

# JOB AID: MAIL BALLOT BAG STATION



VOTER	POLL WORKER	EXAMPLE
<p><b>OWN BALLOT</b></p> <p>The voter is dropping off their completed mailed ballot sealed inside its return envelope.</p>	<p>1) Verify that the envelope is signed by the voter, dated, and sealed.</p>	
<p><b>ANOTHER'S BALLOT</b></p> <p>A person is dropping off another voter's completed ballot sealed inside its return envelope</p>	<p>1) Verify that the "Person Authorized to Return" box is completed and signed by person dropping off envelope.</p> <p><b>AND</b></p> <p>2) Verify that the envelope is signed by the voter, dated, and sealed.</p>	
<p><b>REPLACEMENT ENVELOPE</b></p> <p>The voter needs a Replacement Envelope</p>	<p>1) Provide a Replacement Envelope.</p> <p><b>AND</b></p> <p>2) Verify that the envelope is signed by the voter, dated, and sealed.</p> <p><b>AND</b></p> <p>3) Ensure that the voter completes the name, address, and date of birth fields.</p>	

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IF	THEN
The voter wants to vote in person	<ul style="list-style-type: none"> <li>• Direct the voter to Greeter Station</li> <li>• Remember, it is always the voters choice whether to drop-off their mailed ballot or vote it in person</li> </ul>
The voter insists on casting their mailed ballot without its envelope into the Ballot Box	<ul style="list-style-type: none"> <li>• Direct the voter to the Greeter Station to begin check-in process</li> </ul>
The voter brings multiple envelopes	<ul style="list-style-type: none"> <li>• Verify that each envelope is signed by voter, dated, and sealed.</li> <li>• Verify that each “Person Authorized to Return” box is filled out and signed</li> </ul>
A person wants to drop off another’s mailed ballot in envelope but declines to fill out “Person Authorized to Return” section	<ul style="list-style-type: none"> <li>• Ensure that the envelope is signed by the voter, dated, and sealed</li> <li>• Accept the envelope</li> </ul>
The voter wants to drop off their completed mailed ballot but does not have their return envelope	<ul style="list-style-type: none"> <li>• Provide the voter with a Replacement Envelope</li> <li>• Ensure the voter writes in their name, address, and date of birth in the proper fields</li> <li>• Ensure envelope is signed, dated, and sealed</li> </ul>
The voter brings an RAVBM ballot (Remote Accessible Vote by Mail)	<ul style="list-style-type: none"> <li>• Verify that the RAVBM Envelope is complete, signed and sealed</li> <li>• Provide Replacement Envelope if needed</li> </ul>
The voter brings a completed ballot sealed inside its return envelope from another county in California	<ul style="list-style-type: none"> <li>• Accept the sealed envelope</li> <li>• Place the envelope in the Mail Ballot Bag</li> <li>• Inform voter that it will be sent to the proper county</li> </ul>
The voter brings a ballot from another state	<ul style="list-style-type: none"> <li>• Inform the voter that out-of-state ballots cannot be accepted</li> </ul>
The voter brings completed Mail Ballot Signature Form	<ul style="list-style-type: none"> <li>• Ensure that the form is completed</li> <li>• Place in Mail Ballot Signature Form Envelope</li> </ul>
An Observer or Poll Watcher arrives at the Vote Center	<ul style="list-style-type: none"> <li>• Direct the person to the Greeter Station to fill out the Observer Sign-In Sheet (not required to sign)</li> </ul>
If there are more than 10 voters waiting to be helped by the Greeter Station	<ul style="list-style-type: none"> <li>• Notify the Site Manager</li> </ul>
You do not know how to assist a voter or visitor	<ul style="list-style-type: none"> <li>• Consult the Poll Worker Manual</li> <li>• Consult with your Site Manager who may decide to call the Poll Worker Hotline.</li> </ul>

# JOB AID: GREETER STATION



## POLL WORKER

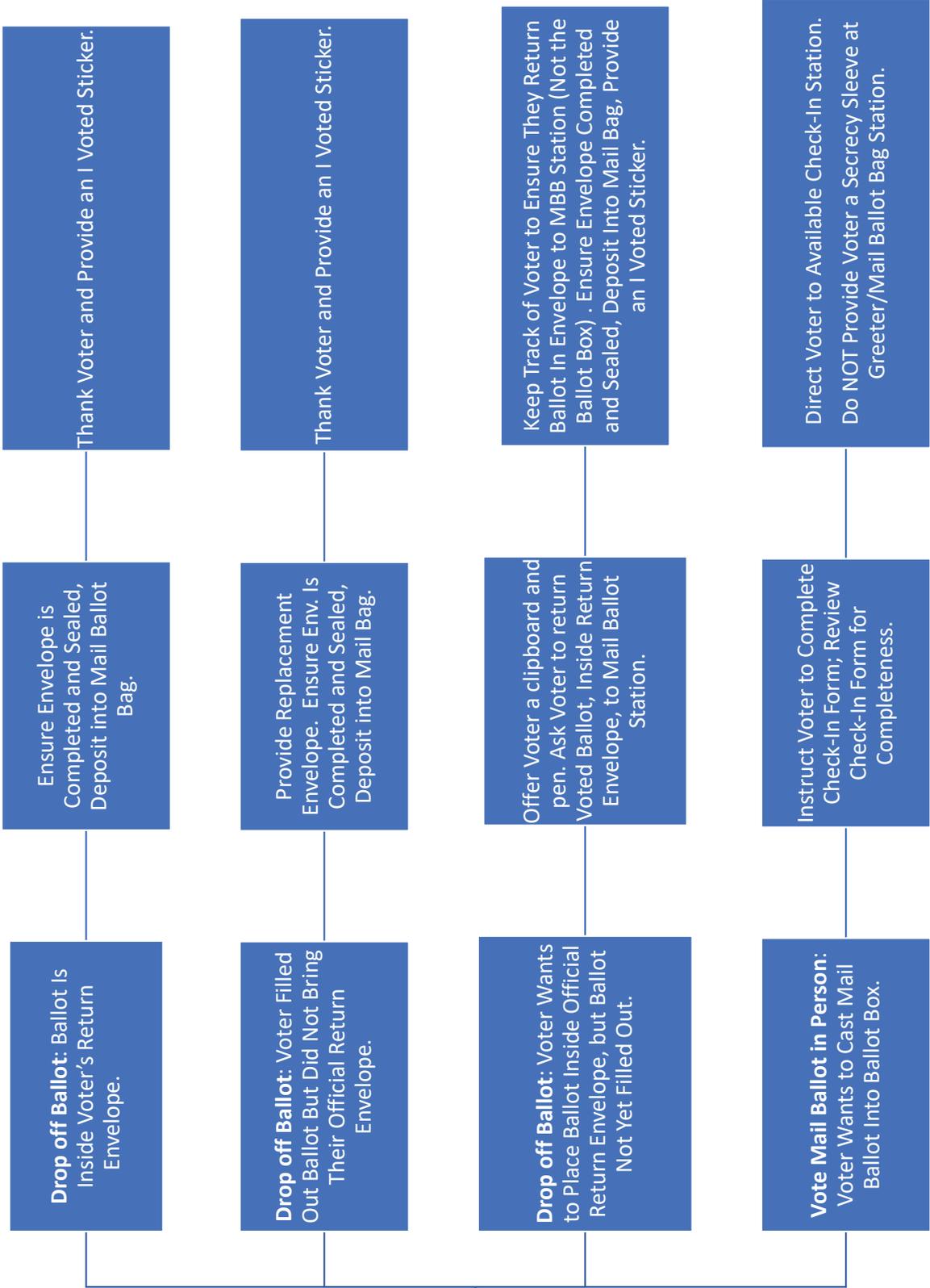
- Greet and welcome the voters and visitors with a smile
- Hand the voter a Check-In Form on a clipboard with a pen
  - Available in the five federally mandated languages
    - English, Chinese, Spanish, Filipino, and Vietnamese
- Ask the voters to fill out all of Part 1 of the Check-In Form neatly and completely
- Direct the voters to an available poll worker at the Check-In Station



IF	THEN
A voter is dropping off a completed mailed ballot sealed inside its return envelope	<ul style="list-style-type: none"> <li>• Refer to Mail Ballot Bag Job Aid</li> </ul>
A voter wants to vote their mailed ballot without its envelope in person	<ul style="list-style-type: none"> <li>• Request the voter fill out a Check-In Form</li> <li>• Direct voter to an available Check-In Station</li> </ul>
A voter line is forming at the Check-In Station	<ul style="list-style-type: none"> <li>• Notify your Site Manager</li> <li>• Wait until the line subsides before handing out additional Check-In forms</li> </ul>
A voter requests an Emergency Ballot	<ul style="list-style-type: none"> <li>• Notify your Site Manager</li> <li>• Instruct voter to fill out a Check-In Form</li> <li>• Direct voter to an available Check-In Station</li> </ul>
A voter is dropping off an Emergency Ballot	<ul style="list-style-type: none"> <li>• Notify your Site Manager</li> <li>• Instruct voter to fill out a Check-In Form</li> <li>• Direct voter to an available Check-In Station</li> </ul>
An Observer, Poll Watcher, or member of the media enters the Vote Center	<ul style="list-style-type: none"> <li>• Welcome and request that they sign in on the Observer sign-in sheet (not required to sign)</li> <li>• Notify your Site Manager</li> </ul>
You are not sure how to answer a voter's question or uncertain how to assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify your Site Manager, who will call the Poll Worker Hotline if necessary</li> </ul>

**GREETER/MAIL  
BALLOT BAG  
STATION: When  
Voter Presents a  
Mailed Ballot**

VOTER BRINGS IN THEIR  
MAILED BALLOT AND  
REQUESTS TO:



# JOB AID: CHECK-IN STATION



## Greet and Welcome each voter with a smile

- Ask the voter for their Check-In Form

## Search for Voter in EPB:

- Select MANUAL VOTER SEARCH

## Find Voter

- On the FIND VOTER screen, begin with the NAME AND BIRTH DATE search
- Enter the voter's information from Check-In form; enter the first four letters of their last and first name, and complete date of birth

## If the voter is not found:

- Verify that their first and last name and date of birth from the Check-In form were correctly entered into the EPB.
- Verify with the voter the spelling of their name and address or if voter has hyphenated name, Jr/Sr, etc.
- If the voter is still not found, perform at least two different searches; search again using another of the four available search options on the Find Voter screen (e.g., Last Name and House Number, Address Search, Voter ID)

## If the voter is found:

- If only one voter matches the search, confirm that the information on the Voter Identification screen is the same as on the Check-In form
- If more than one voter matches the search, on the Search Results screen, select the correct voter

## VBM Ballot Issued

- VBM Ballot Issued: On the VBM Ballot Issued screen, select if the voter is voting their mailed ballot in person

## Voter Eligibility

- On the Voter Eligibility screen, read and follow, the instructions in the blue message box; on the Check-In form mark the correct bubble and write the Voter's ID and sequence #; write Sequence # on the voter's BMD Ticket
- For CVR or Provisional Voters, mark the appropriate box, write in the sequence #, and vote center location number



## Voter Signature

- On the Voter Signature screen, complete the verification process and ask the voter to verify Sequence # on the EPB matches the Sequence # on the Check-In Form, BMD Ticket, and envelope if applicable; check Verified box on Check-In form
- Ask voter to please read and sign

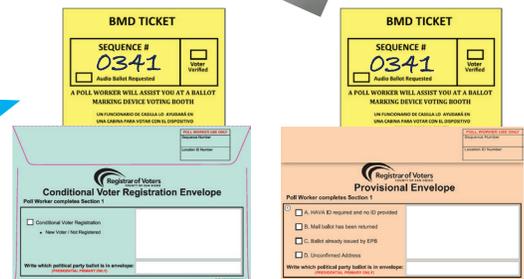


## Issue Ballot

- On the ISSUE BALLOT screen, select BMD or Non-BMD

## Processing Complete

- At Processing Complete screen, provide voter:
  - A BMD Ticket and a Secrecy Sleeve, or
  - For CVR or Provisional Voters, provide green CVR or peach Provisional envelope, BMD Ticked and a PROV / CVR Status Card.
  - Direct voter to Voting Station



IF	THEN
The voter's address on Check-In Form does not match EPB	Ask the voter if they have moved <ul style="list-style-type: none"> <li>• If yes, Request Voter complete part 2 of the Check-In Form</li> <li>• Process as SB207 Voter</li> <li>• Update Residence Address in EPB</li> </ul>
The voter is voting for the first time in San Diego County	Process the voter as a CVR <ul style="list-style-type: none"> <li>• Request Voter fully complete Section 2 of CVR Envelope</li> <li>• Mark CVR box; write Seq. and Location #s on Poll Worker side</li> <li>• Hand the voter envelope, BMD Ticket, and Prov/CVR Status Card</li> </ul>
The EPB displays "Voter is not eligible to vote a regular ballot" Due to: <ol style="list-style-type: none"> <li>1. VBM Ballot already returned, or</li> <li>2. Ballot already issued by EPB</li> </ol>	Process as a Provisional Voter <ul style="list-style-type: none"> <li>• Request that the voter complete Section 2 of Provisional Envelope</li> <li>• Mark correct box; write Seq. and Location #s on Poll Worker side</li> <li>• Hand voter envelope, BMD ticket, and Prov/CVR Status Card</li> </ul>
The voter is not eligible to vote a regular ballot due to an Unconfirmed Address	<ul style="list-style-type: none"> <li>• Notify the Site Manager</li> </ul>
The voter's Precinct is not in this election (PNE)	Inform the voter that they are not eligible to vote in this election <ul style="list-style-type: none"> <li>• If voter insists on voting, process as a Provisional Voter</li> <li>• Draw a "Box E: PNE" on Provisional Envelope</li> <li>• Follow instructions in EPB</li> </ul>
The EPB displays "Voter is eligible to vote," but it does not provide instructions in blue message box	Process as a VBM Ballot Issued Voter voting on BMD <ul style="list-style-type: none"> <li>• Check the 'N/C' bubble on the Check-In Form</li> <li>• Write Seq. # on the Check-In Form</li> <li>• Write Seq. # on BMD Ticket</li> <li>• Ask voter to sign and verify Seq. # on EPB matches BMD Ticket and Check-In Form. If so, mark 'Verified' box on Check-In Form</li> <li>• Select 'BMD' at 'Issue Ballot' screen</li> <li>• Hand voter BMD Ticket and Secrecy Sleeve</li> <li>• Direct voter to Voting Station</li> </ul>
The voter is surrendering the ballot they received in the mail	<ul style="list-style-type: none"> <li>• Have a conversation with the voter explaining they will use the BMD to make their selections</li> <li>• Write "Surrendered" on the mailed ballot and/or envelope with the mailed ballot inside, and tear in half</li> <li>• Place in Brown Box</li> </ul>
The voter demands an Emergency Ballot	<ul style="list-style-type: none"> <li>• Notify the Site Manager</li> </ul>
The voter requests reference ballot in language other than English	<ul style="list-style-type: none"> <li>• Direct voter to the Facsimile/Reference Ballot binders located on the Voter Access table; retrieve the binder when voter completed</li> </ul>
The voter's information, other than address, is incorrect in EPB	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
EPB displays "De-certified"	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
Voter hands you a <b>Wait Time Ticket</b>	<ul style="list-style-type: none"> <li>• Select ENTER WAIT TIME from EPB's Launchpad Menu; Enter time written on voter's ticket</li> </ul>
You do not know how to answer a question or assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call the Poll Worker hotline if necessary</li> </ul>

# JOB AID: CHECK-IN STATION



## Greet and Welcome each voter with a smile

- Ask the voter for their Check-In Form

## Search for Voter in EPB:

- Select MANUAL VOTER SEARCH

## Find Voter

- On the FIND VOTER screen, begin with the NAME AND BIRTH DATE search
- Enter the voter's information from Check-In form; enter the first four letters of their last and first name, and complete date of birth

## If the voter is not found:

- Verify that their first and last name and date of birth from the Check-In form were correctly entered into the EPB.
- Verify with the voter the spelling of their name and address or if voter has hyphenated name, Jr/Sr, etc.
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- If only one voter matches the search, confirm that the information on the Voter Identification screen is the same as on the Check-In form
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## VBM Ballot Issued

- VBM Ballot Issued: On the VBM Ballot Issued screen, select if the voter is voting their mailed ballot in person

## Voter Eligibility

- On the Voter Eligibility screen, read and follow, the instructions in the blue message box; on the Check-In form mark the correct bubble and write the Voter's ID and sequence #; write Sequence # on the voter's BMD Ticket
- For CVR or Provisional Voters, mark the appropriate box, write in the sequence #, and vote center location number



## Voter Signature

- On the Voter Signature screen, complete the verification process and ask the voter to verify Sequence # on the EPB matches the Sequence # on the Check-In Form, BMD Ticket, and envelope if applicable; check Verified box on Check-In form
- Ask voter to please read and sign

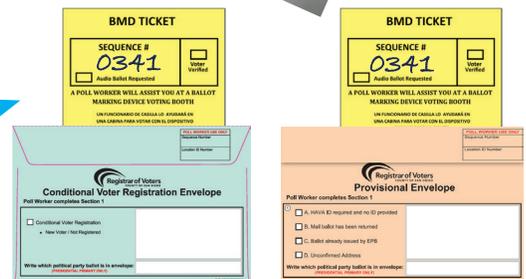


## Issue Ballot

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## Processing Complete

- At Processing Complete screen, provide voter:
  - A BMD Ticket and a Secrecy Sleeve, or
  - For CVR or Provisional Voters, provide green CVR or peach Provisional envelope, BMD Ticked and a PROV / CVR Status Card.
  - Direct voter to Voting Station



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The voter's address on Check-In Form does not match EPB	Ask the voter if they have moved <ul style="list-style-type: none"> <li>• If yes, Request Voter complete part 2 of the Check-In Form</li> <li>• Process as SB207 Voter</li> <li>• Update Residence Address in EPB</li> </ul>
The voter is voting for the first time in San Diego County	Process the voter as a CVR <ul style="list-style-type: none"> <li>• Request Voter fully complete Section 2 of CVR Envelope</li> <li>• Mark CVR box; write Seq. and Location #s on Poll Worker side</li> <li>• Hand the voter envelope, BMD Ticket, and Prov/CVR Status Card</li> </ul>
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The voter's Precinct is not in this election (PNE)	Inform the voter that they are not eligible to vote in this election <ul style="list-style-type: none"> <li>• If voter insists on voting, process as a Provisional Voter</li> <li>• Draw a "Box E: PNE" on Provisional Envelope</li> <li>• Follow instructions in EPB</li> </ul>
The EPB displays "Voter is eligible to vote," but it does not provide instructions in blue message box	Process as a VBM Ballot Issued Voter voting on BMD <ul style="list-style-type: none"> <li>• Check the 'N/C' bubble on the Check-In Form</li> <li>• Write Seq. # on the Check-In Form</li> <li>• Write Seq. # on BMD Ticket</li> <li>• Ask voter to sign and verify Seq. # on EPB matches BMD Ticket and Check-In Form. If so, mark 'Verified' box on Check-In Form</li> <li>• Select 'BMD' at 'Issue Ballot' screen</li> <li>• Hand voter BMD Ticket and Secrecy Sleeve</li> <li>• Direct voter to Voting Station</li> </ul>
The voter is surrendering the ballot they received in the mail	<ul style="list-style-type: none"> <li>• Have a conversation with the voter explaining they will use the BMD to make their selections</li> <li>• Write "Surrendered" on the mailed ballot and/or envelope with the mailed ballot inside, and tear in half</li> <li>• Place in Brown Box</li> </ul>
The voter demands an Emergency Ballot	<ul style="list-style-type: none"> <li>• Notify the Site Manager</li> </ul>
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The voter's information, other than address, is incorrect in EPB	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
EPB displays "De-certified"	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
Voter hands you a <b>Wait Time Ticket</b>	<ul style="list-style-type: none"> <li>• Select ENTER WAIT TIME from EPB's Launchpad Menu; Enter time written on voter's ticket</li> </ul>
You do not know how to answer a question or assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call the Poll Worker hotline if necessary</li> </ul>

# JOB AID: CHECK-IN STATION



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- Ask the voter for their Check-In Form

## Search for Voter in EPB:

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## Find Voter

- On the FIND VOTER screen, begin with the NAME AND BIRTH DATE search
- Enter the voter's information from Check-In form; enter the first four letters of their last and first name, and complete date of birth

## If the voter is not found:

- Verify that their first and last name and date of birth from the Check-In form were correctly entered into the EPB.
- Verify with the voter the spelling of their name and address or if voter has hyphenated name, Jr/Sr, etc.
- If the voter is still not found, perform at least two different searches; search again using another of the four available search options on the Find Voter screen (e.g., Last Name and House Number, Address Search, Voter ID)

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- If only one voter matches the search, confirm that the information on the Voter Identification screen is the same as on the Check-In form
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## VBM Ballot Issued

- VBM Ballot Issued: On the VBM Ballot Issued screen, select if the voter is voting their mailed ballot in person

## Voter Eligibility

- On the Voter Eligibility screen, read and follow, the instructions in the blue message box; on the Check-In form mark the correct bubble and write the Voter's ID and sequence #; write Sequence # on the voter's BMD Ticket
- For CVR or Provisional Voters, mark the appropriate box, write in the sequence #, and vote center location number



## Voter Signature

- On the Voter Signature screen, complete the verification process and ask the voter to verify Sequence # on the EPB matches the Sequence # on the Check-In Form, BMD Ticket, and envelope if applicable; check Verified box on Check-In form
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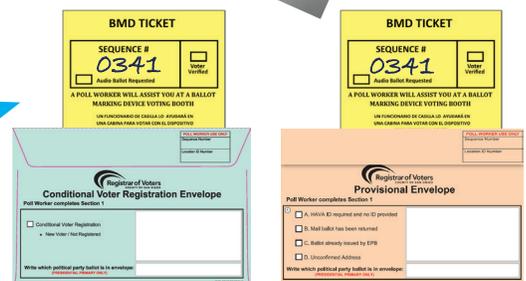


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- At Processing Complete screen, provide voter:
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  - Direct voter to Voting Station



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The voter's address on Check-In Form does not match EPB	Ask the voter if they have moved <ul style="list-style-type: none"> <li>• If yes, Request Voter complete part 2 of the Check-In Form</li> <li>• Process as SB207 Voter</li> <li>• Update Residence Address in EPB</li> </ul>
The voter is voting for the first time in San Diego County	Process the voter as a CVR <ul style="list-style-type: none"> <li>• Request Voter fully complete Section 2 of CVR Envelope</li> <li>• Mark CVR box; write Seq. and Location #s on Poll Worker side</li> <li>• Hand the voter envelope, BMD Ticket, and Prov/CVR Status Card</li> </ul>
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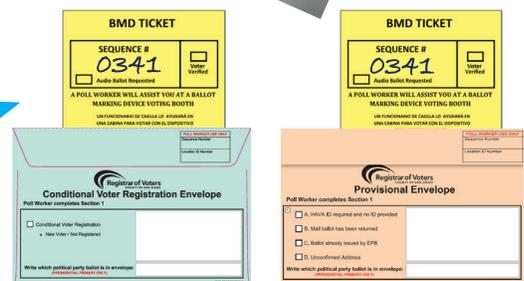


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IF	THEN
The voter's address on Check-In Form does not match EPB	Ask the voter if they have moved <ul style="list-style-type: none"> <li>• If yes, Request Voter complete part 2 of the Check-In Form</li> <li>• Process as SB207 Voter</li> <li>• Update Residence Address in EPB</li> </ul>
The voter is voting for the first time in San Diego County	Process the voter as a CVR <ul style="list-style-type: none"> <li>• Request Voter fully complete Section 2 of CVR Envelope</li> <li>• Mark CVR box; write Seq. and Location #s on Poll Worker side</li> <li>• Hand the voter envelope, BMD Ticket, and Prov/CVR Status Card</li> </ul>
The EPB displays "Voter is not eligible to vote a regular ballot" Due to: <ol style="list-style-type: none"> <li>1. VBM Ballot already returned, or</li> <li>2. Ballot already issued by EPB</li> </ol>	Process as a Provisional Voter <ul style="list-style-type: none"> <li>• Request that the voter complete Section 2 of Provisional Envelope</li> <li>• Mark correct box; write Seq. and Location #s on Poll Worker side</li> <li>• Hand voter envelope, BMD ticket, and Prov/CVR Status Card</li> </ul>
The voter is not eligible to vote a regular ballot due to an Unconfirmed Address	<ul style="list-style-type: none"> <li>• Notify the Site Manager</li> </ul>
The voter's Precinct is not in this election (PNE)	Inform the voter that they are not eligible to vote in this election <ul style="list-style-type: none"> <li>• If voter insists on voting, process as a Provisional Voter</li> <li>• Draw a "Box E: PNE" on Provisional Envelope</li> <li>• Follow instructions in EPB</li> </ul>
The EPB displays "Voter is eligible to vote," but it does not provide instructions in blue message box	Process as a VBM Ballot Issued Voter voting on BMD <ul style="list-style-type: none"> <li>• Check the 'N/C' bubble on the Check-In Form</li> <li>• Write Seq. # on the Check-In Form</li> <li>• Write Seq. # on BMD Ticket</li> <li>• Ask voter to sign and verify Seq. # on EPB matches BMD Ticket and Check-In Form. If so, mark 'Verified' box on Check-In Form</li> <li>• Select 'BMD' at 'Issue Ballot' screen</li> <li>• Hand voter BMD Ticket and Secrecy Sleeve</li> <li>• Direct voter to Voting Station</li> </ul>
The voter is surrendering the ballot they received in the mail	<ul style="list-style-type: none"> <li>• Have a conversation with the voter explaining they will use the BMD to make their selections</li> <li>• Write "Surrendered" on the mailed ballot and/or envelope with the mailed ballot inside, and tear in half</li> <li>• Place in Brown Box</li> </ul>
The voter demands an Emergency Ballot	<ul style="list-style-type: none"> <li>• Notify the Site Manager</li> </ul>
The voter requests reference ballot in language other than English	<ul style="list-style-type: none"> <li>• Direct voter to the Facsimile/Reference Ballot binders located on the Voter Access table; retrieve the binder when voter completed</li> </ul>
The voter's information, other than address, is incorrect in EPB	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
EPB displays "De-certified"	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
Voter hands you a <b>Wait Time Ticket</b>	<ul style="list-style-type: none"> <li>• Select ENTER WAIT TIME from EPB's Launchpad Menu; Enter time written on voter's ticket</li> </ul>
You do not know how to answer a question or assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call the Poll Worker hotline if necessary</li> </ul>

# JOB AID: CHECK-IN STATION



## Greet and Welcome each voter with a smile

- Ask the voter for their Check-In Form

## Search for Voter in EPB:

- Select MANUAL VOTER SEARCH

## Find Voter

- On the FIND VOTER screen, begin with the NAME AND BIRTH DATE search
- Enter the voter's information from Check-In form; enter the first four letters of their last and first name, and complete date of birth

## If the voter is not found:

- Verify that their first and last name and date of birth from the Check-In form were correctly entered into the EPB.
- Verify with the voter the spelling of their name and address or if voter has hyphenated name, Jr/Sr, etc.
- If the voter is still not found, perform at least two different searches; search again using another of the four available search options on the Find Voter screen (e.g., Last Name and House Number, Address Search, Voter ID)

## If the voter is found:

- If only one voter matches the search, confirm that the information on the Voter Identification screen is the same as on the Check-In form
- If more than one voter matches the search, on the Search Results screen, select the correct voter

## VBM Ballot Issued

- VBM Ballot Issued: On the VBM Ballot Issued screen, select if the voter is voting their mailed ballot in person

## Voter Eligibility

- On the Voter Eligibility screen, read and follow, the instructions in the blue message box; on the Check-In form mark the correct bubble and write the Voter's ID and sequence #; write Sequence # on the voter's BMD Ticket
- For CVR or Provisional Voters, mark the appropriate box, write in the sequence #, and vote center location number

## Voter Signature

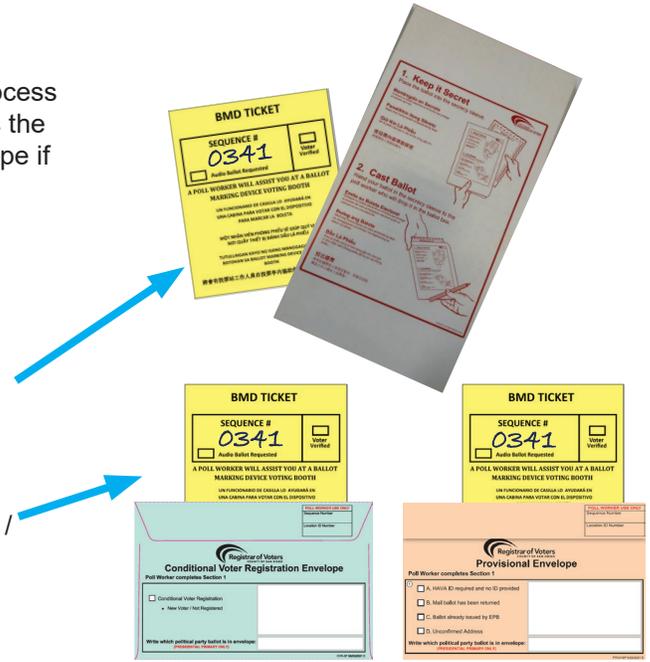
- On the Voter Signature screen, complete the verification process and ask the voter to verify Sequence # on the EPB matches the Sequence # on the Check-In Form, BMD Ticket, and envelope if applicable; check Verified box on Check-In form
- Ask voter to please read and sign

## Issue Ballot

- On the ISSUE BALLOT screen, select BMD or Non-BMD

## Processing Complete

- At Processing Complete screen, provide voter:
  - A BMD Ticket and a Secrecy Sleeve, or
  - For CVR or Provisional Voters, provide green CVR or peach Provisional envelope, BMD Ticked and a PROV / CVR Status Card.
  - Direct voter to Voting Station



IF	THEN
The voter's address on Check-In Form does not match EPB	Ask the voter if they have moved <ul style="list-style-type: none"> <li>• If yes, Request Voter complete part 2 of the Check-In Form</li> <li>• Process as SB207 Voter</li> <li>• Update Residence Address in EPB</li> </ul>
The voter is voting for the first time in San Diego County	Process the voter as a CVR <ul style="list-style-type: none"> <li>• Request Voter fully complete Section 2 of CVR Envelope</li> <li>• Mark CVR box; write Seq. and Location #s on Poll Worker side</li> <li>• Hand the voter envelope, BMD Ticket, and Prov/CVR Status Card</li> </ul>
The EPB displays "Voter is not eligible to vote a regular ballot" Due to: <ol style="list-style-type: none"> <li>1. VBM Ballot already returned, or</li> <li>2. Ballot already issued by EPB</li> </ol>	Process as a Provisional Voter <ul style="list-style-type: none"> <li>• Request that the voter complete Section 2 of Provisional Envelope</li> <li>• Mark correct box; write Seq. and Location #s on Poll Worker side</li> <li>• Hand voter envelope, BMD ticket, and Prov/CVR Status Card</li> </ul>
The voter is not eligible to vote a regular ballot due to an Unconfirmed Address	<ul style="list-style-type: none"> <li>• Notify the Site Manager</li> </ul>
The voter's Precinct is not in this election (PNE)	Inform the voter that they are not eligible to vote in this election <ul style="list-style-type: none"> <li>• If voter insists on voting, process as a Provisional Voter</li> <li>• Draw a "Box E: PNE" on Provisional Envelope</li> <li>• Follow instructions in EPB</li> </ul>
The EPB displays "Voter is eligible to vote," but it does not provide instructions in blue message box	Process as a VBM Ballot Issued Voter voting on BMD <ul style="list-style-type: none"> <li>• Check the 'N/C' bubble on the Check-In Form</li> <li>• Write Seq. # on the Check-In Form</li> <li>• Write Seq. # on BMD Ticket</li> <li>• Ask voter to sign and verify Seq. # on EPB matches BMD Ticket and Check-In Form. If so, mark 'Verified' box on Check-In Form</li> <li>• Select 'BMD' at 'Issue Ballot' screen</li> <li>• Hand voter BMD Ticket and Secrecy Sleeve</li> <li>• Direct voter to Voting Station</li> </ul>
The voter is surrendering the ballot they received in the mail	<ul style="list-style-type: none"> <li>• Have a conversation with the voter explaining they will use the BMD to make their selections</li> <li>• Write "Surrendered" on the mailed ballot and/or envelope with the mailed ballot inside, and tear in half</li> <li>• Place in Brown Box</li> </ul>
The voter demands an Emergency Ballot	<ul style="list-style-type: none"> <li>• Notify the Site Manager</li> </ul>
The voter requests reference ballot in language other than English	<ul style="list-style-type: none"> <li>• Direct voter to the Facsimile/Reference Ballot binders located on the Voter Access table; retrieve the binder when voter completed</li> </ul>
The voter's information, other than address, is incorrect in EPB	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
EPB displays "De-certified"	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
Voter hands you a <b>Wait Time Ticket</b>	<ul style="list-style-type: none"> <li>• Select ENTER WAIT TIME from EPB's Launchpad Menu; Enter time written on voter's ticket</li> </ul>
You do not know how to answer a question or assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call the Poll Worker hotline if necessary</li> </ul>

# JOB AID: VOTING STATION



VOTER	POLL WORKER	EXAMPLE
<p>Voting in-person, Ballot Marking Device (“BMD”)</p>	<ul style="list-style-type: none"> <li>• Insert the Poll Worker Card</li> <li>• Input the Sequence # to “Activate” voter’s ballot</li> <li>• Check the Voter Verified box once the voter confirms sequence number matches that on the BMD</li> <li>• Remove the Poll Worker Card and keep it secured</li> <li>• Request that the voter read instructions in voting booth</li> <li>• Remind the voter to place their printed ballot into secrecy sleeve or Prov/CVR envelope</li> </ul>	
<p>Requests Accessible Voting Session</p>	<ul style="list-style-type: none"> <li>• Provide the voter with the ATI and headphones (all other accessibility devices will be brought by voter)</li> <li>• Offer the voter a chair if available</li> <li>• Select “Enable AVS Controller” prior to activating the ballot</li> <li>• Assist the voter as requested</li> </ul>	
<p>Voting in-person their mailed ballot without its envelope or an Emergency Ballot</p>	<ul style="list-style-type: none"> <li>• Ensure voter has checked in (voter must have a secrecy sleeve) and direct to an available cardboard or ADA voting booth and request they read instructions</li> <li>• Request voters place the completed ballot into secrecy sleeve and bring it to the Checkout Station</li> </ul>	

# JOB AID: VOTING STATION



IF	THEN
BMD Voter requires settings assistance	<p>Select from the following options at the top of the BMD screen:</p> <ul style="list-style-type: none"> <li>• <i>Language</i>: choose English, Chinese, Spanish, Filipino, or Vietnamese</li> <li>• <i>Text Size</i>: increase or decrease the font size of displayed text</li> <li>• <i>Audio</i>: adjust reading speed and headphone volume (in AVS controller mode only)</li> <li>• <i>View</i>: adjust screen contrast and background color</li> </ul>
Voter requests navigation assistance	<ul style="list-style-type: none"> <li>• Direct voter to touch the “More” button at the bottom to scroll down</li> <li>• Select “Next” in the lower right to proceed to next contest</li> <li>• Select “Previous” in the lower left to return to previous contest</li> <li>• Select a contest tab at the top to go directly to that contest</li> </ul>
Voter requests assistance marking their ballot using BMD	<ul style="list-style-type: none"> <li>• Ask voter who is being assisted to repeat the following oath: “I (voter’s name) do affirm that I request assistance marking my ballot.” Write the voter’s name on the Assisted Voter log (Blue Envelope tab 6)</li> <li>• To select a candidate: tap the gray square to the left of candidate’s name</li> <li>• To vote for or against a measure: tap the gray square to the left of “Yes” or “No”</li> <li>• To review all current selections: tap “Review” at any time</li> <li>• To modify selections: tap “back to ballot” from the “Review” screen</li> <li>• To change a selection: tap the marked gray square to deselect and then tap new selection</li> </ul>
Voter requests assistance printing their ballot	<ul style="list-style-type: none"> <li>• Direct voter to tap on “Print Ballot” after reviewing all selections</li> <li>• An advisory message appears if voter chooses not to vote every contest (voter has option to choose which contests to vote)</li> <li>• The final screen informs voter: “Your official ballot has printed. Cast your paper ballot into the ballot box; this is not a receipt”</li> </ul>
Wrong sequence number was entered	<p>Activation needs to be canceled:</p> <ul style="list-style-type: none"> <li>• Tap “More” in the top right-hand corner of the touchscreen</li> <li>• Tap “Cancel Activation,” then tap “Yes, cancel activation”</li> <li>• Initiate a new session using same sequence number</li> </ul>
Voter printed out their ballot and notices a mistake and requests to mark a new ballot	<ul style="list-style-type: none"> <li>• Write “Spoiled” across the ballot</li> <li>• Tear the QR/barcode on spoiled ballot slightly</li> <li>• Initiate a new session using same sequence number found at top right of BMD ballot</li> <li>• Place spoiled ballot in the Brown Box</li> <li>• Notify Site Manager that the voter may require additional assistance</li> </ul>
You have a question on how to assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify the Site Manager who will call the Poll Worker Hotline if necessary</li> </ul>

# JOB AID: CHECKOUT STATION



VOTER	POLL WORKER	EXAMPLE
<p>Approaches the Station with ballot and secrecy sleeve</p>	<ol style="list-style-type: none"> <li>1. Ask the voter to hand you their secrecy sleeve; protect the privacy of the voter's ballot by sliding the ballot from the secrecy sleeve into the Ballot Box without looking at the ballot</li> <li>2. Verify the secrecy sleeve is empty</li> <li>3. Provide an "I Voted" Sticker Thank voter for voting!</li> </ol>	
<p>Approaches Station with green CVR or peach Provisional envelope</p>	<ol style="list-style-type: none"> <li>1. Verify both sides of the envelope are completed</li> <li>2. Verify the envelope is sealed</li> <li>3. Deposit the envelope into Ballot Box</li> <li>4. Provide an "I Voted" Sticker Thank voter for voting!</li> </ol>	
<p>Approaches with a Mailed Ballot in its Return Envelope</p>	<ol style="list-style-type: none"> <li>1. Inform the voter that Mailed Ballot envelopes can to be deposited into the Mail Ballot Bag and direct them to that Station</li> <li>2. If the voter insists on depositing a Mailed Ballot Envelope into the Ballot Box, verify the envelope is sealed, signed by the voter, and dated; deposit envelope into Ballot Box</li> </ol>	

# JOB AID: CHECKOUT STATION



IF	THEN
The voter presents a ballot without a secrecy sleeve or an envelope	<ul style="list-style-type: none"> <li>• Ask the voter to return to Vote Station and retrieve their secrecy sleeve or envelope before casting ballot into the Ballot Box</li> <li>• If the voter returns with an envelope, ensure ballot is placed inside envelope, the envelope is filled out, signed, and sealed</li> </ul>
You have any concern whether a person voting their mailed ballot without an envelope was properly checked in	<ul style="list-style-type: none"> <li>• Confirm that the voter filled out a Check-In Form and they were processed at the Check-In Station; notify the site manager with any questions or concerns</li> </ul>
A voter presents either 1) an mailed ballot without its return security envelope or secrecy sleeve, or 2) an Emergency Ballot without a secrecy sleeve. The voter states they left the Vote Center after checking in and have returned to vote it	<ul style="list-style-type: none"> <li>• Inform the voter they will need to complete the Check-In process and direct them toward the Greeter Station; notify the Site Manager</li> </ul>
The voter requests to insert their ballot into the Ballot Box	<ul style="list-style-type: none"> <li>• Inform the voter that you will insert their ballot into the Ballot Box while protecting the privacy of their ballot and they can watch the entire process</li> <li>• If they still insist, rotate the Ballot Box and instruct them to slide their ballot from the Secrecy Sleeve into the Ballot Box</li> </ul>
The voter asks how ballots are tracked to ensure they are received by the ROV	<ul style="list-style-type: none"> <li>• Inform voter that every ballot in the Ballot Box is securely transported to the ROV and will be counted</li> </ul>
The voter asks how the status of their Provisional/CVR ballot can be tracked with the ROV	<ul style="list-style-type: none"> <li>• Ensure the voter has been provided a Prov/CVR Status Card; inform voter to call phone number listed on the Status Card 10 days after the election for information on the status of their ballot</li> </ul>
You have questions on how to assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify the Site Manager who will call the Poll Worker Hotline if necessary</li> </ul>
A voter or fellow poll worker requests your assistance in another area of the Vote Center	<ul style="list-style-type: none"> <li>• <b>Never leave the Ballot Box unattended</b>; notify the Site Manager and request their assistance</li> </ul>
An observer or member of the public states that you need to change a Checkout Station procedure	<ul style="list-style-type: none"> <li>• Continue to perform your duties per ROV training; immediately inform the Site Manager</li> </ul>

# JOB AID: CLOSING

Included on this Job Aid:

- Packing Reference Chart (FRONT) - A quick reference on where items will be packed during the closing procedures each night of the election
- Signed and Sealed Reference Guide (BACK) - A quick rundown of individual closing-related items used at the Vote Center, includes information on if an item requires a signature OR if the item is sealed (and how it is sealed)

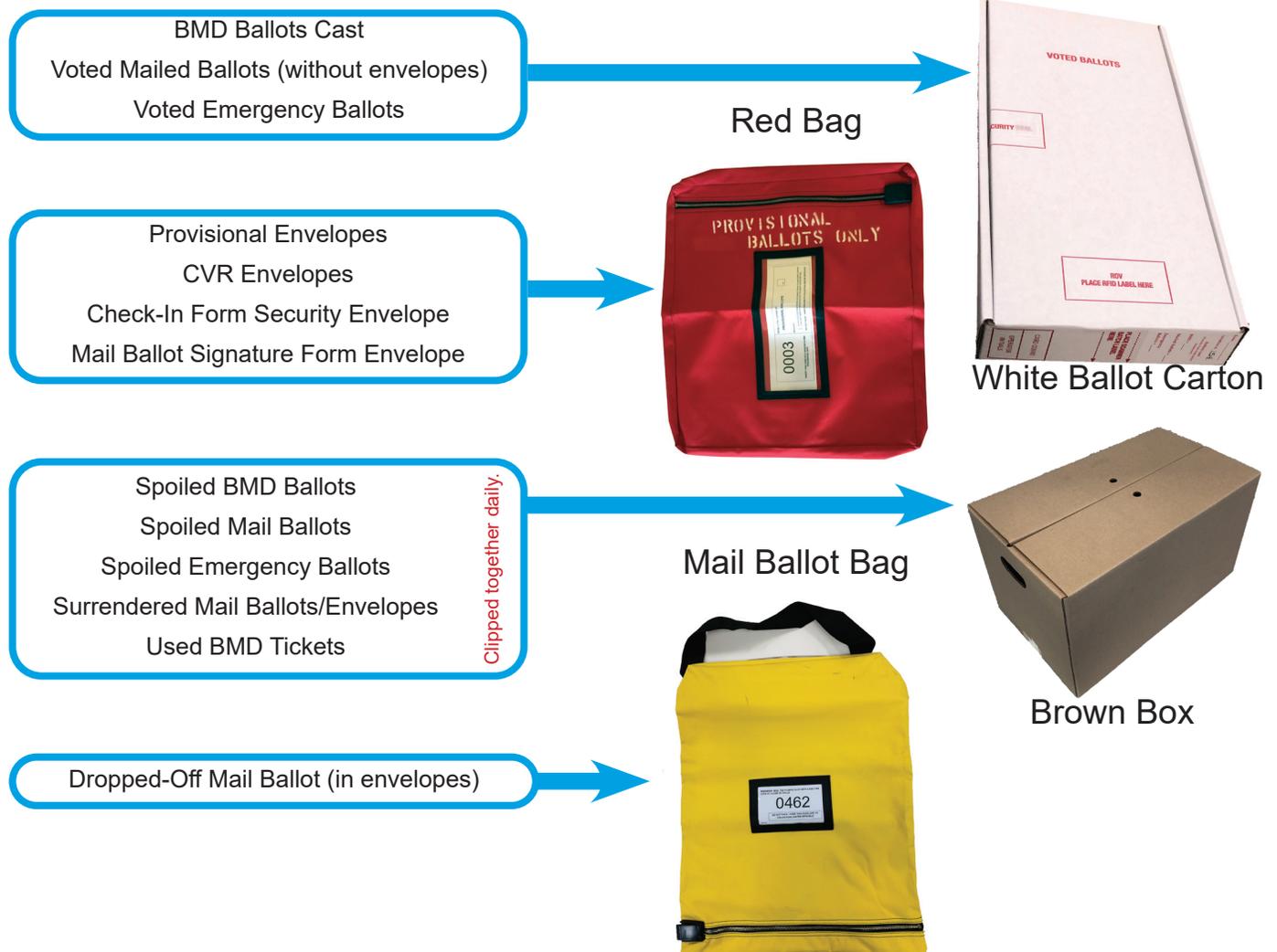
Other resources include:

- The Daily Closing Checklist (found in the Poll Worker Manual on pages 83 & 84)
- The Closing Procedures page in the Manual (pages 44)

## Closing Procedures - Packing Reference Chart

### Items to be Packed and Sealed

### Where Items Get Packed and Sealed



## Signed and Sealed Reference Guide

Item	Signed?	Sealed?	Where?
<b>Vote center items</b>			
Brown Box	YES - poll workers sign the Closing Blue Security Seal.	 <p>YES - Closing Blue Security Seal "Surrendered" box checked.</p>	Remains at the vote center for ROV pickup after the election.
Official Ballot Pouch	NO	NO	Remains at the vote center for ROV pick up after the election.
Blue Envelope	NO	NO	Remains at vote center until Election Night; <b>on Election Night it is returned to DART.</b>
BMD Seal Verification Log	YES - only done on set up day of the Vote center.	NO	Remains in the Blue Envelope (Tab 6).
Daily Ballot Statement	YES - on Election Night only; all poll workers sign.	NO	Returned to the Blue Envelope (Tab 6); <b>on Election Night it is placed in the White Ballot Carton.</b>
<b>DART items</b>			
Chain of Custody Form	YES - two designated poll workers.	NO	<b>Handed directly to DART official.</b> One poll worker retains the white copy.
White Ballot Carton(s)	YES - seal and then all poll workers sign the Closing Blue Security Seal.	 <p>YES - Closing Blue Security Seal with "Voted Ballots" box checked.</p>	<b>Handed directly to DART official (even if empty).</b>
Red Bag	NO - white card must be filled out completely.	 <p>YES - Secure with red tab lock.</p>	<b>Handed directly to DART (even if empty).</b>
Check-in Form Security Envelope	NO - vote center number and date must be filled out after forms are placed inside.	YES - Envelope gets sealed.	Envelope is placed in the Red Bag every night (even if empty).
Mail Ballot Signature Form Envelope	NO	YES - If there are Mail Ballot Signature Forms, the envelope gets sealed.	If there are Mail Ballot Signature Forms, the envelope is placed in the Red Bag.
Mail Ballot Bag	NO	 <p>YES - Secured with red tab lock on zipper before use; red tab lock on slot after polls close.</p>	<b>Handed directly to DART official (even if empty).</b>

# JOB AID: EMERGENCY PREPAREDNESS



## SITE MANAGERS

- You must first determine the urgency of the situation:

<ul style="list-style-type: none"> <li>If there is or you perceive a threat to voter or poll worker safety.</li> <li>If there is a disruption to the voting process.</li> </ul>	CALL 911	<ul style="list-style-type: none"> <li>Provide Vote Center facility name and street address</li> <li>Details of threat or disruptive conduct</li> <li>Call Poll Worker Hotline to inform when safe to do so</li> </ul>
If Site Manager is unable to resolve situation where voters/poll workers are uncomfortable but do not feel threatened	Call Poll Worker Hotline	<ul style="list-style-type: none"> <li>Poll Worker Hotline will provide guidelines on how to de-escalate the situation or will call local law enforcement if necessary</li> <li>Follow Poll Worker Hotline instructions</li> </ul>

## IN CASE OF EMERGENCY/DISASTER EVENT:

- Immediately call 911 and follow these steps:

Step 1	Evacuate in case of disaster or event (fire, bomb threat, etc.)	<ul style="list-style-type: none"> <li>Calmly direct voters to emergency exits</li> <li>Instruct poll workers to meet at predesignated assembly area selected ahead of time</li> </ul>
Step 2	Secure election materials (if it can be done safely)	<ul style="list-style-type: none"> <li>As poll workers evacuate, direct them to take:                             <ul style="list-style-type: none"> <li>Ballot Box</li> <li>Mail Ballot Bag(s)</li> <li>Completed Check-In Forms</li> </ul> </li> </ul>
Step 3	Meet at designated assembly area	<ul style="list-style-type: none"> <li>Account for all poll workers</li> <li>Account for and secure election materials</li> </ul>
Step 4	Call Poll Worker Hotline as soon as safely possible	<ul style="list-style-type: none"> <li>Report status: identify yourself, poll worker conditions, needs, and receive direction/next steps.</li> </ul>