



ePollbook Manual



San Diego County
California

Statewide General Election
November 8, 2022

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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.



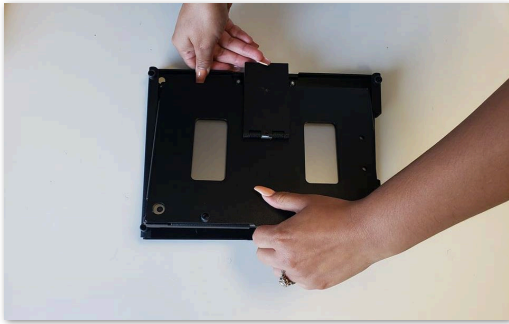
- 3** Once opened, you will see 3-4 ePollbooks and charging cords. Remove the ePollbooks and charging cords from the case and set them on the table.



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



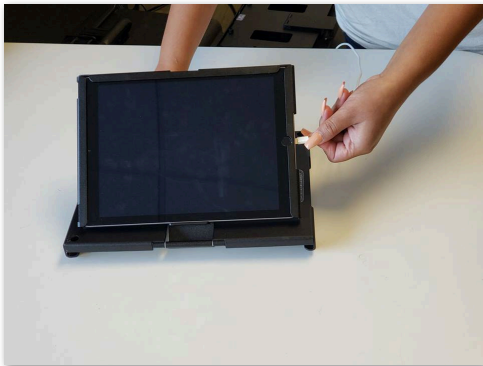
- 5** Open your ePollbook by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, breaking the binding and flipping it open. Set the ePollbook on the table.



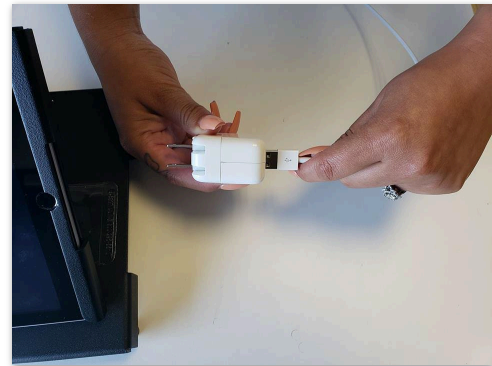
- 6** Once the ePollbook has been properly set up, locate the power port on the right-hand side of the unit.



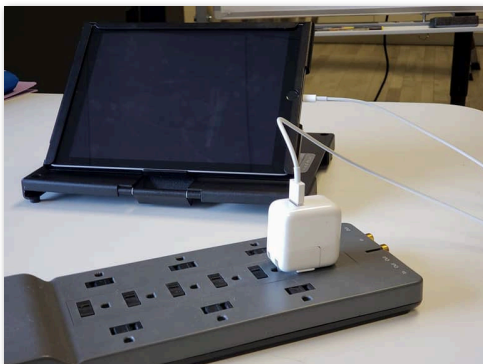
- 7** Insert the compatible end of the white charging cord into the charging port on the ePollbook.



- 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.

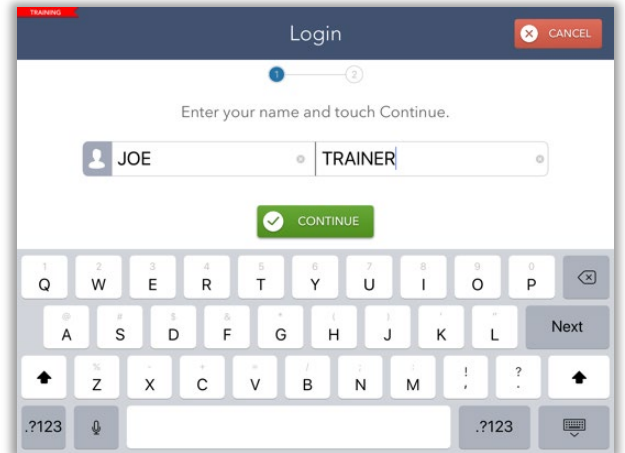


Logging into the ePollbook

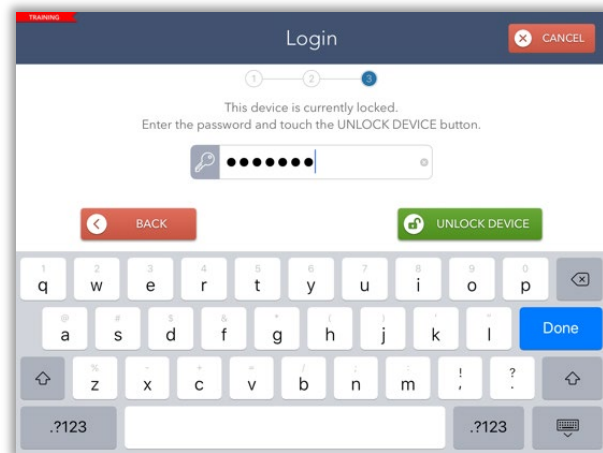
- 1 The EPB application will automatically launch. Touch the green **START** button to begin logging in.



- 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

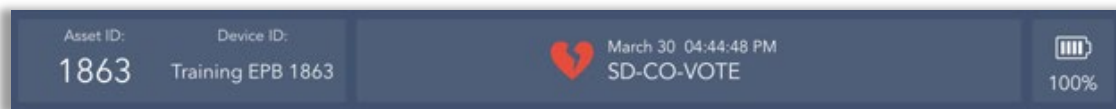
- 4 Vote center location, your job title, and your name
- 5 Connectivity status (*must **always** display green fan*)
- 6 Battery status

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 |

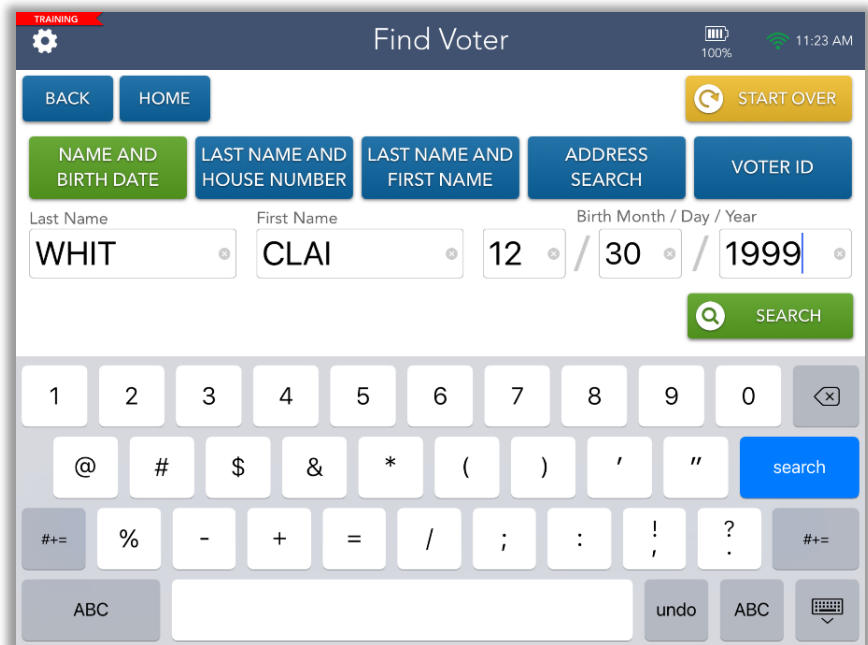
Searching for a Voter

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.

The screenshot shows the 'Issue Ballot' screen. At the top, there's a 'TRAINING' indicator and a settings gear icon. The title 'Issue Ballot' is centered. Below it are 'BACK' and 'HOME' buttons. The voter information section includes: Name: CLAIRE WHITE, Birthdate: 12/30/1999, Voter ID: 4183466, Address: 3570 MAJESTIC DR, SAN DIEGO, 92154, and Precinct / Sequence #: 390200 / 0089. The 'Select ballot type' section has two buttons: 'BMD' and 'Non-BMD'. Below these, there's a 'Sequence #' field with '0089' and a large blue box with an information icon and the text '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**.

This screenshot is similar to the previous one, but the 'BMD' button is now highlighted in green. The large blue box now contains an information icon and the text: 'Voter is voting on BMD. Touch COMPLETE CHECK-IN to continue.' At the bottom, a green button with a star icon and the text 'COMPLETE CHECK-IN' is visible.

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.

The screenshot shows the 'Processing Complete' screen. At the top, there's a 'TRAINING' indicator and a settings gear icon. The title 'Processing Complete' is centered. Below it are 'BACK' and 'HOME' buttons. The voter information section includes: Name: CLAIRE WHITE, Voter ID: 4183466, Sequence #: 0089. A green box with a checkmark icon and the text 'Voter successfully checked in' is displayed. Below this, a large blue box with an information icon contains the text: 'Great Job!', 'Hand all voters completed BMD ticket and a secrecy sleeve (or envelope for CVR/Provisional voters).', and 'Direct voter to the Voting Station.' At the bottom, a green button with a person icon and the text 'PROCESS NEXT VOTER' is visible.

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

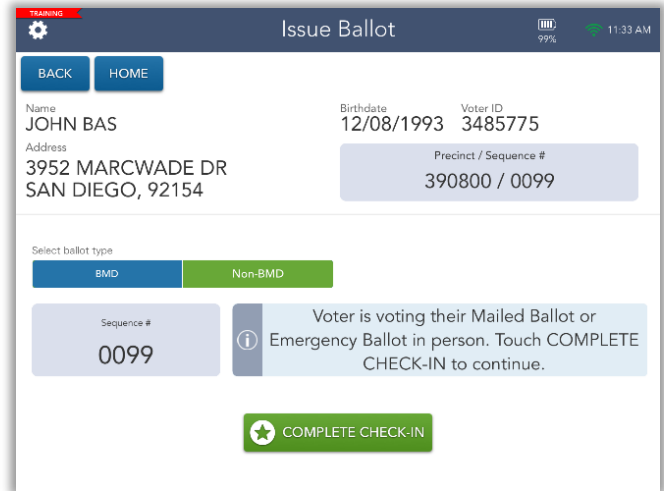
The ePollbook does not automatically select a ballot type for these voters, so you will need to do so manually.

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

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

7

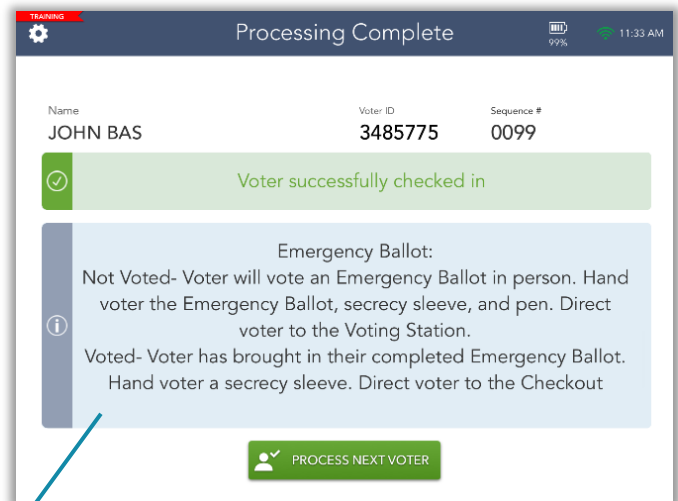
The **Non-BMD** ballot type button will turn **green** once it has been selected, then select **COMPLETE CHECK-IN**.



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

TRAINING Voter Update 91% 2:02 PM

BACK HOME

728 MONTEREY AVE CHULA VISTA, 91910

Is there an apartment number? NO YES

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.

TRAINING Voter Update 91% 2:02 PM

BACK HOME CLEAR

Mailing Address Edit/Change Mailing Address

Address Line 1 Address Line 2 Country

City State ZIP Code CONTINUE

6

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

TRAINING Voter Update 91% 2:02 PM

BACK HOME

Touch EDIT to Update Information Below

Name
MICHAEL J MARTIN

Residence Address
728 MONTEREY AVE CHULA VISTA, 91910 EDIT

Old Address
1932 DAVID ST SAN DIEGO, 92111

Mailing Address
N/A EDIT

CONTINUE

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 information is displayed: 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. A 'Confirm Information Below' label is present. At the bottom, there are 'CHANGE LANGUAGE', 'HOME', and 'BACK' buttons. The status bar at the very bottom shows 'Voter Update', a battery icon at 91%, and the time 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 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 'CONTINUE' button with a checkmark icon. The status bar at the top shows 'Voter Update', a battery icon at 92%, and the time 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, and Residence Address: 728 MONTEREY AVE CHULA VISTA, 91910. A 'PRECINCT / SEQUENCE #' field shows '529100 / 1474'. Below this, 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 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 icon at 92%, and the time 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

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.

TRAINING

Voter Update

100% 3:08 PM

BACK HOME Conditional Voter Reg.

4079 HIGHLAND AVE SAN DIEGO, 92105

Is there an apartment number? NO YES

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.

TRAINING

Voter Update

100% 3:08 PM

BACK HOME Conditional Voter Reg. CLEAR

Mailing Address Edit/Change Mailing Address

Address Line 1 Address Line 2 Country

City State ZIP Code

CONTINUE

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.

TRAINING

Voter Update

100% 3:08 PM

BACK HOME Conditional Voter Reg. CHANGE LANGUAGE

Confirm Information Below

Name PAMELA PARK

Residence Address 4079 HIGHLAND AVE SAN DIEGO, 92105

Mailing Address N/A

DOB 08/23/1999

CORRECT NOT CORRECT

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, voter information is 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 voter information: Name (PAMELA PARK), Birthdate (08/23/1999), Voter ID (276100 / 0003), and Residence Address (4079 HIGHLAND AVE SAN DIEGO, 92105). Below this, 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 voter information: Name (PAMELA PARK), Birthdate (08/23/1999), Voter ID (276100 / 0003), and Residence Address (4079 HIGHLAND AVE SAN DIEGO, 92105). Below this, 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:

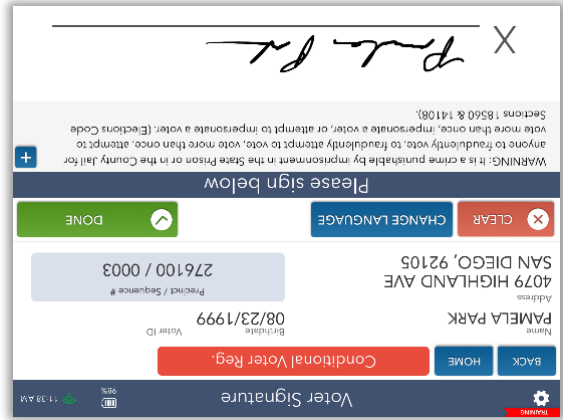
Process as CVR. For staff: On voter's Check-In form, mark the "CVR" bubble and write voter's sequence #. On voter's BMD Ticket, write voter's sequence #. Obtain a green CVR Envelope. On the Poll Worker's side, mark the Conditional Voter Registration box and write the voter's sequence #. Ensure voter 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

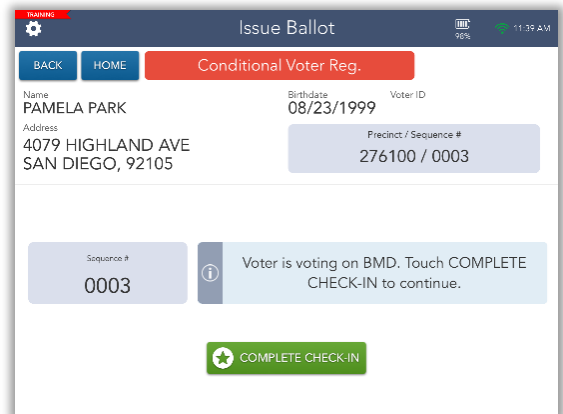
Flip the screen back toward you. Select the **ISSUE BALLOT** button to continue.



12

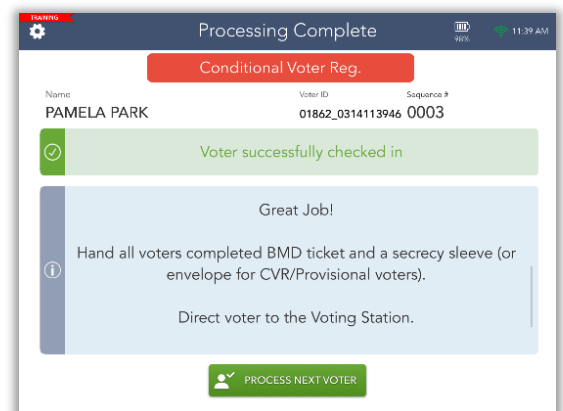
The voter's **Sequence #** will appear on the screen.

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

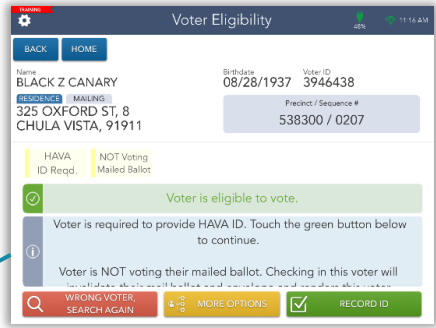
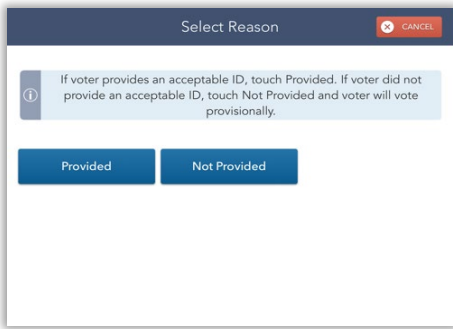
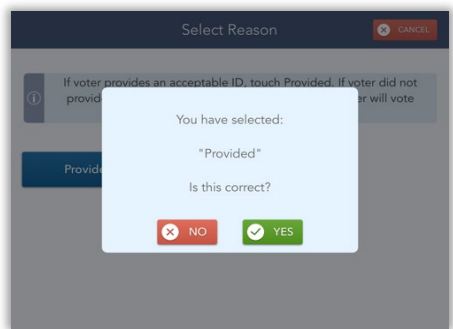
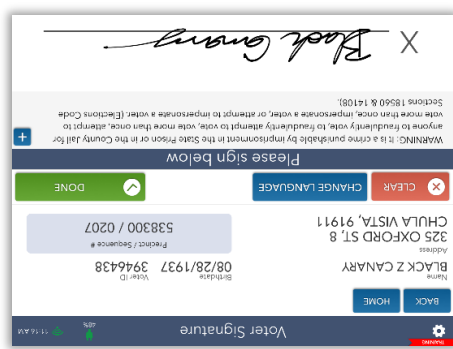


13

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 envelope and render this voter ineligible to vote.

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**.

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 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 screenshot shows the 'Voter Eligibility' screen for SARAH CONNER. It displays her birthdate (04/20/1982), voter ID (2481307), and address (2925 LOGAN AVE, SAN DIEGO, 92113). A red banner at the top says 'Ballot Already Issued by EPB'. A blue message box states: 'Voter is not eligible to vote a regular ballot. Read instructions below. 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 Ball 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.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS PROVISIONAL' (green). A blue arrow points from the 'PROCESS PROVISIONAL' button to the text in the second step.

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.

The screenshot shows the 'Voter Signature' screen. It displays the voter's name (SARAH CONNER), birthdate (04/20/1982), voter ID (2481307), and address (2925 LOGAN AVE, SAN DIEGO, 92113). A red banner at the top says 'Ballot Already Issued by EPB'. A blue message box states: 'Please sign below'. Below the message box is a signature of Sarah Conner. At the bottom, there are three buttons: 'DONE' (green), 'CHANGE LANGUAGE' (blue), and 'CLEAR' (red). A blue arrow points from the 'DONE' button to the text in the third step.

3

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

The screenshot shows the 'Voter Signature' screen. It displays the voter's name (SARAH CONNER), birthdate (04/20/1982), voter ID (2481307), and address (2925 LOGAN AVE, SAN DIEGO, 92113). A red banner at the top says 'Ballot Already Issued by EPB'. A blue message box states: 'Continue to the next step by touching ISSUE BALLOT.' Below the message box is a signature of Sarah Conner. At the bottom, there are two buttons: 'ISSUE BALLOT' (green) and 'SIGN AGAIN' (yellow).

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.

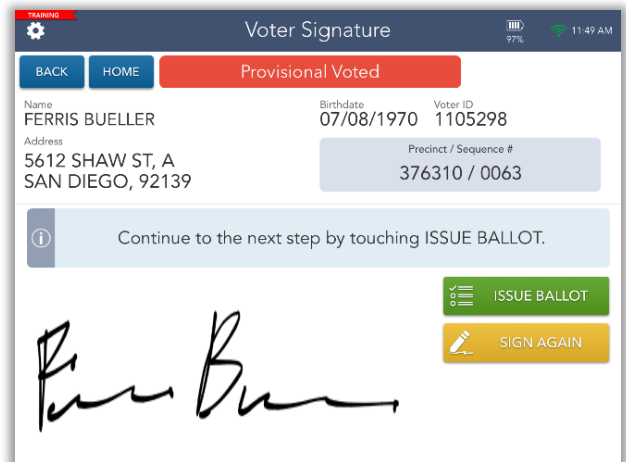
Complete the sequence number verification step with the voter prior to asking for their signature.

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



3

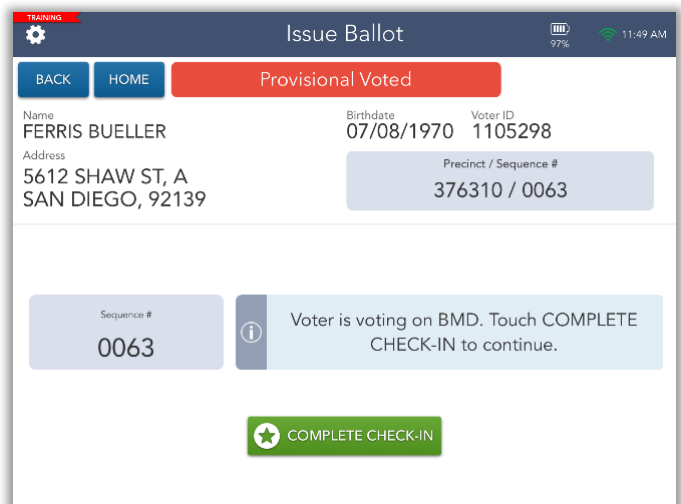
Tilt the screen back toward you and select the **ISSUE BALLOT** button to continue.



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 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' screen with a 'TRAINING' banner. At the top are 'BACK' and 'HOME' buttons, and a 'CLEAR' button with a circular arrow icon. Below the header, it says 'Enter address information below to continue.' There are three input fields: 'Street Address (ex 123 W Main St Apt 4)' containing 'NACION AVE AND J ST', 'City' containing 'CHULA VISTA', and 'Zip Code' containing '91910'. A green 'CONTINUE' button with a checkmark is at the bottom 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' screen with a 'TRAINING' banner. It has 'BACK' and 'HOME' buttons, and a 'CLEAR' button. The title is 'Invalid Address Sequence # Assignment'. There are three dropdown menus: 'Precinct' with '528790', 'Split' with '0', and 'Sequence # Assigned' with '0159'. A green 'CONTINUE' button with a checkmark is at the bottom right. Below the form, a light blue box with an information icon contains the text 'Sequence # 0159 has been assigned.'

4

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

The screenshot shows the 'Voter Update' screen with a 'TRAINING' banner. It has 'BACK' and 'HOME' buttons, and a 'CLEAR' button. The title is 'Touch EDIT to Update Information Below'. There are four sections of 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). Each section has a blue 'EDIT' button to its right. At the bottom center is a green 'CONTINUE' button with a checkmark.

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' screen. At the top, there are two buttons: 'CORRECT' (green) and 'NOT CORRECT' (red). Below these, the voter's information is displayed: 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. A 'Confirm Information Below' prompt is visible. At the bottom, there are buttons for 'CHANGE LANGUAGE', 'HOME', and 'BACK'. The status bar at the very bottom shows 'Voter Update', a battery icon at 97%, and the time 11:54 AM.

6

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: 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 is a green 'CONTINUE' button with a checkmark icon. The top navigation bar includes 'BACK' and 'HOME' buttons. The status bar at the bottom shows 'Voter Update', a battery icon at 97%, and the time 11:54 AM.

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.

The screenshot shows the 'Voter Identification' screen. It displays the voter's Name: BEVERLY S BASSETT, Birthdate: 03/04/1961, and Voter ID: 1307533. Below this, the Residence Address is shown as NACION AVE AND J ST CHULA VISTA, 91910, and the Precinct / Sequence # is 528790 / 0159. A message box states: 'Verify voter's information above matches that on voter's Check-In Form. If the above information is correct, 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 top navigation bar includes 'BACK' and 'HOME' buttons. The status bar at the bottom shows 'Voter Identification', a battery icon at 97%, and the time 11:54 AM.

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.

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

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** 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 "TRAINING" label and a gear icon. The status bar shows 100% battery and 4:18 PM. Below the title bar, there are three buttons: "BACK", "HOME", and a large red button labeled "Decertified". 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, there is a box for "Precinct / Sequence #" with the value "146200 / 0219". Below this, there are two yellow 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, there is a light blue information box with an information icon and 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 titled "Voter Eligibility". At the top, there is a "TRAINING" label with a gear icon, a battery level indicator at 90%, and a signal strength icon. Below the title bar, 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.

Q 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 at 98% and a time of 3:50 PM. 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 text input field, a dropdown arrow, and a 'CLEAR' button. An arrow points from the text 'Use the dropdown arrow to select the desired date.' to the dropdown arrow in the 'Select Date' section.

| 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 in the 'Include For' section is now highlighted in green, and an arrow points from the text 'To change from 'This Location' to 'This Touchpad' (EPB), select the appropriate button under the 'Include For' section.' to this 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.

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. Please disregard "PRINT SLIP" button.

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**.



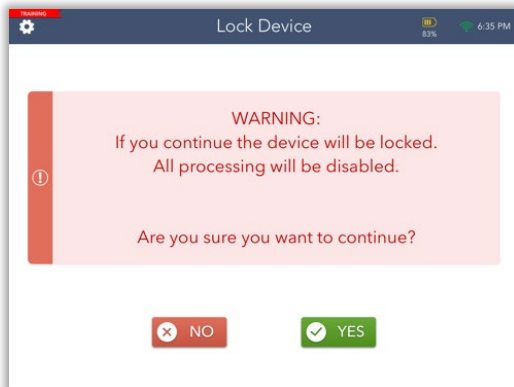
2

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



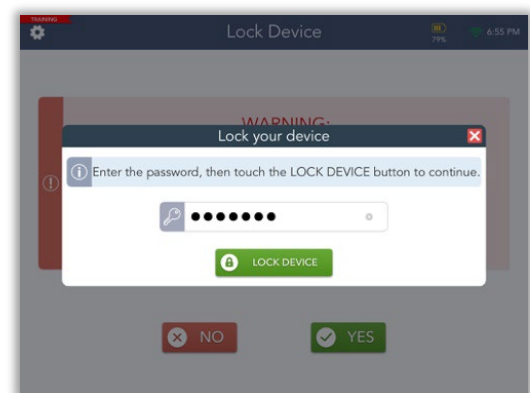
3

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



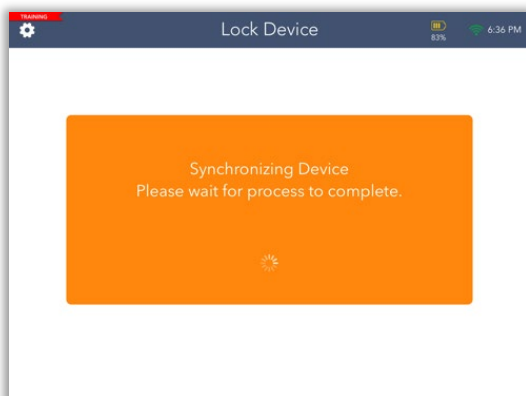
4

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



5

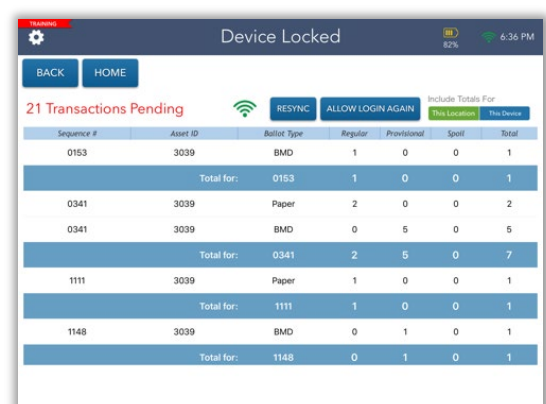
An orange screen will appear with a "Synchronizing Device" message. Wait for the message to disappear.



6

Congratulations, you have closed out for the day!

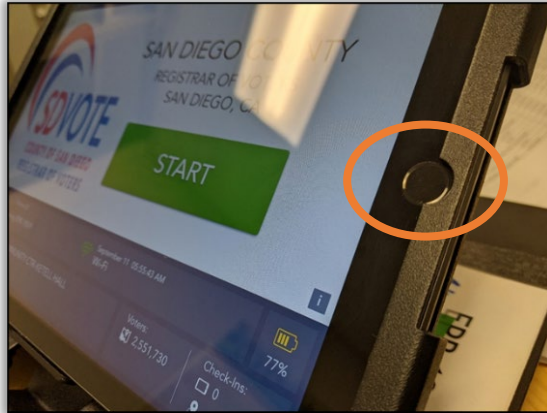
If your Device has not sent all of its transactions, **PENDING** will appear in the left-hand corner. Do not power down until device is completely synced and is ready to be turned off. Select OK, then power off.



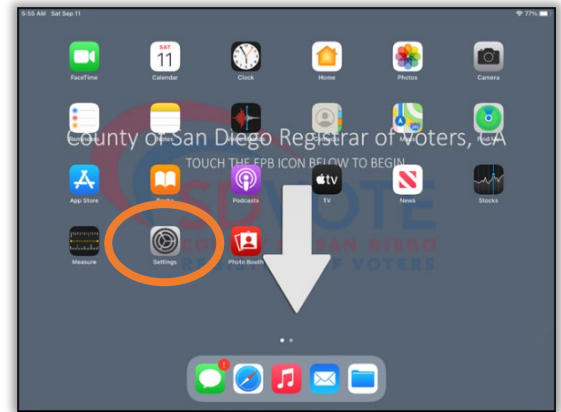
Troubleshooting

Manually Connecting EPB to Cradlepoint

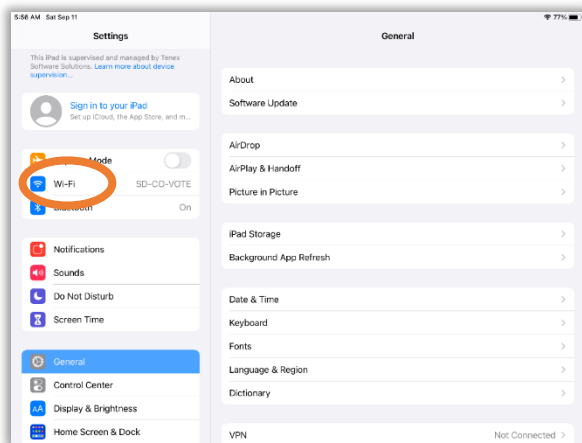
1 Touch the Home Button.



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

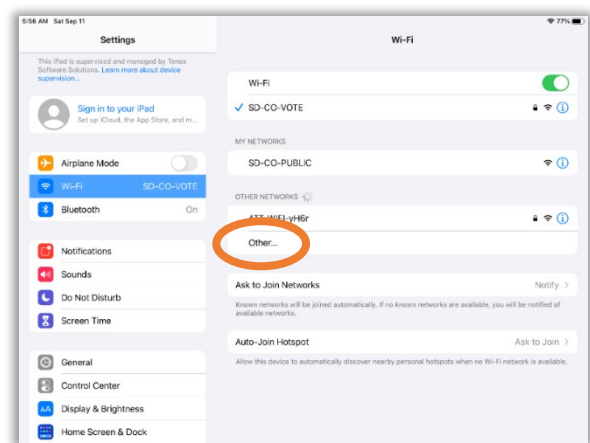


3 Touch WI-FI.



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**

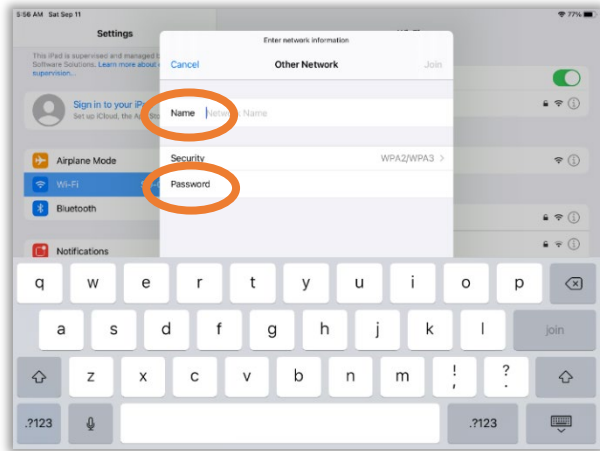


Once **Other** is selected, a pop-up window will appear, asking you to enter network information:

5

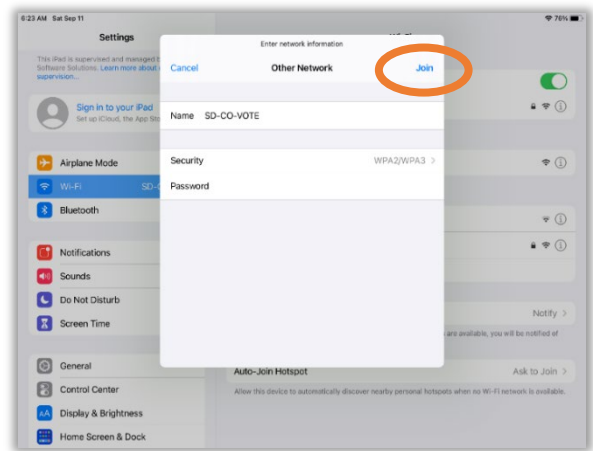
- **Name:** SD-CO-VOTE
- **Security:** leave as is
- **Password:** ROV!56@@

(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

