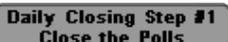
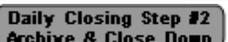


Closing the Electronic Pollbook

After the Election, Tuesday Night	
STEP	ACTIVITY
A bipartisan team of judges must complete the following steps together.	
Follow Step 1 for all Pollbooks	
1	➤ From the “ Find Voters ” screen tap  button.
Print the Closing Totals Verification Reports from one Pollbook.	
2	<ul style="list-style-type: none"> ➤ Tap the “Manage Polls” tab. ➤ Tap the  button. ➤ A pop-up window will appear. Make sure “Print Ballot Counts” and “Print Voter Counts” boxes are both checked and tap “Continue.” ➤ The “Poll Status” changes from “Opened” (green) to “Closed” (red). ➤ A bi-partisan team must sign both reports and attach them to the <i>Electronic Pollbook Integrity Report</i>. ➤ Save reports for Step 5.
3	<ul style="list-style-type: none"> ➤ Tap the  button; prompt appears on the screen. ➤ Tap the  button. ➤ The Pollbook will return to the “Launch” screen. Turn off Pollbook.
Complete Closing Paperwork	
4	<ul style="list-style-type: none"> ➤ Obtain the <i>Closing Summary Report</i>, the <i>Electronic Pollbook Integrity Report</i>, and new red lock seals from a Chief. ➤ Use the <i>Consolidated Voter Counts Report</i> to complete the Ballots Issued section of the <i>Closing Summary Report</i>. Instructions are on the form. ➤ Paperclip both reports printed from the Pollbook to the <i>Electronic Pollbook Integrity Report</i>.
5	➤ Unplug and disconnect each Pollbook, printer, network hub, cable, and cord.
6	<ul style="list-style-type: none"> ➤ For each Pollbook: <ul style="list-style-type: none"> • Record the number of a new red lock seal on the <i>Electronic Pollbook Integrity Report</i> under Closing column #7 “New Outer Seal #”. (Match state asset tag number on report to number on Pollbook.) • Place the numbered red lock seal with the Pollbook. ➤ Give the <i>Electronic Pollbook Integrity Report</i> (with attached reports) to a Chief.
Pack Equipment	
7	<ul style="list-style-type: none"> ➤ For each Pollbook: <ul style="list-style-type: none"> • Replace the stylus. • Place Pollbook in its case with the yellow taped and labeled power cord and brick. • Lock the Pollbook case with the red lock seal. ➤ Place printers in the printer case along with the blue taped power bricks, cords, and USB cables.
8	➤ Place the Network Hub in its printer case along with its power cord and the power strips.
9	➤ Place Pollbook and printer cases with the election materials to be returned to the Board of Elections.

Scanning Unit Closing the Polls Procedure

Tuesday Night	
STEP	ACTIVITY
	<p>TO BE COMPLETED AFTER THE LAST VOTER IN THE POLLING PLACE HAS COMPLETED THE VOTING PROCESS.</p> <p>Must be done as a bipartisan team by both Chief Judges or a Chief Judge and any other Voting Judge under the direct supervision of the Chief Judges.</p>
1	<p>THE EMERGENCY BALLOT COMPARTMENT Used if the Scanning Unit malfunctions during voting hours. If not used during the election, proceed to Step 2.</p> <ul style="list-style-type: none"> ➤ Prepare to remove the ballots from the Emergency Ballot Compartment after the last eligible voter has completed the voting process. ➤ Record the security seal number of the Emergency Ballot Compartment in column A of the <i>Scanning Unit Integrity Report–Closing</i>. ➤ Remove the security seal and unlock the Emergency Ballot Compartment. ➤ Open the Emergency Ballot Compartment door. A bipartisan team of two election judges remove the ballots from the compartment and inserts them into the scanner. ➤ Close and lock the compartment door. Do not apply a new security seal. Go to step 3.
2	<ul style="list-style-type: none"> ➤ Record the security seal number of the Emergency Ballot Compartment in column A of the <i>Scanning Unit Integrity Report–Closing</i>. ➤ Remove the security seal and use the flat key to unlock the Emergency Ballot Compartment. ➤ Confirm that the Emergency Ballot Compartment is empty. ➤ Alert a Chief Judge if any ballots are found in the Emergency Ballot Compartment. ➤ Close and lock the Emergency Ballot compartment. Do not apply a new security seal.
3	<ul style="list-style-type: none"> ➤ Record the final Public Count and Protected Count numbers in columns B & C on the <i>Scanning Unit Integrity Report–Closing</i>.
4	<ul style="list-style-type: none"> ➤ Remove the Scanning Unit VAC Envelope and give it to the Voting Judges to count; ➤ Instruct the Voting Judges to count the VACs and add them to VACs removed earlier and stored in VAC envelopes. All VACs should be flattened and sorted by party. ➤ Record the total number of VACs onto the <i>VAC Worksheet</i>. ➤ Complete the sticker on top of the VAC box and place all of the VACs inside the box. ➤ Record the number of VACs in column D on the <i>Scanning Unit Integrity Report–Closing</i>.
5	<ul style="list-style-type: none"> ➤ Record or verify the number of the tamper tape number on the Rear Access Door in column E on the <i>Scanning Unit Integrity Report–Closing</i>. ➤ Remove the tamper tape and place on back of the report.
6	<ul style="list-style-type: none"> ➤ Record the tamper tape number located on the Front Access Door in column F of the <i>Scanning Unit Integrity Report–Closing</i>. ➤ Remove the tamper tape and place it on the back of the report.
7	<ul style="list-style-type: none"> ➤ Use the round key to unlock and open the front access door.

Scanning Unit Closing the Polls Procedure

STEP	ACTIVITY
8	<ul style="list-style-type: none"> ➤ Push and hold down the “Close Poll” button for a second or two and release. ➤ The button will flash red. ➤ The Ballot Scanner display reads: “You have chosen to close the poll for this voting device.” ➤ Touch “Close Poll” on the display screen. ➤ Two copies of the “Results Reports” will print. <p style="text-align: center;"><u>WAIT!! Do not remove memory sticks yet.</u></p>
9	<ul style="list-style-type: none"> ➤ Separate the reports, leaving the header (the "Ballot Status Accounting Report") attached to the first report. ➤ Both chiefs and each judge assisting with closing the scanning unit must sign the reports. ➤ Put the first report in the Black Memory Stick Security Bag. ➤ Put the second report in the Red Memory Stick Security Bag.
10	<ul style="list-style-type: none"> ➤ To print the third results report to post for the public, press "Report Options".
11	<p>On the next screen:</p> <ul style="list-style-type: none"> ➤ In the "Report Type" box, press "Voting Results". ➤ In the "Report Format" box, press "Detailed". ➤ In the "Report Level" box, press "Polling Place". ➤ Leave all choices blank in the "Miscellaneous" box.
12	<ul style="list-style-type: none"> ➤ Press "Print Report". ➤ The third report will print. ➤ Do not sign this report. ➤ Post this third Results Report next to the morning's Zero Report for public viewing. ➤ Press "Cancel".
13	<ul style="list-style-type: none"> ➤ The screen will read "This voting device has been successfully closed". ➤ Touch “Finished – Turn Off”. ➤ Scanning Unit powers off. <p style="text-align: center;"><u>WAIT!! Do not remove memory sticks yet.</u></p>
14	<ul style="list-style-type: none"> ➤ <u>IMPORTANT:</u> Allow all lights in the front access door compartment and on the display screen to go <u>completely dark</u>. <i>This process could take several minutes to complete.</i> ➤ <u>Unplug the Scanning Unit from the power outlet while it powers off.</u>
15	<ul style="list-style-type: none"> ➤ <u>After all of the lights have gone dark</u>, and after the Scanning Unit has been unplugged from the power outlet, gently pull the Rear Memory Stick straight out to remove it from the compartment.
16	<ul style="list-style-type: none"> ➤ Verify the Rear Memory Stick serial number on column G of the <i>Scanning Unit Integrity Report-Closing</i>.

Scanning Unit Closing the Polls Procedure

STEP	ACTIVITY
17	<ul style="list-style-type: none"> ➤ Immediately put the memory stick in the Black Memory Stick Security Bag (with the first results report). ➤ Seal the bag. ➤ Complete the <i>Precinct Chain of Custody Form VOP-D</i> with the Voting Operations Judge (VOP-D) assigned to transport the memory stick. ➤ ENSURE THE VOP-D LEAVES AS SOON AS POSSIBLE.
18	<ul style="list-style-type: none"> ➤ Close and lock the rear access door. Do not apply new tamper tape.
19	<ul style="list-style-type: none"> ➤ Use the round key to unlock and open the front access door.
20	<ul style="list-style-type: none"> ➤ Grasp and gently pull the Front Memory Stick straight out to remove it from the compartment.
21	<ul style="list-style-type: none"> ➤ Verify the Front (Main) Memory Stick serial number on column G of the <i>Scanning Unit Integrity Report-Closing</i>.
22	<ul style="list-style-type: none"> ➤ Place the memory stick in the Red Memory Stick Security Bag (with the second results report). Do NOT seal the bag at this point. (Seal the bag later with its other required contents, after completing the <i>Closing Summary Report</i> and the <i>Precinct Chain of Custody Form –Closing Judges</i>).
23	<ul style="list-style-type: none"> ➤ Close and lock the rear access door. Do not apply new tamper tape.
24	<ul style="list-style-type: none"> ➤ Carefully lower the display screen and lock the screen in place. ➤ Carefully lower the lid while holding the latches and use the flat key to lock the lid.
25	<ul style="list-style-type: none"> ➤ Attach a new security seal to the Scanning Unit lid. ➤ Record the new seal number in column H of the <i>Scanning Unit Integrity Report–Closing</i>.
26	<ul style="list-style-type: none"> ➤ Record the security seal number of the Main Ballot Box in column I of the <i>Scanning Unit Integrity Report– Closing</i>. Remove seal and discard.
27	<ul style="list-style-type: none"> ➤ Use the flat key to unlock the Main Ballot Box.
28	<ul style="list-style-type: none"> ➤ Reach inside the Main Ballot Box to close the lid loosely on the Ballot Transfer Bin. ➤ Use the strap handle to remove the Ballot Transfer Bin.
29	<ul style="list-style-type: none"> ➤ Check that all ballots are inside the Ballot Transfer Bin. ➤ Check inside the Main Ballot Box for any loose ballots. ➤ Place any loose ballots found inside the Main Ballot Box into the Ballot Transfer Bin.
30	<ul style="list-style-type: none"> ➤ Tightly close the lid on the Ballot Transfer Bin. ➤ Note that the lid has a “tongue-in-groove” fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. ➤ The lid sits flat when closed properly
31	<ul style="list-style-type: none"> ➤ Close and use the flat key to lock the Scanning Unit’s Main Ballot Box. ➤ DO NOT APPLY A NEW SECURITY SEAL.
32	<ul style="list-style-type: none"> ➤ Use the flat key to lock both locks on the Ballot Transfer Bin.
33	<ul style="list-style-type: none"> ➤ Apply security seals on the front and rear of the Ballot Transfer Bin lid. ➤ Record the security seals numbers in columns J and K of the <i>Scanning Unit Integrity Report - Closing</i>.

Scanning Unit Closing the Polls Procedure

34	<ul style="list-style-type: none">➤ Extend the roller handle and lift the handle to shift the weight of the Ballot Transfer Bin to the rear wheels.
35	<ul style="list-style-type: none">➤ Roll the Ballot Transfer Bin to a secure location in the polling place, with the other Ballot Transfer Bin(s).➤ The other Ballot Transfer Bins will either be already sealed (if filled earlier in the day) or unsealed and empty.➤ Lock and apply security seals to any bin that is empty.➤ All Ballot Transfer Bins must remain locked and sealed for transport the local board of elections office later in the evening by the Ballot Bin Transfer Team.➤ Complete the <i>Precinct Chain of Custody Form, Blue Ballot Transfer Bins</i>.
36	<ul style="list-style-type: none">➤ Pack the power cord with the grey surge suppressor into the back compartment of the Scanning Unit.➤ Close and lock the back compartment door.➤ Release the parking brakes by pushing the metal tabs upward with toe of shoe. Caution the metal tabs are sharp.➤ Three judges roll the Scanning Unit into the Transfer Cart using the provided ramps for return to the local board of elections.

Closing the Ballot Marking Device (BMD)

Tuesday Night	
STEP	ACTIVITY
Ballot Marking Device (BMD) Closing	
1	<ul style="list-style-type: none"> ➤ Remove the privacy screen. ➤ Record the side compartment tamper tape number in Column D of the <i>BMD Integrity Report</i>. ➤ Remove the tamper tape and attach it to back of the <i>Ballot Marking Device Integrity Report</i>. ➤ Use the round key to unlock and open the side compartment door.
2	<ul style="list-style-type: none"> ➤ Flip the "Power switch to the "Off" position. ➤ Remove headphone and keypad.
3	<ul style="list-style-type: none"> ➤ Close and lock the side compartment. Apply new tamper tape and record the number in column E of the <i>BMD Integrity Report</i>.
4	<ul style="list-style-type: none"> ➤ Close the stand on the back of the BMD. It will snap into place.
5	<ul style="list-style-type: none"> ➤ Remove the power cord from the back of the BMD by sliding the sheath on the plug back while gently pulling the plug out. Note: The plug will not release until the sheath is pulled back.
6	<ul style="list-style-type: none"> ➤ Pack up the BMD. ➤ Place the keypad and the headphones back into the carrying case. ➤ Return the power cord to the carrying case side pocket.
7	<ul style="list-style-type: none"> ➤ Return the BMD to the Transfer Cart. ➤ Sign the <i>BMD Integrity Report</i> and return it to the chief judge.

Closing the Provisional Voting Area

Tuesday Night after the Polls Close	
STEP	ACTIVITY
1	➤ Obtain the <i>Provisional Ballot Closing Certificate</i> from a Chief.
2	<ul style="list-style-type: none"> ➤ For a primary election, sort and count spoiled ballots and unused ballots by party. ➤ For a general election, count spoiled ballots and unused ballots. ➤ Count and record the total number of tally marks made in each column from the <i>Provisional Ballot Tally Sheet</i>. ➤ Calculate the totals according to the certificate.
3	<ul style="list-style-type: none"> ➤ For a primary election, remove the <i>Provisional Voter Authority Cards</i> from their envelope. <ul style="list-style-type: none"> • Separate the white Pollbook cards from the orange cards, if any. • Sort the cards by party affiliation. • Count each group. ➤ For a general election, remove the <i>Provisional Voter Authority Cards</i> from their envelope. <ul style="list-style-type: none"> • Separate the white Pollbook cards from the orange cards, if any. • Count each group. ➤ Count and record the total number of tally marks made in each column from the <i>Provisional Ballot Tally Sheet</i>. <p style="text-align: center;">Note: If there are extended hours repeat the above procedure for all <i>Provisional Voter Authority Cards</i> issued during the extended hours.</p>
4	➤ Return the <i>Provisional Voter Authority Cards</i> to their envelope.
5	<ul style="list-style-type: none"> ➤ Close and secure the orange Provisional Ballot Transfer Bag with a red seal. ➤ Record the red seal number on the <i>Provisional Ballot Closing Certificate</i>.
6	➤ Complete and sign the Provisional Ballot Closing Certificate
7	➤ Give the <i>Provisional Ballot Closing Certificate</i> , the <i>Provisional Voter Authority Card Envelope</i> , and the Provisional Ballot Transfer Bag to a Chief.
8	<ul style="list-style-type: none"> ➤ Return the privacy screens to the Blue Bag. ➤ Place all remaining provisional voting supplies, including all unused ballots and <i>Spoiled Ballot Envelope</i>, in the orange Provisional Supply Bag. ➤ Seal the bag with a red seal. (Do not record number.) ➤ Place the bag with the election materials to be returned to the Board of Elections.

Counting *Voter Authority Cards*

Tuesday night, after the polls close	
STEP	ACTIVITY
1	➤ Remove the last <i>Voter Authority Card Envelope</i> from the Scanning Unit.
2	➤ For a primary election: sort the <i>Voter Authority Cards</i> by party affiliation, count them, and place them in stacks of 25. ➤ For a general election: count the <i>Voter Authority Cards</i> and place them into stacks of 25.
3	➤ Do not mix <i>Voter Authority Cards</i> from different Scanning Units. Keep them separate.
4	➤ Paper clip each stack. Do not staple, fold, or roll up <i>Voter Authority Cards</i> . ➤ Keep the <i>Voter Authority Cards</i> flat.
5	➤ Place <i>Voter Authority Cards</i> in the <i>Voter Authority Card</i> box for the Scanning Unit from which they came. ➤ Complete the sticker on the <i>Voter Authority Card</i> box.
6	➤ Use the <i>Voter Authority Card Worksheet</i> to total all the <i>Voter Authority Cards</i> .