

Precinct Central

Electronic Poll Book
Poll Worker Training Guide



Table of Contents

| | |
|---|----|
| Unloading the ePollbook | 3 |
| Hardware Setup | 4 |
| Logging into the ePollbook | 6 |
| The Launchpad | 7 |
| Launchpad Menu | 8 |
| Searching for a Voter | 9 |
| MANUAL VOTER SEARCH | 9 |
| DRIVER LICENSE / STATE ID SCAN | 11 |
| GENERAL ELECTION VOTER CHECK-IN | 12 |
| Primary Voter Check-In | 14 |
| Attester Check-In | 17 |
| Surrendering an Absentee Ballot at Check-In | 19 |
| Not Surrendering an Absentee Ballot at Check-In | 20 |
| Voter Address Updates - If applicable | 23 |
| Absentee Mail Ballot Returned Voter | 25 |
| Voter Registered After Cut Off | 25 |
| Under Age Voter - If applicable | 26 |
| Requires Assistance Voter | 28 |
| CHALLENGING A VOTER | 29 |
| WRONG LOCATION VOTER | 30 |
| VOTER HISTORY REPORT | 31 |
| RESTORE VOTER | 32 |
| Check-in Totals | 34 |
| Election Day Registration | 35 |
| Update Absentee | 39 |
| Closing the Election | 40 |

Unloading the ePollbook

- 1 Lay the carrying case facing up. The Touchpad carrying case should be set on the check-in table as pictured.



- 2 Open the case by unlatching the two locks, located at the top of the case.



- 3 Once the case is opened, the contents of the case should be the following:
 - 2 Touchpads
 - 1 MiFi unit (if applicable)
 - 2 Thermal printers (if applicable)
 - 2 stylus pens
 - 2 charging cords
 - 2 cleaning cloth



- 4 Remove the Touchpads and printers from the case and place them on the table along with the additional accessories.



Hardware Setup

- 1 Start by connecting the charging block to the power cord.



- 2 Plug the power cord into the power outlet.



- 3 Once the Thermal Printer is connected, you will need to power it on.
Press the power button down, so that the front panel will display a blue light.



- 4 To open your Touchpad, insert your finger under the tab opposite of the hinge.
Open the case, as if opening a book by breaking the binding and flipping it open.



- 5 Set the Touchpad on the table.



- 6 Insert the charging cord into the charging port on the Touchpad.



-
- 7** Plug the other end of the charging cord into the USB charging brick.



- 8** Plug the USB charging brick into the power outlet. The Touchpad will turn on automatically.



-
- 9** Your hardware is now set up and you are ready to log in to the Touchpad.



Logging into the ePollbook

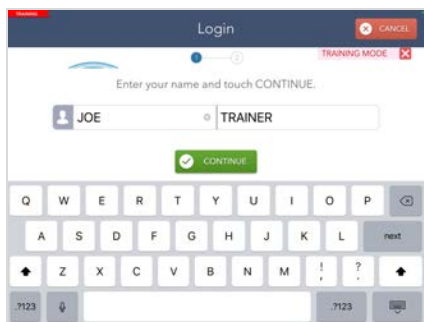
- 1 Select the **EPB app icon**, located at the bottom of the screen. This will launch the application.



- 2 After you launch the EPB application, your screen should look like the image below. Select **START** to log into your EPB software.



- 3 Enter your full First & Last Name, and click **CONTINUE**.



- 4 Enter in the Admin password and click **UNLOCK DEVICE** to continue.



- 5 A pop-up will appear to print the Poll Opening Slip, once it has been printed, select **CONTINUE**.

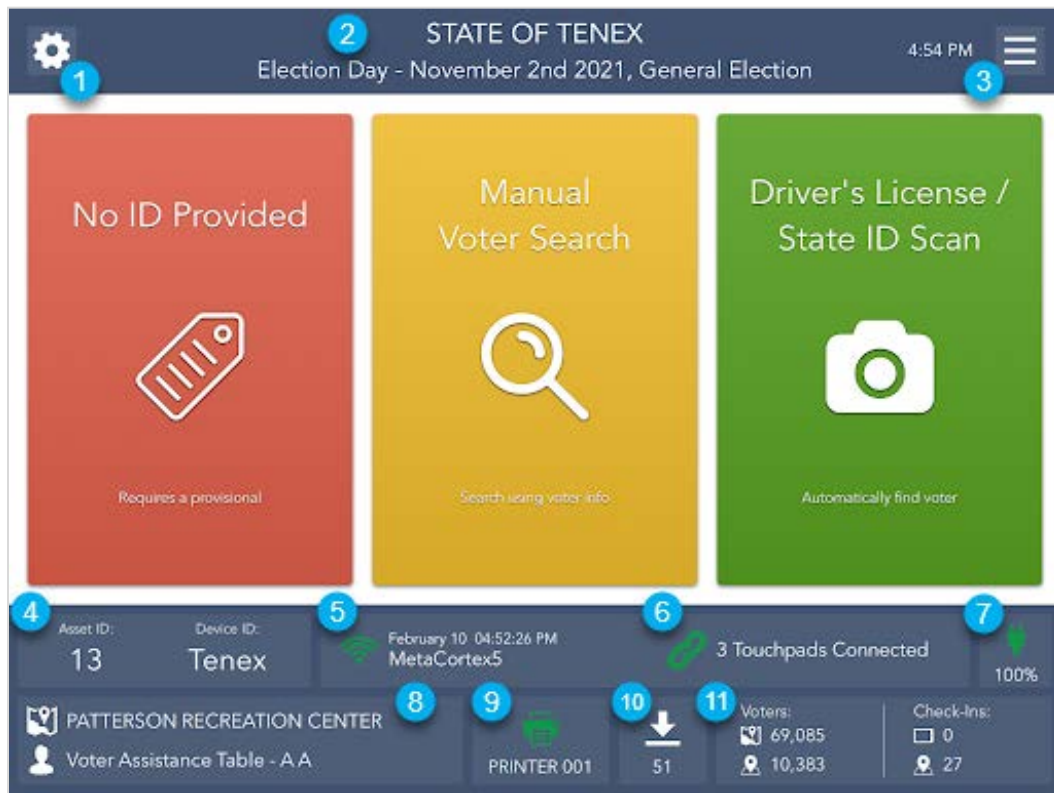


- 6 **Congratulations!** You have successfully logged into the ePollbook.



The Launchpad

This is your Home Screen. After every check-in, you should arrive back at this screen.



| | |
|----|--|
| 1 | Troubleshooting Menu |
| 2 | Jurisdiction Name (Election Day) |
| 3 | Launchpad Menu |
| 4 | Asset ID and Device ID |
| 5 | Date, time, Wi-Fi connectivity |
| 6 | Sideways Touchpad connectivity |
| 7 | Battery status |
| 8 | Location you are logged into, job title, and name. |
| 9 | Printer connectivity |
| 10 | Delta Files |
| 11 | Voters/status |

Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.



The Launchpad Menu options:

| | | |
|---|----------------------------------|---|
| 1 | RESTORE VOTER | Gives the option to spoil a ballot and reverse a check-in. |
| 2 | UPDATE ABSENTEE | Create the delta files needed in order to be able to update voter status. (<i>Absentee Returned or Requested</i>) |
| 3 | ATTESTER LOG | Displays the “Attester” history; attester name, voter ID & precinct. |
| 4 | ELECTION DAY REGISTRATION | Register an individual to vote on Election Day to enable them to cast a ballot. |
| 5 | VOTER HISTORY REPORT | Displays the “Check-In’s” history. Include voters' names & data. |
| 6 | CHECK-IN TOTALS | Shows a numeric log of all the check-ins. |
| 7 | REQUEST ASSISTANCE | Search and flag voters that require assistance. |
| 8 | RE-PRINT | If a ticket or slip did not print correctly, you can reprint the item using this function |
| 9 | LOGOUT AND EXIT | Provides the Temporary Log Out or Close Election page. |

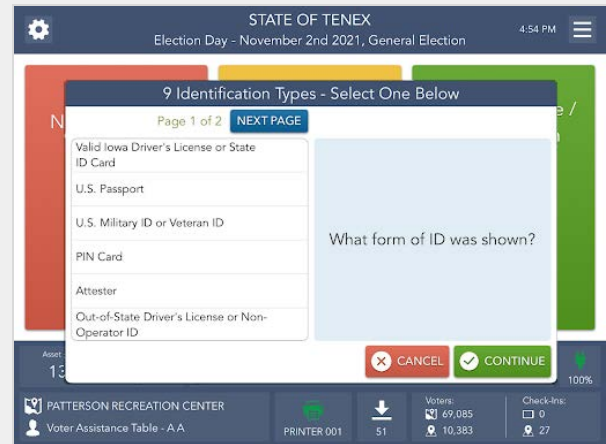
Searching for a Voter

Manual Voter Search

- 1 To Search for a Voter using a Valid ID type:
Touch the **MANUAL VOTER SEARCH** button on the Launchpad screen.



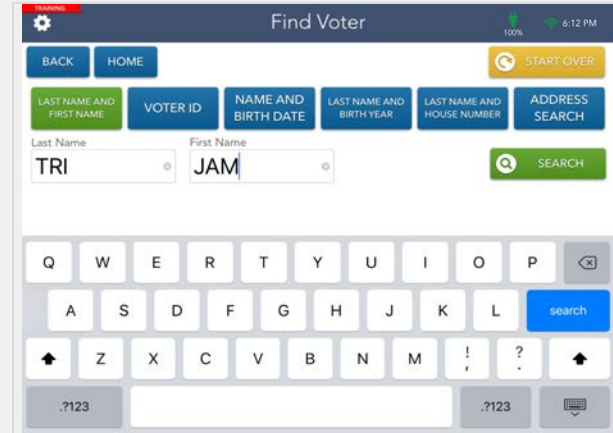
- 2 A Pop-Up will appear.
Select the **Identification Type** provided to you by the voter, then press **CONTINUE**.



3 Using information provided by the voter, use one of the available search options to search for the voter's record.

- Last Name & First Name
- Voter ID
- Name & Birth Date
- Last Name & Birth Year
- Last Name & House #
- Address Search

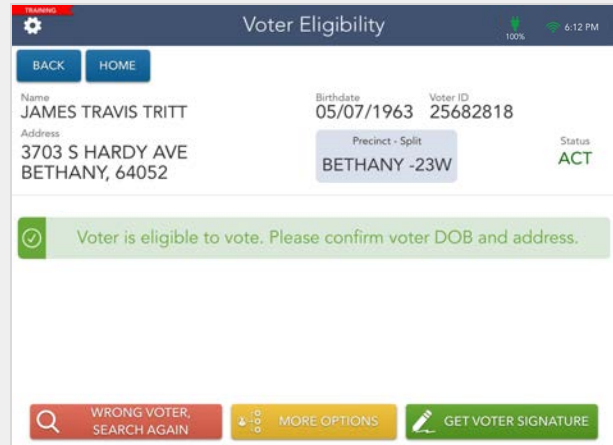
4 Enter the voter's information into the search fields chosen by using the on-screen keyboard, when finished proceed to touch the green **SEARCH** button to continue.



5 If only one voter matches the search criteria, the Voter Eligibility Screen will appear automatically. Continue checking in your voter and get their signature.



If more than one voter matches the search criteria, your screen will show a list of all possible matches. Touch the correct voter from the list and then touch the green **CONTINUE** button.




Searching for a Voter

Driver License / State ID Scan

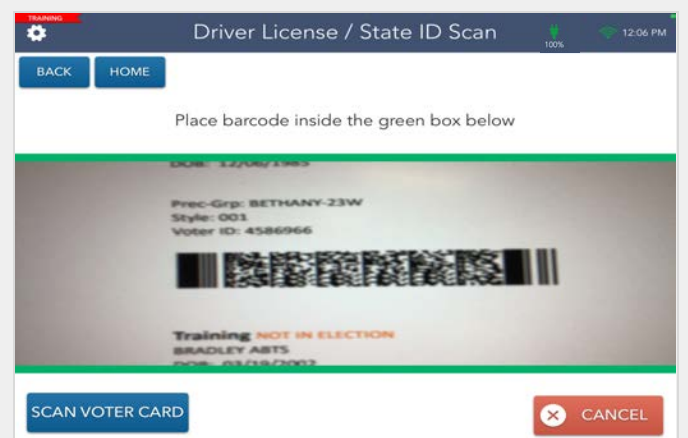
- 1 To Search for a Voter using a State ID:
Touch the green **Driver License /State ID Scan** button on the Launchpad screen.



- 2 When Scanning a Voter's ID:
Hold the voter's ID in front of the camera lens located at the back of the Touchpad.

 Make sure to get the barcode printed on the back of the ID, is inside the green box displayed on the screen. The Touchpad will then proceed to begin scanning automatically.

After you've scanned the voter's ID, you will be redirected to the **Voter Eligibility** screen.



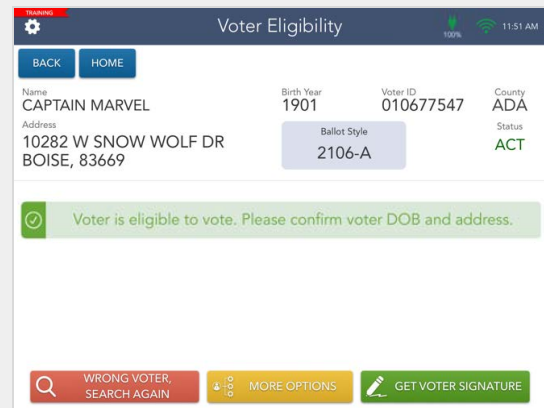
General Election Voter Check-In

1 Search for the voter.

Once you have found the correct voter, their information will display on the **Voter Eligibility** screen.

If the voter is eligible to vote via a regular ballot, the screen will display a green “**Voter is eligible to vote**” message.

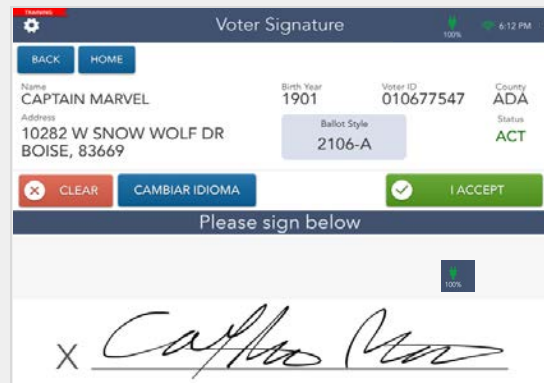
Select **GET VOTER SIGNATURE** to continue.



2 The **Voter Signature** screen will appear.

Tilt the Touchpad screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to select the green **I ACCEPT** button.

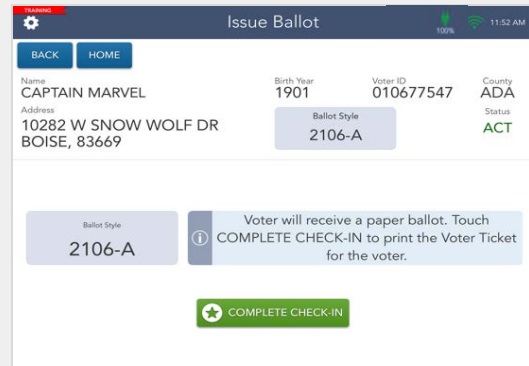


3 Flip the screen back toward you and verify that a valid signature has been captured.

Select the **ISSUE BALLOT** button to continue.

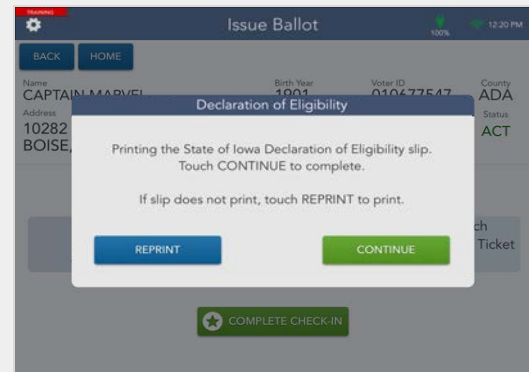


4 Review the blue box then select for further instructions. Then proceed to touch the **COMPLETE CHECK-IN** to print the **Voter Ticket** that will be given to the voter.



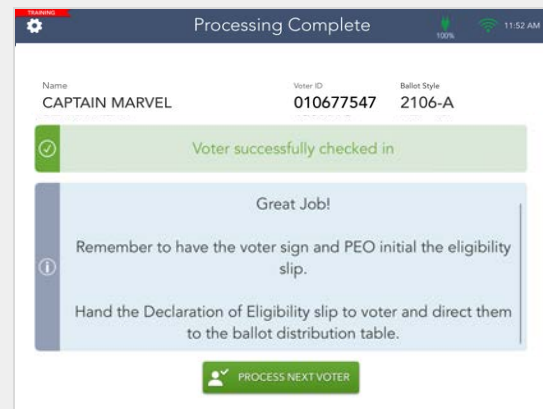
5 Once the **State of Iowa Declaration of Eligibility slip** has been printed, select **CONTINUE**.

 A ticket will **ONLY** print if you have thermal printers.



6 **Congratulations!**
The voter has been successfully checked in.

Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



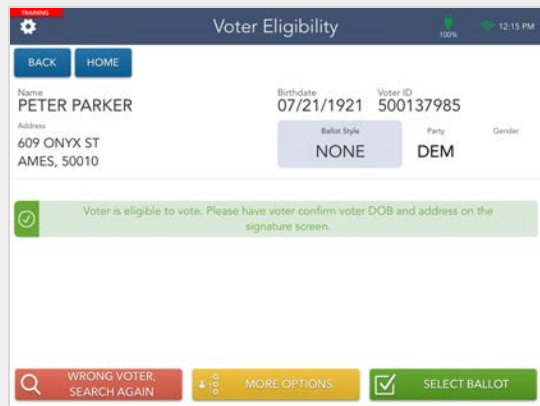
Primary Voter Check-In

1 Search for the voter.

Once you have found the correct voter, their information will display on the **Voter Eligibility** screen.

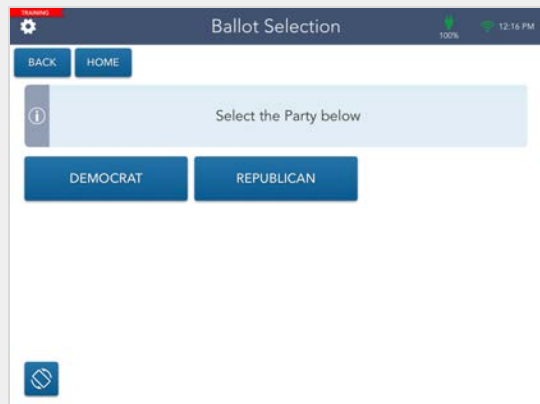
If the voter is eligible to vote via a regular ballot, the screen will display a green “**Voter is eligible to vote**” message.

The voter will need to select a party to determine their ballot style for the primary election. Choose **SELECT BALLOT**.



2 The **Ballot Selection** screen will appear.

Tilt the Touchpad screen toward the voter and have them select which party they would like to vote for in the primary.



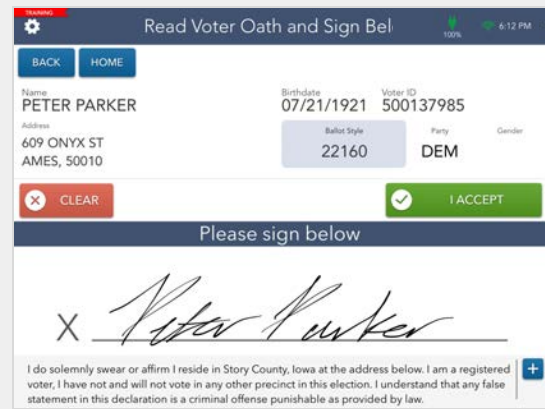
3 Once they have selected the party ballot, a confirmation pop-up will appear. They will need to select the green **YES, CONTINUE** button for completion.





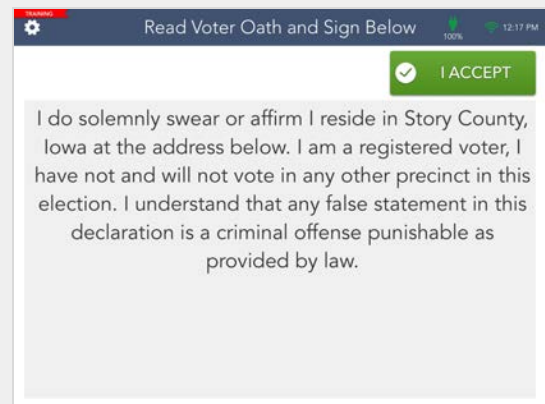
4 The **Voter Signature** screen will appear.

Tilt the Touchpad screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to select the green **I ACCEPT** button.

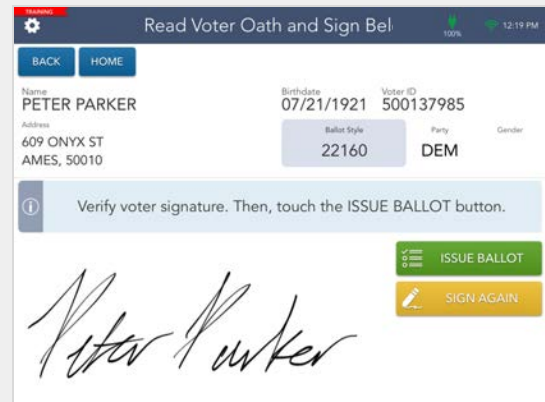


 You can click on the  icon to better view the **Voter Oath**, touch **I ACCEPT** to return to the previous screen to sign the oath.



5 Flip the screen back toward you and verify that a valid signature has been captured.

Select the **ISSUE BALLOT** button to continue.

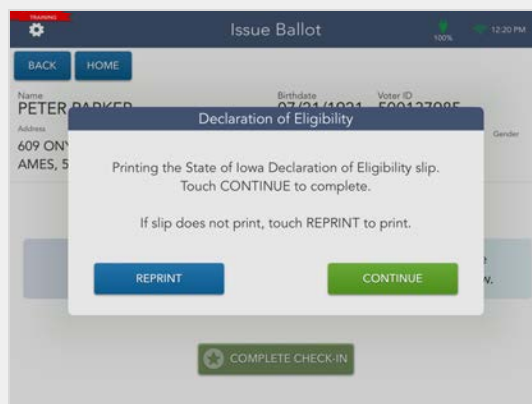


6 Review the blue box then select for further instructions. Then proceed to touch the **COMPLETE CHECK-IN** to print the **Voter Ticket** that will be given to the voter.



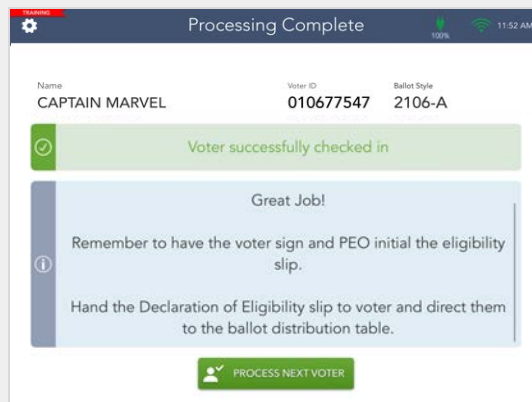
7 Once the **State of Iowa Declaration of Eligibility slip** has been printed, select **CONTINUE**.

 A ticket will **ONLY** print if you have thermal printers.



8 **Congratulations!**
The voter has been successfully checked in.

Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

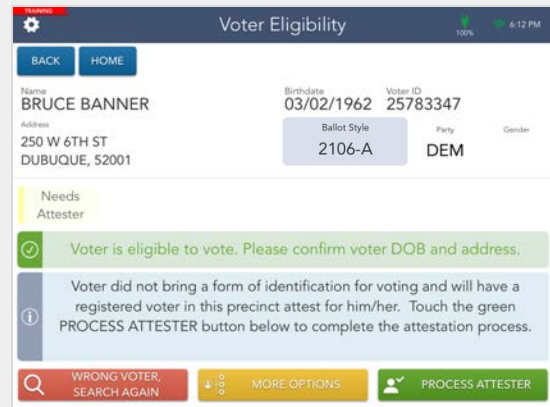


Attester Check-In


1 Search for the voter.

Once you have found the correct voter, their information will display on the **Voter Identification** screen.

Select **PROCESS ATTESTER** to begin the process.



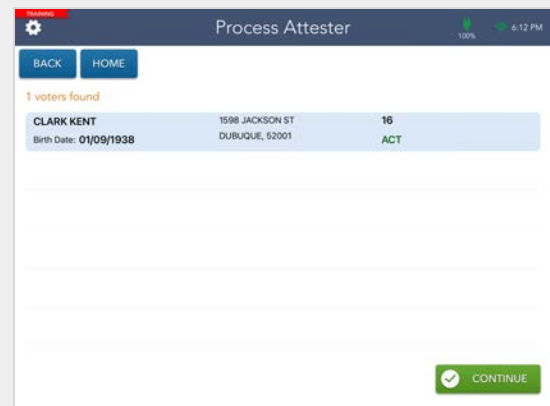
2 Complete the fields related to the Attester, then click **CONTINUE**. This will help you locate the individual.

 Attesters must reside in the same precinct as the voter.

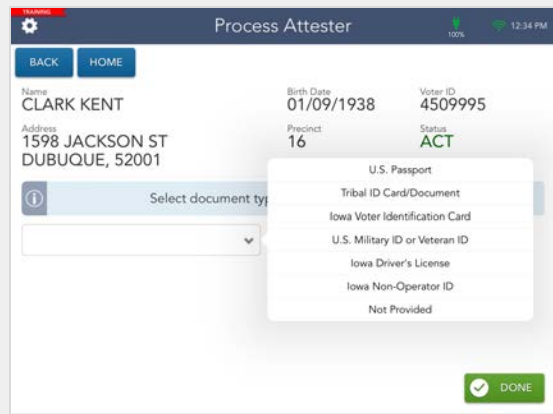


3 A list of voters will appear that match the previously entered data.

Select the correct Attester and select **CONTINUE**.



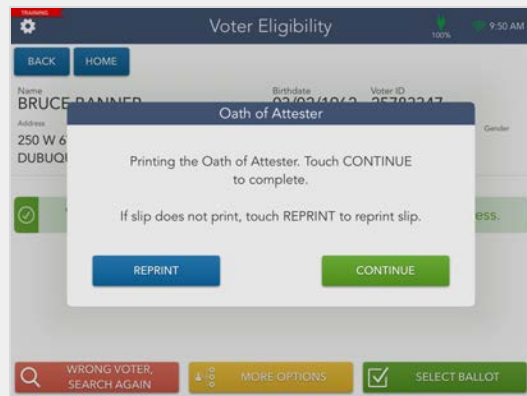
4 Select the document type that is being used to confirm the attester's identity from the dropdown. Once the document type is chosen, select **DONE**.



5 Once the **Oath of Attester** has been printed, select **CONTINUE**.

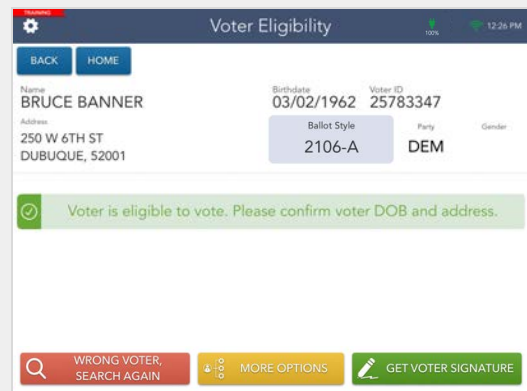
 A slip will **ONLY** print if you have thermal printers.

Now that the attester has been verified, you can finish checking in the voter!



6 Select **GET VOTER SIGNATURE**.

Finish processing the voter as shown in the **General Election Voter Check-in** section of this document.



Surrendering an Absentee Ballot at Check-In


1 Search for the voter.

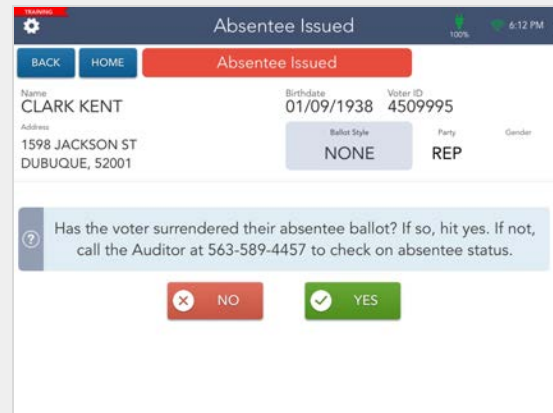
Once you have found the correct voter, their information will display on the **Voter Identification** screen. Review the blue box for any further instructions.

Select **YES** to begin the check-in process.

2 Select **GET VOTER SIGNATURE**.

Finish processing the voter as shown in the **General Election Voter Check-in** section of this document.

 Review the blue box for any further instructions.



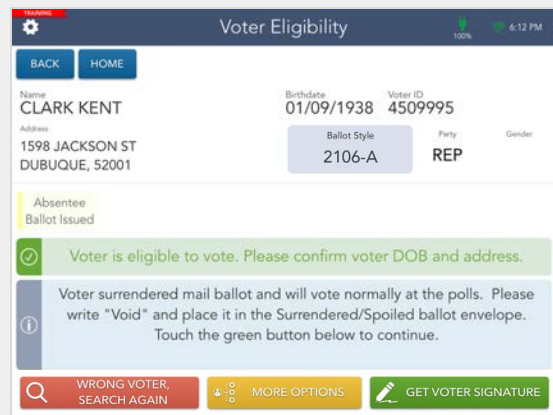
Absentee Issued

BACK HOME Absentee Issued

Name: CLARK KENT Birthdate: 01/09/1938 Voter ID: 4509995
Address: 1598 JACKSON ST DUBUQUE, 52001 Ballot Style: NONE Party: REP

Has the voter surrendered their absentee ballot? If so, hit yes. If not, call the Auditor at 563-589-4457 to check on absentee status.

NO YES



Voter Eligibility

BACK HOME

Name: CLARK KENT Birthdate: 01/09/1938 Voter ID: 4509995
Address: 1598 JACKSON ST DUBUQUE, 52001 Ballot Style: 2106-A Party: REP

Absentee Ballot Issued

Voter is eligible to vote. Please confirm voter DOB and address.

Voter surrendered mail ballot and will vote normally at the polls. Please write "Void" and place it in the Surrendered/Spoiled ballot envelope. Touch the green button below to continue.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

Not Surrendering an Absentee Ballot at Check-In

1

Search for the voter.

Once you have found the correct voter, their information will display on the **Voter Identification** screen. Review the blue box for any further instructions.

Select **NO** to begin the process of checking in the voter with a provisional ballot.

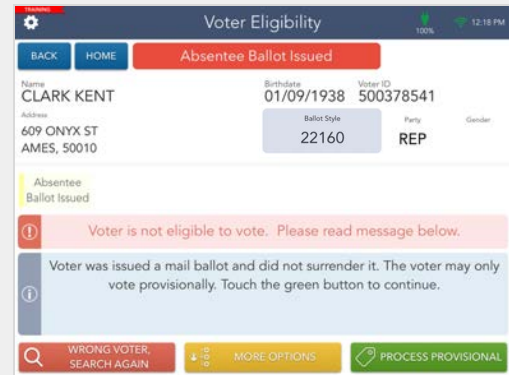


The screenshot shows the 'Mail Ballot Surrender' screen. At the top, there are 'BACK' and 'HOME' buttons, and a red 'Mail Ballot Surrender' button. Below this, the voter's information is displayed: Name: CLARK KENT, Birthdate: 01/09/1938, Voter ID: 500378541, Address: 609 ONYX ST AMES, 50010, Ballot Style: 22160, Party: REP. A blue box with a question mark icon asks 'Does the voter have an Absentee Ballot to surrender?'. At the bottom, there are two buttons: a red 'NO' button with a close icon and a green 'YES' button with a checkmark icon.

2

The **Voter Eligibility** screen will appear.

Select **PROCESS PROVISIONAL** to proceed with the provisional check-in.



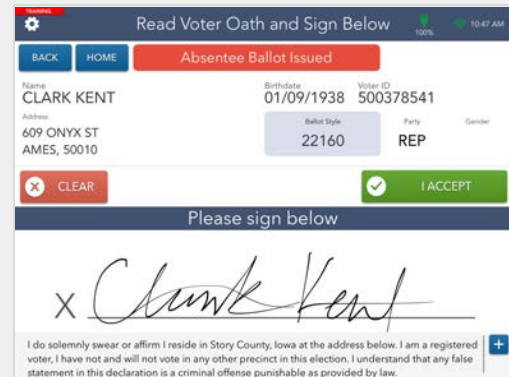
The screenshot shows the 'Voter Eligibility' screen. At the top, there are 'BACK' and 'HOME' buttons, and a red 'Absentee Ballot Issued' button. Below this, the voter's information is displayed: Name: CLARK KENT, Birthdate: 01/09/1938, Voter ID: 500378541, Address: 609 ONYX ST AMES, 50010, Ballot Style: 22160, Party: REP. A yellow box with an information icon says 'Absentee Ballot Issued'. Below that, a red box with an information icon says 'Voter is not eligible to vote. Please read message below.' A blue box with an information icon contains the text: 'Voter was issued a mail ballot and did not surrender it. The voter may only vote provisionally. Touch the green button to continue.' At the bottom, there are three buttons: a red 'WRONG VOTER, SEARCH AGAIN' button, a yellow 'MORE OPTIONS' button, and a green 'PROCESS PROVISIONAL' button.

3

The **Voter Signature** screen will appear.

Tilt the Touchpad screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to select the green **I ACCEPT** button.

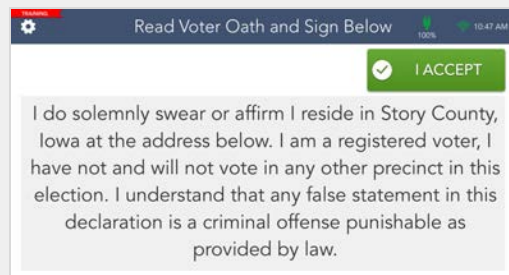


The screenshot shows the 'Read Voter Oath and Sign Below' screen. At the top, there are 'BACK' and 'HOME' buttons, and a red 'Absentee Ballot Issued' button. Below this, the voter's information is displayed: Name: CLARK KENT, Birthdate: 01/09/1938, Voter ID: 500378541, Address: 609 ONYX ST AMES, 50010, Ballot Style: 22160, Party: REP. There are two buttons: a red 'CLEAR' button and a green 'I ACCEPT' button. Below the buttons, there is a signature line with the text 'Please sign below' and a stylus signature of 'Clark Kent'. Below the signature, there is a small text box with a plus icon containing the text: 'I do solemnly swear or affirm I reside in Story County, Iowa at the address below. I am a registered voter, I have not and will not vote in any other precinct in this election. I understand that any false statement in this declaration is a criminal offense punishable as provided by law.'

4



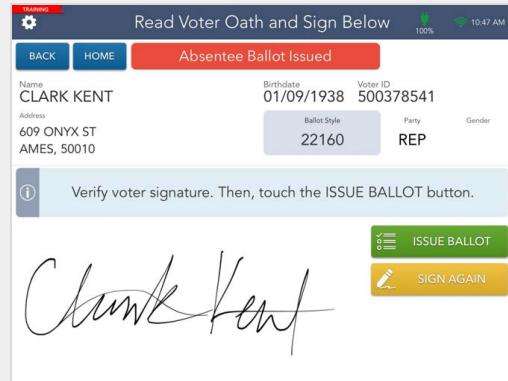
You can click on the **+** icon to better view the **Voter Oath**, touch **I ACCEPT** to return to the previous screen to sign the oath.



The screenshot shows the 'Read Voter Oath and Sign Below' screen. At the top, there are 'BACK' and 'HOME' buttons, and a red 'Absentee Ballot Issued' button. Below this, the voter's information is displayed: Name: CLARK KENT, Birthdate: 01/09/1938, Voter ID: 500378541, Address: 609 ONYX ST AMES, 50010, Ballot Style: 22160, Party: REP. There are two buttons: a red 'CLEAR' button and a green 'I ACCEPT' button. Below the buttons, there is a large text box containing the text: 'I do solemnly swear or affirm I reside in Story County, Iowa at the address below. I am a registered voter, I have not and will not vote in any other precinct in this election. I understand that any false statement in this declaration is a criminal offense punishable as provided by law.'

5 Flip the screen back toward you and verify that a valid signature has been captured.

Select the **ISSUE BALLOT** button to continue.

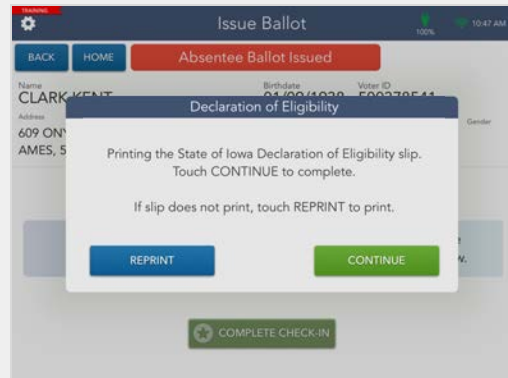


6 Flip the screen back toward you and review the information before selecting **CONTINUE**.



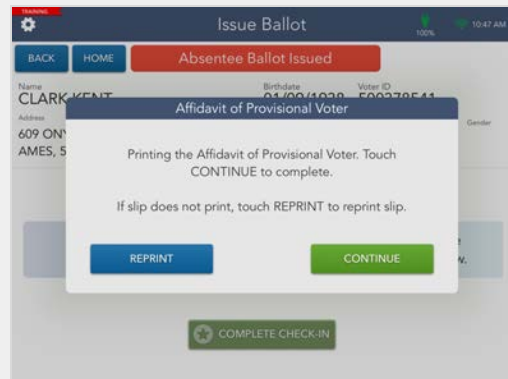
7 Once the **State of Iowa Declaration of Eligibility slip** has been printed, select **CONTINUE**.

 A slip will **ONLY** print if you have thermal printers.



8 Once the **Affidavit of Provisional Voter** has been printed, select **CONTINUE**.

 A slip will **ONLY** print if you have thermal printers.



9

Congratulations!

The voter has been successfully checked in with a provisional ballot.

Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



Voter Address Updates - If applicable

1 If a voter requests an address update, start by finding the voter.

Touch the **MORE OPTIONS** button and select **Update Voter Info**.

2 Touch the blue **EDIT** button next to the voter address.

3 Enter in the voters **House Number** and the **Street Name**.

Touch **SEARCH** to continue.

4 Select the voter's new address from the list. Then touch **CONTINUE**.

5 A question will appear.

Is there an apartment number?
Select **YES** or **NO**.

6 Select from the **Proof of Residence** dropdown what type of Identification was given.



7 Ask the voter if their **Mailing Address** is different from their Residential Address. If so, proceed to record their Mailing Address. Then touch **CONTINUE**.



8 After all of the voters' information is updated, touch the **CONTINUE** button.



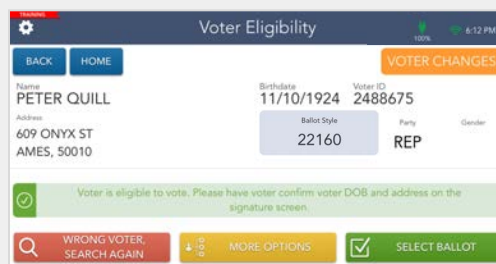
9 Flip the screen towards the voter, to confirm the updated information is correct.




10 Once the voter confirms, flip the screen towards you and touch **CONTINUE** to proceed.



11 Once the updates are saved, the **Voter Eligibility** screen will appear. proceed to process the voter as normally.



 The voter's profile will now display an orange **VOTER CHANGES** badge, in the top right hand of the screen.

Absentee Mail Ballot Returned Voter

A voter who has already returned a mail ballot will automatically get flagged.

- Any voter flagged as such is **NOT** eligible to vote at the polling location.



Do **NOT** Check-In this voter. The Voter has already cast their vote.

- Select **PROCESS NEXT VOTER** and move on to the next voter.

The screenshot shows the 'Voter Eligibility' screen for a voter named STEVEN VICTOR TALLARICO. The voter's birthdate is 11/25/1944 and their Voter ID is 25607773. Their address is 3803 APPLETON AVE, BETHANY, 64052. The precinct is BETHANY -23W and the status is ACT. A yellow banner indicates 'Absentee Ballot Returned'. A red banner with an exclamation mark icon states 'Voter is not eligible to vote.' Below this, a blue banner with an information icon provides the message: 'Voter already voted by absentee ballot. Please have them call Harrison County Clerks Office at 660-425-6424.' At the bottom, there are two buttons: 'MORE OPTIONS' and 'PROCESS NEXT VOTER'.

Voter Registered After Cut Off

If a voter registers after the registration deadline, they are **NOT** eligible to vote.

- A late registration voter will be flagged as a **Late Reg Voter** on the **Voter Eligibility** screen.

This can be bypassed by completing the **Election Day Registration** steps found later within this document.



Verify any additional instructions in the blue box.

- Select **PROCESS NEXT VOTER** and then complete the **Election Day Registration** process for the voter.

The screenshot shows the 'Voter Eligibility' screen for a voter named LAUREN RACHEL POWERS. The voter's birthdate is 08/01/2005 and their Voter ID is 500839503. Their address is 609 ONYX ST, AMES, 50010. The ballot style is 22000, the party is DEM, and the gender is F. A yellow banner indicates 'Late Reg Voter'. A red banner with an exclamation mark icon states 'Voter is not eligible to vote. Please read message below.' Below this, a blue banner with an information icon provides the message: 'Effective Date of Registration is past the registration deadline for this election. Please process as an Election Day Registrant.' At the bottom, there are two buttons: 'MORE OPTIONS' and 'PROCESS NEXT VOTER'.

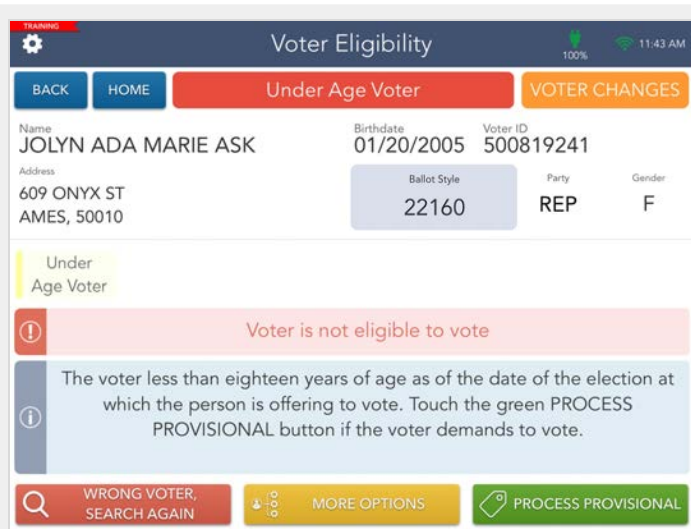
Under Age Voter - If applicable

1 If an under age voter comes into vote, they are **NOT** eligible to vote.

→ A voter younger than 18 years old will be flagged as an **Under Age Voter** on the **Voter Eligibility** screen.

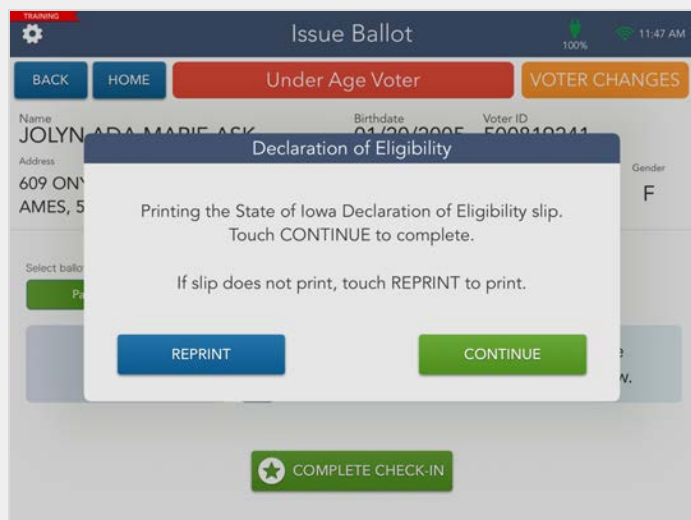
If the voter is adamant that they should vote, they can be processed with a provisional ballot.

→ Review the blue box then proceed to touch the **PROCESS PROVISIONAL** to print the **State of Iowa Declaration of Eligibility slip**.

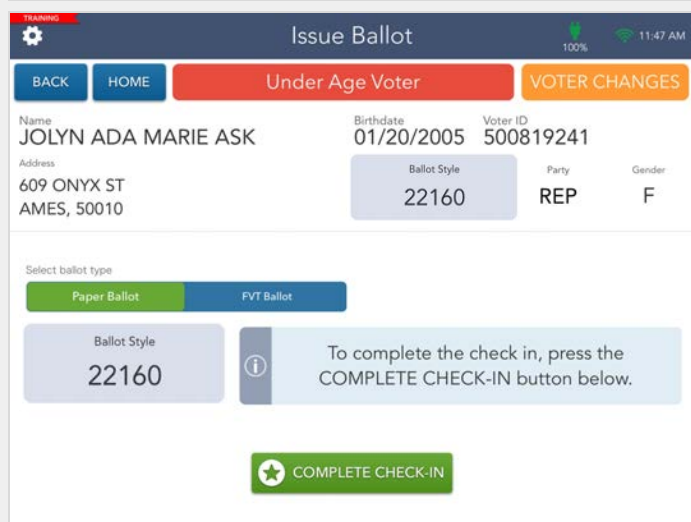


2 Once the **State of Iowa Declaration of Eligibility slip** has been printed, select **CONTINUE**.

 A slip will **ONLY** print if you have thermal printers.

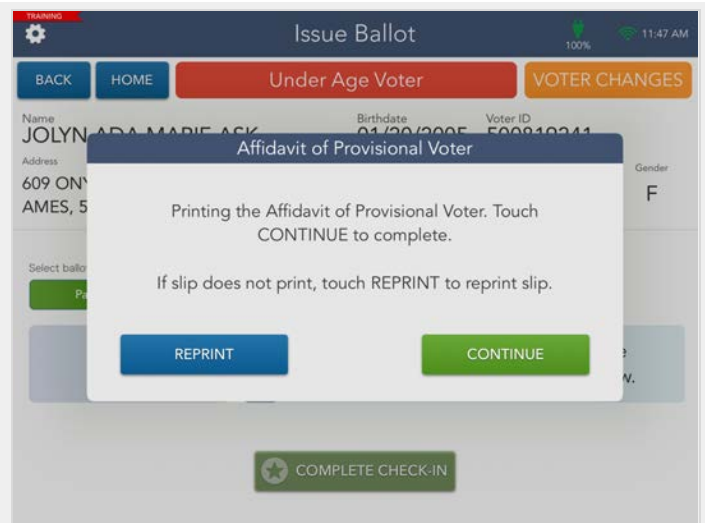


3 Review the blue box then proceed to touch the **COMPLETE CHECK-IN** to print the **Affidavit of Provisional Voter**.



4 Once the **Affidavit of Provisional Voter** has been printed, select **CONTINUE**.

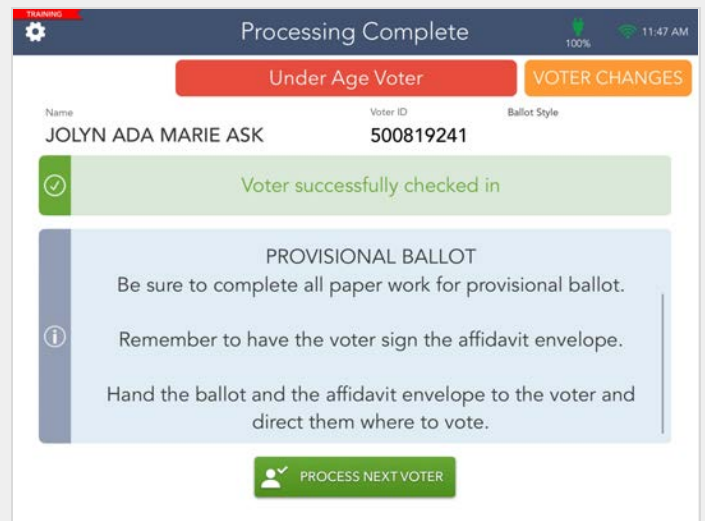
 A slip will **ONLY** print if you have thermal printers.



5 **Congratulations!**

The voter has been successfully checked in with a provisional ballot.

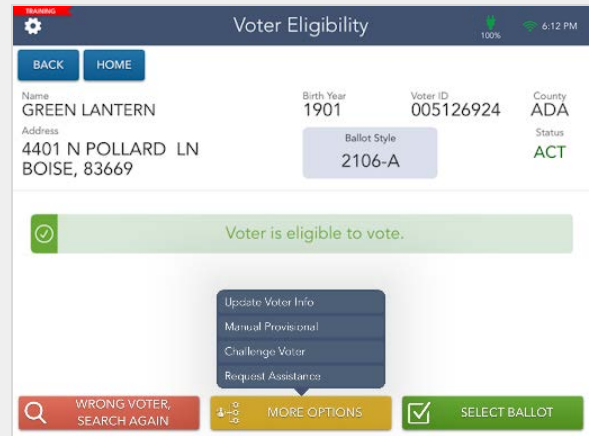
Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



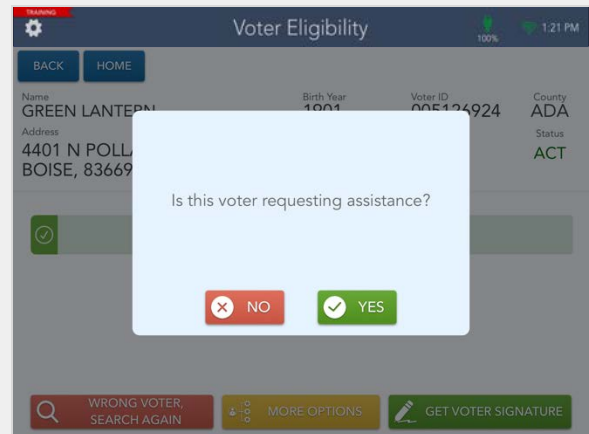
Requires Assistance Voter

If a voter requires assistance while voting, you can process them as a **Requested Assistance Voter** using the Touchpad.

1 Select the **MORE OPTIONS** button and choose **Request Assistance** from the menu options.

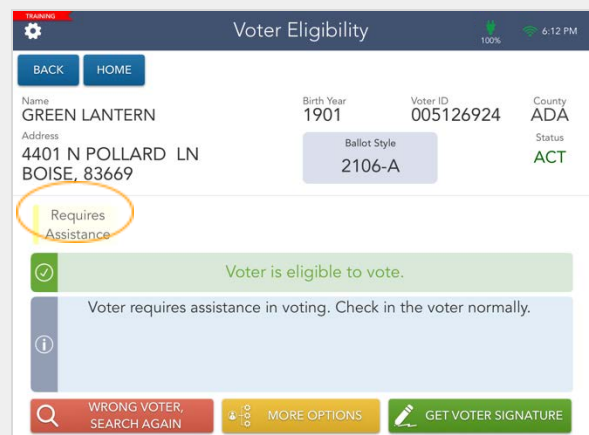


2 Select **YES** to confirm that the voter is requesting assistance.



3 A yellow **Requires Assistance** flag will be displayed in their profile indicating that the voter is now classified as a voter that Requires Assistance.

Proceed to complete the Check-In as normal.

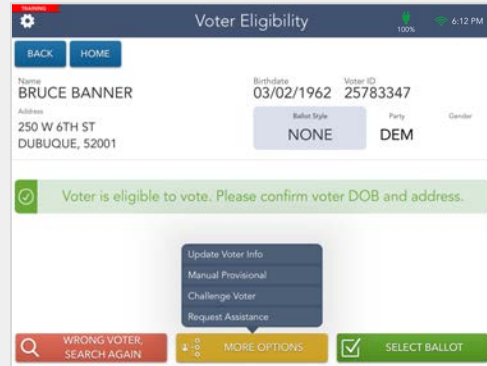


Challenging a Voter

If a voter's eligibility to vote needs to be challenged, they can be processed as a **Challenged Voter** using the Touchpad.

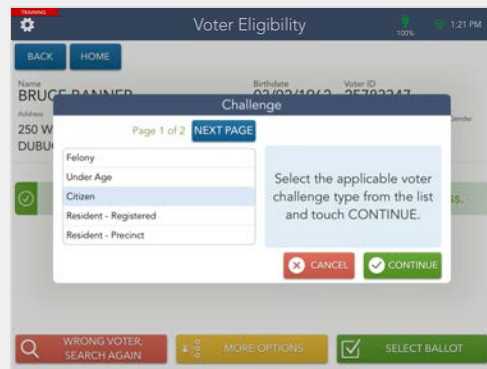
1 Select the **MORE OPTIONS** button.

Choose **Challenge Voter** from the menu options.




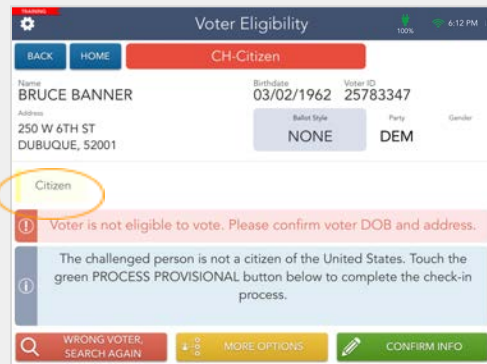
2 Scroll down and select the reason the voter is being challenged from the list.

Then proceed to select **CONTINUE**.



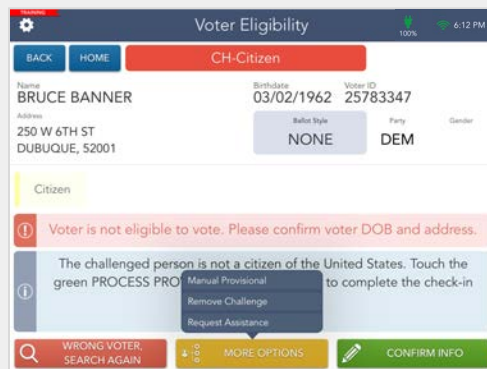
3 A yellow flag with the selected reason will now be displayed to indicate that the voter is now classified as a Challenged Voter.

 **Call your County Elections Office to report the voter's Challenged status.**



4 In the event that a mistake was made, and the voter is in fact eligible to vote, edit their Challenged status by opening the **MORE OPTIONS** button and selecting **Remove Challenge**.

Otherwise, select **PROCESS NEXT VOTER** and move on to the next voter.



Wrong Location Voter

If a voter is in the wrong location, a red “**Wrong Location**” message will be displayed.

1

Ask the voter for their address and confirm it is the one being displayed.



If the address has changed, select the **UPDATE VOTER INFO** button and update their address.

2

If the address is correct and the voter is at the wrong location, select the **RE-DIRECT VOTER** button to guide them to their correct polling location.



If the voter claims they are not at the wrong location, call your County Elections Office for further guidance.

3

The voter’s correct **precinct** and **voting location** will be listed along with a map view of the address. The buttons allow users to:



Toggle the screen towards the voter



Send location address to the voter via text or email



Return to original address/map view



Print the location name and address



Expand the map and print directions to the assigned location.

4

Select **CONTINUE** to finish processing the voter.

5

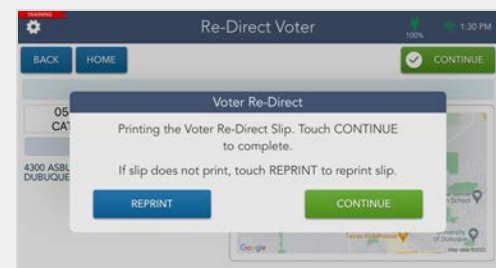
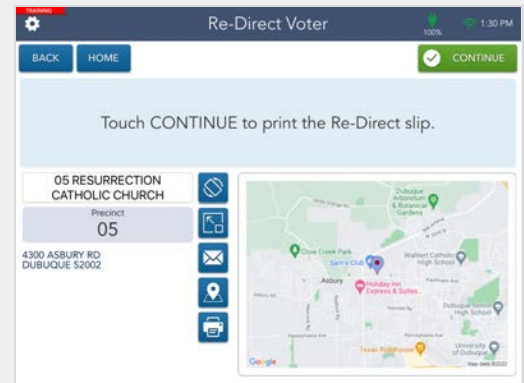
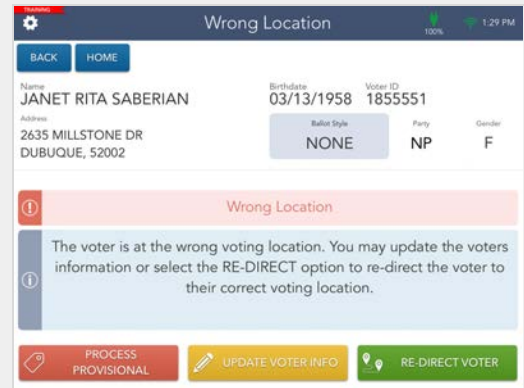
Once the **Re-direct slip** has been printed, select **CONTINUE**.

6

The voter has been successfully redirected.

7

Select the **PROCESS NEXT VOTER** button and move on to the next voter.



Voter History Report

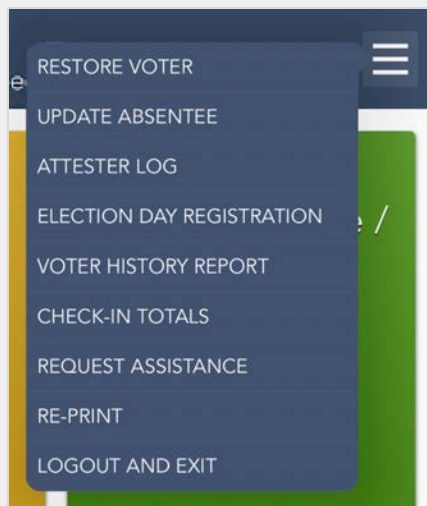
Use the Check-in Logs to access a log containing the voters who have been checked in. These logs can be filtered to see a particular Touchpad or a whole polling location. These logs allow for oversight of all voters that checked in and any spoiled ballots.

To Search for the logs:

- Select the **VOTER HISTORY REPORT** option from the **Launchpad Menu** to view a log containing the voters who have been checked in at the location.



This information is stored within election day.




To Filter the logs:

- To filter the logs from **Location** to a particular **Touchpad**, select the desired filter button in the **INCLUDE FOR** section.



Select a voter to view an image of their signature.

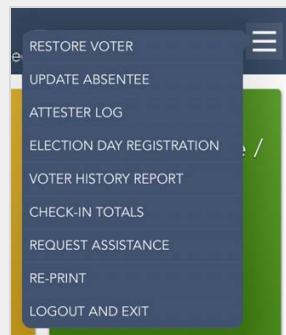
| Include Spoil | Include Provisional | Include For | Sort By | Select Date |
|---|----------------------------------|--|------------------------|----------------------------|
| Yes No Only | Yes No Only | This Location This Touchpad | Check-In Time Name | 2020-09-03 CLEAR |
| 6 check-ins found Page 1 of 2 NEXT PAGE | | | | |
| GRIMM, BENJAMIN | State Voter ID: 010263605 | ***Address Protected*** Precinct: 2106 | 09-03-2020 04:43:04 PM | JOE TRAINER (Paper) 2106-A |
| BAKER, BASIL | State Voter ID: 02366_0903164228 | 2807 E RAGUSA LN MERIDIAN Precinct: 2106 | 09-03-2020 04:42:28 PM | JOE TRAINER (Paper) 2106-A |
| JANE, MARY | State Voter ID: 010500628 | 4910 N ECHO SUMMIT WAY BOISE, 83669 Precinct: 2106 | 09-03-2020 04:40:29 PM | JOE TRAINER (Paper) 2106-A |
| PANTHER, BLACK | State Voter ID: 005144666 | 9605 W BEACON LIGHT RD BOISE, 83669 Precinct: 2106 | 09-03-2020 04:39:46 PM | JOE TRAINER (Paper) 2106-A |
| PARKER, PETER | State Voter ID: 010764496 | 10291 W SNOW WOLF DR BOISE, 83669 Precinct: 2106 | 09-03-2020 04:38:08 PM | JOE TRAINER (Paper) 2106-A |



Restore Voter

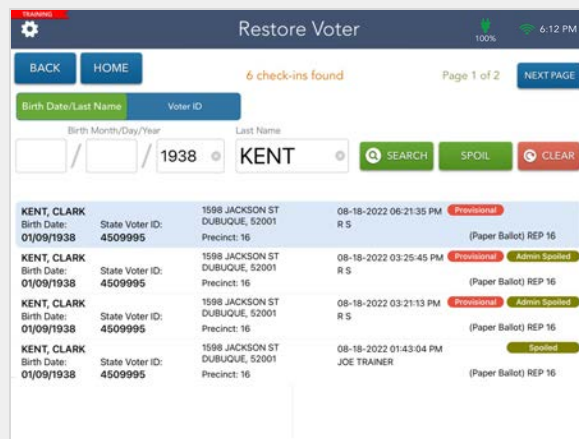
In case a Check-in needs to be reversed (spoil/cancel) there is a function to process it. Use the **Launchpad Menu** to process a **REVERSE CHECK-IN**.

1 Open the **Launchpad Menu** and select **REVERSE CHECK-IN**.



2 Type the first letters of the **Last Name** and **First Name** and click the **SEARCH** button.


Select the voter check-in you would like to spoil, then click the green **SPOIL** button.

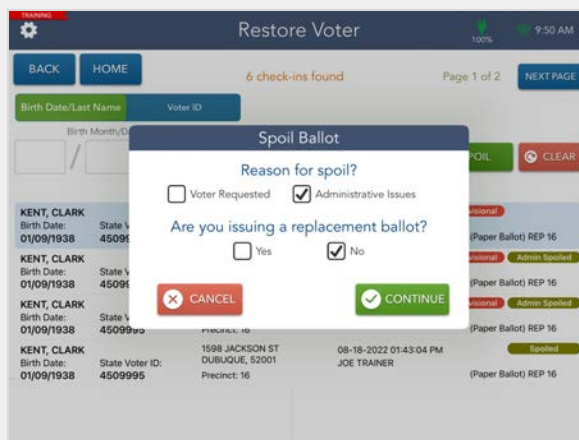


3 A Pop-up will appear:

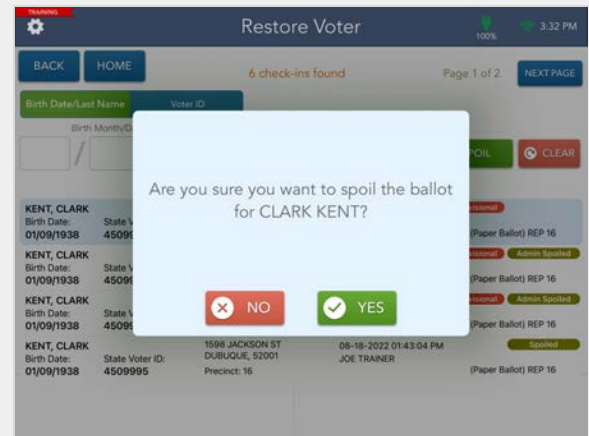
Select the reason the ballot is being spoiled.
Select whether a replacement ballot will be issued or not.

After selecting, touch **CONTINUE**.

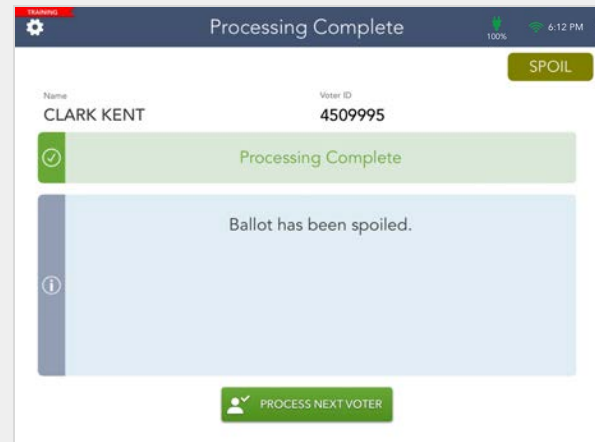
 If you select a replacement ballot then you will go through the standard party ballot style selection process.



- 4 A Pop-up will appear. Select **YES** to confirm that you would like to spoil the ballot.



- 5 Once you come to the **Processing Complete** screen:
- Review any additional instructions for surrendering and reissuing paper ballots in the blue info box.
 - Select **PROCESS NEXT VOTER** once you have finished and move onto the next voter.

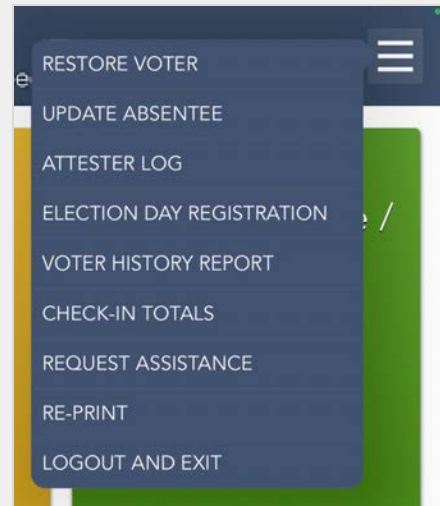


Check-in Totals

To view the total of ballots issued throughout the day use the Check-In Totals page.

Go to the Launchpad Menu.

- Select the **CHECK-IN TOTALS** to access the issued ballots.



Check-In Totals

- This page allows you to account for all the issued ballots.

To Filter Totals:

- Change from **This Location** to **This Touchpad** in the **INCLUDE FOR** section.

A screenshot of the 'Check-In Totals' page in a mobile application. The page has a dark blue header with a gear icon, the title 'Check-In Totals', and status indicators for battery (100%) and time (6:12 PM). Below the header are three buttons: BACK, HOME, and PRINT. The main content area has a form with 'Include For' (set to 'This Touchpad'), 'Show Precinct' (set to 'No'), and 'Select Date' (with a dropdown arrow and a 'CLEAR' button). Below the form is a table with the following data:

| Ballot Style | Asset ID | Ballot Type | Regular | Provisional | Spoil | Total |
|-------------------|----------|-------------|---------|-------------|-------|-------|
| 2106-A | 2366 | Paper | 6 | 0 | 0 | 6 |
| Total for: 2106-A | | | 6 | 0 | 0 | 6 |
| Grand Total: | | | 6 | 0 | 0 | |

Election Day Registration

1

Complete the steps for a Manual Voter Search.



Use this process to verify the voter is not a felon.

→ When the voter is not found, select **ELECTION DAY REGISTRATION**.

2

Register the voter by marking the applicable checkboxes, then click **CONTINUE**.

3

Complete the fields for the voter's name, DOB, party, and gender.

Select **CONTINUE**.

Election Day Registration

BACK HOME

Basic Information

* First Name Middle Name * Last Name Suffix * Gender

ELIZABETH BENNET F

* Birth Month / Day / Year * Party

01 / 01 / 1813 DEM

CONTINUE

4

Enter in the voter's House Number and Street Name that they reside at and select **SEARCH**.

Election Day Registration

BACK HOME CLEAR

Enter information below to locate correct address.

House Number Street Name

1598 JACKSON SEARCH

5

A list of matching addresses will be displayed below. Choose the correct address and select **CONTINUE**.

Election Day Registration

BACK HOME CLEAR

Enter information below to locate correct address.

House Number Street Name

1598 JACKSON SEARCH

1 Address Found

JACKSON ST DUBUQUE, 52001 16 1

CONTINUE

6

Determine if there is a unit number for the voter's address:

- If you select **NO**, you will proceed to the next step.
- If you select **YES**, then enter in the unit type and number before proceeding to the next step. Once you are finished choose **CONTINUE**.

The screenshot shows the 'Election Day Registration' app interface. At the top, there's a settings gear icon, the title 'Election Day Registration', and status icons for battery (100%) and time (6:12 PM). Below the title are 'BACK' and 'HOME' buttons. The address '1598 JACKSON ST DUBUQUE, 52001' is displayed. A question 'Is there a unit number?' is asked, with a red 'NO' button and a green 'YES' button.

This screenshot shows the 'Enter Unit Type and Number' screen. It features a dropdown menu for 'Unit Type' with 'APT' selected, and a text input field for 'Unit #' containing '05'. There are 'CANCEL' and 'CONTINUE' buttons at the bottom right.

7

Enter in the voter's Mailing Address if applicable, then select **CONTINUE**.

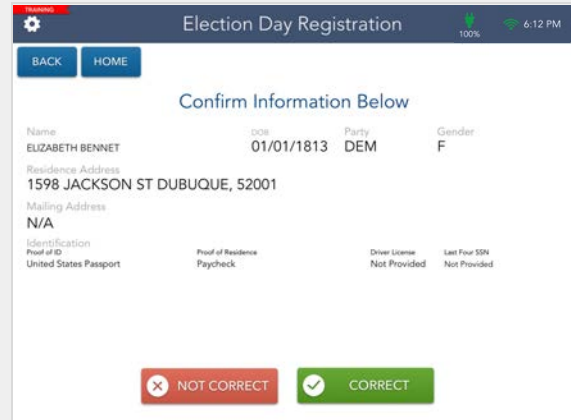
The screenshot displays the 'Mailing Address' form. It includes fields for 'Address Line 1', 'Address Line 2', 'City', 'State', 'ZIP Code', and 'Country'. There is a 'CLEAR' button in the top right and a 'CONTINUE' button at the bottom right.

8

Enter in a state license/ID card, SSN, or mark the voter as having neither if applicable, then select **CONTINUE**.

This screenshot shows the 'Identification' section. It has two rows of options: 'IA Issued License/ID Card' or 'Last 4 SSN', and 'Proof of ID' (with 'United States Passport' selected) or 'Proof of Residence' (with 'Paycheck' selected). A 'CONTINUE' button is at the bottom right.


9 Tilt the Touchpad screen toward the voter and have them verify that their information is accurate by selecting **CORRECT**.

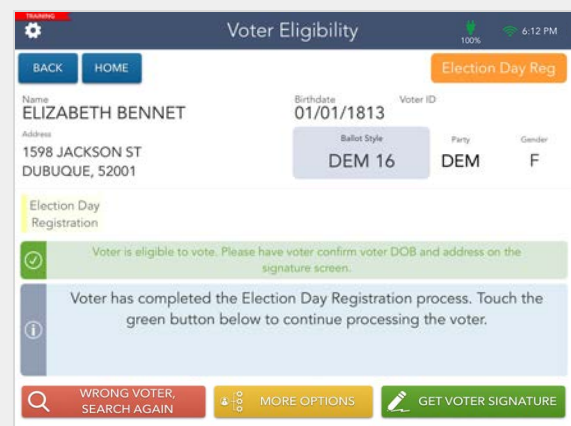


10 Flip the screen back toward you and review the information before selecting **CONTINUE**.



11 Select **GET VOTER SIGNATURE**.
Finish processing the voter as shown in the **General Election Voter Check-in** section of this document.

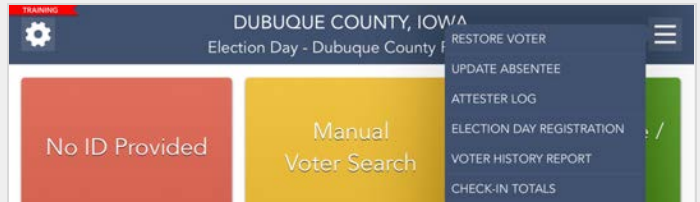
 Review the blue box for any further instructions.



Update Absentee

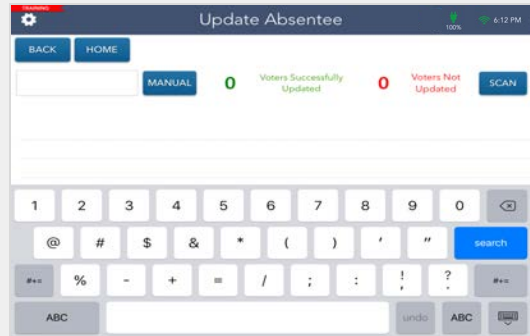
To access and update the absentee voters use the Update Absentee page.

- 1 Go to the Launchpad Menu.
→ Select **Update Absentee**.



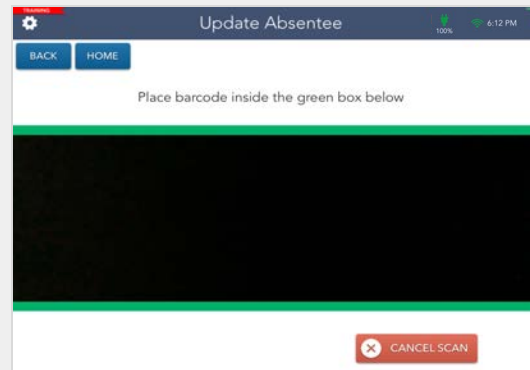
- 2 There are two ways to search for the voter:

→ Type the Voter ID and then press **MANUAL**.

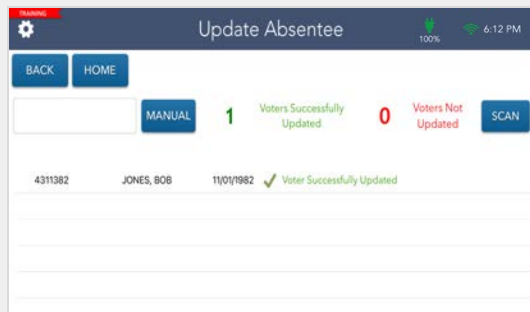


OR

→ Select the **SCAN** and proceed to scan the Voter Barcode.



- 3 Once the voter has been located and updated, you will see a checkmark appear by the voter confirming the change.



Closing the Election

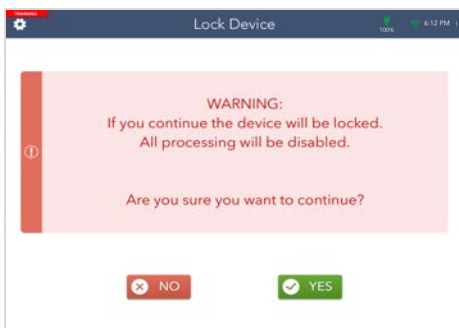
- Once the election has ended, the election has to be closed in the Touchpads.
Open the **Launchpad Menu** and Select **LOGOUT AND EXIT**.



- A pop-up will appear. Select the **CLOSE THE ELECTION** button to Begin the closing process.



- A warning screen will appear. If you are ready to close the election, Select **YES**.



- An orange screen will appear displaying a "Synchronizing Device" message. Wait for the message to disappear.



- Congratulations, you have closed your Election Successfully!**

If your Device has not sent all of its transactions, a **TRANSACTIONS PENDING** message will appear in the left-hand corner.

Don't Panic, this is normal!
Complete the rest of your End-of-Election procedures. Then reach out to your Tenex Account Manager for further instructions on any pending transactions.

