

## Check-In – Provisional Voting

ACTION
1. After determining the voter must vote provisionally, tap the “ <b>Issue Provisional Ballot</b> ” button. The “ <b>Select Ballot</b> ” screen will appear.
2. Primary Election: Verify that the voter’s party is highlighted under “Select PARTY.”
3. Tap on the white bar, next to “Select Ballot Reason”, and tap the number/description for the reason why the voter must be issued a Provisional Ballot. (NOTE: if there is more than one reason the voter must vote provisionally, enter the additional reason(s) manually in Step 5.)
4. Tap “ <b>Issue Provisional Ballot</b> ” button. The <i>Provisional Voter Authority Card</i> will print.
5. If there is an additional reason the voter must vote provisionally, write the appropriate reason code beside the printed reason code (found between the two lines of asterisks) on the <i>Voter Authority Card</i> .
6. <b>Ask the voter to verify</b> the personal information and <b>sign</b> the <i>Voter Authority Card</i> ; then write your initials in the space provided.
7. Give the <i>Voter Authority Card</i> to the voter. Direct voter to Provisional area.