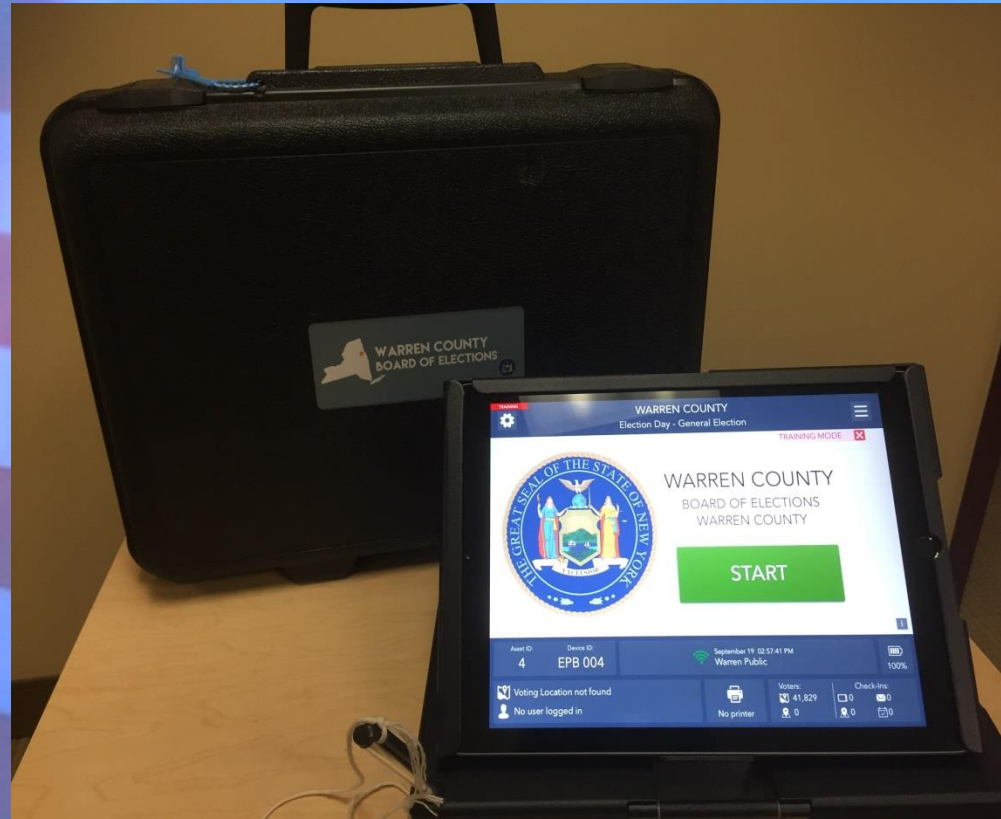


E-Poll Book



Kim Ross, Democratic Deputy Commissioner (518)761-6456
Beth McLaughlin, Democratic Commissioner (518)761-6459
Harry Hubbard, Republican Deputy Commissioner (518)761-6457
Bill VanNess, Republican Commissioner (518)761-6458

E-PollBooks will be delivered in On-Demand Printer Cart

1. Verify Blue Seal Numbers on Election Day EPB Seal Report
2. Open Case, remove the Touchpads and match the printer number to the E-PollBook.
3. Flip open the E-PollBook, set on table
4. Plug in E-PollBook with cord coming out of top of On-Demand Printer Cart. Ensure Printer Cart plug is plugged into nearest outlet.
5. Slide printer tray forward to velcro strip on door. Lock cart wheels. Power up printer and E-PollBook



WARREN COUNTY BOARD OF ELECTIONS
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845
P.O. #100, 761-6458

William F. New
Republican Commissioner
(518) 761-6458

Elizabeth M. Laughlin
Democratic Commissioner
(518) 761-6459

ELECTION DAY E-POLLBOOK SEAL REPORT
Election
Town Ward District

KEEP THIS IN THE E-POLL BOOK CASE
**REMEMBER TO GATHER THE ROUTER, AT THE END OF THE NIGHT
RETURN IN THE BLUE INSPECTOR BAG**

OPENING	CLOSING
E-POLLBOOK CASE SEAL # _____	E-Poll book Case RED Seal # _____
IPad # _____	IPad # _____
IPad# _____	IPad# _____
	*Inspector Bag and the E-Poll book case will be RETURNED to BOE on Election Night.
Tech Signature _____ Tech Signature _____	
Inspector Signatures: Print and Sign	Inspector Signatures: Print and Sign
1 _____	1 _____
2 _____	2 _____



Open Case, remove the Touchpad(s) and set them on the table.



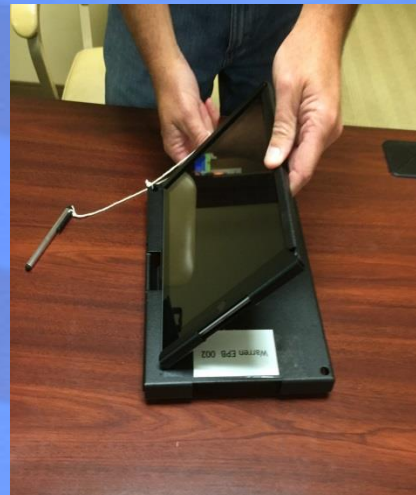
Remove Touchpad chargers. Close case store under table.



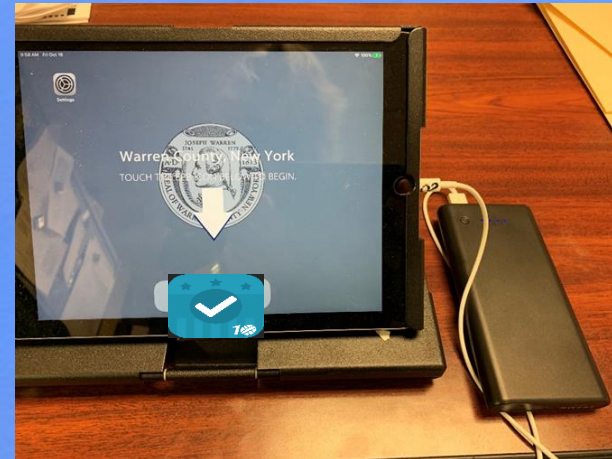
Open touchpad by inserting your finger under the tab opposite the hinge.



Open as if you are opening a book.



Break the binding and flip open. Set Touchpad on the table. Feet down



Each poll book will have a power block. Use this as your power source ONLY as a backup in case of emergency.

Logging Into The E-Pollbook

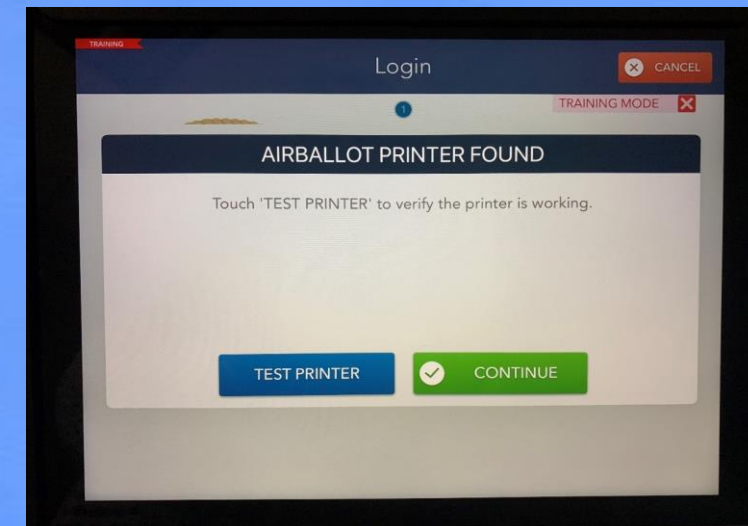
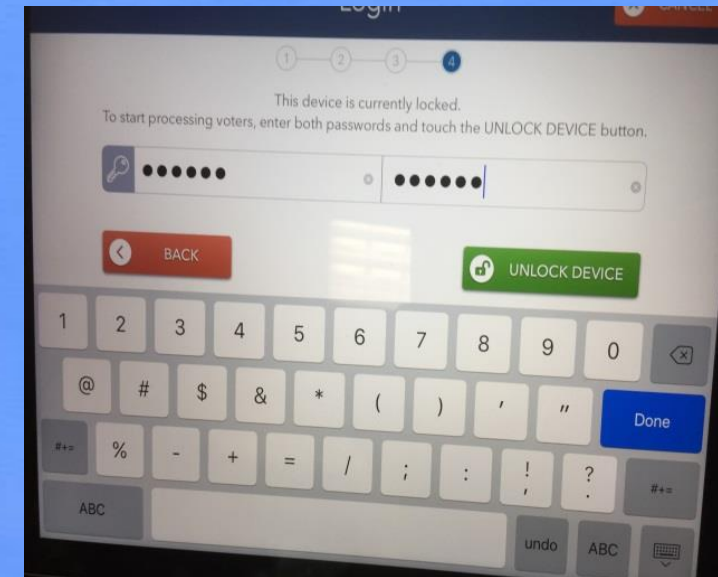
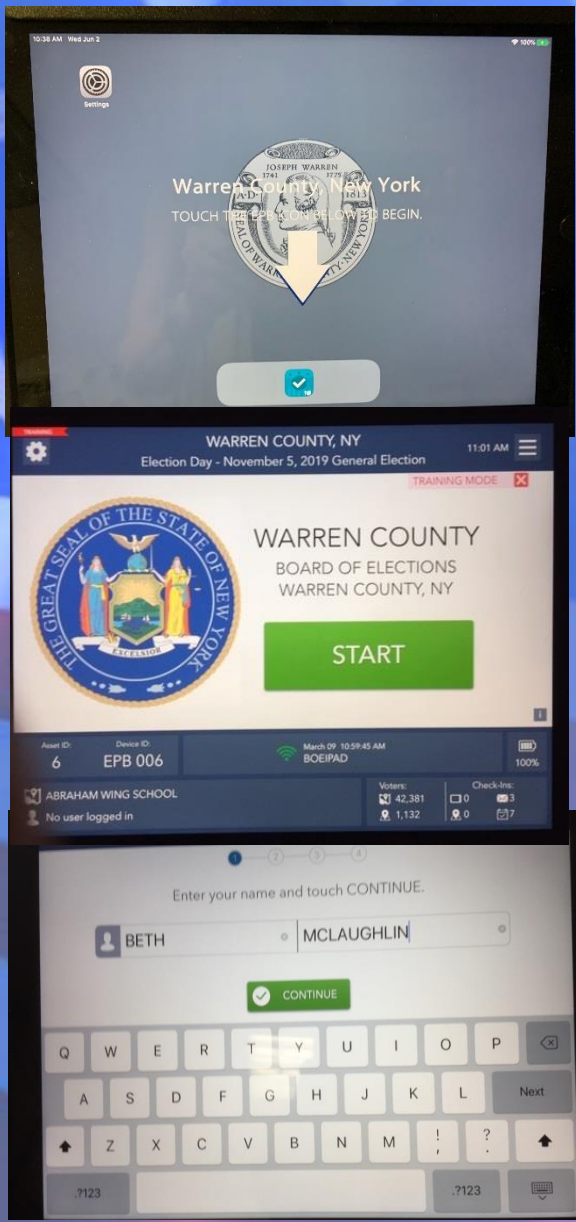
1) Begin by touching the blue checkmark icon at the bottom of the screen. This will launch the ePB.

2) Your initial screen will look as such. Press green "start" button to log in.

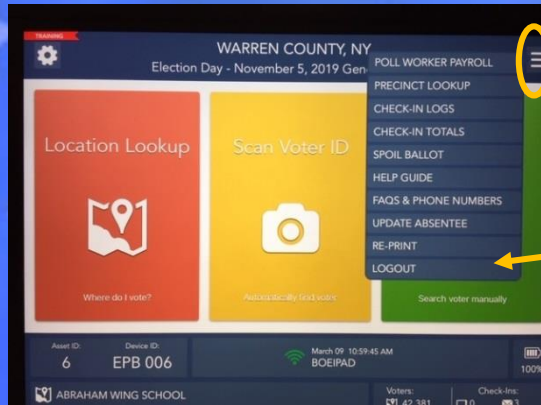
3) Enter your full first and last name to log-in. Press "Continue"

4) Enter **dem123** and **rep123** when asked for a password. Touch **UNLOCK DEVICE** to continue. This may take a minute.

5) When logging in, the ePB will automatically attempt to connect to the On-Demand Printer. This process may take a few minutes. If found, this image will display. Please only test the printer during the initial log in for the day. Once it prints, press **"Continue."** If it does NOT print, please check your connections and press **"Try Again"**

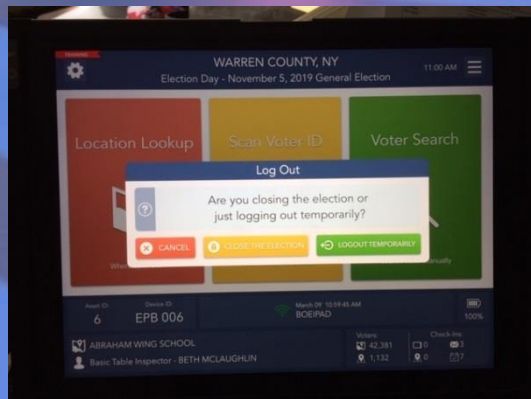


Logging out of the E-PollBook-Temporarily



1) Press the ☰ button in the top right of the home screen. It will bring up the drop down list shown here. Press **“Logout.”**

No need to TEST PRINTER each time a new inspector signs in.

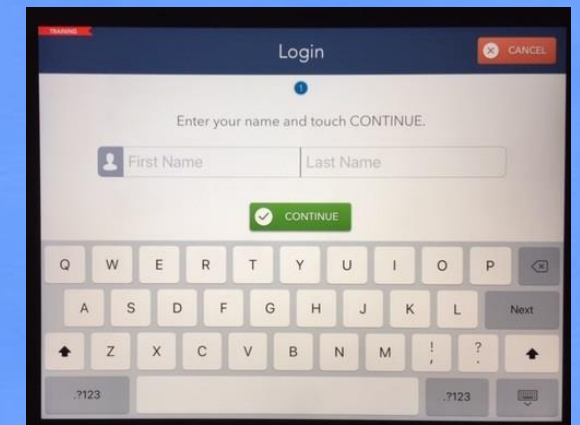


2) The action of hitting **“logout”** will bring up this text box. Confirm by hitting **“Logout Temporarily”**

3) In order to log back in, press big green **“Start”** button



4) Type in full name and press **“Continue.”**

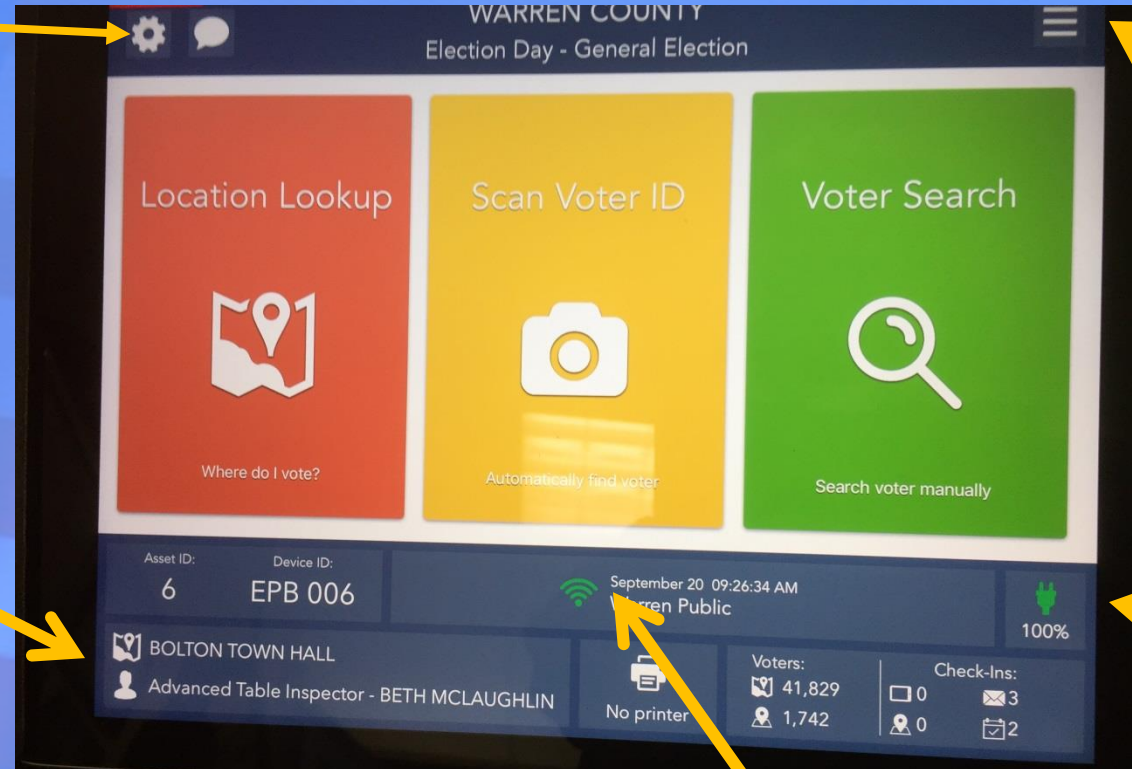


The Launchpad-Election Day

This is your Home Screen. After every check-in you should arrive back at this screen

Settings "Gear" to test printer if necessary

Location you are logged into, your job title and your name.



Launchpad Menu aka: The Hamburger

This is where you go to spoil a ballot

Battery status

Connectivity and sideways status

Red, Yellow and Green Search Buttons

To direct a voter to the correct polling location touch Location Lookup

To Search for a voter by scanning their ID. Touch Scan Voter ID

To search for a voter manually, touch VOTER SEARCH.

Checking In a Voter

1) Utilizing the big green “Voter Search” button on the homepage from the slide, you will bring up this screen.

2) Ask the Voter for their FULL name AND Address. Use the 3x3 rule. First 3 letters of first and last name. Search.

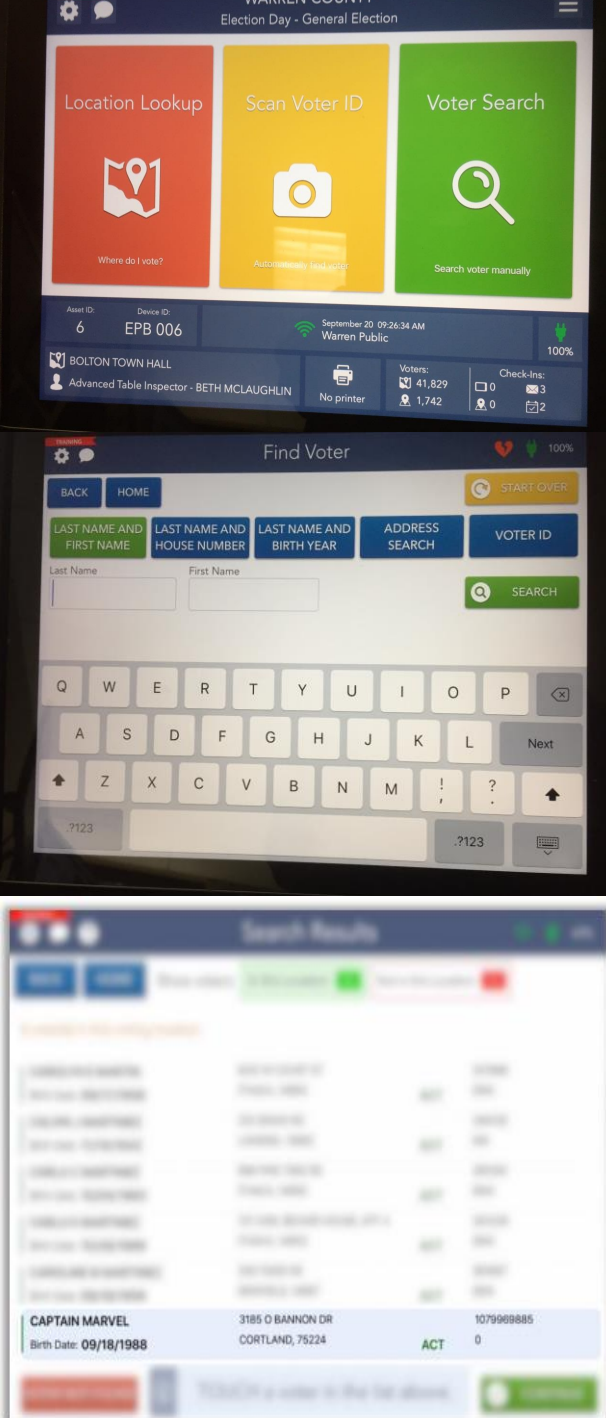
3) If only one voter matches the search criteria, the Voter Eligibility screen will appear automatically. Continue checking in your voter.

If more than one voter matches the search criteria, your screen will compile a list of all voters. Ensure you have the right person by confirming ADDRESS and Date of Birth. Press their name and then touch CONTINUE. At the top of the screen, search results can be filtered by voters within the voting location and not within the voting location. Green within the district. Red outside the district.

4) If the voter is an eligible voter, the screen will display a green “Voter is eligible to vote” message. To process this voter, touch GET VOTER SIGNATURE.

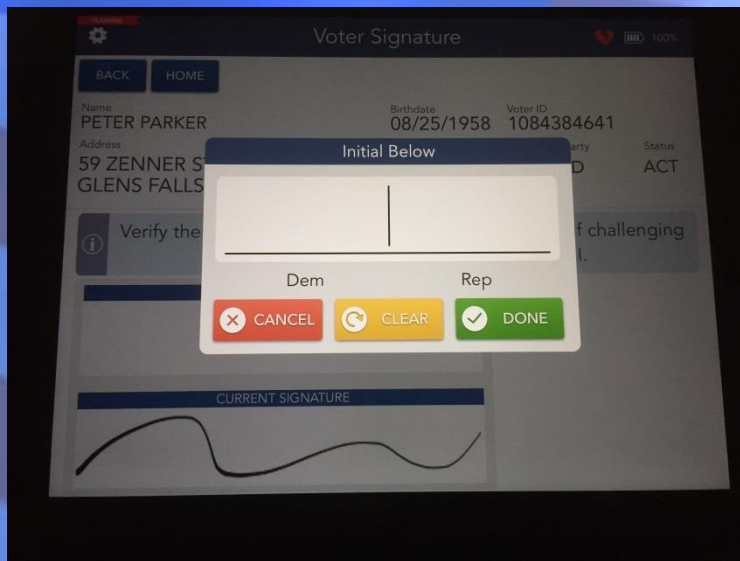
5) The screen will flip upside down. The voter will sign and affirm they have read the Voter Affidavit. Once the voter has signed, they will touch I ACCEPT to continue.

6) The voter’s signature will appear. If the signature looks valid, touch ISSUE BALLOT to continue. If the signature is lacking an identifying feature, select “sign again” and reconfirm the voters DOB/Address

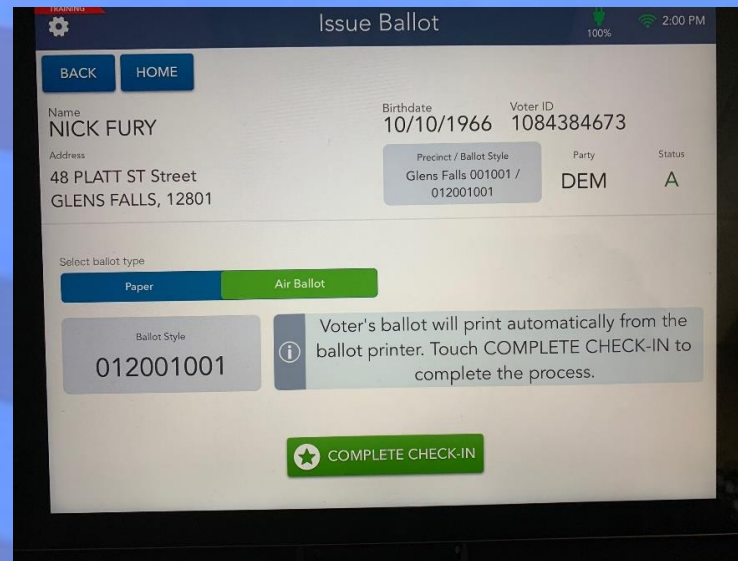


Checking in a Voter [continued]

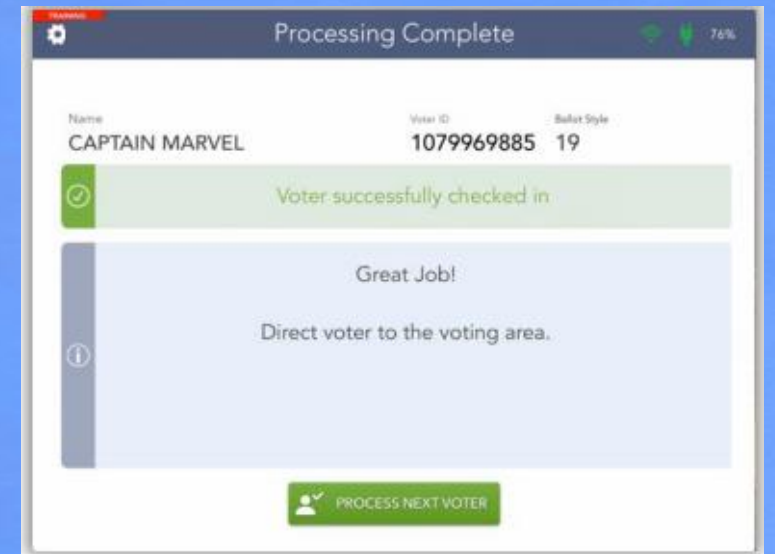
7) A pop-up will appear for the poll worker to provide their initials. You do NOT need both party representatives initials. Sign and touch **DONE** to continue.



8) Touch **“Complete Check-In”**
A pop up will appear for “Printing Ballot.”
It will ask to confirm, **“Did the voters ballot print?”**
Once it has, select **“Yes, Continue.”**
PLEASE WAIT FOR BALLOT TO PRINT If the ballot hasn't printed, select **‘NO’** and the system will attempt a reprint.



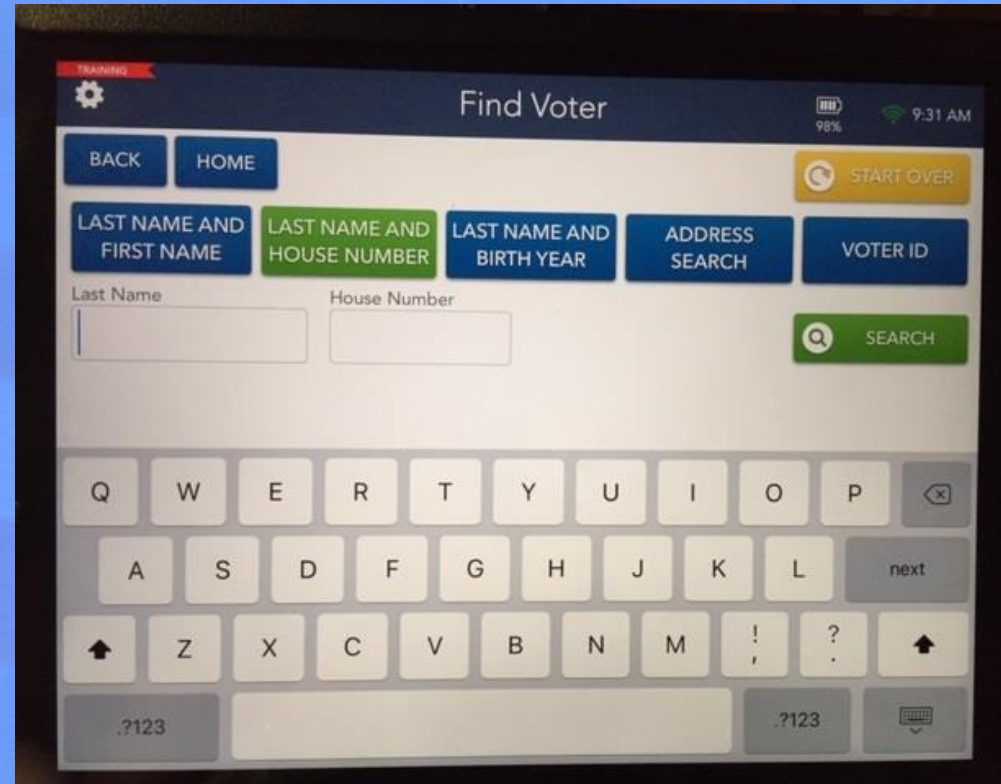
Congratulations!
The voter is now fully checked in.
9) Touch **PROCESS NEXT VOTER** to move on to the next voter.



REMEMBER: Voter is **not** required to present ID unless it is noted on the screen.

Other ways to look up voters....

- Last Name and House number
- Last Name and year of birth
- Address search – House number Street name
- Voter ID: A voter may present their *drivers license* or *Mail Check card* or *Voter Acknowledgement Card* to have the bar code scanned.



REMEMBER : Voter is ***not*** required to show ID unless otherwise noted during check in.

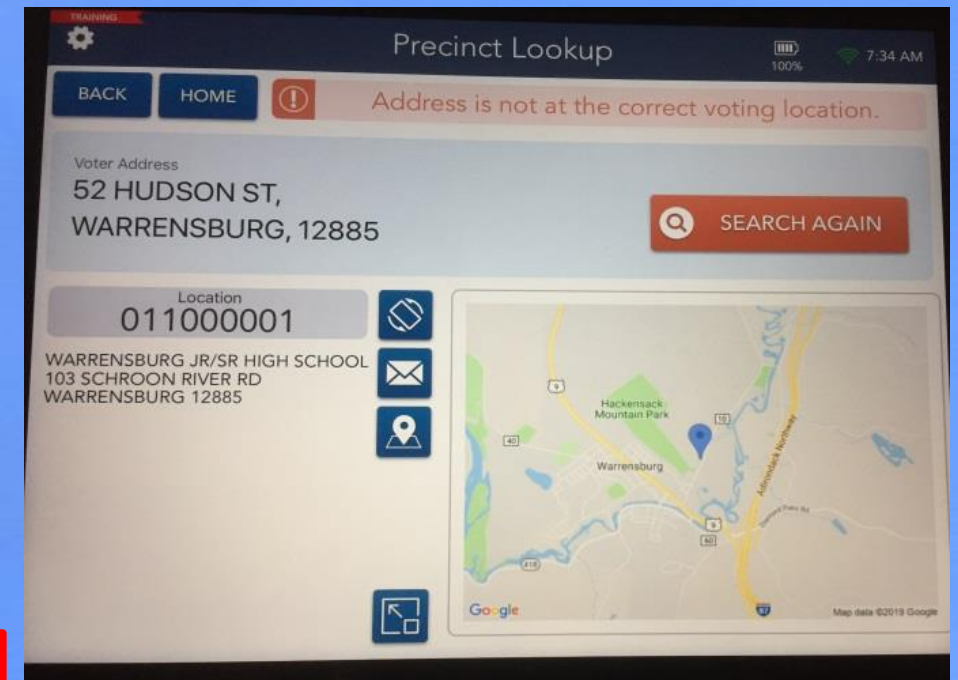
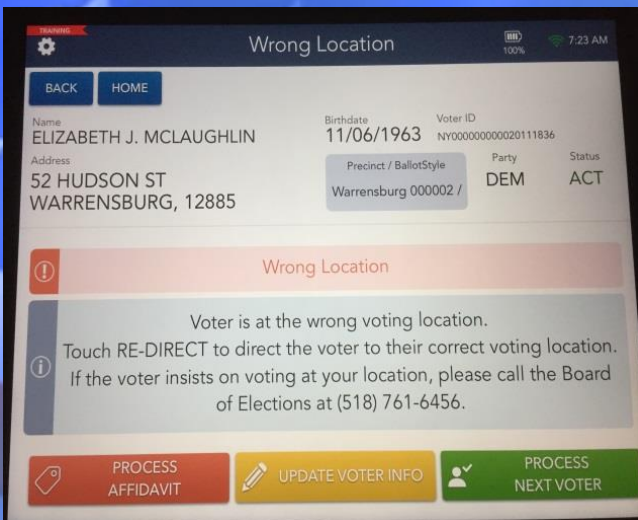
VOTERS MUST BE IN CORRECT POLL SITE

Voters can forget to update the Board of Elections when they change their address and may go to their old poll site.

Please become familiar with utilizing the “Re-direct” function on the poll books to direct the voter to the appropriate poll site.

If a voter shows in a poll site they aren't assigned, they'll be highlighted Red in the Voter lookup. If you click on their profile, an option to “Re-direct” will appear in the bottom right of the Voter Check-In screen and the top of your screen will say “Wrong Location”.

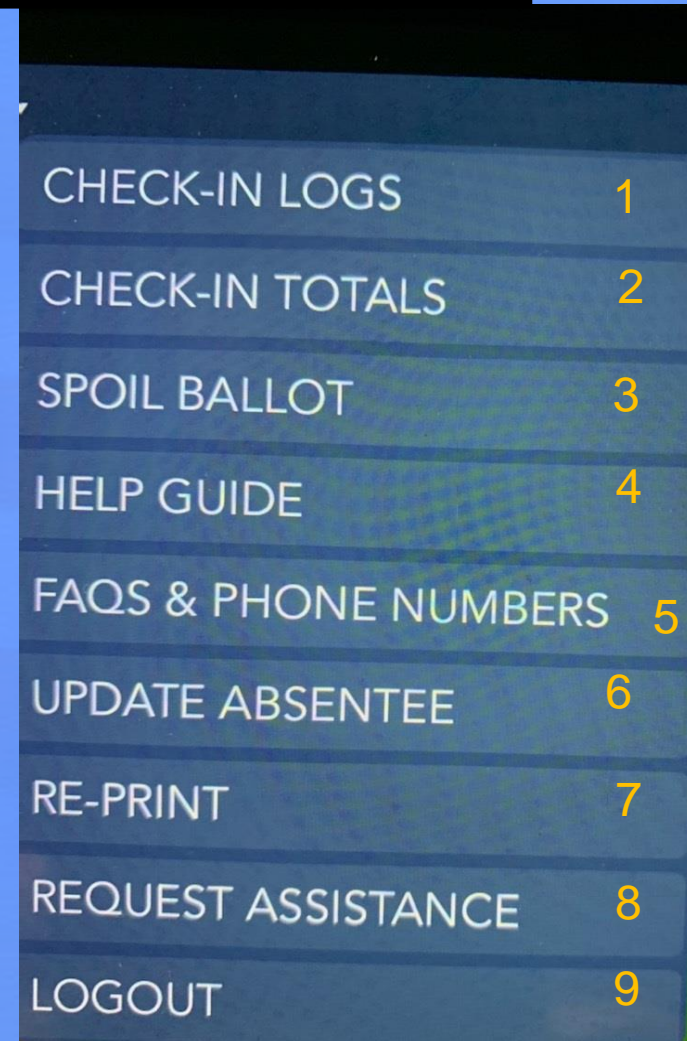
Please Click on “Re-direct” and it will give an address and a mini-map showing the voter where to go.



PLEASE NOTE: We are officially designating polling places in Queensbury and Glens Falls to be “VOTING CENTERS.” This means anyone from Glens Falls can vote anywhere in Glens Falls, anyone from Queensbury can vote anywhere in Queensbury. This is to make it easier for voters due to changing district lines since the last Presidential election. If they require an address change-AFFIDAVIT ONLY

The “Hamburger” ≡ Menu

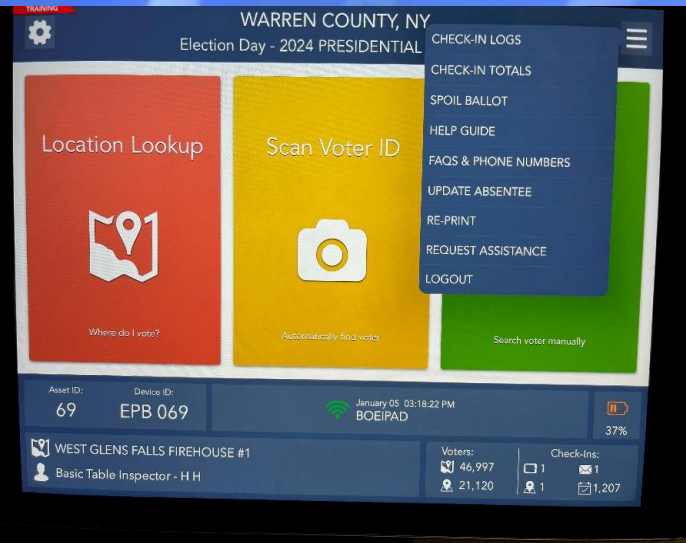
1. CHECK-IN LOGS - View a log of all voters that have checked in.
2. CHECK-IN TOTALS - View a running total of ballots issued..
3. **SPOIL BALLOT** - Use this feature to spoil and reissue a ballot to a voter.
4. HELP GUIDE – Reference informational guides.
5. FAQs & PHONE NUMBERS - Reference quick tips and important phone numbers.
6. UPDATE ABSENTEE – TO BE ANNOUNCED
7. **RE-PRINT** - If ballot did not print use this function. Be patient when waiting for a ballot to print. If you print multiple ballots, write on ballot – “REPRINT VOID” place in SPOILED Bag.
8. REQUEST ASSISTANCE
9. **LOGOUT** - Logout temporarily for a break or close the election at the end of the day.



CHECK-IN LOGS	1
CHECK-IN TOTALS	2
SPOIL BALLOT	3
HELP GUIDE	4
FAQS & PHONE NUMBERS	5
UPDATE ABSENTEE	6
RE-PRINT	7
REQUEST ASSISTANCE	8
LOGOUT	9

How to Re-Print a Ballot

Please have patience when waiting for a ballot to print. The printers take a minute to read the file and warm up the toner.



Re-Printing a Ballot is an option for when the printer and e-PollBook didn't communicate properly and a ballot didn't get produced. Without checking in someone a second time, you can re-issue a ballot.

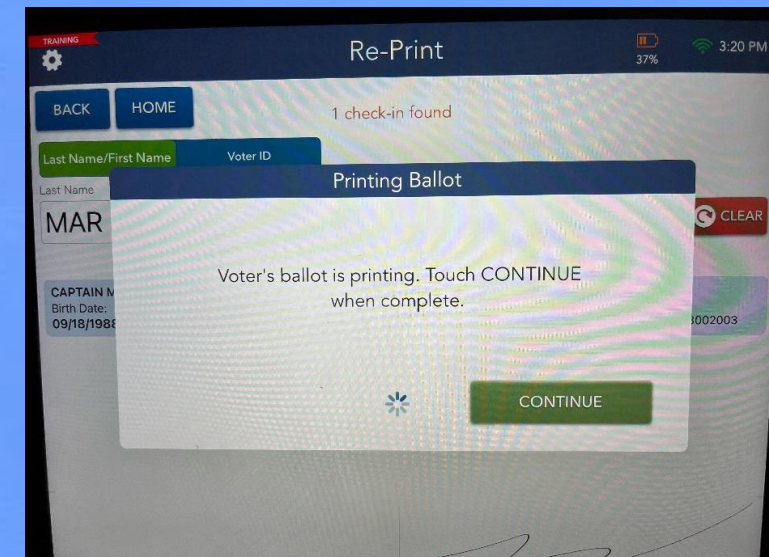
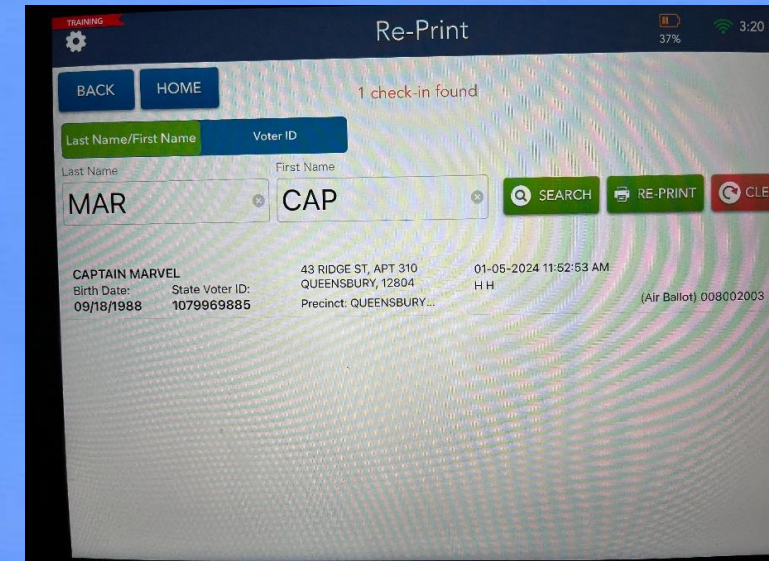
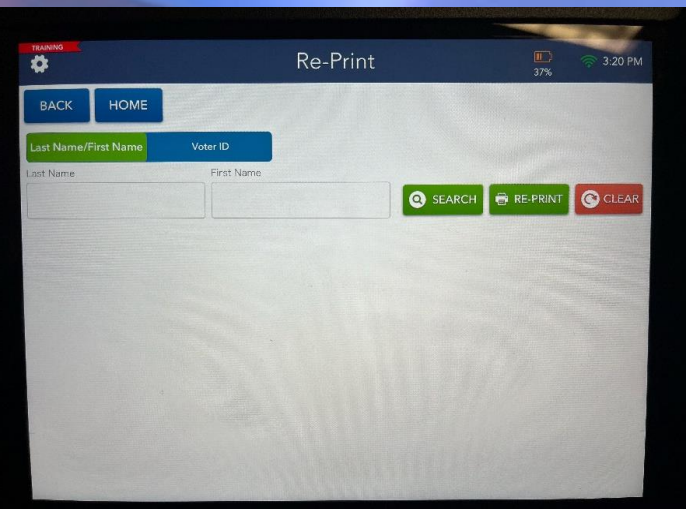
1) Utilizing the hamburger menu icon "☰" in the top right brings you to a drop down list. Select **"Re-Print."**

2) Type the voters name into the last and first name search bars using the 3x3 rule.

(First 3 letters of last name, First 3 letters of first name)

3) Select correct voter and click **"Re-Print"**

4) Press **"Continue"** when complete.



How to SPOIL a Ballot

A voter's ballot may be mismarked, damaged, or otherwise unable to be scanned. In order to issue a new ballot, the original must first be SPOILED.

1) Once again, click on the “☰” hamburger menu icon, and select “Spoil Ballot.” Have the voter hand over in a privacy folder the ballot they're spoiling. Place in spoiled bag.

2) Type the voters name into the last and first name search bars using the 3x3 rule.

(First 3 letters of last name, First 3 letters of first name)

3) Select correct voter and click “Spoil”

Press “Continue” when complete.

This will bring up a dialogue box asking for a reason. Voter requested would be if a voter made a mistake.

Administrative issues are for technical related problems causing damage to the ballot to make the scanner reject the ballot.

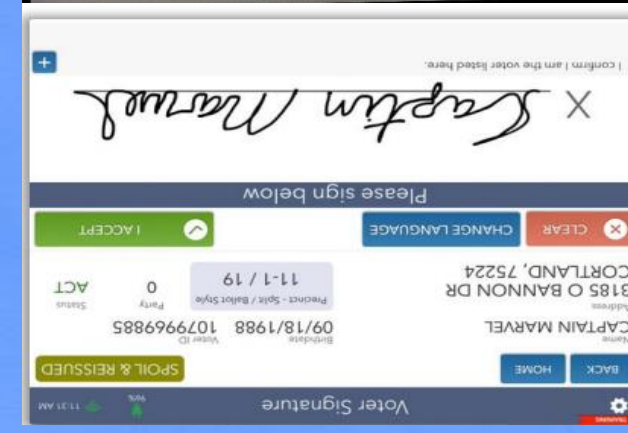
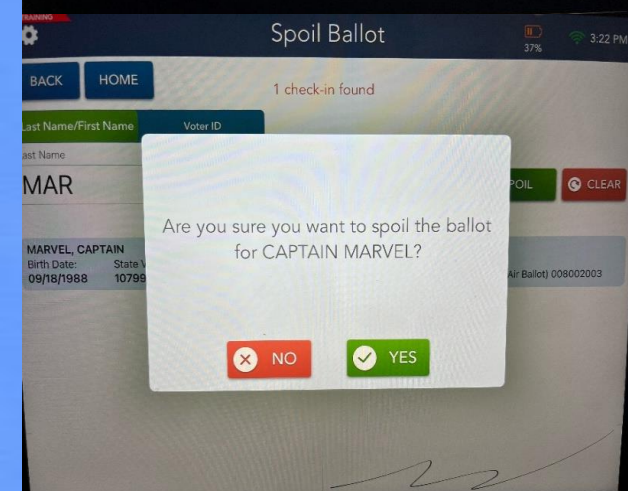
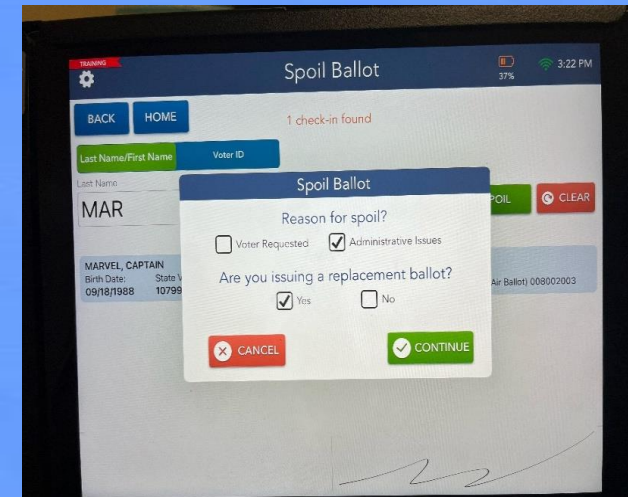
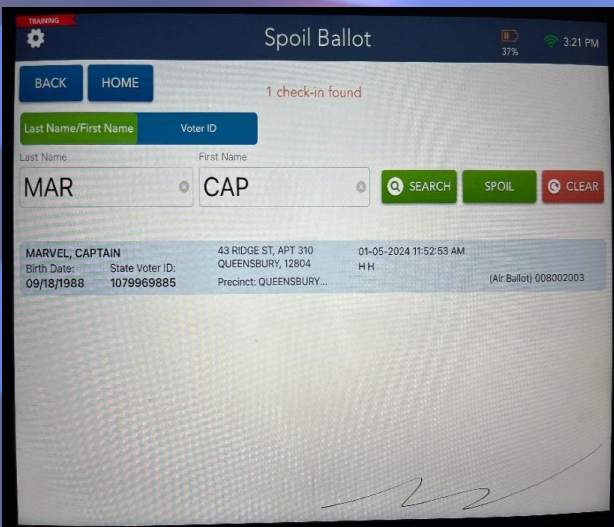
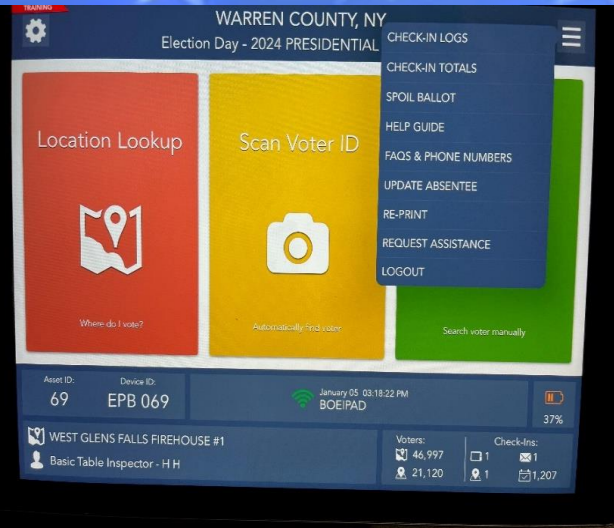
4) Issue a replacement ballot by clicking “yes” and then “Continue.”

5) Click “Yes” when prompted if you're sure.

6) The screen will flip, once the voter has signed have them press “I accept” to continue.

PLEASE NOTE
NO VOTER GETS MORE THAN 3 TOTAL BALLOTS

NO VOTER SHOULD HAVE MORE THAN 1 BALLOT AT ONCE



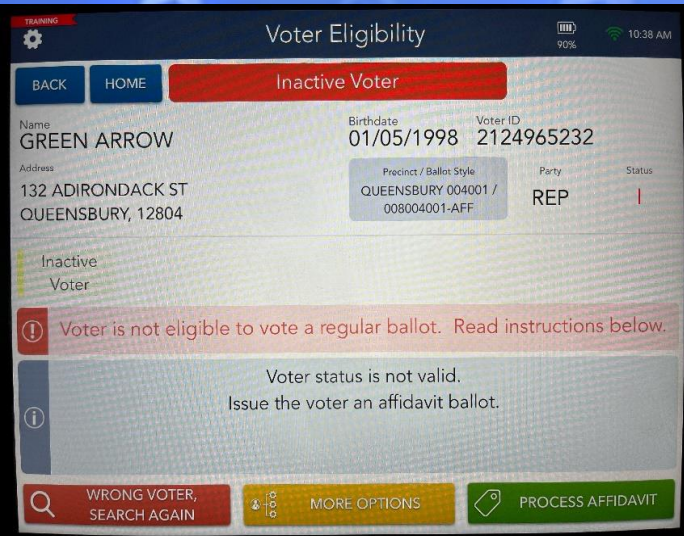
Different Types of Voter Check-ins

- **Affidavit Voters**

These are voters who are Inactive or are making changes at the poll site.

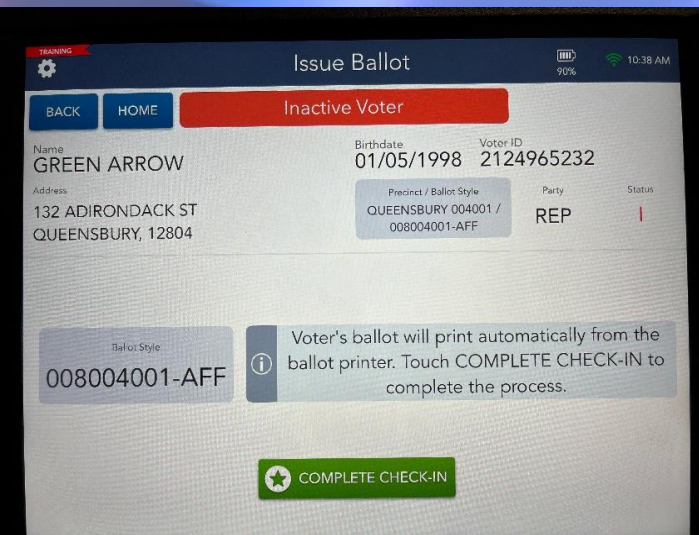
It is important to ensure:

- 1) To give an affidavit voter a green “Notice to Voter” sheet explaining why they’re voting via affidavit.
- 2) The voter fills out the affidavit envelope fully. YOU as the inspector will label on the bottom the appropriate Town Ward and District of the voters residence.
- 3) Any relevant paperwork gets completed from the challenge binder (name/address change sheets)



From the voter check-in screen press the “**Process Affidavit**” button on the lower right.

You will be brought to the screen on the left. Click “**Complete Check-in**” and “**Continue**” when the ballot has printed. An Affidavit ballot representing the voters appropriate district will print. Please place in privacy folder WITH an affidavit envelope to be completed by voter.



The voter is to complete the form, fill out their ballot, and return it to you. As the inspector you will mark the TOWN, WARD, and DISTRICT on the bottom of the envelope and place in back of challenge binder to be secured in the inspector bag and returned to the BOE at the close of polls.

ID REQUIRED

If a Voter is marked as "ID Required", there are steps to be taken before they can vote. Regardless of whether they're willing to present ID or not, you *must* hit "record ID".

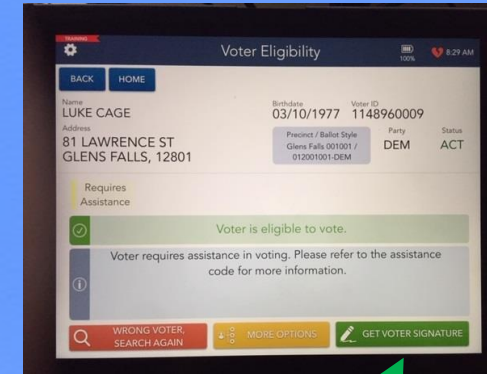
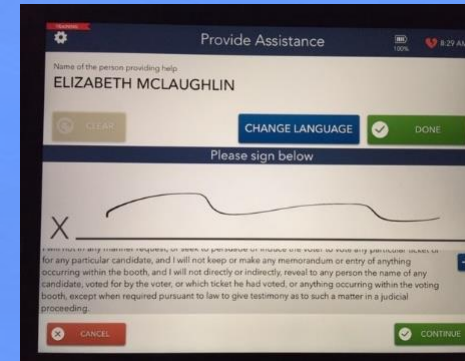
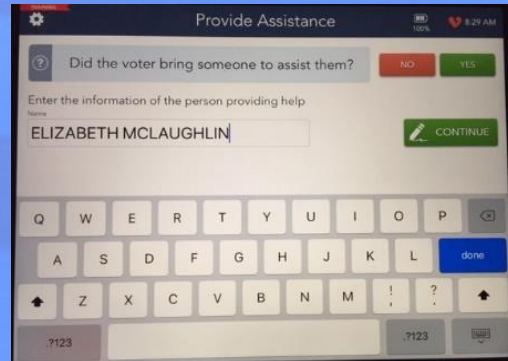
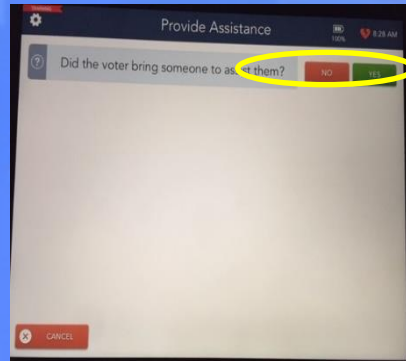
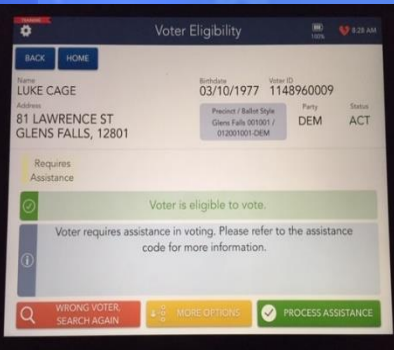
This screen will be shown-
If ID is not provided select
Not Provided and process an Affidavit Ballot

If the voter presents one of the choices shown touch the correct ID and process the voter as normal.

Please remember to fill out HAVA form from Challenge Binder

The screenshot shows the 'Voter Eligibility' app interface. At the top, there are 'BACK' and 'HOME' buttons. The voter's information is displayed: Name: ROCKET RACCOON, Birthdate: 10/03/1979, Voter ID: 1164773232, Address: 12 KEENAN ST, GLENS FALLS, 12801. The status is 'ACT' and the party is 'CON'. The 'ID Required' status is highlighted in yellow. A green message box says 'Voter is eligible to vote.' and a red message box says 'This voter is required to present a form of ID. If the voter presents an ID, continue to process the voter by touching the green button below. If not, process an affidavit ballot.' The 'RECORD ID' button is highlighted in green. Below the main screen is a 'Select Reason' screen with a list of identification types: Last 4 digits of Social Security Number, NYS Driver's License, Non-Driver ID, US Passport, Student ID Card, Pistol or Firearm Permit, Photo License, Military ID, Government ID, Other government document that shows, and Not Provided.

Voters In Need Of Assistance



Click the **YELLOW** button to bring up more options

Select **“Requires Assistance”** and choose if they brought any help.

Follow the prompts on screen. Enter the name of the person assisting voter OR have your bipartisan team assist

Have assistor OR bipartisan inspector team read oath and sign.

Process voter as usual.

*** Accessible Voters ONLY ***

With the new machines-the ClearMark Ballot Marking Device for accessible voters-there is **NO NEED** for a ballot. Their ballot will be marked and printed from the ClearMark device, to be scanned in a scanner after.

This means that *WHEN* the ballot is automatically printed at check-in, you as the inspector need to write "ACC" in ink on the ballot, fold it in half, and place in spoiled bag.

If a Voter's information is wrong...

The last place a voter thinks to update if they move is the Board of Elections. Your pollbooks can now process address changes!
PLEASE NOTE: This will still require an address change form to be filled out from the Challenge binder AND an Affidavit will have to be issued.

Wrong Location

BACK HOME

Name: HAROLD THOMAS HUBBARD Birthdate: 08/23/1995 Voter ID: 1215515

Address: 407 GLEN ST, APARTMENT 1, GLENS FALLS, 12801-33 Precinct / Ballot Style: GLENS FALLS 003001 / 012003001 Party: REP Status: A

Wrong Location

Voter is at the wrong voting location.
Touch RE-DIRECT to direct the voter to their correct voting location.

PROCESS AFFIDAVIT UPDATE VOTER INFO RE-DIRECT VOTER

Voter Update

BACK HOME

Touch EDIT to Update Information Below

Name: HAROLD THOMAS HUBBARD Party: REP

Residence Address: 407 GLEN ST APARTMENT 1 GLENS FALLS, 12801-33

EDIT

CONTINUE

Voter Update

BACK HOME CLEAR

Type in the house number and first three letters of the street name and touch SEARCH.

House Number: 72 Street Name: SUN SEARCH

5 Addresses Found

SUNNY WEST LN	LAKE GEORGE, 12845	LAKE GEORGE 000001 0
SUNNYSIDE E	QUEENSBURY, 12804	QUEENSBURY 001004 0
SUNNYSIDE N	QUEENSBURY, 12804	QUEENSBURY 001004 0
SUNNYSIDE RD	QUEENSBURY, 12804	QUEENSBURY 001005 0
SUNSET TRL	QUEENSBURY, 12804	QUEENSBURY 001001 0

CONTINUE

Voter Update

BACK HOME

Confirm Information Below

Name: HAROLD THOMAS HUBBARD Party: REP

Residence Address: 68 SUNNY WEST LN LAKE GEORGE, 12845

Old Address: 407 GLEN ST APARTMENT 1 GLENS FALLS, 12801-33

NOT CORRECT CORRECT

***If the voter is not in the correct poll site for their NEW address please **re-direct** the voter to the appropriate polling place. ***

Touch **Edit** next to the voter's address

Enter the House number and first three letters of the street name. Press **Search**

Select appropriate address from list shown by clicking on it and pressing **continue.**

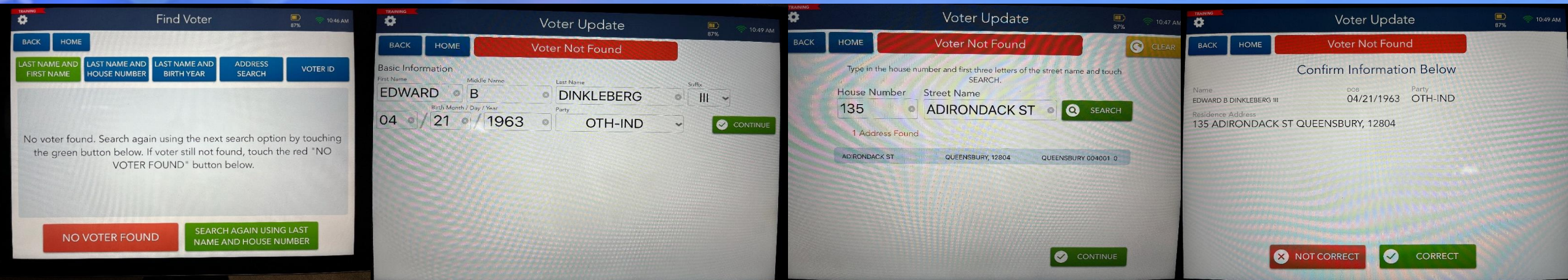
Confirm the information with the voter, and press **correct** when complete.

Now you will go automatically be brought back to the voter check-in screen where you can process an affidavit as normal.

To update address click on **Update Voter Info.**

If a voter isn't found...

If you can not find the voter in the pollbook after multiple attempts of searching



Press **"No Voter Found."**

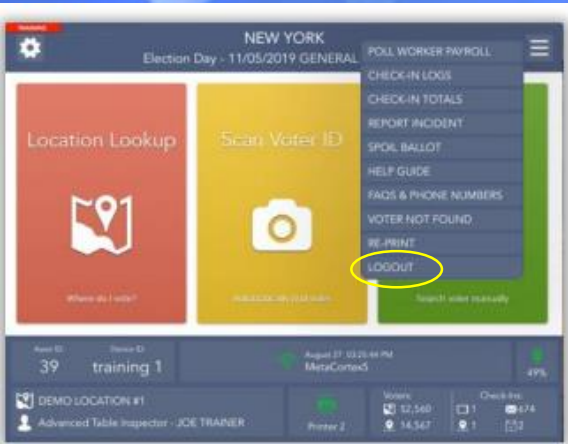
Enter Voters *full legal name* and *birthdate* and *party affiliation*.
Select **"Continue."**

Enter House number and Street name. Select appropriate address. If address does **not** show, give voter an affidavit envelope with the appropriate ballot inside.

Confirm this information is correct with the voter, press **"Continue."** and proceed to treat this like a normal affidavit.

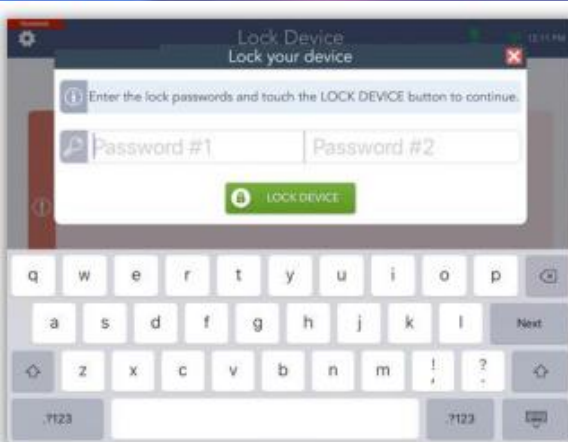
If the address *does* show, press **"Continue."**

Closing the polls from the ePollbook



1) Click Menu (☰) button and press "log out"

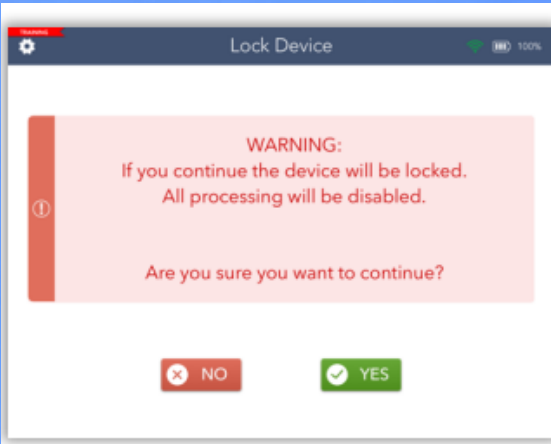
4) Enter passwords
dem123
rep123



2) Touch **CLOSE THE ELECTION** to begin the closing process.
5) Wait for e-Poll Book to complete "Synchronizing Device"



3) A warning screen will appear. If you are ready to close the election, touch **YES**



6) **Congratulations, you have closed out your election!**
If your device has not sent all its transactions, "Pending" will appear in the left-hand corner. Do not panic! This is normal. Complete the rest of your end of election procedures. **POWER DOWN**

