

**DU PAGE COUNTY
JUDGE OF ELECTION MANUAL
2018 - 2020**



**Issued by
DU PAGE COUNTY ELECTION AUTHORITY**

IN THE EVENT OF AN EMERGENCY

Emergency Information

In the event of an emergency, the first priority is to make sure everyone is safe. If, and only if, it is possible to safely do so, try to take the following items (in order of importance):

1. Voted ballots from the Ballot Box
2. AccuVote Optical Scan Tabulator (Tabulator)
3. Canister from AccuVote Touchscreen (TSX)
4. ePollbook(s), Applications to Vote, Poll Record Binders and Preprinted Applications to Vote (completed and unused)
5. Unused ballots

Secure supplies left behind as well as possible. Once in a safe place, call the Election Authority at (630) 407-5577 for instructions.

Dear Election Judges:

The success of the DuPage County Election Authority to conduct yearly elections would not be possible without dedicated and civil-minded Election Judges. The hard work and determination helps contribute and support the integrity of the electoral process.

To accomplish a well-run election, training the Judges is key. Every two years biennial training and testing is required, while also offering other related education and classes. Preparation for an election is a year-round process. The Election Authority is constantly examining and reviewing procedures, documents and trainings to insure the presentation of the most streamlined process for Judges and voters while following the Election Code of Illinois. The Election Authority's purpose is to serve the citizens of the county by doing everything possible to present and hold efficient registration and voting processes.

Thank you for your continued involvement and commitment to serve as an Election Judge. You are valued and the Election Authority appreciates your support.

Sincerely,

The DuPage County Election Authority

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JUDGES' CONDUCT AND RESPONSIBILITIES

ELECTION JUDGES (10 ILCS 5/13-2, 13-3, 14-3.1, 14-5)

(This information is taken from the Illinois State Board of Elections Optical Scan Manual Of Instructions, For Illinois Election Judges 2018)

In the polling place, the election judges are responsible for the proper and legal conduct of the election. They serve as officers of the Circuit Court and swear or affirm to uphold the Constitutions of the United States and the State of Illinois.

WORKING HOURS

Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is to be no adjournment or recess until all forms are completed and the ballots have been delivered to the counting center. [10 ILCS 5/7-5(e), 17-1, 17-7, 18-2]

All judges should arrive at the polls no later than 5:00 a.m. to check the supplies and set up the polling place. When the polls are open, one judge at a time may leave the polling place for a very brief period, but only when absolutely necessary. A time sheet must be signed indicating the length of time any judge is absent. After the polls close, judges must remain until all forms, certificates, and affidavits are completed and signed, and all election materials are packaged for return to the election authority.

EQUAL AUTHORITY

All election judges have equal authority and responsibility in upholding the law. There is no "head" judge. The judges act as a board in making decisions and the majority rules. However, each judge may act alone to enforce election laws.

OBLIGATION TO SERVE

Once an individual is selected to serve as an election judge, that person is obligated to serve at each election during the two-year period (10 ILCS 5/13-1, 13-2, 14-3.1). If an emergency arises that prevents a judge from serving, the judge must notify the election authority as soon as possible.

REPLACEMENT JUDGE

If a judge fails to appear at the polls, one of the judges should contact the election authority for a replacement. If the election authority cannot provide a replacement, the judges present may appoint a replacement judge. The replacement judge cannot be appointed until **after 6:15 a.m.** The replacement must be a registered voter who has the same political affiliation as the judge being replaced. A precinct, township, or ward committeeman or a candidate **cannot** serve as an election judge. One of the regular judges shall administer the oath to the replacement judge.

If at any time the regular appointed judge arrives, he or she will assume the duties of the replacement judge, and the replacement judge will cease to serve. Both the replacement judge and the regular judge sign the payroll sheet indicating the hours each served.

(10 ILCS 5/13-7, 14-6)

JUDGES' CONDUCT AND RESPONSIBILITIES

ELECTION JUDGES (continued)

HANDLING ELECTION MATERIALS

Only the election judges are allowed to handle the election materials, supplies and ballot sheets. [10 ILCS 5/17-23]

ROTATING POSITIONS

Each judge should learn the various duties associated with each position by rotating among the positions during the day. Rotating duties helps prevent errors and also helps prohibit certain types of fraudulent activity. When rotating duties, two judges, one from each political party, must be at the signature verification records at all times to verify each voter's signature and address.

The duties of instruction shall be discharged by a judge from each of the political parties represented. Parties shall alternate serving as instructor so that each party shall serve an equal amount of time giving instruction during the day. (10 ILCS 5/24A-5.1, 24B-5.1, 24C-5.1)

CONTROL OF THE POLLING PLACE

Election judges are required to maintain order in the polling place throughout Election Day. All persons present in the polling place or within the campaign free zone must obey a lawful order of the judges. Election judges have the authority to evict any person who is creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel. All serious problems should be reported to the election authority. (10 ILCS 5/18-7)

ADMINISTER JUDGES' OATH AND PUT ON BADGES

The judges administer the oath of office to each other and each judge signs the oath. The signed oath is returned to the election authority on election night along with other supplies and ballots. (10 ILCS 5/13-8, 14-7)

A badge is worn by each judge during the entire day. Print the following information on each badge: the judge's name, ward, township or road district, precinct number, and date of the election. (10 ILCS 5/13-6.1, 14-5.1)

OFFER INSTRUCTION TO EACH VOTER

The judge offers instruction to each voter on the proper way to mark the ballot sheet. The demonstrator ballot should be used to instruct the voters how to properly mark the ballot. Instruction is given in such a manner that it may be observed by others in the polling place. (10 ILCS 5/24B-5.1)

JUDGES' CONDUCT AND RESPONSIBILITIES

ELECTION JUDGES (continued)

GIVING INSTRUCTION

Instruction means demonstrating to the voter, in full view of everyone in the polling place, how to properly mark the ballot sheet (10 ILCS 5/24A-5.1, 24B-5.1, 24C-5.1). Use a demonstrator ballot sheet (not an official ballot sheet) to instruct the voter in the following manner:

1. Explain to the voter that the specialized pen provided in each booth is used for voting and show the voter the sample shown on the Instruction Card. Actual demonstrations should be given only on demonstrator ballot sheets. Explain that the votes will not record accurately unless the specialized pen is used to mark the ballot sheet. Tell the voter that smudges and stray marks may interfere with the proper counting of the ballot. **UNDER NO CIRCUMSTANCES MAY A JUDGE INDICATE HOW TO VOTE FOR A PARTICULAR CANDIDATE OR INFLUENCE THE VOTER IN ANY WAY.**
2. **Tell the voter not to vote for more candidates than the number indicated for each office on the ballot sheet.** Also, **LET THE VOTER KNOW IF THERE ARE CANDIDATES/QUESTIONS ON BOTH SIDES OF THE BALLOT.**
3. **Tell the voter that if he or she makes a mistake, makes a stray mark or damages the ballot sheet, he or she can return the ballot sheet to the judges and receive a new ballot sheet.**
4. **Tell the voter to insert the ballot sheet in the secrecy sleeve/cover so that the judge's initials can be seen, before leaving the voting booth.**

A voter may request instruction on how to complete a write-in vote. In this case, show the voter the space on the ballot sheet provided for write-in votes and explain what is required for a write-in vote to be valid.

GIVING ASSISTANCE

Assistance is the actual marking of the ballot sheet by selected individuals in the privacy of the voting booth. Assistance is given only upon the voter's request and after both the voter and those giving assistance have completed the appropriate affidavit. Only two groups of voters may receive assistance: 1) a voter who is physically disabled or blind, and 2) an illiterate voter. Before giving assistance, mark the appropriate square on the ballot application. (10 ILCS 5/17-14)

Assistance should only be given in the privacy of the voting booth. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

MAKE SURE NO ONE INTERFERES WITH THE VOTER

Make sure the voting booth is clear of campaign literature and that no one interferes with the voter. If no other voters are waiting to vote, the voter may remain in the booth ten minutes. If other voters are waiting, the voter may remain in the booth for only five minutes.

(10 ILCS 5/17-11)

TYPES OF ELECTIONS (10ILCS 5/2A-1.1, 1.2)

Even Year Elections

- General Primary Election, held on third Tuesday in March
 - 1) *Candidates of political parties shall be nominated for those offices to be filled at the General Election in that year, except where nominations of candidates of political parties is made by caucus.*
 - 2) *State central committeemen, township committeemen, ward committeemen, precinct committeemen, delegates and alternate delegates to the National Convention shall be elected.*

- General Election, held on the first Tuesday after the first Monday in November

The following offices shall be filled or on the ballot as required by election law:

 - 1) *President and Vice President of the United States*
 - 2) *United States Senator and United States Representative*
 - 3) *State Executive Branch elected officers*
 - 4) *State Senator and State Representative*
 - 5) *County elected officers, including State's Attorney, County Board member, County Commissioners, and elected President of the County Board or County Chief Executive*
 - 6) *Circuit Court Clerk*
 - 7) *Regional Superintendent of Schools*
 - 8) *Judges of the Supreme, Appellate and Circuit Courts, on the question of retention, to fill vacancies and newly created judicial offices*
 - 9) *Trustee of the Sanitary Districts*
 - 10) *Special Districts*

Odd Year Elections

- Consolidated Primary Election (if necessary)
 - 1) *Candidates of political parties shall be nominated to those offices to be filled in the consolidated election, except where nominations of candidates of political parties is made by caucus*
 - 2) *Non-partisan municipal Mayor, Clerk, Treasurer and Aldermen subject to run-off*

- Consolidated Election, held on the first Tuesday in April

The following offices shall be filled or on the ballot as required by election law:

 - 1) *Municipal officers*
 - 2) *Village and incorporated town library directors*
 - 3) *City boards of stadium commissioners*
 - 4) *Commissioners of park districts*
 - 5) *Trustees of public library districts*
 - 6) *Special districts*
 - 7) *Township officers, including township park commissioners, township library directors, and boards of managers of community buildings, and Multi-Township Assessors*
 - 8) *Highway commissioners and road district clerks*
 - 9) *Members of school boards*
 - 10) *Forest preserve district commissioners*
 - 11) *Members of Community Colleges*
 - 12) *Trustees of Fire Protection Districts*

SEGMENT 1 — DAY BEFORE ELECTION

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SEGMENT 1 — DAY BEFORE ELECTION

POLLING PLACE PREPARATION

Prior to the day before the Election, the Pickup Judge must have picked up the following items from the Election Authority:

- Cell phone
- Blue Zippered Pouch
- Judges' Pickup Envelope
- Supply Pickup Receipt

NOTE: At least a week before Election Day, the Technical Judge must have made arrangements with the polling place to gain access to the site on the day before and morning of Election Day. The Technical Judge must also contact the other assigned Judges of Election to be present at the polling place to assist in setup. **ALL** Judges must take part in setting up the polling place. The polling place must be set up as much as possible on the day before the Election.

POLLING PLACE INSTRUCTIONS

The Judges of Election should locate the Election Supply Cabinet (ESC), chairs and tables.

[\[Contents of Election Supply Cabinet \(ESC\) are listed in Segment 1 Appendix\]](#)

1. Pickup Judge should locate Supply Pickup Receipt received at time of pickup.
2. Compare and verify security seal number on ESC with seal number printed on Supply Pickup Receipt. **NOTE:** The seal number will also be printed on the Judges' Pickup Envelope label.
3. If seal number does not match, immediately call Election Authority at (630) 407-5577.
4. If seal number matches, break seal on ESC.
5. Remove Election Results Envelope 1 from Judges' Pickup Envelope. Record broken seal number on the Election Results Envelope 1; place seal inside the same envelope. (Set envelopes aside for later use) [\[Contents of Judges' Pickup Envelope are listed in Segment 1 Appendix\]](#)
6. Use silver key located in Blue Zippered Pouch to open the ESC. [\[Contents of Blue Zippered Pouch are listed in Segment 1 Appendix\]](#)
7. Locate, remove and open Supply Box A from ESC.
8. Remove FOR SETUP envelope and blue tape from Supply Box A. Open envelope and tape signage on walls. [\[Contents of For Setup envelope are listed in Segment 1 Appendix\]](#)

SEGMENT 1 — DAY BEFORE ELECTION

POLLING PLACE INSTRUCTIONS (continued)

9. Locate Judges' Pickup Envelope and remove Floor Plan. Use Floor Plan to setup room accordingly.
10. Retrieve and assemble the following items: [\[Instructions on Equipment Assembly are listed in Segment 1 Appendix\]](#)
 - Tables and chairs (may be provided by the polling place or the Election Authority)
 - Black ballot box (not including AccuVote Optical Scan Tabulator (Tabulator))
 - AccuVote Touchscreen (TSX) (Not including printer) (arrange with entrance facing the wall for voter privacy)
 - Voting booths, including ADA voting booths (arrange with entrances facing the wall for voter privacy)
 - Setup all extension and power cords for later use
12. Locate a new white ESC security seal from the Blue Zippered Pouch.
13. Record new seal number on Election Results Envelope 1. Place envelope in ESC.
14. Close and seal ESC.
15. Designated Judge should take home Blue Zippered Pouch and cell phone to charge.
16. Secure polling place.

SEGMENT 1

APPENDIX

SEGMENT 1 — APPENDIX

CONTENTS OF ELECTION SUPPLY CABINET (ESC)

- American flag(s)
- Voting booth(s)
- One (1) ADA voting booth
- Power strip(s)
- Extension cord(s)
- One (1) Optical Scan Tabulator (Tabulator)
- One (1) AccuVote Touchscreen (TSX)
- One (1) AccuView Printer Module (AVPM)
- One (1) ExpressPoll
- One (1) Supply Box A
- One (1) Supplemental Supply Box B
- One (1) or more ePollbook(s)
- One (1) black ballot box
- Polling place street sign(s)
- No Electioneering cone(s)
- Blue Rolling Case(s) containing White Delivery Ballot Box C(s) packed with ballots by ballot style **(and by party in a Primary Election)** with Certificate of Inspection
- One (1) box of Preprinted Applications to Vote marked **“Do Not Use”** Box D
- One (1) box of ADA Equipment (Limited to polling locations with a BIG BELL/Voter Assistance Bell)



SEGMENT 1 — APPENDIX

CONTENTS OF JUDGES' PICK UP ENVELOPE

- Election Results Envelope 1 (form C-41)
- Judges' Oath/Payroll sheet
- Floor Plan of polling place
- Aerial Map of polling place
- Election Supply Return Receipt (yellow card stock)

CONTENTS OF BLUE ZIPPERED POUCH

- Key Holder with keys and Supervisor Card (in back pouch)
- Voter Access Cards
- Security seals for TSX canisters
- Security seals for ESC

CONTENTS OF FOR SETUP ENVELOPE FOUND IN SUPPLY BOX A

- Start Here sign (form A-2)
- Voter Assistance sign (form A-3)
- Polling Place sign with hours (form A-4)
- No Electioneering sign (form A-5)
- No Cell Phones sign (form A-6)
- Registration Poster (form A-7)
- Spanish Voter Assistance (form A-8)
- No Firearms sign (form A-9)
- Four (4) L/R Polling Place sign with arrows (form A-33)
- AccuVote Optical Scan Tabulator - opening / closing poll instructions sheet (form A-49OS)
- AccuVote-TSX Quick Reference – opening / closing poll instructions sheet (form A-49TS)
- Wheelchair Accessible Entrance sign (form A-50)
- Voting instructions for Optical Scan / TSX poster (form A-56)
- Voter Information poster (form A-98)



SEGMENT 1 — APPENDIX

EQUIPMENT ASSEMBLY

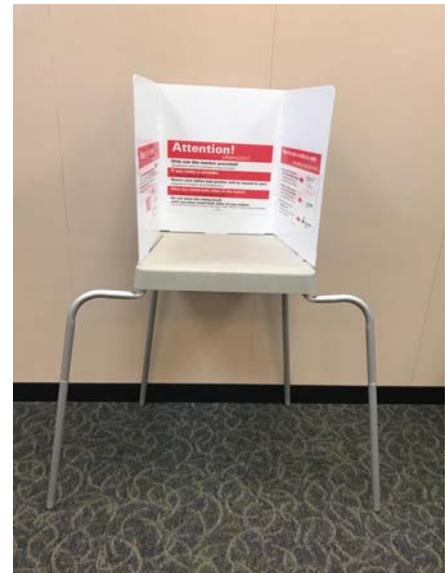
VOTING BOOTHS

1. Remove Voting Booths from Election Supply Cabinet (ESC).
2. Place Voting Booth case down on a table or flat surface.
3. Push in clips on sides of booth to open.
4. Remove and unfold legs.
5. Flip booth over onto opposite side.
6. Insert open end of legs into base and turn over and place on floor.
7. Open lid, unfold and secure curtains.



ADA VOTING BOOTH (gray box)

1. Remove ADA Voting Booth from ESC.
2. Remove booth from gray box, place upside down on a table or flat surface. Place gray box back in ESC.
3. Remove and assemble legs. Place straight legs into holes at back of booth (look for slot). Place legs with two (2) 90 degree bends into holes at front of booth. (Set front legs to each side of booth to allow a wheelchair to slide underneath)
4. Flip and place on floor.
5. Unfold curtain and secure curtain into three (3) slots.



SEGMENT 1 — APPENDIX

EQUIPMENT ASSEMBLY (continued)

BALLOT BOX (Instructions 1-7 are provided on Ballot Box with pictures)

1. Stand unit upright. Undo the clasp on each side of the unit.
2. Lay unit on its side, the instructions side up. Swing the two halves open to a 90 degree angle.
3. Swing out the ballot inner compartment to a 90 degree angle.
4. Unfold ballot inner compartment. Grasp hole in gray bottom tray and pull the tray down. (this will lock compartment into the open position)
5. Lock the ballot compartment into place by folding the gray attachment plate up and over alignment posts. Press firmly to engage velcro tabs.
6. Attach the front gray leg support to the ballot inner compartment. Turn gray wheel to lock the support into place.
7. Grasp ballot box by the top and side, then raise to the upright position.
8. Remove key holder from Blue Zippered Pouch. Use black key to unlock and open all three (3) bottom ballot compartment doors. **ALL** Judges **must** verify that Ballot Box is empty. If it is not empty, call Election Authority at (630) 407-5577. If empty, close and lock all three (3) ballot compartment doors.



Do not set up the AccuVote Optical Scan Tabulator. Keep it locked in the Election Supply Cabinet (ESC) overnight.



SEGMENT 1 — APPENDIX

EQUIPMENT ASSEMBLY (continued)

ACCUVOTE TOUCHSCREEN (TSX)

1. Place TSX unit on a table or flat surface with touchscreen face down and black handle away from you.
2. While holding the black handle at top of unit, pull u-shaped leg up and away from TSX unit.
3. Remove keypad, headset, and power cord from respective storage cavities on the back of TSX unit. (Lock keypad, headset and power cord in the Election Supply Cabinet (ESC) until Election morning.)
4. Pull u-shaped leg up until you hear all four (4) safety pins snap into place. **NOTE:** Check to make sure four (4) safety pins are visible.
5. Grip two (2) outside legs and pull up until safety pin on each leg locks into place.
6. Pull outside legs away from base. Make sure leg bracket on each is fully extended and locked.
7. With one (1) Judge on either side of the unit, gently lift unit and turn it over to set it up on its legs on the floor. Before releasing unit, be sure legs are firmly locked.
8. The angle of unit can be adjusted to three (3) different positions. The vertical position would be for ADA use. Lift up on handle while pressing the safety pin on center support bar in back to make adjustments for the three (3) positions.



Do not setup the AccuView Printer Module (AVPM). Keep it locked in the ESC overnight.

SEGMENT 2 — OPENING THE POLLS

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SEGMENT 2 — OPENING THE POLLS

TURN ON ELECTION AUTHORITY CELL PHONE IMMEDIATELY.

ARRIVAL

Election Judges must arrive at the polling place **no later than 5:00 a.m.** on Election Day. This will provide enough time to complete preparation of the polling place before voting starts.

If a Judge fails to show up by 5:30 a.m., call the Judge to verify he/she will be working. If a replacement Judge is required, call the Election Authority at (630) 407-5577. The Election Authority will attempt to find a replacement. If the original assigned Judge arrives later, call the Election Authority for instructions.

OPENING THE ELECTION SUPPLY CABINET (ESC)

1. Break security seal on ESC. Use silver key located in Blue Zippered Pouch to unlock and open ESC.
2. Remove Election Results Envelope 1 from ESC.
3. Verify seal number from ESC with seal number written on Election Results Envelope 1.
4. If seal number does not match, call the Election Authority at (630) 407-5577
5. Place broken seal inside Election Results Envelope 1.
6. Return Election Results Envelope 1 to ESC.

JUDGES' OATH/PAYROLL SHEET

1. Locate Judges' Pickup Envelope. Remove Judges' Oath/Payroll Sheet.
2. Administer Judges' Oath or Affirmation. **ALL** Judges raise right hand, one Judge reads the oath, and then each Judge signs by their name. If a Judge arrives late, he/she must also be sworn in and sign the oath. **If a Judge's signature is not on the Payroll Sheet, the Judge is considered a "no show" and a check will not be issued.**

NOTE: Student Judge(s) that are 17 years of age and not registered to vote use the Judges' Oath or Affirmation for Student Judge(s) section on the back of Judges' Oath/Payroll Sheet.

3. Any incorrect information on Judges' Oath/Payroll Sheet, should be corrected and noted on reverse side. A replacement Judge must write in his/her address, phone number, full social security number and then sign under the last printed Judge's information.
4. Judges' Oath/Payroll Sheet form is used to record Judge departures and returns to the polling place.

NOTE: Judges' Oath/Payroll Sheet should be kept in secure area but accessible for use during the course of the day.

JUDGES' NAME BADGES

1. Locate Supplemental Supply Box B in Election Supply Cabinet (ESC). [[Contents of Supplemental Supply Box B are listed in Segment 2 Appendix](#)]
2. Remove Supplemental Supply Envelope from Supplemental Supply Box B. Take out Judges' name badges and wear them.

SEGMENT 2 — OPENING THE POLLS

SETTING UP THE JETPACK (MiFi), ePOLLBOOK AND LABEL PRINTER

(Match color-coded labels on the following equipment)

1. Remove ePollbook cases from Election Supply Cabinet (ESC). The Jetpack (MiFi) will be under one (1) of the ePollbooks in the case. There is only one (1) Jetpack (MiFi) per polling place.
2. Unpack the Jetpack (MiFi) and power on.
3. Walk around room to locate the strongest signal away from voter traffic and near an electrical outlet then plug in.



NOTE: The Jetpack (MiFi) is NOT plugged into the ePollbook.

4. Remove Registration Kit Envelope from Supplemental Supply Box 2 and place envelope at the Registration and Voter Assistance Station. [[Contents of the Registration Kit Envelope are listed in Segment 2 Appendix within the Supplemental Supply Box 2](#)]
5. Unpack the ePollbooks and label printers.

NOTE: All ePollbook ports and cables have matching color-coded labels for each connection.

6. Connect the USB printer cord to the back of the label printer (Figure A). Plug the other end into the matching color-coded USB port on the ePollbook (Figure B).



Figure A



Figure B

7. Plug the printer power cord into the back of the printer. Plug the other end of the cord into AC power.
8. Plug the ePollbook power cord into the ePollbook. Plug the other end of the cord into AC power.
9. Press the power button on the top of the printer to power on.
10. Open the ePollbook. Hold the button on the upper left of the outside of the lid for 5 to 10 seconds until the ASUS logo appears on the screen.

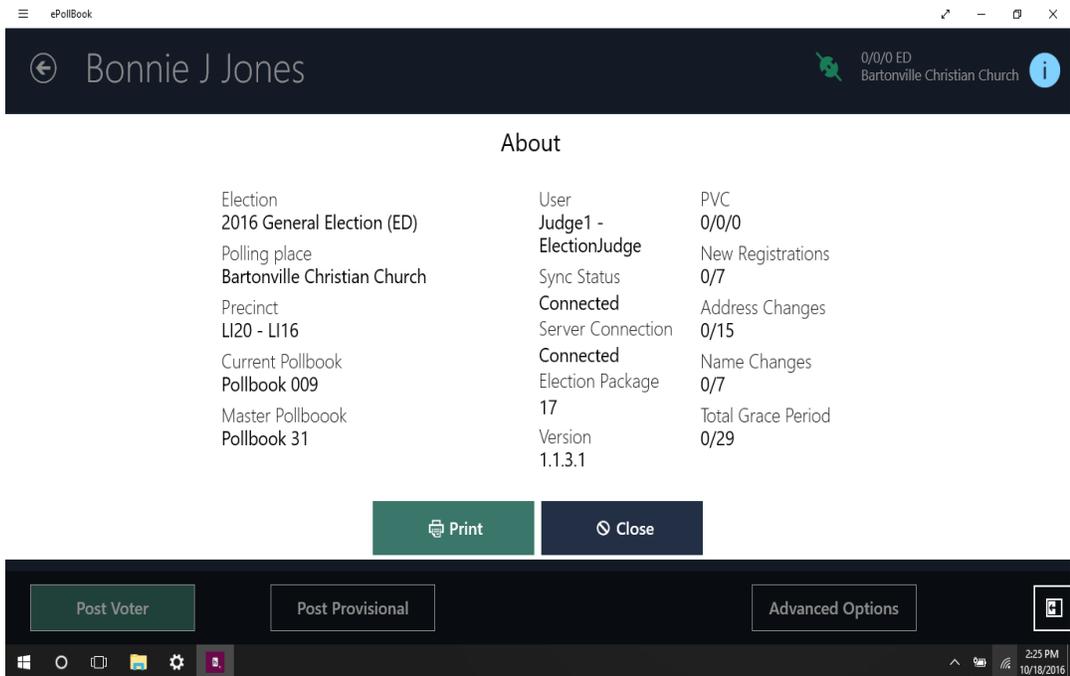
SEGMENT 2 — OPENING THE POLLS

STARTING THE ePOLLBOOK

1. Select the ePollbook (HART) application.



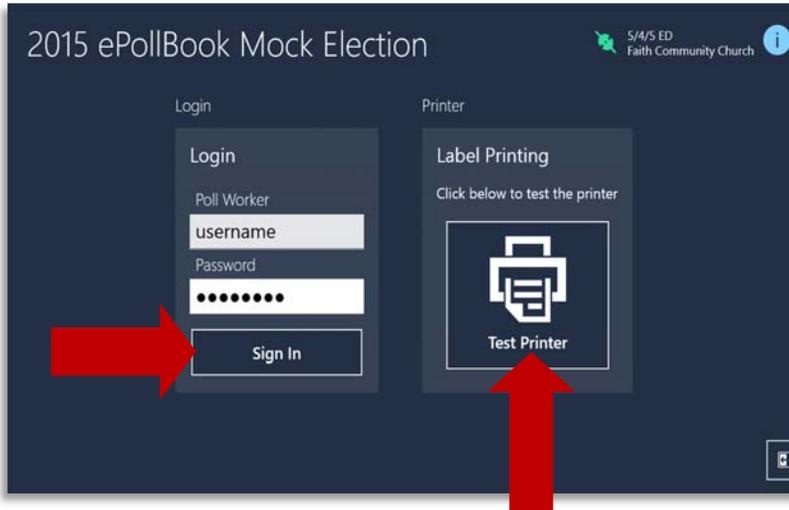
2. When the login screen appears, select the “i” icon in the top right corner.
3. About screen appears. Verify the Election Name, Connection Status, Posted Voter Count (should be 0/0/0), and polling place are correct. If information is incorrect, call Election Authority at (630) 407-5577.
4. When verified, select **Close**.



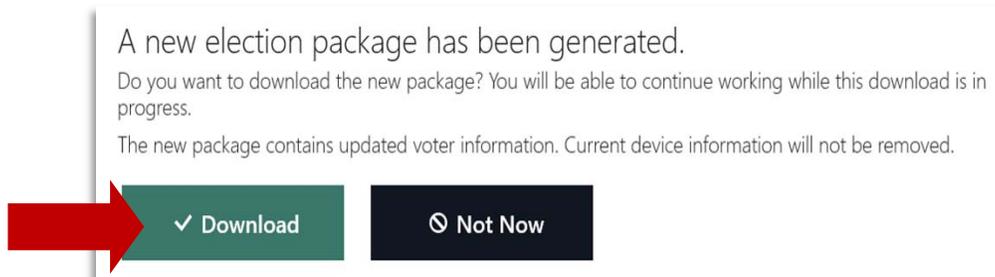
SEGMENT 2 — OPENING THE POLLS

STARTING THE ePOLLBOOK (continued)

5. Select **Test Printer**. A test label will print. If it does not, check the printer connections. (see page 104 for troubleshooting instructions)
6. Enter user name and password, then select **Sign In**.



7. The following message **A new election package has been generated appears**. Select **Download**.

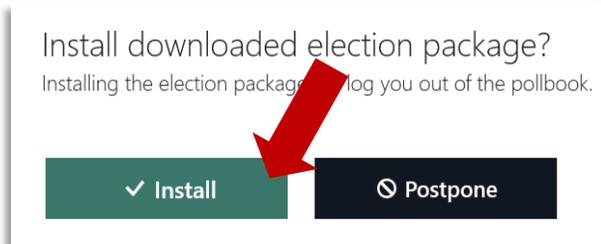


SEGMENT 2 — OPENING THE POLLS

STARTING THE ePOLLBOOK (continued)

IMPORTANT: The election package download process may take some time. While the election package is loading, processing voters may continue. Once the download has completed, the message **Install downloaded election package?** will appear.

8. Select **Install** (the ePollbook will be logged out during the installation process).



NOTE: Choosing to postpone the installation, or if the message goes away before responding, the installation may be resumed by selecting the Cloud icon at the center of the Search screen.



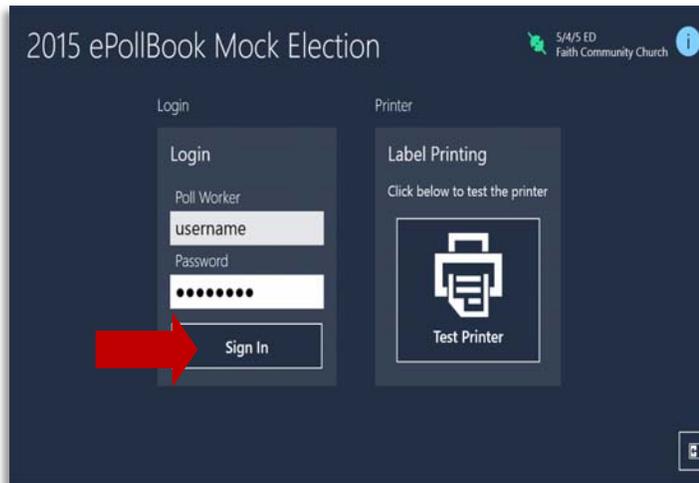
SEGMENT 2 — OPENING THE POLLS

STARTING THE ePOLLBOOK (continued)

9. Verify the election information and select **Confirm**.



10. After confirming the election information the login screen will reappear. Enter username and password. Select **Sign In**. The ePollbook is ready to resume searching voters.

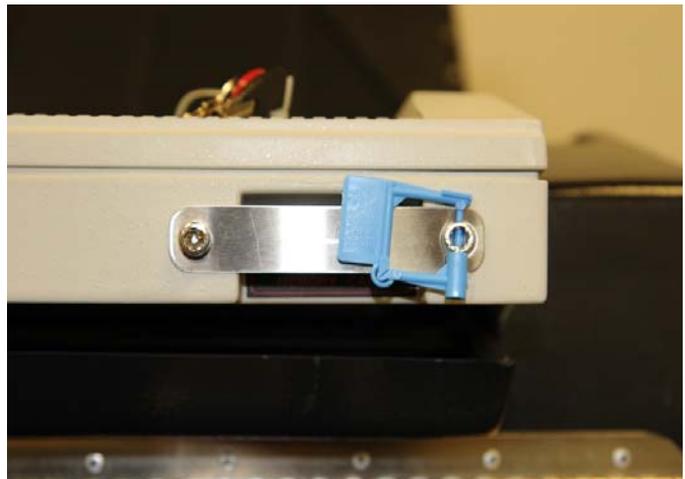


Repeat steps 1-10 of STARTING THE ePOLLBOOK for each ePollbook at the polling place.

SEGMENT 2 — OPENING THE POLLS

SETTING UP ACCUVOTE OPTICAL SCAN TABULATOR (TABULATOR)

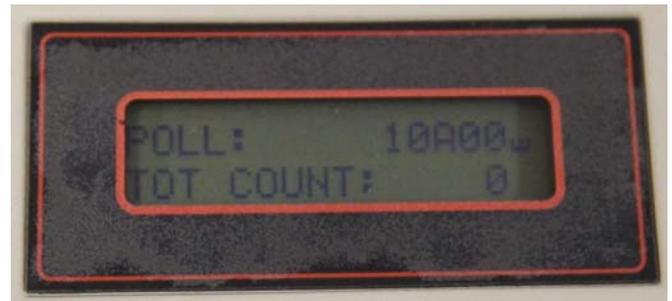
1. Remove AccuVote Optical Scan Tabulator (Tabulator) from Election Supply Cabinet (ESC).
2. Use black key to unlock and open the three (3) bottom ballot compartment doors. **ALL** Judges **must** verify that the Ballot Box is empty. Close and lock all three (3) ballot compartment doors.
3. Use black key to unlock front access gate (top lock on front) of Ballot Box. Lift privacy shield and move it out of the way.
4. Place Tabulator into position, leaving enough space so that the red power switch on back of unit is accessible.
5. Plug the power cord into an electrical outlet, feed power cord through the hole in the back of Ballot Box. Plug power cord into back of Tabulator.
6. Verify Memory Card Security Seal is not broken. If broken, call Election Authority at (630) 407-5577 immediately.
7. Use red key to unlock and remove printer cover from Tabulator.
8. Turn **ON** Tabulator using the red switch located on back of unit. ELECTION ZERO REPORT tape will begin to print when unit is turned on.
DO NOT TEAR OFF THE TAPE.
9. Slide Tabulator into Ballot Box.
10. After the ELECTION ZERO REPORT has finished printing, verify precinct numbers are correct on the tape and that each office/race has a vote count of zero (0).



SEGMENT 2 — OPENING THE POLLS

SETTING UP ACCUVOTE OPTICAL SCAN TABULATOR (TABULATOR) (continued)

11. **ALL** Judges **must** sign tape on lines provided.
DO NOT TEAR OFF THE TAPE.
12. Roll up ELECTION ZERO REPORT tape and leave it in the printer compartment. Lock printer cover using red key.
13. The LCD display will read NEED ANOTHER COPY?, press the **NO** button on front of Tabulator.
14. Verify total count TOT COUNT: is zero (0) on LCD display.
15. Use black key to lock front access gate of Ballot Box.
16. Set privacy shield in place on top of the Ballot Box.



If during the course of the day the Tabulator becomes inoperable:

1. Using the black key open the Auxiliary Compartment door on the Ballot Box just below the Tabulator.
2. Have each voter deposit his/her ballot into the Auxiliary Compartment until the problem with the Tabulator is resolved.
3. Call the Election Authority at (630) 407-5577.

- ◆ It is important to check the Auxiliary Ballot Compartment at the end of the day.
- ◆ Feed any ballots found in the Auxiliary Ballot Compartment through the AccuVote Optical Scan Tabulator.
(see pages 83-84 for Closing and Packing Procedures for the AccuVote Optical Scan Tabulator)

SEGMENT 2 — OPENING THE POLLS

RESUME SETTING UP ACCUVOTE TOUCHSCREEN (TSX)

1. Open privacy shield doors. Press black notch at top of touchscreen unit and pull touchscreen forward.
2. Plug keypad into the port on the back of touchscreen.
3. Feed keypad cord through mounting slot to the right of touchscreen. Set keypad out of the way on top of unit. Make sure touchscreen is securely in place.
4. Using black barrel key, unlock and open the TSX printer door.
5. Remove AccuView Printer Module (AVPM) from Election Supply Cabinet (ESC).
6. Unpack the AVPM items from black canvas case (TSX Printer Unit).
7. Place the lip of AVPM over front of TSX printer door. Where indicated at the top in the back of AVPM housing, **PRESS FIRMLY TO LATCH.**
8. Lift metal plate. Locate blue locking bracket lever, then push it up (or away from you) to lock AVPM to TSX.
9. Confirm paper is on spindle correctly (spindle plate on left, paper rolls off the bottom). Load paper into AVPM by dropping it into triangular slot making sure it is square at the bottom.
10. Open AccuVote printer cover by pushing down on the smoke gray cover release lever.
11. Insert end of paper through top of the slot on the printer cover. Pull a foot or two of paper through the slot.
12. Close printer cover (smoke gray cover) and press to snap into place. Lower metal plate over printer.
13. Open TSX canister by squeezing under the lid.
14. Remove the Take-Up Spool. Place open canister in canister compartment of AVPM.
15. Slide paper into slot on side of the Take-Up Spool.
16. Manually wind the paper up on Take-Up Spool (over the top) and insert into canister. Close canister.
17. Plug female end of power cord into right side of TSX unit and male end of cord into an electrical outlet or extension cord.
18. Close left privacy shield door and unlock top compartment door (using black barrel key) on left side of TSX unit.
19. Push red button to turn TSX unit **ON.**
20. Using black barrel key, close and lock top compartment door. Open left privacy shield door to view touchscreen.

SEGMENT 2 — OPENING THE POLLS

RESUME SETTING UP ACCUVOTE TOUCHSCREEN (TSX) (continued)

21. Touch **TEST PRINTER**. Test page starts to prints on tape.
22. When Printer test PASSED pop-up message appears, touch **OK**. Message clears..
23. On INSTALL PRINTER HARDWARE screen, touch **OK**. ELECTION ZERO REPORT starts to print.
NOTE: Report will spool out on to the floor allowing Judges to confirm zero (0) vote totals.
24. When ELECTION ZERO REPORT is finished, a message box will appear asking NEED ANOTHER COPY?, touch **NO**.
25. **ALL** Judges must verify all races show zero (0) votes on report.
26. Touch **Start Take-Up**. (Do not touch **OK**)
NOTE: ELECTION ZERO REPORT will be automatically pulled up into canister to the point that the Judges' signature lines stop on the metal plate.
27. After all of the Judges' Signature lines have stopped on the metal plate, touch **Stop Take-Up**.
28. **ALL** Judges **must** sign the ELECTION ZERO REPORT. After all have signed, touch **OK**.
NOTE: Signatures will be pulled into canister.
29. One (1) Judge from each party fills in required information on the canister label and signs in the signature field. Place a security seal on canister and record seal number on canister label. **NOTE:** Canister label will require Poll ID, TSX Serial Number (can be found on the bottom left of touchscreen or left side of unit), canister number (total number of canisters used during day, recorded at end of day, ex: 1 of 3), Judge's Signatures, and security tag (easier to record number before being secured to canister).
30. Close and lock AVPM lid using black barrel key. Place keypad into clips at top of AVPM.
31. Plug headphones into jack on front of touchscreen. Hang headphones over right privacy shield door.

SEGMENT 2 — OPENING THE POLLS

SETTING UP THE EXPRESSPOLL

1. Remove ExpressPoll, located in a gray metal suitcase, from Election Supply Cabinet (ESC).
2. Unpack the ExpressPoll unit and power cord. Plug female end of power cord into the back of the unit and male end into an electrical outlet.



NOTE: The memory card will already be loaded into the center compartment at the top of the ExpressPoll unit. There is a black rubber cover over the compartment.

3. Slide the OFF/ON BATTERY SWITCH, located on the back of unit, to **ON**.
4. Slide the ON/STBY switch, located at the top of the unit, from **STANDBY** to **ON**.

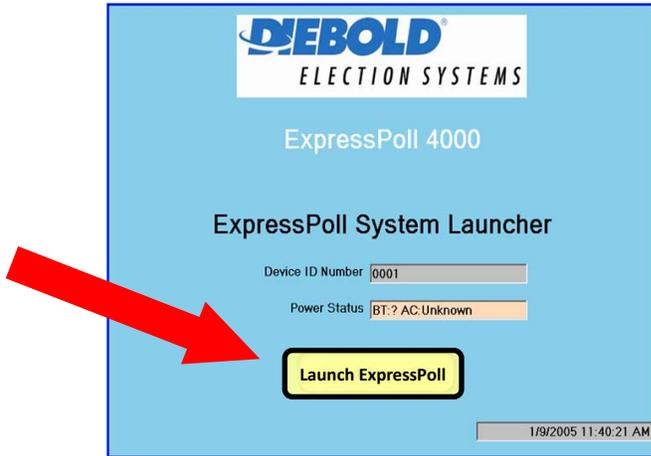


NOTE: The stylus is located to the right of the memory card compartment.

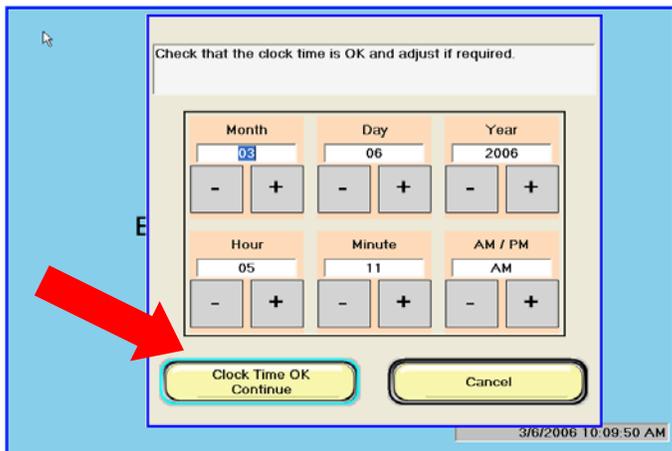
SEGMENT 2 — OPENING THE POLLS

SETTING UP THE EXPRESSPOLL (continued)

5. Once the ExpressPoll is powered up, the first screen appears.
Touch **Launch ExpressPoll**.



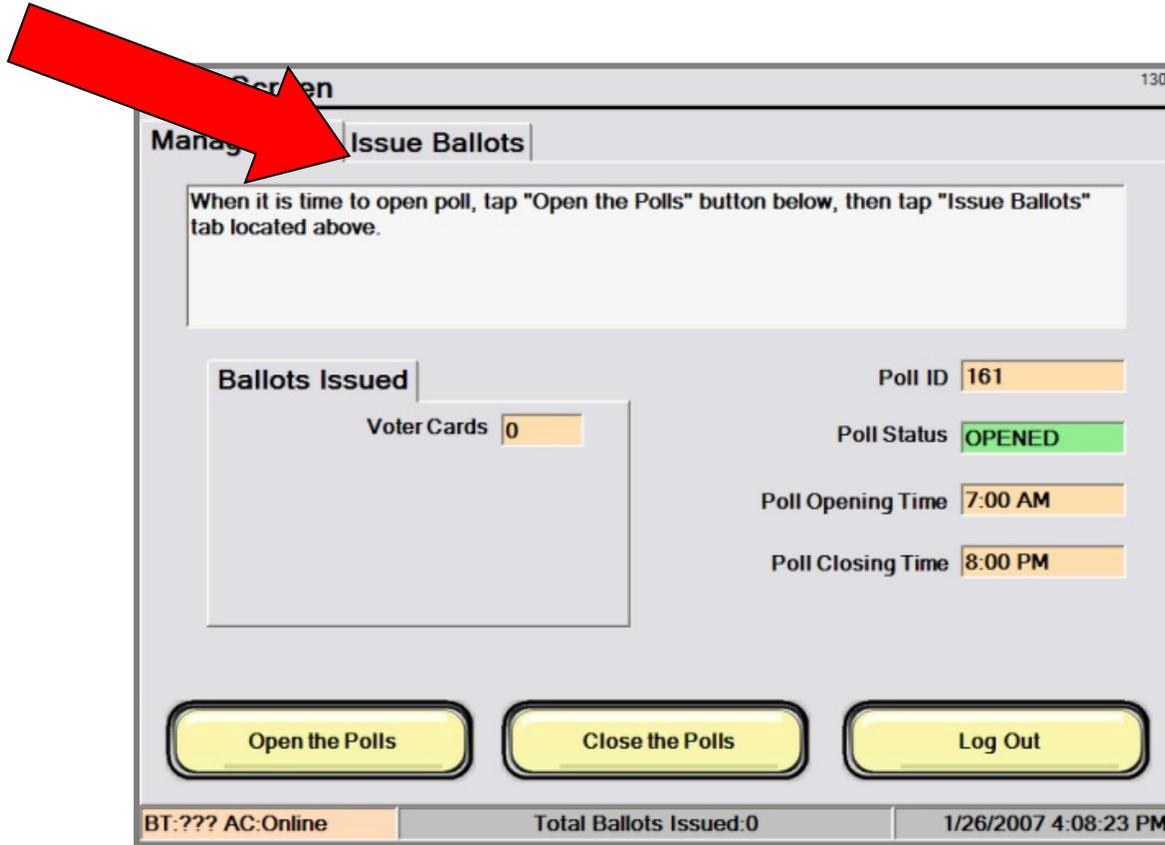
6. The next screen to appear will ask to set the date and time. Touch the “-” or “+” box in each section to set the correct date and time.
7. Once the date and time are correct, touch **Clock Time OK Continue**.



SEGMENT 2 — OPENING THE POLLS

SETTING UP THE EXPRESSPOLL (continued)

- At 6:00 a.m. when it is time to open polls, touch **Open the Polls**.
- Select **Issue Ballots** tab.



The ExpressPoll is now ready to prepare a Voter Access Card.

SEGMENT 2 — OPENING THE POLLS

CERTIFICATE OF BALLOT INSPECTION (BALLOT VERIFICATION)

1. Remove **ALL** White Delivery Ballot Box C(s) from Blue Rolling Case(s) located inside of Election Supply Cabinet (ESC). Break silver mylar seal(s) and open.

NOTE: There will be multiple White Delivery Ballot Box C(s).

2. Open **ALL** boxes and locate the Certificate of Ballot Inspection.
3. Remove **ALL** ballots from White Delivery Ballot Box C(s). Separate ballot bundles by Ballot Style **(and by party in a Primary Election)**.

NOTE: It is suggested that ballots be kept in shrink wrap until needed.

4. Place Official Ballots at Ballot Station.
5. Verify ballot styles and quantities printed on Certificate of Inspection against the ballot style cover sheet(s) TOTAL QUANTITY **(and by party in a Primary Election)**. Once **ALL** Judges have verified that the ballots are accounted for, **ALL** Judges **must** sign the Certificate of Inspection and place in Election Results Envelope 1.

NOTE: All ballot styles must be displayed on the table. Each ballot style has a different set of races.

6. Place all empty White Delivery Ballot Box C(s) in ESC.

SEGMENT 2 — OPENING THE POLLS

ADDITIONAL SETUP INSTRUCTIONS

DURING ELECTION ENVELOPE

1. Remove Supply Box A from Election Supply Cabinet (ESC).
2. Locate DURING ELECTION envelope inside Supply Box A.
3. Remove all documents and place accordingly. [\[Contents of DURING ELECTION envelope are listed in Segment 2 Appendix\]](#)
4. Return empty DURING ELECTION envelope to Supply Box A.

MISCELLANEOUS SUPPLIES

1. Remove supplies from ziplock bags and ADA Kit located in Supply Box A.
2. Place supplies accordingly. [\[Contents of ziplock bags and ADA kit are listed in Segment 2 Appendix\]](#)
3. Return extra supplies to Supply Box A.

PROVISIONAL VOTING SUPPLIES ENVELOPE

1. Locate Provisional Voting Supplies envelope from Supply Box A.
2. Remove all documents and place accordingly. [\[Contents of Provisional Voting Supplies envelope are listed in Segment 2 Appendix\]](#)
3. Return empty Provisional Voting Supplies envelope to Supply Box A.

SUPPLEMENTAL SUPPLY BOX B

1. Locate Supplemental Supply Box B.
2. Remove documents and place accordingly. [\[Contents of Supplemental Supply Box B are listed in Segment 2 Appendix\]](#)

SEGMENT 2 — OPENING THE POLLS

ADDITIONAL SETUP INSTRUCTIONS (continued)

SETUP (POLLING PLACE LAYOUT)

The polling place should consist of four (4) stations (see setup below for list of supplies at each station):

1. Start Here and ePollbook Signature Verification Station
2. Registration and Voter Assistance Station
3. Ballot Station
4. Voting Station

Arrangement of the polling place should follow the enclosed floor plan (found in Judges Pickup Envelope) as closely as possible which will allow for an orderly flow of voters. Place the voting booths, AccuVote Touchscreen (TSX), and the Ballot Box so they are within the view of the Judges at all times.

SETUP (STATION SUPPLY LISTS FOR OPENING THE POLLS)

Supplies at the Start Here and ePollbook Signature Verification Station (Station 1)

- ePollbook(s) and label printer(s)
- Applications to Vote [found in Supplemental Supply Box B]
- Start Here sign [found in Supply Box A; FOR SETUP envelope]
- Pollwatcher Register Envelope [found in Supply Box A; DURING ELECTION envelope]
- Black pens [found in Supply Box A; large ziplock bag]
- Signature Capture kit [found in Supply Box A; DURING ELECTION envelope]

Supplies at the Registration and Voter Assistance Station (Station 2)

- ePollbook(s) and label printer(s)
- Grace Period Registration/Applications [found in Supplemental Supply Box B]
- Precinct Map [found in Supplemental Supply Box B; Supplemental Supply envelope]
- Important Phone Numbers sheet [found in Supplemental Supply Box B; Supplemental Supply envelope]
- All Affidavits [found in Supply Box A; DURING ELECTION envelope]
- Ballot Style Correction sheets [found in Supply Box A; DURING ELECTION envelope]
- Provisional Voting Supplies [found in Supply Box A; Provisional Voting Supplies envelope]
- Black pens [found in Supply Box A; large ziplock bag]

SEGMENT 2 — OPENING THE POLLS

ADDITIONAL SETUP INSTRUCTIONS (continued)

Supplies at the Ballot Station (Station 3)

- ExpressPoll
- Voter Access Cards, for use with ExpressPoll [found in Blue Zippered Pouch]
- Narrative for Demonstration [found in Supply Box A; DURING ELECTION envelope]
- Dry erase pens [found in Supply Box A; large ziplock bag]
- Laminated Demonstration Ballots [found in Supply Box A; DURING ELECTION envelope]
- Tissue [found in Supply Box A; large ziplock bag]
- Ballot Privacy Covers [found in Supply Box A; DURING ELECTION envelope]
- Felt tip markers [found in Supply Box A; large ziplock bag]
- Poll Record Binder cover(s) [found in Supplemental Supply Box B]
- Red pens [found in Supply Box A; large ziplock bag]
- Spoiled Ballot Envelope [found in Supply Box A; DURING ELECTION envelope]

Supplies at the Voting Station (Station 4)

- AccuVote Touchscreen (TSX) unit [with printer]
- Voting Booths
- No cell phones sign near the voting booths [found in Supply Box A; FOR SETUP envelope]
- Ballot Box with AccuVote Optical Scan Tabulator (Tabulator)
- Voter's Spoiled Ballot Security Envelopes [found in Supply Box A; DURING ELECTION envelope]

Blue Rolling Case for return to the Election Authority on Election Night

Set aside one (1) Blue Rolling Case, which will be brought back to the Election Authority on Election Night (a second case may be need only if there is an extreme amount of Voted ballots).

(See page 94 for instructions on preparing and packing Blue Rolling Case for Return)

NOTE: Un-voted ballots are not returned within this particular Blue Rolling Case and should only be returned in the Election Supply Cabinet.

SEGMENT 2 — OPENING THE POLLS

ADDITIONAL SETUP INSTRUCTIONS (continued)

AMERICAN FLAG AND PUBLIC ROADWAY POLLING PLACE SIGN

Place American Flag(s) outside of the polling place entrance so clearly seen from the street.

Place white A-frame Polling Place sign(s) at nearby public roadway(s) to show the location of the polling place.

ELECTIONEERING

No one (**including Judges of Election**) is permitted to wear a campaign button, politically embellished garment, display political literature, place signage or engage in any political discussion within the Campaign Free Zone.

Follow the aerial layout provided in the Judges Pickup Envelope to place the blue NO Electioneering cones. Electioneering is not allowed within 100 feet of the polling room. If 100 horizontal feet ends inside the building, NO electioneering is allowed within. This is the Campaign Free Zone; the blue NO Electioneering cones should be placed outside the front door.

The broken blue line on the aerial layout indicates cone placement for all other distances from the front door.



A **private** entity (including churches or private schools) can choose to make their entire property a Campaign Free Zone. This means that electioneering is not allowed anywhere on their property. The facility will need to display their NO Electioneering shield sign. The Judges should not remove these signs. These signs stay at the site.

NOTE: Any Private Site with NO Electioneering shield signs may not have blue cones.

If questions arise, contact Election Authority at (630) 407-5577.



SEGMENT 2

APPENDIX

SEGMENT 2 — APPENDIX

CONTENTS OF SUPPLEMENTAL SUPPLY BOX B

- Applications to Vote
- Grace Period Registration/Applications to Vote
- Official and Grace Period Registration Poll Record Binder cover(s)
NOTE: In a Primary Election, party specific Poll Record Binder cover(s) are provided.
- Sample ballots for each precinct by ballot style (**by party in a Primary Election**)
- Judge of Election Manual
- Pink Memory Card Pouch
- Plastic Badge Holders
- Registration envelope
 - * ePollbook Reference Manual
 - * ePollbook Quick Reference Instruction Guide
 - * Jetpack (MiFi) Quick Start Guide
- Supplemental Supply envelope
 - * Polling Place labels
 - * Supplemental Election Information Packet
 - * Judge Name Badges
 - * Write-In Tally Sheet
 - * Precinct Map

SEGMENT 2 — APPENDIX

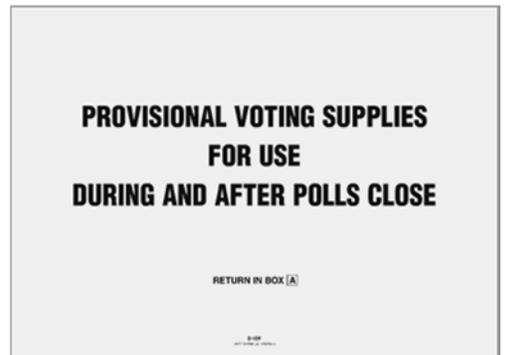
CONTENTS OF DURING ELECTION ENVELOPE FOUND IN SUPPLY BOX A

- Voter Affidavit (salmon form B-2)
- Affidavit of U.S. Service Voter (blue form B-3)
- Report to Election Authority by Judges of Election (green form B-9)
- Address Correction for Fail-Safe Voter (gray form B-10)
- Pollwatcher Register Envelope (form B-11A)
- Signature Capture Sheet Binder (form B-12-1)
- Signature Capture Sheets (form B-12-2)
- Ballot Style Correction (white form B-14)
- Spoiled Ballot Envelope (form B-16)
- Voter's Spoiled Ballot Security Envelopes (form B-20)
- Ballot Privacy Cover (form B-21)
- Laminated Demonstration Ballots (form B-22)
- Narrative for Demonstration Optical Scan (form B-23OS)
- Narrative for Demonstration Touch Screen (form B-23TS)
- Judge of Election Suggestion Sheet (pink form B-24)
- Affidavit of Assisted Voter (purple form C-5)



CONTENTS OF PROVISIONAL VOTING SUPPLIES ENVELOPE FOUND IN SUPPLY BOX A

- Instructions for Provisional Voting (form PBVINSTRUC)
- Provisional Voting Affidavit Envelope 1 (form PBV-101)
- Provisional Voting Affidavit Insert (form PBV-101i)
- Secrecy Provisional Envelope 2 (form PBV-102)
- Provisional Ballot Carrier Pouch (form PBV-104)



SEGMENT 2 — APPENDIX

CONTENTS OF SUPPLIES FOUND IN SUPPLY BOX A

- FOR SETUP envelope
- DURING ELECTION envelope
- PROVISIONAL VOTING SUPPLIES envelope
- AFTER POLLS CLOSE envelope
- ADA Kit
- One (1) Roll of Filament Tape
- One (1) Glue Stick
- Two (2) 12-count boxes of Felt Tip Pens - Black
- Five (5) Rubber Fingers
- One (1) 3M Painters Tape, 3/4"
- Four (4) Dry Erase Magic Markers - Black
- One (1) 3M Scotch Tape/Dispenser
- Four (4) Medium Point Ballpoint Pens - Red
- Two (2) 12-count boxes of Medium Point Ballpoint Pens - Black
- One (1) Hand Sanitizer (1 oz)
- One (1) Tissue Pocket Pack
- One (1) Plug adapter, 3 prong to 2 prong
- Ten (10) Rubber Bands
- One (1) Safety Scissors
- Two (2) Notepads - 4" x 6"
- Two (2) 500-count "I Voted Today" Sticker rolls
- Ten (10) Election Judge Sticker Badges
- Twenty (20) DuPage County Election Commission cards

CONTENTS OF SUPPLIES FOUND IN WHITE DELIVERY BOX C

- One (1) White Delivery Box C will contain the Certificate of Inspection
- All White Delivery Box C(s) will contain paper ballots for voting

CONTENTS OF SUPPLIES FOUND IN SUPPLY BOX D

- Preprinted Applications to Vote (Emergency Use Only)

SEGMENT 3 — ELECTION DAY PROCEDURES

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SEGMENT 3 — ELECTION DAY PROCEDURES

WHO MAY BE IN THE POLLING PLACE

Illinois Law requires that only authorized persons be allowed in the polling place. It is the responsibility of the Judge(s) of Election to permit only the following individuals to remain:

- Judges of Election assigned to the polling place
- Authorized Pollwatchers who have surrendered valid Pollwatcher Credentials
- Voters while voting
- Law enforcement officials acting in their official capacities
- Representatives of the DuPage Election Authority
- Representatives of the State Board of Elections
- Representatives of the Office of the State’s Attorney and/or the Illinois Attorney General’s Office

Individuals need proper identification to remain in the polling place. Precinct Committeemen and Candidates can only stay in the polling place if they have surrendered valid Pollwatcher Credentials.

POLLWATCHERS

Pollwatcher Credentials and Rights

A Pollwatcher must have one (1) credential per polling place. The Pollwatcher must surrender his/her credentials upon entering. If a Pollwatcher refuses, or if the credential is not valid (not signed), the Pollwatcher must leave.

All accredited Pollwatchers may be present before the polls open, throughout voting hours, and after the polls close. Pollwatchers may only observe. At no time may a Pollwatcher interfere with the orderly conduct of the Election and may not touch any supplies or materials.

Judges of Election are permitted, but not required, to check off the names of individuals who have voted on a Polling Place List of Registered Voters or other lists provided by Pollwatchers. **This is only permissible as long as it does not interfere with the conduct of the Election.**

**DU PAGE COUNTY
ELECTION COMMISSION**

421 N. County Farm Rd.
Wheaton, Illinois 60187
Phone: (630) 407-5600
TTY: (630) 407-5631
Fax: (630) 407-5630


**EXECUTIVE DIRECTOR
Joseph H. Sobeckl**

COMMISSIONERS
Cathy Terrill, Chairperson
James S. Lowe, Vice Chair
John Boske, Secretary

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information	Authorized to act as a pollwatcher in:
Name	Poll ID
Street Address	Early Voting or Healthcare Facility
Municipality of Residence	Election General Primary
County of Residence	Date of Election March 20, 2018

In accordance with the provisions of the Election Code, I, the undersigned, hereby appoint the individual listed above to act as pollwatcher in the precinct identified herein and at the Election also listed above.

Issued by:

Appointing Party or Candidate Name

Title of Appointing Officer

Signature of Appointing Authority


Executive Director
DuPage County Election Commission
Wheaton, Illinois

Under penalties of law pursuant to 10 ILCS 5/29-10, the undersigned pollwatcher certifies that he or she resides and is duly registered to vote at:

Street Address

Municipality Providing Postal Service

Name of County

Illinois
State

Township and Precinct in which Pollwatcher resides

Signature of Pollwatcher

A Pollwatcher may request a copy of the Election results from the AccuVote Optical Tabulator and the AccuVote Touchscreen (TSX) which are printed after the Polls close.

SEGMENT 3 — ELECTION DAY PROCEDURES

POLLWATCHERS (continued)

Number of Pollwatchers allowed in polling place

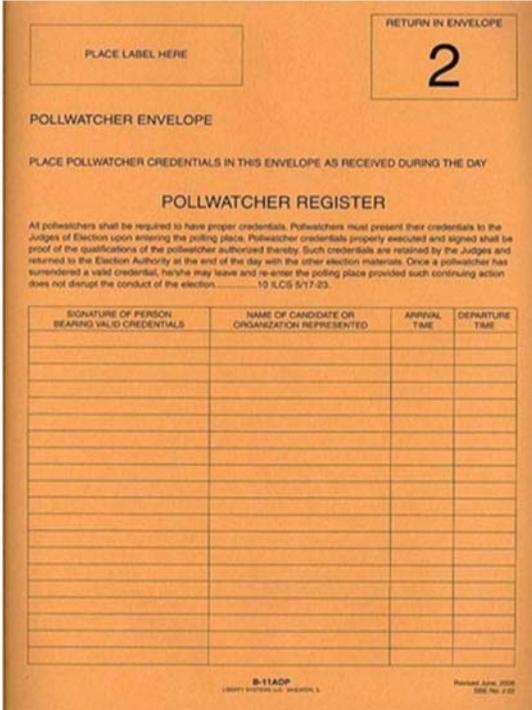
- **Appointed by Candidate**
Two (2) per precinct
- **Appointed by Political Party**
Two (2) per precinct
- **Appointed by qualified Organization of Citizens**
One (1) per precinct
- **Appointed by Proponents for or Opponents to Propositions on the ballot**
One (1) per precinct
- **Appointed by State Nonpartisan Civic Organization**
One (1) per precinct not more than two (2) per polling place at the same time

If a majority of the Judges determine that the polling place has become too overcrowded with Pollwatchers so as to interfere with the orderly conduct of the election, the Judges shall, by lot, limit such Pollwatchers to a reasonable number, except that the established or new political party shall be permitted to have at least one (1) Pollwatcher present.

Pollwatcher Register (found in Supply Box A; DURING ELECTION envelope)

1. Put Pollwatcher Credentials in the Pollwatcher Register envelope as soon as surrendered. Such credentials are retained by Judges of Elections and returned to the Election Authority.
2. A Pollwatcher must sign in on the front of the Pollwatcher Register Envelope and record arrival and departure times.
3. A Pollwatcher that **re-enters** must sign in again and record arrival and departure times.

NOTE: Pollwatcher Register should be kept in secure area but accessible for use during the course of the day.



The image shows a yellowish-orange envelope for a Pollwatcher Register. At the top right, it says "RETURN IN ENVELOPE" with a large number "2" in a box. Below that is a box labeled "PLACE LABEL HERE". The main text on the envelope reads "POLLWATCHER ENVELOPE" and "PLACE POLLWATCHER CREDENTIALS IN THIS ENVELOPE AS RECEIVED DURING THE DAY". Below this is the title "POLLWATCHER REGISTER" and a paragraph of instructions: "All pollwatchers shall be required to have proper credentials. Pollwatchers must present their credentials to the Judges of Election upon entering the polling place. Pollwatcher credentials properly executed and signed shall be proof of the qualifications of the pollwatcher authorized thereby. Such credentials are retained by the Judges and returned to the Election Authority at the end of the day with the other election materials. Once a pollwatcher has surrendered a valid credential, he/she may leave and re-enter the polling place provided such continuing action does not disrupt the conduct of the election. 19 ILCS 5/17-23." Below the instructions is a table with four columns: "SIGNATURE OF PERSON BEARING VALID CREDENTIALS", "NAME OF CANDIDATE OR ORGANIZATION REPRESENTED", "ARRIVAL TIME", and "DEPARTURE TIME". The table has 10 rows. At the bottom of the envelope, it says "B-11ADP" and "Revised June 2016".

SEGMENT 3 — ELECTION DAY PROCEDURES



If ePollbooks are not operating, call the Election Authority at (630) 407-5577. If the Election Authority has permitted use of preprinted applications, refer to [Instructions on using preprinted Applications to Vote listed in Segment 3 Appendix]

USING ePOLLBOOK TO POST A VOTER

1. On Voter Search screen, enter either the voter's name, date of birth, address or voter ID. A list of voter names matching the search criteria automatically appears. If not, select **Search**.
2. Verify the voter's name, date of birth and address are correct. Select the voter's name from the search list.

NOTE: If correct voter is not found, see page 54 for instructions in the If Voter is Not Found section.

Name	Address	ID
Melissa W Dickinson	15200 White Oak	129734
Mary M Dickinson	15200 White Oak	1042585
John Dickinson	15250 White Oak	129736
Phillip D Dickinson	15200 White Oak	129735
Francine Dickinson	15250 White Oak	129733

3. The Pre Check-in Questions screen appears. The first question asks **Is the voter's address correct?**. If correct, select **Yes**. If address is not correct, direct voter to Registration and Voter Assistance Station (Station 2).

Pre Check-In Questions
ED-Q1: Is the voter's address correct?

Voter	John Smith	Precinct	0040035	Precinct Lookup
Date of Birth	[REDACTED]	Polling Place	Faith Community Church	Change Address
Address	15200 White Oak West Chicago, IL 60185			

Yes No

4. When screen states **Voter is eligible to post a full ballot**, select **Continue**.

SEGMENT 3 — ELECTION DAY PROCEDURES

USING ePOLLBOOK TO POST A VOTER (continued)

5. Confirm voter's information on the voter details screen and select **Post Voter**.

NOTE: In a **Primary Election**, select the party requested, and select **Post Voter** again.

6. A label with the voter's information prints. Affix the label to the Application to Vote. Instruct voter to sign the Application to Vote.

John Smith
4/3/4 ED
Faith Community Church

VOTER DETAILS

Address 15200 White Oak West Chicago, 60185
County Voter Id 1042585
Date of Birth 12/15/1990
Precinct 0040035

View Signature

Post Voter Provisional Advanced Options

7. Two (2) Judges, one (1) from each party, compare the voter's handwritten signature with the facsimile signature printed on the voter label.
8. If the signature matches, the two (2) Judges initial the voter's Application to Vote in the area provided. **If signatures do not match or facsimile signature is missing, capture voter signature.** [Instructions on Capturing Missing Signatures are listed in Segment 3 Appendix]
9. Pass Application to Vote to Ballot Judge. Voters receive an Optical Scan Paper Ballot (see page 55 for instructions on issuing a paper ballot) or upon request an AccuVote Touchscreen (TSX) voter access card (see page 56 for instructions on issuing an electronic ballot) at the Ballot Station (Station 3).
10. Select **New Search** to return to the search screen.

NOTE: A Judge, Pollwatcher, or Registered Voter may challenge a person's right to vote. [Explanations of Challenging a Person's Right to Vote are listed in Segment 3 Appendix]

SPECIAL VOTER CONDITIONS

On the voter details screen a red **VOTER CONDITIONS** box will appear.

[Explanations of Special Voter Conditions are listed in Segment 3 Appendix]

Zoe M Williams
4 - Posted
Rome Baptist Church

VOTER DETAILS

County Voter Id 119815
Date of Birth 1/11/1934
Address 5328 E Marquette St Chillicothe, 61523
Precinct CH09
Polling Place Rome Baptist Church

VOTER CONDITIONS
- VOTE BY MAIL BALLOT RETURNED
View

View Signature

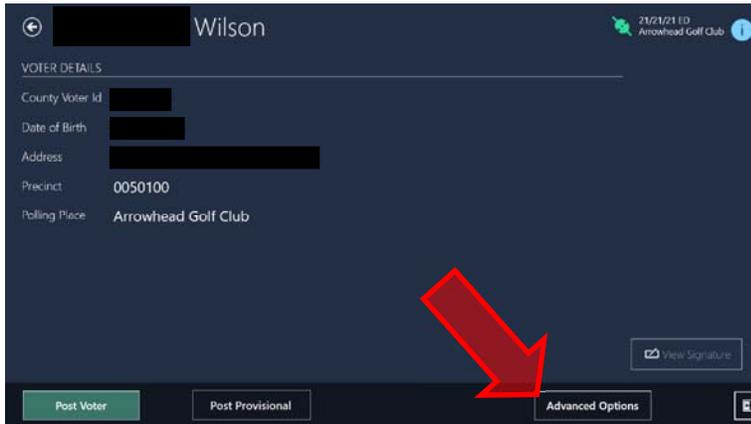
Continue Post Provisional Advanced Options

SEGMENT 3 — ELECTION DAY PROCEDURES

UPDATING A VOTER'S NAME

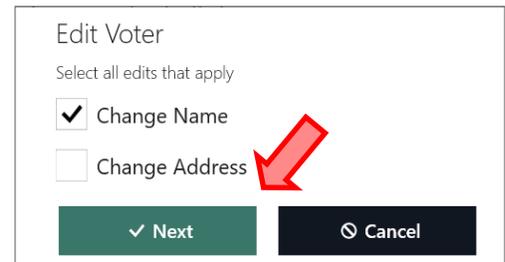
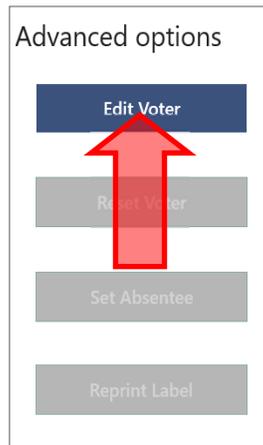
This does not include a voter who has legally changed their name. Voters who have legally changed their name must re-register under such name as a NEW registration. Refer voter to Registration Station (Station 2).

1. On the Voter Search screen, enter the voter's name, date of birth, address, or voter ID. A list of voter names matching the search criteria automatically appears. If not, select **Search**.



2. Select the voter's name from the search list. Verify the voter's name, date of birth and address are correct.
3. If unable to find the voter in ePollbook search, select **Expand Search** on the upper right of the search screen to search the entire jurisdiction. If still unable to find the voter, refer voter to Registration Station (Station 2).

4. Select **Advanced Options**.
5. Select **Edit Voter**.
6. Select **Change Name** and **Next**.



SEGMENT 3 — ELECTION DAY PROCEDURES

UPDATING A VOTER'S NAME (continued)

7. Update the voter's name in the fields provided and select **Continue**.
8. Select **Spelling Correction** and **Continue**.
9. The **Update Voter** screen will appear. Ask the voter to present two (2) valid forms of ID. If the voter presents valid forms of ID, select **Yes**.

NOTE: If the address is not within one of the precincts voting at this polling place, the voter should go to the correct polling place. If the voter insists on voting, allow the voter to vote a provisional ballot. (see page 58 for instructions on Provisional Voting)

10. If the address is within one of the precincts voting at this polling place, the **Update Voter** screen will appear. Confirm voter's information on the screen and select **Post Voter**.

NOTE: In a Primary Election, select the party requested, and select **Post Voter** again.

11. Remember, once selecting **Post Voter**, the voter is posted and no additional changes can be made. If all information is correct, select **Post Voter** again.
12. Select **Print** and a label with the voter's information prints. Affix the label to the Application to Vote.
13. Instruct voter to sign the Application to Vote.
14. Pass Application to Vote to the Ballot Judge. Voters receive an Optical Scan Paper Ballot (see page 55 for instructions on issuing a paper ballot) or upon request an AccuVote Touchscreen (TSX) voter access card (see page 56 for instructions on issuing an electronic ballot) at the Ballot Station (Station 3).
15. Select **New Search** to return to the search screen.

SEGMENT 3 — ELECTION DAY PROCEDURES

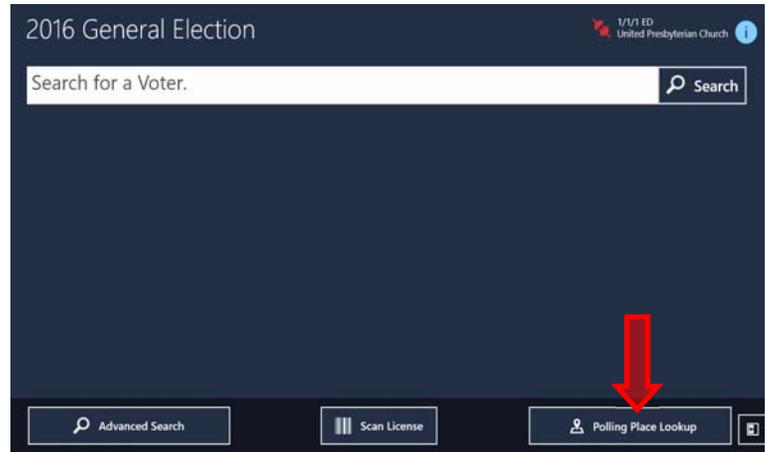
LOOKING UP A VOTER'S CORRECT POLLING PLACE

If a voter is at the wrong polling place, use **Polling Place Lookup** to help voter find correct voting location.

1. On the main screen, select **Polling Place Lookup**.
2. Type voter's street number and street name only.

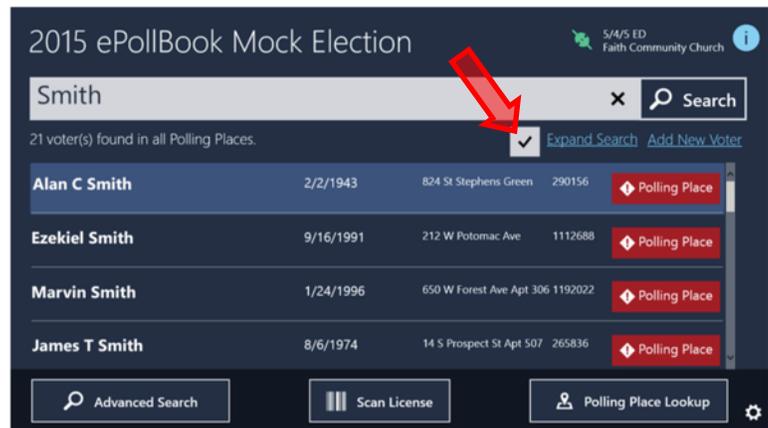
NOTE: If address not found or Voter does not reside within DuPage County, call the Election Authority at (630) 407-5577.

3. Select voter's address from the list (if only one address matches the search, the voter's correct polling place will be displayed automatically).
4. Select **Print** and give label to voter.
5. Select **Cancel** to return to voter search screen.



IF A VOTER IS NOT FOUND

1. If unable to find the voter in ePollbook search, select **Expand Search** on the upper right of the search screen to search the entire jurisdiction. If still unable to find the voter, **refer** voter to Registration Station (Station 2).
2. If voter's name shows up, select name from search list.
3. Select **Voter Support**.
4. If voter's address is not correct and the new address is within one of the precincts voting at this polling place, **refer** voter to Registration Station (Station 2).



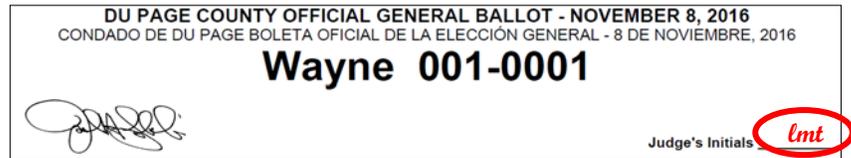
NOTE: If voter's address is not correct and the new address is **NOT** within one of the precincts voting at this polling place, **refer** to instructions above on **Looking up a Voter's Correct Polling Place**.

SEGMENT 3 — ELECTION DAY PROCEDURES

ISSUING A PAPER BALLOT

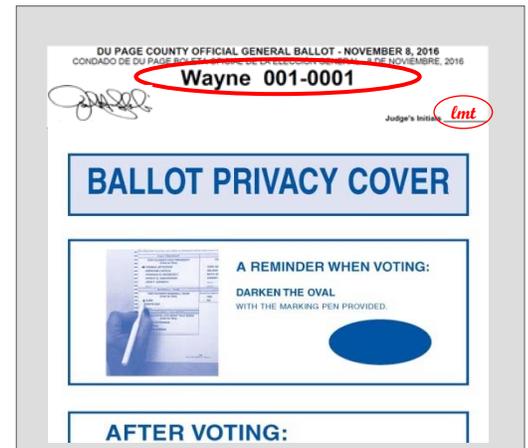
Ballot Judge:

1. Locate the voter's ballot style information (**and party requested in a Primary Election**) on the signed Application to Vote.
2. Locate the appropriate ballot by checking the Ballot Style (**and party requested in a Primary Election**).
3. Using a red pen, initial the ballot in the space provided before handing to voter.



NOTE: DO NOT PRE-INITIAL BALLOTS BEFORE BEING ISSUED.

4. Remind the voter to check both sides of the ballot.
5. Offer instruction on the proper way of completing the ballot. Give the instructions so that others may observe them in the polling place. A Narrative for Demonstrating the Completion of the Ballot is located in the DURING ELECTION envelope.
6. Show the voter how to cover ballot with the Ballot Privacy Cover to maintain secrecy of the ballot when placing the ballot into the AccuVote Optical Scan Tabulator.
7. Issue Ballot, Ballot Privacy Cover, and marker to the voter. Direct voter to a vacant voting booth.
8. Consecutively number the valid, signed Applications to Vote, beginning with number one (1) and file in correct Poll Record Binder.



NOTE: In a Primary Election, there is a Poll Record Binder for each party, including Nonpartisan.

9. Compare the total number of Applications to Vote against the sum of the ballots displayed on the Tabulator and AccuVote Touchscreen (TSX) multiple times during the day to ensure the totals balance.

SEGMENT 3 — ELECTION DAY PROCEDURES

ISSUING AN ELECTRONIC BALLOT

Ballot Judge:

NOTE: To issue an electronic ballot for the AccuVote Touchscreen (TSX), a Voter Access Card is needed.

1. Select the **Issue Ballots** tab on the ExpressPoll.
2. On the screen, choose the ballot style listed on the voter's Application to Vote.
3. Touch **Issue Voter Access Card**.
4. Choose the appropriate ballot for the voter from the four (4) ballot types at the top of the screen. **Audio ballots can be issued for ADA voters.**

NOTE: When there are more than four (4) ballot styles in the Polling Place, there will be a scroll bar.

5. **In a Primary Election**, choose the party requested by the voter.
6. Verify Township, Precinct and Ballot Style per voter's Application to Vote.

NOTE: If incorrect, touch Cancel No Ballot Issued or Cancel Ballot NOT Issued.

7. Touch **Issue Ballot**.
8. Insert Voter Access Card into slot.
9. Touch **OK** in pop up notice.
10. When the card is prepared, CARD WRITTEN OK REMOVE CARD FROM SLOT will appear. Remove Voter Access Card and hand to voter. Instruct voter how to insert card in TSX unit to begin voting. Once the card is removed, the ExpressPoll refreshes to MAIN SCREEN/ISSUE BALLOTS screen, and is ready for the next voter.

NOTE: Federal ballots will only be voted on TSX.



If voter indicates there is a problem, **prior to casting ballot**, make sure to **cancel the ballot** on the TSX before attempting to create a new Voter Access Card.

1. Touch and hold the square at the bottom of the page marked "Page 1 of ___" for 30 seconds.
2. A screen will appear that asks if you wish to Cancel the ballot. Touch **Cancel**.
3. To verify ballot was cancelled/not cast, re-insert the Voter Access Card. The TSX screen will validate the status of the card (by ejecting Voter Access card).
4. Once cancelled, the voter may insert a newly activated Voter Access Card into the TSX.

The image shows two screenshots of the ExpressPoll interface. The top screenshot is the 'Main Screen' (ID 130) with a navigation bar containing 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Setup System', and 'Status'. Below the navigation bar, there are instructions: '1. If necessary, choose the correct Precinct and Ballot Style' and '2. Tap on the "Issue Voter Access Card" button to issue a ballot'. A list of ballot styles is shown: 'Addison 018-144', 'Addison 018-F06', 'Addison 060-197', and 'Addison 060-F06'. A yellow button labeled 'Issue Voter Access Card' is at the bottom. The bottom screenshot is the 'Select Ballot' screen (ID 310). It has instructions: 'Select a ballot option or party, if necessary, then tap the "Issue Ballot" button. To select a different ballot, tap the "Cancel No Ballot Issued" button.' Below this, there are radio button options for 'Normal ballot', 'Magnify ballot', 'Audio ballot with no display', and 'Audio ballot with display'. A list of ballot parties is shown: 'Republican', 'Democratic', and 'Non-Partisan'. A list of voter's precincts is shown: 'Addison 018-144', 'Addison 018-F06', 'Addison 060-197', and 'Addison 060-F06'. At the bottom, there are two yellow buttons: 'Issue Ballot' and 'Cancel No Ballot Issued'.

SEGMENT 3 — ELECTION DAY PROCEDURES

DEPOSITING A PAPER BALLOT INTO BALLOT BOX

Ballot Box Judge:

1. Should stand far enough away from the Ballot Box (8-10 feet suggested) to afford the voter privacy but close enough to assist as needed, while also verifying Ballot has been initialed in red.
2. Any ballot not initialed must not be inserted into the AccuVote Optical Scan Tabulator (Tabulator) and is considered a Spoiled Ballot. [\[Instructions on Voter Spoils a Paper Ballot are listed in Segment 3 Appendix\]](#).
3. Instruct voter to insert ballot into Tabulator. Allow voter to insert ballot into the Ballot Box. If the ballot is not accepted by the Tabulator, voter should re-insert the ballot in a different orientation.
4. Give voter an I Voted sticker.

NOTE: After approximately 800 ballots have been cast, it is recommended two (2) Judges, one (1) from each party, check the main compartment to see if ballots are stacking properly. If they are not, organize the ballots so they lay flat within the main compartment.

If a ballot is jammed, check the LCD Display.

If Display reads: BALLOT JAMMED - NOT COUNTED

1. With the black key, unlock the front access gate and slide the Tabulator unit forward.
2. From the back of the unit, gently pull the ballot from the machine and return the ballot to voter.
3. Slide unit back in place on the Ballot Box. Close and lock front access gate.
4. The voter should re-insert the ballot into the Tabulator.

If Display reads: BALLOT JAMMED - COUNTED

1. With the black key, unlock the front access gate and slide Tabulator unit forward.
2. From the back of the unit, gently pull the ballot from the machine and drop the ballot into the Ballot Box. **Do NOT re-insert ballot through tabulator.**
3. Slide unit back in place on the Ballot Box. Close and lock front access gate.

If a Voter Over-Votes an Office

The Tabulator will eject the ballot and the error will show on the LCD screen. The voter may choose to override or spoil the ballot and receive another. [\[Instructions on Spoiling a Paper Ballot are listed in Segment 3 Appendix\]](#). If voter chooses to override the ballot, the vote for the over-voted office will not count, but all other votes on the ballot will be counted. To override the ballot, press and hold **YES** (Override) button on the front of the Tabulator while the voter inserts the ballot into the Tabulator.

SEGMENT 3 — ELECTION DAY PROCEDURES

PROVISIONAL VOTING

A Provisional Ballot is a ballot voted under Provisional Conditions.

A provisional voter may not vote on the AccuVote Touchscreen(TSX) and a Provisional Ballot may never be inserted into the AccuVote Optical Scan Tabulator.

Provisional Voting Conditions

A person who claims to be a legally qualified registered voter in the precinct in which he/she seeks to vote is entitled to cast a Provisional Ballot under one (1) of the following circumstances:

- The voter's name is not found in the ePollbook official list of eligible voters for the precinct in which the person seeks to vote and the person has refused to register;
- The voter's voting status has been challenged and a majority of the Judges agree with the challenge. A Judge, Pollwatcher, or any legal voter may challenge a voter's right to vote [[Instructions on Challenging a Persons Right to Vote are listed in Segment 3 Appendix](#)];
- The voter did not provide identification when registering by mail and still can't provide ID on Election Day;
- A court order has extended the time for closing the polls and the voter votes during this extended time period;
- The selected voter in the ePollbook shows having voted during early voting. The voter claims not to have voted during the early voting period;
- The selected voter in the ePollbook shows having requested/voted a vote by mail ballot. The voter claims not to have requested, received, or returned a voted vote by mail ballot to the Election Authority (or Election Judges);
- The voter attempted to register to vote on Election Day but failed to provide the necessary documentation.

A provisional voter may not vote on the AccuVote Touchscreen(TSX) and a Provisional Ballot may never be inserted into the AccuVote Optical Scan Tabulator.



If a provisional voter does not reside within DuPage County, please call the Election Authority at (630) 407-5577 for further instructions.

SEGMENT 3 — ELECTION DAY PROCEDURES

PROVISIONAL VOTING PROCEDURES

1. Have the voter complete the Provisional Voter Affidavit on Provisional Envelope 1. The voter must PRINT name, Driver's License/State ID card number or the last four (4) digits of Social Security number and sign in the space provided on the envelope.
2. Complete **To be completed by Election Judge** section indicating the reason the voter is voting a Provisional Ballot.
3. **In a Primary Election**, the Judge writes the party name (or Nonpartisan, if applicable) on designated line.
4. Sign in the space provided for the Judge of Election's signature.
5. On the Voter Details screen of the ePollbook, select **Post Provisional** to print a label.

Provisional voter below has requested a Vote by Mail ballot

The screenshot displays the 'Voter Details' screen for Zoe M Williams. At the top, the name 'Zoe M Williams' is shown with a back arrow on the left and a location indicator '4 - Posted Rome Baptist Church' on the right. Below the name, the 'VOTER DETAILS' section lists: County Voter Id 119815, Date of Birth 1/11/1934, Address 5328 E Marquette St Chillicothe, 61523, Precinct CH09, and Polling Place Rome Baptist Church. A red box on the right side of the screen contains the text 'VOTER CONDITIONS - VOTE BY MAIL BALLOT RETURNED' with a 'View' button. At the bottom of the screen, there are three buttons: 'Continue' (green), 'Post Provisional' (white with a red border and circled in red), and 'Advanced Options' (white). A 'View Signature' button is also visible above the bottom buttons.

6. Place the label on the back of the Provisional Envelope 1.
7. Select ballot with the correct Ballot Style (**and party requested in a Primary Election**) for the voter.
8. Record the Ballot Style (**and party requested in a Primary Election**) on the Secrecy Provisional Envelope 2 in the space provided.
9. Initial the Provisional Ballot with a red pen and hand to voter along with the Secrecy Provisional Envelope 2 and a marker.
10. Instruct voter to seal and return the voted Provisional Ballot inside the Secrecy Provisional Envelope 2 after voting.
11. Direct voter to any open booth.

SEGMENT 3 — ELECTION DAY PROCEDURES

PROVISIONAL VOTING PROCEDURES (continued)

AFTER VOTING AND SECRECY PROVISIONAL ENVELOPE 2 HAS BEEN RETURNED TO JUDGE

12. Remove the insert of Provisional Affidavit Envelope 1 and hand it to voter. Refer voter to section on reverse side of the affidavit for further information regarding their Provisional Ballot.
13. Place the sealed Secrecy Provisional Envelope 2, containing the voted ballot, into the voter's Provisional Affidavit Envelope 1 and seal it.

NOTE: If the Provisional voter surrendered a Vote by Mail ballot in its envelope, the envelope is placed into the voter's Provisional Affidavit Envelope 1 along with the sealed Secrecy Provisional Envelope 2.

If a Vote By Mail ballot is surrendered without its envelope, the ballot must be spoiled.

[\[Instructions on Voter Spoils a Paper Ballot are listed in Segment 3 Appendix\]](#)

Place the sealed Provisional Affidavit Envelope 1 inside the Provisional Ballot Carrier Pouch.

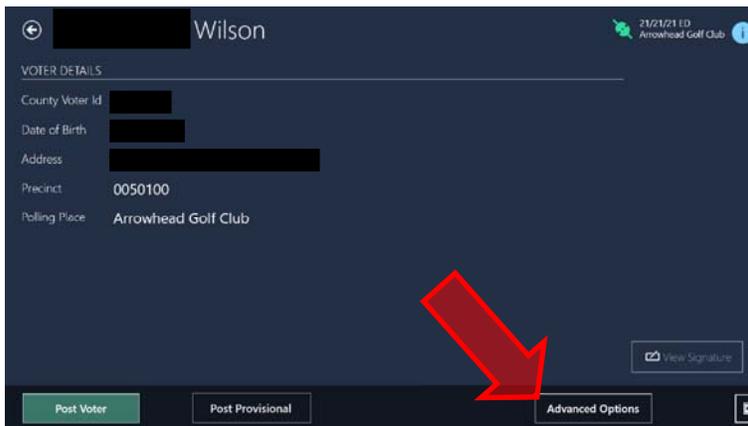
A provisional voter may not vote on the AccuVote Touchscreen (TSX) and a Provisional Ballot may never be inserted into the AccuVote Optical Scan Tabulator.

SEGMENT 3 — ELECTION DAY PROCEDURES

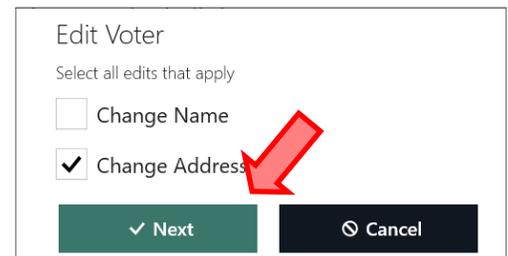
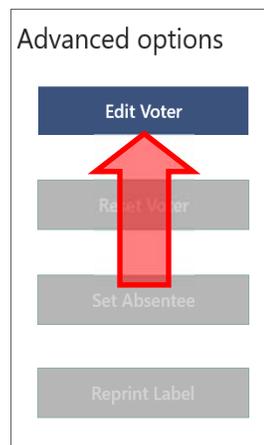
CHANGING A VOTER'S ADDRESS

NOTE: Changing a Voter's Address to be completed at Registration Station (Station 2)

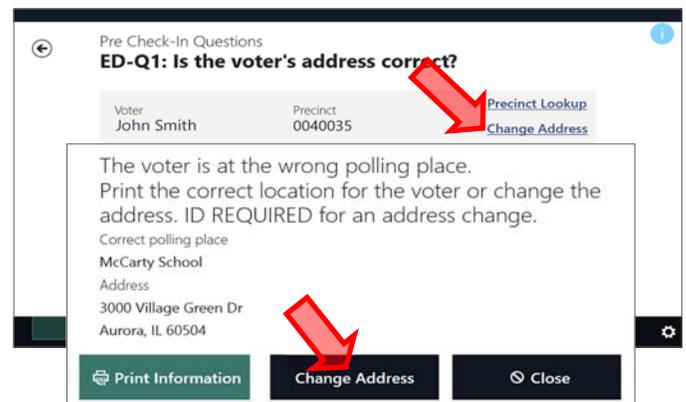
1. Have the voter complete the Grace Period Registration/Application to Vote.
2. Search for the voter on the voter search screen. If unable to find the voter within the precincts voting at this polling place, select **Expand Search** on the upper right of the search screen to search the entire jurisdiction.
3. If voter's name is found in the search, select correct name.



4. Select **Advanced Options**.
5. Select **Edit Voter**.
6. Select **Change Address** and **Next**.



NOTE: Change Address can also be selected on the **Pre Check-In** screen or the **Assist Voter** screen.



SEGMENT 3 — ELECTION DAY PROCEDURES

CHANGING A VOTER'S ADDRESS (continued)

6. Enter the voter's correct address and select **Search**. If the address is not found, widen the search by entering only the house number and street name. If the address still is not found, call the Election Authority at (630) 407-5577, to add a new address.
7. Choose the correct address from the search results, and select **Continue**.

Enter New Address

21/21/21 ED
Arrowhead Golf Club

103

3 address(es) found at this Polling Place and 997 at other Polling Places. Select the correct street. Expand Search

<input checked="" type="checkbox"/>	1035 Buckingham Dr 60189 Polling Place Arrowhead Golf Club	Precinct 0050107
<input type="checkbox"/>	1035 Canada Dr 60189 Polling Place Arrowhead Golf Club	Precinct 0050100
<input type="checkbox"/>	103 Triple Crown Ct 60189 Polling Place Arrowhead Golf Club	Precinct 0050100

Continue Cancel Scan License

8. The **Change Address** screen will appear. Ask the voter to present two (2) valid forms of identification (ID). If the voter presents valid forms of ID, select **Yes**.

NOTE: If the address is not within one of the precincts voting at this polling place, the voter should go to the correct polling place. If the voter insists on voting, allow the voter to vote a provisional ballot. (see page 58 for instructions on Provisional Voting)

9. If the address is within one of the precincts voting at this polling place, the **New Address** screen will appear. Confirm voter's information on the screen and select **Post Voter**.

NOTE: In a **Primary Election**, select party requested, and select **Post Voter** again.

10. Remember, once selecting **Post Voter**, the voter is posted and no additional changes can be made. If all information is correct, select **Post Voter** again.

11. Select **Print** and a label with the voter's information prints. Affix the label to the Grace Period Registration/Application to Vote.

12. Instruct voter to sign the Grace Period Registration/Application to Vote.

13. Pass Grace Period Registration/Application to Vote to the Ballot Judge. Voters receive an Optical Scan Paper Ballot (see page 55 for instructions on issuing a paper ballot) or upon request an AccuVote Touchscreen (TSX) voter access card (see page 56 for instructions on issuing an electronic ballot) at the Ballot Station (Station 3).

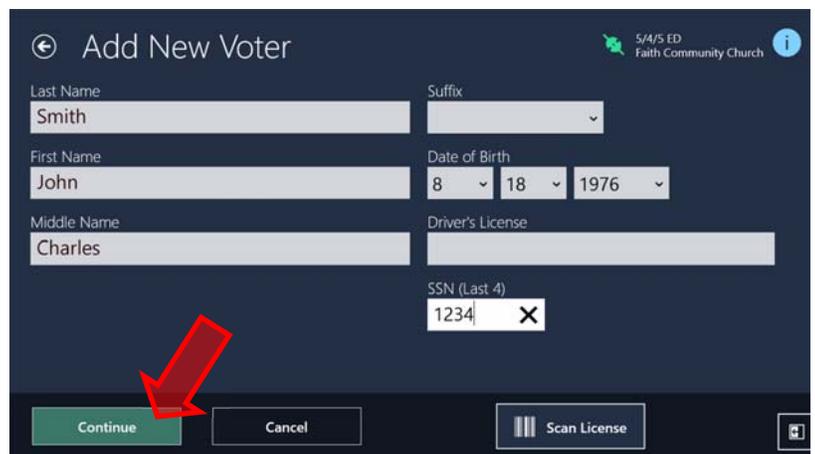
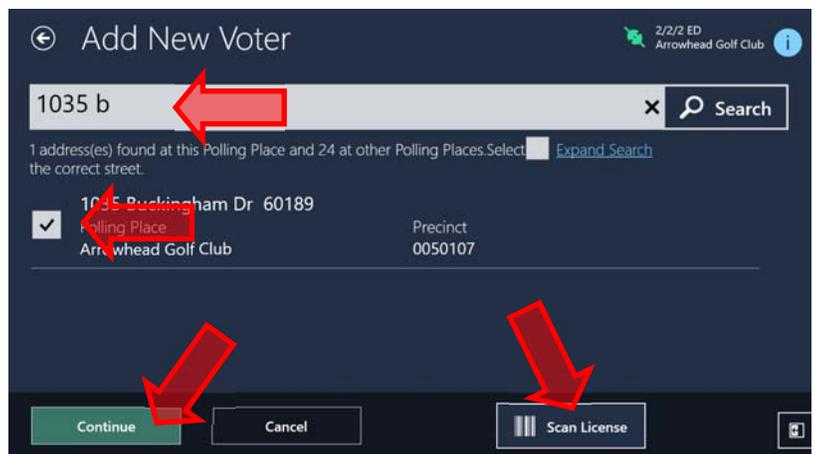
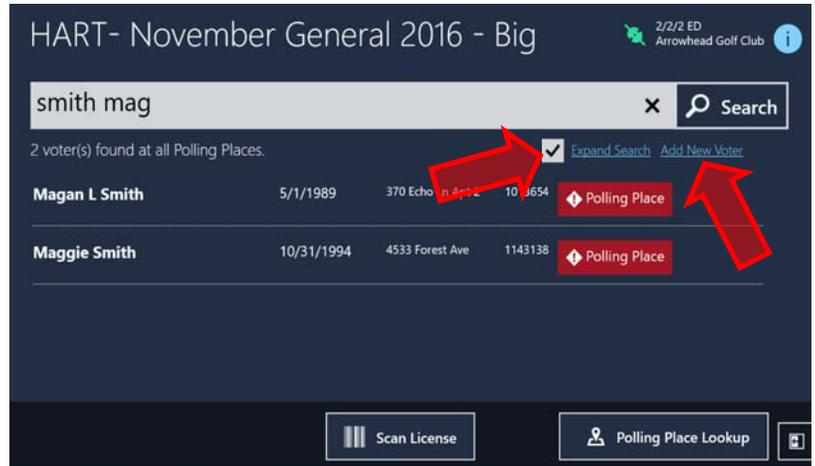
14. Select **New Search** to return to the search screen.

NOTE: If a voter registers to vote via Grace Period Registration and wishes to vote they must vote before leaving the polling place!

SEGMENT 3 — ELECTION DAY PROCEDURES

PROCESSING A NEW VOTER REGISTRATION OR NAME CHANGE

1. On Voter Search screen, enter the voter's name, date of birth, address, or voter ID. A list of voter names matching the search criteria automatically appears. If not, select **Search**.
2. **Verify the voter's name, date of birth and address are correct.** Select the voter's name from the search list.
3. If unable to find the voter in ePollbook search, select **Expand Search** on the upper right of the search screen to search the entire jurisdiction. If still unable to find the voter, select **Add New Voter**.
4. Enter the voter's address using only the house number and street name. **NOTE:** Do not enter in the street type or the directional.
5. Select voter's address and **Continue**. If no address is found, click **Expand Search**. If still not found, contact Election Authority at (630) 407-5577, to add a new address.
6. If the voter has a driver's license, select **Scan License** to scan the voter's license using the ePollbook's camera. This will complete the voter's registration form automatically. If a license is not available or the camera does not accept, enter the information required. A driver's license number or the last four digits of the voter's social security number is required. Select **Continue**.



SEGMENT 3 — ELECTION DAY PROCEDURES

PROCESSING A NEW VOTER REGISTRATION OR NAME CHANGE (continued)

7. Check the citizenship requirement that matches the voter's qualification.
8. Ask the voter for two (2) forms of ID. One of them must have their current address. Select the two (2) forms of ID that the voter showed.
9. Select **Next**.

Add New Voter
Please check the following information before adding a voter.

<input checked="" type="checkbox"/> United States Citizen	<input type="checkbox"/> Naturalized Citizen
---	--

Two forms of ID, at least one contains current address

<input checked="" type="checkbox"/> Driver's License	<input type="checkbox"/> Passport
<input checked="" type="checkbox"/> Utility Bill	<input type="checkbox"/> State ID Card
<input type="checkbox"/> One Other (Bank statement, paycheck stub, or other gov't document that shows name and address)	<input type="checkbox"/> Two Others (Bank statement, paycheck stub, or other gov't document that shows name and address)

Next **Cancel**

NOTE: If the address is not within one of the precincts voting at this polling place, the voter should go to the correct polling place. If the voter insists on voting, allow the voter to vote a provisional ballot. (see page 58 for instructions on Provisional Voting)

10. If the address is within one of the precincts voting at this polling place, the Add a New Voter screen will appear. Confirm voter's information on the screen and select **Post Voter**.

NOTE: In a **Primary Election**, select the party requested, and select **Post Voter** again.

Post Voter
Select Political Party to post voter John Charles Smith

<input type="checkbox"/> DEM
<input type="checkbox"/> REP

Post Voter **Cancel**

11. Remember, once selecting **Post Voter**, the voter is posted and no additional changes can be made. If all information is correct, select **Post Voter** again.

12. Select **Print** and a label with the voter's information prints. Affix the label to the Grace Period Registration/Application to Vote.

Add Voter
The following information has been collected for a voter.
Please confirm the information before posting the voter.

Voter	Address	Precinct
John Charles Smith	817 Burr Oak West Chicago 60185	0040012
Date of Birth		Polling Place
8/18/1976		Faith Community Church

Post Voter **Post Provisional** **Cancel**

Continue **Cancel** **Scan License**

SEGMENT 3 — ELECTION DAY PROCEDURES

PROCESSING A NEW VOTER REGISTRATION OR NAME CHANGE (continued)

NOTE: If the voter has a separate mailing address, clearly print the address in the space above the Record forms ID on lines provided area.

13. Instruct voter to sign the Grace Period Registration/Application to Vote.
14. Pass Grace Period Registration/Application to Vote to the Ballot Judge. Voters receive an Optical Scan Paper Ballot (see page 55 for instructions on issuing a paper ballot) or upon request an AccuVote Touchscreen (TSX) voter access card (see page 56 for instructions on issuing an electronic ballot) at the Ballot Station (Station 3).
15. Select **New Search** to return to the search screen.
16. Consecutively number the valid, signed Grace Period Registration/Application to Vote, beginning with number one (1) and file in the Grace Period Registration Poll Record Binder.

The image shows a yellow form titled "Grace Period Registration/Application To Vote" from DuPage County Election Commission. The form includes fields for Name, Address, City, Zip, DOB, Driver's License #, and Last 4 digits of SSN. It also has checkboxes for "Are you a US Citizen?" and "Will you be at least 18 by the day of the next General Election?". A "Label" watermark is visible over the form. On the right side, there are checkboxes for "Voted By Affidavit", "Assisted—Is disability permanent?", "Spoiled Ballot—Received another", and "Provisional". At the bottom, there is a "Certificate of Registered Voter" section with a signature line and a date line. A red arrow points to the "Registration Sequence #" field at the top right. Another red arrow points to the "Instructions to Judges of Elections" section, which contains the text: "Instructions to Judges of Elections: Applicants may not vote until the application has been signed or the voter has made mark." A third red arrow points to the "Record forms of ID on lines provided:" section at the bottom right, which has two numbered lines for recording the form ID.

NOTE: If a voter registers to vote via Grace Period Registration and wishes to vote they must vote before leaving the polling place!

SEGMENT 3 — ELECTION DAY PROCEDURES

ASSISTING VOTERS

Assistance is the actual marking of a voter's ballot by an individual selected by the voter or two Judges (one from each party), in the privacy of the voting booth. The individual assisting may not be an agent of the voter's employer or union. Assistance is only given upon voter's request.

Reasons a voter may request assistance:

- Blindness
- Physical Disability
- Inability to read, write, or speak the English language

NOTE: Intoxication shall not be regarded as a physical disability, and no intoxicated person shall be entitled to assistance in marking his/her ballot. (ILCS 10 5/17-14)

VOTER REQUESTING ASSISTANCE

NOTE: After the voter has been processed through the ePollbook continue by:

1. Marking with an "X" on the Application to Vote or Grace Period Registration/Application to Vote in the **Voted by Affidavit** and **Assisted** boxes.
2. Have the voter's assistant or Judges (one from each party) complete Affidavit of Assisted Voter (purple form C-5). [[Instructions on Affidavit of Assisted Voter are listed in Segment 3 Appendix](#)]
3. Pass Application to Vote or Grace Period Registration/Application to Vote and the completed Affidavit of Assisted Voter to the Ballot Judge. Voters receive an Optical Scan Paper Ballot (see page 55 for instructions on issuing a paper ballot) or upon request an AccuVote Touchscreen (TSX) voter access card (see page 56 for instructions on issuing an electronic ballot) at the Ballot Station (Station 3).
4. File the Affidavit of Assisted Voter with the Application to Vote or Grace Period Registration/Application to Vote in the appropriate Poll Record Binder.

Grace Period Registration/Application To Vote

Registration processed by: _____ Registration Sequence # _____ No. _____

Name: _____ Are you a US Citizen? Yes No

Address: _____

City, Zip: _____ Will you be at least 18 by the day of the next general election? Yes No

DOB: MM/DD/YYYY: _____

Driver's License # _____

Last 4 digits of SSN: _____

Instructions to Judges of Election:
Applicant may not vote until this application has been signed or the voter has made mark.

Mark below with an "X" any of the conditions listed that may apply to the voter.

Voted By Affidavit

Assisted—Is disability permanent? YES NO

Spoiled Ballot—Received another

Provisional

Certificate of Registered Voter

STATE OF ILLINOIS, County of Cook: I hereby swear (or affirm) that I am a resident of the United States; that on the date of this election I have resided in the State of Illinois and in the election precinct in which I reside 30 days, and that I intend that this location shall be my residence; that I am fully qualified to vote; that I have not previously voted in this election, and that the above statements are true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. citizen, deported from or refused entry into the United States.

Signature or mark of Applicant: _____

Date: ____/____/____

Record forms of ID on lines provided: _____

Mark below with an "X" any of the conditions listed that may apply to the voter.

- Voted By Affidavit
- Assisted—Is disability permanent? YES NO
- Spoiled Ballot—Received another
- Provisional

SEGMENT 3 — ELECTION DAY PROCEDURES

CLOSING THE POLLS PREPARATION

AT 6:30 P.M.

One (1) Judge announces in a loud, clear voice the polls will close in one half hour.

AT 7:00 P.M.

One (1) Judge announces in a loud, clear voice that the polls are closed. Any voter in line is allowed to vote. If the line is outside of the building bring them in and lock the door. A Judge stands at the end of the line behind the last voter to establish a cut-off point. Anyone arriving after 7:00 p.m. must be pleasantly, but firmly, turned away. Voters who have completed voting must leave.

Blue Rolling Case for return to the Election Authority on Election Night

Locate the one (1) Blue Rolling Case, which will be brought back to the Election Authority on Election Night (a second case may be need only if there is an extreme amount of Voted ballots).

(See page 94 for instructions on preparing and packing Blue Rolling Case for Return)

NOTE: Un-voted ballots are not returned within this particular Blue Rolling Case and should only be returned in the Election Supply Cabinet.

SEGMENT 3

APPENDIX

SEGMENT 3 — APPENDIX

USING THE PREPRINTED APPLICATIONS TO VOTE (EMERGENCY USE ONLY)

NOTE: Only use the **Preprinted Applications to Vote** if the ePollbook is not working. If the ePollbook was previously broken and has since been fixed, stop using the **Preprinted Applications to Vote** and go back to posting the voters through the ePollbook.

1. Have the voter state his/her name and address.
2. Locate voter's Preprinted Application to Vote containing:
 - a) Poll ID Number
 - b) Township / Precinct / Ballot Style
 - c) Facsimile Signature
 - d) Name and Address Information
 - e) Voter's ID Number
 - f) Certificate of Voter Participation Stub (which also indicates voter's name and ballot style)

The image shows a 'Preprinted Application to Vote' form for November 6, 2012. The form is divided into several sections. At the top, it says 'Application To Vote - November 6, 2012' and 'Séquestre Pour Voter - 6 de Novembre de 2012'. It includes a 'Poll ID Number' field with the value '291'. Below that, it says 'TOWNSHIP / PRECINCT / BALLOT STYLE' with the value 'WAYNE 001 - 0001'. There is a 'Certificate of Registered Voter' section with a barcode and the number '2004005542'. The voter's name and address are listed as 'John Q Public, 32W180 Cedar Ln, Wayne, IL 60184'. A signature stub is provided with the name 'John Q Public' and a facsimile signature. Red arrows labeled (a) through (f) point to various fields: (a) points to the Poll ID Number, (b) points to the Township/Precinct/Ballot Style, (c) points to the facsimile signature, (d) points to the voter's name and address, (e) points to the Voter's ID Number, and (f) points to the Certificate of Voter Participation Stub.

3. Request the voter to verify the name and address information on the Preprinted Application to Vote.
4. If the voter does not reside at the address on the Preprinted Application to Vote, **refer** voter to Voter Assistance and Registration Station (Station 2).
5. **In a Primary Election**, the voter requests the party by writing the party name (or Nonpartisan, if applicable) on designated line of the voter's Preprinted Application to Vote.
6. Once the voter verifies the information on the Preprinted Application to Vote is correct, have the voter sign in the space provided for the voter's signature.
7. Two (2) Judges (one from each party) compare the voter's handwritten signature with the facsimile signature on the Preprinted Application to Vote.
8. If the signature matches, the two (2) Judges initial the voter's Preprinted Application to Vote in the area provided. **If signatures do not match or facsimile signature is missing, capture voter signature.** [Instructions on Capturing Missing Signatures are listed in Segment 3 Appendix]
9. Pass Preprinted Application to Vote to the Ballot Judge. Voters receive an Optical Scan Paper Ballot (see page 55 for instructions on issuing a paper ballot) or upon request an AccuVote Touchscreen (TSX) voter access card (see page 56 for instructions on issuing an electronic ballot) at the Ballot Station (Station 3).

NOTE: A Judge, Pollwatcher, or registered voter, may challenge a person's right to vote. [Explanations of Challenging a Person's Right to Vote are listed in Segment 3 Appendix]

SEGMENT 3 — APPENDIX

CAPTURING MISSING SIGNATURES

If a voter's facsimile signature does not appear on the label (or, in an emergency, the Preprinted Application) or the facsimile signature does not match, ask the voter to complete a Signature Capture Sheet. This sheet is not to be used for a name change; **refer** a voter who has legally changed their name to Voter Assistance and Registration Station (Station 2) to re-register.

1. Request to see two (2) forms of identification (ID) containing the voter's signature.
2. Have voter complete and sign the Signature Capture Sheet.
3. Record the voter's ID number (found on the label or on the Preprinted Application) on the Signature Capture Sheet.
4. File the Signature Capture Sheet in the Signature Capture Sheet Binder provided.

Revised January 2012
Revisado en Enero de 2012

DuPage County Election Commission
Comisión Electoral del Condado de DuPage
Signature Capture Sheet Hoja de Captación de Firmas
** Use black ink ** Utilizar tinta negra

B-12DP-2-BL
Liberty Systems LLC - Wheaton, IL

Township Municipio Precinct Distrito electoral

Print name Escriba su nombre con letra de imprenta

Street address Dirección

Date of birth Fecha de nacimiento

Voter I.D. Number Número de Identificación del Elector

Place Signature Capture Sheet in Signature Capture Sheet Binder (B-12DP-1-BL)

PLACE LABEL HERE

RETURN IN ENVELOPE
2

BEND POSTS TO CLOSE

SIGNATURE CAPTURE SHEET INSTRUCTIONS

IF THE VOTER'S FACSIMILE SIGNATURE DOES NOT APPEAR ON THE PREPRINTED APPLICATION TO VOTE OR THE SIGNATURE IS ILLEGIBLE PLEASE USE SIGNATURE CAPTURE SHEET.

INSTRUCTIONS:

1. Request to see two (2) forms of identification containing the voter's signature.
2. Have the voter fill in and sign the SIGNATURE CAPTURE SHEET.
3. File the **signed SIGNATURE CAPTURE SHEET** in this binder.
4. Have the voter sign his/her PREPRINTED APPLICATION TO VOTE.
5. Consecutively number the signed application, as usual, and file it in the proper poll record binder.

IMPORTANT: AN INDIVIDUAL MUST BE REGISTERED TO VOTE IN THIS PRECINCT, UNDER HIS/HER CURRENT NAME, BEFORE SIGNING THE CAPTURE SHEET.

RETURN **COMPLETED** SIGNATURE CAPTURE SHEET BINDER IN ENVELOPE 2.

B-12DP-1
LIBERTY SYSTEMS LLC - WHEATON, IL

SEGMENT 3 — APPENDIX

SPECIAL VOTER CONDITIONS

VOTE BY MAIL BALLOT OR EARLY VOTED

The voter has requested a Vote By Mail ballot or Early Voted. The voter cannot cast a second ballot to be counted in this election and should be challenged if they attempt to vote on Election Day. If the voter believes that this status is wrong, they may vote provisionally if they wish.

[\[Explanations of Challenging a Person's Right to Vote are listed in Segment 3 Appendix\]](#)

INDIVIDUAL DROPS OFF A VOTED VOTE BY MAIL BALLOT TO THE POLLING PLACE

1. Ensure that the ballot is sealed inside the Vote By Mail envelope and that the voter has signed the certification on the envelope.
2. A Judge must initial the sealed Vote By Mail envelope and write on the envelope "Delivered to Polling Place"
3. Attach a polling place label to the Vote By Mail envelope.
4. Place the Vote By Mail envelope into the Provisional Ballot Carrier Pouch for return to the Election Authority on Election Night.

ID REQUIRED

The ePollbook will ask to check identification (ID) for individuals who registered to vote by mail but did not submit required ID. **NOTE:** Preprinted Applications to Vote will be marked **CHECK ID**. Before a ballot is issued, the voter must show two (2) forms of ID, both showing the voter's name and at least one (1) showing current address. If the voter does not have the two (2) required forms of ID and wishes to vote, the voter must vote provisionally and present two (2) forms of ID to the Election Authority within fourteen (14) days after the election for the vote to count. (see page 58 for instructions on Provisional Voting)

Some acceptable forms of ID are: State ID or Driver's License, Passport, Public Aid ID, Government or Military ID, pay stub, bank statement, Employee or School ID, utility bill, lease/contract for a residence, checkbook, postmarked first class mail, Social Security card, credit card, insurance card, FOID card, Civic Union or Professional Association Membership card.

INACTIVE VOTER

If a voter is shown as inactive and has not moved, the voter must show two (2) forms of ID, both showing the voter's name and at least one (1) showing current address. If the voter does not have the two (2) required forms of ID and wishes to vote, the voter must vote provisionally and present two (2) forms of ID to the Election Authority within fourteen (14) days after the election for the vote to count. (see page 58 for instructions on Provisional Voting)

SEGMENT 3 — APPENDIX

CHALLENGING A PERSON'S RIGHT TO VOTE

Any Judge of Election is obligated to challenge a person's right to vote if he/she believes the person is not a qualified voter. A Pollwatcher or Registered Voter may also issue a challenge.

REASONS FOR CHALLENGING

The challenger must state a specific reason for challenging a person's right to vote. A challenge may be issued for the following reasons:

- The voter no longer resides at the given address
- The person attempting to vote is not the same person as registered
- The system indicates that the voter requested a Vote By Mail ballot or Early Voted
- There is no registration record for the voter (Military can vote without being registered)

[\[Explanations of Affidavit of U.S. Service Voter are listed in Segment 3 Appendix\]](#)

DECIDING A CHALLENGE

The Judges determine by majority decision whether the challenged person may vote. If a majority of the Judges decide to challenge the voter, the voter can still vote a Provisional Ballot. (see page 58 for instructions on Provisional Voting)

NO ONE SHALL BE DENIED THE RIGHT TO VOTE

If the majority of the Judges do not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued.

SEGMENT 3 — APPENDIX

VOTER SPOILS A PAPER BALLOT

If a voter makes a mistake or otherwise spoils a paper ballot, the spoiled ballot may be returned to the Judges and another paper ballot issued to the voter.

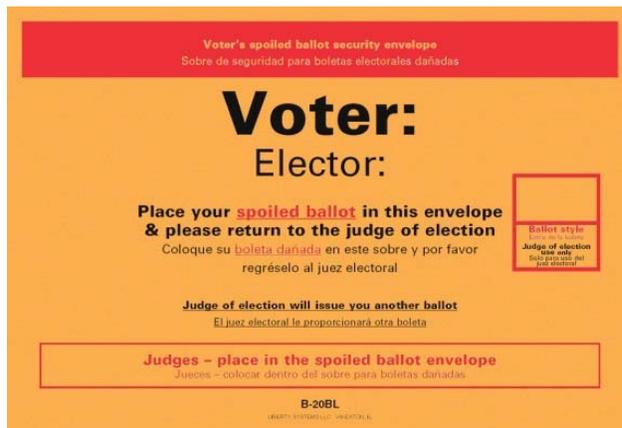
NOTE: If the voter is having trouble with their electronic ballot on the AccuVote Touchscreen (TSX). (see page 107 for troubleshooting instructions)

BALLOT BOX JUDGE

1. Issue the voter a Voter's spoiled ballot security envelope.
2. Instruct the voter to mark the ballot "SPOILED", fold the ballot, place it in the Voter's spoiled ballot security envelope and seal.
3. Have the voter return the sealed Voter's spoiled ballot security envelope to the Ballot Judge.

BALLOT JUDGE

1. Mark the Voter's spoiled ballot security envelope with the Ballot Style and place it in the large SPOILED BALLOT ENVELOPE.
2. On the voter's signed Application to Vote or Grace Period Registration/Application to Vote mark the **Spoiled Ballot-Received another** square.
3. Issue the voter another ballot with the same Ballot Style (and party requested in a **Primary Election**).
4. Direct the voter to a vacant voting booth.
5. After the voter has completed voting, the voter continues on to the Ballot Box.



The image shows a "Grace Period Registration/Application to Vote" form. It includes fields for Name, Address, City, Zip, and DOB. There are checkboxes for "Are you a US Citizen?", "Will you be at least 18 by the day of the next General Election?", "Driver's License?", and "Last 4 digits of SSN?". There is a "Label" area. Below the form is a "Certificate of Registered Voter" section with a signature line and a date field. The form number is B-20BL.

The image shows a yellow form titled "Instructions to Judges of Election". It says "Mark below with an 'X' any of the conditions listed that may apply to the voter." Below this are four checkboxes: "Voted By Affidavit", "Assisted - Is disability permanent? YES NO", "Spoiled Ballot—Received another", and "Provisional". The "Spoiled Ballot—Received another" checkbox is marked with an "X" and circled in red. An arrow points from this checkbox to the "Spoiled Ballot—Received another" checkbox on the "Certificate of Registered Voter" form in the previous image.

SEGMENT 3 — APPENDIX

AFFIDAVITS AND FORMS

VOTER AFFIDAVIT (salmon form B-2)

According to election law, an affidavit is a sworn statement made in writing before an Election Judge. Under certain circumstances, a person may be required to sign an affidavit in addition to the Application to Vote. Additional documentation may be required or the voter may re-register.

The Voter Affidavit will cover most situations requiring an affidavit.

Use this affidavit in the following situations:

1. Voter moved within the same precinct within 27 days of the Election.
2. Voter moved within 30 days of the Election to another precinct in the State of Illinois.
3. Voter lives at the same address but has changed their name.
4. Voter's registration is not found on the ePollbook.
5. Voter applied but never received a Vote By Mail ballot. **Provisional Affidavit and Ballot Required.**

NOTE: Voters in above situations may choose to register to vote. Refer these voters to Voter Assistance and Registration Station (Station 2).

1. Have the voter sign his/her Application to Vote. Complete the top section of the Voter Affidavit and check the box that corresponds with the situation.
 - Address change 27 days in Precinct, mark box 1
 - Address change 30 days in State, mark box 2
 - Name change, mark box 3
 - Name on list, no preprinted application, mark box 4
 - Vote by Mail ballot not received, mark box 5
 - Residence not changed, 9-1-1 address change, mark box 6

The Voter Affidavit must be accompanied with:

- Two (2) forms of identification showing the voter's current address **OR**
 - Supporting Affidavit by a registered voter swearing to personally know that the voter meets the legal requirement of voting.
2. Issue ballot according to the ballot style on their Application to Vote. If ballot style cannot be determined, call the Election Authority at (630) 407-5577
 3. Number the Voter's signed Application to Vote with the next consecutive number and file along with the Voter Affidavit in the Poll Record Binder **(by party in a Primary Election)**.

SEGMENT 3 — APPENDIX

AFFIDAVITS AND FORMS (continued)

AFFIDAVIT OF ASSISTED VOTER (purple form C-5)

According to election law, an affidavit is a sworn statement made in writing before an Election Judge. Under certain circumstances, a person may be required to sign an affidavit in addition to the Application to Vote.

The Affidavit of Assisted Voter is to be used when a voter with any type of disability requires the assistance of another person to cast his or her vote.

Completing upper portion:

- The voter (or the voter's assistant) shall finish the swearing in portion. This will include adding the voter's name, Township and Precinct Number and County.
- Mark the proper box (1 or 2) for reason of assistance.
- If box 2 is marked, state the specific nature of the disability.
- Print the name of the person or persons providing assistance.
- Voter signs or makes his/her mark where indicated.
- The Judge administering the oath prints his/her name on the appropriate line.
- The Judge indicates the date the affidavit is executed and signs where indicated.

Completing lower portion:

- The voter's assistant(s) prints his/her name on the oath line.
- Assistant(s) sign after administering the oath.
- The Judge administering the oath signs his/her name where indicated.

Number the Voter's signed Application to Vote with the next consecutive number and file along with the Affidavit of Assisted Voter in the Poll Record Binder **(by party in a Primary Election)**.

SEGMENT 3 — APPENDIX

AFFIDAVITS AND FORMS (continued)

ADDRESS CORRECTION FOR FAIL-SAFE VOTER (gray form B-10)

NOTE: A voter that has moved within the election authority's jurisdiction is eligible to re-register and vote. Refer these voters to Voter Assistance and Registration Station (Station 2).

This affidavit is for a voter who is at the old polling place and moved within DuPage County more than 30 days prior to the date of the election and failed to transfer their voter registration. The voter is refusing to re-register or be directed to the proper polling place. This voter may vote a Federal ballot only at this polling place.

Note: Federal Ballots are only available on the AccuVote Touchscreen (TSX).

1. Find the voter in ePollbook.
2. Answer questions in ePollbook.
3. Have voter complete the Address Correction for Fail-Safe Voter form.
4. Issue the voter a Voter Access Card for a Federal ballot only, using former address, for the proper township and precinct **(and party in a Primary Election)**.
5. Give the signed Application to Vote the next consecutive number and file it along with the Address Correction for Fail-Safe Voter form in the Poll Record Binder **(by party in a Primary Election)**.

If voter has denied moving from the address on the application (or Federal is indicated), call Election Authority at (630) 407-5577 for further instructions.

SEGMENT 3 — APPENDIX

AFFIDAVITS AND FORMS (continued)

AFFIDAVIT OF U.S. SERVICE VOTER (blue form B-3)

NOTE: A voter that has moved within the election authority's jurisdiction is eligible to re-register and vote. Refer these voters to Voter Assistance and Registration Station (Station 2).

Military personnel on active duty or within 60 days of discharge are entitled to vote without being registered. A Military voter must be at the proper polling place for his/her residential address in order to vote.

NOTE: A spouse and/or dependent of Military personnel must be registered in order to vote in person.

1. Direct the voter to the Voter Assistance and Registration Station (Station 2).
2. Have voter complete an Affidavit of U.S. Service Voter.
3. Have an acquainted registered voter in that precinct complete the Supporting Affidavit of Voter section.
4. Have voter complete and sign an Application to Vote.
5. Determine the proper Ballot Style for voter's address. If necessary, call the Election Authority at (630) 407-5577 to obtain the correct Ballot Style.
6. Issue the correct Ballot Style **(and party requested in a Primary Election)** to the voter.
7. Number completed Application to Vote with the next consecutive number and file with the Affidavit of U.S. Service Voter in the Poll Record Binder **(by party in a Primary Election)**.

SEGMENT 3 — APPENDIX

AFFIDAVITS AND FORMS (continued)

BALLOT STYLE CORRECTION (white form B-14)

The address of each registered voter has been specifically coded to indicate the units of government for which he/she is entitled to vote. The Election Authority provides sample ballots for each ballot style used within a polling place. The sample ballot will indicate the different units of government having an election within the precinct.

If a voter disputes the units of government or districts listed on his/her ballot, call the Election Authority at (630) 407-5577 to verify if the original ballot style on the application is incorrect.

If ballot style is incorrect:

1. Have voter sign Application to Vote.
2. Have voter complete a Ballot Style Correction form.
3. Record corrected ballot style on both forms.
4. Issue voter a ballot for corrected ballot style **(and party requested in a Primary Election)**.
5. Number voter's signed Application to Vote with the next consecutive number and file it in the proper Poll Record Binder **(by party in a Primary Election)**.
6. Affix a Polling Place label in the space provided on completed Ballot Style Correction form and place in Election Forms Return Envelope 2.

SEGMENT 4 — CLOSING THE POLLS

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SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE

At 7:00 p.m. one (1) Judge announces in a loud, clear voice that the polls are closed. Any voter in line is permitted to vote. If the line is outside of the building bring anyone inside and lock the door. A Judge stands at the end of the line behind the last voter to establish a cut-off point. Anyone arriving after 7:00 p.m. must be pleasantly, but firmly, turned away. Voters who have completed voting must leave.

Voters casting their ballots after 7:00 p.m. are processed the same as voters throughout the day.

NOTE: In the event of a court order extending the time for closing the polls, all voters voting after 7:00 p.m. must vote provisionally. (see page 58 for instructions on Provisional Voting)

WHO MAY REMAIN IN THE POLLING PLACE

After the last vote has been cast, the following people are allowed to remain in the polling place:

- Judges of Election assigned to the polling place
- Authorized Pollwatchers who have surrendered valid Pollwatcher Credentials
- Law enforcement officials acting in their official capacities
- Representatives of the DuPage Election Authority
- Representatives of the State Board of Elections
- Representatives of the Office of the State's Attorney and/or the Illinois Attorney General's Office

STARTING CLOSING PROCEDURES

1. Open AFTER POLLS CLOSE envelope and remove forms

[[Contents of AFTER POLLS CLOSE envelope are listed in Segment 4 Appendix](#)]

2. Locate and complete Return of Supplies Certification (yellow form C-43). A Closing Election Procedures Checklist (C-2) is available to assist in the process of closing the polling place.

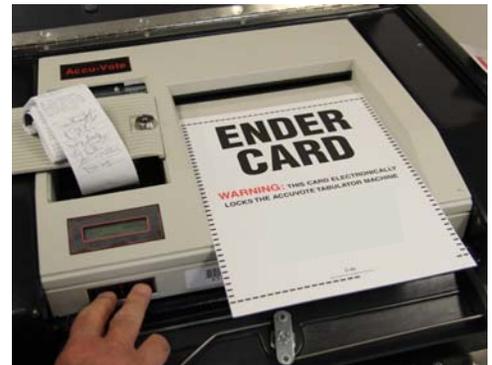
SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

CLOSING PROCEDURES FOR THE ACCUVOTE OPTICAL SCAN TABULATOR (TABULATOR)

NOTE: One (1) Judge from each party should do the following:

1. Using black key, open Auxiliary Ballot Compartment of the Ballot Box.
2. Remove any ballots deposited in the Auxiliary Ballot Compartment.
3. Feed ballots, if any, through the Tabulator.
4. Record the total number of ballots tabulated from Tabulator LCD display on Official Ballot Record (OBR).
5. Move privacy shield out of the way. Using black key, unlock front access gate of Ballot Box.
6. Using red key, unlock and remove printer cover.



When the ENDER CARD has been accepted, no more ballots can be cast. The AccuVote Optical Scan Tabulator will automatically begin printing a copy of the ELECTION RESULTS REPORT.

7. One (1) Judge presses the **YES** and **NO** buttons simultaneously, as another Judge feeds the ENDER CARD through the Tabulator and into the Ballot Box.
8. Use the black key to open the main ballot compartment doors and remove all ballots. Separate any ballots with write-in votes and place off to the side. Place all ballots not containing write-in votes into an emptied White Delivery Ballot Box C. (see pages 90-91 for determining validity and counting write-in votes)
9. Once the first tape has finished printing, the LCD displays NEED ANOTHER COPY?. Press **YES** to print another copy and continue to do so until a total of four (4) copies of the ELECTION RESULTS REPORT have been printed.
10. **ALL** Judges **must** sign all copies of the ELECTION RESULTS REPORT tapes.
11. Post one (1) signed copy of ELECTION RESULTS REPORT tape in the polling place.



NOTE: Upon request, additional copies must be printed and signed for Pollwatchers.

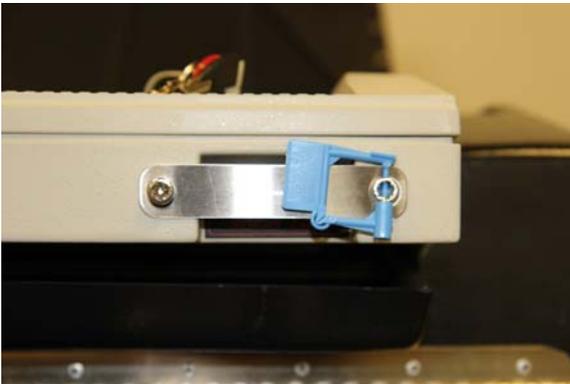
12. Place ELECTION ZERO REPORT tape, which was rolled and stored in the printer compartment, along with three (3) remaining signed copies of the ELECTION RESULTS REPORT into Election Results Envelope 1.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

PACKING THE ACCUVOTE OPTICAL SCAN TABULATOR (TABULATOR)

1. Using the red key, replace and lock printer cover.
2. Slide Tabulator forward on Ballot Box.
3. Turn **OFF** using red switch located on back of unit.
4. Unplug power cord from Tabulator and electrical outlet.
5. Record security seal number on front of Election Results Envelope 1.
6. Break seal and place in Election Results Envelope 1.



7. Pull memory card compartment metal bar forward until it is released from the screw and lift up.
8. **Remove memory card by sliding out. Place memory card in the pink Memory Card Pouch.**
9. Remove and place Tabulator along with power cord in canvas bag.
10. Place Tabulator in Election Supply Cabinet (ESC).
11. Disassemble Ballot Box and place in ESC. [[Instructions on Equipment Disassembly](#) are listed in [Segment 4 Appendix](#)].



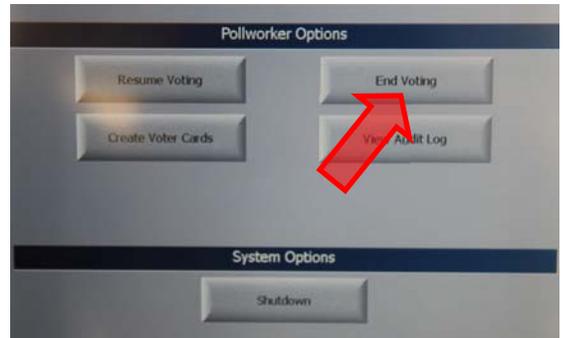
If upon returning the supplies, the OS or TSX memory cards are missing, the Judges of Election must return to the polling place to retrieve the memory cards.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

CLOSING PROCEDURES FOR THE ACCUVOTE TOUCHSCREEN (TSX)

1. Record on Official Ballot Record (OBR) the number of ballots tabulated (located on touchscreen display).
 2. Locate Supervisor Card and PIN (Security Code) from backside of Key Holder.
 3. Insert Supervisor Card into TSX; enter PIN number and touch **OK**.
 4. Remove Supervisor Card and touch **End Voting**.
 5. At WARNING screen, touch **Yes**.
 6. Place keypad out of the way on top of unit. Unlock AccuView Printer Module (AVPM) lid, using black barrel key. Gently lift lid until it clicks into an open position.
 7. When AVPM Printer Notification screen appears, touch **OK**.
 8. When PRINT FULL TOTALS REPORT? appears, touch **Yes**.
 9. If PRINT WRITE-IN CANDIDATES? appears, touch **Yes**.
 10. When PRINT LONG REPORT? appears, touch **No**. The ELECTION RESULTS REPORT tape will begin to print.
 11. When first report is finished printing, **ALL** Judges **must** sign on dotted lines at end of report.
 12. Tear report off below the signatures.
 13. Grasp TSX canister and lift out of AVPM. Manually wind the remaining report into canister.
 14. Place sealed canister(s) in Blue Rolling Case being returned to Election Authority.
 15. When NEED ANOTHER COPY? appears, touch **Yes**. When prompted on touchscreen, touch **OK** to begin printing next copy of report.
 16. When NEED ANOTHER COPY? appears again, touch **Yes** and **OK** until three (3) copies have been printed outside of canister.
- NOTE:** Upon request, additional copies must be printed and signed for Pollwatchers.
17. Once all required copies are printed, touch **No**.
 18. **ALL** Judges **must** sign ALL copies of ELECTION RESULTS REPORT tapes.
 19. Post one (1) copy of report in polling place. Place two (2) copies of report in Election Results Envelope 1.
 20. Touch **Shutdown**.
 21. Touch **Yes** to confirm that you want to shutdown.
 22. Lift metal plate and remove paper roll.
 23. Place paper roll(s) in black canvas case (TSX Printer Unit).



SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

PACKING THE ACCUVOTE TOUCHSCREEN (TSX)

1. Locate blue locking bracket lever and pull it toward you. This will disengage the AccuView Printer Module (AVPM) from the AccuVote Touchscreen (TSX).
2. Pull the plastic latch (which looks like a hook) down and toward you. It is located at the top of the inside of the printer housing. This will release the AVPM from the TSX. Gently remove AVPM.
3. Using black barrel key, close and lock TSX printer door.
4. Place AVPM in the black canvas case provided and zip the case closed.
5. Disconnect keypad, headset, and power cord. Set aside.
6. Close privacy shield doors on TSX and place with shield doors face down on a table or flat surface.
7. Locate the memory card compartment with security seal over it. Peel off and place seal on the front of Election Results Envelope 1.
8. Using black barrel key, unlock and open compartment. **Press the eject button and remove memory card. Place memory card in the pink Memory Card Pouch.**
9. Close and lock compartment.
10. Place keypad, headset and power cord in respective storage cavities on the back TSX unit.
11. Completely collapse u-shaped leg by pressing both sets of safety pins in and pushing down on top of leg. One (1) set of pins is located in the front, the other in the back.
12. Collapse the outer legs by pressing the safety pin in on each leg and pushing down.
13. Carefully collapse brackets by pushing down in the middle.
14. Fold outer legs in until even with the u-shaped leg.
15. Collapse the leg assembly by pressing the safety pin in on center base support strut and pushing the support bar down toward the base. The legs will lock in place if taken down correctly.
16. Place the TSX unit and black canvas case (with AVPM) in the Election Supply Cabinet (ESC).



SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

PACKING THE EXPRESSPOLL

1. Place the stylus back in the compartment at the top of the ExpressPoll Unit.
2. Slide the ON/STBY switch, located at the top of the unit, to **STANDBY**.
3. Slide the OFF/ON BATTERY SWITCH, located on the back of unit, to **OFF**.
4. Unplug the power cord from electrical outlet and ExpressPoll.
5. Pack the power cord and the ExpressPoll into the gray metal suitcase.
6. Place gray metal suitcase in the Election Supply Cabinet (ESC) for return to Election Authority.



NOTE: DO NOT REMOVE THE MEMORY CARD FROM THE EXPRESSPOLL.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

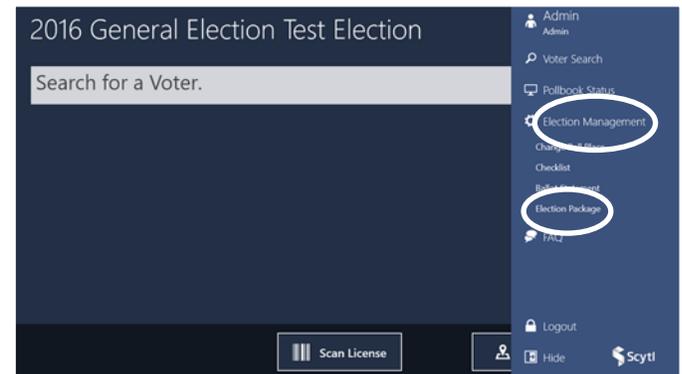
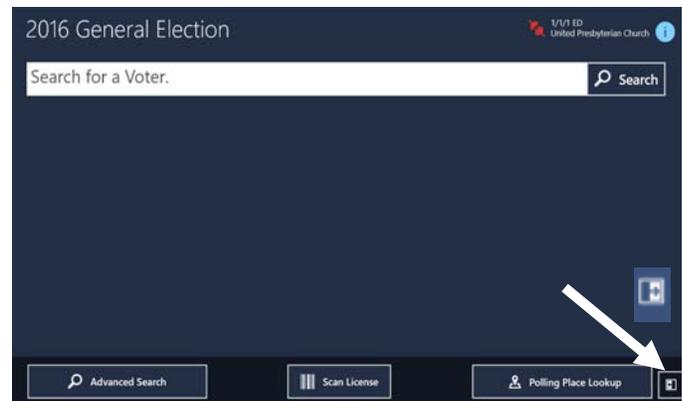
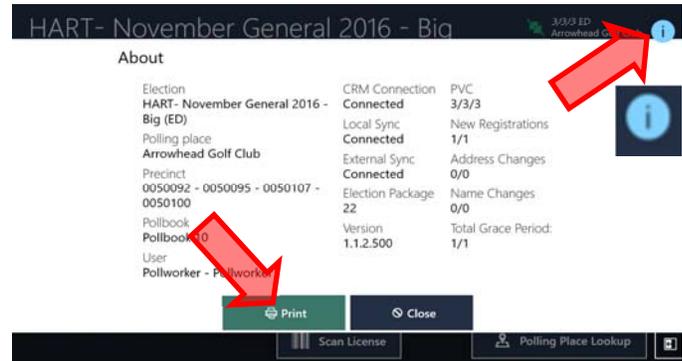
CLOSING PROCEDURES FOR THE EPOLLBOOK

The following must be done for each ePollbook:

1. Select the “i” icon in the top right corner.
2. Select **Print**.
3. Affix printed label to the back of the Official Ballot Record (OBR).

NOTE: These labels will have information needed to complete the OBR.

4. Select **Close**.
5. Select the **Hide** button (located in the lower right corner). Select **Election Management**, then select **Election Package**.
6. Enter ePollbook name exactly as it appears on the left hand corner of the ePollbook keyboard. **Example: Pollbook 101**
7. After you enter the ePollbook name, select **Consolidate to Central Server**.
8. When Data sent successfully appears, select **OK**.
9. Hold the button on the upper left of the outside of the lid for 5 seconds, Slide to shut down your PC will appear. Use mouse, stylus or finger to slide in a downward motion and shut down the ePollbook.
10. Turn off label printer by holding down power button.



PACKING THE EPOLLBOOK AND JETPACK (MIFI)

1. Take ePollbooks and label printers and collect cables.
2. Power off Jetpack (MiFi) and collect cables.
3. Pack ePollbooks, label printers, Jetpack (MiFi), and cables inside ePollbook case(s).
4. Place ePollbook case(s) inside Election Supply Cabinet (ESC).

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

PREPARING POLL CLOSING FORMS AND PAPERWORK

1. Affix Polling Place labels, located in the Supplemental Supply Envelope, to **ALL** forms and envelopes where indicated.
2. Bind signed Applications to Vote within appropriate covers and metal fastener(s) provided. **In a Primary Election**, there are separate cover(s) for each party.
3. Bind signed Grace Period Registration/Applications to Vote within appropriate cover and metal fastener provided. **In a Primary Election**, Grace Period Registration/Applications to Vote are **NOT** separated by party.
4. **ALL** Judges **must** sign **ALL** Poll Record Binder cover(s) including the Grace Period Registration Poll Record Binder cover.
5. Record the total number of signed Applications to Vote from the Official and Grace Period Registration Poll Record Binders on the Official Ballot Record (OBR). **In a Primary Election**, record the number by party.
7. Place **ALL** Poll Record Binder(s), including the Grace Period Poll Record Binder, in the Blue Rolling Case being returned to Election Authority.

PREPARING PROVISIONAL BALLOT CARRIER POUCH

1. Affix Polling Place label in space provided on the front of the Provisional Ballot Carrier Pouch.
2. Remove and count the number of voted Provisional Ballots in the Provisional Ballot Carrier Pouch. Record the number on the front of the Provisional Ballot Carrier Pouch. **In a Primary Election**, record the number of ballots issued by party.
3. Make sure all of the Provisional Ballot and Affidavit Envelopes are inside the Provisional Ballot Carrier Pouch and seal the pouch.
4. Record the number of Provisional Ballots Cast on the OBR. **In a Primary Election**, record the number of ballots issued by party.
5. Record the number of Vote By Mail ballots returned to the polling place to be counted on the OBR. **In a Primary Election**, record the number of ballots returned by party.
6. Place Provisional Ballot Carrier Pouch in the Blue Rolling Case being returned to Election Authority.

PROCESSING SPOILED BALLOTS

1. Affix Polling Place label to front of Spoiled Ballot Envelope.
2. Remove and count the number of Voter's Spoiled Ballot Security Envelopes in the Spoiled Ballot Envelope. Record the number on the front of the Spoiled Ballot Envelope.
3. Place Voter's Spoiled Ballot Security Envelopes back in Spoiled Ballot Envelope and seal envelope.
4. **ALL** Judges **must** sign Spoiled Ballot Envelope.
5. Place sealed Spoiled Ballot Envelope in Supply Box A.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

DETERMINING VALIDITY OF WRITE-IN VOTES

NOTE: A valid Write-In Candidate has filed the proper paperwork with the Election Authority.

Example 1:

Oval next to write-in line is **NOT** darkened but a valid Write-In Candidate name appears.

INVALID

Reason: A darkened oval is required along with a valid Write-In Candidate name.

Example 2:

Oval next to write-in line is darkened but no name is written on the line.

INVALID

Reason: A valid Write-In Candidate name is required along with a darkened oval.

Example 3:

Oval next to write-in line is darkened but the name written is not of a valid Write-In Candidate.

INVALID

Reason: A **valid** Write-In Candidate name is required along with a darkened oval.

Example 4:

In a Primary Election, a voter declares a particular political party, but the voter writes in a valid Write-In Candidate from a different political party.

INVALID

Reason: A valid Write-In Candidate must be of the same political party of the party selected by the voter.

Example 5:

Judges cannot read (decipher) voter's writing.

INVALID

Reason: Judges cannot determine the intent of the voter.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

COUNTING WRITE-IN VOTES

1. Remove Write-In Tally Sheet from Supplemental Supply Envelope.

NOTE: Only valid Write-In Candidates are printed on the Write-In Tally Sheet.

- If there are multiple precincts in the polling place, there is a tally section for each precinct.
 - If there are no valid Write-In Candidates for a precinct, **NONE** appears on the Write-In Tally Sheet.
2. One (1) Judge reads the precinct number, race, and name of Write-In Candidate from the ballot while the second Judge (of the opposite party) verifies that the write-in name appears on the Write-In Tally Sheet.
3. Verify that the write-in vote did not cause an over-vote for the race, (on the ballot, the number of filled-in ovals cannot exceed the “Vote for” amount of the race).
4. If a write-in vote is valid, record a hash mark for the Write-In Candidate in correct precinct section.
5. After all valid write-in votes have been recorded, add up hash marks and record the total in the Total Votes column. **NOTE:** If a valid Write-In Candidate did not receive any votes, record zero (0) in Total Votes column.
6. **ALL** Judges **must** sign Write-In Tally Sheet regardless of whether or not there were any valid write-ins. Place Write-In Tally Sheet in Election Results Envelope 1.
7. Place the ballots with valid write-ins in an empty White Delivery Ballot Box C. Mark the box “**Valid Write-Ins**” and seal the box with filament tape lengthwise and widthwise.
8. Place the ballots with invalid write-ins on top of the ballots with no write-ins in White Delivery Ballot Box C. Seal the box(es) with filament tape lengthwise and widthwise.
9. **ALL** White Delivery Ballot Box C(s) containing voted ballots, must be signed by one (1) Judge from each party.
10. Place **ALL** sealed boxes with voted ballots in the Blue Rolling Case being returned to Election Authority.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

COMPLETING THE OFFICIAL BALLOT RECORD (OBR) FOR A GENERAL ELECTION

1. Affix a Polling Place label in the space provided at the top.
2. Verify, record, and sum the totals on the OBR as follows:

Applications for ballot from the Poll Record Binder

- [1] Record the number of signed Applications
- [2] Record the number of signed Grace Period Registrations
- [3] Record Total Applications (Sum of 1 and 2)

Ballots Issued

- [4] Record the number of Ballots supplied in the delivery case(s) (see Certificate of Inspection)

Ballots Counted

- [5] Record and sum the number of voted ballots counted by tabulator and touchscreen

Provisional

- [6] Record the total number of **voted** Provisional Ballots as recorded on the Provisional Ballot Carrier Pouch

Vote By Mail

- [7] Record the total number of Vote By Mail Ballots returned to the polling place to be counted

3. **ALL** Judges **must** sign and record the time of signing.
4. Two (2) Judges, one (1) from each party retain a colored carbon copy of the OBR.
5. Place the white copy of the OBR in the Election Results Envelope 1.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

COMPLETING THE OFFICIAL BALLOT RECORD (OBR) FOR A PRIMARY ELECTION

1. Affix a Polling Place Label in the space provided at the top.
2. Verify, record, and sum the totals on the OBR as follows:

Applications By Party

- [1] Record the number of signed Applications (Rep, Dem, Green, NP)
- [2] Record the number of signed Grace Period Registrations
- [3] Record Total Applications (Sum of 1 and 2)

Ballots Issues

- [4] Record and sum the number of Ballots supplied in the delivery case(s) (see Certificate of Inspection), by party.

Ballots Counted

- [5] Record and sum the number of voted ballots counted by tabulator and touchscreen

Provisional

- [6] Record, by party, and sum the number of **voted** Provisional Ballots as recorded on the Provisional Ballot Carrier Pouch.

Vote By Mail

- [7] Record, by party, and sum the number of Vote By Mail Ballots returned to the polling place to be counted.

3. **ALL** Judges **must** sign and record the time of signing.
4. Two (2) Judges, one (1) from each party retain a colored carbon copy of the OBR.
5. Place the white copy of the OBR in the Election Results Envelope 1.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

PREPARING AND PACKING BLUE ROLLING CASE FOR RETURN



UN-VOTED BALLOTS MUST BE PLACED IN THE ELECTION SUPPLY CABINET (ESC)

Pack the following items within one (1) Blue Rolling Case:

- Voted ballots (includes ballots with invalid write-in votes)
- Voted ballots with valid write-in votes (box marked “**Valid Write-Ins**”)
- **ALL** Poll Record Binder(s), including the Grace Period Poll Record Binder
- AccuVote TSX printer canister(s) signed by Judges of Election
- Election Results Envelope 1 containing:
 1. Completed and signed Certificate of Inspection
 2. Completed and signed Write-In Tally Sheet
 3. Completed and signed Official Ballot Record (OBR) (white copy only)
 4. ELECTION ZERO REPORT tape and three (3) signed ELECTION RESULTS REPORT tapes from AccuVote Optical Scan Tabulator
 5. Two (2) signed ELECTION RESULTS REPORT tapes from AccuVote Touchscreen (TSX)
 6. AccuVote Optical Scan Tabulator memory card security seal(s)
 7. AccuVote Touchscreen (TSX) memory card security seal attached to front of envelope
- Election Forms Return Envelope 2 containing:
 1. Pollwatcher Register envelope with **ALL** pollwatcher credentials
 2. Judges’ Oath/Payroll sheet
 3. Election Supply Return Receipt
 4. Report to Election Authority by Election Judges
 5. Judge of Election Suggestion Sheet
 6. Signature Capture Sheet Binder with completed signature capture sheets
 7. Completed Ballot Style Correction forms
- Blue Zippered Pouch containing:
 1. Voter Access Cards
 2. Key Holder with all keys and Supervisor Card in sleeve on back
- Provisional Ballot Carrier Pouch containing all voted Provisional ballots and Vote By Mail ballots returned to the polling place
- Cellular Phone (including box and charger)
- Completed Return of Supplies Certification

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

ITEMS BEING RETURNED TO ELECTION AUTHORITY ON ELECTION NIGHT



UN-VOTED BALLOTS MUST BE PLACED IN THE ELECTION SUPPLY CABINET (ESC)

Two (2) Judges, one (1) from each party, **MUST** return the following supplies to the Election Authority on Election Night:

1. Pink Memory Card Pouch containing:
 - [1] AccuVote Optical Scan Tabulator memory card
 - [2] AccuVote Touchscreen (TSX) memory card
2. Blue Rolling Case containing the items listed on page 94.

If upon returning the supplies, the OS or TSX memory cards are missing, the Judges of Election must return to the polling place to retrieve the memory cards.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

PREPARING THE ELECTION SUPPLY CABINET (ESC)

Pack the ESC according to the Supply List below. The list of items to be placed in the ESC (load sheet) is located on the inside of the ESC door.

- AccuVote Optical Scan Tabulator in black canvas bag
- AccuVote Touchscreen (TSX)
- AccuView Printer Module (AVPM) in black canvas case
- ePollBooks in black cases
- ExpressPoll (**DO NOT REMOVE MEMORY CARD**) in metal suitcase
- Ballot Box
- Voting Booths [[Instructions on Equipment Disassembly are listed in Segment 4 Appendix](#)].
- Flag(s)
- No Electioneering cones
- White plastic roadway polling place sign(s)
- Power strip(s)/cord(s)
- Any other supplies not required to be returned election night

Blue Rolling Case(s) (Except the one being returned to Election Authority on Election Night)

- **ALL** un-voted ballots placed inside White Delivery Ballot Box C(s)

Supplemental Supply Box B with:

- Supplemental Supply Envelope
- Unused Applications to Vote
- Judges name badges
- Other miscellaneous contents

Supply Box A with:

- FOR SETUP envelope
- DURING ELECTION envelope
- AFTER POLLS CLOSE envelope
- Provisional Voting Supplies envelope
- Spoiled Ballot Envelope
- Ballot Privacy Covers
- Plastic bag containing pens, markers, tape, etc.

SEGMENT 4 — CLOSING THE POLLS

AFTER THE POLLS CLOSE (continued)

PREPARING THE ELECTION SUPPLY CABINET (ESC) (continued)

When finished packing ESC

- **Confirm all items are in Blue Rolling Case being returned to Election Authority before locking ESC**
- Lock ESC; apply seal
- Record ESC seal number on Election Results Envelope 1
- Place Election Results Envelope 1 in Blue Rolling Case being returned to Election Authority

NOTE: If movers brought tables and chairs, place these with the ESC. If the tables and chairs belong to the polling place, place back where originally found.

SEGMENT 4

APPENDIX

SEGMENT 4 — APPENDIX

CONTENTS OF AFTER POLLS CLOSE ENVELOPE FOUND IN SUPPLY BOX A

- Closing Election Procedures Checklist (form C-2)
- Election Forms Return Envelope 2 (form C-3)
- Election Official Sign (form C-17)
- Official Ballot Record (in a Primary Election) (form C-42P)
- Official Ballot Record (in a General Election) (form C-42G)
- Return of Supplies Certification (form C-43)



SEGMENT 4 — APPENDIX

EQUIPMENT DISASSEMBLY

BALLOT BOX

1. **ALL** Judges **must** verify all three (3) compartments are empty.
2. Remove AccuVote Optical Scan Tabulator (from Ballot Box).
3. Fold side panels into privacy shield. Close front access gate. Close privacy shield. Use black key to lock front access gate.

NOTE: Make sure privacy shield has been engaged by lock so it can not be lifted.

4. Lay unit on its side.
5. Turn gray wheel to unlock. (flat part of wheel should be towards back of Ballot Box).
6. Push front gray leg support away from inner ballot compartment. Attach it to velcro.
7. Reach toward top of front edge of inner ballot compartment and grab gray attachment plate and detach from velcro (this will unlock the inner ballot compartment).
8. Push gray bottom tray into inner ballot compartment 90 degrees. Collapse both sides of compartment and close entire unit into itself.
9. Fold entire ballot compartment into top of Ballot Box.
10. Close front of Ballot Box.
11. Latch both sides.
12. Place Ballot Box in Election Supply Cabinet (ESC).

SEGMENT 4 — APPENDIX

EQUIPMENT DISASSEMBLY (continued)

VOTING BOOTHS

1. Unlatch side curtains from top lid and fold down. Fold top lid down.
2. Flip unit and place on table or flat surface.
3. Remove and disassemble legs.
4. Flip unit and press side clips to open top lid.
5. Place legs in the slots of lid.
6. Close unit.
7. Place unit inside of Election Supply Cabinet (ESC)

ADA VOTING BOOTH (gray box)

1. Remove privacy curtain from 3 slots. Fold and set aside.
2. Flip unit and place on table or flat surface.
3. Remove and disassemble legs.
4. Place legs inside of cavity.
5. Place folded privacy curtain on top of legs.
6. Remove gray box from ESC and slide unit inside.
7. Place ADA Voting booth inside of ESC.

TROUBLE- SHOOTING

TROUBLESHOOTING

TROUBLESHOOTING

EPOLLBOOK PRINTER

1. Select the Windows key.
2. Start typing "Printer". The Windows search menu appears on the right-hand side of the screen. Select **Devices and Printers** from this menu.
3. In the **Devices and Printers** window, right-click the **Brother** printer and select **Printing Preferences**.
4. In the **Printing Preferences** window, make sure that:
 - Paper size is set to 2.4 inches
 - Length is set to 4.5 inches
 - Quality is set to Give priority to print quality 300 x 600 dpi
5. Select **OK** and close the Printers and Devices windows.
6. Select the Windows key and then select the **ePollbook** application to resume using the ePollbook.

REPRINTING A VOTER LABEL

- 1 On the main search screen, enter the voter's name and select search.
- 2 Select the voter from list.
- 3 Select **Reprint Label**.

The screenshot shows the ePollbook interface for the "HART- November General 2016 - Big Arrowhead Golf Club" election. The status is "Voter has been registered and voted in this election." and "VOTER POSTED". The voter's information is displayed in a table:

Voter	John W Doe	Date	7/29/2016 9:51:20 AM
Date of Birth	7/28/1988	Precinct	0050107
Address	1035 Buckingham Dr 60189	Polling Place	Arrowhead Golf Club

Below the table are three buttons: "Reprint Label" (with a printer icon), "Delete", and "Close". A red arrow points to the "Reprint Label" button. At the bottom of the screen, there are buttons for "Scan License" and "Polling Place Lookup".

TROUBLESHOOTING

TROUBLESHOOTING

EXPRESSPOLL

The ExpressPoll is already programmed for the polling place. However, if the memory card is removed and/or re-installed the Log In screen will appear.

TO LOG INTO THE EXPRESSPOLL

1. Select Poll ID box (field) - Enter correct Poll ID number.
2. Select User ID box (field) - Enter correct Poll ID number.
3. Select Password box (field) - Enter password (3141).
4. Select Log In.

Log In 110

DuPage
Consolidated Primary

Tap on each box (field) before entering information. The box will be white and the cursor (vertical line) will be in the field. Use the keypad to enter the required information. Then tap the "Login" button.

Poll ID 161 Enter your Poll ID number

User ID 161 Enter your Poll ID number

Password **** 3141

Poll ID number is also your User ID
Password is 3141

Log In

BT:??? AC:Online Total Ballots Issued:0 1/26/2007 4:02:08 PM

TROUBLESHOOTING

TROUBLESHOOTING

ACCUVOTE OPTICAL SCAN TABULATOR

Verify that the Quick Guide instructions were followed step by step.

Issue: AccuVote Optical Scan Tabulator (Tabulator) LCD screen shows OK to Format.

Solution: Call Election Authority at (630) 407-5577; place voted ballots into Auxiliary compartment until issue is resolved and Tabulator accepts feeding ballots.

Issue: Paper ballot does not feed into Tabulator or printing on tape is unreadable.

Solution: Turn unit **OFF** and then **ON**, this should reset the unit. If no ballots have been fed through the Tabulator, the ELECTION ZERO REPORT will run again and must be signed by all Judges. If ballots had already been fed through during the day, the Tabulator will continue tabulating from that point.

If this does not resolve the issue call Election Authority at (630) 407-5577.

Issue: AccuVote Optical Scan Tabulator (Tabulator) LCD screen flashing POWER FAIL.

Solution: Check to make sure Tabulator is plugged into electrical outlet, power strip (if being used) is switched **ON** or building power outlet is functioning properly.

If this does not resolve the issue call Election Authority at (630) 407-5577.

Issue: Unable to read Tabulator tape printout.

Solution: Verify printer ribbon is installed correctly, if so and issue persists replace printer ribbon.

If this does not resolve the issue call Election Authority at (630) 407-5577.

TROUBLESHOOTING

TROUBLESHOOTING

ACCUVOTE TOUCHSCREEN (TSX)

Verify that the Quick Guide instructions were followed step by step.

Issues pertaining to the TSX are likely related to the AccuView Printer Module (AVPM) housing setup.

- Printer paper not thread properly from TSX to canister
- Smoke gray cover not snapped into place properly

These issues can likely be fixed by removing all printer components and re-installing using the Quick Guide instructions step by step.

Issue: TSX screen is showing message **No Election Loaded**.

Solution: One (1) Judge from each party should:

- 1) Locate the memory card compartment with security seal over it. Peel off and place seal on the front of Election Results Envelope 1.
- 2) Using black barrel key, unlock and open compartment. **Press the eject button and re-seat memory card.**
- 3) Turn TSX unit **OFF** and then **ON**. If message disappears once unit is turned back on proceed with setup.
- 4) Lock compartment.

If this does not resolve the issue call Election Authority at (630) 407-5577.

Issue: TSX will not accept Voter Access cards and screen will display message **Card Reader Error Access Card not being read**.

Solution: Turn unit **OFF** and then **ON**, this should reset the unit. If no ballots have been cast on the TSX, the ELECTION ZERO REPORT will run again and must be signed by all Judges. If ballots had already been cast, the TSX will continue from that point after an abbreviated start. If this does not resolve the issue call Election Authority at (630) 407-5577.

Issue: TSX unit is frozen or inoperable.

Solution: Perform a hard reset of the unit by holding the power button down until the unit shuts down. Turn unit back **ON**, this should reset the unit. If no ballots have been cast on the TSX, the ELECTION ZERO REPORT will run again and must be signed by all Judges. If ballots had already been cast, the TSX will continue from that point after an abbreviated start. If this does not resolve the issue call Election Authority at (630) 407-5577.