

# VOTER SERVICES CHECKLIST



## ELECTION EVE SETUP

### ePollbooks

- Locate jetpack pouch, scissors, voting site layout diagram, ePollbook password card, and security ties from Ballot Box Judge red bag.
- Place jetpack as noted on diagram. Plug in, press the power button, and hold until jetpack turns on. (Photo A)
- Place ePollbooks on the table as listed on handle's tag.
- Cut the tie securing each ePollbook's zipper, unzip cases, and open to lay flat on table.
- Plug in every ePollbook. Remove only enough power cord to reach outlet or power strip.
- Turn on and log onto each ePollbook all the way to the main menu using designated password card delivered in red bag. Return password card to red bag. **DO NOT REMOVE ANY ITEMS FROM EPOLLBOOK CASE.** Leave on for the entire time while performing other tasks.



### ExpressVote®

- Set up table and ExpressVote terminal. Do not turn on the ExpressVote.

### Voting Site

- Set up handicap voting booth near the Voter Services table.
- Assist Ballot Box Judge with other set up tasks.

### After voting site set up is complete

- Power down the ePollbooks using the on-screen menu. Lower screen. Leave ePollbooks plugged in.
- Carefully, zipper case closed and add security tie to zipper tabs.
- Leave jetpack turned on for the night.

## BEFORE POLLS OPEN — USE AT 5:15 AM

### ePollbook

- Verify jetpack is turned on. (Photo A)
- Cut the tie securing the ePollbook zipper, unzip case, and open case to lay flat on table. Tape down cords if necessary.
- Log onto ePollbook using password card. Be sure to select “ExpressVote” and “AskEd” icons before entering password. Turn on printer.

### ExpressVote

- Set up ExpressVote printer and connect to ePollbook.
- Get ballot bin/ExpressVote keys from BBJ. Turn on terminal, and leave turned on all day.

### Blue Provisional Ballot Case (delivered in black rolling case)

- Open blue provisional ballot case and remove all contents. Set materials aside.
- Lift four inside “walls” and secure walls with Velcro tabs.
- Close U-shaped zipper on case top and secure with one red security lock. (Photo B)  
Leave other red security lock in envelope and store envelope in Voter Services Judge Envelope for use after polls close.
- Do not close or lock ballot slot zipper in center of case.



### White Provisional Ballot Transfer Case

- Locate white provisional ballot transfer case (from Ballot Box Judge).
- Ensure correct ballots are received by comparing sealed ballot packets to *Provisional Ballot Inventory Sheet* in lid of white provisional ballot transfer case.
- Sign inventory sheet and give to the Site Manager. Do not open ballot packets until needed.

### ADA equipment

- If delivered, set up additional ADA equipment such as Big Bell, ADA parking signs, etc. Assembly instructions are delivered in blue provisional ballot case. (Photo C)



C

## Finalize setup

- Complete table setup with clipboards, grace registration forms, black ink pens, and ballot marking pens.
- Tape flag to back of Voter Services Table sign with masking tape. Insert table sign in chrome stand and place on table.
- Find cellphone delivered in black rolling case, plug in to outlet, and keep turned on all day.

## After all other duties are completed

- Complete name badge and time card.
- Take oath administered by Site Manager and sign affirmation form.

## CLOSING POLLS — USE AFTER 7 PM

All voters in line by 7 PM must be served. Judges remain until closing procedures are completed.

### Complete *Provisional Ballot Inventory Control Form*

- Count number of voters recorded on *Provisional Ballot Inventory Control Form* located in blue binder. (Photo D)
- Make note on *Provisional Ballot Inventory Control Form* of any spoiled ballots.
- Record total quantity of ballots issued. Number equals names recorded on inventory control form plus any spoiled ballots.
- Sign and date inventory form. Return to blue binder.
- Record number of voted provisional ballots on tag affixed to blue provisional ballot case. If no provisional ballots issued, mark “No Provisional Ballots Issued” on tag.
- Give the Voter Services Table ExpressVote Application Envelope to the Ballot Issue Judge containing the signed applications.



The image shows a 'PROVISIONAL BALLOT INVENTORY CONTROL FORM' for a Consolidated Primary Election on February 26, 2019. The form is organized into a grid with columns for 'Name', 'PCT', and 'Ballot Type'. There are 12 rows for recording individual voters. At the bottom, there is a section for 'Total Number of Provisional Ballots Issued' and a signature line for the 'Judge's Signature' and 'Date'. A small box in the bottom right corner contains the text 'For Office Use Only' and 'B-9 T-1'. A black box with the letter 'D' is overlaid on the bottom left of the form.

### Blue Provisional Ballot Case

- Add to blue provisional ballot transfer case already containing voted provisional ballots:
  - Blue binder (carefully roll and insert in slot)
  - Spoiled provisional ballot manila envelope
- Remove small envelope containing security lock from Voter Services envelope.
- Zip closed the ballot slot on blue provisional ballot case.
- Insert red security lock to secure ballot slot.
- Give secured blue provisional ballot case to Ballot Box Judges for return to transfer site. (Photo E)



### Grace Registration Forms

- Put white binder with completed forms in Check-In Table black rolling case.

### ADA Equipment

- Turn off and pack ExpressVote terminal and printer. Pack table.
- Take down and pack any additional ADA equipment that was delivered.
- Place ExpressVote terminal case, box with table, and all ADA equipment next to ballot bin for pick-up by movers. Place ExpressVote printer and extension cord in ballot bin.

### Other Voter Services Supplies

- Pack all items listed on both the Voter Services Judge envelope and black rolling case. Make sure the Check-in Table has all items packed in rolling case before affixing security tie.
- Using the security seals, secure unused provisional ballots in white provisional ballot transfer case and give to Ballot Box Judge for return to Transfer Site.

### ePollbook

- Check the ePollbook for pending voters. Click on the Advanced tab from the “Main Menu” screen. Select “Configuration” and verify that all the entries in the “Pending” columns show “0.” If there are any pending voters, click on number to force an upload. To see this on the ePollbook, follow Menu > Advanced > Summary. Add all ballot styles for each precinct.
- Give total of processed voters on ePollbook to Ballot Issue Table Judges.
- Properly power down the ePollbook and printer. Repack power cord in pocket of ePollbook case. Close zippered case and add security tie to zipper tabs. Place ePollbook next to bin for movers to pickup.
- Properly power down the jetpack by holding down the power button. Give jetpack and power cord to Ballot Box Judge to place in pouch, and then in red bag.

### Cellphone

- Turn off phone and return to box. Place box in black rolling case.