

# Stark County Board of Elections

**Poll Worker Name** \_\_\_\_\_



## PEO Election Day Guide November 3, 2026 General Election

*Poll worker paychecks are mailed approximately 4-6 weeks after the 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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## Acronyms Used in This Manual

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

# ABOUT THIS GUIDE

This guide is intended for poll workers who assist with set-up and closing of the polling location, work at the Check-in Table, greet and assist voters, collect Voter Access Cards, and perform other tasks as directed by the Voting Location Leadership Team. It is intended to be used as both a training manual during class and a reference document during the election.

This guide includes election basics, ePollbook procedures, and guidance for assisting voters. Where practical, the information is presented chronologically.

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

**NOTE:** This document is updated for each election.

Should there be 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 Precinct Election Officials 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!

- Stark County Board of Elections

# PRECINCT ELECTION OFFICIAL (PEO) POSITIONS

## Voting Location Manager:

- 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, voter check-in reports, and memory stick verification.
- Responsible for overseeing election observers, members of the media, and pollsters.
- Handles all voters who need assistance, who are not found or are flagged in the ePollbook.
- Assists with de-escalation of voters.
- Handles ICX machine and ePollbook related issues throughout Election Day.
- Manages the polling location and PEOs.
- 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.

## Precinct Election Official (PEO):

- Greets the voter and reminds them to have ID ready.
- Checks in voters on the ePollbooks, verifies IDs, and issues Voter Access Cards.
- Informs voter that their vote is not complete until the GREEN check mark appears on the ICX screen.
- Provides assistance at the ICX Voting Machines as part of a bipartisan team and monitors the ICX pod to listen for a variety of machine alarms.
- Performs other duties as directed by the Voting Location Leadership Team.
- Collects all Voter Access Cards once voters complete voting.
- Works as a team member with all other PEOs in the set-up and closing of the polling location.

## PEO Riderback:

- After voting ends, leaves the polling location as soon as possible for the Board of Elections with the VLM to return the memory sticks, ballot boxes, ePollbooks, payroll materials, and all supplies.
- Receives an additional \$10 in base pay to perform this extra duty.

# POLL WORKER BASICS

| 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 area 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 Table. The VLM will contact the polling location prior to Election Day to find out if items such as 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 Policy/Conduct



The Secretary of State has established a PEO ethics policy, which 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 annually receive a copy of this ethics policy and sign the acknowledgement form.

## 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 any 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. **Report incidents to a member of the Voting Location Leadership Team**, who will file an Incident Report.

- Campaign for any candidate 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.

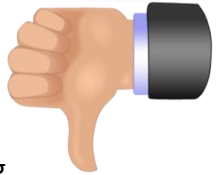
### Question:

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

### Answer:

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.

## People in the Polling Location

| <i><b>People who ARE allowed in the polling location:</b></i>                                                                                                                                                                                                                                                                                                                                                  | <i><b>People who are NOT allowed inside the polling location:</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Election Officials.</li> <li>• Voters (and their minor children).</li> <li>• Someone reviewing the <b>BLUE VOTER LIST</b>.</li> <li>• A person assisting a voter.</li> <li>• An Election Observer bearing a certificate of appointment.</li> <li>• Members of the media.</li> </ul>  | <ul style="list-style-type: none"> <li>• Pollsters (people conducting exit polls).</li> <li>• Candidates for office or other individuals who are campaigning or electioneering.</li> <li>• Anyone collecting signatures for a petition.</li> <li>• Please ask a member of the Voting Location Leadership Team if there are any questions about access to or conduct allowed within the polling location.</li> </ul>  |

## People with Limited Access

### Election Observers:

Election Observers are appointed by political parties or issue committees to observe the proceedings of an election. If an observer arrives at your location, immediately direct them to the VAT Manager, who will then 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.



**NOTE:** If an observer is seen at the location, **immediately** notify a member of the Voting Location Leadership Team.

### Media, Photography, and Video:



Any person may enter and check the posted **BLUE VOTER 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 arrives at the polling location.** 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. The Voting Location Leadership Team will refer **all** questions from the media to the BOE Director or Deputy Director for official responses.

### 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:

People conducting exit polls, known as pollsters, are NOT allowed inside the polling location. They are permitted inside the 100-foot boundary.

## 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 PEO, 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 persons 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, inquire 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.

**IMPORTANT:** If You See Something, Say Something! If You Hear Something, Say Something!  
**NOTIFY A MEMBER OF THE VOTING LOCATION LEADERSHIP TEAM IMMEDIATELY!**

Report any suspicious behavior or activity to a member of the Polling Location Management Team, who will contact the Board of Elections.

If there is a medical emergency, anyone can call 911. For other emergencies, a Voting Location Leadership Team member should call 911.

### 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

## 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 you notice any of these hazards, 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

- Alert the building custodian or a Voting Location Leadership Team member and ask them to block off any spill as soon as it occurs. Keep it marked until it is clean and dry.

### 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.

### 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 set-up and closing procedures.

# ASSISTING VOTERS WITH DISABILITIES

As with any other voter, always identify yourself as a Precinct Election Official and be patient.

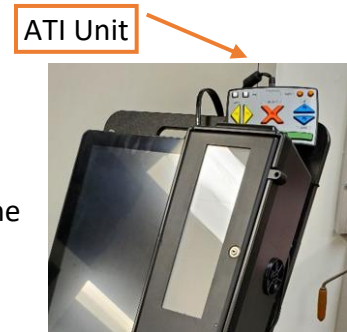
Voters who need assistance to read and/or mark the ballot may ask for assistance from the individual of their choice, with the exception of their employer, an agent of their employer, an officer or agent of their union, or a candidate on their ballot.

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

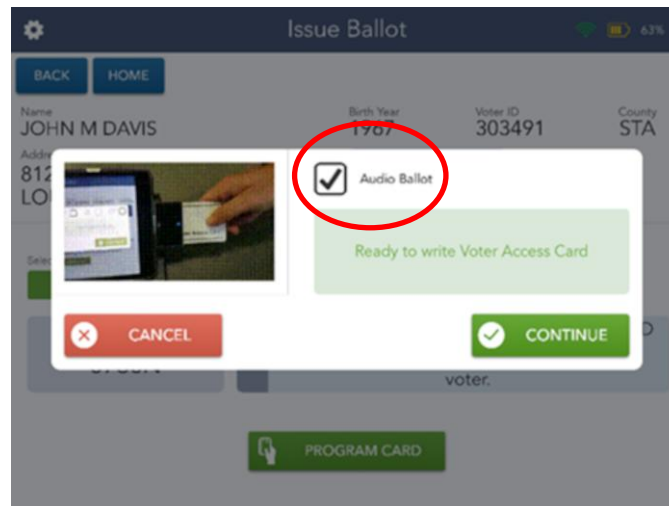
- Verbally offer assistance. Under usual conditions, verbally offer an arm to the voter. If assistance is accepted, gently place an arm under the hand of the voter rather than taking their arm.
- If the voter has a guide dog, walk on the opposite side of the voter from the dog. Do not feed, pet, or otherwise 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 (via audio instructions) by listening on 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.

# MONDAY BEFORE THE ELECTION SET-UP

Monday set-up is a very important team effort. The VLFM cannot do this alone and will contact PEOs to help. The Voting Location Floor Manager (VLFM) from each location will call PEOs prior to the set up day. All PEOs who agree to set up on Monday should be able to lift 25 lbs. PEOs who set up on Monday will be compensated \$10. Not all PEOs will be asked to help with setting up prior to Election Day.

**IMPORTANT:** Communication is important. Please respond to all phone calls, texts, and emails from the Voting Location Leadership Team. Make sure your phone's voicemail box is set up and not full.

Set-up will be conducted under the guidance of the Voting Location Leadership Team as described in the ICX Voting Machine Guide.

Here is what to expect for Monday Set-up:

- Two people will lift the ICX suitcases out of the cage and stand up the ICX machine.
- Inspect ICX machines for physical damage and check tamperproof tapes, security seals, and seal numbers.
- Ensure that the ICX serial numbers on the voting machine cases match what is listed on the CHAIN of CUSTODY, ELECTION DAY EQUIPMENT RECORD, and the BALLOT ACCOUNTING CHART.
- Assist the Voter Assistance Table Manager (VATM), if requested, in setting up the ePollbooks (EPB) at their designated locations. EPBs will now be plugged in and allowed to charge overnight. Only the VATM will be handling this process but may ask for assistance in running cords and taping them down.
- Each individual worker must sign the **MONDAY PAYROLL** form in their own signature.

## Green Monday Payroll

**MONDAY Payroll Card**  
for Polling Location Set-Up  
STARK METROPOLITAN HOUSING AUTHORITY  
Location #6

Monday, November 5, 2018

| PEO Name Printed | PEO Signature |
|------------------|---------------|
|                  |               |
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MONDAY  
Set-Up

**NOTE:** DO NOT place signs behind tables or other obstacles. DO NOT use transparent tape, thumbtacks, or other methods to hang signs. **BLUE PAINTER'S TAPE** is recommended. The tape should only be placed on the back of the signs. DO NOT write or mark on any signs provided by the BOE.

**IMPORTANT:** Unless instructed by a manager,  
**DO NOT REMOVE ANY LOCKS!**

**IMPORTANT:** DO NOT TURN ON OR PLUG IN THE ICX VOTING MACHINES.



## THIS CONCLUDES MONDAY SET-UP.

### **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 (the power light will glow if connected to power).

### **IMPORTANT:**

**DO NOT TURN ON the ICX VOTING MACHINES.**

# TUESDAY, ELECTION MORNING/PREPARING TO OPEN

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

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 work as a team directed by the Voting Location Leadership Team to finish the set-up of the polling location and the voting equipment.

PEOs will:

- Sign the **TUESDAY PAYROLL** form in their own signature and verify mailing address, correcting if necessary.
- Use the PEO Election Day Guide to assist with the duties assigned by the Voting Location Leadership Team. If unsure of any instruction, ask the Voting Location Leadership Team for help.
- Place "Enter Here to Vote" signs and flags. See samples on the next page.
- Have this guide handy to process voters correctly. All voters must be processed according to the procedures in the PEO Election Day Guide.
- Make sure that health and safety protocols are followed.
- **RUNNING LATE ON ELECTION MORNING? Call your Voting Location Floor Manager.**
- **SICK AND CAN'T FULFILL YOUR DUTY ON ELECTION DAY? Call 330-451-7027.**

Stark County  
Payroll Statement for Services Rendered as Polling Officials  
This statement is prepared for the May 07, 2026 Primary Election held in Precinct:

ALLISA

All polling officials are to sign below. The Voting Location Manager must also sign at the bottom to certify that the signatures are those of the persons who served and are entitled to be paid. These members who do not sign this form, may have a delay in payment for services.

| Position<br>Phone Number   | Signature | Address             | Party | Rollback<br>Dropoff      |
|----------------------------|-----------|---------------------|-------|--------------------------|
| PEO_CHECKOFF               |           | PEO Name<br>Address | DEM   | <input type="checkbox"/> |
| PEO                        |           | PEO Name<br>Address | REP   | <input type="checkbox"/> |
| PEO                        |           | PEO Name<br>Address | DEM   | <input type="checkbox"/> |
| PEO                        |           | PEO Name<br>Address | REP   | <input type="checkbox"/> |
| PEO_RIDEBACK               |           | PEO Name<br>Address | REP   | <input type="checkbox"/> |
| VOTING LOCATION<br>MANAGER |           | PEO Name<br>Address | DEM   | <input type="checkbox"/> |

Certified By: \_\_\_\_\_

## 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

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.

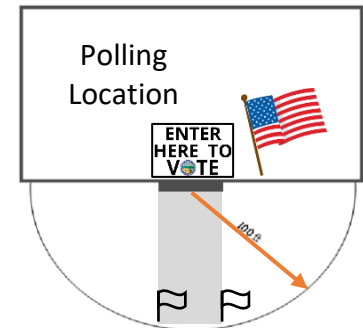
**NOTE:** Please **DO NOT** mark or place tape on the front of the signs. They are reused each election.



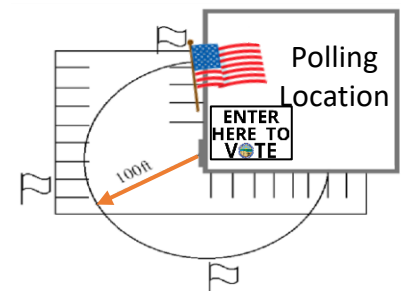
## Small Flag Placement

**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 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.



# PAYROLL AND OATH AT THE VAT

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

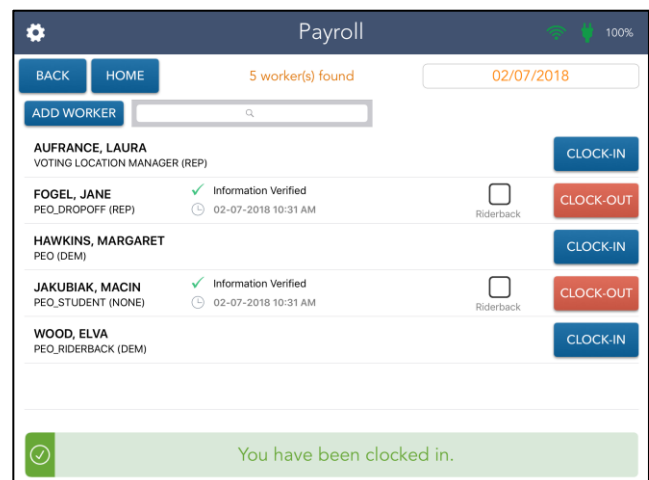
At the ePollbook **START** screen:

1. Open the Poll Worker Payroll screen in the EPB. A list will appear of the workers in the polling location. If there are more than 6 workers, select **NEXT PAGE** to access the next portion of the list.

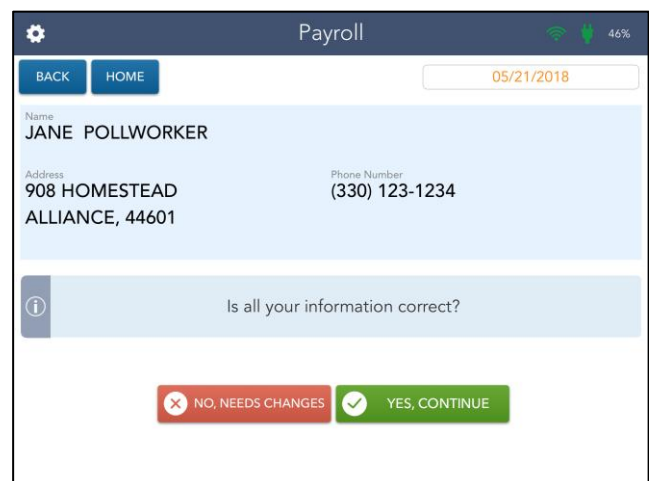


- A. If a PEO's name is not listed, the VATM will select **ADD WORKER**.
- B. The PEO will complete all of the information, then tap **CONTINUE**.

2. Each worker takes a turn to find his or her name and taps **CLOCK-IN**.



3. The Payroll screen will ask "Is all the information correct?"
  - A. If it is correct, tap **YES, CONTINUE**, then continue with next step.



- B. If the worker's information is incorrect, tap **NO, NEEDS CHANGES** and update any information changes. **The VATM will also provide an official Status Sheet to be completed by the worker.**

4. **Sign** in the box provided and tap **I ACCEPT**. NEVER sign for another worker.

5. Locate the correct PEO name in list and tap the ☐ on the line. Three options will appear:
- Only the Riderback will select **RIDERBACK**. After doing so, the box will be checked on the Payroll screen.
  - All others select **NEITHER**.
  - DROPOFF** is never used.
6. The ePollbook will return to the Payroll page where the next PEO will clock in.
7. When all PEOs have clocked in, tap **HOME**.

**IMPORTANT:** DO NOT clock out at the end of Election Day.

# 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 an Optical Scan Paper Ballot, address/name changes, 17-year-old voters, voters in the wrong location, and voters with other issues (see entire list on Page 23).

## How to Log in:

1. The START screen is displayed at the ePollbook. Tap the **START** button.



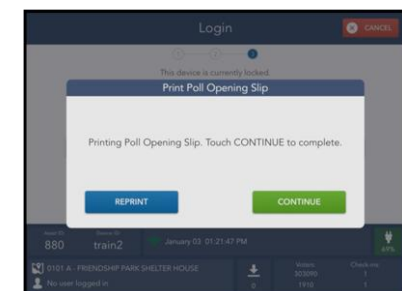
2. Enter full first and last name using a stylus on the pop-up keyboard.
3. Verify that the spelling is correct and tap **CONTINUE**.



4. Tap **NO** to the question, "Is this ePollbook being used at the VAT?"



5. Tap **CONTINUE** on the next screen. The home screen will appear.



# CHECK-IN TABLE ePOLLBOOK HOME SCREEN



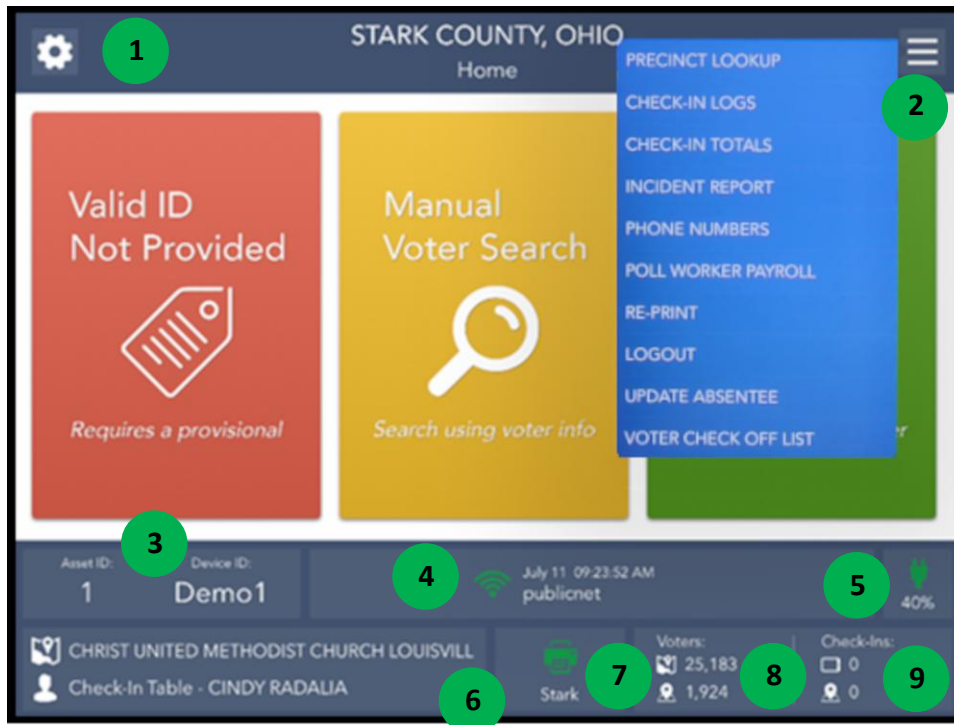
**This is the ePollbook Home Screen.** After processing a voter at the Check-in Table, return to this home screen. Remain here until ready to process the next voter. The bottom of the Home Screen shows information on connectivity, sideways status, battery status, the polling location (if not correct,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

| Button                | Color  | Function                                                                                                  |
|-----------------------|--------|-----------------------------------------------------------------------------------------------------------|
| DRIVER LICENSE SCAN   | Green  | Used to search for a voter by scanning a driver's license or state ID card.                               |
| MANUAL VOTER SEARCH   | Yellow | Used to search for a voter with a different acceptable form of photo ID.                                  |
| VALID ID NOT PROVIDED | Red    | <b>Allowed at VAT ONLY:</b> Used to search for a voter who does not bring an acceptable form of photo ID. |

## 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.

# CHECK-IN TABLE DISPLAY AND MENU OPTIONS



## Screen Positions:

|   |                                                                            |
|---|----------------------------------------------------------------------------|
| 1 | Settings                                                                   |
| 2 | Blue PEO 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. |

\* Check-in menu options shown.

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.                                     |
| 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. (Page 37)                                |
| UPDATE ABSENTEE      | VATM: Used to update the absentee voter list.                         |
| VOTER CHECK OFF LIST | VATM: for printing 11:00 a.m. and 4:00 p.m. reports.                  |

1. LOGOUT is used by PEO workers leaving the Check-in Table to logout.
2. To close the drop-down list, **tap** the menu  again.

In a polling location, the ePollbooks communicate sideways to share common data. Under Check-ins, the number of 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, the ePollbooks may not be communicating sideways. Inform the VLFM if this occurs.

# 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 27-31).

**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.

# VOTER SEARCH OPTIONS

The Check-in Table ePollbook Home Screen gives three options for locating and processing voters for voting on the ICX Voting Machine. A PEO is allowed to use two of these options:

**IMPORTANT:** Always return to the home screen between voters. Never allow the ePollbook to sit idle with the camera open waiting to scan the next voter.



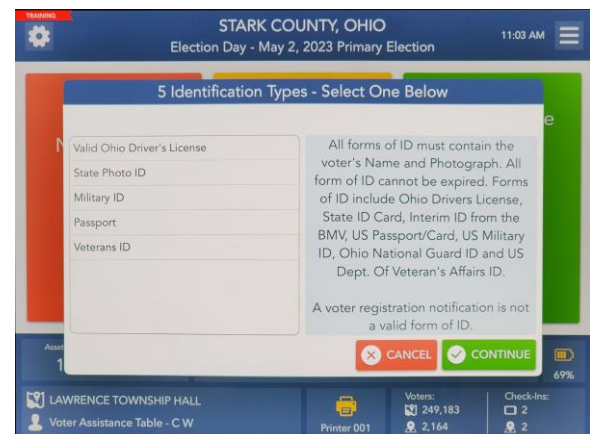
## DRIVER LICENSE SCAN

Select this option to process voters who present an Ohio driver's license or a State of Ohio ID card. See page 27 for details.

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

## MANUAL VOTER SEARCH

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



# 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.

The screenshot shows the 'Voter Eligibility' screen. At the top, there are 'BACK' and 'HOME' buttons. Below, the voter's information is displayed: Name (ANGELINA LAUREN JOLIE), Birth Year (1997), Voter ID (461301), and County (STA). The address is 1210 W VINE ST, ALLIANCE, 44601. The precinct is ALLI1C\_MAR and the party is NP. A green bar with a checkmark and the text 'Voter is eligible to vote.' is highlighted with a red circle. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (with a magnifying glass icon), 'MORE OPTIONS' (with a plus icon), and 'SELECT BALLOT' (with a checkmark icon).

## A Regular Voter is:

- A voter who provides an acceptable form of photo ID (Pages 24-25) 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.
- No valid photo ID.
- Expired photo ID.
- Voter not found in ePollbook.
- Voter at wrong polling location.
- Voter requests a paper ballot (Optical Scan).
- Name is different than what is in ePollbook.
- Absentee ballot was requested.
- Voter Notification Card returned.
- Curbside.
- 17-year-old voter.
- “NonCitizen” or “Non Renewable or Non Transferable” Identifier.
- BMV Mismatch : DLN/ID. **\*NEW\***
- BMV Mismatch : DOB. **\*NEW\***
- BMV Mismatch : SSN. **\*NEW\***
- BMV Mismatch : DLN/ID, SSN and DOB. **\*NEW\***

**NOTE:** PEOs should check the appropriate box on the

**VOTER ASSISTANCE REFERRAL SLIP** for any voter that

is not a regular voter and 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 Current 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.**

**If the voter does not provide a valid photo ID, send them to the VAT.**

## AT THE CHECK-IN TABLE

**EVERY VOTER. EVERY TIME.**

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.**

# Acceptable and Unacceptable Forms of Photo ID

## IDENTIFICATION REQUIREMENTS

– For the Purpose of Voting –

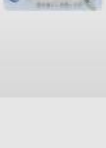



### ACCEPTABLE FORMS OF ID

### CITIZENSHIP DOCUMENTATION (If Required)

#### Driver License




#### Noncitizen Identifier



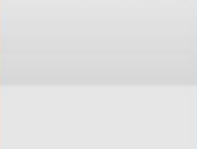

↑

NONCITIZEN

SAMPLE

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






#### 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**



#### Interim ID

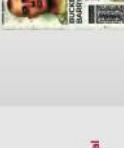



#### Consular Report of Birth Abroad (CRBA) / Certification of Report of Birth




#### U.S. Military ID or Ohio National Guard ID



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

After April 2, 2022

Before April 2, 2022

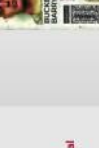



### UNACCEPTABLE FORMS OF ID

### CITIZENSHIP DOCUMENTATION (If Required)

#### U.S. Department of Veterans Affairs ID



#### Ohio Mobile ID



#### Non Renewable/Non Transferable Credential




#### Ohio Mobile ID



The power presents forms of photo ID, but these forms of ID may have alternative designations.

STATE OF OHIO

# 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 document (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 notice from the county board of elections



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

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

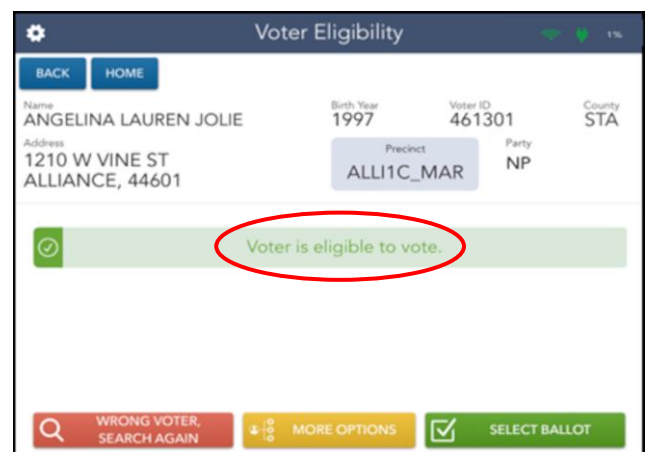
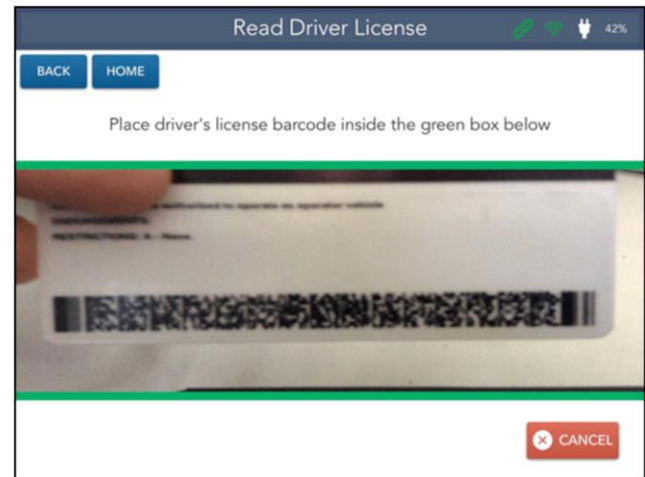
# PROCESSING VOTERS WITH A DRIVER'S LICENSE

## Driver's License or State ID Search

6. 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.

7. Tap **DRIVER LICENSE SCAN**. The ePollbook will activate the camera to scan the driver's license/ID card.
8. 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 32).
9. 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.
10. Return the ID to the voter.
11. Verify that the address is correct by asking the voter **"what is your current address."**
- If the voter states the name and address in the ePollbook, *continue* as a regular voter.
  - If the voter states the name or address that is different 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.
12. 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.)

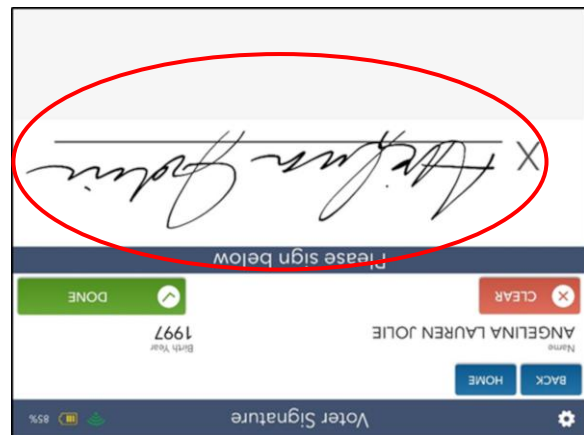
**IMPORTANT:** Do not touch the screen when flipping the Flip & Share frame stand. Hold only the stand when flipping to and from a voter.



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.

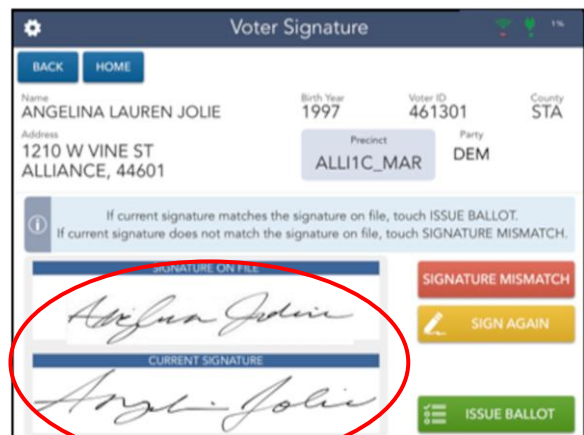
**IMPORTANT:** NEVER suggest a ballot or party choice to the voter.



13. Ask the voter to verify their name and birth year located at the top left of the screen.

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

15. 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.



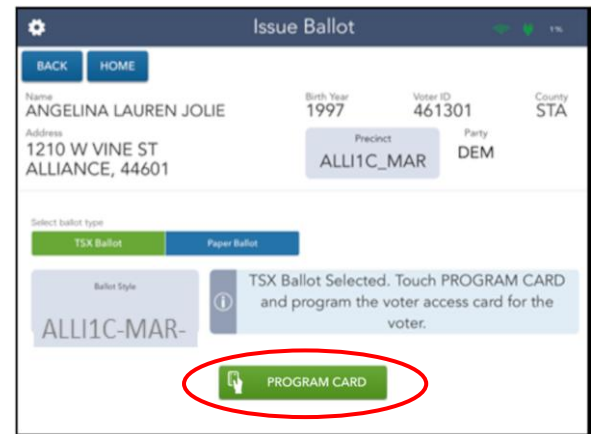
16. Compare the voter's signatures. If they look similar, tap **ISSUE BALLOT**. If they are not similar, go to Page 33.

- 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.
- 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.**

17. 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**.

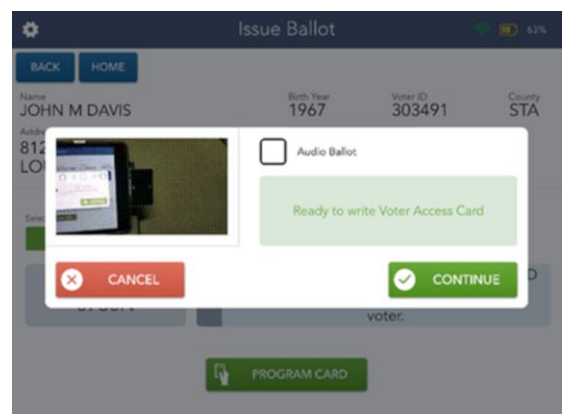
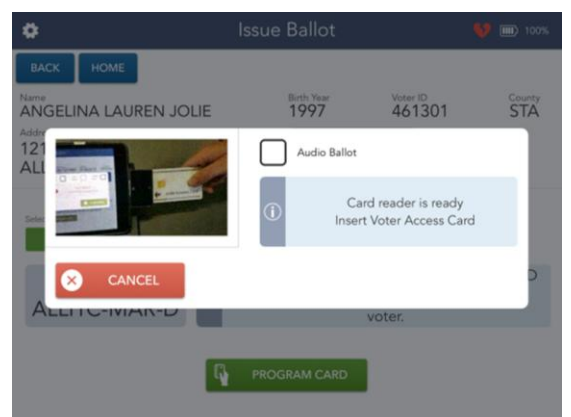
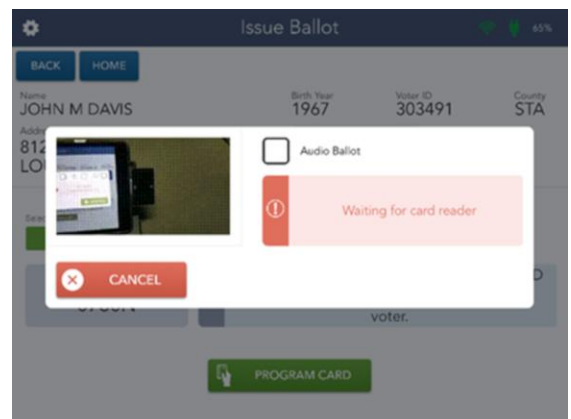


### Programming ICX Voter Access Card

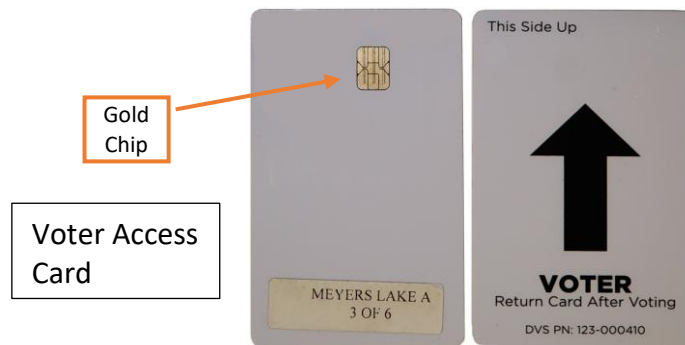
The ePollbook screen will change to the first programming screen, shown to the right, momentarily displaying the red "Waiting for card reader" message, then changing to the blue "Card reader is ready. Insert Voter Access Card" message.

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.

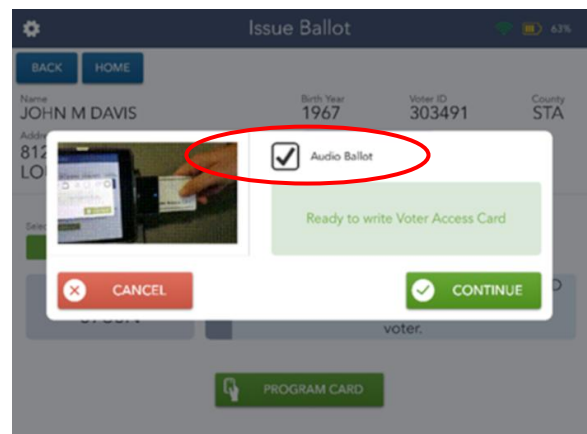


**NOTE:** When inserted into the card reader, the gold chip (shown below) must be visible to the PEO to the left side of the card. The arrow is on the back of the card and will NOT be visible to the poll worker when encoding the Voter Access Card.



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

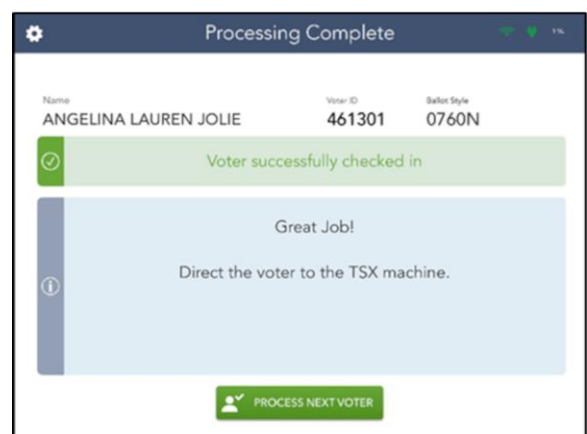
- To issue an audio ballot for the ATI unit, check the audio box before tapping **CONTINUE**.



- 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 you. Instruct them to go to any of the ICX Voting Machines to vote and insert the Voter Access Card just as they are holding it.*

**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. Ask the Voting Location Floor Manager for assistance.**

# MANUAL VOTER SEARCH

To process an eligible voter by using the

## MANUAL VOTER SEARCH:

1. Verify that the photo matches the voter, and the identification has not expired.
2. 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

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

## SEARCH.

- A. If not found, use all possible search options. If still not found, please send the voter to the VAT with a

## VOTER ASSISTANCE REFERRAL SLIP

marked "Voter not listed in ePollbook."

- B. 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.

4. Verify that the name is correct both by asking the voter "What is your legal name" by 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?" If it doesn't match, Send the voter to the VAT with a

## VOTER ASSISTANCE REFERRAL SLIP.

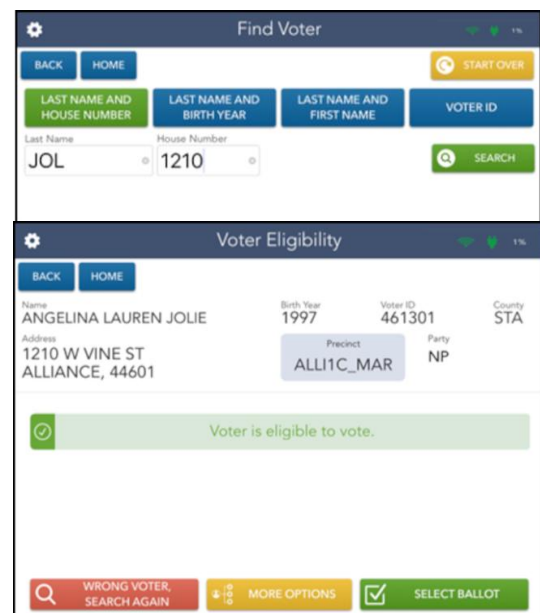
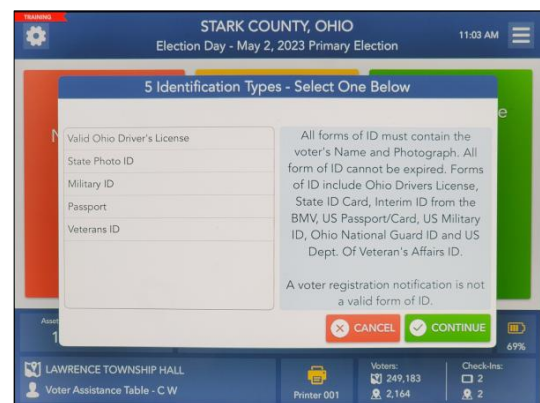
- A. If the voter is eligible, the screen will display a green "Voter is eligible to vote" message. Then tap

## SELECT BALLOT

and proceed per previous instruction to program a Voter Access Card.

- B. If not eligible, the screen will show why. Send to the VAT with a

## VOTER ASSISTANCE REFERRAL SLIP.



# SIGNATURE MISMATCH OR NO SIGNATURE

## Photo ID provided BUT signature does not match:

1. If the voter's signature has some similarities, accept it and process as a regular voter (Page 28).

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.

- A. Process the person as a regular voter (Page 28).
- B. 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.

## No Photo ID provided:

1. Complete a **VOTER ASSISTANCE REFERRAL SLIP**.
2. Direct the voter to the VAT with the slip in hand.

## No signature in "Signature on File" box:

1. Complete a **VOTER ASSISTANCE REFERRAL SLIP**.
2. Direct the voter to the VAT with the slip in hand.

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

1. Complete a **VOTER ASSISTANCE REFERRAL SLIP**.
2. Direct the voter to the VAT with the slip in hand.

# 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.

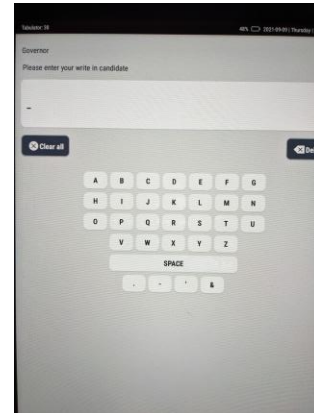
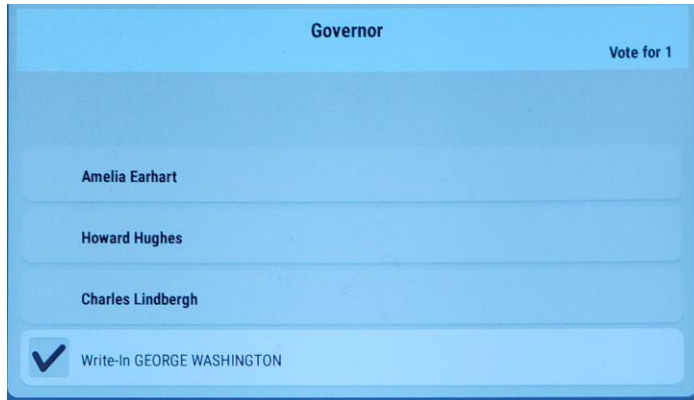
## Voter Assistance Referral

- ☐ 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 & 17-YEAR-OLD VOTERS

## Write-in Candidates:

If this election includes write-in candidates, the list will be found in the Voting Location Leadership Team Notebook. The list should 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, the voter 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):

- **Must be processed at the VAT on an Optical Scan Paper Ballot.**
- 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.
- Cannot vote on an ICX Voting Machine.

# 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.



1. The person notifying the PEO of a person who needs to vote curbside should be **sent** to the VAT.
2. 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. 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.
4. **Have the voter complete** voting by filling out the ballot. The team stands aside to ensure privacy.
5. 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.
6. 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.

| Stark County Board of Elections<br>Curbside Voter Roster<br>General Election: November 4, 2025                                                                                |                                                                                                      |                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Voter Information                                                                                                                                                             | PEO Section                                                                                          | VATM Section                                                                                              |
| Printed Legal Name: _____<br>Current Address: _____<br>Signature: _____<br>Ballot Selection <b>Primary Only</b> (circle one)<br>Democratic Libertarian Republican Issues Only | Valid ID Provided: (circle one)<br>Yes or No<br>Democratic PEO Signature<br>Republican PEO Signature | Stub #: _____<br>Precinct: _____<br>(circle one)<br>Optical Scan Paper Ballot<br>or<br>Provisional Ballot |
| Printed Legal Name: _____<br>Current Address: _____<br>Signature: _____<br>Ballot Selection <b>Primary Only</b> (circle one)<br>Democratic Libertarian Republican Issues Only | Valid ID Provided: (circle one)<br>Yes or No<br>Democratic PEO Signature<br>Republican PEO Signature | Stub #: _____<br>Precinct: _____<br>(circle one)<br>Optical Scan Paper Ballot<br>or<br>Provisional Ballot |
| Printed Legal Name: _____<br>Current Address: _____<br>Signature: _____<br>Ballot Selection <b>Primary Only</b> (circle one)<br>Democratic Libertarian Republican Issues Only | Valid ID Provided: (circle one)<br>Yes or No<br>Democratic PEO Signature<br>Republican PEO Signature | Stub #: _____<br>Precinct: _____<br>(circle one)<br>Optical Scan Paper Ballot<br>or<br>Provisional Ballot |
| Printed Legal Name: _____<br>Current Address: _____<br>Signature: _____<br>Ballot Selection <b>Primary Only</b> (circle one)<br>Democratic Libertarian Republican Issues Only | Valid ID Provided: (circle one)<br>Yes or No<br>Democratic PEO Signature<br>Republican PEO Signature | Stub #: _____<br>Precinct: _____<br>(circle one)<br>Optical Scan Paper Ballot<br>or<br>Provisional Ballot |
| Printed Legal Name: _____<br>Current Address: _____<br>Signature: _____<br>Ballot Selection <b>Primary Only</b> (circle one)<br>Democratic Libertarian Republican Issues Only | Valid ID Provided: (circle one)<br>Yes or No<br>Democratic PEO Signature<br>Republican PEO Signature | Stub #: _____<br>Precinct: _____<br>(circle one)<br>Optical Scan Paper Ballot<br>or<br>Provisional Ballot |
| Voter Assistance Table Manager Signature: _____                                                                                                                               |                                                                                                      |                                                                                                           |

This section must be completed by the **voter**

This section must be completed by the **bipartisan PEO team** going to get the voter's information.

This section must be completed by the **VATM**.

Double check to make sure the voter has signed.

Voter only completes this section if it is a Primary Election.

Write the stub number and precinct from the paper ballot

Circle whether the ballot is Optical Scan or Provisional. (Only circle one)

| Stark County Board of Elections<br>Curbside Voter Roster<br>General Election: November 4, 2025                                                                                |                                                                                                      |                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Voter Information                                                                                                                                                             | PEO Section                                                                                          | VATM Section                                                                                              |
| Printed Legal Name: _____<br>Current Address: _____<br>Signature: _____<br>Ballot Selection <b>Primary Only</b> (circle one)<br>Democratic Libertarian Republican Issues Only | Valid ID Provided: (circle one)<br>Yes or No<br>Democratic PEO Signature<br>Republican PEO Signature | Stub #: _____<br>Precinct: _____<br>(circle one)<br>Optical Scan Paper Ballot<br>or<br>Provisional Ballot |

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

Circle "Yes" if a valid ID was provided. If no valid ID shown, circle "No".

# 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:

1. Select the menu  in the upper right-hand corner.
2. Select **LOGOUT**.
3. 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 18 on How to Log in.

**IMPORTANT:** Never Close the Election until the end of the day!



# CLOSING THE POLLS

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

**NOTE:** The last voter in line at 7:30 p.m. gets to vote.



**The key to a successful closing is teamwork.** All PEOs except for the VLM and PEO Riderback are expected to remain at the polling location until all election equipment is cleaned up and secured.

The Voting Location Leadership Team will instruct PEOs to begin their assigned closing duties.

## VLM and PEO Riderback

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

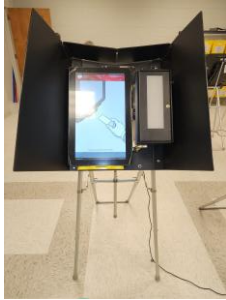
- The VLM and another PEO (of the opposite political party) will serve as the bipartisan team. This PEO is called the PEO Riderback. A student PEO cannot serve as a bipartisan team member.
- The PEO Riderback will be paid an extra \$10 in their base pay for this additional responsibility.

**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 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 to the Board of Elections together in the same vehicle, WITHOUT STOPPING ELSEWHERE.**
- The PEO Riderback will carry the following items on their lap.
  - Precinct Location Sheet.
  - **CHAIN OF CUSTODY** forms: Signed, dated with time leaving polling location, and marked with the release authorization number provided by the Board of Elections.
  - **TURTLE CASE**: Locked with **RED SPRING LOCK** and all Memory Sticks enclosed.
- The Blue Ballot Cases (with the **PURPLE TRANSFER BAG** inside), ePollbook cases, Gray Suitcases, and black plastic trashcans with leftover PPE (if provided) 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.

# Appendix A: EQUIPMENT AND SUPPLIES



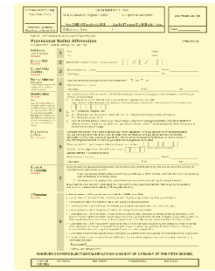
**ICX Voting Machine**



**ICX ATI Unit found in the Gray Supply Suitcase**



**ePollbook**



**Yellow Provisional Ballot Envelope**



**Gray Supply Suitcase**



**PURPLE  
TRANSFER BAG**



**ePollbook Transport Case**



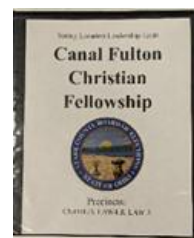
**Privacy Panels and Flags**



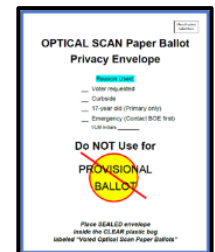
**Orange Provisional Bag  
(holds yellow voted  
Provisional Envelopes)**



**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**



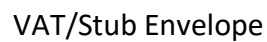
**TURTLE CASE**



**CHAIN OF CUSTODY  
CHAIN OF CUSTODY**



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



# TRAINING NOTES

## BOARD OF ELECTIONS CONTACTS

| Board of Elections Contact Information for Cancellations or Questions Before Election Day |              |              |                                  |
|-------------------------------------------------------------------------------------------|--------------|--------------|----------------------------------|
| Reason                                                                                    | Contact Name | Phone Number | Email Address                    |
| Cancellations                                                                             | Dave         | 330-451-7027 | dfsheararrow@starkcountyohio.gov |
| Questions about training                                                                  | Matthew      | 330-451-7526 | mjnedelk@starkcountyohio.gov     |

| Polling Location Information          |       |
|---------------------------------------|-------|
| <b>My Polling Location Is:</b>        |       |
| <b>Voter Assistance Table Manager</b> |       |
| Name:                                 | Cell: |
| <b>Voting Location Floor Manager</b>  |       |
| Name:                                 | Cell: |
| <b>Election Day Technician</b>        |       |
| Name:                                 | Cell: |

**Thank you for being a poll worker. You make elections happen!**