



ePollbook Manual



San Diego County California

**Fourth Supervisorial District,
Special Primary Election ₁
August 15, 2023**

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Assembly

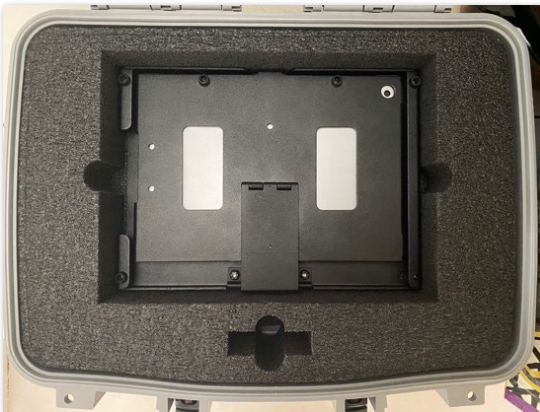
- 1** The ePollbook carrying case should be set on the check-in table as pictured.



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



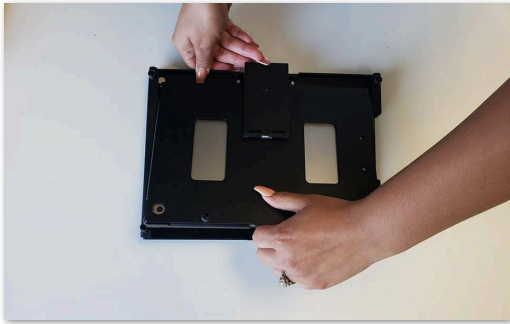
- 3** Once opened, you will see 3-4 ePollbooks and charging cords. Remove the ePollbooks and charging cords from the case and set them on the table.



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



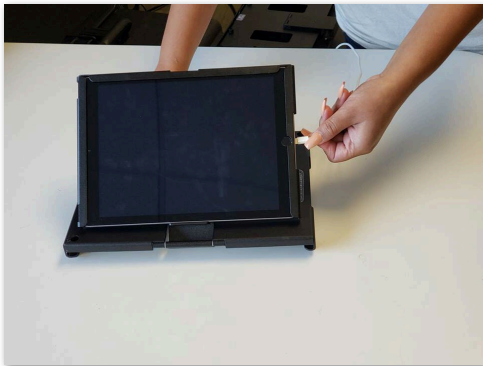
- 5** Open your ePollbook by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, breaking the binding and flipping it open. Set the ePollbook on the table.



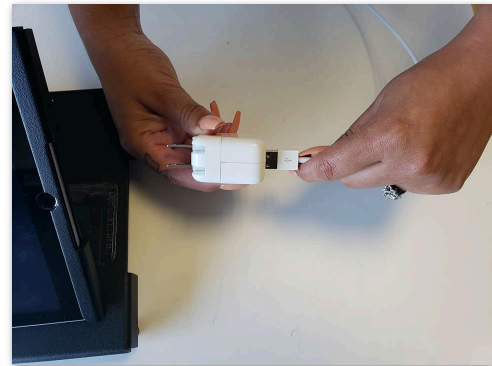
- 6** Once the ePollbook has been properly set up, locate the power port on the right-hand side of the unit.



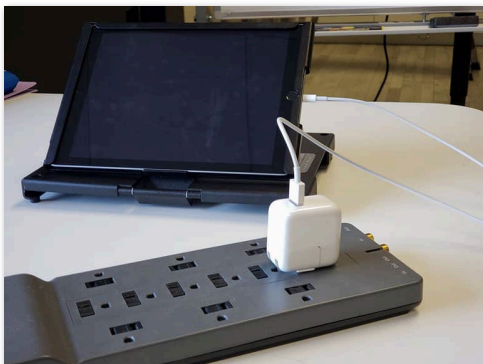
- 7** Insert the compatible end of the white charging cord into the charging port on the ePollbook.



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



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



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

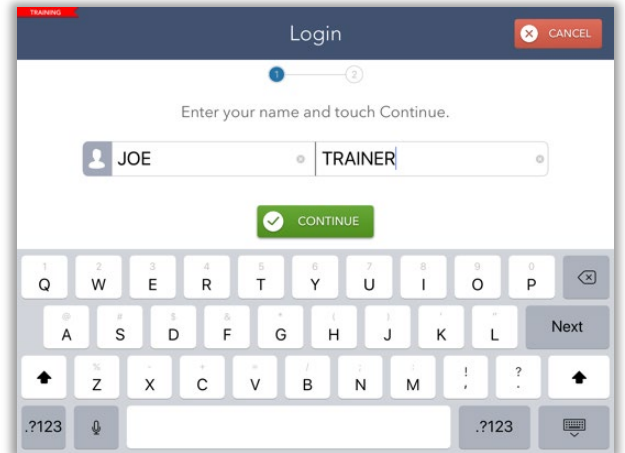


Logging into the ePollbook

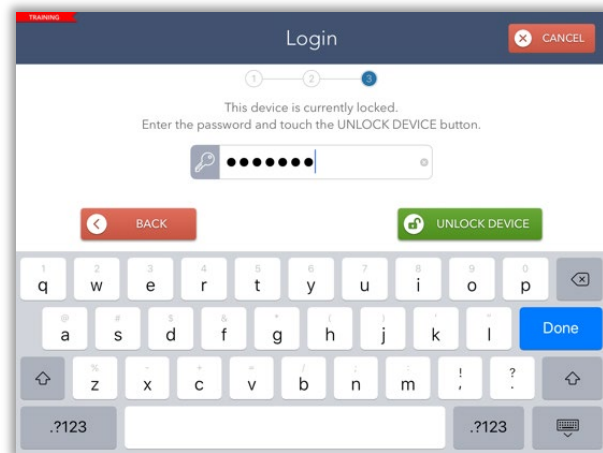
- 1 The EPB application will automatically launch. Touch the green **START** button to begin logging in.



- 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 ePollbook 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

- 1 Troubleshooting Menu
- 2 Election Name
- 3 Launchpad Menu

At the bottom of the screen you will see

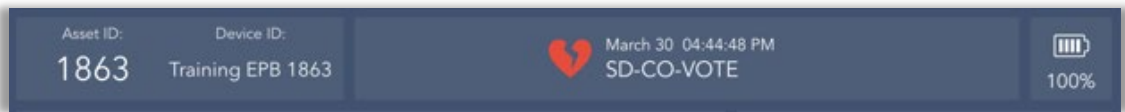
- 4 Vote center location, your job title, and your name
- 5 Connectivity status (*must **always** display green fan*)
- 6 Battery status

Green and Orange Buttons

To manually search for a voter, touch the green **Manual Voter Search** button.

The orange **Scan Voter Info Guide** button will scan a voter's sample ballot, but only use the **Manual Voter Search** 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 47.

The Launchpad Menu

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



Launchpad Menu options:

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

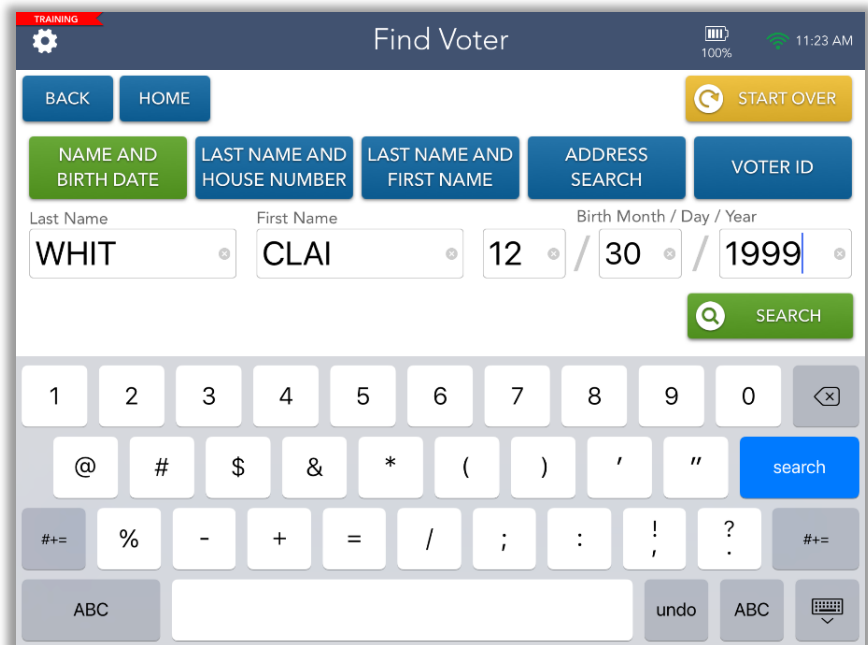
Searching for a Voter

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

Voting in Person – “BMD”

1

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

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

TRAINING

Voter Identification

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

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.

TRAINING

VBM Ballot Issued

BACK HOME VBM Ballot Issued

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

RESIDENCE MAILING: 3570 MAJESTIC DR SAN DIEGO, 92154 Precinct / Sequence #: 390200 / 0089

Is voter voting their mailed ballot in person?

NO YES

3

If the voter is eligible to vote 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.

Complete the sequence number verification step with the voter prior to asking for their signature. Verify with voter that the Sequence Number from the EPB matches their voting materials.

Tilt the ePollbook 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 ePollbook does not automatically select a ballot type, so you will need to do so manually as previously directed by the blue box.

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

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**.

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.

VBM Ballot Issued Voters

Voting in Person – “Non-BMD”

1

Once you have found the correct voter, their information will display on the **Voter Identification** 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 ePollbook matches the sequence number on the mailed ballot. If they match, select **YES**.

This voter will mark their selections on their official ballot that was mailed to them 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.

Complete the sequence number verification step with the voter prior to asking for their signature. Verify with voter that the Sequence Number from the EPB matches their voting materials.

Tilt the ePollbook 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 ePollbook 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.

VBM Ballot Issued Voters

Voting in Person – “Non-BMD”- Emergency Ballot

1

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

Complete the sequence number verification step with the voter prior to asking for their signature. Verify with voter that the Sequence Number from the EPB matches their voting materials.

Tilt the ePollbook 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 ePollbook 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 ePollbook, 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.

TRAINING

Voter Identification

91% 2:01 PM

BACK HOME

Name
MICHAEL J MARTIN

Birthdate
07/12/1977

Voter ID
2032

RESIDENCE MAILING

1932 DAVID ST
SAN DIEGO, 92111

Precinct / Sequence #
120210 / 0032

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

2

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

TRAINING

Voter Update

91% 2:01 PM

BACK HOME

Touch EDIT to Update Information Below

Name
MICHAEL J MARTIN

Residence Address
1932 DAVID ST SAN DIEGO, 92111

Mailing Address
N/A

EDIT EDIT

CONTINUE

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. It will highlight blue, then press the **CONTINUE** button.

TRAINING

Voter Update

91% 2:02 PM

BACK HOME CLEAR

Enter information below to locate correct address.

House Number Street Name

728 MONTEREY SEARCH

3 Addresses Found

MONTEREY AVE	CHULA VISTA, 91910	529100 0
MONTEREY CT	SAN DIEGO, 92109	230300 0
MONTEREY LN	VISTA, 92084	423340 0

CONTINUE

4

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

The screenshot shows the 'Voter Update' screen. At the top, there is a 'TRAINING' indicator, a gear icon, and the title 'Voter Update'. Below this are 'BACK' and 'HOME' buttons. The address '728 MONTEREY AVE CHULA VISTA, 91910' is displayed. Below the address, a question asks 'Is there an apartment number?' with two response buttons: a red 'NO' button with an 'X' icon and a green 'YES' button with a checkmark icon. The top right corner shows a battery level of 91% and the time 2:02 PM.

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 features a 'TRAINING' indicator, a gear icon, and the title 'Voter Update'. Below are 'BACK' and 'HOME' buttons, followed by a 'CLEAR' button with a circular arrow icon. The section is titled 'Mailing Address' with a link 'Edit/Change Mailing Address' and a checkbox. There are input fields for 'Address Line 1', 'Address Line 2', and 'Country'. Below these are fields for 'City', 'State', and 'ZIP Code'. A green 'CONTINUE' button with a checkmark icon is at the bottom right. The top right corner shows a battery level of 91% and the time 2:02 PM.

6

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

The screenshot shows the 'Voter Update' screen. It features a 'TRAINING' indicator, a gear icon, and the title 'Voter Update'. Below are 'BACK' and 'HOME' buttons, followed by the instruction 'Touch EDIT to Update Information Below'. 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'. Each entry has a blue 'EDIT' button to its right. At the bottom center is a green 'CONTINUE' button with a checkmark icon. The top right corner shows a battery level of 91% and the time 2:02 PM.

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 with an upward arrow) and 'NOT CORRECT' (red with an 'X'). Below these, the voter's information is displayed: Name: MICHAEL J MARTIN, Residence Address: 728 MONTEREY AVE CHULA VISTA, 91910, Old Address: 1932 DAVID ST SAN DIEGO, 92111, Mailing Address: N/A. A 'Confirm Information Below' label is above the 'CHANGE LANGUAGE' button. At the bottom right are 'HOME' and 'BACK' buttons. The top status bar shows 'Voter Update', '91%', and '2:02 PM'.

8

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

The screenshot shows the 'Voter Update' screen with the message 'INFORMATION IS CORRECT' in blue. Below the message, 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, Mailing Address: N/A. At the bottom right is a green 'CONTINUE' button with a checkmark. The top status bar shows 'Voter Update', '92%', and '2:02 PM'.

9

On the Voter Identification screen 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 'BACK' and 'HOME' buttons. Below these, the voter's information is displayed: Name: MICHAEL J MARTIN, Birthdate: 07/12/1977, Voter ID: 2032, Residence: 728 MONTEREY AVE CHULA VISTA, 91910, Precinct / Sequence #: 529100 / 1474. A blue box contains a message: '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 are four buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'UPDATE VOTER INFO' (yellow), 'CONTINUE' (green), and 'PROCESS NEW CVR VOTER' (yellow). The top status bar shows 'Voter Identification', '92%', and '2:03 PM'.

Conditional Voter Registration

1

Find Voter

NAME AND BIRTH DATE LAST NAME AND HOUSE NUMBER LAST NAME AND FIRST NAME ADDRESS SEARCH VOTER ID

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.

PROCESS NEW CVR VOTER SEARCH AGAIN USING LAST NAME AND HOUSE NUMBER

Find Voter

NAME AND BIRTH DATE LAST NAME AND HOUSE NUMBER LAST NAME AND FIRST NAME ADDRESS SEARCH VOTER ID

Last Name: PARK House Number: 4079

SEARCH

1 2 3 4 5 6 7 8 9 0

@ # \$ % & * () ' " search

undo ABC

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, ask the voter if this is their first time voting in San Diego County. If so, you will process them as CVR by pressing the **PROCESS NEW CVR VOTER** button on the **Find Voter** screen.

2

Hand the voter a green CVR envelope and ask them to complete all section 2 neatly and completely.

Using the voter's information on the check-in form enter the voter's **full name** and **date of birth** in the provided fields in the ePollbook. You are now completing voter registration on their behalf. Then select **CONTINUE**.

Voter Update

Conditional Voter Reg.

Basic Information

* First Name: PAMELA * Last Name: PARK

* Birth Month / Day / Year: 08 / 23 / 1999

CONTINUE

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**.

Voter Update

Conditional Voter Reg.

Enter information below to locate correct address.

House Number: 4079 Street Name: HIGHLAND

SEARCH

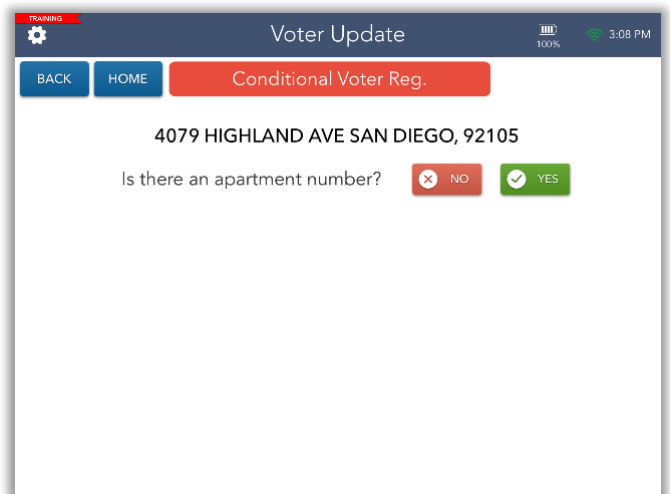
1 Address Found

HIGHLAND AVE SAN DIEGO, 92105 276100 0

CONTINUE

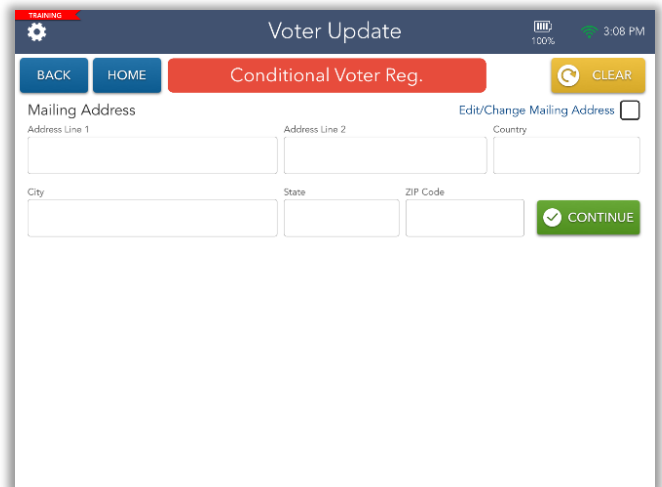
4

If the voter's address includes an apartment or unit 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' status bar. Below it, a header bar contains 'Voter Update', a battery icon at 100%, and the time 3:08 PM. A navigation bar has 'BACK' and 'HOME' buttons, and a red button labeled 'Conditional Voter Reg.'. The main content area displays 'INFORMATION IS CORRECT' in blue. Below this, 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 icon and the text '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' status bar. The header bar shows 'Voter Identification', a battery icon at 99%, and the time 11:37 AM. The navigation bar has 'BACK' and 'HOME' buttons. The main content area displays the voter's details: Name (PAMELA PARK), Birthdate (08/23/1999), Voter ID (276100 / 0003), and Residence Address (4079 HIGHLAND AVE SAN DIEGO, 92105). Below the details, there is a blue box with a question mark icon and 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 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.

In addition to the instructions in the blue box, write your vote center location number under the sequence number on the CVR envelope.

Select **PROCESS CVR** to continue.

The screenshot shows the 'Voter Eligibility' screen. It has a 'TRAINING' status bar. The header bar shows 'Voter Eligibility', a battery icon at 98%, and the time 11:37 AM. The navigation bar has 'BACK' and 'HOME' buttons. The main content area displays the voter's details: Name (PAMELA PARK), Birthdate (08/23/1999), Voter ID (276100 / 0003), and Residence Address (4079 HIGHLAND AVE SAN DIEGO, 92105). Below the details, there is a blue box with a question mark icon and 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 'The blue message box states:' to the blue message box.

The blue message box states:

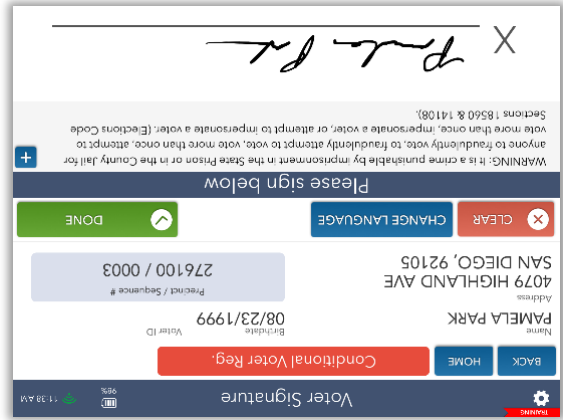
Process as CVR. For staff: On voter's Check-In form, mark the "CVR" bubble and write voter's sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a green CVR Envelope. On the Poll Worker's side, mark the Conditional Voter Registration box and write the voter's sequence #. Ensure voter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

10

The **Voter Signature** screen will appear.

Complete the sequence number verification step with the voter prior to asking for their signature. Verify with voter that the Sequence Number from the EPB matches their voting materials.

Tilt the ePollbook screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.



11

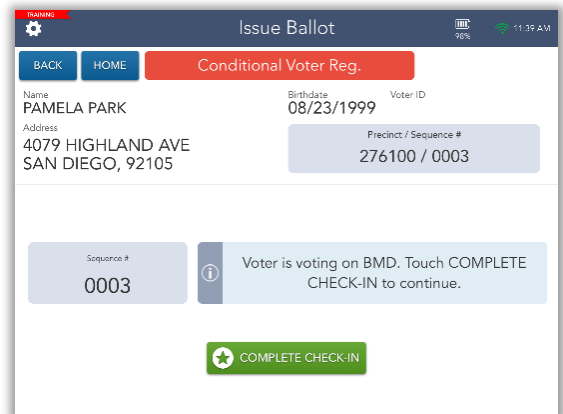
Flip the screen back toward you. Select the **ISSUE BALLOT** button to continue.



12

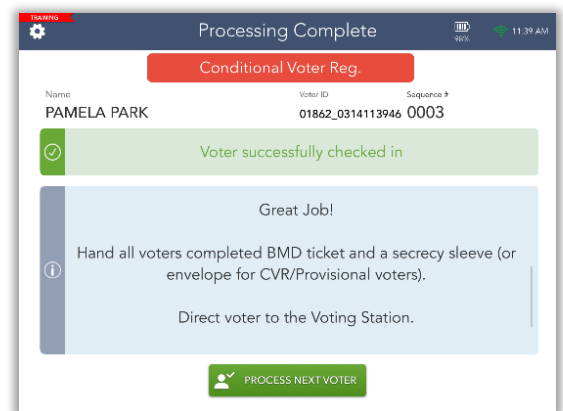
The voter's **Sequence #** will appear on the screen.

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

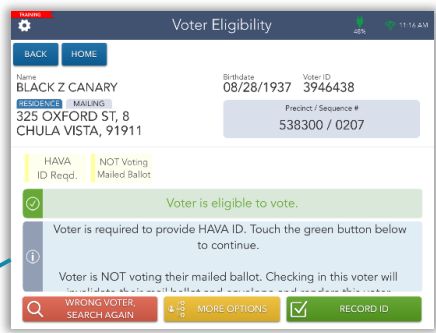
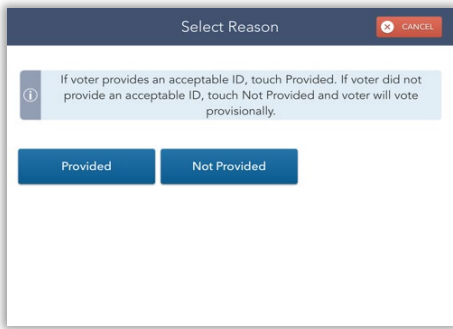
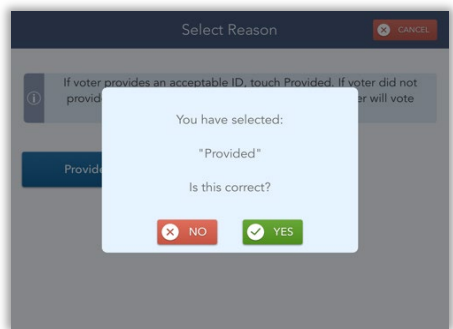
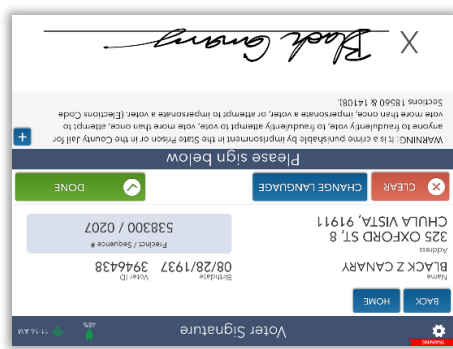


13

Congratulations! The voter has been successfully checked in. Complete all applicable instructions in the blue box as well as hand the voter a Provisional / Conditional Registration Status Ticket. Select the **PROCESS NEXT VOTER** button and move on to the next voter.



HAVA ID Required: Photo ID Provided

<p>1</p>	<p>If a voter is flagged as needing to fulfill a HAVA ID requirement, they will need to provide a valid form of identification ID to vote regularly on Election Day.</p> <p>See page 97 of the Poll Worker Manual for a list of acceptable list of identification that meet the HAVA ID requirement.</p> <p>Select the RECORD ID 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>	
<p>2</p>	<p>Select the Provided button if the voter has provided a valid form of photo ID.</p>	
<p>3</p>	<p>A prompt will appear. Select YES to confirm that the voter has provided a valid form of photo ID.</p>	
<p>4</p>	<p>The Voter Signature screen will appear.</p> <p>Complete the sequence number verification step with the voter prior to asking for their signature. Verify with voter that the Sequence Number from the EPB matches their voting materials.</p> <p>Tilt the ePollbook screen toward the voter and have them sign. Once they have signed, they will select the DONE button. 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 identification 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**.

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.

Complete the sequence number verification step with the voter prior to asking for their signature. Verify with voter that the Sequence Number from the EPB matches their voting materials.

Tilt the ePollbook screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.

6

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

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**.

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

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.

Processing Complete

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 ePollbook will identify any voter who has already returned their official ballot they received in the mail. 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.

Hand the voter a peach Provisional envelope and ask them to complete section 2 neatly and completely. In addition to the instructions in the blue box, write your vote center location number under the sequence number on the Provisional envelope.

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 ePollbook 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**.

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.

Ballot Already Issued by EPB

1

The ePollbook 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.

Hand the voter a peach Provisional envelope and ask them to complete section 2 neatly and completely. In addition to the instructions in the blue box, write your vote center location number under the sequence number on the Provisional envelope.

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.

Complete the sequence number verification step with the voter prior to asking for their signature.

Tilt the ePollbook 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**.

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.

Provisional Voted

1

The ePollbook 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.

Hand the voter a peach Provisional envelope and ask them to complete all section 2 neatly and completely. In addition to the instructions in the blue box, write your vote center location number under the sequence number on the Provisional envelope.

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.

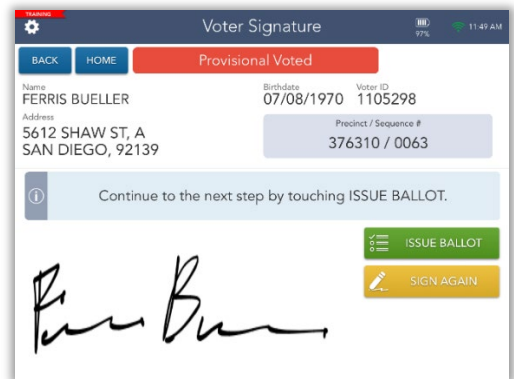
Complete the sequence number verification step with the voter prior to asking for their signature.

Tilt the ePollbook screen toward the voter and have them sign. Once they have signed, they will need to select the **DONE** button.



3

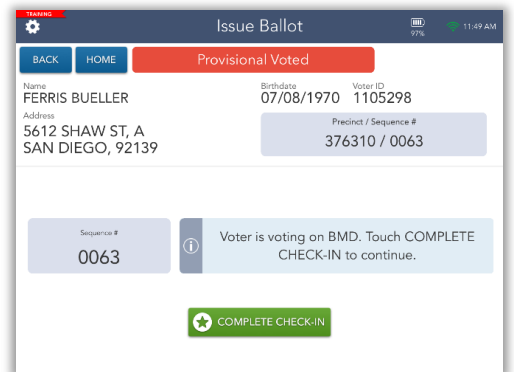
Tilt the screen back toward you and select the **ISSUE BALLOT** button to continue.



4

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

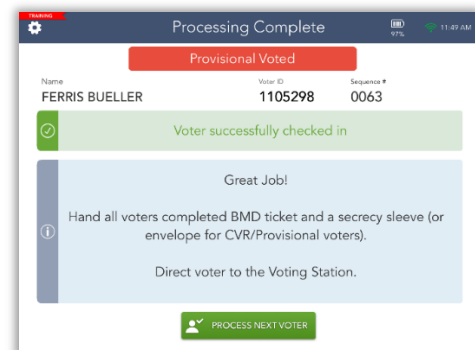
Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.



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.



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.

Hand the voter a peach Provisional envelope and ask them to complete all section 2 neatly and completely. In addition to the instructions in the blue box, write your vote center location number under the sequence number on the Provisional envelope.

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

The screenshot shows the 'Voter Update' app interface. At the top, there's a 'TRAINING' banner and a 'Voter Update' title. Below the title are 'BACK' and 'HOME' buttons, and a 'CLEAR' button. The main section is titled 'Enter information below to locate correct address.' It has two input fields: 'House Number' (with '0' entered) and 'Street Name' (with 'NACION' entered). A 'SEARCH' button is to the right. Below the search fields is a red message box with a warning icon and text: 'For NO PRECINCT FOR THIS ELECTION: If voter insists on voting, touch the green button to continue. On the next screen, select NONE as the Precinct. For ADDRESS NOT FOUND: If voter maintains address is correct, refer to the precincting app to obtain voter's assigned precinct number. Touch ADDRESS NOT FOUND to continue.' Below the message box is a yellow button labeled 'ADDRESS NOT FOUND'. A blue arrow points from the text in the first step to this button.

The red message box states:

For NO PRECINCT FOR THIS ELECTION: If voter insists on voting, touch the green button to continue. On the next screen, select NONE as the Precinct.

For ADDRESS NOT FOUND: If voter maintains address is correct, 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**.

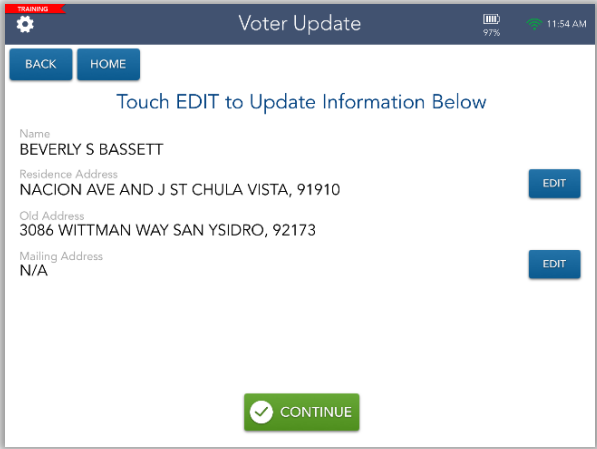
The screenshot shows the 'Voter Update' app interface. At the top, there's a 'TRAINING' banner and a 'Voter Update' title. Below the title are 'BACK' and 'HOME' buttons, and a 'CLEAR' button. The main section is titled 'Enter address information below to continue.' It has a 'Street Address (ex 123 W Main St Apt 4)' input field with 'NACION AVE AND J ST' entered. Below that are 'City' and 'Zip Code' input fields. 'City' has a dropdown menu with 'CHULA VISTA' selected. 'Zip Code' has '91910' entered. A green 'CONTINUE' button with a checkmark icon is to the right.

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**.

The screenshot shows the 'Voter Update' app interface. At the top, there's a 'TRAINING' banner and a 'Voter Update' title. Below the title are 'BACK' and 'HOME' buttons, and a 'CLEAR' button. The main section is titled 'Invalid Address Sequence # Assignment'. It has three input fields: 'Precinct' (with '528790' selected), 'Split' (with '0' selected), and 'Sequence # Assigned' (with '0159' entered). A green 'CONTINUE' button with a checkmark icon is to the right. Below the input fields is a blue message box with a warning icon and text: 'Sequence # 0159 has been assigned.'

<p>4</p>	<p>Confirm that all necessary fields have been updated then select CONTINUE.</p>	 <p>The screenshot shows the 'Voter Update' screen. At the top, there's a status bar with 'TRAINING' and a battery icon. Below it, a header bar contains 'Voter Update', a settings icon, and a battery icon with '97%' and '11:54 AM'. A navigation bar has 'BACK' and 'HOME' buttons. The main content area says 'Touch EDIT to Update Information Below'. It lists personal information: Name (BEVERLY S BASSETT), Residence Address (NACION AVE AND J ST CHULA VISTA, 91910), Old Address (3086 WITTMAN WAY SAN YSIDRO, 92173), and Mailing Address (N/A). There are 'EDIT' buttons next to the address fields. At the bottom is a green 'CONTINUE' button with a checkmark icon.</p>
<p>5</p>	<p>The screen will flip, allowing the voter to verify that their updated address is correct. Tilt the screen toward them.</p> <p>If the updated address is correct, have the voter select CORRECT.</p> <p>If it is incorrect, have voter select NOT CORRECT. This will allow you to make changes as needed.</p>	 <p>The screenshot shows the screen flipped. At the top, there are two buttons: 'CORRECT' (green with an up arrow) and 'NOT CORRECT' (red with an X). Below them, the personal information is displayed in reverse order: Name (BEVERLY S BASSETT), Residence Address (NACION AVE AND J ST CHULA VISTA, 91910), Old Address (3086 WITTMAN WAY SAN YSIDRO, 92173), and Mailing Address (N/A). At the bottom, there's a 'CHANGE LANGUAGE' button and 'HOME' and 'BACK' buttons. The status bar at the very bottom shows 'Voter Update', a settings icon, and a battery icon with '97%' and '11:54 AM'.</p>
<p>6</p>	<p>Once the voter has confirmed their updated address, tilt the screen back toward you and select CONTINUE.</p>	 <p>The screenshot shows the 'Voter Update' screen after confirmation. The header bar is the same. The main content area says 'INFORMATION IS CORRECT'. It lists the same personal information as before: Name (BEVERLY S BASSETT), Residence Address (NACION AVE AND J ST CHULA VISTA, 91910), Old Address (3086 WITTMAN WAY SAN YSIDRO, 92173), and Mailing Address (N/A). At the bottom is a green 'CONTINUE' button with a checkmark icon.</p>

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	<p>The Voter Signature screen will appear.</p> <p>Complete the sequence number verification step with the voter prior to asking for their signature. Verify with voter that the Sequence Number from the EPB matches their voting materials.</p> <p>Tilt the ePollbook screen toward the voter and have them sign. Once they have signed, they will need to select the DONE button.</p>	
11	<p>Tilt the screen back toward you and select the ISSUE BALLOT button to continue.</p>	
12	<p>The voter's Sequence # will appear on the screen.</p> <p>Review the procedures for the selected ballot type in the blue box then select COMPLETE CHECK-IN.</p>	
13	<p>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.</p>	

Precinct Not in Election

1

Only voters residing within the Fourth District are eligible to vote in this election. The Touchpad will identify a voter that is not eligible to vote and will state **Precinct Not in Election**.

However, if the voter still insists on voting at your Vote Center, process them as a **provisional** voter.

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

TRAINING

Precinct Not in Election

7:26 2:48 PM

BACK HOME

Name: LUCY RICARDO Birthdate: 11/08/1990 Voter ID: 3287828

RESIDENCE MAILING

1781 AVENIDA SEGOVIA OCEANSIDE, 92056

Precinct / Sequence #: 800001 /

Precinct Not in Election

Voter Precinct not eligible to participate in the election. If voter insists on voting (including CVR voters), touch PROCESS PROVISIONAL and select sequence #8001.

For Provisional voters: On voter's Check-In form, mark the "PROV"

PROCESS PROVISIONAL UPDATE VOTER INFO PROCESS NEXT VOTER

The blue message box states:

Voter Precinct not eligible to participant in the election. If voter insists on voting (including CVR voters), touch PROCESS PROVISIONAL and seslct sequence # 8001.

For Provisional voters: On voter's Check-In form, mark the 'PROV' BUBBLE AND WRITE 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, write in Box E – 'PNE' and wirte the lacion # and voter's sequence #. Ensure voter fills out the entire side including their signature. Touch the red Process Provisional to continue.

Fore CVR-PNE voters: 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 location # nd voter's sequence #. Ensure voter fills out the entire voter side including their signature. Touch the red Process Provisional to continue.

2

Because the voter's address is not in a precinct within the Fourth District, you must assign a generic sequence number.

Enter and select sequence number **8001**. Then press **Continue**.

TRAINING

Precinct Not in Election

7:26 3:03 PM

BACK HOME

Name: LUCY RICARDO Birthdate: 11/08/1990 Voter ID: 3287828

RESIDENCE MAILING

1781 AVENIDA SEGOVIA OCEANSIDE, 92056

Precinct / Sequence #: 800001 /

Select Sequence #

Search and select Sequence # 8001. Touch green button to continue.

CANCEL CONTINUE

PROCESS PROVISIONAL UPDATE VOTER INFO PROCESS NEXT VOTER

3	<p>The Voter Signature screen will appear.</p> <p>Complete the sequence number verification step with the voter prior to asking for their signature.</p> <p>Tilt the ePollbook screen toward the voter and have them sign. Once they have signed, they will need to select the DONE button.</p>	
4	<p>Tilt the screen back toward you and select the ISSUE BALLOT button to continue.</p>	
5	<p>The voter's Sequence # will appear on the screen.</p> <p>The ballot type will default to BMD for all Provisional Precinct Not in Election (PNE) voters.</p> <p>Select COMPLETE CHECK-IN.</p>	
6	<p>Congratulations! The voter has been successfully checked in.</p> <p>Complete all applicable instructions in the blue box then select the PROCESS NEXT VOTER button and move on to the next voter.</p>	

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** who will call the Poll Worker Hotline for instructions on how to assist this voter.

The screenshot shows a mobile application interface titled "Voter Eligibility". At the top, there is a status bar with "TRAINING" in a red box, a gear icon, and battery/Signal/Time indicators (100%, 4:18 PM). Below the title bar, there are navigation buttons: "BACK" (blue), "HOME" (blue), and "Decertified" (red). The main content area displays voter information: Name "DARTH VADER", Birthdate "11/16/1946", and Voter ID "2662234". Below the name, there are two tabs: "RESIDENCE" (selected) and "MAILING". The address is "4964 SOLOLA AVE, SAN DIEGO, 92113". To the right, a box shows "Precinct / Sequence #" as "146200 / 0219". Below this, there are two status boxes: "Decertified" (yellow) and "NOT Voting Mailed Ballot" (yellow). 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, a blue information box with an 'i' icon contains 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 action buttons: "WRONG VOTER, SEARCH AGAIN" (red with a magnifying glass icon), "MORE OPTIONS" (yellow with a gear icon), and "PROCESS CVR" (green with a tag icon).

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 at 90% and the time 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" and "MAILING", with "RESIDENCE" selected. 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.

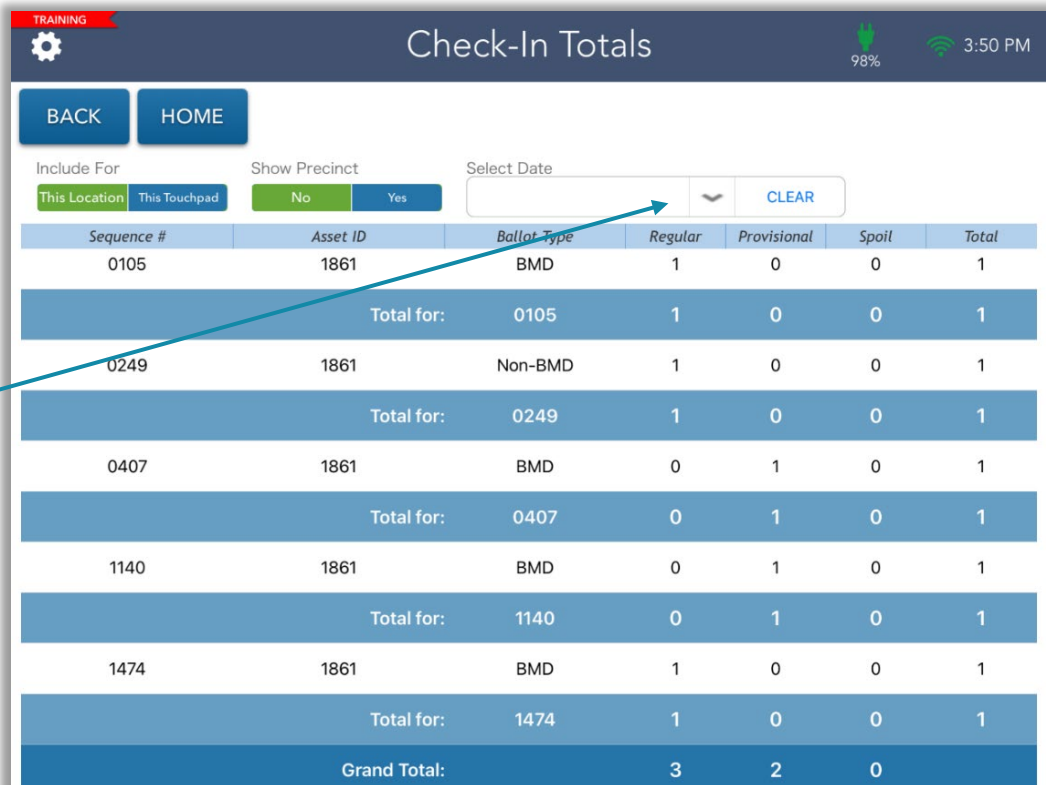
WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

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. These ballot totals will be used to complete the Daily Ballot Statement every night at closing.

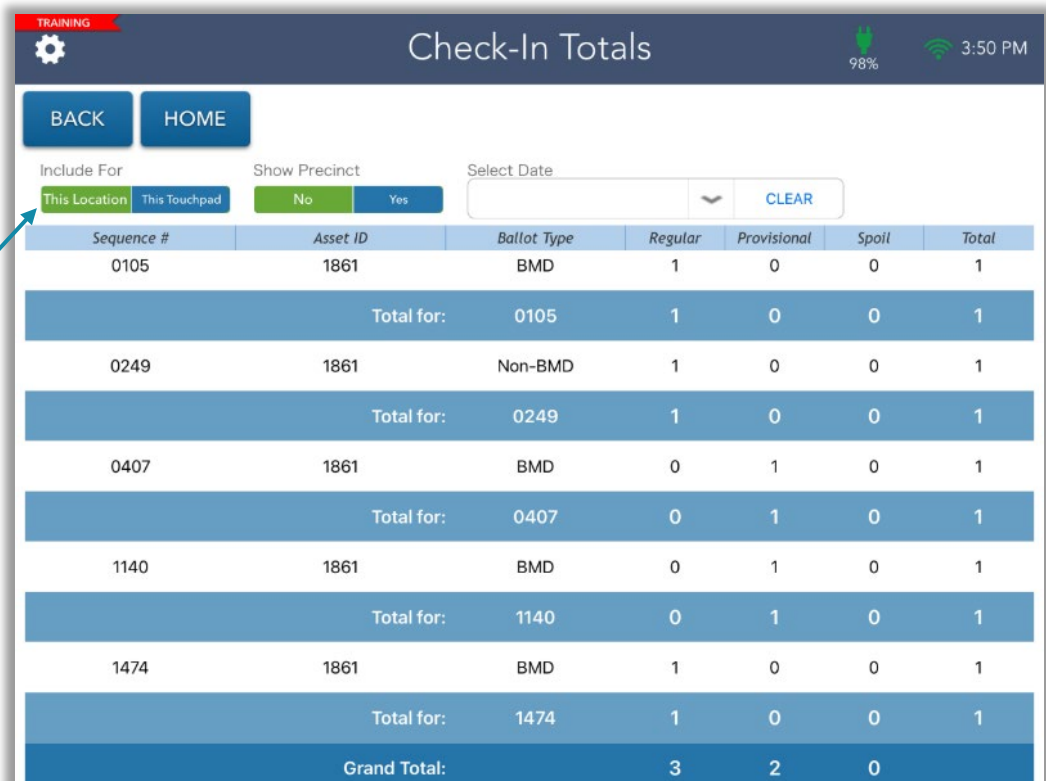
Use the dropdown arrow to select the desired date.



The screenshot shows the 'Check-In Totals' interface. At the top, there's a 'TRAINING' label, a gear icon, and the title 'Check-In Totals'. On the right, there's a battery status (98%) and a signal icon. Below the title, there are 'BACK' and 'HOME' buttons. The 'Include For' section has two buttons: 'This Location' (highlighted in green) and 'This Touchpad'. The 'Show Precinct' section has two buttons: 'No' (highlighted in green) and 'Yes'. The 'Select Date' section has a dropdown arrow and a 'CLEAR' button. Below this is a table with columns: Sequence #, Asset ID, Ballot Type, Regular, Provisional, Spoil, and Total. The table lists several rows of data, including individual ballot counts and totals for specific sequences. A blue arrow points from the 'Select Date' dropdown arrow to the text 'Use the dropdown arrow to select the desired date.'

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	

To change from 'This Location' to 'This Touchpad' (EPB), select the appropriate button under the 'Include For' section.



The screenshot shows the 'Check-In Totals' interface, identical to the one above. However, the 'This Touchpad' button under the 'Include For' section is now highlighted in green. A blue arrow points from the text 'To change from 'This Location' to 'This Touchpad' (EPB), select the appropriate button under the 'Include For' section.' to the 'This Touchpad' button.

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	

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 checked in on a particular ePollbook 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

ERB, MICHAEL 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 (BMD) 0162	Provisional
PARK, PAMELA 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 (BMD) 0003	Provisional
BAS, JOHN 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	
RICHARDS, JANE 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	
WHITE, CLAIRE 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.

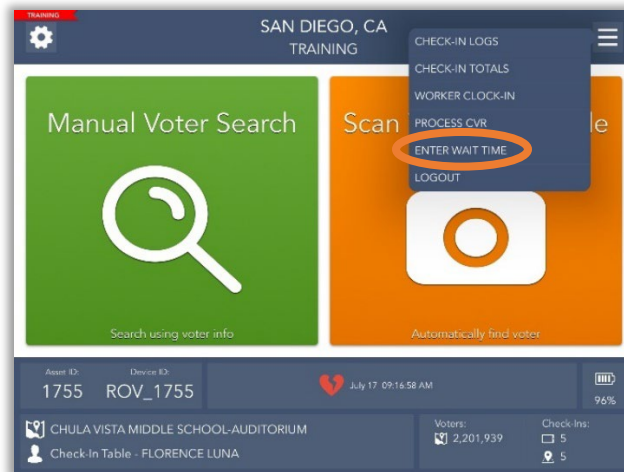
Select a voter to view an image of their signature.

Wait Time Ticket

The Wait Time Ticket Process is designed to provide the average time voters wait to be checked in at a vote center on Election Day. On Election Day only, follow the Wait Time Ticket process every half hour.

From the **Launchpad** screen, select the **ENTER WAIT TIME** link from the **Launchpad Menu** to view this screen.

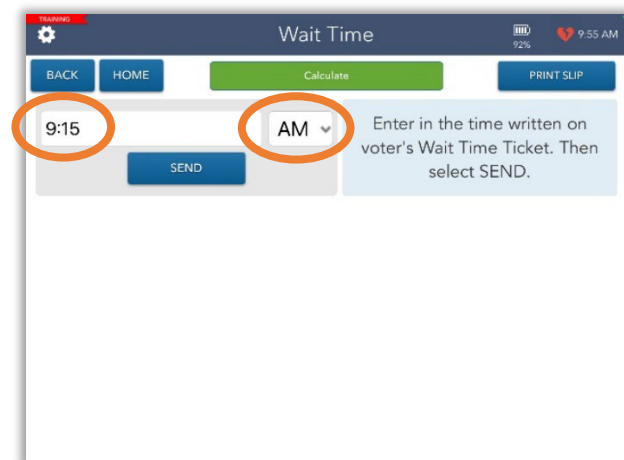
From the **Launchpad** screen, select the **ENTER WAIT TIME** from the **Launchpad Menu** to view this screen.



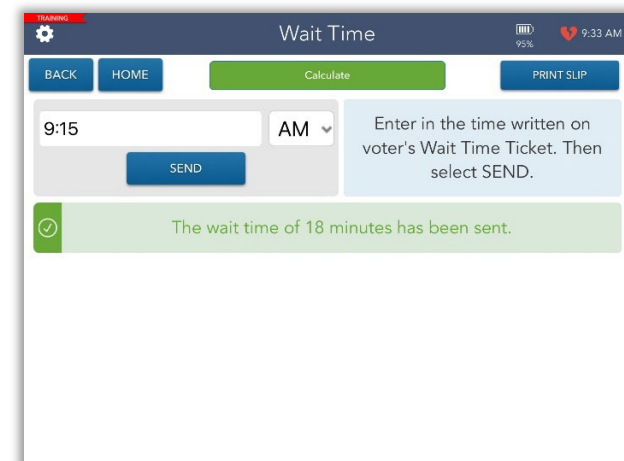
Enter the time written on the Wait Time Ticket into the EPB before checking in the voter.

Enter the hour and minutes. No colon is needed.

Select AM / PM



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 ePollbook 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

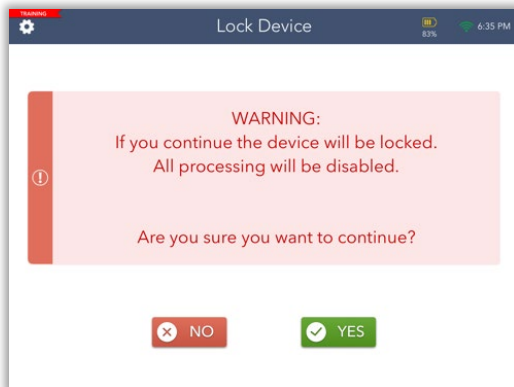
- 1 At the end of each voting day, you will need to lock the ePollbooks. From the **Launchpad** screen, open the **Launchpad Menu** and select **LOGOUT**.



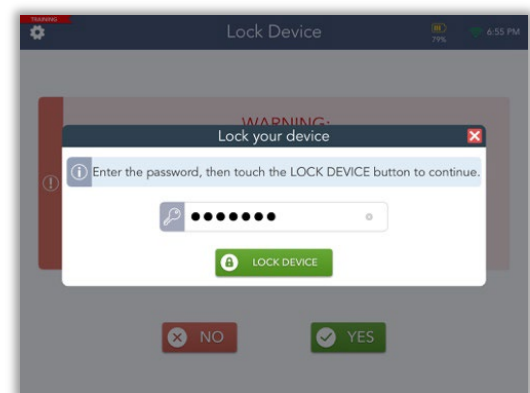
- 2 A pop-up will appear. Select the yellow **CLOSE FOR THE DAY** button to begin the closing process.



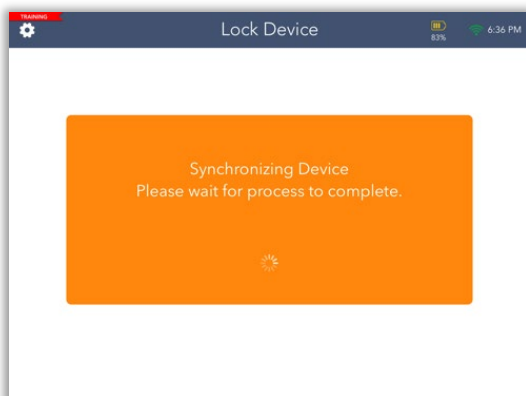
- 3 A warning screen will appear. If you are ready to close for the day, select **YES**.



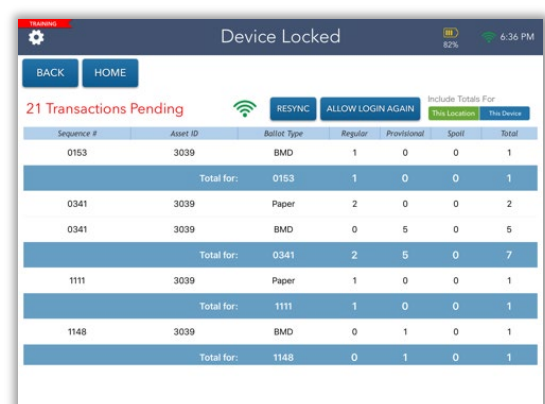
- 4 Enter the password you've been given to lock the device then select the **LOCK DEVICE** button.



- 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. Do not power down until device is completely synced and is ready to be turned off. Select OK, then power off.



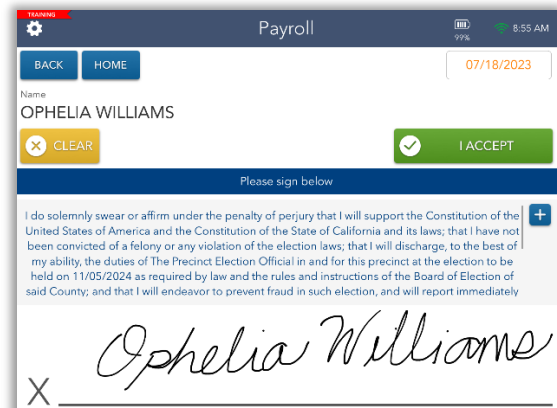
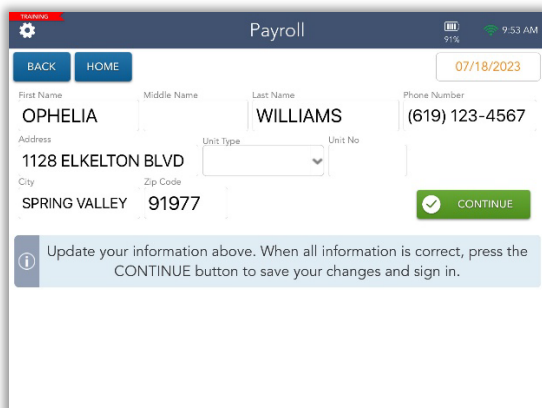
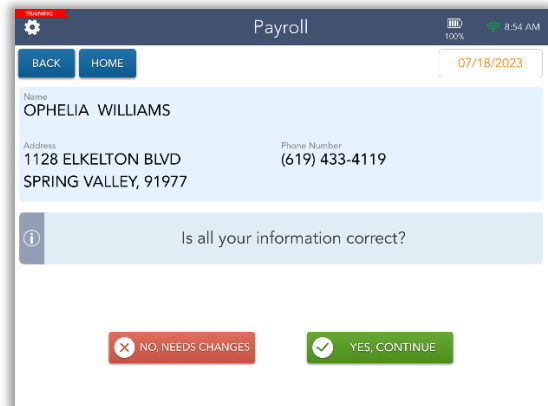
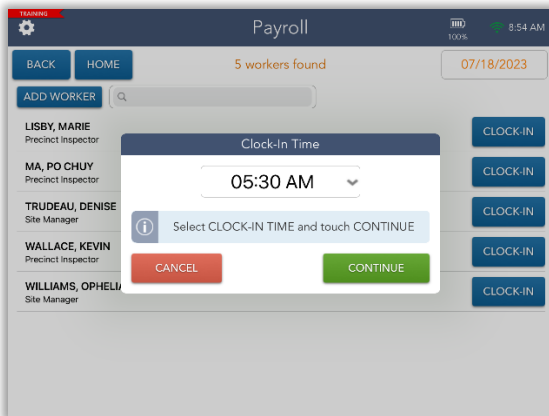
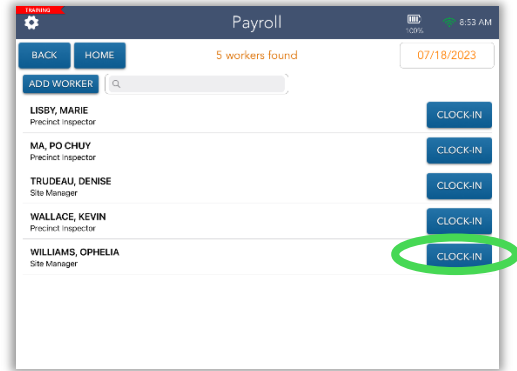
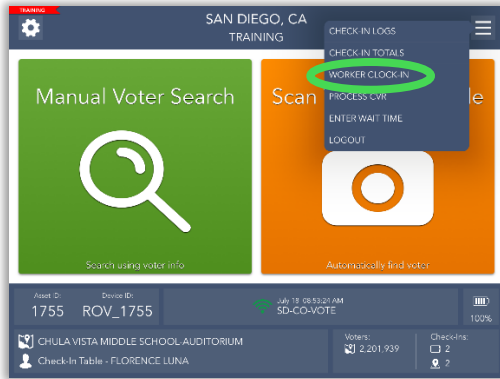
Poll Worker Clock In – Time Keeping

CLOCK IN / OUT PROCEDURE

- Record the start and end of your shift each day you work in the ePollbook.

From the **Launchpad** screen, open the **Launchpad Menu** and select **WORKER CLOCK-IN**.
- Click on the blue **CLOCK-IN** button next to your name.
- A pop-up screen will appear. Select your shift start using the drop-down arrow. Press **CONTINUE**.
- Review and verify your name, address and phone number are correct on the screen. Click on **YES, CONTINUE** once verified.
- If your information is incorrect, press **NO, NEEDS CHANGES** to complete edits as needed.

Update your information. When all information is correct, press the **CONTINUE** button to save your changes.
- Read the Poll Worker affirmation, sign and click on **I ACCEPT**.



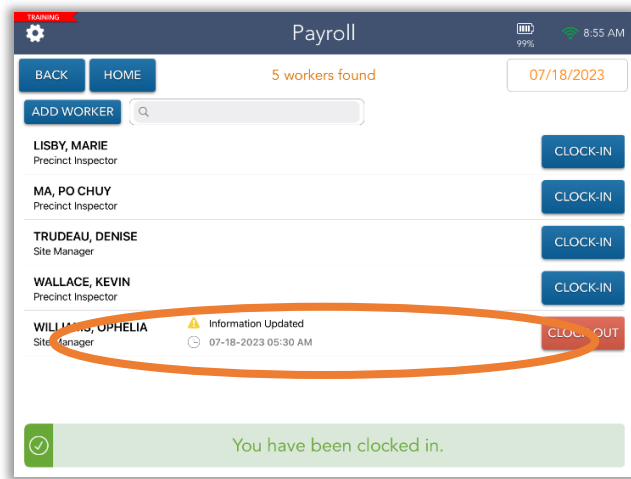
A message the green box will confirm the clock-in was successful.

CLOCK OUT PROCEDURE

7

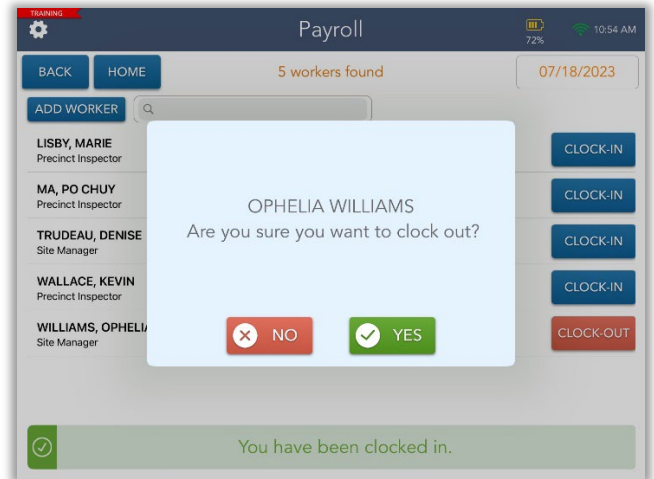
The green message box states:

You have been clocked in.



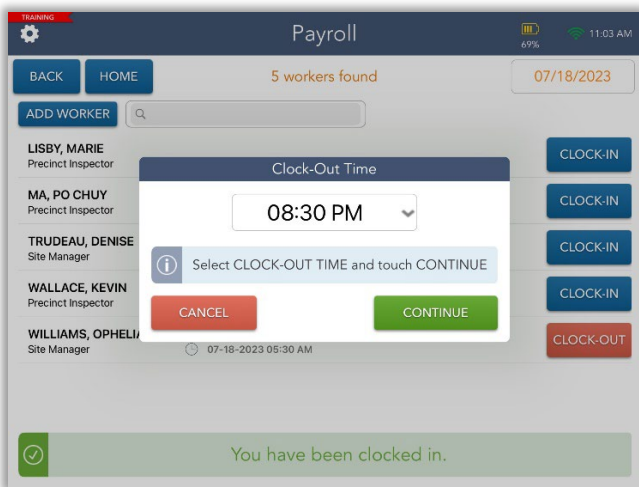
1

Click on the red **CLOCK OUT** button. A pop up confirming your name will ask you if you are sure you want to clock out. Click on YES.



2

A pop-up screen will appear. Select your shift end time using the drop-down arrow. Press **CONTINUE**.

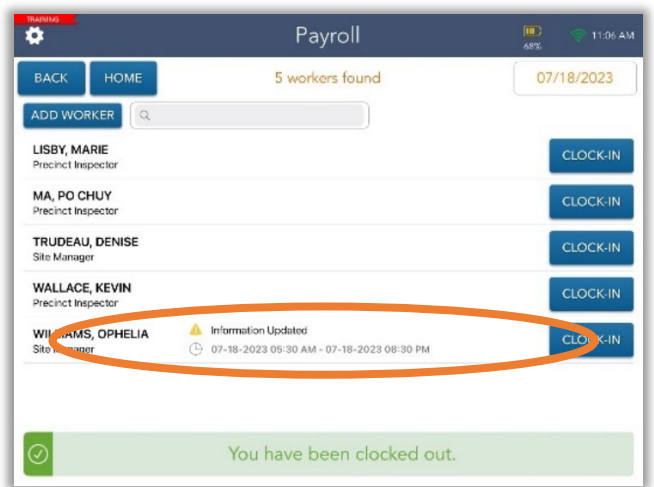


3

A message the green box will confirm the clock-in was successful.

The green message box states:

You have been clocked out.

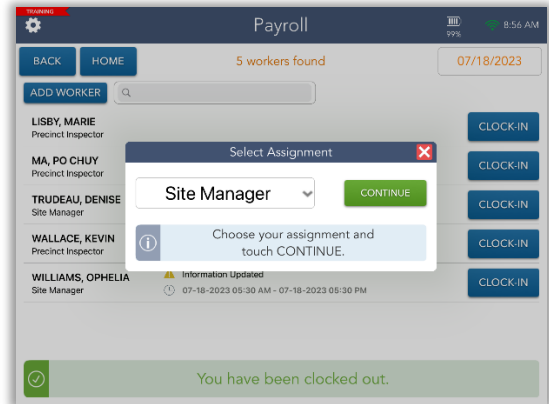
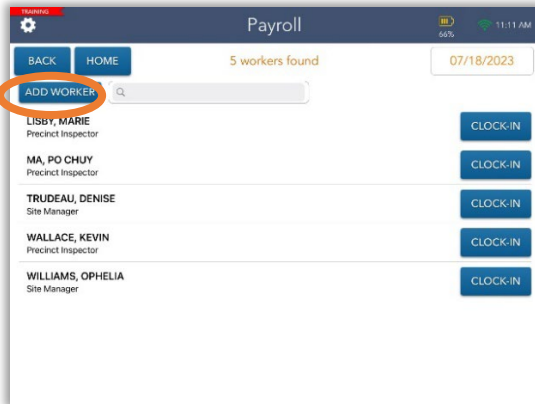


ADD POLL WORKER

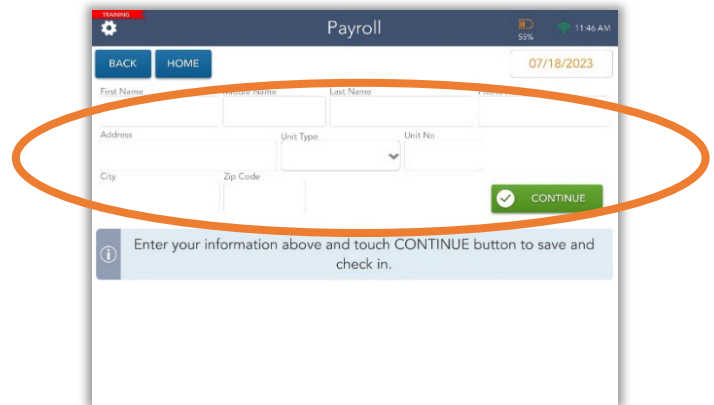
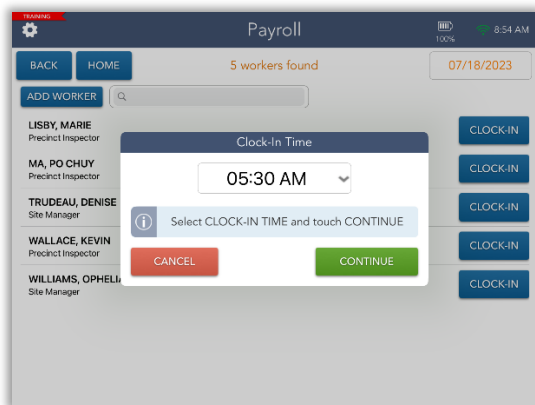
- 1 If your does not appear on the Payroll screen. Alert your Site Manager for direction.

To add a Poll Worker click on the blue ADD WORKER button.
- 2 Scroll through the complete list of Poll Workers by clicking on the blue **NEXT PAGE** button. If you are not listed, press the red **I AM NOT ON THE LIST** button.

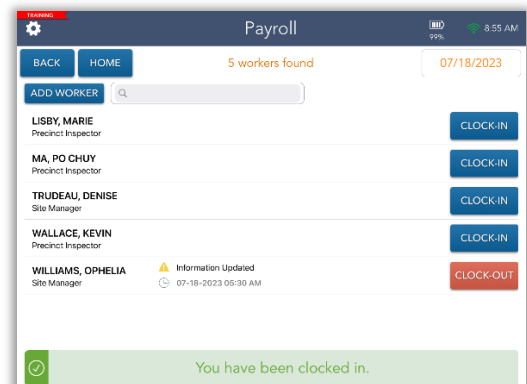
Select your Poll Worker assignment (position) in the drop-down menu and touch the green **CONTINUE** **BUTTON**.



- 3 A pop-up screen will appear. Select your shift start using the drop-down arrow. Press **CONTINUE**.
- 4 Enter all information in the fields provided. Click on the green **CONTINUE** button to save your information and check-in.



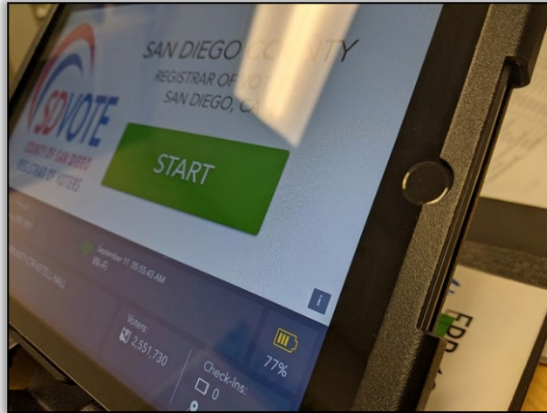
- 5 Read the Poll Worker, affirmation, sign and click on I ACCEPT.
- 6 A message the green box will confirm the clock-in was successful.
The green message box states:
You have been clocked in.



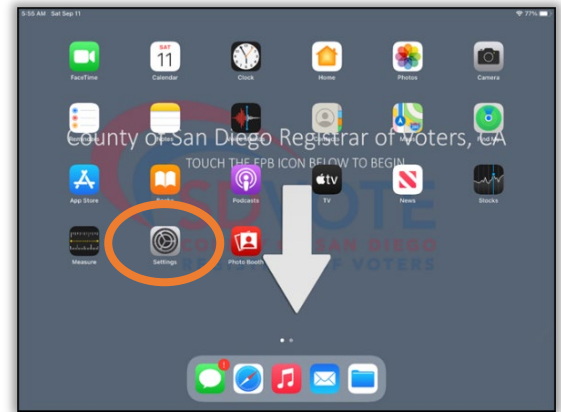
Troubleshooting

Manually Connecting EPB to Cradlepoint

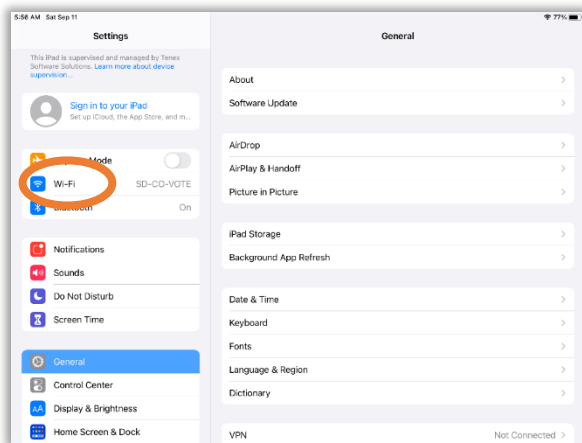
1 Touch the Home Button.



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

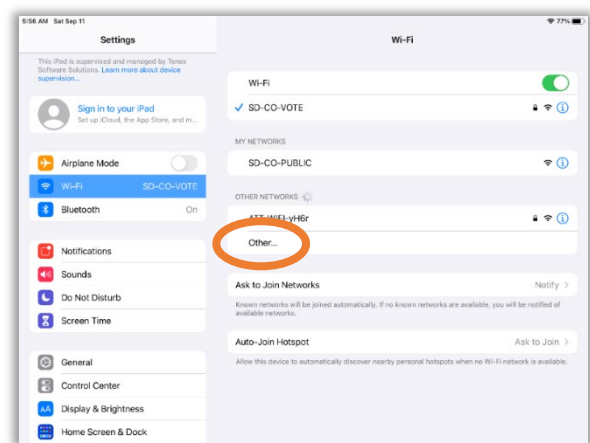


3 Touch WI-FI.



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**

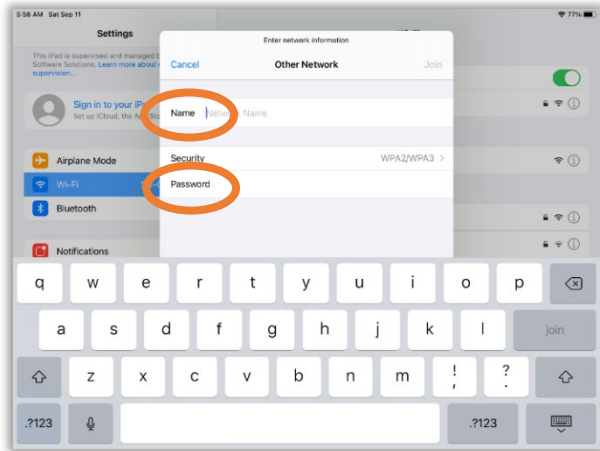


Once **Other** is selected, a pop-up window will appear, asking you to enter network information:

5

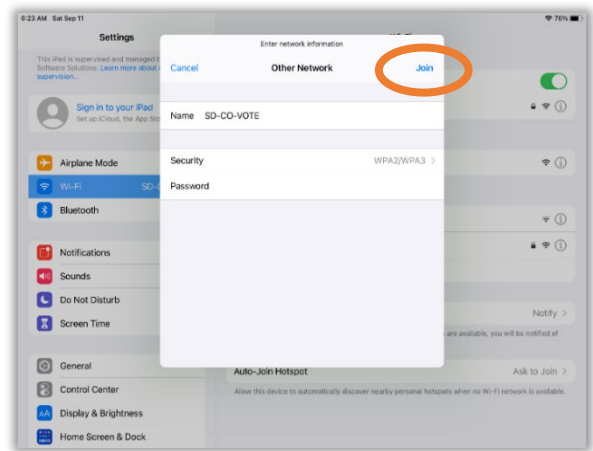
- **Name:** SD-CO-VOTE
- **Security:** leave as is
- **Password:** ROV!56@@

(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

