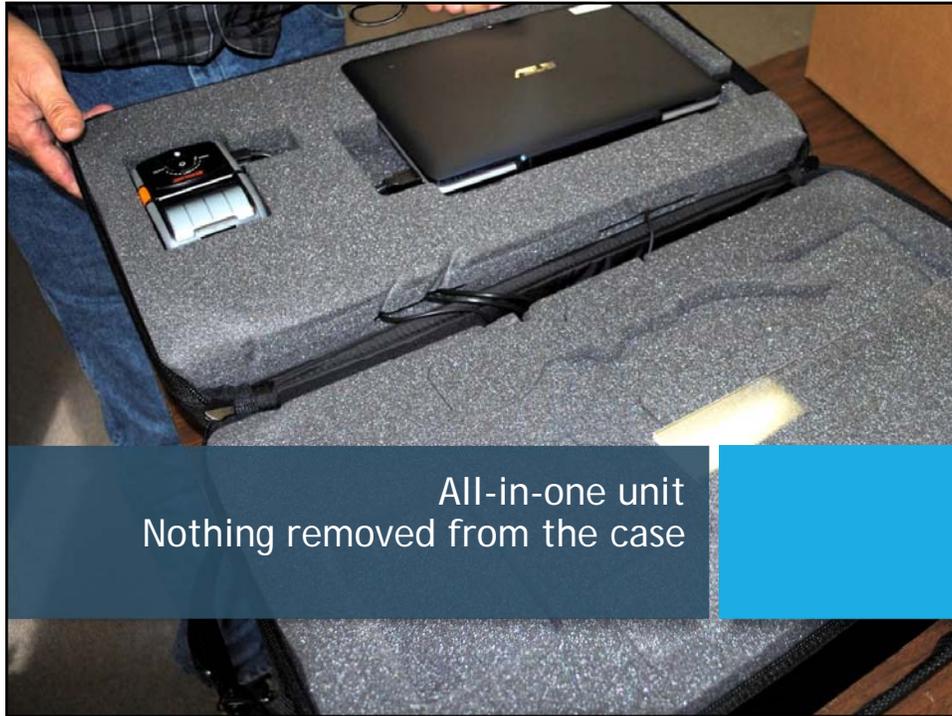


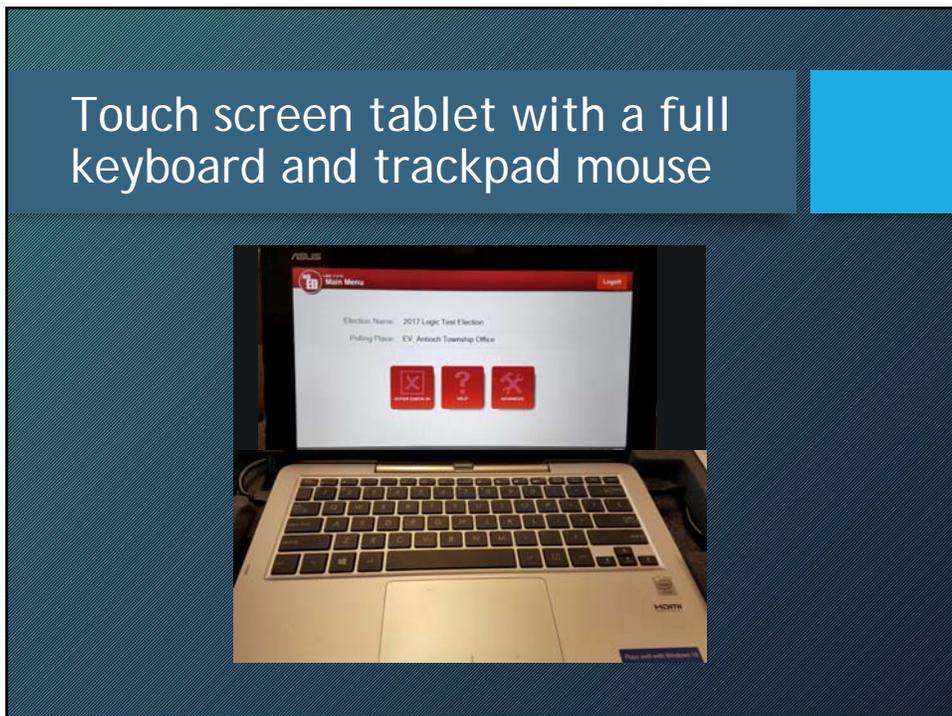
1



2



3



4

Maneuvering through ePollbook screens

- Either touch screen or mouse pad will work
- Can use a combination
- Do not press or pound - gentle tap is best

5

Case provides a working surface for judge and voter

Election judge works on this side

Voter stands on this side and uses the hard plastic surface to sign ballot application



6

On election eve, Voter Services Judge

- Set up and log onto all ePollbooks
- Power down and re-seal for Election Day
- Allows for download of most current voter data



7

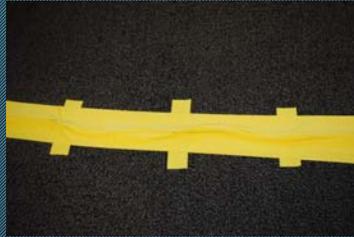
Election morning ePollbook preparation

- Cut zip tie connecting the zipper ends
- Unzip case and lay out flat
- Be careful of the cord as it will be plugged into power



8

Tape cords if necessary



- If power cord is tripping hazard
- Yellow tape sent in ballot bins
- Be aware of not causing damage to floors or carpet

9

Power on ePollbook

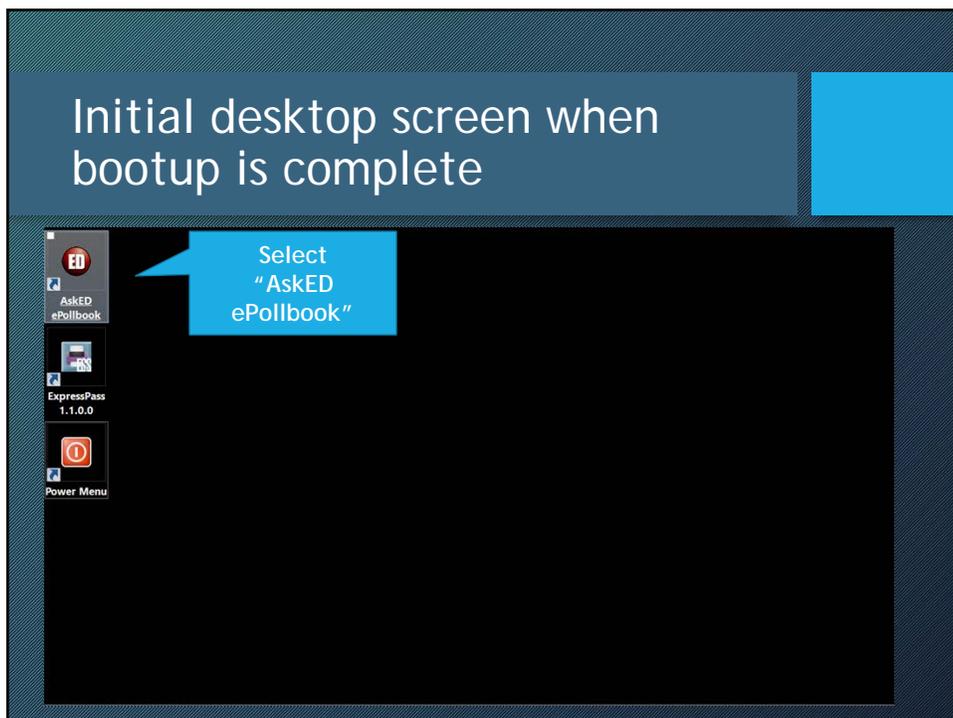
- Lift cover of ePollbook
- Power button is on left corner on lid's exterior just below label
- Hold power button 4-5 seconds



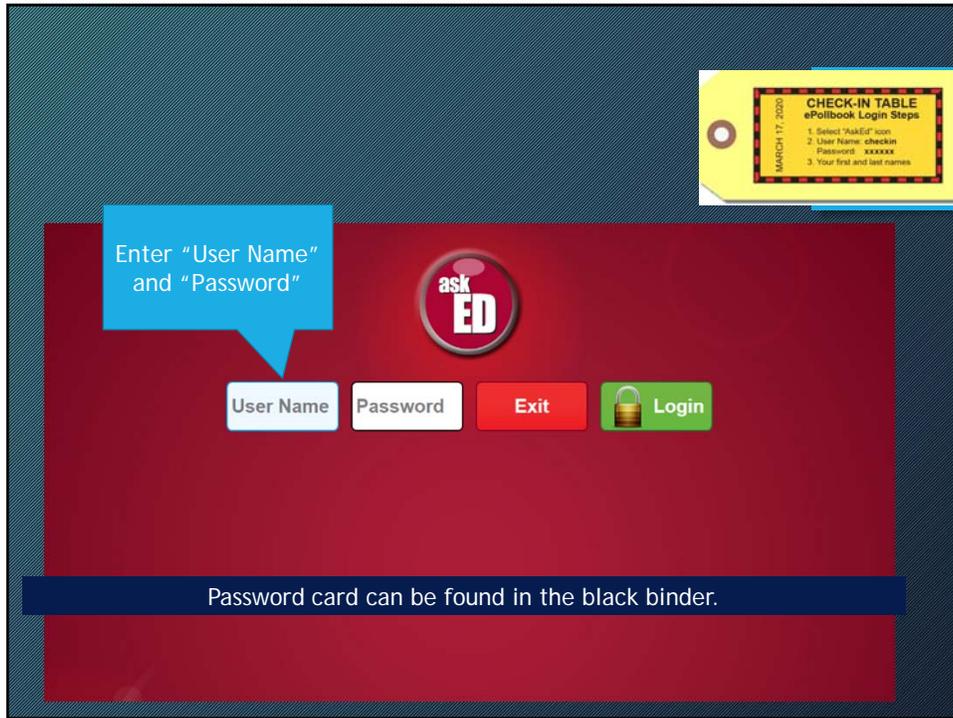
10



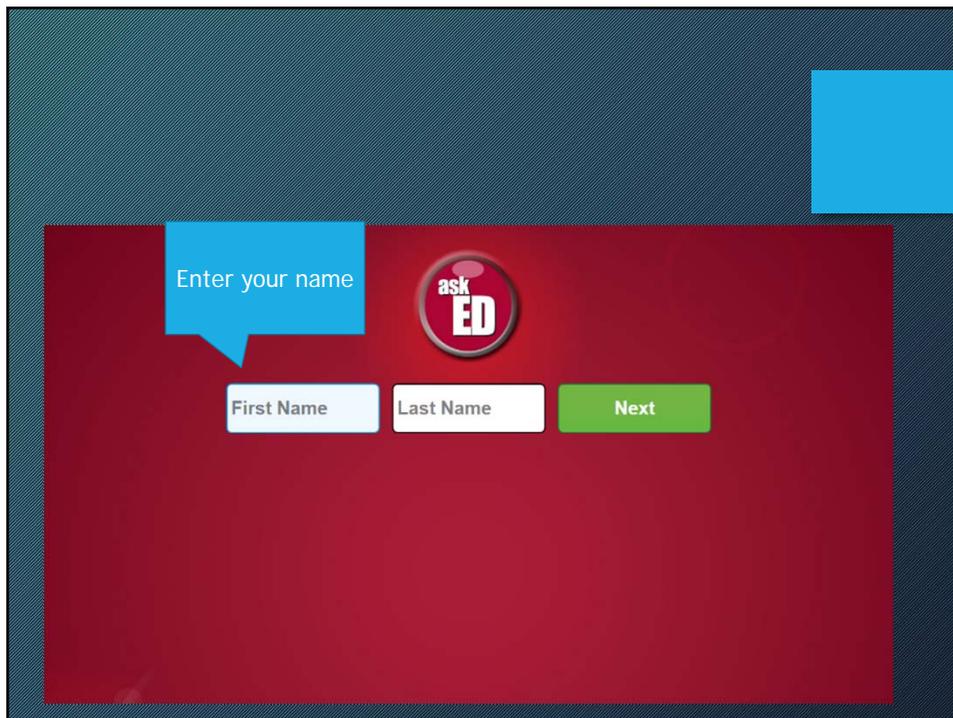
11



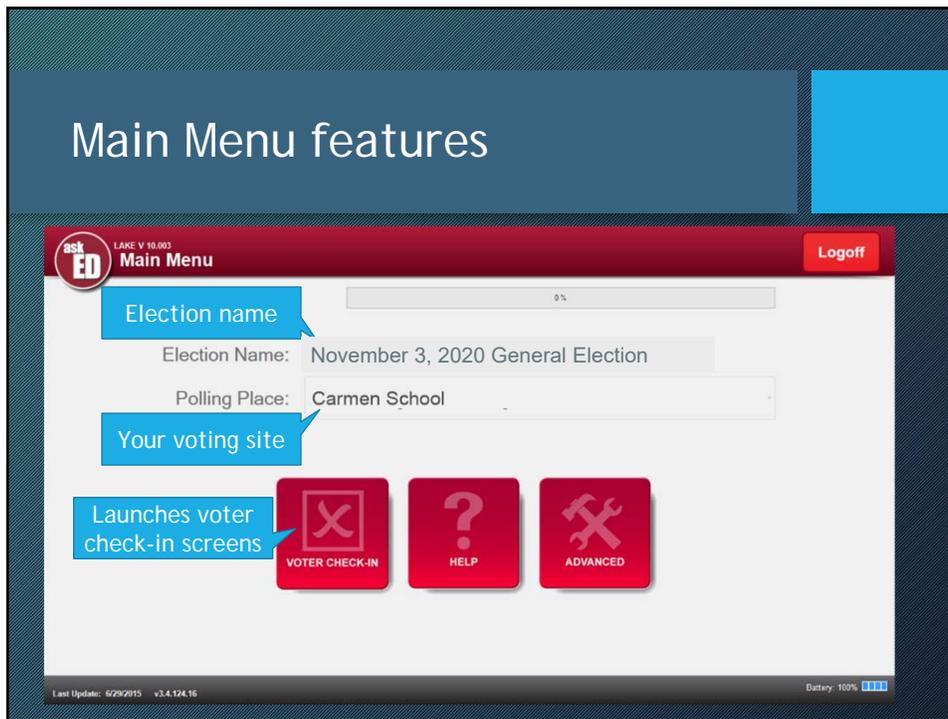
12



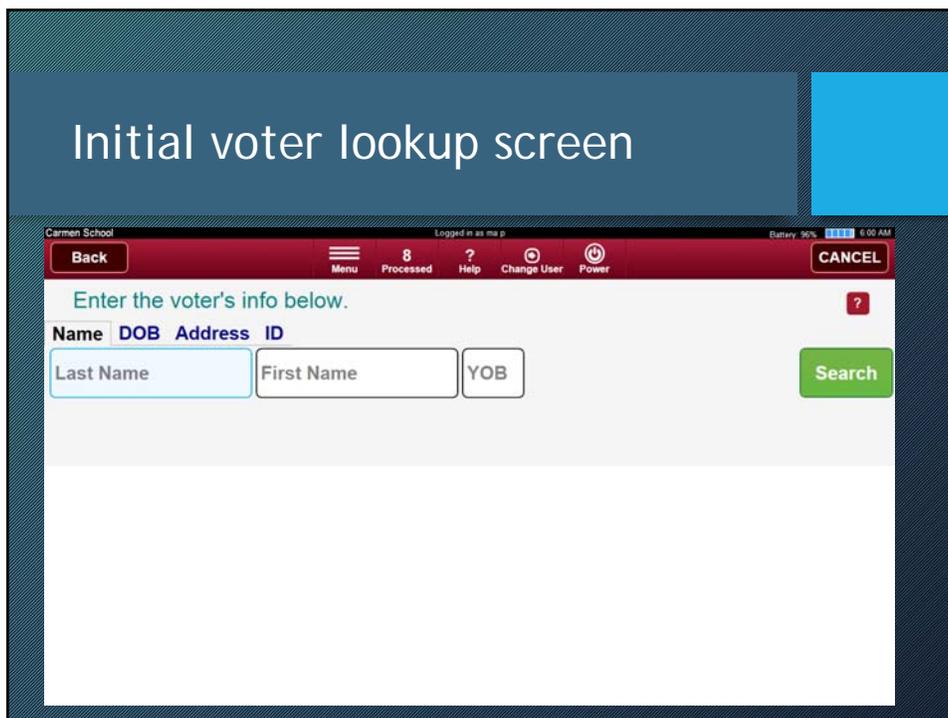
13



14

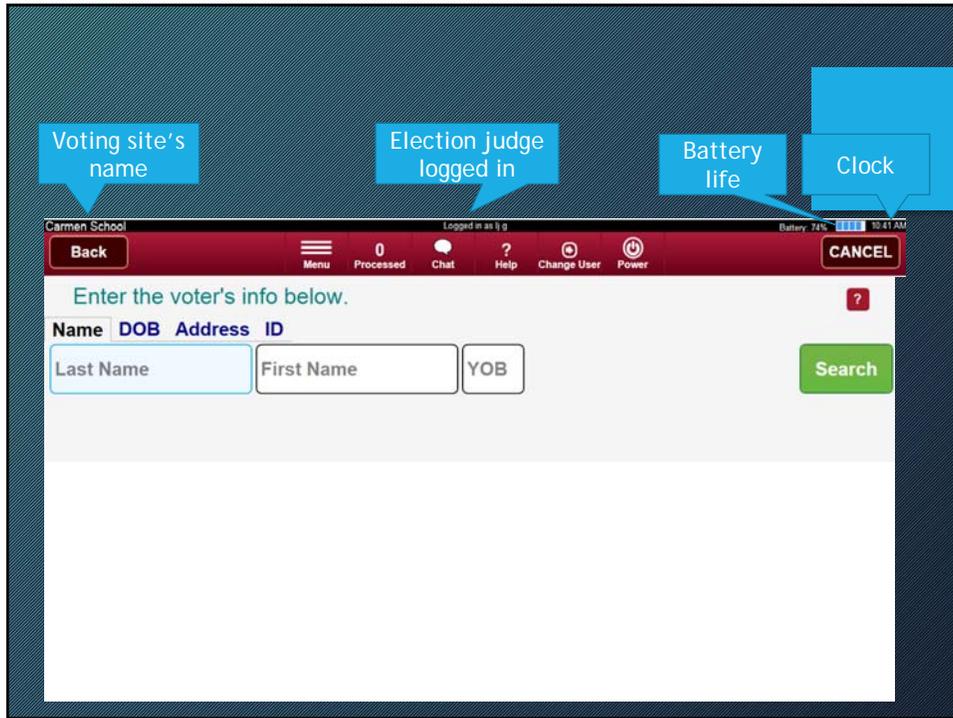


15

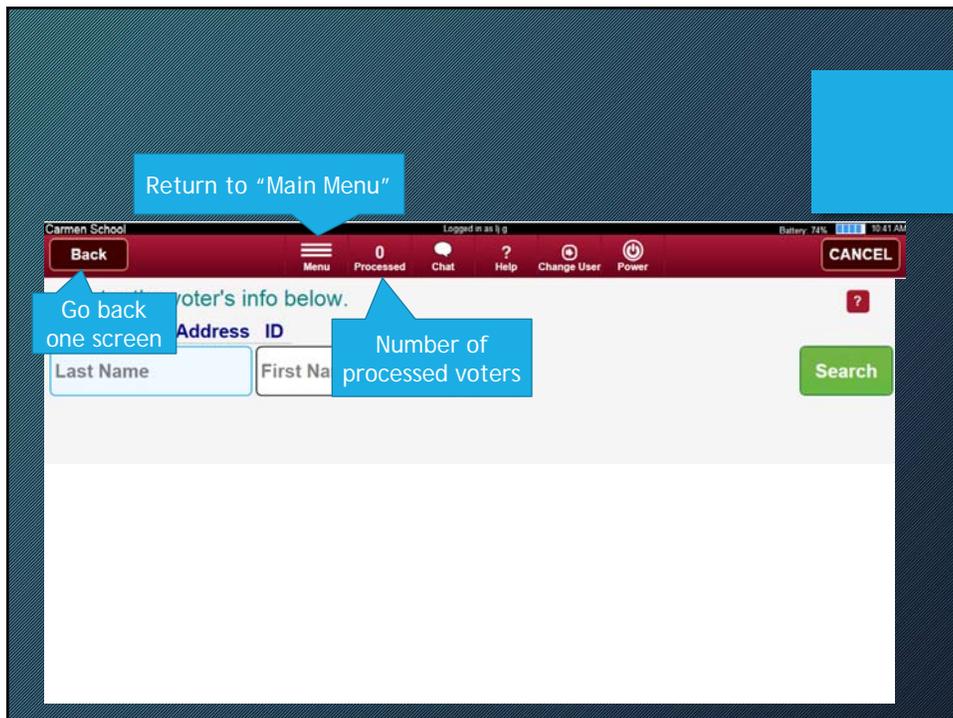


16

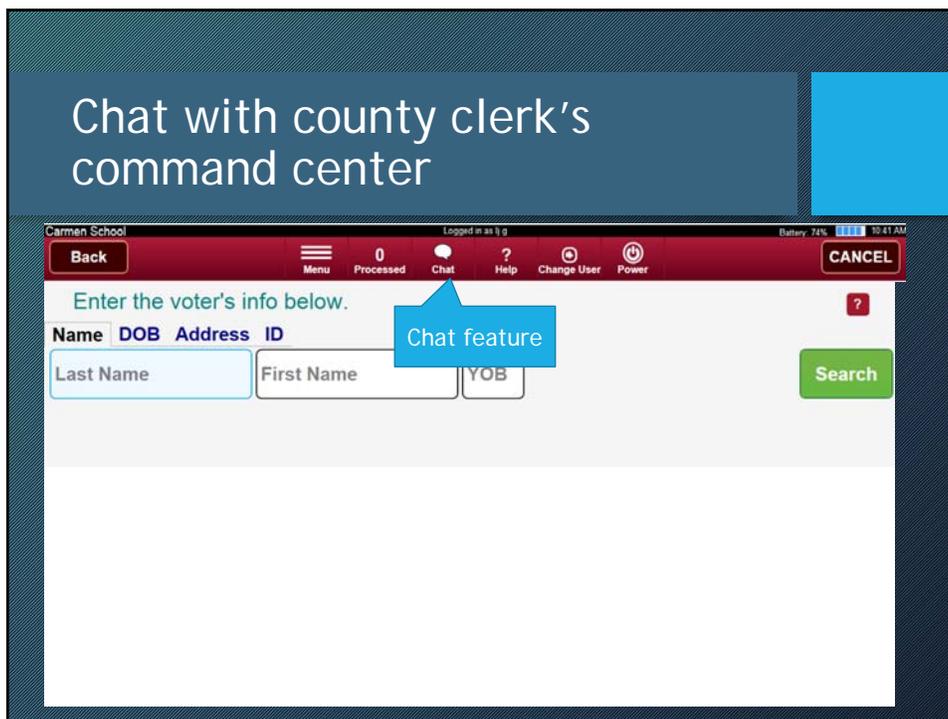
Basic Training ePollbook Part 2 -
November 2020



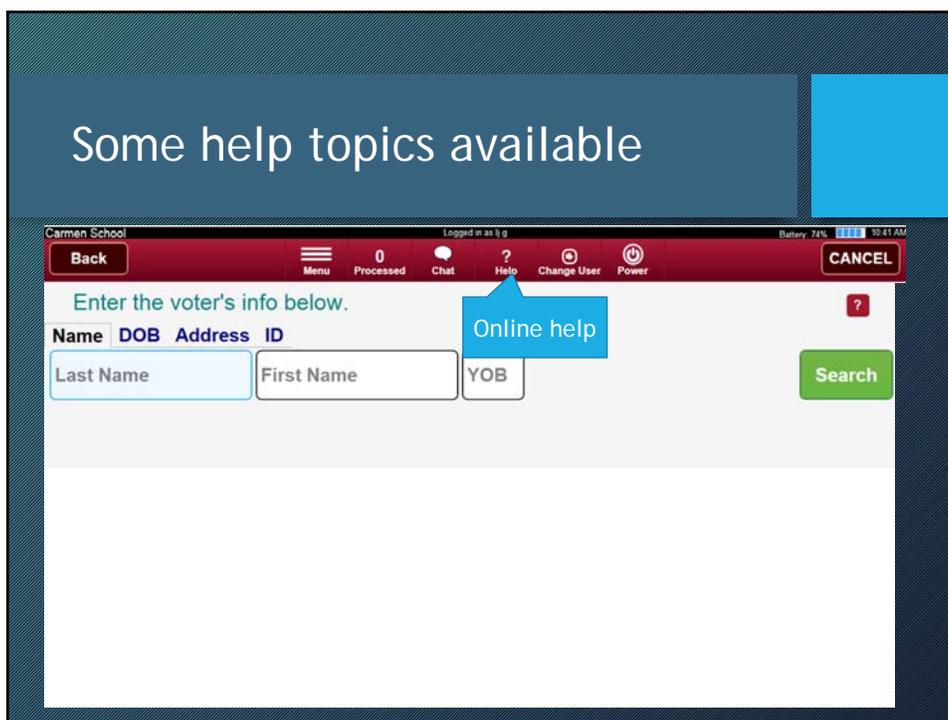
17



18

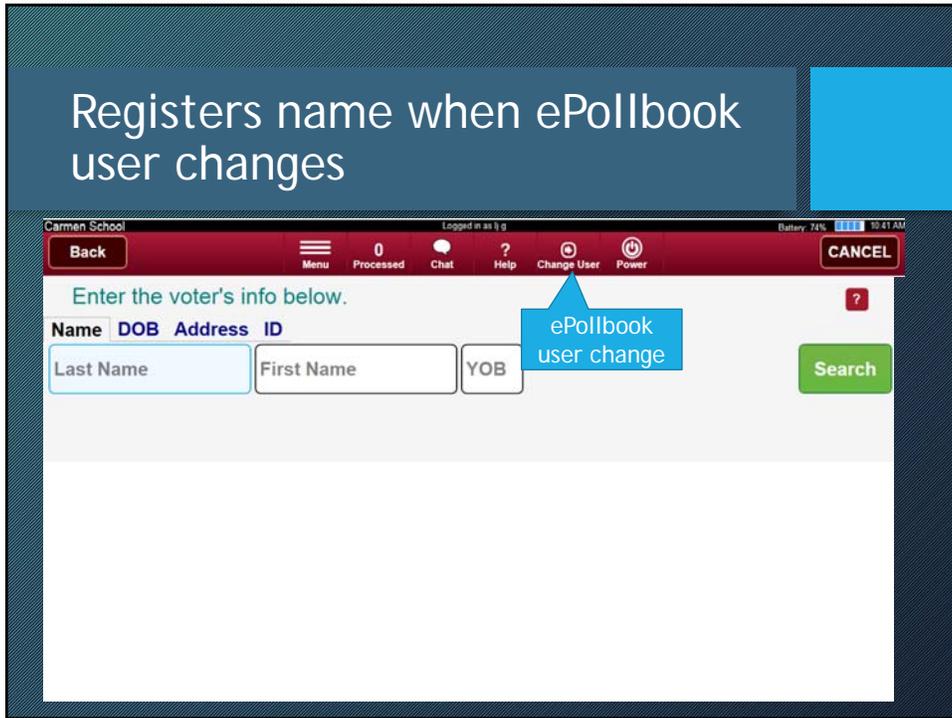


19



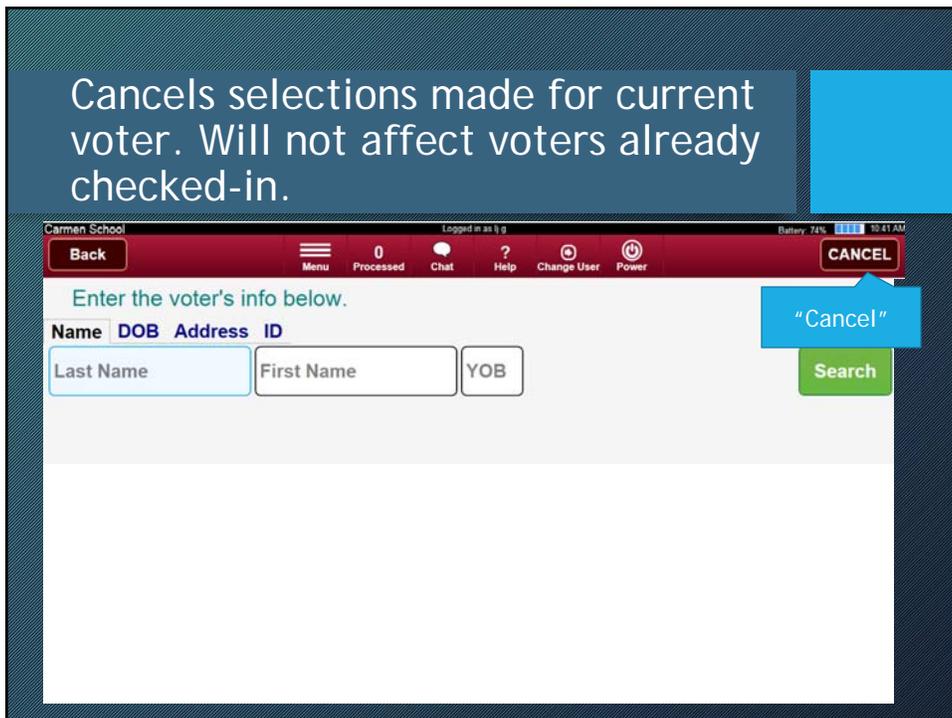
20

Registers name when ePollbook user changes

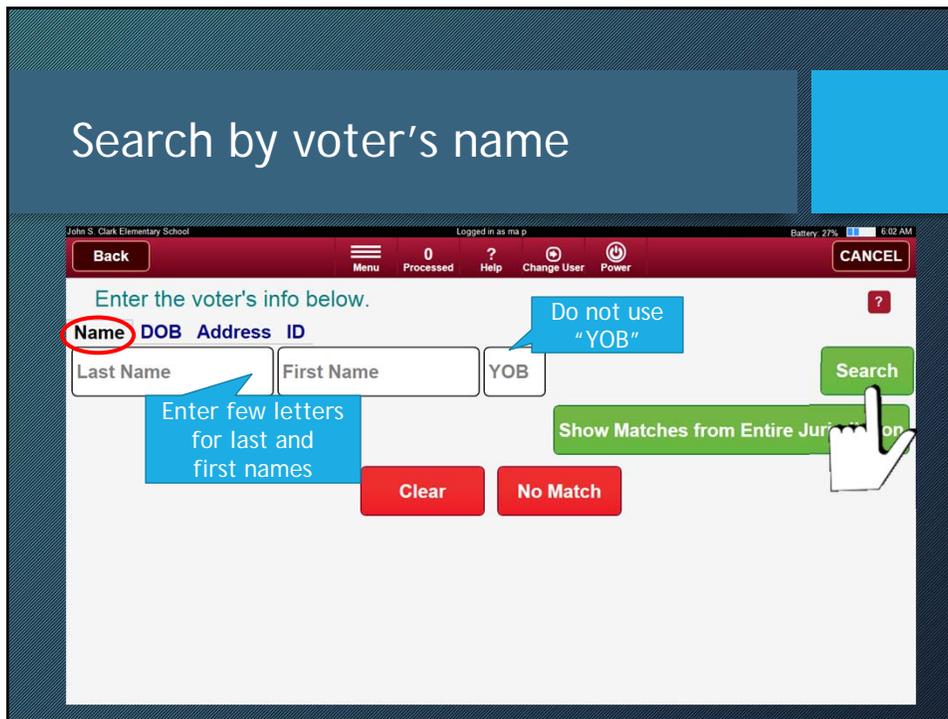


21

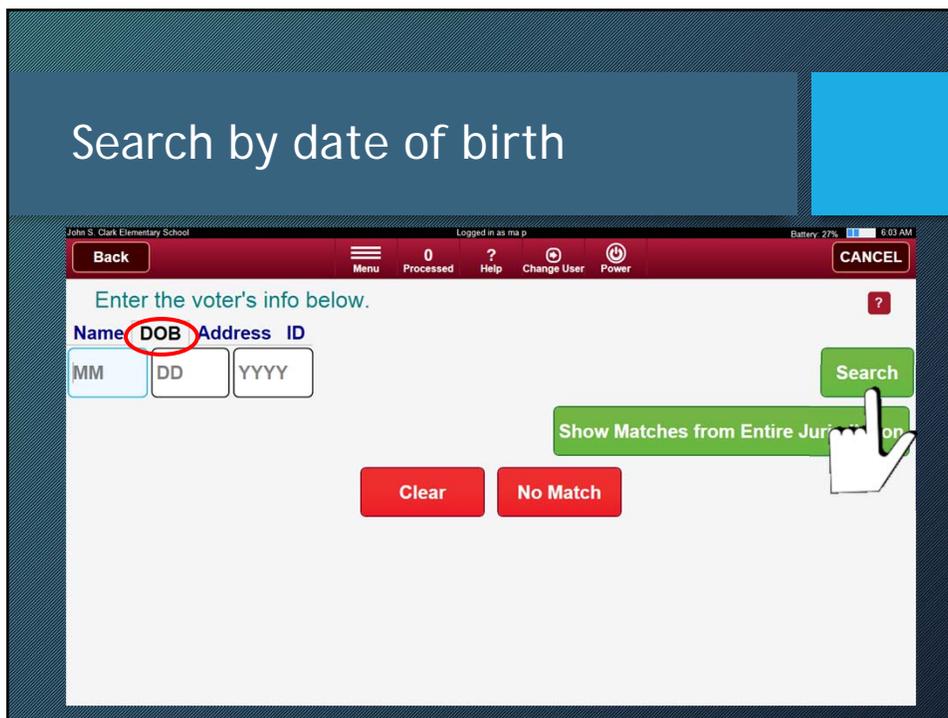
Cancels selections made for current voter. Will not affect voters already checked-in.



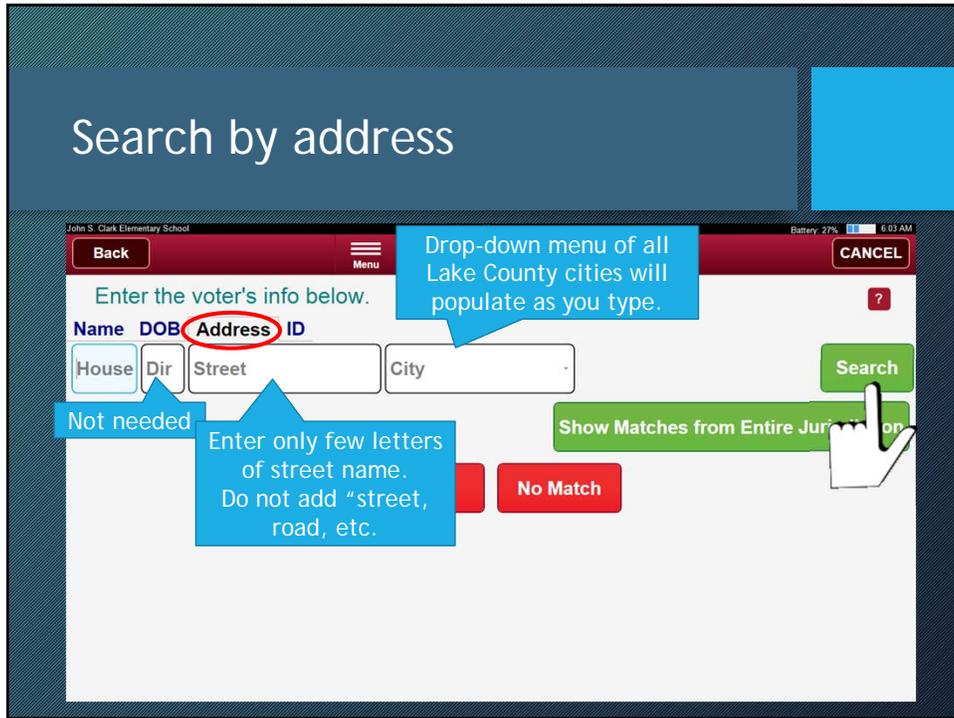
22



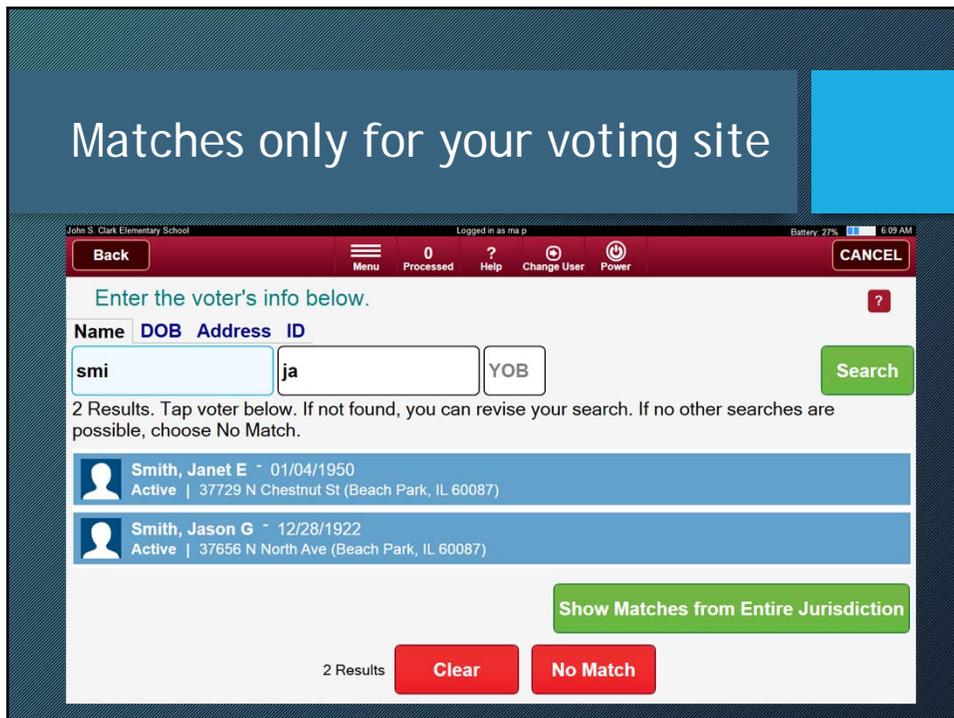
23



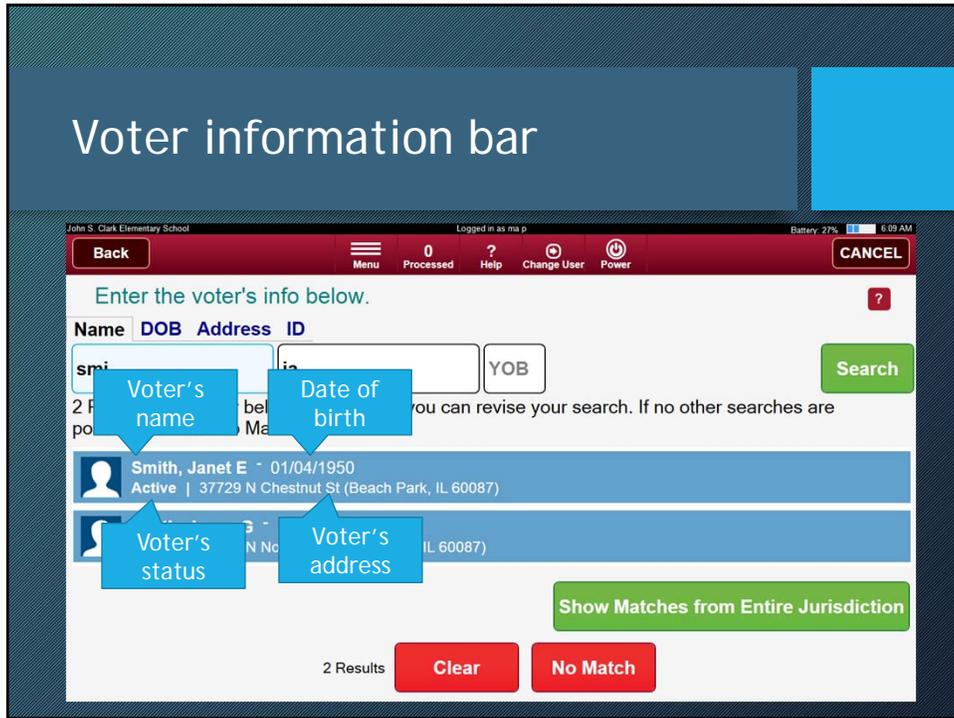
24



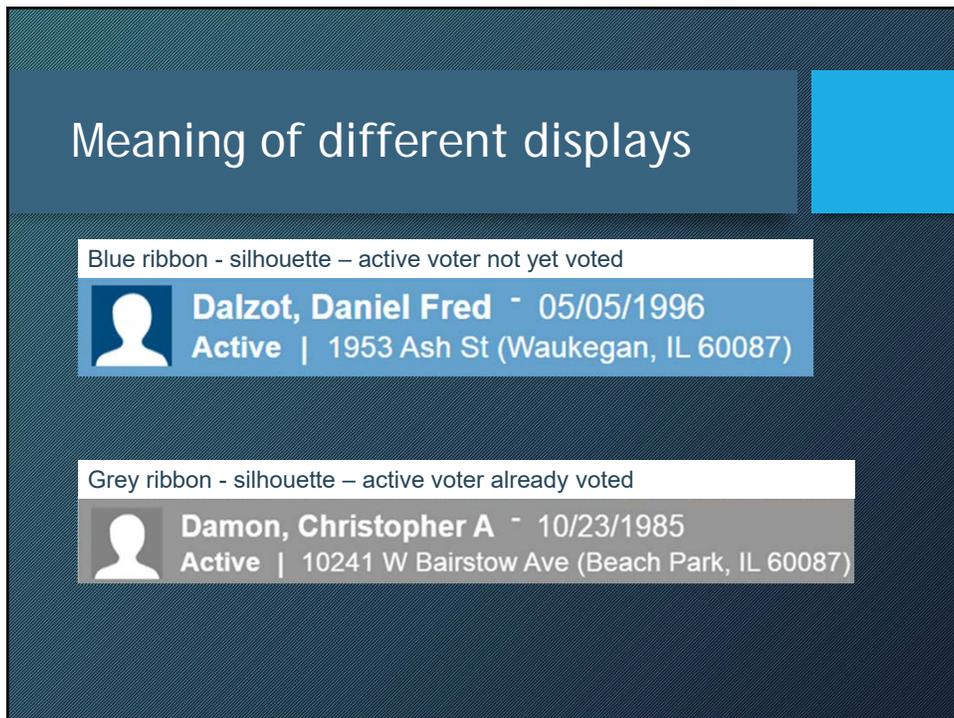
25



26



27



28

Vote by Mail icons

Blue ribbon – envelope icon – voter has been sent a ballot by mail

 **Mazur, Michael E** ~ 07/25/1962
Active | 2332 Chestnut St (Waukegan, IL 60087)

Grey ribbon – envelope icon – voter has **returned** a ballot by mail

 **Daniels, Seazer** ~ 07/24/1962
Active | 2512 N Jackson St (Waukegan, IL 60087)

29

Follow the ePollbook prompts, a
voter always has options

Just because a voter
is marked as having
voted in this election,
do not automatically
turn them away

30

Let's process a routine voter

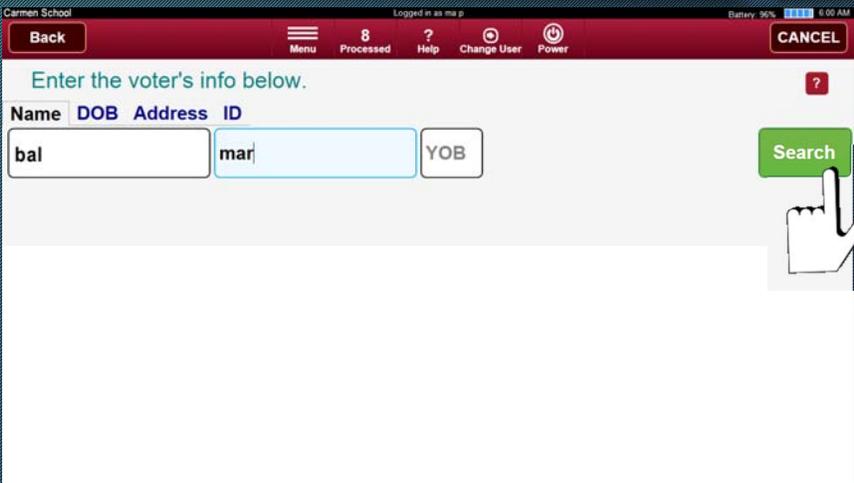
Mark A. Ballot

This will be the majority of voters you will process on Election Day

Page 67

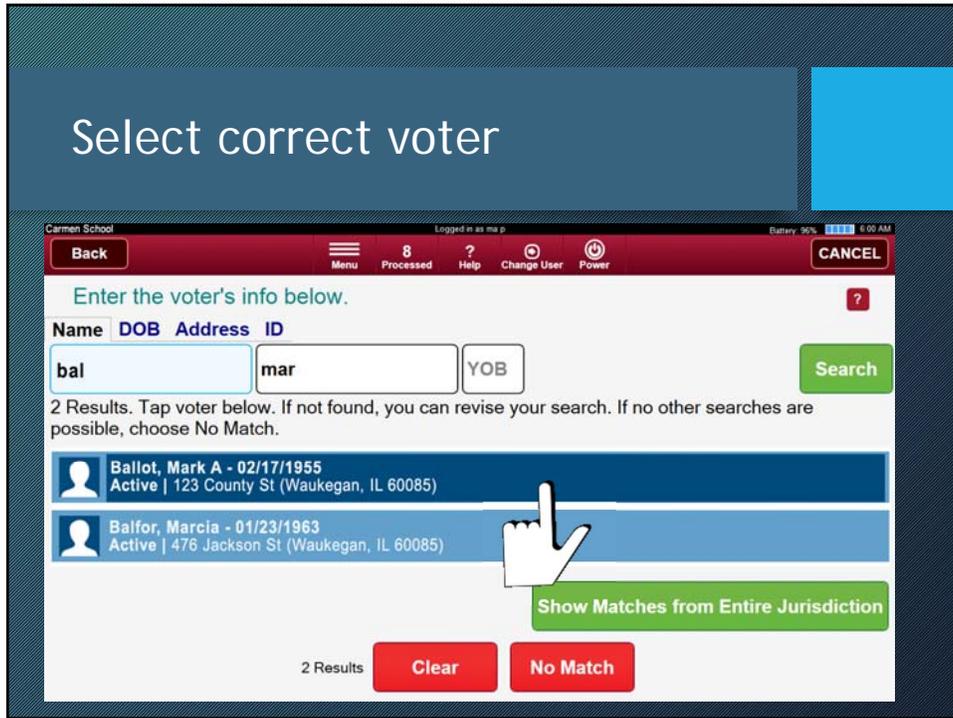
31

Ask voter's name.
Enter only few letters.

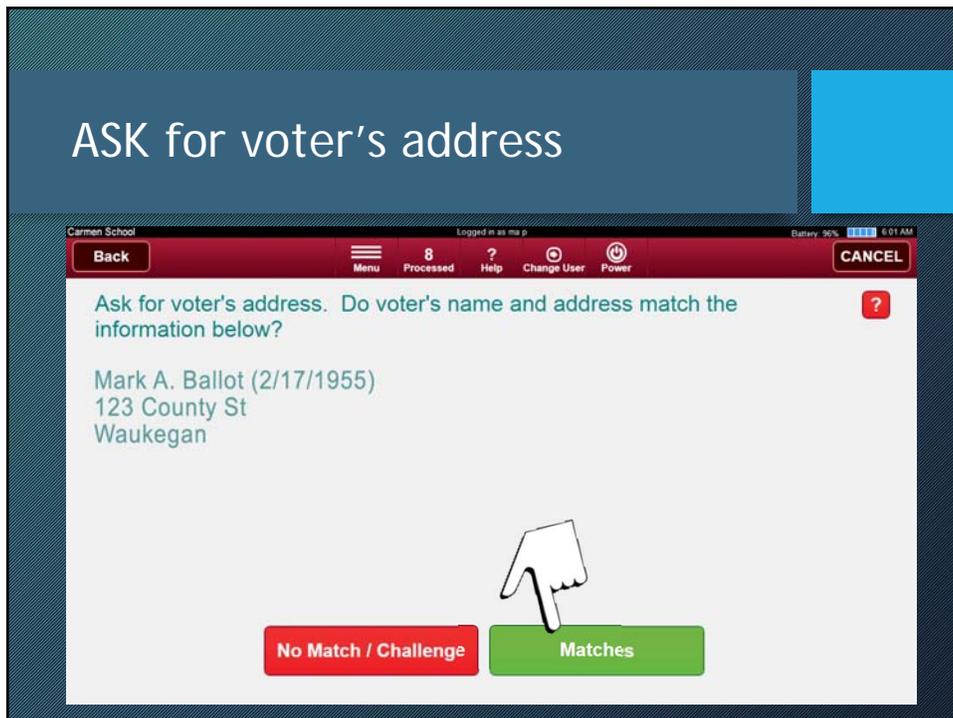


The screenshot shows a mobile application interface for processing voters. At the top, there is a dark blue header with the text "Ask voter's name. Enter only few letters." Below this is a white search form with the instruction "Enter the voter's info below." The form has four input fields: "Name" (containing "bal"), "DOB" (containing "mar"), "Address" (containing "YOB"), and "ID" (empty). A green "Search" button is located to the right of the "DOB" field. A hand icon is pointing at the "Search" button. The interface also includes a top navigation bar with "Back", "Menu", "Processed" (8), "Help", "Change User", and "Power" buttons, and a "CANCEL" button in the top right corner. The status bar at the bottom shows "Carmen School", "Logged in as ma p", "Battery 90%", and "6:00 AM".

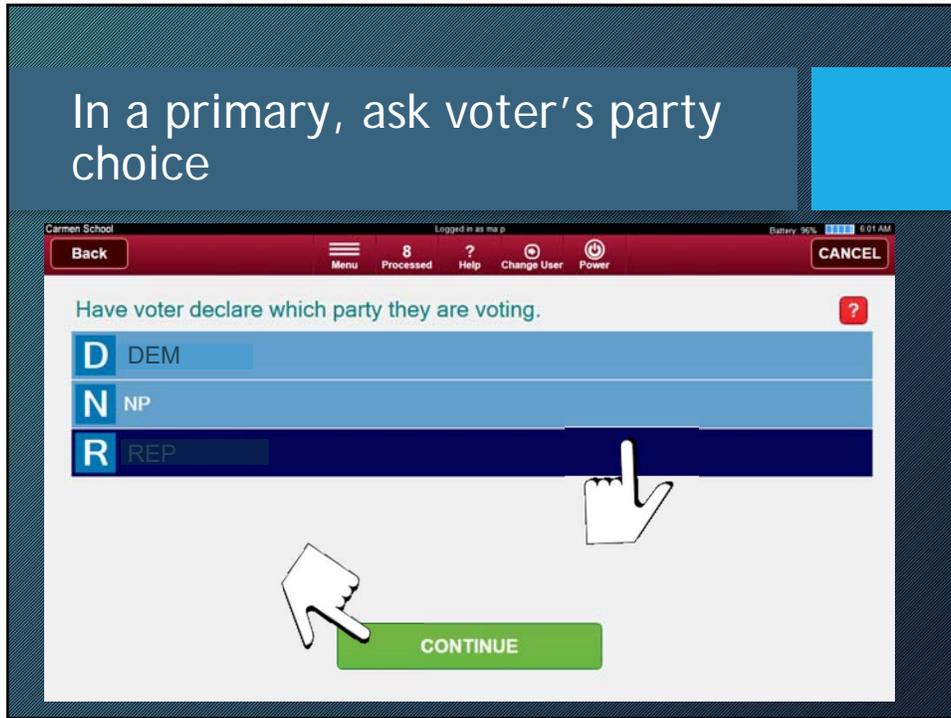
32



33



34



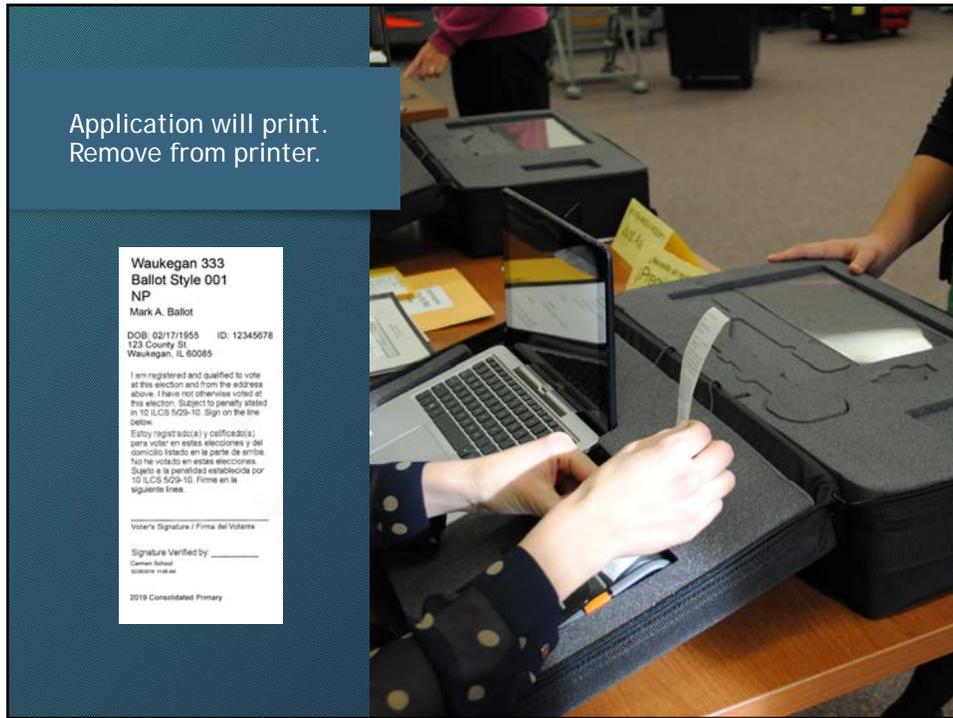
35

Nonpartisan ballots contain only public questions

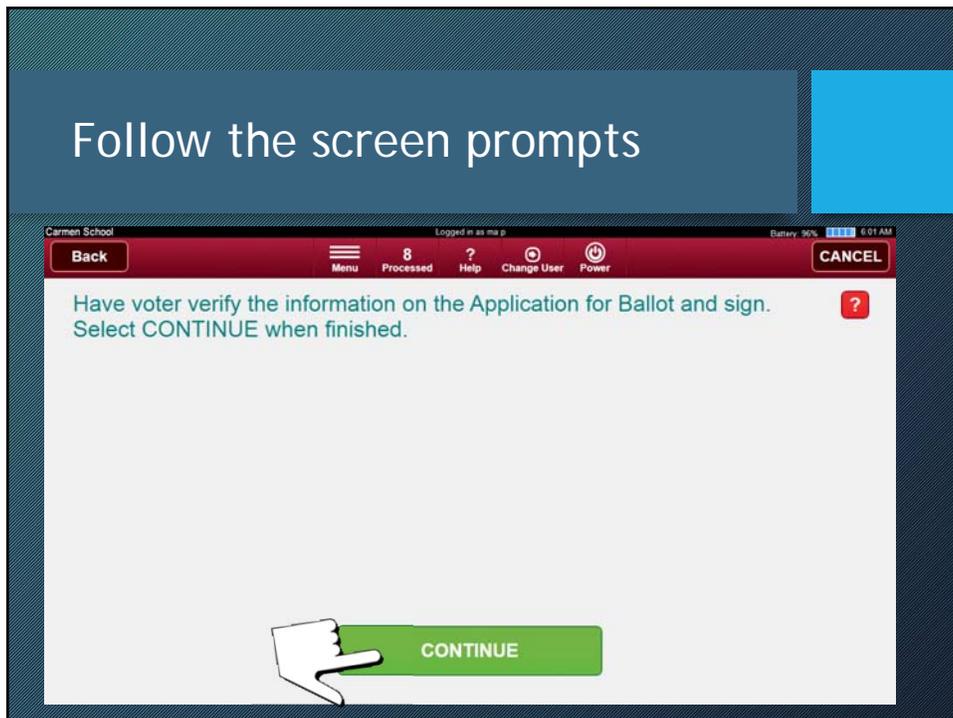
One exception is Lake Forest - their aldermen appear on the Nonpartisan ballots

Some voters think they will get both parties if they request a Nonpartisan ballot. Any public questions will also appear on both party ballots.

36



37



38

Voter will verify and sign
application



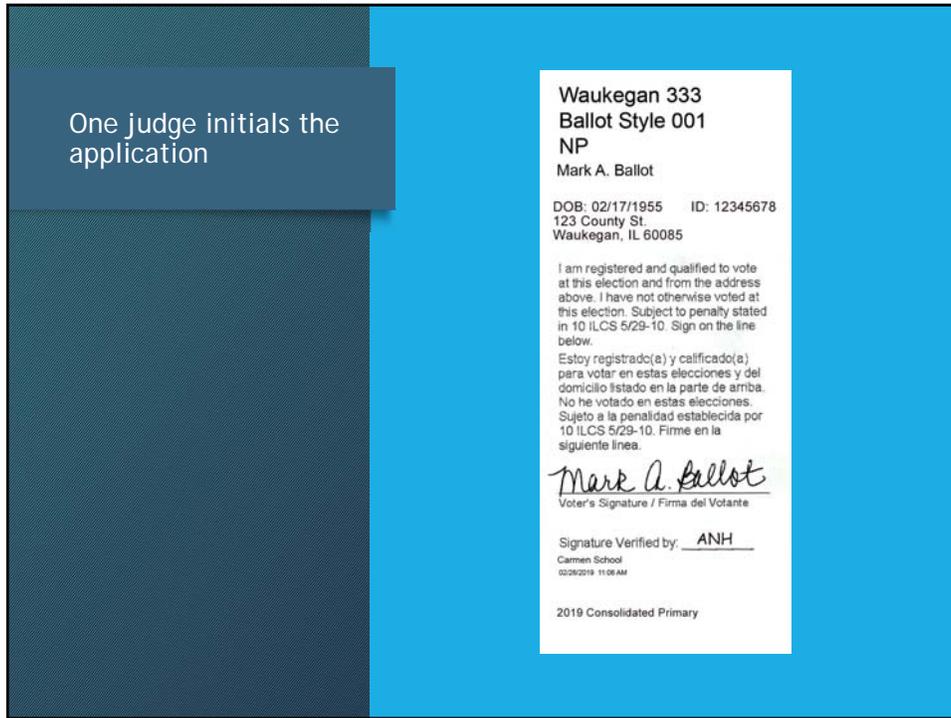
39

Two judges verify signature with
image on screen

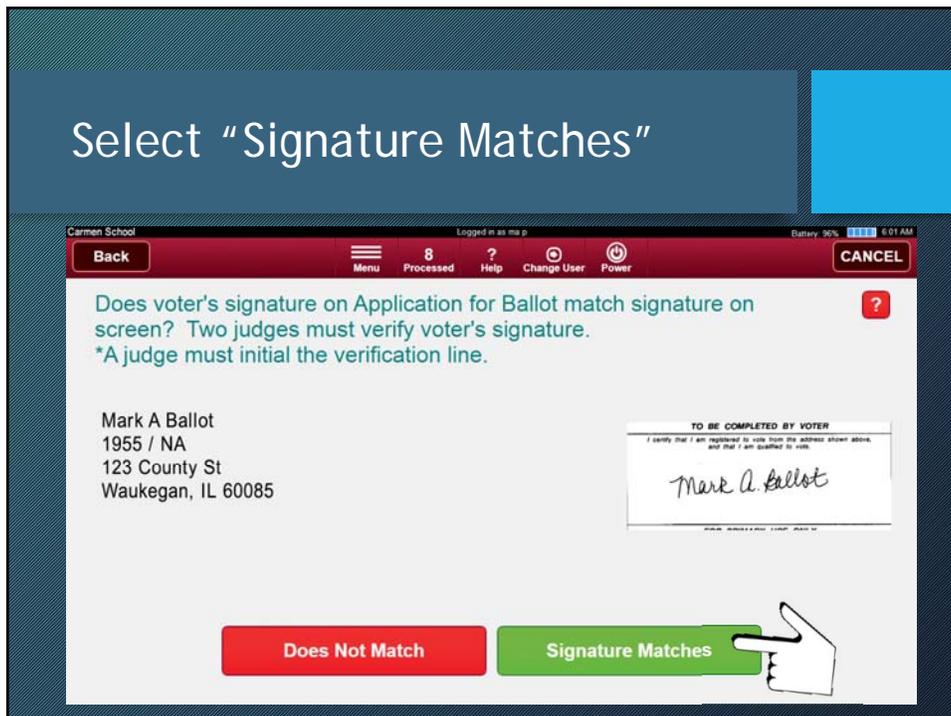


*Signature is only ID permitted in Illinois -
observe carefully, but reasonably*

40



41



42

Review info with voter

The screenshot shows a mobile application interface for an ePollbook. At the top, there is a dark blue header with the text "Review info with voter". Below this is a red navigation bar with a "Back" button, a menu icon, and several status indicators: "8", "?", "Change User", and "Power". A "CANCEL" button is in the top right corner. The main content area has a light gray background. It starts with a teal instruction: "Select RECORD CHECK-IN to indicate that voter will vote this ballot style, then hand the voter their signed Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table." Below this is a red question mark icon. The voter's information is displayed: "Mark A. Ballot, 1955, VID 4287243", "123 County St, Waukegan", "DOB: 02/17/1955", and "Party: REP". There are two dropdown menus: "Ballot Style" set to "Waukegan 333 Ballot Style 260" and "Ballot Type" with radio buttons for "Provisional" and "Precinct". At the bottom, there is a "Voted With:" section with radio buttons for "Optical Scanner" and "ExpressVote". Two large buttons are at the bottom: a red "CANCEL" button and a green "RECORD CHECK-IN" button.

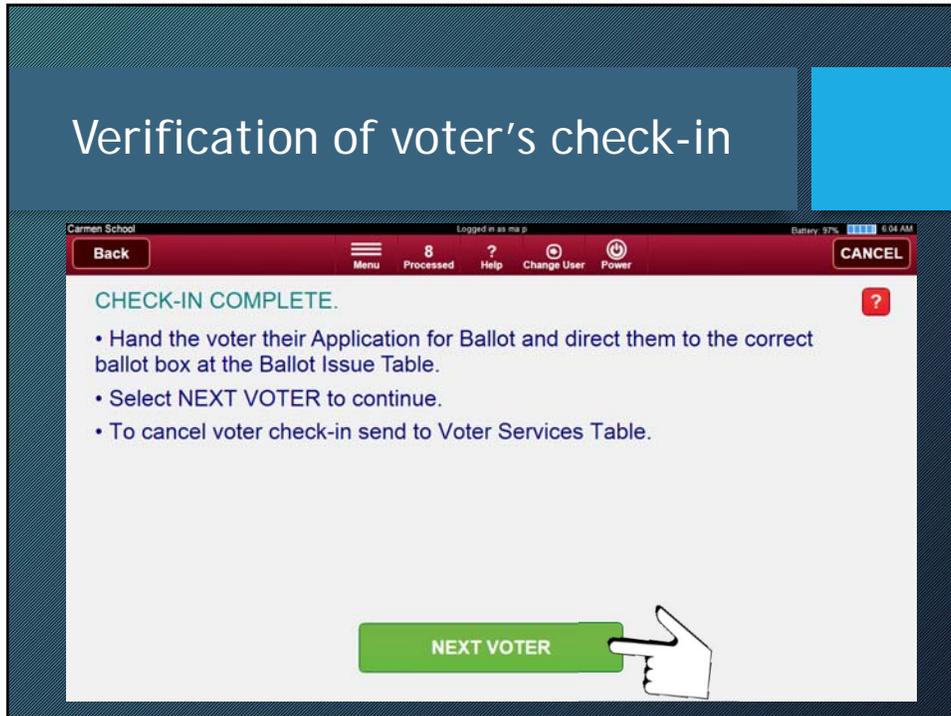
43

Select "RECORD CHECK-IN." VERY IMPORTANT!

This screenshot is identical to the one above, showing the same voter information and ballot style selection screen. The key difference is a white hand cursor icon pointing directly at the green "RECORD CHECK-IN" button, emphasizing the instruction to select this option.

44

Verification of voter's check-in



45

Hands-on practice



1. Unzip and open ePollbook case

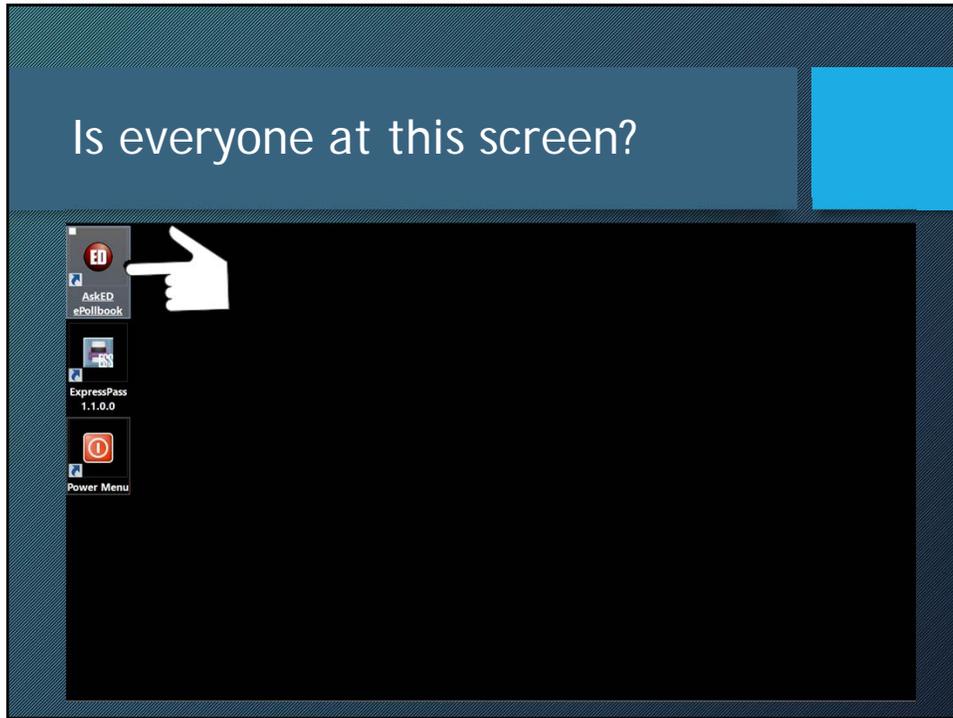


2. Lift cover of ePollbook

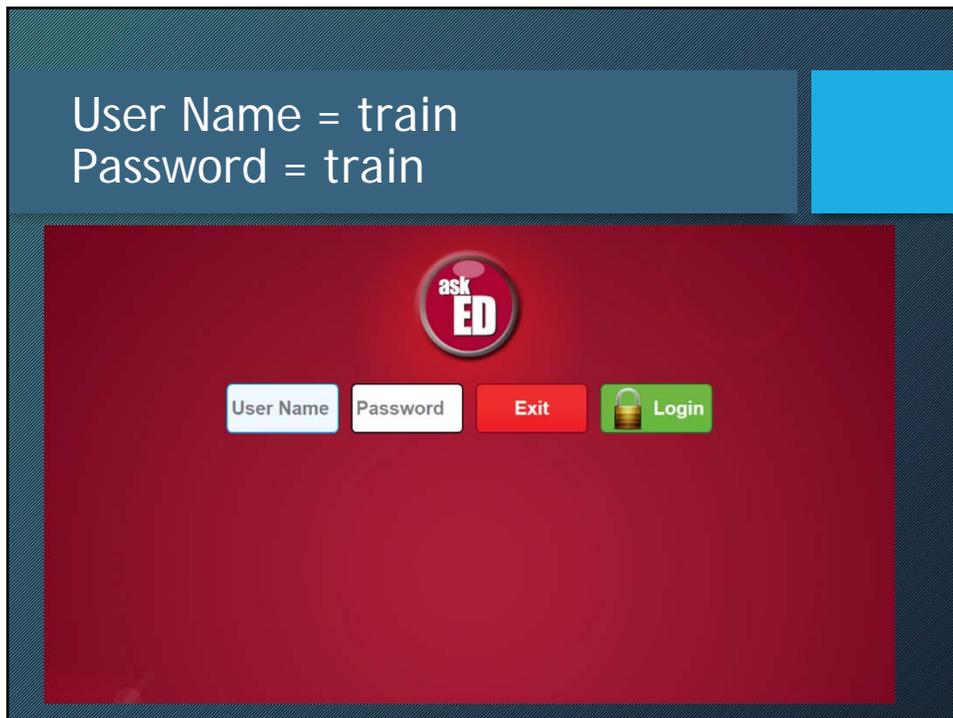


4. Turn on printer

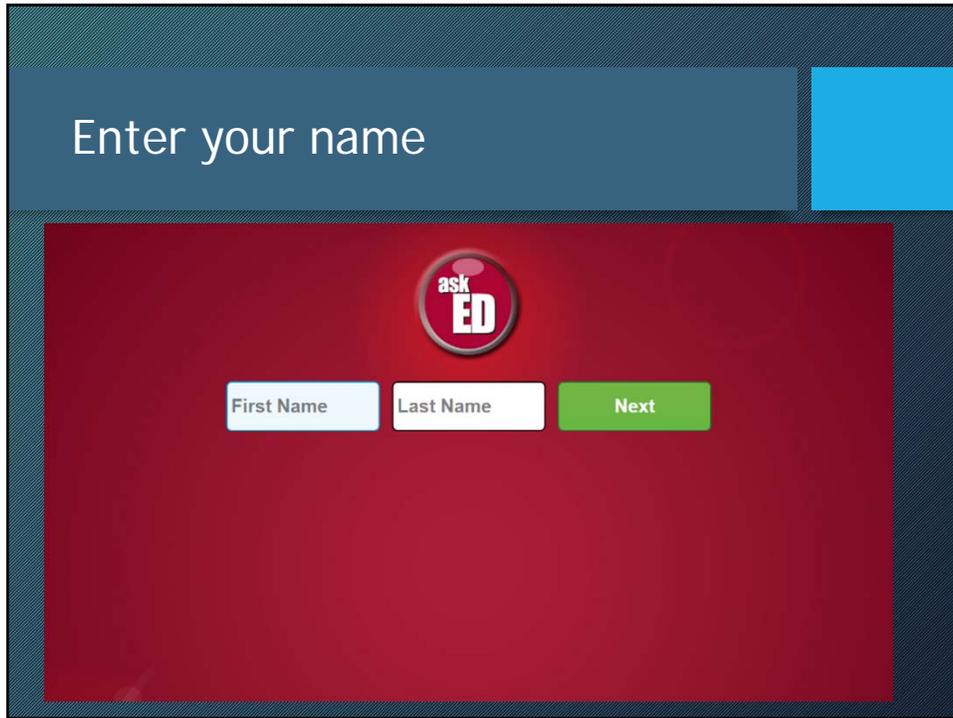
46



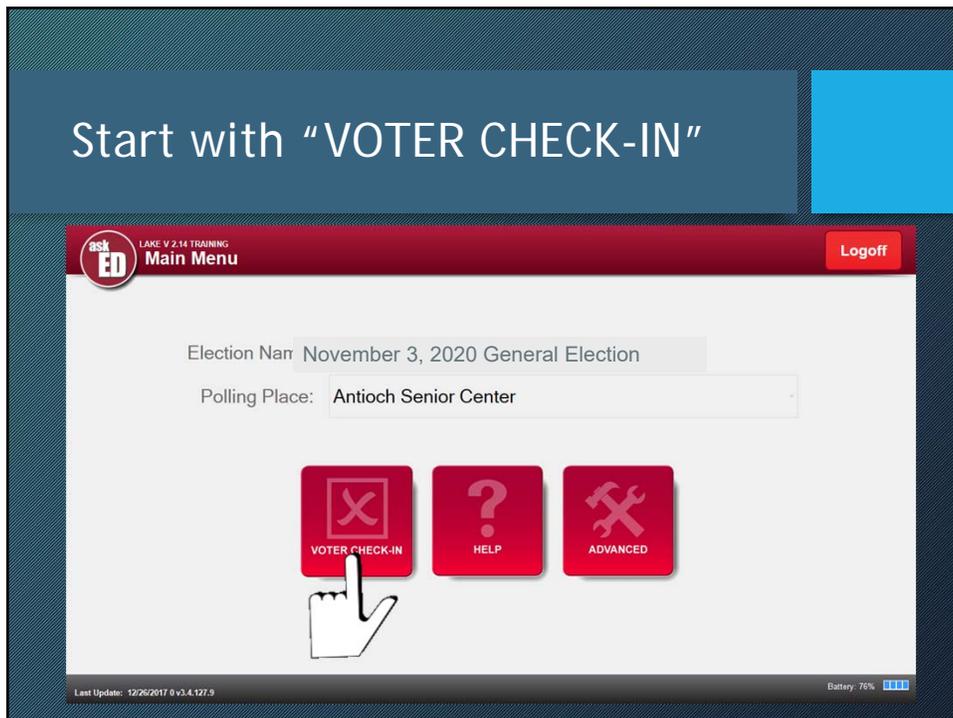
47



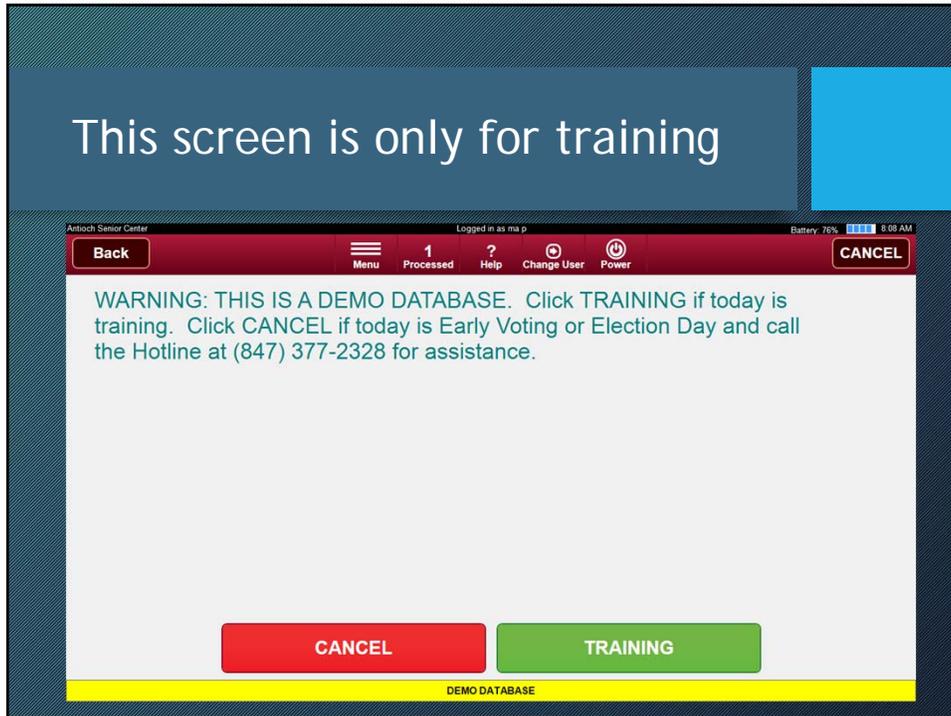
48



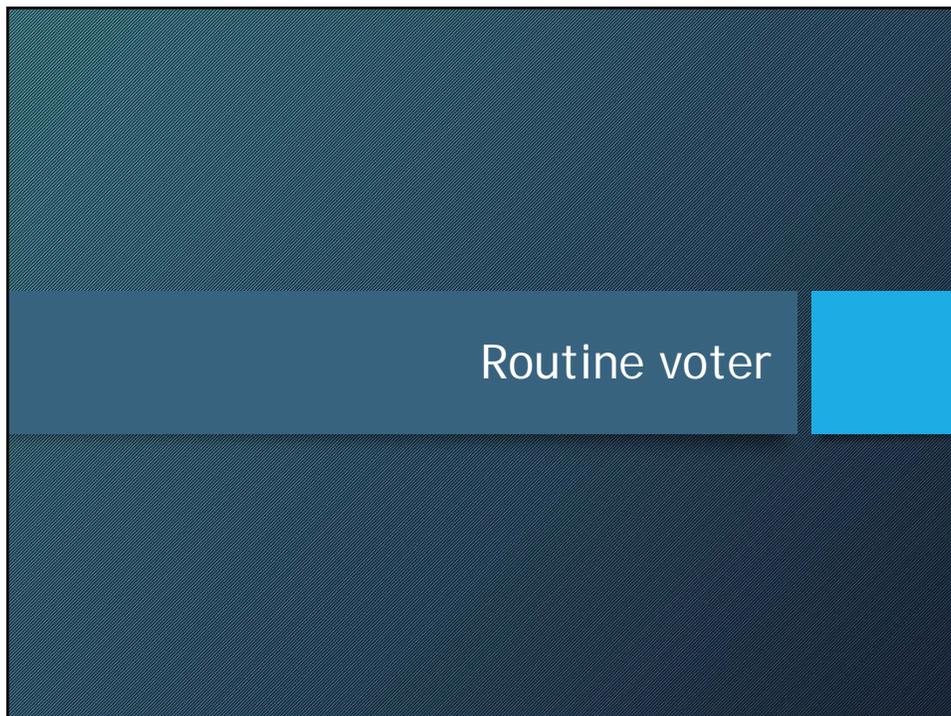
49



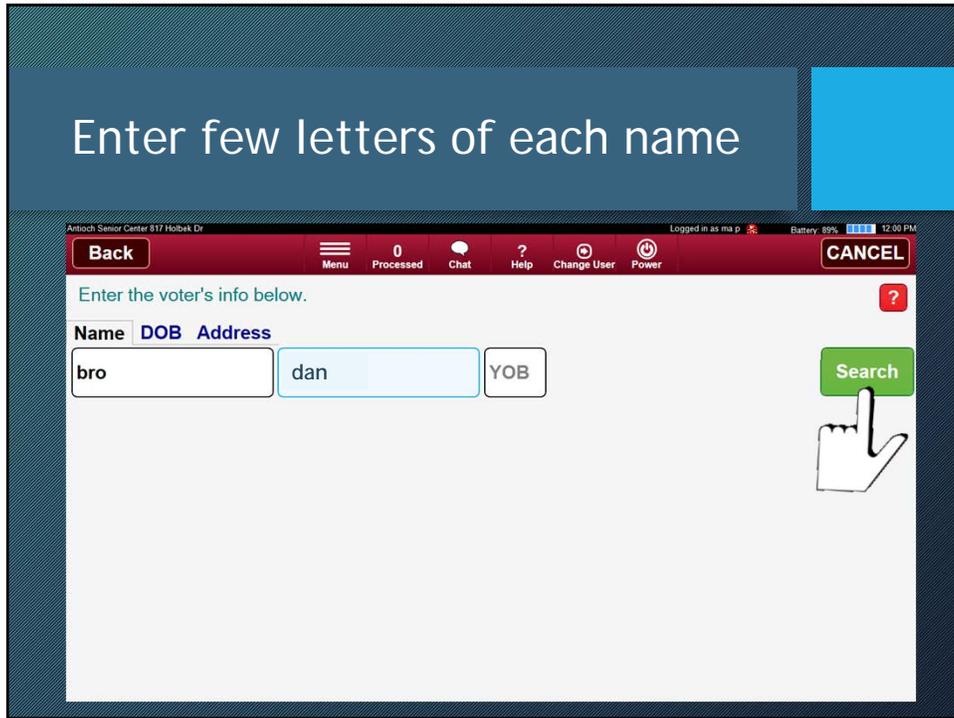
50



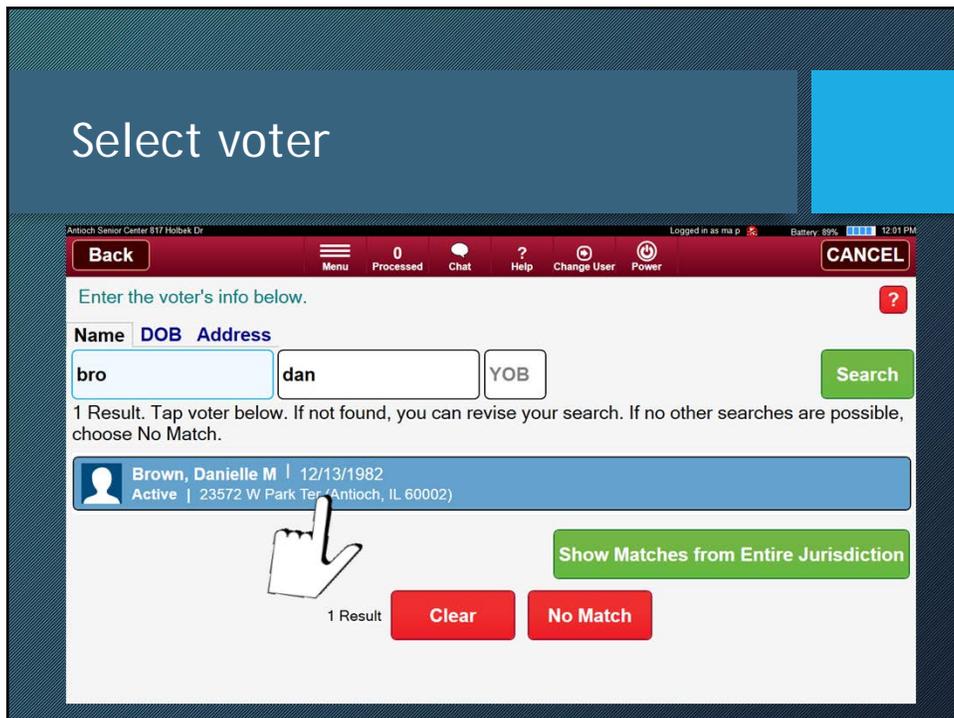
51



52



53



54

ASK voter for address.
For this exercise, select "Matches."

Antioch Senior Center 937 Hobbes Dr

Back Menu Processed Chat Help Change User Power CANCEL

Ask for voter's address. Do voter's name and address match the information below?

Danielle M Brown (12/13/1982)
23572 W Park Ter
Antioch

No Match / Challenge Matches

55

Ask voter for party preference
in a primary

Antioch Senior Center

Back Menu Processed ? Help Change User Power CANCEL

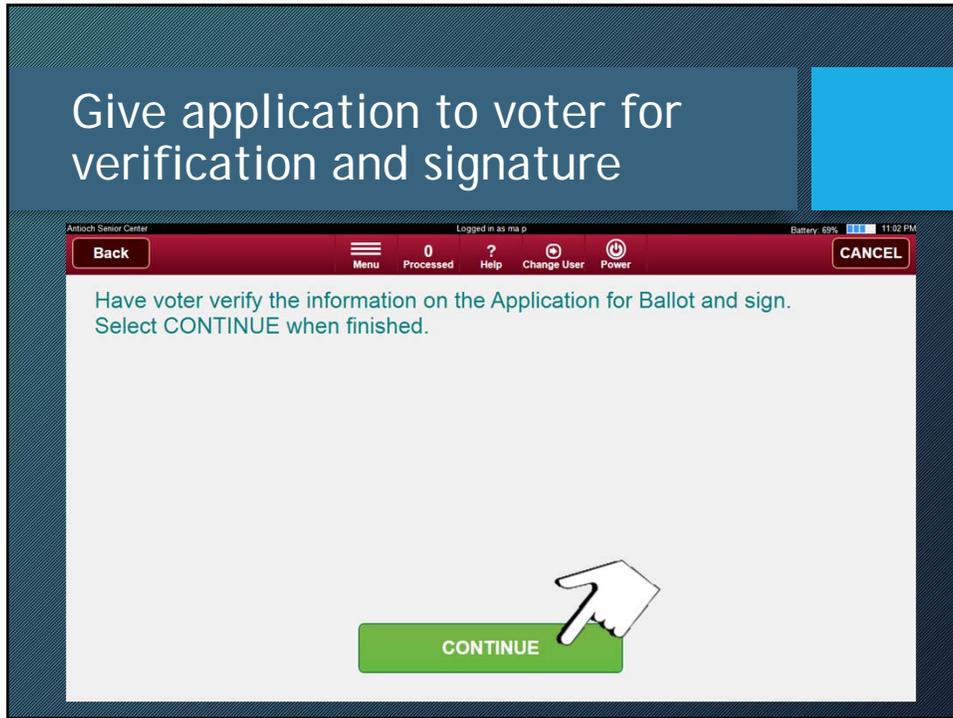
Have voter declare which party they are voting.

D DEM

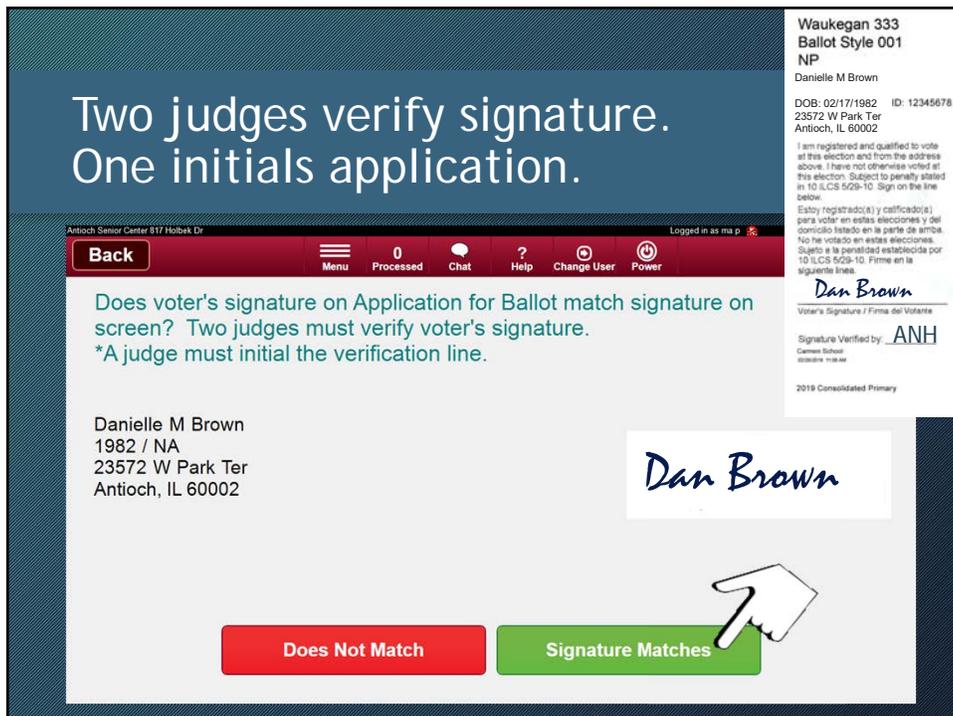
R REP

CONTINUE

56

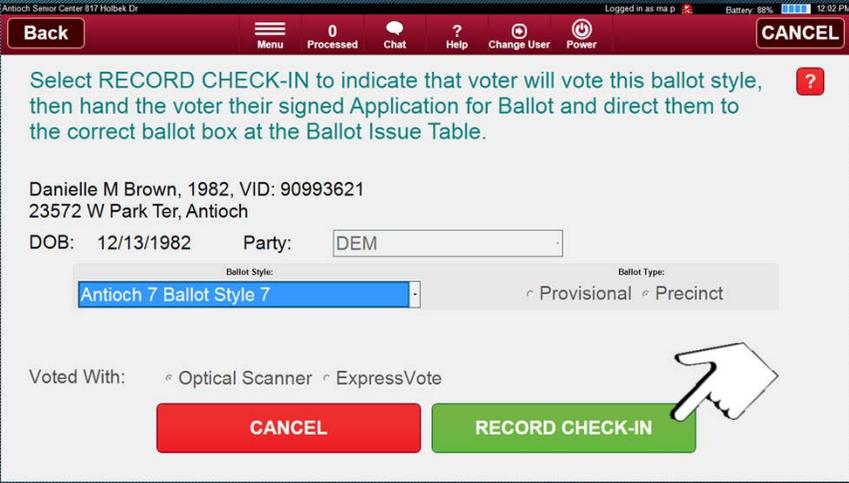


57



58

Review with voter. Select "RECORD CHECK-IN."



Select RECORD CHECK-IN to indicate that voter will vote this ballot style, then hand the voter their signed Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.

Danielle M Brown, 1982, VID: 90993621
23572 W Park Ter, Antioch
DOB: 12/13/1982 Party: DEM

Ballot Style: Antioch 7 Ballot Style 7 Ballot Type: Provisional Precinct

Voted With: Optical Scanner ExpressVote

CANCEL **RECORD CHECK-IN**

59

Confirmation screen

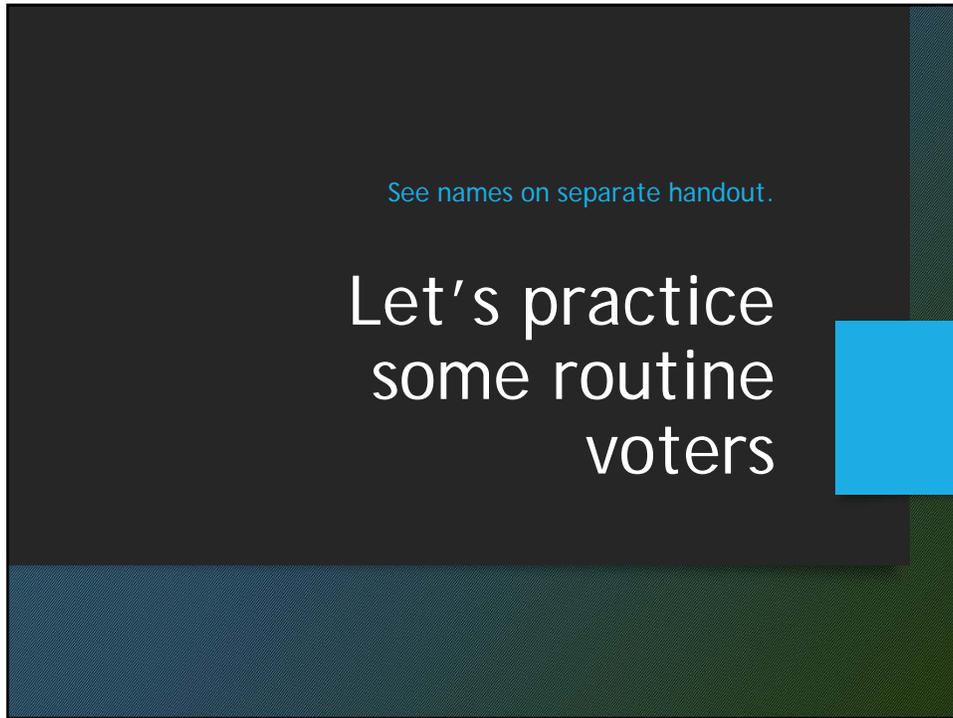


CHECK-IN COMPLETE.

- Hand the voter their Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.
- Select NEXT VOTER to continue.

NEXT VOTER

60

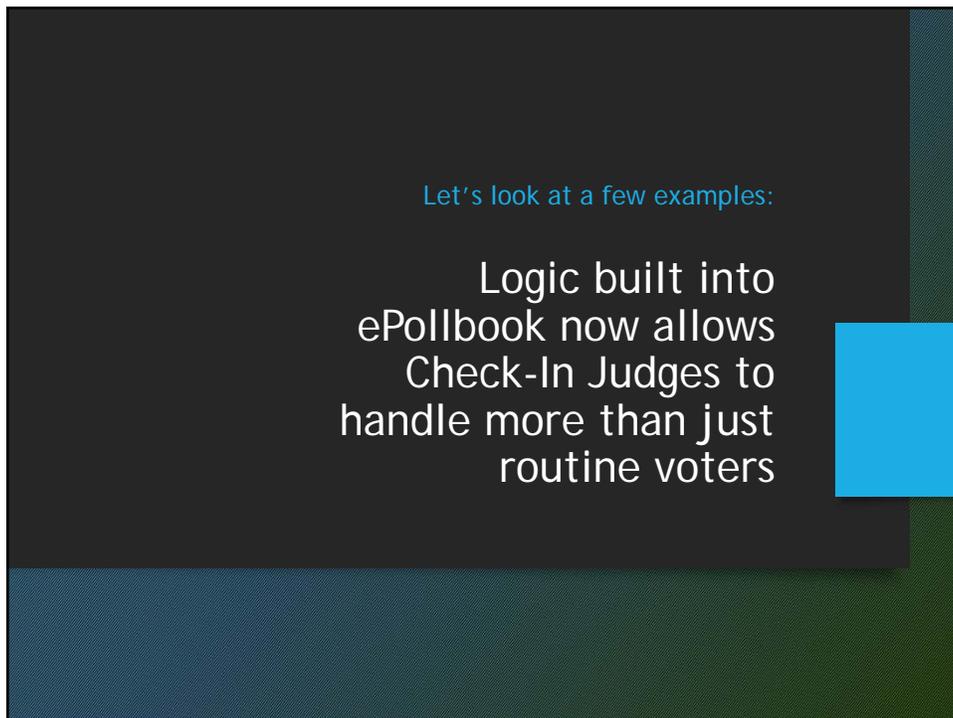


See names on separate handout.

Let's practice some routine voters

This slide features a dark grey background with a blue square on the right side. The text is centered and reads: "See names on separate handout." followed by "Let's practice some routine voters" in a large, white, sans-serif font.

61



Let's look at a few examples:

Logic built into ePollbook now allows Check-In Judges to handle more than just routine voters

This slide features a dark grey background with a blue square on the right side. The text is centered and reads: "Let's look at a few examples:" followed by "Logic built into ePollbook now allows Check-In Judges to handle more than just routine voters" in a large, white, sans-serif font.

62

What is an affidavit?

- Document proving name and/or address change
- Written statement confirmed by voter's oath or affirmation
- Logic and steps are programmed into the ePollbook
- Carefully following the screen prompts will assure all steps are completed

63

SPECIAL CIRCUMSTANCE Assisted voter

Page 27

64

Assisted Voter Affidavit

- Already explored in earlier session
- Affidavit not necessary if voter is using the ADA equipment

The image shows two overlapping forms for an Assisted Voter Affidavit. The top form is in English and the bottom form is in Spanish. Both forms contain sections for 'STATE OF ILLINOIS', 'COUNTY OF LAKE', 'Assisted Voter Affidavit', and 'Declaración Jurada de Votante Asistido'. They include checkboxes for 'Mark an "X" in the appropriate square' and 'I am unable to mark my ballot and hereby request assistance'. The forms also have lines for 'Signed and affirmed by' and 'Signature of Assisted Voter'.

65

SPECIAL CIRCUMSTANCE Inactive voter

Page 30

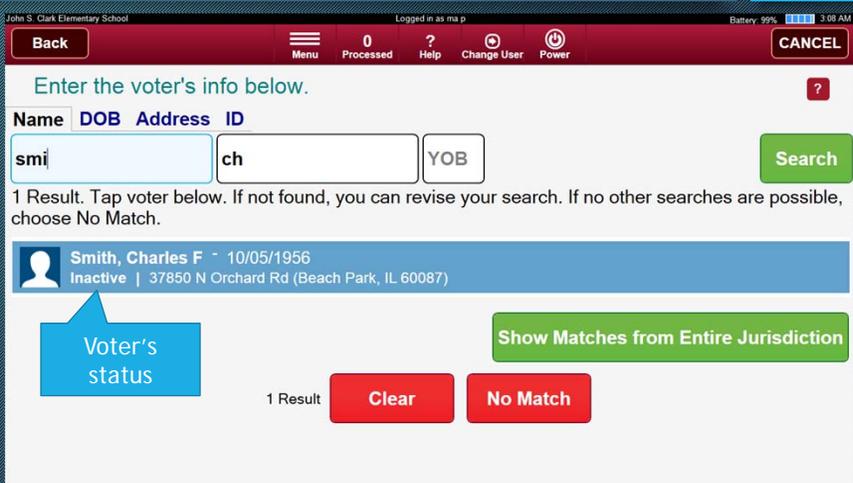
66

Why inactive?

-  Voter no longer resides at registration address or the Lake County Clerk's office has been notified by the U.S. Postal Service that mail is no longer deliverable
-  Sometimes in error
-  If voter has not moved, must provide proof of residency

67

Voter is shown to be "inactive". Continue to process voter.



John S. Clark Elementary School | Logged in as ma p | Battery 99% | 3:08 AM

Back | Menu | Processed 0 | Help | Change User | Power | CANCEL

Enter the voter's info below.

Name | **DOB** | Address | ID

smi | ch | YOB | Search

1 Result. Tap voter below. If not found, you can revise your search. If no other searches are possible, choose No Match.

 **Smith, Charles F** · 10/05/1956
Inactive | 37850 N Orchard Rd (Beach Park, IL 60087)

Voter's status

Show Matches from Entire Jurisdiction

1 Result | Clear | No Match

68

ASK voter for address. If same, select "Matches."



The screenshot shows a mobile application interface for an ePollbook. At the top, there is a red navigation bar with a 'Back' button on the left and 'Menu', 'Processed', 'Help', 'Change User', and 'Power' icons on the right. The main content area has a white background with a red question mark icon in the top right corner. The text reads: 'Ask for voter's address. Do voter's name and address match the information below?'. Below this, the voter's information is listed: 'Charles F Smith (10/5/1956)', '37850 N Orchard Rd', and 'Beach Park'. At the bottom, there are two buttons: a red 'No Match / Challenge' button and a green 'Matches' button. A white hand icon with a pointing finger is positioned over the 'Matches' button.

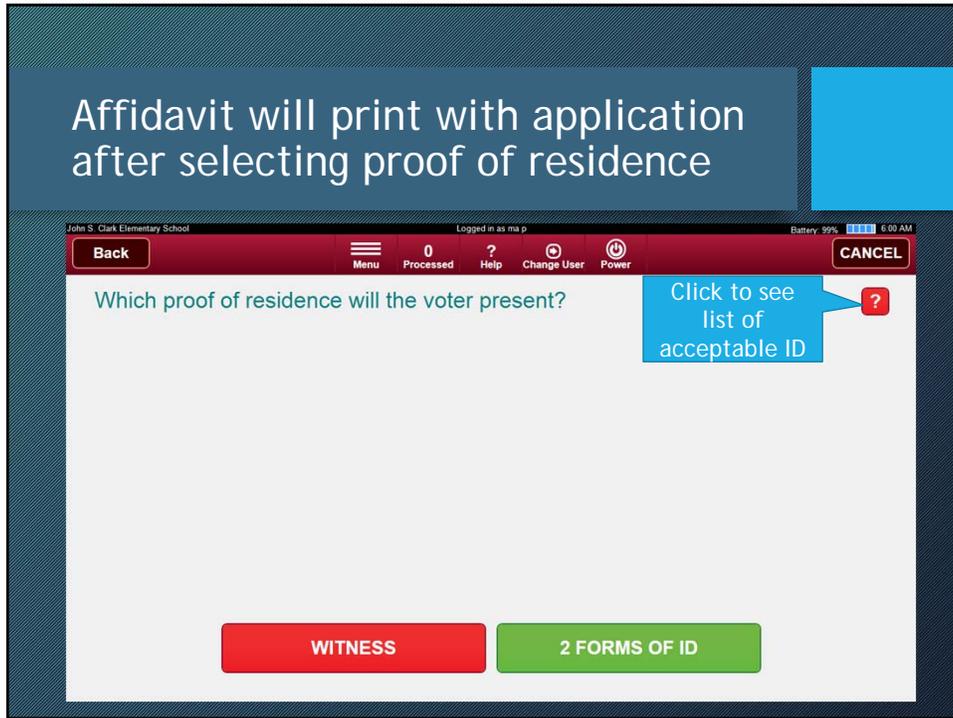
69

Ask if voter has moved

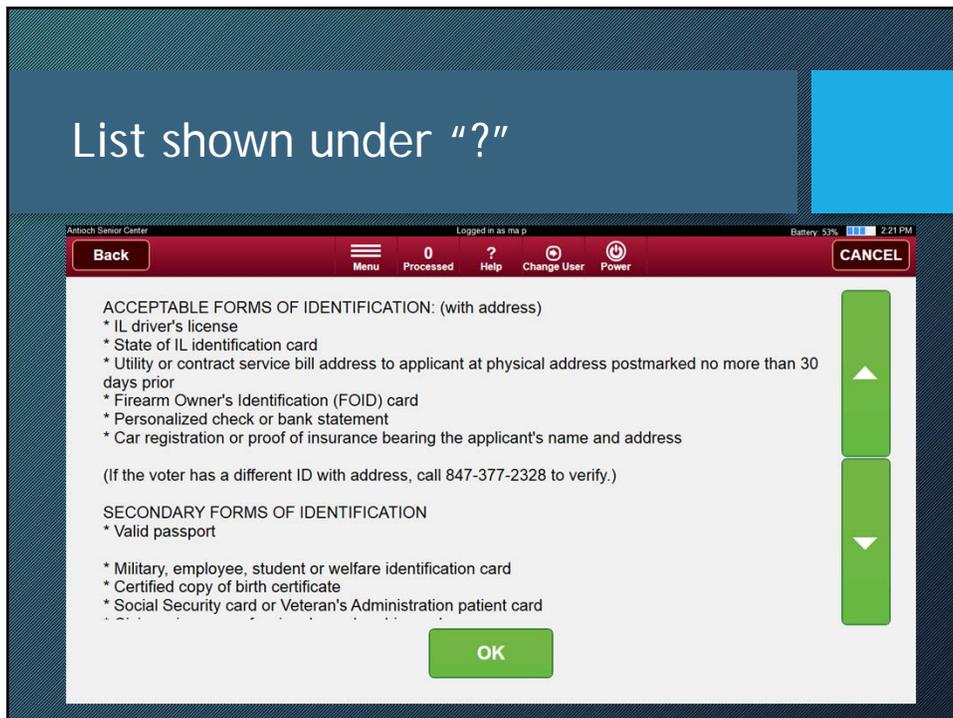


The screenshot shows a mobile application interface for an ePollbook. At the top, there is a red navigation bar with a 'Back' button on the left and 'Menu', 'Processed', 'Help', 'Change User', and 'Power' icons on the right. The main content area has a white background with a red question mark icon in the top right corner. The text reads: 'WARNING: Voter's record indicates voter is INACTIVE. Ask voter if they have moved to a different address.'. Below this, the voter's information is listed: 'Charles F Smith (10/5/1956)', '37850 N Orchard Rd', and 'Beach Park'. At the bottom, there are two buttons: a red 'HAS NOT MOVED' button and a green 'HAS MOVED' button. A white hand icon with a pointing finger is positioned over the 'HAS NOT MOVED' button. A yellow bar at the very bottom of the screen contains the text 'INACTIVE VOTER'.

70

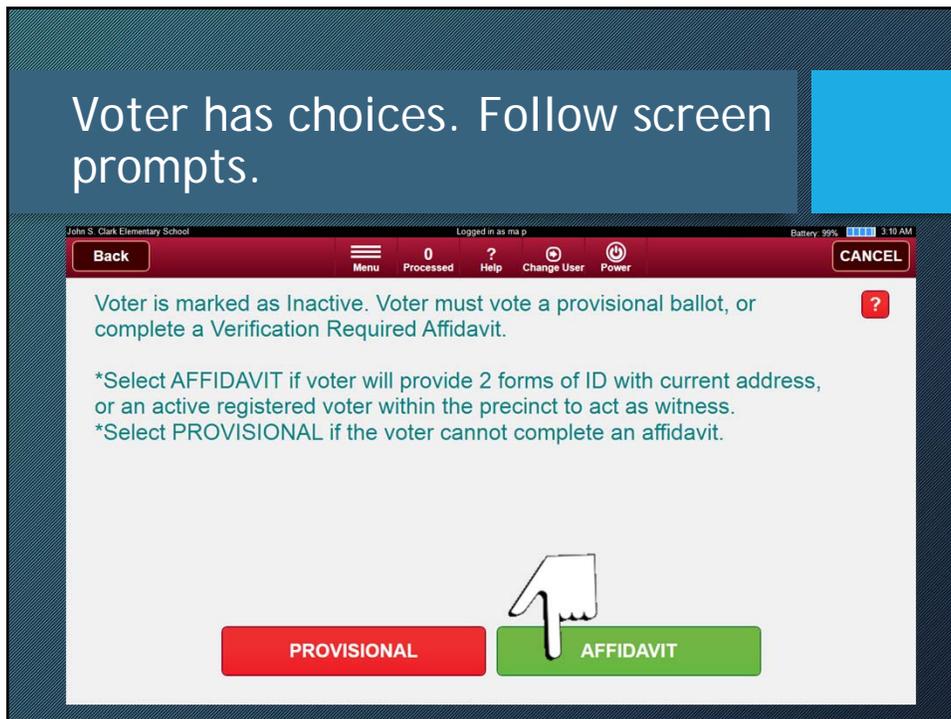


71



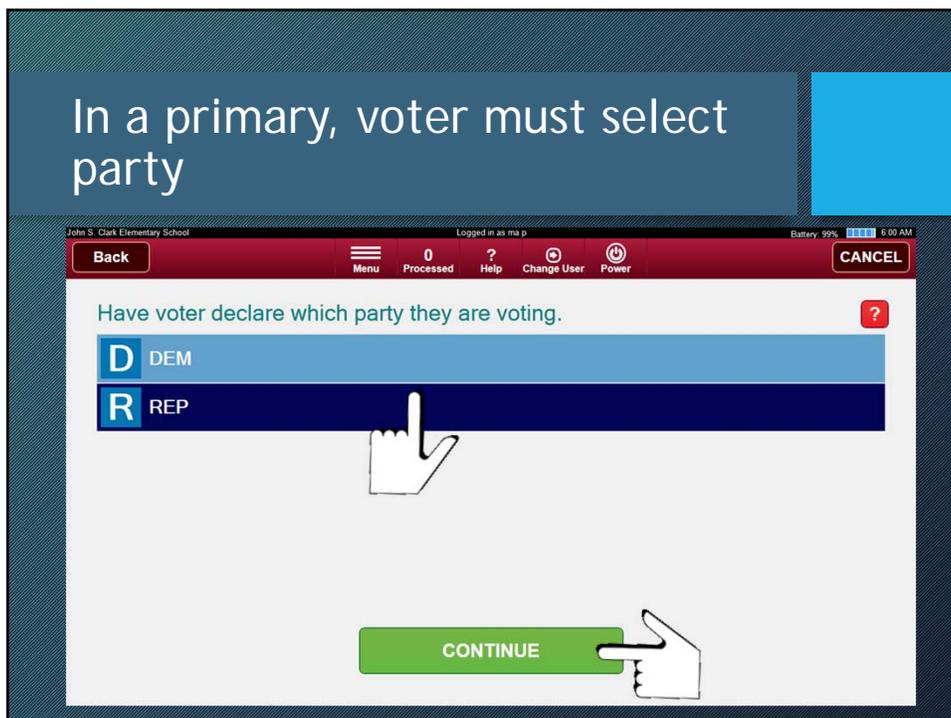
72

Voter has choices. Follow screen prompts.

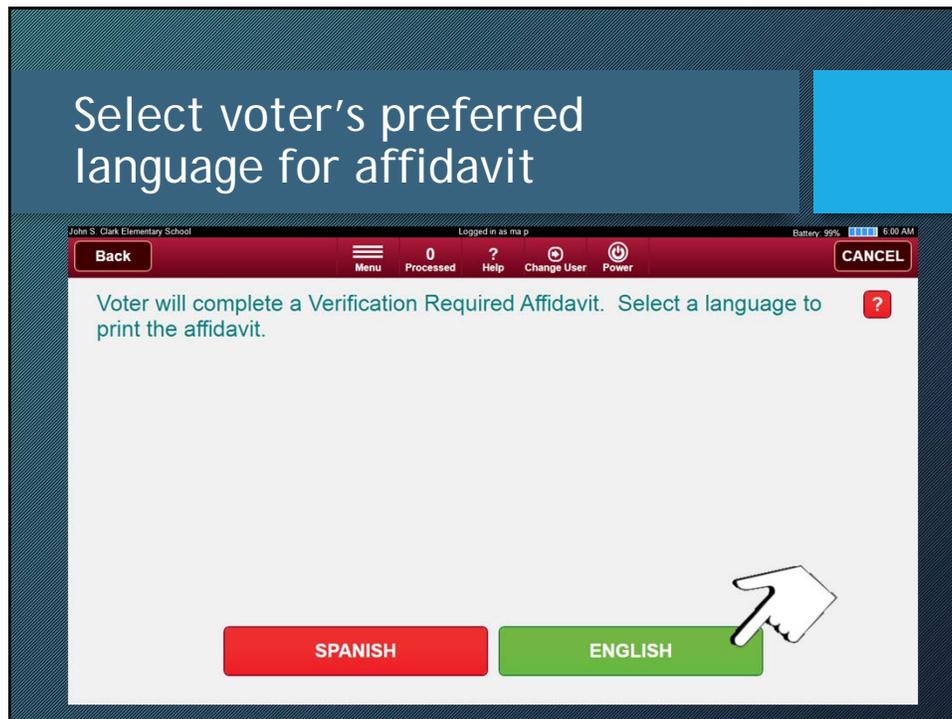


73

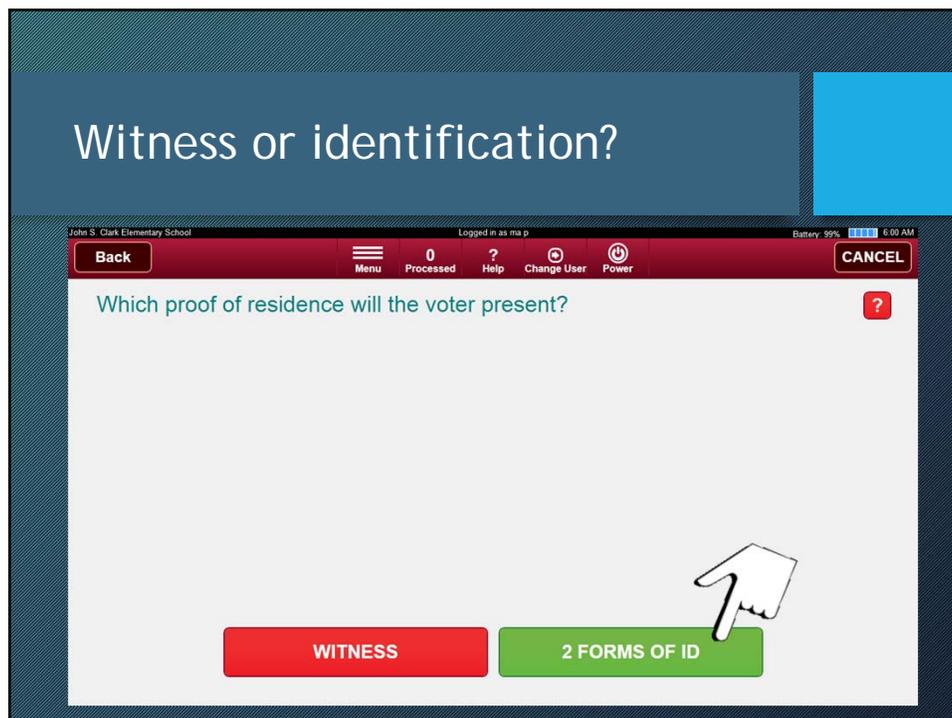
In a primary, voter must select party



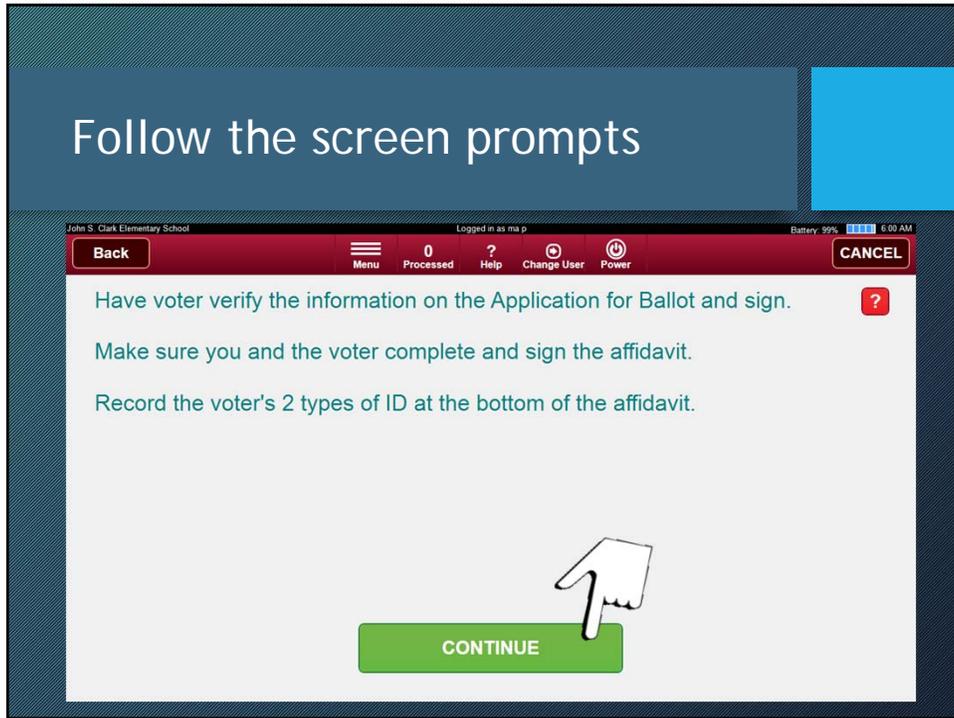
74



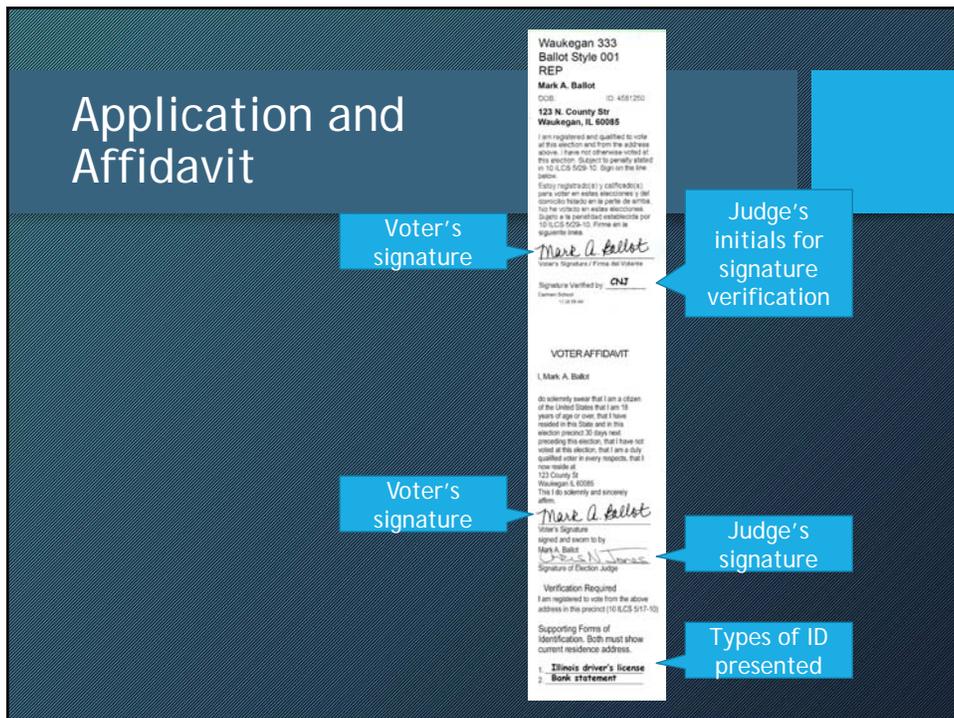
75



76



77



78

Together, two judges verify signatures match

The screenshot shows a mobile application interface for signature verification. At the top, a dark blue header contains the title "Together, two judges verify signatures match". Below this is a red navigation bar with "Back" on the left and "CANCEL" on the right. The main content area has a light gray background. It starts with a question: "Does voter's signature on Application for Ballot match signature on screen? Two judges must verify voter's signature. *A judge must initial the verification line." Below the question is the voter's information: "Charles F Smith, 1956 / NA, 37850 N Orchard Rd, Beach Park, IL 60087". To the right of this information is a white box containing a handwritten signature "Charles Smith". At the bottom, there are two buttons: a red "Does Not Match" button and a green "Signature Matches" button. A hand icon is pointing to the "Signature Matches" button.

79

Verify with voter the precinct, ballot style, and party (in a primary)

The screenshot shows a mobile application interface for recording check-in. At the top, a dark blue header contains the title "Verify with voter the precinct, ballot style, and party (in a primary)". Below this is a red navigation bar with "Back" on the left and "CANCEL" on the right. The main content area has a light gray background. It starts with a question: "Select RECORD CHECK-IN to indicate that voter will vote this ballot style, then hand the voter their signed Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table." Below the question is the voter's information: "Charles F Smith, 1956, VID: 4350876, 37850 N Orchard Rd, Beach Park". There are two input fields: "DOB: 10/05/1956" and "Party: REP". Below these are two dropdown menus: "Ballot Style:" with "Waukegan 346 Ballot Style 521" selected, and "Ballot Type:" with "Provisional" and "Precinct" options. At the bottom, there are two buttons: a red "CANCEL" button and a green "RECORD CHECK-IN" button.

80

“RECORD CHECK-IN” is critical!

John S. Clark Elementary School Logged in as ma p Battery 99% 6:01 AM

Back Menu Processed Help Change User Power CANCEL

Select RECORD CHECK-IN to indicate that voter will vote this ballot style, then hand the voter their signed Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.

Charles F Smith, 1956, VID: 4350876
37850 N Orchard Rd, Beach Park
DOB: 10/05/1956 Party: REP

Ballot Style: Waukegan 346 Ballot Style 521 Ballot Type: Provisional Precinct

Voted With: Optical Scanner ExpressVote

CANCEL RECORD CHECK-IN

81

Confirmation screen

John S. Clark Elementary School Logged in as ma p Battery 99% 6:06 AM

Back Menu Processed 1 Help Change User Power CANCEL

CHECK-IN COMPLETE.

- Hand the voter their Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.
- Select NEXT VOTER to continue.
- To cancel voter check-in send to Voter Services Table.

NEXT VOTER

82

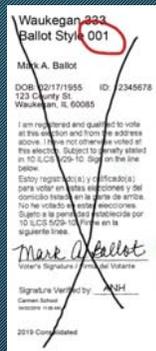
SPECIAL CIRCUMSTANCE Misprinted application

Example: Voter changes mind about party choice

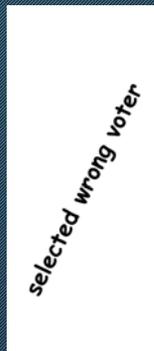
Page 30

83

Take care of the incorrect application



1. Draw an "X"
across front



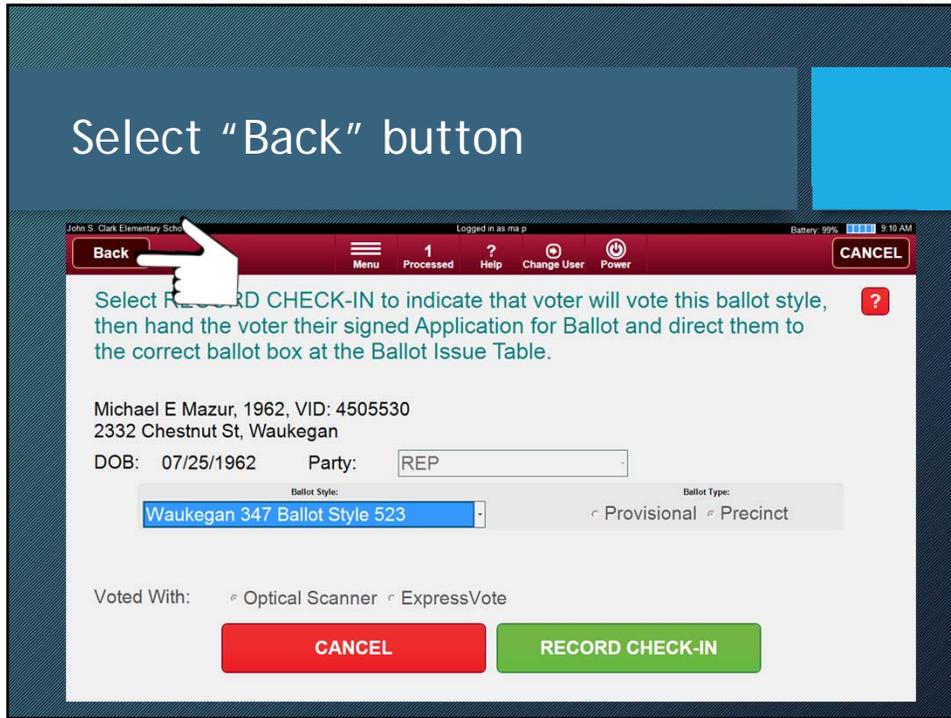
2. Write reason on
the back



3. Place in Misprinted
Applications envelope

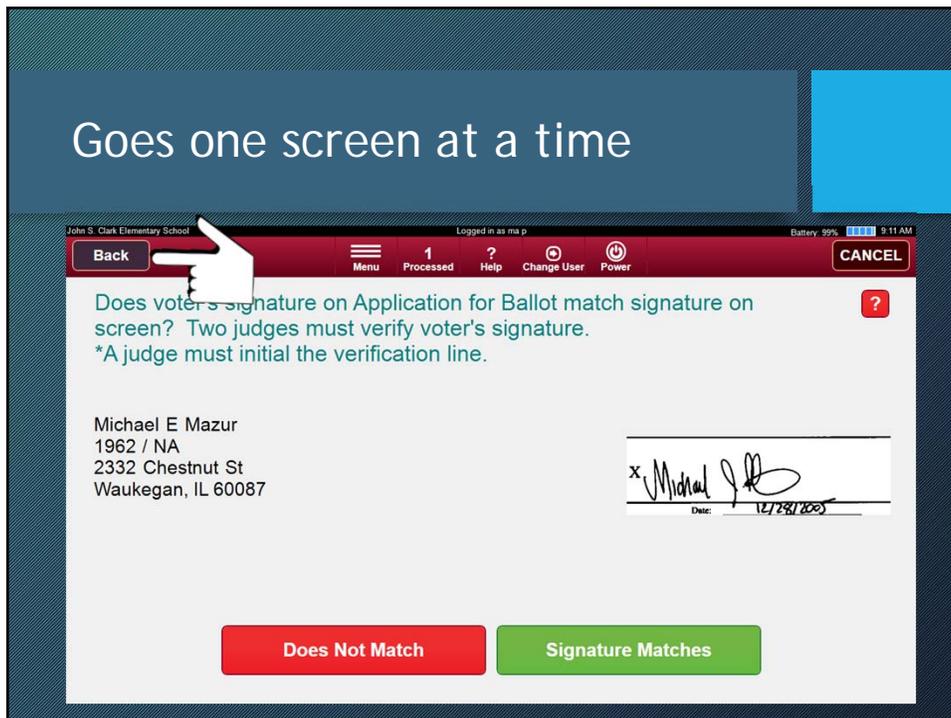
84

Select "Back" button

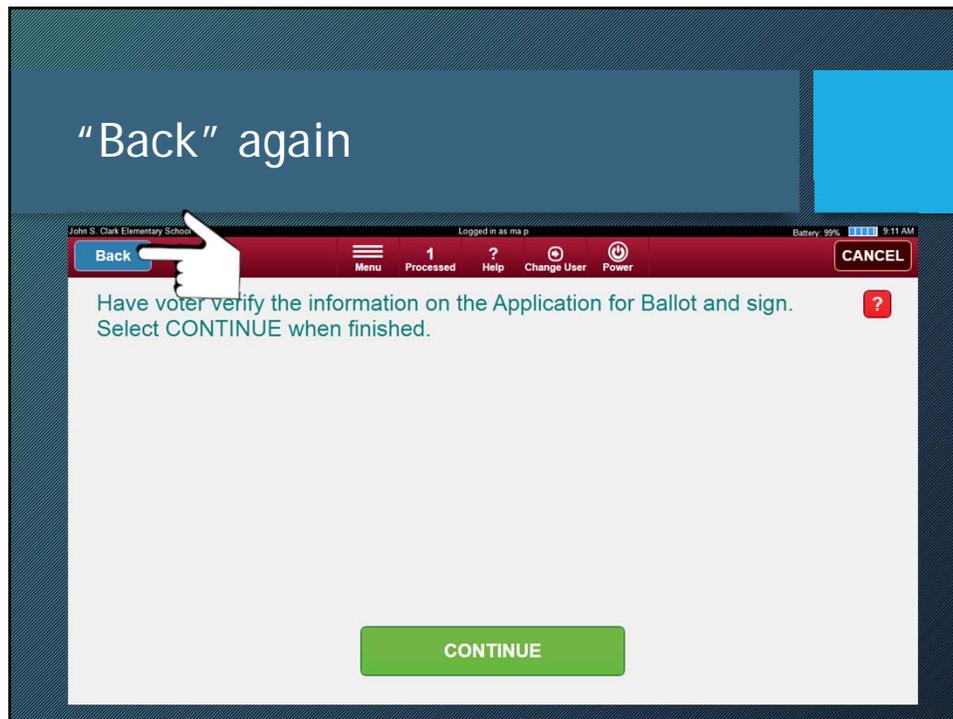


85

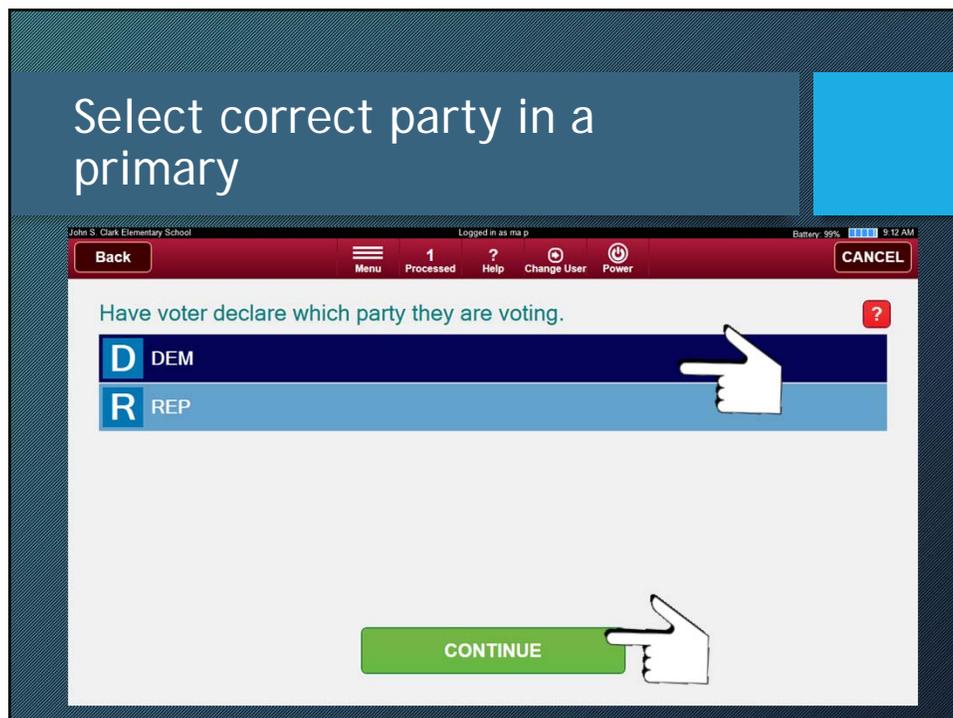
Goes one screen at a time



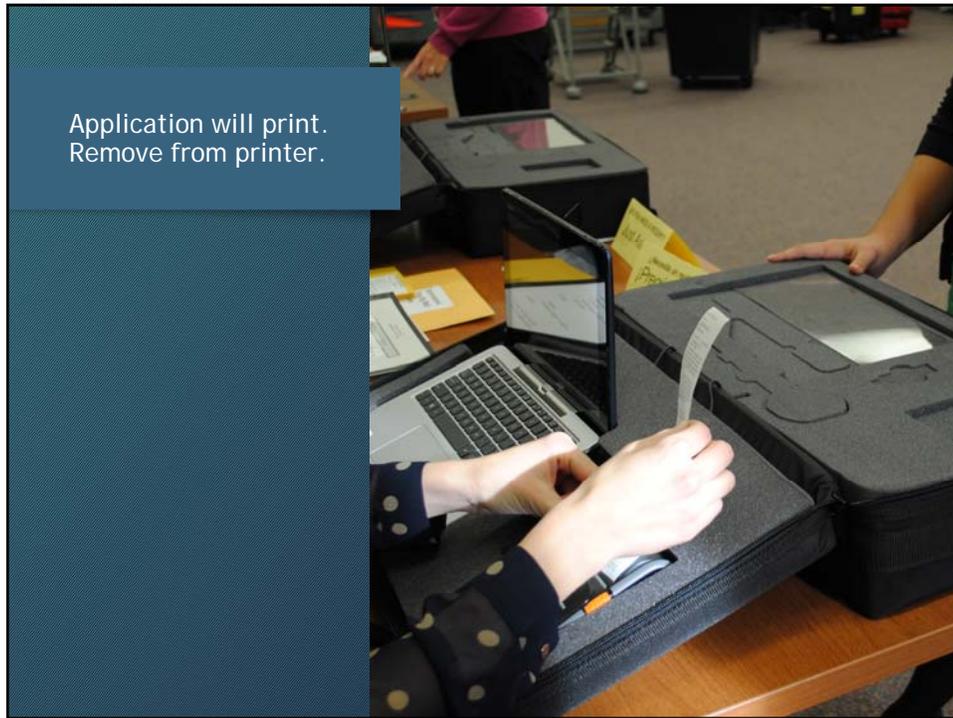
86



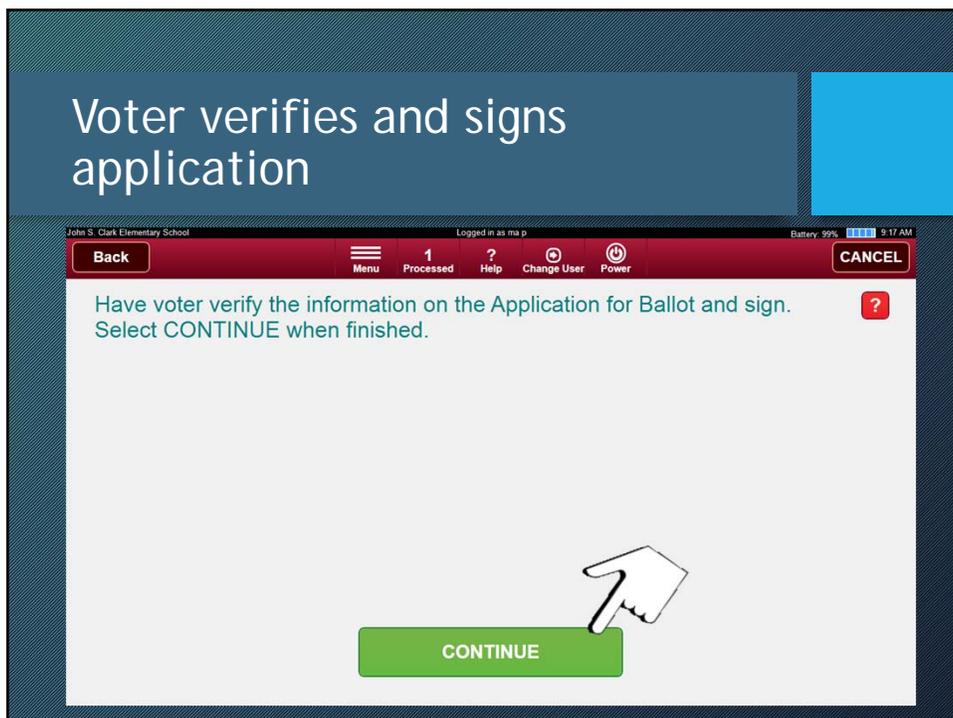
87



88

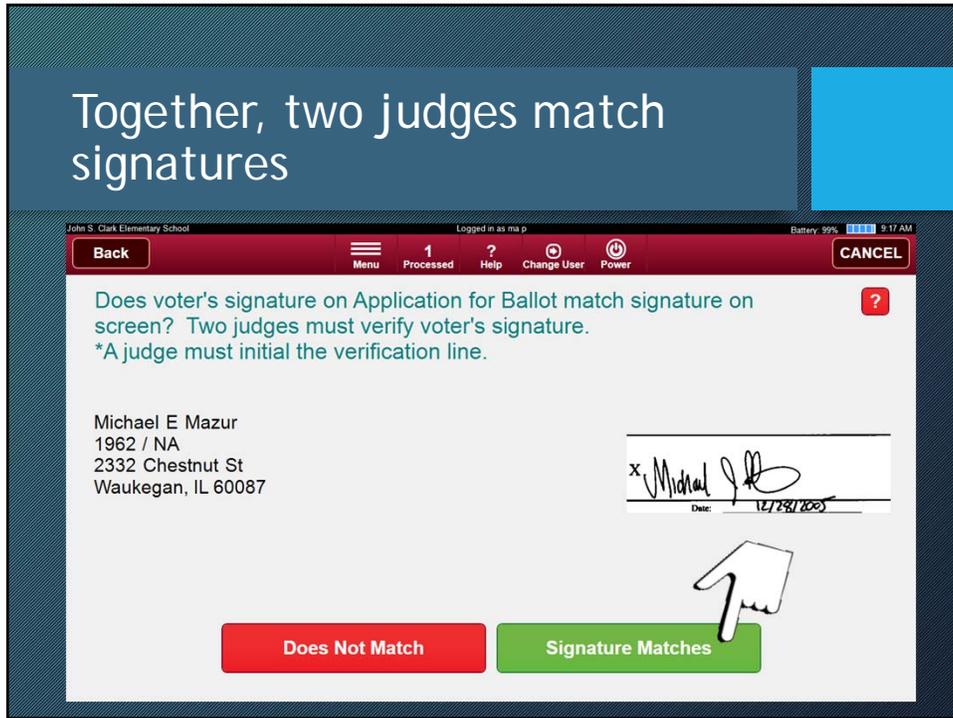


89



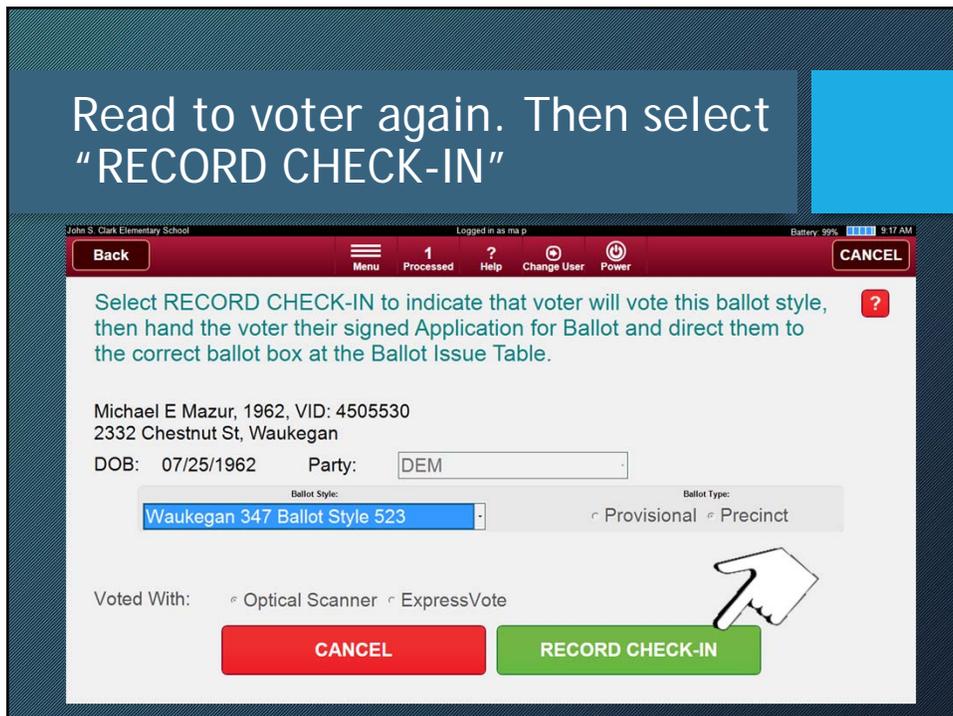
90

Together, two judges match signatures

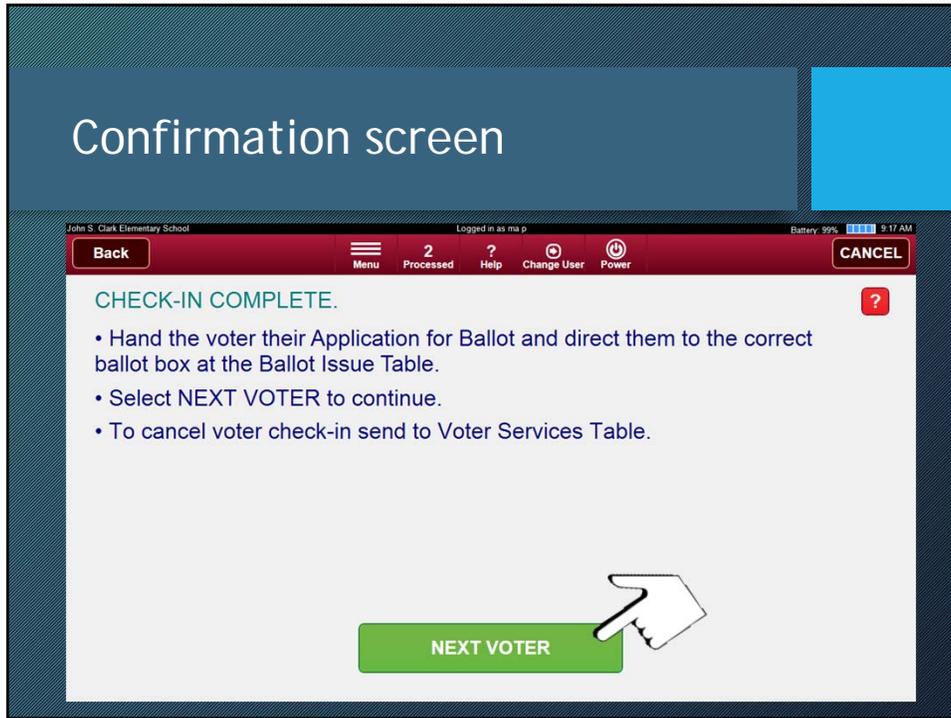


91

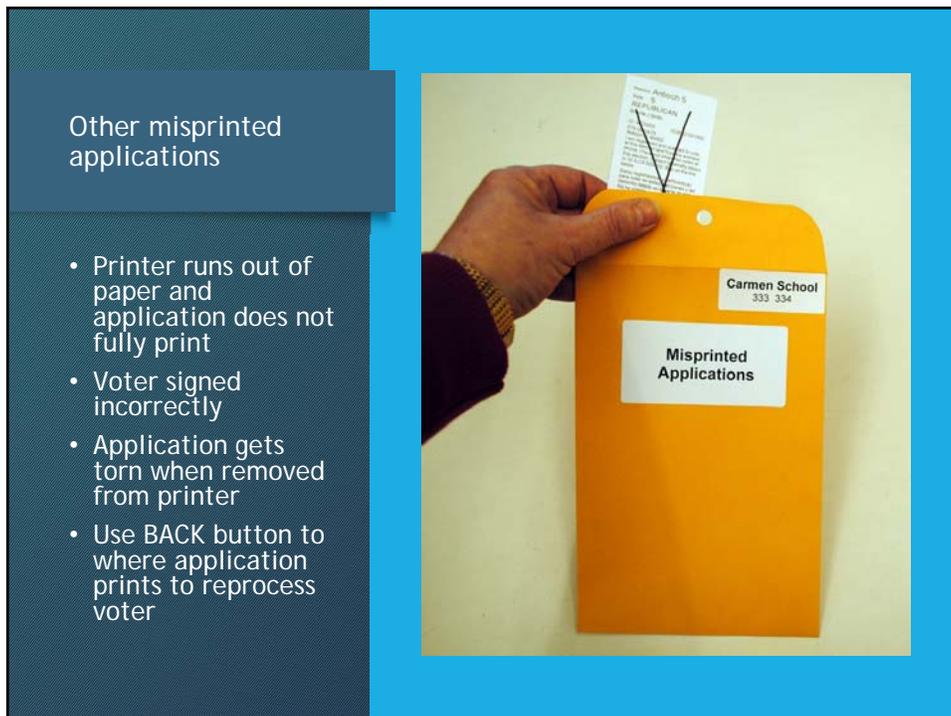
Read to voter again. Then select "RECORD CHECK-IN"



92



93



94

SPECIAL CIRCUMSTANCE Spoiled Ballot

Voter changes mind about choices
Damaged ballot
Wrong ballot issued

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95

Voter returns to
Check-in Judge
who issued
application

- Give voter white spoiled ballot security envelope
- Voter folds ballot & inserts in envelope
- Voter seals envelope



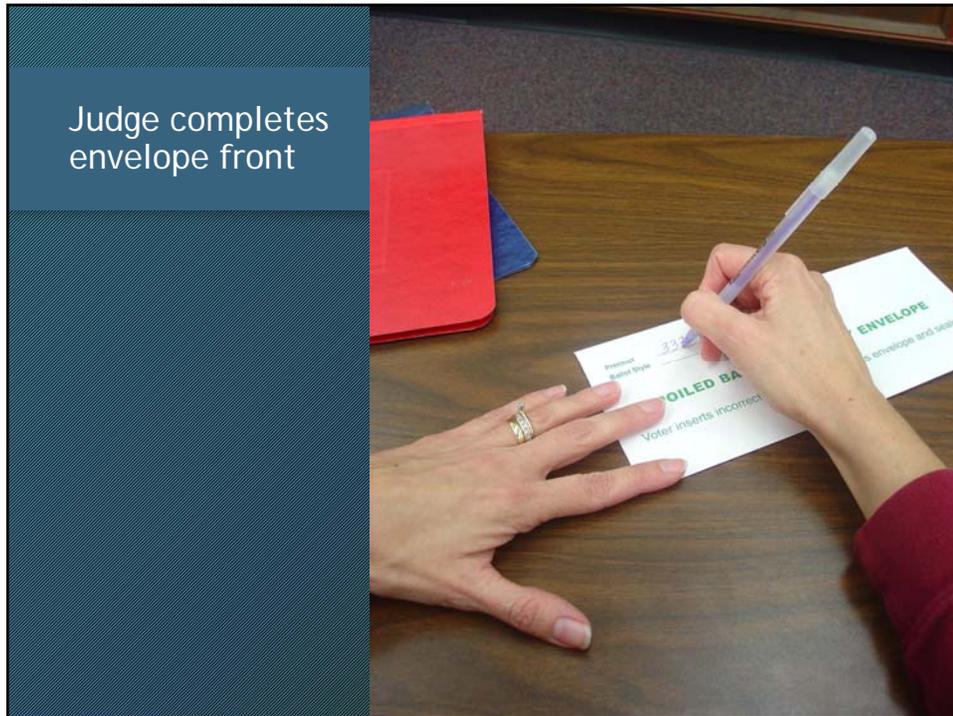
Precinct _____
Ballot Style _____
Party _____

SPOILED BALLOT SECURITY ENVELOPE

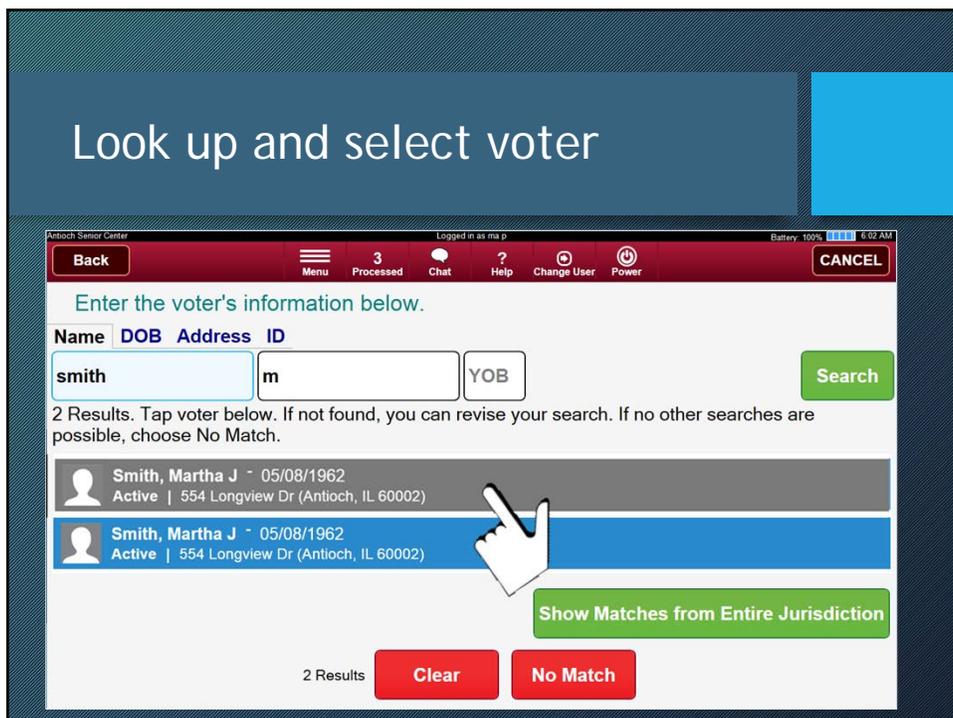
Voter inserts incorrectly marked ballot in this envelope and seals.
El votante inserta la boleta incorrectamente marcada dentro de este sobre y lo cierra.

NEW YORK

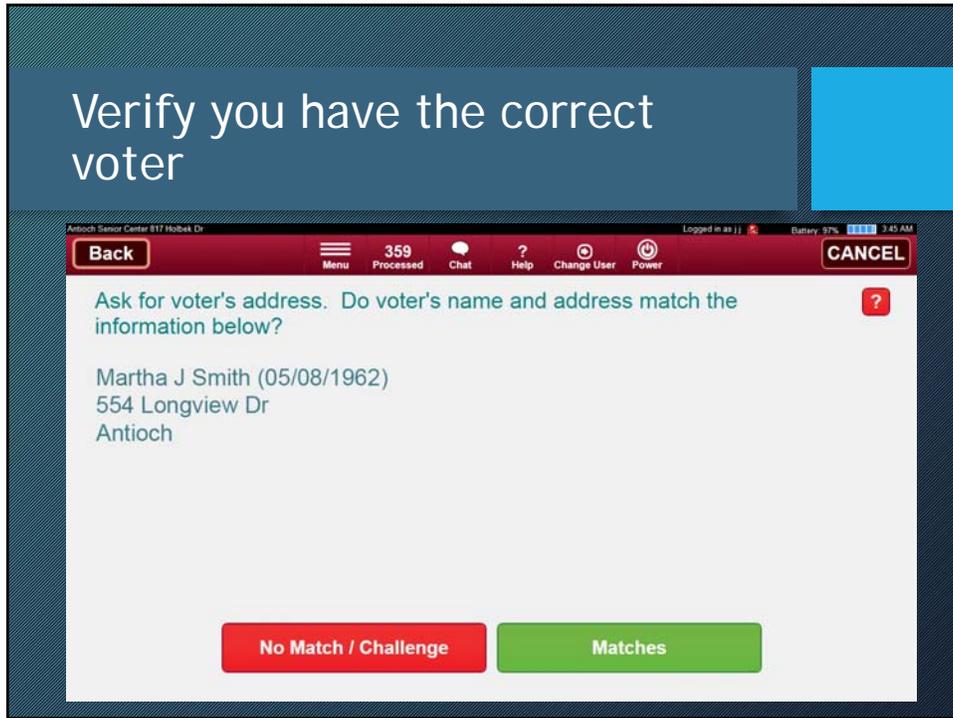
96



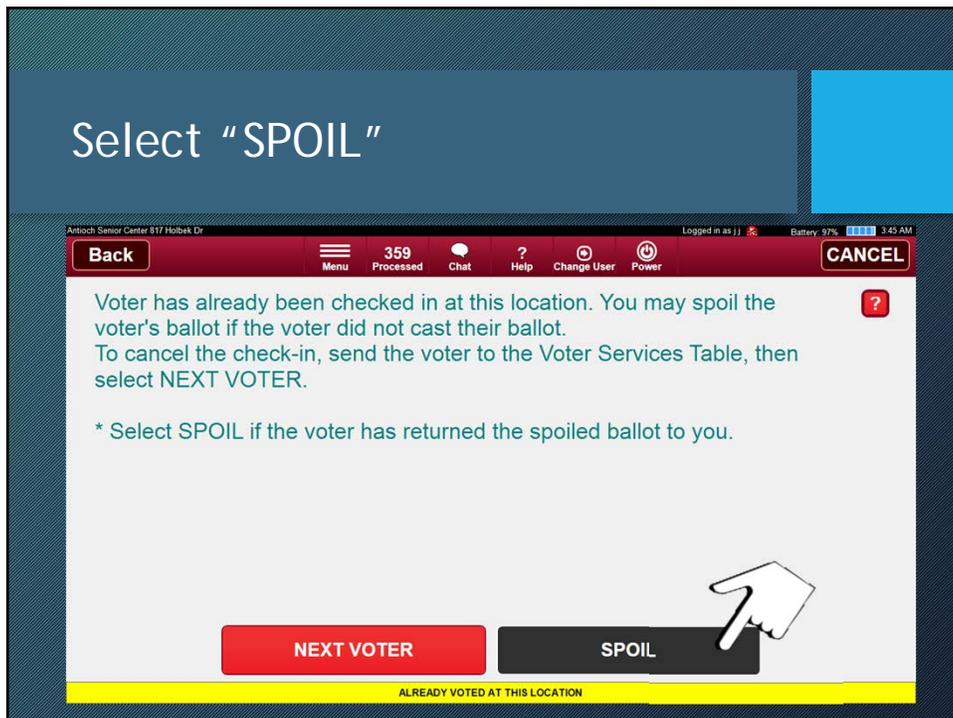
97



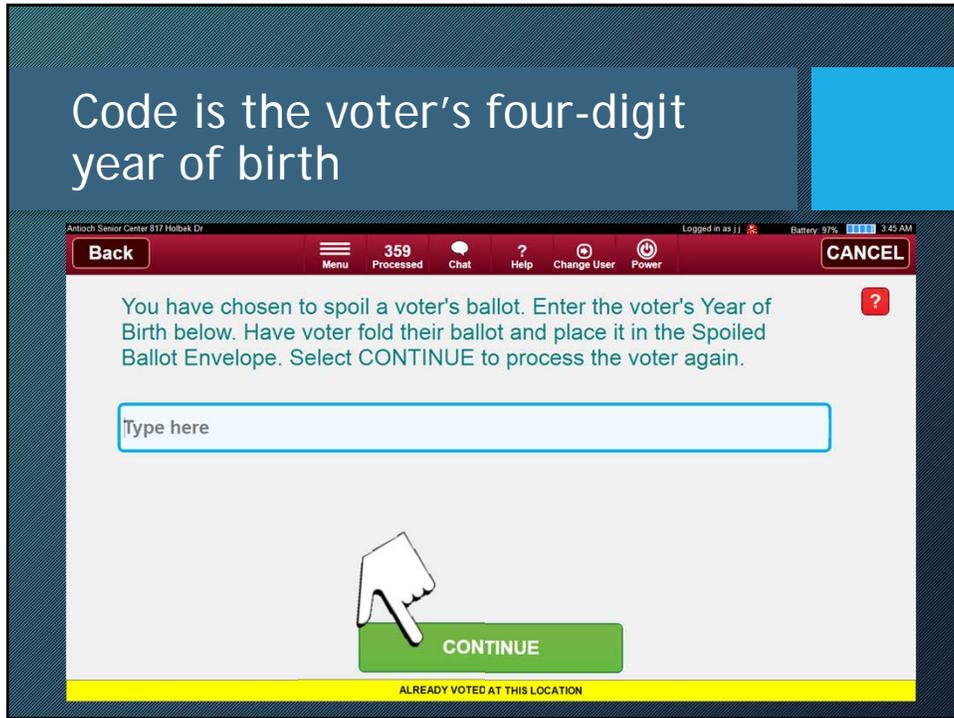
98



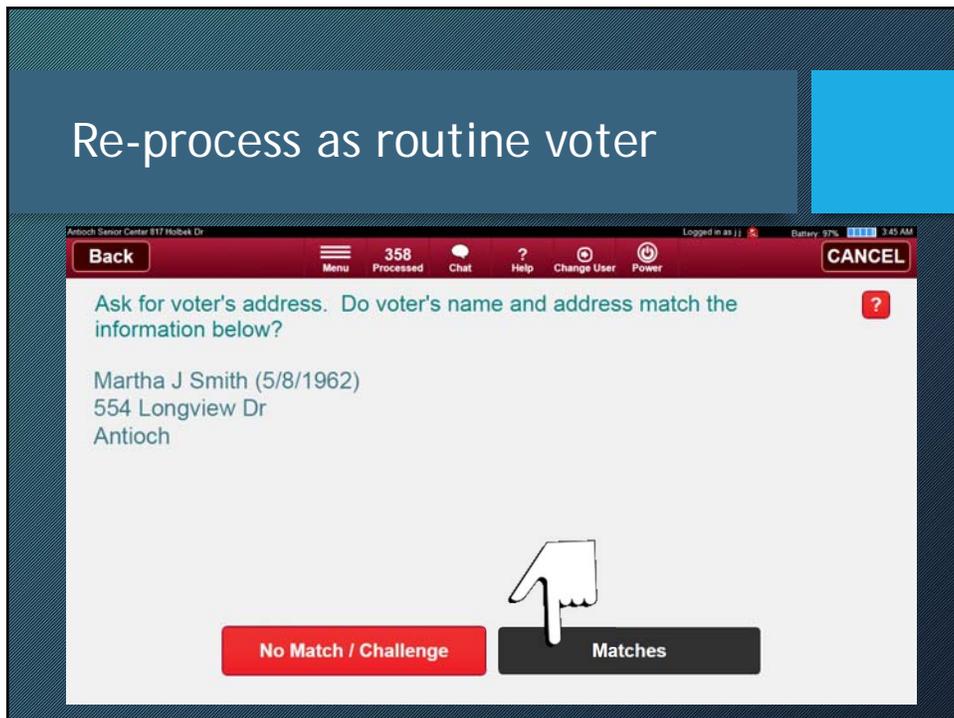
99



100



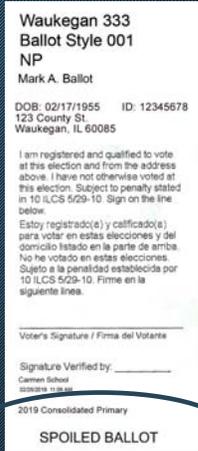
101



102

Spoiled ballot application

- Note: the second application should print "SPOILED BALLOT" at the bottom.
- If the ePollbook has not caught up (voter was not marked as having voted) you should manually write "SPOILED BALLOT" at the bottom of the application
- Send a chat with the voter's name so we can watch for duplicates



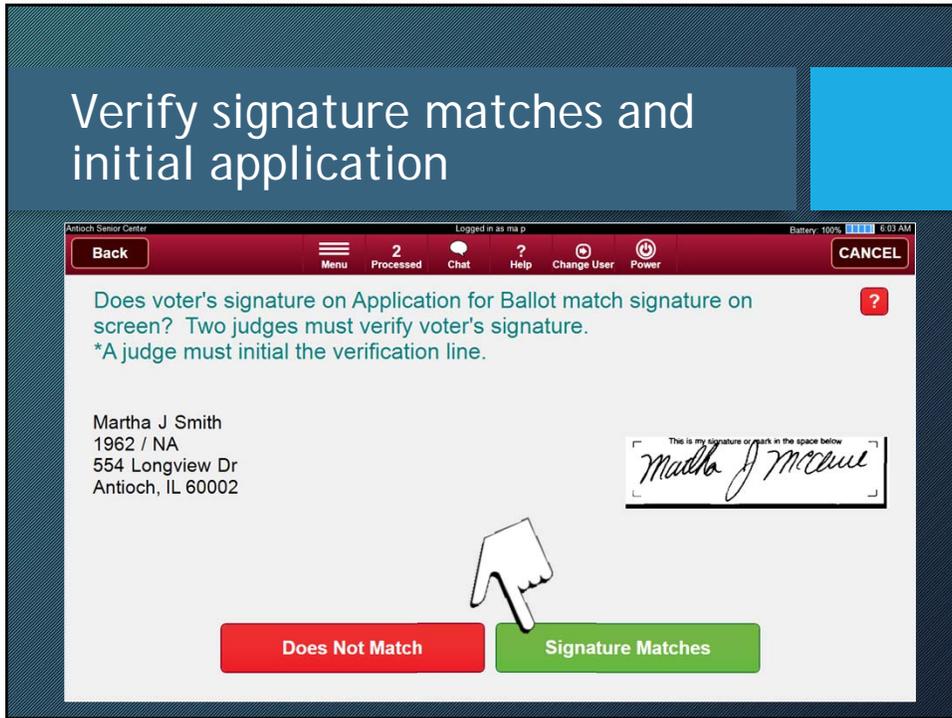
103

Voter again verifies information on application and signs



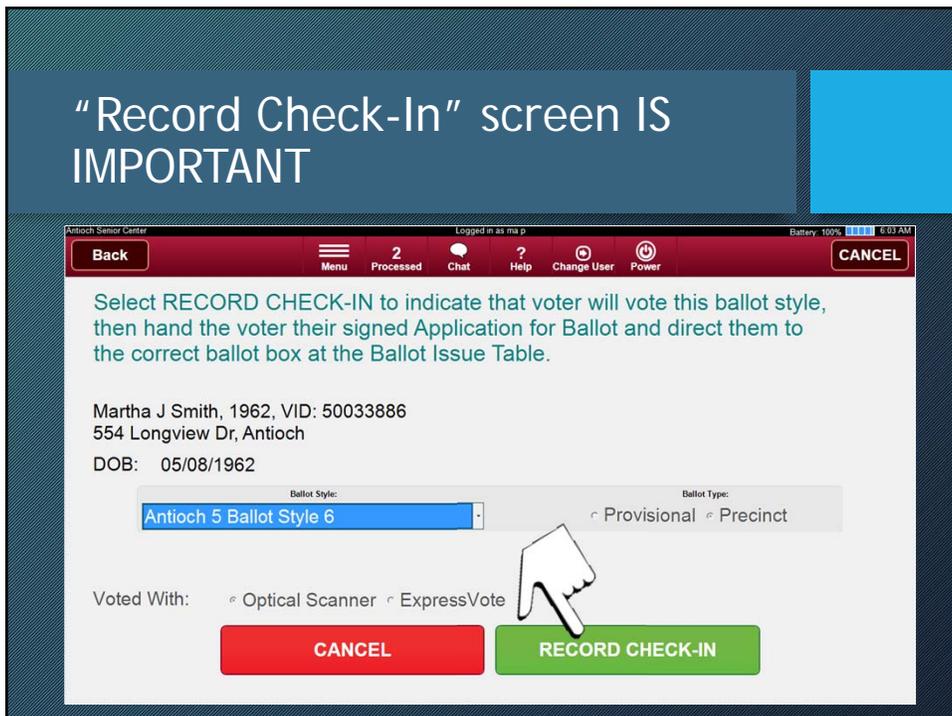
104

Verify signature matches and initial application

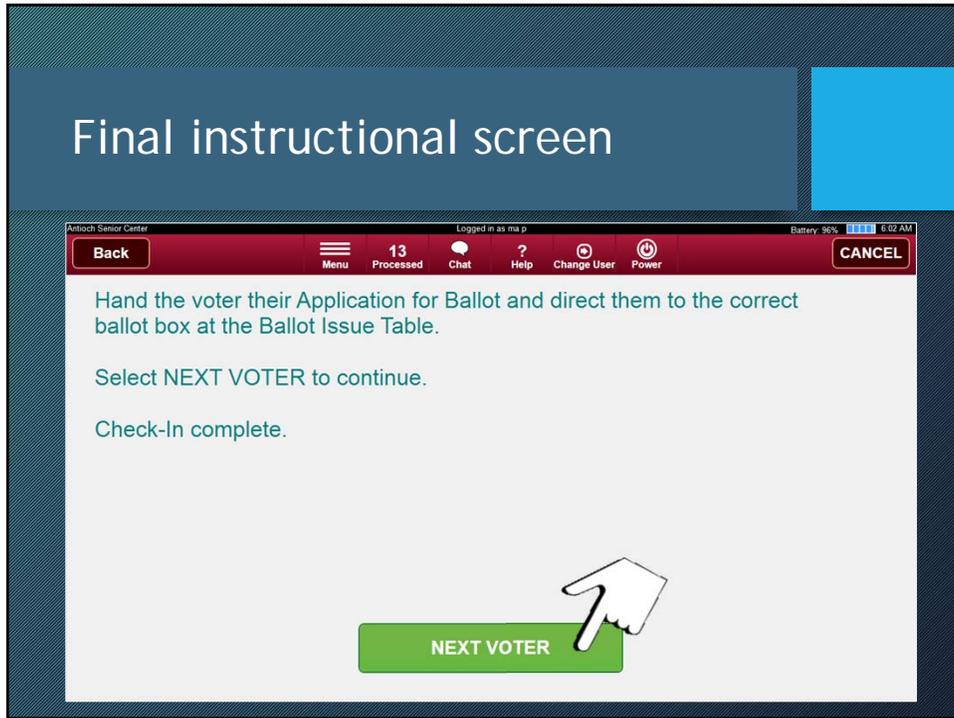


105

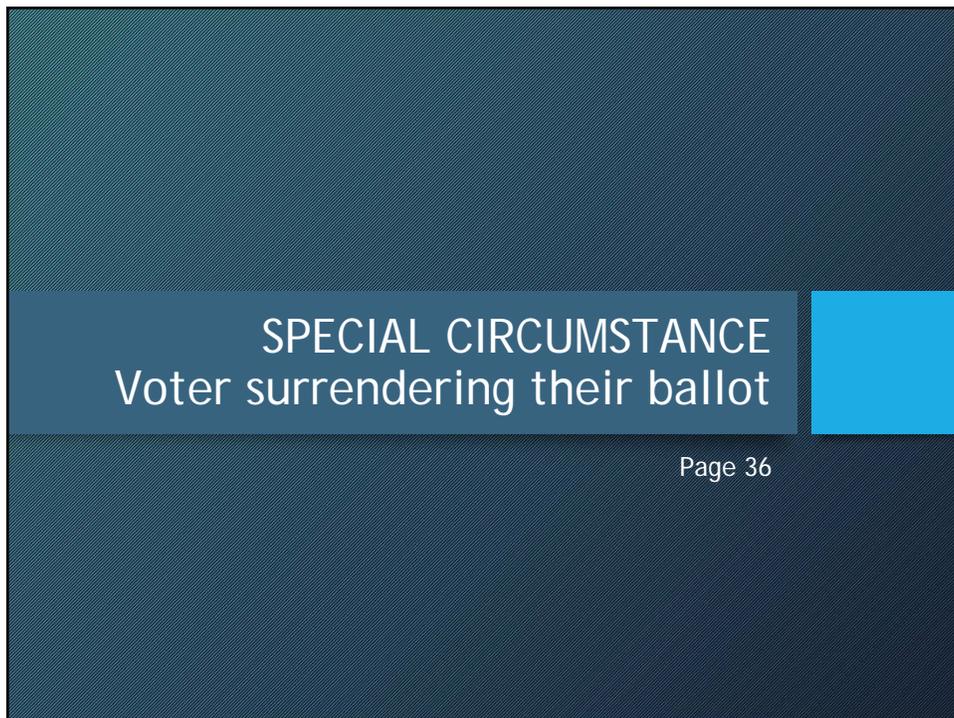
"Record Check-In" screen IS IMPORTANT



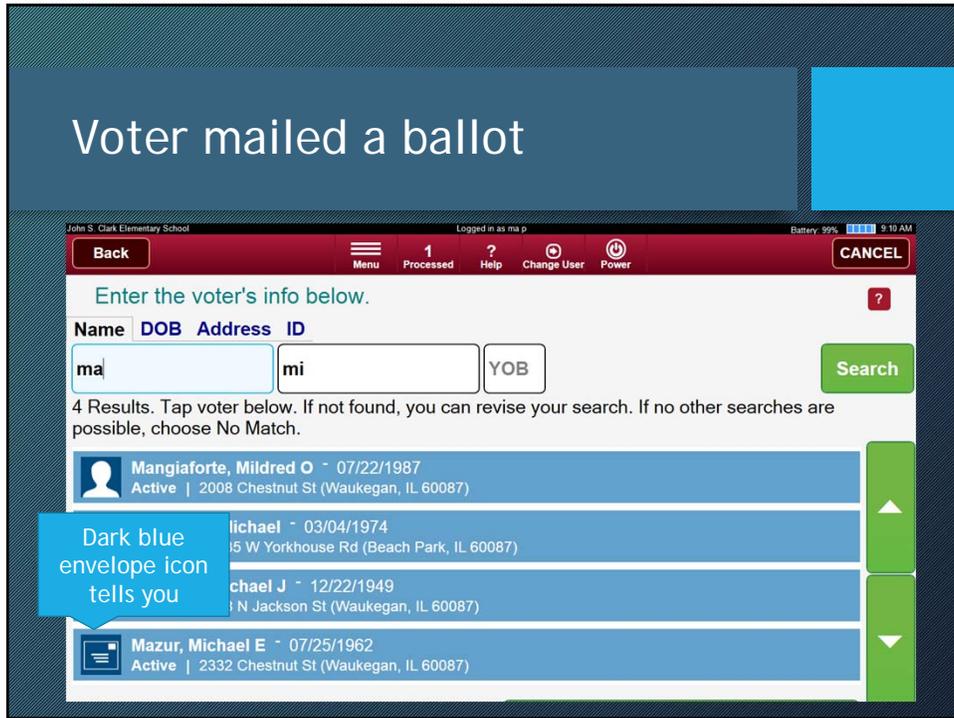
106



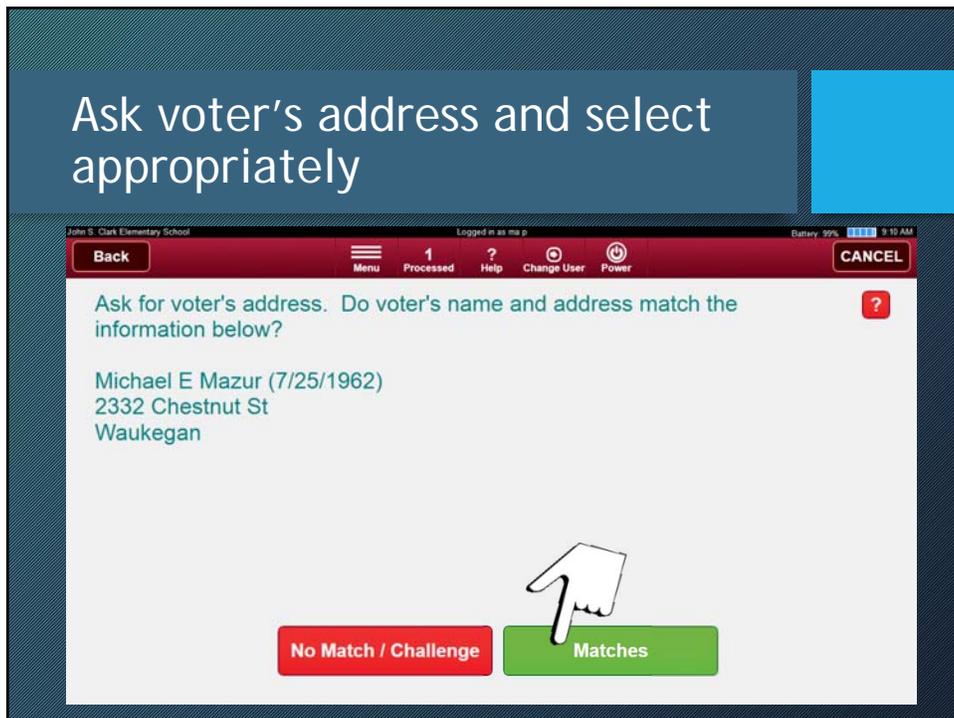
107



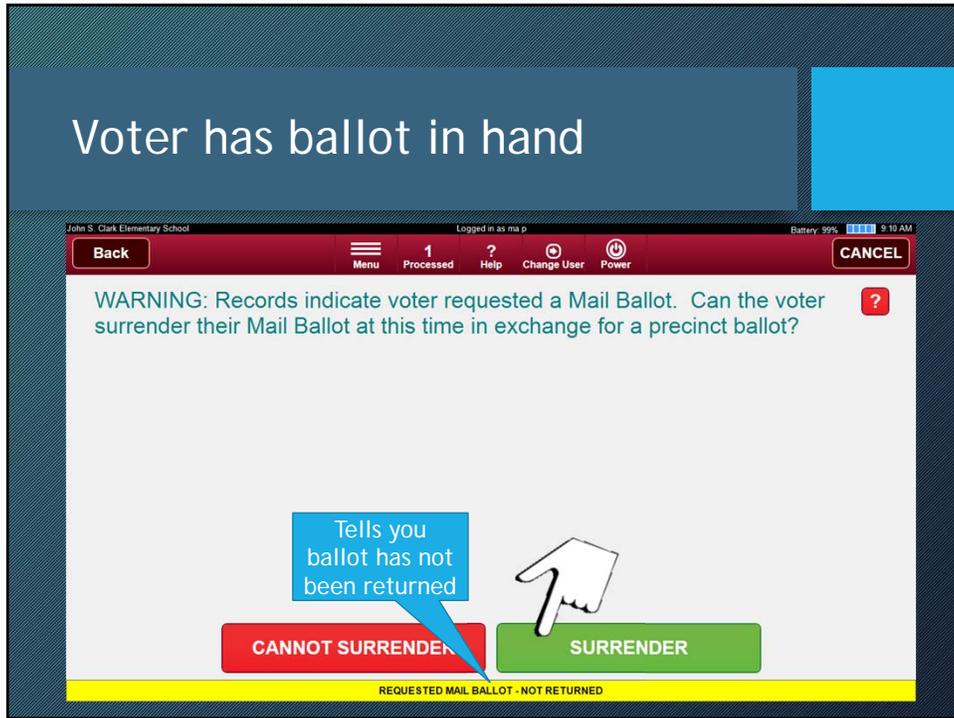
108



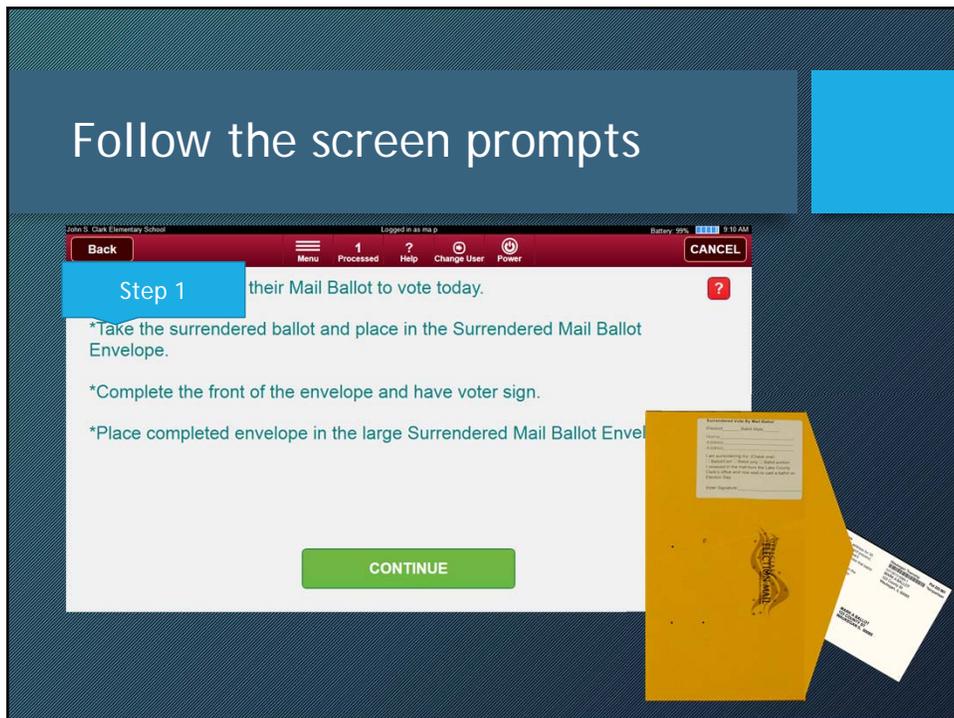
109



110



111



112

Follow the screen prompts

The screenshot displays the ePollbook interface. At the top, a dark red navigation bar contains 'Back', 'Menu', '1 Processed', 'Help', 'Change User', and 'Power' icons, along with a 'CANCEL' button. The main content area has a white background with a red question mark icon in the top right. The text reads: 'Voter will surrender their Mail Ballot to vote today.' Below this, a blue callout box highlights 'Step 2'. The instructions are: '*Take the surrendered ballot and place in the Surrendered Mail Ballot Envelope.' and '*Place completed envelope in the large Surrendered Mail Ballot Envelope.' A green 'CONTINUE' button is at the bottom. To the right, a photo shows a yellow envelope with a white label that reads: 'Surrendered Vote By Mail Envelope', 'Precinct: 333', 'Ballot Type: 1', 'Voter: Mark A Ballot', 'Address: 123 County Street', 'City: Washington, IL, 60085', and 'Voter Signature: Mark A Ballot'.

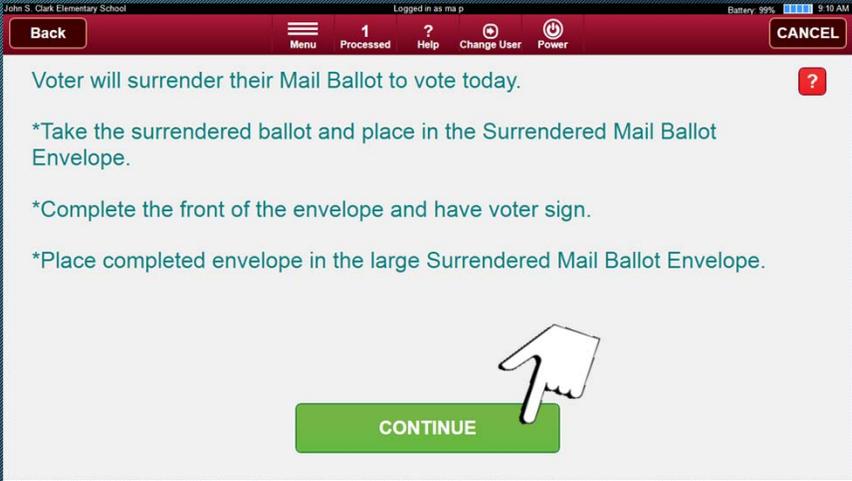
113

Follow the screen prompts

The screenshot displays the ePollbook interface. At the top, a dark red navigation bar contains 'Back', 'Menu', '1 Processed', 'Help', 'Change User', and 'Power' icons, along with a 'CANCEL' button. The main content area has a white background with a red question mark icon in the top right. The text reads: 'Voter will surrender their Mail Ballot to vote today.' Below this, a blue callout box highlights 'Step 3'. The instructions are: '*Take the surrendered ballot and place in the Surrendered Mail Ballot Envelope.' and '*Place completed envelope in the large Surrendered Mail Ballot Envelope.' A green 'CONTINUE' button is at the bottom. To the right, a photo shows a yellow envelope with a white label that reads: 'Surrendered Vote By Mail Ballots'.

114

Follow the screen prompts



The screenshot shows a mobile application interface for an ePollbook. At the top, there is a red navigation bar with a 'Back' button on the left and a 'CANCEL' button on the right. In the center of the bar are icons for 'Menu', '1', 'Help', 'Change User', and 'Power'. The main content area has a light gray background and contains the following text: 'Voter will surrender their Mail Ballot to vote today.' followed by three bullet points: '*Take the surrendered ballot and place in the Surrendered Mail Ballot Envelope.', '*Complete the front of the envelope and have voter sign.', and '*Place completed envelope in the large Surrendered Mail Ballot Envelope.' A green 'CONTINUE' button is at the bottom, with a white hand icon pointing to it.

Voter will surrender their Mail Ballot to vote today.

- *Take the surrendered ballot and place in the Surrendered Mail Ballot Envelope.
- *Complete the front of the envelope and have voter sign.
- *Place completed envelope in the large Surrendered Mail Ballot Envelope.

CONTINUE

115

Ask for voter's party preference in a primary



The screenshot shows the same mobile application interface. The main content area contains the text: 'Have voter declare which party they are voting.' Below this text are two horizontal bars: a light blue bar with a white 'D' and the text 'DEM', and a dark blue bar with a white 'R' and the text 'REP'. A white hand icon points to the 'REP' bar. At the bottom, there is a green 'CONTINUE' button with a white hand icon pointing to it.

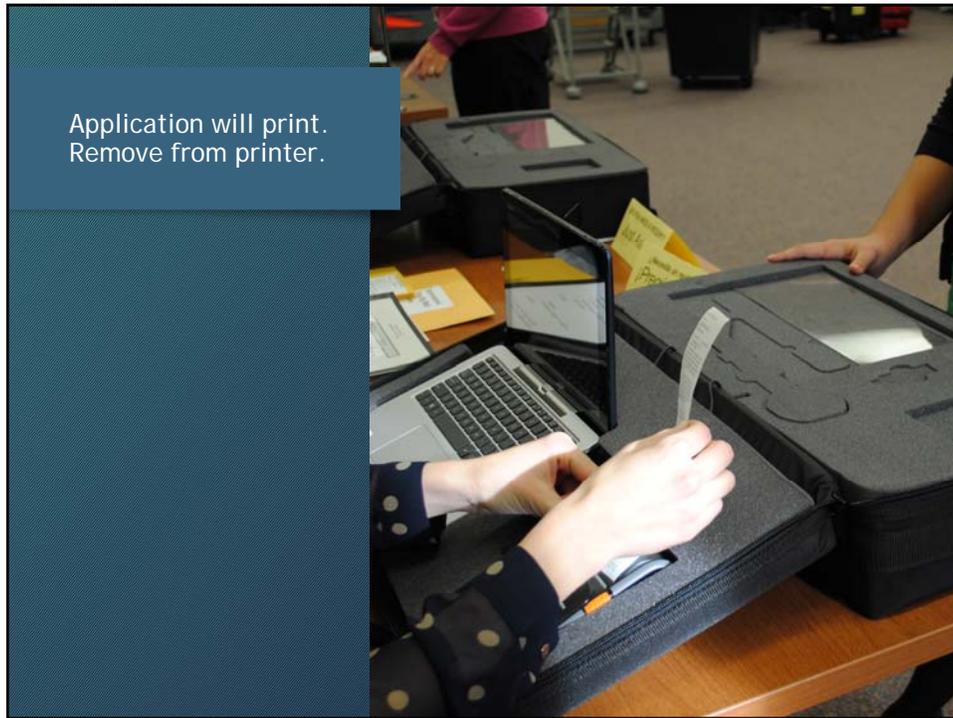
Have voter declare which party they are voting.

D DEM

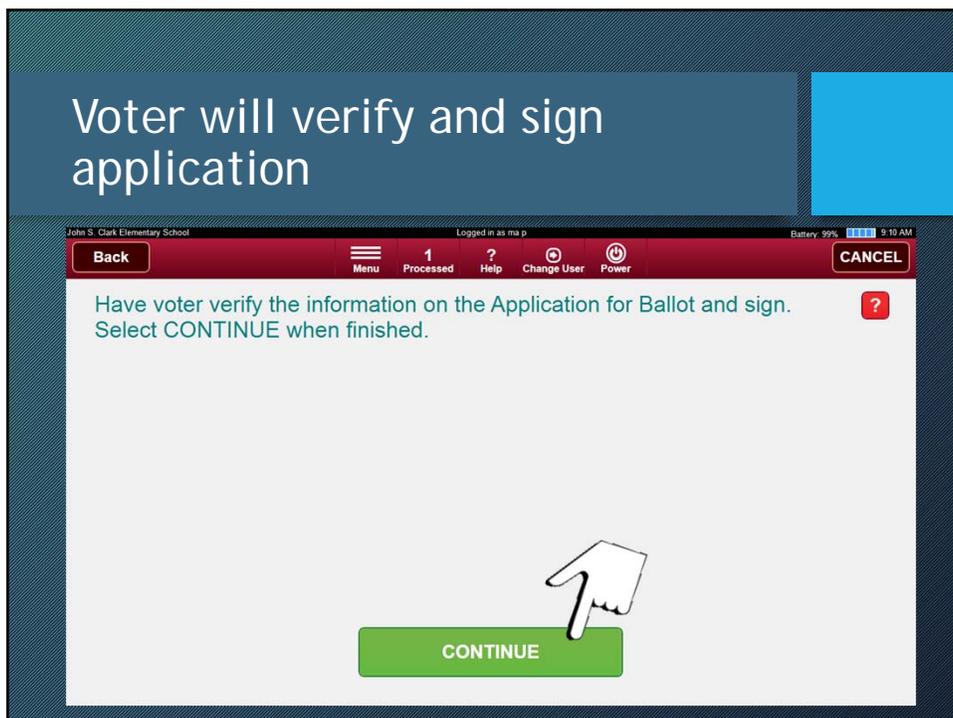
R REP

CONTINUE

116



117



118

Together, two judges verify signatures match

Does voter's signature on Application for Ballot match signature on screen? Two judges must verify voter's signature.
*A judge must initial the verification line.

Michael E Mazur
1962 / NA
2332 Chestnut St
Waukegan, IL 60087

Signature: x Michael J. [Signature]
Date: 11/25/2020

Does Not Match **Signature Matches**

119

Selecting "RECORD CHECK-IN" is very important

Select RECORD CHECK-IN to indicate that voter will vote this ballot style, then hand the voter their signed Application for Ballot and direct them to the correct ballot box at the Ballot Issue Table.

Michael E Mazur, 1962, VID: 4505530
2332 Chestnut St, Waukegan
DOB: 07/25/1962 Party: REP

Ballot Style: Waukegan 347 Ballot Style 523
Ballot Type: Provisional Precinct

Voted With: Optical Scanner ExpressVote

CANCEL **RECORD CHECK-IN**

120

SPECIAL CIRCUMSTANCE Voter in wrong location

Check-In Judge can direct to correct voting site

Page 36

121

Let's look for Mary Ann Rodriguez

John S. Clark Elementary School Logged in as ma p Battery 99% 10:18 AM

Back Menu 2 Processed ? Help Change User Power CANCEL

Enter the voter's info below. ?

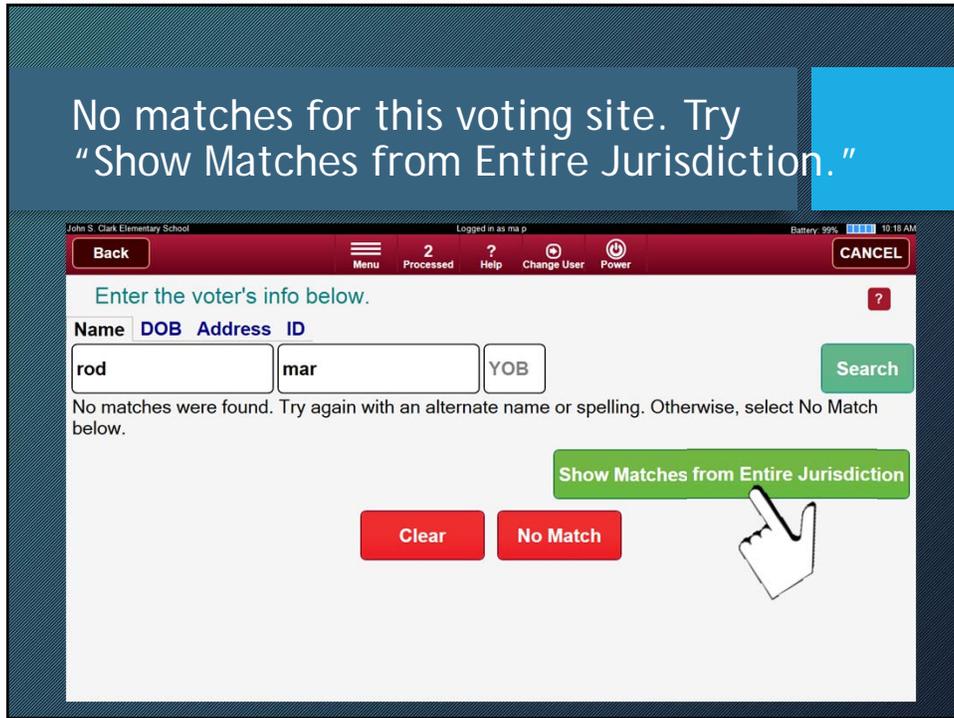
Name DOB Address ID

rod mar YOB Search

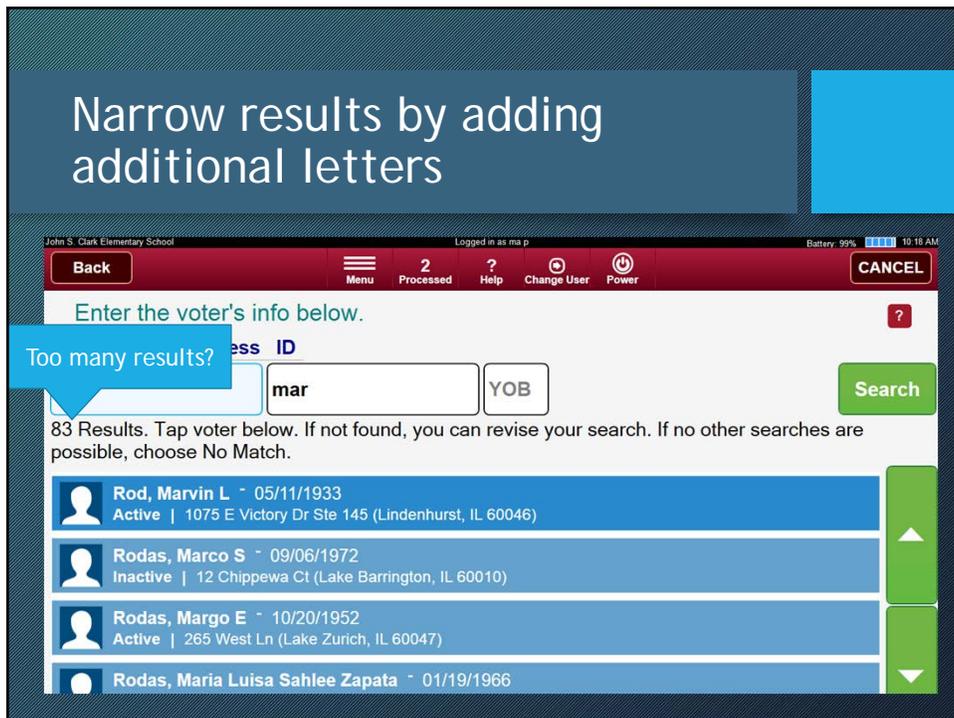
Show Matches from Entire Jurisdiction

Clear No Match

122

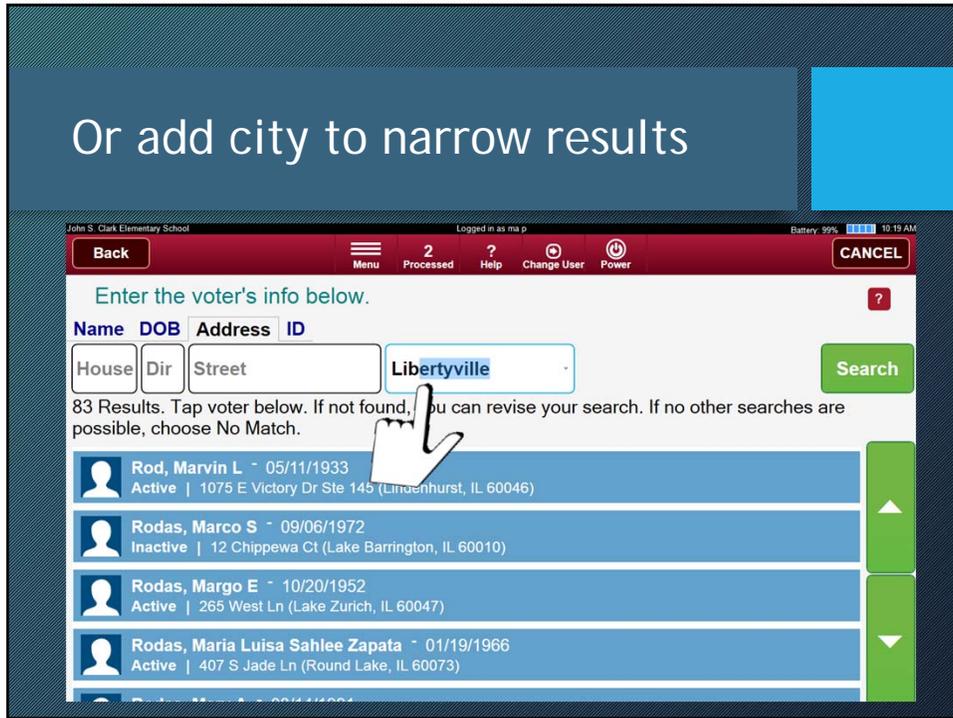


123



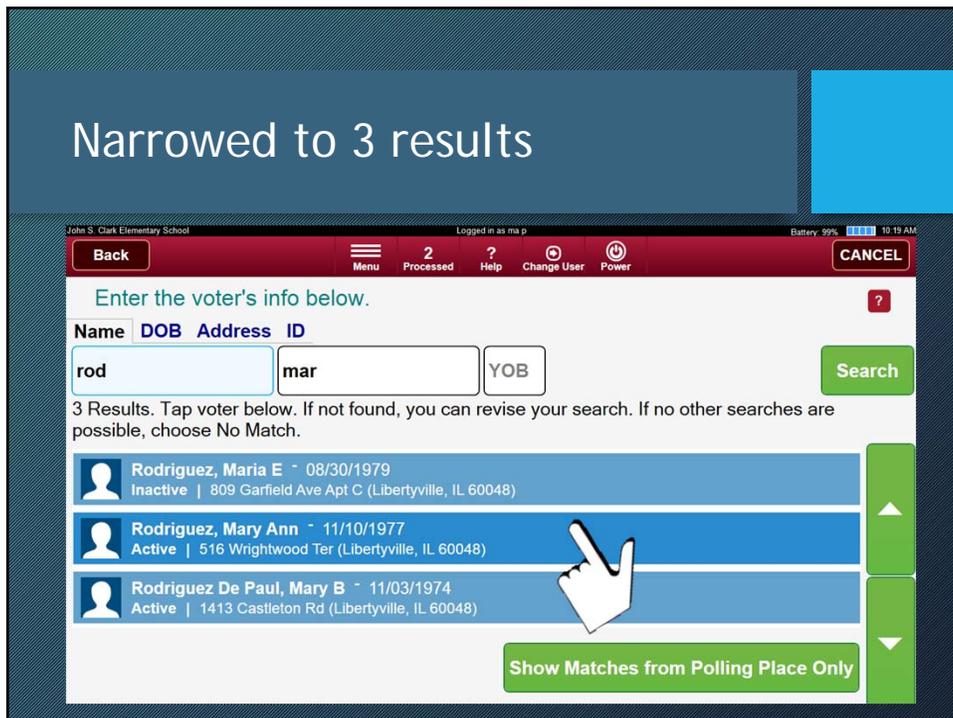
124

Or add city to narrow results

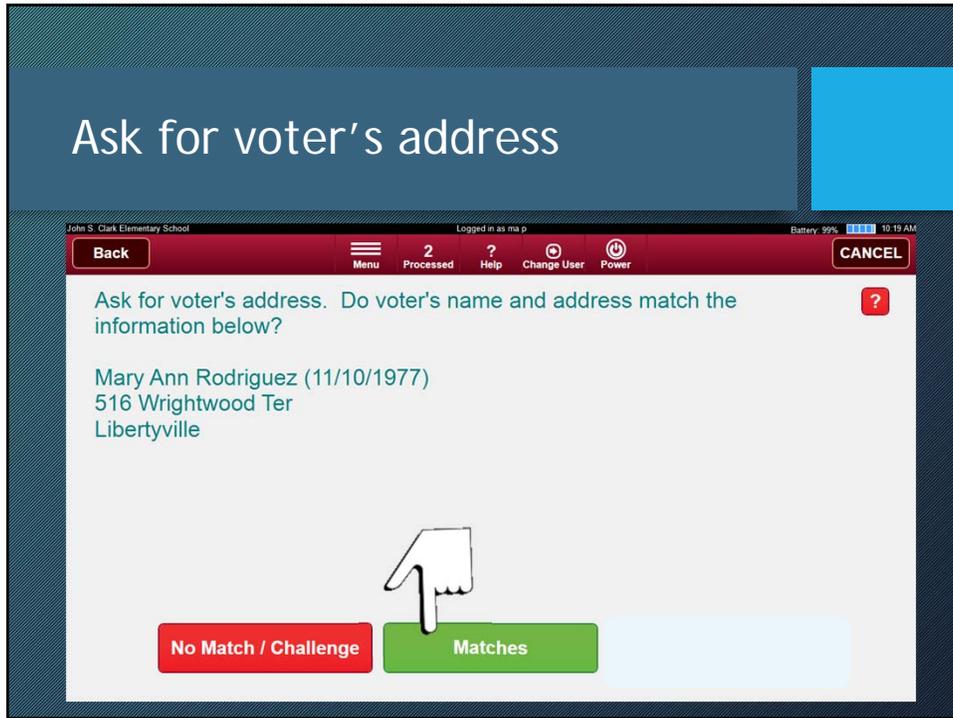


125

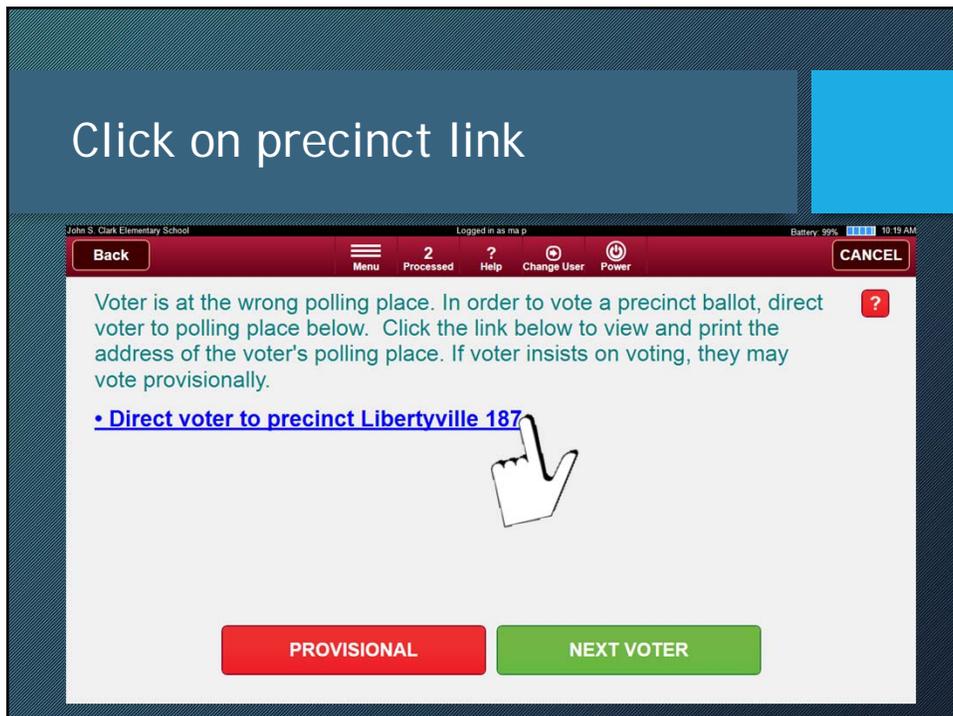
Narrowed to 3 results



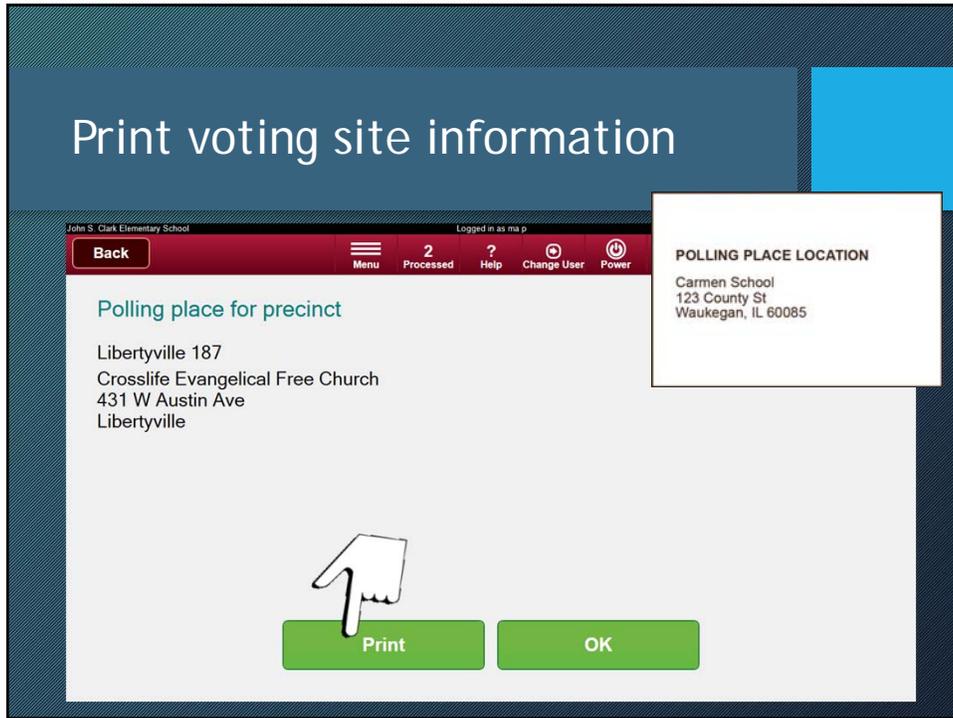
126



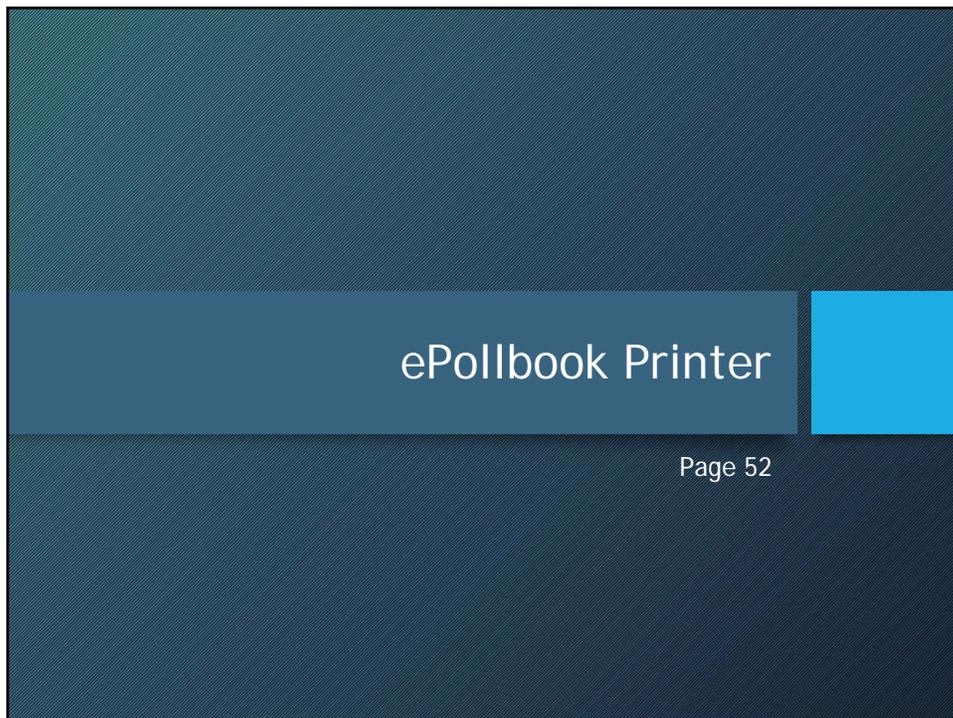
127



128



129



130

Printer needs paper



Might be progressive solid pink lines on front

Might be colored lines on the back side

131

Press orange button on side to open lid



DO NOT REMOVE
PRINTER FROM
CASE

132

Remove old roll



133

Drop-in new roll with free end extended from underneath



134

Close lid and make sure some
paper is showing



135

Hands-on, if
time permits

Voter outside
voting site
Mary Ann
Svec
Libertyville

Inactive
voter
Rhonda
Brammeier
has not
moved - has
2 ID's

136

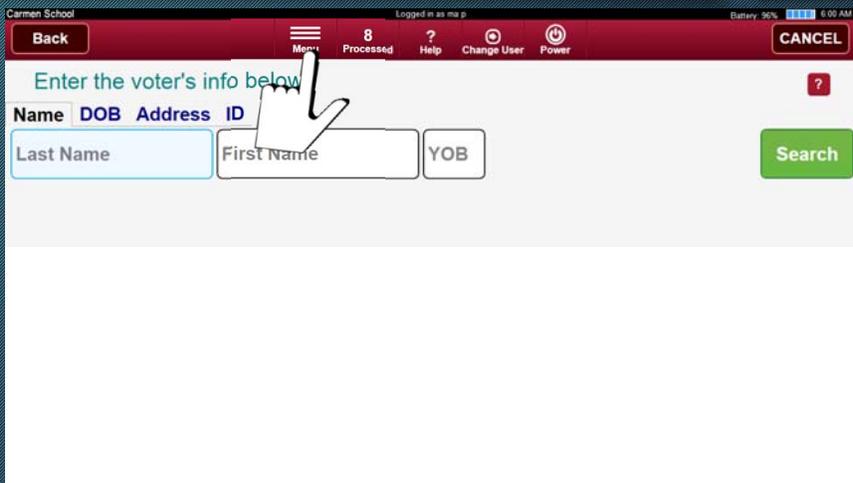
Closing ePollbooks

You must first check for pending voters

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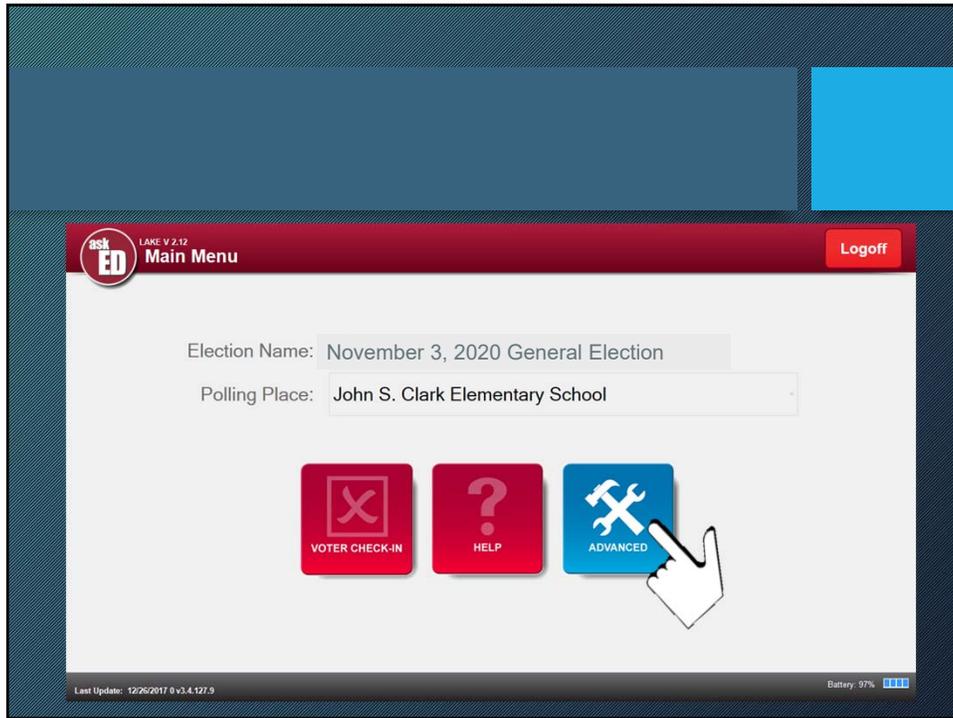
Return to "Main Menu"



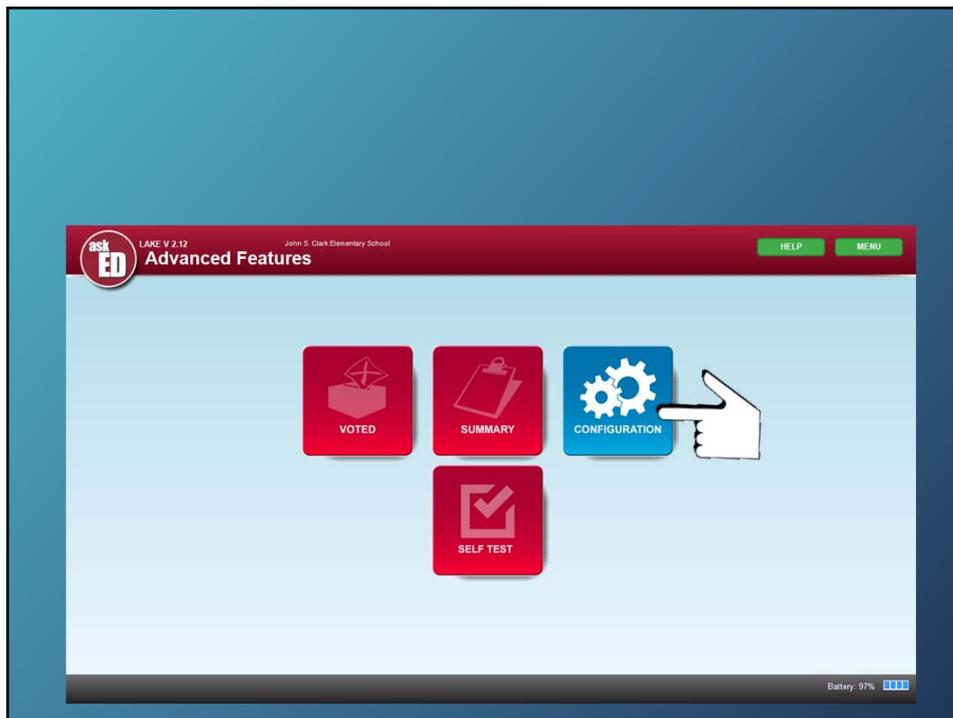
The screenshot shows the ePollbook interface with a red top navigation bar. The bar contains a 'Back' button, a 'Menu' button (indicated by a hand icon), a 'Processed' button with the number '8', a 'Help' button with a question mark, a 'Change User' button, and a 'Power' button. On the right side of the bar are a battery status indicator (90%) and the time (6:09 AM). Below the navigation bar, the text 'Enter the voter's info below' is displayed. Underneath, there are input fields for 'Last Name', 'First Name', and 'YOB', along with a 'Search' button. A 'CANCEL' button is also visible in the top right corner of the interface.

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Basic Training ePollbook Part 2 - November 2020

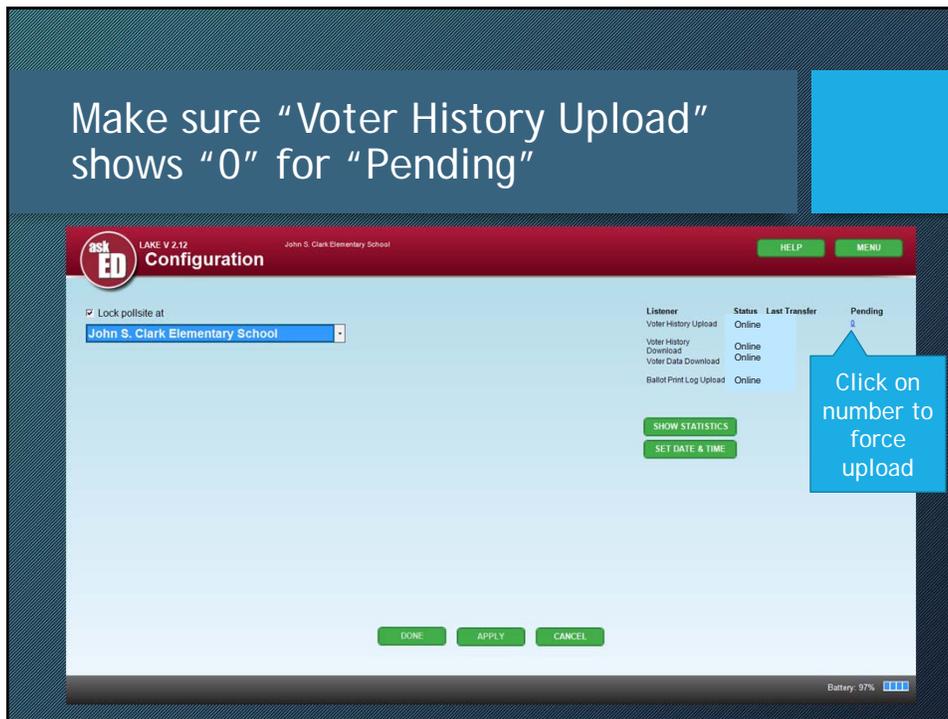


139



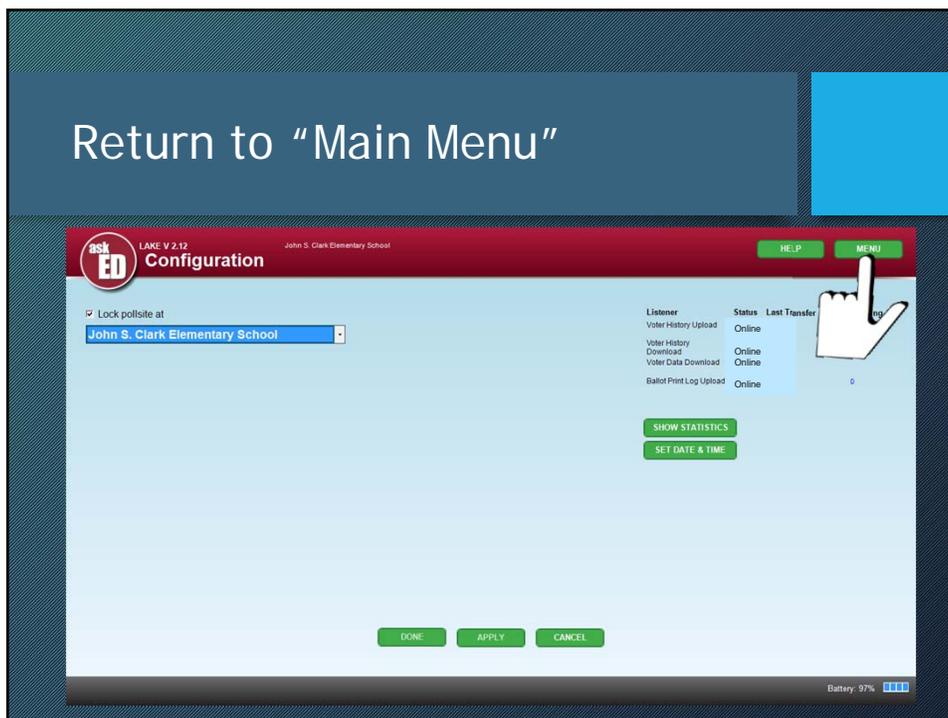
140

Make sure "Voter History Upload"
shows "0" for "Pending"



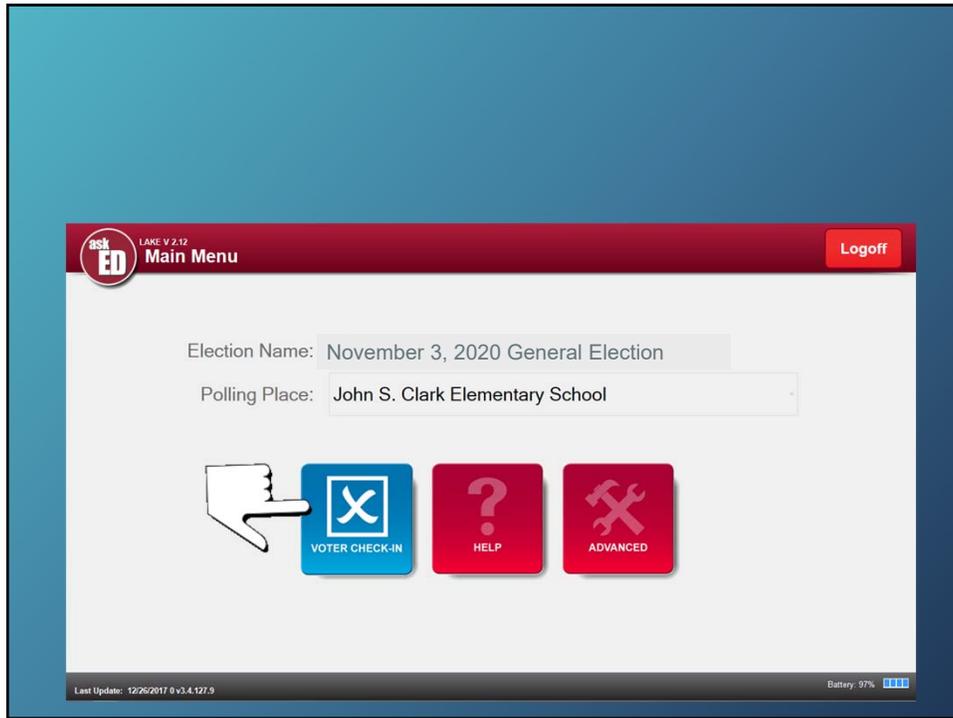
141

Return to "Main Menu"

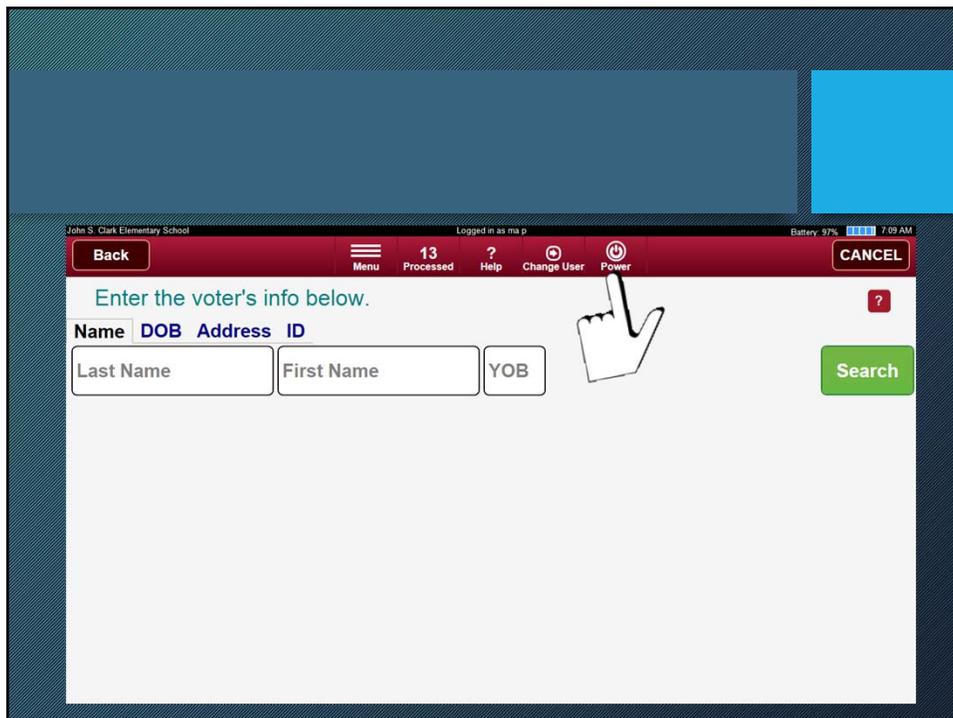


142

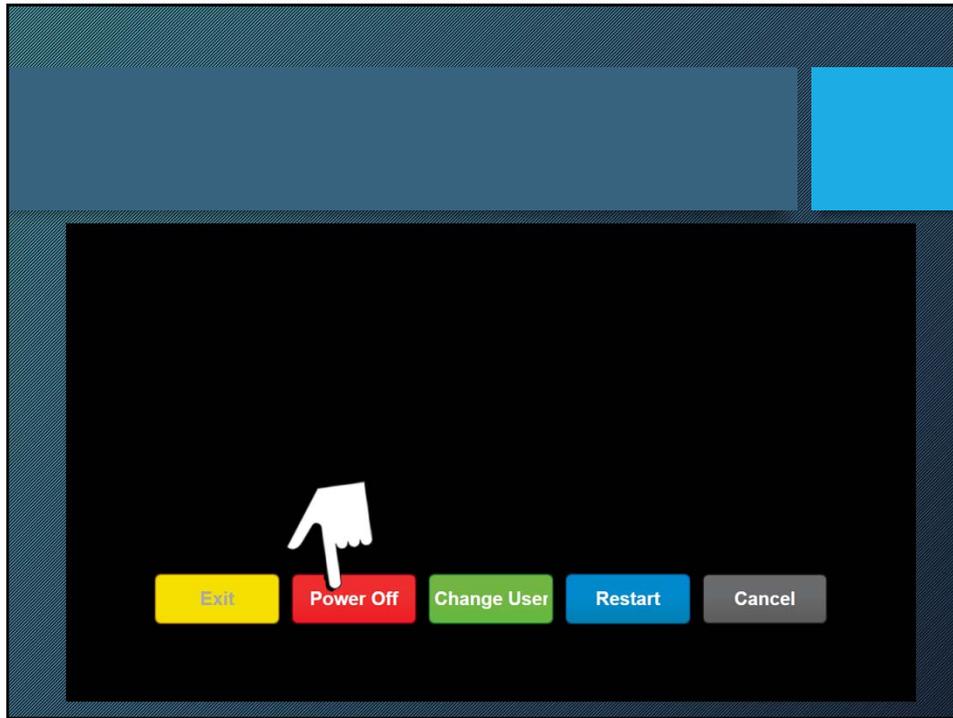
Basic Training ePollbook Part 2 - November 2020



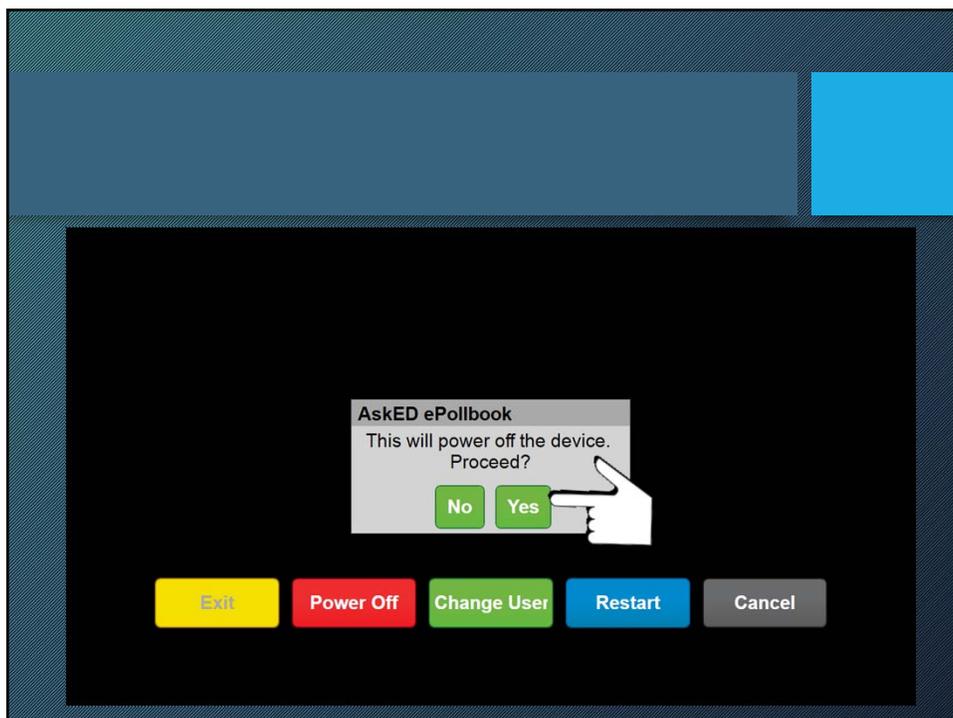
143



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145



146

Power off printer by holding down
power button until chimes sound.

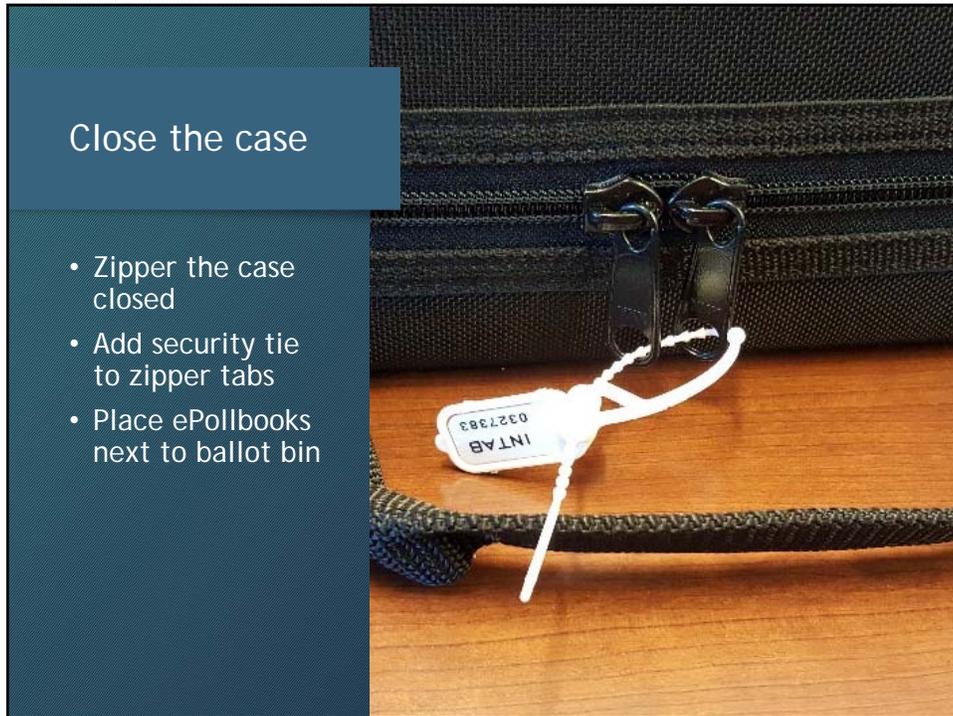


147

Return power
cord to pocket



148



149

Check ElectionJudge.info in
October for schedule

Make reservation

**Practice
session**

847.377.2408

ElectionJudge@lakecountyil.gov

150



151