

Stark County Board of Elections



NAME _____

Leadership Team Election Day Guide November 3, 2026 General Election

Poll worker paychecks are mailed approximately 4-6 weeks after an election. Allow 7-10 days for delivery. Checks cannot be picked up at the Board of Elections or at the Auditor's Office. Please do not call either office.

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This guide is intended for use by Voting Location Leadership Teams. It should be used as both a reference document and operator's manual to perform the required duties in preparation for and during Election Day. The information is presented chronologically.

Please read, review, and understand the information in this guide prior to Election Day. Doing so will make a smooth, incident-free election for voters, poll workers, and Stark County Board of Elections' staff.

NOTE: This document is updated for each election.

For any questions, contact information is included on the back cover.



Elections are impossible without the hard work of Precinct Election Officials. YOU are the backbone of safe, secure, and efficient Elections! Your willingness to be a Precinct Election Official helps to ensure your friends, families, and neighbors can participate in the democratic process of Elections.

Please remember that as Election Day Leaders it is important to Vote in every Election. Every Election, no matter how small it may be, is important! If you are not working in your polling location, you can Vote Absentee or Vote Early!

We could not do this without you!
Thank you!

Acronyms Used in this Manual

ADA	= Americans with Disabilities Act
ATI	= Audio Tactile Interface (accessibility for voters with disabilities)
EDT	= Election Day Technician
EPB	= Electronic Poll Book
ICX	= IMAGECAST X (electronic voting machine)
PEO	= Precinct Election Official
VAC	= Voter Access Card
VAT	= Voter Assistance Table
VLM	= Voting Location Manager
VLS	= Voting Location Supervisor
VLFM	= Voting Location Floor Manager
VATM	= Voter Assistance Table Manager
VNC	= Voter Notification Card, card mailed to notify a voter of a change in voter status
VVPAT	= Voter Verified Paper Audit Trail.

PRECINCT ELECTION OFFICIAL (PEO) POSITIONS

Voter Assistance Table Manager (VATM):

- Processes **EVERY** Optical Scan, Provisional, Curbside, and 17-year-old ballot.
- Completes the ballot accounting on the ePollbooks.
- Follows procedures for transmitting information to the BOE including but not limited to incident reports, and voter check-in reports.
- Is responsible for overseeing election observers, members of the media, and pollsters.
- Handles all voters who need assistance and those who are not found or are flagged in the ePollbook.
- Monitors the Check-in Tables to ensure proper procedures are being followed.
- Assists with de-escalation of voters.
- Completes PEO evaluations.

Voting Location Floor Manager (VLFM):

- Contacts all PEOs by the Sunday before the election to confirm their availability to work on Election Day and to discuss location set-up.
- Handles ICX machine and ePollbook issues throughout Election Day.
- Manages the polling location and PEOs and also completes PEO evaluations.
- Coordinates and monitors the set-up of the ICX Voting Machines.
- Monitors the Check-in Tables to ensure proper procedures are being followed.
- Monitors PEOs in the ICX pods, listening for notification sounds and assisting voters.
- Assigns the bipartisan curbside voter team.
- Ensures PEOs collect all Voter Access Cards from voters who have completed voting.
- Coordinates and oversees the PEOs at closing by ensuring all PEOs complete their duties, including running ICX Voting Machine reports and taking down the machines.
- Assists with de-escalation of voters.

Voting Location Manager (VLM):

- Can be either the VATM or VLFM. Appointment is based on political party affiliation to match the dominate political party whose candidate won the last gubernatorial election at the polling location.
- Picks up supplies on the Sunday before the election
- Contacts the Polling Location and organizes Monday set-up.
- Sends the memory stick verification picture to the BOE to receive the authorization code.
- Returns the memory sticks, ballots, ePollbooks, payroll, and remaining supplies to the Board of Elections with a Riderback of the opposite party as soon as possible after the polls close.

Precinct Election Official (PEO):

- Greets the voter and reminds them to have ID ready, providing a simple reminder to make the voter feel welcome, NOT verifying the ID while voters are in line.
- Check in voters on the ePollbooks, verifies IDs, and issues Voter Access Cards.
- Informs voters that their vote is not complete until the GREEN check mark appears on the ICX screen.
- Monitors the ICX pod, listening for a variety of machine alarms.
- Provides assistance at the ICX Voting Machines as part of a bipartisan team.
- Performs other duties as directed by the VLFM and VATM.
- Gathers all Voter Access Cards from voters as they complete voting and exit the polling location then returns cards to check-in table(s).
- Works as a team member with all other PEOs in the setup and closing of the polling location.

PEO Riderback:

- After voting ends, leaves with the VLM as soon as possible to return the memory sticks and supplies.
- Receives an additional \$10 in base pay to perform this extra duty.

POLL WORKER BASICS

IMPORTANT: Contact the BOE if the polling location is not unlocked by 5:30 a.m.



Election Day Schedule	
5:30 a.m.	PEOs Arrive Prepared to Set Up the Polling Location
6:30 a.m.	Polls Open to Voters
7:30 p.m.	Polls Close to Voters *
* Any voters in line at 7:30 p.m. must be permitted to vote. The voters can be brought inside with doors locked, or a PEO can be posted at the end of the line.	

The goal for any election is to be finished by 8:30 p.m. The VLM and PEO Riderback should leave immediately after transmitting their Memory Stick verification photo and receiving their release number from the Board of Elections. If the bipartisan team is delayed for any reason after that point, the VLM should call the BOE. All other PEOs are able to leave the polling location after the voting machines are shut down, all forms are completed and signed, and the ICX Voting Machines are locked in their assigned cages. If your location is assigned for Tuesday night pick up, remain at your location until the delivery trucks have left.

IMPORTANT: PEOs are **NOT** permitted to leave the polling location during Election Day.

Please bring everything you will need throughout the day:

- Food/beverages: Can be carried in or ordered. Food is not permitted to be eaten in the presence of voters. Beverages can be placed behind the Check-in or VAT. The VLM will contact the polling location prior to Election Day to find out whether a refrigerator, microwave, beverage machine, etc., are available to use.
- Medications.
- Jacket/Sweater.
- Cell Phone & Charger: Cell Phones should be silenced/set to vibrate. Except for calls to the BOE, cell phones are not permitted to be used at the Check-in Table or VAT. The Voting Location Leadership Team must keep their phone turned on during the day.
- PEO Election Day Guide, ICX Voting Machine Guide, and any notes from training.
- Cushion: Many locations have metal folding chairs.



Dress comfortably and appropriately:

- Business casual is suggested.
- All PEOs are required to wear a uniform (provided by the BOE) so they can easily be identified as election officials.
- DO NOT WEAR: Clothing with inappropriate messages or graphics, low-cut or strapless tops, distressed or ripped jeans, hats, flip flops, pajamas, or unwashed clothing.

Except during break time (and away from voters), refrain from reading newspapers or using laptop computers, iPads, and cell phones.

Ethics Policies/Conduct



The Secretary of State has established a PEO ethics policy, that provides guidelines for poll worker conduct. New PEOs receive a copy of this ethics policy and sign the Ethics Policy Acknowledgement Form stating that they have read the policy and agree to uphold its provisions. Returning PEOs receive a copy of this ethics policy and sign the acknowledgement form annually.

Precinct Election Official Conduct

Precinct Election Officials are expected to:

- Be professional, friendly, and helpful with **voters** and fellow PEOs.
- Work as a TEAM with all PEOs in the voting location.
- Follow the directions of the Voting Location Leadership Team and the instructions in the manual to ensure that all procedures are followed correctly.

PEOs may NOT engage in the following activities while serving at the polls:

- Campaign for any candidate, party, or issue.
- Wear or distribute campaign materials.
- Collect signatures on petitions.
- Serve in a precinct where he/she is a candidate (except for unopposed Central Committee candidates).
- Disclose information about voter ballots or how they voted.
- Discuss candidates or issues on the ballot.
- Use foul or abusive language.
- Offer items for sale.
- Serve in a precinct where a family member or business associate is a candidate on the ballot (except when unopposed).
- Make comments on race, religion, gender, ethnicity, disabilities, sexual orientation, or political affiliation.

IMPORTANT: NEVER discuss anything of a political nature while working on Election Day.

Polling Location Conduct

Voters and members of the public, including the media, may NOT engage in the following activities in the polling location on Election Day.

- Campaign for any candidate, party, or issue.
- Conduct exit-polling in the room where voting occurs.
- Conduct interviews with poll workers while they are performing Election Day duties.
- Collect signatures on a petition.
- Interfere with poll workers' duties or the voter check-in process.
- Infringe on a voter's right to privacy.
- Try to influence or intimidate voters.

Question:

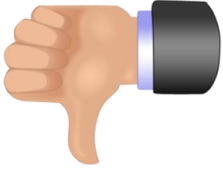
A voter enters the polling location wearing campaign attire. What should a PEO do?

Answer:

PEOs should inform the Voting Location Floor Manager, who will politely ask the voter to remove or cover the items. By law, the polling location must be free of any campaign paraphernalia, including attire. If the voter refuses, the voter can still vote, but the incident must be reported to the BOE.

Voting Location Leadership Teams should file an Incident Report if any of these situations occur.

People in the Polling Location

<i>People who ARE allowed in the polling location:</i>	<i>People who are NOT allowed in the polling location:</i>
• Election Officials. • Voters (and their minor children). • Someone reviewing the BLUE VOTER LIST. • A person assisting a voter. • An Election Observer bearing a certificate of appointment. • Members of the media. 	• Pollsters (people conducting exit polls). • Candidates for office or other individuals who are campaigning or electioneering. • Anyone collecting signatures for a petition. • PEOs should ask a member of the Voting Location Leadership Team when they have questions about access to or conduct allowed within the polling location. 

People with Limited Access

Election Observers:

Election Observers are appointed by specific appointing authorities to observe the proceedings of an election. If an observer arrives at your location, the VATM should check their certificate of appointment and administer their oath. Observers are permitted to watch and inspect but are never permitted to handle any election materials or interact with voters or PEOs.

Election observers are not permitted to:

- Impede, interfere with, or disrupt an election, or in any way intimidate a voter, or risk violating the secrecy of the ballot or voter privacy.
- Take photos, videos or record conversations inside the polling location or talk on the phone inside the polling location (Election observers are allowed to send and receive text messages or phone calls).

Media, Photography, and Video:

Any person may enter and check the posted **BLUE VOTER LIST**. They are permitted to take a photo of the list. Members of the media are permitted in the polling location. **A member of the Voting Location Leadership Team must call the BOE immediately if a reporter or journalist arrives at the polling location.** Refer questions from the media to the BOE Director or Deputy Director. Media members must respect a voter's right to privacy and must not interfere with the duties of PEOs. Reporters should request permission from a voter or poll worker before photographing them.

Candidates for Office:

Candidates for elected office may vote in person at their assigned polling location. They may NOT wear any campaign items (button, T-shirt, etc.) or campaign within the polling location. Candidates may not assist voters who are casting their ballots.

Pollsters:

Pollsters conducting exit polling are allowed OUTSIDE the polling location (within 100 feet) but are not allowed INSIDE the polling location. Pollsters are permitted to be outside the polling location—even within 100 feet of the entrance—but they should not interfere with or disrupt the election or otherwise violate the law.

Information Security

All poll workers are responsible for ensuring that the forms, ballots, and voting machines remain safe and free from tampering.

Voting Location Leadership Team members are to report security issues to the Board of Elections.

If a PEO witnesses any security issues, they must inform a member of the Voting Location Leadership Team.



Safety Considerations

As a member of the Voting Location Leadership Team, one of the most important duties is to keep the polling location safe. Be observant, check in regularly with building staff and security (if applicable), and keep eyes open for anything that seems unusual, such as:

- Suspicious people who don't vote or who spend time observing the polling location.
- People who ask unusual questions, demonstrate suspicious behavior, show unusual interest in when the polls close, ask when the ballots are to be picked up, enquire about security procedures, or other procedures not related to voting.
- Vehicles that appear out of place and cannot be accounted for by building management, employees, or PEOs.
- People who take pictures of the polling area, other than members of the media.
- People who are reluctant to identify themselves or who are obviously avoiding PEOs.
- Packages that are left unattended or appear to be unusual.

If You See Something, Say Something! If You Hear Something, Say Something!

IMPORTANT: A member of the Voting Location Leadership Team should report any suspicious behavior or activity by phone to the Board of Elections immediately.

BE PREPARED TO REPORT THE FOLLOWING DETAILS:

Description of Individuals:

- Gender
- Height/Weight
- Hair/Skin Color
- Facial Hair
- Tattoos or Scars
- Clothing Description

Description of Vehicles:

- Make/Model/Year
- Color
- License Plate (Number and State)
- Description of Driver/Occupants
- Activity
- Distinguishing Features

In Case of Emergency

In an emergency, remember to remain calm.

The personal safety of all PEOs and voters at the location is the initial concern and priority.

Medical Emergency

1. Call 911. Anyone can call 911 during the emergency.
2. Once the medical emergency is under control, call the Board of Elections.
3. Complete Incident Report form 450 located in the Leadership Notebook.



Emergency Situation That Requires Law Enforcement

1. Call 911. Anyone can call 911 during the emergency.
2. Once the emergency situation is under control, call the Board of Elections.
3. Complete Incident Report form 450 located in the Leadership Notebook.

Emergency Situation That Does Not Require Law Enforcement

1. Call the Board of Elections for further instructions.
2. Complete Incident Report form 450 located in the Leadership Notebook.

Power Outage

In the event of a power outage, a member of the Voting Location Leadership Team must immediately notify the Board of Elections.

If 100% charged, the ePollbooks have enough battery power to run for a few hours; the ICX Voting Machines will have enough battery life to last more than 4 hours; and the Verizon MiFi battery has 24 hours of life. Most power outages are temporary. If the outage is prolonged, the BOE will provide instructions on how to process voters.



Do not open the Orange Back-up Documents Notebook unless instructed to do so by the BOE.

**Do not complete an incident report on the ePollbook
for the emergencies listed above!**

Accident Prevention

The Stark County Board of Elections is committed to making each and every polling location as safe and accident-free as possible. Every PEO should be aware of potential safety hazards and know how to prevent accidents.

Prevent Slips, Falls, and Trips

Slips generally occur when floors or other walking surfaces become wet or oily due to cleaning, rain or snow, or leaks. Trips may be caused by materials and debris left in walkways, uneven floor surfaces, improperly secured electrical cords, holes or depressions, bunched mats or carpets, and uneven stairs. Tape down cords with **BLUE PAINTER'S TAPE**. If PEOs notice any of these hazards, they must notify a member of the Voting Location Leadership Team immediately.



Know The Polling Location

- Examine the surroundings for hazards before opening the polling location.
- Establish the primary exits in case of fire or emergency.
- Know the safest place to go in the event of a tornado or severe storm.

Keep Things Clean and Clear

- Keep workplaces and floors as clean, orderly, and dry as possible.
- Use **BLUE PAINTER'S TAPE** to secure the cords to the floor.
- Keep all aisles and passageways clear and remove all obstructions.
- Ensure that aisles are sufficiently wide for voter access to voting equipment (36 inches per ADA).

Clean Up Spills Immediately

- PEOs must notify the Voting Location Floor Manager who will alert the building custodian and block off any spill as soon as it occurs. If there is no custodian available, the Voting Location Floor Manager should be responsible for cleaning up a spill.

Wear Proper Footwear

- During inclement weather, wear appropriate boots or shoes and change into "regular" shoes once inside the polling location.
- Wear closed-toe shoes rather than sandals for extra protection.
- VLFMs should ensure PEOs are wearing proper footwear.

Protect Hands

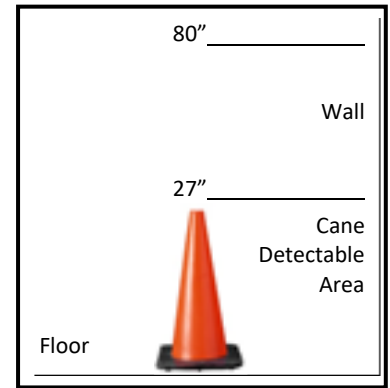
- When handling the ICX Voting Machines, avoid pinch points, which can injure fingers and hands. The ICX Voting Machine Guide points out typical pinch points during setup and closing procedures.

ADA-COMPLIANT LOCATIONS

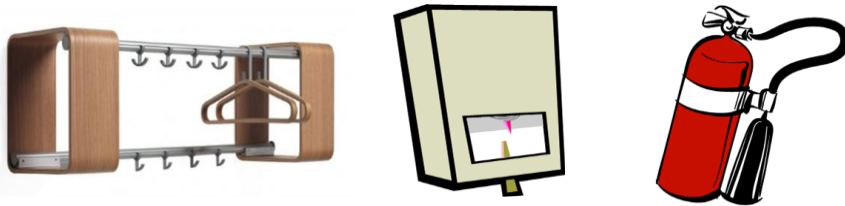
NOTE: Outside ADA equipment is delivered and setup by the EDT before the election.

Non-cane detectable objects

Many visually impaired individuals use a cane to detect objects in their path. Only objects between the floor and 27 inches high can be detected by a cane. Therefore, items that protrude from the wall more than 4 inches and are between 27 inches and 80 inches high are dangerous to visually impaired voters. To prevent injury on Election Day, any items in the polling location that are not cane-detectable will be marked with a cone. The cone will prevent the voter from bumping into the protruding object.



Common items that protrude from the wall include coat racks/hooks, thermostats, and fire extinguishers.



Door thresholds and changes in height

It is vital that the accessible route does not have changes in height more than $\frac{1}{2}$ inch. If a change in height is more than $\frac{1}{2}$ an inch, a ramp or threshold strip will be sent to the polling location. If you see something a voter in a wheelchair might have trouble navigating over or around, please contact the BOE.

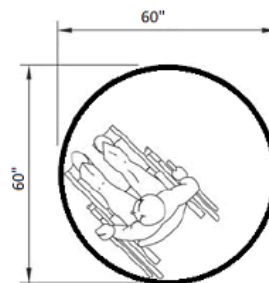


Keeping the path clear

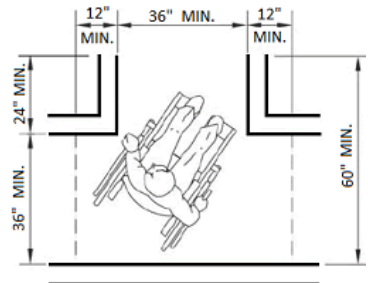
Voters using a wheelchair or mobility scooter require at least a 36-inch path throughout the polling location. They also require an area either a 60-inches by 60-inch, or a T-shaped area with the dimensions shown below to easily maneuver in the polling location.

Which door? Make it clear!

If a polling location has a separate accessible entrance it is important to let voters know. Make sure the accessible entrance signs are visible and in the right places.



(a) 60 INCHES DIAMETER SPACE



(b) T-SHAPED SPACE FOR 180 ° TURN

A map of ADA Equipment required for each polling location can be found in the Voting Location Leadership Notebook.

ASSISTING VOTERS WITH DISABILITIES

As with any voter, always identify yourself as a manager and be patient.

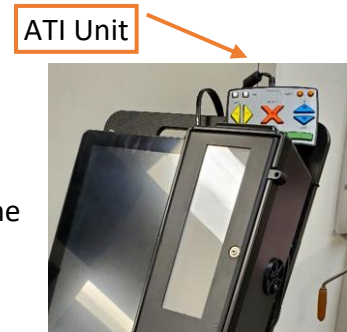
Voters who need assistance to read and/or mark the ballot may ask for assistance from the individual of their choice, with the exception of their employer, an agent of their employer, an officer or agent of their union, or a candidate on their ballot.

Voters may also receive assistance from two PEOs, each from a different political party.

ICX Touch Screen Accessibility

All ICX Voting Machines are raised to the same position. This is the correct position for ADA access.

For each polling location, ICX Voting Machine #1 is set up to include an ATI Unit. PEOs should make certain the area around this machine is clear of all obstructions. This space should accommodate any voter in a wheelchair or anyone who needs to vote while seated. A voter in a wheelchair should be able to navigate between walls and other obstacles in the path to and from the voting station.



Voters Who Are in Wheelchairs or Have Mobility Impairments

- Ensure chairs are available for the disabled, ill, elderly, or pregnant.
- Do not push or touch a person's wheelchair without prior consent.
- Do not lean or hang on a person's wheelchair. Adaptive equipment is an extension of the body and part of personal space.
- When speaking with someone in a wheelchair, place yourself at eye level by sitting or kneeling so they do not have to look up at you to communicate.
- Ask before helping. Grabbing someone's elbow might throw them off balance. Opening the door for someone leaning on a door might cause them to fall.
- Fasten (e.g., tape down) mats and throw rugs securely or move them out of the way.
- Keep floors as dry as possible on rainy or snowy days.
- Make sure wheelchair-accessible doors are unlocked and barrier-free (including the ramps).

Voters Who Have Speech or Hearing Impairments or Who Are Deaf

- Wave a hand to attract the attention of a voter who is hearing impaired. Face the voter at all times and keep your face in full light. They may be able to read lips.
- Follow the voter's cues to determine whether speaking, gesturing, or writing is the most effective method of communication.
- Listen carefully and never pretend to understand; instead repeat what you understood and allow the person to respond. Ask questions that require only short answers or a nod of the head.

IMPORTANT: **DO NOT SHOUT.** When speaking to the voter, do so calmly, slowly, and directly. Your facial expressions, gestures, and body movements can aid in understanding. If not understood at first, repeat or rephrase the statement. Communicate in writing,

if necessary.

Voters Who Are Blind or Visually Impaired

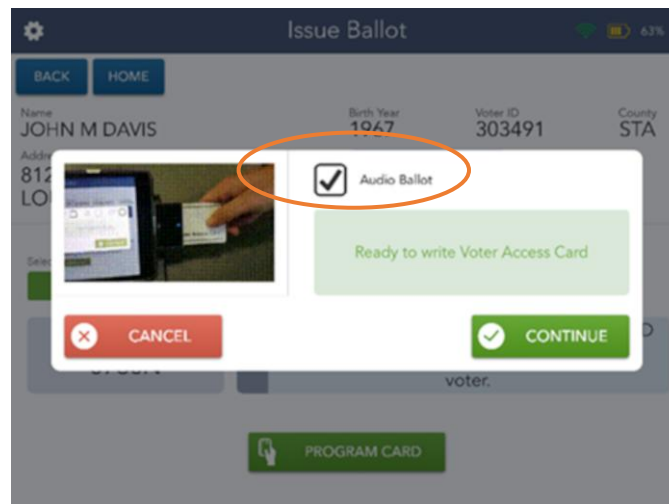
- Verbally offer assistance. Under usual conditions, verbally offer an arm to the voter. If assistance is accepted, gently place an arm under the hand of the voter rather than taking their arm.
- If the voter has a guide dog, walk on the opposite side of the voter from the dog. Do not feed, pet, or otherwise distract the dog without the permission of the owner.
- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel. For example, "The Check-in Table is at 3 o'clock; we are processing voters there."
- Let the voter know if you are going to leave them.
- **DO NOT SHOUT.** Remember visual impairment or blindness is not the same as hearing impairment.
- Offer large text or an Audio Ballot for the ICX Voting Machine to anyone who is visually impaired.

The text size on the ICX screen may be increased by selecting Increase Text Size  on the ICX screen. This will also increase the size of the font in the illuminated printer window.

ICX Audio Ballot and Large Text

A voter who is visually impaired or literacy challenged can use an Audio Ballot to vote and cast their ballot on ICX Voting Machine #1.

To encode an Audio Ballot Voter Access Card at the ePollbook, the PEO should select "Audio Ballot."



The voter will insert the Voter Access Card into ICX Voting Machine #1 to navigate the ballot and screen controls listening to the available headset. Refer to the ICX Voting Machine Guide and the ATI User Guide (located inside the clear ATI storage bag) for details on accessibility features.

ELECTION PREPARATION

Prior to the election, the BOE will email the VLM Election Preparation Letter to each VLM.

Rosters of PEOs can be found in the Voting Location Leadership Team Notebook and will be emailed to the Voting Location Floor Manager.

IMPORTANT: Communication is important. Please respond to all phone calls, texts, and emails from the Board of Elections. Make sure your phone's voicemail box is set up and not full.

VLM Election Preparation Letter

Equipment Pickup will remain on SUNDAY.

The VLM Election Preparation Letter is emailed to each VLM and includes **EQUIPMENT PICK-UP DAY** information:

- Polling location information (sample of content shown below).
- SUNDAY supply pick-up information and procedures.
- Polling Location Identification form to bring to Sunday pick up.
- Any additional information the VLM may need.

Please bring this page with you on Saturday, May 5, 2018 when you pick up your supplies for your precinct.

Rodman Public Library

1

Printed Name: _____

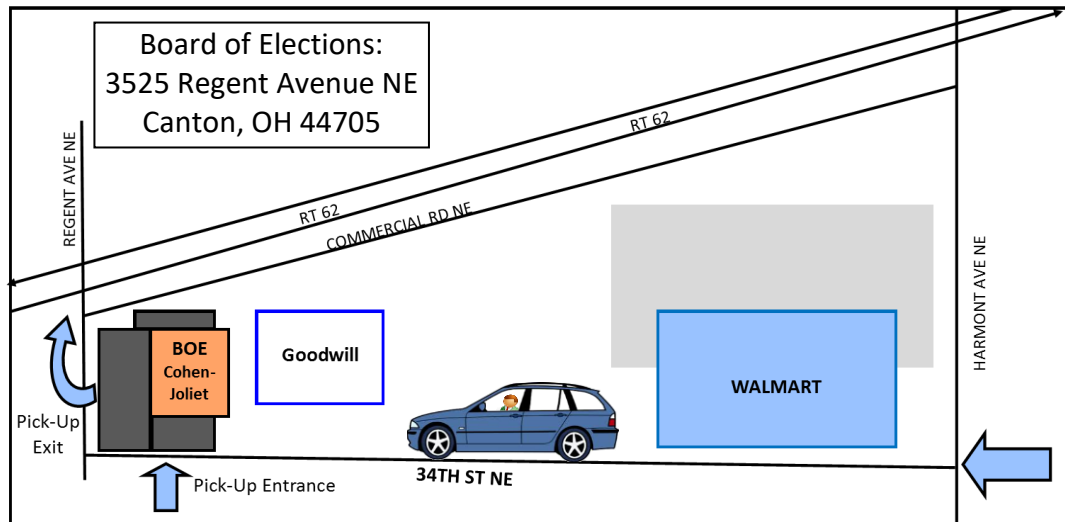
Signature: _____

★ Voting Location Manager Information ★	
Precincts:	ALLI1A ALLI2B
Polling Location Name, Address and Polling Location Number:	Rodman Public Library PRECINCT LOCATION # ALLI1A
	215 East Broadway St Alliance 44601 330-821-2665
AM Location Contact Name and Phone Number(s)	Amelia Earhart: 330-555-1234
Election Equipment will be delivered to the assigned Polling Location on:	Monday, November 4, 2024 12:30-2:00 pm
Information about Monday setup at this location:	Library Hours are 9:00 am - 8:30 pm
VLM picks up supplies at the Board of Elections on SUNDAY , November 3, 2024:	[The exact supply pick-up time is shown here]
Time to arrive at the assigned Polling Location on Election Morning:	By 5:30 a.m.

Preparations for Monday Setup

- Monday setup, the VLM calls the polling location contact person to confirm a setup time. You do not have to be present for the delivery of the ICX machines. The Election Preparation Letter includes information about ICX delivery and setup availability for the location.
- The Voting Location Floor Manager (VLFM) will contact all PEOs as a reminder about working Election Day. During those calls the VLFM will create a team that will assist with Monday set-up. Only PEOs who can lift the 53-pound ICX Machines should be included on the team. Any PEO who sets up on Monday will receive an extra \$10. **NOT ALL PEOs NEED TO BE ASKED TO HELP WITH MONDAY SET-UP** . If you have difficulty finding PEOs to assist, contact the BOE.

VLM Sunday Supply Pick-up



Supplies are to be picked up on the Sunday before the Election at your assigned time between 8:00 a.m. and 11:30 a.m. The pick-up entrance is at the back of the Board of Elections off 34th Street, as shown on the map. **Be sure to bring the Precinct Location Identification form with you. (If you are unable to print out the Precinct Location Identification Form, write the information on a 8 1/2 x 11 sheet of paper.)**

During this time, police officers and BOE staff will be directing traffic. Stay in your vehicle. BOE staff will bring all items out and place them in the vehicle. It is not necessary to assist or enter the building.

List of supplies received at Sunday pick up:

- Blue ballot case(s) containing paper ballots
- Voting Location Leadership Team Notebook
- CHAIN OF CUSTODY** forms (one for EACH precinct)
- ePollbook Suitcase(s)
- PURPLE TRANSFER BAG**(s)
- Gray Supply Suitcase(s)
- Flags and privacy panels
- Trash can with PPE, such as hand sanitizer
- Refer to Appendix A for a more complete list of equipment, lock colors, and supplies.

IMPORTANT: Make sure you bring a valid photo ID to pick up your election supplies from the Board of Elections.

Please ensure the pick-up vehicle is empty and has enough space for the supplies to be picked up.

Do not bring an open-bed pickup truck. Pick-up items should be removed from the vehicle and stored securely until Election Morning. **Never use the vehicle with elections items on board between Sunday pick-up and Election Day.**

Pink Chain of Custody Form

CHAIN OF CUSTODY *front*

VOTING MACHINE EQUIPMENT, SUPPLIES AND/OR BALLOTS CUSTODY FORM

The purpose of this form is to track the custody and location of voting equipment, including electronic poll books, supplies and/or ballots from the time the voting equipment, supplies and/or ballots leave the board of elections office until returned to the board of elections office. A signature is required whenever the equipment, supplies and/or ballots change hands or location. By signing the Chain of Custody Log, the signer is certifying that he or she took custody of the voting equipment, supplies and/or ballots or delivered it to a particular location. Whenever custody of the voting equipment, supplies and/or ballots changes, the individual transferring custody or receiving custody must examine the voting equipment, supplies and/or ballot packets to ensure that all seals are in place and that it appears to be intact and in sufficient working order as can be determined by a visual inspection.

County Name STARK COUNTY, OHIO

Designated for:

«PREC» «Poll Location»

DESCRIPTION OF EQUIPMENT, SUPPLIES AND/OR BALLOTS

Equipment Identifier, if any:

«Ballots» Total Paper Ballots

Other Supplies and/or Ballots (describe by type and number):

«Pollworker Cards» Pollworker Card(s) «Voter card» Voter Access Card(s)
«Ballots» Paper Ballots, «TC» Transfer Case(s),
«EPC» ePollbook Case(s), «Ballot Box» Ballot Box, «Suitcases» Suitcase(s)

Description of condition of the Voting Equipment, Supplies and/or Ballots:

«Ballots» Paper Ballots shrink wrapped

(The description must include the name of the voting equipment and whether a memory card or cartridge is already installed (e.g., AccuVote-ICX with memory card installed or ES&S M100 without memory card installed).

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME:
Place: Stark County Board of Elections 3525 Regent Ave. NE Canton, OH 44705	Voting Location Manager <u>Print Name here</u> Voting Location Manager <u>Sign Name here</u>	Date: _____ Time: _____

CHAIN OF CUSTODY LOG

This Chain of Custody Log must be reproduced on a single paper, front and back to prevent separation of papers. This Chain of Custody Log must be maintained by the board of elections and the voting location manager of a voting precinct depending on voting equipment location. Whenever the voting equipment, supplies and/or ballots change hands or location the person taking custody must sign the Chain of Custody Log. This Chain of Custody Log must be in the possession of either the board of elections or the voting location manager of the voting precinct to which the subject voting equipment, supplies and/or ballots has been assigned.

NEVER drive around with ballots and voting materials in your vehicle after Sunday pick-up. Store them securely in your home.

Sunday Pick-up

The VLM receives one **CHAIN OF CUSTODY** form for EACH precinct during Sunday pick-up. They will print their name, sign, date, and record the time on each form. The VLM keeps the form(s) in the Voting Location Leadership Team Notebook.

CHAIN OF CUSTODY *back*

For example, before the equipment, supplies and/or ballots leave the board of elections office, the board of elections employee transferring custody of the equipment, supplies and/or ballots to another individual must sign under the

"RECEIVED FROM or TAKEN CUSTODY FROM LOCATION" column. The person receiving custody must sign in the presence of the board employee the "RECEIVED BY or DELIVERED TO LOCATION" column next to the board employee's signature. Whenever the voting equipment, supplies and/or ballots change custody again, the persons transferring custody and receiving custody must sign under the appropriate columns. This will document the custody and location of the voting equipment, supplies and/or ballots at all times while it is outside of the board of elections.

If equipment, ballots and/or supplies are being delivered to a location without human supervision (e.g., a polling place before an election), the deliverer must sign his or her name under the "RECEIVED FROM" column and enter "NONE" and sign his or her name under the "RECEIVED BY" COLUMN. In all instances, the person who signs in the "RECEIVED BY" column must complete the column, "DATE/TIME/PLACE" at the time of the transfer of the equipment.

In the case where custody of the equipment, supplies and/or ballots is released to an unsupervised polling location before Election Day and not to an individual, the voting location manager on Election Day must enter "NONE" sign and under the "RECEIVED FROM" column when he or she arrives at the polling place location and is responsible for custody of the voting equipment, supplies and/or ballots before the polls open on Election Day. In such case, this Chain of Custody form for each voting machine, along with any corresponding supplies and/or ballots in the precinct must be in the voting location manager's supply bag along with the accompanying Directive 2012-46.

WHENEVER VOTING EQUIPMENT, SUPPLIES AND/OR BALLOTS CHANGE HANDS OR LOCATION THIS FORM MUST BE SIGNED. BY SIGNING THIS FORM YOU ARE STATING THAT YOU HAVE EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION.

VLM WILL TAKE MEMORY CARDS, ePOLLBOOKS & BALLOT BOX WITH SUPPLIES TO BOARD OF ELECTIONS

Equipment & Supplies Delivered to Board of Elections

«ICX» ICX Memory Sticks, «Pollworker Cards» Supervisor Card, «Voter card» Voter Access Card, «Ballots» Paper Ballots, «TC» Transfer Case(s), «EPC» ePollbook Case(s), «Suitcases» Suitcase(s), «Ballot Box» Ballot Box

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME:
Voting Location Manager <u>Print Name Here</u> Voting Location Manager <u>Sign Name Here</u>	Place: Stark County Board of Elections 3525 Regent Ave. NE Canton, OH 44705	Date: _____ Time: _____
PEO Riderback <u>Print Name Here</u> PEO Riderback <u>Sign Name Here</u>		Release Authorization: _____

Election Night Return

The VLM will write the Release Authorization Code from the BOE on the back, lower right before they leave the polling location.

The PEO Riderback will place the Chain of Custody on their lap.

Upon arrival at the BOE, the VLM and PEO Riderback will then print and sign their names, including the date and time.

VLS RESPONSIBILITIES

As a VLS (Voting Location Supervisor), your job will be to lead the PEOs in the final tasks at the end of the night. **The priority is to get the VLM back to the BOE with the election results and supplies.** Once the VLM has left, then you will proceed to help with the remaining tasks.

VLS Job Duties:

- 1.) Aid the PEOs in tearing down and putting away any remaining ICX machines. Verify that the ICX machines cases have been locked with the **RED ZIP TIE LOCK** which is located in the black pouch on the ICX machine. **Teardown teams cannot lock ICX suitcases; only poll workers can.**
- 2.) Once the machines have been locked and put into the ICX cage, sign and date the **YELLOW CHAIN OF CUSTODY** on the last page. Ensure the **BLUE ZIP TIE LOCK** numbers have been recorded, then place the completed form in the clear sleeve located in ICX cage #1.
- 3.) Return the following items in the cage: Privacy binders, small American Flags, large American flag, and the sign trifold. Refer to page 15 for how to put items back in the cage to ensure nothing is damaged.
- 4.) Lock the ICX cages with the **BLUE ZIP TIE LOCK**. **If your polling location has Tuesday Night ICX pickup you must wait until the moving trucks arrive to take the ICX cages; then you may leave.**
- 5.) Put any tables or chairs back where they belong. Make sure the polling location is as clean as when you arrived for Monday Set-up.
- 6.) Inform the correct individual at the polling location that you have finished cleaning up so that they may lock up the facility.

Riderback Emergency:

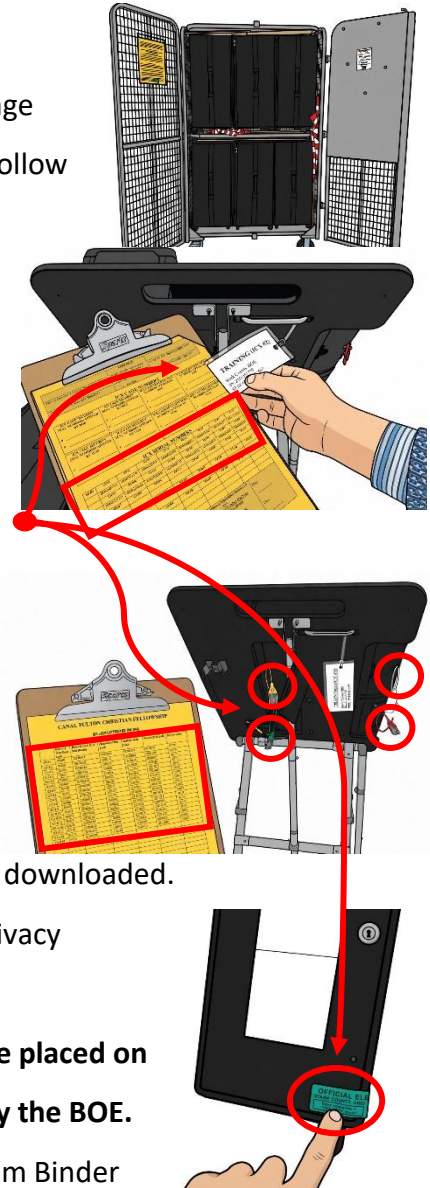
In the event your designated Riderback gets sick or cannot serve all of Election Day, find a suitable replacement of the opposite party of the VLM to ride back to the Board of Elections prior to closing the polls. **IF AN EMERGENCY OCCURS and your VLM becomes sick or unable to return the election results, the VLS and a member of the opposite party will deliver the election supplies to the Board of Elections in a bipartisan manner once the polling location has been secured.**

MONDAY SET-UP

Monday Set-up will be conducted under the guidance of the Voting Location Leadership Team. Be sure to follow the directions given in the guide and by the Floor Manager on Monday. **DO NOT CUT OFF ANY LOCKS ON THE ICX MACHINES.**

What is Expected for Monday Set-up:

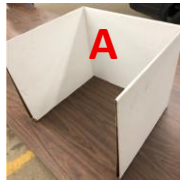
- Two people will work together to **lower** the ICX suitcases out of the cage and **stand up** the ICX machines. Although machines are heavy, if you follow the proper directions, the lifting should be minimal.
- **Inspect** ICX machines for physical damage and check tamperproof tapes, security seals, and seal numbers. Ensure the ICX serial numbers match what is listed on the **YELLOW CHAIN OF CUSTODY** and the **ORANGE BALLOT ACCOUNTING CHART**. If any locks or seals show evidence of tampering, contact the Board of Elections.
- Run the electrical cords for the ICX machines. Only tape down electrical cords that are in walkways to prevent voters from tripping or falling.
- VATMs will **set up** the MiFi, printers and ePollbooks at the polling location.
- VATMs will **text** a photo to the BOE to **confirm** the delta file has been downloaded.
- VATMs will set up a table dedicated to voting on paper ballots with privacy shields.
- Hang up the election signs with the blue tape. **The tape should only be placed on the back of the signs. DO NOT write or mark on any signs provided by the BOE.**
- Remove the **GREEN MONDAY PAYROLL** form from the Leadership Team Binder and have all poll workers present for Monday set-up **sign**.



Follow the exact directions on your Leadership Checklist to ensure all necessary tasks and steps are completed for Monday Set-up at your polling location.

ICX Machine Cage

A. Privacy Panels are located above the black suitcases on the top shelf of the cage.



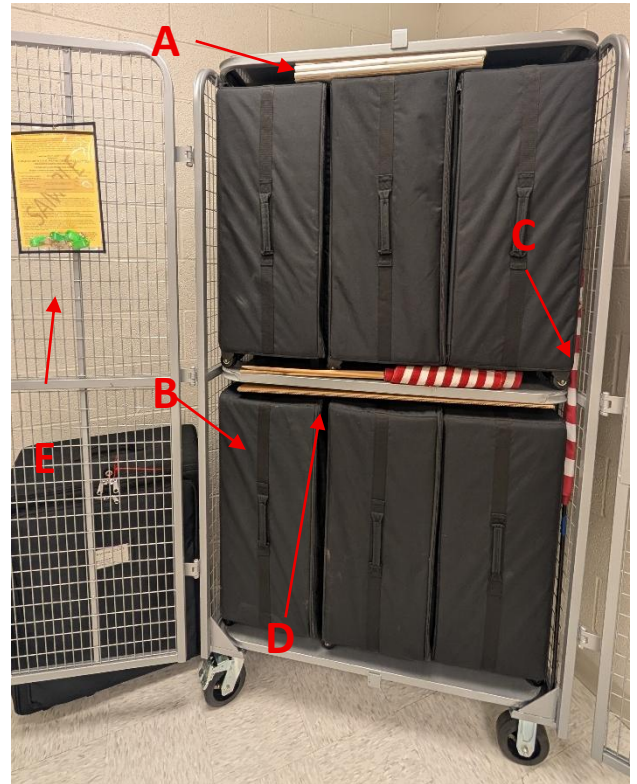
B. The small American Flags are located under the black suitcases on the top shelf of the cage.



C. The large American Flag is located beside the black suitcases on the side of the cage.

D. The tri-fold sign board is located on top of the black suitcases on the bottom shelf.

- **Items A, B, C and D should be returned to the same spot at the end of Election Day.**



E. ICX Machine keys are returned to the BOE in the yellow chain of custody pouch on the inside of the cage door.

ICX Cage Closing Procedure:

The ICX cage should be loaded carefully at the end of the night to ensure no damage occurs to any of the supplies. Ensure the large American Flag is upright on the side of the ICX cage, and the small American flag is lying horizontally on the ICX shelf. **MAKE SURE THE FLAGS ARE NOT PROTRUDING OUTSIDE THE ICX CAGE.** All the ICX keys at the end of the night will be returned into the clear pouch on the inside of the door to the ICX cage.. Make sure the white privacy panels have been returned to the top of the cage, and the sign trifold has been returned to the lower shelf in the ICX cage.

Yellow Chain of Custody Form

VOTING MACHINE EQUIPMENT, SUPPLIES AND/OR BALLOTS CUSTODY FORM

The purpose of this form is to track the custody and location of voting equipment, including electronic poll books, supplies and/or ballots from the time the voting equipment, supplies and/or ballots leave the board of elections office until returned to the board of elections offices. A signature is required whenever the equipment, supplies and/or ballots change hands or location. By signing the Chain of Custody Log, the signer is certifying that he or she took custody of the voting equipment, supplies and/or ballots or delivered it to a particular location. Whenever custody of the voting equipment, supplies and/or ballots changes, the individual transferring custody or receiving custody must examine the voting equipment, supplies and/or ballot packets to ensure that all seals are in place and that it appears to be intact and that all seals or lock recorded below are intact and match the number on the seal or lock.

County Name: STARK COUNTY, OHIO

Designated for:

«PREC» «Poll Location»

DESCRIPTION OF Equipment, Supplies and/or Ballots

«ICX» Image Cast ICX units Memory Sticks installed

Description of condition of the Voting Equipment, Supplies and/or Ballots:

(The description must include the name of the voting equipment and whether a memory card or cartridge is already installed)

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME:
Board of Elections delivers to: Place: «Poll_Location» «Poll_Address»	Voting Location Manager <u>Print Name Here</u> Voting Location Manager <u>Sign Name Here</u>	Date: _____ Time: _____

CHAIN OF CUSTODY LOG

This Chain of Custody Log must be reproduced on a single paper, front and back to prevent separation. Chain of Custody Log must be maintained by the board of elections and the voting location manager depending on voting equipment location. Whenever the voting equipment, supplies and/or ballots change hands, the person taking custody must sign the Chain of Custody Log. This Chain of Custody Log must be in the board of elections or the voting location manager of the voting precinct to which the subject voting equipment has been assigned.

If equipment, ballots and/or supplies are being delivered to a location without human supervision (e.g. election), the deliverer must sign his or her name under the "RECEIVED FROM" column and enter "NONE" and sign his or her name under the "RECEIVED BY" COLUMN. In all instances, the person "RECEIVED BY" column must complete the column, "DATE/TIME/PLACE" at the time of the transfer.

In the case where custody of the equipment, supplies and/or ballots is released to an unsupervised poll location on Election Day and not to an individual, the voting location manager on Election Day must enter "NONE" under the "RECEIVED FROM" column when he or she arrives at the polling place location and is responsible for equipment, supplies and/or ballots before the polls open on Election Day. In such case, this Chain of Custody form for each voting machine, along with any corresponding supplies and/or ballots the voting location manager's supply bag.

WHENEVER VOTING EQUIPMENT, SUPPLIES AND/OR BALLOTS CHANGE HANDS OF THIS FORM MUST BE SIGNED. BY SIGNING THIS FORM, YOU ARE STATING THAT YOU

Monday Setup

One **CHAIN OF CUSTODY** form for the polling location will be delivered along with the ICX Voting Machines to the location.

The VLM will print their name, sign, date, and record the time they take possession of the ICX machines.

The VLM, VLS and PEOs must ensure the ICX serial numbers match the serial numbers on the machines delivered. If they do not match, contact the BOE.

EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT CONTAINERS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION.

ICX CAGE NUMBERS

ICX CAGE SECURITY SEAL NUMBERS AFFIXED BY BOE	ICX CAGE SECURITY SEAL NUMBERS AFFIXED BY BOE	ICX CAGE SECURITY SEAL NUMBERS AFFIXED BY BOE	ICX CAGE SECURITY SEAL NUMBERS AFFIXED BY BOE
# _____	# _____	# _____	# _____
# _____	# _____	# _____	# _____

ICX CAGE SECURITY SEAL NUMBERS AFFIXED BY VLM	ICX CAGE SECURITY SEAL NUMBERS AFFIXED BY VLM	ICX CAGE SECURITY SEAL NUMBERS AFFIXED BY VLM	ICX CAGE SECURITY SEAL NUMBERS AFFIXED BY VLM
# _____	# _____	# _____	# _____
# _____	# _____	# _____	# _____

ICX SERIAL NUMBERS

ICX #1	ICX #2	ICX #3	ICX #4	ICX #5	ICX #6	ICX #7	ICX #8
«ICX_1»	«ICX_2»	«ICX_3»	«ICX_4»	«ICX_5»	«ICX_6»	«ICX_7»	«ICX_8»
«ICX_9»	«ICX_10»	«ICX_11»	«ICX_12»	«ICX_13»	«ICX_14»	«ICX_15»	«ICX_16»
«ICX_17»	«ICX_18»	«ICX_19»	«ICX_20»	«ICX_21»	«ICX_22»	«ICX_23»	«ICX_24»
«ICX_25»	«ICX_26»	«ICX_27»	«ICX_28»	«ICX_29»	«ICX_30»	«ICX_31»	«ICX_32»
«ICX_33»	«ICX_34»	«ICX_35»	«ICX_36»	«ICX_37»	«ICX_38»	«ICX_39»	«ICX_40»
«ICX_41»							
«ICX_42»							

Voting Location Manager <u>Print Name</u>	Voting Machine or Equipment Identifier, if any: «ICX» Image Cast ICX Voting Machines (without memory sticks)	Date: _____	BOE cage # verified by: _____
Voting Location Manager <u>Sign Here</u>	Equipment Delivered to: Stark County Board of Elections 3525 Regent Avenue Canton, Ohio 44705	Time: _____	D R

Election Night Return

Before placing the form into the clear plastic sleeve inside ICX cage #1, the VLM/VLS must:

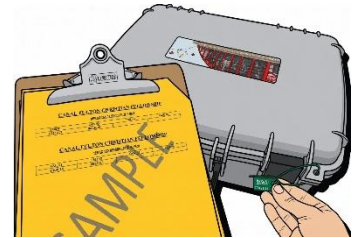
- Record the **ZIP TIE LOCK** number.
- Print their name, sign, date, and record the time the ICX Voting Machines are loaded in the cage.
- Lock the cage doors with a **ZIP TIE LOCK**.

UNPACKING AND THE ePOLLBOOKS

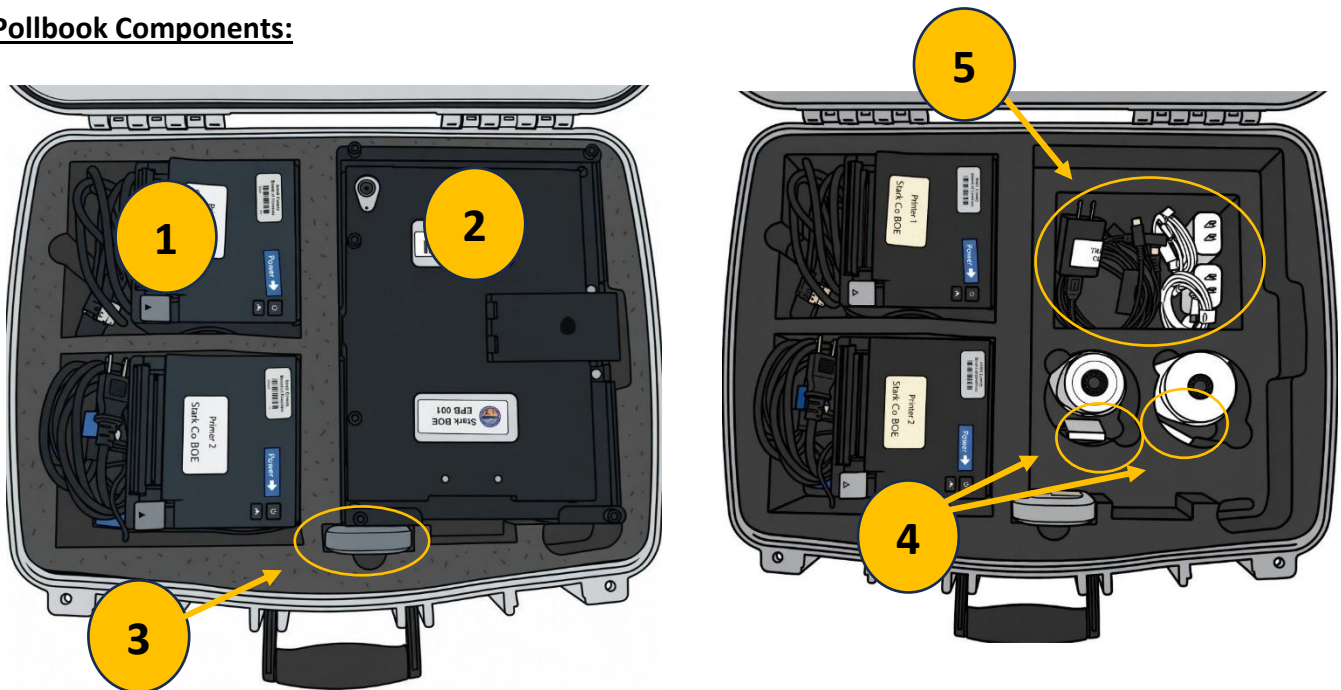
Setting up the ePollbooks.

The VATM will be responsible for setting up all ePollbooks and the MiFi on Monday. Follow the directions in the correct order to ensure the equipment is set up properly.

- On the **YELLOW CHAIN OF CUSTODY**, verify the **GREEN ZIPTIE LOCK** number on each ePollbook case on the “ePollbook Lock Numbers Received” line.
- Cut off the **GREEN ZIPTIE LOCK** and place it in the Locks and Seals bag.



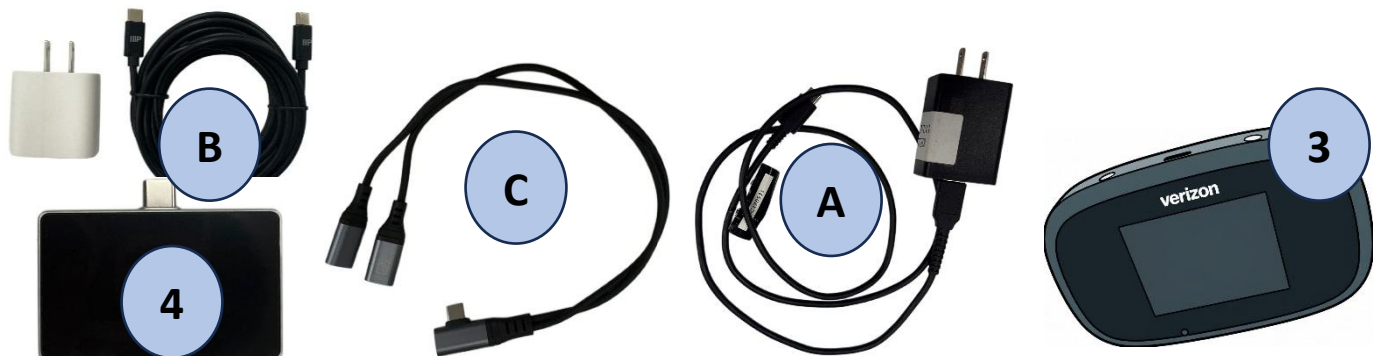
ePollbook Components:



- 1.) Printer with the power brick and cables (2)
- 2.) Electronic ePollbooks (2)
- 3.) MiFi Hotspot (1)
- 4.) Encoders (2)

5.) Power cords:

- A. MiFi USB cord (1) + black MiFi power brick(1)
- B. Black charging cord (2)+Apple power brick (2)
- C. Cable Splitters (2) NEW**



SETTING UP THE ePOLLBOOKS

Setting Up the MiFi:

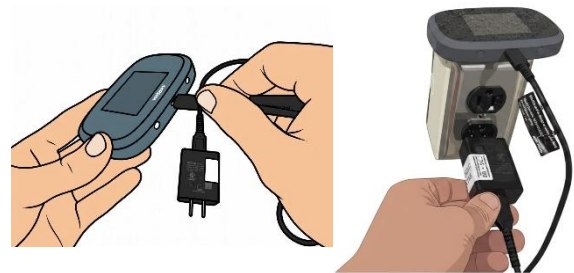
- 1.) With the MiFi unplugged, **press and hold** the power button until “MiFi” appears on the screen.
- 2.) The word “Verizon” will appear, which means the MiFi is booting up.
- 3.) The MiFi will be ready when the menu appears.



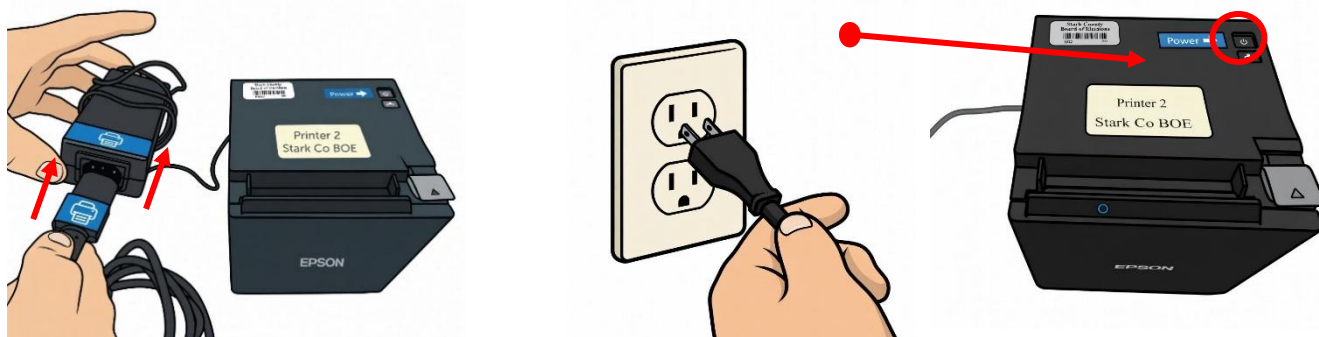
ePollbook Set-Up Video:



- 4.) Once the MiFi is ready, **plug** the black power cord into the MiFi, then **plug** the power cord into the outlet. **Place** the MiFi close to an outside wall or window but within the voting room and within 50 feet of the ePollbooks.

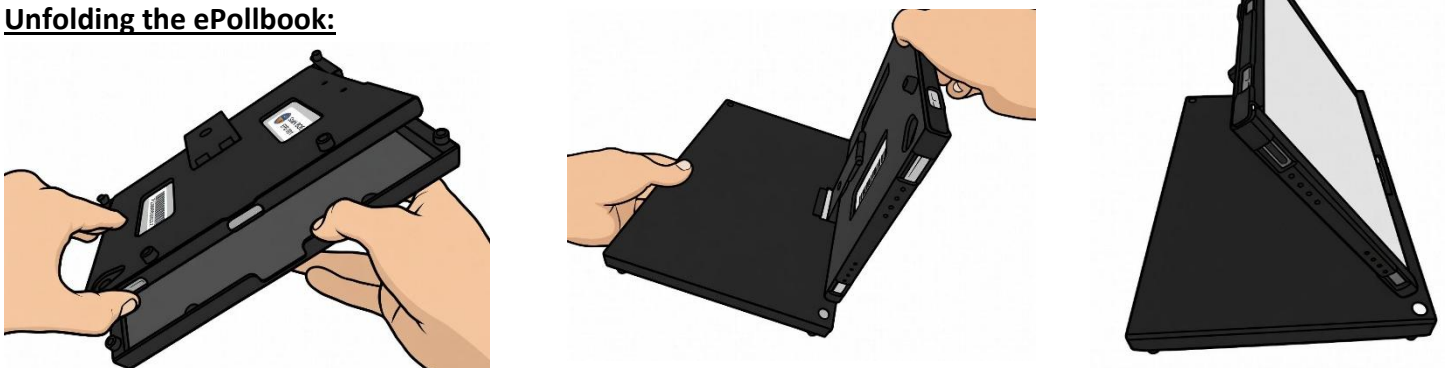


Setting up ePollbook Printer:

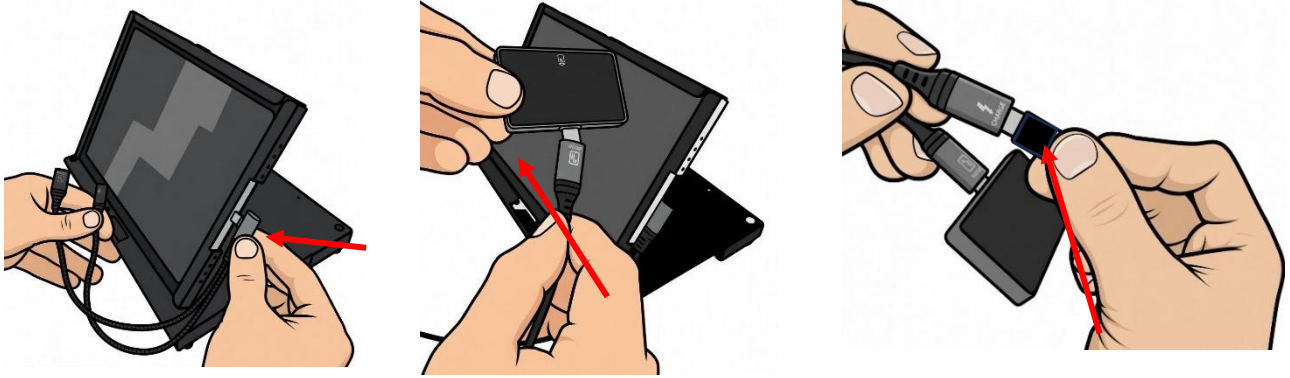


- 5.) **Connect** the power cable in the printer power block. **Plug** the power cable into the power strip, then **press** the power button located on top of the printer.

Unfolding the ePollbook:



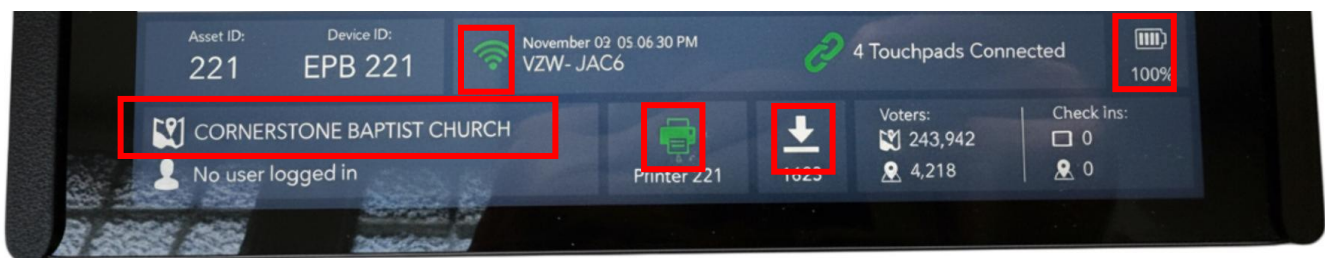
- 6.) Flip open the ePollbook and place it in the upright position on the table as shown above.

Attaching the Encoder:

- 7.) Plug the Cable Splitter into the ePollbook. Next plug the Cable Splitter into the encoder and the 10-foot black power cord. Then plug the power block into the wall.

Powering Up the ePollbook:

- 8.) Press and hold the button on the left side of the ePollbook until the Apple logo appears. Once the blue Stark County Ohio screen appears, swipe up on the screen. Press the blue app with the white check mark. The Start Screen should now appear. You can now plug the power cord into the outlet to charge the ePollbook.



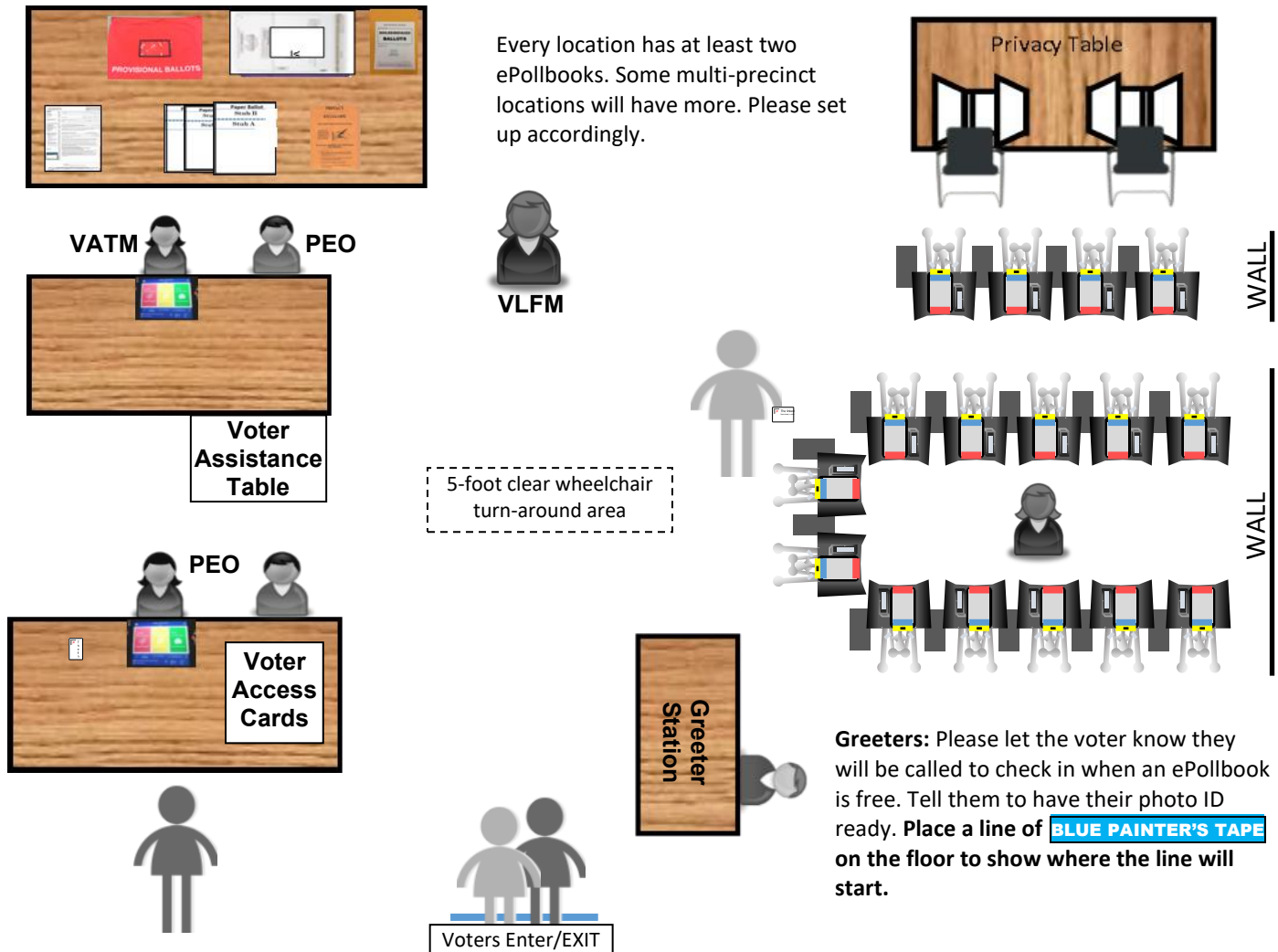
- 9.) Ensure that all of the ePollbook screens display the following information: the correct polling location name, a green MiFi logo , a green printer , the battery level charging or at 100%, and a delta file logo .

- 10.) Once all the fields look correct, **text a photo** of one of the ePollbook screens to 330.437.6000 with your polling location name so we can ensure the delta files have arrived to your ePollbooks.

Location Setup

Set up the polling location room in a pod format that allows for voter privacy, access to outlets, ADA compliance, and health protocols.

Sample Polling Location Layout



Location Set-up Directions

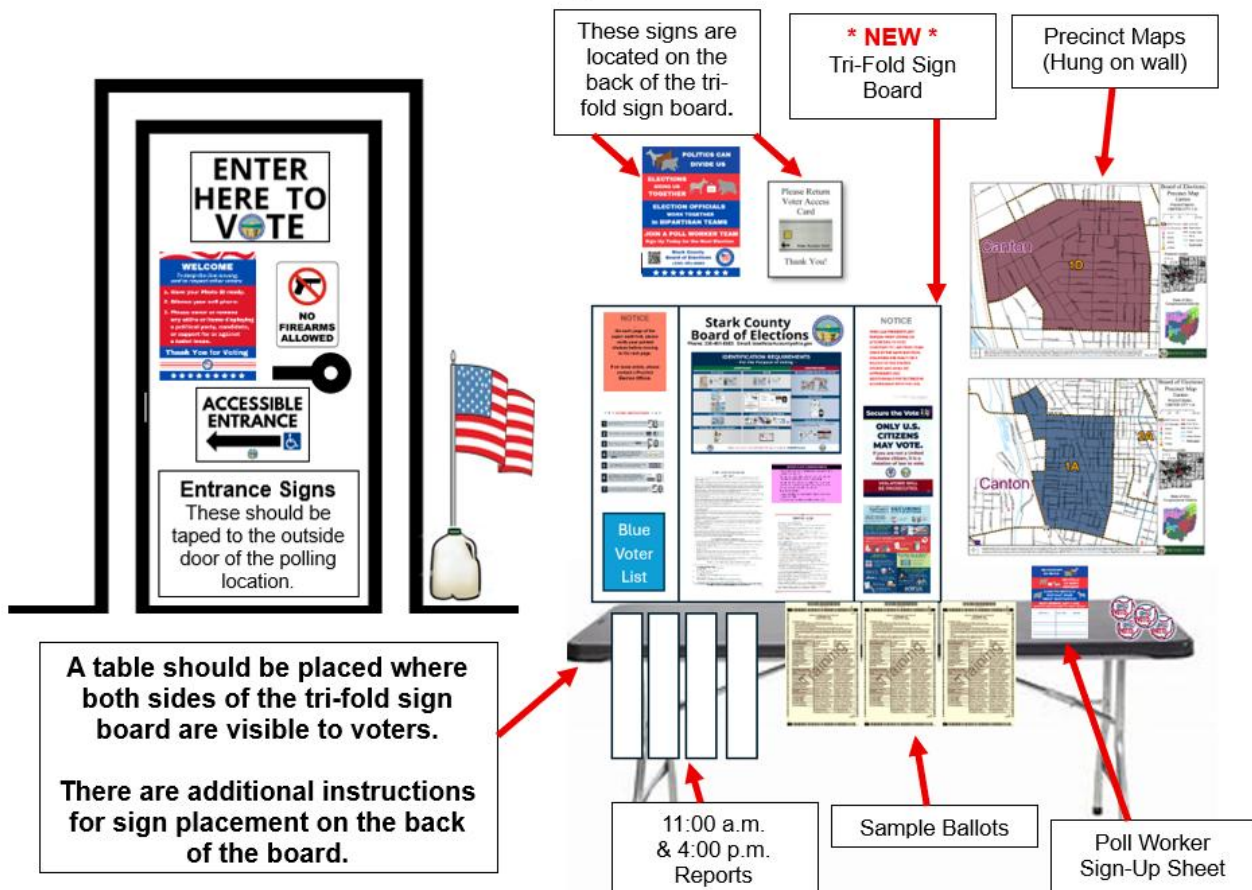
Setup will be conducted under the guidance of the VLFM as described in the ICX Voting Machine Guide. A sample location layout is shown above. Everyone works together as a team to set up the polling location. PEOs can assist in taping down electrical cords and power strips with **BLUE PAINTER'S TAPE**.

- Set up the ICX Voting Machines. See ICX Voting Machine Guide for Monday set-up procedures.
- Arrange all tables and chairs. Keep accessibility in mind when setting up tables and voting machines in the polling location:
 - The path from the accessible door to the Check-in Table needs to be unobstructed and at least 36 inches wide for wheelchairs, walkers, or other means of assistance.
 - The path from the Check-in Table to the ICX units, the VAT, and the Privacy Table should be at least 36 inches wide and unobstructed.

Election Day Signage

- Post signs that are related to polling location conduct, such as silencing cell phones and firearms prohibited, near the polling location entrance.
- Post signs in locations visible to the voters. **The Voting Location Leadership Team will be informed of any additional signage that may be required at the polling location.**
- **The location must display all of the notices, signs, and maps that are provided.** For some elections, there may be a statewide issue poster or subdivision-specific items that must be posted.
- Use **BLUE PAINTER'S TAPE** to hang all signs. Make sure the tape is on the back of the sign and not visible to the voters.
- **DO NOT**
 - Place signs behind tables or other obstacles.
 - Place tape on the front of signs.
 - Use transparent tape, thumb tacks, or other methods not allowed at your location.

Sign Placement





This CONCLUDES MONDAY SETUP.

IMPORTANT:

DO NOT CONNECT THE POWER CORD TO ANY ICX VOTING MACHINE.

However, the power strips must be turned on to test whether the power works.

IMPORTANT:

DO NOT TURN ON the ICX VOTING MACHINES.

IMPORTANT:

DO NOT ENTER the ePollbook SECURITY CODES.

TUESDAY MORNING/PREPARING TO OPEN

It's 5:30 a.m. on Election Day.

The VATM, VLFM, and ALL PEOs should be at their assigned polling location.

It is important to be on time to prepare to open the polls. **The polls are required by law to be open and ready for the first voter by 6:30 a.m. with at least one functioning ePollbook and voting machine (ICX #1).**

During this one hour before the polls open, all PEOs should work as a team directed by the VLFM to finish the setup of the polling location and the voting equipment.



The **VATM** will activate the ePollbooks at the VAT and Check-in tables. The VATM will assign a bipartisan team to unlock the ePollbooks by inserting the security codes, which are located in the **PURPLE TRANSFER BAG**.

The **VLFM** will use the ICX Voting Machine Guide to:

- Install the ATI Unit on the #1 ICX.
 - Power up all the ICX machines.
 - Open the poll and run the Zero Report (signed by a bipartisan team) for all ICX machines.
- Ensure all forms are filled out completely, including signing the **TUESDAY PAYROLL**. Both the VATM and VLFM are required to sign the **TUESDAY PAYROLL FORMS**.

YOUR PEOs have been trained on the following:

- **RUNNING LATE ON ELECTION MORNING?** Call your VLFM.
- **SICK AND CAN'T FULFILL YOUR DUTY ON ELECTION DAY?** Call the Board of Elections.

If a PEO does not show up on Election Day:

- Write "No Show" next to their name on the **TUESDAY PAYROLL** form.
- **Do not complete a paper incident report or an Incident Report in the ePollbook.**
- Call the BOE if there are not enough PEOs to operate the polling location.
- Use the QR code provided on the back of the payroll form to inform us of a missing PEO.

Bipartisan Teams

A bipartisan team is a Democrat and a Republican

Bipartisan team members must be members of a major political party.

A major political party is a political party organized under the laws of the state whose candidate for governor or nominees for presidential electors received not less than 20 percent of the total vote cast at the most recent regular state election.

External Signs & Large Flag

Use flags and “Enter Here to Vote” signs to clearly mark the voting area and entrance(s). They should be visible as voters approach the polling location. Also post accessible entrance directional sign(s) where applicable to direct voters to the accessible entrance, and post the “Accessible Voter Entrance” sign on the outside of the door.

If your polling location has more than one entrance, identify the proper entrance with the signs and one large flag. Use the Vote Here directional yard signs to direct voters to the correct entrance.

External signs are inside the trifold sign board.

“This way to vote” signs can be posted to direct voters from the entrance to the voting location. They are printed front to back. They can be flipped over and used for either direction.

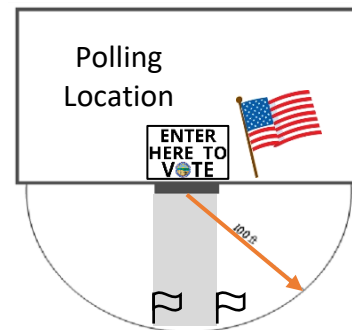
NOTE: Please **DO NOT** mark or place tape on the front of the signs. They are reused each election.



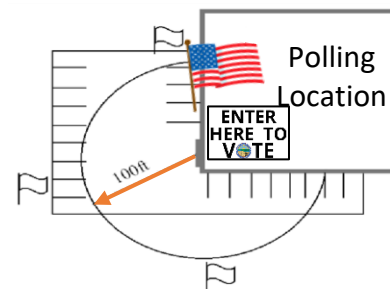
Small Flag Placement

No political signs may be posted, no petitions may be circulated, and no soliciting may occur within 100 feet of the voting entrance.

If the 100-foot boundary lies inside the parking lot, you may place flags in milk jugs at the 100-foot boundary (if they are not a driving hazard). If you do not receive the milk jugs, the flags should be placed beyond the parking lot. Any questions about flag placement should be directed to the BOE. All polling locations should use the 100-foot tape measure provided in their gray supply suitcase for flag placement. Put the tape measure back in the Gray Supply Suitcase immediately after use.



If there are political signs within the 100-foot boundary, the signs should be pulled out of the ground and laid flat. If the signs are put back up within the 100-foot boundary lay them back on the ground and contact the BOE.



The Voting Location Leadership Team Notebook will contain a list of polling locations requesting that campaigners, POST NO SIGNS. If your polling location appears on that list, no signage may be posted anywhere on the property, including outside the 100-foot range

Large Flag Placement

The large American Flag should be placed outside the voting entrance.



BALLOT ACCOUNTING CHART

This form is used by the VATM and VLFM throughout Election Day and at closing to complete the accountability on the ePollbook.

- Throughout the day, use the Soil/Defaced box on the **Paper Ballot Totals side** to track the number of Soiled/Defaced on the ICX Voting Machines. Place a hash mark for each electronically Soiled/Defaced ballot. At the end of the day, record the total in the Total box. If there are none, write zero (A).
- After the last voter, the VLFM assigns two PEOs to record the number of ballots cast on each ICX Machine (B).
- Total all of the columns on the Machine Totals side of the form (C).**
- On the **Paper Ballots Total side**, the VATM will record(D):
 - the number of Provisional Ballots
 - the number of Soiled/Defaced Paper Ballots
 - the number of Requested Optical Scan Paper Ballots (not 17-year-olds, but including Curbside)
 - the number of 17-year-old ballots
- Do not use hashmarks or check marks anywhere other than the Soiled/Defaced Voter Access Card box.**
- Once finished, the VATM and VLFM both sign.

NEW: Carry the completed form on the Riderback's lap at the end of the night.

- If the ePollbook accounting is off, try no more than twice to correct it, but leave detailed notes on the Ballot Accounting Chart as to why you believe you may be off.

IMPORTANT: Throughout the day, record detailed notes for any issues that may affect the vote count (e.g., card left in ICX; voter left before casting ballot; etc.). Also record these notes in the ePollbook.

Ballot Accounting Chart

Election Date: _____

ICX Machine Totals

Poll Location: _____

Precincts: _____

The Board of Elections will use this form. Please be sure to fill in ALL of the information. Return this completed form in the front pocket of your ePollbook.

ICX Machine Number	ICX Serial Number (10 digits)	Number of Ballots	ICX Machine Number	ICX Serial Number (10 digits)	Number of Ballots
1			18		
2			19		
3			20		
4			21		
5			22		
6			23		
7			24		
8			25		
9			26		
10			27		
11			28		
12			29		
13			30		
14			31		
15					
16					
17					
A. Subtotal ICX Ballots Cast:			B. Subtotal ICX Ballots Cast:		
			A. Subtotal ICX Ballots Cast:		
			A + B = Total Ballots Cast:		

Used Paper Ballot Totals

Poll Location: _____

Precincts: _____

Provisional Ballots (Yellow Envelope / Orange Bag)	Optical Scan Ballots (Indicia / Voter Requested - Inside White Envelope / Clear Bag)	17-Year-Old Optical Scan Ballots (White Envelope / Clear Bag)	Soil / Void Paper Ballots (Soiled / Defaced Envelope)	Soiled/Defaced Voter Access Card (Use hash marks / keep count of Voter Access Cards here)

You must provide numbers in the boxes below. You cannot use hashmarks for your ballot totals!

--	--	--	--

Notes:

VAT Manager Signature: _____ Floor Manager Signature: _____

Printed Name: _____ Printed Name: _____

GETTING TO KNOW THE ePollbook

The On/Off button is located on the side of the ePollbook.

- A long press of the button will turn the device on or off.
- A short press of the button will wake up the device or put it to sleep.



NOTE: A stylus should be used for all ePollbook selections and data entries.



The Troubleshooting Menu is in the upper left corner of ALL ePollbook screens.

Troubleshooting Menu:

- Brightness
- Volume
- Printer Selection
- Test Printers
- Save Printer Selection
- Test Card Encoder
- Sideways Communication
- Battery Status
- Test Camera
- View ePollbook Info
- View Device Info
- View Wireless Info



TESTING/TROUBLESHOOTING THE ENCODER

Testing the encoder on Tuesday morning:

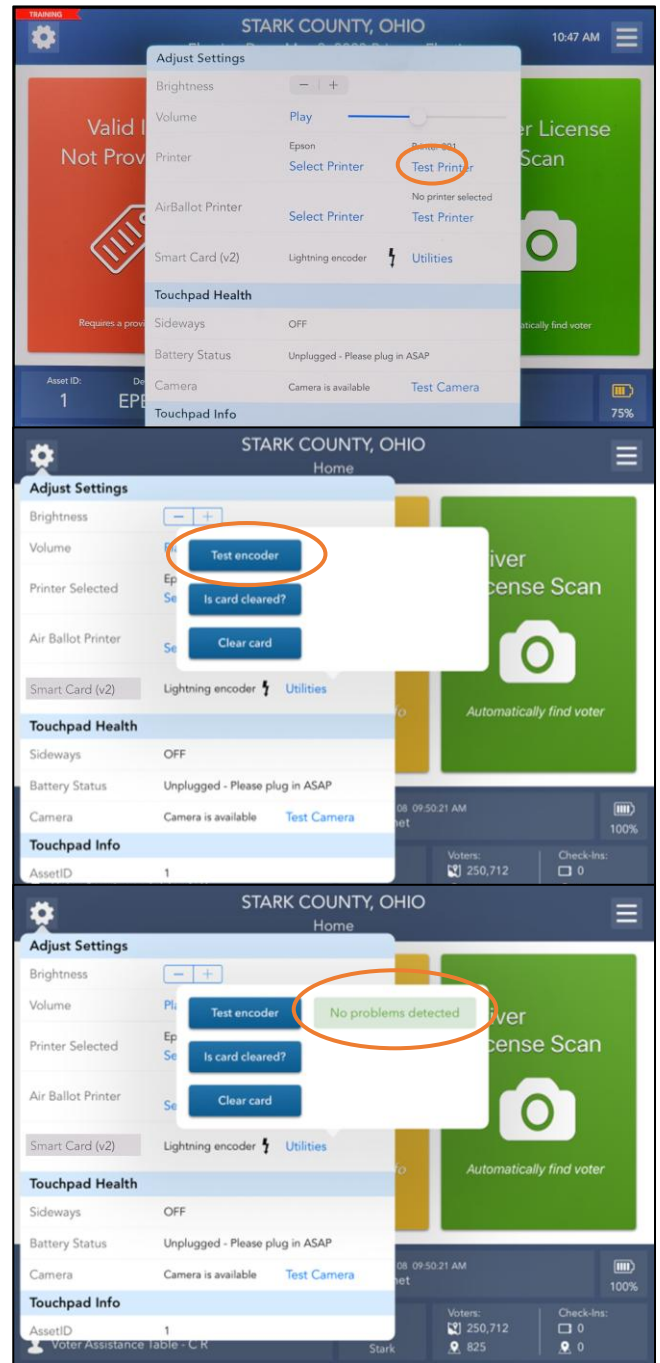
1. On the troubleshooting menu, select Utilities.
It is located next to ICX Card Encoder.
2. A box with three options pops up. Select **TEST ENCODER**.
 - A. If no problems are detected, the encoder is ready to encode Voter Access Cards.
 - B. If the encoder is not communicating, ensure the encoder is inserted in the port correctly and not between the port and the case.
 - C. If the encoder is inserted correctly and the error still exists, follow the steps below to restart the encoder.

Troubleshooting if the encoder is not working after setup or quits working during the day:

1. Ensure the encoder is inserted in the ePollbook port correctly.
 - A. If the encoder is inserted correctly but still is not working, remove the encoder.
 - B. Remove the power cord to the encoder.
 - C. Insert the encoder into the ePollbook without the power cord. Wait 10 seconds before proceeding.
 - D. Insert the power cord into the bottom of the encoder.

The encoder should restart and function.

If it does not work properly, contact the BOE.



TROUBLESHOOTING THE PRINTER

The printer status icon is at the bottom of the ePollbook screen.



The printer is connected and functioning.



The printer was connected but currently is not.



The Printer has never been connected.

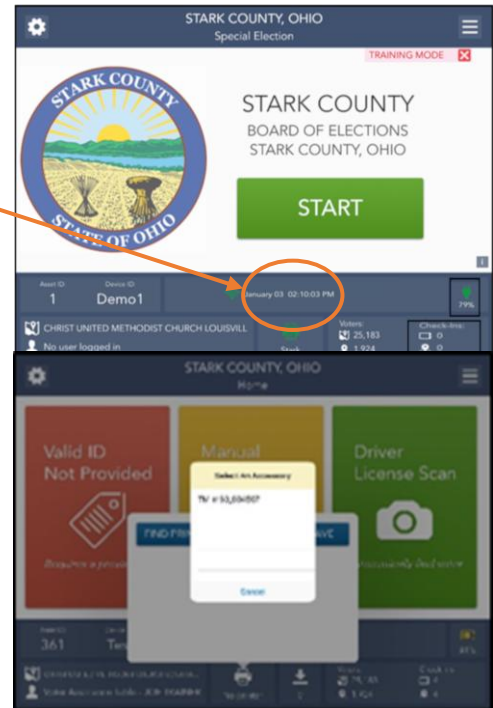
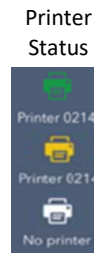
Verify the printer is properly plugged in and shows a steady blue light (not an amber light).

Tap the  or  printer icon to enter the printer connection settings and complete steps 1-4 below:

1. Tap **FIND PRINTER**.

The yellow "Select an Accessory" window will appear.

2. Tap the "PRINTER ###" from the list. (ePollbook and printer numbers should match.)
3. Tap **TEST**. The printer will print a test report confirming it is connected properly.
4. Tap **SAVE**. The printer icon will now be green, which indicates it is paired correctly.



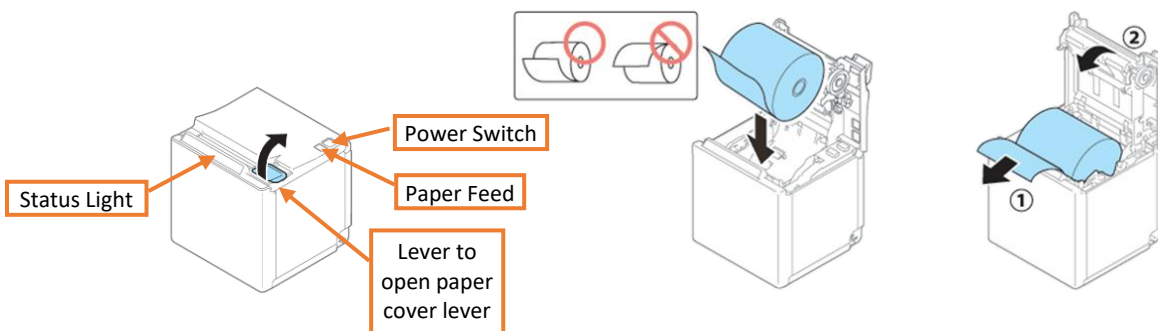
REPLACING THE PRINTER PAPER

There are two buttons on the top of the printer: Power Button (clearly indicated with a POWER label) and Paper Feed.

To change printer paper:

1. Lift the gray lever to expose the used paper roll.
2. Remove the roll.
3. Insert a new roll by simply dropping it in place with paper rolling from bottom, as shown below.
4. Close the lid.

The paper will automatically feed and cut. If it does not, reopen the lid, pull the paper, and close the lid.
DO NOT UNSEAL OR OPEN PAPER ROLLS UNTIL NEEDED.



TUESDAY MORNING ePOLLBOOK INITIAL LOGIN

Each PEO who works at an ePollbook must log in using their name. Logging in shows who is currently working at a specific ePollbook. Once logged in, the name of the poll worker will appear at the lower left of the screen.

NOTE: The Check-in Table processes registered voters who vote on the ICX Voting Machines.

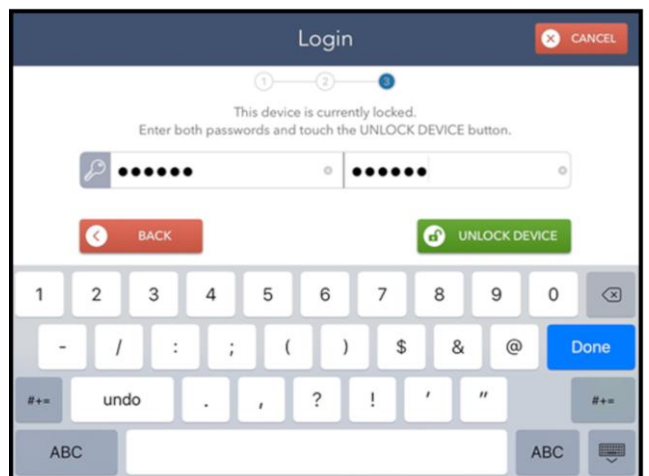
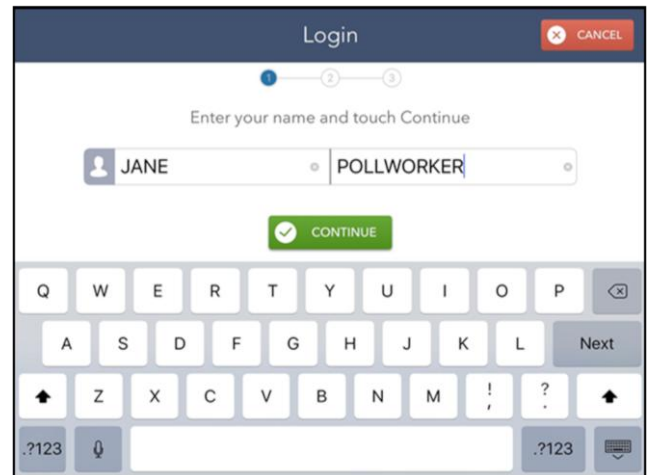
The VAT processes voters:

- requesting a paper ballot
- address/name changes
- 17-year-old voters (Primary Election only)
- voters in the wrong location
- or other reasons listed on page 38

How to Log in:

1. The **START** screen is displayed at the ePollbook.
Tap the **START** button.
2. Enter full first and last name using a stylus on the pop-up keyboard.
3. Verify the spelling is correct and tap **CONTINUE**.
4. "Is this ePollbook being used at the VAT?"
 - A. Tap **YES** for VAT.
 - B. Tap **NO** for Check-in table.

NOTE: The username and type of login (Check-in Table or VAT) will appear in the lower left corner of the screen.



5. A bipartisan team assigned by the VATM must enter the passwords (located in an envelope inside the **PURPLE TRANSFER BAG**).

Password #1 is the Democratic password. Password #2 is the Republican password.

6. After the passwords have been entered, tap

UNLOCK DEVICE.

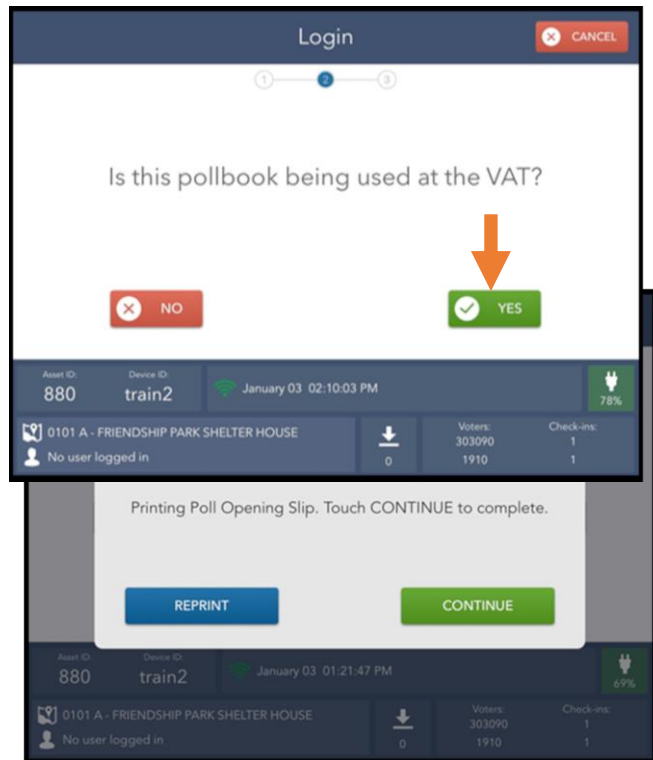
After unlocking, the ePollbook will automatically search for its matching pre-programmed Bluetooth printer. If found and functioning, it will print a test slip.

If the printer is not found or connected, the printer icon at the bottom of the screen will be white. If not ready, it will be yellow. If ready, the icon will be green.

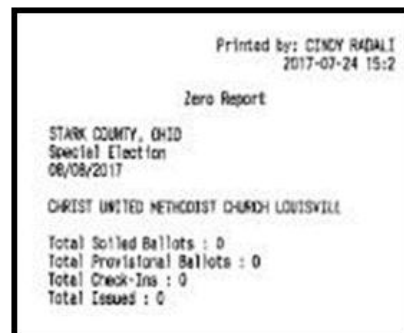
7. Tap **CONTINUE**, and then the Zero Opening Report will automatically print.

Place all Zero Opening Reports in the VAT/STUB envelope taped to the VAT.

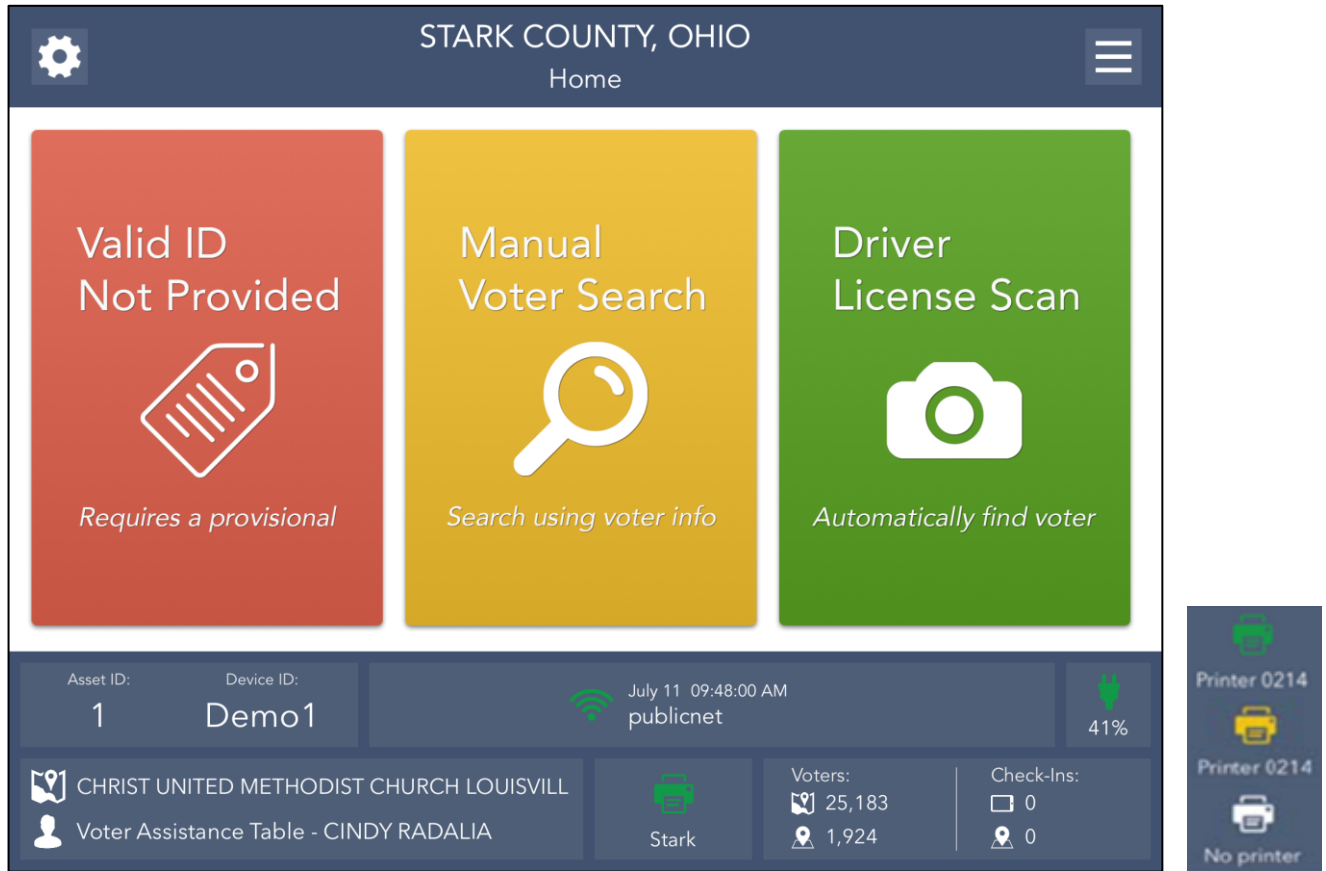
8. Tap **CONTINUE**, which will display the home page.



9. The VATM must then LOG OUT TEMPORARILY to allow A PEO to sign in.



VAT HOME SCREEN

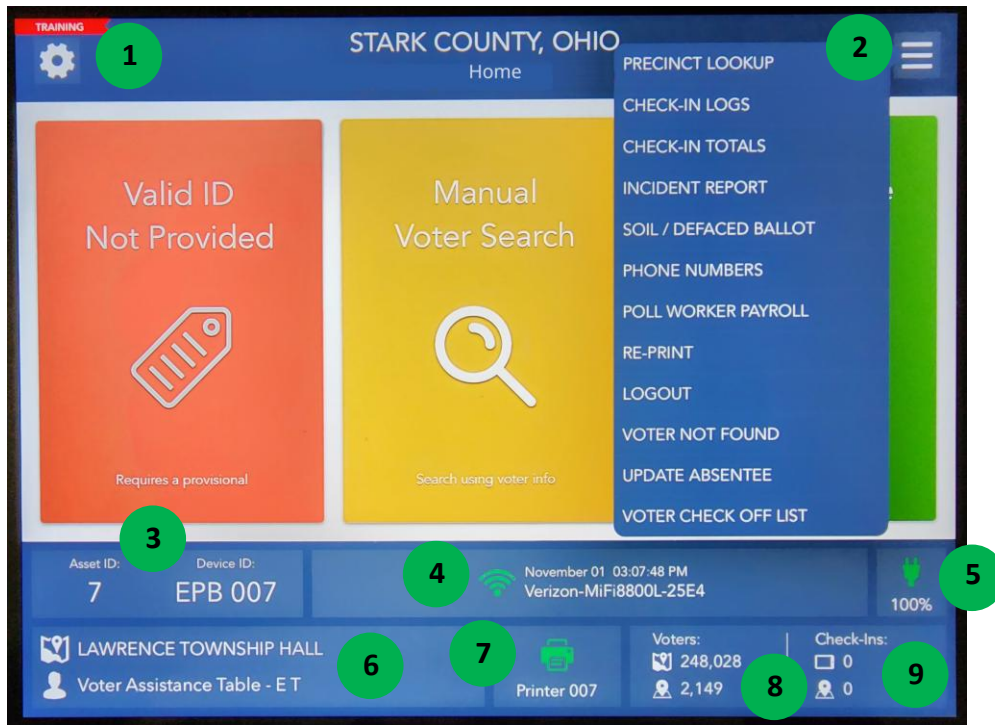


This is the ePollbook Home Screen. After processing a voter at the Check-in Table or VAT, return to this home screen. Remain here until ready to process the next voter. The bottom of the Home Screen shows information on the connectivity, sideways status, battery status, the polling location (if not correct, inform the BOE), Check-in Table or VAT configuration, and the username.

Button	Color	Function
DRIVER LICENSE SCAN	Green	Used to search for a voter by using a scannable driver's license or state photo ID.
MANUAL VOTER SEARCH	Yellow	Used to search for a voter with a different acceptable form of photo identification or an Ohio ID that will not scan.
VALID ID NOT PROVIDED	Red	Allowed at VAT ONLY: Used to search for a voter who does not bring an acceptable form of photo identification.

IMPORTANT: **ALWAYS** return to the home screen as the resting position between voters. **NEVER** allow the ePollbook to sit idle with the camera open waiting to scan the next voter.

VAT MENU OPTIONS



Screen Positions:

1	Settings
2	Blue VAT Menu*
3	Asset ID/Device ID
4	Heartbeat/Sideways Status/Network Status
5	Power Source Battery or Plug-in
6	Voting Location Person Logged In
7	Printer Status
8	Number of registered voters in Stark County and at your location.
9	Number of processed ICX voters at the ePollbook and total at the location.

2 The menu  Button on the Check-in Home Screen shows additional functionality.

PEO Menu Option	Function
PRECINCT LOOKUP	Searching for a voter's precinct by address.
CHECK-IN LOGS	Detailed log of all voters checked in.
CHECK-IN TOTALS	Chart totaling the number of ballots issued by precinct ballot style.
INCIDENT REPORT	Used to enter/report an incident.
SOILED/DEFACED BALLOT	Remove the issuance of the Voter Access Card from the voter count.
PHONE NUMBERS	Lists applicable BOE phone numbers.
POLL WORKER PAYROLL	Used to enter poll worker information.
RE-PRINT	NOT USED.
LOGOUT	Used to log out TEMPORARILY or CLOSE THE ELECTION (at closing ONLY).
UPDATE ABSENTEE	Used to update the absentee voter list.
VOTER CHECK OFF LIST	For printing 11:00 a.m. and 4:00 p.m. reports.
To close the drop-down list, tap the  button again.	

The ePollbooks communicate sideways to share common data. Under Check-Ins, the number of ICX voters processed throughout the day will be shown. The top number shows the check-ins for that ePollbook. The bottom number shows the total check-ins for the entire polling location. Check periodically throughout the day to ensure the location counts are the same at each ePollbook. If not, contact the BOE to report the ePollbooks are not communicating sideways.

ELECTION DAY JOB DUTIES

It's 6:30 a.m. on Election Day. **By law, the polling location is open, and it is time to process voters.**

IMPORTANT: At least one ePollbook and ICX #1 must be ready.



The Voting Location Floor Manager will assign and rotate PEOs throughout the day to the following jobs/stations:

- **Greeters** – Voters are greeted at the door and told to:
 1. Have their photo identification ready. Do not verify the identification at this point.
 2. Silence their cell phone. Voters can use their smart phone to provide themselves with information (such as accessing a party “slate card” or other candidate list). Voters should not be talking on their cell phone or using it to take photos.
 3. Cover or remove any attire or items displaying a political party, candidate, or support for or against a ballot issue. If a voter does not cooperate, inform the VLFM, who will handle the situation.

Greeters will direct voters to the next available Check-in Table. (Voters can be processed at any ePollbook station, including the VAT, as necessary.)

- **Check-in Table** – PEOs operate an ePollbook to verify voter identity and issue Voter Access Cards for voting. (Information provided on Pages 41-45).

They also inform the voter about:

- Keeping their Voter Access Card inserted until they see the .
- **ICX Voting Machine Pod** – PEOs monitor the pod to listen for a variety of voting machine alarms:
 - Voter withdraws Voter Access Card before casting their ballot.
 - The machine is timing out due to voter inactivity.
 - Paper is running low.
 - PEOs in the pod also provide assistance to voters upon request with a bipartisan team.
- **Curbside Voting** – Voters who are physically unable to enter the building can vote inside their vehicle. The VLFM will assign a two-person bipartisan team who will:
 - Go to the vehicle to verify the voter’s identity and ask the voter to complete the curbside roster.
 - Return the roster and voter’s ID to the VAT, to have a ballot issued.
 - Deliver the ballot (with envelope) and an “I Voted” sticker to the voter and await its completion.
 - Return the voted ballot to the VAT.
- **Exit** – PEOs collect **ALL** Voter Access Cards and distribute “I Voted” stickers. This post is critical to ensure that all voters return their Voter Access Cards and do not keep them. PEOs at this station can also recruit new poll workers for future elections.

PROCESSING A REGULAR VOTER

Most of the voters processed throughout the day will be regular voters who will cast their ballot on the ICX Voting Machine. When their photo identification (ID) is entered and confirmed, the ePollbook will prompt ***"Voter is eligible to vote"*** on the ePollbook screen.

A Regular Voter is:

- A voter who provides an acceptable form of photo ID and whose current name and address appear in the ePollbook.
- A voter whose current address appears in the ePollbook, though a previous address still appears on the voter's unexpired driver's license or state photo ID. Ask the voter for their current address before continuing.

If voter is NOT a Regular Voter (see reasons below), send them to the VAT with a yellow **VOTER ASSISTANCE REFERRAL SLIP**:

- Address where voter resides is different than what is in the ePollbook. **Provisional Ballot.**
- No valid photo ID. **Provisional Ballot.**
- Expired photo ID. **Provisional Ballot.**
- Voter not found in ePollbook. **Provisional Ballot.**
- Voter at wrong polling location. **Provisional Ballot.**
- Voter requests a paper ballot (Optical Scan). **Optical Scan Ballot.**
- Name is different than what is in ePollbook. **Provisional Ballot.**
- Absentee ballot was requested. **Provisional Ballot.**
- Voter Notification Card returned. **Provisional Ballot.**
- Curbside. **Optical Scan Ballot.**
- 17-year-old voter. **Optical Scan Ballot.**
- "NONCITIZEN" or "NON-RENEWABLE/NON-TRANSFERABLE" Identifier. **Provisional Ballot.**
- BMV Mismatch : DLN/ID. ***NEW* Provisional Ballot.**
- BMV Mismatch : DOB . ***NEW* Provisional Ballot.**
- BMV Mismatch : SSN. ***NEW* Provisional Ballot.**
- BMV Mismatch : DLN/ID, SSN and DOB. ***NEW* Provisional Ballot.**

NOTE: PEOs should check the appropriate box on the

VOTER ASSISTANCE REFERRAL SLIP for any voter that is not a regular voter. Now direct the voter to the Voter Assistance Table.

Voter Assistance Referral

- ☐ No valid photo ID or expired
- ☐ Voter not listed in ePollbook
- ☐ Voter requests Optical Scan Paper Ballot
- ☐ Voter requested an Absentee Ballot
- ☐ Vote signature update Form 260
- ☐ Other _____

VOTER PHOTO IDENTIFICATION REQUIREMENTS

Ohio law requires every registered voter, upon appearing at the polling place to vote on Election Day, to provide proof of identity that includes **photograph, expiration date, and name**.

Acceptable Forms (see next page) of an unexpired photo ID:

- Ohio driver's license
- State of Ohio photo ID card
- Interim photo ID form issued by the Ohio BMV (this is on paper)
- A U.S. passport or passport card
- U.S. military photo ID card (Current or Common Access Card)
- Ohio National Guard photo ID card
- U.S. Department of Veterans Affairs photo ID card
- U.S. Military Dependent ID

All photo IDs must have the following:

- An expiration date that has not passed.
- A photograph of the voter.
- The voter's name, which must substantially conform to the voter's name as it appears in the ePollbook.

The new mobile device ID is NOT an acceptable form of identification. An Ohio driver's license or state ID card must be the actual card issued by the state BMV.

- The only digital ID that is permitted is the "Choose VA" issued by the U.S. Department of Veteran Affairs.
- A photo of an ID on the voter's phone is NOT acceptable.

An unexpired Ohio Driver's License or Ohio ID card with the voter's *former* address is an acceptable form of identification if the correct current address appears in the EPB.

AT THE CHECK-IN TABLE

1. ASK: "May I have your photo ID?"
2. CONFIRM: It's an acceptable form of photo ID.
3. VERIFY: The photo on the ID matches the voter.
4. CHECK: The expiration date.
5. **VERIFY: The back of the ID does not say "NONCITIZEN"**
6. LOOK UP: The voter in the ePollbook.
7. ASK: "What is your legal name?" **Confirm the name provided matches the name in the ePollbook and name on the photo ID. If they do not match, direct the voter to the VAT.**
8. RETURN: The photo ID to the voter.
9. ASK: "What is your current address?" **If the address in the ePollbook does not match, direct the voter to the VAT. If it matches begin the steps to program a voter access card.**

The VLFM & VATM should be listening to and monitoring PEOs to ensure this process is completed with EVERY VOTER!



IDENTIFICATION REQUIREMENTS

– For the Purpose of Voting –



ACCEPTABLE FORMS OF ID

Driver License



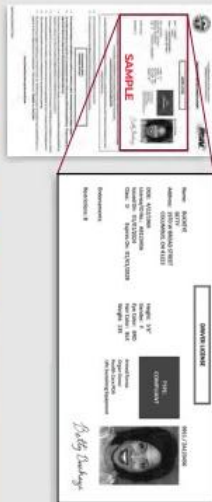
State ID



U.S. Passport or U.S. Passport Card



Interim ID



U.S. Department of Veterans Affairs ID



U.S. Military ID or Ohio National Guard ID



U.S. Military Dependent ID

Non Renewable/Non Transferable Credential



UNACCEPTABLE FORMS OF ID

Ohio Mobile ID



CITIZENSHIP DOCUMENTATION

(If Required)

Noncitizen Identifier



If the license or ID contains a "NONCITIZEN" identifier on the back, additional proof of citizenship, outlined below, is required.

Certificate of Naturalization



Birth Certificate



Certificate of Citizenship



Consular Report of Birth Abroad (CRBA) / Certification of Report of Birth



Form I-797 Notice of Action for Form N-565



UNACCEPTABLE FORMS OF VOTER IDENTIFICATION

Ohio law prohibits acceptance of the following forms of ID:

- Utility bill
- Bank statement
- Government check
- Paycheck
- Ohio Mobile ID
- Insurance card
- Other government documents (other than acceptable forms listed above), such as a social security card or birth certificate
- Driver's license or photo identification card issued by a state other than Ohio
- A driver's license or ID that contains a "Non-Renewable/Non-Transferable" identifier
- A driver's license or ID that contains a "Noncitizen" identifier may be used **in conjunction with additional proof of citizenship**.
- Any registration acknowledgment notices from the county board of elections



If a voter provides a license or ID that contains a "NONCITIZEN" or "NON-RENEWABLE/NON-TRANSFERABLE" identifier, PEOs shall provide a **VOTER ASSISTANCE REFERRAL SLIP** to be taken to the VAT.

Follow the directions of your "NonCitizen Supplement" in the "Reference Charts" section of your Voting Location Leadership Notebook.

NonCitizen and Non-Renewable/Non-Transferable

- If the license or ID contains a "NON-RENEWABLE/NON-TRANSFERABLE" identifier (on the front), the identification is not valid.
- If the license or ID contains a "NONCITIZEN" identifier (on the back), the identification requires additional proof of citizenship.
- If the ID contains a "NONCITIZEN" identifier (even if otherwise valid and unexpired), use Form 10-U to verify the voter's citizenship qualifications.
- If upon completion of Form 10-U, the person has provided a valid photo ID and acceptable proof of citizenship, they may vote a regular ballot.
- If upon completion of Form 10-U, the person has not provided a valid photo ID and acceptable proof of citizenship, **they must vote a Provisional Ballot.**



If a voter provides a license or ID that says "NON-RENEWABLE/NON-TRANSFERABLE", the ID is not valid.

PROCESSING VOTERS WITH A DRIVER'S LICENSE

Driver's License Search



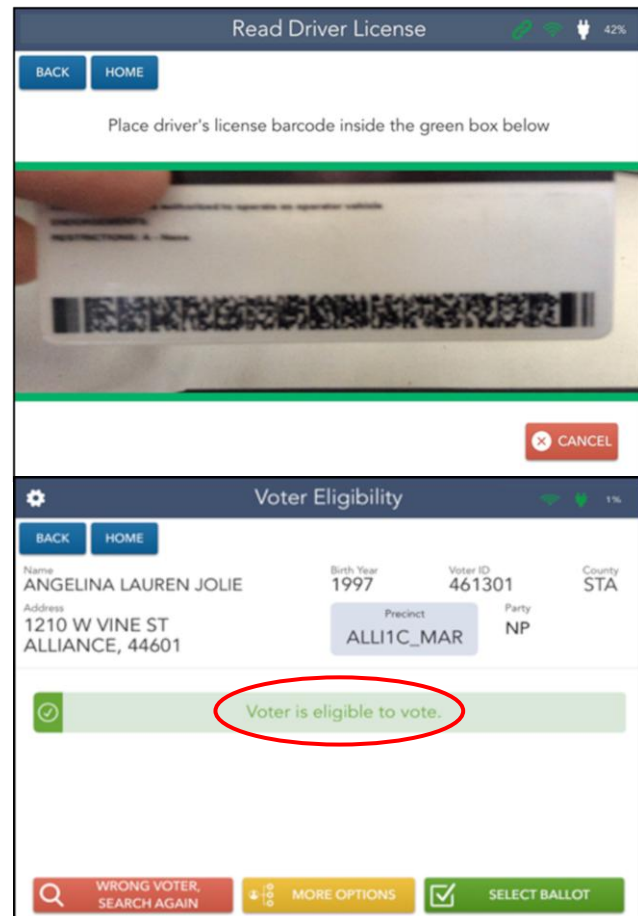
It is important to slow down and pay attention to detail when checking in every voter!
The ePollbook does not recognize an expiration date. If expired, send the voter to the VAT.

1. Verify that **the photo matches the voter, and the identification has not expired.**

NOTE: The ePollbook does not recognize an expiration date. If expired, send the voter to the VAT.

2. Tap **DRIVER LICENSE SCAN**. The ePollbook will activate the camera to scan the driver's license/ID card.
3. Hold the driver's license/ID card with the barcode facing the camera on the left side of the base, near the Scan Here sticker. Watch the ePollbook screen and slightly move or tilt the photo ID as needed to scan. Do not cover the barcode with a finger. If the license/ID card is worn or bent and will not scan, use the Manual Search option (Page 46).
4. The ePollbook will bring up the voter's name and address. Verify that the name is correct both by asking the voter **"What is your legal name"** and **comparing the ID**. What the voter stated must match the ePollbook and the ID.
5. Return the ID to the voter.
6. Verify that the address is correct by asking the voter **"What is your current address?"**
 - A. If the voter states the name and address in the ePollbook, continue as a regular voter.
 - B. If the voter states the name or address that is anything other than the address shown in the EPB, refer the voter to the VAT.

Once the correct voter is found, the Voter Eligibility screen will appear.
7. If the voter is an eligible voter, the screen will display a **"Voter is eligible to vote"** message. Tap **SELECT BALLOT** in the lower right-hand corner.



Get Voter Signature

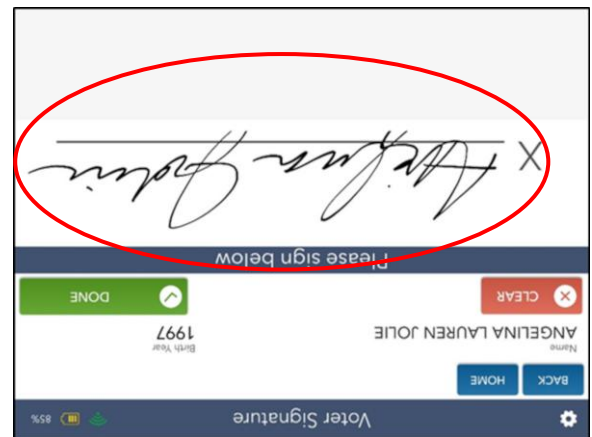
The screen will automatically flip towards the voter. With slight pressure of the left hand on the upper left corner of the frame and the right hand securing the base at the middle bar where the magnet needs to be released, use a smooth motion to flip the screen toward the voter. (Be careful not to press on the cords or the encoder.)

IMPORTANT: Do not touch the screen when flipping the Flip & Share frame stand. Hold only the stand when flipping to and from a voter.

During a Primary Election, the voter will CHOOSE their preferred party ballot. If the voter chooses NONPARTISAN, or if there are no party candidates in contested races to choose from, the ePollbook will display the signature line, and the voter will receive an Issues Only Ballot.

Please see the supplemental Primary Election worksheet for additional information and instructions.

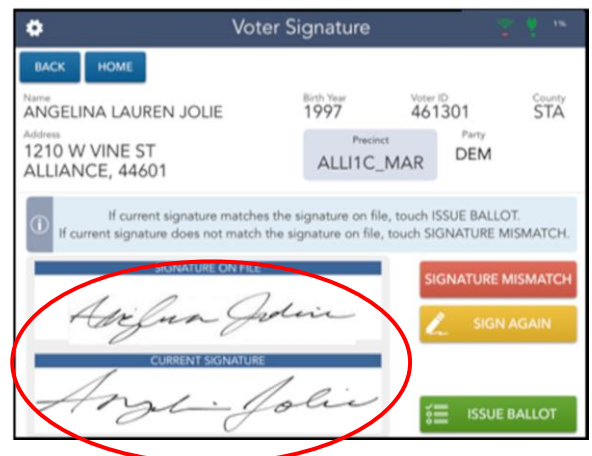
IMPORTANT: NEVER suggest a ballot or party choice to the voter.



1. Ask the voter to verify their name and birth year at the top of the screen.

2. Direct the voter to sign in the box with the stylus and tap **DONE**.

3. Once the voter has tapped **DONE**, flip the screen back by putting the left hand on the left side of the frame while smoothly lowering the center bar of the frame back to the base.



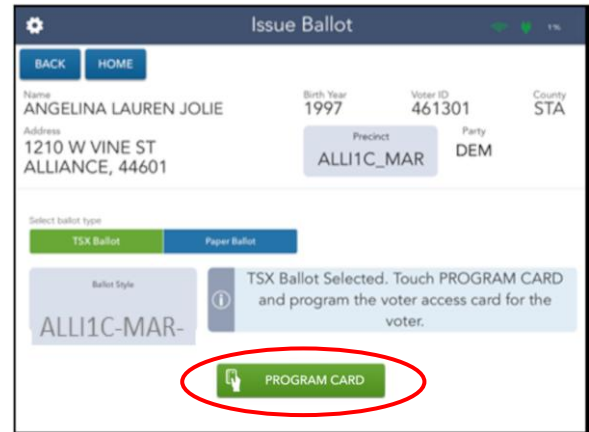
4. Compare the voter's signatures. If they look similar, tap **ISSUE BALLOT**. If they are not similar, go to Page 48.

- A. If the voter has supplied a photo ID and is an eligible voter but may need to update their signature, provide a **VOTER ASSISTANCE REFERRAL SLIP** to be taken to the VAT after voting to complete a Form 260 Signature Update.
- B. If the driver's license signature looks similar to what the voter just signed, it is acceptable. The **SIGN AGAIN** button should only be used if the voter signature clearly does not match. **Do not have a voter sign repeatedly to match what is on file.**

5. Tap **PROGRAM CARD**.

NOTE: Do not insert the Voter Access Card at this time.

IMPORTANT: If the voter requests an Optical Scan Paper Ballot, **cancel** the process before programming the card by tapping the **HOME** button, then refer the voter to the VAT with a **VOTER ASSISTANCE REFERRAL SLIP**.



Programming ICX Voter Access Card

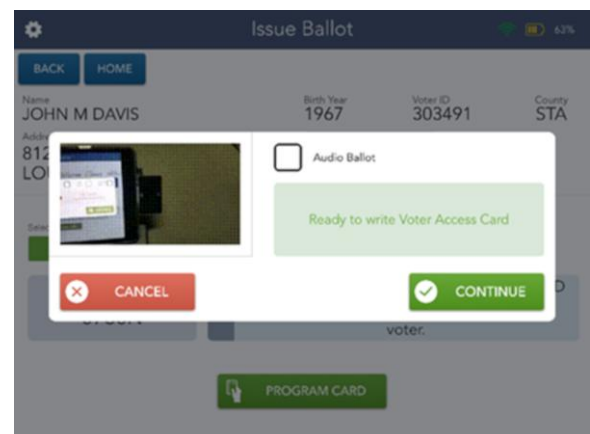
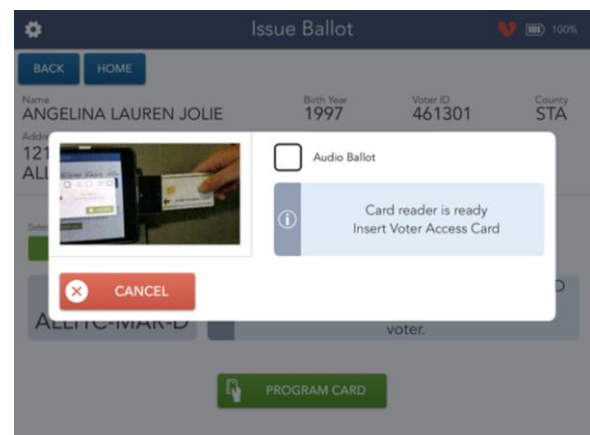
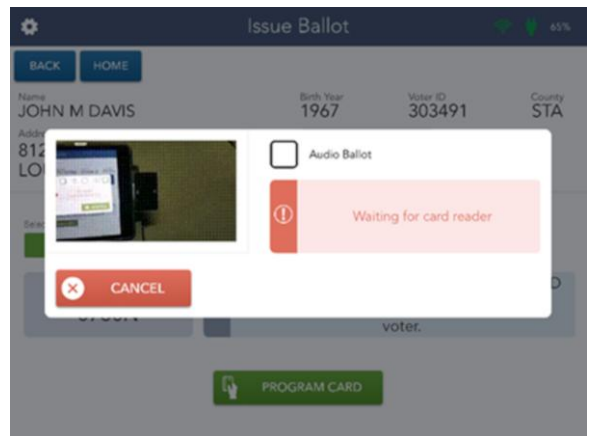
The ePollbook screen will change to the first programming screen, shown to the right, momentarily displaying the red "Waiting for card reader" message, then changing to the blue "Card reader is ready. Insert Voter Access Card" message.

If the "Waiting for card reader" message remains for more than 5 seconds and will not change, contact the VLFM to fix the encoder.

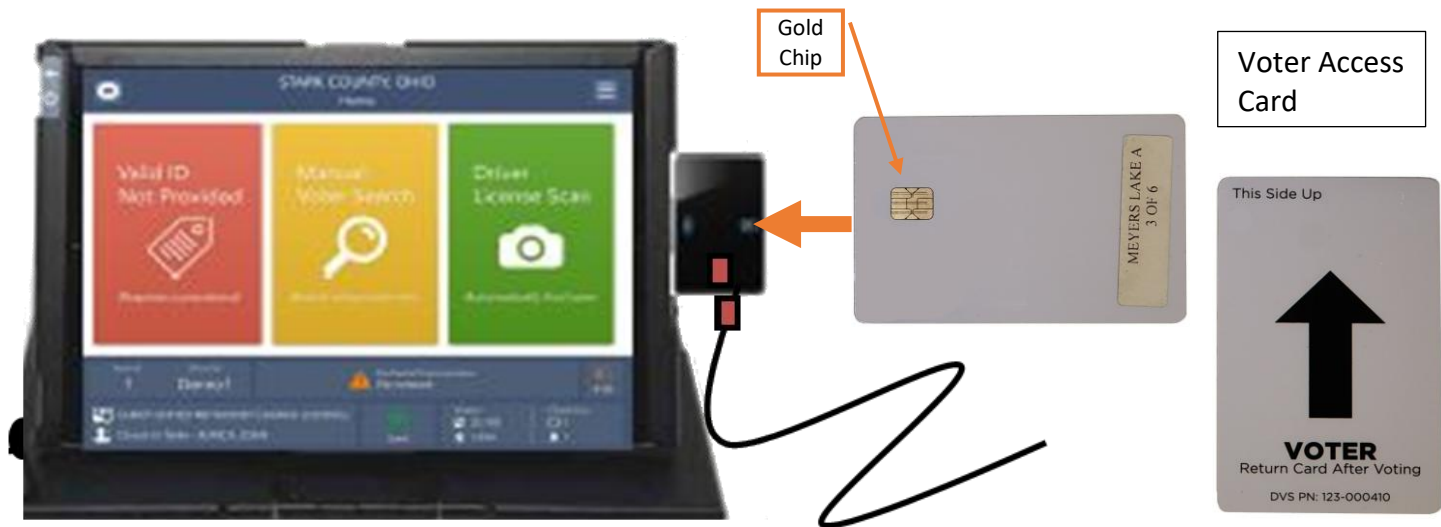
1. Follow the video instructions to encode a Voter Access Card and insert the card into the encoder. The blue box will turn green when the encoder successfully recognizes the card.

The green "Ready to write Voter Access Card" message should now be present.

IMPORTANT: If the Voter requests a paper ballot at this point, a PEO will **cancel** the process before programming the card by tapping **HOME**. The PEO will refer the voter to the VAT. The VATM should follow directions to issue an optical scan paper ballot. (See page 55.)

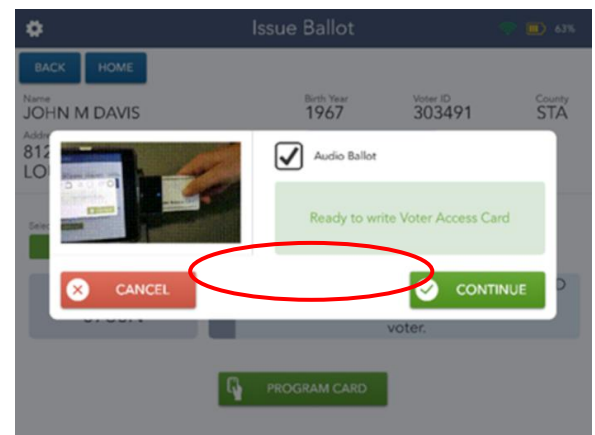


NOTE: When inserted into the card reader, the gold chip (shown below) goes face up into the encoder. The arrow is on the back of the card and will NOT be visible to the poll worker when encoding the Voter Access Card.



IMPORTANT: If there is an error encoding the card, the screen will read **“Card Error.”** Reinsert the card. Most often this indicates the card has been inserted with the chip in the incorrect position.

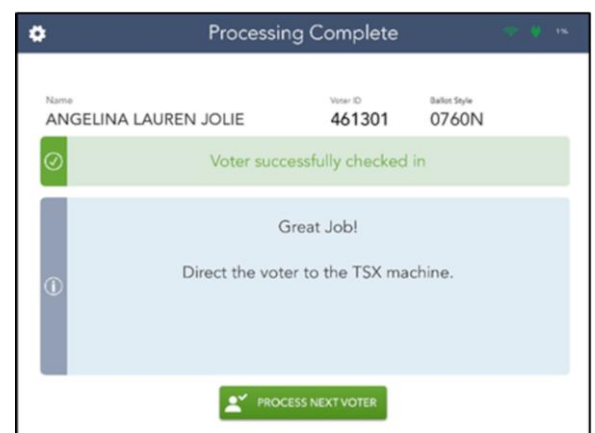
- To issue an audio ballot for the ATI unit, check the audio box before tapping **CONTINUE**.



- Tap **CONTINUE** to program the precinct ballot information to the card.

The ePollbook will now begin to program the Voter Access Card. When complete, the screen will read “Voter successfully checked in.”

The voter has been successfully checked in and the precinct ballot has been written to the Voter Access Card.



4. Read the ICX instructions on the laminated card located in front of the ePollbook to the voter:

- A. Keep their Voter Access Card inserted until they see the . If they remove the card before the  appears on the screen, their vote was NOT cast.

5. Give the voter the programmed Voter Access Card with the arrow facing the voter. Instruct them to go to any of the ICX Voting Machines to vote.

IMPORTANT: Be sure to remove the Voter Access Card prior to the next step. The ePollbook may erase the card if it is left in the encoder.

6. To return to the home screen, tap **PROCESS NEXT VOTER.**

The Home screen will appear. The next voter can now be processed.



If a voter reports a problem with a Voter Access Card, do NOT take the card away from the voter. A bipartisan team including the VLFM should walk with the voter to the ICX Voting Machine they were using and have the voter reinsert the Voter Access Card. Check to make sure the voter is properly inserting the card. If the error still occurs, have the voter insert the card into a different ICX Machine.

If the voter receives an ICX message stating, there is an error:

- Ask the PEOs in the ICX pod if the voter immediately received the message upon inserting the Voter Access Card.
- Find out if the PEO at the Check-In table is properly encoding cards.
- If the VLFM and VATM determine the voter was given a card that was properly encoded and **DID NOT CAST THEIR BALLOT**, SOIL and DEFACE the Voter Access Card according to the instructions on page 73. Then, reissue the Voter Access Card.

MANUAL VOTER SEARCH

To process an eligible voter by using the

MANUAL VOTER SEARCH:

1. After verifying the photo and expiration date, select the type of photo ID provided from the list of acceptable photo identification types, then tap **CONTINUE**.

When doing a manual search, there are three commonly used options:

- Last Name & House Number (default)
- Last Name & Birth Year
- Last Name & First Name

2. The first search option will appear. Enter the first 3 letters of the voter's last name and their house number in the appropriate fields. Then tap **SEARCH**.

A. If the search information finds multiple voters, tap the name of the voter being processed. A light blue box appears around their name and address, then tap **CONTINUE**.

B. If not found, use all possible search options.

3. The ePollbook will bring up the voter's name and address. Verify that the name is correct both by asking the voter **"What is your legal name"** and comparing the ID. What the voter stated must match the ePollbook and the ID. If it doesn't match, follow the instructions on page 63.

4. Return the ID to the voter.

5. Verify the voter's address by asking the voter **"What is your current address?"** What the voter stated must match the ePollbook. If it doesn't match, follow the instructions on page 65.

NOTE: A search can produce other family members living at the same address with the same last name and/or same date of birth. Always check the photo ID to make certain the first and last name on a photo ID represents the person being processed as well as the voter listed on the screen.

6. Once the correct voter is found, the Voter Eligibility screen appears.

A. If the voter is eligible, the screen will display a

green "Voter is eligible to vote" message. Then tap **GET VOTER SIGNATURE** and proceed with previous instructions on page 41 to program a voter access card.

B. If not eligible, the screen will show why. Issue the voter a Provisional Ballot. PEOs are trained to refer a voter to the VAT at this point.

The image shows three sequential screenshots of a tablet application for Stark County, Ohio, during the May 2, 2023 Primary Election.

Top Screenshot: The 'Home' screen shows three main options: 'Valid ID Not Provided' (red), 'Manual Voter Search' (yellow, selected), and 'Driver License Scan' (green). At the bottom, it shows 'Asset ID: 1', 'Device ID: Demo1', and the date/time 'January 03 02:10:03 PM'. A status bar at the very bottom shows 'CHRIST UNITED METHODIST CHURCH LOUISVILL' and 'Check-In Table - JANE POLLWORKER'.

Middle Screenshot: A '5 Identification Types - Select One Below' dialog box is open. It lists options: 'Valid Ohio Driver's License', 'State Photo ID', 'Military ID', 'Passport', and 'Veterans ID'. To the right, it provides instructions: 'All forms of ID must contain the voter's Name and Photograph. All form of ID cannot be expired. Forms of ID include Ohio Drivers License, State ID Card, Interim ID from the BMV, US Passport/Card, US Military ID, Ohio National Guard ID and US Dept. Of Veterans Affairs ID.' At the bottom of the dialog are 'CANCEL' and 'CONTINUE' buttons.

Bottom Screenshot: The 'Find Voter' screen shows search criteria: 'LAST NAME AND HOUSE NUMBER' with 'JOL' and '1210' entered. A 'SEARCH' button is visible. Below the search bar is a numeric keypad and a full QWERTY keyboard. At the bottom, a 'Voter Eligibility' section displays: Name 'ANGELINA LAUREN JOLIE', Birth Year '1997', Voter ID '461301', County 'STA', Address '1210 W VINE ST ALLIANCE, 44601', Precinct 'ALLI1C_MAR', and Party 'NP'. A green message states 'Voter is eligible to vote.' At the bottom are buttons for 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS', and 'SELECT BALLOT'.

SIGNATURE MISMATCH OR NO SIGNATURE

Photo ID provided BUT signature does not match:

- If the voter's signature has some similarities, accept it and process as a regular voter.
 - a. If there are no similarities, select the Sign Again yellow button and have the voter sign again.

If there are still no similarities, **do NOT make them sign multiple times**. Verify their identity with the photo on ID.

- b. Process the person as a regular voter.
- c. PEOs should ask the voter if they would like to update their signature. If yes, check Form 260 on the **VOTER ASSISTANCE REFERRAL SLIP** and give it to the voter. Ask the voter to stop at the VAT after they have voted.

CHECK-IN TABLE PROCESS

No Photo ID provided:

- Complete a **VOTER ASSISTANCE REFERRAL SLIP**.
- Direct the voter to the VAT with the slip in hand. (Will be a Provisional voter.)

No signature in "Signature on File" box:

- Complete a **VOTER ASSISTANCE REFERRAL SLIP**.
- Direct the voter to the VAT with the slip in hand. (Will be a Provisional voter.)

Signature is different name in "Signature on File" box:

- Complete a **VOTER ASSISTANCE REFERRAL SLIP**.
- Direct the voter to the VAT with the slip in hand. (Will be a Provisional voter.)

VAT PROCESS

No signature in "Signature on File" box:

- Call the BOE.

Signature is different name in "Signature on File" box:

- Follow Instructions on Page 63.

Voter wants to update signature:

- Have the voter complete signature update form 260. Place the completed form in the front pocket of the Voting Location Leadership Team Notebook.

VOTERS NEEDING ASSISTANCE

A voter who requests an Optical Scan Paper Ballot must be sent to the VAT with a **VOTER ASSISTANCE REFERRAL SLIP**. All paper ballots are processed at the VAT.

If during the check-in a warning appears in red, the reason will appear in that box or in yellow just above the warning. Below are some reasons a voter must be directed to the VAT with a **VOTER ASSISTANCE REFERRAL SLIP**:

- Wrong polling location
- No valid photo ID provided or it is expired
- Voter Notification Card (VNC) returned
- BMV Mismatch : DLN/ID ***NEW***
- BMV Mismatch : SSA ***NEW***
- BMV Mismatch : DOB ***NEW***
- BMV Mismatch : DLN/ID, SSA and DOB ***NEW***
- Absentee Ballot Requested
 - If a voter wishes to drop off an Absentee Ballot, **DO NOT accept the ballot or allow them to leave it at the polling location.**
 - They must take it to the BOE on Election Day by 7:30 p.m. for it to count.
 - Or they may destroy their Absentee Ballot (not at the polling location) and be referred to the VAT to vote a Provisional Ballot.

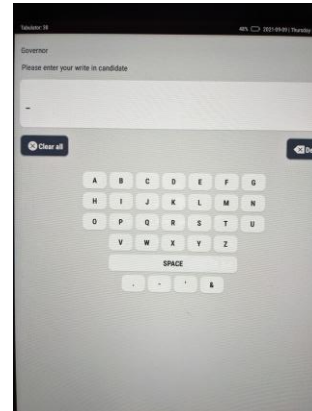
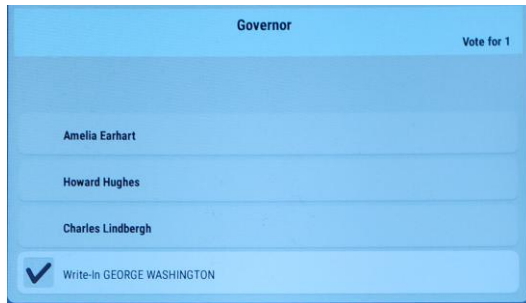
Voter Assistance Referral

- ☐ No valid photo ID or expired
- ☐ Voter not listed in ePollbook
- ☐ Voter requests Optical Scan Paper Ballot
- ☐ Voter requested an Absentee Ballot
- ☐ Vote signature update Form 260
- ☐ Other _____

WRITE-IN CANDIDATES:

Write-in Candidates:

If this election includes write-in candidates, the list will be found in the Voting Location Leadership Team Notebook. The list can NOT be posted or displayed in any manner. The list must be shown to a voter if requested. Only votes for valid Write-in Candidates are counted. The spelling of the name does not need to be 100% correct.



At the ICX Voting Machine, the voter:

- Selects Write-in from the list of candidates.
 - Types the name of the candidate using the keyboard, which is in alphabetical order.
 - After entering FIRST NAME and LAST NAME, presses ACCEPT in the lower right corner to proceed.
- To erase the entry, tap the check box to un-select, then tap again to re-select.

On an Optical Scan Paper or Provisional Ballot, the voter:

- Darkens the oval next to Write-in. Once darkened, it cannot be erased. To change, the ballot must be soiled at the VAT.
- Writes the name of the write-in candidate in the provided space.

17-Year-Old Voters (Applies to a Primary Election ONLY):

- Can only vote in a precinct with a candidate.
- Can only vote if they ask for the ballot of a party with a CANDIDATE race.
- Cannot request or vote on an Issues Only ballot.
- Must be processed at the VAT using an Optical Scan Paper Ballot.
- Cannot vote on an ICX Voting Machine.
- Cannot vote on central committee members.

ePOLLBOOK USER CHANGE

On Election Day, the VLFM may instruct the PEO assigned to the ePollbook to take a break or to change positions with another PEO. The PEO leaving the ePollbook must log out temporarily. Any PEO replacing someone at an ePollbook must sign in.

To log out temporarily:

7. Select the menu  in the upper right-hand corner.
8. Select **LOGOUT**.
9. Select **LOGOUT TEMPORARILY**.

The ePollbook will automatically change to the **START** screen and the lower left corner will read "No user logged in."

The next user will refer to page 32.

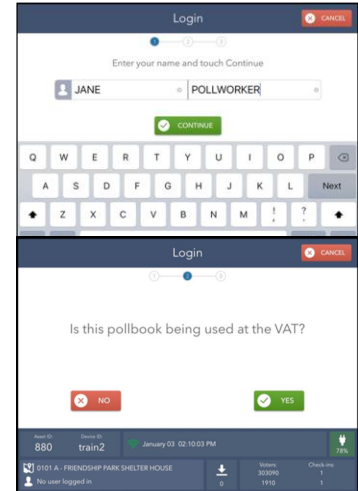
IMPORTANT: Never close the Election until the end of the day!



VOTER ASSISTANCE TABLE (VAT)

To use the ePollbook at the Voter Assistance Table, it must be signed in as the VAT.

1. When the Login screen appears, tap the **START** button.
2. The VAT MANAGER who is assigned to the VAT ePollbook will type their full first and last name. Then, tap **CONTINUE**.
3. The ePollbook will prompt “Is this pollbook being used at the VAT?” The VATM will select the **YES** button.
4. The screen will show **TEST PRINTER** to check whether the printer is working. Tap **TEST PRINTER** and a test slip will print. Place this slip in the VAT/STUB envelope attached to the VAT.
 - A. Tap **CONTINUE**.
 - B. The ePollbook Home Screen with “Voter Assistance Table” and VATM’s name will appear in the bottom left corner.



Processing a Voter

At the Voter Assistance Table, start at the home screen to check in the voter. Use **DRIVER'S LICENSE SCAN** or do a **MANUAL SEARCH**. If no valid photo ID is provided, select **VALID ID NOT PROVIDED**.

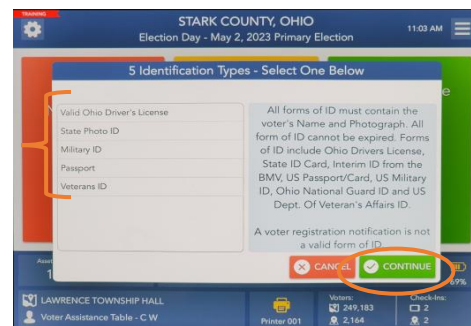
DRIVER'S LICENSE SCAN

Select this option to process voters who present a driver's license or state photo ID card.

NOTE: The ePollbook does not recognize expiration date. Always check the ID for expiration date.

MANUAL SEARCH

Use this manual search option for voters whose Driver's License does not scan or when presented with a different form of photo ID. When selected, a list of other Acceptable Forms of photo Identification will be provided.



VALID ID NOT PROVIDED

If a voter brings no photo ID or an expired photo ID to the polling location, use the **VALID ID NOT PROVIDED** button. This will be the same as the manual search process, but the voter must vote provisionally.

Optical Scan & Provisional Ballot Information

The Voter Assistance Table issues all paper ballots: both Optical Scan Ballots and Provisional Ballots.

Optical Scan Ballots are issued for 4 reasons:

1. Voter requested
2. Curbside
3. 17-year-old voter
4. Emergency (ALWAYS contact BOE before using this option)

NOTE: The WHITE privacy envelope that is used for Optional Scan paper ballots lists the reasons why an Optical Scan paper ballot is issued. Make sure to check the reason on the envelope and initial it.

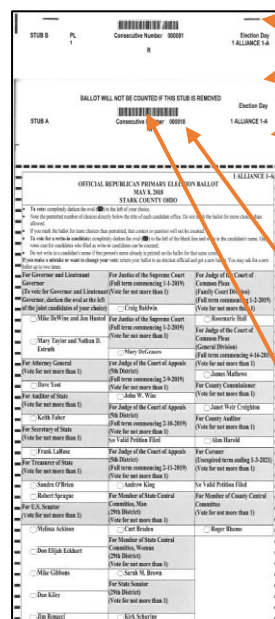
Provisional Ballots are issued for DIFFERENT reasons than an Optical Scan paper ballot. See page 57 for this complete list. The voter fills out the information on the YELLOW Provisional Envelope.

The VATM will issue both Optical Scan and Provisional Ballots. VATMs can also process regular ICX voters without signing out of VAT mode.

IMPORTANT: The VATM must process every Optical Scan Ballot and every Provisional Ballot, ensuring that each ballot is processed correctly and placed in the appropriate envelope, and that the envelope is properly filled out.

The same ballot style pack is used for both Provisional voters and voters requesting an Optical Scan ballot.

EVERY BALLOT issued must be SCANNED into the ePollbook!



Ballots are stapled together through Stub B.

Tear off ballot between Stub B and Stub A.

Stub A:

- Provisional Ballots – ALWAYS Remains attached to the ballot.
- Optical Scan Ballots - Remove and place in the VAT/STUB Envelope.

Ballot Stub Number

Barcode must be scanned into the ePollbook!

Optical Scan Ballot

vs.

Provisional Ballot

Sample Optical Scan Ballot

STUB B

STUB A

OFFICIAL REPUBLICAN PRIMARY ELECTION BALLOT
WYOMING COUNTY (HHS)

WY 2024

For Governor and Lieutenant Governor (Ballot time commencing 11/3/2024)
For Attorney General (Ballot time commencing 11/3/2024)
For Secretary of State (Ballot time commencing 11/3/2024)
For Treasurer and Tax Collector (Ballot time commencing 11/3/2024)
For Auditor and Comptroller (Ballot time commencing 11/3/2024)
For Judge of the Court of Appeals (Ballot time commencing 11/3/2024)
For Judge of the Court of Common Pleas (Ballot time commencing 11/3/2024)
For Judge of the Court of Common Pleas (Ballot time commencing 11/3/2024)
For Judge of the Court of Common Pleas (Ballot time commencing 11/3/2024)
For Judge of the Court of Common Pleas (Ballot time commencing 11/3/2024)

STUB A

VATM MUST INITIAL ONE OF THE BOXES.

VAT / STUB ENVELOPE:

This envelope contains:

- Stubs from all Voted Regular Paper Ballots
- Opening ePollbook Reports
- Blue List of Voters
- 11 and 4 Reports
- One Copy of the ePollbook Ballot Accounting Report

VATM Signature: _____

SEAL & RETURN THIS ENVELOPE IN THE BALLOT BOX

VATM must attach a precinct label.

WHITE Optical Scan Ballot Privacy Envelope

ALL11-ACS

OPTICAL SCAN Paper Ballot Privacy Envelope

Reason Used:

- ☐ Voter requested
- ☐ Curbside
- ☐ 17-year old (Primary only)
- ☐ Emergency (Contact BOE first)

VLM Initials: _____

Do NOT Use for PROVISIONAL

Place SEALED envelope inside the CLEAR plastic bag labeled "Voted Optical Scan Paper Ballots"

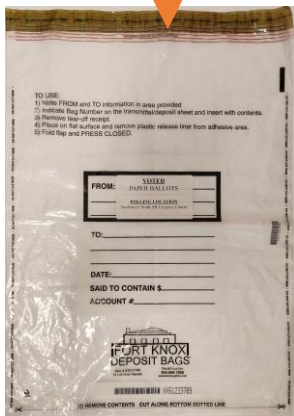
Envelope

Check reason

VATM initial

Voted Optical Scan Ballot Bag

Keep inside the blue ballot suitcase during Election Day.



Sample Provisional Ballot

DO NOT remove Stub A for provisional ballots.

If applicable, tape, form 12-D to back of the Provisional Ballot Privacy Envelope AFTER the voter leaves.

VATM must attach a precinct label to the envelope and write in Stub #.

ALL11-ACS

PROVISIONAL Ballot Privacy Envelope

VATM MUST INITIAL ONE OF THE BOXES.

PROVISIONAL ELECTION POLLBOOK IS SOLELY A PROPERTY OF THE COUNTY BOARD OF ELECTIONS.

YELLOW Provisional Ballot Privacy Envelope

VATM must check to ensure all required areas on the envelope are completed. If not, return to voter to complete. The ballot cannot be counted if the envelope is not completed correctly.

Provisional Ballot Bag



Keep inside the blue ballot suitcase during Election Day.

Provisional Ballot Notice

Form 12H
Give to voter

Form 12H Provided by Secretary of State (02/2020)

PROVISIONAL BALLOT NOTICE

Why are you receiving this notice?

You are receiving this notice because you were required to cast a provisional ballot. A provisional ballot is used to record a voter's vote if eligibility is in question and the voter would otherwise not be permitted to vote at their polling place. The content of a provisional ballot is no different from a regular ballot, but it is cast "provisionally" until election officials can verify the voter's eligibility to vote in that election.

Provisional Voter Notice

To find out if you need to provide a valid form of photo identification, proof of U.S. citizenship, or other necessary information for your vote to count, call the PROVISIONAL VOTER HOTLINE to confirm with your county board of elections. You can also call after the official certification to learn whether your ballot was counted. This hotline is available beginning the day after the election until the end of the month following the election.

866-CHNO-VOTE (866-644-6868)
ChnoVote.gov/Boards

Your board of elections is: _____ County Board of Elections

Office hours are: _____

Provisional Ballot Eligibility Flowchart

If you are required to provide a valid form of photo ID:	If you DO NOT appear at your county board of elections within four days after Election Day and provide a valid form of photo ID:	Your provisional ballot is eligible to be counted.
If you are required to provide proof of U.S. citizenship:	If you DO NOT appear at your county board of elections within four days after Election Day and provide an acceptable form of U.S. citizenship documentation:	Your provisional ballot is eligible to be counted.
If you are required to provide proof of U.S. citizenship:	If you DO NOT appear at your county board of elections within four days after Election Day and provide necessary information to verify your voter registration information:	Your provisional ballot is eligible to be counted.
If you are required to provide proof of U.S. citizenship:	If you DO NOT appear at your county board of elections within four days after Election Day and provide necessary information to verify your voter registration information:	Your provisional ballot is eligible to be counted.

*Candidates for election are not eligible to vote. Non-residents who are not registered to vote in the state.

For the back side of this notice for voter assistance, please refer to the back of the ballot.

PROCESSING OPTICAL SCAN BALLOT REQUESTS

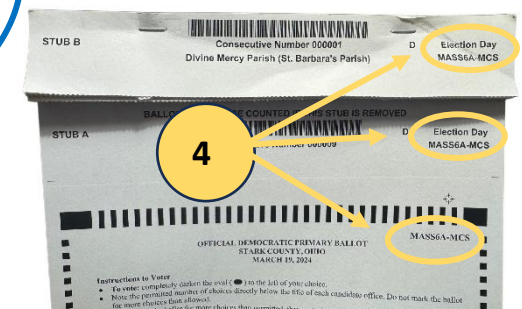
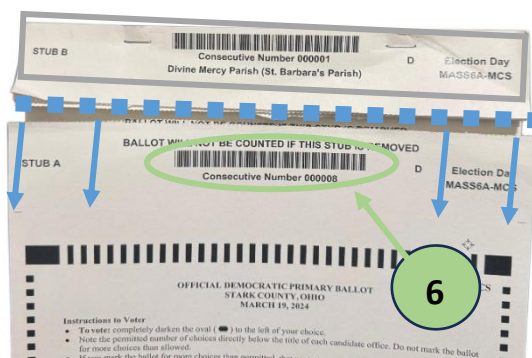
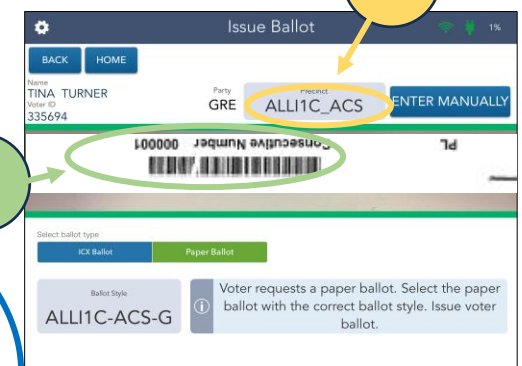
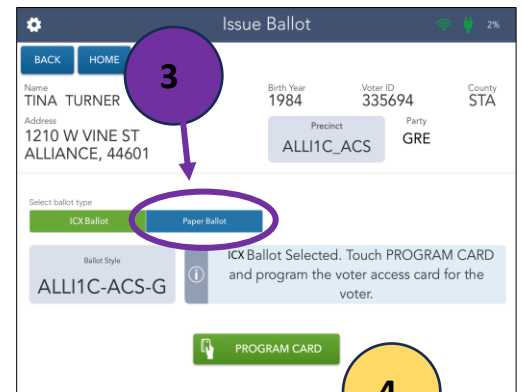
When a regular voter has a valid photo ID, is not flagged, and chooses to vote a paper ballot instead of voting on the ICX Voting Machine, that ballot is called an Optical Scan Ballot. It is processed at the VAT. The voter is given a WHITE Privacy Envelope. In order for a ballot to count, it must be in the correct envelope. **DO NOT USE A YELLOW PROVISIONAL ENVELOPE.**

Processing a Optical-Scan Voter:



Processing an Optical Scan Request:

- 1.) Process the voter by scanning their license or searching manually.
- 2.) Once they have verified their identity and signed the ePollbook, tap **ISSUE BALLOT**.
- 3.) Tap **PAPER BALLOT** (3). It will turn green, and the Issue Ballot screen appears and activates the camera.
- 4.) Select the correct paper ballot by the precinct ballot style shown on the ePollbook screen.
- 5.) Find the ballot stack with the correct ballot style and precinct (4). Tear below Stub B (perforated).
- 6.) Hold upside down to scan the optical scan ballot (6) (DO NOT fold). **If you scan an incorrect precinct ballot, the screen will turn red and the EPB will not allow processing.**



Always keep Stub B attached to the stack as it is the Board of Elections copy.

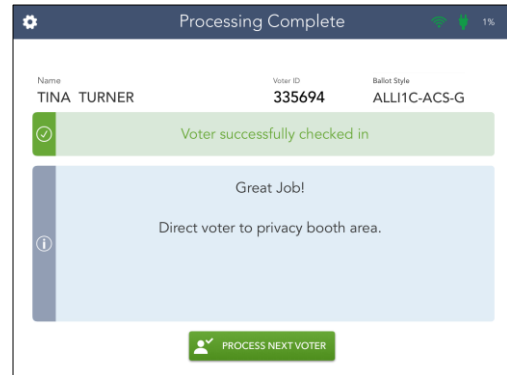
Optical Scan Ballot Process

7.) Once the correct precinct ballot is scanned, the EPB will post “Voter successfully checked in, *Great Job!*”

8.) Remove Ballot Stub A and place it in the VAT/STUB envelope



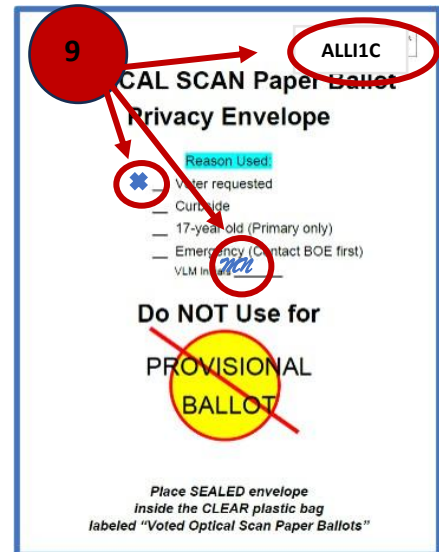
Make sure the ballot has been successfully scanned before putting Stub A into the VAT/SUB Envelope.



9.) Give the voter the optical scan paper ballot.



Although it states, “BALLOT WILL NOT BE COUNTED IF THIS STUB IS REMOVED,” this is an optical scan request, so it is to be removed to ensure voter’s privacy.



10.) Affix the Precinct label (located in the Voting Location Leadership Team Notebook) at the top right corner of the WHITE Privacy Envelope, check the reason, and initial. Give it to the voter.

11.) Direct the voter to the Privacy table. After voting the ballot, the voter seals the ballot in the WHITE Privacy Envelope and returns it to the VAT.

12.) Place the sealed Privacy Envelope in the clear plastic bag labeled Voted Optical Scan Ballots in front of the voter and return the clear bag to the blue ballot suitcase.

EVERY BALLOT MUST BE SCANNED INTO THE EPOLLBOOK. If a ballot does not scan into the ePollbook, you must call Matthew at 330-451-7526. NEVER GIVE A VOTER A BALLOT WITHOUT PROPERLY CHECKING THEM IN.

PROCESSING PROVISIONAL BALLOTS

The purpose of the Provisional Envelope is to update the voter's current information at the BOE and verify their eligibility to vote.

There are multiple reasons that a voter may appear as a provisional voter in the ePollbook. A provisional voter has a red "Voter is Not Eligible to Vote" message and a red tag at the top of the screen with the provisional reason (see arrows).

NOTE: The YELLOW Provisional Envelope has a form that the voter must fill out completely, including Ballot Choice in Primary Elections. In order for a ballot to count, it must be in the correct envelope, which must be filled out completely.

Reasons a voter may be issued a provisional ballot include:

- A valid photo ID was not presented at the time of check-in or is expired.
- A voter demands to vote in the wrong voting location.
- A voter requested an absentee ballot for this election.
- A Voter Notification Card (VNC) was sent, and the voter did not respond.
- A voter's new address is not present in the ePollbook.
- A voter had a name change but did not provide proper documentation.
- A voter presenting an ID with a "Noncitizen" identifier without documentation to prove citizenship.
- A voter has a BMV/SSA mismatch (DL/ID, SSN or DOB). ***NEW***

NOTE: If the voter says they have a religious objection to being photographed, they must also complete form 12-O. The VATM will attach/tape the form to the back of YELLOW Provisional Ballot envelope.

Issuing a Provisional Ballot

After the scanner has captured the license barcode or the voter was found manually, the voter's information will appear.

1. Visually verify it is the correct voter. The voter must vote a Provisional Ballot if the red box displays "Voter is not eligible to vote a regular ballot". The ePollbook will list the reason the voter must vote a Provisional Ballot in the yellow box. Touch the HOME button to suspend the check-in. Provide the voter with a YELLOW PROVISIONAL ENVELOPE. Once they have returned the envelope to the VAT, check the voter in on the EPB and proceed to the next step.

2. The VATM must initial one of the two boxes at the top of the yellow Provisional Ballot Envelope verifying whether the voter provided a photo ID or not.

Displayed after scanning photo ID

Processing a Provisional Voter Video:



SCAN ME

3. Select the **PROCESS PROVISIONAL** button.

During a Primary Election, the voter will now choose their preferred party ballot. If the voter chooses Nonpartisan or there are no Party Candidates to choose from, the voter will receive an Issues Only Ballot.

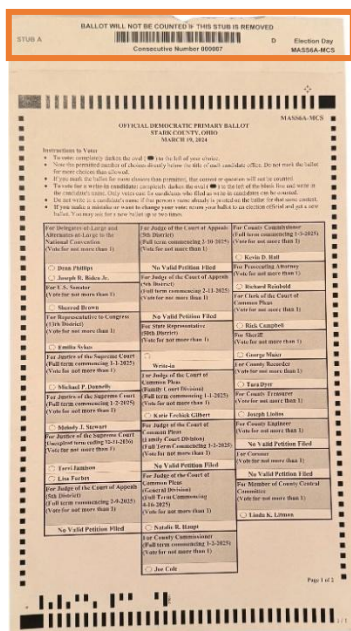
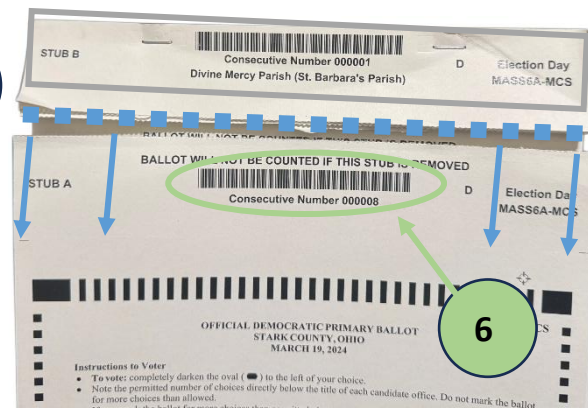
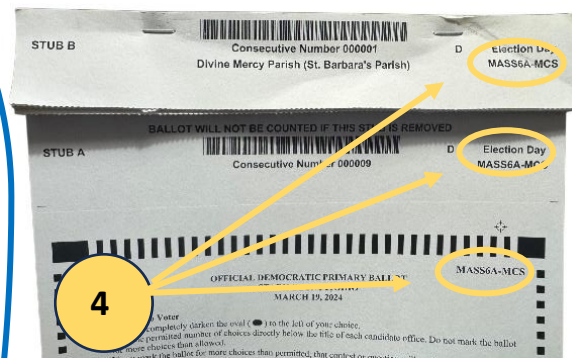
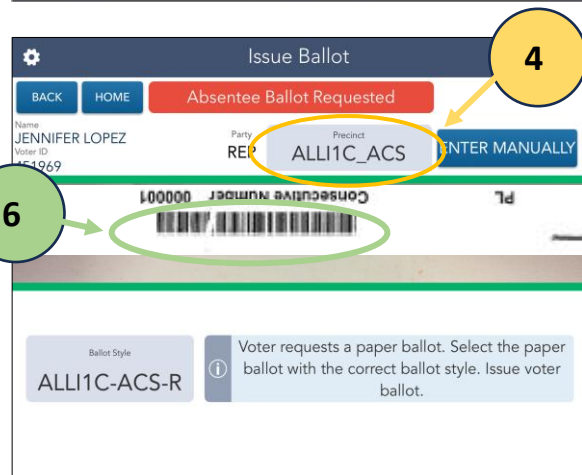
IMPORTANT: NEVER suggest a ballot or party to the voter.

4. The precinct ballot style appears on the ePollbook screen.

5. Find the ballot stack with the correct precinct and ballot style (4). Tear below Stub B (perforated).

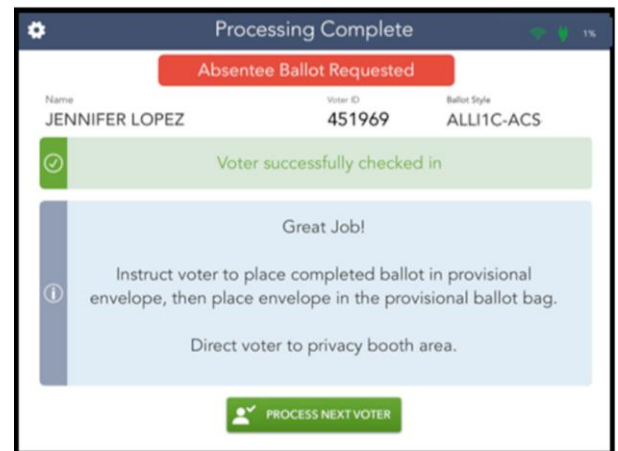
6. Hold upside down to scan the ballot (6). The "Voter successfully checked in" prompt will show it is the correct precinct ballot. If you scan an incorrect precinct ballot, the screen will turn red and the EPB will not allow processing.

7. Keep Stub A attached to the ballot (7).



Issuing a Provisional Ballot Continued

8. Attach the correct precinct label at the top right of the Yellow Provisional Envelope and write in the Stub #. (Precinct labels are found in a sleeve in the Voting Location Leadership Team Notebook.) **In a Primary Election, make sure you mark the “Voter’s Ballot Choice” with Dem, Lib, Rep, or Issues Only in the top left corner of the Yellow Provisional Envelope.** Give the voter the Provisional Ballot with Stub A attached.
9. Direct the voter to the privacy table for voting. **The voter must completely fill out the YELLOW Provisional Envelope** and should seal the voted ballot with the stub attached inside the Provisional envelope.
10. Tap **PROCESS NEXT VOTER** on ePollbook screen.
11. **IMPORTANT:** When the voter returns their sealed YELLOW Provisional Envelope, **verify they have completed all required fields** on the form before leaving the polling location. **If the envelope is not completed the ballot will NOT be counted.**
12. Place the YELLOW Provisional Envelope in the Orange Provisional Ballot Bag.
13. Give the voter a Provisional Ballot Notice 12H and an “I Voted” sticker.



Form No. 12-1H Prescribed by Secretary of State (10/2026)

PROVISIONAL BALLOT NOTICE

A.C. 2006.10 (R)(5), A.C. 2006.10 (R)(6) (REVISED) AND A.C. 2006.21 (R)(2) (REVISED)

Why are you receiving this notice?
You are receiving this notice because you were required to cast a provisional ballot. A provisional ballot is used to record a vote if a voter's eligibility is in question and the voter would otherwise not be permitted to vote at their polling place. The content of a provisional ballot is no different from a regular ballot, but it is cast "provisionally" until election officials can verify the voter's eligibility to vote in that election.

Provisional Voter Hotline
To find out if you need to provide a valid form of photo identification, proof of U.S. citizenship, or other necessary information for your vote to count, call the PROVISIONAL VOTER HOTLINE to confirm with your county board of elections. You can also call after the official certification to learn whether your ballot was counted. This hotline is available beginning the day after the election until the end of the month following the election:

866-OHIO-VOTE (866-644-6868)
OhioSoS.gov/Boards

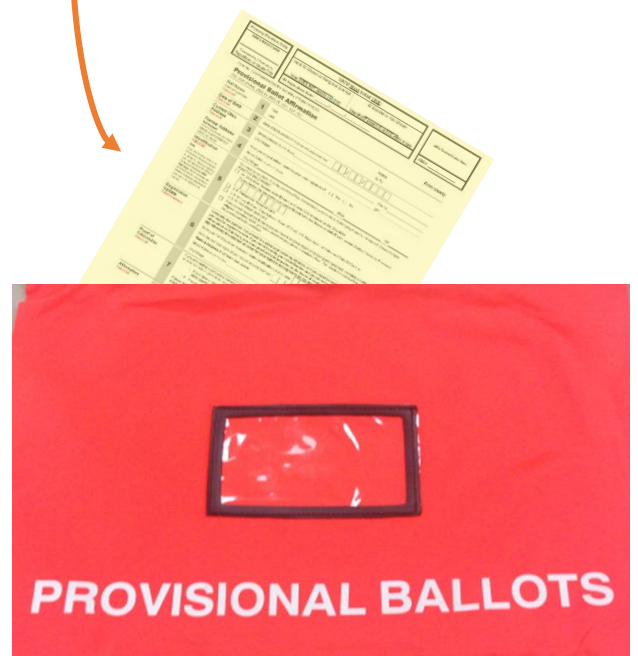
Your board of elections is: _____ County Board of Elections

Office hours are: _____

Provisional Ballot Eligibility Flowchart*

If you are required to provide a valid form of photo ID	You should appear at your county board of elections within four days after Election Day and provide a valid form of photo ID	Your provisional ballot is eligible to be counted
	If you DO NOT appear at your county board of elections within four days after Election Day and provide a valid form of photo ID	Your provisional ballot is NOT eligible to be counted
If you are required to provide proof of U.S. citizenship	You should appear at your county board of elections within four days after Election Day and provide an acceptable form of U.S. citizenship documentation	Your provisional ballot is eligible to be counted
	If you DO NOT appear at your county board of elections within four days after Election Day and provide an acceptable form of U.S. citizenship documentation	Your provisional ballot is NOT eligible to be counted
If additional information beyond what you provided at your polling location (DOB, DPA, or SSN) is required to verify your voter registration record	You should appear at your county board of elections within four days after Election Day and provide necessary information to verify your voter registration information	Your provisional ballot is eligible to be counted
	If you DO NOT appear at your county board of elections within four days after Election Day and provide necessary information to verify your voter registration record	Your provisional ballot is NOT eligible to be counted AND your voter registration will be cancelled**

*Cancellation for this reason does not prohibit you from registering to vote at any time in the future.
**See the back side of this notice for lists of acceptable IDs and documents for your vote to count.



VATM's Responsibilities for a Provisional Ballot

*During a **Primary Election only**, record the **voter's ballot choice** here.

*The VATM will **initial** whether a valid ID was shown, then write down the **expiration date** of the ID.

*The voter's **precinct label** will be placed here.

*Record the **stub number** on the provided line.

Form No. 12-B Prescribed by the Secretary of State (01/2005)

Provisional Ballot Affirmation Print clearly

R.C. 3501.01(AA), 3503.16; 3505.18; 181; 182; 183.

Primary Election Only Voter's Ballot Choice REP Democratic, Libertarian, Republican, or Issues Only	VATM Must Initial ONE: Valid ID Shown or Religious Exempt mn ID Expired or Not Shown Voter DOES NOT need to visit BOE Voter MUST present ID at BOE within 4 days ID Expiration Date: 12 / 06 / 2030	Precinct Label: ALLI1-ACS Stub #: 003
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1 Full Name (Required)
 Clearly print your name.
 First _____ Middle _____
 Last _____ Suffix _____

2 Date of Birth (Required)
 Date of Birth (MM/DD/YYYY) (Do not write today's date here): ____/____/____

3 Current Ohio Address (Required)
 Street Address (No P.O. Boxes) _____ County _____
 City/Village _____ ZIP _____

4 Former Address (Not Required)
 If you do not provide your former address, it will not cause your ballot to be rejected.
 Have you moved without updating your voter registration? ☐ Yes ☐ No
 Street Address (No P.O. Boxes) _____
 City/Village _____ State _____ ZIP _____

5 Identification (Required)
 Note: If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections within **four days** after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.
 You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided:
☐ An Ohio driver license, state ID card, or interim ID form issued by the Ohio BMV.
 If you checked the box above, you must write your full driver license or state ID card number (2 letters followed by 6 numbers):

☐ U.S. Passport or Passport Card
☐ U.S. Military ID Card, Ohio National Guard ID Card, U.S. Department of Veterans Affairs ID Card, or U.S. Military Dependent Card
☐ If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.

6 Registration Update (Recommended)
 Complete this section if you need to update your voter registration, or if you need to verify the identification you used to register to vote. If you need to verify your identification and you do not provide the needed information on this form, you must provide the information to the board of elections on or before the fourth day following this election in order for your ballot to be eligible to be counted.
 Write your full Ohio driver license or state identification card number: _____
 Write the last four digits of your Social Security number: _____ (2 letters followed by 6 numbers)
 Mailing Address (if different than above)
 Street Address (No P.O. Boxes) _____ County _____
 City/Village _____ State _____ ZIP _____

7 Proof of Citizenship (Required)
 If you are casting a provisional ballot because you need to provide proof of citizenship, you must do one of the following for your ballot to be eligible to be counted:
 1. If you have already provided proof of citizenship to the Bureau of Motor Vehicles, write your full Ohio driver license or state identification card number above.
 2. Provide proof of citizenship to the board of elections on or before the fourth day following this election.
 If your right to vote has been challenged, you must provide any required additional information to the board of elections on or before the fourth day following this election.

8 Affirmation (Required)
 I solemnly swear or affirm, under penalty of election falsification, that:
 • I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
 • I am eligible to vote in the election in which I am voting this provisional ballot.
 • I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
 • I am a registered voter in the precinct in which I am voting this provisional ballot.
 • I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to register to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
 • I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
 • I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
 • I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.
 Signature X _____
 Today's Date (MM/DD/YYYY) _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

FOR BOE USE ONLY	Old Precinct:	New Precinct:	Precinct/ Portion:	District/ Split
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Verifying Completion of Provisional Ballot

*Make sure the voter has written their **First and Last name**.

*Make sure the voter has written their **Date of Birth**.

*Make sure the voter has written their **Address**.

*Make sure the voter has written their **Shown Valid ID** if shown.

BMV Mismatch
*Have the voter fill out their **Driver's License Number** and **SSN**.

*Make sure the voter has **Signed** their name.

*Make sure the voter has written **Today's Date**.

Form No. 12-B Prescribed by the Secretary of State (01/2026)

Primary Election Only

Voter's Ballot Choice: **REP**

Democratic, Libertarian, Republican, or Issues Only

VATM Must Initial ONE:

Valid ID Shown or Religious Exempt: **mn**

ID Expired or Not Shown

Voter **DOES NOT** need to visit BOE

Voter **MUST** present ID at BOE within 4 days

ID Expiration Date: **12 / 06 / 2030**

Stub #: **003**

ALLI1-ACS

Provisional Ballot Affirmation

Print clearly

Full Name: First **Johnathan**, Last **Doe**, Middle, Suffix

Date of Birth: **09 / 04 / 1957**

Current Ohio Address: Street Address (No P.O. Boxes) **3525 Regent Ave Ne**, City/Village **Canton**, County **Stark**, ZIP **44705**

Former Address: Not Required

Identification: Required

Note: If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections within four days after this election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.

You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided:

☒ An Ohio driver license, state ID card, or interim ID form issued by the Ohio BMV. If you checked the box above, you must write your full driver license or state ID card number (2 letters followed by 6 numbers): **A B 1 2 3 4 5 6**

☐ U.S. Passport or Passport Card

☐ U.S. Military ID Card, Ohio National Guard ID Card, U.S. Department of Veterans Affairs ID Card, or U.S. Military Dependent Card

☐ If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.

Registration Update: Recommended

Complete this section if you need to update your voter registration, or if you need to verify the identification you used to register to vote. If you need to verify your identification and you do not provide the needed information on this form, you must provide the information to the board of elections on or before the fourth day following this election in order for your ballot to be eligible to be counted.

Write your full Ohio driver license or state identification card number: **A B 1 2 3 4 5 6**

Write the last four digits of your Social Security number: **1 2 3 4**

Mailing Address (if different than above): Street Address (No P.O. Boxes), City/Village, State, ZIP

Proof of Citizenship: Required

If you are casting a provisional ballot because you need to provide proof of citizenship, you must do one of the following for your ballot to be eligible to be counted:

- If you have already provided proof of citizenship to the Bureau of Motor Vehicles, write your full Ohio driver license or state identification card number above.
- Provide proof of citizenship to the board of elections on or before the fourth day following this election.

If your right to vote has been challenged, you must provide any required additional information to the board of elections on or before the fourth day following this election.

Affirmation: Required

I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X: **Johnathan Doe**

Today's Date (MM/DD/YYYY): **05/05/26**

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

FOR BOE USE ONLY: Old Precinct, New Precinct, Precinct/Portion, District/Split

VOTER NOT FOUND IN ePOLLBOOK

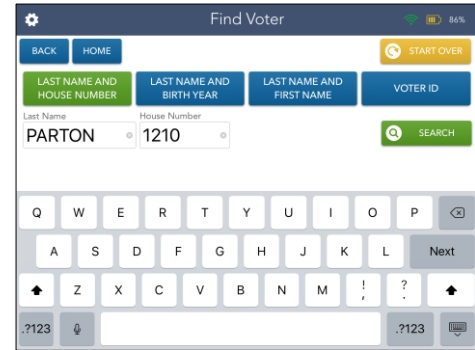
The **VOTER NOT FOUND** button is also located in the drop-down menu  on the Home Screen.

It is very important to search for a voter by utilizing **ALL** of the search options to find the correct voter. A search may bring up other names. Ensure the correct voter is issued the correct ballot.

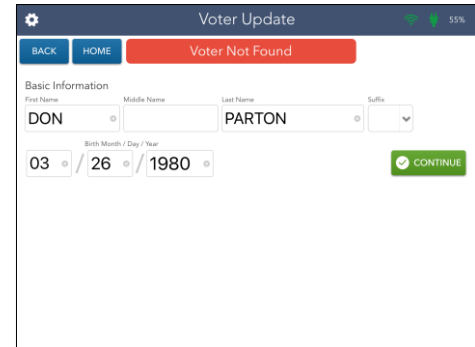
NOTE: The current selected search option will be green while the other three are blue.

To search for a voter:

1. Begin with **LAST NAME AND HOUSE NUMBER**. This will bring up all registered voters by that name and house number. If the correct voter is not shown, select **BACK** at the top left of the screen.
2. Then **select** the next search option: **LAST NAME AND BIRTH YEAR**. Enter the voter's information.
3. **Select** the correct voter, if found, and process the voter. Or **SEARCH** again using **FIRST NAME AND LAST NAME** if the first two searches do not find the voter.
4. If not found in the ePollbook after using all of the search options, press **VOTER NOT FOUND**.
5. The screen will prompt for the voter's information. Follow the prompts and enter all of the correct information. It will show the voter information entered.
6. The voter must verify that the information is correct. The screen will flip, and the voter taps **CORRECT** or **NOT CORRECT**.
7. Once the voter has been added, the ePollbook will show the Voter Eligibility screen. Red and yellow messages indicate the voter was not found in the system. **This voter must be issued a provisional ballot.**
8. Tap the green **PROCESS PROVISIONAL** button and complete the check-in.



The 'Find Voter' screen displays search options: 'LAST NAME AND HOUSE NUMBER' (green), 'LAST NAME AND BIRTH YEAR' (blue), 'LAST NAME AND FIRST NAME' (blue), and 'VOTER ID' (blue). Below these are input fields for 'Last Name' (containing 'PARTON') and 'House Number' (containing '1210'). A 'SEARCH' button is on the right. A virtual keyboard is shown below the input fields.



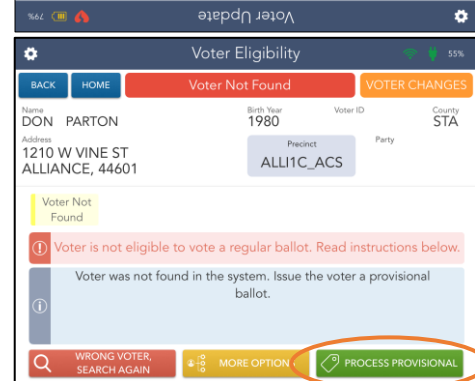
The 'Voter Update' screen shows a 'Voter Not Found' message at the top. Below is 'Basic Information' with fields for 'First Name' (DON), 'Middle Name' (empty), 'Last Name' (PARTON), and 'Suffix' (empty). There is also a 'Birth Month / Day / Year' field showing '03 / 26 / 1980'. A 'CONTINUE' button is at the bottom right.



The 'Find Voter' screen displays a message: 'No voter found. Search again. If still not found, touch VOTER NOT FOUND.' Below this message is a red button labeled 'VOTER NOT FOUND' and a green button labeled 'SEARCH AGAIN USING FIRST NAME AND LAST NAME'.



The 'Voter Update' screen shows a confirmation screen with a 'Confirm Information Below' prompt. It displays the voter's information: Name (DON PARTON), DOB (03/26/1980), Residence Address (1210 W VINE ST ALLIANCE, 44601), and Precinct (ALL1C_ACS). There are 'CORRECT' and 'NOT CORRECT' buttons at the top.



The 'Voter Eligibility' screen shows a 'Voter Not Found' message at the top. Below is a message: 'Voter is not eligible to vote a regular ballot. Read instructions below. Voter was not found in the system. Issue the voter a provisional ballot.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTION' (yellow), and 'PROCESS PROVISIONAL' (green, circled in orange).

CHANGING A VOTER'S NAME

Follow these steps to update a voter's name:

1. Tap **MORE OPTIONS**, then select **UPDATE VOTER INFO**.
2. Tap the **EDIT** button next to the voter's name.
3. Modify the voter's name as necessary by tapping the text field that needs to be changed.
4. Clear the text using the **gray (X)** in the field and enter the voter's new name information.
5. Tap **CONTINUE** when done.
6. A pop-up will appear. Select whether they provided a Marriage License or Court order as documentation provided from the list presented. If no documentation was provided, select None. **Never select other!**
 - A. If sufficient documentation has been shown, the ePollbook will prompt for the voter to be issued a **Voter Access Card**.
 - B. If no documentation has been given, the ePollbook will prompt the voter to receive a **Provisional Ballot**.
7. Tap **CONTINUE**.

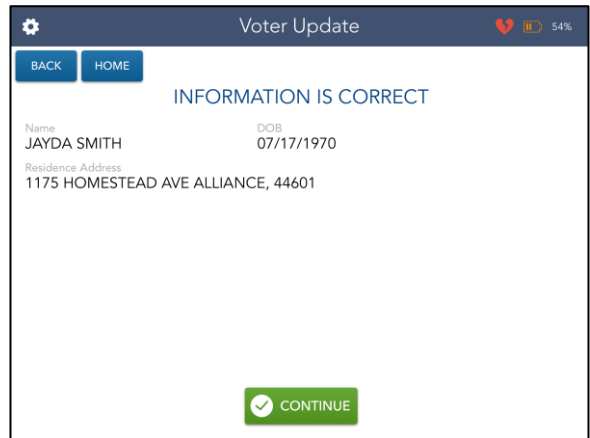


8. The Confirm Information screen will flip upside down. This is the indication to tilt the ePollbook towards the voter. Direct the voter to verify their information and tap the appropriate button. Tap **CONTINUE** once the information has been confirmed and the screen has flipped back towards you.

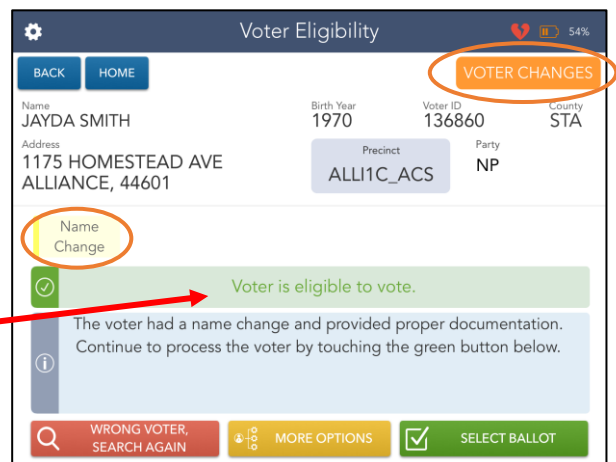
The name change has been completed. This is indicated by a **VOTER CHANGES** tag on the top right. "Name Change" appears in messaging.

9. The check-in process will continue as normal if the voter has provided sufficient documentation. A 10-L form will **ONLY** print if the voter provided sufficient documentation. Follow the instructions to have the voter complete the 10-L form. **Place the completed 10-L form in the clear bag in the front pocket of the Voting Location Leadership Team Notebook.**

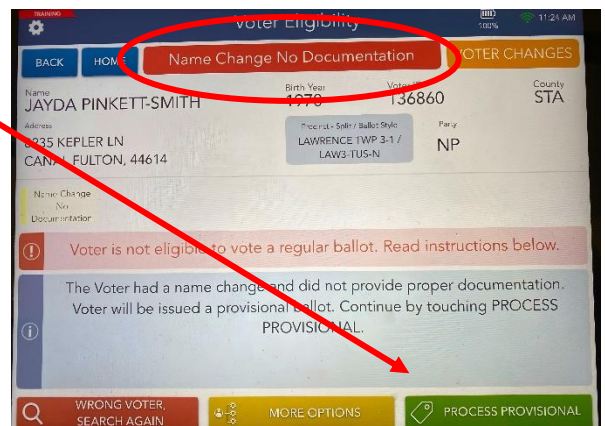
10. Once the name change is complete, tap **SELECT BALLOT**. NEVER select More Options to change an address. This process is for NAME CHANGE ONLY.



IMPORTANT: Form 10-L will only print if the voter has shown proper name change documentation. Once 10-L is completed, the voter may cast a regular ballot with a **Voter Access Card**.



IMPORTANT: If proper name change documentation is **NOT SHOWN**, the voter will be instructed to cast a **Provisional Ballot** in order to update their name.



CHANGING A VOTER'S ADDRESS

A voter's address must be updated if the voter has moved without updating their registration.

Based on where the voter has moved, they will either be required to fill out a Provisional Envelope or a Voter Registration Form in order to update their address.

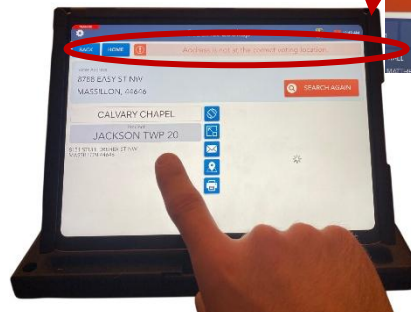
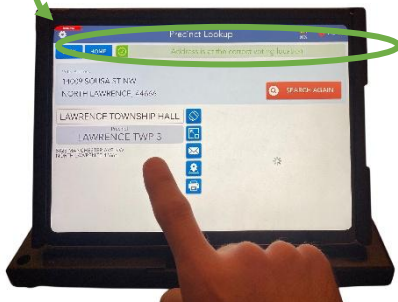
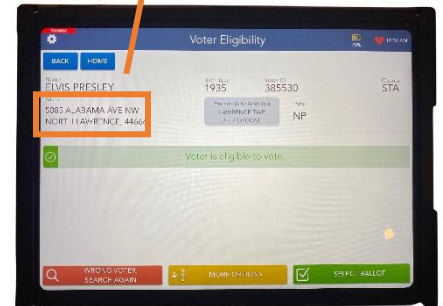
If the voter is flagged in the ePollbook as "Wrong Location," continue onto page 67. If the ePollbook states the voter is "Eligible to Vote," continue to step 2.

1. All voters should be asked, "What is your current address?"
 - If the address verbally provided matches the address in the ePollbook, the voter is a REGULAR VOTER, and a Voter Access Card should be programmed.
 - If the address verbally provided does not match the ePollbook, click on the top right menu of the EPollbook, then click "Precinct Lookup." Use the form labeled "Eligible to Vote Address Change," located in your *Voting Location Leadership Team notebook* in the "Forms" section. This form will aid you in processing a voter with an address change who is listed as "Eligible to Vote" in the ePollbook.
2. Write the voter's former address, which is listed in the ePollbook, on the form labeled "Eligible to Vote Address Change."
3. Press home. Perform a precinct lookup by pressing the three lines in the top right corner, then "Precinct Lookup."
4. Type the voter's new house number and street name into the search field, then press **SEARCH**. If multiple addresses come up, be sure to select the correct address from the list.
5. Look at the colored bar going across the top of the screen.
 - If the colored bar states "Address is at the correct polling location," continue to step 7.
 - If the colored bar states "Address is not in the correct polling location," redirect the voter to the correct polling location. If they refuse to go to the correct polling location, turn to page 72 for further directions.

Former Address Listed in the ePollbook:

5085 Alabama AVE NW

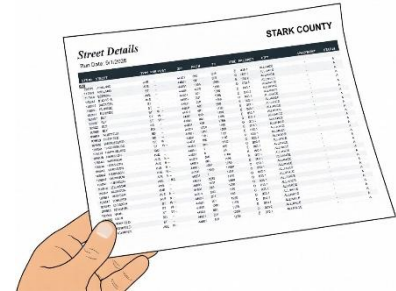
Precinct Number: _____
(A) Precinct-Split / Ballot Style: _____



PROCESSING AN ADDRESS CHANGE

7. Record the voter's new address on the form under "Current Address."

8. Using the Street Details document located in the "Splits" section of the Voting Location Leadership Notebook, find the street name and house number in the list. This document has streets separated by house number ranges and by even and odd house numbers, so be sure to select the correct row.



9. Once you have located the row, follow it to the right until you see the precinct numbers, which are three digits followed by a decimal point and another digit (e.g., 122.2). **Write down the precinct number** on the form.

Make sure you figure out the precinct number for both the former address and for the current address.

1001	1151	O	003.1	ALLIANCE
1165	1299	O	003.1	ALLIANCE
400	598	E		ALLIANCE
401	599	O		ALLIANCE
600	1098	E		ALLIANCE
601	1099	O		ALLIANCE
900	1198	E		ALLIANCE
901	1199	O		ALLIANCE
1	61	O		ALLIANCE
2	60	E		ALLIANCE

10. Inside the "Splits" section of the binder, take out the **Pink Cover Page** titled "Precinct Street Range Guide" and translate the split number into a ballot style (e.g., 122.2 → JAC3-PLA). **Record the correct ballot style** on line A and B.

11. Following the directions on the form, compare precinct A to precinct B.

- If precinct A and Precinct B are identical, have the voter complete a Voter Registration form to update their address, since they have moved within the precinct. Once completed, process the voter as a regular voter in the ePollbook by pressing **GET SIGNATURE**.
- If precinct A and precinct B are different, press **MORE OPTIONS**, then **Manual Provisional**, then continue to step 12.

Stark County Board of Elections

Eligible to Vote Address Change Form: For voters who are flagged "Eligible to Vote" and who have moved without updating their address.

Voter's Name: _____

Former Address Listed in the ePollbook:
5085 Alabama AVE NW

Precinct Number: **122.2**
 (A) Precinct-Split/ Ballot Style: **JAC3-JAC**

Current Address:
14009 Sousa St NW

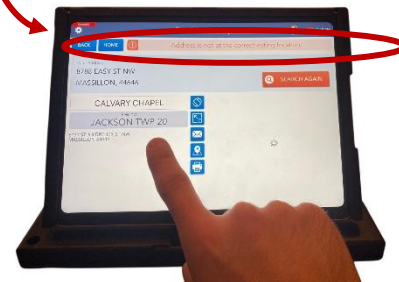
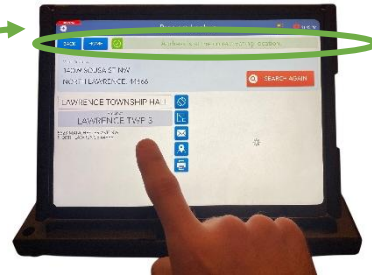
Precinct Number: **124.1**
 (B) Precinct-Split/ Ballot Style: **JAC7**

12. Highlight **Manual Provisional** and press **CONTINUE**. Now select the correct ballot style, which is the ballot style for precinct B, from the form. Then press **CONTINUE**. The voter will be prompted to complete a provisional ballot and to complete form 12-B (Provisional Envelope) to update their address, since they have moved.

Do not update the voter's information in the ePollbook by accessing **MORE OPTIONS. Never change a voter's address in the ePollbook for any reason.**

WRONG LOCATION FLAG PLUS ADDRESS CHANGE

1. Press home. Perform a precinct lookup by pressing the three lines in the top right corner, then "Precinct Lookup."
2. Type the voter's new house number and street name into the search field, then press **SEARCH**. If multiple addresses come up, be sure to select the correct address from the list.
3. Look at the colored bar going across the top of the screen.
 - If the colored bar states "Address is at the correct polling location," continue to step 4.
 - If the colored bar states "Address is not in the correct polling location," redirect the voter to the correct polling location. If they refuse to go to the correct polling location, turn to page 72 for further directions.
4. Pull the voter back up in the ePollbook and press **PROCESS PROVISIONAL**.
5. Use the form labeled "Wrong Location Address Change" located in the Voting Location Leadership Notebook to write down the voter's new address on the first line.
6. Using the Street Details document located in the "Splits" section of the Voting Location Leadership Notebook, find the street name and house number in the list. This document has streets separated by house number ranges and by even and odd house numbers, so be sure to select the correct row
7. Once you have located the correct row, follow it to the right until you see the precinct numbers, which are three digits followed by a decimal point and another digit (e.g., 122.2). Write the precinct number on the form labeled "Wrong Location Address Change."
8. Inside the "Splits" section of the binder, take out the **Pink Cover Page** titled "Precinct Street Range Guide" and translate the split number into a ballot style (e.g., 122.2 → JAC3-PLA). Record the correct ballot style on line B.
9. Select the correct precinct from line B, on the form labeled "Wrong Location Address Change," then press **CONTINUE**. The voter will be prompted to complete a provisional ballot and complete form 12-B (Provisional Envelope) to update their address, since they have moved.



Stark County Board of Elections

Wrong Location Address Change Form: For voters who are flagged "Wrong Location" and who have moved without updating their address.

Voter's Name: _____

Current Address:

14009 Sousa St NW

Precinct Number: **124.1**

(B) Precinct-Split/ Ballot Style: **JAC7**

CURBSIDE VOTING

Curbside voting can only be used if a person is physically unable to enter the polling location. Do not challenge a voter's statement that they are physically unable to enter the polling location.

Most curbside voters are regular voters. A curbside voter may send a representative into the polling location, or a call can be relayed to the VAT Manager from the BOE.



Optical Scan Paper Ballot

1. The person notifying the PEO of a voter in need should be sent to the VAT where the VATM will process the voter.
2. Place the Curbside Roster (found in the Voting Location Leadership Team Notebook) on a clipboard. A bipartisan team assigned by the Voting Location Floor Manager takes the Curbside Roster on a clipboard from the VATM to the voter. The voter will completely fill out and sign the Curbside Roster. The bipartisan team will verify the voter's identity with their photo ID and return to the VAT with the voter's photo ID clipped to the completed roster.
3. When processing the voter, if the voter is eligible to vote a regular ballot, the ePollbook prompts "Voter is eligible to vote" in green. Tap **GET VOTER SIGNATURE** on the ePollbook.
4. The screen flips to get the voter's signature. At this point, the VATM will clearly spell Curbside in the signature box and tap **DONE**.

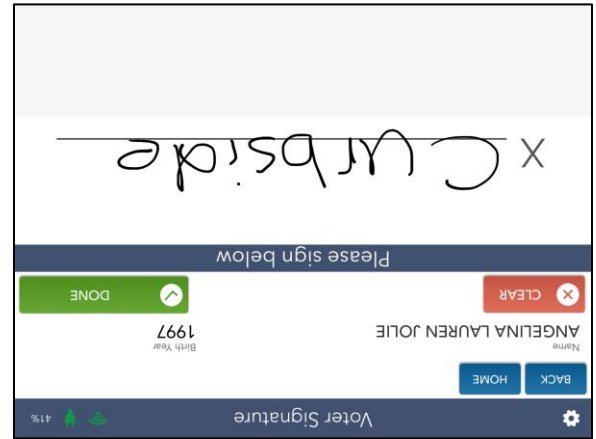
CURBSIDE ROSTER

Curbside Voter Roster General Election: November 4, 2025		
Voter Information	PEO Section	VATM Section
Voter Legal Name: _____ Current Address: _____ Signature: _____ Ballot Selection: Primary Only (Yes/No) Democratic Libertarian Republican Ballot Only	Valid ID Provided: _____ Yes or No Signature: _____ Ballot Selection: Primary Only (Yes/No) Democratic Libertarian Republican Ballot Only	Photo ID: _____ Precinct: _____ Signature: _____ Optical Scan Paper Ballot
Voter Legal Name: _____ Current Address: _____ Signature: _____ Ballot Selection: Primary Only (Yes/No) Democratic Libertarian Republican Ballot Only	Valid ID Provided: _____ Yes or No Signature: _____ Ballot Selection: Primary Only (Yes/No) Democratic Libertarian Republican Ballot Only	Photo ID: _____ Precinct: _____ Signature: _____ Optical Scan Paper Ballot
Voter Legal Name: _____ Current Address: _____ Signature: _____ Ballot Selection: Primary Only (Yes/No) Democratic Libertarian Republican Ballot Only	Valid ID Provided: _____ Yes or No Signature: _____ Ballot Selection: Primary Only (Yes/No) Democratic Libertarian Republican Ballot Only	Photo ID: _____ Precinct: _____ Signature: _____ Optical Scan Paper Ballot
Voter Legal Name: _____ Current Address: _____ Signature: _____ Ballot Selection: Primary Only (Yes/No) Democratic Libertarian Republican Ballot Only	Valid ID Provided: _____ Yes or No Signature: _____ Ballot Selection: Primary Only (Yes/No) Democratic Libertarian Republican Ballot Only	Photo ID: _____ Precinct: _____ Signature: _____ Optical Scan Paper Ballot

During a Primary Election, the VATM will select the voter's preferred ballot as indicated by the voter on the Curbside Roster. If the voter chooses Non-Partisan or there are no Party Candidates in contested races to choose from, the voter will receive an Issues Only Ballot.

Reminder: A bipartisan team is a Democrat and a Republican.

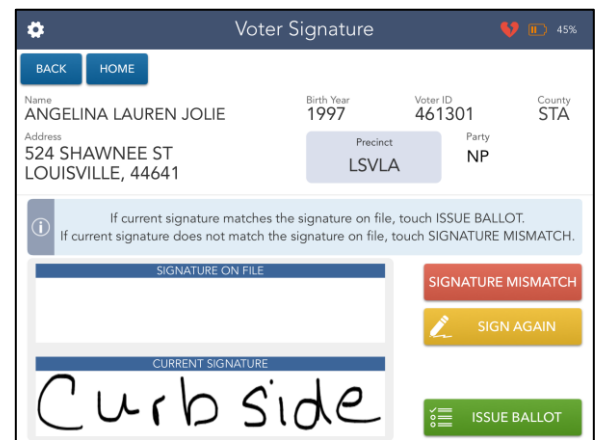
5. The screen will flip back.



6. Tap **ISSUE BALLOT** on the ePollbook.

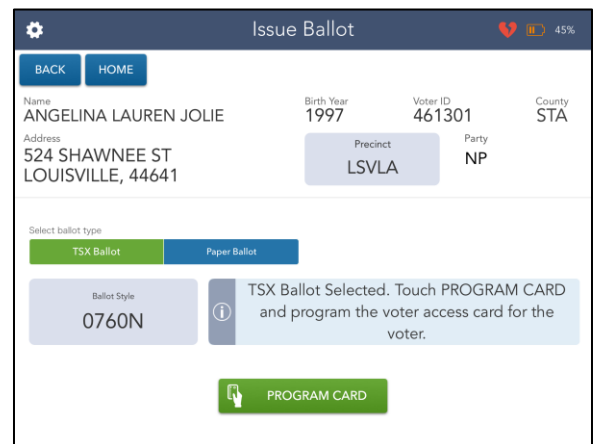
7. If the curbside voter is a regular voter, the ePollbook prompts the voter to vote ICX. Tap **PAPER BALLOT** instead to issue an Optical Scan Paper Ballot.

- The VATM must select the ballot stack with the correct precinct and ballot style and scan the ballot into the ePollbook.
- Affix the Polling Location Precinct Label in the upper right-hand corner of the WHITE Optical Scan Privacy Envelope. **Check Curbside and initial.**
- Tear below Stub B (perforated) and hold upside down to scan the optical scan ballot (DO NOT fold).
- Remove Ballot Stub A and place it in the VAT/STUB envelope.



8. After the Curbside Ballot is processed by the VATM, the *bipartisan team will take* the scanned ballot, the WHITE Privacy Envelope, and an “I Voted” sticker out to the curbside voter.

9. *Have the voter complete* voting by filling out the ballot. The team stands aside to ensure privacy.



10. After voting, the *voter places* the paper ballot in the WHITE privacy envelope and *seals* the envelope when finished. Give the voter an “I Voted” sticker.

11. The bipartisan team will *return* to the VAT where the VATM will *place* the sealed WHITE Privacy Envelope in the Clear Voted Optical Scan Ballot Bag.

12. If the ePollbook states, the “Voter is not eligible to vote a regular ballot. Please read instructions below.” follow the steps on the next page for a Curbside Provisional Ballot starting at step number 4.

Curbside Provisional Ballot

1. The person notifying the PEO of a voter in need should be sent to the VAT where the VATM will process the voter.
2. Place the Curbside Roster (found in the VLM Voting Location Leadership Team Notebook) on a clipboard. A bipartisan team assigned by the Voting Location Floor Manager takes the Curbside Roster on a clipboard from the VATM to the voter. The voter will completely fill out and sign the Curbside Roster. The bipartisan team will verify the voter's identity with their photo ID and return to the VAT with the voter's photo ID clipped to the completed roster.
3. The voter must also write down the ballot style they are requesting (Dem, Lib, Rep, or Nonpartisan/Issues Only) during a Primary Election. The bipartisan team will return with the voter's photo ID clipped to the completed roster.
4. Process the curbside voter from the information on the photo ID provided.
5. If the ePollbook shows "Voter is not eligible to vote a regular ballot" in red, tap **PROCESS PROVISIONAL**. During a Primary Election the VATM will select the voters preferred ballot as indicated on the Curbside Roster.
6. Select the ballot stack with the correct precinct ballot style and scan the ballot into the ePollbook.
7. Affix the correct precinct label in the top right corner of a Provisional Envelope.
8. A bipartisan team will take the correct scanned ballot, the YELLOW Provisional Envelope, a Provisional Ballot Notice, and an "I Voted" sticker out to the curbside voter.
9. Have the voter fill out the Provisional Envelope and vote the Provisional Ballot. The bipartisan team should remain off to the side of the vehicle to ensure privacy.
10. After voting, the voter places the completed ballot, with STUB A attached, in the Provisional Envelope.
11. **IMPORTANT:** Verify all fields on the Curbside Voter's Provisional Envelope have been filled out. If they omitted any of the fields, have the voter fill in any missing information.
12. Give the curbside voter a Provisional Ballot Notice and an "I Voted" sticker after receiving the ballot.
13. The bipartisan team will return to the VAT and secure the completed, sealed Provisional Envelope in the orange Provisional Ballot Bag.

The image displays three sequential screenshots of the ePollbook interface, illustrating the steps for processing a curbside provisional ballot.

Screenshot 1: Voter Eligibility
 - Status: VNC Returned (100%)
 - Voter Info: Name BRAD T PITT JR, Birth Year 1957, Voter ID 283332, County STA, Address 1210 W VINE ST ALLIANCE, 44601, Precinct ALLI1C_ACS, Party REP.
 - Message: "Voter is not eligible to vote a regular ballot. Read instructions below." and "Acknowledgment card returned undeliverable. Voter must cast a provisional ballot."
 - Buttons: WRONG VOTER, SEARCH AGAIN; MORE OPTIONS; PROCESS PROVISIONAL.

Screenshot 2: Issue Ballot
 - Status: VNC Returned (100%)
 - Voter Info: Name BRAD T PITT JR, Voter ID 283332, Party DEM, Precinct ALLI1C_ACS.
 - Action: ENTER MANUALLY
 - Ballot Style: 0031D
 - Message: "Voter requests a paper ballot. Select the paper ballot with the correct ballot style. Issue voter ballot."

Screenshot 3: Processing Complete
 - Status: VNC Returned (42%)
 - Voter Info: Name BRAD T PITT JR, Voter ID 283332, Ballot Style 0760N.
 - Message: "Voter successfully checked in", "Great Job!", "Instruct voter to place completed ballot in provisional envelope, then place envelope in the provisional ballot bag.", "Direct voter to privacy booth area."
 - Button: PROCESS NEXT VOTER

PRIMARY ONLY: 17-YEAR-OLD VOTER

A 17-year-old registered voter who will be 18 years of age on or before the date of the next General Election may vote in a Primary Election for candidates who will be on the November General Election ballot. They CANNOT vote on any candidate for state or county political party's central committee, or any question or issue (e.g. school tax levy or local liquor option).

1. Scan the driver's license. If the voter is eligible, the ePollbook will display "Voter is eligible to vote" in green and "17-year-old" will appear in the yellow comment box.

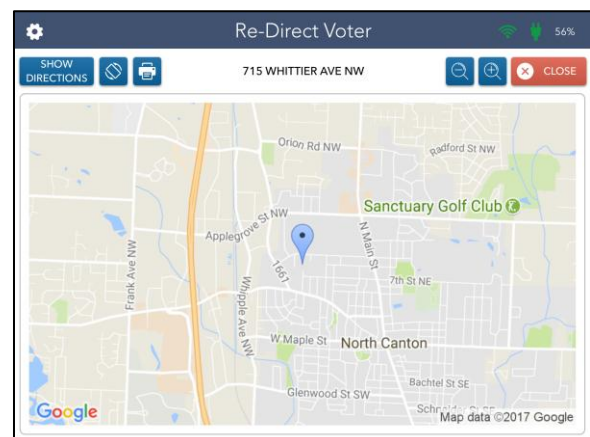
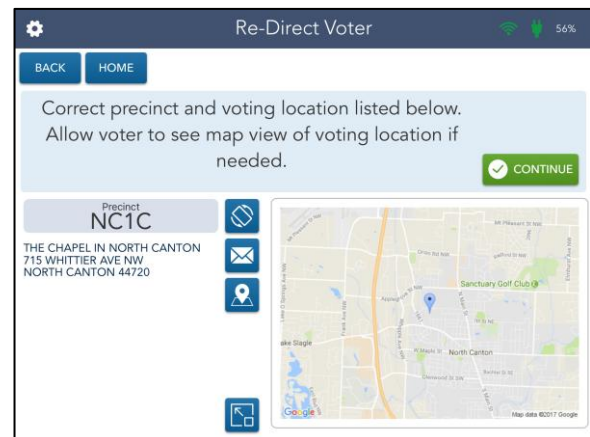
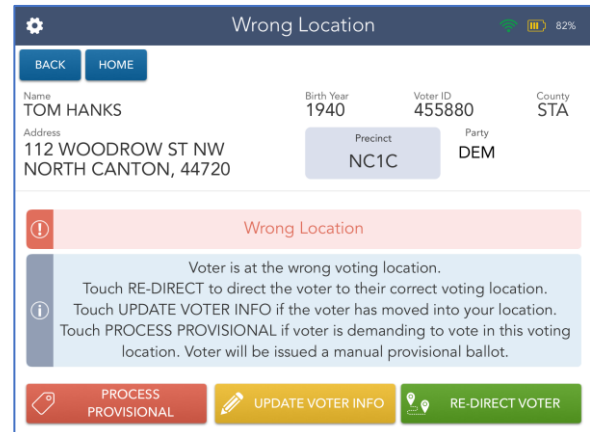
2. Process the 17-year-old voter. Once they have verified their identity, selected their party, and signed the ePollbook, it will only give the option of voting an Optical Scan Paper Ballot. You must scan the correct ballot style and precinct. Once the ballot has been scanned correctly into the ePollbook, affix the correct precinct label to the upper right corner of the WHITE Optical Scan Ballot Privacy Envelope. Check the 17-year-old line and initial. Then hand the Optical Scan Ballot to the 17-year-old voter.
3. The 17-year-old voter will tear off the Optical Scan Ballot Stub A and the VATM will place it in the VAT/STUB Envelope. Give them the 17-year-old Voter Instructions Form, which is found in the Voting Location Management Team Notebook.

4. Direct the 17-year-old voter to vote at the privacy table where they will seal their ballot in the Privacy Envelope when they are finished voting and return it to the VAT.
5. The VATM will place the sealed Optical Scan Privacy Envelope in the Clear Voted Optical Scan Bag and give the voter an "I Voted" sticker.

VOTER FLAGGED IN WRONG LOCATION

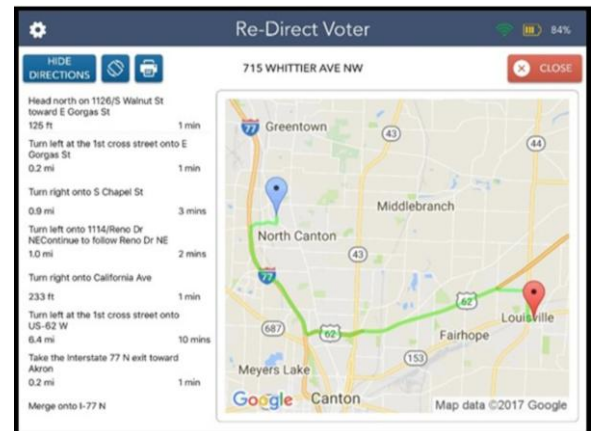
When a voter is flagged “Wrong Voting Location,” there are three possible options.

1. Voter is redirected to the correct Polling Location.
 - A. Tap **RE-DIRECT VOTER**.
 - B. To share the Re-Direct Voter information with the voter, use any of the following options:
 - a. Flip the ePollbook screen towards the voter.
 - b.  Rotates the map 90 Degrees.
 - c.  Text or email turn-by-turn directions.
 - d.  Enlarge map.
 - e.  Print turn-by-turn directions to the new location.
 - f.  Change to the larger map screen.
 1. Tap **SHOW DIRECTIONS** to add turn-by-turn directions on screen.
 2. Tap **HIDE DIRECTIONS** to remove turn-by-turn directions. This option pin-points both current and new locations.



Transferred to: THE CHAPEL IN NORTH CANTON
715 WHITTIER AVE NW NORTH CANTON 44720

Directions:
Head north on 1126 / S Walnut St toward E Gorgas St
125 ft 1 min
Turn left at the 1st cross street onto E Gorgas St
0.2 mi 1 min
Turn right onto S Chapel St
0.9 mi 3 mins
Turn left onto 1114 / Reno Dr NE Continue to follow Reno Dr NE
1.0 mi 2 mins
Turn right onto California Ave
233 ft 1 min
Turn left at the 1st cross street onto US-62 W
6.4 mi 10 mins
Take the Interstate 77 N exit toward Akron
0.2 mi 1 min
Merge onto I-77 N
3.7 mi 3 mins
Take exit 111 for Portage St
0.3 mi 1 min
Turn right onto Portage St NW
0.1 mi 1 min
Continue straight to stay on Portage St NW
0.8 mi 2 mins
Turn left onto Whittier Ave NW
0.2 mi 1 min
Continue straight Destination will be on the right
112 ft 1 min



C. Tap **CONTINUE** to print the correct polling location address.

2. The voter has moved into your polling location:

A. Issue a Provisional Ballot.

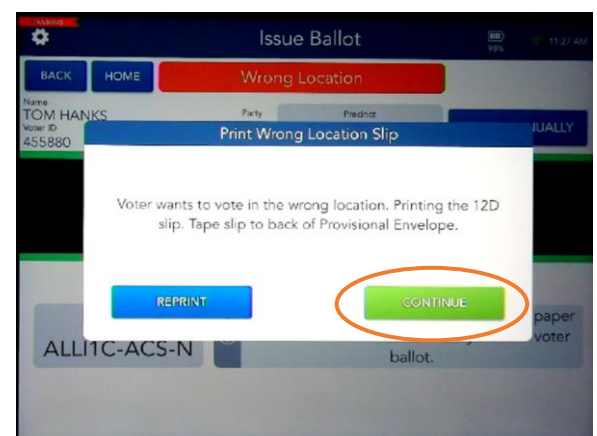
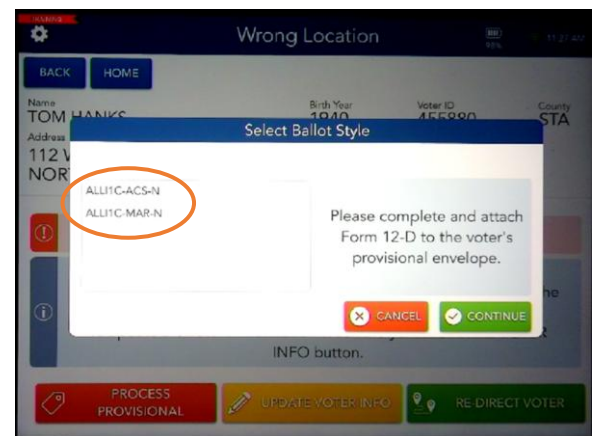
3. The voter demands to vote in the incorrect location.

REMEMBER: If the voter refuses to go to the correct polling location and the re-direct was offered, use the Manual Override as shown on the next page. The voter will vote on a Provisional Ballot and a 12-D form will print.

- Select **PROCESS PROVISIONAL**.
- Choose any available precinct listed. The printed 12-D form should be completed by the VATM.
- Follow the process for issuing a Provisional Ballot.
- After the voter has left the polling location, attach the form to the back of the YELLOW Provisional Envelope with tape.

Voters should NOT be given the 12-D form. This is for BOE recordkeeping only.

E. Continue with Manual Override on the next page.



Manual Override allows the VATM to issue the voter a Provisional Ballot, even if they are at the wrong Polling Location.

1. The ePollbook will print a Form 12-D. Please complete this form after the voter has left the table. Make sure to sign.

2. Use tape found in the gray suitcase and tape the completed 12-D form to the back of the voter's YELLOW Provisional envelope, after the voter has left the area.

Printed by: RADALIA CINDY
2017-07-10 15:05

PROVISIONAL VOTER PRECINCT VERIFICATION FORM

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1: Find the voter's address in the Voting Location Guide.

STEP 2: Write the name or number of the voter's correct precinct below:

STEP 3: Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4: Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5: Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

SIGNATURE OF PRECINCT ELECTION OFFICIAL

PRECINCT NAME/NUMBER

POLLING PLACE NAME

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Wrong Location

Name TOM HANKS Birth Year 1940 Voter ID 455880 County STA

Address 112 WOOD NORTH C.

Manual Provisional

Call the Stark County Board of Elections for instructions on processing a manual provisional.

0760N
0780N

CANCEL **CONTINUE**

Touch PROCESS PROVISIONAL if voter is demanding to vote in this voting location. Voter will be issued a manual provisional ballot.

PROCESS PROVISIONAL **UPDATE VOTER INFO** **RE-DIRECT VOTER**

[illegible]

PRECINCT LOOKUP

Find a voter's correct precinct by using their address:

1. Select the **PRECINCT LOOKUP** button from the menu  on the Home Screen. The screen on the right will appear.
2. Enter the voter's house number and street name in the fields provided. DO NOT spell out numbered streets; they are in the system numerically.
3. Tap the **SEARCH** button. If more than one location appears, select the correct address (it will highlight blue) and tap **CONTINUE**.
4. The voter's precinct information will be shown.

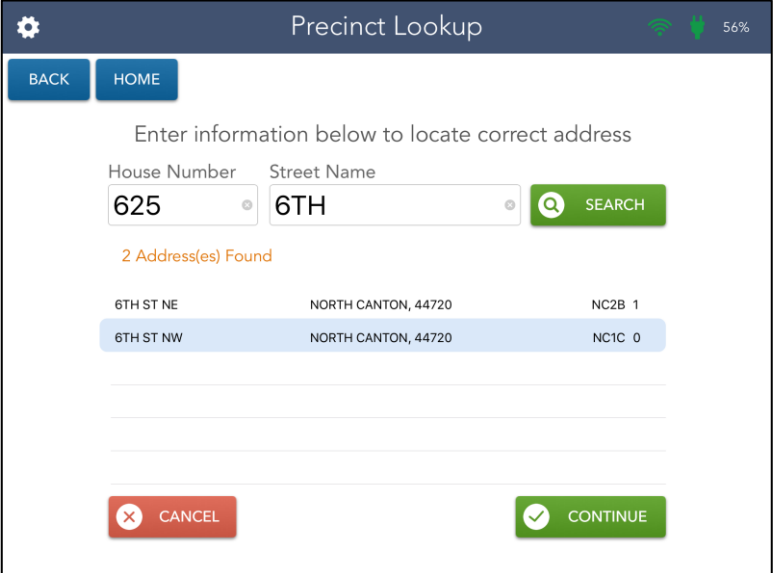
To share the Re-Direct Voter information with the voter, use any of the following options:

- Flip the ePollbook screen towards the voter.
-  Rotate the map 180 Degrees
-  Text or email turn-by-turn directions.
-  Enlarge map.
-  Print turn-by-turn directions to the new location.
-  Change to second map screen

- ♦ Tap **SHOW DIRECTIONS** to add turn-by-turn directions on screen.
- ♦ Tap **HIDE DIRECTIONS** to remove turn-by-turn directions. This option pin-points both current and new locations.

NOTE: When entering the street name, enter only the first 3-4 characters of the name (example: WASH [Washington]). A list of street names with "WASH" in them will appear. Choose the correct one from the list.

The Street Range Guide can clarify street names not found in the ePollbook.



Precinct Lookup 56%

BACK HOME

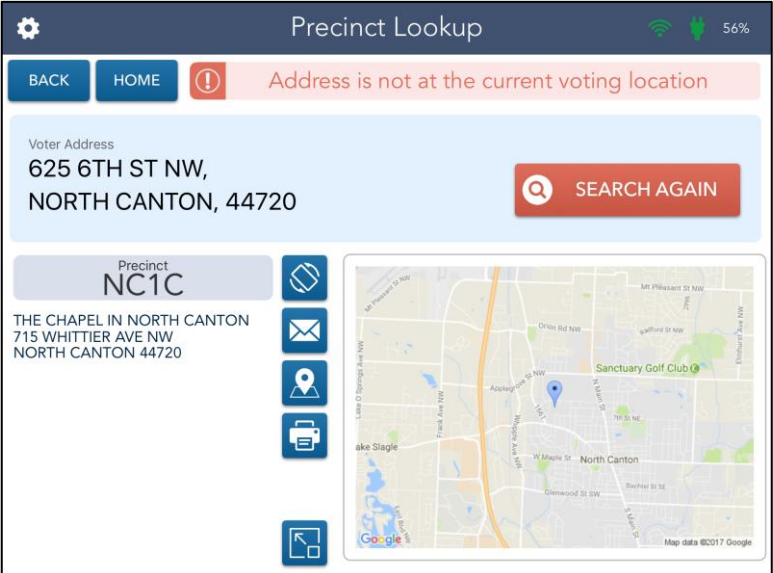
Enter information below to locate correct address

House Number: 625 Street Name: 6TH **SEARCH**

2 Address(es) Found

6TH ST NE	NORTH CANTON, 44720	NC2B 1
6TH ST NW	NORTH CANTON, 44720	NC1C 0

CANCEL **CONTINUE**



Precinct Lookup 56%

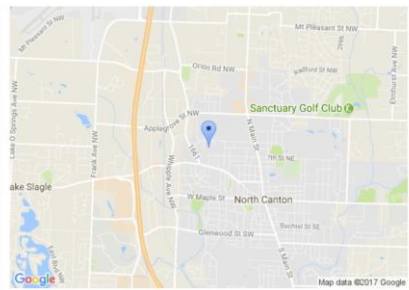
BACK HOME **!** Address is not at the current voting location

Voter Address: 625 6TH ST NW, NORTH CANTON, 44720 **SEARCH AGAIN**

Precinct NC1C

THE CHAPEL IN NORTH CANTON
715 WHITTIER AVE NW
NORTH CANTON 44720



SOILED AND DEFACED BALLOTS

The ePollbook has a **SOIL/DEFACED BALLOT** function in the drop-down menu  in the upper right corner. This can be used to soil/deface ballots for ICX voting, Optical Scan Ballots, and Provisional Ballots. This function must be done at the VAT by the VATM.

Soiling a Voter Access Card

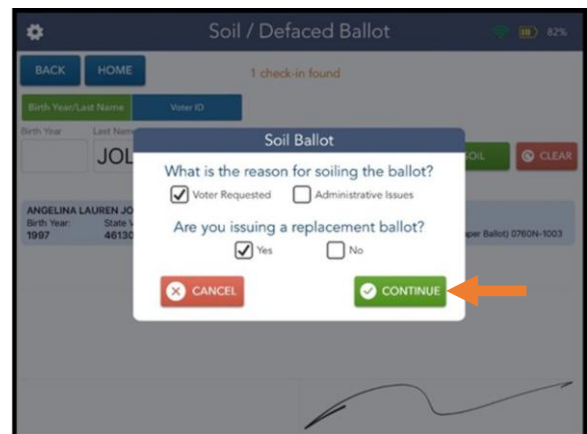
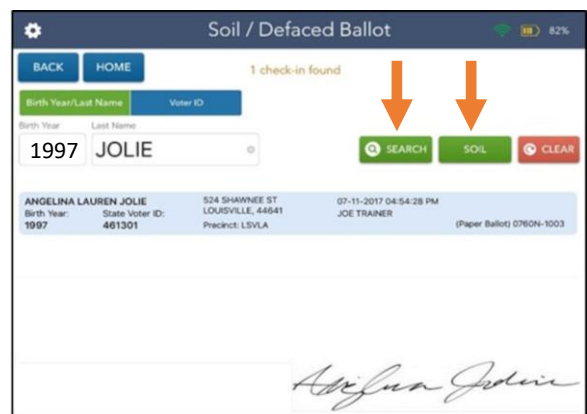
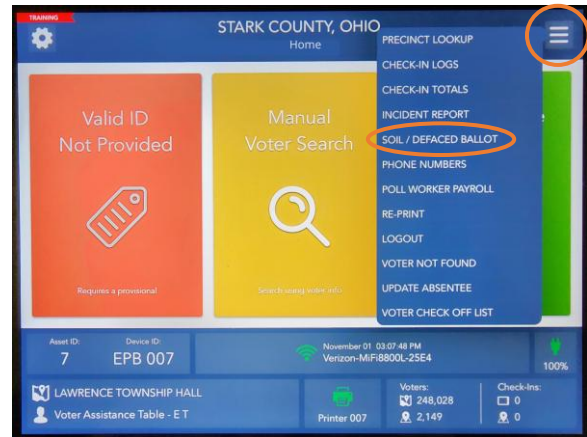
A Voter Access Card must be Soiled/Defaced if the card needs to be reissued. An example of this would be if the ICX Voting Machine times out and the voter is unable to cast their ballot.

Ask the voter to try another ICX machine first. Observe the message or watch for the voter to begin voting. If Soil and Deface is needed:

1. Select **SOIL/DEFACED BALLOT** from the menu  on the Home Screen (as shown above). The Soil Ballot screen will appear.
2. Enter the voter's birth year and last name. Then Tap **SEARCH**.
3. Select the correct voter from the list (it will highlight blue).
4. Tap **SOIL**. The Soil Ballot pop-up will appear.
5. Check the reason for soiling the ballot.
 - a. Most are "Administrative Issues" (ICX timed out).
 - b. "Voter Requested" (during a primary election if they chose the wrong ballot).

NOTE: **SOIL/DEFACED BALLOT** should NEVER be used if a voter voted on an ICX and cast their ballot. All voters **ONLY** get one vote. If the voter made a mistake and already cast their ballot, they cannot vote again.

6. Check whether a replacement ballot will be issued to the voter.
7. Tap **CONTINUE** after both questions are answered.
8. A pop-up will appear asking to verify if the ballot is to be soiled. Check YES if soiling the ballot. The ballot is now soiled, and a new ballot can be issued.
9. To issue a new ballot, re-process the voter.
10. Record the soiled ballot as directed on the next page.



IMPORTANT: Any voter's ballot may only be soiled or defaced twice. The third ballot issued is the final ballot to be counted.

Recording Soiled Ballot:

For each ICX soiled ballot, place a hash mark in the Soil/Deface box on the **Used Paper Ballot Totals** side of the **BALLOT ACCOUNTING CHART**.

CHART.

Ballot Accounting Chart

Election Date: _____

Used Paper Ballot Totals

Poll Location: _____

Precincts: _____

Provisional Ballots (Yellow Envelope / Orange Bag)	Optical Scan Ballots (Including Voter Requested Curbside / White Envelope / Clear Bag)	17-Year-Old Optical Scan Ballots (White Envelope / Clear Bag)	Soil / Void Paper Ballots (Soiled / Defaced Envelope)

You must provide numbers in the boxes below. You cannot use hashmarks for your ballot totals!

Soiled/Defaced Voter Access Card
Use hash marks to keep count of Voter Access Cards you soil during the day.

TOTAL = _____

Notes: _____

VAT Manager Signature: _____ Floor Manager Signature: _____
Printed Name: _____ Printed Name: _____

Soiling a Paper Ballot

If the voter makes a mistake or needs to change a selection on their Provisional Ballot or Optical Scan Ballot, the VATM may issue a new ballot.

1. The VATM will select **SOIL/DEFACED BALLOT** from the drop-down menu  on the ePollbook.

Once the original ballot has been soiled, the voter may be issued a new ballot. The new ballot must be processed by the ePollbook starting at the home screen.

2. Place the soil/defaced ballot in the Soiled/Defaced Envelope.

3. At the close of the election Record the total number of Soil/Defaced ballot in the Soiled/Defaced Envelope on the

Paper Ballot Total side of the **BALLOT ACCOUNTING CHART**.

Ballot Accounting Chart

Election Date: _____

Used Paper Ballot Totals

Poll Location: _____

Precincts: _____

Provisional Ballots (Yellow Envelope / Orange Bag)	Optical Scan Ballots (Including Voter Requested Curbside / White Envelope / Clear Bag)	17-Year-Old Optical Scan Ballots (White Envelope / Clear Bag)	Soil / Void Paper Ballots (Soiled / Defaced Envelope)

You must provide numbers in the boxes below. You cannot use hashmarks for your ballot totals!

Soiled/Defaced Voter Access Card
Use hash marks to keep count of Voter Access Cards you soil during the day.

TOTAL = _____

Notes: _____

VAT Manager Signature: _____ Floor Manager Signature: _____
Printed Name: _____ Printed Name: _____

IMPORTANT: Any voter's ballot may only be soiled or defaced twice. The third ballot issued is the final ballot to be counted.

Stark County Board of Elections

Seal in this envelope:

**SOILED/DEFACED
BALLOTS**

This envelope contains _____ soiled/defaced ballots that have been replaced with new ballots.

Signed: _____ (Presiding Judge)

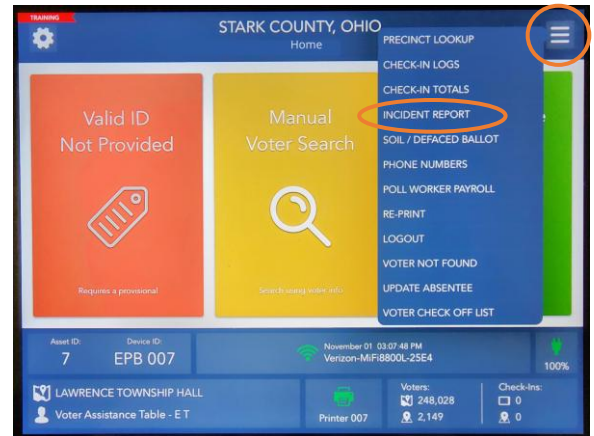
RETURN THIS ENVELOPE IN THE ORANGE BALLOT BAG

FORMS USED AT THE VAT

Situation	Form Needed	Form Location	Information Needed	Location for Completed Form
Voter reports that another Voter is Deceased (e.g., parent, spouse)	Form 255-D	Voting Location Leadership Team Notebook	Death notices are provided to the Board of Elections monthly by the State of Ohio. However, if the name and address of the deceased still appear in the ePollbook, form 255-D should be provided.	Send this form home with the voter reporting the death. They should mail it to the BOE with a copy of the certified death certificate.
Incorrect Date of Birth	Registration Form	Voting Location Leadership Team Notebook	Name, County, Signature (in box), Address, Date of Birth, Signature, and Date.	Front Pocket of Voting Location Leadership Team Notebook <u>Inside the clear bag marked Registration Forms</u>
To Update Voter's Signature (former signature)	Form 260	Voting Location Leadership Team Notebook	Use this form when a voter's signature on file changes in style. THIS IS NOT A NAME CHANGE FORM and does not need to be completed in conjunction with the 10L Form.	Front Pocket of Voting Location Leadership Team Notebook <u>Inside the clear bag marked Registration Forms</u>
Voter has moved out of Stark County	Form 10-A	Voting Location Leadership Team Notebook	This will only be used to cancel a registration.	Can be sent home with the person reporting the move. The form must be completed and signed by the voter who moved, then returned to the BOE.
To Update Voter's Name	Form 10-L	Printed by ePollbook to be completed by voter	New and former name, address, birthday, photo ID, current, and former signatures. Do not submit a second paper Form 10-L.	Front Pocket of Voting Location Leadership Team Notebook <u>Inside the clear bag marked Registration Forms</u>
"Verify Address, form 10-U" appears in the Voting Location Leadership Team Notebook	Form 10-U	Voting Location Leadership Team Notebook	This will only be used in the rare circumstance that a voter is challenged.	Front Pocket of Voting Location Leadership Team Notebook <u>Inside the clear bag marked Registration Forms</u>
Provisional Voter in wrong location and refuses to go to assigned polling location	Form 12-D	Printed by ePollbook to be completed by VATM	The VATM follows instructions written on the form. Do not submit a second paper Form 12-D	Tape to the back of the voter's YELLOW provisional envelope.
Religious objection to photo ID	Form 12-O	Voting Location Leadership Team Notebook	Registered voter communicates objection to being photographed and requests the form.	Tape to the back of the voter's YELLOW provisional envelope.

INCIDENT REPORT

1. To send an incident report to the BOE, a member of the Voting Location Leadership Team will select **INCIDENT REPORT** from the menu  on the VAT Home Screen at the VAT.

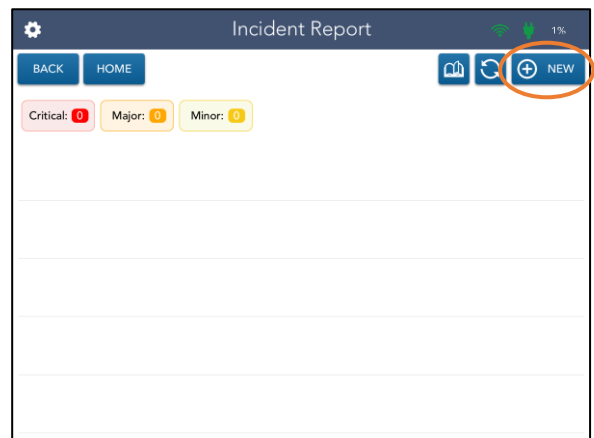


2. Select the **ADD NEW** button to add a new note. The pop-up shown here will appear.

3. Select an Incident Category from the drop-down list. Scroll down to the end for Other if none of the selections describes the incident.

4. Select the Incident Type from the drop-down box.

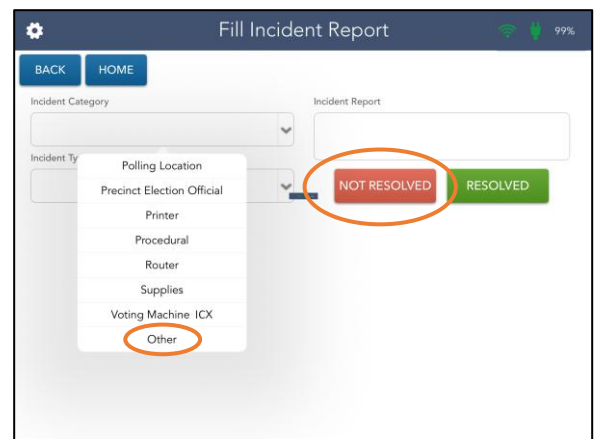
5. Enter the incident detail into the report text box using the keyboard. Tap **NOT RESOLVED** when finished.



The report has now been sent. The BOE will be able to see the report and respond if necessary.

6. If an incident report was submitted via the ePollbook please do not complete a paper incident report form.

IMPORTANT: Do not send an incident report if a PEO does not show up in the morning. If there are not enough PEOs to operate the polling location, call the BOE.

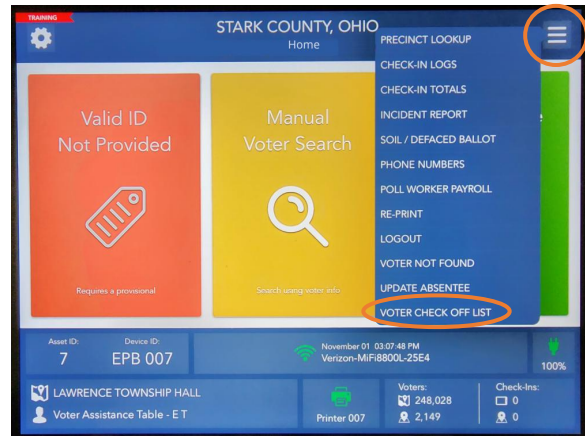


PRINTING THE 11:00 A.M. AND 4:00 P.M. REPORTS

The **BLUE VOTER LIST** is placed inside the clear sleeve on the tri-fold sign board before the polls open.

At 11:00 a.m. and 4:00 p.m., an updated list of voters who have voted at the polling location must be printed and placed next to the **BLUE VOTER LIST**.

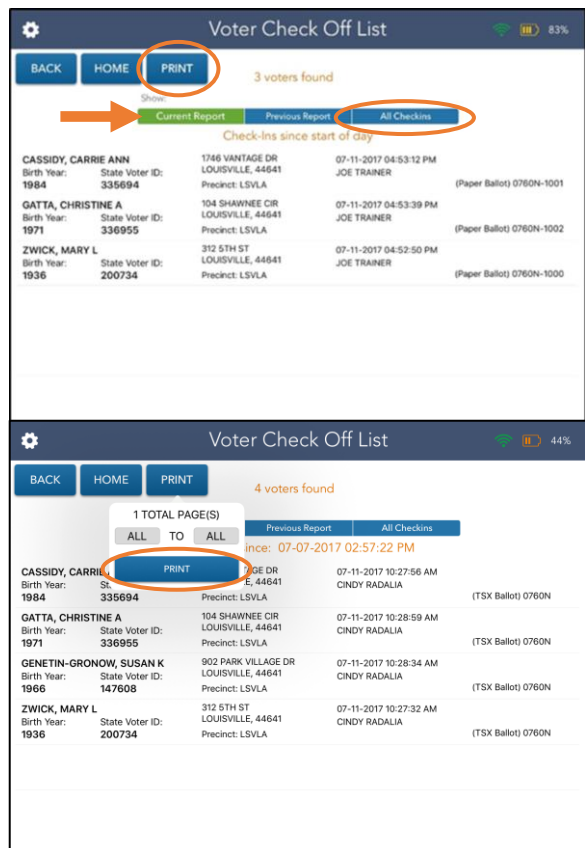
IMPORTANT: Any person may enter and check the voter lists, and they are permitted to take a photo of that list. It cannot be removed from the polling location.



To print the 11:00 a.m. and 4:00 p.m. voter reports at the VAT:

1. Select the **VOTER CHECK OFF LIST** button from the menu  on the Home Screen. The Check-in Report screen will appear.
2. Choose **ALL CHECK-INS** to print ALL check-ins or choose **CURRENT REPORT** for those voters who have checked in since the last printing. The button selected will change from blue to green.
3. If needed, due to damaged or lost report, choose **PREVIOUS REPORT** to print the previous report.
4. Tap the **PRINT** button. Verify the page range says **ALL** to **ALL** and tap the **PRINT** button.
5. Tap **HOME** when finished.
6. Tape the printed report on the table in front of the blue Official Voter List on the tri-fold sign board.

NOTE: At the end of Election Day, place the 11:00 a.m. and 4:00 p.m. reports and the **BLUE VOTER LIST** in the VAT/STUB WHITE envelope found at the VAT.



CLOSING THE POLLS

It's 7:30 p.m. Time to close the polls!

All voters in line at 7:30 p.m. must be permitted to vote. The voters can be brought inside with the doors locked, or a PEO can be posted at the end of the line.

At the end of the night, the location should look exactly the same as it did before Monday setup.

The key to a successful closing is teamwork. All PEOs except for the VLM and Riderback remain until all work is **finished**.

The VLFM will instruct PEOs to begin their assigned closing duties.

The VLM and the Riderback should leave as soon as their materials are packed up and loaded into the VLM transport vehicle with the help of PEOs.



IMPORTANT: ICX Voting Machines and ePollbooks must remain connected and **powered on** until all data is gathered and reports are completed.

Closing Tasks for the VATM

- Follow the closing section of the Voter Assistance Table Manager Checklist.
- Enter the number of ICX cast ballots recorded on the **BALLOT ACCOUNTING CHART** in the VAT ePollbook to complete the Ballot Accountability process and submit the report to the BOE.
- Ensure all forms are filled out completely, totaled, signed, and ready to present to the BOE.
- TURN **OFF** and pack up ePollbooks and MiFi.

Closing Tasks for the VLFM

- Assign a PEO team to record on the **BALLOT ACCOUNTING CHART** the number of ballots cast on the ICX Voting Machines.
- Supervise assigned PEOs to run closing reports and closing procedures for the ICX Voting Machines. ICX Voting Machines must go back into their original cases. The ICX Voting Machine # and the serial number on the machine should match the number on the front window of the ICX case.
- Return ICX printer keys and the Voter and Poll Worker Cards to the VAT for packing by the VATM.
- Secure the building before leaving. If the VLFM is assigned to be the VLM

Closing Tasks for PEOs

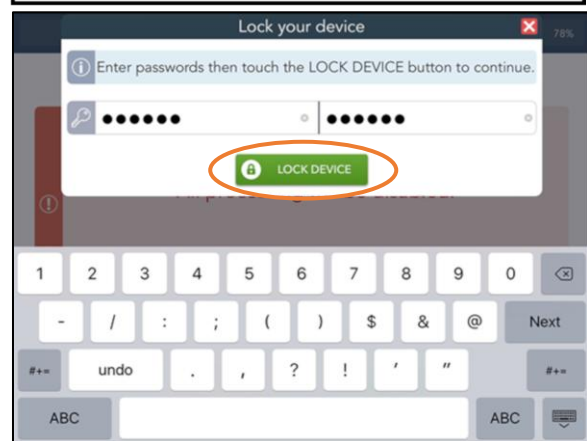
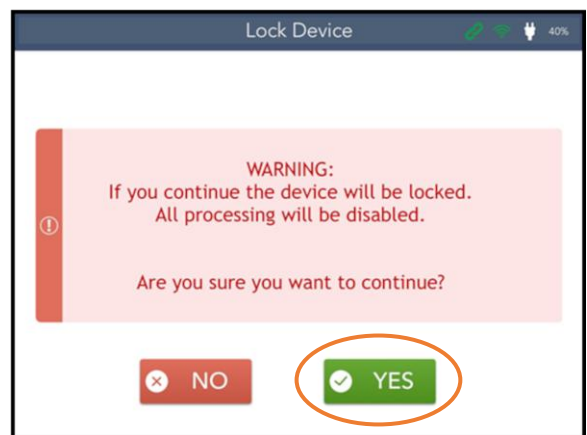
- Follow the PEO Election Day Guide and ICX Voting Machine Guide to perform the closing duties as assigned by the VLFM.
- Gather and pack signs and other non-essential supplies to place in the Gray Supply Suitcases. DO NOT leave any applied tape on walls, cords, or other surfaces at the location.
- Pack trash can with PPE, cleaning supplies, flags, etc.
- Discard trash in trash bins at the location. Make sure no Voter Access or Poll Worker Cards have been discarded in the trash.
- Load the supplies into the VLM transport vehicle. All supplies brought by the VLM from Sunday pickup should be accounted for and nothing (except the reports taped to a window and the locked ICX cages) is left behind at the location.

ePOLLBOOK CLOSING AND ACCOUNTABILITY

It is time to close the Election when the last voter in line at 7:30 pm has voted. The ePollbooks may take a few minutes to communicate and sync the voter count with each other. Do not confuse TRANSACTIONS PENDING with voter counts. Transactions Pending will clear once ePollbooks are back at the Board of Elections.

Close the election at the ePollbooks

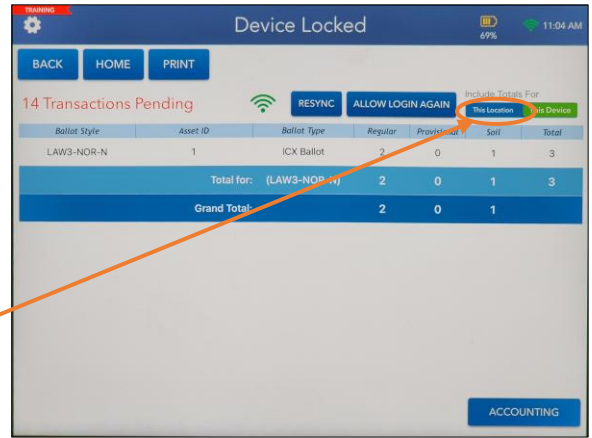
1. Check the location check-in counts at the bottom right of each ePollbook to verify that they match. They should all show the same total check-ins for the location. This should be accurate within minutes of the last voter. If not, write a note on the **BALLOT ACCOUNTING CHART** to explain.
2. Once the last voter has voted and the ePollbooks are in sync, begin the closing procedure for the ePollbooks at the check-in table(s). The VAT ePollbook needs to remain open for VATM reconciliation and will be packed last.
3. To close the election at the end of the day, select **LOGOUT** from the menu  on the Home Screen.
4. Tap **CLOSE THE ELECTION**. The warning screen to the right will appear on the **LOCK DEVICE** screen.
5. Tap **YES** to continue closing the election. If it is NOT the end of the day, tap **NO** to go back to the home screen.
6. A bipartisan team must enter the passwords (in separate envelopes), which are located in the **PURPLE TRANSFER BAG** and must be returned when packing. Password #1 is the Democrat password. Password #2 is the Republican password. These passwords change each election.
7. Tap **LOCK DEVICE** when the passwords have been entered. The ePollbook will change to the **DEVICE LOCKED** screen.
8. Repeat steps 3 – 7 for each Check-in table ePollbook.



9. The election has now been closed for the ePollbook(s) at the check-in table(s), and each device has been locked. ONLY the VAT ePollbook will be used for Ballot Accounting.

**** DO NOT turn off the ePollbooks at this time. ****

10. The default for the two data tabs on the right side is **THIS DEVICE**. Select the **THIS LOCATION** tab on all ePollbooks to change it from blue to green for Ballot Accounting. The two tabs will swap colors and the totals will be updated.



11. If the total number of voters in **THIS LOCATION** does not sync up to the same number on all EPB, sign into the EPB with the most voters showing as the VAT and complete your accounting from that EPB.

Before calling the Board of Elections with any questions on closing procedures, watch the videos provided below. They will show you how to properly perform closing procedures at the VAT.

ePollbook Accountability
Video:

Packing up the ePollbook
Case Video:

Packing the Blue Ballot
Box:



Ballot Accounting

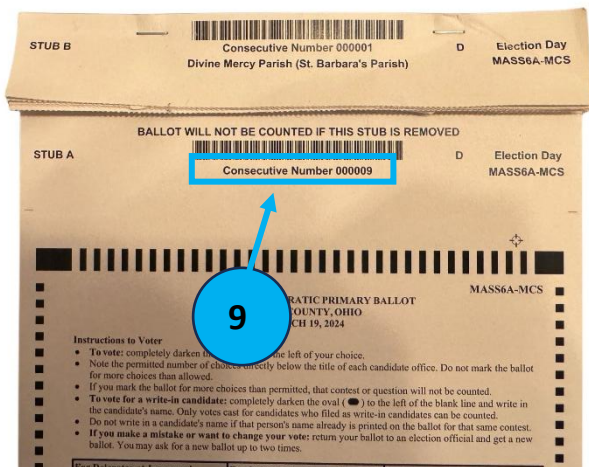
The VATM will perform Ballot Accounting using the VAT ePollbook. The accounting wizard will walk through each step of the process. To advance screens, every box must include a ✓.

1. Repeat the steps 3-7 above for the VAT ePollbook.
2. Tap **ACCOUNTING** in the bottom right-hand corner.
3. First record **UNUSED BALLOTS**.

NOTE: If any of the below entries is ZERO or NONE, press **DONE** after selecting the box.

NOTE: Each precinct will have at least one pad of ballots, numbered 1-25, 26-50, etc. (count varies with precinct).

- A. Tap the first precinct listed. A Pop-up Numbers Keyboard will appear.
- B. Enter the next unused ballot number for that precinct, located on Stub A (9).
- C. Tap **DONE**.
- D. Repeat the above steps for each precinct ballot box displayed.
- E. After ALL precinct paper ballot totals have been entered, tap **NEXT STEP**.



4. **OTHER BALLOTS** will turn green. Use the Paper Ballots side of the **BALLOT ACCOUNTING CHART**:

NOTE: Provisional Ballots and Soiled/Void Ballots are entered but not included in reconciliation. If ZERO for any of the entries, tap **DONE** after selecting the box.

- A. Tap the Provisional Ballots box, record the number of YELLOW Provisional Ballot envelopes found in the orange Provisional Ballots bag.
 - B. Tap the Soiled/Void ballots box, record the total of Soil/Defaced Paper Ballots on the **BALLOT ACCOUNTING CHART**.
 - C. (Primary election only) Tap the 17-Year-Old Ballots box, record the number of WHITE Optical Scan paper ballot envelopes (clear bag) with 17-year-old checked.
 - D. Tap the Curbside Ballots box, record the number of ballots on the Curbside Voter Roster (Check it against the number of Optical Scan Privacy Envelopes with Curbside marked).
 - E. When ALL OTHER ballots are recorded, tap **NEXT STEP**.
5. **MACHINE TOTALS** will turn green. Use the Machine Totals side of the **BALLOT ACCOUNTING CHART**:

- If the number of SCANNER boxes does not match the number of ICX Voting Machines, enter the grand total in SCANNER #1 box.
- Or enter all but the last box and enter the total of the remaining machines in the last box.

- A. Tap each SCANNER box and enter the number of votes cast at each machine.
- B. When ALL SCANNER boxes are recorded, tap **NEXT STEP**.

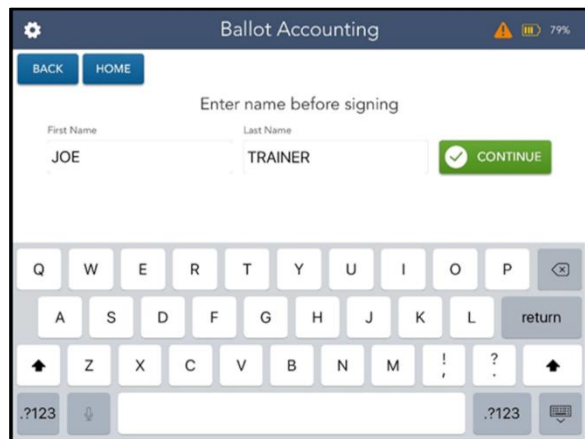
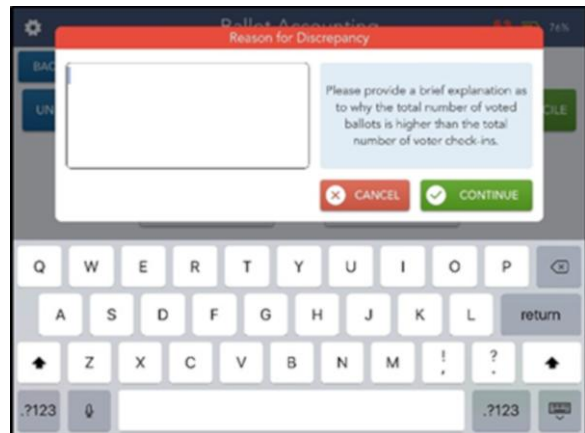
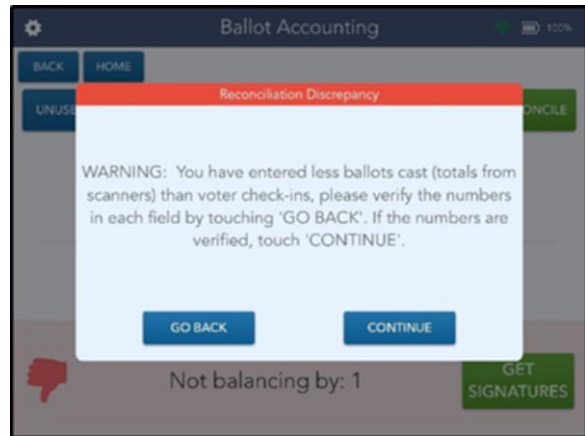
6. **BALLOT RECONCILE** will appear:

- A. The ePollbook wizard will show if balanced or not. A thumbs up 👍 indicates balanced. Tap **GET SIGNATURES** and skip to step 7.
- B. If NOT balanced, the wizard will show a thumbs down 👎. Tap **GET SIGNATURES** to continue and follow the directions below. Record the discrepancy on the **BALLOT ACCOUNTING CHART**. DO NOT attempt to reconcile more than two times.

ICX Machine Number	ICX Serial Number (10 digits)	Number of Ballots Cast
1	7	
2	8	
3	2	
4	89	
5	56	
6	47	
7	28	
8	94	
9	25	
10		
11		
12		
13		
14		
15		
16		
17		
A. Subtotal ICX Ballots Cast:		321

ICX Machine Number	ICX Serial Number (10 digits)	Number of Ballots Cast
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
B. Subtotal ICX Ballots Cast:		
A. Subtotal ICX Ballots Cast:		321
A + B = Total Ballots Cast:		321

- C. A pop-up will appear and provide instructions on how to fix any errors. Tap **GO BACK** to return to the previous screen and make any changes in the previous sub steps A, B, or C. When done, tap **NEXT STEP** again.
- D. If the numbers have already been verified, tap **CONTINUE** to move to step 7.
- E. A reason must be entered for the discrepancy in order to move forward. Enter it in the text box provided. The reason for the discrepancy in the comments field should immediately be written on the **BALLOT ACCOUNTING CHART** as well. Then, tap **CONTINUE** to move on to the next step.



Certify Results

7. Enter first and last name in the fields and press **CONTINUE**.
8. Sign in the box. Then tap **I ACCEPT** to continue.
9. The VATM will also have the Floor Manager sign the ePollbook. To add a signature, tap **ADD ANOTHER SIGNATURE** and follow the steps provided.
10. To submit the report, tap **SUBMIT**.
11. Ensure the **BALLOT ACCOUNTING CHART** has been fully completed. The VLFM and the VATM will sign the bottom of the form to confirm it has been completed.

Ballot Accounting Chart				
Election Date				
Used Paper Ballot Totals				
Poll Location:				
Precincts:				
Provisional Ballots (Yellow Envelope / Orange Bag)	Optical Scan Ballots Including Voter Requested Ballots (White Envelope / Clear Bag)	17-Year-Old Optical Scan Ballots (White Envelope / Clear Bag)	Ball / Void Paper Ballots (Soiled / Defaced Envelopes)	Soiled/Defaced Voter Access Card Use hash marks to indicate if Voter Access Cards you soiled during the day.
You must provide numbers in the boxes below. You cannot use hashmarks for your ballot totals!				
1	2	0	0	Add the hash marks and enter the total number of Soiled/Defaced Voter Access Cards here: 1 TOTAL = 1
Notes: Voter left without casting their ballot on ICX machine #8 at 12:31pm.				
VAT Manager Signature	Matthew N	Floor Manager Signature	Electrophorus V	
Printed Name:	Matthew	Printed Name:	Electrophorus	

12. GREAT JOB! The Ballot Accounting report has been submitted. Tap **CONTINUE**.

The screenshot shows the 'Ballot Accounting' app interface. At the top, there's a status bar with a gear icon, the title 'Ballot Accounting', and a battery level of 81%. Below the title bar are 'BACK' and 'HOME' buttons. A 'BALLOT RECONCILE' button is in the top right. The main area lists 'JOE TRAINER' with a green checkmark. Below the name are four empty lines for additional signatures. A light blue box contains the text: '1 signatures have been provided. If another signature is needed, touch 'ADD ANOTHER SIGNATURE'. If no more signatures are needed, touch 'SUBMIT'.'. At the bottom, it says '1 signature(s)' and has two buttons: 'ADD ANOTHER SIGNATURE' (highlighted with an orange circle) and 'SUBMIT'.

The screenshot shows the 'Ballot Accounting' app interface. At the top, there's a status bar with a gear icon, the title 'Ballot Accounting', and a battery level of 81%. Below the title bar are 'BACK' and 'HOME' buttons. A 'BALLOT RECONCILE' button is in the top right. The main area lists 'JOE TRAINER' and 'JANE POLLWORKER', both with green checkmarks. Below the names are four empty lines for additional signatures. A light blue box contains the text: '2 signatures have been provided. If another signature is needed, touch 'ADD ANOTHER SIGNATURE'. If no more signatures are needed, touch 'SUBMIT'.'. At the bottom, it says '2 signature(s)' and has two buttons: 'ADD ANOTHER SIGNATURE' and 'SUBMIT'.

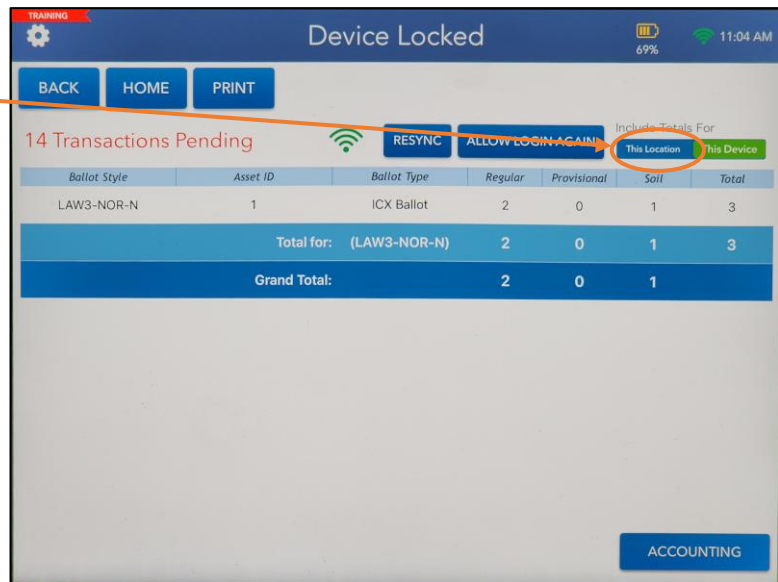
The screenshot shows the 'Ballot Accounting' app interface. At the top, there's a status bar with a gear icon, the title 'Ballot Accounting', and a battery level of 69%. Below the title bar are 'BACK' and 'HOME' buttons. A green banner at the top says 'Report submitted!'. Below it, a light blue box contains the text: 'Great Job! Your ballot account report has been successfully submitted. Finish completing closing end-of-night processes.'. At the bottom, there is a 'CONTINUE' button with a green checkmark icon.

The screenshot shows the 'Ballot Accounting' app interface. At the top, there's a status bar with a gear icon, the title 'Ballot Accounting', and a battery level of 1%. Below the title bar are 'BACK' and 'HOME' buttons. The main area shows 'Name: JOE TRAINER'. Below the name are two buttons: 'CLEAR' (with a red 'X' icon) and 'I ACCEPT' (with a green checkmark icon). Below these buttons is a signature line with the text 'Please sign below' and a handwritten signature 'Joe Trainer'. At the bottom, there is a certification statement: 'I hereby certify that the numbers entered in the Ballot Accounting fields are true and correct for this Voting Location.'

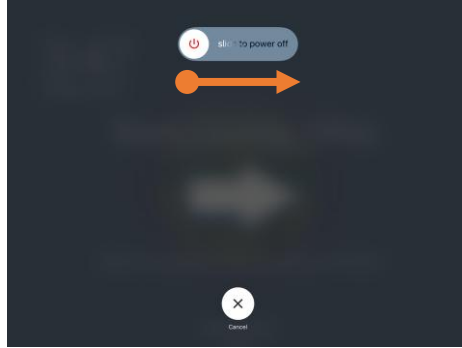
PRINTING ePOLLBOOK CLOSING REPORT

Print the ballot accounting report by following these steps:

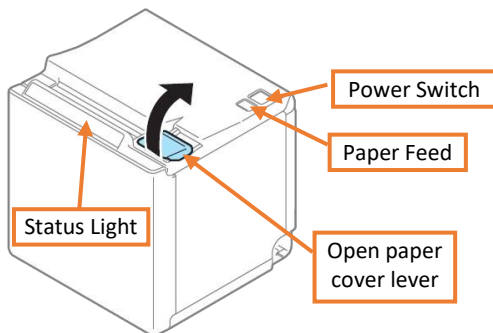
1. Select the **THIS LOCATION** tab. If it is blue, tap on it with the stylus and it will turn green.
2. Then tap **PRINT** at the top.
3. Print 2 copies. The VATM should initial each copy.
 - A. Place a copy in the front pocket of the Voting Location Leadership Team Notebook.
 - B. Place the second copy in the VAT/STUB Envelope that was taped to the VAT. This envelope should contain printer test receipts, opening reports, the **BLUE VOTER LIST**, and the 11:00 a.m. and 4:00 p.m. reports.



ePOLLBOOK MANDATORY PACKING INSTRUCTIONS



1. Press and hold the power button on the upper left side of the unit and the volume button on the top left simultaneously. Wait for the "slide to power off" prompt.
2. Swipe right to turn the ePollbook completely off.
3. Remove the encoder and power cord.
4. Close the ePollbook like a book.
5. To power off the printer, press the power button on the top.



6. To power off the MiFi Hotspot, press and hold the power button, select "Power Off" and tap OK.
7. Pack the ePollbook case. Include:

- A. Laminated ePollbook Setup Guide
- B. Orange sign "Notice to Voter"
- C. Unused **VOTER ASSISTANCE REFERRAL SLIPS**



8. Close the ePollbook case and close the two latches on the handle area of the case.
9. Attach a **YELLOW ZIP TIE LOCK** stored in the case, to secure the ePollbook case. Do not pull too hard or it will break. Record the lock number on the **CHAIN OF CUSTODY.**

Power strips and extension cords go in the Gray Supply Suitcase.

The ePollbook case(s) are returned to the BOE by the VLM and the PEO Riderback.

ICX Memory sticks are removed as instructed in the ICX Voting Machine Guide and packed in the **BLUE TURTLE CASE**.

BEFORE This Case is Locked:

- Take a digital photo of the inside clearly showing that **ALL MEMORY STICKS are INCLUDED** as shown on the template in your case.
- Text the name of your **POLLING LOCATION** and **PHOTO** to:

«Phone_Number»
- The BOE will send you a response text with a Release Authorization Number.
- Enter the Release Authorization Number on **EACH OF YOUR PINK CHAIN OF CUSTODY** forms.
- Sign and date the Chain of Custody forms.
- Lock the blue turtle shell case with the red lock provided inside the case.
- Record the lock number on the Orange Election Equipment Form.

[illegible]

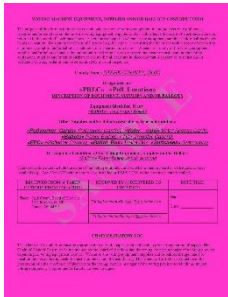
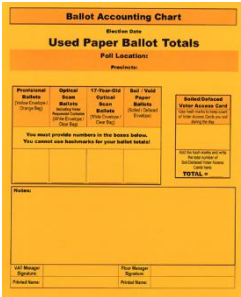
1. Once the memory sticks are all loaded into the **BLUE TURTLE CASE**, the VLM will use their cell phone to take a photo of the inside of the case showing all the memory sticks.
2. The VLM will immediately text the photo and the name of the polling location to the phone number provided in the **BLUE TURTLE CASE**.
 - A. The BOE will reply with a Release Authorization number. Record the authorization number on the back of each **CHAIN OF CUSTODY** form (shown above). A space is provided below the date and time in the lower right-hand corner.
 - B. IF A REPLY IS NOT RECEIVED WITHIN 5 MINUTES, ensure the VLM's phone has adequate bars to send the picture, verify the correct phone number was used. Send the text again with SECOND REQUEST added to the body of the text. If necessary, walk outside for a better signal.
 - C. Only if there is no response to the second request, call the BOE.
3. Place the **RED SPRING LOCK** on the **BLUE TURTLE CASE**. The lock is found inside the case.

CLOSING SUPPLY CHECKLISTS



Please return election supplies as described on these pages.

A. Set these items aside. Have the PEO Riderback carry these three items on their lap. These are the first items handed to the workers at the Board of Elections.

Locked TURTLE CASE with ICX Memory Sticks for EACH ICX Voting Machine.	A CHAIN OF CUSTODY form for each precinct in the location. Signed, with the release authorization, date, and time leaving the polling location.	A completed BALLOT ACCOUNTING CHART that has been signed.
		

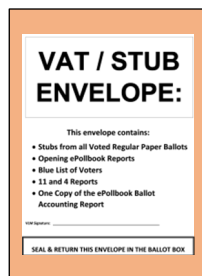
B. Return the following items in the **PURPLE TRANSFER BAG**, which will be locked with a pink zip tie & placed inside the Blue Ballot Case in the order shown on page 93.

	Signed rolled "VVPAT report #1" in clear sealed bag for each ICX Voting Machine.	
	Signed, corresponding "VVPAT report #2" fan-folded and paper-clipped to the clear sealed bag for the same ICX Voting Machine.	
	Democrat/Republican Code envelopes	

Place the **PINK ZIP TIE** lock on the **PURPLE TRANSFER BAG** and record number on the **CHAIN OF CUSTODY**

C. Return all ICX Poll Worker cards and keys to the VLFM or VATM

	Counted Poll Worker cards are placed in card sleeves and stored in the blue bag (next page).
	ICX keys go into the chain of custody sleeve in ICX cage #1.



D. Secure the following items in the clear, sealable Optical Scan Paper Ballot Bag. This will be returned in the Blue Ballot Case.

WHITE Privacy Envelopes containing **Voted Optical Scan Paper Ballots**.

E. Secure the following items in the orange Provisional Ballot bag. This will be returned in the Blue Ballot Case.

YELLOW Provisional Envelopes containing **Voted Provisional Ballots**.

IMPORTANT: Seal the orange Provisional Ballot bag with a **BLUE ZIP TIE LOCK**. The lock goes through the holes in the corner of the bag AND through the zipper pull.

F. Place the following Items in the blue bag. This will be returned in the Blue Ballot Case.

Voter Access Cards

Place in clear plastic baseball card sleeves in numerical order.

Poll Worker Cards

Count and place in clear empty plastic baseball card sleeves in numerical order.

G. The following items go in the Gray Suitcase and will be returned by the VLM and PEO Riderback.

Extension Cords and power strips.

Purple Transfer Bag items: unused locks, tamperproof bags, etc.

ATI Unit and Headset.

All remaining election materials, forms, signs, etc.

Laminated signs placed in the white envelope.

Any remaining office supplies, tape, etc.

H. VAT/Stub Envelope.

BLUE VOTER LIST with 11:00 a.m. & 4:00 p.m. reports.

Voted Optical Scan Paper Ballot Stubs.

Printed reports and other documents from ePollbook printers.

I. The remaining items not in a designated container should also be returned to the BOE.

Jugs, flags, privacy panels, etc.

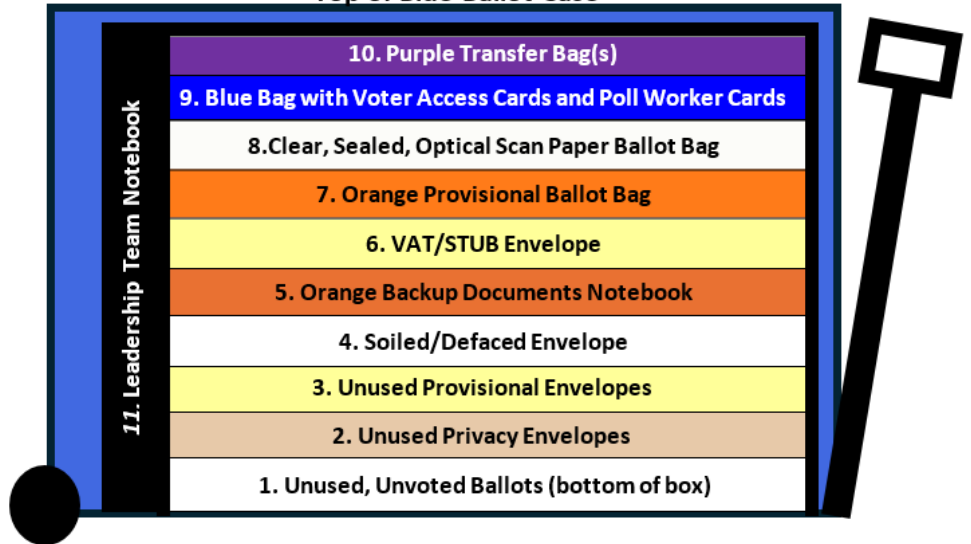
J. Lock/Seal plastic white bag.

Any and all locks, seals, tabs for disposal at Board of Elections.

Blue Ballot Case Packing Instructions



Top of Blue Ballot Case



Place each of the items in the Blue Ballot Case in this order

PLACE THE FOLLOWING ITEMS INSIDE BLUE BALLOT CASE IN THE ORDER LISTED BELOW.



(STARTING WITH #1 ON THE BOTTOM)

	1. On bottom: Unused, Unvoted Ballots
	2. Unused Privacy Envelopes
	3. Unused Provisional Envelopes
	4. Soiled/ Defaced Envelope
	5. Orange Backup Documents Notebook
	6. VAT/STUB Envelope
	7. Orange Provisional Ballot Bag
	8. Clear, Sealed, Voted Optical Scan Paper Ballot Bag
	9. Blue Bag with Voter Access Cards and Poll Worker Cards
	10. On the top: Purple Transfer Bag(s)
	11. On the side: Black Leadership Team Notebook

RIDERBACK - CARRY ON YOUR LAP

	A. Signed and dated CHAIN OF CUSTODY for each precinct in the location with the release authorization code and time the VLM and Riderback left the polling location.
	B. Locked TURTLE CASE .
	C. BALLOT ACCOUNTING CHART

The VLM & PEO Riderback return the **Blue Ballot Cases, ePollbook cases, Gray Suitcases, and black plastic trash cans, along with the items listed on the right** to the BOE.

The PEO Riderback carries these items on their lap, **NOT in the Blue Ballot case**. This will speed up the unloading process at the BOE.

VLM AND PEO RIDERBACK

The Secretary of State requires a bipartisan team to transport and return the voted ballots and memory cards containing results to the Board of Elections on Election Night.

- The VLM and another PEO (of the opposite political party) will serve as the bipartisan team. This PEO is called the PEO Riderback. A student PEO cannot serve as a bipartisan team member.
- The PEO Riderback will be paid an extra \$10 in their base pay for this additional responsibility.

IMPORTANT: The Stark County Board of Elections must account for every ICX Memory Stick on Election Night. No one at the BOE leaves until all memory sticks are returned. It is important to check every ICX Voting Machine to ensure the memory stick is removed and placed inside the blue **TURTLE CASE**. The count of the memory sticks inside the **TURTLE CASE** must match the template located inside the case's lid. Every memory stick is reported to the Secretary of State's Office, which also remains open until all precinct ballots in all Ohio counties are accounted for that night.

- Members of the team will **ride together in the same vehicle, WITHOUT STOPPING ELSEWHERE.**
- The PEO Riderback will carry the following items on their lap:
 - **CHAIN OF CUSTODY** forms: Signed, dated with time the VLM and Riderback left the polling location, and marked with the release authorization code provided by the Board of Elections.
 - **BALLOT ACCOUNTING CHART**
 - **TURTLE CASE**: Locked with **RED SPRING LOCK** and all Memory Sticks enclosed.
- The following is placed in the backseat or trunk of the vehicle.
 - ePollbook case(s)
 - Blue Ballot Case(s)
 - Gray Suitcase(s)
 - Black plastic trashcans with leftover PPE should be placed in the back seat or trunk.

NOTE: VLMs and PEO Riderbacks should **NOT** exit their vehicle at the BOE. Rather, teams at the BOE will open the trunk or back doors of the vehicle to access the larger items.

IMPORTANT: By 8:30 p.m., the VLM and Riderback should be leaving for the Board of Elections.

These items go on the lap of the PEO Riderback.



Locked **TURTLE CASE** with ICX Memory Sticks for EACH ICX Voting Machine.

A completed **BALLOT ACCOUNTING CHART** that has been signed.

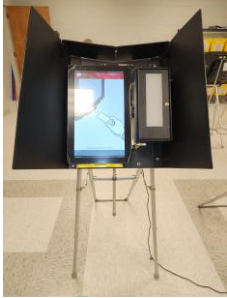
A **CHAIN OF CUSTODY** form for each precinct in the location: signed, with the release authorization, date, and time the VLM and Riderback left the polling location.

These and other items go in the trunk or back seat of the VLM/PEO Riderback vehicle.

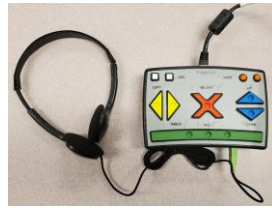


Place leftover PPE, flags, etc. inside the black plastic trash can.

Appendix A: EQUIPMENT AND SUPPLIES



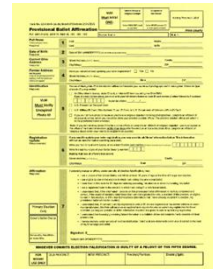
ICX Voting Machine



ICX ATI Unit found in the Gray Supply Suitcase



ePollbook



Yellow Provisional Ballot Envelopes



Gray Supply Suitcase



PURPLE TRANSFER BAG



ePollbook Transport Case



Privacy Panels and Flags



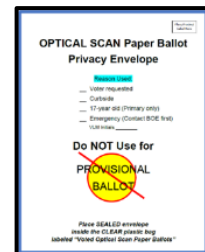
Orange Provisional Bag (holds yellow voted Provisional Envelopes)



Back-up Documents Notebook (DO NOT open unless instructed by BOE)



Voting Location Leadership Team Notebook



White Privacy Envelope (for Voted Optical Scan Ballots)



**MONDAY PAYROLL
TUESDAY PAYROLL**



TURTLE CASE



**CHAIN OF CUSTODY
CHAIN OF CUSTODY**



Clear Optical Scan Ballot Bag (holds voted ballots in WHITE Privacy Envelopes)



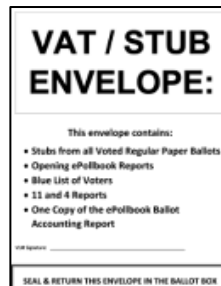
Blue Ballot Case



Disposable Stylus



Tamper Tape

Zip Tie Lock
(various colors)Spring Lock
(Various Colors)Lock/Seal Mitigation
EnvelopeTamper Proof Evidence
Bag for Voted Paper RollBlue Bag for Voter Access
Cards and Poll Worker
Cards

VAT/Stub Envelope

Appendix B: APPLICABLE FORMS

Form		Description
Front	Back	
CHAIN OF CUSTODY		Found inside and remains with ICX Cage #1. This form provides: - Space for signature and date (Monday before election) as the cages are received and verified at their location. - A listing of the location's ICX Voting Machine serial numbers. - Space to record ICX Cage security lock numbers. - Space for BOE staff to sign for possession of the cages upon delivery to the BOE.
CHAIN OF CUSTODY		A sheet for each precinct at the location is included in the Voting Location Leadership Team Notebook. The form includes: - General Instructions that can be reviewed during the election. - List of accountable supplies. - Space for VLM signature, date, and time of Sunday Pickup. - Date, time and return authorization code for Tuesday evening drop-off to the BOE. Refer to the Election Day Guide for more information.
BALLOT ACCOUNTING CHART		Found in the Voting Location Leadership Team Notebook and should be returned to the Front Pocket of the Notebook, this form is used to record and count the number of ballots cast on each ICX Machine and the number of paper ballots completed at each location. VLFM and VATM are encouraged to make important notes on this form. This should include specific incidents or why a given location does not balance at the end of the day. For example, "2 voters left before casting their ballot." Further instructions are included in the Election Day Guide.

NOTES

BOARD OF ELECTIONS CONTACTS

Cancellations or Questions Before Election Day

Work Location Alphabetical Breakdown	Contact Name	Phone Number	Email Address
Leadership Teams	Matthew	330-451-7526 330-437-6084 (Mobile Phone)	mjnedelk@starkcountyohio.gov
PEOs	Dave	330-451-7027	dfshearow@starkcountyohio.gov

Election Day Phone Numbers

Reason	Department	Numbers	
Questions about a Voter's Registration Information	Registration	Molly: 330-451-7547	Aaron: 330-451-7058
Questions about Absentee Ballots/Voters	Absentee	Teresa: 330-451-7034 / 330-451-7061	Bill: 330-451-7515 / 330-451-7073
Supply Questions/Problems	Warehouse	Jordan: 330-451-7010	Jim: 330-451-7012
ePollbook Questions/Problems	IT	Travis: 330-451-7045	Andrew: 330-451-7011
Voting Machine Questions/Problems	Warehouse or IT	Jim: 330-451-7012 Jordan: 330-451-7010	Andrew: 330-451-7011 Travis: 330-451-7045
Number for Voters to Call with Questions/Concerns	Main Office	330-451-VOTE (8683)	

Co-Leader Contact Information

Your co-leader is your equal partner on Election Day.

Name:

Cell:

Election Day Technician (EDT)

The EDT can repair ICX machines, replenish supplies, and deal with issues outside the polling location.

Name:

Cell: