

# ELECTION JUDGE MANUAL



From the office of the  
**Cook County Clerk**  
**Karen A. Yarbrough**

**Presidential**  
**Primary Election 2024**

# Important Phone Numbers & the email Address

## Judge Support Hotline

*(Before Election Day Only)*

*Same number as the Call Center number below*

Friday - Sunday 9:00am - 5:00pm

Monday 9:00am - 8:00pm

## Call Center *(Election Day Only)*

**(708) 222-5100**

- » Equipment problems
- » Missing/incorrect supplies
- » Wrong ballot styles
- » A.M. Zero Tape
- » Statement of Ballots
- » Closing

## Communications Department

**(312) 603-0991 or (312) 603-7118**

- » Media questions

## Disability Coordinator

**(312) 603-0944**

- » Disabled voters
- » Voter assistance
- » Curbside Voting

## Election Judge Department

**(312) 603-0965**

- » Absent Judges
- » Back-up pool
- » Student Judges
- » Walk-in Judges

## Language Assistance Hotlines

### » Spanish-Speaking Hotline

**(312) 603-6767**

### » Tagalog-Speaking Hotline

**(312) 603-6742**

### » Chinese-Speaking Hotline

**(312) 603-6769**

### » Korean-Speaking Hotline

**(312) 603-6745**

### » Hindi-Speaking Hotline

**(312) 603-6743**

### » Polish-Speaking Hotline

**(312) 603-6770**

### » Russian-Speaking Hotline

**(312) 603-6751**

### » Ukrainian-Speaking Hotline

**(312) 603-6752**

### » Arabic-Speaking Hotline

**(312) 603-6747**

### » Gujarati-Speaking Hotline

**(312) 603-6746**

### » Urdu-Speaking Hotline

**(312) 603-6748**

## Legal Help Line

**(312) 603-0236**

- » Electioneering
- » Poll Watchers/observers
- » Challenges
- » Complaints
- » Election Judge disputes

## Polling Place Department

**(312) 603-0973**

- » Polling Place not open
- » Loss of electricity/power failure

## Ballot Entitlement

**(312) 603-0920**

- » Provisional Voting
- » Split precincts (*precincts with multiple ballot styles*)
- » Signature Book
- » Address for Election Day Registration voter:
  - › Not found
  - › Invalid

## Voter Verification Hotline

**(312) 603-0239**

- » Registration records
- » Motor voter registration

## TDD Information Line

**(312) 603-0902**

## Suburban Cook County Election Website

[cookcountyclerkil.gov/elections](http://cookcountyclerkil.gov/elections)



Dear Election Judge:

When it comes to the administration of elections in Cook County, our election judges make all the difference. Every judge is a critical member of our team, and you accept a tremendous responsibility in helping to ensure that voting runs as smoothly as possible.

If this is your first election, welcome to the team! You are in great company. For those experienced judges who have stepped up to serve over multiple election cycles, we thank you for your dedicated service and welcome you back with open arms.

There are many challenges ahead as we prepare for the 2024 Presidential election year, and we want to provide you with as much information as possible as you prepare for your service.

The Clerk's Office has worked diligently in recent years to enhance and improve election operations, for voters as well as judges. We have streamlined the check-in and reporting processes with our new e-Pollbooks, and we have also introduced a streamlined ballot inventory process.

These new measures have brought significant improvements at polling locations, but technology can never replace the unique role of our judges. You are on the front lines, answering voter questions and reassuring them about the integrity of the voting process. For many voters, you are the only contact they have with the Cook County Clerk's Office, and you represent us well.

We hope that this judge manual will provide you with all the information and materials that you need for a successful 2024 election season. Thank you for being such an important part of our election team and best wishes for a wonderful Election Day!

Yours in Democracy,

A handwritten signature in black ink, appearing to be "D. J. ...", is written over a white background.

Election Judge Department  
Cook County Clerk's Office



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The information contained in this Election  
Judge Manual is current as of December, 2023.  
If any information changes, you will be provid-  
ed with an update of the revisions.

# Table of Contents

## General Information

- ◆ Election Judges ..... 1
- ◆ Election Judge Duties ..... 2
- ◆ Election Judge Conduct ..... 2
- ◆ People Allowed in the Polling Place . 4
- ◆ Dealing with Voter Challenges ..... 6
- ◆ Special Assistance ..... 7

## Precinct Setup

- ◆ VSC Content Illustration ..... 10
- ◆ Election Day Materials ..... 11
- ◆ VSC Content List (*Form 100*) ..... 12
- ◆ Open First Envelope Contents ..... 13
- ◆ The Precinct Code & Location (*Image*) 14
- ◆ Getting in and Preparing Equipment
  - ◇ Checklist 1: Checking Supplies ..... 15
- ◆ ePollbook Case Diagram ..... 16
- ◆ Set up the ePollbook
  - ◇ Checklist 2: ePollbook Setup ..... 17
- ◆ Recognizing Ballot Styles ..... 23
  - ◇ Recognizing ballot styles in a split precinct (*Images*)
- ◆ Record of Seals (*Form 99*) ..... 24
- ◆ Set Up the Equipment
  - ◇ Checklist 3: VSC & Voting Equipment Setup ..... 25
- ◆ Voting Booth Assembly
  - ◇ Checklist 4: Voting Booth Assembly ..... 31

## Election Day: 5 a.m. to 6 a.m.

- ◆ Election Day Setup
  - ◇ Checklist 5: Election Day ePollbook Setup & Election Judge Oath ..... 37
  - ◇ Checklist 6: Election Day VSC Setup ..... 45

- ◇ Checklist 7: Touchscreen & Ballot Printer Setup ..... 47
- ◇ Checklist 8: Scanner Setup ..... 51
  - ▶ Scanner & AM Zero Tape (*Image*)
- ◆ Post Signs & Notices ..... 55
- ◆ Campaign-free Zone ..... 58
- ◆ Election Judge ID Badges ..... 59
- ◆ Election Judge Station Supplies
  - ◇ Station 1: Check Voters in ..... 60
  - ◇ Station 2: Issuing Paper Ballots ..... 61
  - ◇ Station 3: VSC ..... 62
- ◆ Final Check ..... 63

## Election Day: 6 a.m. to 7 p.m.

- ◆ Station 1 ..... 67
  - ◇ Signature Verification Considerations ..... 68
  - ◇ Checklist 9: Processing Voters
    - ▶ Processing Regular Voters ..... 69
      - Handling the Voter's Ballot Marking Choice
        - » Touchscreen ..... 72
          - › Ballot Casting Instructions ..... 73
          - » Paper Ballots ..... 74
      - ▶ Advanced Search ..... 75
      - ▶ ID Required ..... 76
    - ◇ Special Circumstance Voters ..... 77
      - ▶ Special Circumstance Chart (*with page numbers for each circumstance*) ..... 78
    - ◇ Voting During Court-Ordered Extended Hours ..... 105
    - ◇ Election Day Registration (*EDR*)
      - ▶ Acceptable Forms of ID ..... 108
      - ▶ Examples of Acceptable ID ..... 109
      - ▶ Who May Register to Vote ..... 110
      - ▶ Checklist 21: Change of Address ..... 111

## Table of Contents *(continued)*

- ▶ Checklist 22: New Voter ..... 115
- ◇ Checklist 23: Cancelling a Voter Check-in (Call Center Staff ONLY ... 121
- ◆ **Station 2** ..... 125
- ◇ Checklist 24: Issuing Paper Ballots 127
  - ▶ Paper Ballots (*Image*)
- ◆ **Station 3** ..... 129
- ◇ Touchscreens
- ◇ Scanner
  - ▶ Inserting Paper Ballots
  - ▶ Scanner Messages
- ◆ **Voter Assistance** ..... 131
- ◇ Voting Aids
- ◇ Voter Assistance
- ◇ Curbside Voting
- ◆ **ATI Handset** ..... 132
- ◇ ATI Handset Control Buttons
- ◆ **Checklist 25: Accessible Voting Sessions (AVS)** ..... 133
- ◇ Voter Navigation through the Ballot ..... 136

### Closing the Polls

- ◆ **Closing the Polling Place** ..... 141
- ◆ **Closing the Voting Equipment**
  - ◇ Checklist 26: Closing the Scanner
    - ▶ Closing the Polls & Printing Results Tapes ..... 143
    - ▶ Transmitting Results ..... 145
    - ▶ Retrieving the Memory Card ... 147
  - ◇ Checklist 27: Closing the Touchscreens, Ballot Printers, UPS & VSC
    - ▶ Closing the Touchscreens ..... 149
    - ▶ Powering Down the Ballot Printers & the UPS ..... 150
    - ▶ Closing the VSC ..... 151

- ◆ **Closing the ePollbooks**
  - ◇ Checklist 28: Statement of Ballots on the ePollbook
    - ▶ Summary Report Accessing the Statement of Ballots..... 153
    - ▶ Unused & Spoiled Ballots & Voter Check-ins ..... 154
    - ▶ Total Voters ..... 155
      - Provisional Voters
      - Scanner Results
    - ▶ Match or Mismatch ..... 155
  - ◇ Checklist 29: Signing the Judges Out ..... 159
  - ◇ Checklist 30: Powering Down & Packing the Case ..... 161
- ◆ **Checklist 31: Packing Up for the Receiving Station**
  - ◇ Wheeled Ballot Bag ..... 163
  - ◇ Return Carrier Plastic Bag 600 ..... 163
- ◆ **Items for the Receiving Station** ..... 165

### Changing Printer Tape

- ◆ **Checklist 32: Changing Scanner Printer Tape** ..... 169
- ◆ **Checklist 33: Changing ePollbook Printer Tape** ..... 171

### Troubleshooting

- ◆ **ePollbook Troubleshooting**
  - ◇ Printer Issues ..... 177
  - ◇ ID Reader Issues ..... 178
  - ◇ Card Activator Issues ..... 179
  - ◇ Rebooting the ePollbook ..... 180
- ◆ **Scanner Troubleshooting**
  - ◇ Power & Ballot Issues ..... 181
  - ◇ Clearing Ballot Jams ..... 184
  - ◇ Printer Issues ..... 187
  - ◇ Memory Card Issues ..... 189
  - ◇ Transmission Issues ..... 190

## Table of Contents *(continued)*

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- ◆ **Scanner Replacement** ..... 191
- ◆ **Touchscreen Troubleshooting**
  - ◇ Activation Issues ..... 193
  - ◇ ATI Handset Issues ..... 195
  - ◇ Ballot Printer Issues ..... 196
  - ◇ Screen Issues ..... 197
- ◆ **Manual Mode**
  - ◇ ePollbook & Touchscreen ..... 199
  - ◇ Regular & Provisional Voters ..... 200
  - ◇ Voters using the ATI Handset ..... 201
  - ◇ Voter fled while in Manual Mode .. 203

### Appendix

- ◆ **Glossary** ..... 205

### Receiving Station Addresses

- ..... 209





# General Information

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- 1** Election Judges
- 2** Election Judge Duties & Conduct
- 4** People Allowed in the Polling Place
- 6** Dealing with Voter Challenges
- 7** Special Assistance

# IMPORTANT NOTE ABOUT CREDENTIALS

## **ALL visitors MUST have credentials to be in the Polling Place on Election Day**

*Not including the Media and Exit Pollsters*

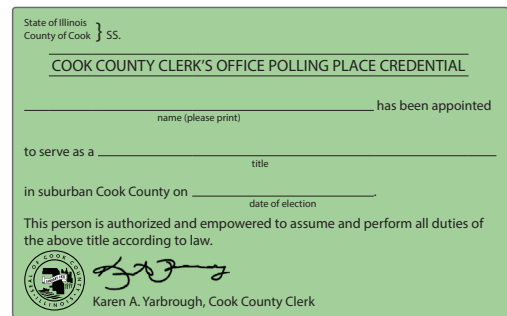
*(Requirements for "People Allowed in the Polling Place" are listed on page 4)*

Field Tech Judges will have a RDC Field Technician "Election Day Support" card in a lanyard.



Cook County non-Technician Judge Staff & Attorneys will have a green Polling Place ID Card.

- ▶ This includes KNOWiNK representatives.



### Universal Credential example

Election Day Pollwatcher Credential		Presidential Primary Election
<small>(See the reverse side for instructions &amp; rules)</small>		March 19, 2024
<b>Type of pollwatcher (check one)</b> <input type="checkbox"/> Party Pollwatcher <input type="checkbox"/> Proponent/Opponent Referendum <input type="checkbox"/> Candidate pollwatcher <input type="checkbox"/> Independent organization (community/civic groups)		
<small>The person named below has been appointed as a pollwatcher during the casting of ballots in this polling place. The signer of this certificate certifies, under the penalties in §29-10 of the Election Code, that they live in Illinois at the address below and is duly registered to vote in this state.</small>		
township	precinct #	ward # (Berwyn and Evanston only)
name of pollwatcher (please print)		signature of poll watcher
residence address		city/village
name of sponsoring party, organization or candidate		signature of party/organization official or of candidate
<b>Attention Election Judges:</b> » Accept this credential only if it is completed and signed. » Place this credential in Envelope 604.		
		 Karen A. Yarbrough, Cook County Clerk

Pollwatchers **MUST** have and surrender their Election Day Pollwatcher Credential.

- ▶ Pollwatchers cannot be in the Polling Place without surrendering a credential.
- ▶ There are 2 types of Pollwatcher Credentials.
  1. Party (*Democrat, Republican, Green*)
  2. Universal (*for any party*)
- ▶ Any Credentials surrendered must be completely filled out and signed by both...
  - The Pollwatcher
  - The sponsoring party, organization or candidate.

## Election Judges

### Election Judges are the Authority in the Polling Place

Five Election Judges are generally assigned to a precinct.

- ⇒ 3 Democrats
- ⇒ 2 Republicans
- ⇒ Or vice versa

Results of previous elections determine which party has more judges in the precinct.

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*All Judges are encouraged to vote by mail or during Early Voting prior to Election Day.*

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### Polling Place Technician Judge (PPT)

Each precinct is assigned one Polling Place Technician Judge (PPT).

PPT duties include:

#### Before Election Day

- ▶ Remind the team about training.
- ▶ Serve as point of contact for the Election Judge team.
- ▶ Notify the Election Judge Unit of cancellations, shortages or other problems.
- ▶ Read all email correspondence from the Cook County Clerk's office and follow instructions.
- ▶ Check Judge Connect frequently to be aware of any changes to their team.
- ▶ Contact the Polling Place to set up a time and a date for supply and equipment check.
- ▶ Contact and work with the Election Judge team to check supplies and equipment and set up where possible before Election Day.
  - Troubleshooting and communicating with the Judge support line if needed.
- ▶ Contact the proper authorities to ensure the Polling Place will be open by 5 a.m. on election morning, if necessary.

#### On Election Day

- ▶ Have a working cell phone to be used for Polling Place issues on Election Day.
- ▶ Help with Station 2 Judge duties.
- ▶ While at Station 2, monitor the voters that are using the Touchscreens in their precinct.
  - Assist them if they need help.
  - Make sure they successfully cast their ballot before leaving the Polling Place.
- ▶ Troubleshoot equipment.
  - Helping neighboring precincts in the polling place that have no PPT.
- ▶ Work with Election Judges to close equipment, print results after the polls have closed and transmit on Election Day.
- ▶ Take supplies to the Receiving Station with another Election Judge of the opposite party on Election Night.

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### **There are NO LEAD JUDGES**

### **All Judges have equal authority**

*However, PPTs have additional responsibilities that are key to a successful election.*

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### Student Judge

Illinois law allows certain High School Juniors and Seniors, who are not necessarily of voting age, to serve as Election Judges. Student Judges must:

- ▶ Maintain a minimum 3.0 grade point average.
- ▶ Obtain permission from their parent or guardian and school principal.

Student Judges receive the same training and pay as the other Election Judges. They have the same authority as every other Election Judge in their precinct.

## Election Judge Duties

### *Election Judges (continued)*

#### Back-up Pool Judge

In larger elections, like the Presidential or the Gubernatorial, there may be a Back-up Judge Pool. These Election Judges did not receive a precinct assignment but are ready to fill in where needed on Election Day.

Back-up Pool Judges may be deployed by Judge Unit staff to precincts where there are less than 3 Judges, or any potentially concerning precincts.



**There is no guarantee we will have a Back-up Pool of Judges.**

#### If a Back-up Pool Judge arrives...

→ An Election Judge must add them to the ePollbook, using the "Sign in & Administer the Election Judge Oath" checklist on page 41.

#### Walk-in Judge

If a Back-up Pool Judge is not available, a registered voter in Cook County may serve as a Walk-in Judge. A Walk-in Judge must represent the same party as the absent Judge.

To appoint a Walk-in Judge, an Election Judge must call the Election Judge Unit at (312) 603-0965 for approval. Once the Walk-in Judge is approved, an Election Judge must enter their information and administer the Election Judge Oath. If you cannot get through immediately, the Walk-in Judge can serve until you reach someone in the Election Judge Unit for approval.

All decisions made by Election Judges are done on a majority basis.

#### Election Judge duties include:

- ▶ Following the procedures set forth in the Election Judge Manual.
- ▶ Reporting any non-working or missing equipment immediately by contacting the Call Center at (708) 222-5100.
- ▶ Running a fair and impartial election.
- ▶ Keeping order in the Polling Place.

## Election Judge Conduct

- ▶ Maintaining a Campaign-free Zone.
- ▶ Removing campaign literature left by voters.
- ▶ Leaving the Polling Place room in the same condition as when you arrived.
- ▶ Keeping the Polling Place open from 6 a.m. to 7 p.m.

#### Election Judges must:

- ▶ Complete training
- ▶ Assist with checking supplies and equipment and setting up voting equipment, where possible, before Election Day.
- ▶ Arrive no later than 5 a.m. on Election Day.
- ▶ Have polls open at 6 a.m. sharp.
- ▶ Keep all unauthorized persons away from voting equipment.
- ▶ Try to ensure that both political parties are always represented in the precinct.

#### Election Judges must not:

- ▶ Participate in any form of Electioneering on Election Day.
- ▶ Go outside the Polling Place door to distribute literature.
- ▶ Maintain voter records for any party, candidate, civic organizations or opinion that is on the ballot.
- ▶ Wear campaign buttons, ribbons or distinctive colors identifying with a specific party, candidate, civic organization or opinion that is on the ballot.

#### Conduct

- ▶ Conduct yourself in a professional manner at all times.
- ▶ **DO NOT** make inappropriate or uninformed comments.
  - No joking or light-handed comments about candidates, contests or voting.
    - » Voters take voting very seriously and **ALL** Judges should do the same.

## Election Judge Conduct (continued)

- ▶ No profanity or foul language.
- ▶ No loud music.
- ▶ **NO USE** of personal cell phones, laptops, tablets, headphones or other devices during working hours.
  - No watching movies or TV on your laptop while at your workstation.
- ▶ No intoxication allowed in the Polling Place.
- ▶ Do not conduct personal business while working as a Judge.
  - On your 15 minute break or on your lunch hour, if you need to conduct any personal business, do it away from your work station.
- ▶ **Food or drink is not permitted at your work stations at any time.** Eat away from the equipment and work materials.



### Dress code

- ▶ Casual/Business casual dress.
- ▶ Dress neat and not sloppy, as you are representing the Cook County Clerk's Office.
- ▶ No political items may be worn including buttons, T-shirts, hats, etc.
- ▶ Hats may not be worn in the voting room.

### ePollbook Use

- ▶ If an ePollbook issue cannot be resolved using this manual, call the Call Center.
  - 708-222-5100
  - **DO NOT** take matters into your own hands.
- ▶ ePollbooks are only designed for use as ePollbooks and nothing else on Election Day.
- ▶ **NEVER** insert any unauthorized devices into any of the USB ports on the ePollbook.

- ▶ **NEVER** log on to the internet for any reason, outside of our instruction.
- ▶ Violation of ePollbook usage rules will result in immediate termination.

### Availability

- ▶ Cell Phone:
  - Your cell phone must be turned on all day. Make sure to answer our calls. We must be able to contact you at all times.
- ▶ eHelp
  - **Read** all messages that popup on screen during the day.



### Work Hours

- ▶ Election Day work hours are 5:00 am until all closing procedures are complete.
- ▶ Arrive by 5:00 a.m. on Election Day.
  - You must be 1<sup>st</sup> voter ready at 6:00 a.m.
- ▶ You may not leave early due to not taking your lunch hour or breaks.
- ▶ **Violation of work hour rules may result in immediate termination and removal from future Elections.**
- ▶ Attendance:
  - Call the Judge Unit and your fellow Judges if you are sick and unable to work or running late.
- ▶ Breaks (be considerate of your fellow Judges):
  - Lunch - 1 hour
  - 3 Breaks - 15 minutes each

### Canceling Your Assignment

If you cannot work, cancel your assignment through Judge Connect.

1. **Login** to Judge Connect.
2. **Select** the "ASSIGNMENT" tab.
3. **Select** "CANCEL ASSIGNMENT".



*If you cannot access Judge Connect and cannot work or your precinct has fewer than 3 Judges on Election Day, IMMEDIATELY contact the Election Judge Unit at (312) 603-0970 or [elect.judge@cookcountyil.gov](mailto:elect.judge@cookcountyil.gov).*

## People Allowed in the Polling Place

Aside from Election Judges and voters, specific individuals are allowed to observe and monitor operations inside the Polling Place before the polls open, during the day and after the polls close. Each observer must present credentials or identification and must never interfere with the election process or disturb voters.

### Cook County Clerk's office staff, Field Techs and attorneys

Field Techs, attorneys and Clerk's office staff are representatives from the Cook County Clerk's office who check on the equipment, operations and conduct within each Polling Place. They may have surveys or questionnaires to complete. All Field Techs, Cook County staff and attorneys must show a green Polling Place Credential Card upon entering the Polling Place. They do not have to surrender it to the Election Judges.

### Field Technician Judges (*Field Techs*)

Field Techs will visit Polling Places as a courtesy or to investigate problems with equipment. They can also provide additional election materials, when requested. Field Techs will be wearing a lanyard with "Election Day Support" card in a from the Cook County Clerk's office. They do not have to surrender it to Election Judges.

### Approved law enforcement officials

Law enforcement representatives must display proper identification or a badge from their respective office. They do not have to surrender it to Election Judges. They may handle election materials only if they do not interfere with Polling Place operations.

#### Approved law enforcement agencies include:

- ▶ United States Attorney's office
- ▶ Illinois Attorney General's office
- ▶ Cook County State's Attorney's office
- ▶ Cook County Sheriff's Department
- ▶ State Board of Election officials

### Media and Exit Pollsters

Members of the media and Exit Pollsters are allowed to enter and observe Polling Places. Judges should ask to see identification from members of the media, such as an ID badge or a business card, but they do not need to surrender a credential. Clerk's Office staff photographers/videographers need only show their Cook County ID.

#### Guidelines for Media and Exit Pollsters:

- ▶ Media/Reporters/News Crews have the right to photograph and film inside the polling place.
- ▶ Individual Voters/Judges can request to be excluded if they do not want to be photographed or filmed – but this does not prevent the media from accessing the polling place and only applies to the excluded individuals.
- ▶ Interviews should be conducted at a distance of 100 feet from the entrance, so as to not disturb voting.
- ▶ If a problem arises, contact the Clerk's Communications Department at 312-603-0991 or 312-603-7118.

#### Media and Exit Pollsters may not:

- ▶ Photograph or record voter ballot selections or markings.
- ▶ Handle voting equipment or materials.
- ▶ Interfere with voter or polling place access.
- ▶ Discuss politics or candidates with voters or Judges.
- ▶ Conduct interviews inside the Polling Place or within 100 feet of the entrance to the room where voting is taking place.

### Poll Watchers

A Poll Watcher is a person who represents a candidate, political party, citizen's organization, or a proponent or opponent of a question of public policy (Referendum).

**People Allowed in the Polling Place (continued)**

**Who may be a Poll Watcher?**

- ▶ A Candidate      ▶ Elected Official
- ▶ Precinct Captain   ▶ Checker/Watcher/Passer

Although these individuals may use these terms to describe themselves, they are all Poll Watchers. All Poll Watchers must be registered voters in Illinois. A Poll Watcher must have a credential in order to observe the election.

A credential is issued by the State Board of Elections or the Clerk’s office and **MUST** include a signature or stamp of...

1. An official of the State Board of Elections or the Cook County Clerk.
2. A state or local party chairman, a candidate whose name appears on the ballot, the presiding officer or chairman of an organization, or the proponent or opponent of a Referendum on the ballot.

Upon entering the Polling Place, a Poll Watcher must present a signed credential and surrender it to an Election Judge. Any Poll Watcher who refuses to surrender a credential must leave the Polling Place.

- ▶ **Place ALL signed credential in Envelope 604.**

**Credentials must include:**

- ▶ The township & precinct number.
- ▶ The Poll Watcher’s name and address.

Poll Watchers must have a credential for each precinct they are watching.

**Poll Watchers allowed in a precinct:**

Appointing Authority	Poll Watchers
Candidate	2
Political Party	1
Qualified Civic Organization	1
Proponents or Opponent of a Referendum	1
Opponents of a Ballot Referendum or Proposition	1

**Poll Watchers may:**

- ▶ Observe the Polling Place before the polls officially open, during the day, and after the polls close
- ▶ Verify that the ballot box is empty, if they are in the Polling Place before polls open at 6 A.M.
- ▶ Inspect, **but not touch**, the voting equipment and supplies.
- ▶ Stand or sit near or behind the Election Judge station to observe the issuing of ballots or activation cards
- ▶ Hear the names and addresses of voters as they announce themselves to the Election Judges
- ▶ Compare a voter’s signature to the signature we have on file, on screen on the ePollbook.
- ▶ Enter and leave the Polling Place throughout the day without presenting another set of credentials
- ▶ Collect a precinct results tape at the end of Election Day

A Poll Watcher who observes something improper must notify the Election Judges and not confront the voter directly. Judges must shut down any voting area with defective or non-working equipment.

**Poll Watchers may not:**

- ▶ Touch voting equipment and supplies during inspection.
- ▶ Attempt any supervisory role in the Polling Place and must not touch official election materials
- ▶ Block voter access to the Judges’ table
- ▶ Escort voters to the voting booths or voting equipment
- ▶ Discuss politics or candidates with voters or Judges, or interfere with the work of the Judges in any way
- ▶ Challenge a voter without cause

## Dealing with Voter Challenges

Challenges usually come from a Poll Watcher, but can also come from an Election Judge or voter.

- ▶ Challenges must be directed to the Judges and **NOT** to the voter.
- ▶ Judges must hear all proper challenges and issue rulings.
  - However, voters may not be harassed or challenged without adequate cause.
- ▶ Repeated challenges by Poll Watchers or Judges can lead to expulsion from the Polling Place.
  - If you believe harassing behavior is occurring, call the Legal Helpline immediately at (312) 603-0236. The Clerk's office has the right to dismiss anonymous complaints.

### Challenges Based On Identity or Residence

- ▶ Identity
  - It's not really the voter.
- ▶ Residence
  - The voter does not actually live at the address in the precinct.

A challenger must provide Election Judges with a reasonable fact to support the challenge.

#### Example:

- ▶ **Unacceptable Challenges:**
  - I don't think he is John Smith
  - I don't think she really lives at 123 Main St.

**!** *These types of challenges should be rejected because they are not specific.*

- ▶ Voters **MUST** be allowed to vote a regular ballot
  - **UNLESS** there is another Provisional Voter Special Circumstance.
    - » *Special Circumstance Voters are explained on page 77.*

#### ▶ **Acceptable Challenges:**

- John Smith is my neighbor and that is not John Smith.
- She can't possibly live at 123 Main Street because I live there.
- That is not the signature on file.

#### Acceptable challenges must be voted on

- ▶ If the majority of Election Judges believe that the challenger has a reasonable challenge, then ask the voter to show some proof of identity or residence, as the case may be. A Driver's License or State ID is always good proof, but so are many other forms of ID and/or documentation.
- ▶ If you decide that the challenge has no merit, allow the voter to vote as usual.
- ▶ If you uphold the challenge (*agree with the challenger*), issue the voter a Provisional ballot. See page 78 to find the specific type of challenge to properly issue a Provisional ballot.

### Challenges Based On Previous Vote

Already voted (*either by mail, early or grace period*):

If the ePollbook says the voter already voted, and the voter says that they:

- ▶ Did not vote,
  - Issue a Provisional ballot.
- ▶ Voted by mail,
  - And **IS** returning the Mail Ballot today, turn to page 83.
  - And **IS NOT** returning the Mail Ballot today, turn to page 85.
- ▶ Already Checked-in,
  - Turn to page 93.

### Challenges Based On Registration

Every voter who is listed in the ePollbook is properly registered and challenges to these voter's registration must be rejected.



## Special Assistance

The Clerk's office provides assistance for the following 11 languages, voters with disabilities and elderly voters.

- ▶ Arabic
- ▶ Chinese
- ▶ Gujarati
- ▶ Hindi
- ▶ Korean
- ▶ Polish
- ▶ Russian
- ▶ Spanish
- ▶ Tagalog
- ▶ Ukrainian
- ▶ Urdu

### Voters requiring language assistance

The Clerk's office is required to provide language assistance in certain precincts under the amendments to the Federal Voting Rights Act of 1992.

All posters, ballots and voting instructions are multilingual (*usually bilingual, and in some cases, quadrilingual*). However, more assistance is sometimes needed. In precincts where no bilingual Election Judges are working and a voter is confused or needs language assistance, Judges should call one of the language-assistance hotlines, listed on the back of the front cover of this manual. A bilingual staff member at the Clerk's office will provide assistance over the phone. The Clerk's office provides language assistance for all 11 languages listed above.

Judges assigned as the Bilingual Judge must wear the oversized Election Judge badge, identifying what language they speak.

**Be sensitive.** If a voter seems confused or does not seem to understand instructions, the Bilingual Election Judge should inquire whether the voter would like assistance.

### Touchscreens

Each Touchscreen is equipped with ballots in Spanish and, in certain precincts, all 11 languages.



*If a voter needs language assistance, call one of the language assistance hotlines on the back of the front cover of this Election Judge Manual.*

### Audio Ballots

Any voter may request an Audio Ballot, which allows the voter to listen to the ballot on a headset connected to the Touchscreen. Audio Ballots are available in Spanish, Tagalog, Hindi, Chinese, Korean, Polish, Russian, Ukrainian, Arabic, Urdu and Gujarati.

- ▶ They may be particularly helpful to voters with limited reading skills.

### Voters with disabilities & elderly voters

All but a few Polling Places in suburban Cook County are wheelchair accessible. However, voters with disabilities or elderly voters who are unable to gain entry to a Polling Place can request that Election Judges provide curbside voting.

### Assisting voters with disabilities

Voters in need of assistance may request it from a family member, friend, or two Election Judges (*one from each party*).

Assisted voters and those assisting them must sign an affidavit on the ePollbook prior to voting.

Each Polling Place has at least two Touchscreens. These machines enable many voters with disabilities to vote privately and independently, without any assistance. They are equipped with a headset and keypad to allow voters who are blind or visually impaired to hear the ballot and make their selections by pressing the buttons on the keypad.

Each Touchscreen also has a sip and puff interface located underneath the audio keypad.

Voting aids (*such as the seated voting booth and magnifier*) are also available.



*If Judges or voters have any questions, call a disability coordinator from the Clerk's office at (312) 603-0987.*



# Precinct Setup

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- 10 VSC Contents List**
- 11 Election Day Materials**
- 13 Review the Open First Envelope**
  - ▶ Open First Envelope Contents
- 14 Voting Supply Carrier (VSC)**
  - ▶ Precinct Code & Location
- 15 Getting in and Preparing Equipment**
  - ▶ Checklist 1: Checking Supplies
- 16 ePollbook Case Diagram**
- 17 Set Up the ePollbook**
  - ▶ Checklist 2: ePollbook Setup
- 23 Recognizing Ballot Styles**
  - ▶ Recognizing Ballot Styles in a Split Precinct
- 25 Set Up the Equipment**
  - ▶ Checklist 3: VSC & Voting Equipment Setup
    - ⇒ Record of Seals Form 99 (*Image*)
- 31 Voting Booth Assembly**
  - ▶ Checklist 4: Voting Booth Assembly

Voter Supply Carrier Content Illustration (no doors)



## Election Day Materials

**Check** that you have all supplies. The chart below lists the location of several of the forms and envelopes for Election Day.

If you are missing any supplies, call the Judge Support Hotline/Call Center immediately at (708) 222-5100.

ENVELOPE & FORM NUMBERS	ITEMS & USE	LOCATION IN VSC
Form <b>100</b>	VSC content list	<b>VSC Inner Door/ Open First Envelope</b>
	Paper ballots	<b>Top shelf of VSC</b>
Plastic Bag <b>601</b>	Plastic Bag to return the Scanner Memory Card, Results Tapes, etc.	<b>Open First Envelope</b>
Form <b>99</b>	Record of Seals	
	Precinct map	
	Lanyard, with a Security Key, VSC Key and a Poll Worker Card ( <i>Judges will add the Main Door VSC barrel Key</i> )	
	Voter Activation Cards	<b>Kit 1</b>
Envelope <b>303</b>	Spoiled ballots and Returned Mail Ballots ( <i>surrendered to vote in person</i> )	<b>Kit 2</b>
Plastic Bag <b>600</b>	Return carrier envelope	
Plastic Bag <b>603</b>	New seals	
Envelope <b>604</b>	Poll Watcher Credentials Return Envelope	
Plastic Bag <b>605</b>	Used seals	
Envelope <b>606</b>	Envelope for Provisional Ballot Envelopes	
Voter Check-in Receipts Envelope	Check-in receipts from the ePollbook → 1 Envelopes per ePollbook	
Provisional Ballot Envelope	Envelope for Provisional Ballots from voters	

## VSC Content List - Form 100

# Voting Supply Carrier (VSC) Contents

Form 100

Check the Election Day supplies using this list.

## 1 Items found on shelf 1:

- Ballot Printer Paper (for Touchscreens)
- Election Judge Manual

## 2 Items found on the top shelf 2:

- Open First Envelope:
  - Election Day instruction letter
  - Poster 100 VSC Content List
  - Record of Seals
  - Receiving Station Addresses
  - Equipment keys
  - Concealed Weapon Poster
  - Plastic Bag 601
  - Poster 200 Polling Place sign
  - Poster 203 Precinct Identification
  - Precinct Map
- Emergency Items Kit
  - \* Only to be used if all ePollbooks are not working
- Kit 1 containing:
  - VSC Power Cord
  - Power strip
  - Orange extension cord with adapter
  - Gray extension cord
  - Bilingual Election Judge Badges
  - Election Judge badges
  - Voter Activation Cards
  - Blue tape
  - ePollbook Printer Tape rolls
  - Magnifying sheet
  - General Supplies
    - ✦ Scotch tape
    - ✦ Scissors
    - ✦ Erasers
    - ✦ Ballot pens
    - ✦ Other pens
    - ✦ Paper clips
    - ✦ Rubber bands
    - ✦ Rubber finger
    - ✦ Blue chalk
    - ✦ Flashlight
    - ✦ Headphone covers
    - ✦ Anti-static wipes
- I VOTED! Stickers
- Scanner tape rolls
- Future Voter stickers
- 100 foot string

## Kit 2 containing:

- Voter Check-in Receipt Envelope
- Form 503 Provisional Voters Receipt (multilingual)
- Form 504 EDR Voter Receipt (multilingual)
- Voter Privacy Shields
- Envelope 303 for spoiled and surrendered ballots
- Plastic Bag 600 Return Carrier
- Plastic Bag 603 for new seals
- Envelope 604 for Pollwatcher credentials
- Plastic Bag 605 for used seals
- Envelope 606 for Provisional Voting Envelopes
- Poster 201 Alternate Entrance Directional sign
- Poster 202 Alternate Accessible Entrance
- Poster 204 Information and Services
- Poster 205 Bill of Rights for all Voters
- Poster 206 Provisional Voting
- Provisional Ballot Envelopes

## 3 On top of the Ballot Printers

- Wheeled Ballot Bag

## 4 Alternate Ballot Box:

- Sealed packs of unused ballots

## 5 Bottom Compartment

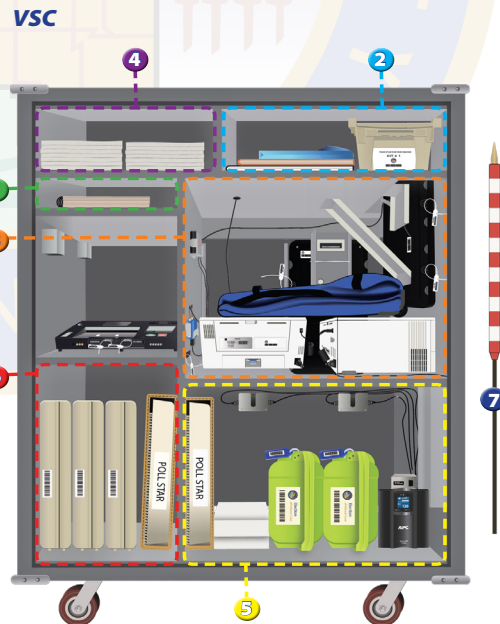
- ePollbook Cases - each include:
  - iPad (on the stand)
  - Receipt Printer (on the stand)
  - Printer power cord (2 sections)
  - Card Activator
  - Card Activator Brace
  - Screen cloth
  - Stylus
  - ID Reader Stand
- Seated voting booth/pollstar
- UPS

## 6 Inside Ballot Box:

- Votomatics with Poster 209 inside

## 7 On VSC door:

- American flag
- Additional Poster 100
- PINs, Usernames & Passwords



11/27/23

# Review the Open First Envelope

## Open First Envelope Contents

Before Election Day, if possible, go to the Polling Place, check your supplies and set up equipment.

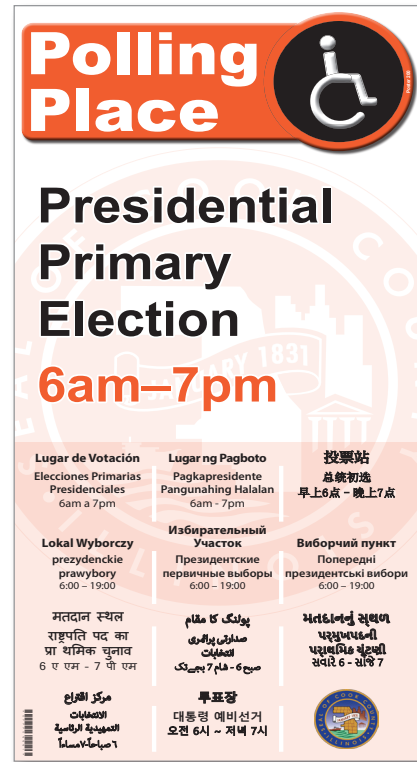
First, review the Open First Envelope.

The Open First Envelope contains the tools needed to get started on pre-Election Day setup.

### The Open First Envelope contains:

- ▶ Election Day instruction letter (*not shown*)
- ▶ Record of Seals
- ▶ Concealed Weapon Sign
- ▶ Form 100: Voting Supply Carrier content list
- ▶ Receiving Station addresses (*not shown*)
- ▶ Equipment Keys and Poll Worker card on a lanyard (*not shown*)
- ▶ Plastic Bag 601
- ▶ Poster 200 Polling Place Sign
- ▶ Poster 203 Precinct Identification
- ▶ Precinct Map (*not shown*)

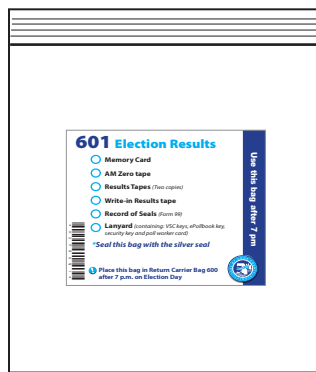
## Contents of the Open First Envelope



Poster 200



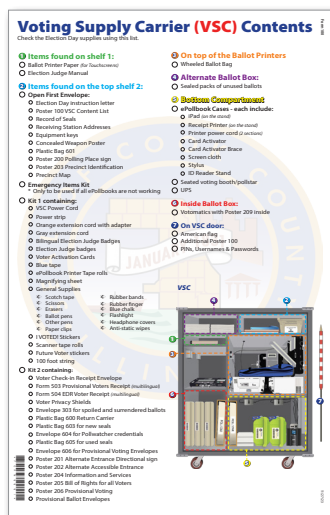
Concealed Weapon Sign



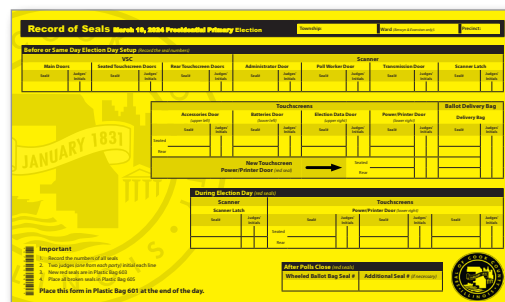
Plastic Bag 601



Poster 203



Form 100



Record of Seals

**Voting Supply Carrier (VSC)****The Precinct Code & Location**

Voting equipment and supplies are delivered to each Polling Place within the week before the election in a gray metal cabinet called a **Voting Supply Carrier (VSC)**.

**!** The PPT must be present for setup.

**Precinct Code**

**Township #**  
2 digits

**Ward #**  
2 digits

**Precinct #**  
3 digits



**VSC**






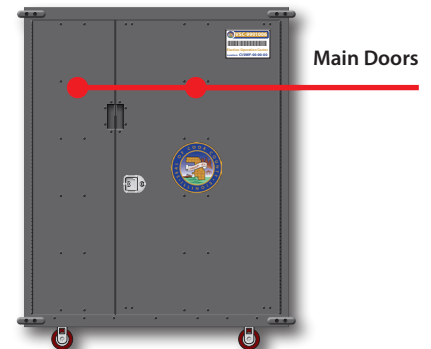
# Getting In and Preparing Equipment

## Checklist 1: Checking Supplies

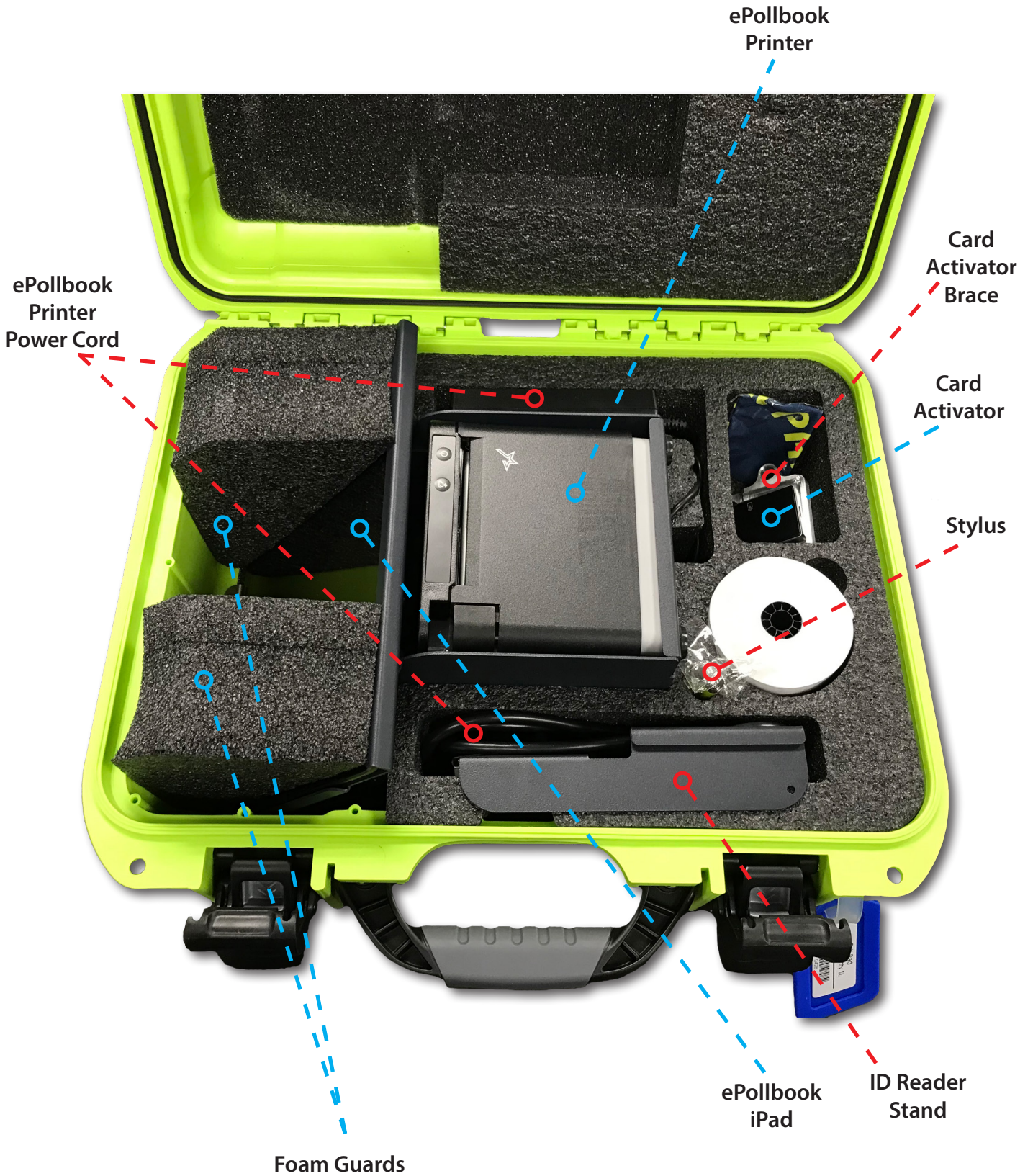
**Follow** the steps on this checklist to check supplies before or on Election Day, before the polls open.

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	Call the Polling Place and arrange a time for your team to check supplies and equipment and for setup if possible.
	2	At the Polling Place, using the 7-digit Precinct Code located on your assignment letter, <b>locate your VSC</b> . See an example of a precinct code on page 14.
	3	<p>A. Remove the lockbox from the VSC.</p> <p>B. Open the lockbox, using the 3 digit code.</p> <p> Passwords and PINs will be issued to judges closer to Election Day.</p> <p>C. Remove the VSC barrel key from the lockbox.</p>
	4	<p>A. Break the seal on the main doors to the VSC. → Set the seal aside.</p> <p>B. Unlock &amp; open the main doors with the barrel key. → Place the key back in the lockbox if setting up before Election Day.</p> <p>C. Place the lockbox securely back where you found it.</p> <p>D. Find &amp; open the Open First Envelope.</p> <p>E. Read any instructions included in the Open First Envelope for last minute changes.</p>
	5	Use Form 100, located in the Open First Envelope and on the inside of the VSC door as a checklist for supplies and equipment.
	6	<p> Call the Election Judge Support Hotline, at (708) 222-5100, about any supply and equipment issues during pre-Election Day setup. → There is no need to call if there are no issues.</p> <p><b><u>Waiting until Election Day to report supply or equipment issues may result in significant delivery delays.</u></b></p>
	7	<p>A. Remove the Record of Seals (Form 99) and the lanyard from the Open First Envelope and set them aside.</p> <p>B. Remove New Seals Plastic Bag 603 and Used Seals Plastic Bag 605 from Kit 2 and set them aside.</p>



ePollbook Case





# Set Up the ePollbook

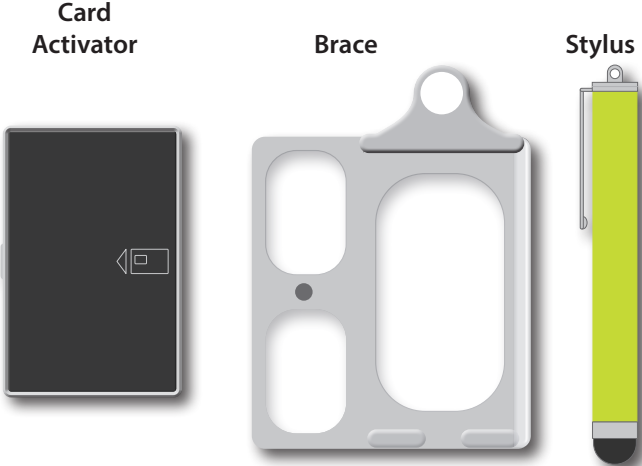



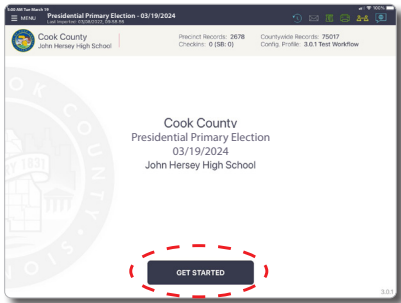
## Checklist 2: ePollbook Setup

**Follow** the steps on this checklist to check and set up the ePollbooks, before or on Election Day before the polls open.

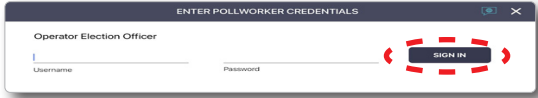
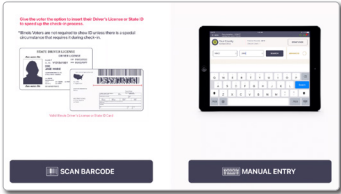


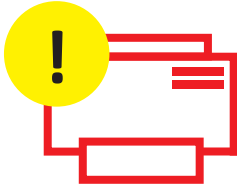






**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:	
		<ul style="list-style-type: none"> <li>▶ The green ePollbook cases <b>WILL NOT</b> have seals when delivered to the Polling Place.</li> <li>▶ <b>DO NOT</b> cut the blue tags off the ePollbook cases!               <ul style="list-style-type: none"> <li>⇒ The blue tags are in no way meant to seal the cases closed.</li> <li>⇒ The blue tags are for internal use and must remain on the cases at all times.</li> </ul> </li> <li>▶ <b>DO NOT</b> throw the green cases or the gray foam guards inside away.</li> <li>▶ <b>DO NOT</b> pack ePollbooks inside the VSC without their cases.               <ul style="list-style-type: none"> <li>⇒ They are to be packed away at the end of Election Day inside the cases, as illustrated on page 16.</li> </ul> </li> </ul>	
	1	<ul style="list-style-type: none"> <li>A. Remove the ePollbook Cases from the VSC.</li> <li>B. Lift the lid on the ePollbook Case and <b>confirm</b> that all items are inside (like on page 16).</li> </ul>	
	2	<ul style="list-style-type: none"> <li>Remove the foam guards covering the screen of the ePollbook.               <ul style="list-style-type: none"> <li>→ Put them back in the case after completing step 4.</li> </ul> </li> </ul>	
	3	<ul style="list-style-type: none"> <li>A. Remove the ePollbook Stand from the case.               <ul style="list-style-type: none"> <li>→ Containing both the ePollbook iPad and Printer.</li> </ul> </li> <li>B. Place the ePollbook Stand upright on the table at Station 1.</li> </ul>	
	4	<ul style="list-style-type: none"> <li>A. Remove the ePollbook Printer power cord and ID Reader stand.               <ul style="list-style-type: none"> <li>→ They are located on the left and right sides of the ePollbook.</li> </ul> </li> <li>B. Remove the Card Activator, its silver brace and a stylus.               <ul style="list-style-type: none"> <li>→ The silver brace has a red or black screw on it's backside.</li> </ul> </li> </ul>	
5	<ul style="list-style-type: none"> <li>A. <b>Attach</b> the 2 sections of the power cord and plug the cord into the nearest outlet or power strip.</li> <li>B. <b>Attach</b> the ID Reader stand to the back of the ePollbook Stand.               <ul style="list-style-type: none"> <li>→ <b>Insert</b> the ID Reader stand into the slot on the back of the ePollbook stand.                   <ul style="list-style-type: none"> <li>» The end with the hole at the bottom should be inserted into the slot.</li> </ul> </li> <li>→ <b>Make sure</b> the ID slot is aligned with the with the ID Reader camera on the back of the ePollbook iPad.</li> </ul> </li> </ul>		

## Checklist 2: ePollbook Setup (continued)

	6	<p>A. <b>Position</b> the Card Activator into the grooves on the silver brace.</p> <p>B. <b>Slide</b> the Card Activator and brace as one into both the port of the iPad and the slot of the stand on the right side. → Connecting both at once.</p> <p>C. <b>Turn</b> the screw on the back side of the brace to the right, until it tightens into place.</p> <p>D. <b>Insert</b> the stylus into the hole at the top of the brace.</p>	 <p>Card Activator</p> <p>Brace</p> <p>Stylus</p>
	7	<p><b>Plug</b> the shorter greenish-yellow cord from the ePollbook Printer into the bottom of the Card Activator for power.</p>	
	8	<p><b>Press</b> the power button on the top right corner, on the face of the ePollbook Printer.</p> <p>→ A blue light on the Card Activator will blink.</p> <p>→ 2 blue lights on the face of the printer will appear.</p> <p>→ The ePollbook iPad will automatically power on.</p>	
	9	 <p><b>Tap</b> the “P” button at the bottom of the first screen when it appears. → A screen with the election and location will appear.</p>	
<p><b>!</b> <b>DO NOT</b> leave the Home page on the ePollbook for any reason. Everything you will need is there and any activity outside of the 2 Election-associated applications on the Home page will be monitored and <b>WILL RESULT IN A SERIOUS REDUCTION IN PAY.</b></p> 			
	10	<p>A. <b>Verify</b> the location name on screen. → If not the correct location, call the Judge Support Line or Call Center.</p> <p>B. <b>Tap</b> the black “Get Started button at the bottom of the screen. → The “Enter Pollworker Credentials” screen will appear.</p>	

**Checklist 2: ePollbook Setup (continued)**  
**Credentials & Icons**

<p>11</p>	<p><b>A. Enter your Username and Password on the "Enter Pollworker Credentials" screen.</b></p> <p>→ They will both be listed on a card on the inside door of the VSC.</p>  <p><b>B. Tap the "Sign In" button on the right.</b></p> <p>→ The "Check-in Option" screen will appear</p> 
<p>12</p>	<p> <b>A. Check for the lightning symbol in the battery icon at the top right corner of the screen, to ensure the iPad is charging.</b></p> <p><b>B. Check the 3 icons at the top right of the screen.</b></p> <p>1. Card Activator icon should be <b>green</b>.</p> <p>→ If <b>red</b>, with an exclamation point, the Card Activator is not connected.</p> <p>» Turn to page 179.</p>   <p>2. The Printer icon should be <b>green</b>.</p> <p>→ If <b>red</b>, with an exclamation point, the ePollbook Printer is not connected or powered off.</p> <p>» Turn to page 177.</p> <p>3. The Multi-Peer icon should be green.</p> <p>→ <b>Green</b> - ePollbooks are connected and synchronizing in the precinct.</p> <p>» There will be a circled number at the top of the icon, indicating the number of ePollbooks connected in the precinct.</p> <p>→ <b>Yellow</b> - ePollbook recognizes the presence of other ePollbooks in the precinct, but is not connected or synchronizing with them.</p> <p>→ <b>Red</b> - ePollbook is currently disconnected and not synchronizing with the other ePollbooks in the precinct.</p> <p>» Call the Call Center if it is red.</p>     
<p>13</p>	<p> <b>Print a "Test Receipt" to make sure the printer is printing.</b></p> <p><b>A. Tap</b> the green printer icon, then</p> <p><b>B. Tap</b> the "Print Test Receipt" button.</p>

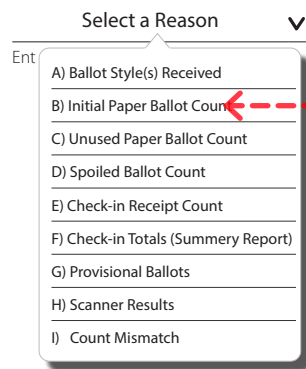
Checklist 2: ePollbook Setup (continued)  
 Paper Ballots & The Statement of Ballots

	<p>14</p>	<p>A. <b>Remove</b> the paper ballots from the VSC.              → Located in a large Plastic Ballot Bag on the top shelf.</p> <p>B. <b>Break</b> the seal on the bag and <b>record</b> the seal number on the Record of Seals.</p> <p>C. <b>Place</b> the broken seal into Plastic Bag 605.</p>
	<p>15</p>	<p>A. <b>Open</b> the Plastic Ballot Bag.              → Ballots will be in packs of 50 for English/Spanish and 25 for the other languages.</p> <p>B. <b>Look</b> for different Ballot Style numbers if you are in a Split Precinct.              → If you are working in a Split Precinct, you will receive separate ballots for each ballot style assigned in packs.              » The Ballot Style number is on the top right.</p> <div data-bbox="375 848 1140 947" style="border: 1px solid #f8d7da; padding: 5px; margin: 10px 0;"> <p><b>!</b> Open the Plastic Ballot Bag and check the ballot styles, even though there will be a label on the outside.</p> </div> <div data-bbox="1214 499 1508 947" style="float: right;"> </div>
	<p>16</p>	<p>A. <b>Tap</b> the word "Menu" at the top left on screen.</p> <div data-bbox="375 1121 630 1367" style="float: left; margin-right: 20px;"> </div> <div data-bbox="672 1016 873 1079" style="float: left; margin-right: 20px;"> </div> <p>The "Menu" screen will appear.</p> <p>B. <b>Tap</b> the "Statement of Ballots/Pollworker Entries" icon.</p> <div data-bbox="1305 982 1435 1108" style="float: right; margin-left: 20px;"> </div> <p>The "Poll Book Entries" screen will appear.</p> <div data-bbox="1036 1121 1508 1360" style="float: right;"> </div>
	<p>17</p>	<p>A. <b>Tap</b> the "ADD" button at the top right for the.              → The "Statement of Ballots" screen will appear.</p> <div data-bbox="808 1415 1040 1478" style="float: right; margin-right: 20px;"> </div> <p>B. <b>Enter</b> your name.</p> <div data-bbox="899 1493 1024 1625" style="float: right; margin-right: 20px;"> </div> <div data-bbox="1078 1415 1508 1625" style="float: right;"> </div>
	<p>18</p>	<p>A. <b>Select</b> "Ballot Styles Received" from the "Select a Reason" dropdown menu on the upper right.</p> <div data-bbox="370 1667 639 1990" style="float: left; margin-right: 20px;"> </div> <p>B. <b>Enter</b> each Ballot Style Number, separated by commas in the "Enter Poll Book Description" box.</p> <p>C. <b>Tap</b> the "Submit" Button.</p> <div data-bbox="1214 1808 1442 1871" style="float: right; margin-left: 20px;"> </div> <p>→ The "Poll Book Entries" screen will appear.              » Check that "Ballot Styles Received" is listed.</p>


## Checklist 2: ePollbook Setup (continued)

## Powering Down

19



- A. Tap the "ADD" button and enter your name again.
- B. Select "Initial Paper Ballot Count" from the "Select a Reason" dropdown menu on the upper right.
- C. Enter the **TOTAL** count of **ALL** paper ballots in the "Enter Poll Book Description" box.
- D. Tap the "Submit" Button.
 



  - The "Poll Book Entries" screen will appear.
    - » Check that the Initial Paper Ballot Count is listed.

**Poll Book Entry Error Correction**

- A. Repeat steps 17 & 18 (*Ballot Styles*) or 17 & 19 (*Ballot Count*) to make another entry.
- B. Enter the word "Correction" in the "Enter Poll Book Description" box.
- C. Add or remove any missed Ballot Styles or make any Paper Ballot count corrections.

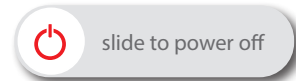


- If you are setting up **BEFORE** Election Day, complete steps 20 & 21.
- If you are setting up **ON** Election Day, continue on to Checklist 3 on page 25.
  - » The equipment will need to be powered on for Checklist 5.

20

**ePollbook power down:**

- A. Press and hold the power button at the top of the left side of the ePollbook iPad for 5-6 seconds.
- B. Release the button when you see "slide to power off".
- C. Slide the power sign from left to right to power down.
  - The ePollbook will power down.



21

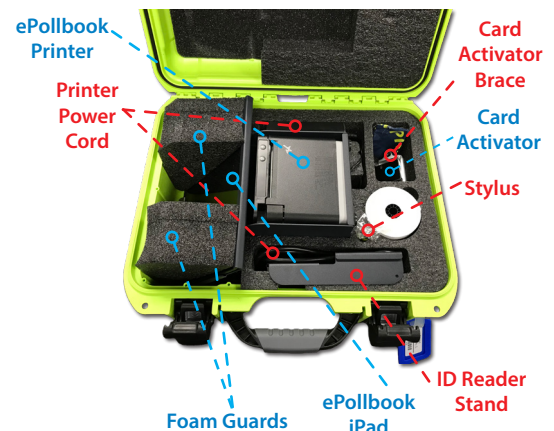
**ePollbook Printer power down:**

- Press and hold the power button on the ePollbook Printer
- The printer will power down.



### If in an unsecured room, pack the ePollbooks away until Election Day.

- A. Unplug the ePollbook Printer power cord from the wall.
- B. Unplug the Card Activator and slide it out of its brace.
- C. Remove the stylus from the brace.
- D. Unscrew the brace and slide it out of its slot.
- E. Place all items back into the ePollbook Case
- F. Place the foam guards back over the screen.
- G. Close the ePollbook Case.
- H. Place the case back into the VSC.




Recognizing Ballot Styles in a Split Precinct

Below are the 2 ballots of Precinct 8000040, a Split Precinct. Can you tell the difference?

**Cook County Official Ballot** Condado de Cook Boleta Oficial  
**PRIMARY ELECTION** Elecciones Primarias

Tuesday, March 17, 2020  
Martes, 17 de March, 2020

**Instructions** Instrucciones



To vote, fill in the oval. If you make other marks, your vote may not count.  
Para votar, rellene el óvalo. Si hace otras marcas, se podría invalidar su voto.

To vote for a write-in candidate write the name and fill in the corresponding oval.  
Para votar por una persona que no aparece en la boleta, escriba el nombre de la persona usando el espacio designado "voto por escrito", y críenle el óvalo correspondiente.

If you make a mistake, ask for a new ballot.  
Si comete un error, pida una boleta nueva.

**Precinct**

**8000040** Bole: 81-26

8000040 Bole: 81-26

**Same Precinct** Condado de Cook Boleta Oficial  
**PRIMARY ELECTION** Elecciones Primarias

Tuesday, March 17, 2020  
Martes, 17 de March, 2020

**Instructions** Instrucciones

To vote, fill in the oval. If you make other marks, se podría invalidar su voto.  
Para votar, rellene el óvalo. Si hace otras marcas, se podría invalidar su voto.

To vote for a write-in candidate write the name and fill in the corresponding oval.  
Para votar por una persona que no aparece en la boleta, escriba el nombre de la persona usando el espacio designado "voto por escrito", y críenle el óvalo correspondiente.

If you make a mistake, ask for a new ballot.  
Si comete un error, pida una boleta nueva.

**Judges initials**

**8000040** Bole: 81-4

8000040 Bole: 81-4

Give each voter their correct ballot.  
A Split Precinct has different Ballot Styles for different voters.

Although the voters are in the same precinct, they are not in all of the same districts. These differences cause a Split Precinct.

<b>Proviso Township Supervisor</b> Vote for One / Voto por Uno	<b>Proviso Township High School District 209</b>	<b>191 Bo Didley</b>	<input type="radio"/>
<b>81 B.E. King</b> Township Advocates of Proviso	<b>Member of the Board of Education</b> Miembro de la Junta Educativa	<b>192 Hound Dog Taylor</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>193 Junior Wells</b>	<input type="radio"/>
<b>82 Muddy Waters</b> Vote for One / Voto por Uno	<input type="radio"/>	<b>194 Howlin' Wolf</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>195 Etta James</b>	<input type="radio"/>
<b>83 Otis Rush</b> Township Advocates of Proviso	<input type="radio"/>	<b>196 Taj Mahal</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>197 Luther Allison</b>	<input type="radio"/>
<b>84 Buddy Guy</b> Township Advocates of Proviso	<input type="radio"/>	<b>198 John Lee Hooker</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>199 Little Richard</b>	<input type="radio"/>
<b>85 Chuck Berry</b> Township Advocates of Proviso	<input type="radio"/>	<b>200 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>201 Bo Diddley</b>	<input type="radio"/>
<b>86 Albert King</b> Township Advocates of Proviso	<input type="radio"/>	<b>202 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>203 Bo Diddley</b>	<input type="radio"/>
<b>87 I-Bone Walker</b> Township Advocates of Proviso	<input type="radio"/>	<b>204 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>205 Bo Diddley</b>	<input type="radio"/>
<b>241 Otis Redding</b>	<input type="radio"/>	<b>206 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>207 Bo Diddley</b>	<input type="radio"/>
<b>242 Bobby "Blue" Bland</b>	<input type="radio"/>	<b>208 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>209 Bo Diddley</b>	<input type="radio"/>
<b>243 R.L. Burnside</b>	<input type="radio"/>	<b>210 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>211 Bo Diddley</b>	<input type="radio"/>
<b>171 Sonny Boy Williams II</b>	<input type="radio"/>	<b>212 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>213 Bo Diddley</b>	<input type="radio"/>
<b>173 Big Mama Thornton</b>	<input type="radio"/>	<b>214 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>215 Bo Diddley</b>	<input type="radio"/>
<b>No Candidate</b>	<input type="radio"/>	<b>216 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>217 Bo Diddley</b>	<input type="radio"/>
<b>Member of the Board of Education</b> Miembro de la Junta Educativa	<input type="radio"/>	<b>218 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>219 Bo Diddley</b>	<input type="radio"/>
<b>171 Elmore James</b>	<input type="radio"/>	<b>220 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>221 Bo Diddley</b>	<input type="radio"/>
<b>172 Elmore James</b>	<input type="radio"/>	<b>222 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>223 Bo Diddley</b>	<input type="radio"/>
<b>173 Big Mama Thornton</b>	<input type="radio"/>	<b>224 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>225 Bo Diddley</b>	<input type="radio"/>
<b>No Candidate</b>	<input type="radio"/>	<b>226 Bo Diddley</b>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<b>227 Bo Diddley</b>	<input type="radio"/>

<b>Village of Hillside Village President</b> Vote for One / Voto por Uno	<b>Proviso Township Trustee</b> Fideicomisario	<b>Triton Community College District 504</b>
<input type="radio"/>	Vote for not more than Four	<b>Member of the Board of Trustees</b> Miembro de la Junta de Fideicomisarios
<b>1 Hillside Independent Party</b>	<input type="radio"/>	Vote for One / Voto por Uno
<input type="radio"/>	Vote for not more than Four	<b>241 Miles Davis</b>
<b>Village Clerk</b> Secretario del Pueblo	<input type="radio"/>	<input type="radio"/>
<b>84 Art Blakey</b> Township Advocates of Proviso	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>85 Ella Fitzgerald</b> Township Advocates of Proviso	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>86 Joe King Oliver</b> Township Advocates of Proviso	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>87 Grant Leo</b> Township Advocates of Proviso	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>2 Alice Coltrane</b> Township Advocates of Proviso	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>Village Trustee</b> Fideicomisario del Pueblo	<input type="radio"/>	<input type="radio"/>
<b>3 Jimmy Smith</b> Hillside Independent Party	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Three	<input type="radio"/>
<b>4 Herbie Hancock</b> Hillside Independent Party	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Three	<input type="radio"/>
<b>5 Duke Ellington</b> Hillside Independent Party	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Three	<input type="radio"/>
<b>Library Trustee</b> Fideicomisario de Biblioteca	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Three	<input type="radio"/>
<b>6 Dizzy Gillespie</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Three	<input type="radio"/>
<b>No Candidate</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Three	<input type="radio"/>
<b>171 Ahmad Jamal</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>172 Yusef Lateef</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>No Candidate</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>Proviso Township Supervisor</b> Supervisor	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>81 Donald Byrd</b> Township Advocates of Proviso	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>Clerk</b> Secretario	<input type="radio"/>	<input type="radio"/>
<b>82 Sonny Boy Williams II</b> Township Advocates of Proviso	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>83 Freddie Hubbard</b> Township Advocates of Proviso	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>191 Charles Mingus</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>192 Charlie Parker</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>193 Mary Lou Williams</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>194 Billie Holiday</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>195 Lee Morgan</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>196 Wayne Shorter</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>197 Bill Evans</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>198 Richard "Grooves" Holmes</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>
<b>No Candidate</b>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Vote for not more than Four	<input type="radio"/>



# Recognizing Ballot Styles

## Precinct Ballot Style Numbers

A Split Precinct is a precinct that has two or more active election districts of the same type within its boundaries.

### Example;

The boundary between two state representative districts is a street that runs through the middle of the precinct. On one side, voters choose from one set of candidates and voters choose from a different set on the other side.

### → A Split Precinct will have at least two different Ballot Styles and Activation Codes.

- » Every voter in a Split Precinct is assigned a Ballot Style Number that corresponds to a specific Paper Ballot and Touchscreen Activation Code.

→ To ensure that each voter chooses from the correct set of candidates.

### 1. Identify & enter the Ballot Style Number(s) in the precinct before the polls open.

- » Steps 16 and 17 on page 20.

### 2. Make sure voters, who choose to vote a Paper Ballot, are issued ballots with correct Ballot Styles.

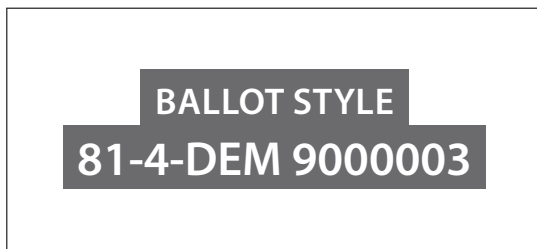
→ The Ballot Style is found on Voter Information Screens throughout the check-in, on the ePollbook, and on a small Check-in Receipt that prints out after check-in.

- » Ballot Style notices are sent through e-mail and/or in the Open First Envelope.

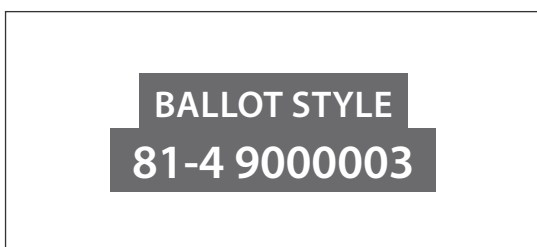
**i** The Ballot Style Number listed on the Voter Check-in Receipt must correspond with the Ballot Style Number listed at the top right of the Paper Ballot issued to the voter, as illustrated here.

### Smaller Check-in Receipt

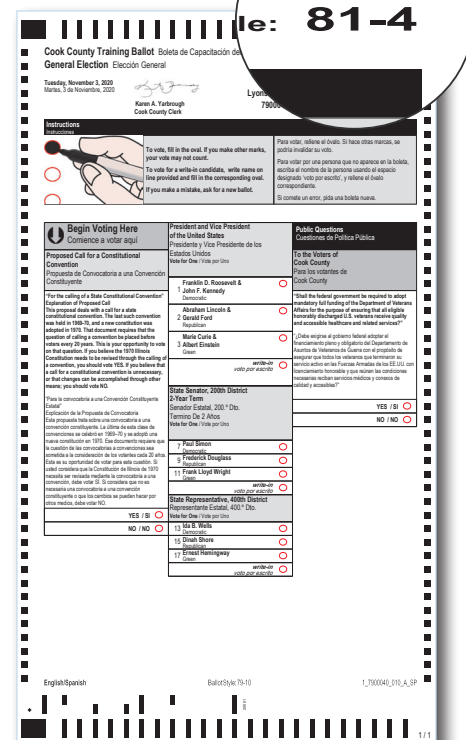
In a Primary Election



In a General Election



### Paper Ballot





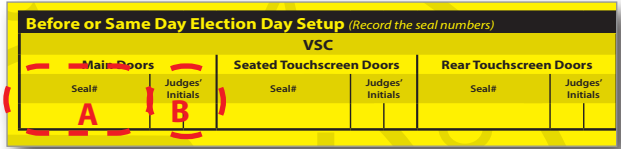
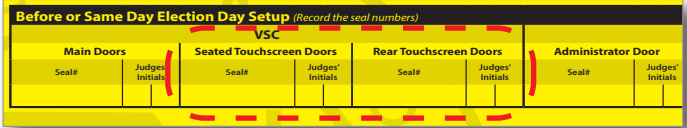
# Set Up the Equipment

## Checklist 3: VSC & Voting Equipment Setup

**!** It is important to set up equipment before Election Day to ensure a smooth start on Election Day.




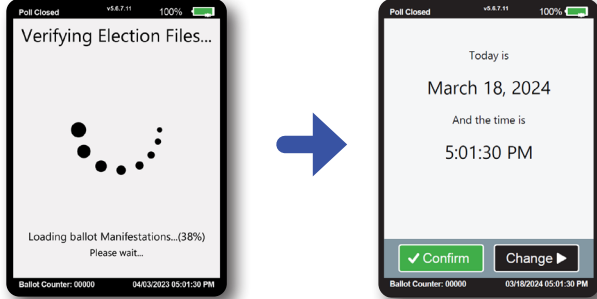
**Follow** the steps on this checklist to set up the VSC and voting equipment, before or on Election Day before the polls open.

**Check** the box next to the item as it is completed.


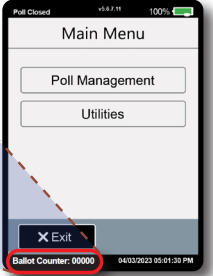
Check	Step #	Task to complete:
	1	<p>A. <b>Record</b> the seal number from the seal you removed from the main doors of the VSC in step 4 of Checklist 1 on page 15.</p> <p>→ Place the broken seals in Plastic Bag 605.</p> <p>B. <b>Two Judges</b>, one from each party, must initial the boxes next to the seal numbers.</p>
		
	2	<p>A. <b>Break</b> the seals on the outside doors to the Touchscreens.</p> <p>→ Record the seal numbers on the Record of Seals ("Setup" section).</p> <p>B. Place the broken seals in Plastic Bag 605.</p> <p>C. Open the Touchscreen doors.</p>
		
	3	<p>A. <b>Unlock</b> the Ballot Box and Alternate Ballot Box doors.</p> <p>B. <b>Open</b> them both, and <b>remove</b> everything inside.</p> <p>C. <b>Verify</b> that both are empty.</p> <p>D. <b>Make sure</b> that the slot inside the Alternate Ballot Box at the front of the VSC is covered by the magnetic metal cover inside.</p> <p>E. <b>Close and lock</b> both the Ballot Box and Alternate Ballot Box doors.</p>
	4	<p><b>Check ALL</b> connections inside the VSC.</p> <p>A. <b>UPS</b></p> <p>→ Power connection from the back of the UPS to the VSC.</p> <p>B. <b>Scanner</b></p> <p>→ Power connection from the back of the Scanner to the VSC.</p> <p>C. <b>Touchscreens</b></p> <p>→ Power connection to the VSC from the bottom right door of each Touchscreen.</p> <ul style="list-style-type: none"> <li>» Seated Touchscreen - "Power/Printer" door</li> <li>» Rear Touchscreen - "Power" door</li> </ul> <p>D. <b>Printers</b></p> <p>→ Connection from each Touchscreen to its printer.</p> <ul style="list-style-type: none"> <li>» Seated Touchscreen - "Power/Printer" door on the bottom right</li> <li>» Rear Touchscreen - "Printer" door on the top left</li> </ul>



Checklist 3: VSC & Voting Equipment Setup (continued)

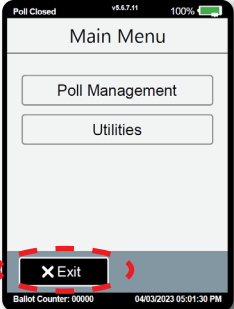
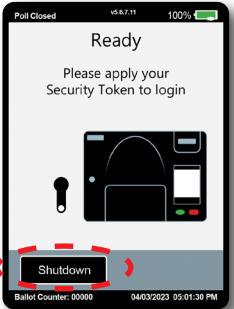
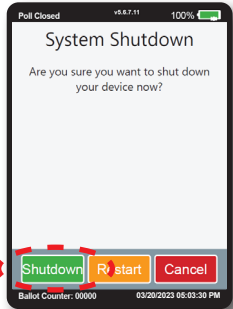
<p>10</p>	<p><b>Power up the Scanner.</b></p> <p><b>A. Press the power button.</b></p> <ul style="list-style-type: none"> <li>→ Inside the hole on the front left side of the Scanner.</li> <li>→ Use the back of a pen to press the button.</li> </ul> <p><b>B. Hold it for 2-3 seconds.</b></p> <ul style="list-style-type: none"> <li>→ The Scanner will emit several beeps.</li> <li>→ A green light will appear.</li> </ul>	 <p><b>i</b> The power button is located to the left of the 3 LED lights next to the Administrator Memory Card Door.</p>
<p>11</p>	<p>“Ready” will appear on the screen with the message “Please apply your Security Token to log in.”</p> <p><b>A. Press the Security Key to the Security Key receptacle.</b></p> <ul style="list-style-type: none"> <li>→ The password screen will appear.</li> </ul> <p><b>B. Remove the key from the receptacle.</b></p>	
<p>12</p>	<p><b>A. Enter the 8-digit PIN.</b></p> <ul style="list-style-type: none"> <li>→ Found on a card on the inside door of the VSC.</li> <li>→ Also on the label on the Open First Envelope.</li> </ul> <p><b>B. Press “Enter.”</b></p> <ul style="list-style-type: none"> <li>→ The message to “Correct! Your password has been confirmed” will appear.</li> </ul>	
<p>13</p>		<p>Verifying Election Files will begin.</p> <ul style="list-style-type: none"> <li>→ Press “Confirm” to confirm the date and time.</li> </ul> <p><b>i</b> Press “Change” to make any date and/or time corrections.</p>


Checklist 3: VSC & Voting Equipment Setup (continued)

14	<p>Verify that the Ballot Counter reads "00000."</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  <p>If the Ballot Counter is not zero, call the Judge Support Hotline/Call Center. → (708) 222-5100</p> </div> <div style="border: 2px solid red; border-radius: 15px; padding: 5px; display: inline-block; margin: 10px 0;"> <b>Ballot Counter: 00000</b> </div> 
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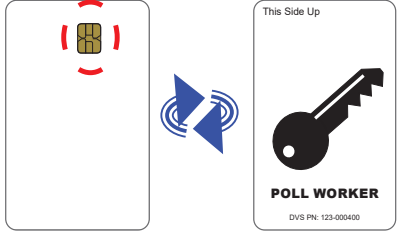

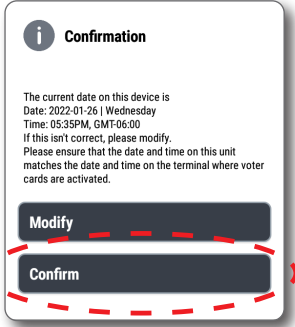

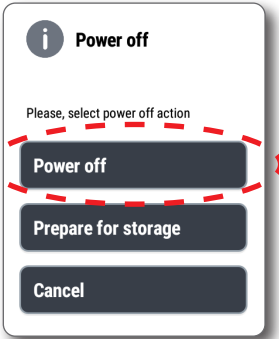
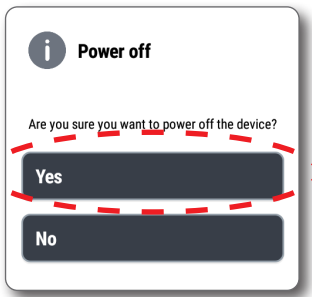


- If you are setting up **BEFORE** Election Day, complete the following steps to power down the equipment.
- If you are setting up **ON** Election Day, skip steps 15 - 25 and continue on to Checklist 4 on page 31 to setup the Voting Booths.
  - » The equipment will need to be powered on for Checklist 5.

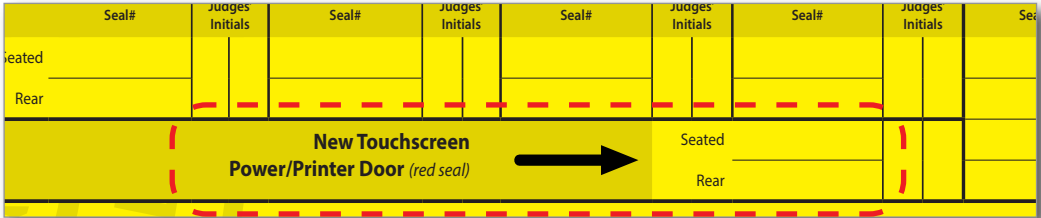
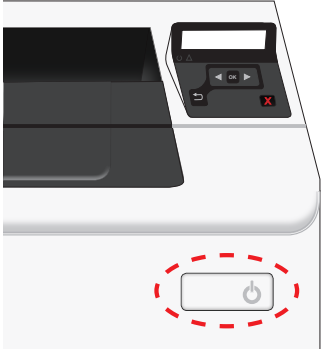
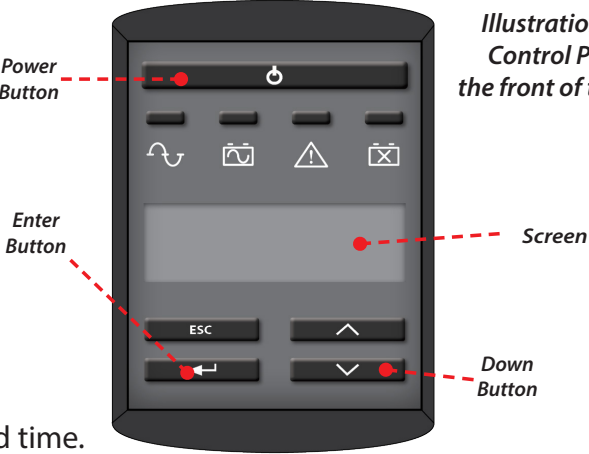
15	<p>Power down the Scanner.</p> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="width: 30%;"> <p><b>A. Press "Exit"</b></p>  </div> <div style="width: 30%;"> <p><b>B. Press the black "Shutdown."</b></p>  </div> <div style="width: 30%;"> <p><b>C. Press the green "Shutdown."</b></p>  </div> </div>
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16	<p>The Scanner will shut down.</p> <ul style="list-style-type: none"> <li>→ The screen will go dark.</li> <li>→ The Scanner will beep 8 times.</li> <li>→ The 3rd LED light on the far right of the 3 lights will remain lit.                     <ul style="list-style-type: none"> <li>» It will remain lit as long as the Scanner receives power from the VSC.</li> </ul> </li> </ul> <div style="text-align: right; margin-top: 10px;">  </div> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p><b>i What does the orange light mean?</b></p> <ul style="list-style-type: none"> <li>▶ Blinking = Scanner is on and using battery power.</li> <li>▶ Blinking &amp; beeping = Scanner is on, but battery power is low.</li> <li>▶ Solid = Scanner is charging or on AC power from the VSC.                             <ul style="list-style-type: none"> <li>→ If the Scanner is off, it is charging; if on it is using AC power.</li> </ul> </li> </ul> </div>
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Checklist 3: VSC & Voting Equipment Setup (continued)

<p>17</p>	<p><b>Power off</b> the Touchscreen.</p> <p>→ <b>Insert</b> the Poll Worker Card, chip facing down, in the slot.</p>	
<p><b>!</b> See page 193, Touchscreen Troubleshooting, if the Touchscreen does not read the Poll Worker Card.</p>		
<p>18</p>	 <p><b>A. Enter</b> the 8-digit PIN.</p> <p><b>B. Press</b> “Login.”</p> <p>→ A “Confirmation” window will appear, showing the date and time on the Touchscreen.</p> <p>» Illustrated below.</p>	
<p>19</p>	<p>There will be a message telling you to ensure that the date and time match “the terminal where voter cards are activated.”</p> <p><b>A. Make sure</b> that the date and time on the Touchscreens are 5 minutes ahead of the date and time on the ePollbooks.</p> <p><b>B. Press</b> “Confirm” if the date and/or time are correct.</p> <p>→ <b>Press</b> “Modify” if they need to be corrected.</p>	
<p><b>!</b> See page 193, Touchscreen Troubleshooting, if the date and time are correct on the ePollbooks, but not on the Touchscreen(s).</p>		
<p>20</p>	<p><b>Press</b> the power button on the lower right of the screen to power off.</p>	
<p>21</p>	 <p>A “Power Off” window will appear.</p> <p><b>A. Press</b> the “Power Off” button</p> <p>→ Another “Power Off” window will appear.</p> <p><b>B. Press</b> the “Yes” button.</p>	

## Checklist 3: VSC &amp; Voting Equipment Setup (continued)

22		<p>Attach a red seal to the Power/Printer Door and <b>record</b> the number on the Record of Seals in the “New Touchscreen Power/Printer Door” section.</p>  <p>The diagram shows a table with columns for Seal#, Judges Initials, and Sealed/Rear. A red dashed line indicates a seal is being applied to the 'New Touchscreen Power/Printer Door' section, which is highlighted in yellow. An arrow points from this section to the 'Sealed/Rear' columns.</p>
23		<p><b>Power off</b> the Ballot Printer.</p> <p>→ Press the power button on the front of the Ballot Printer.</p>  <p>The illustration shows a ballot printer with a power button on the front panel, which is circled in red.</p>
24		<p><b>Power off</b> the UPS</p> <p>A. Press the power button above the screen on the UPS.</p> <p>B. Press the “Down” button, then the “Enter” button.</p> <p>→ Both on the bottom row, below the screen. The “Enter” button has the arrow pointing left on the left.</p> <p>→ <b>DO NOT</b> press any buttons on the middle row.</p> <p>C. Press the “Down” button, then the “Enter” button a second time.</p>  <p>The illustration shows the control panel of a UPS. It features a screen in the center, a power button at the top, and a row of four buttons at the bottom: ESC, an up arrow, a down arrow, and an enter button (with a left-pointing arrow). Red dashed lines and labels point to the Power Button, Enter Button, Screen, and Down Button.</p> <p><i>Illustration of the Control Panel on the front of the UPS</i></p>
25		<p>A. <b>Unplug</b> the VSC from the wall.</p> <p>B. <b>Remove</b> the cord and place it back in the VSC.</p> <p>C. <b>Close and lock</b> the Main Doors.</p> <p>D. <b>Return</b> the barrel key to the Lock Box and place it back in the VSC handle.</p>



# Voting Booth Assembly

## Checklist 4: Voting booth assembly

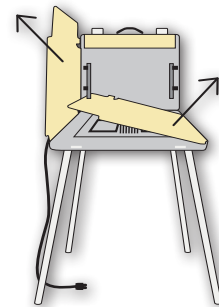
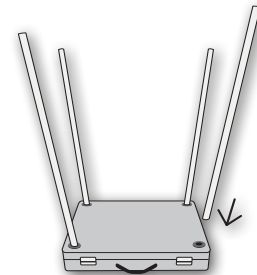
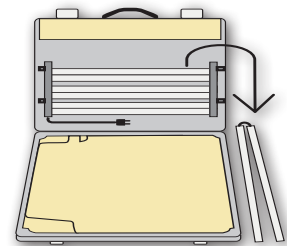
There are three types of voting booths for paper ballots: Votomatics, Pollstars and the Seated Voting Booth. They can all be found inside the VSC.

**All voting booths must be assembled and be available to the voters.**

**Follow** the steps on this checklist to set up the voting booths before Election Day.

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
<b>Assemble the Votomatics</b>		
	1	<p>A. <b>Open</b> the Votomatic case by pulling the latches out and down.</p> <p>B. <b>Remove</b> the leg assemblies stored in the lid.</p> <p>C. <b>Close</b> the lid and re-latch the case.</p>
	2	<p>A. <b>Place</b> the case upside down on a flat surface with the leg holes facing upward.</p> <p>B. <b>Connect</b> the leg assemblies to create four legs.</p> <p>C. <b>Push</b> the four legs into the holes in the case, using a twisting motion for a snug fit.</p>
	3	<p>A. <b>Stand</b> the Votomatic upright onto its legs. → If it appears unstable, pull the front legs slightly forward.</p> <p>B. <b>Open</b> the case and lift the side panels.</p> <p>C. <b>Attach</b> the side panels to the back lid using the clips on the panel.</p>
	4	<p>A. <b>Place</b> the Votomatics close to an electrical outlet.</p> <p>B. <b>Plug</b> the first Votomatic into the outlet, then the second Votomatic into the outlet on the first Votomatic, then the third Votomatic into the outlet on the second. → Continue connecting them in that manner until they are <b>ALL</b> connected.</p> <p><b>i</b> A built-in outlet is located on the right side of each Votomatic.</p>
	5	<p><b>Use</b> the tape included in Kit 1 to tape any electrical cords touching the ground to the floor, so voters will not trip over them.</p>

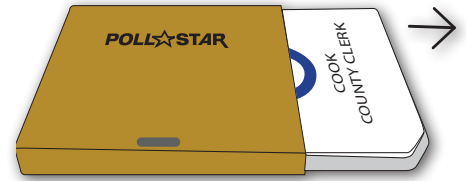


## Checklist 4: Voting booth assembly (continued)

## Assemble the Pollstars

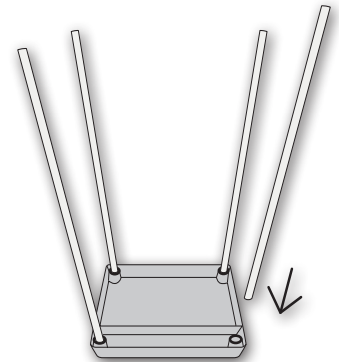
1

Remove the Pollstar from its cardboard box.



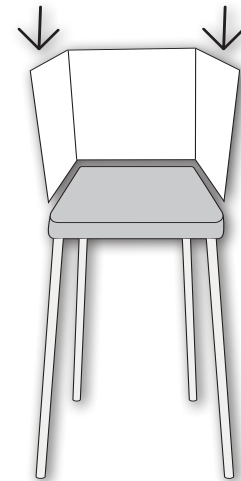
2

- A. Place the tabletop upside down on a flat surface with the leg holes facing upward.
- B. Connect leg assemblies to create four legs.
- C. Push the four legs into the holes in the case, using a twisting motion for a snug fit.



3

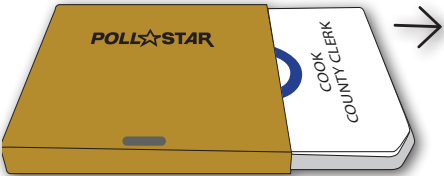
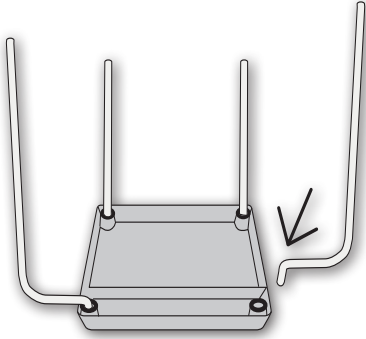
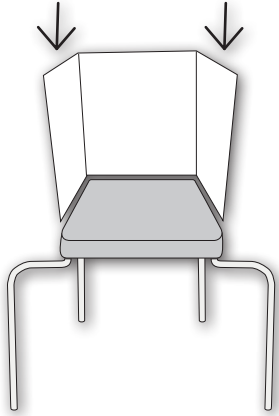
- A. Stand the Pollstar upright.
  - If it appears unstable, pull the front legs slightly forward.
- B. Insert the plastic security screen into the openings on the top side of the base.
- C. Place the Pollstars in an area with good lighting.
- D. Store the Pollstar boxes in the VSC.



### Checklist 4: Voting booth assembly (continued)

## Assemble the Seated Voting Booth

The Seated Voting Booth has a low tabletop and legs that extend outward to accommodate voters who use wheelchairs or need to be seated while voting. Voters who want to vote on a paper ballot and prefer to sit down while voting should be encouraged to use the Seated Voting Booth.

1	<p><b>Remove</b> the booth contents from the box.</p>	
2	<p><b>A. Place</b> the tabletop upside down on a flat surface with the leg holes facing upward.</p> <p><b>B. Connect</b> leg assemblies to create four legs.</p> <p><b>C. Push</b> the four legs into the holes in the case, using twisting motion for a snug fit.</p> <p>→ The curved legs fit into the holes at the front of the tabletop, with the curved end closest to the tabletop and turned outward.</p> <p>» This will create a wider space between the legs at the front of the booth than at the back.</p>	
3	<p><b>A. Stand</b> the booth upright and steady its legs.</p> <p><b>B. Insert</b> the plastic security screen into openings on top of the table.</p> <p><b>C. Place</b> the Seated Booth in an area with good lighting.</p> <p><b>D. Store</b> the Seated Voting Booth box in the VSC.</p>	



## Election Day: 5 a.m. to 6 a.m.

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### 37 Election Day Setup

- ▶ Checklist 5: ePollbook Setup & Election Judge Oath- *page 37*
- ▶ Checklist 6: VSC Setup - *page 45*
  - ⇒ VSC (*image*)
- ▶ Checklist 7: Touchscreen & Ballot Printer Setup - *page 47*
- ▶ Checklist 8: Scanner Setup - *page 51*
  - ⇒ Scanner & AM Zero Tape (*Image*)

### 55 Post Signs and Notices

- ▶ Polling Place Entrance Signs (*Images*)

### 58 Campaign-free Zone

### 59 Election Judge ID Badges

### 60 Election Judge Station Supplies

*(Lists & Images by Station)*

- ▶ Station 1: Checking in Voters - *page 60*
- ▶ Station 2: Issuing Paper Ballots - *page 61*
- ▶ Station 3: VSC - *page 62*

### 63 Final Check



# Election Day Setup

## Checklist 5: Election Day ePollbook Setup and Election Judge Oath

### ePollbook Setup

**Follow** the steps on this checklist to set up the ePollbooks, administer the Judge Oath and sign the Judges in on Election Day, before polls open.

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
-------	--------	-------------------

**i** If your setup is **ON Election Day**, the equipment will already be setup.

→ Start on "Sign in & Administer the Election Judge Oath" on page 41,

## ePollbook Setup

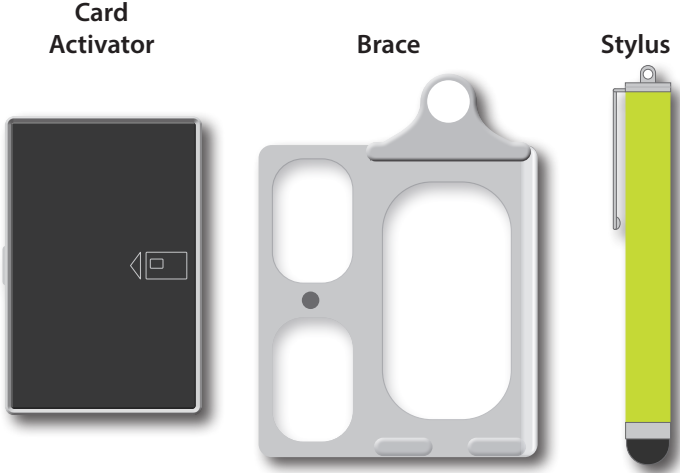
### Unsecured Room



**Start here if you set up before Election Day and the room **WAS NOT** secure.**

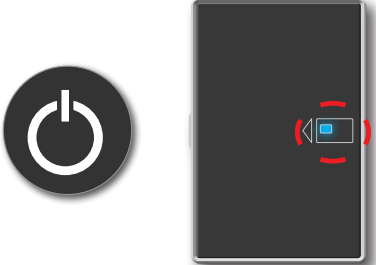

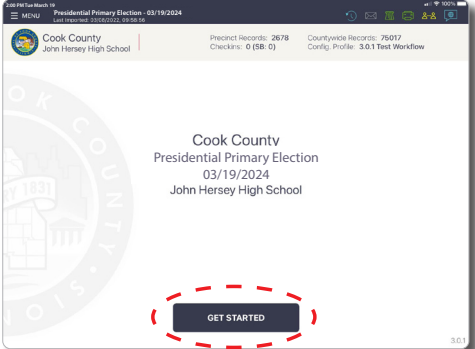
	1	<p>A. Remove the ePollbook Case from the VSC.</p> <p>B. Press the gray button down on each black latch <b>Lift</b> the lid to open the case.</p>
	2	<p>Remove the foam guards covering the screen of the ePollbook.</p> <p>→ Put them back in the case after completing step 4.</p>
	3	<p>A. Remove the ePollbook Stand from the case.</p> <p>→ Containing both the ePollbook iPad and Printer.</p> <p>B. Place the ePollbook Stand upright on the table at Station 1.</p>
	4	<p>A. Remove the ePollbook Printer power cord and ID Reader stand.</p> <p>→ They are located on the left and right sides of the ePollbook.</p> <p>B. Remove the Card Activator, its silver brace and a stylus.</p> <p>→ The silver brace has a red or black screw on it's backside.</p>
	5	<p>A. <b>Attach</b> the 2 sections of the power cord and plug the cord into the nearest outlet.</p> <p>→ Insert the ID Reader stand into the slot on the back of the ePollbook stand.</p> <p>» The end with the hole at the bottom should be inserted into the slot.</p> <p>→ The ID slot should be aligned with the ID Reader camera on the back of the ePollbook iPad.</p> <p>B. <b>Attach</b> the ID Reader stand to the back of the ePollbook Stand.</p>

## Checklist 5: Election Day ePollbook Setup and Election Judge Oath (continued)

6	<p>A. <b>Position</b> the Card Activator into the grooves on the silver brace.</p> <p>B. <b>Slide</b> the Card Activator and brace as one into the port of the iPad and slot of the stand on the right side. → Connecting both at once.</p> <p>C. <b>Turn</b> the screw on the back side of the brace to the right, until it tightens into place.</p> <p>D. <b>Insert</b> the stylus into the hole at the top of the brace.</p>	 <p>The diagram shows three items: a black Card Activator with a white arrow pointing left, a silver Brace with a hole at the top and a screw on the back, and a green Stylus with a black tip.</p>
7	<p><b>Plug</b> the shorter greenish-yellow cord from the ePollbook Printer into the bottom of the Card Activator for power.</p>	


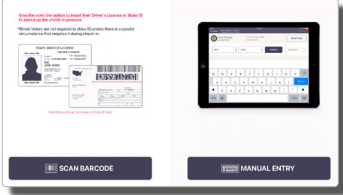


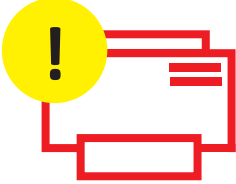






## Secured Room

→ Start here if you set up before Election Day and the room **WAS** secure.

8	<p><b>Press</b> the power button on the top right corner, on the face of the ePollbook Printer.</p> <p>→ A blue light on the Card Activator will blink.</p> <p>→ 2 blue lights on the face of the printer will appear.</p> <p>→ The ePollbook iPad will automatically power on.</p>	 <p>The diagram shows a circular power button icon and a black ePollbook Printer with two blue lights on its face.</p>
9	 <p><b>Tap</b> the "P" button at the bottom of the first screen when it appears. → A screen with the election and location will appear.</p>	
10	<p><b>Tap</b> the black "Get Started" button at the bottom of the screen. → The "Enter Pollworker Credentials" screen will appear.</p>	 <p>The screenshot shows the ePollbook interface with the following text: "Cook County Presidential Primary Election - 03/19/2024", "Cook County John Hersey High School", "Precinct Records: 2678", "Countywide Records: 75017", "Checks: 0 (0B: 0)", "Contig. Profile: 3.0.1 Test Workflow". At the bottom, a black button with the text "GET STARTED" is highlighted with a red dashed circle.</p>



Checklist 5: Election Day ePollbook Setup and Election Judge Oath (continued)

<p>11</p>	<p><b>A. Enter your Username and Password on the "Enter Pollworker Credentials" screen.</b></p> <p>→ They will both be listed on a card on the inside door of the VSC.</p>  <p><b>B. Tap the "Sign In" button on the right.</b></p> <p>→ The "Check-in Option" screen will appear</p> 
<p>12</p>	<p> <b>A. Check for the lightning symbol in the battery icon at the top right corner of the screen, to ensure the iPad is charging.</b></p> <p><b>B. Check the 3 icons at the top right of the screen.</b></p> <ol style="list-style-type: none"> <li>1. Card Activator icon should be <b>green</b>.             <ul style="list-style-type: none"> <li>→ If <b>red</b>, with an exclamation point, the Card Activator is not connected.                     <ul style="list-style-type: none"> <li>» Turn to page 179.</li> </ul> </li> </ul>   </li> <li>2. The Printer icon should be <b>green</b>.             <ul style="list-style-type: none"> <li>→ If <b>red</b>, with an exclamation point, the ePollbook Printer is not connected or powered off.                     <ul style="list-style-type: none"> <li>» Turn to page 177.</li> </ul> </li> </ul>   </li> <li>3. The Multi-Peer icon should be green.             <ul style="list-style-type: none"> <li>→ <b>Green</b> - ePollbooks are connected and synchronizing in the precinct.                     <ul style="list-style-type: none"> <li>» There will be a circled number at the top of the icon, indicating the number of ePollbooks connected in the precinct.</li> </ul> </li> <li>→ <b>Yellow</b> - ePollbook recognizes the presence of other ePollbooks in the precinct, but is not connected or synchronizing with them.</li> <li>→ <b>Red</b> - ePollbook is currently disconnected and not synchronizing with the other ePollbooks in the precinct.                     <ul style="list-style-type: none"> <li>» Call the Call Center if it is red.</li> </ul> </li> </ul>    </li> </ol>
<p>13</p>	<p> <b>Print a "Test Receipt" to make sure the printer is printing.</b></p> <p><b>A. Tap the green printer icon, then</b></p> <p><b>B. Tap the "Print Test Receipt" button.</b></p>

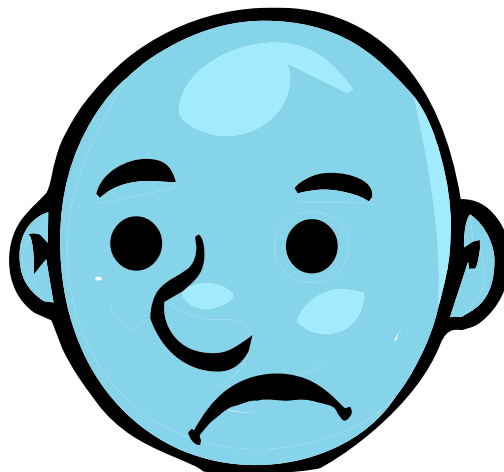
*Do Not Leave the Home Page*



# **DO NOT**

**leave the Home page on the  
ePollbook FOR ANY reason.**

Everything you will need is there and any activity outside of the ePollbook application on the Home page will be monitored and **WILL RESULT IN A SERIOUS REDUCTION IN PAY.**





## Checklist 5: Election Day ePollbook Setup and Election Judge Oath (continued)




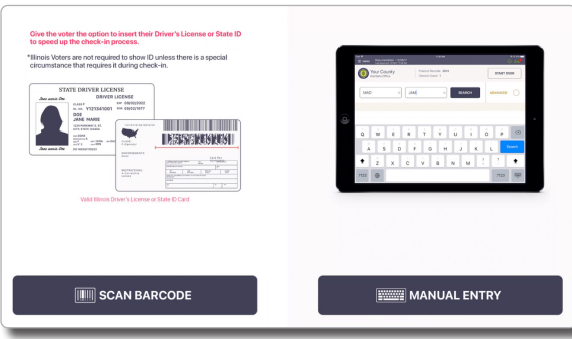
### Sign in & Administer the Election Judge Oath

It is important that all Judges read/hear the Judge Oath and sign in on Election Day.

### Sign in & Administer the Election Judge Oath

	1	Tap the word "Menu" at the top left of the screen.	
	2	Tap the "Pollworker" icon.	
	3	<p>The "Pollworker Sign In" Screen will appear.</p> <p>→ There will be a list of Judges assigned to your precinct in the blue section on the left, with check boxes next to the names and the words "Signed Out" beneath them.</p> <p>→ There will be a message in the middle of the screen, instructing you to "Find Your Name" from the list to the left and tap on it.</p> <p>Tap on your name.</p>	
	4	<p>A signature screen with your name, party and the Election Judge Oath will appear. Each Judge must...</p> <p><b>A. Read</b> the Election Judge Oath aloud or tap the black "Listen to Oath" button.</p> <p><b>B. Sign</b> the screen where indicated.</p> <p><b>C. Tap</b> the blue "Sign In" button at the top right of the screen.</p> <div data-bbox="1143 1094 1406 1171" style="text-align: right;"></div> <p><b>!</b> <i>If all of the Judges are present for sign in, tap the "Listen to Oath" button and they will all be administered the oath at the same time.</i></p> <p>→ <i>Each Judge will still need to tap their name and sign in after hearing the oath.</i></p> <p>Once the blue "Sign In" button is tapped...</p> <p>→ The date and time of the sign in will appear under the Judge's name in the "Poll Workers" column on the left side of the screen.</p> <p>→ The "Find Your Name" screen will appear for the next judge.</p> <p><b>!</b> <i>For all judges who are not listed, Back-up Pool Judges or Walk-in Judges,</i></p> <p><b>A. Tap</b> the "Add Poll Worker" button at the bottom of the list of Judges.</p> <p><b>B. Enter</b> all of the information requested.</p> <p>→ <i>All 3 pages must be complete.</i></p> <p><b>C. Tap</b> the "Save" button.</p> <p><b>D. Tap</b> "OK" on the "Poll Worker Created" Popup.</p> <p><b>E. Have</b> the new Judge read and sign the Oath and tap the "Sign In" button.</p>	

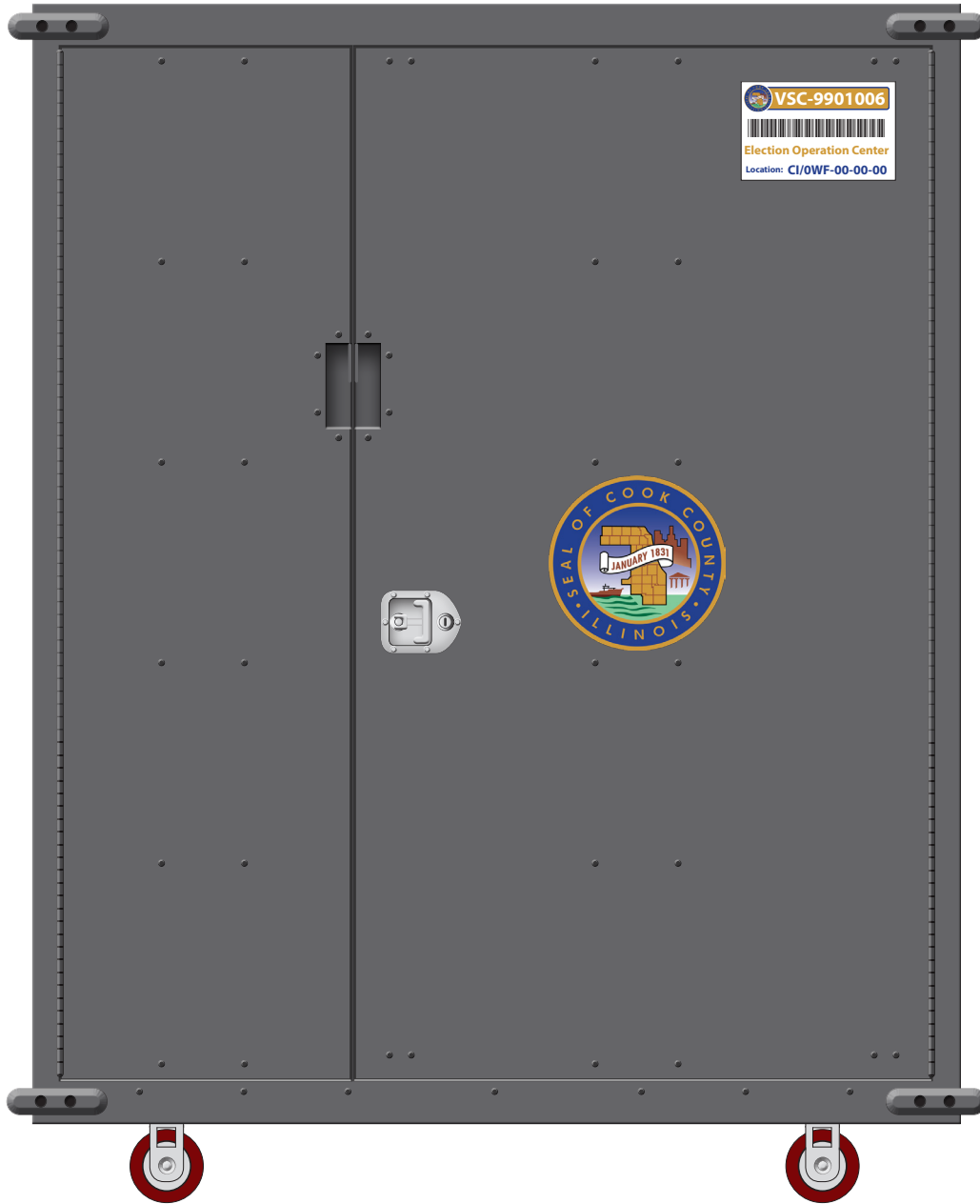
## Checklist 5: Election Day ePollbook Setup and Election Judge Oath (continued)

5		<p>Once all of the Judges have heard the oath and signed in, all of the boxes next to their names will be blue with blue check marks. </p> <p><b>A. Tap the word “Menu” again.</b> → The screen will go back to the “Menu” screen. </p> <p> <b>B. Tap the “Home” icon in the middle of the screen.</b> → The screen will change to the “Get Started” screen.</p>
6		<p><b>Tap the black “Get Started” button at the bottom of the screen.</b> → The “Check-in Option” screen will appear.</p> <div data-bbox="917 682 1485 1018">  <p>The screenshot shows a 'Check-in Option' screen with a driver's license image on the left and a 'Get Started' button on the right. Below the license image are two buttons: 'SCAN BARCODE' and 'MANUAL ENTRY'.</p> </div>

**The Election Judges are signed in  
The ePollbooks are now ready to use!**



VSC



# Election Day Equipment Setup

## Checklist 6: Election Day VSC Setup

**Follow** the steps on this checklist to set up the VSC on Election Day.

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
-------	--------	-------------------



If setup is **ON** Election Day, the VSC is already setup and ready to use.

1. **Make sure** to **attach** the VSC barrel key to the key ring on the lanyard.
2. **Continue** on to Checklist 7: Election Day Touchscreen and Ballot Printer Setup.

1	<p>A. <b>Verify</b> that the Ballot Box and the Alternate Ballot Box are still empty.</p> <p>B. <b>Verify</b> that the slot inside the Alternate Ballot Box is still covered by the magnetic metal cover inside.</p> <p>C. <b>Close and lock</b> both the Ballot Box and Alternate Ballot Box doors.</p>	
2	<p>A. <b>Push</b> the round end of the black power cord into the VSC and twist it to the right, so that it locks into place (<i>connection instructions are printed around the outlet</i>).</p> <p>B. <b>Connect</b> the cord to the hook at the bottom of the VSC. → To help prevent tripping.</p> <p>C. <b>Connect</b> the large black cord from the outside of the VSC to a wall outlet.</p>	
3	<p><b>Press &amp; hold</b> the power button on the UPS until you see a series of light indicators.. → Above the screen on the face of the UPS.</p>	
4	<p><b>Attach</b> the VSC barrel key to the key ring on the lanyard.</p>	

**The VSC is now ready to use!**

*Touchscreens & Ballot Printers*

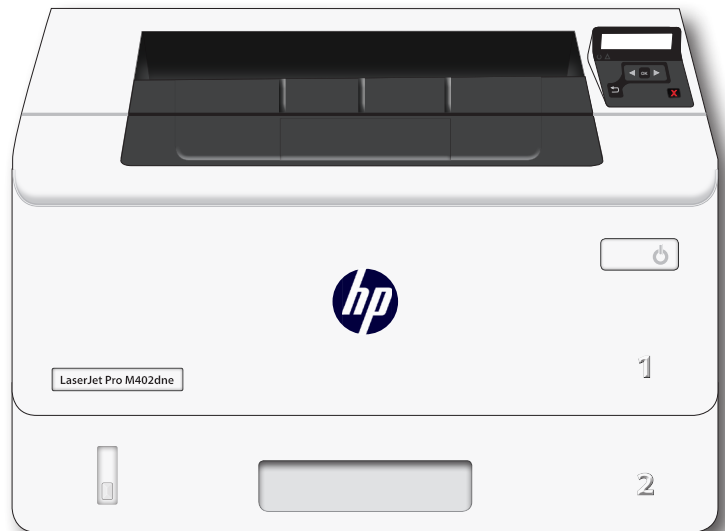
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*Touchscreen*



*Poll Worker Card*



*Ballot Printer*



### Checklist 7: Election Day Touchscreen and Ballot Printer Setup

**Follow** the steps on this checklist to set up each Touchscreen and Ballot Printer .

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
-------	--------	-------------------

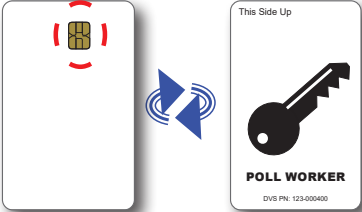
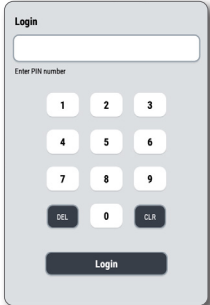
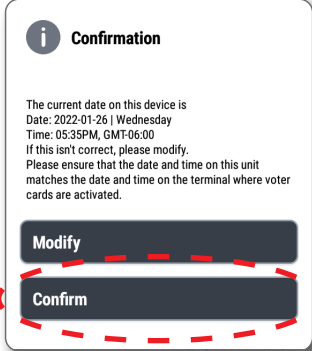
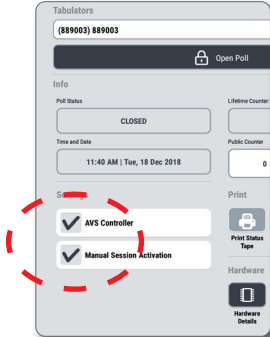


If setup day is **ON** Election Day, **skip** steps 1-3.

→ You completed them in the "Precinct Setup" section.

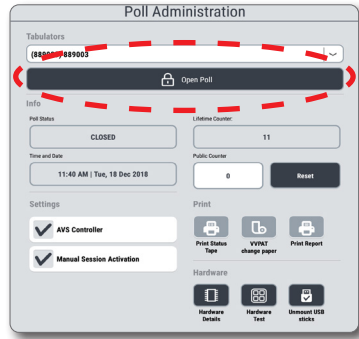
1	<p><b>A. Press</b> the power button on the Ballot Printer.</p> <p><b>B. Make sure</b> there is paper in the paper tray.</p>																																									
2	<p><b>A. Break</b> the red seal on the Power/Printer door on the bottom right of the Touchscreen.</p> <p>→ <b>Place</b> the seal in Plastic Bag 605.</p> <p><b>B. Open</b> the door.</p> <p><b>C. Press and release</b> the power button and wait for the screen to turn on.</p> <p>→ The button is just below the power cord connection to the Touchscreen.</p>																																									
3	<p><b>A. Close</b> the door.</p> <p><b>B. Seal</b> the door with a red seal.</p> <p><b>C. Record</b> the new red seal number on the Record of Seals, in the "During Election Day section.</p> <p>→ One Judge from each party, must initial the box next to the seal number.</p>	<table border="1" style="margin: 10px auto;"> <thead> <tr> <th colspan="4">Scanner</th> <th colspan="4">Touchscreens</th> </tr> <tr> <th colspan="2">Scanner Latch</th> <th colspan="6">Power/Printer Door (lower right)</th> </tr> <tr> <th>Seal#</th> <th>Judges' Initials</th> <th>Seal#</th> <th>Judges' Initials</th> <th>Seal#</th> <th>Judges' Initials</th> <th>Seal#</th> <th>Judges' Initials</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Seated</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Rear</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Scanner				Touchscreens				Scanner Latch		Power/Printer Door (lower right)						Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials			Seated								Rear					
Scanner				Touchscreens																																						
Scanner Latch		Power/Printer Door (lower right)																																								
Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials																																			
		Seated																																								
		Rear																																								
4		<p>The bar at the top of the screen should be red.</p> <p>→ The card being inserted on the screen will be blank.</p> <p>→ The text on the bottom will read "Please insert your authorization card into card reader."</p> <ul style="list-style-type: none"> <li>» Indicating that the polls are not open and the Touchscreen is not ready for voters.</li> <li>» The "authorization card" refers to the Poll Worker card.</li> </ul>																																								

## Checklist 7: Election Day Touchscreen and Ballot Printer Setup (continued)

5	<p><b>Insert</b> the Poll Worker Card. → With the chip facing down.</p>  <p><b>!</b> See page 193, <i>Touchscreen Troubleshooting</i>, if the Touchscreen does not read the Poll Worker Card.</p>
6	 <p><b>A. Enter</b> the 8-digit PIN. → Found on the inside door of the VSC. → Also on the label on the Open First Envelope.</p> <p><b>B. Press</b> “Login.”</p>
7	<p>A “Confirmation” window will appear, showing the date and time on the Touchscreen.</p> <p>⇒ There will be a message telling you to ensure that the date and time match “the terminal where voter cards are activated.”</p> <p><b>A. Check</b> that the date and time on the Touchscreens are 5 minutes ahead of the date and time on the ePollbooks.</p> <p><b>B. Press</b> “Confirm” if the date and/or time are correct. → <b>Press</b> “Modify” if they need to be corrected.</p>  <p><b>!</b> See page 193, <i>Touchscreen Troubleshooting</i>, if the date and time are correct on the ePollbooks, but not on the Touchscreen(s).</p>
8	<p><b>Make sure</b> that the AVS Controller and the Manual Session Activation boxes are checked.</p> 

Checklist 7: Election Day Touchscreen and Ballot Printer Setup (continued)

9



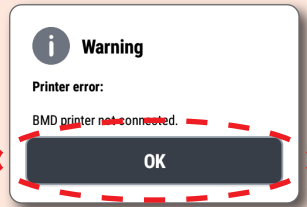
Open the polls.

- A. Press the "Open Poll" button.
- B. Press "Yes" to confirm on the "Open Poll Confirmation" screen.

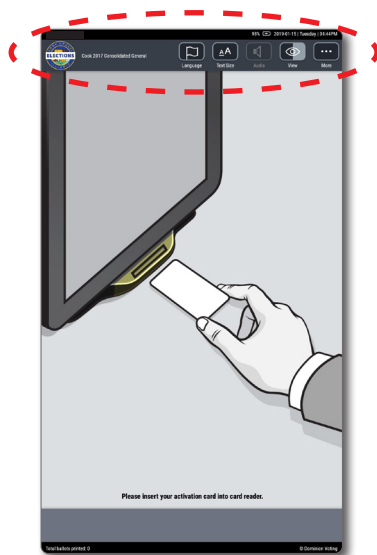


If the "Warning Printer error:" window pops up on the Touchscreen,

- a. Press the "OK" button.
- b. Press the red "X" on the top right of the Ballot Printer
- c. Press the "Open Poll" button again.



10



The screen will change back to the "Insert your card" screen.

- There will be an arrow on the card being inserted on the screen.
- The text on the bottom will read "Please insert your activation card into the card reader."
  - » Indicating that the polls are open and the Touchscreen is ready for voters.
- The bar at the top will be gray and display the Cook County Seal.



If you see the message "Unable to read smart card," press "OK" to remove it.

11

Remove the Poll Worker Card.

12

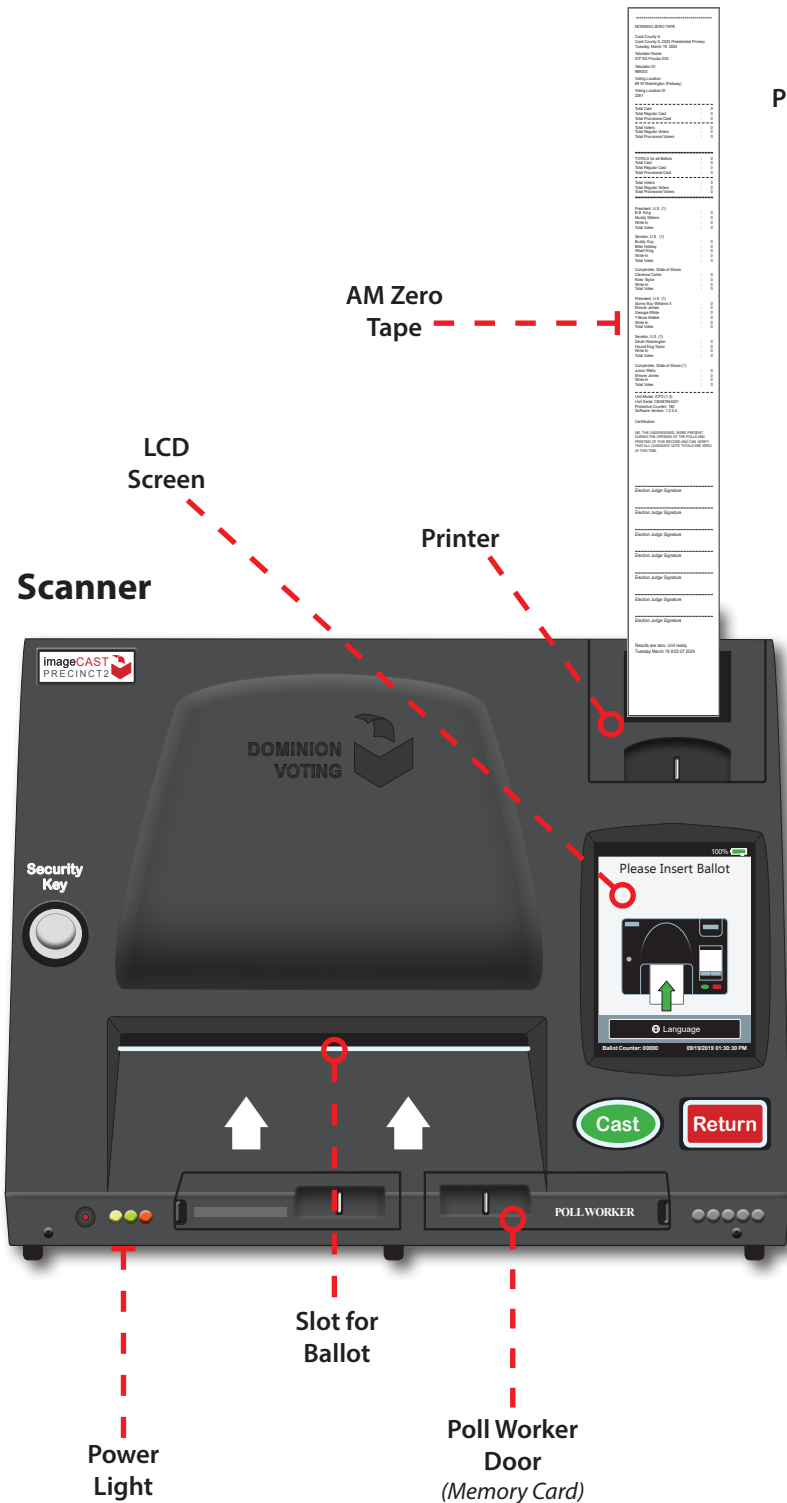
Attach the magnetic Privacy Shield to the VSC, between the Touchscreens.

Complete steps 4-12 on all Touchscreens and Ballot Printers.

The Touchscreens and Ballot Printers are now ready to use!

Scanner and the Scanner AM Zero Tape

Scanner AM Zero Tape



Township  
Precinct Number

Totals  
are Zero

\*\*\*\*\*

MORNING ZERO TAPE

Cook County IL  
Cook County IL 2024 Presidential Primary  
Tuesday, March 19, 2024

Tabulator Name  
ICP ED Proviso 003

Tabulator ID  
989003

Voting Location  
69 W Washington (Pedway)

Voting Location ID  
2261

---

Total Cast	:	0
Total Regular Cast	:	0
Total Provisional Cast	:	0

---

Total Voters	:	0
Total Regular Voters	:	0
Total Provisional Voters	:	0

---

TOTALS for all Ballots	:	0
Total Cast	:	0
Total Regular Cast	:	0
Total Provisional Cast	:	0

---

Total Voters	:	0
Total Regular Voters	:	0
Total Provisional Voters	:	0

---

President, U.S. (1)	:	0
B.B. King	:	0
Muddy Waters	:	0
Write-In	:	0
Total Votes	:	0

Senator, U.S. (1)	:	0
Buddy Guy	:	0
Billie Holiday	:	0
Albert King	:	0
Write-In	:	0
Total Votes	:	0

Comptroller, State of Illinois	:	0
Clarence Carter	:	0
Koko Taylor	:	0
Write-In	:	0
Total Votes	:	0

President, U.S. (1)	:	0
Sonny Boy Williams II	:	0
Elmore James	:	0
Georgia White	:	0
T-Bone Walker	:	0

### Checklist 8: Election Day Scanner Setup

**Follow** the steps on this checklist to set up the Scanner on Election Day.

**Check** the box next to the item as it is completed.

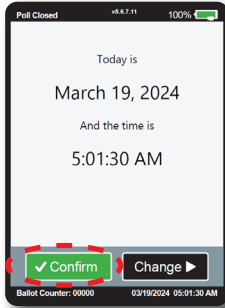
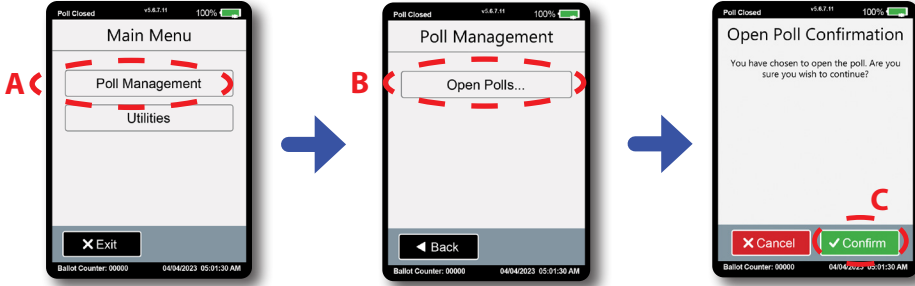
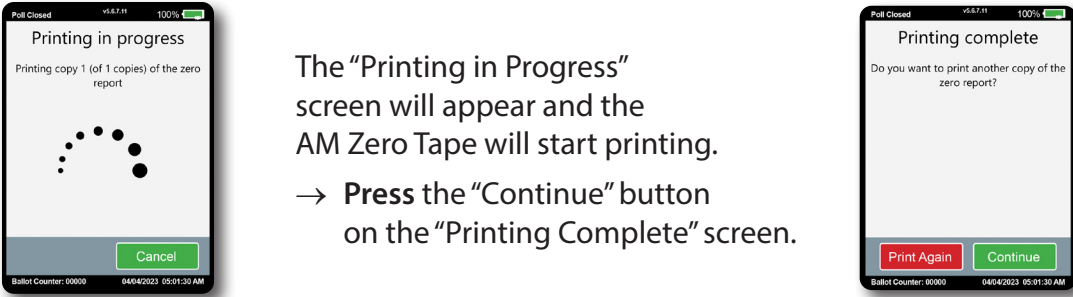

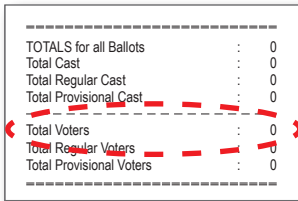
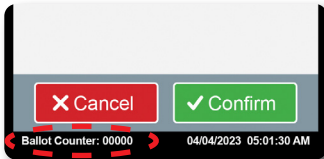
Check	Step #	Task to complete:
-------	--------	-------------------



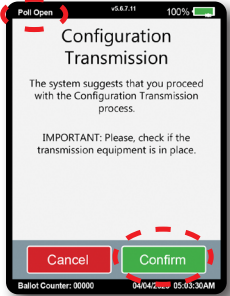

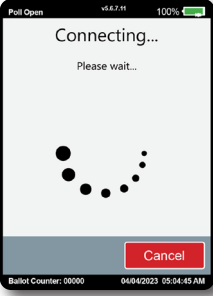
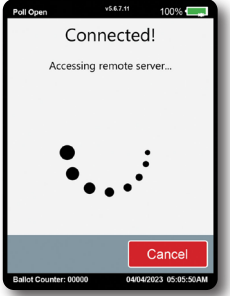
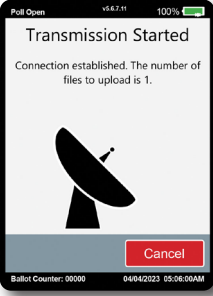

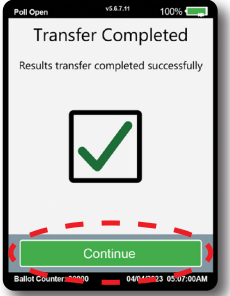
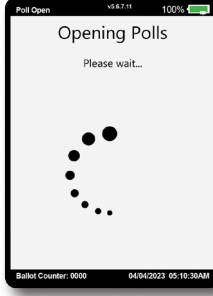

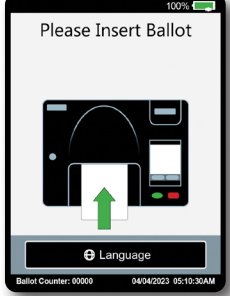
**If your setup day is ON Election Day, skip steps 1-4.**  
 → You completed them in the “Precinct Setup” section.

<p>1</p>	<p><b>A. Press the power button.</b>                  → Inside the hole on the front left side of the Scanner.                  → Use the back end of a pen to press it.</p> <p><b>B. Hold it for 2-3 seconds.</b>                  → The Scanner will emit several beeps.                  → A green light will appear.</p>	
<p><b>i</b> The power button is located to the left of the 3 LED lights next to the Administrator Memory Card Door.</p>		
<p>2</p>	<p>“Ready” will appear on the screen with the message “Please apply your Security Token to log in.”</p> <p><b>A. Press the Security Key to the Security Key receptacle.</b>                  → The password screen will appear.</p> <p><b>B. Remove the key from the receptacle.</b></p>	
<p>3</p>		<p><b>A. Enter the 8-digit PIN.</b>                  → Found on card on the inside door of the VSC.</p> <p><b>B. Press “Enter.”</b>                  → The message “Correct! Your password has been confirmed” will appear.</p>

Checklist 8: Scanner Setup (continued)

	<p>4</p>		<p>After the "Verifying Election Files..." screen:          → Press the "Confirm" button if the date and time are correct.          » The Main Menu will appear.</p>
	<p>5</p>	<p>You will see "Poll Closed" at the top of the screen.</p>  <p>A. Press "Poll Management" on the Main Menu.          B. Press "Open Polls" on the "Polls Management" screen.          C. Press "Confirm" on the "Open Poll Confirmation" screen.</p>	
	<p>6</p>	 <p>The "Printing in Progress" screen will appear and the AM Zero Tape will start printing.          → Press the "Continue" button on the "Printing Complete" screen.</p>	
	<p>7</p>	 <p>A. Cut the tape using the scissors provided.          B. Confirm that the "Total Voters" number on the Zero Tape matches the Ballot Counter number on the Scanner.</p>  <p><b>!</b> <i>Important: Township and precinct are a seven digit code (example: 8300008) and should match the code on the VSC.          → If the codes do not match, call the Call Center.</i></p>	
	<p>8</p>	<p>A. All Judges must sign the tape.          B. Place the tape in the Plastic Bag 601.</p>	

## Checklist 8: Scanner Setup (continued)

9	Cut the seal on the transmission port door on the right side of the Scanner and place the seal in Used Seals Plastic Bag 605.
10	 <p>“Poll Open” will appear at the top left on the screen.</p> <ol style="list-style-type: none"> <li><b>Connect</b> the modem to the top transmission port.</li> <li><b>Attach</b> the flat magnetic antenna to the top of the VSC.</li> <li><b>Press</b> “Confirm” on the “Configuration Transmission” screen.</li> </ol> 
11	 <p>After the “Connecting...” screen, the “Connected! Accessing remote server” screen will appear</p> 
12	 <p>The “Transmission Started” screen will appear.</p> <p>→ <b>Press</b> “Continue” on the “Transfer Completed” screen when the transmission is done.</p> <p> See page 190 in Touchscreen Troubleshooting if transmission fails.</p> 
13	 <p>“Opening Polls” will appear briefly.</p> <p>→ The screen will then show “Please Insert Ballot” will appear with an image of the Scanner.</p> <p> The Scanner will not print a Transmission tape.</p> 
14	<ol style="list-style-type: none"> <li><b>Unplug</b> the modem from the transmission port.</li> <li><b>Remove &amp; place</b> the antenna and cord back inside the VSC until the end of the day.</li> </ol>

**The Scanner is now ready for the first voter!**

Polling Place Entrance Signs

POSTER 200

**Polling Place**

**Presidential Primary Election**  
6am-7pm

<b>Lugar de Votación</b> Elecciones Primarias Presidenciales 6am a 7pm	<b>Lugar ng Pagboto</b> Pagkapresidente Pangunahing Halalan 6am - 7pm	<b>投票站</b> 總統初選 早上6點 - 晚上7點
<b>Lokal Wyborczy</b> prezydenckie prawobory 6:00 - 19:00	<b>Избирательный</b> Участок Президентские первичные выборы 6:00 - 19:00	<b>Вибірчий пункт</b> Попередні президентські вибори 6:00 - 19:00
<b>मतदान स्थल</b> राष्ट्रपति पद का प्राथमिक चुनाव 6 ए एम - 7 पी एम	<b>پولنگ کا مقام</b> صدرائی پرائمری الانتخابات صبح 6 - شام 7 بجے تک	<b>মতদানের স্থল</b> পর্যবেক্ষণ প্রাথমিক নির্বাচনী সকাল 6 - সন্ধ্যা 7
<b>مركز الاقتراع</b> الانتخابات الرئاسية 6 صباحاً - 7 مساءً	<b>투표장</b> 대통령 예비선거 오전 6시 ~ 저녁 7시	

POSTER 201

**Polling Place**

**Alternate Entrance**

<b>Lugar de Votación</b> Entrada Alternativa	<b>Lokal Wyborczy</b> Wejście Zastępcze	<b>投票站</b> 备用入口	<b>मतदान स्थल</b> वैकल्पिक प्रवेश	<b>پولنگ کا مقام</b> مداخلہ بديل	<b>مركز الاقتراع</b> مدخل بديل	
<b>Lugar ng Pagboto</b> Kahaliling Pasukan	<b>Вибірчий Пункт</b> Запасний Вхід	<b>Избирательный Участок</b> Дополнительный Вход	<b>투표장</b> 대체 입구	<b>মতদানের স্থল</b> বিকল্পিক প্রবেশ	<b>মতদানের স্থল</b> বিকল্পিক প্রবেশ	

POSTER 202

**Polling Place**

**Alternate Entrance**

<b>Lugar de Votación</b> Entrada Alternativa	<b>Lokal Wyborczy</b> Wejście Zastępcze	<b>投票站</b> 备用入口	<b>मतदान स्थल</b> वैकल्पिक प्रवेश	<b>پولنگ کا مقام</b> مداخلہ بديل	<b>مركز الاقتراع</b> مدخل بديل	
<b>Lugar ng Pagboto</b> Kahaliling Pasukan	<b>Вибірчий Пункт</b> Запасний Вхід	<b>Избирательный Участок</b> Дополнительный Вход	<b>투표장</b> 대체 입구	<b>মতদানের স্থল</b> বিকল্পিক প্রবেশ	<b>মতদানের স্থল</b> বিকল্পিক প্রবেশ	



## Post Signs and Notices

**Follow** the guidelines below to post signs and notices on Election Day.

### Outside the Polling Place

Place signs outside the doors leading into the building where the Polling Place is located. Three possible scenarios exist:

- The main outdoor entrance is wheelchair accessible.
- The main outdoor entrance is not wheelchair accessible, but another entrance is accessible.
- No outdoor entrance to the building is wheelchair accessible.

### Entrance to accessible Polling Place

- If the main outdoor entrance to the Polling Place **IS** wheelchair accessible, **post** the following items outside the outdoor entrance:
  - » The American flag
  - » POSTER 200 side 1 Polling Place sign with an accessible symbol
- If the main outdoor entrance to the Polling Place **IS NOT** accessible to the disabled but an alternative entrance is, **post** the following:
  - » The American flag
  - » **At the MAIN entrance:** POSTER 200 side 1 Polling Place sign with a wheelchair accessible symbol.
  - » **At the MAIN entrance:** POSTER 201 alternate entrance sign with an arrow directed to the alternate entrance.
  - » **At the ALTERNATE entrance:** POSTER 202 alternate entrance locator.
    - › The alternate wheelchair accessible entrance.



+



Alternate Entrance

+



Alternate Entrance

### Entrance to non-accessible Polling Places

If no entrance to the Polling Place is disabled (*wheelchair*) accessible, post the following:

- The American flag
- POSTER 200 side 2 Polling Place sign displaying the wheelchair symbol with a slash mark, indicating that the building is not accessible to disabled voters



**Post Signs and Notices (continued)****Inside the Polling Place**

Post each of the following signs inside your precinct, where voters can read them prior to voting:

- POSTER 203 precinct identification
- POSTER 204 information and services
- POSTER 205 a bill of rights for all voters
- POSTER 206 for Provisional Voters
- POSTER 209 acceptable ballot markings (*inside voting booths*)

POSTER 203

**- OR -**POSTER 203 (*Ward & Precinct version*)

# Signs Inside the Polling Place

## POSTER 204

### Information & Services Información y Servicios

**Electroenering Prohibited**

No person shall electroenering or solicit votes on Election Day within 100 feet of a polling room.

No person shall hinder or oppose any voter who is approaching the polling place to vote.

**Se prohíbe hacer campaña electoral**

Ninguna persona hará campaña electoral ni pedirá el voto el Día de las Elecciones a menos de 100 pies de distancia de un centro de votación.

Ninguna persona o obstaculizará o se opodará a ningún votante que se esté acercando al centro de votación para votar.

---

**Notice to First-Time Voters Who Register by Mail**

If you registered by mail and have not provided proof of identity, you are required to show one of the following forms of current and valid identification:

- ◀ photo ID (driver license or state ID)
- ◀ government document (with your name and address)
- ◀ utility bill
- ◀ bank statement
- ◀ paycheck
- ◀ government check

If you do not have any of these forms of ID, you are entitled to cast a provisional ballot. However, in order for your ballot to be counted, you must submit a copy of your ID to the Cook County Clerk's office within 7 days of when the polls close.

**Aviso para los votantes primerizos que se registren por correo**

Si se registró por correo y no ha suministrado una prueba de identidad, tiene que mostrar una de las formas de identificación actual y válida que se indican a continuación:

- ◀ ID con foto (licencia de conductor o ID del estado)
- ◀ Documento del gobierno (con su nombre y dirección)
- ◀ factura de servicio público
- ◀ Cheque de pago
- ◀ Extracto de cuenta bancaria
- ◀ Cheque del gobierno

Si no tiene ninguna de estas formas de ID, usted tiene derecho a emitir un voto provisional. Sin embargo, para que su voto sea contado, tiene que enviar una copia de su ID a la oficina del Secretario del Condado de Cook dentro de los 7 días posteriores al cierre de las elecciones.

---

**Notice to Voters Needing Assistance**

If requested, you may receive assistance in voting. You will be required to complete a sworn affidavit and the person or persons who assist you will also have to complete the affidavit. Assistance may be provided by two judges of election from the two political parties or a person of the voter's choice. Judges must also sign the affidavit. Voting aids, such as magnifiers, are available. Contact the judges of election for further information pertaining to assistance in voting.

**Aviso para los votantes que precisan asistencia**

Si lo solicita, puede recibir asistencia para votar. Tendrá que completar una declaración jurada y las personas que le ayudarán también tendrán que completar la declaración jurada. La asistencia puede ser ofrecida por dos jueces electorales de los dos partidos políticos o por una persona escogida por el votante. Los jueces también tienen que firmar la declaración jurada. Se encuentran disponibles dispositivos de ayuda para votar, como lupas. Contacte a los jueces electorales para más información sobre la asistencia para votar.

---

<p><b>Voter Assistance by Phone</b></p> <p>Asistencia al Votante por Teléfono</p> <p>Tulong sa Botante sa Telefono</p> <p>ช่วยเหลือ تلفون</p> <p>진행률 통한 유권자 지원</p> <p>የሚረዳው ወይንም የሚረዳው</p>	<p>(312) 603-0906</p> <p>(312) 603-6767</p> <p>(312) 603-6742</p> <p>(312) 603-6743</p> <p>(312) 603-6745</p> <p>(312) 603-6748</p>	<p><b>选民电话咨询</b></p> <p>Телефонизация Помощи для Выбора</p> <p>Допомога виборців по телефону</p> <p>Помощь избирателям по телефону</p> <p>مساعدة الانتخاب عن طريق الهاتف</p> <p>بantuan melalui telepon</p>	<p>(312) 603-6769</p> <p>(312) 603-6770</p> <p>(312) 603-6752</p> <p>(312) 603-6751</p> <p>(312) 603-6747</p> <p>(312) 603-6748</p>
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## POSTER 205

### Bill of Rights for Voters Declaración de Derechos para todos los Votantes

**You have the right to: Usted tiene derecho a:**

- ➔ Register and vote a full ballot if your registration is not found and you have 2 pieces of ID. Registrarse y votar una boleta completa si su registro no se encuentra y usted cuenta con 2 formas de ID.
- ➔ Vote a full ballot at your new polling place if you have moved and have 2 pieces of ID. Votar una boleta completa en su nuevo lugar de votación si se ha mudado y cuenta con 2 formas de ID.
- ➔ Request voting assistance, if needed. Solicitar asistencia para votar, de ser necesaria.
- ➔ Protect the secrecy of your ballot. Proteger la confidencialidad de su voto.
- ➔ Receive a new ballot if you make a mistake or change your mind. Recibir una boleta nueva si comete un error o cambia de idea.
- ➔ Bring newspaper endorsements or sample ballots into the voting booth. Llevar periódicos con adhesiones o boletas de muestra a la cabina de votación.
- ➔ Cast your ballot in a non-disruptive atmosphere free of interference. Emitir su voto en un ambiente no disruptivo y sin interferencias.
- ➔ Vote if you're in line by 7:00 PM. Votar si se encuentra en la fila a las 7:00 PM.
- ➔ Review your ballot to ensure it's complete and correct. Revisar su boleta para asegurarse de que esté completa y correcta. A que su boleta sea contada de manera justa e imparcial.
- ➔ Have your ballot counted fairly and impartially. Que su boleta sea contada justa e imparcialmente.
- ➔ If you believe these rights have been violated, call the Cook County Clerk's office at 312 603 0236. Si cree que estos derechos han sido violados, llame a la oficina del Secretario del Condado de Cook al 312 603 0236.

## POSTER 206

### Provisional Voting Votación Provisional

**Circumstances Where Provisional Ballots Are Used**

- ◀ You are required to show identification because you registered by mail or your voting status is inactive, but you did not bring ID to the polling place on Election Day.
- ◀ Your name is listed as having received a mail ballot, but you never received it or you do not have it with you on return.
- ◀ Your name is listed as having voted early, but you did not vote early.
- ◀ You are changing your address or registering to vote and do not have two pieces of ID.
- ◀ Your voting status has been challenged by an election judge, governmental or another voter and a majority of the election judges agree.
- ◀ A court order is issued instructing your polling place to remain open after 7 pm. (Everyone voting after 7 pm must cast provisional ballots if this occurs.)

In this instance, you must supply the Clerk's office with acceptable identification within 7 days following Election Day in order for your ballot to be counted. Acceptable forms of identification include, a current and valid photo ID, or a copy of a utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. Bring it to the Clerk's office (89 W. Washington St., Room 600, Chicago) or fax to the Clerk's office at 312 603 9756.

**Circunstancias en las que se usan votos provisionales**

- ◀ Usted tiene que mostrar una identificación porque se registró por correo o su estado como votante es inactivo, pero no llevó su ID al lugar de votación el Día de la Elección.
- ◀ Su nombre aparece entre una lista de personas que recibieron una boleta por correo, pero nunca la recibió o no la tiene con usted para entregarla.
- ◀ Su nombre aparece entre una lista de personas que votaron temprano, pero usted no votó temprano.
- ◀ Está cambiando su dirección o registrándose para votar y no tiene dos formas de ID.
- ◀ Su estado como votante ha sido impugnado por un juez electoral, un observador de la elección u otro votante, y una mayoría de los jueces electorales está de acuerdo.
- ◀ Se emite una orden judicial instruyendo a su lugar de votación para que continúe abierto después de las 7 pm. (Todos los votantes después de las 7 pm tienen que emitir votos provisionales si esto sucede.)

En esta situación, tiene que suministrar a la oficina del Secretario una identificación aceptable dentro de los 7 días posteriores al Día de la Elección para que su voto sea contado. Las formas de identificación aceptables incluyen: un ID con foto actual y válido, o una copia de la factura de un servicio público, un extracto de cuenta bancaria, un cheque del gobierno, un cheque de pago o otro documento de gobierno en el que figure su nombre y su dirección. Lleve dicho documento a la oficina del Secretario (89 W. Washington St., Room 600, Chicago) o envíelo a la oficina del Secretario por fax al 312 603 9756.

---

**Polling Place Procedures**

- ◀ Sign the Special Circumstances label in the Label Book.
- ◀ The election judge will issue you a card that will enable you to mark a provisional ballot on a TouchScreen.
- ◀ A paper ballot will print out on the Ballot Printer after you have made all of your selections.
- ◀ Place your ballot into a Provisional Ballot Envelope, seal and hand it to a Judge at Station 2.

**Procedimientos en el lugar de votación**

- ◀ Firme la etiqueta de circunstancias especiales en el libro de etiquetas.
- ◀ El juez electoral le entregará una tarjeta que le permitirá marcar una boleta provisional en una pantalla táctil.
- ◀ Cuando haya hecho todas sus selecciones, se imprimirá una boleta en papel en la impresora de boletas.
- ◀ Coloque su boleta dentro de un sobre de voto provisional, selle y entregue a un Jefe en la Estación 2.

---

**After the Polls Close**

- ◀ The Clerk's office verifies the registration information for each provisional voter within two weeks after the election.
- ◀ If the Clerk's office determines that you are registered and eligible to vote, your ballot is counted.
- ◀ If you are not registered, the votes you cast will not count. However, the information you supplied on the affidavit will serve as a voter registration application.

**Después del cierre de los comicios**

- ◀ La oficina del Secretario verifica la información de registro de cada votante provisional en los dos semanas posteriores a la elección.
- ◀ Si la oficina del Secretario determina que usted está registrado y cumple con los requisitos para votar, su voto se cuenta.
- ◀ Si no está registrado, los votos que emite no cuentan. Sin embargo, la información que suministró en la declaración jurada servirá como una solicitud de registro como votante.

---

**Additional Information**

- ◀ If you have any information, identification or documents (e.g. voter registration receipt from the Secretary of State's office to show that you are a registered voter or eligible to vote, please:
  - Give it to the election judges on Election Day
  - Email it to election.info@cookcountyil.gov
  - Fax it to the Clerk's office at 312 603 9756.
- ◀ The Clerk's office must receive all supporting information within 7 days after Election Day. Call 312 603 0906 if you have any questions.

**Otra información**

- ◀ Si tiene alguna información, identificación o documentos (por ejemplo, recibo de registro como votante de la oficina del Secretario del Estado) para demostrar que es un votante registrado o que cumple con los requisitos para votar, por favor:
  - Entregue a los jueces electorales el Día de la Elección.
  - Envíelos por correo electrónico a election.info@cookcountyil.gov.
  - Envíelos por fax a la oficina del Secretario al 312 603 9756.
- ◀ La oficina del Secretario tiene que recibir toda la información de respaldo dentro de los 7 días posteriores al Día de la Elección. Llame al 312 603 0906 si tiene alguna pregunta.

---

**Find Out if Your Vote Counts**

- ◀ Visit [www.cookcountyil.gov](http://www.cookcountyil.gov), starting two weeks after the election. If your ballot was not counted you can also learn the reason why it was not.

**Averigüe si su voto ha sido contado**

- ◀ Visite [www.cookcountyil.gov](http://www.cookcountyil.gov), a partir de dos semanas después de la elección. Si su voto no fue contado, también puede saber el motivo por el cual no se contó.

## POSTER 209

### Fill in the Oval Rellene el óvalo Punam ang Oval Wypelnij oval Закрасьте овал Замалуйте овал

**To ensure that your vote counts, fill in the oval next to your selection. DO NOT make any other marks.**

**Para asegurar que su voto cuente, rellene el óvalo junto a su selección. No haga otras marcas.**

**Para punam na mabilang ang boto mo, punam ang oval sa tabing ng pangalan ng kandidato nang matatag na linya.**

**Не заповнюйте нічого крім того, що вказано поруч імен кандидата. Не робіть інших позначок.**

**Числаи овалов, что вы только зачеркнули, зачеркните овал рядом с названием кандидата. Не делайте никаких других отметок.**

**Щоб ваш голос був врахований, зафарбуйте овал біля назви кандидата. Не використовуйте жодних інших позначок.**

**가 투표할 때 반드시, 투표용지 중앙에 있는 투표용지를 정확히, 정확하게 채워주세요. 투표용지 외 다른 곳에 표시를 하면 안 됩니다. 투표용지 외 다른 곳에 표시를 하면 안 됩니다.**

**باید فقط گزینه‌ها را در کادرهای کنار نام نامزد را مشخص کنید. هیچ علامتی در جای دیگر نباید بزنید.**

**بھانگی مان ان ہوتے ہوں۔ ہر ایک نام کے ساتھ ایک چکر لگانا ضروری ہے۔ ہر نام کے علاوہ کسی اور جگہ علامتیں نہ لگائیں۔**

President of the United States

86 Keith Urban

87 John Legend

88 Katy Perry

89 Rhiana Perry

90 Sean Smith

## Campaign-free Zone

### Electioneering

The Campaign-free Zone provides an intimidation-free election environment for voters in and approaching the Polling Place.

- Electioneering is strictly prohibited within 100 feet from the door to the room in which voting is conducted. Electioneering includes wearing buttons, badges, tee shirts, sweatshirts, caps, or any type of clothing in specific colors or with slogans, pictures, etc.; asking voters to vote a particular way; or leafleting.
- Intimidation is a felony under Illinois Law.

### Measure 100 feet for the Campaign-Free Zone

Election Judges must mark off 100 feet from the entrance to the room where voting occurs (*the Polling Place room*) with the blue piece of chalk found in Kit 1.

**!** *A church or private school may choose to apply the Campaign-free Zone to its entire property.*

- *If so, the proprietor must notify the Clerk's office in advance of the election.*
- *If this applies to your Polling Place, the Clerk's office will notify you through email.*
- *In this case, the chalk mark should be placed at the property's boundaries outside.*

### Your Polling Place Type

Determine which of the following scenarios best describes your Polling Place.

- This will help determine where to place the chalk mark.
- ▶ **In a one-story building or ground floor of multi-story building.**

If the Polling Place room is in a one-story building or on the ground floor of a public or private building with two or more floors,

  1. **Measure** 100 feet from the entrance to the polling room.
  2. **Place** the chalk mark on the ground, even if it is still inside the building.
  3. **Mark all** entrances that voters can use to get to the Polling Room.
- ▶ **On a floor other than ground floor of multi-story building.**

If the Polling Place room is on a floor above or below the ground floor in a public or private building with two or more floors,

  1. **Measure** 100 feet from the nearest elevator and/or staircase used by voters on the ground floor
  2. **Place** the chalk mark on the ground.
- ▶ **In a public or private school or church, or other religious building.**

If the Polling Place room is located in a school or in a church or other religious building and the distance of 100 feet ends within the building,

  - **Place** the chalk mark outside of the building at each entrance used by the voters.
  - This special rule only applies to public or private schools, churches or other religious buildings.



## Election Judge ID Badges

### Fill out and wear the Judge Identification Badges

#### ► Election Judge ID

Each Judge is assigned to serve as either a Democratic or Republican Election Judge.

→ The identification badges are located in the plastic supply box in Kit 1.

1. **Print** each Judge's name, township and precinct information on the badge of the party they represent.
2. **Wear** the badge the entire day.

This is a rectangular badge template for a Democratic Election Judge. It features a green header with the text "Election Judge" and a small circular logo on the left. Below the header, there are three input fields: "name", "township", and "precinct/ward". At the bottom, there is a barcode and the word "Democrat" in a bold, italicized font.

This is a rectangular badge template for a Republican Election Judge. It features a yellow header with the text "Election Judge" and a small circular logo on the left. Below the header, there are three input fields: "name", "township", and "precinct/ward". At the bottom, there is a barcode and the word "Republican" in a bold, italicized font.

#### ► Bilingual Election Judge Badges

Certain precincts are assigned Bilingual Election Judge(s), based on the number of Bilingual Voters in that precinct

→ The identification badges are located in the plastic supply box in Kit 1.

1. **Print** the Bilingual Judge's name, township and precinct information on the special oversized identification badge.
2. **Wear** the badge the entire day.

This is a large, vertical badge template for a Bilingual Republican Election Judge. The top section is orange and contains the text "Yo hablo Español" in large bold letters, with "I speak Spanish" below it. The middle section is yellow and contains the text "election judge" and "juez de la elección". Below this, there are three input fields: "name" (with "nombre" below it), "township" (with "municipio" below it), and "precinct/ward" (with "circunscripción/distrito electoral" below it). At the bottom, there is a barcode and the word "Republican" in bold, italicized font, with "Republicano" below it.

This is a large, vertical badge template for a Bilingual Democrat Election Judge. The top section is orange and contains the text "Yo hablo Español" in large bold letters, with "I speak Spanish" below it. The middle section is green and contains the text "election judge" and "juez de la elección". Below this, there are three input fields: "name" (with "nombre" below it), "township" (with "municipio" below it), and "precinct/ward" (with "circunscripción/distrito electoral" below it). At the bottom, there is a barcode and the word "Democrat" in bold, italicized font, with "Demócrata" below it.

# Election Judge Station Supplies

Place the following supplies located in the kits and equipment found in the VSC at each station.

## Station 1:

### Checking in voters, Provisional & EDR Voting

a. ePollbook

Each setup contains 1 of the following:

1. ePollbook (iPad) *(not shown)*
2. ePollbook Printer *(not shown)*
3. ID Reader Stand *(not shown)*
4. Card Activator
5. Card Activator Silver Brace
6. Stylus

b. Voter Privacy Shields

c. Provisional Ballot Envelopes

d. Voter Cards

e. Envelope 604: Credentials

f. Voter Check-in Receipt Envelope

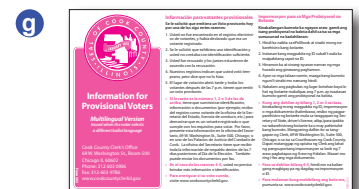
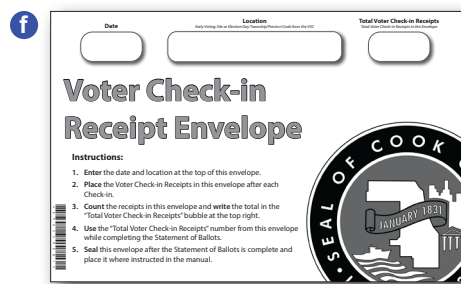
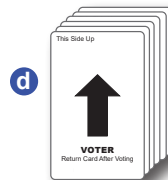
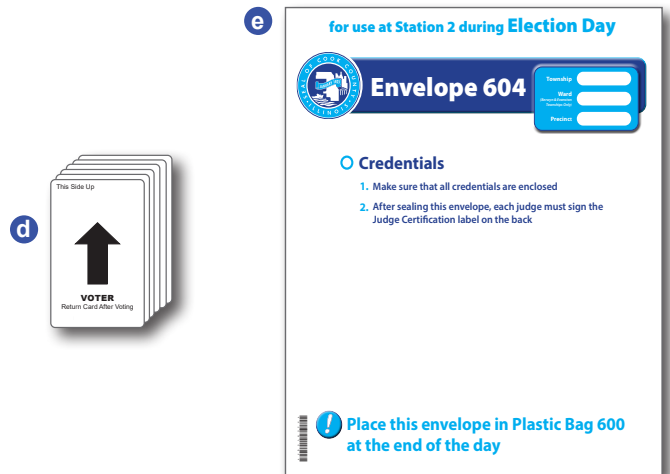
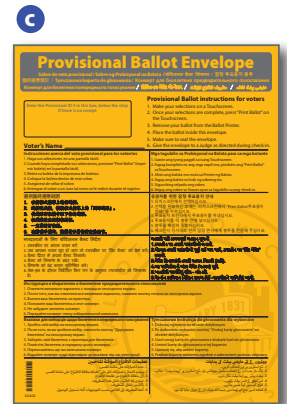
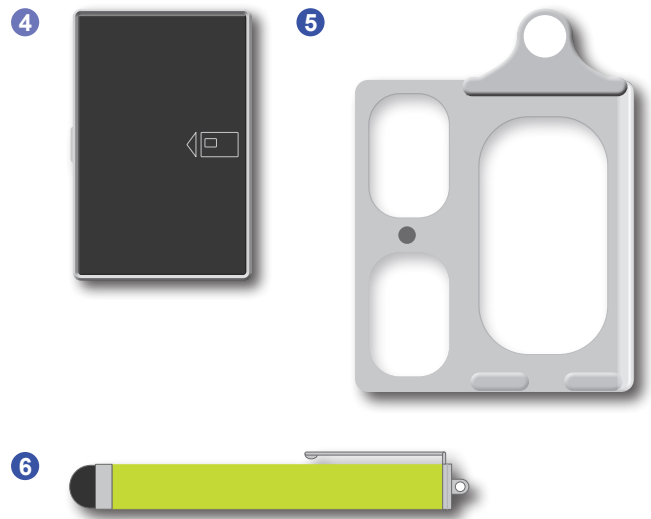
g. Form 503: Provisional Voting Receipt *(not shown)*

→ Other languages **ONLY**  
*(English prints out from ePollbook)*

h. Form 504: Voter Registration Receipt *(not shown)*

→ Other Languages **ONLY**  
*(English prints out from ePollbook)*

### a ePollbook items

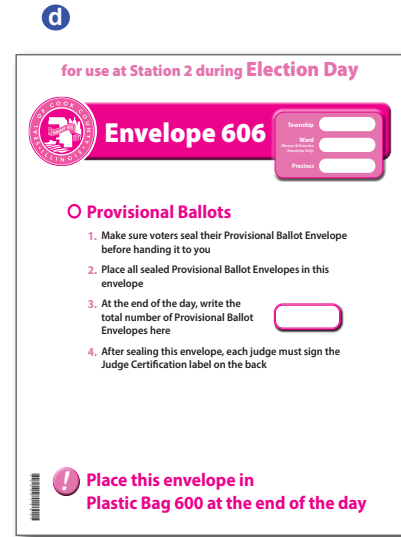
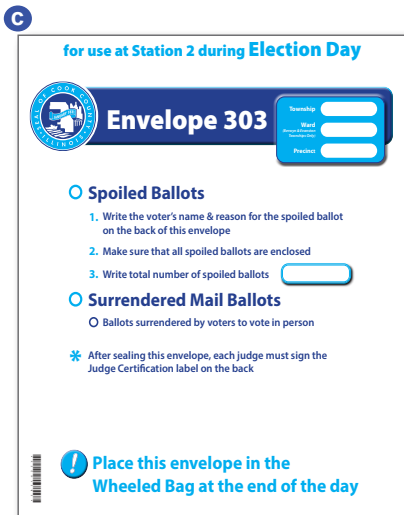
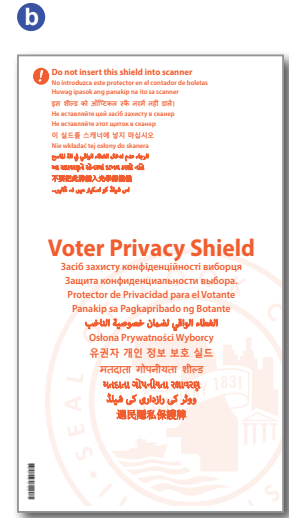
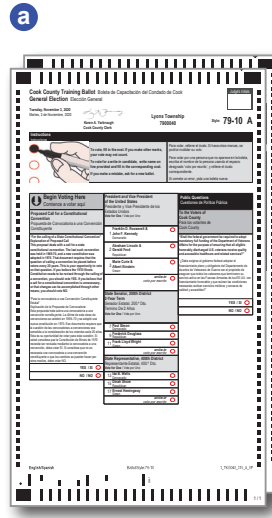


## Election Judge Station Supplies (continued)

### Station 2:

#### Issuing Paper Ballots

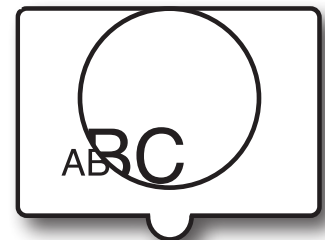
- a. Paper ballots
- b. Voter Privacy Shields
- c. Envelope 303: Spoiled Ballots & Surrendered Mail Ballots
- d. Envelope 606: Provisional Envelope  
→ For sealed Provisional Ballot Envelopes
- e. Ballot pens
- f. Magnifier



e



f



## Election Judge Station Supplies (continued)

### Station 3 (VSC):

#### Scanner & Touchscreens

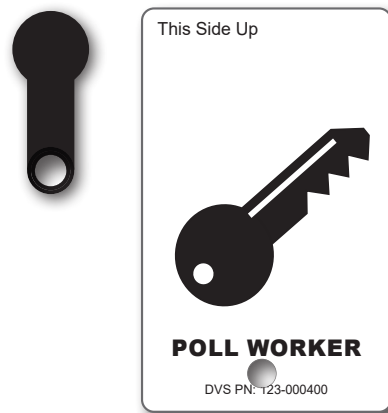
- a. Scanner
- b. Touchscreens
- c. Ballot Printers
- d. Security Key & Poll Worker Card
  - Attached to the Equipment Key Lanyard.
  - » Keys & Lanyard not shown
- e. "I Voted" Stickers



**b**



**d**



**e**





## Final Check

---

- Store unused supplies, boxes and cases in the VSC until needed.
- Make sure all voting equipment is ready to use.
- In split precincts, make sure one pack of each Ballot Style and party (*only in primary Elections*) is opened and easily accessible.
  - » All Judges should review the split precinct and Ballot Style information as a team.
  - » Station 1 and 2 Judges should talk through exactly what they are looking for to make sure everyone knows their role.



## Election Day: 6 a.m. to 7 p.m.

### 67 Station 1:

- ▶ Signature Verification Considerations Chart - *page 68*
- ▶ Processing Voters
  - ⇒ **Checklist 9:**  
Processing Regular Voters - *page 69*
  - ⇒ Handling the Voter's Ballot Marking Choice
    - Touchscreen - *page 72*
    - Paper Ballots - *page 74*
  - ⇒ Advanced Search - *page 75*
  - ⇒ ID Required - *page 76*
- ▶ **Special Circumstances**
  - ⇒ Special Circumstance Chart - *page 78*
  - ⇒ **Checklist 10:**  
Voter Requesting Assistance - *page 79*
  - ⇒ **Checklist 11:**  
Voter Requested a Mail Ballot, and IS Returning it - *page 83*
  - ⇒ **Checklist 12:**  
Voter Requested a Mail Ballot Sent, but IS NOT Returning it - *page 85*
  - ⇒ **Checklist 13:**  
Inactive Voter with ID - *page 87*
  - ⇒ **Checklist 14:**  
Inactive Voter with Only 1 or NO ID - *page 89*
  - ⇒ **Checklist 15:**  
Name Change- *page 91*
  - ⇒ **Checklist 16:**  
Voter Listed as Already Checked-in, but DID NOT - *page 93*
  - ⇒ **Checklist 17:**  
Wrong or Missing Signature - *page 95*
  - ⇒ **Checklist 18:**  
Voter's Signature is Challenged- *page 97*
  - ⇒ **Checklist 19:**  
Voting Status is Challenged - *page 101*

### ⇒ Checklist 20:

Voting During Court-Ordered Extended Hours - *page 105*

### ▶ Election Day Registration:

- ⇒ Acceptable Forms of ID - *page 108*
- ⇒ Examples of Acceptable ID - *page 109*
- ⇒ Who May Register to Vote - *page 110*
- ⇒ **Checklist 21:** Change of Address - *page 111*
- ⇒ **Checklist 22:** New Voter - *page 115*

### ▶ Checklist 23: Canceling a Voter Check-in - *page 121*

### 125 Station 2:

- ▶ **Checklist 24:** Issuing a Paper Ballot - *page 127:*
  - ⇒ Paper Ballot (*image*)

### 129 Station 3:

- ▶ Touchscreens
- ▶ Scanner
  - ⇒ Inserting Paper Ballots
  - ⇒ Scanner Messages

### 131 Voter Assistance:


- ▶ Voting Aids
- ▶ Voter Assistance
- ▶ Curbside Voting
- ▶ Audio Voting - *page 132*
  - ⇒ ATI Handset Control Buttons
- ▶ **Checklist 25:** Accessible Voting Sessions (*AVS*) - *page 133*
  - ⇒ Voter Navigation Through the Ballot



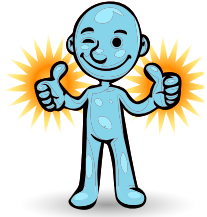
## Station 1

---

**!** Polls must be open at 6 a.m. and ready for the first voter.

 At 6 a.m. an Election Judge will stand at the entrance to the Polling Place and declare:

*The polls are open!*



**i** The majority of voters arrive to vote in the early morning or late afternoon. Follow these steps to keep lines to a minimum:

Two Judges, one from each party, must always be present at Station 1.

→ The bilingual Judge, if possible, should be one of these two Judges.

## Signature Verification Considerations

## Signature Verification Considerations

When evaluating a signature, remember that no one always makes a signature the same way (signatures change over time). Signatures are an individual expression of an individual's name; they are not transcriptions of the name and there is no absolute formula for evaluating a signature, but the following considerations are important.

## Step 1

## BROAD, INITIAL CONSIDERATIONS

- 1 The visual impression that a signature makes is a good starting point, but not final

*Franklin D. Roosevelt* vs. *Franklin D. Roosevelt*

- 2 Consistency, not identity, is what matters; the overall form of the letters should be consistent

*Millard Fillmore* vs. *Millard Fillmore*

- 3 Proportion, not size, matters: RELATIVE height and length are what matters

*Millan Buren* vs. *Millan Buren*

- 4 Signatures tend not to be complete – middle initials; combined letters; drift-off at end, but the “shape” of the incomplete part should be consistent with the rest of the signature

*John* vs. *John*

- 5 “Ideographic” signatures are OK, if they match

*W.A. Lincoln* vs. *W.A. Lincoln*

## Step 2

## PARTICULAR, CLOSE CONSIDERATIONS

- 1 First letters tend to be the most consistent

*Fu* vs. *Fu*

- 2 How letters are connected – or not – matters

*Millan Buren* vs. *Millan Buren*

- 3 Slant matters, especially left slant, which is uncommon

*Abraham Lincoln* vs. *Abraham Lincoln*

- 4 Similar flourishes are indicative of the same hand

*James Aggrey* vs. *James Aggrey*

- 5 Crossing “T” and dotting “I” is a common characteristic of consistency

*Harold Washington* vs. *Harold Washington*

# Processing Voters

## Checklist 9: Processing Regular Voters

**Follow** the steps on this checklist to process a regular voter on the ePollbook.

Check	Step #	Task to complete:
-------	--------	-------------------



State law was changed on July 1, 2015 so that a photo ID is no longer required. However, if the voter has their Driver's License or State ID out, they may scan it. This will enable you to check in voters quicker and more efficiently and will reduce lines.

### The Regular Voter

**Give** the voter the option to use their Driver's License or State ID to speed up the check-in process.

→ **If the voter chooses to use their ID,**

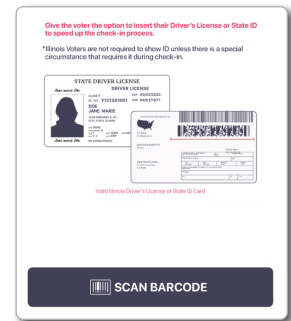
**A. Tap** the black "Scan Barcode" button on the bottom left of the screen.

» The ID Reader will activate.

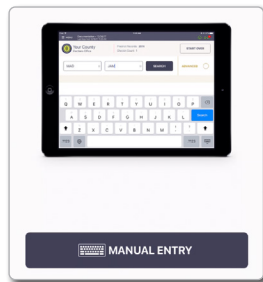
**B. Have the voter place** their Driver's License or State ID on the ID Reader stand, with the ID facing them.

» This will automatically search for the voter

**C. Move** to step 3 when the address verification screen with the voters information appears.



1



→ **If the voter DOES NOT choose to use their ID,**

**A. Tap** the black "Manual Entry" button on the bottom right of the screen.

» Last and First name boxes will appear.

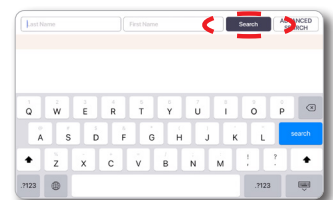
**B. Type** in at least the first 2 - 3 letters of the voter's last name and of their first name.

**Hint:** If you have trouble finding a voter whose name has an apostrophe, substitute a space instead. Also, don't add a space in names like DeMille, LaBrose and McCormack or remove the space if you have entered the name with one and don't find the voter. Don't give up. For Advanced Search options, see page 75.

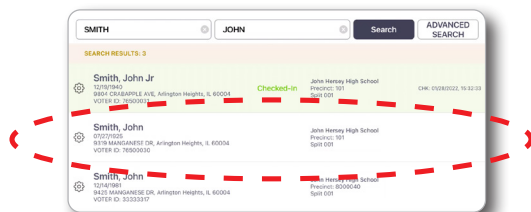
**A. Tap** the black "Search" button at the top right.

→ The voter's name and address will appear on screen.

→ If there are other names that fit the search, a list of voter names will appear on screen.



2

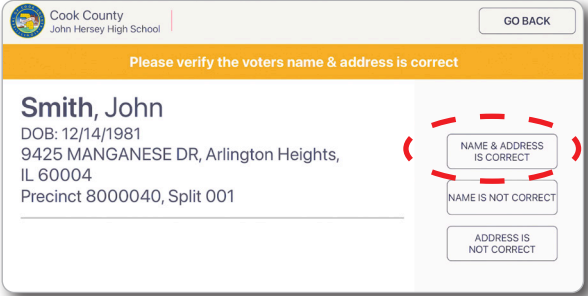
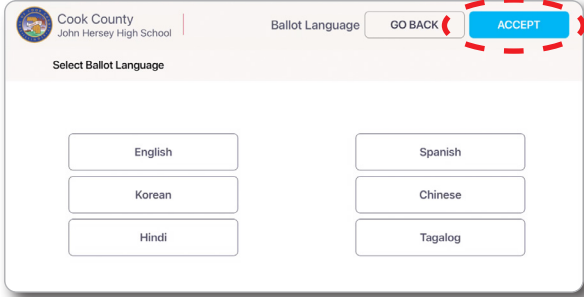
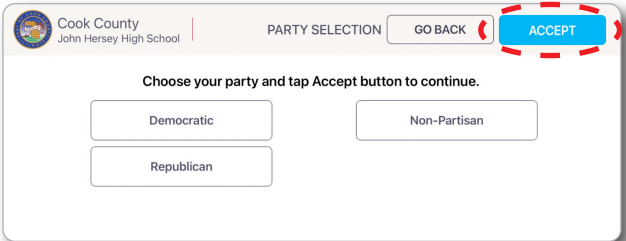


**B. Ask** for additional information to find the voter if there are other voters with the same name.

→ Date of birth, address, etc.



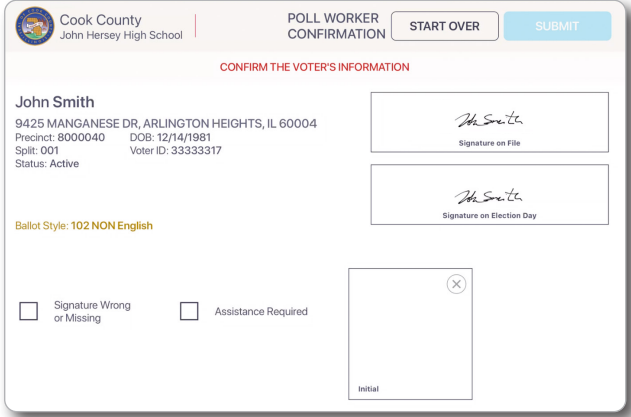
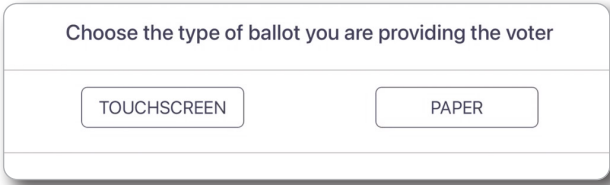
**C. Tap** on the voter's name.

## Checklist 9: Processing Regular Voters (continued)

3		<p>A screen with the message “Please verify the voter’s name and address is correct” will appear, with the voter’s date of birth, name and address.</p> <p><b>A. Flip</b> the screen toward the voter</p> <p><b>B. Ask</b> them to verify their name and address.</p> <p><b>C. Flip</b> the screen back toward you.</p> <p><b>D. Tap</b> the “Name &amp; Address is Correct” button on the right if the voter’s information is correct.</p>	 <p><b>i</b> → If the voter’s name is incorrect, turn to Checklist 15: “Name Change” on page 91.</p> <p>→ If the voter’s address is not correct or has changed, turn to Checklist 21: “Change of Address” on page 111.</p>
4		<p>The “Ballot Language” screen will appear.</p> <p><b>A. Ask</b> the voter in what language they would prefer their ballot.</p> <p><b>B. Tap</b> the language the voter would like.</p> <p>→ Paper ballots in different languages are limited by precinct.</p> <p>→ Touchscreens will have all 12 languages offered by the Cook County Clerk’s Office.</p>	 <p><b>C. Tap</b> the blue “Accept” button on the top right.</p> <p>→ The “Signature Confirmation” screen will appear.</p>
5		<p><b>Skip this step in a General Election.</b></p> <p>The “Party Selection” screen will appear in a Primary Election, but not in a General Election.</p> <p><b>A. Tap</b> on the voter’s party if it’s a Primary Election.</p> <p><b>B. Tap</b> the blue “Accept” button on the top right.</p>	



Checklist 9: Processing Regular Voters (continued)

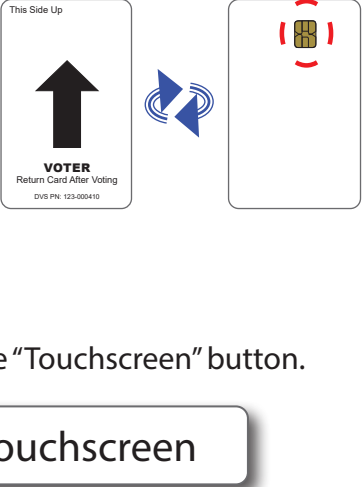

<p>6</p>	 <p>John Smith 9425 MANGANESE DR, Arlington Heights, IL 60004 Precinct: 8000040 Split: 001</p> <p>LISTEN TO OATH CLEAR SIGNATURE</p> <p>x I certify that I am registered to vote from the address shown and that I am qualified to vote.</p>	<p>A. <b>Flip</b> the screen toward the voter.</p> <p>B. <b>Instruct</b> them to sign the screen after reading the certification language.</p> <p>→ Tell the voter to tap the black “Listen to Oath” button, if they want the ePollbook to read the certification aloud.</p>  <p>C. <b>Flip</b> the screen toward you after they sign.</p> <p>D. <b>Tap</b> the blue “Done Signing” button.</p>
<p>7</p>	<p>The “Poll Worker Confirmation” screen will appear, with the voter’s signature in the “Signature on File” box and today’s signature in the “Signature on Election Day” box.</p> <p>A. <b>Compare</b> the signatures</p> <p>→ If they match, <b>write</b> your initials in the “Initial” box at the bottom right.</p> <p>B. <b>Tap</b> the blue “Submit” button at the top right.</p> <div data-bbox="360 1243 760 1375" style="background-color: #ffe0b2; padding: 5px; border: 1px solid #ccc;"> <p><b>i</b> For issues with the voter’s signature, see pages 95 - 99.</p> </div>	 <p>Cook County John Hersey High School</p> <p>POLL WORKER CONFIRMATION START OVER SUBMIT</p> <p>CONFIRM THE VOTER'S INFORMATION</p> <p>John Smith 9425 MANGANESE DR, ARLINGTON HEIGHTS, IL 60004 Precinct: 8000040 DOB: 12/14/1981 Split: 001 Voter ID: 33333317 Status: Active</p> <p>Signature on File Signature on Election Day</p> <p>Ballot Style: 102 NON English</p> <p><input type="checkbox"/> Signature Wrong or Missing <input type="checkbox"/> Assistance Required</p> <p>Initial</p>
<p>8</p>	 <p>Choose the type of ballot you are providing the voter</p> <p>TOUCHSCREEN PAPER</p>	<p>A screen with the message “Choose the type of ballot you are providing the voter” will appear.</p> <p>→ <b>Give</b> the voter the option to vote by Touchscreen or Paper Ballot.</p>

## Checklist 9: Processing Regular Voters (continued)

## Handling the Voter's Ballot Marking Choice - Touchscreen

## Handling the Voter's Ballot Marking Choice

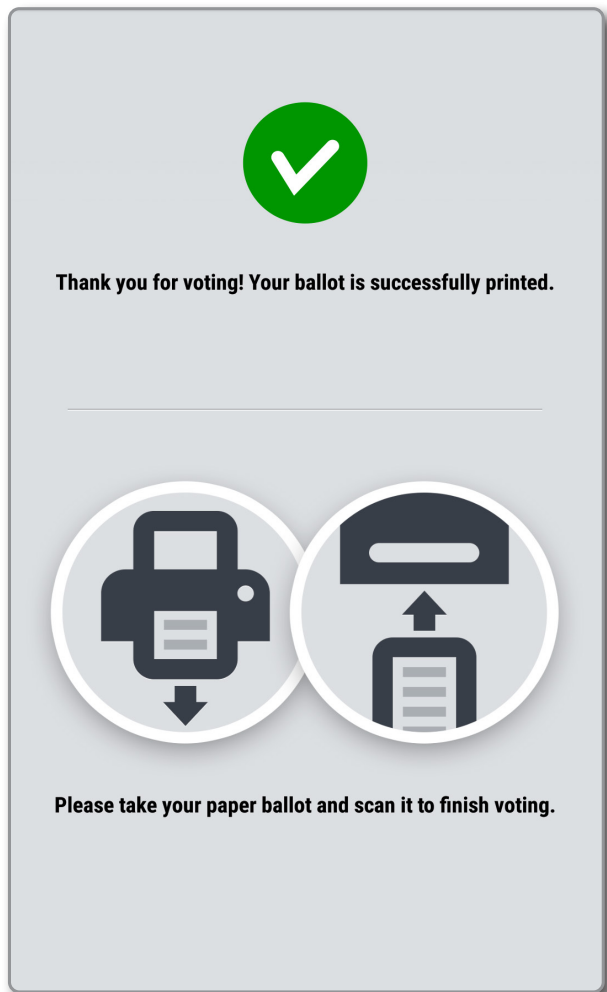
## If the voter chooses to mark their ballot on the Touchscreen

9	<p><b>A. Insert the Voter Card into the Card Activator.</b></p> <ul style="list-style-type: none"> <li>→ With the chip facing you and the arrow facing the voter.</li> <li>→ A blue light will appear on the Card Activator.</li> </ul>	 <p><b>B. Tap the "Touchscreen" button.</b></p>
10	<p>The instruction "Tap the Activate Card button" will appear.</p> <ul style="list-style-type: none"> <li>→ <b>Tap</b> the "Activate Card" button. <ul style="list-style-type: none"> <li>» The card will activate.</li> <li>» 2 receipts will print. <ul style="list-style-type: none"> <li>› 1st, a Ballot Style Receipt <ul style="list-style-type: none"> <li>• Shorter receipt with the Ballot style listed</li> </ul> </li> <li>› 2nd, a Check-in Receipt <ul style="list-style-type: none"> <li>• Longer receipt with Ballot Style and Voter information</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
11	<p><b>A. Give the Ballot Style Receipt to the voter.</b></p> <ul style="list-style-type: none"> <li>→ In case they change their mind while they wait and decide to vote on paper.</li> </ul> <p><b>B. Place the Check-in receipt inside the Voter Check-in Receipt Envelope.</b></p>	
12	<p><b>A. Remove the card from the Card Activator.</b></p> <p><b>B. Hand the activated card and a Voter Privacy Shield to the voter.</b></p> <p><b>C. Explain</b> to insert the activated card into the yellow slot on the Touchscreen, with the arrow facing up, as illustrated on the Touchscreen.</p> <p><b>D. Direct</b> the voter to a Touchscreen after explaining the ballot casting instructions.</p>	

**Checklist 9: Processing Regular Voters (continued)**  
**Touchscreen Ballot Casting Instructions for the Voter**

## Touchscreen Ballot Casting Instructions for the Voter

- ⇒ The Touchscreen is only a ballot marking device, and does not cast ballots.
- ⇒ With the exception of Provisional Ballots, all Ballots must be cast on the Scanner.



- A. **Tell** the voter that the Touchscreen has printed their ballot when the “Thank you for voting...” screen to the left appears.
  - Their ballot hasn’t been cast yet.
- B. **Tell** the voter to follow these steps to cast their ballot:
  1. **Remove** their Voter Card from the slot.
  2. **Remove** their ballot from the Ballot Printer.
  3. **Take** the following to the Scanner:
    - Their ballot
    - The Activation Card
    - The Voter Privacy Shield
  4. **Keep** their votes on their ballot covered with the Voter Privacy Shield. The judge at the Scanner will initial it.
    - The Scanner will not accept ballots without judge initials.
  5. **Insert** their printed ballot into the Scanner.
    - Still covered by the Voter Privacy Shield.

**The Judge at the Scanner will give the voter an “I Voted” sticker after the ballot is cast and the Voter Privacy Shield and Voter Card have been collected.**

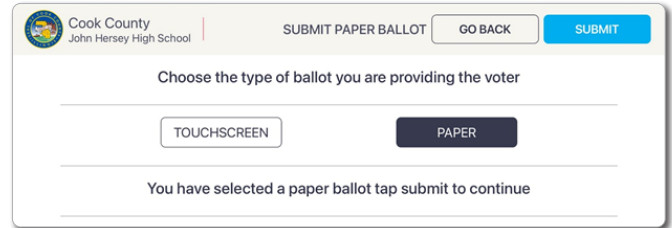
## Checklist 9: Processing Regular Voters (continued)

## Handling the Voter's Ballot Marking Choice - Paper Ballot

## If the voter chooses to mark a Paper Ballot

## Station 1

- 9**
- A. Tap** the "Paper" button.  
→ An instruction to tap submit will appear.
- B. Tap** the blue "Submit" button.  
→ 2 receipts will print.
- » 1st, a Ballot Style Receipt
    - › Shorter receipt with the Ballot Style listed.
  - » 2nd, a Check-in Receipt
    - › Longer receipt with Ballot Style and Voter information
- C. Give** the Ballot Style Receipt to the voter.
- D. Place** the Check-in receipt inside the Voter Check-in Receipt Envelope.



## Station 2

- 10**
- Issue** the voter a ballot with the Ballot Style Number, listed on the receipt.
- i** *The party will be listed on the receipt in a Primary Election.*

- 11**
- A. Initial** the ballot in the "Judge Initials" box, to the right of the "Precinct" box.
- B. Hand** the voter the ballot, along with a Voter Privacy Shield and a Ballot Pen.
- C. Direct** the voter to a Voting Booth to mark their ballot.



- 12**
- Tell** the voter to follow these steps to cast their ballot:
- A. Take** all of the items they received at Station 2 to the Scanner.
- B. Insert** their ballot into the Scanner.  
→ While keeping their ballot covered by the Voter Privacy Shield.
- C. Give** the Voter Privacy Shield and the Ballot Pen to the judge.
- The Judge at the Scanner will give the voter an "I Voted" sticker after they successfully cast their ballot.


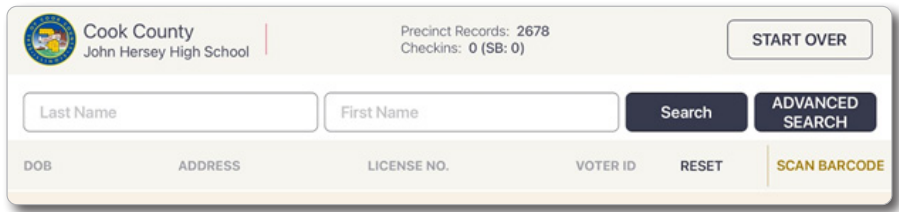
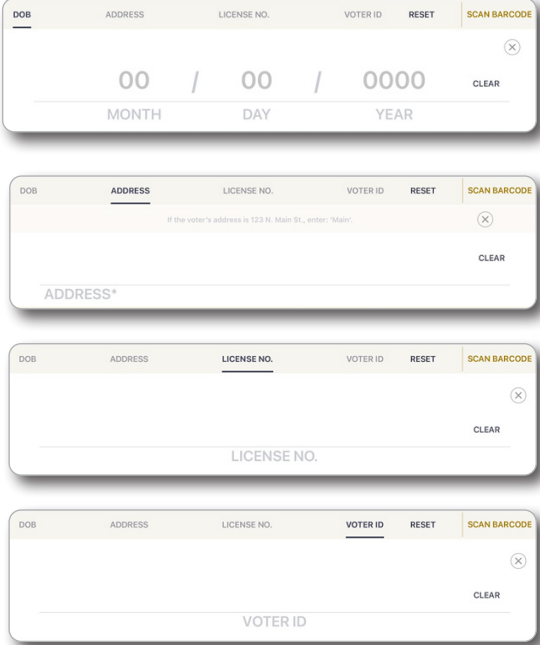

**Checklist 9: Processing Regular Voters (continued)**  
**Advanced Search Options**

**Advanced Search Options**

If you cannot find the voter using their last and first name, don't give up! There are other options.

- ▶ First, verify with the voter that you've spelled their name correctly.
- ▶ Try names like Mc Donald, De la cruz, and Van de Kamp and O Connor, with and without the spaces.

**Try** an Advanced Search to find the voter.

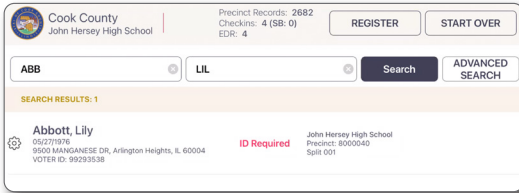
1	<p><b>Tap</b> the "Advanced Search" button, to the right of the black "Search" button</p>	
2	<p>The "Advanced Search" button will turn black and a list of selections will appear beneath the "Last Name" and "First Name" boxes.</p>  <p><b>Tap</b> on the search option you want to try.</p> <ul style="list-style-type: none"> <li>→ <b>DOB</b> (<i>Date of Birth</i>)             <ul style="list-style-type: none"> <li>» Works well if there are several name matches.</li> </ul> </li> <li>→ <b>Address</b> <ul style="list-style-type: none"> <li>» Works best if the last and first names alone aren't working.</li> </ul> </li> <li>→ <b>License No.</b> <ul style="list-style-type: none"> <li>» Used if the Driver's License or State ID didn't scan.</li> </ul> </li> <li>→ <b>Voter ID</b> <ul style="list-style-type: none"> <li>» Located on the voter's Voter ID card.</li> </ul> </li> <li>→ <b>Scan Barcode</b> <ul style="list-style-type: none"> <li>» Use this option if the voter decides to use their Driver's License or State ID.</li> </ul> </li> </ul>	
3	<p><b>A. Enter</b> the information for the search option you select.</p> <ul style="list-style-type: none"> <li>→ The searches will be added to the "Last Name" and "First Name" searches.</li> </ul> <p><b>B. Tap</b> the black "Search" button after each entry.</p> <ul style="list-style-type: none"> <li>→ The options will turn orange as you try them.</li> </ul>	

**Checklist 9: Processing Regular Voters (continued)**  
**Voter Required to show ID**

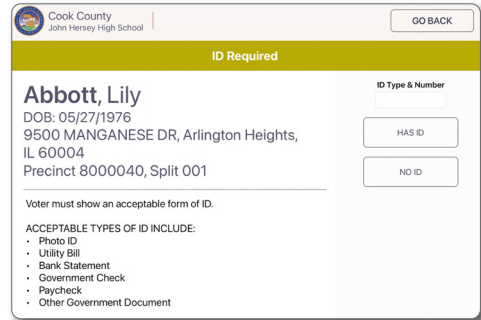
**ID Required**

In some cases, when a voter registers online or through the mail and still needs to show ID, the message “ID Required” will appear to the right of the voter’s information during a manual search and across the top of the first screen when a voter scans their ID to check in.

Voter info. during a manual search



1st screen when the voter uses their ID



**Follow** the steps below if the message “ID Required” appears when checking a voter in.

Check	Step #	Task to complete:
	1	<p>If there is an “ID Required” message in red on the screen, <b>ask</b> the voter for ID.</p> <p>→ Acceptable forms of ID include:</p> <ul style="list-style-type: none"> <li>» Photo ID</li> <li>» Utility Bill</li> <li>» Bank Statement</li> <li>» Government Check</li> <li>» Paycheck</li> <li>» Other Government Document</li> </ul> <p><b>i</b> <i>If the voter does not have ID, follow the steps in Checklist 14: Inactive Voter with ONLY 1 or NO ID on page 89.</i></p>
	2	<p>In the “ID Type &amp; ID Number” box...</p> <p><b>A. Enter</b> the Type of ID the voter is using.</p> <p><b>B. Add</b> a forward slash.</p> <p><b>C. Enter</b> the number or information from the ID.</p> <p><b>ID Type &amp; Number</b> DL / D123-1234-1234</p> <p><b>i</b> <i>See the Acceptable ID list on page 108 for what to enter in the “ID Type &amp; Number” box for the IDs listed in step 1.</i></p>
	3	<p><b>Tap</b> the “Has ID” after the voter hands you the ID.</p> <p>→ The message “Please verify the voter’s name and address is correct” will appear.</p> <p><b>HAS ID</b></p>
	4	<p>The Check-in becomes a “Regular Voter” Check-in when “Has ID” is selected.</p> <p>→ Go to step 3 on page 70 in Checklist 10: Processing Regular Voters and complete the Check-in.</p> <p>→ The voter’s Check-in Receipt will show they presented ID and the ID used.</p>

# Special Circumstance Voters

## Three Types of Special Circumstance Voters

1. Provisional
2. Election Day Registration
3. Other Affidavit

The type of Special Circumstance determines how to check a voter in.

### Provisional Voters

Provisional Voters have registration issues that can't be resolved by Election Judges on Election Day.

- Their votes may or may not be counted and **MUST** be marked on the Touchscreen.
- Judges **MUST** activate a Provisional Voter card on the ePollbook.
- They must sign a Provisional Voter Affidavit.
- They must be given a Provisional Voter Receipt that gives instructions on what they should do next.
- **Provisional ballots DO NOT** get cast on Election Day.
  - » Instead, they are sealed by the voter in a Provisional Ballot Envelope, with the Ballot Style Receipt from the check-in attached and the Voter's name written.

**i** There are more detailed instructions on handling the Provisional Ballot Envelope in the Provisional Check-in checklists later in this Special Circumstances section of the manual.

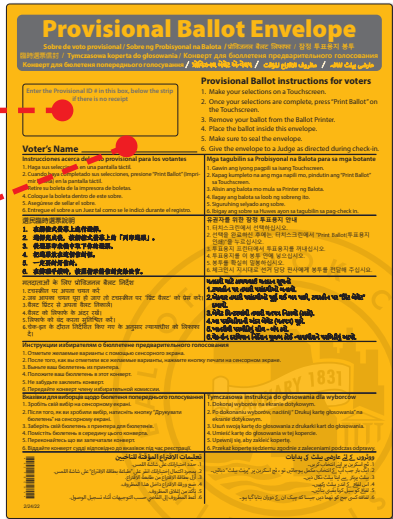
### Provisional Ballots After Election Day

- Provisional Ballots are only processed and counted if the voter's circumstance is resolved.
- Provisional Ballot Envelopes are identified by the Ballot Style receipt and the Voter's name.
- The ballot is removed from the envelope by election staff and placed with other resolved Provisional Ballots to be processed.
- A different election staff member processes all of the ballots at once.

### Election Day Registration Voters (EDR)

There are Two types of EDR Voters.

1. New Voters registering for the first time.
  2. Voters who moved but did not re-register.
- EDR voters **MUST** show two pieces of ID to fully register and vote.
    - » If they don't have ID, they will vote a Provisional ballot.
  - They must sign an EDR Voter Affidavit
  - After completing the registration process and checking in, they will be given a Voter Registration Receipt as proof of their registration.
  - They are allowed to vote a regular ballot on the Touchscreen or using a Paper Ballot.



Ballot Style Receipt here

Voter's name here

- » The voter will hand the sealed envelope to the Judge at Station 2, who will place it in Provisional Envelope 606.

### Other Affidavit Voters

- Other Affidavit Voters have issues that Election Judges can resolve on Election Day.
- They must sign an Other Affidavit Voter affidavit for their specific Special Circumstance.
  - They are allowed to vote a regular ballot on the Touchscreen or using a Paper Ballot.

### Special Circumstance Voters (continued)

Below, is a list of Special Circumstances, the issues that cause them, and the pages in this manual that give instruction on how to handle them.

Circumstance	Issue	Page	Type
<b>Voter needs Assistance</b>	Voter has difficulty speaking, reading or writing the English language and requests help	79	Other Affidavit Voter
	Voter with a disability requests assistance		
<b>Mail Ballot</b>	Received a Mail Ballot, and is surrendering it or a part of it today	83	
	Did not receive a ballot	85	
	Received a ballot, but is not surrendering it		
<b>Inactive Voter</b>	Inactive and has ID	87	Provisional Voter
	Inactive and has insufficient or no ID	89	
<b>ID Required</b>	Voter does not have ID <i>(follow Inactive and has insufficient or no ID instructions)</i>		
<b>Name Change</b>	Voter's name has changed	91	Other Affidavit Voter
<b>Already Checked-in</b>	Voter is listed as "Checked-in," but says they did not check-in	93	Provisional Voter
<b>Signature</b>	Voter's signature is missing in the ePollbook	95	Other Affidavit Voter
	Voter's signature is wrong in the ePollbook <i>(It is not their signature)</i>		
<b>Voter Status Challenged</b>	A challenge to a voter's status is upheld	97	Provisional Voter
	A challenge to a voter's signature is upheld	101	
<b>Court-ordered extended hours</b>	A court order was issued to extend the voting hours on Election Day	105	
<b>Voter Moved</b>	Voter moved and did not re-register <i>(Change of address)</i>	111	EDR Voter
<b>New Voter</b>	Voter is not in the ePollbook and is not verified by Voter Verification	115	



## Checklist 10: Voter Requesting Assistance (Disability/Language)

**!** The voter **MUST** have a language issue or specific disability that hinders them in casting a regular ballot.

**Follow** the steps on this checklist to process a voter requesting assistance on the ePollbook.

Check	Step #	Task to complete:	Other Affidavit Voter
	1	This Check-in starts as a "Regular Voter" Check-in. <b>i</b> Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.	
	2	On the "Poll Worker Confirmation" screen → <b>Select</b> the "Assistance Required" box, next to the Judge Initial box, if the signatures match.	<input type="checkbox"/> Assistance Required

**!** If the voter was challenged and/or there are issues with the voter's signature, turn to the following associated checklists.

- ▶ These 3 issues should be processed before selecting Assistance Required.
- ▶ Checklist 17: Voter's Signature On File Is Wrong or Missing, pages 95 for instructions on handling voters whose signatures wrong or missing.
- ▶ Checklist 18: Voter's Signature IS Challenged, pages 97 for instructions on handling voters whose signatures have been challenged.
- ▶ Checklist 19: Voting Status Challenged, pages 103 for instructions on handling challenged voters.

The "Assistance Required" affidavit window will open with a drop down menu for Language or Disability.

**A. Enter** the name of the person assisting in the "Assister Name" box.

**B. Enter** "N/A" in the "2nd Assister Name" box.

→ **Enter** the name of the second Judge in the "2nd Assister Name" box, if Judges are providing the assistance.



» In this case, there **MUST** be two Judges (each from a different party).

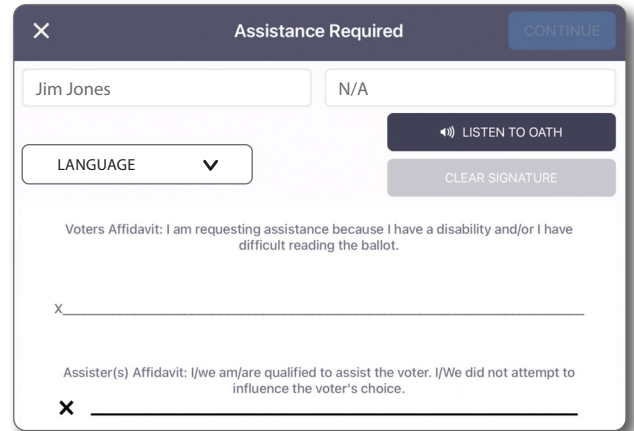
CHOOSE REASON ▼

- Language
- Disability

**C. Select** the reason the voter is requesting assistance from the "Choose Reason" dropdown menu.

## Checklist 10: Voter Requesting Assistance (Disability/Language) (continued)

4	<p>The voter and the assister(s) must sign Affidavits.</p> <ul style="list-style-type: none"> <li>▶ <b>Voter:</b> "I am requesting assistance because I have a disability and/or I have difficulty reading the ballot."</li> <li>▶ <b>Assister:</b> "I/we am/are qualified to assist the voter. I/we did not attempt to influence the voter's choice."</li> </ul> <p><b>A. Flip</b> the screen toward the voter and assister(s).</p> <p><b>B. Instruct</b> them both to sign the screen after reading the affidavits.</p> <ul style="list-style-type: none"> <li>→ The voter must sign the first line.</li> <li>→ The assister(s) must sign the second line. <ul style="list-style-type: none"> <li>» Both Judges sign next to each other, on the same line, if they are the assisters.</li> </ul> </li> </ul> <p><b>C. Flip</b> the screen toward you after they sign.</p> <p><b>D. Tap</b> the blue "Continue" button at the top right.</p> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; background-color: #e6f2ff; margin-top: 10px;"> <p> Tell the voter and assister to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavits aloud.</p> </div>
5	<p>The "Poll Worker Confirmation" screen will appear, with a check mark in the "Assistance Required" box.</p> <div style="text-align: center; margin: 10px 0;"> <input checked="" type="checkbox"/> Assistance Required </div> <p><b>A. Write</b> your initials in the "Initial" box at the bottom right.</p> <p><b>B. Tap</b> the blue "Submit" box on the top right of the screen.</p> <div style="text-align: right; margin-top: 10px;">  </div>



## Checklist 10: Voter Requesting Assistance (Disability/Language) (continued)

A screen with the message “Choose the type of ballot you are providing the voter” screen will appear.

→ **Give** the voter the option to vote by Touchscreen or Paper Ballot and finish the Check-in accordingly.



*Steps 8 - 12, starting on page 71, Checklist 9: Processing Regular Voters for instructions on Handling the Voter's Ballot Marking Choice.*

Two Receipts will print when the “Activate Card” or “Submit” button is tapped after the ballot marking choice selection at the end of the Check-in.

6

→ These receipts are slightly different than the receipts printed for a Regular Voter.

I. Ballot Style Receipt

- » The first shorter receipt, with the Ballot Style Number.
  - › **Hand** this receipt to the voter.

II. Check-in Receipt

- » The second longer receipt will show the type of Assisted Voter and the name(s) of the assister(s).
- » **Place** this receipt in the Voter Check-in Receipt Envelope.



# Checklist 11: Voter Requested & IS Surrendering a Mail Ballot




Mail Ballots can only be surrendered if brought into a precinct on Election Day. There will be no Mail Ballot Drop Boxes at any of the precincts, throughout Suburban Cook County.

- ▶ However, you can accept a voted Mail Ballot if the voter is surrendering it to vote in person.
  - The voter will need to vote a new ballot if they are surrendering their Mail Ballot.

**Follow** the steps on this checklist to process a Mail Ballot voter on the ePollbook who is surrendering their Mail Ballot.

Check	Step #	Task to complete:	<i>Other Affidavit Voter</i>
	<b>1</b>	<p>A voter who requested a Mail Ballot will have a blue tint with the words “Mail Ballot Sent” on the Voter Search screen.</p> <p>→ “Mail Ballot has been sent” will be in the blue bar on the first screen.</p> <p>→ <b>Ask</b> the voter if they have the ballot with them.</p>	
	<b>2</b>	<p>If the voter has their Mail Ballot, and wants to vote in person:</p> <p><b>A. Collect</b> the ballot.</p> <p><b>B. Write</b> “SURRENDERED” in large letters on the postage side of the envelope.</p> <p>→ Use a sharpie.</p> <p>→ Write it across the ballot if there is no envelope or if the envelope is open.</p> <p><b>C. Place</b> the envelope/ballot in Envelope 303.</p>	
	<b>3</b>	<div style="border: 1px solid gray; border-radius: 10px; padding: 10px; display: inline-block; background-color: #f0f0f0;"> <p>HAS BALLOT</p> </div>	<p><b>Tap</b> the “Has Ballot” button.</p> <p>→ The “Voter Oaths” screen will appear.</p>

Checklist 11: Voter Requested & **IS** Surrendering a Mail Ballot (continued)

4	<p>The voter is required to sign a Mail Ballot Voter affidavit, stating, "I requested a Mail Ballot, but I wish to vote in person. I am returning the Mail Ballot."</p> <ol style="list-style-type: none"> <li>Flip the screen toward the voter.</li> <li>Instruct them to sign the screen after reading the affidavit.</li> <li>Flip the screen toward you after they sign</li> <li>Tap the blue "Submit" button.</li> </ol>  <p><b>i</b> Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.</p>
5	<p>The "Please verify the voters name &amp; address is correct" screen will appear. → <b>Verify</b> the voter's name and address and continue the Check-in.</p> <p><b>i</b> Steps 3 - 12, starting on page 70 Checklist 9: Processing Regular Voters for instructions on checking a voter in.</p> <p>Two receipts will print when the "Activate Card" or "Submit" button is tapped after the ballot marking choice selection at the end of the Check-in. → These receipts are slightly different than the receipts printed for a Regular Voter.</p> <ol style="list-style-type: none"> <li>Ballot Style Receipt       <ol style="list-style-type: none"> <li>The first shorter receipt, with the Ballot Style Number.           <ol style="list-style-type: none"> <li><b>Hand</b> this receipt to the voter.</li> </ol> </li> </ol> </li> <li>Check-in Receipt       <ol style="list-style-type: none"> <li>The second longer receipt will show that the voter HAS surrendered their Mail Ballot.</li> <li><b>Place</b> this receipt in the Voter Check-in Receipt Envelope.</li> </ol> </li> </ol>

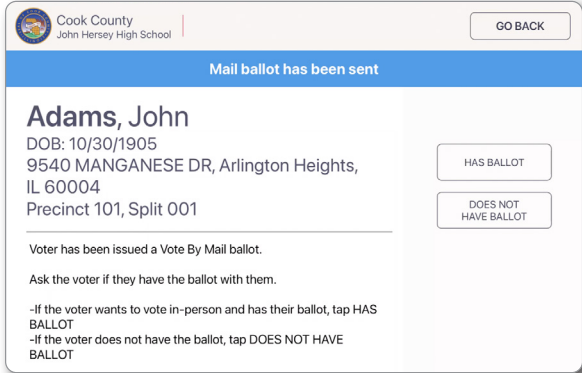


# Checklist 12: Voter Requested & IS NOT Surrendering a Mail Ballot



The following procedure should be used for Mail Ballot voters who say that they...

- Haven't received their Mail Ballot or don't have it with them and wish to vote a Regular Ballot in person.
- Have completed and returned a Mail Ballot but were informed that it was not received by the Clerk's Office and wish to vote a Regular Ballot in person.

**Follow** the steps on this checklist to process a Mail Ballot voter on the ePollbook who IS NOT returning their Mail Ballot.

Check	Step #	Task to complete:	Other Affidavit Voter
	1	<p>A voter who requested a Mail Ballot will have a blue tint with the words "Mail Ballot Sent" on the Voter Search screen.</p> <p>→ "Mail Ballot has been sent" will be in the blue bar on the first screen.</p> <p>→ <b>Ask</b> the voter if they have the ballot with them.</p>	
	2	<p>If the voter DOES NOT have their Mail Ballot, and wants to vote in person:</p> <p><b>Tap</b> the "Does Not Have Ballot" button.</p> <p>→ The "Voter Oaths" screen will appear.</p>	
	3	<p>The voter is required to sign a Mail Ballot Voter affidavit stating, "I requested a Mail Ballot, but I wish to vote in person. I do not have the Mail Ballot."</p> <p><b>A. Flip</b> the screen toward the voter.</p> <p><b>B. Instruct</b> them to sign the screen after reading the affidavit.</p> <p><b>C. Flip</b> the screen toward you after they sign</p> <p><b>D. Tap</b> the blue "Submit" button.</p>	 <p><i><b>i</b> Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.</i></p>

Checklist 12: Voter Requested & ***IS NOT*** Surrendering a Mail Ballot (continued)

The “Please verify the voters name & address is correct” screen will appear.

→ **Verify** the voter’s name and address and continue the Check-in..



*Steps 3 - 12, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.*

Two receipts will print when the “Activate Card” or “Submit” button is tapped after the ballot marking choice selection at the end of the Check-in.

4

→ These receipts are slightly different than the receipts printed for a Regular Voter.

I. Ballot Style Receipt

» The first shorter receipt, with the Ballot Style Number.

› **Hand** this receipt to the voter.

II. Check-in Receipt

» The second longer receipt will show that the voter HAS NOT surrendered their Mail Ballot.

» **Place** this receipt in the Voter Check-in Receipt Envelope.

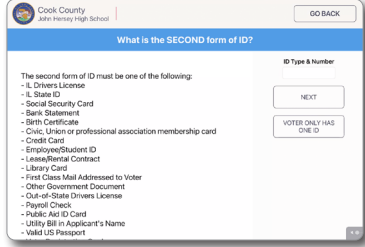



## Checklist 13: Inactive Voter with ID

**Follow** the steps on this checklist to process an Inactive voter who has the required ID on the ePollbook.

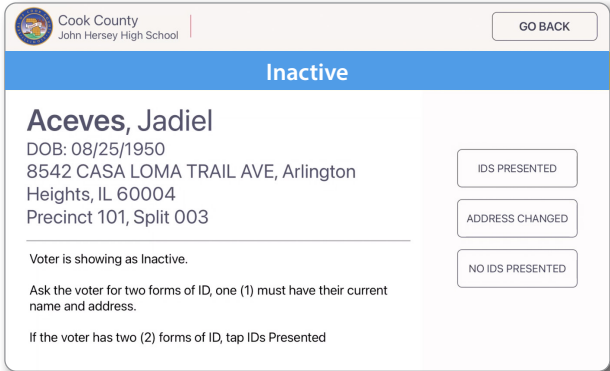





Check	Step #	Task to complete: <span style="float: right;"><i>Other Affidavit Voter</i></span>
	1	<p>A voter who is inactive will have an blue tint with the word “Inactive” on the Voter Search screen.</p> <p>→ “Inactive” will be in the blue bar on the first screen.</p> <p>→ <b>Ask</b> the voter if they have two forms of ID.</p> <div data-bbox="922 457 1393 745" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> </div>
	2	<p><b>Tap</b> the “IDs Presented” button, if the voter has ID.</p> <div data-bbox="1101 793 1398 888" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;">IDS PRESENTED</div> <div data-bbox="358 913 1474 1123" style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;"> <p><b>!</b> <i>If the voter is Inactive because they moved and never re-registered at their new address...</i></p> <p>→ <b>Tap</b> on the “Address Changed” button.</p> <p>→ <b>Turn</b> to Checklists 21: Change of Address, pages 111.</p> </div>
	3	<div data-bbox="378 1171 857 1501" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> </div> <p>A screen with a blue bar will appear, with the message “What is the FIRST form of ID?”</p> <p>→ A list of Acceptable IDs will appear at the bottom of the screen.</p>
	4	<p>In the “ID Type &amp; ID Number” box...</p> <p><b>A. Enter</b> the Type of ID the voter is using.</p> <p><b>B. Add</b> a forward slash.</p> <p><b>C. Enter</b> the number from the ID.</p> <div data-bbox="1105 1577 1386 1692" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;">ID Type &amp; Number DL / D123-1234-1234</div> <div data-bbox="407 1749 1442 1843" style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;"> <p><b>i</b> <i>See the Acceptable ID list on page 108 for types of ID that can be used and what to enter in the “ID Type &amp; Number” box.</i></p> </div>
	5	<p><b>Tap</b> the “Next” button</p> <div data-bbox="967 1896 1243 1980" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;">NEXT</div>

## Checklist 13: Inactive Voter with ID (continued)

6	<p>A screen with a blue bar will appear, with the message “What is the SECOND form of ID?”</p> <p>→ A list of Acceptable second IDs will appear at the bottom of the screen.</p>	
7	<p>In the “ID Type &amp; ID Number” box...</p> <p><b>A. Enter</b> the Type of ID the voter is using.</p> <p><b>B. Add</b> a forward slash.</p> <p><b>C. Enter</b> the number or information from the ID.</p> <p><i>See the Acceptable ID list on page 108 for types of ID that can be used and what to enter in the “ID Type &amp; Number” box.</i></p>	<p><b>ID Type &amp; Number</b></p> <p>Bank Statement/Chase</p>
8	<p>The voter is required to sign an Inactive Voter affidavit stating, “I am mistakenly listed as Inactive but still live at the address of record.”</p> <p><b>A. Flip</b> the screen toward the voter.</p> <p><b>B. Instruct</b> them to sign the screen after reading the affidavit.</p> <p><b>C. Flip</b> the screen toward you after they sign</p> <p><b>D. Tap</b> the blue “Submit” button.</p> <p><i>Tell the voter to tap the black “Listen to Oath” button if they want the ePollbook to read the affidavit aloud.</i></p>	
9	<p>The “Please verify the voters name &amp; address is correct” screen will appear.</p> <p>→ <b>Verify</b> the voter’s name and address and continue the Check-in.</p> <p><i>Steps 3 - 12, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.</i></p> <p>Two receipts will print when the “Activate Card” or “Submit” button is tapped after the ballot marking choice selection at the end of the Check-in.</p> <p>→ These receipts are slightly different than the receipts printed for a Regular Voter.</p> <ol style="list-style-type: none"> <li>I. Ballot Style Receipt       <ul style="list-style-type: none"> <li>» The first shorter receipt, with the Ballot Style Number.           <ul style="list-style-type: none"> <li>› <b>Hand</b> this receipt to the voter.</li> </ul> </li> </ul> </li> <li>II. Check-in Receipt       <ul style="list-style-type: none"> <li>» The second longer receipt, will show that the voter was Inactive, they had ID and what ID they used.</li> <li>» <b>Place</b> this receipt in the Voter Check-in Receipt Envelope.</li> </ul> </li> </ol>	

## Checklist 14: Inactive Voter with ONLY 1 or NO ID

**Follow** the steps on this checklist to process an Inactive voter on the ePollbook who **DOES NOT** have the required ID.

Check	Step #	Task to complete: <span style="float: right;"><i>Provisional Voter</i></span>
	1	<p>A voter who is inactive will have a blue tint with the word “Inactive” on the Voter Search screen.</p> <p>→ “Inactive” will be in the blue bar on the first screen.</p> <p>→ <b>Ask</b> the voter if they have two forms of ID.</p> 
	2	<p>→ <b>Tap</b> the “No IDs Presented” button, if the voter does not have any ID.</p>  <p>→ <b>Tap</b> the “IDs Presented” button, if the voter only has 1 ID.</p>  <p><b>A. Enter</b> the ID the voter has on the “What is the FIRST form of ID?” screen.</p> <p><b>B. Tap</b> the “Voter Only Has One ID” button on the “What is the SECOND form of ID?” screen.</p> 
	3	<p>The voter is required to sign a Provisional Inactive Voter affidavit stating, “I was required to show ID but do not have it.”</p> <p><b>A. Flip</b> the screen toward the voter.</p> <p><b>B. Instruct</b> them to sign the screen after reading the affidavit.</p> <p><b>C. Flip</b> the screen toward you after they sign</p> <p><b>D. Tap</b> the blue “Submit” button.</p>  <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p> <i>Tell the voter to tap the black “Listen to Oath” button if they want the ePollbook to read the affidavit aloud.</i></p> </div>

### Checklist 14: Inactive Voter with ONLY 1 or NO ID (continued)

The "Ballot Language" screen will appear.

- **Select** the language the voter wants their ballot in and **continue** the Check-in.
- Though checking a voter in at this point follows the same flow as a Regular Check-in, the screens after the "Ballot Language" screen will all have a red bar at the top, with the word "Provisional" listed five times across.
  - » This is to remind you that this is still a Provisional Check-in.
- **Provisional Ballots can ONLY be marked on the Touchscreen.**
  - » **DO NOT** tap on the "Paper" button when asked to choose the type of ballot.
  - » Provisional Voters do not need Voter Privacy Shields.

**i** Steps 4 - 11, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

Three Provisional Receipts will print when the "Activate Card" button is tapped.

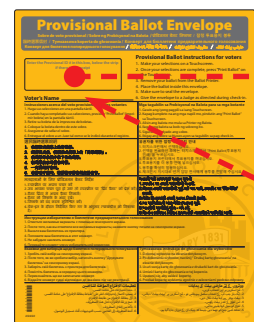
- These receipts are different than the receipts printed for a Regular Voter.
- All three receipts will have the reason for the Provisional check-in and the Ballot Style Number.

#### I. Provisional Instruction Receipt

- » The first long receipt is the Provisional Instruction Receipt
  - › **Hand** this receipt (*in English and Spanish*) to the voter.
    - Pink Form 503 will have this information in all other languages.

#### II. Ballot Style Receipt

- » The second, shorter receipt
  - A. **Write** the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.
  - B. **Attach** this receipt to the envelope.
  - C. **Hand** the envelope to the voter.
  - D. **Instruct** the voter to...
    - a. **Place** the printed ballot from the Ballot Printer in the envelope.
    - b. **Seal** the envelope.
    - c. **Hand** the sealed envelope and Voter Card to a Judge at Station 2.
  - E. **Place** the envelope in Provisional Envelope 606.



Ballot  
Style  
Receipt  
HERE

Voter's  
Name  
HERE


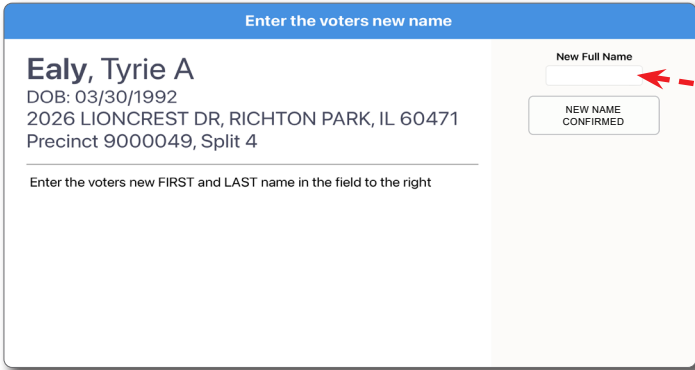
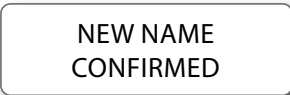

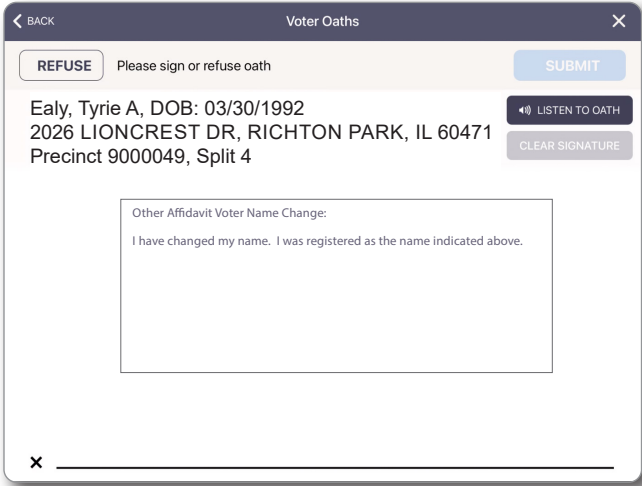
**!** Provisional Ballots **DO NOT** go into the Ballot Box.


#### III. Check-in Receipt

- » The third long receipt will show that the voter was Inactive, there was insufficient ID and any ID the voter used.
  - › If the voter had one of the IDs, it will be listed on the receipt.
- » **Place** this receipt in the Voter Check-in Receipt Envelope.

## Checklist 15: Name Change

**Follow** the steps on this checklist to process a Name Change in the ePollbook.


Check	Step #	Task to complete:	Other Affidavit Voter
	1	<p>During a Regular Voter Check-in, the first screen has the message "Please verify the voters name &amp; address is correct."</p> <p><b>A. Verify</b> the voter's address.</p> <p><b>B. Tap</b> the "Name Is Not Correct" button, if the voter tells you they have changed their name.</p>	
	2	 <p><b>C. Tap</b> the "NEW NAME CONFIRMED" button when the voters confirms the name is correct.</p>	<p>The "Enter the voter's new name" screen will appear.</p> <p><b>A. Type</b> in the voter's new first and last name in the "New Full Name" box.</p> <p><b>B. Flip</b> the screen and ask the voter to confirm the name you entered is correct.</p> 
	3	<p>The voter is required to sign a Name Change affidavit, stating "I have changed my name. I was registered as the name indicated above."</p> <p><b>A. Flip</b> the screen toward the voter.</p> <p><b>B. Instruct</b> them to sign their new name on the screen after reading the affidavit.</p> <p><b>C. Flip</b> the screen toward you after they sign</p> <p><b>D. Tap</b> the blue "Submit" button.</p> 	


 Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.

## Checklist 15: Name Change (continued)

The “Ballot Language” screen will appear.

→ **Ask** the voter what language they would prefer the ballot in.

 *Steps 4 - 12, starting on page 70, for instructions on checking a voter in.*

 **Make sure the voter signs with their old signature in step 6 on page 71.**

Two receipts will print when the “Activate Card” or “Submit” button is tapped after the ballot marking choice selection at the end of the Check-in.

→ These receipts are slightly different than the receipts printed for a Regular Voter.

4

I. Ballot Style Receipt

- » The first shorter receipt, with the Ballot Style Number.
  - › **Hand** this receipt to the voter.

II. Check-in Receipt

- » The second longer receipt will show that the voter changed their name and their check-in will be in the old name.
  - › The new name will be listed on this receipt.
  - › The voter's name will be updated in our voter system after Election Day.
- » **Place** this receipt in the Voter Check-in Receipt Envelope.

# Checklist 16: Voter Listed as Checked-in, but says they HAVE NOT

**Follow** the steps on this checklist to process a voter listed as having voted early on the ePollbook.

Check	Step #	Task to complete: <span style="float: right;"><i>Provisional Voter</i></span>
	1	<p>A voter who is listed as having already checked-in will have a green tint with the word “Checked-in” on the Voter Search screen.</p> <p>→ “Already Checked-in” will be in the red bar on the first screen.</p> <p>→ <b>Tell</b> the voter that they are listed as having already checked-in.</p> <div data-bbox="534 579 1312 1062" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>
	2	<p><b>Tap</b> the “Process Provisionally” button, if the voter maintains they have not voted.</p> <div data-bbox="1133 1108 1458 1205" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; font-weight: bold;">PROCESS PROVISIONALLY</p> </div>
	3	<p>The voter is required to sign a Provisional affidavit stating, “I am in the system as having checked-in or having returned my Mail Ballot, but I have not checked-in or returned my Mail Ballot.”</p> <ol style="list-style-type: none"> <li>A. <b>Flip</b> the screen toward the voter.</li> <li>B. <b>Instruct</b> them to sign the screen after reading the affidavit.</li> <li>C. <b>Flip</b> the screen toward you after they sign</li> <li>D. <b>Tap</b> the blue “Submit” button.</li> </ol> <div data-bbox="841 1377 1422 1808" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <div data-bbox="410 1835 1490 1934" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; background-color: #f0f0f0;"> <p><b>i</b> Tell the voter to tap the black “Listen to Oath” button if they want the ePollbook to read the affidavit aloud.</p> </div>

## Checklist 16: Voter Listed as Checked-in, but says they HAVE NOT (continued)

The "Ballot Language" screen will appear.

- **Select** the language the voter wants their ballot in and **continue** the Check-in.
- Though checking a voter in at this point follows the same flow as a Regular Check-in, the screens after the "Ballot Language" screen will all have a red bar at the top, with the word "Provisional" listed five times across.
  - » This is to remind you that this is still a Provisional Check-in.
- **Provisional Ballots can ONLY be marked on the Touchscreen.**
  - » **DO NOT** tap on the "Paper" button when asked to choose the type of ballot.
  - » Provisional Voters do not need Voter Privacy Shields.



Steps 4 - 11, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

Three Provisional Receipts will print when the "Activate Card" button is tapped.

- These receipts are different than the receipts printed for a Regular Voter.
- All three receipts will have the reason for the Provisional check-in and the Ballot Style Number.

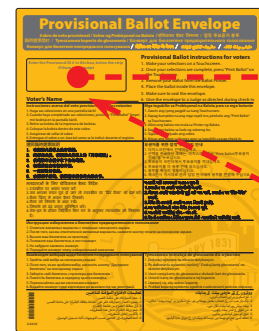
4

### I. Provisional Instruction Receipt

- » The first long receipt is the Provisional Instruction Receipt
  - › **Hand** this receipt (*in English and Spanish*) to the voter.
    - Pink Form 503 will have this information in all other languages.

### II. Ballot Style Receipt

- » The second, shorter receipt
  - A. **Write** the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.
  - B. **Attach** this receipt to the envelope.
  - C. **Hand** the envelope to the voter.
  - D. **Instruct** the voter to...
    - a. **Place** the printed ballot from the Ballot Printer in the envelope.
    - b. **Seal** the envelope.
    - c. **Hand** the sealed envelope and Voter Card to a Judge at Station 2.
  - E. **Place** the envelope in Provisional Envelope 606.



Ballot  
Style  
Receipt  
HERE

Voter's  
Name  
HERE



Provisional Ballots **DO NOT** go into the Ballot Box.

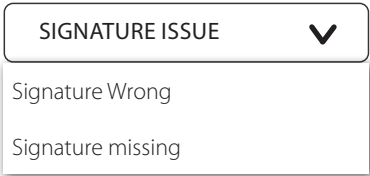
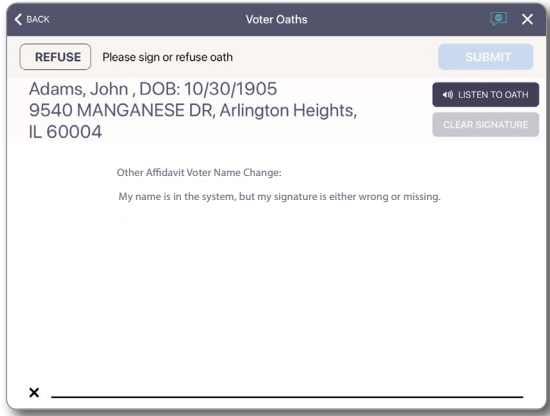
### III. Check-in Receipt

- » The third longer receipt will show that the voter was listed as Already Checked-in.
- » **Place** this receipt in the Voter Check-in Receipt Envelope.





## Checklist 17: Voter's Signature On File Is Wrong or Missing

**Follow** the steps on this checklist to process a voter who's signature on file is wrong or missing.

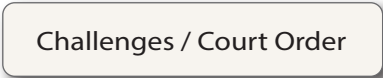
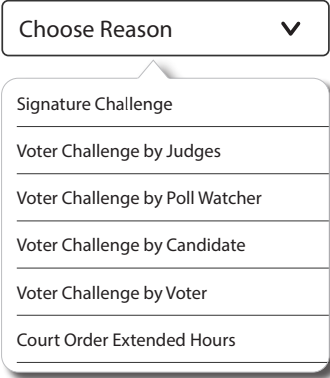
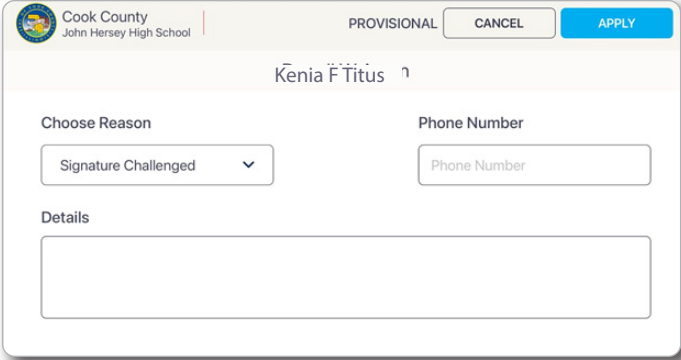

Check	Step #	Task to complete:	Other Affidavit Voter
<p><b>i</b> This Special Circumstance Check-in is based on a completely different name in the signature box provided to match the voter's current Check-in signature or there is nothing listed at all in the box.</p> <p>→ If the name is correct but the signature is different, follow the steps in Checklist 18: Voter Signature Challenged on page 97.</p>			
	1	<p>This Check-in starts as a "Regular Voter" Check-in.</p> <p><b>i</b> Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.</p>	
	2	<p>On the "Poll Worker Confirmation" screen</p> <p>→ <b>Select</b> the "Signature Wrong or Missing" box, on the left, beneath the Ballot Style Number.</p>	<p><input type="checkbox"/> Signature Wrong or Missing</p>
	3	<p>The "Challenge Report" affidavit window will open with a drop down menu for "Challenge Reason."</p> 	<p><b>Select</b> the signature issue from the "Challenge Reason" dropdown menu.</p>
	4	<p>The voter is required to sign a Signature Issue affidavit, stating "My name is in the system, but my signature is either wrong or missing."</p> <p><b>A. Flip</b> the screen toward the voter.</p> <p><b>B. Instruct</b> them to sign the screen after reading the affidavit.</p> <p><b>C. Flip</b> the screen toward you after they sign</p> <p><b>D. Tap</b> the blue "Submit" button.</p>	 <p><b>i</b> Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavits aloud.</p>

## Checklist 17: Wrong or Missing Signature (continued)

5	<p>The "Poll Worker Confirmation" screen will appear, with a check mark in the "Signature Wrong or Missing" box</p> <div style="display: flex; align-items: center; margin-left: 40px;"> <input checked="" style="margin-right: 10px;" type="checkbox"/> <span>Signature Wrong or Missing</span> </div> <p><b>A. Write</b> your initials in the "Initial" box at the bottom right.</p> <p><b>B. Tap</b> the blue "Submit" box on the top right of the screen.</p> <div style="text-align: right; margin-top: 10px;">  </div>
6	<p>A screen with the message "Choose the type of ballot you are providing the voter" screen will appear.</p> <p>→ <b>Give</b> the voter the option to vote by Touchscreen or Paper Ballot and finish the Check-in accordingly.</p> <div style="background-color: #e6f2ff; padding: 10px; margin: 10px 0; border-radius: 5px;"> <p> <i>Steps 8 - 12, starting on page 71, Checklist 9: Processing Regular Voters for instructions on Handling the Voter's Ballot Marking Choice.</i></p> </div> <p>Two receipts will print when the "Activate Card" or "Submit" button is tapped after the ballot marking choice selection at the end of the Check-in.</p> <p>→ These receipts are slightly different than the receipts printed for a Regular Voter.</p> <ol style="list-style-type: none"> <li>I. Ballot Style Receipt       <ul style="list-style-type: none"> <li>» The first shorter receipt, with the Ballot Style Number.           <ul style="list-style-type: none"> <li>› <b>Hand</b> this receipt to the voter.</li> </ul> </li> </ul> </li> <li>II. Check-in Receipt       <ul style="list-style-type: none"> <li>» The second longer receipt will show that the signature does not match or is missing.</li> <li>» <b>Place</b> this receipt in the Voter Check-in Receipt Envelope.</li> </ul> </li> </ol>



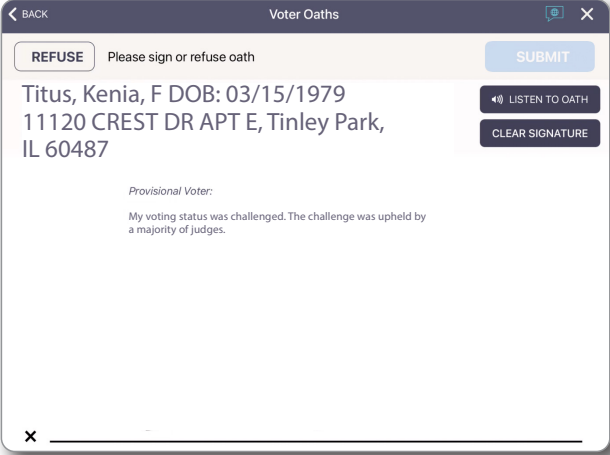
## Checklist 18: Voter's Signature Is Challenged

**Follow** the steps on this checklist to process a voter who's signature has been challenged.

Check	Step #	Task to complete:	Provisional Voter
	1	<p>This Check-in starts as a "Regular Voter" Check-in.</p> <p><b>i</b> Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.</p>	
<h3>Challenges / Court Order</h3>			
	2	<p>If the voter's signature appears to be different from the "Signature on File" on the "Poll Worker Confirmation" screen, challenge it.</p> <p>→ <b>Tap</b> the "Challenges/Court Order" button at the bottom of the "Poll Worker Confirmation" screen.</p> <p>» A majority of the judges <b>MUST</b> agree that the signatures are drastically different</p>	
<p><b>!</b> If the voter was also challenged, turn to Checklist 17: Voting Status Challenged, pages 101 for instructions on handling a voter whose status has also been challenged.</p>			
	3	<p>The "Provisional" screen will appear.</p> <p><b>A. Select "Signature Challenge" from the "Choose Reason" dropdown menu.</b></p>  <p><b>B. Enter the details for the Challenge in the "Details" box.</b></p> <p>→ Brief explanation for why the voter was challenged.</p> <p><b>C. Tap the blue "Apply" button at the top right on the screen.</b></p>	 

## Checklist 18: Voter's Signature Challenged (continued)

### Challenges Step 2

	4	<p><b>Challenges / Court Order</b></p> <p>Tap the "Challenges Step 2" button at the bottom of the screen. → The "Voter Oaths" screen will appear.</p>	<p>The "Challenges / Court Order" button at the bottom of the screen will now be black.</p> 
	5	<p>A. Select the box next to the "Affidavit of Challenged Voter"</p> <p>B. Tap the "Next" button on the top right of the screen.</p>	
	6	<p>The voter is required to sign a Provisional Challenged Voter affidavit stating, "My voting status was challenged. The challenge was upheld by a majority of judges."</p> <p>A. Flip the screen toward the voter.</p> <p>B. Instruct them to sign the screen after reading the affidavit.</p> <p>C. Flip the screen toward you after they sign</p> <p>D. Tap the blue "Submit" button.</p> <p><i><b>i</b> Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.</i></p>	
	7	<p>The screen will go back to the "Poll Worker Confirmation" screen.</p> <p>A. Write your initials in the "Initial" box.</p> <p>B. Tap the "Submit" button. → A screen with the message "Choose the type of ballot you are providing the voter" will appear.</p> <p>▶ <b>Provisional Ballots can <u>ONLY</u> be marked on the Touchscreen.</b> → <b>DO NOT</b> tap on the "Paper" button when asked to choose the type of ballot. → Provisional Voters do not need Voter Privacy Shields.</p>	

## Checklist 18: Voter's Signature Challenged (continued)

8

Three Provisional Receipts will print when the "Activate Card" button is tapped.

→ These receipts are different than the receipts printed for a Regular Voter.

→ All three receipts will have the reason for the Provisional check-in and the Ballot Style Number.

### I. Provisional Instruction Receipt

» The first long receipt is the Provisional Instruction Receipt

› **Hand** this receipt (*in English and Spanish*) to the voter.

- Pink Form 503 will have this information in all other languages.

### II. Ballot Style Receipt

» The second, shorter receipt

**A. Write** the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.

**B. Attach** this receipt to the envelope.

**C. Hand** the envelope to the voter.

**D. Instruct** the voter to...

**a. Place** the printed ballot from the Ballot Printer in the envelope.

**b. Seal** the envelope.

**c. Hand** the sealed envelope and Voter Card to a Judge at Station 2.

**E. Place** the envelope in Provisional Envelope 606.

**Provisional Ballot Envelope**  
 Provisional Ballot Instructions for voters  
 1. Mark your selection on the Provisional Ballot.  
 2. Close your selection and envelope, place "Provisional" on the envelope.  
 3. Seal the envelope with the provided seal.  
 4. Place the sealed envelope in the Provisional Ballot Envelope.  
 5. Hand the sealed envelope to a Judge at Station 2.  
 6. Give the receipt to a Judge at Station 2.  
 7. Do not put the receipt in the ballot box.  
 8. Do not put the receipt in the ballot box.  
 9. Do not put the receipt in the ballot box.  
 10. Do not put the receipt in the ballot box.

**Voter's Name**  
 Write the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.

**Ballot Style Number**  
 Write the ballot style number on the "Ballot Style Number" line on a Provisional Ballot Envelope.

**Ballot Style Receipt HERE**

**Voter's Name HERE**

**!** Provisional Ballots **DO NOT** go into the Ballot Box.

### III. Check-in Receipt

» The third long receipt will show that the voter's signature was challenged.

» **Place** this receipt in the Voter Check-in Receipt Envelope.

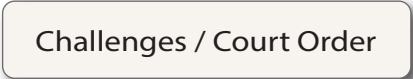


# Checklist 19: Voting Status Is Challenged

**Follow** the steps on this checklist to process a voter who has been challenged in the ePollbook.

Check	Step #	Task to complete:	Provisional Voter
	1	<p>This Check-in starts as a "Regular Voter" Check-in.</p> <p><b>i</b> Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.</p>	

## Challenges / Court Order

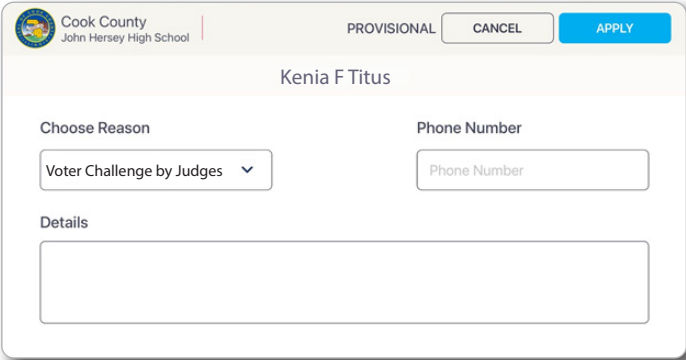
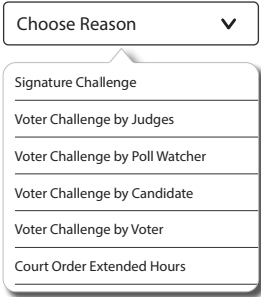
	2	<p>The "Poll Worker Confirmation" screen will appear, with the voter's signature in the "Signature on File" box and today's signature in the "Signature on Election Day" box.</p> <p><b>A. Compare</b> the signatures.</p> <ul style="list-style-type: none"> <li>→ If they match, <b>continue</b> on to step B.</li> <li>→ If missing or no match, <b>follow</b> the <b>!</b> box below, then move on to step B.</li> </ul> <p><b>B. Tap</b> the "Challenges / Court Order" button at the bottom of the "Poll Worker Confirmation" screen, if the signatures match.</p> <ul style="list-style-type: none"> <li>» A majority of the judges <b>MUST</b> agree to the challenge.</li> </ul>	
--	---	---	---






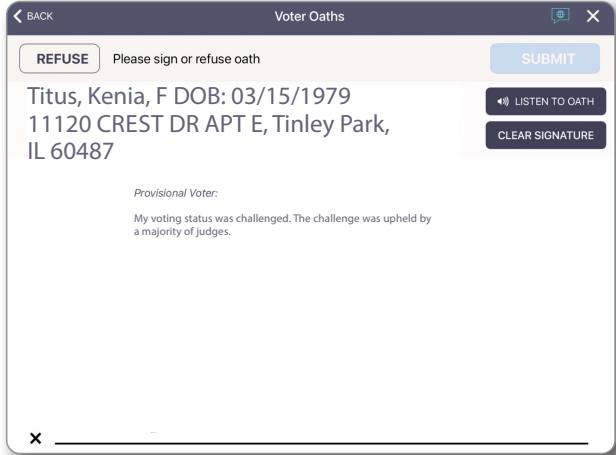
*If there are issues with the voter's signature, turn to the following associated checklists.*

→ Checklist 17: Voter's Signature On File Is Wrong or Missing, pages 95 for instructions on handling voters whose signatures wrong or missing.

→ Checklist 18: Voter's Signature IS Challenged, pages 97, for instructions on handling voters whose signatures have been challenged.

	3	<p>The "Challenges / Court Order" screen will appear.</p> <p><b>A. Select</b> one of the three "Voter Challenge by" choices from the "Choose Reason" dropdown menu.</p>	
			<p><b>B. Enter</b> the details for the Challenge in the "Details" box.</p> <p>→ Brief explanation for why the voter was challenged.</p>

## Checklist 19: Voting Status Is Challenged (continued)

4	<p>Tap the blue “Apply” button at the bottom right, under the “Details” box.</p>	
	<p><b>Challenges / Court Order</b></p> <p>The “Challenges / Court Order” button at the bottom of the screen will now be black.</p>	
<b>Challenges Step 2</b>		
5	<p>Tap the “Challenges Step 2” button at the bottom of the screen.</p> <p>→ The “Voter Oaths” screen will appear.</p>	
6	<p>A. Select the box next to the “Affidavit of Challenged Voter”</p> <p>B. Tap the “Next” button on the top right of the screen.</p>	
7	<p>The voter is required to sign a Provisional Challenged Voter affidavit stating, “My voting status was challenged. The challenge was upheld by a majority of judges.”</p> <p>A. Flip the screen toward the voter.</p> <p>B. Instruct them to sign the screen after reading the affidavit.</p> <p>C. Flip the screen toward you after they sign</p> <p>D. Tap the blue “Submit” button.</p> <p><i><b>i</b> Tell the voter to tap the black “Listen to Oath” button if they want the ePollbook to read the affidavit aloud.</i></p>	
8	<p>The screen will go back to the “Poll Worker Confirmation” screen.</p> <p>A. Type your initials in the “Initial” box at the bottom right.</p> <p>B. Tap the “Submit” button.</p> <p>→ A screen with the message “Choose the type of ballot you are providing the voter” will appear.</p> <p>▶ <b>Provisional Ballots can ONLY be marked on the Touchscreen.</b></p> <p>→ <b>DO NOT</b> tap on the “Paper” button when asked to choose the type of ballot.</p> <p>→ Provisional Voters do not need Voter Privacy Shields.</p>	



## Checklist 19: Voting Status Is Challenged (continued)

9

Three Provisional Receipts will print when the "Activate Card" button is tapped.

→ These receipts are different than the receipts printed for a Regular Voter.

→ All three receipts will have the reason for the Provisional check-in and the Ballot Style Number.

### I. Provisional Instruction Receipt

» The first long receipt is the Provisional Instruction Receipt

› **Hand** this receipt (*in English and Spanish*) to the voter.

- Pink Form 503 will have this information in all other languages.

### II. Ballot Style Receipt

» The second, shorter receipt

**A. Write** the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.

**B. Attach** this receipt to the envelope.

**C. Hand** the envelope to the voter.

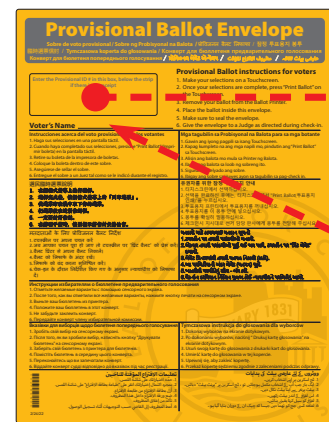
**D. Instruct** the voter to...

**a. Place** the printed ballot from the Ballot Printer in the envelope.

**b. Seal** the envelope.

**c. Hand** the sealed envelope and Voter Card to a Judge at Station 2.

**E. Place** the envelope in Provisional Envelope 606.



**Ballot  
Style  
Receipt  
HERE**

**Voter's  
Name  
HERE**

**!** Provisional Ballots **DO NOT** go into the Ballot Box.

### III. Check-in Receipt

» The third long receipt will show that the voter was challenged.

» **Place** this receipt in the Voter Check-in Receipt Envelope.



## Checklist 20: Court-Ordered Extended Hours



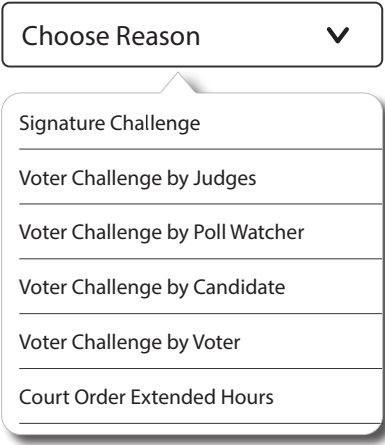


If the precinct has been ordered to remain open for extended voting hours, you will receive a call from the Call Center during the day.

- All voters will have to vote Provisionally during Court-ordered Extended Hours.
- Remember, any voter in line by 7:00 p.m. (*whether inside or out*) will still be allowed to vote.
- Any special circumstances can be added to the check-in if needed.
  - » Assistance Required, Mail Ballot, Inactive, Signature Challenges, etc.
- Once you have processed all the voters that arrived by 7:00 p.m., all check-ins will be processed as Provisional.

**Follow** the steps on this checklist to process a voters if there is an extended hours court order.

Check	Step #	Task to complete:	Provisional Voter
	1	<p>This Check-in starts as a "Regular Voter" Check-in.</p> <p>→ <b>Process</b> the Voter.</p> <p> → Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.</p> <p>→ See the chart on page 78 to for page numbers for instructions on checking a voter with a Special Circumstance in.</p>	
	2	<p>The "Poll Worker Confirmation" screen will appear, with the voter's signature in the "Signature on File" box and today's signature in the "Signature on Election Day" box.</p> <p><b>A. Compare</b> the signatures.</p> <p>→ If they match, <b>continue</b> on to step B.</p> <p>→ If missing or no match, <b>follow</b> the  box below, then move on to step B.</p> <p><b>B. Tap</b> the "Challenges / Court Order" button at the bottom of the "Poll Worker Confirmation" screen, if the signatures match.</p> <p>» A majority of the judges <b>MUST</b> agree to the challenge.</p>	<div style="border: 1px solid gray; border-radius: 10px; padding: 5px; display: inline-block;">Challenges / Court Order</div>
		<p> If there are issues with the voter's signature, turn to the following associated checklists.</p> <p>→ Checklist 17: Voter's Signature On File Is Wrong or Missing, pages 95 for instructions on handling voters whose signatures wrong or missing.</p> <p>→ Checklist 18: Voter's Signature IS Challenged, pages 97, for instructions on handling voters whose signatures have been challenged.</p>	
	3	<p><b>Tap</b> the "Challenges / Court Order" button at the bottom of the "Poll Worker Confirmation" screen.</p>	<div style="border: 1px solid gray; border-radius: 10px; padding: 5px; display: inline-block;">Challenges / Court Order</div>

## Checklist 20: Court-Ordered Extended Hours (continued)

4	<p>The “Challenges / Court Order” screen will appear.</p>  <p><b>A. Select “Court Order Extended Hours”</b> from the bottom of the “Choose Reason” dropdown menu.</p> <p><b>B. Tap the blue “Apply”</b> button at the top right on the screen.</p>  <p>The “Challenges / Court Order” button at the bottom of the screen will now be black.</p> 
5	<p>The screen will go back to the “Poll Worker Confirmation” screen.</p> <p><b>A. Write</b> your initials in the “Initial” box.</p> <p><b>B. Tap</b> the “Submit” button.</p> <p>→ A screen with the message “Choose the type of ballot you are providing the voter” will appear.</p> <p>▶ <b>Provisional Ballots can <u>ONLY</u> be marked on the Touchscreen.</b></p> <p>→ <b><u>DO NOT</u></b> tap on the “Paper” button when asked to choose the type of ballot.</p> <p>→ Provisional Voters do not need Voter Privacy Shields.</p>

## Checklist 20: Court-Ordered Extended Hours (continued)

6

Three Provisional Receipts will print when the "Activate Card" button is tapped.

→ These receipts are different than the receipts printed for a Regular Voter.

→ All three receipts will have the reason for the Provisional check-in and the Ballot Style Number.

### I. Provisional Instruction Receipt

» The first long receipt is the Provisional Instruction Receipt

› **Hand** this receipt (*in English and Spanish*) to the voter.

- Pink Form 503 will have this information in all other languages.

### II. Ballot Style Receipt

» The second, shorter receipt

**A. Attach** this receipt to a Provisional Ballot Envelope.

**B. Write** the voter's name on the "Voter Name " line on the envelope.

**C. Hand** the envelope to the voter.

**D. Instruct** the voter to...

**a. Place** the printed ballot from the Ballot Printer in the envelope.

**b. Seal** the envelope.

**c. Hand** the sealed envelope and Voter Card to a Judge at Station 2.

**E. Place** the envelope in Provisional Envelope 606.

 **Provisional Ballots *DO NOT* go into the Ballot Box.**

### III. The Check-in Receipt

» The third long receipt will show that the voter voted after hours.

» **Place** this receipt in the Voter Check-in Receipt Envelope.

## Acceptable Forms of ID

## Acceptable Forms of ID

Type of ID	ID Number Box
<b>Items with Name and Address</b>	
Illinois Driver's license with current address	→ Driver's license number
Illinois State ID with current address	→ State ID number
Bank statement	→ Bank name
Lease/rental contract	→ Landlord, rental company or leasing agent
First Class Mail addressed to the voter	→ Sender
Other government document	→ Agency or type of document
Payroll check with current address	→ Employer and date of check
Utility bill in applicant's name ( <i>last 30 days</i> )	→ Company and date
<b>Items with Name (<i>with or without address</i>)</b>	
Illinois Driver's license	→ Driver's license number
Illinois State ID	→ State ID number
Social security card	→ Last 4 digits
Bank statement	→ Bank name
Birth certificate	→ State
Civic, union or professional membership card	→ Organization name
Credit card	→ Type ( <i>Visa, Mastercard, etc.</i> )
Employment/student ID	→ Company/school name
Lease/rental contract	→ Landlord, rental company or leasing agent
Library card	→ Municipality/library district
First Class Mail addressed to the voter	→ Sender
Other government document	→ Agency or type of document
Out of state driver's license	→ State and number
Payroll check	→ Employer and date of check
Utility bill in the applicant's name ( <i>last 30 days</i> )	→ Company and date
Public aid card ( <i>LINK card</i> )	→ Number
Valid U.S. passport	→ Number
Voter Registration Card	→ Number

Examples of Acceptable ID

Bank Statement

**CHASE**  
 Morgan Chase Bank, N.A.  
 One World Financial Center  
 P.O. Box 280180  
 Baton Rouge, LA 70825-0180

March 1, 2020 through April 28, 2020  
 Primary Account: 0000988081483

**CUSTOMER SERVICE INFORMATION**  
 Website: www.chase.com  
 Service Center: 1-800-935-9935  
 Hearing Impaired: 1-800-242-7383  
 Para Espanol: 1-877-312-4273  
 International Calls: 1-713-262-1679

0011822 ODA 01 LA 1026 - Y/N/T 1 0000000 07 0000  
 Susan Anthony  
 7774 Beckwith Rd  
 Matteson, IL 60443

**CHECKING SUMMARY**

INSTANCES	AMOUNT
Beginning Balance	\$81,607.40
Deposits and Additions	10 125,883.63
Checks Paid	2 -3,169.04
Other Withdrawals, Fees & Charges	4 -15,025.68
Ending Balance	16 \$189,296.31

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
07/02	Deposit	\$17,120.00
07/09	Deposit	24,610.00
07/14	Deposit	11,454.00
07/15	Deposit	1,349.00
07/21	Deposit	5,000.00
07/21	Deposit	3,120.00
07/23	Deposit	33,138.00
07/28	Deposit	18,114.00
07/30	Deposit	6,909.63
07/30	Deposit	5,100.00
<b>Total Deposits and Additions</b>		<b>\$125,883.63</b>

Page 1 of 4

Utility Bill

**ComEd**  
 An Exelon Company  
 Issued 2/11/20 Account # 0000000000

**SERVICE FROM 2/16 THROUGH 2/11/16 (31 DAYS)**  
 Residential - Single  
 Owen Daniels  
 9291 Washington St.  
 Matteson, IL 60443  
 708.555.5555

**Total Amount Due by 3/4/16 \$69.42**  
 Thank you for your payments totaling \$77.44.

**TOTAL USAGE (kWh)**  
 2015: FEB 384, MAR 388, APR 374, MAY 112, JUN 112, JUL 883, AUG 1133, SEP 1000, OCT 388, NOV 488, DEC 411, JAN 311, FEB 384

**AVERAGE DAILY USE (monthly usage/days in period)**  
 Current Month: 15.8 kWh (35° avg. temp)  
 Last Month: 17.1 kWh (30° avg. temp)  
 Last Year: 12.7 kWh (29° avg. temp)  
 24% from last year  
 Ten 100W light bulbs for 1 hour = 1 kWh

**CURRENT CHARGES SUMMARY**  
 See reverse side for details  
 SUPPLY \$31.98  
 DELIVERY \$30.96  
 TAXES & FEES \$6.48  
**Total Amount Due by 3/4/16 \$69.42**

ComEd provides your energy. ComEd delivers electricity to your home.  
 ComEd.com 1.800.334.7661  
 For Electric Supply Choices visit plugthings.org

Pay your bill online, by phone or by mail.  
 See reverse side for more info.  
 Account # 0000000000

Owen Daniels  
 9291 Washington St.  
 Matteson, IL 60443  
 708.555.5555

010001 00 IV 0000 6577 -C65-B3 P0000-11 4 8 554 C  
 CAROL STREAM, IL 60197-0111

Voter ID Card

**VOTER IDENTIFICATION CARD**  
 Cook County Karen A. Yarbrough  
 cookcountyclerk.com 312.603.0906

JOSH BAKER  
 4321 ASTIN DR APT 3  
 EVANSTON, IL 60201

TOWNSHIP / WARD / PRECINCT  
 Evanston / MRD 7 / PCT 2  
 6CAB6H3R

U.S. CONGRESS	9	MUNICIPALITY	EVANSTON W7
STATE SENATE	9	PARK DIST.	
STATE REP.	18	LIBRARY DIST.	
JUDICIAL	9	FIRE DIST.	
COUNTY BOARD	13	SANITARY DIST.	METRO OF CHGO
BD. OF REVIEW	2	ELEM. SCHOOL	EVANSTON CC 65
		HIGH SCHOOL	EVANSTON TWP 202
		COMM. COLLEGE	OAKTON 535

1st Class Mail

KAREN A. YARBROUGH  
 COOK COUNTY CLERK  
 69 W. WASHINGTON STREET, SUITE 500  
 CHICAGO, ILLINOIS 60602

SARA SUMMER  
 9535 ORIOLE AVE  
 MATTESSON, IL. 60443

Out of State Driver's License

**NEW MEXICO**  
 DRIVERS LICENSE  
 Date of Birth: 03/01/2007  
 EXPIRES: 03/01/2015  
 SEX: F HEIGHT: 5'04" EYES: BRO HAIR: BRN  
 ANTI-EMETIC: NONE  
 RESTRICTIONS: NONE  
 CLASS: D  
 SAMPLE LANI  
 133 STATE STREET  
 ALBUQUERQUE, NM 87102  
 LEAH LITTLEFIELD

Government Document

**FIREARM OWNER'S IDENTIFICATION CARD**  
 FID NUMBER: 4682782  
 LEAH LITTLEFIELD  
 NORTHBROOK IL 60062  
 DOB: 06/10/1960  
 Female 5'09" 215lbs Hazel BRN Eyes: GRN  
 Expires 03/01/2017  
 CAUTION: This card does not permit owner to UNLAWFULLY possess a concealed weapon. This does not affect the carrying of a concealed weapon.  
 Leah Littlefield  
 ILLINOIS STATE POLICE

Credit Card

**Cook Bank**  
 5412 7512 3412 3456  
 MMS 9-20  
 LEE M. CARDHOLDER  
 MasterCard

Library Card

**NILES PUBLIC LIBRARY**  
 1960 Oakton Street Niles, Illinois 60714  
 847-663-4623 | www.nileslibrary.org

**THIS CARD.**  
 I'm never bored when I have THIS CARD.

Employee ID

**COOK COUNTY**  
 EMPLOYEE I.D.  
 4563210  
 Michelle Clarkson  
 Board of Education  
 School Services Manager

## Who May Register to Vote

To register to vote, a person must:

- ▶ Be a U.S. citizen.
- ▶ Be at least 18 years old by the next election.
  - 17 year old citizens who turn 18 on or before the next General Election may be registered and vote.
- ▶ Reside in Suburban Cook County.
- ▶ Display two pieces of identification.
  - Neither needs to be a photo ID but one must include their current address.

## Important Information

- ! *Persons convicted of crimes and currently serving their sentences in a penal institution cannot vote. People awaiting trial in a penal institution or persons on parole or probation are eligible to vote.*
- ! *If a person tells you that their gender is different from the one on their ID, enter their gender as specified by the voter on the EDR Registration form in the ePollbook.*
- ! *Electronic retrieval of bills or other documents are acceptable as long as they contain the information needed to complete the ID box.*
- ! *If the voter has insufficient ID, they can vote Provisionally on Election Day.*
- ! *Voters may not use the same type of item from both lists.*
  - ▶ *For example you may not accept 2 pieces of mail.*
- ! *An Election Day Registration (EDR) voter must vote at the same time that they register.*



## Checklist 21: Change of Address






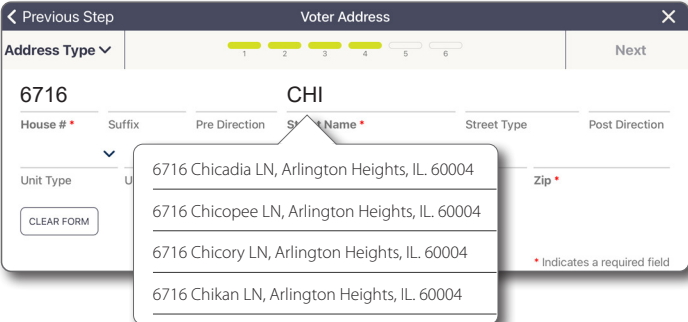
Make sure the voter has moved in or into the precinct they are voting in on Election Day.

→ If the voter's new address is in a different precinct, they will need to go there to change their address and vote.

**Follow** the steps on this checklist to process a voter whose address has changed.

### Check Step # Task to complete: Election Day Registration Voter

#### Voter HAS the Required ID

	1	<p>During a Regular Voter Check-in, the first screen has the message "Please verify the voters name &amp; address is correct."</p> <p>→ If the voter tells you they have moved in or into this precinct.</p> <p><b>A. Tap</b> the "Name/Address Is Not Correct" button</p> <p><b>B. Ask</b> the voter if they have 2 pieces of ID.</p> <ul style="list-style-type: none"> <li>» They must be from the "Acceptable Forms of ID" list on page 108.</li> <li>» One must have the current address.</li> <li>» If they used their Drivers License or State ID with the current address to check-in, ask them for a 2nd piece of ID.</li> </ul>	
	2	<p>A screen, with the voter's name and birthdate will appear.</p> <p>→ <b>Tap</b> the green "Next" button at the top right.</p> <p> <i>If the voter is also doing a name change, type in the voter's new name.</i></p>	
	3	<p>The "Voter Address" screen will appear.</p> <p><b>A. Enter</b> the voter's "Street Number".</p> <p><b>B. Enter</b> the first 2-3 letters of the voter's "Street Name".</p> <p><b>C. Wait</b> 2-3 seconds.</p> <p>→ A dropdown list of addresses with the same "Street Number" and first 2-3 letters you entered will appear.</p> <ul style="list-style-type: none"> <li>» <b>Tap</b> the address in the dropdown bubble and the rest of the address fields will automatically fill with the address.</li> </ul> <p><b>D. Tap</b> the green "Next" button.</p>	

## Checklist 21: Change of Address (continued)

- 4
- The “Residency Identification” screen will appear.
- A. **Tap** the arrow on the far right on the “Type of Verification Presented” dropdown.
  - B. **Select** “Two Documents of ID”
  - C. **Tap** the arrow on the far right of the “First Document” dropdown.
    - This ID **DOES NOT** need to be the current address.
    - Only 1 of the voter’s ID’s requires the current address. It does not have to be one of the IDs listed in this dropdown.
  - D. **Select** the voter’s ID from the list of IDs.
  - E. **Enter** the ID number in the ID number box.
  - F. **Tap** the arrow on the far right of the “Second Document with current Name and Address” dropdown.
    - This ID must have the current address.
  - G. **Select** the voter’s ID from the list of IDs.
  - H. **Enter** the ID number in the ID number box.
  - I. **Tap** the green “Next” button at the top right of the screen.
    - The Voter Signature of Confirmation screen will appear.



### **NO SPACES**

There must be **NO SPACES** in the ID information you enter in the ID number box.

#### **Examples:**

- COMED 3/20/2024
  - » Should be COMED3-10-24
- First National Bank
  - » Should be FirstNationalBank

**Next**



If the **VOTER DOES NOT HAVE SUFFICIENT ID**, they will be required to sign a Provisional affidavit. There is a “No ID Provided” selection on both dropdown menus of required IDs.

- One missing ID is grounds for a Provisional Affidavit.
- The Provisional Affidavit will come after the Election Day Registration affidavit in step 5, if “No ID Provided” is selected in either or both dropdowns.

## Checklist 21: Change of Address (continued)

The voter is required to sign an Election Day Registration affidavit, stating...

“I hereby swear (or affirm) that I am a citizen of the United States, that I was born on or before November 5, 2006, that as of the date of this election, I will have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote and that the above statements are true.”

5

- A. Flip the screen toward the voter.
- B. Instruct them to confirm the updated information on the screen.
- C. Instruct them to sign the screen after reading the affidavit.
- D. Flip the screen toward you after they sign.
  - The “Submit” button will turn green when the voter signs.

E. Tap the green “Submit” button.

**SUBMIT**



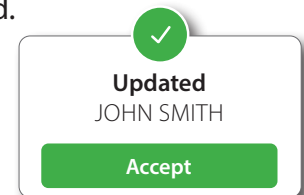
Tell the voter to tap the black “Listen to Oath” button if they want the ePollbook to read the affidavit aloud.

## First Voter Registration Receipt

An “Updated” message will pop up, with the voter’s name listed.

- A. Tap the green “Accept” button.
  - One Voter Registration Receipt will print.
    - » This receipt is in English and Spanish with information about the voter’s registration.
- B. Hand the Voter Registration Receipt to the voter.

6



**This will be the 1st of 3 receipts for an EDR Check-in.**

→ The other 2 receipts will print at the end of the check-in.

- » They are to be handled the same as every other check-in.
- » See step 8 on the next page for instruction.

Checklist 21: Change of Address (continued)

7

The “Ballot Language” screen will appear.

A. Ask the voter in what language they would prefer the ballot.

B. Hand the voter green Form 504.

▶ **ONLY IF** they select any other language than English or Spanish.



Steps 4 - 12, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

Two More Voter Registration Check-in Receipts

8

Two more receipts will print when the “Activate Card” or “Submit” button is tapped after the ballot marking choice selection at the end of the Check-in.

→ These two receipts are different than the Regular Voter Check-in receipts.

I. Ballot Style Receipt

» The shorter receipt

› Hand this receipt to the voter.

- The voter will now have the Voter Registration Receipt and the Ballot Style receipt.

III. The Check-in Receipt

» The second longer receipt will show the new address and the ID used.

» **Place** this receipt in the Voter Check-in Receipt Envelope.



If the **VOTER DOES NOT HAVE SUFFICIENT ID** and chooses to vote Provisionally, there will be three receipts in this step that will print in the following order.

1. Provisional Instruction Receipt

→ The first long receipt, with Provisional Voter instruction.

A. Hand this receipt to the voter.

B. Hand the voter Pink Form 503.

▶ **ONLY IF** they selected any other language than English or Spanish in step 7.

3. Ballot Style Receipt

3. The Check-in Receipt

## Checklist 22: New Voter



- ▶ If a voter has not registered to vote in their precinct, you will not find them in the ePollbook.
- ▶ If the voter insists they are registered and you have gone through all of the voter search options in this manual, contact Voter Verification.
  - Advanced Search Options are in Checklist 9: Processing Regular Voters, on page 75.
- ▶ If the voter tells you they are not registered to vote in their precinct, register them as a new voter on the ePollbook, following the New Voter Election Day Registration Process below.

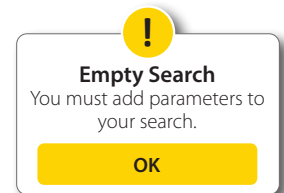
**Follow** the steps on this checklist to process a new voter on Election Day.



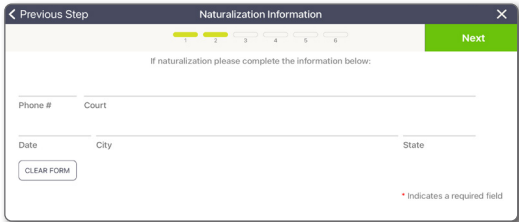
Check	Step #	Task to complete:	<i>Election Day Registration Voter</i>
-------	--------	-------------------	--

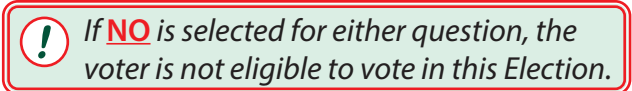
### Voter HAS the Required ID

During a manual search, the “Register” button will appear at the top right of the screen when you tap the black “Search” button, after entering search criteria.


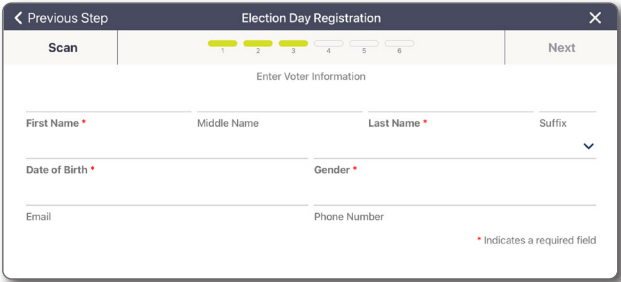
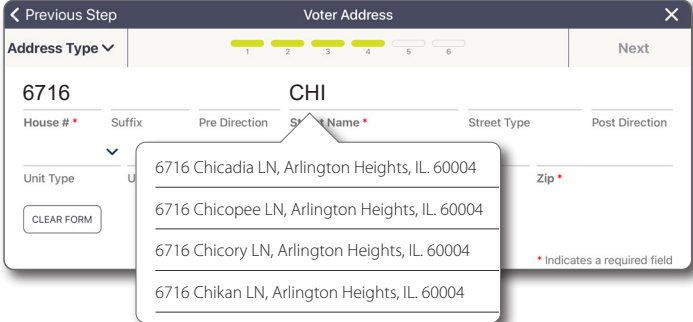

- If the voter tells you they are not registered to vote in their precinct, tap the black “Search” button.
  - » **Tap** the yellow “OK” button when you see the “Empty Search” popup.



<b>1</b>	<p><b>Tap</b> the Register button.</p>	
<b>2</b>	<p>The “Eligibility Verification” screen will appear.</p> <p><b>A. Tap</b> the “Yes” button if the voter will be 18 years old by the next General Election.</p> <p><b>B. Tap</b> the “Yes” button if the voter is a U.S. or Naturalized Citizen.</p> <p><b>C. Tap</b> the green “Next” button at the top right of the screen.</p>	 <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> <b>If <u>NO</u> is selected for either question, the voter is not eligible to vote in this Election.</b> </div>
<b>3</b>	<p>The “Naturalization Information” screen will appear.</p> <ul style="list-style-type: none"> <li>→ If the voter <b>IS NOT</b> a Naturalized Citizen.                             <ul style="list-style-type: none"> <li>» <b>Tap</b> the green “Next” button.</li> </ul> </li> <li>→ If the voter <b>IS</b> a Naturalized Citizen,                             <ul style="list-style-type: none"> <li><b>A. Enter</b> their Naturalization information.</li> <li><b>B. Tap</b> the green “Next” button.</li> </ul> </li> </ul>	



## Checklist 22: New Voter (continued)

4	<p>The "Election Day Registration" Screen will appear with the message, "Enter Voter Information."</p> <p><b>A. Enter the voter's name and date of birth.</b> → Name and date of birth are required for every voter.</p> <p><b>B. Enter the voter's phone number and email address.</b></p> <p><b>C. Tap the green "Next" button.</b></p> <div data-bbox="448 659 683 743" style="text-align: center; margin-top: 10px;">  </div> <div data-bbox="867 422 1484 701" style="float: right; margin-top: 10px;">  </div>
5	<p>The "Voter Address" screen will appear.</p> <p><b>A. Enter the voter's "Street Number".</b></p> <p><b>B. Enter the first 2-3 letters of the voter's "Street Name".</b></p> <p><b>C. Wait 2-3 seconds.</b> → If the address <b>IS</b> in the precinct, a dropdown list of addresses with the same "Street Number" and first 2-3 letters you entered will appear.</p> <ul style="list-style-type: none"> <li>» <b>Tap</b> the address in the dropdown bubble and the rest of the address fields will automatically fill with the address.</li> </ul> <div data-bbox="805 1079 1500 1398" style="float: right; margin-top: 10px;">  </div> <p>→ If the address <b>IS NOT</b> in the precinct, the address will not appear or no addresses at all will appear in the dropdown. A message to call Voter Verification will pop up when a voter is out-of-precinct.</p> <ul style="list-style-type: none"> <li>» Voters cannot be registered at addresses outside of precinct at a Polling Place on Election Day, unless the Polling Place is an Election Day Vote Center.</li> <li>» The Voter Verification Hotline phone number is (312) 603-0239.</li> </ul> <p><b>D. Tap the green "Next" button.</b></p> <div data-bbox="971 1724 1203 1808" style="text-align: center; margin-top: 10px;">  </div>

## Checklist 22: New Voter (continued)

6

The “Residency Identification” screen will appear.

- A. **Tap** the arrow on the far right on the “Type of Verification Presented” dropdown.
- B. **Select** “Two Documents of ID”
- C. **Tap** the arrow on the far right of the “First Document” dropdown.
  - This ID **DOES NOT** need to be the current address.
  - Only 1 of the voter’s ID’s requires the current address. It does not have to be one of the IDs listed in this dropdown.
- D. **Select** the voter’s ID from the list of IDs.
- E. **Enter** the ID number in the ID number box.
- F. **Tap** the arrow on the far right of the “Second Document with current Name and Address” dropdown.
  - This ID must have the current address.
- G. **Select** the voter’s ID from the list of IDs.
- H. **Enter** the ID number in the ID number box.
- I. **Tap** the green “Next” button at the top right of the screen.
  - The Voter Signature of Confirmation screen will appear.

**NO SPACES**

There must be **NO SPACES** in the ID information you enter in the ID number box.

**Examples:**

- COMED 3/10/2024
  - » Should be COMED3-10-24
- First National Bank
  - » Should be FirstNationalBank



If the **VOTER DOES NOT HAVE SUFFICIENT ID**, they will be required to sign a Provisional affidavit. There is a “No ID Provided” selection on both dropdown menus of required IDs.

- One missing ID is grounds for a Provisional Affidavit.
- The Provisional Affidavit will come after the Election Day Registration affidavit in step 5, if “No ID Provided” is selected in either or both dropdowns.

## Checklist 22: New Voter (continued)

The voter is required to sign an Election Day Registration affidavit, stating...

"I hereby swear (or affirm) that I am a citizen of the United States, that I was born on or before November 5, 2006, that as of the date of this election, I will have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote and that the above statements are true."

7

- A. Flip the screen toward the voter.  
 B. Instruct them to confirm the updated information on the screen.  
 C. Instruct them to sign the screen after reading the affidavit.  
 D. Flip the screen toward you after they sign.  
 → The "Submit" button will turn green when the voter signs.

E. Tap the green "Submit" button.

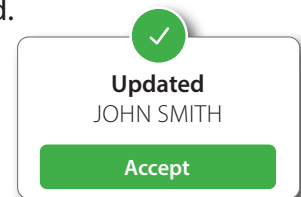
**SUBMIT**

Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.

## First Voter Registration Receipt

An "Updated" message will pop up, with the voter's name listed.

- 8
- A. Tap the green "Accept" button.  
 → One Voter Registration Receipt will print.  
 » This receipt is in English and Spanish with information about the voter's registration.
- B. Hand the Voter Registration Receipt to the voter.



**This will be the 1st of 3 receipts for an EDR Check-in.**

- The other 2 receipts will print after the check-in is complete.  
 » They are to be handled the same as every other check-in.  
 » See step 8 on the next page for instruction.



Checklist 22: New Voter (continued)

9

The “Ballot Language” screen will appear.

A. Ask the voter in what language they would prefer the ballot.

B. Hand the voter green Form 504.

▶ **ONLY IF** they select any other language than English or Spanish.



Steps 4 - 12, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

Two Voter Registration Check-in Receipts

10

Two more receipts will print when the “Activate Card” or “Submit” button is tapped after the ballot marking choice selection at the end of the Check-in.

→ These two receipts are different than the Regular Voter Check-in receipts.

I. Ballot Style Receipt

» The shorter receipt

› Hand this receipt to the voter.

- The voter will now have the Voter Registration Receipt and the Ballot Style receipt.

III. The Check-in Receipt

» The second longer receipt will show the new address and the ID used.

» **Place** this receipt in the Voter Check-in Receipt Envelope.



If the **VOTER DOES NOT HAVE SUFFICIENT ID** and chooses to vote Provisionally, there will be three receipts in this step that will print in the following order.

1. Provisional Instruction Receipt

→ The first long receipt, with Provisional Voter instruction.

A. Hand this receipt to the voter.

B. Hand the voter Pink Form 503.

▶ **ONLY IF** they selected any other language than English or Spanish in step 7.

3. Ballot Style Receipt

3. The Check-in Receipt

120



## Checklist 23: Canceling a Voter Check-in

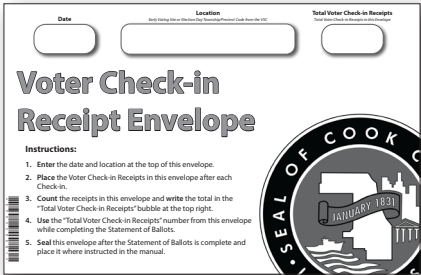
Follow the steps on this checklist to cancel a Voter Check-in.

Check	Step #	Task to complete:
-------	--------	-------------------

### Judge Steps

#### Voter Check-ins are only canceled for the following reasons:

1. You checked the wrong voter in.
2. Voter left without voting or decided not to vote after you've checked them in.
3. Voter selected the wrong party or changes their mind about their party selection.  
→ Voters must declare a party in a Primary Election.

1	Call the Call Center to request to cancel the Voter Check-in. → Call Center Advisers <b>WILL NOT</b> cancel check-ins that do not meet the above criteria.
2	 <p><b>Find the Check-in Receipt, with the voter's name in the Voter Check-in Receipt Envelope.</b></p>
3	<p><b>A. Write the word "CANCELED" across the receipt.</b></p> <p><b>B. Place the receipt back in the Voter Check-in Receipt Envelope, keeping it separate from the other receipts.</b></p> <p>→ Cancelled check-ins <b>ARE NOT</b> counted in the Total Check-ins at closing.</p>



#### Check-ins can **ONLY** be canceled by Call Center staff:

Process the voter Provisionally if...

→ The check-in wasn't done by you and has the message "Checked-in" on the Voter Search screen or "Already Checked-in" on the Voter Information screen.

**Example:** "My dad, with the same name, must have mistakenly checked in as me."

→ The check-in doesn't fit any of the 3 requirements above.

Checklist 23: Canceling a Voter Check-in (continued)

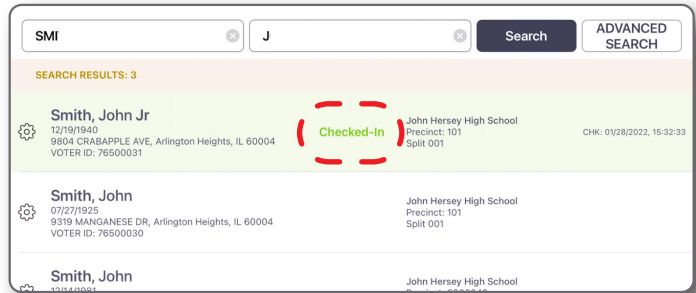
Call Center Staff ONLY

The following Check-in Cancellation procedures are for Call Center staff use ONLY

► The options listed below are not available on the ePollbooks in your precinct.

1

The voter will have the message “Checked-in” next to their information on the Voter Search screen.



A. Tap the gear on the left.

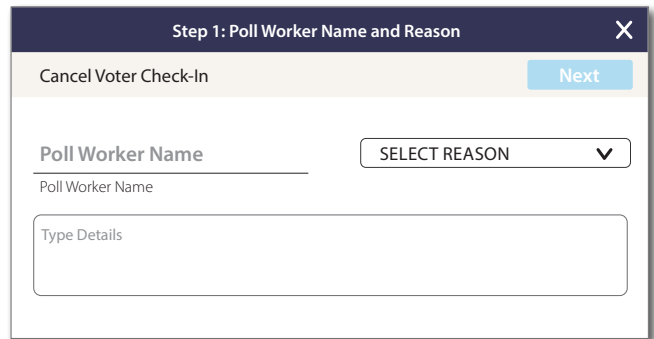
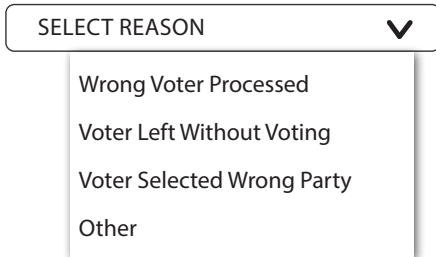
B. Tap the “Cancel Check-in” button if the cancellation is based on the issues listed at the top of page 121.



2

The “Step 1: Poll Worker Name and Reason” screen will appear.

A. Enter your name on the “Poll Worker Name” line.

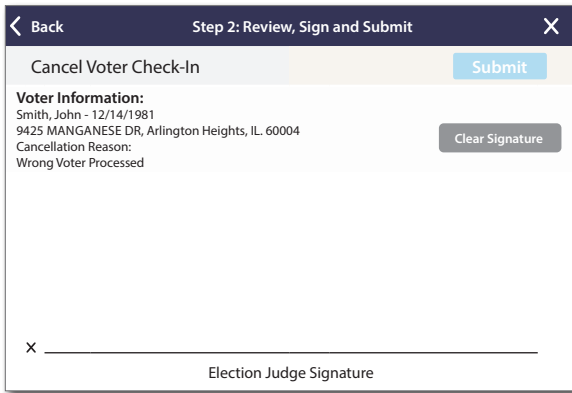




B. Select the Reason from the “Select Reason” dropdown.

C. Tap the blue “Next” button, on the top right of the screen.



Checklist 23: Canceling a Voter Check-in (continued)

<p>3</p>		<p>The "Step 2: Review, Sign and Submit" screen will appear.</p> <ul style="list-style-type: none"> <li>A. <b>Review</b> the "Voter Information" section on the top left of the screen.</li> <li>B. <b>Sign</b> your name on the "Election Judge Signature" line.</li> <li>C. <b>Tap</b> the blue "Submit" button, on the top right of the screen.</li> </ul> 
<p>4</p>	<p>The "Already checked in" screen will appear again.</p> <ul style="list-style-type: none"> <li>→ <b>DO NOT</b> tap the "Cancel Check in" button.</li> <li>→ <b>Tap</b> the "Go Back" button at the top right of the screen.             <ul style="list-style-type: none"> <li>» The Voter Search screen will appear.</li> <li>» The "Checked-In" message will be removed.</li> </ul> </li> </ul>	



# Station 2

## Issuing Paper Ballots

A Judge and a PPT, one from each party, serve at Station 2. They are responsible for issuing voters paper ballots and collecting Provisional Ballot Envelopes from voters.

→ Each voter will get 1 Paper Ballot Card for the Presidential Primary Election. The public counter will go up by 1 for each voter when they cast their ballot in the Scanner.

- » **Look at the Ballot Style Receipt and issue the voter a ballot card based on their Ballot Style and Party.**
  - › Ballot Style Receipts are issued to the voter at Station 1.
  - › If you are in a Split Precinct, make sure it is the correct Ballot Style on the ballot.

→ Ballots will be in shrink-wrapped packages of 50 for English/Spanish and 25 for all other languages.

- » **Open only one package of each Ballot Style at a time.**

→ Sealed Provisional Ballot Envelopes will be placed in the Provisional Envelope 606.

→ The PPT must monitor the voters using the Touchscreens in their precinct and handle troubleshooting when needed.

### Regular Ballot (A)

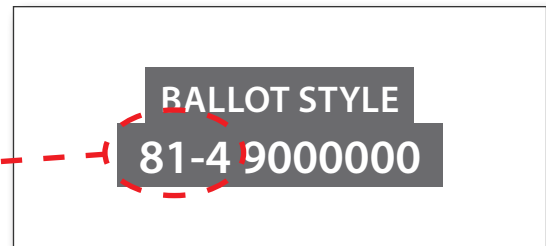
**Cook County Training Ballot** Boletas de Capacitación del Condado de Cook  
**General Election** Elección General  
 Tuesday, November 3, 2020 / Martes, 3 de Noviembre, 2020  
 Lyons Township / 7900040  
 Judge's Initials: **79-10**

**Instructions / Instrucciones**  
 To vote, fill in the oval. If you make other marks, your vote may not count.  
 Para votar, rellene el óvalo. Si hace otras marcas, su voto podría no contar.

**Begin Voting Here / Comience a votar aquí**  
 Proposed Call for a Constitutional Convention / Propuesta de Convocatoria a una Convención Constituyente  
 President and Vice President of the United States / Presidente y Vice Presidentes de los Estados Unidos  
 Public Questions / Cuestiones de Política Pública

**State Senator, 200th District**  
 2-Year Term / 2-Año de Término  
 YES / SI  / NO / NO

**State Representative, 400th District**  
 YES / SI  / NO / NO



Ballot Style Receipt

Paper Ballots

Township & Precinct Number

Judge's Initials

Ballot Style

del Condado de Cook

**Cook County Training Ballot** Boleta de Capacitación  
**General Election** Elección General

Tuesday, November 3, 2020  
 Martes, 3 de Noviembre, 2020

Karen A. Yarbrough  
 Cook County Clerk

**Lyons Township**  
 7900040

Style: **79-10**

Judge's Initials

**Instructions**  
 Instrucciones

To vote, fill in the oval. If you make other marks, your vote may not count.  
 To vote for a write-in candidate, write name on line provided and fill in the corresponding oval.  
 If you make a mistake, ask for a new ballot.

Para votar, rellene el óvalo. Si hace otras marcas, se podría invalidar su voto.  
 Para votar por una persona que no aparece en la boleta, escriba el nombre de la persona usando el espacio designado 'voto por escrito', y rellene el óvalo correspondiente.  
 Si comete un error, pida una boleta nueva.

**Begin Voting Here**  
 Comience a votar aquí

<p><b>Proposed Call for a Constitutional Convention</b>                  Propuesta de Convocatoria a una Convención Constituyente</p> <p>"For the calling of a State Constitutional Convention" Explanation of Proposed Call                  This proposal deals with a call for a state constitutional convention. The last such convention was held in 1969-70, and a new constitution was adopted in 1970. That document requires that the question of calling a convention be placed before voters every 20 years. This is your opportunity to vote on that question. If you believe the 1970 Illinois Constitution needs to be revised through the calling of a convention, you should vote YES. If you believe that a call for a constitutional convention is unnecessary, or that changes can be accomplished through other means; you should vote NO.</p> <p>"Para la convocatoria a una Convención Constituyente Estatal" Explicación de la Propuesta de Convocatoria                  Esta propuesta trata sobre una convocatoria a una convención constituyente. La última de esta clase de convenciones se celebró en 1969-70 y se adoptó una nueva constitución en 1970. Ese documento requiere que la cuestión de las convocatorias a convenciones sea sometida a la consideración de los votantes cada 20 años. Esta es su oportunidad de votar para esta cuestión. Si usted considera que la Constitución de Illinois de 1970 necesita ser revisada mediante la convocatoria a una convención, debe votar SÍ. Si considera que no es necesaria una convocatoria a una convención constituyente o que los cambios se pueden hacer por otros medios, debe votar NO.</p> <p>YES / SI <input type="radio"/></p> <p>NO / NO <input type="radio"/></p>	<p><b>President and Vice President of the United States</b>                  Presidente y Vice Presidente de los Estados Unidos                  Vote for One / Vote por Uno</p> <p>1 <b>Franklin D. Roosevelt &amp; John F. Kennedy</b>                  Democratic <input type="radio"/></p> <p>2 <b>Abraham Lincoln &amp; Gerald Ford</b>                  Republican <input type="radio"/></p> <p>3 <b>Marie Curie &amp; Albert Einstein</b>                  Green <input type="radio"/></p> <p><i>write-in</i>                  voto por escrito <input type="radio"/></p>	<p><b>Public Questions</b>                  Cuestiones de Política Pública</p> <p><b>To the Voters of Cook County</b>                  Para los votantes de Cook County</p> <p>"Shall the federal government be required to adopt mandatory full funding of the Department of Veterans Affairs for the purpose of ensuring that all eligible honorably discharged U.S. veterans receive quality and accessible healthcare and related services?"</p> <p>"¿Debe exigirse al gobierno federal adoptar el financiamiento pleno y obligatorio del Departamento de Asuntos de Veteranos de Guerra con el propósito de asegurar que todos los veteranos que terminaron su servicio activo en las Fuerzas Armadas de los EE.UU. con licenciamiento honorable y que reúnan las condiciones necesarias reciban servicios médicos y conexos de calidad y accesibles?"</p> <p>YES / SI <input type="radio"/></p> <p>NO / NO <input type="radio"/></p>
	<p><b>State Senator, 200th District</b>                  Senador Estatal, 200.º Dto.                  Termino De 2 Años                  Vote for One / Vote por Uno</p> <p>7 <b>Paul Simon</b>                  Democratic <input type="radio"/></p> <p>9 <b>Frederick Douglass</b>                  Republican <input type="radio"/></p> <p>11 <b>Frank Lloyd Wright</b>                  Green <input type="radio"/></p> <p><i>write-in</i>                  voto por escrito <input type="radio"/></p>	<p><b>State Representative, 400th District</b>                  Representante Estatal, 400.º Dto.                  Vote for One / Vote por Uno</p> <p>13 <b>Ida B. Wells</b>                  Democratic <input type="radio"/></p> <p>15 <b>Dinah Shore</b>                  Republican <input type="radio"/></p> <p>17 <b>Ernest Hemingway</b>                  Green <input type="radio"/></p> <p><i>write-in</i>                  voto por escrito <input type="radio"/></p>

English/Spanish

Ballot Style: 79-10

1\_7900040\_010\_A\_SP

2020

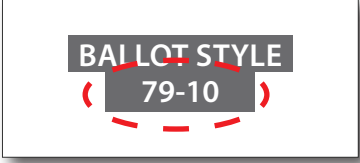


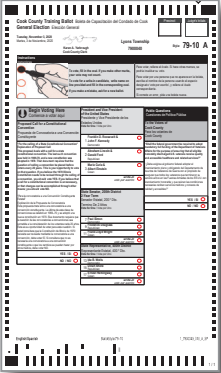

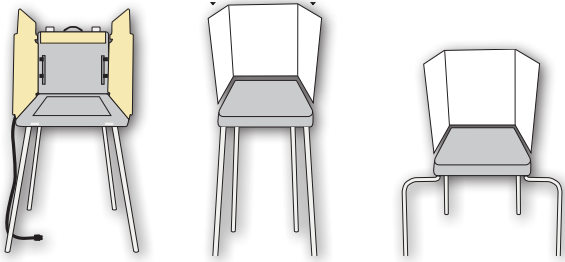
1 / 1



# Checklist 24: Issuing Paper Ballots

**Follow** the steps on this checklist to issue a paper ballot card.

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<p><b>A. Check</b> the Ballot Style Receipt, issued at Station 1, to learn the voter’s Ballot Style Number.</p> <p><b>B. Select</b> the correct paper ballot for the voter using the Ballot Style Number.</p> 
	2	 <p><b>Using</b> a pen, one Judge must initial the Paper Ballot in the designated boxes.</p> <p>→ Be sure that the initials remain inside the box.</p>
	3	 <p><b>A. Give</b> the voter one (1) ballot card.</p> <p><b>B. Give</b> them a ballot pen, and a Voter Privacy Shield.</p> <p><b>C. Instruct</b> the voter to cover their completed Paper Ballot with the Voter Privacy Shield when inserting their ballot into the Scanner.</p> <p><b>D. Instruct</b> the voter to make sure not to insert the Voter Privacy Shield into the Scanner along with their ballot.</p> 
	4	<p><b>Explain</b> how to cast a Write-in vote:</p> <p><b>A. Write</b> the candidate’s name on the line provided, under the appropriate office.</p> <p><b>B. Fill in</b> the oval next to the Write-in candidate’s name.</p> 
5		<p><b>Direct</b> the voter to any available voting booth.</p> 



## Station 3

### Touchscreens

#### Monitoring the Touchscreens

The Judge at Station 3 must:

- Assist voters, if they need help.
- **Make sure** voters successfully cast their ballot before leaving the Polling Place.
- **Collect** the Voter Card and Voter Privacy Shield from every Touchscreen voter.

### The Scanner

#### Inserting paper ballot cards

The Judge at Station 3 should stand near the Scanner to assist any voter who requests help. They should give the voter enough space to allow the individual to insert their ballot(s) privately.

**!** *Remind the voter to place the Voter Privacy Shield on top of their ballot to keep selections private.*

→ *At no point should any Judge look at a voter's ballot.*

1. **Ask** the voter to insert their ballot(s), into the Scanner slot. The Voter Privacy Shield does not get inserted.
  - The Scanner will accept ballots much like a vending machine accepts a dollar bill.
  - If ballots have been marked and initialed properly, the Scanner will accept, read and store them.
2. **Retrieve** the Voter Privacy Shield and pen from the voter.

#### Voters are given the option to cast or return their Paper Ballot if the Scanner detects:

- An overvote
- A blank ballot
- An undervote (*in certain elections and races*)

#### Paper Ballots are rejected if the Scanner detects:

- Provisional Ballots
- No Judge initials
- Defective Ballots
  - » Judge's initials exceed the allotted space
  - » The ballot is wrinkled or ripped

See Scanner Troubleshooting, page 181 for instructions on handling rejected ballots.

#### Scanner Messages

During Scanner operation, there are several messages that may appear on the LCD screen. It is important for PPTs and Election Judges to pay attention to these messages. The chart below contains messages that you may see on the Scanner and the action to take when each appears.

LCD Message	Action
Please Insert Ballot	Scanner is ready for use.
Processing Ballot	Ballot is being read.
Thank you for voting	Vote has been properly processed.
Close Poll Confirmation Screen	Press "Confirm" if ready to close the polls
Polls are closed	No action necessary. If polls should not be closed, call the Call Center.
Report printing Please wait	No action necessary, wait for report to finish printing.

#### The "I Voted" stickers

Station 3 Judges must make sure that all voters receive the "I Voted" sticker after they cast their ballot and before they leave the Polling Place.



*In elections with more than one ballot card, it is not necessary to spoil both ballot cards if the voter wants to make changes on only one of the cards.*



## Voter Assistance

### Voting aids

Hand-held magnifiers for voters who are visually impaired are available at each precinct.


### Voter assistance

The Clerk's office provides several programs and materials aimed at making it easier and more convenient for disabled and non-English speaking voters to cast ballots independently.

- Voters may bring a friend or relative to the Polling Place to assist with voting or request assistance from the Election Judges.
- If Election Judges are requested it must be 2 of them, 1 from each party.
- Anyone assisting a voter, including Election Judges, must sign a Special Circumstance Affidavit.

### Assistance may be provided to:

- Voters unable to physically mark a ballot
- Voters unable to read, speak or write English
- Voters with limited reading and writing skills

 *Voter assistance is given in private. Information regarding a voter's selections must not be shared with anyone.*



*If you have any questions regarding assisting disabled voters, call a disability coordinator at the Clerk's office: (312) 603-0944.*



*Hearing impaired voters can call the Clerk's TDD Information Line: (312) 603-0902.*




*If Judges need to verify the request for Curbside Voting, call the Legal Help Line: (312) 603-0236.*

### Curbside Voting

A voter who is disabled and has difficulty or is unable to enter the Polling Place may request to vote outside of the Polling Place.

The Clerk's office will attempt to provide Election Judges at the precinct with a list of curbside voters and their expected arrival time to the Polling Place.

→ This list will be inside the 6 AM Envelope.

 *Because of the 5 p.m. deadline the day before Election Day, a complete list may not be available the morning of Election Day.*

### Administering Curbside Voting

The voter should come as close to the building's entrance as possible. The voting procedures and conduct for Curbside Voting are the same as for voting within the Polling Place. Poll Watchers may be present.

### Maintain voter privacy:

1. **Process** the voter as you would a regular check-in, but stop at the Voter Signature screen.
  - The voter will need to sign the iPad.
2. **Take** a paper ballot, Voter Privacy Shield, marking pen, and iPad from the ePollbook out to the location specified in the request.
  - Must be **2 Judges** - one from each party
  - Curbside Voters are issued paper ballots.
3. **Verify** the voter's signature before handing the voter the Paper Ballot.
4. **Bring** the ballot in and run it through the Scanner after the voter has completed voting.
  - Make sure to keep the ballot covered with the Voter Privacy Shield from the minute the voter hands it back to, until it is inserted into the Scanner.

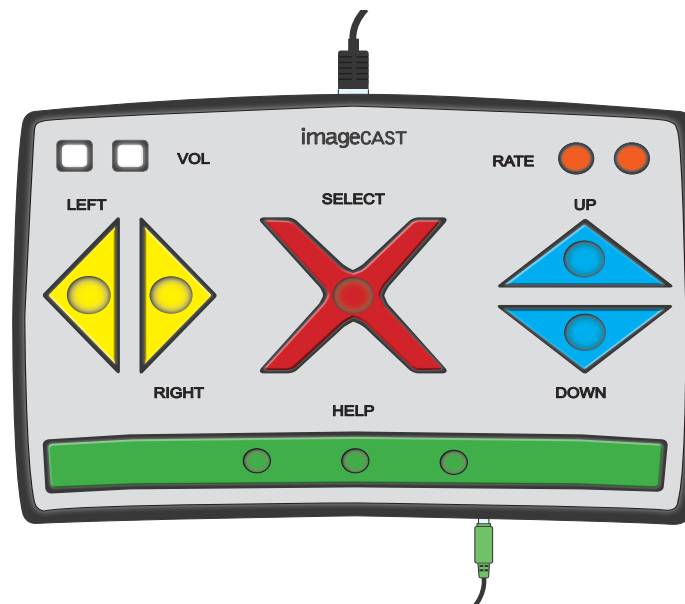
## ATI Handset

### Audio Voting

The Touchscreen is equipped with an Audio Ballot, a headset and an ATI (*Audio Tactile Interface*) handset to allow voters who are blind or visually impaired, have limited manual dexterity, or have limited reading skills to hear the ballot and make their selections through the Touchscreen's AVS (*Accessible Voting Session*).

#### ATI Handset Control Buttons

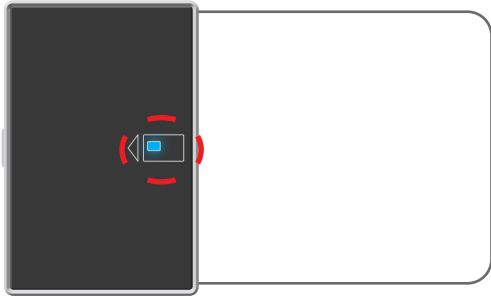
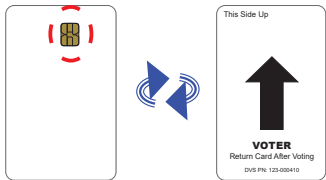
<b>SELECT</b> Button	The red <b>X</b> Select button allows the voter to make selections and cast the ballot after voting is complete.
<b>LEFT &amp; Right</b> Arrow Buttons	The yellow Left and Right Arrow buttons allow the voter to navigate backward and forward through contests on the ballot.
<b>UP &amp; Down</b> Arrow Buttons	The blue Up and Down Arrow buttons enable the voter to navigate through contests on the ballot and the candidate's names in a particular contest.
<b>RATE</b> Buttons	The orange round buttons on the top right side of the keypad control the speed of the narrator's voice. The right button increases the speed. The left button decreases speed.
<b>VOLUME</b> Buttons	The two white square buttons on the top left side of the keypad control the volume. The right button increases volume. The left button decreases volume.
<b>HELP</b> Button	The long green rectangular button provides guidance and assistance to the voter. The voter can press the Help Button at any time during voting.




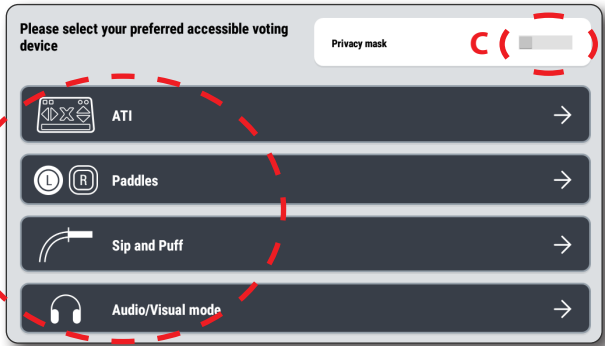
## Checklist 25: Accessible Voting Sessions (AVS)

Follow the steps on this checklist to activate an AVS and use the ATI Handset.

Check the box next to the item as it is completed.


Check	Step #	Task to complete:
	1	<p>The check-in process will not change until the end of the check-in.</p> <ul style="list-style-type: none"> <li>→ All AVS ballots are done on the Touchscreen.</li> <li>→ <b>Begin</b> checking the voter in, based on the type.</li> </ul>
	2	<p><b>A. Insert</b> the Voter Card into the Card Activator when you get to the “Choose the type of ballot you are providing the voter” screen.</p> <ul style="list-style-type: none"> <li>→ With the chip facing up and the arrow facing the voter.</li> <li>→ A blue light will appear on the Card Activator.</li> </ul>  <p><b>B. Tap</b> the “Touchscreen” button.</p>
	3	<p>Select the “AVS” box at the bottom of the screen.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Ballot Style: 80-1A <input checked="" type="checkbox"/> AVS</p> <p>Activation Code: 9055601 <input type="checkbox"/> Provisional</p> </div>
	4	<div style="background-color: #007bff; color: white; padding: 5px; display: inline-block; border-radius: 5px;"> <b>ACTIVATE CARD</b> </div> <p>Tap the “Activate Card” button at the top right of the screen.</p>
	5	<p><b>A. Remove</b> the Voter Card from the Card Activator and <b>hand</b> it to the voter.</p> <ul style="list-style-type: none"> <li>→ Along with a Voter Privacy Shield or a Provisional Ballot Envelope if the check-in requires.</li> </ul> <p><b>B. Retrieve</b> a pair of headphone covers from Kit 1 before heading to the touchscreen.</p>
	6	<p><b>A. Walk</b> the voter to a Touchscreen.</p> <p><b>B. Insert</b> the Voter Card into the slot.</p> <ul style="list-style-type: none"> <li>→ Chip facing down.</li> </ul> 

## Checklist 25: Accessible Voting Sessions (AVS) (continued)

7	<p><b>Hand</b> the voter the headphones, with covers attached, and the ATI Handset. → With the green “Help” button at the bottom.</p>
8	<p><b>Select</b> the language for the voter.</p>
9	<p><b>A. Tell</b> the voter that their ballot will print out after they select “Print Ballot.” <b>B. Remind</b> the voter to remove their printed ballot from the Printer .</p>
10	<p><b>Instruct</b> them to insert the printed ballot into the Scanner. <b>A. Inform</b> them that a judge at the Scanner must initial it before they insert it. <b>B. Tell</b> them to let you know if they need assistance when they are finished.</p>
11	<p><b>A. Explain</b> to the voter that in one moment there will be instructions through the headphones on how to use the ATI.</p> <p><b>B. Have</b> the voter put the headphones on. → Ask the voter for their preferred accessible voting device.</p> <p><b>C. Click</b> on the “Privacy Mask” if they want to vote audio without seeing the screen. → This masks the screen, so no one can see the voter’s ballot as they vote.</p> <div data-bbox="402 1276 1333 1339" style="border: 1px solid #f08080; border-radius: 10px; padding: 5px; margin: 10px 0;"> <p> <i>Audio/Visual mode is only available if the Privacy Mask is turned off.</i></p> </div> <p><b>D. Select</b> the voter’s preferred device. → If the voter is using Paddles or a Sip and Puff device, make sure to connect their preferred device to the port at the bottom left of the ATI Handset, labeled “Sip &amp; Puff”</p> 



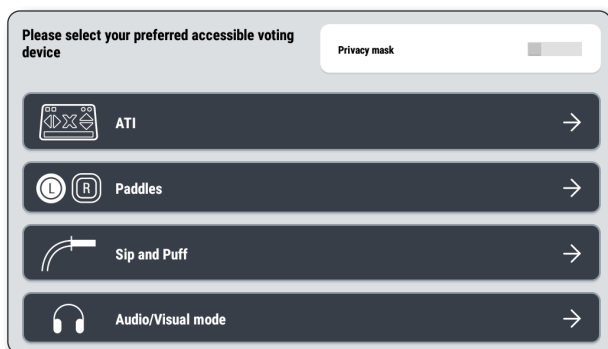
Checklist 25: Accessible Voting Sessions (AVS) (continued)

<p>12</p>	<ul style="list-style-type: none"> <li>→ The screen will change to the “ATI Help and Instructions to use” screen.                             <ul style="list-style-type: none"> <li>» This screen can be accessed by pressing the green “Help” button on the bottom of the device at any time.</li> </ul> </li> <li>→ The Touchscreen will then start giving the voter instruction on how to navigate through the ballot, using the ATI.                             <ul style="list-style-type: none"> <li>» It will describe all of its functions.</li> </ul> </li> <li>→ When instructions are complete, or at any point during the instructions, the voter may press the red “X” on the handset to move on to the ballot.</li> <li>→ The voter can now vote independently.</li> </ul> <div data-bbox="954 443 1495 764" style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>ATI Help and instructions to use</b></p> <p style="text-align: center;">Confirm a selection</p> <p style="text-align: center;">Change the audio volume      Change the audio speed</p> <p style="text-align: center;">Move left/right      Move up/down</p> <p style="text-align: center;">Ask for instructions on using ATI</p>  </div> <div data-bbox="354 814 1479 898" style="background-color: #ffe6e6; padding: 5px; margin-top: 10px;"> <p><b>i</b> The “Help” screen can be closed at any time by pressing the green “Help” button on the bottom of the ATI Handset.</p> </div>
<p>13</p>	<p><b>Step</b> away from the Touchscreen.</p>

## Checklist 25: Audio Visual and SIP & PUFF instructions (continued)

### Voter Navigation through the Ballot, Using ATI Handset

During Accessible Voting, the ballot is marked by the voter, using their selected device.



- ▶ Instruction on how to use their selected device is given through the headphones.
- ▶ A voter can navigate through the ballot contests and choices.
- ▶ The voter can select the language, text size, audio volume, tempo and screen colors.

The ballot is presented to the voter in the following order during Accessible Voting.

Step #	Instruction to Voter
<b>First Contest</b>	
1	<p>The first contest on the ballot is selected and spoken.</p> <p>The voter will hear instruction on how to use their device to vote for the first contest or to navigate to any other contest.</p> <p>→ When a voter chooses to enter the first contest,</p> <ul style="list-style-type: none"> <li>» They will hear a description and instructions on how to hear the available choices.</li> </ul> <p>→ When a voter chooses to vote for a selected contest and listen to the list of choices,</p> <ul style="list-style-type: none"> <li>» They will hear the first choice and instructions on how to mark a choice.</li> <li>» They can also hear how to navigate to the next choice.</li> </ul>
2	<p>The voter repeats the same process until all choices of the selected contest are presented.</p> <p>→ They can make a selection or hear the next choice.</p>

## Next Contests

After hearing/selecting all available choices in a contest, the voter can navigate to the next contest using the navigation buttons and choose to select the next contest.

→ The voter will repeat the procedure to vote for each available contest.

## Ballot Review

- |   |  |
|---|--|
| 1 | <p>When the last contest is reached, after selecting all the available choices, the voter is moved to the "Ballot review" screen.</p> <p>→ The Ballot Review Screen can be navigated to at any time by:</p> <ul style="list-style-type: none"> <li>» Using the navigation button on the bottom of the screen (<i>Audio Visual Voting</i>).</li> <li>» Navigating through screen action buttons as instructed by the voice instructions for the selected Accessible Voting device.</li> </ul> |
|---|--|

## Checklist 25: Accessible Voting Sessions (AVS) (continued)

- |   |  |
|---|--|
| 2 | <p>On the Ballot Review Screen, the voter will:</p> <ul style="list-style-type: none"> <li>→ Hear the first summary of their ballot selections.</li> <li>→ Get instruction on how to hear and review all contests.</li> <li>→ Learn how to cast their ballot.             <ul style="list-style-type: none"> <li>» When the voter reaches the last contest.</li> </ul> </li> </ul> |
|---|--|

### Marking the Ballot

- |   |  |
|---|--|
| 1 | <p>When the voter makes the selection to print their ballot, the voter will get the 2 options.</p> <ul style="list-style-type: none"> <li><b>A. Accept</b> and print the ballot.</li> <li><b>B. Review/make changes</b> to their choices by returning to the Review screen.</li> </ul> |
|---|--|

- |   |  |
|---|--|
| 2 | <p>When the voter chooses to accept and print their ballot, they will get one of the following.</p> <ul style="list-style-type: none"> <li>→ The screen will give confirmation and the voter will hear through the headphones that their ballot has been marked.</li> <li>→ The screen will give a warning or message and the voter will hear through the headphones that something went wrong in marking the ballot.</li> </ul> |
|---|--|

- |   |  |
|---|--|
| 3 | <p>The voter will be instructed to select the "Continue" button.</p> <ul style="list-style-type: none"> <li>→ The Accessible Voting session is complete.</li> <li>→ The "Ready for next Voter" screen will appear on the Touchscreen.</li> </ul> |
|---|--|

### Casting the Ballot

#### Regular, Other Affidavit & EDR Voters

The voter will be directed or escorted to the Scanner, where they will insert their ballot cards to cast.

→ **Make sure** their ballot is covered by a Voter Privacy Shield as they insert it into the Scanner.

#### Provisional Voters

The voter will be instructed to place their ballot in their Provisional Ballot Envelope and directed or escorted to Station 2 to hand their ballot to a Judge to be placed in the Provisional Envelope 606.

→ **Make sure** the Provisional Ballot Envelope contains their ballot cards and is sealed.



## End of Day Operations

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### 141 Closing the Polling Place

### 143 Closing the Voting Equipment

- ▶ Checklist 26: Closing the Scanner - *page 143*
- ▶ Checklist 27: Closing the Touchscreens & Ballot Printers, UPS & VSC - *page 149*

### 153 Closing the ePollbooks

- ▶ Checklist 28: Statement of Ballots on the ePollbook - *page 153*
- ▶ Checklist 29: Signing the Judge Out - *page 159*
- ▶ Checklist 30: Powering Down & Packing the ePollbook Case - *page 161*


### 163 Checklist 31: Packing Up for the Receiving Station

- ▶ Wheeled Ballot Bag
- ▶ Return Carrier Plastic Bag 600


### 165 Items for the Receiving Station



## Closing the Polls

 At **6:30 p.m.** (30 minutes before the Polling Place closes) an Election Judge will stand at the entrance to the Polling Place and declare:

**The polls will close in 30 minutes!**


 At **7 p.m.** an Election Judge will stand at the entrance to the Polling Place and declare:

**THE POLLS  
ARE CLOSED!**




The Polling Place entrance must be secured at this time:

- Secure the door to prevent anyone from entering the Polling Place.
- Keep the Polling Place sign and flag posted until Judges are ready to leave.


 Any voter who is in line to vote at 7 p.m. may remain inside (or in line outside) the Polling Place and has the right to vote. These voters must leave the Polling Place after they have completed voting.

In addition to the Election Judges, individuals with the proper credentials may remain inside the Polling Place to observe the tabulation and transmission of results.

- They may include:
  - » Cook County Clerk's Office Officials
  - » Poll Watchers
  - » Certain Law Enforcement Officials

 For more information about People Allowed in the Polling Place, see pages 4-5.

After the doors are closed, no other voters or Poll Watchers can enter the Polling Place, even if they have credentials.

 Election Judges should complete assigned tasks working as a team to successfully close the polls.

## Scanner Results Tape

Remember that each voter will cast their ballot card into the Scanner.

- ▶ "Total Cast" should match "Total Voters" on the Scanner Results Tape
  - Each voter will only cast one ballot card.
- ▶ Use the "Total Votes" listed on the Results Tape when completing the Statement of Ballots on the ePollbook.

### Scanner Results Tape

```

*****
OFFICIAL RESULTS TAPE

Cook County IL
Cook County IL 2024 Presidential Primary
Tuesday, March 19, 2024

Tabulator Name
ICP ED Proviso 003

Tabulator ID
989003

Voting Location
8000040

Voting Location ID
2261

-----
Total Cast : 325
Total Regular Cast : 325
Total Provisional Cast : 0
-----
Total Voters : 325
Total Regular Voters : 325
Total Provisional Voters : 0
-----
TOTALS for all Ballots : 325
Total Cast : 325
Total Regular Cast : 325
Total Provisional Cast : 0
-----
Total Voters : 325
Total Regular Voters : 325
Total Provisional Voters : 0
=====

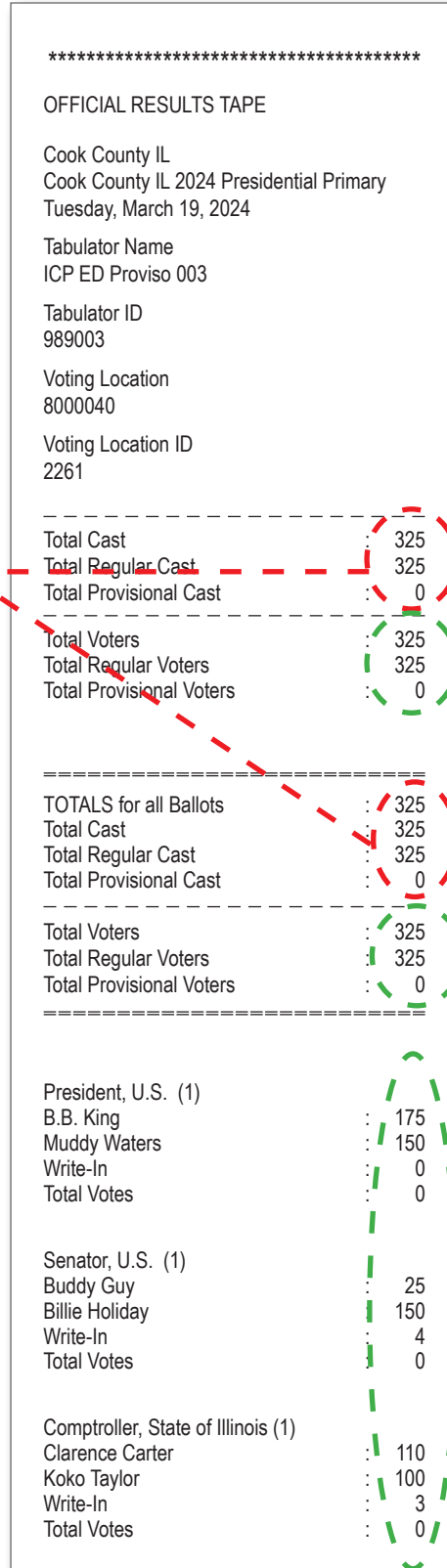
President, U.S. (1)
B.B. King : 175
Muddy Waters : 150
Write-In : 0
Total Votes : 0

Senator, U.S. (1)
Buddy Guy : 25
Billie Holiday : 150
Write-In : 4
Total Votes : 0

Comptroller, State of Illinois (1)
Clarence Carter : 110
Koko Taylor : 100
Write-In : 3
Total Votes : 0
    
```

Total  
Ballot Cards  
Cast

Total  
Votes






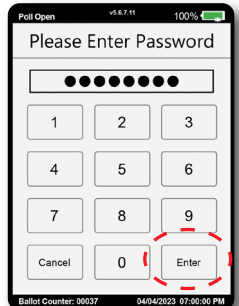

# Closing the Voting Equipment

## Checklist 26: Closing the Scanner

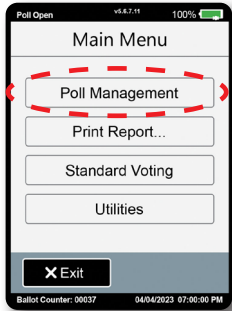
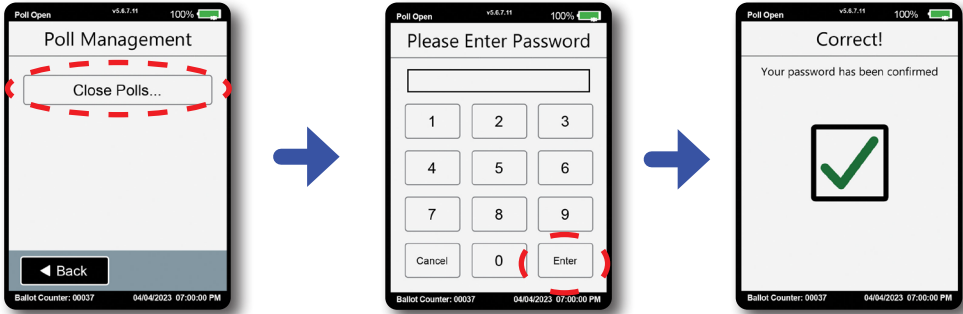
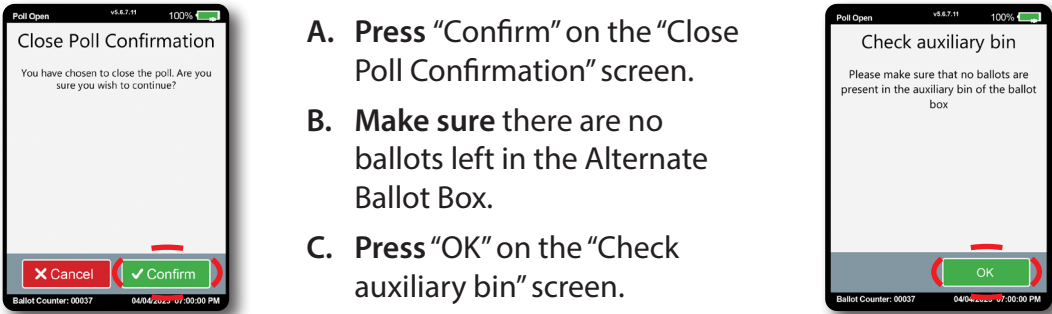
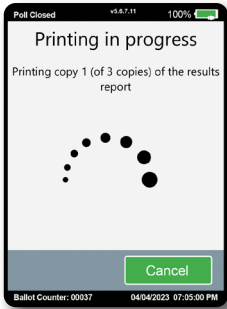
### Closing the Polls & Printing Results Tapes

**Follow** the steps on this checklist to close the Scanner at the end of Election Day.

**Check** the box next to the item as it is completed.

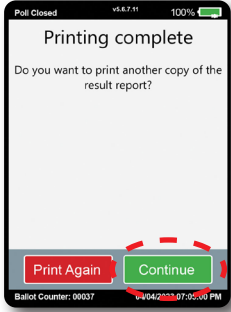
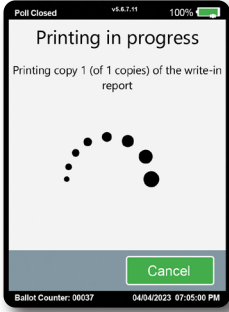
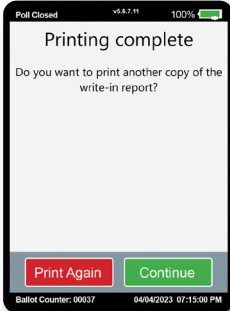
Check	Step #	Task to complete:
<b>Closing the Polls &amp; Printing Results Tapes</b>		
	1	<p><b>A. Unlock and open</b> the Alternate Ballot Box door.</p> <p><b>B. Check</b> for any ballots placed there during the day.</p> <ul style="list-style-type: none"> <li>→ If any, run them through the Scanner.                             <ul style="list-style-type: none"> <li>» 2 Judges                                     <ul style="list-style-type: none"> <li>› 1 from each party</li> </ul> </li> </ul> </li> <li>→ If any ballots are defective:                             <ul style="list-style-type: none"> <li><b>a. Mark</b> a new ballot with the exact same choices as on the defective one.                                     <ul style="list-style-type: none"> <li>» There <b>MUST</b> be two Judges.   <ul style="list-style-type: none"> <li>› One from each party.</li> </ul> </li> </ul> </li> </ul> </li> </ul> <div style="background-color: #FFDAB9; padding: 10px; margin: 10px 0;"> <p><b>!</b> <i>If the defective ballot is returned for overvotes or has a number of undervotes it still must be processed as-is.</i></p> </div> <ul style="list-style-type: none"> <li><b>b. Initial</b> the new ballot inside the Judge's initials box.</li> <li><b>c. Run</b> the new ballot through the Scanner.</li> <li><b>d. Place</b> the original ballot marked "Defective" in Envelope 303.</li> </ul>
	2	<p><b>A. Press</b> the Security Key to the Security Key receptacle.</p> <ul style="list-style-type: none"> <li>→ The password screen will appear.</li> </ul> <p><b>B. Remove</b> the key from the receptacle.</p> <div style="text-align: right;">  </div>
	3	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">  </div> <div style="margin-right: 20px; font-size: 2em; color: blue;">→</div> <div>  </div> </div> <ul style="list-style-type: none"> <li><b>A. Enter</b> the 8-digit PIN.</li> <li><b>B. Press</b> "Enter."</li> <li>→ The message, "Correct! Your password has been confirmed" will appear.</li> </ul>

Checklist 26: Closing the Scanner (continued)

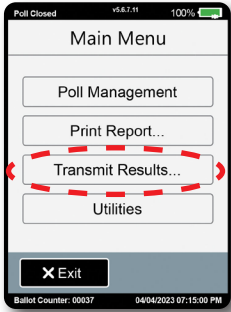
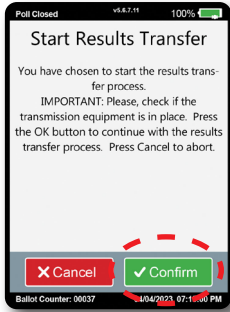
<p>4</p>	<p>The "Main Menu" screen will appear. → Press "Poll Management."</p>	
<p>5</p>	<p>A. Press "Close Poll..." on the "Poll Management" screen. B. Enter the 8-digit PIN. C. Press "Enter." → The message, "Correct! Your password has been confirmed" will appear.</p>	
<p>6</p>	<p>A. Press "Confirm" on the "Close Poll Confirmation" screen. B. Make sure there are no ballots left in the Alternate Ballot Box. C. Press "OK" on the "Check auxiliary bin" screen.</p>	
<p>7</p>	<p>The "Printing in Progress" screen will appear and three Results Tapes will start printing. → Press "Print Again" for more tapes if needed when the "Printing Complete" screen appears.</p>	

Checklist 26: Closing the Scanner (continued)


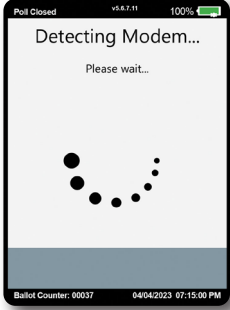
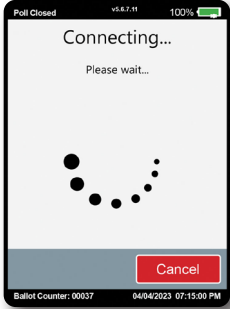
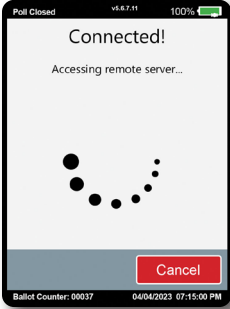
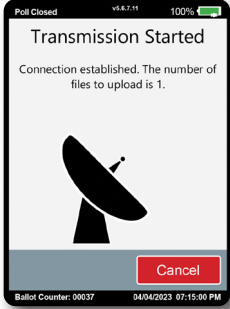
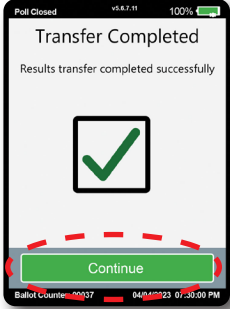
Transmitting Results

✂	8	<p>Once the Results Tapes are done printing:</p> <p>A. <b>Cut</b> the tapes from the Scanner. → Into three separate tapes.</p> <p>B. <b>Sign</b> 2 of the 3 of tapes (<i>all Judges must sign</i>).</p>
	9	<p>A. <b>Place</b> two Results Tapes in Plastic Bag 601.</p> <p>B. <b>Attach</b> the unsigned Results Tape to the outside of the VSC for Pollwatchers to easily view.</p>
	10	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p><b>Press "Continue"</b> on the "Printing Complete" screen.</p> <p>→ The "Printing in Progress" screen will appear and the 2 copies of the Write-in Tape will start printing.</p> </div>  </div>
✂	11	<p>Once the Write-in Tapes are done printing:</p> <p>A. <b>Cut</b> it from the Scanner.</p> <p>B. <b>Sign</b> one copy (<i>all Judges</i>).</p> <p>C. <b>Place</b> the signed copy inside Plastic Bag 601. → Leave the other copy out for requesting Pollwatchers.</p> <p>D. <b>Press "Continue"</b> on the "Printing Complete" screen. → The "Main Menu" screen will appear.</p> <div style="text-align: right;">  </div>

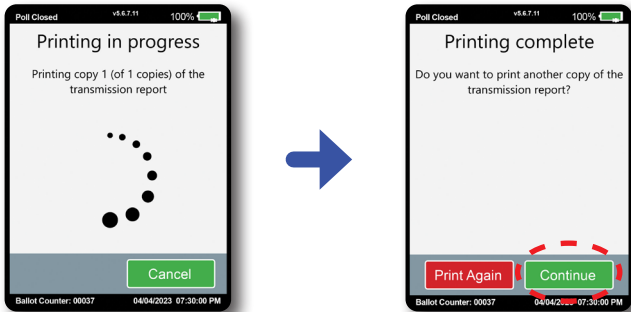
Transmitting Results

	1	<p>A. <b>Press</b> the "Transmit Results..." button. → The "Start Results Transfer" screen will appear.</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>B. <b>Connect</b> the modem to the top transmission port on the right side of the Scanner.</p> <p>C. <b>Attach</b> the flat magnetic antenna to the top of the VSC to assure the transmission equipment is in place.</p> </div>  </div> <p>D. <b>Press "Confirm"</b> on the "Start Results Transfer" screen when the transmission equipment is in place.</p>
--	---	---


## Checklist 26: Closing the Scanner (continued)

2	 <p>The "Action Started" screen will appear, followed by the "Detecting Modem..." screen.</p>	
3	 <p>Then the "Connecting" screen will appear, followed by the "Connected!" screen.</p>	
4	 <p>The "Transmission Started" screen will appear.</p> <p>→ Press "Continue" on the "Transfer Completed" screen when the transmission is done.</p>	 <p><i>! If the Transmission fails, see page 190, "Transmission Failed," in Scanner Troubleshooting.</i></p>

**Checklist 26: Closing the Scanner (continued)**  
**Retrieving the Memory Card**


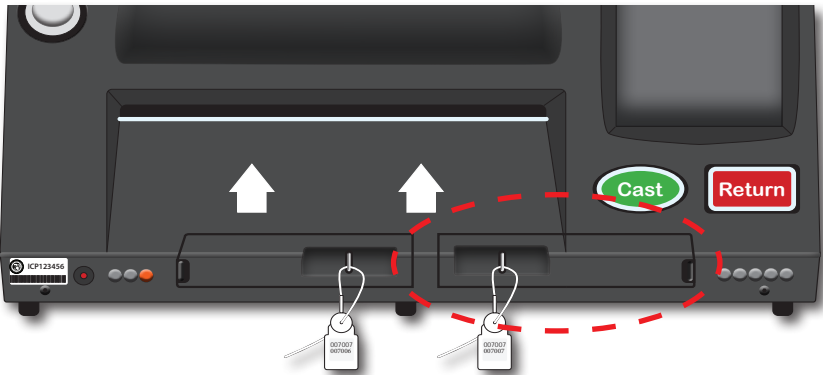
	5	<p>The "Printing in Progress" screen will appear and the Transmission Report Tape will start printing.</p> <p>→ Press the "Continue" button when the "Printing Completed" screen appears.</p> <p>» The Main Menu" screen will appear.</p>		<pre> ***** RESULTS TRANSMISSION TAPE  Cook County IL Cook County IL 2024 Presidential Primary Tuesday, March 19, 2024  Tabulator Name ICP ED Proviso 003  Tabulator ID 989003  Voting Location 8000040  Voting Location ID 2261  ----- Total Cast           : 350 Total Regular Cast   : 350 Total Provisional Cast : 0 ----- Total Voters         : 350 Total Regular Voters : 350 Total Provisional Voters : 0 -----  Election reports could not be transmitted to: Cook County Clerk  ----- Unit Model: ICP2 (1.4) Unit Serial: CBA87654321 Protective Counter: 180 Software Version: 5.6.7.11  Tuesday, March 19 19:32:48 2024                     </pre>
✂	6	<p>A. Cut the Transmission Report Tape from the Scanner.</p> <p>B. Sign the back of the tape (<i>all Judges</i>).</p> <p>C. Place it in Plastic Bag 601.</p>		
	7	<p>A. Unplug the Modem from the Scanner.</p> <p>B. Remove the flat magnetic antenna from the top of the VSC.</p> <p>→ Attach it to the wall inside the VSC.</p>		

**Retrieving the Memory Card**

1		<p>Power down the Scanner.</p> <p>A. Press "Utilities."</p> <p>B. Press "Power Options."</p> <p>C. Press "Power Down."</p> <p>D. Press "Confirm."</p>	
---	--	---	--

## Checklist 26: Closing the Scanner (continued)

## Empty the Ballot Box

2		<p>The Scanner will shut down.</p> <ul style="list-style-type: none"> <li>→ The screen will go dark.</li> <li>→ The Scanner will beep 8 times.</li> <li>→ The 3rd LED light on the far right of the 3 lights will remain lit.</li> <li>» It will continue to blink, as long as the Scanner is plugged into the VSC.</li> </ul>	
<p><b>i</b> <b>What does the orange light mean?</b></p> <ul style="list-style-type: none"> <li>▶ Blinking = Scanner is on and using battery power.</li> <li>▶ Blinking &amp; beeping = Scanner is on, but battery power is low.</li> <li>▶ Solid = Scanner is charging or on AC power from the VSC.</li> </ul> <p>→ If the Scanner is off, it is charging; if on it is using AC power.</p>			
3		<p>A. <b>Break</b> the seal on the “Poll Worker” door on the right and place it in Plastic Bag 605.</p> <p>B. <b>Open</b> the “Poll Worker” door.</p> <p>C. <b>Push</b> the Memory Card in to eject it from the port.</p> <p>→ When pushed in, the Memory Card will pop out.</p> <p>D. <b>Pull</b> out the Memory Card, <b>put</b> it in the protective case and <b>place</b> it in Plastic Bag 601.</p> <p>E. <b>Close</b> the door.</p> <p>F. <b>Leave</b> the door on the left closed and sealed.</p>	

## Emptying the Ballot Box

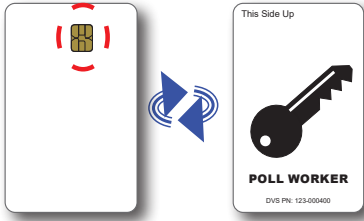
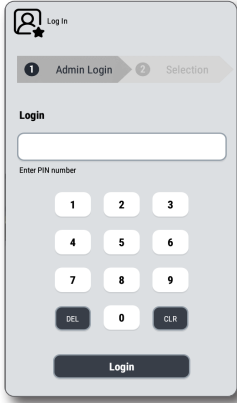
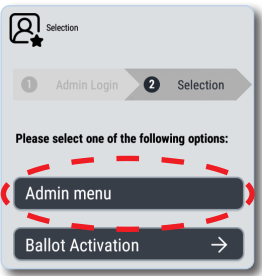
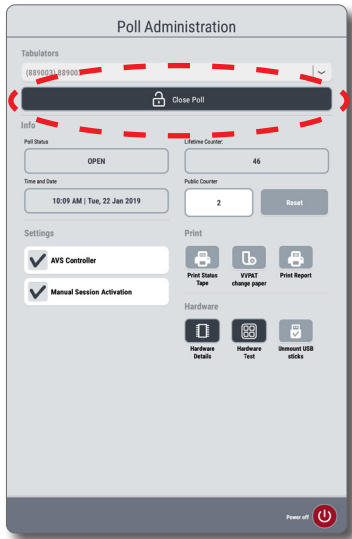


- A. **Unlock and open** the Ballot Box door.
- B. **Remove** all ballots and **place** them in the Wheeled Ballot Bag.
- C. **Close** the door.

**Closing the Scanner is now complete!**

**Checklist 27: Closing the Touchscreens, Ballot Printers, UPS & VSC**

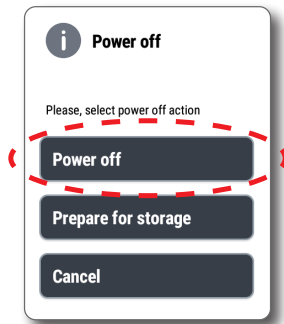
**Closing Touchscreens**

**Follow** the steps on this checklist to close all Touchscreens and Ballot Printers at the end of Election Day.  
**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
<b>Closing Touchscreens</b>		
	<b>1</b>	<p><b>A. Insert the Poll Worker Card into the card slot.</b>                      → With the chip facing down.</p> <p><b>B. Enter the 8-digit PIN.</b></p> <p><b>C. Press "Login."</b></p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
	<b>2</b>	<p><b>A. Press the "Admin Menu" button.</b></p> <p><b>B. Press the "Close Poll" button.</b></p> <p><b>C. Press "Yes" when asked to confirm that you want to close the polls.</b></p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>
	<b>3</b>	<p><b>Press the power button at the bottom right of the screen.</b></p> <div style="text-align: right; margin-top: 10px;">  </div>

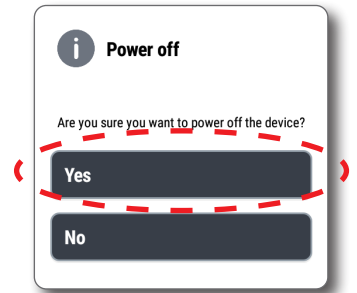
**Checklist 27: Closing the Touchscreens, Ballot Printers, UPS & VSC (continued)**  
**Powering Down the Printers and the UPS**

4



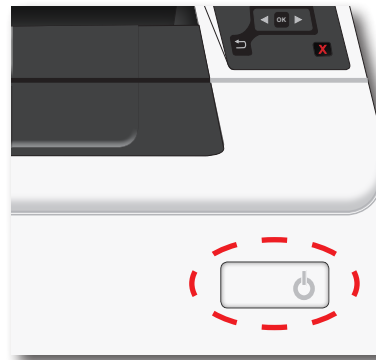
A "Power Off" window will appear

- A. Press the "Power Off" button  
 → Another "Power Off" window will appear.
- B. Press the "Yes" button.
- C. Remove the Poll Worker Card.



**Powering Down the Ballot Printers**

Press the power button on the front of the Printer.



**Powering down the UPS**

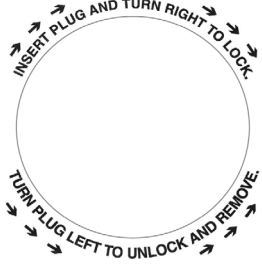
**Power off the UPS**

- A. Press the power button located above the screen on the UPS screen.
- B. Press the "Down" button, then the "Enter" button.  
 → Both on the bottom row, below the screen. The "Enter" button has the arrow pointing left on the left.
- C. Press the "Down" button, then the "Enter" button a second time.





**Checklist 27: Closing the Touchscreens, Ballot Printers, UPS & VSC (continued)****Closing the VSC**

Closing the VSC	
1	Make sure the headphones and ATI Handset are placed back in their holder.
2	Close and lock the doors to both of the Touchscreen and Ballot Printer sets.
3	 <p><b>A. Unplug</b> the VSC from the wall outlet.</p> <p><b>B. Turn</b> the plug left and gently unplug it from the back of the VSC.</p> <p>→ Place the power cord back in the VSC.</p> <p><b>i</b> A wiggling motion makes it easier to unplug the power cord from the VSC.</p>

## Statement of Ballots Tools

### Statement of Ballots Audit Log

**SUMMARY REPORT**

COOK COUNTY  
 2023 PRIMARY ELECTION  
 69 W WASHINGTON, PEDWAY  
 POLLPAD COOK COUNTY IL 0034

3/19/2024, 19:10:15

**JURISDICTION COUNTS**  
 TOTAL VOTERS: 201555  
 TOTAL CHECK-INS: 100  
 TURNOUT: 0.01%

---

**LOCAL COUNTS**

Check-ins: 325  
 Provisionals: 25  
 Spoiled: 10  
 Canceled: 0  
 Registrations: 15  
 Curbside Checkins: 0  
 Challenged: 22  
 Assistance Required: 13  
 Reasonable Impediment Declaration: 0

### Scanner Results Tape

\*\*\*\*\*  
 OFFICIAL RESULTS TAPE

Cook County IL  
 Cook County IL 2024 Presidential Primary  
 Tuesday, March 19, 2024

Tabulator Name  
 ICP ED Proviso 003

Tabulator ID  
 989003

Voting Location  
 8000040

Voting Location ID  
 2261

---

Total Cast : 325  
 Total Regular Cast : 325  
 Total Provisional Cast : 0

Total Voters : 325  
 Total Regular Voters : 325  
 Total Provisional Voters : 0

---

TOTALS for all Ballots : 325  
 Total Cast : 325  
 Total Regular Cast : 325  
 Total Provisional Cast : 0

---

Total Voters : 325  
 Total Regular Voters : 325  
 Total Provisional Voters : 0

---

President, U.S. (1)  
 B.B. King : 175  
 Muddy Waters : 150  
 Write-In : 0  
 Total Votes : 0

Senator, U.S. (1)  
 Buddy Guy : 25  
 Billie Holiday : 150  
 Write-In : 4  
 Total Votes : 0

Comptroller, State of Illinois (1)  
 Clarence Carter : 110  
 Koko Taylor : 100  
 Write-In : 3  
 Total Votes : 0

President, U.S. (1)  
 Sonny Boy Williams II : 0  
 Elmore James : 0  
 Georgia White : 0  
 T-Bone Walker : 0  
 Write-In : 0  
 Total Votes : 0

Senator, U.S. (1)  
 Dinah Washington : 0  
 Hound Dog Taylor : 0  
 Write-In : 0  
 Total Votes : 0

Comptroller, State of Illinois (1)  
 Junior Wells : 0  
 Elmore James : 0  
 Write-In : 0  
 Total Votes : 0

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Unit Model: ICP2 (1.4)  
 Unit Serial: CBA87654321  
 Protective Counter: 180  
 Software Version: 5.6.7.11

Certification

WE, THE UNDERSIGNED, WERE PRESENT DURING THE OPENING OF THE POLLS AND PRINTING OF THIS RECORD AND CAN VERIFY THAT ALL CANDIDATE VOTE TOTALS ARE ZERO AT THIS TIME.

### Provisional Envelope 606

for use at Station 2 during Election Day



**Envelope 606**

Township **Proviso**  
 Ward \_\_\_\_\_  
 Precinct **3**

**Provisional Ballots**

1. Make sure voters seal their Provisional Ballot Envelope before handing it to you
2. Place all sealed Provisional Ballot Envelopes in this envelope
3. At the end of the day, write the total number of Provisional Ballot Envelopes here **25**
4. After sealing this envelope, each judge must sign the Judge Certification label on the back

**Place this envelope in Plastic Bag 600 at the end of the day**

# Closing the ePollbooks

## Checklist 28: Statement of Ballots on the ePollbook

### Summary Report & Accessing the Statement of Ballots

**Follow** the steps on this checklist to complete the Statement of Ballots and close the ePollbook at the end of Election Day.




**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
-------	--------	-------------------



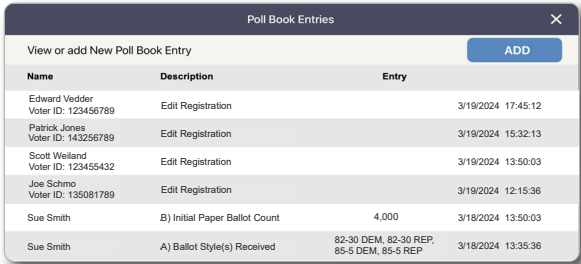
## Statement of Ballots ePollbook


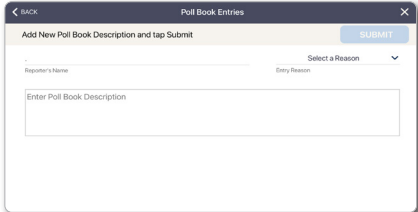
**!** Complete the Statement of Ballots on only one ePollbook.

## Summary Report Receipt

1	 <b>Menu</b>	Press "Menu" at the top left, on the screen.
2	<p><b>A.</b> Tap the "Summary Report" icon. → The "Summary Report" screen will appear.</p> <p><b>B.</b> Tap the Print button at the bottom of the screen. → The "Summary Report" receipt will print.</p> <p></p> <p><b>C.</b> Remove the receipt and keep it near.</p>	

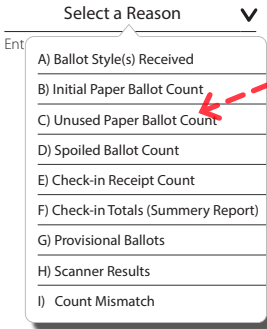
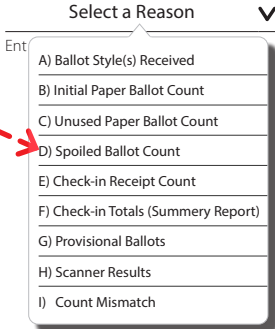
## Open the Statement of Ballots

3	<p><b>A.</b> Tap the word "Menu" at the top left on screen.</p> <p></p> <p>The "Menu" screen will appear.</p> <p></p> <p><b>B.</b> Tap the "Statement of Ballots/Pollworker Entries" icon.</p> <p>The "Poll Book Entries" screen will appear.</p> <p></p> <p><b>i</b> All of the Poll Book Entries for the day will be listed here.</p>
---	---

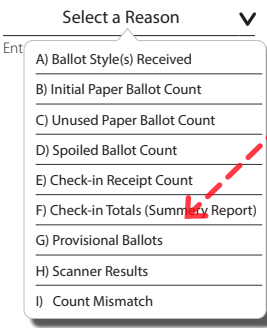
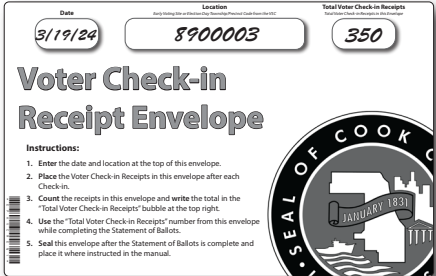
4	<p><b>A.</b> Tap the "ADD" button at the top right for the.</p> <p>→ The "Statement of Ballots" screen will appear.</p> <p><b>B.</b> Enter your name.</p> <p></p> <p></p>
---	--

**Checklist 28: Statement of Ballots ePollbook (continued)**  
**Unused & Spoiled & Voter Check-ins**

**Unused & Spoiled Ballots**

	5		<p><b>A. Select "Unused Paper Ballot Count"</b> from the "Select a Reason" dropdown menu.</p> <p><b>B. Enter the <b>TOTAL</b> count of <b>ALL</b> unused paper ballots</b> in the "Enter Poll Book Description" box.</p> <p><b>C. Tap the "Submit" Button.</b>          → The "Poll Book Entries" screen will appear.          » Check that the "Unused Paper Ballot Count" is listed.</p>
	6	<p><b>A. Tap the "ADD" button and enter your name again.</b></p> <p><b>B. Select "Spoiled Ballot Count"</b> from the "Select a Reason" dropdown menu.</p> <p><b>C. Enter the total spoiled paper ballots from Envelope 303</b> in the "Enter Poll Book Description" box.</p> <p><b>D. Tap the "Submit" Button.</b>          → The "Poll Book Entries" screen will appear.          » Check that the "Spoiled Ballot Count" is listed.</p>	

**Voter Check-in Totals**

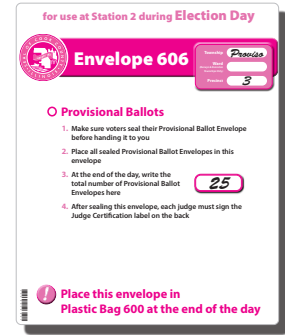
	7	<p><b>A. Combine the "Check-in" &amp; "Provisional" totals from the "Summary Report".</b>          → The "Summary Report" Receipt is illustrated on page 152.</p> <p><b>B. Write the total on the receipt.</b></p>	
	8		<p><b>A. Tap the "ADD" button and enter your name again.</b></p> <p><b>B. Select "Check-in Totals (Summary Report)"</b> from the "Select a Reason" dropdown menu.</p> <p><b>C. Enter the combined Check-in and Provisional totals from step 7</b> in the "Enter Poll Book Description" box.</p> <p><b>D. Tap the "Submit" Button.</b>          → The "Poll Book Entries" screen will appear.          » Check that the "Check-in Totals" count is listed.</p>
	9	<p><b>A. Place the Summary Report Receipt inside the Voter Check-in Receipt Envelope.</b></p> <p><b>B. Make sure that the information at the top of the envelope is complete.</b></p> <div data-bbox="375 1898 1019 1997" style="border: 1px solid orange; padding: 5px; margin-top: 10px;"> <p><b>!</b> <i>There is no need to count the receipts unless Check-in totals do not match physical ballots.</i></p> </div>	

**Checklist 28: Statement of Ballots ePollbook (continued)**  
**Total Voters (Provisional + Scanner)**

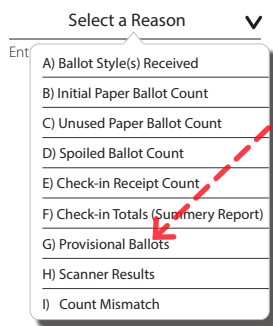
**Total Voters (Provisional + Scanner)**

**Provisional Voters**

- 10**
- A. Count** the Provisional Ballot Envelopes inside Provisional Envelope 606.  
 → The total number of envelopes should match the "Provisional" total on the "Summary Report" Receipt.
  - B. Write** the total count of Provisional Ballot Envelopes in the bubble in step 3 on the face of Envelope 606.
  - C. Enter** the Township & Precinct information in the top right corner of the envelope.
  - D. Seal and sign** the back flap of Envelope 606.  
 → All Judges must sign.

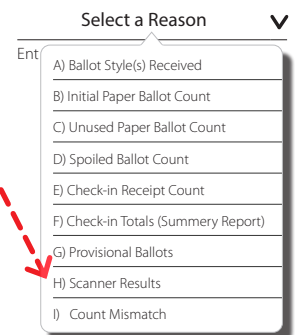
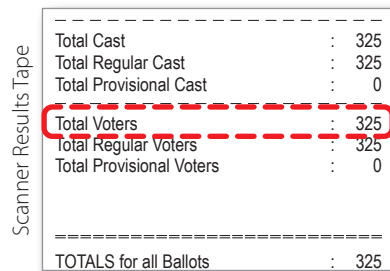


- 11**
- A. Tap** the "ADD" button and **enter** your name again.
  - B. Select** "Provisional Ballots" from the "Select a Reason" dropdown menu.
  - C. Enter** the total number of Provisional Ballot Envelopes from Envelope 606 in the "Enter Poll Book Description" box.
  - D. Tap** the "Submit" Button.  
 → The "Poll Book Entries" screen will appear.  
 » Check that the "Provisional Ballots" count is listed.



**Scanner Results**

- 12**
- A. Tap** the "ADD" button and **enter** your name again.
  - B. Select** "Scanner Results" from the "Select a Reason" dropdown menu.
  - C. Enter** the "Total Voters" from the Scanner Results Tape in the "Enter Poll Book Description" box.
  - D. Tap** the "Submit" Button.  
 → The "Poll Book Entries" screen will appear.  
 » Check that "Scanner Results" are listed.



**! Poll Book Entry Error Correction**

- A. Create** a new entry.
- B. Enter** the word "Correction" in the "Enter Poll Book Description" box.
- C. Enter** any correction(s).
- D. Tap** the "Submit" Button.  
 → Check that the "Provisional Ballots" count is listed on the "Poll Book Entries" screen.

**Checklist 28: Statement of Ballots ePollbook (continued)**  
**Match or Mismatch**

**Total Check-ins & Voters**

**13** Verify the total "Check-ins" match the "Total Voters" on the "Poll Book Entries" screen

Name	Description	Entry	
Nate Jones	H) Scanner Results	325	3/19/2024 20:25:12
Nate Jones	G) Provisional Ballots	25	3/19/2024 20:16:55
Nate Jones	F) Check-in Totals (Summery Report)	350	3/19/2024 20:02:11
Sue Smith	D) Spoiled Ballot Count	5	3/19/2024 19:50:13
Sue Smith	C) Unused Paper Ballot Count	3670	3/19/2024 19:45:42
Edward Vedder Voter ID: 123456789	Edit Registration		3/19/2024 19:32:36
Patrick Jones Voter ID: 143256789	Edit Registration		3/19/2024 17:45:12
Scott Welland			

**Count Mismatch**

Select a Reason ▼

- A) Ballot Style(s) Received
- B) Initial Paper Ballot Count
- C) Unused Paper Ballot Count
- D) Spoiled Ballot Count
- E) Check-in Receipt Count
- F) Check-in Totals (Summery Report)
- G) Provisional Ballots
- H) Scanner Results
- I) Count Mismatch

If the totals DO NOT match...

- A. Tap the "ADD" button and enter your name again.
- B. Select "Count Mismatch" from the "Select a Reason" dropdown menu.
- C. Enter the mismatch reason in the "Enter Poll Book Description" box.
  - If the Total Check-ins & Voters do not match, you need to give a very good explanation of why.
    - » Below are possible reasons for more Check-ins than voters.
- D. Tap the "Submit" Button.

**More Check-ins than voters**

- A Touchscreen **voter fled** without pressing Print Ballot, and you had to cancel the ballot.
  - » If you know which voter fled, call the Call Center to cancel the voter's check-in.
  - » If you don't know, use this as your explanation.
- A **voter fled** with their ballot, or spoiled their ballot and left without voting.
  - » If you know which voter, call the Call Center to cancel the voter's check-in.
  - » If not, use this as your explanation.
- The **Scanner is not working at the end of the night.**
  - » If there are uncounted voted ballots, type "Uncounted Voted Ballots" in the text box.
  - » If all ballots were counted, but you couldn't retrieve the total because the Scanner was off, call the Call Center to report you were unable to retrieve your Total Votes because the Scanner wasn't working.
- **Other**
  - » If none of the above apply, enter your explanation.
  - » There must be an explanation. **The word "Other" is not enough.**

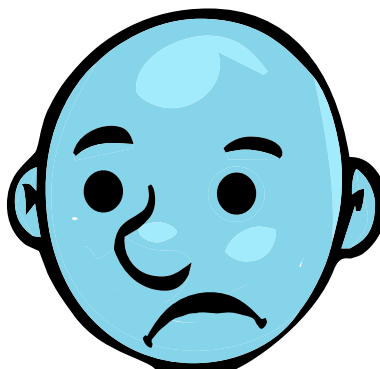
**!** It is very important that the number of Check-ins matches the number of voters, so don't just use "Other" as a catch-all.

**▶ If your totals do not match, you need to find out why and explain.**



If you have more votes than voters and you don't know why, there is a serious problem.

- ▶ You may lose pay or not be asked back as a Judge.
- ▶ You must attempt to give a solid explanation of why.













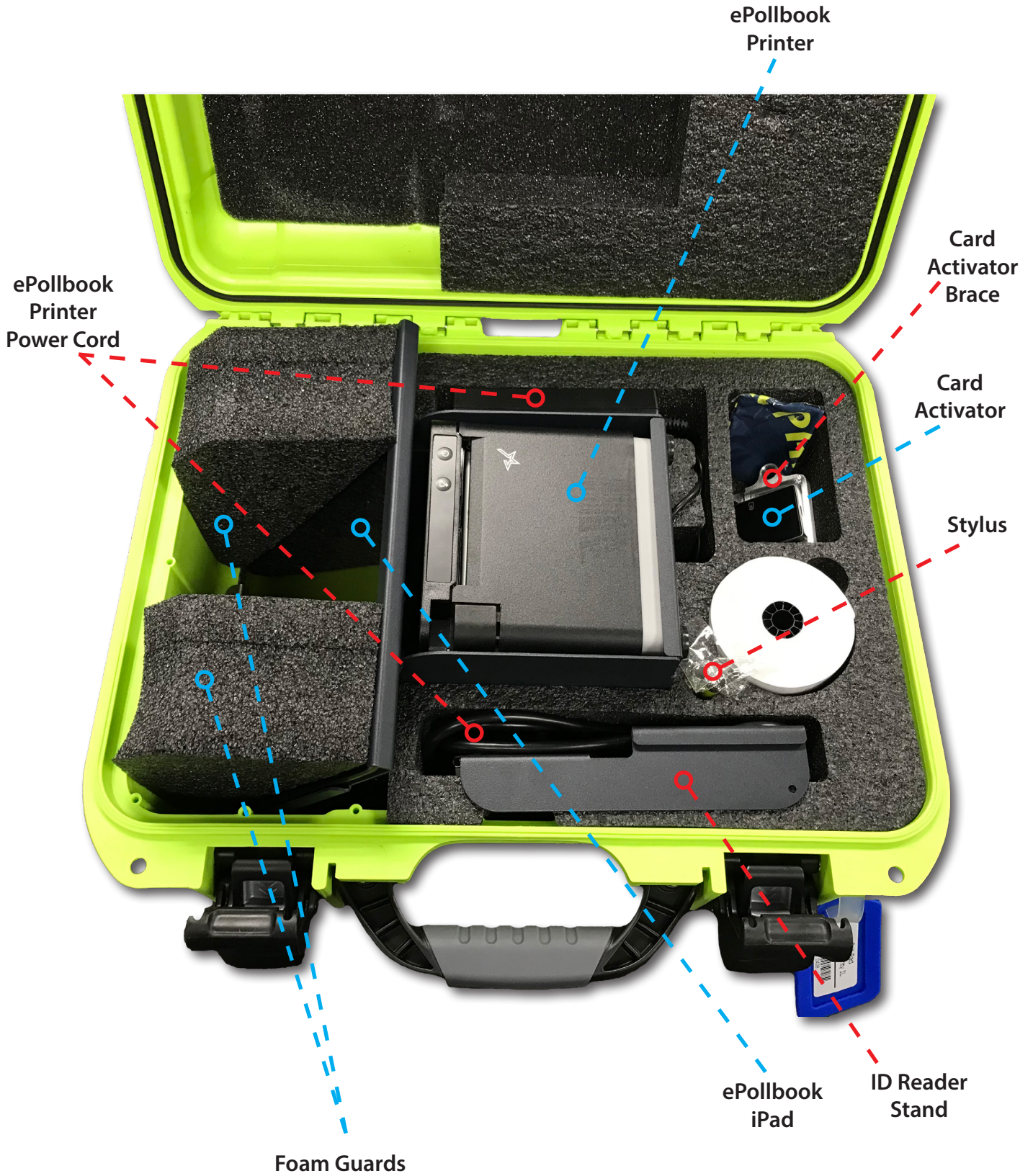
Checklist 29: Signing the Judges Out

Signing the Judges Out

1	<p>Tap the word "Menu" at the top left, of the screen.</p>	
2	<p>Tap on the "Pollworker" icon.</p>	
3	<p>The "Pollworker Sign In" screen will appear.</p> <p>→ There will be a list of the Judges who signed in the morning in the blue section on the left, with blue boxes with blue check mark next to the names and the words "Signed In," with the date and time of sign-in beneath them.</p> <p>→ There will be a message in the middle of the screen, instructing you to "Find Your Name" from the list to the left and tap on it.</p> <p>Tap on your name.</p>	
4	<p>A signature screen, with your name, party and the Election Judge Oath will appear. Each Judge must...</p> <p>→ There is no need to read the Election Judge Oath aloud or tap the black "Listen to Oath" button.</p> <p>A. Sign the screen where indicated.</p> <p>B. Tap the blue "Sign Out" button at the top right of the screen.</p> <p>Once the blue "Sign Out" button is tapped...</p> <p>→ The date and time of the sign-out will appear under the Judge's name.</p> <p>→ The "Find Your Name" screen will appear for the next judge.</p>	
5	<p>Once all of the Judges have signed out, all of the boxes next to their names will be cleared of the blue check mark.</p> <p>A. Tap the word "Menu" again.</p> <p>→ The screen will go back to the "Menu" screen.</p> <p> B. Tap the "Home" icon in the middle of the screen.</p> <p>→ The screen will change to the "Get Started" screen.</p>	 

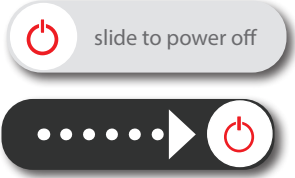

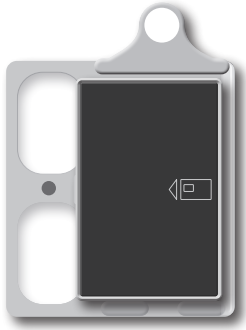
The Election Judges are all signed out

Packed ePollbook Case



Checklist 30: Powering Down and Packing the ePollbook Case

Powering Down & Packing the ePollbook Case

<p>1</p>	<p><b>ePollbook power down:</b></p> <p>A. <b>Press and hold</b> the power button at the top of the left side of the ePollbook iPad for 5-6 seconds.</p> <p>B. <b>Release</b> the button when you see "slide to power off".</p> <p>C. <b>Slide</b> the power sign from left to right to power down. → The ePollbook will power down.</p>	
<p>2</p>	<p><b>ePollbook Printer power down:</b></p> <p><b>Press and hold</b> the power button on the ePollbook Printer → The printer will power down.</p>	
<p>3</p>	<p>A. <b>Unplug</b> the ePollbook Printer power cord from the wall.</p> <p>B. <b>Disconnect</b> the 2 sections of the cord.</p> <p>C. <b>Wrap</b> the cord up</p>	
<p>4</p>	<p>A. <b>Unplug</b> the Card Activator.</p> <p>B. <b>Remove</b> the stylus from the brace.</p> <p>C. <b>Unscrew</b> the brace and slide it and the Card Activator out of the port and slot together as a unit.</p>	
<p>5</p>	<p>A. <b>Place</b> all items back into the respective ePollbook Case. → As illustrated on the previous page. → The Printer Tape roll may be used at this point. » No need to take it out of the printer and place it in its slot in the case if so.</p> <p>B. <b>Place</b> the foam guards back over the ePollbook screen.</p>	
<p>6</p>	<p>A. <b>Close</b> the ePollbook Case.</p> <p>B. <b>Place</b> each ePollbook Case back in the VSC.</p>	



# Checklist 31: Packing Up for the Receiving Station

## Wheeled Ballot Bag & Return Carrier Plastic Bag 600

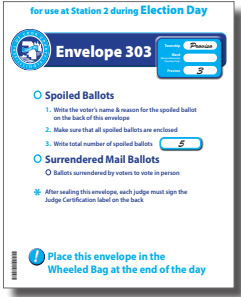
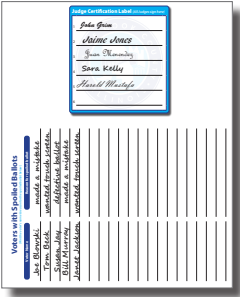
**Follow** the steps on this checklist to pack the Return Carrier Plastic Bag 600 and Wheeled Ballot Bag. **Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
-------	--------	-------------------

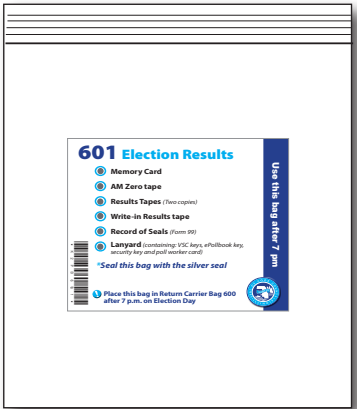



The information at the top of **ALL** envelopes in this checklist **MUST** be complete before they are packed up and delivered to the Receiving Station.

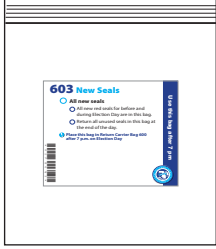
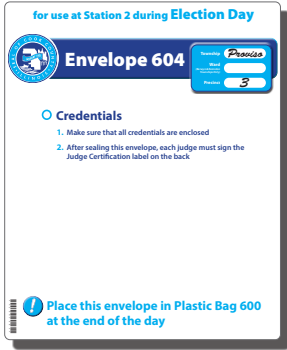
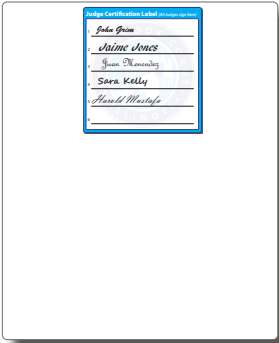
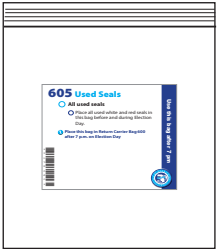
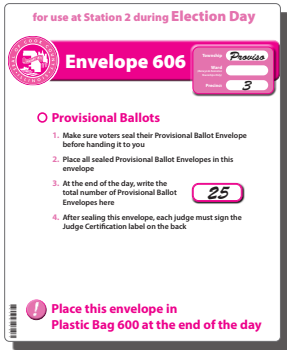
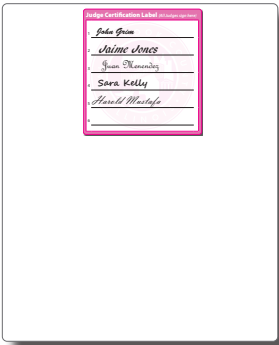
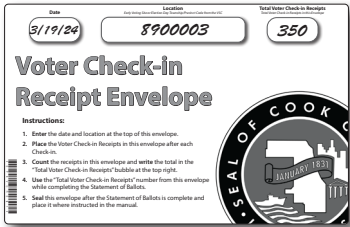
### Wheeled Ballot Bag

1	<p><b>All voted ballots.</b></p> <p>→ Place all unused and blank ballots back into the VSC.</p>
2	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  </div> <div style="width: 65%;"> <p><b>Envelope 303</b></p> <p>Containing Spoiled Ballots and surrendered Mail Ballots.</p> <p><b>A. Write</b> the total number of Spoiled Ballots in the bubble for step 3.</p> <p><b>B. Sign</b> the certification label at the top of the back of the envelope before sealing.</p> </div> <div style="width: 25%;">  </div> </div>
3	<p><b>Seal</b> the Wheeled Ballot Bag with a red seal.</p> <p>→ Record the seal number on the Record of Seals.</p>

### Return Carrier Plastic Bag 600

1	<p><b>Plastic Bag 601</b> containing:</p> <ul style="list-style-type: none"> <li>A. Memory card (<i>in the plastic case</i>)</li> <li>B. Scanner AM Zero Tape</li> <li>C. Two Results Tapes from the Scanner</li> <li>D. One Write-in Results Tape from the Scanner</li> <li>E. Record of Seals form</li> <li>F. Lanyard                         <ul style="list-style-type: none"> <li>→ Poll Worker Card</li> <li>→ Security Key</li> <li>→ VSC Door and Barrel Key</li> </ul> </li> <li>G. One Transmission Tape from the Scanner</li> </ul> <p>⇒ <b>Make sure</b> the seal number from the Wheeled Ballot Bag is on the Record of Seals.</p> <p>⇒ <b>Remove</b> the silver seal from the bag. Close the bag and seal it with the silver seal.</p>	
		<p><b>!</b> Failure to return the Memory Card and Security Key from the Scanner will result in a <b>SIGNIFICANT REDUCTION IN PAY.</b></p>

**Checklist 31: Packing Up for the Receiving Station (continued)**

	2	<p><b>Plastic Bag 603</b> Containing all new seals.</p>	
	3	<p><b>Envelope 604</b> Containing all credentials. → <b>Sign</b> the certification label at the top of the back of the envelope before it's sealed.</p>	 
	4	<p><b>Plastic Bag 605</b> Containing all used seals.</p>	
	5	<p><b>Provisional Envelope 606</b> Containing all sealed Provisional Ballot Envelopes. <b>A. Write</b> the total number of Provisional Ballot envelopes in the bubble for step 3. <b>B. Sign</b> the certification label at the top of the back of the envelope before it's sealed.</p>	 
	6	<p><b>Voter Check-in Receipt Envelopes</b> Containing the Summary Report Receipt &amp; ALL Voter Check-in Receipts from the ePollbooks.</p>	
	7	<p><b>Close</b> the Return Carrier Plastic Bag 600.</p>	

## Items for the Receiving Station

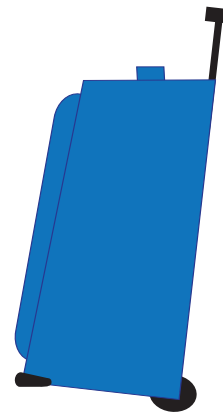
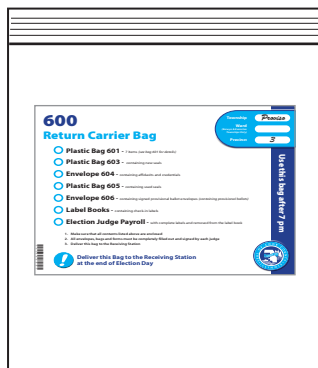
### Clean the Polling Place before you leave!



**!** *The PPT and one other Judge from the opposite party must deliver supplies to the Receiving Station at the end of Election Day.*

### Only 2 Items for the Receiving Station

1. Take the following 2 items to the Receiving Station
  - Plastic Bag 600
    - » **DO NOT** place this bag inside the Wheeled Ballot Bag.
  - Wheeled Ballot Bag
2. Check in at the Receiving Station.
  - Both Judges must be present at the Receiving Station to check in.



**Make sure the staff at the Receiving Station enters your name when you deliver the Election materials.**

*Without your name, we have no record you were there and will not know to pay you for the delivery.*





## Changing Printer Tape

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**169 Checklist 32: Changing Scanner Printer Tape**

**171 Checklist 33: Changing the ePollbook Printer Tape**



## Checklist 32: Changing the Scanner Printer Tape

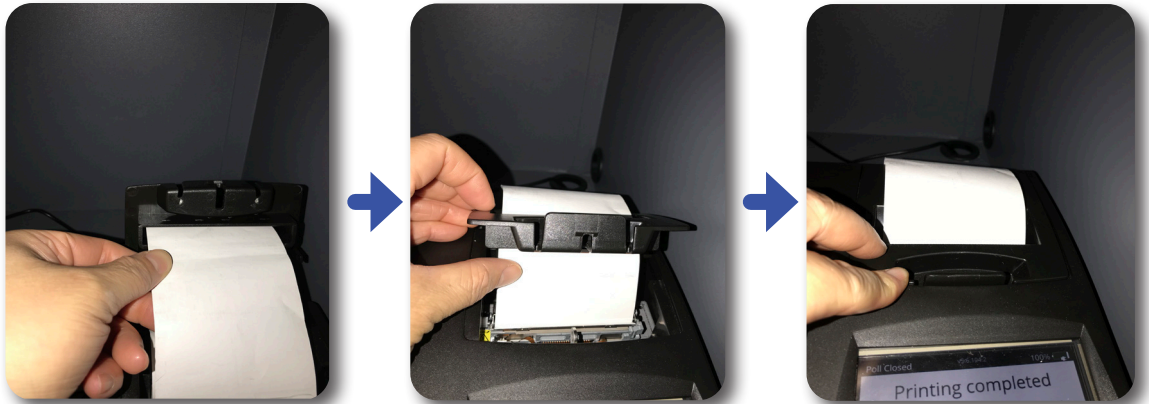
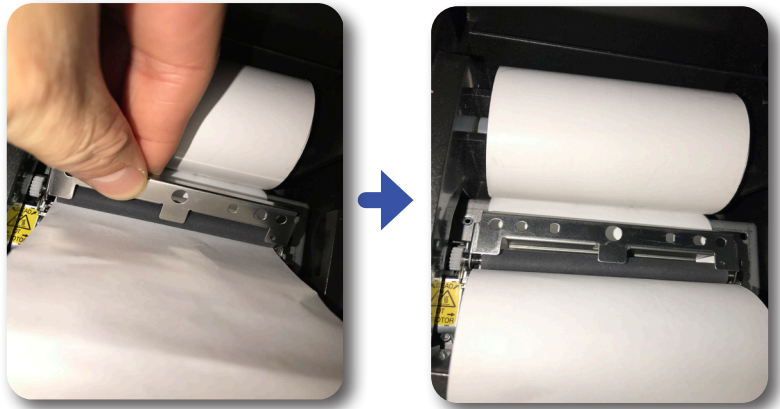
**Follow** the steps on this checklist to change the Printer Tape on the Scanner.

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<div style="display: flex; justify-content: space-around; align-items: center;">  <div data-bbox="834 604 1029 674" style="text-align: center;"> <p>Lift the printer cover door.</p> </div>  </div>
	2	<div style="display: flex; justify-content: space-between;"> <div data-bbox="363 907 695 976" style="width: 30%;"> <p><b>A. Lift up</b> on the printer Pressure Roller.</p> </div> <div data-bbox="761 907 1070 976" style="width: 30%;"> <p><b>B. Remove</b> the printer Pressure Poller.</p> </div> <div data-bbox="1166 886 1479 995" style="width: 30%;"> <p><b>C. Remove</b> the empty paper roll spool and white core.</p> </div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;">  <span style="font-size: 2em; margin: 0 10px;">➔</span>  <span style="font-size: 2em; margin: 0 10px;">➔</span>  </div>
	3	<div style="display: flex; justify-content: space-between;"> <div data-bbox="354 1514 695 1875" style="width: 30%;"> <p><b>A. Insert</b> the white core into the new paper roll.</p> <p><b>B. Place</b> the new paper roll in the printer with paper feeding from underneath, as illustrated here.</p> <p><b>C. Pull</b> the tape forward.</p> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;">  <span style="font-size: 2em; margin: 0 10px;">➔</span>  </div> </div>

## Checklist 32: Changing the Scanner Printer Tape (continued)

4	<p>Place the Printer pressure roller back into its guides on the Scanner.</p> <ul style="list-style-type: none"> <li>→ The pressure roller has a white "Wheel" on the left side and a metal pin on the right.             <ul style="list-style-type: none"> <li>» Both are placed into the guides at the same time.</li> </ul> </li> <li>→ It will snap into place.             <ul style="list-style-type: none"> <li>» It is important that the roller snaps into place on both sides.</li> </ul> </li> </ul>
5	<ul style="list-style-type: none"> <li>A. Pull the tape out long enough to stretch past the open lid.</li> <li>B. Thread the tape through the slot in the Printer cover door.</li> <li>C. Close the Printer cover door.</li> <li>D. Cut off any excess paper.             <ul style="list-style-type: none"> <li>→ <b>DO NOT</b> tear it.</li> </ul> </li> </ul>



## Checklist 33: Changing the ePollbook Printer Tape

**Follow** the steps on this checklist to change the ePollbook Printer Tape.

**Check** the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	<div data-bbox="375 453 816 877" data-label="Image"> </div> <div data-bbox="915 541 1437 789" data-label="Text"> <p>There will be a red light on the face of the printer when the printer tape starts running low.</p> <ul style="list-style-type: none"> <li>→ It hasn't run out yet but will soon.</li> <li>→ <b>Change</b> the tape as soon as time permits.</li> </ul> </div>
	2	<div data-bbox="350 940 894 1098" data-label="Text"> <p><b>A. Pull down</b> on the printer door tab on the upper left side of the printer.</p> <p>→ The door will open as you pull the tab.</p> </div> <div data-bbox="386 1129 816 1619" data-label="Image"> </div> <div data-bbox="865 1329 995 1419" data-label="Image"> </div> <div data-bbox="976 940 1437 1098" data-label="Text"> <p><b>B. Remove</b> the empty roll's black spool core from the printer.</p> <p>→ If left in, it will cause printer paper to slack and jam.</p> </div> <div data-bbox="1027 1129 1446 1619" data-label="Image"> </div>

## Checklist 33: Changing the ePollbook Printer Tape (continued)

3

**A.** Place the new roll inside the printer with the tape positioned up and over.



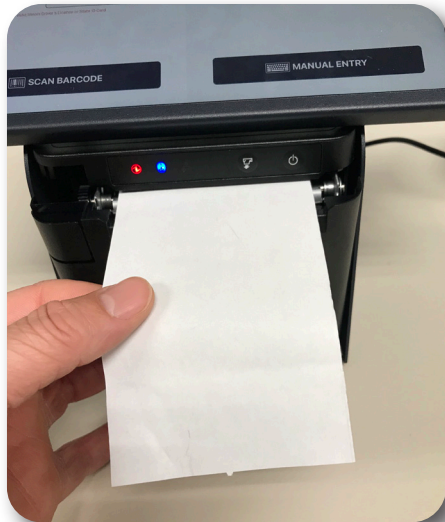
**B.** Pull a few inches of the tape out and up.



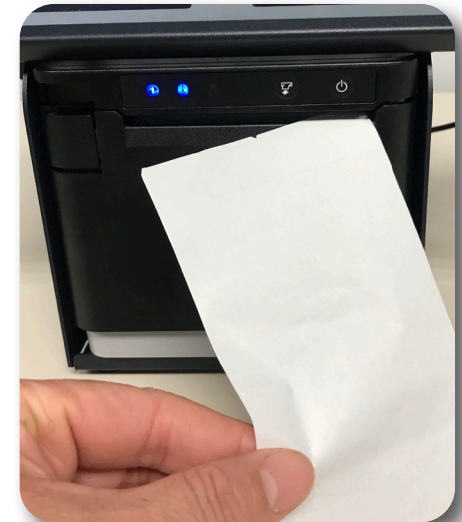
4

**A.** Close the door to the printer, while holding the few inches you've pulled out.

→ The red light will turn back to blue and the tape will advance forward.



**B.** Tear the excess tape from the printer if it doesn't cut automatically.









## Troubleshooting

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### 177 ePollbook Troubleshooting

- ▶ Printer Issues - *page 177*
- ▶ ID Reader Issues - *page 178*
- ▶ Power Issues - *page 178*
- ▶ Card Activator Issues - *page 179*
- ▶ Rebooting the ePollbook - *page 180*

### 181 Scanner Troubleshooting

- ▶ Power Issues - *page 181*
- ▶ Ballot Issues - *page 181*
- ▶ Clearing Ballot Jams - *page 184*
- ▶ Printer Issues - *page 187*
- ▶ Memory Card Issues - *page 189*
- ▶ Transmission Issues - *page 191*

### 192 Scanner Replacement

### 193 Touchscreen Troubleshooting

- ▶ Activation Issues - *page 193*
- ▶ ATI Handset Issues - *page 195*
- ▶ Ballot Printer Issues - *page 196*
- ▶ Screen Issues - *page 197*

### 199 Manual Mode

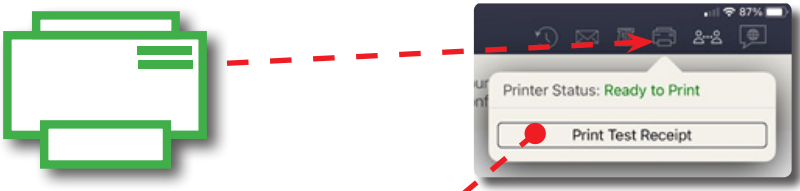
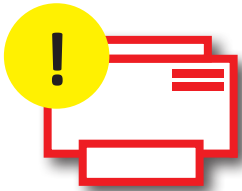
- ▶ ePollbook & Touchscreen - *page 199*
- ▶ Regular & Provisional Voters - *page 200*
- ▶ Voters using the ATI Handset - *page 201*
- ▶ Voter fled while in Manual Mode - *page 203*



# ePollbook Troubleshooting

## Printer Issues

During ePollbook operation, there are several situations that may require simple repair functions. In other cases, the PPT or ePollbook Judge will have to call the Call Center. The table below notes some common situations and the corrective action required.

Problem	Tasks to Complete:
<b>Printer Issues</b>	
<p>A red light appeared on the top left on the face of the printer.</p>	<p>The printer tape is running low and will need to be changed.</p> <p>→ You can continue printing until you start to see a pink streak on the tape.</p> <p>» Turn to Checklist 33: Changing the ePollbook Printer Tape, on page 171.</p>
<p>Paper is not advancing from the printer.</p>	<ol style="list-style-type: none"> <li>1. <b>Press</b> the paper advance button on the face of the printer.           <ul style="list-style-type: none"> <li>→ The tape should advance forward.</li> </ul> </li> <li>2. <b>Re-seat</b> the paper tape.           <ol style="list-style-type: none"> <li>a. <b>Open</b> the printer door.</li> <li>b. <b>Remove &amp; reinsert</b> the tape.</li> <li>c. <b>Close</b> the door.</li> <li>d. <b>Tap</b> the green printer icon on the upper right of the ePollbook screen.</li> </ol> </li> </ol> <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <li>e. <b>Tap</b> the "Print Test Receipt" button.           <ul style="list-style-type: none"> <li>» A "Printer Test" receipt should print out.</li> </ul> </li> </ol> <ol style="list-style-type: none"> <li>3. <b>Call</b> the Call Center if these steps do not work.</li> </ol>
<p>The printer isn't printing</p>	<ol style="list-style-type: none"> <li>1. <b>Check</b> the printer icon at the right on the ePollbook.           <ul style="list-style-type: none"> <li>→ It will more than likely be red with an exclamation point.</li> </ul> </li> <li>2. <b>Check</b> to see if there are lights on the face of the printer.</li> <li>3. <b>Press</b> the power button on the top right corner of the printer.</li> <li>4. <b>Check</b> that the 2 sections of the power cord are firmly connected.</li> <li>5. <b>Make sure</b> the printer power cord is connected to an outlet.</li> <li>6. <b>Check</b> the Bluetooth connection.</li> <li>7. <b>Call</b> the Call Center if these steps do not work.</li> </ol> <div style="text-align: center;">  </div>

## ID Reader &amp; Power Issues

## ID Reader Issues

The ID Reader is not reading the ID

1. **Make sure** the ID Reader stand is connected to the ePollbook stand correctly.
2. **Make sure** the ID is placed on the ID Reader stand, with the barcode in clear view of the ID Reader camera.
3. **Adjust** the stand or move the ID around in front of the camera on the ePollbook iPad to reduce glare on the ID.
4. **Clean** the camera lens on the iPad.
5. **Call** the Call Center if these steps did not work.
  - Use manual entry during a busy Election Day morning and call a little later in the day, when voter volume is slower.

## Power Issues

The ePollbook is on but isn't getting power

1. **Make sure...**
  - a. The ePollbook Printer is powered on.
  - b. The greenish-yellow cord from the ePollbook Printer is securely attached to the Card Activator.
  - c. The connection between the iPad and the Card Activator is secure.
  - d. The silver brace is securely in place, not leaning or loose.
2. **Re-seat** the Card Activator and silver brace..
  - a. **Unplug** the power cord from the Card Activator.
  - b. **Unscrew** the screw on the silver brace.
    - Just enough to loosen it. DO NOT completely unscrew it.
  - c. **Unplug** both the Card Activator and silver brace.
    - **Wait** 5 seconds after unplugging.
  - d. **Slide** them both back in without the power.
  - e. **Tighten** the screw on the back of the brace.
  - f. **Plug** the power cord back into the Card Activator.
3. **Call** the Call Center if these steps do not work.



The ePollbook is completely dead and won't charge

- There is no reserve battery power left in the iPad.
- It can only be charged with an iPad lightning charger.
    - » **Call** the Call Center if no there is no lightning charger in the polling place.

## Card Activator Issues

## Card Activator Issues

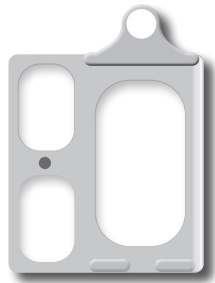
1. **Check** the Card Activator icon at the top right on the ePollbook.

→ It will more than likely be red with an exclamation point.



2. **Clean** the chip of the Voter Card with the eraser.
3. **Try** a different Voter Card.

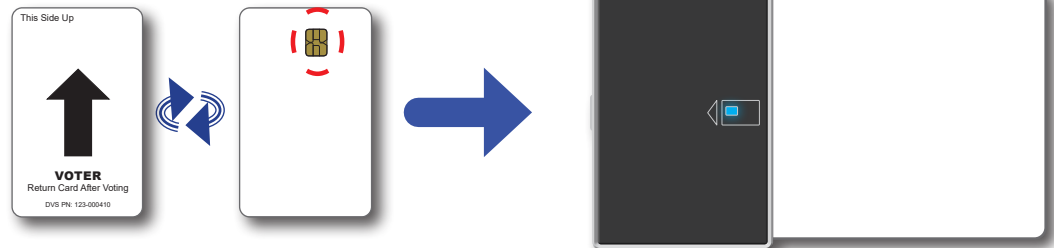
→ If the other card works, label the defective card (Bad Card) with blue tape and remove it from circulation.



4. **Make sure** the silver brace is far enough into the slot on the right side of the ePollbook, its not leaning or loose and that the screw is tight.

5. **Make sure** the Activation Card is inserted properly in the Card activator slot.

→ The face of the side with the Voter Arrow should be facing the voter and the white side should be facing you.



Not responding  
to the Activation  
Card

6. **Make sure** the blue light on the Card Activator comes on when the Activation Card is inserted.

7. **Re-seat** the Card Activator and silver brace.

- a. **Unplug** the power cord from the Card Activator.
- b. **Loosen** the screw on the silver brace.  
→ Just enough to loosen it. DO NOT completely unscrew it.
- c. **Unplug** both the Card Activator and silver brace.  
→ **Wait** 5 seconds after unplugging.
- d. **Slide** them both back in without the power.
- e. **Tighten** the screw.
- f. **Plug** the power cord back in if the Card Activator icon at the top right turns green again

8. **Reboot** the ePollbook if steps 1- 5 do not work.

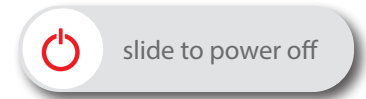
9. **Call** the Call Center if these steps did not work.



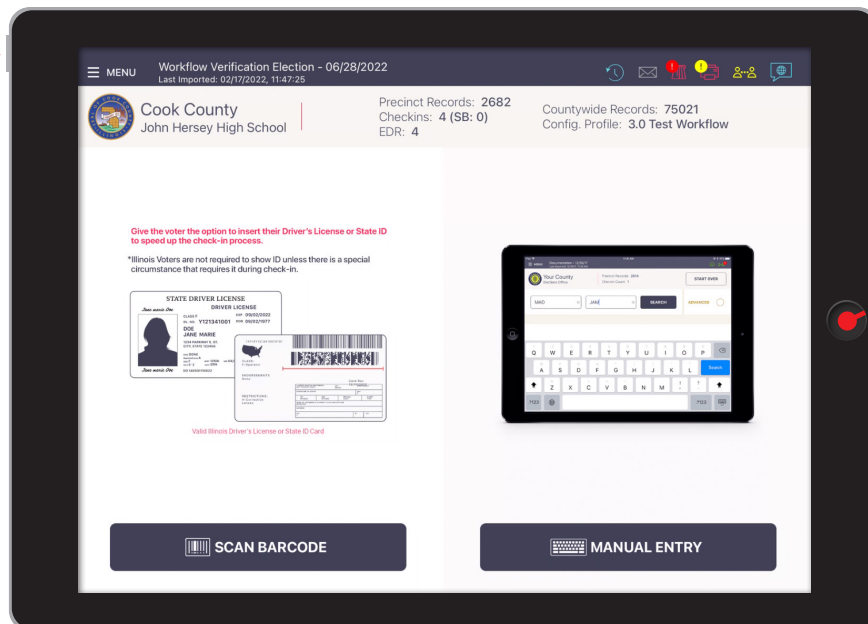
## Rebooting the iPad

1. Press and hold the Home and power buttons at the same time.
  - a. Keep holding them through the “slide to power off” prompt.
    - **DO NOT** slide to power off for this step.
  - b. Let both buttons go when the screen goes black and you see the Apple logo.
    - The Apple logo will show up a few seconds after the “slide to power off” prompt goes away.
    - The reboot will take a few seconds.
    - The screen will show a colorful background, with the time at the top after the reboot.

**DO NOT**  
“slide to power off” for this step



Power Button →



Home Button

2. Press the Home button again.
3. Tap the “P” at the bottom of the screen.
  - The screen will go back to the Get Started Screen.
4. Tap the black “Get Started” button.
  - The “Enter Pollworker Credentials” screen will appear.
5. Enter the Username and Password.
6. Tap the black “Sign-in” button on the right.
  - The “Check-in Option” screen will appear.
  - The reboot is complete.



# Scanner Troubleshooting

## Power & Ballot Issues

During Scanner operation, there are several situations that may require Judges to perform simple repair functions. In other cases, Judges will have to call the Call Center. The table below notes some common situations and the corrective action required.


Problem	Tasks to Complete:
<b>Power Issues</b>	
No lights indicating power Not powering up	<ol style="list-style-type: none"> <li>1. <b>Check</b> all connections.</li> <li>2. <b>Make sure</b> the cord is plugged into the Scanner, the Scanner cord into its adapter and the adapter into the VSC power strip.</li> <li>3. <b>Make sure</b> the wall outlet or power strip is working properly.</li> </ol>
<b>Ballot Issues</b>	
Ballot is not initialed	<p>A message that the Judge's initials are missing will appear on the LCD screen and the ballot will eject.</p> <ol style="list-style-type: none"> <li>1. <b>Have</b> the voter gently pull their ballot from the slot.</li> <li>2. <b>Instruct</b> the voter to cover their votes with the Voter Privacy Shield.</li> <li>3. <b>Initial</b> the ballot in the Judge's initials box.</li> <li>4. <b>Have</b> the voter re-insert the ballot into the Scanner.</li> </ol>
Blank Ballot Detected	<p>A message that the ballot is blank will appear on the LCD.</p> <ol style="list-style-type: none"> <li>1. <b>Explain</b> to the voter that no votes were detected on the ballot. → The review screen will say "Blank Ballot."</li> <li>2. <b>Ask</b> the voter if they want to mark the ballot or override and leave the ballot blank.             <ul style="list-style-type: none"> <li>▶ <b>If the voter wants to leave the ballot blank:</b> <ol style="list-style-type: none"> <li>A. <b>Explain</b> that no votes will be counted.</li> <li>B. <b>Instruct</b> them to press the "Cast" button on the Scanner.</li> </ol> </li> <li>▶ <b>If the voter wants to mark a new ballot:</b> <ol style="list-style-type: none"> <li>A. <b>Have</b> them press the "Return" button and gently remove their own ballot.</li> <li>B. <b>Give</b> the voter a chance to mark a new ballot. → Follow instructions for "Voter wants to mark a new ballot" on page 183.</li> <li>C. <b>Spoil</b> the blank ballot and put it in Spoiled Ballot Envelope 303.</li> </ol> </li> </ul> </li> </ol> <p><b>!</b> <i>It is not necessary to spoil a blank paper ballot if the voter wants to make changes.</i></p>

## Ballot Issues

<p>Undervote Detected</p>	<p>A message that the ballot has undervotes will appear on the LCD.</p> <ol style="list-style-type: none"> <li>1. <b>Explain</b> to the voter that the screen shows the undervoted race(s).</li> <li>2. <b>Ask</b> the voter if they want to mark a new ballot or override and leave the ballot as is. <ul style="list-style-type: none"> <li>▶ <b>If the voter wants to leave the ballot as is.</b> <ol style="list-style-type: none"> <li>A. <b>Explain</b> that all contests marked correctly will be counted, but the undervoted contests will not.</li> <li>B. <b>Instruct</b> them to press the “Cast” button on the Scanner.</li> </ol> </li> <li>▶ <b>If the voter wants to mark the missing votes on their paper ballot:</b> <ol style="list-style-type: none"> <li>A. <b>Have</b> them press the “Return” button and gently remove their own ballot.</li> <li>B. <b>Give</b> the voter a chance to mark the undervotes on their ballot.</li> </ol> </li> <li>▶ <b>If the voter wants to mark a new ballot on the Touchscreen:</b> <ol style="list-style-type: none"> <li>A. <b>Have</b> them press the “Return” button and gently remove their own ballot.</li> <li>B. <b>Give</b> the voter a chance to mark a new ballot. <ul style="list-style-type: none"> <li>→ Follow instructions for “Voter wants to mark a new ballot” on page 183.</li> </ul> </li> <li>C. <b>Spoil</b> their undervoted ballot and put it in Spoiled Ballot Envelope 303.</li> </ol> </li> </ul> </li> </ol>
<p>Overvote Detected</p>	<p>A message that the ballot has overvotes will appear on the LCD.</p> <ol style="list-style-type: none"> <li>1. <b>Explain</b> to the voter that the screen shows the overvoted race(s).</li> <li>2. <b>Ask</b> the voter if they want to mark a new ballot or override and leave the ballot as is. <ul style="list-style-type: none"> <li>▶ <b>If the voter wants to leave the ballot as is.</b> <ol style="list-style-type: none"> <li>A. <b>Explain</b> that all contests marked correctly will be counted, but the overvoted contests will not.</li> <li>B. <b>Instruct</b> them to press the “Cast” button on the Scanner.</li> </ol> </li> <li>▶ <b>If the voter wants to mark a new ballot:</b> <ol style="list-style-type: none"> <li>A. <b>Have</b> them press the “Return” button and gently remove their own ballot.</li> <li>B. <b>Give</b> the voter a chance to mark a new ballot. <ul style="list-style-type: none"> <li>→ Follow instructions for “Voter wants to mark a new ballot” on page 183.</li> </ul> </li> <li>C. <b>Spoil</b> their overvoted ballot and put it in Spoiled Ballot Envelope 303.</li> </ol> </li> </ul> </li> </ol>



**Ballot Issues (continued)**

<p>Voter wants to mark a new ballot</p>	<ul style="list-style-type: none"> <li>▶ <b>If the voter chooses to use the Touchscreen to mark their new ballot:</b> <ol style="list-style-type: none"> <li>1. <b>Send</b> them to the Station 1 to have a judge reactivate their Voter Card.</li> <li>2. <b>Bring up</b> the voter's name on the list of voters.</li> <li>3. <b>Tap</b> the gear icon on the left of the voter's name.</li> <li>4. <b>Tap</b> the "Reactivate Voter Card" button. <ul style="list-style-type: none"> <li>→ A "Creating Card message will appear.</li> </ul> </li> </ol> <div style="text-align: center; margin: 10px 0;">  <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px 20px; display: inline-block; background-color: #f9f9f9;"> <b>REACTIVATE VOTER CARD</b> </div> </div> <ol style="list-style-type: none"> <li>5. <b>Tap</b> the "OK" button when the "Success" window pops up.</li> <li>6. <b>Send</b> them to the Touchscreen to mark a new ballot.</li> </ol> </li> <li>▶ <b>If the voter chooses to use a Paper Ballot to mark their new ballot:</b> <ol style="list-style-type: none"> <li>1. <b>Send</b> them to the Station 2 to get a new Paper Ballot.</li> <li>2. <b>Send</b> them to a voting booth to mark it.</li> </ol> </li> </ul>
<p>Defective Or Misread Ballots Detected</p>	<p>There is damage to the marks on the edges of the ballot that the Scanner uses to process the ballot. A message that the ballot was Misread or Defective will appear on the LCD screen and the ballot will eject.</p> <ul style="list-style-type: none"> <li>▶ <b>If the ballot is defective, give the voter a new ballot.</b> <ol style="list-style-type: none"> <li>1. <b>Explain</b> that the ballot has not been counted and needs to be re-inserted.</li> <li>2. <b>Follow</b> instructions above for "Voter wants to mark a new ballot".</li> <li>3. <b>Spoil</b> their Defective ballot and put it in Spoiled Ballot Envelope 303.</li> </ol> </li> <li>▶ <b>If the ballot was misread, give the voter a chance to mark a new ballot.</b> <ol style="list-style-type: none"> <li>1. <b>Explain</b> that the ballot has not been counted and needs to be re-inserted.</li> <li>2. <b>Have</b> the voter re-insert the ballot in different orientations. <ul style="list-style-type: none"> <li>→ If after a few tries, the ballot keeps returning... <ol style="list-style-type: none"> <li>A. <b>Have</b> them press the "Return" button and gently remove their own ballot.</li> <li>B. <b>Give</b> the voter a new ballot. <ul style="list-style-type: none"> <li>→ Follow instructions for "Voter wants to mark a new ballot" on page 183.</li> </ul> </li> <li>C. <b>Spoil</b> the ballot and put it in Spoiled Ballot Envelope 303.</li> </ol> </li> </ul> </li> </ol> </li> </ul>

## Ballot Issues (continued)

## Clearing Ballot Jams

The Scanner is not accepting ballots

Make sure that the Scanner is powered on.

▶ **If power is not the issue**, have voters use the Alternate Ballot Box until your Scanner is fixed or replaced.

1. **Unlock** and **open** the Alternate Ballot Box door.
2. **Open** the slot from the inside.
3. **Close** and **lock** the Alternate Ballot Box door.
4. **Instruct** voters to use the Alternate Ballot Box to cast their ballots after a judge initials them.
5. **Call** the Call Center.

**i** If the Scanner is replaced, see "Scanner Replacement" on page 191.

- !** If you have a working Scanner after the polls close,
1. Remove the ballots from the Alternate Ballot Box.
  2. Scan them in the Scanner.

## Clearing Ballot Jams

Jam in the Front Slot

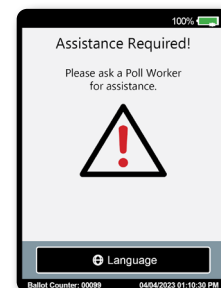
The Scanner will give a message "Clear Paper Jam" with a red arrow pointing toward the ballot.

1. **Explain** that the ballot has not been counted and needs to be re-inserted.
2. **Instruct** the voter to gently remove their ballot.
  - ▶ **If the edges and corners are not visibly damaged, have them re-insert the ballot.**
  - ▶ **If there is visible damage to the ballot...**
    - A. **Give** the voter a new ballot.
      - Follow instructions for "Voter wants to mark a new ballot" on page 183.
    - B. **Spoil** the ballot and put it in Spoiled Ballot Envelope 303.

Jam in the Main Exit slot or the Diverter Exit slot  
*Ballot WAS cast (part 1)*

The Scanner will give a message saying "Assistance Required".

1. **Press** the Security Key to the Security Key receptacle.
2. **Enter** the PIN.
  - The screen will say "Paper Jam" "RESULTS HAVE BEEN SAVED" "Try to manually remove the ballot from the MAIN EXIT slot" or "Try to manually remove the ballot from the DIVERTER EXIT slot"



## Clearing Ballot Jams (continued)

Jam  
in the Main Exit slot or  
the Diverter Exit slot  
*Ballot WAS cast*  
*(part 1 continued)*

3. **Explain** that the ballot has been counted but is jammed in the Exit slot.
4. **Break** the seal on the door covering the latch to move the Scanner to clear the jam.
  - **Place** the broken seal in Used Seals Plastic Bag 605.
5. **Unlock and Lift** the cover and **unlatch** the Scanner.
6. **Slide** the Scanner forward and **remove** the ballot.
  - **Place** it in the Ballot Box slot so that it drops into the Ballot Box.
7. **Press** the "OK" button.
8. **Press** the "Exit" button on the "Main Menu" screen.
  - You will see "Start Voting Session Confirmation".
9. **Press** the "Confirm" button.
  - This will take you back to the main "Please insert Ballot" screen.
  - The Scanner is ready to accept ballots again.
10. **Slide** the Scanner back into place.
11. **Re-latch** the Scanner.
12. **Close** the cover.
13. **Record** the seal number on the Record of Seals.
- ▶ **If the ballot jam has not been cleared**, you will see "Residual Paper Jam! Please try to clear paper jam manually before entering the menu".
  - A. **Repeat** steps 4-9.
  - B. **Press** the "Cleared" button.
  - C. **Press** the "Exit" button on the main Menu.
    - You will see "Start Voting Session Confirmation".
  - D. **Press** the "Continue" button.
    - This will take you back to the main "Please insert Ballot" screen.
    - The Scanner is ready to accept ballots again.
14. **Lock and seal** the cover to the latch when done.
15. **Record** the seal number on the Record of Seals.

## Clearing Ballot Jams (continued)

<p>Jam in the Main Exit or Diverter Exit Slot</p> <p><i>Ballot WAS cast (part 2 - if part 1 did not work)</i></p>	<p>If the steps are still not successful, you will continue to see “Paper Jam” on the screen after you try to start the Voting Session.</p> <p>There is a jam inside the Scanner and you will need a new Scanner.</p> <ol style="list-style-type: none"> <li>1. <b>Record</b> the number of votes cast on the Scanner.</li> <li>2. <b>Press</b> the “Shut down” button.</li> <li>3. <b>Open</b> the main door on the VSC to reveal the Alternate Ballot Box to unlock and open it.</li> <li>4. <b>Lift or slide</b> the metal cover on the inside wall and <b>open</b> the slot.</li> <li>5. <b>Close</b> and <b>lock</b> the Alternate Ballot Box door.</li> <li>6. <b>Use</b> the Alternate Ballot Box until the Scanner is replaced or the issue is resolved. <ul style="list-style-type: none"> <li>→ If the tech determines that the Scanner is not usable, they will power it down and remove the memory cards.</li> <li>→ They will insert the memory cards into the new Scanner.</li> </ul> </li> <li>7. <b>Set up</b> the Scanner following the setup procedures, starting on page 51.</li> <li>8. <b>Begin using</b> the new Scanner. <ul style="list-style-type: none"> <li>→ The Ballot Counter will resume where it left off on the old Scanner. <ul style="list-style-type: none"> <li>» The new Scanner will have the same count as the old Scanner.</li> </ul> </li> </ul> </li> </ol> <p>▶ <b>After the polls are closed for the day...</b></p> <ol style="list-style-type: none"> <li>A. <b>Remove</b> the ballots from the Alternate Ballot Box.</li> <li>B. <b>Scan</b> them into the new Scanner before completing the Statement of Ballots.</li> </ol>
<p>Jam in the Scanner</p> <p><i>Ballot WAS NOT cast (part 1)</i></p>	<p>The Scanner will give a message saying “Assistance Required”.</p> <ol style="list-style-type: none"> <li>1. <b>Press</b> the Security Key to the Security Key receptacle. <ul style="list-style-type: none"> <li>→ The screen will say “Paper Jam” “RESULTS HAVE NOT BEEN SAVED” “Try to manually remove the ballot from the device”</li> </ul> </li> <li>2. <b>Explain</b> that the ballot has not been counted and is jammed in the Scanner. <ul style="list-style-type: none"> <li>→ If the ballot is straight... <ol style="list-style-type: none"> <li>A. <b>Press</b> the “OK” button and the ballot will be returned.</li> <li>B. <b>Scan</b> it again only if there is no visible damage to the ballot. <ul style="list-style-type: none"> <li>» If the ballot is accepted, the issue is resolved.</li> </ul> </li> </ol> </li> </ul> </li> </ol>

## Clearing Ballot Jams (continued)

## Printer Issues

<p>Jam in the Scanner <i>Ballot WAS NOT cast</i> (part 2)</p>	<ol style="list-style-type: none"> <li>3. <b>Break</b> the seal on the door covering the latch to move the Scanner to clear the jam. <ul style="list-style-type: none"> <li>→ <b>Place</b> it in Used Seals Plastic Bag 605.</li> </ul> </li> <li>4. <b>Use</b> the Alternate Ballot Box until the Scanner is replaced or the issue is resolved. <ul style="list-style-type: none"> <li>→ If the tech determines that the Scanner is not usable, they will power it down and remove the memory cards.</li> <li>→ They will insert the memory cards into the new Scanner.</li> </ul> </li> <li>5. <b>Set up</b> the new Scanner following the setup steps, starting on page 51.</li> <li>6. <b>Begin using</b> the new Scanner. <ul style="list-style-type: none"> <li>→ The Ballot Counter will resume where it left off on the old Scanner. <ul style="list-style-type: none"> <li>» The new Scanner will have the same count as the old Scanner.</li> </ul> </li> </ul> </li> </ol> <p>▶ <b>After the polls are closed for the day...</b></p> <ol style="list-style-type: none"> <li>A. <b>Remove</b> the ballots from the Alternate Ballot Box.</li> <li>B. <b>Scan</b> them into the new Scanner before completing the Statement of Ballots.</li> </ol>
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## Printer Issues

<p>Paper Jam</p>	<ol style="list-style-type: none"> <li>1. <b>Lift</b> the Printer door.</li> <li>2. <b>Make sure</b> the paper is feeding through evenly.</li> <li>3. <b>Reinstall</b> the pressure roller over the paper tape.</li> <li>4. <b>Thread</b> the tape through the slot on the door.</li> <li>5. <b>Close</b> the Printer cover.</li> </ol> <p><b>i</b> For more detailed instruction on removing and re-seating the paper roll, follow the paper change instructions in Checklist 32: Changing the Scanner Printer Tape.</p>
<p>The Pressure Roller is loose</p>	<p>The pressure roller is loose or incorrectly installed, the message "Make sure paper is loaded and everything is OK" will appear.</p> <ol style="list-style-type: none"> <li>1. <b>Open</b> the Printer door.</li> <li>2. <b>Remove, then Reinstall</b> the pressure roller over the paper tape.</li> <li>3. <b>Close</b> the Printer cover.</li> </ol>

*Printer Issues (continued)*

No paper loaded	<p>When the Printer runs out of paper, the message "Make sure paper is loaded and everything is OK" will appear.</p> <ol style="list-style-type: none"> <li>1. <b>Follow</b> the instructions in Changing Scanner Printer Tape, page 169, to correctly install or re-install the Printer paper. <ul style="list-style-type: none"> <li>→ If you see a pink stripe on the tape, the tape is nearing the end.</li> </ul> </li> <li>2. <b>Press</b> "OK." <ul style="list-style-type: none"> <li>→ The message "Printer is recovering! Please Wait" will appear.</li> </ul> </li> <li>3. <b>Wait</b> for the Printer to recover and press "OK." <ul style="list-style-type: none"> <li>→ If it stops while printing, <b>press</b> "Resume" to continue printing the report.</li> </ul> </li> </ol>
Report is not printing	<ul style="list-style-type: none"> <li>→ <b>Make sure</b> there is paper loaded into the thermal Printer .</li> <li>→ <b>Make sure</b> the paper was not installed backward. <ul style="list-style-type: none"> <li>» If so, <b>remove</b> the paper roll.</li> </ul> </li> <li>▶ In either case above, follow the instructions in Changing Scanner Printer Tape, page 169, to correctly install or re-install the Printer paper.</li> </ul>
Thermal Printer Error	<p>This message comes up whenever there is an error printing.</p> <ul style="list-style-type: none"> <li>→ Could also be Jam or loose roller scenarios.</li> <li>→ <b>Follow</b> the instructions in Changing Scanner Printer Tape, page 169.</li> </ul>

## Memory Card Issues

### Memory Card Issues

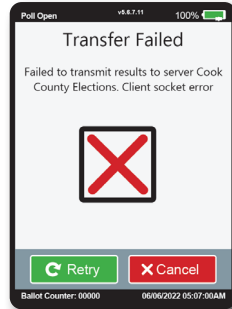
Log File  
Mismatch

When setting up the Scanner before Election Day or before the polls open on Election Day, if you see the message "Verification Failed. Audit log file verification failed", followed by "Startup Error", call the Call Center.

- ▶ The Memory Cards have been corrupted and your Scanner is no longer usable.
- ▶ Use the Alternate Ballot Box until a Field Tech Judge comes with the new Scanner
  1. **Unlock** and **open** the Alternate Ballot Box door.
  2. **Open** the slot from the inside.
  3. **Close** and **lock** the Alternate Ballot Box door.
  4. **Instruct** voters to use the Alternate Ballot Box to cast their ballots after a judge initials them.
- ⇒ If the Field Tech Judge determines that the Scanner is not usable,
  - They will power it down and remove it from your Polling Place.
- ⇒ When the Field Tech Judge brings the new Scanner,
  1. **Set up** the new Scanner following the setup procedures, starting on page 51.
  2. **Begin using** the new Scanner.
- ▶ Before closing polls on the Scanner at the end of the day...
  1. **Remove** the ballots from the Alternate Ballot Box.
  2. **Scan** them into the new Scanner before completing the Statement of Ballots.

## Transmission Issues

## Transmission Issues



Transmission  
Failed

1. **Make sure** the antenna is connected to the modem and is placed on top of the VSC.
  - a. **Check** all the connections.
    - There is a USB extension cable that connects the modem to the Scanner.
  - b. **Make sure** both ends are secured.
    - Modem's USB cable plugs into the top USB port on the Scanner.
2. **Press** the "Retry" button.
  - The Scanner will make a second attempt at transmission.
3. **Move** the antenna to a different location, still connected to the VSC and **press** the "Retry" button again for a third attempt.

4. **Press** the "Cancel" button if the Transmission fails a 3rd time.

- ▶ If your transmission fails in the morning during setup, the screen will go to the "Ready" screen.

→ **Call** the Call Center after 9:00 AM.

- ▶ If your transmission fails during closing, continue on with to step 5 below.

5. **Cut** the Results Transmission tape.

6. **Make** note that the transmission failed 3 times on the tape.

7. **Place** it in Plastic bag 601.

8. **Call** the Call Center to notify them that the transmission failed 3 times.

9. **Inform** the Receiving Station of the issue when delivering Plastic Bag 600 and the Wheeled Ballot Bag

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*****
RESULTS TRANSMISSION TAPE
Cook County IL
Cook County IL 2024 Presidential Primary
Tuesday, March 19, 2024
Tabulator Name
ICP ED Proviso 003
Tabulator ID
989003
Voting Location
8000040
Voting Location ID
2261
-----
Total Cast           : 350
Total Regular Cast   : 350
Total Provisional Cast : 0
-----
Total Voters         : 350
Total Regular Voters : 350
Total Provisional Voters : 0
-----
Election reports could not be transmitted to:
Cook County Clerk
-----
Unit Model: ICP2 (1.4)
Unit Serial: CBA87654321
Provisional Counter: 199
Software Version: 5.6.7.11
Tuesday, March 19 19:32:48 2024

```



## Scanner Replacement

The Scanner is no longer accepting ballots or is damaging every ballot

If the Scanner is damaging every ballot or is no longer accepting ballots, follow steps 1-3 and call the Call Center. You may need a new Scanner.

**Follow** steps 5-7 on this checklist when replacing a Scanner.

*Only after a Technician has replaced the Scanner in step 4.*

**Check** the box next to the item as it is completed.

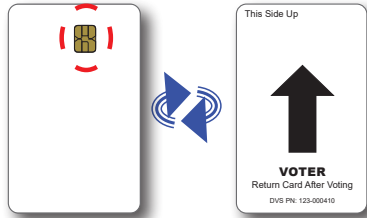
Check	Step #	Task to complete:
	1	<ul style="list-style-type: none"> <li>A. <b>Unlock</b> the Alternate Ballot Box.</li> <li>B. <b>Open</b> the slot.</li> </ul>
	2	<b>Close and lock</b> the Alternate Ballot Box.
	3	<b>Use</b> the Alternate Ballot Box until a tech comes with the new Scanner.
	4	<p><i>Field Tech Judge Only</i></p> <p>If the Field Tech Judge determines the Scanner cannot be repaired, they will...</p> <ul style="list-style-type: none"> <li>A. <b>Power</b> the Scanner down.</li> <li>B. <b>Remove</b> the Scanner from the VSC.</li> <li>C. <b>Remove</b> the Memory Cards.</li> <li>D. <b>Insert</b> the Memory Cards into the new Scanner.</li> <li>E. <b>Slide</b> the new Scanner into the VSC.</li> <li>F. <b>Power</b> the Scanner on.</li> </ul>
	5	<ul style="list-style-type: none"> <li>A. <b>Set up</b> the new Scanner, following the setup procedures, page 51.</li> <li>B. <b>Begin</b> using the new Scanner. → The Ballot Counter will resume where it left off in the old Scanner.</li> <li>C. <b>Place</b> the AM Zero Tape from the new Scanner in Plastic Bag 601.</li> </ul>
	6	<p>After the polls are closed for the day...</p> <ul style="list-style-type: none"> <li>A. <b>Remove</b> the ballots from the Alternate Ballot Box.</li> <li>B. <b>Scan</b> the ballots into the new Scanner. → Do this <b>before</b> completing the Statement of Ballots.</li> </ul>



# Touchscreen Troubleshooting

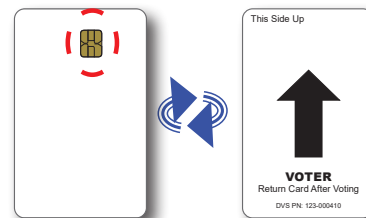
## Activation Issues

During Touchscreen operation, there are several situations that may require Judges to perform simple repair functions. In other cases, the Judge will have to call the Call Center. The table below notes some common situations and the corrective action required.

Problem	Tasks to Complete:
<p>Not reading the Poll Worker Card</p>	<p><b>Reboot</b> the Touchscreen.</p> <ol style="list-style-type: none"> <li>1. <b>Break</b> the seal on the Power door.</li> <li>2. <b>Press &amp; hold</b> the power button to power down.</li> <li>3. <b>Press</b> "Power Down" on the screen.</li> <li>4. <b>Press</b> the power button to power back up.</li> <li>5. <b>Place</b> a new seal on the Power door.                             <ul style="list-style-type: none"> <li>→ Record the new seal number on the Record of Seals.</li> </ul> </li> <li>6. <b>Insert</b> the Poll Worker Card and it should now read.                             <ul style="list-style-type: none"> <li>→ If not, Call the Call Center.</li> </ul> </li> </ol>
<p>Not reading the Voter Card The Date and Time are wrong</p>	<p><b>Verify</b> that the clock on the Touchscreen is 5 minutes ahead of the clock on the ePollbook.</p> <p>→ <b>If the Touchscreen clock is behind the clock on the ePollbook, the card cannot be read.</b></p> <ol style="list-style-type: none"> <li>1. <b>Reboot</b> the Touchscreen                             <ul style="list-style-type: none"> <li>→ You will be given the option to "Modify" the time after you login back in.                                     <ol style="list-style-type: none"> <li>a. <b>Press</b> the "Modify" button.</li> <li>b. <b>Set</b> the time to 5 minutes ahead of the time on the ePollbook.</li> <li>c. <b>Press</b> the "Save Changes" button.   <ul style="list-style-type: none"> <li>» The message "Date and Time were changed successfully" will appear.</li> </ul> </li> </ol> </li> </ul> </li> <li>2. <b>Call</b> the Call Center if step 1 didn't work.</li> </ol>
<p>Voter inserted the Voter Card incorrectly</p>	<ol style="list-style-type: none"> <li>1. <b>Pull</b> the Voter Card out.</li> <li>2. <b>Have</b> the voter insert the card with the chip facing down.</li> </ol> <div style="text-align: right;">  </div>

## Activation Issues (continued)

<p>Reactivating a Voter Card</p>	<p>The Voter Card will need to be reactivated for any of the following reasons:</p> <ul style="list-style-type: none"> <li>▶ Voter Card timed out           <ul style="list-style-type: none"> <li>→ Voter Cards time out an hour after activation.</li> </ul> </li> <li>▶ Voter says they have the wrong ballot or selected the wrong party.           <ul style="list-style-type: none"> <li>→ This must happen before the ballot is cast.</li> </ul> </li> <li>▶ Voter wants a new ballot.           <ul style="list-style-type: none"> <li>→ Selection error, overvotes, undervotes, defective ballots, etc.</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>1. <b>Bring up</b> the voter's record on the ePollbook.</li> <li>2. <b>Tap</b> the gear icon to the left of the voter's name.</li> <li>3. <b>Tap</b> the "Reactivate Voter Card" button.           <ul style="list-style-type: none"> <li>→ A "Creating Card message will appear.</li> </ul> </li> </ol> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; display: inline-block; margin: 10px 0;">REACTIVATE VOTER CARD</div> <ol style="list-style-type: none"> <li>4. <b>Tap</b> the "OK" button when the "Success" window pops up.</li> </ol>
<p>Voter fled</p>	<p>If a Voter Card is removed while voting, prior to casting the ballot, the Touchscreen will beep and the following message will display on the screen: "Voter Card removed. BALLOT WAS NOT PRINTED. Please re-insert Voter Card or call for immediate help".</p> <ul style="list-style-type: none"> <li>▶ <b>If the voter <u>HAS NOT</u> left the Polling Place.</b> <ul style="list-style-type: none"> <li>→ Tell the voter to re-insert their card in the Touchscreen, chip facing down.               <ul style="list-style-type: none"> <li>» They can resume voting.</li> </ul> </li> </ul> </li> <li>▶ <b>If the voter <u>HAS</u> left the Polling Place</b> <ol style="list-style-type: none"> <li>1. <b>Insert</b> the Poll Worker card, chip facing down.</li> <li>2. <b>Enter</b> the 8-digit PIN.</li> <li>3. <b>Press</b> "Login".           <ul style="list-style-type: none"> <li>→ The ballot will be automatically cancelled on the Touchscreen.</li> </ul> </li> <li>4. <b>Remove</b> the Poll Worker card.           <ul style="list-style-type: none"> <li>→ The Touchscreen is ready for the next voter.</li> </ul> </li> </ol> </li> </ul>



## Activation Issues (continued)

### ATI Handset Issues

<p>Voter says they have the wrong ballot <i>They have not cast their ballot on the Scanner</i></p>	<ol style="list-style-type: none"> <li>1. <b>Remove</b> the voter's Voter Card.</li> <li>2. <b>Insert</b> the Poll Worker Card.</li> <li>3. <b>Enter</b> 8-digit PIN.</li> <li>4. <b>Press</b> "Login".</li> <li>5. <b>Remove</b> the Poll Worker Card. → The Touchscreen is ready for the next voter.</li> <li>6. <b>Send</b> the voter back to the Station 1. → Checklist 23: Canceling a Voter Check in - page 121</li> <li>7. <b>Call</b> the Call Center at 708-222-5100 to edit the voter's check-in.</li> <li>8. <b>Reactivate</b> the voter's card once the edit is complete following the "Reactivating a Voter Card because it has timed out" steps on page 194.</li> </ol>
<h3>ATI Handset Issues</h3>	
<p>The ATI has lost connectivity</p>	<ol style="list-style-type: none"> <li>1. <b>Break</b> the seal on the upper left door of the seated Touchscreen.</li> <li>2. <b>Verify</b> that the ATI audio cable is connected to the green jack.</li> <li>3. <b>Verify</b> that the power light on the top of the ATI is on.</li> </ol>
<p>Voter using audio cannot hear through the headphones</p>	<ol style="list-style-type: none"> <li>1. <b>Verify</b> that the headphones are connected to the lower right jack on the bottom of the ATI.</li> <li>2. <b>Verify</b> that the ATI audio cable is connected to the green jack in the upper left door of the Touchscreen.</li> </ol>
<p>Voter requests an Audio Ballot, then decides to vote a regular ballot instead</p>	<ol style="list-style-type: none"> <li>1. <b>Have</b> the voter remove their Voter Card from the Touchscreen.</li> <li>2. <b>Follow</b> steps 1 - 7, starting on page 199 to manually activate the voter's ballot on the Touchscreen using the Activation Code listed on their Ballot Style Slip. → Also listed on their Voter Check-in Receipt.</li> </ol>
<p>Voter requests an Audio Ballot, then decides to vote with assistance <i>(without Audio Ballot)</i></p>	<ol style="list-style-type: none"> <li>1. <b>Have</b> the voter remove their Voter Card from the Touchscreen.</li> <li>2. <b>Call</b> the Call Center to cancel the check-in and re-check the voter in using Checklist 10: Voter Requesting Assistance on page 79.</li> </ol>

## Ballot Printer Issues

## Ballot Printer Issues

Paper  
Jam

▶ **Front of the Printer**

1. **Pull** the paper tray out.
2. **Slowly pull** out the jammed paper.
  - Use both hands.
  - **Dispose** of the paper or spoil the ballot if it has votes on it.
3. **Push** the paper tray back into the Printer .
  - The Touchscreen will give the option to reprint or cancel the ballot.

▶ **Back of the Printer**

1. **Open** the rear cover.
2. **Gently pull** the jammed paper out of the fuser unit.
3. **Close** the fuser cover and the back cover.

▶ **Step 4 for both scenarios.**

- **Press and hold** the X button on the printer until it says "Ready" on the printer screen.
  - » This is to clear any existing print jobs in the printer queue.
  - » Use the option on the touchscreen to reprint the ballot.

Ballot misread  
by the Scanner

The Printer is dirty and the printer head needs cleaning.

1. **Press** the right arrow button until you reach the "Setup Menu."
2. **Press** the "OK" button to enter the service section.
  - The screen will read "Service Cleaning Page."
3. **Press** the "OK" button.
  - The screen will read "Cleaning Mode", then "Tray 1 Plain Paper", then "Press OK to Start."
4. **Press** the "OK" button.
  - The paper will print and the screen will say "Cleaning."
  - **DO NOT** remove the paper until it finishes printing.
5. **Throw** the paper away.
6. **Verify** a clean print by printing a service page.
  - A. **Press** the right arrow button until you reach "Reports."
  - B. **Press** the "OK" button.
  - C. **Press** the left arrow button until you reach the "Reports Service Page."
  - D. **Press** the "OK" button.
    - The page will print.
  - E. **Throw** the page away.

**Ballot Printer Issues (continued)**

**Screen Issues**

<p>The Printer is not printing</p>	<p><b>Verify that...</b></p> <ul style="list-style-type: none"> <li>→ The Printer is powered on.</li> <li>→ The connection to the Printer and the Touchscreen are secure.</li> <li>→ There is sufficient paper in the paper tray.</li> </ul>
<p>The Ballot Printer lost connection to the Touchscreen</p>	<p><b>Verify that...</b></p> <ul style="list-style-type: none"> <li>→ The "Ready" light is on.</li> <li>→ The Printer is plugged into the UPS and that the UPS is powered on.</li> <li>→ The USB cable is plugged into the Touchscreen and into the printer.</li> <li>→ The USB cable is connected to the USB port and <b>NOT</b> to the network port.</li> </ul>

**Screen Issues**


<p>The screen is not responding to touch.</p>	<p>Below are 2 resolutions.</p> <ul style="list-style-type: none"> <li>▶ <b>Clean the screen with a soft cloth.</b> <ul style="list-style-type: none"> <li>→ <b>DO NOT</b> use anything but a soft cloth unless instructed by a Field Tech Judge or the Call Center.</li> </ul> </li> <li>▶ <b>Re-boot the Touchscreen.</b> <p><b>Power down</b></p> <ol style="list-style-type: none"> <li>1. <b>Insert</b> the Poll Worker Card into the card slot, with the chip facing down.</li> <li>2. <b>Enter</b> the 8-digit PIN.</li> <li>3. <b>Press</b> "Login."</li> <li>4. <b>Press</b> the "Admin Menu" button.</li> <li>5. <b>Press</b> the "Close Poll" button.</li> <li>6. <b>Press</b> "Yes" when asked to confirm that you want to close the polls.</li> <li>7. <b>Press</b> the power button at the bottom right of the screen.                             <ul style="list-style-type: none"> <li>→ A "Power Off" window will appear.</li> </ul> </li> <li>8. <b>Press</b> the "Power Off" button                             <ul style="list-style-type: none"> <li>→ Another "Power Off" window will appear.</li> </ul> </li> <li>9. <b>Press</b> the "Yes" button.</li> <li>10. <b>Remove</b> the Poll Worker Card.</li> </ol> <p><b>Power up</b></p> <ol style="list-style-type: none"> <li>1. <b>Break</b> the red seal on the Power/Printer door on the bottom right of the Touchscreen.                             <ul style="list-style-type: none"> <li>→ <b>Place</b> the seal in Plastic Bag 605.</li> </ul> </li> </ol> </li> </ul>
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*continued on page 198*

## Screen Issues (continued)

The screen is not responding to touch. (continued)

2. **Open** the door.
3. **Press and release** the power button and wait for the screen to turn on.
  - The button is just below the power cord connection to the Touchscreen.
4. **Close** the door.
5. **Seal** the door with a red seal.
6. **Record** the new red seal number on the Record of Seals, in the "During Election Day" section.
  - One Judge from each party, must initial the box next to the seal number.
7. **Insert** the Poll Worker Card with the chip facing down.
 

 See page 193, Touchscreen Troubleshooting, if the Touchscreen does not read the Poll Worker Card.
8. **Enter** the 8-digit PIN.
  - Found on the inside door of the VSC.
  - Also on the label on the Open First Envelope.
9. **Press** "Login."
  - A "Confirmation" window will appear, showing the date and time on the Touchscreen.
10. **Check** that the date and time on the Touchscreens are 5 minutes ahead of the date and time on the ePollbooks.
11. **Press** "Confirm" if the date and/or time are correct.
  - **Press** "Modify" if they need to be corrected.
12. **Make sure** that the AVS Controller and the Manual Session Activation boxes are checked.
  - The screen will change back to the "Insert your card" screen.
13. **Remove** the Poll Worker Card.



# Manual Mode

## ePollbook & Touchscreen

When the Card Activator on the ePollbook is not working, voters can continue to vote on the Touchscreen in Manual Mode without the use of a Voter Card.

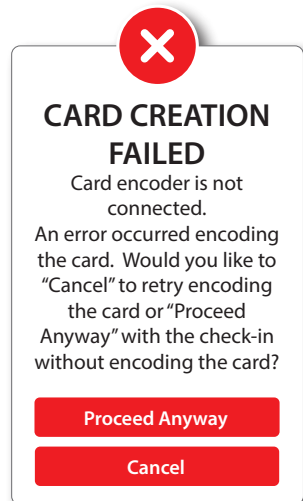
**Follow** the steps on this checklist for every voter.

Check	Step #	Task to complete:
<b>ePollbook or Signature Book</b>		

**! ONLY REASON to use the Emergency Kit.**

- ▶ All ePollbooks in the precinct are not working.
  - ⇒ **NOT reason enough to use the Emergency Kit.**
    - There is no peer-to-peer connection between ePollbooks.
    - At least one ePollbooks is working.
    - One or all card activators are not working.

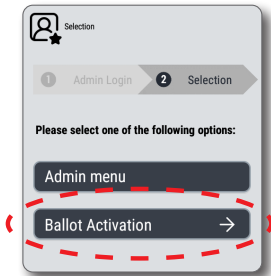
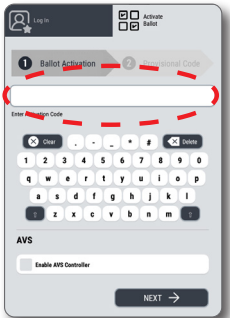

- A. Check the voter in.
- B. Tap "Proceed Anyway" on the "Card Creation Failed" Popup.
  - If the ePollbook is not working, **write** the Activation Code from the Signature Book on the Ballot Style slip from the Emergency Kit.
- C. Take the Ballot Style receipt from the ePollbook to the Touchscreen.
  - Only use the Emergency Kit if **ALL** ePollbooks in your location aren't working.
- D. Continue on to the Touchscreen.



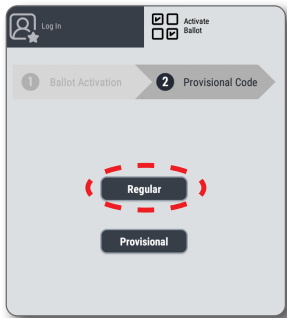
## Touchscreen

1	<p><b>Insert</b> the Poll Worker Card into the card slot on the Touchscreen.</p> <p>→ Chip facing down.</p>	
2		<p><b>Enter</b> the 8-digit PIN.</p> <p>→ The next window will give the choice "Admin Menu" or "Ballot Activation."</p>


## Regular &amp; Provisional Voters

	3	<p>Press "Ballot Activation" button. → The "Activate Ballot" window will open.</p>	
	4	<p>A. Enter the Activation Code from the Ballot Style Slip. B. Press the "Next" button, at the bottom right.</p>	 

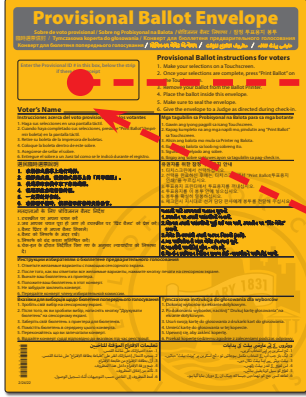
## Regular Voters

	5	<p>Press the "Regular" button. → To start a regular voting session. → The Language Selection screen will appear.</p> <div style="border: 1px solid #f08080; padding: 10px; background-color: #fff9e6;"> <p><b>i Regular Voters include:</b></p> <ul style="list-style-type: none"> <li>→ Voters with no Special Circumstance</li> <li>→ Other Affidavit Voters</li> <li>→ Election Day Registration Voters</li> </ul> </div>	
	6	<p>Remove the Poll Worker Card.</p>	
	7	<p>Step away from the Touchscreen. → The voter can now vote.</p>	

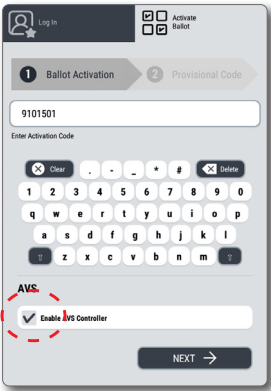

## Provisional Voters

	5	<p>Press the "Provisional" button. → To start a Provisional Voting session. → A window with the Provisional ID will appear.</p>	
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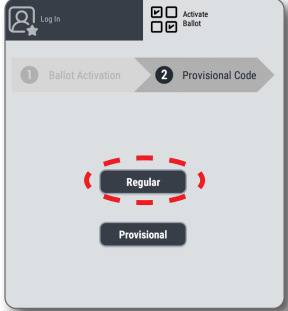
**Regular & Provisional Voters (continued)**  
**Voters using the ATI Handset**

6		<p><b>A. Write</b> the Voter's Name on the "Voter's Name" line on the Provisional Ballot Envelope.</p> <p>→ It is extremely important that the correct Voter's name is written on the envelope.</p> <p><b>B. Attach</b> the Ballot Style receipt to the Provisional Ballot Envelope.</p> <p>→ If the ePollbooks are working.</p> <p><b>C. Press</b> the "Continue" button.</p> <p>→ The Language Selection screen will appear.</p>	 <p><b>Ballot Style Receipt HERE</b></p> <p><b>Voter's Name HERE</b></p>
7		<p><b>Remove</b> the Poll Worker Card.</p>	
8		<p><b>Step</b> away from the Touchscreen.</p> <p>→ The voter can now vote.</p>	

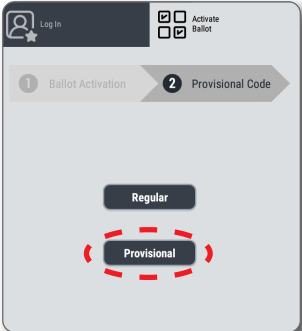

**Voters using the ATI Handset**

1		<p><b>A. Enter</b> the Activation Code from the Ballot Style Slip.</p> <p><b>B. Press</b> the box next to "Enable AVS Controller"</p> <p>→ A check mark will appear in the box.</p>	
2		<p><b>Hand</b> the voter the headphones (with covers) and the ATI Handset.</p>	
3		<p><b>Press</b> the "Next" button, at the bottom right.</p>	

**Voters using the ATI Handset (continued)****Regular Voters**

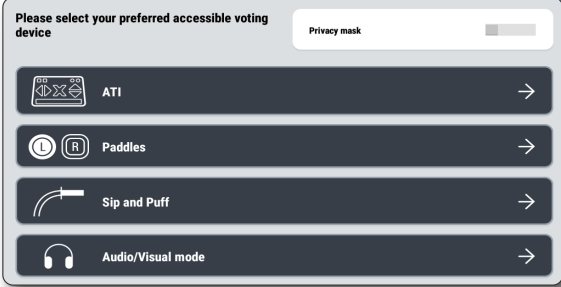
4	<p>Press the “Regular” button.</p> <p>→ To start a regular voting session.</p> <p>→ The Language Selection screen will appear.</p> <div data-bbox="407 499 997 709" style="border: 1px solid #f0e68c; padding: 10px; margin: 10px 0;"> <p><b>i</b> <b>Regular Voters include:</b></p> <p>→ <i>Voters with no Special Circumstance</i></p> <p>→ <i>Other Affidavit Voters</i></p> <p>→ <i>Election Day Registration Voters</i></p> </div>	
5	Remove the Poll Worker Card.	
6	<p><b>Step</b> away from the Touchscreen.</p> <p>→ The voter can now vote.</p>	

**Provisional Voters**

4	<p><b>A.</b> Press the “Provisional” button.</p> <p>→ To start a Provisional Voting session.</p> <p>→ A window with the Provisional ID will appear.</p> <p><b>B.</b> Write the number in the “Provisional Receipt” box on the Provisional Ballot Envelope.</p> <p>→ It is extremely important that the correct Provisional ID# number is written in the box.</p> <p><b>C.</b> Press the “Continue” button.</p> <p>→ The Language Selection screen will appear.</p>	
5	Remove the Poll Worker Card.	
6		<p>Select the language for the voter.</p>

## Voters using the ATI Handset (continued)

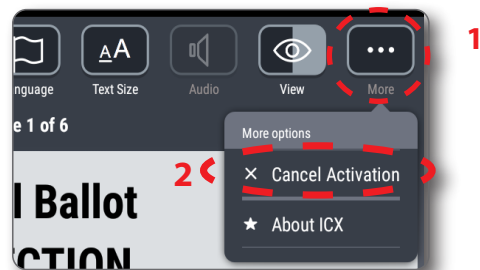
### Voter Fled

7	<p>A. Press “Privacy Mask” if the voter does not want to see the screen.</p> <p>B. Select the voting device, according to the voter’s need.</p> <p>→ The Touchscreen will start giving the voter instructions through the headphones.</p>	
8	Step away from the Touchscreen.	

## Voter fled while in Manual Mode

If a voter leaves the Touchscreen before printing out their ballot, **cancel** their activation.

1. Press the “More” button, at the top right of the screen.  
→ The screen will return to the voter screen.
2. Press “Cancel Activation.”  
→ The screen will return to the voter screen.





## Glossary

### Activation Code

Based on where a person lives, the Activation Code determines the specific office(s) and Referendum(s) for that voter. It is listed on the Voter Information Screen on the ePollbook and on the Emergency Voter List. It is used to activate a voter card for use in the Touchscreen.

### Alternate Ballot Box

The top compartment of the VSC that should be used as a ballot box if the Scanner or the Polling Place loses power, or if the Scanner is inoperable for any reason (*jam, misreads, corrupted cards, etc.*).

### Affidavit for Universal or Provisional Voters FORM 301 (only used if all ePollbooks fail)

A sworn statement filled out to support a voter's qualifications to vote or receive assistance.

### A.M. Zero Tape

A diagnostic tape printed by the Scanner before the polls open. The A.M. Zero Tapes list all of the precinct candidates and Referendums and show that all totals are zero.

### Audio Ballot

A ballot on the Touchscreen which can be heard and not seen or seen if the voter wishes. The voter listens to the ballot on a headset and makes choices by pressing buttons on a keypad connected to the Touchscreen.

### Ballot Style Number

Based on where the voter lives, the Ballot Style Number determines the specific office(s) and Referendum(s) for that voter. It is listed on the signature book, on the Voter Information Screen and Voter Check-in receipts from the ePollbook.

### Campaign-free Zone

Election Judges must mark off 100 feet from the entrance to the room where voting occurs to show the area where Electioneering is prohibited.

### Card Activator

Election Judges use the Card Activator to program each voter's voter card with their appropriate Activation Code when voters are checked in on the ePollbook. Voters then insert the activated voter card into the Touchscreen to mark their ballot.

### Credential

An official document presented by a Poll Watcher or another official election observer to gain entry into a Polling Place.

### Curbside Voting

Requested by an individual who has difficulty entering or is unable to enter the Polling Place. Election Judges bring voting supplies to the voter outside of the Polling Place.

### Disenfranchise

The act of depriving a person of the rights or privileges to vote.

### Duty stations (1 - 3)

The duties and responsibilities of the Election Judges on Election Day are assigned to one of three stations in the Polling Place.

### Electioneering

The act of trying to influence someone's vote. It includes displaying or handing out buttons, posters, symbols or logos, or campaign literature. It is prohibited inside the Polling Place, or within 100 feet of the entrance to the room where voting occurs.

### ePollbook

Electronic Voter Check-in system using an application on an iPad to check voters in to vote. The application includes all voter-associated processes and affidavits for Regular and Special Circumstance Voters. The application allows voters to sign on screen using a fingertip or a stylus. Judges use the ePollbook for other functions during the day, like signing in, ballot inventory, results entry, etc. There are at least 2 ePollbooks assigned to each precinct.

## Glossary (Continued)

### Polling Place Technician (PPT)

Each precinct is assigned at least one PPT, who serves as point of contact for the Election Judge team before Election Day. On Election Day, they help to ensure that the voting equipment is set up properly, working throughout the day and that the polls are closed properly at the end of day and the Statement of Ballots is complete. Election Judges are trained to set up and close, so the PPT is there to assist if needed. The PPT's main function is troubleshooting equipment and helping voters with equipment related issues. PPTs are assigned to sit at Station 2 and help with issuing paper ballots. This will allow them the freedom to move around the precinct when needed. The PPT will be one of the Election Judges to return material to the Receiving Station. *For a more detailed description of the PPT duties, see page 1 of this manual.*

### Inactive Voter

A voter who has been removed from the active voter list, but may still vote after signing an affidavit.

### Mail Ballot

Voters can cast ballots before Election Day by voting by Mail Ballot.

### Magnifier

A voter aid used to enlarge the type on the ballot. It is available to all voters at Station 2.

### Memory card

A card, found inside the Poll Worker door, on the front of the Scanner. It contains programmed information for each precinct to record the votes cast on the Scanner during the day. It must be removed from the Scanner and delivered to the Receiving Station in Plastic bag 601 at the end of the night.

### Election Judge Oath

Administered before the polls open. Every Judge signs it. It is done on the ePollbook.

### Open First Envelope

Includes lanyards with keys, the Security Key for the Scanner and Touchscreen, Poll Worker Cards, an instruction letter, special instructions from the Clerk's office and other important information.

### Scanner

A machine that scans votes on Paper Ballot cards and Touchscreen marked paper ballots. It is located inside the VSC, directly over the Ballot Box. The door to the Scanner must be open for voters to use it throughout the day.

### Overvote

Occurs when too many candidates are selected in a particular race. No vote is recorded for the office. The Touchscreen machine will not permit Overvotes. The Scanner will not hold the ballot and give the voter the option to cast the ballot as-is or spoil it and mark a new one.

### Pollstar

A portable plastic voting booth.

### Poll Watcher

An individual who represents a political party, independent organization, or a proponent or opponent of a Referendum who is legally in the Polling Place to observe the conduct of an election. A Poll Watcher must surrender credentials to gain entry.

### Touchscreen Printer

Next to or beneath the Touchscreen. It prints out the voter's selections from the Touchscreen that are cast by inserting the printout into the Scanner.

### Provisional Voting

A Provisional ballot is issued to a voter if there is a question regarding his or her registration status or eligibility to vote. Provisional Voters can only mark a ballot on a Touchscreen.



## Glossary (Continued)

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### **Referendum**

Ballot initiatives or questions of public policy that voters are asked to decide by voting Yes or No.

### **Results Tapes**

A printed consolidated total of votes from the Touchscreens and the Scanner that each candidate received in a given precinct. This tape is printed by the Scanner after the polls have closed.

### **Wheeled Ballot Bag**

A bag containing all the voted ballots and other evidence of the election. It is delivered to the Receiving Station at the end of Election Day.

### **Write-in Tapes**

A printed consolidated total of Write-in votes from the Touchscreens and the Scanner that each candidate received in a given precinct. This tape is printed by the Scanner after the Results Tapes.



## Receiving Station Addresses

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### **Barrington / Elk Grove / Palatine**

Rolling Meadows Courthouse  
2121 Euclid Ave.  
Rolling Meadows  
(Lower Level)

### **Bloom / Rich**

Prairie State College  
Conference Center  
202 S. Halsted St.  
Chicago Heights  
(Room 1318)

### **Bremen / Calumet**

Markham Courthouse  
16501 S. Kedzie Parkway  
Markham  
(Room 238)

### **Cicero / Berwyn / Oak Park**

Elections Operations Center (EOC)  
1330 S. 54th Ave.  
Cicero

### **Evanston / New Trier**

Evanston Civic Center  
2100 Ridge Ave.  
Evanston  
(Room 2403)

### **Hanover / Schaumburg**

Hanover Township Senior Center  
240 S. Route 59  
Bartlett  
(Veteran's Hall)

### **Lemont / Orland / Palos**

Bridgeview Courthouse  
10220 S. 76<sup>th</sup> Ave.  
Bridgeview  
(Room 238)

### **Leyden / Norwood Park**

Triton College - East Campus  
Robert Collins Center  
2000 5<sup>th</sup> Ave.  
River Grove  
(Room RC-221)

### **Lyons / Stickney / Riverside**

Local 150 Union Hall  
6200 Joliet Rd.  
Countryside  
(Ballroom)

### **Maine**

Oakton Community College  
1600 East Golf Rd.  
Des Plaines  
(Blackbox Theater)

### **Niles**

Skokie Courthouse  
5600 Old Orchard Rd.  
Skokie  
(Room 149)

### **Northfield**

Glenview Public School District 34  
Administration Center  
1401 Greenwood Rd.  
Glenview

### **Proviso / River Forest**

Melrose Park Civic Center  
1000 N. 25th Ave  
Melrose Park  
(Multi-Purpose Room)

### **Thornton**

South Suburban College  
15800 S. State St.  
South Holland  
(MB Financial Room)

### **Wheeling**

Eisenhower School  
1 N. Schoenbeck Rd.  
Prospect Heights  
(Gym)

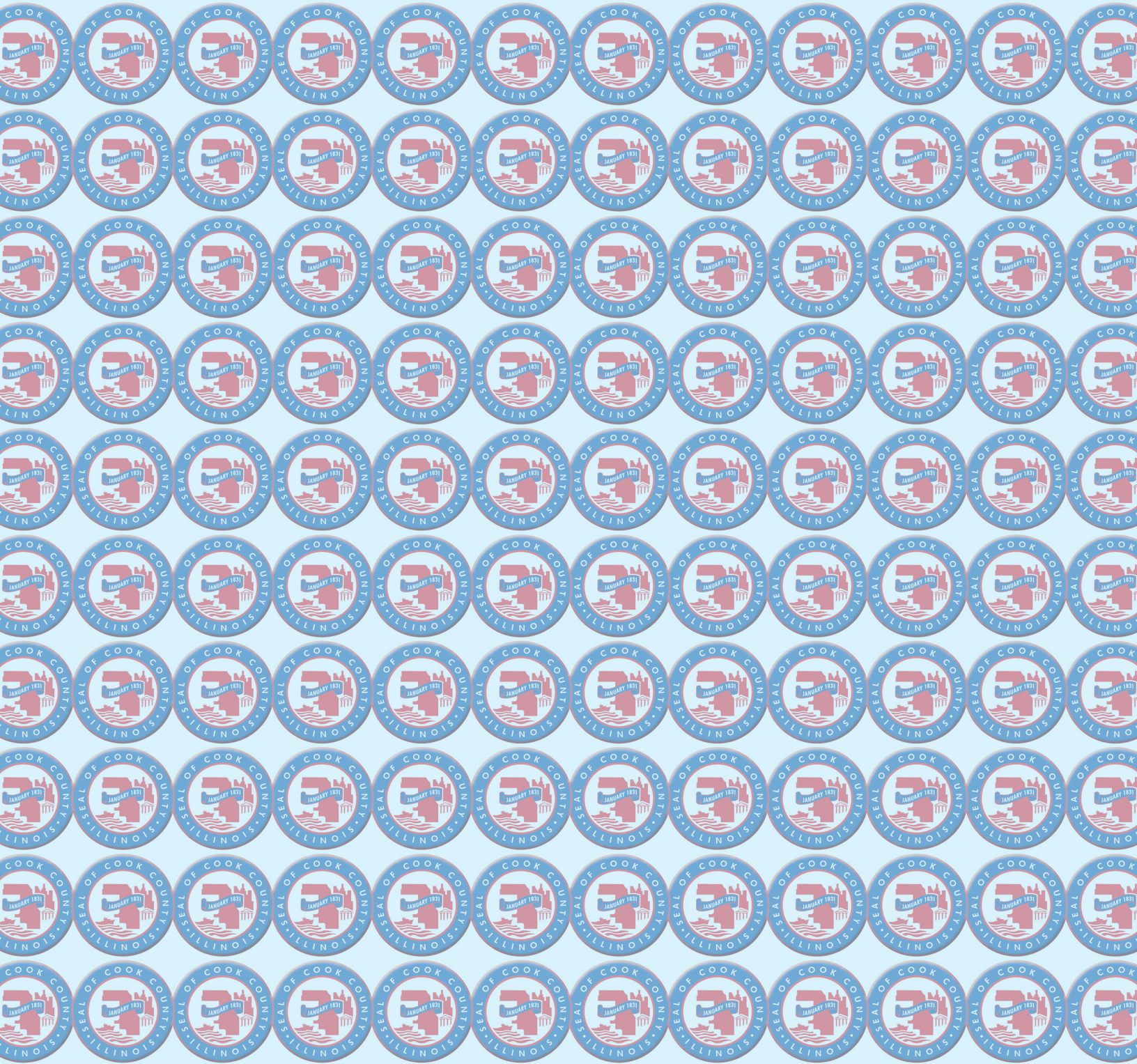
### **Worth**

Worth Township Hall  
11601 S. Pulaski Rd.  
Alsip  
(East Gym)

**Check the Open First Envelope for any changes  
or updates to the locations listed above**

# OUR MISSION:

**ACCURACY - EFFICIENCY - ADVOCACY - CYBER SECURITY**



**Office of the Cook County Clerk  
Karen A. Yarbrough**

**69 W. Washington, 5th Floor  
Chicago, Illinois 60602  
[cookcountyclerk.il.gov](http://cookcountyclerk.il.gov)**

