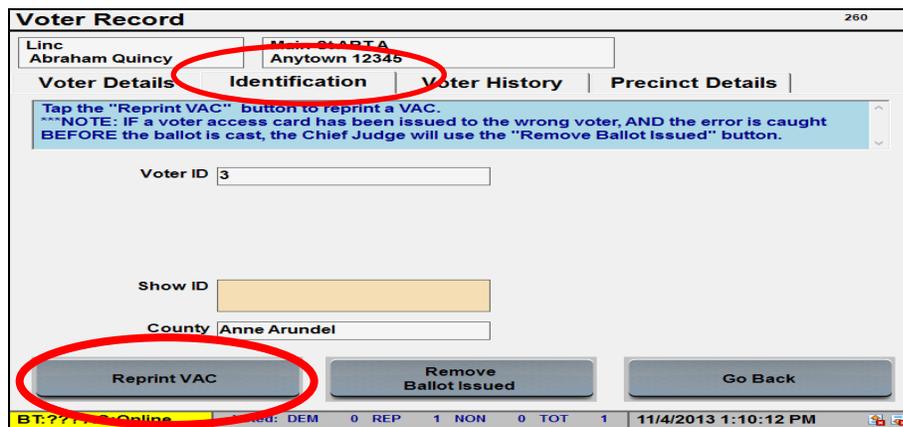
If the printer paper tears or gets jammed as the VAC is being printed, use the printer "Reprint" button to reprint the same voter authority card:

1. Press the green "Feed" button on the printer and carefully remove the torn or jammed paper; and
2. Press the blue "Reprint" button to print another copy of the voter's voter authority card.

Using the Electronic Pollbook



3. If another Voter Authority Card does not print when the “Reprint” button is pressed, the electronic pollbook can be used to reprint a voter authority card for any voter who has been issued a ballot.
 - A. From the Voter Record screen, tap on the “Identification” tab at the top; and
 - B. Tap on the “Reprint VAC” button in the lower left corner.



Resetting the Judge's Name

The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in your name and tap “OK” to continue.

Note: You will have to re-enter your name following a shift change or your break. To reset the judge's name:

Using the Electronic Pollbook

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

Using the Electronic Pollbook

3. Tap the "System Setup" tab.

Main Screen 130

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID 111111	IP Address 167.102.92.35	ROM Version N/A	CardWriter vers 1.1.6.0	Software Versio 3.3.0.0a129
	DHCP	6.1.7601		Pre-Release

Card Check | **System Setup** | Reports | Updates and Lists

The "Check Voter Card" button is used to determine if a voter access card has been used and if a ballot has been cast.

If card status is either "Card NOT VOTED" or "Card CANCELLED," the ballot has NOT been cast and a chief judge may authorize another voter access card.

Check Voter Card

BT: ??? AC: Plugged In Voted: TOT 1 1/27/2016 4:24:27 PM

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

Main Screen 130

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID 111111	IP Address 167.102.92.35	ROM Version N/A	CardWriter vers 1.1.6.0	Software Versio 3.3.0.0a129
	DHCP	6.1.7601		Pre-Release

Card Check | **System Setup** | Reports | Updates and Lists

Adjust the system.

Reset Judge's Name
TRACY D

Manage Devices Set Clock

BT: ??? AC: Plugged In Voted: TOT 2 1/28/2016 3:20:05 PM

Using the Electronic Pollbook

- The election judge's name in the electronic pollbook will be reset. Tap "Issue Ballots" tab to continue to issue ballots. The election judge will be prompted to enter his or her name before the next ballot can be issued.

Main Screen 130

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID 111111	IP Address 167.102.92.35 DHCP	ROM Version N/A 6.1.7601	CardWriter vers 1.1.6.0	Software Versio 3.3.0.0a129 Pre-Release

Card Check | System Setup | Reports | Updates and Lists

Adjust the system.

Reset Judge's Name

Manage Devices | Set Clock

BT: ??? AC: Plugged In | Voted: TOT 2 | 1/28/2016 3:21:33 PM

Voter Turnout Reports

At 11:00 a.m. and 4:00 p.m., print and post for public viewing the Precinct Unofficial Turnout Report.

- From one pollbook print the Voter Counts Report:
 - Press the "Return to Main" button;
 - Press the "Manage Systems" tab
 - Press "Reports" tab
 - Press "Print Voter Count Reports" and report will print.

Using the Electronic Pollbook

The screenshot shows the ExpressPoll Main Screen with the following details:

- Manage System** (highlighted with a red circle)
- System ID**: 111111
- IP Address**: 192.168.0.100
- DHCP**: (checkbox)
- ROM Version**: N/A
- CardWriter vers**: 1.1.6.0
- Software Versio**: 3.3.0.0a129
- Status**: Pre-Release
- Reports** (highlighted with a red circle)
- Print Ballot Counts** (highlighted with a red circle)
- Print Voter Counts**

System Information:

System ID	IP Address	ROM Version	CardWriter vers	Software Versio
111111	192.168.0.100	N/A	1.1.6.0	3.3.0.0a129

System Configuration:

DHCP	ROM Version	Software Versio
(checkbox)	6.1.7601	Pre-Release

System Status: Pre-Release

System Information: BT:?? AC:Plugged In | Voted: TOT 0 | 1/22/2016 10:41:22 AM

2. Tape the Voter Counts Report onto the Precinct Unofficial Turnout Report form in the space provided and write the precinct number on the appropriate line;
3. Post the Precinct Unofficial Turnout Report for public viewing.
4. Record in Chief Judge Log that report was posted.

Using the Electronic Pollbook

Precinct Unofficial Turnout Report **REPORTAJE NO-OFICIAL DE VOTACIÓN**

(Post for Public Viewing)

Primary Election
Elecciones Primarias

General Election
Elecciones Generales

District/Precinct
Distrita/Precinto

At 11:00 AM and 4:00 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 the "**Reports**" in the middle of the screen
4. Tap "**Print Voter Counts Report**" button

Using the Electronic Pollbook