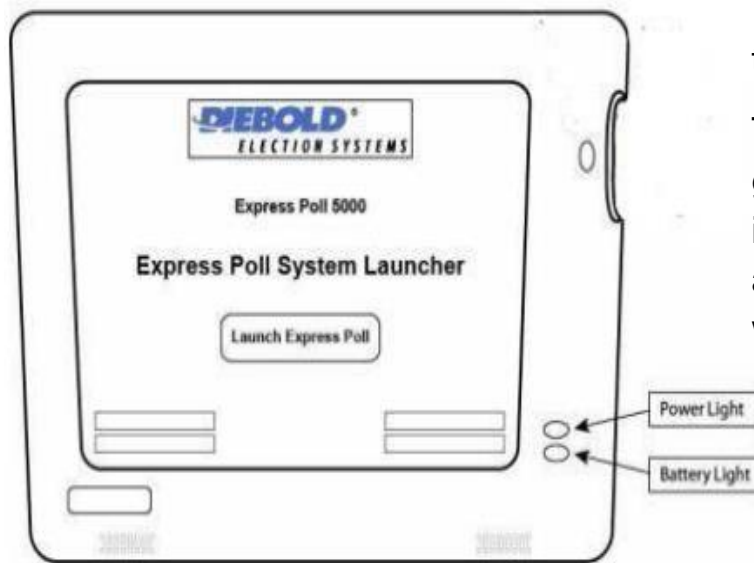


## Chapter 10 –Electronic Pollbook

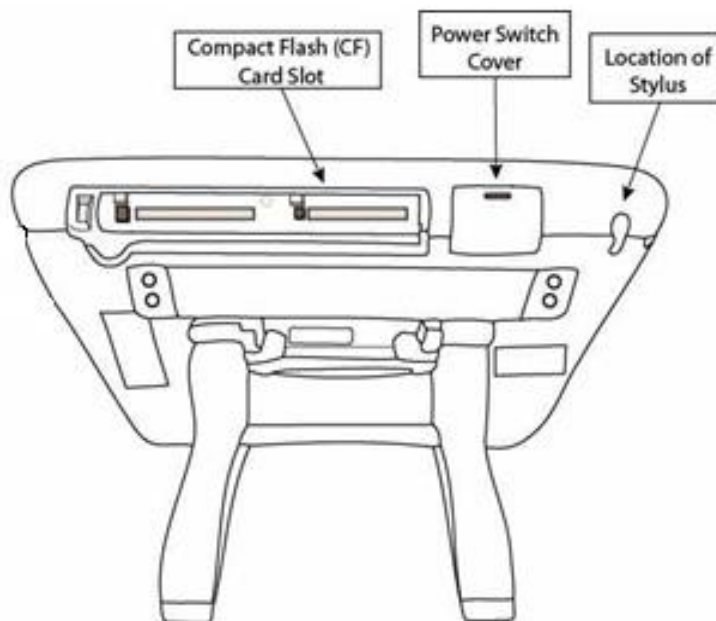
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## Introduction to the Electronic Pollbook



The **Power Light** is green when the unit is in use.

The **Battery Light** will flash green when the unit is plugged into an electrical power source and is charging. The light is off when there is no electrical power.



The **Compact Flash (CF) Card Slot** contains a compact flash card, a device used in the electronic pollbook for storing election information and a list of eligible voters. The protective cover for the Compact Flash Card Slot is to remain closed and sealed during an election.

The **Power Switch Cover** can be opened to access the on/off power switch.

The **Stylus** is the pen-shaped instrument with a hard point stored in the top of the unit to be used to navigate the electronic pollbook. You use the stylus to “tap” commands on the screen.

## Unpacking the Electronic Pollbooks

1. Verify the outer seal number on each case matches the number in column 1 of the *Electronic Pollbook Integrity Report*.



State of Maryland

Electronic Pollbook Integrity Report  
2018 Gubernatorial Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Judges must:

1. Opening: Print and sign the opening *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form before the polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign the form after the polls close.

Pollbook ID Numbers	OPENING				DURING		CLOSING
	1 Outer Seal # (on outside of storage case)	2 State Asset Tag # (on back of pollbook)	3 Inner Seal # (on top lid of pollbook)	4 Verify inner seal was intact when polls opened (initial)	5 If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	6 New Inner Seal #	7 New Outer Seal # (applied to storage case at closing)
#1	Verify	✓	Verify	✓	REP	DEM	Record
#2							
#3							
#4							
#5							
#6							

To the best of our knowledge the information on this report is true and correct.

The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.

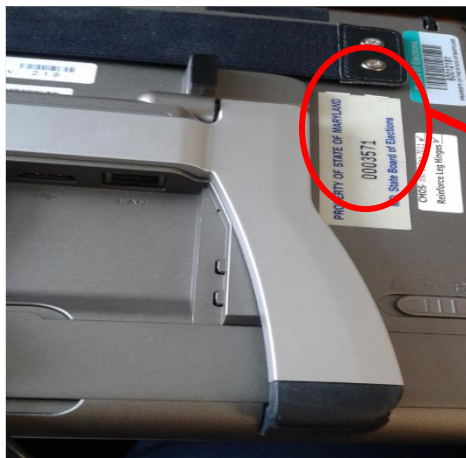
Democratic Chief Judge \_\_\_\_\_ Republican Chief Judge \_\_\_\_\_

2. Remove the outer seal and open the two latches.
3. Place broken seal in the pollbook case.
4. Detach the internal power connection (if attached) from the electronic pollbook.
5. Remove the electronic pollbook and power cord from the case.

**!** Do not grab the electronic pollbook by its legs! Use the elastic strap on the electronic pollbook.



6. Verify the State Asset Tag number on the back of each electronic pollbook matches the numbers in column 2 of the *Electronic Pollbook Integrity Report*.



State of Maryland

Electronic Pollbook Integrity Report  
2018 Gubernatorial Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Judges must:  
 1. Opening: Print and sign the opening *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form before the polls open.  
 2. Complete the "Opening" section.  
 3. During: Verify and record information if you have to remove the inner seal during the day.  
 4. Closing: Print and sign the *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form.  
 5. Complete the "Closing" section.  
 6. Have Chief Judges sign the form after the polls close.

Pollbook ID Numbers	OPENING				DURING		CLOSING
	1 Outer Seal # (on outside of storage case)	2 State Asset Tag # (on back of pollbook)	3 Inner Seal # (on top lid of pollbook)	4 Verify inner seal was intact when polls opened (initial)	5 If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	6 New Inner Seal #	7 New Outer Seal # (applied to storage case at closing)
#1	Verify	✓	Verify	✓	REP	DEM	Record
#2							
#3							
#4							
#5							
#6							

To the best of our knowledge the information on this report is true and correct.

The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.

Democratic Chief Judge \_\_\_\_\_ Republican Chief Judge \_\_\_\_\_

7. Verify the inner seal number on the top of each electronic pollbook is **NOT** broken and the number matches the numbers in column 3 of the *Electronic Pollbook Integrity Report*.



State of Maryland

Electronic Pollbook Integrity Report  
2018 Gubernatorial Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Judges must:  
 1. Opening: Print and sign the opening *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form before the polls open.  
 2. Complete the "Opening" section.  
 3. During: Verify and record information if you have to remove the inner seal during the day.  
 4. Closing: Print and sign the *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form.  
 5. Complete the "Closing" section.  
 6. Have Chief Judges sign the form after the polls close.

Pollbook ID Numbers	OPENING				DURING		CLOSING
	1 Outer Seal # (on outside of storage case)	2 State Asset Tag # (on back of pollbook)	3 Inner Seal # (on top lid of pollbook)	4 Verify inner seal was intact when polls opened (initial)	5 If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	6 New Inner Seal #	7 New Outer Seal # (applied to storage case at closing)
#1	Verify	✓	Verify	✓	REP	DEM	Record
#2							
#3							
#4							
#5							
#6							

To the best of our knowledge the information on this report is true and correct.

The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.

Democratic Chief Judge \_\_\_\_\_ Republican Chief Judge \_\_\_\_\_

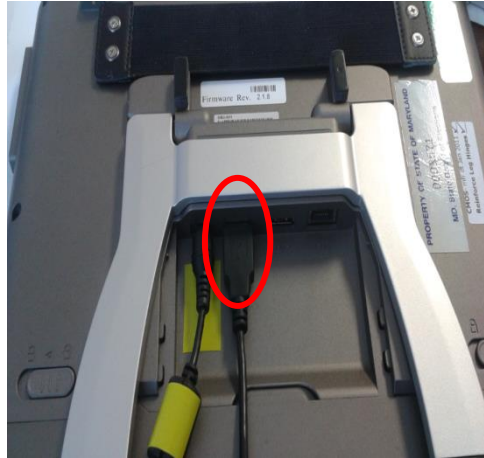
8. Verify the Power Switch on the top is turned OFF.



9. Insert the power cord (marked with yellow tape) into the first connection slot marked with PWR and the other end into a power source. Do NOT turn on the power switch yet!



10. Take the printer's USB cable from the printer case and plug the larger end into either of the two USB ports located on the back of the electronic pollbook.



11. Plug one end of the printer's power cord (marked with blue tape) into the printer and the other end into a power source.



The printer end of the power cord is bent 90 degrees (elbow shaped). DO NOT connect an electronic pollbook power cord to the printer. It will cause severe damage to the printer.

12. Plug the smaller end of the USB cable into the printer.



13. Repeat steps 2 through 12 for all electronic pollbooks.



There should be one printer for each electronic pollbook. If there are any printers missing, contact the local board of elections.

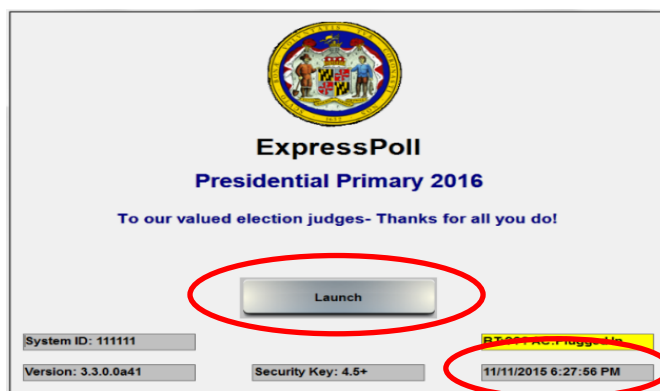
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## Verifying the Electronic Pollbooks

1. Turn the power switch to ON. DO NOT NETWORK THE POLLBOOKS YET.



2. When the electronic pollbook switch is ON, the “Launch” screen will appear.
  - Verify the date and time is correct. If the date or time is incorrect, alert a chief judge who will seek technical support.
  - If the date and time is correct, tap the “Launch” button with the stylus.



3. Verify the poll name on the left side before tapping the “OK This is Correct Poll” button at the bottom of the screen.

Log In

Is this the correct Poll? If it is, tap OK button. If not, tap Wrong Poll to go back to Login screen.

Consolidation Number  
1001

Precinct Name  
POLL 1

Precinct Number  
1701 1

Poll Name  
POLL 1  
119 FIRST STREET  
CITY, ST 12345  
(123) 555-5555

Note: if the polling place shown is NOT correct, contact the local board of elections immediately.

Log In OK This is Correct Poll Wrong Poll Go Back

BT:???AC:Plugged In 11/10/2016 7:17:22 AM

**!** If the polling place shown is not correct, alert a chief judge who will contact the local board of elections immediately.

4. Select “Yes” or “No” when prompted to check the clock accuracy in bottom right corner.

ExpressPoll

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

\*\*\*\* QUESTION \*\*\*\*

Is the time displayed on the clock on this unit accurate?

Yes No

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

BT:???AC:Plugged In Voted: REP 0 DEM 0 NON 0 TOT 8/3/2016 11:57:19 AM

- If “No” is selected, go to step 5.
- If “Yes” is selected, go to step 6.

5. Make the date and/or time adjustments by tapping “+” or “-”.  
Select “Set Clock Time” to make changes.

Set System Clock 430

Tap the Increase (“+”) or Decrease (“-”) buttons to adjust the values. The tap the “Set Clock Time” button to change the system clock time.


Tap the “+” or “-” for date or time adjustments

Month: 08, Day: 11, Year: 2016, Hour: 03, Minute: 11, AM / PM: PM

Set Clock Time Go Back

Tap to make system clock changes

6. The “Main Screen” will appear with the “Manage Polls” tab at the top of the screen. The Poll Status will be “Closed.”

 Almost everything you will need to know about using the electronic pollbook is in the onscreen instructions. Please read them!

Main Screen 130

Manage Polls Issue Ballots Precinct Details Manage System Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.  
“Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Statistics

Ballots Voters

Standard Ballots 0  
Provisional Ballots 0

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

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

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:15:27 AM

7. Tap the “Ballots” and “Voters” tabs under the “Statistics” to verify that all the numbers are zero. Be sure to check both tabs under “Statistics” for zeroes before networking the electronic pollbooks.

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.

“Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Statistics

Ballots | Voters

Standard Ballots 0

Provisional Ballots 0

Consolidation Number 02001001

Poll Status CLOSED

Poll Opening Time 10:00AM

Poll Closing Time 8:00PM

# of Registered Voters 1564

Bulk Update Date

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

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:15:27 AM



Alert a chief judge immediately if any of these numbers are not zero. Do not network the electronic pollbooks if any number is not zero.

8. Verify that the totals at the bottom of the screen are zero.

For the primary election:

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/4/2013 11:22:33 AM

For the general election:

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:11:45 PM



Alert a chief judge immediately if any of these numbers are not zero. Do not network the electronic pollbooks if any number is not zero.

9. Repeat steps 1 through 8 for all electronic pollbooks.

## Opening the Polls

**Do not check-in voters before 7:00 a.m.**

Steps 1 through 4 can be performed on each electronic pollbook before 7:00 a.m.

1. Tap the "Open the Polls" button

The screenshot shows the 'Main Screen' of an electronic pollbook system. At the top, there are tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a blue instruction box with text about opening and closing the polls. The main area is divided into 'Statistics' and 'Consolidation Number' sections. The 'Statistics' section has tabs for 'Ballots' and 'Voters', with 'Standard Ballots' and 'Provisional Ballots' both set to 0. The 'Consolidation Number' is 02001001. To the right, 'Poll Status' is 'CLOSED' (in a red box), 'Poll Opening Time' is 10:00AM, 'Poll Closing Time' is 8:00PM, and '# of Registered Voters' is 1564. At the bottom, there are three buttons: 'Open the Polls' (circled in red), 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '1/23/2018 10:15:27 AM'.

2. Be sure the Print Ballot Counts and Print Voter Counts boxes have check marks in the pop-up menu.

This screenshot shows the same 'Main Screen' as the previous one, but with a pop-up menu open. The pop-up menu has a text box at the top that says 'Tap Continue to print reports.' Below this are two options: 'Print Ballot Counts' and 'Print Voter Counts', each with a checked checkbox. At the bottom of the pop-up menu is a 'Continue' button, which is circled in red. The background of the screen is dimmed. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '11/18/2015 1:19:33 PM'.

3. Tap "Continue" to print the Ballot Counts and Voter Counts reports.
4. Two reports will print.
5. Verify all totals on the Consolidated Voter Counts Report and Consolidated Ballot Counts Report are zero. **Alert a chief judge immediately if the totals are not zero.**

Consolidated Voter Counts Report			
Consolidation: # 09EV01 EPB Number: 036979			
Poll Description: Charles County Board of Elections			
Report Date and Time: 11/17/2015 09:52:54			
Party	Total	Reg	Provisional
REP	0	0	0
DEM	0	0	0
GRN	0	0	0
LIB	0	0	0
UNA	0	0	0
OTH	0	0	0
TOT	0	0	0
DEM Judge			
REP Judge			

Consolidated Ballot Counts Report				
Consolidation: # 20005001 EPB Number: 999				
Poll Description: 141/Vernon Fire Dept				
Report Date: 04/01/2015 10:56:31				
	TOT	DEM	REP	NON
Issued	0	0	0	0
Relas	0	0	0	0
Canc	0	0	0	0
Net	0	0	0	0
Prov Issued	0	0	0	0
Prov Relas	0	0	0	0
Prov Canc	0	0	0	0
Net Prov	0	0	0	0
Net Ballots	0	0	0	0
DEM Judge				
REP Judge				

6. Sign both reports and attach to the *Electronic Pollbook Integrity Report*.
7. The "Poll Status" will change from red to green and display "OPENED."

Main Screen130

Manage Polls

Issue Ballots

Precinct Details

Manage System

Status

\*\*Opening\*\* When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.

\*\*Closing\*\* When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots

Voters

Standard Ballots

0

Provisional Ballots

0

Consolidation Number

02001001

Poll Status

OPENED

Poll Opening Time

10:00AM

Poll Closing Time

8:00PM

# of Registered Voters

1564

Bulk Update Date

Open the Polls

Daily Closing Step #1  
Close the Polls

Daily Closing Step #2  
Archive & Close Down

BT:??? AC:Plugged In

Voted: TOT 0

1/23/2018 10:24:44 AM

8. Repeat steps 1 through 7 for all electronic pollbooks.

## Networking the Electronic Pollbooks

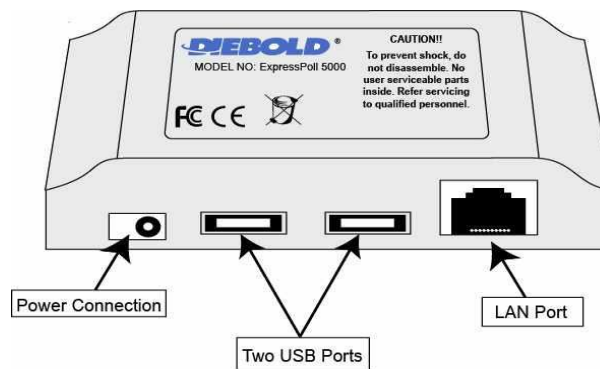


Do not network the electronic pollbooks until after:

- ☐ All electronic pollbooks have been turned on individually.
- ☐ The “Statistics” on the “Main Screen” are verified as zeroes for the “Ballots,” “Voter,” and “SDR Counts” tabs.
- ☐ After the *Consolidated Voter Counts Report* and *Consolidated Ballot Counts Report* are printed on each electronic pollbook.

A. The back of the electronic pollbook has four ports, from left to right:

1. Power connection
2. Two USB ports for the printer
3. LAN port that connects all the electronic pollbooks in the same polling place together



B. All cable connectors are unique and fit only one way. Insert the USB plug with USB icon facing up. Insert LAN plug with locking tab facing up. If a cover is used, make sure all connectors are properly set before covering.



- C. The back may remain covered during the election to help prevent disconnection.



---

## Networking Two Electronic Pollbooks



For more than two electronic pollbooks, see the “Networking Three or More Electronic Pollbooks to the Hub” section of this chapter.

1. Turn both electronic pollbooks **OFF before** connecting the network cables.



2. Connect one end of the crossover cable into the LAN port on the back of one electronic pollbook.



3. Connect the other end of the crossover cable into the LAN port on the back of the other electronic pollbook.



4. Install the protective cover as shown below to help prevent disconnection, if it is provided in the electronic pollbook case.



5. Turn an electronic pollbook ON one at a time until the “Launch” screen appears.



6. Proceed to the “Checking Synchronization” section of this chapter.
-

## Networking Three or More Electronic Pollbooks to the Hub

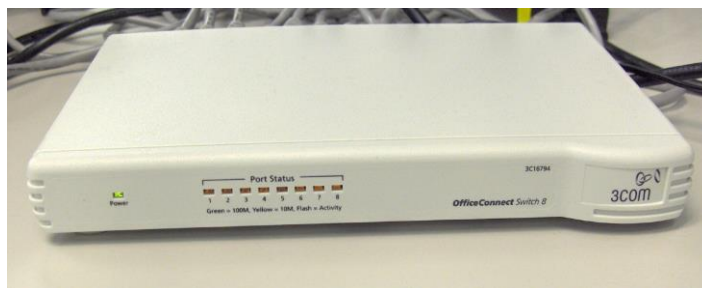


For two electronic pollbooks, see the “Networking Two Electronic Pollbooks” section of this chapter.

1. Turn all electronic pollbooks **OFF before** connecting the network cables.



2. The hub (or switch) connects more than two electronic pollbooks and allows them to synchronize data in a polling place. There are several models used and their appearances vary.



3. Connect the hub's power cord into the first socket in the back of the hub.



4. Insert the power cord plug into the power strip. The hub's power light indicator will turn on.
5. Connect one end of a hub cable into the LAN port of an electronic pollbook.



6. Connect the other end of the hub cable to any port in the hub.



7. Repeat steps 1 through 6 for each electronic pollbook.
8. Turn an electronic pollbook ON one at a time until the “Launch” screen appears.



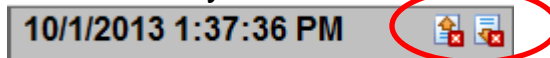
9. Proceed to the “Checking Synchronization” section of this chapter.

---

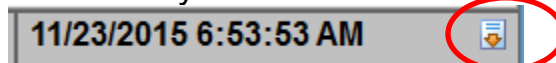
### Checking Synchronization

Check that the electronic pollbooks are synchronized with other electronic pollbooks in the polling place. This is indicated by a pair of icons in the lower right corner of the screen. If the electronic pollbooks are not synchronized, check that all connections between the electronic pollbooks and the hub are intact. If the electronic pollbooks will not synchronize, alert a chief judge who will seek technical assistance.

Not Synchronized



Synchronized



Throughout the day, periodically check the voted totals at the bottom of the screen against the other electronic pollbook(s) in the polling place. All totals should match.



If the electronic pollbooks are not synchronized, check that all connections between the electronic pollbooks and the hub are intact. If the electronic pollbooks will not synchronize, alert a chief judge who will seek technical assistance.

---

### **Entering and Clearing Data in the Pollbook**

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

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

## Finding Voters in the Electronic Pollbook



Check-in judges may not ask for ID, but may accept an ID if offered by a voter. Judges must also ask the voter to state his or her name, address, and month and day of birth.

1. Tap the “Issue Ballots” tab at the top of the screen.

**Main Screen** 130

Manage Polls | **Issue Ballots** | Precinct Details | Manage System | Status

**\*\*Opening\*\*** When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.  
**\*\*Closing\*\*** When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

**Statistics**

Ballots | Voters |

Standard Ballots 0  
Provisional Ballots 0

Consolidation Number 02001001

Poll Status **OPENED**

Poll Opening Time 10:00AM  
Poll Closing Time 8:00PM

# of Registered Voters 1564

Bulk Update Date

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

BT:??? AC:Plugged In | Voted: TOT 0 | 1/23/2018 10:24:44 AM

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

**Main Screen** 130

Manage Polls | **Issue Ballots** | Precinct Details | Manage System | Status

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).  
**\*\*\* USE "4 & 3" for Faster Lookup! \*\*\***  
1) Enter the FIRST 4 LETTERS of the LAST NAME.  
2) Enter the FIRST 3 LETTERS of the FIRST NAME.  
3) Confirm the voter's DATE OF BIRTH.  
Tap the "Search Voter Roster" button to check in voters.  
The "Find Polls" button is used to find a polling place based on the voter's street address.

**Search Voter Roster** | Find Polls

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 10/29/2013 10:35:20 AM

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

**Find Voters**
205

**Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.**

**When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.**

**If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in**

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

Last Name

First Name  Middle Init.

Zip Code  Birth MMDD

**Search Precinct/EV Count**
☐

☐ Search State

**Clear ALL**

**Return to Main**

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	-
A	S	D	F	G	H	J	K	L	'	back space
Z	X	C	V	B	N	M	space	clear		

BT:???:AC:Online
Voted: DEM 0 REP 0 NON 0 TOT 0
10/29/2013 10:37:14 AM

4. Inform each voter that there is an accessible way to read or mark your ballot. Be sure to say to each voter, ***“There is an accessible way to read or mark your ballot.”***

5. Ask ***“What is your name?”***

- Repeat the voter's name and type in the voter's name in the "Find Voters" screen of the electronic pollbook.



**⚠** Use the **4-3 method** by entering only the first 4 letters of the voter's last name and the first 3 letters of the voter's first name.

- On the “Find Voters” screen, tap the keys to enter **the first 4 letters of the voter’s last name**. Note: Do not use apostrophes or hyphens. For example, O’Neal should be entered ONEA, El-Habib should be entered as ELHA, etc.

**Find Voters** 205

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

7 voters found.

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

Last Name L  
 First Name   
 Middle Init.   
 Zip Code   
 Birth MMDD   
 .

1 2 3 4 5 6 7 8 9 0 .  
 Q W E R T Y U I O P -  
 A S D F G H J K L ' back space  
 Z X C V B N M space clear

☒ Search Precinct/EV Count  
☐ Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 2:50:22 PM

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

**Find Voters** 205

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

1 voters found.

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

Last Name LINC  
 First Name ABR  
 Middle Init.   
 Zip Code   
 Birth MMDD 03/01

1 2 3 4 5 6 7 8 9 0 .  
 Q W E R T Y U I O P -  
 A S D F G H J K L ' back space  
 Z X C V B N M space clear

☒ Search Precinct/EV Count  
☐ Search State (add mi)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM

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

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

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

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

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: ABR | Middle Init.: | Zip Code: | Birth MMDD: 03/01

Search Precinct/EV Count | Search State (add mi)

Clear ALL | Return to Main

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 1 | 10/1/2013 1:26:06 PM

**!** Confirm the voter’s month and day of birth to be sure you see the correct voter. Be careful to not confuse father and son, mother and daughter, father and daughter, etc.

7. If you cannot find the voter’s name in the precinct roster:

- Enter the voter’s name without punctuation (apostrophes, hyphens, etc).
- Enter the voter’s date of birth (use the MMDD format). For example, August 2 would be entered as 0802.
- Check all possible variations of spelling for the name or ask the voter to spell his or her name.
- Search the State roster (see the “Finding Voters in the State Roster” section below).
- See the “Finding Voters by Street Address” section of this chapter.

---

## Finding Voters in the State Roster

1. If you cannot find a voter’s name in the precinct roster and have verified the correct spelling, tap the “Search State” button to widen the search.

**Find Voters** 205

\*\*\* Voter NOT FOUND in Precinct \*\*\*.  
 Search the state for this voter:  
 1) Make sure that the "4 & 3" letters are entered correctly  
 (first 4 letters of last name, first 3 letters of first name)  
 3) Enter Date Of Birth  
 2) Enter Middle Initial  
 4) Tap the "Search State" button.  
 If voter is still NOT FOUND, try "Find by Address"

Find by Name | Find by Address | Find by ID

Last Name: ZZZZ

First Name: ZZZ Middle Init. X

Zip Code: 20201 Birth MMDD: 09/19

Search Precinct/EV Count  
☒ Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 3:21:43 PM

- If there are too many voters found in the State, enter more letters of the last and first names to narrow the search.

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

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

## Finding Voters by Street Address

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

**Find Voters** 205

Find a voter using a street address:  
1) Enter the Street name  
Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period).  
Example: If voter lives on South Main Street, enter "S MAIN"  
2) Enter the House Number

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

House #   
Street  Apt.   
Zip Code

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' ' back space  
Z X C V B N M space clear

Search Precinct/EV Count  
Search State (add mi)  
Clear ALL  
Return to Main

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

**Find Voters** 205

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

1 voters found.

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

House #   
Street  Apt.   
Zip Code

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' ' back space  
Z X C V B N M space clear

Search Precinct/EV Count  
Search State  
Clear ALL  
Return to Main

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



The "Find by Address" lookup always searches the entire state.

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

---

### **Voter Not Found in the Electronic Pollbook**

If you cannot find the voter's name in the electronic pollbook, alert a chief judge immediately. The chief judge will contact the elections office. After contacting the elections office, the chief judge will explain to the voter his or her voting options.



**If the voter cannot be found in the electronic pollbook, the voter may only be issued a provisional ballot.**

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

---

### **Voter is Registered in Another Precinct**

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

1. If the voter chooses to go to the correct precinct, every contest will be counted.

2. If the voter chooses to stay and vote a provisional ballot, only the contests the voter is eligible to vote for will be counted.

**Use provisional code 1.**



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

## Find a Voter's Correct Polling Place

1. Tap "Return to Main" in lower right corner.

2. Under the "Issue Ballots" tab on the "Main Screen" tap "Find Polls" in the lower right corner.

### 3. Enter the voter's current address.

**Find the correct Polling Place for a Street Address** 380

Find the polling place for a street address:  
1) Enter the Street name  
Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction **MUST** be included (with no period).  
Example: If voter lives on South Main Street, enter "S MAIN"  
2) Enter the House Number

House #

Street

Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

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

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

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

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

**Find the correct Polling Place for a Street Address** 380

Street	House No.	Apt No.	Side	Precinct
Main Ave SW Glen Burnie 21061	2 to 320		B	002-007-1
Main St Prince Frederick 20678	00 to 1926		B	002-004-1
Main St Grantsville 21536	00 to 724		B	003-001-1
Main St Deer Park 21550	00 to 535		B	010-000-1

24 Streets Found

House #  ?

Street  Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

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

Consolidation Number

Consolidation Description

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

Print Information

Go Back

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

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

\*\*\*\*\*

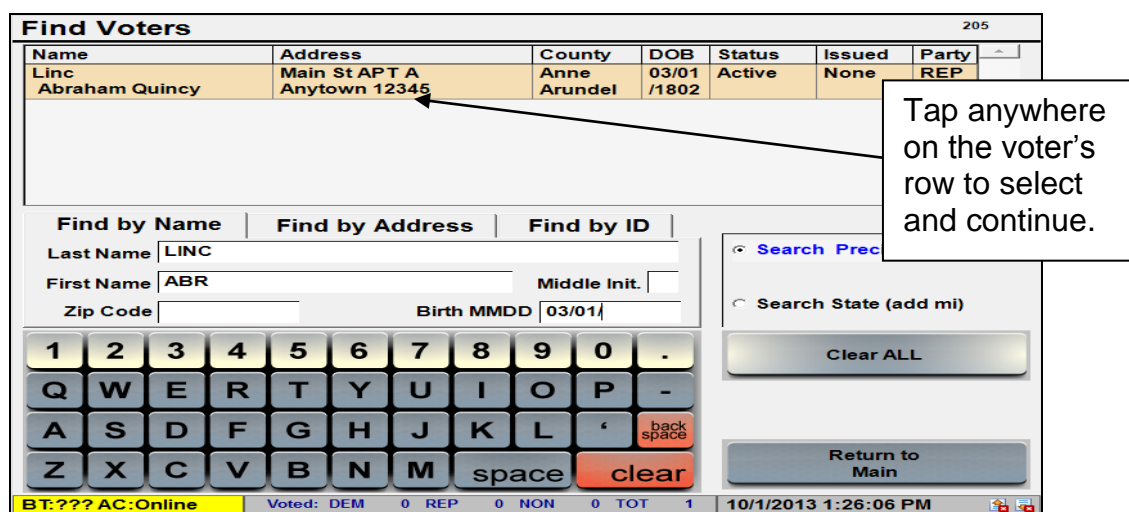
**YOUR POLLING PLACE IS:**  
Richard Henry Lee Elementary  
School  
400 A Street SW  
Glen Burnie MD 21061

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

---

## Checking in Voters

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



**Find Voters** 205

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

Find by Name | Find by Address | Find by ID

Last Name | LINC | First Name | ABR | Middle Init. |  
Zip Code | Birth MMDD | 03/01/

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' back space  
Z X C V B N M space clear

Search Prec  
Search State (add mi)  
Clear ALL  
Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM

2. Ask “***What is your address?***” Compare the voter’s response with what is shown in “Voter Details.” If the voter’s response is the same as what is shown at the top of the screen, go to step 3.

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

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

3. Review the information on the screen to confirm that you have the correct voter. If the information is correct and you are sure you have the correct voter, go to step 4 (Primary Election) or step 5 (General Election). Tap on the “Go Back” button if you have selected the wrong voter.

The screenshot shows the 'Voter Record' screen for a voter named Abraham Quincy. The screen has a header with the title 'Voter Record' and a page number '260'. Below the header, there are two tabs: 'Voter Details' and 'Identification'. The 'Voter Details' tab is selected. The screen displays the following information:

- Voter Name:** Linc Abraham Quincy
- Main St:** Main St APT A
- Anytown:** Anytown 12345
- Precinct:** 001-001-1
- DOB:** 6/2/1842
- Status:** Active
- Registered name:** Linc, Abraham Quincy
- Party:** Republican
- Issued:** None
- Comments:** CONG=03; LEGIS=32; COUNCIL=001

At the bottom of the screen, there are three buttons: 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. A red circle highlights the 'Go Back' button. A callout box with the text 'REVIEW AND CONFIRM' points to the 'Go Back' button. Another callout box with the text 'OR' points to the 'Go Back' button.

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

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

**Voter Record** 260

Linc Abraham Quincy Main St APTA Anytown 12345

**Voter Details** | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.

If any voter information is incorrect, give the voter a Voter Update Form.

Precinct 001-001-1 DOB 05/02/1842 Status Active

VRN 3

Registered name: Party Republican Issued None

ID Required

Comments

CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:30:56 AM

- Review the "Status" box in "Voter Details". If "Active" or "Inactive", proceed to Step #6.

**Voter Record** 260

Linc Abraham Quincy Main St APTA Anytown 12345

**Voter Details** | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.

If any voter information is incorrect, give the voter a Voter Update Form.

Precinct 001-001-1 DOB 05/02/1842 Status Active

VRN 3

Registered name: Party Republican Issued None

ID Required

Comments

CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:30:56 AM

**!** If the voter's status is "Pend1", "Pend2", "ABS Issued", or "Voted Early", see item #3 of the "Special Situations" section of this chapter.

**!** If the voter's status is "Inactive" and the "ID Require" box is blank, see item #4 of the "Special Situations" section of this chapter.



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

- Review the "Issued" box in "Voter Details". If "None" or blank, proceed to Step #7.

The screenshot shows the "Voter Record" interface. At the top, there are fields for "Linc" (Abraham Quincy) and "Main St APT A" (Anytown 12345). Below these are tabs for "Voter Details", "Identification", "Voter History", and "Precinct Details". A blue informational box contains instructions: "Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is 'Confidential', Do NOT ask the voter to state his or her address. If any voter information is incorrect, give the voter a Voter Update Form." The form fields include: Precinct (001-001-1), DOB (05/02/1842), Status (Active), VRN (3), Registered name (blank), Party (Republican), ID Required (blank), and Issued (None, circled in red). A "Comments" field contains "CONG=03; LEGIS=32; COUNCIL=001". At the bottom are three buttons: "Issue Standard Ballot", "Issue Provisional Ballot", and "Go Back". The footer shows "BT:??? AC:Plugged In", "Voted: TOT 0", and the date/time "1/23/2018 10:30:56 AM".



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

- Review the "ID Required" box in "Voter Details". If the "ID Required" box is blank, tap the "Issue Standard Ballot" button and proceed to Step #8.

**Voter Record** 260

Linc Abraham Quincy Main St APTA Anytown 12345

**Voter Details** | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.

If any voter information is incorrect, give the voter a Voter Update Form.

Precinct 001-001-1 DOB 05/02/1842 Status Active

Registered name: Party Republican Issued None

ID Required

Comments

CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:30:56 AM

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

**!** The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in your first name and first initial of your last name and tap "OK" to continue. You will not have to enter your name or initials to issue ballots again unless the judge's name on the electronic pollbook is reset. See the "Reset Judge's Name" section of this chapter for more information.

**Voter Record** 260

Linc Abraham Quincy

**Voter Details**

Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.

If any voter information is incorrect, give the voter a Voter Update Form.

Precinct 001

Judge's Name TRACY D

Please enter your name.

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

OK Cancel

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 11/6/2013 3:19:48 PM

8. A voter authority card will print.
9. Ask the voter to verify the printed information and sign the voter authority card.

**VOTER AUTHORITY CARD**  
Presidential General Election 2012

Linc. Abraham Quincy  
Main St APT A. Anytown 12345  
DOB: 5/2/1842  
ID#: 3      Party: **Republican**  
DIST/PREC: 001-001-1. CONG=03; LEGIS=32; COUNCIL=001  
EPB Number: 018797  
Ballot Style: **2**  
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G  
Reason: 0

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

\_\_\_\_\_  
Voter Signature

\_\_\_\_\_  
Check-in Judge Initials:

\_\_\_\_\_  
Ballot Issuing Judge:      Voting Judge

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*  
VOTING UNTIL JUDGE INITIALS:      VOTING UNTIL #

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

Annotations:

- Ask voter to review information. (points to Party: Republican)
- Voter signs here if information is correct. (points to Voter Signature line)
- Check-in judge initials here. (points to Check-in Judge Initials line)



**If you checked-in the wrong voter and have already printed a voter authority card, alert a chief judge immediately.**

10. The check-in judge initials the voter authority card.
11. The check-in judge will direct the voter to the ballot issuance table with their voter authority card.
12. This voter will now be marked as “Reg Issued” in the “Issued” column on the “Find Voters” screen.

**Find Voters** 205

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

1 voters found.

Find by Name    Find by Address    Find by ID

Last Name     Middle Init

First Name     Birth MMDD

Zip Code     back space

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' ' back space  
Z X C V B N M space clear

☒ Search Precinct/EV Count  
☐ Search State (add mi)

Clear ALL

Return to Main

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



The “Voted:” counts on the status bar will increase by one for each voter who is issued a ballot. Counts shown are the number of voters, not ballots. A “re-issued” ballot will not increase the count. Party counts are based on the ballot issued party.

### **Issuing a Provisional Ballot – (Provisional Judges Only)**

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

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



**If a voter cannot be found in the electronic pollbook, the voter must vote by provisional ballot.**

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

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

**Voter Record** 260

Adams  
John Quincy 10 Main St  
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details |

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

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

Registered name: Adams, John Quincy Party Democrat

ID Require Issued None

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

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM

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



The voter's current information is highlighted in blue.



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

**Select Ballot** 310

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

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

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

Ballot Style 2 =Panel Ball

Select Ballot Reason Click dropdown to select reason

Select Paper Ballot Cancel No Ballot Issued

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

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



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

4. Tap the “Select Paper Ballot” button.

**Select Ballot** 310

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

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

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

Ballot Style: 2      =Panel Ball

Select Ballot Reason: 1 - Not listed on the precinct register

**Select Paper Ballot**      **Cancel No Ballot Issued**

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

5. The voter authority card will print. Initial it and have the voter review and sign it.

6. Circle “PROVISIONAL BALLOT” on voter authority card.

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



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

VOTER AUTHORITY CARD  
Presidential General Training 2016

\*\*\*\*\*  
PROVISIONAL BALLOT  
Reason Code: 9  
\*\*\*\*\*

SMITH, JOHN  
417 E Baltimore St. Baltimore 21202  
DOB: 10/14/1980  
ID#: 3806f23b-0ff9-4a8e-80ef-b83cf15e40e6  
Registered Party: Democrat  
Assigned Dist/Prec: 004-001.CONG=07: LEGIS=46: COUNCIL=011

EPB Number: 054955

Ballot Issued Dist/Prec: 001-001.CONG=07: LEGIS=448: COUNCIL=001

**DO NOT ISSUE REGULAR BALLOT**  
Provisional Ballot Style: 2

Issued: 08/31/2016 14:48:16 Issued By: JUDGE NAME  
Issuing Consolidation: 04EV01

Please sign in the space below.

\_\_\_\_\_  
Voter Signature

Check-in Judge Initials: \_\_\_\_\_

Provisional Judge Initials: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

8. The voter will now be marked as "PROV" in the "Issued" column on the "Find Voters" screen.

Find Voters <span style="float: right;">205</span>						
Name	Address	County	DOB	Status	Issued	Party
Adams	10 Main St	Anne	10/20	Voted	PROV	OTH
John Quincy	Anytown 12345	Arundel	/1922	Early		

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: ADAM

First Name: JOHN Middle Init. [Q]

Zip Code: Birth MMDD:

☒ Search Precinct/EV Count

☐ Search State

Clear ALL

Return to Main

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	-
A	S	D	F	G	H	J	K	L	'	back space
Z	X	C	V	B	N	M	space	clear		

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

## Special Situations – Provisional Judges

The electronic pollbook has been set up so that a check-in judge can follow procedures to issue either a regular (i.e., not provisional) ballot or a provisional ballot. In certain cases the electronic pollbook will allow only a provisional ballot to be issued to a voter. Wherever possible, instructions are provided in the top section of the screen.

### 1. Voter Moved

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

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



#### **"21 Day" dates for the 2018 elections:**

**Primary Election** – If the voter moved prior to June 5, 2018, the voter must be issued a provisional ballot.

**General Election** – If the voter moved prior to October 16, 2018, the voter must be issued a provisional ballot.

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

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

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

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

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

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

**Voter Record** 260

Madison James 7 Main St  
Anytown 12345

**Voter Details** | **Identification** | **Voter History** | **Precinct Details**

This voter can only vote a Provisional Ballot. This voter must show a form of ID to the Provisional Ballot Judge.  
Use reason code 6

Precinct  DOB  Status

Registered name:  Party  ID Require  Issued

Comments

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:11:41 PM

B. **Pend2**: The voter may only be issued a provisional ballot. The voter's driver's license number or the last four digits of his or her social security number was not provided by the voter during registration. **Use provisional code 7.**

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

**Voter Record** 260

Monroe James 8 Main St Anytown 12345

Voter Details Identification Voter History Precinct Details

This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application.  
Use reason code 7

Precinct 001-001-1 DOB 3/18/1901 Status Pend2

Registered name: Monroe, James Party Libertarian

ID Require Need DL#-SSN# Issued None

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

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:12:12 PM

- C. **"ABS Issued"**: The voter may only be issued a **provisional ballot**. The voter has been issued an absentee ballot. **Use provisional code 4.**

**Voter Record** 260

Harrison William Henry 9 Main St Anytown 12345

Voter Details Identification Voter History Precinct Details

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

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

Registered name: Harrison, William Henry Party Unaffiliated

ID Require Issued None

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

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:12:41 PM

- D. **Voted Early**: The voter may only be issued a **provisional ballot**. The voter has voted during early voting. **Use provisional code 4.**

**Voter Record** 260

Adams  
John Quincy 10 Main St  
Anytown 12345

Voter Details Identification Voter History Precinct Details

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

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

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

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

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM

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

**Voter Record** 260

Jefferson  
Thomas 5 Main St  
Anytown 12345

Voter Details Identification Voter History Precinct Details

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

Precinct 001-001-1 DOB 08/20/1930 Status **Inactive**

=Voter Ball 2 Registered name: Party Democrat ID Required Issued None

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

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 2 11/19/2015 4:14:10 PM

Issue a regular ballot, not a provisional ballot, to Inactive Status voters when:

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

VOTER AUTHORITY CARD  
2017 City of Annapolis Primary Election

Affirmation of  
Residency for  
Inactive  
Voters

Jefferson, Thomas  
5 Main St. Anytown 12345  
DOB: 8/20/1830  
ID#: 9  
Party: DEM  
WARD: 001-001-1, CONG=03, LEGIS=32, COUNCIL=001  
EPB Number: 007189

Ballot Style:

Issued: 02/18/2017 16:02:27 Issued By: JOHN S  
Issuing Consolidation: 02001001  
Reason: 0

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

Voter Signature

Check-In Judge Initials: \_\_\_\_\_

Ballot Issuing Judge: \_\_\_\_\_ Voting Judge: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*



If the voter refuses to sign the affirmation of residency, alert a chief judge immediately.

Issue a provisional ballot to Inactive Status Voters when:

- The voter moved more than 21 days prior to election day.

**Use provisional code 2.**



The Affirmation of Residency will not print on the voter authority card for provisional voters.

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

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

**A. Reg Issued:**

- If it can be confirmed that the voter’s ballot has **NOT** been cast, a regular ballot, not a provisional ballot,

may be reissued by a chief judge. See *Chapter 5 – Chief Judges – ‘Resetting a Voter’s Ballot Issued Status’* for instructions. **Only chief judges can reissue a ballot.**

- If the ballot has been cast, or it is uncertain if the ballot has been cast, the voter may only be issued a provisional ballot. **Use provisional code 4.**

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



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



**All voters, regular and provisional, who make a mistake while voting their ballot (spoiled ballot) do not need to be checked-in at the pollbook again to receive a replacement ballot.**

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

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

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

Voter Record260

Adams  
John

6 Main St  
Anytown 12345

Voter Details

Identification

Voter History

Precinct Details

This voter is "Inactive – ID Required."  
If the voter presents acceptable ID, a Voter Update Form must be completed to  
record the ID information.  
Issue a TS ballot if:

Precinct001-001-1

DOB06/15/1901

StatusInactive-  
IDrequired

Registered name:

PartyRepublican

REG IssuedNone

ID Required

Show ID

Comments

CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot  
(ID was Provided)

=== No ID ===  
Issue Provisional

Go Back

BT:??? AC:Plugged In

Voted: TOT 1

11/20/2015 11:33:02 AM

## Standards for Acceptable Forms of ID

<p>A “current” <b>photo ID</b> is an ID that has not expired</p> <p>A “current” <b>non-photo ID</b> is dated within 3 months of election day</p>	Does the voter’s <b>name</b> on the ID have to match the electronic pollbook or the new name on the <i>Voter Update Form</i> ?	Does the voter’s <b>address</b> on the ID have to match the electronic pollbook or the new address on the <i>Voter Update Form</i> ?
A current Maryland driver’s license	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federal-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cell phone)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes

## Standards for Unacceptable Forms of ID

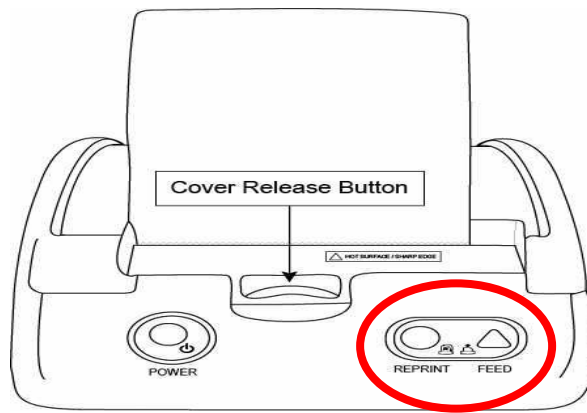
An <b>out-of-state</b> driver's license	<b>Not Acceptable</b>
An <b>expired</b> photo ID card	<b>Not Acceptable</b>
Any non-photo ID that is <b>more</b> than 3 months old	<b>Not Acceptable</b>
A <b>membership</b> card (Sam's Club, gym,...)	<b>Not Acceptable</b>
A Voter Notification Card	<b>Not Acceptable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

---

### Reprinting a Voter Authority Card

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

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



3. If another voter authority card does not print when the “Reprint” button is pressed, the electronic pollbook can be used to reprint a voter authority card for any voter who has been issued a ballot.

- From the Voter Record screen, tap on the “Identification” tab at the top; and
- Tap on the “Reprint VAC” button in the lower left corner.

 A screenshot of the 'Voter Record' screen. At the top, there are tabs: 'Voter Details', 'Identification' (which is selected and circled in red), 'Voter History', and 'Precinct Details'. Below the tabs, there is a text box with a note: 'Tap the "Reprint VAC" button to reprint a VAC. \*\*\*NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button."'. Below this, there are input fields for 'Voter ID' (with the number 3 entered), 'Show ID', and 'County' (with 'Anne Arundel' entered). At the bottom, there are three buttons: 'Reprint VAC' (circled in red), 'Remove Ballot Issued', and 'Go Back'. The bottom status bar shows 'BT:??', 'Online', 'DEM', '0 REP', '1 NON', '0 TOT', '1', and the date/time '11/4/2013 1:10:12 PM'.

## Resetting the Judge's Name

The first time you attempt to issue a ballot, you will be prompted to enter your name. Type in your first name and first initial of your last name and tap “OK” to continue. You will not have to enter your name or initials to issue ballots again unless the judge’s name on the electronic pollbook has been reset. To reset the judge’s name:

1. Tap “Return to Main” from the “Find Voters Screen.”

**Find Voters** 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

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

Last Name  Middle Init.

First Name

Zip Code  Birth MMDD

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

☐ Search Precinct/EV Count

☐ Search State

Clear ALL

**Return to Main**

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

2. Tap the "Manage System" tab.

**Main Screen** 130

**Manage Polls** | **Issue Ballots** | **Precinct Details** | **Manage System** | **Status**

Use only letters A - Z for lookup. (No hyphens, spaces, or apostrophes).

\*\*\* USE "4 & 3" for Faster Lookup! \*\*\*

1) Enter the FIRST 4 LETTERS of the LAST NAME.

2) Enter the FIRST 3 LETTERS of the FIRST NAME.

3) Confirm the voter's DATE OF BIRTH.

Tap the "Search Voter Roster" button to check in voters.

The "Find Polls" button is used to find a polling place based on the voter's street address.

**Search Voter Roster** **Find Polls**

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:35:20 AM

3. Tap the "System Setup" tab.

**Main Screen** 130

**Manage Polls** | **Issue Ballots** | **Precinct Details** | **Manage System** | **Status**

System ID	IP Address	ROM Version	CardWriter vers	Software Version
111111	167.102.92.35	N/A	1.1.6.0	3.3.0.0a129
	DHCP	6.1.7601		Pre-Release

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

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

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

**Check Voter Card**

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

4. Tap the “Reset Judge’s Name” button.

The screenshot shows the 'Main Screen' of an electronic pollbook system. At the top, there are five tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below these tabs, there are five input fields for system information: 'System ID' (111111), 'IP Address' (167.102.92.35), 'ROM Version' (N/A), 'CardWriter vers' (1.1.6.0), and 'Software Versio' (3.3.0.0a129). Below these fields, there are two more tabs: 'Card Check' and 'System Setup'. The 'System Setup' tab is selected, and it contains a large text area with the text 'Adjust the system.' and a button labeled 'Reset Judge's Name' with the name 'TRACY D' below it. This button is circled in red. Below the text area, there are two buttons: 'Manage Devices' and 'Set Clock'. At the bottom of the screen, there is a status bar with the text 'BT:??? AC:Plugged In', 'Voted: TOT 2', and the date and time '1/28/2016 3:20:05 PM'.

5. The election judge’s name in the electronic pollbook will be reset. Tap “Issue Ballots” tab to continue to issue ballots. The election judge will be prompted to enter his or her first name and the first initial of their last name before the next ballot can be issued.

This screenshot is identical to the one above, showing the 'Main Screen' of the electronic pollbook system. The 'System Setup' tab is selected, and the 'Reset Judge's Name' button is visible. In this version of the screenshot, the button is not circled in red. The status bar at the bottom shows the date and time as '1/28/2016 3:21:33 PM'.

## Ending the Election

After providing all necessary voter turnout numbers to the chief judges, and **upon authorization from the chief judges**, the check-in judges are to:

1. Return to the “Main Screen” and tap the “Manage Polls” tab.
2. Tap on the “Daily Closing Step #1 Close the Polls” button at the bottom center of the screen. A pop-up screen will appear.

The screenshot shows the 'Main Screen' of the Electronic Pollbook system. The 'Manage Polls' tab is selected and circled in red. Below the tabs, there is a text box with instructions for opening and closing the polls. The 'Statistics' section shows 'Ballots' and 'Voters' counts, with 'Standard Ballots' and 'Provisional Ballots' both at 0. The 'Consolidation Number' is 02001001. The 'Poll Status' is 'OPENED' in green. The 'Poll Opening Time' is 10:00AM and the 'Poll Closing Time' is 8:00PM. The '# of Registered Voters' is 1564. The 'Bulk Update Date' is empty. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls' (circled in red), and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '1/23/2018 10:24:44 AM'.

3. Tap the “Continue” button to print the Ballots Counts and Voter Counts reports.

This screenshot shows the same 'Main Screen' as the previous one, but with a pop-up window displayed. The pop-up window has a title bar that says 'Tap Continue to print reports.' and contains two checkboxes: 'Print Ballot Counts' (checked) and 'Print Voter Counts'. Below these checkboxes is a 'Continue' button, which is circled in red. The background of the screen is dimmed, but the 'Manage Polls' tab and the 'Daily Closing Step #1 Close the Polls' button are still visible. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the date/time '11/18/2015 2:39:05 PM'.

**!** After the “Continue” button is tapped, the “Poll Status” changes from “Opened” to “Closed”.

4. Tap “Yes” at the “Continue Closing the Polls?” prompt.

The screenshot shows the 'Main Screen' of the Electronic Pollbook system. At the top, there are tabs for 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. A large text area contains instructions for opening and closing the polls. Below this, a 'Continue Closing the Polls?' prompt is displayed with two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the date/time '11/18/2015 2:46:54 PM'.

5. After the Ballot Counts and Voter Counts reports are printed, tap the “Daily Closing Step #2 Archive & Close Down” button.

The screenshot shows the 'Main Screen' of the Electronic Pollbook system. The 'Statistics' section is visible, showing 'Ballots' and 'Voters' counts. The 'Poll Status' is 'CLOSED'. The 'Daily Closing Step #2 Archive & Close Down' button is circled in red. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '1/23/2018 10:47:05 AM'.

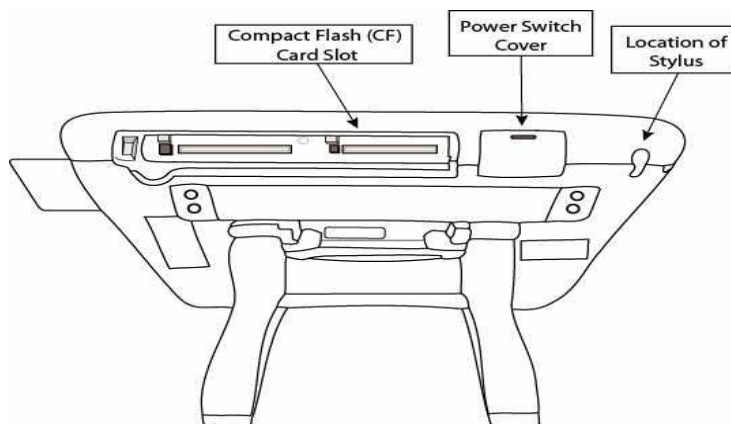
6. If the polling place is closed for the day, **and** if the end of day Ballot Counts and Voter Counts reports have been printed, tap the “Yes” button at the “Question” prompt.

The screenshot shows the 'Main Screen' of the Electronic Pollbook system. A 'Question' prompt is displayed with the following text: 'IMPORTANT! This will ARCHIVE the activity from today's voting and log out this pollbook from the system. You should answer "Yes" ONLY if both these statements are true: 1) The polling place is now CLOSED for the day 2) You have already printed the end-of-day "Ballot Counts" and "Voter Counts" reports from this pollbook. If either of these statements is NOT true, or if you are not sure, answer "No" and consult a Chief Judge.' Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the date/time '11/18/2015 2:52:36 PM'.

7. The electronic pollbook will return to the “Launch” screen. Turn the power switch to OFF.



8. Election Field Support will remove the compact flash (CF) card from each electronic pollbook:
- Verify the inner seal on the top lid of each electronic pollbook is intact and the seal number matches the number verified in the morning on the *Electronic Pollbook Integrity Report*.
  - Break the inner seal and place it in the pollbook case.
  - Remove the compact flash card and place it in the zipper pouch provided in the precinct binder and place tamper tape over the zipper found in the pouch;
  - Replace the lid on the top of the electronic pollbook.



9. Sign the *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts Report*.

Consolidated Ballot Counts Report				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 04/12/2010 14:49:00				
	TOT	DEM	REP	NON
Issued	303	149	110	44
Reiss	- 3	- 1	- 2	- 0
Canc	- 10	- 3	- 6	- 1
Net	290	145	102	43
Prov Issued	19	8	3	8
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
Net Prov	17	7	3	7
Net Ballots	307	152	105	50
DEM Judge _____				
REP Judge _____				

**!** Reissued and cancelled ballots are **subtracted** from “Issued” ballots to arrive at “Net Ballots” totals for regular and provisional ballots.

**!** The total (“TOT”) of the *Consolidated Voter Counts Report* should equal “Net Ballots” on the *Consolidated Ballot Counts Report*.

Consolidated Voter Counts Report			
Consolidation: # 20005001 EPB Number: 999			
Poll Description: 05-1 Mt Vernon Fire Dept			
Report Date and Time: 04/12/2010 16:58:56			
	Total	Reg	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17
DEM Judge _____			
REP Judge _____			

10. Give the Electronic Pollbook Integrity Report (with the attached reports) to the chief judges.

---

### **Packing the Electronic Pollbooks and Printers**

1. Store the stylus in its slot at the top of each electronic pollbook.
2. Disconnect all cables and cords.
3. Pack the electronic pollbooks in their cases.
4. The check-in judges must locate new seals located in the pollbook case and seal each case. Record the new outer seal numbers on *Electronic Pollbook Integrity Report* and sign where indicated.
5. Pack all printers, cords, cables, and hub (if issued). Be sure the extra stylus is also in the pollbook case.