

Updated April 2022

San Diego County  
California

# ePollbook Manual

Gubernatorial (Statewide Direct) Primary Election  
June 7, 2022



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# Assembly

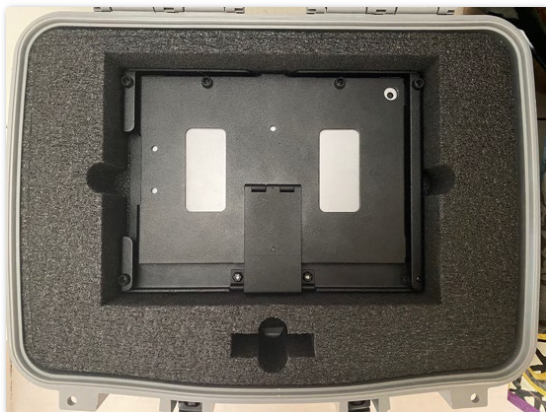
- 1 The Touchpad carrying case should be set on the check-in table as pictured.



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



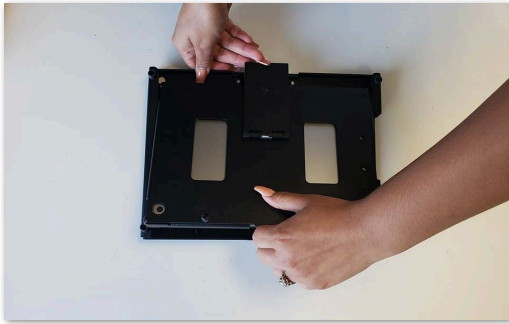
- 3 Once opened, you will see 3-4 Touchpads and charging cords. Remove the Touchpads and charging cords from the case and set them on the table.



- 4 Power on the Cradlepoint then plug it into a power source (Poll Worker Manual pgs. 72-74).



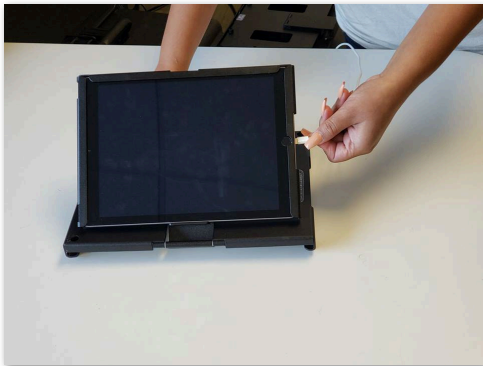
- 5** Open your Touchpad by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, breaking the binding and flipping it open. Set the touchpad on the table.



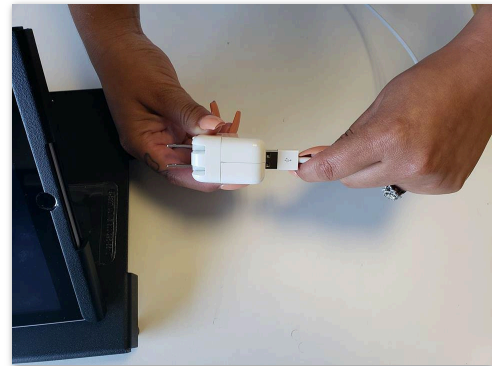
- 6** Once the Touchpad has been properly set up, locate the power port on the right-hand side of the unit.



- 7** Insert the compatible end of the white charging cord into the charging port on the Touchpad.



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



- 9** Plug the brick into the power outlet. The Touchpad will turn on automatically.



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

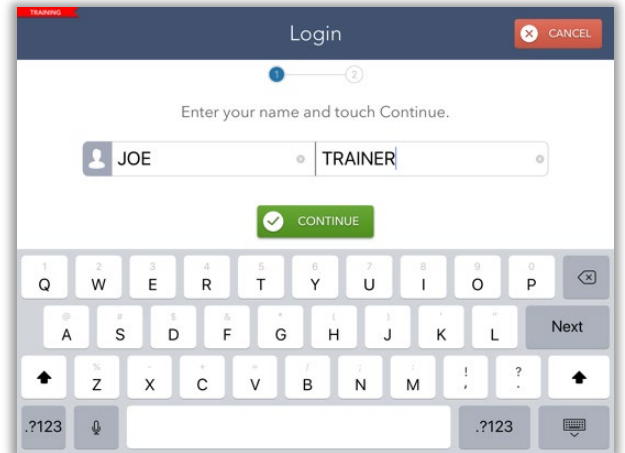


# Logging into the ePollbook

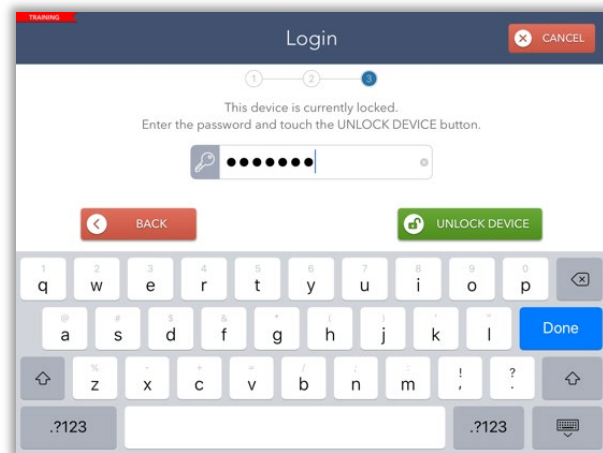
- 1 The EPB application will automatically launch. Touch the green **START** button to begin logging in.



- 2 Enter your full first and last name using the pop-up keyboard and touch **CONTINUE**.



- 3 Enter the password given then touch **UNLOCK DEVICE**.



- 4 After the Touchpad has been unlocked, you will be redirected to the **Launchpad** screen and ready to begin checking in voters.



# The Launchpad

This is the Launchpad screen. After every check-in, you should arrive back at this screen.

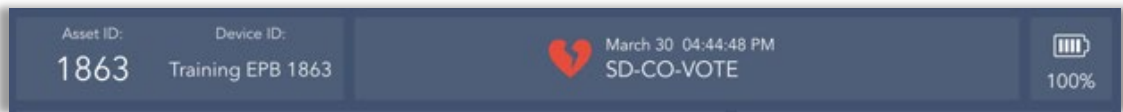


At the top of the screen you will see		At the bottom of the screen you will see	
1	Troubleshooting Menu	4	Vote Center location, your job title, and your name
2	Election Name	5	Connectivity status ( <i>must <b>always</b> display green fan</i> )
3	Launchpad Menu	6	Battery status

## Green and Orange Buttons

To manually search for a voter, touch the green <b>Manual Voter Search</b> button.	The orange <b>Scan Voter Info Guide</b> button will scan a voter’s sample ballot, but only use the <b>Manual Voter Search</b> button to look up a voter.
--	--

## Broken Red Heart



If any EPB displays a broken red heart, please take steps to reconnect immediately.  
See FAQs under Troubleshooting on page 48.

# The Launchpad Menu

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



## Launchpad Menu options:

- |   |  |
|---|--|
| 1 | <b>CHECK-IN LOGS</b> – View a running log of all check-ins   |
| 2 | <b>CHECK-IN TOTALS</b> – View running totals of different ballot styles issued throughout the day                      |
| 3 | <b>WORKER CLOCK-IN</b> – Use this feature for poll worker board timekeeping ( <i>not applicable this election</i> )    |
| 4 | <b>PROCESS CVR</b> – Process a Conditional Voter Registration transaction  |
| 5 | <b>ENTER WAIT TIME</b> – Use this feature to enter the length of time voters wait in line ( <i>Election Day only</i> ) |
| 6 | <b>LOGOUT</b> – Use this feature to temporarily logout for a break or to close the election at the end of the day      |



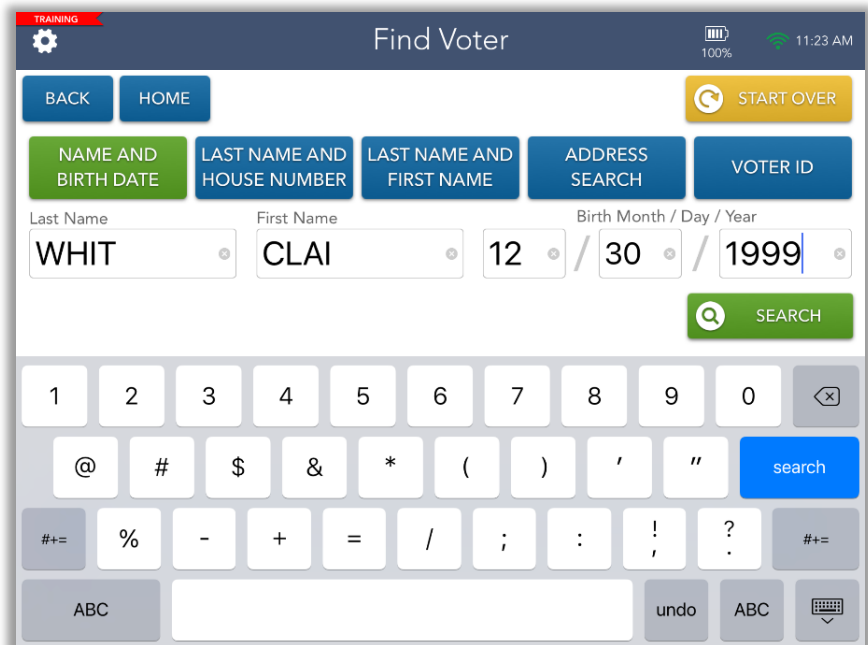
# Searching for a Voter

To search for a voter using the Check-In Form, touch the green **MANUAL VOTER SEARCH** button on the Launchpad screen.



Using information provided by the voter on the Check-In Form, use one of the five available search options to search for the voter's record.

Begin with Name and Birth Date. Enter the voter's information into the search fields chosen by using the on-screen keyboard. Then touch the green **SEARCH** button to continue.





**TRAINING** Search Results 100% 8:34 AM

BACK HOME

4 voters found

CLAIRE E WHITE Birth Date: 12/17/1950	2452 JUDSON ST SAN DIEGO, 92111	2035
CLAIRE ELIZABETH WHITE Birth Date: 12/04/1984	3550 RUFFIN RD, 133 SAN DIEGO, 92123	4672701
CLAIRE WHITE Birth Date: 12/30/1999	3570 MAJESTIC DR SAN DIEGO, 92154	4183466
CLAIRE WHITEFIELD Birth Date: 08/26/1999	9542 PROSPECT AVE LAKESIDE, 92040	4175607

PROCESS NEW CVR VOTER TOUCH a voter in the list above. CONTINUE

If only one voter matches the search criteria, the Voter Identification screen will appear automatically. Continue checking in your voter.

However, if more than one voter matches the search criteria, your screen will look like the one on the left with a list of all possible matches. Touch the correct voter from the list and then touch the green **CONTINUE** button.

**TRAINING** Voter Identification 100% 8:35 AM

BACK HOME

Name: CLAIRE WHITE Birthdate: 12/30/1999 Voter ID: 4183466

RESIDENCE MAILING

3570 MAJESTIC DR  
SAN DIEGO, 92154

Precinct / Sequence #  
390200 / 0089

Verify voter's information above matches that on voter's Check-In Form. If the above information is current, touch the green CONTINUE button. If voter has moved, have voter fill out Part 2 of the Check-In Form and touch UPDATE VOTER INFO. If this is the wrong voter, touch WRONG VOTER, SEARCH AGAIN. Ensure to follow search guidelines on provided job aid. If still not found, touch PROCESS NEW CVR VOTER.

WRONG VOTER, SEARCH AGAIN UPDATE VOTER INFO CONTINUE

PROCESS NEW CVR VOTER

After you select a voter, you will be redirected to the **Voter Identification** screen. The voter's information will be displayed. Touch **CONTINUE** to navigate to the **Voter Eligibility** screen.

# VBM Ballot Issued Voters

## BMD (Ballot Marking Device) – “No Changes” (N/C)

1

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

Read all instructions in blue message box before proceeding. If voter information is current, select **CONTINUE** to begin processing them.

*The blue message box states:*

Verify voter's information above matches that on voter's Check-In Form. If the above information is current, touch the green CONTINUE button.

If voter has moved, have voter fill out Part 2 of the Check-In Form and touch UPDATE VOTER INFO.

If this is the wrong voter, touch WRONG VOTER, SEARCH AGAIN. Ensure to follow search guidelines on provided job aid. If still not found, touch PROCESS NEW CVR VOTER.

2

Ask the voter if they are voting on their mailed ballot in person.

If not, select **NO**.

This voter will use the BMD to make their selections and cast their ballot.

3

If the voter is eligible to vote via a regular ballot, the screen will display a green “Voter is eligible to vote” message. Scroll through the blue message box and follow the applicable instructions to process the voter.

Select **GET VOTER SIGNATURE** to continue.

*The blue message box states:*

Voter is NOT voting their mailed ballot. Checking in this voter will invalidate their mail ballot and envelope and renders this voter ineligible to vote by mail.

Instruct voter will be voting a BMD replacement ballot. Select BMD on the Issue Ballot screen. On voter's Check-In form, mark the “N/C” bubble and write the voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #.

4

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.

5

Flip the screen back toward you. Select the **ISSUE BALLOT** button to continue.

6

The Touchpad does not automatically select a ballot type, so you will need to do so manually. Select **BMD**.

**Issue Ballot**

BACK HOME

Name: CLAIRE WHITE Birthdate: 12/30/1999 Voter ID: 4183466  
 Address: 3570 MAJESTIC DR SAN DIEGO, 92154 Precinct / Sequence #: 390200 / 0089

Select ballot type

BMD Non-BMD

Sequence #: 0089

Select Non-BMD or BMD

7

The **BMD** ballot type button will turn **green** once it has been selected.

Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.

**Issue Ballot**

BACK HOME

Name: CLAIRE WHITE Birthdate: 12/30/1999 Voter ID: 4183466  
 Address: 3570 MAJESTIC DR SAN DIEGO, 92154 Precinct / Sequence #: 390200 / 0089

Select ballot type

BMD Non-BMD

Sequence #: 0089

Voter is voting on BMD. Touch COMPLETE CHECK-IN to continue.

COMPLETE CHECK-IN

8

Congratulations! The voter has been successfully checked in. Complete all applicable instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

**Processing Complete**

Name: CLAIRE WHITE Voter ID: 4183466 Sequence #: 0089

Voter successfully checked in

Great Job!

Hand all voters completed BMD ticket and a secrecy sleeve (or envelope for CVR/Provisional voters).

Direct voter to the Voting Station.

PROCESS NEXT VOTER

## Non-BMD: Mailed Ballot (N/C)

1

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

Read all instructions in blue message box before proceeding. If voter information is current, select **CONTINUE** to begin processing them.

*To view the message in the blue box, see page 9.*

2

Ask the voter if they are voting on their mailed ballot in person.

If yes, verify the sequence number on the Touchpad matches the sequence number on the mailed ballot. If they match, select **YES**.

This voter will mark their selections on their mailed ballot and cast it into the Ballot Box.

3

If the voter is eligible to vote via a regular ballot, the screen will display a green "Voter is eligible to vote" message. Scroll through the blue message box and follow the applicable instructions to process the voter.

Select **GET VOTER SIGNATURE** to continue.

*The blue message box states:*

Voter is voting their mailed ballot in person which will go straight into the Ballot Box. Checking in this voter will invalidate their mail envelope and renders this voter ineligible to vote by mail.

On voter's Check-In form, mark the "N/C" bubble. Verify and write the voter's Voter ID and sequence #. Select Non-BMD at the Issue Ballot screen.

If sequence number does not match, voter will vote on BMD. Select BMD at the Issue Ballot screen. Write "SURRENDERED" on the front of all the surrendered VBM ballot and envelope, tear all items in half, and place them in the brown box.

Touch the green button to continue.

4

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.

5

Flip the screen back toward you. Select the **ISSUE BALLOT** button to continue.

6

The Touchpad does not automatically select a ballot type for these voters, so you will need to do so manually.

Remember, this voter requested to vote on their mailed ballot.

Select **Non-BMD** under the **Select ballot type** field.

7

The **Non-BMD** ballot type button will turn **green** once it has been selected, then select **COMPLETE CHECK-IN**.

8

Congratulations! The voter has been successfully checked in. Scroll through the blue message box and follow the applicable instructions.

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

*The blue message box states:*

Great Job!

Mailed Ballot:

Not Voted- Voter will vote their mailed ballot in person. Hand voter a secrecy sleeve and ballot marker. Direct voter to the Voting Station.

Voted- Voter has brought in their completed mailed ballot. Hand voter a secrecy sleeve. Direct voter to the Checkout Station.



## Non-BMD: Emergency Ballot (N/C)

1

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

Read all instructions in blue message box before proceeding. If voter information is current, select **CONTINUE** to begin processing them.

*To view the message in the blue box, see page 9.*

2

If a voter requests to vote on an Emergency Ballot, ensure that you have provided them with the information in the Poll Worker Manual on page 26. If the voter still insists on voting on an Emergency Ballot, select **NO**.

Also, if a voter is returning a completed Emergency Ballot, select **NO**.

3

If the voter is eligible to vote via a regular ballot, the screen will display a green "Voter is eligible to vote" message. Scroll through the blue message box and follow the applicable instructions to process the voter.

Select **GET VOTER SIGNATURE** to continue.

*The blue message box states:*

Voter is NOT voting their mailed ballot. Checking in this voter will invalidate their mail ballot and envelope and renders this voter ineligible to vote by mail.

Instruct voter will be voting on BMD replacement ballot. Select BMD on the Issue Ballot screen. On voter's Check-In form, mark the "N/C" bubble and write the voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #.

If voter is requesting an Emergency Ballot, write voter's sequence # on the ballot.

If voter is returning an Emergency Ballot, verify voter's sequence #.

In both situations, write "Emergency Ballot" on Check-In form. Select Non-BMD at the Issue Ballot screen. Touch the green button to continue.

4

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.

5

Flip the screen back toward you. Select the **ISSUE BALLOT** button to continue.

6

The Touchpad does not automatically select a ballot type for these voters, so you will need to do so manually.

Remember, this voter requested to vote on an Emergency Ballot.

Select **Non-BMD** under the **Select ballot type** field.

7

The **Non-BMD** ballot type button will turn **green** once it has been selected, then select **COMPLETE CHECK-IN**.

8

Congratulations! The voter has been successfully checked in. Scroll through the blue message box and follow the applicable instructions.

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

*The blue message box states:*  
Great Job!

Emergency Ballot:

Not Voted- Voter will vote an Emergency Ballot in person. Hand voter the Emergency Ballot, secrecy sleeve, and pen. Direct voter to the Voting Station.

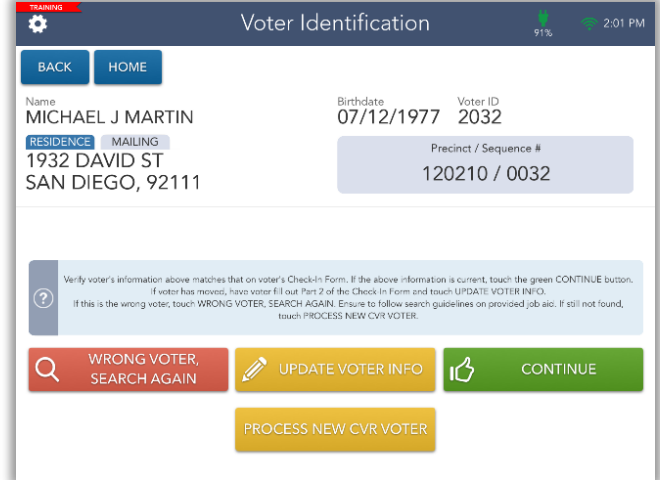
Voted- Voter has brought in their completed Emergency Ballot. Hand voter a secrecy sleeve. Direct voter to Checkout Station.

# Residential Address Change (SB207)

1

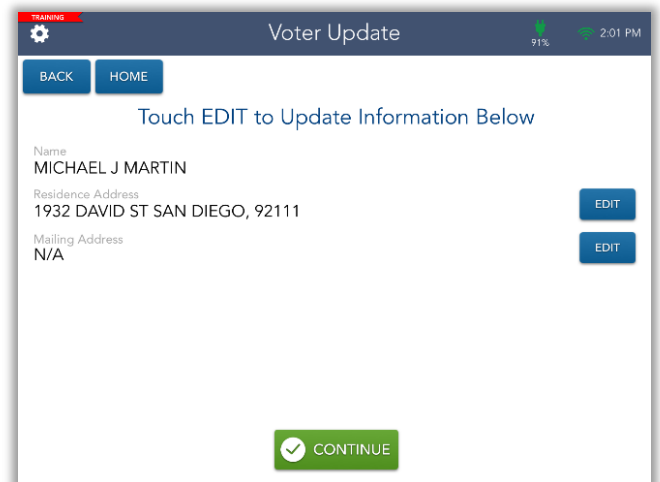
If a voter moved and their address on the Check-In Form does not match the address on the Touchpad, select the **UPDATE VOTER INFO** button on the **Voter Identification** screen. This process can also be initiated from the Voter Eligibility screen under MORE OPTIONS.

*To view the message in the blue box, see page 9.*



2

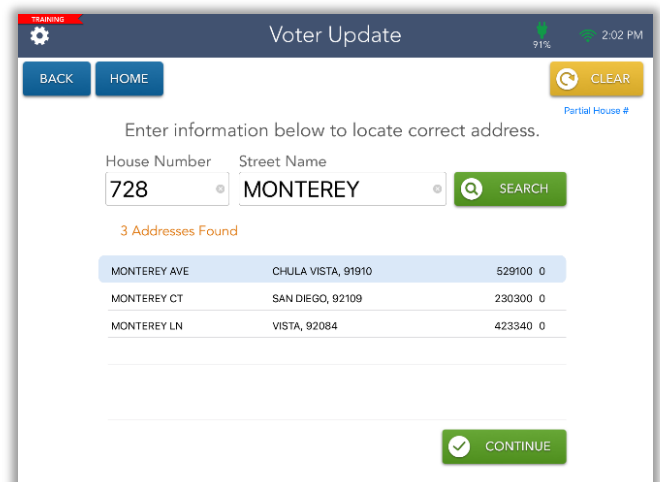
Select the **EDIT** button next to the **Residence Address** field.



3

Enter the voter's **house number** and **street name** in the provided fields, then press the **SEARCH** button.

Select the voter's new address then press the **CONTINUE** button.



4

If the voter's address includes an apartment number, select **YES** to add this information. Otherwise, select **NO** to continue

The screenshot shows the 'Voter Update' screen with a dark blue header. At the top left is a gear icon and the word 'TRAINING'. At the top right is a battery icon at 91% and the time 2:02 PM. Below the header are two buttons: 'BACK' and 'HOME'. The main content area displays the address '728 MONTEREY AVE CHULA VISTA, 91910'. Below the address is the question 'Is there an apartment number?' followed by two buttons: a red 'NO' button with a close icon and a green 'YES' button with a checkmark icon.

5

At the **Mailing Address** screen, select **CONTINUE** to move onto the next step. If a voter needs to update their mailing address, they can contact the ROV or go to SDVote.com.

The screenshot shows the 'Mailing Address' screen. It has the same header as the previous screen. Below the 'BACK' and 'HOME' buttons is a 'CLEAR' button with a circular arrow icon. The title 'Mailing Address' is followed by a link 'Edit/Change Mailing Address' with a checkbox. There are six input fields: 'Address Line 1', 'Address Line 2', 'Country', 'City', 'State', and 'ZIP Code'. At the bottom right is a green 'CONTINUE' button with a checkmark icon.

6

Confirm that all necessary fields have been updated then press **CONTINUE**.

The screenshot shows the 'Voter Update' screen with the voter's information. The header is the same. Below the 'BACK' and 'HOME' buttons is the instruction 'Touch EDIT to Update Information Below'. The information is listed as follows: 'Name: MICHAEL J MARTIN', 'Residence Address: 728 MONTEREY AVE CHULA VISTA, 91910', 'Old Address: 1932 DAVID ST SAN DIEGO, 92111', and 'Mailing Address: N/A'. To the right of the 'Residence Address' and 'Mailing Address' are blue 'EDIT' buttons. At the bottom center is a green 'CONTINUE' button with a checkmark icon.

7

The screen will flip, allowing the voter to verify that their updated address is correct. Tilt the screen toward them.

If the updated address is correct, have the voter select **CORRECT**.

If it is incorrect, have voter select **NOT CORRECT** and repeat steps 2-6.

The screenshot shows the 'Voter Update' screen. At the top, there are two buttons: 'CORRECT' (green) and 'NOT CORRECT' (red). Below these, the voter's name 'MICHAEL J MARTIN' is displayed. Underneath, the 'Residence Address' is '728 MONTEREY AVE CHULA VISTA, 91910' and the 'Old Address' is '1932 DAVID ST SAN DIEGO, 92111'. The 'Mailing Address' is listed as 'N/A'. At the bottom, there are buttons for 'CHANGE LANGUAGE', 'HOME', and 'BACK'. The status bar at the very bottom shows 'Voter Update', a battery level of 91%, and the time 2:02 PM.

8

Once the voter has confirmed their updated address, tilt the screen back toward you and select **CONTINUE**.

The screenshot shows the 'Voter Update' screen with the message 'INFORMATION IS CORRECT' in large blue letters. Below this, the voter's information is listed: Name 'MICHAEL J MARTIN', Residence Address '728 MONTEREY AVE CHULA VISTA, 91910', Old Address '1932 DAVID ST SAN DIEGO, 92111', and Mailing Address 'N/A'. At the bottom, there is a green button with a checkmark and the word 'CONTINUE'. The status bar at the top shows 'Voter Update', a battery level of 92%, and the time 2:02 PM.

9

Now that the voter's address has been updated, select **CONTINUE** to begin the check-in process and follow the steps on pages 9-11.

*To view the message in the blue box, see page 9.*

The screenshot shows the 'Voter Identification' screen. At the top, there are buttons for 'BACK' and 'HOME'. Below these, the voter's name 'MICHAEL J MARTIN' is displayed. To the right, the birthdate '07/12/1977' and voter ID '2032' are shown. Below the name, there are tabs for 'RESIDENCE' and 'MAILING'. Under 'RESIDENCE', the address '728 MONTEREY AVE CHULA VISTA, 91910' is listed. To the right, the precinct/sequence number '529100 / 1474' is displayed. A blue box with a question mark icon contains the following text: 'Verify voter's information above matches that on voter's Check-In Form. If the above information is current, touch the green CONTINUE button. If voter has moved, have voter fill out Part 2 of the Check-In Form and touch UPDATE VOTER INFO. If this is the wrong voter, touch WRONG VOTER, SEARCH AGAIN. Ensure to follow search guidelines on provided job aid. If still not found, touch PROCESS NEW CVR VOTER.' At the bottom, there are four buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'UPDATE VOTER INFO' (yellow), 'CONTINUE' (green), and 'PROCESS NEW CVR VOTER' (yellow). The status bar at the top shows 'Voter Identification', a battery level of 92%, and the time 2:03 PM.

# Conditional Voter Registration

1

The screenshot shows the 'Find Voter' screen with a dark blue header. Below the header are buttons for 'BACK' and 'HOME'. There are five search options: 'NAME AND BIRTH DATE', 'LAST NAME AND HOUSE NUMBER', 'LAST NAME AND FIRST NAME', 'ADDRESS SEARCH', and 'VOTER ID'. A message box states: 'No voter found. Search again. If still not found, hand voter the green CVR envelope and ensure voter completes the voter side of the envelope. When complete, touch PROCESS NEW CVR VOTER to continue.' At the bottom are two buttons: 'PROCESS NEW CVR VOTER' (red) and 'SEARCH AGAIN USING LAST NAME AND HOUSE NUMBER' (green). A keyboard is visible at the bottom right.

If a voter cannot be found in the ePollbook after using their name and birthdate, search again using one of the other four available options. If still not found, you will process them as CVR by pressing the **PROCESS NEW CVR VOTER** button on the **Find Voter** screen.

2

Enter the voter's **full name** and **date of birth** in the provided fields. You are now completing voter registration on their behalf. Then select **CONTINUE**.

The screenshot shows the 'Voter Update' screen with a dark blue header. Below the header are buttons for 'BACK' and 'HOME', and a red button labeled 'Conditional Voter Reg.'. The 'Basic Information' section has fields for 'First Name' (PAMELA), 'Middle Name' (empty), 'Last Name' (PARK), and 'Suffix' (dropdown). Below these are fields for 'Birth Month / Day / Year' (08 / 23 / 1999). A green 'CONTINUE' button is at the bottom right.

3

Enter the voter's **house number** and **street name** in the provided fields, then select the **SEARCH** button.

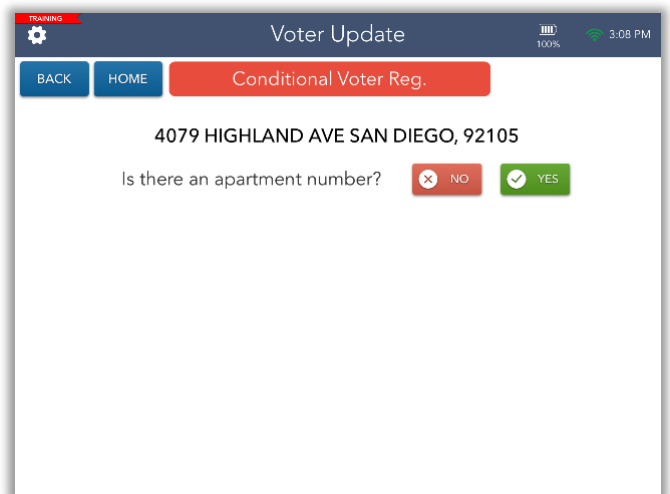
Select the voter's address, then press **CONTINUE**.

The screenshot shows the 'Voter Update' screen with a dark blue header. Below the header are buttons for 'BACK' and 'HOME', and a red button labeled 'Conditional Voter Reg.'. There is a 'CLEAR' button and a 'Partial House #' label. The text 'Enter information below to locate correct address.' is displayed. Below this are fields for 'House Number' (4079) and 'Street Name' (HIGHLAND). A green 'SEARCH' button is to the right. Below the search fields, it says '1 Address Found'. A list shows 'HIGHLAND AVE' in 'SAN DIEGO, 92105' with zip code '276100 0'. A green 'CONTINUE' button is at the bottom right.



4

If the voter's address includes an apartment number, select **YES** to add this information. Otherwise, select **NO** to continue.



5

At the **Mailing Address** screen, select **CONTINUE** to move onto the next step. If a voter needs to update their mailing address, they can contact the ROV or go to SDVote.com.



6

The screen will flip, allowing the voter to verify that their information is correct. Tilt the screen toward them.

If the information is correct, have the voter select **CORRECT**.

If it is incorrect, have voter select **NOT CORRECT**. This will allow you to make changes as needed.



7

Once the voter has verified that their information is correct, tilt the screen back toward you and select **CONTINUE**.

The screenshot shows the 'Voter Update' screen. At the top, there's a 'TRAINING' indicator and a 'Voter Update' title. Below the title are 'BACK' and 'HOME' buttons, and a red button labeled 'Conditional Voter Reg.'. The main heading is 'INFORMATION IS CORRECT'. The voter's details are listed: Name: PAMELA PARK, DOB: 08/23/1999, Residence Address: 4079 HIGHLAND AVE SAN DIEGO, 92105, and Mailing Address: N/A. At the bottom, there is a green button with a checkmark and the word 'CONTINUE'.

8

Once you have completed the Conditional Voter Registration process, you will be redirected to the **Voter Identification** page. Notice that the voter's registration has been created. Select **CONTINUE**.

*To view the message in the blue box, see page 9.*

The screenshot shows the 'Voter Identification' screen. It has a 'TRAINING' indicator and a 'Voter Identification' title. Below the title are 'BACK' and 'HOME' buttons. The voter's details are: Name: PAMELA PARK, Birthdate: 08/23/1999, Voter ID: 276100 / 0003, and Address: 4079 HIGHLAND AVE SAN DIEGO, 92105. There is a blue box with a question mark icon containing instructions: 'Verify voter's information above matches that on voter's Check-In Form. If the above information is current, touch the green CONTINUE button. If voter has moved, have voter fill out Part 2 of the Check-In Form and touch UPDATE VOTER INFO. If this is the wrong voter, touch WRONG VOTER, SEARCH AGAIN. Ensure to follow search guidelines on provided job aid. If it is not found, touch PROCESS NEW CVR VOTER.' At the bottom, there are four buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'UPDATE VOTER INFO' (yellow), 'CONTINUE' (green), and 'PROCESS NEW CVR VOTER' (yellow).

9

Scroll through the blue message box and follow the instructions to process them as a **CVR** voter. Select **PROCESS CVR** to continue.

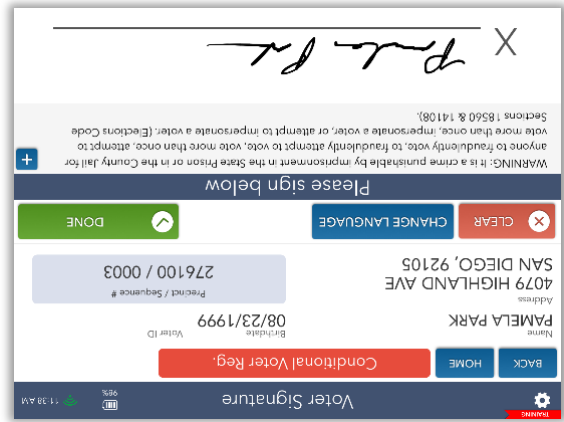
The screenshot shows the 'Voter Eligibility' screen. It has a 'TRAINING' indicator and a 'Voter Eligibility' title. Below the title are 'BACK' and 'HOME' buttons, and a red button labeled 'Conditional Voter Reg.'. The voter's details are: Name: PAMELA PARK, Birthdate: 08/23/1999, Voter ID: 276100 / 0003, and Address: 4079 HIGHLAND AVE SAN DIEGO, 92105. A blue message box with an information icon contains the text: 'Conditional Voter Reg. Voter is not eligible to vote a regular ballot. Read instructions below. Process as CVR. For staff: On voter's Check-In form, mark the "CVR" bubble and write voter's sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a green CVR Envelope. On the Poll Worker's side, mark the Conditional Voter Registration box and write the voter's sequence #. Ensure voter fills out the entire voter side including their signature. Touch the green button below to continue.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS CVR' (green). A blue arrow points from the text in step 9 to the 'PROCESS CVR' button.

*The blue message box states:*

Process as CVR. For staff: On voter's Check-In form, mark the "CVR" bubble and write voter's sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a green CVR Envelope. On the Poll Worker's side, mark the Conditional Voter Registration box and write the voter's sequence #. Ensure voter fills out the entire voter side including their signature. Touch the green button below to continue.

10

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.



11

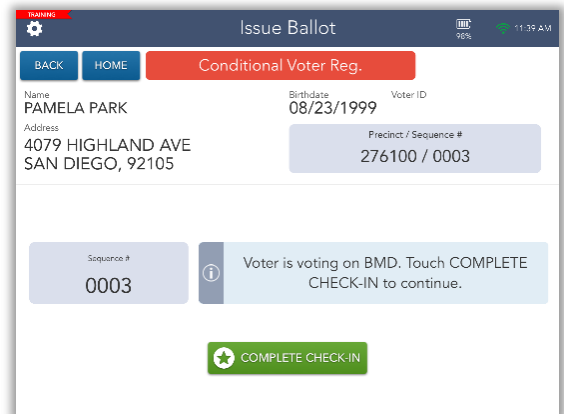
Flip the screen back toward you. Select the **ISSUE BALLOT** button to continue.



12

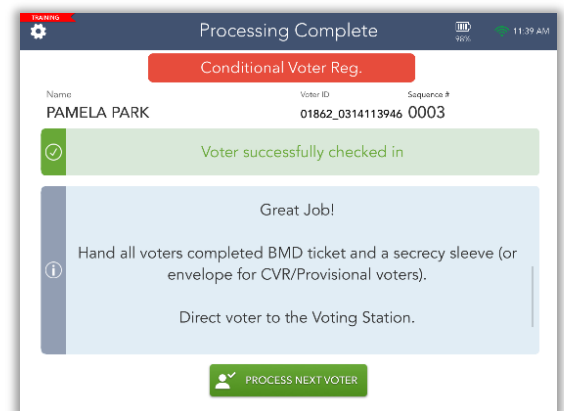
The voter's **Sequence #** will appear on the screen.

Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.

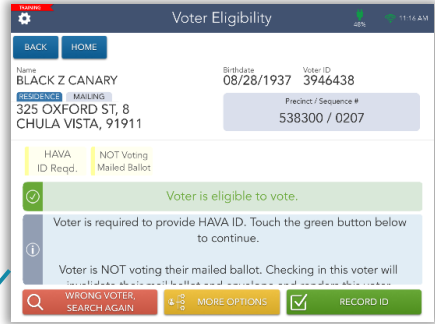
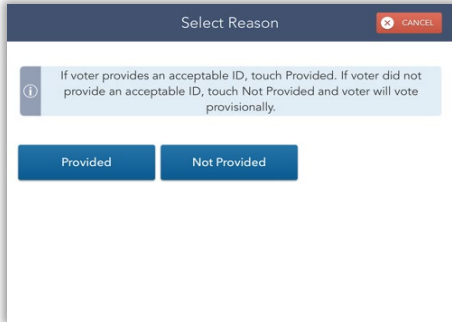
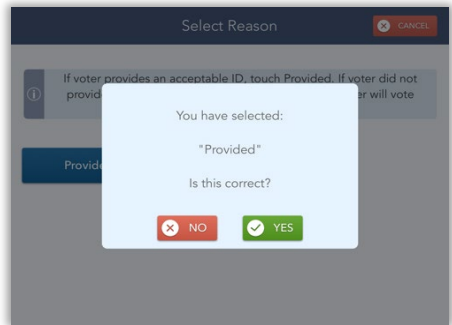



13

Congratulations! The voter has been successfully checked in. Complete all applicable instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



# HAVA ID Required: Photo ID Provided

1	<p>If a voter is flagged as needing to fulfill a HAVA ID requirement, they will need to provide a valid form of photo ID to vote regularly on Election Day.</p> <p>Select the <b>RECORD ID</b> button to continue.</p>	
	<p><i>The blue message box states:</i></p> <p>Voter is required to provide HAVA ID. Touch the green button below to continue.</p> <p>Voter is NOT voting their mailed ballot. Checking in this voter will invalidate their mail ballot and envelope and renders this voter ineligible to vote by mail.</p> <p>Instruct voter will be voting a BMD replacement ballot. Select BMD on the Issue Ballot screen. On voter's Check-In form, mark the "N/C" bubble and write the voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #.</p>	
2	<p>Select the <b>Provided</b> button if the voter has provided a valid form of photo ID.</p>	
3	<p>A prompt will appear. Select <b>YES</b> to confirm that the voter has provided a valid form of photo ID.</p>	
4	<p>The <b>Voter Signature</b> screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the <b>DONE</b> button.</p> <p>Once they have done this, tilt the screen back toward you and continue processing them as a VBM Ballot Issued voter on pages 10-11.</p>	

# No HAVA ID Provided

1

If a voter is flagged as needing to fulfill a HAVA ID requirement, they will need to provide a valid form of photo ID to vote regularly on election day.

If a voter does **not** provide a valid form of ID, they will need to be processed as a provisional voter.

Select the **RECORD ID** button to continue.

*To view the message in the blue box, see page 25.*

**Voter Eligibility**

BACK HOME

Name: CASSANDRA CAIN Birthdate: 10/14/1999 Voter ID: 4146061

RESIDENCE MAILING: 1178 HOLLISTER ST, 116 SAN DIEGO, 92154 Precinct / Sequence #: 385590 / 0073

HAVA ID Req'd. NOT Voting Mailed Ballot

✓ Voter is eligible to vote.

ⓘ Voter is required to provide HAVA ID. Touch the green button below to continue.

ⓘ Voter is NOT voting their mailed ballot. Checking in this voter will invalidate their mail ballot and cancel and resend this voter.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS RECORD ID

2

Select the **Not Provided** button.

**Select Reason** CANCEL

ⓘ If voter provides an acceptable ID, touch Provided. If voter did not provide an acceptable ID, touch Not Provided and voter will vote provisionally.

Provided Not Provided

3

A prompt will appear. Select **YES** to confirm that the voter has **not** provided a valid form of photo ID.

**Select Reason** CANCEL

ⓘ If voter provides an acceptable ID, touch Provided. If voter did not provide an acceptable ID, touch Not Provided and voter will vote provisionally.

Provided Not Provided

You have selected:  
"Not Provided"  
Is this correct?

NO YES

4

You will be redirected to the **Voter Eligibility** page. Scroll through the blue message box and follow the instructions to process the voter. Select **PROCESS PROVISIONAL**.

**Voter Eligibility**

BACK HOME No HAVA ID Provided

Name: CASSANDRA CAIN Birthdate: 10/14/1999 Voter ID: 4146061

RESIDENCE: 1178 HOLLISTER ST, 116 SAN DIEGO, 92154 MAILING: Precinct / Sequence #: 385590 / 0073

No HAVA ID Provided NOT Voting Mailed Ballot

**Voter is not eligible to vote a regular ballot. Read instructions below.**

Voter was required to provide HAVA ID and did not provide it. Process as a Provisional Voter. For staff: On voter's Check-In form, mark the "PROV" bubble and write down voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a peach Provisional Envelope. On the Poll Worker's side, mark Box A and write the voter's sequence #. Ensure voter fills out the entire voter side including their signature.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS PROVISIONAL

*The blue message box states:*

Voter was required to provide HAVA ID and did not provide it. Process as a Provisional Voter. For staff: On voter's Check-In form, mark the "PROV" bubble and write down voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a peach Provisional Envelope. On the Poll Worker's side, mark Box A and write the voter's sequence #. Ensure voter fills out the entire voter side including their signature. Touch the green button below to continue.

5

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.

**Voter Signature**

BACK HOME No HAVA ID Provided

Name: CASSANDRA CAIN Birthdate: 10/14/1999 Voter ID: 4146061

Address: 1178 HOLLISTER ST, 116 SAN DIEGO, 92154 Precinct / Sequence #: 385590 / 0073

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. [Elections Code Sections 18560 & 14108].

Please sign below

DONE CHANGE LANGUAGE CLEAR

6

Tilt the screen back toward you and select the **ISSUE BALLOT** button to continue.

**Issue Ballot**

BACK HOME No HAVA ID Provided

Name: CASSANDRA CAIN Birthdate: 10/14/1999 Voter ID: 4146061

Address: 1178 HOLLISTER ST, 116 SAN DIEGO, 92154 Precinct / Sequence #: 385590 / 0073

Sequence #: 0073

**Voter is voting on BMD. Touch COMPLETE CHECK-IN to continue.**

COMPLETE CHECK-IN

7

The voter's **Sequence #** will appear on the screen.

Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.

TRAINING

Voter Signature

52% 11:31 AM

BACK HOME No HAVA ID Provided

Name: CASSANDRA CAIN Birthdate: 10/14/1999 Voter ID: 4146061

Address: 1178 HOLLISTER ST, 116 SAN DIEGO, 92154 Precinct / Sequence #: 385590 / 0073

Continue to the next step by touching ISSUE BALLOT.

ISSUE BALLOT SIGN AGAIN

8

Congratulations! The voter has been successfully checked in. Complete all applicable instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

TRAINING

Processing Complete

52% 11:31 AM

No HAVA ID Provided

Name: CASSANDRA CAIN Voter ID: 4146061 Sequence #: 0073

Voter successfully checked in

Great Job!

Hand all voters completed BMD ticket and a secrecy sleeve (or envelope for CVR/Provisional voters).

Direct voter to the Voting Station.

PROCESS NEXT VOTER



# VBM Ballot Already Returned

1

The Touchpad will identify any voter who has already returned their vote-by-mail ballot. However, if the voter still insists on voting at your Vote Center, you may process them as a **provisional** voter.

Scroll through the blue message box and follow the instructions to process the voter. Select **PROCESS PROVISIONAL**.

*The blue message box states:*

Voter's VBM ballot has already been returned to the ROV. If voter insists on voting, process as Provisional. For staff: On voter's Check-In form, mark the "PROV" bubble and write down voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a peach Provisional Envelope. On the Poll Worker's side, mark Box B and write the voter's sequence #. Ensure voter fills out the entire voter side including their signature. Touch the green button below to continue.

2

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.

3

Tilt the screen back toward you and select the **ISSUE BALLOT** button to continue.

4

The voter's **Sequence #** will appear on the screen.

Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.

The screenshot shows a mobile application interface titled "Issue Ballot". At the top, there is a "TRAINING" label, a settings gear icon, and a battery status indicator showing 97% at 11:46 AM. Below the title bar, there are "BACK" and "HOME" buttons, and a red banner that says "VBM Ballot Already Returned". The voter's information is displayed: Name: MICHAEL ERB, Birthdate: 03/05/1945, Voter ID: 3247400, Address: 680 E J ST, CHULA VISTA, 91910. A blue box shows the "Precinct / Sequence #" as "528922 / 0162". Below this, a blue box displays the "Sequence #" as "0162". To the right of this box is an information icon and a message: "Voter is voting on BMD. Touch COMPLETE CHECK-IN to continue." At the bottom, there is a green button with a star icon and the text "COMPLETE CHECK-IN".

5

Congratulations! The voter has been successfully checked in. Complete all applicable instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

The screenshot shows a mobile application interface titled "Processing Complete". At the top, there is a "TRAINING" label, a settings gear icon, and a battery status indicator showing 77% at 11:46 AM. Below the title bar, there is a red banner that says "VBM Ballot Already Returned". The voter's information is displayed: Name: MICHAEL ERB, Voter ID: 3247400, Sequence #: 0162. A green box with a checkmark icon contains the text "Voter successfully checked in". Below this, a blue box contains the text "Great Job!" and "Hand all voters completed BMD ticket and a secrecy sleeve (or envelope for CVR/Provisional voters). Direct voter to the Voting Station." At the bottom, there is a green button with a person icon and the text "PROCESS NEXT VOTER".

# Ballot Already Issued by EPB

1

The Touchpad will identify any voter who has already voted during this election. However, if the voter still insists on voting at your Vote Center, you may process them as a **provisional** voter.

Scroll through the blue message box and follow the instructions to process the voter. Select **PROCESS PROVISIONAL**.

*The blue message box states:*

A ballot has already been issued by EPB to this voter. If voter insists on voting, process as Provisional. For staff: On voter's Check-In form, mark the "PROV" bubble and write down voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a peach Provisional Envelope. On the Poll Worker's side, mark Box C and write the voter's sequence #. Ensure voter fills out the entire voter side including their signature. Touch the green button below to continue.

2

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.

3

Tilt the screen back toward you and select the **ISSUE BALLOT** button to continue.

4

The voter's **Sequence #** will appear on the screen.

Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.

The screenshot shows the 'Issue Ballot' screen. At the top, there's a 'TRAINING' header with a gear icon. Below it, a red banner says 'Ballot Already Issued by EPB'. The voter's name is SARAH CONNER, birthdate is 04/20/1982, and voter ID is 2481307. The address is 2925 LOGAN AVE, SAN DIEGO, 92113. The precinct/sequence number is 356100 / 0045. A blue box contains the instruction: 'Voter is voting on BMD. Touch COMPLETE CHECK-IN to continue.' Below this is a green button with a star icon and the text 'COMPLETE CHECK-IN'.

5

Congratulations! The voter has been successfully checked in. Complete all applicable instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

The screenshot shows the 'Processing Complete' screen. At the top, there's a 'TRAINING' header with a gear icon. Below it, a red banner says 'Ballot Already Issued by EPB'. The voter's name is SARAH CONNER, voter ID is 2481307, and sequence number is 0045. A green box with a checkmark icon says 'Voter successfully checked in'. Below this is a blue box with the text: 'Great Job! Hand all voters completed BMD ticket and a secrecy sleeve (or envelope for CVR/Provisional voters). Direct voter to the Voting Station.' At the bottom is a green button with a person icon and the text 'PROCESS NEXT VOTER'.

# Provisional Voted

1

The Touchpad will identify any voter who has already voted provisionally during this election. However, if the voter still insists on voting at your Vote Center, you may process them as a **provisional** voter.

Scroll through the blue message box and follow the instructions to process the voter. Select **PROCESS PROVISIONAL**.

*The blue message box states:*

Voter has already voted a Provisional ballot. If voter insists on voting, process as Provisional. For staff: On voter's Check-In form, mark the "PROV" bubble and write down voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a peach Provisional Envelope. On the Poll Worker's side, mark Box C and write the voter's sequence #. Ensure voter fills out the entire voter side including their signature. Touch the green button below to continue.

2

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.

3

Tilt the screen back toward you and select the **ISSUE BALLOT** button to continue.

4

The voter's **Sequence #** will appear on the screen.

Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.

The screenshot shows the 'Issue Ballot' screen. At the top, there is a 'TRAINING' indicator and a settings gear icon. The title 'Issue Ballot' is centered, with a battery level of 97% and the time 11:49 AM on the right. Below the title are 'BACK' and 'HOME' buttons, followed by a red 'Provisional Voted' button. The voter's information is displayed: Name (FERRIS BUELLER), Birthdate (07/08/1970), Voter ID (1105298), and Address (5612 SHAW ST, A, SAN DIEGO, 92139). A box on the right shows 'Precinct / Sequence #' as 376310 / 0063. A blue box contains the instruction: 'Voter is voting on BMD. Touch COMPLETE CHECK-IN to continue.' Below this, a green button with a star icon is labeled 'COMPLETE CHECK-IN'.

5

Congratulations! The voter has been successfully checked in. Complete all applicable instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

The screenshot shows the 'Processing Complete' screen. At the top, there is a 'TRAINING' indicator and a settings gear icon. The title 'Processing Complete' is centered, with a battery level of 97% and the time 11:49 AM on the right. Below the title are 'BACK' and 'HOME' buttons, followed by a red 'Provisional Voted' button. The voter's information is displayed: Name (FERRIS BUELLER), Voter ID (1105298), and Sequence # (0063). A green box with a checkmark icon contains the message: 'Voter successfully checked in'. Below this, a blue box contains the instruction: 'Great Job! Hand all voters completed BMD ticket and a secrecy sleeve (or envelope for CVR/Provisional voters). Direct voter to the Voting Station.' At the bottom, a green button with a checkmark icon is labeled 'PROCESS NEXT VOTER'.

# Unconfirmed Address

1

If a registered voter provides an invalid address or one that cannot be found but insists that it is correct, you can manually enter it when updating their information. Process them as a **Provisional** voter.

After two searches have been performed, an **ADDRESS NOT FOUND** button will appear. Select this button to begin updating the voter's address.

**Voter Update**

Enter information below to locate correct address.

House Number: 0 Street Name: NACION

**ADDRESS NOT FOUND**

*The red message box states:*

If voter maintains address is coreect, refer to the precincting app to obtain voter's assigned precinct number. Touch ADDRESS NOT FOUND to continue.

2

Enter the address provided by the voter on the Check-In Form, then select **CONTINUE**.

**Voter Update**

Enter address information below to continue.

Street Address (ex 123 W Main St Apt 4): NACION AVE AND J ST

City: CHULA VISTA Zip Code: 91910

**CONTINUE**

3

The Site Manager will use the **Precincting Application** on the laptop to determine the correct precinct for this voter. Select it from the **Precinct** dropdown, and this will assign the voter a **Sequence #**.

Once you have done this, select **CONTINUE**.

**Voter Update**

Invalid Address Sequence # Assignment

Precinct: 528790 Split: 0 Sequence # Assigned: 0159

**CONTINUE**

Sequence # 0159 has been assigned.



4

Confirm that all necessary fields have been updated then select **CONTINUE**.

The screenshot shows the 'Voter Update' app interface. At the top, there's a status bar with 'TRAINING' in red, a settings gear icon, and the title 'Voter Update'. Below this are 'BACK' and 'HOME' buttons. The main heading is 'Touch EDIT to Update Information Below'. The user's name is 'BEVERLY S BASSETT'. The 'Residence Address' is 'NACION AVE AND J ST CHULA VISTA, 91910' with an 'EDIT' button. The 'Old Address' is '3086 WITTMAN WAY SAN YSIDRO, 92173'. The 'Mailing Address' is 'N/A' with an 'EDIT' button. At the bottom is a green 'CONTINUE' button with a checkmark icon.

5

The screen will flip, allowing the voter to verify that their updated address is correct. Tilt the screen toward them.

If the updated address is correct, have the voter select **CORRECT**.

If it is incorrect, have voter select **NOT CORRECT**. This will allow you to make changes as needed.

The screenshot shows the 'Voter Update' app interface, tilted. At the top, there's a status bar with 'TRAINING' in red, a settings gear icon, and the title 'Voter Update'. Below this are 'BACK' and 'HOME' buttons. The main heading is 'Confirm Information Below'. The user's name is 'BEVERLY S BASSETT'. The 'Residence Address' is 'NACION AVE AND J ST CHULA VISTA, 91910'. The 'Old Address' is '3086 WITTMAN WAY SAN YSIDRO, 92173'. The 'Mailing Address' is 'N/A'. At the top, there are two buttons: 'CORRECT' (green with an up arrow) and 'NOT CORRECT' (red with an X). At the bottom is a blue 'CHANGE LANGUAGE' button.

6

Once the voter has confirmed their updated address, tilt the screen back toward you and select **CONTINUE**.

The screenshot shows the 'Voter Update' app interface, tilted back. At the top, there's a status bar with 'TRAINING' in red, a settings gear icon, and the title 'Voter Update'. Below this are 'BACK' and 'HOME' buttons. The main heading is 'INFORMATION IS CORRECT'. The user's name is 'BEVERLY S BASSETT'. The 'Residence Address' is 'NACION AVE AND J ST CHULA VISTA, 91910'. The 'Old Address' is '3086 WITTMAN WAY SAN YSIDRO, 92173'. The 'Mailing Address' is 'N/A'. At the bottom is a green 'CONTINUE' button with a checkmark icon.

7

Once the voter's address has been updated, you will be able to process them as a **Provisional** voter. Select **CONTINUE** to begin this process.

8

This voter was issued a VBM Ballot but is being processed as a **Provisional** voter. Since they will vote on the **BMD**, select **NO**.

9

A yellow **Unconfirmed Address** flag displays on the **Voter Eligibility** page for voters whose addresses could not be verified.

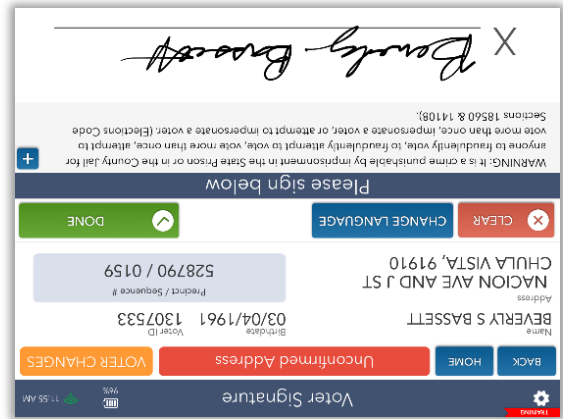
Scroll through the blue message box and follow the instructions to process the voter. Select **PROCESS PROVISIONAL**.

*The blue message box states:*

Process as Provisional. For staff: On voter's Check-In form, mark the "PROV" bubble and write down voter's Voter ID and sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a peach Provisional Envelope. On the Poll Worker's side, mark Box D and write the voter's sequence #. Ensure voter fills out the entire voter side including their signature. Touch the green button below to continue.

10

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.



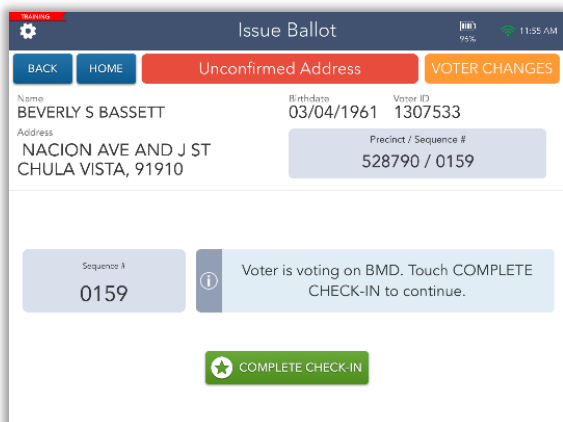
11

Tilt the screen back toward you and select the **ISSUE BALLOT** button to continue.



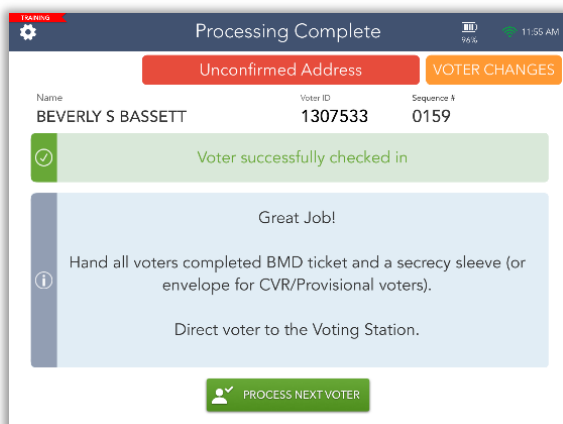
12

The voter's **Sequence #** will appear on the screen.  
Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.



13

Congratulations! The voter has been successfully checked in. Complete all applicable instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



# Decertified

Decertified voters are voters who were registered to vote at some point but are no longer eligible to vote. **DO NOT** process these voters! Instead, notify the **Site Manager** at your Vote Center.

The screenshot shows the 'Voter Eligibility' app interface. At the top, there's a 'TRAINING' banner with a gear icon. The title 'Voter Eligibility' is centered. On the right, there's a battery status at 100% and the time 4:18 PM. Below the title, there are three buttons: 'BACK', 'HOME', and a large red button labeled 'Decertified'. The voter information is displayed in two columns. The left column shows the Name 'DARTH VADER', a 'RESIDENCE' tab (with a 'MAILING' tab also visible), and the address '4964 SOLOLA AVE, SAN DIEGO, 92113'. The right column shows the Birthdate '11/16/1946', the Voter ID '2662234', and a 'Precinct / Sequence #' of '146200 / 0219'. Below this, there are two yellow status boxes: 'Decertified' and 'NOT Voting Mailed Ballot'. A red warning box with an exclamation mark icon contains the text: 'Voter is not eligible to vote a regular ballot. Read instructions below.' Below the warning box is a light blue information box with an 'i' icon containing the text: 'For Staff: Do not proceed. Alert Site Manager and call the Poll Worker Hotline 858-565-3360 for further assistance.' At the bottom, there are three buttons: a red button with a magnifying glass icon labeled 'WRONG VOTER, SEARCH AGAIN', a yellow button with a gear icon labeled 'MORE OPTIONS', and a green button with a tag icon labeled 'PROCESS CVR'.

TRAINING

## Voter Eligibility

100% 4:18 PM

BACK HOME Decertified

Name: DARTH VADER Birthdate: 11/16/1946 Voter ID: 2662234

RESIDENCE MAILING

4964 SOLOLA AVE  
SAN DIEGO, 92113

Precinct / Sequence #  
146200 / 0219

Decertified NOT Voting Mailed Ballot

! Voter is not eligible to vote a regular ballot. Read instructions below.

i For Staff: Do not proceed. Alert Site Manager and call the Poll Worker Hotline 858-565-3360 for further assistance.

Q WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS CVR

The Site Manager will call the hotline to receive instructions on how to assist this voter.

## Eligible/Inactive Voter

This voter did not receive a mail ballot. Either they have not voted recently and were not mailed a ballot or their ballot was undeliverable. Regardless, this **Voter is eligible to vote** at the Vote Center.

The screenshot shows a mobile application interface for "Voter Eligibility". At the top, there is a "TRAINING" label, a gear icon, and the title "Voter Eligibility". On the right, there is a battery status of 90% and a time of 2:43 PM. Below the header, there are two buttons: "BACK" and "HOME". The main content area displays voter information: Name (BENJAMIN GRIMM), Birthdate (11/12/1955), and Voter ID (321874). There are two tabs: "RESIDENCE" (selected) and "MAILING". The address is 1648 PROSPECT ST, NATIONAL CITY, 91950. A light blue box shows the Precinct / Sequence # as 223700 / 0373. A large green message box with a checkmark icon states "Voter is eligible to vote." At the bottom, there are three buttons: "WRONG VOTER, SEARCH AGAIN" (red), "MORE OPTIONS" (yellow), and "GET VOTER SIGNATURE" (green).

TRAINING

Voter Eligibility

90% 2:43 PM

BACK HOME

Name  
BENJAMIN GRIMM

Birthdate  
11/12/1955

Voter ID  
321874

RESIDENCE MAILING

1648 PROSPECT ST  
NATIONAL CITY, 91950

Precinct / Sequence #  
223700 / 0373

✓ Voter is eligible to vote.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

The EPB does not provide instructions in the blue message box for this voter. Follow the procedures to assist a **VBM Ballot Issued Voter** on pages 9-11.

# Check-In Totals

From the **Launchpad** screen, Select the **CHECK-IN TOTALS** link from the **Launchpad Menu** to view this screen. Here, you will be able to see a running total of all ballots issued throughout the day.

TRAINING

Check-In Totals

98% 3:50 PM

BACK

HOME

Include For

Show Precinct

Select Date

CLEAR

Sequence #	Asset ID	Ballot Type	Regular	Provisional	Spoil	Total
0105	1861	BMD	1	0	0	1
Total for:		0105	1	0	0	1
0249	1861	Non-BMD	1	0	0	1
Total for:		0249	1	0	0	1
0407	1861	BMD	0	1	0	1
Total for:		0407	0	1	0	1
1140	1861	BMD	0	1	0	1
Total for:		1140	0	1	0	1
1474	1861	BMD	1	0	0	1
Total for:		1474	1	0	0	1
Grand Total:			3	2	0	

These totals allow you to account for all ballots issued and will be used to complete the Daily Ballot Statement every night at closing.

To change from **This Location** to **This Touchpad**, select the appropriate button in the **Include For** section.

# Check-In Logs

From the **Launchpad** screen, select the **CHECK-IN LOGS** link from the **Launchpad Menu** to view this screen. Throughout the days the Vote Centers are open, a log is kept of all voters who have been checked in on a particular Touchpad and at the location.

TRAINING

Check-In Logs

95%

12:07 PM

BACK

HOME

9 check-ins found

PREV PAGE

Page 2 of 2

Include Spoil

Include Provisional

Include For

Sort By

Select Date

Yes

No

Only

Yes

No

Only

This Location

This Touchpad

Check-In Time

Name

2022-03-14

CLEAR

<b>ERB, MICHAEL</b> Birth Date: 03/05/1945 State Voter ID: 3247400	680 E J ST CHULA VISTA, 91910 Precinct: 528922	03-14-2022 11:46:48 AM JOE TRAINER	<b>Provisional</b> (BMD) 0162
<b>PARK, PAMELA</b> Birth Date: 08/23/1999 State Voter ID: 01862_0314113946	4079 HIGHLAND AVE SAN DIEGO, 92105 Precinct: 276100	03-14-2022 11:39:46 AM JOE TRAINER	<b>Provisional</b> (BMD) 0003
<b>BAS, JOHN</b> Birth Date: 12/08/1993 State Voter ID: 3485775	3952 MARCWADE DR SAN DIEGO, 92154 Precinct: 390800	03-14-2022 11:33:15 AM JOE TRAINER	(Non-BMD) 0099
<b>RICHARDS, JANE</b> Birth Date: 07/18/1926 State Voter ID: 931865	623 ROBERT ST CHULA VISTA, 91910 Precinct: 527700	03-14-2022 11:29:17 AM JOE TRAINER	(Non-BMD) 0153
<b>WHITE, CLAIRE</b> Birth Date: 12/30/1999 State Voter ID: 4183466	3570 MAJESTIC DR SAN DIEGO, 92154 Precinct: 390200	03-14-2022 11:25:18 AM JOE TRAINER	(BMD) 0089

These logs allow you to account for all voters checked in as well as provisional ballots. To change from **This Location** to **This Touchpad**, select the appropriate button in the **Include For** section.

Select a voter to view an image of their signature.

## Enter Wait Time

From the **Launchpad** screen, select the **ENTER WAIT TIME** link from the **Launchpad Menu** to view this screen. On Election Day only, follow the Wait Time Ticket process every hour on the hour and if there are more than 10 voters in line.

The screenshot shows a mobile application interface titled "Wait Time". At the top, there is a status bar with a "TRAINING" label, a gear icon, a battery level of 100%, a heart icon, and the time 11:23 AM. Below the status bar, there is a navigation bar with four buttons: "BACK", "HOME", "Calculate", and "PRINT SLIP". The "Calculate" button is highlighted in green. Below the navigation bar, there is a form area with a text input field, a dropdown menu showing "AM", and a "SEND" button. To the right of the form, there is a light blue instruction box that reads: "Enter in the time written on voter's Wait Time Ticket. Then select SEND."

Enter the time written on the Wait Time Ticket into the EPB before checking in the voter. When you press **SEND**, the amount of time the voter waited to be checked in will be calculated and sent to the ROV.



# Logout Temporarily

- 1 During lunches and breaks, you will need to logout temporarily. From the **Launchpad** screen, open the **Launchpad Menu** and select **LOGOUT**.



- 2 A pop-up will appear. Select the green **LOGOUT TEMPORARILY** button.



- 3 The Touchpad will return to the SDVOTE screen, and the poll worker covering your break will need to log in using their name.



# Closing for the Day

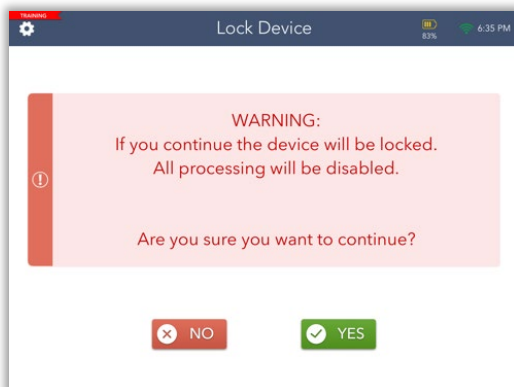
- 1 At the end of each voting day, you will need to lock the Touchpads. From the **Launchpad** screen, open the **Launchpad Menu** and select **LOGOUT**.



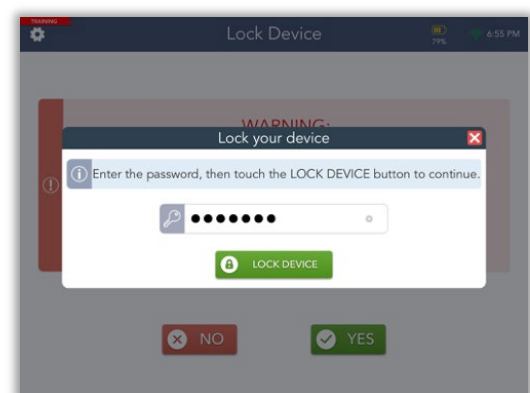
- 2 A pop-up will appear. Select the yellow **CLOSE FOR THE DAY** button to begin the closing process.



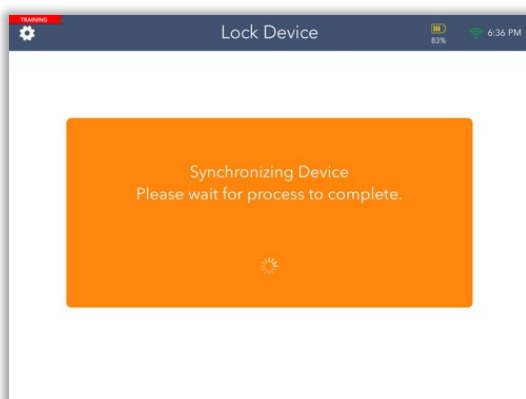
- 3 A warning screen will appear. If you are ready to close for the day, select **YES**.



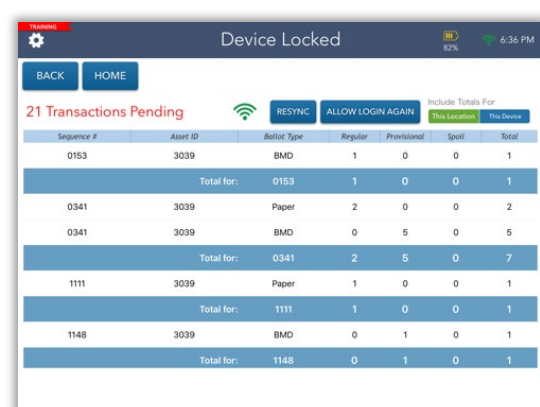
- 4 Enter the password you've been given to lock the device then select the **LOCK DEVICE** button.



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



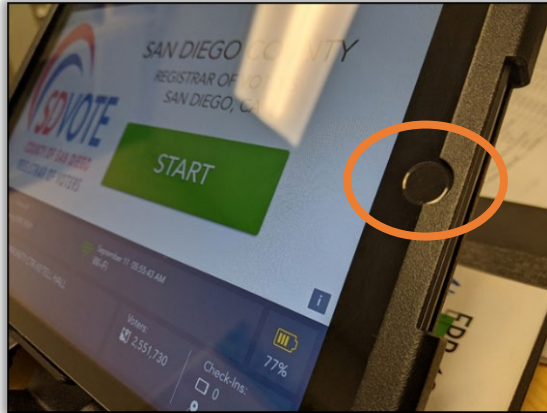
- 6 Congratulations, you have closed out for the day! If your Device has not sent all of its transactions, **PENDING** will appear in the left-hand corner. Don't panic! This is normal. Complete the rest of your end-of-day procedures.



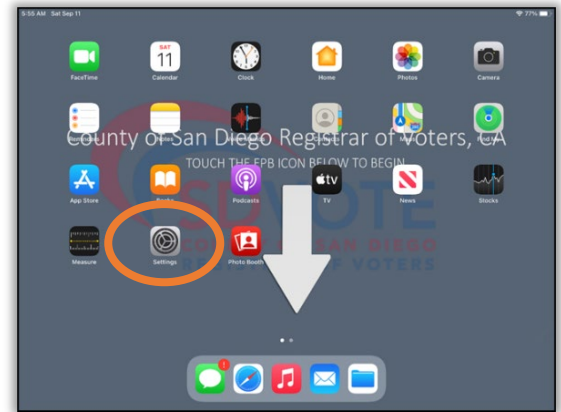
# Troubleshooting

## Manually Connecting EPB to Cradlepoint

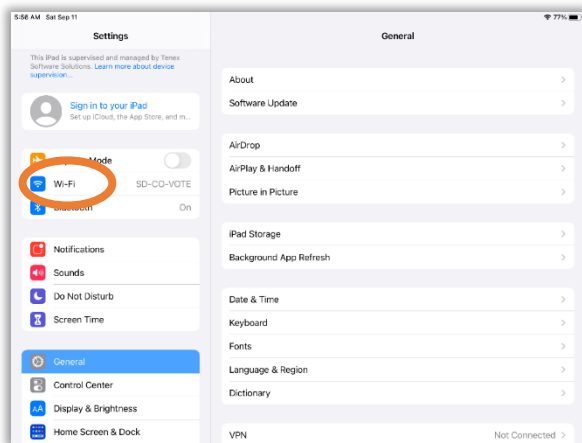
**1** Touch the Home Button.



**2** Touch SETTINGS (Vote Center EPBs will not have any other icons on their home screen except for the SETTINGS icon).

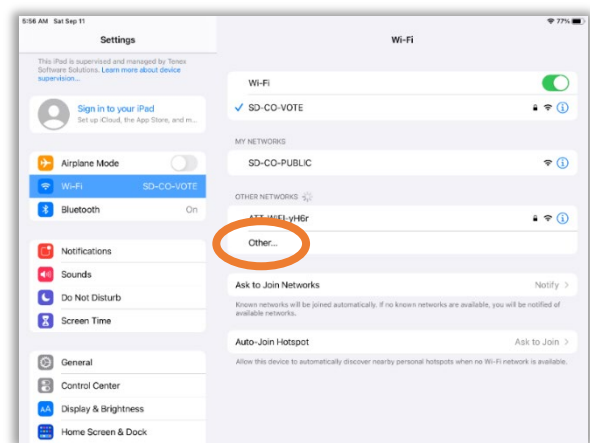


**3** Touch **WI-FI**.



**4** The Cradlepoint network name is **SD-CO-VOTE**. If the EPB is connected to the Cradlepoint, **SD-CO-VOTE** will have a checkmark next to it. If not, manually connect device to Cradlepoint.

- If **SD-CO-VOTE** is listed, select it. Type in password, if prompted (see Step 5)
- If **SD-CO-VOTE** is not listed as one of the options, select **Other**

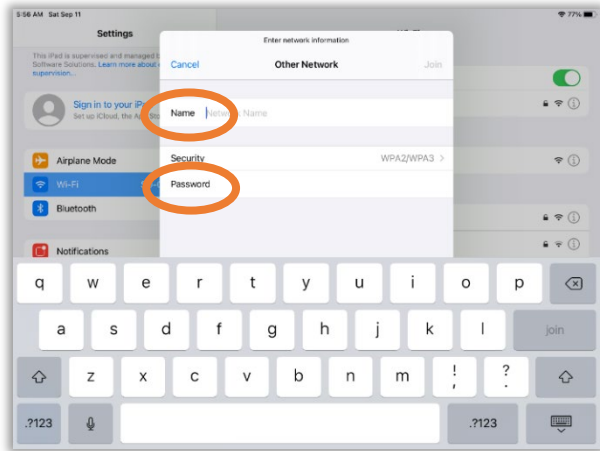


Once **Other** is selected, a pop-up window will appear, asking you to enter network information:

5

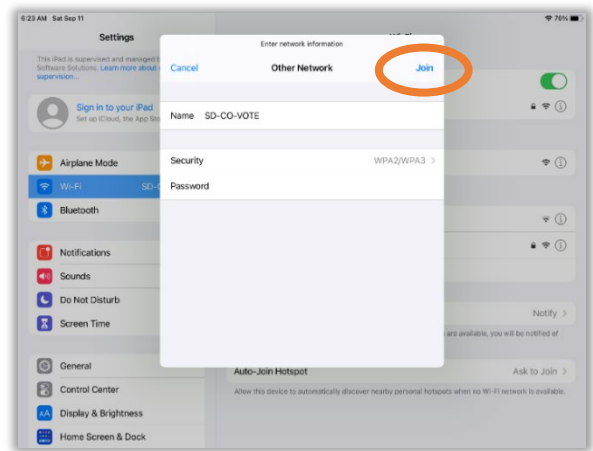
- **Name:** SD-CO-VOTE
- **Security:** leave as is
- **Password:** ROV!56@@

(To type the !, hold down the upward arrow and touch !)  
(To type the @, touch the 123 and the @ option appears)



6

Once all fields are completed, touch **Join**.



## FAQs

### ❖ The EPB is not connected to the Cradlepoint and shows a broken red heart. What should I do?

- Touch the broken red heart a few times to attempt to reset the connection
- Ensure Cradlepoint is functioning properly
- If Cradlepoint is functioning and broken red heart is still displayed, connect EPB manually using the steps above

*Note: The EPBs will be monitored at all times.*

### ❖ The EPB is plugged in but is not charging. What should I do?

- Ensure all sections of the EPB charger are securely attached
- Plug it in to a different wall outlet
- Use a different EPB charger

### ❖ I need to log in to the EPB but the screen shows “Device Locked.” What should I do?

- Touch the blue **ALLOW LOGIN AGAIN** button close to the top of the screen
- Follow instructions on pg. 4 to log in

