

**INSPECTOR  
TRAINING**




**AUGUST 4, 2020 PRIMARY**

# LOCAL JURISDICTION'S PREFERENCES ON BARRIERS



# Items Needed for Election Day

- EPOLLBOOK / PROCESSING TABLE:

- Epollbook on Power Surge Protector – No Internet Access
- Ballot Summary Started- # of Official Ballots & ICX Ballots Issued Started
- Secrecy Sleeves – Voting Instructions On
- Verify Ink for Printer
- 3-Hole Punch
- Pens for Inspector Signatures
- Post-it tape to mark Challenge Ballot
- Affidavit of Lost / Surrender Absentee Ballot
- Verify Supply of Applications to Vote
- Picture ID Q & A with applicable Laws, if challenged 
- Posted: Absentee Ballots Information Posting
- Sample Ballot and State Mandated Voter Poster
- Optical Scan Marking Pens in Voting Booths

- ICX STATION:

- Test Ballot – Write “Test” across it and instructions to put in Local Clerk’s Env.
- ICX Number Ballots & Bond Paper for Reserve
- Secrecy Sleeves
- Extra Toner Cartridge for Printer
- Provide Chairperson Passcodes
- Poll Worker Card
- Voter Cards
- Color Chart of Voter Cards

- ICP TABULATOR:

- Spindle for Applications to Vote
- Ring Binder for Error Scripts
- Scissors – In case additional ICX ballots are made, to cut off corner with number
- Provide Chairperson Passcodes

- END OF NIGHT SUPPLIES:

- Printer for End of Night Reports – Driver Loaded & Previously Tested
- Duplicating Ballot Instructions
- Official List of Write-ins
- Receiving Board Checklist
- Paper Seals – Ballot Container – Transfer Container Seals
- List to Pack Transfer Bag to County Clerk
- Pull Tight Seals
- Telephone Numbers for Assistance
- Instructions to Print Totals & Power Down

PPE: Gloves, Sanitizer,  
Wipes, Face Shields, and  
Masks Provided by State



# ELECTION INSPECTOR APPLICATION

- Must have new application for each Inspector.
- Cannot work, if on the Ballot or relative is on the ballot.
- Cannot work if person in same household is on the ballot.



## State of Michigan Election Inspector Application

(Complete in your own handwriting and return to your local City/Township Clerk - find your local clerk at [m.elections.gov](http://m.elections.gov))

### personal information

Full Name \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address \_\_\_\_\_  
Home Address \_\_\_\_\_  
Phone #'s Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
Registered in  City or  Township of \_\_\_\_\_ Pct # \_\_\_\_\_ Ward # \_\_\_\_\_  
County of \_\_\_\_\_  
Political Party Affiliation (REQUIRED; must be a recognized state party & may not be Independent):  
 Republican  Democratic  Libertarian  U.S. Taxpayers  Green  Natural Law  Working Class  
Have you ever been convicted of a felony or election crime?  Yes  No

### education and experience information

Education Background (include highest grade completed or degree held) \_\_\_\_\_

Employment Background (include current or last place of employment and type or work performed) \_\_\_\_\_

Languages other than English that you speak (if any) \_\_\_\_\_

Please rate your computer experience (data look-up, database processing, creating .pdfs, etc.):  
1 = not experienced, 5 = very experienced

1  2  3  4  5

Past experience as an election inspector, if any (include name of jurisdiction) \_\_\_\_\_

Do you have transportation?  Yes  No

Will you work at any polling place?  Yes  No If not, explain: \_\_\_\_\_

### signature and certification

I CERTIFY THAT I am not a member or a known active advocate\* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*A "known active advocate" of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party; 2) is affiliated with another party through an elected or appointed government position or; 3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.



ANY FALSE STATEMENTS MADE ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT.

Approved by State Director of Elections (August 2017)

# PRIMARY ELECTION – BIG CHANGE

## Since 1995 – 25 Years

**OFFICIAL BALLOT**  
 Primary Election  
 Tuesday, August 4, 2020  
 Sanilac County, Michigan  
 Argyle Township, Precinct 1 DEC

Partisan Section - Vote Only 1 Party Section		Nonpartisan Section
 <b>Democratic Party Section</b>	 <b>Republican Party Section</b>	<b>Judicial</b>
<b>Congressional</b>	<b>Congressional</b>	<b>Judge of Circuit Court 24th Circuit Non-Incumbent Position 6 Year Term Vote for not more than 1</b>
<b>United States Senator</b> Vote for not more than 1	<b>United States Senator</b> Vote for not more than 1	Scott A. Radloff <input type="radio"/>
Gary Peters <input type="radio"/>	John James <input type="radio"/>	Timothy C. Wrathell <input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Mark E. Davidson <input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Representative in Congress 10th District</b> Vote for not more than 1	<b>Representative in Congress 10th District</b> Vote for not more than 1	<b>Proposal Section</b>
Kimberly Bizon <input type="radio"/>	Shane Hernandez <input type="radio"/>	<b>County</b>
Kelly L. Noland <input type="radio"/>	Lisa McClain <input type="radio"/>	<b>Renewal of County Senior Citizens Service Millage</b>



# ELECTION EQUIPMENT ACRONYMS

**ICP** =

**Image Cast Precinct**



**ICX** =

**Image Cast X**



**EPB** =

**Electronic Pollbook**

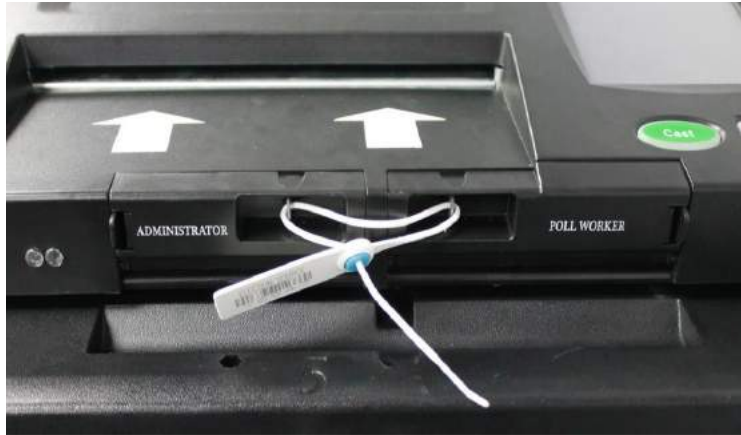


# ICP Memory Cards

**Green** Primary & **Red** Backup




# SEALS ON ICP



## Seals on Memory Cards Recorded In Pollbook



 Sealing Modem Port (this never gets removed). Can be permanently sealed by Twp/City Board and documented in Board Minutes.

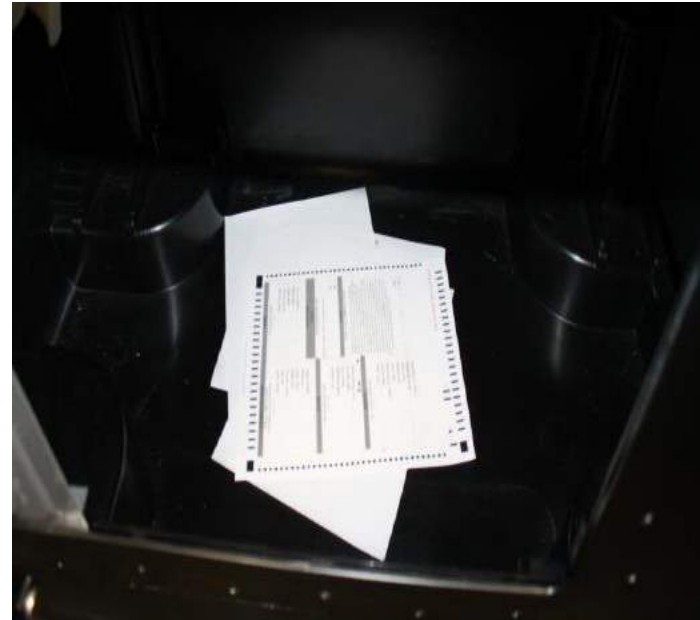
Only to removed by  
Service Technician.





# VERIFY BALLOT BIN IS EMPTY

Unlock and Slide Open – Verify it is Empty from Prior Testing



# WRITE-IN BIN – CHECKING SWING DOOR

- Slide Write-In door UP to let door swing OPEN
- Verify that bin is empty by Feeling for ballots
- DO NOT leave door open – Won't Separate Ballots then



# AUXILIARY BIN

- Unlock bin door on the rear of the base
- Open and verify bin is empty
- This bin is used for rejected AV Ballots or if ICP malfunctioned and waiting on Technician



# Plug in Machine – or Turn on Surge Protector

- Enter the password for the current election
- Your input is confirmed when each key is darkened.
- May use stylus to help.



- **Confirm Date & Time by Pressing “YES”**
- **If incorrect, adjust by “NO” and + or - function**



# IBUTTON SECURITY KEY

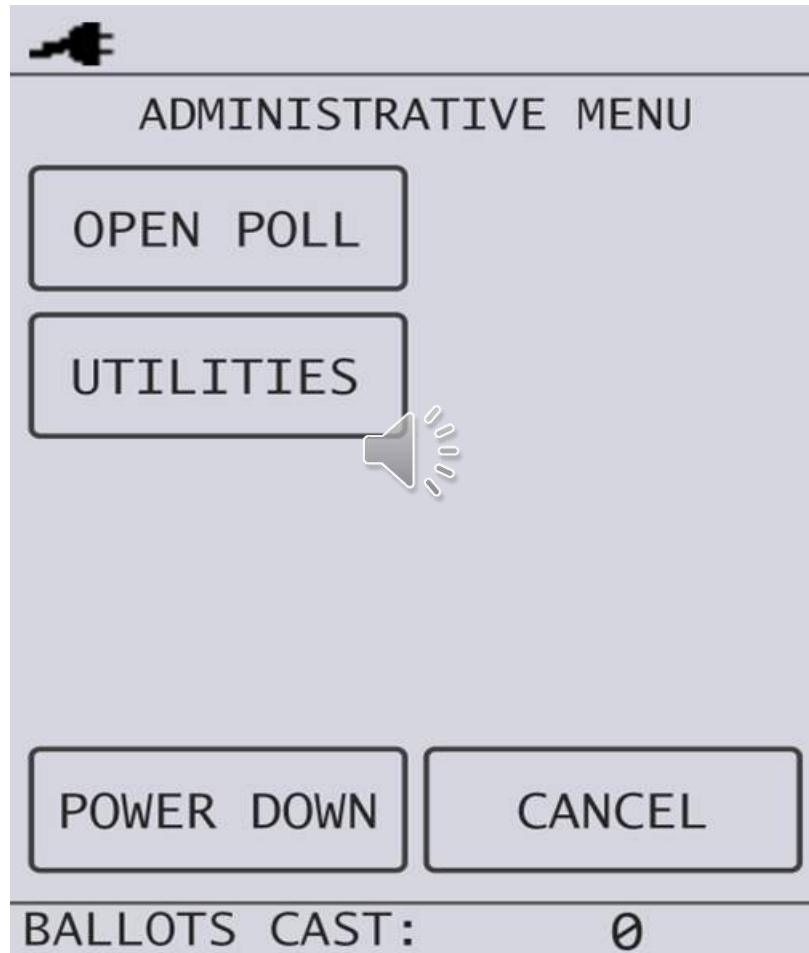
Pressure Sensitive – Not **Heat**



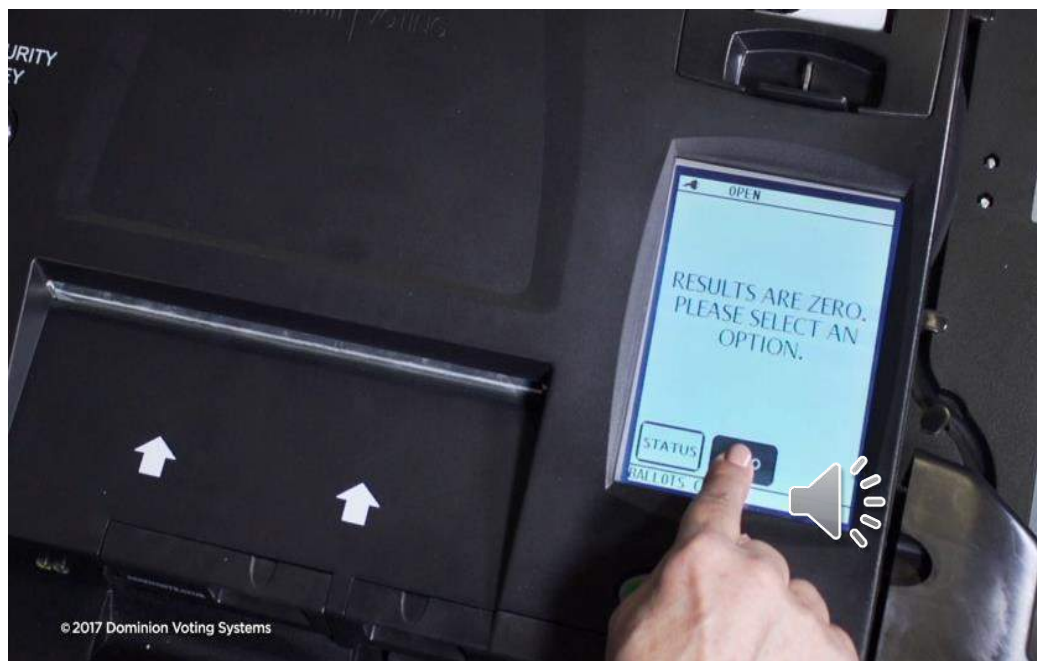
- Firmly press security key onto silver security dock
- If error occurs, simply reposition security key
- Security key must be flat when positioned onto dock



# TOUCHSCREEN AND MENU DRIVEN



# ZERO TAPE

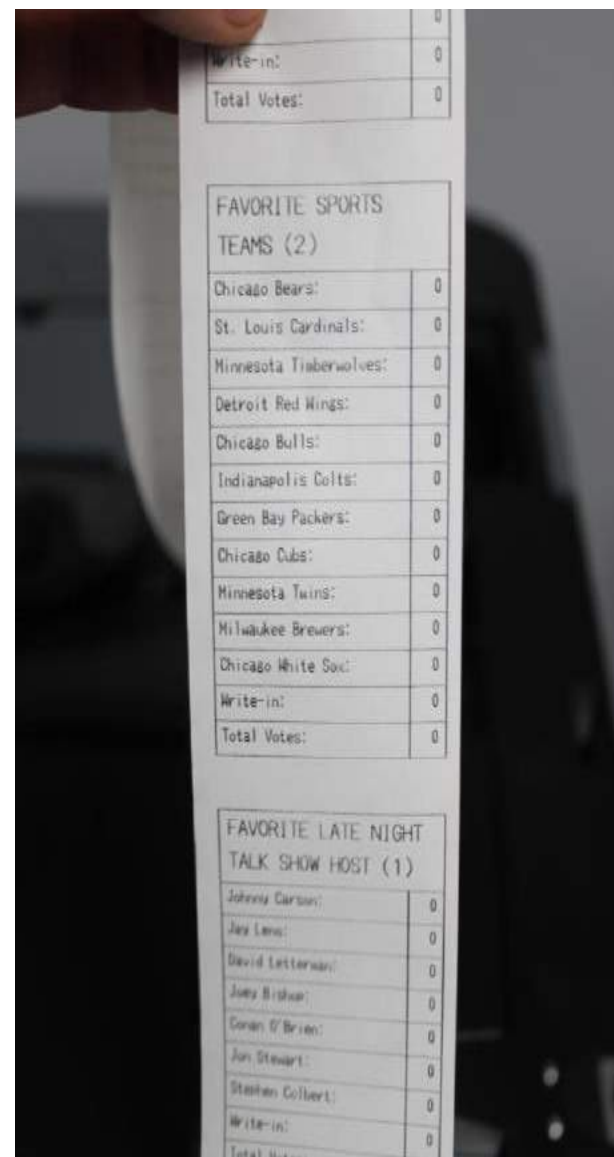


Select a “ZERO” results tape

- This will print each candidate/voting position with a zero in the result column.

Candidates will be in alpha order.

**DO NOT TEAR OFF TAPE - ROLL AND CLIP WITH PAPER CLIP**



# ZERO TAPE

- Purpose: Inspectors proof the tape to a ballot.  
Note: Candidates are in Alpha Order and most likely not be order on ballot.
- Inspectors present during opening polls must sign the zero tape without tearing off.
- Destination at the End of the Night: Place in Local Clerk's Envelope. Board of Canvassers do not need this for any purpose.



**#3 ENVELOPE**

PLACE IN THIS ENVELOPE THE FOLLOWING ITEMS:

- ONE (1) STATEMENT OF VOTES  
(ATTACH TRANSLATOR TAPE AND PREPARE LANGUAGE IF APPLICABLE TO PRIME 2 OF STATEMENT OF VOTES)
- APPLICATIONS TO VOTE  
(Green Sheet)
- CERTIFICATE OF ELECTION INSPECTORS  
(Green Sheet)

DATE OF ELECTION: \_\_\_\_\_  
JURISDICTION NAME: \_\_\_\_\_  
WARD/PRECINCT: \_\_\_\_\_  
COUNTY OF: \_\_\_\_\_ MICHIGAN

RETAIN UNTIL: \_\_\_\_\_  
DATE: \_\_\_\_\_  
(Clerks Use Only)

**TO: LOCAL CLERK**

GBS GOVERNMENTAL BUSINESS SERVICES FORM # E 33

INSPECTORS: THIS ENVELOPE SHOULD BE MAINTAINED IN YOUR OFFICIAL INFO FOLDER. THIS ENVELOPE SHOULD BE MAINTAINED IN YOUR OFFICIAL INFO FOLDER.



# OPENING THE POLLS

After Zero tape printed – Press **OPEN POLLS**  
The polls are now open and ready to accept ballots  
**Public Counter should display ZERO Ballots Cast**



If there is number on Ballots Cast – **STOP** – and contact Local Clerk to clear machine totals.

# ICX SYSTEM

## TOUCHSCREEN VOTING VAT – VOTER ASSISTED TERMINAL



Cannot **Cross-Vote** and Cannot **Over-Vote** –  
Reduce the amount of Ballots to re-issue to Voters

# POWER ON THE PRINTER **BEFORE** ICX IS TURNED ON

Verify that Paper Tray is **EMPTY**

LOAD BLANK PAPER IN BYPASS TRAY TO PRINT TEST



© 2017 Dominion Voting Systems



# POWER ON THE ICX



© 2017 Dominion Voting Systems

Once the power cord has been plugged in, **CUT** the seal on the bottom door to access the **POWER BUTTON**

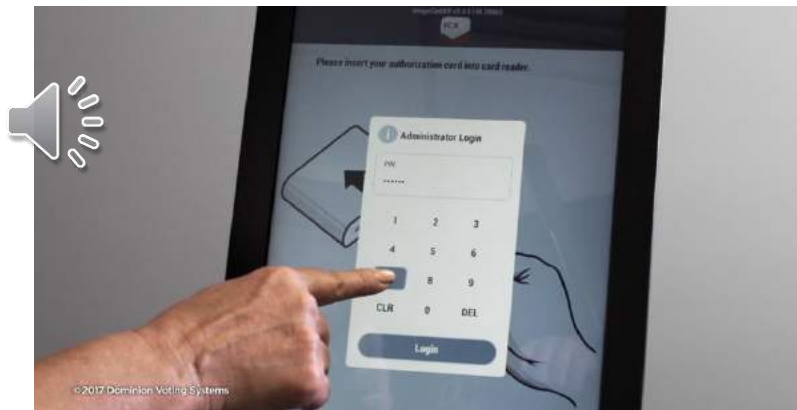
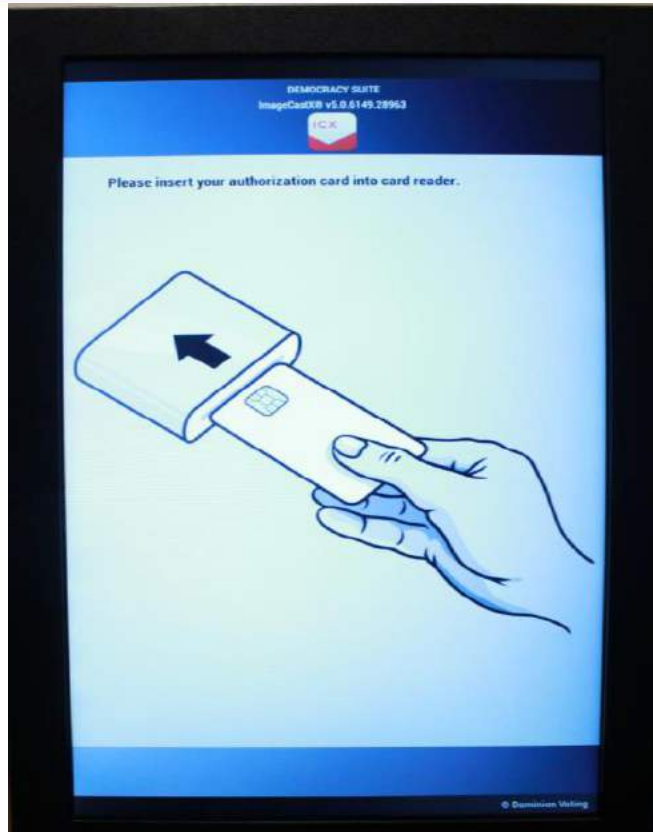
- The power button is under the ICX unit's screen and on the right-hand side
- Briefly **HOLD** the power button, and it will turn green once it has been activated



# SEAL THE TWO DOORS ON ICX



# POLLWORKER CARD

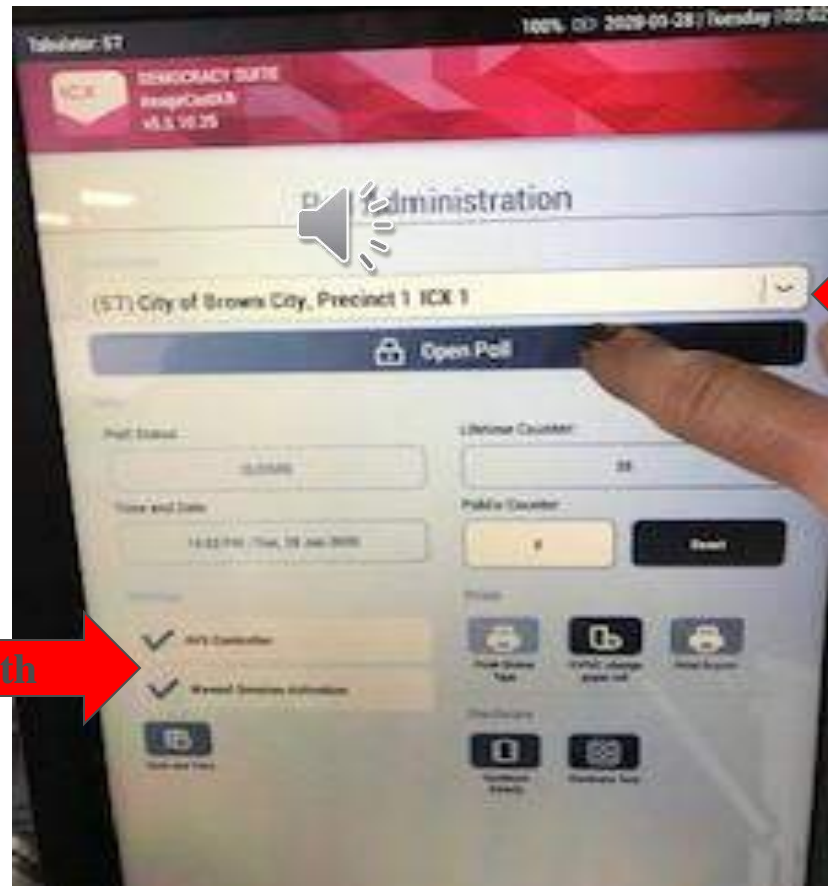


- The ICX will take about 30 seconds to turn on
- Insert POLL WORKER card, when asked to insert ‘authorization’ card
  - Enter password

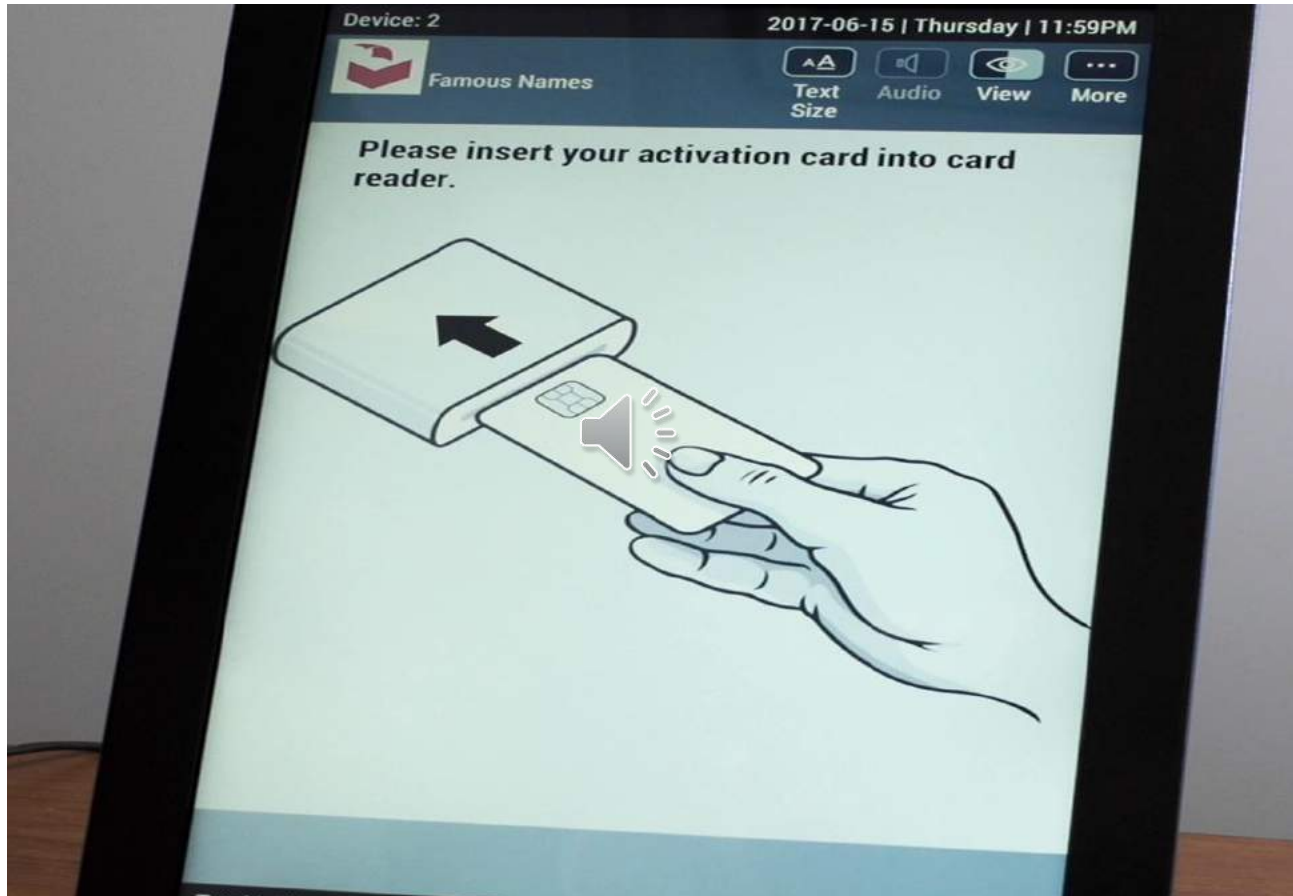


# OPEN POLLS ON ICX

- Select the Tabulator in drop down if not populated
- Ensure that both boxes are checked: AVS Controllers and Manual Session Activation
- After both items selected: “OPEN POLL”



# POLLS ARE NOW OPEN



This Screen will be Displayed Waiting for Voter Card



# TEST BALLOT ON ICX

Test system is working and connected properly be printing a **BLANK BALLOT ON THE ICX**

- ★ **INSERT VOTER CARD -**
- ★ **SCROLL THROUGH AND DO NOT VOTE ANY VOTES**
- ★ **PRINT BALLOT**
- ★ **Place in Local Clerk's Envelope – DO NOT TABULATE**



# VOTE BLANK BALLOT

TEST

OFFICIAL BALLOT  
General Election  
Tuesday, November 8, 2016  
Sanilac County, Michigan  
Argyle Township, Precinct 1UBLY

TEST

Test



ELECTORS OF PRESIDENT AND  
VICE-PRESIDENT OF THE UNITED  
STATES  
BLANK CONTEST

REPRESENTATIVE IN CONGRESS  
10TH DISTRICT  
BLANK CONTEST

REPRESENTATIVE IN STATE  
LEGISLATURE 93RD DISTRICT  
BLANK CONTEST

MEMBER OF THE STATE BOARD OF  
EDUCATION  
BLANK CONTEST

REGENT OF THE UNIVERSITY OF  
MICHIGAN  
BLANK CONTEST

TRUSTEE OF MICHIGAN STATE  
UNIVERSITY  
BLANK CONTEST

GOVERNOR OF WAYNE STATE  
UNIVERSITY  
BLANK CONTEST

PROSECUTING ATTORNEY  
BLANK CONTEST

SHERIFF  
BLANK CONTEST

CLERK  
BLANK CONTEST

TREASURER  
BLANK CONTEST

REGISTER OF DEEDS  
BLANK CONTEST  
COUNTY ROAD COMMISSIONER  
BLANK CONTEST

DRAIN COMMISSIONER  
BLANK CONTEST

SURVEYOR  
BLANK CONTEST

COUNTY COMMISSIONER 1ST  
DISTRICT  
BLANK CONTEST

SUPERVISOR  
BLANK CONTEST

CLERK  
BLANK CONTEST

TREASURER  
BLANK CONTEST

TRUSTEE  
BLANK CONTEST

JUSTICE OF SUPREME COURT  
BLANK CONTEST

JUSTICE OF SUPREME COURT  
Partial Term Ending  
01/01/2018  
BLANK CONTEST

JUDGE OF COURT OF APPEALS 4TH  
DISTRICT INCUMBENT POSITION  
BLANK CONTEST

BOARD MEMBER USLY COMMUNITY  
SCHOOLS  
BLANK CONTEST



Write **“TEST”** ON  
**TOP OF BLANK  
PAPER BEFORE  
LOADING PRINTER.**

Scroll through contests  
and Do Not cast any  
votes. Print Ballot –  
Proof Contest Order to  
Ballot. Do Not Put in  
Tabulator – Place in  
**LOCAL CLERK’S  
ENVELOPE.**



# PREPARING THE EPOLLBOOK

**Sign on Epollbook (EPB) –  
Flash Drive must remain in  
laptop and minimized.**

**Suggestion:**  plug in on left  
side to avoid bumping it.



# New for Starting Ballot Summary – Clerk's Download EPB

Clerks will start the Ballot Summary on Styles and Numbers when downloading the Electronic Pollbook the night before the Election – NO AV's!!

*Electronic Pollbook Manual WIN10  
Provided by the Michigan Bureau of Elections  
Updated as of 02.03.2020*

## Set up Ballot Style Number Ranges in QVF

QVF Complete and Basic users may use Ballot Setup to enter their ballot number ranges to prepopulate their EPB Ballot Summary line A.

This is an optional setup step and numbers can always be added or corrected in the EPB Ballot Summary.

Users with a VAT ballot number series will need to enter that ballot style number range in the EPB Ballot Summary.

To Set Up Ballot Style Number Ranges (for Ballot Summary Line A) in QVF prior to download:

1. Click Elections, then Electronic Pollbook
2. Click the Ballot Setup tab
3. Select Region Type, Region, Election, and Precinct Type (if not present from Preferences)
4. Click View Ballot Styles
5. Click into a field and enter starting and ending ballot numbers for each style, tabbing between fields
6. Click Save

EXPORT VOTER DATA | IMPORT VOTING HISTORY | **BALLOT SETUP** 2

ENTERING THE STARTING AND ENDING BALLOT NUMBERS HERE WILL PRE-POPULATE THE BALLOT SUMMARY REPORT IN EPB FOR EACH PRECINCT.

3 REGION TYPE \*REGION  
JURISDICTION BOHEMIA TOWNSHIP (05460)  
\*ELECTION \*PRECINCT TYPE  
11/6/2018 STATE GENERAL WARD PRECINCT

4 VIEW BALLOT STYLES

TOGGLE FILTER HEADER | RESET FILTERS

PAGE 1 OF 1 50 DISPLAYING 1 TO 3 OF 3 ITEMS.

PRECINCT CODE *1	BALLOT STYLE *2	BALLOT NO. START	BALLOT NO. END
00001	4472		
00001	4472		
00002	4473		

5

RESET SAVE 6



# BALLOT SUMMARY

## Each Ballot Style & ICX STOCK

Ballot Summary Report

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A: Number of unvoted ballots delivered to precinct:

Style	Party	Starting No.	Ending No.	Count
1A	L	00003001	00003010	10
1A	D	00002025	00002075	51
1A	R	00001025	00001090	66

Total =

B: Number of AV return envelopes received by board

C: Total

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D: Number of ballots tabulated (Enter Tabulator Public Counter reading)

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)

G: Number of ballots rejected

Ballot Summary Report

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A: Number of unvoted ballots delivered to precinct:

Style	Party	Starting No.	Ending No.	Count
1B	L	00003001	00003005	5
ICX	N	00005001	00005050	50

Total =

B: Number of AV return envelopes received by board

C: Total

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D: Number of ballots tabulated (Enter Tabulator Public Counter reading)

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)

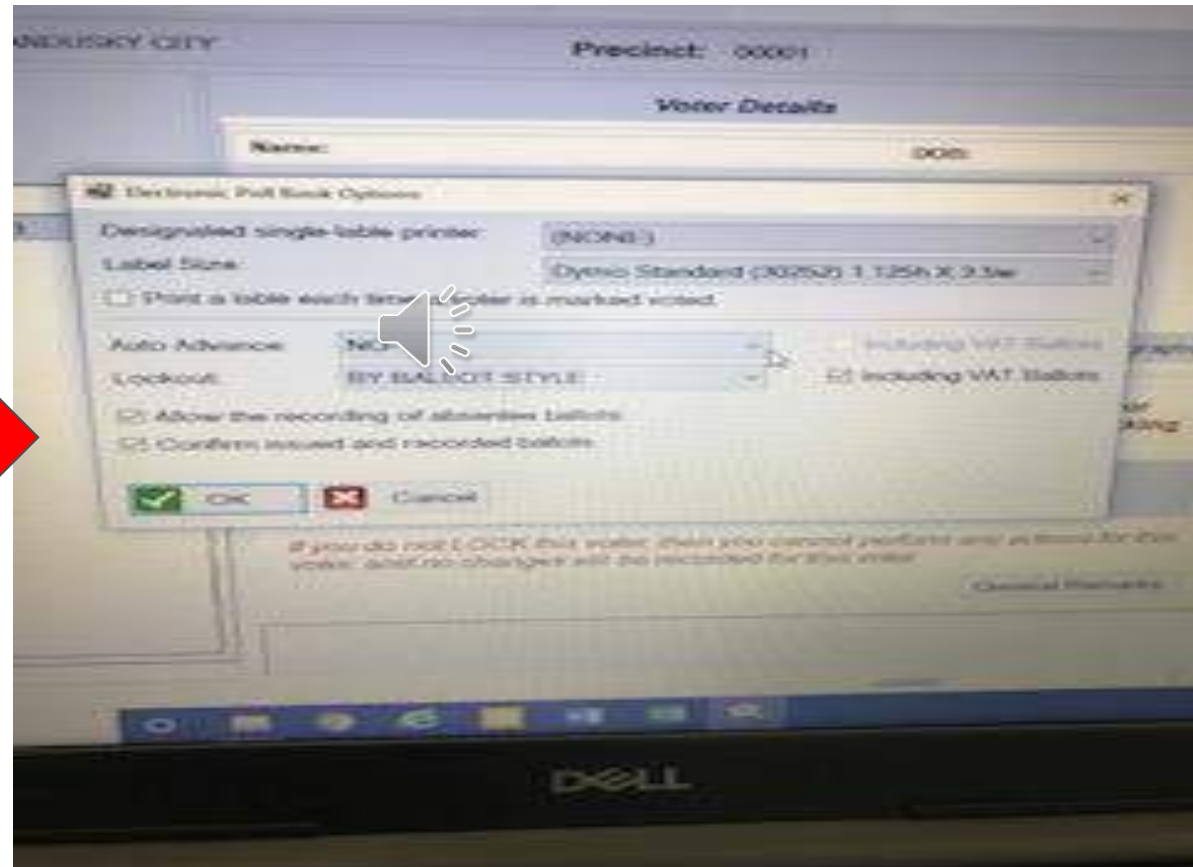
G: Number of ballots rejected



**Only list numbers of physical ballots at the polling location, do not account for ballots used for Absentees.**

# SETTINGS FOR EPOLLBOOK

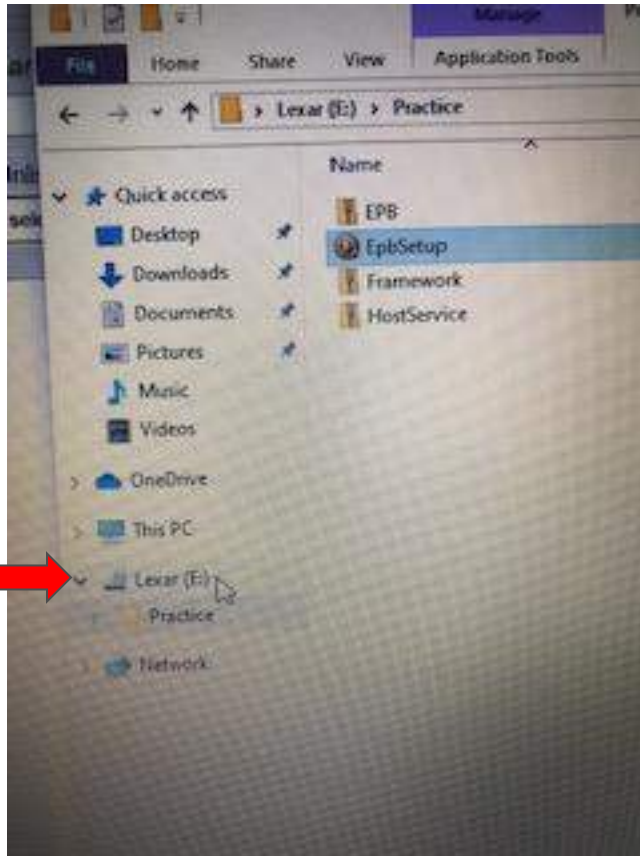
- Review: File – Options



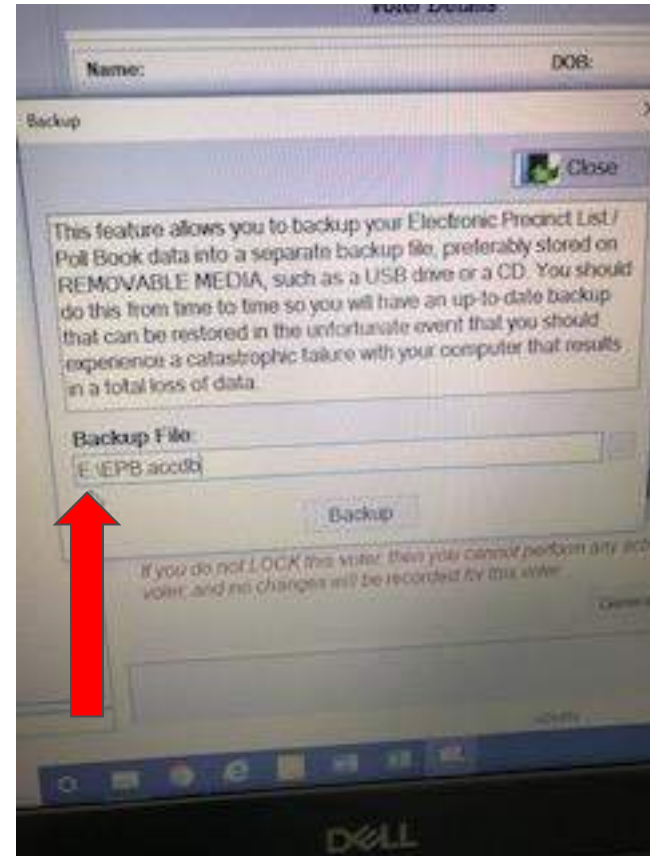
Box checked for recording of absentee ballots

# VERIFY BACKUP IS SET TO CORRECT DRIVE


## Look in File Folders



## File - Backup



# Ready to Open the Polls @ 7:00 a.m.

- ✓ Swear in all Election Inspectors
- ✓ Sign Oaths in Poll Book
- ✓ Size the Zero tape and leave on ICP
- ✓ Complete Preparation Certificate
- ✓ Prepare ICP, Print Zero Tape & Check Bins
- ✓ Prepare E-Pollbook 
- ✓ Prepare ICX Station, Test Ballot Printed
- ✓ Display Notices: Sample Ballot & AV Posting
- ✓ Clear and Barrier Free Layout Available
- ✓ Display Flag
- ✓ Have sit-down Voting Station
- ✓ Have a Public Place Designated
- ✓ Announce 7 a.m. Opening





# New Safety COVID-19 Protocols

At a Minimum, the following protocols should be done:

- Sanitize Pens / Pencils at Processing Table
- Sanitize Voting Booth between Voters
- Sanitize Ballot Pen in Booth between Voters
- Acknowledge Social Distancing - Markings



# PROHIBITED AT POLLS

- VIDEO CAMERAS
- CAMERAS
- TELEVISIONS
- RECORDING EQUIPMENT



# CELLPHONE USAGE

Cell-phone and Text Messaging are prohibited in polls by election workers. They are to be used for **Official Election Functions Only** and to be done discreetly out-of-sight of voters.



Voters can use Cell Phones, until they enter Voting Booth, as long as they are not being disruptive and taking pictures.



# PHOTO IDENTIFICATION REQUIREMENT

DO **NOT** HAVE SIGNS  
POSTED THAT VOTER  
MUST HAVE PHOTO  
IDENTIFICATION IN  
ORDER TO VOTE ON  
DOORS OR  
PROCESSING TABLE



# Recommendation for Processing Voters

- 1<sup>st</sup> Inspector: Give Instructions & Application to Vote. (Get Photo ID Ready)
- 2<sup>nd</sup> Inspector: Locate Voter in EPB & View Photo ID. Offer new “Touchscreen” Voting
- 3<sup>rd</sup> Inspector: Issue Ballot, Record Ballot #, Ballot Style and Initial Application.
- 4<sup>th</sup> Inspector: Assist Voter at ICX Touchscreen Station.
- 5<sup>th</sup> Inspector: After voting, before voter deposits in tabulator, verify ballot stub # to number on Application to Vote Stub. Remove Stub.



# Establish “Help Desk”



- Solve Registration Issues
- Find out why voter is not found in the E-Pollbook or QVF
- Complete forms needed to change address
- Eliminates congestion/backlog at Processing Table
- Provides privacy to voter about issue



# ROTATING STATIONS

- IT IS IMPORTANT THAT **EVERY** ELECTION INSPECTOR IS TRAINED AND EXPERIENCED ON ALL STATIONS IN THE POLLING PLACE.
- Note in EPB every two hours when rotated.
- Greeter – Instructions – ID Requirement
- Processing Table – E-pollbook
- Issuing Ballots
- ICX Touchscreen Station
- Verifying Ballot / Stub Number / Tabulator



# INSTRUCTIONS TO VOTERS

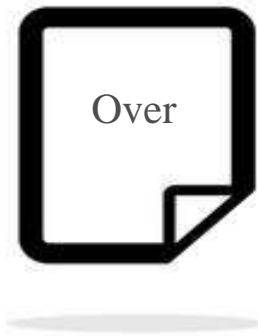
- Primary Election – Cannot Split Ticket, must stay within on Political Party.
- Democratic First Column – Republican Second Column – Non-Partisan and Proposals Third Column.
- Note: If voter splits ticket and tabulator rejects it, they can be issued another ballot. If voter decides not to vote another ballot, chooses “cast” button on tabulator. All non-partisan and proposal votes will count only.





# BACK OF BALLOT

- Each Voter should receive instructions that contests continue on the back of the ballot.



# PHOTO IDENTIFICATION

- MUST ASK EACH VOTER – even your Parents, Spouse or Children.
- Photo ID can be expired!
- If Voter does not have their photo id in their possession, on back of the Application to Vote is an Affidavit the voter must sign to proceed in being issued a ballot.
- Place a post-it flag on the Application to Vote for Local Clerk to retrieve for reporting purposes after the election.



# Voter has Photo ID – Just Forgot It?

What if Voter does not have picture ID with them on Election Day?

- Verify Voter is on the List of Voters.
- Have Voter complete & sign the Affidavit on the **back of the Application to Vote.**
- The Inspector **MUST** sign the bottom of the Affidavit.
- Place a flag on the App for reporting purposes at the end of the night. The total number of Affidavits processed will need to be reported to the Clerk at the end of the night.
- Process the Voter and Issue a ballot.

**AFFIDAVIT OF VOTER NOT IN POSSESSION  
OF PICTURE IDENTIFICATION**

I, \_\_\_\_\_ hereby affirm that I am  
(Print Name)  
not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF VOTER:  \_\_\_\_\_

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

\_\_\_\_\_  
To be completed by Election Inspector

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_.

I certify that the elector named above has completed the above affidavit in my presence.

\_\_\_\_\_  
Signature of Election Inspector



# VOTER CANNOT VOTE IF:

- Voter does not possess photo id who refuses to sign the affidavit.
- Voter claims to have photo id, but refuses to show it.



www.shutterstock.com · 1511710976



# Application to Vote

- Ask voter to print & sign name
- Provide current address
- Day and Month of birth required



**APPLICATION TO VOTE – POLL LIST**

**Picture identification requirement:** All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

**SIGN HERE**  *Jane D. Doe*

Print Name: Jane D. Doe

Date of Birth: 4-21-55

Residence Address: 60 W. Sanilac

**FOR INSPECTORS USE ONLY**

Date of Election		Approved to Vote by:
Precinct No.		Election Inspector
Ballot Style	Ballot Number Issued	
<input type="radio"/> All day / on reverse completed	Vote No. (PCB Book)	



# Multiple Ballot Styles

Deckerville, Harbor Beach and Sandusky Schools have ballot proposals on this election, therefore, creating multiple ballot styles within some jurisdictions.

EPB will indicate this ballot style the voter should be issued.

(i.e. (1 DEC – 1 SAN – 1 HAR) )



BUEL TOWNSHIP (11540)	00001	1 SAN
CROSWELL CITY (18920)	00001	1
CUSTER TOWNSHIP (194...	00001	1 DEC
CUSTER TOWNSHIP (194...	00001	1 SAN
DELAWARE TOWNSHIP (...)	00001	1 HAR
DELAWARE TOWNSHIP (...)	00001	1 HAR
DELAWARE TOWNSHIP (...)	00001	1 DEC



# E POLLBOOK MAIN SCREEN

## Overview

The EPB main screen is divided into three sections. Take a moment to become familiar with the various parts of the screen. **Make sure the top line lists the correct election and precinct number.**

**a** Voter Search

DLN / Name:

This Precinct:  Other  Unlisted

These voters are located within the selected inner precinct:

Voter Name	DOB
Mcqvf, Alexander Jon	12/11/1928
Mcqvf, Barbara Elise	2/8/1942
Mcqvf, Caitlin Lindsey	6/1/1985
Mcqvf, Daniel Richard	6/20/1958
Mcqvf, Faith Lynn	5/11/1918
Mcqvf, George Andrew	1/22/1958
Mcqvf, Harry Ray	9/6/1955
Mcqvf, Jonathan Clark	3/6/1954
Mcqvf, Justin Andrew	8/11/1961
Mcqvf, Kathryn Lauren	9/15/1990
Mcqvf, Martha Carol	1/5/1931
Mcqvf, Matthew David	4/15/1978
Mcqvf, Paul Robert	5/18/1987
Mcqvf, Philip Carter	3/8/1980
Mcqvf, Ray Ellen	3/22/1957
Mcqvf, Rebecca Sandra	8/10/1935
Mcqvf, Richard Trent	8/11/1958
Mcqvf, Shannon Ann	1/7/1964

**b** Voter Details

Name: MCQVF, ALEXANDER JON DOB: 12/11/1928

Address: 313 PINE ST  
PAW PAW MI 49079 Precinct: 00001  
Ballot Style: 00001

Gender: M

Polling Location: PAW PAW TOWNSHIP HAL  
114 N. SREMP'S ST.  
PAW PAW MI 49079

Reg. Date: 7/29/2010  
Eff. Reg. Date: 8/28/2010

If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:

**Lock this voter record**

If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.

Must show ID before voting (Federal Requirement)  
VOTING STATUS: Did not vote in precinct.

**c** List of Voters

#	Assigned To	Ballot
---	-------------	--------

18 matching voters

Total = 0

JOHNSMITH



# ASSIGNING BALLOT

The screenshot displays the QVF Electronic Pollbook interface. The main window is titled "QVF Electronic Pollbook" and shows the following information:

- Election:** 2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP
- Precinct:** 00001

The interface is divided into three main sections:

- Voter Search:** Contains a search field with "MCQVF, C" and a "Search" button. Below it, a table lists voters, with "Mcqvf, Caitlin Lindsey" selected.
- Voter Details:** Displays information for the selected voter:
  - Name:** MCQVF, CAITLIN LINDSEY (circled with a '2')
  - DOB:** 6/1/1985
  - Address:** 619 PAW PAW ST, PAW PAW MI 49079
  - Precinct:** 00001
  - Ballot Style:** 00001
  - Gender:** F
  - Reg. Date:** 6/1/1993
  - Eff. Reg. Date:** 5/31/2008
  - Polling Location:** PAW PAW TOWNSHIP HAL, 114 N. GREMP'S ST., PAW PAW MI 49079
- List of Voters:** A table with columns "Assigned To" and "Ballot".

Below the Voter Details, there are two main action areas:

- Issue a ballot:** Contains buttons for "Regular ballot" (circled with a '3'), "Provisional (affidavit) ballot", "Provisional (envelope) ballot", and "Challenged ballot".
- Other actions:** Contains buttons for "Record an absentee ballot" and "Spoil a ballot".

A dialog box titled "Issue a ballot" is open, showing the following information:

- You are about to issue a Regular Ballot to:** Mcqvf, Caitlin Lindsey (DOB: 6/1/1985)
- This ballot number will be assigned:** 00000001 (circled with a '4')
- Buttons for "OK" (circled with a '5') and "Cancel".

At the bottom left, it says "1 matching voters". At the bottom right, it says "Total = 0".



**Find Voter – Lockdown – Input Ballot # - OK**



# VOTERS WITH FLAGS

## Voters with Status Flags

Some voters will have status flags that need to be addressed prior to issuing a ballot. Generally, something happened in the registration process that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, information was obtained that the voter may have moved, etc.

A voter has a status flag if he or she has a red question mark next to his or her name. When a red question mark is found, look to the Voter Status window at the bottom of the Voter Details screen to determine the issue.



### Absentee Ballot sent by clerk –

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the *Affidavit of Lost or Destroyed Absentee Ballot* after approval from the Clerk.

Process as a Regular ballot. Place the AV ballot in the Local Clerk envelope.

Updated as of 7/7/2019

This Precinct | Other | Unlisted |

These voters are located within the selected inner precinct:

	Voter Name	DOB
▶ ?	Mcqvf, Alexander Jon	12/11/1928
?	Mcqvf, Barbara Elise	2/8/1942
	Mcqvf, Caitlin Lindsey	6/1/1985
	Mcqvf, Daniel Richard	6/20/1958
?	Mcqvf, Faith Lynn	5/11/1918
	Mcqvf, George Andrew	1/22/1958
?	Mcqvf, Harry Ray	9/6/1955
	Mcqvf, Jonathan Clark	3/6/1954
?	Mcqvf, Justin Andrew	8/11/1961
	Mcqvf, Kathryn Lauren	9/15/1990
	Mcqvf, Martha Carol	1/5/1931
	Mcqvf, Matthew David	4/15/1976
?	Mcqvf, Paul Robert	5/18/1987
	Mcqvf, Philip Carter	3/8/1980
	Mcqvf, Ray Ellen	3/22/1957
	Mcqvf, Rebecca Sandra	8/10/1935
?	Mcqvf, Richard Trent	8/11/1956
	Mcqvf, ShannonAnn	1/7/1964

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.

VOTING STATUS: Did not vote in precinct.



# CONFIRM BALLOT ISSUED

QVF Electronic Pollbook

File Edit Reports Sys Admin Help

Election: 2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP Precinct: 00001

### Voter Search

DLN / Name:

This Precinct  Other  Unlisted

These voters are located within the selected inner precinct:

	Voter Name	DOB
?	Mcqvf, Alexander Jon	12/11/1928
?	Mcqvf, Barbara Elise	2/8/1942
★ REG	Mcqvf, Caitlin Lindsey	6/1/1985
	Mcqvf, Daniel Richard	6/20/1958
?	Mcqvf, Faith Lynn	5/11/1918
	Mcqvf, George Andrew	1/22/1958
?	Mcqvf, Harry Ray	9/6/1955
	Mcqvf, Jonathan Clark	3/6/1954
?	Mcqvf, Justin Andrew	8/11/1961
	Mcqvf, Kathryn Lauren	9/15/1990
	Mcqvf, Martha Carol	1/5/1931
	Mcqvf, Matthew David	4/15/1978
?	Mcqvf, Paul Robert	5/18/1987
	Mcqvf, Philip Carter	3/8/1980
	Mcqvf, Ray Ellen	3/22/1957
	Mcqvf, Rebecca Sandra	8/10/1935
?	Mcqvf, Richard Trent	8/11/1956
	Mcqvf, Shannon Ann	1/7/1964

18 matching voters

### Voter Details

Name: **MCQVF, CAITLIN LINDSEY** DOB: **6/1/1985**

Address: 619 PAW PAW ST  
PAW PAW MI 49079

Precinct: 00001  
Ballot Style: 00001

Gender: F

Reg. Date: 6/1/1993  
Eff. Reg. Date: 5/31/2003

Polling Location:    
PAW PAW TOWNSHIP HAL  
114 N. GREMPS ST.  
PAW PAW MI 49079

**If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:**

## Lock this voter record

*If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.*

★ Regular Ballot [00000001] issued at the precinct.  
VOTING STATUS: Voted in precinct using a regular ballot.

### List of Voters

#	Assigned To	Ballot
1	Mcqvf, Caitlin Lindsey	00000001
2		

Total = 1

JCHRSMITH Backup Overdue!

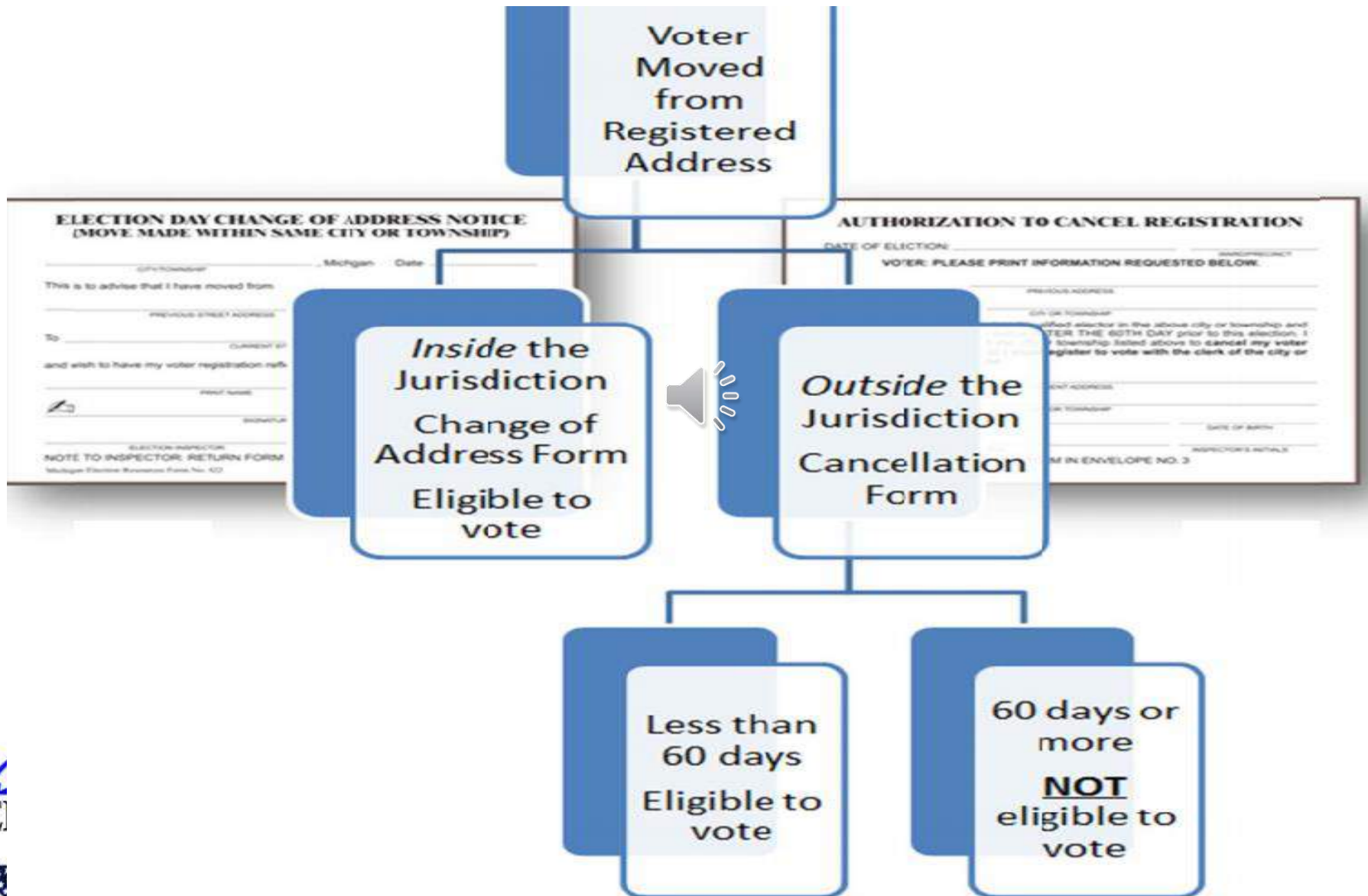


# VOTER MISSING IN EPB

- Voter presents receipt that just registered.
- If Voter refuses to travel to correct precinct then offer a Provisional Ballot – although it will go in an envelope and not be processed through the tabulator.
- Now with election day voter registration, will mostly likely eliminate the need to issue a Provisional Ballot.



# Voter Who Has Moved



# 1<sup>st</sup> KEYWORD

- “RESOURCES”
  - Way too much to remember each detail –  
Resources are available
    - Flip Chart
    - Clear 3-Ring Binder



# CHANGES BECAUSE OF PROPOSAL 18-3

- Voters can register with the Local Clerk on election day up until 8:00 pm.
- Voter can choose to vote AV with the Local Clerk, rather than coming into the Polling Location.
- If Voter comes to the Polls, they will provide a printed receipt that will instruct which type of ballot to issue: Regular or Challenged.



# Registering with Local Clerk

## Voter Registration 0-14 Days Residency Verification

Residency Verification	MI DL/ID with current address	MI DL/ID without current address & other Residency Verification	Other picture ID and Residency Verification	No Picture ID (Affidavit Required) with Residency Verification	No Residency Verification
Type of Ballot	Regular Ballot	Challenged Ballot	Challenged Ballot	Challenged Ballot	Ineligible for this Election



# NEW REGISTRATION RECEIPT ON ELECTION DAY

Will Indicate  
**REGULAR  
BALLOT  
OR  
CHALLENGED  
BALLOT**



## Clerk's Office Voter Registration Receipt

[clerk address]

Registration approved by: \_\_\_\_\_

[election date] Election

The following voter was registered to vote on [reg date] and should be issued a [reg/ch] ballot:  
[voter name and address]

### Note to election inspector:

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days.

- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]

Prepare the ballot as Challenged.

CH

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]

Issue the voter a Regular ballot with the ballot style noted below.

Retain this receipt in the local clerk envelope.

### Application to Vote

[ward/pct number]  
[bar code]

[election date mm/dd/yyyy]

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election

Sign

Ballot Style: [populate]

Ballot No: \_\_\_\_\_

Voter No: \_\_\_\_\_

Inspector Initials: \_\_\_\_\_

[voter name/address/DOB]

Election Inspector: Have voter sign and place with other Applications to Vote.



# UNLISTED VOTER (NEWLY REGISTERED VOTER)

Election: 8/2/2016 - STATE PRIMARY - SANDUSKY CITY      Precinct: 00001

**Voter Search**      **Voter Details**      **List of Voters**

DLN / Name:  Search


This Precinct | Other **Unlisted**

These voters were entered manually:

Voter Name	DOB

0 matching voters

**Unlisted Voter**

Last Name: VOTER  
First Name: JANE  
Middle Name: DOE  
Suffix:   
DOB: 4/21/1960  
Address: 262 CUSTER STREET  
SANDUSKY, MI 48471

OK Cancel

Assigned To      Ballot

Total = 0



# ISSUE CHALLENGE BALLOT

Election: 8/2/2016 - STATE PRIMARY - SANDUSKY CITY

Precinct: 00001

## Voter Search

DLN / Name:

This Precinct  Other  Unlisted

These voters were entered manually:

Voter Name	DOB
Voter, Jane Doe	4/21/1960

## Voter Details

Name: VOTER, JANE DOE

Address: 262 CUSTER STREET  
SANDUSKY, MI 48471

### Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

### Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

Undo (Nothing to undo)

Unlock this voter without performing any action

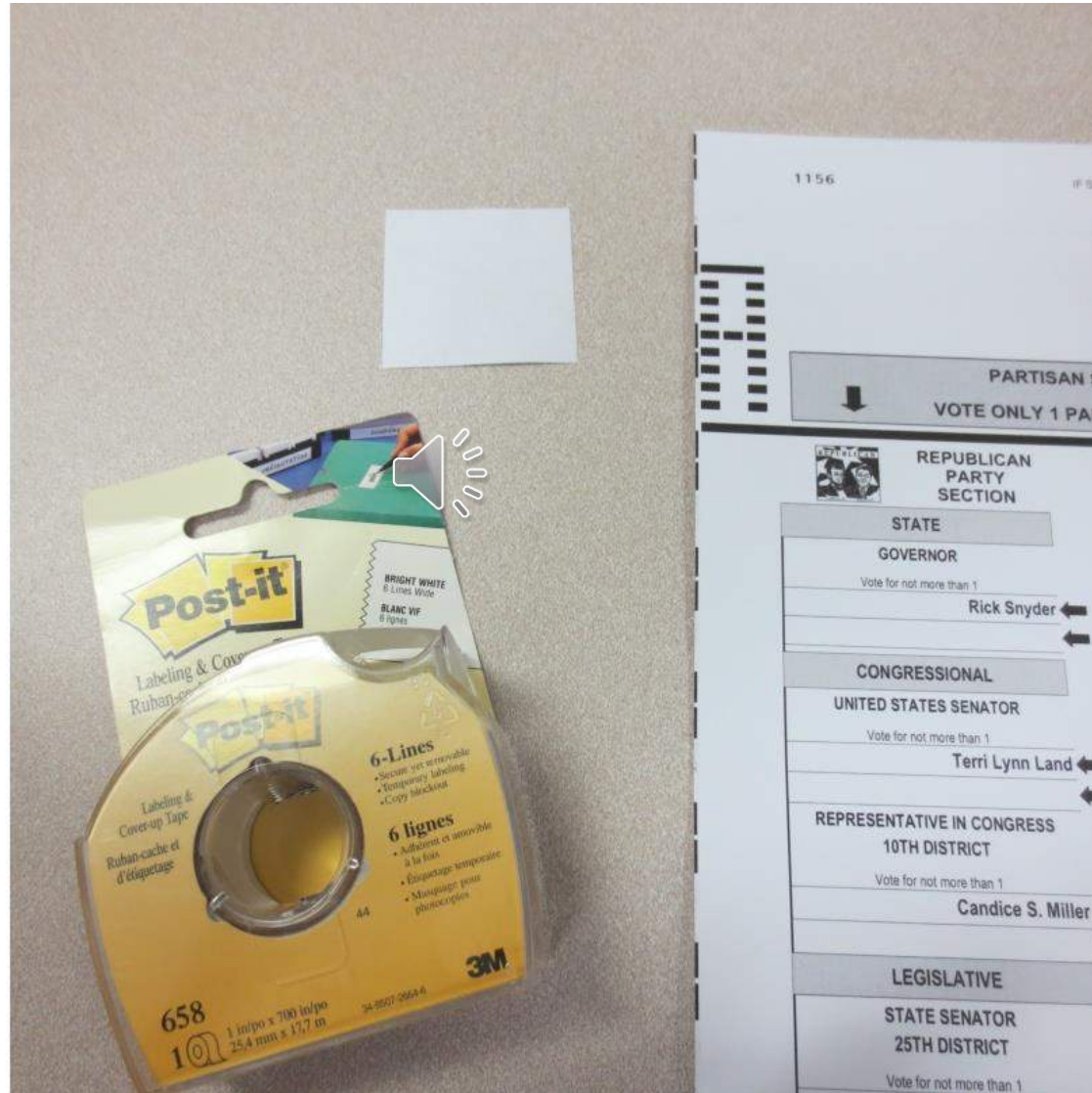
## List of Voters

#	Assigned To	Ballot
1		



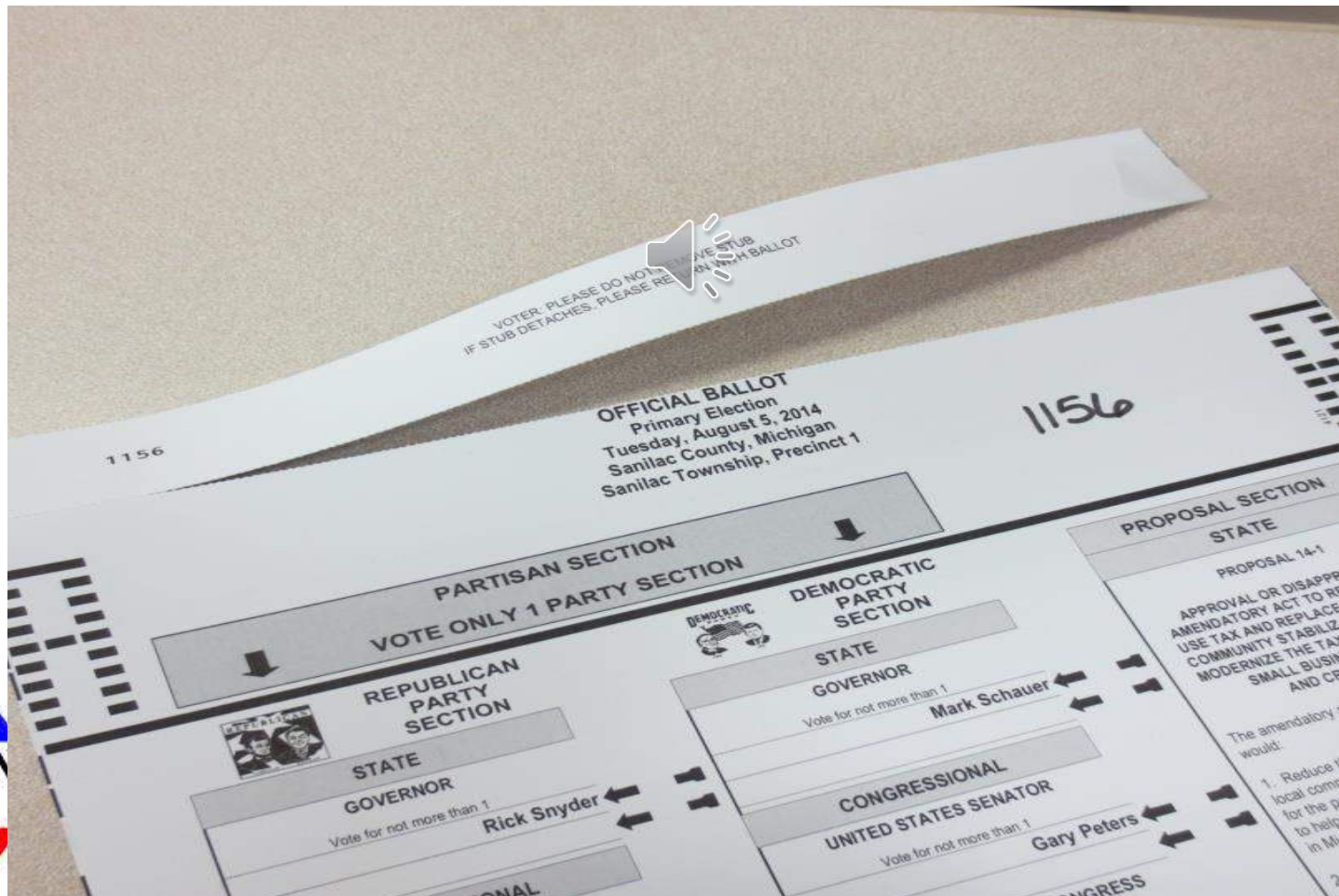
# SUPPLIES NEEDED TO MARK CHALLENGE

Either Item  
Needed

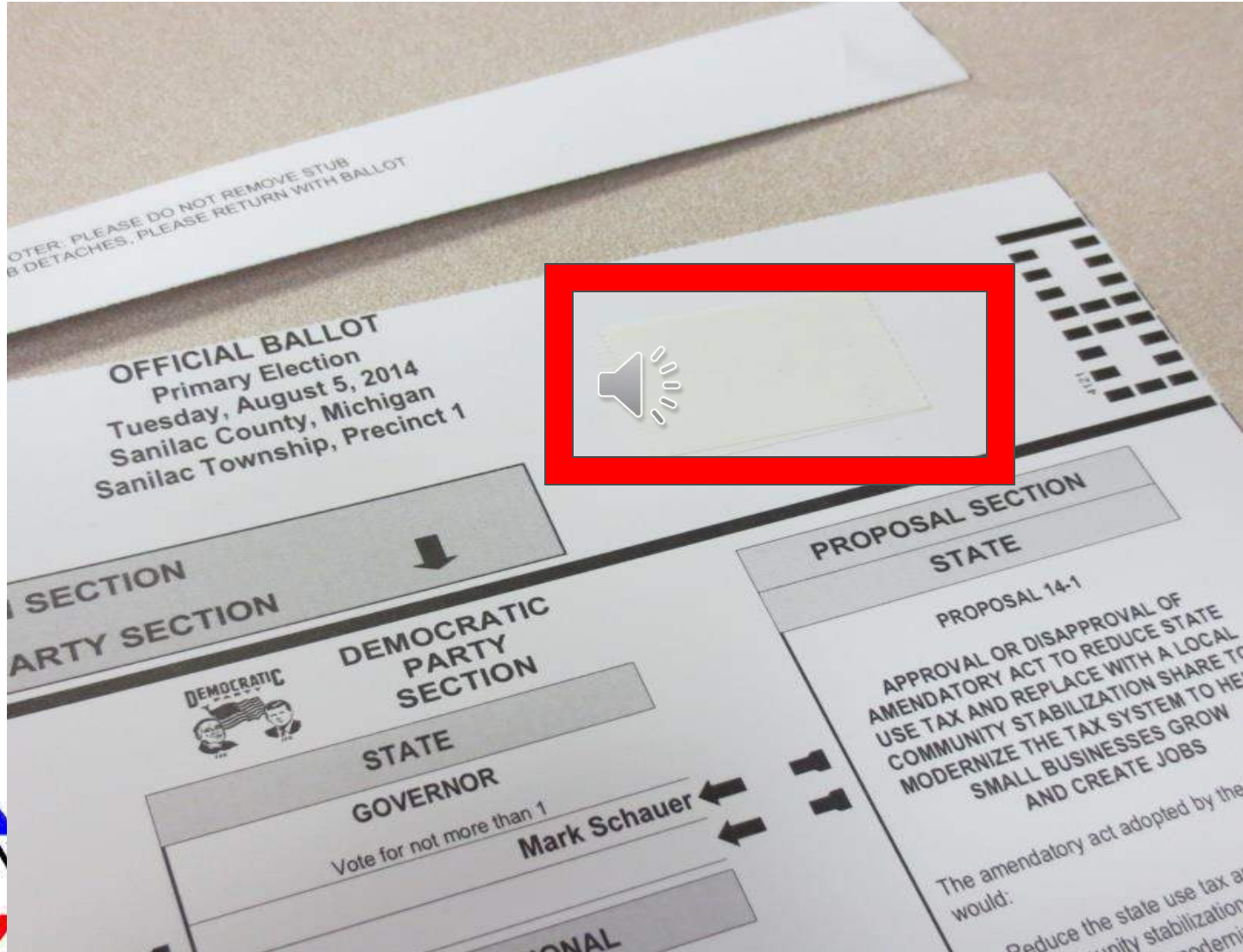


# Prepare Ballot for Later Retrieval Purposes, if necessary

**WRITE BALLOT # BELOW STUB AREA –  
NOT NEAR SECURITY MARKS**



# CONCEAL BALLOT NUMBER



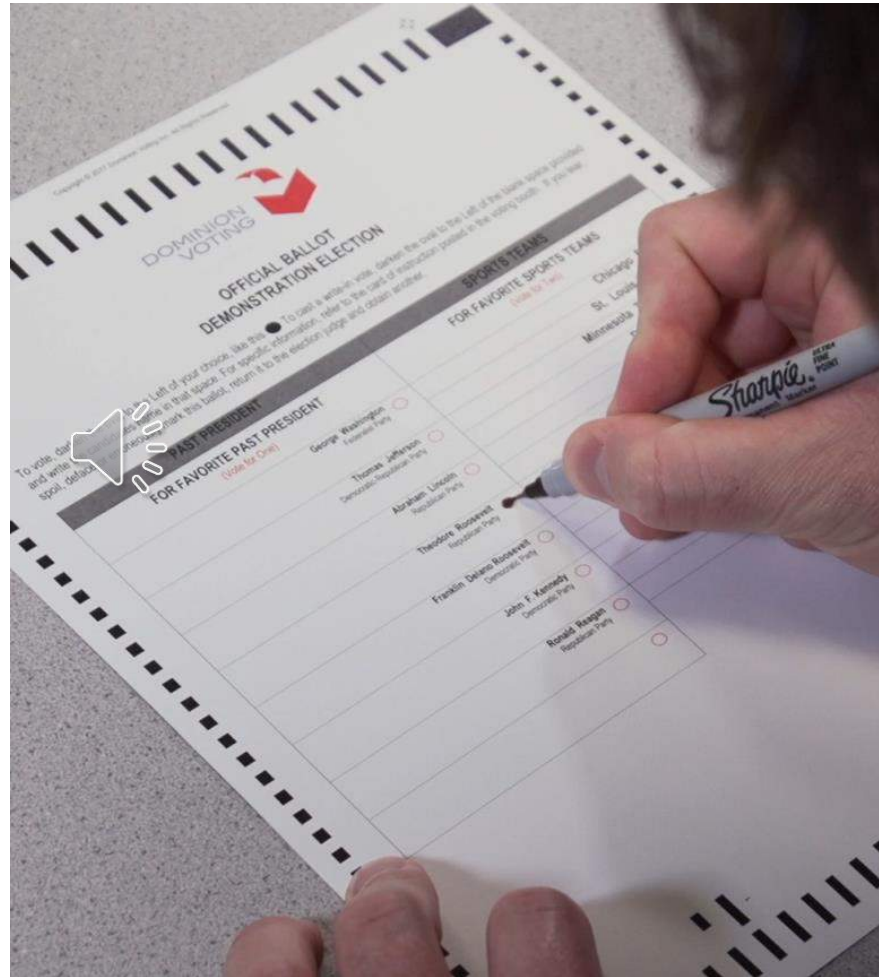
# BALLOT SECRECY

BALLOT MARKING  
INSTRUCTIONS ON  
SECRECY SLEEVE



# MARKING THE BALLOT

- Voters will fill in a oval next to their choice
- The oval doesn't have to be completely filled in
- The rest of the ballot will not be affected if the voter marks outside of the oval.
- Any blue or black ink is acceptable
- Use Optical Scan Marking Pens (Not Sharpies)
- The opposite side of the ballot will not be misread if marker bleeds through the ballot paper




# VOTER DEPOSITS BALLOT INTO ICP

## Secrecy Folder is Required






# ERROR MESSAGES

- CROSSVOTED: Voted both partisan offices.
- OVERVOTED: Voted for too many candidates than Vote for.
- BLANK BALLOT: ballot markings may not be in the target area.
- MISREAD BALLOT:  Try upside down or turn over ballot and if it does need read, spoil and re-issue ballot.
- “NEW” AMBIGUOUS MARK: One or more unclear marks were detected and the machine cannot determine voter’s intent.

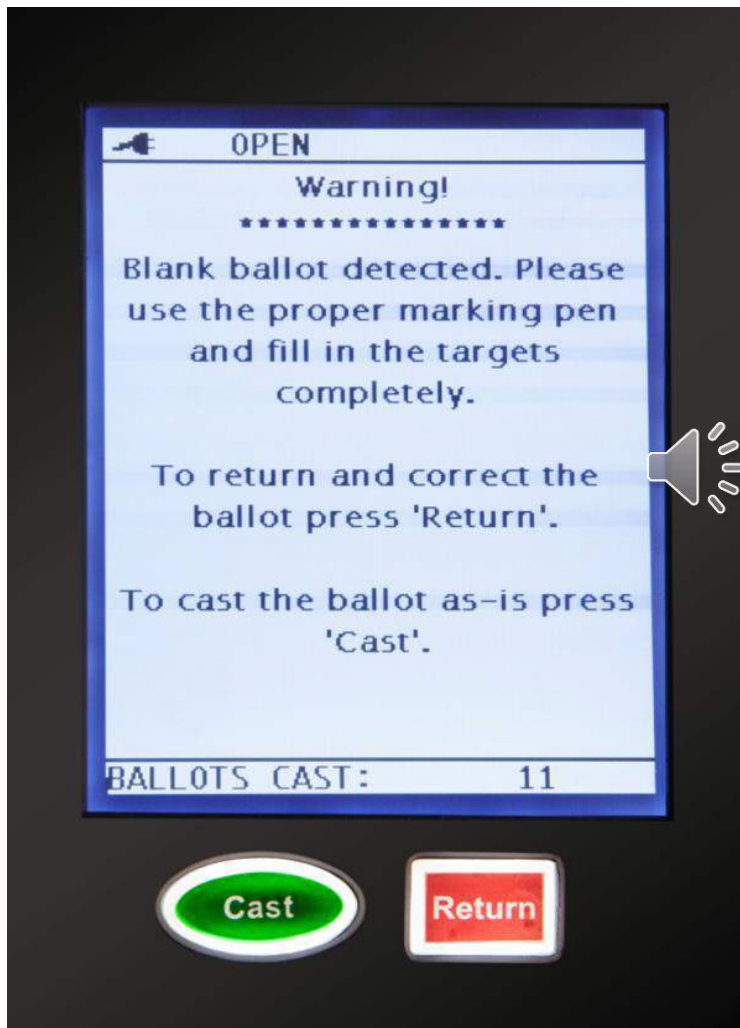


# READ SCRIPT

- 10 FOOT RULE  
OBSERVED
- INSPECTOR **NEVER**  
TOUCHES  A VOTED  
BALLOT



# BLANK BALLOT MESSAGE

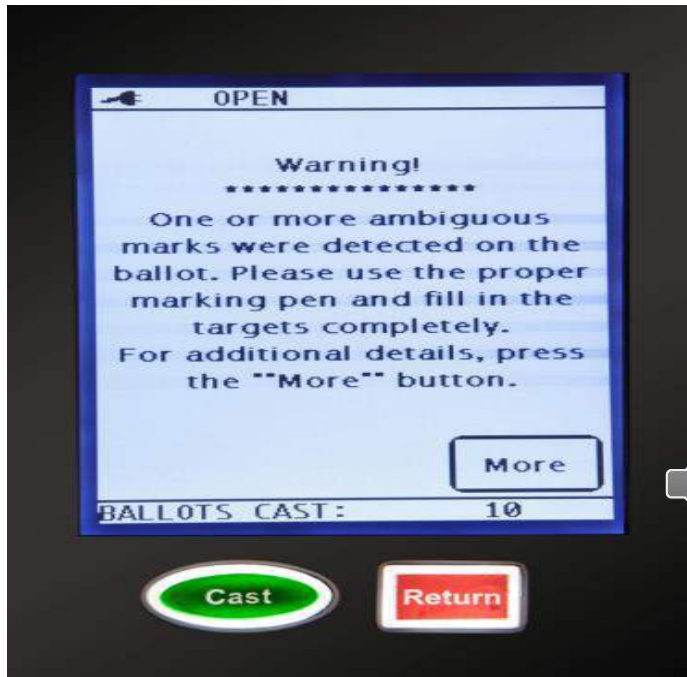


If there are no marks detected in any of the voting positions, the ballot will be considered to be blank.

- The voter may have incorrectly made their choice and not completed the bubble of their preference.
- The voter may have intentionally left their ballot blank, if this is their intention, they may select “CAST” to have their ballot counted, but no votes recorded.
- The **Voter** should either select “CAST” or “RETURN”, **NOT** the Pollworker.



# AMBIGUOUS MARK ERROR

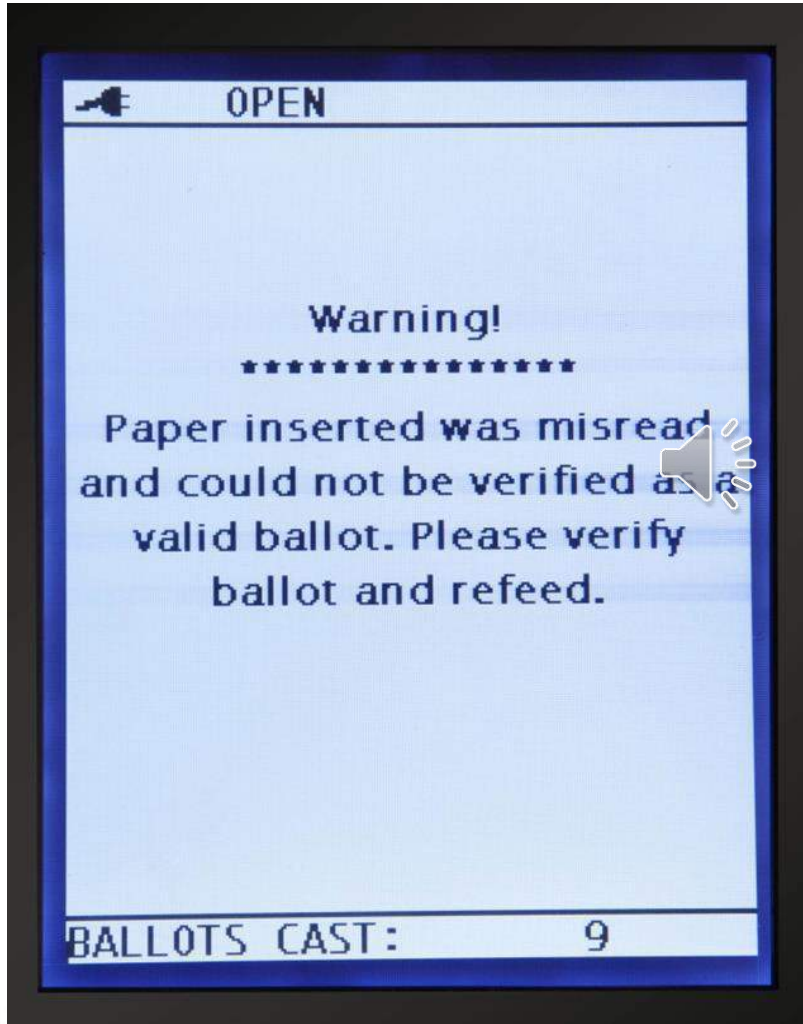


An “Ambiguous Marks” message could mean that the voter has not completely filled in their selection.

- The voter should take their ballot back to the voting booth to fully mark their choices.
- The ballot will **automatically return** to the voter.
- If the voter would like further details on their “Ambiguous Mark”, selecting “MORE” will let them know where this error has occurred.



# MISREAD ERROR



- If the ballot inserted was misread, have the voter try inserting their ballot again, in a different orientation
- If the voter has tampered with the security around the perimeter of the ballot, the tabulator will not accept this ballot
- Treat as Defective Ballot



# OUTCOME OF ERROR MESSAGE



© 2017 Dominion Voting Systems

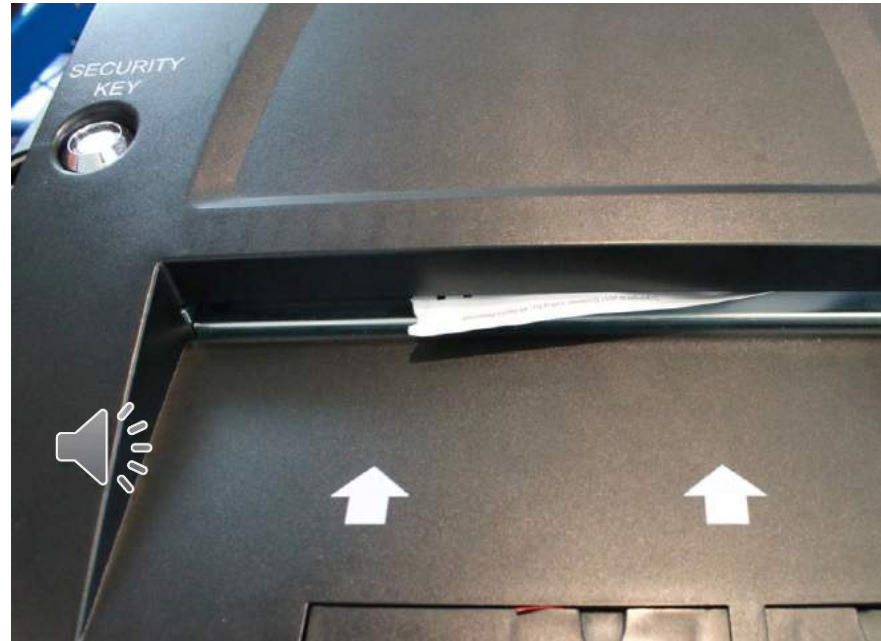
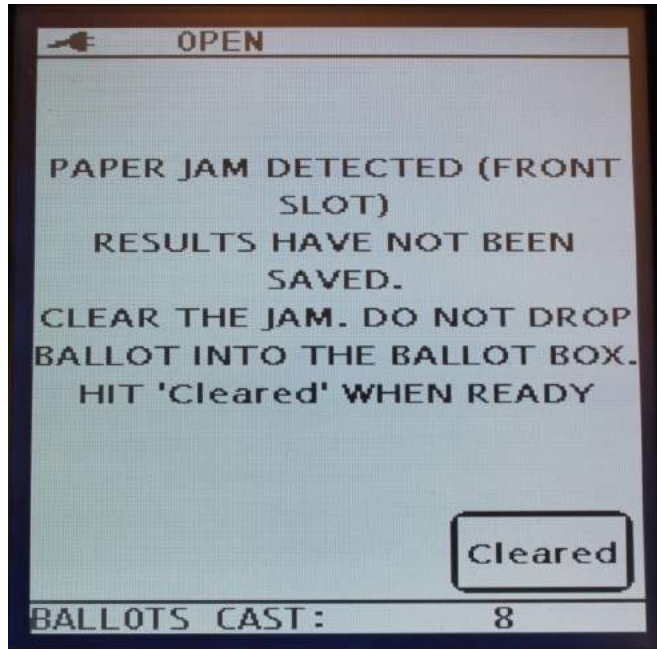


Cast

Return

**VOTER  
SELECTS**

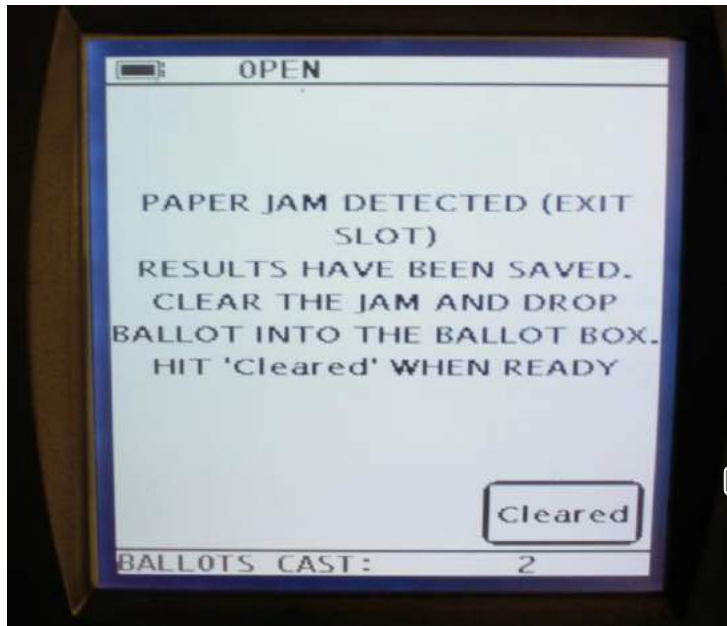
# BALLOT JAM – FRONT SLOT



- Read the message FIRST to determine if the ballot has been counted or not
- DO NOT ATTEMPT TO REMOVE A JAM UNTIL THIS MESSAGE IS UNDERSTOOD
  - Unlatch tabulator
  - Slide tabulator forward to reveal enough of the jammed ballot
  - Remove ballot and drop into the same bin it was originally depositing into
  - Select “Cleared”



# BALLOT JAMS – EXIT SLOT



Read the message **FIRST** to determine if the ballot has been counted or not

• **DO NOT ATTEMPT TO REMOVE A JAM UNTIL THIS MESSAGE IS UNDERSTOOD**

- Unlatch tabulator
- Slide tabulator forward to reveal enough of the jammed ballot
- Remove ballot and drop into the same bin it was originally depositing into
- Select "Cleared"



**MUST KNOW IF IT READ OR NOT?????????**



# SPOIL BALLOT

To spoil a ballot:

Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

1. Click Spoil a ballot
2. Click OK – the software will automatically enter the ballot number you are spoiling.
3. Click OK

After the ballot is spoiled, the regular ballot process must be used to issue a new ballot to the voter.

Issue a ballot

Regular ballot

Provisional (affidavit) ballot

Provisional (envelope) ballot

Challenged ballot

Other actions

Record an absentee ballot

1 Spoil a ballot

Reject a ballot

Undo

Undo

Unlock this voter with

Spoil a ballot

You are about to spoil a ballot for:

Mcqvf, Caitlin Lindsey 6/1/1985

The number of the ballot to be spoiled is: 00000001

2 OK Cancel

QVF Electronic Poll Book

Spoiling of ballot is complete. Please issue a new ballot.

3 OK

Once the process is complete, verify the recording was done properly by looking at the Voter Status screen and the List of Voters.

Regular Ballot [00000001] issued at the precinct. [Spoiled]

Regular Ballot [00000003] issued at the precinct.

VOTING STATUS: Voted in precinct using a regular ballot.

List of Voters

#	Assigned To	Ballot
1	Mcqvf, Caitlin Lindsey	00000004
		00000003
2	Mcqvf, Faith Lynn	00000002



# CORRECT MISTAKES

To correct a mistake:

1. Search for the voter, using the DLN/Name search box
2. Select the voter
3. Click Lock this voter record
4. Click Undo
5. Click Yes

The screenshot displays the QVF Electronic Pollbook application window. The main window is titled "QVF Electronic Pollbook" and shows the following details:

- Election:** 2/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP
- Precinct:** 00001

The interface is divided into three main sections:


- Voter Search:** A search box contains "MCQVF" and a "Search" button. Below it, a table lists voters in the precinct. The voter "Mcqvf, Jonathan Clark" with DOB 3/6/1954 is selected and highlighted in blue. A red arrow points to the search box (1) and another points to the selected voter (2).
- Voter Details:** Displays information for "MCQVF, JONATHAN CLARK". It includes Name, Address (306 E DAVIS ST, PAW PAW MI 49079), Gender (M), Polling Location (PAW PAW TOWNSHIP HAL, 114 N. GREMPS ST., PAW PAW MI 49079), DOB (3/6/1954), Precinct (00001), Ballot Style (00001), Reg. Date (3/6/2010), and Eff. Reg. Date (4/5/2010). A large button labeled "Lock this voter record" (3) is prominent. Below it, a warning message states: "If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter." A "General Remarks" button is also visible.
- List of Voters:** A table showing assigned ballots. The entry for "Mcqvf, Jonathan Clark" with ballot number 00000005 is highlighted in blue.

At the bottom of the window, a "Regular Ballot [00000005] issued at the precinct" message is visible. A context menu is open over the "Regular ballot" option, showing various actions: "Regular ballot", "Provisional (affidavit) ballot", "Provisional (envelope) ballot", "Challenged ballot", "Record an absentee ballot", "Spoil a ballot", and "Reject a ballot". A red arrow points to the "Undo" button (4) at the bottom of the screen, which is highlighted in yellow and has a tooltip that reads "Undo (issuance of ballot [00000005])".



# WHAT IS BENEFIT TO USING ICX?

1. Voter cannot **OVER-VOTE**
2. Voter cannot **CROSS-VOTE**
3. Voter is prompted if **BLANK BALLOT**

When Voter Card is inserted, it prompts Voter to Select Democratic – Republican – Non-Partisan and only those contests will be displayed.  Non-Partisan and Proposals are displayed after the partisan offices.

Saves Time, Frustration, Embarrassment & \$\$ not having to re-issue ballots to the same Voter, some multiple times.



**Some Jurisdictions have processed over 60% of their Voters thru in August 2018. Trends shows depending on Clerk'S promoting it's usage.**

# ISSUING ICX TOUCHSCREEN BALLOT

**Inspector MUST  
indicate which  
Precinct on  
Application to Vote  
– ICX Station will  
not have this info.**



**Complete Application to Vote according to Epollbook, Issue Numbered Stub Paper into Secrecy Sleeve and Direct Voter to the ICX Station. Must have type of ballot- if jurisdiction has multiple ballot styles.**



# POLL WORKER LOADS PRINTER INTO BYPASS TRAY

**MUST BE FACE UP AND STUB AT THE END**



# 2<sup>nd</sup> Keyword

- **“FACE UP”**
  - **Numbered Blank Ballot is placed on the manual tray of the ICX “Face Up”**



# ISSUING VOTER CARDS FOR ICX

Does Not Need to be Formatted – Good from Voter to Voter

**AVS Session** – To Use ADA Controllers / Headphones etc. –

**Regular Session** – Touchscreen Only



# SELECTION OF PROPER VOTER CARD

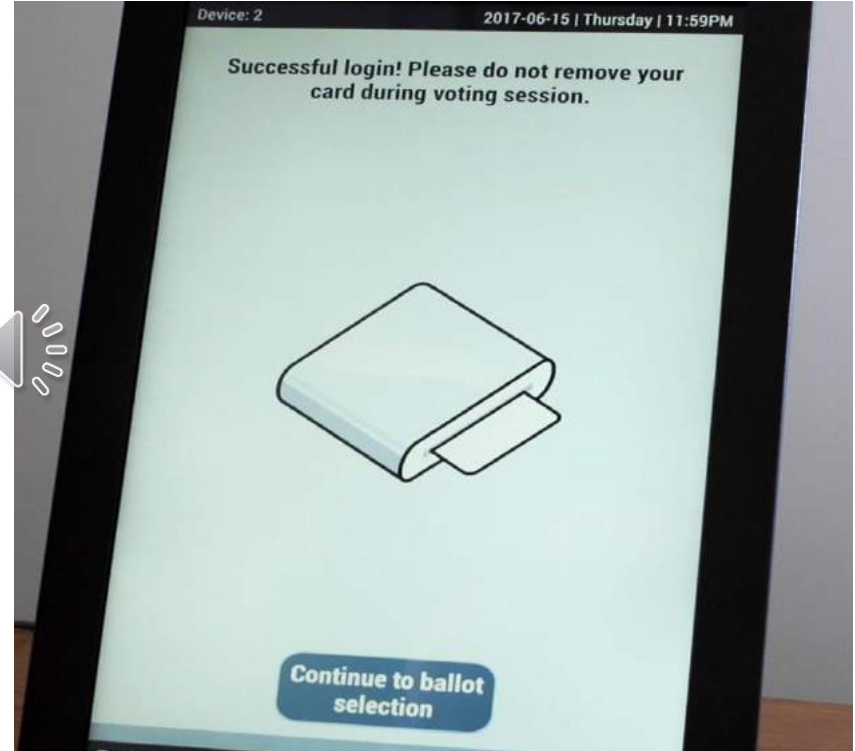
- Keep all cards behind the machine and voter's application will indicate what they should be issued, if applicable. Next, if Voter requires to use a Controller than Assessable Voter Card is used. If no device necessary, then Standard Voter Card is used.
- Please do not write on cards or put scotch tape on them.





# POLL WORKER INSERTS VOTER CARD INTO ICX

Poll Worker inserts Voter Card into slot and Voter proceeds with the Screen prompts.



# ATTACH ACCESSIBLE DEVICE

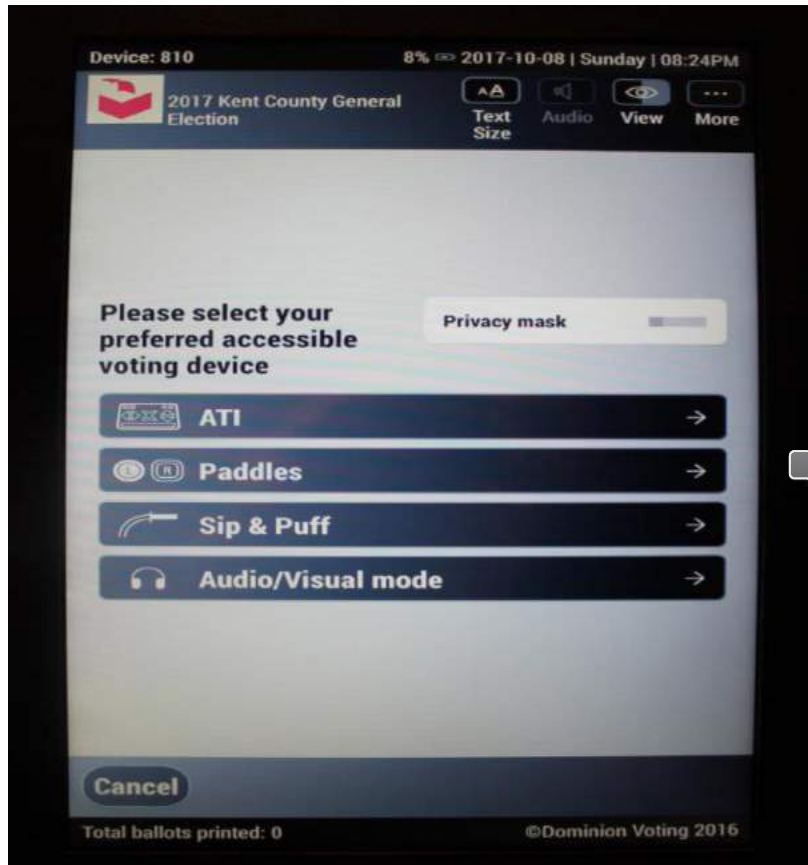


**Be sure to connect the ATI (Audile Tactile Interface) cable from the ICX device into the ATI**

**•The headphones will also need to be inserted into the back of the ATI device. UNPLUG IF VOTER DOES NOT NEED, IT READS CHOICES.**



# SELECT ACCESSIBLE DEVICE

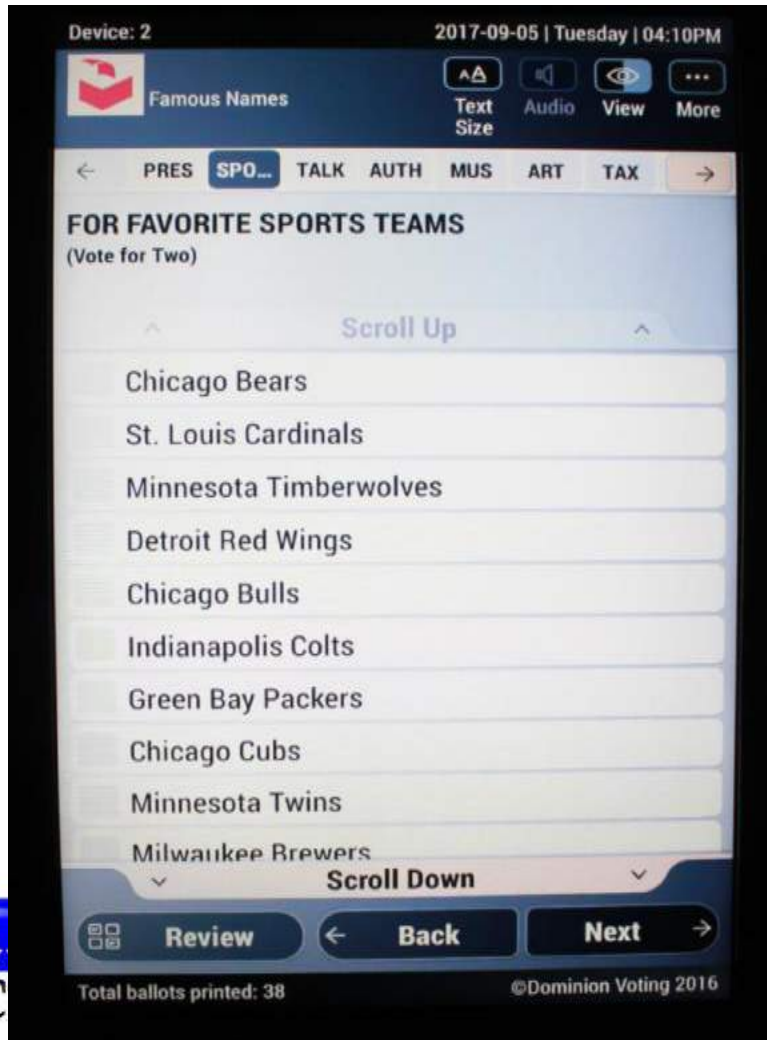


When Voter Card is inserted, an option needs to be selected.

- From here the voter is ready to begin using the ATI device.
- The voter will follow the audio prompts to navigate and complete their ballot.



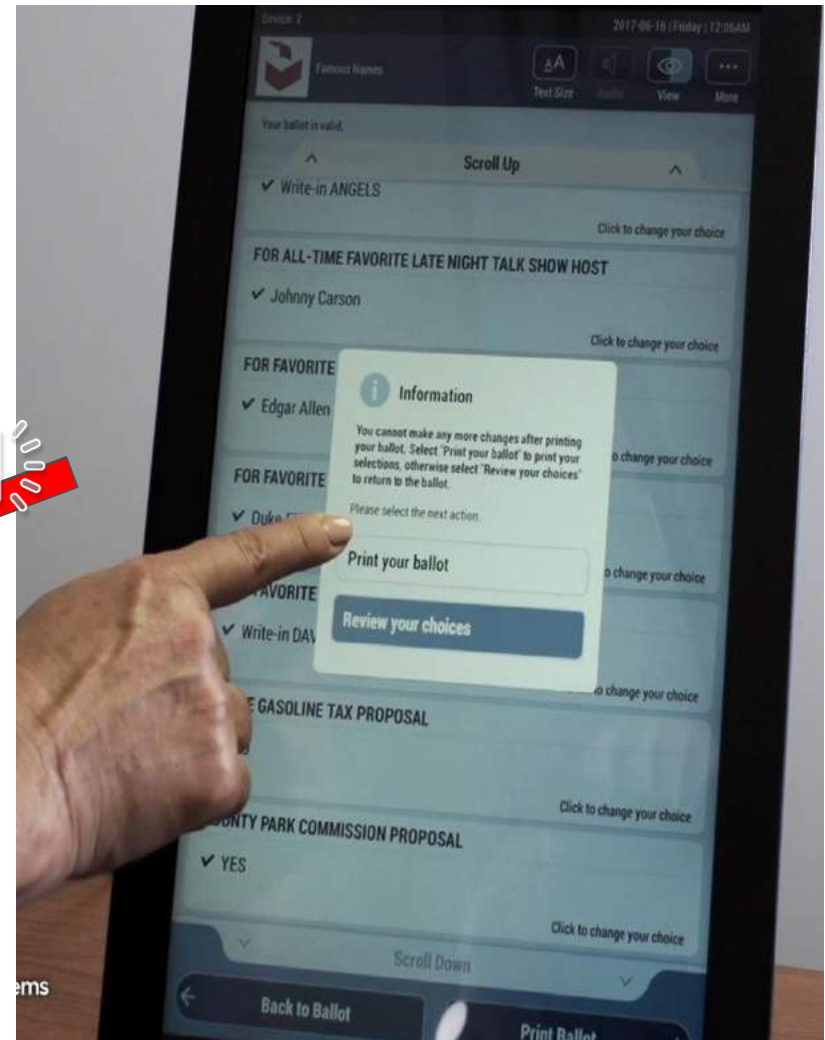
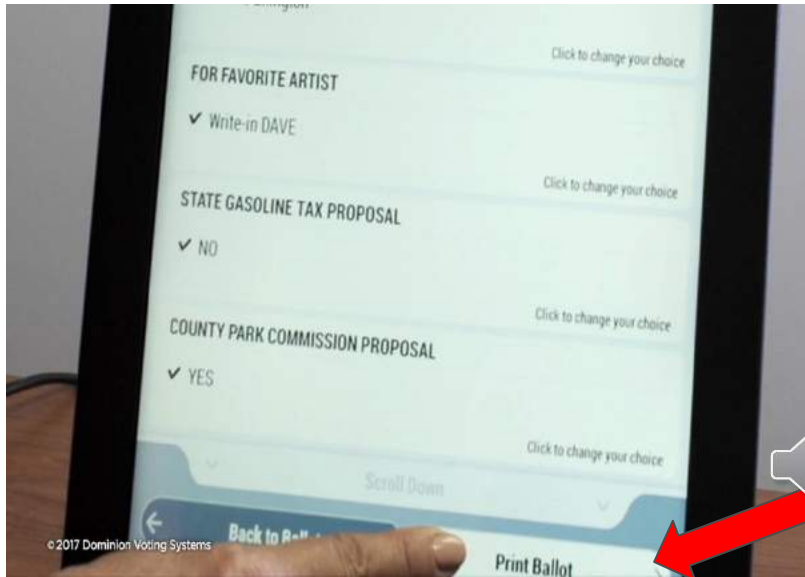
# VOTER PROCEEDS VOTING



- The voter will make their choices by pressing the preferred candidate
- Once the “Vote For” number is satisfied, all other candidate options become unavailable
- If a change is needed, the voter will deselect their choice, then select their new preference
- The ballot can be navigated by selecting the “Next”, “Back” or the “Review” option at anytime
- Have the voter make their selections by following prompts on the ICX. Once the voter is finished voting in a particular race, they should hit next. Continue voting and selecting next till the end of the ballot is reached.



# PRINTING ICX BALLOT



After reviewing the ballot, the voter may select races to re-visit and change or the “Cast Your Ballot” option to commit their choices to paper

- Once the “Cast Your Ballot” option has been selected, another chance to review the ballot will be given before the voter selects “Cast Your Ballot”



# PRINT THE ICX BALLOT



The ballot will print and remain face-down for the voter to retrieve

- The voter has one more chance to review their choices before casting their ballot
- The ballot will then be placed in a **Secrecy Sleeve** and inserted into the ImageCast Precinct (ICP) tabulator



# DEPOSIT BALLOT INTO ICP



- **The printed ICX ballot # should be reviewed to Application to Vote , Inspector will remove stub, then Voter places into the tabulator.**



# Processing Absentee Ballots

- Determine legality of the ballot
  - Outside Envelope Completed
- Remove ballot from envelope
  - If not in Secrecy Sleeve – Provide one.
- Lookup Voter in EPB
- Verify Ballot number with issued number
  - If Ballots were switched in household, prepare as Challenged Ballot and process
- Process Voter in EPB, number will be populated
- Complete Application to Vote / EI Initial
- Process should be done in multiples
- Remove stub and place in tabulator





# DUAL EPOLLBOOKS FOR AV's

- The State has a utility to run “Dual” epollbooks for processing absentee ballots.
- Two laptops are connected and the main epollbook is where all the data is written to and is backup throughout the day.
- Highly recommend this procedure to have absentee ballots processed throughout the entire day.



# OPEN AV BALLOT ENVELOPES TROUBLESHOOTING

## Stub Missing

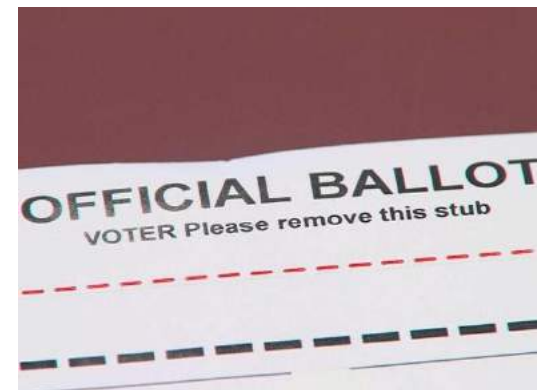
Prepare the ballot as a Challenged Ballot

## Stub Does Not Match

Research: Possible two ballots were placed in wrong envelopes — make remarks in poll book and process normally  
Same Household?  
If no reason, prepare as a Challenged Ballot.

## Stub Detached

Continue processing if the numbers match.  
Prepare as Challenged Ballot.



# OPEN AV BALLOT ENVELOPES TROUBLESHOOTING

## No Ballot

- Note the missing ballot on the Remarks page (do not use Voter's name).
- Include in Ballot Summary.

## Two Ballots

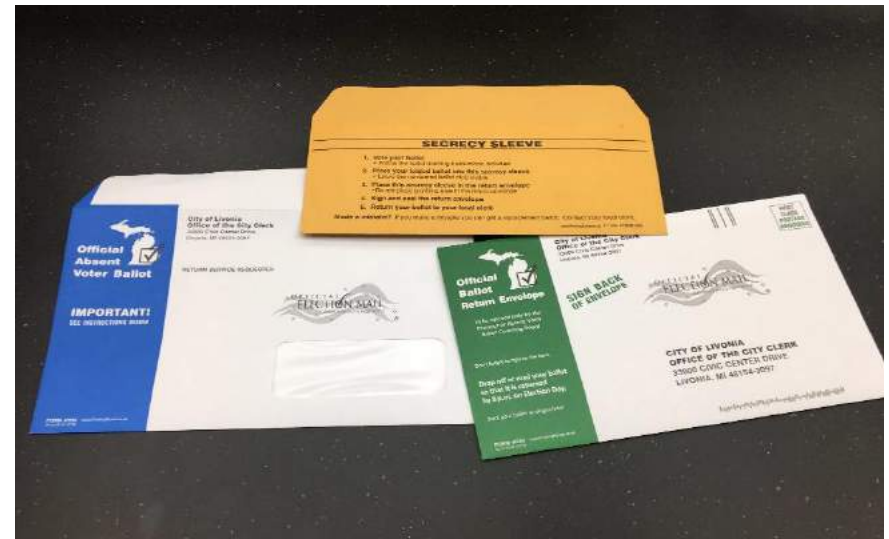
- Determine cause.
- Document in Pollbook.
- If two signatures, verify both.
- Contact Clerk to accept or reject.

## Damaged

- Must be duplicated, place in auxiliary bin for duplication after 8:00 p.m.

## No Secrecy Env.

- Place ballot in extra secrecy sleeve, as to not expose the voted ballot.



# RECORDING AV BALLOT

## To record an absentee ballot:

Pull the absent voter's record up in the EPB software, lock it in if necessary and:

1. Click Record an absentee ballot
2. Verify ballot number (enter if not auto filled) is the same as assigned - Click OK

The screenshot shows the 'Issue a ballot' window with the following options:

- Regular ballot
- Provisional (affidavit) ballot
- Provisional (envelope) ballot
- Challenged ballot

Other actions:

- 1 Record an absentee ballot (highlighted with a red arrow)
- Spoil a ballot
- Reject a ballot

Buttons: Undo, Undo (Nothing to Undo), and a warning: X Unlock this voter without performing any action.

A confirmation dialog box titled 'Issue a ballot' is shown, containing:

**You are about to record an Absentee Ballot for:**

Mcqvf, Barbara Elise 2/8/1942

This ballot number will be assigned: 00000028

Buttons: 2 OK, X Cancel

Once the process is complete, verify the recording was done properly by looking for AV next to the voter's name, the Voter Status screen and the List of Voters.

	Voter Name	DOB
?	Mcqvf, Alexander Jon	12/11/1928
AV	Mcqvf, Barbara Elise	2/8/1942
REG	Mcqvf, Caitlin Lindsey	6/1/1985

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.  
Absentee Ballot [00000028] recorded at the precinct.  
VOTING STATUS: Voted using an Absentee ballot.



# REJECTED ABSENTEE BALLOTS

- Any message: Cross-voted, Over-Voted, Blank Ballot, etc. Place in Auxiliary Bin for Duplication.
- Duplication Occurs **AFTER** Polls Close.
- Do not stand there and review the ballot, just pull out of the tabulator and put in Auxiliary Bin until polls close.



# CURBSIDE VOTING

- All assistance recorded in Remarks Section - indicate the two inspectors who helped.
- Refer voter to use ICX, if interested. Unless unable to come in to the polls.

**Curbside voting – Available with 2 inspectors delivering ballot and application to voter. Voter must complete application, photo ID verification, and vote the ballot.**



# REMARKS

## Remarks

Any time a correction is made, a remark should be entered. In addition, remarks should be made throughout the day to document events that happened in the polling place that are significant. Providing this information aids the Clerk in understanding what took place throughout the day. There are two types of remarks. Be sure to use the correct type based on the comment you need to make.

### To enter a General Remark:

1. Click File (or the *General Remarks* button and skip to step 3)
2. Click Remarks
3. Click New
4. Enter Remark, the EPB automatically records the date and time of the entry, however, adding the time is recommended as the EPB is not always available for remark entry at the time the event took place.
5. Click OK
6. Click Close

**THIS VOTER RECORD**

*Once a remark is entered for a voter, then you cannot perform any actions for this voter. It will be recorded for this voter.*

General Remarks

1 File Edit Reports Sys Admin Help  
2 Un-issued Defective Ballots F3  
Remarks F4  
Save History  
Backup  
Restore  
Options  
Print Setup  
Logout  
Exit

Remarks  
Use this screen to record any general remarks. Close

Date/Time	User	Remarks

3 New

4 At 4:35 - informed campaigners they must be 100 foot from the entrance to the polling location]

5 OK Cancel

6 Close

15 / 30



# Update Ballot Summary

- In Epollbook under Reports – Ballot Summary – Update the ballots issued to the Precinct. Update if Clerk issues additional quantities.
- Election Workers are only responsible for the ballots issued at the Polls –
- **DO NOT** INCLUDE THE NUMBER OF BALLOTS ISSUED FOR ABSENTEE PROCESSING (this will throw #'s off)
- If Clerk issued 25 ballots for processing av's then at the polls the beginning number would be **26** – to the end number of the pack.





# HOURLY AUDIT – MUST REMAIN IN BALANCE

\*The Precinct **MUST** remain in balance throughout Election Day.  
**IMPORTANT** – Track every 30 to 60 minutes – Note in Remarks

APPLICATION TO VOTE - POLL LIST

Please identify the requirement. All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of photo identification before casting a vote unless a voter is unable to show photo identification can vote after signing an affidavit attesting that the voter is a registered and qualified elector in this precinct, and hereby make application to vote at this election.

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

YES  NO

Print Name: Jane D. Doe

Date of Birth: 4-21-55

Residence Address: 60 W. Sanilac

FOR INSPECTOR USE ONLY

Approved by (Use by):

Date of Election: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

List of Voters

NAME	STATUS
JANE D. DOE	REGISTERED

Total: 1

JOHN SMITH



Applications  
to Vote



List of  
Voters in  
EPB



Ballots Cast on  
ICP



Ballots in  
Voting  
Stations

**3 AREAS NEED TO MATCH**



Exception: Might Need to add Provisional Ballots if processed any.


# CHECKING & EMPTYING BINS

- ICP Can hold 3,000 ballots in Main Compartment and 300 in Write-In Bin.
- Document emptying out and seal placed on bag in the Remarks Section in the epollbook. If have to be repeated, place seal that was cut off the bag in with the ballots.



# Campaigning at Polls



- 100-Foot Restriction from all entrances
- Vehicles displaying signs also 100 feet 
- Ask voters to remove button and cover clothing that displays campaigning
- Check voting booths periodically




# Poll Watchers

- Any person interested in observing
- Does not have to be registered to vote
- Cannot challenge
- May **not** be behind Election Inspector tables
- Must remain in “Public Area”
- May view pollbook at Chair’s discretion



# Challengers

- Appointed by political party
- Two allowed per party
- May challenge voter's right to vote
- May challenge if proper procedure being followed 
- Must carry credentials issued by party
- May be expelled for being disorderly
- May be behind election inspector tables
- Must be registered in Michigan
- May view pollbook



# VOTER BRINGS IN ABSENTEE BALLOT

Voter may bring in an absentee ballot for 3 reasons:

(1). **Voted and want to turn it in** – CANNOT ACCEPT – DIRECT TO THEM TO THE LOCAL CLERK.

(2). **Voter did not realize the polls were open and does not wish to vote absentee.** They can surrender ballot and be issued a ballot and vote at the polls as long as ballot has not been returned to Local Clerk and indicates in EPB.

(3). **Voter knows they spoiled their ballot and didn't send it in.** They can surrender the ballot and may be issued new ballot to vote at the polls.



# AFFIDAVIT OF LOST OR SURRENDERED BALLOT

## AFFIDAVIT OF ABSENT VOTER

I, \_\_\_\_\_ affirm that I am a resident of \_\_\_\_\_, Michigan, and I  
reside \_\_\_\_\_ at \_\_\_\_\_  
(City or Township,) (Street Address)

I further affirm that I submitted an application for an absent voter ballot for this election to the  
\_\_\_\_\_ Clerk.  
(City or Township)

And that:

- I did not receive the absent voter ballot that I applied for
- I lost or destroyed the absent voter ballot I received.

I desire to vote in person.

By signing this affidavit, I swear that the statements made above are true.

**Signature of Elector:** \_\_\_\_\_

### To be completed by Election Inspector

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020  
I certify that the elector named above has completed the above in my presence and is eligible to vote.

\_\_\_\_\_  
Signature of Election Inspector

**Note to Inspector:** This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. You **MUST** call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let the clerk know the voter will be voting in person at the polling location.

**Return this form in Local Clerk Envelope**



# Close of Polls

- 8:00 p.m. announce that Polls are Closed.
- Contact your Local Clerk to verify all AV Ballots have been delivered before closing polls on tabulator.
- Leave all doors unlocked.
- Voters standing in line must be allowed to vote.



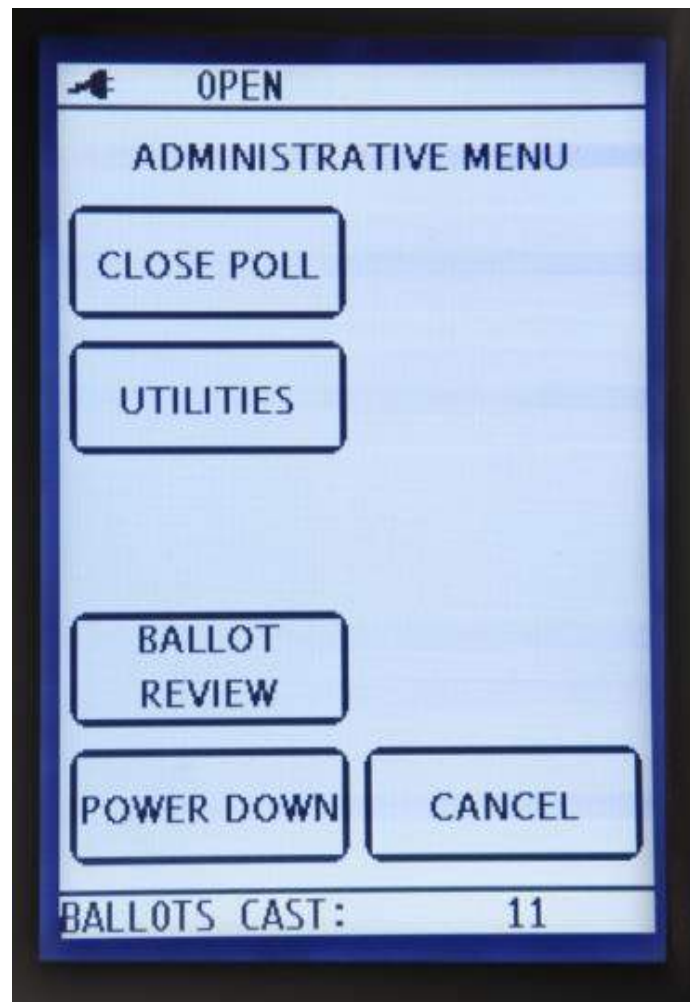


# CLOSING POLLS ON ICP



After ALL ballots have been tabulated, apply the Security Key to the Security Dock

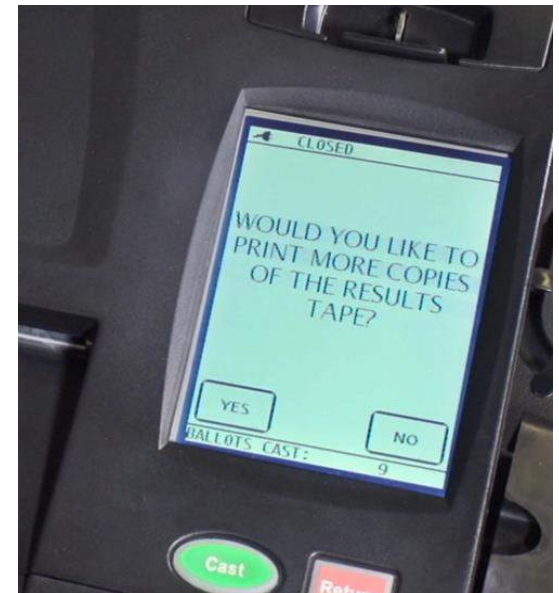
- Select the “CLOSE POLL” Option and enter the same password used to open the poll



**DO NOT ZERO OUT – ONLY 1 PASSCODE NEEDED – SAME AS WHEN OPENED POLLS**

# PRINT RESULTS TAPE

- Print a minimum of 3 copies of the Totals Tape. All Election Inspectors on the Closing Team must sign the Tapes and Statement of Votes (SOV).
  - 1) Attached to of SOV – Place in Local Clerk Envelope.
  - 2) Attached to of SOV – Place in Canvasser's Envelope.
  - 3) Attached to SOV and is retained in Poll Book



# REMOVE BALLOTS FROM GENERAL BIN



© 2017 Dominion Voting Systems



**Before accessing the Write-in bin, empty the regular ballots out of the General Bin**


# REMOVE WRITE-IN BALLOTS

**Remove Regular Ballots First – BEFORE Opening Write-in Door**



**Collect all ballots from Write-in bin and tally qualified write-in choices.**

# Write-Ins

- Write-ins only are valid if a Declaration of Intent has been filed.
- IF YOU HAD VOTER FILE DECLARATION OF INTENT FOR PRECINCT DELEGATE, PLEASE PLACE FORM IN **COUNTY CLERK ENVELOPE.**
- After close of polls,  empty out write-in bin.
- Write-ins should be recorded exactly as cast. Tally sheet in back of Poll Book.
- Write-ins must be for office and party as filed on the Declaration of Intent to count.
- Review Invalid write-in procedures.



# WRITE IN TALLY SHEET

DECLARED WRITE-IN CANDIDATES ONLY <small>(DO NOT TALLY PRECINCT DELEGATE WRITE-IN CANDIDATES IN THIS SECTION, REFER TO DELEGATE STATEMENT)</small>			TALLY OF VOTES																TOTAL VOTES				
CANDIDATE'S NAME	OFFICE	PARTY	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	
James Webster	Twp. Clerk	Rep.																					12
Jim Webster	Twp. Clerk	Rep.																					3
J Webster	Twp. Clerk	Rep.																					1
Jimmy Webster	Twp. Clerk	Rep.																					1
Sarah Smith	Twp. Treasurer	Dem.																					9
Sara Smyth	Twp. Treasurer	Dem.																					1
S. Smith	Twp. Treasurer	Dem.																					1

WARD/PRECINCT: 1 JURISDICTION: MERIDIAN TWP

**1** DECLARED WRITE-IN CANDIDATE INFORMATION  
(Enter write-in candidate information and transfer total write-in votes from tally page.)

DECLARED WRITE-IN CANDIDATES <small>(Please record the office together)</small>	TOTAL WRITE-IN VOTES
Name <u>James Webster</u> Office <u>Twp. Clerk</u> Party <u>Rep.</u>	12
Name <u>Jim Webster</u> Office <u>Twp. Clerk</u> Party <u>Rep.</u>	3
Name <u>J Webster</u> Office <u>Twp. Clerk</u> Party <u>Rep.</u>	1
Name <u>Jimmy Webster</u> Office <u>Twp. Clerk</u> Party <u>Rep.</u>	1
Name <u>Sarah Smith</u> Office <u>Twp. Treasurer</u> Party <u>Dem.</u>	9
Name <u>Sara Smyth</u> Office <u>Twp. Treasurer</u> Party <u>Dem.</u>	1
Name <u>S. Smith</u> Office <u>Twp. Treasurer</u> Party <u>Dem.</u>	1



# CHECK AUXILIARY BIN



**Unlock the Auxiliary bin and verify if there are absentee ballots that need to be reviewed and duplicated.**



# BALLOTS IN AUXILIARY BIN – MAY NEED DUPLICATING

Remove ballots from Auxiliary Bin and examine the Votes to determine why the Tabulator rejected it by Two Inspectors. Sort by Cross-Vote, Over-Vote, Blank and Undetermined Error.

**Cross-Vote**: Voter clearly marked both Democratic and Republican columns, then re-feed in tabulator and hit Cast. All partisan votes are lost, but votes for Non-Partisan and Proposals will count, no need to duplicate, the machine will read the good votes.

Defined in State's Testing: *Split Ticket (primary election ballot only)-  
-vote for candidates of more than one political party. No partisan  
section votes will be counted.*



Proceed with Duplicating other error ballots, if necessary, or re-cast and hit “Cast”.



# DUPLICATING BALLOTS

Trained Team of Two –  
Different Major Parties

Duplication performed  
using the Reader/Checker  
method

Use Validity Standards



(Next Slide)

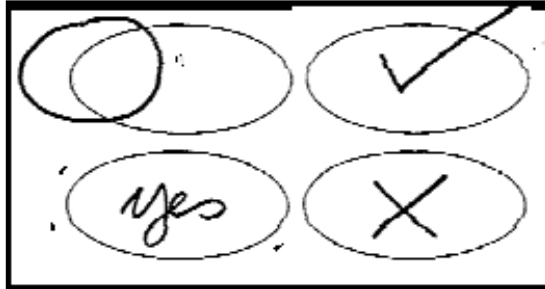
All Emailed/MOVE Ballots

Must include a signed  
signature certificate to  
be valid – if none,  
ballot is Rejected.

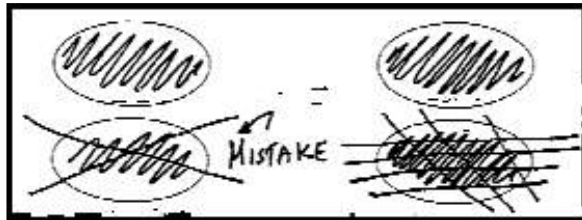


# State's Standards for Validity Markings

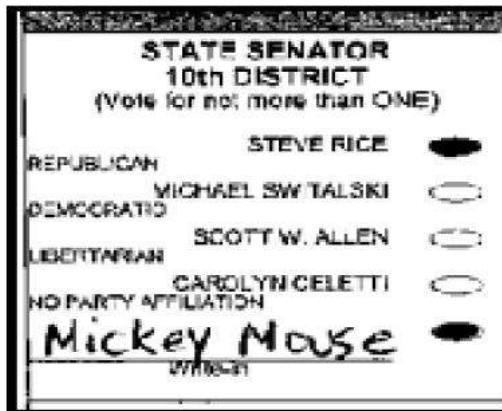
## Valid markings (Inside Target)



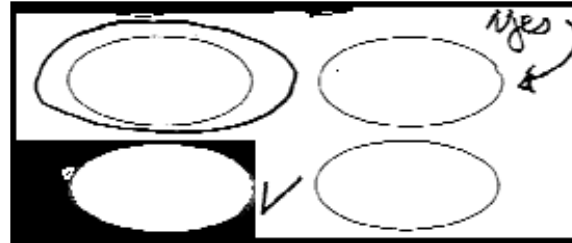
### Mistake - Intent



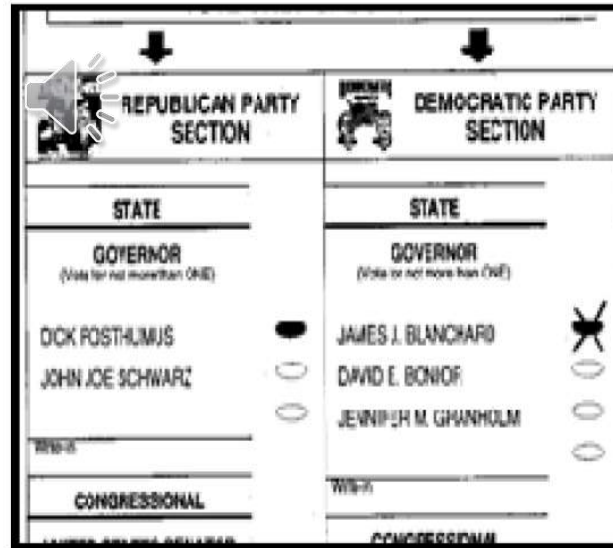
### False Over-vote by Write-in



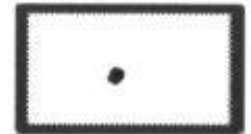
## Invalid markings (Outside)



### False Cross-vote by Correction



## Stray Mark – Pen Drop



**BALLOTS TO BE DUPLICATED**



# Duplication Procedure

- Must be done after Closing the Polls
- Write “Dup 1” on an unused ballot
- Write “Orig 1” on the voted ballot
- Use Reader/Checker method to copy
- Place “Dup 1” in tabulator
- Place “Orig 1” in Original Ballot Envelope
- Place on the top of Official Ballots after running them thru the tabulator. (Post election audits)



# BALLOT SUMMARY

## Ballot Summary

The **Ballot Summary** documents the total number of ballots assigned to the precinct and how each ballot was used. Throughout the day, the EPB software tracks spoiled (F), rejected (G) and Provisional “envelope” (I) ballots. The remaining ballot types must be inputted by the user and the EPB software will calculate and balance the **Ballot Summary**.

### To complete the Ballot

1. Click Reports
2. Click Ballot Summary

### Enter the Number of ballots delivered to precinct for each ballot style:

3. (A) Enter the Starting number and the Ending number of the first ballot style. If using more than one ballot style, tab to create a new line and repeat the process until all styles are listed. The Count will be calculated automatically.
4. (B) Enter the Number of AV return envelopes received by board, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.

### Enter the Number of ballots at close of polls:

### Summary:

The screenshot shows the 'Ballot Summary Report' window. At the top, a menu bar includes 'Reports', 'Sys Admin', and 'Help'. A dropdown menu is open under 'Reports', with 'Ballot Summary' selected and highlighted by a red circle with the number 2. A red circle with the number 1 is next to the 'Reports' menu item. The main area of the report is titled 'NUMBER OF BALLOTS DELIVERED TO PRECINCT:'. It features a table with columns for 'Style', 'Starting No.', 'Ending No.', and 'Count', along with a 'Delete' button. The first row contains the values '00000101', '00000300', and '200'. A red circle with the number 3 is next to this row. Below the table, a 'Total =' field shows the value '200'. Below that, field 'B. Number of AV return envelopes received by board' has the value '2', with a red circle and number 4 next to it. A 'C. Total' field shows '202'. The section is followed by 'NUMBER OF BALLOTS AT CLOSE OF POLLS:'. Field 'D. Number of ballots tabulated (Enter Tabulator Public Counter reading)' has the value '15', with a red circle and number 5 next to it. Field 'E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason' has the value '0', with a red circle and number 6 next to it. Field 'F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)' has the value '2'. Field 'G. Number of ballots rejected' has the value '0'. Field 'H. Number of ballots used by election inspectors for ballot duplication' has the value '0', with a red circle and number 7 next to it. At the bottom, a field for 'I. Number of Provisional "envelope" ballots' has the value '1'. A navigation bar at the very bottom shows '21 / 30' and various icons.

# RECORDING # OF AV BALLOTS

Ballot Summary Report

**NUMBER OF BALLOTS DELIVERED TO PRECINCT:**

A. Number of unvoted ballots delivered to precinct

State	Party	Starting No.	Ending No.	Count

Total =

B. Number of AV return envelopes received by board

C. Total

**NUMBER OF BALLOTS AT CLOSE OF POLLS:**

D. Number of ballots tabulated (Enter Tabulator Pulse Counter reading)

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)

G. Number of ballots rejected

H. Number of ballots used by election inspectors for ballot duplication

I. Number of provisional envelope ballots issued

J. Number of UNVOTED BALLOTS



**If added in Section ‘A’ will not balance. Only # of Ballots delivered to the Precinct for the Inspectors to Issue.**

**Absentee Ballots are accounted for in ‘B’ only.**



# PRECINCT DELEGATES REPORT

No longer required by Election Inspectors, but now is required by the County Clerk to complete and certify election.

Declaration of Intent to Write-In – PLEASE PLACE IN COUNTY CLERK’S ENVELOPE, if applicable.



# COMPLETING POLL BOOK

- STATEMENT OF VOTES
- PRINTING REPORTS FROM EPB
- HOLE PUNCH - PRINTOUTS AND BUILD BOOK



# NEW STATEMENT OF VOTES

## New Checklist For Section #1 Election Inspectors' Completion Certificate



Statement of Votes -

JURISDICTION: \_\_\_\_\_ PRECINCT#: \_\_\_\_\_

### 1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

- After the Polls closed, we completed the following:
- Recorded the **number of ballots tabulated** according to the public counter of the tabulator as: \_\_\_\_\_
  - Sealed all provisional **envelope** ballots for delivery to the Clerk, and recorded the number as: \_\_\_\_\_
  - Recorded the **number of voters** according to the List of Voters (including AV List if used) as: \_\_\_\_\_
  - Verified the **number of ballots tabulated plus provisional envelope ballots equals the number of voters** and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the **Remarks section**.  Yes  N/A
  - Completed and balanced the **Ballot Summary Report**. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the **Remarks Section**.  Yes  N/A
  - Recorded all formal **challenges** made in the precinct, if any, on the Challenged Page.
  - Tabulated all valid **absent voter** ballots (if processed in the precinct).
  - Duplicated and tabulated ballots requiring **duplication**, if any.
  - Talled all **valid write-in votes**, if any, and recorded the totals on the Write-in Statement of Votes.
  - Attached a **signed tabulator total tape** to all three copies of this page.

✓ EACH BOX

### 2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, Voter Assist Terminal (VAT) ballots, Spoiled and Original ballot envelopes, but **not** the provisional ballot storage envelope, were properly sealed into an approved **Ballot Storage Container** by affixing seal(s):

No. \_\_\_\_\_ No. \_\_\_\_\_ No. \_\_\_\_\_

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved **Transfer Container** by affixing seal:

No. \_\_\_\_\_

**X**  
Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**.

**X**  
Signature of Election Inspector who sealed/verified the **Ballot Storage Container** and the **Transfer Container**.

### 3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE (Make a note on the Remarks page if an inspector left before the polls closed.)

Signature	Phone	Signature	Phone
X _____	_____	X _____	_____
X _____	_____	X _____	_____
X _____	_____	X _____	_____
X _____	_____	X _____	_____
X _____	_____	X _____	_____
X _____	_____	X _____	_____

RED - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS



# LIST OF VOTERS

Updated as of 7.7.2015

## List of Voters

The **List of Voters** is created by the EPB Software and must be saved to the encrypted flash drive. If your precinct has the ability to print, the **List of Voters** should be printed as well. Use the triangle buttons next to the page number, to view the report. Remember to view the number of voters in order to record that number in the paper binder pollbook.

1 Reports Sys Admin Help

2 List of Voters

3

Report Preview [List of Voters]

2/26/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP  
PRECINCT 00001

### LIST OF VOTERS

#	Voter Name	Ballots	Remarks
1	Mcqvf, Caitlin Lindsey	00000004 00000003	Spoiled
2	Mcqvf, Faith Lynn	00000002	
3	Mcqvf, Adrian Louise	00000004	Affidavit
4	Mcqvf, Barbara Elise	00000028	Absentee Ballot
5	Mcqvf, Martha Carol	00000005	Challenged
6	Mcqvf,		

Save As

Computer > PrivacyZone (F:) > ElectionDate

Search ElectionDate

Organize New folder

Name	Date modified	Type
Ballot Summary	1/24/2012 9:49 AM	PDF Complete Do...

23 / 30

Music

Pictures

To save the List of Voters:

1. Click Reports

2. Click List of Voters

3. Click the .pdf button in the upper left hand corner of the screen.

4. The [ElectionDate] folder selected for the Ballot Summary should automatically




# REMARKS REPORT

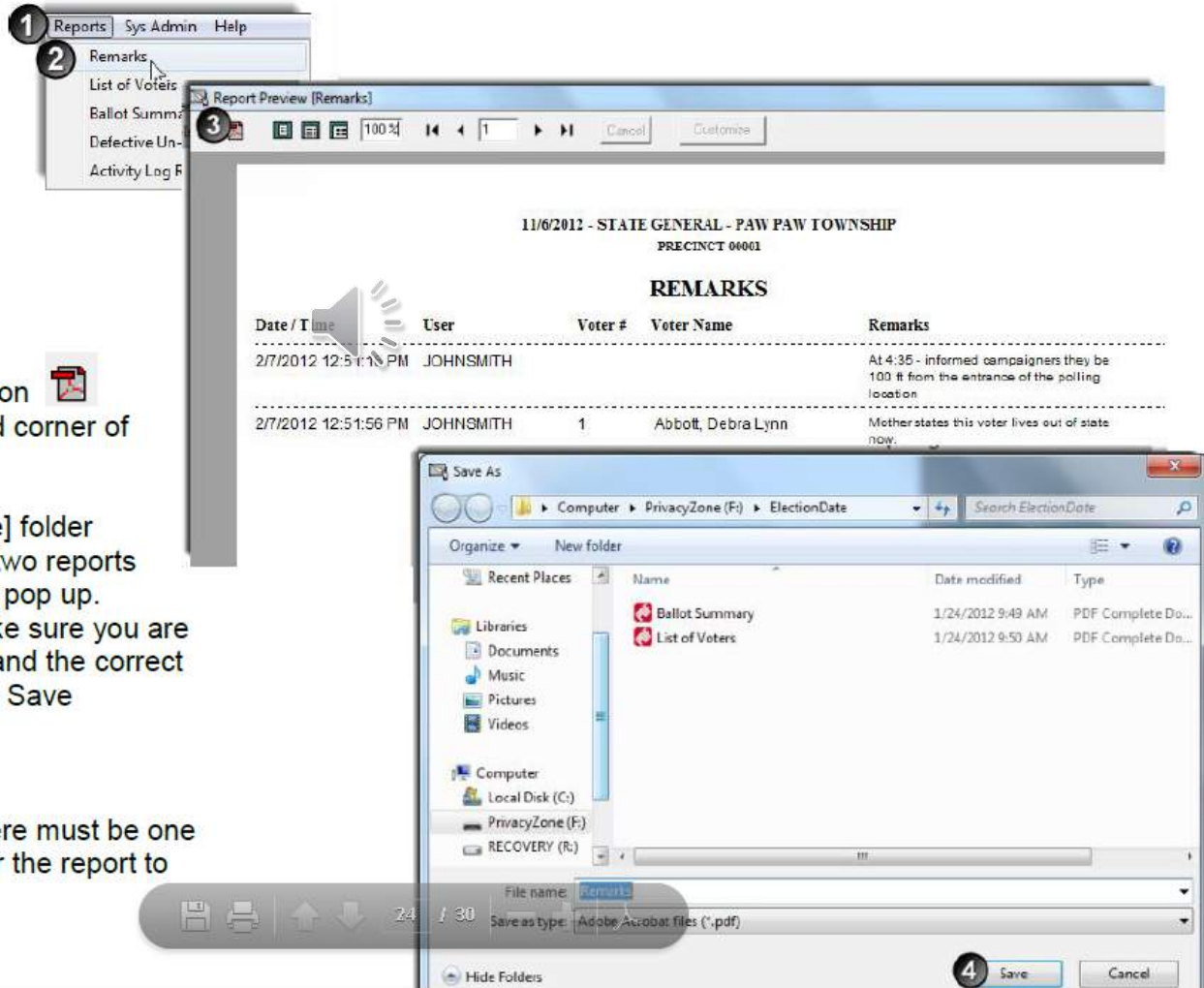
## Remarks Report

Remarks recorded in the EPB software using the General Remarks and/or Voter Remarks are saved in a report also and must be saved to the encrypted flash drive. If your precinct has the ability to print, the Remarks should be printed as well.

To save the Remarks report:

1. Click Reports
2. Click Remarks
3. Click the .pdf button  in the upper left hand corner of the screen.
4. The [ElectionDate] folder selected for the last two reports should automatically pop up. Always check to make sure you are in the Privacy Zone and the correct folder before clicking Save

**Important note:** there must be one recorded Remark for the report to save.



The screenshot shows the EPB software interface. The top menu bar includes 'Reports', 'Sys Admin', and 'Help'. The 'Reports' menu is open, showing options like 'Remarks', 'List of Voters', 'Ballot Summary', 'Defective Un-', and 'Activity Log R'. The 'Remarks' option is selected. The 'Report Preview [Remarks]' window is displayed, showing a table of remarks for the election on 11/6/2012 in PAW PAW TOWNSHIP, PRECINCT 04001. The table has columns for Date / Time, User, Voter #, Voter Name, and Remarks. Two entries are shown: one at 12:51:18 PM by JOHNSMITH, and another at 12:51:56 PM by JOHNSMITH for voter Abbott, Debra Lynn. A PDF icon is visible in the upper left corner of the report preview window. A 'Save As' dialog box is open, showing the file name 'Remarks' and the save as type 'Adobe Acrobat files (\*.pdf)'. The dialog box is set to the 'ElectionDate' folder within the 'PrivacyZone (F:)' drive. The 'Save' button is highlighted with a '4' in a circle.

Date / Time	User	Voter #	Voter Name	Remarks
2/7/2012 12:51:18 PM	JOHNSMITH			At 4:35 - informed campaigners they be 100 ft from the entrance of the polling location
2/7/2012 12:51:56 PM	JOHNSMITH	1	Abbott, Debra Lynn	Mother states this voter lives out of state now.



# SAVE VOTER HISTORY

## Save Voter History

After all other reports are saved, save the voter history. This file will update the voter registration files in the Qualified Voter File (QVF) recording who voted on election day.

1 File Edit Reports Sys Admin Help

Un-issued Defective Ballots F3

Remarks F4

2 Save History

Backup

Restore

Options

Print Setup

Logout

Exit

Save history as

Computer > PrivacyZone (F:) > ElectionDate

Organize New folder

Recent Places

Name Date modified Type

No items match your search.

Libraries

Documents

Music

Pictures

Videos

Computer

Local Disk (C:)

PrivacyZone (F:)

RECOVERY (R:)

File name: 3 d:\job history

Save as type: Text files (\*.txt)

4 Save Cancel

### To save Voter History:

1. Click File
2. Click Save History
3. Delete "d:\:" in the file name by placing the cursor at the beginning of the File name field and using the delete key on the keyboard. Then verify you are in the folder for the election and the PrivacyZone.



If not, in the left hand section of the screen (under Computer)

# PREPARE ENVELOPES

- #1 – **COUNTY CLERK**  
Poll Book, 1 Statement of Votes  
Precinct Delegate Write-in Forms
- # 2 – **COUNTY BOARD OF CANVASSERS**  
1 Statement of Votes & Totals Tape
- #3 – **LOCAL CLERK**  
1 Statement of Votes  
Zero Tape and Totals Tape  
Applications to Vote  
Receiving Board Checklist



# ICX POLLS MUST BE **CLOSED** – NOT JUST POWERED OFF

The ICX cannot just be powered down as done previously. The new upgrade requires the polls to be closed. Insert Pollworker card and Close Polls on the screen. If not done, equipment will not allow Clerk to load the next election on the unit easily. When Polls are closed, then power down unit.



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# POWERING DOWN ICP



The poll worker will need to select the “POWER DOWN” option in order to fully turn off the ICP tabulator. **DO NOT ZERO OUT!!**

# REMOVE SEAL FOR MEMORY CARDS

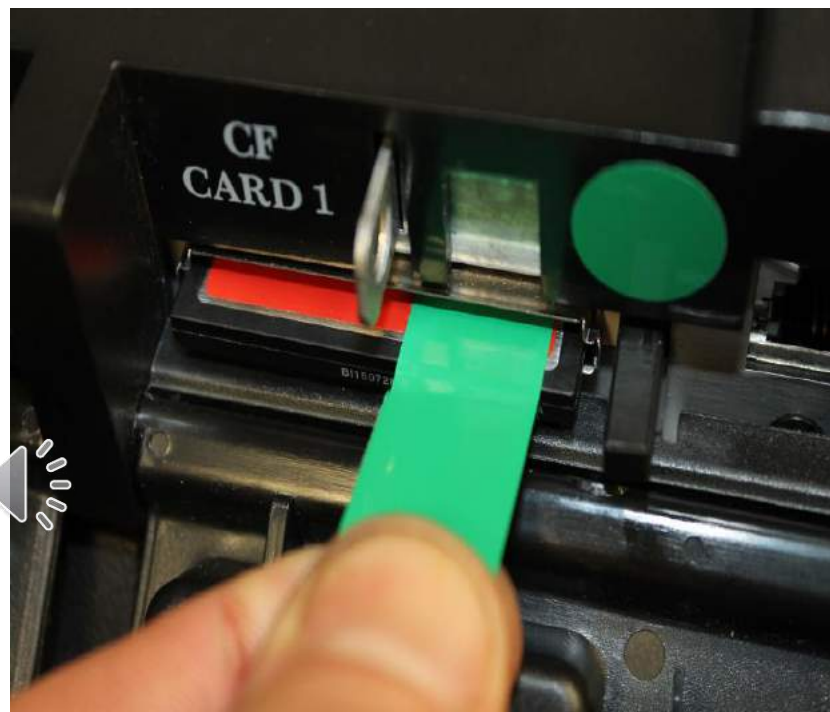
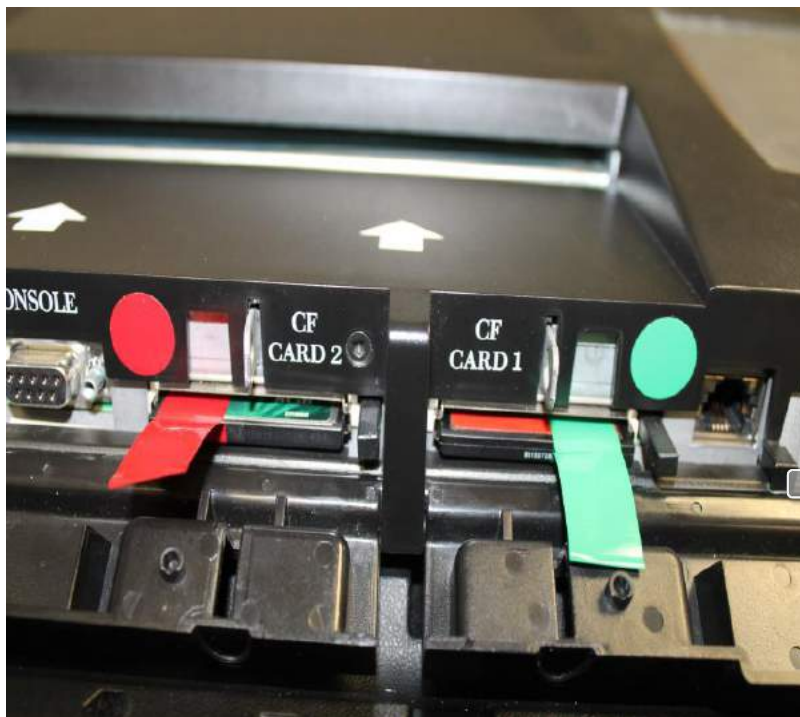


MAKE SURE POWER IS **OFF** BEFORE THE MEMORY CARDS ARE REMOVED

Cut seal to gain access to memory cards. Put Seal in Transfer Bag



# REMOVE BOTH MEMORY CARDS



**MAKE SURE THE POWER IS OFF**

- Press the black button on the right side of each memory card
- This is a button that pushes in, NOT a lever it moves side-to-side or up and down
- Alternatively, it is acceptable to pull the red and green tabs to remove the card, this will not cause damage. **REMOVE BOTH MEMORY CARDS AND PLACE IN TRANSFER BAG TO BE SEALED.**





# PACK OFFICIAL BALLOT BAG

- Voted and Unused ballots
- Sample Ballots
- Spoiled Ballot Envelope
- Duplicated Ballot Envelope
- Ballot Container Certificate – with seal number of the seal used to secure the container showing through the window.
- Seal number also is recorded in the Poll Book on the Certificate of Election Inspectors.
- Properly Seal Bag with pull-tite seal and Ballot Container Tag.



**Must have valid certificate**  
**Expires 2022**



# CONTENTS OF TRANSFER BAG TO COUNTY

2 ICP MEMORY CARDS  
ICX USB, TECH, POLLWORKER &  
VOTER CARDS  
2 IBUTTON SECURITY KEYS

SEAL WITH COMPLETED  
TRANSFER BAG TAG



**EPOLLBOOK FLASH DRIVE – LOCAL CLERK ENV.**

# DELIVER TO RECEIVING BOARD

- Must Complete Receiving Board Checklist
- Conducting Pre-Canvasser Review
- Do Complete Audit of Poll Book – nothing left unsigned and assembled in binder after the appropriate tabs.



# RECEIVING BOARD CHECKLIST

Receiving Board Guide  
 Provided by the Michigan Bureau of Elections  
 Updated as of 7-16-2016

## Receiving Board Checklist

Jurisdiction \_\_\_\_\_ Precinct \_\_\_\_\_ Election Date \_\_\_\_\_

### Required:

- Confirm the Poll Book and Statement of Votes are not sealed in the ballot container.
- Confirm the ballot container is sealed properly
- Confirm the seal number was recorded properly
- Confirm the number of names listed in the Poll Book equals the number of ballots tabulated on the tabulator tape and recorded on the Statement of Votes

Correction of any of the above items requires the Receiving Board to direct the election inspectors returning the items to make the necessary corrections. Once corrections are made, full documentation of the corrective action must be written in the remarks of the Poll Book, signed by the election inspectors and witnessed by the Receiving Board inspectors.

### Other beneficial items to review for a successful Canvass:

#### Poll Book

- Clerk's Preparation Certificate completed and signed
- Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened
- All inspectors subscribed to the Constitutional Oath of Office
- Oath administrator signed
- No lines skipped on the List of Voters
- All spoiled, affidavit, envelope, challenged, and AV ballots noted
- Ensure proper recording of write-in votes or a notation of none when applicable
- Ensure proper recording of challenges
- Ensure remarks were recorded
- Certificate of Election Inspectors completed and signed by inspectors present when polls closed
- Ballot summary is completed and totals are accurate
- Ballot container seal number is properly recorded

#### Ballot Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

#### Program Container Certificate

- Dated and signed by two election inspectors of differing party affiliation
- Seal number properly recorded

#### Statement of Votes (3 copies required)

- Totals tape signed by inspectors present when poll closed
- Write-in votes totaled (if necessary)
- Seal number of ballot container recorded properly
- Seal number signed by two inspectors of differing party affiliation
- Signatures of all inspectors present when polls closed

- After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above.

\_\_\_\_\_  
 Republican Receiving Board Inspector

\_\_\_\_\_  
 Democratic Receiving Board Inspector

All  
 Boxes  
 Must  
 Be  
 Checked



# CORRECTIVE ACTION NEEDED

- Receiving Board does not correct anything
- 2 Inspectors that Deliver needs to correct.
- Corrections Documented in Remarks Section.
- Remarks must be signed by both Inspectors and Receiving Board.



# MISSED ERRORS

- Signatures for Sealing and Verifying Ballot Container;
- Number of Inspectors present at time of Closing did not sign Poll Book and Totals Tape – # of signatures should match;
- # of Ballots processed does not match with the List of Voters – AV's were not processed through the EPB;
- Ballot Summary does not match with no explanation.



# PROBLEMS BALANCING

If you cannot balance, do not close polls and seal election results until you have called the County Clerk's Office @ 906-774-0988 for assistance. Unbalanced election results should not be submitted without approval of Clerk's Office.



# Deliver to Courthouse on Election Night

- Properly Sealed/Certificate Transfer Bag
- County Clerk Envelope
- Board of Canvasser Envelope





# 3<sup>rd</sup> Keyword

- **“SIGNED AND SEALED”**
  - Most important two words during the closing process that everything is signed and the ballot bags are sealed properly to ensure the jurisdiction will be eligible to be recounted.





# THANK YOU FOR SERVING AS AN ELECTION INSPECTOR

OFFICE NUMBER

(906) 774-0988

CELL NUMBER

(906) 396-1914

Any questions, please call Dolly L. Cook,  
Dickinson County Clerk/Register of Deeds

