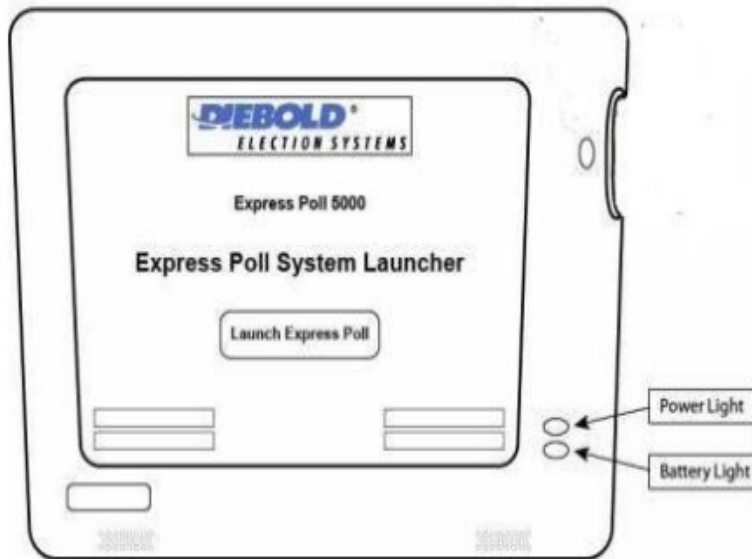


## Chapter 10 –Electronic Pollbook

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## 10.1 Introduction to the Electronic Pollbook

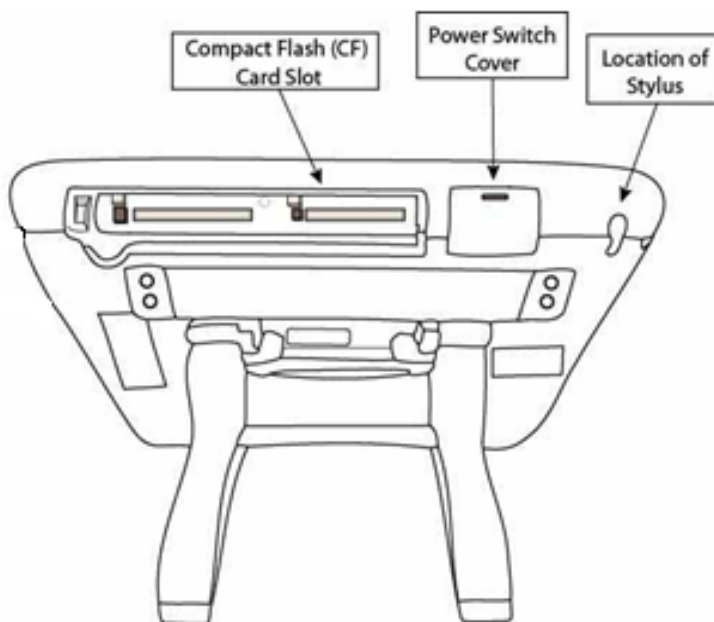
Figure 1 - Front of the Electronic Pollbook



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

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

Figure 2 - Top of the Electronic Pollbook



The **Compact Flash (CF) Card Slot** contains a compact flash card. This card stores election information and a list of eligible voters. The protective cover for the Compact Flash Card Slot must remain closed and sealed during an election.


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

The **Stylus** is pen-shaped and has a hard point. It is stored in the top of the unit. It must be used to navigate the electronic pollbook. Use the stylus to “touch” commands on the screen.

## 10.2 Unpacking the Electronic Pollbooks

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

Figure 3 - Outer Seal and the Electronic Pollbook Integrity Report



State of Maryland

Electronic Pollbook Integrity Report  
2022 Governorial Primary Election

District/Ward/Precinct: \_\_\_\_\_ County: **CARROLL** Date: **June 28, 2022**

**Judges must:**

- Opening: Remember to 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. Complete the "Opening" section.
- During: Verify and record information about having to remove the inner seal during the day, if necessary.
- Closing: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form. Complete the Closing section.

**Remember: Chief Judges must sign this form AFTER the polls close.**

	OPENING				DURING	
	1	2	3	4	5	6
Pollbook ID Numbers	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #
	VERIFY	VERIFY	VERIFY	JUDGE INITIALS	RECORD	RECORD
#1						
#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.

\_\_\_\_\_


CHIEF JUDGE

\_\_\_\_\_

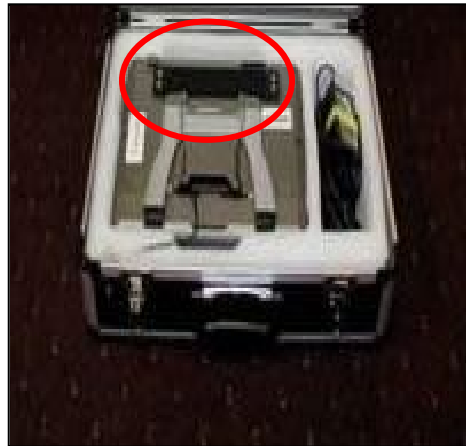
CHIEF JUDGE

Rev. 2/22/22

2. Take off the outer seal. Open the two latches.
3. Put the broken seals in the pollbook case.
4. Take the electronic pollbook and power cord from the case.

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

**Figure 4 - Elastic Strap on the back of the Electronic Pollbook**



6. Make sure the state asset tag number on the back of each electronic pollbook matches the numbers in column 2 of the *Electronic Pollbook Integrity Report*.

**Figure 5 - State Asset Tag Number and Electronic Pollbook Integrity Report**

**State of Maryland**

Electronic Pollbook Integrity Report  
2022 Gubernatorial Primary Election

District/Ward/Precinct: \_\_\_\_\_ County: CARROLL Date: June 28, 2022

**Judges must:**

- Opening: Remember to 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. Complete the "Opening" section.
- During: Verify and record information about having to remove the inner seal during the day, if necessary.
- Closing: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form. Complete the Closing section.

**Remember: Chief Judges must sign this form AFTER the polls close.**

	OPENING				DURING	
	1	2	3	4	5	6
Pollbook ID Numbers	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #
	VERIFY	VERIFY	VERIFY	JUDGE INITIALS	RECORD	RECORD
#1						
#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.

\_\_\_\_\_

CHIEF JUDGE

\_\_\_\_\_

CHIEF JUDGE


Rev. 2/22/22

7. Make sure the inner seal number on the top of each electronic pollbook is not broken. Make sure the number matches the numbers in column 3 of the *Electronic Pollbook Integrity Report*. DO NOT REMOVE THE INNER SEAL.

**Figure 6 - Inner Seal and the Electronic Pollbook Integrity Report**

**State of Maryland**

Electronic Pollbook Integrity Report  
2022 Gubernatorial Primary Election



District/Ward/Precinct: \_\_\_\_\_ County: **CARROLL** Date: **June 28, 2022**

**Judges must:**

- Opening: Remember to 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. Complete the "Opening" section.
- During: Verify and record information about having to remove the inner seal during the day, if necessary.
- Closing: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form. Complete the Closing section.

**Remember: Chief Judges must sign this form AFTER the polls close.**

	OPENING				DURING	
	1	2	3	4	5	6
Pollbook Numbers	Outer Seal # (on outside of pollbook case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #
	VERIFY	VERIFY	VERIFY	JUDGE INITIALS	RECORD	RECORD
#1						
#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.

\_\_\_\_\_

CHIEF JUDGE

\_\_\_\_\_

CHIEF JUDGE

Rev. 2/22/22

8. Make sure the Power Switch on the top is turned OFF.

**Figure 7 - Power Switch on Top of the Electronic Pollbook**



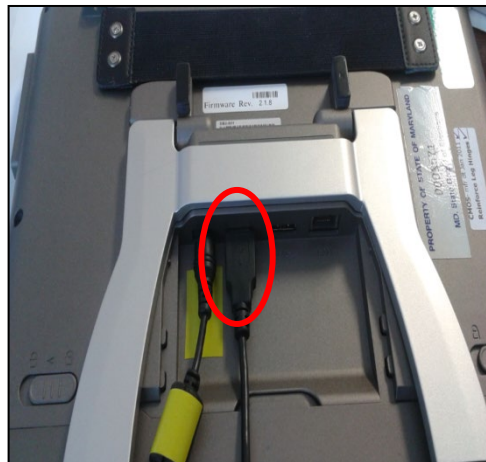
9. Insert the power cord (marked with yellow tape) into the first connection slot marked with PWR. Plug the other end into a power source. **Do NOT turn on the power switch yet!**

**Figure 8 - Power Cord (Marked with Yellow Tape) of the Electronic Pollbook**



10. Take the printer's USB cable from the printer case. Plug the larger end into one of the two USB ports located on the back of the electronic pollbook. It does not matter which USB port you use.

**Figure 9 - One of the Two USB Ports on the Back of the Electronic Pollbook**



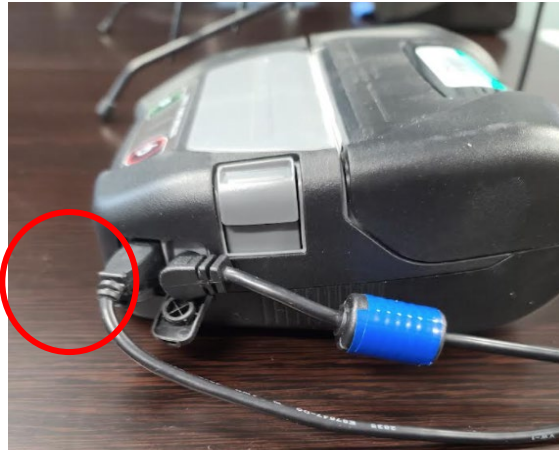
11. Plug one end of the printer's power cord (marked with blue tape) into the printer. Plug the other end into a power source.



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

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

Figure 10 - Smaller End of the USB Cable in 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, notify the Carroll County Board of Elections right away.

### 10.3 Checking the Electronic Pollbooks

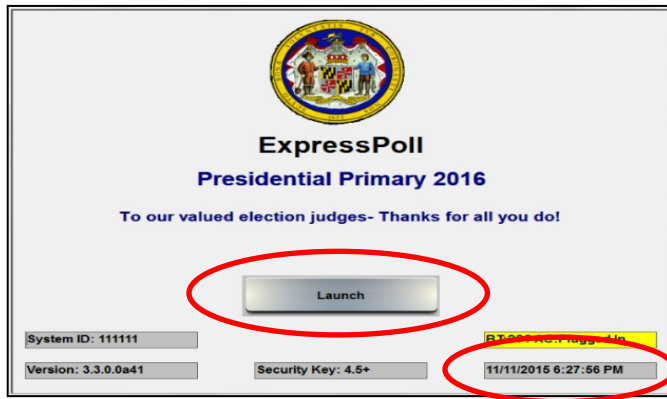
1. Turn the power switch to ON. **DO NOT NETWORK THE POLLBOOKS YET.**

Figure 11 - Power Switch on the Top of the Electronic Pollbook



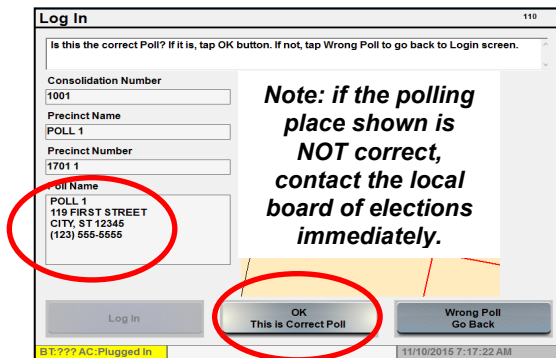
2. When the electronic pollbook switch is ON, the “Launch” screen will appear.
  - Make sure the date and time is correct. If the date or time is incorrect, tell a chief judge right away. The chief judge will ask for technical support.
  - If the date and time is correct, tap the “Launch” button with the stylus.


Figure 12 – Date & Time and the "Launch" Button on the Electronic Pollbook



3. Make sure the poll name on the left side of the screen is correct. Then tap the "OK This is Correct Poll" button at the bottom of the screen.

Figure 13 - Poll Name on the Left Side of the Screen and "OK This is Correct Poll" Button on the Electronic Pollbook

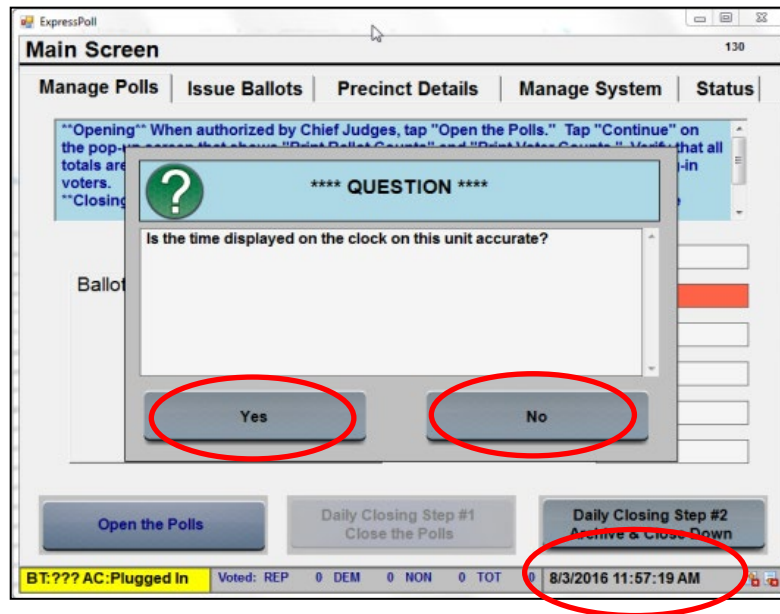


 If the polling place shown is not correct, tell a chief judge right away. The chief judge will tell the Carroll County Board of Elections immediately.

4. Select "Yes" or "No" when you are asked to check that the time in the bottom right corner matches the correct time.
  - If "No" is selected, go to step 5.
  - If "Yes" is selected, go to step 6.

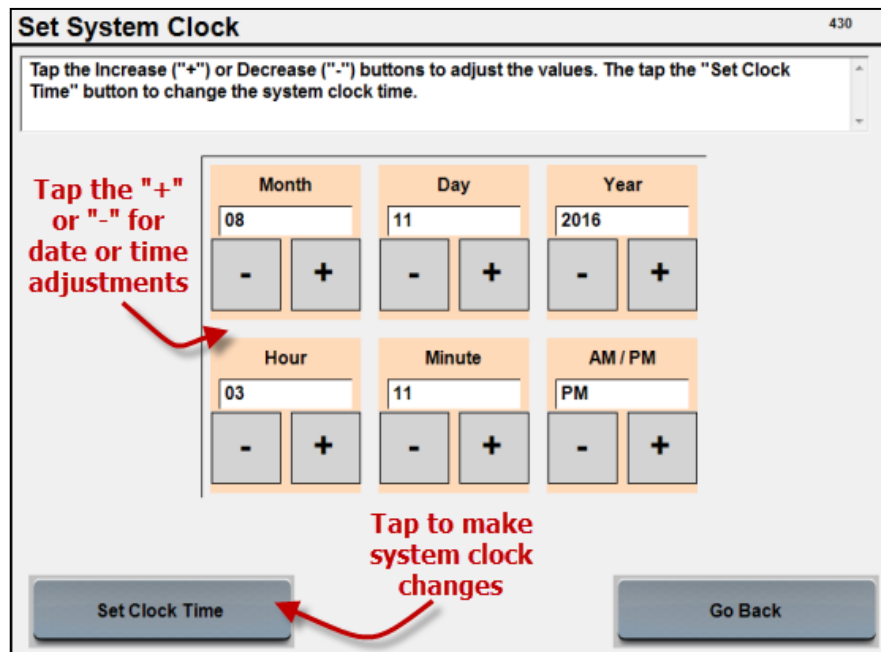


Figure 14 - "No" and "Yes" Buttons and Date & Time on the Electronic Pollbook



5. Change the date and time by tapping "+" or "-". Tap "Set Clock Time" to save changes.

Figure 15 - Changing the Date and Time on the Electronic Pollbook



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!

Figure 16 - "Main Screen" and Onscreen Instructions on the Electronic Pollbook

7. Tap the "Ballots", "Voters" and "SDR" tabs under the "Statistics" tab to make sure that all the numbers are zero. Be sure to check all tabs under "Statistics" for zeroes before networking the electronic pollbooks.

Figure 17 - "Ballots", "Voters" and "SDR" Statistics are Zero



Tell a chief judge right away if any of these numbers are not zero. Do not network the electronic pollbooks if any number is not zero.

8. Make sure that the totals at the bottom of the screen are zero.

- For the primary election:



- For the general election:



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.

## 10.4 Opening the Polls

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

You can do steps 1 through 4 before 7:00 a.m. Follow these steps for each electronic pollbook.

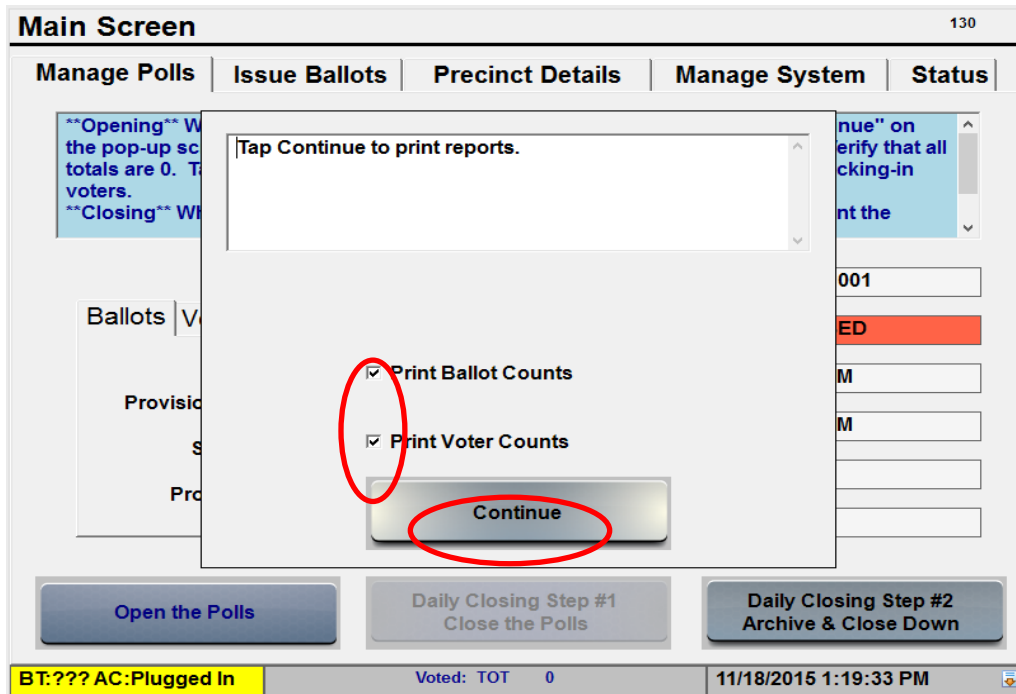
1. Tap the "Open the Polls" button

Figure 18 - "Open the Polls" Button on the Electronic Pollbook

The screenshot displays the 'Main Screen' of the Electronic Pollbook interface. At the top, there are navigation 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 configuration fields. The 'Statistics' section has sub-tabs for 'Ballots', 'Voters', and 'SDR Counts', with input fields for Standard BACs, Provisional Voter BACs, Standard Ballots, and Provisional Ballots, all showing '0'. To the right, there are fields for Consolidation Number (09001001), Poll Status (CLOSED), Poll Opening Time (7:00AM), Poll Closing Time (8:00PM), # of Registered Voters (2601), and Bulk Update Date. 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 '11/18/2015 1:15:54 PM'.

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

Figure 19 - Checkmarks in the "Print Ballot Counts" and "Print Voter Counts" Boxes on the Electronic Pollbook



3. Tap "Continue" to print the Ballot Counts and Voter Counts reports. Two reports will print.
4. Make sure all totals on the Consolidated Voter Counts Report and Consolidated Ballot Counts Report are zero. **Tell a chief judge right away if the totals are not zero.**

Figure 20 - Zeroes on the Consolidated Voter Counts Report and Consolidated Ballot Counts Report

Consolidated Voter Counts Report			
Consolidation: # 09EV01 EPB Number: 035979			
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
LNA	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: 05-1 MI Vernon Fire Dept				
Report Date and Time: 04/01/2010 13:05:11				
	TOT	DEM	REP	NON
Issued	0	0	0	0
Reiss	0	0	0	0
Canc	0	0	0	0
Net	0	0	0	0
Prov Issued	0	0	0	0
Prov Reiss	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 _____				

5. Sign both reports and attach them to the *Electronic Pollbook Integrity Report*.

6. The "Poll Status" will change from red to green. It will read "OPENED."

Figure 21 - Poll Status Says "OPENED" and Shaded Green

The screenshot shows the 'Main Screen' of an electronic pollbook system. At the top, there are navigation tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a blue instruction box. The main area is divided into 'Statistics' and 'Consolidation Number' sections. The 'Statistics' section has tabs for 'Ballots', 'Voters', and 'SDR Counts', with sub-sections for 'Standard BACs', 'Provisional Voter BACs', 'Standard Ballots', and 'Provisional Ballots', all showing a value of 0. The 'Consolidation Number' is 09001001. The 'Poll Status' is 'OPENED', which is highlighted in green and circled in red. Other fields include 'Poll Opening Time' (7:00AM), 'Poll Closing Time' (8:00PM), '# of Registered Voters' (2601), and 'Bulk Update Date'. 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'. A status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '11/18/2015 1:24:21 PM'.

7. Repeat steps 1 through 6 for all electronic pollbooks.

## 10.5 Networking the Electronic Pollbooks



**Do not network (connect) 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" tabs.
- The *Consolidated Voter Counts Report* and *Consolidated Ballot Counts Report* are printed on **each** electronic pollbook.

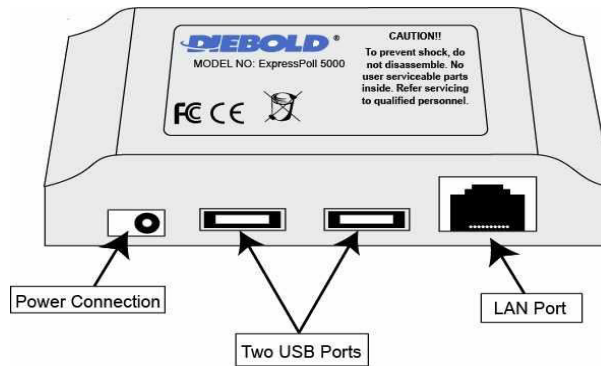
The back of the electronic pollbook has four ports. From left to right:

- Power connection
- Two USB ports
- LAN port that connects all the electronic pollbooks in the same polling place together

## 10-14 Electronic Pollbook

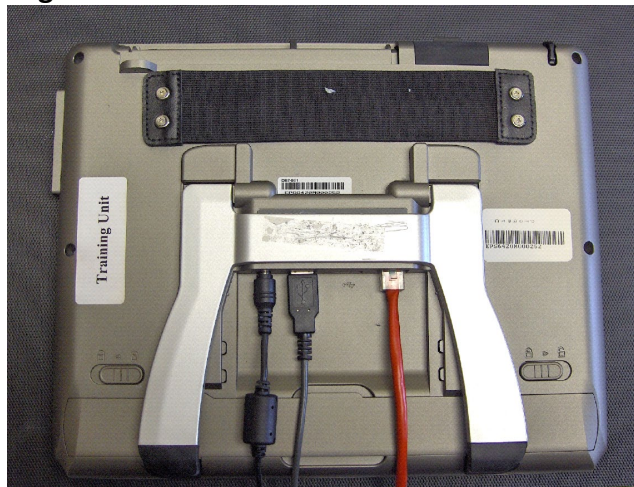


**Figure 22 - Four Ports on the Back of the Electronic Pollbook**



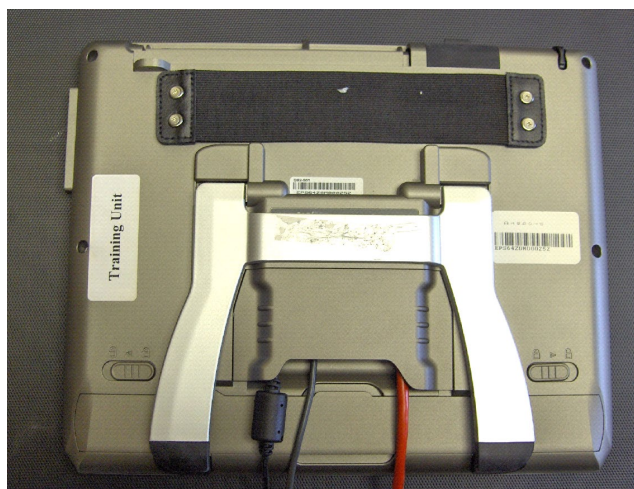
All cable connectors will only fit in the ports in one way. If the plug does not fit in the port easily, ask for help. Put in the USB plug with the USB icon facing up. Put the LAN plug with the locking tab facing up. If a cover is used, make sure all the connectors are plugged in before you put on the cover.

**Figure 23 - Connections on the Back of the Electronic Pollbook**



The back of the electronic pollbook may remain covered during the election to help prevent disconnection.

**Figure 24 – Installed Cover on the Back of the Electronic Pollbook**



### 10.5.1 Networking Two Electronic Pollbooks



If you have 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.

**Figure 25 - Power Switch on the Top of the Electronic Pollbook**



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

**Figure 26 - Crossover Cable in the LAN Port on the Back of the Electronic Pollbook**





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

**Figure 27 - Crossover Cable in the LAN Port on the Back of the Electronic Pollbook**



4. Install the protective cover as shown below to help prevent disconnection.

**Figure 28 - Installed Cover on the Back of the Electronic Pollbook**



5. Turn each electronic pollbook ON one at a time. Wait until the "Launch" screen appears before turning on the next electronic pollbook.

**Figure 29 - Power Button at the Top of the Electronic Pollbook**



6. Go to the “Checking Synchronization” part of this chapter.

### **10.5.2 Networking Three or More Electronic Pollbooks to the Hub**



If you only have two electronic pollbooks, see the “Networking Two Electronic Pollbooks” section of this chapter.

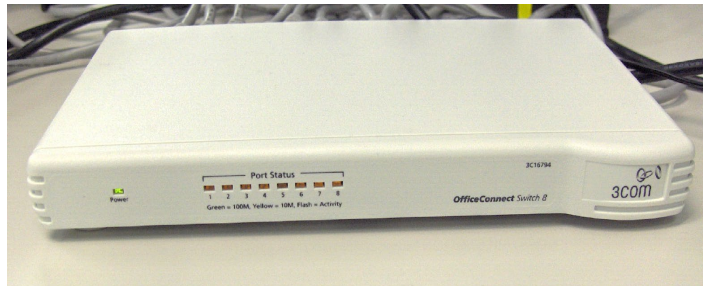
1. Turn all electronic pollbooks **OFF** before connecting the network cables.

**Figure 30 - Power Button on the Top of the Electronic Pollbook**



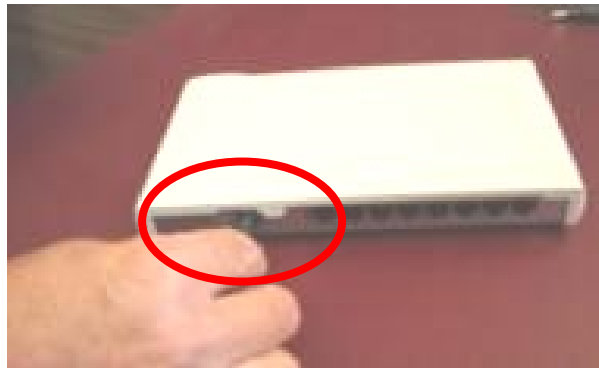
2. The hub (or switch) equipment connects more than two electronic pollbooks. The hub will allow all electronic pollbooks to synchronize data in the polling place. Different kinds of hubs are used, so your hub may not look like the example.

**Figure 31 - Hub (Switch) Used to Connect the Electronic Pollbooks**



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

**Figure 32 - First Socket on the Back of the Hub**



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

**Figure 33 - LAN Port on the Back of the Electronic Pollbook**



6. Plug the other end of the network cable into any port in the hub.

**Figure 34 - Port on the Back of the Hub**



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

**Figure 35 - Power Switch on the Top of the Electronic Pollbook**



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

---

## **10.6 Checking Synchronization**

Make sure that the electronic pollbooks are synchronized with other electronic pollbooks in the polling place. Look at the icons in the lower right corner of the screen.

Not Synchronized

10/1/2013 1:37:36 PM



Synchronized

11/23/2015 6:53:53 AM



If the electronic pollbooks are not synchronized, make sure that all connections between the electronic pollbooks and the hub are plugged in. If the electronic pollbooks will not synchronize, tell a chief judge right away. The chief judge will ask for technical help.

Every so often during the day, check the totals for “Voted” at the bottom of the screen. Make sure all the totals on all the electronic pollbooks are the same.

Voted: TOT 25

If the electronic pollbooks are not synchronized, make sure that all connections between the electronic pollbooks and the hub are plugged in. If the electronic pollbooks will not synchronize, tell a chief judge right away. The chief judge will ask for technical help.

---

## 10.7 Entering and Clearing Data in the Pollbook

The electronic pollbook accepts only letters A-Z for name lookup. Do not use 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.

## 10.8 Finding Voters in the Electronic Pollbook



Check-in judges are **not allowed to ask for ID**. Judges may accept ID if offered by a voter. Judges **must ask** the voter to say his or her name, address, and month and day of birth.

1. Tap the "Issue Ballots" tab at the top of the screen.

Figure 36 - "Issue Ballots" Tab on the Main Screen of the Electronic Pollbook

**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 | SDR Counts

Standard BACs 0  
Provisional Voter BACs 0  
Standard Ballots 0  
Provisional Ballots 0

Consolidation Number 09001001  
Poll Status **OPENED**  
Poll Opening Time 7:00AM  
Poll Closing Time 8:00PM  
# of Registered Voters 2601  
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 11/18/2015 1:24:21 PM

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

Figure 37 - "Search Voter Roster" Button on the Main Screen of the Electronic Pollbook

**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





If a scroll bar appears on the right side indicating a long list of names, then you may need to narrow down the search. Tap the “Middle Init” field 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.

5. Ask **“What is your month and day of birth?”** Make sure the month and day match the date shown in the DOB field.

Figure 40 - DOB Field on the Electronic Pollbook

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

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/

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 make sure you see the correct voter. Be careful to not confuse father and son, mother and daughter, father and daughter, etc.

6. If you found the information for the right voter, go to the section called *“Checking in Voters.”*
7. If you cannot find the voter’s name in the precinct roster:
  - Make sure you entered 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).
- Search for the voter by his or her address (see the "Finding Voters by Street Address" section below).

## 10.9 Finding Voters in the State Roster

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.

Figure 41 - "Search State" Button on the Electronic Pollbook

**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.

## 10.10 Finding Voters by Street Address

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

Figure 42 - "Find by Address" Tab on the Electronic Pollbook

**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  Tap here to enter data Apt.   
Zip Code

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

Figure 43 - "House #" and "Street" Fields on the Electronic Pollbook

**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

Street  MAIN  
House #  Apt. #   
Zip Code

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 3:41:21 PM



The “Find by Address” lookup always searches the entire state.

If voter’s street name includes a directional, type “N” for “North,” “S” for “South,” etc. DO NOT put a period after the abbreviation.

Do not type the street type – such as “Street” or “Avenue.”

Select the voter’s name on the “Find Voters” screen to continue checking in the voter.

---

## 10.11 Voter Not Found in the Electronic Pollbook

If you cannot find the voter’s name in the electronic pollbook, tell a chief judge right away. The chief judge will contact the Carroll County Board of Elections office. After contacting the elections office, the chief judge will explain the voting options to the voter.

The individual may be eligible to register to vote using same day registration. Send the individual to the provisional judge.

If the voter is registered to vote and is at the correct precinct for the voter’s address, all contests on the provisional ballot will be counted.

If the voter is registered to vote and is not at the correct precinct, the voter can choose to go to the correct precinct. If the voter insists on voting at the polling place, a provisional ballot will be issued and only the contests the voter is eligible to vote for will be counted.

If the voter is not registered to vote at that precinct and is not eligible to register using same day registration, the Carroll County Board of Elections will determine whether the individual’s ballot will be counted.

---

## 10.12 Voter is Registered in Another Precinct

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

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

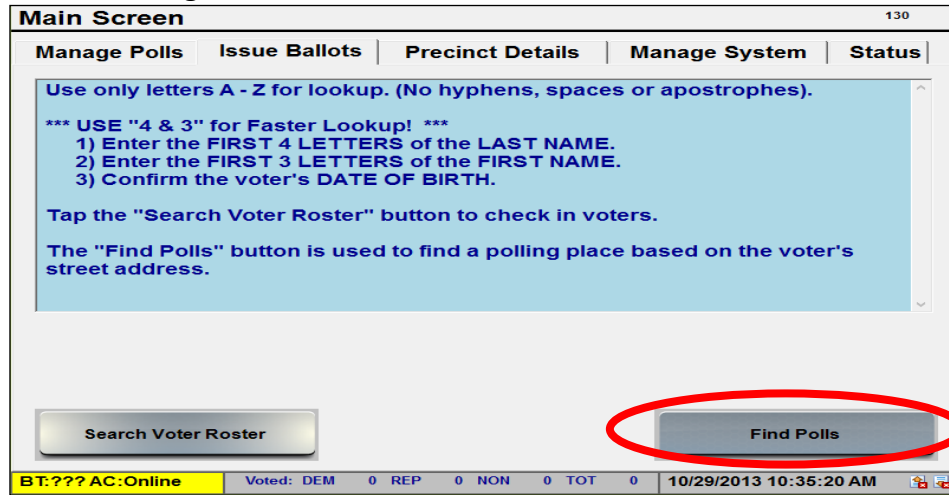


The electronic pollbook will find a voter's assigned polling place based on the voter's registered address. See the "Find a Voter's Correct Polling Place" section in this chapter.

## 10.13 Finding a Voter's Correct Polling Place

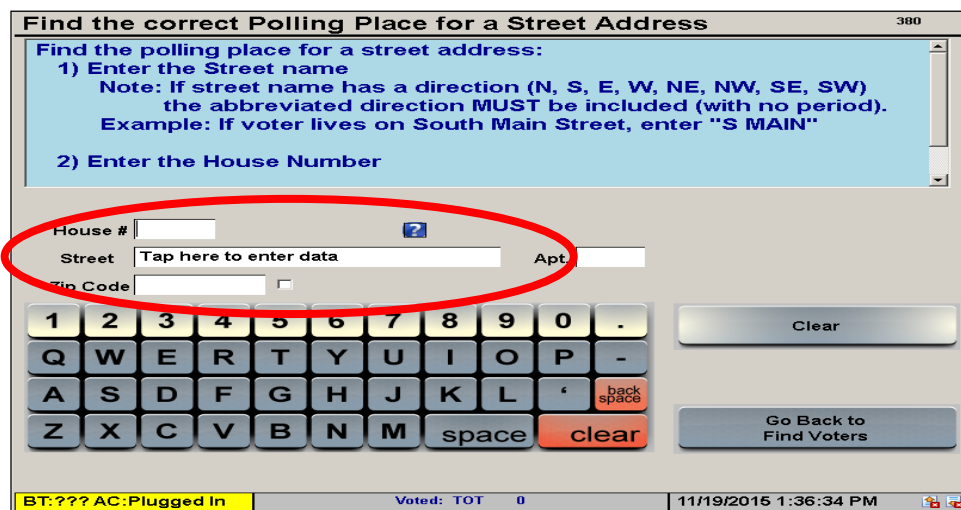
1. Tap "Find Polls" under the "Issue Ballots" tab on the Main Screen.

Figure 44 - "Find Polls" Screen on the Electronic Pollbook



2. Enter the voter's current address. Start with just the street name.

Figure 45 - Entering the Voter's Address on the Electronic Pollbook





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. Do not 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.

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

Figure 46 - Address Search Result on the Electronic Pollbook

**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 Frederick 20678	00 to 1026		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

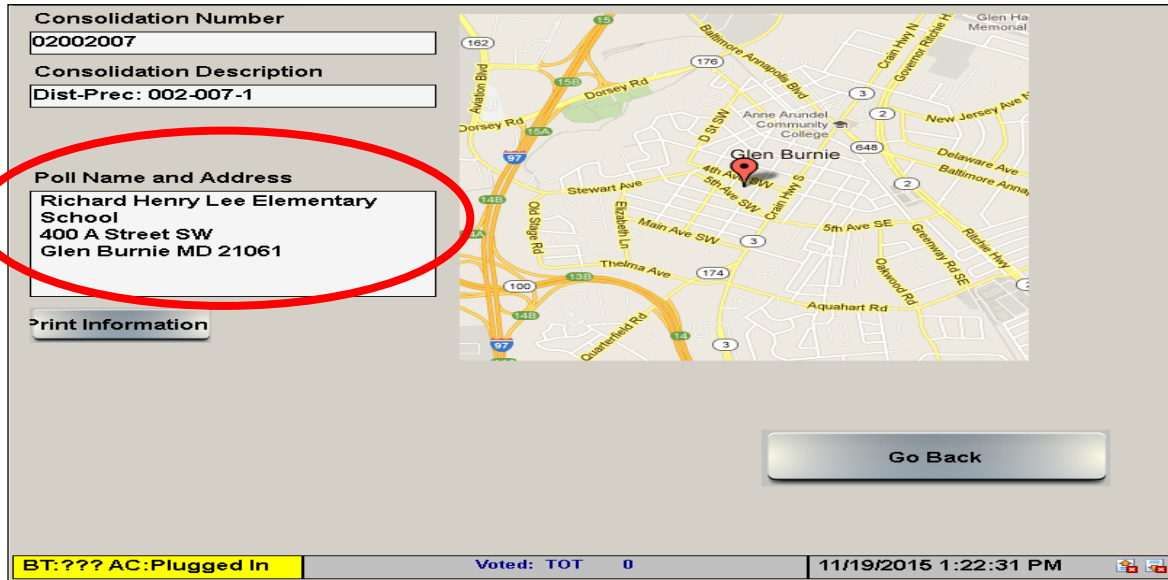
1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	-
A	S	D	F	G	H	J	K	L	'	back space
Z	X	C	V	B	N	M	space	clear		

Clear

Go Back to Find Voters

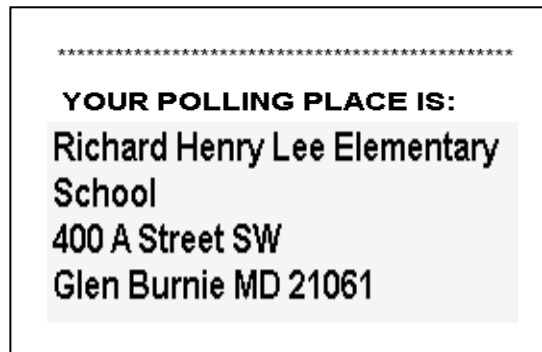
BT:??? AC:Plugged In
Voted: TOT 0
11/19/2015 1:20:56 PM

Figure 47 - Poll Name and Address on the Electronic Pollbook



4. 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.

Figure 48 - Polling Place Name and Address for the Voter



5. Tap "Go Back," then tap "Go Back to Find Voters" to return to the Main Screen to continue checking in voters.

## 10.14 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.

Figure 49 - Voter's Row on the "Find Voter's" Screen on the Electronic Pollbook

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

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. Check the information on the screen to confirm that you have the correct voter. When you are sure you have the correct voter, go to step #4 (if this is a primary election) or step #5 (if this is a general election). Tap the "Go Back" button if you have selected the wrong voter.

Figure 50 - Check Voter's Information on the Electronic Pollbook

**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. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address.  
If any voter information is incorrect, follow procedure in Chapter 8 of the Election Judges' Manual.

Precinct: 001-001-1      DOB: 5/2/1842      Status: Active

Registered name: Linc, Abraham Quincy      Party: Republican      Issued: None

ID Require:      Comments: CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot      Issue Provisional Ballot      Go Back

BT:??? AC:Online      Voted: DEM 0 REP 0 NON 0 TOT 0      12/12/2013 10:30:28 AM

REVIEW AND CONFIRM

4. If this is a primary election: Quietly 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.



Sometimes, the voter might claim a different party affiliation than is shown on the electronic pollbook, or the voter wants to vote another party’s ballot, or the voter does not have a ballot for this election. If any of those are true, see item #2 of the “Special Situations” section of this chapter.



Figure 51 - Checking the Voter's Party Affiliation on the Electronic Pollbook

The screenshot shows the 'Voter Record' interface for Abraham Quincy. The 'Party' field is circled in red and contains the text 'Republican'. Other fields include Precinct (001-001-1), DOB (05/02/1842), Status (Active), and Issued (None). The interface includes tabs for Voter Details, Identification, Voter History, and Precinct Details, along with buttons for 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. A status bar at the bottom indicates 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the time '1/23/2018 10:30:56 AM'.

5. Review the "Status" box in "Voter Details." If the status shows "Active" or "Inactive", go to step #6.

Figure 52 - "Active" Status on the Electronic Pollbook

The screenshot shows the 'Voter Record' interface for Abraham Quincy. The 'Status' field is circled in red and contains the text 'Active'. Other fields include Precinct (001-001-1), DOB (05/02/1842), Party (Republican), and Issued (None). The interface includes tabs for Voter Details, Identification, Voter History, and Precinct Details, along with buttons for 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. A status bar at the bottom indicates 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the time '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 Required" 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 Required" box is "Show ID", see item #6 of the "Special Situations" section of this chapter.

6. Review the "Issued" box in "Voter Details." If the status shows "None" or is blank, go to step #7.

Figure 53 - "None" Issued Status on the Electronic Pollbook

The screenshot displays the "Voter Record" interface for a voter named Abraham Quincy. The voter's status is "Active" and the "Issued" field is set to "None", which is circled in red. The interface includes fields for Precinct (001-001-1), DOB (05/02/1842), VRN (3), Party (Republican), and ID Required. A "Comments" field contains the text "CONG=03; LEGIS=32; COUNCIL=001". At the bottom, there are buttons for "Issue Standard Ballot", "Issue Provisional Ballot", and "Go Back". The status bar at the bottom indicates "BT:??? AC:Plugged In", "Voted: TOT 0", and the date/time "1/23/2018 10:30:56 AM".

Voter Record		260
Linc Abraham Quincy	Main St APTA Anytown 12345	
Voter Details	Identification	Voter History
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	DOB	Status
001-001-1	05/02/1842	Active
Registered name:	VRN	Issued
	3	None
	Party	
	Republican	
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

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

Figure 54 - "ID Required" Box is Blank on the Electronic Pollbook

**Voter Record** 260

Linc: Abraham Quincy | Main St APT A: 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** (blank field circled in red)

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

**Issue Standard Ballot** (button circled in red) | 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 Required" box is "Show ID", see item #6 of the "Special Situations" section of this chapter.

**Figure 55 - Status, ID Required, Issued and What to Do Chart**

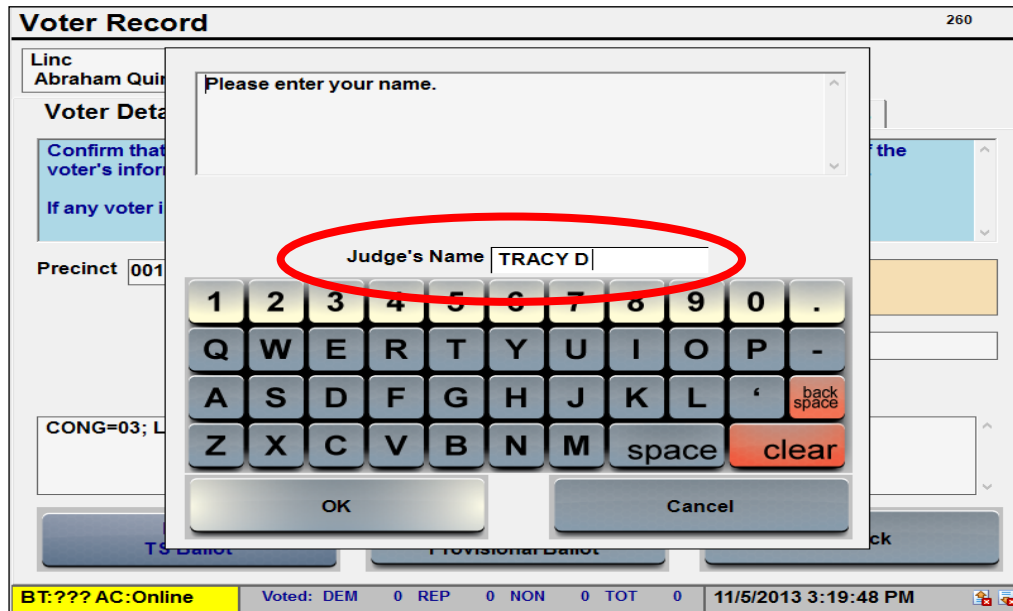
<b>Status</b>	<b>ID Required</b>	<b>Issued</b>	<b>What to do</b>
Active	Blank	None or Blank	Issue Standard Ballot
Active	Show ID	None or Blank	Go to #6 of “Special Situations”
Active	Blank or Show ID	Reg Issued or Prov	Go to #5 of “Special Situations”
Inactive	Blank	None or Blank	Go to #4 of “Special Situations”
Inactive	Show ID	None or Blank	Go to #6 of “Special Situations”
Inactive	Blank or Show ID	Reg Issued or Prov	Go to #5 of “Special Situations”
Pend1			Go to #3 of “Special Situations”
Pend2			Go to #3 of “Special Situations”
ABS Issued			Go to #3 of “Special Situations”
Voted Early			Go to #3 of “Special Situations”



The first time you try to issue a ballot, you will be prompted to enter your name. Type in your name or initials 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.

8. Enter your name if prompted.

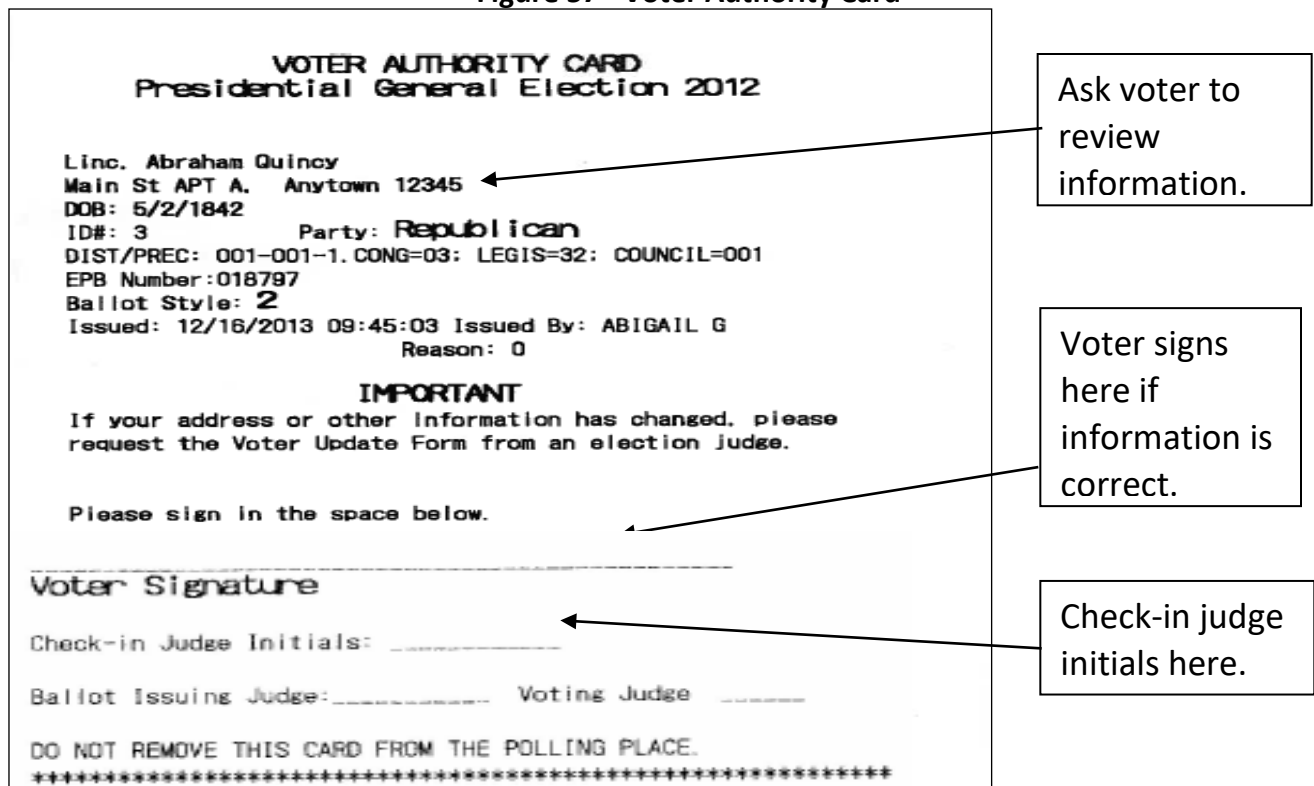
Figure 56 - Entering Judge's Name on the Electronic Pollbook



9. A voter authority card will print.

10. Ask the voter to check the printed information and sign the voter authority card.

Figure 57 - Voter Authority Card





If you checked in the wrong voter and have already printed a voter authority card, tell a chief judge right away.



If a voter cannot read the voter authority card because the print is too small and insists on being able to read it and sign it, tell the chief judge. If the polling place has a copier machine the chief judge can enlarge the voter authority card so that the voter is able to see it better. After the voter signs the copy the check-in judge will staple the original voter authority card printed from the pollbook to the enlarged copy.

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

Figure 58 - "Reg Issued" Status on the Electronic Pollbook

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

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: | Middle Init: | Zip Code: | Birth MMDD: |

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.

---

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

Sometimes the electronic pollbook will not let you issue a regular ballot to a voter. Instead, the electronic pollbook only lets you issue a provisional ballot. For example, voters with “pending” status or voters not in their registered precinct must vote a provisional ballot.

There are also times when the electronic pollbook will let you issue a regular ballot to a voter, but the voter should be issued a provisional ballot instead. One example is a voter that has “Active (or Inactive) – show ID.” Another example is a voter whose identity is challenged by a challenger or watcher, if the voter cannot show acceptable identification. Voters during extended hours must also vote a provisional ballot. If a voter claims a different party affiliation than what is showing in the electronic pollbook during a primary election, the voter must vote a provisional ballot.



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

If the voter must be issued a provisional ballot, the steps are:

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

Figure 59 - "Issue Provisional Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Voter Record' interface for a voter named John Quincy Adams. The voter's status is 'Voted Early', highlighted in a red box. A red circle highlights the 'Voter Details' tab and a message box stating: '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.' Another red circle highlights the 'Issue Provisional Ballot' button. The interface includes fields for Precinct (001-001-1), DOB (3/16/1800), Party (Democrat), and Registered name (Adams, John Quincy). The status 'Voted Early' is displayed in a red box. The 'Issue Provisional Ballot' button is highlighted with a red circle. The 'Go Back' button is also visible. The bottom status bar shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT', and the date/time '12/12/2013 12:13:03 PM'.

3. The "Select Ballot" screen will appear. Tap "Select Ballot Reason" to open a drop-down menu of reason codes for why the voter must vote a provisional ballot. Choose the correct code for that voter.

Figure 60 - "Select Ballot Reason" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Select Ballot' interface. A red circle highlights the 'Select Ballot Reason' dropdown menu, which currently displays 'Click dropdown to select reason'. The interface includes a table for 'Verify Voter's PRECINCT' (001-001-1) and 'Select PARTY' (Non-Partisan, Democrat, Republican). The voter's name is 'Lincoln, Abraham Quincy' and the precinct is '001-001-1'. The ballot style is '2' and the panel ball is empty. The 'Select Ballot Reason' dropdown menu is highlighted with a red circle. The bottom status bar shows 'BT:??? AC:Plugged In', 'Voted: TOT 3', and the date/time '1/14/2016 3:14:49 PM'.





The voter's current information is highlighted in blue.



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

- 4. 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.

- 5. Tap the "Select Paper Ballot" button.

Figure 61 - "Select Paper Ballot" Button on the Electronic Pollbook

**Select Ballot** 310

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


<b>Verify Voter's PRECINCT</b> 001-001-1	<b>Select PARTY</b> Non-Partisan Democrat Republican
---	---

Voter Name  Precinct   
 Ballot Style  =Panel Ball

Select Ballot Reason

BT:??? AC:Plugged In Voted: 101 3 1/14/2016 3:17:16 PM

6. The voter authority card will print. Initial it. Have the voter review and sign it.
  - If the voter is unable to read the information on the voter authority card, read the information out loud to the voter and ask them to confirm that the information is accurate.
  - If the voter is unable to sign or otherwise mark the voter authority card with an “x”, write in the space for the voter’s signature: “Unable to sign.” Then sign your name and write the date under the statement.
7. Circle “PROVISIONAL BALLOT” in yellow highlighter.
8. 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 write the same reason code on the voter’s provisional ballot application.

**Figure 62 - Provisional Ballot and Reason Code Printed on the Voter Authority Card**

```

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

```

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

Figure 63 - "PROV" Issued Status on the Electronic Pollbook

Find Voters							205
Name	Address	County	DOB	Status	Issued	Party	
Adams John Quincy	10 Main St Anytown 12345	Anne Arundel	10/20 /1922	Voted Early	PROV	OTH	

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

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

## 10.16 Special Situations – (Provisional Judges Only)

The electronic pollbook has been set up so that a check-in judge can issue either a regular ballot or a provisional ballot. Sometimes the electronic pollbook will allow only a provisional ballot to be issued to a voter. Most of the time, the instructions in the top section of the screen will tell you what to do.

### 10.16.1 Voter Moved

If the voter's current address is different than the address 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**, give the voter a *Voter Update Form*. If the voter fills out the *Voter Update Form* and signs it, and if the voter has appeared at the correct precinct for the voter's new address, give the voter a regular ballot. If the voter refuses to fill out and sign the *Voter Update Form*, or if the voter has not appeared at the correct precinct for the voter's new address, then give 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 update the voter's information. **No Voter Update Form is needed.**

If the voter moved more than 21 days before election day, the voter must use 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 202 elections:**

**Primary Election** – If the voter moved on or before June 28, 2022, the voter must vote a provisional ballot.

**General Election** – If the voter moved on or before October 18, 2022, the voter must vote a provisional ballot.

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

Some voters claim a party affiliation that is different than what is shown in the electronic pollbook. Or, voters may want to vote a ballot that is not for the party shown in the electronic pollbook. Some voters belong to a party that 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 party affiliation shown in the electronic pollbook, they must vote a provisional ballot. Or, if the voter's party does not have a ballot for the primary election, the voter must vote a provisional ballot. **Use provisional code 3 for both situations.**

***10.16.3 Voter's Status is "Pend1", "Pend2", "ABS Issued", or "Voted Early"***

**Pend 1:** 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 could not be verified. **Use provisional code 6.**

- The voter can show acceptable ID now. Or, the voter can show acceptable ID to the Carroll County Board of Elections before the canvassing of provisional ballots. Canvassing of provisional ballots begins on the 2<sup>nd</sup> Wednesday after the election. If the voter does not show acceptable ID by the deadline, the voter's ballot will not be counted.

Figure 64 - "Pend 1" Status on the Electronic Pollbook

**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: 001-001-1 | DOB: 4/25/1940 | **Status: Pend1**

Registered name: Madison, James | Party: Green | ID Require: Show ID | 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 12:11:41 PM

**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.**

- The provisional ballot will be counted if:
  - The voter provides a Maryland driver's license or the last four digits of the voter's social security number; and
  - The Carroll County Board of Elections can confirm the voter's information.
- If the voter does not provide the required ID information, or if the information cannot be confirmed by the Carroll County Board of Elections before the end of the canvassing period, then the voter will not be registered to vote and the ballot will not 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.

Figure 65 - "Pend 2" Status and "Need DL#-SSN#" on the Electronic Pollbook

**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

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

Figure 66 - "ABS Issued" Status on the Electronic Pollbook

**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

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

Figure 67 - "Voted Early" Status on the Electronic Pollbook

The screenshot displays the 'Voter Record' page for John Quincy Adams. The voter's name and address are shown at the top. Below this, there are tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A blue message box states: '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.' The voter's details include Precinct 001-001-1, DOB 3/16/1800, Status Voted Early (circled in red), Registered name Adams, John Quincy, Party Other Parties, and Issued None. The ID Required field is blank. A comments box contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are buttons for 'Issue Provisional Ballot' and 'Go Back'. The status bar at the very bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date/time '12/12/2013 12:13:03 PM'.

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

Figure 68 - "Inactive" Status and "ID Required" Field is Blank on the Electronic Pollbook

The screenshot displays the 'Voter Record' page for Thomas Jefferson. The voter's name and address are shown at the top. Below this, there are tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A blue message box states: 'This voter is "Inactive." Issue a standard ballot if: The voter's address is correct, or'. The voter's details include Precinct 001-001-1, DOB 08/20/1830, Status Inactive (circled in red), Registered name Jefferson, Thomas, Party Democrat, and Issued None. The ID Required field is blank and circled in red. A comments box contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are buttons for 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 2', and the date/time '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.
- The voter moved within 21 days of election day and has appeared to vote at the correct precinct for the voter’s new address. The voter must complete a *Voter Update Form* and must sign the Affirmation of Residency for Inactive Voter on the voter authority card.

Figure 69 - Affirmation of Residency for Inactive Voter on the Voter Authority Card

VOTER AUTHORITY CARD  
2017 City of Annapolis Primary Election

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.

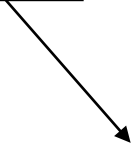
-----  
Voter Signature


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

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

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

Affirmation of Residency for Inactive Voters



 If the voter refuses to sign the affirmation of residency, tell a chief judge right away.



Give Inactive Status voters a provisional ballot 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.

#### **10.16.5 “Issued” Box is “Reg Issued” or “PROV”**

The pollbook shows 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.

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* 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.**

PROV: Provisional ballot issued:

- A voter who is checking-in and has status “Prov”, and if the voter insists that he or she has not voted or attempted to vote, **only a chief judge may issue the provisional ballot** (a supervisor password is required).



If the voter insists that he or she has not voted or tried to vote, tell a chief judge right away. The chief judge will contact the Carroll County Board of Elections for additional instructions.



If voters make a mistake while voting their ballot, they do not need to be checked-in on the electronic pollbook again to receive a replacement ballot. This is true whether voters vote a regular ballot or a provisional ballot. See instructions for spoiled ballots.

### 10.16.6 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), then 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.**

Figure 70 - "Inactive - ID required" Status on the Electronic Pollbook

**Voter Record** 260

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:

Precinct: 001-001-1 | DOB: 06/15/1901 | Status: **Inactive-IDrequired**

Registered name: [redacted] | Party: Republican | REG Issued: None

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

## 10.17 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>	<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>?</p>	<p>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>?</p>
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

## 10.18 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>

## 10.19 Reprinting a Voter Authority Card

1. If another voter authority card needs to be reprinted, use the electronic pollbook 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.
  - Tap on the “Reprint VAC” button in the lower left corner.

Figure 71 – “Identification” Tab and “Reprint VAC” Button on the Electronic Pollbook

The screenshot displays the 'Voter Record' interface. At the top, the name 'Abraham Quincy' and address 'Main St APT A, Anylew, 12345' are shown. Below this is a navigation bar with four tabs: 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. The 'Identification' tab is selected and circled in red. A blue informational banner is visible, containing the text: '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 the banner, there are input fields for 'Voter ID' (containing '3'), 'Show ID' (a yellow box), and 'County' (containing 'Anne Arundel'). At the bottom, there are three buttons: 'Reprint VAC' (circled in red), 'Remove Ballot Issued', and 'Go Back'. The bottom status bar shows 'BT:??? AC:Online', voting statistics for 'DEM', 'REP', 'NON', and 'TOT', and the date/time '11/4/2013 1:10:12 PM'.

## 10.20 Resetting the Judge's Name

The **first time** you try to issue a ballot, you will be prompted to enter your name. Type in your first 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. The judge's name should be reset any time that a new check-in judge begins to use that electronic pollbook.

To reset the judge's name:

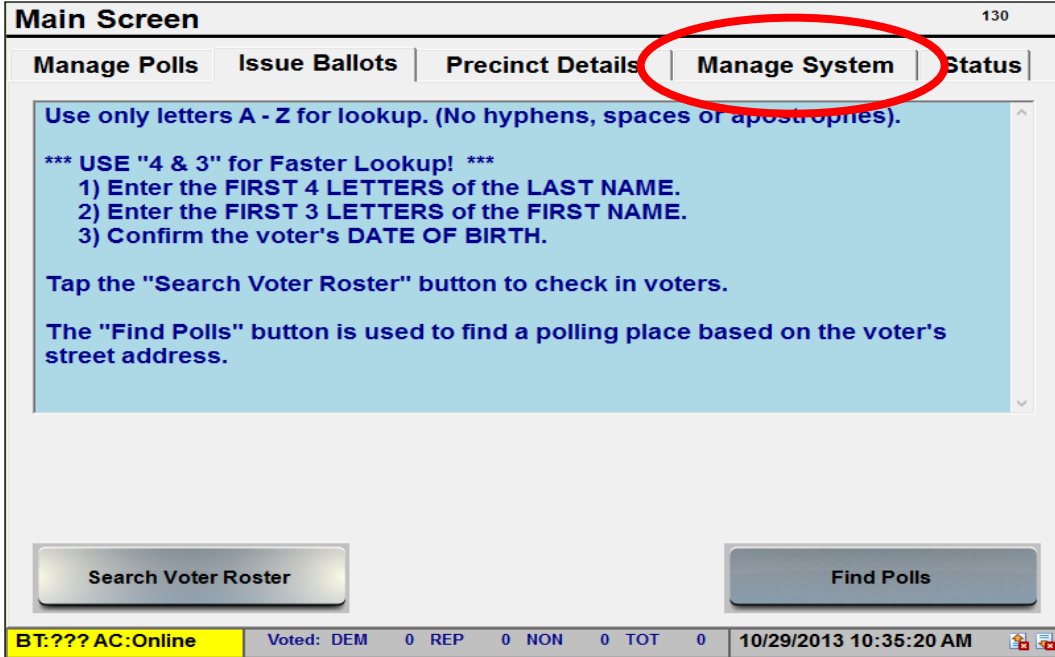
1. Tap "Return to Main" from the "Find Voters Screen."

Figure 72 - "Return to Main" Button on the Electronic Pollbook

The screenshot shows the 'Find Voters' interface. At the top, there are three tabs: 'Find by Name', 'Find by Address', and 'Find by ID'. Below these are input fields for 'Last Name', 'First Name', 'Middle Init.', 'Zip Code', and 'Birth MMDD'. To the right, there are radio buttons for 'Search Precinct/EV Count' and 'Search State', along with a 'Clear ALL' button. At the bottom, a keyboard is displayed, and a 'Return to Main' button is circled in red. The status bar at the very bottom shows 'BT:???:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date/time '10/29/2013 10:37:14 AM'.

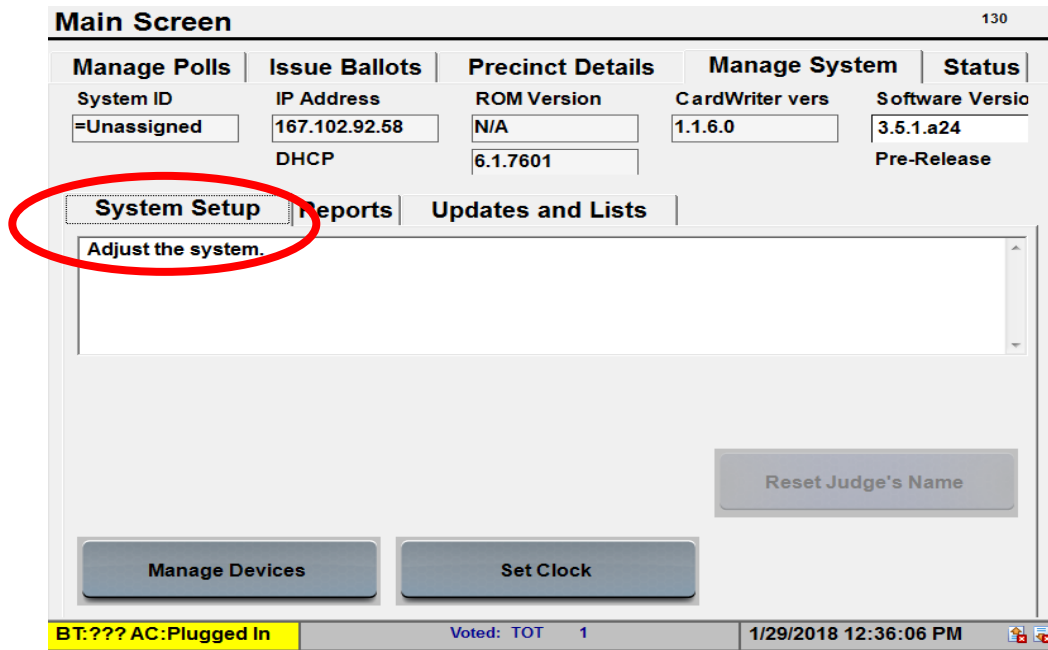
2. Tap the "Manage System" tab.

Figure 73 - "Manage System" Tab on the Electronic Pollbook



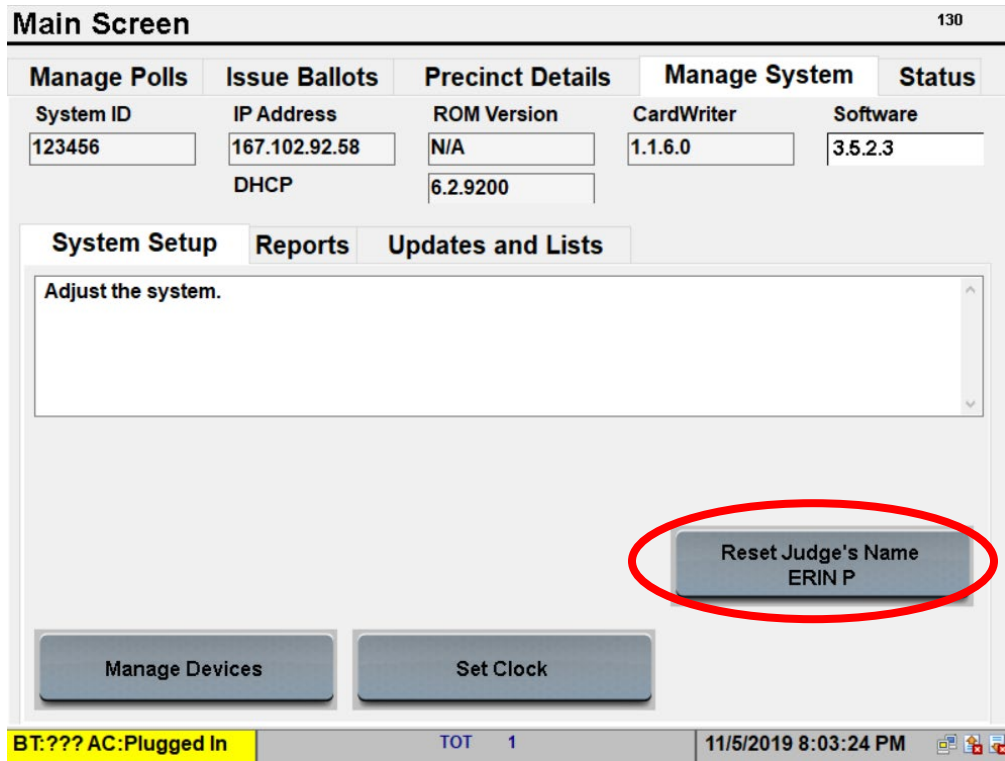
3. Tap the "System Setup" tab.

Figure 74 - "System Setup" Tab on the Electronic Pollbook



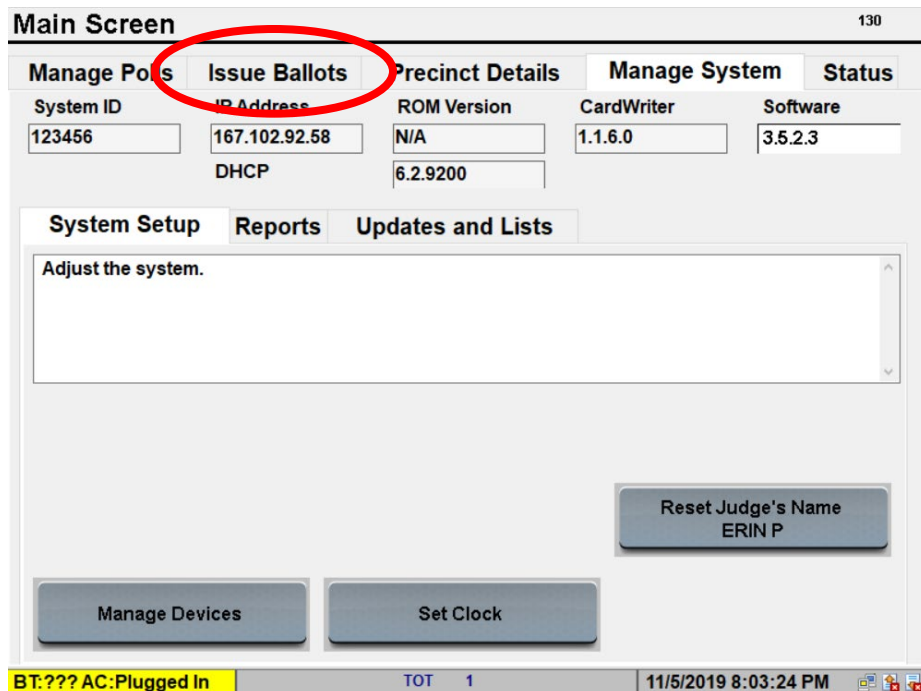
4. Tap the "Reset Judge's Name" button.

Figure 75 - "Reset Judge's Name" Button on the Electronic Pollbook



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 before the next ballot can be issued.

Figure 76 - "Reset Judge's Name" Button on the Electronic Pollbook





## 10.21 Ending the Election

At the end of the day, give all the required numbers about voter counts to the chief judges. Then, when the chief judge tells you to shut down the electronic pollbooks, follow these steps:

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.

Figure 77 - "Manage Polls" Tab and "Daily Closing Step #1 Close the Polls" Button on the Electronic Pollbook

**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 | SDR Counts

Standard BACs	0
Provisional Voter BACs	0
Standard Ballots	4
Provisional Ballots	0

Consolidation Number: 09001001

Poll Status: **OPENED**

Poll Opening Time: 7:00AM

Poll Closing Time: 8:00PM

# of Registered Voters: 2601

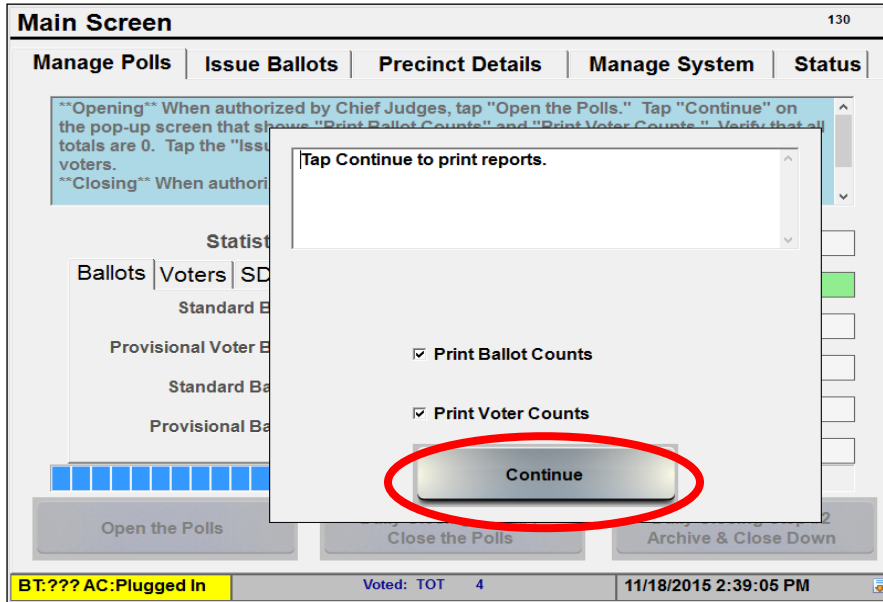
Bulk Update Date:

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

BT:??? AC:Plugged In | Voted: TOT 4 | 11/18/2015 2:37:09 PM

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

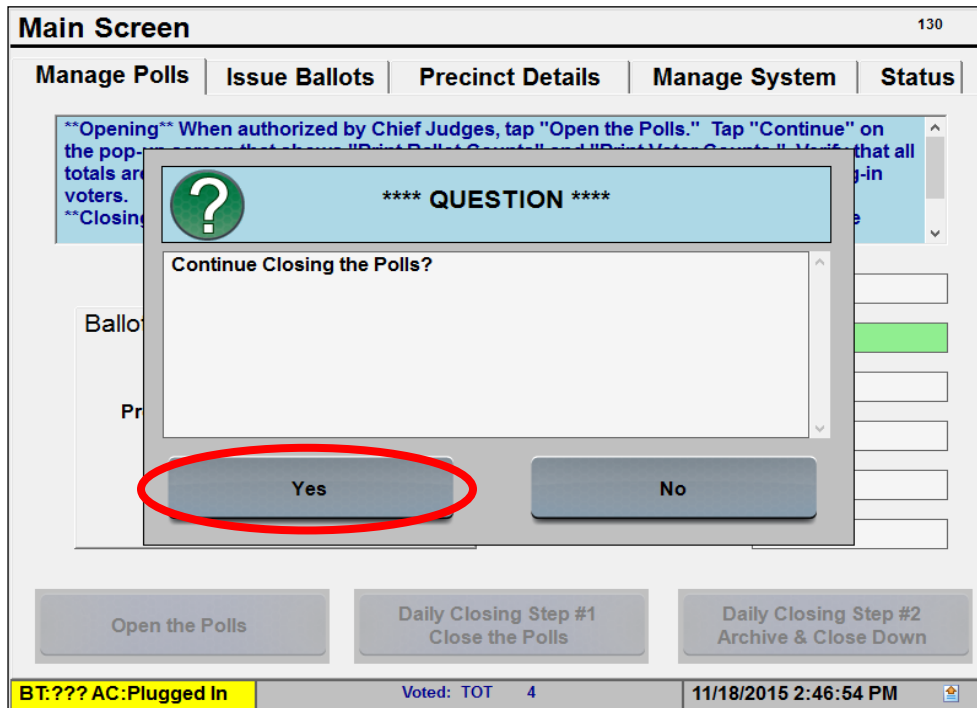
Figure 78 - "Continue" Button to Print Reports on the Electronic Pollbook



After the "Continue" button is tapped, the "Poll Status" changes from "Opened" to "Closed."

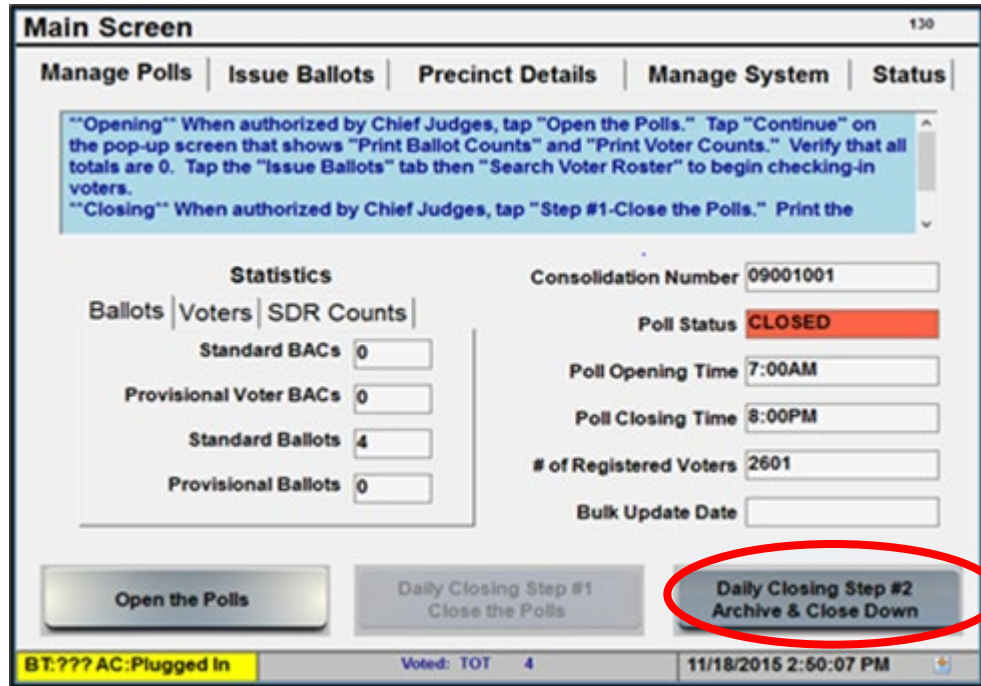
4. Tap "Yes" at the "Continue Closing the Polls?" prompt.

Figure 79 - "Yes" Button to Continue Closing the Polls on the Electronic Pollbook



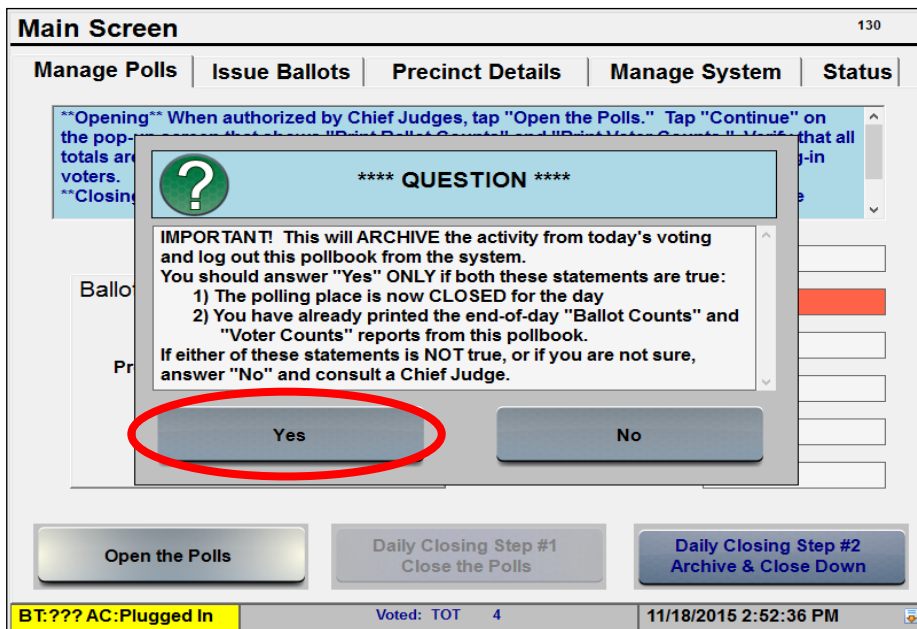
5. After the "Ballot Count" and "Voter Count" reports are printed, tap the "Daily Closing Step #2 Archive & Close Down" button.

Figure 80 - "Daily Closing Step #2 Archive & Close Down" Button on the Electronic Pollbook



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.

Figure 81 - "Yes" Button at the Question Prompt on the Electronic Pollbook



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

Figure 82 - "Launch" Screen on the Electronic Pollbook



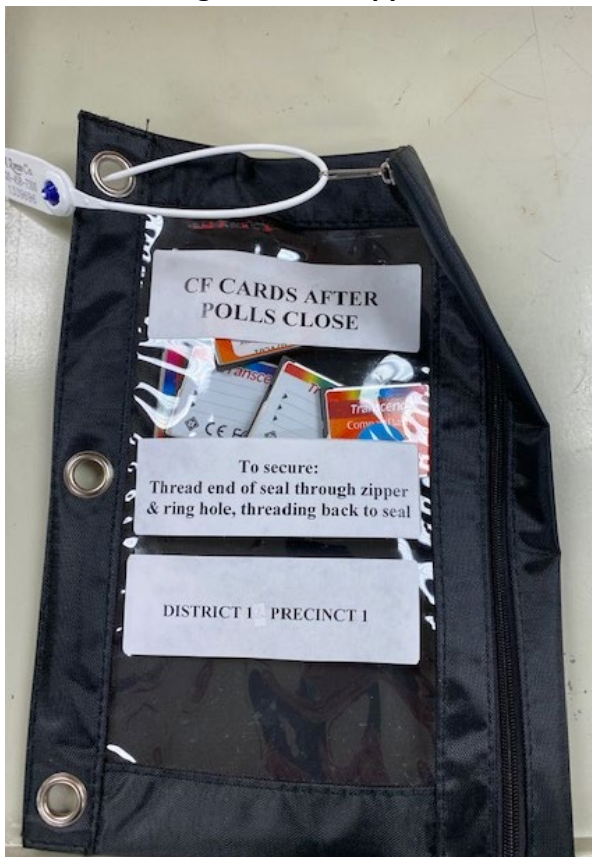
Figure 83 - Power Switch on the Top of the Electronic Pollbook



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 put it in the electronic pollbook case.
  - Remove both compact flash (CF) cards and put it in the black zipper pouch provided in the precinct binder. Place the seal found in the pouch through

the zipper and then through the metal ring across from the zipper to secure the pouch.

Figure 84 – Sealing the Black Zipper Pouch for CF Cards



- Complete the “CF Cards Security Seal #” section of the *Election Field Support Chain of Custody* form.

Figure 85 – “CF Cards Security Seal #” Section of the *Election Field Support Chain of Custody* Form

**ELECTION FIELD SUPPORT  
CHAIN OF CUSTODY**

**DATE:** June 28, 2022      **DEPARTING TIME:**

DISTRICT/PRECINCT/POLLING PLACE

CF CARDS SECURITY SEAL # <small>(used on black zipper pouch)</small>	USB STICKS SECURITY SEAL # <small>(used on purple zipper pouch)</small>
<b>RECORD</b>	<b>RECORD</b>

**HAND-DELIVERED TO CARROLL COUNTY BOARD OF ELECTIONS OFFICE**

**SIGNATURE OF EFS:**

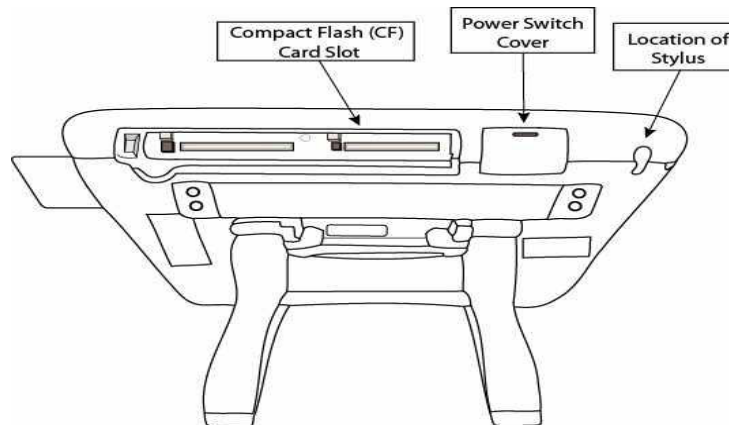
**PRINT NAME:**

**Office use only:**  
**TIME:**  :       Received by CGBOE STAFF

**Receiver's Signature:**

- Replace the lid on the top of the electronic pollbook.

**Figure 86 - Compact Flash (CF) Card Slot on the Top of the Electronic Pollbook**



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

**Figure 87 - Consolidated Ballot Counts Report from the Electronic Pollbook**

<b>Consolidated Ballot Counts Report</b>				
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
<b>Net</b>	<b>290</b>	<b>145</b>	<b>102</b>	<b>43</b>
Prov Issued	19	8	3	8
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
<b>Net Prov</b>	<b>17</b>	<b>7</b>	<b>3</b>	<b>7</b>
<b>Net Ballots</b>	<b>307</b>	<b>152</b>	<b>105</b>	<b>50</b>
.....				
DEM Judge	_____			
REP Judge	_____			



Reissued and cancelled ballots are **subtracted** from “Issued” ballots to get the total regular and provisional ballots. This total is called **“Net Ballots.”**



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

Figure 88 - Consolidated Voter Counts Report from the Electronic Pollbook

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

10. Attach the *Consolidated Voter Counts Report* and the *Consolidated Ballot Counts Report* to the *Electronic Pollbook Integrity Report*.
11. Give the *Electronic Pollbook Integrity Report* (with the attached reports) to the chief judges.

---

## 10.22 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. Check-in judges must make sure that the inner seal on the top lid of each electronic pollbook has not been broken. Make sure its number matches the number from the beginning of the day on the *Electronic Pollbook Integrity Report*.
4. Pack the electronic pollbooks in their cases.
5. Have both chief judges sign the *Electronic Pollbook Integrity Report*.
6. Pack the electronic pollbooks in their cases.
7. Pack all printers, cords, cables, and hub (if there is one). Be sure the extra stylus is also in the electronic pollbook case.