

EARLY VOTING

ELECTION JUDGE MANUAL



ELECTION JUDGE SCHEDULING
847-377-2408

EARLY VOTING HOTLINE
847-377-2456

PRE-ELECTION DAY PROCEDURES
847-377-2314

VOTER REGISTRATION
847-377-VOTE (8683)

GENERAL OFFICE
847-377-2400

2020 ELECTIONS
March 17 – General Primary Election
November 3 – General Election

Robin O'Connor, Lake County Clerk
18 N. County Street, Room 101, Waukegan, Illinois 60085
electionjudge.info electionjudge@lakecountyil.gov



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General Election Information

Voter Identification Requirements

Judges are required to identify each voter by comparing the signatures on the voter's registration record to the voter's application. Two judges review and agree that the signatures match. Changes in Illinois law removed the requirement that early voters present government-issued photo identification before receiving a ballot. If a voter offers identification, it is acceptable and may be helpful to rely on for correct spelling of the voter's name.

Telephone Policy

Election judges bringing a cell phone into the voting site should restrict their use to calling the Lake County Clerk's office or for emergency services.

When do I Call the Lake County Clerk's Office?

- ▶ If any seals or tags show signs of tampering.
- ▶ If the daily totals between the ePollbooks and ballot counters do not match.
- ▶ If a voter check-in must be cancelled (code needed).
- ▶ If you have an equipment malfunction or failure.
- ▶ If you encounter a voter situation not familiar to you.

Control of the Voting Site

Illinois election law requires that only authorized persons be allowed in the voting site. All persons in the voting site or within **100 feet of the entrance to the room where voting occurs** must obey the lawful orders of the judges and refrain from campaigning or electioneering. If there are problems, try to resolve them honestly, fairly, and as quickly as possible. The judges have the authority to evict any person creating a disturbance. If the problem escalates rapidly or becomes physically threatening, seek assistance from local law enforcement officers or the State's Attorney.

Handling Election Materials

No one other than election judges, representatives of the Lake County Clerk's office, and State's Attorney staff (when assistance with affidavits is requested) may handle the election materials, supplies, or ballots **under any circumstances**. Attorney General staff may not handle election materials, but may observe the voting process to ensure laws are being followed. Pollwatchers and candidates with pollwatcher credentials may not touch or handle any election materials under any circumstances.

Food and Beverages in the Voting Site

To protect the electronic equipment and ballots, please refrain from having food and beverages at the election judge tables.

Daily Time Worked

If your time worked is going to be different than your assignment, please call our office.

Paychecks are processed 3 to 4 weeks after Election Day. Election judges are not Lake County employees and are not eligible for unemployment benefits.

Election Equipment in Early Voting Sites

ePollbook



The ePollbook's touch-screen/keyboard tablet will provide instant voter history updates to the Lake County Clerk's office while the polls are open, help the judges streamline the voter check-in procedures, and process Grace Period Registration and provisional voters. The ePollbooks are connected via the jetpack with all other early voting ePollbooks and the Lake County Clerk's office.

DS200



The ballot bin accepts both pre-printed and ExpressVote print-on-demand ballots.

“Public Count” is number of ballots cast in this election. “Protected Count” represents the number of ballots cast in this bin's lifetime.

ExpressVote



Each early voting site is equipped with an ExpressVote unit which replaces the AutoMARK, is compliant with the Americans with Disabilities Act (ADA), and empowers voters who are blind, vision-impaired, or have a disability that would make it difficult or impossible to mark a ballot in private and without assistance.

Additionally, the ExpressVote will print a customized ballot on demand for those voters outside the preferred early voting area or receiving a federal ballot.

ExpressVote Printer



Each ePollbook will have its own ExpressVote printer to code the voter's precinct and ballot style numbers on the blank ballot stock. In a primary, the voter's party will also be added.

Remember to initial the ballot in the lower right corner before issuing the ballot to the voter.

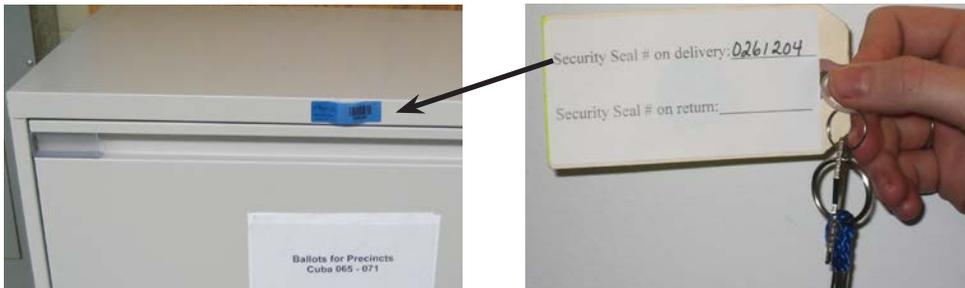
Setup before Early Voting Begins

Setup before Early Voting Begins

Assigned judges will set up the voting site before early voting begins. If you feel that you need help from Lake County Clerk staff, please contact the Lake County Clerk's office at 847-377-2456.

Inventory Ballots

1. Locate the file cabinet key in the security materials pouch and open the file cabinets containing the ballots. Match the cabinet's security seal number against the number on the key tag. Remove the seal and place it in the security materials pouch. If number does not match, or the seal shows signs of tampering, call the Early Voting Hotline at 847-377-2456.



2. In a primary election, hanging file folders in each file cabinet will be ordered alphabetically by township and precinct numbers. Contained within each hanging folder will be party-assigned colored folders holding the different ballot styles for that precinct.



In a general or consolidated election, hanging file folders will be placed alphabetically by township and precinct number. Ballot styles for each precinct will be placed in the hanging file folders.

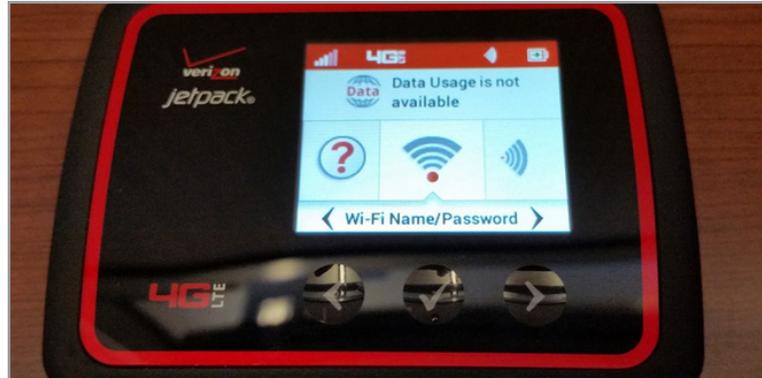


3. Locate *Ballot Inventory Sheets* in the red binder and inventory all the ballot packets delivered to the voting site. Once complete, sign and return it to the red binder.

jetpack

The jetpack gives each voting sites' ePollbook a live connection to the Lake County Clerk's office and restricts a voter's ability to register in multiple locations during early voting or on Election Day.

1. Set up the jetpack by plugging it into the outlet. When you see the Verizon logo screen, press and hold the power button until you see the screen below. Leave jetpack turned for the entire duration of early voting. Do not turn it off until after the polls close on the final day of early voting.



ePollbook Logon

2. Using scissors, cut the ePollbook's security tie on the zipper. Do not pull on the security tie to open it.



3. Open the power cord pocket and remove only enough cord to plug it into the outlet. An extension cord is delivered in the blue tub. To ensure voter's safety, tape down any loose extension cords using yellow tape.



- Next, unzip the case and open it so that the ePollbook is facing you. Do not remove any items from the case. **ePollbook, keyboard, printer, and any additional equipment will remain in the case at all times.**



- Lift the screen. Press and hold the power button on the side of the ePollbook until the screen lights up. Wait for the program to automatically open.



- Remove the ExpressVote printer from the cardboard box.



- Remove the styrofoam packing pieces from each side of the printer.



8. Plug the connection cord into the ePollbook, and then the power cord into the wall outlet.

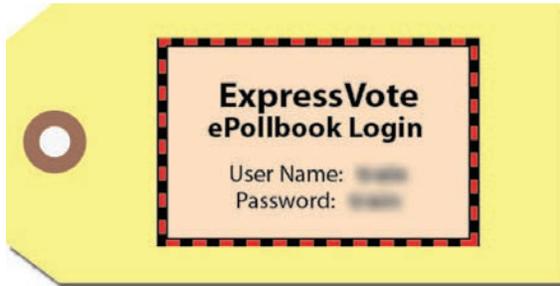


9. This is a complete setup.



Log into ePollbook

1. Log in to the ePollbook using the ExpressVote password card found in the red binder.



2. Repeat for each ePollbook at your site.
3. **DO NOT ATTEMPT TO PROCESS ANY VOTERS – this is live data.**

Set up and Secure Ballot Bin

1. Remove lanyard with 2 ballot bin keys (silver and black barrel keys) from security materials pouch delivered in blue tub. Unlock #1 with silver key on rear of ballot bin.



2. Extend the power cord with a ground protector already attached, open the Velcro strap, and plug the power cord into the wall outlet. Verify that the silver bar is in the “down” position. Leave the door open.



3. Moving to the front of the ballot bin unlock #2 with the silver key, open the lid latches located on either side of #2.



4. Lift the bin cover to upright position.



5. Use the black barrel key to unlock #3 and lift the ballot counter screen to upright position. The ballot counter and screen will automatically turn on.



If screen is blank, after a few moments check the following:

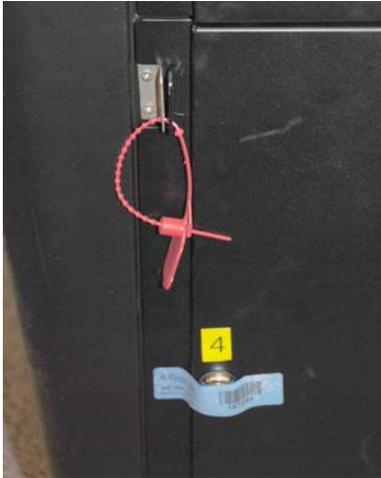
- ▶ Check the power icon in the upper right corner of screen. If there is a red "X" through the power icon, the ballot bin is not plugged in successfully.
 - ▶ Verify the battery icon in the upper right corner of the screen is green.
 - ▶ Problems? Call the Lake County Clerk at 847-377-2456.
6. Using the silver key, unlock and open #4 on the front access door and #5 on emergency ballot slot. Confirm that both compartments are empty.



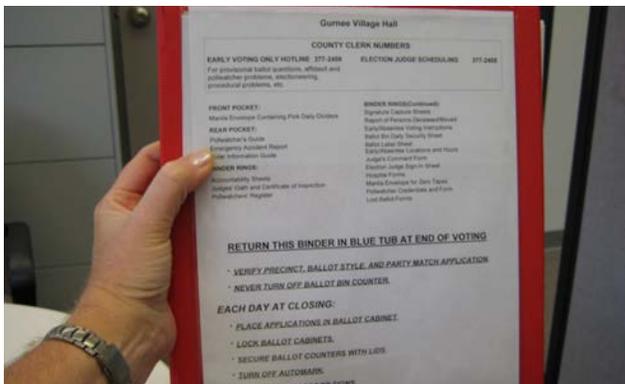
7. Lock #4 and #5. Fasten one red security tie through the metal loops on the front access door (near #4) making sure serial numbers are visible. Do not add a seal or tie to #5.



8. Place one blue security seal over lock #4 making sure that serial numbers are visible.



9. Record the security seal and tie numbers on *Ballot Bin Daily Security Check List* located in red the binder.



10. Additional ties and seals have already been attached to the ballot bin at the Lake County Clerk's office. Compare and confirm to *Ballot Bin Daily Security Checklist* and initial next to date:

- ▶ Blue ties and blue security seal numbers on sides A and B
- ▶ Blue seal number on memory stick compartment near ballot counter screen



11. If numbers do not match, call the Early Voting Hotline at 847-377-2456.

Confirm **Zero Totals Report** Matches **Ballot Counters**

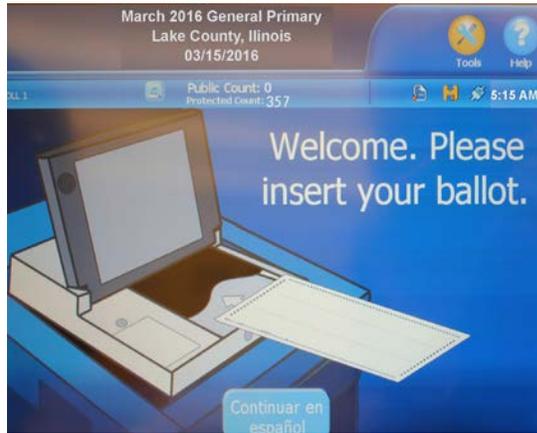
Zero Totals Report for each ballot counter will be run by election judges at the Lake County Clerk's office before delivery of the equipment to each early voting site.

1. Locate already printed *Zero Totals Report* in manila envelope delivered in file cabinet.

Verify the machine identification number matches number on the ballot counter, and the seal is unbroken.



2. Confirm the ballot counter display reads: "Public Count: 0. Welcome. Please insert your ballot."



3. Return the *Zero Totals Report* to the manila envelope, seal the envelope, and place it in the ballot cabinet file labeled "Zero Tapes."



4. Locate a *Daily Applications* manila envelope delivered in the file cabinet. Place “0” in all rows of the “End of Day” column. Set envelope aside for use on the first day of voting.

Daily Applications

Ela Township Office Date: 2/29/2016

Number of Voters

	End of Day	Next Morning
Tabulator 5	0	
Tabulator 6	0	
Total:	0	
ePollbook Total:	0	

Judges Initials: _____

Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2456.

5. Carefully lower the ballot counter screen and lock #3 with the black barrel key. The ballot bin will beep for approximately five minutes before entering sleep mode. Do not turn off or unplug the ballot bin.



6. Lower the ballot bin cover, secure the lid latches, and lock #2 with the silver key.



7. Place the lanyard with the ballot bin keys in the security materials pouch.



ExpressVote Stand

1. Open the ExpressVote table case and set up the table. Position the table to ensure voters' privacy.



2. Open the ExpressVote cloth case. Remove the ExpressVote unit and and power cords.



3. Thread the power cord through the hole in the table.



4. Place the unit on the table. Insert plug into the back of unit and then into a power source.

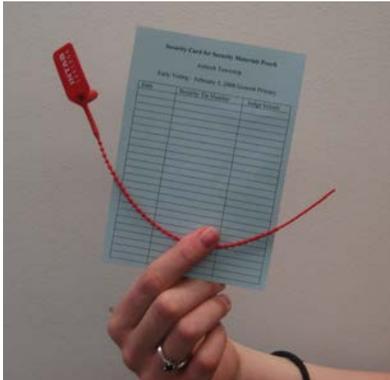


5. Add the privacy shield. Do not turn on the ExpressVote unit.



Secure Keys

Return the file cabinet keys to the security materials pouch. Remove a red security tie and the security card from the pouch. Record the serial number from the zip tie onto the card and replace the card in pouch so numbers are visible. **Secure the pouch with a red security tie and place it in the blue tub.**



Voting Booths

Set up the regular and quad voting booths. See the quad voting booth assembly instructions in this manual's *Appendix*.



Inside Signs

Using masking tape, post the interior signs from Early Voting Sign Envelope near the voting site entrance.



Outside Signs

Voting sites with extended hours will receive signs without any hours listed. Those sites with regular hours will receive at least two early voting signs showing the voting site's hours. Every site will receive "No Electioneering" cones. Do not put any signs outside until early voting begins on the first Monday morning.



Each ePollbook

1. When setup is complete, confirm the ballot counter's "Processed" number reads "0."
2. Power down each ePollbook and printer. Leave all of them plugged into the power source.
3. jetpack will remain turned on for the entire duration of early voting.
4. ExpressVote printer will remain connected to the ePollbooks.

Before Leaving the Building

Check with the building's security or maintenance to be sure the room is locked.

Daily Opening Procedures

Daily Opening Procedures

1. Remove the security materials pouch from the blue tub. Confirm the security seal number matches the number recorded on the security card. Break the tie and place it in the pouch. Remove the lanyard with the ballot bin and ExpressVote keys. Unlock the file cabinets.



jetpack

Verify that the jetpack displays the screen below. It should always be kept on during early voting.

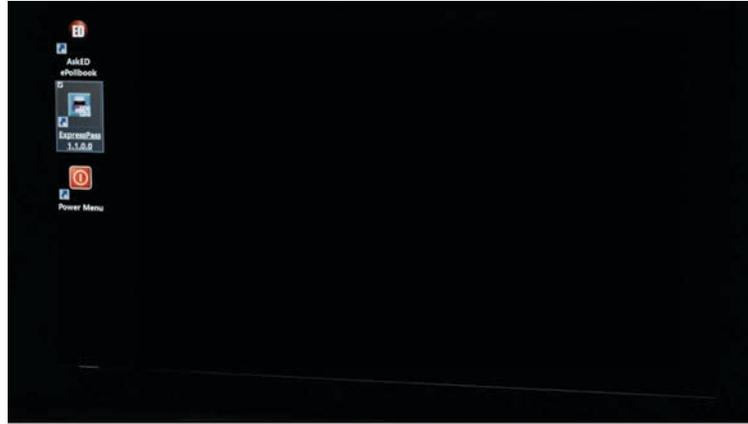


Logon to ePollbook

2. Turn on ePollbook by pressing the button on the side.



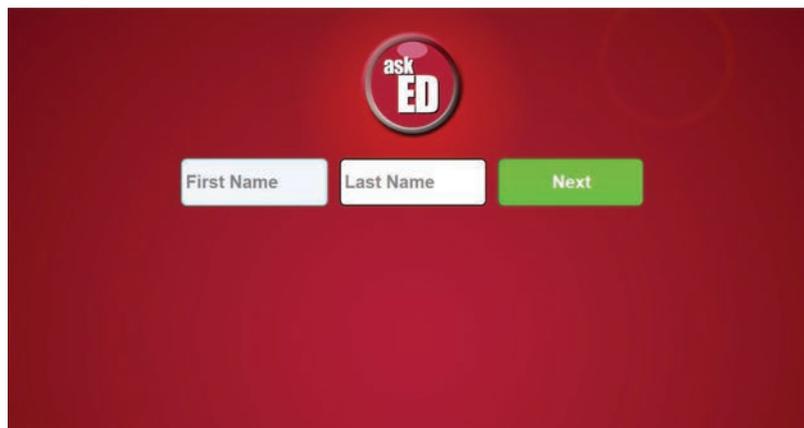
3. The initial desktop screen will display. The “AskEd” and “ExpressPass” software will automatically launch.



4. Log onto ePollbook using User Name and Password found on the ExpressVote password card in the red binder.



5. Enter your first and last names. Select “Next.”

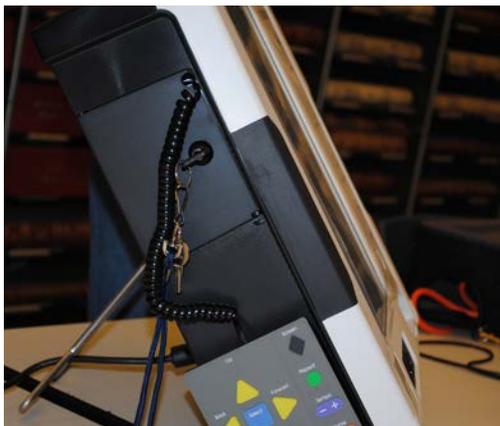


6. Select "VOTER CHECK-IN" from "Main Menu."



ExpressVote

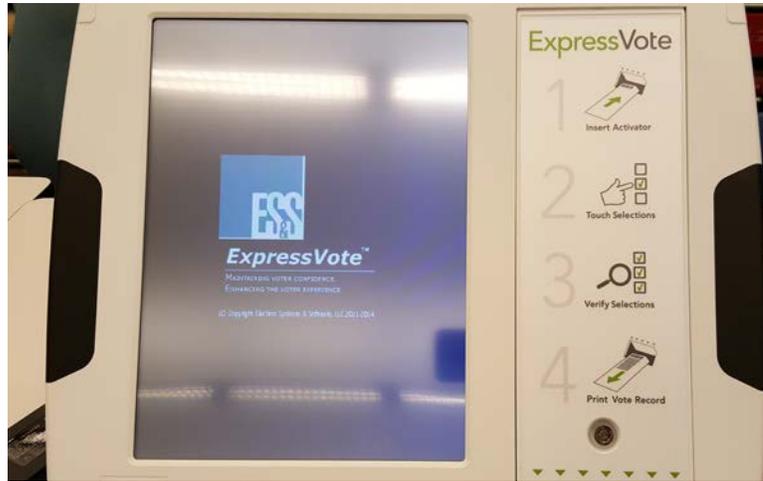
7. To turn on the ExpressVote unit, use the barrel key to unlock the door on the side of the ExpressVote unit and locate the "On/Off" switch. Turn on. Keys in the security materials pouch are used for both the ballot bin and the ExpressVote unit.



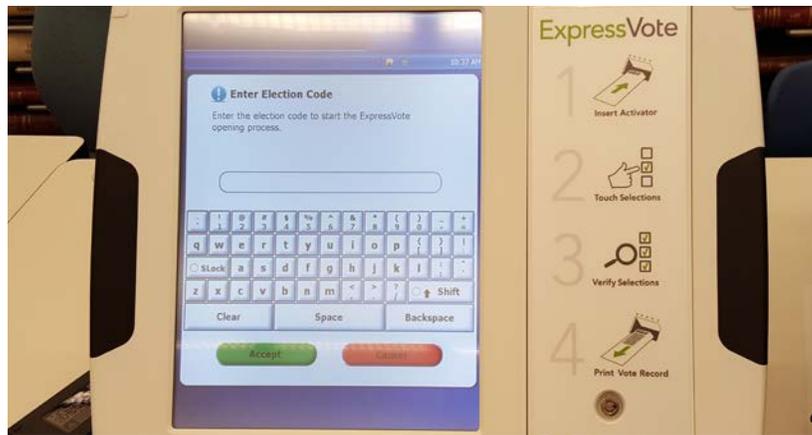
8. After you turn the switch to "On," close and lock the door.



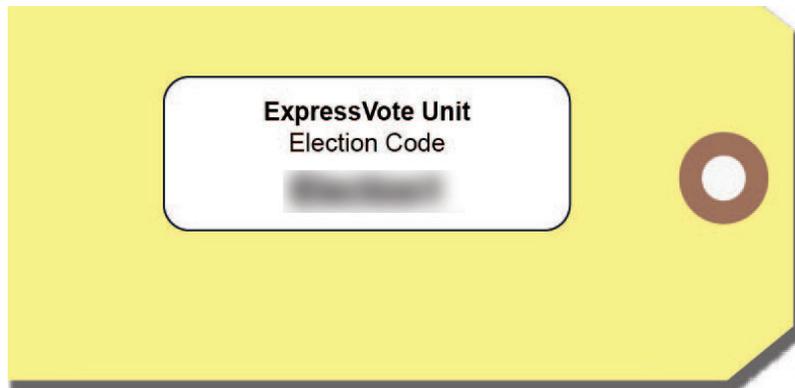
9. Boot routine may take a few minutes.



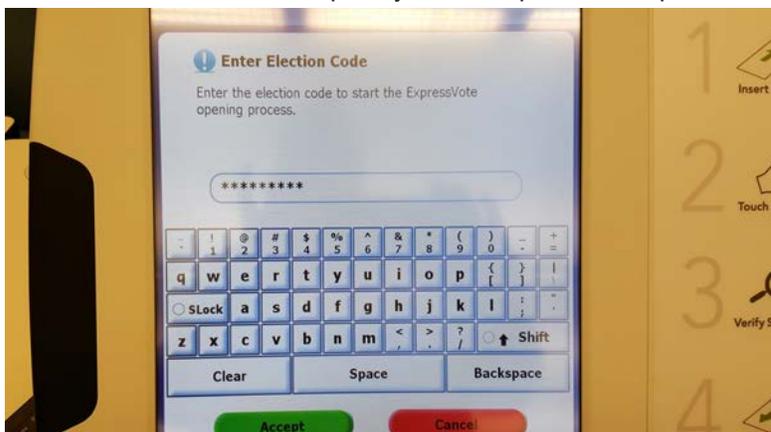
10. On this landing screen, you will need to enter an "Election Code."



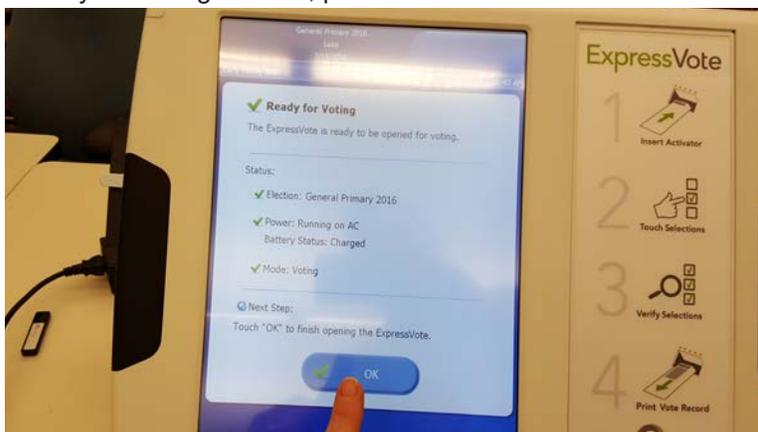
11. The "Election Code" is located on the back of the ePollbook password card



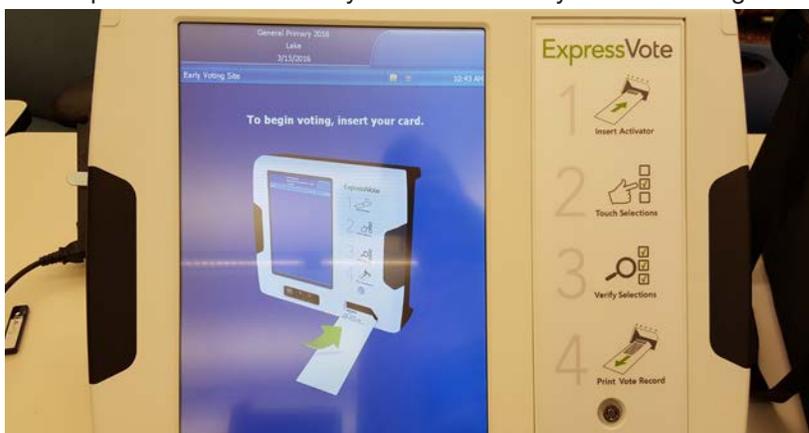
12. As you enter the code, wait until each letter entered turns to “*” before entering the next letter. After the code is completely entered, press “Accept.”



13. The unit will scroll through many screens that are verifying information. When you see the “Ready for Voting” screen, press “OK.”



14. The ExpressVote unit is ready for voters when you see “To begin voting, insert your card.”



Opening of Ballot Bin

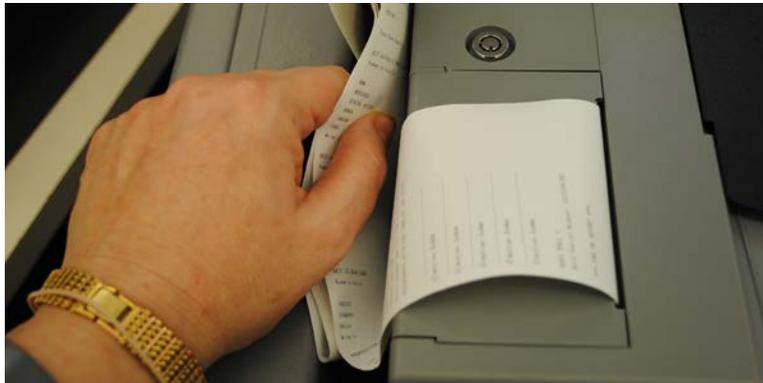
15. Moving to the front of the ballot bin unlock #2 with the silver key, open the lid latches located on either side of #2, and lift the bin cover to upright position.



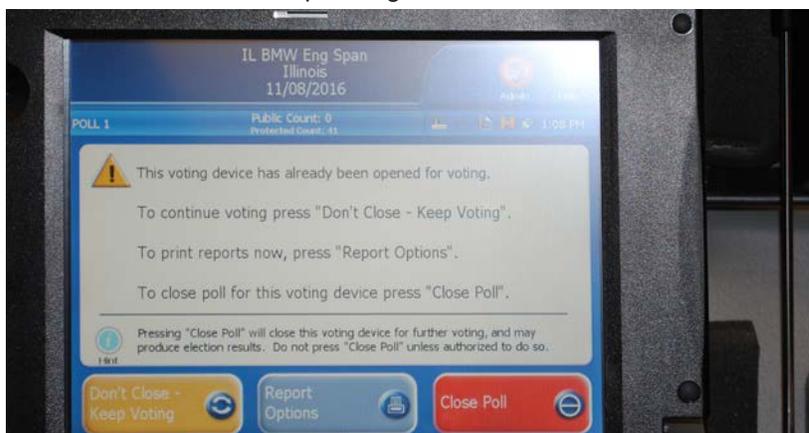
16. Use the black barrel key to unlock #3 and lift the ballot counter screen to open. Ballot counter will automatically turn on.



17. Ballot counter screen display will cycle through logo, election loading, and configuration screens. A configuration report will print again. Fold the report and place it between the memory stick compartment and case.



18. Press “Don’t Close – Keep Voting.”



19. The welcome screen will display. The ballot bin is now ready for voters.



20. Record the voter totals from each ballot counter on Daily Applications Envelope “Next Morning” and the confirm numbers match “End of Day.” Return the envelope to the file cabinet.

3. If the numbers do not match, call the Early Voting Hotline at 847-377-2456. Need to replace a seal or tie? Record the new number, noting the reason and initial the form.
4. When finished, return the checklist to the blue tub.

Ballot Cabinets

5. Unlock the ballot file cabinet(s). Return the keys to the security materials pouch. Place the security materials pouch back in the blue tub.
6. Retrieve the accordion file and make it ready to accept the voted applications.
7. Locate Daily Application Total Envelope from previous day.
8. When you are issuing a ballot from an unopened packet (pre-printed or print on demand ballots), open the packet, count the number of ballots, and verify that the quantity matches the quantity printed on the label.



9. Remove label from the packet and place on the ballot label sheet (located in the red binder).



Finalize Setup

Complete any additional setup necessary by finding these items and placing them on the table:

- ▶ Clipboard
- ▶ Grace Registration Binder and forms
- ▶ Pens
- ▶ Ballot marking pens
- ▶ Privacy sleeves
- ▶ Voter receipts

Outside Signs

Place the early voting sign near the roadway, not at the entrance to the building, so it is visible to those driving to the voting site. Each night the sign can be left near the road, but laid down at closing time.



Electioneering cones are placed 100 feet from the entrance to the room where voting occurs. Use the measuring wheel to determine the location.



Processing Early Voters

Processing Early Voters

Pre-printed or ExpressVote Print-on-Demand Ballots?

At each early voting site, pre-printed ballots are delivered in the file cabinets for those voters who are most likely to visit that early voting site based on township boundaries.

ExpressVote, also known as print-on-demand ballots, are available for those voters who are:

- ▶ ADA voters
- ▶ Outside the preferred location
- ▶ First-time Grace Period Registrations, if outside the preferred location, or
- ▶ Updating an existing record, if outside the preferred location.

Remember, both pre-printed and print-on-demand ballots must be initialed by the election judge before voter casts it in the ballot bin. **Do not pre-initial ballots under any circumstances. Pre-initialed ballots must be spoiled as it could lead to claims of voting improprieties.**

Note: Provisional ballots are never initialed or cast in the voting site.

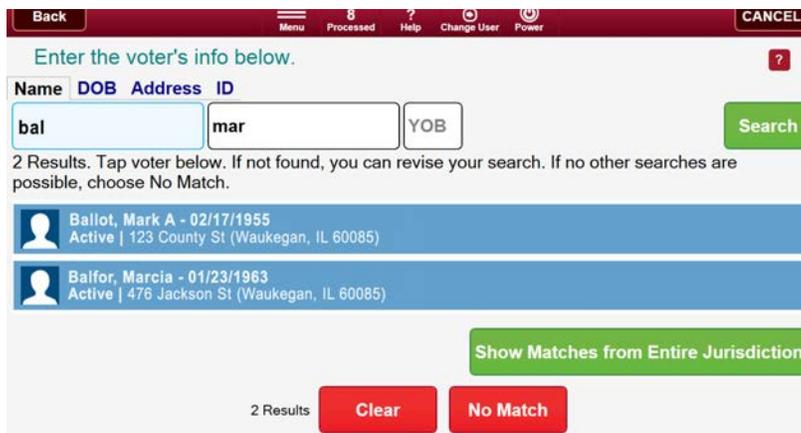
Note: If a voter from outside the preferred area chooses to vote a federal ballot, call the Early Voting Hotline 847-377-2456 for instructions on the manual process.

Processing a Routine Voter

1. Greet the voter and ask the voter to state his/her name.
2. Type the first three letters of voter's last and first names in the ePollbook fields. Press "Search," and voters for this preferred voting site will appear on the screen. If voter only has one name, use the last name field and use one space in the first name field.

The screenshot shows a mobile application interface for processing voters. At the top, there is a status bar with 'Carmen School', 'Logged in as ma p', and 'Battery 95% 11:11 11:00 AM'. Below this is a navigation bar with 'Back', 'Menu', '8 Processed', '? Help', 'Change User', and 'Power' icons, along with a 'CANCEL' button. The main screen displays the instruction 'Enter the voter's info below.' followed by a red question mark icon. Below the instruction are four input fields: 'Name' (containing 'bal'), 'DOB' (containing 'mar'), 'Address' (containing 'YOB'), and 'ID'. A green 'Search' button is located to the right of the input fields.

3. Select the voter's name by touching or tapping on the blue bar.



4. Ask the voter for his/her current address. Do not prompt the voter with the address shown on the screen. If address matches, select "Matches."

If address given is not address on the screen, verify the correct voter has been located (check age, Jr. vs Sr., etc.). if voter states he/she moved, select "Does Not Match."

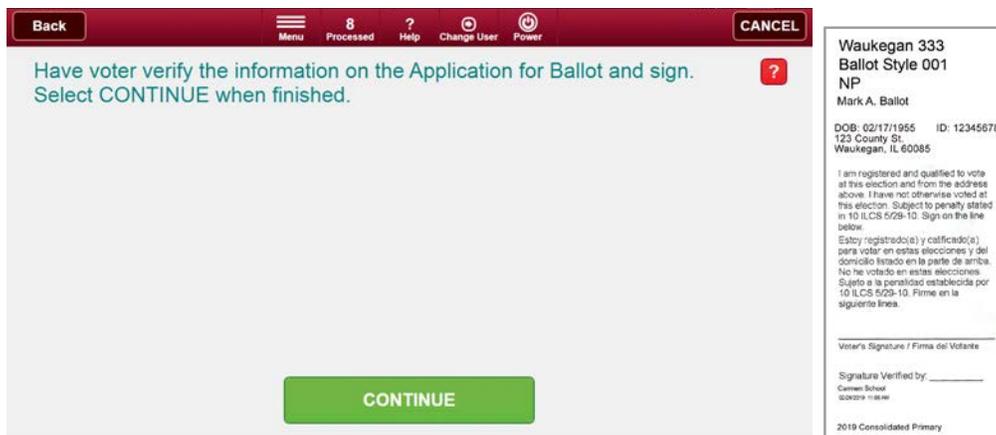


5. If this is a primary election, ask voter which party's ballot he/she chooses and select correct party from screen. Press "CONTINUE."

In a primary election, Illinois law requires the voter to choose a partisan (Republican or Democratic) or Nonpartisan ballot. Partisan ballots will list both candidates and referenda. Nonpartisan ballots will only list referenda.

Verify Voter Information on Application

6. When you press "CONTINUE," the voter's application will print. Ask voter to review the printed application and verify spelling of his/her name, address, and date of birth.



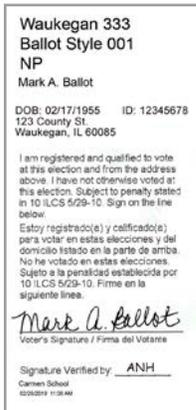
Verify Voter Signature

- Using the ePollbook’s plexiglass surface, the voter will sign the application and return it to the judge. Two judges compare the voter’s signature on the application with the ePollbook’s imaged signature. After verification, select “Signature Matches.”

If signatures do not match, select “Does Not Match” and follow the on-screen directions.



- One judge must initial the application to document signature verification.



- To the voter, restate precinct and ballot style numbers (and party preference in a primary election) before selecting “RECORD CHECK-IN.” The voter’s record will now be marked as having voted at an early voting location.

If voter is in his/her preferred location, “Optical Scanner” will be automatically selected.

If the voter is outside the preferred early voting site boundaries, “ExpressVote” will be automatically selected.



This voter will receive a pre-printed ballot



This one will receive a print-on-demand ballot.

Issuing a Pre-printed Ballot

1. Send voter with completed application to ballot issue area.
2. The judge issuing the ballot will explain the ballot style number on the application to the voter and circle it.

3. Judge will verify the application is signed by voter and initialed by the previous judge.

4. Initial the ballot in the box in the upper right corner.

5. Pass the application and ballot to a second judge for verification.

Second Judge –Verify and Empower

6. Confirm with the voter that the precinct and ballot style numbers on the application match the ballot selected (and party preference in a primary election).
7. Verify that the ballot is initialed.
8. From the file cabinet, select the appropriate ballot by precinct and ballot style numbers (and party preference in a primary election). Show voter that the precinct and ballot style numbers match the application.
9. When the ballot is printed on both sides, offer the voter to READ both sides of ballot. Never instruct the person to VOTE both sides of the ballot.
10. Offer a demonstration ballot for practice.
11. Show the voter how to insert the ballot into the privacy sleeve after marking the ballot.
12. Explain to the voter how to remove the ballot from the privacy sleeve just before inserting the ballot into the ballot bin.
13. Issue a ballot, ballot marking pen, and privacy sleeve to voter.
14. Direct the voter to any available voting booth. All booths are available for all precincts in the voting site.
15. After making ballot choices, the voter replaces the ballot in privacy sleeve and walks to the ballot counter.

Issuing an ExpressVote Print-on-Demand Ballot

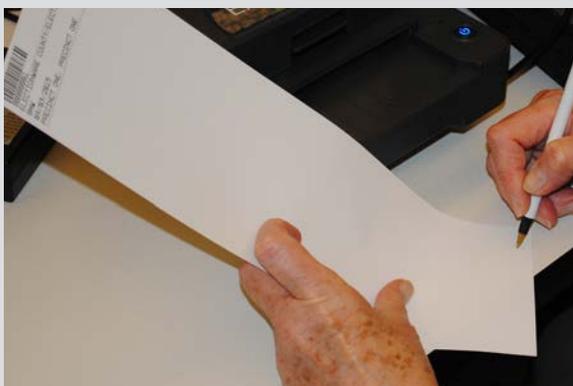
1. Place the ballot in the ExpressVote printer with cut corner on the top right.



2. Select "CODE" on the ePollbook screen. The voter's precinct and ballot style numbers (and party preference in a primary) is printed on the ballot.



3. Remove the ballot from the printer.
4. Initial the ballot in the bottom right corner.



5. Hand the coded ballot and a privacy sleeve to the voter. Show voter how to insert the ballot into the privacy sleeve after marking ballot.
6. Explain to the voter how to remove the ballot from the privacy sleeve just before inserting the ballot into the ballot bin.
7. Direct the voter to the ExpressVote unit.
8. Voter inserts the ballot with the print side up.



9. Voter selects preferred language and ballot choices on the ExpressVote screen.



10. A summary screen is presented to voter when finished. After review and selections are confirmed, voter selects "Print," and the voter's choices are printed on the ballot stock. The ballot is returned to the voter for casting in the ballot bin. This ballot is only marked, not cast.
11. After making ballot choices, the voter replaces the ballot in privacy sleeve and walks to the ballot counter.

Processing a Routine Voter – continued

1. If the voter requests one, complete and sign a voter's receipt.
2. If pollwatchers are present, announce the voter's name and address in an audible and clear voice. In a primary election, also announce the voter's party choice.
3. Place the voter's signed and initialed application in the accordion file according to the time of day.
4. Select "Next Voter" from the ePollbook screen to be ready for processing the next person in line.

Voter Casts the Ballot

5. To cast a pre-printed ballot, voter inserts the ballot into the bottom tray of the ballot counter. The print-on-demand ballots are inserted into the top narrow tray. Before inserting ballot into ballot counter, voter may remove the ballot from the privacy sleeve.



6. As the voter inserts his/her ballot, the ballot counter will tabulate the vote. The ballot counter's display will verify the receipt of a ballot by increasing the "Public Count" by one number and displaying a "Thank you for voting" screen.



7. Offer an "I Voted" sticker to voter as he/she leaves the building.
8. Collect the ballot marking pens and privacy sleeves and return to judges.

Check Voting Booths

Voting booths should be checked regularly for campaign literature, pens, and stray marks on the booths. Make certain that no one interferes with a voter while he/she is voting and that no assistance is given in a voting booth unless the voter qualifies to receive assistance, and the *Assisted Voter Affidavit* is completed.

Special Voter Circumstances

The ePollbook is programmed with decision technology to handle most special circumstances when processing voters such as new name, address updates, and surrendered ballots. Carefully read the screen prompts and answer appropriately for each voter. If an affidavit is required, it will print along with the voter's application.

Assisted Voter

Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English or Spanish language qualify for receiving assistance in marking their ballot. The voter is free to select a family member, election judges, or any person to assist him/her as long as that person is not an agent of the voter's employer or union.

The *Assisted Voter Affidavit* is a pre-printed paper form and is not generated by the ePollbook. Since the form is printed in both English and Spanish, judges can offer the voter's preferred language.

If voter chooses a person

The judge will instruct the designated assistant to read the portion of text on the affidavit titled "To The Person Providing Assistance," which states that the person assisting agrees to read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The person providing the assistance and the judge must sign the *Assisted Voter Affidavit*. The completed affidavit is filed in the accordion file with the voter's ePollbook application.

If voter chooses election judges

Two election judges, one from each political party, must read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The two judges assisting must complete and sign the *Assisted Voter Affidavit*. The completed affidavit is filed in the accordion file with the voter's ePollbook application.

STATE OF ILLINOIS } **Assisted Voter Affidavit**
 LAKE COUNTY } SS. Township of _____ Precinct No. _____

I, _____ do solemnly swear (or affirm) that I am a citizen of the United States, that I am 18 years of age or over; that I have resided in this State and in this election precinct 30 days next preceding this election; that I have not voted at this election; that I am a duly qualified voter in every respect; that I now reside at _____ town, city or village of _____ in this election precinct.

Mark an "X" in the appropriate square.

A. I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14).
 B. By reason of physical disability of _____ I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14).

This I do solemnly and sincerely affirm _____
 Signature of voter

Signed and affirmed by _____ before me, on _____
 First Name of Voter Insert Month, Day, Year

 Signature of Election Judge

TO THE PERSON PROVIDING ASSISTANCE TO VOTER: You have been selected by a voter to provide voting assistance. Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English language may be assisted by a relative or friend. Individuals who cannot assist the voter include the voter's employer or agent of that employer or officer or agent of the voter's union.

You must mark the ballot as directed by the voter. Individuals who make any attempt to influence the voter's choice of candidates, party, votes in relation to a public question, or to mark the ballot other than as directed by the voter may be guilty of a class 3 felony. If you cannot tell the voter's intent, you must not mark the ballot in any way. You may not subsequently divulge the candidate(s) or public questions for whom the voter instructed you to cast ballots.

OATH OF ASSISTANCE: I state that I am/are qualified and gave assistance to whose sworn statement appears above. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Signature of Individual Rendering Assistance _____ OR _____
 Signature of Assisting Democratic Judge

 Signature of Assisting Republican Judge

ESTADO DE ILLINOIS } **Declaración Jurada de Votante Asistido**
 CONDADO DE LAKE } SS. Township of _____ Precinct No. _____

Yo, _____ solemnemente juro (o afirmo) que soy un(a) ciudadano(a) de los Estados Unidos; que tengo 18 años de edad o más; que he residido en este estado y en este distrito electoral por 30 días que preceden a esta elección; que no he votado en estas elecciones; que soy un votante debidamente calificado en todos los sentidos; que ahora resido en _____ ciudad o pueblo de _____ en este distrito electoral.

Mark an "X" in the appropriate square. / Marque con una "x" el cuadrado correspondiente.

A. No puedo leer o escribir el idioma español y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14).
 B. Por razón de incapacidad física de _____, soy incapaz de marcar mi boleta y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14). Reason of Physical Disability _____

Esto solemnemente y sinceramente lo afirmo _____
 Signature of Voter / Firma del votante

Signed and affirmed by _____ before me, on _____
 First Name of voter insert Month, Day, Year

 Signature of Election Judge

A LA PERSONA QUE PRESTA ASISTENCIA A LOS VOTANTES: Usted ha sido seleccionado(a) por un votante para prestar asistencia electoral. Bajo la ley de Illinois, solo los votantes que están ciegos, que tienen una discapacidad física o que no saben leer ni escribir el español pueden ser asistidos por un familiar o amigo. Personas que no pueden asistir a los votantes incluyen el empleador del votante o agente de este empleador u oficial o agente del sindicato del votante.

Usted debe marcar la boletas como el votante se lo dirige. Los individuos que hagan cualquier intento de influenciar la decisión del votante con respecto a los candidatos, partidos o los votos en relación a una pregunta pública, o de marcar la boleta de manera diferente a lo indicado por el votante, pueden ser culpables de un delito grave de clase 3. Si no puede determinar la intención del votante, no debe marcar la boleta de ninguna manera. Posteriormente, usted no debe divulgar el/los candidato(s) o preguntas públicas para quien el votante le instruye que votara.

OATH OF ASSISTANCE / JURAMENTO DE ASISTENCIA: Declaro que soy/somos calificado(s) y asistencia fue proveída a _____ copia declaración jurada aparece en la parte de arriba. Además, declaro que no intenté influir en la decisión del votante con respecto a los candidatos, partidos o votos en relación a cualquier pregunta pública y he emitido la boleta como fue dirigido por el votante. Bajo las penas prescritas en el Artículo 29 del Código de Elección, el firmante se certifica que las declaraciones establecidas en esta certificación son verdaderas y correctas.

Signature of Individual Rendering Assistance / _____ OR _____
 Firma del individuo que presta asistencia Signature of Assisting Democratic Judge

 Signature of Assisting Republican Judge

 Signature of Election Judge Administering Oath

Cancel Voter’s Check-In

A voter’s check-in can only be cancelled if the ballot has not been cast. Call the Early Voting Hotline 847-377-2456 for instructions.

Deceased or Moved Voter

The *Report of Persons Deceased/Moved* form is provided in the black binder for the election judges to inform the Lake County Clerk of voters thought to have died or moved from their address. Without a death certificate or family verification, voters reported as deceased or moved cannot be canceled or placed on inactive status as state and federal laws require retention of names until verification can be made.

Grace Period Registration

Voters can register and vote at any early voting location regardless of where they live in Lake County. Voters who choose an early voting site that’s not a preferred site will use the ExpressVote ballot marking system.

A voter will not be able to register at multiple locations on the same day. ePollbook decision technology compares the voter’s last name and date of birth when looking for duplicate registration attempts.

New Registration

1. Give *Grace Registration Form* on clipboard to voter. Instruct voter to complete form and return to the election judge with two forms of valid identification. Both must have current name and one must show physical Lake County Street address or a witness who is a registered voter residing in the same precinct.

GRACE REGISTRATION FORM
FOR LAKE COUNTY, ILLINOIS RESIDENTS ONLY

USE THIS FORM TO:

- Register to vote in Lake County, Illinois.
- Re-register with new address to update your current Lake County, Illinois voter registration record. Date moved: _____
- Re-register with new name to update your current Lake County, Illinois voter registration record.

REQUIREMENTS FOR ALL APPLICANTS

- U.S. citizenship,
- At least 18 years of age by Election Day,
- A resident of a Lake County precinct for at least 30 days prior to Election Day, AND
- Vote at the time of Grace Registration.

If you do not meet all requirements, **do not continue as you are not eligible to vote at this election.** 17 year-olds may register and vote in primaries if 18th birthday occurs on or before date of the next general election.

ACCEPTABLE FORMS OF IDENTIFICATION

You must provide two forms of valid identification. Both must have your current name and one must show your Lake County, Illinois physical address. Expired documentation is not acceptable. Contractual statements must be postmarked within the last 30 days.

<p>Use one or more of the following:</p> <ul style="list-style-type: none"> • Illinois driver’s license or state ID card • Utility or service contract bill • Firearm Owner’s Identification (FOID) card • Personalized check or bank statement • Car registration or proof of insurance 	<p>In addition, you may use one:</p> <ul style="list-style-type: none"> • U.S. passport • Military, employee, student or welfare ID card • Social Security or Veteran’s Administration patient card • Check cashing, debit, or credit card • Library or insurance card
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2. Before returning identification to voter, be sure information is properly recorded on form.
3. Look up voter by entering name into ePollbook.
4. For voter that’s not currently registered, screen display will show “No Match.” Always check “Show matches from Entire Jurisdiction” to ensure voter is not or was not registered in Lake County.
5. Enter the voter’s address. If it’s a valid Lake County physical street address, it will appear on the screen. If no address is found, call the Early Voting Hotline 847-377-2456.
6. Name and address will populate on the next screen. Using the information recorded on the *Grace Registration Form*, you must enter the required fields:
 - ▶ Additional letters to complete first and last names
 - ▶ Gender
 - ▶ Date of birth (mm/dd/yyyy)
 - ▶ Last four digits of Social Security Number
 - ▶ Illinois Driver’s License or State Identification Number.
 - ▶ Enter the types of identification voter presented.

7. Proceed to process as routine voter.
 - ▶ Select party preference in a primary election.
 - ▶ Verify application information with voter.
 - ▶ Voter signs application.
 - ▶ Judge initials application.
 - ▶ Select "RECORD CHECK-IN."

Note: ePollbook will not contain voter's signature since this is a new registration. Compare *Grace Registration Form* signature with that on signed application.

8. **Place completed *Grace Registration Form* in white binder.**
9. **Give signed and initialed application to voter to receive a ballot.**

Update to Existing Registration with Name or Address Change

1. Look up voter by entering name into ePollbook.
2. Ask for voter's address. If address is different, select "Does Not Match."
3. On next screen, select "address" has changed.
4. Enter voter's new address from *Grace Registration Form*.

Note: ePollbook will locate valid address from Lake County Street Master. A business address is not valid for registration. If no address found, call the Early Voting Hotline 847-377-2456.

5. Select the correct address from the screen.
6. Fields will automatically populate. Update the appropriate fields of new address. Add last four digits of Social Security Number and Illinois Driver's License or State Identification number.
7. Enter the types of identification presented. Voter must provide two forms of valid identification. Both must have current name and one must show physical Lake County Street address or a witness who is a registered voter residing in the same precinct.
8. Proceed to process as a routine voter.
 - ▶ Select party preference in a primary election.
 - ▶ Verify application information with voter.
 - ▶ Voter signs application.
 - ▶ Judge initials application.
 - ▶ Select "RECORD CHECK-IN."

Note: ePollbook will not contain voter's signature since this is treated as a new registration. Compare *Grace Registration Form* signature with that on signed application.

9. Place completed *Grace Registration Form* in white binder.
10. Give signed and initialed application to voter to receive a ballot.

Identification Required

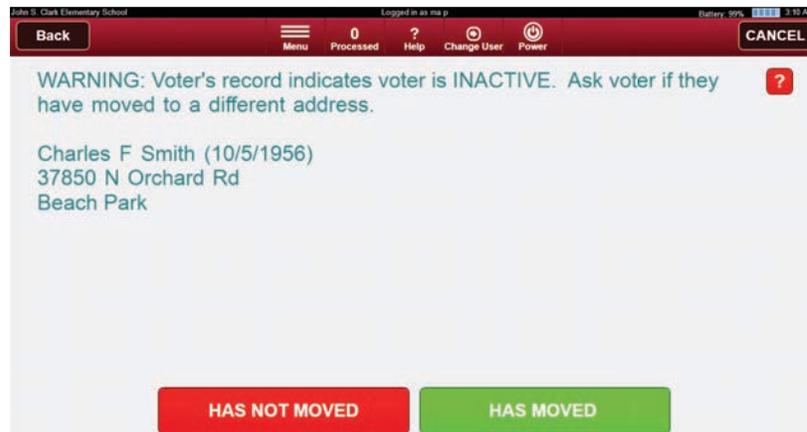
Some voters who registered to vote using a mail-in form might have an “identification required” alert displayed on the ePollbook screen. This occurs when the voter’s identity can not be confirmed by an Illinois Driver’s License, State Identification, or a Social Security number, and the voter did not include a copy of valid documentation with his/her registration application.

Voter has three options:

- ▶ Present 1 form of valid identification showing current name and physical Lake County street address and vote a precinct ballot after signing affidavit.
- ▶ May leave voting site to return with required documentation to vote a precinct ballot.
- ▶ If no identification or witness is available, voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk’s office.

Inactive

Voters become inactive when they no longer reside at their registration address or the Lake County Clerk’s office has been notified by the U.S. Postal Service that mail is no longer deliverable to the voter’s registration or mailing address.



Inactive – Did move

See “Moved” options.

Inactive – Did not move

- ▶ Voter must provide two forms of valid identification both showing current name and Lake County physical street address or a witness who is a registered voter residing in the same precinct; complete an affidavit; and provide current street address. Voter’s status will be updated for next election.
- ▶ No identification or witness? Voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk’s office..

Marked as Already Voted

- ▶ Verify the voter’s address.
- ▶ ePollbook display will show you that the voter has already been marked as voted.
- ▶ If voter insists on voting, voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk’s office.

Military

Non-registered military personnel on active duty or military personnel who have been discharged within 60 days of the election are the only voters entitled to vote without being registered. Spouses or military dependents must be registered voters to vote on Election Day.

Search on ePollbook using voter's name. Select "No Match" Select "Active Military." Input current address. The ePollbook will print an affidavit for the voter and the witness who is a registered voter residing in the same precinct to sign.

Voter must provide:

- ▶ Branch of service,
- ▶ Address, and
- ▶ A witness who is a registered voter in the same precinct and who will sign an affidavit verifying the military voter does reside in the same precinct.

If no identification or witness who is a registered voter residing in the same precinct is available, voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk's office.

Misprinted Application, Voided Application, or Voter Did Not Vote

Write the reason on the back of the misprinted or voided application, draw a line or "X" on the front, and place it in the manila envelope designated as "Misprinted Applications."



Moved

Within precinct within 27 days

- ▶ Process as a routine voter with an affidavit or witness who is a registered voter residing in the same precinct to update record for next election. Full precinct ballot will be for old address.
- ▶ Can update registration to new address through Grace Period Registration.

Outside precinct within 30 days

Vote precinct ballot with affidavit and documentation or witness (registered voter from same precinct) to update record for next election. Full precinct ballot will be for old address.

Outside precinct more than 30 days and less than 4 years

- ▶ Process as a routine voter with an affidavit or witness who is a registered voter residing in the same precinct to update record for next election. Voting site and ballot must be for **old** address, OR
- ▶ If no required identification or witness who is a registered voter residing in the same precinct, voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk's office.

More than 4 years

- ▶ Voter can be processed under Grace Period Registration and must provide two forms of valid identification. Both must have current name and one must show physical Lake County Street address, or a witness who is a registered voter residing in the same precinct.
- ▶ If no identification or witness, voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk’s office.

Name Change – Resides in Same Precinct

- ▶ Voter can be processed under Grace Period Registration and must provide two forms of valid identification. Both must have current name and one must show physical Lake County Street address, or a witness who is a registered voter residing in the same precinct.
- ▶ Affidavit (requires valid identification or witness)
- ▶ If no identification or witness who is a registered voter residing in the same precinct, voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk’s office.

Name Change – with Address Change

See “Moved” section.

Report of Deceased Persons

The *Report of Persons Deceased/Moved* form is provided in the red binder for the election judges to inform the Lake County Clerk of voters thought to have died or moved from their address. Without a death certificate or family verification, voters reported as deceased or moved cannot be canceled or placed on inactive status as state and federal laws require retention of names until verification can be made.

Registered by Mail – Lake County Clerk’s Office Not Able to Verify

Some voters who register to vote by mail will have an “identification required” alert displayed on the ePollbook screen. This occurs when a voter registers by mail and his/her identity cannot be confirmed by an Illinois Driver’s License, State Identification, or a Social Security number, and the voter did not include a copy of valid identification with his/her registration application.



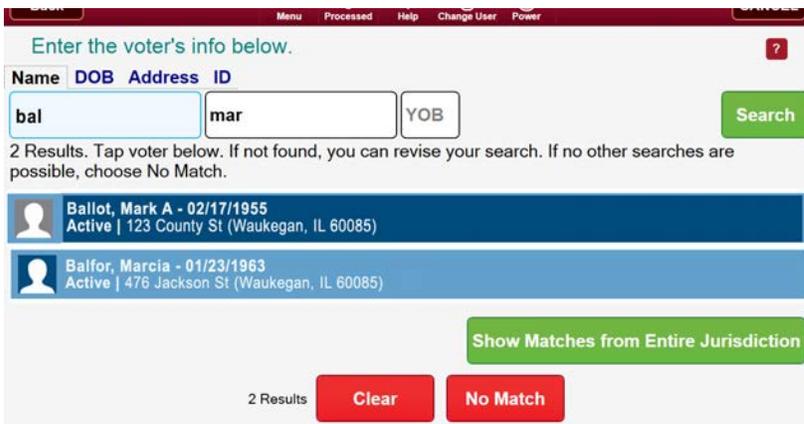
Voter has three options:

1. Present one form of valid identification with current name and Lake County physical street address, or a witness who is a registered voter residing in the same precinct and vote a precinct ballot after signing affidavit.
2. May leave voting site to return with required documentation to vote a precinct ballot.
3. No identification? Select “No ID” on the ePollbook screen. Voter may be processed

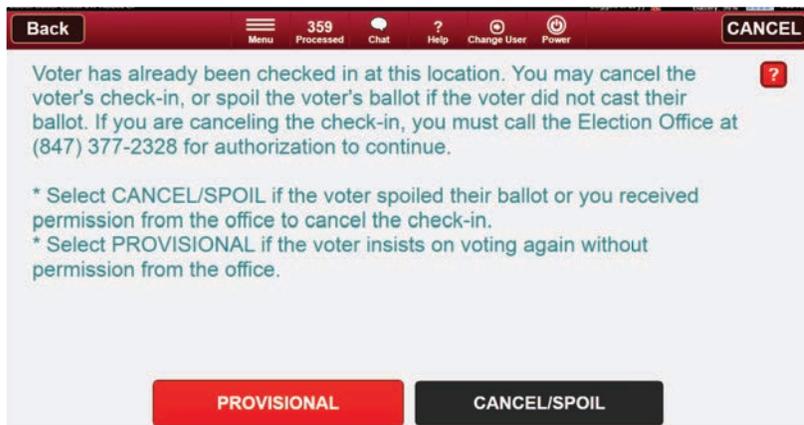
as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk's office.

Spoiled Ballot

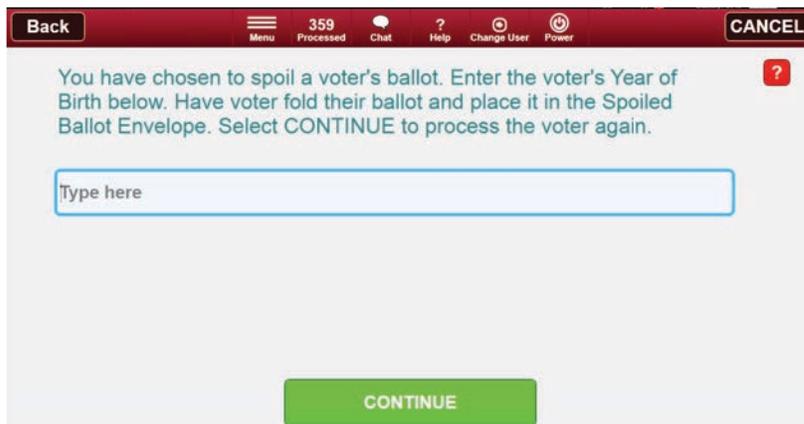
4. Look up and select the voter. Verify that you have selected the correct name. ePollbook will identify voter as already having voted.



5. Select "Cancel/Spoil."



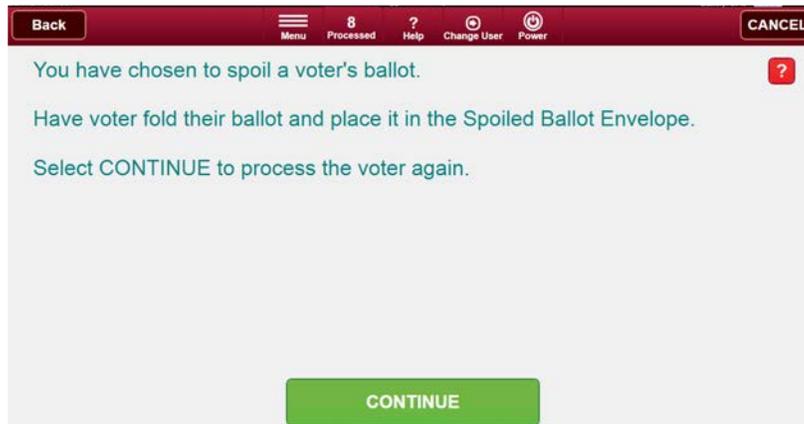
6. Enter the voter's year of birth in a four digit format (example: 1958).



7. Select "SPOIL BALLOT."



8. Continue to process as regular voter. A second voter application will be printed with "SPOILED BALLOT" printed at the bottom. No need to remove or attach to voter's first application in the accordion file.



Signature Does Not Match

If there is no imaged signature on the ePollbook or signature is too light, too small, or is vastly different from voter's current signature, request two pieces of identification showing voter's signature and Lake County physical street address to verify identity. Have voter sign Signature Capture Sheet. Ballot application with *Verification Required Affidavit* or witness (registered voter from same precinct).

- ▶ If no identification or witness, voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk's office.

Typographical Corrections to Voter Records

Minor errors on voter’s name or birthdate can be noted on the *Typographical Corrections to Voter Records* form located in the black binder. Voters with name changes must re-register.

Robin M. O'Connor, Lake County Clerk
TYPOGRAPHICAL CORRECTIONS TO VOTER RECORDS
 Carmen School
 February 26, 2019 Consolidated Primary Election

VOTER ID NUMBER <small>Printed on application</small>	NAME <small>Please print clearly</small>	NAME, ADDRESS, OR DATE OF BIRTH <small>CORRECTIONS TO APPLICATIONS Use this form only for typographical errors. A name or address change is done with affidavit.</small>

\ElectoralForms\ElecDay\General Election Forms\Green Forms\Application Corrections
 02/19/2018

Voted by Mail

The ePollbook screen displays an envelope icon next to the name of any voter who has requested a ballot by mail. The voter may surrender the ballot received by mail in exchange for a ballot at the voting site. Ballots received by mail may not be cast in the Election Day voting site.

- ▶ Surrendering ballot
 - Process as a routine voter.
 - Accept the ballot from the voter and place it in the surrendered ballot envelope.
 - Complete the label on the front of the envelope.
 - Voter signs the envelope, and judge places it in the manila collection envelope.
 - Select “Continue” on ePollbook screen and process as routine voter.
- ▶ Did not bring ballot to surrender:
 - Voter may be processed as a provisional voter.
- ▶ Applied for, but voter never received ballot:
 - Process as a routine voter.
 - Voter receives a precinct ballot and must complete *Affidavit A* printed with application.
- ▶ Completed and returned, but ballot not received by the Lake County Clerk:
 - Process as a routine voter.
 - Voter receives a precinct ballot and must complete *Affidavit B* printed with application.

Voter's Identity is Challenged

A voter's identity or address can be challenged by a

- ▶ Pollwatcher,
- ▶ Registered voter, or
- ▶ Election judge.

The challenger must state one of the three specific reasons for challenging the person's right to vote:

- ▶ Voter no longer resides at the given address,
- ▶ Person attempting to vote is not the same person as registered, or
- ▶ Signature does not match.

The voter must produce:

- ▶ Two forms of valid identification both showing current name and Lake County physical street address, or
- ▶ A registered voter residing in the same precinct.

Record identification information or registered voter's signature on the affidavit.

To decide a challenge, judges act as a board. If a majority of the judges agree with the challenger, the voter must provide identification and sign appropriate affidavit. If the majority does not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued. The judges' decision is final, but voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk's office.

Provisional Ballot

Those who cannot provide required documentation, produce a witness who is a registered voter residing in the same precinct ,or is marked as having voted by mail and cannot surrender their ballot may be issued a provisional ballot.

CAUTION: Incorrectly issuing a provisional ballot may disenfranchise a voter. Enter voter into the ePollbook and follow the screen instructions. Judges may call the Early Voting Hotline 847-377-2456 if assistance needed.

Circumstances when a provisional ballot is issued:

- ▶ Not found as registered – refuses to register.
- ▶ A challenged voter – does not have identification or witness who is a registered voter residing in the same precinct.
- ▶ Voting time extended by court order.
- ▶ Voter registered by mail – does not have identification when voting first time.
- ▶ Voter marked as having voted during early voting.
- ▶ Voter requested and received a ballot by mail – not surrendering.
- ▶ Voter attempting to register – does not have identification.

Provisional ballots are returned to the Lake County Clerk's office for determination AFTER Election Day. A provisional ballot can be found valid and cast, or found invalid and not cast. The determination on whether to cast a provisional ballot is based on information from the Lake County Clerk, State Board of Elections and/or the Secretary of State's office.

- Judge completes the *Provisional Ballot Envelope* (front and back) including voter's precinct number, ballot style, and reason for provisional ballot. If voter claims that he/she is already registered, record where voter registered and approximate registration date in "Facts that support..." area.

Voter must provide as much of the following as possible:

- ▶ Telephone number,
- ▶ Illinois Driver's License or Illinois State Identification number,
- ▶ Last four digits of voter's Social Security number, and
- ▶ Valid identification with current physical Lake County street address for registration. Voters without identification may be processed as a provisional voter and then have seven days after Election Day to provide the required documentation to the Lake County Clerk's office.

The image displays two views of a yellow 'PROVISIONAL BALLOT ENVELOPE'. The left view shows the front side, which includes a 'PROVISIONAL VOTER AFFIDAVIT ENVELOPE' header and a form for voter information. The right view shows the back side, which includes a 'PROVISIONAL BALLOT ENVELOPE' header and a large blank area for supporting documentation.

PROVISIONAL VOTER AFFIDAVIT ENVELOPE
 JURISDICTION: DO NOT OPEN THIS ENVELOPE ON ELECTION DAY!
 Name of Illinois County of Lake
 Precinct/Parish: Alton/Alton
 I, Mark A. Baller, do hereby swear or affirm that I am a resident of the County of Lake, Illinois, and that I am at least 17 years of age at the time of the election. I am not a member of the armed forces of the United States, and I am not a member of the United States Coast Guard. I am not a member of the United States Armed Forces, and I am not a member of the United States Coast Guard. I am not a member of the United States Armed Forces, and I am not a member of the United States Coast Guard.
 Election date: March 20, 2018
 Precinct name: Mark A. Baller
 Precinct address: 123 County Street
 Apartment and number: Apt. 356
 City: Alton State: IL Zip: 60005
 Date of birth: 02-17-1955
 Telephone no. (optional): 817-555-1212
 E-mail address (optional): baller@baller.com
 Complete one of the following:
 Illinois driver's license number: 823-456-7890
 Last 4 digits of Social Security Number: 1234
 Home phone no. (optional):
 VOTER SIGNATURE:
Mark A. Baller
 TO BE COMPLETED BY ELECTION JUDGE
 Reason for provisional ballot:
 Requested Out of precinct Other change
 Moved to new precinct Change of precinct name
 Other (specify in remarks) Other (specify in remarks)
 Other (specify in remarks) Other (specify in remarks)
 Reasoning as supporting facts:
 ELECTION JUDGE SIGNATURE:
Cecile Miller
 PRINTED NAME OF ELECTION JUDGE
 Ballot access number:
 2376

PROVISIONAL BALLOT ENVELOPE
 Ballot access number: 5/20/18 Precinct: Alton/Alton
 Precinct name: Alton/Alton Precinct number: 333
 Ballot style: 070 Precinct: 333
 ELECTION JUDGE
 REASON FOR PROVISIONAL BALLOT: (See instructions on back of envelope for supporting information provided by the voter in the voter affidavit form above.)
 INSERT SUPPORTING DOCUMENTATION AND REMOVE SELF-ADHESIVE STRIP

- Instruct the voter to read the oath. Voter and the judge sign *Provisional Ballot Envelope*.
- Select "PROVISIONAL" from initial ePollbook screen.
- Enter voter's information into ePollbook to ensure the voter's Lake County address is valid. If an address cannot be found, call the Early Voting Hotline 847-377-2456 for instructions.
- On final "RECORD CHECK-IN" screen, enter Ballot Access Number from bottom left corner of *Provisional Ballot Envelope*.
- Remove the white carbonless voter receipt found inside the *Provisional Ballot Envelope* and retain until voter completes voting.
- Select the ballot with correct precinct and ballot style numbers (and party preference in a primary election) according to Lake County Clerk's office direction. **DO NOT INITIAL PROVISIONAL BALLOTS. BALLOTS CANNOT BE CAST AT THE EARLY VOTING SITE—ONLY MARKED BY THE VOTER.**
- Stamp "Provisional" over "Official" located at top of ballot. Be sure not to stamp over the timing marks on the pre-printed ballots. If using an ExpressVote ballot, stamp at the bottom of the blank ballot stock before issuing to voter.
- Instruct voter that when voting is completed to fold their ballot, insert the ballot in the envelope, seal the envelope, and return it to the election judge.
- Direct the voter to the voting booth.

- Using the white receipt, record voter's name, precinct number, and ballot style (and party preference in a primary election) on the *Provisional Ballot Security Envelope*.

- When voter returns, judge secures sealed *Provisional Ballot Envelope* (containing voted ballot) in *Provisional Ballot Security Envelope*.
- Issue white carbonless receipt to voter and *Why Your Ballot is Provisional* information sheet. Issuing receipt and information sheet is required by federal law.

Remember, never turn a voter away without first calling the Early Voting Hotline at 847-377-2456.

Identification

Any identification presented by the voter must be current and valid. Expired documents are not acceptable.

Voter must provide two forms of valid identification, both showing current name and physical Lake County street address, or a witness who is a registered voter residing in the same precinct.

Primary forms of acceptable identification:

- ▶ Illinois Driver's License
- ▶ State of Illinois Identification card
- ▶ Utility or contract service bill addressed to applicant at physical Lake County street address postmarked no more than 30 days prior
- ▶ Firearm Owner's Identification (FOID identification) card
- ▶ Personalized check or bank statement
- ▶ Car registration or proof of insurance bearing the applicant's name and address

Secondary form of acceptable identification:

- ▶ U.S. Passport
- ▶ Military, employee, student, or welfare identification card
- ▶ Certified copy of birth certificate
- ▶ Social Security card
- ▶ Veteran's Administration patient card
- ▶ Civic, union, or professional membership card
- ▶ Check cashing card, debit card, or credit card
- ▶ Library card
- ▶ Insurance card
- ▶ Certified copy of marriage license or divorce papers
- ▶ Nationalization papers

Troubleshooting

Over-voted Ballot

If a voter casts a ballot with more votes than permitted for any office, the ballot counter will alert the voter. The voter has the option to:

- ▶ Select the "RETURN" button to have the ballot returned to the voter. The voter must return to the judges and surrender the over-voted ballot. Voter receives a new ballot.

OR

- ▶ Select the "CAST" button to have the ballot accepted into the ballot bin. Choosing "CAST" means **no vote in the over-voted office will be counted.**

Under-voted Ballot

If a voter does not select a candidate in any one of the statewide constitutional races, The Illinois General Assembly requires the voter to be alerted. Races include governor, Lt. governor, attorney general, secretary of state, comptroller, and treasurer. Although it is required to alert the voter, **a vote is not required in every race.**

The voter has the option to:

- ▶ Select the "CAST" button and choose not to vote in all statewide races, and the ballot will pass into the secured ballot bin.

OR

- ▶ Select the "RETURN" button and the ballot will be ejected so voter may return to the voting booth and mark ballot accordingly.

Power Interrupted or Ballot Counter Not Working

Call Early Voting Hotline at 847-377-2456 and a Technical Representative will be dispatched.
The ballot bin will operate up to six hours on battery power.

1. While you are waiting, unlock #5 and open the emergency ballot slot door.



2. Lower the emergency ballot slot flap.



3. Close door and lock #5.



4. The voters will continue to insert ballots into the emergency slot until the ballot counter becomes operable.



5. When power is restored or counter is operable and voter flow allows, judges unlock #5, open emergency ballot slot door, and remove all the ballots. Ensure the slot is empty before raising the flap, closing the door, and locking #5.
6. Cast the ballots removed from the emergency ballot slot and accept any voting alerts that may appear on the screen.

Daily Closing Procedures

Daily Closing Procedures

Daily Balancing

1. Locate a new Daily Applications Envelope from the blue tub.
2. Retrieve total the “Precinct Ballots Totals” from the ePollbook. To find these numbers, click on the “Advanced” tab on the “Menu” screen. Then go to “Summary.” You will need to add the “Optical Scan” and “ExpressVote” numbers together.
3. Record totals on Daily Applications Envelope.
4. Record the “Public Count” from each ballot bin on the same envelope.
5. ePollbook’s “Precinct Ballots Total” and ballot counter’s “Public Count” numbers MUST MATCH.

If the count is different, check the totals:

- ▶ Count the number of voter applications in the accordion folder.
 - ▶ Find the ePollbook’s number of voters processed for the day (Advanced tab – Voted).
 - ▶ If there are more printed voter applications in the accordion folder than the total shown on the ePollbook, it means “Record Check-In” was not selected for all voters.
 - ▶ Every voter with an application in accordion file must be recorded as checked-in on the ePollbook.
 - ▶ If you can’t find the discrepancy, call the Early Voting Hotline at 847-377-2456 for instructions.
6. Once your number of applications match the ePollbook’s total, initial and date the envelope.
 7. Remove the signed voter applications from the accordion file and place them in the envelope.
 8. Seal the envelope and place in the drop file in the ballot file cabinet.
 9. Locate the security materials pouch and remove the keys for the ballot counter and ExpressVote.

ePollbook and Printers

1. To properly power down the ePollbooks, select the “Power” Icon from the top menu bar on the voter check-in screen, then select “Power Off.” Select “shut down anyway” to ExpressVote still running message. From the last screen, complete the power off process.
2. Press the center button on the ePollbook printer to turn off.
3. Turn off the ExpressVote printer, leaving the printer connected to the ePollbooks.
4. jetpack will remain turned on for the entire duration of early voting.

Closing of Ballot Bin

Do not turn off or unplug the ballot bins. Closing the lid will put them to sleep for the night.

Security ties or seals are not removed from the ballot bins. If a replacement is needed, record new number on Security Checklist, record the reason, and initial the form.

1. Locate the security materials pouch and retrieve the ballot bin keys. Carefully lower the ballot counter screen and lock #3 with the black barrel key. Machine will beep for approximately 5 minutes before entering sleep mode. **DO NOT TURN OFF OR UNPLUG BALLOT COUNTER.**



2. Lower the ballot bin cover and secure the lid latches. Lock #2 with the silver key.



Finalize Shutdown

1. The ExpressVote unit must be turned off nightly. Unlock the ExpressVote switch compartment and turn the switch to "Off." Lock the compartment.



Outside Signs

If the outside sign displays early voting days and hours, it can remain standing. If sign does not show this information, lay down the tent sign so it is not visible from street.



Secure the room

Before leaving for the day, ensure that the lights are turned off and the room is locked.

Last Day Closing Procedures

Last Day Closing Procedures

These procedures are completed after all early voters are processed on the final day of voting. Early voting sites with regular hours will end on the Saturday before Election Day, while extended hour voting sites will continue until the Monday just before Election Day.

1. Locate the last Daily Applications Envelope from the blue tub.
2. Retrieve the total Precinct Ballots Totals from ePollbook. To find the numbers, click on the "Advanced" tab on the "Menu" screen. Then go to "Summary." You will need to add the "Optical Scan" and "ExpressVote" numbers together.
3. Record the totals on the Daily Applications Envelope.
4. Locate the "Public Count" from each ballot bin at your location and record on the same envelope.
5. ePollbooks' "Precinct Ballots" and ballot counters' "Public Count" numbers **MUST MATCH**.

If the count is different, check the totals:

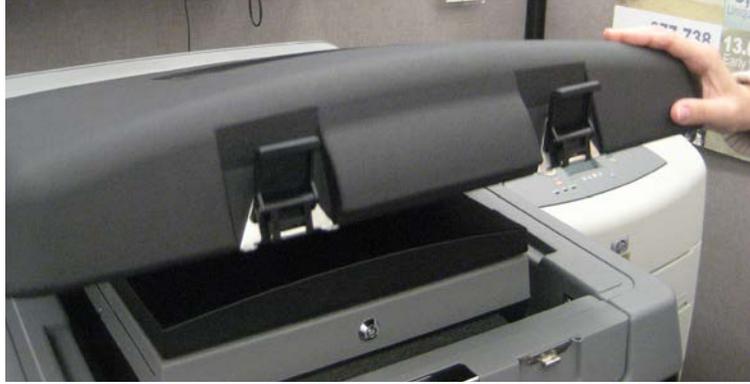
- ▶ Count the number of voter applications in the accordion folder.
 - ▶ Find the ePollbook's number of voters processed for the day (Advanced tab – Voted).
 - ▶ If there are more printed voter applications in the accordion folder than the total shown on the ePollbook, it means "Record Check-In" was not selected for all voters.
 - ▶ Every voter with an application in accordion file must be recorded as checked-in on the ePollbook.
 - ▶ If you can't find the discrepancy, call the Early Voting Hotline at 847-377-2456 for instructions.
6. Once your number of applications match the ePollbook's total, initial and date the envelope.
 7. Remove the signed voter applications from the accordion file and place them in the envelope.
 8. Seal the envelope and place it in the drop file in the ballot file cabinet.

Secure Ballot Bins

1. Locate the security materials pouch and retrieve the ballot bin keys. Close the ballot counter screen and lock #3 with the silver key. Machine will beep for approximately five minutes before entering sleep mode. **DO NOT TURN OFF BALLOT COUNTER.**



2. Lower the ballot bin cover and secure the latches. Lock #2 with the silver key.



3. Unplug and wrap the electrical cord with Velcro strap. Return it to the storage compartment on the back of the ballot bin. Close and lock #1 with the silver key.



4. Set ballot bins next to other materials that the movers will pick up.
5. Place any extension cord(s) or power strip(s) delivered from Lake County Clerk's office in the blue tub.

ExpressVote

1. Open the side door, turn power switch to "Off," close the door, and relock it.



2. Unplug the power cord from the wall outlet and place it in the pocket on black case.



3. Place the ExpressVote unit in the black cloth case.



4. Turn the table over and remove the legs. Pack the table top and legs in its' case.



5. Place ExpressVote case and table case next to ballot bins.

ExpressVote Printer and Cables

1. Power down the ExpressVote printer by pressing the power button.
2. Disconnect the cables from the printer and the ePollbook.
3. Unplug the power cord from the wall outlet.



4. Place the styrofoam packing pieces on each side of the printer.



5. Place the printer in the cardboard box.



6. Place the printer power cord on top of the printer. Close the box and place it in the ballot file cabinet.

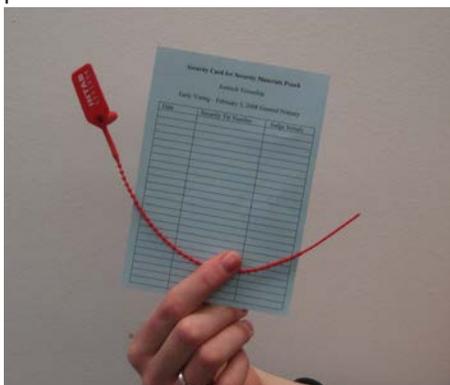


Final Packing of Voting Site

1. Place all blank ExpressVote ballot stock in file cabinet.
2. Lock the cabinet and place a new blue seal from the security materials pouch over the lock.
3. Record the seal number on the tag attached to the key.



4. Place the cabinet keys in the security materials pouch.
5. Place the lanyard with ballot bin/ExpressVote keys in the security materials pouch.
6. Remove the red security tie and security card from security materials pouch. Record the serial number and date on card. Initial the card and place it in the security materials pouch so numbers are visible.



7. Close the security materials pouch, seal with a red security tie, and place it in the blue tub.



8. Take down all voting booths and place the booths packed in their boxes next to ballot bins.
9. Bring in all the outdoor signs and place next to the ballot bins.

ePollbook

Powering down the ePollbook and jetpack will be one of the last tasks performed to make sure all transactions have been uploaded to the Lake County Clerk's office

1. Check for pending voters. Click on the "Advanced" tab from the "Main Menu". Select "Configuration" and verify that all the entries in the "Pending" columns show "0." If there are any pending voters, click on the pending number to force an upload of the voter's data.
2. Properly power down the ePollbook by selecting the "Power" button from the voter check-in screen at the top of the screen.
3. Select "Shutdown" at the next prompt and "Yes" to the final prompt. Select "shut down anyway" to ExpressVote still running message. Close ePollbook lid.
4. Power down the ePollbook printer.
5. Remove the plug from outlet and replace the power cord back into its pocket. Zipper the pocket closed.
6. Close the zippered all-in-one case.
7. Attach the security tie to the two zipper tabs.
8. Place the ePollbooks next to the ballot bins.
9. Remove the yellow tape from the extension cord. Place the power strips and extension cords inside blue tub.

Secure jetpack

1. Power off and unplug the jetpack.
2. Repack the power cord and unit in the jetpack pouch.
3. Return the jetpack pouch to blue tub.

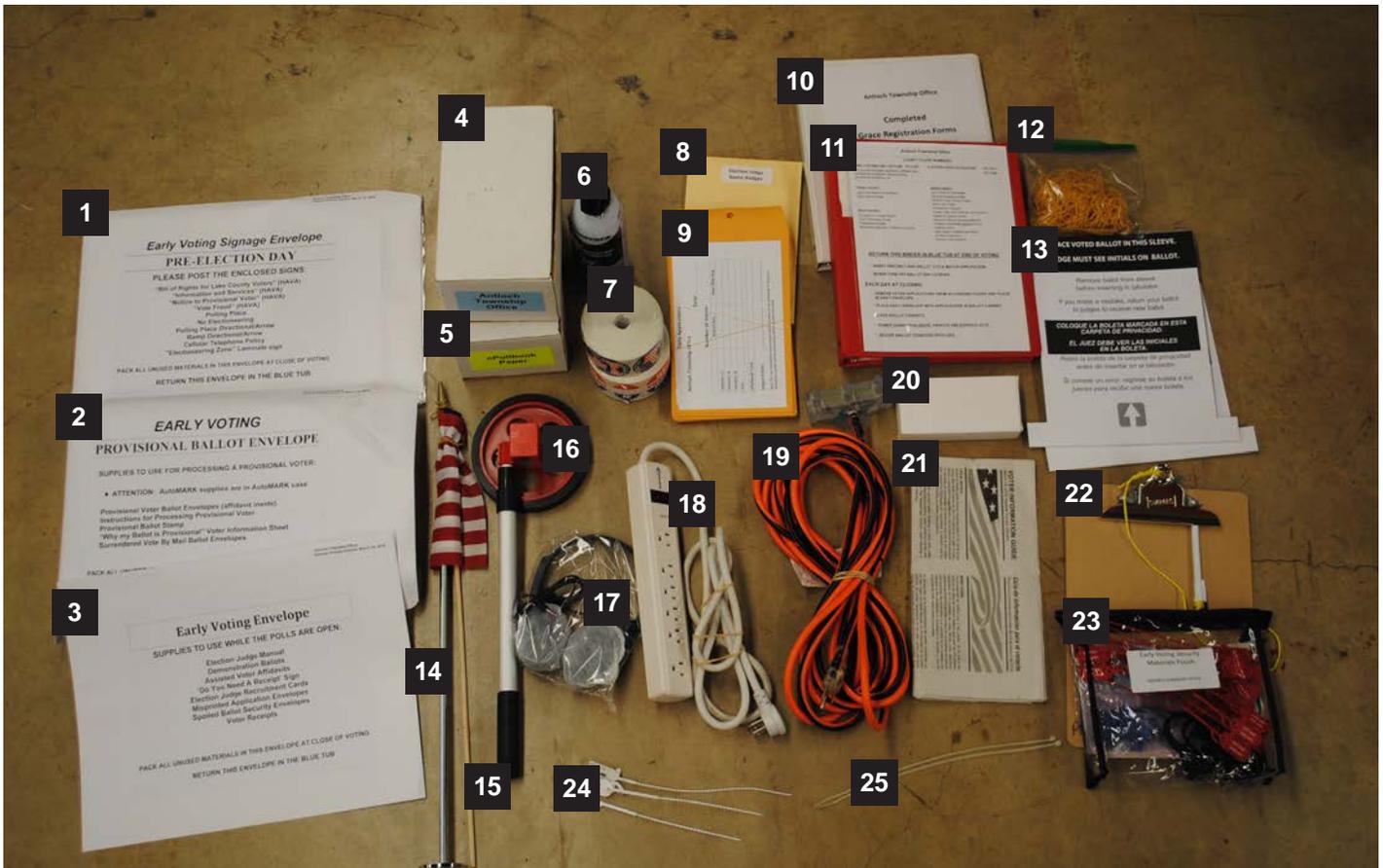
Pack the Blue Tub

1. Verify all materials listed on the tub's cover, to include pens, privacy sleeves, and indoor signs, are packed inside. The red binder must be returned in the blue tub.
2. Close the tub with it's cover and place the blue tub next to the ballot bins for pick up by movers.

Appendix

Supplies in Blue Tub

- 1) Early Voting Signs Envelope
- 2) Provisional Ballot Envelope
- 3) Early Voting Envelope
- 4) Supply Box
- 5) ePollbook paper rolls
- 6) Compressed air
- 7) "I Voted" stickers
- 8) Name tags
- 9) Daily Application Envelope
- 10) Grace Registration Binder and forms
- 11) Early Voting Red Binder
- 12) Rubber bands
- 13) Privacy sleeves
- 14) Chrome stand
- 15) Flag
- 16) Electioneering measuring wheel
- 17) Headphones
- 18) Power strip
- 19) Extension cord
- 20) Ballot marking pens
- 21) *Voter Information Guides*
- 22) Clip boards
- 23) Security Materials Pouch
- 24) White security ties for ePollbook
- 25) Zip ties for ExpressVote case



Supply Box

Delivered in blue tub

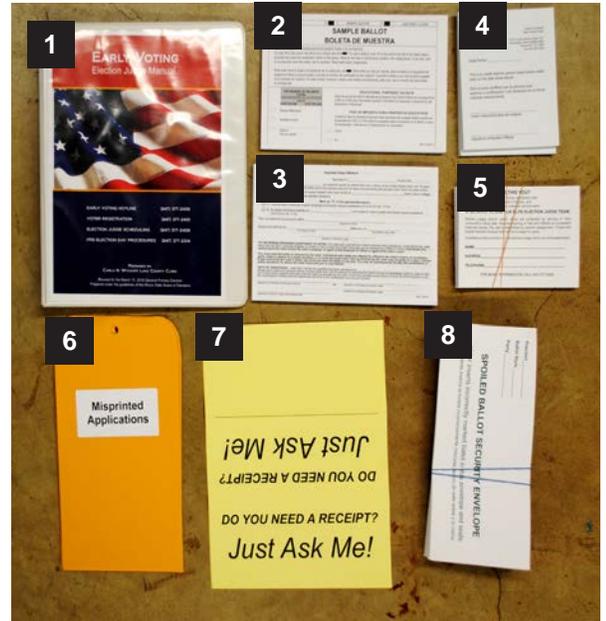
- 1) Paper clips
- 2) Scissors
- 3) Masking tape
- 4) Rubber finger tips
- 5) Stapler
- 6) Pens
- 7) ePollbook stylus
- 8) Pencils
- 9) Magnifying glass
- 10) Post-it notes
- 11) Reading lamp
- 12) Calculator



Early Voting Envelope

Delivered in blue tub

- 1) *Early Voting Manual*
- 2) Sample Ballot
- 3) *Assisted Voter Affidavit*
- 4) Voter Receipt
- 5) Election Judge Recruitment Card
- 6) Misprinted Applications Envelope
- 7) *Do You Need a Receipt?* sign (English and Spanish)
- 8) Spoiled Ballot Envelope



Provisional Ballot Envelope

Delivered in blue tub

- 1) *Why Your Ballot is Provisional*
- 2) *How to Process a Provisional Voter*
- 3) Provisional Ballot Envelope
- 4) Spanish Translation Template
- 5) Provisional Stamp



Early Voting Signs Envelope

Delivered in blue tub

- 1) No Electioneering
- 2) Voting Site Directional Signs for hallway/corridors
- 3) Telephone Policy Signs for entry to room for voting
- 4) Handicap Ramp Directional Signs for hallway/corridors



Federally Mandated Signs

Delivered in blue tub

- 1) Bill of Rights for Lake County Voter
- 2) Information and Services (HAVA)
- 3) Provisional Voting
- 4) Vote Fraud Information

Early Voting Outside Signs

Delivered by Lake County Clerk



Grace Registration Forms and Binder

Delivered in blue tub



GRACE REGISTRATION FORM
FOR LAKE COUNTY, ILLINOIS RESIDENTS ONLY

USE THIS FORM TO:
 Register to vote in Lake County, Illinois.
 Re-register with new address to update your current Lake County, Illinois voter registration record.
 Date moved.
 Re-register with new name to update your current Lake County, Illinois voter registration record.

REQUIREMENTS FOR ALL APPLICANTS

- U.S. citizenship.
- At least 18 years of age by Election Day.

GRACE REGISTRATION FORM
FOR LAKE COUNTY, ILLINOIS RESIDENTS ONLY

FORM TO:
 Register to vote in Lake County, Illinois.
 Register with new address to update your current Lake County, Illinois voter registration record.
 Date moved.
 Register with new name to update your current Lake County, Illinois voter registration record.

REQUIREMENTS FOR ALL APPLICANTS

- U.S. citizenship.
- At least 18 years of age by Election Day.
- Resident of Lake County, Illinois for at least 30 days prior to Election Day, AND the time of Grace Registration.
- If you do not meet all requirements, **do not continue as you are not eligible to vote at this election.** 17 year-olds may vote in primaries if 18th birthday occurs on or before date of the next general election.

ACCEPTABLE FORMS OF IDENTIFICATION

Provide two forms of valid identification. Both must have your current name and one must show your Lake County, Illinois address. Expired documentation is not acceptable. Contractual statements must be postmarked within the last 30 days.

or more of the following:

- U.S. passport
- Driver's license or state ID card
- Military, employee, student or welfare ID card
- Social Security or Veteran's Administration patient card
- Check, cashing, debit, or credit card
- Library or insurance card
- Certified copy of marriage license or divorce papers
- Naturalization papers

TYPE OR PRINT CLEARLY IN BLACK INK

Name: First Name _____ Middle Name or Initial _____ Suffix (Jr., Sr., III, IV) _____
 Address where you live (House No., Street Name) Apt/Unit/Flat _____ City/Village/Town _____ Zip _____ County _____
 Address (P.O. Box, if different from above) _____ City/Village/Town _____ Zip _____
 Registration Address (include City, State and Zip Code) _____ Former County _____ S. Former Name (if changed) _____

Birth (Month Day Year) _____
 Sex (M F) _____
 Social Security Number _____
 Address (Optional) _____

10. ID Number
 (Check the applicable box and provide the appropriate number on the line below.)
 IL driver's license or State ID# _____
 Last 4 digits of Social Security number XXX-XX-_____
 Other _____

VOTER AFFIDAVIT

I affirm that:
 I am a citizen of the United States;
 I am at least 18 years old on or before the next election;
 I have lived in the State of Illinois and in my election district at least 30 days as of the date of this election;
 The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. citizen, deported from or refused entry into the United States.

This is my signature or mark in the center of the box below.

Date: ____/____/____

Side Name or Initial _____ Suffix (Jr., Sr., III, IV) _____
 Zip _____ County _____
 S. Former Name (if changed) _____

Provide the appropriate number on the line below.
 number XXX-XX-_____

Signature or mark in the center of the box below.

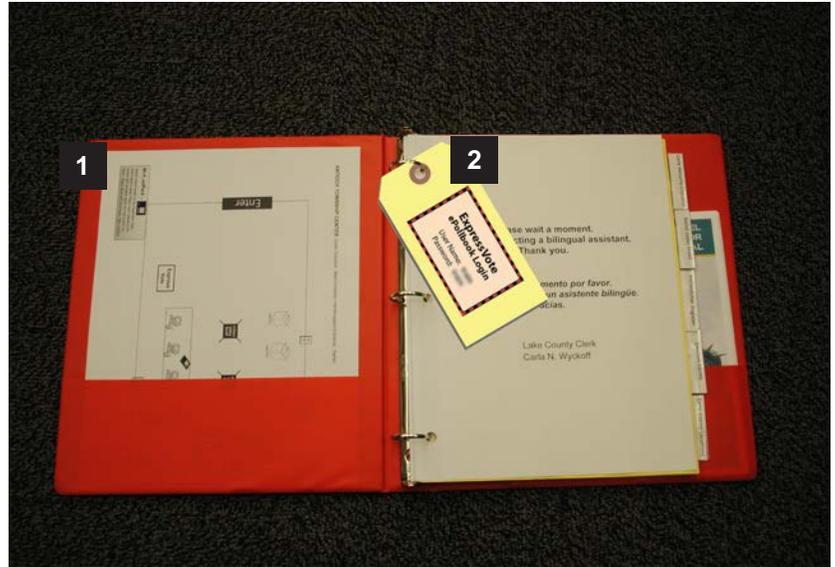
Date: ____/____/____

REV 12/2017

Red Binder Contents

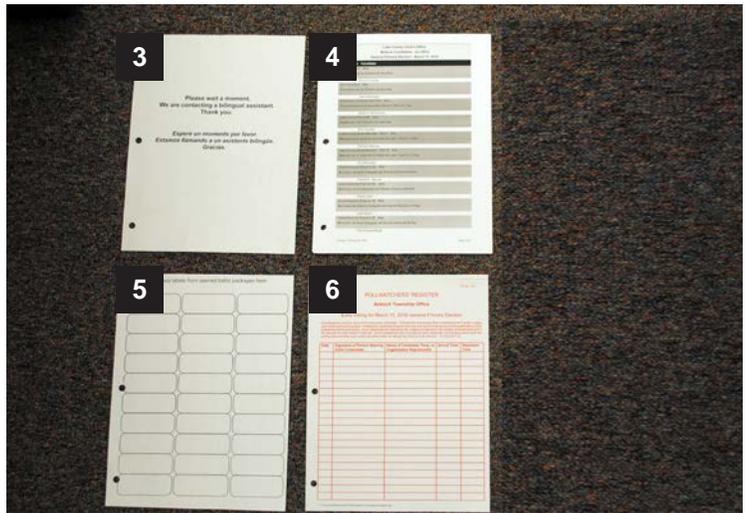
Delivered in blue tub

- 1) Layout of voting site
- 2) ExpressVote password card

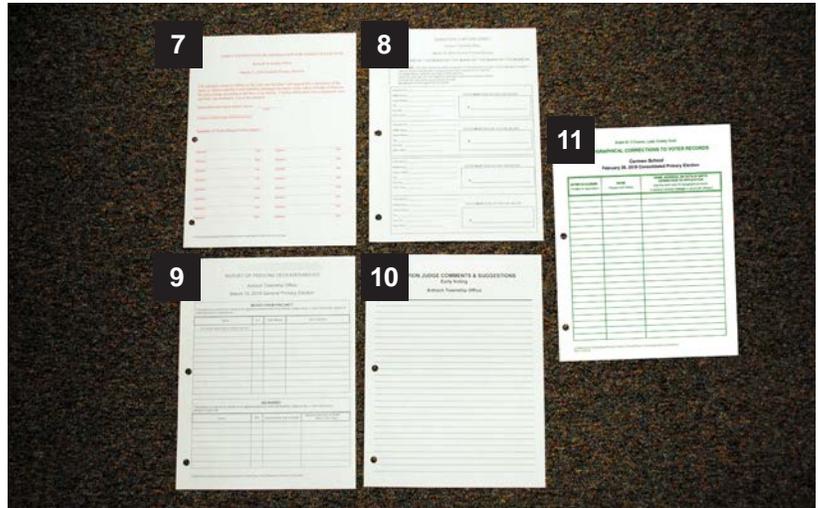


Binder Ring contents

- 3) *Bilingual Assistance Sheet*
- 4) *Certificate of Write-ins*
- 5) Ballot label sheet
- 6) *Pollwatchers Register*

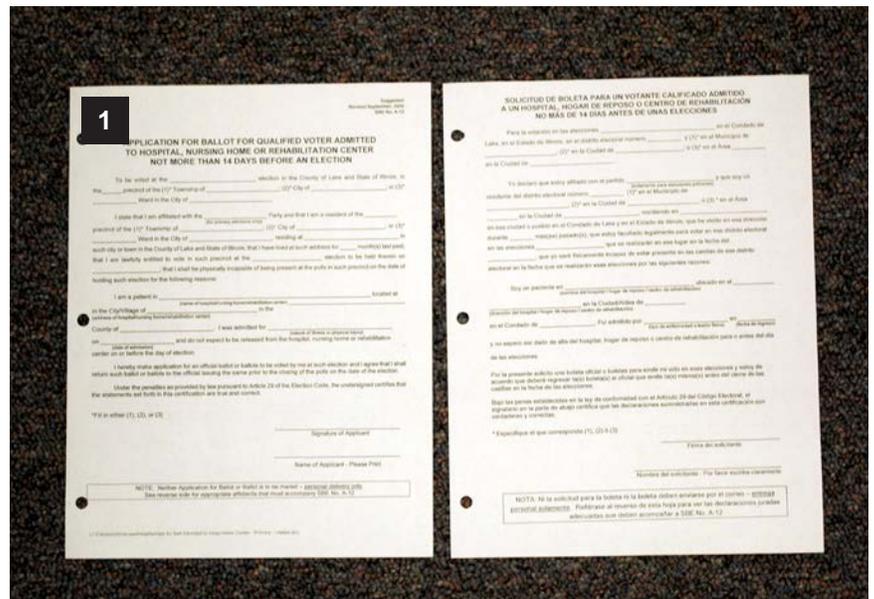


- 7) *Oath or Affirmation of Election Judges*
- 8) *Signature Capture Sheet*
- 9) *Report of Persons Moved or Deceased*
- 10) *Comment & Suggestion Form*
- 11) *Typographical Corrections Form*



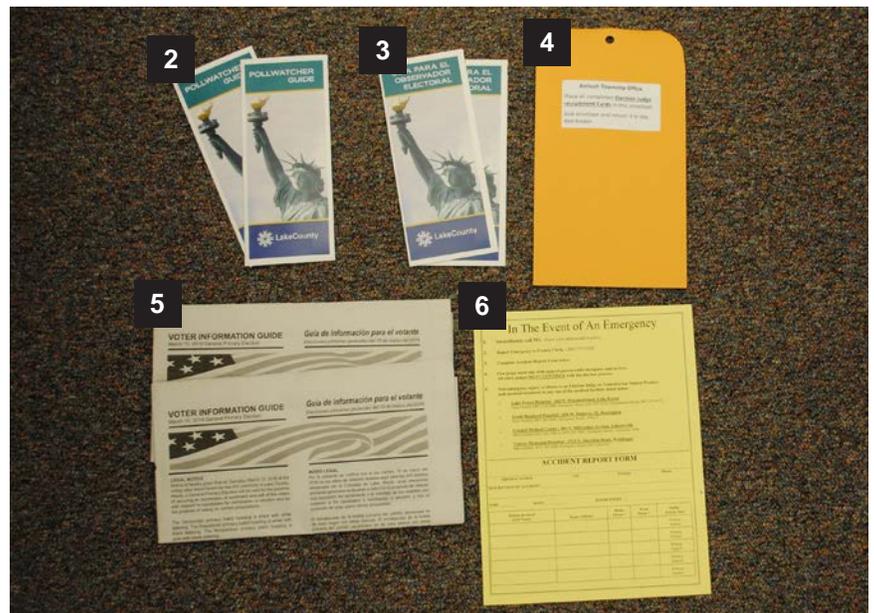
Red Binder Contents (continued)

1) Hospital Forms English and Spanish



Back Pocket

- 2) *Pollwatcher's Guide* (English)
- 3) *Pollwatcher's Guide* (Spanish)
- 4) Manila envelope for election judge applications
- 5) *Voter Information Guide*
- 6) *Emergency Accident Report*



Security Pouch

Delivered in blue tub

- 1) File cabinet keys on lanyard
- 2) Security card
- 3) Ballot bin and ExpressVote keys on lanyard (one silver and one black barrel key)
- 4) Red security ties
- 5) Blue security seals
- 6) Blue security ties

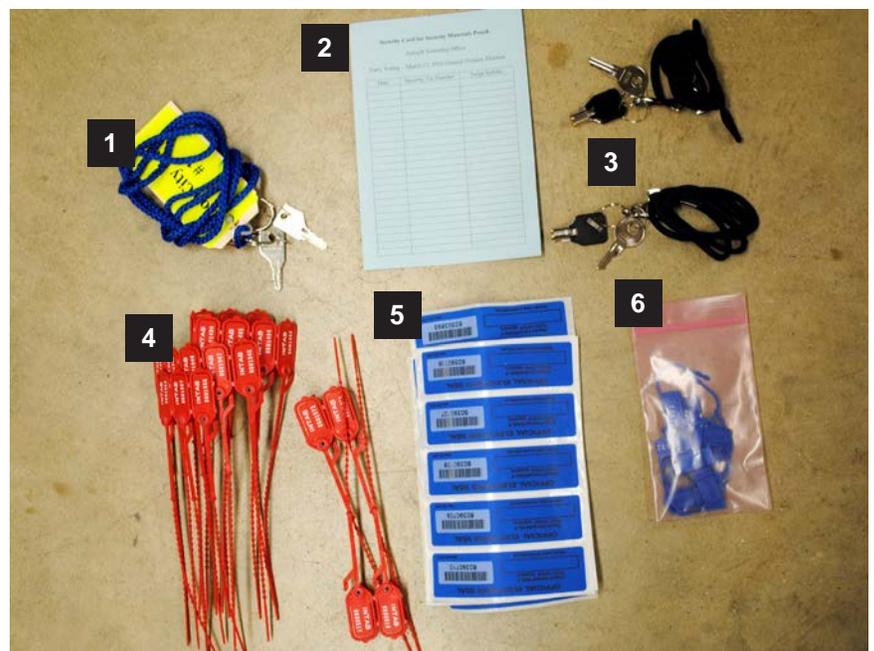


Diagram of DS200 Ballot Bin



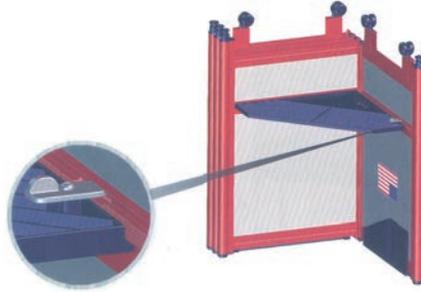
Quad Booth Instructions

Assembling the Benjamin Franklin Booth



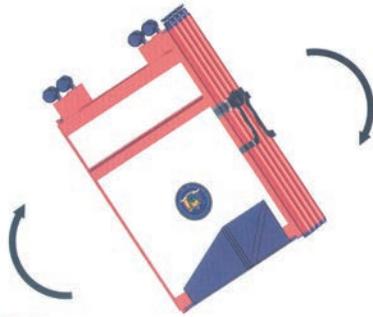
STEP 1

The booth is on wheels so it will slide out of the box. Remove by pulling on the fabric handles. Leave plenty of room for assembly.



STEP 4

Rotate the grey catch and raise the writing table. The edge of the writing table will engage with the cross rails.



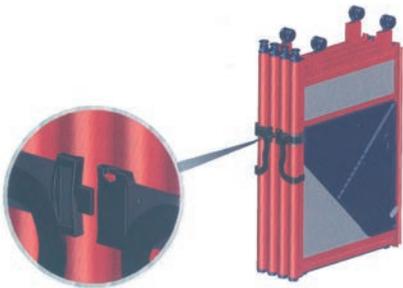
STEP 2

Holding the handles and supporting the booth, rotate until the wheels are facing upwards. Max weight of tilt lifting and lowering: 24lbs.



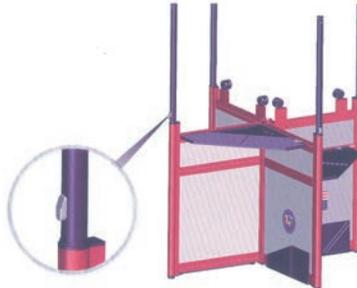
STEP 5

Repeat instruction 4 on the other sections as they are opened out.



STEP 3

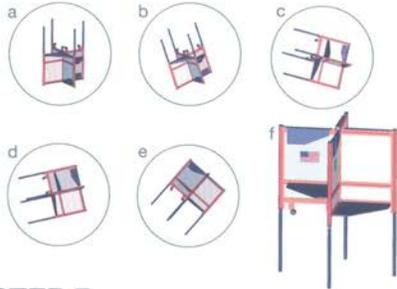
Undo the buckle by pressing the red button. Open out the first section.



STEP 6

Extend each telescopic leg until the button pops out. Push the leg back into position so that it cannot be pushed in again accidentally.

Quad Booth Instructions - continued



STEP 7

Leaving plenty of room, lower the booth until it is lying on its side. Raise the booth to its working position. Max weight through a,b,c: 22lbs, through d,e,f: 31lbs.



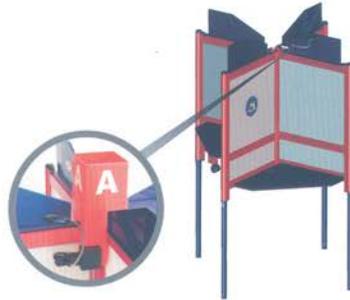
STEP 9

If necessary, use the adjusters at the bottom of each leg to level the booth.



STEP 8

Rotate visors to their vertical position.



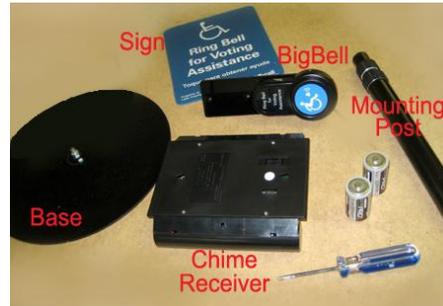
STEP 10

Give the booth one final check to make sure that all the shelves and leg buttons are properly locked. If required, attach the central column and booth lights.

BigBell and BallotCall Assembly Instructions

BigBell and BallotCall Assembly Instructions

As part of your voting site preparation on Election Day, you will need to set up the BallotCall to allow voters with disabilities to request assistance accessing your facility or to request curbside assistance.



Open the carrying case, remove and identify all the pieces. You will need to lift up two layers of foam to retrieve the base and sign which are stored underneath.

- BigBell Pushbutton
- BallotCall Chime Receiver
- Sign
- Base
- Mounting Post
- Screwdriver

To begin assembly, place the circular base on a table.



Extend the mounting post to complete length (approximately 36"). Be sure you are holding the mounting post with the "screw locks" to the top before beginning. Twist both screw locks counterclockwise to loosen. If the top section "sticks," while trying to extend, you may find turning the post upside down and shaking will help to loosen.

Once all sections of mounting post are extended, tighten screw locks by turning clockwise.



BigBell and BallotCall Assembly Instructions - continued



Attach the mounting post to the base by turning the entire post clockwise until tight.



Place the BigBell on the top of the mounting post, aligning the groove on the back of the post with the knob on the bracket. Tighten the knob on the back of the bracket until secure.



Align the holes of the blue exterior sign with the holes on the BigBell. Insert the screws through the two holes in the bracket and the sign. Tighten wing nuts and secure in place.

BigBell and BallotCall Assembly Instructions - continued



300 feet



BigBell assembly should be placed outside the building where there is a level entry to the facility (no steps). A person should be able to approach within 3 feet of the pushbutton without encountering protruding objects or standing within the swing of the door. The BigBell must be mounted between 32” and 48” from the ground so that is accessible for customers with a disability. The ideal height set forth by law is 36 inches.

The chime receiver should be placed within 300 feet of the BigBell to ensure functionality. The BigBell has an operating range of up to 600 feet under ideal conditions. Concrete or heavy walls may diminish the signal.

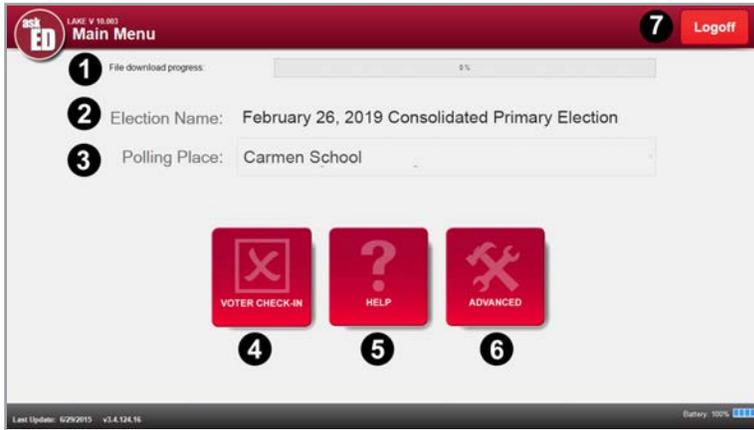
Two judges need to test the BallotCall. One judge activates the BigBell from outside while another listens to determine if the chime can be heard inside the voting site.

When the BigBell is pushed, the red LED activation light should light up. Inside the chime should sound. If the judge inside the building cannot hear the BigBell, ensure that the interior chime receiver is located within an appropriate range. To maximize signal range, the receiver should be placed approximately 6-7 feet in the air, with the unit facing in the direction of the pushbutton. Adjust volume by turning volume switch or knob on receiver.

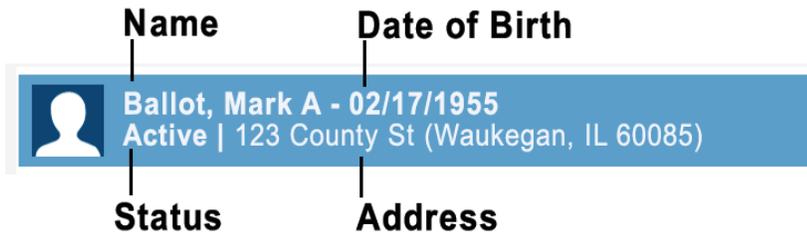
ePollbook Main Menu and Icons

Main Menu Items:

1. File Download Progress Indicator
2. Election Name
3. Assigned Voting Site
4. Voter Check-In Link
5. Help Topics Link
6. Advanced Menu
7. Logoff



Voter Information



Voter Icons and Status



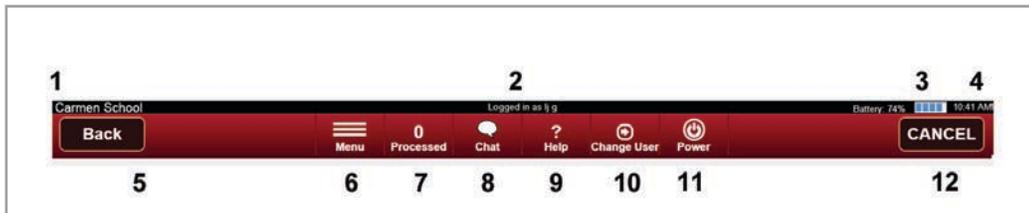
- ▶ Silhouette of person's head
 - Dark blue background depicts active voter ready to process.
 - Gray background shows voter already voted.



- ▶ Envelope
 - Dark blue background depicts voters has been sent a ballot by mail.
 - Gray background shows voter has already been sent and returned a voted ballot by mail.



ePollbook Title Bar Menu



1. ePollbook Location
Displays the voting site assigned to the ePollbook.
2. Logged in Status
Shows the name of the judge who is currently logged in to the ePollbook. Please be sure to change users when switching stations or taking breaks.
3. Battery life
Shows how much battery life the computer has. The computer should be plugged in all day. If the battery starts to decrease, this is a sign that power has been lost.
4. Time
Displays the current time.
5. Back Button
Allows the election judge to navigate to a previous screen at any point in the check-in process before the RECORD CHECK-IN button has been pressed.
6. Menu Button
Directs the judge back to the opening menu which displays the location, Help Topics Link, and Advanced Menu.
7. Processed
Allows the election judge to see how many voters have been checked-in at this voting site. If you click on the link, a window will open allowing you to refine your search.
8. Chat Window
Allows the Clerk's office to send short text messages to all ePollbooks or just a few select locations. The ePollbooks at the Voter Services Table can send messages to the Clerk's office. If there are any messages to the voting site, there is a number in the chat bubble.
9. Help Topics
This feature is currently unavailable and will be enabled in future elections.
10. Change User Link
Allows one election judge to sign out and another judge to sign in. This should be done any time a new judge begins operating the ePollbook.
11. Power Menu
Gives the election judge the ability to power down the ePollbook, restart the ePollbook, log out of the program, or change users.
12. Cancel Button
Allows the election judge to cancel a voter check-in any time before the RECORD CHECK-IN button has been selected. This will bring the election judge back to the search for a new voter screen.

ePollbook Additional Search Features

Search by Address

Especially helpful when you can't locate a voter with a last name that begins with Mc or O', or if the spelling of the name is unclear. Click on the "Address" tab. Enter only a few letters of street name as the ePollbook performs a "smart search." Do not use "Dir" box when entering a voter's address. The city field is a drop down menu.



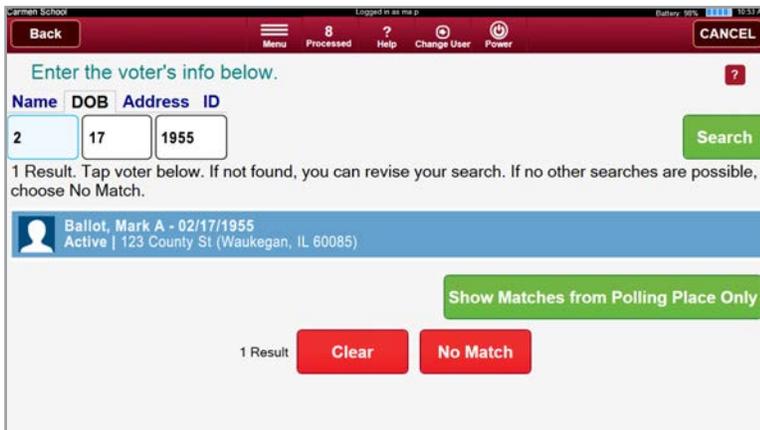
Show Matches from Entire Jurisdiction

If you cannot locate voter's record, the voter may be in the wrong voting site. You can search the entire county by selecting "Show Matches from Entire Jurisdiction."



Search by Date of Birth

In addition to searching by name, you can also locate a voter by entering a date of birth. click on the "DOB" tab.



ePollbook Printer Paper

When you need to change the paper roll, do not remove the printer from the case. Press the orange button on the right side of the printer to open the cover.



Remove the empty paper roll. Lay new paper roll in printer with the loose end underneath. Close cover and the printer is ready.



If the printer's error light stays on after you change the paper, be sure the end of the new paper roll extends beyond the cover. Also check that the cover is completely closed.

If the first application is blank after changing the paper roll, the paper is in upside down. Open printer cover, remove paper roll, turn over, re-insert, and close cover.

ExpressVote Ballot Printer

QUICK START GUIDE



MODEL 4200

1 - UNBOX

2 - CONNECT

3 - POWER ON

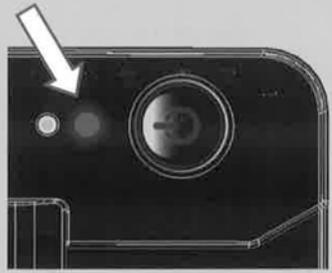
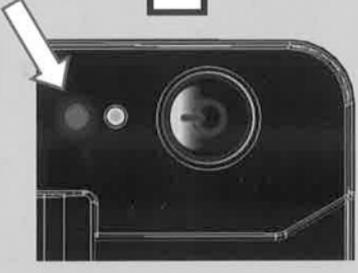
3 - LOAD MEDIA

ExpressVote Ballot Printer - continued

TROUBLESHOOTING GUIDE

MODEL 4200



<p>SOLID GREEN</p>  <p>DATA LOADED</p>	<p>x1 FLASH</p> <p>ERROR: BALLOT JAMMED OR NOT FULLY INSERTED</p> <p>RESOLUTION: REMOVE BALLOT AND RELOAD</p>
<p>RED FLASH = ERROR</p> 	<p>x2 FLASH</p> <p>ERROR: BALLOT REMOVED</p> <p>RESOLUTION: RELOAD BALLOT</p> <p>x3 FLASH</p> <p>ERROR: HEAD UP</p> <p>RESOLUTION: LATCH HEAD</p> <p>x4 FLASH</p> <p>ERROR: BALLOT UPSIDEDOWN</p> <p>RESOLUTION: REMOVE BALLOT, FLIP AND RELOAD</p> <p>x5 FLASH</p> <p>ERROR: OVER VOLTAGE</p> <p>RESOLUTION: CYCLE POWER OR RETURN FOR SERVICE IF PERSISTENT</p> <p>x6 FLASH</p> <p>ERROR: OVER TEMPERATURE</p> <p>RESOLUTION: RECOVERS AUTOMATICALLY WHEN THE PRINT HEAD COOLS OR RETURN FOR SERVICE IF PERSISTENT</p>

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